

Berwyn Park District
Board Meeting
Proksa Park Activity Center
3001 S. Wisconsin Ave, Berwyn, IL
November 18, 2025, 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 21, 2025, Board Meeting
 - b. October 21, 2025, Budget Hearing
 - c. November 4, 2025, Committee Meeting
- IV. Public Comments
- V. Correspondence
- VI. Financial Report
 - a. Superintendent of Finance & HR Report (action)
 - b. 2026 FY Budget Approval (action)
 - c. 2025 Tax Levy Approval (action)
 - d. Revenue & Expense Comparison
- VII. Agency Report
- VIII. West Suburban Special Recreation Association (WSSRA)
- IX. Proksa Redevelopment
- X. Unfinished Business
 - a. 2026 Meeting Calendar amendments (action)
 - b. Security Incident Response Plan Approval (action)
- XI. New Business
 - a. Freedom Deeds
 - b. WSSRA Appointment Letter (action)
- XII. Commissioners' Comments
- XIII. 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.
- XIV. Action from Executive Session (action)
- XV. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is December 16, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is December 2, 2025, 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

Budget Hearing Minutes
Berwyn Park District
October 21st, 2025, at 6:00pm
Proksa Park Activity Center

The Budget Hearing of the Berwyn Park District Board of Commissioners was called to order at 6:02pm by President Gretchen Kostelny.

Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King (arrived at 6:13pm), Gretchen Kostelny, and Zachary Taylor

Absent:

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

Director Fallon went over the 2024 revenues and expenses. Then reviewed the 2025 estimated final revenues and expenses. The

county has not paid the second installment of taxes to the district. It is estimated that the county owes \$600,000 to the district. The commissioners are interested in seeing the revenues and expenses in this report format on a quarterly basis. Commissioner Taylor was interested in this data going back to 2018.

Director Fallon went over the various funds, fund balances and capital projects.

No public comments.

Adjournment: A motion was made by King, seconded by Espinoza to adjourn at 6:31. Motion carried.

Attested to by:

President: Gretchen Kostelny

Recording Secretary: Cynthia Hayes

Minutes of Monthly Board Meeting
Berwyn Park District
October 21st, 2025, at 6pm
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:31pm by President Gretchen Kostelny.

Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King, Gretchen Kostelny, and Zachary Taylor.

Absent: none

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

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

Minutes: A motion made by Espinoza seconded by Clark to approve the minutes from the September 16, 2025, Board Meeting, and the September 7th, 2025 and October 7th Committee Meetings. Motion carried.

Public Comments: Sabine Krauss asked if we have considered other alternatives (i.e., Solar) for utilities due to the rising costs. Krauss talked about the Lantern Parade held in Proksa Park. About 400-500 people were in attendance. Krauss asked that the district keep Berwyn Public Arts Initiative (BPAI) in mind when discussing future projects for the property at 34th and Oak Park Avenue.

Correspondence: none.

Financial Report: A motion made by Clark, seconded by Taylor, to approve October's payables in the amount of \$41,872.29 and September's payroll \$81,246.00 for a total of \$123,118.29. Roll call: Clark-aye, Espinoza-aye, King-aye, Kostelny-aye, and Taylor-aye. Motion carried. The Schedule of Investments Report was reviewed. Total investments \$1,511,053.47. Director Fallon asked if there were any additional questions on the 2026 draft budget. She also said that the district will be exploring other options in 2026 for other health insurance options due to the rising costs.

Agency Report: The report is in the packet. Director Fallon discussed the various programs and the registration numbers. Our new Superintendent of Recreation, Mary Swade started on October 13. All outdoor drinking fountains have been turned off for the winter. Proksa Park tennis courts were upgraded. Pickle ball lines have been painted on all three of the courts. A winterized port-o-let will be Proksa and one at Freedom for the winter season. A tree planting event on October 25 will be from 10am -noon.

West Suburban Special Recreation Association (WSSRA): minutes from the September 9th meeting were included in the packet. WSSRA and the Forest Park school District are working on an intergovernmental agreement. WSSRA home offices could relocate to one of the buildings in the school district.

Proksa Park Redevelopment: no update.

Old Business: The board discussed the days and times for committee and regular board meetings. A motion was made by Clark, seconded by Kostelny to approve the 2026 calendar dates of the committee and board meetings that were included in the packet. Motion carried. Staff will look into purchasing conference phones for when commissioners need to attend via phone.

A motion was made by Kostelny, seconded by Espinoza to approve the Morton Arboretum Tree Protection Plan that was included in the packet. Motion carried.

Proksa Pond-Director Fallon will talk with Hitchcock and Aquascape to coordinate timelines. Aquascape will start in mid-March (weather permitting). Commissioner Taylor would like to see a sidewalk crosswalk put in the north section of the park at Home Avenue.

New Business: Director Fallon is in contact with the school district regarding the revision of the title deeds of Freedom Park. A draft of the security incident response plan is included in the packet. CDS Technologies is also currently reviewing it. Any revisions will be brought to the next meeting.

Commissioners' Comments: Commissioner Clark enjoyed the puzzle palooza program. Commissioner Kostelny asked if any of the staff were going to the legal symposium in November. – Director Fallon, Hayes, Swade and Roberts are attending. Commissioner Taylor asked what was next for the Freedom Pool since applying for the OSLAD grant is on hold until next year.- The play structure will be removed.

Executive Session: no session

Meeting Dates: November 4th , 2025-Committee Meeting at Freedom Park Administration Building at 4:30pm. November 18th , 2025- Regular Board Meeting at Proksa Park Activity Center at 6pm.

Adjournment: A motion made by Clark, seconded by King to adjourn at 7:42pm. Motion carried.

Attested to by:

President: Gretchen Kostelny

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
November 4th, 2025, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:38pm by President Gretchen Kostelny.

Commissioners in attendance: Claire Clark, Ana Espinoza, Janel King (arrived at 4:55pm), Gretchen Kostelny, 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), Javier Garcia (Foreman) and Mary Swade (Superintendent of Recreation).

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

Public Comments: none.

Correspondence: none.

Financial Report: a motion was made by Kostelny, seconded by Taylor to approve the first half of November 2025 payables in the amount of \$239,653.90. Roll call: Clark- aye, Espinoza- aye, King-absent, Kostelny- aye, and Taylor- aye. Motion carried.

The 2026 draft budget was included in the packet. There were no additional questions. The 2026 draft Levy Ordinance O-25-2 was included in the packet. The draft 2026 budget and the draft levy are slated for approval at the November board meeting.

Policy and Personnel: An updated draft of the Information Security Incident Response Plan was included in the packet. A summary of the updates was provided.

Recreation: Information on programs and registrations was included in the packet. The new program guide is set to be ready this Friday. The commissioners would like the revenues and expenses for Brewfest.

Parks and Facilities: report in packet. The staff will put up Christmas decorations in Mraz Park this week. The Santa boxes will go up in the various parks next week. Commissioner Espinoza asked if signage would be put up regarding the upcoming projects. Director Fallon is waiting until the dates/timeline are confirmed. Director Fallon will update the board after the meeting with Hitchcock.

Commissioner King arrived at 4:55pm.

Proksa Park Redevelopment: The contract between the district and Aquascape is still being negotiated between the attorneys. Director Fallon is in communication with Hitchcock to get updates on the designs of Proksa Park.

Other Business: Director Fallon discussed the issues of the wording of the titles of Freedom Park with Mary Havis (Superintendent of Berwyn School District 100). Fallon sent over the deeds for the school district's attorney to view.

Commissioners' Comments: Commissioner Taylor would like to see a schedule posted for when bathrooms are closed. He would also like to see a schedule of the lights for the tennis courts, soccer field and the baseball field. Commissioner Espinoza liked the district having a picnic rental attendant on weekends this past summer. Commissioner Taylor asked if Director Fallon would reach out to both the North Berwyn Park District and the City Recreation Department to see if they are interested in scheduling soccer games against each other next year. He

would also like to see more focus on soccer fundamentals. Commissioner Taylor would like to revisit discussions on district properties that are leased from the city. President Kostelny – the board retreat is November 16th. She will send out an email with details. Commissioner Kostelny and Commissioner Espinoza will attend the next meeting via phone.

Adjournment: A motion was made by Clark, seconded by Taylor to adjourn at 5:41pm. Motion unanimously carried.

Attested to by:

President: Gretchen Kostelny

Recording Secretary: Cynthia Hayes

DATE: 11/18/2025
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. Schedule of Investments
- B. November 2025 Payables / October 2025 Payroll and Payroll Liabilities (Action Roll Call)
Check Reconciliation Report and
Paid Invoice Listing Report included
- C. Treasurer's Report
- D. General Ledger (GL) Report

Berwyn Park District Schedule of Investments October 2025

[illegible]

DATE: 11/18/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

November 2025 Payables:

Checks 26029-26047

\$ 32,933.83

(Detail check listing following this page)

Payroll/Payroll Liabilities:

10/10/2025 \$ 47,266.68

10/24/2025 \$ 39,440.27

total: \$ 86,706.95

I motion to approve the November 2025 payables in the amount of \$32,933.83 and October 2025 Payroll in the amount of \$ 86,706.95 for a total of \$ 119,640.78

DATED FROM 11/05/2025 TO 11/18/2025
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
26029	BER-WATE	City of Berwyn	OUT	11/18/25	11/13/25	523.60
26030	CDS	CDS Office Technologies	OUT	11/18/25	11/13/25	2,476.76
26031	COMCAST	COMCAST BUSINESS	OUT	11/18/25	11/13/25	1,077.85
26032	COMCAST2	COMCAST BUSINESS	OUT	11/18/25	11/13/25	655.13
26033	Commeg	Commeg Systems, Inc.	OUT	11/18/25	11/13/25	125.00
26034	COSTCO	Citi Cards	OUT	11/18/25	11/13/25	20.40
26035	Groot	GROOT INDUSTRIES, iNC.	OUT	11/18/25	11/13/25	2,105.98
26036	H&H	H&H Electric Co.	OUT	11/18/25	11/13/25	570.31
26037	Hitchcoc	Hitchcock Design, Inc.	OUT	11/18/25	11/13/25	9,985.00
26038	JCLICHT	JC Licht Ace	OUT	11/18/25	11/13/25	60.52
26039	JULIES	Susan D'Alberti	OUT	11/18/25	11/13/25	25.00
26040	Langton	Langton Group	OUT	11/18/25	11/13/25	6,660.00
26041	NICOR	Nicor Gas	OUT	11/18/25	11/13/25	54.98
26042	PEAC	Peac Solutions	OUT	11/18/25	11/13/25	339.80
26043	PFM Fina	PFM Financial Services	OUT	11/18/25	11/13/25	4,432.40
26044	PIW	Pierini Iron Works INC	OUT	11/18/25	11/13/25	1,249.50
26045	PROWASTE	Pro Waste Disposal Inc.	OUT	11/18/25	11/13/25	390.00
26046	TakeOff	Eli Quintana	OUT	11/18/25	11/13/25	873.60
26047	THERMFLO	THERMFLO INC	OUT	11/18/25	11/13/25	1,308.00
TOTAL---ALL CHECKS						32,933.83

FROM 11/05/2025 TO 11/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

BER-WATE	City of Berwyn								
	400486-002	11/25 LCC		11/03/25		26029	11/18/25	523.60	37.40
	01	Water bill LCC	10020052639						37.40
	409994-002	11/25		11/03/25		26029	11/18/25	523.60	122.40
	01	Water bill-Mraz	50020052639						122.40
	411886-001	FP 11/25		11/03/25		26029	11/18/25	523.60	37.40
	02	Water bill-FP	10020052639						37.40
	413713-001	11/25		11/03/25		26029	11/18/25	523.60	88.40
	01	Water bill- SP	10020052639						88.40
	413740-001	11/25		11/03/25		26029	11/18/25	523.60	129.20
	01	Water bill PP	50020052639						129.20
	413850-001	11/25		11/03/25		26029	11/18/25	523.60	108.80
	01	Water bill -FP Pool	10020052639						108.80
								VENDOR TOTAL:	523.60
CDS	CDS Office Technologies								
	INV1734896			11/12/25		26030	11/18/25	2,476.76	2,476.76
	01	It Services	10010051585						1,238.38
	02	It Services	50010051585						1,238.38
								VENDOR TOTAL:	2,476.76
COMCAST	COMCAST BUSINESS								
	255293350			11/03/25		26031	11/18/25	1,077.85	1,077.85
	01	Telephone and Internet	10010052641						538.93
	02	Telephone and Internet	50010052641						538.92
								VENDOR TOTAL:	1,077.85
COMCAST2	COMCAST BUSINESS								
	Dec 25- PP			11/10/25		26032	11/18/25	655.13	220.66
	01	Telephone & Internet Proksa	50010052641						220.66
	Dec 25-LCC			11/10/25		26032	11/18/25	655.13	215.66
	01	Telephone and Internet LCC	50010052641						215.66
	Dec 25-SP			11/10/25		26032	11/18/25	655.13	218.81
	01	Telephone & Internet Sunshine	10010052641						218.81

