

Berwyn Park District  
Monthly Board Meeting  
Proksa Park Activity Center  
3001 S. Wisconsin Ave, Berwyn, IL  
October 17, 2023, at 6:00pm

Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Acceptance of Minutes (action)
  - a. September 19, 2023, Board Meeting Minutes
  - b. October 3, 2023, Committee Meeting Minutes
- V. Public Comments
- VI. Correspondence
- VII. Financial Report
- VIII. Agency Report
- IX. West Suburban Special Recreation Association (WSSRA)
- X. Unfinished Business
  - a. Approval of 2024 PDRMA Health Insurance (action)
  - b. Approval of Section 2 of the Employee Policy Manual (action)
- XI. New Business
  - a. Presentation of the Draft 2024 Annual Budget
- XII. Master Plan
- XIII. Government Efficiency Committee
- XIV. Commissioners Comments
- XV. 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.
- XVI. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is November 21, 2023, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is November 7, 2023, 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**

Brian Brock, President  
Zachary Taylor, Treasurer  
Gretchen Kostelny, Commissioner

Ana Espinoza, Vice President  
Mario Manfredini, Secretary



Minutes of Monthly Board Meeting  
Berwyn Park District  
September 20<sup>th</sup>, 2023, at 6pm  
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:01pm by Vice President Ana Espinoza.

Commissioners in attendance: Ana Espinoza, Gretchen Kostelny, Mario Manfredini, and Zachary Taylor.

Absent: Brian Brock

Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR).

A motion was made by Kostelny, seconded by Manfredini to approve Brian Brock's absence. Motion unanimously approved.

**Agenda:** A motion made by Kostelny, seconded by Manfredini to approve the agenda. Motion unanimously carried.

**Minutes:** A motion made by Manfredini, seconded by Taylor to approve the minutes from the August 15<sup>th</sup>, 2023, Board Meeting and September 5<sup>th</sup>, 2023, Committee Meeting. Motion unanimously approved.

**Public Comments:** no comment.

**Correspondence:** A letter from a resident who lives by Mraz Park, commends the park district and Horticulturist Kim for the work that has been completed on the park.

**Financial Report:** The total investments as of August 31<sup>st</sup>, 2023, are \$1,283,851.68. There was an error in the July Schedule of Investments report. The total investment should be \$1,426,452.37. A CD that had matured was still listed in the report. The BMO Harris CD matured on 8/14/23. The maturity amount \$147,302.58 was deposited into the Republic Bank operating account. A motion was made by Taylor, seconded by Manfredini to approve September's payables \$77,830.76 and August's payroll \$79,161.64 for a total of \$156,992.40. Roll call: Brock- absent, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried. Scholarship report is included in the packet.

**Agency Report:** report is in the packet- Brewfest is September 23<sup>rd</sup>, 1pm-5pm. There are 6 confirmed breweries, 3 confirmed food vendors and 2 confirmed bands. Parents night out program had 13 participants. There are over 200 participants in fall soccer. Berwyn Western flushed and rodded out the pipes at the pond at Proksa Park. This had no effect. They are scheduled to come back with a camera to scope the pipes.

**West Suburban Special Recreation Association (WSSRA):** August minutes are included in the packet.

**New Business:** Financial 2022 Audit. A motion was made by Manfredini, seconded by Kostelny to approval the Financial 2022 Audit report that was presented at the September 5<sup>th</sup> committee meeting by Sikich. Roll call: Brock- absent, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

**Master Plan:** Director Fallon updated the board on the September 19<sup>th</sup> meeting the staff had with Hitchcock. About 3000 surveys will be mailed out to South Berwyn residents. We need to have a minimum of 300 responses for accurate data. Hitchcock will send an updated timeline to staff and a “to do list”. The master plan is expected to be completed by May/June.

**Government Efficiency Committee:** Commissioner Kostelny reached out to the six members on the committee. Kostelny would like to discuss the meeting format with Director Fallon.

**Commissioners’ Comments:** Commissioner Taylor discussed the partnership of the Tree Canopy Initiative and the Morton Arboretum. 50 trees are being donated to the Berwyn Park District. They are scheduled to be planted on October 28<sup>th</sup>. Commissioner Espinoza was asking if the fence section that is missing at Karasek Park will be replaced. Commissioner Kostelny asked if the 2024 budget will be completed before the end of the year.

Meeting Dates: October 3<sup>rd</sup>, 2023- Committee Meeting at the Freedom Admin Building at 4:30pm.  
October 17<sup>th</sup>, 2023-Regular Board Meeting at Proksa Park Activity Center at 6pm.

**Executive Session:** no executive session.

**Adjournment:** A motion was made by Kostelny seconded by Manfredini to adjourn at 6:59pm. Motion unanimously carried.

Attested to by:

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President: Brian Brock

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Recording Secretary: Cynthia Hayes

Committee Meeting Minutes  
Berwyn Park District  
October 3<sup>rd</sup>, 2023, at 4:30pm  
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:31pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, Gretchen Kostelny, and Zachary Taylor. Mario Manfredini arrived at 4:44pm.

Staff in attendance: Cathy Fallon (Executive Director), Nicole Collier (Superintendent of Recreation), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).

**Agenda:** A motion made by Kostelny, seconded by Espinoza to approve the agenda as presented. Motion unanimously carried.

**Public Comments:** none

**Correspondence:** none

**Financial Report:** PMA update on Cook County Fall Tax Bills- Tax bills are expected to be mailed out to homeowners on November 1<sup>st</sup> with an expected payment date of December 1<sup>st</sup>.

**Policy and Personnel:** Director Fallon updated the board on sections 2 and 3 of the employee manual. Section 2 had the biggest change on comp time and overtime. Section 3- the commissioners would like to see the number of days off that other park districts have for staff. The commissioners were given several cost share tables for the 2024 PDRMA health insurance plans. Plan selections are due to PDRMA October 20<sup>th</sup>.

Commissioner Taylor left the meeting at 5:15pm

**Recreation:** report included in packet. Brewfest-326 tickets sold. Final report will come later after all invoices and receipts have been reconciled. Spooktacular Trick-or-Treat is on October 7<sup>th</sup> from 12pm-3pm. The Winter/Spring Program Guide is scheduled to be released on November 3<sup>rd</sup>. Some of the programs running: tennis (16 participants), Tinkergarden (9 participants), Hip Hop (5 participants), Tumbling (22 participants), martial arts (18 participants)

**Building and Grounds:** report in packet. Winterizing of the buildings, parks, fountains, and pond have begun. Prepping parks for the 50 trees that will be planted at the end of October.

**Technology Update:** Director Fallon updated the board. There is a pause on IT cleanup until the budget process has been completed. By 2025 all district computers will need to be replaced.

**Master Plan:** Director Fallon updated the board on the second meeting with Hitchcock. Surveys will be mailed out at the end of October/ first week of November. Hitchcock will have a 95% confidence rate if 300 surveys are returned.

**Government Efficiency Committee:** nothing to report.

**Other:** Commissioners would like an announcement on social media in regard to the district conducting a master plan. The commissioners have a board retreat planned later in October.

**Adjournment:** A motion was made by Manfredini, seconded by Kostelny to adjourn at 6:28pm. Motion unanimously carried.

Attested to by:

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President: Brian Brock

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Recording Secretary: Cynthia Hayes

**DATE:** 10/17/2023  
**TO:** The Board of Commissioners  
**FROM:** Cindy Hayes, Superintendent of Finance and HR  
**RE:** Financial Report

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- A. October 2023 Payables / September Payroll and Payroll Liabilities (Action Roll Call)
- B. Treasurer's Report
- C. General Ledger (GL) Report  
The Summarized revenue and expense report does not accurately reflect the revenues for September due to a communication error of Rec Trac to MSI (financial software). The problem was resolved on Friday. The data will be accurately reported in the summarized revenue and expense report for the November meeting.
- D. Schedule of Investments
- E. Scholarship Report

**DATE:** 10/17/2023  
**TO:** The Board of Commissioners  
**FROM:** Cindy Hayes  
Superintendent of Finance and HR  
**RE:** Accounts Payable and Payroll -Treasurer's Report

**FINANCE**

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**October 2023 Payables:**

\$ 116,790.46

**Payroll/Payroll Liabilities:**

9/1/2023 \$ 33,113.83

9/15/2023 \$ 31,370.78

9/29/2023 \$ 33,788.16

**total: \$ 98,272.77**

I motion to approve the October 2023 payables in the amount of \$ 116,790.46 and September 2023 Payroll in the amount of \$ 98,272.77 for a total of \$ 215,063.23.





FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	111809	01 checked fountain at Proksa	20020053660	10/10/23		24893	10/10/23	450.00	450.00 450.00
								VENDOR TOTAL:	1,713.00
BUDDYBR	BUDDY BEAR								
	114	01 1 wash	10020053650	10/10/23		24894	10/10/23	4.00	4.00 4.00
								VENDOR TOTAL:	4.00
Burke	Burke Beverage								
	204954	01 Liberty Liquor Package 02 credit	20130055456 20130055456	09/15/23		24872	09/28/23	106.40	106.40 136.40 -30.00
								VENDOR TOTAL:	106.40
C.BERWYN	City of Berwyn								
	2023-00000031-GAS	01 unleaded and diesel fuel	10020055765	09/26/23		24873	09/28/23	847.05	847.05 847.05
								VENDOR TOTAL:	847.05
casa	Casa Humilde Cerveceria								
	INV1251	01 brewfest beers	20100052603	10/05/23		24895	10/10/23	418.00	418.00 418.00
								VENDOR TOTAL:	418.00
CDS	CDS Office Technologies								
	INV1564714	01 IT services 10/03/23-11/02/23 02	10010051585 20010051585	10/05/23		24896	10/10/23	3,512.00	2,420.00 1,210.00 1,210.00
	INV1565755	01 IT services 02	10010051585 20010051585	10/10/23		24896	10/10/23	3,512.00	1,092.00 546.00 546.00
								VENDOR TOTAL:	3,512.00
COM	COMCAST CABLE								
	Oct 23 - FP	01 Freedom cable and internet	10010052641	09/26/23		24874	09/28/23	855.76	218.10 218.10

FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Oct 23 - LB			09/15/23		24874	09/28/23	855.76	211.60
	01	Liberty - cable and internet	20010052641						211.60
	Oct 23 - PP			09/15/23		24874	09/28/23	855.76	211.60
	01	Proksa - internet and cable	20010052641						211.60
	Oct 23 - SP			09/15/23		24874	09/28/23	855.76	214.46
	01	Sunshine - cable and internet	10010052641						214.46
								VENDOR TOTAL:	855.76
COMCAST	COMCAST BUSINESS								
	183924681			10/05/23		24897	10/10/23	1,041.27	1,041.27
	01	admin phones	10010052641						520.63
	02	rec phones	20010052641						520.64
								VENDOR TOTAL:	1,041.27
COMED	Com. Ed.								
	Nov 23 - LCC			09/26/23		24875	09/28/23	3,999.99	1,217.95
	01	Liberty - electric	20020052638						1,217.95
	Nov 23 -PP			09/26/23		24875	09/28/23	3,999.99	1,500.32
	01	Proksa - Electric	20020052638						1,500.32
	Nov 23 -SP			09/26/23		24875	09/28/23	3,999.99	425.45
	01	Sunshine - electric	10020052638						425.45
	Oct 23 - FP			09/15/23		24875	09/28/23	3,999.99	698.36
	01	Freedom - Electric	10020052638						698.36
	Oct 23 - HP			09/15/23		24875	09/28/23	3,999.99	34.24
	01	Hessler - Electric	20020052638						34.24
	Oct 23 - LL			09/26/23		24875	09/28/23	3,999.99	48.17
	01	Liberty Lot - electric	20020052638						48.17
	Oct 23 - SZ			09/19/23		24875	09/28/23	3,999.99	75.50
	01	Smirz Electric	20020052638						75.50
								VENDOR TOTAL:	3,999.99
Commeg	Commeg Systems, Inc.								
	23090715			09/15/23		24876	09/28/23	124.00	124.00
	01	Hosted PMGR	20010052610						62.00
	02	Hosted PEPM	10010052610						62.00

FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									124.00
DELTA	Delta Rent-A-Fence								
	BF-23			09/20/23		24869	09/20/23	4,186.00	4,186.00
	01	Fencing for Brewfest	20100052603						4,186.00
VENDOR TOTAL:									4,186.00
DIAMOND	Diamond Graphics								
	0102831785			09/26/23		24877	09/28/23	70.00	70.00
	01	N.Collier business cards	20010055761						70.00
VENDOR TOTAL:									70.00
FITZ	Fitzgerald Lighting								
	37056			09/28/23		24898	10/10/23	654.50	654.50
	01	service call for lighting	10020053660						654.50
	02	issue at Freedom outdoor path	** COMMENT **						0.00
VENDOR TOTAL:									654.50
FSS	FSS Technologies LLC								
	I-1752			10/05/23		24899	10/10/23	605.82	605.82
	01	sunshine -fire and burglar	10020052640						191.94
	02	freedom - fire alarm	10020052640						110.97
	03	liberty - fire and burglar	20020052640						191.94
	04	proksa - fire alarm	20020052640						110.97
VENDOR TOTAL:									605.82
FUNEXPRES	FUN EXPRESS, LLC								
	72676584301			10/10/23		24900	10/10/23	107.86	107.86
	01	supplies for spooktacular	20100050481						107.86
	02	halloween	** COMMENT **						0.00
VENDOR TOTAL:									107.86
Groot	GROOT INDUSTRIES, INC.								
	111331337T098			10/05/23		24901	10/10/23	1,766.82	331.27
	01	Liberty - garbage	20020052630						331.27
	11331075T098			10/05/23		24901	10/10/23	1,766.82	445.79
	01	Freedom - garbage	10020052630						445.79
	1133440T098			10/05/23		24901	10/10/23	1,766.82	989.76
	01	Sunshine - garbage	10020052630						989.76

FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									1,766.82
H&H	H&H Electric Co.								
	42102			10/05/23		24902	10/10/23	371.94	371.94
		01 emergency locating for park	20020053660						371.94
		02 lights	** COMMENT **						0.00
VENDOR TOTAL:									371.94
Hitchcoc	Hitchcock Design, Inc.								
	31264			10/10/23		24903	10/10/23	4,181.36	4,181.36
		01 kickoff meeting for master	41000051592						4,181.36
		02 plan	** COMMENT **						0.00
VENDOR TOTAL:									4,181.36
ICE Mill	ICE MILLER LLP								
	01-2225966			09/19/23		24878	09/28/23	2,130.00	2,130.00
		01 legals services rendered	10010051570						2,130.00
		02 through Aug 31, 2023	** COMMENT **						0.00
VENDOR TOTAL:									2,130.00
KanGar	Magic of Gary Kantor								
	09/27/23			09/29/23		24904	10/10/23	17.60	17.60
		01 magic class 09/27/2023	20160052605						17.60
VENDOR TOTAL:									17.60
KONICA	KONICA MINOLTA								
	43189932			09/26/23		24879	09/28/23	152.28	152.28
		01 Proksa printer lease	20010052650						152.28
VENDOR TOTAL:									152.28
LR	LR Landscaping LLC								
	Aug/Sept 23			09/26/23		24880	09/28/23	13,620.00	13,620.00
		01 Grass cutting on 8/21, 8/28,	10020052624						13,620.00
		02 9/5, 9/11	** COMMENT **						0.00
VENDOR TOTAL:									13,620.00
NG	Next Generation								
	20648			09/19/23		24881	09/28/23	2,097.75	2,097.75
		01 staff and volunteer t-shirts	20100052603						2,097.75



FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Aug - Sept 23			09/26/23		24883	09/28/23	2,870.00	2,870.00
	03	reimbursement on work boots -	10020055785						100.00
	04	Mia Vega refund for baseball	20090041421						100.00
	05	City of Berwyn liquor license	20130055457						1,725.00
	06	Ike and Oak beer for Brewfest	20100046476						580.00
	07	One Trick Pony beer for	20100046476						350.00
	08	Brewfest	** COMMENT **						0.00
								VENDOR TOTAL:	2,870.00
PFM Fina	PFM Financial Services								
	Brittany - Oct 23			10/10/23		24908	10/10/23	9,723.64	1,211.56
	01	Brewfest Ads	20100052603						10.00
	02	Brewfest Vistaprint banners	20100052603						492.40
	03	and posters	** COMMENT **						0.00
	04	Brewfest Ad	20100052603						4.62
	05	Brewfest Ad	20100052603						15.00
	06	Brewfest Ad	20100052603						1.82
	07	Grommets, Vinyl, SD card	20010055761						52.51
	08	reader	** COMMENT **						0.00
	09	Grommets for banners	20100052603						9.99
	10	banners for Brewfest	20100052603						347.48
	11	Brewfest Ad	20100052603						15.00
	12	Brewfest wristbands	20100052603						87.81
	13	posterboard, tacky glue, paper	20100052603						27.21
	14	refund for poster misprint	20100052603						-65.21
	15	paper banner for brewfest	20100052603						15.99
	16	stage	** COMMENT **						0.00
	17	16x20 brewfest posters	20100052603						49.97
	18	6 beer tent banners	20100052603						146.97
	Cathy - Oct 23			10/09/23		24908	10/10/23	9,723.64	286.95
	01	community support octoberfest	15000054716						101.41
	02	staff/volunteer lunch for BF	20100052603						185.54
	Cindy - Oct 23			10/09/23		24908	10/10/23	9,723.64	2,980.82
	01	tables for brewfest	20100052603						1,168.20
	02	tables for brewfest	20100052603						1,168.20
	03	tables for brewfest	20100052603						467.28
	04	table cloths for brewfest	20100052603						131.96
	05	containers for brewfest	20100052603						5.50
	06	containers for brewfest	20100052603						27.69
	07	finance storage	10010051575						11.99
	Nicole - Oct 23			10/10/23		24908	10/10/23	9,723.64	2,234.71
	01	birthday cake for brittany	20010055799						14.98
	02	broadway in chicago	20120052643						1,015.00
	03	flash drive - marketing for	20010055761						18.74

FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Nicole - Oct 23			10/10/23		24908	10/10/23	9,723.64	2,234.71
	04	photo transfers	** COMMENT **						0.00
	05	brewfest	20100052603						8.47
	06	LEO seniors lunch	20120052609						36.89
	07	brewfest - bags for pretzels	20100052603						33.37
	08	deposit for bounce houses	20100050481						931.50
	09	lunch with friends	20120052609						47.56
	10	cookies for parents night out	20160055795						11.65
	11	day trip- the little traveler	20120052609						116.55
	Taip - Oct 23			10/10/23		24908	10/10/23	9,723.64	3,009.60
	01	baseball and soccer medals	20090055795						1,068.43
	02	Pickelball tape	20150055750						41.17
	03	Chicago Fire tickets	20090055795						1,000.00
	04	bags of ice for brewfest	20100052603						900.00
							VENDOR TOTAL:		9,723.64
PMP	Perfect Mulch Products								
	31790			09/19/23		24884	09/28/23	1,328.90	1,328.90
	01	walnut premium mulch	10020053660						664.45
	02		20020053660						664.45
							VENDOR TOTAL:		1,328.90
R0003626	Brianna Moreno								
	88203			09/19/23		24885	09/28/23	100.00	100.00
	01	deposit return	20130043453						100.00
							VENDOR TOTAL:		100.00
R0003627	Patricia Santiago								
	88194			09/19/23		24886	09/28/23	95.00	95.00
	01	fall soccer refund	20090041411						95.00
							VENDOR TOTAL:		95.00
R0003628	Leticia Leyton								
	88316			09/26/23		24887	09/28/23	100.00	100.00
	01	martial arts refund - class	20160041411						100.00
	02	cancelled due to low	** COMMENT **						0.00
	03	enrollment	** COMMENT **						0.00
	88345			10/05/23		24909	10/10/23	80.00	80.00
	01	Fall Youth Basketball refund	20090041421						80.00

FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
									VENDOR TOTAL: 180.00
R0003629	Deborah Gayon								
	100623	01 Reimbursement for Cobra	20010050510	10/06/23		24910	10/10/23	650.21	650.21 650.21
									VENDOR TOTAL: 650.21
Serving	Serving Alcohol Inc								
	40505	01 9 basset courses	20100052603	10/05/23		24911	10/10/23	154.58	154.58 154.58
									VENDOR TOTAL: 154.58
SPRA	SPRA								
	BF-23	01 t-shirt launcher	20100052603	09/19/23		24888	09/28/23	50.00	50.00 50.00
									VENDOR TOTAL: 50.00
SPRINT	SPRINT WIRELESS								
	215810737-124			10/06/23		24912	10/10/23	107.17	107.17 67.17 40.00
		01 ED and maint cell	10010052644						
		02 rec hot spot	20010052644						
									VENDOR TOTAL: 107.17
SuperCoa	Chicago Supercoach LLC.								
	1295	01 motorcoach transportation for	20120052625	09/19/23		24889	09/28/23	810.00	810.00 810.00
									VENDOR TOTAL: 810.00
vill-wil	Village of Willowbrook								
	CAT-10/2/23			10/05/23		24913	10/10/23	223.50	223.50 223.50 0.00
		01 Co-op with Village of	20120052609						
		02 Willowbrook for day trip	** COMMENT **						
									VENDOR TOTAL: 223.50
VSI	Vermont Systems Incorporated								
	VS009708	01 server migration	10010051585	09/28/23		24914	10/10/23	787.50	787.50 787.50
									VENDOR TOTAL: 787.50



DATE: 10/12/2023  
TIME: 10:37:31  
ID: AP450000

BERWYN PARK DISTRICT  
PAID INVOICE LISTING

PAGE: 10

FROM 09/20/2023 TO 10/17/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
WSSRA		West Suburban Special							
	Qtr 4 - 2023			10/10/23		24915	10/10/23	40,284.06	40,284.06
	01	4th Qtr 2023 Share payment	26000052645						35,890.00
	02	and Inclusion payment	** COMMENT **						0.00
	03		26000050505						4,081.80
	04		26000050505						312.26
								VENDOR TOTAL:	40,284.06
								TOTAL --- ALL INVOICES:	116,790.46

September  
2023

Berwyn Park District Treasurer Report

<b>Republic Bank Operating Account</b>		
	<b>Beginning Balance</b>	\$120,938.74
<b>GL's</b>	<b><u>Deposits</u></b>	
10-00-00-40-400	Corp: Taxes	
10-00-00-40-405	Corp: Replacement Taxes	
10-00-00-43-455	Corp: Cook County Voting Use	
10-00-00-45-470	Corp: Fines and Fees	
10-00-00-45-471	Corp: Picnic Permits	
10-00-00-46-480	Corp: Donations	
10-00-00-48-491	Corp: Interest Income	
10-00-00-49-492	Corp: Miscellaneous Income	\$1,649.89
10-00-00-49-493	Corp: Recycling/Salvage	
10-00-00-49-647	Corp: Cell Tower Lease	\$5,906.03
20-00-00-40-400	Rec: Taxes	
20-00-00-41-474	Rec: Brochure Ad Fees	
20-00-00-43-455	Rec: Cook County Voting Use	
20-00-00-45-470	Rec: Dog Park Permits	\$40.00
20-00-00-46-480	Rec: Donations	
20-00-00-47-490	Rec: Transfer from Other Funds	
20-00-00-48-491	Rec: Interest Income	
20-00-00-49-492	Rec: Miscellaneous Income	
20-00-00-49-647	Rec: Cell Tower Lease	
20-03-00-41-410	Rec: Program Fees	
20-04-00-41-410	Rec: ECRLP	\$27.00
20-04-00-41-412	Rec: Tuition	
20-05-00-41-412	Rec: Day Camp Fees	
20-04-00-41-413	Rec: ECRLP Mini Programs	
20-08-00-41-418	Rec: Extended Trips	\$1,450.00
20-09-00-41-410	Rec: Adult Sports Fee	
20-09-00-41-421	Rec: Youth Sports Fee	\$870.00
20-09-00-46-489	Rec: Sponsor-Soccer	\$400.00
20-10-00-41-419	Rec: Spring Events	
20-10-00-46-476	Rec: Brew Fest	\$18,497.20
20-10-00-46-477	Rec: Community Events	
20-10-00-46-481	Rec: Safely Spooky	\$30.00
20-10-00-46-482	Rec: Summer Events	
20-10-00-46-483	Rec: Concert Donations	
20-10-00-46-485	Rec: Back to School	\$144.60
20-10-00-46-486	Rec: Easter Egg Hunt	
20-10-00-46-487	Rec: Fall Events	
20-12-00-41-421	Rec: Senior Activity Fees	\$416.00
20-12-00-41-609	Rec: Senior Social Events	
20-13-00-43-450	Rec: Proksa Activity Center Rentals	\$415.00
20-13-00-43-451	Rec: Liberty Center Rentals	\$2,150.00
20-13-00-43-453	Rec: Facility Deposits	\$100.00
20-13-00-43-455	Rec: Athletic Use Permits	
20-15-00-41-410	Rec: Program Fees Adults	
20-16-00-41-410	Rec: Program Fees	\$380.00
20-16-00-41-415	Rec: Program Fees Teens	
	Tree Memorial	
	<b><u>Credit Card (P-Card) Bill</u></b>	
	BMO Harris Mastercard	-\$7,566.70
	Costco Credit Card Bill	-\$294.56
	<b><u>Bond and Interest Payment</u></b>	
	Bond Principal	
	Bond Interest	
	<b>Bank Fees</b>	-\$175.97
	<b>Outstanding Checks Cleared/ACH</b>	-\$74,220.39
	<b>Deposits Credited to September GL</b>	\$286.00
	<b>Deposits Credited to October Statement</b>	-\$60.00
	<b>Transfer to other accounts</b> payroll	\$0.00

## Berwyn Park District Treasurer Report

<b>BMO Harris Credit Card Account</b>		
<b>Beginning Balance</b>	<b>\$318,180.62</b>	
<b><u>Deposits</u></b>		
GL's		
10-00-00-40-400	Corp: Taxes	
10-00-00-40-405	Corp: Replacement Taxes	
10-00-00-43-455	Corp: Cook County Voting Use	
10-00-00-45-470	Corp: Fines and Fees	
10-00-00-45-471	Corp: Picnic Permits	\$430.00
10-00-00-46-480	Corp: Donations	
10-00-00-48-491	Corp: Interest Income	
10-00-00-49-492	Corp: Miscellaneous Income	
10-00-00-49-493	Corp: Recycling/Salvage	
10-00-00-49-647	Corp: Cell Tower Lease	
20-00-00-40-400	Rec: Taxes	
20-00-00-41-474	Rec: Brochure Ad Fees	
20-00-00-43-455	Rec: Cook County Voting Use	
20-00-00-45-470	Rec: Dog Park Permits	\$70.00
20-00-00-46-480	Rec: Donations	
20-00-00-47-490	Rec: Transfer from Other Funds	
20-00-00-48-491	Rec: Interest Income	
20-00-00-49-492	Rec: Miscellaneous Income	
20-00-00-49-647	Rec: Cell Tower Lease	
20-03-00-41-410	Rec: Program Fees	
20-04-00-41-410	Rec: ECRLP	\$469.00
20-04-00-41-412	Rec: Tuition	
20-04-00-41-413	Rec: ECRLP Mini Programs	
20-05-00-41-412	Rec: Camp Fees	
20-08-00-41-418	Rec: Extended Trips	\$2,900.00
20-09-00-41-410	Rec: Adult Sports Fee	
20-09-00-41-421	Rec: Youth Sports Fee	\$1,650.00
20-09-00-46-489	Rec: Sponsor-Soccer	\$2,280.00
20-10-00-41-419	Rec: Spring Events	
20-10-00-46-476	Rec: Brew Fest	
20-10-00-46-477	Rec: Community Events	
20-10-00-46-481	Rec: Safely Spooky	
20-10-00-46-482	Rec: Summer Events	
20-10-00-46-483	Rec: Concert Donations	
20-10-00-46-485	Rec: Back to School	
20-10-00-46-486	Rec: Easter Egg Hunt	
20-10-00-46-487	Rec: Fall Events	\$50.00
20-12-00-41-421	Rec: Senior Activity Fees	\$1,437.00
20-12-00-41-609	Rec: Senior Social Events	\$20.00
20-13-00-43-450	Rec: Proksa Activity Center Rentals	\$925.00
20-13-00-43-451	Rec: Liberty Center Rentals	\$700.00
20-13-00-43-453	Rec: Facility Deposits	\$900.00
20-13-00-43-455	Rec: Athletic Use Permits	\$6,855.00
20-15-00-41-410	Rec: Program Fees Adults	
20-16-00-41-410	Rec: Program Fees	\$3,270.00
20-16-00-41-415	Rec: Program Fees Teens	
	Card Connect Fees (August)	-\$1,218.36
	<b>Bank Fees</b>	
	<b>Refunds</b>	-\$615.00
	credited to October GL	-\$795.00
	credited to August GL	-\$605.00
	control account	-\$1,095.00
	<b>Transfer to other accounts</b>	
	<b>Ending Balance</b>	<b>\$335,808.26</b>

Berwyn Park District Treasurer Report

<b><u>Republic Bank Property Tax Money Market Account</u></b>		
<b>Beginning Balance</b>		\$251,844.51
<b>Interest</b>		\$698.57
<b>State of Illinois-Replacement Tax</b>		
<b>Transfer to other accounts</b>	payroll	-\$65,158.94
<b>Ending Balance</b>		\$187,384.14

<b><u>Republic Bank Payroll Account</u></b>		
<b>Beginning Balance</b>		\$16,565.02
<b>Transfer from Money Market Account</b>		\$65,158.94
<b>Transfer from Operating Account</b>		
<b><i>Payroll/Employee Compensation</i></b>		<b><i>-\$59,461.97</i></b>
August statement		\$18,498.99
October statement		\$1,492.40
<b><u>Payroll Liabilities</u></b>		
Federal, State and FICA Exp		<b><i>-\$26,715.89</i></b>
<b><u>IMRF Payments (September)</u></b>		
Employee Volunteer Contributions		\$1,159.33
Employer/Employee Contributions		\$10,935.58
October statement		-\$12,094.91
Bank Fees		
<b>Ending Balance</b>		<b>\$15,537.49</b>

<b><u>Republic Bank Petty Cash Account</u></b>		
<b>Beginning Balance</b>		\$5,066.94
<b>Transfer from Operating Account</b>		\$0.00
<b><i>Checks Cleared</i></b>		<b><i>-\$2,712.72</i></b>
#1037, 1038, 1039, 1041		
1040-void		
<b>Ending Balance</b>		<b>\$2,354.22</b>

