

Schaumburg Township
District Library Candidate
Information Packet for
April 1, 2025
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 petition sheets. The Statement of Candidacy must be notarized.
9. Optional Loyalty Oath: may be completed and filed with the nominating petitions. If completed and filed, the optional Loyalty Oath must be notarized.
10. Fair Campaign Practices Act

Supplemental Information about Schaumburg Township District Library

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Memo

To: Prospective Library Trustee Candidates

From: Annie Miskewitch, Library Executive Director (on behalf of the Library Board Secretary)

Date: August 12, 2024

Re: Library Trustee Election: Candidate Filing Information and Petition Signature Requirements

General Information: Four (4) positions on Schaumburg Township District Library's Board of Trustees will be filled at the consolidated election on April 1, 2025. All four Trustees will be elected to serve four-year terms (2025-2029).

Candidate Packets are available on-line or for pick-up as of August 12, 2024 in the Administrative Business Office on the 2nd floor of our Central location, Monday-Friday: 9am-5pm; or visit one of our Branch locations in Hanover Park and Hoffman Estates, Monday-Thursday: 9am-9pm.

Circulation of nominating petitions begins on Tuesday, August 20, 2024.

This packet contains basic information and forms needed by an individual to file as a candidate for the Trustee election. The filing period runs from November 12, 2024 - November 18, 2024. Completed forms can only be accepted during this time frame. Please submit these forms to the Library, in care of the Administrative Business Office on the 2nd floor of our Central location (130 S. Roselle Rd.) during the following hours: Monday – Friday: 9am – 5pm

Petition Signature Requirements: The statutory requirement governing the number of signatures on candidates' nominating petitions for the April 1, 2025 Library Trustee elections reads: "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 the last election in 2023, 22,242 votes were cast for library trustees. 2% of that is 445, so as the lesser number, 50 signatures are needed. Candidates would do well to exceed the minimum number, just in case some of the signatures on their petition sheets are challenged and prove to be invalid.

The 2025 State of Illinois Candidate's Guide is available on-line at the State Board of Elections website: www.elections.il.gov. For additional information about the Library or the election, please contact the Library's Executive Director, Annie Miskewitch, at 847-923-3200 or amiskewitch@stdl.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

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 12-18, 2024 (not more than 141 nor less than 134 days prior to the consolidated election).

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)

CANDIDATE CHECKLIST

- Meet **residency, age, and other qualifications** for the specific office
- File paperwork with the **SBE [Campaign Disclosure division](#)**
- 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 a **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).

CANDIDATE SCREENING AND SLATING BY COMMUNITY GROUPS

In some communities around the State, groups have formed for the purpose of recruiting, screening, and selecting informal “slates” of candidates for a number of local government offices. These groups will often have the word “caucus” in their name or may appear to be an official nomination process. With respect to the nomination process for candidates to gain ballot access, the operations and procedures of these groups are unofficial, and are not recognized under the Election Code. Candidates who wish to run for these offices do not have to seek the approval or endorsement of these local “caucuses,” and all candidates are still required to file the proper nomination documents as detailed in this guide.

Candidates who present themselves to an informal candidate screening committee to be included on the informal slate but are not selected may timely file to be listed as a candidate of a political party, an independent candidate, or a nonpartisan candidate, depending on the unit of government in question. Alternatively, a candidate may file a declaration of intent to be a write-in candidate at the election.

In contrast, as elsewhere noted in this guide, a local candidate who participates at an official caucus expressly authorized by the Election Code but who is defeated at the caucus is then ineligible to be listed on the ballot as an independent or new party candidate or to file a declaration of intent to be a write-in candidate at the election for which the nominating caucus was held.

Individuals who organize these unofficial caucuses, as well as any local government officials or administrators who volunteer to

CANDIDATES MUST FILE AS:

- A candidate of an established political party;
- A candidate of a new political party;
- An independent candidate; or
- A nonpartisan candidate 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 are nonpartisan.