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Commeg	Commeg Systems, Inc.							VENDOR TOTAL:	655.13
	25111212			11/12/25		26033	11/18/25	125.00	125.00
	01	Time Pro	50010052610						125.00
VENDOR TOTAL:									125.00
COSTCO	Citi Cards								
	Oct 25-Roberts			11/11/25		26034	11/18/25	20.40	20.40
	01	Water-staff	10020055796						20.40
VENDOR TOTAL:									20.40
Groot	GROOT INDUSTRIES, iNC.								
	15389855T098			11/03/25		26035	11/18/25	2,105.98	1,115.78
	01	Sunshine Garbage	10020052630						557.89
	02	Proska Park Garbage	50020052630						557.89
	15390391T098			11/03/25		26035	11/18/25	2,105.98	569.03
	01	FP Garbage	10020052630						569.03
	15390612T098			11/03/25		26035	11/18/25	2,105.98	421.17
	01	LCC Garbage	50020052630						421.17
VENDOR TOTAL:									2,105.98
H&H	H&H Electric Co.								
	47477			11/10/25		26036	11/18/25	570.31	570.31
	01	Tree Planting	10020053667						570.31
VENDOR TOTAL:									570.31
Hitchcoc	Hitchcock Design, Inc.								
	36237			11/10/25		26037	11/18/25	9,985.00	9,985.00
	01	Project: OSLAD 2025	41000056832						9,985.00
VENDOR TOTAL:									9,985.00
JCLICHT	JC Licht Ace								
	43498			11/04/25		26038	11/18/25	60.52	22.97
	01	Terminal Ring	10020055789						4.99
	02	Splice Butt	10020055789						17.98
	43505			11/04/25		26038	11/18/25	60.52	7.99
	01	Toggle Switch	10020055789						7.99

FROM 11/05/2025 TO 11/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	43590	01 Velcro	10020055789	11/04/25		26038	11/18/25	60.52	5.59 5.59
	43609	01 Splice	10020055789	11/04/25		26038	11/18/25	60.52	23.97 23.97
							VENDOR TOTAL:		60.52
JULIES	Susan D'Alberti								
	Spooktacular			11/05/25		26039	11/18/25	25.00	25.00 25.00
	01 Vendor Space Refund	54100046420					VENDOR TOTAL:		25.00
Langton	Langton Group								
	65226- Oct 25			11/11/25		26040	11/18/25	6,660.00	4,995.00 4,995.00
	01 Contractual Maintenance	10020052624							
	65603-Nov 25			11/12/25		26040	11/18/25	6,660.00	1,665.00 1,665.00
	01 Contractual Maintenance	10020052624					VENDOR TOTAL:		6,660.00
NICOR	Nicor Gas								
	Oct 25- PP			11/12/25		26041	11/18/25	54.98	54.98 54.98
	01 Natural Gas PP	50020052637					VENDOR TOTAL:		54.98
PEAC	Peac Solutions								
	41134509			11/03/25		26042	11/18/25	339.80	339.80 169.90 169.90
	01 Photo Copier	10010052617							
	02 Photo Copier	50010052617					VENDOR TOTAL:		339.80
PFM Fina	PFM Financial Services								
	Oct 25- Collier			11/05/25		26043	11/18/25	4,432.40	-360.00 -360.00
	01 Home city Ice	54100055410							
	Oct 25- Hayes			10/30/25		26043	11/18/25	4,432.40	1,019.47 116.99 6.08 265.00 9.10 51.54 225.00
	01 Drum unit for Printer	10010055790							
	02 Certified Mail	10010055755							
	03 Professional Membership	50010054700							
	04 Certified mail	10010055755							
	05 Staff Appreciation	10020055796							
	06 Legal symposium	10010054700							

FROM 11/05/2025 TO 11/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Oct 25- Hayes			10/30/25		26043	11/18/25	4,432.40	1,019.47
	07	Legal symposium-Roberts	10010054700						225.00
	08	Toll way pass replenish	10010050545						30.00
	09	Lenovo wireless mouse	10010055750						14.99
	10	Fed Ex	10010055755						9.65
	11	Brother Printer	10010055750						60.42
	12	pens	10010055790						5.70
	Oct 25- Kell			11/05/25		26043	11/18/25	4,432.40	1,285.13
	01	Day Trip Meal	53120052617						53.59
	02	Puzzles adult program	53120055600						181.59
	03	Spooktacular supplies	50100055796						198.01
	04	Amazon	51160055410						64.38
	05	Sandwich bag	50100055796						12.78
	06	Spiders	51160055415						32.95
	07	Return Puzzles	53120055600						-45.98
	08	milk	51160055415						1.69
	09	Halloween Buckets	50100055796						10.00
	10	Strawberries (Book and Bites)	51160055415						3.40
	11	Lunch Day Trip	53120052617						10.84
	12	Apple picking Day Trip	53120052616						155.87
	13	glue	51160055410						13.30
	14	glue	51160055420						13.29
	15	glue	51160055415						13.29
	16	Lunch (Leo)	53120052625						36.13
	17	IPRA Membership	50010052721						265.00
	18	IPRA Membership	50010052721						265.00
	Oct 25-Fallon			11/11/25		26043	11/18/25	4,432.40	683.49
	01	Staff Lunch Brewfest	54100055410						346.54
	02	Staff Lunch	50010055796						269.63
	03	Breakfast	50010055796						43.78
	04	Staff Lunch	50010055796						23.54
	Oct 25-Garcia			11/05/25		26043	11/18/25	4,432.40	388.08
	01	Microfiber cloths	10020055789						39.49
	02	Back up Camara	10020053650						113.97
	03	Mop Refills	10020055762						21.99
	04	Big Corn Broom	10020055789						16.99
	05	Floor Mat	10020053650						33.98
	06	5 Gallon Storage Tote	10020055789						23.96
	07	Butt splice	10020055789						8.38
	08	100pc Terminal kit	10020053650						13.99
	09	Wire Loom Tubing	10020055789						14.97
	10	Blaster penetrant	10020055789						21.96
	11	Apple storage	10010052644						0.99
	12	Eye station Inspection Tags	10020055789						9.85
	13	Tool Box Organizers	10020055789						19.92

FROM 11/05/2025 TO 11/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

	Oct 25-Garcia			11/05/25		26043	11/18/25	4,432.40	388.08
	14	Gumout	10020055789						22.64
	15	commercial training course	10020054715						25.00
	Oct 25-Maintenance			11/05/25		26043	11/18/25	4,432.40	652.32
	01	Multi purpose Funnel	10020055789						3.48
	02	Split Loom back	10020053667						13.82
	03	Conne	10020053667						2.98
	04	Huski wrench	10020055800						83.97
	05	tubing	10020055800						3.81
	06	Tap Splice	10020053667						9.66
	07	Red Tap splice	10020053667						7.24
	08	Honda oil	10020055765						17.94
	09	stranded THHN	10020053667						40.00
	10	speaker	10020053667						7.98
	11	Butt splic	10020053667						6.58
	12	synthetic oil	10020055765						14.98
	13	Ratchet	10020055800						26.98
	14	Digital Multi Meter	10020055800						165.99
	15	router tool	10020055800						199.00
	16	knife	10020055800						19.94
	17	router	10020055800						27.97
	Oct 25-Nepomuck			11/10/25		26043	11/18/25	4,432.40	309.79
	01	Supplies for Cooking Class	51160055415						6.88
	02	Email Subscription	50010054720						101.00
	03	Two Large Canvases and paint	54100055420						43.96
	04	markers for Spooktacular	** COMMENT **						0.00
	05	community art	** COMMENT **						0.00
	06	Sponsorship Banner for	54100055420						97.95
	07	Spooktacular Event	** COMMENT **						0.00
	08	Active Adult event Payment	53120052616						60.00
	Oct 25-Swade			10/30/25		26043	11/18/25	4,432.40	454.12
	01	Office Supplies	50010055790						135.13
	02	IPRA Membership	50010054700						265.00
	03	Office Supplies	50010055790						53.99
								VENDOR TOTAL:	4,432.40
PIW	Pierini Iron Works INC								
	21523			11/04/25		26044	11/18/25	1,249.50	1,249.50
	01	Door Sunshine	10020053665						1,249.50
								VENDOR TOTAL:	1,249.50

FROM 11/05/2025 TO 11/18/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
PROWASTE	Pro Waste Disposal Inc.								
	I15027	01 Porta Potty PP- Winterization	25000052615	10/31/25		26045	11/18/25	390.00	195.00
									195.00
	I15028	01 Porta Potty FP- Winterization	25000052615	10/31/25		26045	11/18/25	390.00	195.00
									195.00
							VENDOR TOTAL:		390.00
TakeOff	Eli Quintana								
	A2027-601	01 Little Hoopers	52090055440	10/30/25		26046	11/18/25	873.60	420.00
									420.00
	A2029-609	01 Future Hoop Stars	52090055440	10/30/25		26046	11/18/25	873.60	453.60
									453.60
							VENDOR TOTAL:		873.60
THERMFLO	THERMFLO INC								
	T41565INV	01 Generator Maintenance	10020052624	11/03/25		26047	11/18/25	1,308.00	1,308.00
									1,308.00
							VENDOR TOTAL:		1,308.00
							TOTAL --- ALL INVOICES:		32,933.83

Berwyn Park District Treasurer Report

October 2025

	<u>Republic Bank Operating Account</u>	
	Beginning Balance	\$193,660.60
GL's	<u>Deposits</u>	
Misc accounts	Taxes (divided up among the funds)	
10-00-00-43-455	Cook County Voting Use	
10-00-00-49-647	Corp: Cell Tower Lease	\$6,265.70
10-02-00-49-493	Recycling/Salvage	\$95.70
10-02-00-45-470	Dog Park Fees	
10-02-00-46-485	Memorial Tree	\$500.00
50-01-00-46-477	Community Event Fees	
50-01-00-49-494	PDRMA Incentive/Reimbursement	
50-10-00-46-485	Back to School	
51-16-00-41-415	Early Childhood Programs	\$27.00
51-16-00-41-420	Youth Programs	
51-16-00-41-425	Teen 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	
52-09-00-41-465	New Programs	
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	
53-12-00-41-610	Active Adult Programs	\$55.00
53-12-00-41-615	Adult Day Trips	\$85.00
53-12-00-41-620	Extended Adult Trips	\$799.00
53-12-00-41-625	Adult Lunches	
53-12-00-41-630	New Programs	
53-12-00-52-618	refund transportation	
53-12-00-52-620	overpayment of Italy trip	
54-10-00-46-410	Brewfest	\$12,336.21
54-10-00-46-420	Fall Events	\$426.74
54-10-00-46-430	Winter Event	
54-10-00-46-440	Sponsorship	
54-10-00-46-450	Summer Event	
55-13-00-43-450	Proksa Center Rentals	
55-13-00-43-451	Liberty Center Rentals	
55-13-00-43-455	Athletic Fields	\$100.00
55-13-00-43-471	Park Rentals (Outdoors)	
	<u>Credit Card (P-Card) Bill</u>	
	BMO Harris Mastercard	-\$11,822.37
	Costco Credit Card Bill	-\$224.97
	transfer in from PMA account	\$250,000.00
	transfer to payroll account	-\$86,706.95
	Bank Fees	-196.03
	Outstanding Checks Cleared/ACH	-\$108,233.40
	Deposits Credited to November Statement	-\$16.00
	Sales from the September GL	\$2,425.00
	Ending Balance	\$259,576.23

Berwyn Park District Treasurer Report

October 2025

	<u>Republic Bank Merchant Account</u>	
	Beginning Balance	\$29,383.04
GL's	<u>Deposits</u>	
10-02-00-45-470	Dog Park Fees	
10-02-00-46-485	Benches	
10-02-00-46-486	Garden Plots	
51-16-00-41-410	Preschool	\$1,080.00
51-16-00-41-415	Early Childhood Programs	\$483.00
51-16-00-41-420	Youth Programs	\$1,049.00
51-16-00-41-425	Teen Programs	
51-16-00-41-430	Summer Day Camp	
51-16-00-41-435	New Programs	
52-09-00-41-420	Youth Soccer	
52-09-00-41-425	Futsal	
52-09-00-41-430	Youth Baseball	
52-09-00-41-435	Athletic Camps	
52-09-00-41-440	Youth Athletic Contract. Programs	\$149.00
52-09-00-41-450	Adult Athletics	
52-09-00-41-465	New Programs	
52-09-00-41-470	Youth Athletic Special Event	
53-12-00-41-600	Adult Programs	\$80.00
53-12-00-41-610	Active Adult Programs	
53-12-00-41-615	Adult Day Trips	\$150.00
53-12-00-41-620	Extended Adult Trips	
53-12-00-41-625	Adult Lunches	
53-12-00-41-630	New Programs	
54-10-00-46-420	Fall Events	
54-10-00-46-430	Winter Events	\$25.00
54-10-00-46-450	Summer Events	
55-13-00-43-450	Proksa Center Rentals	\$2,662.50
55-13-00-43-451	Liberty Center Rentals	
55-13-00-43-455	Athletic Fields Rentals	\$3,625.00
55-13-00-43-471	Park (Outdoor) Rentals	
	refund	
	Card Connect Fees (September)	-\$766.49
	Bank Fees	-\$20.07
	Clearent Fee	-\$75.96
	Credited to November Bank statement	-\$24.00
	Sales from the September GL	\$275.75
	control account	-\$123.00
	Ending Balance	\$37,952.77

Berwyn Park District Treasurer Report**October 2025****Republic Bank Property Tax Money Market Account**

Beginning Balance		\$174,042.44
Interest		\$439.50
Property Tax Revenue (transferred from Operating Acct.)		
Replacement Tax		\$3,238.24
DCEO Grant		
Transfer to Operating Account	operating	
Transfer to Illinois Funds Account		
Deposit from Illinois Funds Account		
Transfer to other accounts	payroll	
Ending Balance		\$177,720.18

