

# Director's Toolkit

## Resources for the New Directors 2025



*Every new beginning comes from some other beginning's end."*

-- Seneca



**COLORADO**  
Department of Education

Made possible through the Institute of Museum and Library Services (IMLS) administered by the Colorado State Library.

# CALENDAR OF COLORADO EVENTS

This calendar highlights Colorado-specific library activities and events of interest to public library directors and staff. This list is a snapshot rather than a comprehensive list.

For information on monthly professional development offerings, check out the calendar on the Libraries Learn website:

<https://www.librarieslearn.org/calendar>.

**Jan-Mar** | Public Library Annual Report (PLAR) Reporting Period

**Jan-Feb** | E-rate application (dates change each year)

**Feb** | Check Out Colorado State Parks: new passes sent for next year

**Mar** | CAL Legislative Day at State Capitol

**Spring** | CLiC Online & Regional Events, CAL workshops

**Apr-May** | Conferences - Colorado Resource Sharing, Teen Lit Conference, REFORMA

**May** | Colorado Public Library Directors' Retreat & New Directors Forum

**Jun** | State Grants reports due to State Library

**Jul-Aug** | E-rate forms receive reimbursement

**Sept** | State Grants to Libraries: eligibility form due

**Sept-Oct** | Marmot User Group, Aspen Cat User Group, Colorado Association of Libraries (CAL) Conference

**Sept-Oct** | Library Research Service (LRS): final public library data file released from previous year

**Oct** | Colorado Libraries for Early Literacy (CLEL) Conference

**Oct-Dec** | Budgets season

*"One person alone is not a full person; we exist in relation to each other."*

— Margaret Atwood

# COLLABORATION & CONNECTIONS

**Colorado Public Library Directors** - annual meeting, listserv, informal meetups

**Regional public library director meetings**

- Front Range Public Library Directors (FRPLD), bimonthly meetings
- Southeast Area Directors (SEADS)
- Northeast Directors (NEDIRS)
- Western Region, semi-annual meetings

**Colorado Public Library Specialists Groups** - self-organizing, online &/or front range meetings, listservs -discuss strategies and exchange resources; collaboration on shared initiatives, support for new peers/training:

- Regional Assistant Directors (RAD)- Nuts and Bolts of Library Operations
- Continuing Education Trainers
- Development Officers (fundraising, foundations, grant writing)
- Finance Directors
- HR Directors
- Marketing and Communications
- Security Officers
- Tech Directors
- Youth Services

**Consortia for ILS, Database, etc.**

- AspenCat, etc. - See CLiC (<https://www.clicweb.org>)
- Colorado Alliance of Research Libraries (<https://www.coalliance.org>), aka: "The Alliance"
- Marmot Library Network (<https://www.marmot.org/>)

**Email Lists for Collaboration**

See more collaborative groups and subscribe:

<https://www.coloradovirtuallibrary.org/resource-sharing/listservs/>

**Notes on Colorado Organizations**

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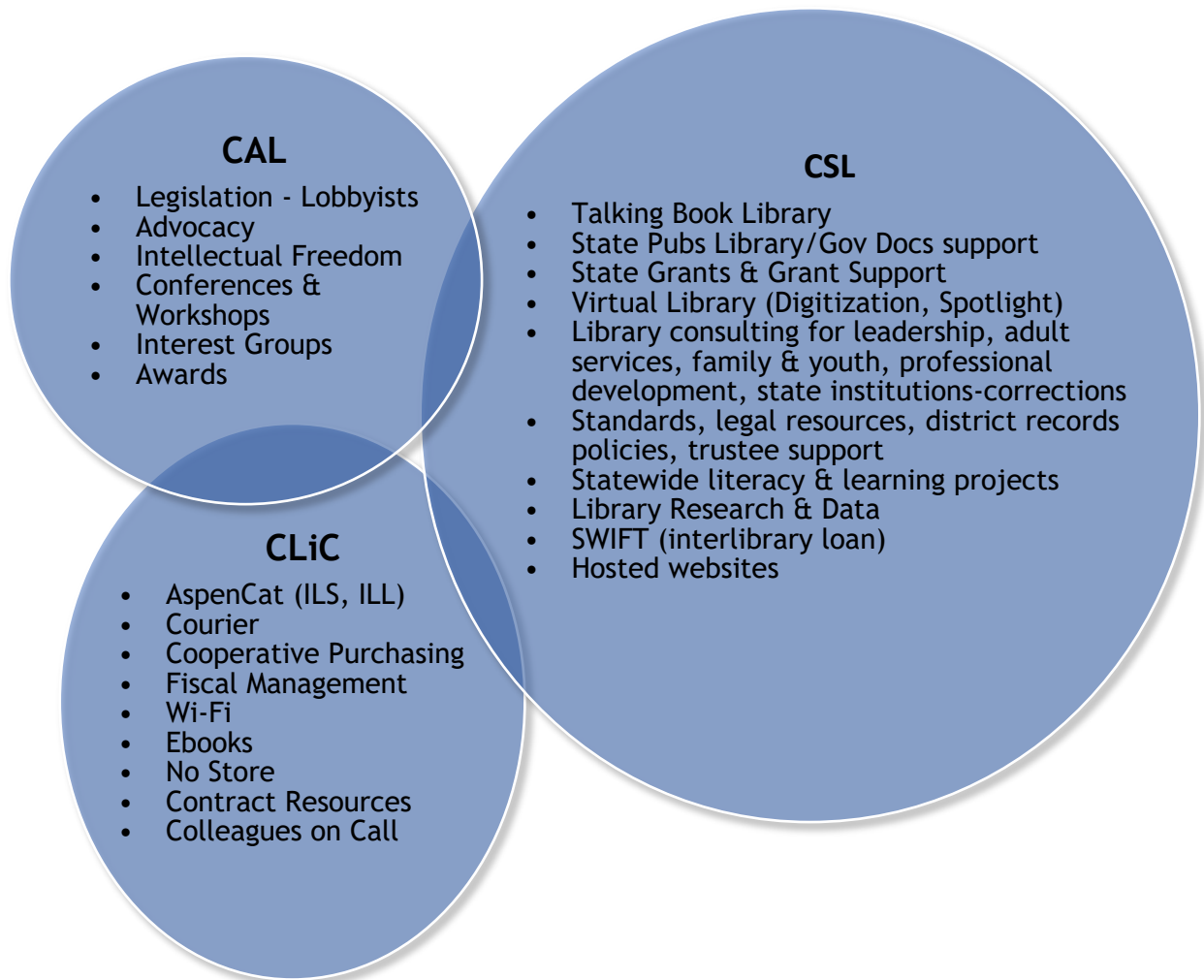
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# STATEWIDE AGENCIES

