

VI. Committee Reports – presented by Chairperson

- A. Education Committee**
- B. Facilities Committee**
- C. Fundraising Committee**
- D. Gift Shop Committee**
- E. Membership/Development Committee**

VII. City of St. Charles Liaison Report

VIII. President’s Report

IX. Board Member Roundtable Updates

- A. Who do you know that would be a good candidate for our Board?
Who can you encourage to visit and or join the Museum this season?**

X. Communications

XI. Adjournment

Adjournment until: Thursday, January 13, 2022, at 5 PM
at the St. Charles History Museum in the
Jack and Kathy Brens Exhibit Hall
215 E. Main Street, St. Charles, Illinois 60174**

Upcoming Events:

- **Holiday Gala Fundraiser – December 10 6pm Dunham Woods Riding Club**

St Charles History Museum

Profit & Loss Budget vs. Actual

January through October 2021

	TOTAL		
	Oct 21	Year-to-Date	Budget
Ordinary Income/Expense			
Income			
4000 · Membership Income			
4010 · Annual Membership Donor	900.00	13,661.65	
4020 · Annual General Membership	75.00	1,595.50	
4000 · Membership Income - Other	0.00	0.00	11,000.00
Total 4000 · Membership Income	975.00	15,257.15	11,000.00
4100 · Donations			
4120 · Whitson Memorial Fund	0.00	150.00	
4130 · Gift Donations	0.00	6,100.00	
4150 · Donation Box	22.00	785.48	
4199 · Donations - Other	2,630.00	4,000.22	
4100 · Donations - Other	0.00	0.00	10,000.00
Total 4100 · Donations	2,652.00	11,035.70	10,000.00
4200 · 4200-4300 Fundraising			
4220 · Fundraising Event Sponsors			
4221 · Single Event Sponsor	0.00	9,356.07	
4224 · Misc Event Sponsor	0.00	1,250.00	
Total 4220 · Fundraising Event Sponsors	0.00	10,606.07	
4240 · Antiques & Collectibles	0.00	1,645.00	
4260 · Brick Pavers	0.00	1,000.00	1,000.00
4270 · Raffle Ticket Sales	2,445.00	3,445.00	
4280 · Gala Ticket Sales	3,882.50	3,882.50	
4200 · 4200-4300 Fundraising - Other	0.00	1,645.00	25,000.00
Total 4200 · 4200-4300 Fundraising	6,327.50	22,223.57	26,000.00
4400 · Programs			
4450 · Program	0.00	15.00	
4490 · Admissions and Tours			
4492 · Museum Admission	28.00	330.98	
4490 · Admissions and Tours - Other	0.00	32.92	
Total 4490 · Admissions and Tours	28.00	363.90	
4400 · Programs - Other	0.00	0.00	3,500.00
Total 4400 · Programs	28.00	378.90	3,500.00
4500 · Research Fees	0.00	50.00	500.00
4600 · Gift Store			
4610 · Gift Store General Sales	874.30	10,832.14	9,000.00
Total 4600 · Gift Store	874.30	10,832.14	9,000.00
4700 · Grants			
4750 · Grants - General	0.00	7,365.81	5,000.00
Total 4700 · Grants	0.00	7,365.81	5,000.00
4800 · Hotel Tax	3,750.00	49,983.56	46,000.00
4850 · Miscellaneous Income	54.25	54.25	
4900 · Interest Income	4.31	91.08	
Total Income	14,665.36	117,272.16	111,000.00

St Charles History Museum

Profit & Loss Budget vs. Actual

January through October 2021

	TOTAL		
	Oct 21	Year-to-Date	Budget
Cost of Goods Sold			
5600 · Gift Store Expenses			
5610 · GS General Purchases	258.65	4,579.57	6,000.00
5620 · GS Consignment Purchases	74.90	221.90	
5630 · Credit Card Fees	23.62	440.55	
5640 · Shipping	0.00	15.15	
5600 · Gift Store Expenses - Other	0.00	31.51	
Total 5600 · Gift Store Expenses	<u>357.17</u>	<u>5,288.68</u>	<u>6,000.00</u>
Total COGS	<u>357.17</u>	<u>5,288.68</u>	<u>6,000.00</u>
Gross Profit	14,308.19	111,983.48	105,000.00
Expense			
5000 · Membership Expenses			
5020 · Membership Expenses	109.84	969.16	
5000 · Membership Expenses - Other	0.00	0.00	1,000.00
Total 5000 · Membership Expenses	<u>109.84</u>	<u>969.16</u>	<u>1,000.00</u>
5200 · Fundraising Expenses			
5260 · Bricks	0.00	311.22	
5270 · Raffle Ticket Expenses	105.00	105.00	
5280 · Gala Expenses	174.00	174.00	
5200 · Fundraising Expenses - Other	151.00	954.58	6,000.00
Total 5200 · Fundraising Expenses	<u>430.00</u>	<u>1,544.80</u>	<u>6,000.00</u>
5400 · Program Costs	146.36	998.85	1,500.00
6010 · Payroll Expenses			
6012 · Director	3,460.80	38,068.80	
6013 · Administrative Assistant	2,080.00	10,881.00	
6014 · Collections Project	0.00	0.00	
6016 · Marketing Manager	0.00	0.00	
6017 · Museum Assistant	600.00	6,675.00	
6018 · Visitor Coordinator	0.00	0.00	
6050 · Payroll Taxes	469.76	4,255.18	
6010 · Payroll Expenses - Other	0.00	0.00	59,000.00
Total 6010 · Payroll Expenses	<u>6,610.56</u>	<u>59,879.98</u>	<u>59,000.00</u>
6100 · Building Operations			
6110 · Electric, Water and Sewer	571.07	3,488.52	
6120 · Gas	41.56	1,037.98	
6130 · Maintenance			
6131 · Janitorial Supplies	167.35	1,266.08	
6130 · Maintenance - Other	0.00	9.98	
Total 6130 · Maintenance	<u>167.35</u>	<u>1,276.06</u>	
6100 · Building Operations - Other	<u>0.00</u>	<u>276.00</u>	<u>6,000.00</u>
Total 6100 · Building Operations	<u>779.98</u>	<u>6,078.56</u>	<u>6,000.00</u>
6300 · Office Expense			
6320 · Office Supplies			
6321 · Printer Service	100.68	1,280.01	