Republic Bank Payroll Account

Beginning Balance		\$12,174.98
Transfer in from Money Market Account		
Transfer from Operating Account		\$86,706.95
<i>Payroll/Employee Compensation-direct deposit</i>		<i>-\$51,696.79</i>
<i>Payroll/Employee Compensation-paper checks</i>		<i>-\$1,405.09</i>
Federal, State and FICA Exp		-\$22,695.47
IMRF Payments-Employer/Employee Contributions		
Ending Balance		\$23,084.58

Republic Bank Petty Cash Account

Beginning Balance		\$5,295.81
Deposit from Operating Account		
<i>Checks Cleared: 1089, 1091, 1092</i>		<i>-\$82.96</i>
Ending Balance		\$5,212.85

Berwyn Park District Treasurer Report**October 2025****Byline Unemployment Account**

Beginning Balance		\$33,167.77
Interest		\$69.58
Maintenance Fee -refunded Unemployment		
Ending Balance		\$33,237.35

First American Bank Money Market-Capital Account

Beginning Balance		\$2,946,121.60
Interest		\$8,789.31
Transfer in		
Transfer to other accounts- set up of OSLAD account		
Ending Balance		\$2,954,910.91

First American Bank Checking Account-Capital Account

Beginning Balance		\$4,741.01
Interest		\$1.07
Account Analysis Fee		-\$31.00
Transfer in		
Transfer to other accounts		
Ending Balance		\$4,711.08

First American Bank -OSLAD Account

Beginning Balance		\$5,000.00
Interest		
Transfer in		
Transfer to other accounts		
Ending Balance		\$5,000.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2026 FINAL BUDGET
FUND: `Corporate		
BEGINNING BALANCE		0
Administration		
REVENUES		
10-00-00-40-400	Real Estate Taxes	900,000
10-00-00-40-405	Personal Prop Replacement Tax	19,000
10-00-00-43-455	Cook County Voting Use	200
10-00-00-46-480	Spnsorships	500
10-00-00-48-491	Interest Income	50,000
10-00-00-49-494	PDRMA Incentive/Reimbursements	500
10-00-00-49-647	Cell Tower Lease	75,000
TOTAL REVENUES: Administration		1,045,200
Buildings & Grounds		
REVENUES		
10-02-00-40-400	Property Taxes	450,000
10-02-00-45-470	Dog Park Fees	500
10-02-00-46-484	Memorial Trees	1,000
10-02-00-46-485	Memorial Benches	1,000
10-02-00-49-493	Scrap/Salvage	100
10-02-00-49-495	PDRMA Incent./Reimbursement	500
TOTAL REVENUES: Buildings & Grounds		453,100
Administration		
EXPENSES		
Non Park		
10-01-00-50-500	Full Time Salaries	270,905
10-01-00-50-510	PDRMA Health Program	119,000
10-01-00-50-545	Mileage Reimbursement	250
10-01-00-51-551	Board Projects	1,000
10-01-00-51-570	Legal Fees	20,000
10-01-00-51-575	Accountant	15,000
10-01-00-51-580	Consultants	5,000
10-01-00-51-585	IT Services	20,000
10-01-00-52-610	Computer Software & Licensing	25,000
10-01-00-52-611	Legal Notices	2,000
10-01-00-52-617	Photo Copier-Service and lease	4,000
10-01-00-52-641	Telephone & Internet	14,565
10-01-00-52-644	Cell Phones	750
10-01-00-52-649	Bank Fees	5,000
10-01-00-54-700	FT Professional Development	7,000
10-01-00-54-710	Professional Development Board	3,000
10-01-00-54-720	Dues & Licensing Fees	14,000

10-01-00-55-750	New Office Equipment	1,500
10-01-00-55-755	Postage	450
10-01-00-55-785	Uniforms	2,000
10-01-00-55-790	Office Supplies	3,500
10-01-00-55-796	Staff Appreciation	3,200
TOTAL Non Park		537,120
TOTAL Administration		537,120

Buildings & Grounds

EXPENSES

10-02-00-50-500	Full Time Salaries	368,801
10-02-00-50-505	Part Time & Seasonal Salaries	33,486
10-02-00-52-620	Equipment Rental	2,000
10-02-00-52-624	Contractual Maintenance	70,000
10-02-00-52-630	Scavenger Service	17,000
10-02-00-52-635	Tree Removal	8,000
10-02-00-52-637	Utilities- Natural Gas	11,464
10-02-00-52-638	Utilities-Electricity	25,000
10-02-00-52-639	Utilities-Water	6,000
10-02-00-52-640	Facility Alarms	8,500
10-02-00-52-644	cell phones	1,300
10-02-00-53-650	Vehicle Maintenance	10,000
10-02-00-53-655	Equipment Repair	7,500
10-02-00-53-660	Grounds Maintenance	22,000
10-02-00-53-661	Athletic Field Maintenance	4,000
10-02-00-53-662	Playground Maintenance	3,000
10-02-00-53-663	Dog Park Maintenance	1,500
10-02-00-53-665	Building Maintenance	30,000
10-02-00-53-666	HVAC	13,000
10-02-00-53-667	Electrical	7,000
10-02-00-53-668	Plumbing	20,000
10-02-00-54-700	Professional development	2,500
10-02-00-54-715	Training & Certifications	3,000
10-02-00-55-750	New Equipment	4,000
10-02-00-55-757	Personal Protective Equipment	1,000
10-02-00-55-762	Consumable Supplies	15,000
10-02-00-55-765	Fuels and Lubricants	8,000
10-02-00-55-770	Flag Replacement	1,000
10-02-00-55-773	Landscape Management	6,000
10-02-00-55-774	Fertilizers	500
10-02-00-55-775	Trees	12,000
10-02-00-55-780	Signs	2,500
10-02-00-55-785	Uniforms	3,550
10-02-00-55-789	Building Supplies	2,000

10-02-00-55-795	First Aid	1,000
10-02-00-55-796	Staff appreciation	750
10-02-00-55-798	Chemicals/Pesticides	2,000
10-02-00-55-799	Graffiti Removal	300
10-02-00-55-800	Tools	2,000
10-02-00-55-805	Snow Removal	2,000
10-02-00-55-811	Memorial Benches	1,100
10-02-00-55-815	Children's and Serenity Garden	1,000
10-02-00-55-820	Ponds	5,000
10-02-00-55-825	Holiday Decor	10,000
TOTAL Buildings & Grounds		755,751

TOTAL FUND REVENUES & BEG. BALANCE	1,498,300
TOTAL FUND EXPENSES	1,292,871
FUND SURPLUS (DEFICIT)	205,429

FUND: Scholarship Fund

BEGINNING BALANCE	0
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REVENUES

15-00-00-46-480	Sponsorships	100
15-00-00-46-489	Scholarship Revenue	10,000
TOTAL REVENUES: Non Departmental		10,100

EXPENSES

Non Park		
15-00-00-52-466	Scholarships	7,500

TOTAL FUND REVENUES & BEG. BALANCE	10,100
TOTAL FUND EXPENSES	7,500
FUND SURPLUS (DEFICIT)	2,600

FUND: Social Security

BEGINNING BALANCE	0
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REVENUES

21-00-00-40-400	Real Estate Taxes	1,000
TOTAL Non Park		1,000

EXPENSES

21-00-00-50-530	Social Security	70,936
21-00-00-50-535	Medicare	16,590
TOTAL Non Park		87,526

TOTAL FUND REVENUES & BEG. BALANCE	1,000
TOTAL FUND EXPENSES	87,526

FUND SURPLUS (DEFICIT)	(86,526))
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FUND: IMRF

BEGINNING BALANCE	0
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REVENUES

22-00-00-40-400	Real Estate Taxes	1,000
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TOTAL Non Park	1,000
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EXPENSES

22-00-00-50-525	IMRF	102,969
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TOTAL Non Park	102,969
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TOTAL FUND REVENUES & BEG. BALANCE	1,000
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TOTAL FUND EXPENSES	102,969
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FUND SURPLUS (DEFICIT)	(101,969))
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FUND: Liability

BEGINNING BALANCE	0
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REVENUES

23-00-00-40-400	Real Estate Taxes	1,000
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23-00-00-49-494	PDRMA Safety Rebate	500
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TOTAL Non Park	1,500
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EXPENSES

23-00-00-50-500	Full Time Salaries	9,000
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23-00-00-50-546	Safety Incentive	2,000
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23-00-00-51-551	Special Projects	2,000
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23-00-00-52-627	Property & Casualty Insurance	40,000
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23-00-00-52-629	Pre-Employ/Volunteer Verificat	2,000
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23-00-00-54-700	Staff Training and Testing	1,950
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23-00-00-55-750	Equipment and Safety Supplies	2,500
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23-00-00-55-795	First Aid Kit Supplies	500
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TOTAL Non Park	59,950
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TOTAL FUND REVENUES & BEG. BALANCE	1,500
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TOTAL FUND EXPENSES	59,950
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FUND SURPLUS (DEFICIT)	(58,450))
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FUND: Audit

BEGINNING BALANCE	0
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REVENUES

24-00-00-40-400	Real Estate Taxes	26,000
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TOTAL Non Park	26,000
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EXPENSES

24-00-00-51-550	Audit Fees	21,000
24-00-00-51-560	Accounting Service Fees	5,000
TOTAL Non Park		26,000

TOTAL FUND REVENUES & BEG. BALANCE	26,000
TOTAL FUND EXPENSES	26,000
FUND SURPLUS (DEFICIT)	0

FUND: Security and Safety

BEGINNING BALANCE	0
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REVENUES

25-00-00-40-400	Real Estate Taxes	1,000
TOTAL Non Park		1,000

EXPENSES

25-00-00-50-505	Wage-picnic rent. & police/sec	8,000
25-00-00-52-615	Equipment Maintenance	2,000
25-00-00-55-750	New Equipment	8,000
TOTAL Non Park		18,000

TOTAL FUND REVENUES & BEG. BALANCE	1,000
TOTAL FUND EXPENSES	18,000
FUND SURPLUS (DEFICIT)	(17,000))

FUND: Special Recreation

BEGINNING BALANCE	0
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REVENUES

Non Park		
26-00-00-40-400	Real Estate Taxes	154,000
TOTAL Non Park		154,000

EXPENSES

26-00-00-50-500	Wages-Full time salaries	25,423
26-00-00-50-505	Wages-Inclusion	9,219
26-00-00-52-645	WSSRA Contribution	163,000
26-00-00-55-799	Special Recreation Expenditure	2,500
26-00-00-56-805	ADA Improvements	2,500
TOTAL Non Park		202,642

TOTAL FUND REVENUES & BEG. BALANCE	154,000
TOTAL FUND EXPENSES	202,642
FUND SURPLUS (DEFICIT)	(48,642))

FUND: Debt Service

BEGINNING BALANCE 0

Non Departmental

REVENUES

31-00-00-40-400 Real Estate Taxes 318,441

TOTAL Non Park 318,441

EXPENSES

31-00-00-58-903 Principal Payment 110,000

31-00-00-58-905 Interest Payment 215,595

31-00-00-58-915 Paying Agent Fees 1,500

TOTAL Non Park 327,095

TOTAL FUND REVENUES & BEG. BALANCE 318,441

TOTAL FUND EXPENSES 327,095

FUND SURPLUS (DEFICIT) (8,654))

FUND: Recreation Administration

BEGINNING BALANCE 0

REVENUES

50-00-00-40-400 Property Taxes 405,000

50-01-00-41-474 Advertising 2,000

50-01-00-49-494 PDRMA incent/Reimbursement 1,000

50-10-00-46-477 Community Event Fees 1,500

50-10-00-46-485 Back to School Event 2,500

TOTAL Non Park 412,000

EXPENSES

50-01-00-50-477 Wages-Community Event Staff 3,000

50-01-00-50-485 Wages-Back to School 1,500

50-01-00-50-500 Wages-Full Time Salary 241,408

50-01-00-50-501 Wages-Marketing 56,650

50-01-00-50-505 Wages-Front Desk 39,784

50-01-00-50-510 PDRMA Health Insurance 119,000

50-01-00-50-545 Mileage Reimbursement 300

50-01-00-50-606 Wages-Concerts 250

50-01-00-51-551 Special Projects 1,500

50-01-00-51-585 Computer IT Consultant 18,000

50-01-00-52-610 Computer Software and License 9,500

50-01-00-52-611 Job Posting 400

50-01-00-52-612 Print & Distribution of Inform 5,500

50-01-00-52-617 Photo Copier service & lease 3,000

50-01-00-52-641 Telephone and Internet 15,000

50-01-00-52-643 Other Contractual 2,000

50-01-00-52-644	Cell Phones	2,300
50-01-00-52-721	Memberships/Subscriptions	16,000
50-01-00-53-655	Equipment Maintenance	500
50-01-00-54-700	Professional Development	5,500
50-01-00-55-750	New Office Equipment	1,500
50-01-00-55-761	Marketing and Promotions	4,500
50-01-00-55-785	Staff Apparel	1,500
50-01-00-55-790	Office Supplies	1,750
50-01-00-55-796	Staff Appreciation	750
50-02-00-52-630	Scavenger Service	7,000
50-02-00-52-637	Utilities-Natural Gas	14,000
50-02-00-52-638	Utilities-Electric	20,000
50-02-00-52-639	Utilities-Water	15,000
50-02-00-52-640	Facility Alarms	3,500
50-10-00-52-614	Concerts Vendors	6,000
50-10-00-55-485	Back to School Event	3,000
50-10-00-55-606	Concert Supplies	500
50-10-00-55-795	Recreation Supplies	1,000
50-10-00-55-796	Community Event Supplies	8,000
TOTAL Non Park		629,092

