

Memo



To: Board of Education
From: Dianne McDonald
Date: July 15, 2025
Re: Joliet Public Library IGA

The Intergovernmental Agreement (IGA) between the Joliet Public Library and Joliet Township High School District 204, effective July 1, 2025, to June 30, 2027, aims to provide Student and Educator Library Cards to enhance access to Library resources for all School District students and educators residing or working within the Library's service boundaries.

This continued collaboration, aligning with the "Cards for Kids Act" expansion, involves both parties integrating library card applications into the school registration process, promoting the program, and ensuring confidential record-keeping, with the Library covering card issuance costs and waiving most overdue fines for these cardholders. The IGA strengthens the partnership to support the educational and literacy goals of the community.

Thank you and please let me know if you have further questions.

This Intergovernmental Agreement (IGA) is entered into by and between the Joliet Public Library (LIBRARY) acting by and through its Library Board of Trustees and Joliet Township High School District 204 (SCHOOL/SCHOOL DISTRICT) for the purpose of providing Student Library Cards to SCHOOL DISTRICT students.

LIBRARY and SCHOOL DISTRICT may be referred to herein individually as a “PARTY” and collectively as the “PARTIES”.

WHEREAS, the LIBRARY is a local library established pursuant to the Local Library Act, 75 ILCS 5/1-1, et seq. and is hereby contracting with an Illinois public entity or private corporation established pursuant to state statute; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/1 et seq., and pursuant to the Illinois Compiled Statutes pertaining to libraries, specifically, 75 ILCS 5/4-7(8) for public libraries, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services with other entities in order to contract for library services outside the political boundaries of said LIBRARY; and

WHEREAS, the mission of the LIBRARY is to provide free and easy access to information, ideas, books and technology that can help to enrich, educate and empower the lives of every individual within the various and diverse communities within the Library boundaries; and

WHEREAS, the vision of the SCHOOL DISTRICT is for every student to gain a quality education in a safe, caring environment; and

WHEREAS, the LIBRARY and the SCHOOL DISTRICT are partners in education for the students attending the SCHOOL DISTRICT and have a long tradition of collaborating to meet the needs of students in achieving their academic goals; and

WHEREAS, the District Superintendent Dr. Karla Guseman and the Joliet Public Library Director Megan Millen have made it a priority of their administrations to ensure that every student in the greater Joliet Area community receives a library card; and

WHEREAS, the SCHOOL DISTRICT and the LIBRARY have partnered in order to ensure that all SCHOOL DISTRICT students enrolled have a valid local library membership and understand the resources available to them through their local public library; and

WHEREAS, House Bill 2096 “Cards for Kids Act” expansion (Public Act 102-0843) strives to provide all nonresident and unserved students the ability to receive a library card at no cost to the family; and

WHEREAS, the Board of Trustees of Joliet Public Library approved the Cards for Kids Act expansion on April 18, 2024; and,

WHEREAS, the LIBRARY is willing to cooperate with the SCHOOL DISTRICT to furnish economical, efficient, and comprehensive library services for the residents of the as described herein;

NOW THEREFORE, in consideration of the terms, covenants and conditions hereinafter contained to be kept and performed by the respective PARTIES, the PARTIES agree to collaborate on connecting every SCHOOL DISTRICT student that resides in a service area within the LIBRARY service boundaries with a Student Library Card issued by the LIBRARY as follows:

SECTION 1 - TERM

This Intergovernmental Agreement shall be in full force and effect from 7/1/2025, the date the last of the two below-named parties first approved this Intergovernmental Agreement ("Effective Date") and shall continue for the period of two years ("Term") and terminated upon 6/30/2027.

Either undersigned party may terminate this Intergovernmental Agreement during the Term without cause provided written notice has been given to the other undersigned party, at least ninety (90) days prior to the effective date of the termination. Any such notice must be by U.S. Postal Service first-class mail, postage paid return receipt requested, addressed to the President of the Board of Trustees at their official address.

The LIBRARY and the SCHOOL DISTRICT may terminate this Intergovernmental Agreement during its Term for cause, which shall include any material breach of this Intergovernmental Agreement by the other party. Before either party may terminate this Intergovernmental Agreement for cause, it must first give the other party notice of the breach and thirty (30) days to cure the breach.

SECTION 2 – PURPOSE

The LIBRARY and the SCHOOL DISTRICT agree to work collaboratively as outlined in this IGA to issue a Student Library Card to all students in the SCHOOL DISTRICT who reside within the LIBRARY service boundaries.

The LIBRARY and the SCHOOL DISTRICT agree to issue an Educator Library Card to all educators and administrators in the SCHOOL DISTRICT who work in a school or administrative center physically located within the LIBRARY service boundaries, and/or who personally reside within the LIBRARY service boundaries. Educator library cards expire annually on September 1st, and are eligible for renewal.

The LIBRARY reserves the right to remove any individual from LIBRARY services if that individual violates any LIBRARY policy or practice, or in any manner poses a danger or disruption to him/herself, other patrons, students, property, or staff.

