

Schaumburg Township District Library
Candidate Information Packet for
April 6, 2021 Library Trustee Election

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6. Seven (7) Nonpartisan Petitions for Nomination: each with space for 10 signatures. A minimum of 50 valid signatures is required. All petition sheets must be notarized.
7. Statement of Economic Interest Filing Information
8. Statement of Candidacy (Nonpartisan): must be completed and attached to the petitions sheets. The Statement of Candidacy must be notarized.
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Supplemental Information about Schaumburg Township District Library

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CENTRAL LIBRARY

130 S. Roselle Road • Schaumburg, IL 60193
(847) 985-4000 PHONE • (847) 923-3131 FAX

HANOVER PARK BRANCH

1266 Irving Park Road • Hanover Park, IL 60133
(630) 372-7800 PHONE • (847) 923-3488 FAX

HOFFMAN ESTATES BRANCH

1550 Hassell Road • Hoffman Estates, IL 60169
(847) 885-3511 PHONE • (847) 923-3466 FAX

Memo

To: Prospective Library Trustee Candidates
From: Annie Miskewitch, Library Executive Director (on behalf of the Library Board Secretary)
Date: September 14, 2020
Re: Library Trustee Election: Candidate Filing Information and Petition Signature Requirements

General Information: Four (4) positions of Schaumburg Township District Library's Board of Trustees will be filled at the consolidated election on April 6, 2021. All four Trustees will be elected to serve four-year terms (2021-2025).

Candidate Packets are available for pick-up as of September 14, 2020 in care of the Business office on the 2nd floor at our Central location during the following hours:

Monday-Friday: 9am-11am; 1pm-5pm.

Circulation of nominating petitions begins on **Tuesday, September 22, 2020.**

This packet contains the basic information and forms needed by an individual to file as a candidate for the Trustee election. The filing period runs from **December 14, 2020-December 21, 2020** (not more than 113 nor less than 106 days prior to the consolidated election.) Completed forms can only be accepted during this span of time. Please submit these forms to the Library, in care of the Business office on the 2nd floor at our Central location (130 S. Roselle Rd.), during the following hours*:

Monday-Friday: 9am-11am; 1pm-5pm.

*Because of COVID-19, our hours of operation have been slightly altered and we recommend calling 847-923-3200 to confirm open in the months ahead. The date and time when a candidate submits these items must be noted by the staff member who accepts them.

Petition Signature Requirements: The statutory requirement governing the number of signatures on candidates' nominating petitions for the April 6, 2021 Library Trustee elections 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." At our last election in 2019, 25,550 votes were cast at the election for library trustees. 2% of that is 511, so 50 signatures are needed as the lesser number. Candidates would do well to exceed the minimum number, just in case some of their signatures on their petition sheets are challenged and prove to be invalid.

The 2021 State of Illinois Candidate's Guide is available online at the State Board of Elections website at www.elections.il.gov. For additional information about the Library or the election, please contact the Executive Director, Annie Miskewitch, at 847-923-3200 or amiskewitch@stdl.org.

SchaumburgLibrary.org

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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)

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 14-21, 2020 (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 17, 2021) 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))

CANDIDATE CHECKLIST

- ☐ Meet **residency, age, and other qualifications** for the specific office
- ☐ File paperwork with the **SBE Campaign Disclosure division** or the **Federal Election Commission** regarding finances (if needed)
- ☐ File a notarized **Statement of Candidacy** including (but not limited to):
 - Your name
 - Your address
 - Office sought
 - Party
 - Office location (for example, the district or county)
 - Date of the election
- ☐ File a **Statement of Economic Interests receipt** (does not apply to federal offices or political party offices)
- ☐ File a **Loyalty Oath** (optional)
- ☐ File a **Code of Fair Campaign Practices** (optional)
- ☐ File notarized **petition sheets** with the required number of signatures, numbered consecutively starting with the number "1"
- ☐ Include **Certificate of Deletions** with petitions, numbered consecutively starting with the number "1" (if applicable)
- ☐ Fill out **data entry card** (for people who file with the State Board of Elections) and place on top of nominating petition packet (does not need to be attached to packet)
- ☐ **File with the appropriate** election authority (see specific office in this guide for details)

Note: This checklist is not binding and should not be construed as sufficient argument in response to any objection or legal argument. If you have further questions, you may contact the division of Election Operations at the State Board of Elections or your legal counsel.

FILING FOR OFFICE

GENERAL FILING INFORMATION

OBTAIN LEGAL COUNSEL

Candidates are strongly advised to obtain legal counsel regarding their legal qualifications for office, the proper method for completing the petition forms with respect to the office, the minimum and maximum number of signatures required, the qualifications of signers and circulators, and other information.