St Charles History Museum

Profit & Loss Budget vs. Actual

January through October 2021

	TOTAL		
	Oct 21	Year-to-Date	Budget
6322 · Copies	0.00	458.71	
6323 · Tech Support	99.00	1,372.59	
6324 · Software Renewals	452.23	2,570.20	
6320 · Office Supplies - Other	70.33	1,327.65	
Total 6320 · Office Supplies	722.24	7,009.16	
6330 · Equipment Purchases	0.00	89.99	
6350 · Office Expense Misc	0.00	92.38	
6300 · Office Expense - Other	0.00	393.32	6,500.00
Total 6300 · Office Expense	722.24	7,584.85	6,500.00
6400 · Exhibits			
6430 · Temporary Exhibit Supplies	0.00	2,018.93	
6440 · Display Purchases	0.00	170.24	
6400 · Exhibits - Other	0.00	0.00	4,000.00
Total 6400 · Exhibits	0.00	2,189.17	4,000.00
6500 · Telephone / Communication	48.88	3,087.49	2,500.00
6600 · Insurance Expenses			
6610 · Commercial and Workers Cmp	947.50	3,305.75	
6620 · Director's Liability Ins	205.00	1,800.49	
6650 · Special Event Insurance	0.00	900.00	
6600 · Insurance Expenses - Other	0.00	0.00	6,000.00
Total 6600 · Insurance Expenses	1,152.50	6,006.24	6,000.00
6800 · Postage Expenses	85.76	290.74	500.00
6900 · Dues Expenses	0.00	208.00	500.00
7000 · Promotion & Advertising Ex	28.09	48.50	1,500.00
7100 · Professional Fees	795.00	3,180.00	3,000.00
7400 · Staff Development	0.00	659.90	1,000.00
8000 · Collection Care			
8010 · Collection Care Expense	482.79	1,154.92	
8020 · Offsite Collection Storage	361.00	3,462.00	
8000 · Collection Care - Other	0.00	0.00	6,000.00
Total 8000 · Collection Care	843.79	4,616.92	6,000.00
Total Expense	11,753.00	97,343.16	105,000.00
Net Ordinary Income	2,555.19	14,640.32	0.00
Other Income/Expense			
Other Income			
9000 · Market Variation Invest	2,380.03	6,207.83	
9100 · PPP Loan Forgiveness	16,750.00	16,750.00	
Total Other Income	19,130.03	22,957.83	
Net Other Income	19,130.03	22,957.83	0.00
Net Income	21,685.22	37,598.15	0.00

St Charles History Museum
Balance Sheet Prev Year Comparison
 As of October 31, 2021

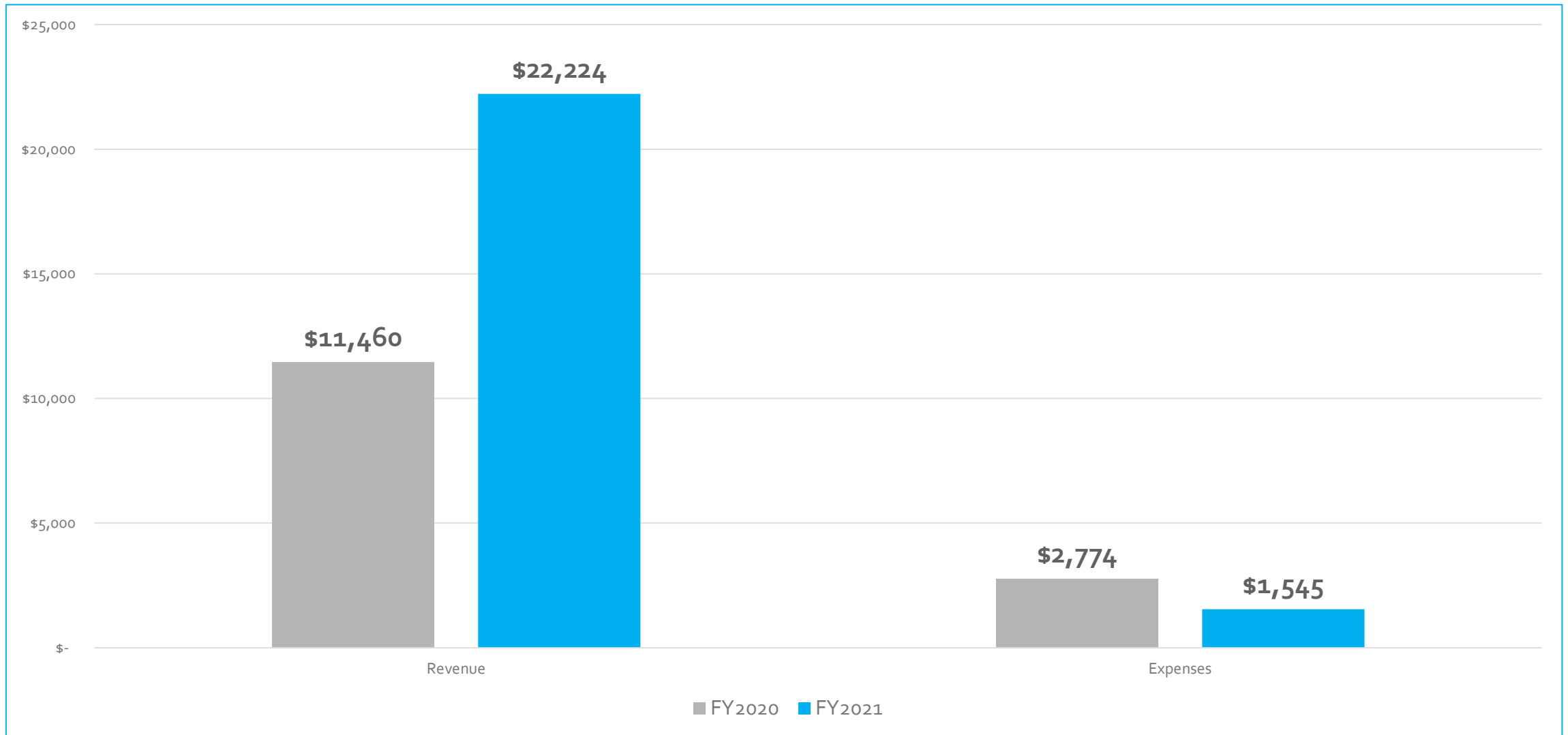
	Oct 31, 21	Oct 31, 20
ASSETS		
Current Assets		
Checking/Savings		
1000 · Cash Accounts		
1020 · Checking First State Bank	57,811.96	16,128.09
1025 · Savings First State Bank	1,269.54	1,267.46
1030 · Petty Cash	275.00	275.00
1035 · PPP Checking	0.00	35.01
Total 1000 · Cash Accounts	59,356.50	17,705.56
Total Checking/Savings	59,356.50	17,705.56
Total Current Assets	59,356.50	17,705.56
Fixed Assets		
1400 · Fixed Assets		
1420 · Computers & Related Equip	7,299.00	7,299.00
1430 · Displays	4,383.00	4,383.00
1440 · Furniture & Fixtures	8,740.00	8,740.00
1490 · Accumulated Depreciation	-16,422.00	-16,422.00
Total 1400 · Fixed Assets	4,000.00	4,000.00
Total Fixed Assets	4,000.00	4,000.00
Other Assets		
1720 · Investment Acct - Security	138,844.73	115,129.82
Total Other Assets	138,844.73	115,129.82
TOTAL ASSETS	202,201.23	136,835.38
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2020 · PPP Loan	0.00	15,500.00
2030 · Gas Pump Loan	4,000.00	4,000.00
2100 · Payroll Liabilities		
2110 · Federal Withholding	197.43	-717.49
2120 · FICA & MC	1,047.06	-920.42
2160 · Illinois WH	304.00	202.00
Total 2100 · Payroll Liabilities	1,548.49	-1,435.91
2500 · *Sales Tax Payable	69.94	127.72
Total Other Current Liabilities	5,618.43	18,191.81
Total Current Liabilities	5,618.43	18,191.81
Total Liabilities	5,618.43	18,191.81
Equity		
3000 · Opening Balance Equity	158,072.15	155,251.15
3200 · Unrestricted Net Assets	912.50	-9,129.63
Net Income	37,598.15	-27,477.95
Total Equity	196,582.80	118,643.57
TOTAL LIABILITIES & EQUITY	202,201.23	136,835.38



