



Buffalo Grove Park District
WORKSHOP/REGULAR BOARD MEETING
Monday, November 27, 2023
Alcott Center – Room 24
530 Bernard Drive, Buffalo Grove
6 pm

WORKSHOP AGENDA

As a courtesy to all in attendance at this meeting, please turn off your cell phone or put it on vibrate. Thank you.

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests
- III. Approval of Workshop Agenda

- IV. Finance (HW)
 - A. November Warrant 2023
 - B. October Financial Statement
 - C. October Year to Date Statement
 - D. November Refunds
 - E. Board Travel and Conference Expense

- V. President and Commissioners' Reports
- VI. Old Business
- VII. New Business
- VIII. Adjournment

BOARD MEETING

(To Immediately Follow Workshop)

- I. Call to Order
 - A. Roll Call

- II. Pledge of Allegiance

- III. Introduction of Guests
- IV. Approval of Regular Board Meeting Agenda
- V. Approval of Minutes
 - A. Approval of October 18, 2023 Special Board Meeting Minutes
 - B. Approval of October 18, 2023 Executive Session Minutes
 - C. Approval of October 23, 2023 Park Tour Minutes
 - D. Approval of October 23, 2023 Workshop Minutes
 - E. Approval of October 23, 2023 Regular Board Meeting Minutes
 - F. Approval of October 23, 2023 Executive Session Minutes
- VI. Topics from the Floor

Discussion on topics from the audience will be limited to 10 minutes. Presentation before the Park Board should be scheduled through the Executive Director's office no later than 5 pm the Wednesday prior to the Park Board meeting.
- VII. Correspondence
 - A. Written
 - B. Verbal
- VIII. Attorney's Report
- IX. Committee Action Items
 - A. Finance (HW)
 - 1. Approval of the November Warrant 2023
 - 2. Approval of the October Financial Statement and the October Year to Date Statement
 - 3. Approval of the Renewal of Vista 2024 Health, Dental, Life and Vision Insurance Plans
 - 4. Approval of Board Travel and Conference Expense
- X. Consent Agenda

All items on the Consent Agenda are considered routine by the Park Board and will be enacted by one motion. There will be no separate discussion of these items unless a Commissioner or resident so requests. At that time, the item will be moved and placed on the agenda under new business.

 - A. Quarter B Update of Executive Director Work Plan
 - B. Quarter B Update of Departmental Goals and Objectives
 - C. Approval of PT Personnel Policy Manual Update
 - D. Approval Proposed Changes to the Raupp Museum Mission and Vision Statements for the STEPS Certificate Program

- XI. Executive Director's Report and Department Operational Reports
- XII. Old Business
- XIII. New Business

- XIV. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition

- XV. Action to be taken from Closed Meeting Session
- XVI. Adjournment

"Enriching life and community through premier parks, programs and facilities."

Board Travel Conference Expenses 11-27-23 Meeting

Date	Item	Name	Amount
11/27/23	NRPA Conference Hotel Dallas, TX	S. Cummins	\$789.09
		S. Jacobson	\$789.09
		L. Reiner	\$789.09
		H. Wallace	\$789.09
11/27/23	IAPD/IPRA 2024 Conference Registration Chicago, IL	S. Cummins	\$365.00
		S. Jacobson	\$365.00
		L. Reiner	\$365.00
		H. Wallace	\$365.00
Total cost of travel, meals, conference and/or lodging:			<u><u>\$4,616.36</u></u>



Buffalo Grove Park District Board of Commissioners
SPECIAL BOARD MEETING MINUTES
October 18, 2023
Alcott Center – Room 24
5 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Larry Reiner, Hetal Wallace

Staff Present: Executive Director Erika Strojinc and Executive Assistant Beth Wanland

CALL TO ORDER

Roll Call

President Jacobson called the Special Board Meeting to order at 5 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

APPROVAL OF THE SPECIAL BOARD MEETING AGENDA

Commissioner Reiner moved to approve the October 18, 2023 Special Board Meeting Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

INTRODUCTION OF GUESTS

There were no guests in attendance.

TOPICS FROM THE FLOOR

There were no topics from the floor.

EXECUTIVE SESSION

Commissioner Reiner moved to enter into Executive Session for the purpose of Filling a Board Vacancy at 5:02 pm, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSENT: 0

ACTION TAKEN FROM EXECUTIVE SESSION

President Jacobson announced that the Board reconvened the Special Board Meeting at 8:47 and no final action was taken in Executive Session.

ADJOURNMENT

Commissioner Wallace moved to adjourn the Special Board Meeting at 8:48 pm, seconded by Vice President Cummins and the motion passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District
JOINT BOARD/FOP PARK TOUR MINUTES
Beginning at the Alcott Center
Monday, October 23, 2023
4 pm

Commissioners Present: Steve Cummins, Scott Jacobson, Larry Reiner and Hetal Wallace
Commissioners Absent: None

FOP Directors Present: Steve Antman, Arnie Brown, Perry Lakhani, Karen Meadows, Cathy Novak,
Teresa Reinhofer, Jack Schmerer, Lynne Schneider

Staff Present: Executive Director Erika Strojinc, Director of Parks and Planning Tim Howe, Director of
Parks and Facilities Joe Zimmermann, Superintendent of Parks Dani Hoefle

CALL TO ORDER

President Jacobson called the Park Tour to order at 4 pm.

ROLL CALL

Roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

PARK TOUR

The group left the Alcott Center and toured Longfellow Park, Emmerich Park South, Mike Rylko
Community Park-East, and Churchill Park.

ADJOURNMENT

The group returned to the Alcott Center and President Jacobson adjourned the Park Tour at 5:40 pm.

Respectfully submitted,

Secretary



Buffalo Grove Park District
WORKSHOP MINUTES
October 23, 2023
Alcott Center – Room 24
530 Bernard Drive, Buffalo Grove
6 PM

Commissioners Present: Steve Cummins, Scott Jacobson, Larry Reiner and Hetal Wallace

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Superintendent of Recreation Chuck Burgess, Museum Curator Debbie Fandrei, Superintendent of Parks Dani Hoefle, Museum Registrar and Public Educator Marina Mayne, and Executive Assistant Beth Wanland.

Attorney David Bloomberg arrived at 6:02 pm

CALL TO ORDER

Roll Call

President Jacobson called the Workshop to order at 6 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

INTRODUCTION OF GUESTS

Deepthi Chiruvuri and daughter, Adhya Garlapati, the youngest member of the Environmental Action Team, were in attendance. Adhya is also Miss Buffalo Grove and Junior Miss Lake County. FOP Director and former Board Commissioner Jack Schmerer was in attendance.

APPROVAL OF WORKSHOP AGENDA

Vice President Cummins moved to approve the Workshop Agenda, seconded by Commissioner Wallace and the motion passed with a voice vote.

President Jacobson asked for a moment of silence in honor of Parks Foreman Dan Anderson who passed away last week, and for the people of the Middle East who are engaged in war.

TOPICS FROM THE FLOOR

Adhya Garlapoti said she wanted to talk to the Board about two topics related to animals in Buffalo Grove. The first question was what people should do if they find an injured wild animal on Park District property. Commissioner Wallace said there a wildlife rehab haven in Barrington. Director Howe said there is a wildlife care link on the Lake County website. Adhya also asked who is responsible for clearing dead animals from the streets. She was told to contact the Village of Buffalo and/or Lake County Sheriff's department, the two agencies that take care of our streets. Superintendent of Parks Dani Hoefle said if Adhya finds a dead animal in one of our parks she can call the Park District and staff will remove it. Adhya thanked the Board for allowing her to speak.

EMPLOYEE RECOGNITION RESOLUTIONS

Resolution 23-10-2 Commending Tim Howe on 10 Years of Service

President Jacobson read the following resolution:

**RESOLUTION 23-10-2
COMMENDING TIM HOWE ON 10 YEARS OF SERVICE
TO THE BUFFALO GROVE PARK DISTRICT**

WHEREAS, Tim Howe has been employed with the Buffalo Grove Park District since August 12, 2013 when he was hired as Supervisor of Park Operations. He was promoted to Superintendent of Parks in 2014 and later that year was promoted to Director of Parks and Risk Management, and later became Director of Parks and Planning; and

WHEREAS, Tim earned his Bachelor of Arts degree and Master's degree in Organizational Leadership from Lewis University in Romeoville, IL. He has worked in the parks and recreation field for 18 years and has earned his CPRP, CPSI, and CPO designations; and

WHEREAS, as Director of Parks Tim is responsible for the oversight of 19 staff members and directly supervises the Superintendent of Facilities and Superintendent of Parks; and

WHEREAS, under Tim's direction, the parks department manages 417 acres of public parks and open space. He helped oversee the design of a comprehensive master plan for the Park District which places priority on developing an ecological framework for the social, economic, and environmental health of Park District surroundings; and

WHEREAS, Tim and his staff embrace new ways of using vegetation and soils in building and maintaining sustainable green infrastructure. He was recently awarded a scholarship to participate in the National Green Infrastructure Certification Program to further his knowledge in building, inspecting, and maintaining green stormwater infrastructure; and

WHEREAS, because of his extensive knowledge of preserving and protecting our natural surroundings, Tim has been asked to guest speak to environmental science studies classes at Lewis University and Wheeling High School. He was invited back to observe how the class integrated his teachings into their environmental project at Wheeling High School; and

WHEREAS, the Buffalo Grove Board of Commissioners and the residents of Buffalo Grove appreciate Tim's dedicated service and is dependent upon employees like him who take pride in the Buffalo Grove Park District and its accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois as follows:

1. That Tim is commended on behalf of the citizens of Buffalo Grove for his distinguished service to the Park District.
2. That this Resolution be presented to Tim with best wishes in his career.

DATED, AT BUFFALO GROVE, ILLINOIS THIS 23RD DAY OF OCTOBER, 2023.

Tim said he appreciates everything the Park District has given him. He said he appreciates the Board and everyone in the room. He said it is fun coming to work every day and he hopes to be here 15 more years.

Resolution 23-10-3 Commending Debbie Fandrei on 25 Years of Service
President Jacobson read the following resolution:

RESOLUTION 23-10-3
COMMENDING DEBBIE FANDREI ON
25 YEARS OF SERVICE TO THE BUFFALO GROVE PARK DISTRICT

WHEREAS, Debbie Fandrei was first employed by the Buffalo Grove Park District as a full-time Museum Curator in 1998; and

WHEREAS, Debbie rose to the challenges of the COVID-19 pandemic by creating a slate of online museum educational programs, ensuring that the schoolchildren of the community would be able to continue learning about history; and

WHEREAS, Debbie developed the museum's outreach to the Korean-American community by working with the Korean Cultural Center of Chicago to create an exhibit which was awarded IAPD's Best of the Best Partnership Award in 2022. Debbie wrote an article about this partnership titled *Using History to Reflect Diversity* which was published in the July/August 2023 issue of P&R Parks and Recreation magazine; and

WHEREAS, Debbie wrote, submitted, and won grants, worth over \$400,000 to create the new Educational Gardens at Mike Rylko Community Park, which has become a well-loved park amenity in its first two years since development; and

WHEREAS, Debbie encouraged statewide museum excellence by co-chairing the annual awards program for the Illinois Association of Museums; and

WHEREAS, Debbie helped encourage a staff culture of fun and wellness by spearheading the annual 6-week Steps Challenge with multiple other park districts; and

WHEREAS, the success of the Park District is dependent upon employees like Debbie who have taken pride in the Buffalo Grove Park District and its accomplishments.

NOW, THEREFORE, LET IT BE RESOLVED by the President and Board of Park Commissioners of the Buffalo Grove Park District, Cook and Lake Counties, Illinois:

1. That Debbie Fandrei be commended on behalf of the citizens of Buffalo Grove for her distinguished 25-year career at the Buffalo Grove Park District.
2. That this resolution be presented to Debbie with our sincere thanks, grateful appreciation, and best wishes on her future.

DATED AT BUFFALO GROVE, ILLINOIS THIS 23rd DAY OF OCTOBER, 2023.

Debbie said she remembers to this day her interview for the Museum job and how much she wanted it. She said she was so nervous but thought to herself that she can make it better. She said 25 years later she is still excited about coming to the Museum every day and making it better.

Resolution 23-10-4 Commending Robin Racusen on 25 Years of Service

Accounts and Front Office Manager Robin Racusen was not in attendance. Executive Director Strojinc said her resolution will be read at the November FT Staff meeting.

FINANCE

October Warrant 2023

Director Short said the biggest entry on the October 203 Warrant was a transfer from Harris Bank to Wintrust into an account with a higher interest yield.

September Financial Statement

There was no discussion on the September financial Statement.

September Year-to-Date Statement

There was no discussion on the September Year-to-Date Statement.

October Refunds

There were no comments on the October Refunds.

Ordinance 23-10-1 providing for the issue of not to exceed \$6,500,000 General Obligation Park Bonds (Alternate Revenue Source) and Ordinance 23-10-2 providing for the issue of not to exceed \$1,725,000 General Obligation Limited Tax Park Bonds

Director Short said these Ordinances are in-house documents showing the parameters of the impending bond sale.

Director Short said we received the final tax rate report from Cook County for tax year 2022-23. He said the amount of money we are getting this year is a little more than we budgeted on the tax revenue spreadsheet. He said the majority of the money is going into the corporate fund which is a good thing because we can use it on whatever we deem is the highest need down the road.

S&P Bond Rating

Director Short said unfortunately our rating was downgraded to AA/Stable due to the money loaned to the Fitness Center during the pandemic. Commissioner Reiner did not see it as something to be upset about and reminded the Board we are two years coming out of a pandemic and other agencies are in the very same position.

Budget Preparation Calendar

Executive Director Strojinc said that the Budget Preparation Calendar included in the board packet is for the board's reference.

Board Travel and Conference Expense

There were no comments on the Board Travel and Conference Expense.

POLICY AND LEGISLATION

IAPD Credentials

It was agreed Commissioner Wallace will be the delegate at the business meeting at the state conference in January and Commissioner Reiner will be the first alternate.

RECREATION

2023 Camp Participation Statistics

Director Zimmermann said that camp participation is nearing where we were pre-COVID and we are trending in the right direction across the board. Commissioner Reiner asked why sports camps are half of what they were pre-pandemic. He asked if it could be a cultural reason and if we need to consider offering other sports. Executive Director Strojinc said staff will look into this further.

2024 Camp Fees and 2024-25 Preschool Fees

Director Zimmermann said that staff would like to reduce fees for preschool due to the number of days that will be missed due to holidays. He said staff would like to increase camps by \$1/day due to minimum wage increase and supply needs.

Golf Dome Liquor License

Director Zimmermann said we would like to start serving beer and wine at the Golf Dome which will increase revenue. He said we are working with the Village to get a license in place.

PRESIDENT AND COMMISSIONERS REPORTS

President Jacobson thanked staff for the Park Tour before the meeting today. He also thanked his fellow commissioners for the nice time they had together in Dallas at the NRPA Conference. He said he spoke with someone at conference who has a roll-out pickleball surface and thought it might be worth looking into. He reminded the board that the FOP fundraiser, *A Broadway Love Story*, is on Friday, November 3 at the CAC.

Commissioner Wallace said it was her first time attending NRPA Conference and it was a proud time for her. She said she visited all the disc golf vendors and two of them knew our courses and named our parks. She met a commissioner from Hoffman Estates and he sent her disc golfer stats on our parks. She said she attended the Nicor grant, EAT, and Morton Arboretum event on Sunday. She said attendees loved Reiner Park and were very complimentary of it.

Commissioner Cummins said he appreciates the fellowship and learning at the NRPA Conference. He said his take-away was that he appreciates the amount of open space and amenities in the state of Illinois. He said he liked talking about diversity and equity with people around the country and learning how it differs from us. He said he participated in an event with EAT and cleaned up trash in the streets when he got back from conference.

Commissioner Reiner said he would like to promote the Environmental Action Team more at Park District events. He said NRPA was very good on a lot of different levels. He said he knows staff went through a very difficult time this last week and handled the situation expertly. He said he attended a funeral for Mundelein Commissioner Kevin Dolan who passed away unexpectedly, and too soon. He said he is heading to Springfield tomorrow and is going to continue to be involved on the state legislative level promoting the Buffalo Grove Park District.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

ADJOURNMENT

Vice President Cummins moved to adjourn the Board Workshop at 7:16 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary



Buffalo Grove Park District
REGULAR BOARD MEETING MINUTES
October 23, 2023
Alcott Center – Room 24
530 Bernard Drive, Buffalo Grove

Commissioners Present: Steve Cummins, Scott Jacobson, Larry Reiner and Hetal Wallace

Staff Present: Executive Director Erika Strojinc, Director of Business Services and Human Resources John Short, Director of Recreation and Facilities Joe Zimmermann, Director of Parks and Planning Tim Howe, Superintendent of Communications and Marketing Mike Terson, Superintendent of Parks Dani Hoefle, and Executive Assistant Beth Wanland.

Attorney David Bloomberg was present.

CALL TO ORDER

Roll Call

President Jacobson called the Regular Board Meeting to order at 7:16 pm. The roll was called and Commissioners Cummins, Jacobson, Reiner and Wallace answered present.

PLEDGE OF ALLEGIANCE

Everyone stood and recited the Pledge of Allegiance.

INTRODUCTION OF GUESTS

There were no guests in attendance.

APPROVAL OF THE REGULAR BOARD MEETING AGENDA

Commissioner Reiner moved to approve Regular Board Meeting Agenda, seconded by Vice President Cummins and the motion passed with a voice vote.

APPROVAL OF MINUTES

Approval of the September 11, 2023 Workshop Minutes

Commissioner Reiner moved to approve the September 11, 2023 Workshop Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the September 18, 2023 Special Board Meeting Minutes

Commissioner Wallace moved to approve the September 18, 2023 Special Board Meeting minutes, seconded by Commissioner Reiner and the motion passed with a voice vote.