TOTAL FUND REVENUES & BEG. BALANCE	412,000
TOTAL FUND EXPENSES	629,092
FUND SURPLUS (DEFICIT)	(217,092))

FUND: Rec. Program Youth & Teen

BEGINNING BALANCE	0
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REVENUES

51-16-00-41-410	Preschool	5,000
51-16-00-41-415	Early Childhood Programs	12,000
51-16-00-41-420	Youth Programs	20,000
51-16-00-41-425	Teen Programs	2,000
51-16-00-41-430	Summer Day Camp	72,000
51-16-00-41-435	New Programs	3,000
51-16-00-46-480	Sponsorships	500
TOTAL Non Park		114,500

EXPENSES

51-16-00-50-505	Wages-Preschool	3,000
51-16-00-50-506	Wages-Early Childhood Programs	4,000
51-16-00-50-507	Wages-Youth Programs	3,500
51-16-00-50-508	Wages-Teen Programs	250
51-16-00-50-509	Wages-Summer Day Camp	45,000
51-16-00-52-415	Early Child Program Contracts	4,000

51-16-00-52-420	Youth Program Contracts	10,000
51-16-00-52-425	Teen Program Contract	1,000
51-16-00-52-430	Summer Day Camp Trips	6,750
51-16-00-52-431	Summer Camp Transportation	3,500
51-16-00-52-649	credit card fees	3,000
51-16-00-55-410	Preschool Supplies	500
51-16-00-55-415	Early Childhood Program Suppli	1,500
51-16-00-55-420	Youth Program Supplies	2,500
51-16-00-55-425	Teen Program Supplies	500
51-16-00-55-430	Summer Day Camp Supplies	2,000
51-16-00-55-431	Summer Camp Shirts	2,000
51-16-00-55-432	Summer Camp Food	1,250
51-16-00-55-435	New Program Expenses	1,500
TOTAL Non Park		95,750

TOTAL FUND REVENUES & BEG. BALANCE	114,500
TOTAL FUND EXPENSES	95,750
FUND SURPLUS (DEFICIT)	18,750

FUND: Athletics Programs

BEGINNING BALANCE	0
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REVENUES

52-09-00-41-420	Youth Soccer	40,000
52-09-00-41-425	Futsal	3,000
52-09-00-41-430	Youth Baseball	7,000
52-09-00-41-435	Athletic Camps	3,000
52-09-00-41-440	Yth Athletic Contract Programs	30,000
52-09-00-41-450	Adult Athletics	10,000
52-09-00-41-455	Adult Athletic Contract Progra	500
52-09-00-41-460	Adult Athletic Events	200
52-09-00-41-465	New Programs	500
52-09-00-41-470	Youth Athletic Special Event	5,500
52-09-00-41-480	Youth Athletics	3,160
52-09-00-46-480	Sponsorships	500
TOTAL Non Park		103,360

EXPENSES

52-09-00-50-504	Wages-Youth Athletics	2,600
52-09-00-50-505	Wages-Youth Soccer	15,000
52-09-00-50-506	Wages-Youth Futsal	1,500
52-09-00-50-507	Wages-Youth Baseball	2,000
52-09-00-50-508	Wages-Athletic Camps	500
52-09-00-50-509	Wages-Adult Athletics	1,500
52-09-00-50-510	Wages-Adult Ahletic Events	100

52-09-00-52-649	credit card fees	3,000
52-09-00-55-420	Youth Soccer Program Expenses	4,000
52-09-00-55-421	Youth Soccer Uniforms	8,000
52-09-00-55-422	Youth Soccer Awards	1,800
52-09-00-55-423	Athletic League Recognition	100
52-09-00-55-425	Youth Futsal Program Expenses	1,200
52-09-00-55-426	Futsal Uniforms	800
52-09-00-55-430	Youth Baseball Program Expense	2,000
52-09-00-55-431	Youth Baseball Uniforms	2,000
52-09-00-55-432	Youth Baseball Awards	800
52-09-00-55-435	Athletic Camp Program Expenses	1,000
52-09-00-55-440	Youth Ath. Contract Prog Expen	20,000
52-09-00-55-450	Adult Athletic Program Expense	200
52-09-00-55-455	Adult Ath. Contract Prog expen	300
52-09-00-55-460	Adult Event Program Expenses	50
52-09-00-55-465	New Program Expenses	350
52-09-00-55-470	Youth Athletic Special Event	5,000
52-09-00-55-480	Youth Athletic Program Supplie	1,000
TOTAL Non Park		74,800

TOTAL FUND REVENUES & BEG. BALANCE	103,360
TOTAL FUND EXPENSES	74,800
FUND SURPLUS (DEFICIT)	28,560

FUND: Rec. Program Adults

BEGINNING BALANCE	0
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REVENUES

53-12-00-41-600	Adult Programs	4,000
53-12-00-41-610	Active Adult Programs	3,600
53-12-00-41-615	Adult Day Trips	12,000
53-12-00-41-620	Extended Adult Trips	77,000
53-12-00-41-625	Adult Lunches	2,000
53-12-00-41-630	New Programs	1,000
TOTAL Non Park		99,600

EXPENSES

53-12-00-50-505	Wages-Adult Programs	100
53-12-00-50-506	Wages-Active Adult Programs	100
53-12-00-50-507	Wages-Adult Day Trips	100
53-12-00-50-508	Wages-Extended Adult Trips	100
53-12-00-50-509	Wages-Adult Lunches	100
53-12-00-50-510	Wages-New Programs	100
53-12-00-52-600	Adult Program Contracts Expens	1,500
53-12-00-52-610	Active Adult Contract Expense	1,500

53-12-00-52-616	Adult Day Trips Tickets	2,500
53-12-00-52-617	Adult Day Trips Meals	2,500
53-12-00-52-618	Adult Day Trip Transportation	2,000
53-12-00-52-620	Extended Trip Contract Expense	67,000
53-12-00-52-625	Adult Lunches Restaurants	750
53-12-00-52-649	credit card fees	3,000
53-12-00-55-600	Adult Programs Expense	1,500
53-12-00-55-610	Active Adult Program Expense	1,500
53-12-00-55-630	New Program Expenses	1,000
TOTAL Non Park		85,350

TOTAL FUND REVENUES & BEG. BALANCE	99,600
TOTAL FUND EXPENSES	85,350
FUND SURPLUS (DEFICIT)	14,250

FUND: Recreation Special Events

BEGINNING BALANCE	0
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REVENUES

54-10-00-46-410	Brewfest	22,000
54-10-00-46-420	Fall Events	3,100
54-10-00-46-430	Winter Events	2,600
54-10-00-46-440	Spring Events	3,600
54-10-00-46-450	Summer Events	3,100
54-10-00-46-460	New Events	1,600
TOTAL Non Park		36,000

EXPENSES

54-10-00-50-505	Wages-Brewfest	2,000
54-10-00-50-506	Wages-Fall Events	500
54-10-00-50-507	Wages-Winter Events	500
54-10-00-50-508	Wages-Spring Events	500
54-10-00-50-509	Wages-Summer Events	500
54-10-00-50-510	Wages-New Events	500
54-10-00-52-649	credit card fees	3,000
54-10-00-55-410	Brewfest Supplies	2,500
54-10-00-55-411	Brewfest Shirts	1,500
54-10-00-55-412	Brewfest Beer Vendors	6,000
54-10-00-55-413	Brewfest Ice	900
54-10-00-55-414	Brewfest Fencing	3,700
54-10-00-55-416	Brewfest Entertainment	3,500
54-10-00-55-420	Fall Event Supplies	500
54-10-00-55-421	Fall Event Vendors	300
54-10-00-55-430	Winter Event Supplies	1,000
54-10-00-55-431	Winter Event Vendors	750

54-10-00-55-440	Spring Event Supplies	1,000
54-10-00-55-441	Spring Event Vendors	500
54-10-00-55-450	Summer Event Supplies	500
54-10-00-55-451	Summer Event Vendors	350
54-10-00-55-460	New Event Expenses	300
TOTAL Non Park		30,800

TOTAL FUND REVENUES & BEG. BALANCE	36,000
TOTAL FUND EXPENSES	30,800
FUND SURPLUS (DEFICIT)	5,200

FUND: Recreation Rentals

BEGINNING BALANCE	0
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REVENUES

55-13-00-43-450	Proksa Center Rentals	20,000
55-13-00-43-451	Liberty Center Rentals	3,000
55-13-00-43-455	Athletic Fields	24,000
55-13-00-43-471	Park Rentals (Outdoors)	5,000
TOTAL Non Park		52,000

EXPENSES

55-13-00-50-505	Wages-Rentals	12,000
55-13-00-52-649	credit card fees	3,000
55-13-00-53-655	Equipment Maintenance	2,000
55-13-00-55-456	Liberty Supplies	1,000
55-13-00-55-457	Liquor License	2,350
55-13-00-55-753	New Equipment	3,000
55-13-00-55-795	Rental Supplies	1,000
TOTAL Non Park		24,350

TOTAL FUND REVENUES & BEG. BALANCE	52,000
TOTAL FUND EXPENSES	24,350
FUND SURPLUS (DEFICIT)	27,650

TOTAL ALL FUNDS REV & BEG. BALANCE	2,828,801
TOTAL ALL FUNDS EXPENSES	3,064,695
ALL FUNDS SURPLUS (DEFICIT)	(235,894))

Fund Balance Summary

	Fund Balance 12/31/2023	Fund Balance 12/31/2024	Estimated Fund Balance 12/31/25	Estimated Fund Balance 12/31/26
Corporate	\$ 524,868.00	\$ 473,088.00	\$ 592,749.00	\$ 798,178.00
Corporate				
Parks and Facility				
Total				
Recreation	\$ 388,883.00	\$ 567,000.00	\$ 449,212.00	\$ 326,530.00
Recreation Administration				
Rentals				
Special Events				
Recreation Programs				
Athletics				
Adult Programs				
Total				
Scholarships	\$ 82,751.00	\$ 82,751.00	\$ 79,751.00	\$ 72,071.00
Social Security	\$ 120,256.00	\$ 127,972.00	\$ 55,585.00	\$ (30,940.64)
IMRF	\$ 186,674.00	\$ 199,199.00	\$ 100,230.00	\$ (1,739.00)
Liability	\$ 92,304.00	\$ 118,875.00	\$ 60,925.00	\$ 2,475.00
Audit	\$ (38,983.00)	\$ 3,930.00	\$ 4,014.00	\$ 4,014.00
Safety & Security	\$ 72,260.00	\$ 90,656.00	\$ 73,656.00	\$ 56,656.00
Special Recreation	\$ 202,709.00	\$ 231,271.00	\$ 181,629.00	\$ 135,987.00
Debt Service	\$ 23,901.00	\$ 23,295.00	\$ 15,733.00	\$ 7,079.00
Capital Projects	\$ 188,542.00	\$ 2,708,499.00	\$ 2,553,823.00	\$ 1,353,823.00
Working Cash	\$ 289,658.00	\$ 289,658.00	\$ 289,658.00	\$ 289,658.00
Total	\$ 2,133,823.00	\$ 4,916,194.00	\$ 4,456,965.00	\$ 3,013,791.36

Berwyn Park District
ORDINANCE NUMBER O-25-2

**AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE BERWYN PARK DISTRICT, COOK
COUNTY, ILLINOIS FOR 2025**

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 ONE HUNDRED NINETY-NINE THOUSAND DOLLARS TWO
HUNDRED DOLLARS (\$2,199,200) 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 2024, 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	\$1,399,865.00
SALARIES & WAGES	\$648,858.00
CONTRACTUAL SERVICES	\$135,835.00
SUPPLIES	\$ 94,000.00
OTHER CHARGES	\$239,440.00
CAPITAL ITEMS	\$ 50,000.00
TRANSFERS OUT	\$231,733.00
TOTAL HEREBY LEVIED for General Corporate purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-1	<u>\$1,399,865.00</u>

(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	<u>\$400,000.00</u>
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(3) FOR AUDIT FUND

Total Audit Fund Estimated Expenditures	\$26,000.00
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TOTAL HEREBY LEVIED for Audit Fund purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	<u>\$26,000.00</u>
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(4) FOR ILLINOIS MUNICIPAL RETIREMENT FUND

Total I.M.R.F. Estimated Expenditures	\$1,000.00
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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	<u>\$1,000.00</u>
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(5) FOR LIABILITY INSURANCE FUND

Total Liability Insurance Fund Estimated Expenditures	\$1,000.00
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TOTAL HEREBY LEVIED FOR Liability Fund purposes, in accordance with the provisions of "The Park District Code," 745 ILCS 10/9-107	<u>\$1,000.00</u>
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(6) FOR SPECIAL RECREATION FUND

Total Special Recreation Fund Estimated Expenditures	\$150,000.00
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TOTAL HEREBY LEVIED for SPECIAL RECREATION Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-8	<u>\$150,000.00</u>
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(7) FOR BOND & INTEREST FUND

Total Audit Fund Estimated Expenditures	\$327,095.00
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TOTAL HEREBY LEVIED FOR BOND & INTEREST FUND, in accordance with the provisions of "The Park District Code," 70 ILCS 1310/9	<u>\$327,095.00</u>
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(8) FOR FICA FUND

Total FICA Fund Estimated Expenditures	\$1,000.00
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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	<u>\$1,000.00</u>
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(9) FOR POLICE FUND

Total Audit Fund Estimated Expenditures	\$1,000.00
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TOTAL HEREBY LEVIED for Police Fund Purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	<u>\$1,000.00</u>
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SUMMARY OF TAX LEVIES

(1) Total Tax Levy General Corporate Fund	\$1,399,865.00
(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	\$ 1,000.00
(5) Total Tax Levy Liability Insurance Fund	\$ 1,000.00
(6) Total Tax Levy Special Recreation Fund	\$150,000.00
(7) Total Tax Levy Bond & Interest Fund	\$327,095.00
(8) Total Tax Levy FICA Fund	\$ 1,000.00
(9) Total Tax Levy Police Fund	<u>\$ 1,000.00</u>

TOTAL AMOUNT TAX LEVIES	\$2,306,960.00
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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 ____18th____ day of _____ November _____, 2025

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 18th day of November, 2025

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-25-2

**AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
FOR THE BERWYN PARK DISTRICT ,
COOK COUNTY, ILLINOIS FOR THE YEAR OF 2025**

Which said Ordinance was adopted by the Board of Commissioners of Berwyn Park District at the at a meeting held on the 18th day of November, 2025. 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 18th day of November, 2025.

