

Skokie Park District Goals 2024-25						
May 1, 2024						
	Start Date	End Date	Responsible Staff	Core Value/Mission Statement Focus	Status	Comments
Administration						
Begin planning for comprehensive plan update, including a community wide survey	Sep-24	Apr-25	Tuft/Labus/Guynn	Commitment/Service	Underway	
Begin planning for Sports Park East Development	Jun-24	Apr-25	Tuft/Guynn	First Rate Facilities	Underway	Staff and community input has been provided. Concepts are being developed.
Continue addressing Native park names by meeting with tribes	May-24	Apr-25	Tuft/Guynn	Inclusiveness/Service/Openness	Underway	
Update Environmental Policy	Nov-24	Apr-25	Tuft/Guynn/Hansen	Environmental stewardship		
Implement an All Camp Staff Training for summer 2024 staff	May-24	Jun-24	Labus/Amato	Service	Completed	Over 250 seasonal camp staff were trained at Oakton Community Center on June 1, 2024. The training
Provide a 'Who's Who' document for the part-time and full-time new hire onboarding	May-24	Feb-25	Gualano/Labus	Commitment/Service	Underway	An interactive organization chart is being created. This will be used for on-boarding part-time and full-
Create new format and send out participation surveys quarterly	May-24	Apr-25	Labus/Amato	Service	Underway	Researching different platforms and developing a procedure for staff.
Update the Skokie Park District Alcohol Policy for programs, events, and rentals	May-24	Apr-25	Labus/Amato	First Rate Facilities	Underway	Receiving staff feedback on revisions for alcohol policy updates.
Create a welcome video to be included in the onboarding process for part-time and full-time staff.	May-24	Apr-25	Amato/Labus/Gualano	Inclusiveness	Underway	Marketing is gathering video clips of staff saying hi or welcome to be compiled into a longer video for
Establish and execute DEI committee goals for 2024/2025 fiscal year	May-24	Apr-25	Amato	Inclusiveness	Underway	The committee established 24/25 FY goals and continues to move forward with all established goals,
Create an annual DEI survey for part -time and full-time staff to take	May-24	Jun-25	Amato	Inclusiveness	Underway	The DEI committee is working on the survey and is expected to be sent out to staff February 2025.
Design and install 'Welcome' signs at Oakton, Devonshire, Emily Oaks, Park Services, Skatium, and	May-24	Apr-25	Amato/Bottorff/Labus	Inclusiveness	Underway	Marketing and Mary are developing the facility designs. Signs should be installed by March 2025.
Complete review of job descriptions and benchmarking	May-24	Apr-25	Gualano	Service	Underway	Initial Superintendent review complete. HR Director to review and re-format.
Redo staff evaluations	Jan-25	Apr-25	Gualano/Tuft	Service	Delayed	Move to 25-26
Reestablish a staff recognition committee	May-24	Apr-25	Gualano	Service	Completed	The committee is active and has planned a staff get together in January and is working on the
Establish a staff wellness committee	Jan-25	Apr-25	Gualano	Service		Not started.
Capital Improvement Projects						
Note: Some capital projects are under facility goals						
Plan Lawler Park renovations and begin demolition	May-24	Nov-24	Guynn/Hacker	First Rate Facilities	Completed	
Renovate Pawnee Park	May-24	Jul-24	Guynn	First Rate Facilities	Completed	
Repair shop yard	Jun-24	Jul-24	Guynn/Hacker	First Rate Facilities	Completed	
Complete flooring improvements at WLC bathrooms/OCC Exploritorium/DCC Program 1 and 2	Sep-24	Mar-25	Guynn	First Rate Facilities	Underway	OCC/DCC are completed. WLC will be completed over the winter.
Renovate Oakton Park concessions pickleball room	Feb-25	Apr-25	Guynn	First Rate Facilities	Underway	Concept developed and deciding next steps and plans.