Approval of the September 18, 2023 Executive Session Minutes

Vice President Cummins moved to approve the September 18, 2023 Executive Session Meeting minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the September 19, 2023 Special Board Meeting Minutes

Commissioner Wallace moved to approve the September 19, 2023 Special Board Minutes, seconded by Commissioner Reiner and the motion passed with a voice vote.

Approval of the September 19, 2023 Executive Session Meeting Minutes

Commissioner Wallace moved to approve the September 19, 2023 Executive Session Meeting minutes, seconded by Commissioner Reiner and the motion passed with a voice vote.

Approval of the September 26, 2023 Special Board Meeting Minutes

Commissioner Wallace moved to approve the September 26, 2023 Special Board Meeting minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

Approval of the September 26, 2023 Executive Session - 1 Minutes

Vice President Cummins moved to approve the September 26, 2023 Executive Session - 1 Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

Approval of the September 26, 2023 Public Hearing Meeting Minutes

Commissioner Reiner moved to approve the September 26, 2023 Public Hearing Meeting minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

Approval of the September 26, 2023 Workshop Meeting Minutes

Commissioner Reiner moved to approve the September 26, 2023 Workshop Meeting minutes, seconded by Vice President Cummins and the motion passed with a voice vote.

Approval of the September 26, 2023 Regular Board Meeting Minutes

Vice President Cummins moved to approve the September 26, 2023 Regular Board Meeting minutes, seconded by Commissioner Reiner and the motion passed with a voice vote.

Approval of the September 26, 2023 Executive Session - 2 Minutes

Vice President Cummins moved to approve the September 26, 2023 Executive Session - 2 Minutes, seconded by Commissioner Wallace and the motion passed with a voice vote.

TOPICS FROM THE FLOOR

There were no Topics from the Floor discussed.

WRITTEN AND VERBAL CORRESPONDENCE

Executive Strojinc said included in the board packet was an IMRF Official Ballot and the board chose to support Sue Stanish, from the Naperville Park District for Executive Trustee for a Five-Year Term; there was a thank you from SLSF for the donation to their Celebrate Ability Gala; an article from the Daily Herald on Recreation Supervisor Keri Isacovici, who competed on "Wheel of Fortune"; and last, an updated Calendar of Events.

ATTORNEY'S REPORT

Attorney Steven Bloomberg had no report.

COMMITTEE ACTION ITEMS

Finance

Approval of the October Warrant 2023

Commissioner Wallace moved to approve the October Warrant 2023 in the amount of \$2,322,881.38, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
NAYS: 0
ABSTAIN: 0

Approval of the 2023 September Financial Statement and the September Year to Date Statement

Commissioner Wallace moved to approve the 2023 September Financial Statement and the September Year to Date Statement, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
NAYS: 0
ABSTAIN: 0

Approval of Resolution 23-10-1 Tax Levy Estimate

Commissioner Wallace moved to approve Resolution 23-10-1 Tax Levy Estimate, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
NAYS: 0
ABSTAIN: 0

Approval of Ordinance 23-10-1 Bond Parameters

Commissioner Wallace moved to approve Ordinance 23-10-1 Bond Parameters providing for the issue of not to exceed \$6,500,000 General Obligation Park Bonds (Alternate Revenue Source), seconded Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
NAYS: 0
ABSTAIN: 0

Approval of Ordinance 23-10-2 Bond Parameters

Commissioner Wallace moved to approve Ordinance 23-10-2 Bond Parameters providing for the issue of not to exceed \$1,725,000 General Obligation Limited Tax Park Bonds, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
NAYS: 0
ABSTAIN: 0

Approval of Board Travel and Conference Expense

Commissioner Wallace moved to approve the Board and Travel and Conference Expense in the amount of \$1,191.28, seconded by Vice President Cummins and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
NAYS: 0
ABSTAIN: 0

CONSENT AGENDA

Commissioner Reiner moved to approve the Consent Agenda as presented, seconded by Vice President Cummins and the motion passed with a voice vote:

1. 2023 Camp Participation Statistics
2. 2024 Camp Fees
3. 2024 – 25 Preschool Fees
4. Golf Dome Liquor License
5. IAPD Credentials
6. Budget Preparation Calendar
7. Resolution 23-10-2 Commending Tim Howe on 10 Years of Service
8. Resolution 23-10-3 Commending Debbie Fandrei on 25 Years of Service
9. Resolution 23-10-4 Commending Robin Racusen on 25 Years of Service

EXECUTIVE DIRECTOR'S REPORT AND DEPARMENT OPERATIONAL REPORTS

Executive Director Strojinc said her report includes things the Board does not see in other reports. She said the 3 million dollars promised from Springfield moved to the next step and we hope it will be released soon. She said she hopes to have the annexation of the property on Route 22 and Prairie Road in the next Board packet. She said we will register the Board for the January conference and asked commissioners to let her know exactly what days they will be staying so that we can adjust their housing reservations. She said she is going to be the chair for IPRA beginning in January 2026. She said she will be on vacation beginning Thursday this week and will return on Thursday, November 2. She said she appreciated NRPA very much and thanked the board for allowing her to attend.

Director Zimmermann said a new exhibit called the *American Farmer* is coming to the Museum. He said *Mean Girls, Jr.* performances will run at the CAC starting November 16 through Sunday, November 19.

Superintendent Dani Hoefle said it has been a hard week and there have been some staff changes. She said she is looking forward to learning her new position.

Director Howe said the Land Management crew worked with the Village and 500 kids from Buffalo Grove High School harvesting seeds. He said Matt Raupp has been promoted to Parks Foreman and staff hired a new Athletic Fields Specialist, Connor McWard.

OLD BUSINESS

There was no Old Business discussed.

NEW BUSINESS

There was no New Business discussed.

EXECUTIVE SESSION

Vice President Cummins moved to enter into Executive Session at 7:30 pm for the purpose of Filling a Board Vacancy, Personnel and Land Acquisition, seconded by Commissioner Wallace and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace
 NAYS: 0
 ABSTAIN: 0

RECONVENE REGULAR BOARD MEETING

Vice President Cummins moved to end Executive Session and reconvene the Regular Board Meeting at 9:03 pm, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

President Jacobson announced that the Commissioners were out of Executive Session and back in the Regular Board Meeting.

POSSIBLE ACTION TO BE TAKEN FROM CLOSED MEETING SESSION

President Jacobson said that no final action was taken in the Executive Session closed meeting. He moved that the board offer the Board Vacancy position to Kim Page, seconded by Commissioner Reiner and the motion passed with a roll call vote.

AYES: Cummins, Jacobson, Reiner, Wallace

NAYS: 0

ABSTAIN: 0

ADJOURNMENT

Vice President Cummins moved to adjourn the Regular Board Meeting at 9:04 pm, seconded by Commissioner Wallace and the motion passed with a voice vote.

Respectfully submitted,

Secretary

A

'History is important'

Marking Veterans Day means sharing stories, paying respects, celebrating those who served

BY DAVE OBERHELMAN
doberhelman@dailyherald.com

It's about the stories, the U.S. Army veteran said.

"To me it's just about celebrating veterans and people that have served," said Timothy Stroh of Glen Ellyn, a retired staff sergeant with deployments to Iraq and Afghanistan.

"It's meaningful to me to share stories," he said.

Stroh was among about 150 people gathered in the Glen Ellyn Civic Center gymnasium Saturday for the Veterans Day Ceremony presented Saturday by Glen Ellyn American Legion, Post 3, and The Daughters of the American Revolution.

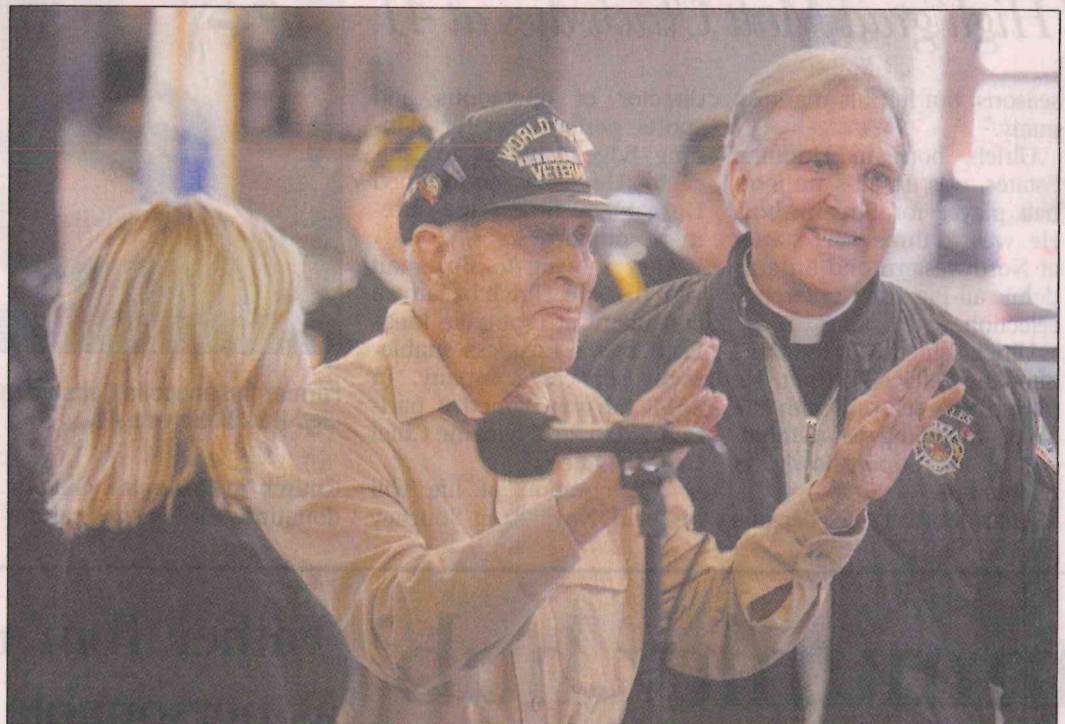
The crowd included his father, also Timothy, and friend Emery Ague, both veterans of the Vietnam War.

Starting near 11 a.m. in accordance to the armistice that ended World War I in 1918, Post 3 Cmdr. Mike Formento extolled the sacrifice of enlisted men and women "who have made our world better," he said.

"The most important thing that this day means, and the whole issue surrounding veterans, both Memorial Day and Veterans Day, is the fact that we were the people who stepped forward and helped protect the country," said Formento, 90, a Navy yeoman during the Korean War.

"We were the people who stepped forward and helped protect the country. And what did we do that for? For everyone who is an American citizen to know that they're not going to be in danger because we will be standing there to protect them."

American Legion Post 3
Cmdr. Mike Formento



BRIAN HILL/bhill@dailyherald.com

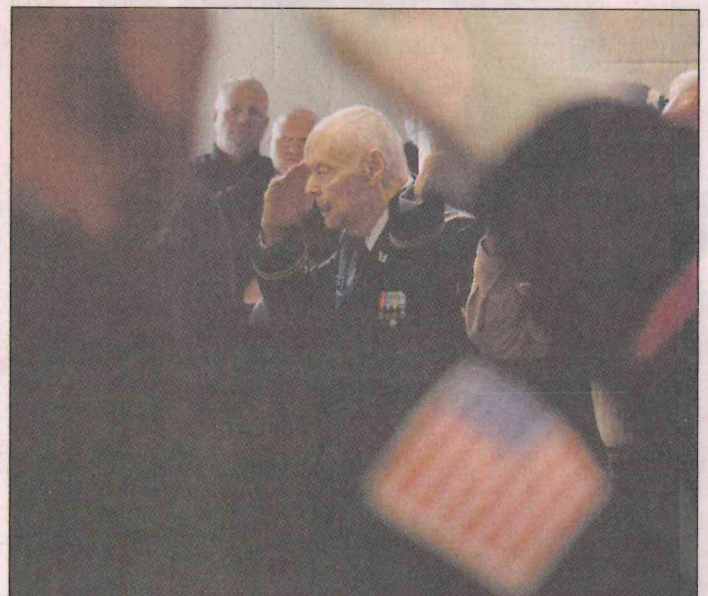
World War II Veteran Duane Stevenson, who turned 100 on Veterans Day, is recognized during the Veterans Day ceremony Saturday in St. Charles.

"And what did we do that for? For everyone who is an American citizen to know that they're not going to be in danger because we will be standing there to protect them," Formento said.

The Glen Ellyn ceremony was one of many held throughout the suburbs.

St. Charles held its annual Veterans Day observance Saturday at Fire Station 1, 112 N. Riverside Ave.

The ceremony included



BRIAN HILL/bhill@dailyherald.com

Korean War Army veteran Robert Gorecki of St. Charles salutes during the beginning of the Veterans Day ceremony Saturday at Fire Station 1 in St. Charles.

special recognition of World War II veteran Duane Stevenson, who turned 100 years old on Nov. 11.

Buffalo Grove, which held its Veterans Day ceremony

See VETS on PAGE 5

Vets:

Continued from Page 4

Saturday in the auditorium of its Community Arts Center following a lunch donated by Culver's, welcomed Larry Kosiek of Mount Prospect as keynote speaker.

Kosiek's father, Army Sgt. Albert Kosiek, led a platoon of 23 men who liberated 40,000 prisoners from Nazi concentration camps in Austria in 1945.

"History is important," said Buffalo Grove Board of Commissioners President Scott Jacobson. "For younger generations, observing Veterans Day is not only an act of respect, it's also an opportunity to learn about the sacrifices of those who served."

Vernon Hills showed respect to a father and son, both Marine corporals, the day before Veterans Day — on Nov. 10, the 248th anniversary of the "birth" of the U.S. Marine Corps in 1775.

Assistant Village Manager Jon Petrillo said John Iverson had submitted applications for the Military Honors Banner Program, a partnership with American Legion Post 1247, for himself and his 97-year-old father, Emil. The banners were to be displayed from Memorial Day to Veterans Day, 2024.

However, after a special meeting, Vernon Hills decided to install both banners in a presentation on Friday — on a light pole right in front of the Iverson residence.

An act such as this extends the stories to be told by veterans, on Nov. 11 and beyond.

Glen Ellyn's Emery Ague, a retired Army sergeant who served in Vietnam from 1967-69, was headed to Naperville after the Veterans Day Ceremony at the Glen Ellyn Civic Center.

There, he'd visit the Wall of Remembrance replica of the Vietnam Veterans Memorial in Washington, D.C.

"I go there, I look up the names of a lot of my friends who didn't make it back home," Ague said.

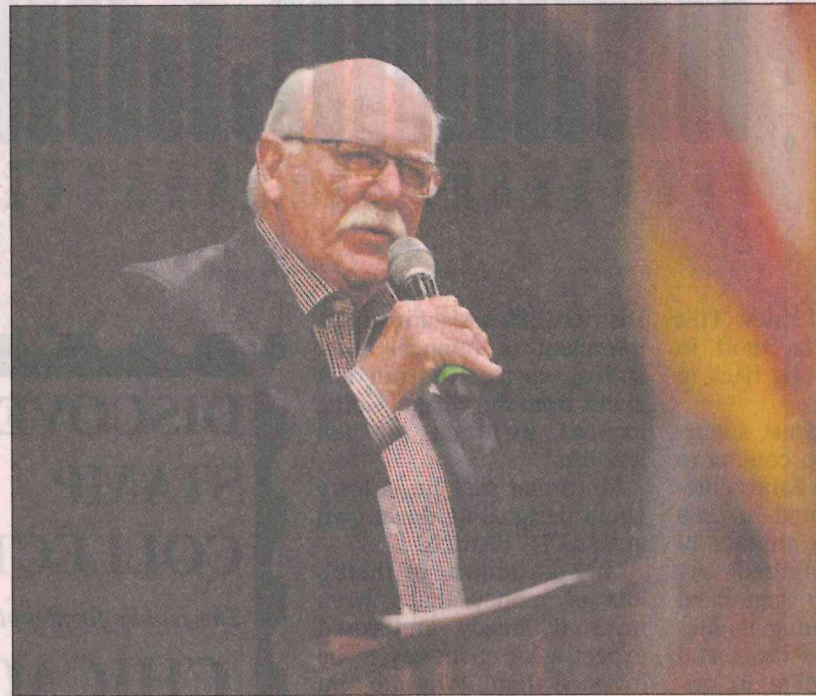
Perhaps to share some silent stories.

• Daily Herald photojournalist Joe Lewnard contributed to this



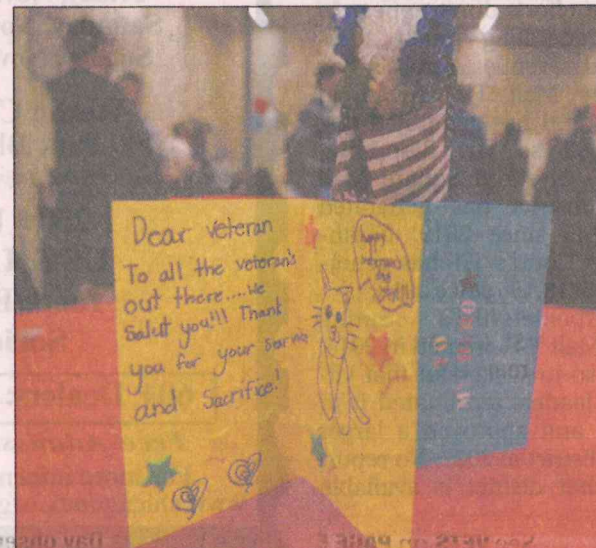
BRIAN HILL/bhill@dailyherald.com

The city of St. Charles' annual Veterans Day ceremony was held at Fire Station 1 in St. Charles.



JOE LEWNARD/jlewnard@dailyherald.com

Larry Kosiek of Mount Prospect talks about how his dad, Army Sgt. Albert Kosiek, and his unit liberated two Nazi concentration camps in Austria in 1945 as he speaks during the Buffalo Grove Veterans Day observance.



