Berwyn Park District
Board Meeting
Proksa Park Activity Center
3001 S. Wisconsin Ave, Berwyn, IL
November 17, 2026, at 6:00pm
Agenda

I.	Call to Order – Roll Call of Commissioners	(action)
II.	Adoption of Agenda	(action)
III.	Acceptance of Minutes	(action)
	a. October 20, 2026, Budget Meeting	
	b. October 20, 2026, Board Meeting	
	c. November 10, 2026 Committee Meeting	
IV.	Public Comments	
V.	Correspondence	
VI.	Financial Report	
	a. Superintendent of Finance & HR Report	(action)
VII.	Agency Report	
VIII.	West Suburban Special Recreation Association (WSSRA)	
IX.	Proksa Redevelopment	
X.	City of Berwyn Pool Committee	
XI.	Unfinished Business	
	a. Levy	(action)
	b. 2027 Meeting Calendar	(action)
	c. Record Management Manual	(action)
XII.	New Business	
	a. Approval of Board Member and Alternate	(action)
XIII.	Commissioners' Comments	
XIV.	Executive Session	

a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

XV.	Action from Executive Session	(action)
XVI.	Adjournment	(action)

The next regular scheduled meeting of the Board of Commissioners is December 1, 2026, at 6:00pm at Proksa Park Activity Center.
The next Committee meeting of the Board of Commissioners is December 15, 2026, at 4:30pm at Freedom Park Administration Building. Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

BOARD OF COMMISSIONERS

Gretchen Kostelny, President
Zachary Taylor, Treasurer
Janel King, Commissioner

Ana Espinoza, Vice President
Claire Clark, Secretary

BERWYN park district

Budget Hearing Minutes
Berwyn Park District
October 20, 2026, at 6:00pm
Freedom Administration Building

The budget hearing meeting of the Berwyn Park District Board of Commissioners was called to order at 6:01pm by Vice President Espinoza
Commissioners in attendance: Claire Clark, Ana Espinoza, Gretchen Kostelny (via phone), and Zachary Taylor.
Absent: Janel King
Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR).

Agenda: A motion made by Clark, seconded by Espinoza to approve the agenda as presented. Roll call: Clark- aye, Espinoza- aye, King- absent, Kostelny-not approved to attend, and Taylor-aye. Motion carried.

A motion made by Clark, second by Taylor to allow Kostelny to attend via phone. Roll call: Clark- aye, Espinoza- aye, King- absent, Kostelny-aye, and Taylor-aye. Motion carried.

2027 Budget Presentation: The commissioners did not have any additional comments or question regarding the 2027 draft budget. The draft budget has been on the district's website, and a paper copy was accessible at the administration office for more than 30 days. The administration office has not received any comments or questions on the 2027 draft budget.

Public Comments: none.

A motion made by Clark, seconded by Taylor to approve the 2027 draft budget as presented in the packet. Roll call: Clark- aye, Espinoza- aye, King- absent, Kostelny-aye, and Taylor-aye. Motion carried.

Adjournment: A motion made by Clark, seconded by Taylor to adjourn at 6:04pm. Roll call: Clark- aye, Espinoza- aye, King- absent, Kostelny-aye, and Taylor-aye. Motion carried.

Attested to by:

_____
President: Gretchen Kostelny,
or Vice President: Ana Espinoza,
or Secretary: Claire Clark

_____
Recording Secretary: Cynthia Hayes

Minutes of Monthly Board Meeting
Berwyn Park District
October 20, 2026, at 6pm
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:05pm by Vice President Espinoza.
Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King (arrived at 6:10pm), Gretchen Kostelny (via phone), and Zachary Taylor.
Absent:
Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR).

A motion made by Kostelny, seconded by Clark to approve Commissioner Taylor attend via phone. Roll call: Clark- aye, Espinoza-aye, King-absent, Kostelny-aye, and Taylor- aye. Motion carried.

Agenda: A motion made by Clark, seconded by Espinoza to approve the agenda as presented. Roll call: Clark- aye, Espinoza-aye, King-absent, Kostelny-aye, and Taylor- aye. Motion carried.

Minutes: A motion made by Clark seconded by Taylor to approve the minutes of the September 15, 2026 Board Meeting, September 21, 2026 Special Board Meeting, and the October 6, 2026 Committee Meeting. Roll call: Clark- aye, Espinoza-aye, King-absent, Kostelny-aye, and Taylor- aye. Motion carried.

Public Comments: none.

Correspondence: David Avila's assistant contacted Director Fallon. There was an ordering error with the bike repair station. It needed to be reordered. No delivery date was given. Commissioner Taylor asked if Director Fallon knew the measurements of the bike repair station. If space allows on the concrete slab, he would like to see a bike rack on the same concrete slab that the bike repair station will be installed on.
(Commissioner King arrived at 6:10pm)

Financial Report: A motion made by Clark, seconded by Taylor, to approve September's payroll/payroll liabilities and October's payables for $718,057.51. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried. Treasurer's report and financial summaries were included in the packet.

Agency Report: The report is in the packet. Director Fallon discussed the various programs and the registration numbers. New active adult program is starting, called Club Proksa. Director Fallon highlighted the Oaktober Tree Planting. Commissioners Taylor and Espinoza attended the event.

West Suburban Special Recreation Association (WSSRA): minutes are included in the packet. On November 6th, WSSRA is having a casino night fundraiser at the Cheney Mansion in Oak Park.

Proksa Park Redevelopment: Director Fallon provided an update on capital expenditure. Updates to the construction progress are included in the packet. Asphalt has been laid on the pathways. The playground area is continuing to be developed.

City of Berwyn Pool Committee: Commissioner King gave the update. The design team, FGMA gave a presentation to the committee of potential options. A survey to gather community input will be conducted.

Unfinished Business: Oak Park and 34th Street- The contract between the city of Berwyn and the park district is included in the packet. A motion made by Kostelny, seconded by Taylor to approve the contract as written. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

New Business: none.

Commissioners' Comments: Commissioner Kostelny wants to see signage at the following locations: 34th and Oak Park, Liberty Lot, Karasek Park, Karban Park. Commissioner Espinoza would like to see signage style options.

Executive Session: none.

Meeting Dates: November 10, 2026 -Committee Meeting at Freedom Park Administration Building at 4:30pm. November 17, 2026- Regular Board Meeting at Proksa Park Activity Center at 6pm.

Adjournment: A motion made by Clark, seconded by King to adjourn at 6:33 pm. Roll call: Clark- aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor- aye. Motion carried.

Attested to by:

_____

President: Gretchen Kostelny
Or Vice President: Ana Espinoza
Or Secretary: Claire Clark

_____

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
November 10, 2026, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:34pm by President Kostelny.
Commissioners in attendance: Gretchen Kostelny, Ana Espinoza, Claire Clark, Janel King, and Zachary Taylor.
Absent: none
Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR), John Roberts (Superintendent of Parks and Facilities), Carlos DeLeon (Foreman), Mary Swade (Superintendent of Recreation) and Zachary Dudek, (Recreation Supervisor)

Agenda: A motion made by Clark, seconded by Taylor to approve the agenda as presented. Motion carried.

Public Comments: none.

Correspondence: Delores Sanchez reached out to Commissioner Taylor. She was asking for a formal count/species of the turtles at Proksa Park. The Levy for tax year 2026 was included in the packet. This will be included in the November 17th packet for approval.

Financial Report: A motion was made by Clark, seconded by King to approve the November 2026 payables in the amount of $278,304.17. Roll call: Clark-aye, Espinoza-aye, King- aye, Kostelny-aye, Taylor- aye. Motion carried.

Oak Park and 34th Street: The contract just needs Commissioner Kostelny's signature; Director Fallon will bring it to City Hall this week. This line will be removed from the agenda.

Policy and Personnel: The new Records Management Manual was included in the packet. The commissioners had some discussion on how long to keep emails, being contacted by general public, and numerous examples of record retention. The manual will be put on the next agenda as an action item.

Recreation: Information on programs and registrations was included in the packet. Director Fallon discussed the various enrollments in the programs. The marketing report was included in the packet as well.

Parks and Facilities: Report included in packet. Commissioner Taylor would like a social media post on the winterizing process of our parks, including the aquatic life in the pond.

Other Business: 2027 calendar for board and committee meetings was included in the packet. This will be put on the next agenda as an action item. Proksa Redevelopment-the pour in place surface has been completed located in the playground area. The asphalt path around the playground area still needs to be completed. Some of the landscaping might need to wait until spring. The change orders were included in the packet. Change order #007 Pathway Base Stabilization -$35,123.00, #008 Copper Piping- $12,463.00, #009 Additional Pathway (around playground)-$12,297.17, #010 Southwest Entry-$15,153.88. This corner entranceway was not ADA accessible. The modifications needed to be completed.
2026-27 goals- The foundation- Brian Brock is still interested in starting the foundation. Director Fallon and Brock will meet to discuss next steps.
Land Acquisition-Commissioner Taylor would like to see a land acquisition fund created. Suggests working with a real estate agent. He would also like a written process created for land acquisition.
Commissioner Espinoza wants to look at the other parks to see what priorities are. Revisit the Master Plan to see if any low-budget items can be addressed.

Berwyn Pool Committee: The committee has received four hundred responses on the pool survey. The design team has presented two potential options and estimated costs to the committee.

Executive Session: none.

Action from Executive Session: none.

Commissioner Suggestions/Comments: no comments.

Adjournment: A motion was made by King, seconded by Clark to adjourn at 5:36pm. Motion carried.

Attested to by:

_____

President: Gretchen Kostelny,
or Vice President: Ana Espinoza,
or Secretary: Claire Clark

_____

Recording Secretary: Cynthia Hayes

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: 11/17/2026
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

A. November Accounts Payables and October 2026 Payroll/ Payroll Liabilities (Action Roll Call)
   Check listings and paid invoice reports
B. Summary of Operating Accounts
C. Summary of Restricted Accounts
D. Schedule of Investments
E. Treasurer's Report- October
F. Summarized Revenue and Expense Report

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: 11/17/2026
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

Second Half of November 2026 Payables:

Checks 26537-26549

$ 18,097.13

(Detail check listing following this page)

Payroll/Payroll Liabilities:

10/09/2026	$ 41,536.30
10/23/2026	$ 42,682.42
total:	**$ 84,218.72**

I motion to approve the November 2026 payables in the amount of $18,097.13 and October 2026 Payroll in the amount of $84,218.72 for a total of $ 102,315.85

BERWYN PARK DISTRICT
CHECK RECONCILIATION REPORT

FROM CHECK # 26537 TO CHECK # 26549
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
26537	USBank	USBank	OUT	11/03/26	11/03/26	7,806.72
26538	AUTOZONE	Auto Zone	OUT	11/17/26	11/11/26	182.57
26539	Berwyn W	Berwyn Western	OUT	11/17/26	11/11/26	895.00
26540	CDS	CDS Office Technologies	OUT	11/17/26	11/11/26	2,574.70
26541	COMCAST2	COMCAST BUSINESS	OUT	11/17/26	11/11/26	675.89
26542	Commeg	Commeg Systems, Inc.	OUT	11/17/26	11/11/26	135.00
26543	COSTCO	Citi Cards	OUT	11/17/26	11/11/26	2,527.13
26544	FINTECH	Fintech	OUT	11/17/26	11/11/26	89.98
26545	Jerry	Jerry Kidd	OUT	11/17/26	11/11/26	360.00
26546	MIDWEST	Midwest Referee, LLC	OUT	11/17/26	11/11/26	1,350.00
26547	NICOR	Nicor Gas	OUT	11/17/26	11/11/26	760.34
26548	PEAC	Peac Solutions	OUT	11/17/26	11/11/26	339.80
26549	PROWASTE	Pro Waste Disposal Inc.	OUT	11/17/26	11/11/26	400.00
					TOTAL---ALL CHECKS	18,097.13

