



COMMITTEE REPORT

December 2025





GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, December 2, 2025 at 7:00pm

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted. Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Review of Updated Policies
- V. Review of Survey Results for Lakefront Capital Projects
- VI. Discussion of Potential Lakefront Operational Changes for 2026
- VII. Discussion of 2026/27 Board Calendar
- VIII. Other Business
- IX. Executive Session
 - A. Personnel 5ILCS 120/2 (c)(1) - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
- X. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: lsheppard@glencoe parkdistrict.com

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



IV. Review of Updated Policies

Glencoe Park District
December 2025 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Commissioners

CC: Bobby Collins, Deputy Director/Director of Recreation/Facilities, John Cutrera, Director of Finance/HR

FROM: Lisa Sheppard, Executive Director

SUBJECT: Updated Policies for Discussion

DATE: November 21, 2025

Summarized below and included in the packet are updates to three policies to be discussed by the Board.

- **Cell Phone Policy** (located in the Personnel Policy Manual)
Staff is also recommending amendments to both the full-time and part-time Personnel Manuals to formally adopt the District's updated Cell Phone Policy, which establishes a standardized non-taxable stipend for eligible employees who opt to use their personal device to conduct District business.
- **Purchasing Policy** (Located in the Financial Policies and Procedures Manual)
Staff is requesting Board consideration of updates to the District's Purchasing Policy, which are recommended to align the District with recent statutory changes and peer-agency best practices.
- **Preschool Discipline Policy** (Located in the Early Childhood Manual)
This fall, Early Childhood leadership initiated a comprehensive review of the Preschool Discipline Policy. The review was prompted by an increase in challenging behaviors observed across several classrooms, along with feedback from parents and guardians who expressed confusion about the District's discipline procedures, the consistency of implementation, and how staff respond to difficult behaviors. Families also indicated a desire for greater transparency in how the District manages and communicates about behavioral concerns.

Below is a more detailed narrative explaining each policy's proposed changes. Full policies are also attached.

Recommended Board Action: Discuss and, if there is a consensus, advance these policy changes for approval at the December Board meeting under the consent agenda.

MEMORANDUM

Cell Phone Policy

Staff is recommending amendments to both the full-time and part-time Personnel Manuals to formally adopt the District's updated Cell Phone Policy, which establishes a standardized non-taxable stipend for eligible employees who opt to use their personal device to conduct District business. Current employees with a district-issued cellphone will have the option to either accept the stipend or keep their current district-issued cellphone. The policy clarifies eligibility criteria, outlines expectations for professional use, and codifies requirements related to proper communication channels, VoIP app installation, and compliance with all District technology and personnel policies. The financial impact of replacing District-issued phones with the stipend is expected to be insignificant, as the value of devices and service plans is largely offset by the stipend structure. The greatest operational benefit will come from reducing the staff time currently required to order, issue, administer, troubleshoot, and maintain District-owned cell phones. This shift simplifies administration, improves responsiveness, and ensures that cell-phone resources remain aligned with operational needs.

See Attached for Updated Cell Phone Policy

Purchasing Policy Updates

Background

The District is in the process of updating its Purchasing Policy to comply with **Public Act 104-0114**, which increases the statutory competitive bidding threshold for supplies and materials under the Park District Code from **\$30,000 to \$60,000**. As part of this broader policy update, staff conducted a review of the District's current purchasing practices, specifically the thresholds for verbal and written quotes for purchases below the formal bidding limit.

Because the District's internal thresholds have not been updated since before the new legislation, staff evaluated whether adjustments are appropriate to maintain consistency with peer agencies, improve administrative efficiency, and ensure continued internal control. This benchmarking review included an analysis of purchasing requirements from several neighboring and comparable park districts to determine whether the District's thresholds remain aligned with industry practice.

Peer District Benchmarking

Staff reviewed purchasing thresholds for the following park districts:

Glencoe (current)	No quotes under \$3,000	3 verbal quotes from \$3,001–\$6,000	3 written from \$6,001–\$30,000
Park Ridge	No quotes under \$5,000	3 verbal quotes from \$5,000–\$9,999	3 written from \$10,000–\$29,999
Highland Park	No quotes under \$5,000	3 written quotes from \$5,000–\$14,999	RFP/RFQ or public bid at \$15,000+
Wilmette	No quotes under \$3,000	3 verbal quotes from \$3,000–\$9,999	3 written quotes from \$10,000–\$29,999
Waukegan	3 verbal bids from \$5,000–\$19,999	3 written bids from \$20,000–\$30,000	

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Glenview	3 verbal or written bids from \$3,000–\$30,000		
Northbrook	No quotes under \$5,000	3 verbal quotes from \$5,000–\$29,999	

Key observations:

- Most peers do not require quotes below \$3,000–\$5,000.
- The transition from verbal to written quotes typically occurs between \$10,000 and \$20,000, not as low as \$6,001.
- All districts maintain a **formal bid/RFP threshold at or near \$30,000**, consistent with the Park District Code (except Highland Park, which is more restrictive).

Compared to these agencies, the District’s current structure is more conservative, requiring written quotes beginning at \$6,001 and some form of quote starting at \$3,001.

Proposal

Based on the benchmarking above, we recommend the Board approve the following revisions to the internal quote thresholds (purchases below \$30,000):

1. Increase \$3,000 threshold to \$5,000 for requiring a Purchase Order/Quotes

- **Less than \$5,000**
 - **Requirement:** No quotes required; staff are expected to obtain a fair and reasonable price.

2. Expand the verbal quote band to \$9,999

- **\$5,000 – \$9,999**
 - **Requirement:** Minimum of **three verbal or informal quotes** (phone, email, or documented web pricing).
 - **Documentation:** Staff document vendors and prices on the purchase order or attached quote sheet.
 - **Approvals:** Purchase order approved by Department Head and Executive Director (unchanged).

3. Shift written quotes to begin at \$10,000

- **\$10,000 – \$30,000 (Services) or \$60,000 (Supplies)**
 - **Requirement:** Minimum of **three written quotes**, which may include formal written quotes, emailed quotes, or printed vendor web/portal pricing.
 - **Approvals:** Purchase order approved by Department Head and Executive Director (unchanged).

Rationale

These changes are recommended for the following reasons:

1. Alignment with Peer Practice

- Expanding the verbal quote range to \$9,999 and moving the written-quote threshold to \$10,000 better aligns our District with neighboring districts such as Park Ridge, Wilmette, Waukegan, and Glenview.

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2. Administrative Efficiency

- Requiring three written quotes for expenditures less than \$10,000 can be burdensome for routine mid-sized purchases. Allowing verbal or informal quotes up to \$9,999 will reduce staff time while still encouraging competition and price checking.

3. Maintained Internal Control and Transparency

- Three quotes remains the standard at all levels where quotes are required. The requirement to document quotes on the purchase order and maintain Department Head and Executive Director approval continues to provide strong internal control.

Conclusion

The recommended adjustments to the District's verbal and written quote thresholds provide a balanced approach that maintains strong internal controls while modernizing the District's Purchasing Policy in alignment with the statutory changes enacted through Public Act 104-0114. Aligning our District's practices with peer park districts ensures consistency, supports efficient departmental operations, and maintains transparency in purchasing activities.

See Attached for Updated Purchasing Policy

Preschool Discipline Policy Review

This fall, Early Childhood leadership initiated a comprehensive review of the Preschool Discipline Policy. The review was prompted by an increase in challenging behaviors observed across several classrooms, along with feedback from parents and guardians who expressed confusion about the District's discipline procedures, the consistency of implementation, and how staff respond to difficult behaviors. Families also indicated a desire for greater transparency in how the District manages and communicates about behavioral concerns.

Parent Advisory Feedback & Engagement

As part of this review, Children's Circle leadership hosted two Parent Advisory meetings to gather direct feedback on the proposed policy updates. President Covey attended both sessions.

During these meetings, families were able to:

- Review draft language
- Ask questions
- Share concerns about clarity, consistency, and communication
- Provide suggestions on how the policy could more effectively support children, families, and staff

Families also expressed interest in:

- Increased transparency in how behaviors are documented and communicated
- Earlier notification and involvement when concerns arise
- Clear expectations for when administrative escalation occurs

These meetings also gave staff the opportunity to educate families on the real challenges associated with classroom behaviors, the impact on operations and staff morale, and the supports the District is putting in place to assist both children and staff. This collaborative feedback process played an important role in shaping the recommended updates.

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Next Steps

Based on feedback received through the process, staff is recommending the following progressive steps be incorporated into the updated Preschool Discipline Policy:

1. **Observation, Documentation & Incident Reports**

Teachers observe and document concerning behaviors—including aggression, property destruction, or unusual actions—in formal incident reports. Reports are reviewed and signed by staff, leadership, and the family to ensure transparency and communication.

2. **Family Pledge Meeting**

Depending on the severity and frequency of behaviors, Children's Circle leadership will schedule a Family Pledge Meeting. Parents/guardians are expected to communicate openly, provide availability within two weeks, and share any relevant outside documentation. The pace of these steps may be adjusted based on the seriousness of the behavior.

3. **Behavioral Support Plan**

A personalized plan is developed with input from staff, the family, and outside professionals when appropriate. The plan outlines strategies staff will implement in the classroom and strategies the family will support at home.

4. **Implementation & Ongoing Support**

Staff consistently implement the plan, track progress (including increases or decreases in behaviors), and provide families with updates at least every two weeks—or sooner if needed.

5. **Transition Planning**

If, after documented and reasonable efforts, a child continues to struggle and poses ongoing challenges to the group's or staff's well-being, leadership will meet with the family to discuss next steps. Transition plans are developed collaboratively, may include moving to a more appropriate program, and are shared with the Illinois State Board of Education as required.

Staff Recommendations

Staff is recommending the policy updates outlined above and are prepared to integrate these changes into the Preschool Discipline Policy for Board review and approval.

Request for Feedback

Staff request the Board's feedback on these recommendations and ask whether there are additional changes the Board would like to consider. Any further revisions identified through this discussion, or reached through Board consensus, will be incorporated into the final version and presented for approval at the December 16, 2025, Board Meeting.

See Attached for Preschool Discipline Policy

Cell Phone Policy Updates

1.50 GENERAL PERSONNEL POLICIES

1.50.1 Safety

It is the intent of the District to develop, implement, and administer a safety and comprehensive loss prevention program. In all assignments, the health and safety of all persons should be the first consideration. All employees are directed to make safety a matter of continuing and mutual concern, at least equal in importance with all other operational considerations. Each department has available a safety manual which should be read and understood by every employee. It is each employee's responsibility to read and indicate acknowledgement of receipt and understanding of the District's Safety Manual. Copies are available in each department and on the employee information portal.

Bloodborne Pathogens and Infectious Diseases Guidelines are based on an extensive review of currently available data, including recommendations from and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, the U.S. Public Health Service and the Office of the Surgeon General, as well as regulations as adopted by the Illinois Department of Labor ("IDOL") with respect to bloodborne pathogens. See Safety Manual for full policy.

1.50.2 CPR & AED Policy

Purpose

The District is committed to the health and safety of all participants and employees. This policy ensures that all required employees responsible for the care of participants are trained and certified in CPR & AED, which may save lives in a medical emergency. Certification must be obtained through a nationally recognized organization such as the American Red Cross or the American Heart Association. Certification must be maintained and updated as required by the certifying organization.

District Employees Required to be Certified

All full-time staff are required to be certified within 180 days of employment and maintain current certification.

Implementation

- The District will provide training in CPR and the use of automated external defibrillators (AED) to all designated employees. The employee will be paid at their primary position rate of pay for the in-person portion of the training. If a designated employee cannot complete the district-provided training, the employee may be required to obtain the certification at their own cost.
- Employees must provide proof of certification to the District's designated person responsible for maintaining certification records.
- The District will maintain a record of all employees who are certified in CPR & AED.

1.50.3 Telephone, Cellular Phone, Computer, Internet, and Other Electronic Communications Device Use

District telephones and computers are for official District business only and should not be used for personal reasons except with the permission of the Executive Director or a Department Head.

Acceptable use of internet, email, computers, phones, cellular phones, and other District provided communication devices

The District recognizes the value of and the need for various manual and electronic, digital and voice communications systems, such as regular written mail and memos, bulletin board postings, email, voicemail, ~~District-provided-issued~~ cellular phones and text messaging devices, Internet, Intranet, and other inter and intra-agency computer networks and that access to all is designed to enhance productivity. The District also recognizes that certain standards for the use of these tools must be established.

A. General Provisions

1. The District's manual and electronic communication systems, whether they include contemporaneous or pre-recorded communications are subject to the District's exclusive control and management.

All data and other electronic messages generated or stored in such system are property of the District. This includes all of the material and information created on, transmitted by, or stored on the District's electronic equipment. Users must realize that material or information that has been deleted can be retrieved and viewed by others. This also includes email that has been deleted.

Further, employees who use such systems have no protected right of privacy.

Such communications and information systems include, but are not limited to:

- Telephones that are used for the receipt and transmission of emergency calls
- Voicemail
- Email: both in-house and Internet systems
- Facsimile (fax) devices: whether stand-alone or PC generated
- Internet and intranet systems
- Video recorders and players
- Two-way voice radio systems
- Cellular phones and text messaging devices
- Bulletin boards
- Places where paper, mail, bulletins, announcements, and messages are posted or displayed

2. The District reserves the right to monitor, record, inspect, listen to, and transcribe messages and data generated on or by any District-owned or provided electronic

communication system.

The District may routinely monitor and may post some records and data for compliance to this directive; and may, if necessary, focus on specific systems or the activities of specific individuals, which may include random monitoring.

3. No encryption program(s) will be used without the approval of the Department Head or their designee. The District reserves the right to decipher and/or delete any encrypted messages or data encountered on its systems.
4. The District reserves the right to:
 - Access, bypass, override, or delete any employee created password or Personal Identification Number (PIN) to gain access to data held under the employee's account.
 - Without notice, access data or text caches, cellular phone, or text messaging device usage records, email, and voicemail boxes or accounts, conversations on designated recorded emergency telephones, location data, and any other ~~District-~~ provided-issued electronic storage systems.
5. Communication systems, as broadly defined, must never be used to:
 - Threaten, intimidate, or intentionally embarrass another person.
 - Send or post images that contain nudity, images, or words of a profane, prurient, or sexually suggestive nature, even if the employee or recipient has consented to or requested such material.
 - Engage in any illegal, illicit, improper, unprofessional, or unethical activity, or in any activity that could reasonably be construed to be detrimental to the interests of the District.
 - Send or post jokes or comments that tend to disparage a person or group because of protected classes listed under harassment; or to use electronic resources or manual communications in any manner which might reasonably be considered harassment or embarrassment of an individual or a group as outlined above. Material of this nature, which is received inadvertently, should not be saved or printed unless for the sole reason of bringing it to the immediate attention of system management.
 - Send messages, which could be harmful to workplace morale.
 - Send or post messages for personal commercial ventures for profit.
 - Solicit or address others regarding religious or political causes or for any other solicitations that are not ~~work-related~~ work-related, unless otherwise authorized by the Department Head.
6. All employees are expected to maintain the integrity of the sensitive, confidential, and proprietary information that is stored on or is passed through the District communications and information systems. Such information or data may not be disseminated to unauthorized persons or organizations. This includes, but is not limited to, personnel information, including salaries, performance reviews, complaints, grievances, disciplinary records, and medical records.

7. User passwords for all District communications and information systems are confidential. It is the user's responsibility to maintain the confidentiality of their password(s). Individual users will be held accountable for the use of their password by others.
8. No employee may intentionally intercept, eavesdrop, record, read, alter, or receive another person's email messages without management approval.
9. No employee shall make copies of information or data stored on District communications and information systems without management approval, unless it shall be within the normal scope of the individual's assigned duties.
10. No email or other electronic communication may be sent which hides the identity of the sender or represents the sender to be someone else or to be someone from another entity.

All messages communicated via email services provided by the District must contain the sender's name in situations where it can be used only under password control.

No employee may represent or give the impression of representing an official position of the District in any communication without the express permission of an administrative staff member.

All email messages must be businesslike, courteous, civil, and written with the expectation that they could be made public at some time in the future. Confidential information (such as personnel or legal materials) should be communicated via a more secure and private method.

Staff members are expected to use good judgment in providing their email addresses, and to specifically refrain from providing it to vendors or others who could use the address as a method of sending junk mail. Security of our network is of utmost importance.

11. Only hardware that has been approved by management may be installed for District use. This includes all microcomputers, peripherals, and accessories.
12. Hardware is not to be relocated, connected, or disconnected without prior approval of the Department Head, except in emergencies, in which case immediate advice must be sought or notification must be made to the District.
13. Classified, confidential, sensitive, proprietary, or private information or data must not be disseminated to unauthorized persons or organizations.
14. The District may impose reasonable limitations on the use of any electronic communication system due to financial reasons, or hardware and/or software

problems.

The privilege to access any form of electronic communications utilized by the District may also be restricted or denied due to disciplinary reasons.

It must be kept in mind that any such restriction could seriously jeopardize an employee's ability to perform their job and thus their continued employment may also be in jeopardy.

B. Cell Phone Policy

The District recognizes that an employee's ability to communicate with supervisors, coworkers, vendors, and others is essential to support District operations, and that such communication may occur through the use of a cellular phone ("cell phone"). The purpose of this Cell Phone Policy is to establish: 1) the criteria for approval of any employee's use of a district-issued or personal cell phone to conduct District business; and 2) the rules, requirements, and expectations of an employee's use of a cell phone to conduct District business.

Criteria for Employee Cell Phone Use to Conduct District Business

The Executive Director will use the following general criteria to determine whether an employee may be authorized to use a cell phone (either district-issued or personal cell phone) to conduct District business:

1. The job function of the employee requires considerable time outside of the employee's assigned office or work area, and, in order to effectively perform their job, the employee must be accessible during such times or needs constant access to text messages, emails, and other electronic information.
2. The job function of the employee requires them to be accessible to the District outside of scheduled or normal working hours on a recurring basis.
3. The employee holds a position that requires them to be an emergency contact, part of a response team, or has multiple scheduling responsibilities.
4. The employee is required to be immediately responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the District outside of normal business hours.
5. Any other criteria relevant to the employee's position, at the Executive Director's discretion.

The Executive Director reserves the right to periodically modify the above-listed criteria to determine whether an employee may be authorized to use a cell phone to conduct District business, to review an employee's position to determine if cell phone use is still needed to perform the employee's job, or to utilize other factors to determine whether to continue to allow an employee to use a District issued or the employee's personal cell

phone for business purposes. Eligibility shall be determined by whether the use of a cell phone is required of the employee in the discharge of employment duties and inures to the primary benefit of the Park District. Mere convenience or personal preference shall not be sufficient to qualify for reimbursement of cell phone expenses. The Employee Acknowledgement and Agreement Form included in this policy must be read and signed by the employee as a condition of receiving a District-issued cell phone or authorization to use a personal cell phone to conduct District business.

Use of District-Issued Cell Phones

1. A district-issued cell phone must be used for official District business only, and employees are not to use the cell phone for any personal reasons.
2. Employees are responsible for the safekeeping of a District-issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to their District-issued cell phone or discovers another individual has misused it, the Executive Director must be immediately notified.
3. Users may not access unsecured websites via a district-issued cell phone.
4. Employees are to use care and caution when downloading a web application or any other program on a district-issued cell phone to avoid unauthorized charges. Unauthorized costs associated with the download will be the sole responsibility of the employee.
5. Employees shall not make any modification to the district-issued cell phone's hardware or software beyond authorized and routine installation updates, unless otherwise approved by the District.
6. A district-issued cell phone assigned to an employee may be revoked at any time at the sole discretion of the Executive Director, with or without notice.
7. Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the District. The District reserves the right to audit and regularly monitor the use of any district-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, emails, pictures, videos, and other images.
8. Upon resignation or termination of employment with the District, all district-issued cell phones must be returned.

Use of Personal Cell Phones to Conduct District Business

An employee that receives authorization from the Executive Director to use their personal cell phone to conduct District business must obtain and maintain an active cell phone contract of their choosing at their sole expense and will be issued a nontaxable

stipend for use of their personal cell phone, as established by the District.

- The stipend amount is \$50 per month, paid bi-weekly at \$25.00 per pay period through the payroll process.
- The stipend will be paid monthly on the employee's paycheck pre-tax. Employees are not required to submit documentation of their cell phone expenses.
- This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to salary increases, promotions, etc.
- The plan chosen by the employee has no bearing on the amount of the stipend provided.
- The employee is responsible for all charges associated with their personal use of the cell phone beyond the District stipend.
- The stipend will be discontinued when authorization ends, upon termination of employment, or if the District suspends, modifies, or terminates the stipend for any reason.

Employees receiving a stipend shall notify their Department Head immediately if, for any reason, their personal cell phone becomes inoperative. Employees authorized to receive a stipend must download and install the District's VoIP app on their personal device. All District-related phone correspondence must be conducted through the VoIP app, which links directly to the employee's District office line. For written communications, employees must refrain from using standard text messaging. Instead, they are required to use District-approved applications such as the VoIP app or Microsoft Teams for all District-related text communication.

Rules for Use of Cell Phones

Employees shall adhere to the following while using a cell phone to perform District business:

1. Compliance with all District policies and procedures contained in the District's Personnel Policy Manual, including but not limited to the District's Non-Discrimination and Anti-Harassment Policy. Therefore, employees shall not create, send, or receive any intimidating, hostile, or offensive communications or materials on their cell phone.
2. Cell phone use is discouraged when a landline/desk phone is available and can be used.
3. Employees are expected to behave in a professional and courteous manner while using a cell phone to perform District business.
4. Non-exempt, hourly employees are prohibited from conducting work outside of normal scheduled working hours unless directly authorized by their supervisor in advance.

5. Employees agree to refrain from using their device to access District emails while on any unpaid leave, on FMLA (Family Medical Leave Act) leave, or any other leave of absence until they have been approved to return to work.
6. Documents and electronic communication sent, received or stored on a personal cell phone for District purposes, or a District-issued cell phone may be deemed a “public record” and subject to disclosure under the Freedom of Information Act (“FOIA”) or may be subject to disclosure in response to a discovery request arising out of administrative, civil, or criminal proceedings. As such:
 - a. Employees using cell phones for District business shall not delete and shall take the necessary steps to protect access to and archive all District communications and information contained or transmitted in any format on the cell phone, including, but not limited to, emails, texts, internet, and any other electronic communication.
 - b. Use of a personal cell phone to conduct District business shall be limited to live conversations and voicemail to either return a call or to provide schedule/availability information. Communications concerning specific business matters shall be communicated via in-person conversations or District email.
7. Employees shall comply with the following with respect to use of a cell phone while operating a motor vehicle while on duty or while conducting District business:
 - a. Employees are required to comply with all state and federal laws regarding the use of cell phones while driving.
 - b. Employees are required to refrain from making or answering work-related calls while driving on District business for safety purposes.
 - c. No employee may operate a motor vehicle on a roadway while using a cell phone to compose, send, or read an email, text message, instant message, or any other electronic communication, or a command or request to access an internet site, or set a calendar appointment.
 - d. No employee may operate a motor vehicle in a school zone or in a construction zone while using a cell phone.

Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such action. Any employee who uses a cell phone to conduct District business in violation of this policy shall be subject to discipline, up to and including termination of employment.

Security

In order to ensure the security of the District's information, employees will be required to cooperate with the District in the implementation of security controls on cell phones as needed.

If a cell phone is lost or stolen, the employee will notify the District within one hour, or as soon as practical after the employee notices the device is missing.

FOIA and Discovery Requests

Any communication located on a personal cell phone or a district-issued cell phone regarding District business is subject to disclosure in response to a FOIA request and in response to a discovery request arising out of an administrative, civil, or criminal proceeding. As a result, to the extent permitted by law, the District reserves the right to access, review, retain, or release information on personal or district-issued cell phones to respond to FOIA requests and such discovery requests. Furthermore, the District makes no representation or warranty regarding whether the employee's cell phone and any communications sent, received, or stored on said device will be exempt from review and disclosure to any third party in the event of a FOIA request or any discovery requests arising out of administrative, civil, or criminal proceedings. Review of the employee's personal cell phone will be performed in the presence of the employee.

