



To: Park Board Commissioners

From: Executive Director Rini and the Senior Leadership Team

Date: November 17, 2025

Re: WEEKLY MEMO

Dates To Remember:

<i>Date</i>	<i>Event</i>	
November 15	Dolphins Swim Meet, Bensenville	TBD
November 16	Springers Tumbling Meet, FVRC	10am-5pm
November 17-23	Free Dance Trial Week, SRC	Various
November 18	Adult Trips Program Preview Day, FVRC	2-3:30pm
November 19	\$0 Enrollment Begins & 10% Off Personal Training	All Day
November 20	Adult Trip, A Beautiful Noise: The Neil Diamond Musical	10:30am-5:30pm
November 23	Dolphins Swim Meet, Mt. Prospect	3:00pm
November 25	Adult Trip, The Little Traveler	10:30am-3:15pm
November 26	Adult Trip, A Beautiful Noise: The Neil Diamond Musical	10:30am-5:30pm
November 28	Free Day (Black Friday), FVF	All Day
December 5	Adult Trip, The Walnut Room	9:15am-2:15pm
December 5	Beetlejuice Theatre Performance, GBN	7pm
December 6	Dolphins Swim Meet, FVRC	10:30am-5:00pm
December 6	Holiday Hangover 3v3 Adult Basketball Tournament, FVRC	10am-2pm
December 6	Holiday Dance Showcases, GBN	10am, 1pm, 4pm
December 7	Springers Tumbling Meet, Glen Ellyn	TBA
December 7	Polar Express, Roselle Train Station	9am-3pm
December 8	Adult Trip, Naperville Holiday Lights Trolley	4:15-7:30pm
December 10	Adult Trip, White Christmas	11am-5:15pm
December 12	Adult Trip, The Walnut Room	9:15am-2:15pm
December 12	Grinchmas!, Coyote Crossing Mini Golf	4:45-7pm
December 13	Adult Volleyball/Badminton Tournament, FVRC	9am-6pm
December 14	Springers Tumbling Meet, Fox Valley	TBA
December 17	Preschool Holiday Sing-a-longs, FVRC	9:15, 10:15, 11:15am, 2:15pm
December 18	Adult Trip, Christmas Around the World	8:30am-4pm
December 19	Adult Trip, Lincoln Park Zoo Lights	3:30-10pm
December 30	Teenie Weenie New Year's Eve, FVRC	10:30am-12:30pm

Strategic Goal and Initiative #1

Take Care of What We Have

- PARKS
 - Staff cut down a willow tree at Veteran's Park that was dead and safety a hazard concern.
 - Staff planted three new Memorial Trees throughout the park system.
 - Staff has begun the process of winterizing the park system.
 - Staff is working on Grinchmas cut outs for the recreation team.
- Tagg Property – excavation has commenced on the property to restore it to wetland. On Tuesday, November 11 the contractor will begin trucking in fill. Once the area is filled back in, it will be seeded and ready for monitoring.
- FACILITIES
 - Staff winterized locker rooms at CCWP.
 - Staff cleaned and replaced filters in all vestibule wall heaters at FVRC.
 - Staff changed air filters for the gymnastics HVAC.

Strategic Goal and Initiative #2

Improve Financial Position

- Deposits received:
 - \$25 Gov Deals - floor sweeper
 - \$167.99 Felco Vending – FVRC
 - \$85.28 Felco Vending – Simkus Recreation Center
 - \$9,200 Carol Stream Parks Foundation – Bus \$4,000; Pleasant Hill bench \$2,500; Birchbark-Fair Oaks Path bench \$2,500; Tree Lighting Hot Coco \$200
 - \$240 Trick or Treat Trail on-site registrations-ins
 - \$20,164.13 State of Illinois – Corporate Replacement Check payment.
 - \$250,000 CS District 200 Pleasant Hill Renovation Donation
 - \$200,000 State of Illinois OSLAD final payment for Walter Park grant
 - \$300,000 State of Illinois OSLAD advance payment for Pleasant Hill Park grant
- 2025 interest received to date:
 - IL Trust Fund Balance Money YTD \$30,996.66
 - Fifth Third Bank Fund Balance Money \$209,335.36
- 2025 Property Taxes:
 - Current Year Allocations: 2025 YTD \$11,380,210.51, which is 99.97% of budget (and 99.24% of levy).
- 2025 Personal Property Replacement Taxes:
 - Current Allocation: 2025 YTD \$102,573.28, which is 97.69% of budget
- 2025 Developer Donations – Villas at Fair Oaks:
 - Current Allocation: Development Impact Fees/Cash-in-Lieu to Date since its first unit was sold in 2024 is \$43,080. Estimated total fees to be collected are \$52,440.
- 27 participants took advantage of the October 13 Free Day opportunity at the fitness center.
- Ten new members joined during the October 13 Free Day with \$0 Enrollment.