VENDOR # USBank USBank
FROM 11/03/2026 TO 11/03/2026

INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
USBank	USBank						
Sep 26- Dudek			10/27/26	26537	11/03/26	7,806.72	1,162.17
01	Soccer Balls	52090055420					87.69
02	Soccer Balls	52090055420					332.68
03	Youth Soccer Awards	52090055422					466.50
04	Youth Baseball Awards	52090055432					275.30
Sep 26 -Hayes			10/28/26	26537	11/03/26	7,806.72	304.90
01	It Serv. Standard Annual	10010052610					299.88
02	Table Top Display	54100055410					5.02
Sep 26- Kell			10/26/26	26537	11/03/26	7,806.72	765.90
01	Hand Sanitizer	23000055795					10.85
02	Spray Paint	54100055410					8.96
03	Storage Locker	50010055750					104.48
04	Coat Hooks	50010055750					13.69
05	Brewfest Games	54100055410					78.96
06	Office Supplies	50010055790					23.99
07	Kids Band Aids	23000055795					10.83
08	Spooktacular Decorations	54100055420					284.55
09	Eye Ball Crafts	51160055420					16.06
10	Cooking up Science Class Suppl	51160055420					26.44
11	Snack - goldfish	51160055410					9.48
12	Book & Bites Supplies	51160055415					79.56
13	Poor Phils	53120052625					36.91
14	Parking Fees (LEO)	53120052618					4.35
15	Marble Eyeballs (Game)	50100055796					14.99
16	Halloween Decor	50100055796					19.82
17	Class Supplies	51160055420					21.98
Sep 26- Maintenance			10/22/26	26537	11/03/26	7,806.72	969.78
01	Mighty Mint Repellant Spray	10020053665					73.70
02	Bass Dash Mosquito Hat	10020055757					100.81
03	Reginary 20pcs Box cutter	10020055775					30.99
04	Raindeway 3x3 Tarp	10020055775					61.64
05	Work Pro Wire Cutters	10020053665					21.84
06	Zipties	10020055762					37.98
07	Zipties	10020055762					35.97
08	Home Depot	10020055789					120.96
09	RainDeway 3x3 Trap	10020055775					82.20
10	4x100 Orange Safety Fence	10020053660					350.73
11	12" Valve Box	10020053660					52.96
Sep 26- Nepomuck			11/03/26	26537	11/03/26	7,806.72	2,659.48
01	Postage for Sponsorship Packet	50010052612					246.00
02	Glasses for Brewfest	54100055410					1,465.75
03	Office Supplies for Shipping	50010055790					16.77

VENDOR # USBank USBank
FROM 11/03/2026 TO 11/03/2026

INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
Sep 26- Nepomuck			11/03/26	26537	11/03/26	7,806.72	2,659.48
04	and Posting Flyers	** COMMENT **					0.00
05	Mr. Submarine	50010055796					30.21
06	Signs for Ponds at Proksa Park	41000056832					278.55
07	BPD Branded photo Backdrop	50010055761					305.00
08	Stickers for Brewfest	54100055410					47.44
09	Sponsorship Signs for Brewfest	54100055410					169.76
10	Meta Ads for Brewfest	54100055410					100.00
Sep 26- Somerville			10/16/26	26537	11/03/26	7,806.72	31.50
01	File Folders	50010055790					25.53
02	Privacy Film	50010055790					5.97
Sep 26- Swade			10/28/26	26537	11/03/26	7,806.72	1,912.99
01	Raffle Tickets	54100055410					37.02
02	Entertainment -Spooktacular	50100055796					405.25
03	Cups Brewfest	54100055410					81.15
04	Staff App. Candy	50010055796					12.79
05	Brewfest Cups	54100055410					24.80
06	Brewfest Cups	54100055410					37.82
07	Portable Chargers	50010055790					57.90
08	Brewfest Cups	50100055796					75.64
09	Event Supplies	50100055796					186.72
10	Candy	50010055796					33.23
11	Eye Balls Game	50100055796					14.99
12	Ticket Boxes Brewfest	50100055796					19.99
13	Home City Ice	54100055413					790.00
14	Event Supplies	54100055420					135.69

VENDOR TOTAL: 7,806.72
TOTAL --- ALL INVOICES: 7,806.72

FROM 11/11/2026 TO 11/17/2026

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
AUTOZONE	Auto Zone							
	05242217395			11/09/26	26538	11/17/26	182.57	177.99
	01	Duralast Battery	10020053655					177.99
	05242217396			11/09/26	26538	11/17/26	182.57	-22.00
	01	Credit for old Battery	10020053655					-22.00
	02	Returned	** COMMENT **					0.00
	05242219527			11/09/26	26538	11/17/26	182.57	26.58
	01	Silver Star Bulbs	10020053650					26.58
						VENDOR TOTAL:		182.57
Berwyn W	Berwyn Western							
	63511			11/06/26	26539	11/17/26	895.00	895.00
	01	Freedom Winterization	10020053668					895.00
						VENDOR TOTAL:		895.00
CDS	CDS Office Technologies							
	INV1816033			11/04/26	26540	11/17/26	2,574.70	2,574.70
	01	It Serv.	10010051585					1,287.35
	02	It Serv.	50010051585					1,287.35
						VENDOR TOTAL:		2,574.70
COMCAST2	COMCAST BUSINESS							
	12.1.26-LCC			11/09/26	26541	11/17/26	675.89	216.73
	01	Tel & Int.	50010052641					216.73
	12.1.26-PP			11/09/26	26541	11/17/26	675.89	239.29
	01	Tel & Int.	50010052641					239.29
	12.1.26-SP			11/09/26	26541	11/17/26	675.89	219.87
	01	Tel & Int.	10010052641					219.87
						VENDOR TOTAL:		675.89
Commeg	Commeg Systems, Inc.							
	S26111141			11/11/26	26542	11/17/26	135.00	135.00
	01	Time Clock	10010052610					67.50
	02	Time Clock	50010052610					67.50
						VENDOR TOTAL:		135.00

FROM 11/11/2026 TO 11/17/2026

VENDOR #	INVOICE # / ITEM	DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
COSTCO	Citi Cards							
	12.2.26-Roberts			11/10/26	26543	11/17/26	2,527.13	2,527.13
	01	Snack Trail Mix	10020055796					41.68
	02	Celsius	10020055796					33.98
	03	Trees 3pc	10020055825					33.99
	04	LED Candy Cane	10020055825					359.98
	05	Trees 3pc	10020055825					39.99
	06	Trees 3pc	10020055825					39.99
	07	Trees 3pc	10020055825					39.99
	08	Snowman	10020055825					199.99
	09	Deer Family	10020055825					1,737.54
						VENDOR TOTAL:		2,527.13
FINTECH	Fintech							
	17189787			11/04/26	26544	11/17/26	89.98	89.98
	01	Fintech Subscription	54100055410					89.98
						VENDOR TOTAL:		89.98
Jerry	Jerry Kidd							
	A4011-500			11/04/26	26545	11/17/26	360.00	360.00
	01	Little Ninjas Section 500	52090055440					360.00
	02	Invoice	** COMMENT **					0.00
						VENDOR TOTAL:		360.00
MIDWEST	Midwest Referee, LLC							
	596			11/04/26	26546	11/17/26	1,350.00	1,350.00
	01	Referees for Fall 2026 Soccer	52090055440					1,350.00
						VENDOR TOTAL:		1,350.00
NICOR	Nicor Gas							
	12.21.26 FP			11/10/26	26547	11/17/26	760.34	183.98
	01	Natural gas FP	10020052637					183.98
	12.21.26 PP			11/10/26	26547	11/17/26	760.34	81.06
	01	Natural gas PP	50020052637					81.06
	12.28.26 SP			11/10/26	26547	11/17/26	760.34	73.23
	01	Natural gas SP	10020052637					73.23
	12.31.26 LCC			11/10/26	26547	11/17/26	760.34	232.07
	01	Natural gas LCC	50020052637					232.07

FROM 11/11/2026 TO 11/17/2026

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
	12.31.26 LCC gen		11/10/26	26547	11/17/26	760.34	190.00
	01 Natural gas	50020052637					190.00
					VENDOR TOTAL:		760.34
PEAC	Peac Solutions						
	42982785		11/04/26	26548	11/17/26	339.80	339.80
	01 Photo Copier	10010052617					169.90
	02 Photo Copier	50010052617					169.90
					VENDOR TOTAL:		339.80
PROWASTE	Pro Waste Disposal Inc.						
	I20246		11/09/26	26549	11/17/26	400.00	200.00
	01 Porta Potty Sunshine	25000052615					200.00
	I20295		11/11/26	26549	11/17/26	400.00	200.00
	01 Porta Potty Smirz	25000052615					200.00
					VENDOR TOTAL:		400.00
					TOTAL --- ALL INVOICES:		10,290.41

Berwyn Park District
Summary of Operating Accounts
October 2026

Description	Yield	Rating	Beginning Balance	Debits	Credits	Monthly interest earned	Ending Balance
Illinois Funds (IPTIP)	3.991%	N/A	$1,007,188.05			$3,420.26	$1,010,608.31
ISC Account	3.771%	N/A	$10,517.65			$33.67	$10,551.32
Republic Bank Operating Account	n/a	FDIC	$262,593.47	-$786,095.39	$1,652,584.09	$0.00	$1,129,082.17
Republic Bank- Merchant Account	n/a	FDIC	$36,227.38	-$658.17	$6,108.00	$0.00	$41,677.21
Republic Bank Money Market Account	2.690%	FDIC	$394,166.24	-$84,218.72	$5,489.59	$782.99	$316,220.10
Republic Bank Payroll Account	n/a	FDIC	$13,234.11	-$84,011.40	$84,218.72	$0.00	$13,441.43
Republic Bank Petty Cash Account	n/a	FDIC	$4,753.12	-$1,407.80	$919.94	$0.00	$4,265.26

Berwyn Park District
Summary of Restricted Accounts
October 2026

Description	Yield	Rating	Beginning Balance	Debits	Credits	Monthly Interest Earned	Ending Balance
Byline Unemployment Account	2.530%	FDIC	33,330.24			70.77	33,401.01
Byline Restricted Scholarship Account	2.530%	FDIC	75,941.42		7,640.33	173.28	83,755.03
First American Bank Money Market Capital Account	2.956%	FDIC	2,334,561.43	-750,000.00		5,267.76	1,589,829.19
First American Bank Checking Account Capital Account	0.250%	FDIC	4,380.39	-31.00		0.96	4,350.35
First American Bank OSLAD Account	1.735%	FDIC	303,835.68			462.50	304,298.18

Berwyn Park District
Schedule of Investments
October 2026

Description	Yield	Rating	Date Invested	Maturity Date	Market Value/Cost	Maturity Value	Monthly Interest Earned
Cornerstone Bank	3.733%	FDIC	5/7/2026	11/3/2026	$220,000.00	$224,050.05	
BOM Bank, LA	3.664%	FDIC	3/18/2026	3/17/2027	$100,000.00	$103,653.77	
Financial Federal Bank	3.660%	FDIC	3/18/2026	9/8/2027	$100,000.00	$105,404.77	
				Total:	**$420,000.00**	**$433,108.59**	
Interest Earned 1/1/26 -12/31/26 $11,684.90							

