



# February 2017 Board Report





**GLENCOE PARK DISTRICT  
REGULAR BOARD MEETING  
Tuesday, February 28, 2017 - 7:00pm  
Takiff Center – Community Hall**

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

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Consent Agenda Items
  - A. Minutes of December 7, 2016 Special Projects and Facilities Committee Meeting
  - B. Minutes of January 17, 2017 Personnel and Policy Committee Meeting
  - C. Minutes of January 17, 2017 Regular Board Meeting
  - D. Minutes of January 31, 2017 Finance Committee of the Whole Meeting
  - E. Minutes of February 13, 2017 Special Projects and Facilities Committee Meeting
  - F. Minutes of February 21, 2017 Special Projects and Facilities Committee Meeting
  - G. Approval of Surplus Disposal Ordinance No. 857
  - H. Approval of the Bills
- IV. Matters from the Public
- V. Financial Report
- VI. Follow up to Finance Committee of the Whole Meeting
- VII. Staff Reports
  - A. Business
  - B. Recreation and Facilities
  - C. Parks and Maintenance
  - D. Marketing and Communications
  - E. Safety Committee
- VIII. Executive Director Report
- IX. Action Items
  - A. Approval of Glencoe Youth Services Stipend Request
  - B. Approval of SNAP Stipend Request
  - C. Approval of Glencoe Jr. High Project Stipend Request
  - D. Approval of Design Concepts for West Playground
  - E. Approval of Design Concepts for Astor Playground
  - F. Approval of Resolution No. 858 Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Sale of Park District Land to a Non-Governmental Entity
  - G. Approval of Third Party Construction on Park District Property Policy
  - H. Approval of Upgrade IT TSS Plan
  - I. Approval of the Revised Fund Balance Policy
  - J. Approval of Resolution No. 859 to Commit Additional Funds to Master Plan Capital Project Fund (69)
  - K. Approval for Architectural Services of Wight and Company
- X. Other Business
- XI. The Board Will Enter Closed Session to Discuss:
  - A. Personnel 6ILCS 120/2 (c)(1)
- XII. 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@glencoeParkDistrict.com

### III. Consent Agenda Items

Section 2.06(b) of the Open Meetings Act allows a public entity to approve minutes either within 30 days after the relevant meeting OR at the public body's second subsequent regular meeting, whichever is LATER. 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 Park Commissioners 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  
February 28 Board Meeting

*The Board recognizes that these Minutes should have been approved in January and the District will commit to approving minutes within OMA Guidelines going forward.*

**DRAFT**

MINUTES OF DECEMBER 7, 2016 SPECIAL PROJECTS AND FACILITIES  
COMMITTEE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:30 p.m. and roll was called.

Committee Members present:

Andre Lerman, Chair/Commissioner  
Lisa Brooks, Treasurer  
Steve Gaines, President

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.

Commissioners present:

Dudley Onderdonk, Vice President  
Seth Palatnik, Commissioner

Approval of Minutes of the November 15, 2016 Special Projects and Facilities

Committee: A motion was made by Commissioner Lerman to approve the minutes of the Nov. 15 Special Projects and Committee as presented. Motion was approved by unanimous consent.

vote taken:

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

Members of the Public in attendance who signed in or spoke: Stefanie Boron, Eileen Sirkin

Matters from the Public: There was no one wishing to address the Committee.

Prospective Landscape Architect Firms: The District sent out requests for proposals for Landscape Architect firms and received five. Executive Director Sheppard and Parks Director Leiner interviewed five firms and advanced two firms to be interviewed by the Board at this meeting. Fees for their services were in sealed envelopes; based on statute the Board may ask only Hitchcock Design Group about fees and not request that information from any other firm.

AltaManu gave a presentation and answered staff and Board questions.

The meeting was halted for a five-minute break at 7:39 p.m.

Hitchcock Design Group gave a presentation and answered staff and Board questions.

Both firms were compared in detail and discussion ensued.

Chair Lerman recommended, based on discussion of the Committee, for staff to negotiate fees with AltaManu to no higher than 12% of the project. If fee terms are reached, then staff will negotiate in good faith to get a contract to be approved at the January Regular Board meeting. If fees cannot be negotiated in the parameters discussed, then AltaManu will be disqualified and staff will negotiate with Hitchcock.

Matters from the Public: Eileen Sirkin gave her positive view of Hitchcock Design Group's presentation.

Other Business: There was no other business.

Adjourn: Commissioner Gaines moved to adjourn the meeting at 9:58 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JANUARY 17, 2017 PERSONNEL AND POLICY COMMITTEE 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:

Seth Palatnik, Chair/Commissioner  
Lisa Brooks, Treasurer  
Steve Gaines, President

Staff present:

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

Commissioners present:

Andre Lerman, Commissioner  
Dudley Onderdonk, Vice President

Members of the Public in attendance who signed in or spoke: Dan Dorfman, Ed Goodale, Alexandra Greenwald, Kathy Janega, Josh Lutton, David Leibson

Approval of corrected Minutes of the January 3, 2017 Personnel and Policy Committee Meeting: A motion was made by Commissioner Gaines to approve the Minutes of the January 3, 2017 Personnel and Policy Committee Meeting as presented. Commissioner Palatnik seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Gaines, Palatnik, Brooks (Brooks approved at 6:19 p.m.)  
NAYS: None  
ABSENT: None

Matters from the Public: Chair Palatnik moved this Agenda Item to follow the Policy Discussion, which passed by unanimous voice vote.

Commissioner Brooks arrived at 6:05 p.m.

Review on Policy on Allowing for Third Party Construction on Park District Land: Executive Director Sheppard reviewed the new proposed policy with the Board and clarified questions along with Director Leiner from the Board. Discussion ensued.

Commissioner s Brooks and Gaines agreed that this policy should be advanced to a Regular Board Meeting for approval. Chair Palatnik, based on discussion of the Committee, directed staff to advance the policy along for Third Party Construction on Park District Land for approval at the February Board Meeting.

Matters from the Public: David Leibson asked for clarification on the policy in regards to the difference between not-for-profit and for-profit and also Super Majority in the policy.

Kathy Janega spoke on not having Super Majority in the policy, Historical Society's plan falls within the new policy, design committee, contracts, construction of improvements

needing a definition, and she believes that the policy needs to have added content to include the reservation to amend the policy at any time.

Chair Palatnik forwarded the policy for approval as is with agreement from members Brooks and Gaines.

Since Commissioner Brooks arrived following approval of the Minutes, she did approve Minutes of the January 3, 2017 Personnel and Policy Committee Meeting at this time.

Other Business: There was no other business.

Adjourn: Commissioner Palatnik moved to adjourn the meeting at 6:19 p.m. President Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JANUARY 17, 2017 REGULAR BOARD MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00 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, Ed Goodale, Alexandra Greenwald, Kathy Janega, Josh Lutton, David Leibson

Consent Agenda: A motion was made by Commissioner Onderdonk to approve the consent agenda items as presented including Minutes of the October 18, 2016 Finance Committee of the Whole meeting, Minutes of the November 15, 2016 Committee of the Whole meeting, Minutes of the December 13, 2016 Regular Board Meeting, FY2017/18 Board Meeting Schedule, and Approval of the Bills. Commissioner Lerman 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 was no one wishing to address the Board.

Financial Report: Director of Finance/Human Resources Mensinger stated we are ten months into the fiscal year. The last two months you will see a decrease in our cash payments due to the bond payments that were due December 1. Full-day Kindergarten program has had an impact on revenue in Recreation. Director Lushniak and the Recreation Team continue to strive to find programming ideas and found revenue in new places and are continuing to work on it. Watts is remaining consistent to previous years. The Boating and Swimming Beach did very well this year due to the weather and improved operations. FY2017/18 Budget Books are to be distributed tomorrow; the outlook looks good.

Staff Reports: Staff shared additional information not included in their Board Reports. Director Mensinger had nothing to add to her previous report.

Director Lushniak stated that our winter break programs, basketball camp, and school day off program had higher participation than years past, winter session started last



week, planning for the next brochure is in progress, special events coming up were described, and Watts Below Zero was well attended despite warm weather.

Director Leiner is excited to begin collaborating with AltaManu starting with site visits in the rain on Monday. This enabled AltaManu to see our parks in the worst shape with pooling water and drainage issues; a very educational process for them. Other items focused on were replacing lighting with new low energy LED fixtures and invasive removal on the bluff. Watts Park asphalt path condition was reviewed.

Manager Maassen explained that for Watts Below Zero we purchased a custom Snap Chat filter for the day, geographically targeted, and only during the time of the event. It was a fun experiment to reach the age group who attended the event and we will continue to utilize that feature at future big events. The District's involvement in Unplug Illinois, a state-wide campaign, has brought the attention of IPRA to the District's efforts and asked Manager Maassen to be part of the social media team for the upcoming year as they promote it to the public and also using the Park District is a shining star to be discussed during Conference at a session.

Leiner stated we have not accepted the clock yet, the faces are showing different times and it is being worked on.

Executive Director Report: Executive Director Sheppard stated that Distinguished Accreditation is a two-year project and reviewed major goals. The District will be applying for NRPA's Gold Medal in February; the video will also be used for District advertising. Benefits of both projects for the community was discussed.

Based on feedback at Committee meetings, staff will begin sharing reports on specific topics similar to the Annual Beach Report at Regular Board Meetings monthly.

Executive Director Sheppard reviewed the Board Calendar of upcoming projects and approved the date change of the February Board Meeting to February 28, 2017.

Action Items:

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

A motion was made by Commissioner Palatnik to approve the Policy on

Communications: Electronic Devices Policy for Board Members as presented.

Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines

NAYS: None

ABSENT: None

Approval of Policies on Transgender Issues: A motion was made by Commissioner

Brooks to approve the Policies on Transgender Issues as presented. Commissioner

Lerman seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines

NAYS: None

ABSENT: None

Other Business: There was no other business.

Adjourn to Closed Session: At 7:39 p.m., Commissioner Lerman moved to adjourn into closed session to discuss property as mandated by Section 2.06. 5 ILCS 120/2 (c)(5) Commissioner Onderdonk seconded the motion. Roll call vote taken:

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

Return to Open Session: Commissioner Palatnik moved to return to open session at 8:31 p.m. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote.

Action taken, if any, from Executive Session: There was no action taken during or following Executive Session.

Adjourn: Commissioner Palatnik moved to adjourn the meeting at 8:32 p.m. Commissioner Lerman seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF JANUARY 31, 2017 FINANCE COMMITTEE OF THE WHOLE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:30 p.m. and the roll was called.

Commissioners present:

Lisa Brooks, Chair/Treasurer  
Seth Palatnik, President  
Dudley Onderdonk, Vice President  
Steve Gaines, Commissioner  
Andre Lerman, 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: Stefanie Boron, Audra Donnelly, Dan Dorfman, Fiona Jessup, Debbie Jha, Josh Lutton, Eddie Simon

Matters from the Public: There was no one wishing to address the Committee.

Budget Review: Commissioner Palatnik arrived at 6:35 p.m.

Director Mensinger reviewed the First Draft Proposed Budget for Fiscal Year 2017/2018 document in full detail.

As of February 28, 2017, the projected fund balance in the Corporate Fund of \$2,465,772 will meet the reserve guideline of 50% of operating expenditures and the Recreation Fund of \$3,765,979 will meet the reserve guideline of 50% of operating expenditures, as do all minor funds. The Proposed First Draft Budget that was reviewed and discussed by the committee is attached to these minutes including a memo with a detailed overview of the fiscal outlook of the Park District. Given these fund balance levels, a transfer of funds to future Master Plan projects will be re-evaluated after the annual audit is completed and presented to the Board in June.

The highest ten priced capital projects in Fund 65 and Fund 69 was reviewed in detail along with the Three-Year Capital Plan and facility projects.

The discussion on the 2017 salary merit pool included a brief review of the 2014 HayGroup salary study. Based on comparable park district increases for competitive hiring, staff recommended a 3% merit increase based on individual annual evaluation. The Executive Director also has discretion for additional bonuses in situations for high performers during extreme projects where hours and high performance were required and executed.

Following Committee discussion, Chair Brooks directed Executive Director Sheppard to move forward with the 3% merit pool increase.

Director Lushniak reviewed the Program Price Guidelines and Fee Comparison Table in additional detail.

After a final review from the Committee, Chair Brooks directed Executive Director Sheppard to bring the Approval Draft FY2017/18 Budget for approval at the March Regular Board meeting. No action was taken, changes will be made as needed in the Budget Approval Draft on the agenda for approval at the March 21, 2017 Regular Board Meeting.

GYS and GJHP Stipend Request: Eddie Simon, Executive Director of GYS and Audra Donnelly, Executive Director, and Fiona Jessup, Program Director of GJHP gave presentations regarding their stipend requests. Discussion ensued. Chair Brooks with the approval of the Committee asked staff to forward the stipend requests for approval at the February Regular Board meeting.

Other: There was no other business.

Adjourn: Chair Brooks moved to adjourn the meeting at 8:33 p.m. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF FEBRUARY 13, 2017 SPECIAL PROJECTS AND FACILITIES  
COMMITTEE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 6:37 p.m. and roll was called.

Committee Members present:

Andre Lerman, Chair/Commissioner  
Lisa Brooks, Treasurer

Staff present:

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

Commissioners present:

Seth Palatnik, Commissioner

Members of the Public in attendance who signed in or spoke: Nicole Batson, Josephine Bellalta, Stefanie Boron, John McManus, Jerry Pilipowicz, David Rongey, Catherine Wang

Presentation on West Playground Conceptual Designs: Chair Lerman and Executive Director Sheppard introduced Josephine Bellalta and John McManus of AltaManu, Jerry Pilipowicz of SMP Group Civil Engineering, Catherine Wang, Superintendent of District #35, and David Rongey, Principal of West School. AltaManu presented design concepts for both West Park attached to these minutes. Discussion ensued.

Matters from the Public: Nicole Batson questioned if a tot playground was needed at West School. Executive Director Sheppard responded that the playground was for the entire community not just school age children and that the neighborhood surrounding the school tends to have younger families with toddler aged children.

Stephanie Boron indicated that she liked the designs.

Presentation on Astor Place Playground Conceptual Designs: Director Leiner gave a synopsis of the park and introduced Josephine Bellalta and John McManus of AltaManu, Jerry Pilipowicz of SMP Group Civil Engineering who gave the presentation. Discussion ensued.

Matters from the Public: Nicole Batson commented on park-residence barriers and that the designs are wonderful. Stefanie Boron commented positively on the boogie board and age-appropriateness. She would like to additional shade, more playfulness, and to add more safety features including a fence.

Chair Lerman directed staff, based on discussion of the Committee, to add design concepts to the February 21 Special Projects and Facilities Committee meeting agenda for additional community input before advancing to the February 28 Regular Board meeting for approval.

AltaManu & SMP Group exited the meeting.

Other Business: Executive Director Sheppard reviewed Takiff parking and indicated that during capital project planning they did not know at that time that the skate park would need to be removed. Staff is recommending to the Board to add additional funds to the budget so that the Board can consider adding parking in the Parks Department and where the skate park was located. Executive Director Sheppard indicated that the Special Projects Committee would have time to vet the idea in committee before approving the expenditure of any funds.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:08 p.m. Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

MINUTES OF FEBRUARY 21, 2017 SPECIAL PROJECTS AND FACILITIES  
COMMITTEE MEETING  
GLENCOE PARK DISTRICT  
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:03 p.m. and roll was called.

Committee Members present:

Andre Lerman, Chair/Commissioner  
Lisa Brooks, Treasurer  
Steve Gaines, President

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.  
Paul Goedjen, Takiff Facility Manager

Commissioners present:

Seth Palatnik, Commissioner

Members of the Public in attendance who signed in or spoke: Stefanie Boron,  
Alexandra Greenwald, Josh Lutton

Discussion on West Playground: Executive Director Sheppard led the discussion with an update since the last Committee meeting. Display boards of West Park Designs were shared with West School. The School Board, PTO, students, and staff feedback was positive. The designs have been added to a new special projects page on the District's website. Letters were hand-delivered to all neighbors, with one call back voicing concern about noise and parking.

Approval of the designs (at a Regular Board meeting) would include the concept of the 5-12 play structure and the discovery area. The tree theatre is not in the scope of the District's budget and would need to be funded by donation, school, or PTO. It will be an add alternate in the bid. Drainage and field use were reviewed. Discussion ensued.

Committee Chair Recommendation: Chair Lerman directed staff, based on discussion of the committee, to advance West Park Playground design concepts for approval at the February Regular Board Meeting as presented.

Discussion on Astor Place Playground: Executive Director Sheppard indicated that President Gaines, Director Leiner, and she met with a neighbor of the park. The neighbor asked if the Park District would consider flipping the playground and swing set back to the original location and setting the footprint closer to the road. The neighbor's current view is not obstructed and by making these few changes, it would remain so. For playground safety, a split rail fence and low bushes along the boundaries of the park was discussed. Executive Sheppard showed a new design for the sand box and the Board like the sand box concept. The committee stated that they preferred option 2 of the play structure as well as supporting the idea of reversing the orientation of the play equipment if the architects can make it work. Discussion ensued.

Committee Chair Recommendation: Chair Lerman directed staff, based on discussion of the committee, to advance the proposed Astor Park Playground design concept option 2 for approval at the February Regular Board Meeting as presented with the addition of the wishbone sandbox concept.

Matters from the Public: There was no one in attendance wishing to address the Board.

Discussion on Proposed Fitness Area (Location, Equipment, and Facility Improvements): Executive Director Sheppard led the discussion with background on the need for a fitness area. One of the top needs during the Master Plan survey was a fitness area. Location, relocation of programs, visits to other park district fitness areas, scope of construction, locker rooms, and equipment were reviewed. The fitness area would be targeted to open in November with a soft opening in October.

Mike Munson from Direct Fitness and Debby Jones from Life Fitness gave presentations including equipment information, buying versus leasing, lifespan, and room layout.

Director Leiner sent out RFP's for an architect specializing in small scale fitness areas. Staff recommended the District select Wight and Company for design services for the fitness area, locker rooms, and lowering the front desk.

Committee Chair Recommendation: Chair Lerman directed staff, based on discussion of the Committee, for staff to advance Precor fitness equipment for future approval at a Regular Board Meeting.

Committee Chair Recommendation: Chair Lerman directed staff, based on discussion of the Committee, to advance for approval, the Professional Services of Wight and Company with Bob Ijams as our contact person, for designs services for approval at the February Regular Board Meeting.

Budget and Capital Projects Fund 69 was discussed in regards to adding funds for a revitalization and ADA upgrades of the current shower and addition of a second shower room. Estimated costs for all options was reviewed. The Board discussed doing the designs of the current and second shower to get an idea of the expense. In addition, they would add money in the budget as a placeholder should the Board want to add a second shower room. The committee agreed the revitalization and ADA upgrades were a good idea for the current shower area. Discussion ensued.

Matters from the Public: Stefanie Boron and Josh Lutton shared their thoughts on fitness area bathrooms and showers.

Committee Chair Recommendation: Chair Lerman directed staff, based on the discussion of the Committee, to increase the fitness area construction/equipment FY2017/18 approval budget from \$310,000 to \$460,000 with final approval of expenditures by the Board once bids are submitted.



Other Business: Director Leiner reported that there is damage to the playground caused by the decay of wood at Vernon and Jefferson. This resulted in fencing off the playground until further evaluation by PDRMA this week. Director Leiner will know more about the status of this playground by next week's Board meeting.

Stefanie Boron commented on the fun features of the playground and is pleased the District is adding the sand feature.

Josh Lutton commented that Everyly Wildflower Sanctuary needs a layer of wood chips. Director Leiner stated that is slated for spring.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 9:20 p.m. which passed by unanimous voice vote.

Respectfully submitted,

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Lisa M. Sheppard  
Secretary

**GLENCOE PARK DISTRICT  
ORDINANCE No. 857**

**AN ORDINANCE DECLARING AS SURPLUS AND  
AUTHORIZING THE SALE OR OTHER CONVEYANCE OR  
DISPOSAL OF SURPLUS PERSONAL PROPERTY OF THE  
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

**WHEREAS**, the Glencoe Park District, Cook County, Illinois (“Park District”) owns personal property used in connection with the operation of the Park District and described as follows:

<u>Asset Tag</u>	<u>Description</u>	<u>Serial Number</u>
420006210010	Takiff Replace Skate Park Half Pipe	N/A
420006210019	Takiff Reconstruct Skate Park Center Ramp	N/A
420006280018	Takiff Skateboard Park	N/A
A20040024	Takiff Ramp, Skate Park	N/A
420007010023	SUV - Jeep Cherokee	N/A
420007010025	Truck Pickup - Chevrolet C1500 w/Lift Gate	N/A
420007010026	Truck Pickup - Chevrolet S-10	N/A
00803999A	Astor Place Playstructure	N/A

hereinafter known as the “Property”; and

**WHEREAS**, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the park district, in any manner that they may designate and with or without advertising; and

**WHEREAS**, the Board of Park Commissioners of the Park District (“Board”) has reviewed a staff report finding that the Property is no longer necessary, useful to or for the best interests of the Park District and recommending to sell or otherwise convey in the following manner: to trade, otherwise convey, or dispose.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, as follows:

**Section 1.** The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance by this reference.

**Section 2.** The Board finds that the Property is no longer necessary, useful to or for the best interests of the Park District and declares it to be for the best interests of the Park District and its residents to dispose of in the following manner: by trade in subject to the execution by the purchaser of an appropriate instrument whereby the purchaser acknowledges that the purchaser is purchasing the Property used, as is, without any warranties of any kind whatsoever, assumes all liabilities in connection with the Purchaser’s use of the Property, and releases, indemnifies and holds harmless the Park

District and its park commissioners, officers and employees against and from any and all such liabilities or by trade in, or disposal.

**Section 3.** The Board authorizes and directs the Executive Director of the Park District to take such action necessary to sell, or otherwise convey or dispose of the Property as herein authorized.

**Section 4.** This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 28<sup>th</sup> day of February 2017 by the affirmative roll call vote of three-fifths of the members of the Board of Park Commissioners as follows:

Ayes:

Nays:

Abstentions:

Absent:

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Steve Gaines, President  
Board of Park Commissioners  
Glencoe Park District

ATTEST:

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Ordinance No. **857**:

**AN ORDINANCE DECLARING AS SURPLUS AND  
AUTHORIZING THE SALE, CONVEYANCE OR DISPOSAL  
OF SURPLUS PERSONAL PROPERTY OF THE  
GLENCOE PARK DISTRICT, COOK COUNTY, ILLINOIS.**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 28<sup>th</sup> day of February 2017.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 28<sup>th</sup> day of February 2017.

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

[SEAL]



Glencoe Park District

# Voucher List of Bills

## By Vendor Set

Payment Dates 01/14/2017 - 02/24/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: AP Vendors - AP Vendors</b>					
<b>Vendor: 10136 - Advanced Disposal Services</b>					
Advanced Disposal Services	01/17/2017	5357	10-12-000-5353	Disposal Svc - Parks	238.00
Advanced Disposal Services	01/17/2017	5357	10-13-000-5353	Disposal Svc - Watts	106.00
Advanced Disposal Services	01/17/2017	5357	25-00-000-5353	Disposal Svc - Takiff	322.00
Advanced Disposal Services	01/17/2017	5357	65-00-016-5529	Disposal Svc - Playground She	488.00
Advanced Disposal Services	01/31/2017	5424	10-12-000-5353	Trash/Recycling - Parks	480.00
Advanced Disposal Services	02/14/2017	5501	10-12-000-5353	Trash/Recycling - Parks	238.00
Advanced Disposal Services	02/14/2017	5501	10-13-000-5353	Trash/Recycling - Watts	106.00
Advanced Disposal Services	02/14/2017	5501	25-00-000-5353	Trash/Recycling - Takiff	322.00
<b>Vendor 10136 - Advanced Disposal Services Total:</b>					<b>2,300.00</b>
<b>Vendor: 10098 - AFLAC</b>					
AFLAC	02/08/2017	5453	10-00-000-2170	Supplemental Afiac Coverage	370.96
<b>Vendor 10098 - AFLAC Total:</b>					<b>370.96</b>
<b>Vendor: 10739 - Airespring</b>					
Airespring	02/14/2017	5502	25-00-000-5210	Fiber Internet - February	1,486.49
<b>Vendor 10739 - Airespring Total:</b>					<b>1,486.49</b>
<b>Vendor: 10113 - Alison Faith</b>					
Alison Faith	02/08/2017	5454	25-25-786-5300	Contractual - Yoga Classes	329.02
<b>Vendor 10113 - Alison Faith Total:</b>					<b>329.02</b>
<b>Vendor: 10864 - All About Childcare Health, Ltd.</b>					
All About Childcare Health, Lt	01/17/2017	5358	25-26-000-5387	Nurse Services - Day Care 12/	85.00
All About Childcare Health, Lt	02/14/2017	5503	25-26-000-5387	Nurse Svcs - Day Care	85.00
<b>Vendor 10864 - All About Childcare Health, Ltd. Total:</b>					<b>170.00</b>
<b>Vendor: 10954 - Alpha Youth Sports, Inc.</b>					
Alpha Youth Sports, Inc.	01/17/2017	5359	25-25-707-5300	Online Coaching for House BB	490.00
Alpha Youth Sports, Inc.	01/17/2017	5359	25-25-708-5300	Online Coaching for House BB	220.00
Alpha Youth Sports, Inc.	01/17/2017	5359	25-25-711-5300	Online Coaching for House BB	480.00
<b>Vendor 10954 - Alpha Youth Sports, Inc. Total:</b>					<b>1,190.00</b>
<b>Vendor: 10973 - Altamanu, Inc.</b>					
Altamanu, Inc.	02/21/2017	5538	69-00-000-5517	Astor Park Design Svcs	2,313.80
Altamanu, Inc.	02/21/2017	5538	69-00-000-5519	Community Input Mtg	932.50
Altamanu, Inc.	02/21/2017	5538	69-00-000-5520	Lakefront Park Design Svcs	1,382.94
Altamanu, Inc.	02/21/2017	5538	69-00-000-5525	West Playground Design Svcs	15,172.58
Altamanu, Inc.	02/21/2017	5538	69-00-000-5527	Community Input Mtg	932.50
Altamanu, Inc.	02/21/2017	5538	69-00-000-5530	Takiff Parking Lot Design Svcs	1,101.87
<b>Vendor 10973 - Altamanu, Inc. Total:</b>					<b>21,836.19</b>
<b>Vendor: 10140 - Althoff Industries, Inc.</b>					
Althoff Industries, Inc.	01/17/2017	5360	25-00-000-5351	HVAC Repairs - Takiff	1,036.25
Althoff Industries, Inc.	01/17/2017	5360	25-00-000-5355	HVAC Mo Maint - Feb 2017	742.17
<b>Vendor 10140 - Althoff Industries, Inc. Total:</b>					<b>1,778.42</b>
<b>Vendor: 10946 - Amazon Capital Services</b>					
Amazon Capital Services	01/24/2017	5391	25-00-000-5342	Storage Bins - Catacomb Files	133.98
Amazon Capital Services	01/24/2017	5391	25-00-000-5362	Photography	68.95
Amazon Capital Services	01/24/2017	5391	25-26-000-5430	CPR Training Supplies - Day C	138.99
Amazon Capital Services	02/14/2017	5504	25-00-000-5362	Photography	330.94
Amazon Capital Services	02/14/2017	5504	25-25-401-5400	ELC Supplies	28.78
Amazon Capital Services	02/14/2017	5504	25-25-402-5400	ELC Supplies	28.78
Amazon Capital Services	02/14/2017	5504	25-25-403-5400	ELC Supplies	28.79
Amazon Capital Services	02/14/2017	5504	25-25-422-5400	Preschool Enrichment Supplie	33.99
Amazon Capital Services	02/14/2017	5504	25-25-601-5400	Kids Club Supplies	80.89
Amazon Capital Services	02/14/2017	5504	25-25-932-5400	School Day Off Supplies	70.05

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Payment Dates: 01/14/2017 - 02/24/2017

Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Amazon Capital Services	02/14/2017	5504	25-26-000-5403	Day Care Pgm Supplies	240.93
<b>Vendor 10946 - Amazon Capital Services Total:</b>					<b>1,185.07</b>
<b>Vendor: 10686 - American Building Services, LLC</b>					
American Building Services, LL	02/08/2017	5455	25-00-000-5351	Playground Door Repair - Taki	250.00
<b>Vendor 10686 - American Building Services, LLC Total:</b>					<b>250.00</b>
<b>Vendor: 10147 - American Outfitters, Ltd.</b>					
American Outfitters, Ltd.	02/21/2017	5539	10-11-000-5420	Apparel - Board	50.24
American Outfitters, Ltd.	02/21/2017	5539	10-11-000-5425	Apparel - Staff	202.98
<b>Vendor 10147 - American Outfitters, Ltd. Total:</b>					<b>253.22</b>
<b>Vendor: 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Krefthefer P.C.</b>					
Ancel, Glink, Diamond, Bush,	02/08/2017	5456	10-11-000-5310	Legal Svcs - Jan 2017	947.50
<b>Vendor 10050 - Ancel, Glink, Diamond, Bush, Diacianni &amp; Krefthefer P.C. Total:</b>					<b>947.50</b>
<b>Vendor: 10970 - Aquarius Sail of Wisconsin</b>					
Aquarius Sail of Wisconsin	02/14/2017	5505	10-15-000-5990	Replacement Mast for Hobie	1,917.59
<b>Vendor 10970 - Aquarius Sail of Wisconsin Total:</b>					<b>1,917.59</b>
<b>Vendor: 10162 - AT &amp; T</b>					
AT & T	01/24/2017	5392	10-12-000-5210	Phone Svc - Parks	52.31
AT & T	01/24/2017	5392	10-13-000-5210	Phone Svc - Watts	39.30
AT & T	01/24/2017	5392	25-00-000-5210	Phone Svc - Takiff	1,227.86
<b>Vendor 10162 - AT &amp; T Total:</b>					<b>1,319.47</b>
<b>Vendor: 10455 - AT &amp; T</b>					
AT & T	02/08/2017	5457	10-14-000-5210	DSL Service - Beach	105.00
<b>Vendor 10455 - AT &amp; T Total:</b>					<b>105.00</b>
<b>Vendor: 10172 - Becker Arena Products</b>					
Becker Arena Products	02/08/2017	5458	10-13-000-5416	Ice Making Supplies - Watts	51.08
<b>Vendor 10172 - Becker Arena Products Total:</b>					<b>51.08</b>
<b>Vendor: 10473 - BMO Harris Bank N.A.</b>					
BMO Harris Bank N.A.	01/17/2017	5361	10-11-000-5301	Postage for Admin Mailings	32.40
BMO Harris Bank N.A.	01/17/2017	5361	10-11-000-5342	Staff Meeting Supplies	440.11
BMO Harris Bank N.A.	01/17/2017	5361	10-11-000-5402	Law Books/Newspaper Subscr	120.00
BMO Harris Bank N.A.	01/17/2017	5361	10-11-000-5730	IGFOA Annual Dues Renewal	200.00
BMO Harris Bank N.A.	01/17/2017	5361	10-12-000-5342	Parks Staff Luncheon	92.38
BMO Harris Bank N.A.	01/17/2017	5361	10-12-000-5425	Staff Appreciation Gift	57.12
BMO Harris Bank N.A.	01/17/2017	5361	10-13-000-5415	Watts Decor	117.72
BMO Harris Bank N.A.	01/17/2017	5361	10-14-000-5361	Job Postings - Beach	200.00
BMO Harris Bank N.A.	01/17/2017	5361	10-15-000-5361	Job Postings - Boathouse	100.00
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-1300	Cubs Tickets for AQ & CA Cam	5,242.60
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5321	Constant Contact Marketing	90.31
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5340	CPRP Renewal - Mike	60.00
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5342	Staff Appreciation Gift - Rec	25.00
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5360	Marketing/Graphics	493.95
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5406	PA System Cord Adapters	16.98
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5420	General Supplies - Events	84.92
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5483	Takiff Ceiling Tiles	355.04
BMO Harris Bank N.A.	01/17/2017	5361	25-00-000-5584	Cotton Candy Machine	895.36
BMO Harris Bank N.A.	01/17/2017	5361	25-25-401-5400	Preschool Supplies	188.28
BMO Harris Bank N.A.	01/17/2017	5361	25-25-403-5400	Duffle Bags for Fire Drills	48.98
BMO Harris Bank N.A.	01/17/2017	5361	25-25-421-5400	Prsch Enrich Supplies	42.52
BMO Harris Bank N.A.	01/17/2017	5361	25-25-601-5400	Kids Club Supplies	17.99
BMO Harris Bank N.A.	01/17/2017	5361	25-25-615-5400	Ceramic Supplies	218.08
BMO Harris Bank N.A.	01/17/2017	5361	25-25-901-5400	Winter Carnival Supplies	139.99
BMO Harris Bank N.A.	01/17/2017	5361	25-25-932-5300	Contractual - School Day Off T	727.89
BMO Harris Bank N.A.	01/17/2017	5361	25-25-932-5400	School Day Off Supplies	288.22
BMO Harris Bank N.A.	01/17/2017	5361	25-25-943-5400	Itty Bitty NY Supplies	170.57
BMO Harris Bank N.A.	01/17/2017	5361	25-26-000-5361	Job Postings - Day Care	270.00
BMO Harris Bank N.A.	01/17/2017	5361	25-26-000-5403	Day Care Pgm Supplies	350.56
BMO Harris Bank N.A.	01/17/2017	5361	69-00-000-5502	Berlin Park Plaque	1,029.00
BMO Harris Bank N.A.	02/21/2017	5540	10-11-000-5340	Staff Dinner/Parking/Lodging	776.88

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
BMO Harris Bank N.A.	02/21/2017	5540	10-11-000-5340	CREDIT - IPRA Reg Fees	-430.00
BMO Harris Bank N.A.	02/21/2017	5540	10-11-000-5342	Lunch Meetings/Notary Appli	119.13
BMO Harris Bank N.A.	02/21/2017	5540	10-11-000-5402	Administrative Publications	211.00
BMO Harris Bank N.A.	02/21/2017	5540	10-12-000-5340	IPRA Conf Lodging - Parks	139.71
BMO Harris Bank N.A.	02/21/2017	5540	10-12-000-5370	2 Welding Tanks Rental 2015-	507.84
BMO Harris Bank N.A.	02/21/2017	5540	10-12-000-5481	2 Welding Tanks - Purchase	530.38
BMO Harris Bank N.A.	02/21/2017	5540	10-12-000-5583	Office Furniture - Parks Office	2,797.00
BMO Harris Bank N.A.	02/21/2017	5540	10-13-000-5412	Scrubber Parts - Watts CREDI	-16.48
BMO Harris Bank N.A.	02/21/2017	5540	10-13-000-5412	Scrubber Parts - Watts	155.60
BMO Harris Bank N.A.	02/21/2017	5540	10-13-000-5730	Pandora Music Subscription	26.95
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5301	Postage	38.69
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5321	Constant Contact Marketing	90.31
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5340	Staff Dinner/Lodging/Class - I	803.62
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5360	Marketing/Graphic Elements	148.57
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5361	Zip Recruiter Job Postings	300.00
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5362	Stock Photos - Shutterstock	98.00
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5420	Helium Tank for Special Event	322.49
BMO Harris Bank N.A.	02/21/2017	5540	25-00-000-5484	Solar Batteries for Takiff	510.60
BMO Harris Bank N.A.	02/21/2017	5540	25-25-310-5400	Adult Workshop Supplies	234.50
BMO Harris Bank N.A.	02/21/2017	5540	25-25-402-5400	Marriott Tickets - ELC Field Tri	400.00
BMO Harris Bank N.A.	02/21/2017	5540	25-25-615-5400	Supplies - Ceramics	664.61
BMO Harris Bank N.A.	02/21/2017	5540	25-25-901-5400	Supplies - Winter Carnival	51.76
BMO Harris Bank N.A.	02/21/2017	5540	25-25-933-5400	Supplies - Teen Skate Night	11.98
BMO Harris Bank N.A.	02/21/2017	5540	25-26-000-5360	Day Care/EC Printing/Marketi	624.35
BMO Harris Bank N.A.	02/21/2017	5540	25-26-000-5403	Day Care Program Supplies	167.05
BMO Harris Bank N.A.	02/21/2017	5540	45-00-000-5587	Carseats for Jeep	199.98
BMO Harris Bank N.A.	02/21/2017	5540	45-00-000-5765	CPR/First Aid Training Supplie	161.53
BMO Harris Bank N.A.	02/21/2017	5540	65-00-016-5517	Bollards for Watts	2,933.94
BMO Harris Bank N.A.	02/21/2017	5540	65-00-016-5526	Replacement Chairs for Presc	2,120.00
<b>Vendor 10473 - BMO Harris Bank N.A. Total:</b>					<b>26,815.96</b>
<b>Vendor: 10656 - Call One</b>					
Call One	01/17/2017	5363	25-00-000-5210	T1 Svc - Watts	335.36
Call One	02/14/2017	5507	25-00-000-5210	T1 Phone Line - Watts	335.36
<b>Vendor 10656 - Call One Total:</b>					<b>670.72</b>
<b>Vendor: 10190 - Ceramic Supply Chicago, Inc.</b>					
Ceramic Supply Chicago, Inc.	01/31/2017	5425	25-25-615-5400	Ceramic Supplies	840.84
<b>Vendor 10190 - Ceramic Supply Chicago, Inc. Total:</b>					<b>840.84</b>
<b>Vendor: 10062 - Chess Scholars</b>					
Chess Scholars	02/14/2017	5508	25-25-629-5300	Contractual - Fall Chess Classe	6,662.50
<b>Vendor 10062 - Chess Scholars Total:</b>					<b>6,662.50</b>
<b>Vendor: 10196 - Chicago Communications, LLC</b>					
Chicago Communications, LLC	01/31/2017	5426	10-14-000-5450	Radios/Headsets - Beach	91.00
Chicago Communications, LLC	01/31/2017	5426	65-00-016-5524	Radios/Headsets - Takiff	1,700.00
<b>Vendor 10196 - Chicago Communications, LLC Total:</b>					<b>1,791.00</b>
<b>Vendor: 10552 - Chicago Tribune Media Group</b>					
Chicago Tribune Media Group	02/14/2017	5509	10-11-000-5311	Legal Notices	52.07
<b>Vendor 10552 - Chicago Tribune Media Group Total:</b>					<b>52.07</b>
<b>Vendor: 10802 - Clauss Brothers Inc.</b>					
Clauss Brothers Inc.	01/24/2017	5393	69-00-000-5502	Berlin Park Proj - Payout #8	3,705.00
<b>Vendor 10802 - Clauss Brothers Inc. Total:</b>					<b>3,705.00</b>
<b>Vendor: 10505 - Comcast</b>					
Comcast	01/17/2017	5364	10-12-000-5210	Internet Svc - Parks	297.04
Comcast	01/24/2017	5394	10-13-000-5210	Internet/Cable TV - Watts	200.89
Comcast	02/14/2017	5510	10-12-000-5210	Parks/Facility Internet Svc - Fe	86.96
Comcast	02/21/2017	5542	10-13-000-5210	Watts - Cable TV/Internet (Fe	200.89
<b>Vendor 10505 - Comcast Total:</b>					<b>785.78</b>
<b>Vendor: 10876 - Comdata</b>					
Comdata	02/08/2017	5460	10-11-000-5342	Board Meeting Supplies	37.72

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Comdata	02/08/2017	5460	10-13-000-5470	Watts Concessions Supplies	26.07
Comdata	02/08/2017	5460	25-00-000-5405	Party Rental Supplies	11.67
Comdata	02/08/2017	5460	25-25-312-5400	Adult Wkshop Supplies	11.00
Comdata	02/08/2017	5460	25-25-402-5400	ELC Supplies	75.51
Comdata	02/08/2017	5460	25-25-403-5400	ELC Supplies	33.10
Comdata	02/08/2017	5460	25-25-421-5400	Preschool Enrichment Supplie	16.59
Comdata	02/08/2017	5460	25-25-422-5400	Preschool Enrichment Supplie	3.49
Comdata	02/08/2017	5460	25-25-428-5400	Preschool Enrichment Supplie	3.00
Comdata	02/08/2017	5460	25-25-932-5400	School Day Off Supplies	26.56
Comdata	02/08/2017	5460	25-26-000-5403	Day Care Pgm Supplies	123.32
Comdata	02/08/2017	5460	25-26-000-5409	Day Care Internal Food Svc	42.30
<b>Vendor 10876 - Comdata Total:</b>					<b>410.33</b>
<b>Vendor: 10208 - Commonwealth Edison</b>					
Commonwealth Edison	02/08/2017	5461	10-12-000-5230	Electricity - Parks	149.43
<b>Vendor 10208 - Commonwealth Edison Total:</b>					<b>149.43</b>
<b>Vendor: 10969 - Cook County Clerk</b>					
Cook County Clerk	02/14/2017	5512	10-11-000-5730	Notary Public Commission 20	10.00
<b>Vendor 10969 - Cook County Clerk Total:</b>					<b>10.00</b>
<b>Vendor: 10215 - Craftwood Lumber Company</b>					
Craftwood Lumber Company	02/08/2017	5462	25-00-000-5420	General Supplies - Takiff	125.39
Craftwood Lumber Company	02/08/2017	5462	25-00-000-5482	Hardware - Takiff	28.35
Craftwood Lumber Company	02/08/2017	5462	25-00-000-5484	Electrical Supplies - Takiff	39.00
Craftwood Lumber Company	02/08/2017	5462	25-00-000-5486	Plumbing Supplies - Takiff	21.98
<b>Vendor 10215 - Craftwood Lumber Company Total:</b>					<b>214.72</b>
<b>Vendor: 10324 - Decatur Blueprint, Inc.</b>					
Decatur Blueprint, Inc.	01/24/2017	5395	25-00-000-5360	Park Events Posters	591.83
<b>Vendor 10324 - Decatur Blueprint, Inc. Total:</b>					<b>591.83</b>
<b>Vendor: 10333 - Dermatec Direct</b>					
Dermatec Direct	01/24/2017	5396	25-26-000-5412	Gloves/Exam Paper - Day Car	627.94
<b>Vendor 10333 - Dermatec Direct Total:</b>					<b>627.94</b>
<b>Vendor: 10334 - Discount School Supply</b>					
Discount School Supply	01/17/2017	5365	25-25-401-5400	Classroom Supplies - Prescho	58.03
Discount School Supply	01/17/2017	5365	25-25-402-5400	Classroom Supplies - Prescho	58.19
Discount School Supply	01/17/2017	5365	25-25-403-5400	Classroom Supplies - Prescho	58.03
Discount School Supply	01/17/2017	5365	25-26-000-5403	Classroom Supplies - Day Care	247.83
Discount School Supply	01/24/2017	5397	25-25-401-5400	ELC Pgm Supplies	64.53
Discount School Supply	01/24/2017	5397	25-25-402-5400	ELC Pgm Supplies	64.54
Discount School Supply	01/24/2017	5397	25-25-403-5400	ELC Pgm Supplies	64.54
Discount School Supply	01/24/2017	5397	25-26-000-5403	Day Care Pgm Supplies	154.89
Discount School Supply	01/31/2017	5428	25-26-000-5403	Day Care Pgm Supplies	117.88
Discount School Supply	02/14/2017	5513	25-26-000-5403	Day Care Program Supplies	239.56
Discount School Supply	02/21/2017	5543	25-00-000-5420	General Supplies	28.68
Discount School Supply	02/21/2017	5543	25-25-615-5400	Ceramics Supplies	103.98
<b>Vendor 10334 - Discount School Supply Total:</b>					<b>1,260.68</b>
<b>Vendor: 10335 - Domino's Pizza</b>					
Domino's Pizza	02/14/2017	5514	25-25-810-5400	Pizza - Camp Reunion Night	108.81
Domino's Pizza	02/14/2017	5514	25-25-833-5400	Pizza - Camp Reunion Night	108.82
<b>Vendor 10335 - Domino's Pizza Total:</b>					<b>217.63</b>
<b>Vendor: 10670 - Dorma USA, Inc</b>					
Dorma USA, Inc	02/14/2017	5515	25-00-000-5351	Repair ELC Front Door - Takiff	1,212.00
<b>Vendor 10670 - Dorma USA, Inc Total:</b>					<b>1,212.00</b>
<b>Vendor: 10341 - Excalibur Technology Corporation</b>					
Excalibur Technology Corpora	01/24/2017	5398	10-11-000-5355	TSS Maint - 1/3/17	575.00
Excalibur Technology Corpora	02/08/2017	5463	10-11-000-5355	TSS - Phone (January)	48.52
Excalibur Technology Corpora	02/21/2017	5544	10-11-000-5355	TSS Maint - 2/9/17	175.00
<b>Vendor 10341 - Excalibur Technology Corporation Total:</b>					<b>798.52</b>



