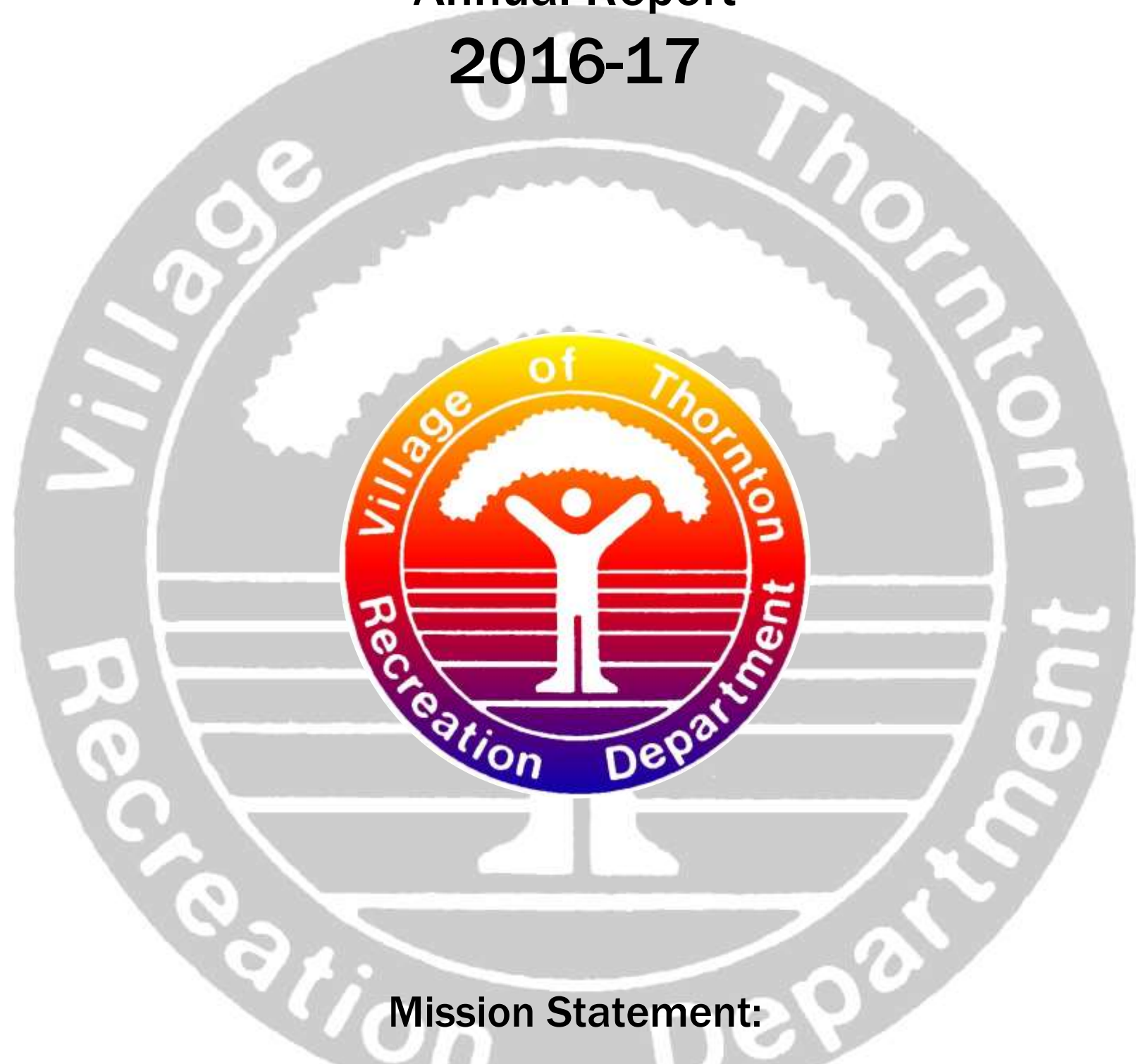


# Thornton Recreation Department Annual Report 2016-17



## Mission Statement:

To provide quality recreation programs, facilities, and parks that meet the leisure needs and improve the quality of life for the residents of Thornton.

