



**McHENRY PUBLIC
LIBRARY DISTRICT**

WISDOM • KNOWLEDGE • DREAMS

809 Front St., McHenry, IL 60050 | 815-385-0036

Spring 2018

Dear Prospective Board Member,

Thank you for your interest in becoming a McHenry Public Library Board member. Our service goal is to **'exceed the customer's expectations'** and our motto of **"Yesterday's Wisdom; Today's Knowledge and Tomorrow's Dreams"** drives everything we do at the library. This letter answers some questions about becoming a board member. Please feel free to contact me at the number above if you have additional questions. Also, you are welcome to attend any upcoming Board meetings, which are generally held on the third Tuesday of each month at 7 p.m. at the library.

Attached is a questionnaire about your experience and background. Please complete the questionnaire as it will help us in the selection process, and return it to the Checkout Desk staff – they'll get it directly to me and I will share it with the Board of Trustees.

Sincerely,

James C. Scholtz
Executive Director

FAQs about the McHenry Public Library and Board of Trustees

Why would I make a good board member? Possibly you've been contacted by a current or past board member or have just heard about becoming a member from our newsletter, word-of-mouth or other source. If you have a background in education, community work, finance or public service, then this board is for you. If you have children in school or are retired you are perfect for this position. If you currently use the library, you are even more qualified. If you are on another board – corporate, private or public -- that works for us because you've got contacts/connections.

What are the requirements to be a board member? Board members must live in the McHenry Public Library District. They need not be active cardholders, but it is a plus. A board member must be of IL voting age (18+). You cannot be directly related to or married to anyone working for the library. All board members should be able to physically attend 50 percent of all meetings (regular and special). You'll also need to be fiscally able to complete a McHenry County "Statement of Economic Interest" form (annually).

What is the time commitment to be a board member? At the beginning of calendar year, the Board sets a meeting schedule for the upcoming year. Generally, the Board meets on the third Tuesday of every month in the Library at 7 p.m. There are some special meetings relative to other projects and activities, and some board members may want to visit other libraries, attend some city/county meetings, etc.

After I become a board member, how long is the term? You become a board member either by winning an election or taking the place of an existing board member by appointment through the existing board (congratulations, either way!). Board members serve for 6, 4 or 2 years depending on the timing of the election/appointment, and there are no term limits. You may resign from the board before your term expires if necessary. We have board members who have just started and others who are serving 16+ years.

Why does the Library Board exist? The Board is its own entity – not affiliated with the County, Township or City. The Board is a group of volunteers who establish library policy, approve the budget, supervise the director, develop the library's long-range plan, help promote the library, attend monthly meetings and participate in opportunities for continuing education.

What are some important statistics about the library?

The MPLD serves a population of 42,000 people and encompasses an area significantly larger than the city of McHenry. The library has about 158,000 books, CDs, DVDs and other materials loaned out about 350,000 times per year with nearly 200,000 people visiting annually. We also provide programming for adults/children throughout the year and work closely with local businesses and schools in Districts 156 and 15. We are open 7 days a week; 67.5 hours per week and have a staff of around 50 and a budget of \$3.2 million (property tax supported). We have one location, no branches but are one member of a 24-library consortium, called CCS, where we share an online catalog, patron information system and resources for interlibrary loan. We are also a member of a broader statewide system called RAILS, consisting of 1,500 multi-type libraries.

Once I complete the questionnaire, what's expected of me and when will I know if I'm on the Board or not? A position has opened up on the Board due to a sitting Board member(s) leaving. The Board tries to replace positions as quickly as possible so that there is a legal quorum of members to do business (4). Once your completed questionnaire is received, the normal wait-time is from 1-2 months for the selection process and you will be contacted initially by phone, followed by letter.

Do I have to have any equipment or special transportation to be a Board member? No. iPads for accessing Board documents are provided free for your use. You do need to have the availability of transportation/walking in order to attend monthly and special meetings.

What is FOIA and should I be concerned about it? FOIA stands for Freedom Of Information Act and it refers to access by the public to public documents – board minutes (except Executive Session), board documents, budgets, board emails/certain staff emails, ordinances, and resolutions. That's why we only want Board communication on library iPads so that your personal devices aren't subject to FOIA requests.



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**McHenry Public Library District
Board Trustee Biography/Questionnaire**

Note: This form is given to people who are interested in being elected/appointed to the MPLD Board of Trustees. Information will be confidential and will be used by the current board to make appointments when needed/available. Additionally, this information may be provided to the media, with candidates' pre-approval, when an election occurs.

(Please Print)

Name (first/last): _____

Home Address (St., City, ST., Zip)

Work Address (St., City ST., Zip)

Hm. Ph.: _____ Work Ph: _____ Cell Ph: _____

Fax: _____ E-mail Address: _____

Best number/time of day to contact you: _____

Do you live in the McHenry Library District? _____ Yes _____ No
(You must live in the district to be a board member)

Do you have a valid/current MPLD library card? _____ Yes _____ No

Are you a registered voter in McHenry County? _____ Yes _____ No

How long have you lived in our district? _____ yrs. _____ months

Educational experience: (list schools attended)

Job/Professional experience: (attach resume or brief description if you wish)

Hobbies or other non-work-related interests: (please list and briefly describe)

Past board experience (please list corporate, service, civic, school, church, Chamber, government groups):

List other volunteer organizations in which you are/have been involved:

List any leadership positions or workshops you have held/attended:

Areas of expertise and/or personal strengths (based on hobbies, occupation or interests):

The MPLD board typically meets once a month, on the third Tuesday (12 meetings per year). We need a quorum of four members to legally hold a meeting. Will you be able to consistently attend these meetings?

Why do you want to serve on the McHenry Public Library District Board? What do you feel that you can contribute?

What do you see as the strengths of the McHenry Public Library District?

What do you see as the weaknesses of the McHenry Public Library District?

As a trustee, would you be willing to complete/sign a Statement of Ethics/No Conflict of Interest?

_____ Yes _____ No

Please return this questionnaire to Jim Scholtz, Executive Director, McHenry Public Library District, 809 Front St., McHenry, IL 60050. FAX 815-385-7085. e-mail: jscholtz@mchenrylibrary.org.

The Executive Director will provide you with a packet of informational material about the library at your request.