JOE LEWNARD/
jlewnard@dailyherald.com

Children from an after-school program made cards for veterans that were displayed during the Buffalo Grove Veterans Day celebration at the Community Arts Center Saturday.

World™: 7 p.m. Genesee Theatre, 203 N. Genesee St., Waukegan. \$20-\$40. waukeganil.gov. At a time when some have become hypersensitive to today's storylines, Glenn Raymond sets the record straight with hilarious results. Everything is fair game! In his show, "It's OK Blame the World," he makes you think and laugh as he points out the absurdities of the human species.

Live Thursday Trivia: 6:30 p.m. ZümBier, 3232 Monroe St., Waukegan. waukeganil.gov. Fun is in the forecast every Thursday night with live trivia! Bring your friends and your own food or order delivery. It's free and there are prizes each round.

Friday, Nov. 3

AHML Friends of the Library Fall Used Book Sale: 6-8 p.m. Arlington Heights Memorial Library, 500 N. Dunton, Arlington Heights. Free. ahml.info. The schedule for the Friends of the AHML Fantastic Fall Book Sale is: Friday, Nov. 3, 6-8 p.m., Members Night; Saturday, Nov. 4, 9 a.m.-4 p.m., Adult and Children's Sale; Sunday, Nov. 5, 12-3 p.m., Children's Bag Sale; and Nov. 5, 12-4 p.m., Adult Sale.

A Broadway Love Story: 6-9:30 p.m. Community Arts Center, 225 McHenry Road, Buffalo Grove. \$70-\$75. (847) 850-2108. bgparks.org. Join us for "A Broadway Love Story," presented by the Buffalo Grove Friends of the Parks Foundation. Enjoy Broadway couple Max Quinlin and Siri Howard as they sing Broadway favorites and Disney classics. Proceeds benefit the assistance program for active military families, and families in need.

Friends of the Grayslake Public Library Book Sale: 10 a.m.-3 p.m. Grayslake Area Public Library, 100 Library Lane, Grayslake. Free. grayslake.librarycalendar.com. Semi-annual book sale featuring gently used books, CDs, DVDs and other related items.

Lake County Film Festival: 7-10:30 p.m. College of Lake County, 19351 W. Washington St., Grayslake. \$5-\$10. (224) 544-9261. The film festival is Nov. 3-5 and Nov. 10-12. All selected films are shown in-person at CLC, with selected films at additional screenings at The Gorton Center, Lake Forest. Complete film guide at 2023.lakecountyfilmfestival.org.

The Carrying Stones Project & Women's Work: 5:30 p.m. The Art Center Highland Park, 1957 Sheridan Road, Highland Park. theartcenterhp.org. Opening reception is 5:30-8 p.m. Nov. 3; runs Nov. 3-Dec. 9. Invited curator Sawyer Rose brings her traveling exhibition to TAC using data visualization to jump-start public conversation about women's work inequity. Her works encourage viewers

to confront issues of equity, labor and community.

Grab & Go Crafts (In-Person): 10 a.m. Lake Bluff Library, 123 E. Scranton Ave., Lake Bluff. lakeblufflibrary.libcal.com. Pop into the library each week to grab a different craft to go! This is offered every Friday this fall while supplies last.

A Night at the Library, brought to you by the Friends: 7-9 p.m. Lake Forest Library, 360 E. Deerpath Road, Lake Forest. (847) 234-0636. lakeforestlibrary.org. Adults purchase tickets and join in the historic and beautiful Lake Forest Library for hors d'oeuvres and wine with music by the Lake Forest Civic Orchestra woodwind quintet. This after-hours soirée in celebration of the library's 125th anniversary is not to be missed! Tickets are limited.

Drop-in Playtime: 10 a.m.-1 p.m. Lake Forest Library, 360 E. Deerpath Road, Lake Forest. (847) 234-0636, (847) 234-0648. lakeforestlibrary.org. Drop in to enjoy toys, puppets, Legos and more in the Children's Library! No registration is required to attend. You may come any time within the time range listed. A caregiver is required to attend with children age 7 and younger.

Saturday, Nov. 11

Recycled Christmas Resale Event: 9 a.m.-4 p.m. First United Methodist Church of Arlington Heights, 1903 E. Euclid Ave., Arlington Heights. Free. (847) 255-5112. fumcah.com. Annual sale features gently-used Christmas decor, trees, ornaments, lights, wreaths, linens, clothing, books, nativity sets, dishes, outdoor decor, Christmas village, Santas, angels, snowmen and more. Expect a delicious bake sale too. Proceeds go to missions supporting women & children. Free admit.

Veterans Day Celebration: 12:15-2:15 p.m. Community Arts Center, 225 McHenry Road, Buffalo Grove. Free. (847) 850-2119. bgparks.org. Join us as we honor all veterans, their families and friends. VFW Post 981 Color Guard will present and remove the colors. Speeches and military music will also be included in our celebration. Lunch is served before the program.

The Look What You've Done Tour -- Tasha Layton & Special Guest Jeremy Rosado: 7 p.m. Willow Creek North Shore, 2200 Sherman Road, Glenview. \$15-\$60. Tasha Layton

Turn to Calendar, Page 13

bring your talents!

Turn to Calendar, Page 13



Buffalo Grove Park District
Committee Action Items
November 27, 2023

- A. Finance (HW)
 - 1. I move to approve the November Warrant 2023 in the amount of \$1,847,547.63.
 - 2. I move to approve the October Financial Statement and the October Year to Date Statement.
 - 3. I move to approve the Renewal of Vista 2024 Health, Dental, Life and Vision Insurance plans as proposed in Director Short's memo dated November 6, 2023.
 - 4. I move to approve the Board Travel and Conference Expense in the amount of \$4,616.36.

- B. Consent Agenda
 - 1. I move to approve the Consent Agenda as proposed:
 - A. Quarter B Update of Executive Director Work Plan
 - B. Quarter B Update of Departmental Goals and Objectives
 - C. Approval of PT Personnel Policy Manual Update
 - D. Approval of proposed changes to the Raupp Museum Mission and Vision Statements for the STEPS Certificate Program.



TO: PARK BOARD OF COMMISSIONERS
FROM: ERIKA STROJINC, EXECUTIVE DIRECTOR
DATE: NOVEMBER 17, 2023
RE: DIRECTOR'S OPERATIONS REPORT

Community & Public Relations

Friends of the Parks: I attended the FOP's fall event *A Broadway Love Story* on November 3. Overall, the event very well and the attendees enjoyed the performance by Max Quinlan and Siri Howard. The final numbers are still coming in, but it appears they did come out ahead. Their next meeting is scheduled for Tuesday, November 21.

NWSRA: I attended the NWSRA board meeting on November 15. This was the second meeting I've attended. It was a pretty full agenda with topics covering their upcoming foundation events, transportation bid, salary survey, and next year's calendar. It appears that I will be fulfilling Ryan's role on the SLSF board for another year (2024) (originally Ryan thought his term ended this year). Thankfully, my chairman year for the NWSRA board is not until 2027 at which time I will be done with IPRA. One thing to note from this meeting is that BG is selected to be recognized by SLSF this year at one of our events. Each year SLSF selects a handful of their member agencies to support one of their family-friendly events with a cash contribution and attendance. The event is still TBD.

District 21: Michael Connolly (Superintendent, D21) reached out to invite me to a joint meeting with Indian Trails Library, Wheeling, Arlington Heights, and River Trails Park Districts, and Interfaith Council. The topic is to explore ways that the school district could partner with us to help promote kindness, civility, and combat hate within the district and community at large. Unfortunately, it conflicts with our upcoming board meeting, so both Chuck and Diana will be attending in the place of me and the admin team.

Additionally, I reached out to Michael this week because I was informed that we are running into issues with booking D21 schools for athletic programs. He is attending a school conference, but said he would connect with me next week on his return. I plan on addressing our need for an updated IGA at that time for all three schools (Kilmer, Longfellow, and Cooper).

I also have a breakfast meeting scheduled with Arlen Gould (D21 Board member) in two weeks. He wanted to "meet" me and discuss future opportunities and relationship building between us and D21.

District 102: As mentioned, at the last meeting, we had a very promising meeting with District 102 to discuss their future buildout plans and how the Park District can best support them. Evan

(Superintendent of Facilities, D102) already reached back out to me for follow-up and I will be working with him in the coming weeks on next steps.

Rotary: I attended Rotary's Bowling for Buddies on October 25 at Bowlero. This event, supported by the disability commission (VBG), was an awesome experience. I was assigned a lane of participants and assisted them with bowling, having fun, and general encouragement. I would highly recommend this event in the future if staff or board are interested.

SLSF Gala: SLSF thanked us for our contribution to their gala in which Larry attended on our behalf.

Village of Buffalo Grove: Eric Smith recently asked me about the potential to find a future home for the Buddy Baseball program that is currently being run under BGRA. I had an initial meeting with Evan from the Village to discuss potential options. I felt the most appropriate place to start is with NWSRA, so I facilitated an introduction between them. We have a meeting scheduled in the coming weeks to discuss with all parties.

Unfortunately, I have uncovered another issue with Rylko project. The pathway that extends from Deerfield Parkway along the backside of the FC to where the future amphitheater will be was supposed to be within the scope of this project. The current pathway is not wide enough nor reinforced to hold trucks and large vehicles, and it needs to be as this will be the entrance/exit for all performances during BG Days. At this time, I cannot say where/why it was left off, so I am just moving forward with ideas to get it done. I met with Kyle from the Village to discuss and he has some ideas to connect it with Village projects that will be occurring this year. We are meeting onsite on Monday to discuss further.

Finance

Bonds: Bonds were successfully sold. The funds hit our account this week and John is confident we can get some interest on it and use that toward our projects.

Government & Public Affairs

PDRMA: PDRMA just released guidance regarding staff playing with children while in programs. This is not a new rule, but rather they are highlighting that there has now been a case against it. We already have a facilitation of play policy that is covered during training that discusses the appropriate level of play with children. PDRMA is asking us to reinforce that and clarify with staff that they are there to supervise, manage, and enforce rules.

Operations & Personnel

ComEd: There appears to be issues with ComEd leases and PDRMA's recommendation on whether to sign them due to liability and indemnification. I have discussed this matter with other ED's and will be reaching out to PDRMA and potentially Senator Johnson for more information. At this time, there are around 20 districts in the same boat.

Parks: I have been working with Tim and Dani on getting open positions posted and filled. At this time, there are two entry level positions, one for grounds and one for facilities, still left unfilled. I am also asking Tim to start developing a succession plan for the Fitness Center as we know the two facility staff there will not be here forever.

We also held a meeting with land management to discuss the relationship between them and Jeff Weis (EAT). There has not been a formal agreement in place with some of the work Jeff does for us and we plan to discuss that and come up with a system on moving forward and beyond.

Recreation: We have decided to move forward with the cultural arts position (formerly Jessi Hersman's job). It will be posted next week and will be accepting external and internal applicants for three weeks. We are also assessing workloads and whether there needs to be a Rec 1 and Rec 2 levels supervisors.

We had a successful planning and zoning meeting this week for the Golf Dome's request for alcohol sales. The commission was 100% behind the addition to the facility and there were no issues expressed. One even said they assumed we already had it. Next step is the village board, and we hope to have sales up and running by the end of December.

Strategic Plan: I had my initial meeting with Jamie Sabbach, 100%, on November 6 via zoom. The meeting went very well and we found that we are very much on the same page. We discussed various topics including a strategic plan, team building, community survey, and potentially revisiting our master plan. The meeting lasted about an hour and I am now waiting for a proposal from her. Ideally, we would start strategic planning right after the holidays and conclude in May before the busy season. She will include options to extend the relationship to tackle the survey and future planning as well.

Planning & Projects

Mike Rylko Amphitheater: We also had a preconstruction meeting and walk through for Rylko Amphitheater and Pavilion project. The communication with Boller has been very positive so far, and I very much look forward to getting this project going. Fencing is going up and tree removal will begin very soon. The playground will also be removed by Kids Around the World. There is one hiccup, however, in the plan and that is that one of the pathways should have been included in the bid as it needs to be reinforced for BG Days entertainment traffic. I am working on a solution to that (see Village of Buffalo Grove report).

Parkchester Park: Planning and development projects are coming along. We have been busy with making a lot of choices on upcoming park project at Parkchester. We had a successful planning and zoning meeting this week in which we got the Parkchester plan unanimously voted in favor of by the commission. There were a few Parkchester residents who showed up to discuss the need for the parking lot, its location, and the single pickleball court. I was able to chat with them following the vote and they were very positive with their experience with us and the planning of this park. Next step will be the village board.

Professional Development

NRPA Conference: It was another very successful NRPA Conference. As always, I would like to thank the Board for their continued support of continuing education for the staff and me. I truly think attending conference is an invaluable experience for all who attend. On a side note, we will be requiring that all staff who attend NRPA moving forward (2024+) acquire a professional certification in order to go (CPRP/CPRE).

I attended a session titled This Park is Expensive that discussed two professional's experience in getting a large park project complete in downtown Washington D.C. I found this session extremely timely

and valuable for my current position coming into the Rylko project. Big takeaways for me included getting annual maintenance costs (all costs) listed out. They suggested started listing all amenities, staff time, maintenance costs, hours of operation, acreage, and preventative maintenance plan on paper. They also shared some pitfalls they ran into. Those included keeping an eye on discounted equipment, the thought that design and maintenance plans need to align with one another, and the need to seek out the right expert. For Rylko specifically, I plan to work with Joe on the long-term plan for programming out the amphitheater and its overall use as that is not something that has been fully thought through yet.

Another session I greatly enjoyed was Unicorns & Rainbows – Master Planning. This session spoke to me as one of the first things addressed was what legacy you are planning to leave. This has been a topic I have put a lot a time into stepping into this new role. And I have come to the conclusion that my goal is to set the District up so that short and long-term maintenance has a plan in place as there is not one currently. I plan to create a plan that is sustaining for years to come. This speaker spoke on the need to create something that endures long beyond you. She also discussed the building blocks of a RFP, and the focus to be on needs not wants.

A major networking connection I made while at NRPA was with Jamie Sabbach from 110%. I had identified Jamie as the top of my list last year for strategic planning, but Ryan and I at that time decided to hold off until after he retired. I was able to connect with Jamie while down there to discuss my needs, and after attending one of her sessions, the idea of selecting her was further solidified. She is practical, reasonable, and focuses on needs not wants. I think she will be the perfect person to help the organization get organized. And as she said during our discussion, everyone needs help and cannot do this solo.

In addition, I was able to attend the IPRA social while there. I was able to connect with many professionals, including the majority of the IPRA board. It was a great event, and wonderful to have the board and staff attend as well.

Miscellaneous

IPRA Board: We hosted the last IPRA board meeting at the CAC. In conjunction with that meeting, we held second round interviews for the Executive Director of IPRA. The board came to a final decision and is now working on final negotiations before making an announcement.

IPRA Conference: At this time, everyone is registered for IPRA/IAPD Soaring to New Heights Conference in January. Housing has been secured as well. Next will be booking the tables for the annual award luncheon.

Meetings & Events Attended:

Meeting with Village of BG (Golf Dome Alcohol) – October 23

Joint Park Board & FOP Park Tour – October 23

BG Days wrap up with Village of BG – October 24

Pre-pricing Bond Call with Raymond James and Chapman & Cutler – October 24

Bowling for Buddies (Rotary) – October 25

IAPD Legal Symposium – November 2

FOP's Broadway Love Story – November 3

Diwali Celebration – November 4

Strategic Planning Intake Meeting – November 6

Buddy Baseball Chat – November 7
D102 Meeting – November 8
Onboarding Meeting with Kim – November 9
Storm water Meeting with Village of BG – November 9
Rylko Kick-off Meeting – November 9
Veteran's Day Celebration – November 11
IPRA Board Meeting – November 14
NWSRA Board Meeting – November 15
Planning & Zoning Commission Meeting – November 15
Mean Girls' Performance – November 17



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: NOVEMBER OPERATIONS REPORT
DATE: NOVEMBER 15, 2023

Director of Business Services & Human Resources

Insurance Renewals for 2024: As reported at the Board Workshop, we have received the insurance renewal proposals for 2024 from our broker, Vista National. The staff was happy to hear that we are keeping the same health insurance coverage. The payroll deduction paperwork is due from our staff by November 27.

Change to BG Bank and Trust: Janet and John are working with Buffalo Grove Bank and Trust to update our accounts. We are reaching out to our vendors and other business where we collect funds.

Budget Preparation: John is assisting staff with adding, deleting or changing general ledger accounts in Incode 10. We are on target to get the budget for FY 2024-25 completed for Board review in March.

IT

Provided Fitness Center and Golf Dome an option for weekend staff to utilize Version2 support via email/phone if there is an outage or technical issues.

Scheduled three-four software demo's for alternative work order system & fleet management.

Connectivity issues at Museum, ordered new modem and Comcast installed.

Working with Jenn on software demo's for COI's/Document Management.

Working with Parks to audit and identify connectivity and lagging.

Holding end-of-year review with Amazon.

Conducting system backups with Synology Inc. at Drazner Park.

Troubleshooting the Golf Dome printer for cards. Ordered new printer (same at FC).

TimePro Web Access.

Working with TIG for upgrades due to outdated systems.

NRPA Conference

Greg Ney: Greg attended Inspiring Innovation in Your Organization by Ryan Hegreness. The session discussed the importance of innovation in local government and how it can create value for the community. Ryan Hegreness shared his experience leading a park and recreation staff, researching innovation, implementing a citywide innovation program, and adapting during crises. Innovation occurs through incremental changes, novel approaches to problems, or applying existing solutions in new contexts. Ryan further explained that Inspiring Innovation is the responsibility of the entire organization that requires supportive leadership, realistic expectations, diverse teams, and adaptability. Ryan's three P's for an organization are being proactive, progressive, and purposeful. We are to seek out new solutions, prioritize training, take risks, and avoid knee-jerk reactions. They stay on top of new tools and trends and identify a purpose before launching new platforms or campaigns.

