

January 11, 2017

Minutes of the regular meeting of the Board of Trustees of the Skokie Public Library held in the Skokie Public Library Board Room, Wednesday, January 11, 2017.

CALL TO ORDER

Mark Prosperi, President, called the meeting to order at 6:33 p.m.

Members present: Mark Prosperi, President; Diana Hunter, Vice President/President Emerita; Karen Parrilli, Secretary; Susan Greer; Eugene F. Griffin; Jonathan H. Maks, MD; Zelda Rich (arrived at 6:53 p.m.); and Richard Kong, Director.

Staff present: Laura McGrath, Deputy Director; and Terry Ratoff, Business Services Librarian.

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 14, 2016

Mrs. Parrilli made a motion, seconded by Mr. Griffin, to approve the minutes of the regular meeting of December 14, 2016, subject to additions and/or corrections. There being no additions or corrections, the minutes were approved unanimously and placed on file. The vote was 6 ayes and 0 nays.

BUSINESS SERVICES PRESENTATION

Terry Ratoff, Business Services Librarian, was introduced to the Board. Ms. Ratoff explained her role as business services librarian and presented a Powerpoint outlining program attendance, different events held in the Business Center, and the makeup of business patrons for 2016. She also advised the Board on how many business consultations and community meetings she attended in 2016.

The Board thanked Ms. Ratoff for her presentation. Ms. Ratoff left the meeting at 6:46 p.m.

BILLS

After brief discussion, a motion was made by Dr. Maks, seconded by Mrs. Parrilli:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE BILLS, SUBJECT TO AUDIT.

The roll call vote for approval was 6 ayes and 0 nays; the motion passed unanimously.

CONSENT AGENDA (Financial Statements; Circulation Report/Dashboard; Gifts; Personnel)

After discussion, Mr. Griffin made a motion, seconded by Dr. Maks:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES APPROVE THE FINANCIAL STATEMENTS, SUBJECT TO AUDIT, AND THAT THE FOLLOWING CONSENT AGENDA ITEMS BE PLACED ON FILE:

1. CIRCULATION REPORT/DASHBOARD
2. REPORTS FROM DEPARTMENT HEADS
3. GIFTS: \$250. FROM JOSEPH AND MARY PLAUCHÉ IN APPRECIATION; \$30. FROM JENNY COOK FOR PUZZLES FOR YOUTH SERVICES; \$18. FROM MRS. L. M. KEER IN MEMORY OF BRENDA B. WEISS
4. PERSONNEL: HIRES: TARAL TALATI, PART-TIME BOOMBOX MENTOR, LEARNING EXPERIENCES, EFFECTIVE DECEMBER 19, 2016; CHRIS AUMAN, FULL-TIME CONTENT STRATEGY COORDINATOR, VIRTUAL COMMUNITY ENGAGEMENT, EFFECTIVE JANUARY 17, 2017; RETIREMENT: LAURENCE JOHNSON, PART-TIME MATERIALS PAGE, ACCESS SERVICES, EFFECTIVE JANUARY 26, 2017.

The motion passed unanimously. There were 6 ayes and 0 nays.

DIRECTOR'S REPORT

Usage

Total circulation decreased 1.8% compared to last December. As we have seen all year, circulation of eResources continues to show significant gains from last year, with a total of 44.5% increase. Year-to-date, we have circulated 90,509 in eResources, which is a 52.2% increase from last year. Circulation of physical materials, both adult and youth, were down across the board. However, our bookmobile collection was up again this month, with a 9.9% increase from last December. Circulation of youth bookmobile materials nearly doubled circulation of adult bookmobile materials. A total of 337 new library cards were registered in December, slightly down from last year. Gate count was down 6.7% compared to last year, though year-to-date numbers show a slight increase of 0.2%. We had a good month for our used item sales, generating \$1,093.45 in revenue, an increase of 35.1% from last December.

Village Tax Levy Presentation

On Monday, December 19, 2016, the Village of Skokie Board adopted an ordinance providing for the levying and assessment of taxes for FY 2017-2018. This ordinance includes the library's 2016 tax levy, an increase of 1% approved by the library Board in September 2016. There were no comments or questions regarding the library's tax levy. A *Skokie Review* news article with more information about the property tax levy can be found at <http://trib.in/2iK7iG0>.