Replace water fountains at Winnebago, Lyon, and Gleiss Parks	Jul-24	Oct-24	Haben	First Rate Facilities	Completed	
Repair and color coat tennis courts at Devonshire, Gleiss, Lauth, Lyon, Schack and Skokie Tennis	May-24	Sep-24	Guynn	First Rate Facilities	Completed	
Mill and repave basketball courts at Gleiss, Gross Point, Lauth, Lyon, Oakton, Playtime, and	Aug-24	Nov-24	Guynn	First Rate Facilities	Completed	
Repair asphalt at Gross Point path/parking lot, Tennis Center west lot, Devonshire path, and Oakton	Aug-24	Nov-24	Guynn	First Rate Facilities	Completed	
Replace electronic signs at Weber Leisure Center and Oakton Community Center	Aug-24	Oct-24	Guynn/Bottorff	First Rate Facilities	Completed	
Replace backstop at Lauth Park	Jul-24	Dec-24	Guynn	First Rate Facilities	Completed	
Park Services						
Complete Lawer OSLAD grant reporting	Sep-24	Dec-24	Guynn	Fiscal Management	Completed	
Replace ballfield sideline turf at Lauth/Oakton ballfields	Aug-24	Nov-24	Gacki/Hallm	First Rate Facilities	Completed	
Install solar panels at Park Services	Sep-24	Dec-24	Guynn	Fiscal Management	Delayed	
Revamp the Park Services onboarding process and implement	Jul-24	Apr-25	Guynn/Kirland/Hava	Service	Completed	
Install and manage aplary at Sports Park	Jun-24	Apr-25	Halim/Kosiek	Environmental Stewardship	Completed	
Install tennis court hitting wall	Jul-24	Oct-24	Haben	First Rate Facilities	Completed	
Business Services/IT						
Meet or exceed FY 2024-2025 budget	May-24	Apr-25	Staff/WGS	Sound Fiscal Management	Ongoing	
Continue the Implementation of Multi Factor Authentication System	May-24	Oct-24	IT/WGS	Innovation/Commitment	Ongoing	
Hire/ organize the IT Department/IT Director	Aug-24	Oct-24	WGS/MT/SG	Innovation/Commitment	On Hold	
Create a Server Maintenance Policy	May-24	Jun-24	IT/WGS	Innovation/Commitment	Completed	
Complete Audit by 09/01/2024	May-24	Jun-24	WGS/LL/NP	Sound Fiscal Management	Completed	
Support successful camp and seasonal registration processes	May-24	Apr-25	WGS/IT	Innovation/Commitment	Completed	
Begin upgrades to Windows 11	May-24	Apr-25	WGS/IT	Innovation/Commitment	Ongoing	
Begin transition to new Financial Software	Oct-24	Apr-25	WGS/LL/NP	Sound Fiscal Management	Ongoing	
Establish and manage new Ruhe scholarship program	Jul-24	Apr-25	WGS/BL	Sound Fiscal Management	Completed	Guidelines were created for the scholarship.
Improve timliness of bank reconciliations	Dec-24	Apr-25	WGS/NP/LL	Sound Fiscal Management		
Recreation, Revenue Facilities, Safety and Marketing						
Aquatics						
Complete pump inspections and develop a repair/replacement plan	Jun-24	Nov-24	Runkle	First Rate Facilities	Underway	
Replace drop slide at Devonshire Aquatic Center	May-24	Jun-24	Runkle/Guynn	First Rate Facilities	Completed	
Renovate Devonshire Aquatic Center concessions area	Sep-24	Mar-25	Runkle/Haben/Guynn	First Rate Facilities	Underway	
Replace shade canopies	Sep-24	Apr-25	Runkle	First Rate Facilities	Completed	
Replace roof at Devonshire Aquatic Center	Sep-24	Nov-24	Guynn	First Rate Facilities	Completed	
Install solar panels at Devonshire Aquatic Center	Oct-24	Dec-24	Guynn	First Rate Facilities	Completed	
Paint pool at Devonshire Aquatic Center	Oct-24	Apr-25	Runkle	First Rate Facilities	Completed	
Athletics						

Develop and implement a new marketing plan and program schedule for Oakton's Outdoor Pickleball	Aug-23	Jun-24	DeLeonardis/Bottorff/Labus	Service	Completed	Social media posts, program guide, QR schedules, and spotlight guide marketing pushes have been
Research and review the implementation of court reservation system for pickleball and tennis	May-24	Apr-25	DeLeonardis/Labus/Khnanisho	First Rate Facilities	Not moving forward	Researched different platforms to implement at the new Oakton pickleball courts. At this time there
Create and implement a streamlined and digitized system for scheduling, tracking, and payment of	May-24	Apr-25	DeLeonardis/Labus	Service		
<u>Devonshire Cultural Center</u>						
Replace classroom heaters	Aug-24	Sep-24	Haben	First Rate Facilities	Completed	
Reglaze windows	Jul-24	Oct-24	Haben	First Rate Facilities	Completed	
Construct/install dance room closet	Sep-24	Mar-25	Haben/Goldberg	First Rate Facilities	Underway	Closet will be installed by March 2025.