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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10402 - F.J. Kerrigan Plumbing Co.</b>					
F.J. Kerrigan Plumbing Co.	01/24/2017	5399	25-00-000-5352	Plumbing Repairs - Takiff	665.00
<b>Vendor 10402 - F.J. Kerrigan Plumbing Co. Total:</b>					<b>665.00</b>
<b>Vendor: 10673 - FAMOS! DJ Entertainment</b>					
FAMOS! DJ Entertainment	01/31/2017	5429	25-25-903-5300	Contractual - DJ for Dad/Daug	217.00
FAMOS! DJ Entertainment	02/08/2017	5464	25-25-903-5300	Contractual - DJ for Dad/Daug	433.00
<b>Vendor 10673 - FAMOS! DJ Entertainment Total:</b>					<b>650.00</b>
<b>Vendor: 10405 - First Student</b>					
First Student	01/31/2017	5430	25-25-932-5300	Contractual - School Day Off B	223.11
First Student	02/21/2017	5545	25-25-932-5300	Contractual - Bus for School D	216.74
<b>Vendor 10405 - First Student Total:</b>					<b>439.85</b>
<b>Vendor: 10941 - For the Game</b>					
For the Game	01/24/2017	5400	25-25-740-5300	Travel Basketball Tournament	480.00
<b>Vendor 10941 - For the Game Total:</b>					<b>480.00</b>
<b>Vendor: 10906 - Forestry Suppliers, Inc.</b>					
Forestry Suppliers, Inc.	01/24/2017	5401	10-12-000-5492	Trees/Shrubs	1,054.10
<b>Vendor 10906 - Forestry Suppliers, Inc. Total:</b>					<b>1,054.10</b>
<b>Vendor: 10570 - FP Mailing Solutions</b>					
FP Mailing Solutions	01/24/2017	5402	10-11-000-5370	Postage Meter Rental	152.85
FP Mailing Solutions	02/14/2017	5516	10-11-000-5370	Mail Machine Rental - Takiff	241.77
<b>Vendor 10570 - FP Mailing Solutions Total:</b>					<b>394.62</b>
<b>Vendor: 10346 - Fun Express</b>					
Fun Express	01/17/2017	5366	25-25-901-5400	Winter Carnival Supplies	460.11
Fun Express	02/14/2017	5517	25-25-903-5400	Dad/Daughter Dance Supplies	302.40
<b>Vendor 10346 - Fun Express Total:</b>					<b>762.51</b>
<b>Vendor: 10354 - Germania Seed Company</b>					
Germania Seed Company	02/08/2017	5465	10-12-000-5490	Plantings/Flowers	89.60
<b>Vendor 10354 - Germania Seed Company Total:</b>					<b>89.60</b>
<b>Vendor: 10357 - Glenbrook Auto Parts Inc.</b>					
Glenbrook Auto Parts Inc.	02/08/2017	5466	10-12-000-5450	Equipment Parts - Parks	173.32
<b>Vendor 10357 - Glenbrook Auto Parts Inc. Total:</b>					<b>173.32</b>
<b>Vendor: 10358 - Glencoe Chamber of Commerce</b>					
Glencoe Chamber of Commer	02/08/2017	5467	10-11-000-5730	Annual Dues	360.00
<b>Vendor 10358 - Glencoe Chamber of Commerce Total:</b>					<b>360.00</b>
<b>Vendor: 10837 - Gordon Food Service, Inc.</b>					
Gordon Food Service, Inc.	02/08/2017	5468	25-25-401-5400	ELC Supplies	75.14
Gordon Food Service, Inc.	02/08/2017	5468	25-25-402-5400	ELC Supplies	75.14
Gordon Food Service, Inc.	02/08/2017	5468	25-25-403-5400	ELC Supplies	75.15
Gordon Food Service, Inc.	02/08/2017	5468	25-25-601-5400	Kids Club Supplies	73.14
Gordon Food Service, Inc.	02/08/2017	5468	25-26-000-5409	Day Care Internal Food Svc	745.22
Gordon Food Service, Inc.	02/08/2017	5468	25-26-000-5460	Day Care Food Supplies - Equi	346.92
Gordon Food Service, Inc.	02/14/2017	5518	25-25-401-5400	ELC Snack Supplies	65.26
Gordon Food Service, Inc.	02/14/2017	5518	25-25-402-5400	ELC Snack Supplies	65.26
Gordon Food Service, Inc.	02/14/2017	5518	25-25-403-5400	ELC Snack Supplies	65.25
Gordon Food Service, Inc.	02/14/2017	5518	25-26-000-5409	Day Care Internal Food Svc	1,018.24
Gordon Food Service, Inc.	02/14/2017	5518	25-26-000-5460	Day Care Food Supplies/Equip	147.79
<b>Vendor 10837 - Gordon Food Service, Inc. Total:</b>					<b>2,752.51</b>
<b>Vendor: 10370 - Grainger Inc.</b>					
Grainger Inc.	01/17/2017	5367	10-12-000-5588	Bldg Improvements - Parks	321.34
Grainger Inc.	01/17/2017	5367	10-13-000-5451	Bldg Parts - Watts	319.99
Grainger Inc.	01/17/2017	5367	25-00-000-5486	Plumbing Supplies - Takiff	231.20
Grainger Inc.	01/24/2017	5403	10-12-000-5484	Electrical Supplies - Parks	235.78
Grainger Inc.	01/24/2017	5403	25-00-000-5412	Cleaning Supplies - Takiff	743.52
Grainger Inc.	01/24/2017	5403	25-00-000-5420	General Supplies - Takiff	74.76
Grainger Inc.	01/24/2017	5403	25-00-000-5484	Electrical Supplies - Takiff	900.60
Grainger Inc.	01/24/2017	5403	25-00-000-5486	Plumbing Supplies - Takiff	138.72
Grainger Inc.	02/08/2017	5469	10-13-000-5401	Office Supplies - Watts	37.47

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Grainger Inc.	02/21/2017	5546	10-12-000-5481	Construction Supplies - Takiff	230.23
Grainger Inc.	02/21/2017	5546	25-00-000-5486	Plumbing Supplies - Takiff	101.53
<b>Vendor 10370 - Grainger Inc. Total:</b>					<b>3,335.14</b>
<b>Vendor: 10325 - Grand Food Center</b>					
Grand Food Center	01/31/2017	5431	25-26-000-5409	Milk - Day Care	149.50
<b>Vendor 10325 - Grand Food Center Total:</b>					<b>149.50</b>
<b>Vendor: 10094 - Haley Stone</b>					
Haley Stone	02/08/2017	5470	25-25-786-5300	Contractual - WERQ Fitness Cl	389.90
<b>Vendor 10094 - Haley Stone Total:</b>					<b>389.90</b>
<b>Vendor: 10083 - Helen's Ultimate Fitness Inc.</b>					
Helen's Ultimate Fitness Inc.	01/31/2017	5432	25-25-653-5300	Contractual - Costume/Set Fe	4,680.00
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-406-5300	Presch Hip Hop - Fall 2016	976.80
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-418-5300	Mitey Movement - Fall 2016	1,564.36
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-419-5300	Ballet Basics - Fall 2016	5,880.04
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-506-5300	K Hip Hop - Fall 2016	3,781.16
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-607-5300	Youth Hip Hop - Fall 2016	8,374.31
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-639-5300	Youth Yoga - Fall 2016	2,147.32
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-653-5300	Broadway Bound - Fall 2016	35,670.96
Helen's Ultimate Fitness Inc.	01/31/2017	5433	25-25-654-5300	Jazz Dance - Fall 2016	1,797.99
<b>Vendor 10083 - Helen's Ultimate Fitness Inc. Total:</b>					<b>64,872.94</b>
<b>Vendor: 10384 - Home Depot Credit Services</b>					
Home Depot Credit Services	01/24/2017	5404	10-12-000-5481	Construction Supplies - Parks	277.83
Home Depot Credit Services	01/24/2017	5404	10-12-000-5488	Power Tools - Parks	35.97
Home Depot Credit Services	01/24/2017	5404	10-12-000-5588	Bldg Improvements - Parks	838.73
Home Depot Credit Services	01/24/2017	5404	65-00-016-5529	Replace Playground Sheds - T	1,043.04
<b>Vendor 10384 - Home Depot Credit Services Total:</b>					<b>2,195.57</b>
<b>Vendor: 10934 - IC Signs &amp; Graphics</b>					
IC Signs & Graphics	02/21/2017	5547	25-00-000-5360	Logo on Mini Golf Flags	342.00
<b>Vendor 10934 - IC Signs &amp; Graphics Total:</b>					<b>342.00</b>
<b>Vendor: 10390 - Idlewood Electric Supply Inc.</b>					
Idlewood Electric Supply Inc.	01/17/2017	5368	25-00-000-5484	Electrical Supply - Takiff	184.56
<b>Vendor 10390 - Idlewood Electric Supply Inc. Total:</b>					<b>184.56</b>
<b>Vendor: 10557 - IL Dept of Employment Security</b>					
IL Dept of Employment Securi	02/21/2017	5548	45-00-000-5653	4th Quarter Unemployment	9,231.00
<b>Vendor 10557 - IL Dept of Employment Security Total:</b>					<b>9,231.00</b>
<b>Vendor: 10100 - IL Dept of Revenue</b>					
IL Dept of Revenue	01/20/2017	DFT0000384	10-00-000-2110	IL State Tax W/H	3,280.97
IL Dept of Revenue	02/03/2017	DFT0000391	10-00-000-2110	IL State Tax W/H	3,478.08
IL Dept of Revenue	02/17/2017	DFT0000396	10-00-000-2110	IL State Tax W/H	3,433.82
IL Dept of Revenue	02/24/2017	DFT0000401	10-00-000-2110	IL State Tax W/H	298.73
<b>Vendor 10100 - IL Dept of Revenue Total:</b>					<b>10,491.60</b>
<b>Vendor: 10484 - Illinois Govt. Finance Officers Association</b>					
Illinois Govt. Finance Officers	01/17/2017	5369	10-11-000-5340	Basic Gov't Acctg Seminar - Li	125.00
<b>Vendor 10484 - Illinois Govt. Finance Officers Association Total:</b>					<b>125.00</b>
<b>Vendor: 10101 - Illinois Municipal Retirement Fund</b>					
Illinois Municipal Retirement	01/30/2017	DFT0000387	10-00-000-2150	IMRF Contribution - Jan	29,906.68
Illinois Municipal Retirement	01/30/2017	DFT0000387	10-00-000-2155	IMRF Contribution - Jan	1,610.00
<b>Vendor 10101 - Illinois Municipal Retirement Fund Total:</b>					<b>31,516.68</b>
<b>Vendor: 10393 - Imperial Vending, Inc.</b>					
Imperial Vending, Inc.	02/08/2017	5471	10-11-000-5420	Staff Coffee - Takiff	40.50
Imperial Vending, Inc.	02/08/2017	5471	10-12-000-5420	Staff Coffee - Parks	40.50
<b>Vendor 10393 - Imperial Vending, Inc. Total:</b>					<b>81.00</b>
<b>Vendor: 10394 - Insty-Prints</b>					
Insty-Prints	01/24/2017	5405	25-26-000-5360	Mess Morning Marketing	552.59
<b>Vendor 10394 - Insty-Prints Total:</b>					<b>552.59</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10106 - IRS/Dept of Treasury</b>					
IRS/Dept of Treasury	01/20/2017	DFT0000382	10-00-000-2120	Social Security W/H	12,243.50
IRS/Dept of Treasury	01/20/2017	DFT0000383	10-00-000-2130	Medicare	2,863.46
IRS/Dept of Treasury	01/20/2017	DFT0000385	10-00-000-2100	Fed Income Tax W/H	10,266.83
IRS/Dept of Treasury	02/03/2017	DFT0000389	10-00-000-2120	Social Security W/H	12,967.70
IRS/Dept of Treasury	02/03/2017	DFT0000390	10-00-000-2130	Medicare	3,032.78
IRS/Dept of Treasury	02/03/2017	DFT0000392	10-00-000-2100	Fed Income Tax W/H	10,484.56
IRS/Dept of Treasury	02/17/2017	DFT0000394	10-00-000-2120	Social Security W/H	12,837.38
IRS/Dept of Treasury	02/17/2017	DFT0000395	10-00-000-2130	Medicare	3,002.22
IRS/Dept of Treasury	02/17/2017	DFT0000397	10-00-000-2100	Fed Income Tax W/H	10,409.29
IRS/Dept of Treasury	02/24/2017	DFT0000399	10-00-000-2120	Social Security W/H	1,054.00
IRS/Dept of Treasury	02/24/2017	DFT0000400	10-00-000-2130	Medicare	246.50
IRS/Dept of Treasury	02/24/2017	DFT0000402	10-00-000-2100	Fed Income Tax W/H	741.60
<b>Vendor 10106 - IRS/Dept of Treasury Total:</b>					<b>80,149.82</b>
<b>Vendor: 10399 - Jorson &amp; Carlson Company Inc.</b>					
Jorson & Carlson Company In	01/17/2017	5370	10-13-000-5356	Maint Svc - Zamboni	5.75
Jorson & Carlson Company In	01/24/2017	5406	10-13-000-5356	Zamboni Maintenance	116.55
Jorson & Carlson Company In	02/14/2017	5520	10-13-000-5356	Zamboni Maintenance	36.55
<b>Vendor 10399 - Jorson &amp; Carlson Company Inc. Total:</b>					<b>158.85</b>
<b>Vendor: 10877 - Judith Roin</b>					
Judith Roin	01/31/2017	5435	25-25-785-5300	Contractual - Yoga Substitute	73.65
<b>Vendor 10877 - Judith Roin Total:</b>					<b>73.65</b>
<b>Vendor: 10070 - Julie Ratowitz</b>					
Julie Ratowitz	01/31/2017	5436	25-00-000-5305	Contractual - Frozen Bday Par	890.00
Julie Ratowitz	02/21/2017	5549	10-13-000-5305	Contractual - Star Wars Birthd	300.00
<b>Vendor 10070 - Julie Ratowitz Total:</b>					<b>1,190.00</b>
<b>Vendor: 10425 - Kathleen Wolf</b>					
Kathleen Wolf	02/08/2017	5472	25-25-903-5300	Contractual - Dad/Daughter D	400.00
<b>Vendor 10425 - Kathleen Wolf Total:</b>					<b>400.00</b>
<b>Vendor: 10401 - Ken's Quick Print Inc.</b>					
Ken's Quick Print Inc.	02/14/2017	5521	25-00-000-5401	Office Supplies	159.95
<b>Vendor 10401 - Ken's Quick Print Inc. Total:</b>					<b>159.95</b>
<b>Vendor: 10404 - Konica Minolta Business Solutions USA Inc.</b>					
Konica Minolta Business Solut	01/17/2017	5372	25-00-000-5355	Copy Machine Maint - Dec	71.25
Konica Minolta Business Solut	02/14/2017	5523	25-00-000-5355	Copy Machine Maint - Januar	147.08
<b>Vendor 10404 - Konica Minolta Business Solutions USA Inc. Total:</b>					<b>218.33</b>
<b>Vendor: 10071 - Kwamell Laseter</b>					
Kwamell Laseter	01/17/2017	5373	25-25-707-5300	Basketball Referee 1,21, 1/28	234.00
Kwamell Laseter	01/17/2017	5373	25-25-708-5300	Basketball Referee 1/28 & 1/2	117.00
Kwamell Laseter	01/17/2017	5373	25-25-740-5300	Basketball Referee 1/28 & 1/2	46.00
Kwamell Laseter	01/31/2017	5437	25-25-707-5300	Basketball Referee - 2/4	117.00
Kwamell Laseter	01/31/2017	5437	25-25-740-5300	Basketball Referee - 2/5	46.00
Kwamell Laseter	02/08/2017	5473	25-25-707-5300	Basketball Referee	78.00
Kwamell Laseter	02/08/2017	5473	25-25-708-5300	Basketball Referee	39.00
Kwamell Laseter	02/08/2017	5473	25-25-740-5300	Basketball Referee	124.00
Kwamell Laseter	02/21/2017	5550	25-25-707-5300	Contractual - Basketball Refer	117.00
<b>Vendor 10071 - Kwamell Laseter Total:</b>					<b>918.00</b>
<b>Vendor: 10406 - Lakeshore Learning Material</b>					
Lakeshore Learning Material	01/31/2017	5438	25-25-401-5400	ELC Pgm Supplies	31.33
Lakeshore Learning Material	01/31/2017	5438	25-25-402-5400	ELC Pgm Supplies	32.00
Lakeshore Learning Material	01/31/2017	5438	25-25-403-5400	ELC Pgm Supplies	30.97
<b>Vendor 10406 - Lakeshore Learning Material Total:</b>					<b>94.30</b>
<b>Vendor: 10096 - Lawrence Wayne</b>					
Lawrence Wayne	01/17/2017	5374	25-25-707-5300	Basketball Referee 1/28/17	117.00
Lawrence Wayne	01/17/2017	5374	25-25-708-5300	Basketball Referee 1/21 & 1/2	39.00
Lawrence Wayne	01/17/2017	5374	25-25-711-5300	Basketball Referee 1/28/17	234.00
Lawrence Wayne	02/21/2017	5551	25-25-707-5300	Contractual - Basketball Refer	39.00

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
Lawrence Wayne	02/21/2017	5551	25-25-708-5300	Contractual - Basketball Refer	39.00
Lawrence Wayne	02/21/2017	5551	25-25-711-5300	Contractual - Basketball Refer	117.00
<b>Vendor 10096 - Lawrence Wayne Total:</b>					<b>585.00</b>
<b>Vendor: 10902 - Leah Shoshanah Cowen</b>					
Leah Shoshanah Cowen	02/08/2017	5474	25-26-000-5386	Yoga & Music for Day Care	400.00
<b>Vendor 10902 - Leah Shoshanah Cowen Total:</b>					<b>400.00</b>
<b>Vendor: 10156 - Little Red Hen</b>					
Little Red Hen	02/16/2017	5537	10-00-000-2500	Return of Concession Security	1,000.00
<b>Vendor 10156 - Little Red Hen Total:</b>					<b>1,000.00</b>
<b>Vendor: 10360 - Lowe's Business Acct/GEMB</b>					
Lowe's Business Acct/GEMB	02/14/2017	5524	10-12-000-5481	Construction Supplies - Parks	20.00
Lowe's Business Acct/GEMB	02/14/2017	5524	10-12-000-5483	Paint - Parks	72.12
Lowe's Business Acct/GEMB	02/14/2017	5524	25-00-000-5484	Electrical Supplies - Takiff	1,204.80
Lowe's Business Acct/GEMB	02/14/2017	5524	65-00-016-5508	Reinsdorf Field/Fence Repair	2,308.50
<b>Vendor 10360 - Lowe's Business Acct/GEMB Total:</b>					<b>3,605.42</b>
<b>Vendor: 10080 - Mad Science of N. Illinois</b>					
Mad Science of N. Illinois	02/08/2017	5475	25-25-617-5300	Contractual - Mad Science Cla	1,430.00
<b>Vendor 10080 - Mad Science of N. Illinois Total:</b>					<b>1,430.00</b>
<b>Vendor: 10895 - Mager Metal Art</b>					
Mager Metal Art	01/31/2017	5439	10-12-000-5585	Bench Donation Plaque	84.00
<b>Vendor 10895 - Mager Metal Art Total:</b>					<b>84.00</b>
<b>Vendor: 10120 - Magic of Gary Kantor</b>					
Magic of Gary Kantor	01/17/2017	5375	25-00-000-5305	Contractual - Magic Birthday	185.00
Magic of Gary Kantor	01/31/2017	5440	25-25-638-5300	Contractual - Magic Class	300.00
<b>Vendor 10120 - Magic of Gary Kantor Total:</b>					<b>485.00</b>
<b>Vendor: 10082 - Marianne Nicolosi</b>					
Marianne Nicolosi	02/08/2017	5476	25-25-786-5300	Contractual - Fitness Classes	803.75
<b>Vendor 10082 - Marianne Nicolosi Total:</b>					<b>803.75</b>
<b>Vendor: 10160 - Market Access</b>					
Market Access	02/21/2017	5552	10-13-000-5305	Alcohol Permit - Watts	175.00
<b>Vendor 10160 - Market Access Total:</b>					<b>175.00</b>
<b>Vendor: 10166 - Martin Supply Company, Inc.</b>					
Martin Supply Company, Inc.	02/21/2017	5553	25-00-000-5486	Plumbing Supplies - Takiff	144.90
<b>Vendor 10166 - Martin Supply Company, Inc. Total:</b>					<b>144.90</b>
<b>Vendor: 10174 - MCI</b>					
MCI	01/31/2017	5441	25-00-000-5210	Long Distance Phone Svc	64.91
<b>Vendor 10174 - MCI Total:</b>					<b>64.91</b>
<b>Vendor: 10191 - Menoni &amp; Mocogni</b>					
Menoni & Mocogni	02/21/2017	5554	10-12-000-5481	Construction Supplies - Parks	292.50
<b>Vendor 10191 - Menoni &amp; Mocogni Total:</b>					<b>292.50</b>
<b>Vendor: 10636 - Michiana, LLC</b>					
Michiana, LLC	02/21/2017	5555	25-25-932-5400	Lunches for School Day Off (2	450.00
<b>Vendor 10636 - Michiana, LLC Total:</b>					<b>450.00</b>
<b>Vendor: 10553 - MidAmerican Energy</b>					
MidAmerican Energy	02/08/2017	5477	10-12-000-5230	Bulk Energy - Parks	1,026.92
MidAmerican Energy	02/08/2017	5477	10-13-000-5230	Bulk Energy - Watts	9,496.66
MidAmerican Energy	02/08/2017	5477	10-14-000-5230	Bulk Energy - Beach	50.20
MidAmerican Energy	02/08/2017	5477	10-15-000-5230	Bulk Energy - Boathouse	180.28
MidAmerican Energy	02/08/2017	5477	25-00-000-5230	Bulk Energy - Takiff	8,986.35
MidAmerican Energy	02/14/2017	5525	10-13-000-5230	Bulk Energy - January - Watts	10,466.44
MidAmerican Energy	02/14/2017	5525	25-00-000-5230	Bulk Energy - January - Takiff	9,035.53
MidAmerican Energy	02/21/2017	5556	10-14-000-5230	Bulk Energy - Beach (January)	2.96
<b>Vendor 10553 - MidAmerican Energy Total:</b>					<b>39,245.34</b>
<b>Vendor: 10213 - Mutual Ace Hardware</b>					
Mutual Ace Hardware	02/08/2017	5478	10-12-000-5450	Equipment Supplies - Parks	41.38
Mutual Ace Hardware	02/08/2017	5478	10-12-000-5486	Plumbing Supplies - Parks	25.18

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Mutual Ace Hardware	02/08/2017	5478	10-12-000-5588	Building Improvements - Park	44.30
Mutual Ace Hardware	02/08/2017	5478	25-00-000-5484	Electrical Supplies - Takiff	35.98
Mutual Ace Hardware	02/08/2017	5478	25-00-000-5486	Plumbing Supplies - Takiff	119.50
Mutual Ace Hardware	02/08/2017	5478	25-25-901-5400	Winter Special Events Supplie	28.73
<b>Vendor 10213 - Mutual Ace Hardware Total:</b>					<b>295.07</b>
<b>Vendor: 8125 - Natalie Steinmetz</b>					
Natalie Steinmetz	01/17/2017	5377	25-00-000-5305	Contractual - Ceramics Bday P	175.00
Natalie Steinmetz	02/21/2017	5557	25-00-000-5305	Contractual - Ceramics Birthd	175.00
<b>Vendor 8125 - Natalie Steinmetz Total:</b>					<b>350.00</b>
<b>Vendor: 10103 - NCPERS-IL IMRF</b>					
NCPERS-IL IMRF	01/20/2017	5353	10-00-000-2160	IMRF Life-#03298	16.00
NCPERS-IL IMRF	02/03/2017	5419	10-00-000-2160	IMRF Life-#03298	128.00
<b>Vendor 10103 - NCPERS-IL IMRF Total:</b>					<b>144.00</b>
<b>Vendor: 10224 - North Shore Gas Company</b>					
North Shore Gas Company	01/17/2017	5378	10-12-000-5220	Gas/Heat - Parks	437.25
North Shore Gas Company	01/17/2017	5378	10-14-000-5220	Gas/Heat - Beach	88.12
North Shore Gas Company	01/31/2017	5443	10-13-000-5220	Gas/Heat - Watts	450.44
North Shore Gas Company	01/31/2017	5443	10-14-000-5220	Gas/Heat - Beach	21.89
North Shore Gas Company	01/31/2017	5443	25-00-000-5220	Gas/Heat - Takiff	2,796.40
North Shore Gas Company	02/08/2017	5479	10-12-000-5220	Fuel/Heat - Parks	2,204.35
North Shore Gas Company	02/08/2017	5479	10-14-000-5220	Fuel/Heat - Beach	36.67
<b>Vendor 10224 - North Shore Gas Company Total:</b>					<b>6,035.12</b>
<b>Vendor: 10228 - NSSRA</b>					
NSSRA	01/31/2017	5444	30-00-000-5755	Balance Due - 2016 Companio	21,038.69
NSSRA	02/08/2017	5480	30-00-000-1300	1st Installment - NSSRA 2017	31,476.25
NSSRA	02/08/2017	5480	30-00-000-5750	1st Installment - NSSRA 2017	16,225.00
<b>Vendor 10228 - NSSRA Total:</b>					<b>68,739.94</b>
<b>Vendor: 10085 - Ole Spanish Services LLC</b>					
Ole Spanish Services LLC	02/08/2017	5481	25-26-000-5386	Spanish for Day Care	200.00
<b>Vendor 10085 - Ole Spanish Services LLC Total:</b>					<b>200.00</b>
<b>Vendor: 10233 - Orkin Pest Control</b>					
Orkin Pest Control	01/31/2017	5445	25-00-000-5342	Mo Takiff Exterminator - Feb	178.25
<b>Vendor 10233 - Orkin Pest Control Total:</b>					<b>178.25</b>
<b>Vendor: 10235 - Otis Elevator Company</b>					
Otis Elevator Company	01/24/2017	5408	25-00-000-5355	Takiff Mo Elevator Maint - Fe	452.03
<b>Vendor 10235 - Otis Elevator Company Total:</b>					<b>452.03</b>
<b>Vendor: 10110 - PACT Administrative Services Corp</b>					
PACT Administrative Services	01/17/2017	5379	10-00-000-2175	FSA Plan Contributions - Jan	1,930.80
PACT Administrative Services	01/24/2017	5409	10-11-000-5600	FSA Plan Fees - Jan/Feb & PO	1,165.00
PACT Administrative Services	02/14/2017	5526	10-00-000-2175	FSA Plan Contributions - Feb 2	1,930.80
<b>Vendor 10110 - PACT Administrative Services Corp Total:</b>					<b>5,026.60</b>
<b>Vendor: 10104 - Partnership Financial Credit Union</b>					
Partnership Financial Credit U	01/20/2017	5354	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	01/20/2017	5354	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	01/20/2017	5354	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/03/2017	5420	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	02/03/2017	5420	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	02/03/2017	5420	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/03/2017	5420	10-00-000-2180	#880010320 Stowick	20.00
Partnership Financial Credit U	02/17/2017	5498	10-00-000-2180	#110123400 J. Barchenger	100.00
Partnership Financial Credit U	02/17/2017	5498	10-00-000-2180	#86720 Janis	30.00
Partnership Financial Credit U	02/17/2017	5498	10-00-000-2180	#95910 Mensinger	275.00
Partnership Financial Credit U	02/17/2017	5498	10-00-000-2180	#880010320 Stowick	20.00
<b>Vendor 10104 - Partnership Financial Credit Union Total:</b>					<b>1,255.00</b>
<b>Vendor: 10242 - PDRMA</b>					
PDRMA	01/31/2017	5446	10-11-000-5600	Health Insurance - Jan 2017	35,896.36

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
PDRMA	01/31/2017	5446	25-26-000-5600	Health Insurance - Jan 2017	12,781.13
<b>Vendor 10242 - PDRMA Total:</b>					<b>48,677.49</b>
<b>Vendor: 10374 - Postmaster Glencoe</b>					
Postmaster Glencoe	02/14/2017	5527	25-00-000-5301	Postage - Spring Brochure	1,000.00
<b>Vendor 10374 - Postmaster Glencoe Total:</b>					<b>1,000.00</b>
<b>Vendor: 10090 - Pride Dojo Inc.</b>					
Pride Dojo Inc.	01/24/2017	5410	25-25-725-5300	Contractual - Karate Classes	3,956.38
Pride Dojo Inc.	01/24/2017	5410	25-25-726-5300	Contractual - Karate Classes	593.58
<b>Vendor 10090 - Pride Dojo Inc. Total:</b>					<b>4,549.96</b>
<b>Vendor: 10398 - Purchase Advantage Card</b>					
Purchase Advantage Card	01/24/2017	5411	25-25-401-5400	ELC Pgm Supplies	34.97
Purchase Advantage Card	01/24/2017	5411	25-25-402-5400	ELC Pgm Supplies	6.28
Purchase Advantage Card	01/24/2017	5411	25-25-403-5400	ELC Pgm Supplies	1.00
Purchase Advantage Card	01/24/2017	5411	25-26-000-5403	Day Care Pgm Supplies	27.56
Purchase Advantage Card	02/21/2017	5558	25-25-421-5400	Supplies - Preschool Enrichme	9.48
<b>Vendor 10398 - Purchase Advantage Card Total:</b>					<b>79.29</b>
<b>Vendor: 10788 - QuickScores LLC</b>					
QuickScores LLC	01/24/2017	5412	25-25-707-5300	Contractual - Online Basketba	36.00
QuickScores LLC	01/24/2017	5412	25-25-708-5300	Contractual - Online Basketba	24.00
QuickScores LLC	01/24/2017	5412	25-25-711-5300	Online Basketball Scheduling	78.00
<b>Vendor 10788 - QuickScores LLC Total:</b>					<b>138.00</b>
<b>Vendor: 10259 - Quill Corporation</b>					
Quill Corporation	01/17/2017	5380	10-12-000-5401	Office Supplies - Parks	148.45
Quill Corporation	01/17/2017	5380	10-13-000-5401	Office Supplies - Watts	41.96
Quill Corporation	01/17/2017	5380	25-00-000-5401	Office Supplies - Takiff	144.12
Quill Corporation	01/17/2017	5380	25-26-000-5401	Office Supplies - Day Care	16.00
Quill Corporation	01/31/2017	5447	10-12-000-5402	Office Supplies - Parks	414.65
Quill Corporation	01/31/2017	5447	25-00-000-5355	Copy Machine Staples	50.96
Quill Corporation	01/31/2017	5447	25-00-000-5401	Office Supplies - Takiff	1,281.93
Quill Corporation	01/31/2017	5447	25-00-000-5401	CREDIT Office Supplies - Takiff	-9.72
Quill Corporation	01/31/2017	5447	25-00-000-5420	General Supplies - Takiff	103.84
Quill Corporation	01/31/2017	5447	25-26-000-5401	Office Supplies - Day Care	148.57
Quill Corporation	02/14/2017	5528	25-00-000-5401	Office Supplies - Takiff	491.79
Quill Corporation	02/21/2017	5559	10-14-000-5401	Office Supplies - Beach	14.79
Quill Corporation	02/21/2017	5559	25-00-000-5401	Office Supplies - Takiff	401.64
Quill Corporation	02/21/2017	5559	25-00-000-5420	General Supplies - Takiff	45.98
<b>Vendor 10259 - Quill Corporation Total:</b>					<b>3,294.96</b>
<b>Vendor: 10121 - Quiyann Laseter</b>					
Quiyann Laseter	01/17/2017	5381	25-25-711-5300	Basketball Referee 1/21/17	46.00
Quiyann Laseter	01/17/2017	5381	25-25-711-5300	Basketball Referee 1/28/17	46.00
Quiyann Laseter	01/31/2017	5448	25-25-707-5300	Contractual - Basketball Refer	117.00
Quiyann Laseter	01/31/2017	5448	25-25-711-5300	Contractual - Basketball Refer	117.00
Quiyann Laseter	02/08/2017	5483	25-25-707-5300	Basketball Referee	107.00
Quiyann Laseter	02/08/2017	5483	25-25-711-5300	Basketball Referee	107.00
Quiyann Laseter	02/08/2017	5483	25-25-740-5300	Basketball Referee	39.00
Quiyann Laseter	02/21/2017	5560	25-25-707-5300	Contractual - Basketball Refer	156.00
<b>Vendor 10121 - Quiyann Laseter Total:</b>					<b>735.00</b>
<b>Vendor: 10718 - R&amp;R Specialties of Wisconsin</b>					
R&R Specialties of Wisconsin	02/08/2017	5484	10-13-000-5418	Zamboni Supplies	126.85
<b>Vendor 10718 - R&amp;R Specialties of Wisconsin Total:</b>					<b>126.85</b>
<b>Vendor: 10073 - Raymond Laseter II</b>					
Raymond Laseter II	01/17/2017	5383	25-25-707-5300	Basketball Referee 1/21, 1/28	234.00
Raymond Laseter II	01/17/2017	5383	25-25-708-5300	Basketball Referee 1/28 & 1/2	39.00
Raymond Laseter II	01/17/2017	5383	25-25-711-5300	Basketball Referee 1/28 & 1/2	117.00
Raymond Laseter II	01/17/2017	5383	25-25-740-5300	Basketball Referee 1/28 & 1/2	78.00
<b>Vendor 10073 - Raymond Laseter II Total:</b>					<b>468.00</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10072 - Raymond Laseter</b>					
Raymond Laseter	01/17/2017	5382	25-25-707-5300	Basketball Referee 1/21, 1/28	153.00
Raymond Laseter	01/17/2017	5382	25-25-708-5300	Basketball Referee 1/28 & 1/2	204.00
Raymond Laseter	01/17/2017	5382	25-25-711-5300	Basketball Referee 1/28 & 1/2	306.00
Raymond Laseter	01/17/2017	5382	25-25-740-5300	Basketball Referee 1/28 & 1/2	161.00
Raymond Laseter	01/31/2017	5449	25-25-707-5300	Contractual - Basketball Refer	153.00
Raymond Laseter	01/31/2017	5449	25-25-708-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	01/31/2017	5449	25-25-711-5300	Contractual - Basketball Refer	153.00
Raymond Laseter	01/31/2017	5449	25-25-740-5300	Contractual - Basketball Refer	59.00
Raymond Laseter	02/08/2017	5486	25-25-707-5300	Basketball Referee	153.00
Raymond Laseter	02/08/2017	5486	25-25-708-5300	Basketball Referee	153.00
Raymond Laseter	02/08/2017	5486	25-25-711-5300	Basketball Referee	153.00
Raymond Laseter	02/08/2017	5486	25-25-740-5300	Basketball Referee	212.00
Raymond Laseter	02/21/2017	5561	25-25-707-5300	Contractual - Basketball Refer	102.00
Raymond Laseter	02/21/2017	5561	25-25-708-5300	Contractual - Basketball Refer	51.00
Raymond Laseter	02/21/2017	5561	25-25-711-5300	Contractual - Basketball Refer	153.00
<b>Vendor 10072 - Raymond Laseter Total:</b>					<b>2,268.00</b>
<b>Vendor: 10262 - Raynor Door Company</b>					
Raynor Door Company	01/17/2017	5384	25-00-000-5351	Building Repairs - Takiff	252.00
<b>Vendor 10262 - Raynor Door Company Total:</b>					<b>252.00</b>
<b>Vendor: 10597 - Ready Refresh by Nestle</b>					
Ready Refresh by Nestle	01/17/2017	5385	25-00-000-5420	Staff Drinking Water - Takiff	47.37
Ready Refresh by Nestle	02/14/2017	5529	25-00-000-5420	Staff Drinking Water	56.35
<b>Vendor 10597 - Ready Refresh by Nestle Total:</b>					<b>103.72</b>
<b>Vendor: 10966 - Real V LLC</b>					
Real V LLC	02/08/2017	5487	25-25-648-5300	Contractual - Cooking Classes	2,916.00
<b>Vendor 10966 - Real V LLC Total:</b>					<b>2,916.00</b>
<b>Vendor: 10375 - Record-A-Hit</b>					
Record-A-Hit	02/08/2017	5488	25-25-903-5300	Contractual - Photo Booth Da	500.00
<b>Vendor 10375 - Record-A-Hit Total:</b>					<b>500.00</b>
<b>Vendor: 10267 - Riedell Shoes, Inc.</b>					
Riedell Shoes, Inc.	01/24/2017	5413	25-25-203-5400	Ice Skate Laces	90.40
<b>Vendor 10267 - Riedell Shoes, Inc. Total:</b>					<b>90.40</b>
<b>Vendor: 10767 - Rite Portable Restrooms</b>					
Rite Portable Restrooms	02/08/2017	5489	10-14-000-5353	Portable Toilets - Beach	760.00
<b>Vendor 10767 - Rite Portable Restrooms Total:</b>					<b>760.00</b>
<b>Vendor: 10269 - RMC Inc.</b>					
RMC Inc.	02/14/2017	5530	10-13-000-5990	Power Outage/Surge Repairs	1,589.10
RMC Inc.	02/21/2017	5562	10-13-000-5990	Watts Repairs - Compressor C	1,198.00
<b>Vendor 10269 - RMC Inc. Total:</b>					<b>2,787.10</b>
<b>Vendor: 10535 - Robert Portle, M.M.</b>					
Robert Portle, M.M.	01/17/2017	5386	25-25-612-5300	Piano Tuning	80.00
<b>Vendor 10535 - Robert Portle, M.M. Total:</b>					<b>80.00</b>
<b>Vendor: 10270 - Rotary Club of Glencoe</b>					
Rotary Club of Glencoe	02/08/2017	5490	10-11-000-5730	Rotary Quarterly Dues	275.00
<b>Vendor 10270 - Rotary Club of Glencoe Total:</b>					<b>275.00</b>
<b>Vendor: 10275 - Sam's Club Direct Commercial Account Program</b>					
Sam's Club Direct Commercial	01/31/2017	5450	10-13-000-5470	Concession Items - Watts	21.74
Sam's Club Direct Commercial	01/31/2017	5450	25-00-000-5420	General Supplies - Takiff	208.00
Sam's Club Direct Commercial	01/31/2017	5450	25-25-403-5400	ELC Pgm Supplies	59.98
Sam's Club Direct Commercial	01/31/2017	5450	25-25-901-5400	Winter Carnival Supplies	77.21
Sam's Club Direct Commercial	01/31/2017	5450	25-25-932-5400	School Day Off Supplies	107.19
Sam's Club Direct Commercial	01/31/2017	5450	25-25-943-5400	Itty Bitty NY Supplies	34.32
<b>Vendor 10275 - Sam's Club Direct Commercial Account Program Total:</b>					<b>508.44</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor: 10654 - Sandra K Culver</b>					
Sandra K Culver	02/08/2017	5491	25-25-786-5300	Contractual - Rowing Classes	238.31
<b>Vendor 10654 - Sandra K Culver Total:</b>					<b>238.31</b>
<b>Vendor: 10276 - Scholastic Book Fair</b>					
Scholastic Book Fair	02/08/2017	5492	25-00-000-5408	Book Fair	255.63
<b>Vendor 10276 - Scholastic Book Fair Total:</b>					<b>255.63</b>
<b>Vendor: 10279 - Sherwin-Williams Company</b>					
Sherwin-Williams Company	02/08/2017	5493	10-12-000-5483	Paint - Parks	270.28
Sherwin-Williams Company	02/08/2017	5493	25-00-000-5483	Paint - Takiff	33.26
<b>Vendor 10279 - Sherwin-Williams Company Total:</b>					<b>303.54</b>
<b>Vendor: 10706 - Southeastern Security Consultants, Inc</b>					
Southeastern Security Consult	02/08/2017	5494	45-00-000-5335	Background Checks - January	37.00
<b>Vendor 10706 - Southeastern Security Consultants, Inc Total:</b>					<b>37.00</b>
<b>Vendor: 10108 - State Disbursement Unit</b>					
State Disbursement Unit	01/20/2017	5355	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	02/03/2017	5421	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
State Disbursement Unit	02/17/2017	5499	10-00-000-2190	M Barrios,335-98-0452,FIPS#	195.90
<b>Vendor 10108 - State Disbursement Unit Total:</b>					<b>587.70</b>
<b>Vendor: 10720 - Tebon's Gas Station</b>					
Tebon's Gas Station	02/08/2017	5495	10-13-000-5480	Propane - Watts	477.00
<b>Vendor 10720 - Tebon's Gas Station Total:</b>					<b>477.00</b>
<b>Vendor: 10294 - Telcom Innovations Group</b>					
Telcom Innovations Group	01/17/2017	5387	10-13-000-5350	Telephone/VM Svc - Watts	231.00
<b>Vendor 10294 - Telcom Innovations Group Total:</b>					<b>231.00</b>
<b>Vendor: 10153 - The Animal Store</b>					
The Animal Store	01/31/2017	5451	25-00-000-5305	Contractual - Animal Bday Par	300.00
The Animal Store	02/14/2017	5533	25-00-000-5305	Contractual - Animal Show Bir	300.00
<b>Vendor 10153 - The Animal Store Total:</b>					<b>600.00</b>
<b>Vendor: 1279 - Toni Cantagallo</b>					
Toni Cantagallo	02/14/2017	5535	25-25-203-5400	Reimbursement - Skating Clas	44.29
<b>Vendor 1279 - Toni Cantagallo Total:</b>					<b>44.29</b>
<b>Vendor: 10307 - Vanguard Energy Service, LLC</b>					
Vanguard Energy Service, LLC	01/31/2017	5452	10-13-000-5220	Bulk Electricity - Watts	536.39
Vanguard Energy Service, LLC	01/31/2017	5452	25-00-000-5220	Bulk Electricity - Takiff	4,350.36
<b>Vendor 10307 - Vanguard Energy Service, LLC Total:</b>					<b>4,886.75</b>
<b>Vendor: 10099 - Vantagepoint Trf Agents-457</b>					
Vantagepoint Trf Agents-457	01/20/2017	5356	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	02/03/2017	5422	10-00-000-2140	ICMA - A/C#301403	1,184.61
Vantagepoint Trf Agents-457	02/17/2017	5500	10-00-000-2140	ICMA - A/C#301403	1,184.61
<b>Vendor 10099 - Vantagepoint Trf Agents-457 Total:</b>					<b>3,553.83</b>
<b>Vendor: 10309 - Verizon Wireless</b>					
Verizon Wireless	02/08/2017	5496	25-00-000-5210	Cell Phone Svc	852.16
<b>Vendor 10309 - Verizon Wireless Total:</b>					<b>852.16</b>
<b>Vendor: 10457 - Village of Glencoe</b>					
Village of Glencoe	01/17/2017	5388	10-12-000-5240	Water/Sewer - Parks	34.80
Village of Glencoe	01/17/2017	5388	25-00-000-5240	Water/Sewer - Takiff	695.45
Village of Glencoe	02/08/2017	5497	10-12-000-5240	Water/Sewer - Parks	115.33
Village of Glencoe	02/08/2017	5497	10-12-000-5480	Gasoline - Parks	866.43
<b>Vendor 10457 - Village of Glencoe Total:</b>					<b>1,712.01</b>
<b>Vendor: 10314 - Walmart Community</b>					
Walmart Community	01/24/2017	5414	25-00-000-5406	Stool for Hakafa	11.88
<b>Vendor 10314 - Walmart Community Total:</b>					<b>11.88</b>
<b>Vendor: 10700 - Warehouse Direct Workplace Solutions</b>					
Warehouse Direct Workplace	02/14/2017	5536	25-00-000-5412	Custodial/Cleaning Supplies -	2,466.40
<b>Vendor 10700 - Warehouse Direct Workplace Solutions Total:</b>					<b>2,466.40</b>



