



**District Office/
Elizabeth Branch**
651 W. Beverly St.
Elizabeth, CO 80107
p: 303-646-3792
f: 303-646-0315

Kiowa Branch
331 Comanche St.
P.O. Box 538
Kiowa, CO 80117
p: 303-621-2111
f: 303-621-2754

Simla Branch
504 Washington
P.O. Box 245
Simla, CO 80835
p: 719-541-2573
f: 719-541-2152

Elbert Branch
24489 Main St.
P.O. Box 38
Elbert, CO 80106
p: 303-648-3533
f: 303-648-3853

What Does a Library Trustee Do?

A library board member both governs the library as a matter of public trust and represents the public in the trusteeship process. The general function of the library board is to set long range goals and to help secure the funding to make them possible. Trustees approve overall policies for the running of the Library District and oversee the annual budget. Responsibilities include:

- Setting and abiding by library policy
- Hiring a competent director to administer the library
- Ensuring that accurate records are kept and made accessible
- Keeping informed about issues that are important to the library
- Being an active board participant; attending meetings regularly
 - Meetings include monthly board meetings, special board meetings, committee meetings and other work sessions as required. The time commitment is approximately 12-15 hours per month.
- Attending trustee training, including the annual Colorado Association of Libraries (CAL) Conference and other training opportunities.
- Possibly making presentations about the Library District to community organizations.

The Elbert County Library District Board of Trustees meets on the 4th Wednesday of each month at 6:00 pm at one of the branch libraries or the district office. Sometimes special meetings may be called. All regular and special meetings are open to the public, subject to the right of the Board to meet in executive session. The regular meeting for the month of March is designated the annual meeting. Officers are elected at the annual meeting.