

APPROVED

MINUTES OF MARCH 21, 2017 REGULAR BOARD MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 7:00 p.m. and roll was called.

Commissioners present:

Steve Gaines, President
Dudley Onderdonk, Vice President
Lisa Brooks, Treasurer
Andre Lerman, Commissioner
Seth Palatnik, Commissioner

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm.
Jenny Runkel, Administrative Assistant
Paul Goedjen, Takiff Facility Manager

Members of the public in attendance who signed in or spoke: Jaclyn Cunningham, Dan Dorfman, Josh Lutton, Tom McDonald

Consent Agenda: A motion was made by Commissioner Lerman to approve the consent agenda items as presented including Minutes of the February 28, 2017 Regular Board Meeting, March 2, 2017 Public Meeting on Lakefront Park, March 7, 2017 Special Projects and Facilities Committee Meeting, and Approval of the Bills. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Matters from the Public: Josh Lutton requested an accelerated timeline for the Jefferson & Vernon playground replacement. President Gaines stated replacement of this park will be discussed further at the Special Projects and Facilities meeting. Lutton also asked about expanding the footpath to make it more welcoming for those to arrive on bike or walking as an alternative to parking at Takiff.

Financial Report: Director of Finance/Human Resources Mensinger stated that there is a comparison to last year in the board packet not including accrued payables still coming in for March and April. Adjustments will be reflected in the audited version. The Beach had a wonderful season and Watts closing early did impact revenues at the end of the year, although did better than budgeted. Recreation following winter registration did catch up despite lost revenue from full-day kindergarten. Overall, the District is looking good.

Action Items:

Approval of Resolution 860 to Support the Welcoming and Inclusive Community Pledge: President Gaines read Resolution 860. A motion was made by Commissioner Lerman

to approve Resolution 860 as presented. Commissioner Palatnik seconded the motion. Discussion included support in the Park District taking this action. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Resolution 861: Rose Pepe 10 Year Service Resolution: President Gaines read Resolution 861. Rose Pepe was not in attendance. A motion was made by Commissioner Lerman to approve Resolution 861 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Resolution 862: Tom McDonald 20 Year Service Resolution: President Gaines read Resolution 862. A motion was made by Commissioner Lerman to approve Resolution 861 as presented. Commissioner Onderdonk seconded the motion, which passed by unanimous voice vote. Congratulations and thanks were shared with Tom from the Board and staff. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Staff Reports: Staff shared additional information not included in their Board Reports.

Director Lushniak introduced Jaclyn Cunningham, Children Circle Jellyfish Infant Room Teacher, who attended the meeting for a school project. Our Before and After School Program has received the Power Play Grant for \$1,000 which will pay for healthy lifestyle equipment for the program. The Beach and Boat House are getting going for the season with the Parks Team completing Boat House projects. The Boater Renewal forms went out last week debuting the online form. Camp revenue is higher compared to the same time last year. Staff attributes this with more detail being included in the winter brochure as opposed to just a camp preview.

Director Mensinger had no additional report to add to her previous financial report.

Director Leiner stated that they are excited to debut the Boat House with LED fixtures, new tile floor, windows, new paint, lockers, and paint on the deck. The Jefferson and Vernon playground wood structure is coming down this week with other play elements remaining for community use. The system is 12 years old with a 15-20 year life expectancy that was cut short due to Glencoe's weather conditions. The Takiff clock has been formally set and the project officially closed. The Takiff BAF system and Watts flooring projects are in progress.

Manager Maassen stated the District is transitioning to the spring program brochure and Glencoe Quarterly.

Executive Director Report: Executive Director Sheppard stated that in January the goals were approved by the Board and now staff have shared their objectives under each goal.

NSSRA Shining Stars event is on April 21 where the Park District has been awarded "Partner of the Year". Board members are invited and encouraged to attend.

We are once again renewing our partnership with Northbrook Park District. Northbrook residents will receive resident rates at our Beach and Glencoe residents will receive resident rates at the pool. Manager Maassen works with Northbrook's marketing department. Social media can be utilized to market the pool to Glencoe residents.

Capital projects are moving on track for approval. Based on discussion at the Committee meeting staff is going ahead with a conceptual site plan for the Takiff parking lot. Included in the site plan will be vehicle, bike, and pedestrian flow into the facility.

Our Gold Medal application has been submitted. The District will be notified if we are a finalist in late April.

Action Items:

Approval of Fiscal Year 2017/18 Budget: A motion was made by Commissioner Brooks to approve the Fiscal Year 2017/18 Budget as presented. Commissioner Lerman seconded the motion. Director Mensinger clarified that the Board is approving the working budget with the Budget and Appropriations Ordinance up for approval next month; also on public display for 30 days prior approval. A budget summary was shared. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of PRECOR as the Brand of Fitness Equipment in our Fitness Area: A motion was made by Commissioner Lerman to approve PRECOR Fitness Equipment to be used in the new Park District Fitness Area not to exceed \$100,000 in equipment as presented. Executive Director Sheppard clarified that this motion is to approve PRECOR. The exact equipment will go before the Board for approval in April. Commissioner Brooks seconded the motion. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of the Landscaping Bid: A motion was made by Commissioner Onderdonk to approve the Landscaping Bid of a one-year contract with Fleck's Landscaping which will include \$47,012 for mowing of identified sites and \$35 hourly labor rate at an estimated \$86,800 for general horticulture/landscape labor as presented. Commissioner Brooks seconded the motion. Director Leiner explained that the labor rate is not a significant

difference from last year. The mowing previously was an hourly rate resulting in receiving less than efficient crews. A per mow rate captures the expense of each area and if the grass is not growing in drought conditions we do not pay. The cost is a little bit more, however we have more control with a more efficient contract. The laborers are managed as an extension of our staff however, we do not pay benefits. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Purchase of Parks Department Vehicles: A motion was made by Commissioner Palatnik to approve the purchase of a 2017 F-250 pickup truck for \$33,698 and the purchase of an F-450 dump truck for \$46,279 from Landmark Ford of Springfield, Illinois as presented. Commissioner Brooks seconded the motion. These are replacing two surplus vehicles. The Illinois bidding process was explained, capturing savings through joint purchasing. Most municipalities use the joint purchasing program. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Purchase of Recreation Department Vehicle: A motion was made by Commissioner Palatnik to approve the purchase of a Dodge Grand Caravan for \$22,536 from Wright Automotive of Hillsboro, Illinois as presented. Commissioner Onderdonk seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Approval of Bi-Annual Review of Executive Session Minutes: A motion was made by Commissioner Onderdonk to and keep confidential executive session minutes including October 18, 2016, November 15, 2016, January 17, 2017, February 28, 2017 as presented. Commissioner Brooks seconded the motion. No discussion ensued. Roll call vote taken:

AYES: Brooks, Lerman, Onderdonk, Palatnik, Gaines
NAYS: None
ABSENT: None

Takiff Report: Director Lushniak and Takiff Facility Manager Paul Goedjen presented the Takiff Report, that is attached to these minutes. Discussion with the Board ensued followed by a tour of Takiff Center.

Other Business: There was no other business.

Adjourn to Closed Session: There was no reason to go into closed session.

Adjourn: Commissioner Lerman moved to adjourn the meeting at 8:51 p.m.
Commissioner Brooks seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

Takiff Center Report

Recreation Board Report: March 21, 2017



Michael Lushniak – Director of Recreation and Facilities

Paul Goedjen – Takiff Center Manager

Introduction

Takiff Center is an 85,000 square foot community center and the primary recreational and administrative facility of Glencoe Park District. The clock tower portion of the building was constructed in 1928 for its original intended use as a school. In the 1950's the early childhood wing was added to expand the building's footprint. Takiff Center has most recently undergone a substantial renovation in 2008 to get it to the current state it exists in today.



Takiff Center is home to a bevy of different spaces, wings, and uses. The facility greets its visitors with a picturesque lobby, a registration desk, and a 10,000 square foot gymnasium. The arts wing of the facility houses the Aiken Activity Room, ceramics studio, art studio, shower, and staff offices. The community wing is home to four community rooms, a spacious community hall, and administrative staff areas. In the fitness wing, there are three group exercise rooms as well as mechanical and equipment storage areas. The early childhood wing is a fully secured, DCFS licensed area of the building that is home to over 13 classrooms and enrichment areas as well as another reception desk and staff offices.

With the multitude of spaces and different areas, this facility serves any and all demographics within the community. From infant care serving participants as young as 6 weeks old to active adult rentals such as the New Horizons Band, the facility has the ability to serve anyone in the community. The Park District has taken a balanced approach to filling the building with a vibrant array of uses, ensuring that there are opportunities for everyone. A stable combination of Glencoe Park District run programs, contractual programs, community group rentals, special events, and private rentals fill the spaces inside Takiff Center to ensure a sustainable mix of diverse usage throughout the year.

