

# LIBRARY TRUSTEE CANDIDATE COURTESY PACKET

The following is a courtesy packet. Candidates should review the 2023 State of Illinois' Candidate's Guide for all information regarding becoming a Public Library District Board-Trustee Candidate.

To view the guide in its entirety, visit the Running for Office Section of the Illinois State Board of Elections' website at: <https://www.elections.il.gov/>



## McHenry Public Library District

809 Front Street  
McHenry, Illinois 60050  
Phone: 815.385.0036  
[www.mchenrylibrary.org](http://www.mchenrylibrary.org)

### Memo

**To: Prospective Public Library District Board- Trustee Candidates**

**From:** Lesley Jakacki, Library Director (on behalf of Library Board Secretary Monica Leccese)

**Date:** September 15, 2022

**Re:** April 4, 2023 Library Trustee Election:  
Candidate Filing Information and Petition Signature Requirements

### General Information

Three positions on the McHenry Public Library District's Board of Trustees will be filled at the consolidated election on April 4, 2023.

The terms for the positions are as follows:

- Six-year expired term
- Six-year expired term
- Two-year unexpired term

The filing period runs from 9:00AM Monday, December 12, 2022 through 5:00PM Monday, December 19, 2022. Completed forms can only be accepted during this span of time. Please submit these forms to the Library, in care of the Library Director, during regular library hours.

The date and time when a candidate submits these items must be noted by the staff member who accepts them.

- Monday - Thursday: 9:00AM to 9:00PM
- Friday and Saturday: 9:00AM to 5:00PM
- Sunday: 12:00PM (NOON) to 4:00PM

### Petition Signature Requirements

The statutory requirement governing the number of signatures needed on candidates' nominating petitions for the April 4, 2023 Library Trustee election reads as follows: "A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less."

The last time that Trustees for the McHenry Public Library District were elected was at the consolidated election held on April 6, 2021. A total of 4,546<sup>1</sup> ballots were cast by McHenry PLD voters at that election for library Trustees. Two percent of 4,546 is 91, therefore, the minimum number of valid signatures needed is **50**. Candidates should consider exceeding the minimum number signatures by a comfortable margin, just in case some of the signatures on their petition sheets are challenged and prove to be invalid. Petitions may not be circulated prior to September 20, 2022 (p. 36 Candidate's Guide).

<sup>1</sup> <https://www.mchenrycountyil.gov/home/showpublisheddocument/108602/637974526928030000>

### Election Information

Candidates should consult the *2023 State of Illinois' Candidate's Guide* for all information regarding becoming a Public Library District Board-Trustee Candidate.

The guide can be viewed in its entirety by visiting the 'Running for Office' Section of the Illinois State Board of Elections' website at: <https://www.elections.il.gov/>.

The State Board of Elections also has an introductory video on the process of running for office on their YouTube channel found here: <https://youtu.be/m27BJ9B3oUY>

For additional information about the library, please contact Library Director Lesley Jakacki at [director@mchenrylibrary.org](mailto:director@mchenrylibrary.org).

## **What Are the Responsibilities of a Library Trustee?**

Along with fellow board members, establishes policies and long-term goals for the library. Trustees understand the Library's mission, service roles, and strategic plan and can articulate these to the community. Trustees oversee the budget process, set the annual tax levy and advocate for the library in the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attends board meetings and participates appropriately.
- Follows the Illinois Open Meetings Act and the Illinois Freedom of Information Act and all other pertinent state and federal laws.
- Assists in establishing clear by-laws which outline operating procedures for the board.
- Assists in establishing Library policies and helps update them as needed.
- Assists in overseeing budget preparation, sets the annual tax levy and ensures that documents for the library's annual tax levy are properly posted, published, and filed.
- Encourages and participates in long-term strategic planning.
- Hires, evaluates, and approves compensation for the Library Director.
- Recognizes that the board as a whole supervises and deals directly with the Library Director, while the Library Director supervises all other library staff.