NOTE: Candidates should contact the election authority or the local election official who is responsible for receiving the filing of the petition for nomination and/or election to office for further information as to the specific number of signatures required on a nominating petition for a specific office (or for the data needed to calculate that number).

HOW CANDIDATES FILE

Candidates in jurisdictions using the partisan format may file for office in the following manner:

- a. as a candidate of an established political party;
- b. as a candidate of a new political party; or
- c. as an independent candidate.

Candidates must file on a nonpartisan basis in units of government where it is required that all candidates file on a nonpartisan basis. See page 12 for more detailed information on which offices file nonpartisan.

NOMINATION PAPERS

Candidates must file the following papers, except as noted:

- a. Statement of Candidacy;
- b. Receipt for the filing of a Statement of Economic Interests;
- c. Loyalty Oath (optional);
- d. Certificate of Qualifications, when applicable (e.g., township/multi-township assessors);
- e. Nominating petition sheets (containing a sufficient number of original signatures) or Certificate of Nomination by Party Caucus.

NOTE: Certificate of Officers Authorized to Fill Vacancies (new party filings only). A new political party petition must have attached thereto a certificate ([SBE Form P-8C](#)) stating the names and addresses of the party officers authorized to fill vacancies in nomination. Failure to file the certificate will not invalidate the petitions, but will preclude the new party from being able to fill any vacancy that may occur. See *Peoples Independent Party v. Petroff*, 191 Ill.App.3d 706, 548 N.E.2d 145 (5th Dist. 1989).

FORMAT OF NOMINATION PAPERWORK

Election laws prescribe the general format of nomination paperwork to be submitted when seeking nomination for each office. The State Board of Elections ("SBE") has prepared **suggested** forms for petitions, statements of candidacy, and other applicable forms. The official SBE form number to be used is included under each office in this guide. Local election officials are advised to contact their election authority (county clerk or board of election commissioners) regarding the availability of forms. The forms can be downloaded by clicking on the link or they may be obtained from your election authority. You may also purchase forms from election supply vendors.

OBJECTIONS

A candidate's nomination papers may be challenged by the filing of an objection. The deadline for filing objections is five business days after the last day of the filing period. Objections to all nominating papers are heard by the proper electoral board as designated in the Election Code and decisions of the electoral board are subject to judicial review. (10 ILCS 5/10-8 through 10-10.1) See page 23 for more detailed information on objections.

FILING NOMINATING PAPERWORK

Nominating papers may be filed by mail or in person, either by the candidate or a representative of the candidate.

- a. Information on where to file is included under each office as listed elsewhere in this guide.
- b. Filings must be made within the appropriate filing period; see page 7 for information on the filing periods.
- c. Filings must be received no earlier than 8:00 a.m. or the normal opening hour of such office, whatever the case may be, on the first day of the appropriate filing period and no later than 5:00 p.m. or the close of business, whichever is later, on the last day of that filing period. (10 ILCS 5/1-4, 7-12(6), 10-6.2)

Welsh vs. Education Officers Electoral Bd. for Proviso High School Dist. 209, 322 Ill.App.3d 568, 750 N.E.2d 222 (1st Dist. 2001)

- NOTE:** The State Board of Elections will **NOT ACCEPT** any petition for filing after 5:00 p.m. on the last day of the filing period. This applies to any individuals waiting in line as of the 5:00 p.m. deadline who has not yet filed their petition(s).
- d. Petitions sent by mail (United States Post Office only) and received **AFTER** midnight of the first day for filing, and in the **first U.S. Postal Service delivery** of that day, shall be deemed filed as of 8:00 a.m. or as of the normal opening hour of such day. Candidates who file by mail with the SBE, and who wish to qualify for the lottery, must **mail** petitions to the Springfield office at **2329 S. MacArthur Blvd., Springfield, IL 62704-4503**. Nominating petitions received through other delivery systems are not considered "mail" and will not be included in the lottery. It is important to note that petitions received **BEFORE** the first day of filing cannot be accepted. (10 ILCS 5/7-12(6), 10-6.2)

BALLOT POSITION LOTTERY

- a. The lottery is held within nine days following the last day to file petitions. Petitions filed in person at 8:00 a.m. on the first filing day or at the normal opening hour of such day, and petitions filed by mail and received in the first mail delivery of the first filing day, are included in the lottery drawing to determine the first ballot position. All other petitions, besides ones filed in the last hour of the filing deadline, are placed on the ballot in the order they are filed.
- b. Petitions filed in person at 8:00 a.m. on the first filing day or at the normal opening hour of such day, as the case may be, and petitions filed by mail and received in the first mail delivery of the first filing day are included in the lottery drawing to determine the first ballot position.
- c. Petitions filed in person after 8:00 a.m. on the first filing day or after the normal opening hour of such day, as the case may be, and petitions filed by mail and received after the first mail delivery of the first filing day are not included in the lottery drawing and are placed on the ballot in the order filed. (10 ILCS 5/7-12(6), 10-6.2)
- d. Two or more petitions filed within the last hour of the filing deadline (between 4:00 p.m. and 5:00 p.m. on the last filing day) shall be deemed filed simultaneously and are included in the lottery drawing to determine the final ballot position. (10 ILCS 5/7-12(6), 10-6.2)

