



January 2017 Board Report





**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING
Tuesday, January 17, 2017 - 7:00pm
Takiff Center – Aiken Activity Room**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
 - A. Minutes of October 18, 2016 Finance Committee of the Whole Meeting
 - B. Minutes of November 15, 2016 Committee of the Whole Meeting
 - C. Minutes of December 13, 2016 Regular Board Meeting
 - D. Board Meeting Schedule FY2017/18
 - E. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Staff Reports
 - A. Business
 - B. Recreation and Facilities
 - C. Parks and Maintenance
 - D. Marketing and Communications
- VII. Executive Director Report
- VIII. Action Items
 - A. Approval of Policy on Communications: Electronic Devices Policy for Board Members
 - B. Approval of Policies on Transgender Issues
- IX. Other Business
- X. The Board Will Enter Closed Session to Discuss:
 - A. Property 6ILCS 120/2 (c)(5)
- XI. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.
Executive Director Email: lsheppard@glencooparkdistrict.com

III. Consent Agenda Items

Per the Open Meetings Act, all minutes need to be approved within 30 days of the meeting. For consistency, all minutes will be approved at the subsequent Regular Board Meeting.

Items on the Consent Agenda are representative of routine actions by the Board of Directors or staff. Members of the Board of Park Commissioners are invited and encouraged to call the Executive Director prior to the meeting with any questions about consent agenda items.

The Board President asks for a motion to adopt the consent agenda items. However, if any member of the Board wishes to discuss any item on the consent agenda, for *any* reason whatsoever, he or she may ask that the item be removed from the consent agenda and the President will change the agenda per the request.

The Executive Director recommends approval of the consent agenda.

Glencoe Park District
January 2017 Board Meeting

MINUTES OF OCTOBER 18, 2016 FINANCE COMMITTEE OF THE WHOLE
MEETING GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:50 p.m. and the roll was called.

Committee Members present:

Lisa Brooks, Chair/Treasurer
Steve Gaines, President
Dudley Onderdonk, Vice President
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm

Members of the Public in attendance who signed in or spoke: No members of the public attended.

Approval of Minutes of the July 21, 2016 Finance Committee of the Whole Meeting: A motion was made by Commissioner Palatnik to approve the Minutes of the July 21, 2016 Finance Committee of the Whole meeting as presented. President Gaines seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Gaines, Lerman, Onderdonk, Palatnik, Brooks

NAYS: None

ABSENT: None

Matters from the Public: No one wished to address the Committee.

Discussion of Proposed 2016 Tax Levy Amount: Director Mensinger explained that the Board tonight is determining the amount to levy for tax year 2016 for amounts to be received in fiscal year 2017/18. The Truth in Taxation Resolution would be passed at the October Regular Board Meeting, from which, the actual Levy Ordinance would be created and passed at the November Regular Board Meeting and then filed by the last Tuesday in December. Director Mensinger is recommending a 3.5% operating levy and reviewed detail behind the recommendation. Discussion ensued.

Discussion of 2016 Health Insurance Renewal: Director Mensinger reviewed the health insurance options for 2017. PDRMA Health will have a zero percent premium increase for 2017. The health insurance recommendation is included in the Board packet for approval tonight.

Discussion on Intergovernmental Agreement for West Park Playground: Executive Director Sheppard reminded Commissioners that she had brought the concept of entering into an intergovernmental agreement with the School District in regards to constructing a playground at West School/ Park at a prior special projects committee

meeting. Executive Director Sheppard presented the contents of the agreement. Discussion ensued.

A second discussion will occur at the November 1 Committee meeting followed by a vote at the November Regular Board meeting.

Other Business: There was no other business.

Adjourn: At 7:12 p.m., a motion was made by Chair Brooks to adjourn the meeting. Commissioner Gaines seconded the motion which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF NOVEMBER 15, 2016 COMMITTEE OF THE WHOLE MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:04 p.m. and roll was called.

Committee Members present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks & Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm
Jenny Runkel, Administrative Assistant

Members of the Public in attendance who signed in or spoke: Michael Covey, Dan Dorfman, Ed Goodale, Kathy Janega

Matters from the Public: Kathy Janega of Glencoe Historical Society (GHS) did not have an update on Park 7n; wanted to clarify that in her opinion the agenda item on Privately Funded Improvements on Park District Property does not apply to the GHS project.

Overview of Children's Circle and Early Learning Center: Director Lushniak reviewed our three early childhood programs followed by a review of the Early Childhood Advisory Group meetings to date. Director Mensinger ended the discussion with a review of funds and accounting for our Children's Circle and ELC programs. Commissioner Palatnik arrived at 6:19pm. Discussion with the Board ensued.

Second Review of West Park Intergovernmental Agreement: Director Sheppard stated that a better ADA accessible playground at this location is needed and would also meet the needs listed in our Master Plan. Finances were reviewed along with our relationship with the School District and the benefit of working together on this project. Discussion of design with the Board will occur as that portion of the process begins. Board discussion ensued.

Discussion on Allowing Privately Funded and Constructed Improvements/Facilities on Park District Property: Director Sheppard requested that the Board discuss and give direction if they would allow for groups that would like to donate privately funded improvements to park district property and what parameters would be in place to protect the District. Prevailing wage, unions, staff input, sustainable infrastructure, and maintenance was reviewed. Discussion with the Board ensued.

Kathy Janega then discussed the Historical Society's Park 7n project. She indicated that design plans will be firm before the donation is brought to the Park District. Ms. Janega asked that when making the policy to make room to get this project completed. The

design will be a collaborative approach. Glencoe Historical Society is willing to meet with Director Leiner early on, so that design elements are vetted with the District.

Board discussion ensued. President Gaines directed Executive Director Sheppard to develop a policy with parameters for these types of projects and bring it to the Policy and Procedure Committee.

Other Business: There was no other business.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 7:36 p.m. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

MINUTES OF DECEMBER 13, 2016 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:02 p.m. and roll was called.

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant

Members of the public in attendance who signed in or spoke: Dan Dorfman, Alexandra Greenwald, Josh Lutton

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the November 15, 2016 Regular Board Meeting and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Matters from the Public: There were no matters from the public.

Financial Report: Director of Finance/Human Resources Mensinger stated we are 75% through our fiscal year, finalizing budget projections, and the first draft of next year's fiscal budget is looking good. On track overall, although it is too early on Watts numbers are higher going into the season. Bonds payments were made at the end of November; notice a slight decrease in our overall cash position due to the principle due on December 1.

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Mensinger stated that she is starting to look at next year's budget. Last year's District 35 Full-time Kindergarten impact was lower than expected at approximately \$75,000 due to making up the loss in other Recreation areas. The Budget will be shared with the Board mid to late January with a Finance Committee of the Whole the first week of February. Fund 69 and OSLAD grants were reviewed.

Director Lushniak shared that Watts is doing well. Although it has been touch and go with weather, with support from Parks Team, all rentals and open skates have been offered. Winter registration numbers look good and staff is increasing our program

portfolio. Camp beat numbers from last year and we are hoping that numbers will continue to go up with a camp reunion over winter break. New concessionaires for both Watts and Beach are up for approval in Action Items tonight.

Commissioners have heard positive Watts feedback.

Director Leiner stated that issues with equipment were overcome with a proper staff plan, the Parks team had the opportunity to train on equipment and be more efficient, and the punch list on the Takiff roof should be finished in the coming weeks.

A question of who owns the property at the Glencoe Community Garden location was discussed. Executive Director Sheppard and Director Leiner indicated that the Village of Glencoe owns the property and we provide water and other support.

Manager Maassen worked on upgrading all Watts signage to digital, the Kalk Park Grand Opening had good turnout with publicity at the school district, banks, coffee shops, Chamber, and kiosks. The Ceramics Fair raised \$1,500 for the CARE program with generous donations in addition to the purchase of ceramics.

Executive Director Report: Executive Director Sheppard stated we had an incredibly successful year as shown in the Year in Review document and thanked everyone for ambitious agendas. Registration went off without a hitch thanks to Director Mensinger improving infrastructure. She welcomed our new commissioner candidates. FY2017/18 Goals were reviewed and are an Action Item for approval. Sustainability goals were reviewed. Once the new Board is active, a Strategic Plan has been budgeted to be completed. A hybrid product that replaces Round Up and other options can be researched and discussed in future.

Action Items:

Approval of FY 2017/18 Goals: A motion was made by Commissioner Onderdonk to approve the Glencoe Park District FY2017/18 Goals as presented. Commissioner Lerman seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Concession License for Glencoe Beach: A motion was made by Commissioner Lerman to award the 3-year Concession License for Glencoe Beach to North Shore Catering for \$5,001 with the Executive Director to develop the terms of the agreement. Commissioner Onderdonk seconded the motion. No discussion ensued.

Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Concession License for Watts Ice Center: A motion was made by Commissioner Palatnik to award the 1-year Concession License with the option of a one-year extension for Watts Ice Center to Curb Your Crapes for \$500 with the Executive Director to develop the terms of the agreement. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of the Proposal from Altamanu, Inc. for Professional Design Services for West Park, Lakefront Park, Takiff Center Parking, and Astor Park: A motion was made by Commissioner Lerman to approve the Proposal with Altamanu, Inc. for architectural design services for West Park, Lakefront Park, Takiff Center Parking, and Astor Park and not to exceed amount for core design services of \$135,000 which excludes additional specified professional services, administrative incidentals, and meetings as outlined in their proposal. The Board further directs and authorizes the Executive Director to fully develop and execute the terms of the proposal. Commissioner Brooks seconded the motion. The scope of services was reviewed in terms of meetings included or at an additional cost under Menu of Services. The Board can have as many meetings as needed. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Other Business: Changing the number of commissioners from five to seven was discussed. A January 3, 2017 Policy and Procedure Committee meeting and December 14, 2016 Lakefront Advisory Group meeting are scheduled.

Adjourn to Closed Session: There was no reason to go into Executive Session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 7:44 p.m. Commissioner Palatnik seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary



**GLENCOE PARK DISTRICT
REGULAR BOARD MEETING DATES
2017-2018 FISCAL YEAR**

Board Meetings are held at the Takiff Center, 999 Green Bay Rd., Glencoe, IL at 7:00 p.m. unless otherwise noted.

Tuesday	March 21, 2017
Thursday**	April 20, 2017**
Tuesday	May 16, 2017
Tuesday	June 20, 2017
Tuesday	July 18, 2017
Tuesday	August 15, 2017
Tuesday	September 19, 2017
Tuesday	October 17, 2017
Tuesday	November 21, 2017
Tuesday	December 19, 2017
Tuesday	January 16, 2018
Tuesday	February 20, 2018

These dates are the third Tuesday of the month with the exception of Thursday, April 20, 2017. The above dates and times are subject to change with proper legal notice.

There are Special Board and Committee meetings of the Park Board which meet on an irregular basis as needed. Agendas and/or notices of those meetings will be sent to organizations and the individuals requesting that this be done.

Lisa M. Sheppard, CPRP
Board Secretary

Approved:



Glencoe Park District

Voucher List of Bills

By Vendor Set

Payment Dates 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: AP Vendors - AP Vendors					
Vendor: 10863 - A-1 Roofing Co.					
A-1 Roofing Co.	12/13/2016	5144	65-00-016-5504	Payout #5 - Takiff Roof Proj	145,928.70
A-1 Roofing Co.	01/10/2017	5290	65-00-016-5504	Payout # 6 - Takiff Roof Renov	37,539.90
Vendor 10863 - A-1 Roofing Co. Total:					183,468.60
Vendor: 10133 - Accuraty Solutions					
Accuraty Solutions	01/03/2017	5261	25-00-000-5321	Quarterly Web Hosting	435.00
Vendor 10133 - Accuraty Solutions Total:					435.00
Vendor: 10136 - Advanced Disposal Services					
Advanced Disposal Services	12/13/2016	5145	10-12-000-5353	Trash/Disposal - Parks	1,808.31
Advanced Disposal Services	12/13/2016	5145	10-13-000-5353	Trash/Disposal - Watts	106.00
Advanced Disposal Services	12/13/2016	5145	25-00-000-5353	Trash/Disposal - Takiff	322.00
Advanced Disposal Services	12/13/2016	5145	65-00-016-5529	Trash/Disposal - Takiff	480.00
Vendor 10136 - Advanced Disposal Services Total:					2,716.31
Vendor: 10098 - AFLAC					
AFLAC	01/03/2017	5262	10-00-000-2170	Supplemental Aflac Coverage	370.96
Vendor 10098 - AFLAC Total:					370.96
Vendor: 10739 - Airespring					
Airespring	12/13/2016	5146	25-00-000-5210	Fiber Internet - Nov	1,486.49
Airespring	01/10/2017	5291	25-00-000-5210	Fiber Internet - January - Takif	1,486.49
Vendor 10739 - Airespring Total:					2,972.98
Vendor: 10113 - Alison Faith					
Alison Faith	01/03/2017	5263	25-25-785-5300	Contractual - Yoga Classes De	197.56
Vendor 10113 - Alison Faith Total:					197.56
Vendor: 10864 - All About Childcare Health, Ltd.					
All About Childcare Health, Lt	12/21/2016	5187	25-26-000-5387	Nurse Services - Day Care	85.00
Vendor 10864 - All About Childcare Health, Ltd. Total:					85.00
Vendor: 10140 - Althoff Industries, Inc.					
Althoff Industries, Inc.	12/13/2016	5147	25-00-000-5355	Takiff HVAC Mo Maint - Jan 2	742.17
Vendor 10140 - Althoff Industries, Inc. Total:					742.17
Vendor: 10143 - Amalgamated Bank of Chicago					
Amalgamated Bank of Chicag	01/10/2017	5292	40-00-000-5331	Paying Agent Fees - 2006 Bon	200.00
Vendor 10143 - Amalgamated Bank of Chicago Total:					200.00
Vendor: 10147 - American Outfitters, Ltd.					
American Outfitters, Ltd.	01/10/2017	5293	10-11-000-5420	General Supplies	396.25
Vendor 10147 - American Outfitters, Ltd. Total:					396.25
Vendor: 10117 - Amy Rubenstein					
Amy Rubenstein	12/13/2016	5148	25-00-000-5305	Contractual - Music Birthday	300.00
Vendor 10117 - Amy Rubenstein Total:					300.00
Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C.					
Ancel, Glink, Diamond, Bush,	12/13/2016	5149	10-11-000-5310	Legal Svcs - Nov	1,572.50
Ancel, Glink, Diamond, Bush,	01/10/2017	5294	10-11-000-5310	Legal Svcs - December	1,232.50
Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni & Krefthefer P.C. Total:					2,805.00
Vendor: 10717 - Applied Controls, Inv.					
Applied Controls, Inv.	12/21/2016	5189	25-00-000-5352	New HVAC Control - Takiff	6,557.61
Applied Controls, Inv.	01/10/2017	5295	25-00-000-5352	HVAC Repairs - Takiff	872.00
Vendor 10717 - Applied Controls, Inv. Total:					7,429.61
Vendor: 10733 - Architectural Consulting Group, Ltd					
Architectural Consulting Grou	12/21/2016	5190	65-00-016-5504	Consulting - Takiff Roof Projec	17,875.00
Vendor 10733 - Architectural Consulting Group, Ltd Total:					17,875.00