Strategic Goal and Initiative #3

Operate Parks and Facilities Efficiently

- Recreation staff met with JEM to review CCWP and indoor pool operations and plan for the following year.
- Due to the ongoing SIMKUS RECREATION CENTER gym floor renovations, pickleball was moved over to Fountain View to keep up with demand of the league.
- McCaslin Park held its last event of 2025 with the ending event being a USSSA Tournament over the weekend of November 8. McCaslin will open in March for the 2026 spring season; both McCaslin and Armstrong have been closed down for the winter.
- Athletics held a meeting with facilities, concessions, front desk, and fitness to discuss weekend events to be held at Fountain View for 2025 in order to ensure smoothness for the running of all events. Since this combined meeting, there have been two successful events with an adult basketball tournament (November 1-2) and a youth basketball tournament (November 8-9).
- Staff developed a more efficient setup for the Hallway Concessions at Fountain View Recreation Center. This new arrangement is designed to improve foot traffic management and enhance the overall flow of operations.
- Coyote Crossing Mini Golf and McCaslin Home Plate Concessions have officially closed for the 2025 season. Coyote Crossing is currently being prepared for the upcoming Grinchmas event on December 12.
- The Registration Manager created pickle ball courts for reservation/rent in ACTIVE Net for Pleasant Hill Park; this is the same set up as at Armstrong Park. There is no fee unless a patron wants to 'reserve' a spot.
- The Registration Manager had a meeting with Finance to discuss write-off procedures, EZ pay processes, and credits on account procedures to streamline an annual account clean-up process.
- The Registration Manager worked with Marketing to get signs posted on the Fountain View front door so discourage customers from leaving their bikes and E-bikes in front of the door.
- IT Manager and Director participated in conference calls with two vendors for Microsoft 365 conversion project. We were provided two different routes to get to the same end result. Will notify vendors of our decision by Nov 14 after internal discussion.
- IT Manager enabled automatic firmware updates on the firewalls and will make a manual backup every Friday (if there's a new firmware available). This will help to have our firewalls up to date to prevent any cyber security incident.

Strategic Goal and Initiative #4

Meet Needs of Changing Community Demographics

Strategic Goal and Initiative #5

Develop Parks and Facilities

- Executive Director, Director of Recreation, and Athletic Division Manager met with Glenbard North to open very preliminary discussions for a turf soccer field at Red Hawk Park where both GBN and CSPD

could utilize the additional turf field. Neither agency has funding, but exploring options aligns with the new Strategic Plan.

- Athletic Division Manager met with Musco Sports Lighting to get a quote for lighting at Red Hawk Park in case the turf does come to fruition as lights would benefit the park district tremendously in scheduling of the field.
- Director of Parks & Facilities met with a mechanical engineer to discuss the HVAC at Simkus Recreation Center. The engineer will provide a quote on evaluating the current HVAC systems throughout the building and then make recommendations for improvements moving forward.
- Pleasant Hill Park has been substantially completed. There are a couple minor issues on a punch list that need to be completed. There are officially new pickle ball courts, new basketball hoops and courts, new playground, game tables, new parking lot and upgraded landscaping on the new site.
- A new bench was donated by the Parks Foundation to be installed along the trail on Fair Oaks Road near the native area.
- The gym floor at Simkus Recreation Center is progressing well. The new wood floor has been laid down and nailed. Now the process of sanding and staining the floor begins. Target completion date continues to be December 15, 2025.

Strategic Goal and Initiative #6

Foster a Safe and Welcoming Environment

- 8 employees have been selected to attend PDRMA's annual Risk Management Institute on November 21st in Tinley Park. Staff will be asked to share what they have learned at this event with the Safety Committee so we can use this information when working on Safety/Risk Management needs for the District.
- HR Specialist coordinated the required PDRMA Cybersecurity training for all staff who have access to our computer networks. Training consisted of watching two videos that review how to prevent being scammed by phishing and how to be aware of various Cyber threats. These trainings are required by PDRMA for us to keep up our cyber liability coverage.
- On Friday, October 24, the IPRA Safety Symposium was held at Fountain View Recreation Center. There were 144 in attendance. The Fountain View Gym was used for networking, vendors and lunch, while the multipurpose rooms were used for breakout sessions.



- HR Specialist and Director of HR and Administration have completed the 2025 PDRMA Risk Management Review. We had a follow up meeting with our Risk Management Consultant and she is pleased with the review. We have great trainings and safety procedures in place and through this process, we have a couple things that we will work on in 2026 to enhance our Risk Management trainings even more.
- The Safety Committee Meeting is scheduled on November 19 at 2pm.