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<b>Vendor: 10102 - Wisconsin Dept of Revenue</b>					
Wisconsin Dept of Revenue	01/20/2017	DFT0000386	10-00-000-2111	WI Mo Withholdng	223.60
<b>Vendor 10102 - Wisconsin Dept of Revenue Total:</b>					<b>223.60</b>
<b>Vendor: 10957 - YBA Shirts</b>					
YBA Shirts	01/24/2017	5415	25-25-707-5300	Basketball Jerseys	1,150.00
YBA Shirts	01/24/2017	5415	25-25-708-5300	Basketball Jerseys	544.15
YBA Shirts	01/24/2017	5415	25-25-711-5300	Basketball Jerseys	1,150.00
<b>Vendor 10957 - YBA Shirts Total:</b>					<b>2,844.15</b>
<b>Vendor Set AP Vendors Total:</b>					<b>517,336.14</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Employees - Employees</b>					
<b>Vendor: 4577 - Brad Janis</b>					
Brad Janis	02/08/2017	5459	10-12-000-5340	Reimbursement - Landscape T	35.00
Brad Janis	02/14/2017	5506	10-12-000-5421	Reimbursement - Uniform	50.00
<b>Vendor 4577 - Brad Janis Total:</b>					<b>85.00</b>
<b>Vendor: 7073 - Chris Pietrini</b>					
Chris Pietrini	01/31/2017	5427	25-00-000-5341	Mileage Reimbursement	102.44
<b>Vendor 7073 - Chris Pietrini Total:</b>					<b>102.44</b>
<b>Vendor: 4251 - Ilya Ioffe</b>					
Ilya Ioffe	01/31/2017	5434	25-00-000-5422	Reimbursement - Uniform	200.00
<b>Vendor 4251 - Ilya Ioffe Total:</b>					<b>200.00</b>
<b>Vendor: 7467 - Kerri Ringel</b>					
Kerri Ringel	01/17/2017	5371	25-25-444-5400	Reimbursement - Pgm Suppli	17.97
Kerri Ringel	02/14/2017	5522	25-25-411-5400	Reimbursement - Pgm Suppli	15.99
<b>Vendor 7467 - Kerri Ringel Total:</b>					<b>33.96</b>
<b>Vendor: 5052 - Mary Krueger</b>					
Mary Krueger	01/17/2017	5376	25-26-000-5341	Mileage Reimbursement	55.43
<b>Vendor 5052 - Mary Krueger Total:</b>					<b>55.43</b>
<b>Vendor: 0822 - Maximino Barrios</b>					
Maximino Barrios	01/24/2017	5407	25-00-000-5422	Reimbursement - Uniform	179.98
<b>Vendor 0822 - Maximino Barrios Total:</b>					<b>179.98</b>
<b>Vendor: 5019 - Naomi Garvett</b>					
Naomi Garvett	01/31/2017	5442	25-00-000-5341	Mileage Reimbursement	29.75
<b>Vendor 5019 - Naomi Garvett Total:</b>					<b>29.75</b>
<b>Vendor: 3183 - Paul Goedjen</b>					
Paul Goedjen	02/08/2017	5482	25-00-000-5341	Mileage Reimbursement	15.71
<b>Vendor 3183 - Paul Goedjen Total:</b>					<b>15.71</b>
<b>Vendor: 5466 - Raul Marron</b>					
Raul Marron	02/08/2017	5485	10-12-000-5340	Reimbursement - Landscape T	35.00
<b>Vendor 5466 - Raul Marron Total:</b>					<b>35.00</b>
<b>Vendor: 8133 - Sharon Stern</b>					
Sharon Stern	02/14/2017	5531	25-25-411-5400	Reimbursement - Pgm Suppli	11.37
<b>Vendor 8133 - Sharon Stern Total:</b>					<b>11.37</b>
<b>Vendor: 5748 - Terry Miskowicz</b>					
Terry Miskowicz	02/14/2017	5532	25-25-707-5300	Mileage Reimbursement	40.00
Terry Miskowicz	02/14/2017	5532	25-25-707-5300	Mileage Reimbursement	40.00
Terry Miskowicz	02/14/2017	5532	25-25-708-5300	Mileage Reimbursement	10.95
<b>Vendor 5748 - Terry Miskowicz Total:</b>					<b>90.95</b>
<b>Vendor Set Employees Total:</b>					<b>839.59</b>

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Vendor Name	Payment Date	Payment Number	Account Number	Description (Item)	Amount
<b>Vendor Set: Refunds - Refunds</b>					
<b>Vendor: 000004118-87 - Dave Baker</b>					
Dave Baker	01/23/2017	5389	25-00-000-2580	Credit Bal Refund	40.00
					<u>40.00</u>
<b>Vendor 000004118-87 - Dave Baker Total:</b>					
					<b>40.00</b>
<b>Vendor: 000000468-86 - Jaclyn Joseph</b>					
Jaclyn Joseph	01/23/2017	5390	25-00-000-2580	Credit Bal Refund	250.00
					<u>250.00</u>
<b>Vendor 000000468-86 - Jaclyn Joseph Total:</b>					
					<b>250.00</b>
<b>Vendor: 000002871-91 - Lesley Stillman</b>					
Lesley Stillman	01/31/2017	5423	25-00-000-2580	Actv 312506-02 Class Refund	658.00
					<u>658.00</u>
<b>Vendor 000002871-91 - Lesley Stillman Total:</b>					
					<b>658.00</b>
<b>Vendor: 000004105-88 - Martin Good</b>					
Martin Good	01/25/2017	5416	25-00-000-2580	Dep Rfnd: 005888 RINK WAT	280.00
					<u>280.00</u>
<b>Vendor 000004105-88 - Martin Good Total:</b>					
					<b>280.00</b>
<b>Vendor: 000004105-89 - Martin Good</b>					
Martin Good	01/25/2017	5417	25-00-000-2580	Dep Rfnd: 005888 RMMP W	175.00
					<u>175.00</u>
<b>Vendor 000004105-89 - Martin Good Total:</b>					
					<b>175.00</b>
<b>Vendor: 000004105-90 - Martin Good</b>					
Martin Good	01/25/2017	5418	25-00-000-2580	Dep Rfnd: 005888 RMMP W	120.00
					<u>120.00</u>
<b>Vendor 000004105-90 - Martin Good Total:</b>					
					<b>120.00</b>
					<b>Vendor Set Refunds Total: 1,523.00</b>
					<u><u>519,698.73</u></u>
					<b>Grand Total: 519,698.73</b>

## Report Summary

### Fund Summary

Fund	Payment Amount
10 - CORPORATE FUND	220,370.74
25 - RECREATION FUND	183,794.87
30 - SPECIAL RECREATION FUND	68,739.94
45 - LIABILITY INSURANCE FUND	9,629.51
65 - CAPITAL PROJECTS FUND	10,593.48
69 - MASTER PLAN CAPITAL PROJECTS	26,570.19
<b>Grand Total:</b>	<b>519,698.73</b>

### Account Summary

Account Number	Account Name	Payment Amount
10-00-000-2100	FEDERAL WITHHOLDING	31,902.28
10-00-000-2110	IL STATE WITHHOLDING	10,491.60
10-00-000-2111	WI STATE WITHHOLDIN	223.60
10-00-000-2120	SOCIAL SECURITY WITH	39,102.58
10-00-000-2130	MEDICARE WITHHOLDING	9,144.96
10-00-000-2140	ICMA DEF COMP WITHO	3,553.83
10-00-000-2150	IMRF WITHHOLDING	29,906.68
10-00-000-2155	IMRF VAC WITHHOLDING	1,610.00
10-00-000-2160	SUPPL IMRF LIFE WITHO	144.00
10-00-000-2170	AFLAC WITHHOLDING	370.96
10-00-000-2175	FSA PLAN WITHHOLDIN	3,861.60
10-00-000-2180	CREDIT UNION WITHOL	1,255.00
10-00-000-2190	GARNISHMENT WITHOL	587.70
10-00-000-2500	LICENSEE/VENDOR DEP	1,000.00
10-11-000-5301	POSTAGE	32.40
10-11-000-5310	LEGAL SERVICES	947.50
10-11-000-5311	LEGAL NOTICES	52.07
10-11-000-5340	CONFERENCES AND TRA	471.88
10-11-000-5342	OFFICIALS/MEETING EXP	596.96
10-11-000-5355	MAINTENANCE SERVICE	798.52
10-11-000-5370	RENTAL - EQUIPMENT	394.62
10-11-000-5402	BOOKS/PUBLICATNS/SU	331.00
10-11-000-5420	SUPPLIES - GENERAL	90.74
10-11-000-5425	SUPPLIES-STAFF RECOG/	202.98
10-11-000-5600	HEALTH INSURANCE PRE	37,061.36
10-11-000-5730	DUES/MEMBERSHIPS	845.00
10-12-000-5210	TELEPHONE/INTERNET	436.31
10-12-000-5220	FUEL/HEAT	2,641.60
10-12-000-5230	ELECTRICITY	1,176.35
10-12-000-5240	WATER	150.13
10-12-000-5340	CONFERENCES AND TRA	209.71
10-12-000-5342	OFFICIALS/MEETING EXP	92.38
10-12-000-5353	DISPOSAL/PORTOLET SE	956.00
10-12-000-5370	RENTAL - EQUIPMENT	507.84
10-12-000-5401	OFFICE SUPPLIES	148.45
10-12-000-5402	BOOKS/PUBLICATNS/SU	414.65
10-12-000-5420	SUPPLIES - GENERAL	40.50
10-12-000-5421	SUPPLIES - UNIFORMS	50.00
10-12-000-5425	SUPPLIES-STAFF RECOG	57.12
10-12-000-5450	SUPPLIES - EQUIPMENT	214.70
10-12-000-5480	GASOLINE/LUBRICANTS	866.43
10-12-000-5481	SUPPLIES-CONSTRUCTIO	1,350.94
10-12-000-5483	SUPPLIES-PAINT	342.40
10-12-000-5484	SUPPLIES-ELECTRICAL/B	235.78
10-12-000-5486	SUPPLIES-PLUMBING	25.18
10-12-000-5488	SUPPLIES-POWER TOOL	35.97
10-12-000-5490	SUPPLIES-PLANTINGS/FL	89.60

## Account Summary

Account Number	Account Name	Payment Amount
10-12-000-5492	SUPPLIES-TREES/SHRUB	1,054.10
10-12-000-5583	EQUIPMENT - OFFICE	2,797.00
10-12-000-5585	PAVEMENT & SITE DEVE	84.00
10-12-000-5588	BUILDING IMPROVEME	1,204.37
10-13-000-5210	TELEPHONE/INTERNET	441.08
10-13-000-5220	FUEL/HEAT	986.83
10-13-000-5230	ELECTRICITY	19,963.10
10-13-000-5305	PARTY RENTAL ENTERM	475.00
10-13-000-5350	MAINTENANCE SERVICE	231.00
10-13-000-5353	DISPOSAL/PORTOLET SE	212.00
10-13-000-5356	MAINT SERVICE - ZAMB	158.85
10-13-000-5401	OFFICE SUPPLIES	79.43
10-13-000-5412	CUSTODIAL/CLEANING S	139.12
10-13-000-5415	SUPPLIES-WATTS SPEC E	117.72
10-13-000-5416	SUPPLIES-ICE MAKING	51.08
10-13-000-5418	SUPPLIES-ZAMBONI	126.85
10-13-000-5451	SUPPLIES - BUILDING PA	319.99
10-13-000-5470	RESALE - FOOD/CONCES	47.81
10-13-000-5480	GASOLINE/LUBRICANTS/	477.00
10-13-000-5730	DUES/MEMBERSHIPS	26.95
10-13-000-5990	CONTINGENCY	2,787.10
10-14-000-5210	TELEPHONE/INTERNET	105.00
10-14-000-5220	FUEL/HEAT	146.68
10-14-000-5230	ELECTRICITY	53.16
10-14-000-5353	DISPOSAL/PORTOLET SE	760.00
10-14-000-5361	PRINTING - EMPLOYME	200.00
10-14-000-5401	OFFICE SUPPLIES	14.79
10-14-000-5450	SUPPLIES - EQUIPMENT	91.00
10-15-000-5230	ELECTRICITY	180.28
10-15-000-5361	PRINTING - EMPLOYME	100.00
10-15-000-5990	CONTINGENCY	1,917.59
25-00-000-1300	PREPAID EXPENSES	5,242.60
25-00-000-2580	BALANCE ON ACCOUNT-	1,523.00
25-00-000-5210	TELEPHONE/INTERNET	4,302.14
25-00-000-5220	FUEL/HEAT	7,146.76
25-00-000-5230	ELECTRICITY	18,021.88
25-00-000-5240	WATER	695.45
25-00-000-5301	POSTAGE	1,038.69
25-00-000-5305	PARTY RENTAL ENTERM	2,025.00
25-00-000-5321	CONSULTING-ONLINE/O	180.62
25-00-000-5340	CONFERENCES AND TRA	863.62
25-00-000-5341	MILEAGE REIMBURSEM	147.90
25-00-000-5342	OFFICIALS/MEETING EXP	337.23
25-00-000-5351	REPAIRS - EQUIPMENT	2,750.25
25-00-000-5352	REPAIRS - BUILDINGS	665.00
25-00-000-5353	DISPOSAL/PORTOLET SE	644.00
25-00-000-5355	MAINTENANCE SERVICE	1,463.49
25-00-000-5360	PRINTING/MARKETING/	1,576.35
25-00-000-5361	PRINTING - EMPLOYME	300.00
25-00-000-5362	PHOTOGRAPHY	497.89
25-00-000-5401	OFFICE SUPPLIES	2,469.71
25-00-000-5405	PARTY RENTAL SUPPLIES	11.67
25-00-000-5406	HAKAFA AGREEMENT S	28.86
25-00-000-5408	BOOK FAIR PURCHASES	255.63
25-00-000-5412	CUSTODIAL/CLEANING S	3,209.92
25-00-000-5420	SUPPLIES - GENERAL	1,097.78
25-00-000-5422	SUPPLIES-UNIFORMS, B	379.98
25-00-000-5482	SUPPLIES-HARDWARE	28.35

## Account Summary

Account Number	Account Name	Payment Amount
25-00-000-5483	SUPPLIES-PAINT	388.30
25-00-000-5484	SUPPLIES-ELECTRICAL/B	2,875.54
25-00-000-5486	SUPPLIES-PLUMBING	757.83
25-00-000-5584	EQUIPMENT - RECREATI	895.36
25-25-203-5400	SUPPLIES-LEARN TO SKA	134.69
25-25-310-5400	SUPPLIES-ADULT ART/P	234.50
25-25-312-5400	SUPPLIES-ADULT WORK	11.00
25-25-401-5400	SUPPLIES-ELC 3YR	546.32
25-25-402-5400	SUPPLIES-ELC 4YR	805.70
25-25-403-5400	SUPPLIES-ELC 2YR	465.79
25-25-406-5300	CONTRACTL-PRESCHOO	976.80
25-25-411-5400	SUPPLIES-CREATIVE CO	27.36
25-25-418-5300	CONTRACTL-MITEY MO	1,564.36
25-25-419-5300	CONTRACT-BALLT BASIC	5,880.04
25-25-421-5400	SUPPLIES-FANTASY PLAY	68.59
25-25-422-5400	SUPPLIES-MUSIC & MOR	37.48
25-25-428-5400	SUPPLIES-ALPHABET AN	3.00
25-25-444-5400	SUPPLIES-4YR ELC ENRIC	17.97
25-25-506-5300	CONTRACTL-KINDERGTN	3,781.16
25-25-601-5400	SUPPLIES-AFTERSCHOOL	172.02
25-25-607-5300	CONTRACTL-YOUTH HIP	8,374.31
25-25-612-5300	CONTRACTL-PIANO LESS	80.00
25-25-615-5400	SUPPLIES-YOUTH CERA	1,827.51
25-25-617-5300	CONTRACTL-MAD SCIEN	1,430.00
25-25-629-5300	CONTRACTL-CHESS SCH	6,662.50
25-25-638-5300	CONTRACTL-PRESTO MA	300.00
25-25-639-5300	CONTRACTL-YOUTH YO	2,147.32
25-25-648-5300	CONTRACTL-STICKY FIN	2,916.00
25-25-653-5300	CONTRACTL-BROADWA	40,350.96
25-25-654-5300	CONTRACTL-JAZZ LYRICA	1,797.99
25-25-707-5300	CONTRACTL-BOYS HSE B	3,633.00
25-25-708-5300	CONTRACTL-GIRLS HSE B	1,582.10
25-25-711-5300	CONTRACTL-PEE WEE B	3,257.00
25-25-725-5300	CONTRACTL-KARATE CL	3,956.38
25-25-726-5300	CONTRACTL-KARATE DR	593.58
25-25-740-5300	COTNRACL-TRAVELING	1,245.00
25-25-785-5300	CONTRACTL-GPD FITNES	73.65
25-25-786-5300	CONTRACTL-FITNESS DR	1,760.98
25-25-810-5400	SUPPLIES-CAMP ADVEN	108.81
25-25-833-5400	SUPPLIES-ACTION QUES	108.82
25-25-901-5400	SUPPLIES-WINTER CARN	757.80
25-25-903-5300	CONTRACTL-DAD/DAUG	1,550.00
25-25-903-5400	SUPPLIES-DAD/DAUGH	302.40
25-25-932-5300	CONTRACTL-SCHOOL DA	1,167.74
25-25-932-5400	SUPPLIES-SCHOOL DAYS	942.02
25-25-933-5400	SUPPLIES-TEEN SCENE	11.98
25-25-943-5400	SUPPLIES-ITTY BITTY NE	204.89
25-26-000-5341	MILEAGE REIMBURSEM	55.43
25-26-000-5360	PRINTING/MARKETING/	1,176.94
25-26-000-5361	PRINTING - EMPLOYME	270.00
25-26-000-5386	SERVICES-DAYCARE PRO	600.00
25-26-000-5387	NURSE SERVICES	170.00
25-26-000-5401	OFFICE SUPPLIES	164.57
25-26-000-5403	DAYCARE PROGRAM SU	1,669.58
25-26-000-5409	SUPPLIES-INTERNAL FO	1,955.26
25-26-000-5412	SUPPLIES-CLEANING/CU	627.94
25-26-000-5430	SUPPLIES - FIRST AID	138.99
25-26-000-5460	SUPPLIES-FOOD EQUIP	494.71

**Account Summary**

Account Number	Account Name	Payment Amount
25-26-000-5600	HEALTH INSURANCE PRE	12,781.13
30-00-000-1300	PREPAID EXPENSES	31,476.25
30-00-000-5750	NSSRA CONTRIBUTION	16,225.00
30-00-000-5755	NSSRA COMPANION CH	21,038.69
45-00-000-5335	WELLNESS/PRE-PLACEM	37.00
45-00-000-5587	SAFETY/SECURITY EQUIP	199.98
45-00-000-5653	UNEMPLOYMENT	9,231.00
45-00-000-5765	SAFETY INCENTIVE AWA	161.53
65-00-016-5508	FENCE/FIELD REPAIR-REI	2,308.50
65-00-016-5517	LANDSCAPING-WATTS F	2,933.94
65-00-016-5524	RADIOS/HEADSETS-TAKI	1,700.00
65-00-016-5526	ANNUAL REC EQUIP REP	2,120.00
65-00-016-5529	REPLACE PLAYGRD SHED	1,531.04
69-00-000-5502	CENTRAL PROJ-Construc	4,734.00
69-00-000-5517	ASTOR PARK-Design Svc	2,313.80
69-00-000-5519	ASTOR PARK-Owner lte	932.50
69-00-000-5520	LAKEFRONT PARK-Desig	1,382.94
69-00-000-5525	WEST PLAYGROUND-De	15,172.58
69-00-000-5527	WEST PLAYGROUND-Ow	932.50
69-00-000-5530	TAKIFF PARKING-Design	1,101.87
	<b>Grand Total:</b>	<b>519,698.73</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	519,698.73
<b>Grand Total:</b>	<b>519,698.73</b>

**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 February 28, 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  
February 28 Board Meeting





# G/L MONTHLY Pooled Cash Report

Glencoe Park District  
For the Period Ending 1/31/2017

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
<b>CLAIM ON CASH</b>					
10-00-000-1000	CASH/INVESTMENTS	2,723,928.32	(30,594.30)	2,693,334.02	
25-00-000-1000	CASH/INVESTMENTS	4,746,686.84	(45,224.46)	4,701,462.38	
30-00-000-1000	CASH/INVESTMENTS	196,414.84	(22,398.69)	174,016.15	
35-00-000-1000	CASH/INVESTMENTS	296,784.67	(22,094.10)	274,690.57	
36-00-000-1000	CASH/INVESTMENTS	92,110.47	(13,957.91)	78,152.56	
40-00-000-1000	CASH/INVESTMENTS	265,189.64	(226.73)	264,962.91	
45-00-000-1000	CASH/INVESTMENTS	183,951.60	(42,818.58)	141,133.02	
50-00-000-1000	CASH/INVESTMENTS	57,790.59	(17,975.77)	39,814.82	
55-00-000-1000	CASH/INVESTMENTS	7,416.60	0.00	7,416.60	
65-00-000-1000	CASH/INVESTMENTS	388,902.33	(49,993.07)	338,909.26	
67-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
69-00-000-1000	CASH/INVESTMENTS	1,559,064.23	4,166.00	1,563,230.23	
70-00-000-1000	CASH/INVESTMENTS	73,497.98	67.04	73,565.02	
75-00-000-1000	CASH/INVESTMENTS	28,313.00	8,000.00	36,313.00	
80-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
90-00-000-1000	CASH/INVESTMENTS	0.00	0.00	0.00	
<b>TOTAL CLAIM ON CASH</b>		<b>10,620,051.11</b>	<b>(233,050.57)</b>	<b>10,387,000.54</b>	
<b>CASH IN BANK</b>					
99-00-000-1011	Operating Corporate Account	302,372.13	(221,731.55)	80,640.58	
99-00-000-1012	Operating PR Account	3,015.70	74,308.88	77,324.58	
99-00-000-1013	IL Funds	3,129,894.16	5,661.22	3,135,555.38	
99-00-000-1014	IPDLAF CD's	990,000.00	0.00	990,000.00	
99-00-000-1015	IPDLAF MM	3,373,437.39	(98,375.49)	3,275,061.90	
99-00-000-1016	PMA CD's	2,229,200.00	(245,300.00)	1,983,900.00	
99-00-000-1017	PMA MM	592,131.73	252,386.37	844,518.10	
<b>TOTAL CASH IN BANK</b>		<b>10,620,051.11</b>	<b>(233,050.57)</b>	<b>10,387,000.54</b>	
<b>DUE TO OTHER FUNDS</b>					
99-00-000-2400	Due To Other Funds	10,620,051.11	(233,050.57)	10,387,000.54	
<b>TOTAL DUE TO OTHER FUNDS</b>		<b>10,620,051.11</b>	<b>(233,050.57)</b>	<b>10,387,000.54</b>	
Claim on Cash	10,387,000.54	Claim on Cash	10,387,000.54	Cash in Bank	10,387,000.54
Cash in Bank	10,387,000.54	Due To Other Funds	10,387,000.54	Due To Other Funds	10,387,000.54
Difference	0.00	Difference	0.00	Difference	0.00

Glencoe Park District  
 Monthly Funds Report  
 January 2017

**Corporate and Other Funds:**

	<u>Jan 2017</u>	<u>Dec 2016</u>
Harris Bank Corporate Account - 0.050%	249,690.61	397,741.00
Illinois Park District Liquid Asset Fund (IPDLAF) - 0.58%	3,275,061.90	3,373,437.39
The Illinois Fund (Public Treasurers' Investment Pool) - 0.59%	3,135,555.38	3,129,894.16
Harris Payroll Account - 0.050%	82,210.48	5,636.31
PMA Financial Account - 0.55%	844,518.10	592,131.73
Reconciling Items(Dep in Transit, O/S Checks, PMA Interest, etc.)	(173,935.93)	(97,989.48)
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)	0.00	247,700.00
2 CDs at \$247,700 each maturing January 23, 2017 (0.89% net)	0.00	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
2 CDs at \$248,900 each maturing July 24, 2017 (0.86% net)	497,800.00	0.00
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
<b>Grand Total</b>	<b>\$10,387,000.54</b>	<b>\$10,620,051.11</b>

**Glencoe Park District  
Monthly Financial Analysis  
January 2017**

	<u>As of 1/31/2015</u>	<u>As of 1/31/2016</u>	<u>As of 1/31/2017</u>
<b><u>Recreation Department - Programs</u></b>			
Revenues	3,298,718	3,507,262	3,235,921
Wages	(480,496)	(544,259)	(555,810)
Contractual	(1,218,502)	(1,294,369)	(1,159,031)
Supplies	(81,720)	(82,491)	(89,977)
Net Surplus	1,518,000	1,586,143	1,431,103
<b><u>Day Care Department</u></b>			
Revenue	728,050	725,730	818,746
Expense	(557,938)	(578,043)	(638,211)
Net Surplus/(Deficit)	170,112	147,687	180,535
<b><u>Beach Department</u></b>			
Revenue	324,035	259,370	324,303
Expense	(323,099)	(233,456)	(259,797)
Net Surplus/(Deficit)	936	25,914	64,506
<b><u>Boating Department</u></b>			
Revenue	N/A	72,272	107,008
Expense	N/A	(97,390)	(100,234)
Net Surplus/(Deficit)	N/A	(25,118)	6,774
<b>Beach/Boating Department Total:</b>			71,280
(for comparison to prior years)			
<b><u>Watts Department</u></b>			
Revenue	100,473	90,786	123,174
Expenses	(187,286)	(192,716)	(186,893)
Net Surplus/(Deficit)	(86,813)	(101,930)	(63,719) (1)
<b><u>G &amp; A (Administration)</u></b>			
Revenue (excl G&A Tfr)	23,510	26,162	28,518
Expense	(868,725)	(915,167)	(970,864)
Net Surplus/(Deficit)	(845,215)	(889,005)	(942,346)
<b><u>Parks Department</u></b>			
Revenue	7,427	16,880	31,599
Expense	(853,152)	(873,043)	(916,079)
Net Surplus/(Deficit)	(845,725)	(856,163)	(884,480)
<b><u>Rec-Admin/Takiff Department</u></b>			
Revenues	1,160,041	1,154,235	1,211,004
Expenses	(1,726,188)	(2,236,070)	(1,861,240)
Net Surplus/(Deficit)	(566,147)	(1,081,835)	(650,236)

(1) Last year, final payment for Winnetka Hockey was not received until February. This year, all monie due were received in January.

## **VI. Follow up to Finance Committee of the Whole Meeting**

Refer to Budget and Documents under Action Items H, I, J

**in addition to the document below.**

Glencoe Park District

February 28 Board Meeting

**Glencoe Park District**  
**Summary of Proposed FY17/18 Items since First Draft Discussion**  
**February 21,2017**

<u>Account Number</u>		<u>First Draft</u>	<u>Approval Draft</u>	<u>Difference</u>	<u>Explanation</u>
Revenues:					
69-00-000-4810	Transfer from Corporate Fund	300,000	600,000	300,000	2/28/17 Commitment Resolution, per Board
69-00-000-4825	Transfer from Recreation Fund	1,000,000	1,100,000	100,000	2/28/17 Commitment Resolution, per Board
Expenses:					
69-00-000-5320	Architectual Services	25,000	100,000	75,000	Add monies to plan for FY18/19 Projects/Start earlier
69-00-000-5503	Berlin Park Machinery	0	40,000	40,000	Unused portion of Berlin Donation for specialized equipmt
69-00-000-5536	Fitness Area Project-Takiff	310,000	460,000	150,000	Board Concensus at 2/21 Special Projects Committee Mtg
69-00-000-5531	Parking Project-Takiff	260,000	600,000	340,000	Board Concensus at 2/21 Special Projects Committee Mtg
65-00-017-5563	Retaining Wall Repairs-Lakefront/Beach	10,000	18,000	8,000	Additional damage to beach stairs with recent rain storm
45-00-000-5321	Consulting-Safety	0	15,000	15,000	Required Lead Testing for all facilities
10-12-000-5350	Maintenance Services	7,500	16,000	8,500	Increase in Safety Kleen Biohazard services(\$3500) Added Environmental Testing (\$5,000)
10-12-000-5353	Disposal/Portolet Services	22,000	24,500	2,500	Park Garage Refuse Increase based on actuals
10-12-000-5348	Shared Services-Contractual Mowing	21,505	16,000	(5,505)	Increase per RFP Results-Flecks
10-12-000-5349	Contractual-Hort/Landscaping	91,776	121,800	30,024	Increase per RFP Results-Flecks
10-12-000-5585	Pavement and Site Development	62,200	67,200	5,000	Added Drinking Fountain with Bottle Fill
10-13-000-5588	Building Improvements-Watts	3,500	6,000	2,500	Added Drinking Fountain with Bottle Fill
25-27-000-5210	Dedicated TV/Internet-Fitness Area	0	1,200	1,200	Added 6 mos cost for Direct TV/Internet
25-00-000-5588	Building Improvements-Takiff	9,500	15,000	5,500	Added 2 Drinking Fountains with Bottle Fill
25-00-000-5484	Supplies-Electrical/Bulbs-Takiff	4,800	8,300	3,500	Added Solar Light Repairs
	Additional Total Expenses			681,219	

## **VII. Staff Reports**

Glencoe Park District  
February 28 Board Meeting

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

**FY2017/18 Budget**

The First Draft of the proposed FY2017/18 Budget was completed and distributed to the Board of Park Commissioners on January 18. It was discussed in detail at the January 31 Finance Committee of the Whole Meeting. All changes from that meeting, as well as more refined projected current year amounts, will be reflected in the Approval Draft of the budget which is tentatively scheduled to be approved at the regular meeting on March 21. After the required period for public inspection, the Budget and Appropriations Ordinance will then be approved at the regular meeting on April 18.

**FY2016/17 Audit**

Yet another fiscal year end is right around the corner on February 28. As such, staff has begun to prepare the annual audit confirmation letters, as well as the many audit schedules required as part of the District's annual audit. Staff also met with managing partner, Ron Amen, on January 24 to discuss pre-audit planning. Closing journal entries will occur in early March. The auditors are scheduled for preliminary fieldwork on March 28 and final fieldwork on the week of April 24-28.

**Annual Staff Performance Evaluations/Goals**

As we approach the end of the current fiscal year, staff has been busy preparing annual performance evaluations on all full-time staff, as well as many of the permanent part-time staff. Salary increases are based solely on merit, and will be effective March 1, 2017. Staff has also been busy preparing annual goals for FY2017/18.

**Illinois Parks and Recreation Annual Conference (January 19-20)**

I attended the annual conference this year downtown at the Hilton Hotel. In addition to the numerous networking opportunities with other professionals and board members, and to visiting the very large exhibit hall, I earned .5 continuing education units (CEUs) toward the renewal of my professional certification (2.0 units are required every two years). I attended sessions on the following topics:

- Legal/Legislative Update – Part 1
- Legal/Legislative Update – Part 2
- HR Documentation & Personnel Files
- FLSA: Where Are We Today?
- DCFS: Licensing Program

**ACA Reporting**

Staff continues to work through the second year for the process of creating and issuing the 1094-C and 1095-C Forms, which are required to be sent to employees and IRS for ACA reporting purposes to show proof of coverage of health insurance.

Submitted by:

Carol Mensinger, Director of Finance/Human Resources

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

**Recreation Department Report: Michael Lushniak**

The Recreation Team continues to ensure high quality school year programs while getting ready for summer. In the past month, staff has engaged the planning process for camps, as well as worked with Erin to market the early camp registration discount. Staff has also completed the spring and summer brochure which will be delivered to residents this week. The beach is beginning to come to the forefront as work at the boat house is underway and staff is already planning for summer operations, pass sales, and the implementation of the new beach pass system. Chris P. and I have met with AYSO and GBA to renew affiliate agreements for the upcoming spring.

Members of the Recreation Team have also been busy working with other departments and other groups within the community. Four members of the Recreation Team are now certified as CPR/First Aid instructors. Internal classes are scheduled for early childhood teachers, parks staff, administrative staff, and recreation staff to certify, or recertify everyone in CPR and first aid. We are also offering external classes that are open to the community. Liz Visteen and I met with the Glencoe Library about partnership opportunities for summer programs and events. We also met with the Village to discuss planning for our new youth obstacle course race, the Great Mud Run.

The Glencoe Park District has applied for a grant for the Kid's Club program through the Illinois Association of Park Districts. Staff is hopeful to receive funding from this grant that will allow the before and after school program to offer new ways to bring health and wellness to the forefront for these participants.

Finally, planning continues for a number of very exciting projects. Staff has been transitioning boater registration to be available online. Simultaneously, recreation staff is working with customer service and business operations to ensure logistics are in order to begin selling beach passes in March using RecTrac. Planning also continues for the fitness area as staff continues to research and plan for the new fitness center as well as focusing on the relocation of current users of the Aiken Activity room.

**Early Childhood: Naomi Garvett & Amanda Michael**

Children's Circle enrollment is currently at 42 children. There are three new infants starting in the Jellyfish room next month and only one full time spot available in Starfish and one part time spot available in the Belugas classroom.

On Saturday, January 28, Early Childhood staff hosted the annual Messy Morning Celebration with a Preschool Open House. Families joined teachers for a morning of squishing, squeezing, and trying all the things you would never do at home! There were multiple new families that came to learn about Early Childhood programs! There were at least two new enrollments from this event.



Four-year-old students in the Early Learning Center program celebrated Chinese New Year with families on Friday, January 27. Children participated in a parade, songs, and a family feast.

Early Learning Center registration for the 2017-2018 is now available. We expect many more registrations between now and the start of the school year.

<b>ELC Enrollment</b>	<b>2016-2017 (Total)</b>	<b>2015-2016 (as of 2/7/16)</b>
2's classes	24	12
3's classes	30	19
4's classes	27	35
<b>Total</b>	<b>81</b>	<b>66</b>

Registration also began for Little Bears and Kinder Korner camps on November 30, 2016. Current summer enrollments are trending to be the same or better than last summer.

<b>Camp Enrollment</b>	<b>Teddies</b>	<b>Pandas</b>	<b>Koalas</b>	<b>Kinder Korner</b>
Enrolled	4 M/W/F 4 T/Th	9 M/W/F 5 M-F	31	50 Opened 3 <sup>rd</sup> Section Due to Large Waitlist
Max Enrollment	15	16	40	60

### **Athletics, Sports and Teen Camp: Chris Pietrini**

Much of January was spent working on the spring/summer brochure and planning a number of new programs. They include spring basketball clinics, a functional sports training class for youth, parent/child SNAG golf, and Men's 50 and Over Softball.

Staff has been very active onsite at both house and travel basketball games. The travel teams have put in a lot of time practicing and improvements can be seen each week as they participate in tournaments in the area. House league also continues to be a strong program as the season is now in full swing. Feedback has been overwhelmingly positive for the new online scheduling website that is being used as well as the new reversible jerseys.

Staff met with the Park District of Highland Park and Deerfield Park District to ensure that cooperative basketball programs have been running smoothly. It has been very beneficial working with other park districts at the older levels to ensure a variety of opponents for Glencoe Park District teams. Chris will be meeting with these two agencies again after the season is over to better align schedules and continue to focus on program improvements.

SNAG golf also received a great addition from the parks department. Chris Leiner and his staff constructed a 9-hole mini golf course that will be utilized by this program. Staff and participants alike are thrilled with the addition of this equipment for the program.

### **Arts and Youth: Stephani Briskman**

On January 14 and 15, Broadway Bound performed *Annie Jr.* at the Winnetka Community House. There were 456 tickets sold online and 48 tickets sold at the door. The performances clearly demonstrated the student's hard work at memorizing their parts and lines. The set design

was spectacular, showing how hard the teachers work on these productions. The spring Broadway Bound musical is *Lion King Jr.* which will be a first for the Glencoe Park District.

On January 16, the 28 children registered for the School Day Off program participated in Watts Below Zero ice skating, dancing, and making crafts at Watts Ice Center. On February 17, the 37 children registered took part in our Cupcake Wars. The kids divided into two teams, created team names and colors, decorated chef's hats, and baked and decorated their cupcakes. At the end of the day, a winner was chosen and the children got to take home their chef hats as a prize. On February 20, the 30 children traveled to Blast Zone where they climbed a 20-foot tall monkey tower, raced Turbo Tubs, and shot bazooka ball blasters. Upon their return to Takiff, the children enjoyed the warm weather and played outside until pick up.

During January and February, PM Kids Club participants enjoyed skating at Watts. They were able to enjoy ice skating 3 days a week on Tuesdays, Wednesdays and Thursdays. This has been a nice addition to the Kid's Club program due to its relocation to Watts as the children have been able to get a unique offering of skating that many other after school programs do not offer.

Early-bird registration for Sun Fun and Camp Adventure began November 30 and registration is ongoing. Staff expects a spike in registration prior to the February 29 early bird deadline and are continuing to market the new structure of clubs added for Camp Adventure to aid in registration.

### **Special Events & Active Adults: Liz Visteen**

Watts Below Zero took place on Monday, January 16 at Watts Ice Center. There was a great turnout for the event despite the rainy/wet conditions. The event included a DJ, which was stationed inside, open skate, carnival games on the studio rink, broom ball, ice painting, ice sculpting demo, crafts, guest appearances from Queen Elsa and Princess Anna (Frozen), and more. L.L. Bean was also on site to demonstrate proper snow shoe fitting and how to use. Overall, it was a great event and turnout.

Paint & Sip took place on January 20 for adults over 21 only. This was an event where individuals were led by the Glencoe Park District painting instructor, Rino Liberatore, to paint their own masterpiece. Participants had a great time while enjoying some beverages, as this event encouraged participants to bring their own.

Teen Ice Night was held Friday, January 27 from 6:30p-8:30p. The event had a tremendous turnout with 67 teens. The 5th-8th graders enjoyed open skate, broomball, hot chocolate, pizza, and s'mores by the fire. The District partnered with Glencoe Junior High Project for this event.

The Daddy Daughter Dance took place on Sunday, February 12. Forty-nine couples and an additional 9 daughters registered for the event. Participants enjoyed a catered dinner from Mariano's, a live DJ, green-screen photo booth, and special appearances from Disney princesses Belle and Sofia the First. The event was a hit for both the Dads and their dates!

Upcoming special events include another Teen Ice Night on February 24, Teddy Bear Picnic on March 4, Sculpt & Sip on March 10, Family Fun Fest on March 12, and Teen Open Mic Night on March 17.

<b>Winter Event Attendance</b>	<b>2017</b>	<b>2016</b>
Jan 16 – Watts Below Zero	~250	~250
Jan 20 – Paint & Sip	7	N/A
Jan 27 – Teen Ice Night	37	25
Feb 12 – Daddy Daughter	107	102

The Ceramics program continues to show a strong following with the majority of youth classes full and adult classes holding steady. Several adult programs ran and/or will run this session including Adult & Pediatric CPR/AED, Dog Obedience, and Ballroom Dance.

<b>Winter Program Attendance</b>	<b>2017</b>	<b>2016</b>
Adult Ceramics	14	14
Youth Ceramics	59	58
Teen Programs	10	6
Other Adult Programs	24	3

**Takiff Center/Fitness: Paul Goedjen**

During January, Glencoe Park District received a demo Precor treadmill from Direct Fitness. The demo treadmill is available for staff to test and run on, as the model is identical to the one that is listed in the proposal from Direct Fitness for equipment in the new fitness area. Staff is also expecting a demo treadmill from Life Fitness. Staff has also been very busy visiting other fitness centers on the North Shore to get ideas and compare amenities of other facilities.

GJK held their annual winter benefit at the Takiff Center on February 11 followed by the District’s annual Daddy Daughter Dance on February 12. This was a very busy weekend for Park District staff at Takiff Center. The maintenance staff was focused on quick clean ups and set ups as well as keeping up with the normal building usage.

Paul visited Gurnee Park District in February to visit and tour their Hunt Club and FitNation facilities and also to attend the IPRA Facility Management section meeting which focused on fitness operations.

Rentals and birthday parties continue their consistent improvement over last year. Staff is excited to announce that their fiscal year goal of increasing revenue by 5% in this area has been met.

<b>Type</b>	<b>January</b>		<b>February (as of 2/14)</b>	
	<b>2015</b>	<b>2016</b>	<b>2015</b>	<b>2016</b>
<b>Birthday Parties</b>	\$1,680.00	\$4,042.50	\$2,757.00	\$3,587.50
<b>Facility Rentals</b>	\$8,380.66	\$10,608.31	\$11,026.41	\$11,176.65
<b>Total</b>	<b>\$10,060.66</b>	<b>\$14,650.81</b>	<b>\$13,783.41</b>	<b>\$14,764.15</b>
<b>Difference</b>	<b>\$4,590.16</b>		<b>\$980.74</b>	

*\*February’s numbers are tentative and will go up by the end of the month*

**Beach and Watts: Bobby Collins**

Watts season continues along with operational numbers looking very strong. Public skates, parties, ice rentals, and open hockey have all met or exceeded last year's marks. Staff continues to take a proactive approach of facility management focusing on revenue collection, safety, and customer service. Staff has been very focused on keeping ice quality at the highest level. For the majority of the season, ice quality has been excellent; however with recent warm temperatures and some electrical issues with rink equipment, staff has had to increase their focus in this area. As of Sunday, February 19, the rink officially closed for the season. With multiple days of temperatures in the high 60's and high temperatures predicted to continue through the week, the rink was unable to hold a sheet of ice.

<b>Pass &amp; Admission Revenue (as of 1/31)</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Resident Passes	\$9,927	\$6,813	\$9,125
Nonresident Passes	\$658	\$798	\$675
Open Hockey/Scrub	\$8,180	\$5,750	\$4,059
Hockey Passes	\$3,380	\$2,145	\$1,874
Daily Admissions	\$12,615	\$10,043	\$12,337

Staff continues to work hard on building strong Learn to Skate and hockey programs. On Sunday, February 26 a team of our young Watts hockey participants are skating at the intermission of a Blackhawks game at the United Center. The skaters are very excited and coaches have scheduled extra practices in February to improve our performance on the ice. Enrollment continues to be robust for both hockey and skating classes although slightly below 2015/16 due to the elimination of Kinderblades due to full day Kindergarten.

<b>Program Enrollment Revenue (as of 12/31)</b>	<b>2017</b>	<b>2016</b>
	<b>Revenue</b>	<b>Revenue</b>
Youth Skating	\$14,484	\$9,972
Youth Hockey	\$6,578	\$4,828
Kinderblades	-	\$3,649
ISI Mini Session (combined with Youth Skating 2016)	-	\$4,019
<b>Total</b>	<b>\$21,062</b>	<b>\$22,468</b>

Submitted by:  
Mike Lushniak, Director of Recreation and Facilities

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

**Administrative**

I have continued to work with AltaManu relating to West Park and Astor Park. I completed a competitive quotation process for surveying services for 2017 Master Plan projects. In preparation for next season, I wrote and let a bid for landscaping maintenance and labor and completed an RFP for architectural services related to the conversion of the fitness center. I attended the annual IPRA Conference and Exhibit Hall. I have begun the process of preparing the Automated Building System upgrade for the Takiff HVAC system.