MULTIPLE FILINGS OF NOMINATION PAPERS

If multiple sets of nomination papers are filed for a candidate for the same office, the SBE, appropriate election authority, or local election official where the petitions are filed shall, within two business days, notify the candidate of

the multiple petition filings and that the candidate has **three business days after receipt of the notice** to notify the appropriate filing authority that the prior set of petitions may be canceled.

If the candidate notifies the proper filing authority, the last set of petitions filed shall be the only petitions to be considered valid. If the candidate fails to notify the proper filing authority, only the first set of petitions filed shall be valid and all subsequent petitions shall be void. (10 ILCS 5/7-12(11), 10-6.2)

NOTE: If petitions for nomination have been filed for the same person for more than one political party, the candidate's name shall not be certified for the primary ballot for any party. (10 ILCS 5/7-12(9))

INCOMPATIBLE OFFICES

Incompatible offices are those where the same person cannot serve in simultaneously. If petitions for nomination have been filed for the same person for two or more incompatible offices, that person must withdraw ([SBE Form P-25](#)) as a candidate from all but one of such offices **within five business days** following the last day for petition filing. If petitions are filed for the same person for more than one political party, the candidate shall not be certified for either primary ballot for any office.

NOTE: When a candidate withdraws their nomination papers, the original petition is not returned to the individual, but remains in the office of either the State Board of Elections, the election authority, or local election official in which they filed. (10 ILCS 5/7-10, 10-4)

The Office of the Illinois Attorney General has issued a number of opinions on incompatibility of offices. For questions concerning the same, contact the Opinions Division of the Attorney General's office at (217) 782-9070.

PETITION PREPARATION & FORMATTING

PETITION SHEET HEADING

- a. The top portion (heading) of the nominating petition pages which include information relative to the election, the candidate, the office, and political party, as applicable, must be completed prior to the circulation of the petition sheet.
- b. **The State Board of Elections will certify each candidate's name as it appears on the first numbered page of the petition.** Other election authorities or local election officials may follow a different policy with regard to petitions filed with them.
- c. The candidate's given name(s), initial(s), nickname by which the candidate is commonly known, or a combination thereof, may be used in addition to the candidate's surname. No other designation such as a political slogan, title, degree, or nickname suggesting or implying possession of a title, degree, or professional status, or similar information may be used in connection with the candidate's surname.
(10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16-3(e))

NOTE: If a candidate has changed their name, whether by a statutory or common law procedure in Illinois or any other jurisdiction, within three years before the last day for filing the petition or certificate for office, whichever is applicable, then: (i) the candidate's name on the petition or certificate must be followed by "formerly known as (list all prior names during the 3-year period) until name changed on (list date of each such name change)" and (ii) the petition or certificate must be accompanied by the candidate's affidavit stating the candidate's previous names during the period specified in (i) and the date(s) each of those names were changed. Failure to meet these requirements shall be grounds for denying certification of the candidate's name for the ballot or removing the candidate's name from the ballot, as appropriate, but these requirements do not apply to name changes resulting from adoption to assume an adoptive parent's or parents' surname, marriage to assume a spouse's surname, or dissolution of marriage or declaration of invalidity of marriage to assume a former surname.
(10 ILCS 5/7-10.2, 7-17(b), 8-8.1, 10-5.1, 16.3(e))

- d. A political slogan is defined as any word or words expressing or connoting a position, opinion, or belief that the candidate may espouse, including but not limited to any word or words conveying any meaning other than that of the personal identity of the candidate. A candidate may not use a political slogan as part of their name on the ballot, notwithstanding that the political slogan may be part of the candidate's name. (10 ILCS 5/7-17(b), 16-3(e))

NOTE: The State Board of Elections, a local election official, or an election authority shall not certify to any election authority any candidate name designation that is inconsistent with this statutory reference. (10 ILCS 5/7-17(c), 16-3(f))

- e. The form of name on the petition sheets must match the form of name on the Statement of Candidacy. **THE CANDIDATE'S NAME SHOULD APPEAR IN EXACTLY THE SAME FORM ON THE PETITION SHEETS, STATEMENT OF CANDIDACY, AND LOYALTY OATH.**

Failure to match the name on the petition to the name on the Statement of Candidacy may result in the candidate not being certified for ballot.