Reservation of Rights

The District reserves the right, in its sole discretion, to restrict or terminate an employee's use of a district-issued cell phone or a personal cell phone to conduct District business. Violation of this policy may be grounds for disciplinary action up to and including termination of employment.

Right to Amend Policy

The District reserves the right to amend or cancel the cell phone policy at any time.

C.B. Internet and Intranet Systems

1. For purposes of this directive, internet and intranet will be used interchangeably unless specifically noted.
2. Depending on their work assignments, employees will have varying levels of access to the internet. Access to the internet is a revocable privilege. In general, only the District approved Internet provider may be used to access the internet. Exceptions may be made by the Department Head.
3. All e-commerce transactions must be valid business-related expenses requiring approval within accordance of the purchasing policy located in the Financial Policy and Procedures Manual.
4. Employees must use good judgment and discretion in generating purely personal

email correspondence on the Internet. Use of personal email must be limited and generally done on non-work time.

5. Employees with internet access are cautioned that they are responsible for what they send, view, or download. Downloading of application programs without the consent of the management is prohibited. The District prohibits downloading or installation on District computers of any application software from the internet. Such software may not only contain imbedded viruses, Trojan horses, and worms but is also untested and may interfere with the functioning of standard District applications. Similarly, downloaded data files or email with attachments, may contain viruses, Trojan horses, and worms with the potential of infecting the entire network. Be cognizant of suspicious attachments and emails and do not open them. If a virus is detected, the Director of Finance/HR must be notified immediately. Any and all material downloaded from the Internet must relate to legitimate District use.
6. When using the internet, the user implicitly involves the District in their expression. Therefore, users must not participate in Web or email surveys or interviews without authorization from their Department Head unless directly associated with the park and recreation industry.
7. Employees are expected to refrain from using the internet for purely personal, non-business-related purposes to access sites related to sports, stocks, financial information, vacation and travel planning, automobiles, online shopping, movies and entertainment, blogging, and non-business-related newsgroups and list servers, among others. Limited access to such sites is permitted during non-work hours. This access privilege may be limited or revoked for excessive use or for disciplinary reasons.
8. The District may implement monitoring and/or filtering software to ensure compliance with its business-related restrictions on use of the internet.
9. Alterations or enhancements shall not be made to the District's website without prior written approval of their Department Head.

DC. Personal Computer Systems

1. In some instances, the District may find it advantageous to utilize various personal computer systems including desktop units and laptops, some of which may be connected together in a Local Area Network (LAN) or Wide Area Network (WAN) that may utilize one or more servers.

All such hardware and software and all data generated by and stored in such systems remains the property of the District and is subject to the ownership and inspection guidelines outlined elsewhere in this document.

2. In an effort to ensure standardization of software; to assist in providing support and to facilitate data exchange across individual computers and the LAN(s) or WAN(s), employees are prohibited from installing their own software on any District-owned personal computer or on any District LAN or WAN.
3. In an effort to protect the integrity of the District network systems and the data which may be stored on personal computers, all District computers will be equipped with anti-virus software. This virus protection software must be kept operational, no matter what effect it has on the computer system's performance. At no time shall the anti-virus software for desktop computers or for the internet be disabled, except in situations deemed appropriate by the Department Head.

If a virus has been introduced on any District computer or network due to a staff member disabling the anti-virus software, appropriate disciplinary action may be taken.

DE. Software Licensing and Copyrights

1. The District purchases or licenses the use of copies of computer software from a variety of outside companies. The District does not own the copyright to this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.
2. The District employees who make, acquire, or use unauthorized copies of computer software will be disciplined as appropriate under the circumstances. The District does not permit or condone the illegal duplication of software.

EE. Enforcement

A violation of any terms of this directive may result in disciplinary action up to and including termination.

1.50.4 Photo and Video Use

Photos and video footage are periodically taken of participants in a class, during a special event or at the District's parks and facilities. These photographs are for District publications, flyers, brochures, posters, or online. All photos and videos taken on District property are for District use and become its sole property. An employee should request permission of a participant or legal guardian prior to taking a picture.

Employees should not take photo/video of program participants and post to their personal social/media sites or use in any other matter for personal use.

1.50.5 Personal Use of District Portable Equipment

Purchasing Policy Updates



Financial Policies & Procedures Manual

Approved:
October 17, 2017

Revised & Approved by Board of Commissioners:
April 16, 2024
July 19, 2022
December 15, 2020

PURCHASING POLICY

Overview

The District's Purchasing Policy establishes the guidelines under which all purchases must be made. This policy adheres to all requirements of Section 8-1(c) of the Park District Code and outlines administrative staff guidelines for purchasing. It is the intent of this policy that the District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers.

All purchases must be in the best interest of the District. Local vendors and merchants will be used if at all possible, subject to compliance with the specific requirements of this Policy.

In any case of a real or apparent conflict of interest, employees and trustees are forbidden from participating in the selection, award, or administration of a contract.

Any contractors who assist in developing or drafting specifications, requirements, statements of work, or requests for proposals are forbidden in competing for such procurements.

All purchases in excess of ~~\$3,000~~ \$5,000 are to be made by authorized District personnel on approved purchase order forms.

Purchase order forms shall be issued for all purchases in excess of ~~\$3,000~~ \$5,000 for supplies, services, capital improvements, repairs, etc. procured for District purposes. Exceptions may include, but are not limited to, utilities, bond and interest payments, insurance premiums, monthly service agreements, payments to NSSRA, certain contractual payments for professional services (i.e. attorney and architects), in-service training, and payroll-related expenditures.

Governance

The purchasing policy is governed by Section 8-1 (c) of the Park District Code which specifically empowers the District "To acquire by gift, legacy or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials, or work involving an expenditure in excess of \$60,000 for supplies or materials and \$30,000 for work, or a lower amount for any contract for supplies, material, or work if required by board policy, shall be let to the lowest responsible bidder after due advertisement. No district shall be required to accept a bid that does not meet the district's established specifications, terms of delivery, quality, and serviceability requirements.~~to acquire by gift, legacy, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$30,000 shall be let to the lowest responsible bidder, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding~~", such as the following:

- Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part
- Contracts for the printing of finance committee reports and departmental reports
- Contracts for the printing or engraving of bonds, tax warrants, and other evidence of indebtedness
- Contracts for utility services such as water, light, heat, or telephone
- Contracts for the purchase of magazines, books, periodicals, pamphlets, and reports

- Use, purchase, delivery, movement, or installation of data processing equipment, software or services, and telecommunications and interconnect equipment, software, or services
- Duplicating machines and supplies
- Goods or services procured from another governmental agency (e.g. joint purchase)
- Purchase of equipment previously owned by some entity other than the District itself
- Emergency expenditure which is approved by three-fourths of the members of the Board

Advertised Bids –~~Purchases of \$30,000 or More~~

The Park District Code requires that the purchase of all ~~goods and~~ services and work estimated to exceed \$30,000 and all supplies and materials estimated to exceed \$60,000 shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability. Before concluding that a purchase in excess of ~~\$30,000~~ the bid threshold is exempt from competitive bidding, approval must be obtained from the Executive Director and/or legal counsel for the District.

Bidding Process:

1. A legal advertisement shall be placed in publications which will give notice of the District's request for bids to those organizations best qualified to provide the goods or services.
2. Specifications shall be prepared and made available to all interested parties.
3. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
4. The nature of the construction projects necessitates more clearly defined conditions. Instructions to bidders for construction projects shall include all requirements, including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures, and guarantees.
5. Following the issuance of "Specifications and Instructions" to bidders, bids received at or prior to the time and date specified will be opened publicly and contracts awarded in conformity with bid opening procedures, as stated below.
6. Sealed bids shall be opened in accordance with the following procedures:
7. The location, date and time the bid opening shall be a part of the legal advertisement for bidders.
8. Bids shall be opened at a location open to the public.
9. Bids shall be opened and an acknowledgement made of the receipt of each bid.
10. After each bid is analyzed to determine whether all specifications have been met, a recommendation shall be made by staff to the Board of Commissioners. After Board approval, staff shall notify the approved bidder and finalize the project deadline.
11. In addition to the consideration of the lowest dollar amount of the bid, also considered is the bidder's responsibility (financial stability, responsiveness, experience, past transactions) to meet the expectations and demands under the terms of the contract. If an award is made to a bidder that is not the lowest bidder, the decision must be supported by complete documentation as to the supporting rationale, and must be reviewed by legal counsel for the District.
12. Bids received after the date and/or time indicated in the advertised notice shall be returned, unopened, to the bidder with a notation on the bid envelope or packet stating that it was a

late bid, noting the date and hour it was received, and signed by a representative of the District.

13. The District reserves the right to accept or reject any or all bids or portions thereof, in the best interest of the District and in compliance with Section 8-1(c) of the Park District Code.
14. In the event that all bids are rejected by the Board of Commissioners, the project may be rebid following bidding procedures. If bids are rejected, staff shall notify all bidders and establish a new bid opening date. After a new bid opening date has been established, the procedures outlined above shall be followed.
15. The Board reserves the right to award a contract for all or only a portion of the specific bid work.
16. The Board may require a surety bond of any successful bidder.

Unadvertised Purchases ~~Purchases under \$30,000~~

Contracts and purchases of less than \$30,000 for services and work and less than \$60,000 for supplies and materials are exempt from formal competitive bidding procedures. In such instances, the following procedures shall be followed:

1. For purchases estimated to be less than ~~\$3,000~~ \$5,000, no purchase order is required. Although these purchases do not require verbal or telephone quotes, staff are advised to make every effort to solicit a fair price for items purchased.
2. For the purchase estimated to be between \$35,001 and ~~\$6,000~~ \$9,999, at least three (3) verbal quotes are required. A purchase order must be completed by staff, and signed by both the Department Head and Executive Director prior to placing the order.
3. For purchases estimated to be between ~~\$6,001~~ \$10,000 and ~~\$~~ \$30,000 for services and work, and between \$10,000 and \$60,000 for supplies and materials, at least three (3) written quotes are required. A purchase order must be completed by ~~staff, and~~ staff and signed by both the Department Head and the Executive Director prior to placing the order.
4. Open Purchase Order (P.O.) Accounts:
5. Open P.O. Accounts are similar to charge accounts at special stores/vendors. Only specific authorized employees are permitted to purchase items. Items in excess of \$35,000 also require an individual purchase order form.
6. When an authorized employee makes a budgeted purchase from a vendor ~~which that~~ has an Open P.O. Account, the following information must be written on the receipt or invoice:
 - Signature of staff member placing order
 - The account number to which the purchase is charged
 - Brief description of the item(s) purchased, if this information is not apparent
- 10.7. All receipts and invoices shall be forwarded to the Admin Office. When the monthly statement is received, the invoices shall be matched with the items on the statement, and appropriate payment should be made. Disapproval of any invoice item must be communicated to the vendor within 30 days after receipt.

Emergency Purchases

In the case of emergencies which call for immediate resolution, the Executive Director shall take prompt action to employ persons or firms to do the necessary corrective work but shall require them to furnish a detailed report of the work performed and the basis for performing the work. For the purpose of this paragraph, the emergency shall consist of a threat to the health or safety of park users, or of severe damage to District property. In situations where emergency expenditures

exceed \$30,000, the Executive Director shall, if time permits, schedule a special Board meeting to request the Board of Park Commissioners declare the need for emergency services/purchases in accordance with 70 ILCS 1205/-1(c) and authorize the Executive Director to approve such services/purchases. If the emergency is such that the Executive Director cannot wait for a special board meeting, the Executive Director shall discuss with the Board Commissioners for tentative approval by four-fifths consensus vote with formal adoption declaring the need for emergency service/purchase and ratifying and approving the expenditure by four-fifths votes at the next regularly scheduled Board meeting.

Purchasing Procedures

- A. A three-part pre-numbered purchase order form shall be prepared by the staff member placing the order. This form shall include account number(s), quantity/item description, unit price, extended price, vendor name and address, shipping address, special instructions, and applicable signatures needed for authorization of the purchase. This form must be completed and signed by all levels of staff **prior** to any purchase.
- B. The three-part purchase order/requisition form is color-coded and should be distributed as follows:
 - 1. WHITE: Original to be given to or sent to vendor, if applicable
 - 2. YELLOW: Sent to Admin Office to be retained in an "Open P.O. File."
 - 3. PINK: Retained by the staff member placing the order until supplies are received or services are completed. Person receiving materials indicates the quantities received, initials and dates the copy, attaches packing slips, and returns it to the Admin Office.
- C. In the event that an item is substituted for the item listed on the purchase order form, the recipient shall note the substitution on the receiving pink copy.
- D. Purchase order forms shall be issued for specific items and purposes. No additional items will be authorized which would significantly increase the cost of purchase. In these instances, the purchase order will be sent to the Department Head and Executive Director for "re-authorization".

Other Items

- A. No contract or order shall be split into parts so as to avoid the provisions of this policy.
- B. A business within the District shall be considered a preferred bidder subject to compliance with the other specific provisions of this Policy.
- C. Whenever feasible and advantageous to the District, cooperative purchases with other governmental agencies such as State of Illinois, Village of Glencoe, School District 35, and other park districts, shall be made.
- D. The District credit card is not to be used as a routine tool to make purchases. Rather, it is to be used as an alternative if the vendor does not accept a District Purchase Order, or will not invoice us, or a purchase is made on the Internet.
- E. All promotional incentives and contest awards made available to qualifying District personnel by vendors, which are based on District purchases from those suppliers, automatically become the rightful property of the District and must be considered and administered as District owned assets. The incentives referred to above include, but are not limited to: all purchase premiums, sales incentives and/or remunerative awards of any kind (such as merchandise premiums, free goods, offered as part of so-called "baker's dozen" deals, quantity discounts, promotional allowances, cash prizes, special sales commissions,

merchandise prizes, etc.) that are made available or awarded by reason of District purchases from vendors.

- F. Whenever feasible and financially advantageous to the District, purchases from joint co-op and stat bid process shall be made.

Negotiated Procurement (Non-Bid) Process

For those items exempt by law from the competitive bidding process, it may still be in the best interest of the District to solicit formal written quotes. In these instances, a Request for Proposal (RFP) should be sent to all interested vendors/companies. After a thorough review of the proposals, interviews, and negotiation, a contract can be awarded to the lowest cost quote which meets the objectives set forth in the RFP. Proposal results must be approved by the Board. Examples in which RFP may be used include auditing services, architectural services, purchase of copier, etc.

Change Orders

During the course of completion of public works projects, from time to time there may be a need to consider and approve change orders to the contracts for those projects. The Executive Director has the authority to approve and execute change orders to public works project contracts \$20,000 and below. Any change order exceeding that would require board approval.

Preschool Discipline Policy Updates

Current verbiage in handbook-

Challenging Behaviors

Challenging behavior is defined as any serious and repeated pattern of behavior that interferes with a child's ability to engage in developmentally appropriate self-regulation and cognitive and prosocial engagement with peers and adults.

When ongoing challenging behavior is noted, the next steps of action include:

1. The program administration will meet with the child's family. The program administration will provide information regarding additional services.
2. A written behavioral support plan that is agreed upon by the program staff, families, and qualified professional resources will be created.
3. Utilize all strategies shared in the written behavioral support plan. The behavioral support plan will be an ongoing document that includes documentation of strategies used, ongoing behavioral issues, and attempts to utilize professional resources, parental consent attempts, and evaluations by any professional resources.
4. Children who, after documented attempts have been made to meet the child's individual needs, demonstrate an inability to benefit from the type of care offered by the Glencoe Park District Preschools, or whose presence is detrimental to the group, shall be transitioned to a different program. Transition plans are determined by the Glencoe Park District and the family. They are designed to ensure continuity of services to meet the child's needs.
5. In accordance with the Department of Children and Family Services, any transition plans that are created will be reported to the Illinois State Board of Education.

No child shall be subject to any form of corporal punishment, verbal, emotional or physical abuse. Children are not to be disciplined for bathroom accidents. No child shall be threatened or deprived of regularly scheduled meals, snacks, or water

New Family Handbook Verbiage being proposed-

Incident Reports

Incident reports are used to document three primary types of situations: **Injury/Accident**, **Illness**, and **Observations**.

- **Injury/Accident:** This type of report is completed when a child is physically hurt, either by another child or through an accidental fall or mishap. An example would be a scraped knee from falling on the playground or receiving a scratch from a peer.
- **Illness:** These reports are used when a child is sent home due to illness in accordance with our Illness Policy. For example, a child having a fever would be documented in this category.
- **Observations:** Observation reports are used to track behaviors witnessed by staff that may or may not be age-appropriate. These may include:
 - Aggressive behavior such as hitting, pushing, or biting.
 - Actions that damage property, like tearing books.
 - Behaviors that seem unusual or outside the norm for a child's age group.

The **purpose** of incident reports is to maintain open and transparent communication with families regarding what occurs in the classroom. Additionally, these reports serve as important documentation in the event that a child exhibits challenging behaviors which may need to be addressed through our **Challenging Behavior Policy**.

Upon enrollment to the program, families agree that they will sign incident reports when request and understand the importance these documents provide in regards to our program safety, illness and behavior policies. A staff member, a member of leadership and a parent/guardian must sign incident report.

Challenging Behavior Policy

At Glencoe Park District Preschools, we strive to create a safe, nurturing, and inclusive environment where every child can learn and grow. We understand that all children are learning how to manage their emotions, behaviors, and relationships with others. Occasionally, some children may display behaviors that require additional support.

What is Challenging Behavior?

Challenging behavior is defined as serious and repeated actions that interfere with a child's ability to:

- Self-regulate in ways that are developmentally appropriate
- Learn and engage in activities in a group care setting
- Build healthy relationships with peers and adults

How We Address Challenging Behavior

Our goal is to work closely with families to support children through any behavioral challenges they may experience. If ongoing concerns arise, the following steps will be taken:

Step 1: Family Pledge Meeting

- Children Circle leadership will schedule a Family Pledge Meeting to discuss the behavior.
- Parents/guardians will be expected to:
 - Communicate openly with staff and provide documentation from outside care, if applicable.
 - Provide a couple days/times they are available to meet within two weeks of initial Family Pledge Meeting request
 - If needed, consult with pediatricians or other professionals regarding their child's development

Please note:

- If a child's behavior presents a safety risk to themselves or others, families will be contacted and must pick up the child within one hour.
- The Early Childhood Director may adjust or skip steps based on the severity of the behavior.

Step 2: Behavioral Support Plan

- A personalized behavioral support plan will be developed with input from staff, the family, and qualified professionals (if applicable).
- The plan will outline specific strategies and supports tailored to the child's needs.
- The plan will outline what strategies Children Circle staff will be committed to and what strategies the family will be committing to.

Step 3: Implementation & Ongoing Support

- Staff will consistently implement the plan and track:
 - Strategies used
 - Child's progress, specifically looking for trends if behavior has stayed the same, increased or decreased
 - Communication with families via touch base at least every two weeks, if not sooner

Step 4: Transition Planning

- If, after reasonable and documented efforts, the child continues to struggle in the program and poses a consistent challenge to the group's or staff well-being:
 - A transition plan will be created with the family

- Plans may include moving the child to a more appropriate program setting
- Transition plans are shared with the Illinois State Board of Education as required

We understand that not every program is the right fit for every child. If it becomes clear that our environment is not meeting a child's needs—even with reasonable accommodations—we will work with families to support a successful transition.

Program Guidelines

- We do **not** use any form of corporal punishment or verbal, emotional, or physical abuse.
- Children will never be disciplined for bathroom accidents.
- No child will be denied meals, snacks, water or rest as a form of discipline.

**V. Review of Survey Results for Lakefront
Capital Projects
(results presented at meeting)**

Glencoe Park District
December 2025 Committee of the Whole Meeting

VI. Discussion of Potential Lakefront Operational Changes for 2026

Glencoe Park District
December 2025 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Commissioners
CC: Lakefront Team
FROM: Lisa Sheppard, Executive Director
SUBJECT: Discussion on any Lakefront Operational Changes for 2026
DATE: November 29, 2025

As is customary following each Lakefront season, the Board and staff review the survey results and discuss any operational adjustments to consider for the upcoming season. Based on the beach passholder survey feedback and input from the community and Board members, I recommend that we review and work towards a consensus on the following topics. The Board may also add items for consideration. Staff will provide data, background, and context on the current operational framework, as well as the costs and implications of any proposed changes.

Please note that we may not be able to cover all discussion points during the meeting. If necessary, any remaining items will be carried over to the January Committee meeting.

Below are the topics for discussion and consideration. Additional details for each item will be provided at the meeting.

- Consider extending operation hours. Current hours are 10:00 am - 7:00 pm
 - Staff will provide the additional costs associated with extending operational hours

- 2026 Daily Admission and Season Pass Model
 - Discuss any changes to the daily admission and pass fees for 2026
 - Discuss any changes to the requirement for passholders only on weekends and before 12 PM on weekdays
 - See attachment for an overview of the current daily and season pass model, admission fees, and season pass models for surrounding beaches
 - If we allow daily fees on weekends, are they at a higher rate than weekdays?
 - Should we continue the reciprocal agreement with the Northbrook Park District
 - Staff will share an overview of the current reciprocal agreement
 - Review attachments that outline the framework we work within:
 - State requirements in regards to admissions
 - Fees and Charges Policy, including non-resident policy
 - Categories of Service, Board-approved policy

- Increase to the swim zone
 - Staff will present the feasibility of offering an expanded swim zone
 - Staff will present the safety concerns raised by boaters regarding the expanded swim zone
 - Staff will provide additional costs associated with increasing the swim zone

- Increase cart service to cover all operating hours
 - Staff will share an overview of the services we currently provide
 - Staff will provide the additional costs associated with increasing the hours of this service

- Discuss comments regarding rocks on the Beach

MEMORANDUM

- Operation changes after the “official” beach season concludes on Labor Day
 - Staff will share an overview of the services we currently provide
 - Staff will provide the additional costs associated with extending services
- Parking is managed by the Village, but the Park District is collaborating with them on potential solutions. A public meeting regarding Lakefront Park parking will be held.
 - Staff will provide an overview of parking protocols at surrounding beaches

Attachments:

Beach Operations Comparison

Summary of Operations

Overview of Regulations

Categories of Service/Fees and Charges Policy

Northbrook Exchange Agreement

2025 Lakefront Annual Report

2025 Passholder Survey Thematic Analysis

2025 Season Passholder Survey Summary Results

Operating Hours and Staffing Memorial Day to Labor Day						
	Glencoe	Highland Park	Winnetka	Wilmette	City of LF	Lake Bluff
Lifeguarded & Admission Hours	10 AM-7 PM	10 AM-6 PM	9 AM-Dusk	10 AM-8 PM	9 AM-7 PM	9 AM-7 PM
Park Hours	Dawn-Dusk	Dawn-Dusk	6 AM-Dusk	6 AM-10:30 PM	6 AM-11 PM	Dawn-10 PM
After Hours Staffing	None	Park Ambassador until 12 AM	Park Ambassador until 10 PM	Internal Security until 12 AM	Parking Attendant until 11 PM	Night Manager 7-10 PM Security 10 PM-1 AM
Daily Admission In-Season During Operating Hours						
	Glencoe	Highland Park	Winnetka	Wilmette	City of LF	Lake Bluff
Residents	\$12	Free	\$12	Main Beach \$11 South Beach \$5	Free	Free
Non-Residents	\$24	\$10	\$24	Main Beach \$17 South Beach \$10	\$25	\$25
2026 Plans (R/NR)	TBD	TBD	Weekdays \$13/26 Weekends \$15/30	TBD	TBD	TBD
Season Passes						
	Glencoe	Highland Park	Winnetka	Wilmette	City of LF	Lake Bluff
Residents	\$38	Free	\$125 1 st person \$15 additional	\$66 1 st person \$35 additional	Free	Free
Non-Residents	\$76	\$100 1 st person \$25 additional	\$250 \$25 additional	\$166 1 st person \$69 additional	N/A	N/A
Family of 4 (R/NR)	\$152/304	Free/\$175	\$170/325	\$171/373	Free/N/A	Free/N/A

Parking & Access Control

	Glencoe	Highland Park	Winnetka	Wilmette	City of LF	Lake Bluff
Ownership	Village	Park District	Park District	Park District	City	Village Street parking
Restrictions	None	Permits required or pay to park kiosks Resident only in lower lot	Village Sticker or beach pass holder in lots Non-residents and/or non-pass holders Street parking	Purchase Season Permit Pay by day (limited availability)	Restricted parking lot to permits only	No restrictions on parking besides after 9 PM
Fees (R/NR)	Free	\$35/285	Free with Village Sticker or beach pass holder	Season \$40/203 Daily Weekday \$17/21 Daily Weekend \$21/26	Free/\$910	Free
Nearby Amenities	Tennis Courts, Playground, Overlooks	Playground by Upper Lot	Multiple Beaches with limited non beach amenities	Tennis Courts, Playground, Fitness Equipment, Lakeview Center	Overlook and Walking Paths	None
Pre & Post Season Operations						
	Glencoe	Highland Park	Winnetka	Wilmette	City of LF	Lake Bluff
Post Season Operations	Turns into Park No staff on site	Turns into Park No staff on site	Turns into Park No staff on site	Turns into Park Internal Security on Weekends	Turns into Park No staff on site	Turns into Park No staff on site

2025 Glencoe Park District Beach Operations

- The Glencoe Park District operates on a daily or season pass model from Memorial Day to Labor Day, from 10:00 am to 7:00 pm. The daily and season passes are available to residents and non-residents. We do charge a higher fee for non-residents because they do not pay the park district tax incurred by residents, which offsets operational expenses. The amount we charge above the resident rate follows the percentage agreed upon in OSLAD grant requirements.
- The daily and season pass fees help cover the direct cost of beach operations such as lifeguards, maintenance, attendants, and utilities from Memorial Day to Labor Day.
- During the summer months, the beach is free for use from sunrise until 10:00 am and from 7:00 pm until sunset.
- Outside of the summer months, visitors can enjoy Glencoe Beach free of charge, from sunrise to sunset. However, some amenities are not available, such as lifeguards, the beach house, and water features at the playground. The Beach is closed from sunset to sunrise.
- Shoreline access: We do allow walkers and boaters shoreline access at all times. However, if they access the beach from Lake Michigan and want access to the beach and amenities, they would have to pay a daily fee or have a season pass during the listed operating hours above.
- The Glencoe Park District provides access to the general public for those who have financial hardship. This is facilitated through the Glencoe Scholarship program and the Explore Illinois Program. Interested users can visit any of the 23 participating libraries to check out a Glencoe Beach Pass, which provides free access for up to 6 family members on one day during the summer. The passes are also available at Glencoe's District Senate and Representatives' offices.