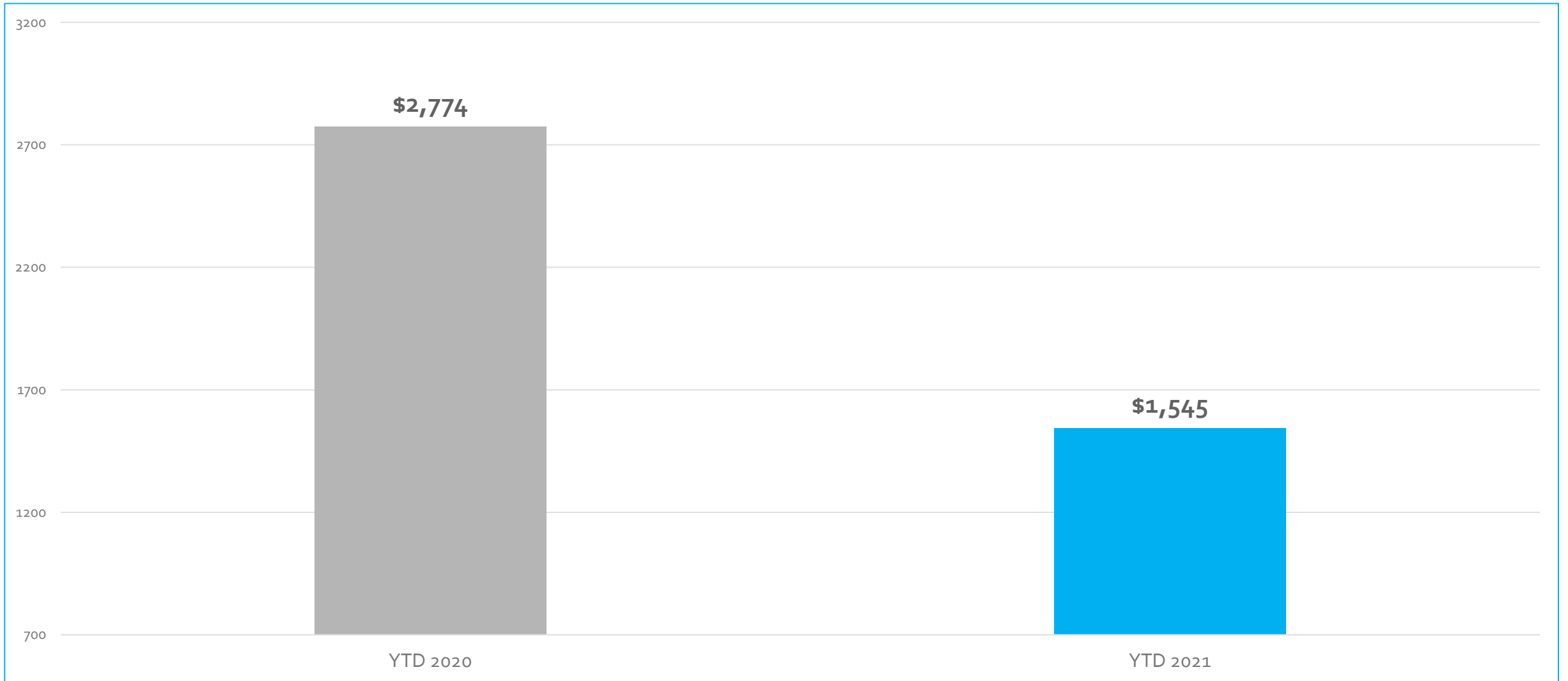
FINANCIAL REPORT BY COMMITTEE

September 16, 2021

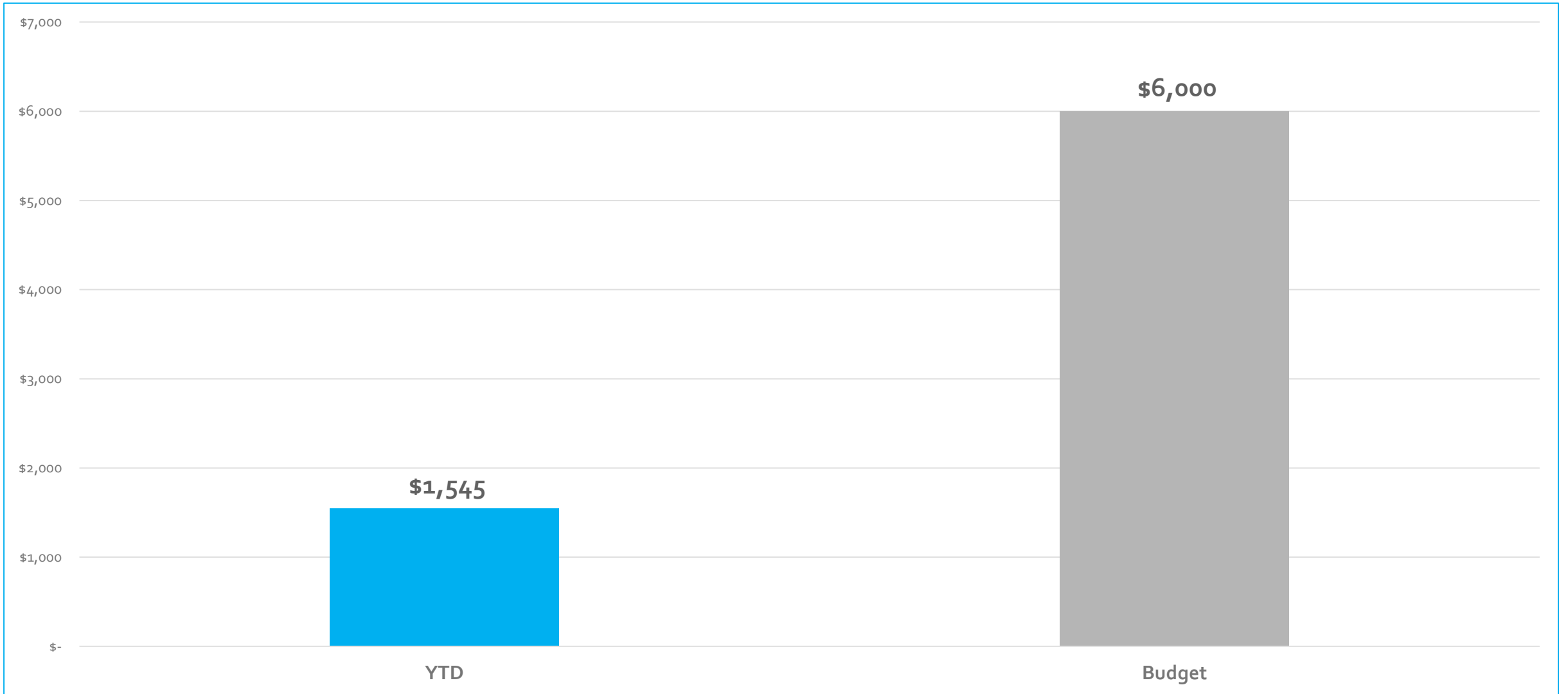
Fundraising Revenue October: YTD2021 vs. YTD2020