Mr. Prosperi distributed a copy of the January/February 2017 *Newskokie* (Village newsletter). In 1990 the average property tax bill showed the library portion at 3.14%; in 2016, the percentage for the library was 5.70%. He asked the Board to be mindful of this for the August tax levy discussion.

Mrs. Rich arrived at 6:53 p.m.

Payroll Transition

Administrative staff is working diligently to ensure a smooth transition of our payroll process over to Paylocity. Beginning with the first payroll period of the year, starting December 26, 2016 and ending January 8, 2017, Paylocity will handle direct deposits, checks, and most payroll deductions. The first check date will be Friday, January 13, 2017.

Staff Day 2017

Our annual Staff Day is scheduled for Thursday, January 19, 2017. The program for the day will include a mix of presentations and discussions focused on EDI (equity, diversity, inclusion) and a variety of other topics. Leah White, Learning and Development Coordinator, is working with a committee of staff from various departments to plan the event. Interested Board members are encouraged to participate in part or all of the day.

Reporting Structure and Management Team

As mentioned last month, Laura McGrath recently began her new role as deputy director. She will supervise the following department managers: Annabelle Mortensen (Access Services), Lynnanne Pearson (Adult Services), Eileen Coulombe (Customer Services), Mick Jacobsen (Learning Experiences), and Shelley Sutherland (Youth Services). As the director, Mr. Kong will continue to supervise the following: Beth Dostert (Human Resources), Christie Robinson (Communications and Marketing), Susan Carlton (Community Engagement), Jane Hanna (Virtual Community Engagement), Mark Kadzie (IT), Rich Simon (Maintenance), Laura McGrath (Administration), Susan Dickens

(Administration), Carol Ali (Business Office), and Marie Widner (Business Office). We will continue to hold weekly management team meetings to encourage communication and collaboration.

Coming Together in Skokie and Niles Township

This year's Coming Together in Skokie and Niles Township will celebrate Chinese culture through a variety of books and events. Featured books include *American Born Chinese* and *The Shadow Hero* by Gene Luen Yang, and *Where the Mountain Meets the Moon* and *The Ugly Vegetables* by Grace Lin. The library continues to be a major partner and will host a number of book discussions and programs for people of all ages. Most of the events will take place in February and March, though a press conference is scheduled for late January.

New Shelving and Furniture

New shelving for youth materials (paperback spinner and magazine towers) was installed recently in the Youth Services area. We also received additional activity tables and a new play kitchen for the toddler/elementary school area. Patrons are enjoying all of the new additions to the space.

BOOMbox – Design Theme

From January through mid-April 2017, the BOOMbox will highlight a new theme focused on art and design. Patrons of all ages are invited to learn about 2D and 3D design tools, sewing and textile experiments, drawing, painting, and photography. There will be drop-in times, micro workshops, and classes to offer patrons a variety of learning experiences.

Combatting Fake News

Bruce Brigell, Information Services Coordinator, recently wrote a blog post titled, "Understanding Fake News." In the post, he explains how "'fake news' can be misleading and even dangerous when misinformation provokes action." The post also highlights ways people can spot and avoid "fake news," including avoiding "sponsored stories" linked on websites, using news and research databases available through the library's website, and asking a librarian for assistance.

ALA Midwinter Conference 2017

The ALA Midwinter Conference will take place between January 20-23 in Atlanta, GA. Mr. Kong will be attending the PLA Board meeting, chairing the PLA 2018 Conference

committee, and co-chairing a new PLA Diversity task force. He will also be meeting with vendors and assisting with the Symposium on the Future of Libraries. Mr. Kong will be joined by a number of our staff, including Amy Koester (ALSC Board of Directors), Mary Michell (Sibert Informational Book Award Selection Committee), Holly Jin (Caldecott Award Selection Committee), Eva Thaler-Sroussi (ALSC Special Population Children and Their Caregivers Committee), and Laurel Johnson (ALA Emerging Leaders Program). Our staff continues to demonstrate leadership in the profession on a national level.