Greg Ney: Greg attended Magical Lessons from 10,000+ Hours at Disney with Neelay Bhatt and Jason Elissalde. This session was about guest services and excellence, Neelay and Jason discussed the challenges ensuring repeat registration and keeping customers loyal all while doing so with increased competition and higher levels of customer expectation. The Magical experience technique can be instituted at any agency at any level by making an emotional connection. Power of small gestures, Power of one (find a way to make impact), Take 5 (seek guest interaction, 5 minute conversation) or Take 60 (during events, seek guest within 60 seconds to connect) and 525 Rule (less than 5 minutes and less than \$25) to create a magical guest experience, do it!

Greg Ney: Greg served as a mentor for many young professions outside of Buffalo Grove Park District with his involvement with IPRA. One of those relationships Greg was able to reconnect with Matt Vanderkamp during one of the socials at NRPA. Matt and I first connected while he was with Lindenhurst and Gurnee Park District and he is now the Recreation Director at Wauwatosa School District in Wisconsin. We reminisced about our past involvement with IPRA, Athletics Committee, and people we got to work with and where we are personally and professionally. We re-connected back on LinkedIn to keep in touch and to make this an annual reunion at NRPA.

Human Resources

Open Enrollment for all full-time employees and part-time employees with 30+ hours worked per week has started. It ends on Monday, November 27th. All benefit plans have remained the same.

We are working on filling open full-time positions. Interviews for the Grounds Foreman position will take place over the next month. Scott will be posting the Recreation Supervisor opening this week. Postings for the Parks Specialist and Facilities Specialist position will be posted this month. Summer camp openings will be posted in the next week as well.

The part-time employee manual has been sent to the Board for approval. Scott and Emily (HR Assistant) are working on updating the training that is given on the manual to all part-time employees. Mid-year performance reviews are due this week. Scott will be tracking them to make sure they are completed and filed once all have been turned in.

Risk Management

We are receiving a quote for insurance on the Veterans Park parking lot. We are also in the process of determining whether or not to renew the lease with ComEd.

Scott is working on renewing our business licenses for all of our facilities through the Village.

We are updating the PDRMA 01 form to add a section that asks if a parent or guardian has been contacted in the case of an injury to a minor.

Safety

Jenn continues to work with the Safety Committee to prepare for the Safety Manual Training that was rescheduled to December 6. Jenn is reviewing the annual manual and training calendar for 2024. With the assistance of facility managers, Jenn is completing facility Slip, Trip & Fall assessments to submit to PDRMA.

Jenn has been working with Peter Gripper, Public Educator & Fire Inspector with the fire department. Jenn walked through Spray 'N Play and the Emmerich campus facilities when the annual inspection date arrived. Peter will attend the November Safety Committee meeting to discuss the agency's resources that we can provide to our staff and participants and learn what the fire department offers.

Training

October and November (every two years) is CPR/AED re-certification for the full-time staff. Jenn and the other CPR Instructors (Chris Eckert, Dave Anderson, Dani Hoefle, Debra Saper, and Jimmy Mix) have held numerous classes to renew all staff certifications.

With the opening of the Golf Dome on November 8, Jenn held a Part-Time Manual Training for the Dome staff and invited newly hired staff from various departments.

Jenn attended the Parks Department Snow Day Training and learned the operations the crews take to ensure that all Park District facilities are safe for participants and staff when there is snow. Jenn also learned about all the different equipment the Park District has and the purpose of each.

Jenn hosted an Early Childhood - Pools training for the aquatics staff. This training provided tools and tips for these classes' instructors to continue providing quality classes. It reviewed the purpose of each program and how to build on the participants' skills in each program area. Recreation Supervisor, Megan Baird was kind enough to allow her daughter to attend the training to provide real life demonstrations. At the conclusion of the training staff stated how beneficial it was to see and work with an actual baby and how to keep their attention and get them to practice various skills. Thank you Megan and Olivia!



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOE ZIMMERMANN, DIRECTOR OF RECREATION AND FACILITIES
RE: OPERATIONS REPORT
DATE: OCTOBER 16, 2023

RECREATION DIRECTOR'S REPORT

BG Days: The Park District met with Mike Skibbe and Molly Gillespie to go over the final totals of the 2023 event and complete the memo, which includes the highlights of the event, which we will submit to each of our respective Boards in December. Overall, the event was very successful again.

Rec Department Updates: I have been working with Erika, Scott, and Brian to put together the job description for the full-time theater position, which we will open to applicants the week of Thanksgiving and remain open until mid-December. We anticipate many qualified candidates to apply.

RECREATION FACILITIES

Alcott Center

Rentals: Elizabeth has continued to handle rentals coming in at both Alcott and the Community Arts Center. Updates have been made on the Alcott rental application, including the start and end time. It will now be the same as the Community Arts Center, meaning any preparations or takedowns need to be in the application. Alcott previously allowed for 30 min before and after for rentals but has now changed to be consistent with the Community Arts Center.

Community Arts Center

Rentals: Elizabeth has worked with the marketing team and Greg Ney to update the application to provide additional guidelines for rental applicants (i.e., no gas grills are allowed indoors).

Fitness Center

Administration: The Fitness Center's roof construction project is complete, and Laurie will meet with the contractor to go over the punch list.

Member Appreciation Week went very well. Thank you to Carol for heading up the week's events and getting guest speakers, prizes, snacks, and decorations. Thank you to Debra and Jenay for assisting Carol all week.

Chris and Joe are finalizing a new contract with Evolution Basketball. Evolution has expressed that they can give back more gym time to the Fitness Center, giving members more basketball and pickleball opportunities.

Chris continues to work with Erika, Joe, Dave, and Jerry to upgrade the chiller pumps through McDonough Mechanical Services. If the Fitness Center can make this upgrade, it will only take a few days to replace the pumps. Dave will schedule the replacement when temperatures are consistently below 50 degrees

Group Exercise: The Fitness Center in October offered 78 classes: 60 live, six hybrid, and 12 virtual. Attendance increased in all class formats.

Participants	October 2023	September 2023
Total #	5,113	4,529
Live #	4,328	3,869
Virtual #	785	660

Member and Guest Services: The winter promotion is starting soon, and member services staff is preparing. The promotion will be \$99 for the first three full months of a new membership.

The Annual Member Appreciation Week was a huge success. Mike Pfeiffer gave a talk on "Tree Trimming 101," and the members loved it. The Thriller Dance class was a hit with the members on Halloween and was offered in the morning and the evening. Lisa Devi's Qigong with Sound Healing was a sellout. The additional classes and fun raffle prizes made the week stellar for the members. The staff did a great job helping decorate and handing out raffle prizes to the members.

Billing was completed on October 4 and November 6, 2023. There were 69 declines in October and 54 in November, some of which were expired credit cards. The billing revenue decreased slightly from September to October due to the fall promotion, where people paid for October in September, but it increased by \$5,462.96 from October to November. This does not include the amount we received after billing for the declined payments.

Personal Training: In September, Debra had \$10,210 in training sales. Debra had her new Reformer Trainer, Michelle Bronstein host a demo day on Sunday, October 1, to encourage members to register for her new group class on Sundays. Personal trainers provided stretching and adult boxing demonstrations during membership appreciation week. Debra's Friday to Black Friday training sale has around \$34K in sales. The sale began November 3 and ends November 24.

Top Memberships & Passes at the Fitness Center: (Last two months)

Membership Type	October 2023	September 2023
Adult	739	742
Add-On	682	671
Senior	745	736
All Corporate	279	281
Veterans/HMHB	7	7
Annual Add-On	14	13
Annual Senior	23	23
Annual Adult	14	13
Student Passes	193	191

Total Memberships at the Fitness Center: (Last two months)

	October 2023	September 2023
Total Memberships <i>(Includes Freezes)</i>	2,864	2,845

October 2023 Summation:

- Active Members: 2,767
- Membership Visits: 22,400
- Personal Training Sessions: 327
- Reformer Sessions: 76
- Group Fitness Attendance: 5,113
- New Memberships: 90
- Cancellations: 56
 - Financial: 4
 - Home Equipment: 2
 - Medical: 6
 - Infrequent Use: 20
 - Relocation: 8
 - Other: 16

October 2022 Summation:

- Active Members: 2,206
- Membership Visits: 17,624
- Personal Training Sessions: 291
- Reformer Sessions: 104
- Group Fitness Attendance: 3,659
- New Memberships: 91
- Cancellations: 43
 - Relocation: 9
 - Financial: 2
 - Different Club: 4
 - Medical: 4
 - Infrequent Use: 10
 - Home Gym: 2
 - Other: 12

Golf Dome

Opening: The Golf Dome opened on Wednesday, November 8, and while the weather has been warmer than normal this time of year, Jimmy is still happy with sales of his season pass and his 5-Hour passes. In November of 2022, Jimmy sold 61 5-hour passes and 32 season passes during the first five days they were open. This year, Jimmy has sold 65 5-hour passes and 41 season passes during the first five days he has been open. Jimmy is very happy to have his staff back in the building, and he has received compliments from various guests about how clean the facility looks and how the staff are always smiling and having fun.

Raupp Museum, Educational Gardens, and Nature Classroom

American Farmer Exhibit: The American Farmer photography exhibit arrived early. Marina and Debbie installed it, and it opened to the public on November 12.



Museum Attendance: Total museum attendance for October was 871 people. Total museum attendance is now 119% compared to June-October attendance last year.

Museum Donations: The Museum received a donation of three historic radios and radio equipment, including a circa 1928 RCA Radiola radio receiver (pictured below), a circa 1927 RCA Model 100A radio loudspeaker, and a circa 1946 Zenith radio.



Museum Exhibits: Marina designed and installed a new temporary exhibit in the Main Gallery, Tools of the Trade. This exhibit features historic tools and equipment and explains how each was used (pictured below). The museum's online exhibit/collections database site had 91 visitors who looked at 389 pages in October. The average visitor spent about two minutes on the site and looked at four pages. It is consistent with online visitation over the past 12 months.



Nature Classroom: Public hours have ended during weekdays, but the Nature Classroom has been open for school programs throughout October. Ten classes visited the Nature Classroom to have the Adaptations program.

School Programs: The museum served 742 students in October. Students from Hunting Ridge, Virginia Lake, Isaac Fox, Ivy Hall, and Tarkington Schools had programs on Adaptations,

Archaeology, Early Chicago, Pioneer Life, Potawatomi Life, and Exhibit Design. It was the best October at the museum since 2019.

Revenue Add-ons

Birthdays Parties: For the months of November and December, 13 parties have been booked.

Dog Park: Dog Park Passes have generated \$7,550 in revenue for 2023-2024, with 266 annual passes sold through the end of October. At the end of October 2022, we had sold 236 annual passes with revenue of \$6,462.

RECREATION PROGRAMMING

Adult Programming

Drawing & Painting: The second fall session began on Tuesday, November 19. There are 70 participants in the five classes that were offered, with all of them being full.

Learn to Play Mah Jongg: The third session of this class began on Friday, November 3, and has seven people registered. A few beginners from the October class are interested in continuing with an intermediate class. Megan is working with the instructor to set up this additional class.

Seniors: On October 25, Megan hosted the Halloween Time party. There were 22 people in attendance. Ray, the Sax Guy, entertained everyone with his saxophone play. Lunch was from Culver's, and participants were offered a ButterBurger, Fish Sandwich, or Grilled Chicken Sandwich. Megan decorated the party room with several inflatables from the trick-or-treat trail, and the seniors loved taking pictures with them!

Aquatics

Swim Lessons: Sean has met with Jenn Foreman to transition aquatics programming responsibilities to his supervision. A mini session of swim lessons began on 11/12 and will last five weeks. Group swim lessons and private lessons are filling quickly. Sean is contacting waitlisted participants.

Swim Team: The swim team participated in the first dual meet of the season at Arlington Heights Park District on 11/4. Swimmers did a great job competing and showed great sportsmanship. Coaches noted achievements and areas of improvement to work on before the next swim meet on 12/2. Coaches and swimmers had the opportunity to attend the Chicago Wolves game on 11/11 and enjoyed some fun away from the water. Sean and Coach Kristen are working with Arlington Heights Park District to add a swim meet for Cyclones swimmers in January.

Camps

Summer Camps: The Summer Camp Brochure for 2024 is currently on the website for viewing. In-District registration opens Tuesday, December 5, and Out-of-District registration opens December 19. Camp information is also ready in RecTrac and viewable in the registration portal. Discussions about opening job postings and additional work on camp locations continue.

Clubhouse

Administration: Amanda hired four new staff during October/November and is onboarding our new Recreation Specialist, Shannon McClure. Shannon will be responsible for processing monthly billing, field trips, and purchasing snacks. Shannon processed the second billing cycle on October 30, with 12 declines, and is working on following up on declined payments.

Registration: Clubhouse currently has 708 participants enrolled, with no participants on the waitlist.

Schedules: Clubhouse is hosting three field trips in November. The field trip on November 20 is to AMC Theater to see the movie *Trolls Banned Together* with 95 participants enrolled. The field trip on November 21 is to Just For Fun Roller Rink and has 87 participants registered. The field trip on November 22 is to The People's Choice Family Fun Center, with 125 participants registered. Clubhouse hosted Halloween parties during the week of October 23. Activities included Halloween-themed games, snacks, crafts, and activities. Amanda and Megan Baird collaborated to have Clubhouse participants create cards for the Veterans Day event on November 11.



Dance

Dance Academy: Winter registration is open, and we already have 18 new students for the early childhood and academy program. Parents of students in the early childhood and academy levels 1 and 2 are invited to observe their dancer's class the week of December 4. Shadowing classes allows parents a chance to see the progress their children have made this semester.

Dance Company: Thirty-nine company members and four staff attended the Dance Makers Inc. dance convention in Schaumburg on Saturday, November 11, and Sunday, November 12. Dancers and teachers spent the days taking classes in jazz, tap, ballet, contemporary, and hip-hop. It was a great weekend of learning and inspiration for all.

The company will perform 11 routines at Hawthorn Mall on December 2 at 3:30 pm.

Winter Dance Performance: Tickets for Nutcracker Rhythm & Grace are now on sale. Performances will be held on December 15 at 7:30 pm, December 16 at 3 pm and 7:30 pm, and December 17 at 3 pm.

Musical Arts

BG Singers: The BG Singers are enjoying some well-deserved time off after they presented Kaleidoscope at the end of September. Lindsay will meet with the choir's director, Linda Rosen, and Assistant Director/Choreographer, Charla Silver, at the end of November for a post-production meeting about the 2023 season. Lindsay is working with the production team on selecting performance dates for the 2024 season.

Crescendo Show Choir: The Crescendo Show Choir continues to prepare for its winter showcase on Wednesday, December 6, at the Community Arts Center. The choir has been working with several guest choreographers to prepare the pieces for the upcoming workshop. The guest choreographers for this season include Annie Snow, Nalani Stanczak, and Sara Zarkowsky. Tickets for the winter showcase will go on sale on November 21.

Encore!: Encore! was delighted to return to live performances for the first time since 2019 in November! Lindsay has been meeting with the Encore! Coordinator regularly to ensure the group is ready for the busy fall/winter season. Lindsay has also been assisting the choir with sound tech duties whenever possible.

Piano Lessons: Piano lessons continue to thrive at the CAC under the instruction of Nanci Karlin. Lessons are currently at capacity, and a waitlist is active. A winter recital is planned for Tuesday, January 23, at the Community Arts Center.

Preschool

Administration: This month, Keri Isacovici held team meetings with each set of classroom teachers. The two Preschool Post newsletters sent to families showed 85-90% of recipients opening the email. Keri met with Jenn Foreman to schedule safety drills and with Megan Baird about multi-generational Bingo events. Additionally, she contacted Debbie Fandrei about providing a field trip opportunity for children in Four-Year-Old classrooms to visit the Nature Classroom and/or the Raupp Museum. Working with Elizabeth Quinzio and Valerie Gangware, she plans to coordinate a field trip for children in the Three-Year-Old classrooms to meet at Safety Town. Preschool also received two donations. Karen Jackson, a representative for PaperPie books, donated \$300 worth of STEM and social-emotional books to the preschool library. Steve Rosen of CreateOn LLC, donated over 10,000 Magnatile manipulative blocks to the preschool. Both are valuable resources to the children!

Highlights: Keri and Colleen Torf organized a Fall Festival for children to pick classroom pumpkins and engage in various fall-themed gross motor activities. Dawn Karis invited two musicians to play in 30-minute concerts for children in the Three and Four-Year-Old preschool programs. Children wore costumes for Halloween and celebrated with age-appropriate activities in their classrooms. Four-Year-Old Room E completed an artist study and created their own version of a Jackson Pollock painting. Children in the Two-Year-Old classes separated from their parents and are attending programming independently.



Registration: The 2024-25 school year calendar has been updated in RecTrac, including class offerings and dates of class. The fees have been approved and will be updated in RecTrac as well. Registration will open for In-District families on Thursday, February 1, and Out-of-District on February 8.

Productions

Summer Musical: Lindsay is currently evaluating an exciting production title for the 2024 summer musical. She is reviewing the technical, orchestral, and costuming needs of the show to determine if it will be feasible. She expects to have an announcement on the show by the end of December.

2023 - 24 Children's Theater Season: The cast of Mean Girls, Jr. is very excited to open their show on Thursday, November 16 at 7:30 pm with a special Understudy Performance at the Community Arts Center. Additional performances will be held on Friday, November 17 at 7:30 pm, Saturday, November 18 at 2 pm, and Sunday, November 19 at 3 pm. The cast has been working hard since early September in preparation for this hilarious and heartfelt show. Ticket sales are going extremely well, with two of the four performances nearly sold out several days in advance. At this point, a total of 1,152 tickets have been sold for the show. Lindsay would like to thank Commissioner Wallace for volunteering as part of the parent stage crew!

