



Chester County Library System Facilities Policy

In accordance with PA Title 22, (excerpted here):

§141.24 Library Systems

(g) Facilities

(1) 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.

The Board of Trustees of the Chester County Library System (CCLS), with the goal of ensuring quality library service system-wide, works with member libraries to promote library buildings and facilities that are designed with flexibility to adequately meet the physical requirements of such services today and in the future, particularly as identified in the CCLS and Member Library Strategic Plans. With this in mind, a Building Approval Process has been developed to gather required information in a timely fashion to ensure that the CCLS Board of Trustees can review plans and make a determination that considers all relevant factors.

Some of these factors include:

- Community Needs Assessment with proposed changes to programs/services
- Space allocation to proposed programs/services
- Location
- Financial viability of the project (both short and long term)

Member libraries entering the Building Approval Process must be established, governed and maintained so as to meet or exceed the standards to qualify for all levels of state aid and county funding as defined by and in accordance with the Pennsylvania Library Code, Act of Nov. 1, 2012, P.L. 0, No.210, (Standards for System Members, 22 PA CODE §141.24; §141.26, and Branch Libraries 22 PA CODE §141.27) and as set forth in the CCLS Membership Agreement

This approval is solely focused on whether the plan, as currently presented, fulfills the needs of the area served. The Chester County Library System Board makes no guarantees or warrants on the legality of the plan(s). This approval does not imply endorsement of the consultants utilized in developing this project, nor does this approval make or imply any financial guarantees or support for the project. Furthermore, approval does not imply the Chester County Library System Board is a party in the project. This approval does not imply any liability of the County of Chester, the Chester County Library System, its board members or employees arising out of the project approved.

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Failure to receive CCLS approval of building projects is considered a deficiency to the CCLS Membership Agreement if the member library proceeds with the project and may result in the following penalty:

- The CCLS Board will decide whether to withhold one-eighth of the Member Library's county and state aid appropriation for this deficiency.
- The CCLS Board (at its discretion) may impose this penalty in the subsequent funding year.
- The funds withheld will be distributed to the remaining Member Libraries according to their original pro-rata share of funds received from the appropriate formulas. The CCLS Board may direct that funds distributed to remaining Member Libraries must be spent for a particular purpose.
- When the Member Library successfully receives the necessary approvals to rectify this deficiency, the CCLS Board will determine the timeline for reinstatement of funding.

*Approved October 15, 2013
Reviewed and Approved 8/17/2021*