SECTION 3 – STUDENT AND EDUCATOR LIBRARY CARDS

3.1 Student Library Cards will be issued as part of the SCHOOL DISTRICT registration process. Student Library cards can be issued by LIBRARY staff onsite, or can be applied for virtually during the

student registration process through the inclusion of the library card registration link, to be provided to the SCHOOL DISTRICT by the LIBRARY. Student library cards are good for three years for City of Joliet residents, and for 12 months for cards issued through the Cards for Kids Act and/or to residents of untaxed areas of Rockdale and Joliet Township.

3.2 The Student Library Card and the Educator Library Card will provide access to all materials and electronic resources offered by the LIBRARY, including research and homework databases and downloadable e-books and e-audiobooks.

3.3 The Student Library Card and the Educator Library Card will provide access to all services offered by the LIBRARY. Parents will have the opportunity to opt out of allowing their children access to the Digital Media Studio and unfiltered and/or filtered Internet, both during the initial enrollment as well as at any time during the Student Library Card's term.

3.4 The Student Library Card and the Educator Library Card will offer the same borrowing privileges that a Joliet Public Library card provides. Overdue fines or other fees will not be charged on any print materials checked out with the Student Library Card or Educator Library Card. Regular fines may be accrued for video games, Playaway Launchpads (tablets), interlibrary loans and "Most Wanted" items checked out with the Student Library Card. Fees for lost/unreturned items are applicable. All fines and fees owed on Student Library Cards are the responsibility of the parent/guardian of the student.

3.5 Neither educators nor the SCHOOL DISTRICT will be billed for Joliet Public Library owned items lost on an Educator Library cards, provided that there is a tracking system in place at the SCHOOL DISTRICT to ensure accountability on behalf of the educators, students and administrators for returning books to the LIBRARY.

SECTION 4 – OPERATING RESPONSIBILITIES

Both PARTIES agree that all registration and circulation records of the LIBRARY pertaining to the Student Library Cards will remain confidential in accordance with the Library Records Confidentiality Act and Illinois School Student Records Act, and any other applicable statutes and will not be disclosed except in accordance with the Illinois Freedom of Information Act.

Both PARTIES agree to work together to ensure compliance with all applicable laws and statutes.

SECTION 5 – LIBRARY OPERATING RESPONSIBILITIES

5.1 Provide SCHOOL DISTRICT personnel with essential library membership application form so that SCHOOL DISTRICT can integrate LIBRARY membership process into SCHOOL DISTRICT registration process. If SCHOOL DISTRICT registration occurs in person, LIBRARY personnel will host a registration table.

5.2 Provide students and parents/guardians with online access to a LIBRARY card application process independently of SCHOOL DISTRICT registration process.

5.3 Issue Student Library Cards, including assuming all costs of printing and distribution to SCHOOL DISTRICT students and their families.

5.4 Issue Educator Library Cards to all educators and administrators within the SCHOOL DISTRICT at

no cost to the SCHOOL DISTRICT.

5.5 Work jointly with the SCHOOL DISTRICT to develop information that describes the Student Library Card program to parents or legal guardians.

5.6 Work jointly with the SCHOOL DISTRICT to provide training and information to teachers and administrators regarding the Student Library Card and Educator Library initiatives.

SECTION 6 – SCHOOL DISTRICT OPERATING RESPONSIBILITIES

6.1 Integrate LIBRARY card application process into SCHOOL DISTRICT registration process. If SCHOOL DISTRICT registration occurs in person, LIBRARY personnel will be permitted to host a registration table on REGISTRATION days.

6.2 Work jointly with the LIBRARY to develop and distribute handouts and website information to create awareness of the Student Library Card program with students, parents and guardians.

6.3 Provide direct marketing, advocacy and promotion by SCHOOL DISTRICT administration to educators, students and parents/guardians on the importance of Summer Reading.

SECTION 7 - AMENDMENTS TO THE IGA

This Intergovernmental Agreement may be amended by mutual consent, providing that the PARTY desiring the amendment shall give the other PARTY written notice of such proposed amendment. This Intergovernmental Agreement may only be amended in writing and after formal approval at a public meeting has been given by both PARTY'S Boards and signed by authorized representatives of each Board. Any amendment to this Intergovernmental Agreement must be reduced to writing, signed by authorized representatives of each Board, and attached to this Intergovernmental Agreement.

SECTION 8 - NOTIFICATION TO PARTIES

The representative of the PARTIES who are authorized to administer this IGA and to whom formal notices, demands, and written communications shall be given are as follows:

Joliet Public Library
150 N. Ottawa Street
Joliet, IL 60432
Attention: Megan Millen, Executive Director
815-740-2670
mmillen@jolietlibrary.org

Joliet Township High School
300 Caterpillar Drive
Joliet, IL 60436
Attention: Susana Montano, Director for English and Fine Arts
815-727-6985
smontano@jths.org
cc: Dr. Karla Guseman, kguseman@jths.org

IN WITNESS WHEREOF, the PARTIES have caused this IGA to be executed by their duly authorized representatives as of the dates indicated below:

Joliet Public Library

By (Signature): _____

Name: _____

Title: _____

Date: _____

Joliet Township High School District 204:

By (Signature): _____

Name: _____

Title: _____

Date: _____