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 2025 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 18th day of November, 2025.

President, Board of Park Commissioners
Berwyn Park District

(SEAL)

DATE: 11/18/2025
TO: The Board of Commissioners
FROM: Cathy Fallon
RE: Revenue & Expense Comparison

Included for review by the Board of Commissioners is a series of revenue and expense comparisons: FY 2018, FY 2019, FY 2020, 2025 Brewfest and 2025 Youth Soccer.

Funds	2018 Budgeted Revenue	2018 Budgeted Expense	2018 Audited Revenue	2018 Audited Expense
10-Corporate	\$669,372.90	\$744,568.64	\$635,799.13	\$664,661.07
15-Scholarship	\$28,047.80	\$42,600.00	\$25,780.39	\$22,451.16
21-Social Security	\$95,040.00	\$82,000.00	\$80,766.88	\$71,241.28
22-IMRF	\$90,782.10	\$85,600.00	\$79,035.58	\$71,832.39
23-Liability	\$58,968.00	\$57,750.00	\$59,765.00	\$33,194.00
24-Audit	\$32,525.00	\$27,350.00	\$18,687.48	\$27,525.00
25 Security and Safety	\$35,350.00	\$81,000.00	\$34,594.45	\$31,773.30
26-Special Recreation	\$160,250.00	\$165,165.00	\$150,648.88	\$150,165.00
31-Debt Service	\$253,793.76	\$256,443.76	\$254,272.04	\$254,346.76
41 Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00
42-Capital Development Fund	\$18,100.00	\$11,150.00	\$118,183.92	\$82,099.25
43-Liberty Capital Development	\$25,100.00	\$41,000.00	\$14,438.01	\$2,875.00
50-54 Recreation (total)	\$1,058,555.00	\$1,253,110.88	\$999,184.24	\$1,010,846.73
60-Working Cash	\$18,375.04	\$5,000.00	\$16,135.04	\$0.00

Total Budgeted Revenue	\$2,544,259.60
Toal Budgeted Expenses	\$2,852,738.28
Toal Budgeted Revenue/Expenses	-\$308,478.68

Total Audited Revenue	\$2,487,291.04
Total Audited Expenses	\$2,423,010.94
Total Audited Revenue/Expenses	\$64,280.10

Funds	2019 Budgeted Revenue	2019 Budgeted Expense	2019 Audited Revenue	2019 Audited Expense
10-Corporate	\$763,899.00	\$775,567.70	\$670,916.93	\$658,920.04
15-Scholarship	\$26,751.52	\$39,500.00	\$27,973.38	\$16,273.25
21-Social Security	\$82,225.00	\$80,000.00	\$79,809.37	\$71,357.00
22-IMRF	\$86,676.56	\$90,600.00	\$84,301.98	\$64,204.11
23-Liability	\$52,100.00	\$95,544.25	\$50,657.21	\$51,072.72
24-Audit	\$33,015.00	\$31,950.00	\$21,658.80	\$17,375.00
25 Security and Safety	\$27,374.39	\$77,000.00	\$26,927.86	\$25,515.11
26-Special Recreation	\$181,400.00	\$184,688.00	\$161,186.85	\$160,774.56
31-Debt Service	\$253,562.50	\$252,562.50	\$2,220,730.68	\$2,242,084.49
41 Capital Projects	\$0.00	\$0.00	\$803,786.92	\$38,748.71 **
42-Capital Development Fund	\$134,393.02	\$134,100.00	\$74,784.01	\$112,261.40
43-Liberty Capital Development	\$1,300.00	\$31,500.00	\$529.06	\$0.00
50-54 Recreation (total)	\$1,165,146.54	\$1,109,907.46	\$981,985.20	\$948,103.34
60-Working Cash	\$19,800.00	\$50,000.00	\$19,428.06	\$0.00

Total Budgeted Revenue	\$2,827,643.53
Toal Budgeted Expenses	\$2,952,919.91
Toal Budgeted Revenue/Expenses	-\$125,276.38

Total Audited Revenue	\$5,224,676.31
Total Audited Expenses	\$4,406,689.73
Total Audited Revenue/Expenses	\$817,986.58

** An additional 800k in revenue was realized in 2019 removing that revenue and expense the agency bottom line was
\$52,948.58

Funds	2020 Budgeted Revenue	2020 Budgeted Expense	2020 Audited Revenue	2020 Audited Expense
10-Corporate	\$807,053.00	\$910,705.69	\$687,453.22	\$683,672.91
15-Scholarship	\$27,430.00	\$32,000.00	\$13,889.42	\$6,889.51
21-Social Security	\$80,300.00	\$80,000.00	\$76,142.69	\$64,236.07
22-IMRF	\$87,110.00	\$92,000.00	\$82,742.73	\$65,256.33
23-Liability	\$50,100.00	\$67,000.00	\$51,630.96	\$43,902.11
24-Audit	\$33,005.00	\$32,000.00	\$20,756.93	\$24,200.00
25 Security and Safety	\$15,800.00	\$55,001.00	\$14,673.15	\$21,484.30
26-Special Recreation	\$181,375.00	\$179,155.00	\$158,377.52	\$139,261.00
31-Debt Service	\$274,950.00	\$274,450.00	\$274,797.70	\$273,925.00
41 Capital Projects	\$10,000.00	\$800,000.00	\$4,838.71	\$322,648.03
42-Capital Development Fund	\$500,650.00	\$602,303.00	\$48,549.21	\$9,964.19
43-Liberty Capital Development	\$122,783.30	\$134,500.00	\$11,186.02	\$22,285.00
50-54 Recreation (total)	\$1,054,464.00	\$1,045,630.96	\$624,229.34	\$643,636.92
60-Working Cash	\$24,800.00	\$0.00	\$22,301.99	\$0.00

Total Budgeted Revenue	\$3,269,820.30
Toal Budgeted Expenses	\$4,304,745.65
Toal Budgeted Revenue/Expenses	-\$1,034,925.35

Total Audited Revenue	\$2,091,569.59
Total Audited Expenses	\$2,321,361.37
Total Audited Revenue/Expenses	-\$229,791.78

Description	
Food Trucks	\$300.00
Sponsorships	\$1,591.10
Ticket Sales	\$12,336.21
Merchandise	\$339.33
Total Revenue:	\$14,566.64

Part- Time Wages	\$533.09 (Salaried Employees are not included)
Over-Time Wages	\$1,597.55
Shirts	\$959.70
Fencing	\$3,289.00
Entertainment	\$3,100.00
Beer Vendors (4)	\$2,886.80 (3 vendors have not invoiced)
Various Supplies-cups, signage, merchandise, ice, certification, etc.	\$2,810.69
Annual Liquor license from the State:	\$600.00
Annual Liquor license from Berwyn:	\$1,725.00
Total Expense:	\$17,501.83

Total Revenue:	\$14,566.64
Total Expense:	\$17,501.83
TOTAL:	-\$2,935.19

Description	
Enrollment	<u>\$26,910.00</u>
Total Revenue:	\$26,910.00

Wages	\$12,899.74
Program Expenses: Nets, soccer balls, net clips, Team Snap,Pinnis	\$1,556.15
Uniforms	\$3,267.72
Awards	<u>\$1,042.26</u>
Total Expenses:	\$18,765.87

Total Revenue:	\$26,910.00
Total Expenses:	<u>-\$18,765.87</u>
TOTAL:	\$8,144.13

DATE: 11/18/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

The Letters to Santa boxes (11) have been placed throughout parks as well as, at the Berwyn Public Library, and Piper and Komensky Schools.

Holiday presents have been placed in front of our park signs.

Holiday décor and fall cleanup are still in progress.

The Park District has seen increased registration in the following programs:

There are 53 enrolled up for Santa's Workshop

There are 12 enrolled for Let's Make Art

West Suburban Special Recreation Association

November 11, 2025

WSSRA

2915 Maple St, Franklin Park, IL

DRAFT MINUTES

I. Chairperson Jan Arnold 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
Dan LoCascio, Park District of Franklin Park
Ron Malchiodi, Village of Riverside **remote**
Greg Stanczyk, Veterans Park District **remote 4:05**
Cathy Fallon, Berwyn Park District
Nate Brown, Norridge Park District

Katie Muellner, Village of River Grove
Ted Gruber, Village of Elmwood Park **remote**
Mike Sletten, River Forest Park District
Anna Wegrecki, Village of Harwood Heights **remote**
Nestor Zavala, North Berwyn Park District
Jeanmarie Hajer-O'Connor, Village of North Riverside

Approval of 4 Remote attendees, Iovinelli/Hajer-O'Connor, a roll call vote approved remote attendees unanimously

Others in Attendance: WSSRA staff, April Michalski, Annie Hart, Marianne Birko, WSSRF, Christine Nakatsuka

Excused Absence: **None**

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

III. Approval of the Consent Agenda **Iovinelli/Fallon motioned to approve the Consent Agenda including the October 14, 2025 Minutes, October Financial Report, and Disbursements for October 2025. Roll call vote showed 11 yes votes, Hajer-O'Connor abstained and the motion was approved**

IV. Public Comment: **No Public Comment**

V. Under the Foundation Christine Nakatsuka, a member of the Foundation, report the Foundation is currently working on the following events: The Foundation is currently working on the following events:

2025 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 7, 2025 which took place at the Cheney Mansion in Oak Park. 129 guests enjoyed a fun filled evening of Casino gaming, food, LIVE entertainment, and Amazing raffle prizes! The preliminary numbers show the WSSRF raised nearly \$38,000 in profits for the night. Thank you to all who supported it! **2025 Holiday Solicitation** The Foundation will close the year with their Holiday Solicitation that goes out just after Thanksgiving. The design is being created by our very own Charlie Blakey, a Graphic Design intern or the last 14 months from Northeastern Illinois University who is also a former WSSRA participant. We look forward to sharing his work! **2026 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, January 31st. It will take place at the Village of Elmwood Park's beautiful CRC. Plan to join in the FUN! We are 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 **Sletten reported the Finance Committee did not meet in October as there were no budget questions to address.**

VII. Unfinished Business

A. **Park District of Forest Park Building Updates** **Iovinelli reported** the School District #91 Superintendent and board are fully engaged in discussions with the Park District of Forest Park.

B. **Approve the 2026 Preliminary Partner Shares**

Arnold reminded everyone the Finance Committee has reviewed this information and is recommending a 2.9% increase based on the CPI. Birko reminded everyone the 2026 shares presented are preliminary until the final 2024 EAV's are posted. Arnold reminded everyone if the 2024 EAV's have not been finalized we will move forward without and give the updated version with adjustments once they are posted. No questions were raised. **Iovinelli/Brown motioned the Board of Directors approve by roll call vote, the preliminary recommended 2026 shares which includes a 2.9% share increase. These shares will be updated and reapproved once the 2024 EAV's are final. Roll call vote showed 13 yes votes from , Fallon, Gruber, Iovinelli, LoCascio, Wegrecki, Brown, Zavala, Arnold, Sletten, Hajer-O'Connor, Malchiodi, Stanczyk,**

Muellner and the motion was approved unanimously.

