LIBRARY TRUSTEE CANDIDATE COURTESY PACKET

The following is a courtesy packet. Candidates should consult the *2027 State of Illinois Candidate's Guide* and the *2027 Abbreviated Election Calendar* for all information regarding becoming a Public Library District Board-Trustee Candidate.
To view the guide and calendar in its entirety, visit the Running for Office Section of the Illinois State Board of Elections' website at: https://www.elections.il.gov/

What Are the Responsibilities of a Library Trustee?

Along with fellow board members, the library's trustees establish policies and long-term goals. Trustees understand the Library's mission, service roles, and strategic plan and can articulate these to the community. They also 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, 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 is 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 the board's decisions and publicly supports them. Follows the established chain of command to effect 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. Review the library's financial reports monthly and help to ensure that an audit is carried out annually and reviewed by the library board.

- Become informed of the services offered by the library and promote these services to the community.

- Become aware of services and issues related to the Illinois Library Systems and contact local and state elected officials when library-related issues arise.

- Is familiar with intellectual freedom principles, including book challenges and how they are applied.

- Keeps up with current library trends and practices by 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.

McHenry Public Library District
809 Front Street
McHenry, Illinois 60050
Phone: 815.385.0036
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: August 10, 2026
Re: April 6, 2027 Library Trustee Election:
Candidate Filing Information and Petition Signature Requirements

General Information
Five (5) positions on the McHenry Public Library District's Board of Trustees will be filled at the consolidated election on April 6, 2027.

The terms for the positions are as follows:

- Six-year unexpired term (remaining 2 years of the term and serves until 2029)
- Six-year unexpired term (remaining 4 years of the term and serves until 2031)
- Six-year unexpired term (remaining 4 years of the term and serves until 2031)
- Six-year expired term (full 6-year term and serves until 2033)
- Six-year expired term (full 6-year term and serves until 2033)

Petitions may be circulated starting August 25, 2026, to November 23, 2026

The filing period runs from 9:00 AM Monday, November 16, 2026, through 5:00 PM Monday, November 23, 2026. Completed forms can only be accepted during this time. Please submit these forms to the Library, in the care of the Library Director, during the following hours.

- Monday - Friday: 9:00 AM to 5:00 PM
- Weekday evening and weekend hours are available by appointment only. Candidates should contact Lesley Jakacki to make an appointment to submit the nomination paperwork. This can be done via email at director@mchenrylibrary or by calling 815-385-0036 ext. 300.

Petition Signature Requirements
The statutory requirement governing the number of signatures needed on candidates' nominating petitions for the April 1, 2027, 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.*"

Based on the number of ballots cast in the April 1 2025, election, the minimum number of valid signatures needed is **50**. Candidates should consider exceeding the minimum number of signatures by a comfortable margin, just in case some signatures on their petition sheets are challenged and invalid. **Petitions may not be circulated prior to August 25, 2026**

Election Information
Candidates should consult the *2027 State of Illinois Candidate's Guide* and the *2027 Abbreviated Election Calendar* for all information regarding becoming a **Public Library District Board-Trustee Candidate**.

The complete guide can be viewed at the 'Running for Office' Section of the Illinois State Board of Elections website at https://www.elections.il.gov/.

Disclaimer: This is not legal advice. The McHenry Public Library District is providing this for general information purposes only. All candidates should consult with legal counsel regarding election matters. We cannot provide legal advice on these matters nor recommend an attorney.

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 22 regarding filing the receipt.

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

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))

A person convicted of a felony, bribery, perjury, or other infamous crime, for an offense committed on or after November 17, 2023 (the effective date of Public Act 103-562) and committed while the person was serving as a public official in this State, is ineligible to hold any local public office unless the person's conviction is reversed, the person is again restored to such rights by the terms of a pardon for the offense, the person has received a restoration of rights by the Governor, or the person's rights are otherwise restored by law. (730 ILCS 5/5-5-5)

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

November 16-23, 2026 (not more than 141 nor less than 134 days prior to the consolidated election).
(10 ILCS 5/10-6(2))

WHERE TO FILE

With the Library District Secretary. (75 ILCS 16/30-20(a))

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 17, 2027) following the regular election of trustees.
(75 ILCS 16/30-10, 30-40(e))

Within 74 days after their election or appointment, the incumbents and new trustees shall take their oaths 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., Suite LL-08, Chicago, IL 60602.