**Grounds/Horticulture**

The horticulture crew has continued to perform dormant pruning throughout the District. A major emphasis was placed on the bluff at Glencoe Beach. A large number of shrubs were pruned and a rotted mulberry tree was removed. A large scale ash tree removal was coordinated between the Village and Park District for the property running along the Green Bay Trail in Shelton Park. Additionally, the greenhouses are being prepared for the spring season.

**Parks Maintenance & Construction**

With the light snow this winter, we have seen an increase in passive park use. Residents continue to use the parks even though the weather is poor resulting in trash removal and general park grooming still requiring priority. Staff has continued to balance seasonal tasks with routine maintenance such as trash removal, snow removal, park grooming, and playground inspections.

Parks staff recently completed a much needed update of the carpenter shop in the Parks Department. Staff worked to custom build a 9 hole miniature golf course for use in future outdoor special events.

**Facilities**

Staff has continued to perform off season work in the facilities. At Takiff Center, staff completed painting in hallways, staff offices, and program rooms and made repairs to several automatic doors, exterior lights, and lockers.

Staff has begun spring preparations at the boating beach. The inside of the facility has been painted and old storage shelving removed.

We are awaiting the final time set on the Takiff Center clock and following certification the project will be completed.

**Athletic**

We have begun identifying athletic turf areas which we will target for repair prior to the next outdoor sports season.

**Equipment**

Staff has begun servicing the small engine equipment in preparation for the spring 2017 season. In addition, tractor implements have been serviced, cleaned, and painted.

**Personnel**

No Report.

**Shared Services**

The Village of Glencoe has continued to support the Park District by providing rock salt for use on our parking lots.

Submitted by:

Chris Leiner, Director of Parks & Maintenance

# Glencoe Park District Marketing/Communications Report February 21 Board Meeting

## Social Media/Email

We ended the month of January with 44,861 Facebook impressions (in 2016, we ended the month with 24,935 impressions). We now have 1154 followers on Facebook, 709 followers on Twitter and 621 followers on Instagram. Glencoe Beach has 1230 followers and Watts Ice Center has 155 followers on Facebook.

We sent out several targeted email blasts, primarily focused on special events.

Time Sent	Campaign Name	Total Sent	Open Rate	Click Through Rate
Mon, Jan 23, 2017 9:30 AM	Flash Adult Class Sale	4531	31.10%	5.50%
Sat, Jan 21, 2017 12:00 AM	Messy Morning	529	37.70%	1.00%
Sat, Jan 14, 2017 10:03 AM	Watts Below Zero Reminder	4533	26.90%	7.80%
Mon, Jan 9, 2017 10:10 AM	Watts Below Zero 2017	4539	27.90%	5.10%
Thu, Jan 5, 2017 11:27 AM	Exploration Station	529	54.90%	8.60%

## Special Events

I worked closely with our Recreation Team to market Watts Below Zero, Messy Morning, Blackhawks Night, and the new infant room. For each event, I created flyers, website graphics, posters, event signage as well as email blasts, social media posts, media pitches.

## Spring/Summer Guide

This month, I focused primarily on creating our Spring/Summer Guide. I worked closely with the Recreation Team to design, edit, and prepare the guide for print. The publication will be in mailboxes the last week of February.

## Glencoe Quarterly

The next issue of Glencoe Quarterly will be published the first week of March. The Park District's section will contain information on adult programming, updates on construction projects, as well as information on camp registration, Beach, and details about upcoming special events.

## IPRA Conference

I chaired the Judge Recruitment for IPRA Conference's Agency Showcase. I recruited and coordinated scheduling for 30 professionals that work in graphic design, marketing, advertising, and public relations fields (not in the parks and recreation industry).

Submitted by:

Erin Maassen, Manager of Marketing and Communications



### CIRCESTEEM

*Learn Circus Skills While Building Self-Esteem!*

5:45-6:45 PM | Tuesday, January 10

Clown around while developing balance, flexibility and hand-eye coordination. Fostering confidence and cooperation, our professional circus staff teach a variety of circus skills including tight wire walking, juggling, plate spinning, acrobatics, and clowning.

[REGISTER](#)



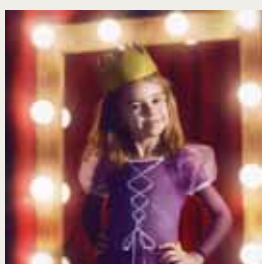
### MAGIC CLASS

*Dazzle Your Friends With Magic!*

5-5:55 PM | Tuesday, January 24

Children are guaranteed to have a great time as they learn a collection of fascinating and mesmerizing tricks from the magic team of Gary Kantor. Learn a new trick each session and take a trick home!

[REGISTER](#)



### FREE! PLAYHOUSE THEATRE WORKSHOP

3:4-4:30 PM | Monday, January 16

Are you interested in our [Playhouse Summer Camp](#)? Join us for a fun-filled workshop of improvisation and theater games on MLK day! This FREE workshop is just a taste of what's to come this summer. No need to pre-register, just show up ready to act!



Glencoe Park District | 999 Green Bay Road, Glencoe | 847.835.3030  
[www.glencoe-park-district.com](http://www.glencoe-park-district.com)



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

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[About our service provider](#)

Sent by [info@glencoe-park-district.com](mailto:info@glencoe-park-district.com) in collaboration with



Try it free today

Make a mess while learning about Glencoe Park District programs for kids 6 weeks through age 5!



## Messy Morning & Preschool Open House

9:30-11 AM | Saturday, January 28 | Takiff Center Rooms 208-224

Preschoolers, dress for mess and bring your friends and family to the Glencoe Park District's Messy Morning and Preschool Open House! We'll squish, paint, and do all the fun stuff you'd *never* try at home.

At Glencoe Park District, we believe play is a child's most important teacher. Play designed and supported by thoughtful, experienced educators means the best in preschool for children. As we make a mess, you'll meet the teachers, see the classrooms, and learn about our school year curriculum for children 6 weeks through 5 years old, which includes a variety of preschool programs:

- **Parent and Child Preschool** for parents and children age 12-24 months (by September 1, 2017)
- **Morning Early Learning Center Preschool** for 2, 3 and 4 year olds (by September 1, 2017)
- **Afternoon Early Learning Center Preschool** for 4 year olds (by September 1, 2017)
- **Children's Circle Full Day Preschool** for 6 weeks through age 5, available 50 weeks per year, from 7 AM to 6:30 PM!

[More About Messy Morning](#)

Connect with us





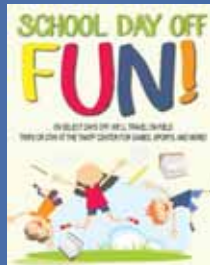


*It's Our  
WINTER CARNIVAL!*

**10 AM -12 PM | Monday, January 16 | Watts Ice Center**

Celebrate everything winter with ice skating, snowy arts and crafts, icy carnival games, face painting, and more! Throughout the morning, be sure to check out live ice sculpting by Art Below Zero! We'll even have a special ice blocks for children build their own sculptures and ice painting to explore their inner artist! Free popcorn and cotton candy will be available; the concession stand will also be open to purchase snacks.

[MORE](#)



### School Day Off Fun AT Watts Below Zero

No child care? No problem! We're spending Martin Luther King Jr. Day at Watts Below Zero event and staying for crafts, games, ice skating, and lunch. Drop off and pick-up will be at Takiff Center.

[REGISTER](#)

*Fee includes lunch and activities. Must register in advance. For kids in kindergarten through fifth grade.*



The new year is here, bringing with it new possibilities! There's no limit to what you can do. So what are you waiting for? Let's learn! Take 25% off **ANY** class listed below before midnight tonight!

*Offer applies to a single transaction up to a \$55 value on Monday, January 23, 2017.  
\*Price online is already reduced 25%.*

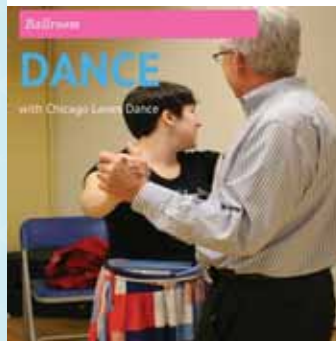


**PAINTING ON CANVAS**  
*Wednesdays, 6:30-8:30 pm*

Gain confidence painting on canvas. Experimentation will be done with acrylic paint to better understand color, composition, and various techniques. Learn in a casual and relaxed atmosphere in this introductory class. Each student will be able to work at their own pace. A supply list will be provided prior to the first class. A small canvas will be provided.

Regular price \$263/289  
**NOW \$197/217**

[REGISTER](#)



**Ballroom Dance**  
*Thursdays, 7-8 pm*

Whether you're preparing for a wedding or just want to learn how to dance together, our talented teachers will ensure that you move seamlessly together through numerous turns and photo-worthy finish. The class is fun for couples of all dance levels who want to learn the Waltz, Foxtrot, Quickstep, and Viennese Waltz. Emphasis is placed on three important elements: foot position, rhythm and timing, and leading/following with variety.

Regular price \$150/165 (per couple)  
**NOW \$112/124**

[REGISTER](#)



**Beginner & Intermediate Dog Obedience**  
*Wednesdays, 1 pm or 2 pm*

Make your pup a model citizen. Learn to develop a leadership role through positive reinforcement training with your dog. Beginner class is for dogs 8 weeks and older.

Regular price \$150/165  
**NOW \$112/124**

[REGISTER](#)

See all adult programs



Glencoe Park District  
999 Green Bay Road, Glencoe IL 60022  
847.835.3030 [www.glencoe-park-district.com](http://www.glencoe-park-district.com)



## SAFETY COMMITTEE MEETING

### Agenda and Minutes

Wednesday, February 15, 2017 / 11:00 a.m.  
(Please Note: Items in **red** print require action)

1. Call to order at 11:08 a.m.

Roll Call: Present: Chris Leiner, Carol Mensinger, Mike Lushniak, Liz Visteen, Paul Goedjen, Naomi Garvett, and Lorise Weil. Absent: Lisa Sheppard.

2. Review of the Minutes: The Safety Committee Minutes from January 18, 2017 were reviewed and accepted.
3. Accident/Incident Review: Carol reported that there was one employee incident and five other non-reportable minor accident/incident reports.
4. Open Claims: Carol reported that there were three new property claims, two at Watts and one at the Beach.
5. Carry Over Items:
  - a) Naomi asked if Tricia needs to bring the back-pack every time there is a fire drill. **Chris** stated that he is going to purchase a storage container from Home Depot, where all of the blankets and back-pack items can be stored outside. This will be done so that these items don't have to be carried outside each time we have to exit the building as a result of a drill or an actual incident. The items in the storage container will be accessible, via a combination lock.
  - b) Paul mentioned that once the fire alarm goes off (during a drill) you can come back into the building, i.e., you don't have to wait for him to call you on your cell phone.
  - c) Carol touched upon the PDRMA award and asked for some ideas on how the award can be distributed to staff, e.g., lunch, safety day and lunch (with or without vendors), massages, etc.
  - d) Lorise also asked about the AED doors, which ring a local alarm, as well as our alarm company. When sounded, this local alarm would hopefully alert someone to call 911. Chris asked **Paul** if he could please cancel the AED doors from auto-dialing our alarm company, as this additional alarm is not really needed.
6. Certificate of Insurance Information: Please continue to submit any needed Certificate of Insurance information as requested. Carol sent out a list of expired COIs that need to be updated. She stated that this list should be updated on a monthly basis. Chris asked everyone to make sure that every COI is updated on the P:Drive.
7. New Items:
  - a) Per Chris, sign-in sheets for every Safety Committee Meeting are now required.
  - b) When the building is closed from August 21 thru August 25, 2017, **Chris** will also be scheduling a test to check that the intercom system, the area of rescue buttons, and the outdoor emergency buttons by the ELC wing are all working.
  - c) Carol asked Chris about lead testing. **Chris** stated that an outside firm will be testing all water at the Takiff Center, as well as other areas. This testing will take place sometime during the week of August 21-25, 2017.
  - d) Lorise mentioned that the arrows in the parking lot are starting to fade. **Chris** said that he will be able to have them repainted this summer. He will also repaint the handicapped accessible signs too.

Adjourn: 11:40 a.m.

**The next meeting is scheduled for Thursday, March 16, 2017 at 11:00 a.m.**

# **VIII. Executive Director's Report**

Glencoe Park District  
February 28 Board Meeting

**Glencoe Park District  
Executive Director's Report  
February 2017**

**West and Astor Playgrounds**

The Special Projects and Facilities Committee has reviewed the Playground Design Concepts at two committee meetings and recommends advancement of the conceptual designs for approval at the February Board meeting. Both Park and School staff have heard resident/staff/student feedback and also recommend approval of design concepts. Both projects are within the budget established by the Board. Staff will return to the Board with approval of the Construction Bids on May 2. Further discussion will occur at a later date on elements that will be priced and installed by Park District staff. These items include park signage, plantings, fencing, etc.

**Special Projects and Facilities Committee Meeting**

We have scheduled a Special Projects and Facilities Committee meeting on Tuesday, March 7 at 6:30 p.m. to discuss Takiff Parking and Lakefront Park.

**Lakefront Park**

We have a public meeting on Lakefront Park on March 2 at 6:30pm. A letter was sent out to the surrounding neighborhood and the Lakefront Advisory Committee and was posted on our website and bulletin boards at the Takiff Community Center.

Our Landscape Architect, AltaManu along with staff, will be leading the meeting in order to gather input from the community. The Park District's Master Plan, which was approved in 2015, included a number of suggestions for the Lakefront Park restoration. Among the suggestions are these ideas:

- Consider adding interpretative signage
- Consider adding native plantings
- Consider updating and adding accessible paths
- Consider upgrading the park's tennis courts and playground
- Protect the beautiful trees in Lakefront Park

**Watts Ice Rink**

Due to a high volume of unseasonably warm temperatures, the Watts Ice Center rinks were closed for the season on Saturday, February 18.

Watts Ice Center is traditionally open from the day after Thanksgiving through the end of February. During cold winters, the rink at times is able to stay open into March; in warmer winters, the rink has closed early due to the sun and high temperatures.

Unfortunately, the rink's cooling system cannot compete with the 50 and 60 degree temperatures that have occurred this weekend and are expected to continue through the week. The rink staff has been monitoring ice conditions and performing ice maintenance consistently throughout the season and with increased frequency the last week, but the warm weather had melted the ice beyond repair.

All rentals, classes, drop-in hockey times, and public skate scheduled through Tuesday, February 28 were canceled.

### **Glencoe Youth Services and Glencoe Junior High Project**

Included in Action Items are Glencoe Youth Services and Glencoe Junior High Project annual reports. Representatives gave presentations at the last Finance Committee of the Whole meeting. We are requesting you take action to approve the stipend amount at this meeting.

### **2016/17 Goals and Objectives**

Attached is a status update of the FY 2016/2017 Goals. As you can see, staff have been very busy and have accomplished a great deal over the course of the year.

### **IPRA/IAPD Conference**

Staff and one commissioner attended the IPRA/IAPD Conference on January 19-21. Attached are the conference reports from our attendees. In addition, staff shared information on the sessions they attended during a staff meeting.

I am also very humbled to be the recipient of the IPRA Professional of the Year Award. I would like to take this opportunity to thank the Board and Staff for their enormous part in my receiving this award. Without the support and trust that the Board and staff have in me, I would not have received this award or been able to do half of what we have accomplished here in Glencoe. I am extremely thankful for a staff that stands behind me, does not run the other way when I have an idea, and works every bit as hard as I do for the profession and the Glencoe community.

### **IPRA Speaking Engagement**

I spoke at the IPRA Conference session *You Have a Comprehensive Plan Now What?* In addition to myself, the panel included Steve Konters (Hitchcock Design Group), Barbara Heller (Heller and Heller Consulting), and Mike Renner (Commissioner, Cary Park District). The session included a comprehensive overview what to do with the Master Plan once it is done! The session was very well attended.

### **Park Planning**

Chris and I continue to work on the planning process for our capital projects.

We are also eagerly awaiting the opening of Melvin Berlin Park on Friday, April 28. We are happy to report that we came in under budget for this project and have approval from our donor to use the remaining donated funds on equipment that will help better maintain our sports fields.

We have finished the ADA Audit of all of our parks and facilities. Recreation Accessibility Consultants, llc. will present the audit to the Board in June or July.

### **Freedom of Information Report**

There were two FOIA requests this month. SmartProcedure requested purchase records from August 9, 2016 to current. This was received on Tuesday, February 14 and responded to before the end of that day. Local Labs requested a list of candidate filings for the 2017 consolidated

elections, Treasurer's Report, and Budget. This was received on Tuesday, February 14 and responded to on Wednesday, February 15.

**Action Items**

- A. Approval of Glencoe Youth Services Stipend Request
- B. Approval of SNAP Stipend Request
- C. Approval of Glencoe Jr. High Project Stipend Request
- D. Approval of Designs for West Park
- E. Approval of Designs for Astor Place Park
- F. Approval of Resolution No. 858 Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Sale of Park District Land to a Non-Governmental Entity
- G. Approval of Third Party Construction on Park District Property Policy
- H. Approval of Upgrade IT TSS Plan
- I. Approval of the revised Fund Balance Policy
- J. Approval of Resolution No. 859 to Commit Additional Funds to Master Plan Capital Project Fund (69)
- K. Approval for Architectural Services of Wight and Company

Submitted by:  
Lisa Sheppard, CPRP  
Executive Director



GLENCOE PARK DISTRICT  
ANNUAL GOALS  
FY 2016/2017  
End of the FY Update

GOAL STATUS:  
COMPLETED  
STARTED  
NOT STARTED  
HOLD



**Goal: Deliver Innovative Programs and Services that align with current and future needs of the community**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Perform analysis of park sites and identify areas of potential growth for programs and rentals Field usage in RecTrac to monitor openings. Soccer and football played for the 1 <sup>st</sup> time at West Park. Reinsdorf Softball Field has been configured for multiple age groups to play.	Chris P Chris L Mike	Completed	11/18
2	Create 2 new opportunities for basketball skill development while making at least 30% profit on each class. 3 vs 3 program and pre-season skills clinics	Chris P	Completed	2/17
3	Raise Private Sailing revenue by 25% from FY 15/16 while netting 55% Focus was placed on improving quality of group sailing program	Bobby	Not complete /On- Going	10/16
4	Develop a Glencoe Park District Volunteer Program and build a network of volunteers. Manual has been created and recruiting packet has been created. Will be posted on-line this week. No volunteers have been secured other than house basketball coaches.	Liz V	Started	2/17
5	Expand Children's Circle by adding a loving and nurturing childcare environment for incoming or current families for infant to 15 months Infant Care started in September 2016.	Naomi Amanda	Completed	2/17
6	Install three lending libraries in our parks Libraries installed at Takiff, Friends, Lakefront, and Shelton parks	Chris L Erin	Completed	9/16
7	Provide a nature preschool or nature preschool classes allowing the children to explore activities about and in a nature environment utilizing many of the parks Glencoe has to offer Offering spring break "nature week" program. Nature based play area will be built where the old garden was in spring.	Naomi	Completed	2/17
8	Research nature-based programming in order to introduce one new nature activity or program each season within the GPD current programs, camps and special events Added nature based Amazing Minds class in winter session and a nature based school day off program in spring.	Stephani	Complete	2/17
9	To increase the amount of paid rentals at the Takiff Center in 2016/2017 by 5% from the total in 2015/2016 This number is to include birthday party rentals. Met this goal as of 1/31/2017	Paul	Complete	2/17
10	Develop a program matrix chart as a means to analyze deficiencies in program offerings and facility use Creating tool to identify areas of program growth	Mike	Started	2/17
11	Increase enrollment for toddler classes by 12 new enrollments Provide classes for toddlers; Parent and Tot class, as well as a class for toddlers who are ready for preschool, but miss the September 1 deadline. Not projected to meet this goal at this time; changes have been made to registration timelines to meet this goal in 2017-18	Naomi	Started	2/17

12	Increase registration of paid adult/active adult programs from 74 participants (annual participation for FY 2015-2016) to 84 participants (13.5% increase) As of 1/31/17 there are 115 active adult program participants.	Liz V	Complete	2/17
13	Increase fitness opportunities by 5% in 2016/2017 Additional fitness offerings added each brochure cycle including partnership with Reach Yoga	Paul	Complete	2/17
14	Complete a program analysis on Glencoe Beach Programming Changes suggested for 2017-18 based on analysis	Mike Bobby	Complete	9/16
15	Complete a program analysis on Watts Facility Changes already implemented for 2016-17 rink season include USFSA program curriculum and semi-private classes. Changes for next year will include broomball programs and adjusted times.	Mike Bobby	Complete	2/17
16	Maintain the continuity and quality standards of our camp program during the staff transition Maintained camp standards in summer 2016 and received a similar participant evaluation as 2015.	Mike Stephani Chris Naomi	Completed	8/16

**Goal: Maintain and enhance standards of excellence in parks and facilities**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Develop procedures to ensure improved Beach cleanliness <i>New trash cans that facilitated increased and easier removal of trash, more routine cleaning of bathrooms and beach by operations and parks staff.</i>	Mike Chris L	Complete	9/16
2	Update Master Plan after CARP discussion <i>Board committee meeting now held in July to establish 3 year Master Plan schedule. Plan updated by Hitchcock to reflect those changes.</i>	Lisa	Completed	2/17
3	Complete NRPA Proragis data base for assistance in effective management and planning of our resources and facilities <i>NRPA changed data base program. Started new program but now need to wait until FY16/17 is complete to complete financial section.</i>	Lisa / Erin Chris L Carol	Started	
4	Complete Kalk Park Project - Complete Community Input/Board Input - Competitively Bid Project - Supervise Hitchcock/Manage Construction Project - Ensure Project Close Punch List is Completed - Ensure project is completed to bid specifications	Lisa Chris L	Complete	11/20
5	Complete Melvin Berlin Park Project - Competitively Bid Project - Supervise Hitchcock/Manage Construction Project - Ensure Project Close Punch List is Completed - Ensure project is completed to bid specifications <i>Awaiting Spring Opening but project is complete</i>	Lisa Chris L	Complete	2/17
6	Complete Shelton Park Playground Project - Complete Community Input/Board Input - Competitively Bid Project - Supervise Hitchcock/Manage Construction Project - Ensure Project Close Punch List is Completed - Ensure Project is Completed to Bid Specifications <i>Playground was opened in September</i>	Lisa Chris L	Complete	10/16
7	Oversee Renovations: Takiff Center Roofs/Clock Tower - Complete Community Input/Board Input - Competitively Bid Project - Ensure Excellent Communication with Affected Facility Users and Staff - Supervise ACG Manage Construction Project Ensure Project Close Punch List is Completed - Ensure Project is Completed to Bid Specifications <i>Project is complete. Minor system tweak on clock but will be done by mid-February</i>	Chris L Lisa Bill	Complete	2/17
8	Develop a matrix for evaluating professional services for special projects <i>Performed end of project evaluation for Hitchcock Design Group</i>	Lisa Chris L	Completed	11/16
9	Oversee leak detection and repair glycol line at Watts Ice Center. <i>Leak has been located and repair will take place in spring.</i>	Anthony	Started	1/30

10	Oversee the completion of the “by owner” tasks during the renovation of Melvin Berlin Park	Anthony	Complete	6/16
11	Collaborate with horticulture staff to develop new plantings throughout Glencoe <i>Planting beds at Takiff, Lakefront, Watts, and Veterans Park were updated.</i>	Anthony	Complete	11/16
12	Support Early Childhood staff in preparing the Infant Care Room within DCFS code <i>Room was prepared prior to opening and received certification from DCFS.</i>	Bill	Complete	8/16
13	Create a Beach staff break room in the Safran house so that employees on break are out of the public eye <i>Storage room was divided to create an air-conditioned staff break/training area.</i>	Bill	Complete	6/16

<b>Goal: Enhance Customer Service</b>				
Fiscal Year: 16-17				
	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Use technology to help more effectively communicate league scheduling, standings and weather conditions to program participants. <i>Implemented use of QuickScores and the Rainout Line</i>	Chris P	Complete	2/17
2	Cross-Train Registration staff in order to provide competent back-up/coverage	Lorise Liz Lauren Autumn	Ongoing	2/17
3	Develop internal team building opportunities for full and part-time staff <i>This is an ongoing effort: Started SPIRIT Cards, Full-Time staff training in August, All-Staff training in May, and Monthly Lunch and Learns with supervisory staff.</i>	Lisa A-Team	Completed and On-Going	2/17
4	Evaluate Customer Service Training for Beach and Watts Facilities <i>Increase focus on customer service in beach staff training. Better CS marks on end of season evaluation.</i>	Lisa / Mike Bobby	Complete	2/17
5	Train all new full-time staff on Expectations and Standards <i>Held Full-Time staff meeting and Started Monthly Lunch and Learns</i>	Lisa A-Team	Completed and On-Going	2/17

**Goal: Sustain Long-term Financial Strength**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Review District's Current Financial Policies	Carol	Ongoing	
2	Utilize completed Master Plan, ADA Transition Plan and New ACGT Infrastructure Assessment to prepare 3-5 year Capital Plan	Lisa, Carol, Chris	Completed and Ongoing	
3	Compile and review new mandatory FLSA regulation information and prepare recommendation for implementation and impact on District's full-time staff	Carol	Completed	11/16
4	Review and Update District's Purchasing Policy	Carol	Started	

**Goal: Improve awareness of GPD programs, facilities, parks and services through effective marketing and signage**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Join Chicago/North Shore Visitor Convention Bureau <i>Joined in April; group now posts our events to their website. Also purchased Visitor's Guide print ads (distributed to 75,000 hotels/visitors centers/universities/real estate companies/local businesses) as well as website ad for Watts (est. 30,000 monthly visitors)</i>	Erin	Completed	2/17
2	Develop a marketing plan that incorporates themes from the Master Plan	Erin	Ongoing	2/17
3	Create a calendar of 2016-17 marketing themes & priorities <i>Working to incorporate with special events calendar</i>	Erin	Ongoing	2/17
4	Incorporate new technology to achieve marketing goals <i>Created linked brochure for Watts, looking at new ways to use TVs at Watts for pricing, exploring Canva as branded design platform, using Meetup.com for promoting programs, using lead generation ads on Facebook/Instagram to increase email list, using Welcome Wagon to reach new customers, using Google ad words to promote Beach/Preschool programs</i>	Erin	Completed and Ongoing	2/17
5	Develop a program to systematically update park signs <i>Will replace 3 signs per year plus any new construction</i>	Erin	Completed	2/17
6	Develop a social media plan to include Instagram, Pinterest, Facebook, Twitter, and LinkedIn <i>Integrated Pinterest/Facebook tracking into website to follow traffic patterns; utilizing social media to meet marketing goals</i>	Erin	Completed	2/17
7	Develop a marketing plan for Infant Room <i>Utilized Comcast commercial, web, social media, direct mail, and media relations to promote program to new moms, resulting in full enrollment in program</i>	Erin	Completed	2/17
8	Add way-finding digital signage to the Takiff Center <i>Digital signage software does not work as needed for Takiff Center, re-evaluating options</i>	Erin	Hold	2/17
9	Foster key relationships with local media <i>Work with key media on weekly basis; introduce self to new reporters as needed</i>	Erin	Completed and Ongoing	2/17

**Goal: Create a system to maintain and improve operational processes**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Hire and train new full-time Accounting Manager	Carol	Completed	6/16
2	Install "Replication Server" at Takiff Center for IT Disaster Recovery Plan.	Carol	Completed	7/16
3	Organize Financial storage areas	Carol Bus / Reg	Completed	2/17
4	Establish the use of the park district bus for enhancing current and future programs while utilizing it in different program areas totaling 75 times for the year <i>Bus used daily for summer camp and daily for Kid's Club</i>	Team Leader & Rec Team	Completed	2/17
5	Develop an evaluation for independent contractual services and administer to participants at least once a year. <i>All programs are evaluated on the same set of standards each session.</i>	Mike	Completed	2/17
6	Modify financial procedures for District's new financial software system	Carol	Completed	2/17
7	Create PDF of the Camp, Safety and teachers manuals for easy access and distribution.	Lorise Lauren	Completed	12/16
8	Clean up RecTrac and all public drives of obsolete data	All Teams	Completed	12/16
9	Create a system for filing and tracking of all Takiff Center building systems forms, certificates, and information <i>All building system forms have been scanned to computer and are being moved to the P-Drive.</i>	Paul	Complete	2/17
10	To create a comprehensive emergency plan for the Takiff Center which can be shared with all staff and used as a training manual for future years	Paul	Completed	6/16
11	Review and update Watts Ice rink procedures and update Operations Manual including an opening and closing checklist <i>Operations manual has been updated for season and will continue to be revised through remainder of season.</i>	Mike Bobby	Completed	2/17
12	Review and update Glencoe Beach procedures and update Beach/Boat Operations Manual including an opening and closing checklist	Mike Bobby	Completed	10/16
13	Prepare for Distinguished Accreditation standards by reviewing and update policies and procedures for the District in alignment with Accreditation standards	Lisa Department Heads	Completed and On-Going	2/17
14	Work with President of the Board to provide necessary Board Development and Training for Commissioners	Lisa	On-Going	2/17
15	Develop Program Recaps and Program Timelines for all programs and facilities <i>Staff is still gathering information to complete this and looking for the most effective way to document.</i>	Mike Fac / Rec	Hold	2/17
16	Update and consolidate waivers in RecTrac and WebTrac, which include downloadable forms	Mike/Bobby Erin/Lorise	Completed	11/16
17	Create and implement Lost and Found procedures	Paul/Bobby Reg Team	Completed	11/16

**Goal: Encourage environmental sustainability practices District-wide**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Investigate Green Cleaning Practice/Products <i>Investigated environmentally friendly dog waste bags. Completing cleaning product inventory in facilities</i>	Chris L Anthony Bill	Completed	1/23
2	Utilize more electronic communication channels in replace of paper flyers <i>Increasingly utilizing email and social media to promote programs</i>	Erin	Ongoing	2/17
3	Utilize soy-ink and recycle paper content for brochures and Glencoe Quarterly	Erin	Completed	2/17
4	Continue to install hand-drying stations throughout the park district to minimize paper towel use.	Bill	Not Completed	2/17
5	Investigate adding water bottle fill stations on drinking fountains at facilities <i>Fountains were replaced or added at the Beach and Boat House. New fountains required at Takiff/Watts. Bottle fillers added to Kalk and Berlin Park. Will continue adding bottle fill stations when parks are renovated and budget for new fountains at Takiff</i>	Chris L	Completed and on-going	2/17
6	Implement a planting plan to replace removed ash trees with diverse tree species to avoid monoculture of trees <i>Trees were planted District-wide to replace ash trees. Shelton/Kalk/Lakefront/South &amp; Green Bay/ Watts/various numbered parks. Different species were selected.</i>	Chris L Parks	Completed	2/17
7	Continue to abate invasive plant species throughout the District <i>Brush line at South &amp; Green Bay Park was renovated. Work was done on the beach bluffs and in Shelton Park.</i>	Chris L Parks	Complete	2/17

**Goal: Continue to foster good community and intergovernmental relations to maximize District effectiveness**

Fiscal Year: 16-17

	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Evaluate Shared Services agreement with the Village <i>Began internal evaluation of Shared Services</i>	Lisa Chris L	Started	1/17
2	Create a tiered sponsorship program for special events to promote involvement from community organizations/businesses. <i>Attended IPRA meeting on Sponsorship to kick-off discussion and began informal discussions on process. Sponsorship information is complete and posted. Sponsorships have been secured for in-kind donations for special events.</i>	Erin Liz V	Completed	2/17
3	Meet with community and affiliate groups on a quarterly basis to remain informed and provide input. <i>Met with GBA once, one more meeting scheduled before end of FY. Met once with AYSO, one more meeting schedule before end of FY.</i>	Chris P	Started	2/17
4	Work cooperatively with Village on Green Bay trail items <i>Developed a partnership between Friends of Green Bay Trail, Village, and Park District for restoration of a section of the Green Bay Trail</i>	Lisa	Completed	2/17

5	Work with Central School Athletics Department and Stacy Pritsker of Glencoe Jr. High Project to ensure Central School gym usage is appropriately scheduled, before meeting with School District 35 <i>School gym schedule has been created and reviewed by School District and Park District staff to ensure there are no scheduling conflicts. As of 1/31/17 no issues have been reported by D35 or PD staff</i>	Chris P	Complete	2/17
6	Work with Glencoe Baseball Association and AYSO to train their staff on how to effectively use the “Rainout Line” <i>Implemented in August</i>	Chris P	Completed	2/17

<b>Goal: Encourage professional development in full-time staff</b>				
Fiscal Year: 16-17				
	<b>Objective</b>	<b>Responsible Person</b>	<b>Status Update 1/2017</b>	<b>Completion Date</b>
1	Renew CPRP Status by Attending Conferences/Seminars related to positions <i>Lisa and Carol - Completed</i>	Certified Staff	Completed	2/17
2	Recertify as a CPSI (Certified Playground Safety Inspector) <i>Recertified 10/22/16</i>	Chris L	Completed	11/16
3	Become CPRP Certified (Certified Parks & Recreation Professional)	Chris L	Not Completed	2/17
4	Become involved in IPRA Special Event Committee	Liz V	Completed	2/17
5	Attend PDRMA HELP <i>All New Staff Completed: Stephani, Liz, Chris P., Bobby, Paul and Amanda</i>	Liz V/ Paul Chris P	Completed	2/17
6	Attend marketing/design meetings outside IPRA (Ascend, AMA, AIGA, PRSA, DePaul alum, etc.) <i>Started Charmm'd marketing group w/ North Shore peers</i>	Erin	Completed	2/17
7	Join local (informal) group of North Shore Park District communication professionals <i>Started Charmm'd marketing group w/ North Shore peers</i>	Erin	Completed	2/17
8	Host IPRA C&M section summer social	Erin	Completed	2/17
9	Pass and Achieve Certification for CPSI (Certified Playground Safety Inspector) <i>Certified 10/22/16</i>	Anthony	Completed	2/17



## IAPD/IPRA Soaring to New Heights Conference Summary Reports 2017

### Lisa Sheppard

Day/Date: January 20, 2017

**Session Name: Fire It Up! The Power of Making Good Happen**

Presenter: Lisa Paradis, Director, Bookline, MA

Session Included: This session focused on creating a culture in your agency that is central to the impact agencies can have on the people who live them and how to launch ideas that can both inspire community engagement and motivate and inspire staff.

Some takeaways:

- Reading recommendation: *The New Public Service* by Bob and Janet Denhardt
- When creating a culture remember that satisfied employees are there to get while Engaged employees are there to give. Satisfaction is about doing my job. Engagement is about doing my job above and beyond and making my agency successful.
- The Disengagement Boat. In your agency you more than likely have 2 employees that want to sink your boat, 3 Rock Stars and rest are disengaged. As a leader which employee do you focus your time on? Where are you on the Boat?
- Discretionary Effort: Effort: Heads and Hearts
- Change = Challenge not threat
- Social Enterprise: We have revenue streams but we must never forget that we deliver social benefit.
- Central Pillars of Joy
  - Ability to:
    - Reframe a situation
    - Experience Gratitude
    - Express Kindness and Generosity
- Growing Through Adversity: Google Rabbi Lobster video
- Leadership Through Dancing Guy: Google Dancing Man
- What's your connection to Park and Recreation
  - What's your cause?
  - What's your belief?
  - Why does your organization exist?
  - What is your calling?
- Marking Time is a Death Sentence (Professional Death Sentence)
  - But finding your passion is a life sentence. Something in our agency that gives you a sense of drive and purpose!

Day/Date: January 20, 2017

**Session Name: UnPlug Illinois: Communicate the Value of Parks and Recreation through education and storytelling.**

Presenters: Allison Niemela, Executive Director Batavia Park District; Jarrod Scheunemann, Community Services and Education Coordinator Elgin Park Department and University of Illinois Office of Recreation and Park Resources.

Session Included: IPRA developed a state-wide awareness campaign to educate communities on the value of parks and recreation. The kit provides agencies with the resources, tools, templates and inspiration to communicate the value of parks and recreation. The Glencoe Park District and Erin Maassen were cited several times on how to effectively use the information provided! Recommended giving the kit to each commissioner has an education tool so that they can be advocates in the community.

Day/Date: January 21, 2017

**Session Name: Keynote General Session with Steve Gilliland**

Presenter: Steve Gilliland, Author of numerous books including: *Enjoy the Rid, Hide Your Goat, Making a Difference and Detour.*

Session Included: A blueprint for getting the most out of life, Enjoy the Ride is a hilarious and brilliantly conceived keynote that causes people to examine where they are personally and professionally. It lifts people up and inspires them to evolve and appreciate, rather than simply maintain and exist. When you Enjoy the Ride, you will learn to:

- Check Your Passion: Love what you do; never forget why you do it.
- Cure Your Destination Disease: Live more for today, less for tomorrow and never about yesterday.
- Refocus Your Attention: Decide what's important and never take it for granted.

If you want to achieve true success and fulfillment, you must first discover an enthusiasm for your work and personal life. Decide where you are heading, get on the bus, choose the right seat and Enjoy The Ride.

Day/Date: January 21, 2017

Session Name: Productive and Purposeful Meetings at Your Agency

Presenter: Nancy Sylvester, Professor Emeritus of Speech Rock Valley College and author of *The Complete Idiots guide to Roberts Rule*.

Session included:

- Techniques for Serving as a Successful Chair
  - Keeping Participants Focused
  - Facilitating Discussion
  - Ensuring Follow-Through
- Handouts attached

Day/Date: January 21, 2017

**Session Name: You Have a Comprehensive Plan Now What?**

Presenters: Steve Konters (Hitchcock Design Group)

Barbara Heller (Heller and Heller Consulting)

Mike Renner (Commissioner, Cary Park District)

Lisa Sheppard (Executive Director, Glencoe Park District)

Session included:

- What is a Comprehensive Plan
  - Comp Plan vs. strategic plan
  - Purposes of a comprehensive plan
    - Providing direction (Board, staff, community)
  - Components to consider
  - 5 year vs 10 year outlook
- Keys to successful implementation
  - engaging and validating your actions to the community
  - dealing with stakeholder interests
- Developing the implementation strategy
  - how to use the plan year to year
- Coordination with budgets and financial planning
  - Cary Park District case study
  - plan for retired debt
  - supporting document for grant applications
  - donation planning (i.e. Park Foundation)
  - coordination with department and personal plans
- Tracking and evaluating progress
  - Begin again

## **Michael Lushniak**

Day/Date: Friday, January 20

**Session Name: Dealing with Bullying in Your District Programs and Staff**

Learning Outcomes:

- More than half of bullying situations stop when a peer intervenes.
- Bullying leads to depression and other health issues costly to participants and staff

- Create a bullying policy to prevent bullying and give yourself a guide on how to handle it.
- Park Districts are using school law and policy to respond to bullying
- Tort immunity helps to protect park districts from lawsuits about bullying
- Courts have set precedent by siding with agency in a number of bullying cases
  - They have asked what the agency knew about the situation.
  - If you are given information, you need to act on it in some way to protect yourself.
- Failure to follow a zero tolerance bullying policy could put agencies at risk. If you have a policy you must follow it as closely as possible.
- Include in policy
  - Definitions
  - List of prohibited acts
  - Investigative procedures
  - Consequences
  - Communication plan
- Work to coordinate with over governmental agencies in the community or develop a united and consistent approach.
- Communication with parents before program begins as well as during the program is important.
  - Be proactive
- When an issue of staff bullying is presented:
  - Show an intolerance
  - Investigate
  - Take appropriate disciplinary action

Day/Date: Friday, January 20

**Session Name: From Turmoil to Stability: Plainfield Park District**

Learning Outcomes:

- The history
  - 5 member board
  - Tax rate .2433
  - Lack of documentation – small amount of written policy and procedure
  - Grew quickly – not a lot of long term planning in 2013
- After 2013 the culture changed
  - Long term board which changed in 2011 by adding one new person
  - In 2013 two additional new board members came in so 3 members on the board starting going away from the mission. Took President, VP roles.
  - Village board member placed as acting executive director
  - The community took action and started spreading information on-line and in person.
    - Organized a rally to gain public support – gained media attention
  - Interim executive director begins investigation into agency books and documentation for laws being broken – spread rumor that park district was run poorly. Upset about taxes being raised every year.
  - The decision making process was taken away and sweeping changes were taking place. Tried to force out old board members.
  - New executive director was awarded 3 year contract
  - Stopped public communication and released key staff members
  - Majority commissioners lied to make staff and board members look incredible.
  - Removed residents from board meetings frequently when they disagreed.
  - Getting a committed group of residents to advocate for the agency was important
  - A department was eliminated and two key staff members resigned.

- Things begin to improve
  - After labor relations board rules against the Park District, the executive director resigned.
  - One of three majority board members begins to change perspective.
  - Concern about getting a good executive director with current situation
  - Illegal purchasing comes to light; more in fighting begins among majority board members.
  - Involved state senator to assist in reshaping the park district. Changed Park Board from 5 to 7 people and appointed two new members,
  - Hired interim director with knowledge and experience to bring about change.
  - Open meeting act violations were reported and brought to light.
  - Community activism still very important.
- The aftermath
  - Resignations and terminations
  - Tarnished reputation of agency
  - Unionized park staff
  - \$900,000 in costs associated with turmoil.
  - Amendment of the park code
  - Created agency master plan
  - Referendum passed to keep tax rate the same despite complete payment of bonds. Building new rec center.
  - Media can be your best friend or worst enemy. Tell your story!
  - Formalized policy and procedure for agency.
  - Better efforts focused on getting the right people on the park board. Have a board succession plan.

Day/Date: Saturday, January 21

**Session Name: Using survey results to improve your agency**

Learning Outcomes:

- Using an independent source to produce results helps provide the perception of unbiased results.
- Don't use surveys if you already have your mind made up.
- When using an outside company ask questions to ensure that you are getting what you are looking for.
  - Number of questions
  - Guaranteed number of responses
  - Margin of error
- Ensure that the demographic you are looking for is the one providing information
- Get staff input to ensure that questions match actual operation.
- Limit time of survey; don't make something too long that no one wants to fill out.
- Include question, "Have you used our services in the past 12 months?"
- Satisfaction assessment matrix
  - Presents information easily for staff
  - Gives clear direction about high and low priority areas.
- There should always be something actionable that can be done with answers to questions.
  - If you can't change it, don't ask it, but there is almost always small tweaks that can be done if sweeping change cannot be made.
- Rapid improvement shows customers you take their feedback into consideration.
  - Document and publicize changes made based on survey results.

Day/Date: Saturday, January 21

**Session Name: Building Connections through Sports**

Learning Outcomes:

- Kids can get engaged though many different types of games.
  - Competitive games get different results than collaborative games.
- Good coaches are able to get the best out of people while giving them confidence and making sure they are enjoying themselves.
- Sports are a great way to work with kids because it teaches them life skills.
  - Teamwork
  - Communication
  - Structure
  - Leadership
  - Healthy activity.
- Physical activity enhances brain function
- Integrating education into athletics maximizes potential and efficiencies.
  - Teach health and character concepts
  - Treat mistakes as opportunities for growth.
- Coaches should focus on clear communication
  - Tell it, label it, and celebrate it.
- If something is going well, replicate it. If something is not going well, change the way you do it.
- Principals taught in sports and games are applicable throughout life. Any instructor or coach, no matter what the subject, should work to show how lessons learned in recreation are applicable to other life situations.