Use of Public Parks and Beaches Regulations

Illinois Human Rights Act (775 ILCS 5/5-102)

This prohibits any place of public accommodation from denying someone the full and equal enjoyment of their facilities based on certain protected characteristics. While residency status is not explicitly listed, the denial of access to a publicly funded beach for non-residents can still raise legal and constitutional concerns, particularly if:

- The restriction isn't uniformly applied or
- It results in discriminatory impact (e.g., race, national origin).

U.S. Constitution – Equal Protection Clause (14th Amendment)

Courts have ruled that blanket restrictions on access to public beaches for non-residents can violate the Equal Protection Clause. While towns may charge reasonable fees to non-residents to offset costs, outright bans have been struck down (e.g., *Citizens for Equal Access v. Town of Greenwich*, although a Connecticut case, reflects the general legal stance).

Local Ordinance Limits

Article 11 of the Park Code (70 ILCS 1205/11-1 et seq) gives the District power and control over the beach and the park established thereon, including the power to collect fees (11.1-3).

Municipalities or park districts can:

- Charge higher non-resident entry fees
- Require beach passes for crowd control
- Enforce safety-related capacity limits

But they cannot:

- Ban non-residents completely
- Reserve all access only for residents on a publicly funded beach

Summary

- Beaches are public accommodations under Illinois law.
- Access cannot be denied to non-residents arbitrarily or discriminatorily.
- Reasonable, non-exclusionary fees and policies may be allowed.

Categories of Service/Fees and Charges Policy

Categories of Glencoe Park District Services

Note: The percentages below each category represent the net achieved after revenue and direct expenses are calculated. This net percentage helps cover many indirect program expenses. Examples of indirect expenses include building expenses, custodial services, IT, and workers' compensation, among others. Some programs have more indirect expenses; therefore, their percentages may be higher.

FULLY SUBSIDIZED	BASIC PUBLIC Mostly Subsidized 0-15% Net	PUBLIC Partially Subsidized 16-29% Net	EXTRA PUBLIC Partially Subsidized 30%+ Net	PRIVATE Program covers all direct expenses and a portion of indirect expenses
Parks/Playgrounds	Community Organization Use of Facilities	Dance	Day Camps Beach Camps	Children's Circle Daycare
Beach Concessions	Lifeguarded Beach	Fitness Programs	Kids Club (Before and After School Care)	
Shelters/Washrooms	Boating Beach	Arts-Drama	Days Off Programs	
Community Athletic Fields and Courts	Adult Programs	Fine Arts	Fine Arts-Contractual	
Glencoe Beach (Off-season and when not guarded)	Athletic Affiliates Use of Fields and Courts	Martial Arts	Hockey Lessons Skating Lessons	
Weinberg Ice Center	Teen Programs/Events	Travel Basketball	Facility Rentals	
Kids Concert Series	Special Events	Contractual Programs (Sports/Camp/Youth/E.C.)	Early Childhood Enrichments	
Fourth of July	Open Gym	Lighted Field Rentals	Youth Enrichments	
Free Special Events	Adult Programs		Youth Athletics	
Public Skating and Hockey	Fitness Center			

The Board has found it necessary and desirable for the District to charge fees for participation in District recreation programs and the use of District facilities. This policy is designed to serve as a guide in establishing a fee structure for recreation programs and facility use.

Program Fee Structure

It is the responsibility of the Glencoe Park District to offer diversified and quality park and recreation experiences. Seeking to meet the demands for new and expanded access to recreation activities, while experiencing increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for generating supplementary revenue to tax dollars.

All Park District programs will give primary concern to the residents' ability to participate. Activities will be planned with consideration for community demographics.

Fees and Charges

Fees and charges will be evaluated annually to ensure tax revenue is being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

Fee Approval

All park program fees must be presented to the Executive Director for approval annually. The Recreation/Facility Staff will submit a report with the budget to the Executive Director, which will include the activity name, as well as new and existing program resident and non-resident fees. The manager will indicate changes, giving specific explanations for any increase over 5%. If new activity areas are implemented throughout the year, they should be submitted to the Executive Director for approval.

Waiving of Fees

The Glencoe Park District aims to provide all residents the opportunity to participate in its activities and facilities regardless of financial hardship. Persons requesting scholarships are required to complete an application form and then submit it alongside other requested financial documents to Family Services of Glencoe for eligibility status. (See Financial Assistance/Scholarship Policy for more details.) Applications will be reviewed on an individual basis.

No fee may be reduced or waived without the consent of the Executive Director, and/or the respective department head, and/or Program Manager.

Fees and Charges Guidelines

Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation activities, the fee should consider the financial objectives, market climate, and surrounding competitor fees.

Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee, the following must be considered:

- Wages and Services
- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment
- Categories of Services (to determine how much of the direct and indirect expenses must be recovered)
- Direct Expenses (include all direct expenses associated with an activity, including instructor fees, supplies, and materials. Fees should be set to recover all of the expenses for the program based on the expenses times the minimum number of participants.)
- Indirect Expenses (include all expenses associated with an activity, including facility rental, supervisory time, clerical, maintenance, building costs, marketing, etc. An established, successful activity should recover the cost of operations, including supervisory time, clerical, maintenance, and building costs)

Resident/Nonresident Program Fees

Since the facilities, programs, and activities are partially subsidized through taxes by residents of the Glencoe Park District, nonresidents will pay a maximum increased fee of 20% more than resident rates, with the exception of the following unique activities and facilities:

- No nonresident fee applied: select special events, select contractual programs.
- Maximum 20% more than resident rates for Children's Circle
- Due to the unique nature and demand for Glencoe Beach and Boating Beach in the Chicagoland area and the amount of subsidy by taxpayers, non-residents will pay the following maximum increase over resident rates:
 - 100% more than resident rates for Season Passes at Glencoe Beach
 - 100% more than resident rates for daily fees and trellis rentals at Glencoe Beach
 - 100% more than resident for sailboat/kayak/paddleboard storage at Perlman Boating Beach
 - 50% more than resident for sailboat/kayak/paddleboard rentals*

*Due to IDNR and OSLAD Grant that the District received in 1996, the Nonresident rates/fees cannot exceed twice that charged to residents.
- Non-residents will pay 50% more than residents for pass/daily fee to the Glencoe Fitness Area.
- Occasionally, an activity may warrant a reduction in the non-resident fee in order for the activity to meet its minimum. The Director of Recreation/Facilities and Executive Director must approve fees and charges for these activities.
- Non-resident fees will be established in regard to the effect on resident participation using the following criteria:
 - Size of class and limitations

- Ability to expand and grow
- Special limited-interest classes
- Reciprocal agreements and shared activities

Missed Classes

Some classes cancelled due to weather cannot be made up and are non-refundable.

Prorated Fees to Activities

At the discretion of the Program Manager and Director of Recreation/Facilities, if the nature of the activity permits, prorated class fees will be allowed and done on a "per class basis".

Discounts to Other Entities

Full-time Village of Glencoe, Glencoe Library and District 35 staff shall be eligible to receive the resident rate on an individual Glencoe Fitness Center membership. (They must show a business card or staff ID.)

Fiscal Year

Categories of Glencoe Park District Services that determine the subsidy of programs will be reviewed annually by the Glencoe Park District Board of Commissioners.

2025 Pool/Beachfront Exchange Agreement Northbrook and Glencoe Park Districts

This Agreement is entered into by and between the Northbrook Park District (“Northbrook”) and the Glencoe Park District (“Glencoe”) to describe and govern the exchange of aquatic service at resident rates. This agreement extends to Northbrook’s access to the Glencoe Beach and to Glencoe’s access to Northbrook’s pool passes and dog park passes for their respective residents. The period of this agreement shall be for the summer 2025 swim season, Memorial Day through Labor Day.

WHEREAS, Northbrook and Glencoe are empowered under the Illinois Constitution [Ill. Const., Art. VII, Sec. 10] and the Intergovernmental Cooperation Act [5 ILCS 220/1 et seq.], to contract, and share or combine services with each other in any manner not prohibited by law; and

WHEREAS, the Board of Commissioners for the Northbrook Park District and Glencoe Park District find it to be in the best interest of the residents of their respective park districts to enter into this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

Residency

- A. Residents are defined as those who live in the respective District's boundaries.
- B. Residents of each District will be offered the opportunity to participate in the other's aquatics programs as defined in this agreement and memberships at resident rates.
- C. Customers must produce the approved documentation to be eligible for resident rates as outlined below.
 - a. Residents of the Northbrook Park District must produce a current resident letter, valid State of Illinois Identification Card or Driver’s License, or current utility bill in person, prior to registration at the Glencoe Park District. To obtain a letter, Northbrook Park District residents must visit a Northbrook Park District registration office.
 - b. Residents of the Glencoe Park District must produce a valid State of Illinois Identification Card with a Glencoe address at any of the Northbrook Park District's registration locations.

Northbrook Park District Programs, Passes, and Services Included

- A. Summer Passes
All memberships and program options for Glencoe residents are available at Northbrook Sports Center Pool and Meadowhill Aquatics Center and are based on the 2025 Pool Schedule and Summer Program Guide aquatics offerings (available in April).

- B. Pool Passes — Unlimited swipes (Attachment A)
 - a. Individual passes will be available for individuals (2-64), seniors (65+) and senior couples.
 - b. Household memberships will be available. A household consists of up to two adults and dependent children under 26 years of age who reside at the same address.
 - c. Nanny passes will be available at resident rates. Nanny passes are offered at a reduced fee and can be purchased with family passes. Limit of one per household.
- C. Family Splash Cards — 10 swipes per family
 - a. Individual passes are required for each family member; punches are taken off of one account.
 - b. One punch per individual per visit is taken off of the family account.
 - c. Cards may be replenished; however, unused punches expire at the end of the season.
- D. Programs
 - a. Glencoe residents who have purchased a Northbrook pool pass are eligible to register for any aquatics lessons, programs and/or classes at membership rates.
 - b. The program guide and information will be available online; however online registration is not available for Glencoe residents.
 - c. Available Summer 2025 offerings include:
 - i. Parent/Child, Preschool, Youth, and Private Swimming Lessons
 - ii. Water Fitness
 - iii. Special Events
- E. Day Camp Field Trips to Pool
 - a. Dates and details of payment must be arranged by **May 12** with the Northbrook Park District.
- F. Dog Park Membership
 - a. Membership dates run from **June 2025-July 2026**.
- G. Communication and Contact Person
 - a. Recreation Supervisor or Aquatics Manager (attachment B)

Glencoe Park District Tokens, Programs, Rentals and Services Included

- A. Beach Passes — Unlimited Visits
 - a. Passes are available for purchase in person at the Takiff Center during normal business hours (Monday - Friday 8:30 AM-5 PM) or at the Glencoe Beach during operational hours.
 - i. Photo ID pictures must be taken by all individuals that purchase a pass. Pictures may be taken at the Takiff Center or at the Glencoe Beach during operational hours.
- B. Beach Season dates, fees and times will be available by February 17.
- C. Beach passes go on sale March 10 and are available for individuals, couples, and families.
- D. Sailing and Aquatics Courses

- a. Sailing classes offered at Glencoe Boating Beach will be available for registration to Northbrook Park District residents after March 10.

E. Trellis Rentals

- a. Resident trellis rental rates are available to current pass holders.
- b. Rentals are available throughout the beach season (Memorial Day to Labor Day)
- c. Third of July is excluded

F. Communication and Contact person

- a. Beach Manager or Director of Recreation and Facilities (Attachment B)

Tracking

Each agency will track participation in the respective programs outlined above and provide a detailed report at the end of the aquatic season unless requested at more frequent intervals.

Marketing and communications

Each agency will use their respective resources to advertise the exchange of programs and services to the residents. Prior to the distribution of any marketing or communications pieces, including but not limited to seasonal guides, flyers, press releases, posters and banners, each District's contact must approve via email.

Both parties' consent to meet and review this agreement before **January 31, 2025**. At that time, it will be determined if both parties are in support of continuing this agreement for subsequent seasons.

This agreement will be reviewed periodically during the term and cannot be cancelled at any time before Labor Day, unless just cause warrants termination.

This agreement shall expire on the last day of the aquatics season (September 1, 2025).

Northbrook Park District

Glencoe Park District

By: _____
Chris Leiner
Executive Director

By: _____
Lisa Sheppard
Executive Director

Date: _____

Date: _____

Attachment A – Fee Tables & Facility Information

Glencoe Park District – 2025 Season Pass Pricing

Pass Type	Regular Rate
Individual (Age 3-64)	Resident - \$38 Non-Resident - \$72
Senior* (Ages 65+)	Resident - Free Non-Resident - \$72
Guest Pass (10 visit)	Resident - \$50 Non-Resident - \$100

***Only available to Glencoe residents ages 65 and older**

Takiff Center
999 Green Bay Rd.
Glencoe, IL 60022
Hours: Monday-Friday 8:30 AM-5:30 PM

Glencoe Beach
55 Hazel Ave.
Glencoe, IL 60022
Hours: 10 AM-7 PM (During beach season only)

Northbrook Park District – Early fee until May 7

Individual		Early Fee \$RES	Early Fee \$NR	\$RES	\$NR
Individual (Age 2-64)		\$159	\$199	\$165	\$205
Senior (age 65+)		\$119	\$149	\$125	\$155
Senior couple		\$169	\$215	\$175	\$219
Households	<i>A household consists of up to two adults and dependent children under 26 years of age who reside at the same address.</i>				
Households of two		\$215	\$259	\$219	\$275
Additional		\$49	\$65	\$55	\$69
Nanny Pass <i>(one per household, purchased with any family pass)</i>		\$175	\$175	\$185	\$185

Dog Park

Season: June 2025-July 2026

Yearly Fee: \$60 for first dog/\$30 per additional dog. Max of 3 per membership.

Attachment B – Staff Contact Information

Northbrook Park District

- Recreation Supervisor - Aquatics
 - Bridgette Sterba
 - Direct Line: 847-897-6186
 - Email: bsterba@nbparks.org

- Aquatics Manager
 - Joey Sanchez
 - Direct Line: 847-897-6190
 - Email: jsanchez@nbparks.org

Glencoe Park District

- Deputy Director of Recreation and Facilities
 - Bobby Collins
 - Direct Line: 847-835-7535
 - Email: bcollins@glencoeParkDistrict.com

- Beach/Boathouse Facility Manager
 - Shannon Stevens
 - Direct Line: 847-835-7559
 - Email: sstevens@glencoeParkDistrict.com

2025 Lakefront Annual Report

November 17, Shannon Stevens



2025 Operation Review

- Season Overview
- Staff and Training
- Beach Programs
- Overall Financials
- Survey Results
- Northbrook Agreement
- Future Considerations

Season Overview

- Important Dates - Staffed
 - Swimming Beach
 - Memorial Day to Labor Day
 - Boating Beach
 - Mid-May to Mid-October
 - Programming
 - June 16 – August 15

Swimming Beach	Beach Hours
Preseason May 24-26, May 31- June 1	10 AM-7 PM
Regular Season June 7-August 17	10 AM-7 PM
Post Season* August 18-September 1	10 AM-7 PM
*Lifeguards weekends only	

Boating Beach	Boat Hours
Preseason May 17-June 8	Saturday-Sunday, Memorial Day 12-5 PM
Regular Season June 9-August 10	Monday-Friday, 12-7 PM Saturday-Sunday, 10 AM-7 PM
Post Season August 15-September 1	Friday-Sunday, Labor Day 12-6 PM
End of Season September 5-October 12	Friday-Sunday 12-5 PM



Admission

- Season Passes
 - Glencoe Beach Pass \$38/76
 - Per person
 - Guest Passes \$50/100
 - 10 guest
- Daily Admission
 - \$12/24
 - Per person
 - Monday – Friday after 12 PM



Beach Access

- Our goal is to keep the beach open, safe, and welcoming for all visitors
- As a public facility, the beach must remain open to everyone, including non-residents; we can set fees or passes for safety but cannot limit access
- State and federal laws support equal access while allowing us to manage the beach responsibly with fair policies and fees

Parking

- Determined and enforced by the Village and Public Safety
- Available to all visitors
- Used for tennis courts, beach visitors and Lakefront Park visitors

Swim Area

- 50 feet by 200 feet
- Lifeguards are required to recognize a distressed swimmer in 10 seconds and reach the swimmer in 20 seconds
- Center tower must be able to reach all areas of the swim zone and meet the 30 second standard

One Tower – Guard Zones



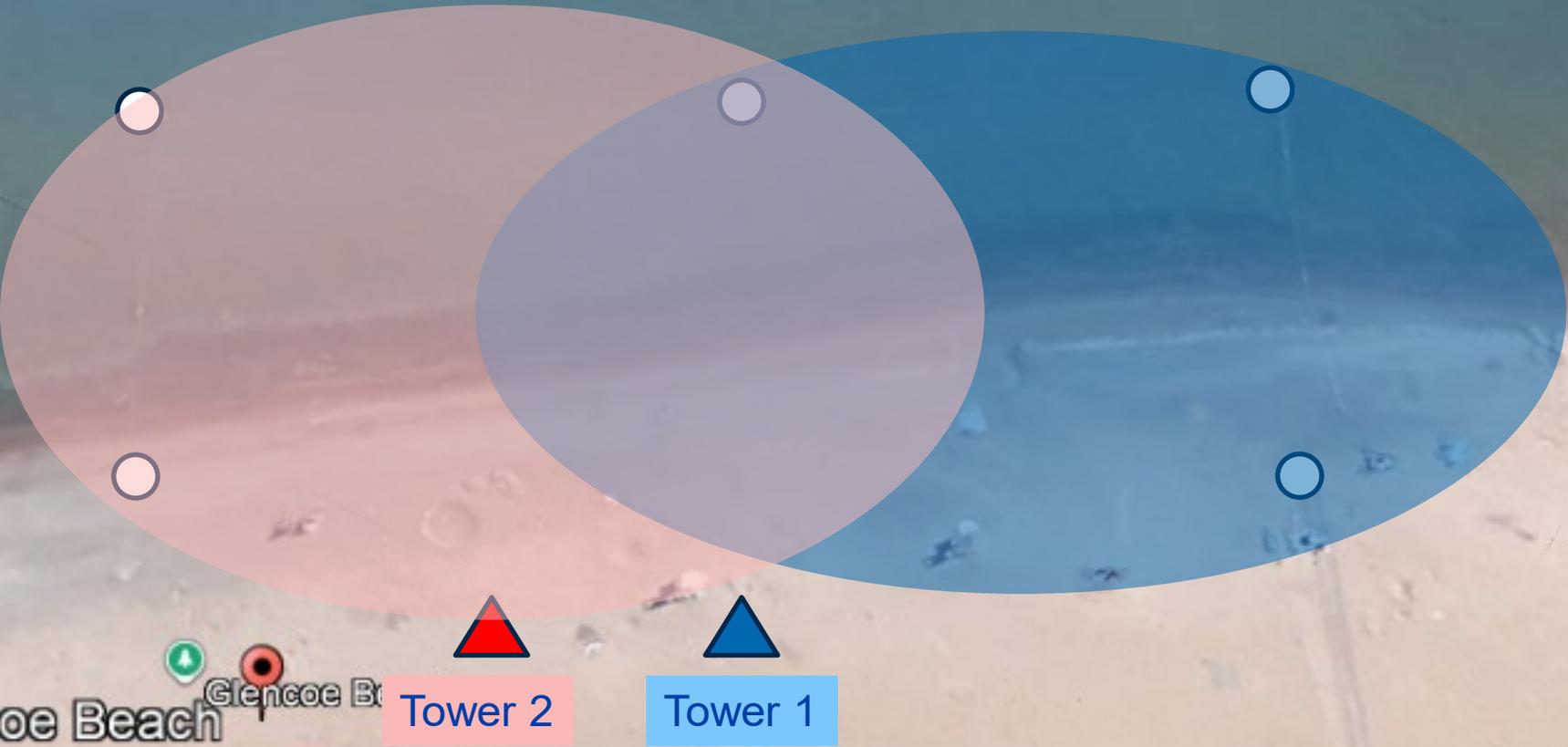
Glencoe Beach
Glencoe Bt

Tower 2

Tower 1

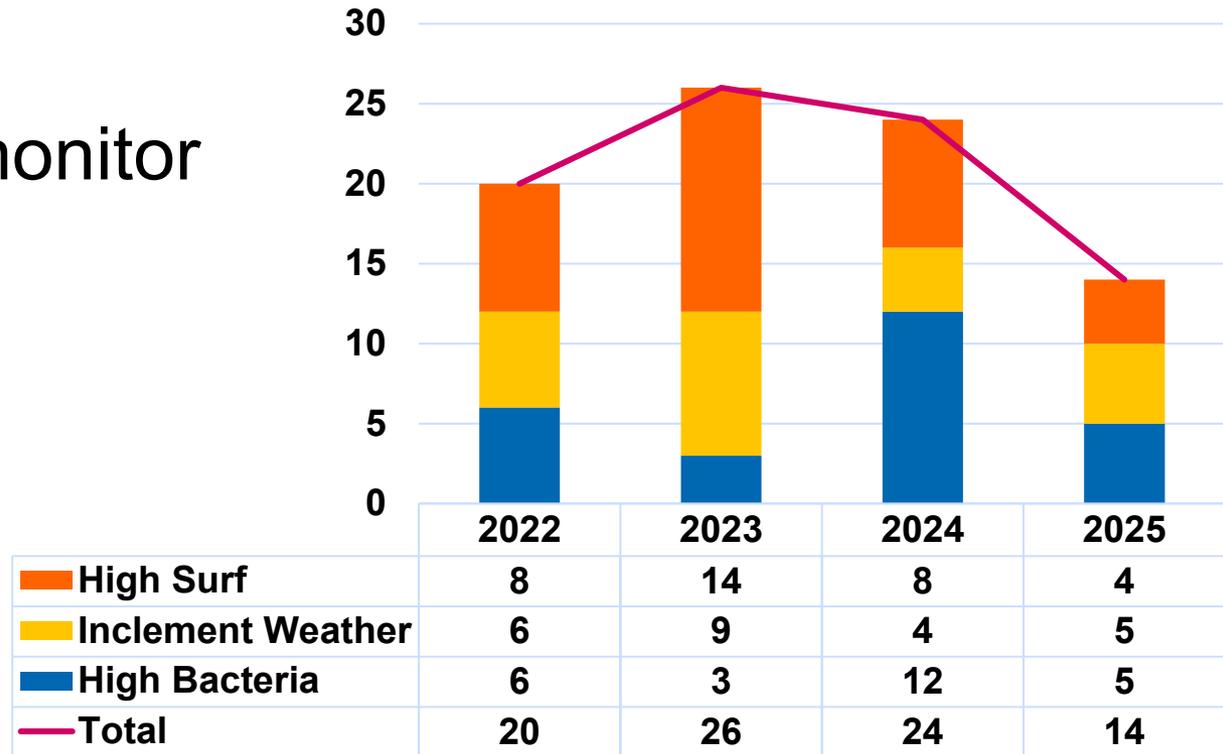


Two Tower – Guard Zones



Beach Closures

- Daily testing
- Continuously monitor weather
- Flag System
 - Red
 - Yellow
 - Green
- Staffing during closures



Beach Closures

- Communication
 - Automated emails
 - Signage
 - Rainout Line

[Register](#) [Beach Rental Information](#) [Email GPD](#)

BEACH CLOSURE UPDATE: 06/18/2025

Due to inclement weather, the Glencoe Swimming Beach will be **closed** today.