Berwyn Park District Treasurer Report

<b><u>Byline Unemployment Account</u></b>	
<b>Beginning Balance</b>	\$28,000.00
<b>Interest</b>	\$0.00
<b>Transfer in</b>	\$0.00
<b>Transfer to other accounts</b>	\$0.00
<b>Ending Balance</b>	\$28,000.00

<b><u>ABC Bank Capital Account</u></b>	
<b>Beginning Balance</b>	
<b>Interest</b>	
<b>Transfer in</b>	
<b>Transfer to other accounts</b>	
<b>Ending Balance</b>	

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: `Corporate  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>							
Non Departmental Administration	796,335.00	0.00	100.0	796,335.00	796,335.00	638,220.64	(19.8)
	0.00	0.00	0.0	0.00	0.00	0.00	0.0
<b>TOTAL REVENUES</b>	<b>796,335.00</b>	<b>0.00</b>	<b>100.0</b>	<b>796,335.00</b>	<b>796,335.00</b>	<b>638,220.64</b>	<b>(19.8)</b>
<b>EXPENSES</b>							
Non Departmental Administration	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Buildings & Grounds	378,488.96	20,766.56	94.5	380,889.68	381,423.20	281,342.74	26.2
	197,058.03	28,815.40	85.3	368,129.94	406,146.00	341,876.96	15.8
<b>TOTAL EXPENSES</b>	<b>575,546.99</b>	<b>49,581.96</b>	<b>91.3</b>	<b>749,019.62</b>	<b>787,569.20</b>	<b>623,219.70</b>	<b>20.8</b>
<b>TOTAL FUND REVENUES</b>	<b>796,335.00</b>	<b>0.00</b>	<b>100.0</b>	<b>796,335.00</b>	<b>796,335.00</b>	<b>638,220.64</b>	<b>(19.8)</b>
<b>TOTAL FUND EXPENSES</b>	<b>575,546.99</b>	<b>49,581.96</b>	<b>91.3</b>	<b>749,019.62</b>	<b>787,569.20</b>	<b>623,219.70</b>	<b>20.8</b>
<b>SURPLUS (DEFICIT)</b>	<b>220,788.01</b>	<b>(49,581.96)</b>	<b>(122.4)</b>	<b>47,315.38</b>	<b>8,765.80</b>	<b>15,000.94</b>	<b>71.1</b>

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Scholarship Fund  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
-----							
REVENUES							
Non Departmental	10,102.00	0.00	100.0	10,102.00	10,102.00	252.23	(97.5)
-----							
TOTAL REVENUES	10,102.00	0.00	100.0	10,102.00	10,102.00	252.23	(97.5)
-----							
EXPENSES							
Non Departmental	17,100.00	101.41	99.4	17,100.00	17,100.00	151.41	99.1
-----							
TOTAL EXPENSES	17,100.00	101.41	99.4	17,100.00	17,100.00	151.41	99.1
-----							
TOTAL FUND REVENUES	10,102.00	0.00	100.0	10,102.00	10,102.00	252.23	(97.5)
TOTAL FUND EXPENSES	17,100.00	101.41	99.4	17,100.00	17,100.00	151.41	99.1
SURPLUS (DEFICIT)	(6,998.00)	(101.41)	(98.5)	(6,998.00)	(6,998.00)	100.82	(101.4)

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Recreation  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<b>REVENUES</b>							
Non Departmental	533,092.00	0.00	100.0	533,092.00	533,092.00	424,804.46	(20.3)
General Recreation	125.00	0.00	100.0	1,250.00	1,500.00	0.00	100.0
Early Childhood	1,541.67	0.00	100.0	15,416.66	18,500.00	14,750.00	(20.2)
Day Camp	5,750.00	0.00	100.0	57,500.00	69,000.00	46,823.00	(32.1)
Concessions	0.27	0.00	100.0	2.46	3.00	0.00	100.0
Trips	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Sports Leagues	4,458.34	(275.00)	(106.1)	44,583.32	53,500.00	55,361.37	3.4
Special Events	3,041.78	(930.00)	(130.5)	30,417.44	36,501.00	22,522.80	(38.2)
Volunteers	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Active Adults 50+	416.67	(15.00)	(103.5)	4,166.66	5,000.00	1,800.00	(64.0)
Facility Rentals	5,833.35	(100.00)	(101.7)	58,333.30	70,000.00	36,310.00	(48.1)
Adult Programs	416.67	0.00	100.0	4,166.66	5,000.00	939.00	(81.2)
Youth Programming	950.01	(100.00)	(110.5)	9,499.98	11,400.00	27,521.00	141.4
<b>TOTAL REVENUES</b>	<b>555,625.76</b>	<b>(1,420.00)</b>	<b>(100.2)</b>	<b>758,428.48</b>	<b>803,496.00</b>	<b>630,831.63</b>	<b>(21.4)</b>
<b>EXPENSES</b>							
Administration	334,968.61	14,174.62	95.7	347,874.58	350,742.60	246,583.19	29.6
Building & Grounds	131,650.03	8,061.85	93.8	203,379.94	219,320.00	99,147.91	54.7
General Recreation	15,109.80	6,433.15	57.4	151,097.60	181,317.20	119,711.23	33.9
Early Childhood	3,301.98	0.00	100.0	33,019.04	39,623.00	14,328.15	63.8
Day Camp	4,741.88	0.00	100.0	47,418.24	56,902.00	38,565.40	32.2
Concessions	0.00	0.00	0.0	0.00	0.00	0.00	0.0
Sports Leagues	4,583.76	2,733.43	40.3	45,837.48	55,005.00	23,448.64	57.3
Special Events	4,816.70	9,125.40	(89.4)	48,166.60	57,800.00	28,713.32	50.3
Volunteers	183.34	0.00	100.0	1,833.32	2,200.00	0.00	100.0
Active Adults 50+	547.93	2,249.50	(310.5)	5,479.14	6,575.00	3,555.85	45.9
Facility Rentals	2,615.35	1,887.65	27.8	26,153.30	31,384.00	9,362.87	70.1
Adult Programs	283.34	41.17	85.4	2,833.32	3,400.00	1,521.17	55.2
Youth Programming	624.62	29.25	95.3	6,245.76	7,495.00	1,729.65	76.9
<b>TOTAL EXPENSES</b>	<b>503,427.34</b>	<b>44,736.02</b>	<b>91.1</b>	<b>919,338.32</b>	<b>1,011,763.80</b>	<b>586,667.38</b>	<b>42.0</b>
<b>TOTAL FUND REVENUES</b>	<b>555,625.76</b>	<b>(1,420.00)</b>	<b>(100.2)</b>	<b>758,428.48</b>	<b>803,496.00</b>	<b>630,831.63</b>	<b>(21.4)</b>
<b>TOTAL FUND EXPENSES</b>	<b>503,427.34</b>	<b>44,736.02</b>	<b>91.1</b>	<b>919,338.32</b>	<b>1,011,763.80</b>	<b>586,667.38</b>	<b>42.0</b>
<b>SURPLUS (DEFICIT)</b>	<b>52,198.42</b>	<b>(46,156.02)</b>	<b>(188.4)</b>	<b>(160,909.84)</b>	<b>(208,267.80)</b>	<b>44,164.25</b>	<b>(121.2)</b>



FOR FUND: Social Security  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	7,877.93	0.00	100.0	78,779.14	94,535.00	67,563.06	(28.5)
TOTAL REVENUES	7,877.93	0.00	100.0	78,779.14	94,535.00	67,563.06	(28.5)
EXPENSES							
Non Departmental	6,250.00	2,119.10	66.0	62,500.00	75,000.00	48,037.38	35.9
TOTAL EXPENSES	6,250.00	2,119.10	66.0	62,500.00	75,000.00	48,037.38	35.9
TOTAL FUND REVENUES	7,877.93	0.00	100.0	78,779.14	94,535.00	67,563.06	(28.5)
TOTAL FUND EXPENSES	6,250.00	2,119.10	66.0	62,500.00	75,000.00	48,037.38	35.9
SURPLUS (DEFICIT)	1,627.93	(2,119.10)	(230.1)	16,279.14	19,535.00	19,525.68	0.0

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: IMRF  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	8,580.09	0.00	100.0	85,800.82	102,961.00	73,736.64	(28.3)
TOTAL REVENUES	8,580.09	0.00	100.0	85,800.82	102,961.00	73,736.64	(28.3)
EXPENSES							
Non Departmental	7,500.00	2,467.88	67.0	75,000.00	90,000.00	51,533.64	42.7
TOTAL EXPENSES	7,500.00	2,467.88	67.0	75,000.00	90,000.00	51,533.64	42.7
TOTAL FUND REVENUES	8,580.09	0.00	100.0	85,800.82	102,961.00	73,736.64	(28.3)
TOTAL FUND EXPENSES	7,500.00	2,467.88	67.0	75,000.00	90,000.00	51,533.64	42.7
SURPLUS (DEFICIT)	1,080.09	(2,467.88)	(328.4)	10,800.82	12,961.00	22,203.00	71.3

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Liability  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	4,863.76	0.00	100.0	48,637.48	58,365.00	41,173.76	(29.4)
TOTAL REVENUES	4,863.76	0.00	100.0	48,637.48	58,365.00	41,173.76	(29.4)
EXPENSES							
Non Departmental	4,750.02	0.00	100.0	47,499.96	57,000.00	34,445.49	39.5
TOTAL EXPENSES	4,750.02	0.00	100.0	47,499.96	57,000.00	34,445.49	39.5
TOTAL FUND REVENUES	4,863.76	0.00	100.0	48,637.48	58,365.00	41,173.76	(29.4)
TOTAL FUND EXPENSES	4,750.02	0.00	100.0	47,499.96	57,000.00	34,445.49	39.5
SURPLUS (DEFICIT)	113.74	0.00	100.0	1,137.52	1,365.00	6,728.27	392.9

FOR FUND: Audit  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	2,086.76	0.00	100.0	20,867.48	25,041.00	18,401.33	(26.5)
TOTAL REVENUES	2,086.76	0.00	100.0	20,867.48	25,041.00	18,401.33	(26.5)
EXPENSES							
Non Departmental	3,083.35	0.00	100.0	30,833.30	37,000.00	31,800.00	14.0
TOTAL EXPENSES	3,083.35	0.00	100.0	30,833.30	37,000.00	31,800.00	14.0
TOTAL FUND REVENUES	2,086.76	0.00	100.0	20,867.48	25,041.00	18,401.33	(26.5)
TOTAL FUND EXPENSES	3,083.35	0.00	100.0	30,833.30	37,000.00	31,800.00	14.0
SURPLUS (DEFICIT)	(996.59)	0.00	100.0	(9,965.82)	(11,959.00)	(13,398.67)	12.0