CANDIDATES MUST FILE:

- Statement of Candidacy
- Loyalty Oath (optional)
- **Receipt** from filing a Statement of Economic Interests
- Nominating petition sheets (containing a sufficient number of original signatures) or Certificate of Nomination by Party Caucus
- Certificate of Qualifications, when applicable (e.g., township/multi-township assessors)
- Certificate of officers authorized to fill vacancies (for new political parties) (10 ILCS 5/10-5, 10-11)

*Contact the appropriate filing office for specific signature requirements.

participate, should be aware of the following regulations and provisions that may be applicable to the activities of their group:

- Prohibitions under the Election Code on the use of public funds to influence voters. (10 ILCS 5/9-25.1)
- Requirements under the State Officials and Employees Ethics Act as applied to local governmental entities. (5 ILCS 430/70-5)
- Prohibitions under the Local Governmental Employee Political Rights Act against political activity while at work or on duty. (50 ILCS 135/10)
- Obligations under the Election Code to register as a political committee and file financial disclosures if the committee raises or spends more than \$5,000 in any 12-month period in support of or opposition to any candidate or question of public policy, or for electioneering communications. (10 ILCS 5/9-1.8, 9-3, 9-10)
- Local ordinances or policies which may have additional restrictions or regulations.

Information on these regulations is also included throughout this guide.

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 25 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 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)

Welch 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). (26 Il. Adm. Code §202.10(b))

- 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. (10 ILCS 5/7-12(6); 26 Il. Adm. Code §202.20(a)) 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. 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.
- b. 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.
- c. 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.
- d. The lottery to determine first and last ballot positions is held within nine days following the last day to file petitions.

(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 both 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. (10 ILCS 5/7-12(9), 10-7)

NOTE: When a candidate withdraws as a candidate, 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 the local election official in which the candidate 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.

CANDIDATE FILING PERIODS (AND CAUCUS DATE INFORMATION)

ESTABLISHED PARTY AND NONPARTISAN MUNICIPAL OFFICE CANDIDATES

October 21-28, 2024

(Filed not more than 127 nor less than 120 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 25, 2025, Consolidated Primary**, see page 3.

Petitions may NOT be circulated prior to July 30, 2024.

(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

November 12-18, 2024

(Not more than 141 nor less than 134 days prior to the consolidated election)
(10 ILCS 5/10-6(2))

Filing period for candidates seeking election at the **APRIL 1, 2025, Consolidated Election**, see page 5.

Petitions may NOT be circulated prior to August 20, 2024.

(No more than 90 days preceding the last day for the filing of the petition)
(10 ILCS 5/10-4)

CAUCUS DATE INFORMATION

In **MUNICIPALITIES** under 5,000 population, established political parties hold their caucuses on December 2, 2024, and file their certificates of nomination with the municipal clerk during the filing period, December 9-16, 2024.
(10 ILCS 5/10-1(a))

NOTE: Municipalities of 5,000 or less may determine by ordinance (by November 15, 2024) that established political parties shall nominate candidates for municipal offices by primary election. (10 ILCS 5/7-1(b))

TOWNSHIP CAUCUS – December 3, 2024 (60 ILCS 1/45-10)

MULTI-TOWNSHIP CAUCUS – December 4, 2024 (60 ILCS 1/45-25)

Township Central Committees file their certificates of nomination with the township clerk or board of election commissioners (if applicable) during the filing period, December 9-16, 2024. (60 ILCS 1/45-20(b))

Multi-Township Central Committees file their certificates of nomination with the appropriate election authority during the filing period, December 9-16, 2024. (60 ILCS 1/45-25(e))

**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)

**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)

**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)

**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)

**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)

**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)

**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)

STATEMENT OF ECONOMIC INTERESTS RECEIPT

OBTAINING A STATEMENT OF ECONOMIC INTEREST FORM

Candidates filing a petition with the State Board of Elections may obtain a Statement of Economic Interests form from the State Board of Elections or the Index Division of the Office of the Secretary of State. Candidates filing with county or local election authorities may obtain Statement of Economic Interests forms from the county clerk's office.

FILING THE FORM

For candidates that file petitions with the State Board of Elections, a completed Statement of Economic Interests form must be filed with the Index Division of the Office of the Secretary of State, located at 111 East Monroe, Springfield, IL 62756. For candidates filing with another election authority, the Statement of Economic Interests may be filed with the county clerk in 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-101.5, 4A-106.5) For more information on filing the form, contact your election authority or the Secretary of State's Index Division at (217) 782-7017 or (312) 814-8218.

EXCEPTION: The Illinois Statement of Economic Interests disclosure is not required for candidacy in federal or party offices.

