



Library Trustee Vacancy Announcement

The Niles-Maine District Library Board of Trustees seeks a candidate to fill a vacancy on the Library Board. The selected candidate will serve until the next regular election in Spring 2027. Applicants are required to have been residents of the Niles-Maine District Library service area for at least one calendar year. To see if you live in our district, please check the Illinois Library Service Areas Map at: https://www.ilsos.gov/departments/library/libraries/library_service_areas.html

The Library Board is composed of seven Trustees. On average, the Trustee position should require a commitment of 10-12 hours per month. This includes 1-2 meetings and preparation. Regular meetings of the board are on the 3rd Wednesday of the month at 7:00pm.

Mission

The mission of the Niles-Maine District Library (NMDL) is to engage, inform, enrich, and educate its community.

Library Trustee Responsibilities

1. Financial oversight, including adopting a tax levy and annual budget that meets the financial needs of the Library and/or seeking additional funding to ensure the library has sufficient funding.
2. Evaluate the performance of the current library director and hire a qualified library director as needed.
3. Adopt formal policies that govern the library.
4. Guide the library through a strategic planning process that ensures the library has a strategic plan with an action plan and timeline.
5. Advocate for the Library in the community and with elected officials.
6. Attend and actively participate in board meetings and board committee meetings.
7. Get involved in library associations including local, state, and national associations.
8. Know the library community and the library's needs, keep current on library standards and trends, and support staff and director in carrying out library services.
9. Participate in the library's outreach events.
10. Know local and state laws and support library legislation in the Illinois and federal governments.



Appointment Process

- Applications are due by 11:59 pm. on Friday, August 8, 2025. All qualified individuals are encouraged to apply. Please note that only a limited number of candidates can be interviewed.
- Candidates selected for an interview will be scheduled to meet with the Board on Wednesday, September 10, 2025, at or after 7:00pm.
- Per the Public Library District Act of 1991 (75 ILCS 16/30-25), all vacancies shall be filled by appointment by the remaining trustees on the Board within 90 days after a vacancy has been declared.
- The Board's decision will be final.

The application is available on our website <http://www.nileslibrary.org>

For more information, contact both Board President Becky Keane and Executive Director Valerie Marshall.

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