Maintenance/Facility Upkeep

Capital Projects Recently Completed

In the 2016/17 Fiscal Year, the main focus of capital work at Takiff Center was related to the replacement of the two peaked roofs as well as the clock tower renovation and gutter improvements. The existing slate roofs were removed, replaced with a rubber membrane, and then covered with asphalt shingles. The two canopy roofs that were original to 1928 and 1955 were replaced with a new membrane polymer material. The gutters had rotted wood replaced and a new custom fabricated, field welded copper insert installed. In addition, new copper downspouts were installed in several areas of the facility based on the architect's recommendations.

The clock tower on the original 1928 building was extensively renovated. First, the existing lead paint was removed per state and county law. After abatement, a major structural overhaul replaced rotted timber and the obsolete clock. A new four-sided atomic clock was hoisted into place and installed by

contractors and staff. In addition, the copper cap on the tower was repaired and a lightning protection system was added.

Daily Facility Cleaning/Upkeep

Takiff Center is maintained by a dedicated group of full and part-time staff. Bill Eldridge leads the team that includes a full-time facility technician and two full-time custodians. Key players in the regular upkeep also include six regular part-time custodians. Each day in the 85,000 square foot facility, bathrooms, program rooms, lobbies, offices and the early childhood wing require routine maintenance and regular



predictive maintenance. Staff routinely change light bulbs, clean carpets, service HVAC units and maintain the automatic door system. Additionally, staff sets up and breaks down multiple program rooms per day. This staff also works at the Beach, Watts and throughout the District, as special events require. Typically, large scale events are managed through a team effort between the Parks and Facilities Maintenance Team. The two teams work together as one to eliminate duplication and to maximize efficiency.

Minor Projects/Facility Improvements

In the 2016/17 fiscal year, several small scale repairs and improvements were made at Takiff Center. During the annual facility shutdown in August, the Early Learning Center parking lot was seal coated, the gym floor was resurfaced and the main entrance lobby was cleaned and sealed. The facility is on a regular interior painting routine with high profile areas painted at least once a year.

Other notable improvements this year include the upgrade of exterior light fixtures to LED. Behind the scenes, improvements include the replacement of one of the three automated building system controllers and the replacement of the rolled rubber floor in room 212, which had previously buckled.

Marketing Efforts

Takiff Center receives substantial support from the Marketing and Communications Department both directly and indirectly. The Marketing and Communications Manager, Erin Maassen, works closely with the entire Recreation Programming Team to ensure classes and events offered at Takiff Center are introduced to the community in as many ways as possible. Avenues for marketing campaigns for programs and events include social media, target demographic emails, cross-promotional marketing among programs, print advertisements such as flyers and posters, three seasonal brochures, and even unique exposures such as television commercials for larger programs.

A focused marketing effort is placed into advertising facility space for rent. This type of facility use is an integral part of the operation, so time is spent to make potential renters aware of different spaces available and different events that can be accommodated. A special “Celebrations and Special Occasions” informational folder has been created to show the diversity of spaces offered and the different types of

room set-ups and themed events that this versatile facility can accommodate. Facility rentals and birthday party packages are featured on specific sites on the Glencoe Park District webpage.

Takiff Center itself is used as a marketing tool of cross promotion and agency branding. Above the main



registration desk, a large TV displays the daily schedule of activities using the REACH digital marketing software. This software also has the ability to deliver a message to those who view it, highlighting an upcoming program, event or other recreational opportunity. Also within the facility are dozens of magazine racks, bulletin boards, and frames for posters. These house seasonal brochures, flyers, and constantly changing marketing materials that work to cross promote programming and events to hundreds of people who come through the facility daily.

Staffing

Customer Service Staff

Both the Main and Early Childhood Registration Offices/Front Desks at Takiff Center are supervised by the Registration/Customer Service Manager, Lorise Weil. The main Registration Desk is staffed by our Customer Service Supervisor, Customer Service Assistant, and the (evening) Customer Service Associate from 8:30 am to 9:00 pm, Monday through Friday, and by the second (evening) Customer Service Associate from 8:00 am to 5:00 pm on Saturdays and until 6:00 pm on Sundays. Based on the season, weekend and evening hours may vary. The Early Childhood Registration Desk is staffed by the Early Learning Center Customer Service Assistant from 8:30 am to 4:00 pm, Monday through Friday.

Registrations are processed Monday through Friday, 8:30 am to 5:00 pm. Working closely with Program Managers and teachers, the daytime Registration staff are responsible for greeting and assisting customers, processing registrations and payments, completing transfers and refunds, setting up and processing monthly billing, and keeping both our RecTrac and WebTrac registration systems accurate and up-to-date.

Our Registration staff take their customer service responsibilities seriously, making sure all internal and external customer requests are answered in a timely and thorough manner. Working together as a team is of the utmost importance to them. Each day, Registration staff make every effort to ensure our customers receive the best service possible. They strongly stand by the quote written by Damon Richards, “Your customer doesn’t care how much you know until they know how much you care.”

Facility Operations Staff

The Facility Manager, Paul Goedjen, is responsible for scheduling areas in Takiff Center. He works to ensure that a delicate balance of private rentals and programming are properly booked out to ensure appropriate set-up/clean-up times, and that there are no rooms double-booked for two groups simultaneously. This position coordinates with programmers, renters, and the Maintenance Team to



ensure rooms are setup appropriately for their use. The Facility Maintenance Supervisor, Bill Eldridge, oversees building technicians and custodians to ensure that the facility is always clean and in good repair. This position also focuses on facility improvements, as well as the monitoring of building systems such as mechanical, HVAC, alarms, etc.

Evening and Weekend Staff

Takiff Center does not conform to normal business hours. The facility is usually open until 9:00 or 10:00pm during the week to accommodate meetings, programs, and rentals. The facility is also opened most of the day on the weekends for private rentals or other programs. Because of the high volume of visitors the facility sees on weekends and evenings, the facility is also staffed during that time.

Custodians are always present to keep up with routine cleaning around the building. There is also always a front desk attendant to address any questions from customers or problems that might arise during a rental or program. There is also additional staff utilized for special facility usage or certain programs. For example, during popular open gym times, there is an additional staff member scheduled to ensure admission is being paid for this drop-in program. During large rentals, rental attendants may be scheduled to work more closely with a host to ensure their needs are being met throughout their event. Additional custodians or building staff may also be scheduled to assist with cleaning, facility breakdown, or facility setup, as needed, for special events or other large groups using the facility.

Room Usage for Programs

Fall/Winter/Spring

During the school year, different areas of the facility are in use throughout the day. During the day in the mornings and afternoons, the early childhood wing of the building abounds with activity and programming. Almost every early childhood room is full with enrichments, preschool classes, or day care programming. These programs are in session Monday-Friday from 7:00am to 6:30pm. This secured wing of the facility meets the need of the DCFS licensed programs while utilizing some of the other unique spaces in this area such as the prep-kitchen for student lunches, as well as the tot gym for

physical fitness. During after school hours, enrichment rooms are used to run classes for older students who visit Takiff Center for STEM classes. Similar to the early childhood room, the fitness area sees the majority of its usage take place in the morning and afternoon on weekdays with occasional classes offered on evenings and weekends. Karate becomes the main inhabitant of the fitness wing on weekday evenings and weekends.



Community rooms and the activity room see increase in use on evenings and on weekends during the school year. In addition to programming with NSSRA, these rooms are used for after school enrichment classes such as theater and performing arts. Weekends are filled with birthday parties that are booked through the Park District. The ceramics studio, which features drop-in times on weekday mornings, sees a full slate of classes during the week going late into the evening with adult classes. On weekdays, these rooms are home to toddler classes and community group meetings such as the Rotary Club.

Camps & Summer Programming

During the summer months, camps make Takiff Center their home. KinderKorner camp moves up to the community wing and call Community Room 4 its home. The Bear Camps (preschool-aged camps) take the place of early childhood school year programming in the early childhood wing. These camps use as many rooms as are used in the school year. The daycare program also continues to use their



space throughout the summer. Sun Fun and Camp Adventure programs also use Takiff throughout the summer and utilize the enrichment wing or early childhood, gym, activity room, art room, and open community rooms on days they remain on-site. The only Glencoe Park District Camp that does not house out of Takiff is the Action Quest camp for the oldest campers; located at Watts.

Because of the high volume of camps, very little other programming is possible during weekday mornings and afternoons in the summer. Some fitness classes

remain in the studios for those that wish to continue fitness indoors. Evenings and weekends remain consistent with school year schedules and includes enrichment classes, karate classes, and ceramics classes, which are offered in addition to camps or for those who do not participate in camps.