Lindsay is working on pre-production for the upcoming Winter Teen Theater production of Grease: School Edition. She is delighted to announce that the show will be directed by Karen Shuman, with Music Direction by Beverly Preuss and Choreography by Annie Snow. The production team will hold its first meeting at the end of November, with auditions to follow on December 4 and 5.

Special Events

Enchanted Night at the Museum: It was the second year for the Enchanted Night at the Museum Halloween event. Approximately 100 people attended during the two-time slots. The new mystery questions leading to the treasure were a big hit with participants, and Debbie, Marina, and Mike Pfeiffer will be working together to make the event even bigger and better next year. Treasure at the end of the mystery:

Howl-O-Ween Pooch Parade: The Howl-O-Ween Pooch Parade was held on Saturday, October 28, from 10:45 – 11:45 am at the Dan Schimmel Pavilion. The event had 45 dogs and families participate. Each dog received a goodie bag with a dog toy inside. The Buffalo Grove Queens

were the judges for the costume contest. There were four categories: small dog, medium dog, large dog, and best family costume.

Trick or Treat Trail: Trick or Treat Trail was held on Friday, October 20, from 5 – 7 pm at the Community Arts Center. The event has returned to a non-registration required event. According to Placer data, around 2,000 adults and children walked through the trail. The event will include volunteers dressed up in costumes handing out candy, fun Halloween-themed games, Halloween crafts, coloring pages, and a performance from Istavan & His Imaginary Band.

Veterans Day Celebration: The Veterans Day Celebration was held at the Community Arts Center on Saturday, November 11. Those who attended received a ButterBurger, chips, and custard from Culver's. After lunch, there was a program in the theater featuring Scott Jacobson as the main speaker, Larry Kosiek as the keynote speaker, and Debbie Fandrei speaking about teamwork. The 484th Military Quintet Band performed, and the VFW Post 981 presented the flags. There were about 60 people in attendance.

Theater Programs

Acting Studio: Acting Studio participants are busy preparing for their end-of-year showcases. Showcases will be held on Tuesday, December 5, Wednesday, December 6, and Thursday, December 7, at the Community Arts Center.

Broadway Buddies: Broadway Buddies participants have been having an amazing time learning under the expert instruction of Debra Goldman. The fall season concludes on Tuesday, December 5, and the winter season begins on Tuesday, January 9. Once the winter season starts, participants will start learning lines and working on their roles for the spring performance of Aladdin Jr.

Youth Programs

All-Star Sports: Winter second session's volleyball and basketball programs are full.

Chess Club: Fall chess sessions will end on November 27. The winter session will start on December 4. TJ has been sending weekly rosters to the instructor so that he can keep more accurate records.

Computer Explorers: Computer Explorers completed its second class of the fall. The first two classes were full. Their third class starts on November 16. That class is close to capacity. That will be the last class for the fall.

Early Childhood Afternoon Blast: After one week of registration opening for winter classes, Friendship Café has 116 children enrolled out of 182 spots. Alphabet Mystery Party has ten children enrolled out of 14 spots. Number Ninjas has 16 children enrolled out of 28 spots. Nature Safari has four children enrolled out of 14 spots. Full STEM Ahead has 13 children enrolled out of 14 spots. Ooey, Goey has eight children enrolled out of 14 spots. Stories Come Alive has four children enrolled out of 14 spots.

Flag Football: Flag football came to an end on November 4. TJ hosted his post-season coaches meeting on November 8. TJ discussed the season with the coaches and discussed the positives and

negatives of the season. Coaches were impressed with the new referees and had good things to say about them. Coaches had good feedback for the year. Most said they look forward to coming back next fall. The coaches are now returning the equipment to Alcott.

Gymnastics: Gymnastics classes will run through December 16. The numbers for gymnastics have been great this season. Most classes are filling up immediately. TJ has been pleased with the numbers since the return of the program. TJ is adding a couple of spots to the class limits to accommodate more participants.

Hands On Art: Hands On Art held a Friday Fun class on November 10. 24 participants engaged in *Nocturnal Animals* art and themed activities. This is a nine percent increase from the October Friday Fun class and a 71% increase from the July Friday Fun class. The winter Power Hour class has 17 children enrolled out of 36 spots. The winter Art of Science class has 14 children enrolled out of 18 spots. The winter Clay class has 12 children enrolled out of 30 spots.

House League Basketball: The 2024 season is scheduled to start the week of January 8. There are currently 352 children registered.

Karate: Fall karate classes began on September 6. The last karate classes will end on December 23. TJ has been answering questions about the winter session from registrants who are currently signing up.

Magic Class: There is one more Magic class this year, on December 11. TJ and the instructor, Gary Kantor, have been pleased with the number of participants this year. The next session will take place on January 16.

Rock 'N' Kids: 36 participants enrolled between the three Rock 'N' Kids classes for the second session of fall classes.

Safe Sitter: Elizabeth is pleased that the Safe Sitter class is running with 11 children on November 10 and 17.

Soccer: Soccer finished the season on November 5. Awards and the program survey have been distributed to players and parents. Sean is sending out thank-you gifts to all volunteer coaches.

RECREATION PROFESSIONAL DEVELOPMENT, CONTINUED EDUCATION, & DISTRICT COMMITTEES

NRPA Conference

Amanda Busch: Amanda attended a session titled "Can I Speak to Your Manager?!?" How to Deal with a "Karen"...Presented by Karen. In this session, they had the opportunity to share experiences, learn from each other, and discover effective ways to deal with difficult patrons during stressful times. They explored the importance of validating the customer's emotions and experiences, showing compassion and empathy, and using the S.T.O.P model to avoid reactive responses. This session was particularly valuable to Amanda, as she interacts with customers regularly. It provided important insights and practical tools to help navigate challenging situations with grace and professionalism.

Amanda attended a session titled No More Suspensions: Dealing With Behavioral Challenges Through a New Lens. During this session, attendees explored the significance of being disability-inclusive and acknowledged that some participants require different mindsets and strategies to succeed in our programs. They discussed effective ways to work with families, improve the intake process, and offer better support to our frontline staff. Various strategies were introduced to use before (such as setting clear expectations during intake), during (effective communication and flexible thinking), and after (tracking behaviors and planning for the future) behavioral challenges. This session was important to Amanda as she supervises a program with difficult behavioral challenges daily. It also provided numerous resources and training handouts that she can use for frontline staff.

Amanda attended a session titled Cultivating Young Leaders. During the session, they discussed the significance of the youth in the programs and the young employees. The main focus was on collaborative foundation building and discussed Roger Hart's Ladder of Youth Participation. Additionally, they shared various resources such as training videos and year-round training opportunities, which play a vital role in shaping the future of our employees. This session was important for Amanda since she manages a significant number of our frontline staff who have been associated with the Park District for several years.

Brian O'Malley: Brian attended a session titled Not the Same Old Song and Dance: Why Culture, Arts, and History Should be a Strategic Focus: While browsing the conference app, this session immediately jumped out to Brian, as it was one of the only sessions covering performing arts. The staff at Johnson County Parks and Recreation do an amazing job of being innovative in their recreation offerings. Instead of having a regular 9-hole disc golf course, they created an "Art Nine" disc golf course that incorporates art throughout the course. The course features nine sculptures and showcases the park's native plants and wildlife in a family-friendly atmosphere. Brian thought this was a brilliant way to introduce new people to the sport and something the Park District could look to do when redesigning the current layouts of disc golf courses. For their performing arts program, they created an emerging theater professional program. In this program, young professionals are paid a summer stipend and trained by distinguished professionals. Implementing this program brings value because, with every graduating class, you enhance your network of professionals to run your productions. It is a great way to promote from within and encourage professional development in younger staff. Brian also loved how they stayed on top of trends by offering 3D printing, art labs, cartoon character drawing classes, sewing, and even a Hogwarts academy. When hearing about Hogwarts Academy, Brian got excited because he loves Harry Potter, and it reminded him of how Stevenson High School has many different clubs to allow students to meet people with similar interests. The Park District can build off of the clubs at Stevenson and look to offer similar programs for younger kids in the community.

Brian attended a session titled Giving Yourself Grace in a New Leadership Role. This session discussed the importance of self-compassion when embarking on a new leadership role. The speaker found great value in connecting with peers to seek support from those who share similar experiences. Hearing this was a great reminder to Brian to reach out to recreation professionals whom he has formed relationships over the years; it is important to network with other professionals to learn how other districts operate and to bring new ideas to our Park District. Another key point from this session

was to foster open communication within your team. Brian has learned that in a leadership role, it is important to solicit feedback from others and promote a collaborative team effort towards a common goal.

Brian attended a session titled Prioritizing Mental Health in the Workplace. This session featured a diverse panel of speakers who addressed the shortcomings of mental health in the workplace and ways your company can spearhead change. Brian enjoyed this session because it generated open dialogue, and attendees were very open and honest with the policies established at their workplace. Two ways that other districts have implemented change that Brian found unique were offering a discount on employees' premium if staff get a mental health checkup and adding mental health days instead of having to take sick days. A fact Brian found interesting was that for every \$1 a company spends on mental health, they save \$3. This led to a comment from an attendee who raised an interesting point about how many companies offer discounts for employee health insurance for going to the gym but not for seeking therapy. It is great that employee mental health is being discussed openly, and many companies are working diligently to ensure their employees take the steps needed to address their mental health.

Carol Lucido: Carol attended the CPRP Pre-conference Workshop. In this workshop, they went over how to study appropriately for the CPRP. She had practice questions, and they guided her on how to look for the answers in the questions. This helped her break down the questions and assess what information they were asking for. The information provided helped her study better and analyze the questions better before answering. They also explained why they added trial questions to the test (which are not graded) but to see how people answer them. If there is a high number of people who answer them correctly, they will add them to future tests.

She also broke out into groups to discuss the test. The groups consisted of people who had taken the test and failed and others who had taken the test and passed. She gained a lot of knowledge on what to look for and what to study. It was definitely one of the most valuable sessions at the conference. She feels this workshop has helped her study more effectively.

Carol attended HOLA: A Strategic Approach to Providing Equitable Service to Hispanic and LatinX Communities: In this session, they focused on engaging, representing, and participating with the Latin and Spanish-speaking community. The speakers talked about how they were able to reach out to the Hispanic and Spanish-speaking communities in Baltimore.

This session was helpful in how she can reach out to other cultures in her community. It is all about the community feeling engaged and welcomed by offering culturally diverse programs.

In this session, they discussed how the Hispanic community would congregate by the waterfront, bring their grills, and play music on the weekends. They created their own community events because the park district did not offer them. When the Park district found out, they worked with the Hispanic community to create a more inclusive offering. They now have more engagement from the Hispanic/LatinX community.

She would like to continue working with staff at the Fitness Center and the Park District to offer more culturally diverse programs.

Carol attended I Like You A Latte!: This session was given by Tiffany White-LaPierre. Tiffany used to work for Starbucks, and she talked about the "Third Place". Most people have their first place, which is home, work is the second place, but many people have a third place where they like to congregate. Starbucks promoted their stores as a third place for people. They added comfortable chairs and tables with outlets so they could be the "Third Place" for their customers. This brought people into their stores to socialize or work because they made it welcoming. She talked about how we should make our facility a "Third Place" to welcome members of our community.

Carol is going to work towards making our facility more of a "Third Place" for the community. It is already a third place for some people, but the Fitness Center can offer more to make it welcoming to more members. Carol will work on bringing in more speakers on topics that members want to hear about during the year and not just during our Member Appreciation Week.

Chris Eckert: First, Chris would like to thank everyone who helped and cared about him regarding his back issue that week. It meant a lot to him. Thank you to Larry for the medicine, and a huge thank you to Larry, Hetal, and Steve for the sushi dinner. The dinner was amazing! Thank you.

Chris attended the session titled Inspiring Innovation in Your Organization. In this session, he learned how to guide staff, and how staff must lead themselves to become more innovative for program offerings to the community. Chris feels the Park District did an excellent job with this during the COVID-19 pandemic, and because of that, he thinks the Park District can continue being innovative. He also took from the session (as a supervisor), that he needs to do a better job of encouraging innovation and growth with my team.

This session was very beneficial to Chris because it gave him ideas to think about regarding getting his team on board to come up with new programming. The session also taught Chris that his team is being innovative in ways that he is not always aware of, which is a nice way to look at it.

Chris attended the session titled Employee Burnout: The Cause and The Cure. The speaker provided ideas/tools to help with employee burnout and they had an open discussion about the myths and facts of employee burnout. Trying to find that work/life balance is something Chris always strives for his staff and speaks to them regularly about.

This session was very helpful to Chris because he does his best to have his team turn off work when they have time off, but he also learned additional things he can be doing, such as giving frequent feedback, normalizing taking breaks, encouraging passion projects, and making time for fun. The good news, as an agency, the Park District allows flexible schedules, has good benefits, continues to improve automation processes, and does their best to make time for fun.

Chris attended the session titled Lights, Camera, Action! Creating Digital Content That Tells A Story. Chris always enjoys attending sessions that are out of his area of expertise or job duties. This session ended up not being exactly what he thought it was going to be. The panel discussed shooting

techniques, editing tricks, and choosing the right equipment among a few things. Although the session was informative from that aspect, he was hoping (based on the description) that there would be more insight on how to collaborate with your marketing department and partnerships with interdepartmental agencies. This session was intended for much larger agencies with larger marketing departments.

The session showed Chris that he can purchase items cheaply these days, but there is also the expensive equipment, which is typically the right way to go. It also showed him it involves many staff to put the video segments together that may only be a few minutes in length.

Chuck Burgess: Chuck attended the session titled: Employee Burnout - The Cause and the Cure. In this session, he learned that the World Health Organization classifies employee burnout as a syndrome brought on by workplace stress that is not successfully managed. He also learned a few myths about burnout, some signs of burnout, some causes for burnout, and some ways to reduce burnout. These myths ranged from being a weak employee to thinking a major job change would be needed to feel better. This session topic is relevant to the workplace today and is an area to pay attention to with staff at all levels. Learning some of the signs and symptoms of burnout will help with recognition, allowing us to address it appropriately. Some signs and symptoms are decreased productivity, poor decision-making, negative attitude, and lack of interest in work. Potential ways to combat burnout are prioritizing wellness, offering flexible work schedules, having supportive relationships in the workplace, and collaborating regularly to accomplish goals. Chuck intends to be more cognizant of his staff's mental state, being sure to offer support to them when they need it to push through whatever is going on. Making this a priority should build a stronger sense of teamwork and togetherness, helping reduce burnout.

Chuck attended the session titled: The Unicorns, Rainbows, and Realities of Master Planning. Jamie Sabbach, President and Principal of 110%, led this session. She is passionate about helping agencies carve out their own path for a sustainable future, keeping them viable for future generations. Chuck has attended several of her sessions over the years, gaining something from each. This particular session intended to share what is necessary for a successful master plan, evaluate where the Park District is now, and how they can align their vision with what the community needs. As they plan for the future, they will create a new master plan soon. Keeping the needs of our customers and the infrastructure at the forefront is necessary. This session hit on the importance of making those two areas gel together. The Park District cannot go chasing unicorns and rainbows. They have to be practical with our plan, ensuring the viability and long-term success of the Buffalo Grove Park District. Being intelligent with their decisions today will greatly benefit future generations in Buffalo Grove.

Chuck spent some time networking with Amy Murrin from the Glenview Park District. Amy and Chuck met up in the exhibit hall. As they walked the exhibit hall, they spoke with vendors, discussed each organization's upcoming plans, and shared what they were going through with their positions and staff. It is always helpful to hear what someone else is doing, how they are handling situations, and did it work out as planned. They only shared what was important, no details, so each could learn and understand. Later, they met up with Tim Beckmann from the Glenview Park District. They all attended the session titled: Leading Your Team Like a Real Boss! (Not a Bully or a Be-oss). As mid-high-level supervisors, it was nice to hear what these speakers had to share and discuss their own experiences with each other.

Diana Clayson: Diana attended a session titled Touch, Tap, Swipe! – Raising Up the Next Generation of Park and Recreation Professionals. Diana enjoyed this session as it pertained to how the younger staff are different than she is. In terms of feedback, they are used to social media with instant responses and “likes” so timely feedback is important. Though working from home is allowed by the district when able, it is not something she is as comfortable with as a supervisor. The speakers reiterated that allowing staff flexibility will likely make them happier and more efficient. Coming to terms with this will help her be a better supervisor to her team the session Cultivating Young Leaders also held good information on a similar topic.

Diana attended a session titled Say More Without Saying More. This session gave a lot of information on how to get information out to staff or the public and get them to read and retain it. The speaker first explained how working memory works and that most brains can retain only five to nine items for roughly 5-20 seconds. If people give 20 important facts/notes all at once, the reader will remember zero. If people give five facts at a time, the reader might remember four of them. Information would be better comprehended by making it more concise and visually appealing. This session reinforced for Diana what she already was working on, that less is more.

Diana attended a session titled Tap into Your Power to Inspire and Interrupt. This session had a great energy to it! The speakers talked about creating healthy and productive work environments. A workplace should strive to create a safe culture for sharing. As a supervisor, if they can tap into their passions in life, they can more authentically show up for their employees. They encouraged everyone to lean into difficult conversations and give people space to fail forward. Any wins with their team are a shared win if they helped empower them to make the best choices to get there. As the public continues to give feedback in more aggressive tones, Diana appreciated that they encouraged her to show that they will not tolerate disrespect for their team members.

Elizabeth Quinzio: Elizabeth attended a session titled Where have all my summer staff gone? A study of Gen Z's Summer Job Hunt Experiences and Priorities.

In this session, we learned that many employers may believe the college-age group is not working during summer months, but in reality, many of them are. A survey asked students how they learned about their summer employment and the main responses were "from previous work with the agency," or a "recommendation from a friend/family member." This showed that our target staff audience for the summer may have prior job opportunities. It is up to us to figure out how to reach different demographics and how to retain staff that have worked for us. Elizabeth gained a good perspective since many summer camp staff returned from previous positions. The work atmosphere is very important during the summer so those individuals will want to continue to come back and refer their friends to join us. Her goal for the upcoming summer is to prioritize previous staff and ensure they feel supported so they want to return every summer.