### **SPECIFIC DUTIES**

- Prepares for board meetings by reading board meeting minutes and all reports, serves on committees as needed and as appointed by the board president.
- Reads the McHenry Public Library's Policy Manuals. Reads other publications related to Library trustees, such as the Illinois Trustee Facts File and the Financial Manual for Illinois Public Libraries.
- Abides by majority decisions reached by the board and publicly supports those decisions. Follows the established chain of command for effecting change.
- Understands the relationship of the Library, Library Board with the Friends of the Library.
- Participates, with other board members, in signing checks for the library. Reviews the library's financial reports monthly. Helps to ensure that an audit is carried out annually and reviewed by the library board.
- Becomes informed of the services offered by the library and promotes these services to the community.
- Becomes aware of services and issues related to the Illinois Library Systems and contacts local and state elected officials when issues pertaining to the Library arise.
- Is familiar with intellectual freedom principles, including book challenges and how they are applied.
- Keeps up with current library trends and practices through reading the literature of the profession and by visiting other public libraries.
- Is aware of the board duties as outlined in the Board of Trustee By-laws and the Policy Manual.

### **REQUIREMENTS**

- Qualified elector/registered voter.
- Resident of the McHenry Public Library District.

# PUBLIC LIBRARY DISTRICT BOARD – TRUSTEE

## Public Library District

### NOMINATION PAPERS

**Petitions:** Nonpartisan ([SBE Form P-4](#))

**Statement of Candidacy:** Nonpartisan ([SBE Form P-1A](#))

**Loyalty Oath (optional):** All candidates ([SBE Form P-1C](#))

**Statement of Economic Interests:** Filed with the county clerk of the county in which the principal office of the unit of local government with which the person is associated is located. (5 ILCS 420/4A-106) See page 19 regarding filing the receipt.

**Fair Campaign Practices Act (voluntary):** Filed with the State Board of Elections or the county clerk.

### QUALIFICATIONS

Qualified elector of the library district with one-year residency in the library district at the time nomination papers are filed. (75 ILCS 16/30-20(d))

A person is not eligible to serve as a library trustee who, at the time of filing nomination papers, is in arrears in the payment of a tax or other indebtedness due to the library district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony. (75 ILCS 16/30-20(e))

### SIGNATURE REQUIREMENTS

A number of qualified voters residing in the district equivalent to at least 2% of the votes cast at the last election for library trustees, or 50, whichever is less. (75 ILCS 16/30-20(a))

### FILING DATES

December 12-19, 2022 (not more than 113 nor less than 106 days prior to the consolidated election).

### WHERE TO FILE

With the Library District Secretary.

### TERM

7 Trustees: 6-year terms. The library board may, by resolution, change to 4-year terms. (75 ILCS 16/30-10)

### TERM BEGINS

The third Monday of the month (May 15, 2023) following the regular election of trustees. (75 ILCS 16/30-10, 30-40)

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oath of office and meet to organize the board. (75 ILCS 16/30-40(a))

## CAMPAIGN DISCLOSURE

Reports must be filed either on paper or electronically with the State Board of Elections, 2329 S. MacArthur Blvd., Springfield, IL 62704 or 69 W. Washington St., Pedway LL-08, Chicago, IL 60602.

**STATEMENT OF CANDIDACY**

**NONPARTISAN**

<b>NAME:</b>	<b>OFFICE:</b>  A Full Term is sought, unless an unexpired term is stated here: ____ year unexpired term
<b>ADDRESS – ZIP CODE:</b>	<b>CITY, VILLAGE OR SPECIAL DISTRICT:</b>

If required pursuant to 10 ILCS 5/7-10.2, 8-8.1 or 10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

STATE OF ILLINOIS )  
 ) SS.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_ being first duly sworn (or affirmed), say that I reside at \_\_\_\_\_, in the City, Village, Unincorporated Area of \_\_\_\_\_

(if unincorporated, list municipality that provides postal service) Zip Code \_\_\_\_\_, in the County of \_\_\_\_\_, State of Illinois; that I am a qualified voter therein, that I am a candidate for Nomination/

