

## DEPARTMENT OF EDUCATION

### Colorado State Board of Education

## REGIONAL LIBRARY SERVICE SYSTEM

### 1 CCR 301-22

*[Editor's Notes follow the text of the rules at the end of this CCR Document.]*

---

#### **2202-R-0.00 Statement of Basis and Purpose.**

##### **Statement of Basis and Purpose**

The State Board, upon the Department's recommendation, amends 1 CCR 301-22 to conform to statutory changes enacted in 2005 in 24-90-101, C.R.S. et seq., and to incorporate the current practices based on the statutory scheme. The amendments clarify System plan and voting requirements. Existing rules were last approved in 1994. These rules are enacted pursuant to the authority found in Section 24-90-105 (1)(a)(II)(g), C.R.S.; 24-90-105 (2) (c) C.R.S.; 24-90-115 (1) (b) C.R.S. The amendments adopted by the Board: 1) Update portions of the present rules which are out-of-date and no longer relevant, 2) Promote greater efficiency and effectiveness in the Regional Library Service System operations, 3) Clarify and strengthen the reporting and Regional Library Service System accountability, 4) Coordinate System activity towards the improvement of library service for the state's libraries and the residents of Colorado.

#### **2490-R-70.00 Definition and Mission.**

70.01 Definition of RLSS. A Regional Library Service System is an organization of publicly supported libraries within a designated geographic area established to develop and coordinate cooperative services. A System provides continuing education, consulting, technical assistance, and professional support for all publicly supported member libraries and the Colorado library community.

70.02 Mission of RLSS. A Regional Library Service System encourages, promotes, and aids System members by providing leadership in developing library and media services. A System works cooperatively and in collaboration with any other Systems that may be created, the State Library, library communities, and other organizations to meet the information needs of Colorado residents now and in the future.

70.03 Geographic Area. All geographic areas of Colorado are currently included in a Regional Library Service System. The geographic area of a Regional Library Service System will be based on the effective and efficient coordination and utilization of library resources. Changes in System boundaries are made by the State Board of Education, upon recommendation of the Colorado State Librarian or designee, after consultation with the boards of the impacted Systems.

#### **2490-R-71.00 System Membership.**

##### 71.01 Types of Members

71.01 (a) Public Libraries. Any public library legally established as defined by Section 24-90-103, C.R.S., and its subsequent amendments or revisions may elect to participate in a System.

71.01 (b) School Districts. Any school district organized and existing pursuant to Section 22-30-103, C.R.S., may elect to participate in a System.

71.01 (c) Academic Libraries. Any state university, college, or community college as defined by Section 23-2-102, C.R.S., may elect to participate in a System.

71.01 (d) Special Libraries and Cooperatives. Any publicly supported special library or cooperative providing library services may elect to participate in a System.

71.02 Associates. A System Board may extend non-voting associate status as defined by individual System bylaws.

## **2490-R-72.00 System Governance**

### **72.01 Membership Council**

72.01 (a) The Membership Council will consist of one voting representative from each System member. A council representative will be specifically empowered by the System member to represent it.

72.01 (b) A Governing Board which is representative of at least three of the four types of members will be elected through an annual election, by the Membership Council as defined by 72.01 (a).

72.02 Governing Boards. The governing body of a Regional Library Service System will be called the Governing Board, pursuant to Section 24-90-115, C.R.S. The Governing Board will have the right to exercise all powers vested in a public library board of trustees pursuant to Section 24-90-109, C.R.S.

### **72.03 Staff**

72.03 (a) The Governing Board will employ the director of the Regional Library Service System in compliance with applicable state and federal equal employment opportunity laws. The director must hold a graduate degree from an American Library Association accredited school, or a masters degree in educational media or educational technology from a National Council of Accreditation of Teacher Education (NCATE) accredited institution of higher education.

72.03 (b) The Governing Board of a Regional Library Service System, upon the recommendation of the director, will employ such other staff as may be necessary in compliance with applicable state and federal equal employment opportunity laws.

72.03 (c) The Governing Board will adopt personnel policies which may include staff selection, resignation and dismissal procedures, leave policies, job descriptions, employee benefits, and personnel performance evaluations.