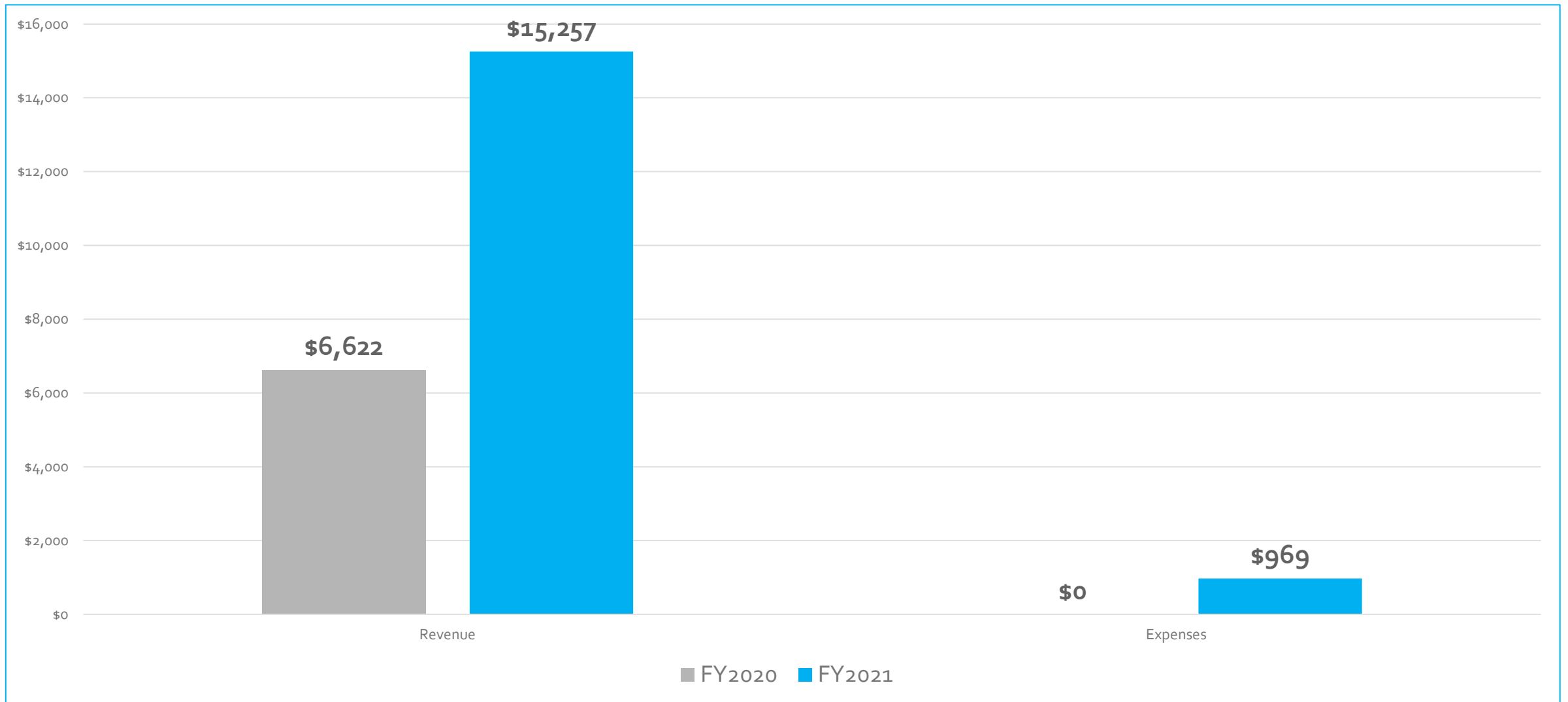
Fundraising Expenses October: YTD2021 vs YTD 2020



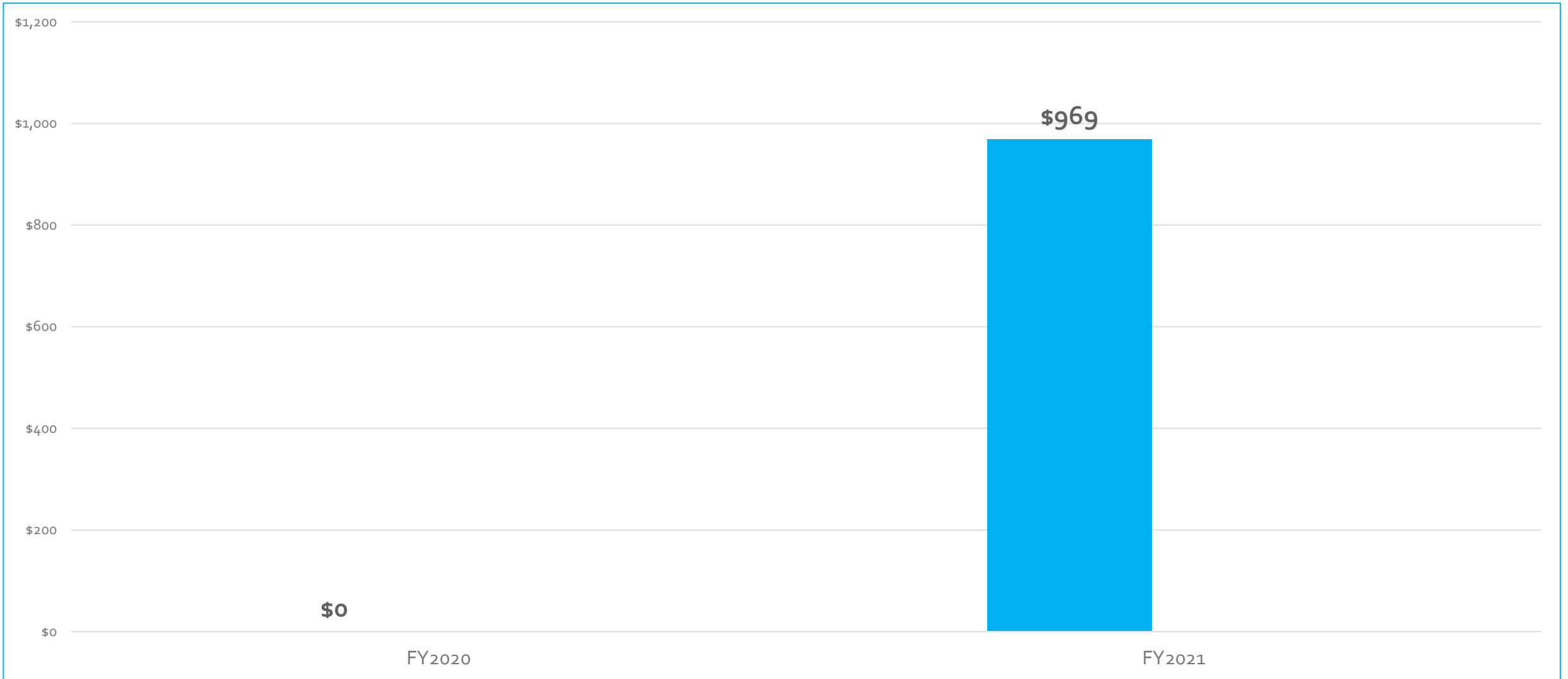
Fundraising Expenses October YTD vs. Budget