Gym

Takiff Center's Gym is one of the most heavily used areas of the facility throughout the year. In the school year, weekday mornings and afternoons are filled with daycare and preschool physical activity space and enrichment classes. Once school ends during the week, basketball programs use the Gym most nights until the facility closes. Weekend Gym usage changes by season, during summer and fall the

most frequent gym activities are birthday parties, rentals, and Sunday adult open gym. During winter and spring, the Gym is used primarily for the Park District's youth house and travel basketball leagues, with birthday parties and rentals sprinkled in whenever possible. The Takiff Center Gymnasium is also used for large-scale special event rentals throughout the year. In the past, this space has hosted large fundraisers, birthday parties, and bar/bat mitzvahs. Every year, staff finds new ways to effectively use this highly sought after space.

Special Events

Each year Takiff Center hosts multiple large and small special events that the Park District develops. The largest of these special events are:

- **Boo Bash**
 - Estimated annual attendance for this event is 400 participants.
 - This event uses multiple spaces within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, and activity room.
- **Unplug and Play**
 - Estimated annual attendance for this event is 175 participants.
 - This event uses multiple spaces within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, fitness studio, yoga studio, and activity room.
- **Family Fun Fest**
 - Estimated annual attendance for this event is 200 participants.
 - The Park District partners with Family Services of Glencoe to put on this event.
 - The event uses multiple rooms within Takiff Center including the lobby, gym, community wing rooms, ceramics room, art room, fitness studio, yoga studio, multipurpose room, and activity room.



Facility Rentals

Consistent Weekly Renters

Takiff Center houses a variety of consistent weekly renters. These renters use the facility for a multitude of activities such as business meetings, religious functions, youth programming, and band practice, among other things. Consistent weekly renters provide a stable revenue source throughout the year and also allow staff and building operations to get into a routine for room set-ups and break downs. The consistent renters at Takiff Center are listed below with a short description of each group and their room usage.

- Congregation Hakafa – a large Jewish congregation that uses Takiff Center mainly for religious educational programs. Hakafa rents on Tuesday evenings and Sundays, occupying almost every usable space in the facility.
- @Properties – a real estate brokerage firm that has offices throughout northwest Illinois including many on the North Shore. This group uses the Takiff Center community wing mainly on Thursday mornings, but also other days throughout the week for meeting spaces.
- North Shore New Horizons Band – a non-profit organization dedicated to providing seniors an exciting and educational opportunity to make music; regardless of ability or experience. The NSNHB uses the activity room at Takiff every Tuesday morning for band practice as well as the occasional special event.
- The Writers – this is an unaffiliated social club that uses space in the community wing on Wednesday mornings. The group meets weekly to discuss and practice a shared passion for the hobby of writing.
- Wiggleworms – The Old Town School of Folk rents Community Room 1 on Wednesday and Friday mornings to run unique musical classes called Wiggleworms for early childhood aged students. The Old Town School of Folk is a music school located in Chicago. They have chosen Takiff as a satellite facility to offer some of their classes.
- Hi-Five Sports Club – A company that offers youth athletics programs with a focus on teamwork, sportsmanship, and fun. This group uses the gym on Tuesdays and Fridays in the morning and afternoon to run youth sports classes, mainly indoor soccer.
- Our Place of New Trier – Located in Wilmette, OPONT is a not-for-profit group that supports teens and adults with developmental disabilities. This group uses the gym Friday evenings for social and athletic events that work to support their mission of helping their participants live meaningful, productive, socially connected lives in their home community



Special Event Rentals

Each year, Takiff Center houses multiple special event rentals. The most common special event rental are bar / bat mitzvah's; typically there will be approximately three mitzvah's at the center each year. Other special event rentals that patron's use Takiff Center for include wedding receptions, large birthday parties, anniversary parties, and quinceanera's. Parties and special event rentals can vary

from a basic room rental to extravagant galas that require a significant amount of staff coordination and time.

One of the strengths of the Glencoe Park District facility rental program is a willingness to work with larger parties and accommodate unique requests. Staff is able to work with renters who have special requests. From renting the Takiff Center lobby, to coordinating with party planners and caterers, to ensuring unique set-ups and heavy cleaning are completed before and during a rental, staff takes great pride in being very customer-focused and accommodating to ensure renter's events are exactly as they hope.

Birthday Parties

Glencoe Park District offers a variety of birthday party options at Takiff Center. Each year, Takiff Center does approximately \$30,000 in birthday parties. The Park District works with party contractors for all of the party themes that are available to the public. The Park District itself also offers basic birthday party packages using its own staff. The majority of party packages include a Glencoe Park District staff member as a birthday party attendant who assists with set-up, coordination of the party schedule, customer service to the renter, clean up, and loading presents into the renter's car. Packages also include:

- Two hours in a party room
- One hour of a themed activity
- One hour for cake, parent led games, and refreshments
- Tables and chairs

Glencoe Park District offers 22 different themed birthday party packages! They range from sports to parties that capitalize on current popular trends like movies such as Frozen. Currently, the most popular party theme options are...

- Gym Games Galore with Hot Shot Sports (sports themed)
- Animal show with Kenn from the Animal Store
- Magic with Gary Kantor
- Dance Party with Chicago Loves Dance

Patron Feedback

As with every facility and program area, Glencoe Park District thrives off feedback from patrons and users at Takiff Center. Staff solicits feedback to ensure that the facility is meeting the needs of program participants, renters, and drop-in participants.

Program Survey Results

The Glencoe Park District surveys program participants on a quarterly basis to collect feedback about programs. Many of the questions in this survey relate directly to the facility that these programs are housed in. The statistical data provided below is the combination of the last two program survey results and has been filtered to only include programs that have taken place at Takiff Center.

- 41% of program participants selected “convenient location” as one of the reasons they signed up for programs at Takiff Center.
- 97% of program participants agreed or strongly agreed that after they had enrolled in the class they found Takiff Center to be a convenient location for classes.
- 97% of program participants agreed or strongly agreed that Takiff Center was clean and in good condition during the program they attended.
- 93% of program participants in classes at Takiff Center said their overall experience was either “good” or “very good”.

Facility Rental Feedback

Currently, the feedback for rentals, birthday parties, and drop-in facility users is less formal. The Takiff Center Manager has verbal communication with renters and party planners both before and after a rental. Staff ensures that the facility will meet their needs before they reserve. Staff then works with renters to ensure the set-up meets the needs of the space usage and develops a logistical plan to ensure that the renter is not met with any surprises on the day of the event.

Following special events, the Takiff Center Manager follows-up with the primary contact to ensure that the facility and staff met their needs. The focus is placed on learning from any issues that arose during a rental as well as thanking the renters for choosing Takiff Center as the venue for their event. The Takiff Center Manager is also in constant communication with consistent weekly renters to meet their changing needs. Feedback that has been received from both event renters and consistent weekly renters includes:

- There is inadequate parking available in the parking lots around the facility for larger special events or times when numerous programs and events are occurring at one time.
- Takiff Center staff is knowledgeable, friendly, helpful, and responsive.
- The facility entrance located to the west of the early childhood entrance is not prominent enough and renters/drop-in participants are unaware that it provides access to the building from the front parking lot.
- The variety of unique spaces and packages available for rentals and parties is a selling point of Takiff Center.

Despite this valuable feedback, staff has identified a need to obtain statistical evidence of renter satisfaction. Because of this, staff has created a Takiff Center Rental/Party Satisfaction Survey which started being sent to renters at the beginning of the 2017-18 fiscal year. This survey is located in appendix C and will provide staff with valuable information to improve the rental and party experience moving forward.

Future Planning

As with any facility, Takiff Center and its staff are constantly evolving to meet the needs of customers, renters, and program participants. Operationally, front desk and program staff have looked for ways to

streamline the guest experience when registering for programs. Staff has utilized current registration software to allow for more on-line program registration and has adopted a “universal pass” in which one membership card can be used at Watts, Glencoe Beach, and for fitness classes. Staff will continue to move forward by utilizing technology wherever possible to simplify the process for the customer. Staff is even investigating the feasibility of the ability of current software to allow the booking of space at Takiff on-line.

Fitness Center

The largest upcoming change at Takiff Center is the proposed fitness area. The need for this program was identified through the last community survey conducted by Glencoe Park District, in which many residents called for increased fitness opportunities. Park District Board members and staff are currently in the design development phase of a construction project that will convert the Aiken Activity Room into a space that may feature a stretching area, cardio equipment, strength equipment, and a locker nook. The project will also investigate the feasibility and need of an upgraded shower area across the hall from the Aiken Activity Room. Currently, one shower room exists, but consideration is being given to renovating the current shower or potentially adding an additional one.