Elizabeth attended a session titled I Like You a Latte. This session talked about the culture within organizations, and how you can keep or lose employees because of it. The work culture will determine if staff want to work for you again. It was recommended that appreciation of staff should be done publicly. When employees are shown appreciation in front of others, it shows that you care for your employees. Showing appreciation will keep those quality employees coming back. Culture cannot be copied from other companies and needs to be grown internally. These lessons can apply

to an organization and to life. It is important to show appreciation to everyone you care for. Supervisors like her are in charge of many staff during the summer, and they want their staff to know they are appreciated. Her goal is to do a little extra for camp staff, such as giving out small tokens of appreciation and having a staff dinner.

Elizabeth attended a session titled Networking: Jeanette from Des Plaines Park District. Elizabeth previously worked with Jeanette, and they spent some time connecting on successes and challenges. It was during this discussion that running summer camp and rentals during the summer months was challenging in terms of being available to all parties all the time. Together, they came up with the idea of adding a virtual walk-through of the facilities on the website. Potential renters could see the room layouts as well as a variety of setup options. She would be able to direct renters to the website, which would help expedite the next steps. She was delighted to collaborate with Jeanette and was able to give her some ideas for her District as well.

Jenay Gordon: Jenay attended the pre-conference workshop: CPRP Examination Prep Course. The CPRP prep course is a workshop designed to review exam content and identify learning styles to maximize comprehension of exam materials in the study guide.

Jenay found this workshop extremely helpful in understanding the primary content of the areas of the exam. Reviewing how exam questions are written will allow Jenay to study more effectively. A great benefit of this pre-conference workshop was the discussion groups with other park district professionals and listening to their input on the manual and the exam. The workshop also included people who had previously taken and failed the exam, and their insight into the exam process will help her prepare.

Jenay attended the session titled HOLA: A Strategic Approach to Providing Equitable Service to Hispanic and Latinx Communities. The focus of this session was on the engagement, representation, participation, and retention of Hispanic or Spanish-speaking community members. Latinos are the fastest-growing demographic group in the United States. The speakers for the session focused on how they connected with Hispanic/Latinx communities in the Baltimore area. They also mentioned how they reached out to 20 countries with Spanish as their national language and how that affects community outreach programs.

She found this session very insightful. Jenay is of Hispanic origin, speaks Spanish fluently, and has felt that members of the Hispanic/Latin community are underrepresented in the park district. Buffalo Grove has a growing Hispanic/Latin community, and it was interesting to see the success other agencies are having engaging their Hispanic/Latino communities.

Jenay attended the session titled Respecting Me as a Transgender Woman. Karen Kendra Holmes shared her struggle to accept herself as a transgender individual and how to come out to her family and employer. Karen's journey through finding the resources necessary to help her and others transition was the focus of the session. She spoke about the necessary steps for agencies to be welcoming and inclusive to transgender people.

This session was informative and provided a clearer perspective on addressing the needs of transgender individuals. One of the Fitness Center's goals is to create a more inclusive environment

and address unconscious bias. During the session, they discussed strategies to address the concerns of transgender people and ways to ameliorate the concerns of Fitness Center members. Jenay believes she is better prepared to create a more inclusive environment.

Jimmy Mix: Jimmy attended the session titled Relational Staff Using Restorative Practices to Build Resilient Communities. In this session, Jimmy learned how trauma can affect patrons and staff emotionally, socially, and biologically. The speakers talked about how staff shouldn't remove the trauma that a staff or participant is feeling but rather assist them in developing resilience while, also using restorative practices.

Jimmy loved this session because it was a good refresher on restorative practices. He will be using this approach with staff and guests throughout the dome season to resolve conflict or any other issues that may arise.

Jimmy attended the session titled Leading Your Team like a Real Boss! (Not a Bully or a Be-oss). In this session, he learned about different leadership styles, such as authoritative, friendly, micro-manger, etc. This session really drove home that you need to establish who you are while being confident and authentic.

Jimmy used this advice, and when he had his training with new staff, he let everyone know his style of leading and gave clear expectations to everyone for the season.

Jimmy attended the session titled Report: Best Practices for Professionals Responding to Child Abuse. This session went over child abuse, and how it's not always obvious, and how everyone can better train their staff on how to best work with investigative parties in a way that protects the child abuse investigation, the organization, and most importantly the child. This is never a fun topic to discuss, but Jimmy is glad he attended this training because it's important to get refreshers on how you can support a child that is going through this and how to properly report a child abuse situation.

Joe Zimmermann: Joe attended a session titled Uncomfortable Conversations With Park and Recreation Professionals. This session focused on a panel of four park and recreation professionals, each with a unique and different background that allowed them to speak about things like gender, race, accessibility, and sexual orientation. The session was important because it re-emphasized the need to not only be respectfully curious but also empathic to everyone's unique situation. It was a great reminder that people are always more complex and diverse than you might think, so it is important to check your biases and attempt to have respectful and open conversations to better understand their unique points of views.

Joe attended a session titled Parks and Recreation = Public Health Solution. This session was an opportunity to learn more about NRPA's Community Wellness Hub, which showcased different park districts from around the country and how they created programs or built facilities to bring NRPA's wellness initiative to their communities. It was interesting to see what peers have done to be innovative and meet community needs, but the discussion definitely catered more to parks departments that are part of towns, cities, or villages. The biggest takeaway was that the Buffalo Grove Park District needs to continue to be innovative and think about community needs when implementing infrastructure,

program, or event changes. The Park District is essential for the health of the community and needs to keep that in mind when implementing new ideas.

Joe attended a session titled Social Districts: Is Your Community Ready to Sip n' Stroll? This was an extremely enjoyable session, with both speakers doing a great job of not only explaining how they implemented a social district but also engaging the audience the entire time. The concept was that they introduced a way for the Raleigh, NC community to walk around the city while having an alcoholic beverage in what they called a social district. This has helped to bring people back to areas of the city that were hurt by COVID, while also allowing the community to enjoy a beverage and be outdoors. This is a great concept, but with Buffalo Grove being much different than a large metropolitan city, it probably wouldn't be feasible to implement.

Lindsay Grandt: Lindsay attended a session titled Not the Same Old Song and Dance: Why Culture, Arts, and History Should be a Strategic Focus. This session featured the Artistic Director, Museum Director, and Superintendent of Culture from the Johnson County Park and Recreation Department in Kansas. In the session, they detailed the collaboration between their theater and museum departments to introduce some truly unique and innovative programming to their community. Some of the programs they discussed were public art installations, Artist in Residence programs, Paint & Sip programs, sensory-friendly days at the museum and theater, themed theater programs (Harry Potter, Barbie, etc.), and more.

It can be difficult to find arts-focused sessions at NRPA, so Lindsay was very excited to attend this session. She found the session to be fascinating and fueled some creativity in terms of possible arts programming at Rylko Park upon completion. Some preliminary ideas she would like to explore include Shakespeare in the Park, Open Mic Night in the Park, an outdoor a cappella fest, and symphonic music in the park. The other major takeaway from this session is the idea of meeting with Raupp Museum staff to see how the programs at the Raupp and productions at the Community Arts Center could intersect in the future.

Lindsay attended a session titled Neurodiversity and Inclusive Workplaces: Insights from Park and Recreation Professionals. This session featured a panel of Park and Recreation professionals from across the country who all had varying forms of neurodiversity. The panelists discussed the challenges, opportunities, and triumphs they encountered navigating their professional lives as neurodivergent individuals. Lindsay is passionate about continuing her knowledge and understanding of DEI concepts and was excited to attend this session. Her primary takeaway was to continue to keep an awareness and understanding of neurodivergence when dealing with others, be it participants or co-workers. The session reminded attendees that the understanding that is often granted to neurodivergent participants may not always be extended to colleagues, and it needs to be in order to create a positive workplace.

Lindsay attended a session titled Building Communities Around Music: Programming for Improvisation in Your Park. This session featured professionals in the "music park" field and Park and Recreation professionals who have implemented music parks at their agencies. Music parks are collections of various types of permanently installed instruments that can be assembled in infinite combinations to create outdoor musical areas within existing parks. With the upcoming plans for Rylko Park, Lindsay

felt this would be an interesting and informative session to explore musical possibilities for outdoor spaces. Music parks involve all-ability equipment and are fully inclusive. Lindsay collected contact information from the speakers at this session and is interested in determining if this is something that could be a good fit for the Buffalo Grove Park District.

Megan Baird: Megan attended a session titled Where Have All My Summer Staff Gone? A Study of Gen Z's Summer Job Hunt Experiences and Priorities. Megan attended this for two reasons. One was that the presenter, Michael Mulvaney, was one of her college professors. The other reason was that Megan oversees summer camps and has a difficult time finding staff. This session was very interesting and had a lot of data from a survey that was conducted with college students.

Megan attended a session titled Bingo, Bathrooming and Boredom: The Bad B Words of Senior Centers. This session focused on how to get away from the typical programs and mindset of senior centers and make them more modern and welcoming. Participants should come in and think, "Wow, this is a senior center?" The focus was on moving away from using "seniors" and towards "active adults." The programs should appeal to all active adults, not just the older ones. Doing this, we will get more buy-in from active adults who are looking for activities but aren't ready for your typical "senior" programs. This session made Megan think more about how "Club 50" is branded.

Megan attended a session titled Aging Unbound: Innovative Strategies through Parks and Recreation. This session was mainly about participants aging and how to plan and prepare for it. There is a rapid growth of the aging population. Life expectancies are increasing due to advances in medicine and public health. We will have more senior citizens coming into our programs and staying for a longer period of time. The benefits of active programming for older adults include: reduced isolation, improved physical fitness, enhanced cognitive function, a greater sense of purpose, and improved social and emotional health. Megan will look into offering more active programs to appeal to that group.

Mike Pfeiffer: Mike attended a session titled "Can I Speak to Your Manager?!?" How to deal with a "Karen". This session covered how to handle residents and customers who might be difficult to deal with. They presented possible ways of de-escalation, which include giving them space, validating their feelings and experiences, and remembering the end goal. They also talked about different conflict resolution tactics that would help calm people down, find out what they want, and come up with a solution that works for everyone. This session will help with customer service and try to turn a negative experience into a positive one.

Mike attended a session titled Play Throughout Life: How Play Personalities Determine People's Play Preferences at any Age. This session talks about what play really is. This session looks into where play begins in the brain. Play is hard-wired into our DNA and is important for our development. There are different types of play, such as physical, social, risky, and pretend. Some of the benefits of play are building trust, a sense of community, empathy, and optimism. Each one can be done in our parks and are the building blocks for a child's social upbringing. Children who do not have access to play will not show any of these traits. Play crafts the competent human social brain, and play is for a lifetime.

Mike attended a session titled Creating Digital Content that Tells a Story. This session covered how to make compelling video content with limited resources. Digital storytelling is important because it causes a lot more engagement compared to cookie-cutter advertisements that people tend to pass over. The Park District could use this information to market our special events and get more attendance in the future.

Sean Berry: Sean attended a session titled Behaviors in Youth Recreation Leagues. Research presented in this session showed that 75% of youth coaches believed teaching sportsmanship was their responsibility. Knowing this, the Park District can work with parents and coaches to communicate that sportsmanship is the responsibility of everyone. Parents and coaches need to work together to be positive role models for the youth athletes in their lives. Another statistic was that 50% of youth coaches believe that sportsmanship has worsened since they were a participant in youth sports. The Park District can expect half of our coaches to be the victim of or view poor sportsmanship. The Park District will stress to their coaches that everyone in their programs needs to display positive and accepting behavior, no matter the circumstances. Working with parents and coaches to maintain appropriate behavior will be paramount. Recognizing inappropriate behavior and taking steps necessary to stop or prevent poor sportsmanship will be taught.

Sean attended a session titled I Like You a Latte, with speakers discussing the customer service models of Starbucks and Target. They showed how each organization is consistently bringing customers back visit after visit. There were important points that Sean learned that could be utilized in his role moving forward. One was that an organization should allow employees to make amends on the spot for a mistake. Mistakes will happen. However, correcting it in the moment is providing exceptional customer service. Working with high-demand programs such as swim team, swim lessons, and soccer, there are many moving pieces. Having the ability to make changes to correct mistakes is necessary and should keep participants happy to continue attending these programs. Sean can also work with his staff to fix any issues that might arise, ensuring the corrections align with Park District policy. Another point shared was to review the district's internal customer service. When you acknowledge your team publicly, participants further appreciate the staff and programs they are in. Sean will work to build up his swim team coaches in front of swimmers and parents and also thank his volunteer soccer coaches publicly. These actions should help maintain positive morale with staff and volunteers in these programs that help bring back returning participants and recruit new participants.

Sean reconnected with Amy Murrin, Division Director of Special Facilities for the Glenview Park District. Sean met Amy in passing as she was talking with Chuck Burgess. Amy was Sean's Assistant Director at the Park District of Highland Park. Amy was a resource for Sean at his previous organization, providing educational opportunities and outside-the-box ideas to implement at the facility where we worked. Reconnecting here provided an opportunity to share ideas and learning points for future opportunities.

TJ Wilkes: TJ attended a session titled Don't Mess with Texas: Lessons in Branding from the Lone Star State. Presenters discussed examples of marketing in the state of Texas and how it became a marketing powerhouse. The presentation showed how a strong marketing campaign stands out to your customers. TJ attended this session to gather ideas on different ways to market his programs. Social media marketing has helped boost numbers in some programs, so he wanted to see if they had

any new tips that might be beneficial. While their marketing campaigns were on a much larger scale, some of their information and creativity sparked some new ideas for ads to boost some registration numbers through social media campaigns.

TJ also attended the session Leading Your Team Like a Real Boss! (Not a Bully or a Be-oss). This session discussed ways a person can be a respected leader to staff and not come off as a bully. They discussed different examples and ways to show confidence while being compassionate to staff. This session sparked interest because his summer staff had many different personality styles. TJ needed to learn how to help those personalities work together as one team. This session gave some great examples of how to approach personality differences. These approaches will help TJ to manage his staff next summer in an effective manner, thus earning their respect.

TJ attended a session titled: Can I Speak to Your Manager?!? How to Deal with a "Karen"...Presented by Karen. This session about dealing with "Karens" or hard-to-please customers showed some examples of "Karen" situations that staff had to deal with and how they handled them. This topic was interesting because we sometimes have parents, customers, and participants who get upset with something that happens during a program or because of something that happened. Hearing some stories of what others have gone through should offer some tips for dealing with these customers. Much of the information he had heard before. There were, however, a couple of things that were helpful to hear again. Firstly, repeat what they say to you so they know you are listening and understand their concern. Lastly, being aware of your tone when speaking to someone in this situation is vital to a successful outcome. Do not get worked up. Tips like this are always helpful since this is not uncommon when dealing with the volume of customers as we do.

Social Committee

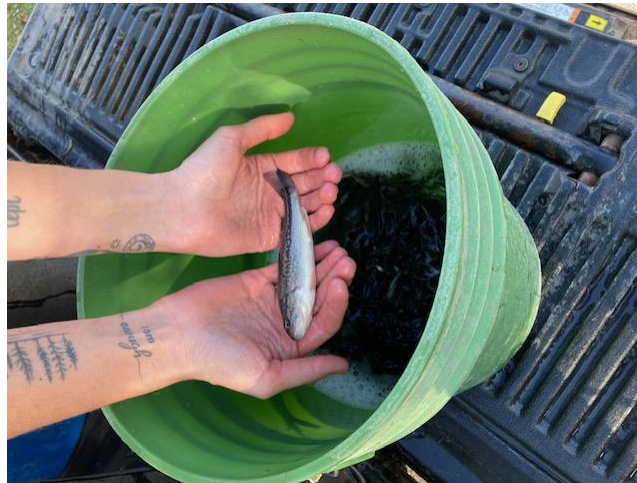
Future Events: The Social Committee will host a pot-luck luncheon on November 28, a bowling event in December, and the winter celebration on February 24 at Medieval Times.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: TIM HOWE, DIRECTOR OF PARKS AND PLANNING
SUBJECT: NOVEMBER OPERATIONAL REPORT
DATE: NOVEMBER 15, 2023

DIRECTOR OF PARKS AND PLANNING'S REPORT

Reiner Park Pond: Keystone Hatcheries came out on Tuesday, November 5 to stock the pond at Reiner Park. Tom Hoffman met with the driver and took some pictures and a video of the fish stocking. Crappie, Pumpkinseed, Largemouth Bass, and Walleye were stocked. This is the second year we have stocked Walleye in the pond.



Public Speaking: Tim Howe and Erika Strojinc were invited to speak to Wheeling High School environmental science class. This is the second year that the District has been invited to talk about park development. It was a lot of fun and the students asked awesome questions! In mid-December, we will be invited back to be part of the review team of the projects that the students completed.

Trainings/Seminars/Capital/Meetings: On November 1, Jenn Foreman, Dani Hoefle, and Tim met at Emmerich on slips, trips and falls. This is required to do by PDRMA. Laurie Hoffman and Tim met on November 2 to discuss ADA projects and reimbursement. Tim will be presenting to the board an update on the ADA transition plan on projects that have been completed since the study was completed. Tim attended the D102 meeting regarding space/parking lot concerns on November 8.

On November 14, Tim attended two zoom meetings. The first was on the LWCF fund. The Land and Water Conservation Fund was created by Congress in 1964 to safeguard natural areas, water resources and our cultural heritage, and to provide recreation opportunities to all Americans. It was informative and something that we can potentially look into for future funding. The second zoom meeting was hosted by multiple organizations about tree funding. Federal money is available for underserved communities. We do not fit that type of community. However, Morton Arboretum spoke that there would be smaller grants up available (up to \$25,000) to assist with reforestation, tree inventory management, and assessing your community. Tim has been working on submitting capital forms to Laurie about potential park projects.