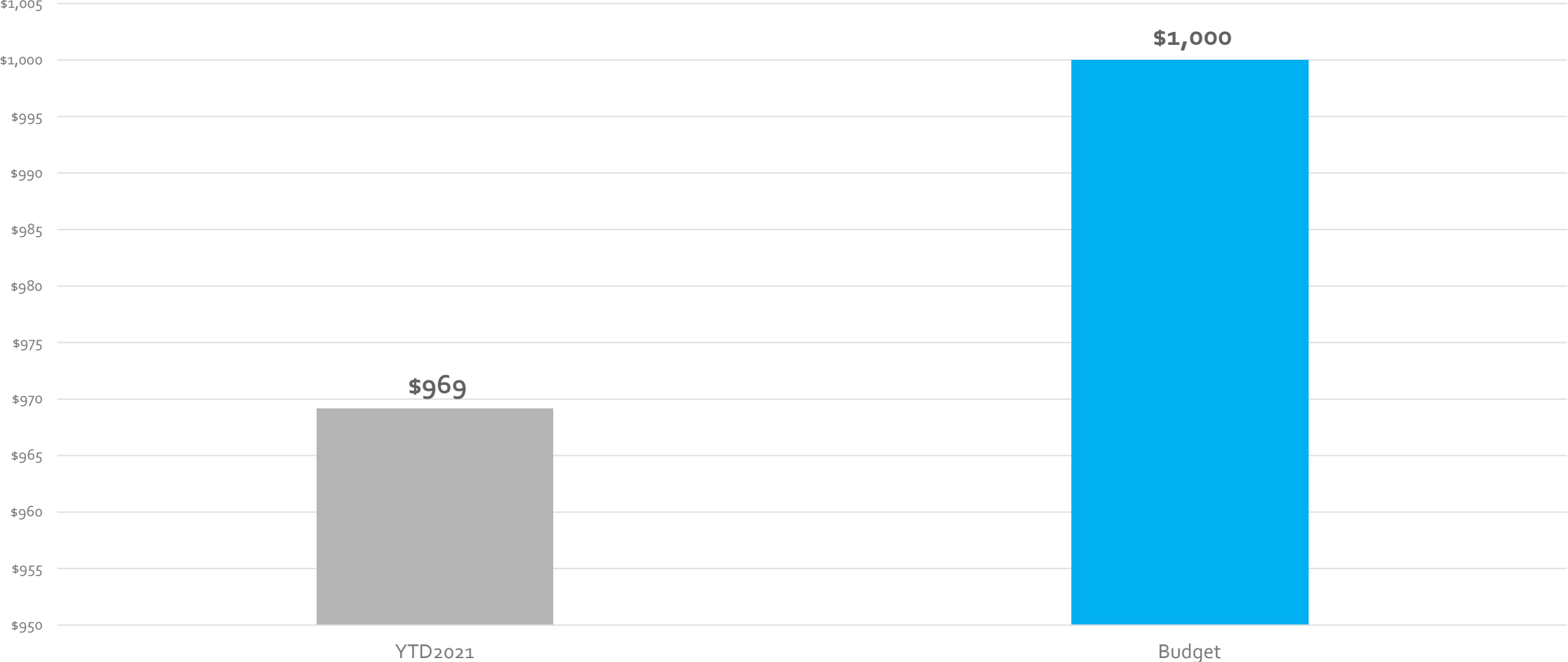
Membership/Development Revenue October: YTD 2021 vs YTD2020



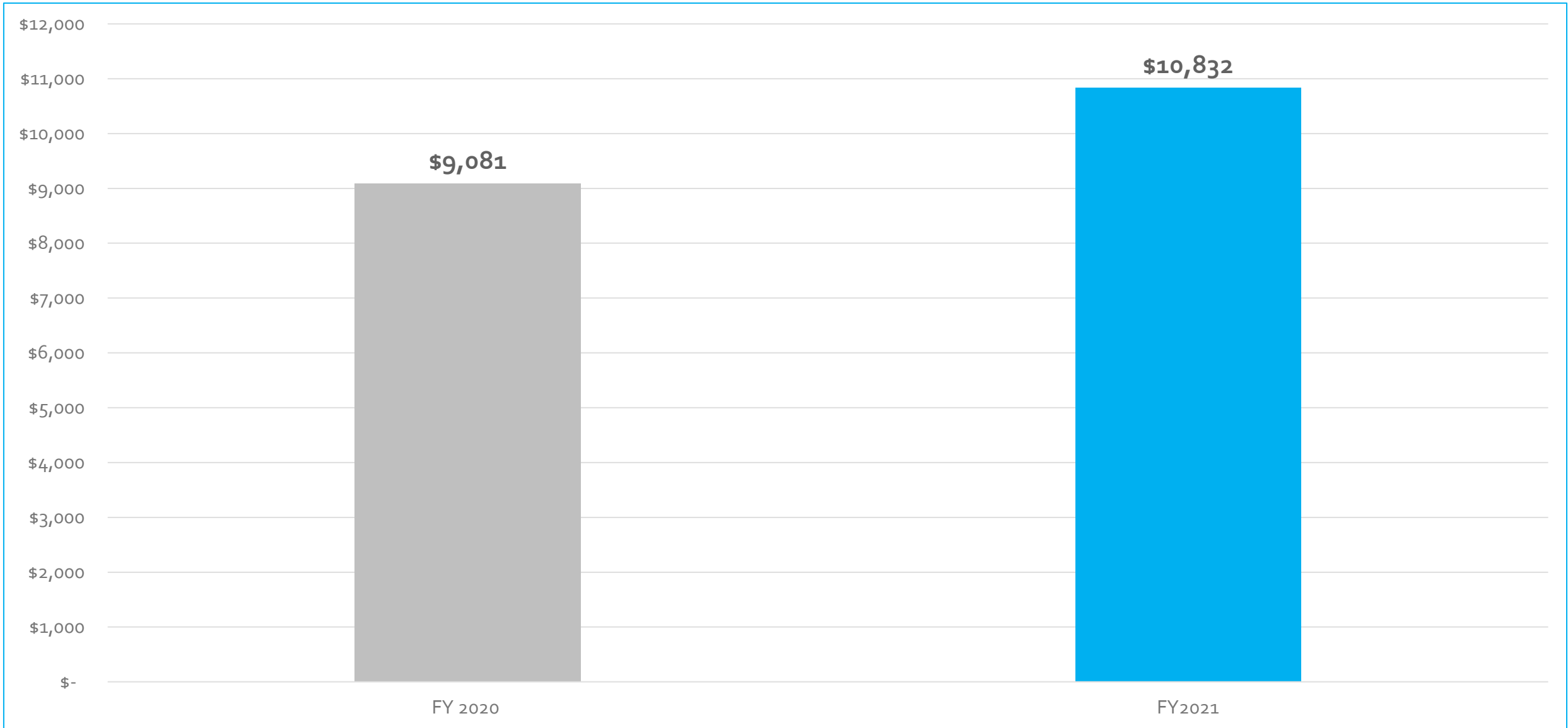
Membership/Development Expenses October: YTD 2021 vs YTD 2020