Parking Lot

Parking has been an increasing problem at Takiff Center as use of the facility continues to increase. Staff must be cognizant of peak programming times and ensure that multiple special events are not scheduled in the facility or on Reinsdorf Field at the same time. Staff has already made adjustments to parking lot usage for staff to help alleviate some of the issues. Summer camp staff is required to park off-site using the parking spots on Old Green Bay Road north of the train station parking. Additionally on Monday-Friday, full time staff have begun parking nine vehicles in the back parking area near the maintenance yard. While these changes have helped alleviate the problem, a greater solution is needed.

Staff and Board members will be investigating the options for adding more parking to the Takiff Center site. One option is to add more parking near the west side of Reinsdorf Field. Additional spaces there can be created by paving areas that are currently gravel or grass. Another option presented itself only a few months ago as the skate park on the site needed to be removed because of its unsafe condition. This provides another potential area for parking to be expanded. The Board and staff will not only investigate the most efficient way to increase parking, but also environmentally friendly options such as permeable pavers as a parking surface.

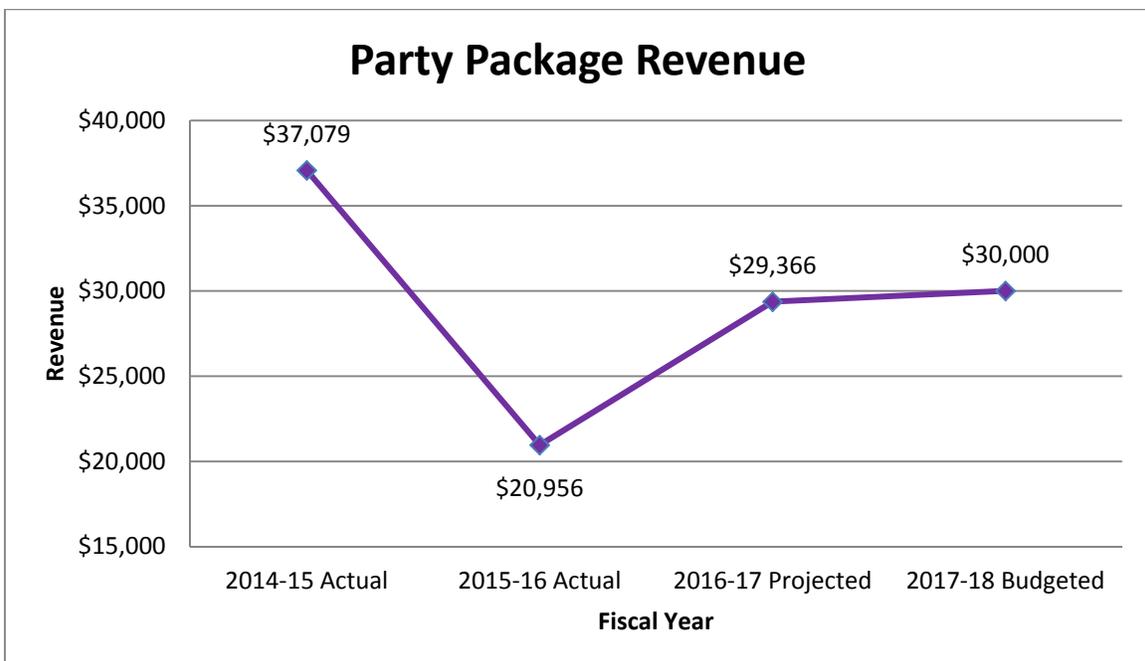
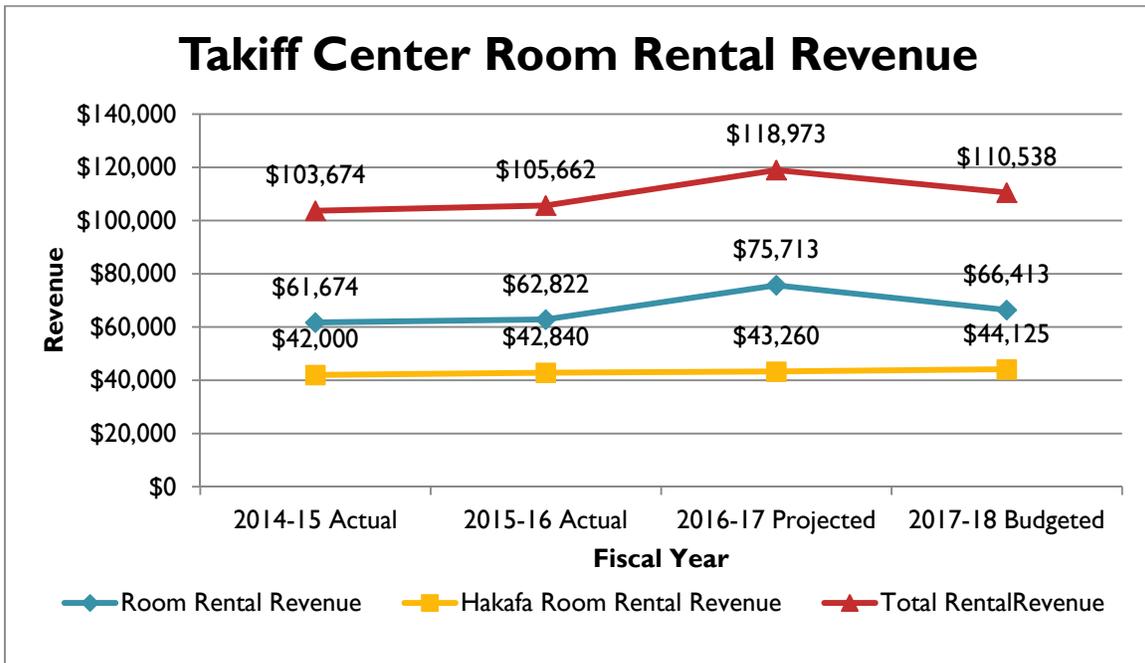
Finding Additional Space

Moving forward, finding additional programming space at Takiff Center will be a growing challenge. With the Aiken Activity Room being converted into a fitness area, the center will be losing one of its programming rooms. To make up for this loss, programming and facility staff will find existing space within the facility to house growing programs and rental needs. Options that staff will have include using

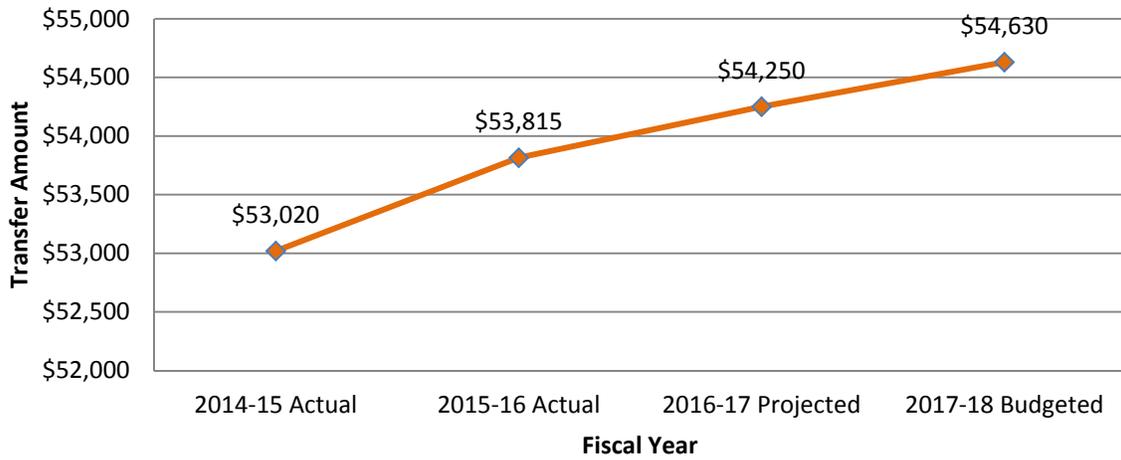
existing spaces in new ways, exploring the possibility of moving programming to Watts Center, and exploring the possibility of changing program days and times based on room availability.

Throughout this process, staff will focus on maintaining a strong balance of Glencoe Park District program usage as well as private rental usage to maintain a balanced facility usage portfolio. Staff will focus on programming lower use times whenever possible to reduce the burden on peak times such as afternoons during the school year when a large number of enrichment programs are being scheduled. Staff has also continued to strengthen the relationship between Glencoe Park District and School District 35. Through this intergovernmental agreement, programmers are able to host classes and programs using South, West, and Central schools to alleviate some of the strain on Takiff Center.