Develop a consistent fundraising effort for the dance program	Dec-25	Apr-25	Horwitz/Goldberg	Sound Fiscal Management	Underway	Several fundraising efforts completed thus far, including Fannie May Chocolates for Dance
Purchase mobile stage lighting	May-23	Apr-24	Horwitz/Poulos	First Rate Facilities	Completed	
<u>Dammrich</u>						
Replace furnace/air conditioning units	Jun-24	Aug-24	Haben	First Rate Facilities	Completed	
Develop new boat arrangement plan	Nov-24	Feb-25	Gynn/Runkle	First Rate Facilities	Underway	
Update pricing structure and billing procedures	Nov-24	Mar-25	Runkle	First Rate Facilities	Underway	
<u>Emily Oaks Nature Center</u>						
Update the Emily Oaks Facility Operations manual with all information needed for annual operations,	May-24	Apr-25	Hansen	Commitment	Underway	Updates in progress.
Pursue relations with neighboring utilities to work more cooperatively on reducing the influx of invasive species onto the Emily Oaks grounds. This would include ComEd, Nicor, CTA and Village of Skokie.	May-24	Apr-25	Hansen	Commitment/environmental Stewardship	Underway	Communicate with VOS contracted staff who manage the bike trail plantings during the growing season. Will involve new land management staff in this project, as well.
Develop a plan for thinning the oaks at Emily Oaks. This includes researching and calculating optimal tree density and identifying appropriate trees for removal by size, age and health. Monitor results.	May-24	Apr-25	Hansen	Commitment/Environmental Stewardship	Underway	Planning underway for winter 2024 thinning. To prevent the spread of disease, oak culling should only be done after/during a hard freeze.
Repair greenhouse	May-24	Oct-25	Gynn/Hansen	Environmental Stewardship/First Rate	Underway	Reaching out to vendors to get quotes for repair.
Repair masonry	May-24	Apr-25	Haben/Hansen	First Rate Facilities	Underway	Reaching out to vendors to get quotes for repair.
Repair masonry	May-24	Apr-25	Haben/Hansen	First Rate Facilities	Underway	Reaching out to vendors to get quotes for repair.
Repair HVAC	Jul-24	Dec-24	Haben	First Rate Facilities	Completed	
Install carport	May-24	Apr-25	Haben/Hansen	First Rate Facilities	On hold	Decided to hold off on carport due to space restraints.
<u>Marketing</u>						
Coordinate marketing message for facility rentals with alcoholic beverages	May-24	Apr-25	Bottorff/Labus/Gynn	First Rate Facilities/ Service	Underway	Meeting scheduled with staff to discuss a marketing plan to promote alcohol availability for facility
Research, purchase and implement analytics for QR codes	Jun-24	Aug-24	Bottorff/Pozner	Innovation/Service	Completed	
Work with IT to implement a ticketing system for marketing jobs	Jun-24	Sep-24	Bottorff/Catania/Pozner	Innovation	Completed	
Prepare, implement and manage a marketing plan for the Oakton and Weber LED signs	Jul-24	Oct-24	Bottorff/Walker	Service/Innovation	Completed	
Increase diversity in photos for publications, websites and social media posts	May-24	Apr-25	Bottorff/Walker/Gomez	Inclusiveness/Creativity	Completed	
Attend continuing education through NRPA and IPRA marketing sessions	Oct-24	Jan-25	Bottorff/Pozner	Commitment	Completed	
<u>Oakton Community Center</u>						
Select and install Exploritorium toddler area exhibit	May-23	Jun-24	Fletcher/Mergler	First Rate Facilities	Completed	
Replace Building Automation System (BAS)	Jul-24	Nov-24	Haben	First Rate Facilities	Delayed	This will be completed in FY 25/26.
Install new flooring throughout the Exploritorium, including lobby, water area, toddler area and	Sep-24	Oct-24	Fletcher/Mergler/Gynn	First Rate Facilities	Completed	
Renovate first floor and Exploritorium restrooms	Sep-24	Oct-24	Gynn/Fletcher	First Rate Facilities	Completed	
Install new exhibit for the theatre area of the Exploritorium	Dec-24	Apr-25	Fletcher/Meriger	First Rate Facilities	Underway	Currently working with vendors.
<u>Pooch Park</u>						
Complete Pooch Park renovations including asphalt path, shelter, fencing, new agility equipment,	May-24	Dec-24	Gynn	First Rate Facilities	Completed	
Develop/Plan memorial feature	May-24	Apr-25	Bidstrup/Gynn	First Rate Facilities	Underway	Memorial options are being explored by staff.
<u>Skatium</u>						
Redevelop the hockey house league program	May-24	Apr-25	Von helms	Service	Completed	Hockey Director has started to implement new hockey format for learn to skate programs.