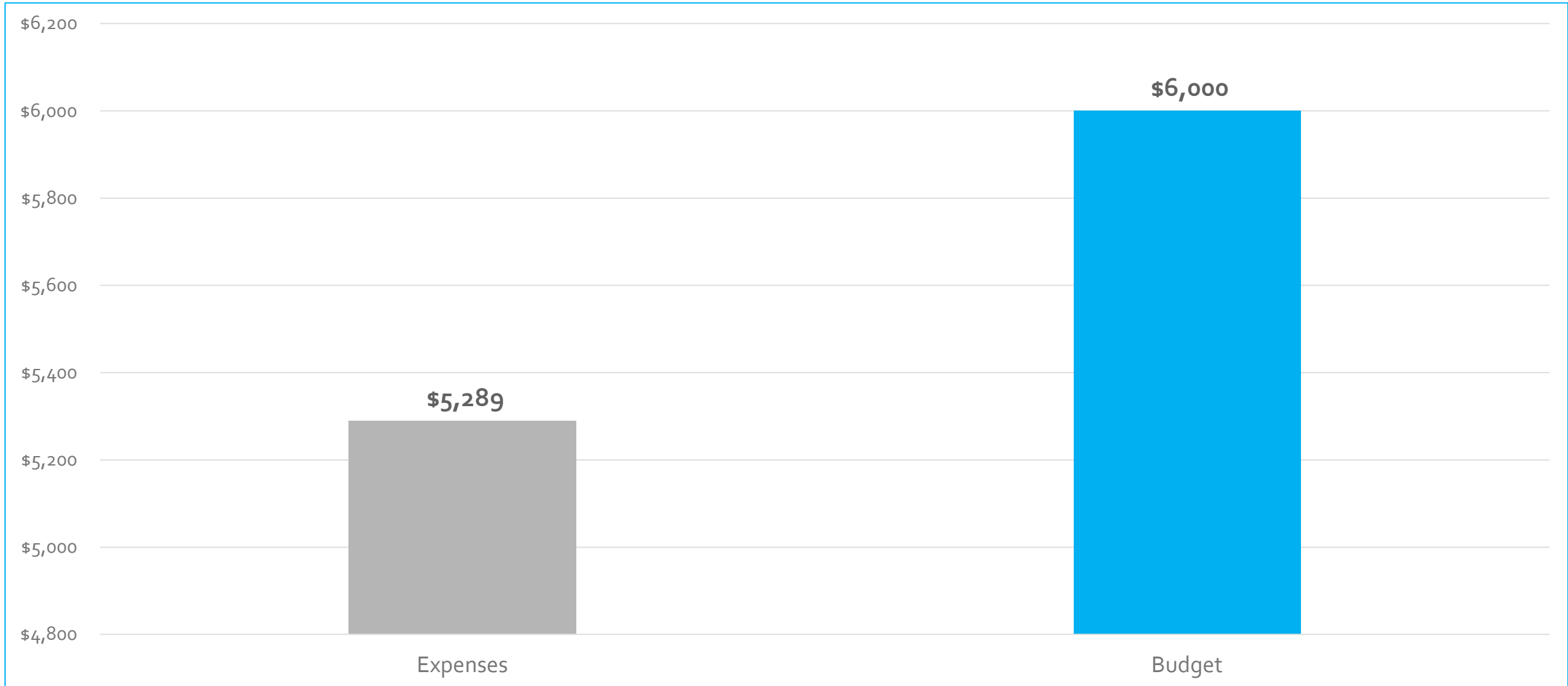
Membership/Development October YTD vs. Budget



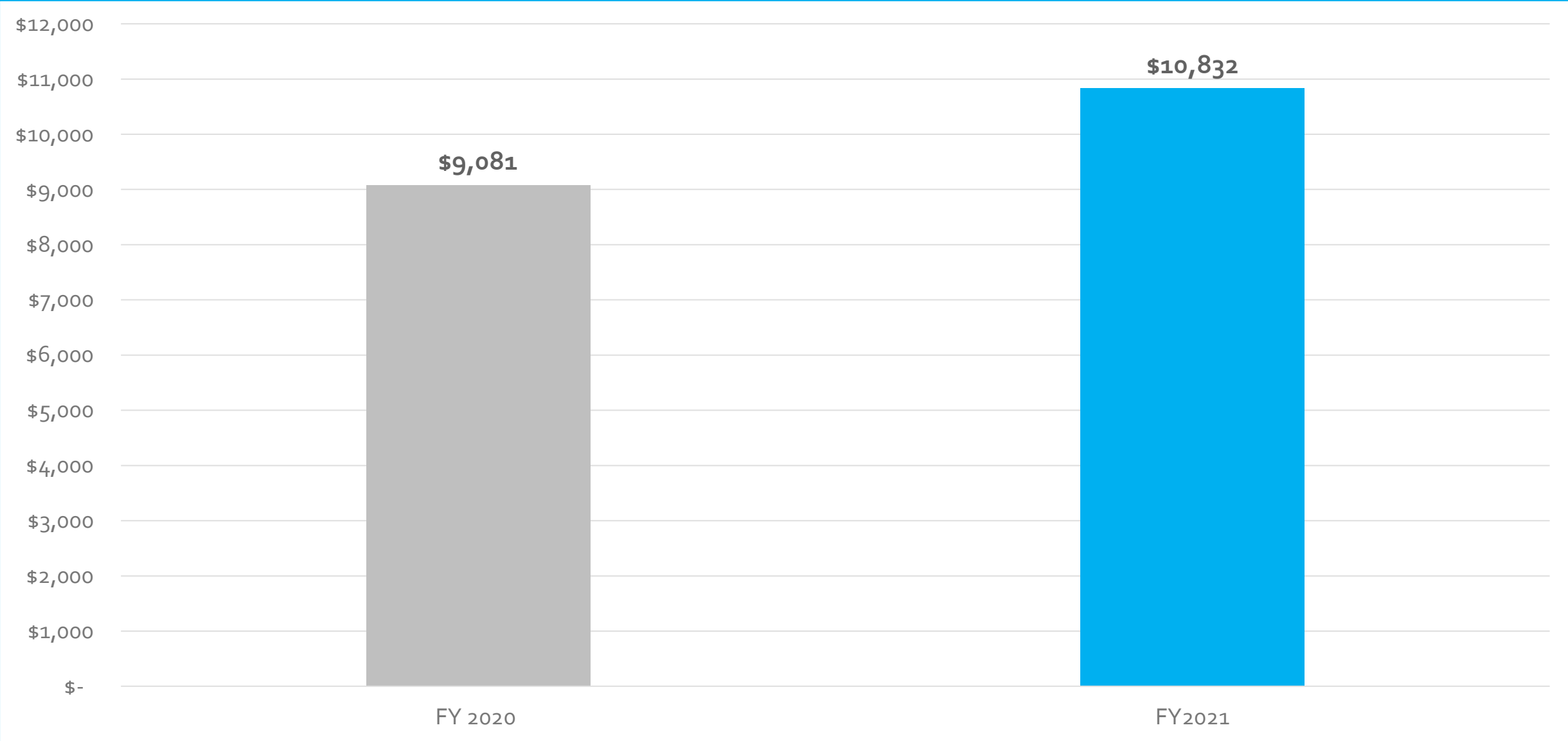
Curious Fox Expenses October: YTD2021 vs YTD2020