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10162 - AT & T					
AT & T	12/27/2016	5230	10-12-000-5210	Phone Svc - Parks	48.70
AT & T	12/27/2016	5230	10-13-000-5210	Phone Svc - Watts	39.37
AT & T	12/27/2016	5230	25-00-000-5210	Phone Svc - Takiff	554.71
AT & T	01/03/2017	5264	25-00-000-5210	Phone Svc - Takiff	690.06
Vendor 10162 - AT & T Total:					1,332.84
Vendor: 10455 - AT & T					
AT & T	01/10/2017	5296	10-14-000-5210	DSL Service - Beach	105.00
Vendor 10455 - AT & T Total:					105.00
Vendor: 10516 - Belson Outdoor, Inc					
Belson Outdoor, Inc	12/13/2016	5150	10-13-000-5588	Bleachers - Watts	148.12
Vendor 10516 - Belson Outdoor, Inc Total:					148.12
Vendor: 10131 - Blast Zone					
Blast Zone	12/21/2016	5191	25-25-932-5300	Contractual - School Day Off F	480.00
Vendor 10131 - Blast Zone Total:					480.00
Vendor: 10473 - BMO Harris Bank N.A.					
BMO Harris Bank N.A.	12/21/2016	5192	10-11-000-5340	IPRA Conf Registration - Admi	2,175.00
BMO Harris Bank N.A.	12/21/2016	5192	10-11-000-5342	Meeting Expenses	780.19
BMO Harris Bank N.A.	12/21/2016	5192	10-11-000-5402	Renewal - Annual Salary Surv	350.00
BMO Harris Bank N.A.	12/21/2016	5192	10-12-000-5340	IPRA Conf Registration - Parks	290.00
BMO Harris Bank N.A.	12/21/2016	5192	10-12-000-5342	Meeting/Holiday Party Expen	326.09
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5360	Watts Signs	224.39
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5416	Staff Recognition - Watts	213.20
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5421	Uniforms - Parks	400.00
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5475	Hockey Supplies	250.00
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5580	Ice Rink Supplies	27.85
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5580	Watts Equipment	946.14
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5588	Watts TV	355.98
BMO Harris Bank N.A.	12/21/2016	5192	10-13-000-5730	Pandora Radio Membership -	53.90
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5321	Marketing - Constant Contact	90.31
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5340	IPRA Conf Registration - Rec	1,900.00
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5342	Staff Recognition - Rec	96.94
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5360	Marketing/Advertising	308.39
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5362	ShutterStock Photos	98.00
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5404	Adobe CC	599.88
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5422	Uniforms - Maintenance Staff	623.35
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5582	Floor Machine Parts - Takiff	66.63
BMO Harris Bank N.A.	12/21/2016	5192	25-00-000-5584	Yoga Balance Boards	714.90
BMO Harris Bank N.A.	12/21/2016	5192	25-25-312-5400	Supplies - Meet & Greet	15.48
BMO Harris Bank N.A.	12/21/2016	5192	25-25-315-5400	Supplies - Ceramics	148.68
BMO Harris Bank N.A.	12/21/2016	5192	25-25-401-5400	ELC Craft Project	127.86
BMO Harris Bank N.A.	12/21/2016	5192	25-25-403-5400	ELC Supplies	86.53
BMO Harris Bank N.A.	12/21/2016	5192	25-25-432-5300	Contractual - Prsch Day Off Tr	55.00
BMO Harris Bank N.A.	12/21/2016	5192	25-25-615-5400	Supplies - Youth Ceramics	826.35
BMO Harris Bank N.A.	12/21/2016	5192	25-25-615-5400	CREDIT Supplies - Youth Cera	-14.09
BMO Harris Bank N.A.	12/21/2016	5192	25-25-810-5400	Camp Reunion Supplies	1,049.38
BMO Harris Bank N.A.	12/21/2016	5192	25-25-833-5400	Camp Reunion Supplies	550.00
BMO Harris Bank N.A.	12/21/2016	5192	25-25-834-5400	Camp Reunion Supplies	205.80
BMO Harris Bank N.A.	12/21/2016	5192	25-25-932-5300	Contractual - School Day Off T	1,514.70
BMO Harris Bank N.A.	12/21/2016	5192	25-25-935-5400	Supplies - Kalk Park Opening	153.36
BMO Harris Bank N.A.	12/21/2016	5192	25-25-954-5400	Supplies - Winter Special Even	123.57
BMO Harris Bank N.A.	12/21/2016	5192	25-26-000-5340	IPRA Conf Registration - Day C	260.00
BMO Harris Bank N.A.	12/21/2016	5192	25-26-000-5342	Staff Recognition - Day Care	50.00
BMO Harris Bank N.A.	12/21/2016	5192	25-26-000-5403	Day Care Supplies	47.71
Vendor 10473 - BMO Harris Bank N.A. Total:					16,091.47
Vendor: 10183 - Buck Bros., Inc.					
Buck Bros., Inc.	01/10/2017	5297	10-12-000-5450	Equipment Parts - Parks	41.00
Vendor 10183 - Buck Bros., Inc. Total:					41.00

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10656 - Call One					
Call One	12/21/2016	5196	25-00-000-5210	Watts T1 Svc	335.36
Vendor 10656 - Call One Total:					335.36
Vendor: 10441 - Carole K Pearlman					
Carole K Pearlman	12/21/2016	5197	25-25-614-5300	Contractual - Fall Art Club Cla	1,620.00
Vendor 10441 - Carole K Pearlman Total:					1,620.00
Vendor: 10190 - Ceramic Supply Chicago, Inc.					
Ceramic Supply Chicago, Inc.	12/13/2016	5152	25-25-315-5400	Clay for Ceramics Class	619.00
Vendor 10190 - Ceramic Supply Chicago, Inc. Total:					619.00
Vendor: 10192 - Chemcraft Industries					
Chemcraft Industries	01/10/2017	5300	25-00-000-5412	Cleaning Supplies - Takiff	926.60
Vendor 10192 - Chemcraft Industries Total:					926.60
Vendor: 10552 - Chicago Tribune Media Group					
Chicago Tribune Media Group	12/21/2016	5198	10-11-000-5311	Legal Notices - Levy Hearing	137.09
Chicago Tribune Media Group	01/10/2017	5301	10-11-000-5311	Legal Notices	39.27
Vendor 10552 - Chicago Tribune Media Group Total:					176.36
Vendor: 10802 - Clauss Brothers Inc.					
Clauss Brothers Inc.	12/13/2016	5153	69-00-000-5502	Payout # 6 Berlin Proj	80,379.69
Clauss Brothers Inc.	12/13/2016	5153	69-00-000-5502	Payout # 7 Berlin Proj	38,508.53
Vendor 10802 - Clauss Brothers Inc. Total:					118,888.22
Vendor: 10505 - Comcast					
Comcast	12/21/2016	5199	10-13-000-5210	Cable/Internet/TV - Watts	301.03
Comcast	12/21/2016	5199	10-12-000-5210	Internet - Parks/Facilities	180.44
Vendor 10505 - Comcast Total:					481.47
Vendor: 10876 - Comdata					
Comdata	12/13/2016	5154	10-11-000-5342	Meeting Expense - Takiff	24.14
Comdata	12/13/2016	5154	10-13-000-5470	Watts Concession Supplies	104.60
Comdata	12/13/2016	5154	25-25-615-5400	Pgm Supplies - Ceramics	5.78
Comdata	12/13/2016	5154	25-26-000-5340	Conf/Trainings - Day Care	35.86
Comdata	12/13/2016	5154	25-26-000-5403	Day Care Pgm Supplies	55.96
Comdata	01/10/2017	5303	10-13-000-5470	Watts Concessions Supplies	28.13
Comdata	01/10/2017	5303	25-25-401-5400	ELC Room Mom Gift Cards	100.66
Comdata	01/10/2017	5303	25-25-402-5400	ELC Room Mom Gift Cards	100.66
Comdata	01/10/2017	5303	25-25-403-5400	ELC Room Mom Gift Cards	100.67
Comdata	01/10/2017	5303	25-25-421-5400	Prsch Enrichment Supplies	50.00
Comdata	01/10/2017	5303	25-25-444-5400	Prsch Enrichment Supplies	17.47
Comdata	01/10/2017	5303	25-25-444-5400	Prsch Enrichment Supplies	50.00
Comdata	01/10/2017	5303	25-25-444-5400	ELC Room Mom Gift Card	25.00
Comdata	01/10/2017	5303	25-25-932-5400	Day Off School Supplies	104.03
Comdata	01/10/2017	5303	25-25-943-5400	Itty Bitty NY Supplies	40.98
Comdata	01/10/2017	5303	25-26-000-5342	Holiday Party Supplies	45.08
Comdata	01/10/2017	5303	25-26-000-5403	Day Care Pgm Supplies	17.25
Comdata	01/10/2017	5303	25-26-000-5409	Day Care Internal Food Svc	8.04
Vendor 10876 - Comdata Total:					914.31
Vendor: 10208 - Commonwealth Edison					
Commonwealth Edison	12/21/2016	5200	10-12-000-5230	Electricity - Parks	130.02
Commonwealth Edison	01/10/2017	5304	10-12-000-5230	Electricity - Parks	98.79
Vendor 10208 - Commonwealth Edison Total:					228.81
Vendor: 10067 - Computer Explorers					
Computer Explorers	01/10/2017	5305	25-25-650-5300	Contractual - Fall Computer Cl	5,100.00
Vendor 10067 - Computer Explorers Total:					5,100.00
Vendor: 10215 - Craftwood Lumber Company					
Craftwood Lumber Company	01/03/2017	5265	10-12-000-5484	Electrical Supplies - Parks	11.79
Craftwood Lumber Company	01/03/2017	5265	10-13-000-5483	Paint - Watts	28.75
Craftwood Lumber Company	01/03/2017	5265	25-00-000-5420	General Supplies - Takiff	65.91
Craftwood Lumber Company	01/03/2017	5265	25-00-000-5483	Paint - Takiff	13.07
Craftwood Lumber Company	01/03/2017	5265	25-00-000-5484	Electrical Supplies - Takiff	72.04

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Craftwood Lumber Company	01/03/2017	5265	25-00-000-5486	Plumbing Supplies - Takiff	24.37
Craftwood Lumber Company	01/03/2017	5265	25-00-000-5488	Hand Tools - Takiff	19.59
Craftwood Lumber Company	01/03/2017	5265	25-25-315-5400	Supplies - Adult Ceramics	233.72
Vendor 10215 - Craftwood Lumber Company Total:					469.24
Vendor: 10721 - Deerfield Golf Club					
Deerfield Golf Club	01/03/2017	5266	10-11-000-5342	Holiday Party Food	343.00
Deerfield Golf Club	01/03/2017	5266	25-00-000-5342	Holiday Party Food	2,000.00
Vendor 10721 - Deerfield Golf Club Total:					2,343.00
Vendor: 10334 - Discount School Supply					
Discount School Supply	12/21/2016	5201	25-00-000-5584	Rec Equipment	787.87
Discount School Supply	12/21/2016	5201	25-25-615-5400	Ceramics Supplies	45.07
Discount School Supply	12/27/2016	5231	25-25-901-5400	Supplies - Winter Carnival	49.93
Discount School Supply	12/27/2016	5231	25-25-943-5400	Supplies - Itty Bitty NY	54.44
Discount School Supply	01/10/2017	5306	25-25-901-5400	Winter Carnival Supplies	200.09
Vendor 10334 - Discount School Supply Total:					1,137.40
Vendor: 10950 - Dudley Onderdonk					
Dudley Onderdonk	01/10/2017	5307	10-11-000-5340	IPRA Conference - Cash Adva	65.00
Vendor 10950 - Dudley Onderdonk Total:					65.00
Vendor: 10820 - Elanar Construction					
Elanar Construction	12/27/2016	5232	69-00-000-5511	Final Payout - Kalk Park Renov	207,119.10
Vendor 10820 - Elanar Construction Total:					207,119.10
Vendor: 10341 - Excalibur Technology Corporation					
Excalibur Technology Corpora	12/13/2016	5156	10-11-000-5355	TSS Maint - Jan	2,209.84
Excalibur Technology Corpora	12/13/2016	5156	25-00-000-5321	WebTrac Hosting - Jan	458.00
Excalibur Technology Corpora	12/21/2016	5202	10-11-000-5355	GFI Archiving - Renewal	432.35
Excalibur Technology Corpora	12/27/2016	5233	10-11-000-5355	TSS Maint - 12/7/16	389.00
Excalibur Technology Corpora	12/27/2016	5233	10-11-000-5355	Veeam Maint Renewal - 3 Yr	2,427.35
Excalibur Technology Corpora	01/10/2017	5310	10-11-000-5355	TSS February 2017	2,209.84
Excalibur Technology Corpora	01/10/2017	5310	25-00-000-5321	WebTrac Hosting - Feb 2017	458.00
Vendor 10341 - Excalibur Technology Corporation Total:					8,584.38
Vendor: 10673 - FAMOS! DJ Entertainment					
FAMOS! DJ Entertainment	12/13/2016	5157	25-25-943-5300	Contractual - Sp. Event DJ De	167.00
FAMOS! DJ Entertainment	12/21/2016	5203	25-25-943-5300	Contractual - DJ for Itty Bitty	333.00
FAMOS! DJ Entertainment	12/27/2016	5234	25-25-901-5300	Contractual - DJ Winter Event	217.00
FAMOS! DJ Entertainment	01/10/2017	5311	25-25-901-5300	Contractual - DJ Winter Carni	433.00
Vendor 10673 - FAMOS! DJ Entertainment Total:					1,150.00
Vendor: 10344 - FedEx					
FedEx	01/10/2017	5312	25-00-000-5301	Shipping Charges	96.95
Vendor 10344 - FedEx Total:					96.95
Vendor: 10405 - First Student					
First Student	12/21/2016	5204	25-25-932-5300	Contractual - Sch Day Off Bus	886.44
First Student	12/21/2016	5204	25-25-932-5300	Contractual - School Day Off B	147.62
First Student	01/10/2017	5313	25-25-932-5300	Contractual Bus - School Day	412.34
Vendor 10405 - First Student Total:					1,446.40
Vendor: 10345 - Fox Valley Fire and Safety					
Fox Valley Fire and Safety	12/13/2016	5158	25-00-000-5350	Semi Annual Fire Inspection -	155.00
Vendor 10345 - Fox Valley Fire and Safety Total:					155.00
Vendor: 10346 - Fun Express					
Fun Express	12/27/2016	5235	25-25-932-5400	Sch Day Off Supplies	29.13
Fun Express	12/27/2016	5235	25-25-943-5400	Itty Bitty NY Supplies	464.42
Vendor 10346 - Fun Express Total:					493.55
Vendor: 10451 - G & O Thermal Supply Co					
G & O Thermal Supply Co	12/27/2016	5236	10-12-000-5486	Plumbing Supplies - Parks	38.07
Vendor 10451 - G & O Thermal Supply Co Total:					38.07
Vendor: 10357 - Glenbrook Auto Parts Inc.					
Glenbrook Auto Parts Inc.	01/10/2017	5314	10-12-000-5450	Equipment Parts - Parks	101.70

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Glenbrook Auto Parts Inc.	01/10/2017	5314	10-12-000-5480	Gasoline - Parks	47.88
Glenbrook Auto Parts Inc.	01/10/2017	5314	25-00-000-5582	Maintenance Equip - Takiff	201.60
Vendor 10357 - Glenbrook Auto Parts Inc. Total:					351.18
Vendor: 10361 - Glencoe Junior High Project					
Glencoe Junior High Project	01/10/2017	5315	25-00-000-5740	Quarterly Contribution	3,000.00
Vendor 10361 - Glencoe Junior High Project Total:					3,000.00
Vendor: 10076 - Glencoe Junior Kindergarten					
Glencoe Junior Kindergarten	12/13/2016	5159	25-25-471-5300	Pymt #7 - 16/17 School Year	2,659.54
Glencoe Junior Kindergarten	12/13/2016	5159	25-25-475-5300	Pymt #1 - Winter Enrichments	29,097.28
Vendor 10076 - Glencoe Junior Kindergarten Total:					31,756.82
Vendor: 10364 - Glencoe Youth Services					
Glencoe Youth Services	01/10/2017	5316	25-00-000-5740	Quarterly Contribution (4th Q	2,750.00
Vendor 10364 - Glencoe Youth Services Total:					2,750.00
Vendor: 10837 - Gordon Food Service, Inc.					
Gordon Food Service, Inc.	12/21/2016	5205	25-25-401-5400	ELC Supplies	77.71
Gordon Food Service, Inc.	12/21/2016	5205	25-25-402-5400	ELC Supplies	155.42
Gordon Food Service, Inc.	12/21/2016	5205	25-25-403-5400	ELC Supplies	77.71
Gordon Food Service, Inc.	12/21/2016	5205	25-25-601-5400	Kids Club Supplies	28.40
Gordon Food Service, Inc.	12/21/2016	5205	25-26-000-5409	Day Care Internal Food Svc	1,139.59
Gordon Food Service, Inc.	12/21/2016	5205	25-26-000-5460	Day Care Food Supplies - Equi	305.72
Gordon Food Service, Inc.	12/27/2016	5237	25-25-601-5400	Snack - Kids Club	135.98
Gordon Food Service, Inc.	12/27/2016	5237	25-26-000-5409	Day Care Internal Food Svc	848.32
Gordon Food Service, Inc.	12/27/2016	5237	25-26-000-5460	Day Care Food Supplies - Equi	142.85
Vendor 10837 - Gordon Food Service, Inc. Total:					2,911.70
Vendor: 10370 - Grainger Inc.					
Grainger Inc.	12/13/2016	5160	10-12-000-5485	Ice Melt - Parks	500.00
Grainger Inc.	12/13/2016	5160	10-13-000-5485	Ice Melt - Watts	200.00
Grainger Inc.	12/13/2016	5160	25-00-000-5485	Ice Melt - Takiff	233.32
Grainger Inc.	12/21/2016	5206	25-00-000-5484	Electrical Supplies - Takiff	1,993.50
Grainger Inc.	12/21/2016	5206	25-26-000-5430	First Aid & Supplies - Day Care	280.64
Grainger Inc.	12/27/2016	5238	10-12-000-5484	Electrical Supplies - Parks	740.55
Grainger Inc.	12/27/2016	5238	10-13-000-5413	Refrigeration Supplies - Watts	114.03
Vendor 10370 - Grainger Inc. Total:					4,062.04
Vendor: 10325 - Grand Food Center					
Grand Food Center	12/27/2016	5239	25-26-000-5409	Milk - Day Care	125.71
Vendor 10325 - Grand Food Center Total:					125.71
Vendor: 10371 - Great Lakes Clay and Supply, Co.					
Great Lakes Clay and Supply,	12/21/2016	5207	25-25-615-5400	Ceramic Supplies	122.04
Vendor 10371 - Great Lakes Clay and Supply, Co. Total:					122.04
Vendor: 10379 - HD Supply Facilities Maintenance					
HD Supply Facilities Maintena	12/21/2016	5208	10-13-000-5482	Locks - Watts	96.58
Vendor 10379 - HD Supply Facilities Maintenance Total:					96.58
Vendor: 10381 - Highland Park Electric Inc.					
Highland Park Electric Inc.	12/27/2016	5240	25-00-000-5588	Contingency - Electrical Repai	2,816.55
Vendor 10381 - Highland Park Electric Inc. Total:					2,816.55
Vendor: 10596 - Hitchcock Design Group					
Hitchcock Design Group	12/21/2016	5209	69-00-000-5501	Architectural Svc - Berlin Proj	2,445.39
Vendor 10596 - Hitchcock Design Group Total:					2,445.39
Vendor: 10384 - Home Depot Credit Services					
Home Depot Credit Services	12/27/2016	5241	10-12-000-5481	Construction Supplies - Parks	363.08
Home Depot Credit Services	12/27/2016	5241	10-12-000-5483	Paint - Parks	34.98
Home Depot Credit Services	12/27/2016	5241	10-13-000-5481	Construction Supplies - Watts	350.00
Home Depot Credit Services	12/27/2016	5241	10-13-000-5484	Electrical Supplies - Watts	164.52
Home Depot Credit Services	12/27/2016	5241	10-13-000-5588	Bldg Improvements - Watts	431.61
Home Depot Credit Services	12/27/2016	5241	65-00-016-5529	CREDIT Playground Sheds - Ta	-13.50

