

**LINCOLNWOOD PARKS & RECREATION BOARD MEETING**  
**Tuesday, December 13, 2011, 7:30 pm**  
**Lincolnwood Village Hall – Council Chambers**

**AGENDA**

- I. Call to Order
- II. Approval of Minutes of November 8, 2011 meeting
- III. Audience Participation
- IV. Letters/Notes from the Public
- V. Old Business
  - A. Park Renaming Policy
  - B. Leaf Blower Discussion
- VI. New Business
  - A. Presentation of 2011 Camp Report
  - B. Presentation of 2011 Aquatic Report
  - C. Channel Runne Park Development - Phase II Bid Rejection
- VII. Director's Report
- VIII. Recreation Staff Reports
  - A. Supt. of Recreation – Jan Springer
  - B. Supt. of Parks & Facilities – Andy Thurman
  - C. Community Center Program Supervisor – Katie Smith
  - D. Community Outreach Coordinator – Genelle Iocca
- IX. Adjournment

Posted: December 10, 2010



**Lincolnwood Parks and Recreation  
Board Meeting – November 8, 2011  
Lincolnwood Village Hall – Council Chambers**

**CALL TO ORDER**

The meeting was called to order at 7:30 P.M.

**PRESENT AT MEETING**

Park Board Members: Demerise Gratch, Barry Bass, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: John Swanson

Audience: None

**APPROVAL OF MINUTES**

On motion, Ito/Tomacic to approve the regular meeting minutes of October 11, 2011 meeting.

4-0, motion passed.

**AUDIENCE PARTICIPATION**

None

**LETTERS/NOTES FROM THE PUBLIC**

**Hincapie** received two letters pertaining to the Arts in the Parks award, one from the Arts Alliance of Illinois, and one from Peter Murphy of IAPD. Video of Arts in the Parks program is on the Village website.

**OLD BUSINESS**

**A. 2012 Park Board Meeting Dates**

On motion, Ito/Lovering to approve the 2012 Parks and Recreation Board meeting schedule as presented with the January 10, 2012 meeting beginning at 5:30PM to update the strategic plan; regular meeting to begin at 7:30PM. 6-0 motion passed.

**B. Park Naming Policy**

**Gratch** updated Park Board that on November 1, 2012 the Village Board voted against naming a park after Gil Magida. Questions pertaining to the new park renaming policy arose during a subsequent discussion. Further clarification is needed, so time will be allocated for discussion during the December 13, 2011 Park Board meeting.

**Hincapie** – the definitions of “park property” and “historic figure” vs. “individual” need further clarification. The donation policy is a separate issue. Additionally, renaming of existing parks needs to be further addressed, such as Channel Runne and Drake Park.

**Lovering** – What is preventing someone from essentially buying a park? Does the Park Board have the ability to override in the donation policy? Could the public present a park renaming through a referendum as another way around the Park Board?

**Gratch** – If a motion dies at the Park Board level does it go further? Does it go to the Village Board? Is the Park Board a stepping stone to the Village Board? Need clarification.

**Snyder** – Village attorney pointed out at November 1, 2011 meeting that the park renaming policy is still in affect.

**NEW BUSINESS**

**A. 2011 Camp Report Presentation** (complete report included in December board packet)

**Springer** – Gave overview of 2011 day camp program including:

- Accommodated 1,019 participants
- Program netted \$56,886, \$2,690 under budget
- Unveiled new logo and signage
- Distributed logoed water bottles to every participant
- Contracted with SmartArt® for weekly art instruction
- Combined Proesel Pioneers and Adventure Camp to form Jr. and Sr. Adventure Camp

- Introduced “camp-in” for Adventure Camp
- Dealt with staffing issues for the majority of the summer; implementing better hiring practices and more stringent absence policies for 2012

**B. IAPD Credentials Certificate**

**Hincapie** - If anyone is going to be at the IPRA/IAPD Conference on Saturday, January 28, we can appoint a representative for the Village for the 3:30-5:00PM meeting.

**DIRECTOR’S REPORT**

Attended the National Recreation and Parks Congress in Atlanta, GA, which was very beneficial. Attended the M-NASR budget meeting in October. It appears our annual contribution will decrease by 2%. Katie Smith is in the process of accepting the Community Center Program Supervisor position, which leaves a vacancy in her former position of Youth Program Coordinator. We hope to fill the vacancy by the end of the year. The winter/spring brochure is out with many new programs. This should be hitting mailboxes soon. Channel Runne development continues. We received a grant extension through December 1, 2012 for construction. Centennial Gala will be held Saturday, November 12 beginning at 7:30PM. Roughly 80 people are confirmed to date.

**RECREATION STAFF REPORTS**

- A. SUPERINTENDENT OF RECREATION – JAN SPRINGER**  
Turkey Trot registration remains strong with close to 900 registrations in thus far. Genelle Iocca attended the Suburban Park and Recreation Association Showcase today, where entertainers from the Chicagoland area demonstrate their talents for future bookings.
- B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN**  
Softball ends this week. Passed the Certified Pool Operator course.
- C. YOUTH PROGRAM COORDINATOR, KATIE SMITH**  
As noted in report
- D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA**  
As noted in report

**ADJOURNMENT**

On motion, Snyder/Bass to adjourn the meeting at 8:12 P.M.  
Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation



## MEMORANDUM

To: Jan Hincapie, Director of Parks and Recreation  
From: Jan Springer, Superintendent of Recreation  
CC: Katie Smith, Community Center Program Supervisor  
Date: December 9, 2011  
Subject: 2011 Summer Camp Annual Report - Draft

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The Lincolnwood Parks and Recreation Department accommodated 1,019 participants in the day camp program from June 13 – August 12, 2011. Nine weeks of camp were offered, as opposed to eight in the past, to better accommodate school schedules. Session I was five weeks in length; Session II was four weeks in length. Because nine weeks of camp were offered, scheduling did not allow for Awesome August to take place.

A total of nine general recreation camps were offered, beginning with Tessville Tots for participants as young as 18 months of age through Senior Adventure Camp with participants entering Grade 9. Proesel Park was the camp site for six camps. The Proesel Park Aquatic Center was home to Tessville Tots. Flowers Park housed Prairie Dogs, and O'Brien Park was home to Little Lincolns.

The camps were open to both residents and non-residents, with priority registration and an early discounted fee given to Lincolnwood residents. Optional swim lessons were offered for six of our camps; optional tennis lessons were offered for three. All camps, with the exception of Tessville Tots, went on field trips, welcomed children's entertainers and enjoyed pizza, ice cream and cookout days throughout the nine-week summer camp season.

This report provides an overview of the 2011 summer day camp program including:

- Program Improvements and Accomplishments
- Financial Comparison – 2010 vs. 2011
- Participation Comparison – 2010 vs. 2011
- Staffing Overview
- Parental Feedback – Survey Monkey Summary
- 2012 Proposed Goals and Recommendations

At the completion of the 2010 summer day camp program, the management team, comprised of two camp coordinators and the Superintendent of Recreation, discussed at length changes for the betterment of the program. The following improvements were implemented in 2011:

- Designed a summer day camp logo and included it on all materials associated with the program including the brochure, email correspondence, newsletters and calendars
- Designed signage for each camp to alleviate confusion during drop-off and pick-up time
- Purchased reusable color-changing logoed water bottles that were distributed to every camper in lieu of juice boxes
- Contracted with Smart Art® for weekly art instruction
- Combined Proesel Pioneers and Adventure Camp to form Expanded Adventure Camp with junior (Grades 5-6) and senior (Grades 7-9) levels
- Introduced an overnight “camp in” at the Community Center for Expanded Adventure Camp
- Expanded the age group served for Little Lincolns to include K-2 (K-1 in the past)
- Developed a “New Parent Orientation” with a PowerPoint general overview of the entire camp program, followed by a question and answer period led by the management team and camp supervisors
- Mailed reminder postcards to encourage registration and attendance at the “New Parent Orientation”
- Introduced the “Camper Incentive Program” which rewarded positive behavior with a Dragon Warrior theme and weekly awards ceremony
- Offered nine weeks of camp; Session I was five weeks and Session II was four
- Discontinued Awesome August
- Published Chicago Public School prorated fees for Session I in the brochure to accommodate their school schedule
- Participated in a joint staff training with Skokie Park District that included a presentation on bullying and empowerment
- Hired one assistant supervisor and two co-supervisors to better manage larger camps
- Introduced weekly musical entertainment at Prairie Dogs
- Communicated electronically for eight out of nine weeks of camp, promoting the Village’s going green theme
- Developed an online Camper Information Form

#### Financial Comparison – 2010 vs. 2011

*See Exhibit A*

2011 program revenues were down \$24,135. To counterbalance this, expenses were closely monitored and managed throughout the summer. As a result, the summer day camp program netted \$56,886, which is only \$2,690 less than the budgeted net of \$59,576.