# 2016-17 Thornton Recreation Personnel

## Director of Parks and Recreation

Sharlee Dunlop

## Assistant Director

Amy Potwin

## Front Desk Personnel

Mary Vasquez

Jennifer Shadley

Rebecca Houts

Melissa Gesswein

Ida Martinez

Melanie Shadley

## Preschool Instructors

Amy Potwin

Jennifer Shadley

## Program/Fitness Instructors

Monica Villanueva

Kristen Plugge

Victoria Frederick

Melanie Shadley

Joanna Banasiak

Nicole Reichert

Michael McKay

## 2 Young Instructors

Mary Vasquez

Rebecca Houts

## Summer Camp Counselors

Victoria Frederick

Melanie Shadley

Joanna Banasiak

Logan Szabo

Nicole Reichert

Journey Forsythe

## Volunteers

Riley Forsythe

Victoria Nielsen

## Concession Operators

Journey Forsythe

Melanie Shadley

# 2016-17 Thornton Recreation Accomplishments

- **Every month:** Park equipment and safety surfacing of all parks are maintained. We continue to offer many free community programs such as: Pinochle, Hand & Foot, T.O.P.S., Alcoholics Anonymous, Scout Meetings, and Play Pals. We continuously update social media including; Facebook, website and cable channel 4. We maintain paperwork for existing grant applications and research new opportunities. We help coordinate various Village-wide events. We consistently meet as a team to discuss aspects to improve daily operations. We coordinate with School District 154 to provide services to resident youth. We maintain a helpful and friendly team of employees who continue to prove their loyalty, dependability and commitment to the recreational needs of the community.
- **May 2016:** A new season of Co-Ed softball began and another successful Preschool year ended with 28 students. 90% of our students are Thornton residents. We had a grand Re-opening of our game room to showcase the upgrades in gaming and equipment. We added seating, furniture and a better layout for operation. We coordinated the 2<sup>nd</sup> Annual Memorial Day Veteran's Breakfast at Jimbooo's. Approximately 20 veterans attended.
- **June 2016:** Our entire staff renewed CPR/AED certification. The 10<sup>th</sup> annual Market in the Park began! Summer Camps also began with 40 participants. About 85% of Summer Camp participants are Thornton Residents. Public works installed our new Public Address system at the concession stand. New banquet chairs were purchased for the lounge and conference room.
- **July 2016:** After a successful opening of the concession stand at the 4<sup>th</sup> of July fireworks, the stand continued operation every Monday night for the Co-Ed softball games through October. New vertical blinds were installed in the seven remaining rooms at the Community Center. A new Community Garden sign was implemented near the skate park. We happily coordinated an employee baseball outing.
- **August 2016:** Thornton Township Picnic was held at Nason Park. We began a new Preschool year with 30 participants. In coordination with Public Works, Police and TEMA we replaced the reflective directional sign on Chicago Road. New bench seating was purchased to update our lobby furniture.
- **September 2016:** Monthly Senior Bingo Luncheon resumed, as well as the weekly Five Play schedule on Wednesdays. We coordinated with all departments to design a comprehensive Pest Control plan. Fall Co-Ed Softball began. Research began on the development of a Memorial Brick program to replace the Memorial Tree program. At the Administrator's request we presented a packet of program and community information to the Senior Center residents.
- **October 2016:** Halloween Pumpkin Hunts were held. Several resident youth took part in the Certified Babysitting class. The new security viewing station was installed. Staff is now able to view the fitness center, parking lot and playground areas from the front desk. This will help us respond quickly in the event of an emergency. A new large computer monitor was installed in the preschool classroom. This allows us to send educational videos and learning tools wirelessly from the preschool computer. The Preschool students also enjoy an occasional dance party at the end of class!
- **November/December 2016:** We contributed to the coordinated decoration throughout the village planters. We repeated our annual participation in Holiday Happenings by providing the Trolley

rides and Family Bingo. We adorned the Thornton Township Christmas tree that represents the Village of Thornton. The building carpets were dry cleaned.