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Police  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	1,470.51	0.00	100.0	14,704.98	17,646.00	12,708.05	(27.9)
TOTAL REVENUES	1,470.51	0.00	100.0	14,704.98	17,646.00	12,708.05	(27.9)
EXPENSES							
Non Departmental	2,250.01	0.00	100.0	22,499.98	27,000.00	13,193.99	51.1
TOTAL EXPENSES	2,250.01	0.00	100.0	22,499.98	27,000.00	13,193.99	51.1
TOTAL FUND REVENUES	1,470.51	0.00	100.0	14,704.98	17,646.00	12,708.05	(27.9)
TOTAL FUND EXPENSES	2,250.01	0.00	100.0	22,499.98	27,000.00	13,193.99	51.1
SURPLUS (DEFICIT)	(779.50)	0.00	100.0	(7,795.00)	(9,354.00)	(485.94)	(94.8)

FOR FUND: Special Recreation  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	15,508.34	0.00	100.0	155,083.32	186,100.00	140,619.10	(24.4)
TOTAL REVENUES	15,508.34	0.00	100.0	155,083.32	186,100.00	140,619.10	(24.4)
EXPENSES							
Non Departmental	12,916.68	40,284.06	(211.8)	129,166.64	155,000.00	147,954.06	4.5
TOTAL EXPENSES	12,916.68	40,284.06	(211.8)	129,166.64	155,000.00	147,954.06	4.5
TOTAL FUND REVENUES	15,508.34	0.00	100.0	155,083.32	186,100.00	140,619.10	(24.4)
TOTAL FUND EXPENSES	12,916.68	40,284.06	(211.8)	129,166.64	155,000.00	147,954.06	4.5
SURPLUS (DEFICIT)	2,591.66	(40,284.06)	(1654.3)	25,916.68	31,100.00	(7,334.96)	(123.5)

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: Debt Service  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	25,162.34	0.00	100.0	251,623.32	301,948.00	223,942.17	(25.8)
TOTAL REVENUES	25,162.34	0.00	100.0	251,623.32	301,948.00	223,942.17	(25.8)
EXPENSES							
Non Departmental	22,670.85	0.00	100.0	226,708.30	272,050.00	36,000.00	86.7
TOTAL EXPENSES	22,670.85	0.00	100.0	226,708.30	272,050.00	36,000.00	86.7
TOTAL FUND REVENUES	25,162.34	0.00	100.0	251,623.32	301,948.00	223,942.17	(25.8)
TOTAL FUND EXPENSES	22,670.85	0.00	100.0	226,708.30	272,050.00	36,000.00	86.7
SURPLUS (DEFICIT)	2,491.49	0.00	100.0	24,915.02	29,898.00	187,942.17	528.6

FOR FUND: Capital Projects 2019  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	0.18	0.00	100.0	1.64	2.00	2,154.85	7642.5
TOTAL REVENUES	0.18	0.00	100.0	1.64	2.00	2,154.85	7642.5
EXPENSES							
Non Departmental	11,166.68	4,181.36	62.5	111,666.64	134,000.00	131,056.22	2.1
TOTAL EXPENSES	11,166.68	4,181.36	62.5	111,666.64	134,000.00	131,056.22	2.1
TOTAL FUND REVENUES	0.18	0.00	100.0	1.64	2.00	2,154.85	7642.5
TOTAL FUND EXPENSES	11,166.68	4,181.36	62.5	111,666.64	134,000.00	131,056.22	2.1
SURPLUS (DEFICIT)	(11,166.50)	(4,181.36)	(62.5)	(111,665.00)	(133,998.00)	(128,901.37)	(3.8)



FOR FUND: Capital Development Fund  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	2,375.03	0.00	100.0	23,749.94	28,500.00	95,404.69	234.7
TOTAL REVENUES	2,375.03	0.00	100.0	23,749.94	28,500.00	95,404.69	234.7
EXPENSES							
Non Departmental	1,400.03	0.00	100.0	13,999.94	16,800.00	87,398.69	(420.2)
TOTAL EXPENSES	1,400.03	0.00	100.0	13,999.94	16,800.00	87,398.69	(420.2)
TOTAL FUND REVENUES	2,375.03	0.00	100.0	23,749.94	28,500.00	95,404.69	234.7
TOTAL FUND EXPENSES	1,400.03	0.00	100.0	13,999.94	16,800.00	87,398.69	(420.2)
SURPLUS (DEFICIT)	975.00	0.00	100.0	9,750.00	11,700.00	8,006.00	(31.5)

FOR FUND: Liberty Capital Development  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	8.34	0.00	100.0	83.32	100.00	33.07	(66.9)
TOTAL REVENUES	8.34	0.00	100.0	83.32	100.00	33.07	(66.9)
EXPENSES							
Non Departmental	916.68	0.00	100.0	9,166.64	11,000.00	5,636.97	48.7
TOTAL EXPENSES	916.68	0.00	100.0	9,166.64	11,000.00	5,636.97	48.7
TOTAL FUND REVENUES	8.34	0.00	100.0	83.32	100.00	33.07	(66.9)
TOTAL FUND EXPENSES	916.68	0.00	100.0	9,166.64	11,000.00	5,636.97	48.7
SURPLUS (DEFICIT)	(908.34)	0.00	100.0	(9,083.32)	(10,900.00)	(5,603.90)	(48.5)

FOR FUND: Working Cash  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
REVENUES							
Non Departmental	8.34	0.00	100.0	83.32	100.00	867.20	767.2
TOTAL REVENUES	8.34	0.00	100.0	83.32	100.00	867.20	767.2
EXPENSES							
Non Departmental	833.34	0.00	100.0	8,333.32	10,000.00	0.00	100.0
TOTAL EXPENSES	833.34	0.00	100.0	8,333.32	10,000.00	0.00	100.0
TOTAL FUND REVENUES	8.34	0.00	100.0	83.32	100.00	867.20	767.2
TOTAL FUND EXPENSES	833.34	0.00	100.0	8,333.32	10,000.00	0.00	100.0
SURPLUS (DEFICIT)	(825.00)	0.00	100.0	(8,250.00)	(9,900.00)	867.20	(108.7)

BERWYN PARK DISTRICT  
 SUMMARIZED REVENUE & EXPENSE REPORT

FOR FUND: General Fixed Assets  
 FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER 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	1,500.00	100.0
TOTAL EXPENSES	0.00	0.00	0.0	0.00	0.00	1,500.00	100.0

DATE: 10/13/2023  
TIME: 11:38:10  
ID: GL480000

BERWYN PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT

PAGE: 16  
F-YR: 23

FOR FUND: General Long Term Debt  
FOR 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER 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 10 PERIODS ENDING OCTOBER 31, 2023

DEPARTMENT DESCRIPTION	OCTOBER BUDGET	OCTOBER ACTUAL	% VARI- ANCE	FISCAL YEAR-TO-DATE BUDGET	ANNUAL BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL MUNICIPAL REVENUES	1,430,004.38	(1,420.00)	(100.0)	2,244,280.24	2,425,231.00	1,945,908.42	(19.7)
TOTAL MUNICIPAL EXPENSES	1,169,811.97	143,471.79	87.7	2,422,832.66	2,701,283.00	1,798,594.93	33.4
SURPLUS (DEFICIT)	260,192.41	(144,891.79)	(155.6)	(178,552.42)	(276,052.00)	147,313.49	(153.3)

**Schedule of Investments Berwyn Park District  
September 30, 2023**

Description	Yield	Rating	Date Invested	Maturity Date	Market Value	Maturity Value	Monthly Interest Earned
IPTIP-MM	5.512%	N/A	01/29/16	open	\$455,914.88	\$455,914.88	\$2,056.02
ISC Account	5.267%	N/A	open	open	\$104,613.21	\$104,613.21	\$450.96
Financial Federal Bank, TN	4.800%	FDIC	01/18/23	01/18/24	\$200,000.00	\$209,600.00	
Beverly Bank & Trust Company, National Association	5.150%	FDIC	05/26/23	11/22/23	\$125,830.57	\$129,026.32	
Cornerstone Bank	5.214%	FDIC	05/26/23	05/28/24	\$200,000.00	\$210,513.71	
The First National Bank of McGregor	4.800%	FDIC	05/26/23	05/27/25	\$200,000.00	\$219,252.60	
Total Investments:					\$1,286,358.66	\$1,328,920.72	
				Interest Earned 9/1/23 to 9/30/23	\$2,506.98		
				Interest Earned 1/1/23 to 12/31/23	\$23,945.59		

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**DATE:** 10/17/2023  
**TO:** The Board of Commissioners  
**FROM:** Cindy Hayes  
Superintendent of Finance and HR  
**RE:** Scholarship Information

**FINANCE**

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**Scholarship Report**

**October 2023**

<u>Program</u>	<u>Amount Awarded</u>
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No new recipients

**2023 Scholarship Funds: \$ 7,500.00**

**2023 Scholarship Total: \$ 1742.50**

**Remaining Funds Available: \$ 5757.50**

The above recipients were awarded scholarship money from fund 15 to participate in programs of the Berwyn Park District.

The Berwyn Park District Scholarship Assistance Guidelines. 1. Scholarships are for Berwyn residents only, proof of residency required. 2. Scholarships are for low-income families 3. Scholarships are based on need and availability of funds. 4. Must be able to show proof of income- latest 1040 tax forms as filed. The reward amount of the scholarship is 50% or less of fee of each program 6. The balance of the program must be paid in full before the end of the program.



