

Library System of Lancaster County

Board Policy 5 – New or Renovated Facilities

Adopted: 11/20/2025

5.1 Purpose

This policy establishes the responsibilities and procedures by which the Board of Directors (Board) of the Library System of Lancaster County (System) reviews and approves plans for the construction, relocation, remodeling, or enlargement of library facilities. The goal is to ensure that facilities meet the needs of the communities served.

5.2 Authority

Under [22 Pa. Code § 141.24\(g\)\(1\)](#), the System Board is responsible for reviewing and approving plans for new or renovated facilities within its service area:

“After the effective date of this section, it shall be the responsibility of the system board to review and approve plans for construction, remodeling, or enlargement of units in the system to confirm that the units fulfill the needs of the area served.”

5.3 Responsibility

The System Board is responsible for evaluating and approving all facility projects—construction, remodeling, and enlargement—according to the processes outlined in this policy.

5.3.1 Definitions

- Construction – A completely new building at the same or a different location.
- Relocation - The permanent move of a library’s operations from its current facility to a different site, whether in a new or existing building. Relocation may or may not involve construction, enlargement, or remodeling, but always requires System Board approval to ensure the new facility meets the service needs of the community.
- Enlargement – Additional space built adjoining the current facility.
- Remodeling – Alterations that change the intended use of more than 10% of total public area square footage.
- Building Maintenance – Facility improvements that do not qualify as construction, enlargement, or remodeling (e.g., roof replacement, HVAC, ceilings, painting, lighting). Maintenance projects do not require Board approval, regardless of cost or scope.

5.4 Approval Process

5.4.1 Preliminary Plan Approval

Preliminary approval is the first step for construction, enlargement, or remodeling projects. At the Board's discretion, some remodeling projects may only require this level of approval.

Member libraries must submit requests at least 60 days before seeking letters of support or similar endorsements. Required documentation includes:

- Statement of project purpose.
- Preliminary drawings, renderings, or visual plans.
- Projected overall budget.
- Brief analysis of how the project will improve service, including a summary of statistical trends and current facility limitations.

The Board will review the request at a regular meeting and will either approve, deny, or return it for further information.

5.4.2 Final Plan Approval

Final approval is required for all construction and enlargement projects and may be required for remodeling projects. Requests must be submitted at least 90 days before bid acceptance or contract signing.

Required documentation includes:

- Statement of project purpose.
- Detailed project budget (including expenses and projected revenues such as grants, fundraising, and loans).
- Final architectural drawings.
- General construction schedule, including service implications.
- Five-year sustainability plan, addressing staffing, operating costs, debt service, and funding sources.
- System impact statement outlining need for additional System resources (e.g., computers, Wi-Fi, delivery, or other system-level resources). This statement should be developed in consultation with LSLC staff.
- Community needs assessment for the designated service area, identifying enhanced services and solutions to current limitations.
- Member library's current Strategic Plan.

The Board will review submissions at a regular meeting and will either approve, deny, or return the request for additional information.

5.4.3 Changes

- If significant changes occur at any stage of the project—including facility location, overall project size ($\pm 10\%$), project budget ($\pm 10\%$), withdrawal of partners, or other substantial modifications—the member library must notify the System Executive Director in writing.
- The Executive Director will consult with the Board to determine whether an updated submission or formal presentation is required.

5.5 Endorsement

Approval or disapproval of preliminary or final plans for construction, enlargement, or renovation of member libraries does not constitute endorsement of the project. The System Board makes no guarantees regarding the legality of the plans, the consultants involved, or the financial viability of the project. Approval does not create or imply any financial commitment, endorsement, or liability on the part of the County of Lancaster, the Library System of Lancaster County, its Board members, or its employees. The Board's review and decision are limited solely to determining whether the submitted plans, as presented, meet the needs of the area served.

5.6 Updates

Libraries with approved projects must provide quarterly written updates to the System Executive Director until the project is completed.

5.7 Policy Review

This policy shall be reviewed periodically by the Board to ensure consistency with the Pennsylvania Library Code, System Bylaws, and best practices in governance.