SUPERINTENDENT OF PARK'S REPORT

Training: On November 10, Dani held a Snow Day Training for the entire Parks Department. Dani, with the help of Tony Vraniak, Tim, and the foremen, conducted an overview for the new full-time staff and refresher for the rest. The training included the who, what, where, when, why, and how of snow removal, and provided ample time for staff to get hands-on with sidewalk equipment, the snow broom, the auger, snow plows, and the salt truck. To conclude the training, Dani asked each crew to drive around to each of the facilities, highlighting areas to watch out for, snow pile locations, and location responsibilities. Dani is also in charge of the facility open and close schedule for snow situations and has created new lines of communication to ensure the snow crews have what they need. Dani is looking forward to learning more about the snow removal process and supporting her staff.

ATHLETICS CREW

Athletic Fields and Courts: Regular ball field maintenance and fall field painting has finished up for the season and the season end inspections were completed and logged into MainTrac. Staff ordered baseball infield mix for fall maintenance. The mix was added to Kilmer, Jay Jones, Mill Creek and Willow Stream North and South fields. Infield clay was added to the batter boxes at Mike Rylko softball fields. Fall season aerating, seeding and fertilization was completed at Woodland, Emmerich, Veterans and Apple Hill ballfields. Finally, staff filled in some low spots around the cricket pitch at Reiner Park. This will become a yearly maintenance item in the spring and fall due to amount of usage we receive.

Park Amenities: Staff has been closing up the parks for the winter. Soccer goals and garbage cans were moved off the game fields at Veterans and Willow Stream. Staff also took down all the volleyball nets at the sand courts for the season. Since Bills football is done for the year, the crew moved the bleachers, picnic tables and garbage cans were moved off Emmerich East and moved back to their normal locations. In addition, staff took down the battings cage nets at Emmerich and Kilmer.

Seminars/Trainings/Budget: Our new athletic field specialist, Connor McWard, has been completing his on-board training for our department. He has been reaching out to other departments to schedule meetings to learn about the District. We are happy to have him on board! All of the athletic staff attended a seminar hosted by Gewalt Hamilton, one of our civil engineers, called "Back to our Roots." Staff have been working with Dani on submitting Goals and Objectives for Quarters C and D. Matt has been reaching out to some vendors for some potential capital request needs. Staff

attended CPR and AED training, as well as, Snow Training that was hosted at the Community Arts Center.

BEAUTIFICATION CREW

Mowing: With the majority of part-time staff back in school, the Turf crew has requested assistance with mowing. Esteban and Jose have been instrumental in helping Rosendo and Tom stay on schedule, helping with mowing two days a week.

Landscaping: A new focus for the Beautification Crew is to begin adding mulch around all tree beds throughout the District. This has not been done for years and will assist with weeds, tree health, and provide an overall nicer appearance. Mulch was added to Rolling Hills, Rolling Hills North and Aptakasic parks. They also trimmed bushes at Commons and all of Willow Stream Park. Staff also trimmed up low hanging Willows at Willow Stream. Staff also assisted with landscape bed clean up and mulching at Reiner Park.

Tree Work: Staff had to purchase more composite posts for the plaques that go in front of the trees. Jose and Esteban have been busy planting anniversary, memorial and retirement trees. Four trees total (2 anniversary and 2 memorial) were planted at Alcott. Two retirement trees were planted at Wellington (which is our new home the retirement forest). They were planted for Ryan Risinger and Randy Smith. Memorial trees were also planted at Willow Stream and Canterbury. We also planted an anniversary tree at Rylko Park.

Trainings/Budget: Jose and Esteban completed their CPR and AED training. They also attended the parks department Snow Training. Jose and Esteban have been working with Dani on budgets.

LAND MANAGEMENT CREW

Playground Maintenance: The Land Management Crew, Nick Cozzi and Karsten Ziemann completed High Frequency Playground Inspections and clean up at all of the playgrounds. Nick completed the October playground safety inspections at all of the playgrounds and logged them into MainTrac.

Natural Areas: Nick Cozzi was part of the volunteer day that was held at Reiner Park. Morton Arboretum and Nicor Gas was there to announce \$100,000 for funding of a grant program. The Park District was awarded \$10,000 for improvements to Reiner Park Arboretum. Volunteers assisted with planting shrubs in different landscape beds throughout Reiner. Karsten and Nick planted a variety of trees at Reiner Park for the arboretum expansion. After the trees were planted, they were watered in, topped with leaf compost and later bed edged. Karsten assisted Jeff Weiss in a high school seed-collecting event at multiple locations in Buffalo Grove. The land management crew, along with some help, mulched the bed areas around the playground, sensory garden and various tree beds at Reiner prior to volunteer day.

Irrigation: Nick ran irrigation at some of the flowerbeds (Veterans, nature classroom, BGFC) but also shut a few down in preparation for blowouts. Nick and Karsten began irrigation blowouts, completing Weidner Park, Rylko softball fields and the Emmerich buffalo bed.

TURF CREW

Mowing: The Turf Crew, Rosendo Soto and Tom Hoffman, have been mowing four days a week. With leaves falling, they have been mowing and mulching up the leaves with their mowers. Weather permitting; they should be done mowing the week of Thanksgiving. Once they are done, they will bring their equipment to Tony and he will service them for next season.

Land management: Assisted with bed clean outs and mulching at Reiner park.

Trainings/Meetings/Miscellaneous: Rosendo Soto and Tom Hoffman attended CPR and AED training. They also attended our Snow Training. Rosendo and Tom placed snow markers around the parking lots and sidewalks to help staff out to show where curbs are located. This helps with letting staff know where areas are while they are plowing.

FLEET MANAGEMENT

Preventative Maintenance: Snow is just around the corner and Tony has been addressing some major preventive measures on our salter spreader on the back of truck #505. All of the rear hoses and connections were replaced and routed securely to minimize any breakdown or failure this snow season. Plows for trucks are being inspected and topped off with hydraulic fluid tested and lubricated.

Training: Tony along with Dani completed a recent Snow Training Day for all parks staff. Hosting a seminar over at the CAC. We had four plow trucks with plows including the Salter truck. Multiple hand tools and trailered snow machines. Everyone participated and engaged with many important tips and questions. Tony feels very confident that this training helped the team get even more familiar and organized for this year's snow season.

Repairs: Tony has been in constant communication with Toro about the recent 580 diagnosis. Hopefully, Reinders will have a determination on what the problem is and if the machine is worth the investment. The rear tailgate on one of the dually trailers needed major repair to its right hinge. It was rusted and torn away from its weld. Tony had re fabricated and reinforced the hinge with new metal and installing it. Golf Dome ball pickers front caster wheel inner tube was replaced due to failure. The cutting decks of the 144 wide area mower was reconditioned with a polymer to help prevent the grass from sticking and causing thatch to be thick and building up on the turf. It has been working very well so far will be keeping an eye on it. Tony is continuing on diagnosing truck 528 with plow light malfunction.

Budget and Fleet: Tony has finalized the process of securing and ordering the New Chipper from Atlas. I will also be finalizing the paperwork for the request and order of a Vehicle lift with turf attachment. That will enable Tony to lift our turf equipment safely and work ergonomically better. With this equipment being added, the shop will be in a process of rearranging and getting organized better and safer.

FACILITY MAINTENANCE

Alcott: On November 3, Jerry Kolodziej and Clint Poyner met with a ComEd power quality team regarding the issues that we have had. Five days later, an email was sent from ComEd saying that

there are no issues on their end. We have reached out to another electrician to see what we can do. Laurie Hoffman has also reached out to the electrical engineer who designed the electrical panel on what other steps we can take to fix the situation.

Aquatics: Staff have winterized the bathrooms for the season. New gas heaters were installed. They were over 20 years old and needed replacement.

Community Arts Center: Kyle Moody and Andy McDowell have started running wires for the new intercom and sound system.

Fitness Center: Dave Anderson and Felix Yarvosky have been working on tasks that come in from their weekly building inspections.

Raupp Museum: Facility staff completed installation of the track lighting downstairs in the exhibit room. It looks great!

NRPA CONFERENCE

Tim Howe: This Park is Expensive: Understanding the True Cost and Value of Operating and Maintaining Green Space. This presentation was a discussion of a renovation of a heavily used park, Franklin in downtown Washington, DC. The presenters discussed what the planning process to get the park renovated and then later discussed what they have found out once the park has been open. I was excited to attend this class, but, unfortunately, we do a lot of the planning that looks like slipped through the cracks in this project.

The second attended session was titled: Best Practice Implementation: Tennis and Pickleball Infrastructure, Programming and Certifications. This session I thought was interesting. I learned that the sport of pickle ball had over 8.9 million users in 2022. It is the fastest growing sport in America. Todd Carlson, the Director of Tennis Venue Services, from the United States Tennis Association, spoke how there is funding through USA Tennis to help renovate tennis courts. I was unaware of this grant and will definitely look into more information in potential future funding. The newly appointed CEO of USA Pickle ball Association spoke. He was forthcoming and was honest that he was still new but was learning quickly how passionate the pickleball players can be. A concerned member in the audience voiced her concerns about what organizations can do to help with the "attitude" of the pickleball players. The presenter also discussed about renovating existing tennis courts and converting them into pickleball courts. I like the idea of potentially converting some of our underused tennis courts; I have concerns of the "noise" from the pickleballs and the amount of people that can congregate to play. Mike Rylko Park is the perfect location to expand are already eight pickle ball courts.

Networking: Tim and Dani Hoefle walked the trade show for many hours during the conference. I had a great time walking with her and explaining the who, what, when, and why we developed some of our parks we did. Dani was not afraid to get right on the playground equipment and test them out! They also spoke to many different playground reps about their products. They also had some great conversation with Turf Tank, which is a robot line-paint spray that is run through GPS. This could not potentially save a lot of staff time setting up the athletic fields. Tim also ran into Todd King from the Schaumburg Park District and Jim Holder from the Palatine Park District. Conversation was

had about bringing back the NWSRA Parks Superintendent meetings that went away after a retirement from a member agency.

Dani Hoefle: Dani attended NRPA's annual conference in October and had a great first conference since being in the Parks Department. Dani attended both keynote presentations, the exhibit hall, and several meaningful sessions. It was a wonderful conference and Dani is so grateful for this opportunity. Thank you to the entire Board of Commissioners for this continuing education!

Dani's favorite part of the conference was walking the exhibit hall with Tim Howe. She viewed the hall with a completely different lens this conference, looking for new equipment, additional parks amenities, and innovative services to improve the Grounds staff and work. Dani found herself "playing" on all the equipment, identifying new trends and solutions that could benefit the Buffalo Grove Park District. Dani and Tim walked away with a ton of ideas and new contacts for future solutions.

A session that particularly caught Dani's attention was on summer staffing. The presentation, "Where Have All My Summer Staff Gone? A Study of Gen Z's Summer Job Hunt Experiences," surprisingly conducted by two university professors in Illinois, included data from current college students and where and how they sought employment this year. A few notable items included that almost a quarter of the students worked in food service, over 60% of students found their jobs through their personal network (family, friends, previous work), and location and salary were the top factors in why they chose the employer they did. Dani suggested to the professors to take the survey back to parks and rec agencies to survey current college-aged employees to get a full picture. The professors liked the idea and Dani may connect them to IPRA to continue the research.

Another session that caught Dani's attention was "Sports Affiliation Review Process: Revamp Your Field Use Policy with Your Partners." Since Dani now works closely with BGRA and Bills Football, Dani was intrigued to see how other agencies are working with their affiliates. Dani received sample agreements, scheduling ideas, and how they set their pricing. Dani has already made contact with Tim and Chuck Burgess to see how these tools could improve the agency relationship with its affiliate programs. A goal and objective was also created to improve communication and develop a smoother relationship between the Athletics Crew and the affiliate leaders.

Overall, the conference was a fantastic experience and was a great first conference with a different hat on. Thank you again for this opportunity!

Nick Cozzi: Nick attended the session titled: Sustainability 101. The presenter discussed what sustainable efforts and practices look like, what it takes to start and maintain how to start, and how we can assess our progress moving forward. So what does sustainability look like? It is the process of protecting our natural habitat. We work to enhance green infrastructure throughout Buffalo Grove with permeable surfaces in parking lots, bios wales near parking lots, storm water trenches and potentially in the future of buffalo grove... green roofs! By practicing a sustainable lifestyle, we can hope to reduce landfill waste and reduce our overall carbon footprint. We need to continue to take control of our natural areas according to Michele, which I believe we are currently doing. Planting trees across town, removal of invasive species, creating more no-mow zones, plant more natives, acquire more green space... doing these things will lead to enhanced wildlife and natural habitat across town. What type of maintenance does it take? Well, creating these low mow areas, which we are. Using prescribed burns as an annual technique. Continue to upgrade our native species count. Use

composted leaf litter like we have. Have an integrated pest management strategy and always try to recycle as much as possible. After doing this, we then need to assess our progress. An ongoing process needs to be monitored and tracked for legit results. Understand the need to revise plans here and there. Have an external evaluation on a large scale. It was nice to hear what a professional has to say about sustainable environments and what practices to follow, and then it makes you smile when you know your agency is already making the efforts to follow these practices and get better at them.

The second session Nick attended was titled: Pollinators: Practices and Plans. This class talked about the importance of having an active pollinator habitat and what the best practices are to maintain a healthy one. We had just put up our first pollinator hotel at the nature classroom at Rylko, so it was interesting to see some other design schemes for hotels and how other districts, companies, etc., are adding pollinator hotels around their sites. For a pollinator to feel safe and enjoy its environment it needs a few things: food, shelter and water. Go figure! We can provide these spaces in our parks by creating a hotel like structure as we did, but also by maintaining our prairies areas and butterfly gardens that are kingdoms to pollinators. With the proper maintenance work, like we do, we can have pollinators flourishing in our parks. We have beautiful established prairie and butterfly garden areas that are in continuous bloom and with our efforts to keep down invasives, we create an inviting habitat for pollinators. Sometimes the public does not understand the switch from grass areas to prairie areas but as a district, we are becoming better on informing the public about these transitions. Signs out in the parks are a big way to promote change and understanding around town. We have added signage to our restorative areas and natural areas to help inform the public on what and why things are happening. Having interpretive signs and education programs for these things is very important.

The third session that Nick attended was titled: Attractions to a Public Playground. The speaker did a great job on this one hammering home the key components that do not just lead a child to a playground but also keep them at that playground and keeps them coming back. The end user needs to have a say in the play structure. Having play consultations and component testing with kids is a great way to enhance the design process of the playground Suzanne points out. What are the current trends keeping kids interests? What will enhance community usage? These are questions you want to be thinking about when designing new playground structures. If we can get kids to our playgrounds and have those getting upwards of 60 minutes of physical activity when they are there and keep them interested enough to come back up to 3 days a week, our playground is doing a good job. It is said that physical activity tends to decline in primary school. This is an understandable trend, just like playing outdoors correlates to more happiness. Kids love being outside and kids love playgrounds. Playgrounds develop overall strength and fitness. Playground help develop a child's cognitive functions and help kids enhance and maintain positive relationships. Kids love to do it all and try all. Playgrounds can provide a lot of opportunity and challenges from gliding, to climbing, to spinning, swinging, rocking and running. As kids age, so do their interests and abilities. The younger ones at the playgrounds may prefer the spinning and swinging and climbing, while the slightly older kids prefer the highest point destinations, they want to climb and climb. Obstacles are important at playgrounds as it appeals to the older ages and provides a challenge to be conquered. Suzanne highlighted one specific word during this class that makes a lot of sense when talking about kids at a playground, and that word is... THRILL! Kids want to take risks, continue to work up their skills. A playground is not fun if you come and master everything on the first day. We want risk, we want the opportunity to fail so that the kids want to come back again and master what they could not at first. Things that are too easy lose their cool and lose their hype. We invite risk, we WANT thrill, we want kids saying to their parents "take me back, take me back, I want to master that!"

Nick attended the session titled: Design for Inclusive Play. Play spaces are typically designed for high action, extrovert, high energy and speed, but not all kids want to play this way. We need play spaces that are designed for all kids and not just one group. Over 9 million kids in the U.S. have some type of disorder. 20% of homes have a member with a disability. This class highlighted the key components of inclusive play spaces. We need responsible risk taking. Productive engagement is key; being able to change what is around you. Discovery gets kids going, learning something new is always a treat. Inclusion not just for the kids, but for the parents and caregivers as well. You need them to be able to be comfortable and be able to work the equipment with the kids. When it comes to playground design, we cannot just consider physical disabilities. ADA standards certainly make sure physical disabilities are met but what about all the cognitive and other disabilities out there. Not all accessible playgrounds that meet ADA standards are inclusive! If we really focus on inclusive play, we can change a child's life from a visit to one of our playgrounds. Playgrounds are a good source of therapy. From the crawling surfaces, to the texture changes, communication boards, high-backed seat options, different challenge levels and so much more, we can really create a therapeutic experience for all types of disabilities and watch inclusive play flourish.

Nick attended the session titled: Embracing Biophilia to Create Multi-generational Public Spaces. What is Biophilia? Well, bio means life and philias equal love and positive feelings so together we are talking about a genetically encoded need for humans to connect with nature, emotionally connect with nature. What values are we getting from nature? Naturalistic, ecological, aesthetic, symbolic, humanistic, moralistic and more. The benefits of multi-generational spaces are plentiful. There are extreme health benefits, the reduction of ageism, increased autonomy, a sense of belonging and community cohesion. Biophilia design is the design of the built environment that focuses on the human and nature connection. We must emphasize the important connection and emotional attachment between spaces and places. Having a sustained engagement with nature leads to benefits across the social, emotional and psychological realm.