FEBRUARY AND APRIL 2027 ELECTIONS

ESTABLISHED POLITICAL PARTIES, INDEPENDENT, NEW POLITICAL PARTY AND NONPARTISAN OFFICES TO BE ELECTED

- MUNICIPAL
  Mayor or President
  Clerk
  Treasurer
  Alderperson or Trustee

- PARK DISTRICT – Commissioners, Trustees
- PUBLIC LIBRARY DISTRICT – Trustees
- TOWNSHIP AND MUNICIPAL LIBRARY – Trustees
- REGIONAL BOARD OF SCHOOL TRUSTEES – Trustees
- SCHOOL DISTRICT – Board Members
- COMMUNITY COLLEGE DISTRICT – Trustees
- FIRE PROTECTION DISTRICT – Trustees

FILING DATES AND DEADLINES:

October 19-26, 2026 Filing period for candidates seeking nomination at the **FEBRUARY 23, 2027 Consolidated Primary Election.** Petitions may NOT be circulated prior to July 28, 2026. File with local election official in main district office.

November 16-23, 2026 Filing period for candidates seeking election at the **APRIL 6, 2027 Consolidated Election.** Petitions may NOT be circulated prior to August 25, 2026. All candidates, except school board members, MUST file with local election official in main district office.

SIGNATURE REQUIREMENTS:

Established Party Candidates: Ballots Cast (highest # within party) x .5%
*.5% (.005) of the qualified **primary** electors of their **party.** For political subdivisions, the number of primary electors shall be determined by taking the total vote cast for the candidate for that political party who received the highest number of votes in the political subdivision at the last regular election at which an officer was regularly scheduled to be elected from that subdivision.*

Independent Candidates: Ballots Cast x 5% =minimum
Ballots Cast x 8% = maximum (or 50 more than the minimum)

New Party Candidates: Ballots Cast x 5%

Park District Candidates: Ballots Cast x 2% or not less than 25

Public Library Candidates: Ballots Cast x 2% or 50 signatures, whichever is less.

Municipal/Township Library Candidates: 25 minimum

Fire Protection District Candidates: 5% of registered voters or 25, whichever is less.

Board of Education Candidates: 10% of registered voters or 50 signatures, whichever is less.

NOMINATION PAPERS MUST BE SECURELY FASTENED TOGETHER AND INCLUDE:

STATEMENT OF CANDIDACY – Must include the candidate's name, the candidate's legal address and the office sought. Changes cannot be made after the filing of the nomination papers.

NOMINATING PETITIONS WITH NUMBER OF SIGNATURES REQUIRED *(pages sequentially numbered) – The form of the candidate's name for the ballot will be taken from the first numbered page of the nomination petition. The top of each petition page must include the candidate's name, legal address, title of office, term and district.*

LOYALTY OATH *(optional)*

RECEIPT OF FILING STATEMENT OF ECONOMIC INTEREST *- Required by the Illinois Governmental Ethics Act, this form must be filed with the County Clerk and a receipt issued. The receipt must be filed with the petition papers. The receipt is the only form that may be added to nomination papers once they have been filed.*

CERTIFICATION OF DELETIONS *– This form is completed by the candidate or circulator deleting a name from the petition for nomination. A separate form must be used by each person striking signatures.*

CERTIFICATION *OF ATTACHED LIST OF DELETIONS – This form is completed by the candidate in addition to the Certificate of Deletions if names are deleted from the petitions.*