C. Approval of the 2026 Proposed Budget Birko presented the 2026 budget as reviewed and recommended by the Finance Committee. No questions were asked. **Sletten/lovinelli motioned the Board of Directors approve by roll call vote, the recommended proposed 2026 budget as presented. This will be updated once the 2024 EAV's are final. Roll call vote showed 13 yes votes from, Fallon, Gruber, lovinelli, LoCascio, Wegrecki, Brown, Zavala, Arnold, Sletten, Hajer-O'Connor, Malchiodi, Stanczyk. The motion was approved unanimously.**

D. No Other

VIII. Under New Business

A. Accept New Village of North Riverside Board Representatives

Birko introduced Jeanmarie Hajer-O'Connor, the Village of North Riverside's, Recreation Director and who will be stepping in as the new Village of North Riverside's WSSRA Board Representative and Sue Scarpiniti, the Village of North Riverside's Village Administrator as the WSSRA Board Alternate effective immediately. Birko will provide both with an orientation to their roles as a Board Representative/Alternate in the next month. **lovinelli/Muellner motioned to approve Jeanmarie Hajer-O'Connor and Sue Scarpiniti as the new WSSRA Village of North Riverside's Board Representative/Alternate. A roll call vote showed 13 yes votes, and the motion was approved.**

B. No Other

IX. Under Correspondence No Comments

X. Under Board Reports **Malchiodi reported for the Village of Riverside** is currently doing an engagement survey for the Turtle Park renovation. Community members can share their thoughts online or at a community town hall meeting. The feedback will help them create a roadmap for the future. The proposal will include a playground, and a court project for basketball and pickleball courts. Coming up is their Holiday tree lighting and Holiday Stroll a community wide event taking place on December 5, 2025. **Gruber reported the Village of Elmwood Park's** Halloween event had 500 kids in attendance at the Recreation Center. The pickleball court construction has been delayed to March 2026 with a completion date prior to the pool opening. Their tree lighting event will take place on Friday, December 5th. **Wegrecki reported on the Village of Harwood Heights** wishes everyone a Happy Veterans Day and Thanksgiving. **Stanczyk reported the Veterans Park District's** Winter/Spring program guide arrives on December 2. They are currently working on flier development and budget planning for 2026-2027. They are excited to see the new programs developed in the Creative Arts and Early Childhood. They have their Winter Wonderland event at Grant Park on December 5 from 5 – 8pm, Breakfast with Santa and Gingerbread House building on December 13 at Bulger Hall from 10 - 12. Happy Holidays All! **Muellner reported the Village of River Grove** has wrapped up their Fall sports and are hosting a Craft Fair and Holiday Tree lighting on November 23 at River Front Park 3 – 7pm. **lovinelli reported the Park District of Forest Park** hosted the Veteran's Day event today. Their Trunk-or-treat was held on October 25 and had great attendance. They are currently getting ready for the Holiday Trivia event coming up on November 14. They recently completed several projects including the pickleball courts, curbs on their new property across the street and have applied for the OSLAD grant for the main park. They are currently working on finding the pool leak and getting the NEW website launched within the next few weeks! **LoCascio reported the Park District of Franklin Park** had great weather for their trick-or-treat in the park event. They are now getting ready for their Holiday Train Express – 2 dates, December 13 & 20, and Breakfast with Santa on December 6 at Center at North Park from 9-10:30am. They have gone live with their Solar projects and are completing the roofing projects on the service center and ice arena. **Hajer-O'Connor reported the Village of North Riverside's** Winterfest is December 3 from 6-8pm. Based on last year's experience, they have a plan A & B for indoor and outdoor activities depending on the weather. They are still adjusting to the new registration program Dash by Day Smart noting it has been a difficult transition. They are hosting the Turkey Bingo on November 21. Registration for the event is up to 300 persons including 40 from WSSRA! They also hosted a Holiday Bazaar this past Sunday with over 50 booths! **Sletten reported the River Forest Park District** thanks WSSRA for putting on a GREAT FFOS event on Friday! They will be hosting 2 holiday events, Tree Lighting on November 20 and Deck the Depot Holiday Trolley on December 6th. The construction project at the Priory has begun, and they are out to bid for the Keystone Park project to put in synthetic turf. **Brown reported for the Norridge Park District** and he too thought the FFOS Event was awesome! He was very popular on Friday as he came home with bounce house rental as a prize! They will be hosting a Santa's Workshop event on December 6. They are currently getting the roof repaired on concession stand. Their Holiday tree lighting is on November 26! **Zavala reported the North Berwyn Park District** will be holding a school day off event on November 26. They are

hosting a Production of Miss Electricity at 16th Street Children's Theatre playing at the Joe Valez Activity Center on December 5-7. They will also be hosting Camp Igloo for the last 2 weeks in December where the kids will enjoy crafts and games. The Annual calls from Santa Program will take place on December 19, and Santa's Coming to Town for personal visits from Santa on December 4- December 6. **Fallon reported the Berwyn Park District's** Winter/Spring Brochure just came out. They are currently working on the budget and levy, and their 3 holiday events are Letters to Santa, Santa's Workshop on December 14, and in partnership with the city of Berwyn where they are packing boxes of food for families in need. Other news: Berwyn Park District in collaboration with the Morton Arboretum planted 50 trees, and they too have added pickleball lines to the tennis courts. **Arnold reported the Park District of Oak Park** has wrapped up fall programs and they are getting ready for their holiday events! It's official the Rehm pool will be ready to go for next summer. The Field Center project is proceeding as they are putting up the last fences. The Grand Opening of Anderson Recreation Center is scheduled for December 14th. The district wide Gold Medal Celebration for staff is on November 15. Arnold reminded all that there are many NEW laws that go into effect in 2026 as shared at the Legal Symposium. She encouraged everyone to consider the accreditation process for your agencies. Plan on a two year process. Arnold is a part of the accreditations committee, and they are wrapping up the accreditations for 15 agencies this year. PDOP is currently looking to fill a few full-time staff positions that are open for ice rink. Have a great Thanksgiving all!

XI. Executive Director's Report Birko Reported

- A. **The WSSRF "Fallin For Our Stars Event Success!"** Birko thanked everyone for their support of this year's **WSSRF FFOS Casino night on Friday, November 7th**. She shared, guests enjoyed an evening of Casino gaming, food, drink, raffle, and outstanding LIVE Auction items to bid on. **"Live musical entertainment by Rich Shep."** She noted a special thanks to the partners who were able to join us for the evening and those who supported us in some other way.
- B. **Partner Annual Presentations** *Birko continues to present to the WSSRA partner boards. Let me know the date that works for you.*
- C. **Eddie Sitzman Night** Birko reported Eddie Sitzman was a WSSRA participants for 18 years of his life. He was an active member in WSSRA programs and an amazing advocate in our communities. Eddie passed away suddenly this summer leaving us with a tremendous void. WSSRA staff and participants will be honoring Eddie's memory with the WSSRA Bobcats playing the NEDSRA Huskie's. All are welcome to join us at the game taking place on Tuesday, November 18th at Elmwood Elementary School with Game time set for 7:00pm. Please arrive by 6:45 for an opening ceremony!
- D. **WSSRA attends Legal symposium & PDRMA RMI** Birko & 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.
- E. **WSSRA Executive Director Annual Review** Arnold reminded everyone she will be sending out the Executive Director Birko's Annual Review. Included in the evaluation will be Birko's 2025 goals updated. Arnold requests the evaluation be completed by each partner and return to Arnold by December 2, 2025. Arnold will summarize for the December 9, 2025 Board meeting.
- F. **Reminder on Alternate Share Payment Schedule** Birko reminded everyone to 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, 2025, The WSSRA Board of Directors will vote on the requests at the December 9, 2025, 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.
- G. **No Other**
- H. **Staff Report: April Michalski, Superintendent of Recreation reported**
 - 1. **Programs** Our fall programs are off to a great start, and participants are enjoying all things fall! On October 2, our adults enjoyed a trip to Kuipers Farm, and our school-aged participants are visiting Brookfield Zoo on October 13. Staff are also busy planning our Halloween Dance on October 25. Participants will enjoy an evening of games, prizes, food, and dancing. Thank you to Norridge Park District for hosting this event!

2. Special Olympics

- **Golf** A BIG congratulations to our two athletes, Georgia Hunter, from Park District of Oak Park and Tyler Brownlee from Veterans Park District, who competed in the Special Olympics State Golf Competition on September 5-6 in Decatur, both received gold medals for their excellent performances!
- **Volleyball** Our two WSSRA volleyball teams competed in the Special Olympics Regional Tournament on September 14, our Bobcats Gold team took 3rd place, and our Bobcats Blue team took 3rd place. The season concluded with the TR Tournament on September 21.
- **Bowling** WSSRA will have two athletes, Miles Cullen and Benjamin Chan both from the River Forest Park District will be competing in the Special Olympics Sectional Bowling Tournament on October 26 at Stardust Bowl in Addison. Gold medal winners will advance to the state bowling competition in December.

I. Staff Report: Annie Hart, Superintendent of Business reported

1. **Safety** PDRMA visited our Community Cruisers program a few weeks back. Vince is our PDRMA Rep, he had wonderful things to say about the group and gave positive feedback to our staff about the way our program is organized and implemented. The Safety Team is looking forward to attending RMI later this month. We have 3 representatives attending.
2. **Seasonal Staffing** We continue to see a rise in our inclusion numbers and are currently serving 67 participants in 88 inclusive programs. We are experiencing some challenges staffing after-care programs and would greatly appreciate referrals from partners. Interested applicants can apply on our website at wssra.net. Our Staff Manager is currently working on staffing for our upcoming Holiday Hullabaloo and hiring staff for Inclusion and our upcoming winter season.

G. Other None

XII. Closed Session None

XIII. Adjournment *lovinelli/Fallon motioned to adjourn the meeting at 4:37pm. Motion was unanimously approved*

Respectfully submitted,

*Marianne Birko, Executive Director
mb/November Draft 25 minutes*

DATE: 11/18/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Proksa Park Redevelopment & Proksa Pond Redevelopment

- The staff participated in two different meetings for the Proksa Redevelopment. The first meeting was a coordination meeting between Aquascape, Hitchcock and the Park District. The second meeting was a 50% Design Development Meeting with Hitchcock and Erikson Engineering.
- Included in the coordination meeting: tentative schedule, detention/retention, sharing of drawings/information, working together to move projects all and cost efficiency for the agency.
- In the 50% Design Development Meeting we discussed: The need for stormwater detention, long permitting time with MWRD, RFPs for geotechnical services & playground equipment, price to use pour-in-place for the entire play area 50% of play area as well as use of wood fiber mulch, disc golf course lay out will remain the same.
- The board will be provided with two final design options for the playground. The board will then make the final decision. All items included in the playground will be based on feedback from community surveys and the children's focus group.

DATE: 11/18/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Old Business

- The Meeting Calendar for 2026 will need to be amended. There is new legislation that is slated to be approved by the Governor that will prohibit local government from having regularly scheduled meetings on election days. In 2026 that will affect the Park District meetings a total of 3 times: 2/3/26, 3/17/26, 11/3/26. The Park District has 2 choices reschedule or cancel the meetings. There can also be a hybrid where some meetings are rescheduled and canceled. I have included the approved 2026 meeting calendar for discussion.
- Included is the reviewed Security Incident Response Plan for approval by the Board.
- Freedom Deeds Update: Communication has moved forward with School District 100. Superintendent Havis asked the Park District to draw up an amended deed in conjunction with a Mutual of Understanding (MOU) for the school to use Freedom Park and she will then present to the Board for approval. Attorney Roth is currently working on the documents.

2026 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 2026 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 3, 2026	Board of Commissioners Meeting
Tuesday, March 3, 2026	Board of Commissioners Meeting
Tuesday, April 7, 2026	Board of Commissioners Meeting
Tuesday, May 5, 2026	Board of Commissioners Meeting
Tuesday, June 2, 2026	Board of Commissioners Meeting
Tuesday, July 7, 2026	Board of Commissioners Meeting
Tuesday, August 4, 2026	Board of Commissioners Meeting
Tuesday, September 1, 2026	Board of Commissioners Meeting
Tuesday, October 6, 2026	Board of Commissioners Meeting
Tuesday, November 3, 2026	Board of Commissioners Meeting
Tuesday December 1, 2026	Board of Commissioners Meeting

2026 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 2026 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 20, 2026	Board of Commissioners Meeting
Tuesday, February 17, 2026	Board of Commissioners Meeting
Tuesday, March 17, 2026	Board of Commissioners Meeting
Tuesday, April 21, 2026	Board of Commissioners Meeting
Tuesday, May 19, 2026	Board of Commissioners Meeting
Tuesday, June 16, 2026	Board of Commissioners Meeting
Tuesday, July 21, 2026	Board of Commissioners Meeting
Tuesday, August 18, 2026	Board of Commissioners Meeting
Tuesday, September 15, 2026	Board of Commissioners Meeting
Tuesday, October 20, 2026	Board of Commissioners Meeting
Tuesday, November 17, 2026	Board of Commissioners Meeting
Tuesday December 15, 2026	Board of Commissioners Meeting

BERWYN PARK DISTRICT

INFORMATION SECURITY INCIDENT RESPONSE PLAN



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I. PURPOSE AND OVERVIEW

The Berwyn Park District as part of its day-to-day operations, may collect and retain certain Personal Information ("PI") (defined below), as well as other confidential and sensitive information regarding its employees, volunteers, patrons, visitors, and other third parties. The Park District must effectively respond to and manage Data Incidents (defined below) that may compromise the confidentiality, integrity, or availability of information systems, data or network resources that create, store, maintain or transmit PI or the Park District's other confidential and sensitive information. Accordingly, the Park District has adopted this Information Security Incident Response Plan (the "Plan") to provide oversight of and guidance for the Park District's response to any Data Incident. This Plan applies to all Park District employees, volunteers, agents, and independent contractors who have access to PI or Park District's other confidential and sensitive information.

Depending on the nature and extent of the Data Incident, such actions may consist of the following steps, some of which may take place concurrently:

- Initial Containment: Immediately coordinate efforts with the appropriate members of the Incident Response Team and other third parties (as necessary and appropriate) to contain the Data Incident.
- Initial Assessment: Conduct an initial assessment and evaluation of the Data Incident.
- Classification of the Data Incident: Evaluate and assign a severity level to the Data Incident.
- Plan Activation and Internal Notifications: Based on the severity level, activate the Plan and notify appropriate stakeholders.
- Additional Containment, Remediation, and Investigation: Confirm the Data Incident is contained and investigate the cause, nature, and extent of the Data Incident.
- External Notifications: At the direction of counsel, notify individuals, law enforcement, regulators, or other external parties based on applicable legal or contractual requirements.
- Documentation: Complete a Data Incident Log to document Park District's response to the Data Incident.
- Evaluation: Use the Data Incident as an opportunity to improve the Plan and Park District's data protection precautions.

If the Park District discovers a potential data security incident that may involve individuals' personal information, involves a loss of funds, or is affecting the Park District's ability to operate, the Park District should immediately contact Park District Risk Management Agency (PDRMA). PDRMA can be contacted 24/7 at 630.769.0332. PDRMA encourages early reporting of potential incidents.