FILING THE RECEIPT

22

All candidates must file a **receipt** indicating that they have filed a Statement of Economic Interests as required by the Illinois Governmental Ethics Act. (10 ILCS 5/7-10, 7-12, 10-5; 5 ILCS 420/1-101, *et seq.*)

EXCEPTION: The receipt is not required if the Statement of Economic Interests is filed with the same officer with which the nominating papers are filed (i.e. county officers). (10 ILCS 5/7-12(8))

Candidates are advised to file their receipts at the same time they file their nominating petitions. While the receipt does not need to accompany the nominating petitions at the time of filing, it must be filed not later than 5:00 p.m. for the State Board of Elections, or at the close of business for other offices, on the last day to file those petitions.

NOTE: The date and time at which a nominating petition was filed is not changed when the Statement of Economic Interests receipt is filed at another time during the filing period. (10 ILCS 5/7-12, 10-5)

CAMPAIGN CONTRIBUTIONS

NOTICE OF OBLIGATION

Upon the filing of nomination papers, the official with whom nomination papers are filed must provide to each candidate at the time of filing a [notice of obligation](#) to comply with the Illinois Campaign Financing Act. If a candidate files nomination papers by mail, or an agent of the candidate files the nomination papers, the clerk or secretary with whom the petitions were filed will send the notice to the candidate by first class mail. The notice will state that the manual of instructions and forms for statements required to be filed under Article 9 of the Election Code are available from the State Board of Elections. Forms may also be downloaded from the SBE's [website](#). (10 ILCS 5/7-12(7), 9-16, 10-6.1; 60 ILCS 1/45-35)

**STATEMENT OF ECONOMIC INTERESTS
TO BE FILED WITH THE SECRETARY OF STATE
(5 ILCS 420)**



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 email address (optional): _____

QUESTIONS:

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
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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: _____

Date: _____

Signature: _____

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: _____

Date: _____

Signature: _____

Preferred email address (optional): _____

INSTRUCTIONS FOR COMPLETING THE STATEMENT OF ECONOMIC INTERESTS

Our office only files Statements of Economic Interest for State positions. If you are filing for a county position, contact your county clerk's office.

In order to protect personally identifying and confidential information, do not include on the Statement of Economic Interests any account numbers, Social Security Numbers, or other confidential information. This Statement of Economic Interests will be published on the Secretary of State's website in a publicly searchable database. In the event that a residential address is requested, use only the name of the city and state to identify the property at issue.

Frequently used definitions are listed below. Refer to the statute, 5 ILCS 420, for additional definitions when answering questions on the statement.

(5 ILCS 420/1-102.5)

Sec. 1-102.5. "Asset" means, for the purposes of Sections 4A-102 and 4A-103, an item that is owned and has monetary value. For the purposes of Sections 4A-102 and 4A-103, assets include, but are not limited to: stocks, bonds, sector mutual funds, sector exchange traded funds, commodity futures, investment real estate, beneficial interests in trusts, business interests, and partnership interests. For the purposes of Sections 4A-102 and 4A-103, assets do not include: personal residences; personal vehicles; savings or checking accounts; bonds, notes, or securities issued by any branch of federal, state, or local government; Medicare benefits; inheritances or bequests, other than beneficial interests in trusts; diversified funds; annuities; pensions (including government pensions); retirement accounts; college savings plans that are qualified tuition plans; qualified tax-advantaged savings programs that allow individuals to save for disability-related expenses; or tangible personal property.

(Source: P.A. 102-664, eff. 1-1-22.)

Sec. 1-105.6. "Income" means, for the purposes of Sections 4A-102 and 4A-103, pension income and any income from whatever source derived, required to be reported on the filer's federal income tax return, including, but not limited to: compensation received for services rendered or to be rendered (as required to be reported on any Internal Revenue Service forms, including, but not limited to, Forms W-2, 1099, or K-1); earnings or capital gains from the sale of assets; profit; interest or dividend income from all assets; revenue from leases and rentals, royalties, prizes, awards, or barter; forgiveness of debt; and earnings derived from annuities or trusts other than testamentary trusts. "Income" does not include compensation earned for service in the position that necessitates the filing of the statement of economic interests, or investment or interest returns on items excluded from the definition of "asset", or income from the sale of a personal residence or personal vehicle.

(5 ILCS 420/1-104.3)

Sec. 1-104.3. "Creditor" means, for the purposes of Sections 4A-102 and 4A-103, an individual, organization, or other business entity to whom money or its equivalent is owed, no matter whether that obligation is secured or unsecured, except that if a filer makes a loan to members of his or her family, then that filer does not, by making such a loan, become a creditor of that individual for the purposes of Sections 4A-102 and 4A-103 of this Act.

