

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/>



MEMO

To: Prospective Public Library District Board - Trustee Candidates

From: Sara Murray, Executive Director (on behalf of Library Board Secretary Tracy Sharkey)

Date: September 20, 2022

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

General Information

Three positions on the Algonquin Area 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:

- Two (2) six-year expired terms
- One (1) two-year unexpired term

The filing period runs from Monday, December 12, 2022 at 9:00am through Monday, December 19, 2022 at 9:00pm. Completed forms can only be accepted at the Harnish Main Library during the following hours:

- Monday - Thursday: 9:00am to 9:00pm
- Friday: 9:00am to 5:00pm
- Packets will not be accepted on Saturday or Sunday

Documents must be returned directly to one of the following people with date and time of submission noted by the staff member who accepts them:

- Sara Murray, Executive Director
- Carol Dolin, Assistant Director
- Theresa Therens, Administrative Associate
- Belinda Husak, Circulation Manager

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 Algonquin Area Public Library District were elected was at the consolidated election held on April 6, 2021. Based on the number of votes cast for AAPLD Library Trustee in McHenry and Kane Counties*, 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 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).

*bit.ly/2021CE-McHenryCo-VoterCount and bit.ly/2021CE-KaneCo-VoterCount

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 Algonquin Area Public Library District, please contact Executive Director Sara Murray at director@aapld.org.



Algonquin Area Public Library District

Harnish Main Library 2600 Harnish Drive • Algonquin, IL 60102 • 847-458-6060
Eastgate Branch 115 Eastgate Drive • Algonquin, IL 60102 • 847-658-4343

www.aapld.org

In order to provide quality library service to the Villages of Algonquin and Lake in the Hills and their surrounding areas, the Algonquin Area Public Library District requires a working team of a Board of Library Trustees who are informed and make the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a Trustee. By statute, trustees receive no payment or other compensation for their work.

To qualify as a candidate for Trustee for the Algonquin Area Public Library District, you must be a qualified elector/registered voter and be a resident for at least one year in the Algonquin Area Public Library District.

TRUSTEE RESPONSIBILITIES

- Oversee and approve the budget, levy, and other financial responsibilities
- Set library policy
- Employ and evaluate the Executive Director
- Plan for the future
- Monitor the library's effectiveness
- Be an advocate for the library

A TRUSTEE MUST:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about public library issues, to prepare for and attend Board meetings, and to carry out Board assignments.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community and its social and cultural needs and be willing to communicate those needs to the Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

REQUIREMENTS TO RUN

- Circulate the nominating petitions and obtain at least 50 signatures from qualified voters who reside in the Algonquin Area Public Library District. The candidate must sign the completed petitions in the presence of a notary public.
- File a Statement of Economic Interest with the McHenry County Clerk and obtain a receipt of that filing.
- Submit a complete election packet to the Algonquin Area Public Library District, 2600 Harnish Drive in Algonquin, on weekdays between December 12-19, 2022.

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.

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.

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)

**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)

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on _____ (date of election).

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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.

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

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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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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)

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State of _____)
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)

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)