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Home Depot Credit Services	12/27/2016	5241	65-00-016-5529	Replace Playground Sheds - T	1,520.53
Vendor 10384 - Home Depot Credit Services Total:					2,851.22
Vendor: 10941 - Hoops for the Game					
Hoops for the Game	12/13/2016	5161	25-25-740-5300	Contractual - Bball Travel Tou	480.00
Vendor 10941 - Hoops for the Game Total:					480.00
Vendor: 10068 - Hot Shots Sports					
Hot Shots Sports	12/13/2016	5162	25-00-000-5305	Contractual - Sports Birthday	700.00
Hot Shots Sports	12/27/2016	5242	25-25-586-5300	Little Dribblers	1,692.00
Hot Shots Sports	12/27/2016	5242	25-25-589-5300	K. Football	661.50
Hot Shots Sports	12/27/2016	5242	25-25-705-5300	Football/Floor Hockey	2,520.00
Hot Shots Sports	12/27/2016	5242	25-25-744-5300	Flag Football	2,173.50
Hot Shots Sports	12/27/2016	5242	25-25-747-5300	Basketball/Dodgeball	3,906.00
Hot Shots Sports	12/27/2016	5242	25-25-767-5300	Volleyball	270.00
Hot Shots Sports	12/27/2016	5242	25-25-789-5300	Tumbling	1,278.00
Vendor 10068 - Hot Shots Sports Total:					13,201.00
Vendor: 10390 - Idlewood Electric Supply Inc.					
Idlewood Electric Supply Inc.	12/13/2016	5163	25-00-000-5484	Electrical/Bulbs - Takiff	92.28
Idlewood Electric Supply Inc.	12/21/2016	5210	25-00-000-5484	Electrical Supplies - Takiff	299.91
Vendor 10390 - Idlewood Electric Supply Inc. Total:					392.19
Vendor: 10100 - IL Dept of Revenue					
IL Dept of Revenue	12/16/2016	DFT0000367	10-00-000-2110	IL State Tax W/H	161.26
IL Dept of Revenue	12/23/2016	DFT0000372	10-00-000-2110	IL State Tax W/H	3,532.65
IL Dept of Revenue	01/06/2017	DFT0000379	10-00-000-2110	IL State Tax W/H	2,787.12
Vendor 10100 - IL Dept of Revenue Total:					6,481.03
Vendor: 10477 - Illinois Department of Agriculture					
Illinois Department of Agricult	12/21/2016	5211	10-12-000-5344	Pesticide License Renewal - R.	15.00
Vendor 10477 - Illinois Department of Agriculture Total:					15.00
Vendor: 10454 - Illinois Dept of Revenue					
Illinois Dept of Revenue	01/03/2017	5267	10-13-000-4400	2016 Sales Tax	40.20
Illinois Dept of Revenue	01/03/2017	5267	10-13-000-4430	2016 Sales Tax	10.46
Illinois Dept of Revenue	01/03/2017	5267	10-14-000-4430	2016 Sales Tax	9.09
Vendor 10454 - Illinois Dept of Revenue Total:					59.75
Vendor: 10101 - Illinois Municipal Retirement Fund					
Illinois Municipal Retirement	12/28/2016	DFT0000374	10-00-000-2150	IMRF Contribution - Dec 2016	33,752.29
Illinois Municipal Retirement	12/28/2016	DFT0000374	10-00-000-2155	VAC Contribution - Dec 2016	1,515.00
Vendor 10101 - Illinois Municipal Retirement Fund Total:					35,267.29
Vendor: 10949 - Illinois Tollway					
Illinois Tollway	01/10/2017	5317	25-00-000-5341	Tolls & Fees	86.80
Vendor 10949 - Illinois Tollway Total:					86.80
Vendor: 10393 - Imperial Vending, Inc.					
Imperial Vending, Inc.	12/13/2016	5164	10-11-000-5420	Coffee - Takiff	80.00
Imperial Vending, Inc.	12/13/2016	5164	10-12-000-5420	Coffee - Parks	81.00
Vendor 10393 - Imperial Vending, Inc. Total:					161.00
Vendor: 10106 - IRS/Dept of Treasury					
IRS/Dept of Treasury	12/16/2016	DFT0000365	10-00-000-2120	Social Security W/H	719.20
IRS/Dept of Treasury	12/16/2016	DFT0000366	10-00-000-2130	Medicare	179.80
IRS/Dept of Treasury	12/16/2016	DFT0000368	10-00-000-2100	Fed Income Tax W/H	52.25
IRS/Dept of Treasury	12/23/2016	DFT0000370	10-00-000-2120	Social Security W/H	11,819.54
IRS/Dept of Treasury	12/23/2016	DFT0000371	10-00-000-2130	Medicare	3,072.94
IRS/Dept of Treasury	12/23/2016	DFT0000373	10-00-000-2100	Fed Income Tax W/H	10,958.94
IRS/Dept of Treasury	01/06/2017	DFT0000377	10-00-000-2120	Social Security W/H	10,525.80
IRS/Dept of Treasury	01/06/2017	DFT0000378	10-00-000-2130	Medicare	2,461.68
IRS/Dept of Treasury	01/06/2017	DFT0000380	10-00-000-2100	Fed Income Tax W/H	8,980.20
Vendor 10106 - IRS/Dept of Treasury Total:					48,770.35

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10947 - Jaffe Films					
Jaffe Films	12/27/2016	5243	25-00-000-5360	Deposit - Marketing Video	2,500.00
Vendor 10947 - Jaffe Films Total:					2,500.00
Vendor: 10399 - Jorson & Carlson Company Inc.					
Jorson & Carlson Company In	12/13/2016	5165	10-13-000-5356	Maint Svc - Zamboni	303.75
Jorson & Carlson Company In	12/27/2016	5244	10-13-000-5355	Maintenance Svc Agreement -	67.35
Jorson & Carlson Company In	12/27/2016	5244	10-13-000-5356	Zamboni Maintenance	36.55
Jorson & Carlson Company In	01/10/2017	5319	10-13-000-5356	Maint Svc - Zamboni	36.55
Vendor 10399 - Jorson & Carlson Company Inc. Total:					444.20
Vendor: 10070 - Julie Ratowitz					
Julie Ratowitz	01/10/2017	5320	25-00-000-5305	Contractual - Fluff Birthday Pa	620.00
Vendor 10070 - Julie Ratowitz Total:					620.00
Vendor: 10425 - Kathleen Wolf					
Kathleen Wolf	01/10/2017	5321	25-25-901-5300	Contractual - Winter Carnival	400.00
Vendor 10425 - Kathleen Wolf Total:					400.00
Vendor: 10404 - Konica Minolta Business Solutions USA Inc.					
Konica Minolta Business Solut	01/10/2017	5322	10-11-000-5355	Copier Mo Maint - Sept - Dec	350.99
Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:					350.99
Vendor: 10406 - Lakeshore Learning Material					
Lakeshore Learning Material	12/21/2016	5212	65-00-016-5530	Day Care Infant Rm Transition	688.75
Vendor 10406 - Lakeshore Learning Material Total:					688.75
Vendor: 10148 - Laser Quest - Arlington Heights					
Laser Quest - Arlington Height	01/03/2017	5268	25-25-932-5300	Contractual - Winter Camp Fi	598.50
Vendor 10148 - Laser Quest - Arlington Heights Total:					598.50
Vendor: 10096 - Lawrence Wayne					
Lawrence Wayne	01/03/2017	5269	25-25-707-5300	Contractual - Basketball Refer	78.00
Lawrence Wayne	01/03/2017	5269	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	01/10/2017	5323	25-25-707-5300	Basketball Referee	78.00
Vendor 10096 - Lawrence Wayne Total:					195.00
Vendor: 10902 - Leah Shoshanah Cowen					
Leah Shoshanah Cowen	12/27/2016	5245	25-26-000-5386	Contractual - Day Care Music/	200.00
Vendor 10902 - Leah Shoshanah Cowen Total:					200.00
Vendor: 10360 - Lowe's Business Acct/GEMB					
Lowe's Business Acct/GEMB	12/13/2016	5169	25-00-000-5481	Construction Supplies - Takiff	191.33
Lowe's Business Acct/GEMB	01/10/2017	5326	10-12-000-5484	Electrical Supplies - Parks	431.64
Lowe's Business Acct/GEMB	01/10/2017	5326	10-13-000-5418	Zamboni Supplies	191.23
Lowe's Business Acct/GEMB	01/10/2017	5326	25-00-000-5483	Paint - Takiff	71.92
Lowe's Business Acct/GEMB	01/10/2017	5326	65-00-016-5529	Playground Shed Replacemen	699.21
Vendor 10360 - Lowe's Business Acct/GEMB Total:					1,585.33
Vendor: 10895 - Mager Metal Art					
Mager Metal Art	12/21/2016	5213	10-12-000-5585	Kalk Park Replacement Bench	224.00
Vendor 10895 - Mager Metal Art Total:					224.00
Vendor: 10120 - Magic of Gary Kantor					
Magic of Gary Kantor	01/10/2017	5327	25-25-638-5300	Contractual - Sept Magic Class	180.00
Vendor 10120 - Magic of Gary Kantor Total:					180.00
Vendor: 10615 - Marek Piotr Stepien					
Marek Piotr Stepien	12/21/2016	5214	25-25-765-5300	Contractual - Fall Fencing Clas	1,323.00
Vendor 10615 - Marek Piotr Stepien Total:					1,323.00
Vendor: 10066 - Maria Kotsinis					
Maria Kotsinis	01/10/2017	5328	25-25-422-5300	Contractual - Prsch Music Clas	1,040.00
Vendor 10066 - Maria Kotsinis Total:					1,040.00
Vendor: 10082 - Marianne Nicolosi					
Marianne Nicolosi	01/03/2017	5270	25-25-785-5300	Contractual - Fitness Classes	700.95
Marianne Nicolosi	01/10/2017	5329	25-25-785-5300	Contractual - Fitness Classes	113.06
Vendor 10082 - Marianne Nicolosi Total:					814.01

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10160 - Market Access					
Market Access	01/10/2017	5330	10-13-000-5305	Liquor Liability Ins - Watts	350.00
Market Access	01/10/2017	5330	25-00-000-5305	Liquor Liability Ins - Takiff	175.00
Vendor 10160 - Market Access Total:					525.00
Vendor: 10174 - MCI					
MCI	01/03/2017	5271	25-00-000-5210	Long Distance Phone Svc	64.43
Vendor 10174 - MCI Total:					64.43
Vendor: 10191 - Menoni & Mocogni					
Menoni & Mocogni	01/03/2017	5272	10-12-000-5490	Hay Bales - Parks	656.25
Vendor 10191 - Menoni & Mocogni Total:					656.25
Vendor: 10636 - Michiana, LLC					
Michiana, LLC	12/13/2016	5170	25-25-932-5300	Contractual - School Day Off L	285.00
Michiana, LLC	01/03/2017	5273	25-25-932-5300	Contractual - Winter Camp Lu	822.50
Vendor 10636 - Michiana, LLC Total:					1,107.50
Vendor: 10553 - MidAmerican Energy					
MidAmerican Energy	12/13/2016	5171	10-12-000-5230	Bulk Energy - Parks	816.67
MidAmerican Energy	12/13/2016	5171	10-13-000-5230	Bulk Energy - Watts	982.77
MidAmerican Energy	12/13/2016	5171	10-15-000-5230	Bulk Energy - Boathouse	190.77
MidAmerican Energy	12/13/2016	5171	25-00-000-5230	Bulk Energy - Takiff	10,888.95
MidAmerican Energy	01/03/2017	5274	10-15-000-5230	Bulk Energy - Boathouse	198.79
MidAmerican Energy	01/10/2017	5331	10-14-000-5230	Bulk Electricity - Beach	53.34
MidAmerican Energy	01/10/2017	5331	10-12-000-5230	Bulk Electricity - Parks	741.40
MidAmerican Energy	01/10/2017	5331	10-13-000-5230	Bulk Electricity - Watts	2,930.08
MidAmerican Energy	01/10/2017	5331	10-14-000-5230	Bulk Electricity - Beach	186.17
MidAmerican Energy	01/10/2017	5331	25-00-000-5230	Bulk Electricity - Takiff	9,677.59
Vendor 10553 - MidAmerican Energy Total:					26,666.53
Vendor: 10567 - Monster Entertainment					
Monster Entertainment	01/10/2017	5333	25-00-000-5305	Contractual - DJ Birthday Part	250.00
Vendor 10567 - Monster Entertainment Total:					250.00
Vendor: 10213 - Mutual Ace Hardware					
Mutual Ace Hardware	12/13/2016	5172	10-12-000-5370	Rental Equip - Parks	728.00
Mutual Ace Hardware	12/13/2016	5172	10-12-000-5370	CREDIT Rental Equip - Parks	-179.20
Mutual Ace Hardware	12/13/2016	5172	10-12-000-5421	Uniforms - Parks	80.30
Mutual Ace Hardware	12/13/2016	5172	10-12-000-5450	Equip Parts - Parks	21.10
Mutual Ace Hardware	12/13/2016	5172	10-12-000-5486	Plumbing Supplies - Parks	71.98
Mutual Ace Hardware	12/13/2016	5172	10-13-000-5481	Construction Supplies - Watts	56.15
Mutual Ace Hardware	12/13/2016	5172	25-00-000-5484	Electrical/Bulbs - Takiff	9.66
Mutual Ace Hardware	12/13/2016	5172	25-00-000-5486	Plumbing Supplies - Takiff	137.83
Mutual Ace Hardware	01/10/2017	5334	10-12-000-5370	Equipment Rental - Parks	162.40
Mutual Ace Hardware	01/10/2017	5334	10-12-000-5370	CREDIT Equipment Rental - P	-39.20
Mutual Ace Hardware	01/10/2017	5334	10-12-000-5481	Construction Supplies - Parks	125.98
Mutual Ace Hardware	01/10/2017	5334	10-12-000-5484	Electrical Supplies - Parks	12.59
Mutual Ace Hardware	01/10/2017	5334	10-13-000-5486	Plumbing Supplies - Watts	7.56
Vendor 10213 - Mutual Ace Hardware Total:					1,195.15
Vendor: 8125 - Natalie Steinmetz					
Natalie Steinmetz	12/13/2016	5173	25-00-000-5305	Contractual - Ceramics Birthd	175.00
Vendor 8125 - Natalie Steinmetz Total:					175.00
Vendor: 10103 - NCPERS-IL IMRF					
NCPERS-IL IMRF	01/06/2017	5257	10-00-000-2160	IMRF Life-#03298	112.00
Vendor 10103 - NCPERS-IL IMRF Total:					112.00
Vendor: 10461 - New York Packaging					
New York Packaging	12/21/2016	5216	10-12-000-5489	Trash Bags - Parks	808.75
Vendor 10461 - New York Packaging Total:					808.75
Vendor: 10220 - Nickel City					
Nickel City	12/27/2016	5246	25-25-932-5300	Contractual - Winter Camp Tri	323.75
Vendor 10220 - Nickel City Total:					323.75