- f. Petitions of candidates for specified offices, which are to be filed with the same officer, may contain the names of two or more candidates of the same political party for the same or different offices. However, each candidate must submit their individual Statement of Candidacy, receipt for filing the Statement of Economic Interests, and optional Loyalty Oath. (10 ILCS 5/7-10)
- g. Each sheet of the petition other than the statement of candidacy and candidate's statement shall be of uniform size and contain above the space for signatures an appropriate heading. The heading must provide the name of the candidate(s) on whose behalf the petition is signed, the office sought, the political party represented, and the place of residence. The heading of each sheet shall be the same. (10 ILCS 5/7-10, 10-4)
- h. Petition sheets which are filed with the proper local election official, election authority, or the State Board of Elections must contain the **original** signatures of the voters and the original signature of the circulator thereof, and shall not be photocopies or duplicates of such sheets. (10 ILCS 5/7-10, 10-4)

SIGNING AND CIRCULATING PETITIONS

PETITION CIRCULATOR REQUIREMENTS

- a. A petition circulator must be 17 years of age and a qualified voter in Illinois. **The circulator must personally witness all signatures given and sign the required certificate stating that all signatures were given in their presence.** No one may be considered a circulator of any petition page except the person who signs the circulator's statement. (10 ILCS 5/7-10, 10-4)
- b. Petition sheets must not be circulated more than 90 days preceding the last day for the filing of the petitions. The circulator's statement on a candidate's petition must specify either the dates on which the sheets were circulated, the first and last dates on which the sheet was circulated, or that none of the signatures on the sheet were signed more than 90 days preceding that last day for filing of the petitions. (10 ILCS 5/7-10, 10-4)
 - 1) Petitions circulated for established political party candidates and nonpartisan candidates who are required to file for the February 23, 2021 Consolidated Primary Election may be circulated starting August 25, 2020 for the filing period November 16-23, 2020.
 - 2) Petitions circulated for independent candidates, new political party candidates, and nonpartisan candidates who are required to file for the April 6, 2021 Consolidated Election may be circulated starting September 22, 2020 for the filing period December 14-21, 2020.
- c. A petition circulator may not circulate for more than one political party. (10 ILCS 5/10-4) *Schober v. Young*, 322 Ill.App.3d 996, 751 N.E. 2d 610 (4th Dist. 2001)
- d. A petition circulator may not circulate for independent candidates in addition to candidates for an established political party. (10 ILCS 5/10-4)

FILING PERIODS (AND CAUCUS DATE INFORMATION FOR MUNICIPALITIES)

ESTABLISHED PARTY AND NONPARTISAN MUNICIPAL OFFICE CANDIDATES

November 16-23, 2020

(Filed not more than 99 nor less than 92 days prior to the date of the primary election).
(10 ILCS 5/7-12(3), 10-6(4))

Filing period for candidates seeking nomination at the **February 23, 2021 Consolidated Primary**, see page “i.”

Petitions may NOT be circulated prior to **August 25, 2020**.
(No more than 90 days preceding the last day for the filing of the petition).
(10 ILCS 5/7-10, 10-4)

INDEPENDENT, NEW PARTY, COMMISSION-MUNICIPAL, AND NON- MUNICIPAL NONPARTISAN OFFICE CANDIDATES

December 14-21, 2020

(Filed not more than 113 nor less than 106 days prior to the date of the consolidated election).
(10 ILCS 5/10-6(2))

Filing period for candidates seeking election at the **April 6, 2021 Consolidated Election**, see page “v.”

Petitions may NOT be circulated prior to **September 22, 2020**.
(No more than 90 days preceding the last day for the filing of the petition). (10 ILCS 5/10-4)

MUNICIPAL CAUCUS

In **MUNICIPALITIES** with a population of 5,000 or less, established political parties hold their caucuses on **December 7, 2020**, and file their certificates of nomination with the municipal clerk during the filing period, December 14-21, 2020. (10 ILCS 5/10-1(a))

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).

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 _____)
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)

SHEET NO. _____

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).

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 _____)
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)

SHEET NO. _____

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).

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 _____)
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)

SHEET NO. _____

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).

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 _____)
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)

SHEET NO. _____

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).

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 _____)
County of _____) SS.

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(Name of Circulator) (Insert month, day, year)

(SEAL)

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9.			,IL	
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County of _____) SS.

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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
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(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. _____

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(NON-MUNICIPAL AND COMMISSION FORM OF MUNICIPALITY)

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County of _____ and State of Illinois, do hereby petition that the following named person shall be a Nonpartisan
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ADDRESS:	
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If required pursuant to 10 ILCS 5/10-5.1, complete the following (this information will appear on the ballot)

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County of _____) SS.

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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)

SHEET NO. _____

**STATEMENTS OF ECONOMIC INTERESTS ARE DUE**

August 1, 2020 is when Statements of Economic Interests are due.

Statements of Economic Interests

In accordance with the Illinois Governmental Ethics Act (</service/disclosure-economic-interests>), more than 900 units of government and over 22,000 public officials and employees must submit ethics filings to the Clerk's office. Government agencies provide a list of people who must file a Statement of Economic Interests. Beginning spring 2011, those people will be able to file their questionnaires online. Finally, the public will have instant access to their filings.

Units of Government filing FAQs (</service/units-government-faqs>)

Units of Government database upload instructions (</publications/units-government-database-upload-instructions>)

Statements of Economic Interests filing instructions (</publications/sei-filing-instructions>)

Units of Government

Enter here to submit your Statement of Economic Interest filer list.

Enter >>
(<http://ethics.cookcountyclerk.il.gov/uog/login.aspx>)

Statement of Economic Interests

Government officials and employees required to file log in here.

File >>
(<http://ethics.cookcountyclerk.il.gov/sei/login.aspx>)

ETHICS (/AGENCY/ETHICS)

> **STATEMENTS(/AGENCY/STATEMENTS-OF ECONOMIC-INTERESTS) ECONOMIC INTERESTS**

> **DISCLOSURE(/SERVICE/DISCLOSURE-OF ECONOMIC-INTERESTS) ECONOMIC INTERESTS**

> **UNITS OF GOVERNMENT FAQs**

> **STATEMENTS(/SERVICE/STATEMENTS-OF ECONOMIC-INTERESTS- ECONOMIC FAQs)**

Public Portal

Search, who submitted an SEI and how to file. Ask questions.

LOCATION INFORMATION

Enter >>
(<http://ethics.cookcountyclerk.il.gov/publications/locations/downtown-chicago-ethics>)

Office Hours:

Sunday: *Closed*
Monday: 8:30 am-5:00 pm
Tuesday: 8:30 am-5:00 pm
Wednesday: 8:30 am-5:00 pm
Thursday: 8:30 am-5:00 pm
Friday: 8:30 am-5:00 pm
Saturday: *Closed*

Phone Numbers:

(312) 603-1121
Main

Units of Government Filing (UOG)



Obtaining Statements of Economic Interests

Beginning in 2011, all new statements of economic interest will be available to view online.

To obtain prior copies of statements of economic interest, a written request must be submitted:

- Come to the Clerk's downtown office (</about/locations/downtown-chicago-ethics>) and complete a request OR
- Send an email to clerk.ethics@cookcountyil.gov (<mailto:clerk.ethics@cookcountyil.gov>)

About Disclosure

State law requires Cook County elected officials, appointed officials, and certain local and county government employees to file a Statement of Economic Interest with the Clerk's office each year.

Late fee: Individuals who file after the deadline must pay a \$15 late fee per year for each year they are required to file and past due.

More about disclosures of economic interests. (</service/disclosure-economic-interests>)



COOK COUNTY CLERK'S OFFICE

Karen A. Yarbrough, Cook County Clerk
69 W. Washington Street, Suite 500
Chicago, IL 60602

FOLLOW US



ABOUT

Contact Us
(/contact-us)
Jobs (/careers)
FOIA Requests
(https://www.cookcountyil.gov/foia-act)
Accessibility Info
(/general/accessibility-information)
Social Media
(/agency/social-media)
Hours and
Locations
(/locations)

OTHER GOVERNMENT LINKS

Cook County Government
(http://www.cookcountyil.gov)
Cook County Assessor
(http://www.cookcountyassessor.com)
Cook County Recorder's Office
(http://www.cookrecorder.com)
Cook County Sheriff's Office
(http://cookcountysheriff.org)
Cook County State's Attorney
(https://www.cookcountystatesattorney.org/)
Cook County Treasurer's Office
(https://www.cookcountytreasurer.com/)
Clerk of the Circuit Court of Cook County
(http://www.cookcountyclerkofcourt.org/)
Cook County Board of Review
(http://cookcountyboardofreview.com/)
Cook County Property Tax Portal
(http://www.cookcountypropertyinfo.com/)

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Google Translate



ETHICS ONLINE

Wednesday, September 2, 2020

This site allows public access to Statements of Economic Interests (SEI) filed annually by over 22,000 government employees and elected officials in Cook County. There are four ways to retrieve the data: by a filer's name; by the name of an agency; by selecting an agency from dropdown menus; and by selecting one or more questions to view the answers. Three reports are also provided. All data is updated in real time. Please note that results can be downloaded as a CSV file.

Filing Year **Filer Search**

To view a filer's SEI, enter his or her name below. The search tool will accept partial spellings.

First Name

Last Name

SEARCH

**Agency Search**

To view a list of all filers in an agency, use the keyword search below. Partial names, such as "Chicago," will return multiple results. Narrow your search by typing a full agency name (i.e. "Chicago Board of Education").

Agency Name

SEARCH

OR

To select an agency from a list, pick from **each** of the three dropdown menus below. The agencies are broadly grouped by level into four categories: Chicago, Cook County, Suburban and Other.