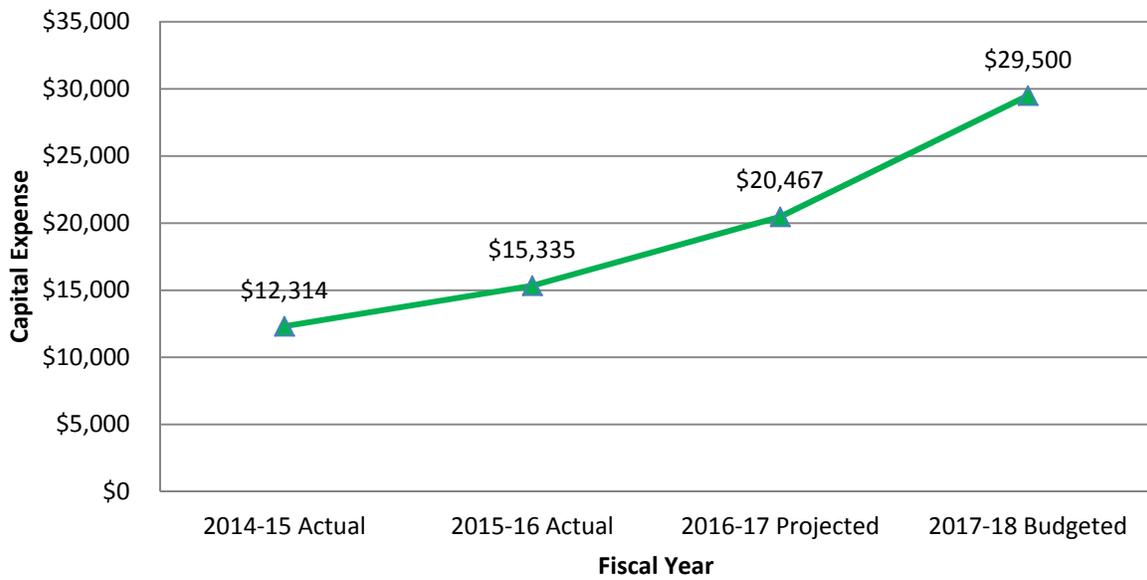
Financial Data



Building License Transfers (G&A and Daycare)



Takiff Center Capital Budget



Appendix A – Takiff Center Room Usage

Average Hours of Room Usage/Week								
Room	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Gymnasium	7.54	5.56	7.33	5.25	6.25	5.94	4.63	42.50
Community Room 1	3.08	0.83	3.33	3.58	1.88	3.42	3.96	20.08
Community Room 2	2.63	1.00	4.50	1.00	2.29	1.50	2.29	15.21
Community Room 3	2.29	1.46	2.50	1.46	1.00	2.50	2.29	13.50
Community Room 4	1.00	1.17	2.50	1.46	4.54	3.00	2.29	15.96
Community Hall	3.50	4.60	3.44	1.00	1.88	2.92	4.17	21.50
Fitness/Karate Studio	1.00	7.13	5.27	4.50	6.85	3.29	1.50	29.54
Yoga Studio	3.00	3.98	3.17	1.58	5.00	1.58	1.00	19.31
Ceramics Studio	4.38	11.00	11.00	11.00	10.17	10.58	1.46	59.58
Activity Room	3.38	2.17	5.83	4.81	2.75	0.58	3.88	23.40
Multipurpose Room	4.23	2.52	3.21	1.50	4.08	1.92	3.04	20.50
Art Room	2.04	1.00	2.50	1.50	1.88	1.00	1.25	11.17
Early Childhood Rm. 208	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 210	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 212	3.50	6.00	6.00	6.00	6.00	6.00	0.00	33.50
Early Childhood Rm. 222	3.50	6.50	6.50	6.50	6.50	6.50	0.00	36.00
Early Childhood Rm. 214	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 215	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 217	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Early Childhood Rm. 219	3.50	11.50	11.50	11.50	11.50	11.50	0.00	61.00
Preschool Enrichment 228	3.50	1.46	3.44	2.96	1.94	1.60	0.00	14.90
Preschool Enrichment 229	3.50	2.08	4.00	2.71	1.88	1.88	0.00	16.04
Preschool Enrichment 230	3.50	2.73	1.00	1.00	1.35	1.67	0.00	11.25
Total	76.56	119.19	133.52	115.81	124.23	113.88	31.75	714.94

- Only rentals and programs currently booked in facility scheduling software are reflected in this chart.
- This chart does not include cancelled programs, set-up time, clean-up time, or unofficial rentals
- Statistics were taken by averages for five typical weeks of Takiff operation
- Building usage between summer and school year was similar in quantity, but varied in peak times used.
- Largest areas for increased usage are:
 - Early Childhood on Saturday
 - Community rooms on Wednesday
 - More utilization of the Art Room
 - Fitness rooms on weekends

Appendix B - Comparable Room Rental & Birthday Party Information

	Gym	Multipurpose Room	Community Room	Large Room/Hall	Fitness Studio	Birthday Package
Glencoe Park District	\$130	\$67	\$47	\$155	\$67	\$200
Park District of Highland Park	\$75	\$125 - full room \$50/75 - half room	n/a	n/a	\$75	\$300
Winnetka Park District	n/a	n/a	\$25/50	n/a	n/a	\$250
Northfield Park District	\$70/95	\$50/65	\$50/70	n/a	n/a	\$165
Northbrook Park District	\$75/99	\$55/69	\$39/49	n/a	n/a	\$289
Glenview Park District	\$72/91	\$90	\$70	\$220/255	n/a	\$280
Winnetka Community House	\$70	n/a	n/a	\$200	\$60	n/a

Takiff Center Birthday Party & Rental Satisfaction Survey

Parties and Rentals

The Glencoe Park District appreciates your input to continue providing exciting party packages and accommodating rentals to the community at the Takiff Center. In the following survey, you are invited to share your comments, suggestions, and/or concerns regarding your experience at the Glencoe Park District. We will use your feedback and comments to make improvements for future parties and rentals.

Thank you again for taking the time to complete our survey and we hope to host your event or group in the future!

1. What was your reason for using the Takiff Center?

- Glencoe Park District Birthday Party Package
- One Time Rental for an Event or Party
- Consistent Facility Renter

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Information

* 2. Which party did you choose for your child's birthday?

- Basic Party Package (includes the room(s) and a park district staff member)
- Basic Toddler Playtime (includes Tot Gym)
- Gym Games Galore (Hot Shots Sports)
- Mad Science
- DJ Dance Party (DJ Kasper)
- Other (if you don't see your party as an option above)

* 3. What was the age range of your child's party?

- 0-3 years
- 4-6 years
- 7-9 years
- 10-12 years
- 12 and up

* 4. Approximately how many children attended your child's party?

- Under 10
- 11-20
- 21-25
- 25-30
- 30 and up

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Satisfaction

In this section, you will be asked to rate different aspects of the party package and suggest any additions or changes to the party you chose.

* 5. Please rate your experience with the company that led your party activities.

Excellent Good Fair Poor

Additional Comments

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Park District Staff Satisfaction

* 6. Please rate your satisfaction with the following:

	Excellent	Good	Fair	Poor
Ease in getting information/booking your party.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responsiveness in staff answering questions leading up to your party,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friendliness and attentiveness of staff during your party.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level of satisfaction with your party room and set-up.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value of party rental/package price.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments

Takiff Center Birthday Party & Rental Satisfaction Survey

Party Questions

In this section, you will be asked to suggest any additions or changes to the party you chose.

7. Was there anything that stood out as exceptional about your party experience?

8. Where there any parts of your experience that could have been improved?

9. Are there any other party packages you wish had been offered? If so, please list them below.

* 10. Would you use the Glencoe Park District's party packages for another birthday in the future?

Yes

No (please explain)

* 11. Would you recommend the Park District to your friends and family for future room rentals and/or birthday parties?

Yes

No (please explain)

* 12. How did you learn about party packages offered at the Glencoe Park District?

Word of Mouth

Program Brochure

Flyer

Website

Myself or a family member participate in a program at the Glencoe Park District

Other (please specify)

Takiff Center Birthday Party & Rental Satisfaction Survey

Rental Information

13. What event or activity did you use the Takiff Center for?

- Bar/Bat Mitzvah
- Wedding/Rehearsal Dinner
- Baby Shower
- Party/Special Event
- Conference/Meeting
- Educational Event/Program
- Fundraiser
- Recreational Activity
- Religious Event/Activity
- Other (please specify)

14. How many people attended your rental/event?

- 25 or less
- 26-50
- 51-100
- 101-150
- 150 or more

15. What Space(s) did you use for your event/rental?

- Lobby
- Gymnasium
- Aiken Activity Room (room with stage)
- Community Room (small room upstairs)
- Community Hall (large room upstairs)
- Multi-purpose Room (room with windows facing ball field)
- Fitness Room
- Early Childhood Classroom
- Other (please specify)

16. Did you hire caterer and/or your own staff for this event in addition to Park District Staff?

- Caterer
- Additional Staff
- Caterer and Additional Staff
- No Additional Staff Hired

Takiff Center Birthday Party & Rental Satisfaction Survey

Rental Satisfaction

17. Please rate your satisfaction with the following areas.

	Excellent	Good	Fair	Poor
Information about booking and facility availability was accessible or quickly provided.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was staff ability and responsiveness in providing support leading up to your event?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The space was set-up and equipment was ready for me as expected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The room was clean when I arrived and as needed throughout my rental.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff was responsive and available during my rental.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was the price and perceived value of your rental space?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How was your overall experience renting space at the Takiff Center?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Comments

Takiff Center Birthday Party & Rental Satisfaction Survey

Rental Questions

18. Was there anything that stood out as exceptional during your rental experience?

19. Is there anything your though could have been improved during your rental experience?

20. Would you use the Takiff Center for a rental or event in the future?

- Yes
- No (please explain)

21. Would you recommend the Takiff Center to friends or family who were looking for a place to rent space?

- Yes
- No (please explain)

22. How did you learn about the Takiff Center as a place to host your rental?

- Word of Mouth
- Program Brochure
- Glencoe Park District Website
- Flyer/Written Promotional Material
- My child is current enrolled in a Glencoe Park District Program
- Other (please specify)

Takiff Center Birthday Party & Rental Satisfaction Survey

Thank You

Thank you for participating in this survey and providing feedback! We will use this information to ensure positive memorable experiences through parties and rentals in the future. Should you have any questions or other follow-up from your event that you would like to speak with someone about, please do not hesitate to contact us at 847-835-3030.

Thanks for choosing the Glencoe Park District!

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
Thursday March 9th, 2017						
03/09/17 Rsv# 5802	Fitness Studios	Takiff Center	Full Fitness Studio	8:20A	9:20A	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Moving with Weights with Marianne Anticipated Headcount: 0					
03/09/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 212	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/09/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 222	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/09/17 Rsv# 4202	Early Childhood Wing	Takiff Center	ELC Room 224	9:00A	12:00P	No Maintenance Comments Exist
	Reservee: 604104-02 ELC - 4 Year Old AM Purpose: 604104-02 (ELC - 4 Year Old AM) Anticipated Headcount: 0					
03/09/17 Rsv# 4219	Enrichment Room	Takiff Center	Preschool Enrich 228	9:15A	11:30A	No Maintenance Comments Exist
	Reservee: 309106-01 Math, Magic and Move Purpose: 309106-01 (Math, Magic and Move) Anticipated Headcount: 0					
03/09/17 Rsv# 4201	Early Childhood Wing	Takiff Center	ELC Room 208	9:15A	11:15A	No Maintenance Comments Exist
	Reservee: 604102-02 ELC - 2 Yr Old T/Th Purpose: 604102-02 (ELC - 2 Yr Old T/Th) Anticipated Headcount: 0					
03/09/17 Rsv# 6225	Community Wing	Takiff Center	Conference Room	9:30A	11:30A	Special Maintenance Instructions: No Setup Needed
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Administrative Team Meeting Anticipated Headcount: 5					
03/09/17 Rsv# 1343	Fitness Studios	Takiff Center	Full Fitness Studio	9:40A	11:00A	No Maintenance Comments Exist
	Reservee: 317601-01 Jazz - Adult Int/Adv Purpose: 317601-01 (Jazz - Adult Int/Adv) Anticipated Headcount: 0					
03/09/17 Rsv# 5574	Lobby	Takiff Center	Takiff Center Lobby	10:00A	11:00A	No Maintenance Comments Exist
	Reservee: 319746-03 Breakfast Club Purpose: 319746-03 (Breakfast Club) Anticipated Headcount: 0					
03/09/17 Rsv# 5710	Arts Wing	Takiff Center	Ceramics Studio	10:00A	3:00P	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0					
03/09/17 Rsv# 5904	Community Wing	Takiff Center	Community Room 4	10:00A	12:00P	Special Maintenance Instructions: classroom style set up with tables and chairs for 25 people. Projector and screen set up at front of room.
	Reservee: Maria Malin H (847)212-9800 Purpose: @Properties "RE101" Meeting Anticipated Headcount: 0					

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 5564	Enrichment Room Reservee: 309135-04 Purpose: 309135-04 (Clay Play for 4's) Anticipated Headcount: 0	Takiff Center Clay Play for 4's	Kinder Enrich 229	10:30A	11:30A	No Maintenance Comments Exist
03/09/17 Rsv# 5903	Fitness Studios Reservee: Helen Boris H (847)835-5223 Contact: Helen Boris Cell: (312)305-5222 Purpose: Boris Private Fitness Anticipated Headcount: 0	Takiff Center Helen Boris H (847)835-5223	Yoga Rm 126	10:30A	11:40A	No Maintenance Comments Exist
03/09/17 Rsv# 6230	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Costco Rep Anticipated Headcount: 0	Takiff Center Glencoe Park District H (847)835-7545	Staff Break Room	11:00A	1:00P	Special Maintenance Instructions: please set up one 6ft rectangle table in the staff break room
03/09/17 Rsv# 5565	Early Childhood Wing Reservee: 309180-01 Lunchtime Stories Purpose: 309180-01 (Lunchtime Stories) Anticipated Headcount: 0	Takiff Center Lunchtime Stories	ELC Room 208	11:15A	12:15P	No Maintenance Comments Exist
03/09/17 Rsv# 4217	Enrichment Room Reservee: 309135-03 Clay Play for 3's Purpose: 309135-03 (Clay Play for 3's) Anticipated Headcount: 0	Takiff Center Clay Play for 3's	A/S Adventures 230	11:30A	1:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5855	Gymnasium Reservee: Danny Tuchman W (847)229-9555 H (847)229-9555 Contact: Danny Tuchman HM: (847)229-9555 Purpose: Hi-Five Sports Class Anticipated Headcount: 0	Takiff Center Danny Tuchman W (847)229-9555 H (847)229-9555	East Gymnasium	11:30A	1:00P	Special Maintenance Instructions: lower middle curtain
03/09/17 Rsv# 5563	Room Multi Purpose Reservee: 309110-01 Mitey Movement Purpose: 309110-01 (Mitey Movement) Anticipated Headcount: 0	Takiff Center Mitey Movement	Multi-Purpose Room	11:30A	1:00P	No Maintenance Comments Exist
03/09/17 Rsv# 6226	Community Wing Reservee: Internal Household Purpose: Cleanup Anticipated Headcount: 0	Takiff Center Internal Household	Conference Room	11:30A	11:45A	No Maintenance Comments Exist
03/09/17 Rsv# 2187	Early Childhood Wing Reservee: 604104-03 ADV in Learn 4 Yr Purpose: 604104-03 (ADV in Learn 4 Yr) Anticipated Headcount: 0	Takiff Center ADV in Learn 4 Yr	ELC Room 224	12:00P	3:00P	No Maintenance Comments Exist
03/09/17 Rsv# 4203	Early Childhood Wing Reservee: 604104-01 ELC - 3-4 Year Old P Purpose: 604104-01 (ELC - 3-4 Year Old P) Anticipated Headcount: 0	Takiff Center ELC - 3-4 Year Old P	ELC Room 222	12:30P	3:30P	No Maintenance Comments Exist
03/09/17 Rsv# 5312	Room Multi Purpose Reservee: GJK GJK H (847)835-7978 Contact: GJK GJK HM: (847)835-7978 Purpose: GJK Program Anticipated Headcount: 0	Takiff Center GJK GJK H (847)835-7978	Multi-Purpose Room	1:00P	3:00P	No Maintenance Comments Exist

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:00P	3:30P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up
03/09/17 Rsv# 5983	Gymnasium Reservee: ayso ayso W (847) - H (847)345-1431 Purpose: AYSO Clinic Anticipated Headcount: 0	Takiff Center	East Gymnasium	3:30P	4:30P	Special Maintenance Instructions: half gym curtain down
03/09/17 Rsv# 3949	Arts Wing Reservee: 312502-01 Ceramics - Intermedi Purpose: 312502-01 (Ceramics - Intermedi) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:30P	5:00P	No Maintenance Comments Exist
03/09/17 Rsv# 1344	Fitness Studios Reservee: 316801-07 Karate Pre-Karate Purpose: 316801-07 (Karate Pre-Karate) Anticipated Headcount: 0	Takiff Center	Fitness Rm 123	3:30P	4:15P	No Maintenance Comments Exist
03/09/17 Rsv# 2532	Early Childhood Wing Reservee: 311603-01 World Around Us Purpose: 311603-01 (World Around Us) Anticipated Headcount: 0	Takiff Center		3:30P	4:45P	No Maintenance Comments Exist
03/09/17 Rsv# 1148	Fitness Studios Reservee: 313105-12 Hip Hop Beg/Int 3-4 Purpose: 313105-12 (Hip Hop Beg/Int 3-4) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	3:45P	4:40P	No Maintenance Comments Exist
03/09/17 Rsv# 2627	Community Wing Reservee: 311605-02 Video Game Design Purpose: 311605-02 (Video Game Design) Anticipated Headcount: 0	Takiff Center	Community Room 4	3:45P	4:45P	Special Maintenance Instructions: Tables and chairs set up for 12 people aligned with the wall for easy access for the outlets.
03/09/17 Rsv# 1348	Fitness Studios Reservee: 316801-20 Karate White/Yellow Purpose: 316801-20 (Karate White/Yellow) Anticipated Headcount: 0	Takiff Center	Karate Rm 124	4:15P	5:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5541	Gymnasium Reservee: 314512-02 Fencing - Youth Purpose: 314512-02 (Fencing - Youth) Anticipated Headcount: 0	Takiff Center	West Gymnasium	4:30P	5:30P	No Maintenance Comments Exist
03/09/17 Rsv# 5745	Room Multi Purpose Reservee: 312507-03 The Plays the Thing Purpose: 312507-03 (The Plays the Thing) Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	4:45P	6:15P	Special Maintenance Instructions: 15 chairs set up
03/09/17 Rsv# 1320	Fitness Studios Reservee: 313508-02 Jazz Gr 3-4 Purpose: 313508-02 (Jazz Gr 3-4) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	4:50P	5:45P	No Maintenance Comments Exist
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	5:00P	6:00P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/09/17 Rsv# 1350	Fitness Studios Reservee: 316801-21 Purpose: 316801-21 (Karate Orange & Up) Anticipated Headcount: 0	Takiff Center Karate Orange & Up	Karate Rm 124	5:00P	5:45P	No Maintenance Comments Exist
03/09/17 Rsv# 5721	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD 4th Grade Boys BBall Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	5:30P	7:00P	Special Maintenance Instructions: see Chris P for specific teams
03/09/17 Rsv# 4300	Fitness Studios Reservee: 316801-31 Purpose: 316801-31 (Karate - Battlefield) Anticipated Headcount: 0	Takiff Center Karate - Battlefield	Full Fitness Studio	5:45P	6:30P	No Maintenance Comments Exist
03/09/17 Rsv# 3958	Arts Wing Reservee: 319715-03 Purpose: 319715-03 (Ceramics - Adult) Anticipated Headcount: 0	Takiff Center Ceramics - Adult	Ceramics Studio	6:00P	8:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5533	Fitness Studios Reservee: 317609-01 Purpose: 317609-01 (Teen Rowing) Anticipated Headcount: 0	Takiff Center Teen Rowing	Karate Rm 124	6:45P	7:30P	Special Maintenance Instructions: close dividing wall
03/09/17 Rsv# 5721	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD 6th Grade Boys BBall Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	7:00P	8:00P	Special Maintenance Instructions: see Chris P for specific team
03/09/17 Rsv# 5582	Fitness Studios Reservee: 319775-02 Purpose: 319775-02 (Ballroom Dance-Adult) Anticipated Headcount: 0	Takiff Center Ballroom Dance-Adult	Fitness Rm 123	7:00P	8:00P	No Maintenance Comments Exist
03/09/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	8:00P	9:00P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up

RESERVATION COUNT FOR 03/09/2017: 42

Friday March 10th, 2017

03/10/17 Rsv# 5903	Fitness Studios Reservee: Helen Boris H (847)835-5223 Contact: Helen Boris Cell: (312)305-5222 Purpose: Boris Private Fitness Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	7:15A	8:30A	No Maintenance Comments Exist
03/10/17 Rsv# 5567	Enrichment Room Reservee: 309190-01 Purpose: 309190-01 (Jr. Concoctions) Anticipated Headcount: 0	Takiff Center Jr. Concoctions	A/S Adventures 230	9:00A	11:30A	No Maintenance Comments Exist
03/10/17 Rsv# 4205	Early Childhood Wing Reservee: 604103-02 Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0	Takiff Center ELC - 3 Yr Old 5 Day	ELC Room 212	9:00A	11:30A	No Maintenance Comments Exist

Run Date: 03/07/17

Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 4205	Early Childhood Wing	Takiff Center	ELC Room 222	9:00A	11:30A	No Maintenance Comments Exist
	Reservee: 604103-02 ELC - 3 Yr Old 5 Day Purpose: 604103-02 (ELC - 3 Yr Old 5 Day) Anticipated Headcount: 0					
03/10/17 Rsv# 4202	Early Childhood Wing	Takiff Center	ELC Room 224	9:00A	12:00P	No Maintenance Comments Exist
	Reservee: 604104-02 ELC - 4 Year Old AM Purpose: 604104-02 (ELC - 4 Year Old AM) Anticipated Headcount: 0					
03/10/17 Rsv# 5900	Fitness Studios	Takiff Center	Full Fitness Studio	9:15A	10:15A	No Maintenance Comments Exist
	Reservee: Cristina Persico H (847)414-7332 Contact: Cristina Persico HM: (847)414-7332 Purpose: Persico Private Fitness Anticipated Headcount: 0					
03/10/17 Rsv# 5984	Community Wing	Takiff Center	Community Room 1	9:15A	1:15P	Special Maintenance Instructions: open room
	Reservee: Erin Cytrynbaum H (773)728-6000 Contact: Erin Flynn Cell: (773)751-3432 Purpose: Wiggleworms Anticipated Headcount: 0					
03/10/17 Rsv# 4200	Early Childhood Wing	Takiff Center	ELC Room 208	9:15A	11:15A	No Maintenance Comments Exist
	Reservee: 604102-01 ELC - 2 Yr Old MWF Purpose: 604102-01 (ELC - 2 Yr Old MWF) Anticipated Headcount: 0					
03/10/17 Rsv# 5855	Gymnasium	Takiff Center	East Gymnasium	9:30A	11:30A	Special Maintenance Instructions: lower middle curtain
	Reservee: Danny Tuchman W (847)229-9555 H (847)229-9555 Contact: Danny Tuchman HM: (847)229-9555 Purpose: Hi-Five Sports Class Anticipated Headcount: 0					
03/10/17 Rsv# 6078	Room Multi Purpose	Takiff Center	Aiken Activity Room	9:30A	10:30A	No Maintenance Comments Exist
	Reservee: Family Service of Glencoe H (847)835-5111 Contact: Bill Hansen Purpose: Family Service of Glencoe - Adult Meditation Anticipated Headcount: 0					
03/10/17 Rsv# 6187	Community Wing	Takiff Center	Community Room 3	9:30A	3:30P	Special Maintenance Instructions: classroom style with tables and chairs for 20 people, one table with two chairs set up at the front of the room
	Reservee: Carole Rosen H (847)242-0810 Contact: Carole Rosen Cell: (773)459-7333 Purpose: Supportive Housing for People with Disabilities Meeting Anticipated Headcount: 0					
03/10/17 Rsv# 5710	Arts Wing	Takiff Center	Ceramics Studio	10:00A	12:00P	No Maintenance Comments Exist
	Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0					
03/10/17 Rsv# 5143	Community Wing	Takiff Center	Community Room 4	10:00A	1:00P	Special Maintenance Instructions: small tables and chairs for 18 kids, all other tables and chairs pushed to walls of the room
	Reservee: NSCI NSCI W (347)835-0724 H (847)835-0724 Contact: NSCI NSCI HM: (847)835-0724 Purpose: NSCI Enrichment Program Anticipated Headcount: 0					
03/10/17 Rsv# 1601	Fitness Studios	Takiff Center	Yoga Rm 126	10:30A	11:30A	No Maintenance Comments Exist
	Reservee: 313202-02 Ballet Basics 4yr-K Purpose: 313202-02 (Ballet Basics 4yr-K) Anticipated Headcount: 0					