Digital Public Library of America (DPLA)

DPLA recently went live with the digitized collections from the Illinois Digital Heritage Hub. This collection includes our library's records from the Illinois Digital Archive. The entire collection can be found at <http://bit.ly/2iKagKH> and the Skokie collections can be found directly at <http://bit.ly/2iK2EYn>. The next step will be to add items to the Illinois collection from four institutions, including the Chicago History Museum, Chicago Public Library, Northwestern University, and the University of Illinois (Urbana/Champaign and Chicago). After this work is completed, the plan is to move forward with including additional items from all other Illinois libraries and cultural institutions. Currently, our digitized local history collections can be accessed on our website at <https://skokielibrary.info/resources/local-history/>.

Downtown Skokie Alliance

The Skokie Chamber of Commerce is creating a new Downtown Skokie Alliance. IMODS (Independent Merchants of Downtown Skokie) is no longer active, and this is one way the Chamber can encourage more engagement from downtown businesses. The committee will work with others on a number of projects and events, including Wednesdays on the Green. Scott Holtz will be chairing the new steering committee, and Mr. Kong has accepted his invitation to join the committee. The library is seen as a vital partner in the business community.

Readers Unite

New York Public Library has organized a social media campaign to highlight the power of reading and readers. Starting on January 3, 2017, libraries from across the country asked social media followers to post the book they are reading to Facebook, Twitter, and other platforms using the hashtag #ReadersUnite. Led by our Virtual Community Engagement team, we are participating in this campaign.

QUARTERLY INVESTMENT UPDATE

The investment policy, which was revised by the Board in October 2016, states that the director shall prepare a quarterly report on investments and their returns.

The library's Reserve Fund for Sites and Buildings includes the following accounts, with their respective balances at the end of the 4th Quarter 2016.

- MB Financial Reserve Fund (\$509,891)
- IL Funds Reserve Account (\$4,043,272)
- IMET Reserve Fund (\$536.34)
- North Shore Community Bank Max Safe 4CDs (\$1,020,532)
- First Bank & Trust CDs (\$2,267,172)

The total balance of the Reserve Fund at the end of the 4th Quarter 2016 is \$7,841,404. This is a 4.2% increase from the total balance of the Reserve Fund at the end of FY 2016, which was \$7,522,416. This includes \$300,000. transferred from the General Operating Fund to the Reserve Fund at the end of FY 2016. Without the \$300,000. transferred to the Reserve Fund, the gain since the end of FY 2016 would be 0.25%.

Mr. Kong distributed a spreadsheet providing more detail about the accounts that make up the Reserve Fund and their returns.

Discussion followed. Mr. Kong has met with four different firms in person and one by email. The Board asked for a summary sheet to review in March (or February) and bring in different firms in April with a final decision coming in May.

PROJECTED FY 2017-2018 BUDGET

The Village Board approved a levy for 2016 of \$12,007,748., exclusive of the debt repayment which does not need to be re-levied each year. The amount of the debt levy is \$1,268,100. for a total levy of \$13,275,848. as approved by the library Board in September 2016.

A preliminary draft budget for FY 2017-2018, including estimates for anticipated revenues and expenditures was distributed. Mr. Kong included \$325,000 in projected revenues from corporate personal property replacement taxes even though we received \$365,511. in FY 2016. Last year, we were informed that the Department of Revenue overpaid tax revenues to taxing districts across Illinois. The amount overpaid to the library totaled \$44,197.74, so Mr. Kong expects to have our corporate personal property replacement taxes deducted this year. Mr. Kong has also included \$60,000. in anticipated

revenues from grants since we received a reduced Per Capita Grant from the State in the amount of \$49,938.75 last year.

As for expenses, the largest portion is for the salary line currently projected at \$6,649,584. Mr. Kong factored in a tentative increase of 3% to allow for both a cost of labor increase and a merit increase upon Board approval. The Board typically considers increases in March, so more information will be provided in the next couple of months.

The professional services line is currently overspent due to unanticipated temporary employee costs. Although he does not anticipate these same temporary employee costs in the next fiscal year, Mr. Kong is factoring in possible increases for legal (comprehensive policy inventory and review), architectural (master plan), and financial (investment management) fees.