Step 1. Agency Level *

Step 2. Agency Type *

Step 3. Agency *

SEARCH

**Reports**

The late and non-filer reports list filers who have not yet submitted. The number of filers by more than one agency.

LATE FILERS

NON-FILERS

**Question Search**

To view filers who answered one or more as "Q3." The CSV download will show multiple filers.

Questions Answered☐ All☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐ Q5SEARCH [View question language](#)

To search how filers answered questions, be listed in the CSV download found on the page.

Keyword

SEARCH

**Feedback**

Please send any feedback to:

sei.feedback@cookcountyil.gov

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)

_____**ATTACH TO PETITION**_____

10 ILCS 5/7-10.1

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

LOYALTY OATH
(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)



STATE BOARD OF ELECTIONS STATE OF ILLINOIS

ARTICLE 29B FAIR CAMPAIGN PRACTICES ACT

10 ILCS 5/29B-5. Purpose. The Legislature hereby declares that the purpose of this Article is to encourage every candidate for public office in this State to subscribe to the Code of Fair Campaign Practices. It is the intent of the Legislature that every candidate for public office in this State who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty and fair play in order to encourage healthy competition and open discussion of issues and candidate qualifications and discourage practices that cloud issues or unfairly attack opponent. (Source: P.A. 86-873.)

10 ILCS 5/29B-10. Code of Fair Campaign Practices. At the time a political committee, as defined in Article 9, files its statement of organization, the State Board of Elections, in the case of a state political committee or a political committee acting as both a state political committee and a local political committee, or the county clerk, in the case of a local political committee, shall give the political committee a blank form of the Code of Fair Campaign Practices and a copy of the provisions of this Article. The State Board of Elections or county clerk shall inform each political committee that subscription to the Code is voluntary. The text of the code shall read:

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate for public office in the State of Illinois has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct my campaign openly and publicly, and limit attacks on my opponent to legitimate challenges to his record.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, sexual orientation, religion or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opposition.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections or that hampers or prevents the full and free expression of the will of the voters.
- (6) I will defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this Code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Illinois or chairman of a political committee in support of or opposition to a question of public policy, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Date

Signature

Office Sought

(Print Name)

Date of Election

Name of Political Committee

Library Board Meetings

The Board of Trustees of the Schaumburg Township District Library typically meets the 3rd Monday of the month in the conference room at our Central location, 130 S. Roselle Rd. Schaumburg, IL 60193, at 7pm unless otherwise noted:

- *January 18, 2021 7:00pm
- *February 15, 2021 7:00pm
- *March 15, 2021 7:00pm
- *April 19, 2021 (Hoffman Estates Branch) 7:00pm
- *May 17, 2021 7:00pm
- *June 21, 2021 7:00pm
- *July 19, 2021 7:00pm
- *August 16, 2021 7:00pm
- *September 20, 2021 7:00pm
- *October 18, 2021 (Hanover Park Branch) 7:00pm
- *November 15, 2021 7:00pm
- *December 20, 2021 7:00pm

*Tentative Schedule for Library Board Meetings pending Board Approval

Latest Library Newsletter:

September 2020:

https://issuu.com/schaumburglibrary/docs/sept_2020?fbclid=IwAR0Mb7myUM83sXqIKDDf3WskpE_iE5r3T5qWaFabxa5VMrEPW1JxbHM5fhg

SchaumburgLibrary.org

CENTRAL LIBRARY

130 S. Roselle Road • Schaumburg, IL 60193
(847) 985-4000 PHONE • (847) 923-3131 FAX

HANOVER PARK BRANCH

1266 Irving Park Road • Hanover Park, IL 60133
(630) 372-7800 PHONE • (847) 923-3488 FAX

HOFFMAN ESTATES BRANCH

1550 Hassell Road • Hoffman Estates, IL 60169
(847) 885-3511 PHONE • (847) 923-3466 FAX

OVERVIEW OF OUR LIBRARY

SEPTEMBER 2020

TYPE OF LIBRARY

Schaumburg Township District Library is a district library with a distinct service area and boundaries. Schaumburg Library is an autonomous unit of local government with a separately elected and independent Board of Trustees. Trustees are residents of the service area and are elected for four-year terms.

HISTORY

In 1962, voters approved the formation of a tax-supported library for Schaumburg Township. The Library was originally located in a house near the corner of Roselle and Schaumburg roads. A new building was constructed and opened in 1965. The building underwent additions and renovations in the 1970s and 1980s, and branch locations were added in Hoffman Estates in 1992 and Hanover Park in 1993. The current Central Library location opened in 1998, and new branch buildings opened in Hoffman Estates in 2002 and Hanover Park in 2006.

