



CRETE PUBLIC LIBRARY DISTRICT

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TRUSTEE OPENING ANNOUNCEMENT

The Crete Public Library District's Board of Trustees seeks applicants for a vacated Trustee position. This is an unexpired term ending in May 2027. The appointed candidate will hold office until May 2027 after the 2027 general consolidated election, when a new Trustee may be elected. The appointed Trustee may choose to run for that seat in the April 2027 election.

Applicants for this volunteer (unpaid) position must be age 18 or older and must be residents of the Crete Public Library District.

The Board of Trustees meets on the third Wednesday of each month at 6:30 PM.

To apply, submit a letter of interest and résumé to David Sieffert, Library Director, by email at dsieffert@cretelibrary.org. You may also mail or hand-deliver these documents to the Library at 1177 N. Main St., Crete, IL 60417. The deadline for interested candidates is Monday, January 12th 2026. The Board will hold candidates interviews at their regularly scheduled January 21st 2026 meeting.

Duties of the Library Board include:

- Planning for the Library's future by adopting a strategic plan and capital needs plan.
- Hiring a professional Library Director and delegating management of the Library.
- Adopting policies to govern the operations of the Library.
- Monitoring and evaluating progress toward meeting strategic plan initiatives, the Library Director's performance, the effectiveness of board policies, ongoing capital needs, the Library's financial stability, and program and service outcomes.

Additionally, while serving in office, Trustees must:

- Actively support the mission of the Library.
- Participate in new board member orientation.
- Attend board meetings and assigned committee meetings.
- Comply with applicable laws, regulations, bylaws, policies, and the code of ethics.
- Accept the legal duties of loyalty and care while serving as a board member.
- Share insights and experience to help the board make sound decisions and policies.
- Prepare thoroughly for all meetings.
- Bring knowledge of the community and its needs to board decisions.
- Advocate to the community for Library programs, services, and board decisions.
- Play a consultative role by sharing expertise with management when requested.
- Seek opportunities to expand knowledge about the Library.
- Regularly evaluate personal performance on the board and identify areas for improvement.
- Resign from the board if no longer able to support the mission or devote the time needed to be an effective member.