Disclaimer: *This is not legal advice. The McHenry County Clerk's office is providing this for general information purposes only. All candidates should consult with legal counsel regarding election matters. The McHenry County Clerk's office cannot recommend an attorney or give legal advice on these matters. For the complete Election Calendar and Candidates Guide please visit the Illinois State Board of Elections Website: www.elections.state.il.us*

10 ILCS 5/10-5, 10-5.1

ATTACH TO PETITION

Suggested
Revised March 2020
SBE No. P-1A

STATEMENT OF CANDIDACY

NONPARTISAN

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

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)

10 ILCS 5/10-3.1, 10-5.1
65 ILCS 5/4-3-8

X…BIND HERE…X

Suggested
Revised March 2020

SBE No. P-4

NONPARTISAN PETITION
(NON-MUNICIPAL AND COMMISSION FORM OF MUNCIPALITY)

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).

NAME:	**OFFICE:**
ADDRESS:	**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 _____)
) SS.
County of _____)

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)

SHEET NO. _____

_____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)
) SS.
State of Illinois)

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)

STATEMENT OF ECONOMIC INTERESTS

TO BE FILED WITH THE COUNTY CLERK

FILED

INSTRUCTIONS:

You may find the following documents helpful to you in completing this form:

1) Federal income tax returns, including any related schedules, attachments, and forms; and
2) Investment and brokerage statements.

To complete this form, you do not need to disclose specific amounts or values or report interests relating either to political committees registered with the Illinois State Board of Elections or to political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission.

The information you disclose will be available to the public.

You must answer all 7 questions. Certain questions will ask you to report any applicable assets or debts held in, or payable to, your name; held jointly by, or payable to, you with your spouse; or held jointly by, or payable to, you with your minor child. If you have any concerns about whether an interest should be reported, please consult your department's ethics officer, if applicable. Please ensure that the information you provide is complete and accurate. If you need more space than the form allows, please attach additional pages for your response. If you are subject to the State Officials and Employees Ethics Act, your ethics officer must review your statement of economic interests before you file it. Failure to complete the statement in good faith and within the prescribed deadline may subject you to fines, imprisonment, or both.

BASIC INFORMATION:

Name _____ **Job Title** _____

Office, department, or agency that requires you to file this form _____

Other offices, departments, or agencies that require you to file a Statement of Economic Interests form _____

Full Mailing Address _____

Preferred E-Mail Address (Optional) _____

1. If you have any single asset that was worth more than $10,000 as of the end of the preceding calendar year and is held in, or payable to, your name, held jointly by, or payable to, you with your spouse, or held jointly by, or payable to, you with your minor child, list such assets below. In the case of investment real estate, list the city and state where the investment real estate is located. If you do not have any such assets, list "none" below.

_____

_____

_____

2. Excluding the position for which you are required to file this form, list the source of any income in excess of $7,500 required to be reported during the preceding calendar year. If you sold an asset that produced more than $7,500 in capital gains in the preceding calendar year, list the name of the asset and the transaction date on which the sale or transfer took place. If you had no such sources of income or assets, list "none" below.

Source of Income / Name of Asset	Date Sold (if applicable)

3. Excluding debts incurred on terms available to the general public, such as mortgages, student loans, and credit card debts, if you owed any single debt in the preceding calendar year exceeding $10,000, list the creditor of the debt below. If you had no such debts, list "none" below.

List the creditor for all applicable debts owed by you, owed jointly by you with your spouse, or owed jointly by you with your minor child. In addition to the types of debts listed above, you do not need to report any debts to or from financial institutions or government agencies, such as debts secured by automobiles, household furniture or appliances, as long as the debt was made on terms available to the general public, debts to members of your family, or debts to or from a political committee registered with the Illinois State Board of Elections or any political committee, principal campaign committee, or authorized committee registered with the Federal Election Commission.

_____

_____

4. List the name of each unit of government of which you or your spouse were an employee, contractor, or office holder during the preceding calendar year other than the unit or units of government in relation to which the person is required to file and the title of the position or nature of the contractual services.