MISSION STATEMENT

We are committed to providing relevant information, books, media, technology and programs for all ages in a safe and friendly environment through the service of well-trained staff.

CURRENT TRUSTEES

Name	Term Ends
Jillian Bernas (Vice President)	2023
Erin Flannigan Davies	2021
Anita Forte-Scott (President)	2021
Hannah Hyman	2021
David Jonen (Treasurer)	2021
Theresa Seyring	2023
Julie Wroblewski Bosshart	2023

CURRENT STAFFING

Executive Director Annie Miskewitch began in her role in December 2019. She started at the Library in June 2017 as Deputy Director. The Library has approximately 250 staff members.

BUDGET

The Library's fiscal year runs July 1 through June 30. The Library's FY 2020-2021 budget is approximately \$16M, with approximately \$13M of revenue coming from property taxes. In June 2020, due to the affects of COVID-19, the Library Board of Trustees approved a \$1.5M tax abatement on property taxes, representing a temporary reduction of the Library tax levy of about 9.4%.

Library Overview cont.

KEY STATISTICS FROM FY 2019-2020*

- More than 680,000 visitors
- More than 2,000,000 items checked out
- More than 3,000 programs held with more than 390,000 attendees
- More than 46,000 active users with more than 100,000 total cardholders (including approximately 18,000 reciprocal borrowers)
- More than 13,500 meeting and discussion room reservations

* FY 2019-2020 included a closure due to COVID-19. All Library locations closed early on March 13 and remained closed for an unprecedented period. Service resumed with Curbside Pick-Up on June 4, and Library locations reopened to the public on July 6 with limited capacities and services available. The Library's digital resources were available throughout the closure.

PLANNING FOR THE FUTURE

The Library currently operates using a Plan of Service with a two-year cycle for creating new areas of focus with specific action items. Library administration hopes to work with the Board of Trustees to move to a strategic planning process to create a more cohesive, lasting plan for the Library.

The Library continues to renovate the Central Library with specific projects funded by the Building and Equipment fund. The building is more than 20 years old and has seen more than 20M visitors, so upkeep is a priority.

TRUSTEE DUTIES AND RESPONSIBILITIES



The Big Picture

If legions of jobseekers were vying for trustee positions on library boards, a want ad for the job might read as above.

Of course, service on a library board is pro bono public service, so you will not have arrived here by dazzling a job interviewer. As a library user and supporter, you may have campaigned for an elected trustee position, or perhaps you hesitantly accepted appointment. Either way, you have a most important job to do.

A public library might be defined as a repository of information available to all in the community. This public resource addresses and meets a wide variety of needs. For some members of the community, the library is the chief or only source for recreational reading. For others, it is a valuable professional resource. Young children discover the wide world of ideas in the library. People of all ages use computers and the Internet at libraries to prepare themselves to function in the modern digital world. Disabled people find resources in public libraries that may not be available elsewhere. You, as a trustee, represent all of these people.

A public library, even of relatively small size, is a complex operation that requires informed and skillful administration and management. You, along with the other trustees on the library board, oversee performance of these roles by library staff.

The Board of Trustees

Library trustees do their work collectively on the library board. Though the board has broad powers—it is answerable only to the governing body that has oversight over the library or, if elected, to the voters—those powers are exercised collectively. No individual trustee can speak or act for the board, or for the library, unless specifically empowered to do so by board action or adopted bylaws.

The board's crucial partner in administering the library is the library director. This professional has been hired by the board and serves at the board's pleasure. The board depends heavily on the professional judgment and experience of the director. For example, the board of trustees can draft an annual budget for the library, but specific input about what moneys are needed for which purposes comes mainly from the director. As a trained professional, he or she is employed to assess needs such as acquisitions, staff coverage, and public services.

The remainder of this chapter details duties of the board of trustees, both those assisted and unassisted by the library director; responsibilities of individual trustees; and basic rules of ethics for trustees.

Duties

Broadly speaking, the board of trustees establishes library policies, and the library director implements those policies in the day-to-day operations of the library. However, these roles are interdependent and require careful distinction of responsibility and authority.

The degree to which the board relies on the librarian's professional knowledge and experience will, of course, vary with the situation. In every case, however, cooperation is the key to a smoothly run, successful library. A library in which all the players work cooperatively toward the common goal will inevitably deliver greater benefits to the community than one in which trustees and librarian work competitively, at odds with each other. The following lists detail duties carried out collectively by boards of trustees in public libraries.

Duties of the Board Assisted by Input from the Director...

