

HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2013



Mission Statement: The Hampshire Park District's mission is to provide recreational, educational and cultural opportunities that improve the quality of life through a responsive, efficient and creative park and recreation system. The District shall balance quality recreational facilities and programs while protecting parks, natural resources and open spaces for the benefit of present and future generations.

Departments/Department Heads:

Executive Director
Laura Schraw

Human Resources/Finance Director
Patti Prill

Athletic/Safety Director
Jason Schlieben

Program Supervisor
Stephanie Barone

Youth Education Director
Rosemary Kesse

Parks Supervisor
Jim Einwich

Letter from Board of Commissioners:

Dear Residents of Hampshire Township;

I am pleased to present this first Annual Report prepared for the residents of the Hampshire Township Park District. In this report you will find information about the many programs we offer, including our future daycare program opening March 31st. We also highlight our new Executive Director, Laura Schraw and her thoughts on the future of the Park District along with saying good-bye to Robert Whitehouse who has served as Executive Director since 2006.

The Board continues to focus on providing a variety of programs and facilities to meet the needs of the community within the resources available to us.

I hope this report assists you in understanding how the Park District plays a role in the quality of life in our community. Questions, comments and feedback are welcome. Contact Laura Schraw, Executive Director at (847) 683-2690 or laura@hampshireparkdistrict.org.

Sincerely,

Aaron Kelly,
President, Board of Commissioners

Meet Your Commissioners

Meetings of the Hampshire Township Park District Board of Commissioners are held on the 1st and 3rd Monday of every month at 7:30pm. The public is invited and welcome to attend. To confirm meeting information and view the agenda, visit www.hampshireparkdistrict.org or call 847-683-2690.

Aaron Kelly, President	2011-17
akelly@hampshireparkdistrict.org	
Jeff Kienzler, Vice-President	2012-17
Greg Stebbins, Secretary	2001-15
Arlene Larmon, Treasurer	2008-15
Jamie Herrmann, Commissioner	2013-19

HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2013

From the Executive Director's Desk:

It has been my honor and pleasure to have served the Hampshire community as executive director the last eight years. With direction provided by committed commissioners, a dedicated staff of professionals along with an army of volunteers, we have been able to increase programs and construct facilities to meet the demands of a growing community. Doing this while also improving the Park District finances is a source of pride for the board and staff.

It pleases me to welcome Laura Schraw as my successor. She brings an impressive combination of training and experience to the position and I trust she will be an asset to the entire community in her new role.

Sincerely,
Robert Whitehouse

It is a unique opportunity to be able to work for the community in which you reside.

Professionally, as a Licensed Landscape Architect and Parks & Recreation Director, my previous training and experience includes securing millions in grant funding and designing over 15 parks while developing the long term recreation vision of the community. Personally, I have a vested interest in the future growth and development of the Hampshire area and how it will impact our park and recreation services, while maintaining the fiscal responsibility of the District.

Over the next few years I look forward to expanding the Park District's involvement in the community through adding special events, offering additional communication to residents on our programs, and completing playground and park renovations with the assistance of grant funding. Having coordinated three community playground builds, don't be surprised if we reach out looking for volunteers to assist in future projects...and I hope to see you there!

Thank you,
Laura Schraw

Department Reports:

Administration:

It is the purpose of the Executive Director's Office to assist the Board of Commissioners in formulating policy and carry out those policies once established, implement sound management and financial practices, foster a positive public image for the Park District and insure that quality park and recreation services are provided for the residents of the Park District. The Board establishes goals and objectives each year that become the "marching orders" for the Executive Director and Staff. Highlighted and completed in 2013 are the following:

- Completed construction and renovation to the Little People Playtime facility to enable the Park District to offer a daycare program
- Hired George Ogorek as the new Park District Auditor
- Hired Laura Schraw as the new Park District Executive Director
- Prepared and maintained a balanced budget and increased reserves to an actuarial sound level

Human Resources/Finance:

It is the purpose of this department to establish and maintain a system of financial and payroll information which accurately reflects the business practices of the Park District and to provide such related programs and services which are deemed necessary by the Board of Commissioners and Executive Director. This department processes and maintains all records pertaining to employment in the Park District. Highlights for 2013 are the following:

- Organized interviews for Executive Director and Auditor positions
- Organized and ran staff wellness programs in the spring and fall
- Managed the change-over of all banking services to a new financial institution
- Prepared resolution for staff IMRF Flex Spending Accounts

HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2013

Department Reports continued:

Parks:

The Parks Department maintains three parks in Hampshire Township, Ralph Seyller Memorial Park, Bruce Ream Memorial Park, and Dorothy Schmidt Memorial Park. Together, these parks consist of approximately 45 acres and it is the goal of the department to provide leisure time opportunities to the community through the design, development, maintenance and renovation of attractive and functional parks, facilities and open space. Highlights for 2013 are the following:

- Planted 40 new trees while also removing dead trees caused by Emerald Ash bore
- Replaced the roof of the Seyller Park bathrooms and painted Bruce Ream Park bathrooms
- Assisted community groups in preparing parks and moving picnic tables to facilitate Coon Creek Country Days, annual Car Show and Street Dance
- Repaired damage caused by incidents of vandalism

Recreation:

The Recreation Department encompasses a wide array of programs, services and facilities to meet the leisure needs of Hampshire residents. Central to that purpose is the continuing need to accurately assess the interest and needs of our residents through community involvement, surveys and public awareness. Highlights for 2013 are the following:

Athletics:

- Reached new highs in number of participants in core athletic programs
- Worked with Village of Hampshire new group emergency action plan during another successful Coon Creek Classic
- Collaborated with Junior Whips, St. Charles Borromeo, Huntley Heat and Burlington Blast programs to aid programs
- With assistance from NISRA included more children with disabilities in athletic program



Programs:

- Expanded the Trunk or Treat event with a Halloween Egg Hunt that was attended by 108 children
- Continued to update the Park District website www.hampshireparkdistrict.org where residents can keep up to date on the happenings in the Park District. Included on the website is information about programs and Board of Commissioner information such as minutes of their meetings
- Regularly sent monthly newsletters through email blasts that spotlight current programs
- Created the Colour Me Lucky 5k run for St. Patrick's Day, 2014.



HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2013

Youth Education:

It is the purpose of the Youth Education Department to provide comprehensive educational programs for children in the community from the age of 6-weeks until middle school age. These programs include the highly respected pre-school that has operated for thirty years, and summer camps are housed in the Little People Playtime facility at 441 East Jefferson. The department also operates the Extended Care (before and after school) program at Hampshire Elementary and Gary Wright Elementary schools. Highlights for 2013 are the following:

- Prepared and submitted information to request initial DCFS application for a license to add a daycare program at Little People Playtime
- Worked with architect and contractor as well as PDRMA and DCFS on the construction project to insure all classrooms and the new kitchen at Little People Playtime comply with regulations
- Ensure that all Little People Playtime staff have the proper credentials to work in a DCFS program
- Rewrote all job descriptions and updated parent handbooks to meet both PDRMA and DCFS requirements



Goals for 2014:

Goal #1:

Provide and maintain park land and recreational facilities that meet the present and future recreational needs of district residents.

Goal #2:

Ensure that recreation programs meet the interests and needs of a variety of ages and abilities by providing and sponsoring programs independently and in cooperation with other community organizations or agencies.

Goal #3:

Ensure that administration of the Park District is effective, well-managed, customer friendly and provides a creative work environment for staff.

Goal #4:

Exercise fiscal responsibility and prudence in all financial and business transactions.

Goal #5:

Ensure that all parks facilities are maintained efficiently, cost effectively, safely, and in accordance with all standards and codes.

Goal #6:

Maintain strong communications with District residents and other public agencies and private sector organizations.

Goal #7:

Conserve community resources to the greatest extent through cooperation with other local organizations and agencies.

HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2013

Fiscal Responsibility

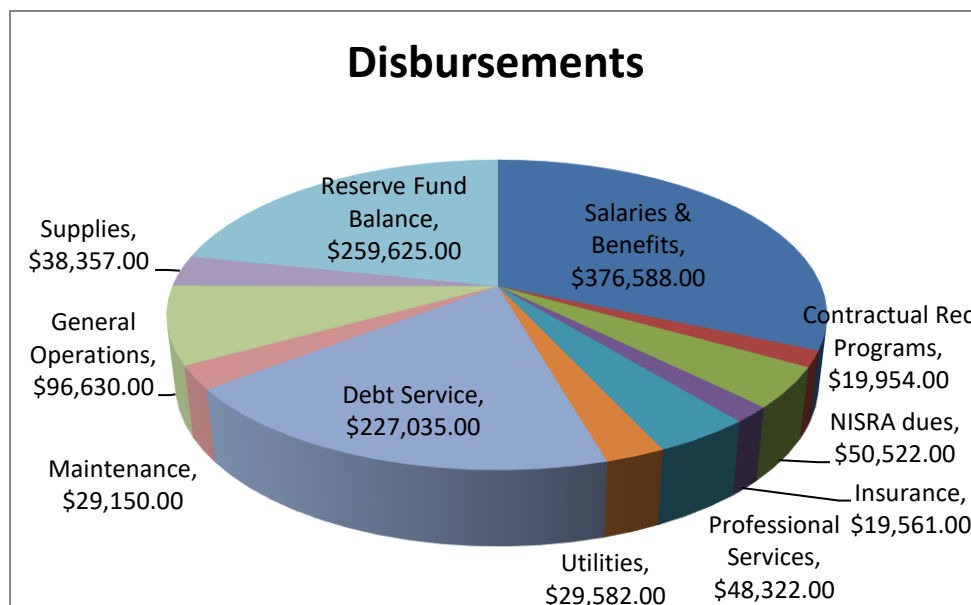
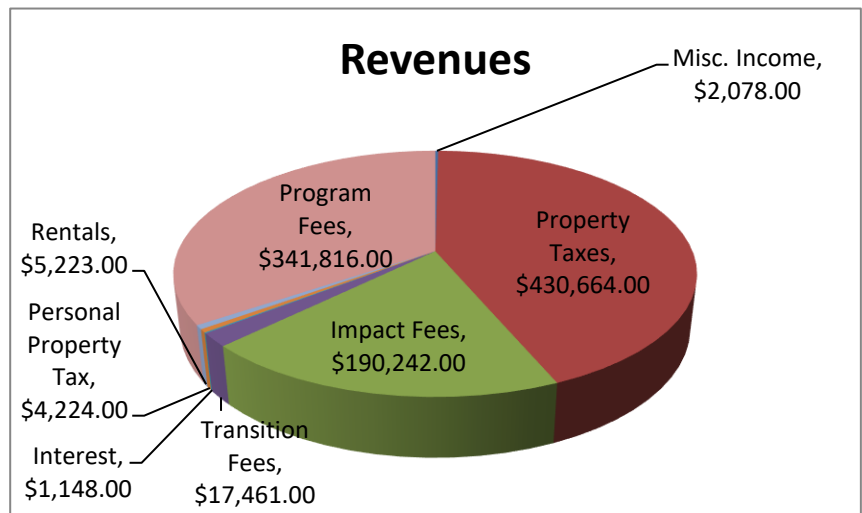
The Hampshire Park District is continually exercising fiscal responsibility. The district relies on outside sources such as Impact Fees from new development and program revenues to continue to operate facilities, redevelop parks, and run the programs offered due to the Park District having one of the lowest tax rates in the area.

The fiscal year 2013 (May 2, 2012 - April 30, 2013) Annual Treasurer's Report Summary Statement of Conditions is as follows:

Beginning Balance as of	
May 1, 2012	\$202,470.00
Total Revenues	\$992,856.00
Total Disbursements	\$935,701.00
Ending Balance as of	
April 30, 2013	\$259,625.00

Tax Rate (2012)

DeKalb Park District	0.67
St. Charles Park District	0.60
Genoa Township Park District	0.57
Geneva Park District	0.52
Dundee Township Park District	0.51
Batavia Park District	0.50
<i>Village of Hampshire</i>	0.48
Huntley Park District	0.43
<i>Kane County</i>	0.43
Marengo Park District	0.40
<i>Kane Co. Forest Preserve Dist.</i>	0.27
<i>Hampshire Twp Road District</i>	0.22
Sugar Grove Park District	0.19
<i>Hampshire Township Park District</i>	0.17
<i>Hampshire Township</i>	0.11



HAMPSHIRE TOWNSHIP PARK DISTRICT ANNUAL REPORT

2013

The Foundation

The Hampshire Park District Foundation is a 501(c)3 established on February 22, 2008. The purpose of the Foundation is to support, accept and distribute funds for the capital development of present park district facilities, for the advancement of park district programs, and to hold and convey land for future development of public parks. Donations can be given for scholarship programs, park improvements, or specific programs.

All donations are tax deductible. For more information, contact Laura Schraw at 847-683-2690 or email at laura@hampshireparkdistrict.org

Park District Facilities

Administration Offices
390 South Avenue
847-683-2690

Little People Playtime
441 East Jefferson
847-683-0896

Hampshire Elementary
Extended Care Room
847-792-3495

GDW Elementary
Extended Care Room
847-683-5796



NISRA

The Hampshire Township Park District is a member of the Northern Illinois Special Recreation Association which provides recreational opportunities for children and adults with mental, physical, or emotional disabilities. More information about NISRA is available online at www.nisra.org or contact them at (815)459-0737.

COMING IN 2014!

Little People Playtime Day Care

We are currently taking registrations for families for our new day care facility, which is located at the Little People Playtime building at 441 East Jefferson.

Starting March 31st through May 30th, we will have the following availability:

- Ages 2 and above available from 11am – 6pm
- Infant/toddler day care available from 6:30am – 6pm

On June 2nd, day care for all ages, infant to 5 years old, will be available.

Space is limited so contact Little People Playtime at 847-683-0896 to set up an appointment for registration.

