



# Illinois Municipal Retirement Fund

Suite 500 2211 S. York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

## SPECIAL MEMORANDUM

**Number:** 278

**Date:** December 27, 2001

**To:** Authorized Agents of Sangamon, Logan, Mason, Cass, Morgan, Macoupin, Menard, Montgomery, and Christian Counties

**Subject:** IMRF Employer Artwork Display for Springfield Regional Counseling Center

As you know, IMRF recently opened its first Regional Counseling Center at 3000 Professional Drive, in Springfield, IL. We are asking for your assistance as our Member Services Representatives settle into their new offices.

IMRF serves a very diverse audience. Our employers represent a cross section of governmental units: cities, villages, school districts, townships, counties, mass transit authorities, park districts, hospitals, and airports, just to name a few. We would like to illustrate that diversity in our first Regional office and at the same time, remind our staff of the members and employers they serve.

If you have a photograph, print, or other artwork suitable for framing that illustrates or symbolizes your unit of government, we would be proud to display it in our first Regional office. It may be an illustration of an historic village hall, an aerial photograph of a park district, or a photo of your IMRF members.

If you would like to submit something for display in the IMRF offices, please note the following:

1. Photos can be black and white or color.
2. You can submit a photograph, negative or slide (we can have negatives/slides enlarged):
  - a. We prefer pictures no smaller than 8" x 10".
  - b. If you would like to submit a photograph *smaller* than 8" x 10," please submit the negative as well. Please do not cut the negatives.
  - c. If you would like to submit a negative, please provide any size print. Please do not cut the negatives.
  - d. If you submit a slide, you do not need to provide a print.
3. Please include a brief description of the item: the location, names, action taking place, etc.
4. We will have the pictures matted and framed; the framing will include a brief description as well as the name of the employer who donated it. The pictures will be displayed in the public areas of our office.
5. We will return all photos, negatives, slides, and other artwork not used as well as all negatives and slides after enlarging.

Please address your submission to Communications Manager Linda Horrell at the address above. If you have any questions regarding our IMRF Employer Artwork Display, please call 630-368-5375 and ask for Linda Horrell.

Sincerely,

Louis W. Kosiba  
Executive Director