- Write and maintain an official mission statement for the library.
- Develop long-range plans to address anticipated community needs.
- Establish and support library policies. Examples of such policies include
 - ♦ levels of service (for example, open hours).
 - ♦ registration and circulation policies and other rules directly affecting patron use.
 - ♦ types of service (in addition to circulation and informational services, will the library provide special programs for children? the disabled? the visually impaired? or literacy training?).
 - ♦ confidentiality and privacy policies.
 - ♦ patron access to the Internet.
 - ♦ collection development policy.
- Authorize salary and benefits plans for library staff.
- Assess maintenance of library grounds and buildings, and authorize purchase of lands or construction of new buildings when necessary and appropriate.
- Develop an annual budget.
- Review monthly financial reports to ensure accountability to budget goals.
- Provide financial information and an independent audit as required by Illinois law.
- Advocate for funding necessary to meet community library needs.
- Engage in other fundraising activities as necessary and appropriate.
- Promote the library in the community.

Duties of the Board, Exclusively...

- Hire a qualified library director.
- Evaluate director's performance periodically, at least annually.
- Establish policies for the functioning of the board. Such policies include
 - ♦ by-laws governing meetings, quorums, selection of officers and the length of their terms as officers; and other matters relating to handling the business of the board.
 - ♦ finance policies (for example, how funds will be dispersed or invested, or who will be authorized to write checks).
 - ♦ trustee's code of ethics.

For more information about division of duties between the board of trustees and the library director, go online to the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm: select **Policy Model**; select **Division of Responsibility**....

You, Personally

For the library machine to hum smoothly, every participant—trustee and staff—must shoulder a fair and proper load. To carry out the trustee duties which you have accepted, you will need to make a substantial commitment of time and effort.

Your Duties as a Trustee...

- Attend board meetings.
- Preview agenda, minutes, and documents before each board meeting.
- Participate in discussion and decision making at board meetings.
- Stand by decisions made by the board.
- Serve on committees as assigned by chair.
- Commit time outside of board meetings for the work of the board, as necessary and appropriate.
- Participate in activities sanctioned by the board, such as fundraising or public relations in the community.
- Represent the library at community events—be visible and accessible to those you represent.
- Become informed about library issues through participation in the regional library system, ILA, and ALA.
- Become informed about state laws that govern public libraries in Illinois.
- Become an advocate for the library community.

As with any position of responsibility and accountability, library trusteeship calls for adherence to high standards of ethical behavior.

Your Ethical Responsibilities...

- If you have a conflict of interest in a matter taken up by the board, you must remove yourself from consideration and voting on that matter. For example, your financial stake in a firm with which the board does or intends to do business would constitute a conflict of interest. (For more information about conflicts of interest, see Chapter 4, "Legal Responsibilities and Liability.")
- Respect the opinions and contributions of other trustees; refrain from dogmatic or bullying behavior at board meetings. Work toward acceptable compromise on contentious issues.
- Do not voice opposition to board decisions in public; limit criticism to debates within board meetings.
- Respect confidential information: do not reveal content of closed session board discussions.
- Refer patron/public requests for information to the library director.
- Refer staff grievances or problems to the library director, who has full responsibility for managing staff; refrain from becoming involved in controversy or conflict among staff.
- Refer complaints from the public to the library director.
- Do not initiate or participate in ad hoc board meetings called without advance notice and knowledge of all participants. Conform to the Open Meetings Act in posting required meeting notices for the public and the press.
- Assume full responsibility as a board member. Attend board meetings regularly and perform all assigned committee work in a timely manner. If you are unable to fulfill your duties, consider resigning so that someone else can better serve.
- Support open access to information and resist moves toward censorship.

Finally, consider the benefits you will derive from serving as a library trustee. You will make new acquaintances and friendships with people who are passionate about, and dedicated to, values of public service. Some of these people will become personal friends; others will remain good professional associates. Whether you are a worker in a trade, a professional, a homemaker, an independent businessperson, or are engaged in some other life activity, the people network you establish during your tenure of trusteeship will likely prove to be of great benefit to you.

Then, of course, there is the obvious: you will be making an important contribution to the people in your community and to your community's future. A public library is one of the most universal and accessible institutions in our society. Your contribution as a public library trustee will help bring opportunity to all the people, irrespective of all the differences that sometimes divide communities in other spheres. Don't under-rate the satisfaction you will derive from this endeavor.

Resources

- Duca, Diane J. *Nonprofit Boards: Roles, Responsibilities, and Performance*. New York: Wiley, 1996.
- Gale, Robert L. *Board Source, Governance Series Booklets, #9: Leadership Roles in Nonprofit Governance*. Washington, D.C.: Board Source, 2003.
- Grace, Kay Sprinkel. *Board Source, Governance Series Booklets, #6: The Nonprofit Board's Role in Setting and Advancing the Mission*. Washington, D.C.: Board Source, 2003.
- Ingram, Richard T. *Board Source, Governance Series Booklets, #1: Ten Basic Responsibilities of Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.
- O'Connell, Brian. *The Board Member's Book: Making a Difference in Voluntary Organizations*. New York: Foundation Center, 2003.