If there is a reasonable possibility that a Data Incident may involve unauthorized access to PI, it is important for legal counsel to be promptly notified and involved in the response. If notifications to individuals, regulators, or other parties are necessary, the Park District will provide those notifications in accordance with applicable law.

All Park District personnel must immediately report any actual or suspected Data Incident to the Executive Director and the Superintendent of Finance and HR (the incident response team). They will notify the CDS IT Help Desk of any actual or suspected Data Incidents. The Incident Response Manager and Team are identified in Appendix 2. The Incident Response Manager will determine if the Plan is activated based on the severity of the Data Incident. In the event the Plan is activated, the Incident Response Team (IRT) will convene and take steps to respond to the Data Incident in accordance with this Plan and applicable law.

Legal counsel will determine whether and how to notify internal or external parties regarding a Data Incident based on Park District's investigation of a Data Incident in order to ensure Park District meets its obligations under its contractual obligations and applicable law. Depending on the Data Incident, the Park District may need to notify one or more of the following categories of individuals or organizations during the response to the Data Incident:

- PDRMA.
- Law enforcement.
- Park District employees.
- Park District Board of Commissioners.
- Individuals whose PI was subject to unauthorized access or acquisition.
- State attorneys general or other applicable regulators.
- Media.
- The Park District's financial institution(s).
- The Park District's credit card processor.
- Credit reporting agencies.

Legal counsel, on behalf of the Park District, with the consent of the Park District's cyber insurer (through PDRMA) if possible and as applicable, may engage external vendors to assist legal counsel with investigating and analyzing the Park District's legal obligations arising from the Data Incident and ensuring the Park District complies with such obligations. These vendors may include, but are not limited to, outside privacy counsel, forensic security firms, public relation firms, notification services vendors, and eDiscovery firms.

If the Park District receives notice or discovers that one of its vendors or subcontractors that has access to the Park District's network or otherwise maintains any Park District PI sustains a Data Incident, the Park District will follow this Plan to investigate and respond to the vendor's incident in the same manner as if the incident occurred within the Park District's network.

II. DEFINITIONS

Data Incident - The actual, attempted, or suspected unauthorized access, acquisition, use, disclosure, modification, or destruction of PI and/or other confidential and sensitive information regarding the Park District's employees, volunteers, patrons, visitors, and other third parties, including any actual or suspected "breach" or "breach of security" as that term is defined by any applicable law, including a "breach of the security of the system data" as defined by the Illinois Personal Information Protection Act, 815 ILCS 530. Not all Data Incidents involve malicious/criminal activity. A Data Incident can also involve accidental disclosures of sensitive information such as by inclusion in unencrypted emails or website information. Data Incidents involving either electronic or paper records should be investigated in accordance with this Plan.

Personal Information (“PI”) - An individual’s last name and the individual’s first name or first initial, in combination with any of the following unencrypted elements:

- Social Security number.
- Driver’s license number, other state identification number, or foreign country equivalent.
- Passport number.
- The individual’s financial account number, including a credit or debit card account number, with or without any required security code, access code, personal identification number or password, that would permit access to the individual’s financial account.
- Medical information, including any information regarding an individual’s medical history, mental or physical condition, or medical treatment or diagnosis by a healthcare professional, including such information provided to a website or mobile application.
- Health insurance information, including an individual’s health insurance policy number or subscriber identification number, any unique identifier used by a health insurer to identify the individual, or any medical information in an individual’s health insurance application and claims history, including any appeals records.
- An individual’s taxpayer identification number or an identity protection personal identification number issued by the United States Internal Revenue Service.
- Unique biometric data generated from measurements or technical analysis of human body characteristics used to authenticate an individual, such as a fingerprint, retina or iris image, or other unique physical representation or digital representation of biometric data.
- Username or email address, in combination with a password or security question and answer that would permit access to an online account.
- A private key that is unique to an individual and that is used to authenticate or sign an electronic record.
- Any other data element that may be included within the definition of “personal information” or “private information” under any applicable data breach notification statute or regulation.

III. INCIDENT RESPONSE TEAM

The Incident Response Manager is responsible for overseeing the execution of the Plan, including the Park District’s investigation and response to a Data Incident. The roles and responsibilities of the Incident Response Manager are set forth in Appendix 1, and the contact information for the Incident Response Manager is set forth in Appendix 2.

The Incident Response Team (“IRT”) shall assist the Incident Response Manager when necessary and appropriate with respect to any Level 1, Level 2, or Level 3 Data Incidents. The roles and responsibilities of the IRT are set forth in Appendix 1 and the contact information for the IRT members is set forth in Appendix 2.

The Incident Response Manager and/or the IRT may deviate from the Plan to the extent necessary and appropriate to respond to a Data Incident.

IV. PREPARATION AND TRAINING

The Incident Response Manager and IRT shall provide training on the Plan to Park District employees and other third parties according to, and considering, their assigned roles and responsibilities on an annual basis. For example, regular users of Park District's information systems may only need to know who to call or how to recognize a Data Incident on the information system; system administrators may require additional training on how to handle/remediate incidents; and incident responders may receive more specific training on forensics, reporting, system recovery, and restoration. Incident response training includes user training in the identification and reporting of suspicious activities, both from external and internal sources.

At least once per year, the Incident Response Manager and IRT shall conduct and document regular testing of the Plan against an identified threat to determine the overall effectiveness of the Park District incident response procedures through a tabletop exercise, security incident simulations, or other similar comprehensive exercises. The Incident Response Manager and IRT shall review the results of such testing and propose changes to the Plan to incorporate lessons learned.

The Park District shall continuously engage in reasonable, appropriate, and proactive monitoring, detection, and analysis activities of Park District's information systems, including, but not limited to, the following:

- Multi-Factor Authentication (MFA) must be enforced for all administrative, financial, email and cloud-based systems including MSI, RecTrac, and financial portals.
- Phishing Response Procedure: Users must immediately report suspicious emails to the IT Help Desk. The IRT will quarantine affected mailboxes, block related senders, and review logs for similar activity.
- Ransomware Playbook: In the event of ransomware detection, the IRT will (1) disconnect affected systems from the network, (2) isolate backups, (3) notify PDRMA cyber response immediately, and (4) engage external forensic vendors before attempting data recovery.
- Cloud Systems and SaaS: All cloud platforms used by the Park District (including MSI, RecTrac, and payment processing systems) must maintain access control logs, audit trails, and vendor incident SLA's to ensure accountability.
- Vendor/Third Party Incident Requirements: Vendors with network access or handling of PI must provide written incident notification within 24 hours of discovery and cooperate with forensic analysis as required by PDRMA and Park District counsel.
- Review security events and alerts for indicators of compromise.
- Update security event triggers based on current threats and periodically test alert mechanisms.
- Track, investigate, and document security events, alerts, and Data Incidents.
- To the extent possible, incorporate automated mechanisms to track, investigate, and document security events, alerts, and Data Incidents.

V. DATA INCIDENT INFORMATION REQUESTS

When responding to a Data Incident, it is important for the Park District to effectively manage the communication of information about the Data Incident to ensure that accurate information is provided in a way that assists stakeholders but does not jeopardize the Park District's investigation. If any Park District employee receives a request for information about the Data Incident from an external party, including media, law enforcement, or regulators, the request

should be reported to the Incident Response Manager. The Incident Response Manager should consult with legal counsel and the IRT to respond to the request.

Unless approved by the Incident Response Manager, information regarding a Data Incident should not be shared outside of the IRT and senior Park District leadership. If information about a Data Incident is shared with a wider audience within the Park District or with any external parties, the information should not identify any specific individuals to protect all individuals' privacy. Privileged reports and communications with legal counsel or engaged third parties should not be shared beyond those internal individuals with a need to know the information to assist the Park District with analyzing and complying with its legal obligations. If external notifications are determined to be appropriate under applicable law, the IRT will develop a communications plan to respond to questions or requests from notified individuals or other external parties.

VI. DATA INCIDENT REPORTING PROCEDURES

All Park District personnel with knowledge of an actual, attempted, or suspected Data Incident must immediately notify the Incident Response Manager and/or Team about the Data Incident. The Response Manager/Team shall reach out to the IT Help Desk of any actual or suspected Data Incidents. The Incident Response Manager will determine if the Plan is activated based on the severity of the Data Incident. In the event the Plan is activated, the IRT will convene and take steps to respond to the Data Incident in accordance with this Plan and applicable law.

Anyone reporting an actual or suspected Data Incident may be required to assist the Incident Response Manager and/or IRT by providing details to assist with the investigation and assessment of the situation.

To the extent known, anyone reporting a Data Incident shall provide the following information:

- The date, time and location of the Data Incident.
- A general description of the type of the Data Incident (e.g., hacking event, malware, lost laptop, accidental disclosure, etc.).
- The PI and/or other confidential information and the computer system(s), application(s) or storage medium affected or at possible risk.
- Any actions undertaken since discovery of the Data Incident.

VII. INCIDENT RESPONSE PROTOCOL

1. Initial Containment

Upon being notified of an actual, attempted, or suspected Data Incident, the IT Help Desk (or other internal or external information technology professional utilized by the Park District) and the Incident Response Manager shall immediately determine whether the Data Incident has been contained. If the Data Incident has not been contained, then the Incident Response Manager should immediately coordinate efforts with the appropriate members of the IRT and other third parties (as necessary and appropriate) to contain the Data Incident.

The steps required to contain the Data Incident will depend on the specific facts and circumstances of the Data Incident. Such steps may include, but are not limited to, the following:

- Disabling internet connectivity from affected systems.

- Removing PI or other sensitive information from affected sites, systems or applications.
- Shutting down particular applications or third-party connections, reconfiguring firewalls, updating antivirus software, changing computer access codes, and modifying physical access controls.
- Changing applicable passwords for accounts that have access to the affected PI or other sensitive information, including system processes and authorized users, and, if it is determined that an authorized user's account was compromised and used by an intruder, disabling the account.
- Monitoring systems and the network for signs of continued intruder access.

To the extent possible, all potential forensic evidence (hard drives, images, logs) should be preserved during the containment and remediation of the Data Incident.

2. Initial Assessment

The Incident Response Manager shall conduct an initial assessment and evaluation of the Data Incident. As part of the initial assessment, the IT Help Desk and/or Incident Response Manager shall, to the extent possible at that time, identify:

- The date and time of the Data Incident.
- The person(s) reporting the Data Incident.
- The person(s) discovering the Data Incident.
- The manner in which the Data Incident occurred (e.g., data device misplaced, data theft, hacking event, etc.).
- The PI and/or other sensitive/confidential information potentially lost or compromised.
- The storage medium from which any PI, data and/or other sensitive/confidential information was accessed, lost or otherwise affected (e.g., laptop, backup tapes, hard-copy printout, server, etc.).
- The information systems, network resources and/or applications that were or may have been affected.
- The countermeasures enabled, if any, when the access, loss or theft occurred (e.g., full computer encryption on laptop, file/folder encryption on certain files on laptop, etc.).
- The existing security controls or security controls that can be immediately updated to address and remediate the Data Incident.
- If data was lost in transfer, the tracking number and name of the company shipping the data.
- The number of individual(s) potentially affected.
- The location of individual(s) potentially affected (i.e., the state(s) or country(ies) in which the individual(s) reside).
- The identity(ies) of individual(s) potentially affected.

3. Classification of the Data Incident

Based on the information gathered during the initial assessment described above, the Incident Response Manager will assign a severity level to the Data Incident. As an existing Data Incident changes in severity, the Incident Response Manager shall reassign the Data Incident to the appropriate Data Incident classification. If a Data Incident may be between two Data Incident classifications, then the Data Incident shall be assigned the higher of the two classifications.

The following Data Incident classification table is used to assign the proper Data Incident classification.

Level 0	A Data Incident is designated as Level 0 if after a preliminary review it is determined that it is a false alarm or there is no impact to any Park District PI, data, or system.
Level 1	A Data Incident is designated as Level 1 if: • Impacts only Park District non-critical information systems, network resources or data. • Is quickly mitigated or prevented by existing Park District security controls. • Can be quickly mitigated or prevented by updating existing Park District security controls. • Poses little to no risk to PI or Park District's other confidential and sensitive information or Park District's information systems, network resources, applications or data.
Level 2	A Data Incident is designated as Level 2 if: • Impacts up to two critical Park District information systems, network resources or sources of data. • Creates a risk to PI or Park District's other confidential and sensitive information or Park District's information systems, network resources, applications or data. • Involves a potential loss of funds, including through fraudulent transfers.
Level 3	A Data Incident is designated as Level 3 if: • There is imminent danger that a large amount of PI or Park District's other confidential and sensitive information can be accessed, used, modified or destroyed by an unauthorized person or if the disclosure or access of PI or Park District's other confidential and sensitive information has already occurred to a large extent. • Three or more critical Park District information systems, network resources or sources of data are impacted. • Organizations outside of the Park District could be or are being impacted by the Data Incident. • The Data Incident could impact any person's physical safety. • Significant Park District services are being degraded or stopped by the Data Incident. • Involves a meaningful risk of a significant loss of funds or other legal liability for the Park District. • Involves ransom and/or extortion.

4. Plan Activation and Initial Notifications

If the Incident Response Manager determines that a Data Incident is classified as a Level 2 or Level 3 incident, the Incident Response Manager or other designated Park District representative, must immediately contact PDRMA. For Level 1 or Level 0 incidents, the Park District has the option to notify PDRMA, as well. PDRMA can be contacted 24/7 at 630.769.0332.