For more information, please contact the Glencoe Beach at 847-835-1185.

[MY ACCOUNT](#)

Get Text Messages from us!

To activate, log in and select "Get GPD Texts" under the "My Account Tab"



Glencoe Park District



(847) 258-9050

- [Email & Text Alerts](#)
- [Go to Website](#)
- [Listen to Phone Menu](#)

Additional Info

The Glencoe Park District is based in the Takitt Center, 999 Green Bay Road, Glencoe, IL 60022.

Android and iPhone Apps

Download our free apps to check or update status.



Search » Glencoe Park District » Glencoe Beach

Glencoe Beach Updated over 30 days ago Extension 3

Closed

Last updated at 9/2/25 8:35 am by Adam Wohl

55 Hazel Avenue
Glencoe, IL 60022



Staff and Training

- Seasonal Staff

- 70 staff members
 - Lifeguards
 - Cashiers
 - Boat Guards
 - Camp Staff
 - Leadership
- ~95% staff is made up by high school/college age students

- Training

- Early May
- About 20 hours of training
- Investing more time in developing quality training
- Continued learning via in-service training

Lifeguard Training

- Preseason Training
 - Classroom
 - Pool
 - Waterfront
- In-season
 - All Staff
 - Public Safety joint training
 - In-service (4 hours)

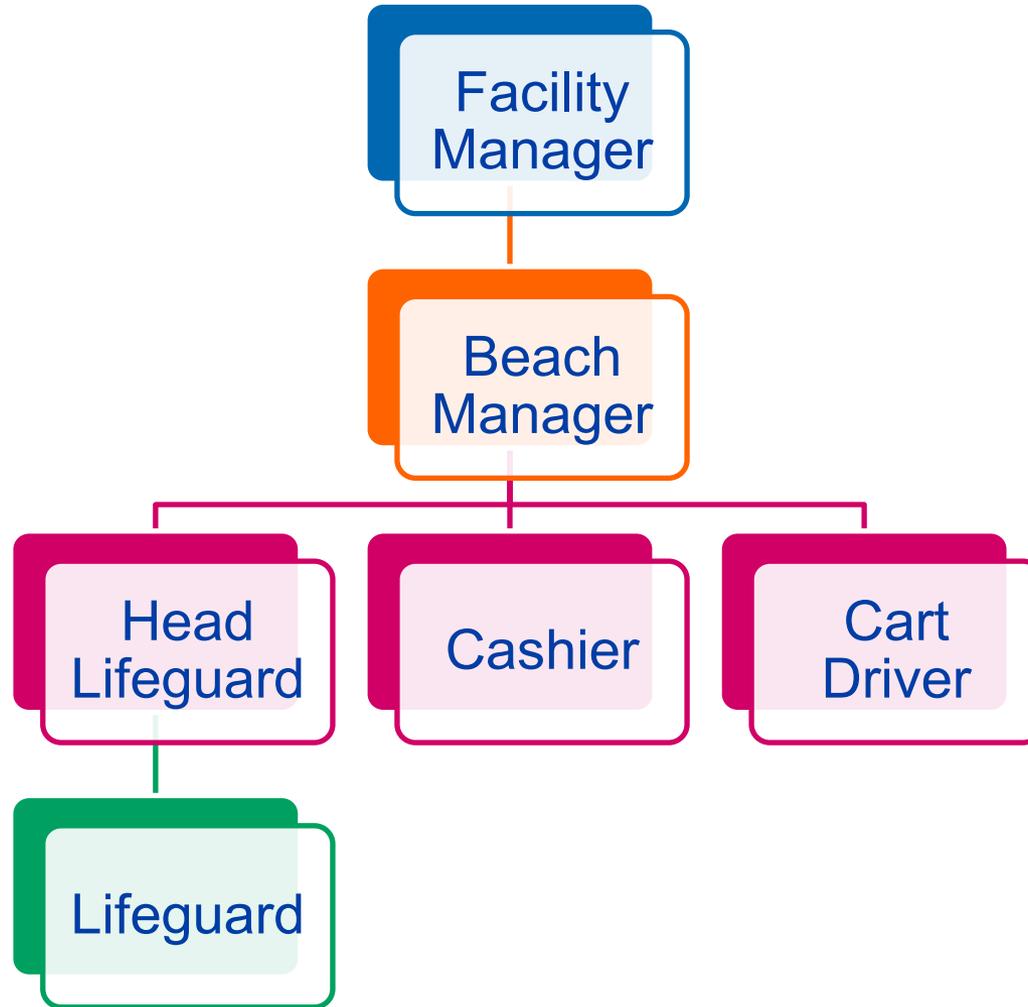


Audits

- American Red Cross Standards
- StarGuard Elite
 - Two audits
 - Received Exemplary score
- Review
 - EAPs
 - Observations
 - Spinal
 - Water Rescue
 - First Aid Scenario



Staff Structure - Beach



Staff Structure - Beach

Beach Manager 1 per shift

- 9 AM-2:30 PM
- 2-7:30 PM

Lifeguard 3-4 per shift

- 9:30 AM-2:30 PM
- 11 AM-5 PM
- 2-7:30 PM

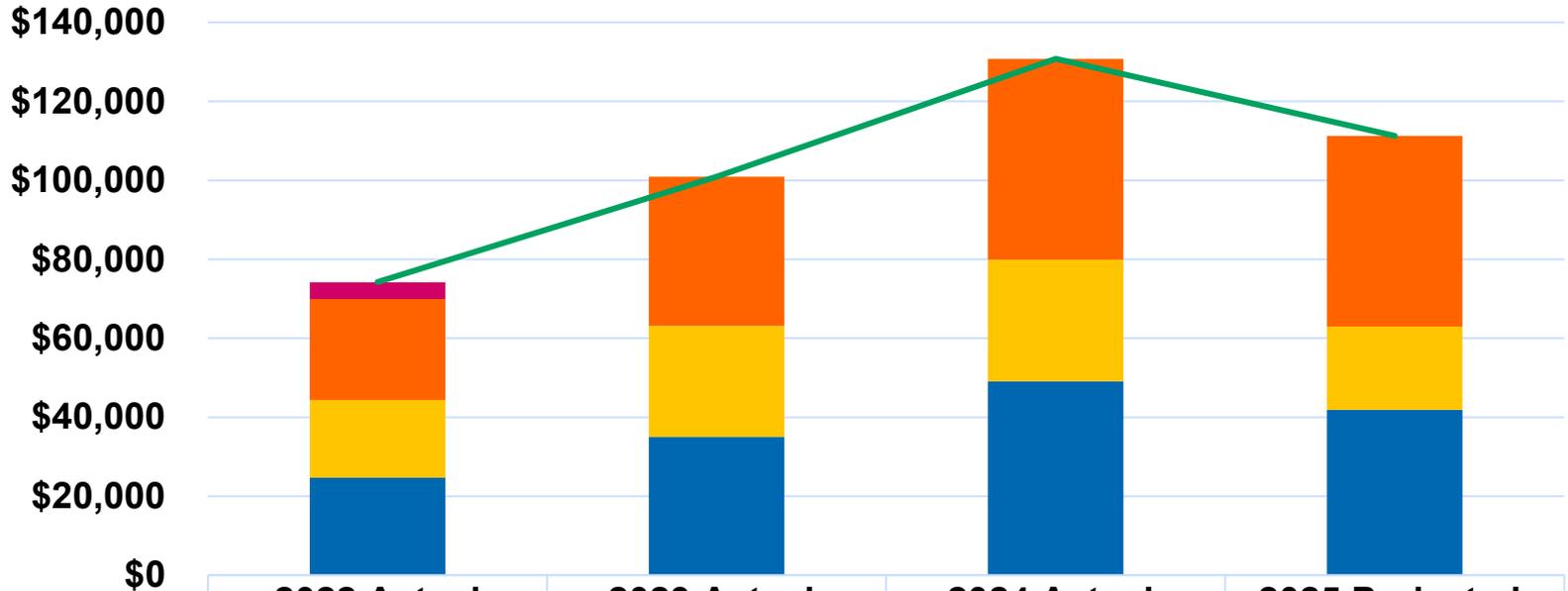
Cashier 2-3 per shift

- 9:30 AM-2:30 PM
- 11 AM-5 PM
- 2-7 PM

Cart Driver 1 per shift

- 9:45 AM-5 PM

Beach Staff Expenses*

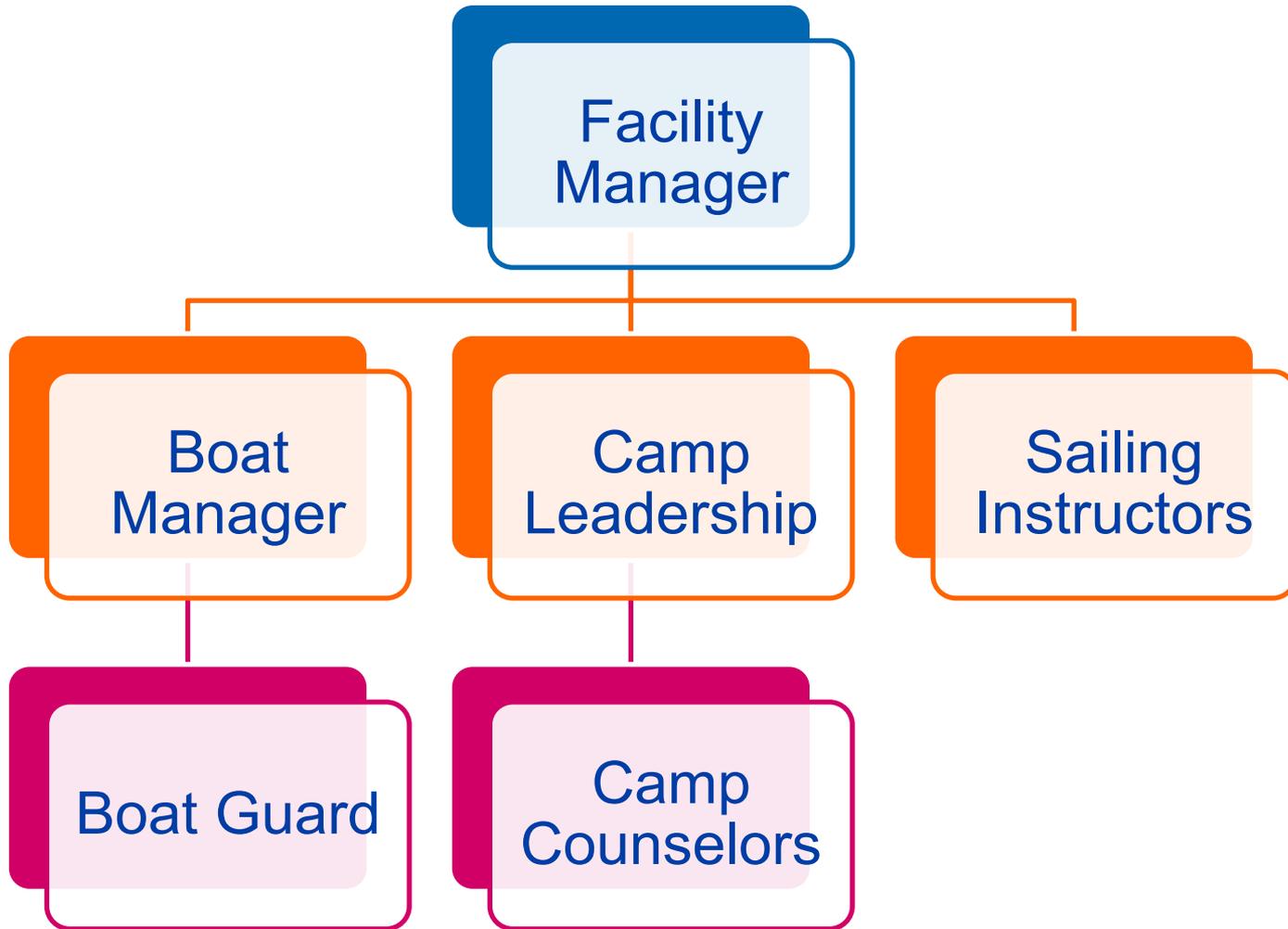


	2022 Actual	2023 Actual	2024 Actual	2025 Projected
 Beach Ambassador	\$4,196	\$0	\$0	\$0
 Operations Staff	\$25,699	\$37,802	\$50,874	\$48,282
 Seasonal Managers	\$19,652	\$28,051	\$30,770	\$21,116
 Lifeguards	\$24,679	\$35,063	\$49,135	\$41,851
 Total	\$74,226	\$100,916	\$130,779	\$111,249

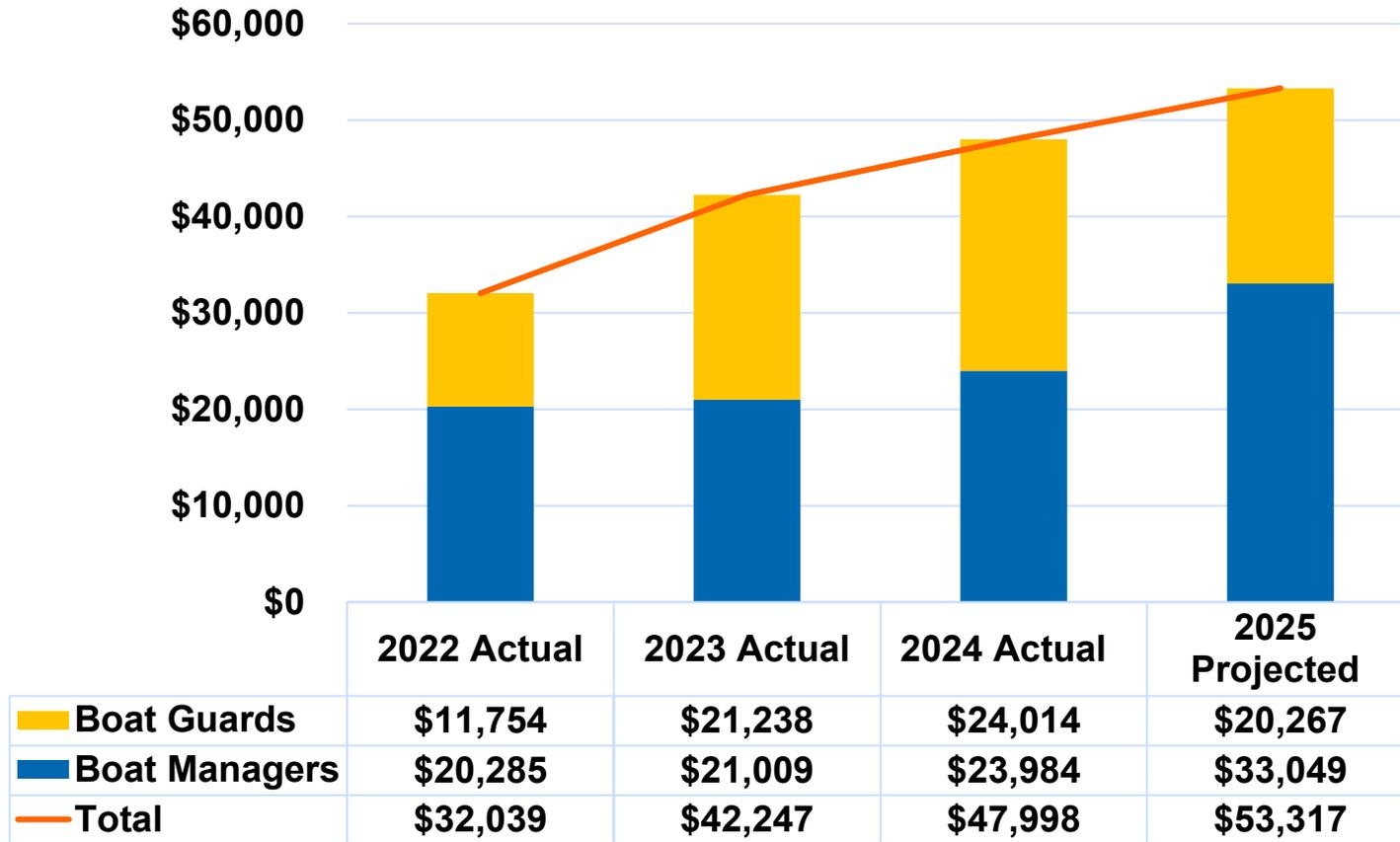
* 2019-2025 (Minimum wage increased from \$8.25 to \$15)



Staff Structure - Boating



Boat Staff Expenses*

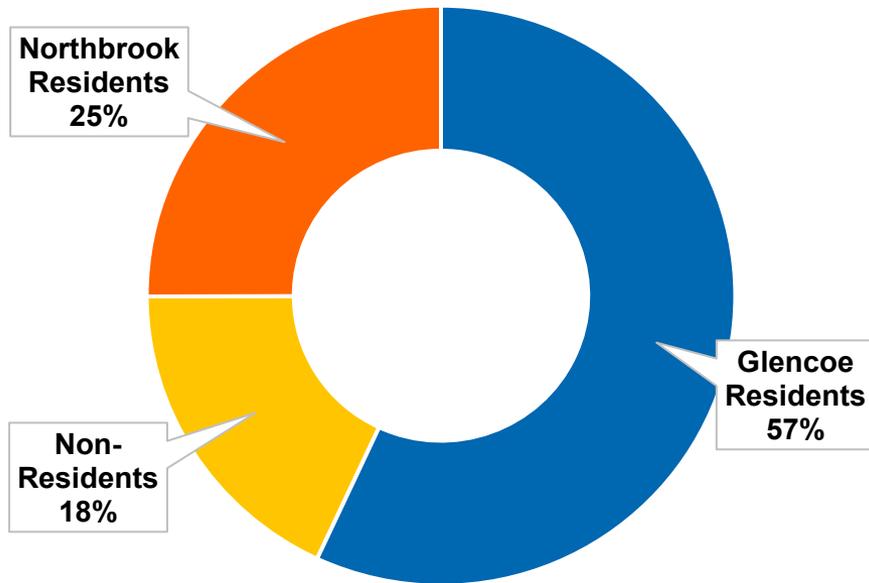


* 2019-2025 (Minimum wage increased from \$8.25 to \$15)