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10224 - North Shore Gas Company					
North Shore Gas Company	12/13/2016	5174	10-12-000-5220	Heat/Gas - Parks	289.10
North Shore Gas Company	12/13/2016	5174	10-14-000-5220	Heat/Gas - Beach	47.06
North Shore Gas Company	01/03/2017	5275	10-13-000-5220	Fuel/Heat - Watts	136.60
North Shore Gas Company	01/03/2017	5275	25-00-000-5220	Fuel/Heat - Takiff	972.10
Vendor 10224 - North Shore Gas Company Total:					1,444.86
Vendor: 10085 - Ole Spanish Services LLC					
Ole Spanish Services LLC	12/21/2016	5217	25-26-000-5386	Day Care Spanish Classe	150.00
Ole Spanish Services LLC	01/10/2017	5336	25-26-000-5386	Contractual - Day Care Spanis	150.00
Vendor 10085 - Ole Spanish Services LLC Total:					300.00
Vendor: 10233 - Orkin Pest Control					
Orkin Pest Control	01/03/2017	5276	25-00-000-5355	Mo Takiff Exterminator - Janu	178.25
Vendor 10233 - Orkin Pest Control Total:					178.25
Vendor: 10235 - Otis Elevator Company					
Otis Elevator Company	12/27/2016	5247	25-00-000-5355	Elevator Mo Maint - Takiff	452.03
Vendor 10235 - Otis Elevator Company Total:					452.03
Vendor: 10110 - PACT Administrative Services Corp					
PACT Administrative Services	12/21/2016	5218	10-00-000-2175	FSA Plan Contributions - Dec	437.57
Vendor 10110 - PACT Administrative Services Corp Total:					437.57
Vendor: 10104 - Partnership Financial Credit Union					
Partnership Financial Credit U	12/23/2016	5184	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	12/23/2016	5184	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	12/23/2016	5184	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	01/06/2017	5258	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	01/06/2017	5258	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/06/2017	5258	10-00-000-2180	#95910 Mensinger	275.00
Vendor 10104 - Partnership Financial Credit Union Total:					810.00
Vendor: 10242 - PDRMA					
PDRMA	12/21/2016	5219	10-12-000-5340	Risk Management Inst. - Chris	55.00
PDRMA	12/27/2016	5248	10-11-000-5600	Health Insurance - December	36,318.74
PDRMA	12/27/2016	5248	25-26-000-5600	Health Insurance - December	12,770.63
PDRMA	01/03/2017	5277	45-00-000-5650	2nd Member Contrib 2016	24,732.36
PDRMA	01/03/2017	5277	45-00-000-5651	2nd Member Contrib 2016	723.30
PDRMA	01/03/2017	5277	45-00-000-5651	2nd Member Contrib 2016	11,045.76
PDRMA	01/03/2017	5277	45-00-000-5652	2nd Member Contrib 2016	4,225.92
PDRMA	01/03/2017	5277	50-00-000-5655	2nd Member Contrib 2016	18,031.80
Vendor 10242 - PDRMA Total:					107,903.51
Vendor: 10398 - Purchase Advantage Card					
Purchase Advantage Card	12/21/2016	5220	25-25-402-5400	ELC Supplies	22.49
Purchase Advantage Card	12/21/2016	5220	25-25-403-5400	ELC Supplies	25.98
Purchase Advantage Card	12/21/2016	5220	25-26-000-5409	Day Care Internal Food Svc	3.98
Vendor 10398 - Purchase Advantage Card Total:					52.45
Vendor: 10259 - Quill Corporation					
Quill Corporation	12/13/2016	5175	25-00-000-5401	Office Supplies - Takiff	62.78
Quill Corporation	12/13/2016	5175	25-00-000-5420	General Supplies - Takiff	220.58
Quill Corporation	12/21/2016	5221	10-11-000-5420	General Supplies	25.99
Quill Corporation	12/21/2016	5221	10-12-000-5420	General Supplies - Parks	25.99
Quill Corporation	12/21/2016	5221	25-00-000-5351	Equipment Repairs - Takiff	20.79
Quill Corporation	12/21/2016	5221	25-00-000-5401	Office Supplies - Takiff	904.03
Quill Corporation	12/21/2016	5221	25-00-000-5420	General Supplies - Takiff	25.03
Quill Corporation	12/21/2016	5221	25-26-000-5401	Office Supplies - Day Care	100.99
Quill Corporation	12/27/2016	5249	10-13-000-5401	Office Supplies - Watts	34.99
Quill Corporation	12/27/2016	5249	25-00-000-5401	Office Supplies - Takiff	181.31
Quill Corporation	12/27/2016	5249	25-00-000-5420	General Supplies - Takiff	90.03
Quill Corporation	01/03/2017	5278	10-12-000-5420	General Supplies - Parks	31.99
Quill Corporation	01/03/2017	5278	25-00-000-5351	Equip Repairs - Takiff	5.29
Quill Corporation	01/03/2017	5278	25-00-000-5401	Office Supplies - Takiff	176.12
Quill Corporation	01/03/2017	5278	25-00-000-5420	General Supplies - Takiff	68.51

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Quill Corporation	01/10/2017	5338	25-26-000-5401	Day Care Office Supplies	85.29
Vendor 10259 - Quill Corporation Total:					2,059.71
Vendor: 10121 - Quiyann Laseter					
Quiyann Laseter	01/03/2017	5279	25-25-707-5300	Contractual - Basketball Refer	78.00
Quiyann Laseter	01/03/2017	5279	25-25-708-5300	Contractual - Basketball Refer	39.00
Quiyann Laseter	01/10/2017	5339	25-25-707-5300	Basketball Referee	117.00
Quiyann Laseter	01/10/2017	5339	25-25-740-5300	Basketball Referee	46.00
Vendor 10121 - Quiyann Laseter Total:					280.00
Vendor: 10718 - R&R Specialties of Wisconsin					
R&R Specialties of Wisconsin	12/21/2016	5222	10-13-000-5418	Zamboni Supplies	459.31
R&R Specialties of Wisconsin	12/27/2016	5250	10-13-000-5418	Zamboni Parts	503.05
R&R Specialties of Wisconsin	01/03/2017	5280	10-13-000-5418	Zamboni Supplies	353.50
Vendor 10718 - R&R Specialties of Wisconsin Total:					1,315.86
Vendor: 10261 - Radio Shack					
Radio Shack	12/13/2016	5176	10-14-000-5588	Bldg Improvements - Beach	45.98
Vendor 10261 - Radio Shack Total:					45.98
Vendor: 10072 - Raymond Laseter					
Raymond Laseter	01/03/2017	5281	25-25-707-5300	Contractual - Basketball Refer	153.00
Raymond Laseter	01/03/2017	5281	25-25-708-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	01/10/2017	5340	25-25-707-5300	Basketball Referee	204.00
Raymond Laseter	01/10/2017	5340	25-25-740-5300	Basketball Referee	59.00
Vendor 10072 - Raymond Laseter Total:					518.00
Vendor: 10597 - Ready Refresh by Nestle					
Ready Refresh by Nestle	12/13/2016	5178	25-00-000-5420	Staff Drinking Water	47.38
Vendor 10597 - Ready Refresh by Nestle Total:					47.38
Vendor: 10375 - Record-A-Hit					
Record-A-Hit	01/03/2017	5282	25-25-903-5300	Contractual - Dad/Daughter D	500.00
Vendor 10375 - Record-A-Hit Total:					500.00
Vendor: 10796 - Recreation Accessibility Consultants, LLC					
Recreation Accessibility Cons	01/10/2017	5341	30-00-000-5321	Final Consult - ADA Transition	1,360.00
Vendor 10796 - Recreation Accessibility Consultants, LLC Total:					1,360.00
Vendor: 10266 - Reliable Fire Equipment Co.					
Reliable Fire Equipment Co.	12/21/2016	5224	10-12-000-5355	Fire/Security System - Parks	460.00
Reliable Fire Equipment Co.	12/21/2016	5224	25-00-000-5355	Fire/Security System - Takiff	586.00
Reliable Fire Equipment Co.	01/10/2017	5342	10-13-000-5351	Fire Alarm Svc Call - Watts	285.00
Vendor 10266 - Reliable Fire Equipment Co. Total:					1,331.00
Vendor: 10767 - Rite Portable Restrooms					
Rite Portable Restrooms	12/21/2016	5225	10-12-000-5353	Portable Toilets - Kalk Pk	310.00
Vendor 10767 - Rite Portable Restrooms Total:					310.00
Vendor: 10269 - RMC Inc.					
RMC Inc.	12/13/2016	5179	10-13-000-5581	Cooling Tower Enhance/Upgr	5,694.53
RMC Inc.	12/13/2016	5179	10-13-000-5581	Cooling Tower Enhance/Upgr	810.00
RMC Inc.	12/27/2016	5251	10-13-000-5581	Pressure Relief Valve Rink Ma	7,118.00
RMC Inc.	12/27/2016	5251	10-13-000-5357	Watts Refrig Mo Maint - Jan 2	265.00
Vendor 10269 - RMC Inc. Total:					13,887.53
Vendor: 10271 - Russo's Power Equipment Inc.					
Russo's Power Equipment Inc.	01/10/2017	5344	10-12-000-5351	Equipment Repairs - Parks	51.00
Russo's Power Equipment Inc.	01/10/2017	5344	10-12-000-5450	Equipment Parts - Parks	101.94
Russo's Power Equipment Inc.	01/10/2017	5344	10-12-000-5480	Gasoline - Parks	22.99
Vendor 10271 - Russo's Power Equipment Inc. Total:					175.93
Vendor: 10275 - Sam's Club Direct Commercial Account Program					
Sam's Club Direct Commercial	01/03/2017	5283	25-00-000-5580	Folding Tables - Takiff	749.70
Sam's Club Direct Commercial	01/03/2017	5283	25-25-943-5400	Supplies - Itty Bitty NY	22.20
Sam's Club Direct Commercial	01/03/2017	5283	25-25-954-5400	Supplies - Winter Special Even	66.14
Vendor 10275 - Sam's Club Direct Commercial Account Program Total:					838.04

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10654 - Sandra K Culver					
Sandra K Culver	01/03/2017	5284	25-25-785-5300	Contractual - Rowing Classes	99.04
Sandra K Culver	01/03/2017	5284	25-25-787-5300	Contractual - Rowing Classes	1,957.50
Vendor 10654 - Sandra K Culver Total:					2,056.54
Vendor: 10515 - Sarah Hall					
Sarah Hall	12/21/2016	5226	25-25-652-5300	Contractual - Fall Drama Class	20,958.57
Sarah Hall	12/21/2016	5226	25-25-653-5300	Contractual - Fall Drama Class	5,751.71
Vendor 10515 - Sarah Hall Total:					26,710.28
Vendor: 10051 - Sculptures in Ice, Inc.					
Sculptures in Ice, Inc.	01/10/2017	5345	25-25-901-5300	Contractual - Ice Sculpture Wi	3,283.13
Vendor 10051 - Sculptures in Ice, Inc. Total:					3,283.13
Vendor: 10279 - Sherwin-Williams Company					
Sherwin-Williams Company	01/10/2017	5346	10-12-000-5483	Paint - Parks	99.58
Sherwin-Williams Company	01/10/2017	5346	25-00-000-5483	Paint - Takiff	266.72
Vendor 10279 - Sherwin-Williams Company Total:					366.30
Vendor: 10706 - Southeastern Security Consultants, Inc					
Southeastern Security Consult	01/10/2017	5347	45-00-000-5335	Background Checks - Decemb	37.00
Vendor 10706 - Southeastern Security Consultants, Inc Total:					37.00
Vendor: 10108 - State Disbursement Unit					
State Disbursement Unit	12/23/2016	5185	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	01/06/2017	5259	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
Vendor 10108 - State Disbursement Unit Total:					391.80
Vendor: 10720 - Tebon's Gas Station					
Tebon's Gas Station	12/13/2016	5180	10-13-000-5480	Propane for Zamboni	135.00
Tebon's Gas Station	01/10/2017	5349	10-13-000-5480	Gasoline - Watts	525.00
Vendor 10720 - Tebon's Gas Station Total:					660.00
Vendor: 10295 - Tennant Sales & Service Co.					
Tennant Sales & Service Co.	12/27/2016	5252	25-00-000-5582	Maintenance Equipment - Tak	290.20
Vendor 10295 - Tennant Sales & Service Co. Total:					290.20
Vendor: 10209 - The Mulch Center					
The Mulch Center	12/21/2016	5227	10-12-000-5490	Leaf Mulch - Parks	722.50
Vendor 10209 - The Mulch Center Total:					722.50
Vendor: 10517 - Timothy Dane Bowen					
Timothy Dane Bowen	12/13/2016	5181	25-25-594-5300	Contractual - Fall 2016 Comp	4,410.00
Timothy Dane Bowen	01/10/2017	5350	25-25-594-5300	Contractual - Fall Engineering	1,188.00
Vendor 10517 - Timothy Dane Bowen Total:					5,598.00
Vendor: 10298 - Trugreen Chemlawn					
Trugreen Chemlawn	12/13/2016	5182	10-12-000-5350	Lawn/Chemical Svc - Parks	4,493.00
Vendor 10298 - Trugreen Chemlawn Total:					4,493.00
Vendor: 10705 - UMB Bank NA					
UMB Bank NA	01/03/2017	5285	40-00-000-5331	Paying Agent Fees - 2015 Bon	283.85
Vendor 10705 - UMB Bank NA Total:					283.85
Vendor: 10307 - Vanguard Energy Service, LLC					
Vanguard Energy Service, LLC	12/21/2016	5228	10-13-000-5220	Bulk Electricity - Watts	26.84
Vanguard Energy Service, LLC	12/21/2016	5228	25-00-000-5220	Bulk Electricity - Takiff	1,808.80
Vanguard Energy Service, LLC	01/03/2017	5286	10-13-000-5220	Bulk Energy - Watts	139.82
Vanguard Energy Service, LLC	01/03/2017	5286	25-00-000-5220	Bulk Energy - Takiff	2,097.21
Vendor 10307 - Vanguard Energy Service, LLC Total:					4,072.67
Vendor: 10099 - Vantagepoint Trf Agents-457					
Vantagepoint Trf Agents-457	12/23/2016	5186	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	01/06/2017	5260	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vendor 10099 - Vantagepoint Trf Agents-457 Total:					2,369.22
Vendor: 10309 - Verizon Wireless					
Verizon Wireless	01/03/2017	5287	25-00-000-5210	Cell Phone Svc	842.32
Vendor 10309 - Verizon Wireless Total:					842.32

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 10457 - Village of Glencoe					
Village of Glencoe	12/27/2016	5254	25-00-000-5355	2017 Fire Alarm Permit - Takif	50.00
Village of Glencoe	12/27/2016	5255	10-12-000-5240	Water/Sewer - Parks	494.34
Village of Glencoe	12/27/2016	5255	10-13-000-5240	Water/Sewer - Watts	249.65
Village of Glencoe	12/27/2016	5255	10-14-000-5240	Water/Sewer - Beach	862.38
Village of Glencoe	12/27/2016	5255	10-15-000-5240	Water/Sewer - Boathouse	44.58
Village of Glencoe	12/27/2016	5255	25-00-000-5240	Water/Sewer - Takiff	178.32
Village of Glencoe	01/10/2017	5351	10-12-000-5480	Gasoline - Parks	891.44
Vendor 10457 - Village of Glencoe Total:					2,770.71
Vendor: 10312 - VJ Killian Co.					
VJ Killian Co.	01/03/2017	5288	10-12-000-5352	Building Repairs - Parks	370.95
Vendor 10312 - VJ Killian Co. Total:					370.95
Vendor: 10314 - Walmart Community					
Walmart Community	12/27/2016	5256	25-00-000-5405	Party Rental Supplies	9.96
Walmart Community	12/27/2016	5256	25-25-400-5400	Presch Parent Grp Supplies	72.00
Walmart Community	12/27/2016	5256	25-25-401-5400	ELC 3s Supplies	261.46
Walmart Community	12/27/2016	5256	25-25-402-5400	ELC 4s Supplies	215.58
Walmart Community	12/27/2016	5256	25-25-403-5400	ELC 2s Supplies	207.85
Walmart Community	12/27/2016	5256	25-25-411-5400	Presch Enrichments Supplies	15.86
Walmart Community	12/27/2016	5256	25-25-421-5400	Presch Enrichments Supplies	7.57
Walmart Community	12/27/2016	5256	25-25-428-5400	Presch Enrichments Supplies	79.00
Walmart Community	12/27/2016	5256	25-25-435-5400	Presch Enrichments Supplies	10.00
Walmart Community	12/27/2016	5256	25-25-444-5400	ELC Enrichments Supplies	111.45
Walmart Community	12/27/2016	5256	25-25-480-5400	Presch Enrichments Supplies	42.88
Walmart Community	12/27/2016	5256	25-26-000-5403	Day Care Pgm Supplies	285.93
Vendor 10314 - Walmart Community Total:					1,319.54
Vendor: 10700 - Warehouse Direct Workplace Solutions					
Warehouse Direct Workplace	01/10/2017	5352	25-00-000-5412	Custodial Supplies - Takiff	1,899.65
Warehouse Direct Workplace	01/10/2017	5352	25-00-000-5412	Cleaning Supplies - Takiff	333.95
Vendor 10700 - Warehouse Direct Workplace Solutions Total:					2,233.60
Vendor: 10316 - Wheeling Park District					
Wheeling Park District	12/21/2016	5229	25-25-932-5300	Contractual - School Day Off T	256.25
Vendor 10316 - Wheeling Park District Total:					256.25
Vendor: 10102 - Wisconsin Dept of Revenue					
Wisconsin Dept of Revenue	12/23/2016	DFT0000375	10-00-000-2111	WI Mo. Withholding	296.11
Vendor 10102 - Wisconsin Dept of Revenue Total:					296.11
Vendor Set AP Vendors Total:					985,504.94

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Employees - Employees					
Vendor: 5700 - Amanda Michael					
Amanda Michael	12/21/2016	5188	25-26-000-5341	Mileage Reimbursement	27.22
Vendor 5700 - Amanda Michael Total:					27.22
Vendor: 7879 - Bobbie Shore					
Bobbie Shore	12/13/2016	5151	25-25-402-5400	Reimbursement - Classroom S	27.53
Vendor 7879 - Bobbie Shore Total:					27.53
Vendor: 7996 - C.J. Smith					
C.J. Smith	12/21/2016	5195	25-25-403-5400	Reimbursement - Classroom S	21.00
Vendor 7996 - C.J. Smith Total:					21.00
Vendor: 5667 - Carol Mensinger					
Carol Mensinger	01/10/2017	5298	10-11-000-5340	IPRA Conference - Cash Adva	160.00
Carol Mensinger	01/10/2017	5299	10-11-000-5341	Mileage Reimbursement - De	27.80
Vendor 5667 - Carol Mensinger Total:					187.80
Vendor: 5202 - Chris Leiner					
Chris Leiner	01/10/2017	5302	10-12-000-5340	IPRA Conference - Cash Adva	160.00
Vendor 5202 - Chris Leiner Total:					160.00
Vendor: 1858 - Cynthia Dinham					
Cynthia Dinham	12/13/2016	5155	25-25-401-5400	Reimbursement - ELC Supplie	21.96
Vendor 1858 - Cynthia Dinham Total:					21.96
Vendor: 7347 - Elizabeth Stowick					
Elizabeth Stowick	01/10/2017	5308	25-00-000-5340	IPRA Conference - Cash Adva	25.00
Vendor 7347 - Elizabeth Stowick Total:					25.00
Vendor: 5415 - Erin Maassen					
Erin Maassen	01/10/2017	5309	10-11-000-5340	IPRA Conference - Cash Adva	135.00
Vendor 5415 - Erin Maassen Total:					135.00
Vendor: 7621 - Jenny Runkel					
Jenny Runkel	01/10/2017	5318	10-11-000-5340	IPRA Conference - Cash Adva	40.00
Vendor 7621 - Jenny Runkel Total:					40.00
Vendor: 5032 - Kathleen Kraemer					
Kathleen Kraemer	12/13/2016	5166	25-25-402-5400	Reimbursement - Classroom S	13.48
Vendor 5032 - Kathleen Kraemer Total:					13.48
Vendor: 7467 - Kerri Ringel					
Kerri Ringel	12/13/2016	5167	25-25-414-5400	Reimbursement - Class Suppli	33.70
Vendor 7467 - Kerri Ringel Total:					33.70
Vendor: 7851 - Lisa Sheppard					
Lisa Sheppard	01/10/2017	5324	10-11-000-5340	IPRA Conference - Cash Adva	160.00
Vendor 7851 - Lisa Sheppard Total:					160.00
Vendor: 9041 - Liz Visteen					
Liz Visteen	12/13/2016	5168	25-00-000-5341	Mileage Reimbursement - Jul	237.33
Liz Visteen	01/10/2017	5325	25-00-000-5340	IPRA Conference - Cash Adva	160.00
Vendor 9041 - Liz Visteen Total:					397.33
Vendor: 5052 - Mary Krueger					
Mary Krueger	12/21/2016	5215	25-26-000-5341	Mileage Reimbursement	22.82
Vendor 5052 - Mary Krueger Total:					22.82
Vendor: 5373 - Mike Lushniak					
Mike Lushniak	01/10/2017	5332	25-00-000-5340	IPRA Conference - Cash Adva	135.00
Vendor 5373 - Mike Lushniak Total:					135.00
Vendor: 5019 - Naomi Garvett					
Naomi Garvett	01/10/2017	5335	25-00-000-5340	IPRA Conference - Cash Adva	25.00
Vendor 5019 - Naomi Garvett Total:					25.00
Vendor: 3183 - Paul Goedjen					
Paul Goedjen	01/10/2017	5337	25-00-000-5340	IPRA Conference - Cash Adva	160.00
Vendor 3183 - Paul Goedjen Total:					160.00

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor: 5466 - Raul Marron					
Raul Marron	12/13/2016	5177	10-12-000-5421	Reimbursement - Boots	99.98
Raul Marron	12/21/2016	5223	10-12-000-5421	Reimbursement - Uniform	91.58
Vendor 5466 - Raul Marron Total:					191.56
Vendor: 1518 - Robert Collins					
Robert Collins	01/10/2017	5343	25-00-000-5340	IPRA Conference - Cash Adva	160.00
Vendor 1518 - Robert Collins Total:					160.00
Vendor: 1834 - Stephani Briskman					
Stephani Briskman	01/10/2017	5348	25-00-000-5340	IPRA Conference - Cash Adva	160.00
Vendor 1834 - Stephani Briskman Total:					160.00
Vendor: 5748 - Terry Miskowicz					
Terry Miskowicz	12/27/2016	5253	25-25-740-5300	Mileage Reimbursement	55.08
Vendor 5748 - Terry Miskowicz Total:					55.08
Vendor Set Employees Total:					2,159.48

Voucher List of Bills

Payment Dates: 12/10/2016 - 01/13/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Vendor Set: Refunds - Refunds					
Vendor: 000002615-85 - Christopher Schmid					
Christopher Schmid	01/09/2017	5289	25-00-000-2580	Credit Bal Refund	135.00
Vendor 000002615-85 - Christopher Schmid Total:					135.00
Vendor: 000004057-84 - Jun Mizukawa					
Jun Mizukawa	12/14/2016	5183	25-00-000-2580	Actv 604102-01 Class Refund	154.00
Vendor 000004057-84 - Jun Mizukawa Total:					154.00
Vendor Set Refunds Total:					289.00
Grand Total:					987,953.42

Report Summary

Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	193,755.91
25 - RECREATION FUND	200,386.22
30 - SPECIAL RECREATION FUND	1,360.00
40 - BOND & INTEREST FUND	483.85
45 - LIABILITY INSURANCE FUND	40,764.34
50 - WORKERS COMP FUND	18,031.80
65 - CAPITAL PROJECTS FUND	204,718.59
69 - MASTER PLAN CAPITAL PROJECTS	328,452.71
Grand Total:	987,953.42

Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	19,991.39
10-00-000-2110	IL STATE WITHHOLDING	6,481.03
10-00-000-2111	WI STATE WITHHOLDIN	296.11
10-00-000-2120	SOCIAL SECURITY WITH	23,064.54
10-00-000-2130	MEDICARE WITHHOLDING	5,714.42
10-00-000-2140	ICMA DEF COMP WITHO	2,369.22
10-00-000-2150	IMRF WITHHOLDING	33,752.29
10-00-000-2155	IMRF VAC WITHHOLDING	1,515.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	112.00
10-00-000-2170	AFLAC WITHHOLDING	370.96
10-00-000-2175	FSA PLAN WITHHOLDIN	437.57
10-00-000-2180	CREDIT UNION WITHOL	810.00
10-00-000-2190	GARNISHMENT WITHOL	391.80
10-11-000-5310	LEGAL SERVICES	2,805.00
10-11-000-5311	LEGAL NOTICES	176.36
10-11-000-5340	CONFERENCES AND TRA	2,735.00
10-11-000-5341	MILEAGE REIMBURSEM	27.80
10-11-000-5342	OFFICIALS/MEETING EXP	1,147.33
10-11-000-5355	MAINTENANCE SERVICE	8,019.37
10-11-000-5402	BOOKS/PUBLICATNS/SU	350.00
10-11-000-5420	SUPPLIES - GENERAL	502.24
10-11-000-5600	HEALTH INSURANCE PRE	36,318.74
10-12-000-5210	TELEPHONE/INTERNET	229.14
10-12-000-5220	FUEL/HEAT	289.10
10-12-000-5230	ELECTRICITY	1,786.88
10-12-000-5240	WATER	494.34
10-12-000-5340	CONFERENCES AND TRA	505.00
10-12-000-5342	OFFICIALS/MEETING EXP	326.09
10-12-000-5344	LICENSES	15.00
10-12-000-5350	MAINTENANCE SERVICE	4,493.00
10-12-000-5351	REPAIRS - EQUIPMENT	51.00
10-12-000-5352	REPAIRS - BUILDINGS	370.95
10-12-000-5353	DISPOSAL/PORTOLET SE	2,118.31
10-12-000-5355	MAINTENANCE SERVICE	460.00
10-12-000-5370	RENTAL - EQUIPMENT	672.00
10-12-000-5420	SUPPLIES - GENERAL	138.98
10-12-000-5421	SUPPLIES - UNIFORMS	271.86
10-12-000-5450	SUPPLIES - EQUIPMENT	265.74
10-12-000-5480	GASOLINE/LUBRICANTS	962.31
10-12-000-5481	SUPPLIES-CONSTRUCTIO	489.06
10-12-000-5483	SUPPLIES-PAINT	134.56
10-12-000-5484	SUPPLIES-ELECTRICAL/B	1,196.57
10-12-000-5485	SUPPLIES-ICEMELT/SALT	500.00
10-12-000-5486	SUPPLIES-PLUMBING	110.05
10-12-000-5489	SUPPLIES-TRASH BAGS	808.75

Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5490	SUPPLIES-PLANTINGS/FL	1,378.75
10-12-000-5585	PAVEMENT & SITE DEVE	224.00
10-13-000-4400	CONCESSION FOOD SAL	40.20
10-13-000-4430	MERCHANDISE SALES	10.46
10-13-000-5210	TELEPHONE/INTERNET	340.40
10-13-000-5220	FUEL/HEAT	303.26
10-13-000-5230	ELECTRICITY	3,912.85
10-13-000-5240	WATER	249.65
10-13-000-5305	PARTY RENTAL ENTERM	350.00
10-13-000-5351	REPAIRS - EQUIPMENT	285.00
10-13-000-5353	DISPOSAL/PORTOLET SE	106.00
10-13-000-5355	MAINTENANCE SERVICE	67.35
10-13-000-5356	MAINT SERVICE - ZAMB	376.85
10-13-000-5357	MAINT SERVICE-REFRIG	265.00
10-13-000-5360	PRINTING/MARKETING/	224.39
10-13-000-5401	OFFICE SUPPLIES	34.99
10-13-000-5413	REFRIGERATION SUPPLI	114.03
10-13-000-5416	SUPPLIES-ICE MAKING	213.20
10-13-000-5418	SUPPLIES-ZAMBONI	1,507.09
10-13-000-5421	SUPPLIES - UNIFORMS	400.00
10-13-000-5470	RESALE - FOOD/CONCES	132.73
10-13-000-5475	RESALE - MERCHANDISE	250.00
10-13-000-5480	GASOLINE/LUBRICANTS/	660.00
10-13-000-5481	SUPPLIES-CONSTRUCTIO	406.15
10-13-000-5482	SUPPLIES-HARDWARE	96.58
10-13-000-5483	SUPPLIES-PAINT	28.75
10-13-000-5484	SUPPLIES-ELECTRICAL/B	164.52
10-13-000-5485	SUPPLIES-ICEMELT/SALT	200.00
10-13-000-5486	SUPPLIES-PLUMBING	7.56
10-13-000-5580	EQUIPMENT - GENERAL	973.99
10-13-000-5581	EQUIPMENT - BUILDING	13,622.53
10-13-000-5588	BUILDING IMPROVEME	935.71
10-13-000-5730	DUES/MEMBERSHIPS	53.90
10-14-000-4430	MERCHANDISE SALES	9.09
10-14-000-5210	TELEPHONE/INTERNET	105.00
10-14-000-5220	FUEL/HEAT	47.06
10-14-000-5230	ELECTRICITY	239.51
10-14-000-5240	WATER	862.38
10-14-000-5588	BUILDING IMPROVEME	45.98
10-15-000-5230	ELECTRICITY	389.56
10-15-000-5240	WATER	44.58
25-00-000-2580	BALANCE ON ACCOUNT-	289.00
25-00-000-5210	TELEPHONE/INTERNET	5,459.86
25-00-000-5220	FUEL/HEAT	4,878.11
25-00-000-5230	ELECTRICITY	20,566.54
25-00-000-5240	WATER	178.32
25-00-000-5301	POSTAGE	96.95
25-00-000-5305	PARTY RENTAL ENTERM	2,220.00
25-00-000-5321	CONSULTING-ONLINE/O	1,441.31
25-00-000-5340	CONFERENCES AND TRA	2,725.00
25-00-000-5341	MILEAGE REIMBURSEM	324.13
25-00-000-5342	OFFICIALS/MEETING EXP	2,096.94
25-00-000-5350	MAINTENANCE SERVICE	155.00
25-00-000-5351	REPAIRS - EQUIPMENT	26.08
25-00-000-5352	REPAIRS - BUILDINGS	7,429.61
25-00-000-5353	DISPOSAL/PORTOLET SE	322.00
25-00-000-5355	MAINTENANCE SERVICE	2,008.45
25-00-000-5360	PRINTING/MARKETING/	2,808.39

Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5362	PHOTOGRAPHY	98.00
25-00-000-5401	OFFICE SUPPLIES	1,324.24
25-00-000-5404	COMPUTER PROGRAMS	599.88
25-00-000-5405	PARTY RENTAL SUPPLIES	9.96
25-00-000-5412	CUSTODIAL/CLEANING S	3,160.20
25-00-000-5420	SUPPLIES - GENERAL	517.44
25-00-000-5422	SUPPLIES-UNIFORMS, B	623.35
25-00-000-5481	SUPPLIES-CONSTRUCTIO	191.33
25-00-000-5483	SUPPLIES-PAINT	351.71
25-00-000-5484	SUPPLIES-ELECTRICAL/B	2,467.39
25-00-000-5485	SUPPLIES-ICEMELT/SALT	233.32
25-00-000-5486	SUPPLIES-PLUMBING	162.20
25-00-000-5488	SUPPLIES-HAND TOOLS	19.59
25-00-000-5580	EQUIPMENT - GENERAL	749.70
25-00-000-5582	EQUIPMENT - MAINTEN	558.43
25-00-000-5584	EQUIPMENT - RECREATI	1,502.77
25-00-000-5588	BUILDING IMPROVEME	2,816.55
25-00-000-5740	COMMUNITY GRP CONT	5,750.00
25-25-312-5400	SUPPLIES-ADULT WORK	15.48
25-25-315-5400	SUPPLIES-ADULT CERAM	1,001.40
25-25-400-5400	SUPPLIES-PRESCHOOL P	72.00
25-25-401-5400	SUPPLIES-ELC 3YR	589.65
25-25-402-5400	SUPPLIES-ELC 4YR	535.16
25-25-403-5400	SUPPLIES-ELC 2YR	519.74
25-25-411-5400	SUPPLIES-CREATIVE CO	15.86
25-25-414-5400	SUPPLIES-EXPL N DISCVR	33.70
25-25-421-5400	SUPPLIES-FANTASY PLAY	57.57
25-25-422-5300	CONTRACTL-MUSIC & M	1,040.00
25-25-428-5400	SUPPLIES-ALPHABET AN	79.00
25-25-432-5300	CONTRACTL-PRESCHOO	55.00
25-25-435-5400	SUPPLIES-PEE WEE SPOR	10.00
25-25-444-5400	SUPPLIES-4YR ELC ENRIC	203.92
25-25-471-5300	CONTRACTL-GJK PLAYTI	2,659.54
25-25-475-5300	CONTRACTL-GJK ENRICH	29,097.28
25-25-480-5400	SUPPLIES-PRESCHOOL/T	42.88
25-25-586-5300	CONTRACTL-KINDER LIL	1,692.00
25-25-589-5300	CONTRACTL-KINDERGAR	661.50
25-25-594-5300	CONTRACTL-LEGO/ALL A	5,598.00
25-25-601-5400	SUPPLIES-AFTERSCHOOL	164.38
25-25-614-5300	CONTRACTL-YOUTH MIX	1,620.00
25-25-615-5400	SUPPLIES-YOUTH CERA	985.15
25-25-638-5300	CONTRACTL-PRESTO MA	180.00
25-25-650-5300	CONTRACTL-TECHNOLO	5,100.00
25-25-652-5300	CONTRACTL-LIL FOOTLI	20,958.57
25-25-653-5300	CONTRACTL-BROADWA	5,751.71
25-25-705-5300	CONTRACTL-FLOOR HOC	2,520.00
25-25-707-5300	CONTRACTL-BOYS HSE B	708.00
25-25-708-5300	CONTRACTL-GIRLS HSE B	180.00
25-25-740-5300	COTNRACTL-TRAVELING	640.08
25-25-744-5300	CONTRACTL-YOUTH FLA	2,173.50
25-25-747-5300	CONTRACTL-HOTSHOT S	3,906.00
25-25-765-5300	CDNTRACTL-FENCING	1,323.00
25-25-767-5300	CONTRACTL-VOLLEYBAL	270.00
25-25-785-5300	CONTRACTL-GPD FITNES	1,110.61
25-25-787-5300	CONTRACTL-GENERAL FI	1,957.50
25-25-789-5300	CONTRACTL-GYMNASTI	1,278.00
25-25-810-5400	SUPPLIES-CAMP ADVEN	1,049.38
25-25-833-5400	SUPPLIES-ACTION QUES	550.00

Account Summary

Account Number	Account Name	Payment Amount
25-25-834-5400	SUPPLIES-NATURE CAM	205.80
25-25-901-5300	CONTRACTL-WINTER CA	4,333.13
25-25-901-5400	SUPPLIES-WINTER CARN	250.02
25-25-903-5300	CONTRACTL-DAD/DAUG	500.00
25-25-932-5300	CONTRACTL-SCHOOL DA	5,727.10
25-25-932-5400	SUPPLIES-SCHOOL DAYS	133.16
25-25-935-5400	SUPPLIES-KALK OPENIN	153.36
25-25-943-5300	CONTRACTL-ITTY BITTY	500.00
25-25-943-5400	SUPPLIES-ITTY BITTY NE	582.04
25-25-954-5400	SUPPLIES-WINTER SPEC	189.71
25-26-000-5340	CONFERENCES AND TRA	295.86
25-26-000-5341	MILEAGE REIMBURSEM	50.04
25-26-000-5342	OFFICIALS/MEETINGS EX	95.08
25-26-000-5386	SERVICES-DAYCARE PRO	500.00
25-26-000-5387	NURSE SERVICES	85.00
25-26-000-5401	OFFICE SUPPLIES	186.28
25-26-000-5403	DAYCARE PROGRAM SU	406.85
25-26-000-5409	SUPPLIES-INTERNAL FO	2,125.64
25-26-000-5430	SUPPLIES - FIRST AID	280.64
25-26-000-5460	SUPPLIES-FOOD EQUIP	448.57
25-26-000-5600	HEALTH INSURANCE PRE	12,770.63
30-00-000-5321	CONSULTING SERVICES	1,360.00
40-00-000-5331	PAYING AGENT/REGISTR	483.85
45-00-000-5335	WELLNESS/PRE-PLACEM	37.00
45-00-000-5650	PROPERTY INSURANCE	24,732.36
45-00-000-5651	GENERAL LIABILITY INSU	11,769.06
45-00-000-5652	EMPLOYMT PRACTICES I	4,225.92
50-00-000-5655	WORKER COMP INSURA	18,031.80
65-00-016-5504	ROOF PROJECT-TAKIFF	201,343.60
65-00-016-5529	REPLACE PLAYGRD SHED	2,686.24
65-00-016-5530	INFANT CARE TRANSITIO	688.75
69-00-000-5501	CENTRAL PARK PROJ-De	2,445.39
69-00-000-5502	CENTRAL PROJ-Construc	118,888.22
69-00-000-5511	KALK PROJ-Construction	207,119.10
	Grand Total:	987,953.42

Project Account Summary

Project Account Key	Payment Amount
None	987,953.42
Grand Total:	987,953.42

Authorization Signatures

To the Board of Commissioners

The payment of the above listed accounts has been approved by the Board of Commissioners at their meeting held on January 17, 2017 and you are hereby authorized to pay them from the appropriate funds.

Treasurer, Park Board of Commissioners

Secretary/Executive Director

V. Financial Report

Glencoe Park District
January 2017 Board Meeting



G/L MONTHLY Pooled Cash Report

Glencoe Park District
For the Period Ending 12/31/2016

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<u>CLAIM ON CASH</u>					
10-00-000-1000	CASH/INVESTMENTS	2,797,654.31	(73,739.37)	2,723,914.94	
25-00-000-1000	CASH/INVESTMENTS	4,771,302.63	(23,525.79)	4,747,776.84	
30-00-000-1000	CASH/INVESTMENTS	270,520.84	(74,106.00)	196,414.84	
35-00-000-1000	CASH/INVESTMENTS	319,087.91	(22,303.24)	296,784.67	
36-00-000-1000	CASH/INVESTMENTS	105,915.97	(13,805.50)	92,110.47	
40-00-000-1000	CASH/INVESTMENTS	254,511.13	10,678.51	265,189.64	
45-00-000-1000	CASH/INVESTMENTS	184,376.80	(425.20)	183,951.60	
50-00-000-1000	CASH/INVESTMENTS	57,427.36	363.23	57,790.59	
55-00-000-1000	CASH/INVESTMENTS	7,306.60	110.00	7,416.60	
65-00-000-1000	CASH/INVESTMENTS	550,929.68	(162,027.35)	388,902.33	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,938,527.67	(379,463.44)	1,559,064.23	
70-00-000-1000	CASH/INVESTMENTS	73,479.62	18.36	73,497.98	
75-00-000-1000	CASH/INVESTMENTS	28,313.00	0.00	28,313.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
TOTAL CLAIM ON CASH		11,359,353.52	(738,225.79)	10,621,127.73	
<u>CASH IN BANK</u>					
99-00-000-1011	Operating Corporate Account	791,551.00	(488,102.25)	303,448.75	
99-00-000-1012	Operating PR Account	3,014.41	1.29	3,015.70	
99-00-000-1013	IL Funds	3,077,382.60	52,511.56	3,129,894.16	
99-00-000-1014	IPDLAF CD's	990,000.00	0.00	990,000.00	
99-00-000-1015	IPDLAF MM	3,676,324.68	(302,887.29)	3,373,437.39	
99-00-000-1016	PMA CD's	2,229,200.00	0.00	2,229,200.00	
99-00-000-1017	PMA MM	591,880.83	250.90	592,131.73	
TOTAL CASH IN BANK		11,359,353.52	(738,225.79)	10,621,127.73	
<u>DUE TO OTHER FUNDS</u>					
99-00-000-2400	Due To Other Funds	11,359,353.52	(738,225.79)	10,621,127.73	
TOTAL DUE TO OTHER FUNDS		11,359,353.52	(738,225.79)	10,621,127.73	
Claim on Cash	10,621,127.73	Claim on Cash	10,621,127.73	Cash in Bank	10,621,127.73
Cash in Bank	10,621,127.73	Due To Other Funds	10,621,127.73	Due To Other Funds	10,621,127.73
Difference	0.00	Difference	0.00	Difference	0.00

Glencoe Park District
 Monthly Funds Report
 December 2016

Corporate and Other Funds:

	<u>Nov 2016</u>	<u>Dec 2016</u>
Harris Bank Corporate Account - 0.050%	482,667.54	397,741.00
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.43%	3,676,324.68	3,373,437.39
The Illinois Fund (Public Treasurers' Investment Pool) - 0.50%	3,077,382.60	3,129,894.16
Harris Payroll Account - 0.050%	11,519.00	5,636.31
PMA Financial Account - 0.55%	591,880.83	592,131.73
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	300,378.87	(96,912.86)
IPDLAF Certificates of Deposit:		
2 CDs at \$247,000 each maturing July 21,2017 (1.00% net)	494,000.00	494,000.00
2 CDs at \$248,000 each maturing June 12, 2017 (0.75% net)	496,000.00	496,000.00
PMA Certificates of Deposit:		
1 CDs at \$247,700 each maturing January 11, 2017 (0.90% net)	247,700.00	247,700.00
2 CDs at \$247,700 each maturing January 23, 2017 (0.89% net)	495,400.00	495,400.00
1 CDs at \$247,800 each maturing February 6, 2017 (0.85% net)	247,800.00	247,800.00
2 CDs at \$247,650 each maturing March 17, 2017 (0.93% net)	495,300.00	495,300.00
1 CDs at \$247,600 each maturing August 4, 2017 (0.95% net)	247,600.00	247,600.00
2 CDs totalling \$495,400 maturing October 16, 2017 (0.90% net)	495,400.00	495,400.00
Grand Total	\$11,359,353.52	\$10,621,127.73

**Glencoe Park District
Monthly Financial Analysis
December 2016**

	<u>As of 12/31/2014</u>	<u>As of 12/31/2015</u>	<u>As of 12/31/2016</u>
<u>Recreation Department - Programs</u>			
Revenues	3,183,072	3,393,302	3,141,469
Wages	(458,061)	(515,219)	(531,527)
Contractual	(1,166,964)	(1,173,831)	(1,068,424)
Supplies	(78,088)	(74,438)	(85,222)
Net Surplus	1,479,959	1,629,814	1,456,296
<u>Day Care Department</u>			
Revenue	661,507	640,106	737,636
Expense	(524,936)	(530,602)	(587,890)
Net Surplus/(Deficit)	136,571	109,504	149,746
<u>Beach Department</u>			
Revenue	323,214	259,371	324,287
Expense	(313,396)	(221,825)	(248,583)
Net Surplus/(Deficit)	9,818	37,546	75,704
<u>Boating Department</u>			
Revenue	N/A	72,271	107,008
Expense	N/A	(95,140)	(97,928)
Net Surplus/(Deficit)	N/A	(22,869)	9,080
Beach/Boating Department Total:		14,677	84,784
<u>Watts Department</u>			
Revenue	65,211	56,575	67,927
Expenses	(150,440)	(150,291)	(163,194)
Net Surplus/(Deficit)	(85,229)	(93,716)	(95,267)
<u>G & A (Administration)</u>			
Revenue (excl G&A Tfr)	21,055	23,623	25,480
Expense	(824,210)	(837,218)	(885,926)
Net Surplus/(Deficit)	(803,155)	(813,595)	(860,446)
<u>Parks Department</u>			
Revenue	7,427	16,880	31,361
Expense	(804,206)	(819,918)	(858,695)
Net Surplus/(Deficit)	(796,779)	(803,038)	(827,334)
<u>Rec-Admin/Takiff Department</u>			
Revenues	1,130,220	1,133,962	1,180,951
Expenses	(1,621,694)	(2,077,963) ⁽¹⁾	(1,698,990)
Net Surplus/(Deficit)	(491,474)	1,133,962	(518,039)

(1) Due to \$700,000 interfund transfer to Master Plan Capital Fund 69.

VI. Staff Reports

Glencoe Park District
January 2017 Board Meeting

**Glencoe Park District
Business Department Report
January 2017**

FY2017/18 Budget

Staff has been busy finalizing the First Draft of the Proposed FY2017/18 Budget, including the list of proposed capital items. Staff's goal is to distribute the budget document in late January for a yet-unscheduled Finance Committee of the Whole Meeting in early February. Please bring your calendars to the January regular Board meeting to schedule our first Finance Committee of the Whole Meeting to discuss the Proposed FY2017/18 Budget.

Year-End Payroll Processing

W-2s and 1099s have been completed and will be mailed by the required deadlines. There were 249 employees paid by the Park District in 2016, compared to 244 employees in 2015. There are also 72 independent contractors/vendors that will receive 1099s for 2016, compared to 73 contractors in 2015.

Front Office

Front Office staff has been busy (welcome letters, childcare tax letters, transfers, phone calls) with the start of winter programs which started on January 9. Early Learning Center and GJK Preschool *pre*-registration for the next school year was already held and open registration will now continue. Registration for next school year's Early Learning Center preschool is non-lottery, i.e. first come, first served. Childcare tax letters for 2016 were emailed out to participants in daycare, preschool, and before/after school programs.

Health Risk Assessment Program

Staff will be conducting the tenth consecutive year of the annual health risk assessment testing/wellness program for the District's full-time staff and their adult dependents. This is a free service provided through the PDRMA Health Program, and for eligible staff, there is a \$400 annual incentive from PDRMA. Informational meetings were conducted and a health questionnaire was available online for staff to complete. The date of the onsite health testing is set for March 15.

Section 125 Plan/PDRMA Health Plan Enrollments

Staff was busy in late December coordinating final enrollment paperwork with full-time employees for new plan years for both the District's Section 125 Plan and PDRMA Health Program health insurance plan.

Annual Audit for FY2016/17

This will be the third year of the second 3-year contract with Lauterbach and Amen, LLP. (We also have a 2-year extension). Preliminary fieldwork will be held on March 22, and final fieldwork dates will be April 24-28.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

**Glencoe Park District
Recreation and Facilities Department
January 2017**

Recreation Department Report: Michael Lushniak

January continues to be a time of short-term and long-term planning for the Recreation Department. Staff has concluded a very successful holiday break that saw great basketball camp and school day off programs, which provided not only needed childcare but also great experiences for the participants including indoor snowball fights, glow in the dark theme day, and a trip to an ice rink/arcade.

Staff has worked hard to prepare for the winter session of programs that began on January 9. Participation and registration numbers are consistent compared to past year with the exception of kindergarten programs, which continue to be significantly lower than in the past due to District 35 full day kindergarten beginning this past fall.

Staff has been working on long-term planning through fine tuning program budgets and entering spring and summer program information. Spring and summer program registration doesn't begin until March, but staff is hard at work ensuring all information is ready for the brochure.

Finally, professional development remains at the forefront for the Rec Team. Staff will be unveiling an internal program to certify or recertify all necessary staff members in first aid and CPR. Liz Visteen, Bobby Collins, Paul Goedjen and I are all certified as first aid, CPR, and AED instructors. The Rec Team will also be attending the Illinois Parks and Recreation Association annual conference beginning on Friday January 20.

Early Childhood: Naomi Garvett and Amanda Michael

Children's Circle enrollment is currently at 59 children. We continue to have substantial interest in the program for all classrooms and have had several tours this month. There are only part time spots remaining in the toddler Frogs classroom. There are eight children on the waitlist for the age 3-4 Starfish room and seven children on the waiting list for the age 4-5 Belugas room.

On Saturday, January 28, our annual Messy Morning Celebration will be held in conjunction with a Preschool Open House. Families are encouraged to join the fun, as well as invite their friends and neighbors, for a morning of squishing, squeezing, and trying all the things you would never do at home! "Sensory stations" will be setup in classrooms for children to play in.

Early Learning Center registration for the 2017-18 school year is now available. Staff is expecting many more registrations between now and the start of the school year, but initial registration trends appear to be better than 2016-17.

Registration also began for Little Bears and Kinder Korner camps on November 30. Initial comparisons to last year indicate another strong camp enrollment season for preschool camps.

Athletics, Sports and Teen Camp: Chris Pietrini

Staff attended a meeting with Illinois Baseball Academy to discuss possible new programming ideas upon the reopening of Berlin Field. Staff is hoping to work with GBA to offer additional clinics and skill development opportunities without duplicating services.

Chris Pietrini attended meetings with the Park District of Highland Park, Deerfield Park District, and the City of Lake Forest for the combined 5th/6th Grade Girls and 5th/6th Grade Boys Basketball Leagues between the three agencies. Glencoe teams will now compete against neighboring communities for both regular season and playoff games.

Staff is utilizing QuickScores, the new online scheduling and scoring system that was implemented this season. Basketball participants have already visited this site 545 times as of January 6. House league basketball coaches are also receiving a weekly email with suggested drills and skills videos targeted to their specific age group. This resource has been very popular with the coaches and will help with overall skill development of the players. Finally, staff purchased new reversible basketball jerseys, which participants are very excited about compared to T-shirts that have been used in the past.

Chris met with a company called RedLine Athletics to discuss partnering on sports performance training programs to be offered at the Park District beginning in Spring 2017.

Winter Break Basketball Clinic Participation	2015	2016
	29	58

Arts and Youth: Stephani Briskman

Broadway Bound’s fall production of Annie Jr. is scheduled for Saturday, January 14 at 11:00am and 2:30pm and Sunday, January 15 at 2:30pm and 5:00pm at Winnetka Community House. As of January 6, 387 tickets sold for the Saturday performances and 456 tickets sold for the Sunday performances. Broadway Bound has 77 students total enrolled for the Monday and Tuesday Program for the winter session beginning later this month.

Over the holiday break, staff offered a Winter Break Camp to program participants. This ten-day long camp was filled with exciting field trips and interactive days at Takiff Center. Participation far exceeded numbers from last year. Participants could choose to sign up for all ten days for a program discount or sign up for individual days to customize their experience. The schedule for this program was also extended by two hours, making childcare and programming available from 9:00am to 5:00pm each day. Trips included Blast Zone, Nickel City, Arctic Splash, Rinkside, Laser Quest and AMC Theaters. Themes included pajama party day and glow day.

School Day Off Program – Winter Break Camp			
2015		2016	
Program Dates	Participants	Program Dates	Participants
December 21	36	December 19	33
December 22	30	December 20	33
December 23	26	December 21	34
December 28	11	December 22	17
December 29	27	December 23	22
December 30	23	December 27	27
		December 28	13
		December 29	36
		December 30	21
Total	153	Total	236

Special Events & Active Adults: Liz Visteen

The Ceramics Art Fair took place on Saturday, December 3 from 10:00am-2:00pm. There was a great turn out that raised over \$1,500 for the Park District’s C.A.R.E. Scholarship. Many thanks to Natalie Steinmetz, Nancy Meyer, and Peggy Kimble who helped put the event together.

Itty Bitty New Year was held on December 31 at Takiff Center. The event was previously held at Watts, but was moved to the Gym at Takiff to accommodate more participants. Guests enjoyed party favors, crafts, popcorn, a selfie station, DJ and a balloon drop at noon. The DJ did a fabulous job engaging the group and even brought them on stage. After the balloon drop the kids enjoyed popping all of the balloons.

Fall Event Attendance	2015	2016
Dec 3 Ceramic Art Fair	~80	N/A
Dec 31 Itty Bitty New Year	76	74

The next event is our annual Watts Below Zero scheduled for Monday, January 16 from 10:00am-noon. The event will include a DJ, open skate, carnival games, broom ball, ice painting, ice sculpting demo, crafts, guest appearances from Queen Elsa and Princess Anna (Frozen), and more. L.L. Bean will also be onsite to demonstrate proper snowshoe fitting and how to use the equipment.

Fall programs ended in December.

Fall Program Enrollment	2015	2016
Adult Ceramics	20	31
Youth Ceramics	105*	63
Adult Programs	0	17

**2015 Youth Ceramics was split into two shorter sessions as opposed to 2016 in which the we offered a longer session from Sept-Dec. As a result, enrollment appears higher for 2015. However, 2016 revenue for fall youth ceramics is up 7.6% compared to 2015.*

Winter programs began on January 9. The Ceramics program continues to show a strong following with the majority of youth classes full and adult classes holding steady. Several new adult programs will run including Paint & Sip and Sculpt & Sip.

Takiff Center/Fitness: Paul Goedjen

Takiff facility rentals continue to exceed numbers from the 2015/16 fiscal year. A new theatre group will be renting space at the Takiff Center beginning in January 2017. Another Door Theatre Group will hold their rehearsals and workshops at Takiff Center on Saturdays and Sundays. Other rentals at Takiff Center this month include birthday parties and a bar mitzvah.

The winter fitness schedule begins the week of January 9 – new this season is an indoor boot camp, balance board yoga, and multiple beginner yoga classes that the Park District has partnered with Reach Yoga of Glencoe to offer.

Staff also continues to work on the planning process of the fitness center. In addition to a finalized first draft budget, staff is continuing to investigate fitness equipment. Staff has also begun working on a transition plan for that room as well as the operations plan for the space.

Type	December		January (as of 1/3)	
	2015	2016	2015	2016
Birthday Parties	\$1,680.00	\$1,955.00	\$1,680.00	\$3,132.50
Facility Rentals	\$8,268.66	\$9,535.02	\$8,380.66	\$11,903.46
Total	\$9,948.66	\$11,490.02	\$10,060.66	\$15,035.96
Difference	\$1,541.36		\$4,975.30	

**January's numbers are very tentative and will go up by the end of the month*

Beach and Watts: Bobby Collins

Watts has had a strong opening month. The weather in December was challenging due to extreme cold and multiple heavy snowfalls. Some rentals were canceled due inclement weather, but overall attendance has been strong. The winter break schedule was well received with notable positive feedback to the new open broomball skate times. Open broomball will be something staff looks to grow going forward, as it is very popular in the community.

Enrollment for both Hockey and Skating classes have been robust, but below 2015 marks caused by the elimination of Kinderblades due to full day Kindergarten. Enrollments in 2016 are significantly higher due to the offering of two shorter sessions versus one longer session. The second session of both hockey and skating classes started the week of January 10.

On December 16, Blackhawks mascot Tommy Hawk visited Watts for the annual Blackhawks Night. The event was well attended with over 60 skaters braving the snowy conditions. In January, Watts will be hosting Teen Skate Night and Watts Below Zero.

Pass & Admission Revenue (as of 12/31)	2014	2015	2016
Resident Passes	\$8,765	\$6,463	\$9,676
Nonresident Passes	\$675	\$798	\$582
Hockey Passes	\$1,784	\$1,975	\$3,120
Daily Admissions	\$6,140	\$4,982	\$8,260

Program Enrollment Revenue (as of 12/31)	2015		2016	
	Revenue	Enrollment*	Revenue	Enrollment
Youth Skating	\$9,612	57	\$12,106	133
Youth Hockey	\$4,653	27	\$5,293	56
Kinderblades	\$3,341	21	-	-
ISI Mini Session (combined with Youth Skating 2016)	\$2,435	30	-	-
Total	\$20,041	135	\$17,399	189

*2 Sessions in 2016

Submitted by:
Mike Lushniak, Director of Recreation and Facilities

**Glencoe Park District
Parks & Facilities Maintenance Report
January 2017**

Administrative

We have begun the process of working with AltaManu on West Park and Astor Park playground concepts. I have been busy planning for spring and summer work. In addition, I have continued working on second round operating and capital budget submissions.

Grounds/Horticulture

The horticulture crew has continued to perform dormant pruning from the ground throughout the District. Planting beds have been cleared of all annual material. Staff has been working on planting bed designs for next season.

Parks Maintenance & Construction

Staff upgraded the light fixtures in maintenance garages to energy efficient T8 fixtures replacing obsolete T12 fixtures installed in the 1970's. It was more cost effective to replace the fixture than buy new ballasts and bulbs.

Staff has diligently cleared snow this season, with most large snow events occurring over the weekends. Facilities are cleared and ready to open by 8:00am each day.

LED light fixtures were installed on the exterior of parks garages replacing older HID and incandescent fixtures. This provides additional lighting to the parking areas.

The team has been working on servicing equipment including chain saws, blowers, trimmers, and tractor implements.

Staff has continued to balance seasonal tasks with routine maintenance such as trash removal, park grooming, and playground inspections.

Facilities

Staff repaired several solar fixtures on the Takiff Center playground. Facilities staff has been busy keeping the facility in good shape during the busy winter season. Hallways, stairways, and high traffic areas are being painted by facilities and parks staff as time allows.

One of three Automated Building System computer controllers failed and required replacement. Staff kept classrooms and hallways temperate by manually adjusting the system until the new controller was installed.

Several repairs were made to the automatic security door system in the Early Childhood wing.

Athletic

I have begun the planning process for the 2017 turf management plan.

Equipment

Plows are in place on trucks and ready for the season. During the last snow fall, we experienced some issues with the John Deere gator used to plow parks and spread salt. Until the unit could be repaired staff cleared the park sidewalks by hand and with snow blowers. With assistance of the mechanics at the Village the unit has been repaired.

Personnel

After five years, Tim Petrucci has left the maintenance department. He was initially hired as a custodian and promoted to parks laborer where he was able to gain new experiences working with different trades. He left to become a full-time electrician with the union in Chicago. While it is always difficult to lose a team member, we are very happy to see Tim grow his skills and career.

Shared Services

Staff continues to collaborate with Village of Glencoe staff as necessary.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

**Glencoe Park District
Marketing/Communications Report
January 2017**

Social Media/Email

We ended the month of December with 45,610 Facebook impressions (in 2015, we ended the month with 22,541 impressions). We now have 1,132 followers on Facebook, 691 followers on Twitter, and 615 followers on Instagram. Glencoe Beach has 1,204 and Watts has 140 followers on Facebook. We sent out several targeted email blasts, primarily focused on winter and Watts activities.

Time Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate
Fri, Dec 30	New Year Fitness Schedule	124	43.90%	22.20%
Thu, Dec 29	Itty Bitty New Year Final Reminder	4532	22.60%	2.90%
Wed, Dec 28	MinorHawk Classes	4529	24.10%	5.80%
Tue, Dec 20	Holiday Fitness Class Schedule	125	41.10%	15.70%
Mon, Dec 19	Adult Jazz Dance Holiday Schedule	25	79.20%	15.80%
Sun, Dec 18	Itty Bitty New Year 2017	1291	29.50%	7.50%
Thu, Dec 15	Blackhawks Reminder	4536	24.20%	2.80%
Tue, Dec 13	Preschool Day Off Fun	39	55.30%	0.00%
Sun, Dec 11	Blackhawks Night	4537	29.80%	3.90%
Tue, Nov 29	Ceramics Art Fair	464	30.00%	5.90%

Special Events

I worked closely with our Recreation team to market Merry & Bright Flashlight Night, Itty Bitty New Year, and Watts special events. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, and media pitches.

Real Time Registration

I worked with the Customer Service team to create talking points, email blasts, graphics, and social media messages for the December Real-Time Registration. I also worked with the media to ensure patrons received the correct information and was communicated to the community.

Agency Showcase

I will be submitting marketing pieces for four of the IPRA Agency Showcase Awards: social media marketing, brochure series, marketing campaign, and print communication. The nomination asks for a 150-word explanation which includes our target market, objectives, effectiveness, usage, and results. The pieces are judged by a panel of marketing professionals that do NOT work in the parks and recreation industry. Winners will be announced at the IPRA Conference on January 20.

Submitted by:
Erin Maassen, Manager of Marketing/Communications



Spend your preschool holiday with us! On select days off, preschool students are invited to explore new ideas and spaces in a fun, safe environment. Fee includes all day off activities, trip admission, transportation, and lunch.

PJ PARTY (12/19): Put on your comfy PJs for a day of fun at the Takiff Center. We will play games, watch a movie and more.

PRESENTS FROM PRESCHOOLERS (12/21): Gifts are extra special when made by your preschooler! We'll provide materials and guidance, and your child will provide the artistry to create a minimum of two presents for friends and family members.

BAKE & DECORATE (12/23): We're having a baking party! We will bake cookies and create cooking themed arts and crafts.

BLING IT UP (12/27): We will make something fun with gem stones, paint, glitter, ribbon and much more! The sky is the limit with your child's crafting creativity.

DRESS TO MESS (12/29): Prepare for your child to make a mess at the Takiff Center and not in your house! Children will explore and experiment with various types of artistic media. Bring an apron, old shirt or a smock.

Register Now!



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Try it free today

Blackhawks Night at Watts Ice Center



Blackhawks Night at Watts

7-9 PM | Friday, December 16

Watts Ice Center, 305 Randolph Avenue, Glencoe | 847.835.4440

Wear your team colors and join us for a night dedicated to Chicago's favorite hockey team at Watts Ice Center on Friday, December 16, from 7-9 pm.

Throughout the night, we'll be giving away Blackhawks tickets!

Blackhawks Night requires a daily admission fee or season pass. For more information, please visit [Watts Ice Center online](#).



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Camp Reunion Night

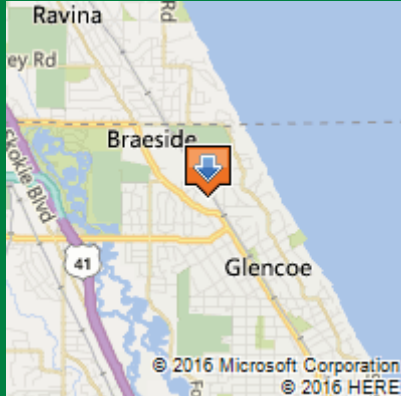
When

Wednesday December 21, 2016
from 5:30 PM to 7:00 PM CST

[Add to Calendar](#)

Where

Takiff Center
999 Green Bay Road
Glencoe, IL 60022



[Driving Directions](#)



Hello, campers!

It's time to re-connect with your counselors and friends at our Camp Reunion Night!

Join us for pizza, games, and fun on Wednesday, December 21 from 5:30-7 p.m. We'll be dancing as DJ Famos! spins your favorite hits, jumping in the GPD Bounce House, shooting hoops, and enjoying your favorite summer crafts!

[Get more information](#)

[Register Now!](#)

[I can't make it](#)

Camp Reunion is free for all Glencoe Park District camp alumni, but advance registration is encouraged. The first 40 campers to arrive will receive a special prize.

And, if you love summer camp, be sure to register for next summer now! If you register before February 29, you will lock in Early Bird savings! [Register](#)

Sincerely,

Glencoe Park District

info@glencoeParkdistrict.com
847-835-3030

Glencoe Park District, 999 Green Bay Road, Glencoe, IL 60022

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Try it free today



CERAMICS ART FAIR

10 AM-2 PM | Saturday, December 3
Takiff Center Activity Room



Enjoy light refreshments as our students share their work at our first Ceramics Art Fair. Ceramic pieces from all levels, youth through adult, will be on display. All pieces will be available for purchase and all proceeds will benefit the Park District's C.A.R.E. Scholarship.

[More](#)



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ITTY BITTY



Ring in the New Year at NOON!

11 AM-12:30 PM | Saturday, December 31

NEW LOCATION! Takiff Center | 999 Green Bay Road, Glencoe

We're ringing in 2017 with dancing, crafts, and a countdown at noon, complete with a balloon drop!

REGISTER

Advanced registration required by December 26; recommended for ages 2-8. Parent admission is free; all children must be accompanied by an adult.



Glencoe Park District

847.835.3030 | www.glencoe park district.com

Enriching lives and creating memorable experiences



Skate Like a Blackhawk!

New Hockey Classes Start January 10

Glencoe Park District's new Minor Hawk hockey program is designed to excite young athletes! Every student who signs up for [Minor Hawk](#) classes receives a free Chicago Blackhawks jersey as well the opportunity to skate during intermission at the Blackhawks-Blues game at the United Center on February 26.

Through a grant from the Amateur Hockey Association of Illinois, Glencoe Park District is now offering FREE gear to Minor Hawk participants (if needed). [Learn More](#)

[View the Watts Brochure](#)



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Try it free today

New Year Fitness and Yoga Schedule



Hatha Yoga with Alison will not take place 1/2.

All other classes will run as scheduled.

Werq Haley will begin 1/4.

The full 2017 Winter class schedule will begin January 9th.

For more fitness classes, visit our [website](#).

[Check Out Our Fitness Classes](#)



See what's happening on our social sites



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VII. Executive Director's Report

Glencoe Park District
January 2017 Board Meeting

Glencoe Park District Executive Director's Report January 2017

Committee Meeting Dates

We have many projects that will be in the planning stage during the winter and spring. This will necessitate the need for more committee meetings than usual to keep on our time frame. I have made a preliminary schedule. Can you please bring your travel schedules so that we can determine at the meeting if there are any scheduling conflicts. We have scheduled a Finance Committee of the Whole meeting for January 31 at 6:30pm and a Special Projects and Facility Committee meeting on Monday, February 13 at 6:30 p.m. to discuss West and Astor Playground designs.

Distinguished Accreditation Program

One of our Goals this year will be to start the IPRA/IAPD Distinguished Accreditation Program. This is an extensive two year process. The goal of the Illinois Distinguished Accreditation program is to improve the delivery of recreation services to the residents of Illinois through a voluntary comprehensive evaluation process. The desired result is to improve the quality of life for Illinois residents and to recognize those agencies that provide this quality service.



Successful completion of the Distinguished Park and Recreation Accreditation process has the following benefits:

Agency

Recognition that the recreation agency provides exceptional Park and Recreation services to their community

- Self-evaluation through the application and review process
- Increased operational efficiency and effectiveness
- Opportunity for updating and clarification of policies and procedures
- Provides professional standards for both internal & external comparisons
- Enhances credibility within the community which increases the probability of passing a referendum

Community

- Improve quality of life for community through delivery of exceptional park and recreation services
- Meet professional standards for facilities and services
- Acknowledged as employing qualified professionals
- Recognized as a leader in the State of Illinois in the field of parks and recreation
- Perceived as having quality programs and services

Staff

- Recognizes that the recreation agency provides exceptional Park and Recreation services to their community
- Raises credibility to even higher level for achieving Distinguished Accreditation
- Receives public commendation for doing a good job

- Educates all staff involved
- Provides opportunity for self-evaluation of performance compared to established standards
- Promotes and encourages teamwork and team building
- Reinforces that nothing significant is ever accomplished without significant effort
- Increases pride and morale
- Provides opportunity for updating and clarification of policies and procedures.
- Requires and stresses staff training

Board

- Acknowledges elected officials as effective and efficient guardians of the public interest in parks and recreation, and of the public resources provided for recreation opportunities
- Gains confidence in ability of board, staff and agency to provide exceptional park and recreation services
- Forces board to address policy issues in an established timetable

National Gold Medal

Another one of our goals this year is to apply for the NRPA National Gold Medal. The Gold Medal Award honors communities of all sizes throughout the country that demonstrate excellence in long-range planning, resource management, and innovative and creative approaches to designing and delivering superb park and recreation services through fiscally sound business practices. The Gold Medal Award includes seven classes: five by population, one class for Armed Forces Recreation and one for State Parks Systems (in odd-numbered years). The Gold Medal Award is a program of the American Academy for Park and Recreation Administration (Academy) in partnership with NRPA and sponsored by MUSCO Lighting.



There are four strong benefits for an agency to embark on the Gold Medal journey. First is the opportunity for an agency to chronicle successes through a very thoughtful and thorough process. Second, it encourages an agency to review, assess, and identify the strengths of its organization in various program, management, fiscal, and service categories. Third, it inspires an agency to frame its innovative and creative approaches in solving day-to-day challenges in the community while creating amazing experiences for customers. Finally, the process boosts an agency's networking capabilities through the exchange of valuable management resource information with other applicants and creates an avenue to share best practices.

If an applying agency is selected as a Gold Medal finalist, it signifies that the agency is one of the four best in the country, providing "bragging rights" for citizens, staff members, and elected officials while acknowledging the phenomenal services the agency provides to the public.

Receiving the Gold Medal Grand Plaque Award is the pinnacle for any agency to attain, regardless of size, state, agency budget, or government status.

The application is due mid-March. The Administrative team will be working together on the application. We are dedicating a Friday, Saturday, and Sunday in February to work on the application. Finalists are announced at the end of April, and the Grand Award recipients are announced at the NRPA Annual Conference in the fall. If chosen as a finalist, the agency must

submit a 5 minute video. Due to the fact that footage needs to be representative of an entire year in the life of Glencoe Park District, we are working with a videographer to capture these moments. We will also be using the footage capture for commercials and marketing. Erin Maassen will be writing the any script needed for the video and we will use staff for any voiceovers. Once the video is done, we will also use it as a public relations piece.

A panel of five park and recreation professionals reviews and judges all application materials. Judges are chosen for their considerable experience and knowledge in parks and recreation on both local and national levels.

Monthly Board Reports

Based on feedback from Commissioners at Committee meetings, I have identified that it would be beneficial for the Board to receive a more detailed and focused report for Program and Facility areas monthly. The verbal reports will be no more than 10 minutes and given by the Program or Facility Manager. The benefit is to educate the Board on different programs and facility areas and give the opportunity to ask any questions, make recommendations, or make observations. This will not replace the monthly department reports. If the Board feels that they would like more in depth information or focus on a certain program area, the President can call a Committee meeting to delve deeper into an area.

Month	Report
January	
February	Budget Discussion
March	Takiff Report
April	Watts Report
May	General Rec Report
June	Active Adults
July	Early Childhood Report
August	Parks Tour
September	Camp Report
October	Beach Report
November	Special Events Report
December	

Budgets and Finance Committee Meeting of the Whole

We have scheduled a Finance Committee of the Whole meeting to discuss the budget on Tuesday, January 31 at 6:30 p.m.

Special Events

Watts Below Zero, one of Glencoe Park District’s signature events, will be hosted on Monday, January 16 at the Watts Ice Center from 10:00am - Noon. This is a free event including skating, games, ice sculpting, and more.

Free Messy Mornings during our annual Preschool Open House will be held on Saturday, January 28 from 9:30-11:00am. Children and parents will explore our classrooms where they will get to squeeze, squish, paint, all the fun messy things you cannot do at home.

IPRA/IAPD Conference

The IPRA/IAPD Conference is January 19-21. Commissioner Onderdonk will be attending along with Department Heads and Recreation Managers. In addition, several staff will be taking on volunteer roles during the conference. Erin is in charge of the committee that selects judges for the marketing committee awards at conference. As you may recall, we worked with Barbara Heller during our Master Plan Process. I will be speaking on a panel with Barbara, Steve Konters, and a Cary Park District Commissioner on implementation of a Master Plan. As Vice President of WILS, I will be leading a WILS meeting and networking event and several managers will be serving as room hosts.

IAPD Legislative Breakfast

The Illinois Association of Park Districts Joint Legislative Committee is hosting a legislative breakfast in numerous districts around the State. The purpose of these breakfasts is to bring together your local Legislators, Executive Directors, and Park Commissioners to discuss issues that will be debated throughout this next legislative session. These breakfasts can be very beneficial in identifying issues of concern to park, forest, and conservation districts throughout Illinois.

We believe that any opportunity that we can create an opportunity for locally elected commissioners to meet with state legislatures improves communication and allows for legislators to be more aware of issues that impact the quality of life within the districts they serve.

The 2017 Legislative Breakfast will be held on Friday, February 3, 2017 at 9:00 a.m. in the Paula Hassell O'Connor Community Building located at Prospect Park, 733 N. Prospect Avenue, Park Ridge, Illinois.

Our local legislators have been invited; I will be attending but would encourage you to as well. Please let me know if you would be able to attend.

Freedom of Information Report

There was one FOIA request this month from American Mortgage Finance requesting martial arts program and fee information. This was received on Tuesday, December 6 and responded to on Monday, December 12.

Submitted by:
Lisa Sheppard, CPRP
Executive Director



December 23, 2016

Dear Lisa,

This week's Friends of the Green Bay Trail Solstice Parade of Lights was a smashing success! Everyone decorated themselves with lights and we walked on the trail to celebrate the darkest day of the year and the return of the light. One of our Board members even wrote a Solstice song we sang as we walked!

Your assistance and the support of Park District personnel took our small idea and made it a spectacular success. Paul facilitated our permit; Anthony Marx met with us to choose the spot and agreed to have a table there. And Jared built the fire and kept it going while we took our walk, sang a Solstice song, and returned for cocoa. Of course he also stayed and put the fire out - an extra long workday for him.

The 35 or so people who came all said they enjoyed it so much they hoped it would be an annual event. We want to applaud the cooperation and partnership of the Glencoe Park District with our organization, Friends of the Green Bay Trail.

We wanted you to know what a pleasure it was to work with each of these very positive and helpful people and how very grateful we are for your support. Next year, we hope you will officially co-sponsor the event with the Friends.

Sincerely

Betsy Leibson,
Chair, Friends of the Green Bay Trail

VIII. Action Item A

Approval of Policy on Communications: Electronic Devices Policy for Board Members

Glencoe Park District
January 2017 Board Meeting



To: Board of Commissioners

Date: 1-9-16

From: Lisa Sheppard, Executive Director

SUBJECT: Update to Board Policy Manual – Use of Electronic Devices by Park Board Members

This policy was reviewed and discussed at the October 18 and January 3 Personnel and Policy Committee meetings. This policy is being presented to the Board for approval at the January 17 Regular Board Meeting.

Use of Electronic Devices by Park Board Members

We were notified by our legal counsel regarding a recent court ruling that text messages between members of a public body sent or received during a Board meeting were releasable under FOIA. The court made it clear that its ruling was not restricted to text messages sent or received on government-owned devices, but would also apply to messages on privately owned cell phones.

Our attorneys made a few recommendations to their governmental clients:

- Public officials would avoid sending electronic communications relating to public business to another member of the same body during meetings of the public body.
- Members of public bodies should avoid sending electronic message relating to public business to a quorum of the same body, at any time.
- Public bodies should consider adopting policies on the use of electronic devices by public officials.

Attached is the excerpt of the Board Policy manual with the update policy.

Excerpt from Board Policy Manual approved June 2009...

Glencoe Park District
Communications: Electronic Devices Policy for Board Members

Revisions Approved by the Board of Park Commissioners: June 16, 2009

Proposed Revision (Not Approved): January 17, 2017

3.14 Communications

C. Electronic Devices Policy for Board Members

It is the goal of the Board of Commissioners of the Glencoe Park District to keep its members as well as the Park District Executive Director informed about matters affecting the Board's work. However, the Board must be aware of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communication among Board members outside normal Park District Board meetings.

Use of Electronic Devices by Park Board Members:

- A. Members of the Park Board are prohibited from sending electronic messages, including emails, text messages, chat and instant messages, communications via social networking sites, and other electronic communications that relate to the discussion of public business, defined to include communications about business or community interests as opposed to private affairs, whether from a District-provided device or a privately-owned device, in the following circumstances:
1. to any one or more members of the Park Board during a meeting of the Park Board
 2. to a majority of a quorum of the members of the Park Board at any time
- B. Park Board Members should be aware that any electronic communication relating to the discussion of public business may be subject to release under the Illinois Freedom of Information act, regardless of the circumstances of the communication. There is no expectation of privacy for any messages sent or received by e-mail.
- C. Electronic communications sent in violation of this Policy may be subject to release under the Illinois Freedom of Information Act and could subject the violator to an enforcement action that might result in criminal penalties under the Illinois Open Meetings Act.

Procedure for E-mail Communications:

The Board of Commissioners hereby adopts the following procedures with regard to the use of e-mail and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act.

1. The electronic “chat rooms” are inherently detrimental to the open meetings process and therefore the Board will not utilize “chat rooms” to conduct Park District business or deliberations.
2. “Bulletin boards” or other similar formats, which permit the development of “discussion threads” among Board members, also will not be utilized; however, Board members may read the comments of others who are not Board members as they see fit.
3. The Park District Executive Director may provide information relating to Park District business to Board members using e-mail, attachments or other electronic methods. All e-mail communications between the Executive Director and the Board will be CC’d to the Administrative Assistant. Any response from Board members regarding these communications must be sent only to the Executive Director and CC’d to the Administrative Assistant (i.e., no “reply to all” responses). An appropriate record of these communications will be maintained in the District files to assure compliance with open records laws.
4. If a Board member would like to send an e-mail to the entire Board, they must send it to the Executive Director and cc’d to the Administrative Assistant, and request the e-mail be forwarded onto the Board.
5. Commissioners may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act. Commissioners may share information if there is no intent to conduct public business.

(Any communication between three Commissioners about substantive Park District business constitutes a violation of the Open Meetings Act. Three Commissioners constitute a quorum of a five-member Board). (amended 8/17/07)

6. Any item of business for a Board agenda shall be directed to the President and the Executive Director so that it may be included in the Board’s agenda according to normal procedures. Action items shall be prepared and distributed by the Park District in accordance with the Board’s established procedures.

The Park District Administrative Assistant shall store official e-mail records. The records shall be maintained for a time period that is established by the State of Illinois.

VIII. Action Item B

Approval of Policies on Transgender Issues

Glencoe Park District
January 2017 Board Meeting



To: Board of Commissioners

Date: 1-9-16

From: Lisa Sheppard, Executive Director

SUBJECT: Transgender Policies

The attached policies address inclusivity of personnel, park patrons, and program participants based on gender identity. This new policy was written by Ancel Glink, in cooperation with staff. It ensures an environment that is safe and free from discrimination.

This policy was reviewed at the January 3 Personnel and Policy Committee meeting and is being presented to the Board for approval at the January 17 Regular Board Meeting.

Glencoe Park District Transgender Issues Policy for Staff

New Proposed Policy (Not Approved): January 17, 2017

Discrimination Prohibited

Glencoe Park District's policy on transgender is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the Glencoe Park District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals, but rather to assist in understanding this policy and the obligations of staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender Identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The Glencoe Park District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Gender Marker” The “male” (“M”) or “female” (“F”) on your birth certificate, ID, or passport is called a “gender marker”.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior, or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing, and grooming differently. Transitioning may also include such

medical and legal aspects as taking hormones, having surgery, or changing identity documents to reflect one's gender identity.

Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a plan and address necessary logistics at the work place. Employees may speak with their direct supervisor, human resource manager, or upper level administrative staff. Remember, the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a plan as part of the transition process. This can assist the employer in creating the necessary support system. A plan should essentially be a detailed timeline, to include milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in Glencoe Park District who will need to be engaged in the plan. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest, and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of Glencoe Park District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by Glencoe Park District. This prohibition applies not only to discrimination, but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to Glencoe Park District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable, Glencoe Park District can assist them in learning more about the transition process or transgender issues in general.

Park District Responsibilities

Glencoe Park District will remain supportive of a transitioning employee and their needs. Glencoe Park District enforces its non-discrimination policies uniformly.

Glencoe Park District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming, and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for nametags, phone lists, and other internal documents. Glencoe Park District will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

It is respectful and consistent with the law to address employees by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, Glencoe Park District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the Glencoe Park District dress code. A transitioning employee's attire should remain professional and in conformance with required Glencoe Park District dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in Glencoe Park District's Harassment Policy.

Glencoe Park District Transgender Issues Policy for Patrons

New Proposed Policy (Not Approved): January 17, 2017

Discrimination Prohibited

Glencoe Park District's policy on transgender is designed to create a safe, inclusive environment in which community members, visitors, and participants can be honest and open about who they are and feel comfortable using our facilities, participating in our programs, and attending Park District events. This policy will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is Glencoe Park District's policy to treat everyone with dignity and respect and to provide facilities, services, programs, and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other unlawful factors. The Park District offers programs, services, facilities, and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of District. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender Identity” or “Affirmed Gender” is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual's internal sense of being male or female or something else. It is not based on physical anatomy. Glencoe Park District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Gender Marker” The “male” (“M”) or “female” (“F”) on your birth certificate, ID, or passport is called a “gender marker”.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior, or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing

one's name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery, or changing identity documents to reflect one's gender identity.

Restroom/Locker Room Accessibility

Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.

Participation in Park District Programs

Individuals are encouraged to contact the Executive Director prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

1. Registration in Programs or for Events

Individuals are encouraged to register for programs and events in the name and gender by which they live.

2. Participation and Registration in Gendered Programs or Events

Generally, individuals are entitled to participate in gender specific programs and events consistent with their gender identity. This may be reviewed on a case-by-case basis when a question of competitive advantage exists, or when sports organizations and associations in which the Park District participates have specific policies or concerns related to gender and competitive advantage. In those cases, additional information may be sought from the registrant (or parent or guardian if registrant is a minor) to fully evaluate the situation.

Names/Pronouns

Individuals are entitled to be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name consistent with an individual's government issued identification. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and will not be tolerated.

District Responsibility

The District remains supportive of all individuals to live consistent with their gender identity. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming, and transitioning issues of all individuals who enjoy Park District

services. Conversations will be kept confidential from anyone who is not directly involved with the issues. Individuals are encouraged to contact the Executive Director with any questions or concerns about these issues.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the Glencoe Park District's Harassment Policy.

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