Once contacted, PDRMA will assist the Park District with notifying its cyber insurance carrier and, as needed, engaging approved service providers, including legal counsel, to assist the Park District with responding to the Data Incident.

Based on the classification of the Data Incident, this Plan will be activated as follows:

Level 0	The Plan is NOT activated. The IT Help Desk and/or the Incident Response Manager will personally remediate and/or monitor the Data Incident and/or assign and oversee the appropriate Park District staff to remediate and/or, monitor the Data Incident. The assigned staff will provide regular status reports to the Incident Response Manager regarding the Data Incident.
Level 1	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will promptly notify the Incident Response Manager and the Incident Response Manager will determine whether gathering some or all the IRT is necessary.
Level 2	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will immediately notify the Incident Response Manager. The Incident Response Manager will promptly gather the IRT and will report on the Data Incident and its severity level and activate the Plan, as necessary and appropriate to address and remediate the Data Incident.
Level 3	If the IT Help Desk is made aware of the Data Incident prior to the Incident Response Manager, they will immediately notify the Incident Response Manager. The Incident Response Manager will immediately gather the IRT and will report on the Data Incident and its severity level and activate the Plan, as necessary and appropriate to address and remediate the Data Incident.

- Upon any incident classified as Level 2 or Level 3, the Incident Response Manager must immediately notify PDRMA to trigger cyber coverage and coordinate with approved incident response vendors.
- PDRMA will engage cyber forensic firms, breach counsel, and ransomware negotiators as covered under policy terms. No external vendor should be retained prior to PDRMA authorization.
- All incident-related expenses (forensics, communications, notifications) must be logged and submitted to PDRMA claims to ensure cost recovery under cyber coverage.

5. Additional Containment, Remediation, and Investigation

The Incident Response Manager and the IRT shall develop a response plan and assign roles and tasks to appropriately respond to the Data Incident, including consideration for the following:

- Identifying the root cause of the Data Incident.
- Whether the Park District should undertake additional steps to mitigate the risk of a subsequent Data Incident (e.g., restore integrity to the data system.)

- Identifying the individuals whose information may have been involved in the Data Incident.
- Whether additional steps can be taken to mitigate any risk of identity theft or fraud to any individuals.
- Whether to engage any third-party vendors to further assist Park District and its counsel in analyzing and responding to the Data Incident. External resources may be particularly appropriate for Level 2 and 3 Data Incidents. Such vendors may include any of the following:
 - External legal counsel.
 - Forensic security firm.
 - eDiscovery vendor.
 - Ransom negotiator.
 - Public relations firm.

To the extent a decision is made to engage third-party vendors, the Park District should coordinate with PDRMA and the Park District's cyber insurance carrier to ensure that such engagements and vendors are approved to the extent necessary.

6. External Notifications

After the Data Incident is investigated, the Incident Response Manager, with the assistance of the IRT and outside legal counsel, will assess the notification obligations imposed by applicable data breach notification laws based on the locations of the potentially affected individuals. Depending on the Data Incident, the Park District may need to notify one or more of the following categories of individuals or organizations:

- Individuals whose PI was subject to unauthorized access or acquisition.
- State attorneys general or other applicable regulators.
- Law enforcement.
- The Park District Board of Commissioners.
- Park District employees.
- Media.
- The Park District's financial institution(s).
- Credit reporting agencies.

Communications with any external persons or organizations regarding a Data Incident should be made through, or at the direction of, legal counsel.

The Park District should consult with its counsel to ensure that it is notifying and updating the Park District Board of Commissioners in a manner that appropriately informs the board, maintains necessary confidentiality regarding the Data Incident and the Park District's response, and complies with the Illinois Open Meetings Act, 5 ILCS 120. The board should consider utilizing closed meetings to discuss issues regarding an ongoing Data Incident response, to the extent permissible under the Open Meetings Act.

Unless notification to individuals is delayed or barred for law enforcement reasons, once it has been determined to provide notice regarding the Data Incident, affected individuals shall be notified in the most expedient manner possible and in compliance with any applicable time frames for such notice set forth in applicable state, federal, or international laws.

The content of the notification shall comply with the applicable laws in which the affected individuals reside, and shall at a minimum include the following:

- A brief description of the Data Incident and how the PI was accessed, disclosed, lost or otherwise compromised.
- the approximate date of the Data Incident.
- To the extent possible, a description of the types of PI that were involved in the Data Incident.
- A brief description of the steps undertaken by the Park District to investigate the Data Incident, mitigate against potential losses, and protect PI from further potential compromise.
- The toll-free numbers and addresses for consumer reporting agencies.
- The toll-free number, address and website address for the Federal Trade Commission or any federal agency that assists consumers with identity theft matters.
- A statement that the individual can obtain information from the consumer reporting agencies and the Federal Trade Commission about fraud alerts and security freezes.
- Point-of-contact information for individuals who have questions or need more information.
- If applicable, information on how to access any credit monitoring services that the Park District may offer to the affected individuals and/or other steps individuals should consider taking as a result of the Data Incident.

The notification to individuals shall not include information concerning the number of Illinois residents affected by the breach.

Notice to the Illinois Attorney General is necessary for any Data Incident involving notice to more than 500 Illinois residents. Such notice to the Illinois Attorney General will be made in accordance with applicable law and should be made without unreasonable delay and no later than the same time that the Park District notifies individuals regarding the Data Incident.

7. Documentation

The Incident Response Manager shall document each Data Incident for the purpose of tracking each event, response, and disposition, including completing a Data Incident Log (a sample of which is set forth in Appendix 3). The Incident Response Manager shall ensure that appropriate and adequate records are maintained to document the Data Incident reported under the Plan. The Incident Response Manager may delegate these tasks to others within the organization.

Such records shall be generated, compiled and maintained in a manner sufficient to safeguard the financial, legal, or other rights of individuals, if any, affected by the Data Incident.

Unless a litigation hold is in place, records shall be maintained no longer than required by any applicable record retention schedules to ensure that any sensitive PI is not unnecessarily retained or exposed to the risk of a future Data Incident.

8. Evaluation

The development and implementation of this Plan and the Park District's privacy and data protection efforts are ongoing processes. As such, after each Level 1, 2, or 3 Data Incident, the IRT shall review this Plan and make any modifications deemed appropriate. In the event that there

are no Level 1, 2, or 3 Data Incidents in a calendar year, the IRT shall nonetheless review this Plan and make any modifications deemed appropriate. The IRT will also consider whether Park District can improve its technical security measures or other data security precautions based on lessons learned during the incident response.

In cases involving Data Incidents caused by third parties, the IRT should evaluate with legal counsel whether legal action against any such third parties may be appropriate due to the Data Incident.

Approval and Change Record:

<u>Date of Last Review and Approval:</u>	<u>Name and Title of Approver</u>	<u>Description of Changes</u>

APPENDIX 1

Incident Response Team Assignments and Responsibilities

Incident Response Team Member	Department	Role	Responsibilities
Incident Response Manager	Executive Director or other senior Park District Leader	Oversees the Park District's investigation and response to a Data Incident	- Oversees the Park District's investigation of and response to the Data Incident. - Determines the nature and extent of the Data Incident and classifies the Data Incident in accordance with the Plan. - Directs, coordinates and monitors the progress of the Park District's investigation of and response to the Data Incident including, when necessary and appropriate, organizing the Incident Response Team with respect to any Data Incident. - Convenes IRT and chairs IRT meetings. - Ensures proper and necessary documentation of Park District's investigation of and response to the Data Incident. - Communicates with the Park District's senior leadership team, the Park District's business partners or other stakeholders, the media and other third parties, as necessary and appropriate. - Coordinates with outside legal counsel to comply with applicable data breach notification laws

			and other applicable legal requirements.
Information Technology (IT) Representative	Information Technology	IT advisor to the IRT	- Obtains information about the Data Incident and determines whether to notify the Incident Response Manager. - Provides assistance in determining the existence, cause and extent of an IT-related Data Incident. - Coordinates with the IT Department and, if necessary and appropriate, external IT resources to contain and remediate an IT-related Data Incident. - Coordinates with the IT Department to respond to and provide needed information to Incident Response Manager and/or IRT. - Coordinates with the IT Department to plan and implement actions to prevent similar future IT-related Data Incidents.
Financial Representative	Superintendent of Finance and HR	Financial risk analyst	- Assists with financial analysis relating to Park District's investigation of and response to the Data Incident - Assists with obtaining necessary budget approval for Park District's investigation of and response to the Data Incident
Communications and Media Representative	Marketing Manager	Public relations advisor, liaison to Marketing Department	Creates and/or maintains Data Incident public relations/media procedures

			• Coordinates with the IRT, legal team, senior leadership team and other business stakeholders on the timing, content and method of notification • Prepares and issues press releases or statements regarding the Data Incident, as necessary and appropriate
Human Resources (HR) Representative	Superintendent of Finance and HR	Employment and liaison to Human Resources Department	• Assists with determining the existence, cause and extent of an employee-related Data Incident • If employee personal data is compromised, handles communications with business area managers and employees • If employee performance is a factor in the incident, works with appropriate managers and employees to correct performance or improve processes or training • If employee misconduct is a factor in the incident, works with appropriate HR and business managers, legal representative and others to take appropriate employment action (e.g., termination of employment) and legal action

APPENDIX 2

Incident Response Team and External Resource Contact Information

IRT Contacts	Office Phone	Mobile Phone	Primary E-mail	Alternate E-mail
Incident Response Manager: Cathy Fallon	708-956-7856	630-835-7846	cfallon@berwynparks.org	
Alternate: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	
IT Representative: CDS Help Desk	855-215-7663		helpdesk@cdsot.com	
Finance: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	
Communications and Media Representative: Brittany Nepomuck	708-637-3003	464-240-2774	bnepomuck@berwynparks.org	
HR Representative: Cindy Hayes	708-956-7857	708-558-3177	chayes@berwynparks.org	

THIRD-PARTY VENDORS AND EXTERNAL SUPPORT			
	Office Phone	Mobile Phone	E-mail
The Park District Risk Management Agency ("PDRMA")			
Outside Legal Counsel: Mike Roth			
MSI			
RecTrac			
Republic Bank			
First American Bank			
Byline Bank			
BMO Purchasing Card			
PMA			
Illinois Funds			
Card Pointe/Connect			

APPENDIX 3

Data Incident Log

How was the Data Incident reported?	
Date or Date Range of Data Incident (if known):	Time of Data Incident (if known):
Date of Discovery of Data Incident:	Time of Discovery of Data Incident:
Person Discovering the Data Incident:	

Initial Assessment			
☐ Suspected Data Incident		☐ Confirmed Data Incident	
Data Incident Classification (Level 1, 2, 3) (if known):			
Type of Data Incident			
☐ Lost/Stolen Device	☐ Unauthorized Access	☐ Insider Activity	☐ Inadvertent Disclosure
☐ Vendor Incident	☐ Ransomware	☐ Malware	☐ Email Compromise
☐ Other (Describe)			
Data Exposure Dates			
Start Date:		End Date:	
Data Encrypted?	☐ Yes ☐ No	Data Password Protected?	☐ Yes ☐ No

	Name	Phone	Title
Reported by			
Reported to			

Persons who may have been involved in or have knowledge of the Data Incident:	
Description of the cause or manner in which the Data Incident occurred (e.g., data device misplaced, data theft, hacking event, etc.):	
The identity(ies) and location(s) of all individual(s) potentially affected (i.e., the state(s) in which the individual(s) reside):	
The number of individuals potentially affected (if known):	
Description of the PI, data, and/or other information lost or compromised ☐ Name ☐ Account Number ☐ Credit/Debit Card Number ☐ Social Security Number ☐ Driver's License Number ☐ State ID Number ☐ Date of Birth ☐ Medical Information or Health Insurance Information ☐ Address ☐ E-mail Address ☐ Usernames and/or passwords ☐ Other:	
What specific storage medium, systems, applications/equipment were accessed or compromised (if known)?	
If data was lost in a physical transfer, the tracking number and name of the company shipping the data, if any:	
Have passwords been reset for any impacted accounts?	☐ Yes ☐ No If yes, date of last reset:
Have any malicious rules been disabled?	☐ Yes ☐ No
Have all logs or other evidence been preserved?	☐ Yes ☐ No

Need to contact law enforcement?	☐ Yes ☐ No If so, identify agency(ies) notified and dates of the notice:
Need to contact state attorney(s) general or other regulators?	☐ Yes ☐ No If so, identify regulators notified and dates of the notice:
Need to contact media?	☐ Yes ☐ No If so, identify media outlets and dates of notice:
Was extortion involved?	☐ Yes ☐ No If so, name of negotiation vendor engaged, if applicable:
Need to notify affected individuals?	☐ Yes ☐ No If so, identify the number of notified individuals and the date of the notice:
Will third party forensics be engaged?	☐ Yes ☐ No If so, name of vendor engaged:
Is insurance coverage available?	☐ Yes ☐ No If yes, has the insurance carrier been notified? ☐ Yes ☐ No
Was credit monitoring provided to any individuals?	☐ Yes ☐ No

Was outside counsel engaged?	☐ Yes ☐ No If so, name of counsel/firm engaged:	
Actions undertaken to contain, minimize, or remediate potential harm or exposure:		
When did containment occur?	Date: _____	Time: _____
Describe how containment was implemented:		
Signature:	Printed Name:	Date:



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

Dear WSSRA Board Secretary:

At the 11/18/25 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
464-240-2774/708-788-1701
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, 2025.

Sincerely,

Secretary of the
Berwyn Park District