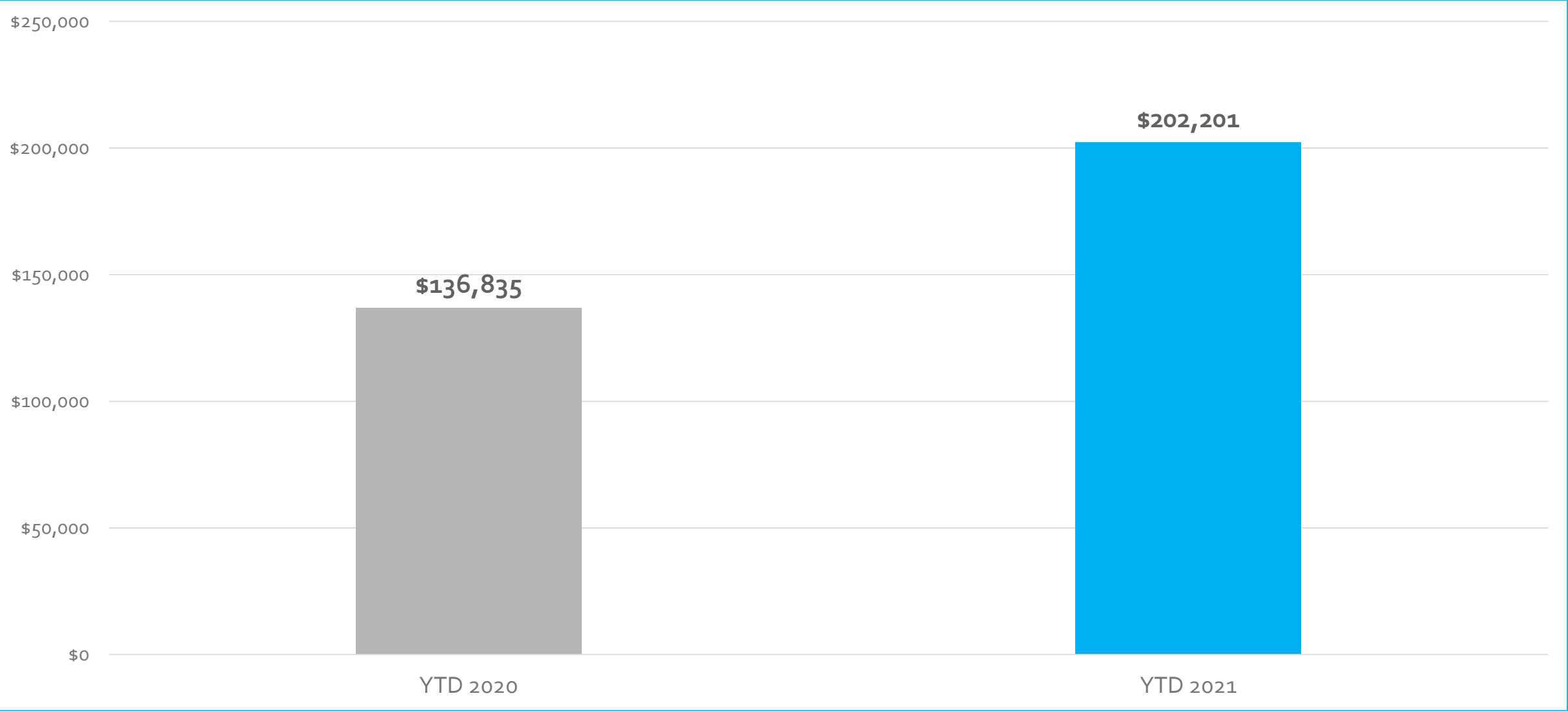
Curious Fox Expenses October FY2021 vs. Budget



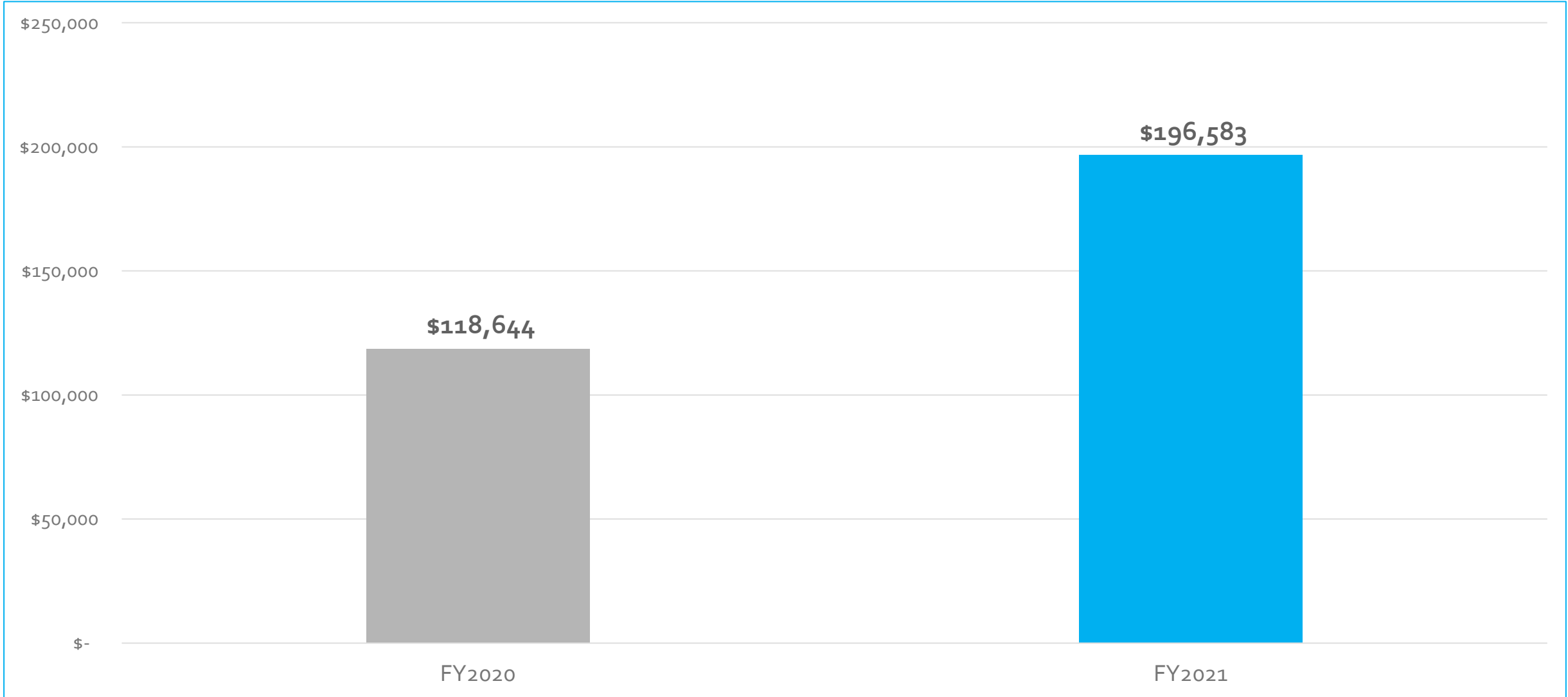
Curious Fox Net Total Sales October YTD2021 vs YTD2020