Name of Unit of Government	Title or Nature of Services

5. If you maintain an economic relationship with a lobbyist or if a member of your family is known to you to be a lobbyist registered with any unit of government in the State of Illinois, list the name of the lobbyist below and identify the nature of your relationship with the lobbyist. If you do not have an economic relationship with a lobbyist or a family member known to you to be a lobbyist registered with any unit of government in the State of Illinois, list "none" below.

Name of Lobbyist	Relationship to Filer

6. List the name of each person, organization, or entity that was the source of a gift or gifts, or honorarium or honoraria, valued singly or in the aggregate in excess of $500 received during the preceding calendar year and the type of gift or gifts, or honorarium or honoraria, excluding any gift or gifts from a member of your family that was not known to be a lobbyist registered with any unit of government in the State of Illinois. If you had no such gifts, list "none" below.

_____

_____

_____

7. List the name of any spouse or immediate family member living with the person making this statement employed by a public utility in this State and the name of the public utility that employs the relative.

Name and Relation	Public Utility

VERIFICATION:

"I declare that this statement of economic interests (including any attachments) has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of my economic interests as required by the Illinois Governmental Ethics Act. I understand that the penalty for willfully filing a false or incomplete statement is a fine not to exceed $2,500 or imprisonment in a penal institution other than the penitentiary not to exceed one year, or both fine and imprisonment."

Printed Name of Filer | **Signature**

Date

If this statement of economic interests requires ethics officer review prior to filing, the applicable ethics officer must complete the following:

CERTIFICATION OF ETHICS OFFICER REVIEW:

"In accordance with law, as Ethics Officer, I reviewed this statement of economic interests prior to its filing."

Printed Name of Ethics Officer | **Signature**

Date | **Preferred E-Mail Address (Optional)**

NOTE: THIS STATEMENT OF ECONOMIC INTERESTS MUST INCLUDE THE FILER'S ORIGINAL SIGNATURE. THE ORIGINAL FORM MUST BE FILED IN THE OFFICE OF THE COUNTY CLERK, 667 WARE ROAD, ROOM 107, WOODSTOCK, ILLINOIS, 60098.

Suggested
Revised July, 2004
SBE No. P-2B

CERTIFICATE OF ATTACHED LIST OF DELETIONS

We, the undersigned persons who have stricken signatures from the attached hereby certify that there is/are _____ page(s) of **CERTIFICATION OF DELETIONS** listing signatures which have been stricken, and are attached hereafter to the petitions of _____ (Name of Candidate) who is a candidate for election to the office of _____ at the _____ Election to be held on _____ (date of election).

The following are the page numbers indicated on the attached **CERTIFICATION OF DELETIONS**:

_____

_____

_____

_____

_____

_____
(CANDIDATE)

_____ (Circulator)	_____ (Circulator)
_____ (Circulator)	_____ (Circulator)
_____ (Circulator)	_____ (Circulator)
_____ (Circulator)	_____ (Circulator)
_____ (Circulator)	_____ (Circulator)
_____ (Circulator)	_____ (Circulator)

Every person striking signatures from the petition shall each sign this certificate. This certificate shall be filed as part of the petition, shall be numbered, and shall be attached immediately following the last page of voters' signatures and preceding any **CERTIFICATE OF DELETION** sheet.

SHEET NO. _____

10 ILCS 5/7-10, 8-8, 10-3

Suggested
Revised July, 2004
SBE No. P-2A

CERTIFICATION OF DELETIONS

I, _____, Candidate or Circulator (circle one) do hereby certify that I have properly initialed the deletions of signatures, listed hereinafter by page and line numbers, from the petition of _____ (Name of Candidate) who is a candidate for election or nomination (circle one) to the office of _____ at the _____Election to be held on _____ (date of election).

Page No.	Line No.	Page No.	Line No.	Page No.	Line No.

_____
(Signature of Person Deleting Signatures)

Only the person circulating the petition, or the candidate on whose behalf the petition is circulated, may strike any signature from the petition. If deletions are made, this **CERTIFICATION OF DELETIONS** shall be filed as part of the petition.