## **2490-R-73.00 Long Range Plan and Annual Plan**

### **73.01 Long Range Plan**

73.01 (a) A Long Range Plan to provide developmental and strategic guidance for a System shall be submitted every three years by the governing board to the Colorado State Librarian or designee. Plans shall be submitted 90 days prior to the fiscal year in accordance with a timeline set by the Colorado State Librarian.

73.01 (b) The Long Range Plan shall include, but not be limited to:

- (1) Needs assessment
- (2) Goals and objectives
- (3) Proposed evaluation process

#### 73.02 Annual Plan

73.02 (a) A System is required to have an Annual Plan. The Annual Plan will be submitted by the Governing Board for approval to the Colorado State Librarian or designee no later than 90 days prior to the beginning of the System's next fiscal year.

73.02 (b) The Annual Plan for a System's fiscal year will include:

- 1) Services that address the State's Long Range Plan for libraries
- (2) Goals and objectives
- (3) Budget
- (4) Other information as needed or as requested by the Colorado State Librarian in consultation with the System director.

### **2490-R-74.00 Funding, Reporting, and Fiscal Year**

#### 74.01 Funding

74.01 (a) Funds appropriated by the Colorado General Assembly for a Regional Library Service System will be allocated by the Colorado State Librarian, or designee. Elements for allocation may include, but need not be limited to: basic administrative costs, other factors related to System service areas, and the State's Long Range Plan for libraries.

74.01 (b) A System will receive 90% of its total annual state funding upon receipt and approval of the System's next fiscal year Annual Plan by the Colorado State Librarian, or designee.

74.01 (c) A System will receive 10% of its total annual state funding upon receipt and approval of the Annual Report for the previous fiscal year required in Rule 2490-R-74.02 (b) by the Colorado State Librarian or designee.

74.01 (d) These regulations will not be construed in such a way as to restrict or hamper the Governing Board in obtaining or accepting private financial support, supplementary public funding, or grants from any agency, public or private, or entering into remunerative contracts or agreements in accord with the System Annual or Long Range Plan.

#### 74.02 Reporting

74.02 (a) The Governing Board will have the System's financial records audited annually in accordance with generally accepted auditing principles. The written audit shall be submitted to the Colorado State Librarian, or designee, no more than six months after the close of the System's fiscal year.

74.02 (b) The Governing Board will submit an Annual Report providing statistical and narrative information requested by the Colorado State Librarian, or designee. The Annual Report will include a report of activities related to goals and objectives in the System's Annual Plan, and sources of income of System activities. This document is to be submitted to the Colorado State Librarian or designee no later than 90 days after the close of the System's fiscal year.

74.03 Fiscal Year. The fiscal year of the Systems will be determined by the Colorado State Librarian, or designee.

#### **2490-R-75.00 System Establishment**

75.01 Establishment of a new Regional Library Service System requires the submission of an organizational plan to the Colorado State Librarian or designee for approval by the State Board of Education. The organizational plan will include, but not be limited to:

75.01 (a) A copy of proposed bylaws.

75.01 (b) Description of structure.

75.01 (c) Evidence of the endorsement of participating libraries.

75.01 (d) Hiring of System director in accordance with Rule 2490-R-72.03, and designation of System headquarters.

75.01 (e) Procedures permitting membership of all types of publicly supported libraries.

75.01 (f) Procedures for a library to inform a System that it wishes to become a member or withdraw from membership.

75.01 (g) Needs assessment for the System area.

75.01 (h) A statement of long-range goals and objectives of the System.

#### **2490-R-76.00 Dissolution and Mergers**

76.01 In the event the Board or a majority of members represented by the Board decides that the need for a Regional Library Service System ceases to exist, the Governing Board thereof may, by a two-thirds vote of its System members, declare its intent to dissolve the organization and file with the Colorado State Librarian, or designee, a plan for effecting such dissolution, which will be carried out upon approval by the State Board of Education pursuant to Section 24-90-115, C.R.S.

76.02 In the event of a reconfiguration of one or more Systems, a plan for disposition of assets and liabilities must be submitted to the State Librarian, or designee, along with the organization plan for reconfiguration and must be approved by the State Board of Education.

#### **2490-R-77.00 Local Autonomy.**

The organization or operation of a Regional Library Service System will not be construed to infringe upon the autonomy of any Board of Trustees of a public library or the Governing Board of any publicly supported library in accordance with Section 24-90-115, C.R.S.

---

**Editor's Notes****History**

Entire rule eff. 06/30/2009.