Day/Date: Saturday, January 21

**Session Name: Acing your ACA: From staff training to site visits**

Learning Outcomes:

- ACA standards at a glance – starting point
  - Site visit includes documentation and practice so policies must be implemented.
  - Timeline – start planning early.
- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Fall           <ul style="list-style-type: none"> <li>• review of last year’s program</li> <li>• Pick camp training dates</li> <li>• Finalize camp schedules</li> <li>• Update RecTrac</li> <li>• Update manuals</li> <li>• Post jobs</li> <li>• Update website and start promotional materials</li> </ul> </li> <li>• Winter           <ul style="list-style-type: none"> <li>• Marketing</li> <li>• Training topics and prep</li> <li>• Start booking field trips and busses</li> <li>• Inventory supplies</li> <li>• Host open house</li> <li>• Start registration</li> <li>• Order supplies</li> <li>• Start putting binders and paperwork together</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Spring           <ul style="list-style-type: none"> <li>• Finalize staff trainings</li> <li>• Finish staff hiring</li> <li>• Communicate with staff, NSSRA, bus company</li> <li>• Collect parent emergency forms</li> <li>• Conduct staff trainings</li> <li>• Sort supplies</li> <li>• Safety review</li> </ul> </li> <li>• Summer           <ul style="list-style-type: none"> <li>• Site specific trainings</li> <li>• Rosters with emergency info, sign in/out info</li> <li>• Staff resources out</li> <li>• Parent communication</li> <li>• Mid-summer staff evaluations</li> <li>• Review rosters weekly</li> <li>• Hold staff meetings</li> <li>• Supervisors visit sites.</li> </ul> </li> </ul> |
|---|---|

- End of season evaluations
- Track hiring process on a sheet that you don't give to HR. Will need it for on-site visit.
- Must have camp goals for ACA – good idea anyway. Communicate them to parents.
- Need detailed outlines for trainings to show items required by ACA
- Have a parent manual acknowledgement form to confirm that parents have seen these policies.
- DCFS mandatory reporter training – do on-line and pay staff for time to complete it.
- Need to review drop-off/pick-up procedure – how can we verify a safe pick-up in car line?
- Community involvement – have documented meeting with Public Safety about camps
- Thermometers for fridges to verify temps – what do we need from Marla's Lunches
- Vehicle training, vehicle maintenance records
- Inventory staff certifications (DCFS, first aid/CPR), FT staff needs resumes and continuing education
- Processes and procedures reviewed by a health professional every three years. Use allergist if available.
- Must have food handler certification for snacks – can get certification on-line.
- Have staff sign-off on key safety procedures – include ACA standards
- Schedule preliminary visit to review before being officially audited

Day/Date: Saturday, January 21

**Session Name: Athletic Events: Buzz, Bugs, and Brain Bank**

Learning Outcomes:

- Market running events on-line using [www.runningintheusa.com](http://www.runningintheusa.com)
- Focus of race marketing
  - Promote health
  - Community connection
  - Improve community perception of agency
- Find a hook
  - Shirts
  - Swag
  - The course
  - Food or drink
  - Build a unique atmosphere
- Get people involved
  - Cash or in-kind donations from community
  - Use community groups as volunteers
    - If they are helping they are marketing for you
- Consider lax weather cancellation policies to have a better chance of running the event.
  - Must have good EAPs
  - Use industry standards for running races, not agency standards for program cancellations
  - Look into event insurance
    - Covers costs of races that get cancelled. Only good for big events.
  - Consider not offering refunds for cancelled races – must educate early.
- Bib timing vs chip timing
  - Bib timing is cheaper
  - Chip timing is good but there should also be a back-up.
  - Focus on accurate times and getting results out quickly.
- Create frenzy with price tiers.
  - Early bird
  - Regular
  - Last minute
  - Race Day
- Note on registration - must be signed up by XXXX date to ensure the correct size shirt. Shirts should be sought after to get people to register early.

- Consider packet pick-up at key sponsor locations within the community

## **Carol Mensinger**

In addition to the numerous networking opportunities with other professionals and board members, as well as visiting the large exhibit hall to see numerous exhibitors related to my current position, I earned .5 continuing education units (CEUs) toward the renewal of my professional certification (2.0 units are required every two years).

Day/Date: Friday, January 20, 2017

### **Session Name: Legal/Legislative Update – Part 1**

Presenter: Jason Anselment, IAPD Legal Counsel and Robert Bush, Partner Ancel Glink

Session Included: Legal experts discussed new laws and recent court decisions that impact park districts, conservation districts, forest preserves, recreation and special recreation districts

Learning Outcomes: Learned about recent legal development and other issues that impact our agency operations and learned information that helps us determine how to adapt to the requirements of the new laws.

### **Session Name: Legal/Legislative Update – Part 2**

Presenter: Adrew Paine, Partner, Tressler LLP

Session Included: Legal experts discussed new laws and recent court decisions that impact park districts, conservation districts, forest preserves, recreation and special recreation districts

Learning Outcomes: Learned about recent legal development and other issues that impact our agency operations and learned information that helps us determine how to adapt to the requirements of the new laws.

### **Session Name: IPRA/IAPD Awards Luncheon**

Saturday, January 21, 2017

### **Session Name: HR Documentation & Personnel Files**

Presenter: Kelly Hayden, Chief Legal Counsel, Management Association

Session Included: This session examined the current HR practices and how agencies are documenting these practices, the keeping of personnel files and the decisions that ensure, are legally defensible.

Learning Outcomes: Understanding of what goes into a personnel file and the importance of properly documenting employment practices, including an employee write-up.

### **Session Name: New FLSA Regulations: Where Are We Today?**

Presenter: Amanda Collman, Partner and Susan Glover, Attorney, Robbins Schwartz

Session Included: This session provided an understanding of recent changes to the “salary test” of the Fair Labor Standards Act, and how to control overtime wages under the new test. The presenters explored strategies for controlling overtime. Additional topics included the legal pitfall when controlling overtime that arise from email. Text messages and other off duty work-related communications, and overtime policies that can backfire and create liability. Future regulatory revisions on the Department of Labor agenda, such as possible changes to the “duties” tests for the exemptions for administrative, executive and professional employees was also covered.

Learning Outcomes: Better understanding of the recent changes to the “salary test” under the FLSA which result in more employees earning overtimes, as well as potential further regulatory changes on the horizon.

### **Session Name: DCFS: Licensied Daycare: How Your Agency’s Preschool Program May Be Impacted**

Presenter: Gina Madden, Attorney

Session Included: Discussion of the DCFS regulatory matters that may impact preschool and youth programs. Topics included what programs are subject to DCFS licensure, what we need to do to be compliant.

Learning Outcomes: Learned what regulations might be required for your early childhood and youth programs. Our preschool and children circle is already DCFS licensed.

## **Bobby Collins**

Day/Date: Friday, January 20

### **Session Name: Competitive Bidding and Public Contracting**

Learning Outcomes:

- The legal requirement for Park Districts to go out to bid for purchases and projects under the 70 ILCS1025/

#### Park District Code

- Posting public notices and the process for accepting, opening and reviewing bids. Must follow process or bidding process is compromised.
- Difference between a RFP and RFQ. When a RFQ would be more suitable than a lowest bid. RFQ should be like a rating scale and transparent. Should list the vendors by preference based on the bid. RFP should be lowest bid is chosen.
- Bids requires over \$25,000
  - Exceptions including software and used equipment
  - Emergency purchased that need ¾ of board approval
- When lowest bids can be ignored;
  - Incomplete bids
  - Wrong pricing
  - Prevailing wages problems
- Prevailing wage must be paid by the bidders. New bidders often do not understand prevailing wage act and can cause issues with their bid.
- When vendors make mistakes on bid costing you don't have to throw the bid out but tells you a lot about the bidder.
- Co-op Purchase can be both good and bad. You need to do your homework. You must follow the joint purchasing act. Do your homework on the website/vendor as not all websites are in compliance with the act.

Day/Date: Friday, January 20

#### **Session Name: Park District Mobile App**

Learning Outcomes:

- The Naperville Park District developed their own App, which allows residents to:
  - Pay bills
  - Mass notification in emergency's
  - Register for activities
  - Geo-locate all their parks and facilities
  - Check league schedules
  - Check weather cancellations
  - Store Park District Memberships: ex, Aquatics Facilities and Fitness Center
  - Check personal account
  - Donate to their Parks Foundation
  - Follow them on social media
- They are very happy with the finished product but there are lots of issues to consider:
  - Expensive – \$30-40k if you outsource, \$20k in-house
  - Need 2 App's, one for Apple and one for Google
  - Every time Apple and Google update phone systems you have to update the App
  - Does not integrate easily with Rectrac
  - Only 800 User out of a community of more than 40k
  - Need to have a reason for your customer to keep the App installed or it negatively affects your rating in the App store. If you have a bad rating it is difficult to find your App in the store.
- They have plans to further develop the App and get positive feedback from residents.

Day/Date: Saturday, January 21

#### **Session Name: Lifeguard Training Drills**

Learning Outcomes:



- New teamwork drills, which integrate scanning techniques. Play alphabet soup to develop teamwork skills while focus on effective scanning. Teamwork drills should make up most of inservice training, as emergencies generally involve a team of guards.
- Practice scanning wearing swim goggles with duct tape covering most of the goggle. Forcing guards to improve accuracy of scanning
- Practice front rescue drills with partners swimming opposite direction. Force lifeguards to work harder.
- Play hot potato with infant for CPR drills. Keeps all guards sharp. Mix up the rotation.
- Discussion around making drills more difficult to push guards out of their comfort zone. Use music and games to distract the guards during physical endurance drills and training.

Day/Date: Saturday, January 21

**Session Name: Outdoor Ice Rinks in Northern Illinois, Are we nuts? Part 1**

Learning Outcomes:

- The weather is a wildcard and communicating this with residents is a challenge but important. Most people think a rink is made in one day. The weather patterns in recent years have made maintaining ice more difficult. Many non-refrigerated rinks lose ice many times a season.
- Various tools can be used to maintain ice including edger, Zamboni and underground coils. Rink liners have improved significantly over the last 5 years and now last around 5 years. There are many types of boards depending on needs and budget.
- Unattended facilities are a safety risk and proper signage is required. Many rinks use chain fences and lighting to deter unwanted visitors at night.
- Staff safety should be a focus during training. There can be injuries from falling on the ice, if proper shoe coverings are not worn. When laying ice, frostbite and hypothermia can occur if staff do not take breaks.
- Always let the hose run if taking a break.

Day/Date: Saturday, January 21

**Session Name: Park District Finances: Learning it right and meet your objectives**

Learning Outcomes:

- Levy (Fund/not specific) V's Budget (specific)
- Tax Limitations – “Tax Cap” is linked to CPI and can only be above with a referendum. The initial thought is 2.1% increase in tax levy for 2017. It based on EAV of the properties on the District.
- Tax Cap Laws
  - Corporate tax
  - Rec tax
- Limitation (growth in property values, i.e Glencoe) V's Extension (fall in property value)
- Tax objections – It is very important to have a plan for accumulation of funds. Residents want to know why you have large fund balances. They may want to reduce tax if you are sitting on large fund balances.
- Truth in Taxation Act – 105% over previous extension is the threshold for a hearing. Must have a hearing if over.
- The filing date for levy is the last Tuesday in December.
- Budget and the process
  - “Good management is better than good income”
- Max of 10% for miscellaneous expenses. Detail is important for transparency.
- When holding a hearing, it must be published at least 1 week in advance of the meeting
- Amending budget and appropriation is set out in Park District Code.
  - Amendments are ok if they meet some exceptions. An example would be unexpected

revenue, which would lead to higher operating expenses and hence amending the budget.

- Appropriation is law

## **Liz Stowick**

Day/Date: Friday, January 20, 2017

### **Session Name: Budgets, Levies, and Bonds**

Learning Outcomes:

- Think of appropriation as the *authority/approval* to spend money.
- Budget amounts are not tied to the levy amounts.
- A severability clause is used so that if there is an error somewhere in the budget, the remaining budget still remains and the error can be corrected (so you don't have to completely re-do the budget).
- Avoid using "Other" when re-appropriating funds, because you may have to explain how/what money was used.
- Estimated revenue includes contract income (income that comes when we have a contract with the Village); leave out "miscellaneous" because it's too vague when it comes to revenue.
- Unexpected revenue? → follow the supplemental appropriation ordinance steps and explain to the public how the money was gotten.
- Nothing special needs to be done on the *budget* side, if you want to increase the budget by a lot for the next year. The levy side *will* require special attention.
- An appropriation transfer is the transferring of authority, not the actual transfer of money.
- Talk to counsel before doing anything related to appropriation transfers.
- Levies are subject to PTELL; you can levy up to the max but still be refused.
- PTELL – no assessment caps
- Levy amount ≠ appropriation amount because money comes from two different tax years (Levy 2017 is paid in 2018).
- Truth in Taxation → if this year's levy exceeds last year's by 5% or more.
- Only follow what the statute requires for Truth in Taxation—don't give extra information.
- Document what you give to the press to make sure you're in compliance and did everything right.
- Didn't finish going over PTELL and didn't even begin talking about bonds.

Day/Date: Friday, January 20, 2017

### **Session Name: Distinguished Agency Accreditation**

Learning Outcomes:

- Accreditation takes about 1-2 years to complete and is good for 5 years; it must be completed by the end of the second year.
- Everybody needs to be on board or else we won't succeed.
- Applications are accepted until 4/1 of each year
- Don't get discouraged – use mentors! (Steve Cherveney is a mentor)
- Must do a self-evaluation to learn if we are even able to begin the process.
  - Evaluation day with 5 members of IAPD/IPRA = 8 hours at agency
- \$500 application fee; covers the cost of the plaque
  - On evaluation day, agency also covers the cost of food/beverage and travel (if applicable)
- Mentors check in 4-5 times a year to make sure everyone is on track
- You must complete all mandatory items and as many optional items as you possibly can. Optional items give you the choice of choosing one or two that you can't/don't want to complete, but you cannot earn accreditation without completing almost all of the optional items.
- A score of 470 is passing (500 total pts available) and items/sections are weighted.
- Mandatory items must earn at least a 2 or 3 in order to pass due to how they are weighted.
- Legal sections are pass/fail.
- If an ED is allowed to approve something (e.g. pay increases), you must give supporting documentation (e.g. a job description) showing that it is literally part of the ED's job.
- If you choose to do this electronically, you have to provide 5 laptops and 5 copies of all of your data on evaluation day, for each of the IAPD/IPRA members that come.
  - Most people do hard-copies, maybe some items electronically.

- Annual requirements must be documented within the year that you are doing the accreditation.
- CAPRA is the national accreditation
  - You can apply to CAPRA if you pass the IL
  - 50% of items from IL accreditation will apply to CAPRA, so you're halfway done when you start!
- If you don't pass your evaluation because of a few items, you have 30 days to fix the items so that you can get back on track and continue with the plan of accreditation.

## **Liz Visteen**

Day/Date: Thursday, January 19

### **Session Name: The Confidence Quadrant: Learn to Embrace Success and Failure (#10)**

Learning Outcomes:

In this session, the speaker reviewed the four Confidence Quadrant types and the performance impact on each type. The speaker discussed why some people embrace success while others do not as well as why some people embrace failure and others do not. Participants learned which Confidence Quadrant they fall into as well as what to focus on to improve performance. If you want more confidence, focus on your success. If you ignore success, it will shrink your confidence and make you more timid. If you focus on your failure, you will be more adaptable and flexible. However, if you ignore your failure you will be more rigid.

Day/Date: Thursday, January 19

### **Session Name: The Leader in You – What is LWT? (#1002)**

Learning Outcomes: Participants learned the importance of influence vs. a positional title. In other words, you do not need a title to be a leader. The group participated in several team exercises in which developing stronger work relationships and influencing others was the focus. The speaker provided a list of seven fundamental elements to put in your 'Personal Leadership Toolbox':

1. Learning – read!
2. Affirmations – repetition of positivity!
3. Visualization – it starts with the mind!
4. Journaling – become a clearer thinker!
5. Goal Setting – setting and reconnecting on your goals!
6. Exercise – get moving!
7. Nutrition – what you eat determines how well you'll perform!

Day/Date: Friday, January 20

### **Session Name: Active Threat Emergency Preparedness (#314)**

Learning Outcomes: The speaker provided information how to begin the process of planning for emergency situations. Preparing for these situations requires collaboration and a top-down commitment. Another key element in preparation is awareness and creating a culture of awareness. In addition to awareness staff training is key to prepare for these situations. The speaker provided a list of security resources and a Staff Skills Survey & Inventory worksheet to determine what training and background employees have in order to implement them into the emergency action plan.

Day/Date: Friday, January 20

### **Session Name: Active Adult Programming A-Z (#412)**

Learning Outcomes: The speakers reviewed a long list of active adult (senior) programming ideas starting from A (i.e. aerobics) and ending with Z (i.e. Zumba). Some of the program ideas included Accessory Bingo, Brain Games, Dinning Out, Full Moon Hike, Mystery Tours, Tai Chi, Who's Really Knocking.

Day/Date: Friday, January 20

### **Session Name: The Why and How of Sponsorship Sales (#903)**

Learning Outcomes: The speakers of this session stressed the importance of knowing the "why" and "what".

Why do we need sponsorships?

1. To Be Sustainable – fiscal responsibility and keeping track of revenue and expenses in order to set your goal.
2. Engage the Community – partner with local non-profits, chambers, associations, businesses
3. Remove Tax Dollar Reliance – release dollars for other projects; what else can your district accomplish.

4. Give Back – consider profit sharing with a local partner; look internal to your own foundations.

The “What”:

- Traditional Sponsorships – special events, programs, facility
- Creative Sponsorships – district wide engagement

Know the value of What:

- What is your district’s value?
- Know your event/program
- What do you bring to the table?
  - Access to all target markets
  - Impressions in all media categories
  - Goodwill
  - Reach in a variety of ways – print, experiential (on site), social media

Day/Date: Saturday, January 21

**Session Name: Public-Private Partnerships: How to Determine if They’re Right for You (#624)**

Learning Outcomes: In this session the speakers discussed what a P3s (Public-Private Partnership) is and how to determine if a project delivery method is the correct method. A P3 is a contractual agreement between a public agency and a private sector entity. Through this type of agreement, the skills and assets of each sector are shared in delivering a service or facility for use of the general public. The speakers discussed the process of implementing a project and importance of sustaining the facility. They presented several examples of P3s in the Chicagoland area. They also gave those who attended a manual with more details and an example of a P3 contract.

Day/Date: Saturday, January 21

**Session Name: Teen Service Projects: Helping Your Teens Help You! (#423)**

Learning Outcomes: The presenters of this session discussed the teen service programs offered at their agencies. They discussed how to create a service-based teen program and how to integrate service series participants into existing programming and events. They provided a list of organizations in order to plan teen day-trip service projects. For the northern suburbs these included: Feed My Starving Children, Center for Enriched Living, Bernie’s Book Bank, Animal Education & Rescue, and Lake County Forest Preserve.

Day/Date: Saturday, January 21

**Session Name: Athletic Events: Buzz, Bugs, and Brain Bank (#405)**

Learning Outcomes: In this session, the presenter discussed key elements in hosting an athletic event and how to create a successful and unique event. She discussed the newest and more popular events and how to avoid the common ‘bugs’ that trip everyone up. The presenter asked me and several other professionals from other agencies to be available for the “brain bank” portion of the presentation to discuss what works and doesn’t work. Some questions that came up were how to determine how many shirts to order, registration deadlines and fees, and chip timing vs. bib timing.

## **Naomi Garvett**

Day/Date: Friday, January 20

**Session Name: Inclusion Matters: Making Play a Priority for Everyone!**

Learning Outcomes:

- Looking at you full play area and is equipped for all learning types
  - Disabled, children with sensory issues, Autistic children etc...
- Remembering that play is not only physical but a social time for many children
- Understanding what happens once the children reach the play area. There are many steps one has to take to get to or on a piece of equipment.
- Are there safe areas for a child who may need or want alone time. Are these areas acceptable for all children to get to or fit into if needed.
- Remembering play is not just for children but for adults too.
- Create a place that allows everyone to play and not focusing on one type of disability, this helps make all feel welcome.
- Look for ways to get your community involved.

Day/Date: Friday, January 20

**Session Name: Unplug Illinois: communicate the value of Park and Recreation Through Education and Storytelling**

Learning Outcomes:

- Creating awareness to communities about the importance of play.
- Encouraging communities to put down their phone and get outside.
- The idea is to create :
  - healthier lifestyle
  - increase self esteem
  - get people moving
- Unplug Illinois provides communities with all the items needed to get started including:
  - Templates of making ideas, letters to families and people in the community
  - How to's
  - Contacts to help guide people through the process
  - Success stories of communities who have implemented it. Glencoe included! ☺



- A good point brought up was that it is very hard these days to have people put their phones down, but they mentioned how *Pokémon Go* was so popular this past summer. IT still had children, adults and families using their phones but had people out and about outside. So there are ways to include technology in outside activities and play.

Day/Date: Saturday January 21<sup>st</sup>

**Session Name: From Mundane to Engaging, Jazz up your Training!**

Learning Outcomes:

- It is important to make sure that training keep staffs attention.
- Know your audience.
- Make training interactive.
- Give staff something to look forward to; some sort of prize, winning, end goal.
- IDEAS:
  - GAME SHOW
  - ESCAPE ROOM- GAME INVLOVES TRAINING TOPICS
  - HAND ON TRAINING- LET STAFF GET INVOLVED
  - Allow staff to create their own “fun”
- We got to be part of an interactive escape training that gave us ideas on how to bring “fun” into training for all...with a winning prize of a ring pop.

- Little gift cards and give away go far- these little incentives help staff remember their day and leave with a smile

## **Jenny Runkel**

Day/Date: January 20, 2017

### **Session Name: #505 Communicate for the Win**

Learning Outcomes: Lori Klinka from Dramatic Impact led an interactive discussion on focusing the speakers attention on the audience and away from yourself to remove nervous tendencies and increase focus, getting buy in, using stories to make points (emotion + idea=action), and preparing handouts, outlines, and rehearsing at least five times in advance.

Day/Date: January 20, 2017

### **Session Name: #328 Power Tips and Tricks Using Microsoft Excel and Word**

Learning Outcomes: Amil “Chip” Rose of Bright Insight Computer Instruction led a big hitter training starting with Excel conditional formatting, page breaks, and formulas. Also networked with a fellow parkie, who’s District has hired Chip twice to teach onsite with individual laptops and this individual has gone to see him speak several times for refreshers. As a software instructor, he was interactive and made the experience more fun than all other instructors.

Day/Date: January 20, 2017

### **Session Name: #112 Accreditation: A Blueprint to Excellence**

Learning Outcomes: Speakers Mike Clark and Steve Eckelberry are both Distinguished Agency mentors with 100% records and have both completed D.A. at their agencies. The process, evaluation day, and scoring were reviewed. Going through the list of major items and some minor, Lisa Sheppard has been working on this checklist for the three years I have been at the District and it looks like we are on our way to achieving this goal. This goal is not just achieving an award, its achieving excellence in running the best business practices for Park Districts, staff, and the community.

## **Paul Goedjen**

Date: Thursday, 1/19/2017

### **Session: Marketing the Fitness Business**

Learning Outcomes:

- Fastest growing demographic is 55+
- Use the word “Lifestyle” for marketing purposes
- Majority of gym members will only travel from a distance of 6-8 minutes
  - This can be via walking, driving, or public transportation
  - Technical term is “Isochrone”
- You will have a double penetration rate of people that live within 1 minute of the facility
  - Target this group with extra emphasis
- It has been proven that the fitness business dips every 4 years during Presidential elections
- A great way to connect with members is to do a yearly “Club Scrub” where you invite members out to assist with the deep clean of the fitness center
- Use bright colors for your fitness facility
  - Think Jamba Juice
- Figure out a way to provide an instant follow up on all membership leads
- Don’t use the words “consultation” or “evaluation” instead use the phrase “Jump Start”
- Thank you post cards to all membership sign ups
- Flyers always read left to right and top to bottom
- Have one feature in the room that immediately draws a person’s attention
  - Ex: Big Ass Fan
- If you offer a weight loss challenge program, 80% of all entries will purchase personal training
- Offer free trial passes
- Members are retained at the point of sale
- Offer orientations with personal trainers

Date: Friday, 1/20/17

**Session: Making Fitness Functional**

Learning Outcomes

- Cardio facing windows when possible
- Place seated bikes in front of treadmills
  - Bikes are lower and therefore provide a staggered level view
- Make sure cardio is the first thing people see when entering the facility
  - This is softer on the eyes
- Have shared ADA accessibility points for multiple pieces of equipment
  - This saves space and also creates extra walk ways within the area
- Have a yearly “shut down” week for deep cleaning purposes
  - GPD would do this during our current August shut down week
- Find something that can be the facilities “wow factor”
- If removing / replacing equipment make sure to do it during the facility shut down week
  - This can help give the facility a new look
  - Can also help reduce the shock of someone’s favorite piece of equipment being removed
- Sometimes less is more – you don’t want to over fill an area
  - Crowded spaces are often times inefficient and an eye sore
- Have embedded TV’s in all cardio equipment
  - Current market trends are moving towards each unit having their own entertainment console

Date: Friday, 1/20/17

**Session: Navigating Group Exercise & Group Training**

Learning Outcomes

- Group Exercise
  - Musically driven
  - Class consists of a routine
  - Minimal individualized attention
  - Should be geared to the general public
- Group Training
  - More focused individual attention
  - Smaller class size, average 3 participants
  - Exercises can be consist of more specialized movements
- Top Trends for 2017
  - Wearable technology
  - Body weight training
  - HIIT
  - Educated and experienced fitness professionals
  - Strength training
  - Group Fitness
  - Exercise as medicine
- Monetary value of each gym member is calculated by the following...
  - $\text{Gross revenue} / \text{total number of members}$
- Change is difficult, not changing is fatal

Date: Saturday, 1/21/17

**Session: Assessing the Added Value of Public-Private Partnerships**

Learning Outcomes

- Delaying capital projects because of lack of funding can lead to a further deterioration of infrastructure, which in turn leads to an eventual more expensive project
- Budget shortfalls often prompt public organizations to look into different funding options
  - Public-Private Partnership is one of these funding methods
- Primary obstacle to establishing a PPP is the perceived cost of money

- Well set up PPP's retain a high level of public control and oversight
- Private financing can result in time and cost savings
  - Maximization of public and private sector strengths
  - Reduction / sharing of risks
  - Reduction in public capital investment
  - Mobilization of excess or underutilized assets
  - Improvement of efficiencies / faster project completion / guaranteed maintenance
  - Better environmental compliance
  - Improved service to the community while maintaining public oversight
  - Improved cost effectiveness
- Common PPP Myths
  - PPP's are just another methods of privatization, leading the public sector to lose control over its assets
  - A PPP can work to meet any infrastructure need
  - Private money offered through a PPP is a good way for the government to access "quick cash" to close budget gaps
  - Private partners make excessive returns as a result of PPP's
  - PPP's are difficult and expensive to negotiate, thus negating their benefits

Date: Saturday, 1/20/17

**Session: 75 Fitness Promotions in 75 Minutes**

Learning Outcomes

- "Summer Slim Down"
- Promote beginning January 1
- Sale on the facility's anniversary
- Corporate or organization weight loss challenge
- Free entry / free training days
- Offer an incentive for Facebook or Four Square check ins
- Feature a gym member weekly or monthly
  - Give a small bio / their fitness goals / favorite aspects of the gym / etc
- Host events within the space
- Use testimonials

**Chris Leiner**

Day/Date: Friday 8:15-9:30

**Session Name: #220 Capital Projects: Approaches for Improving Delivery Efficiency & Success (Park/Natural Resources Track)**

Learning Outcomes: This session was geared towards Parks Superintendents/Project Managers with an emphasis on early project planning, fund raising and sustainability as a method for cost reduction. The presenter's case study was a private indoor tennis center that had been condemned and the conversion process the Park District went through to re-purpose the facility in a community center model. Structural members and utilities were reused even though much of the building was demolished.

Day/Date: Friday 9:45-10:00

**Session Name: #144 Turmoil to Stability (Boardmanship Track)**

Learning Outcomes: This particular session tracked an agency's history through a period of unprecedented political turmoil which was a result of illegal activities at the Board level. Attendee's heard first-hand accounts on how sweeping agency wide changes were made and a campaign of disinformation was perpetrated by several complicit commissioners resulting in illegal purchasing, bid rigging and nepotism. The eventual result was state intervention and a grass roots community campaign to oust a Village trustee that was appointed Executive Director without an interview process. Presenters made recommendations on Board level policies designed to protect the long-term integrity and financial stability of a park district



Day/Date: Saturday 10:15-11:30

**Session Name: #121 Consolidation Issues Impacting Park Districts (Governance/Legal Track)**

Learning Outcomes: This presenters informed attendees on the typical process that agency consolidation can take. This included consolidation that was beneficial to the community and tax payers as well as consolidation that was motivated by outside political influence, uniformed watch dog groups and units of local government unable to work together. The round table session during the presentation openly discussed new community expectations that units of local government work together.

Day/Date: Saturday 12:30-1:45

**Session Name #221 Up a Creek: Naturally Restoring Drainage in a Park Setting (Park/Natural Resource Track)**

Learning Outcomes: Presenters discussed using man-made structure to mimic natural features in directing a stream through a large natural area. The stream bed had become clogged with invasive species that caused flow to decrease. As a result a nearby farm and subdivision had begun to flood during the rainy season. Presenters informed attendees about upstream and downstream storm water laws and the partnership process that prevented a slash and burn approach to clearing the stream.

Day/Date: Saturday 2:00-3:15

**Session Name #132 Best Management Practices for Natural Areas (Park/Natural Resource Track)**

Learning Outcomes: Presenters outlined the approach used to convert an existing 36 hole golf course into a 18 hole and 9 hole course with excellent storm water management practices. The original course was prone to very heavy flooding and saw major interruptions in service yearly based on weather conditions. Through a major capital improvement process the level of the course was raised and that coupled with man-made ponds, streams and wet lands prevented the course from future flood damage

Day/Date: Saturday 3:30-4:45

**Session Name: #632 Energy Efficiency Incentives for Illinois Park Districts (Facilities Track)**

Learning Outcomes: The presenter outlined multiple energy grants available to Illinois Municipalities including the times lines, submission criteria and where to look for support. It was informative and offered a round table opportunity for district representatives to discuss current ongoing efficiency projects in their own respective park districts

**FOR IMMEDIATE RELEASE**

Contact: Erin Maassen, Manager of Marketing and Communications, Glencoe Park District  
(847) 835-7537

## **Glencoe Park District Director Named Professional of the Year Excellence Recognized at Annual Conference**

The Illinois Park & Recreation Association (IPRA) honored Lisa Sheppard with the 2017 IPRA Professional Award. The award winners were announced during the IAPD/IPRA Soaring to New Heights Conference Awards Luncheon on Friday, January 20, 2017.

The Professional Award is given to the nominee who has made an impact within the parks and recreation industry and has made a significant impact in the community they serve. It is an honor to announce that Lisa Sheppard was selected as the top nominee for this prestigious award.

Throughout her career, Lisa has been very active in IPRA and has held many leadership positions, including that of IPRA Board Member, Recreation Section Director, Teen Committee Chairperson, and President of Suburban Park and Recreation Association (SPRA).

Lisa is a life-long learner and is always asking questions, which has helped her grow throughout her career. She first served as a Recreation Supervisor at the Rolling Meadows Park District, and then moved up to serve as Superintendent of Recreation at the Gurnee Park District. In February of 2013, she became the Executive Director of the Glencoe Park District. As the Executive Director, she led the development the District's Master Plan, along with the revitalization of Friends Park, Shelton Park, Kalk Park, and Melvin Berlin Park.

Lisa is active member in her various communities. She is a founding member of Gurnee's Healthy Communities, Healthy Youth Organization, which is designed to develop healthy, responsible, caring and competent youth. In addition to being a volunteer youth sports coach, she is also Vice President of the Chicago Chapter of the National Organization of Women in Leisure Services, which is designed to provide a forum for women in leisure and community services to exchange ideas and enrich their professional skills.

"As a leader in every sense of the word, her vision, integrity, and ability to build outstanding teams has earned her the respect of her staff and colleagues," said Carol Mensinger, Glencoe Park District Director of Finance and Human Resources. "We are pleased to see Lisa Sheppard of the Glencoe Park District receive IPRA's Professional of the Year Award."

Established in 1944, the Illinois Park and Recreation Association's mission is to provide and promote exceptional standards of education, networking, and resources for all professionals in the Illinois park, recreation, and conservation communities.

For more information about IPRA, its board and mission, please visit the IPRA website: [www.Ilipra.org](http://www.Ilipra.org).

###

## **IX. Action Item A & B**

# **Approval of GYS & SNAP Stipend Requests**

Glencoe Park District  
February 28 Board Meeting



Glencoe's teen center since 1971

Glencoe Youth Services  
PO Box 316  
Glencoe, IL 60022  
www.glencoeyouthservices.org

Board of Directors

Presidents

Jennifer Adler  
Debbie Jha

Members

Susan Brilliant  
Walter Calhoun  
Liz McClain  
Gina Parisi  
Judy Gordon  
Alison Schatz  
James Conte

GYS Executive Director

Edward Simon

Youth Board Presidents

Andrew Brilliant  
Eden Hirschfeld

Youth Board Members

Mac Mandell  
Phillip Shaw  
Jessica Kamen  
Will Thorton  
Silvia Miller  
Nathan Friedman  
Jonah Miller  
Annie Kaplan  
Maddie Hahamy

Supporting

Organizations

New Trier Township  
Village of Glencoe  
Glencoe Park District  
Carmel Presbyterian  
St. Elizabeths  
North Shore Methodist  
North Shore Comm Bank  
Am Shalom

January 25<sup>th</sup>, 2017

Dear Park Board Members,

Enclosed is the 2015-2016 annual report for Glencoe Youth Services. We are requesting \$10,000 in funding for Glencoe Youth Services and \$1,000 for the Special Needs Adult Pals program (SNAP, formally known as the Young Adult Program) from the Glencoe Park District for the 2017-2018 fiscal year.

In 2015-2016, GYS had 273 individual youth visit a total of 2,492 times. While we saw increase in the number of youth who engaged with our center, we had almost 1,000 visit increase from the last FY. These numbers are the direct result of our investment of the past few years in middle school programming, while refocusing the way we engage with high school youth. We are including a full day to day breakdown of our statistics for the Park Board to review.

We are also particularly proud of changes to our SNAP program this year, including making sure each week we provide a healthy meal to our SNAPPERS. This has also given the community a chance to give back to our program, by sponsoring one of our weekly dinners. We have also fostered a large pool of teen volunteers, who come to the program each week and have now become life-long advocates for all adults with disabilities.

In 2016-2017, we will continue to provide programs that will attract a variety of youth as well as meet the needs of the youth we serve.

We would like to thank the Park District for the significant and continuing support you have provided GYS and SNAP since our inception. The list of contributions the Park District has made to Glencoe Youth Services is long and varied from the provision of Holmes Shelter, the use of other park district properties, fundraising opportunities, and a significant annual financial contribution. We are sincerely grateful for all the support, financial and otherwise, the Park District has provided to GYS and SNAP/YAP over the years.

Thank you for your consideration of this request. Please feel free to contact me if you have any questions or require further information.

Sincerely,

Edward Simon  
Executive Director  
Glencoe Youth Services  
847.835.3121

*GYS is a 501 (c) (3) tax-exempt organization*

The Winnetka/Glencoe Youth Organization will operate four separate programs, which run independently but are brought together for collaborative programming:

1. **Glencoe Center Programming:**

Hours (Mondays-Thursdays (3-6 PM) Fridays (3-9 PM) Saturdays (5-9 PM)

A middle school and high school drop-in center in the current GYS building. Just as GYS is operating currently, the center will be open 6 days a week (Monday-Saturday), for after-school middle school programming during the week, while serving high school students on the weekends, with each Saturday being an outside program. Outside of our regular hours, the Glencoe site will continue to host a variety of programs, from community service outings, to laser tag, to mentoring opportunities and homework help. GYS also has an independent youth board, charged with being leaders in the community while creating social and community service outings.

2. **The Special Needs Adult Pals (SNAP) program:**

Hours: Tues (6-9 PM)

Run out of the current GYS building on Tuesday nights, the SNAP program provides recreation, support, and advocacy for adults with disabilities. The Winnetka/Glencoe Youth Organization will continue to oversee this program just as GYS does currently. It is a goal of the strategic planning to work to find ways to expand this program's scope (particularly working with the New Trier High School transitions program).

What are the demographics of the clients served in the prior year?

(breakdown by community).

15-16 Roster Breakdown (GYS)

Hometown	# of Youth
Glencoe	191 (70%)
Winnetka	18 (7%)
Wilmette	26 (9%)
Kenilworth	2 (1%)
Northfield	3 (1%)
Other	33 (12%)
<b>TOTAL</b>	<b>273</b>

Grade	Male	Female	T
5 <sup>th</sup> /6 <sup>th</sup>	26	30	56
7 <sup>th</sup>	56	8	64
8 <sup>th</sup>	25	4	31
Freshman	10	11	21
Sophomore	11	8	19
Junior	24	6	30
Senior	23	16	39
Grad	11	2	13
<b>TOTAL</b>	<b>198</b>	<b>64</b>	<b>273</b>

#	TEEN Center Budget	2015-2016 (actuals)	2016-17	2017-18
<b>5000</b>	<b>Income</b>			
5100	Grants			
5110	New Trier Township	38000	35000	35000
5120	Village of Glencoe	9000	9000	9000
5130	Glencoe Park District	10000	10000	10000
5140	Navigant		0	0
5160	Other			
5200	Supporting Organizations			
	Religious			
5210	St. Elizabeth's	0	200	200
5220	Carmel Presbyterian	100	100	100
5230	Glencoe Union Church	0	100	100
5240	North Shore Methodi	625	625	625
	North congregation Israel	180	180	180
	Civic Organizations			
	Family Service of Glencoe	200	200	200
5250	Women's Library Club			
5260	Men's Library Club			
5300	Foundations & Trusts			
5310	Glencoe Educ Foundati			
5320	Rochman Foundation	0		
5330	Goldschmidt FF	0		
5340	Cole Foundation	0		
5350	Highland Pk Bank Found	1000	1000	1000
5360	Takiff Family Foundatn	0	0	0
5400	Corporate Contributions	0		
	Other	100	100	500
	Wintrust Bank	236	200	200
	Total			
5500	Outreach Campaigns			
	Board Donations	0	2000	2000
	Phoneathon		1500	1000
5510	Past Donor Mailing	6401	7000	8000
5520	Targeted Village Residents Appeal	4000	5000	6000
5530	Giving Tuesday	0	0	0
5540	Other	0	0	0
5600	Vending Income	1892	2000	2000
5700	Fundraising Events			
5710	July 4	615	700	500
5720	Movies on the Green	60	100	100
5730	Harvestfest	837	2000	2000
5740	TC Board Fundraiser	1852	2500	3000
5750	Participant Fundraiser	160	250	250
5770	Other	100	0	0
5800	Other Income	155	150	150
	<b>Total Income</b>	<b>75519</b>	<b>79905</b>	<b>82105</b>

**6500 Expenses**

6600	Operations			
6610	Telecommunications	1612	1700	1700
6620	Utilities	1593	1700	1700
6630	Web Expenses	218	150	150
6640	Mailing Expenses	1190	750	750
6700	Business Expenses	110	88	88
	Office Supplies	282	250	250
6710	Registration fees	25	25	25
6720	Accounting fees	833	834	834
6730	Marketing fees	784	1000	1000
6800	Insurance Expense			
6810	Worker's Comp	1059	1200	1200
6820	General Liability	1973	2000	2000
6830	D & O Insurance	515	415	415
6840	Off-Premises Ins			
6900	Facilities & Equipment	634	450	450
7000	Payroll			
7010	Employee payroll	48982	54000	56000
7020	Payroll Taxes	4446	6600	7600
7030	Payroll Service	659	560	560
7040	Benefits	4216	4600	4300
7050	Bookkeeper	2998	3000	3000
7060	Bonuses	500	500	500
7070	Hiring Expenses	66	100	100
7100	Program Expenses	2476	3000	3000
	<b>Total Expenses</b>	<b>75178</b>	<b>82922</b>	<b>85622</b>
	<b>Into Reserves</b>		<b>3017</b>	<b>3517</b>
	<b>NET</b>			

GLENCOE YOUTH SERVICES  
FINANCIAL STATEMENTS  
JUNE 30, 2016 and 2015  
INDEPENDENT AUDITORS' REPORT



STEPHEN G. MITCHELL  
CERTIFIED PUBLIC ACCOUNTANT  
560 GREEN BAY ROAD  
WINNETKA, ILLINOIS 60093  
(847) 441-6140

INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Glencoe Youth Services

INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Directors  
Youth Connection

We have reviewed the accompanying balance sheet of the Glencoe Youth Services as of June 30, 2016 and 2015, and the related statements of Support and revenue, functional expenses and changes in fund balances for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of the Youth Connection.

A review consists principally of inquiries of company personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly we do not express such an opinion.

Based on our review we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

August 26, 2016

 Stephen G. Mitchell CPA

GLENCOE YOUTH SERVICES

STATEMENT OF ASSETS AND FUNDS BALANCES JUNE 30, 2016 AND 2015

<u>ASSETS</u>	<u>6-30-16</u>	<u>6-30-15</u>
Cash in bank and on hand	109,273	100,711
Prepaid insurance	250	250
Property and Equipment	<u>-0-</u>	<u>-0-</u>
TOTAL ASSETS	109,523	100,961
	=====	=====
<u>LIABILITIES AND FUND BALANCE</u>		
LIABILITIES		
Accrued payroll taxes	1,391	2,460
PRIOR YEAR RESERVE ADJUSTMENT	9,134	-0-
FUND BALANCE	<u>98,998</u>	<u>98,501</u>
TOTAL LIABILITIES AND FUND BALANCE	109,523	100,961
	=====	=====

The accompanying notes are an integral part of the Financial Statements.

GLENCGE YOUTH SERVICES  
STATEMENT OF SUPPORT AND REVENUE, FUNCTIONAL EXPENSES AND CHANGES  
IN FUND BALANCE FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

SUPPORT AND REVENUE:	<u>6-30-16</u>	<u>6-30-15</u>
Support:		
New Trier Township		
Teen Center	38,000	38,000
Yap	10,000	10,000
Other support organizations		
Teen Center	19,000	20,865
Yap	2,000	1,300
Individual contributions	<u>12,276</u>	<u>15,053</u>
Total support	<u>91,276</u>	<u>85,218</u>
Revenue:		
Fundraising events	3,536	4,418
Interest income	20	51
Miscellaneous including Yap	<u>4,469</u>	<u>543</u>
Total revenue	<u>8,125</u>	<u>5,012</u>
Total support and revenue	<u>89,401</u>	<u>90,230</u>
FUNCTIONAL EXPENSES:		
Salaries	60,876	62,736
Payroll taxes	5,238	6,087
Employee benefits	4,217	2,100
Rent and utilities	5,049	4,763
Maintenance and repairs	35	53
Program costs Teen Center	2,476	2,925
Supplies	283	659
Insurance	4,397	4,600
Printing and postage	1,190	35
Fundraising expenses	965	248
Professional contract services	984	750
Youth adult program	1,347	1,380
Miscellaneous	<u>1,847</u>	<u>3,066</u>
Total functional expenses	<u>88,904</u>	<u>91,402</u>
EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER FUNCTIONAL EXPENSES	497	(1,172)
FUND BALANCE-Beginning of year as	<u>98,501</u>	<u>96,465</u>
ADJUSTED		
PRIOR YEAR RESERVE ADJUSTMENT	9,134	-0-
FUND BALANCE-End of Year	<u>108,132</u>	<u>98,501</u>

The accompanying notes are an integral part of the Financial Statements

## GLENCOE YOUTH SERVICES

NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 2016

### 1. PURPOSE AND ORGANIZATION

Glencoe Youth Services ("The Organization") is a private, not-for-profit community youth organization providing recreational, educational and informal counseling services to youth between the ages of fourteen and nineteen who are enrolled in high school and living in New Trier Township.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are prepared on the accrual basis of accounting.