Items of note under Program Revenue include:

- 1) The age group for Little Lincolns was expanded to include Grade 2, reducing revenue for Camp Potawatomie
- 2) Proesel Pioneers was combined with Adventure Camp to form Expanded Adventure Camp

- 3) Sports Made Personal – Super Olympic Sports Camp was canceled under Specialty Camps
- 4) Awesome August was not offered during the 2011 camp season

Items of note under the Program Expenses include:

- 1) 50% of the Superintendent of Recreation salary is charged to day camps versus 30% in 2010
- 2) \$7,500 of seasonal office salaries is included in seasonal wages, reducing the day camp salaries to a total of \$116,116
- 3) A \$16,700 cost savings in Purchased Program Services is a result of field trip/entertainer savings
- 4) Program Supplies were depleted and in need of replenishment resulting in a \$3,500 overage

#### Revenue/Participation Comparison – 2010 vs. 2011

*See Exhibit B & C*

Exhibit B illustrates revenue by camp program comparing 2010 to 2011. Tessville Tots, Prairie Dogs, Warm Ups and Overtime remain fairly consistent. Little Lincolns, Adventure Camp and Camp 74 show increases in revenue from 2010 to 2011. Camp Potawatomie and Specialty Camps show significant decreases in revenue from 2010 to 2011. Proesel Pioneers and Awesome August were not offered in 2011.

Exhibit C further compares participation numbers from 2010 to 2011, highlighting the areas of resident/non-resident participation and unique enrollment. Overall, the percentage of non-resident participants has remained consistent at approximately 50%. Camps with exceptionally high non-resident participation include Prairie Dogs and Little Lincolns. Camp 74 has only 14% non-resident participation, which is understandable as most participants are School District 74 students.

Unique enrollment is something we are able to capture using RecTrac. This number represents the individuals registered in the program, not the number of registrations. For instance, if someone registered for three Pick-a-Weeks of Camp Potawatomie, they would only be counted once under unique enrollment. This is a true count of participants and a true reflection of resident vs. non-resident participation. 2011 unique enrollment is down by a total of 44 participants.

#### Staffing Overview

A total of 57 staff members were hired for the 2011 day camp season. This number includes counselors, assistant supervisors, supervisors and coordinators. Of those 57 staff members, 30 (53%) were new hires; 27 (47%) were returning. Camps were staffed to adhere to or exceed our published ratios. No staff from Session I lost their position due to low enrollment for Session II. They were either reassigned or used in substitute roles.

Our management team consisted of two part-time camp coordinators and one IMRF coordinator (Katie Smith) working approximately 30-35 hours per week. Although this team worked well together, communication was a challenge. It is highly recommended for 2012 that the day camp

coordinator position be limited to one person working full-time Monday through Friday and one full-time staff member also working Monday through Friday for consistency. We hired a supervisor for each of our camps, an assistant supervisor for Little Lincolns and co-supervisors for Camp 74 bringing our management team to a grand total of 12.

The three camp coordinators managed the day-to-day operations of the program. Each supervisor was responsible for the overall safety and coordination of their particular camp. All field trips and entertainers were booked prior to the start of camp by the camp coordinators. Much of the prep work typically done by individual camp supervisors was done in advance, which was a two-fold cost savings strategy. First, the camp coordinators were paid an hourly rate to book all field trips, which required much less time overall since multiple bookings were very common. Second, camp supervisors were paid hourly for their work during orientation week, which was much less with the bulk of the work already completed.

Staffing was our biggest challenge this summer. Extra time and effort went into revising staff orientation, yet we struggled on an almost daily basis with the same issues including absenteeism, questionable judgment and lack of respect for supervisors. Noticing these problems early on, we implemented a mid-season staff training, hoping to see an improvement for Session II. Unfortunately, our efforts proved futile and we ended up terminating six employees.

To prevent some of these issues from resurfacing in 2012, we will be developing a better employment screening process and adopting a more stringent absence policy for all staff members. We will also look at a better delivery method for staff orientation, implementing scenarios, guest speakers, role-playing and small group activities rather than straight lecturing on policies and procedures.

#### Parental Feedback – Survey Monkey Summary

We used Survey Monkey for the second year as our online, web-based survey provider. One of the nicer features of Survey Monkey is that it allows users to customize surveys based on need. Last year, we designed four different surveys for the day camp program. We felt it was important to ask pointed questions of our various users. While the information we gathered was very detailed, we then had to manually merge the results of the four individual surveys to get one overall summary. This year, we designed one survey for all day camp users, capturing general feedback. This seems to be a much better tool for analyzing data overall.

Please see attached summary for survey results.

#### 2012 Proposed Goals and Recommendations

Knowing there is always room for improvement, the following items have been identified by the management team for next season as goals for the day camp program. These ideas came out of countless staff meetings, feedback from parent surveys and research done comparing our program to programs in surrounding communities.

### 2012 Proposed Goals and Recommendation

- Create a friendship request policy and request form (online if possible)
- Offer in in-house sports camp for Grades 3-5
- Offer archery in mid-August and advertise in camp brochure as specialty camp
- Go out to bid for transportation with a three year contract
- Separate RecTrac code/fee for CPS for Session I
- Hold Camp 74 on District 74 campus, Prairie Dogs at the Community Center and Little Lincolns at Proesel Park
- Develop an absence policy for staff
- Develop a more thorough screening process for new staff members
- Change start and end times for Little Lincolns to 8:45am - 2:45pm
- Schedule field trips every other week for Little Lincolns and Prairie Dogs and have entertainers on opposite weeks
- Book only one field trip per week for Camp Potawatomie
- Implement progress reports for swim and tennis lessons
- Discontinue working with the Chocolate Shoppe for ice cream – purchase from Sam's Club
- Discontinue cook outs and add an additional pizza day
- Hold Tessville Tots at neighborhood parks rotating weekly
- Hold Overtime at the Community Center with designated pool days
- Hire a separate set of Overtime staff using regular camp staff in emergencies only
- Discontinue Monday field trips overall due to Pick-a-Week participation
- Change age ranges for Rutledge Rockets (Grades 3-5) and Adventure Camp (Grades 6-8)
- Change age range for Camp Potawatomie (K-2) to mirror Little Lincolns
- Hire one full-time camp coordinator to work Monday through Friday
- Research alternative cooperative purchasing programs
- Research accreditation through the American Camping Association
- Implement a 2.5% fee increase for residents
- Increase non-resident fees to 30% greater than resident rate
- Continue with resident early registration discount of March 30, 2012
- Continue offering sibling discount of \$25 off of the total cost of general recreation camps for families with multiple children

### Items for Discussion

- Go out to bid for transportation with a three year contract
- Implement a 2.5% fee increase for residents
- Increase non-resident fees to 30% greater than resident rate