- **January 2017:** We began contacting vendors and crafters as well as booking events and activities for the 11<sup>th</sup> annual Market in the Park. We also worked on getting competitive bids and budgeting for our next fiscal year.
- **February 2017:** The Kodenkan Academy hosted their annual winter clinic. Participants from all over the United States took part in this three day event. We upgraded the cardio room by purchasing a new Matrix treadmill and removed an older damaged model. We began organizing and booking summer camp events.
- **March 2017:** Our fiscal year 18 budget was presented to Trustee Kaye. We began registering resident preschoolers for the 2017-18 school year. We began advertising for Softball and Market in the Park. Family Bingo was held on a Saturday for the community, we had approximately 35 participants.
- **April 2017:** The Kodenkan Academy held a women and children's self-defense class. We held two fun Easter Egg Hunts. Co-Ed Softball and TYBL registrations began. Co-Ed Softball is very popular this year, our league registered eight teams! TYBL is not a village-budgeted program, but it's important to note their success this year; 30 resident youth participated to make two teams! Our well maintained ball fields are highly sought after by many leagues. Both fields were heavily scheduled through the season. In making our final deposit, our department generated over \$48,800 in revenue.

## 2017-18 Thornton Recreation Goals

- Maintain and improve existing programs, field trips and events. Continue to offer new options.
- Continue to maintain all park equipment with ADA compliance. Add/Replace additional ADA compliant equipment to all parks. Including the toddler swings at Diekelman Park.
- Continue to fundraise through the Funding Factory and USAGAIN.
- Continue to evaluate and remove inoperative equipment, paperwork and electronics, including the reception area in the community center.
- Improve the appearance of the All Purpose Room with professional painting services.
- Continue to advertise to increase participation, revenue and health.
- Remove carpet and install new flooring in the 2 Young class room.
- Research additional ball field game and practice space at Hubbard Park.
- Continue to coordinate efforts in various buildings and grounds projects including Memorial Brick Program and Nason or Hubbard park walking track.
- Update and re-purpose the asphalt patches at Hubbard and Mikrut playgrounds.
- Design and research new playground equipment for Nason Park to replace the aging structure.
- Update equipment, and electronics for all programs including an ipad station for preschool.
- Purchase necessary equipment for the proper operation of warming and cooling facility, including a portable AC unit for the game room.
- Continue the upgrades to our Fitness Center with the purchase of a treadmill and commercial bench press.
- Increase customer and vendor participation at the Market in the Park with weekly special offers.

- Continue to design and edit the quarterly newsletter and cable channel 4 as well as participate in Village social events.
- Attend conferences and meetings specifically pertaining to Parks, Recreation and Farmer's Markets in an attempt to gain fresh ideas and make business contacts.
- Update job descriptions, Capital Assets, Grant Applications and Five year plan.

## Recreation Intake Descriptions

Preschool – 2 Young 2 Go 2 Preschool, Preschool, and Pre-Kindergarten classes offered to children ages 2-5.

Youth Programs – Five Play, Summer Camps, Babysitting and Youth Zumba offered to children ages 2-13

Adult Programs – Craft shows, Market in the Park, Senior Bingo, Co-Ed Softball and Jujitsu

Special Events – Egg Hunts, Pumpkin Hunts, Family Bingo and Holiday programs

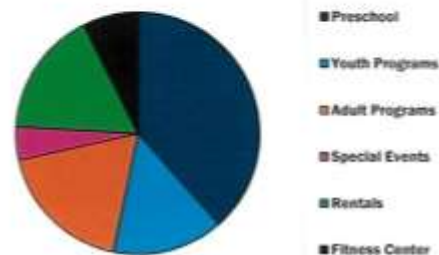
Rentals – Parties, Room, Ball field, Pop Machine, Table & chairs, and pavilion rentals.

Fitness Center – Memberships

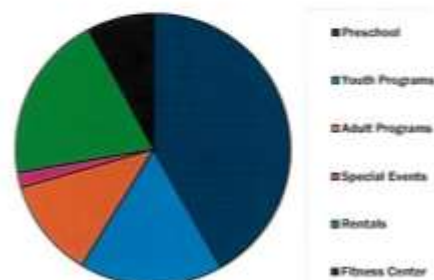
**Recreation Program Intake Comparison**

Program Type	Approx. Intake
Preschool	\$18,782.75
Youth Programs	\$7,230.00
Adult Programs	\$8,909.00
Special Events	\$2,148.62
Rentals	\$8,179.87
Fitness Center	\$3,615.00
	<b>\$48,865.24</b>

Program Intake Comparison for May 2016 - April 2017



Program Intake Comparison for May 2015 - April 2016



Program Type	Approx. Intake
Preschool	\$18,828.00
Youth Programs	\$7,623.00
Adult Programs	\$5,328.00
Special Events	\$799.00
Rentals	\$8,928.00
Fitness Center	\$3,565.00
	<b>\$45,071.00</b>