Equipment purchases in excess of \$250 are capitalized. Depreciation and amortization is provided using the straight line method over the estimated useful lives of the assets. Leasehold improvements over \$250 are capitalized and amortized over the remaining lease term.

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

Donated materials, equipment, and services when received, are reflected as contributions in the accompanying statement at their estimated fair market values at the date of receipt.

The preparation of financial statements in conformity with generally accepted accounting principles necessarily requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements as well as revenues and expenses during the reporting period. Actual amounts when ultimately realized could differ from those estimates.

Although a substantial number of volunteers have donated significant amounts of their time in the Organization's program services and in its fund raising campaigns, no amounts have been reflected in the financial statements for donated services as no objective basis is available to measure the value of such services.

### 3. FEDERAL INCOME TAX STATUS

Income taxes are not provided for in the financial statements since the Organization is exempt from federal and state income taxes under section 501(c)(3) of the Internal Revenue Code and similar state provisions. The organization is not classified as a private foundation.

# Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.  
Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Department of the Treasury  
Internal Revenue Service

**A** For the 2015 calendar year, or tax year beginning Jul 1, 2015, and ending Jun 30, 2016

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 First reclassification  
 Amended return  
 Application pending

**C** Name of organization: GLENCOE YOUTH SERVICES  
 Doing business as:  
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite:  
P.O. BOX 316  
 City or town, state or province, country, and ZIP or foreign postal code:  
GLENCOE IL 60022

**D** Employer identification number:  
36-3448096

**E** Telephone number:  
(847) 835-3121

**F** Name and address of principal officer:  
ELIZABETH PITEZZA P.O. BOX 316 GLENCOE IL 60022

**G** Gross receipts: \$ 89,401.

**H(a)** Is this a group return for subsidiaries?  Yes  No  
**H(b)** Are all subsidiaries included?  Yes  No  
If "No," attach a list. (See instructions.)

**I** Tax-exempt status:  501(c)(3)  501(c) ( ) \* (insert no.)  4947(a)(1) or  527

**J** Website: N/A

**K** Form of organization:  Corporation  Trust  Association  Other \*

**L** Year of formation: 1950 **M** State of legal domicile: IL

**Part I Summary**

1 Briefly describe the organization's mission or most significant activities: SEE STATEMENT ATTACHED

2 Check this box  if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	5
4	5
5	
6	10
7a	0.
7b	0.

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)	85,218.	81,276.
9 Program service revenue (Part VIII, line 2g)	4,418.	3,635.
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	51.	20.
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	543.	4,469.
12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	90,230.	89,401.
13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	2,925.	2,476.
14 Benefits paid to or for members (Part IX, column (A), line 4)		60,876.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	70,923.	9,455.
16a Professional fundraising fees (Part IX, column (A), line 11e)		
b Total fundraising expenses (Part IX, column (D), line 25) *	0.	
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	17,554.	17,322.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	91,402.	90,129.
19 Revenue less expenses. Subtract line 18 from line 12	-1,172.	-728.

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)	100,961.	109,523.
21 Total liabilities (Part X, line 26)	2,460.	1,391.
22 Net assets or fund balances. Subtract line 21 from line 20	98,501.	108,132.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature of officer: DEBBIE SELLER  
 Type or print name and title

**Paid Preparer Use Only**

Preparer's name: STEPHEN G. MITCHELL CPA  
 Preparer's address: 560 GREEN BAY RD. WINNETKA IL 60093  
 Date: 08/25/16  
 Check  if self-employed  
 Preparer's EIN: P01495392  
 Phone no.:

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III

1 Briefly describe the organization's mission:

SEE STATEMENT ATTACHED

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?

Yes  No

If 'Yes,' describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services?

Yes  No

If 'Yes,' describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 2,476, including grants of \$ 0.) (Revenue \$ 1,469.)

PROGRAM COSTS

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services. (Describe in Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 2,476.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A.	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 95-19? If 'Yes,' complete Schedule C, Part III.		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I.		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II.		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III.		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV.		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V.		X
11 If the organization's answer to any of the following questions is 'Yes,' then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI.		X
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII.		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII.		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX.		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X.		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X.		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII.	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV.		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV.		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV.		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 8 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions).		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II.		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III.		X

**Part IV Checklist of Required Schedules (continued)**

	Yes	No
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 17? If 'Yes,' complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If 'Yes,' complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If 'Yes,' complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions)		
a A current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If 'Yes,' complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2		X
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 6% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? <b>Note.</b> All Form 990 filers are required to complete Schedule O	X	



**Part V** Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

		Yes	No
<b>1 a</b>	Enter the number reported in Box 3 of Form 1099. Enter -0- if not applicable		
<b>1 b</b>	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
<b>1 c</b>	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		X
<b>2 a</b>	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
<b>2 b</b>	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <i>Note.</i> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
<b>3 a</b>	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
<b>3 b</b>	If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation in Schedule O		
<b>4 a</b>	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
<b>4 b</b>	If 'Yes,' enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR)		
<b>5 a</b>	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
<b>5 b</b>	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
<b>5 c</b>	If 'Yes,' to line 5a or 5b, did the organization file Form 8866-T?		
<b>6 a</b>	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
<b>6 b</b>	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7</b>	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
<b>7 a</b>	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
<b>7 b</b>	If 'Yes,' did the organization notify the donor of the value of the goods or services provided?		
<b>7 c</b>	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
<b>7 d</b>	If 'Yes,' indicate the number of Forms 8282 filed during the year		
<b>7 e</b>	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		X
<b>7 f</b>	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		X
<b>7 g</b>	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>7 h</b>	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8</b>	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		X
<b>9</b>	<b>Sponsoring organizations maintaining donor advised funds.</b>		
<b>9 a</b>	Did the sponsoring organization make any taxable distributions under section 4968?		X
<b>9 b</b>	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		X
<b>10</b>	<b>Section 501(c)(7) organizations.</b> Enter:		
<b>10 a</b>	Initiation fees and capital contributions included on Part VIII, line 12.		
<b>10 b</b>	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities		
<b>11</b>	<b>Section 501(c)(12) organizations.</b> Enter:		
<b>11 a</b>	Gross income from members or shareholders.		
<b>11 b</b>	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)		
<b>12 a</b>	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
<b>12 b</b>	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year		
<b>13</b>	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>13 a</b>	Is the organization licensed to issue qualified health plans in more than one state? <i>Note.</i> See the instructions for additional information the organization must report on Schedule O.		
<b>13 b</b>	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans		
<b>13 c</b>	Enter the amount of reserves on hand		
<b>14 a</b>	Did the organization receive any payments for indoor tanning services during the tax year?		X
<b>14 b</b>	If 'Yes,' has it filed a Form T20 to report these payments? If 'No,' provide an explanation in Schedule O		

**Part VI Governance, Management, and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI.  X

**Section A. Governing Body and Management**

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year: . . . . .														
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.														
b Enter the number of voting members included in line 1a, above, who are independent . . . . .														
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? . . . . .														X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person? . . . . .														X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . .														X
5 Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . .														X
6 Did the organization have members or stockholders? . . . . .														X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? . . . . .														X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? . . . . .														X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:														
a The governing body? . . . . .										X				
b Each committee with authority to act on behalf of the governing body? . . . . .										X				
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O . . . . .														X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	10a	10b	11a	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
10a Did the organization have local chapters, branches, or affiliates? . . . . .														X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? . . . . .														
10b														
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . . . .			X											
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.														
12a Did the organization have a written conflict of interest policy? If 'No,' go to line 13 . . . . .														X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . . . . .														
12b														
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done . . . . .														
12c														
13 Did the organization have a written whistleblower policy? . . . . .														X
14 Did the organization have a written document retention and destruction policy? . . . . .														X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?														
a The organization's CEO, Executive Director, or top management official . . . . .														X
b Other officers or key employees of the organization . . . . .														X
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).														
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? . . . . .														X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? . . . . .														
16b														

**Section C. Disclosure**

- 17 List the states with which a copy of this Form 990 is required to be filed: Illinois
- 18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
 Own website     Another's website     Upon request     Other (explain in Schedule O)
- 19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records:   
SARAH AMITAVI    P.O. BOX 316    GLENCOE    IL    60093    (847) 835-3121

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (if any) for related organizations below dotted line	(C) Position (do not check more than one box, unless person is both an officer and a shareholder/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) SEE STATEMENT ATTACHED	0.00	X					0.	0.	0.	
(2) -----										
(3) -----										
(4) -----										
(5) -----										
(6) -----										
(7) -----										
(8) -----										
(9) -----										
(10) -----										
(11) -----										
(12) -----										
(13) -----										
(14) -----										

**Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hourly per week (do not include hours for related organizations - food (where noted) etc)	(C) Function (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization (and) related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15) -----									
(16) -----									
(17) -----									
(18) -----									
(19) -----									
(20) -----									
(21) -----									
(22) -----									
(23) -----									
(24) -----									
(25) -----									
<b>1 b Sub-total</b> .....						0.	0.	0.	
<b>c Total from continuation sheets to Part VII, Section A</b> .....									
<b>d Total (add lines 1b and 1c)</b> .....						0.	0.	0.	

**2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization** ▶

	Yes	No
<b>3</b> Did the organization list any former officer, director, or trustee, key employee, or highest compensated employee on line 1a? If "Yes," complete Schedule J for such individual .....		X
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete Schedule J for such individual .....		X
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete Schedule J for such person .....		X

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization** ▶

**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns . . . . .	1 a				
	b Membership dues . . . . .	1 b				
	c Fundraising events . . . . .	1 c				
	d Related organizations . . . . .	1 d				
	e Government grants (contributions) . . . . .	1 e				
	f All other contributions, gifts, grants, and similar amounts not included above . . . . .	1 f	81,276.			
	g Noncash contributions included in lines 1a-1f: 5					
<b>h Total.</b> Add lines 1a-1f . . . . .		81,276.				
Program Service Revenue	Business Code					
	2 a misc . . . . .	512000	3,636.	3,636.	0.	0.
	b . . . . .					
	c . . . . .					
	d . . . . .					
	e . . . . .					
	f All other program service revenue . . . . .					
<b>g Total.</b> Add lines 2a-2f . . . . .		3,636.				
Other Revenues	3 Investment income (including dividends, interest and other similar amounts) . . . . .		20.	20.	0.	0.
	4 Income from investment of tax-exempt bond proceeds . . . . .					
	6 Royalties . . . . .					
	6 a Gross rents . . . . .		(i) Real	(ii) Personal		
	b Less: rental expenses . . . . .					
	c Rental income or (loss) . . . . .					
	d Net rental income or (loss) . . . . .					
	7 a Gross amount from sales of assets other than inventory . . . . .		(i) Securities	(ii) Other		
	b Less: cost or other basis and sales expenses . . . . .					
	c Gain or (loss) . . . . .					
	d Net gain or (loss) . . . . .					
	8 a Gross income from fundraising events (not including: \$ _____ of contributions reported on line 1c). See Part IV, line 18. . . . .		a			
	b Less: direct expenses . . . . .		b			
	c Net income or (loss) from fundraising events . . . . .					
9 a Gross income from gaming activities. See Part IV, line 19. . . . .		a				
b Less: direct expenses . . . . .		b				
c Net income or (loss) from gaming activities . . . . .						
10 a Gross sales of inventory, less returns and allowances . . . . .		a				
b Less: cost of goods sold . . . . .		b				
c Net income or (loss) from sales of inventory . . . . .						
Miscellaneous Revenue		Business Code				
11 a . . . . .						
b MISCELLANEOUS . . . . .		512	4,469.	4,469.	0.	0.
c . . . . .						
d All other revenue . . . . .						
<b>e Total.</b> Add lines 11a-11d . . . . .			4,469.			
<b>12 Total revenue.</b> See instructions . . . . .			89,401.	8,125.	0.	0.

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule G contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.	2,476.	2,476.		
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.	60,876.	60,876.		
5 Compensation of current officers, directors, trustees, and key employees.				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).				
7 Other salaries and wages.				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.	4,217.	4,217.	0.	0.
10 Payroll taxes.	5,238.	5,238.	0.	0.
11 Fees for services (non-employees):				
a Management.				
b Legal.				
c Accounting.	984.	984.	0.	0.
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule G.)				
12 Advertising and promotion.				
13 Office expenses.	1,508.	1,508.	0.	0.
14 Information technology.				
15 Royalties.				
16 Occupancy.	5,049.	5,049.	0.	0.
17 Travel.				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.				
23 Insurance.				
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule G.)				
a MISCELLANEOUS	1,847.	1,847.	0.	0.
b INSURANCE	4,397.	4,397.	0.	0.
c FUNDRAISING	965.	965.	0.	0.
d YOUTH ADULT PROGRAM	1,347.	1,347.	0.	0.
e All other expenses.	1,225.	1,225.	0.	0.
25 Total functional expenses. Add lines 1 through 24e.	90,129.	90,129.	0.	0.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	1	Cash — non-interest-bearing	100,711.	1	109,273.
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	250.	9	250.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D		10a	
	b	Less: accumulated depreciation		10b	10c
	11	Investments — publicly traded securities		11	
	12	Investments — other securities. See Part IV, line 11		12	
	13	Investments — program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
16	<b>Total assets.</b> Add lines 1 through 15 (must equal line 34)	100,961.	16	109,523.	
<b>Liabilities</b>	17	Accounts payable and accrued expenses	2,460.	17	1,391.
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25		
26	<b>Total liabilities.</b> Add lines 17 through 25	2,460.	26	1,391.	
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.				
	27	Unrestricted net assets	98,501.	27	98,998.
	28	Temporarily restricted net assets		28	9,134.
	29	Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
33	<b>Total net assets or fund balances</b>	98,501.	33	108,132.	
34	<b>Total liabilities and net assets/fund balances</b>	100,961.	34	109,523.	

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	89,401.
2	Total expenses (must equal Part IX, column (A), line 25)	2	90,129.
3	Revenue less expenses. Subtract line 2 from line 1	3	-728.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	98,501.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	97,773.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2b	Were the organization's financial statements audited by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		X
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits		

BAA



Form **990-EZ**

**Short Form**  
**Return of Organization Exempt From Income Tax**  
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code  
 (except private foundations)

OMB No. 1545-1150

**2015**

Department of the Treasury  
Internal Revenue Service

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Information about Form 990-EZ and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**Open to Public Inspection**

**A** For the 2015 calendar year, or tax year beginning Jul 1, 2015, and ending Jun 30, 2016

**B** Check if applicable:  
 Address change  
 Name change  
 Initial return  
 Final return/terminated  
 Amended return  
 Application pending

**C** Name of organization  
WINNETKA YOUTH ORGANIZATION  
 Number and street (or P.O. box, if mail is not delivered to street address) Room/suite  
P. O. BOX 302  
 City or town, state or province, country, and ZIP or foreign postal code  
WINNETKA IL 60093

**D** Employer identification number  
23-7058578

**E** Telephone number  
(847) 446-0443

**F** Group Exemption Number

**G** Accounting Method:  Cash  Accrual Other (specify) \_\_\_\_\_

**H** Check  if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

**I** Website: N/A

**J** Tax-exempt status (check only one) -  501(c)(3)  501(c) ( ) (insert no.)  4947(a)(1) or  527

**K** Form of organization:  Corporation  Trust  Association  Other \_\_\_\_\_

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B) below) are \$500,000 or more, file Form 990 instead of Form 990-EZ ..... \$ 109,738.

<b>Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances</b> (see the instructions for Part I)		Check if the organization used Schedule O to respond to any question in this Part I <input checked="" type="checkbox"/>	
<b>1</b>	Contributions, gifts, grants, and similar amounts received	<b>1</b>	99,278.
<b>2</b>	Program service revenue including government fees and contracts	<b>2</b>	1,594.
<b>3</b>	Membership dues and assessments	<b>3</b>	
<b>4</b>	Investment income	<b>4</b>	13.
<b>5 a</b>	Gross amount from sale of assets other than inventory	<b>5 a</b>	
<b>b</b>	Less: cost or other basis and sales expenses	<b>5 b</b>	
<b>c</b>	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	<b>5 c</b>	
<b>6</b>	Gaming and fundraising events		
<b>a</b>	Gross income from gaming (attach Schedule G if greater than \$15,000)	<b>6 a</b>	
<b>b</b>	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	<b>6 b</b>	8,853.
<b>c</b>	Less: direct expenses from gaming and fundraising events	<b>6 c</b>	
<b>d</b>	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	<b>6 d</b>	8,853.
<b>7 a</b>	Gross sales of inventory, less returns and allowances	<b>7 a</b>	
<b>b</b>	Less: cost of goods sold	<b>7 b</b>	
<b>c</b>	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	<b>7 c</b>	
<b>8</b>	Other revenue (describe in Schedule O)	<b>8</b>	
<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	<b>9</b>	109,738.
<b>10</b>	Grants and similar amounts paid (list in Schedule O)	<b>10</b>	
<b>11</b>	Benefits paid to or for members	<b>11</b>	
<b>12</b>	Salaries, other compensation, and employee benefits	<b>12</b>	68,496.
<b>13</b>	Professional fees and other payments to independent contractors	<b>13</b>	
<b>14</b>	Occupancy, rent, utilities, and maintenance	<b>14</b>	17,598.
<b>15</b>	Printing, publications, postage, and shipping	<b>15</b>	875.
<b>16</b>	Other expenses (describe in Schedule O) <small>See Form 990-EZ, Part I, Line 16, Other Expenses</small>	<b>16</b>	22,918.
<b>17</b>	<b>Total expenses.</b> Add lines 10 through 16	<b>17</b>	109,887.
<b>18</b>	Excess or (deficit) for the year (Subtract line 17 from line 9)	<b>18</b>	-149.
<b>19</b>	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	<b>19</b>	38,582.
<b>20</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>20</b>	
<b>21</b>	Net assets or fund balances at end of year. Combine lines 18 through 20	<b>21</b>	38,433.

**BAA** For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2015)

**Part II Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	38,582.	38,433.
23 Land and buildings	0.	0.
24 Other assets (describe in Schedule O)	0.	0.
25 Total assets	38,582.	38,433.
26 Total liabilities (describe in Schedule O) . . . . . See L-26 Stmt.	0.	0.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	38,582.	38,433.

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? See Organization's Primary Exempt Purpose

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

**Expenses**  
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 OPERATING HIGH SCHOOL AGE COMMUNITY YOUTH CENTER		
(Grants \$ 75,395.) If this amount includes foreign grants, check here <input type="checkbox"/>	28 a	21,360.
29		
(Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	29 a	
30		
(Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	30 a	
31 Other program services (describe in Schedule O)		
(Grants \$ ) If this amount includes foreign grants, check here <input type="checkbox"/>	31 a	
32 Total program service expenses (add lines 28a through 31a)	32	21,360.

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated — see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Form W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
MARY WALDON PRESIDENT	3.00	0.	0.	0.
STEPHEN NEUBERGER TREASURER	3.00	0.	0.	0.
WESLEY BAUMANN DIRECTOR	3.00	0.	0.	0.
SHELLA DOLKART DIRECTOR	3.00	0.	0.	0.
CARIA EDWARDS DIRECTOR	3.00	0.	0.	0.
AL ROSS DIRECTOR	3.00	0.	0.	0.
JOHN THOMAS DIRECTOR	3.00	0.	0.	0.
JESSICA JUCKER DIRECTOR	3.00	0.	0.	0.
KRISTEN LEAHY EXECUTIVE DIRECTOR	40.00	38,500.	4,200.	0.
ALEXANDRIA RECKER PROGRAM DIRECTOR	40.00	4,821.	300.	0.
ALLISON SARWARK	20.00	13,943.	0.	0.

**Part V Other information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V) Check if the organization used Schedule O to respond to any question in this Part V

	Yes	No
33 Did the organization engage in any significant activity not previously reported to the IRS? If 'Yes,' provide a detailed description of each activity in Schedule O		X
34 Were any significant changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O (see instructions)		X
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b If 'Yes,' to line 35a, has the organization filed a Form 990-T for the year? If 'No,' provide an explanation in Schedule O		
35b		
c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If 'Yes,' complete Schedule C, Part III		X
35c		X
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N		X
36		X
37a Enter amount of political expenditures, direct or indirect, as described in the instructions	37 a	0
b Did the organization file Form 1120-POL for this year?	37 b	X
37b		X
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38 a	X
b If 'Yes,' complete Schedule L, Part II and enter the total amount involved	38 b	
38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9	39 a	
b Gross receipts, included on line 9, for public use of club facilities	39 b	
39a		
39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <input type="checkbox"/> ; section 4912 <input type="checkbox"/> ; section 4955 <input type="checkbox"/>		
b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I	40 b	X
c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T	40 e	X
40e		X
41 List the states with which a copy of this return is filed		

42a The organization's books are in care of KRISTEN LEAHY Telephone no. (847) 446-0443  
 Located at 620 LINCOLN AVE. WINNETKA, IL ZIP+4 60093

	Yes	No
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If 'Yes,' enter the name of the foreign country:	42 b	X
42b		X
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c At any time during the calendar year, did the organization maintain an office outside the U.S.? If 'Yes,' enter the name of the foreign country:	42 c	X
42c		X

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 — Check here  and enter the amount of tax-exempt interest received or accrued during the tax year 43

	Yes	No
44a Did the organization maintain any donor advised funds during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44 a	X
b Did the organization operate one or more hospital facilities during the year? If 'Yes,' Form 990 must be completed instead of Form 990-EZ	44 b	X
c Did the organization receive any payments for indoor tanning services during the year?	44 c	X
d If 'Yes' to line 44c, has the organization filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O	44 d	
44d		
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45 a	X
b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' Form 990 and Schedule R may need to be completed instead of Form 990-EZ (see instructions)	45 b	X
45b		X

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I Yes No  
46 X

**Part VI Section 501(c)(3) organizations only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II Yes No  
47 X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E Yes No  
48 X

49a Did the organization make any transfers to an exempt non-charitable related organization? Yes No  
49a X

49b If 'Yes,' was the related organization a section 527 organization? Yes No  
49b X

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 f

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 d

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A Yes No  
X No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

**Sign Here**  
 Signature of officer \_\_\_\_\_ Date \_\_\_\_\_  
 Type or print name and title \_\_\_\_\_

**Paid Preparer Use Only**

Print/Type preparer's name MURRAY P. KRUGMAN	Preparer's signature _____	Date 09/11/16	Check <input type="checkbox"/> if self-employed	PTIN P00532869
Firm's name M. P. KRUGMAN & CO.	Firm's address TWO NORTHFIELD PLAZA, SUITE 101 NORTHFIELD IL 60093		Firm's EIN 36-4218249	Phone no. (847) 446-2730

May the IRS discuss this return with the preparer shown above? See instructions Yes No  
No

**SCHEDULE A**  
**(Form 990 or 990-EZ)**

**Public Charity Status and Public Support**

OMB No. 1545-0047

**2015**

Department of the Treasury  
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Open to Public Inspection

Name of the organization

Employer identification number

WINNETKA YOUTH ORGANIZATION

23-7058578

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2  A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9  An organization that normally receives: (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions — subject to certain exceptions, and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 10  An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 11  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 11a through 11d that describes the type of supporting organization and complete lines 11e, 11f, and 11g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations 0
  - g Provide the following information about the supported organization(s).

	(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above (see instructions))		(iv) Is the organization listed in your governing document?	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No			
(A)							
(B)							
(C)							
(D)							
(E)							
<b>Total</b>							

BAA: For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2015

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any unusual grants.) . . . . .						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
3 The value of services or facilities furnished by a governmental unit to the organization without charge. . . . .						
4 <b>Total.</b> Add lines 1 through 3 . . . . .						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) . . . . .						
6 <b>Public support.</b> Subtract line 5 from line 4 . . . . .						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
7 Amounts from line 4 . . . . .						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . . . .						
9 Net income from unrelated business activities, whether or not the business is regularly carried on . . . . .						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
11 <b>Total support.</b> Add lines 7 through 10 . . . . .						
12 Gross receipts from related activities, etc. (see instructions) . . . . .					12	
13 <b>First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . . . ▶ <input type="checkbox"/>						

**Section C. Computation of Public Support Percentage**

14 Public support percentage for 2015 (line 6, column (f) divided by line 11, column (f)) . . . . .	14	%
15 Public support percentage from 2014 Schedule A, Part II, line 14 . . . . .	15	%
16a <b>33-1/3% support test – 2015.</b> If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
b <b>33-1/3% support test – 2014.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
17a <b>10%-facts-and-circumstances test – 2015.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
b <b>10%-facts-and-circumstances test – 2014.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
18 <b>Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶ <input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
<b>1</b> Gifts, grants, contributions and membership fees received. (Do not include any 'unusual grants'.) . . . . .						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . . . .						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 . . . . .						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge. . . . .						
<b>6 Total.</b> Add lines 1 through 5 . . . . .						
<b>7 a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons . . . . .						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year. . . . .						
<b>c</b> Add lines 7a and 7b . . . . .						
<b>8 Public support.</b> (Subtract line 7c from line 6.) . . . . .						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
<b>9</b> Amounts from line 6 . . . . .						
<b>10 a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources . . . . .						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 . . . . .						
<b>c</b> Add lines 10a and 10b . . . . .						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on . . . . .						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . . .						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) . . . . .						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . .

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2015 (line 8, column (f) divided by line 13, column (f)) . . . . .	<b>15</b>	3
<b>16</b> Public support percentage from 2014 Schedule A, Part III, line 15. . . . .	<b>16</b>	3

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2015 (line 10c, column (f) divided by line 13, column (f)) . . . . .	<b>17</b>	3
<b>18</b> Investment income percentage from 2014 Schedule A, Part III, line 17 . . . . .	<b>18</b>	3

**19 a 33-1/3% support tests – 2015.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . .

**b 33-1/3% support tests – 2014.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization . . . . .

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions. . . . .

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 11 on Part I. If you checked 11a of Part I, complete Sections A and B. If you checked 11b of Part I, complete Sections A and C. If you checked 11c of Part I, complete Sections A, D, and E. If you checked 11d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain . . . . .	X	
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2) . . . . .		X
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer (b) and (c) below. . . . .		X
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in <b>Part VI</b> when and how the organization made the determination . . . . .		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in <b>Part VI</b> what controls the organization put in place to ensure such use . . . . .		
4a Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked 11a or 11b in Part I, answer (b) and (c) below . . . . .		X
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations . . . . .		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes . . . . .		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer (b) and (c) below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document) . . . . .		X
b <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document? . . . . .		
c <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control? . . . . .		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in <b>Part VI</b> . . . . .		X
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ) . . . . .		X
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ) . . . . .		X
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in <b>Part VI</b> . . . . .		X
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in <b>Part VI</b> . . . . .		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in <b>Part VI</b> . . . . .		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer 10b below . . . . .		X
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.) . . . . .		



**Part IV Supporting Organizations (continued)**

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?	11a	X
<b>b</b> A family member of a person described in (a) above?	11b	X
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If 'Yes' to a, b, or c, provide detail in Part VI	11c	X

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year	1	X
<b>2</b> Did this organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.	2	X

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s)	1	

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1	
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).	2	
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard	3	

**Section E. Type III Functionally-Integrated Supporting Organizations**

**1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions):

- a** The organization satisfied the Activities Test. Complete line 2 below.
- b** The organization is the parent of each of its supported organizations. Complete line 3 below.
- c** The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).

**2** Activities Test. Answer (a) and (b) below.

	Yes	No
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities	2a	
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement	2b	
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.		
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI	3a	
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If 'Yes,' describe in Part VI the role played by the organization in this regard	3b	

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

1  Check here if the organization satisfied the Integral Part Test as a qualifying trust on November 20, 1970. See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6 and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1 a	
b	Average monthly cash balances	1 b	
c	Fair market value of other non-exempt-use assets	1 c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1 d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	

7  Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions).

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**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**

Section D – Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes . . . . .	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity . . . . .	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations . . . . .	
4 Amounts paid to acquire exempt-use assets . . . . .	
5 Qualified set-aside amounts (prior IRS approval required) . . . . .	
6 Other distributions (describe in Part VI). See instructions . . . . .	
7 <b>Total annual distributions.</b> Add lines 1 through 6 . . . . .	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions. . . . .	
9 Distributable amount for 2015 from Section C, line 6 . . . . .	
10 Line 8 amount divided by Line 9 amount . . . . .	

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2015	(iii) Distributable Amount for 2015
1 Distributable amount for 2015 from Section C, line 6 . . . . .			
2 Underdistributions, if any, for years prior to 2015 (reasonable cause required — see instructions) . . . . .			
3 Excess distributions carryover, if any, to 2015:			
a			
b			
c			
d From 2013 . . . . .			
e From 2014 . . . . .			
f <b>Total</b> of lines 3a through e . . . . .			
g Applied to underdistributions of prior years . . . . .			
h Applied to 2015 distributable amount . . . . .			
i Carryover from 2010 not applied (see instructions) . . . . .			
j <b>Remainder.</b> Subtract lines 3g, 3h, and 3i from 3f . . . . .			
4 Distributions for 2015 from Section D, line 7: <span style="float: right;">S</span>			
a Applied to underdistributions of prior years . . . . .			
b Applied to 2015 distributable amount . . . . .			
c <b>Remainder.</b> Subtract lines 4a and 4b from 4 . . . . .			
5 Remaining underdistributions for years prior to 2015, if any. Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions) . . . . .			
6 Remaining underdistributions for 2015. Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions) . . . . .			
7 <b>Excess distributions carryover to 2016.</b> Add lines 3j and 4c . . . . .			
8 Breakdown of line 7:			
a			
b			
c Excess from 2013 . . . . .			
d Excess from 2014 . . . . .			
e Excess from 2015 . . . . .			

BAA

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

**Schedule B**  
(Form 990, 990-EZ,  
or 990-PF)

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.

▶ Information about Schedule B (Form 990, 990-EZ, 990-PF) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2015**

Name of the organization

Employer identification number

WINNETKA YOUTH ORGANIZATION

23-7058578

Organization type (check one):

Filers of:

Form 990 or 990-EZ

Section:

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note.** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes; but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year . . . . . ▶ \$ \_\_\_\_\_

**Caution.** An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2015)

Name of organization

Employer identification number

WINNETKA YOUTH ORGANIZATION

23-7058578

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	NEW TRIER TOWNSHIP 739 ELM ST. WINNETKA IL 60093	\$ 51,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	WINNETKA PARK DISTRICT 540 HIBBARD RD. WINNETKA IL 60093	\$ 15,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	COLEMAN FAMILY 1229 SCOTT AVE. WINNETKA IL 60093	\$ 10,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service  
Name of the organization

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

- ▶ Attach to Form 990 or 990-EZ.
- ▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is  
at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2015**

Open to Public  
Inspection

Employer identification number

23-7058578

WINNETKA YOUTH ORGANIZATION

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ  
**Form 990-EZ, Part I, Line 16 Other Expenses**

Other expenses (describe in Schedule O)	
PAYROLL TAXES	5,613.
INSURANCE	7,074.
MISCELLANEOUS PERSONNEL EXPENSES	431.
TRAVEL	320.
COMMUNITY OUTREACH	1,722.
MEMBERSHIP FEES	965.
FUNDRAISING	2,348.
PROGRAM EXPENSES	3,857.
SUPPLIES	167.
PAYROLL SERVICE FEES	565.
PROFESSIONAL FEES	450.
PAYROLL TAX ADJUSTMENT	-594.
<b>Total</b>	<b>22,918.</b>

Form 990-EZ, Part III, Statement of Program Service Accomplishments  
**Organization's Primary Exempt Purpose**

WINNETKA YOUTH ORGANIZATION OPERATES AS A HIGH SCHOOL AGE DROP IN CENTER. IT IS RECREATIONAL BASED WITH INFORMAL COUNSELING. IT FUNCTIONS WITH A NON THREATENING ENVIRONMENT AND THROUGH

Schedule O (Form 990 or 990-EZ), Supplemental Information to Form 990 or 990-EZ  
**Form 990-EZ, Page 1, Part II, Line 26**

Line 26 - Total Liabilities:	Beginning of Year	End of Year
ACCRUED EXPENSES	0.	
<b>Total</b>	<b>0.</b>	



## **IX. Action Item C**

# **Approval of GJHP Stipend Request**

Glencoe Park District  
February 28 Board Meeting

# Glencoe Park District Funding Request

## Glencoe Junior High Project

January 11, 2017

Contact: Audra Donnelly, Executive Director

Address: 620 Greenwood Ave., Glencoe, IL 60022

Email: [audra@gjhp.org](mailto:audra@gjhp.org)

Phone: (847)835-7623

### **AMOUNT REQUESTED: \$12,000**

Glencoe Junior High Project provides opportunities for Glencoe middle school students to engage with the community for the purpose of fostering socially aware, civic-minded and community-oriented individuals. Operating for over 45 years, the Glencoe Junior High Project was developed by parents and business leaders in the community to address concerns over local vandalism. The purpose of the organization was to provide worthwhile recreational activities for students. It did this through the formation of an umbrella organization that coordinated four separate, yet jointly governed programs, one of which was GJHP's predecessor, the "Junior High Club". Today, GJHP is made up of 4 parts; 1) The Oasis 2) Social Activities & Events 3) Civic Engagement 4) The Performing Arts Program.

GJHP has adapted over the years to meet the changing needs of students. Five years ago, the organization adopted a direction-changing vision and strategic plan. This strategic plan fine-tuned GJHP's structure to better highlight and support the four programming areas. The plan's main strategic directives are as follows: (1) Expand the Civic Engagement Program to incorporate an education component for the participants as well as new ways in measuring and evaluating success/feedback from students and their parents. (2) Build increased capacity of fundraising by expanding the 'appeal' to include new marketing opportunities to help increase donor commitment. (3) Engage with new partners (other local non-profits and professionals) increasing the level of expertise offered to meet student's social and emotional developmental needs; subsequently creating a wider range of after school programming. (4) Implement annual reviews, completed by a Student Board, of programs, participant's experience and assessments to keep pace with continually changing needs of the organization.

### **How funds were used this past year:**

The funds from this past year were used towards employing two full-time Youth Directors. With the growth of the program, it is necessary to employ two full time Youth Directors to ensure the success and safety of the program. Having two full-time directors allowed us to continue to provide more programs, new social activities and events, and offer more civic engagement opportunities.

**How funds will be used if approved:**

We respectfully continue to request funding to keep the organization up to date on the needs and desires of the students and community as a whole. The programs provided by GJHP impact students at a particularly critical time in their lives. The GJHP has the ability to provide opportunities that, in the absence of the GJHP, would not exist in our community in any similar capacity.

GJHP will continue to implement new programs, add additional service organizations, increase the number of volunteer hours, and increase the number of collaborations with local partners in our community. We take pride in the number of collaborative programs we run with local organizations, as we know a community working together can accomplish far more than a single organization. Our newest collaboration with Family Service of Glencoe, "A Legacy Project: Connecting Generations Through Story", is a program that will pair middle school students with a senior citizen from the Glencoe community to interview each other with the goal of learning about different generations, creating friendships and helping the senior citizens leave a lasting mark on the world.

As in previous years, if approved, the funding will be used to sustain the salaries of our two full-time Youth Directors. With the growth of the program, we feel it is necessary to employ two full time Youth Directors to ensure the success and safety of the program.

## Glencoe Junior High Project Daily Log

### Monday

9:00am-10:30am Administrative responsibilities  
10:30am-2:00pm Oasis – student drop in center  
2:00pm-3:30pm Weekly meeting with GJHP Co-Presidents  
4:00pm-5:00pm Book Buddies

### Tuesday

10:00am-10:30am Administrative responsibilities  
10:30am-2:00pm Oasis – student drop in center  
2:00pm-3:30pm Administrative responsibilities  
3:30pm-7:00pm Civic Engagement

### Wednesday

9:00am-10:30am Administrative responsibilities  
10:30am-2:00pm Oasis – student drop in center  
2:00pm-3:30pm Administrative responsibilities or meetings with outside organizations  
4:00pm-5:00pm Book Buddies

### Thursday

10:00am-10:30am Administrative responsibilities  
10:30am-2:00pm Oasis – student drop in center  
2:00pm-3:30pm Administrative responsibilities  
3:30pm-7:00pm Civic Engagement

### Friday

10:00am-10:30am Administrative responsibilities/monthly full board meetings  
10:30am-2:00pm Oasis – student drop in center  
2:00pm-3:30pm Administrative responsibilities or meetings with outside organizations  
3:30pm-8:00pm Civic Engagement or Social Activates

\*\*Please note civic engagement outings change from week to week so start and end times vary depending on the location and organization.

### *Administrative responsibilities include:*

- Answering all GJHP related emails/phone calls
- Creating monthly newsletters
- Creating and sending daily e-blasts about programming and events
- Updating GJHP social media accounts
- Creating marketing materials for all GJHP programming and events
- Meetings with outside organizations
- Daily organization and facilitation of GJHP
- Writing grants and other funding request forms
- Planning and preparing weekly activities and programs
- Arranging and scheduling Civic Engagement outings
- Meetings with school administration, including school social workers

## **Glencoe Junior High Project Programs**

- Back to School BBQ
- Pokémon Go! Scavenger Hunt
- Harvest Fest
- Halloween Hoopla
- Bake Sale with GYS
- Open Oasis
- Ping Pong Tournaments
- Valentine's Day Cookie Decorating
- Girls nights – self-defense and yoga classes
- Teen Skate Night at Watts
- 6<sup>th</sup> Grade Dance
- Open Mic Night/Battle of the Bands
- 8<sup>th</sup> Grade Conversations
- Beach Bash

## **Glencoe Junior High Project Civic Engagement Organizations**

- A Just Harvest Soup Kitchen
- Bernie's Book Bank
- Book Buddies at the Glencoe Public Library
- CJE Senior Life
- Cradles to Crayons
- Glencoe Community Garden
- New Trier Township Food Pantry
- Project Linus
- Uptown Café
- A Legacy Project: Connecting Generations Through Story

Cheryl Rohlf & Associates, Ltd.

*Certified Public Accountants*

**GLENCOE JUNIOR HIGH PROJECT**

**FINANCIAL STATEMENTS**

**FOR THE FISCAL YEAR ENDED  
JUNE 30, 2016**

## CONTENTS

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Independent Auditor's Report	1-2
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flow	6
Notes to Financial Statements	7-9



Cheryl Rohlfs & Associates, Ltd.

*Certified Public Accountants*

## **INDEPENDENT AUDITOR'S REPORT**

November 4, 2016

To the Board of Directors of  
Glencoe Junior High Project

We have audited the accompanying financial statements of Glencoe Junior High Project (an Illinois nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, functional expenses and cash flows for the fiscal year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An



audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Glencoe Junior High Project as of June 30, 2016, and the changes in its net assets and its cash flows and for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

*Cheryl Rohlf & Associates, Ltd.*

**CHERYL ROHLFS & ASSOCIATES, LTD.**  
Northbrook, Illinois

**GLENCOE JUNIOR HIGH PROJECT  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2016**

**ASSETS**

Cash	\$ 84,827
Investments	138,358
Unconditional Promises to Give	19,333
Accounts Receivable	1,164
Prepaid Expenses	1,651
Property and Equipment:	
Equipment and Furniture	340
Less: Accumulated Depreciation	<u>(340)</u>
Total Property and Equipment	<u>-</u>
<b>Total Assets</b>	<b><u>\$ 245,333</u></b>

**LIABILITIES**

Accounts Payable	<u>\$ 2,757</u>
<b>Total Liabilities</b>	<u>2,757</u>
Net Assets	
Unrestricted	213,576
Temporarily Restricted	<u>29,000</u>
<b>Total Net Assets</b>	<u>242,576</u>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 245,333</u></b>

See accompanying notes and independent auditor's report.

**GLENCOE JUNIOR HIGH PROJECT  
 STATEMENT OF ACTIVITIES  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**UNRESTRICTED NET ASSETS**

**Unrestricted Revenues and Gains**

Contributions	\$ 14,982
Government Grants	12,000
Play Participation Fees	24,957
Playbook Ads and Tributes	32,250
Play Ticket Sales	21,400
Theatre Workshops Revenues	15,229
Social Activities and Civic Program Revenues	19,347
Merchandise Sales	4,448
Investment Income	4,613
Miscellaneous	<u>3,006</u>
<b>Total Unrestricted Revenues and Gains</b>	<b>152,232</b>
Net Assets Released from Restrictions	<u>29,000</u>
<b>Total Unrestricted Revenues, Gains, and Other Support</b>	<b><u>\$ 181,232</u></b>

**Expenses:**

Program Services	\$ 152,040
<b>Supporting Services:</b>	
Management and General	22,875
Fundraising	<u>616</u>
<b>Total Expenses</b>	<b><u>\$ 175,531</u></b>

**INCREASE IN UNRESTRICTED NET ASSETS** \$ 5,701

**TEMPORARILY RESTRICTED NET ASSETS**

Restricted Government Grants	\$ 29,000
Net Assets Released from Restrictions	<u>(29,000)</u>

**INCREASE IN TEMPORARILY RESTRICTED NET ASSETS** \$ -

**CHANGE IN NET ASSETS** \$ 5,701

**NET ASSETS, BEGINNING OF YEAR** \$ 236,875

**INCREASE IN NET ASSETS** 5,701

**NET ASSETS, END OF YEAR** \$ 242,576

See accompanying notes and independent auditor's report.

**GLENCOE JUNIOR HIGH PROJECT  
 STATEMENTS OF FUNCTIONAL EXPENSES  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	Program	Management and General	Fundraising	2016 Total
<b>Compensation and Related Expenses:</b>				
Compensation	\$ 64,500	\$ -	\$ -	\$ 64,500
Employee Benefits	3,512	-	-	3,512
Payroll Taxes	3,442	-	-	3,442
	<u>\$ 71,454</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 71,454</u>
Play Expenses	19,333	-	-	19,333
Theatre Workshops Expenses	13,031	-	-	13,031
Social Activities and Civic Program Expenses	17,048	-	-	17,048
Professional Fees and Contract Services	25,806	1,165	-	26,971
Supplies	1,609	-	-	1,609
Special Projects Expenses	1,491	-	-	1,491
Postage and Printing	590	-	-	590
Advertising and Marketing	1,082	-	-	1,082
Insurance	-	10,026	-	10,026
Technology and Website	-	3,184	-	3,184
Facilities Fees	428	-	-	428
Fundraising Expenses	-	-	616	616
Bank and Credit Card Fees	-	2,024	-	2,024
Loss on Disposal of Equipment	-	5,527	-	5,527
Miscellaneous	166	949	-	1,115
Total Expenses Before Depreciation	<u>\$ 152,038</u>	<u>\$ 22,875</u>	<u>\$ 616</u>	<u>\$ 175,529</u>
Depreciation	2	-	-	2
<b>TOTAL EXPENSES</b>	<u><u>\$ 152,040</u></u>	<u><u>\$ 22,875</u></u>	<u><u>\$ 616</u></u>	<u><u>\$ 175,531</u></u>

See accompanying notes and independent auditor's report.

**GLENCOE JUNIOR HIGH PROJECT  
STATEMENT OF CASH FLOWS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**CASH FLOWS FROM OPERATING ACTIVITIES:**

Increase in Net Assets	\$ 5,701
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:	
Loss on Disposal of Equipment	5,527
Unrealized Gain on Investments	(2,827)
Depreciation	2
(Increase) Decrease in Operating Assets:	
Unconditional Promises to Give	9,667
Accounts Receivable	(1,164)
Prepaid Expenses	6,304
Increase (Decrease) in Operating Liabilities:	
Accounts Payable	<u>856</u>

NET CASH PROVIDED BY OPERATING ACTIVITIES \$ 24,066

**CASH FLOWS FROM INVESTING ACTIVITIES:**

Increase in Investments \$ (2,449)

NET CASH USED BY INVESTING ACTIVITIES \$ (2,449)

**CASH FLOWS FROM FINANCING ACTIVITIES:**

-

NET INCREASE IN CASH AND CASH EQUIVALENTS \$ 21,617

CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR 63,210

CASH AND CASH EQUIVALENTS, END OF YEAR \$ 84,827

See accompanying notes and independent auditor's report.

**GLENCOE JUNIOR HIGH PROJECT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2016**

**1. DESCRIPTION OF THE ORGANIZATION**

**Nature of Activities**

The Glencoe Junior High Project (GJHP) is a 501(c)(3) Illinois non-profit organization that provides opportunities for Glencoe, Illinois middle school students to engage with the community for the purpose of fostering socially aware, civic-minded and community-oriented individuals. GJHP offers various programs and activities, including the Oasis Youth Center which serves as a meeting place for students, grades 5th-8th, to drop in during their lunch-recess period. In addition, GJHP's Civic Engagement Program offers Glencoe middle school students the opportunity to engage with local community members and their organizations for the purposes of building social awareness and civic mindedness. Glencoe Junior High Project plans and sponsors a variety of social events for Glencoe middle school students and their families including dances, parties and events to promote community and civic engagement. Also, GJHP's Performing Arts Program supports several theatrical productions a year for the purposes of building community through the arts.

Glencoe Junior High Project is run by a volunteer board and two full-time Youth Directors. GJHP's programs and staff are funded solely by community donations, government grants and net revenues generated by the theatrical productions.

**2. SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements of Glencoe Junior High Project have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

**Basis of Presentation**

Glencoe Junior High Project is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

**Cash and Cash Equivalents**

Glencoe Junior High Project considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

**Investments**

Investments in mutual funds with readily determinable fair values are stated at fair value.

### **Promises to Give**

Unconditional promises to give are recognized as revenues in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional.

### **Estimates**

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

### **Property and Equipment**

It is GJHP's policy to capitalize property and equipment more than \$500. Lesser amounts are expensed. Purchased property and equipment are capitalized at cost. Donations for property and equipment are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Property and equipment are depreciated using the straight-line method over the useful lives, with a five year life for equipment. Depreciation expense for the fiscal year ended June 30, 2016 was \$2.

### **Income Taxes**

Glencoe Junior High Project is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to GJHP's tax exempt purpose is subject to taxation as unrelated business income. In addition, GJHP qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2).

### **Expense Allocation**

The costs of providing program and supporting services have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Accordingly, costs have been allocated between the program services and the supporting services in a direct functional method, when applicable, and on the basis of proportional use of the service provided.

### **Donated Services**

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by Glencoe Junior High Project. Volunteers provided services throughout the fiscal year that are not recognized as contributions in the financial statements since the recognition criteria were not met.

**3. FAIR VALUE MEASUREMENTS**

Fair values of assets measured on a recurring basis as of June 30, 2016 are as follows:

	<u>Fair Value</u>	<u>Quoted Prices in Active Markets for Identical Assets (Level 1)</u>
Mutual Funds	\$ <u>138,358</u>	\$ <u>138,358</u>

**4. CONCENTRATION OF CREDIT RISK**

Glencoe Junior High Project maintains its cash at two financial institutions. Accounts at each institution are fully insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per institution. As of June 30, 2016, the Organization did not exceed the insured amounts.

**5. EVALUATION OF SUBSEQUENT EVENTS**

Glencoe Junior High Project has evaluated subsequent events through November 4, 2016, the date which the financial statements were available to be issued.



**Glencoe Junior High Project  
2016-17 Budget**

**Income**

Donations

General Donations	14,500	
Park District Stipend	12,000	
<b>Total General Donations</b>	<hr/>	26,500

Grants

Village of Glencoe Grant	9,000	
New Trier Township Grant	20,000	
<b>Total Grant Income</b>	<hr/>	29,000

Play Income

Play Participation Fees	26,075	
Playbook	31,000	
Ticket Sales	21,000	
Concession Sales	4,500	
Gifts & Souvenir Sales	4,800	
<b>Total Play Income</b>	<hr/>	87,375

Theatre Workshops

<b>Total Theatre Workshop Income</b>		5,000
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Social Service Income

<b>Total Social Service Income</b>		3,000
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Social Activities

<b>Total Social Activities Income</b>		18,860
---------------------------------------	--	--------

Other Income

<b>Total Other Income</b>		2,500
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<b>Total Income</b>	<hr/>	<hr/> <b>\$ 172,235</b> <hr/>
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<b>Gross Profit</b>		172,235
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**IX. Action Item D & E**

**Approval of Designs for West Park & Astor  
Place Park**

Glencoe Park District  
February 28 Board Meeting



To: Board of Commissioners  
From: Lisa Sheppard, Executive Director

Date: 2-15-17

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SUBJECT: West Playground Designs

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The Special Projects Committee based on discussion at two committee meetings recommends approval of the West Playground Design Concepts as presented. Extensive community input was secured. We have been working with School District 35 and they think the playground is wonderful. The designs were shown to the PTO and they were thrilled. The students and staff at West also responded positively. We have not heard any negative feedback or concern. School staff feel like their ideas were considered and earlier ideas were incorporated.

The concepts include a 5-12 playground and a Discovery Area. The “Tree Theatre” will be added as alternate to determine if it fits into the \$550,000 project budget or if other funds are secured from other sources. The project will also include the asphalt play area but this is not part of the shared playground costs and will be paid for solely by the School District. Design concepts are included in the Board Packet and on our website.

The 5-12 school-age playground focuses on upper body movement and has expanded the footprint of the playground from 3,310 to 5,600 square feet and uses permeable poured in place surfacing. This expanded footprint allows for more area to run and play and can accommodate large groups of children at one time. The design incorporates slides and climbing features into the existing natural topography and is ADA accessible.

The **Discovery Area** is a unique area for the Glencoe Park District, so deserves a little more explanation.

#### Background

The term “nature deficit disorder” was coined by Richard Louv to describe what happens when young people become disconnected from the natural world. He links this lack of interaction with nature to some of the most disturbing childhood trends, such as obesity, attention disorders and depression. Research shows that free play is critical for children’s brain growth, body growth, and emotional growth. The outdoors provides a multi-sensory smorgasbord of opportunities to engage, not just on a computer screen, but through sight, sound, touch, and smell.

**The Board of the Glencoe Park District, in order to introduce children to the wonders of nature – for their own health and well-being and for the development of their character and sense of community direct Park District staff to develop a Discovery Area or “Natural Playground” at West Park.**

The Discovery Area will be a bright, welcoming area, sized for young children, where they can explore and interact with the natural world around them. It will be sustainable and use recycled natural materials that will come from the Glencoe area.

Grassy mounds, created with material excavated on site, will protect a free-play area where children will discover seats, tables and steppers made from local trees, with boulders and logs to climb, and tree trunks that will be left to slowly decompose on site, introducing children to the transformational force of entropy. Bird feeders and native plantings will attract birds for the children to observe and will allow the children to experience the natural world authentically. New features will be added over time. The Discovery Area will be organic and change reflecting the natural phenomena of the physical *world*.

“WE HAVE BEEN TRYING TO ISOLATE OURSELVES FROM NATURE FOR MILLENIA...AND WE HAVE ALMOST TOTALLY SUCCEEDED”

Recommendation: Approve the West Playground conceptual designs as submitted and begin the detail drawings and bidding process.



To: Board of Commissioners  
From: Lisa Sheppard, Executive Director

Date: 2-15-17

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SUBJECT: Astor Playground Designs

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The Special Projects Committee, based on discussion at two committee meetings, recommends approval of the Astor Playground Design Concept, Option 2 with the wishbone sandbox concept. They directed staff to work with Altamanu to change the playground orientation to be reversed so that the play structure will go east and west across the play lot and the swings will run east west.

Community Input was secured and the designs have been on the Park District website. Design concepts are included in the Board Packet and on our website.

Recommendation: Approve the Astor Playground conceptual designs, option 2 with the wishbone sand box and to change the orientation of the playground as discussed.



# West Park and Astor Park Playground Renovations February 13<sup>th</sup> 2017



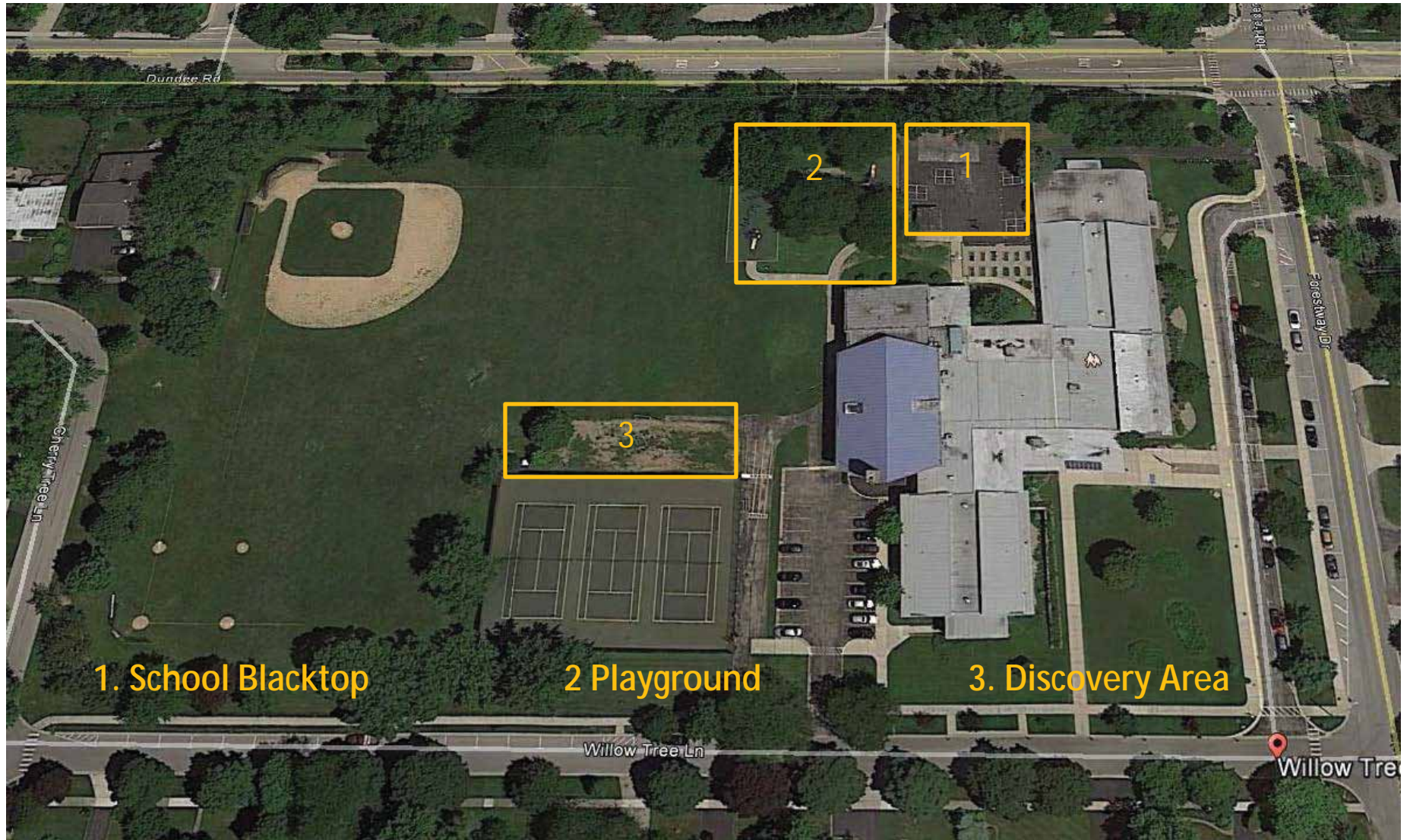
Delighted to be Here!!!

# West Park Playground : Existing Site Aerial





# West Park Playground : Projects



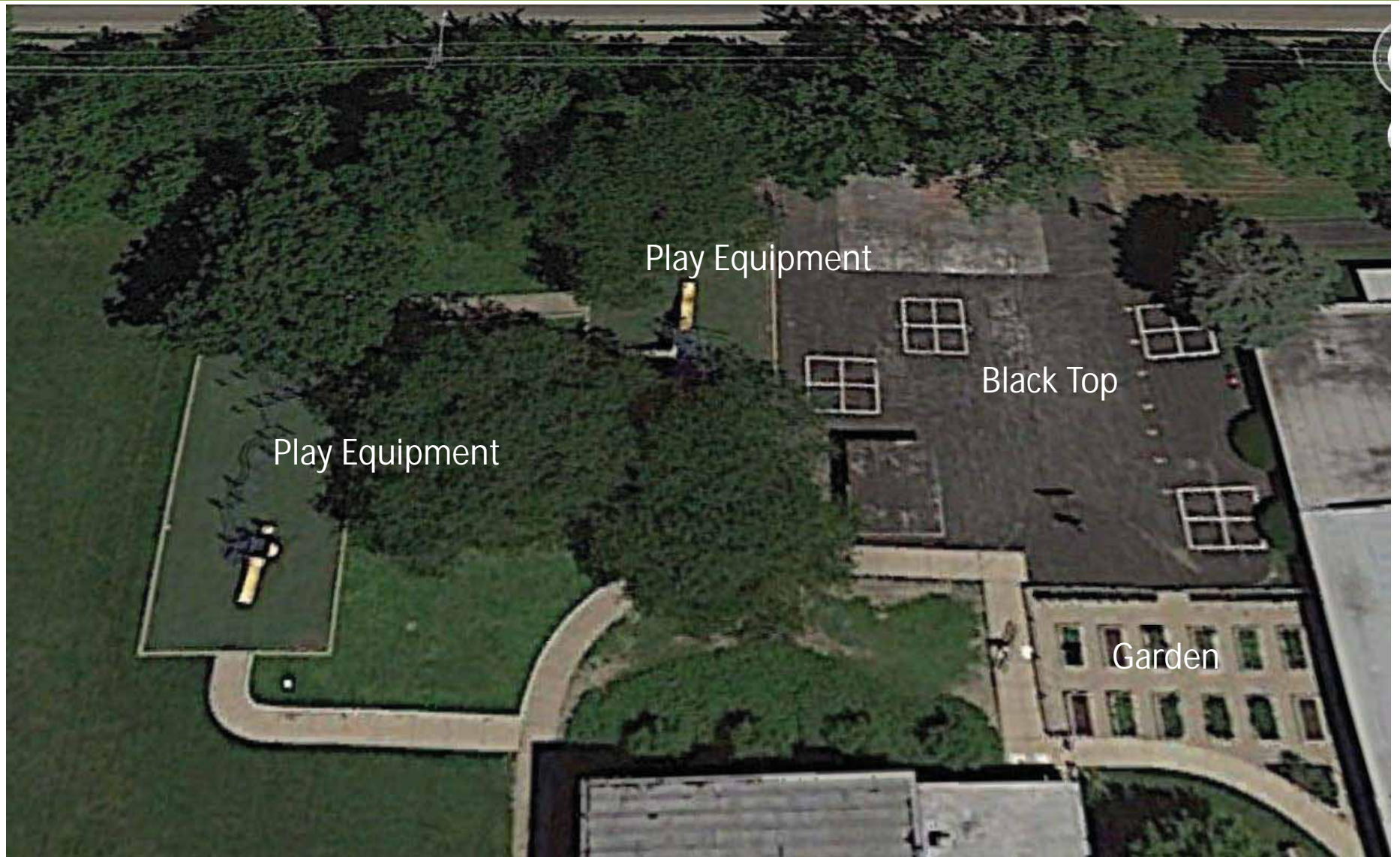
# West Park Playground Existing Site Aerial



# West Park Playground Existing Trees



# West Park Playground Existing Site Aerial



# West Park Playground : School Black Top



# West Park Playground : Painted Black Top Examples



# West Park Playground : School Black Top Proposals

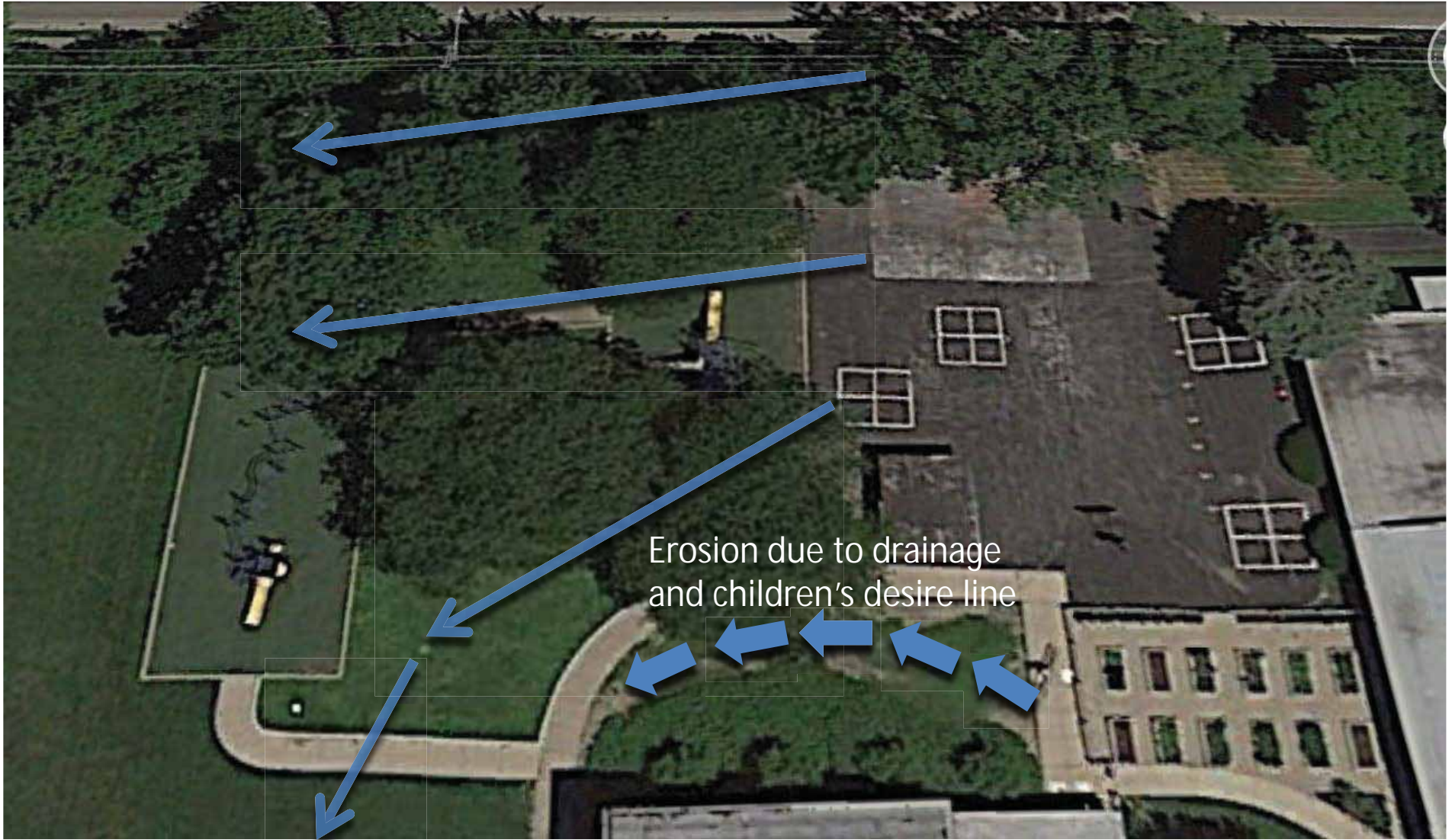
Full Junior Court & Multiple Games



3 Hoops and Simplified Layout



# West Park Playground Drainage





# West Park Playground Issues: Slope, Drainage and Erosion



# West Park Playground Issues: Slope, Drainage and Erosion



# West Park Playground Issues: Slope, Drainage and Erosion



# West Park Playground Issues: Slope, Drainage and Erosion



# West Park Playground Issues: Slope, Drainage and Erosion



# West Park Playground : School and PD Priorities

---

- Sustainability
- Accessibility
- Upper body/Overhead events
- Buddies Bench
- Use poured-in-place.
- Minimal interactive play panels for 5-12
- Potential Discovery Area to the north of the tennis courts 2-5

## Not Acceptable:

- No swings
- No Metal Slides
- Tube Slides/Crawl Tunnels
- Bubble Panels
- Roller and Metal slides
- Wooden Components
- Diggers
- Spring toys

# West Park Playground : School and PD Priorities

---

## School and Park District Staff Stated:

- Topography to be highlighted
- Slides and climbing features in topography
- Slides at grade if possible
  
- School serves 8-10 year olds, requested separate 2-5 year old area
- Nature/Discovery area could serve mainly 2-5 year olds
- Park District could provide woodchips, logs cut into different sizes for climbing, seats, tables, etc.
- Would include boulders

Constructions start date June 12<sup>th</sup>. Completion before August 10<sup>th</sup>

# West Park Playground : Examples School Liked



Climbing Features and Unusual Paths



# West Park Playground : Examples Long Slides



All liked the concept but needs lots of slope

# West Park Playground : Examples Slopes Sites



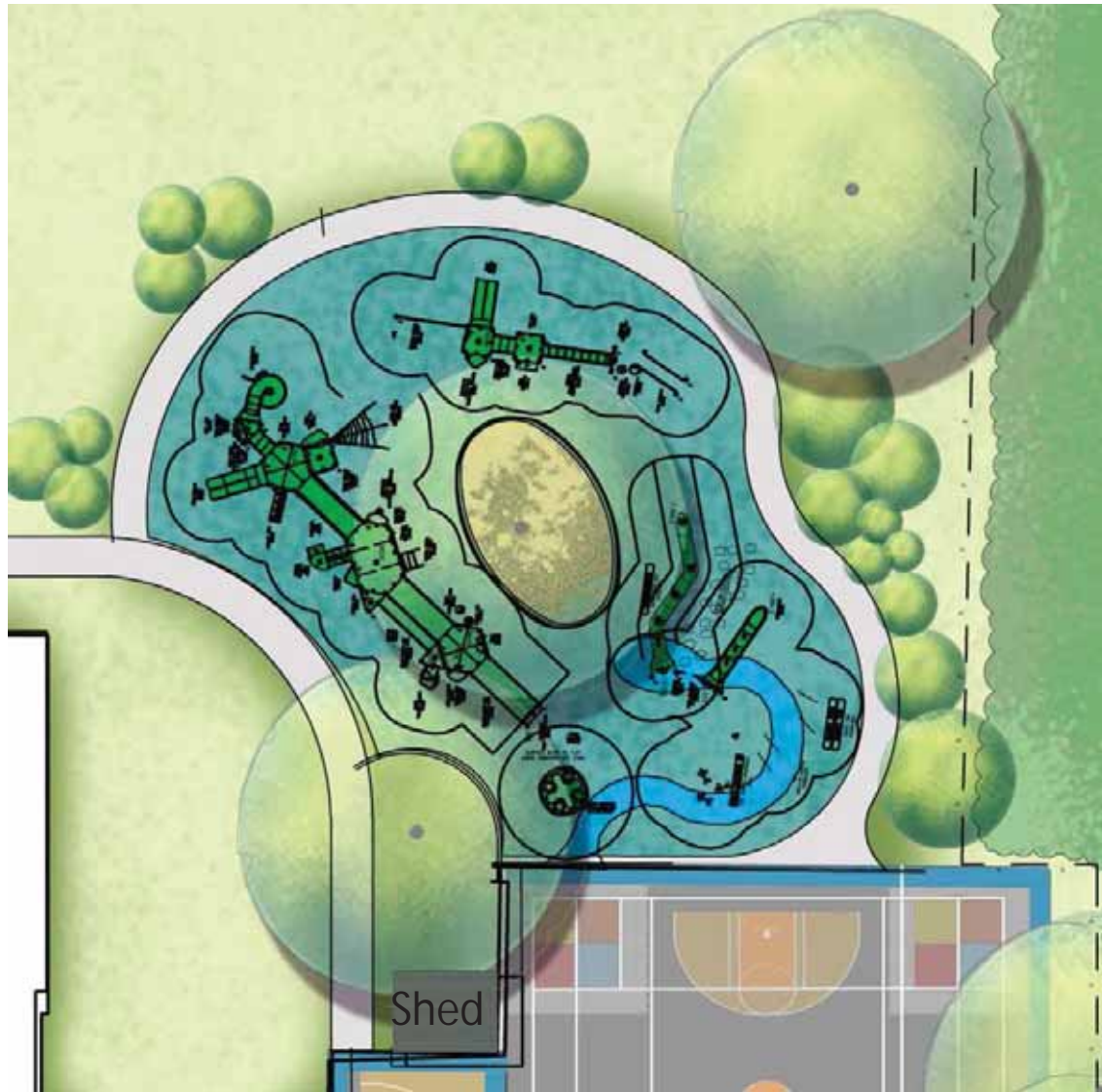
Unfortunately we do not have this much slope

# West Park Playground : Examples Slopes Sites

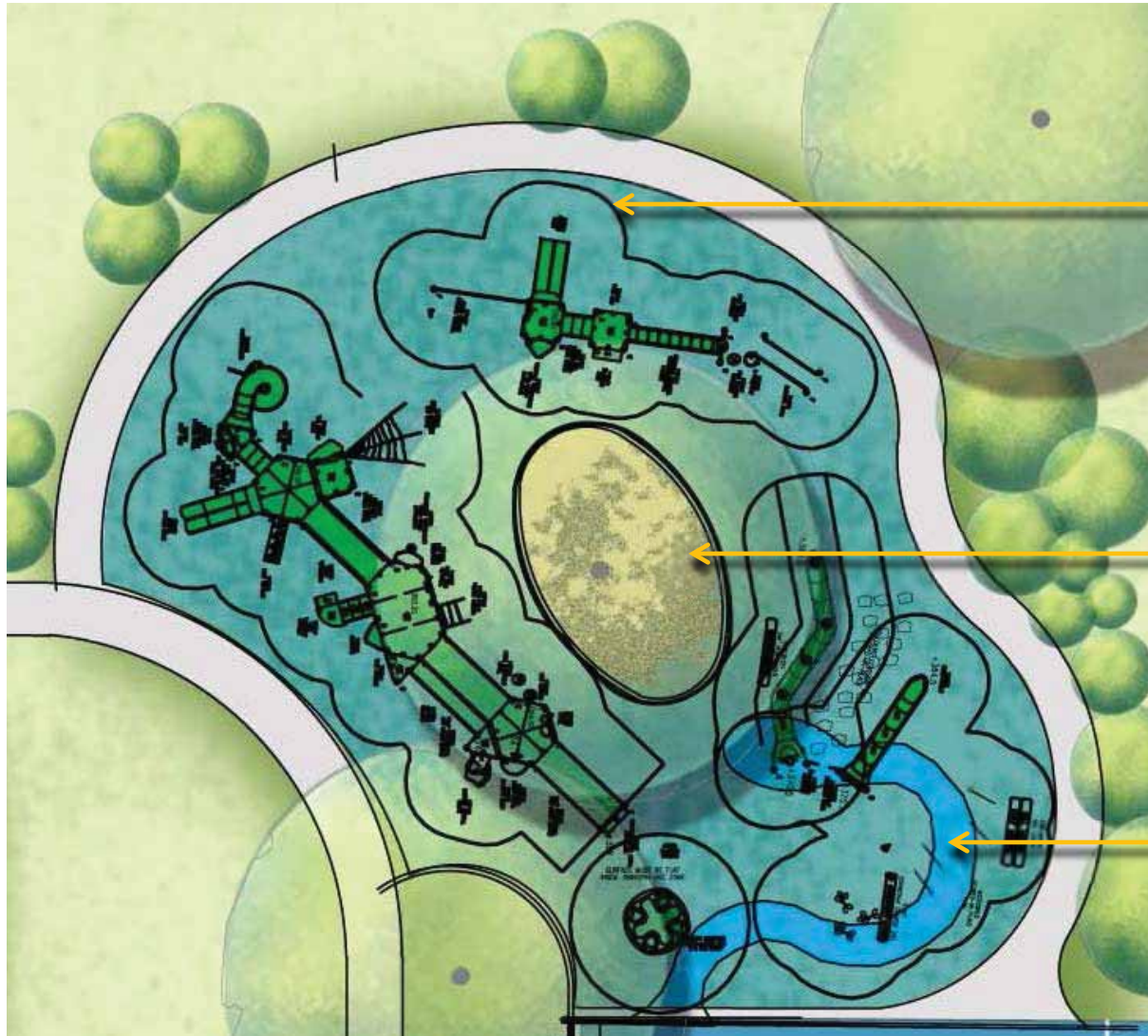


Total existing slope is 5.5 feet over entire playground

# West Park Playground : Proposed Plan



# West Park Playground : Proposed Plan



Fall Zone

Curb & Mulch around Tree

ADA path to slides

# West Park Playground : View Looking West



# West Park Playground : View Looking West



OmniSpin

# West Park Playground : View Looking South East





# West Park Playground : View Looking North



# West Park Playground : ADA Equipment



# West Park Playground : Looking North East



Colors not updated this slide

## Comparison Existing and Proposed

---

Existing Playground Area – 3,310 S.F.

Proposed Playground Area – 5,600 S.F.

# Issues: Drainage and Erosion



Erosion could be prevented by adding a fence around this space and timbers from Astor across slope and planting but it is outside of the scope

## Issues: Drainage and Erosion



Erosion could be prevented by adding a fence around this space and timbers from Astor across slope and planting but it is outside of the scope

# Potential Deck - Tree Protection Not included in the Budget



Tree Protection, Central Feature, Stage, Gathering Place

# Potential Deck - Tree Protection Not included in the Budget



Tree Protection, Central Feature, Stage, Gathering Place



## Something to think about in the Long Term : Exhibit Wetlands



Consider adding a wetland for stormwater  
and to provide a landscape exhibit for the kids  
And habitat for birds and Insects

WE HAVE BEEN TRYING TO ISOLATE OURSELVES  
FROM NATURE FOR MILLENIA.....

AND WE HAVE ALMOST TOTALLY SUCCEEDED

# West Park Discovery Area : Site Proposed Discovery Area



# West Park Discovery Area : Site Proposed Discovery Area



# West Park Discovery Area : Drainage Issues



# West Park Discovery Area : Drainage Issues

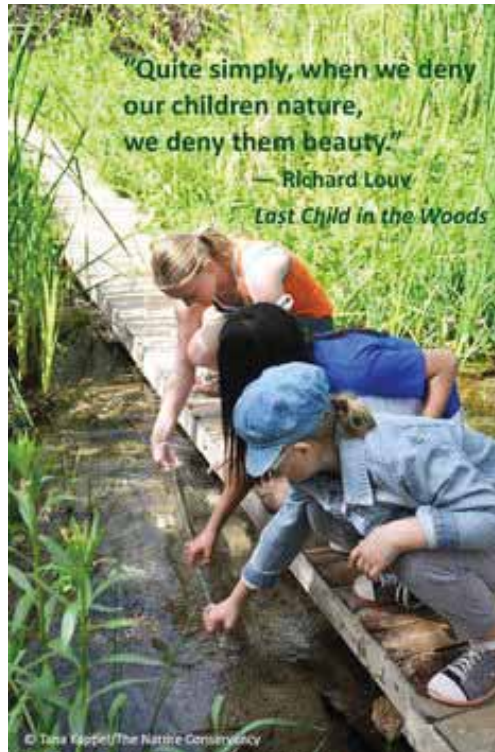
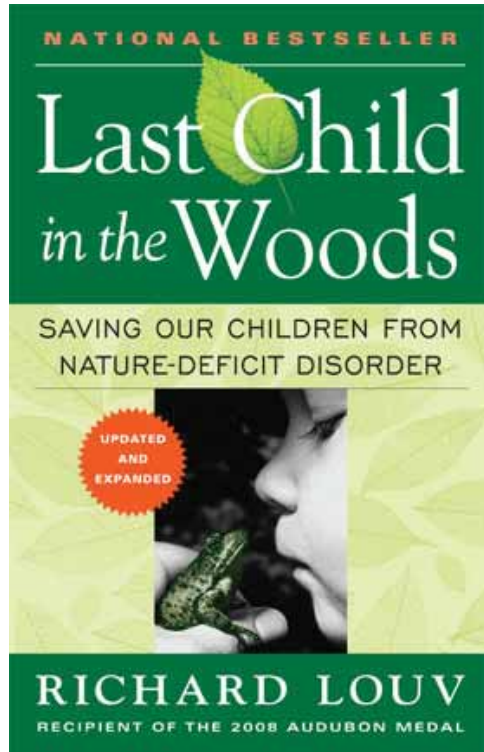
Water in carpark flows north  
And ponds in NE corner

Site drains towards future Discovery Area



Old Playground was removed, site is slightly below surrounding grade, water ponds

# Unstructured Outdoor Recreation: Why is it important

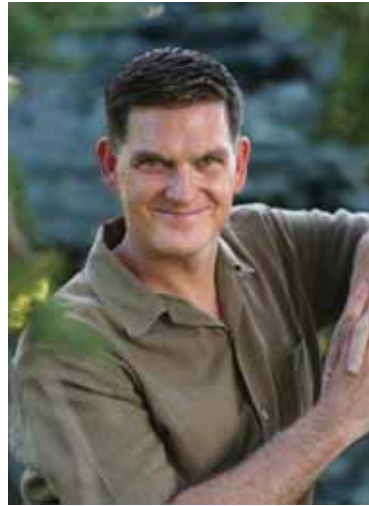
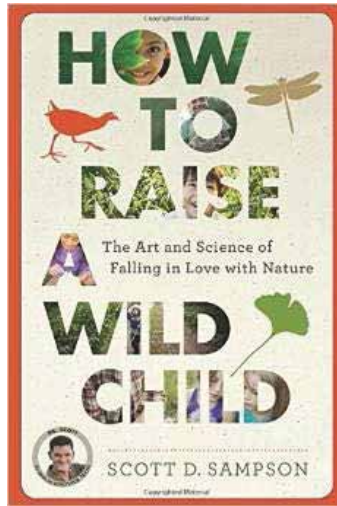


## National Movement 2006

*No Child Left Inside*® is a promise to introduce children to the wonders of nature – for their own health and well-being, for the future of environmental conservation, and for the preservation of the beauty, character and community."

“For young children, it's mostly about unstructured play.”

---



Today Scott Sampson of Dinosaur Train and Curator at Denver Museum of Nature

“Research shows that free play is critical for brain growth, body growth, and emotional growth. The outdoors provides this multi-sensory smorgasbord of opportunities to engage, not just on a computer screen, but through sight, sound, touch, and smell.”



“But you have to let your kids get messy.”

---



# WHY CAN'T OUR KIDS HAVE SOMETHING LIKE THIS?

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# Inspiration

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Curving Paths, Mounds, Lots of Trees, Keep Fallen Trees, add Boulders

# Inspiration



# West Park Discovery Area: What is it?



Coonley School



Mills Park

The Discovery Area will be a bright, welcoming area, sized for young children, where they can explore and interact with the world around them. It is comprised of natural materials: mounds, nooks, wooden steppers, seats/tables, boulders and logs to climb, and tree trunks that will slowly decompose introducing children to the transformational force of entropy.

# West Park Discovery Area: What is it?

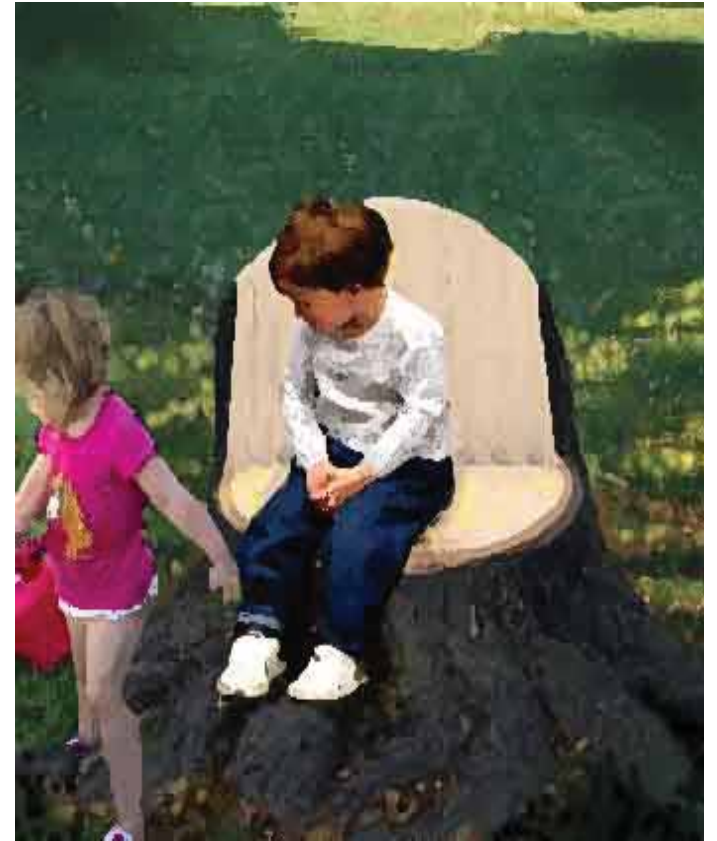


Mills Park

# West Park Discovery Area : Elements

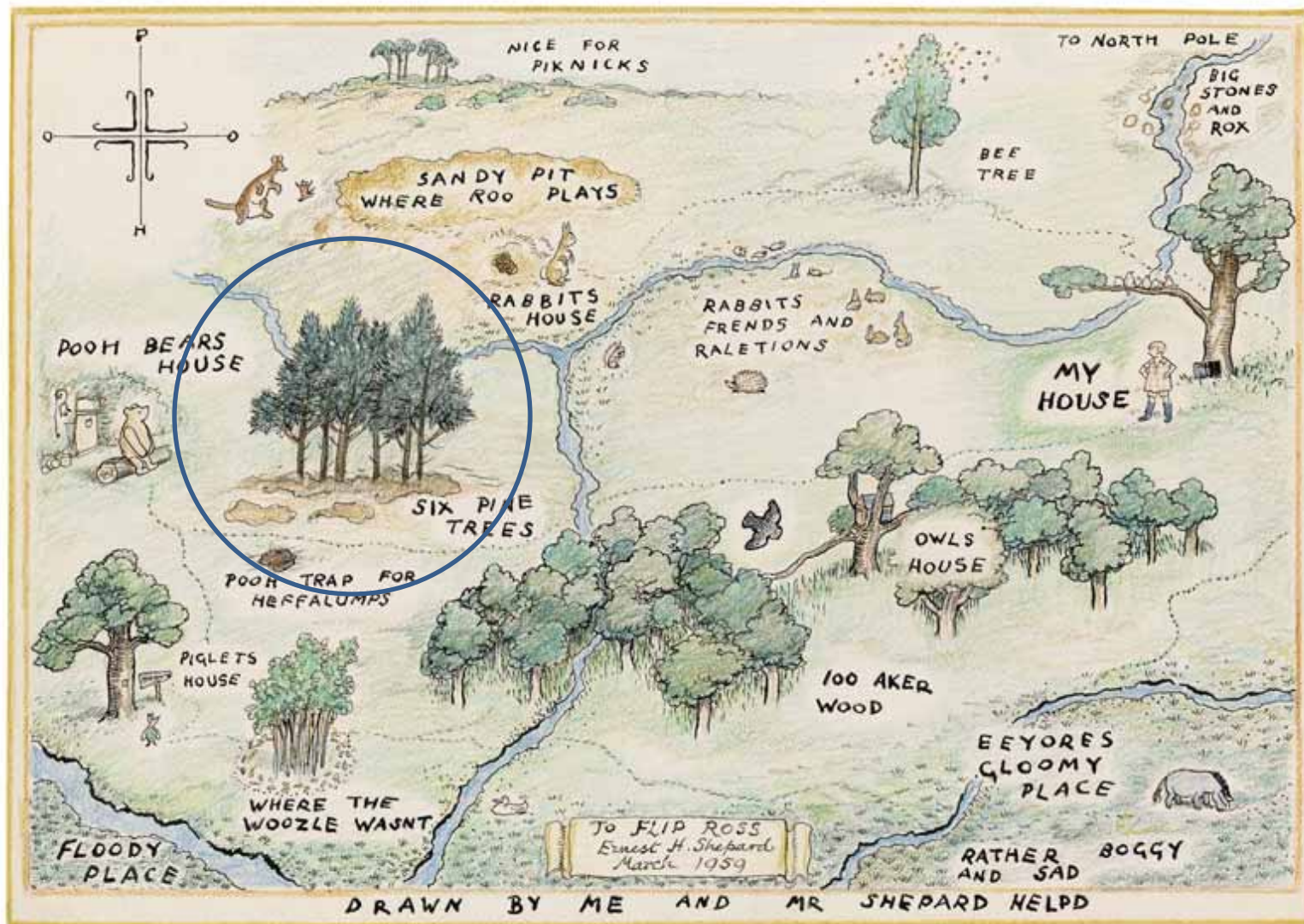


Conservatory Garden Oak Park



Tree Seat Mills Park Oak Park

# And Think Like a Child: Create a Landscape Narrative





# And Think Like a Child. Create a Landscape Narrative

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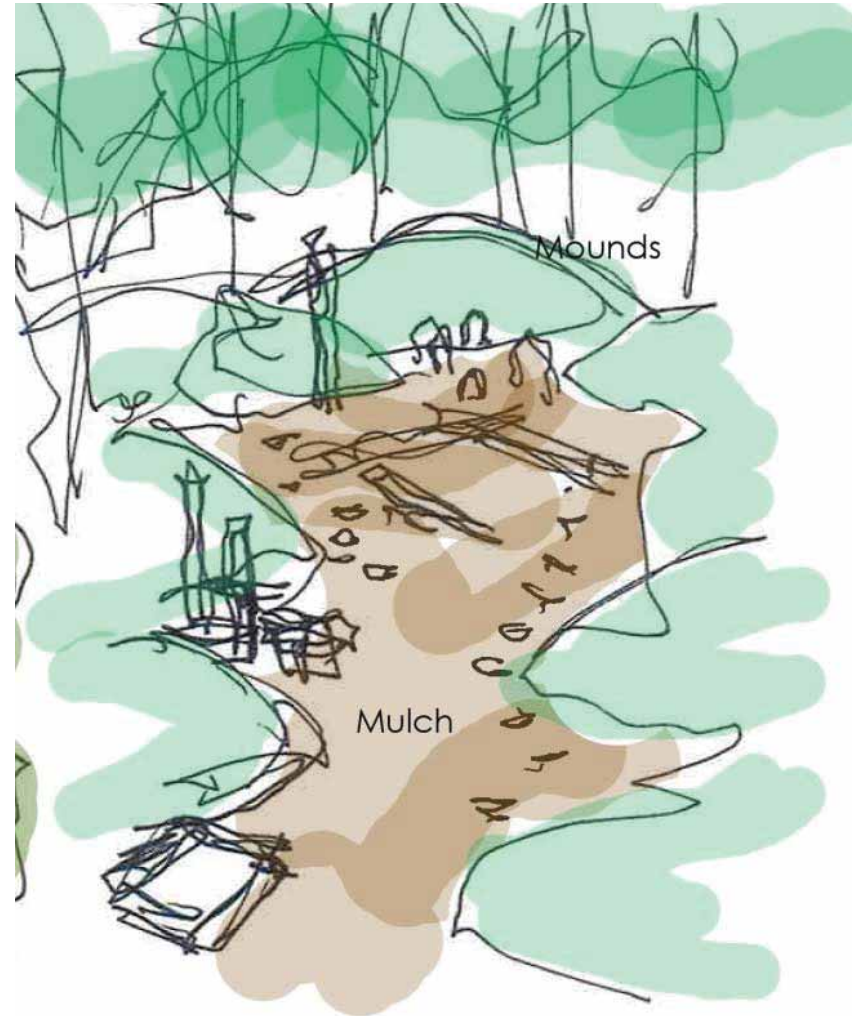