Exhibit A

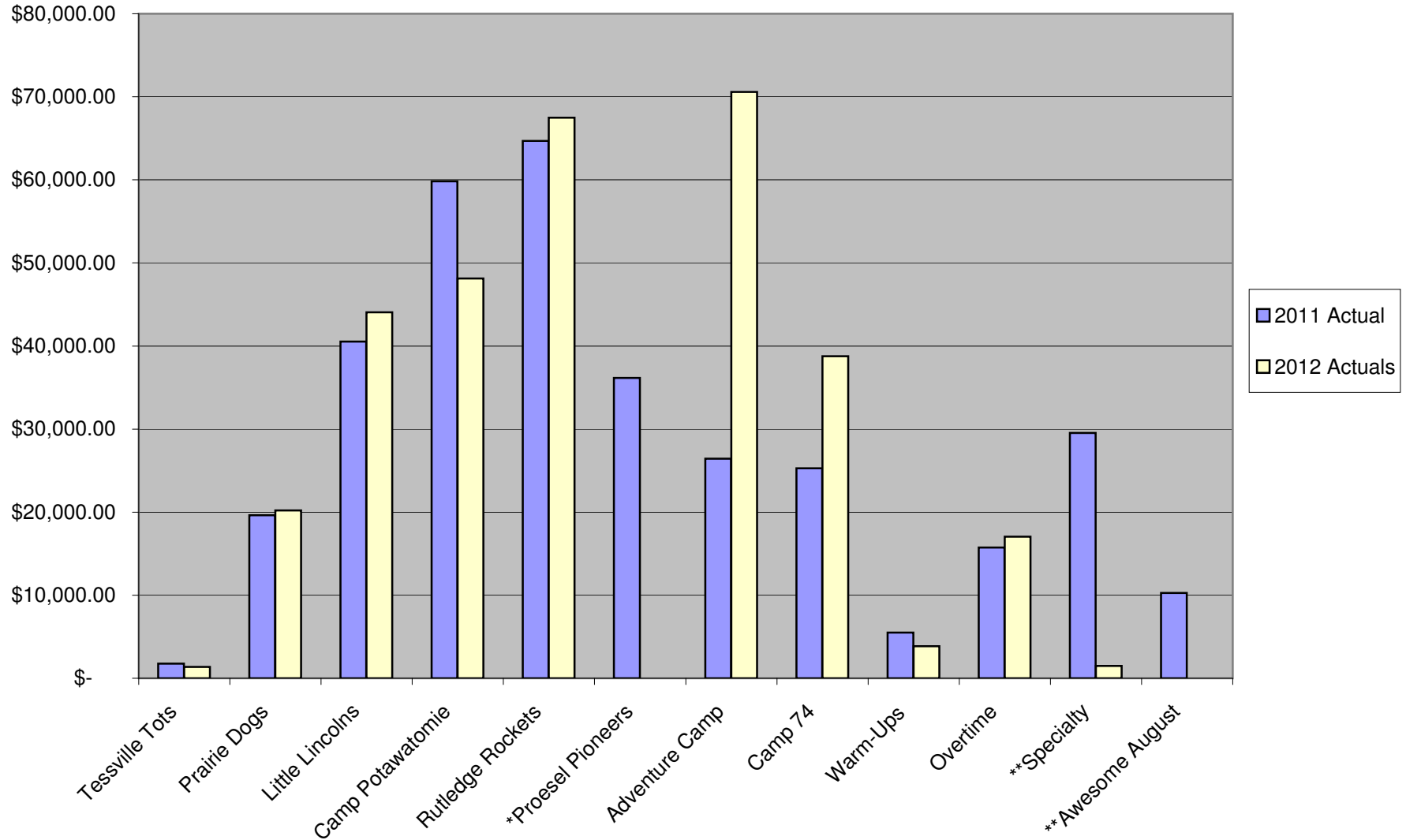
### Financial Comparison Report 2010-11 vs. 2011-12

Program Revenues	2011 Actual	2012 Budget	2012 Actuals	2012 Variance
Tessville Tots	\$ 1,777.00	\$ 1,100.00	\$ 1,366.00	\$ 266.00
Prairie Dogs	\$ 19,641.00	\$ 17,500.00	\$ 20,196.00	\$ 2,696.00
Little Lincolns	\$ 40,527.00	\$ 40,000.00	\$ 44,066.00	\$ 4,066.00
Camp Potawatomie	\$ 59,823.00	\$ 61,000.00	\$ 48,113.00	\$ (12,887.00)
Rutledge Rockets	\$ 64,680.00	\$ 66,000.00	\$ 67,490.00	\$ 1,490.00
*Proesel Pioneers	\$ 36,169.00	\$ 38,000.00	\$ -	\$ (38,000.00)
Adventure Camp	\$ 26,447.00	\$ 26,000.00	\$ 70,596.00	\$ 44,596.00
Camp 74	\$ 25,284.00	\$ 26,000.00	\$ 38,776.00	\$ 12,776.00
Warm-Ups	\$ 5,491.00	\$ 5,500.00	\$ 3,863.00	\$ (1,637.00)
Overtime	\$ 15,742.00	\$ 16,000.00	\$ 17,045.00	\$ 1,045.00
**Specialty	\$ 29,530.00	\$ 30,000.00	\$ 1,494.00	\$ (28,506.00)
**Awesome August	\$ 10,277.00	\$ 10,000.00	\$ -	\$ (10,000.00)
Finance Fee	\$ 252.00	\$ 250.00	\$ 210.00	\$ (40.00)
<b>REVENUE TOTAL</b>	<b>\$ 335,640.00</b>	<b>\$ 337,350.00</b>	<b>\$ 313,215.00</b>	<b>\$ (24,135.00)</b>

Program Expenses	2011 Actual	2012 Budget	2012 Actuals	2012 Variance
Wages - Full-Time	\$ 21,000.00	\$ 33,189.00	\$ 33,189.00	\$ -
Wages - Seasonal	\$ 107,060.00	\$ 128,350.00	\$ 123,616.00	\$ (4,734.00)
Payroll - Benefits	\$ 9,170.00	\$ 23,760.00	\$ 23,760.00	\$ -
Purchased Program Services	\$ 44,703.00	\$ 50,000.00	\$ 33,267.00	\$ (16,733.00)
Facility Rental	\$ 420.00	\$ 500.00	\$ 420.00	\$ (80.00)
Telephone	\$ 985.00	\$ 2,000.00	\$ 635.33	\$ (1,364.67)
Training	\$ 323.00	\$ 325.00	\$ 826.42	\$ 501.42
Other Contractual	\$ 604.00	\$ 650.00	\$ 611.37	\$ (38.63)
Concessions/Food	\$ 5,766.00	\$ 7,000.00	\$ 5,933.00	\$ (1,067.00)
Transportation	\$ 20,401.00	\$ 25,000.00	\$ 23,539.00	\$ (1,461.00)
Credit Card Charges	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -
Program Supplies	\$ 4,305.00	\$ 5,500.00	\$ 9,031.89	\$ 3,531.89
<b>EXPENSE TOTAL</b>	<b>\$ 216,237.00</b>	<b>\$ 277,774.00</b>	<b>\$ 256,329.01</b>	<b>\$ (21,444.99)</b>
<b>NET</b>	<b>\$ 119,403.00</b>	<b>\$ 59,576.00</b>	<b>\$ 56,885.99</b>	<b>\$ (2,690.01)</b>

# 2010-11 vs. 2011-12 Revenue Comparison

Exhibit B



**Resident vs. Non-Resident Participation Comparison**

**2010-11 - 2011-12**

*Exhibit C*

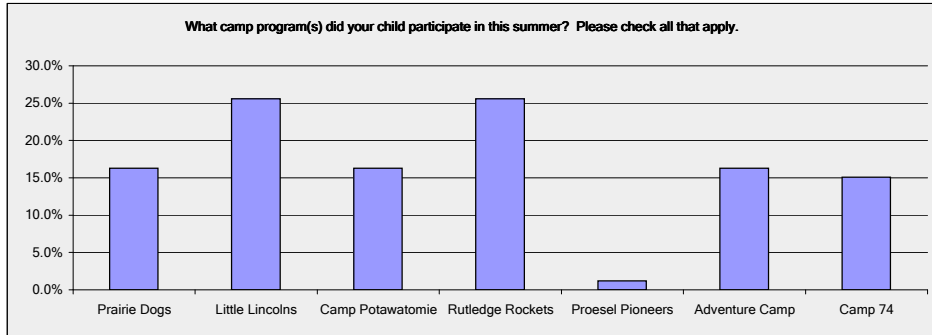
	2011					2010				
<b>Camp Program</b>	<b>Total Enrolled</b>	<b>Total Unique Enroll.</b>	<b>Res</b>	<b>NR</b>	<b>% NR</b>	<b>Total Enrolled</b>	<b>Total Unique Enroll.</b>	<b>Res</b>	<b>NR</b>	<b>% NR</b>
<b>Tessville Tots</b>	26	13	6	7	54%	20	15	5	10	67%
<b>Prairie Dogs</b>	89	50	12	38	76%	80	47	10	37	79%
<b>Little Lincolns</b>	202	84	16	68	81%	130	73	16	57	78%
<b>Camp Potawatomie</b>	125	60	29	31	52%	180	84	37	47	56%
<b>Rutledge Rockets</b>	191	81	38	43	53%	196	90	41	49	54%
<b>*Proesel Pioneers</b>	NA	NA	NA	NA	NA	127	54	32	22	41%
<b>Adventure Camp</b>	184	85	52	33	38%	67	30	23	7	23%
<b>Camp 74</b>	86	68	54	14	14%	52	52	43	9	17%
<b>Warm-Ups</b>	29	14	6	8	57%	58	20	8	12	60%
<b>Overtime</b>	87	49	26	23	47%	108	40	22	18	45%
<b>*Awesome August</b>	NA	NA	NA	NA	NA	72	43	14	29	67%
<b>TOTALS</b>	<b>1019</b>	<b>504</b>	<b>239</b>	<b>265</b>	<b>52%</b>	<b>1090</b>	<b>548</b>	<b>251</b>	<b>297</b>	<b>53%</b>

\*Proesel Pioneers was combined with Adventure Camp to form Expanded Adventure Camp. Awesome August was not offered in 2011.

### 2011 Survey Monkey Parent Evaluation Summary

What camp program(s) did your child participate in this summer? Please check all that apply.