Maintenance of Auto Equipment is projected to be significantly lower than recent years due to the fact that both the bookmobile and library SUV were recently purchased as new vehicles requiring less repair.

Expenses for employee insurance (health, dental, vision, life) and the library's Health Saving Account (HSA) contribution are both expected to increase based on current enrollment. More staff are enrolled in the HSA plan compared to last year, which was anticipated with the significant increase in premiums for the HMO plan.

Mr. Kong plans to increase the budget line for travel and training (conferences, memberships, workshops) since Public Library Association's bi-annual conference will be held in Philadelphia during the next fiscal year. Typically, we send a large number of staff to this national conference.

The budget for data processing covered the Village's cost for payroll processing in the past, so that has been increased to account for the anticipated costs for the new payroll service, Paylocity.

The overall collection budget is expected to remain relatively flat, though Mr. Kong expects to decrease the budget for physical content and increase the budget for leased content (i.e., eBooks and other digital content). With the continued increases in the circulation of eResources, it will be important to continue to invest in that area.

The IMRF employer's rate for 2017 is 10.57%, down from 13.31% in 2016. By the end of this month, we will have paid off the remaining liability to the Village for the advance payment they made to IMRF on the library's behalf in order to avoid interest charges.

Mr. Kong is also factoring in a FICA rate of 7.65% of the wages.

Lastly, the capital line is expected to decrease. If other capital projects for the immediate future come to light in the capital asset study, he plans to indicate the need for use of some of our Reserve Fund in the final projected budget to be provided to the Board in April.

Other adjustments were made to some of the other budget lines. These estimates may be adjusted over the next couple of months as Mr. Kong continues to discuss the budget with the Board and staff.

Approval of the budget is not required until April 2017, though Mr. Kong welcomes questions and comments from the Board.

ADOPTION OF RESOLUTION APPROVING A POLICY TO REGULATE TRAVEL EXPENSES

The *Illinois Local Government Travel Expense Control Act* (the “Act”) (Public Act 99-064, 50 ILCS 150/1) regulates reimbursement of all travel, meal, and lodging expenses for officers and employees of libraries and other units of local government. The Act was signed into law on July 22, 2016, but it is effective January 1, 2017.

To facilitate compliance with the Act, our legal counsel, Heidi A. Katz of Robbins Schwartz, helped draft the resolution and provided additional information reviewing the requirements of the new law. The Board may use this resolution to formally adopt a policy to regulate reimbursement of travel expenses.

The Act requires local public agencies to pass a resolution or ordinance that, at a minimum:

1. Defines the types of official business for which travel, meal, and lodging expenses are allowed;
2. Sets the maximum allowable “reimbursement” for travel, meal, and lodging expenses; and
3. Creates a standardized form for submitting travel, meal, and lodging expenses.

The Act also requires that certain minimum documentation must be submitted in writing. The library already has an existing form for travel expense reimbursement requests, and what is presented in Exhibit B is a slightly revised version that helps us to meet the requirements of the Act.

It should be noted that by designating an expenditure limit for travel expenses in Exhibit A, the Board will not have to approve each employee’s participation at a conference or workshop in advance of the employee’s attendance. Rather, the Board can simply

authorize all such expenditures as part of the Library's budget approval process. The annual budget always includes a budget line for travel expenses related to conference and workshop attendance. The limits indicated in Exhibit A represent the threshold for which a roll call vote would be required, but the actual expenses for the average conference/workshop will be considerably less in most cases.

However, one of the major changes brought forth by the new law is the requirement that any travel-related expense for members of the public agency's governing board must be approved by roll call vote at a public meeting even if the proposed expenditures do not exceed the established limit.

Finally, the Act also prohibits a local public agency from reimbursing any board member, employee, or officer for any entertainment expense.

A copy of the Act was distributed, as was the resolution and Exhibits A ("Allowable Travel Expenses") and B ("Travel Expense Request Form").

Mr. Kong recommends adoption of the resolution approving a policy to regulate travel, meal, and lodging expenses as required by the *Illinois Local Government Travel Expense Control Act*.