## Berms and Distinctive Planting

# West Park Discovery Area : Form



Plan view

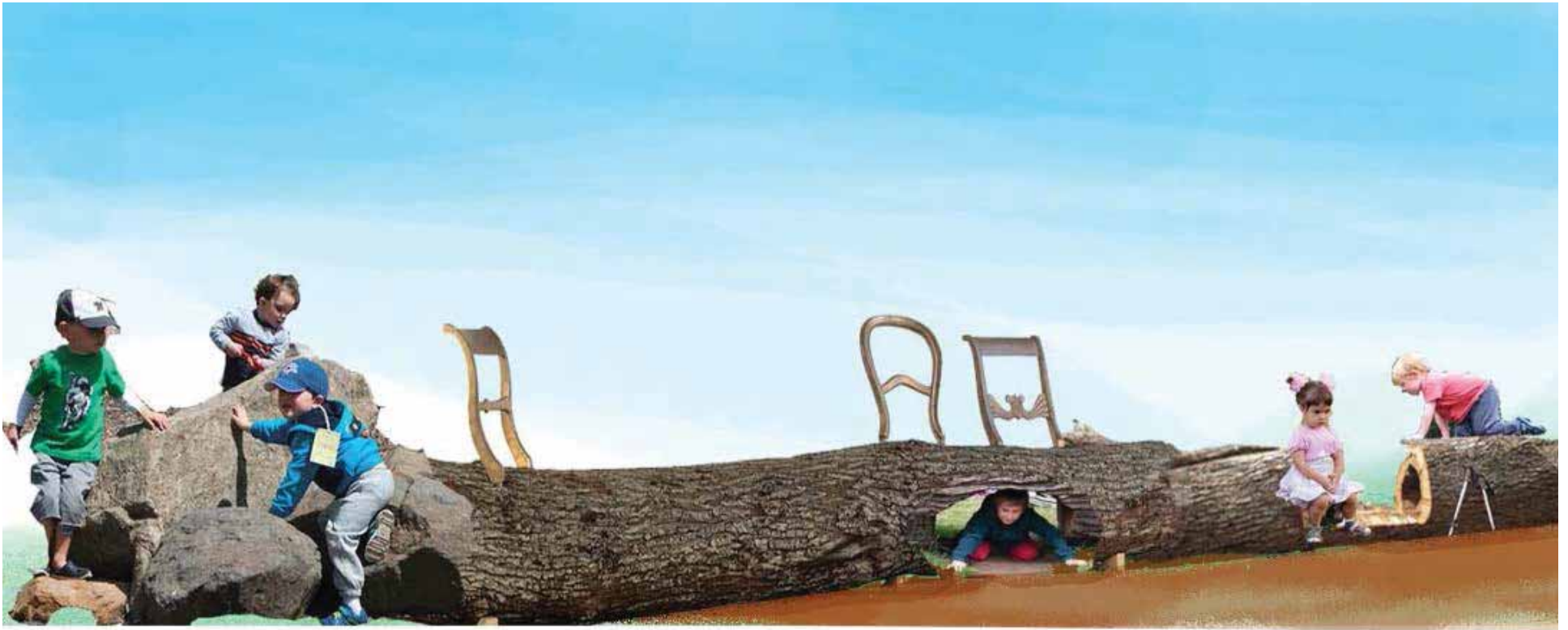


Using all excavated material on-site

# West Park Discovery Area : Elements



# West Park Discovery Area : Elements



Boulders

Tree Trunks

Cut into tunnels, seats and a drum

# West Park Discovery Area : Elements



# West Park Discovery Area : Elements





Boulders with Petroglyphs

## If We Get More Ambitious



Seating and Art Pieces Perhaps over Time

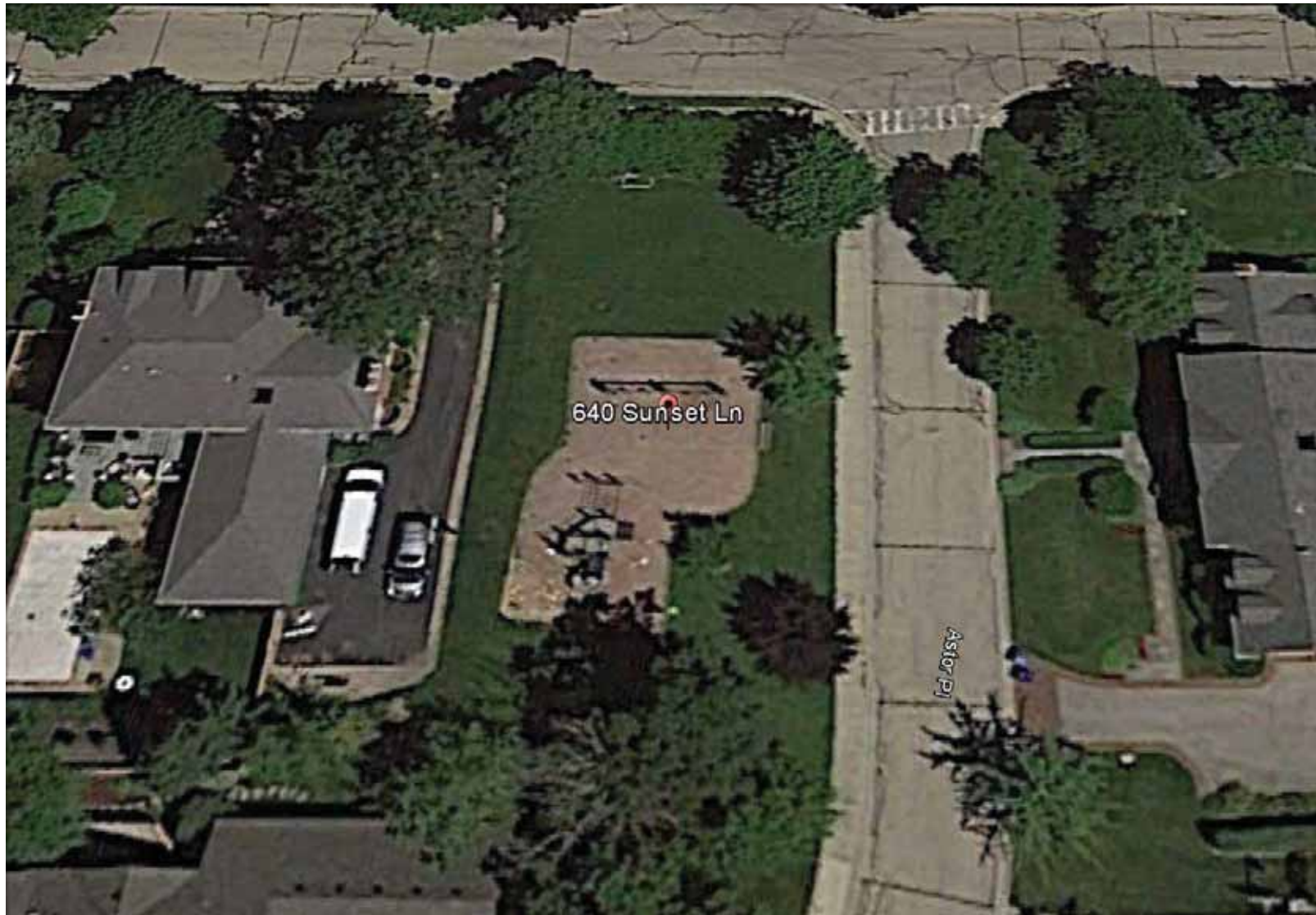


## If We Get More Ambitious



Seating and Art Pieces Perhaps over Time

# Astor Park Playground Renovation



# Astor Park Playground Renovation

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# Astor Park Playground Renovation



# Astor Park Playground Renovation Option 2



# Astor Park Playground Renovation Option 2



We will ensure the equipment doesn't make too much noise

# Astor Park Playground Renovation Option 4



# Astor Park Playground Renovation Option 4





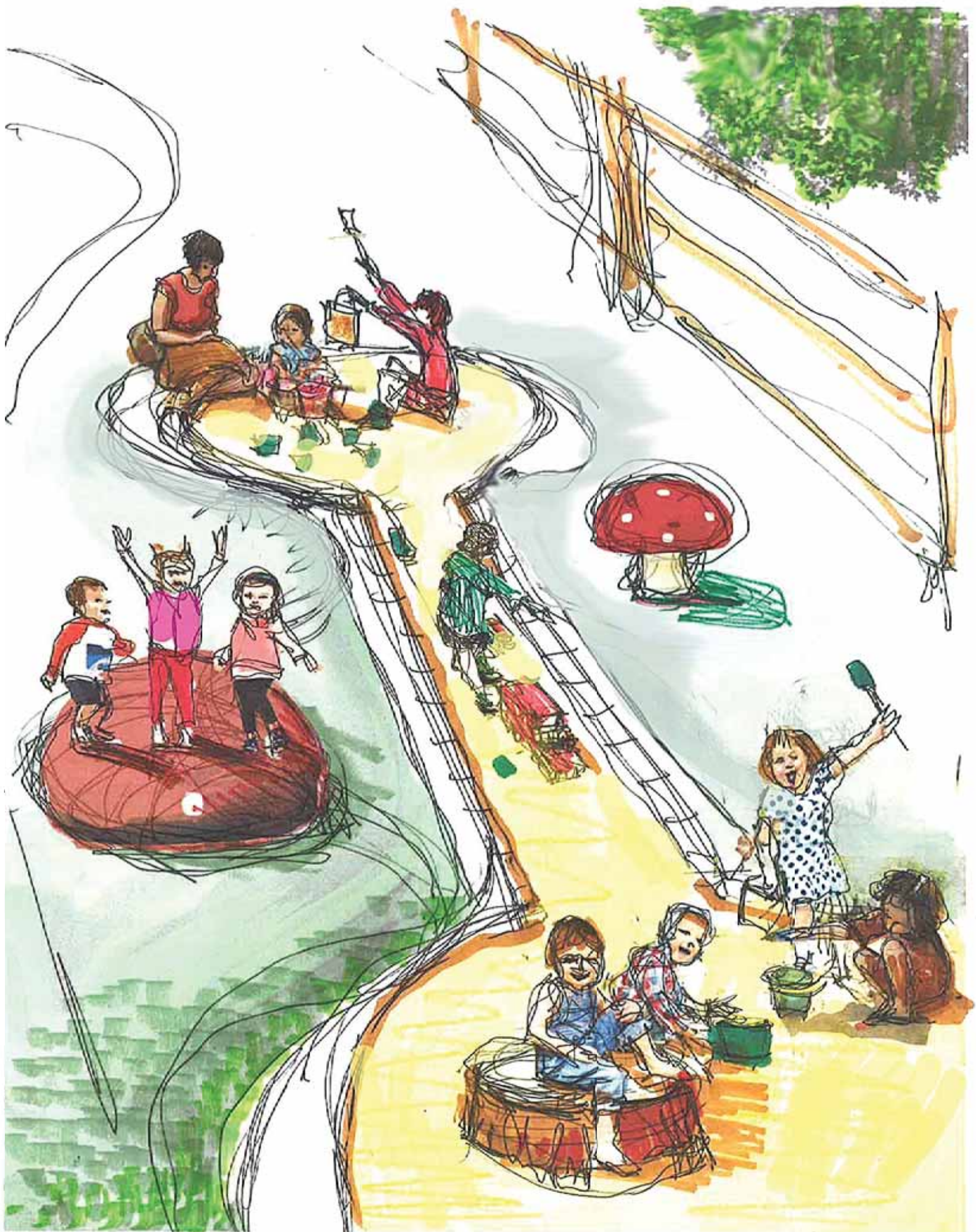
# Astor Park Playground Renovation Option 2 and 4



landscape architecture + urban design + planning







## **IX. Action Item F**

# **Approval of the Resolution Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the Third Party Construction on Park District Property Policy**

Glencoe Park District  
February 28 Board Meeting



To: Board of Commissioners

Date: 2-15-17

From: Lisa Sheppard, Executive Director

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**SUBJECT: Resolution Repealing Resolution No. 636 and Amending the Glencoe Park District Policy on the sale of park district Land to a Non-Governmental Entity**

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Resolution No. 636 was discussed at the January 3, 2017 Personnel and Policy Committee. The committee found that Resolution No. 636 does not conform to current laws prescribing the requirements for the sale of land by a park district and it is in the best interest of the Park District and its residents to follow the applicable laws that are current at the time a sale of land is being contemplated.

The committee recognized that the sale of land to any non-governmental entity involves a process defined by applicable statutes, which may include the Illinois Park District Code, the Park Commissioners Land Sale Act, and perhaps, other statutes within the Illinois Compiled Statutes. The content of those laws may be revised by the Legislature from time to time.

Chair Palatnik directed staff to update the policy according to applicable laws and present the new resolution to the Board for approval. The attached resolution was developed with staff input by Ancel Glink, Glencoe Park District attorneys. The policy of the Sale of Park District Land to Non-governmental Entities complies with any and all statutes, rules, regulations and other laws then in effect which govern the sale of such land to any non-governmental entity.

Recommendation:

Staff recommends that the Board repeal Resolution No. 636 and then adopt Resolution No. 858.

**GLENCOE PARK DISTRICT  
RESOLUTION No. 858**

**A RESOLUTION REPEALING RESOLUTION #636 AND AMENDING THE  
GLENCOE PARK DISTRICT POLICY ON THE SALE OF PARK DISTRICT  
LAND TO A NON-GOVERNMENTAL ENTITY**

**WHEREAS**, pursuant to Illinois law, the Glencoe Park District ("Park District") holds its land in trust for the use and enjoyment of all citizens of the State of Illinois; and

**WHEREAS**, the Board of Park Commissioners ("Park Board") of the Park District believes that all park land within the Park District has value and that a balanced park system includes parks of various sizes, locations and uses; and

**WHEREAS**, applicable sections of the Park District Code, the Park Commissioners Land Sale Act, and perhaps other sections of the Illinois Compiled Statutes grant the Park District the authority to sell park land under certain specified terms and conditions; and

**WHEREAS**, the Illinois legislature, from time to time, has amended and may further amend, the statutes applicable to the sale of land by a Park District; and

**WHEREAS**, the Board, on June 17, 2003, adopted Resolution #636, which established certain procedures the Board would be required to follow prior to selling any land, including conducting an advisory referendum; and

**WHEREAS**, the Board finds and determines that Resolution #636 does not conform to current laws prescribing the requirements for the sale of land by a park district and it is in the best interest of the Park District and its residents to follow the applicable laws that are current at the time a sale of land is being contemplated;

**NOW THEREFORE, IT IS HEREBY RESOLVED**, by the Board of Park Commissioners (the "Board") of the Glencoe Park District as follows:

**Section 1.** The Park Board finds that all of the recitals contained in the preamble to this Resolution are true and correct and does hereby incorporate them into this Resolution by this reference.

**Section 2.** Resolution #636 is hereby repealed in its entirety.

**Section 3.** The Glencoe Park District Policy on The Sale of Park District Land to a Non-Governmental Entity is hereby amended to state as follows:

“1.0 Statement of Purpose

The Board of Park Commissioners finds it may be of benefit to the residents of the Glencoe Park District to permit the conveyance or sale of Park District land that is no longer needed or useful.

2.0 General Guidelines

The Board recognizes that the sale of land to any non-governmental entity involves a process defined by applicable statutes, which may include the Illinois Park District Code, the Park Commissioners Land Sale Act, and perhaps, other statutes within the Illinois Compiled Statutes. The content of those laws may be revised by the Legislature from time to time. Therefore, the GPD Board of Commissioners intends its Policy of the Sale of park district land to non-governmental entities to be that the Board will comply with any and all statutes, rules, regulations and other laws then in effect which govern the sale of such land to any non-governmental entity.”

**Section 4.** The Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 28th day of February 2017, by roll call vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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Steve Gaines, President

Attest:

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Lisa Sheppard, Secretary

STATE OF ILLINOIS)  
SS.  
COUNTY OF COOK )

**SECRETARY'S CERTIFICATE**

I, Lisa Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of:

**RESOLUTION No. 858  
A RESOLUTION REPEALING RESOLUTION #636 AND AMENDING THE  
GLENCOE PARK DISTRICT POLICY ON THE SALE OF PARK DISTRICT  
LAND TO A NON-GOVERNMENTAL ENTITY**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 28th day of February 2017.

**I FURTHER CERTIFY** that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Park District at Glencoe, Illinois this 28th day of February 2017.

\_\_\_\_\_  
Lisa Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

(SEAL)



## **IX. Action Item G**

# **Approval of Third Party Construction on Park District Property Policy**

Glencoe Park District  
February 28 Board Meeting



To: Board of Commissioners

Date: 2/15/17

From: Lisa Sheppard, Executive Director

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**SUBJECT: Policy on Third Party Construction on Park District Property**

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The attached policy addresses Third Party Construction on Park District Property. This new policy was written by Ancel Glink, in cooperation with staff and commissioners. It ensures and protects the Park District in the event the District would like to allow such construction on Glencoe Park District Land.

Chair Palatnik forwarded the policy for approval at the February Board meetings, as is, with agreement from committee members Brooks and Gaines.

Action Needed: Motion to approve the Policy

**Glencoe Park District**  
**Third Party Construction on Park District Property Policy**

*New Proposed Policy (Not Approved): February 28, 2017*

1.0 Statement of Purpose

The Board of Park Commissioners finds it may be of benefit to the residents of Glencoe to permit Glencoe not-for-profit organizations to construct improvements on Park District property and to donate the improvement project to the Park District. The following Guidelines have been established related to the Park District's acceptance of such improvements.

2.0 General Guidelines

A copy of these guidelines will be made available to prospective not-for profit donors when requested.

2.1 Notwithstanding any other Glencoe Park District policy or ordinance, construction of any facility, building, structure, or other improvement on Park District property by any third party is expressly prohibited unless authorized by a written agreement approved by the affirmative vote of no fewer than four (4) member of the Board of Park Commissioners.

2.2 The Board will consider partnerships for construction of improvements on Park District property by Glencoe not-for-profit organizations. The organization must be currently recognized as a not-for-profit organization by the Internal Revenue Service and the Illinois Secretary of State and must have been in good standing with those agencies for a minimum of ten (10) consecutive years. Further, the organization must have a significant relationship to the Glencoe Park District community. A significant relationship with the Park District community can be demonstrated by meeting one of the following:

- A. Having a membership of which 55% or more reside within the corporate limits of the Park District; or
- B. Having a charter or other official recognition by a parent state or national organization that designates it as a Glencoe chapter.

2.3 Any Agreement entered into between the Park District and a not-for-profit organization to authorize construction of improvements in accordance with this policy will contain, but is not limited to, the following provisions:

- A. The improvement must be available for public use.
- B. The final design plans for the improvements must be approved by an affirmative vote of no fewer than four (4) members of the Board of Park Commissioners.

- C. Design and construction of the improvements must comply with all applicable Glencoe Park District, Village of Glencoe, County, State, and Federal laws, rules, regulations, and ordinances.
- D. The Park District Board and staff, in cooperation with the not-for-profit organization, will determine an expected useful life for the improvements. The not-for profit organization will be required to fund an endowment for maintenance of the improvements for the expected useful life of the project.
- E. The Park District will not guarantee that the improvements will remain on Park District property in perpetuity. At the end of the projected useful life of the improvements, the Board of Park Commissioners will determine whether the improvements are of value and interest to the Park District and the community. If the Board determines that the improvements are no longer of value or interest to the Park District and the community, the not-for –profit organization may be given an opportunity to restore/replace the improvements, or the Park District may, in the sole discretion of the Board, remove the improvements.
- F. The Park District is the sole owner of improvements constructed on Park District property. Authorization for construction of improvements on Park District property does not grant to any third party any ownership interest in the improvements or any property interest in any Park District property.
- G. The Board of Park Commissioners may select and engage; (i) an independent architect or contractor to review cost estimates for the design and construction of the improvements; and (ii) a contractor who is knowledgeable in Americans with Disabilities Act requirements for public facilities to provide an opinion on accessibility requirements for the improvements. The selection of any such contractors will be at the sole discretion of the Board and the related costs will be paid by the not-for-profit organization.
- H. The not-for-profit organization and its contractors will be required to provide insurance coverage for the project as required by the Park District and the Park District Risk Management Agency and will be required to indemnify and hold harmless the Park District and its elected, officials, employees, agents, and volunteers.
- I. The not-for-profit organization will be required to establish a design committee for the improvements. The Park District Executive Director or her designee will be a member of the design committee and will be provided access to all plans and drawings. The Park District Executive Director or her designee will be granted access to the construction site during the construction of the improvements.
- J. The Board of Park Commissioners, with input from Park District staff, will develop a construction timetable. The timetable will be monitored by the Park District Executive Director or her designee and monthly reports will be provided to the Board.
- K. The not-for-profit organization will be responsible for investigating all environmental issues and concerns and will pay all costs associated with any required environmental remediation.

- L. Prior to the beginning of construction of the improvements, the Park District will require the not-for-profit to: (i) submit to the Park District a surety bond in an amount determined by the Board of Park Commissioners; and (ii) deposit in escrow an amount determined by the Board of Park Commissioners as a construction contingency. The Park District will conduct a final inspection of the improvements prior to acceptance of the improvements. If any of the construction elements fail to meet the approved plans and specifications, the not-for-profit organization will be required to cause those construction elements to be remedied. If necessary, the construction contingency held in escrow may be used to pay for the remedies. Any amount remaining in the construction contingency escrow account thirty (30) days after the Park District's acceptance of the improvements will be returned to the not-for-profit organization.
- M. The not-for-profit organization will be required to pay all costs related to the improvements, including, but not limited to design, construction, testing fees, utility connection fees, and attorneys' fees.
- N. Prior to the start of construction of the improvements, the not-for profit organization will be required to submit to the Park District a minimum of three (3) written references for each contractor or subcontractor proposed to perform work on the improvements. The Park District will have the right to reject any contractors for whom satisfactory references are not provided.

3.0 Methods of Providing for Recognition of Donations and Naming/Re-Naming Rights

Recognition of improvements constructed on Park District property in accordance with this policy and the rights to naming or re-naming of the improvements and/or the park or facility in which the improvements are located shall be governed by the Glencoe Park District Policy on Gifts and Donations.

# **IX. Action Item H**

## **Approval of Upgrade IT TSS Plan**

Glencoe Park District  
February 28 Board Meeting



To: Board of Park Commissioners  
From: Lisa Sheppard and Carol Mensinger

Date: February 17, 2017

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SUBJECT: Recommendation to Upgrade Excalibur TSS Plan

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Currently, the District is enrolled in the Platinum Level TSS (Total System Support) Plan with Excalibur Technology, Inc. to oversee all information technology needs for the District. The District has been on this plan since first hiring Excalibur Technology in 2012 as part of the implementation of the long-term IT Strategic Plan that was developed by Vaccaro Consulting Inc. which was approved by the Board in 2012. The Director of Finance/HR oversees the relationship with Excalibur, and coordinates all IT maintenance for the network and all District workstations/laptops, special IT-related projects, network and workstation security, disaster recovery plan, and third-party software interfaces, etc.

Given that the District looks to further enhance their IT systems/networks/disaster recovery systems to become more efficient for residents/users and for employees, Excalibur has proposed a new TSS service plan level, Diamond TSS. With this enhanced plan, all onsite and phone labor charges, consulting/advice, travel charges, third party software coordination and assistance, workstation maintenance and backup would be **included**. In the current Platinum TSS level, all of these charges are excluded and/or are billed at a TSS hourly labor rate of \$99/per hour. (Labor outside the TSS is \$135/hour and advanced labor is \$175/hour).

Attached is a breakdown of actual 2016 Excalibur charges incurred by the District with the Platinum TSS plan. In comparison, by moving to the upgraded Diamond TSS plan, the District would increase annual IT costs by approximately \$17,000. Please note, however, as mentioned above, this change will allow for greatly enhanced service, unlimited labor, consulting and third party software assistance, and PC backup/maintenance that we do **not** currently have. Also, please note, that for those agencies that are able to afford their own IT Manager or Director on staff, the salary range starts at \$65,000 and that does not include the cost of health insurance or other benefits.

The District will undertake several large IT-related projects in the coming 12-18 months that will directly utilize Excalibur; the fact labor and consulting will now be included, will be a tremendous added benefit. In fact, the District may actually end up saving money with the upgrade in TSS plans. Notably, those large IT-related capital projects in the coming year include the addition of Beach Wi-Fi/POS systems at the Beach Halfway House, replacement of all PC workstations throughout the District, the re-configuration of the Takiff Front Desk area, the addition of a new Fitness Area at Takiff Center with IT-enhanced fitness machines, and the implementation of a new Timeclock Management System throughout the District.

Given these reasons, staff recommends that the District upgrade to the Diamond TSS service level effective March 2017.

<u>Date</u>	<u>Description</u>	<u>TSS</u>	<u>WebTrac</u>	<u>Travel</u>	<u>Labor</u>	<u>Hardware/ Software</u>	<u>Project Labor Fee</u>	<u>Total</u>
12/7/2015	TSS Maint - Jan / WebTrac Host	\$ 2,388.90	\$ 458.00					\$ 2,846.90
1/8/2016	Replace 2 SAN Drives					\$ 518.95		\$ 518.95
1/8/2016	TSS Maint - Jan 4			\$ 35.00	\$ 255.00			\$ 290.00
1/13/2016	TSS Maint - Feb / WebTrac Host	\$ 2,212.84	\$ 458.00					\$ 2,670.84
1/19/2016	TSS Maint - Jan				\$ 198.00			\$ 198.00
1/25/2016	New Battery Backup - Fiber					\$ 245.95		\$ 245.95
1/29/2016	TSS Maint - Jan 28			\$ 35.00	\$ 412.50			\$ 447.50
1/31/2016	TSS Maint - Jan 19			\$ 35.00	\$ 99.00			\$ 134.00
2/16/2016	TSS Maint - Feb 1			\$ 35.00	\$ 639.00			\$ 674.00
2/23/2016	TSS Maint - Feb 19				\$ 230.00			\$ 230.00
2/29/2016	TSS Phone Support - Feb				\$ 96.74			\$ 96.74
3/2/2016	TSS Maint - March / WebTrac Host	\$ 2,212.84	\$ 458.00					\$ 2,670.84
3/8/2016	License Fee - Email Archive Solu					\$ 1,262.35		\$ 1,262.35
3/8/2016	TSS Maint - April / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
3/11/2016	TSS Maint - March			\$ 35.00	\$ 468.00			\$ 503.00
3/23/2016	Replication Server/Disaster Plan						\$ 8,530.15	\$ 8,530.15
3/24/2016	Beach Watchguard					\$ 360.35		\$ 360.35
3/31/2016	TSS - March				\$ 700.00			\$ 700.00
4/6/2016	TSS Maint - May / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
4/12/2016	Racks - Replication Server					\$ 154.95		\$ 154.95
4/13/2016	TSS Maint - April			\$ 35.00	\$ 468.00			\$ 503.00
4/13/2016	Add'l Licenses - GFI Archiver					\$ 292.35		\$ 292.35
5/3/2016	Replication Server Hardware					\$ 2,433.95		\$ 2,433.95
5/9/2016	TSS Maint			\$ 35.00	\$ 396.00			\$ 431.00
5/10/2016	TSS Maint - June / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
5/20/2016	TSS Maint - May				\$ 115.00			\$ 115.00
5/31/2016	TSS Phone Support - May				\$ 28.75			\$ 28.75
6/8/2016	TSS Maint - July / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
6/8/2016	TSS Maint - June			\$ 35.00	\$ 520.00			\$ 555.00
6/26/2016	TSS Maint - June			\$ 35.00	\$ 230.00			\$ 265.00
6/30/2016	TSS Maint - June			\$ 35.00	\$ 540.00			\$ 575.00
7/5/2016	Network Remote Access Controller					\$ 420.95		\$ 420.95



7/7/2016	TSS Maint - Aug / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
7/27/2016	Fall Reg On-site Support			\$ 35.00	\$ 328.13			\$ 363.13
7/27/2016	Cisco Switch Maint Agreement					\$ 812.35		\$ 812.35
7/31/2016	TSS Phone Support - July				\$ 28.75			\$ 28.75
8/4/2016	TSS Maint - Sept / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
8/17/2016	Replication Server Balance Due						\$ 1,412.50	\$ 1,412.50
8/17/2016	TSS Maintenance				\$ 715.00			\$ 715.00
8/24/2016	TSS Maintenance			\$ 35.00	\$ 115.00			\$ 150.00
8/26/2016	TSS Maint - August				\$ 525.00			\$ 525.00
8/26/2016	Replacement Printer					\$ 323.75		\$ 323.75
8/31/2016	TSS Phone Support - August				\$ 43.09			\$ 43.09
9/12/2016	TSS Maint - Sept			\$ 35.00	\$ 517.50			\$ 552.50
9/13/2016	TSS Maint - Oct / WebTrac Host	\$ 2,206.84	\$ 458.00					\$ 2,664.84
9/19/2016	TSS Maint - Sept				\$ 230.00			\$ 230.00
9/20/2016	Hard Drive Replacement - Erin					\$ 315.95		\$ 315.95
9/27/2016	Replace Registration Printer					\$ 217.95		\$ 217.95
9/28/2016	TSS Maint - Sept 23			\$ 35.00	\$ 115.00			\$ 150.00
9/30/2016	TSS Maint - Sept 28			\$ 35.00	\$ 402.50			\$ 437.50
9/30/2016	Beach WiFi Consulting			\$ 35.00	\$ 175.00			\$ 210.00
10/5/2016	TSS Maint - Oct 3				\$ 575.00			\$ 575.00
10/6/2016	TSS Maint - Nov / WebTrac Host	\$ 2,209.84	\$ 458.00					\$ 2,667.84
10/7/2016	Server Warranty - 1 Yr					\$ 749.35		\$ 749.35
10/7/2016	Support Renewal - Wireless - 5 Yr					\$ 1,010.35		\$ 1,010.35
10/19/2016	TSS Maint - Oct 11			\$ 35.00	\$ 575.00			\$ 610.00
10/25/2016	Replacement Battery - Network					\$ 247.95		\$ 247.95
10/27/2016	Watts 2nd PC Install			\$ 35.00	\$ 316.25			\$ 351.25
10/28/2016	Switch - Beach POS/WiFi					\$ 260.95		\$ 260.95
10/31/2016	TSS Maint - Oct 26			\$ 35.00	\$ 437.50			\$ 472.50
10/31/2016	TSS Phone Support - October				\$ 43.75			\$ 43.75
11/9/2016	TSS Maint - Dec / WebTrac Host	\$ 2,209.84	\$ 458.00					\$ 2,667.84
11/15/2016	Labor - Watts PC Install				\$ 287.50			\$ 287.50
11/15/2016	TSS Maint - Nov 7			\$ 35.00	\$ 540.00			\$ 575.00
11/28/2016	TSS Maint - Nov 17				\$ 361.50			\$ 361.50
11/30/2016	TSS Phone Support - November				\$ 313.23			\$ 313.23

11/30/2016	TSS Maint - Camera Fix			\$ 35.00	\$ 143.75			\$ 178.75
12/5/2016	TSS Dec 1 / Beach WiFi			\$ 35.00	\$ 525.00			\$ 560.00
12/7/2016	TSS Maint - Jan '17 / WebTrac Host	\$ 2,209.84	\$ 458.00					\$ 2,667.84
12/14/2016	Veeam Maint Renewal					\$ 2,427.35		\$ 2,427.35
12/14/2016	GFI Archiving Renewal					\$ 432.35		\$ 432.35
12/21/2016	TSS Maint - Dec 7				\$ 389.00			\$ 389.00
<b>TOTALS:</b>	<b>Excalibur Costs Incurred 2016</b>	<b>\$ 28,891.98</b>	<b>\$ 5,954.00</b>	<b>\$ 770.00</b>	<b>\$ 13,098.44</b>	<b>\$ 12,488.10</b>	<b>\$ 9,942.65</b>	<b>\$ 71,145.17</b>
							Webtrac	<b>(\$5,954.00)</b>
							Hardware	<b>(\$12,488.10)</b>
							TSS/Labor	<b>\$ 52,703.07</b>
	<b>PRPOSED Excalibur DIAMOND Level</b>	<b>(\$5827/mo.)</b>						<b>\$69,924.00</b>
	<b>(3YEAR Commitment)</b>							
							Annual Increase	<b>\$17,220.93</b>

Arlington Heights	MIS Supervisor	\$92,128.00
Bolingbrook	Director of Business & Technology	\$102,542.00
Bolingbrook	Systems Support Manager	\$64,981.00
Des Plaines	IT Manager	\$70,844.00
Elmhurst	Director of Information Systems	\$90,000.00
Glenview	IT - Manager	\$91,416.00
Highland Park	Director / Manager of IT	\$86,674.64
Naperville	Information Technology Manager	\$71,413.42
Palatine	Information Technology Manager	\$85,948.00
Skokie	Director of Information Technology	\$103,126.66
St. Charles	IT Manager	\$72,000.00
Waukegan	Manager of Information Tech	\$78,230.67

## **IX. Action Item I**

# **Approval of the revised Fund Balance Policy**

Glencoe Park District  
February 28 Board Meeting



To: Board of Park Commissioners

Date: February 20, 2017

From: Carol Mensinger and Lisa Sheppard

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SUBJECT: Update of Fund Balance Policy/Additional Commitment of Reserves

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The Board first approved the District's first Fund Balance Policy in August of 2011, and then it was updated again one year later in 2012. It has been a very helpful guide for staff and Board in allowing excess fund balance reserves in Corporate (10) and Recreation (25) Funds to be "committed" for eventual transfer to the Master Plan Capital Projects Fund (69) for the funding of our master plan projects.

Over the past five years, due to the continuing threat of a potential property tax freeze, the unstable economic state of the State of Illinois and the possibility of full day kindergarten in Glencoe, staff has informally used a more conservative 50% fund balance guideline with the Recreation Fund to match the Corporate Fund. Per recent discussion with the representative from our audit firm, Lauterbach & Amen, they are seeing 50% becoming more of a norm as far as the fund balance targeted guideline with their clients, especially with their municipal clients.

This policy is being presented to you now to officially and formally raise the targeted minimum guideline in the Recreation Fund to be 50% of annual expenditures, rather than the current 25%. Staff has also taken this time to clarify other minor wording in this policy at this time.

Additionally, you may recall that in July 2015 that the Board committed a total of only \$400,000 to be transferred to Fund 69 in the current FY16/17 for master plan projects. The staff recommendation in 2015 was *very* conservative due to both the potential for the property tax freeze, as well the actual decision by District 35 to finally implement full-day kindergarten.

Given that the actual fund balance reserves look to be much better due to the record-setting beach season and the fact that other District programs helped ease the impact of the full-day kindergarten, staff feels confident that an **additional commitment** of fund balance reserves can be made before the fiscal year ends (the day of the regular board meeting on February 28). This will still allow the District to meet the 50% targeted guideline in both Corporate and Recreation Funds, while at the same time allow for additional monies to be added to the \$1.3 million that was committed in July 2016. Further, **after** the annual FY16/17 audit is completed, staff will again look to transfer excess fund balance to Fund 69.

Staff recommends that the attached Fund Balance Policy and related Commitment Resolution both be approved by the Board as presented.

**GLENCOE PARK DISTRICT**  
**FUND BALANCE POLICY**

*Approved: December 2011*

*Revised: August 2012*

*Proposed Revision: February 2017*

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**PURPOSE**

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Park District must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Nonspendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

**DEFINITIONS**

***Governmental Funds*** – are used to account for all or most of the Park District’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Park District not accounted for in some other fund.

***Fund Balance*** – the difference between assets and liabilities in a Governmental Fund.

***Nonspendable Fund Balance*** – the portion of a Governmental Fund’s net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items).

***Restricted Fund Balance*** - the portion of a Governmental Fund’s net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies).

***Unrestricted Fund Balance*** is made up of three components:

***Committed Fund Balance*** - the portion of a Governmental Fund’s net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.

***Assigned Fund Balance*** - the portion of a Governmental Fund’s net assets to denote an intended use of resources (e.g. Medical Insurance Reserve).

*Unassigned Fund Balance* - available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments). Unassigned fund balance should exist only in the General Fund; for all other governmental funds, unassigned fund balance may only be reported in the case of a deficit fund balance position.

### **FUND BALANCE PHILOSOPHY**

It is the Park District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth and maintenance of capital infrastructure. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures), ~~and~~ to ensure stable tax rates and to maintain current bond rating. Fund balance levels are also a crucial consideration in long-term financial planning.

### **SCOPE**

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Park District's continued creditworthiness.

### **MINIMUM FUND BALANCE LEVELS**

This Policy applies to the Park District's governmental funds as follows:

- A. **General Fund** - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, maintenance, parks, and greenhouse, Watts Ice, and Beach operations, and all financial resources except those that are accounted for in another fund.
  1. Each year a portion of the spendable fund balance will be determined as follows:
    - a. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
    - b. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained targeted at a minimum level of 2550% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three six months (2550%) of expenditures not including capital, debt service and interfund transfers.

- c. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of the six months (50%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.

**B. Special Revenue Funds** - Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Fund balances in special revenue funds (other than the Recreation Fund) are derived from property taxes and are therefore legally restricted to the purpose of the fund.

- 1. Recreation - This fund is a major fund and is used exclusively for planning, establishing, and maintaining recreational programs carried out by the Park District. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

~~i. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.~~

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~~ii.a. The remaining restricted fund balance for this fund will be targeted-targeted at a minimum level of 2550% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three six months (2550%) of expenditures not including capital, debt service and interfund transfers.~~

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~~ii.b. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.~~

- 2. NSSRA Special Recreation Fund - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the North Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA Special Recreation Fund shall be calculated as follows:

- i. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is



calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

3. Retirement/Pension Fund - The Retirement/Pension Fund is a non-major fund and accounts for the activities resulting from the Park District's participation in Social Security/Medicare and the Illinois Municipal Retirement Fund. Revenues are provided by a specific annual property tax levy which produces a sufficient amount to pay the Park District's contributions on behalf of the Park District's employees. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Retirement/Pension Fund shall be calculated as follows:

- i. The remaining restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
4. Audit Fund - This fund is a non-major fund and accounts for the expenditures related to the Park District's annual financial compliance audit which is mandated by State statute. Financing is provided from an annual property tax levy, the proceeds of which can only be used for this purpose. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

The targeted restricted fund balance of the Audit Fund shall be calculated as follows:

- i. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.
5. Liability Insurance Fund/Workers Comp Fund- These funds are non-major funds and account for the operation of the Park District's insurance and risk management activities. Financing is provided from an annual property tax levy. These funds record the insurance expenditures.

The targeted restricted fund balance of the Liability Insurance Fund and Workers Comp Fund shall be calculated as follows:

- i. The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

C. **Debt Service Fund** - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The Park District levies an amount based on the principal and interest that is anticipated to be paid per the outstanding bond ordinances filed with the County. The County then adds a 5% “loss” amount . Any fund balance accumulation should be minimal, not less than 15% and not more than 25%.. . Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund. In instances where fund balance level exceeds 25%, the Board may consider the option of abating a portion of the Debt Service levy amount.

D. **Capital Projects Fund** – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

This fund’s fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

### **FLOW ASSUMPTIONS**

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The Park District’s flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. If different levels of unrestricted funds are available for spending, the Park District considers committed funds to be expended first followed by assigned and, lastly, unassigned funds.

### **AUTHORITY**

A self-imposed constraint on spending the fund balance (Committed Fund Balance) must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end [when the annual audit is complete.](#)

Authority for designating fund balance as assigned is delegated by the Board of Commissioners to the Executive Director and Director of Finance/HR.

Typically, the formal resolution to commit funds is approved by the Board in July after the annual audit for the previously completed fiscal year is presented and approved by the Board. The interfund transfers are then budgeted and completed in the following fiscal year budget.

#### **MONITORING MINIMUM FUND BALANCE LEVELS**

Park District management staff will monitor revenue collection and available cash by reviewing monthly financial reports. During the year, if there is an expectation that fund balance levels will not be met by the end of the fiscal year, the Executive Director may review all projected operational and capital expenditures with the management team, and accordingly, present a plan to the Board of Park Commissioners for a modification of goals and projects established in the adopted budget.

## **IX. Action Item J**

# **Approval of Resolution No. 859 to Commit Additional Funds to Master Plan Capital Project Fund (69)**

Glencoe Park District  
February 28 Board Meeting

**GLENCOE PARK DISTRICT  
RESOLUTION NO. 859**

**A RESOLUTION FOR THE COMMITMENT OF \$300,000 OF THE CORPORATE  
FUND BALANCE AND \$100,000 OF THE RECREATION FUND BALANCE  
FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

**WHEREAS**, the Board of Park Commissioners (the “Board”) of the Glencoe Park District, has a Fund Balance Policy which was adopted by the Board in December 2011 and amended in August 2012 and again in February 2017;

**WHEREAS**, the District has more than the 50% required fund balance reserve in the Corporate Fund of the District and more than 50% required fund balance reserve in the Recreation Fund; and

**WHEREAS**, as the District has completed its master plan process which identifies future capital needs of the District;

**NOW, THEREFORE**, Be It and It is Hereby Ordained by the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois that

**Section 1** In the current Fiscal Year 2016/2017, the Park District will designate an additional amount of \$300,000 in the Corporate Fund and an additional \$100,000 in the Recreation Fund as “committed fund balance” to be used specifically for “Future Capital Projects of the District,” as specifically outline in the Master Plan.

**Section 2** The Resolution shall be in full force and effect from after its adoption as provided by law.

**ADOPTED** this 28<sup>th</sup> day of February 2017 pursuant to a roll call vote as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT AND NOT VOTING:

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Lisa M. Brooks, Treasurer  
Board of Park Commissioners

ATTEST:

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners

[SEAL]

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of Resolution No. 859:

**A RESOLUTION FOR THE COMMITMENT OF \$300,000 OF THE CORPORATE FUND BALANCE AND \$100,000 OF THE RECREATION FUND BALANCE FOR FUTURE CAPITAL PROJECTS OF THE GLENCOE PARK DISTRICT**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 7:00 p.m. on the 28<sup>th</sup> day of February 2017.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 28<sup>th</sup> day of February 2017.

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Lisa M. Sheppard, Secretary  
Board of Park Commissioners  
Glencoe Park District

[SEAL]

**IX. Action Item K**

**Approval for Architectural Services of  
Wight and Company**

Glencoe Park District  
February 28 Board Meeting



2/20/2017

To: Board of Commissioners  
From: Lisa Sheppard, Executive Director

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**SUBJECT: Architect Recommendation**

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As you know, the Park District requested RFP's for the Takiff Fitness Area from three providers that staff had previously experience with. RFP's were returned to the Park District by February 9, 2017. Staff members Lisa Sheppard, Chris Leiner, Mike Lushniak and Paul Goedjen evaluated the submissions based on completeness and relevance. Vendors that submitted:

FGM Architects  
Architectural Consulting Group (ACG)  
Wight & Company

After review of the submissions, staff interviewed Wight and Company and was pleased with their reference checks. After review of the qualifications, we recommend Wight & Company. This is based on Wight's experience with corporate fitness areas and projects of similar scope. While all the consulting firms were of high quality, Wight had particular experience with projects of this scope. The firm has all the required specialties for design and construction in-house including an electrical engineer, interior designer, building architects, ADA experts, cost estimators, and project managers. Our point of contact for this project will be Bob Ijams.

We will have Wight and Company do the design work for the fitness area, which includes flooring, doors, railing, IT services, carpentry, mirrors, electrical, furnishings, lockers, and cosmetic/ADA upgrades to a shower area. The Committee also recommended including design work for a second shower area to determine if the cost is feasible to construct.

Recommendation: Approval of a motion to approve staff entering into a contract with Wight and Company for Architectural Services for the Takiff Fitness Area, two shower stalls, and front desk reconfiguration not to exceed \$30,000.