

New Director's Toolkit

Resources for Colorado Public Library Directors

2023



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INSTITUTE of
Museum and Library
SERVICES



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 Regional Events, CAL workshops, REFORMA, etc

Apr-May | Colorado Resource Sharing Conference

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

Jun-Jul | State Grants reports due to State Library

Jul-Aug | E-rate forms receive reimbursement

Sept | State Grants to Libraries: eligibility form due

Sept-Oct | 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-Nov | Youth Services Workshops

"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 meet-ups

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, some 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

Regional 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 at:

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

Public Library Organizations & Learning

[American Library Association](#)

[Association of Rural and Small Libraries](#)

[Colorado Association of Libraries](#)

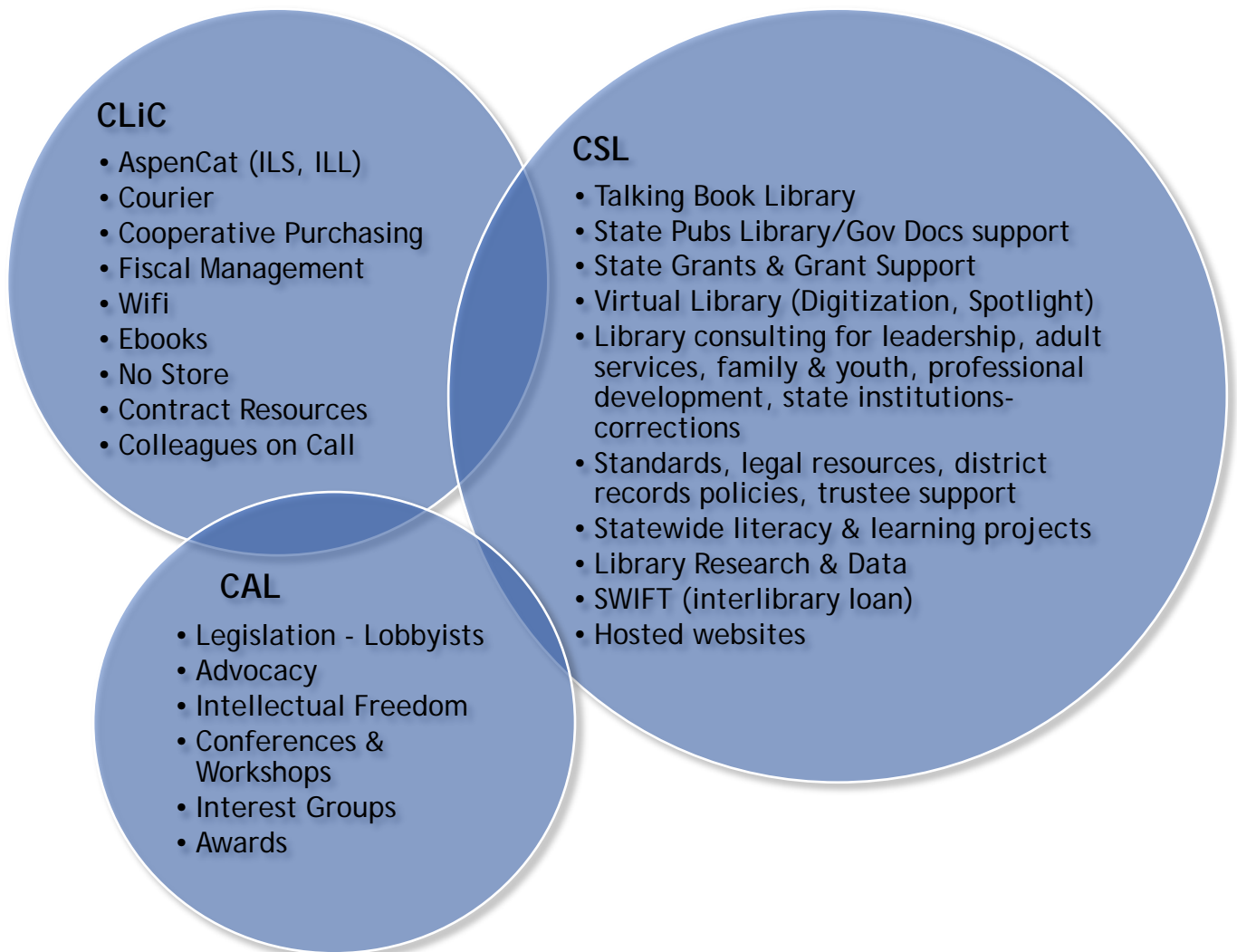
[Mountain Plains Library Association](#)

[Public Library Association](#)

American Library Association, [United for Libraries](#)

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

"Get behind other people's success. Your life was built on other people's dreams, so let's not let them down."

Dionica Nava

LAWS & LIBRARIES

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

The 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.

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

PDF version: <http://www.coloradostatelibrary.org/colibrarylaw>

Colorado Definition of a Public Library:

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

Quick Guides

The Colorado State Library also offers Quick Guides to commonly used sections of Colorado Library Law. These guides provide a non-legal summary of statutes. They are intended to assist you in understanding the meaning of the law, not replace your local legal counsel. Please consult with your library's attorney for necessary interpretations.

- State Library Responsibilities
- Capital Facilities Districts
- Colorado Library Law
- Comparison of Library Districts and a Regional Library Authority
- Inclusion into an Existing Library District
- Internet Protection in Public Libraries
- Library Records Retention and Disposal of Records
- Method of Establishment
- Privacy of User Records
- Regional Library Authorities (RLA)

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

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
- 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

<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 POLICIES, LEADERSHIP, AND ELECTIONS

Library Policies

The Colorado State Library offers examples of library policies at this website. The language in these sample policies may or may not be appropriate for your library or may not be the most current version of each. The policies are not endorsed by the State Library; they are simply offered as reference resources as you develop and/or review your own policy.

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

Library Leadership Support

The Colorado State Library provides:

Hot topics discussions | Trustee training | Library consulting for library governance, managerial and organizational leaders | Strategic planning resources | Connections to build the Colorado colleague network

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

Colorado Library Consortium (CLiC) [New Director's Guide for Public Libraries](#)

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 unless indicated otherwise locally

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

Resources:

- Before the Ballot: How to Prepare for an Election (EveryLibrary)
- From Awareness to Funding 2018 (OCLC)
- Guidelines for Complying with Fair Campaign Practices Act (FCPA)
- How to Get a Yes Vote for Your Library Mill Levy (Webinar)
- Library Elections Primer for Operating and Building Projects (Webinar)

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

COLORADO STATE LIBRARY CONTACTS

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