After brief discussion, a motion was made by Mr. Griffin, seconded by Mrs. Greer:

MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES ADOPT THE RESOLUTION APPROVING A POLICY TO REGULATE TRAVEL, MEAL, AND LODGING EXPENSES AS REQUIRED BY *THE ILLINOIS LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT* AS PRESENTED (COPY ATTACHED).

The motion passed unanimously. There were 7 ayes and 0 nays.

DISCUSSION / BOARD VACANCY

Mr. Prospero acknowledged Mrs. Rich's service on the Board since 1989 and on behalf of the entire Board thanked her for her service. Mrs. Rich's last month on the Board will be March 2017 as she will no longer reside in Skokie.

The Board discussed the various avenues to recruit a new member to complete Mrs. Rich's term (until April 2019).

The Board asked Marketing and Communications Manager Christie Robinson to contact Mike Isaacs from *Pioneer Press* to do an article on Mrs. Rich.

The Board would like an announcement posted on the library website and social media with a short description on requirements, length of term, and stating that this is an unpaid, nonpartisan position. The Board requested a resume submitted to Email the Library Board and should be posted by the week of January 16.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM (RAILS)

Mrs. Parrilli reported that the RAILS board did not meet in December. RAILS next meeting is January 27.

COMMENTS FROM TRUSTEES

There were no Comments from Trustees.

CLOSED SESSION

At 7:25 p.m., a motion was made by Mr. Hunter, seconded by Mrs. Parrilli, to go in to closed session pursuant to 5ILCS 12/2(c)11 of the Open Meetings Act (Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.) The motion was approved unanimously. The vote was 7 ayes and 0 nays. The motion passed.

Discussion followed. Consensus was reached.

Adjournment

At 7:27 p.m. a motion was made by Mrs. Parrilli, seconded by Dr. Maks:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.**

The motion passed unanimously. The vote was 7 ayes and 0 nays.

A motion was made by Mrs. Hunter, seconded by Mrs. Parrilli:

**MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
APPROVE THE EXTENSION OF THE IMET TOLLING
AGREEMENT AND AUTHORIZE HEIDI KATZ (LIBRARY LEGAL
COUNSEL) TO EXECUTE AND RETURN THE AGREEMENT TO
IMET'S ATTORNEYS ON THE BOARD'S BEHALF.**

The motion passed unanimously. There were 7 ayes and 0 nays.

CLOSED SESSION

At 7:30 p.m., a motion was made by Dr. Maks, seconded by Mrs. Parrilli, to go in to closed session pursuant to 5ILCS 12/2(c)1 of the Open Meetings Act (The performance of specific employees of the public body.) The motion was approved unanimously. The vote was 7 ayes and 0 nays.

Discussion followed. Consensus was reached.

Adjournment

At 7:59 p.m. a motion was made by Mr. Griffin, seconded by Mrs. Hunter:

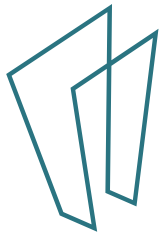
MOTION: THAT THE SKOKIE PUBLIC LIBRARY BOARD OF TRUSTEES
ADJOURN FROM CLOSED SESSION AND RETURN TO OPEN
SESSION.

The motion passed unanimously. The vote was 7 ayes and 0 nays.

ADJOURNMENT

At 8:00 p.m. a motion was made by Mrs. Greer, seconded by Mrs. Parrilli to adjourn the regular meeting. The motion passed unanimously.

Karen Parrilli, Secretary



**RESOLUTION APPROVING POLICY TO REGULATE REIMBURSEMENT OF
TRAVEL, MEAL, AND LODGING EXPENSES**

WHEREAS, pursuant to the Local Government Travel Expense Control Act (Public Act 99-0604, effective January 1, 2017), non-home rule local public agencies are required to determine and regulate allowable travel expenses of their officers and employees;

NOW, THEREFORE, BE IT RESOLVED by the Skokie Public Library Board of Trustees ("Board of Trustees" or "Library Board"), as follows:

Section 1. Declaration and Adoption of Policy. It shall be the policy of this Board of Trustees to regulate, as required by the Local Government Travel Expense Control Act (the "Act"), travel-related expenses of members of the Library Board and employees of Skokie Public Library (the "Library") which may be incurred and paid for or reimbursed by the Library. To that end, the Board of Trustees hereby adopts and establishes its policy on that subject, including Exhibit A ("Allowable Travel Expenses") and Exhibit B ("Travel Expense Request Form") which are attached to and made a part of this Resolution.