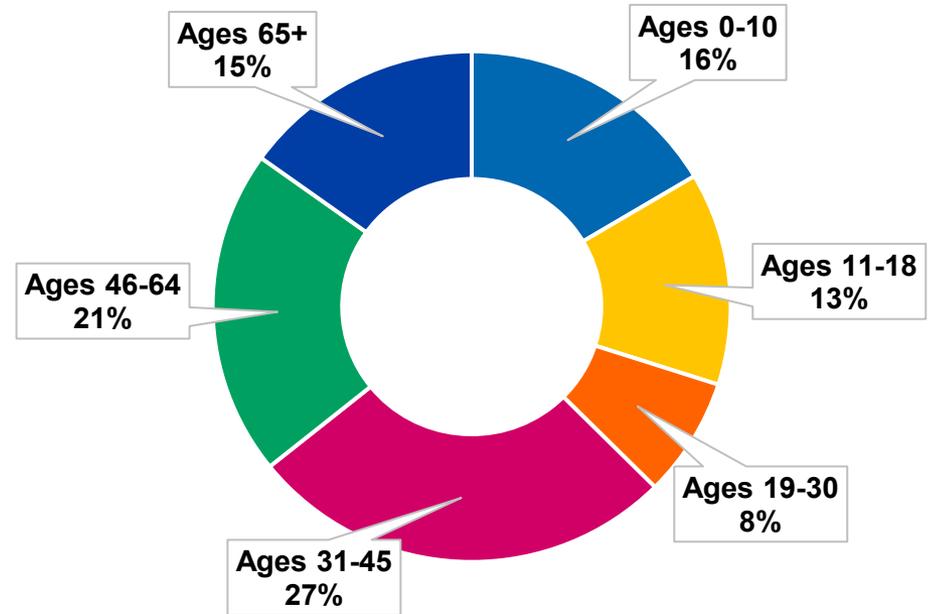


Pass Demographics

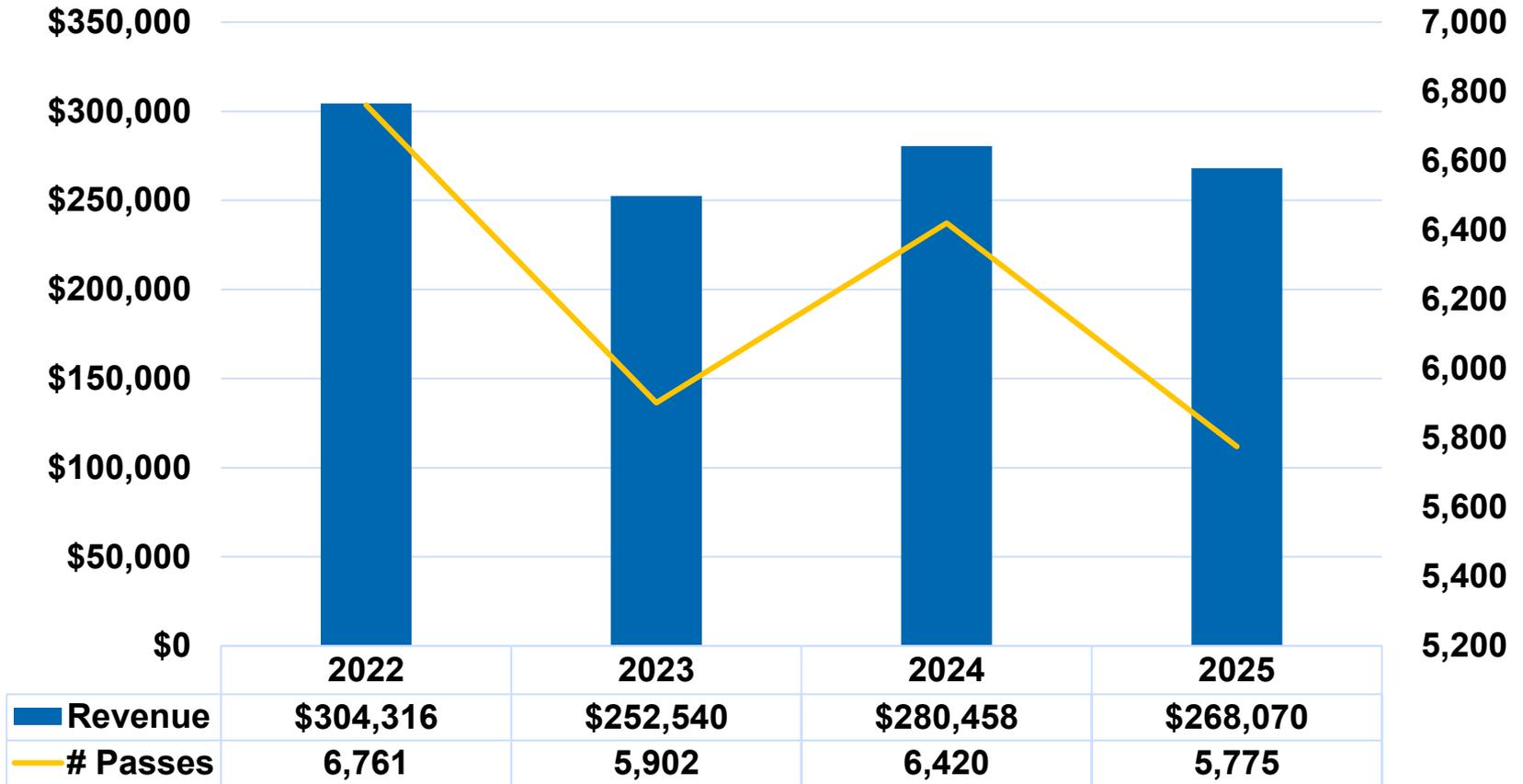
Member Location



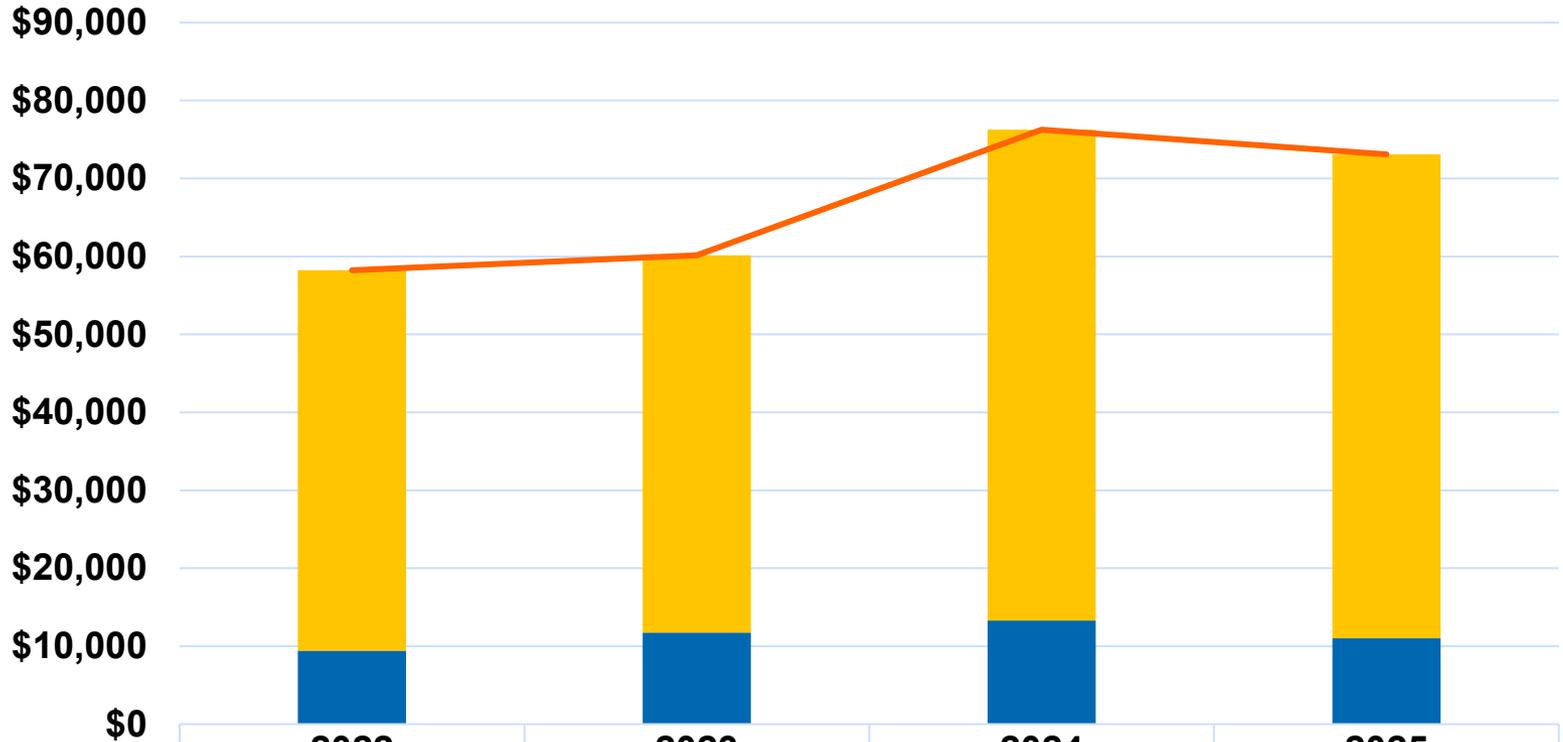
Age Breakdown



Pass Sales



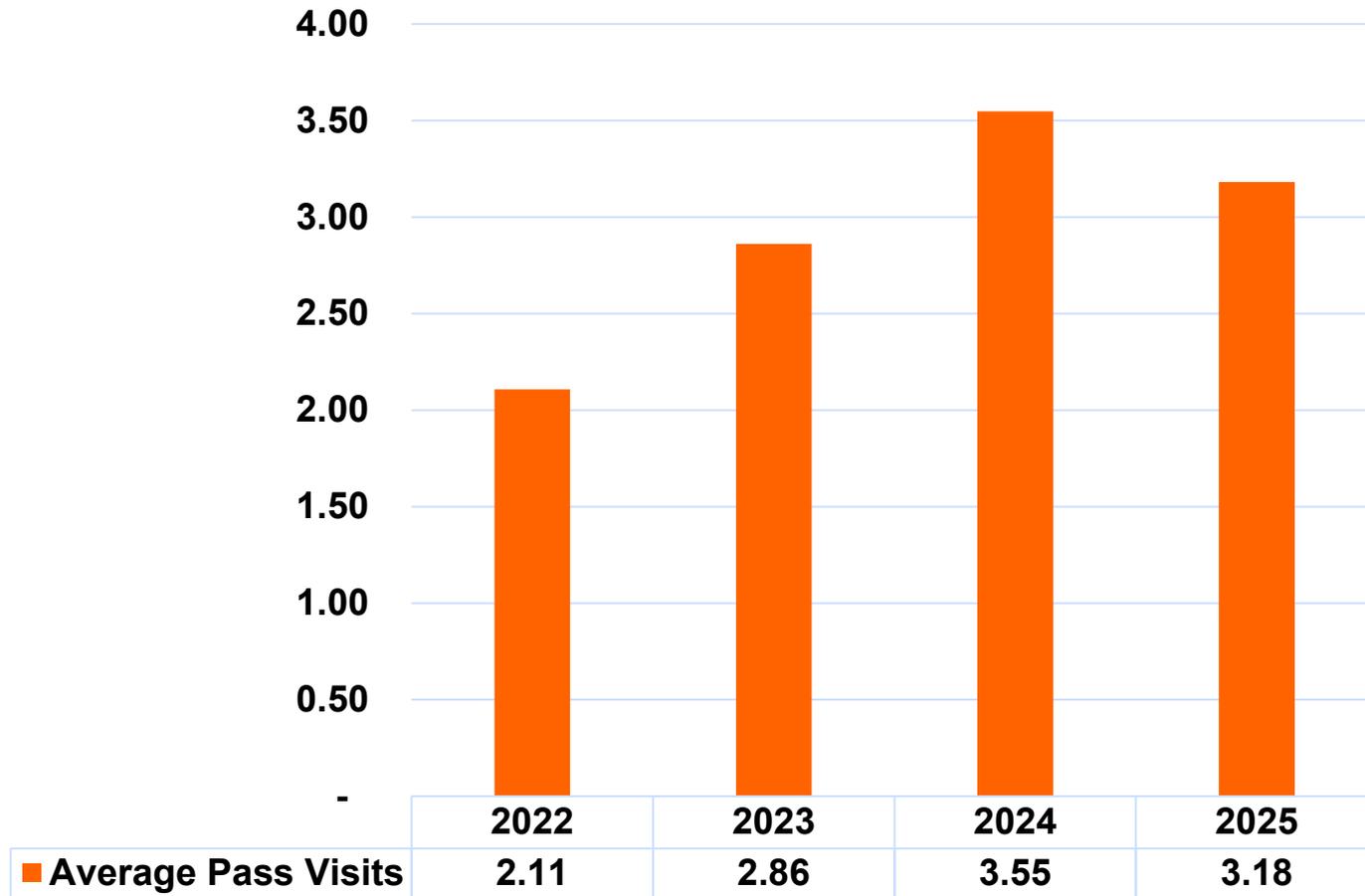
Daily Admission



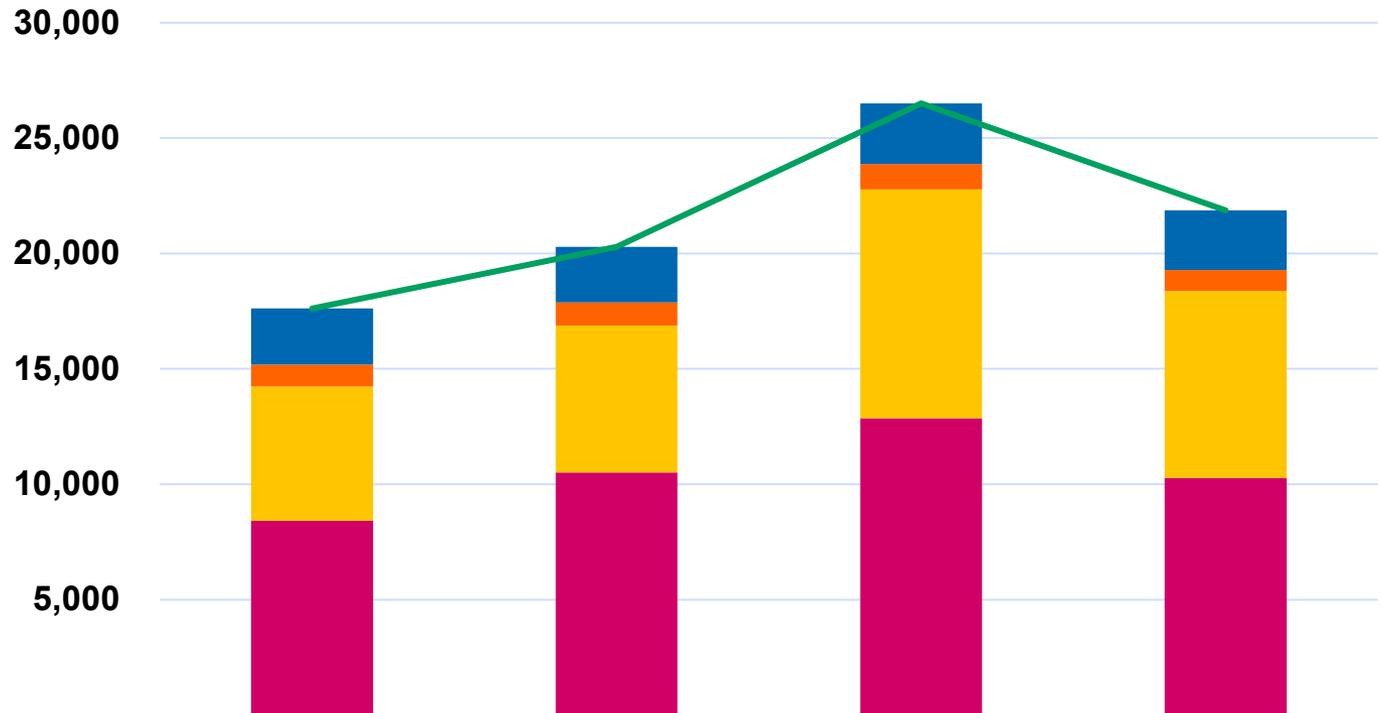
	2022	2023	2024	2025
Non-Resident	\$48,789	\$48,420	\$62,952	\$62,064
Resident	\$9,440	\$11,750	\$13,308	\$11,028
Total	\$58,229	\$60,170	\$76,260	\$73,092



Average Pass Visits



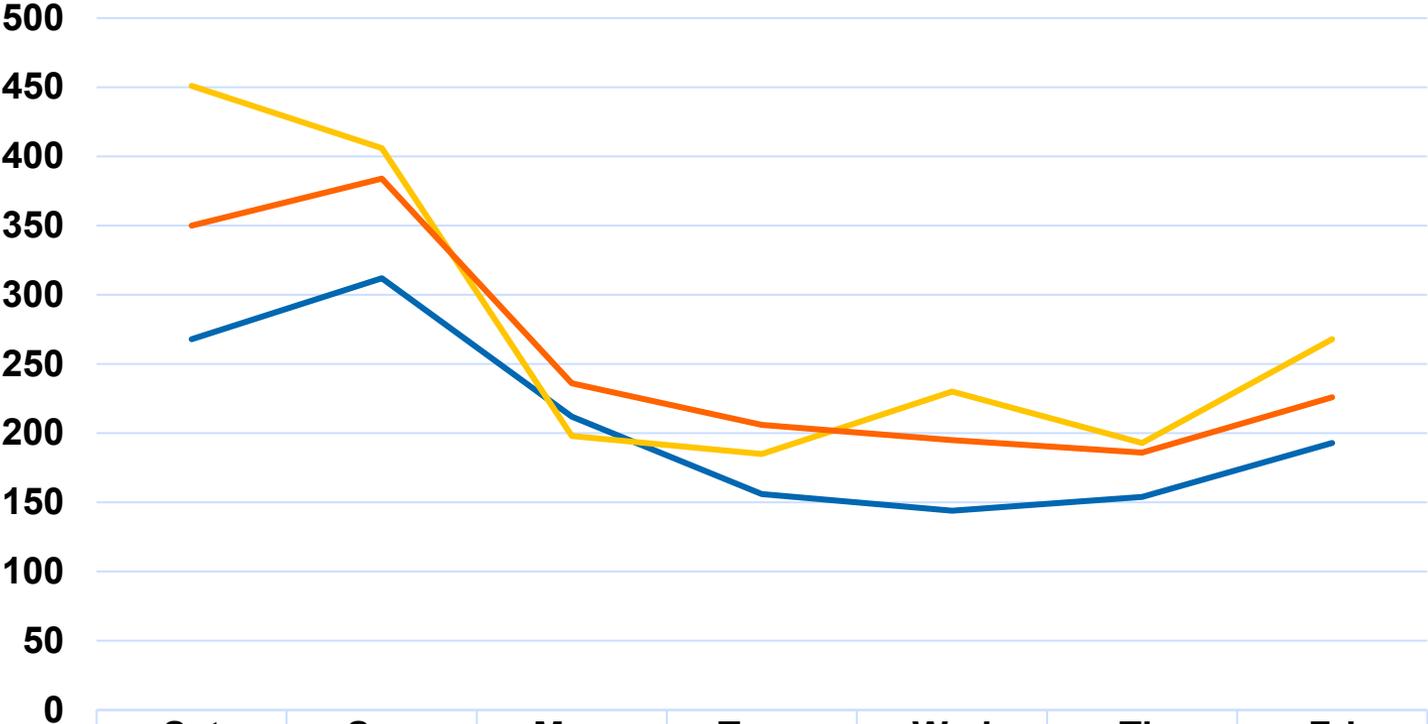
Annual Attendance



	2022	2023	2024	2025
Non-Resident Daily Visit	2,429	2,418	2,623	2,586
Resident Daily Visit	944	991	1,109	919
Non-Resident Pass Visit	5,818	6,376	9,917	8,089
Resident Pass Visit	8,425	10,507	12,857	10,280
Total Visits	17,616	20,292	26,506	21,874



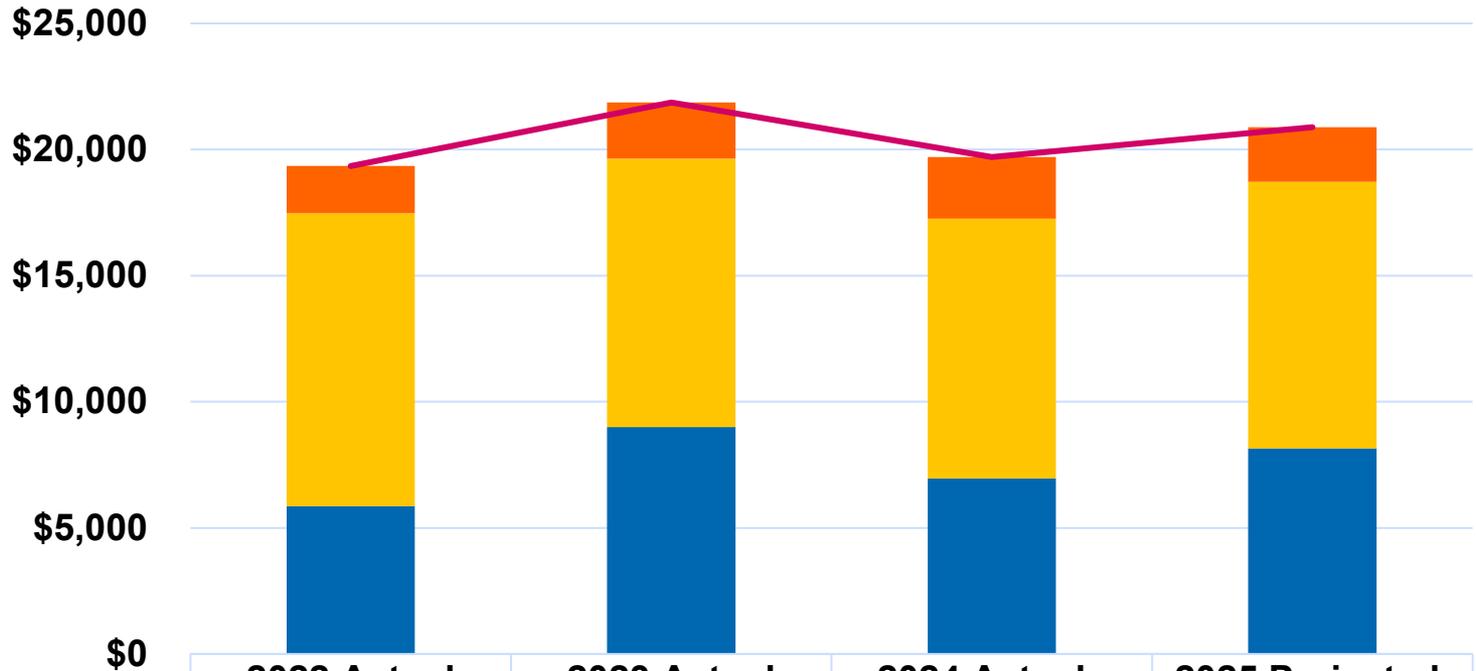
Average Visit by Day



	Sat	Sun	Mon	Tues	Wed	Th	Fri
2023	268	312	212	156	144	154	193
2024	451	406	198	185	230	193	268
2025	350	384	236	206	195	186	226



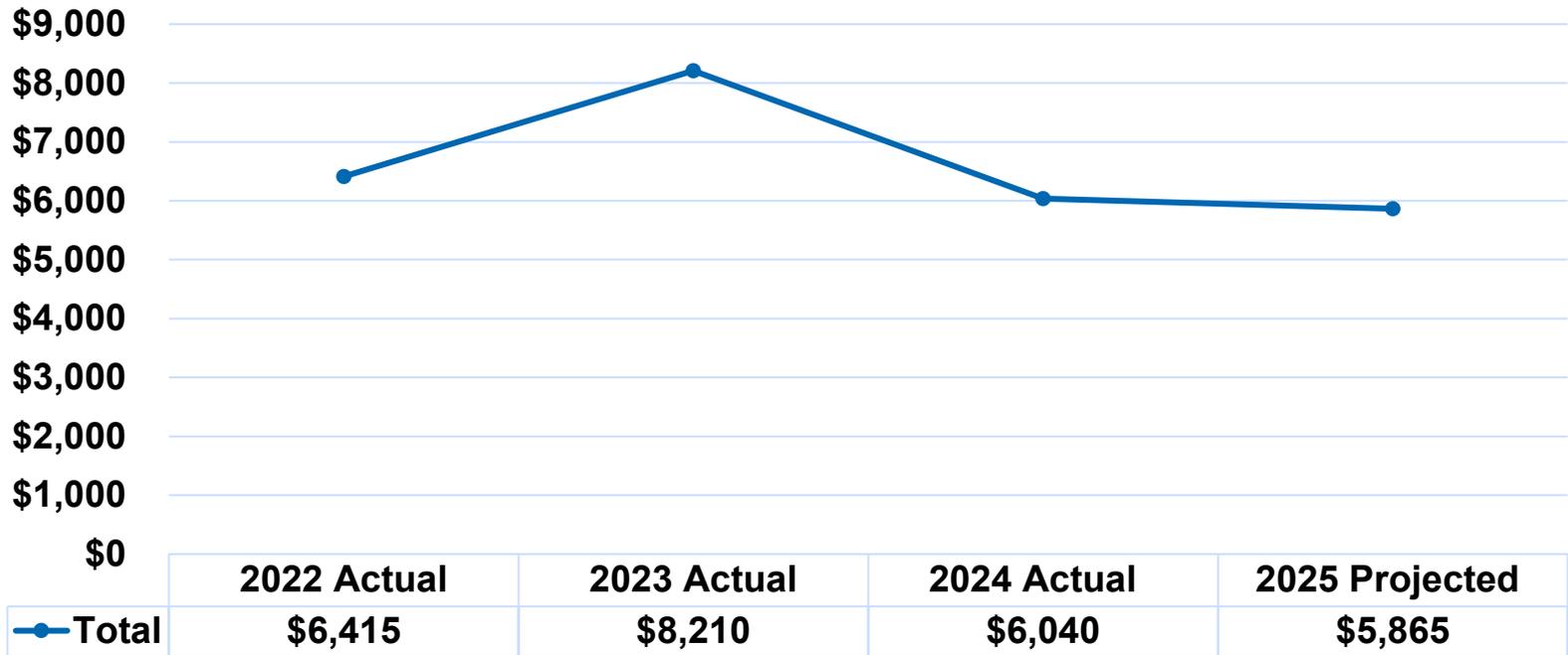
Rental Revenue



	2022 Actual	2023 Actual	2024 Actual	2025 Projected
Chairs/Umbrellas	\$1,864	\$2,226	\$2,441	\$2,160
Sun Shelters	\$11,613	\$10,646	\$10,302	\$10,570
Trellis	\$5,868	\$8,992	\$6,956	\$8,155
Total	\$19,345	\$21,864	\$19,699	\$20,885



Boat, Kayak, and Paddleboard Rentals



Storage Spaces

	Kayak & SUP	Laser/Sunfish/Other	Catamaran	Total
2025	170	9	41	220
2024	170	8	42	220
2023	165	4	50	219
2022	162	4	53	219
2021	162	4	55	221
2020	164	4	53	221
2019	115	6	55	176
2018	103	6	59	168

Boat Storage Waitlist

- Collaborated with Customer Service and Marketing teams to redesign the storage waitlist from improved accuracy, transparency and accessibility
- Created a streamlined process
- Verified residency
- Four categories
 - Resident – Sand Spot
 - Resident – Kayak/SUP
 - Non-Resident – Sand Spot
 - Non-Resident – Kayak/SUP

Boat, Kayak, or SUP Storage

★ WAITLIST AVAILABLE

Adjacent to Glencoe Beach, the Perlman Boating Beach offers sailing for all ages and boat storage. All spaces at the Glencoe Boating Beach are currently filled. However, you can join the waitlist to get a spot at the beach. Spots come with a storage locker and four complimentary beach passes. Residents get priority over non-residents.