Answer Options	Response Percent	Response Count
Prairie Dogs	16.3%	14
Little Lincolns	25.6%	22
Camp Potawatomie	16.3%	14
Rutledge Rockets	25.6%	22
Proesel Pioneers	1.2%	1
Adventure Camp	16.3%	14
Camp 74	15.1%	13
<b>answered question</b>		<b>86</b>
<b>skipped question</b>		<b>0</b>



Which session(s) did your camper attend? Please select all that apply.

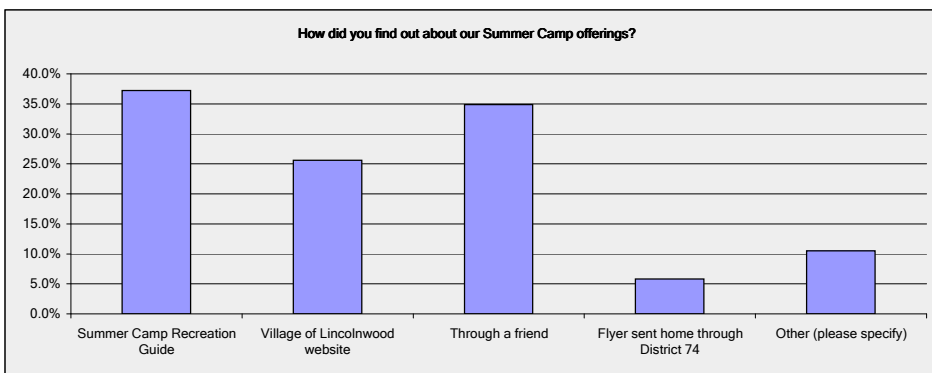
Answer Options	Response Percent	Response Count
Session 1	58.1%	50
Session 2	55.8%	48
Pick-a-Week	31.4%	27
<b>answered question</b>		<b>86</b>
<b>skipped question</b>		<b>0</b>

Are you a Lincolnwood resident or non-resident?

Answer Options	Response Percent	Response Count
Resident	39.5%	34
Non-Resident	60.5%	52
<b>answered question</b>		<b>86</b>
<b>skipped question</b>		<b>0</b>

How did you register for camp this year?

Answer Options	Response Percent	Response Count
In person	45.3%	39
Online	47.7%	41
By fax	7.0%	6
<b>answered question</b>		<b>86</b>
<b>skipped question</b>		<b>0</b>



Did your camper participate in any of our extended care options for summer camp, including: Warm-Ups and/or Overtime?

Answer Options	Response Percent	Response Count
Yes!	26.7%	23
No, we did not utilize any of the extended care offerings.	73.3%	63
<b>answered question</b>		<b>86</b>
<b>skipped question</b>		<b>0</b>

**Please rate the following statements regarding your extended care.**

Answer Options	Absolutely	For the Most Part	Not Really	Absolutely Not	Rating Average	Response Count	
The new call-to-pick-up procedure worked really well!	18	5	0	0	3.78	23	
Drop-off and/or pick-up procedures were managed well.	17	6	0	0	3.74	23	
Extended care staff effectively managed campers and	20	3	0	0	3.87	23	
The activities offered were fun and engaging for my	15	7	0	0	3.68	22	
Extended Care-Related Comments						7	
						<b>answered question</b>	<b>23</b>
						<b>skipped question</b>	<b>63</b>

**Please rate the following statements registration and the cost of extended care.**

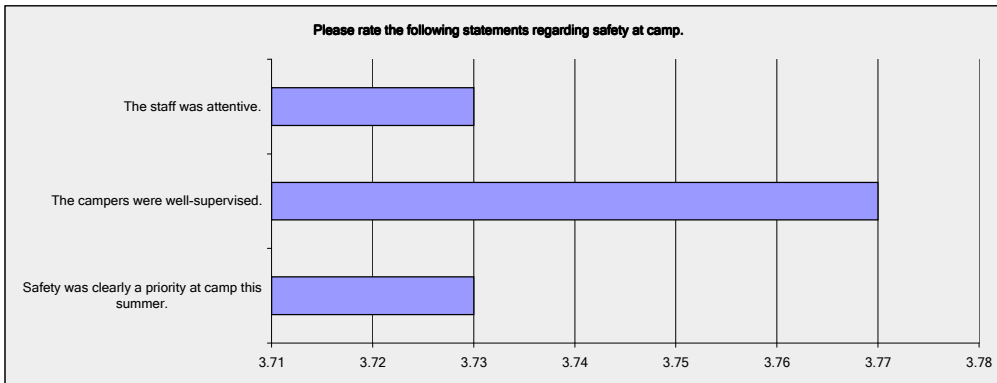
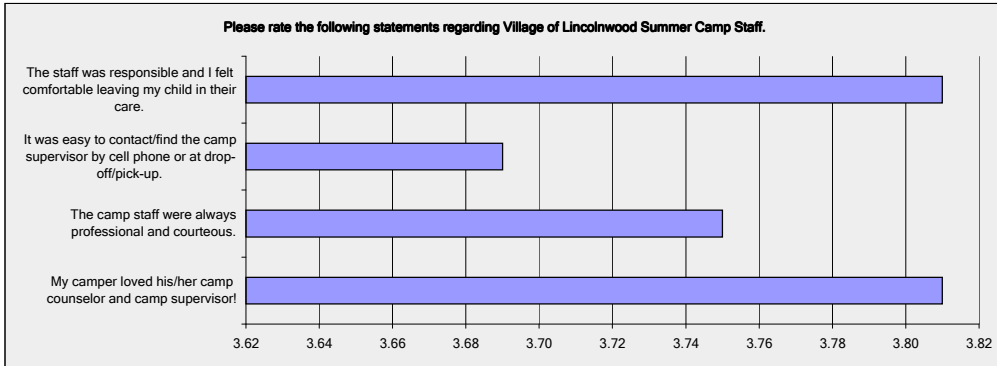
Answer Options	Absolutely	For the Most Part	Not Really	Absolutely Not	Rating Average	Response Count	
The times offered for extended care met my family's	20	3	0	0	3.87	23	
The program fees were reasonable.	9	13	1	0	3.35	23	
The registration options (i.e. Pick-A-Week or Session 1 &	17	4	0	0	3.81	21	
Extended Care-Related Comments						7	
						<b>answered question</b>	<b>23</b>
						<b>skipped question</b>	<b>63</b>

**Will you register for extended care again next summer?**

Answer Options	Response Percent	Response Count
Yes	91.3%	21
No	8.7%	2
		<b>answered question</b>
		<b>skipped question</b>
		<b>63</b>

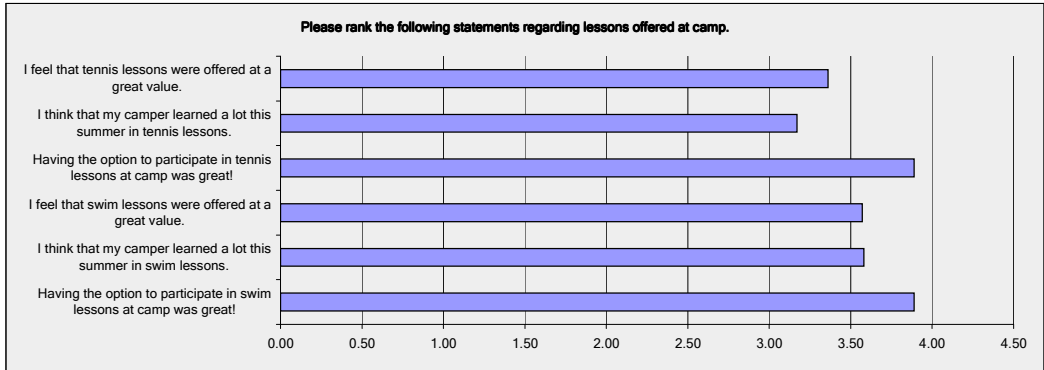
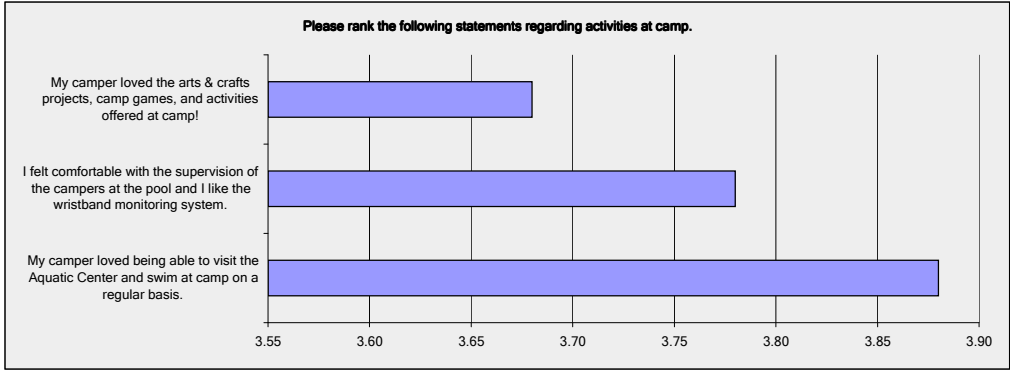
**Please rate the following statements regarding Village of Lincolnwood Summer Camp Staff.**

