

LIBRARY TRUSTEE CANDIDATE COURTESY PACKET

The following is a courtesy packet. Candidates should review the 2023 State of Illinois 'Candidates 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: Heather Shlah (on behalf of Library Board Secretary Catherine D. Sanders)

Date: September 20, 2022

Re: April 4, 2023, Library Trustee Election:

Candidate Filing Information and Petition Signature Requirements

General Information

Four positions on the Lemont Public Library District's Board of Trustees will be filled at the Consolidated Election on April 4, 2023.

The term for these positions is four years.

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

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

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

The required number of signatures will depend on 2% of the ballots cast for the position of library trustee at the last consolidated election *or* 50 signatures (whichever is less.) 2% of 7,950 is 159. So, 50 signatures will be required on the petition. It is recommended that candidates exceed the minimum signatures by a comfortable margin, in the event that some signatures on the petition are challenged or proven to be invalid.

What are the Responsibilities of a Library Trustee?

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

SPECIFIC DUTIES

- Prepares for board meetings by reading board meeting minutes and all reports, serves on committees as needed and as appointed by the board president.
- Reads policies and other publications related to library trustees, such as the Illinois Trustee Facts File and the Financial Manual for Illinois Public Libraries.
- Abides by majority decisions reached by the board and publicly supports those decisions. Follows the established chain of command for effecting change.

- Reviews monthly financial reports. Reviews the annual Financial Audit.
- Becomes informed of the services offered by the library and promotes these services to the community.
- Becomes aware of services and issues related to Illinois Library Systems and contacts local and State elected officials when issues pertaining to the library arise.
- Is familiar with Intellectual Freedom principles and understands how they are applied in the face of challenges.
- Keeps up with current library trends and practices by reading the literature of the profession and by visiting other libraries.
- Is aware of various policies and the Board of Trustee By-laws.

REQUIREMENTS

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

STATEMENT OF CANDIDACY

NAME:	OFFICE:
ADDRESS – ZIP CODE:	A Full Term is sought, unless an unexpired term is stated here: _____ year unexpired term
	DISTRICT:
	PARTY:

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)
)
County of _____) SS.

I, _____ (Name of Candidate) 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 and am a qualified Primary voter of the _____ Party; that I am a candidate for Nomination/Election to the office of _____ in the _____ District, to be voted upon at the primary election to be held on _____ (date of election) and that I am legally qualified (including being the holder of any license that may be an eligibility requirement for the office to which I seek the nomination) 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 _____ (Name of Party) Primary ballot for Nomination/Election for 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)

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(SEAL)

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_____**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)

Statement of Economic Interests to be Filed with the County Clerk

Your Name Was Submitted For Filing by an Entity That You Represent

(Type or Print)

Name:

Each Office or Position of Employment for which this Statement is Filed:

Full Post Office Address:

GENERAL DIRECTIONS

The interest (if constructively controlled by the person making the statement) of a spouse or any other party shall be considered to be the same as the interest of the person making the statement. Campaign receipts shall not be included in this statement. **If more space is needed, please attach supplemental listing.**

1. List the name and instrument of ownership in any entity doing business with a unit of local government in relation to which the person is required to file, in which the ownership interest held by the person at the date of filing is in excess of \$5,000 fair market value, or from which dividends in excess of \$1,200 were received during the preceding calendar year: (In the case of real estate, location thereof shall be listed by the street address, or if none, then by legal description.) No time or demand deposit in a financial institution, nor any debt instrument shall be listed.

Business Entity

Instrument of Ownership

Position of Management

_____	_____	_____
_____	_____	_____
_____	_____	_____

2. List the name, address and type of practice of any professional organization in which the person making the statement was an officer, director, associate, partner or proprietor, or served in any advisory capacity, from which income in excess of \$1,200 was derived during the preceding calendar year:

Name

Address

Type of Practice

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List the nature of professional services rendered (other than to the unit or units of local government in relation to which the person is required to file) to each entity from which income exceeding \$5,000 was received for professional services rendered during the preceding calendar year by the person making the statement:

COMPLETE BUT DO NOT DETACH

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Your Name Was Submitted For Filing by an Entity That You Represent

(Type or Print)

Name:

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COMPLETE BUT DO NOT DETACH

**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
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We, the undersigned, qualified voters in the _____ in the
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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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