Boat Space Waitlist

We offer two types of boat space:

- Boater Sand Waitlist (*Laser II, Neo, Sunfish, Catamarans*)
- Boater Kayak/SUP (*Double Kayak, Kayak, and Stand Up Paddleboards*)

[Join Waitlist](#)

[Check Waitlist Status](#)

[Click Here](#) to view your spot on the waitlist.

– Waitlist FAQs

How long does it take for a spot to open?

Typically, once someone joins the waitlist, it will take a few years to get assigned a spot.

What happens when a spot becomes available?

The first person eligible for the open spot will have 24-48 hours to accept the spot. If we don't hear, we will move to the next eligible person.

Can I add more than more vessel when a spot becomes available.

No. Due to the high demand for space down at the beach we only allow one vessel at a time. You can rejoin the waitlist for another spot.



Boater Waitlist - BOATWAITLIST

Join the boater waitlist. Please review the boater FAQs before joining.

How long does it take for a spot to open? Typically, once someone joins the waitlist, it will take a few years to get assigned a spot.

What happens when a spot becomes available? The first person eligible for the open spot will have 24-48 hours to accept the spot. If we don't hear, we will move to the next eligible person.

Can I add more than one vessel when a spot becomes available? No. Due to the high demand for space down at the beach we only allow one vessel at a time. You can rejoin the waitlist for another spot.

4 Sections ▾

Description	Ages/Grades	Days	Dates	Times	Location	Cost	Activity #	Availability
<input type="checkbox"/> Boater SAND Waitlist - Resident		Su, M, Tu, W, Th, F, Sa	05/11/2024 -10/06/2099	8:30 am - 5:00 pm	Glencoe Boat House	\$0.00/\$0.00	BOATWAITLIST-01	● Waitlist
<input type="checkbox"/> Boater KAYAK/SUP Waitlist - Resident		Su, M, Tu, W, Th, F, Sa	05/11/2024 -10/06/2099	8:30 am - 5:00 pm	Glencoe Boat House	\$0.00/\$0.00	BOATWAITLIST-02	● Waitlist
<input type="checkbox"/> Boater SAND Waitlist - Non-Resident		Su, M, Tu, W, Th, F, Sa	05/11/2024 -10/06/2099	8:30 am - 5:00 pm	Glencoe Boat House	\$0.00/\$0.00	BOATWAITLIST-03	● Waitlist
<input type="checkbox"/> Boater KAYAK/SUP Waitlist - Non-Resident		Su, M, Tu, W, Th, F, Sa	05/11/2024 -10/06/2099	8:30 am - 5:00 pm	Glencoe Boat House	\$0.00/\$0.00	BOATWAITLIST-04	● Waitlist

Boat Storage Waitlist Procedure

Purpose: To ensure fair and efficient allocation of limited boat storage spaces, with priority given to verified Residents of the community. Boat storage includes Sailboats, Kayaks and Paddleboards (SUPs).

Frequency: When a patron wants to join the current waitlist or a spot become available.

Steps:

1. Eligibility

Residents of Glencoe (defined as individuals with a valid residential address within the community and pay taxes to Glencoe Park District) have priority access.

Non-residents may apply but will be placed on the waitlist after all Residents.

Proof of residency (e.g., utility bill, lease agreement) is required at the time of application.

2. Application Process

Interested individuals must register for Boat Storage Waitlist on WebTrac, including:

Full name

Address

Contact information

Type and size of vessel (kayak, paddleboard, or sailboat)

Registration can be submitted online or in person at the Takiff Center with a general registration form.

3. Waitlist Structure

Two tiers of the waitlist will be maintained:

Tier 1: Residents

Tier 2: Non-residents

A	B	C
Space Type	Household #	Waitlist Number
Boater KAYAK/SUP Waitlist - Non-Resident	7640	1
Boater KAYAK/SUP Waitlist - Non-Resident	9010	2
Boater KAYAK/SUP Waitlist - Non-Resident	9346	3
Boater KAYAK/SUP Waitlist - Non-Resident	1147	4
Boater KAYAK/SUP Waitlist - Non-Resident	11559	5
Boater KAYAK/SUP Waitlist - Non-Resident	17127	6
Boater KAYAK/SUP Waitlist - Non-Resident	9339	7
Lastest Updated - 9/19/2025		



Boater Safety Videos

- Partnered with Marketing to create a series of boater safety videos
- Enhance safety practices for public and boaters
- Created an online class to track participation



BOATER SAFETY TIPS

Our team created a series of safety videos to help you prepare for a day on the water. Click on the links below to watch.

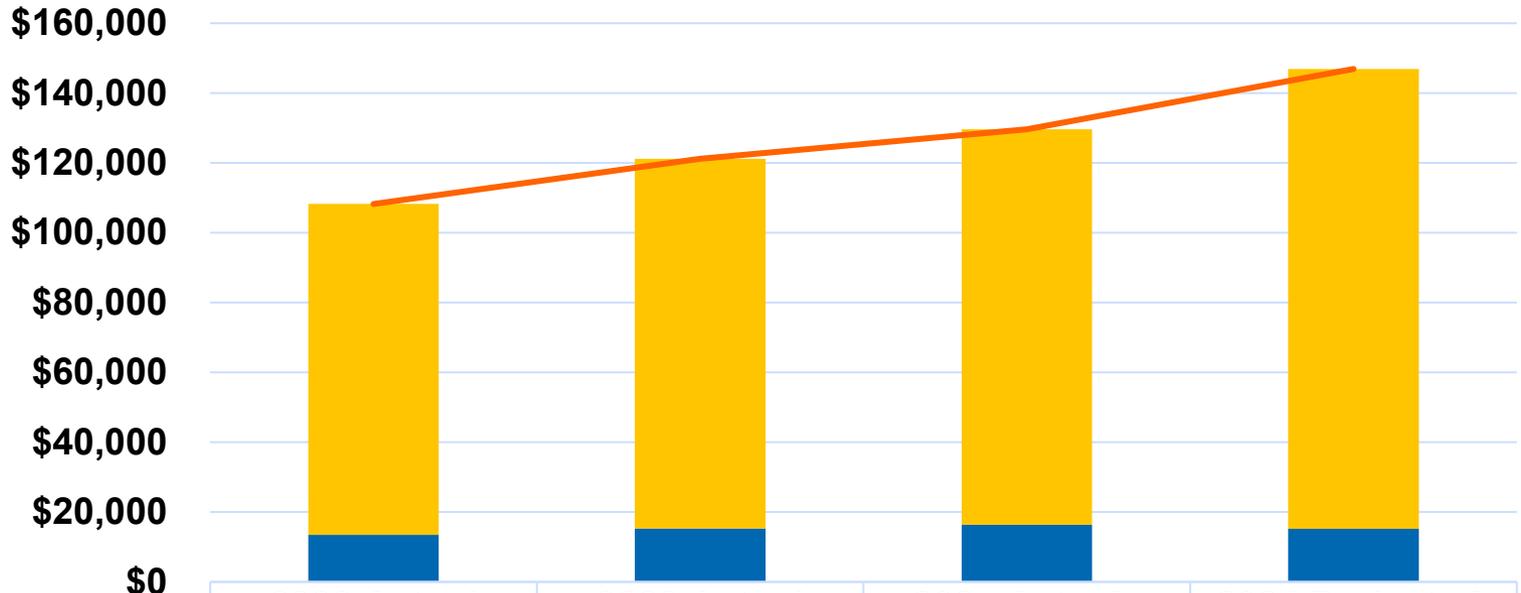
[Boater Safety Introduction](#)

[Know Before You Go](#)

[Boater Assistance Limitations](#)



Boathouse Storage



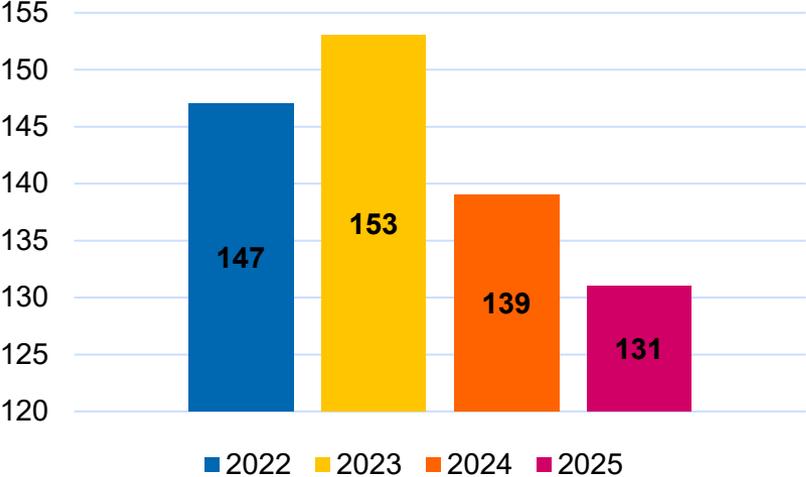
	2022 Actual	2023 Actual	2024 Actual	2025 Projected
Summer Storage	\$94,749	\$105,872	\$113,176	\$131,694
Winter Storage	\$13,485	\$15,281	\$16,437	\$15,210
Total	\$108,234	\$121,153	\$129,613	\$146,904

Beach Programs

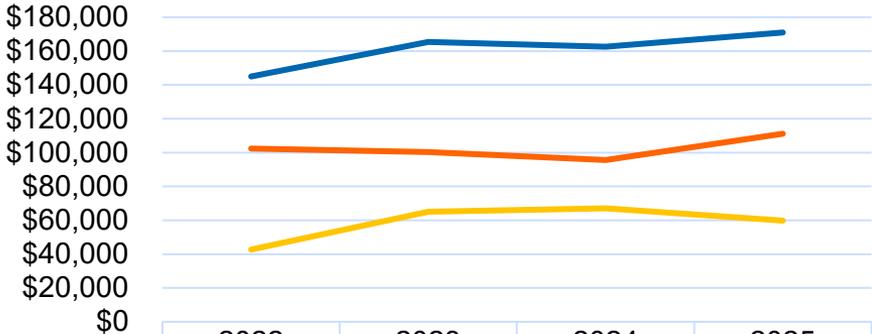
- Aquatics and Sailing Camp
- Sailing Classes
 - Adult
 - Youth
 - Family
- Fitness Classes
- Special Events

Aquatics and Sailing

Camp Enrollment



Financials



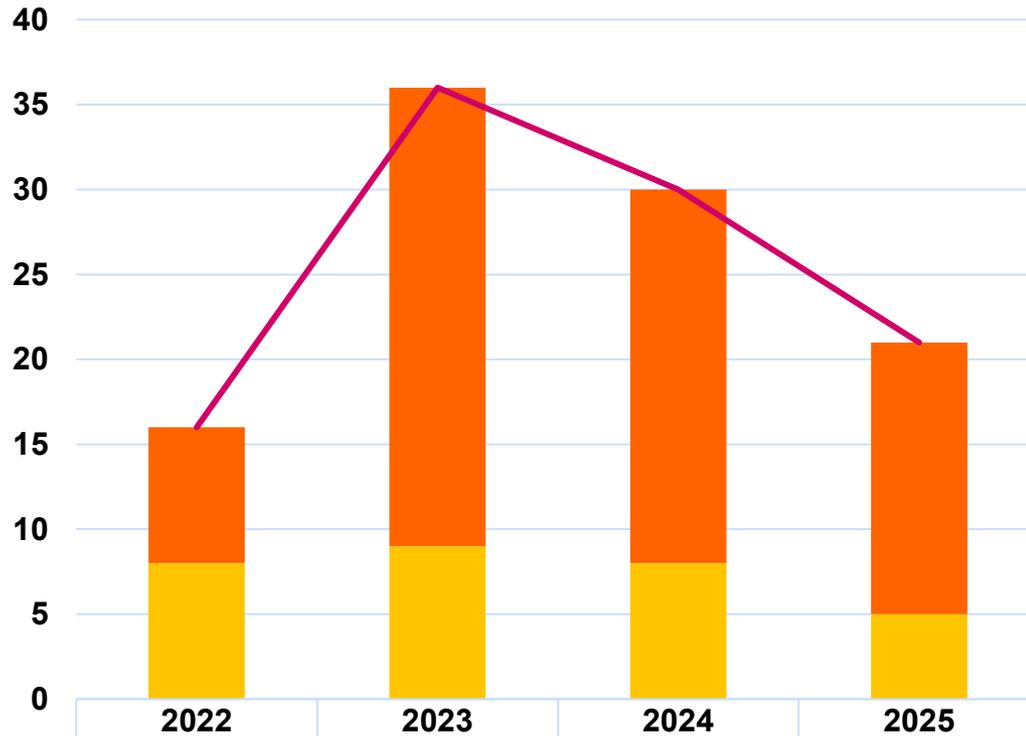
	2022 Actual	2023 Actual	2024 Actual	2025 Projected
Revenue	\$144,988	\$165,414	\$162,661	\$170,971
Expense	\$42,690	\$65,125	\$67,056	\$59,834
Excess of Revenue over Expenditures	\$102,298	\$100,289	\$95,605	\$111,137

*In 2022 we transitioned to full day of Aquatics & Sailing Camp



Sailing Classes

Enrollment



- Sailing Classes
 - Puddle Jumpers
 - Family Sailing
 - Try Sailing
 - Adult Sailing
- Updated Offerings

 Adult/Family Sailing	8	27	22	16
 Youth Sailing	8	9	8	5
 Total	16	36	30	21

Special Events

- Summer Splash
- Beach Campout
- Trellis Table
- Cardboard Regatta
- Movies on the Beach
- Bier on the Pier

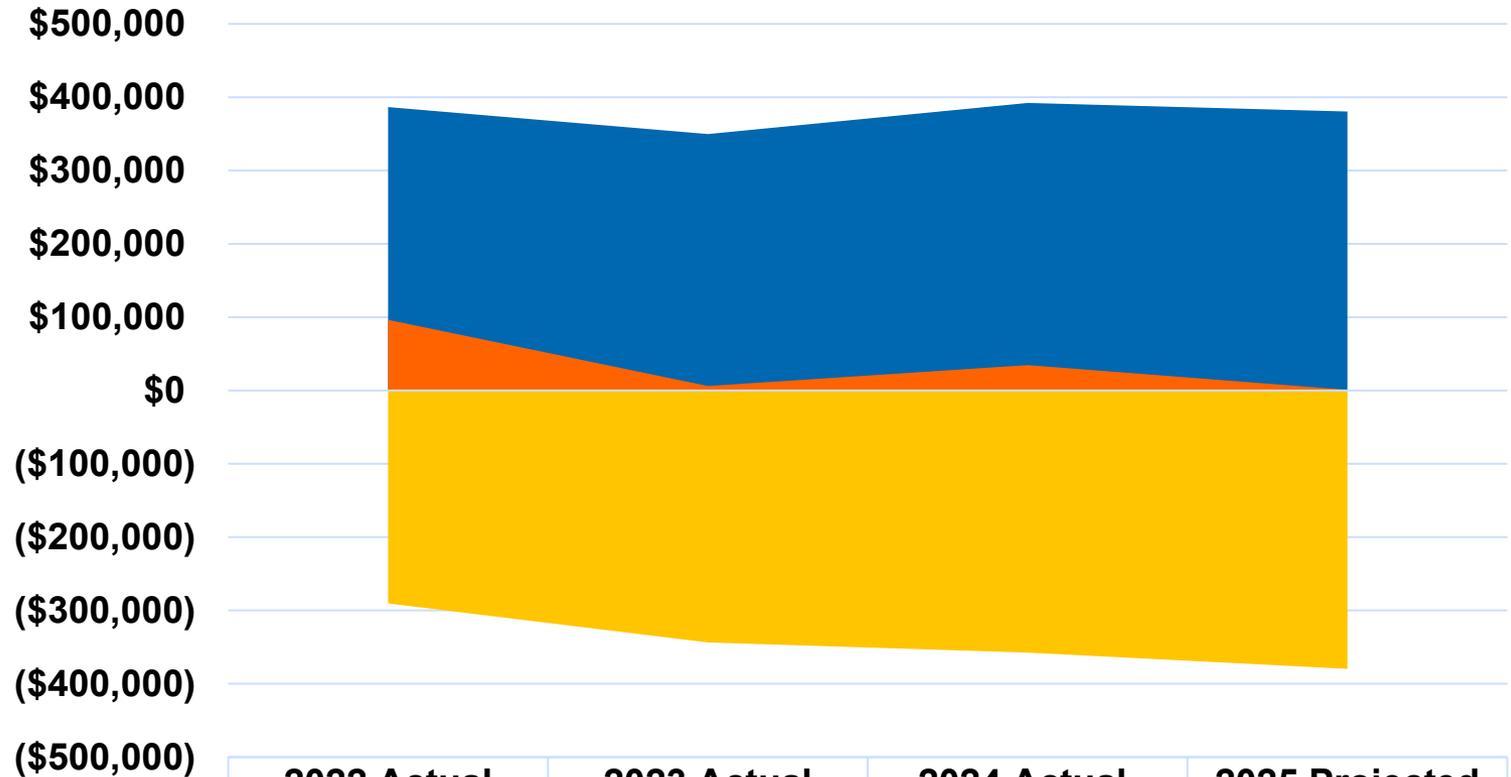


Beach Safe

- Program designed to teach essential beach safety skills
- Interactive coloring pamphlet
- Presented to:
 - Children's Circle
 - District 35 South School
 - District 35 West School
- Educated over 700 students
- Beginning to work on phase two



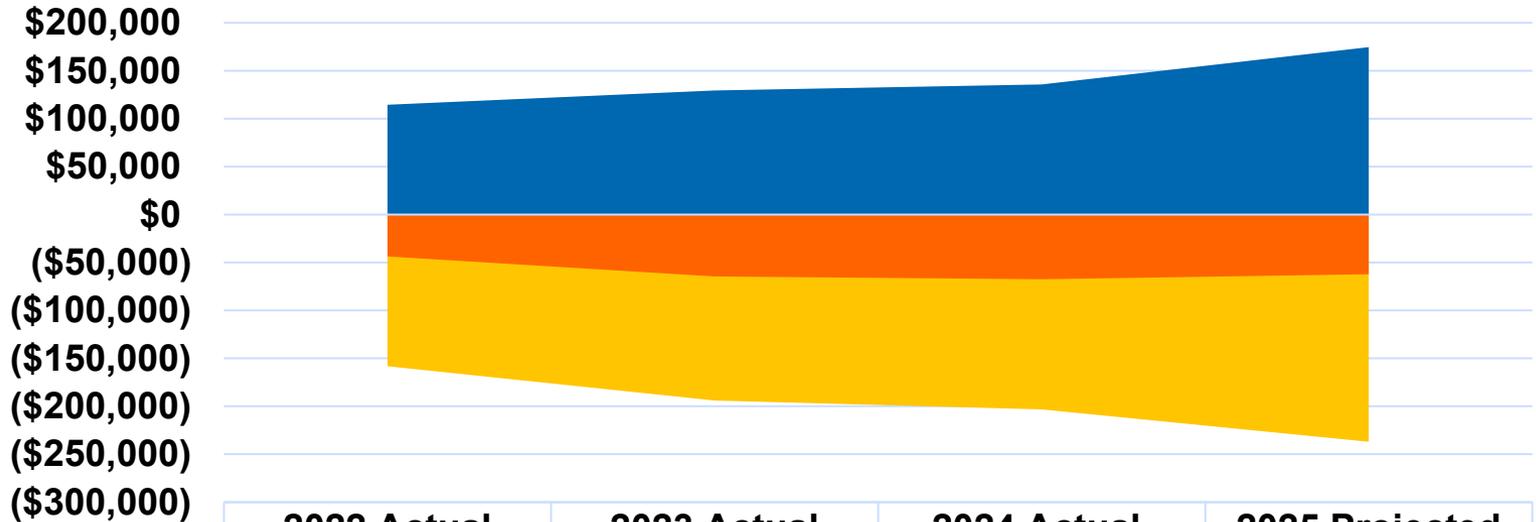
Beach House Financials



	2022 Actual	2023 Actual	2024 Actual	2025 Projected
■ Beach Operation Revenue	\$386,684	\$349,736	\$392,177	\$380,330
■ Beach Operation Expense	(\$290,297)	(\$343,526)	(\$357,323)	(\$379,607)
■ Beach Operation Total	\$96,387	\$6,210	\$34,854	\$723



Boathouse Financials



■ Boat Operation Revenue
 ■ Boat Operation Expense
 ■ Boat Operation Total

	2022 Actual	2023 Actual	2024 Actual	2025 Projected
Boat Operation Revenue	\$114,650	\$129,363	\$135,749	\$174,628
Boat Operation Expense	(\$158,289)	(\$194,020)	(\$203,185)	(\$236,975)
Boat Operation Total	(\$43,639)	(\$64,657)	(\$67,436)	(\$62,347)



Overall Financials

Overall Financial	2022 Actual	2023 Actual	2024 Actual	2025 Projected	2025 Budgeted
Beach Operation	\$96,387	\$6,210	\$34,854	\$723	\$9,590
Boat Operation	\$43,639	\$64,657	\$67,436	\$62,347	\$71,567
Beach Programs	\$98,618	\$107,913	\$104,458	\$122,603	\$94,074
Total Financials	\$151,366	\$49,466	\$71,876	\$60,979	\$12,917

10-Year Data

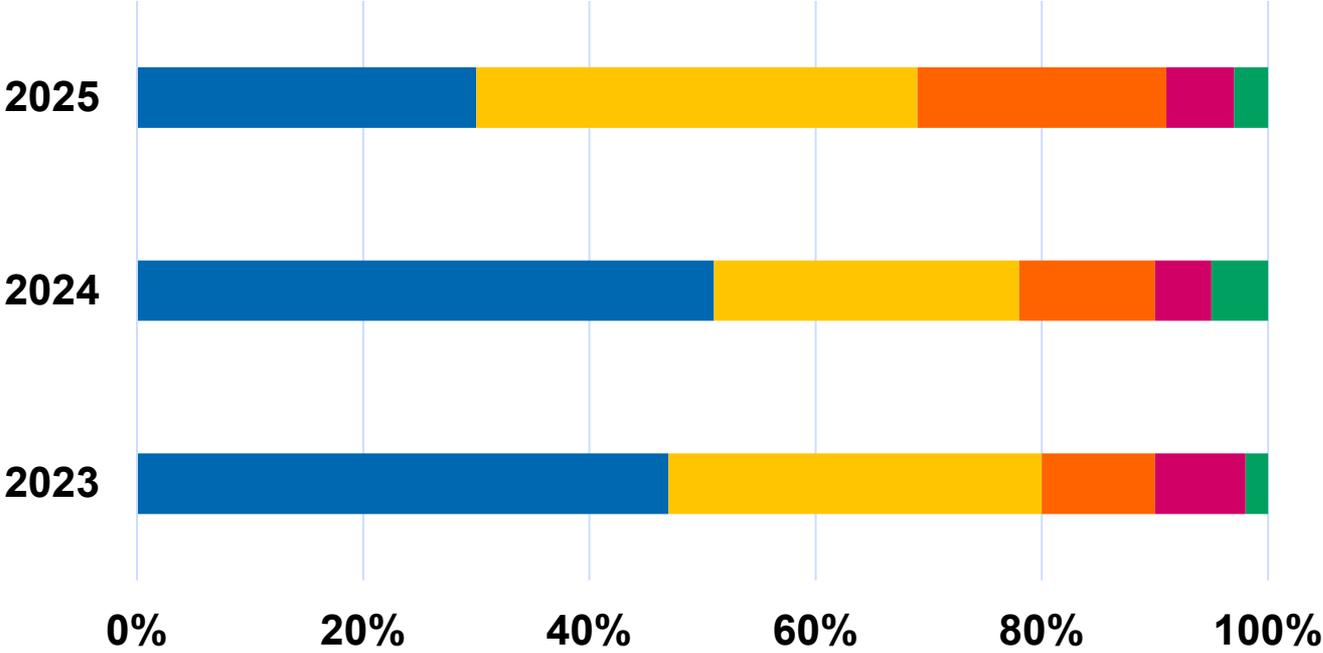
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Expenses	\$269,973	\$257,546	\$248,460	\$249,458	\$277,682	\$327,044	\$287,964	\$343,526	\$357,323	\$379,607
Total Visit Revenue	\$267,303	\$249,203	\$279,795	\$252,234	\$255,378	\$526,972	\$362,545	\$312,710	\$356,718	\$341,162
Total Visits	25,848	15,694	17,582	21,359	51,769	32,614	17,616	20,292	26,506	21,874
Revenue per Visit	\$10.33	\$15.88	\$15.91	\$11.81	\$4.93	\$16.16	\$20.58	\$15.41	\$13.46	\$15.60
Cost per Visit	\$10.44	\$16.41	\$14.13	\$11.68	\$5.36	\$10.03	\$16.35	\$16.93	\$13.48	\$17.35