Answer Options	Absolutely	For the Most Part	Not Really	Absolutely Not	Rating Average	Response Count	
My camper loved his/her camp counselor and camp	71	9	2	1	3.81	83	
The camp staff were always professional and courteous.	64	17	2	0	3.75	83	
It was easy to contact/find the camp supervisor by cell	64	12	2	3	3.69	81	
The staff was responsible and I felt comfortable leaving	69	12	2	0	3.81	83	
Staff-Related Comments						28	
						<b>answered question</b>	<b>83</b>
						<b>skipped question</b>	<b>3</b>



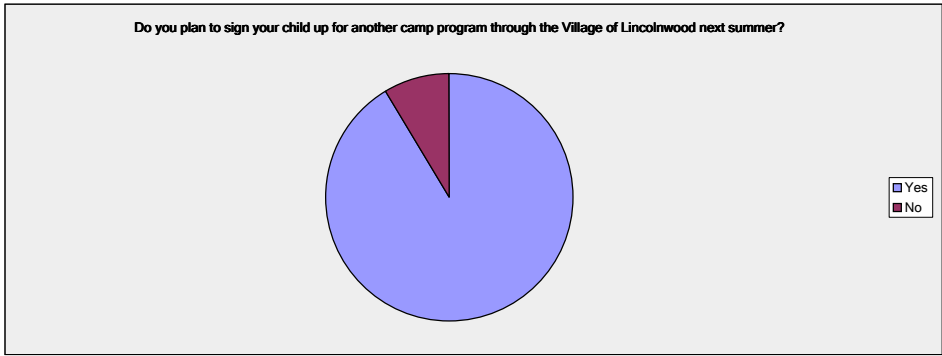
Please rank the following statements regarding activities at camp.

Answer Options	Absolutely	For the Most Part	Not Really	Absolutely Not	Rating Average	Response Count
My camper loved being able to visit the Aquatic Center	74	4	3	0	3.88	81
I felt comfortable with the supervision of the campers at	64	12	1	1	3.78	78
My camper loved the arts & crafts projects, camp games, and activities offered at camp!	58	20	3	0	3.68	81
Activity-Related Comments						27
					<i>answered question</i>	<b>81</b>
					<i>skipped question</i>	<b>5</b>



Please rank the following statements about camp field trips.

Answer Options	Absolutely	For the Most Part	Not Really	Definitely Not	Rating Average	Response Count
My camper loved his/her camp field trips.	62	17	1	1	3.73	81
The field trip destinations were always appropriate for	64	14	1	1	3.76	80
Field Trip-Related Comments						21
					<i>answered question</i>	<b>81</b>
					<i>skipped question</i>	<b>5</b>



# **2011 Proesel Park Family Aquatic Center Report**

## **Prepared by Andy Thurman, Superintendent of Parks & Facilities**

During the summer of 2011 the Proesel Park Aquatic Center saw over 57,000 members and guests walk through the gates. This is a slight decrease from last year. We continued to have success with the online lottery selling 1,800 Non-Residents memberships. The swim team won its fifth consecutive team championship and the championship meet was held at Proesel Park Aquatic Center.

The Parks and Recreation Department offered a diving class through Oakton Diving Club with 10 children participating. Oakton will be back next year. Another program introduced in 2011 was Aqua Zumba. They had 25 participants. The Aquatic Center also offered adult aqua exercise classes multiple times throughout the week. These classes always had high attendance.

Camp continued to come to the pool in the afternoon to stay cool and camps participated in swimming lessons in the morning.

Bob Diamond, Aquatic Center Manager, worked diligently to maintain a safe, clean, and customer- friendly facility. Bob continued to manage a maintenance crew at the pool. Five assistant managers were hired to help with weekly tasks and weekly meetings were held for all management staff. Weekly in-service trainings were scheduled for Saturday mornings and make-up trainings were held on Thursdays. There was a customer service meeting held for the front desk staff at the beginning of the year and midway through the season to maintain customer service at a high level.

All staff evaluations were held at the midway point in the summer. This was a great opportunity for the Assistant Managers to evaluate the staff with which they were working. All of the lifeguard evaluations were supervised by the Manager and presented by the Assistant Managers.

Management continued to hold emergency red-shirt drills throughout the summer during open hours. This is a great opportunity for the patrons and members to see the guards in action performing a mock rescue.

### 2011 Staff:

- One Aquatic Center Manager
- Five Assistant Managers
- 57 Lifeguards
- Ten Maintenance Staff
- 12 Front Desk Staff

The concession stand had another great year, exceeding budget expectations. The manager had 14 staff working at the concession stand this year. One Sunday, without the fryer, the

stand recorded over \$3,000 in revenue, which is an extremely successful day. There were 27 rentals in the Pods adjacent to the stand this summer, which is also slightly down from the summer of 2010. Staff was able to maintain the established hours of operation even when the pool had low attendance. This becomes difficult when students return to school.

## 2011 Accomplishments

1. Painted and caulked the main and activity pools prior to the season
2. Implemented online pass renewals for residents
3. Two new aquatic programs were scheduled and were successful (Diving/Zumba)
4. Maintained a clean and safe environment for pool patrons to enjoy
5. Successfully completed the season and transitioned to new staff upon the departure of the Superintendent of Parks and Facilities

### Items Attached:

- Attendance Report
- Revenue Reports
  - o Membership
  - o Swim Lessons
  - o Swim Team
- Summary of Financials for Aquatic Center Operation
- Improvements, Discussion, and 2012 Goals

## Proesel Park Aquatic Center Attendance Report



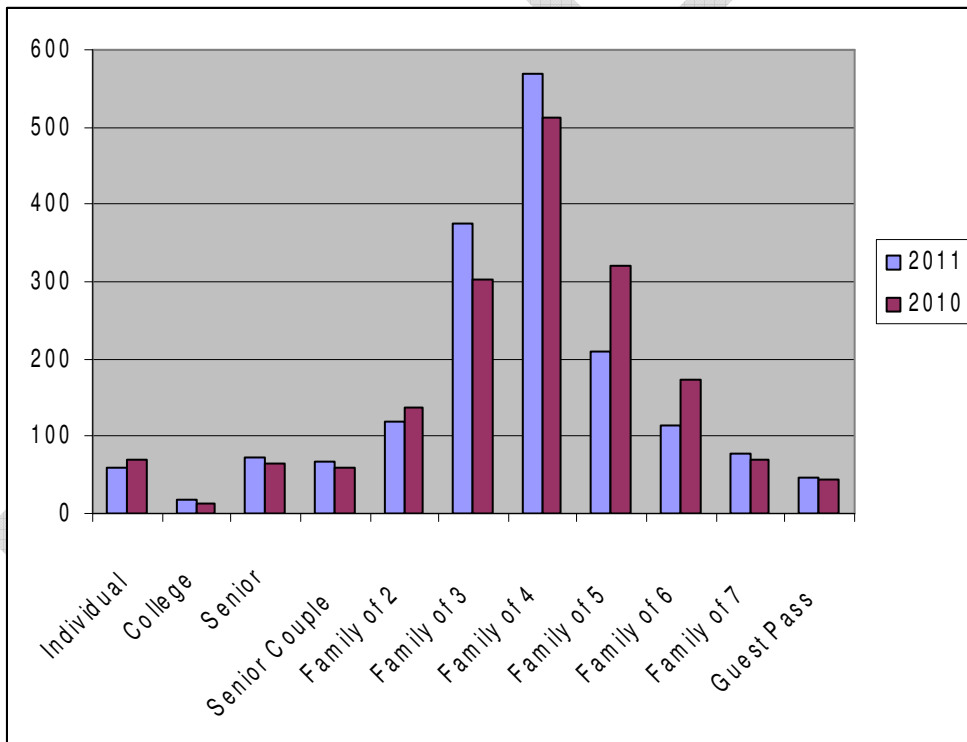
## 2007 - 2011

<b>Proesel Park Aquatic Center Attendance</b>	<u><b>2011</b></u>	<u><b>2010</b></u>	<u><b>2009</b></u>	<u><b>2008</b></u>	<u><b>2007</b></u>
May	0	0	317	0	0
June	15,076	20710	9747	13,742	17,583
July	28,718	23297	13986	16,907	15,692
August	13,067	23660	13639	11,466	9,842
September	866	709	1114	1,414	2,147
<b>Total</b>	<b>57,727</b>	<b>68,376</b>	<b>38,803</b>	<b>43,529</b>	<b>45,264</b>

<b>Proesel Park Aquatic Center Time of Day</b>	<u><b>2011</b></u> Percentage Total	<u><b>2011</b></u> Entry Total	<u><b>2010</b></u> Percentage Total	<u><b>2010</b></u> Entry Total	<u><b>2009</b></u> Percentage Total	<u><b>2009</b></u> Entry Total
6:00AM	0.3%	174	0.11%	78	0.00%	0
7:00AM	0.26%	149	0.17%	116	0.00%	0
8:00AM	5.68%	3277	0.18%	122	0.26%	100
9:00AM	4.89%	282	0.94%	641	0.19%	74
10:00AM	10.1%	5809	10.99%	7515	8.00%	3,104
11:00AM	8.17%	4717	10.78%	7372	9.06%	3,516
12:00PM	11.73%	6771	13.75%	9404	10.53%	4,087
1:00PM	16.71%	9644	19.60%	13401	20.98%	8,140
2:00PM	11.91%	6874	12.49%	8539	17.01%	6,601
3:00PM	10.42%	6015	10.48%	7166	13.20%	5,122
4:00PM	8.34%	4813	8.03%	5488	8.01%	3,107
5:00PM	6.49%	3745	5.45%	3728	5.98%	2,319
6:00PM	5.36%	3096	3.85%	2632	4.11%	1,596
7:00PM	3.1%	1788	2.33%	1593	2.20%	852
8:00PM	1.0%	573	0.82%	558	0.70%	272
9:00PM	.047%	27	0.03%	20	0.03%	13
<b>Total</b>	<b>100%</b>	<b>57,727</b>	<b>100%</b>	<b>68,373</b>	<b>100%</b>	<b>38,803</b>

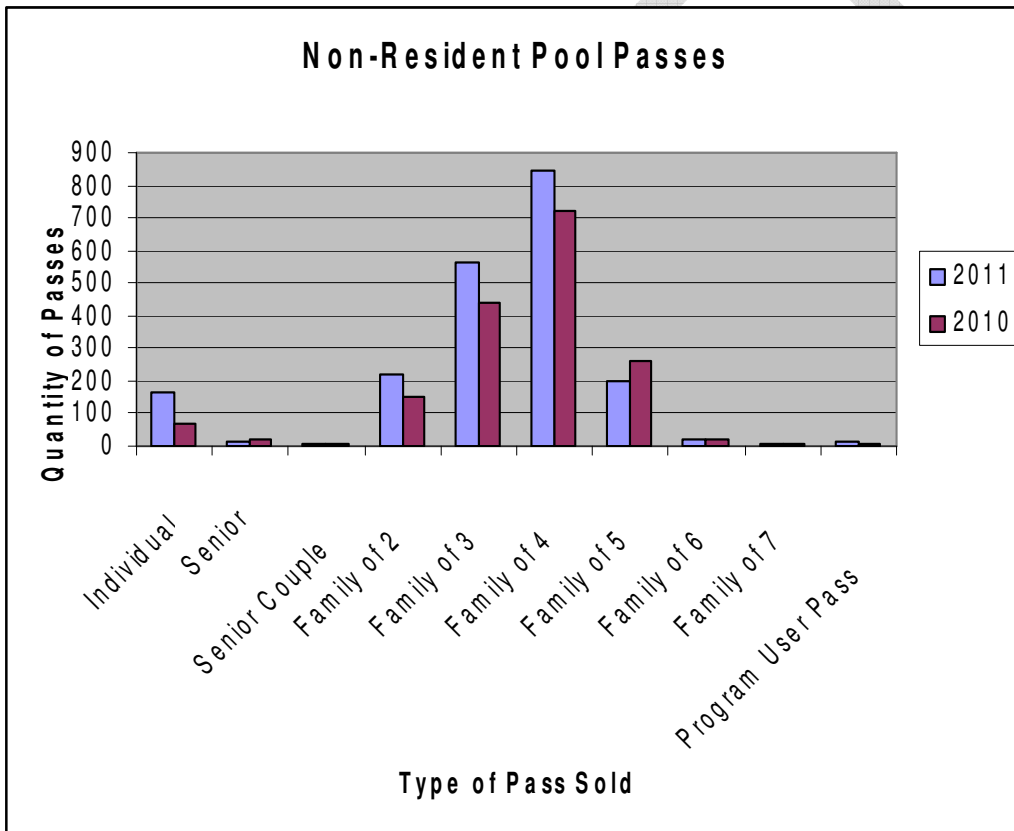
## Resident Memberships Sold

Membership	Packages Sold	Individuals 2011	Packages Sold	Individuals 2010
Individual	60	60	69	69
College	17	17	14	14
Senior	73	73	64	64
Senior Couple	34	68	30	60
Family of 2	59	118	68	136
Family of 3	125	375	101	303
Family of 4	142	568	128	512
Family of 5	70	210	64	320
Family of 6	19	114	29	174
Family of 7	11	77	10	70
Guest Pass	47	47	43	43
<b>Total</b>	<b>644</b>	<b>1727</b>	<b>620</b>	<b>1765</b>



## Non-Resident Memberships Sold

Membership	Packages Sold	Individuals 2011	Packages Sold	Individuals 2010
Individual	167	167	72	72
Senior	16	16	18	18
Senior Couple	2	4	3	6
Family of 2	109	218	77	154
Family of 3	187	561	146	438
Family of 4	211	844	180	720
Family of 5	40	200	52	260
Family of 6	4	24	4	24
Family of 7	1	7	1	7
Total	737	2,041	553	1699



## Pool Pass Membership Revenue

## 2009 - 2011

Membership Type	2011-2012	Difference from 2010 to 2011	2010-2011	Difference from 2009 to 2010	2009-2010
Individual Member	\$ 3,248.50	\$ (1,306.50)	\$ 4,555.00	\$ 158.00	\$ 4,397.00
Senior Membership	\$ 7,774.00	\$ 598.00	\$ 7,176.00	\$ (320.00)	\$ 7,496.00
Family of 2	\$ 7,632.00	\$ (586.00)	\$ 8,218.00	\$ 2,334.66	\$ 5,883.34
Family of 3	\$ 17,780.00	\$ 4,009.00	\$ 13,771.00	\$ (1,280.00)	\$ 15,051.00
Family of 4	\$ 22,837.00	\$ 3,143.00	\$ 19,694.00	\$ (2,902.00)	\$ 22,596.00
Family of 5	\$ 13,215.00	\$ 1,469.00	\$ 11,746.00	\$ 1,733.00	\$ 10,013.00
Family of 6	\$ 3,713.00	\$ (1,863.00)	\$ 5,576.00	\$ (24.00)	\$ 5,600.00
Family of 7	\$ 2,217.00	\$ 116.00	\$ 2,101.00	\$ (503.00)	\$ 2,604.00
Guest Fee Resident	\$ 27,254.00	\$ (3,517.00)	\$ 30,771.00	\$ 8,612.00	\$ 22,159.00
Guest Fee Non-res	\$ 87,174.00	\$ 5,140.00	\$ 82,034.00	\$ 23,429.00	\$ 58,605.00
Non-Res Individual	\$ 25,811.00	\$ 11,787.00	\$ 14,024.00	\$ 2,308.00	\$ 11,716.00
Non-Resident Senior	\$ 3,744.00	\$ 658.00	\$ 3,086.00	\$ 176.00	\$ 2,910.00
Non-Resident Fam 2	\$ 37,802.00	\$ 5,474.00	\$ 32,328.00	\$ 9,004.00	\$ 23,324.00
Non-Resident Fam 3	\$ 83,019.00	\$ 12,255.00	\$ 70,764.00	\$ 5,692.00	\$ 65,072.00
Non-Resident Fam 4	\$ 106,918.00	\$ 12,780.00	\$ 94,138.00	\$ 8,452.00	\$ 85,686.00
Non-Resident Fam 5	\$ 34,120.00	\$ 3,761.53	\$ 30,358.47	\$ 4,691.47	\$ 25,667.00
Non-Resident Fam 6	\$ 44,975.00	\$ 1,425.00	\$ 43,550.00	\$ 1,236.00	\$ 42,314.00
Non-Resident Fam 7	\$ 2,969.00	\$ 659.00	\$ 2,310.00	\$ 836.00	\$ 1,474.00
<b>Total Membership Revenue</b>	<b>\$ 532,202.50</b>	<b>\$ 56,002.03</b>	<b>\$ 476,200.47</b>	<b>\$ 63,633.13</b>	<b>\$ 412,567.34</b>

\* Locker Fees collected through the summer were \$519.25.

### Swim Lesson Revenue 2009 – 2011

Swim Lessons	2011-2012	Difference from 2011 and 2010	2010-2011	Difference from 2010 and 2009	2009-2010
Youth Swim Lessons	\$ 31,518.80	\$ (4,957.20)	\$ 36,476.00	\$ 234.98	\$ 36,241.02
Private Swim Lessons	\$ 7,568.00	\$ 3,057.00	\$ 4,511.00	\$ (280.00)	\$ 4,791.00
<b>Total Swim Lessons Revenue:</b>	<b>\$ 39,086.80</b>		<b>\$ 40,987.00</b>		<b>\$ 41,032.02</b>

### Swim Team Revenue 2009 - 2011

Swim Team Revenue	2011-2012	Difference from 2011 and 2010	2010-2011	Difference from 2010 and 2009	2009-2010
Swim Team Member Fees	\$ 34,180.00	\$ 2,710.00	\$ 31,470.00	\$ (109.00)	\$ 31,579.00
Merchandise Sales	\$ 270.50	\$ 270.50	\$ -	\$ (3,000.00)	\$ 3,000.00
Miscellaneous	\$ 3,155.00	\$ 3,155.00	\$ -	\$ -	\$ -
<b>Total Swim Team Membership Revenue:</b>	<b>\$ 37,605.50</b>		<b>\$ 31,470.00</b>		<b>\$ 34,579.00</b>

## Pool Net 2009 - 2012

	Revenue	Expense	Net
Year	<b>Account 560</b>		
2011-2012	\$ 546,597.78	\$ 433,790.23	<b>\$112,807.55</b>
2010-2011	\$ 491,328.00	\$ 327,282.19	<b>\$164,045.81</b>
2009-2010	\$ 444,036.75	\$ 324,130.94	<b>\$119,905.81</b>

<b>Swim Lessons</b>			
	Revenue	Expense	Net
Year	<b>Account 561</b>		
2011-2012	\$ 39,086.80	\$ 13,302.03	<b>\$ 25,784.77</b>
2010-2011	\$ 40,894.05	\$ 16,078.44	<b>\$ 24,815.61</b>
2009-2010	\$ 41,438.02	\$ 16,256.11	<b>\$ 25,181.91</b>

<b>Swim Team</b>			
	Revenue	Expense	Net
Year	<b>Account 562</b>		
2011-2012	\$ 30,514.00	\$ 20,481.88	<b>\$ 10,032.12</b>
2010-2011	\$ 37,606.00	\$ 22,934.28	<b>\$ 14,671.72</b>
2009-2010	\$ 31,470.00	\$ 19,353.34	<b>\$ 12,116.66</b>

<b>Concessions</b>			
	Revenue	Expense	Net
Year	<b>Account 563</b>		
2011-2012	\$ 84,279.56	\$ 59,320.98	<b>\$ 24,958.58</b>
2010-2011	\$ 84,932.68	\$ 56,334.54	<b>\$ 28,598.14</b>
2009-2010	\$ 59,425.15	\$ 43,644.53	<b>\$ 15,780.62</b>

<b>Total Pool Operation Summary</b>			
	Revenue	Expense	Net
Year	<b>Accounts 560/561/562/563</b>		
2011-2012	\$ 700,478.14	\$ 432,332.00	<b>\$173,583.02</b>
2010-2011	\$ 654,760.73	\$ 422,629.45	<b>\$232,131.28</b>
2009-2010	\$ 576,369.92	\$ 403,384.92	<b>\$172,985.00</b>

## Pool Discussion and Proposed Goals

## 2011 – 2012

### Proposed Facility Improvements for 2012

1. New concrete pad near the concession stand and pod areas
2. New permanent recycle bins near the concession stand
3. ADA Compliant access points
4. Accurate depth markers need to be put along the walls of the main pool
5. Soap dispensers in the locker rooms need to be replaced
6. Increase signage at the concession stand and entry points to the pool

### Items for Discussion

1. Should College Students have to purchase a College Pass or should they be included on their family pass?
2. Should Outside food be allowed in the concession area?

### 2012 Proposed Goals and Recommendations

1. Increase cost of all pool pass memberships by 2%
2. Increase the number of Non-Resident pool passes by 200 for a total of 2,000
3. Maintain 250 passes for purchase by the business community
4. Implement a new protocol allowing staff to look up pass holders that forget their passes twice before requiring the patron to purchase a new pass.
5. Become ADA compliant by providing two additional access points to the main and activity pools by the beginning of the 2012 season
6. Maintain a safe aquatic environment
7. Pass all health department reviews with a score of 90 or higher
8. Have all aqua instructors become certified in CPR by June 15, 2012
9. Research and implement a new re-entry protocol by June 1, 2012

# Request For Board Action

**REFERRED TO BOARD:** December 20, 2011

**AGENDA ITEM NO:**

**ORIGINATING DEPARTMENT:** Parks and Recreation

**SUBJECT:** Approval of the Recommendation of the Parks and Recreation Board to Adopt a Resolution Rejecting the Bid for the Channel Runne Park Phase II

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

A Master Plan for Channel Runne Park was approved by the Village Board in October of 2006. The Master Plan includes a development plan in phases for improvements that will allow for both active and passive recreation, utilizing the natural landscape whenever possible and being attentive to issues of safety and accessibility.

The Park offers great opportunity for nature and conservation education, as well as drop-in and organized recreation. One of the goals of the development is to be able to offer in-house programming and to provide field trip opportunities to other agencies and schools to study the numerous ecosystems in the park.

The Village has completed phase I of construction (referred to trail project 1 and 2 in the plan), which includes the renovation and realignment of the existing bike path. The bike path is heavily used by residents of the region.

The next phase of construction, referred to as Phase II, will be 50% funded by an Open Space Land Acquisition and Development (OSLAD) grant from the state of Illinois. This phase includes the development of the outdoor amphitheatre, stage area and accessible pathway, a disc golf course, fishing area/channel access/stage combination, a bike and pedestrian entrance, vehicular access off McCormick Avenue and a parking lot.

The bid opening was held on September 23, 2011. Only one bid was received and it was from Continental Construction. The base bid was in the amount of \$836,173 which was approximately \$110,000 over the engineer's estimate that was done in April, 2011. The work was planned to be completed by December 31, 2011. It was the opinion of the parks and recreation staff and the Village Engineer that it would be in the best interest of the Village to re-bid the project with an April 1, 2012 start date.

**FINANCIAL IMPACT:** None

**DOCUMENTS ATTACHED:**

1. Proposed Resolution



2. Draft Minutes of the December 13, 2011 Parks and Recreation Board

**RECOMMENDED MOTION:**

**Motion to approve** a resolution rejecting the bid received for the Channel Runne Park Phase II

**VILLAGE OF LINCOLNWOOD**

**RESOLUTION NO. R2011-\_\_\_\_\_**

**A RESOLUTION REJECTING ALL BIDS RECEIVED FOR THE  
CHANNEL RUNNE PARK PHASE II**

WHEREAS, the Village sought bids for the Channel Runne Park Phase II ("*Contract*");  
and

WHEREAS, the Village received one sealed bid for the Contract; and the bid was  
considerably over budget;

WHEREAS, the Village President and Board of Trustees have determined that it will  
serve and be in the best interests of the Village to reject the submitted bid for the Contract;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF  
TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as  
follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this  
Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. REJECTION OF ALL BIDS RECEIVED. The bid received for the  
Contract shall be, and is hereby, declared to be unacceptable and is rejected.

SECTION 3. EFFECTIVE DATE. This Resolution shall be in full force and effect  
from and after its passage and approval as provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this 20th day of December 20\_\_.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTION: \_\_\_\_\_

APPROVED by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Gerald C. Turry, President  
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

---

Beryl Herman, Village Clerk  
Village of Lincolnwood, Cook County, Illinois



## DIRECTOR'S REPORT

December, 2011

Jan Hincapie, Director of Parks and Recreation

[jphincapie@lwd.org](mailto:jphincapie@lwd.org)

### **The 35<sup>th</sup> Annual Lincolnwood Turkey Trot**

This year's Turkey Trot was a huge success with 1,611 participants, an increase over the last two years. The staff and volunteers did a beautiful job planning and implementing the race. A wrap-up meeting was held after the event to discuss this year's event and make recommendations for next year. We had more kids this year in the Centennial Drumstick Dash than we have ever had in the past. Chief LaMantia had such a great time that he has already volunteered for next year! We have received many positive comments about the organization of the race, the shirts and the post-race gathering. Unfortunately, we did get negative comments about our registration system. We are researching returning to Active.com in the future, which is a well-known, more user-friendly registration system for runs and events.

### **Polar Express**

The 2011 Polar Express was held on December 3 with a full train of 135 participants. Thanks again to Tim Carlson of the Finance Department for being the conductor! Hats off to staff for implementing a great event under the direction of Katie Smith.

### **Budget Process**

Staff just completed year-end projections for the current fiscal year and are in the process of putting together budget numbers for the 2012-2013 fiscal year. They will be completed by December 19. We are also working the capital plan for the next five years. We will use the data gathered during the comprehensive planning process.

### **Staffing Update**

We are in the process of advertising for a new Youth Program Coordinator position. This position will be responsible for a portion of the department's programs and will work 25 hours per week.

### **Bike Path Update**

Phase one engineering for both the ComEd bike path site on the right-of-way and for the Union Pacific railway proposed site should be complete in mid 2012 at which time we will start to pursue permits for phase 2 engineering. We should receive a draft least from

ComEd for the right-of-way by the end of December. We should be able to hire an IDOT approved appraiser and negotiator to start the purchase process for the Union Pacific in mid to late 2012.



**December 2011 Park Board Report**  
Jan Springer, Superintendent of Recreation

**Seniors**

The Holiday Luncheon was held on December 2 at Monastero's. Entertainment was provided by Tony Bernard, a Social Club favorite. We had only 19 seniors in attendance, the lowest turnout in the past three years. I will look into an in-house party next year in hopes of attracting more attendees by keeping the cost more reasonable.

On December 6, eight seniors ventured downtown to enjoy high tea at the beautiful Peninsula Hotel. The group enjoyed the afternoon outing, including the lights and holiday decorations viewed on the ride home.

On December 14, 13 seniors will be enjoying lunch at Club Lucky in Bucktown and an afternoon concert by Donny and Marie Osmond. This will be our last outing of 2011.

**Summer Day Camps**

PowerPoint presentation.

**Turkey Trot**

We surpassed 1600 participants this year! Below are some of the positive comments received via the Chicago Area Runners Association survey sent out to all 5K and 10K runners.

*"I like the neighborhood feel and the people participating represent all ethnic and religious backgrounds as one....It's the way life should be."*

*"One of the best, well-run races I've ever participated in."*

*"The course is outstanding, it's not too far from home, and I love the low-key aspect that still has big-race perks."*

*"Very well marked; bullet point race day sheet enclosed in goodie bag (so NICE to have this as so many races just point you to the website). Great course, great mile markers, fun pre/post race, GREAT fire place! Great race site. Fun kids dash!"*

*"Loved the fire and the hot chocolate! It was very nice friendly feeling race but very well run and professional at the same time!"*

A comprehensive final report will follow in the next few months.

**Administration**

I attended a social media workshop on November 30. I learned a great deal about the various social media outlets (there are over 300!) including Facebook and Twitter. I hope to put some of the information into practice by the first of the year.



## **December Park Board Report**

Andy Thurman

Superintendent of Parks and Facilities

### **Softball:**

The men's 16" softball league ended on Sunday, November 12, with a six team tournament to determine the champions. This year we were able to accommodate ten teams on Wednesday night. This is two more than we have had in the past. We hope to be able to keep these teams and add more next year under the new lights.

### **Parks:**

Parks are continuing to be inspected for safety concerns. The December inspection report will be included in the January Board Report.

I have started to work with Administration and the Public Works Department on a recycling program for the parks and the pool starting in 2012. They are renegotiating the contract with Groot and would like to include several recycling cans at the shelter and we would install permanent bins at the pool concession stand. This would help the green initiative within the Village.

I have contacted QR fitness trails to get more information about their system for fitness stations located throughout Proesel Park. They have a scan system that sends a video workout to your smartphone. We would only include signs in the park and not fitness equipment. I have also contacted other parks and recreation departments that have the equipment in their parks and will be visiting these parks to acquire more information.

### **Youth Sports/CSL**

The Lincolnwood Baseball Association has put their banner up over Pratt Ave. They will start their registration at the Community Center several dates in January.

The Central Suburban League/Skokie Youth Basketball program has started to hold practices at area schools. We have over 15 kids signed up through Lincolnwood Parks and Recreation this year. This is similar to the sign-up we have had in years past.

### **Turkey Trot:**

We had almost 30 course marshal volunteers this year and another 20 volunteers helping out with refreshments, water stations, parking, registration, packet pick-up, and gear check.

This year we had a national record for the ladies 65-69 year old age division. Nancy Rollins, of Evanston, ran the 10k in 46:43. This is a national record by almost ten seconds.

**Pool:**

The 2011 Pool Report is attached and will be discussed. I attended and passed my Certified Pool/Spa Operator test this past month and will be monitoring the chemical and filter room this year at the pool.

I was also able to attend a Halogen seminar in November. One of the highlights was the discussion on ADA compliant access points to the pool. We will need to purchase equipment for the pool to become compliant in 2012.

The IT Committee has also discussed the possibility of a new cable connection to the pool as the wireless connection to our servers at Village Hall has been a problem over the last several years.





## **December 13, 2011 Park Board Report**

Katie Smith, Community Center Program Supervisor

### **Community Center**

This December, the Community Center is full with activity. We are booked every weekend with exception to the holiday weekends. Classes continue during the morning and evening hours up until the holidays, furthering the activity in the building.

In mid December, the Community Center is hosting "Anything's Possible", a musical revue by our musical theater class, Broadway Our Way. Gary Kantor is also holding his special magic class this month.

Winter Break Escapes will be run out of the Community Center this December/January. This is a new program this year, with activities similar to that of day camp planned during the District 74 winter break.

### **Youth Programs**

All aboard the Polar Express! We had a wet and rainy ride this year from Edgebrook to the North Pole (Fox Lake), but we did not let that ruin our fun. With 130 passengers, we caroled our way into the holiday spirit. With cookies, juice, bells and of course Santa himself, everyone had a magical time. We are planning to run this event again next year and hope to get some great feedback from the survey we are sending to this year's riders.

Winter break is fast approaching. New this year, we are offering Winter Break Escapes. Held during District 74 winter break we are offering full or partial days of care for working parents. We will be traveling to fun destinations such as Monkey Joes, the Treehouse and Wonder Works as well as hosting "Snow Days" at the Community Center. Winter Break Escapes will run from Tuesday December 27<sup>th</sup> – Friday January 6<sup>th</sup> with the ability for parents to pick and choose which days they need care. We look forward to a great turn out!

In early December we had offered a special event call Gingerbread House, where families could gather and decorate their own gingerbread house to take home. Due to low enrollment this program was cancelled. We will offer this program again next year with more emphasis placed on marketing the program to District 74 students.



**December 8, 2011 Park Board Report**  
Genelle Iocca, Community Outreach Coordinator

**Turkey Trot Sponsorship**

The sponsorship tent was full of businesses on the day of the Turkey Trot. A total of \$8850 in cash was received from sponsors and an additional \$9740 in in-kind donations and raffle prizes were received for a total of \$18,590. Whole Foods Market was our biggest VIP sponsor, and their tent at the finish line added a nice look. Their employees provided bananas, granola bars, and coconut water to racers as they crossed the finish line. Whole Foods Market also displayed banners at each water station in exchange for their donation of water and cups. Thank you letters are being sent to all sponsors and donors.

**Fridays for the Family**

A performance by kids in the *Broadway, Our Way* program, was held on December 2, 2011 at Lincolnwood Town Center. Many of the parents attended and passers-by shoppers stopped to listen and watch the kids sing and dance. In January we will be promoting the Indoor Playground program by bringing some of the Little Tikes play equipment to the Lincolnwood Town Center for smaller children to play on.

**Winter Carnival**

Winter Carnival will take place on Sunday, February 26 from 1-3pm in Proesel Park. We are still in the planning stages so activities may change, but the following is a tentative description of the event:

The Winter Carnival will be held in and around the Proesel Park Shelter where roaring fires in the fireplace and fire pits will keep attendees warm. Food and drink will be available for purchase. Live entertainment will make the park come alive! Dog sled demonstrations, ice sculpting, and ice skating will be held near the shelter. Snowshoes, cross country skis, and skates will be available for loan during the event (weather permitting) with instructors on hand to give assistance. There will also be horse-drawn carriage rides around Proesel Park, a kids dash (100 and 200 meters), as well as a blow-up obstacle course and carnival games for kids to play. We will have a roving winter mascot to entertain all. With a full schedule of activities, the time may be extended one hour, from Noon to 3pm. A final schedule will be available within the week. Please help us spread the word!

**Birthday Parties**

The first birthday party has been booked at the Community Center for January. The price is \$225 for residents, \$280 for non-residents. The children will have one hour of facilitated activities by our staff (based on the theme chosen), followed by use of the room and kitchen for one hour to serve cake, open presents, etc.