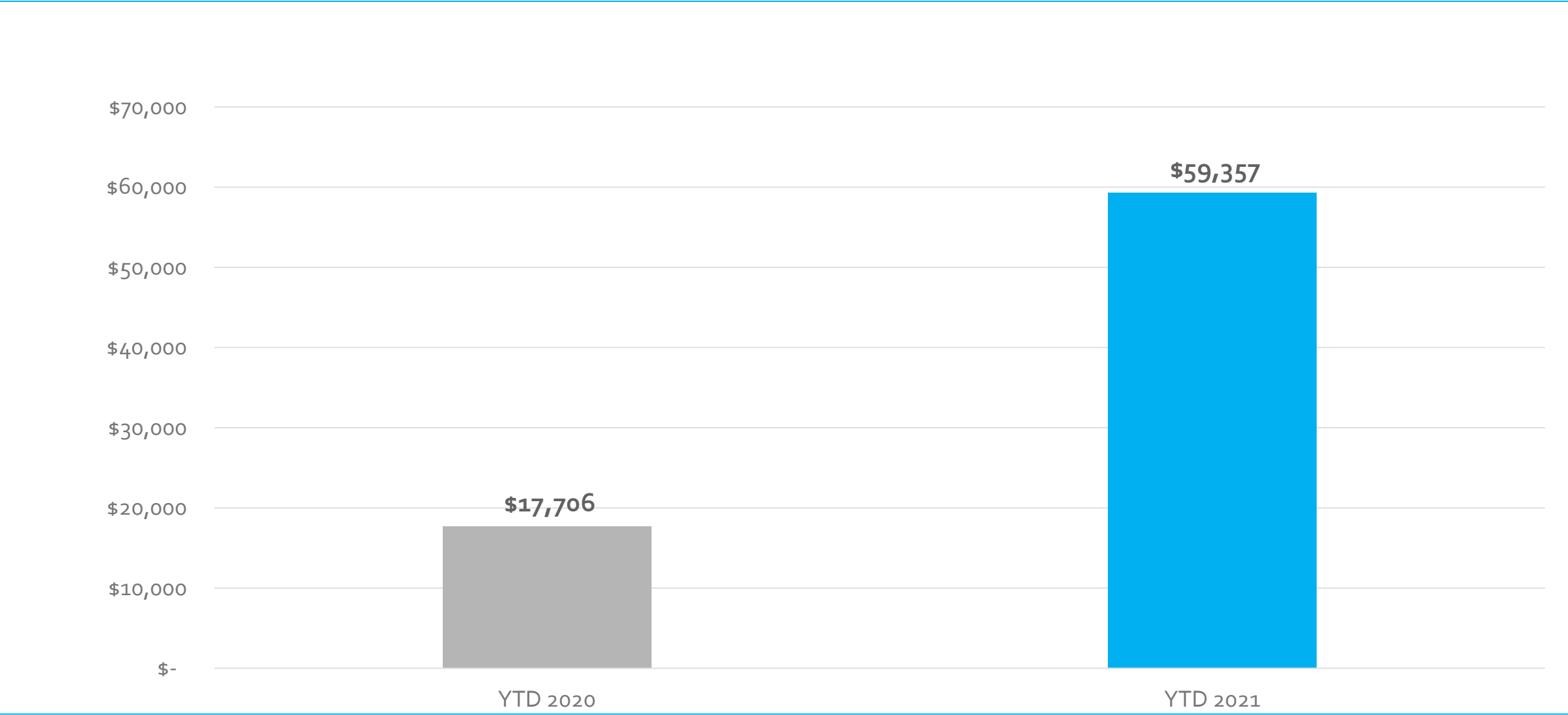
TOTAL ASSETS October: YTD2021 vs. YTD2020



TOTAL EQUITY October: YTD2021 vs YTD2020



TOTAL CHECKING October YTD2021 vs. YTD2020



Executive Director's Report

Lindsay Judd

November 18, 2021 @ 5:00 – 6:30 PM

Gift Shop Sales													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YT
2019	\$104	\$549	\$1,637	\$1,022	\$1,542	\$5,567	\$1,445	\$1,668	\$696	\$2,781	\$3,215	\$5,395	\$25,621
2020	\$466	\$1,538	\$442	\$352	\$276	\$1,260	\$1,123	\$1,635	\$776	\$1,272	\$811	\$2,776	\$12,727
2021	\$316	\$511	\$1,095	\$787	\$1,337	\$1,568	\$1,574	\$1,691	\$1,162	\$1,094	\$561		\$11,696

I. Holiday Hot Spot

- a. The Holiday Hotspot is only a week and a half away! We are going to be a bustle of activity.
- b. Including:
 - i. Face painting (Thanks Vanessa!)
 - ii. Two kid crafts: Ribbon jingle bell wands and candy cane reindeer
 - iii. Popcorn machine (Thanks Stephen Von Lawne!)
 - iv. Steel Beam Theater Actors at Museum portraying George Bailey and Mary
 - v. Rising Lights Project- has teamed up with us for an inclusive, accessible night of FUN! They will be selling their honey and offering a tasting. The entire front patio and sidewalk near bike rack will be reserved for wheelchair and adults with special needs so that they can see the parade.
 - vi. Hot cider/cocoa and cookies
- c. If anyone is interested in helping anytime between 12-5:30, please let me know! It's going to be a fun day!

II. Exhibits 2022

- a. As we had discussed at our last meeting, we are moving forward with the Collection processing exhibit for the spring exhibit. I am looking into getting plexiglass that hooks onto tables to help protect the artifacts. I will also be putting together signage that interprets the process. Sam S. has come up with a great educational program called "Adopt an Artifact" (see attached), which will pair nicely with this exhibit. It might also generate a bit of revenue. I am excited to continue working through the collection and getting it to what it needs to be.
- b. For our Fall exhibit, the Education committee and I have decided to focus on William Lockett- local muralist/artist and descendant from Joanna Gardner, first African-American to settle in St. Charles. The granddaughter of William Lockett recently reached out to the museum in the hopes of sharing some more information about her family. The Education Committee has also been actively seeking out more information on Lockett's mural at the Methodist Church on the west side of town, which is now a dance studio. Our goal is to not only share Lockett's story and talent with the community, but to also add to his discourse. We are developing oral history questions to ask his granddaughter.

III. Community Partnerships

a. Preservation Partners of the Fox Valley

- i. I met with PPFV two weeks ago about prospective partnerships for 2022. In the summer we are partnering up and doing a Pickle Weekend program. Our goal is to tie our organizations together, while also bringing in some local restaurants. Our goal is to have a pickling demo, a possible take-home jar of pickles, and a pickle tasting from restaurants. We still need to nail down all the details, but we are looking forward to partnering on this. It will be sometime in the summer, most likely July.
- ii. PPFV is also partnering with us for *Grave Reminders* this next year. They are going to provide volunteers to play the 5 Durant children, as well as costuming.

b. Steel Beam Theatre

- i. The Steel Beam Theatre is not only helping us for the Holiday Hotspot, but also for *Grave Reminders* next year. They have agreed to loan us actors and costuming. We have also started the conversation of possibly doing a play in 2023 about the history of St. Charles based off the Alice Davis play. This is still in conversation and not nailed down, but still exciting.

UPCOMING EVENTS & DATES TO REMEMBER

Thursday, November 18th – Museum Member Night open until 8PM

Saturday, November 27 – Holiday Hotspot and Christmas Parade

Thursday, December 2nd & 16th – Museum Member Holiday Shopping Night open until 8PM

Thursday, December 16th or 17th - Holiday Party for Staff and Volunteers at the Museum

Friday, December 10th at 6PM – *It's a Wonderful Life in St. Charles* Holiday Gala