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Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 6080	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD CPR Training Anticipated Headcount: 0	Takiff Center	Community Hall	11:00A	3:00P	No Maintenance Comments Exist
03/10/17 Rsv# 4230	Gymnasium Reservee: 309125-01 Pee Wee Sportsters Purpose: 309125-01 (Pee Wee Sportsters) Anticipated Headcount: 0	Takiff Center	West Gymnasium	11:30A	1:00P	No Maintenance Comments Exist
03/10/17 Rsv# 5559	Fitness Studios Reservee: 313101-01 Tiny Ballet Purpose: 313101-01 (Tiny Ballet) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	11:30A	1:00P	No Maintenance Comments Exist
03/10/17 Rsv# 3959	Arts Wing Reservee: 319715-04 Ceramics - Adult Purpose: 319715-04 (Ceramics - Adult) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	12:00P	2:00P	No Maintenance Comments Exist
03/10/17 Rsv# 2187	Early Childhood Wing Reservee: 604104-03 ADV in Learn 4 Yr Purpose: 604104-03 (ADV in Learn 4 Yr) Anticipated Headcount: 0	Takiff Center	ELC Room 224	12:00P	3:00P	No Maintenance Comments Exist
03/10/17 Rsv# 4203	Early Childhood Wing Reservee: 604104-01 ELC - 3-4 Year Old P Purpose: 604104-01 (ELC - 3-4 Year Old P) Anticipated Headcount: 0	Takiff Center	ELC Room 222	12:30P	3:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5983	Gymnasium Reservee: ayso ayso W (847) - H (847)345-1431 Purpose: AYSO Clinic Anticipated Headcount: 0	Takiff Center	East Gymnasium	1:00P	2:00P	No Maintenance Comments Exist
03/10/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Ceramics Anticipated Headcount: 0	Takiff Center	Ceramics Studio	2:00P	3:30P	No Maintenance Comments Exist
03/10/17 Rsv# 1526	Gymnasium Reservee: 314401-01 Hot Shots Tumbling Purpose: 314401-01 (Hot Shots Tumbling) Anticipated Headcount: 0	Takiff Center	East Gymnasium	3:30P	4:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5710	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Ceramics Instructor Prep / Clean Up Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:30P	3:45P	Special Maintenance Instructions: Ceramics Instructor Prep / Clean Up
03/10/17 Rsv# 3951	Arts Wing Reservee: 312504-01 Wheel Throwing - Int Purpose: 312504-01 (Wheel Throwing - Int) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	3:45P	5:45P	No Maintenance Comments Exist
03/10/17 Rsv# 6031	Gymnasium Reservee: New Trier Our Place H (847)630-9840 Contact: Nicole Seidlitz Cell: (847)630-9840 Purpose: Our Place of New Trier Anticipated Headcount: 0	Takiff Center	West Gymnasium	4:00P	5:15P	Special Maintenance Instructions: middle curtain down

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Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/10/17 Rsv# 1273	Fitness Studios Reservee: 314410-01 Cheer-Mini Purpose: 314410-01 (Cheer-Mini) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	5:00P	6:00P	No Maintenance Comments Exist
03/10/17 Rsv# 2574	Fitness Studios Reservee: 314410-02 Cheer Purpose: 314410-02 (Cheer) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	5:30P	6:30P	No Maintenance Comments Exist
03/10/17 Rsv# 5587	Arts Wing Reservee: 320740-01 Sculpt & Sip Purpose: 320740-01 (Sculpt & Sip) Anticipated Headcount: 0	Takiff Center	Ceramics Studio	6:30P	8:30P	No Maintenance Comments Exist
RESERVATION COUNT FOR 03/10/2017: 29						
Saturday March 11th, 2017						
03/11/17 Rsv# 5969	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: GPD Youth Basketball League Games Anticipated Headcount: 0	Takiff Center	Gymnasium	8:00A	3:30P	Special Maintenance Instructions: see chris p for game schedule
03/11/17 Rsv# 6270	Arts Wing Reservee: Betsy Leibson H (847)835-2726 Contact: Betsy Leibson HM: (847)835-2726 Purpose: Friends of the Green Bay Trail Anticipated Headcount: 0	Takiff Center	Art Room	9:00A	12:00P	No Maintenance Comments Exist
03/11/17 Rsv# 6152	Community Wing Reservee: Emily Chaleff H (207)899-2375 Contact: Emily Chaleff Cell: (207)321-9421 Purpose: Camp Alsing Summer Camp Info Meeting Anticipated Headcount: 0	Takiff Center	Community Room 1	10:00A	12:00P	Special Maintenance Instructions: chairs set up for 25 theatre style with projector screen set up at front of the room
03/11/17 Rsv# 1349	Fitness Studios Reservee: 316801-30 Karate - All Levels Purpose: 316801-30 (Karate - All Levels) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	11:45A	12:30P	No Maintenance Comments Exist
03/11/17 Rsv# 5557	Fitness Studios Reservee: 316801-34 SparringConditioning Purpose: 316801-34 (SparringConditioning) Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	12:30P	1:15P	No Maintenance Comments Exist
03/11/17 Rsv# 6090	Room Multi Purpose Reservee: Rose Markovic H (262)853-1973 Contact: Rose Markovic Cell: (262)853-1973 Purpose: Mila's 1st Birthday Party Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	1:00P	5:00P	Special Maintenance Instructions: see diagram
03/11/17 Rsv# 5870	Room Multi Purpose Reservee: Amy Simon H (847)370-2691 Contact: Amy Simon Cell: (847)370-2691 Purpose: Another Door Theatre Project Anticipated Headcount: 0	Takiff Center	Multi-Purpose Room	2:30P	5:00P	Special Maintenance Instructions: open room

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Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/11/17 Rsv# 5216	Community Wing Reservee: Congregation Hakafa H (847)242-0687 Contact: Bibi Marcell Cell: (847)650-7720 Purpose: Hakafa - Purim Celebration Anticipated Headcount: 0	Takiff Center	Community Wing	3:00P	8:30P	No Maintenance Comments Exist
03/11/17 Rsv# 6184	Gymnasium Reservee: Ashley Kelly H (847)420-0250 Contact: Ashley Kelly Cell: (847)420-0250 Purpose: Davis's 5th Sports Birthday Party Anticipated Headcount: 0	Takiff Center	Gymnasium	4:30P	5:30P	No Maintenance Comments Exist
03/11/17 Rsv# 6184	Fitness Studios Reservee: Ashley Kelly H (847)420-0250 Contact: Ashley Kelly Cell: (847)420-0250 Purpose: Davis's 5th Sports Birthday Party Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	4:30P	6:30P	No Maintenance Comments Exist
RESERVATION COUNT FOR 03/11/2017: 10						
Sunday March 12th, 2017						
03/12/17 Rsv# 5543	Gymnasium Reservee: Rob Bond H (312)853-0070 Contact: Rob Bond HM: (312)853-0070 Purpose: Rob Bond Basketball Anticipated Headcount: 0	Takiff Center	Gymnasium	7:30A	9:00A	No Maintenance Comments Exist
03/12/17 Rsv# 4758	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Adult Open Gym Anticipated Headcount: 0	Takiff Center	Gymnasium	9:30A	11:30A	Special Maintenance Instructions: \$5/6 drop in fee
03/12/17 Rsv# 5531	Fitness Studios Reservee: 317608-02 Yoga Beginner Series Purpose: 317608-02 (Yoga Beginner Series) Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	10:00A	11:15A	No Maintenance Comments Exist
03/12/17 Rsv# 5679	Gymnasium Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Gymnasium	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Lobby Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Takiff Center Lobby	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Art Room	12:30P	4:00P	No Maintenance Comments Exist
03/12/17 Rsv# 5679	Arts Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Ceramics Studio	12:30P	4:00P	Special Maintenance Instructions: see liz v

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Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
03/12/17 Rsv# 5679	Fitness Studios Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Yoga Rm 126	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Fitness Studios Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Full Fitness Studio	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Room Multi Purpose Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Aiken Activity Room	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Hall	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 1	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 2	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5679	Community Wing Reservee: Glencoe Park District H (847)835-7545 Contact: GLENCOE PARK DISTRICT HM: (847)835-7545 Purpose: Family Fun Fest Anticipated Headcount: 0	Takiff Center	Community Room 3	12:30P	4:00P	Special Maintenance Instructions: see liz v
03/12/17 Rsv# 5893	Gymnasium Reservee: Glencoe Baseball H (847)242-9304 Contact: Glencoe Baseball HM: (847)242-9304 Purpose: GBA Batting Practice Anticipated Headcount: 0	Takiff Center	Gymnasium	5:15P	7:15P	Special Maintenance Instructions: lower batting cage

RESERVATION COUNT FOR 03/12/2017: 15

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Maintenance Schedule

Run Time: 10:39A

BY DATE

User: MIKE

Date	Facil Type	Location	Facility	Beg Time	End Time	Facility Maintenance Information
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TOTAL RECORDS INCLUDED IN SELECTED RANGE: 96

SELECTION CRITERIA:

Beg Date: 03/09/2017 End Date: 03/12/2017

Sort By: DATE

Print Purpose? yes

Print Reservation Comment? yes

Print Amt Due? no

Print Reserver Detail? yes

Print Headcount? Yes (Anticipated)

Print New Page? no

Print Maintenance Image? no

Print Reservation Questions? no

Print Option Range: - ZZZZZ

Event Type Range: - ZZZZZ

Site Type Range: - ZZZZZ

Include: Firm: Yes Tentative: Yes Hold: Yes Maint: Yes Internal: Yes Activity: Yes Actv Hold: Yes Facility: Yes League: Yes Trainer: Yes

Individual Selections: ENRCH TAKIF 228 P,ENRCH TAKIF 229 K,ENRCH TAKIF 2...