Improve concession operations and customer satisfaction through tracking, surveys, and marketing	May-24	Apr-25	Von helms/Labus	Service	Underway	Discussing concession stand renewal agreement and plans to enhance satisfaction.
Research lighting enhancements for the Ice Rink to implement cosmic skating for open skates,	May-24	Apr-25	Von helms/Luecke	Innovation	Underway	Have begun process of contacting vendors and getting quotes.
<u>Skokie Heritage Museum</u>						
Revamp museum's presence on webpages, brochure page, bookable offerings	May-24	Apr-25	England	Commitment	Underway	Brochure page updated and in the process of updating webpages and offering additional bookable
Develop exhibit to coincide with new Village Seal, educating the public about appropriation of Native	May-24	Apr-25	England	Commitment/Service	Underway	Waiting on collaboration with Potawatami and the Village Seal approval.
Create new community partnership with one new school for volunteers and programs.	May-25	Apr-25	England	Service	Completed	Working with two new school districts, participated in a Volunteer Patoosza, and signed on to Oakton
Apply for IMLS grant to support catching up on 21K+ hours of collections backlog and public access	May-25	Apr-25	England	Commitment/Sound Fiscal	Delayed	Looking into other grant opportunities and at this time there is no need due to the increase of
<u>Sports Park/Golf</u>						
Purchase additional tarp walls/heaters for more stations	Sep-24	Nov-24	Gynn/Hejnowski	First Rate Facilities	Completed	
Expand new grass tee area	May-24	Aug-24	Savoie	First Rate Facilities	Delayed	The expansion was completed, but issues with the soil have prevented the grass from completely
Hire additional golf pros or instructors	May-24	Apr-25	Hejnowski	Service	Completed	
Hold two glow in the dark golf events at Weber Park Golf Course	May-24	Sep-24	Hejnowski/Quinlan	Innovation	Completed	
Hold two club event at Weber Park Golf Course	Jul-24	Sep-24	Hejnowski/Quinlan	Innovation	Completed	
Hold mini golf tournament at Skokie Sports Park	Jul-24	Aug-24	Hejnowski/Quinlan	Innovation	Delayed	Due to low enrollment the event was canceled, but is being planned for next year with changes.
Purchase new utility carts for Sports Park and Weber Golf Course	May-24	Nov-24	Savoie	First Rate Facilities	Underway	The carts have been purchased but with long lead times there is no delivery date set as of yet.
Replace irrigation at Sports Park	Oct-24	Nov-24	Gynn	First Rate Facilities	Completed	
Refurbish kids play equipment on mini golf Kids Quest course	Sep-24	Nov-24	Gynn/Haben	First Rate Facilities	Completed	
<u>Tot Learning Center</u>						
Learning Center	May-24	Apr-25	Khan/Amato/Bottorff	Commitment	Underway	New TLC Logos were created. Voting by TLC staff for final decision. Winner will be announced
Hire a mental health consultant to work directly the children and staff	May-24	Apr-25	Khan	Integrity and Openness	Underway	

Setup monthly observations and quarterly all staff meetings to ensure curriculum, classroom and	May-24	Apr-25	Khan	Commitment	Underway	
<u>Weber/Fitness First</u>						
Renovate west corridor bathrooms and second floor bathrooms	Dec-24	Mar-25	Guynn/Bontly	First Rate Facilities	Underway	Construction is scheduled for December and January.
Install solar panels	Jun-24	Sep-24	Guynn	Fiscal Management	Completed	
Purchase and install new Fitness First equipment	May-24	Apr-25	Bontly/Bever	First Rate Facilities	Underway	In the process of ordering and replacing pilates reformers, large dryer, rotary hip machine
Revamp the Community Basketball League at Weber under new supervisor	May-24	Mar-25	Bontly/Kasper	Commitment	Underway	format for K-2, and logo will enhance the program and registrations.
Expand program participation and revenue by 15% by adding a minimum of four new programs	May-24	Apr-25	Bontly/Kasper	Innovation	Underway	New programs have been added to each program guide.
part-time staff	May-24	Apr-25	Bontly	Commitment	Underway	Trainings have been implemented throughout the year.
<u>Safety</u>						
Continue confined space assessment and training	May-24	Aug-24	Amanda Green	Service	Completed	Training is scheduled for January 2025 for relevant staff.
Complete ammonia assessment to ensure safety and overall training	May-24	May-24	Amanda Green	Service	Completed	
information	May-24	Nov-24	Amanda Green	First rate facilities	Completed	
Update the Safety Manual and Policies	May-24	Nov-24	Amanda Green	Commitment	Underway	
Create and implement an annual safety training calendar	May-24	Jan-24	Amanda Green	Service	Underway	