Survey Results

- Total responses
 - 2025: 236
 - 2024: 362
 - 2023: 166

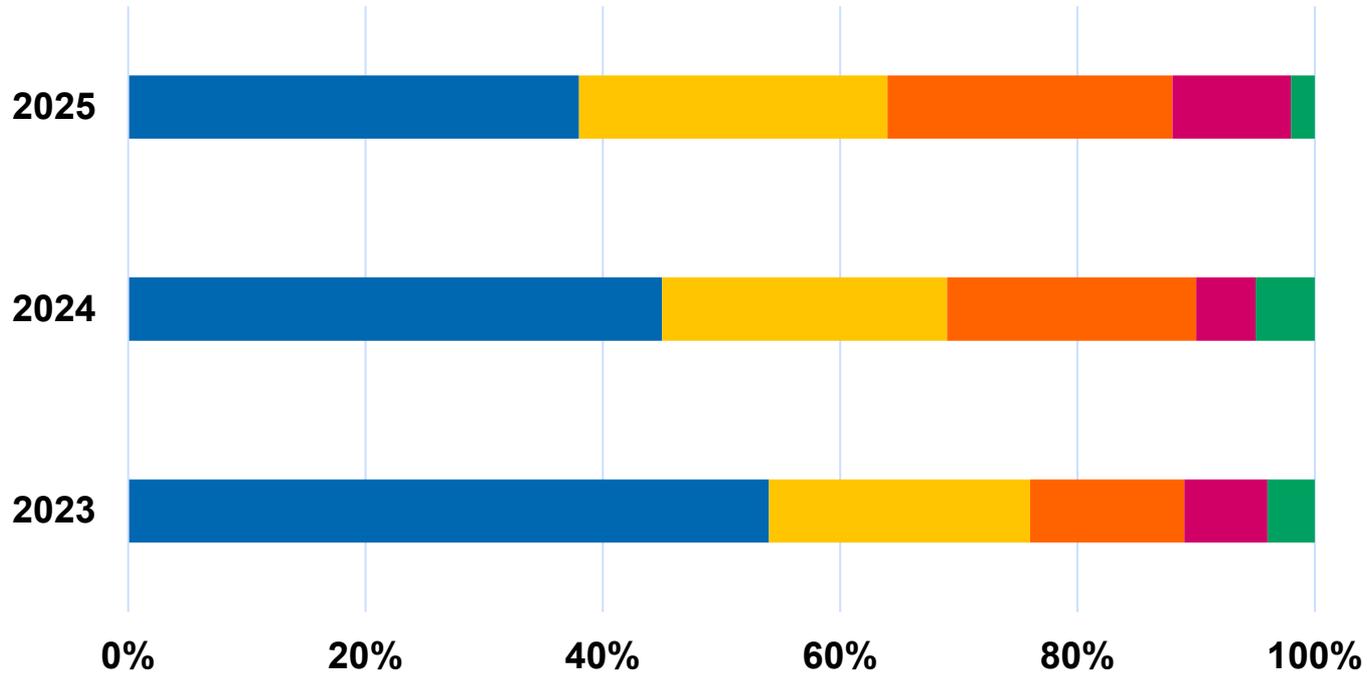
Overall Satisfaction



	2023	2024	2025
■ Excellent	47%	51%	30%
■ Very Good	33%	27%	39%
■ Good	10%	12%	22%
■ Fair	8%	5%	6%
■ Poor	2%	5%	3%



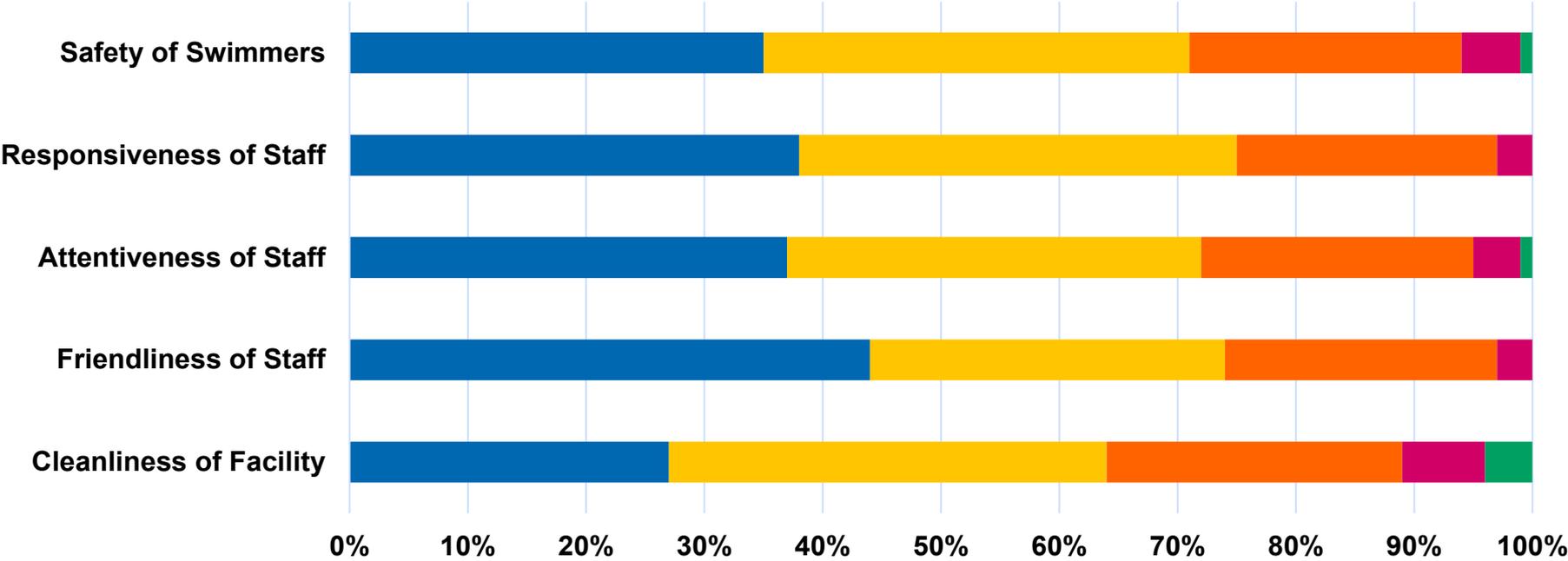
Value of Beach Pass



	2023	2024	2025
■ Excellent	54%	45%	38%
■ Very Good	22%	24%	26%
■ Good	13%	21%	24%
■ Fair	7%	5%	10%
■ Poor	4%	5%	2%



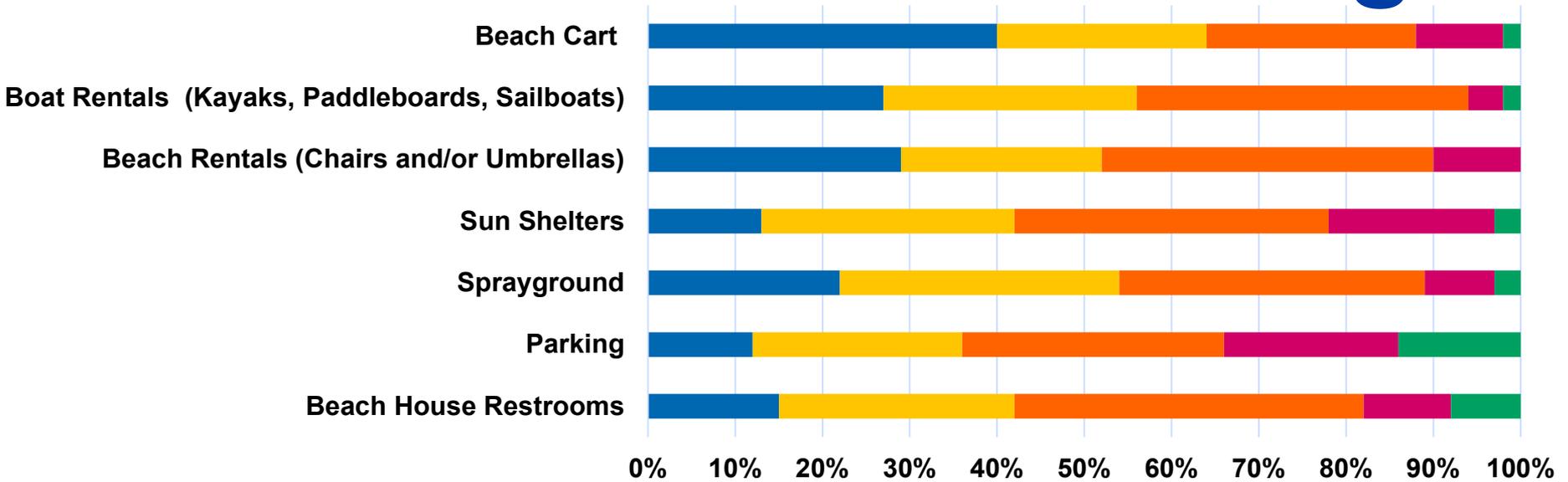
Beach Staff Rating



	Cleanliness of Facility	Friendliness of Staff	Attentiveness of Staff	Responsiveness of Staff	Safety of Swimmers
■ Excellent	27%	44%	37%	38%	35%
■ Very Good	37%	30%	35%	37%	36%
■ Good	25%	23%	23%	22%	23%
■ Fair	7%	3%	4%	3%	5%
■ Poor	4%	0%	1%	0%	1%



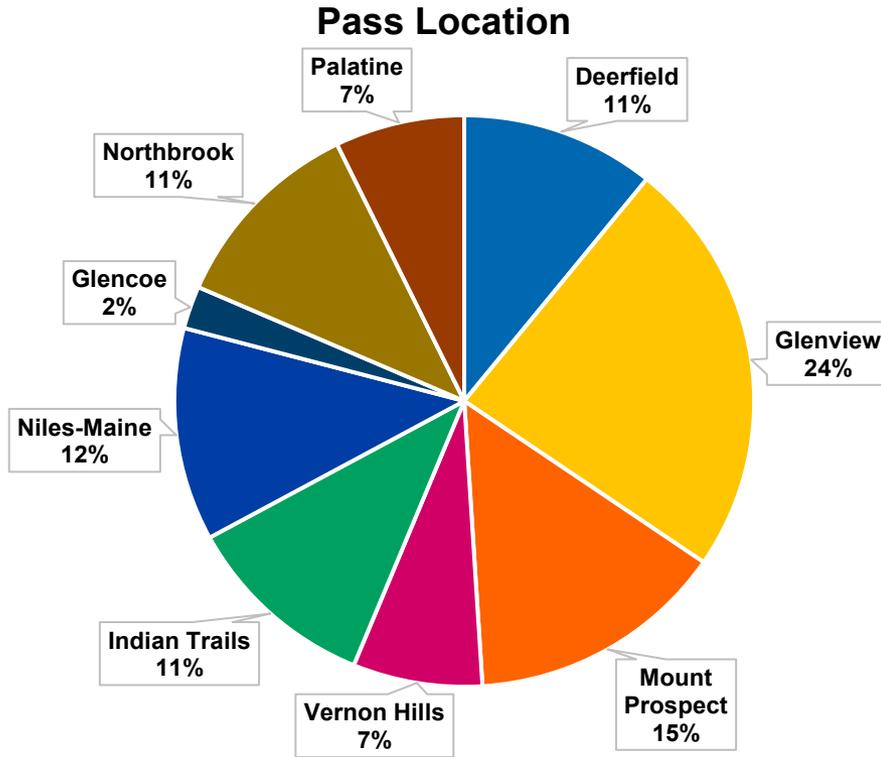
Beach Amenities Rating



	Beach House Restrooms	Parking	Sprayground	Sun Shelters	Beach Rentals (Chairs and/or Umbrellas)	Boat Rentals (Kayaks, Paddleboards, Sailboats)	Beach Cart
■ Excellent	15%	12%	22%	13%	29%	27%	40%
■ Very Good	27%	24%	32%	29%	23%	29%	24%
■ Good	40%	30%	35%	36%	38%	38%	24%
■ Fair	10%	20%	8%	19%	10%	4%	10%
■ Poor	8%	14%	3%	3%	0%	2%	2%



Explore Illinois Pass



- Partnership with Reaching across Illinois Library Systems to offer Glencoe Beach Passes
- Check out a pass to provide access for up to six family members
- 677 patrons checked into the beach
- 322 visits on the weekend – passholder only

Northbrook Agreement

Glencoe Residents

- Resident rates at Northbrook's two pools
- Resident rates at Northbrook's aquatics programs
- Resident rates at Northbrook's Dog Park
(24 total passes sold)

Northbrook Residents

- Resident rates at Glencoe Beach



Pass Data

	2023			2024			2025		
	Revenue	Visits	Rev/Visit	Revenue	Visits	Rev/Visit	Revenue	Visits	Rev/Visit
Glencoe Beach	\$48,455	3,467	\$13.98	\$51,048	1,801	\$28.34	\$49,172	1,724	\$28.52
Northbrook Pools	\$7,267	595	\$12.21	\$10,636	757	\$14.05	\$11,116	956	\$11.06



Future Considerations

- Transitioning from American Red Cross to StarGuard Elite as our certifying body and aquatic risk prevention agency
- Adjusting Aquatics and Sailing Camp to match enrollment weeks to traditional camps.
 - Age group from Grades 2-8 to Grade 2-6
- Create boater handbook as an onboarding tool for new and existing boaters
- Explore cost analysis of expanding beach hours and services and its financial impact on the operation





glencoeParkdistrict.com



2025 Glencoe Beach Season
Passholder Survey Response Summary

Q1 Please rate your overall satisfaction with Glencoe Beach during the 2025 season:

Answered: 236 Skipped: 0

3.9★
average rating



	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.97% 7	6.36% 15	21.61% 51	38.98% 92	30.08% 71	236	3.87

Q2 Please rate the value in relation to fees of your Beach Season pass:

Answered: 236 Skipped: 0

3.9★

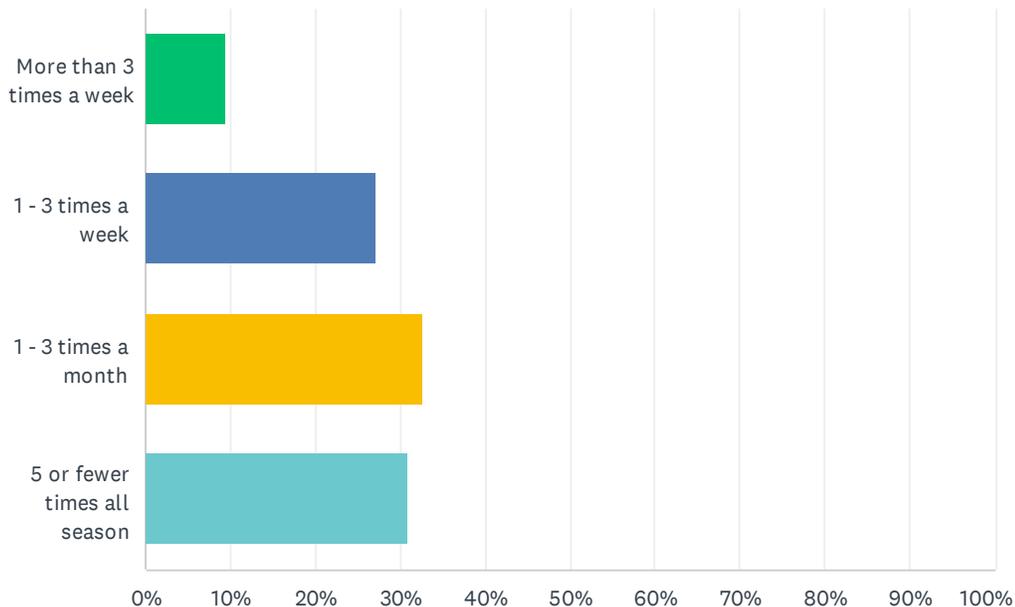
average rating



	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
☆	2.12%	9.75%	23.73%	26.69%	37.71%		
	5	23	56	63	89	236	3.88

Q3 How often did you or your family members attend Glencoe Beach this year?

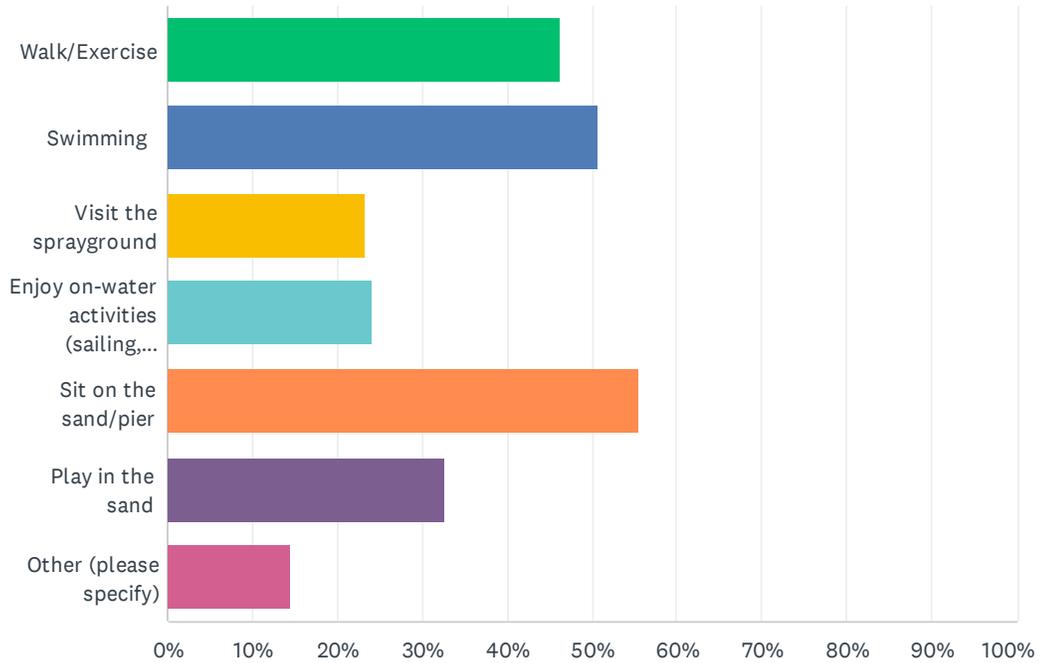
Answered: 236 Skipped: 0



ANSWER CHOICES	RESPONSES	
More than 3 times a week	9.32%	22
1 - 3 times a week	27.12%	64
1 - 3 times a month	32.63%	77
5 or fewer times all season	30.93%	73
TOTAL		236

Q4 Why do you visit Glencoe Beach?

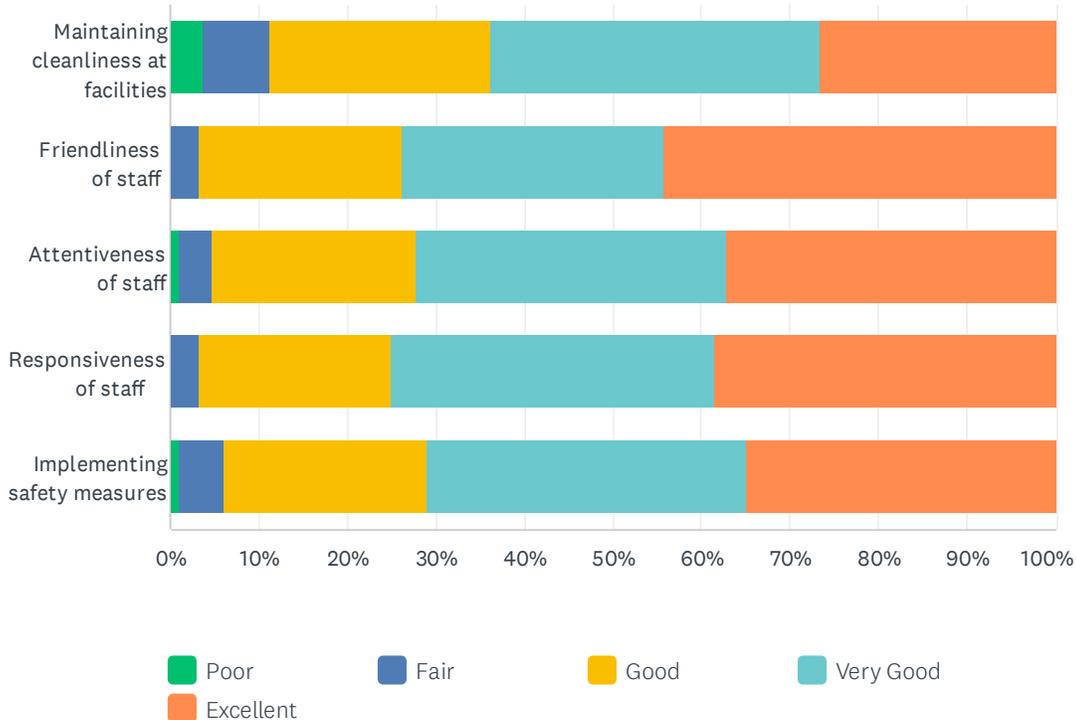
Answered: 236 Skipped: 0



ANSWER CHOICES	RESPONSES	
Walk/Exercise	46.19%	109
Swimming	50.85%	120
Visit the sprayground	23.31%	55
Enjoy on-water activities (sailing, kayaking, SUP)	24.15%	57
Sit on the sand/pier	55.51%	131
Play in the sand	32.63%	77
Other (please specify)	14.41%	34
Total Respondents: 236		

Q5 When thinking about the beach staff, including lifeguards, cashiers, and management, please rate the following attributes:

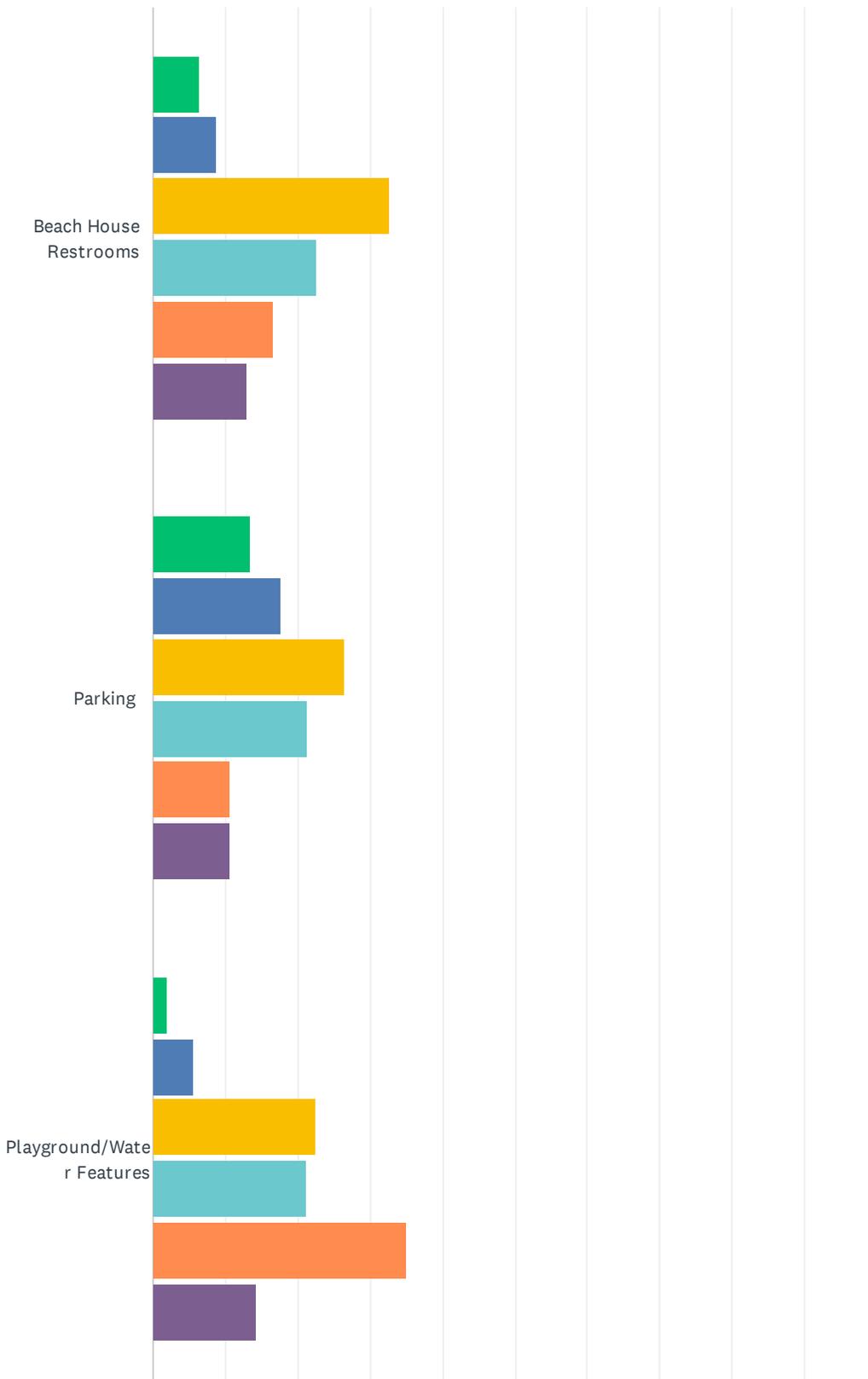
Answered: 219 Skipped: 17



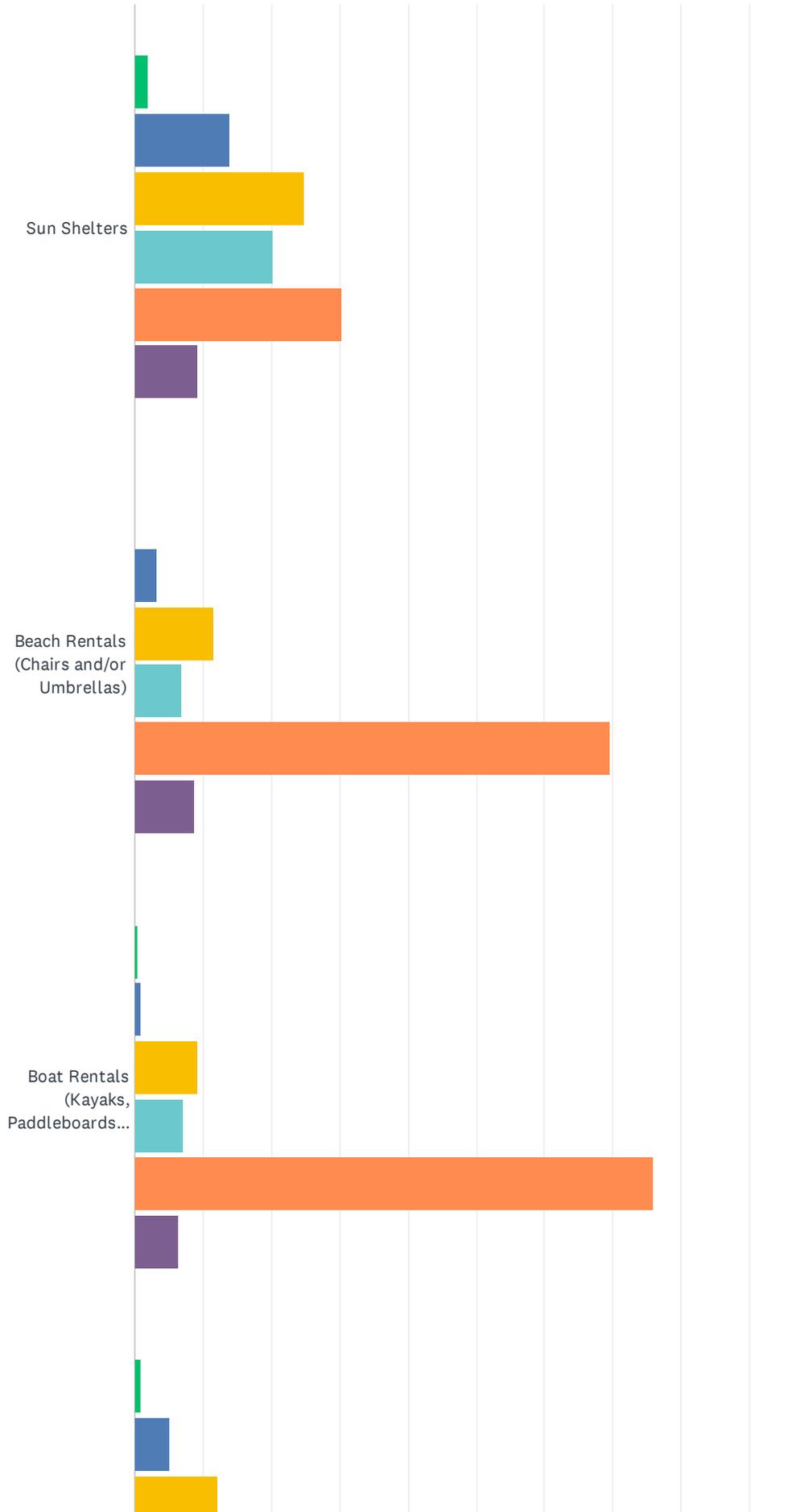
	POOR	FAIR	GOOD	VERY GOOD	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Maintaining cleanliness at facilities	3.72% 8	7.44% 16	25.12% 54	37.21% 80	26.51% 57	215	3.75
Friendliness of staff	0.00% 0	3.23% 7	23.04% 50	29.49% 64	44.24% 96	217	4.15
Attentiveness of staff	0.93% 2	3.72% 8	23.26% 50	34.88% 75	37.21% 80	215	4.04
Responsiveness of staff	0.00% 0	3.24% 7	21.76% 47	36.57% 79	38.43% 83	216	4.10
Implementing safety measures	0.93% 2	5.14% 11	22.90% 49	35.98% 77	35.05% 75	214	3.99

Q6 Please rate the following Glencoe Beach amenities. If you did not use a particular amenity, please mark N/A for not applicable.

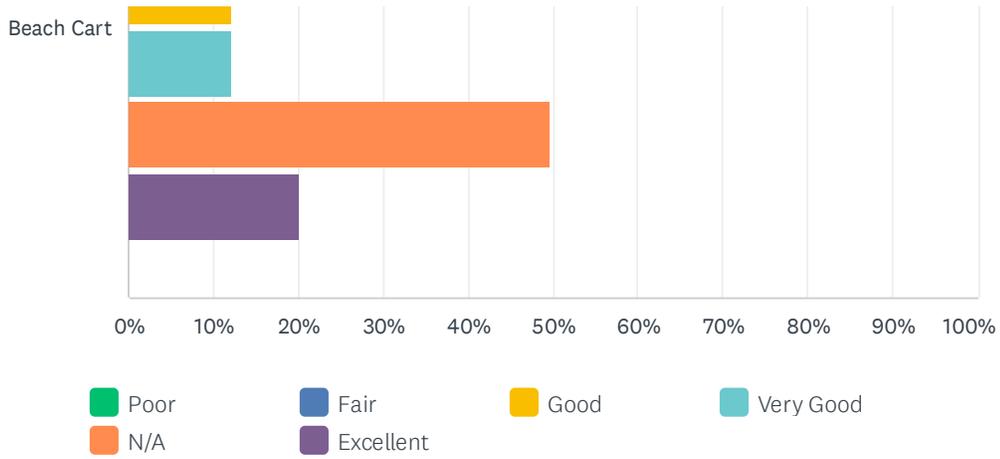
Answered: 219 Skipped: 17



2025 Glencoe Beach Season Passholder Survey



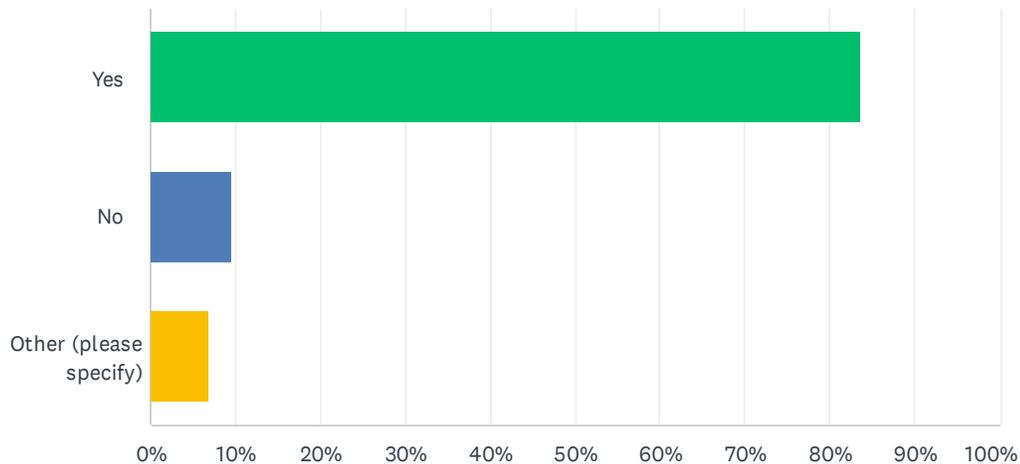
2025 Glencoe Beach Season Passholder Survey



	POOR	FAIR	GOOD	VERY GOOD	N/A	EXCELLENT	TOTAL	WEIGHTED AVERAGE
Beach House Restrooms	6.45% 14	8.76% 19	32.72% 71	22.58% 49	16.59% 36	12.90% 28	217	3.32
Parking	13.43% 29	17.59% 38	26.39% 57	21.30% 46	10.65% 23	10.65% 23	216	2.98
Playground/Water Features	1.83% 4	5.50% 12	22.48% 49	21.10% 46	34.86% 76	14.22% 31	218	3.62
Sun Shelters	1.83% 4	13.76% 30	24.77% 54	20.18% 44	30.28% 66	9.17% 20	218	3.30
Beach Rentals (Chairs and/or Umbrellas)	0.00% 0	3.23% 7	11.52% 25	6.91% 15	69.59% 151	8.76% 19	217	3.70
Boat Rentals (Kayaks, Paddleboards, Sailboats)	0.46% 1	0.93% 2	9.26% 20	6.94% 15	75.93% 164	6.48% 14	216	3.75
Beach Cart	0.93% 2	5.12% 11	12.09% 26	12.09% 26	49.77% 107	20.00% 43	215	3.90

Q7 Were you satisfied with the number of people at the beach when visiting?

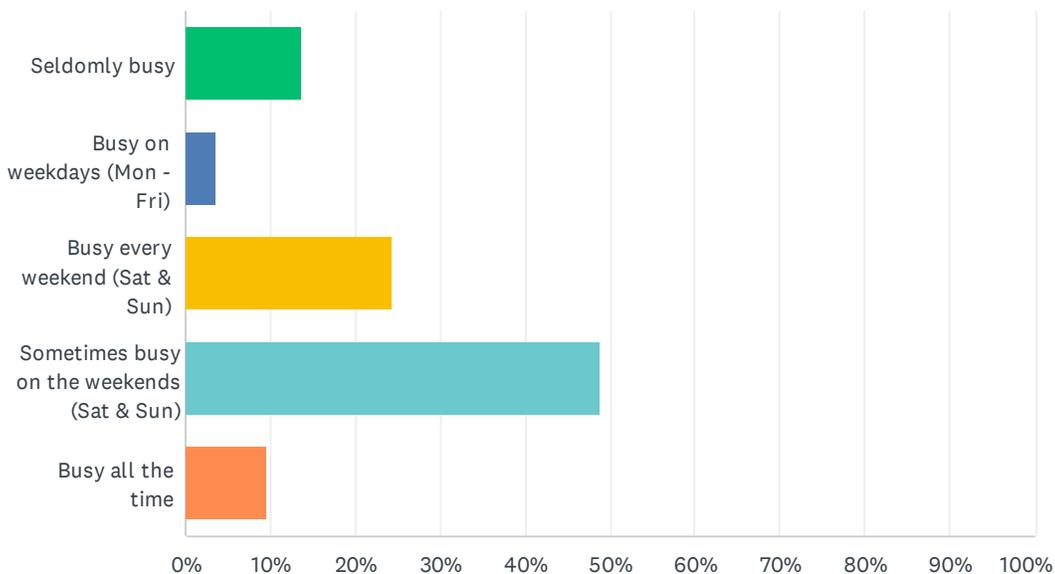
Answered: 219 Skipped: 17



ANSWER CHOICES	RESPONSES	
Yes	83.56%	183
No	9.59%	21
Other (please specify)	6.85%	15
TOTAL		219

Q8 I find the swim area to be:

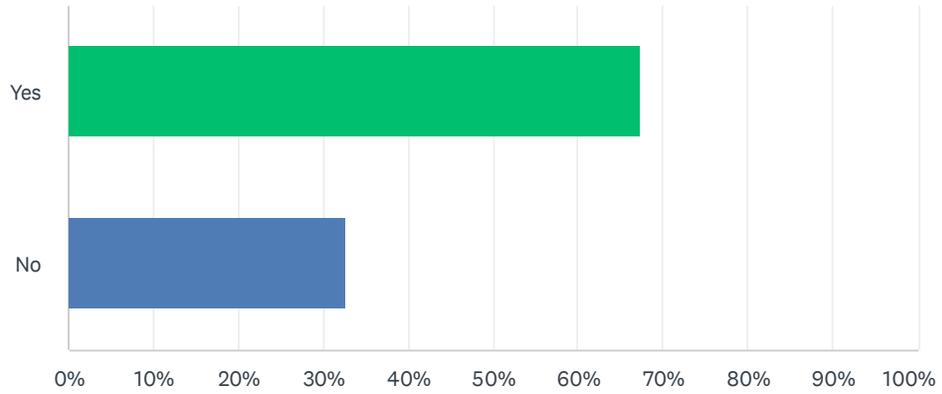
Answered: 219 Skipped: 17



ANSWER CHOICES	RESPONSES	
Seldomly busy	13.70%	30
Busy on weekdays (Mon - Fri)	3.65%	8
Busy every weekend (Sat & Sun)	24.20%	53
Sometimes busy on the weekends (Sat & Sun)	48.86%	107
Busy all the time	9.59%	21
TOTAL		219

Q9 Are you a Glencoe resident?

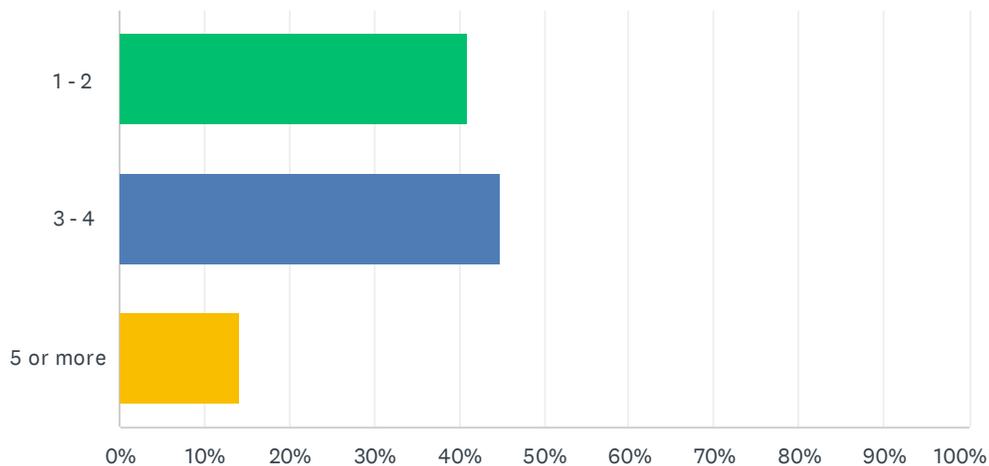
Answered: 212 Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	67.45%	143
No	32.55%	69
TOTAL		212

Q10 How many people reside in your household? (Please select one answer):

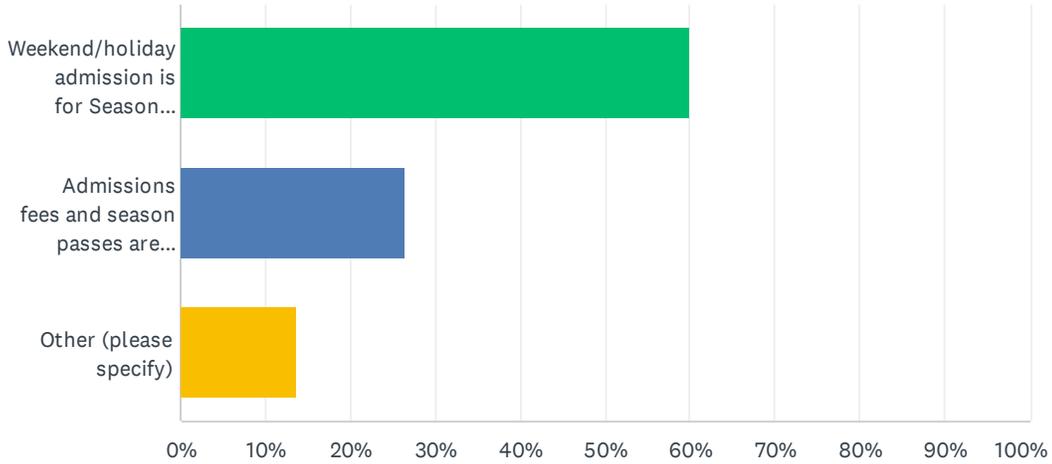
Answered: 212 Skipped: 24



ANSWER CHOICES	RESPONSES	
1 - 2	41.04%	87
3 - 4	44.81%	95
5 or more	14.15%	30
TOTAL		212

Q11 The Glencoe Park District is currently assessing options for next season. Please select the option you like best.

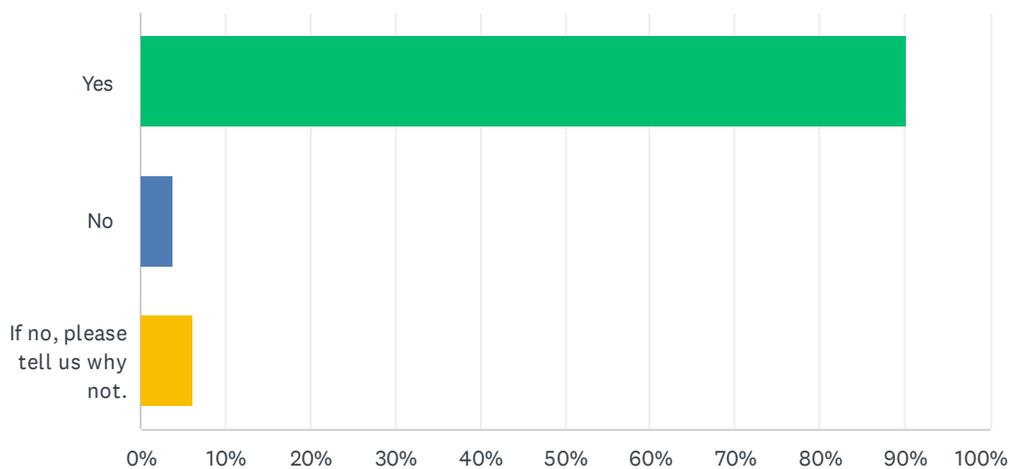
Answered: 212 Skipped: 24



ANSWER CHOICES	RESPONSES
Weekend/holiday admission is for Season Passholders only. Daily admissions can be purchased on weekdays after 12pm.	59.91% 127
Admissions fees and season passes are accepted during all operating hours.	26.42% 56
Other (please specify)	13.68% 29
TOTAL	212

Q12 Do you plan to purchase a season pass in 2026?

Answered: 212 Skipped: 24



ANSWER CHOICES	RESPONSES	
Yes	90.09%	191
No	3.77%	8
If no, please tell us why not.	6.13%	13
TOTAL		212

VII. Discussion of 2026-2027 Board Calendar

Glencoe Park District
December 2025 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Park Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: 2026-2027 Board Calendar
DATE: November 21, 2025

Under Senate Bill 243, the Open Meetings Act is amended to prohibit public bodies from scheduling regular or special meetings on election days, including general, consolidated, and primary elections. Although not yet signed into law, it will likely become effective on January 1, 2026.

As we look ahead to setting our 2026-2027 Fiscal Year meeting calendar, two of our traditionally scheduled meeting dates conflict with election days: March 17, 2026, and November 3, 2026.

At the December committee meeting, the Board should discuss the dates for the March Regular Board meeting and the November Regular Committee meeting, as well as any other first or third Tuesdays that would pose a significant conflict for a regular meeting.

The tentative 2026-2027 Board Calendar is attached for review and discussion with the goal of formal approval at the December Regular Board meeting.



**Glencoe Park District
Regular Board & Committee Meeting
Dates 2026-2027 Fiscal Year**

Unless noted below, meetings are normally held at Takiff Center, 999 Green Bay Rd., Glencoe, IL at 7:00pm. Board meetings are normally held on the third Tuesday and Committee meetings on the first Tuesday each month.

Regular Board Meetings

___, March __, 2026	7:00pm
TU, April 21, 2026	7:00pm
TU, May 19, 2026	7:00pm
TU, June 16, 2026	7:00pm
TU, July 21, 2026	7:00pm
TU, August 18, 2026	7:00pm
TU, September 15, 2026	7:00pm
TU, October 20, 2026	7:00pm
TU, November 17, 2026	7:00pm
TU, December 15, 2026	7:00pm
TU, January 19, 2027	7:00pm
TU, February 16, 2027	7:00pm

Regular Committee Meetings

TU, March 3, 2026	7:00pm
TU, April 7, 2026	7:00pm
TU, May 5, 2026	7:00pm
TU, June 2, 2026	7:00pm
TU, July 7, 2026	7:00pm
TU, August 4, 2026	7:00pm
TU, September 1, 2026	7:00pm
TU, October 6, 2026	7:00pm
___, November __, 2026	7:00pm
TU, December 1, 2026	7:00pm
TU, January 5, 2027	7:00pm
TU, February 2, 2027	7:00pm

The above dates and times are subject to change with proper legal notice.

There are Special Board and Committee meetings of the Park Board, which meet on an irregular basis as needed. Organizations/individuals will be sent notices or agendas as requested.

Lisa M. Sheppard, CPRP
Executive Director and Board Secretary

Approved: