



**Pikes Peak Library District  
POSITION DESCRIPTION and APPLICATION FORM**

**BOARD OF TRUSTEES MEMBER**

*A meaningful public service commitment for the community oriented individual*

**General Information:**

*The Pikes Peak Library District (PPLD) Board of Trustees is a governing board. There are seven members serving on the PPLD Board. The term of office is five years; vacancies are filled for the remainder of the unexpired term. Board members may serve for no more than two terms.*

*Board members are appointed jointly by the Colorado Springs City Council and the El Paso County Commissioners.*

*Colorado Library Law addresses the composition of library boards in CRS 24-90-108. It specifically defines the power and duties of library boards in CRS 24-90-109. The Board for a library district is considered a governing, as opposed to an advisory Board, and responsibilities, as defined by both law and practice, are outlined below.*

**Board Responsibilities:**

**1. MEETINGS:**

Preparing for, attending, and actively participating in regular Board meetings, as well as Committee meetings; Becoming familiar with Library Board Bylaws and updating them as needed; Attending selected events and speaking on behalf of the Board of Trustees or the Pikes Peak Library District, when requested.

**2. COMMUNICATIONS:**

Serving as a community liaison, which increases the visibility and accessibility of the Library; Understanding and articulating the mission and role of the Library in the community; Fostering open communications between the Library, the community, Library partner groups, and local officials.

**3. CHIEF LIBRARIAN & CEO:**

Appointing a competent and qualified Chief Librarian & CEO to lead and manage the operations of the Library District; Evaluating the performance of the Chief Librarian & CEO regularly.

**4. POLICY:**

Setting policy which is responsive and appropriate for the operation of the Library District, which ensures quality library service to the public, and which reflects a service philosophy that is appropriate for the entire community.

**5. PLANNING:**

Becoming familiar with social, economic, demographic, financial, and library trends that may impact on community library needs; Reviewing, updating, and approving the Library District's strategic plan, to ensure responsive and effective library services for the future.

**6. BUDGET:**

Reviewing and approving the annual Library budget; Setting appropriate financial policies for purchases and disbursements; Contracting for the timely completion of an annual audit; Monitoring revenue projections and ensuring viable funding to maintain library services.

**7. LEGISLATIVE AWARENESS:**

Becoming familiar with basic public library service tenets and laws, such as intellectual freedom, privacy of user records, tax issues, and sunshine laws; Monitoring legislative issues (local, state, national) that impact on library services; Communicating with the public, as well as with legislators, regarding those issues, as needed.

**8. STEWARDSHIP:**

Monitoring the overall effectiveness of the Library District, ensuring accountability to the public; Implementing responsible fiscal practices; Holding title to, caring for, and disposition of all property of the Library, including land, buildings, and collections; Abiding by applicable ethical standards.

**9. BOARD DEVELOPMENT:**

Attending meetings, training sessions, or workshops to keep informed about Library issues and trends; Opportunities to attend Colorado and national library association conferences.