Nick attended the session titled: Nature in my Urban Neighborhood. This session was super cool to sit and listen about. What this group has been able to accomplish in a short amount of time, starting from nothing just shows how far passion and creativity can take you. Detroit has its ups and its downs but this group is doing everything they can to make it go up. There are over 80,000 vacant lots across Detroit, unmaintained "dumping lots." Detroit has over 300 parks, ranging from 2 acres to over 200 acres. Financial constraints in Detroit caused outdoor type programs to close down due to a lack of staff and programming. Kids across town wanted to do outdoor activities, specifically activities like camping, fishing, outdoor cooking... things that are not just fun, but valuable life experiences and things to know how to do. Detroit had no nature-based programming for over a decade. Here in Buffalo Grove, I think the expansion of our nature classroom just goes to show how much we are willing to connect the community, young or old, to nature and what the outdoors have to offer. The "Detroit Outdoors" program collaborated with Detroit parks and rec, the Sierra club, and the YMCA of metro Detroit, to work with adults that have trusted relationships with youth to integrate the outdoors into their existing programs. They wanted to build campsites in the city of Detroit. That is when I thought to myself, "oh ya, we have outdoor camping sites here in Cook County", we do not need to even travel far for the experience. Well, sure enough, Detroit reached out to Cook County for help and for ideas and they actually came to Chicago for a training course. This Detroit outdoors program brought the camping experience to life in the city. They provided camping gear to those that needed it, any non-consumable gear to get it going. They taught people how to use equipment and take care of it while

camping. This brought out people who had never even thought about going camping before or people who always wanted to go but did not have the means to do so. An outdoor camping club was created in Detroit through this process; we had student led multi day adventures, giving kids experiences they have never had before. Many times, we are blessed with the opportunities presented to us, sometimes right in front of our faces, but other times, it just takes a group of good people and a cause to help others.



TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: LAURIE HOFFMAN, PLANNING AND DEVELOPMENT MANAGER
SUBJECT: NOVEMBER OPERATIONAL REPORT
DATE: NOVEMBER 16, 2023

PLANNING AND DEVELOPMENT

General: Planning for FY24-25 Budgetary is well underway, Laurie has requested staff provide all Capital Requests by Friday, November 17th. Laurie is looking into how to best prioritize the maintenance items that are starting to arise at the older facilities as well as how to make our timeline for planning some of the larger projects more efficient moving forward.

Laurie provided a construction update for the website the week of November 6. Moving forward, Laurie will be providing website updates for capital construction projects every two weeks.

Laurie was able to attend the D102 meeting on November 8th, along with Erika Strojinc, Joe Zimmerman, and Tim Howe.

Alcott Center: Laurie and Jerry Kolodziej have been further investigating the brown outs that have been occurring at Alcott. They have started to receive price quotes from Electrical contractors on a possible solution.

Laurie is working on sketches and specifications to send out for quotes to replace the casework in the printer room as well as extend the cabinets by the mail slots.

Emmerich: Sketches and specifications are still being developed for release to contractors for pricing. Laurie is looking into utilizing one of the Co-op Programs instead of going out to public bid for this project.

Fitness Center: Laurie is working with the Facilities staff to replace the walk-off mat in the entry vestibule. Laurie was in touch with Shaw Contract to order new carpet tiles. Once received, the facilities staff will install a new sub-floor and new carpet tiles in the vestibule. Final timeline to be determined once delivery date of the carpet tile is confirmed.

Willow Stream Pool: Laurie, Jerry Kolodziej, Clint Poynor, and Chuck Burgess met with Ardex to discuss if their product would be a good alternative to use for resurfacing the pool deck. Currently the pool deck has an epoxy coating from Sundek. Jerry and Clint want to look into a PVC based covering as a potential alternative as well.

CAPITAL PROJECTS

Fitness Center Roof Replacement: Laurie, Jerry Kolodziej, and Dave Anderson participated in a punch list walk-thru with Bear Construction to review the completed roofing work. They identified items that need to be addressed prior to final payment. Prate Roofing replaced all of the damaged ceiling tiles and re-set the roof drain that leaked into the Kids Club room.

Golf Dome Storefront Replacement: Installation of the new entry doors has been completed. Facilities staff did a great job patching the drywall, repainting and patching the flooring after the doors were set.

Mike Rylko Park:

Amphitheater and Event Shelter: The Village granted the Park District a conditional permit approval to begin site work. The permit for the Amphitheater Building is still being processed. Laurie is working with our consultants to get through the latest round of comments to get the building permit finalized. A pre-construction meeting was held on November 9. Boller is mobilizing their team and will be setting up their construction fencing the week of November 20.

Inline Rink and Nature Classroom: Punch list items are still outstanding. This is the same contractor working on Prairie Grove, and it has been difficult getting them to commit to a schedule. Laurie, Upland and Gewalt Hamilton have been in communication with the contractor to finalize the last items that need to be cleaned up. Laurie is exploring solar powered shelter options to be added to the Nature Classroom as part of Capital Projects for FY 24-25. The shelter had been value engineered out of the project due to high bid costs.

Splash Pad: Bid delayed. We are waiting for an updated proposal from Upland for additional services associated with splitting the project from the Amphitheater.

Prairie Grove Park: The project has had a lot of progress over the past month. The playground equipment and drainage has been installed. Concrete work was being done the week of November 13. The contractor is confident that they will be able to get the rubber playground surface installed before it becomes too cold. Laurie is working with Mike Terson, Marina Mayne and Debbie Fandrei on a Farm Themed educational sign to be installed at the park.

Parkchester Park: Quarterly performance and financial reports were issued to the state via Amplifund. The project plans were presented at the Planning and Zoning Commission meeting on November 15th. The project had unanimous approval. Plan Review application was submitted to Planning and Zoning on 10/16.

Route 83 Bridge: The painting has been completed.

Willow Stream Parking Lot: A majority of the concrete work has been completed. Asphalt will be completed the week of 11/20. Project is expected to be completed the week after Thanksgiving.

PROFESSIONAL DEVELOPMENT / CONTINUING EDUCATION

On October 19th, Laurie had the opportunity to participate in Habitat for Humanity Lake County's Women Build Event in Waukegan, Illinois. During her volunteer day, Laurie assisted in laying down the plywood subfloor for a new single-family residence.

Laurie participated in TIPS training on Tuesday October 24 with other new staff members.

Through DCEO, IPRA and PlayCore, Laurie has had the opportunity to participate in webinars over the past month on topics such as: Design-Build Project Delivery, Disability Park Awareness, Tourism Attraction Grant Program, and Funding through the Land and Water Conservation Fund.

Laurie attended a presentation at Gewalt Hamilton and Associates (GHA) about best practices for turf construction with members of the Parks Athletics team on November 1.



MEMO TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: MIKE TERSON, SUPERINTENDENT OF COMMUNICATIONS AND MARKETING
SUBJECT: OPERATIONAL REPORT
DATE: November 15, 2023

Conference: Wendy and I attended the NRPA conference in Dallas, and one of the educational sessions I attended was a pre-conference workshop on CPRE certification. One of the presenters was Mike Selep who is someone I have spoken with many times over the years, as well as attended sessions he has presented, and I've always found him to be very insightful. The workshop went over what to expect on the test, as well as how to better prepare for it. The workshop was important to me because I do want to earn my CPRE certification, and I feel this helped better prepare me to do that. I think getting my CPRE will benefit me in so many ways, but most importantly help make me a better leader at our agency. I also think it's good for my career, especially if I try to become an executive director.

Another educational session I attended was, "Can I Speak to Your Manager?!?" How to Deal with a "Karen"...Presented by Karen. Honestly, the most beneficial part of this session was the stories shared by other attendees in the audience about situations with members of the public that they had to deal with. It was important to me because in my role I often have to respond to members of the public regarding things that fall into that "Karen" category, and I always want to learn better tips or tricks on how to do that as effectively as possible. One of the things presented in the session was how to make people feel heard even when you can't or won't give them what they are requesting. That definitely resonated with me, as I feel that is something we have to often do.

The networking is the most valuable part of any conference for me, and Dallas was no different. The most beneficial networking experience I had in Dallas was with Bret Fahnstrom, executive director at River Trails Park District. He and I have spoken before, but we really connected in Dallas at the Tuesday night opening reception at Gilley's talking about sponsorship. I offered to help them with their program, and he has taken me up on that offer and will be coming to meet with me on November 14, along with his marketing person, Christine Powles. It doesn't really affect my future aspirations, but I do think it helps make us an agency be seen as a leader in our industry. And, I believe that helping other districts succeed (in any way) is good for our industry, which is in turn good for us.

Wendy attended a session called Social Media Is Not One Size Fits All! Let's Talk All Things Social: The How, Why, Good and Bad! This session discussed why all social media platforms are not the same, how to track current trends moving forward, and if certain social media trends are relevant to your district. Wendy learned that there are challenges to make the mundane exciting. That can be done by engaging our residents with photos, becoming a source of knowledge, and engaging followers. It is important to see what other Districts are doing on their platforms to get ideas on how we can be relevant to our residents. Are they doing

something we are doing but better? The time of day to post is important to maximize engagement. Use your platform analytics and insights to determine best posting times. Wendy likes going to these social media sessions since platforms are always changing. It's good to get new tips to keep your audience engaged. Wendy is always looking at other districts' social media pages to get new ideas.

Another session Wendy attended was The Evolution of Community Engagement After Covid-19. This session discussed how Covid-19 created new challenges for connecting with people and how we have been forced to pivot to reach broader audiences in new ways. Wendy learned that engagement is key, and that our patrons are looking now more than ever to connect with us. We need to be authentic and meaningful in our communications. We can't have preconceived notions about how communications are received by the community. Survey the community as to how they would like to receive their information. Rely on your brand because it is already familiar to people. Texting or messaging through What's App was suggested as a way to keep people informed instead to traditional email that gets buried in an inbox. Wendy liked going to this session because it validated how our District has done a great job of adjusting to new ways of communication after the pandemic. We now use social media more effectively with more engaging photos, videos, and graphics.

Wendy reconnected with Stacy Fontechia, sales and sponsorship manager at the Naperville Park District, at a session on sponsorship. They discussed how our sponsorship programs are similar, and about the challenges in maximizing sponsorship with healthcare businesses, specifically hospitals. Wendy attended Stacy's sponsorship session at a past IPRA conference and liked talking with her at this conference.

Brochure: The content proof of the spring book was released to staff on October 30, and now graphics and design elements are being added. The book will be finished and ready to send to the printer on December 18. The Camp brochure has been finished and released to the public on our website.

Fitness Center: Jennifer created a flyer promoting the hat people will receive for participating in the Mixed Up Turkey Triathlon.

The Meet The Trainer video series continued with personal trainer Debbie W. Her video is complete and was uploaded to the website, social media, and TV screen at the Fitness Center.

Jennifer updated the group exercise schedule for Thanksgiving and Black Friday and posted it on the website.

Jennifer obtained quotes from two graphic designers to determine the cost to refresh the design of the Fitness Center brochure, a corporate membership brochure, flyers, and TV screens.

Jennifer continues to manage the weekly Constant Contact email blasts for the Fitness Center. Email marketing included: October 27 - Member Appreciation Week is October 30 - November 4, the warm water therapy pool will be closed November 7 from 5:30 - 7:30 pm, Mixed Up Turkey Triathlon, training packages are set to expire, locker room usage, the Fitness Center winter program guide is now available online, group exercise links to the online reservation system, group exercise schedule, lap pool reservations, aquatics classes schedule, the gymnasium schedule, pickleball rules and reservations, and enjoy the convenience of the Fitness Center app. October 28 - Member Appreciation Week schedule of free events with a link to make a reservation. Monday, October 30 - Tree Pruning 101 by Mike Pfeiffer, Adult Boxing class, and Yoga Inversions and Backbends class. Tuesday, October 31 - Stretching demonstrations, Thriller Dance Party, and Sunrise Mobility. Wednesday, November 1 - Qigong Sound Bath with Lisa Devi. Thursday, November 2 - Navigating the Aging Process by Brookdale Senior Living, and Yoga Inversions and Arm Balances class. Friday, November 3 - Teen Self Defense class with Tony. Saturday, November 4 - Family Open Gym from 1 - 4 pm. November 10 - Veterans Day Celebration, Friday to Black Friday Sale on training packages, Mixed

Up Turkey Triathlon, friendly reminder that training packages are set to expire December 31, member priority swim lessons are back, the Fitness Center winter brochure is available online, group exercise links to the online reservation system, group exercise schedule, lap pool reservations, aquatics classes schedule, gymnasium schedule, pickleball rules and reservations, and enjoy the convenience of the Fitness Center app. There are currently 5,492 subscribers to the Fitness Center's News and Updates e-newsletter (-2,002 from last month); however, we did a clean-out of inactive email addresses that were in our database.

Pictures: I took pictures of the Howl-O-Ween Canine Costume Contest, Veterans Day, Experience Diwali: A Festival of Lights, soccer, the Arts and Crafts Fair, and Trick-or-Treat Trail. Wendy took pictures of Trick or Treat Trail, fall foliage in the parks, Seniors Halloween Party, Howl-O-Ween Canine Costume Contest, preschoolers dressed for Halloween, and Experience Diwali: A Festival of Lights.

Video: Nic created another Meet the Trainer video (Debbie), and videos promoting Mean Girls, Jr., Veterans Day Celebration, the reformer studio at the Fitness Center. He also took footage of Diwali, Youth Boxing at the Fitness Center, unpacking of the American Farmer exhibit at the Raupp Museum.

Donations: Raffle prize donations were sent to Congregation Beth Am for their Mah Jongg tournament.

Email Newsletter: Jennifer completed the layout and content for the following Park Post email newsletters: October 19 - Our winter program guide is now online, Trick or Treat Trail, Arts and Crafts Fair, Enchanted Night at the Museum, Howl-O-Ween Canine Costume Contest, A Broadway Love Story, Experience Diwali: A Festival of Lights, and the winter coat drive. November 3 - Our winter program guide is now online, summer camp guide will be available online November 13, Calling all local artists to display artwork at the Hyman and Miriam Reiner Galleries, Friday To Black Friday Sale on training packages at the Fitness Center, Mean Girls, Jr. tickets on sale, Veterans Day Celebration, and the winter coat drive. There are currently 5,473 subscribers to the newsletter (-15 from previous month).

TV Screens: Wendy created graphics for the TV screens for the Veterans Day Celebration, Golf Dome opening, Walk the Dome, Mean Girls Jr. tickets, Raupp Museum American Farmer exhibit, winter program guide, and Mixed Up Turkey Triathlon.

Display Case: Wendy created new displays for the Alcott Center lobby that promoted the Golf Dome opening, A Broadway Love Story, Raupp Museum American Farmer exhibit, Veterans Day Celebration, Mixed Up Turkey Triathlon, Mean Girls, Jr., and The Nutcracker.

Meetings: I attended the CPR/AED training on October 17, a virtual webinar from Robbins Schwartz discussing the challenges to DEI programs and measures and advice on how to respond to these challenges and ensure that their DEI programs and initiatives are legally compliant, a leadership seminar at Harper College featuring former Chicago Bears player Sam Acho on November 3, the Charm'd Foundation meeting on November 7, and administrators from River Trail Park District on November 14 to show them how we do sponsorship.

Design: I designed an entrance poster for The Nutcracker at the Community Arts Center, and a concessions TV screen for Mean Girls, Jr. I also designed signs for the walking paths that will be closed at Mike Rylo Community Park during construction.

New Resident Welcome Packets: Wendy mailed 42 welcome packets to new residents that moved into Buffalo Grove in October.

Sponsorship: Wendy signed a new sponsorship agreement with Lucas Orthodontics (\$3,000).

Projects: I wrote the letter that was sent to residents that attended the public meetings regarding the east side of Mike Rylko Community Park to inform them that the project has been put on hold. I also updated the phone greeting at the Golf Dome when they reopened for the season, and updated the Board photo in the Alcott hallway. Wendy has been meeting with the Recreation Department to discuss winter program and events marketing.

Fitness Center Digital Road Sign: I created sign displays for the Friday to Black Friday promotion and thanking veterans on Veterans Day.

Website: Mike created new home page sliders for the employee spotlight, Veterans Day Celebration, Camp Guide, and Experience Diwali: A Festival of Lights. Internal pages that were updated include Adult Sports, Arts and Crafts Fair, Board of Commissioners, Board Packets, Camp, Clubhouse, Community Arts Center, Construction Projects, Dance, Dog Show, Employee Spotlight, Enchanted Night at the Museum, Experience Diwali: A Festival of Lights, Fitness Center, Golf Dome, Green Fair, Happy Tails Dog Park, Howl-O-Ween Canine Costume Contest, Lunar New Year, Magic Show, Performing Arts, Preschool, Seasonal Catalog, Sponsorship, Staff, Trick-or-Treat Trail, and Veterans Day Celebration.

	<u>October 2023</u>
Total visits:	23,189
Total Page Views	45,132
Different Users	14,369
Mobile/Phone	9,197
Desktop	4,819
Tablet	328
Smart TV	3
Average Engagement Time:	:56
How did people get to our site?	
Search Engine	13,341
Direct (typed in address)	7,635
Social Media	800 (-325 from last month)
Link from other website	1,579

<u>Top 15 Most Visited Internal Pages</u>	<u>Page Views</u>	<u>Users</u>	<u>Views Per User</u>
1. Fitness Center Home Page	2,720	1,453	1.87
2. Trick-or-Treat Trail	2,328	1,539	1.51
3. Seasonal Catalog	2,214	1,401	1.58
4. Registration	2,081	1,341	1.55
5. Fitness Center Group Exercise Reservations	1,754	404	4.34
6. Golf Dome	1,407	956	1.47
7. Fitness Center Promotion Advertising Landing Page	1,325	1,271	1.04
8. Performing Arts	1,249	648	1.93
9. Fitness Center Membership	941	647	1.45
10. Events	923	722	1.28
11. Community Arts Center	818	520	1.57
12. Fitness Center Reservations	760	226	3.36
13. Fitness Center Group Exercise	750	379	1.98
14. Arts and Crafts Fair	700	487	1.44
15. Staff	674	422	1.60