(Source: P.A. 102-664, eff. 1-1-22.)

(5 ILCS 420/1-104.4)

Sec. 1-104.4. "Debt" means, for the purposes of Sections 4A-102 and 4A-103, any money or monetary obligation owed at any time during the preceding calendar year to an individual, company, or other organization, other than a loan that is from a financial institution, government agency, or business entity and that is granted on terms made available to the general public. For the purposes of Sections 4A-102 and 4A-103, "debt" includes, but is not limited to: personal loans from friends or business associates, business loans made outside the lender's regular course of business, and loans made at below market rates. For the purposes of Sections 4A-102 and 4A-103, "debt" does not include: (i) debts to or from financial institutions or government entities, such as mortgages, student loans, credit card debts, or loans secured by automobiles, household furniture, or appliances, as long as those loans were made on terms available to the general public and do not exceed the purchase price of the items securing them; (ii) debts to or from a political committee registered with the Illinois State Board of Elections or political committees, principal campaign committees, or authorized committees registered with the Federal Election Commission; or (iii) a loan from a member of the filer's family not known by the filer to be registered to lobby under the Lobbyist Registration Act.

(Source: P.A. 102-664, eff. 1-1-22.)

Contact your ethics officer, if applicable, for more guidance and instructions on completing the statement.

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

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)



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 Board Room at our Central location, 130 S. Roselle Rd. Schaumburg, IL 60193, at 6pm unless otherwise noted:

- *January 20, 2025 6:00pm
- *February 17, 2025 6:00pm
- *March 17, 2025 6:00pm
- *April 21, 2025 (Hoffman Estates Branch) 6:00pm
- *May 19, 2025 6:00pm
- *June 16, 2025 6:00pm
- *July 21, 2025 6:00pm
- *August 25, 2025 6:00pm
- *September 15, 2025 6:00pm
- *October 20, 2025 (Hanover Park Branch) 6:00pm
- *November 17, 2025 6:00pm
- *December 15, 2025 6:00pm

*Tentative Schedule for Library Board Meetings pending Board Approval

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

AUGUST 2024

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 spark curiosity and enrich our community by connecting services, resources, and people.

CURRENT TRUSTEES

Name	Term Ends
Jillian Bernas	2027
John Caporale	2027
Anita Forte (Vice-President)	2025
Emily Gilbert	2025
Amy Mueller	2025
Carole Pye (Treasurer)	2025
Theresa Seyring (President)	2027

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 210 staff members.

BUDGET

The Library's fiscal year runs July 1 through June 30. The Library's FY 2024-2025 budget is approximately \$19M, with approximately \$17M of revenue coming from property taxes.

Library Overview cont.

KEY STATISTICS FROM FY 2022-2023*

- More than 680,000 visitors
- More than 2,000,000 items checked out
- More than 3,000 programs held with more than 360,000 attendees
- More than 14,500 meeting and discussion room reservations

PLANNING FOR THE FUTURE

In 2021 and 2022, we began a strategic planning process that allowed us to gather feedback from our staff, Trustees and community. Over about nine months, we gathered information and listened to our community in order to form a strategic plan for our Library. We took the time to learn, dream and plan for the future of our Library, finding the best ways we can grow and adapt to meet the ever-changing needs of our community. The result is our 2022-2024 Strategic Plan that will help guide the priorities and activities of our Library thru 2024.

You can read the complete Strategic Plan and Learning Report or view the one-page summary on our website:
www.schaumburglibrary.org/about/about-us

Chapter 1

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, <http://www.webjunction.org/partners/Illinois/il-topics/readyref.html>: select **Policy Model; Board of Trustees**; 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 underrate the satisfaction you will derive from this endeavor.

Resources

Gale, Robert L. *Leadership Roles in Nonprofit Governance*. Washington, D.C.: Board Source, 2003.

Grace, Kay Sprinkel. *The Ultimate Board Member's Book*. Medfield, Mass.: Emerson & Church Pub., 2008.

Ingram, Richard T. *Ten Basic Responsibilities of Nonprofit Boards*, second ed. Washington, D.C.: Board Source, 2009.

O'Connell, Brian. *The Board Member's Book: Making a Difference in Voluntary Organizations*, third ed. New York: Foundation Center, 2003.