Election to the office of \_\_\_\_\_ in the \_\_\_\_\_  
(Name of City, Village or Special District)

to be voted upon at the election to be held on \_\_\_\_\_ (date of election) and that I am legally qualified to hold such office and that I have filed (or I will file before the close of the petition filing period) a Statement of Economic Interests as required by the Illinois Governmental Ethics Act and I hereby request that my name be printed upon the official ballot for Nomination/Election to such office.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Candidate) (insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

**NONPARTISAN PETITION  
(NON-MUNICIPAL AND COMMISSION FORM OF MUNICIPALITY)**

We, the undersigned, qualified voters in the \_\_\_\_\_ in the  
(unit of government)  
County of \_\_\_\_\_ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan  
Candidate for election to the office hereinafter specified, in the aforesaid unit of government, to be voted for at the election to be held  
on \_\_\_\_\_ (date of election).

<b>NAME:</b>	<b>OFFICE:</b>
<b>ADDRESS:</b>	
A Full Term is sought, unless an unexpired term is stated here: _____ year unexpired term	

If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

FORMERLY KNOWN AS \_\_\_\_\_ UNTIL NAME CHANGED ON \_\_\_\_\_  
(List all names during last 3 years) (List date of each name change)

NAME (VOTER'S SIGNATURE)	VOTER'S PRINTED NAME (optional)	STREET ADDRESS OR RR NUMBER	CITY, TOWN OR VILLAGE	COUNTY
1.			,IL	
2.			,IL	
3.			,IL	
4.			,IL	
5.			,IL	
6.			,IL	
7.			,IL	
8.			,IL	
9.			,IL	
10.			,IL	

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

SS.

I, \_\_\_\_\_ (Circulator's Name) do hereby certify that I reside at \_\_\_\_\_, in the  
City/Village/Unincorporated Area of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) (Zip

Code) \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_ that I am 18 years of age or older (or 17 years of  
age and qualified to vote in Illinois), that I am a citizen of the United States, and that the signatures on this sheet were signed in my presence, not more than 90 days  
preceding the last day of filing of the petitions and are genuine and that to the best of my knowledge and belief the persons so signing were at the time of signing the  
petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

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petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)



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9.			,IL	
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State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

SS.

I, \_\_\_\_\_ (Circulator's Name) do hereby certify that I reside at \_\_\_\_\_, in the  
City/Village/Unincorporated Area of \_\_\_\_\_ (if unincorporated, list municipality that provides postal service) (Zip

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petition registered voters of the political division in which the candidate is seeking elective office, and their respective residences are correctly stated, as above set forth.

\_\_\_\_\_  
(Circulator's Signature)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me, on \_\_\_\_\_  
(Name of Circulator) (Insert month, day, year)

(SEAL)

\_\_\_\_\_  
(Notary Public's Signature)

ATTACH TO PETITION

10 ILCS 5/7-10.1

Suggested  
Revised July, 2004  
SBE No. P-1C

**L O Y A L T Y   O A T H**  
(OPTIONAL)

United States of America            )  
  )  
State of Illinois                        )        SS.

I, \_\_\_\_\_, do swear (or affirm) that I am a citizen of the United States and the State of Illinois, that I am not affiliated directly or indirectly with any communist organization or any communist front organization, or any foreign political agency, party, organization or government which advocates the overthrow of constitutional government by force or other means not permitted under the Constitution of the United States or the Constitution of this State; that I do not directly or indirectly teach or advocate the overthrow of the government of the United States or of this State or any unlawful change in the form of the governments thereof by force or any unlawful means.

\_\_\_\_\_  
(Signature of Candidate)

Signed and sworn to (or affirmed) by \_\_\_\_\_ before me,  
(Name of Candidate)

on \_\_\_\_\_.  
(insert month, day, year)

\_\_\_\_\_  
(Notary Public's Signature)

(SEAL)