**DATE:** 10/17/2023  
**TO:** The Board of Commissioners  
**FROM:** Cathy Fallon, Executive Director  
**RE:** Agency Report

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- The Recreation Department hosted a very successful Spooktacular Trick or Treat event. We had 1000 participants attend the event. We received a donation of 300 packages of apples from McDonalds and 200 pumpkins from Tony's. We also had 8 vendors in attendance who made a monetary contribution to the event as well as distributed candy.
- We had just under 250 tickets purchased for the Chicago Fire Game. Taip and the families had a great time watching the kids play out on the field. The Chicago Fire will donate to the Park District \$5.00 for every ticket sold.
- Our adults took a trip to the Elmhurst Historical Museum and learned all about the history of department stores, followed by a lunch. The 7 participants had a great time.
- The Parks department will begin the process of winterizing the ponds, fountains, and all other required components. Over the next month the water fountains will be turned off for the winter.
- We are working to increase communication and information being shared with the community. We have recently made two posts informing the community about the animals that live in the pond and what happens to them over the winter. The second post was notifying the community about the water fountains being turned off for the winter.
- The new website is tentatively scheduled to go live the first week of November.

**West Suburban Special Recreation Association**

September 12, 2023

WSSRA

2915 Maple St, Franklin Park, IL

**MINUTES**

**Attachment A**

I. Chairperson Ron Malchiodi called the **meeting to order** at 4:07pm those present included:

Jake Worley-Hood, Park District of Oak Park  
Jackie Iovinelli, Park District of Forest Park  
Dan LoCascio, Park District of Franklin Park  
Ron Malchiodi, Village of Riverside

Colleen Broderick, Village of N Riverside  
Cathy Fallon, Berwyn Park District  
Greg Stanczyk, Veterans Park District  
Kelly Diaz, North Berwyn Park District

**Others in Attendance:** WSSRA staff: Annie Hart, April Michalski, Marianne Birko, WSSRF, Rocio Perez, remote

**Excused Absence:** River Forest Park District, Village of Elmwood Park, Norridge Park District, Village of Harwood Heights

II. **Approval of Agenda Iovinelli/Stanczyk to approve the agenda. The motion was unanimously approved.**

III. **Approval of the Consent Agenda Iovinelli/Broderick motioned to approve the Consent Agenda including the July 11, 2023, Minutes, July & August Financial Report, and Disbursements for July, August & September 2023, the approval of 3-year Audit renewal proposal and the NBPB Board Representatives. Roll call vote showed 8 yes votes, and the motion was approved**

IV. **No Public Comment**

V. **Under the Foundation Perez reported on behalf of the Foundation Board, WSSRA/WSSRF hosted the 3<sup>rd</sup> Annual John Lannefeld Memorial Bocce Ball Tournament on Saturday, September 9th and it was a GREAT Day for Bocce with 60 guests enjoying the beautiful Village of Elmwood Park CRC. The event helped raise nearly \$6,000. There were a few less teams competing as we were competing with so many other activity conflicts on this day from Special Olympics to local events. Thanks to all who were able to support us and be a part of the event. A BIG thank you to Skip Saviano and Ted Gruber for hosting and doing everything possible to make it a success. All of us on the Foundation are so appreciative. The Foundation is also preparing for the Annual Fallin For Our Stars Casino night event on Friday, November 10<sup>th</sup>. It will be held at the Cheney Mansion in Oak Park. We are busy securing raffle prizes, gift cards or certificates valued at \$25 or more and sponsorships. Please consider supporting us in some way and joining us for the event. It is a great night out for some gambling fun for prizes. There will also be live entertainment and a LIVE AUCTION. So don't waste a moment and get your tickets now! Go to wssra.net! Hope to see you there! WSSRF will close the year with the Holiday Concert, which is set for December 8, 2023, held at the Trailside Forest Preserve Pavilion, Giving Tuesday, and the Holiday Solicitation. The group continues to focus on recruiting new members and helping WSSRA recruit staff for seasonal programs! As always thank you for your continued support of their ongoing efforts in supporting the WSSRA mission.**

VI. **Under Committee Reports**

A. **Arnold reported the WSSRA Finance Committee** headed by Chairperson Arnold cancelled the July meeting and the committee met August 29 to review & accept the 2024 proposed partner shares as well as continued work on the 2024 budget and other topics to be discussed.

B. **Birko reported the Policy Committee** headed by Flaherty met July 20 & August 31st to review and update the WSSRA Personnel Policy Manual.

C. **Gruber reported the WSSRA Planning Committee** met June 21 to review and approve the updated Strategic Plan.

VII. **Unfinished Business**

A. **Approval of MOU with Park District of Forest Park Building** Iovinelli will share updates on the Memorandum of Understanding with the Park District of Forest Park collaborative and WSSRA. LoCascio/Fallon motioned to approve the MOU with the Park District of Forest Park as presented. A roll call vote approved the MOU 8 Yes votes and 0 no votes. The motion passed unanimously.

B **Approval of the 2022 Audit by Lauterbach & Amen** Iovinelli/Broderick motioned to approve the 2022 annual

audit as presented by Lauterbach & Amen. The motion was approved by 8 Yes votes and 0 No votes. The motion passed unanimously.

- C. **Approval of 2022 Audited Carry-over** Iovinelli/LoCascio motioned the WSSRA Board approve the 2022 carryover funds \$35,949. Dollars with; 50% \$17,974 goes to the Facility Fund and 50% \$17,974 goes back to reduce the partners shares in the 2024 budget. A roll call vote passed with 8 Yes votes and 0 No votes. The motion passed unanimously.
- D. **Approval of the WSSRA Board Policy Manual Updates** Sletten recommended taking out the bank names on page 29. Broderick requested a review of the SRA verbiage on pages 6, 7, 8 related to the Use of Special Recreation Levy. "Broderick believes that it could be viewed as too limiting as the current read requires the use of the funds being tied back to the SRA and the partners use on ADA projects and it requires the WSSRA Board to review and acknowledge. Broderick believes the funds belong exclusively to the partner and how they choose to use the funds." Birko stated the current policy is not meant to be limiting but to serve as a reminder of the partners responsibility of how the funds should be used. Birko also stated that ultimately the responsibility of how the funds are used lies solely with the partner and their accountability to the tax payers." Birko recommended it go back to Committee to look at the language on pages 6,7 and 8 and report back to the WSSRA Board of Directors in October. The Board agreed.
- E. **Approval of the WSSRA 2023 – 2026 Strategic Plan** Iovinelli/Stanczyk motioned to approve the 2023 – 2026 WSSRA Strategic Plan as presented. A roll call vote passed with 8 Yes votes and 0 No votes. The motion passed unanimously.
- F. No Other

VIII.

**Under New Business:**

- A. **Approval of WSSRA Mini-van Bid process** Birko reported the WSSRA staff researched, and test drove three mini-vans and recommend the Honda Odessey as the new minivan to lease and plan to proceed with the bid process. Iovinelli/Fallon motioned to approve the Mini-van bid leasing process with updated dates of a response bid by September 29<sup>th</sup> to WSSRA. The winning bid will be shared at the October 3, 2023, Board of Directors meeting. The motion was approved by 8 Yes votes and 0 Not votes. The motion pass unanimously.
- B. **Presenting the WSSRA 2024 Shares** Birko shared the 2024 WSSRA shares with a 4% increase to meet the demands for increased costs and participation numbers returning to more normal levels. Highlights included the following points:
  - WSSRA has not increased its shares since 2019. In 2020 there was a reduction due to COVID-19, 2021 \$75,000 reduction, 2022 \$50,000 reduction & 2023 proposed 0% based increase at the 2022 level.
  - Reminder the overall partner shares have been reduced in 2020, 2021 by \$125,000 due to the efforts of staff to reduce expenses during COVID. It was noted, when normal levels of service returned and with the increases in minimum wage going to affect, we would increase the shares accordingly.
  - Shares included the 2022 carry-over reduction of \$17,974. and the 2021 EAV's as the 2022 EAV's are not available until late October 2023.
  - All Population numbers reflect the 2020 Census
  - Per usual these are preliminary shares as we are waiting for final information from the Village of Harwood Heights overlapping properties. The formula at the bottom of the chart has not yet to be updated.

Broderick wanted clarification of the cost of a 3% increase vs. and 4% increase. Birko shared the 3% increase is \$52,463 and the 4% increase is 69,950. A \$17,487 difference. There was no further discussion or questions.

C. No Other

IX. Under Correspondence No Comments

X. Under Board Reports: Stanczyk reported the Veterans Park District is gearing up for winter/spring programming and the preparation of the program guide content. VPD will be hosting an Autumn Fest on

September 30<sup>th</sup> from 11-3pm at Gouin Park in Franklin Park and all are welcome! **lovinelli reported for the Park District of Forest Park** just hosted their Fall Fest last weekend with over 1000 people participating, and all went well. Coming up is their Family Campout where over 200 people camp out on the softball field ~35 families. They will watch movies, cook s'mores, and have a bonfire! Summer Camps ended successfully with their highest numbers, and they still had to turn away up to 50 kids/week. They also had a successful pool season despite the ongoing challenges of patrons following the policies like wearing a swimsuit in the pool! They exceeded revenue by \$65,000 which is attributed to their updated systems and the addition of the new splash pad. PDOFP is currently considering a vacant District 91 School building, Grant White School to remodel for the collaborative Community Center project. The Park District was given the green light to walk through the building with an architect today and at first glance the building is in excellent condition. The architect, DLA will get a proposal back to PDFOP shortly. DLA has done a lot of school buildings and has converted schools to Park District buildings, and they come with high recommendations from fellow Park Districts. lovinelli emphasized this option could cut the costs in half. **Malchiodi reported for the Village of Riverside** who had good participation in their Kids Triathlon event, with the most participants since it started in 2017. They currently have softball and soccer going on and recently finished their concert series and are starting a new partnership with Riverside Arts and coming up soon is the next Puzzle Race. Currently much of their time has been consumed with defending the addition of the 9-hole disc golf course that some residents are not happy about... Coming up is the "Touch A Truck" event being held on Thursday, September 21<sup>st</sup>. Next is planning for winter... **LoCascio reported for the Park District of Franklin Park.** Their Ice Arena is back up and running as they typically shut it down at the end of the summer session and re-open it back up the Tuesday after Labor day. Their Afterschool numbers are good, and they currently have 2 buses that Pick-up kids from the schools for their After-care program and the Fall Fest Parade is coming up on October 1<sup>st</sup>. **Worley-Hood reported the Park District of Oak Park** is finishing the Barrie Park construction project and hopes to be done by November. They are going to bid for their Master Plan project next month and are inviting everyone to be a volunteer at their upcoming Frank Lloyd Wright Races on Sunday October 15<sup>th</sup>. **Broderick reported the Village of North Riverside** will be hosting the Professional and People's Choice Chili Cook Off. They will be hosting their 100<sup>th</sup> Anniversary Gala on October 20<sup>th</sup> and Riverside Golf Club and the North Riverside Players will be doing a song and dance production giving the history of the last 100 years. Fall programs started last week and will run throughout the month. They will begin Winter Fest at the start of December, and they will be moving to 2 brochures/year Sept – March and April – August. This went into effect starting now... **Diaz reported for North Berwyn Park District's** summer program went well, and they recently held their Annual Corrida del Mariachi 5K and reached their goal of 800 runners! Over 2000 people came to the after party to enjoy food, vendors, and music. Their next big event will be on Saturday, September 23 to celebrate Hispanic Heritage Month, the event will feature music, dancing, food, and vendors, at the North Berwyn Park District. Fall programs have officially kicked off this week. **Fallon reported the Berwyn Park District's** Fall programs started last week and they have over 215 kids in soccer. BPD will kick off their Master Plan work next week, and they will be hosting the Brewfest next Saturday September 23<sup>rd</sup> from 1-5pm. They tripled the number of brewers to 6 this year. All are welcome! BPD is excited to announce they hired a new Superintendent of Recreation, Nicole Collier.

- XI. **Executive Director's Report- Birko Reported**
- A. **WSSRA 2023 WQDS Success** WSSRA hosted the Splish Splash Summer Bash & Annual Wacky Quacky Duck Splash at the Park District of Forest Park on Wednesday, July 19. It was the perfect night to enjoy the spectacular pool and State of the Art Splash pad. Over 300 WSSRA participants and friends attended the evening and enjoyed watching the 1200 ducks' race and helped us raise over \$4,500. A special thanks to the Park District of Forest Park for providing this tremendous opportunity for us annually.
  - B. **WSSRA Quarterly Board Training** Birko will host the 4<sup>th</sup> and final training on "2024 shares and budget planning". It will take place on Wednesday, September 27 from 11:00 – noon via Zoom. The Zoom link was sent as a separate email.
  - C. **WSSRA Orientation of WSSRA Board Representatives and Alternates** Birko has continued to conduct Board orientations for new members. This month she met with Kelly Diaz and Angel Avalos Jr, Board Commissioners from the NBPD and met with Jake Worley-Hood, PDOP Board Commissioner. The hour and one-half meeting is a great opportunity to share in depth details about the Association and how we conduct business as well as providing further

clarity on their role as a WSSRA Board Representative & Alternate. Birko will continue to conduct these meetings with those who were not able to attend.

**D. Partner Annual Presentations** Birko is scheduling Annual presentations to meet with your boards and share the Annual report and WSSRA updates. She recently did her presentation for the Park District of Franklin Park. Call or email Birko with dates and times that work for you in 2023.

**E. River Forest Park District's Color Run** Join us for our Inaugural 1-Mile Color Run around Priory Park! Volunteers will throw colored chalk as participants pass by a variety of colored stations. Medals will be awarded to the top 3 finishers in each age category. All participants will receive a white shirt, sunglasses, goodie bag, & certificate. Come for the Color Run and stay for the AFTER-PARTY with DJ, bagels, and Bloody Mary's. All net proceeds benefit the WSSRA! Thank you RFPD!

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

**1. Programs** Fall program programs begin on September 11-November 11. We currently have waitlists for several program and are working to hire additional staff to accommodate waitlist. Recently WSSRA participants and staff had a great time visiting Louisville, KY and Pigeon Forge, TN on August 27-31. Participants enjoyed a visit to the Louisville Slugger Museum and in Pigeon Forge they enjoyed a baseball, a jeep sightseeing tour and Dollywood! Check out photos from the trip on our social media!

**2. Special Olympics**

**Softball** Our Bobcats Gold Softball team is competing in the Special Olympics state softball tournament on September 8-9 in Springfield.

**Golf** WSSRA had 13 athletes compete in the Special Olympics Golf Skill competition on August 2 at Springbrook Golf Course. Four of our athletes won a gold medal and will be advancing to the state tournament on September 8-10 in Decatur.

**Bocce** WSSRA has 11 athletes competing in the Special Olympics Regional Bocce Tournament on September 16 at Grant Park in Northlake.

**Basketball** Our Basketball season kicks off on October 3, we currently have 38 athletes registered and anticipate three teams this season.

**3. Hiring Updates** Our staff manager is busy reaching out to local high schools and colleges to recruit seasonal staff. On September 12 we are attending Dominican University's Volunteer Service Fair and on September 20 we are attending East Leyden High School's Job Fair. We greatly appreciate referrals, interested applicants can apply on our website at [wssra.net](http://wssra.net). I am pleased to announce we have hired Danielle Bradel as a Full-Time Recreation Specialist. Danielle will be overseeing children and youth programming. She graduated from Aurora University with a degree in Therapeutic Recreation. Daneille has experience with other SRA's and park district programming. She is excited to bring her passion of swimming, gymnastics, tumbling, and coaching Special Olympics to the Recreation Specialist position.

**4. Inclusion** We are currently serving 35 participants in 57 inclusive programs. Please continue to send Chris Sturm inclusion notifications as you receive registrations at [chriss@wssra.net](mailto:chriss@wssra.net).

**5. Upcoming Events**

**a. Campfire at the Cabin** WSSRA is offering an end of the summer family campfire event at the Scout Cabin in Riverside on Friday, September 8 from 6:00-8:00pm. Families will enjoy an evening of outdoor games, campfire pizzas, smores and campfire songs led by a certified Music Therapist.

**b. River Forest COLOR RUN** River Forest Park District is hosting its first annual 1-mile COLOR RUN around Priory Park on Saturday, September 16. Participants will receive a white shirt and goodie bag. Come for the COLOR RUN and stay for the after-party with a DJ, bagels & Bloody Mary's. All net proceeds will go directly to WSSRA! For more information and to register, visit [Color Run \(rfparks.com\)](http://ColorRun(rfparks.com)).

**c. Boxability International Inc. Workshop** WSSRA is offering a Free boxing workshop on Thursday, September 21 from 6:00-8:00pm at the Oak Park Community Recreation Center. Participants will be joined by Boxability Founders Brian Roman and Coach Dino Spencer. Boxability International Inc. is a therapeutic program designed to build strong bodies, minds and build self-confidence. During this

workshop, participants will practice boxing techniques that can be modified for all ages and ability levels.

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

1. **Transportation** We have continued the search for a new minivan to add to our transportation fleet. Our Transportation Specialist, Jacob Kell, took some time to research and test drive several minivans. Jacob determined his top 3 vehicles then Hart along with 3 other staff went out and test drove them. We've determined that the Honda Odyssey is our first choice. WSSRA has hired a new part time driver to start this Fall season. Dan has been a limo driver for years.
2. **Safety** WSSRA has been working on our SMART goal of incorporating more Handle with Care training for all part-time and seasonal staff. The Safety Team is planning on spending more time at the seasonal Fall Staff Training covering; what are triggers, how can we identify them, and how can we prevent negative behaviors from happening.
3. **Finance** Hart is looking to switch from BMO Harris Purchasing card for staff to Ramp, which is directly compatible with QuickBooks online. Our Account Kaizen uses Ramp and has a lot of positive things to say about the system and the features it offers. Hart plans to keep the BMO account open and test pilot Ramp with 4-5 staff to determine if we like it before we close BMO account.

XII. **Adjournment** Iovinelli/Stanczyk motioned to adjourn the meeting at 5:37pm. Motion was unanimously approved.

Respectfully submitted,



Marianne Birko, Executive Director  
mb/ September 23 minutes

**DATE:** 10/17/2023  
**TO:** The Board of Commissioners  
**FROM:** Cindy Hayes  
 Superintendent of Finance and HR  
**RE:** Approval of Health Insurance Rates for 2024

I make a motion to approve the cost share table rates for the 2024 health insurance plans for \$2000 PPO with \$1500 HRA, HMO, Dental with Orthodontia, and Vision \$600. Full coverage for single health insurance with 20% employee and 80% employer coverage on Vision, Dental with ortho, and additional family members for health insurance.

The cost of the PPO plans rose 7.9% and the HMO plans rose 7.7%. Vision rates increased 10% due to no restrictions on dependent enrollments. Dental rates increased 3%.

Plan selections are due to PDRMA October 20th. Open enrollment for employees is November 13<sup>th</sup>-December 1<sup>st</sup>.

**2024 proposed rates**

<b>\$2000/\$1500 Rx 1</b>			
	<u>Employee</u>	<u>Employer</u>	<u>Total</u>
Single	\$0.00	\$884.52	\$884.52
E+SP	\$185.75	\$1,627.52	\$1,813.27
E+ 1CH	\$70.76	\$1,167.56	\$1,238.32
E+ 2+CH	\$169.83	\$1,563.84	\$1,733.67
FAMILY	\$353.81	\$2,299.75	\$2,653.56

<b>HMO Rx 1</b>			
	<u>Employee</u>	<u>Employer</u>	<u>Total</u>
Single	\$0.00	\$799.29	\$799.29
E+SP	\$167.85	\$1,470.68	\$1,638.53
E+ 1CH	\$63.95	\$1,055.06	\$1,119.01
E+ 2+CH	\$153.46	\$1,413.14	\$1,566.60
FAMILY	\$319.72	\$2,078.15	\$2,397.87

<b>Dental with Ortho</b>			
	<u>Employee</u>	<u>Employer</u>	<u>Total</u>
Single	\$8.52	\$34.08	\$42.60
E+SP	\$17.04	\$68.17	\$85.21
E+ 1CH	\$12.18	\$48.73	\$60.91
E+ 2+CH	\$15.93	\$63.73	\$79.66
FAMILY	\$23.80	\$95.20	\$119.00

<b>Vision \$600</b>			
	<u>Employee</u>	<u>Employer</u>	<u>Total</u>
Single	\$4.39	\$17.57	\$21.96
E+SP	\$8.19	\$32.74	\$40.93
E+ 1CH	\$8.19	\$32.74	\$40.93
E+ 2+CH	\$12.88	\$51.51	\$64.39
FAMILY	\$12.88	\$51.51	\$64.39

**DATE:** 10/17/2023  
**TO:** The Board of Commissioners  
**FROM:** Cindy Hayes, Superintendent of Finance and HR  
**RE:** Employee manual -section 2

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Section 2 of the employee policy manual is submitted for approval. We updated section 2.2 (page 3) that states the timeline an employee must use their compensatory time. No other changes were made since the committee meeting on October 5<sup>th</sup>.



## **A. Payroll Policies and Procedures (Section 2.0)**

### **Compensation Program (Section 2.1)**

The board generally reviews the Berwyn Park District's compensation program annually and establishes any changes made in the compensation program by official action.

Under usual and appropriate circumstances, the Berwyn Park District considers full-time employees for salary adjustments on an annual basis, based on several factors, including, without limitation, performance. In general, the Executive Director predetermines the schedule when any adjustments become effective. The Berwyn Park District considers part-time and short-term (or seasonal) for salary adjustments based on several factors, including without limitation, performance, business needs, changes in law, etc., on either their anniversary date or a schedule predetermined by their Department Head or the Executive Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

The Department Heads may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Executive Director's approval. All salary and wage decisions are in the sole discretion of the Berwyn Park District.

## **Overtime and Compensatory Time (Section 2.2)**

The Berwyn Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA), the Illinois Minimum Wage Law (IMWL) and any other applicable wage-hour laws.

### **Definitions**

- **Exempt Employee** – Employee to whom the overtime provisions of the FLSA and IMWL do not apply.
- **Nonexempt Employee** – Employee subject to the overtime provisions of the FLSA and IMWL.
- **Workweek** – the Berwyn Park District workweek begins at 12:01 a.m. Sunday and ends at 12 a.m. midnight the following Saturday.

### **Eligibility**

The Berwyn Park District considers nonexempt employees entitled to overtime compensation or compensatory time off at the rate of one-and-one-half times their established pay rate for all hours worked in excess of 40 in a single workweek. For purposes of overtime calculation, “hours worked” will not include any form of leave or other nonworking time, whether paid or unpaid. Salaried exempt employees are not eligible for overtime pay.

### **Overtime Obligations and Approval**

Because of the nature of the park and recreation field and the public services rendered, the Berwyn Park District may require employees to work more than their standard hours per work week. Depending on the Berwyn Park District’s business needs, employees need to work overtime, including weekends and at events. The Berwyn Park District requires employees to work overtime when necessary and may invoke disciplinary action, up to and including dismissal, on any employee unwilling or refusing to work overtime.

**IMPORTANT: The Berwyn Park District requires all nonexempt employees to obtain their immediate supervisor’s approval before working overtime. The Berwyn Park District may invoke disciplinary action, up to and including dismissal, if an employee works overtime without such approval.**

### **Compensation**

The Berwyn Park District will compensate all nonexempt employees for overtime hours through overtime pay or compensatory time off. The employee may request to be either:

- Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of 40 in a single workweek.

- Compensated through compensatory time off at the rate of 1½ hour for each hour worked in excess of 40 hours in a single workweek, if agreed to in writing by the employee prior to completing the work. The maximum accrued compensatory time by an employee is 120 hours (80 hours of actual overtime hours worked).
- The employee must let their supervisor know if they would like overtime pay or compensatory time off for each pay period. Only one option may be chosen for each pay period. If an option is not chosen it will default to overtime pay.

The Berwyn Park District permits employees to use compensatory time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the Berwyn Park District. An employee's immediate supervisor, based upon whether granting such requests results in short staffing or other disruption of the Berwyn Park District's operations, will generally determine whether to approve an employee's request for use of compensatory time. However, the Berwyn Park District may, in its sole discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time. Nonexempt employees may take no more than 80 hours of compensatory time consecutively within a pay period and must schedule it with the approval of their immediate supervisor. The employee must use their compensatory time within 26 pay periods, or their compensatory time will expire.

### **Separation of Employment**

Upon separation of employment, the Berwyn Park District will calculate payment for accrued compensatory time at the average regular rate of pay for the last three years of employment or the final regular rate received by the employee at the time of separation, whichever is higher.

### **Payroll Periods and Payday (Section 2.3)**

The Berwyn Park District pays employees biweekly (every other) Friday for the two-week (14 day) period that ends at midnight the preceding Saturday. If the payday is an Berwyn Park District-recognized holiday, employees receive their pay the preceding working day.

The Berwyn Park District will deliver employees' paychecks to their immediate supervisor, who will attempt to give them to employees no later than the end of the workday. The supervisor may not give the paycheck to anyone other than the employee without the employee's written consent. Employees should arrange with their immediate supervisor to collect their paycheck if they are not working on a payday. If an employee separates employment in the middle of a pay period, the Berwyn Park District will pay the employee for the actual hours worked (or the prorated portion of the pay period in the case of a salaried exempt employee).

The Berwyn Park District may pay employees by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, employees must obtain a Direct Deposit Authorization form from the Human Resources Department. Employees must then return the completed form, with a voided personal check, to the Human Resources Department. Due to banking requirements, the timing for activation of the direct deposit may vary.

In the event of a lost paycheck, employees must notify the Human Resources Department in writing as soon as possible before the Berwyn Park District can issue a replacement check. In the event the lost paycheck is recovered, and the Berwyn Park District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Berwyn Park District within 24 hours of the time the Berwyn Park District demands it and may face discipline, up to and including dismissal.

**Payroll Deductions (Section 2.4)**

The Berwyn Park District will make automatic payroll deductions for federal and state income tax purposes, pension contributions and Social Security tax and any other item ordered by a court or applicable law. It may also make voluntary deductions for elective programs such as health insurance, tax-deferred retirement plans, credit union accounts and supplemental life insurance. Please contact the Human Resources Department for information on payroll deductions.

Except as required by law or court order, the Berwyn Park District will not make deductions without an employee's written authorization. Deductions required by law include Social Security, Medicare and federal and state income taxes; federal or state law determines these deductions. The Berwyn Park District will make other involuntary deductions as required by law or court order, such as child support payments and wage garnishments. Also, the Berwyn Park District will withhold Illinois Municipal Retirement Fund (IMRF) pension contributions from employees who meet certain hourly requirements.

**Work Schedules (Section 2.5)**

Immediate supervisors or Department Heads establish department work schedules based on the business needs of the Berwyn Park District. The number of working hours scheduled for employees is subject to the financial and staffing requirements of the Berwyn Park District, and the Berwyn Park District does not guarantee employees any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the Berwyn Park District's discretion, the Berwyn Park District may change the work schedules.

Employees may not make any change in their assigned work schedules or exchange work periods with coworkers without the advance, written approval of each employee's immediate supervisor(s). Violation of this policy may result in disciplinary action, up to and including dismissal.

### **Recording of Hours Worked (Section 2.6)**

The Berwyn Park District requires all employees to maintain an accurate and legible record of the hours worked, whether by time sheet, time clock or timecard (depending on the position). These time records, which employees' immediate supervisors must review and either approve or correct with documented explanation, are the basis for paycheck calculations (particularly for nonexempt employees) and serve as time worked records for the Berwyn Park District for all employees.

The Berwyn Park District computes time to the nearest quarter of an hour (15 minutes) per week. However, the Berwyn Park District expects employees to be ready to work at their scheduled start time, even though the time clock may round to the nearest quarter of an hour.

The Berwyn Park District gives employees unpaid meal periods under the Meal and Rest Period Policy at Section 2.7. During unpaid meal periods, or any period where an employee has permission to leave during working hours for nonwork purposes, the employee must clock out/sign out when leaving and clock in/sign in upon returning. Employees are responsible for their own time records. Violation of this policy may result in appropriate disciplinary action, up to and including dismissal.

**IMPORTANT: Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of any employee's time record is against the Berwyn Park District's policies and rules and is grounds for disciplinary action, up to and including dismissal.**

Once employees clock or sign in, they should immediately begin work. The Berwyn Park District considers failure to do so falsification of timekeeping records, and it may result in appropriate disciplinary action, up to and including dismissal.

If employees forget to clock or sign in or out, they must notify their immediate supervisors immediately, so they can accurately record the time for payroll. Immediate supervisors must timely document the reason(s) for adjusting employees' time records, including but not limited to if the employee indicated a failure to clock or sign in or out, and submit them to the Human Resources Department for the purposes of payroll documentation.

The Berwyn Park District does not require exempt employees to sign in or out using a time clock, but they must accurately track and report their hours worked, including but not limited to designating vacations, sick and personal days. Exempt employees should submit their time records to their immediate supervisor, who will review, approve and provide the records to the Human Resources Department.

**Meal and Rest Periods (Section 2.7)**

The Berwyn Park District authorizes Department Heads to establish and arrange meal periods and reasonable rest periods during each workday that are most consistent with departmental operation. For employees who work in excess of 7.5 hours in a day, they must take at least a 30-minute meal break (which is unpaid), and the meal break must take place within the first five (5) hours of the employee's shift. (Consistent with the Berwyn Park District's Child Labor Policy, the Berwyn Park District must provide an unpaid meal period of at least thirty (30) minutes to minors under the age of 16 no later than the fifth consecutive hour of work.) An employee who works in excess of 7.5 continuous hours must take an additional meal break of at least 30-minutes (which is unpaid) for every additional 4.5 continuous hours worked. A meal period does not include reasonable time spent using the restroom facilities.

Employees must take authorized rest breaks away from the designated work area, but the Berwyn Park District does not permit employees to leave Berwyn Park District premises during this period. The Berwyn Park District compensates rest or break time as work time but not unpaid meal periods.

Employees who choose to remain at work during a rest or meal break cannot leave work early. The Berwyn Park District will compensate employees asked to work through their meal hours and perform job tasks during this time for the time worked, and their immediate supervisor or Department Head will provide them a meal break at another time during their shift.

Employees on rest or meal breaks cannot interfere with employees who are working.

Nursing mothers will also receive reasonable paid breaks to express milk in a private location for one year after the child's birth. Mothers requiring a break to express milk should discuss with their immediate supervisor or the Human Resources Department the appropriate location.

Rev.: Dec. 7, 2022 (per amendments eff. Jan. 1, 2023)



**Emergency Closings (Section 2.8)**

On occasion, due to inclement weather, national crisis or other emergency, the Berwyn Park District may close for all or part of a normally scheduled workday. The Berwyn Park District will attempt to notify employees of its closure through email, text and/or social media. The Berwyn Park District encourages employees to stay apprised of emergency closings prior to leaving for work when possible. The Berwyn Park District considers emergency unpaid leave. In the event of weather that hinders employees from attending work when there is not an emergency closing, the Berwyn Park District requires employees to request time off (and use applicable accrued but unused paid time off) under the policies of the Berwyn Park District.