Section 2. Definitions. The following terms, as used in relation to complying with the Act, have the meanings set forth below:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purposes of the program or event which constitutes official business of the Library as described in Section 3 below.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Library.

Section 3. Official Business for Which Travel, Meal, and Lodging Expenses are Allowed. The Library will pay only those travel expenses, including for transportation, meals, and lodging, that are ancillary to or otherwise necessary for the following types of official Library business: conferences; meetings; inter-governmental relations activities; or other events or programs which a Board member or employee attends to further the mission of the Library.

Section 4. Maximum Allowable Expenses. Expenses incurred on official Library business as described in Section 3 above are eligible for approval, up to the maximum allowable rates shown by category of expense on Exhibit A attached to and made a part of this Resolution, which Exhibit A may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Library Director approved by the Board of Trustees.

Section 5. Travel Request Form. The Library shall only approve reimbursement of travel-related expenses of a Board member or employee if the proposed expenses are submitted on the Library's Travel Expense Request Form.

Section 6. Board Approval of Certain Incurred or Reimbursable Expenses. The following expenses for travel, meals and lodging may be approved only by a roll call vote of the Board of Trustees at an open meeting of the Board:

- a. Expenses of an employee that exceed the maximum allowed under Section 4 of this Resolution.
- b. Any travel-related expense of a member of the Library Board of Trustees.
- c. Reimbursable expenses exceeding the maximum allowed under Section 4 above which were incurred because of emergency or other extraordinary circumstances.

Section 7. General Prohibition on Reimbursement of Entertainment Expenses. The Library may not reimburse any member of the Board of Trustees or employee for any entertainment expense unless such expense is ancillary to the purpose of a program or event which constitutes official Library business.

Section 8. Compliance with Act and Repeal of Resolutions, etc. in Conflict. The Library shall comply with all requirements of the Local Government Travel Expense Act, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

Section 9. Effective Date. This Resolution shall be in full force and effect upon its passage.

AYES: 7

NAYS: 0

ABSENT: 0

APPROVED THIS 11th day of January, 2017.

Mark Prosperi, President, Board of Trustees

ATTEST:

Karen Parrilli, Secretary, Board of Trustees

EXHIBIT A: ALLOWABLE TRAVEL EXPENSES

In accordance with the *Illinois Local Government Travel Expense Control Act* (the "Act") (50 ILCS 150/1) the amounts in this policy represent the maximum allowable reimbursement to staff without a roll call vote of the Library's Board of Trustees. The actual amount reimbursable for each event will vary based upon its location. Also, in accordance with the Act, no expense will be reimbursable to the Board of Trustees without a roll call vote of the Board of Trustees.

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach) and actual reasonable rate for one standard-sized piece of luggage per flight
Auto	IRS standard mileage rate at time of travel
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate (cost shall not exceed airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate plus applicable gratuity
Parking	Actual reasonable rate

Maximum Reimbursable Rate for Meals

- Actual costs for meals and gratuity will be reimbursed up to a maximum average of \$80 per day for the duration of the event. Purchases of alcoholic beverages will not be reimbursed.

Maximum Reimbursable Rate for Lodging

- Lodging will be reimbursed at the actual reasonable rate for a single occupancy standard room to a maximum of \$420 per night.
- No expenses for lodging in Cook, DuPage, Kane, Lake, McHenry, and Will counties in Illinois will be reimbursed.
- Only the cost of the room and associated taxes and fees will be reimbursed.
- Examples of charges that will not be reimbursed are in-room entertainment, long-distance phone calls, dry cleaning, and any damages that are assessed.
- Meals charged to the room will be counted against the maximum reimbursable rate for meals as outlined above.