## WHO DOES WHAT? PROJECTS & RESPONSIBILITIES



### AREAS OF OVERLAP

- CONSULTATION – CLIC AND CSL
- ILS & DATABASES – CO. ALLIANCE OF RESEARCH LIBRARIES, CLIC, MARMOT LIBRARY NETWORK
- PROFESSIONAL DEVELOPMENT – ALL ORGANIZATIONS

## LAWS & LIBRARIES

### Colorado Library Law (Colorado Revised Statutes, Title 24, Article 90)

Colorado Library Law provides a legal framework for library operations and responsibilities. Staff, governing boards, and agency attorneys who work with libraries should be familiar with the information.

<http://ColoradoStateLibrary.org/librarylaw/Contents>

### Colorado Definition of Public Library:

<http://ColoradoStateLibrary.org/standards/definition-public-library>

### Other State Laws Impacting Libraries

The Colorado State Library collects guides and fact sheets on other state laws impacting libraries.

- Colorado Open Records Act (CORA)
- Law on Forming Libraries
- Fair Campaign Practices Act
- Local Government Budget Calendar (<https://dlg.colorado.gov/budget-calendar>)
- Financial Management Manual for Colorado Local Governments
- Open Meetings/Sunshine Laws
- Taxpayer Bill of Rights (TABOR)
- Consumer Data Protection/Protecting Personal Information of Library Users
- Accessibility Law for Colorado State and Local Government
- Family and Medical Leave Insurance (FAMLI)

<http://ColoradoStateLibrary.org/librarydevelopment/publiclibraries/otherlegalresources>

### Library District Legal Documents

The CSL archives all library district bylaws, establishment documents, and legal service area maps. If you create or modify these documents, please send your revisions to the Colorado State Library.

<http://ColoradoStateLibrary.org/librarydevelopment/publiclibraries/legaldocuments>

## LIBRARY STANDARDS AND LEADERSHIP

### Colorado Public Library Standards

The newly released 2024 to 2030 Colorado Public Library Standards offer checklists for management decisions, strategic planning, and communicating successes and needs.

<https://www.cde.state.co.us/cdelib/standards/index>

The associated data maps, charts, and graphs also support library leadership in decision-making, change management, and advocacy.

<https://www.lrs.org/library-standards-visualizations/>

<https://www.lrs.org/data-tools/public-libraries/annual-statistics/>

### **Library Policies**

The Colorado State Library offers examples of library policies. The language in these sample policies may or may not be appropriate for your library and are not endorsed by the State Library. They are simply a reference resource as you develop and/or review your own policies.

<http://www.coloradostatelibrary.org/librarydevelopment/publiclibraries/Policies>

To submit your policies and best practices, please contact the *Public Library Development Team*.

### **Library Leadership Support**

The Colorado State Library provides:

- Hot topics monthly discussions
- Trustee training
- Library consulting for library managerial and organizational leaders
- Strategic planning resources & facilitation
- Connections to build the Colorado colleague network

<http://ColoradoStateLibrary.org/librarydevelopment/publiclibraries/index>

### **Colorado Elections 101**

The **Taxpayers Bill of Rights (TABOR)** is a Colorado constitutional law that requires a public election for any tax increases or the incurrence of debt. (Mail ballot or coordinate with county.)

**November elections\*** (municipal libraries elections also may occur during local municipal election schedule)

**July\* prior to Nov. election** - Written notification to County Clerk of library's intent to participate in November election

**Early September\* prior to Nov. election** - Formal notification to County Clerk of ballot content (detailed ballot language, order of content, etc.).

\*Day varies based on the year.

### **Fair Campaign Practices Act**

Among other things, restricts use of public funds in campaigns (including staff paid time) for election advocacy. See C.R.S. 1-45-117 and Colorado Constitution Amendment 28

### **CSL Public Library Development Team**

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