Strategic Goal and Initiative #7

Highest Quality Recreation Programs & Services

- With Simkus being out of commission from August-November, activities were moved to Evergreen/FVRC. Parks assisted in bringing over the volleyball nets so most of the volleyball rentals originally housed at Simkus could still occur at Evergreen and FVRC. With the potential of Simkus being ready in December, the process will need to be repeated to bring the volleyball standards from Evergreen back to Simkus.
- The winter postcard announcing the release of the Winter guide was sent to the printer; it should hit homes this week..
- Marketing continues to review and place content across the new website. Navigation linking is complete, and work is underway to fine-tune page layouts, photos, and feature blocks. The vendor is testing plug-ins for events, accordions, forms, blogs, schedules, and calendars. Weekly meetings continue.
- Photographers are schedule for upcoming Beetlejuice performances, dance performance, and Polar Express.
- Springers gymnastics team and dance participants wore costumes for Halloween week.



- Beetlejuice theatre rehearsal:



- The winter Wonka theatre production has filled with 120 participants and a waitlist. There will be two casts of approximately 60 kids.
- Springers gymnastics team held a mock in-house meet to prepare for their first tumbling meet of the season. The meet will be held at Fountain View Recreation Center for the first time.



- 50 participants enjoyed the seven day Mt. Rushmore & Black Hills overnight trip. The group also visited the Badlands, Crazy Horse Memorial, Deadwood, Custer State Park, and more.





- Guests attended a Crime & Pizza Tour where they learned about Chicago's gang and mob history and enjoyed deep dish pizza for lunch.



- An adult Autumn Adventures cookie decorating class was held on October 7.



- Dolphins Swim Team had their first home meet on October 25 against McHenry.



- Contractual Youth Sports:



- Preschool's fall field trip was held at Sonny Acres on October 8-9. Preschoolers and over 100 parents and siblings enjoyed a hayride, inflatables, and petting zoo.



- On October 22, the Carol Stream Police and Fire departments visited the preschool. They talked to the children about trick or treating safety, the difference between tools and toys, and what to do in the event of a fire.



- Preschoolers celebrated Halloween on October 30-31. They paraded through the halls of Simkus Recreation Center and trick or treated in the administrative offices.



- Days Off Club was held on October 10, 13, and 14 with 65 registrants. They participated in a fall fun theme day, explore outdoors theme day, and DuPage Children's Museum field trip.



- Babysitting Basics class was held on November 6 with 10 participants.
- Adult Pickleball League saw a slight increase with the Thursday league; Tuesday league was cancelled due to Simkus not being available.
- Youth Dodgeball league has 32 registered participants compared to 45 last fall (2024).

- Youth Soccer completed over the weekend of October 26, and our U12 team took second place overall in the inter-village soccer league.



- Photos from the Halloween Havoc (October 25) and Turkey Shoot (November 1).



- On Saturday, October 25, the annual Trick-or-Treat Trail event was held at Red Hawk Park. There were 200 children registered but with parents and extended family, the total was closer to 700. There was 27 stops along the way for trick-or-treaters to participate in an activity or short game while also receiving candy and treats. There were 13 Carol Stream Park District tables plus 8 community partners and 6 sponsors.



- Participation numbers in group fitness classes remained steady during September averaging over nine participants per class.



- The October Member Challenge asked members to do 500 Squats at Fountain View Fitness during the month. Participation increased from 26 in 2024 to 40 in 2025. The winner received a \$50 Outback Steakhouse gift card.



Strategic Goal and Initiative #8

Highest Quality Staff & Team

- Recreation staff attended an AV training on the new equipment in the FVRC program rooms.
- Superintendent of Recreation, and Registration Manager attended a two-day ACTIVE Net Regional User Group meeting. New software features were reviewed and overview trainings were provided.
- Recreation Supervisor completed the NAYS Academy for Youths Sports Administrators Certification.
- Fitness Supervisor held training session November 1 for Personal Trainers in Performing Body Fat % Analysis.
- Fitness Supervisor completed CPRP Exam Prep 6-Week Course on October 30. Fitness Supervisor will take CPRP Practice Exam on November 12.
- The Registration Team quarterly meeting is scheduled November 16 at 6:15 pm, where all winter programming will be reviewed.
- We are hosting a staff luncheon - Turkey Tailgate and Pie Baking Contest – on November 20 at noon.
- Registration Manager attended a Lunch & Learn about Smarter Customer Engagement: The AI-Driven ROI Formula.
- Registration Manager, HR Specialist, and Parks Manager attended an IPRA Safety Committee Workshop held at Fountain View. 120 Parks and Recreation professionals attend this workshop.
- HR Specialist has sent out information for the 2026 Open Enrollment renewal process with PDRMA Health.

- HR Specialist watched SHRM webinar *“Top HR Trends and Priorities for 2026”* on October 28th.
- HR Specialist watched SHRM’s *“The State of Leadership: Emerging Trends and Evolving Expectations”* webinar on November 7th.