Berwyn Park District Treasurer Report

October 2026

	Republic Bank Operating Account	
	Beginning Balance	$262,593.47
GL's	***Deposits***	
Misc accounts	Taxes (divided up among the funds)	$875,390.41
10-00-00-49-492	refunds to district	
10-00-00-49-647	Corp: Cell Tower Lease	$6,453.67
10-02-00-49-493	Recycling/Salvage	
10-02-00-45-470	Dog Park Fees	
10-02-00-46-485	Memorial Plaque -Tree	
50-01-00-49-494	PDRMA Incentive/Reimbursement	
50-10-00-46-485	Back to School	
51-16-00-41-410	Preschool	
51-16-00-41-415	Early Childhood Programs	$32.00
51-16-00-41-420	Youth Programs	
51-16-00-41-430	Summer Day Camp	
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	
52-09-00-41-430	Youth Baseball	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	
52-09-00-41-450	Adult Athletics	
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	
53-12-00-41-610	Active Adult Programs	$48.00
53-12-00-41-615	Adult Day Trips	$155.00
53-12-00-41-620	Extended Adult Trips	$1,650.00
53-12-00-41-625	Adult Lunches	$10.00
54-10-00-46-450	Summer event	
54-10-00-46-410	Brewfest	$12,222.49
54-10-00-46-420	Fall Event-Spooktacular	$646.91
55-13-00-43-450	Proksa Center Rentals	$200.00
55-13-00-43-451	Liberty Center Rentals	
55-13-00-43-455	Athletic Fields	
55-13-00-43-471	Park Rentals (Outdoors)	
	error with p-cards	$61.19
	transfer in from First American Bank	$750,000.00
	Harlem TIF	$5,914.42
	Bank Fees	-$212.00
	Outstanding Checks Cleared/ACH	-$785,883.39
	Deposits Credited to November Statement	-$208.00
	Sales from the September GL	$8.00
	Ending Balance	$1,129,082.17

Berwyn Park District Treasurer Report

October 2026

	Republic Bank Merchant Account	
	Beginning Balance	**$36,227.38**
GL's	***Deposits***	
10-02-00-45-470	Dog Park Fees	$75.00
10-02-00-46-484	Bench Plaque Memorial	
51-16-00-41-410	Preschool	$100.00
51-16-00-41-415	Early Childhood Programs	$733.50
51-16-00-41-420	Youth Programs	$735.00
51-16-00-41-430	Summer Day Camp	
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	
52-09-00-41-425	Futsal	
52-09-00-41-430	Youth Baseball	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	$106.00
52-09-00-41-450	Adult Athletics	
52-09-00-41-465	New Programs	
52-09-00-41-470	Youth Athletic Special Event	
52-09-00-41-480	Youth Athletics	
53-12-00-41-600	Adult Programs	$40.00
53-12-00-41-610	Active Adult Programs	
53-12-00-41-615	Adult Day Trips	$170.00
53-12-00-41-620	Extended Adult Trips	
53-12-00-41-625	Adult Lunches	$40.00
53-12-00-41-630	New Programs	
54-10-00-46-420	Fall Events	
54-10-00-46-430	Winter Events	$50.00
54-10-00-46-450	Summer Events	
55-13-00-43-450	Proksa Center Rentals	$1,018.75
55-13-00-43-451	Liberty Center Rentals	$550.00
55-13-00-43-455	Athletic Fields Rentals	$2,781.25
55-13-00-43-471	Park (Outdoor) Rentals	$100.00
	transfer to Republic Operating Account	
	Card Connect Fees (September)	-$476.38
	Bank Fees	-$14.29
	Credited to November Bank statement	-$116.00
	Sales from the October GL	
	control account	-$443.00
	refund	
	Ending Balance	$41,677.21

Berwyn Park District Treasurer Report

October 2026

Republic Bank Property Tax Money Market Account	
Beginning Balance	$394,166.24
Interest	$782.99
Property Tax Revenue (transferred from Operating Acct.)	
Replacement Tax	$5,489.59
OSLAD Grant	
Transfer in from First American Bank	
Transfer to the Republic Payroll Acct.	-$84,218.72
Transfer to the Republic Operating Acct.	
Ending Balance	**$316,220.10**

Republic Bank Payroll Account	
Beginning Balance	$13,234.11
Transfer in from Money Market Account	$84,218.72
Transfer in from Operating Account	
Payroll/Employee Compensation-direct deposit	-$52,194.71
Payroll/Employee Compensation-paper checks	
Federal, State and FICA Exp	-$21,876.57
IMRF Payments-Employer/Employee Contributions	-$9,940.12
Ending Balance	**$13,441.43**

Republic Bank Petty Cash Account	
Beginning Balance	$4,753.12
Deposit from Operating Account to replenish account	$919.94
Checks Cleared: 1118, 1119, 1121	-$1,407.80
Ending Balance	**$4,265.26**

Berwyn Park District Treasurer Report

October 2026

Byline Unemployment Account	
Beginning Balance	$33,330.24
Interest	$70.77
Unemployment	
Ending Balance	**$33,401.01**

Byline Restricted Scholarship Account	
Beginning Balance	$75,941.42
Interest	$173.28
Donation	$7,640.33
Ending Balance	**$83,755.03**

First American Bank Money Market-Capital Account	
Beginning Balance	$2,334,561.43
Interest	$5,267.76
Transfer to Republic Money Market	-$750,000.00
Ending Balance	**$1,589,829.19**

First American Bank Checking Account-Capital Account	
Beginning Balance	$4,380.39
Interest	$0.96
Account Analysis Fee	-$31.00
Transfer in	
Transfer to other accounts	
Ending Balance	**$4,350.35**

First American Bank -OSLAD Account	
Beginning Balance	$303,835.68
Interest	$462.50
Transfer in	
Transfer to other accounts	
Ending Balance	**$304,298.18**

BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Corporate
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	87,100.02	2,906.89	(96.6)	958,099.98	1,045,200.00	853,439.39	(18.3)
Administration	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Buildings & Grounds	37,758.36	40.00	(99.8)	415,341.64	453,100.00	309,998.46	(31.5)
TOTAL REVENUES	124,858.38	2,946.89	(97.6)	1,373,441.62	1,498,300.00	1,163,437.85	(22.3)
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Administration	44,760.07	24,383.32	45.5	492,359.93	537,120.00	436,551.44	18.7
Buildings & Grounds	62,979.42	32,931.14	47.7	692,771.58	755,751.00	478,097.11	36.7
TOTAL EXPENSES	107,739.49	57,314.46	46.8	1,185,131.51	1,292,871.00	914,648.55	29.2
TOTAL FUND REVENUES	124,858.38	2,946.89	(97.6)	1,373,441.62	1,498,300.00	1,163,437.85	(22.3)
TOTAL FUND EXPENSES	107,739.49	57,314.46	46.8	1,185,131.51	1,292,871.00	914,648.55	29.2
SURPLUS (DEFICIT)	17,118.89	(54,367.57)	(417.5)	188,310.11	205,429.00	248,789.30	21.1

FOR FUND: Scholarship Fund
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	841.68	0.00	100.0	9,258.32	10,100.00	83,581.75	727.5
TOTAL REVENUES	841.68	0.00	100.0	9,258.32	10,100.00	83,581.75	727.5
EXPENSES							
Non Departmental	625.00	0.00	100.0	6,875.00	7,500.00	270.00	96.4
TOTAL EXPENSES	625.00	0.00	100.0	6,875.00	7,500.00	270.00	96.4
TOTAL FUND REVENUES	841.68	0.00	100.0	9,258.32	10,100.00	83,581.75	727.5
TOTAL FUND EXPENSES	625.00	0.00	100.0	6,875.00	7,500.00	270.00	96.4
SURPLUS (DEFICIT)	216.68	0.00	100.0	2,383.32	2,600.00	83,311.75	3104.2

FOR FUND: Social Security
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	83.34	0.00	100.0	916.66	1,000.00	1,995.88	99.5
TOTAL REVENUES	83.34	0.00	100.0	916.66	1,000.00	1,995.88	99.5
EXPENSES							
Non Departmental	7,293.84	2,739.29	62.4	80,232.16	87,526.00	63,423.62	27.5
TOTAL EXPENSES	7,293.84	2,739.29	62.4	80,232.16	87,526.00	63,423.62	27.5
TOTAL FUND REVENUES	83.34	0.00	100.0	916.66	1,000.00	1,995.88	99.5
TOTAL FUND EXPENSES	7,293.84	2,739.29	62.4	80,232.16	87,526.00	63,423.62	27.5
SURPLUS (DEFICIT)	(7,210.50)	(2,739.29)	(62.0)	(79,315.50)	(86,526.00)	(61,427.74)	(29.0)

FOR FUND: IMRF
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	83.34	0.00	100.0	916.66	1,000.00	1,995.88	99.5
TOTAL REVENUES	83.34	0.00	100.0	916.66	1,000.00	1,995.88	99.5
EXPENSES							
Non Departmental	8,580.75	3,154.75	63.2	94,388.25	102,969.00	70,841.74	31.2
TOTAL EXPENSES	8,580.75	3,154.75	63.2	94,388.25	102,969.00	70,841.74	31.2
TOTAL FUND REVENUES	83.34	0.00	100.0	916.66	1,000.00	1,995.88	99.5
TOTAL FUND EXPENSES	8,580.75	3,154.75	63.2	94,388.25	102,969.00	70,841.74	31.2
SURPLUS (DEFICIT)	(8,497.41)	(3,154.75)	(62.8)	(93,471.59)	(101,969.00)	(68,845.86)	(32.4)

FOR FUND: Liability
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	125.01	0.00	100.0	1,374.99	1,500.00	1,995.88	33.0
TOTAL REVENUES	125.01	0.00	100.0	1,374.99	1,500.00	1,995.88	33.0
EXPENSES							
Non Departmental	4,995.86	21.68	99.5	54,954.14	59,950.00	22,119.24	63.1
TOTAL EXPENSES	4,995.86	21.68	99.5	54,954.14	59,950.00	22,119.24	63.1
TOTAL FUND REVENUES	125.01	0.00	100.0	1,374.99	1,500.00	1,995.88	33.0
TOTAL FUND EXPENSES	4,995.86	21.68	99.5	54,954.14	59,950.00	22,119.24	63.1
SURPLUS (DEFICIT)	(4,870.85)	(21.68)	(99.5)	(53,579.15)	(58,450.00)	(20,123.36)	(65.5)

FOR FUND: Audit
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	2,166.67	0.00	100.0	23,833.33	26,000.00	18,614.77	(28.4)
TOTAL REVENUES	2,166.67	0.00	100.0	23,833.33	26,000.00	18,614.77	(28.4)
EXPENSES							
Non Departmental	2,166.67	0.00	100.0	23,833.33	26,000.00	18,950.00	27.1
TOTAL EXPENSES	2,166.67	0.00	100.0	23,833.33	26,000.00	18,950.00	27.1
TOTAL FUND REVENUES	2,166.67	0.00	100.0	23,833.33	26,000.00	18,614.77	(28.4)
TOTAL FUND EXPENSES	2,166.67	0.00	100.0	23,833.33	26,000.00	18,950.00	27.1
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	(335.23)	100.0

FOR FUND: Security and Safety
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	83.34	0.00	100.0	916.66	1,000.00	1,995.87	99.5
TOTAL REVENUES	83.34	0.00	100.0	916.66	1,000.00	1,995.87	99.5
EXPENSES							
Non Departmental	1,500.01	1,200.00	20.0	16,499.99	18,000.00	23,454.22	(30.3)
TOTAL EXPENSES	1,500.01	1,200.00	20.0	16,499.99	18,000.00	23,454.22	(30.3)
TOTAL FUND REVENUES	83.34	0.00	100.0	916.66	1,000.00	1,995.87	99.5
TOTAL FUND EXPENSES	1,500.01	1,200.00	20.0	16,499.99	18,000.00	23,454.22	(30.3)
SURPLUS (DEFICIT)	(1,416.67)	(1,200.00)	(15.2)	(15,583.33)	(17,000.00)	(21,458.35)	26.2

FOR FUND: Special Recreation
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	12,833.34	0.00	100.0	141,166.66	154,000.00	113,557.92	(26.2)
TOTAL REVENUES	12,833.34	0.00	100.0	141,166.66	154,000.00	113,557.92	(26.2)
EXPENSES							
Non Departmental	16,886.86	0.00	100.0	185,755.14	202,642.00	175,038.04	13.6
TOTAL EXPENSES	16,886.86	0.00	100.0	185,755.14	202,642.00	175,038.04	13.6
TOTAL FUND REVENUES	12,833.34	0.00	100.0	141,166.66	154,000.00	113,557.92	(26.2)
TOTAL FUND EXPENSES	16,886.86	0.00	100.0	185,755.14	202,642.00	175,038.04	13.6
SURPLUS (DEFICIT)	(4,053.52)	0.00	100.0	(44,588.48)	(48,642.00)	(61,480.12)	26.3

FOR FUND: Debt Service
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	26,536.75	0.00	100.0	291,904.25	318,441.00	238,062.43	(25.2)
TOTAL REVENUES	26,536.75	0.00	100.0	291,904.25	318,441.00	238,062.43	(25.2)
EXPENSES							
Non Departmental	27,257.92	217,801.25	(699.0)	299,837.08	327,095.00	326,077.50	0.3
TOTAL EXPENSES	27,257.92	217,801.25	(699.0)	299,837.08	327,095.00	326,077.50	0.3
TOTAL FUND REVENUES	26,536.75	0.00	100.0	291,904.25	318,441.00	238,062.43	(25.2)
TOTAL FUND EXPENSES	27,257.92	217,801.25	(699.0)	299,837.08	327,095.00	326,077.50	0.3
SURPLUS (DEFICIT)	(721.17)	(217,801.25)	101.0	(7,932.83)	(8,654.00)	(88,015.07)	917.0

FOR FUND: Capital Projects
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	300,000.00	0.00	100.0	300,000.00	300,000.00	301,325.79	0.4
TOTAL REVENUES	300,000.00	0.00	100.0	300,000.00	300,000.00	301,325.79	0.4
EXPENSES							
Non Departmental	1,200,000.00	7,537.66	99.3	1,200,000.00	1,200,000.00	1,383,412.85	(15.2)
TOTAL EXPENSES	1,200,000.00	7,537.66	99.3	1,200,000.00	1,200,000.00	1,383,412.85	(15.2)
TOTAL FUND REVENUES	300,000.00	0.00	100.0	300,000.00	300,000.00	301,325.79	0.4
TOTAL FUND EXPENSES	1,200,000.00	7,537.66	99.3	1,200,000.00	1,200,000.00	1,383,412.85	(15.2)
SURPLUS (DEFICIT)	(900,000.00)	(7,537.66)	(99.1)	(900,000.00)	(900,000.00)	(1,082,087.06)	20.2

BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Recreation Administration
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	33,750.00	0.00	100.0	371,250.00	405,000.00	286,880.84	(29.1)
Administration	250.01	0.00	100.0	2,749.99	3,000.00	0.00	100.0
Special Events	333.34	0.00	100.0	3,666.66	4,000.00	3,045.77	(23.8)
TOTAL REVENUES	34,333.35	0.00	100.0	377,666.65	412,000.00	289,926.61	(29.6)
EXPENSES							
Administration	45,924.41	25,926.05	43.5	505,167.59	551,092.00	409,538.02	25.6
Building and Grounds	4,958.35	5,088.54	(2.6)	54,541.65	59,500.00	58,340.34	1.9
Special Events	1,541.68	737.40	52.1	16,958.32	18,500.00	13,070.54	29.3
TOTAL EXPENSES	52,424.44	31,751.99	39.4	576,667.56	629,092.00	480,948.90	23.5
TOTAL FUND REVENUES	34,333.35	0.00	100.0	377,666.65	412,000.00	289,926.61	(29.6)
TOTAL FUND EXPENSES	52,424.44	31,751.99	39.4	576,667.56	629,092.00	480,948.90	23.5
SURPLUS (DEFICIT)	(18,091.09)	(31,751.99)	75.5	(199,000.91)	(217,092.00)	(191,022.29)	(12.0)

FOR FUND: Rec. Program Youth & Teen
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Youth Programming	9,541.68	51.00	(99.4)	104,958.32	114,500.00	151,327.62	32.1
TOTAL REVENUES	9,541.68	51.00	(99.4)	104,958.32	114,500.00	151,327.62	32.1
EXPENSES							
Youth Programming	7,729.23	2,997.27	61.2	85,020.77	92,750.00	89,779.33	3.2
TOTAL EXPENSES	7,729.23	2,997.27	61.2	85,020.77	92,750.00	89,779.33	3.2
TOTAL FUND REVENUES	9,541.68	51.00	(99.4)	104,958.32	114,500.00	151,327.62	32.1
TOTAL FUND EXPENSES	7,729.23	2,997.27	61.2	85,020.77	92,750.00	89,779.33	3.2
SURPLUS (DEFICIT)	1,812.45	(2,946.27)	(262.5)	19,937.55	21,750.00	61,548.29	182.9

FOR FUND: Athletics Programs
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Athletics	8,613.38	0.00	100.0	94,746.62	103,360.00	52,514.30	(49.1)
TOTAL REVENUES	8,613.38	0.00	100.0	94,746.62	103,360.00	52,514.30	(49.1)
EXPENSES							
Athletics	5,983.41	3,795.70	36.5	65,816.59	71,800.00	36,011.68	49.8
TOTAL EXPENSES	5,983.41	3,795.70	36.5	65,816.59	71,800.00	36,011.68	49.8
TOTAL FUND REVENUES	8,613.38	0.00	100.0	94,746.62	103,360.00	52,514.30	(49.1)
TOTAL FUND EXPENSES	5,983.41	3,795.70	36.5	65,816.59	71,800.00	36,011.68	49.8
SURPLUS (DEFICIT)	2,629.97	(3,795.70)	(244.3)	28,930.03	31,560.00	16,502.62	(47.7)

FOR FUND: Rec. Program Adults
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Adults	8,300.02	0.00	100.0	91,299.98	99,600.00	47,271.00	(52.5)
TOTAL REVENUES	8,300.02	0.00	100.0	91,299.98	99,600.00	47,271.00	(52.5)
EXPENSES							
Adults	6,862.57	2,516.26	63.3	75,487.43	82,350.00	50,379.35	38.8
TOTAL EXPENSES	6,862.57	2,516.26	63.3	75,487.43	82,350.00	50,379.35	38.8
TOTAL FUND REVENUES	8,300.02	0.00	100.0	91,299.98	99,600.00	47,271.00	(52.5)
TOTAL FUND EXPENSES	6,862.57	2,516.26	63.3	75,487.43	82,350.00	50,379.35	38.8
SURPLUS (DEFICIT)	1,437.45	(2,516.26)	(275.0)	15,812.55	17,250.00	(3,108.35)	(118.0)

FOR FUND: Recreation Special Events
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Special Events	3,000.03	0.00	100.0	32,999.97	36,000.00	17,668.69	(50.9)
TOTAL REVENUES	3,000.03	0.00	100.0	32,999.97	36,000.00	17,668.69	(50.9)
EXPENSES							
Special Events	2,316.73	5,090.65	(119.7)	25,483.27	27,800.00	23,542.11	15.3
TOTAL EXPENSES	2,316.73	5,090.65	(119.7)	25,483.27	27,800.00	23,542.11	15.3
TOTAL FUND REVENUES	3,000.03	0.00	100.0	32,999.97	36,000.00	17,668.69	(50.9)
TOTAL FUND EXPENSES	2,316.73	5,090.65	(119.7)	25,483.27	27,800.00	23,542.11	15.3
SURPLUS (DEFICIT)	683.30	(5,090.65)	(845.0)	7,516.70	8,200.00	(5,873.42)	(171.6)

FOR FUND: Recreation Rentals
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Rentals	4,333.34	0.00	100.0	47,666.66	52,000.00	46,328.46	(10.9)
TOTAL REVENUES	4,333.34	0.00	100.0	47,666.66	52,000.00	46,328.46	(10.9)
EXPENSES							
Rentals	1,779.19	68.00	96.1	19,570.81	21,350.00	9,130.47	57.2
TOTAL EXPENSES	1,779.19	68.00	96.1	19,570.81	21,350.00	9,130.47	57.2
TOTAL FUND REVENUES	4,333.34	0.00	100.0	47,666.66	52,000.00	46,328.46	(10.9)
TOTAL FUND EXPENSES	1,779.19	68.00	96.1	19,570.81	21,350.00	9,130.47	57.2
SURPLUS (DEFICIT)	2,554.15	(68.00)	(102.6)	28,095.85	30,650.00	37,197.99	21.3

FOR FUND: Working Cash
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
REVENUES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND REVENUES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL FUND EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0
SURPLUS (DEFICIT)	0.00	0.00	0.0	0.00	0.00	0.00	0.0

FOR FUND: General Fixed Assets
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0

BERWYN PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: General Long Term Debt
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
EXPENSES							
Non Departmental	0.00	0.00	0.0	0.00	0.00	0.00	0.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	0.00	0.0

MUNICIPAL REPORT TOTALS
FOR 11 PERIODS ENDING NOVEMBER 30, 2026

DEPARTMENT DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
TOTAL MUNICIPAL REVENUES	535,733.65	2,997.89	(99.4)	2,893,067.35	3,128,801.00	2,531,600.70	(19.0)
TOTAL MUNICIPAL EXPENSES	1,454,141.97	335,988.96	76.8	3,995,553.03	4,249,695.00	3,688,027.60	13.2
SURPLUS (DEFICIT)	(918,408.32)	(332,991.07)	(63.7)	(1,102,485.68)	(1,120,894.00)	(1,156,426.90)	3.1

West Suburban Special Recreation Association
November 10, 2026, Board of Directors Meeting
Held at
WSSRA Offices, 2915 Maple St., Franklin Park, IL
DRAFT MINUTES

Chairperson Ted Gruber called the meeting to order *at 4:00pm those present included:*

Jan Arnold, Park District of Oak Park
Jackie Iovinelli, Park District of Forest Park
Liz Visteen, Park District of Franklin Park
Ron Malchiodi, Village of Riverside
Anna Wegrecki, Village of Harwood Heights
Nestor Zavala, North Berwyn Park District remote
Nate Brown, Norridge Park District
Katie Muellner, Village of River Grove
Jeanmarie Hejer-O'Connor, Village of North Riverside
Ted Gruber, Village of Elmwood Park
Cathy Fallon, Berwyn Park District remote

Others in Attendance *WSSRA staff: Annie Hart, April Michalski, Marianne Birko WSSRF, Christine Nakatsuka*
Excused Absence, *Veterans Park District*

I. ***Approval of Remote Attendees meeting Qualifying Event*** ***Iovinelli/Brown motioned to approve remote attendance, Zavala, North Berwyn Park District, Wegrecki, Village of Harwood Heights, the vote was unanimously approved***
I. ***Approval of Agenda*** ***Arnold/Fallon motioned to approve the agenda. The motion was unanimously approved.***
II. ***Approval of the Consent Agenda*** ***Iovinelli/Brown motioned to approve the Consent Agenda including the October 13, 2026 Minutes, October Financial Report, and Disbursements for October 2026. Roll call vote showed 12 yes votes, and the motion was approved***
IV. ***Public Comment:*** *No Public Comment*
V. ***Under the Foundation*** ***Nakatsuka*** ***reported for the WSSRF,*** *Chris shared the Foundation is currently working on the following events:* ***2026 Fallin For Our Stars Casino Night A GRAND Success*** *The Foundation hosted it's Fallin For Our Stars Casino night event this past Friday, November 6, 2026 which took place at the Cheney Mansion in Oak Park. 110 guests enjoyed a fun filled evening of Casino gaming, food, LIVE entertainment, and Amazing raffle prizes! The preliminary numbers show the WSSRF raised nearly $51,000 in profits including a $10,000 matching grant from Wintrust Bank Thank you to all who supported it!* ***2026 Holiday Solicitation*** *The Foundation will close the year with their Holiday Solicitation that goes out just after Thanksgiving. The design 2 years from Northeastern Illinois University who is also a former WSSRA participant. We look forward to sharing his work!* ***2027 Bocce Tournament*** *Plan to get your Team of 4 Bocce players and sign up now. The event takes place the week before the Super Bowl on Saturday, February 6th. It will take place at the Village of Elmwood Park's beautiful CRC. Plan to join in the FUN! We/Ted is soliciting donations for raffle prizes. Please consider making a donation!* ***WSSRF once again thanks you for your continued support throughout the year!***
VI. ***Under Committee Reports***
   A. ***The Finance Committee Sletten*** *reported the WSSRA Finance Committee did not meet in October.*
   B. ***Nominating Committee 2027*** *Arnold reported the 2027 nominating committee is taking nominations, proposed is Ted Gruber continuing as Chairperson and Dan LoCascio as the Vice Chairperson. The board is asked to approve the nominations at the December 8, 2026 Board meeting.*
VII. ***Unfinished Business***
   A. ***Park District of Forest Park Building Updates*** *Iovinelli reported the School District is still interested in the potential leasing of the Grant White building to the Park District of Forest Park. Iovinelli has been a part of the School Superintendent selection process of which they hope to make final decisions by December and move forward in 2027 with the process. She shared the next 6 months will be contentious as the Village Mayor is not running for re-election and all Village Board positions are currently open for elections that will take place in April 2027. Stay tuned for updates…*
   B. ***Approval of the WSSRA 2027 Proposed Budget*** *Birko presented the 2027 Proposed Budget as reviewed at the October meeting including efficiencies increases and decreases. This budget includes the health insurance increases and merit discussions with a 3.5% merit.* ***Sletten/Iovinelli motioned the WSSRA Board of Directors approve the Proposed 2027 budget as presented by Staff and the WSSRA Finance Committee. Note the shares will be re-approved once the updated EAV information is final. The motioned was unanimously approved with partners, Fallon, Gruber, Iovinelli, LoCascio, Wegrecki, Brown, Zavala, Arnold, Sletten, Hejer-O'Connor, Malchiodi, Muellner voting YES. There were no partners voting NO.***

C. **No Other**

VIII. **Under New Business**

A. **Foundation to purchase the 2024 Honda Odyssey Birko reported** the 2024 Honda Odyssey minivan lease is expiring this month and the minivan currently has 12,488 miles, and the purchase cost is $26,089.50. This represents an excellent value and staff have reviewed the details with the Foundation and they intend to finalize the purchase at the Foundation's meeting on November 18. WSSRA will then formalize its acceptance of the vehicle donation at the December 8 WSSRA Board of Directors meeting.

B. No Other

IX. **Under Correspondence** Birko shared the correspondence

X. **Under Board Reports** **Zavala reported the North Berwyn Park District's** Board Meeting is this Thursday, 11/12 at 5:30pm. They are offering a School's Out program on 11/24 where kids will enjoy a variety of activities, games, and crafts. And NBPD is hosting a Cardboard Car Drive-In Movie event on 11/14. **Malchiodi reported for the Village of Riverside's** Haunted House was successful and they recently had to cancel their disc golf tournament due to low enrollment. They are currently finalizing details for summer camp and will be hosting their Annual Holiday Stroll December 4th. Their playground project is officially delayed until spring due to the delayed playground equipment arrival. They are currently planning to add A t-ball field which little league is funding. **Iovinelli reported the Park District of Forest Park** is hosting the Veteran's Day event tomorrow featuring Forest Park's Proviso Math and Science Academy band and choir presenting. Iovinelli recommends everyone to consider inviting them to your events. They are fantastic! PDFOP had a very successful Trunk-or-Treat event with 1500 people joining in the fun and they are busy preparing for Breakfast with Santa on 12/12. They are currently waiting on MWRD for main park project and are working on two pool projects: new floors in locker rooms and new pool heaters. They also have two Full time positions open: Marketing and an Administrative Support position. They are very pleased with their new Rec Manager Peter. He is a great addition to the Forest Park team! **Sletten reported the River Forest Park District** is hosting their Annual Tree lighting event on 11/19, the Deck the Depot event on 12/5, and are currently wrapping up the synthetic turf at Keystone Park. They are hoping to finish before Thanksgiving. **Muellner reported the Village of River Grove** is hosting their Veteran's Day Memorial ceremony tomorrow. They will also be hosting a Senior's Holiday luncheon and a Tree Lighting and Craft Show on 11/19 at River Front Park. **Arnold reported the Park District of Oak Park** launched their new website that meets all ADA requirements which are due spring 2028. Their ribbon cutting for Longfellow is on Saturday November14 and the Field Center is expected to be completed by 12/18. The Field Center Playground opens at the end of the month. There are three board members up for reelection with one, Kassie Porreca rerunning. They too are busy preparing for holiday events including Holiday meals with Santa, and the Holiday trolley. The 2027 projects include replacement of glass in Oak Park Conservatory, replacing HVAC at Dole Center and installing an ADA bathroom at Pleasant Home. They will also be installing Futsal on the Barrie reservoir- which will be taking 3 pickleball courts out and leaving 3. PDOP staff attended the legal symposium important to stay up to date on the latest legislation. Hejer-O'Connor reported the Village of North Riverside hosted their Annual Craft Fair this past weekend and were sold out to 60 vendors booths and they had a great crowd in attendance! Coming up they are hosting the Sensory-Friendly Turkey Bingo on 11/13 – with 26 registered and hosting Turkey Bingo on 11/20, where the event is full. **Brown reported the Norridge Park District** is pouring concrete this week at the emergency exits, their staff have been trained as Crowd Managers through the local Fire department. They have two board seats open with Dorothy a 25 year Board member not re-running. They also recently recognized Judy Gulzaldo who is celebrating 45 years on the board. Their Recreation Supervisor accepted new position with the Village of Schiller Park's Recreation Department, so this position will be posted shortly. **Wegrecki reported the Village of Harwood Heights** is calm and bright, gearing up for holiday events.
Visteen reported the Park District of Franklin Park hosted a successful Fall Fest Parade and Trick-or-Treat in the park and are also busy preparing for holiday events including Breakfast with Santa, Santa Paws, and their Annual Holiday Express train. **Gruber reported the Village of Elmwood Park** hosted their Annual Halloween event and had over 1200 people pass through trick or treating. They are beginning construction on Kiddie Korral a Park Redevelopment OSLAD Grant Project and they are hosting their Annual Holiday Stroll 12/4. Come join in the fun!

XI. **Executive Director's Report Birko Reported:**

A. **The WSSRF "Fallin For Our Stars Event"** Birko shared the successful WSSRF FFOS Casino night this past **Friday, November 6th from 7:00 until 11:00pm at the PDOP's Cheney Mansion.** Guests enjoyed an evening of Casino gaming, food, drink, raffle, and outstanding LIVE Auction items to bid on. **Birko thanked the WSSRA partners who were able to attend: the Park District of Forest Park, River Forest Park District, Park District of Oak Park, Village of River Grove, and Village of North Riverside. It was a great evening where over $51,000 was raised! Thank you all for your support.**

B. **Partner Annual Presentations** *Birko continues to present to the WSSRA partner boards. Let me know the date that works for you.*

C. **WSSRA attends Legal symposium & PDRMA RMI** *Birko, Michalski & Hart attended the IAPD Legal Symposium remotely and all levels of staff will be attending the PDRMA RMI in a few weeks in Tinley Park.*

D. **WSSRA Executive Director Annual Review** *Birko reminded everyone that Board Chairperson Gruber will be sending out the Executive Director Birko's Annual Review. Included in the evaluation will be her 2026 goals updated. Gruber requests the evaluation be completed by each partner and return to Gruber by December 1, 2026 so a summary can be prepared for the December 8, 2026 Board meeting.*

E. **Reminder on Alternate Share Payment Schedule** *Please accept this as your reminder of the process you must follow to request an alternate payment schedule. Per the Amended and Restated Articles of Agreement, "any partner, who has not received an alternate payment schedule for more than two consecutive years may request and alternate schedule for the payment of the Special Recreation Share. Such requests must be in writing, must describe the reason for the alternate schedule, and be received by WSSRA by December 1, 2026, The WSSRA Board of Directors will vote on the requests at the December 8, 2026 meeting. The alternate schedules can be granted only if all the schedules can be granted. All the schedules must be approved by a vote of two-thirds of those members of the Board voting on the issue at a regularly convened meeting of the Board of Directors. Interest will be charged on the alternate schedules as described in IV. C. Schedule for Payment of Shares of the Amended and Restated Articles of Agreement.*

F. **WSSRA/WSSRF 2027 John Lannefeld Bocce Tournament Planning** *Birko reminded the Board of the upcoming Bocce Tournament Plans for Saturday, February 6th. Plan to join in the fun and/or donation prizes to the Raffle.*

G. **Staff Report: April Michalski, Superintendent of Recreation reported:**

1. **Programs** *Staff are working on our winter/spring brochure copy and brochures are scheduled to be delivered to our partner districts in mid-December.*
   Special Olympics Bowling *We had fifteen athletes compete in the Special Olympics Regional Bowling Tournament on October 24 and one athlete received a gold medal and will advance to the State Bowling Competition in December.*
2. **Inclusion** *We are currently supporting 67 participants across 84 inclusive programs. In October, our Inclusion team conducted three staff trainings for the park districts of Oak Park, North Berwyn, and Franklin Park. Training topics included behavior management, emotional regulation, modifications and adaptations, and visual supports.*
3. **Upcoming Events**
   Sensory-Friendly Turkey Bingo *WSSRA is collaborating with the Village of North Riverside to offer a sensory-friendly bingo event on Friday, November 13. Families will have a chance to win a turkey and other festive prizes.*
   Holiday Express Train Ride *Staff are planning our Holiday Express Train Ride, which will take place on Saturday, December 12. Families will enjoy fun and engaging activities during their trip to the "North Pole," including a special visit from Santa!*
   Sensory Sensitive Cookies with Santa *The Park District of Oak Park and WSSRA are hosting a sensory-friendly holiday event at the Cheney Mansion on Wednesday, December 16. Families will have the opportunity to visit Santa, enjoy crafts, and cookies.*

H. **Staff Report Annie Hart, Superintendent of Business reported:**

1. **Staff Update** *WSSRA is beginning a second round of recruitment for the open Recreation Specialist position. Following a staffing transition, we are reopening the search for this position. We currently have several promising candidates whose qualifications look strong on paper and have started interviews this week. We are hopeful to fill the vacancy with an anticipated start date in early to mid-December.*
2. **WSSRA Vehicle Update** *WSSRA's three-year vehicle lease is ending this month. WSSRF is scheduled to formally approve the purchase of the 2024 minivan at its November 18th Board meeting.*

XII. **Closed Session** **None**

XIII. **Adjournment** **Iovinelli/Brown motioned to adjourn the meeting at 4:42pm. Motion was unanimously approved**

Respectfully submitted,

Marianne Birko,
Executive Director, November Draft 26 minutes

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: 11/10/2026
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Proksa Park Redevelopment Update

- Included is an updated draft of the Capital Expenditures.
- The PIP surface is complete. There is a one-year workmanship warranty.
- The planting and mulching work began on 11/12/26. This is for the area around the gazebo as well as the playground area.
- The gaming tables have been ordered.
- Electrical work will be completed near the middle of the week of 11/16. This electric work is for the gazebo and reinstalling the light posts at the playground area.
- The rock climber installation has been completed near the children's garden.
- The remaining asphalt work will be completed in the week of 11/16.
- Once construction is complete the safety inspections of the playground will be completed.
- Bollards need to be installed in the southeast entrance of the park. These removal posts are to prevent car traffic into the park.
- Another walkthrough is being scheduled for the week of Thanksgiving.

2026 Capital Expenditures			Capital Actual Balance	Capital Approved Projects
			$ 2,971,857.00	$ 1,517,168.04
Projects:	**Vendor**	**Expense**		
Proksa Park Redevelopment*				
Professional Services	RVI (LA Prof Services)	$ 151,477.29	$ (151,477.29)	$ (60,457.32)
	Vanderstappen Topographical Survey	$ 15,380.00	$ (15,380.00)	
	Novotny Engineering	$ 496.00	$ (496.00)	
	Soil & Material Consultants Geotechnical	$ 9,825.00	$ (9,825.00)	
	H & H Electric Utility Locate	$ 5,943.91	$ (5,943.91)	
	County Tree Services	$ 5,000.00	$ (5,000.00)	
	Lawndale Newspaper	$ 500.00	$ (500.00)	
Construction Services		$ 469,880.10	$ (469,880.10)	$ (130,119.90)
Equipment	Play Illinois LLC (Sourcewell)	$ 181,257.00	$ (181,257.00)	$ (42,680.60)
	Poligon Shelter	$ 21,062.40	$ (21,062.40)	
Proksa Regional Trails Grant**	Grant Award Fee	$ 2,000.00	$ (2,000.00)	$ (86,518.71)
	Great Lakes Landscaping	$ 155,702.29	$ (155,702.29)	
Proksa Pond Repairs				
	Aquascape	$ 124,467.90	$ (124,467.90)	
		$ 82,978.60	$ (82,978.60)	
		$ 124,467.90	$ (124,467.90)	
		$ 82,978.61	$ (82,978.61)	
	Pond Materials	$ 220.71	$ (220.71)	
Miscellaneous Repair/Improvements				

	Diamond Lighting and Maintenance	$ 11,300.00	$ (11,300.00)		
Freedom OSLAD	RVI (LA Prof Services)	$ 9,751.25	$ (9,751.25)	$	(600,000.00)
Capital Ending Balance			$ 1,517,168.04	$	597,391.51

*Anticipated cost of Proksa Redevelopment is $1,605,269.44 with a $600,000 reimbusement from the state through OSLAD
**Anticipated cost of the trails at Proksa is $244,221 with a $200,000 reimbursement from the state through RTP

Propsed Phase 2
Veteran's Memorial Redevelopment
Children's Garden
City Walkways
Dry Creek redevelopment

Berwyn Park District
ORDINANCE NUMBER O-26-2

AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS FOR 2026

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS

SECTION ONE

That the sum of TWO MILLION FOUR HUNDRED TWENTY THOUSAND AND ONE DOLLARS ($2,420,001) or so much as may be authorized by law, is hereby assessed and levied for and against all of the real property within the limits of the Park District, as the same is assessed and equalized for said taxes, for the year 2026, said total levy being for various purposes of this Park District more particularly set forth:

(1) FOR GENERAL CORPORATE FUND	
Total General Corporate Fund Estimated Expenditures	$1,342,001.00
SALARIES & WAGES	**$633,168.00**
CONTRACTUAL SERVICES	**$129,835.00**
SUPPLIES	**$ 94,000.00**
OTHER CHARGES	**$213,265.00**
CAPITAL ITEMS	**$ 50,000.00**
TRANSFERS OUT	**$221,733.00**
TOTAL HEREBY LEVIED for General Corporate purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-1	**$1,342,001.00**
(2) FOR RECREATION FUND	
Total Recreation Fund Estimated Expenditures	$400,000.00
SALARIES & WAGES	**$200,080.00**
CONTRACTUAL SERVICES	**$ 18,000.00**
SUPPLIES	**$ 17,360.00**
OTHER CHARGES	**$ 17,360.00**

CAPITAL ITEMS	**$ 62,200.00**
TRANSFERS OUT	**$ 85,000.00**
TOTAL HEREBY LEVIED FOR Recreation Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-3a	**$400,000.00**
(3) FOR AUDIT FUND	
Total Audit Fund Estimated Expenditures	$26,000.00
TOTAL HEREBY LEVIED for Audit Fund purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	**$26,000.00**
(4) FOR ILLINOIS MUNICIPAL RETIREMENT FUND	
Total I.M.R.F. Estimated Expenditures	$56,000.00
TOTAL HEREBY LEVIED for I.M.R.F. Fund purposes, in accordance with the provisions of "The Park District Code," 40 ILCS 5/7-171	**$56,000.00**
(5) FOR LIABILITY INSURANCE FUND	
Total Liability Insurance Fund Estimated Expenditures	$25,000.00
TOTAL HEREBY LEVIED FOR Liability Fund purposes, in accordance with the provisions of "The Park District Code," 745 ILCS 10/9-107	**$25,000.00**
(6) FOR SPECIAL RECREATION FUND	
Total Special Recreation Fund Estimated Expenditures	$154,000.00
TOTAL HEREBY LEVIED for SPECIAL RECREATION Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-8	**$154,000.00**
(7) FOR BOND & INTEREST FUND	
Total Audit Fund Estimated Expenditures	$342,000.00

TOTAL HEREBY LEVIED FOR BOND & INTEREST FUND, in accordance with the provisions of "The Park District Code," 70 ILCS 1310/9	**$342,000.00**
(8) FOR FICA FUND	
Total FICA Fund Estimated Expenditures	$50,000.00
TOTAL HEREBY LEVIED for FICA Fund Purposes, in accordance with the provisions of "The Park District Code," 40 ILCS 5/7-171 and 40 ILCS 5/21-110	**$50,000.00**
(9) FOR POLICE FUND	
Total Audit Fund Estimated Expenditures	$25,000.00
TOTAL HEREBY LEVIED for Police Fund Purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	**$25,000.00**

SUMMARY OF TAX LEVIES

(1) Total Tax Levy General Corporate Fund	$1,342,001.00
(2) Total Tax Levy Recreation Fund	$400,000.00
(3) Total Tax Levy Audit Fund	$ 26,000.00
(4) Total Tax Levy Illinois Municipal Retirement Fund	$ 56,000.00
(5) Total Tax Levy Liability Insurance Fund	$ 25,000.00
(6) Total Tax Levy Special Recreation Fund	$154,000.00
(7) Total Tax Levy Bond & Interest Fund	$342,095.00
(8) Total Tax Levy FICA Fund	$ 50,000.00
(9) Total Tax Levy Police Fund	$ 25,000.00
TOTAL AMOUNT TAX LEVIES	$2,420,001.00

SECTION TWO

That the taxes so levied and assessed as set forth by this Ordinance upon the taxable property subject to taxes within the limits of this Park District, shall be collected and enforced in the same manner and by the same officers as general taxes are now collected and enforced for city and village purposes in the County of Cook, State of Illinois, and shall be paid over by the officers so collected the same to the Treasurer of the Park District.

SECTION THREE

That the Secretary of this Park District be and is hereby directed to file with the County Clerk of Cook County, Illinois within the time limit prescribed by law, a certified copy of this Ordinance.

SECTION FOUR

If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION FIVE

That this Ordinance shall be in full force and effect from and after its passage.

PASSED this ___17th_____day of_____November_____, 2026

AYES:_____

NAYS:_____

ABSENT:_____

APPROVED this 17th day of November, 2026

_____
President, Board of Park Commissioners
Berwyn Park District

ATTEST:

_____
Secretary, Board of Park Commissioners
Berwyn Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I_____, Secretary of the Board of Commissioners of the Berwyn Park District, County of Cook, State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

ORDINANCE NO. O-26-2

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE YEAR OF 2026

Which said Ordinance was adopted by the Board of Commissioners of Berwyn Park District at the at a meeting held on the 17th day of November, 2026. I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board of Commissioners complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of November, 2026.

_____
Secretary, Board of Park Commissioners
Berwyn Park District

(SEAL)

BERWYN PARK DISTRICT
TRUTH IN TAXATION CERTIFICATION

I, _____, herby certify that I am the presiding officer of the Board of Park Commissioners of the Berwyn Park District, Cook County, Illinois and as such, I herby certify that the 2026 levy ordinance, a copy which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 18-60 through 18-85 of the Truth in Taxation Law, 35 ILCS 200/18-55 et seq.

The provisions of Section 18-60 through 18-85 of the Truth in Taxation Law are inapplicable to the District's 2025 levy.

IN WITNESS WHEREOF, I have placed my signature this 17th day of November, 2026.

_____
President, Board of Park Commissioners
Berwyn Park District

(SEAL)

2027 Berwyn Park District
Board of Commissioners Proposed Committee Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2027 calendar year. All meetings are held at Freedom Park Administration Building 3701 S. Scoville, Berwyn, Illinois at 4:30 p.m., or via virtual conference, unless otherwise noted.

Tuesday, February 2, 2027	Board of Commissioners Meeting
Tuesday, March 2, 2027	Board of Commissioners Meeting
*Tuesday, April 13, 2027	Board of Commissioners Meeting
Tuesday, May 4, 2027	Board of Commissioners Meeting
Tuesday, June 1, 2027	Board of Commissioners Meeting
Tuesday, July 6, 2027	Board of Commissioners Meeting
Tuesday, August 3, 2027	Board of Commissioners Meeting
Tuesday, September 7, 2027	Board of Commissioners Meeting
Tuesday, October 5, 2027	Board of Commissioners Meeting
Tuesday, November 2, 2027	Board of Commissioners Meeting
Tuesday December 7, 2027	Board of Commissioners Meeting

2027 Berwyn Park District
Board of Commissioners Proposed Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2027 calendar year. All meetings are held at Proksa Park Activity Center 3001 S. Wisconsin, Multipurpose Room, Berwyn, Illinois at 6:00 p.m., or via virtual conference, unless otherwise noted.

Tuesday, January 19, 2027	Board of Commissioners Meeting
Tuesday, February 16, 2027	Board of Commissioners Meeting
Tuesday, March 16, 2027	Board of Commissioners Meeting
Tuesday, April 20, 2027	Board of Commissioners Meeting
Tuesday, May 18, 2027	Board of Commissioners Meeting
Tuesday, June 15, 2027	Board of Commissioners Meeting
Tuesday, July 20, 2027	Board of Commissioners Meeting
Tuesday, August 17, 2027	Board of Commissioners Meeting
Tuesday, September 21, 2027	Board of Commissioners Meeting
Tuesday, October 19, 2027	Board of Commissioners Meeting
Tuesday, November 16, 2027	Board of Commissioners Meeting
Tuesday December 21, 2027	Board of Commissioners Meeting

BERWYN park district

Records Management Manual

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BERWYN PARK DISTRICT RECORD RETENTION AND DESTRUCTION MANUAL

PURPOSE

The Berwyn Park District Records Management Program was established to provide a comprehensive and cost-effective method for maintaining, preserving, and disposing of Park District records in compliance with Illinois State Law, 50 ILCS 205/ Local Records Act.

SCOPE

The Records Management Program is applicable to all departments, commissioners, employees, and representatives of the Park District. All records defined under Illinois State Law, 50 ILCS 205/Local Records Act, including records maintained by the Berwyn Park District, are the property of the State of Illinois. No Park District commissioner or employee has any personal or proprietary right to such records, even though he or she may have developed, created, or compiled the record. Unauthorized removal, destruction, or use of Park District records is prohibited.

OBJECTIVES

The primary goal of the Records Management Program is to provide for efficient, economical, and effective control over the creation, distribution, maintenance, use, preservation, and disposition of all the Berwyn Park District records, regardless of physical form or characteristic. The Records Management Program objectives are:

- Provide written guidelines and procedures for the creation, retention, and disposition of the Park District's records to ensure consistency and compliance with State law.
- Evaluate and determine the disposition of each record series based on whether it has permanent or archival research value, and whether it is to be retained and/or microfilmed.
- Ensure periodic review and updating of the Records Retention and Disposition Schedules.
- Review and recommend efficient and cost-effective methods for record storage and retrieval.
- Develop a plan for evaluating, identifying, protecting, and recovery of the Park District's critical records (Essential Records Protection and Recovery Plan).
- Develop a process for evaluating, identifying, preserving, and protecting the Park District's historic documents (Historic Records Preservation).

AUTHORITY

The Berwyn Park District handles retention and destruction of its records following the Illinois State Law, 50 ILCS 205/ Local Records Act, and grants the Executive Director and the Superintendent of Finance and HR authority to oversee the program.

APPLICABLE GUIDELINES

Application No.19:013C

Application No.19:013C specifically formed by the State of Illinois Local Records Commission for the Berwyn Park District, is the Retention and Disposition Schedule (Retention Schedule) identifying the length of time records must be kept prior to destruction and purge lists identifying documents to be removed. This schedule must be followed at all times.

Park District Administrative Policy and Procedure

Park District policy requires all commissioners, employees, and representatives of the Berwyn Park District to adhere to the procedures set forth in the Records Management Manual issued by the Berwyn Park District and approved by the Executive Director. Park District procedures list documents standards to provide general guidelines for the classification, retention, and destruction of official Park District documents.

Preservation of Public Records

Illinois State Law SO ILCS 205/ Local Records Act, declares all records made or received by public officials of the State in the course of their public duties to be the property of the State. Public records are not personal property, nor are they the property of a specific agency or political sub-department. The statute also prohibits the destruction or disposition of any public record unless the State of Illinois Local Records Commission has determined that the record has no further administrative, legal, fiscal, research, or other value.

Anti-identification Procedures

The Park District is to ensure that the personal identifying information of individuals or businesses, collected or obtained by the agency, is secure and cannot be accessed or viewed unless authorized by law.

Destruction of Public Records

Destruction of public records by a public officer or by persons other than a public officer without authorization is a felony. Stealing, mutilating, defacing, altering, falsifying, removing or secreting public records are also felony offenses.

SECTION 1: RECORDS RETENTION AND DISPOSITION SCHEDULE

CUSTOM RETENTION SCHEDULE

The Park District has a custom retention schedule already completed; Application No. 19:013C. This Retention Schedule that has been customized to accurately reflect the types of files maintained by the Park District is needed from the State of Illinois Local Records Commission to apply for record destruction. Each department must follow the retention schedule in retaining and destruction of their perspective records.

The Park District's Retention Schedule lists administrative and departmental records that may be common throughout the organization or just in individualized departments.

UPKEEP OF CUSTOM RETENTION SCHEDULE

There are four basic steps for maintaining a Custom Retention Schedule:

1. Inventory Each Record Series
2. Evaluate Each Record Series
3. Complete a Records Retention and Disposition Schedule Form
4. Obtain Approval of the Proposed Custom Retention Schedule

RESPONSIBILITIES

Park District Executive Director

The Park District Executive Director is responsible for ensuring that the Park District's records management goals and objectives are met. This includes approving the timely retention and disposition of records, and overseeing any other activities necessary for the maintenance retention, and/or preservation of official records in compliance with State law.

The Executive Director:

- Signs new or revised department, office, or department Retention Schedule(s).
- Approves the disposal of department or office records that have met retention requirements.
- Designates one or more individuals to serve as department or office records management coordinators.

Superintendent of Finance and HR/Designated Records Manager

The Superintendent of Finance and HR is the Designated Records Manager of the Berwyn Park District and is responsible for administering the Park District's Records Management Program.

The Superintendent of Finance and HR:

- Develops, approves, and applies standards for the evaluation of records for preservation, retention, transfer, and disposal.
- Develops, approves, and applies general guidelines for the creation and version control of official Park District documents (agendas, minutes, contracts, resolutions, ordinances, and publications).
- Confers with the Park District Attorney, as needed, for legal review of new records management policies and procedures prior to implementation.
- Confers with the Park District Executive Director, as needed, for approval of the Records Management Manual and Records Management Administrative Guidelines and Regulations prior to implementation.
- Oversees the daily operation of the Park District's Records Management Program to ensure compliance with State law.
- Serves as the liaison to the State of Illinois Local Records Commission.
- Assists individual departments in establishing their internal records.
- Drafts, revises, and communicates the guidelines and procedures for the management and disposal of departmental records.
- Prepares and maintains the Park District Records Management Manual.
- Provides training in the fundamentals of the Records Management Program.
- Forwards new or amended Retention Schedules and requests for document imaging implementation to the State for approval.
- Files destruction reports with the State.
- Documents the Park District's use of an active records management program by maintaining Retention Schedules, destruction reports, and other documents showing the Park District's adherence to a methodic system of records retention and destruction.
- Prepares and maintains the Information Security Incident Response Plan with the IT Vendor

- Evaluates and classifies historical and archival Park District documents, and oversees their storage and preservation.
- Assists departments and offices of the Park District in the identification and preservation of the Park District's historic and essential records.
- Makes recommendations on budgetary needs to ensure the Records Management Program is funded appropriately.

Superintendents and Managers of Departments

The Superintendents and Managers of Departments are responsible for coordinating the records management responsibilities for his/her respective department or office.

The Superintendents and Managers of Departments:

- Maintains department or department records in a neat and orderly manner to facilitate the maintenance, retrieval, storage, and disposition of the records in compliance with state law.
- Reviews, periodically, but not less than once per year, all existing records maintained within the department. Identifies and transfers inactive records to the Freedom Park Office.

Departments should not collect unnecessary information, especially personal information. Departments also must ensure the proper disposition of records containing personal information pursuant to the Park District's record retention schedules. Paper records containing personal information must be shredded, unless an equally cost-effective and thorough method is used. The data in electronic records (including, computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones, or any other electronic media or hardware containing personal identifying information) must be permanently erased.

DEFINITIONS

Electronic Records

Electronic records are those that, regardless of physical form, reside in or are accessed by a computer system or are maintained in a media readable only by a machine or electronic device.

Essential Records

Essential records are any records containing information necessary for the Park District to continue its key functions and activities in the event of an emergency or disaster. Essential records are not necessarily permanent, nor are they required to be maintained on a special medium. Each department is specifically responsible for the identification and protection of its own essential records.

Inactive Records

A record is considered to be inactive when there is no longer any activity or interest in the document.

Non-Permanent Record

A non-permanent record is any record that has a time-defined retention period, even if the retention period spans a great number of years. Non-permanent records must be retained and destroyed in compliance with a State-approved Retention Schedule.

If a document (or documents) in a non-permanent record is deemed to have historic value, the document is reclassified as a permanent record and cannot be destroyed. The remaining non-historic documents are still considered non-permanent records and must be destroyed according to their respective Retention Schedule.

The list of non-permanent records is quite extensive; however, a few examples include:

- Administrative and Personnel Files
- Budget and Financial Records
- Construction Records and Plans
- Legal Opinions
- Most Contracts

Permanent Records

Permanent records are not scheduled for destruction, and are relatively rare, usually comprising a small percentage of a Park District's total records. Some examples of permanent records include:

- Minutes of a public body of the Park District (Park District boards, committees, as well as their respective subcommittees)
- Resolutions and ordinances of the Park District Board of Commissioners
- Documents declared by resolution to be a public record
- One copy of the Park District's annual reports
- Original copy of organizational documentation (for example, the Park District Charter or amendments to the Park District Charter; major changes in organization structure)
- Records documenting a historic or "landmark" event

Non-Records

While the definition of records encompasses a broad spectrum of recorded information, not all recorded information is considered a record. Some examples of non-record materials include:

- Duplicate or extra copies of correspondence and reports initiated by another department and retained for informational purposes
- Working papers and notes that do not pertain to a specific project
- Drafts of reports or correspondence that have been finalized
- Published materials originating from Park District offices or other entities which require no action
- Catalogs, trade journals, and other publications
- Correspondence of short-term value, such as transmittal memos, courtesy copies of memos, etc.
- Informational or courtesy copies of records in which no documented administrative action is taken.

Non-record material should not be filed or retained in the same file with record material. Sometimes documents that are normally considered non-records, such as transmittals or routing slips, will acquire record status if they clarify the matter being documented. Such distinctions require care and discretion when filing.

Generally, for records management purposes, multiple copies of a single document are non-records. One copy of the document, preferably the original, must be designated as the official record, listed on the responsible department's Retention Schedule, and retained according to the schedule. The remaining copies of the document are considered to be non-record, reference copies generated for informational purposes. These non-record copies are to be retained in accordance with the Park District's Retention Schedule, or, in some cases, listed on the department's custom schedule. Non-record copies should never be kept longer than the retention period established for the official record.

Records Retention and Disposition Schedule (Retention Schedule)

A Records Retention and Disposition Schedule (also referred to as Retention Schedule) is a state-approved timetable that establishes the length of time a record must be kept. The retention and disposition dates listed on state-approved schedules are based on use or need of the record, and on its administrative, legal, fiscal, or archival value to the Berwyn Park District. A retention schedule also serves as the required legal authority to destroy a record once the retention period has been met. Retention schedules apply to both electronic and paper documents.

SECTION 2: RECORDS RETENTION AND STORAGE

Most records have active and inactive stages in their lifecycle.

ACTIVE RECORDS

Paper records are usually retained within the department until they are no longer considered active. In most cases, a record must be referred to more than six times per year to be considered active. When activity drops, departments should determine which records are eligible for transfer to the Freedom Administration Building by periodically (every 6 to 12 months) reviewing the Records Schedule.

INACTIVE RECORDS

When records are seldom referred to, their continued on-site retention becomes impractical. Files are transferred to the Freedom Administration Building until retention requirements have been met.

RECORDS DISASTER MITIGATION

It is not always possible to prevent an emergency, but the Park District is able to reduce the likelihood that emergencies become disasters by establishing and following effective emergency management practices, even with Park District records.

Possible threats to records include:

- Natural disasters
- Fires
- Floods
- Insect infestations
- Security breaches
- Theft

Prevention is the best insurance against the loss of records and information. Electronic records are protected with established, regular back-up and storage procedures. Records storage areas (paper and electronic servers) are regularly inspected to ensure they are secure, safe, and free from any sign of deterioration, infestation, or damage. Personnel responsible for records management are trained to handle records securely, including adhering to established records classification, cleaning up records according to retention schedules, and protecting sensitive information. Extra protection is given to vital and essential records, such as deeds. These records are also saved electronically to increase the probability that one copy will survive if the other is destroyed.

SECTION 3: RECORDS DESTRUCTION

A State-approved Retention Schedule grants continuing authority to dispose of records that have met their scheduled retention period. With an approved schedule, the Park District may dispose of listed records. The State requires the lawful and timely destruction of eligible records. A record should not be destroyed while it still has significant value, nor should it be retained after its value drops below the cost of continued retention. However, records that must be retained beyond the specified retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes may not be destroyed until cleared by the appropriate authority (Superintendent of Finance and HR, working in conjunction with the Park District Executive Director and/or Park District Attorney).

AUTHORIZATION TO DESTROY RECORDS

After the Superintendent of Finance and HR's compilation of the list of records to be destroyed is completed, it must be entered onto a Retention and Disposition Schedule and sent to the State of Illinois Local Records Commission for approval. Upon receipt of the State-approved Retention and Disposition Schedule, it serves as authorization to destroy the records.

DISPOSAL OF RECORDS ON APPROVED SCHEDULES

Once a document has been destroyed in accordance with a State-approved Retention Schedule, the Superintendent of Finance and HR's must retain a copy for the official files.

METHODS OF DESTRUCTION

Destruction of records carried out by the off-site vendor must be documented and reported. The off-site vendor is required by contract to provide destruction reports.

SECTION 4: ELECTRONIC RECORDS & DOCUMENT IMAGING

All Park District records, regardless of format, are to be maintained according to an approved Records Retention and Disposition Schedule. The retention and destruction of an electronic record or image is the same as for the paper copy of the same record. A Report/Certificate of Records Destruction Form is required for destruction of electronic records, and images, once the retention period for that record or record series has been met.

ELECTRONIC RECORDS

Electronic records are those which, regardless of physical form, reside in or are accessed by a computer system or are maintained in a media that can only be read by a machine or electronic device.

Public agencies can create, receive, and maintain electronic records as long as the records comply with all other statutory records requirements. A department or office must inform the Superintendent of Finance and HR when converting paper records to electronic records (scanning).

Creating an electronic record "up-front," rather than converting it from another media, is a cost-effective and efficient method of managing most non-permanent records. Some examples of electronic documents that may be maintained in electronic form include: Word documents, Excel spreadsheets, data input into a computer file, incoming and outgoing e-mail, large reports or statements sent by an outside agency or company for storage on the Park District's computer network, scanned or imaged documents, digital photographs, and online forms completed/submitted by citizens or vendors.

SECTION 5: ELECTRONIC MESSAGES (E-MAIL AND VOICE MAIL)

Electronic messages, including e-mail and voice messages, are subject to the Freedom of Information Act and may be subject to public disclosure. Electronic messages that are considered to be official records must be maintained for the same length of time and destroyed in the same manner as a paper record.

NON-RECORDS ELECTRONIC MESSAGES

Non-record electronic messages that do not meet the statutory definition of a record are to be deleted from the user's inbox. The destruction of non-record electronic messages does not need to be reported on a list as it is recommended that most non-record electronic messages be deleted from the sender's and/or receiver's personal computer and from the Park District server on a monthly basis.

RECORDS ELECTRONIC MESSAGES

Short-Term

Records with a retention period of one year or less can be maintained effectively in a personal computer on the Park District's network. These types of records may include, but are not limited to appointment calendars, logs/rosters, activity reports (weekly, monthly, quarterly), transitory materials, etc. These short-term records can be organized and stored in online "folders" to facilitate document retrieval.

Long-Term

Highly-active, long-term electronic records may be maintained online for convenience initially, and then be stored in the Park District's Barracuda Email Archive system stored offline when activity diminishes.

Electronic messages requiring long-term retention (more than one year) can be maintained in one of several types of offline systems. It is possible to transfer an electronic message to an offline system by printing the record to paper. Electronic records printed to paper must contain the full text message, including any links within the e-mail. Attachments to an e-mail must also be printed and attached to the paper record of the e-mail for retention purposes.

SECTION 6: DISASTER RECOVERY

DISASTER RECOVERY PLAN

The following disaster recovery plan has been established to ensure that the Park District can act quickly and effectively to protect materials from harm, recover any damaged materials, and prevent further risks to records.

In the event of a disaster, the Disaster Records Recovery Team made up of the Executive Director, Superintendent of Finance and HR, and the outside IT vendor company should follow these key steps:

1. Confirm that all personnel are safe.
2. Ensure that the office is structurally sound and safe before authorizing anyone to return.
3. Access a copy of the Records Management Plan.
4. Confirm that the Park District is operating under emergency conditions.
5. Bring the disaster response team together to confirm and prioritize records recovery operations.
6. Assign immediate responsibilities according to this plan.
7. Establish disaster response site.
8. Secure the records storage site to prevent any future damage, loss, or theft.
9. Restore environmental controls to provide a cool, dry climate.
10. Stabilize the records. In a water disaster recovery effort, speed is of the essence. Wet records must be salvaged within 48 hours of the disaster to avoid costly restoration efforts. Photographic materials, magnetic media and coated paper stock paper deteriorate more quickly and should be given the highest priority. If stabilization is not possible, records should be moved off-site.
11. Document the damage through photographs and other forms of record for use in making a detailed assessment of the damage.
12. Recall, and if necessary, reconstitute, essential records and issue them to appropriate personnel for action.
13. Throw out duplicate, replaceable or disposable materials (including damaged non-records materials) to reduce the volume of materials

confronting the recovery team and to remove a source of humidity from the disaster area. Keep an inventory of discards for insurance, replacement, and tracking.

14. As appropriate, arrange to salvage any non-vital records or clean up records systems or storage areas.
15. Records that have been water-damaged or mold-infested should be kept apart from other records for at least six months in a well-ventilated area with good climate control and low humidity.
16. Once the disaster is over and the office is back to normal, review the plan and make changes to improve it for next time.

SECTION 7: RECORDS REQUESTS

RESPONDING TO RECORDS REQUESTS

Public Records Requests, (Freedom of Information Act) requires the Park District to follow the process of filling a FOIA request.

All FOIAs must be sent to the FOIA Representative of the Berwyn Park District immediately to allow an expeditious response. If additional assistance is needed, the Park District Attorney is available to provide further directions on completing the request. The Berwyn Park District will have FOIA information listed on their website along with the FOIA request form.

RELEASING WORKING COPIES AND DRAFT DOCUMENTS

Some documents such as working copies and draft documents are not subject to disclosure. Once the final document is released, working copies or drafts may not need to be retained and can be destroyed. However, the Record Retention Schedule should be used in discerning this.

SECTION 8: PROCEDURES FOR RECORD RETENTION AND DESTRUCTION

RETENTION/DESTRUCTION OF RECORDS

Record Retention

- Place documents in banker boxes
- Label the box with the description of the documents and the year.
- Using the retention schedule chart- determine the destroy date and label it on the box.
- Boxes will be stored in the Freedom Administration Building until permission for destruction is approved by the state.

Record Destruction

- Once the records destruction date has been reached, fill out a local records disposal certificate listing all material to be disposed of and submit it to the Local Records Commission for approval. Disposal Certificates must be submitted at least 60 days before the date the park district wishes to dispose of the records.
- After receiving approval from the Illinois Local Records Commission to be destroyed, a destruction company can be contacted for records destruction.
- The approval from the State for destruction and the receipt from the destruction company are to be kept on file.

LIST OF RECORDS AND THEIR RETENTION SCHEDULE

Item No.	Title/Description	Retention Period
1	Application for Authority to dispose of Local Records & Records Disposal Certificates	Retain permanently
2	Accident/Incident reports	7 years
3	Accounts Payable Month End Reports (includes check stubs, cash receipts)	2 years
4	Administration Files and Misc. Correspondence, including Email Classified as General Correspondence and Not Related to Another Records Series, Reference Materials, Publication, etc.	1 year
5	Agendas and Minutes	Retain permanently
6	Annual Financial Statements	7 years
7	Appraisals	3 years after superseded
8	Assessed Valuation Records	7 years
9	Audits	1 copy-Retain permanently, Duplicate copies-1 year
10	Bid Records (Successful Bids)	10 years (after items completed)
10	Bid Records (Unsuccessful Bids)	3 years after rejection
11	Board Packets	Retain permanently
12	Bond Records (bond issue records	Retain permanently
12	Bond-Other Records (sale/purchase/agreements)	10 years after final redemption
12	Bond-payment coupons	7 years after final redemption
13	Brochures/ Pamphlets/ Newsletters	1 copy- Retain permanently
14	Budget work papers	2 years

15	Budgets	7 years
16	Cancelled Checks/ Bank Statements	7 years
17	Class Lists (sign in/out)	2 years
18	Construction Records (plans, drawings, specifications	Retain permanently
18	Construction-other records	10 years
19	Consultants' Studies and Surveys	10 years
20	Contract, Agreements, Leases	10 years after termination or completion of the terms
21	Cook County Treasurer's Tax Assessment Statements	7 years
22	Criminal History Background Checks- hired employees and contractors and volunteers	5 years after last day of employment, contract or service
22	Criminal History Background Checks- not hired for employment or accepted as volunteer	2 years
23	Daily Cash Receipts/Records	2 years
24	Deposit Slips (inc. Donation Records)	7 years
25	Election Records	1 year
26	Employment Applications	2 years
27	FOIA Requests and Denials	2 years
28	Grant Records	3 years after final expenditure report
29	Illinois Funds	7 years
30	IMRF	7 years
30	IMRF-designation of beneficiary forms	see recommendation
31	Insurance Policies and Claims	see recommendation
32	Ledgers, Journals and Registers (AP, AR, CR, Payroll, General etc.)	7 years
33	Legal Files	Legal Opinions- permanently, all other records-3 years
34	Legal Notices, Certificates of Publication, Meeting Notices	1 year
35	Maps, Plats, Blueprints, and Surveys	Retain permanently
36	Monthly and YTD Reports	2 years
36	Annual Reports	7 years
37	Officials Oaths and Funds	2 years after term of office
38	Ordinances and Resolutions	Retain permanently
39	Paid Bills, Invoices, Vouchers and Warrants	7 years

40	Participant Waivers and Registrations	Registration- 2 years, adult waivers- 3 years, Juvenile- 1 year after turn 18
41	Personnel Files	see recommendation
42	Petitions	1 year, except relating to annexations, land dedications, street and alley vacations- retain permanently
43	Petty Cash Records	1 year
44	Real Estate Files	retain until property is disposed of
45	Resident Surveys and Questionnaires	1 year
46	State and Federal Tax Reports/Statements (W2's, W3's, W4's. IL-941's etc.)	W4's- 5 years after termination, all other tax forms-7 years
47	IL Dept of Revenue- PPRT Records	7 years
48	Tax Levy Records	7 years
49	Time Records (Sick, Vacation, OT, CMP, Leave, etc.)	3 years
50	Unemployment Compensation Records	7 years
51	I-9 Forms- currently employed	Retain while employed
51	I-9 Forms-terminated employees	< 3years-retain 3 years after DOH, > 3years-retain for 1 year after termination
52	Vehicle and Equipment Maintenance Files	Retain until equipment is sold, traded or junked
53	Worker's Compensation Records	7 years

BERWYN park district

Marianne Birko, Secretary
WSSRA Board of Directors
2915 Maple Street
Franklin Park, IL 60131

Dear WSSRA Board Secretary:

At the 11/17/26 meeting of the Berwyn Park District, the governing board of the Berwyn Park District made the following appointments to the WSSRA Board of Directors.

Regular Representative: Cathy Fallon, Executive Director
3701 S. Scoville, Berwyn, IL 60402
630-835-7846/708-788-1701
cfallon@berwynparks.org

Alternate: Cindy Hayes, Superintendent of Finance and HR
3701 S. Scoville, Berwyn, IL 60402
708-788-1701
chayes@berwynparks.org

It is the understanding of the Berwyn Park District that the role of the representative, regular or alternate, as a voting member of the WSSRA Board is to set policy and authorize the expenditure of funds contributed by association members. The Park District also agrees that actions taken by the WSSRA Board are binding upon the district/village, as if they were taken by the district. In accordance with the Amended and Restated Articles of Agreement of WSSRA, these appointments are effective for a period of one year, until December 31, 2027.

Sincerely,

Secretary of the
Berwyn Park District