

## BOARD OF DIRECTORS MEETING

President, Steve Gibson	<input type="checkbox"/>	Ed Klosowski	<input type="checkbox"/>
Vice-President, Mike Corbett	<input type="checkbox"/>	*Bob Matson	<input type="checkbox"/>
Treasurer, Tom Anderson	<input type="checkbox"/>	*David Pietryla	<input type="checkbox"/>
Secretary, Pat Pretz	<input type="checkbox"/>	Darlene Riebe	<input type="checkbox"/>
*Executive Director, Lindsay Judd	<input type="checkbox"/>	Mary Lynn Swanson	<input type="checkbox"/>
*Kathy Brens	<input type="checkbox"/>		<input type="checkbox"/>
Joyce Cregier	<input type="checkbox"/>		<input type="checkbox"/>
Brian Henry	<input type="checkbox"/>		<input type="checkbox"/>

Thursday

5:00 PM

May 19, 2022

---

- I. **Call to Order**
- II. **Approval of Minutes from April 21, 2022**
- III. **Presentation and Approval of the April 2022 Financial Reports**
- IV. **New or Unfinished Business**
  - A. **Discussion of Board Packet**
- V. **Director's Report**
- VI. **Committee Reports – presented by Chairperson**
  - A. **Education Committee**
  - B. **Facilities Committee**
  - C. **Fundraising Committee**
  - D. **Gift Shop Committee (included in Director's Report)**
  - E. **Membership/Development Committee**
- VII. **City of St. Charles Liaison Report**
- VII. **President's Report**
- VIII. **Board Member Roundtable Updates**

Have you brought in any new members this month? If so, *who*?
- IX. **Communications**
- X. **Executive Session to Discuss Personnel and Administration**
- XI. **Adjournment**

**Adjournment until: Thursday, June 16, 2022, at 5 PM**  
**at the St. Charles History Museum**  
**215 E. Main Street, St. Charles, Illinois 60174**

## BOARD OF DIRECTORS MEETING

President, Steve Gibson	<input type="checkbox"/>	Ed Klosowski	<input type="checkbox"/>
Vice-President, Mike Corbett	<input type="checkbox"/>	*Bob Matson	<input type="checkbox"/>
Treasurer, Tom Anderson	<input type="checkbox"/>	*David Pietryla	<input type="checkbox"/>
Secretary, Pat Pretz	<input type="checkbox"/>	Darlene Riebe	<input type="checkbox"/>
*Executive Director, Lindsay Judd	<input type="checkbox"/>	Mary Lynn Swanson	<input type="checkbox"/>
*Kathy Brens	<input type="checkbox"/>		<input type="checkbox"/>
Joyce Cregier	<input type="checkbox"/>		<input type="checkbox"/>
Brian Henry	<input type="checkbox"/>		<input type="checkbox"/>

Thursday

5:00 PM

May 19, 2022

---

- I. **Call to Order**
- II. **Approval of Minutes from April 21, 2022**
- III. **Presentation and Approval of the April 2022 Financial Reports**
- IV. **New or Unfinished Business**
  - A. **Presentation and Approval of Fire Department Digitization Project**
  - B. **Discussion of Board Packet**
- V. **Director's Report**
- VI. **Committee Reports – presented by Chairperson**
  - A. **Education Committee**
  - B. **Facilities Committee**
  - C. **Fundraising Committee**
  - D. **Gift Shop Committee (included in Director's Report)**
  - E. **Membership/Development Committee**
- VII. **City of St. Charles Liaison Report**
- VII. **President's Report**
- VIII. **Board Member Roundtable Updates**

Have you brought in any new members this month? If so, *who*?
- IX. **Communications**
- X. **Executive Session to Discuss Personnel and Administration**
- XI. **Adjournment**

**Adjournment until: Thursday, June 16, 2022, at 5 PM**  
**at the St. Charles History Museum**  
**215 E. Main Street, St. Charles, Illinois 60174**



# Month End Board Financial Report

For the period ended April 30, 2022

Prepared by  
**Tom Anderson, Treasurer**

Prepared on  
**May 5, 2022**

# Table of Contents

---

Statement of Activity /Balance Sheet.....3

Statement of Financial Position/Profit & Loss .....4

# YTD Balance Statement

## Apr-22

ASSETS		TOTAL
Current Assets Bank Accounts		
1000 Cash Accounts	\$	33,773.90
1020 Checking First State Bank	\$	(173.08)
1025 Savings First State Bank	\$	1,270.02
1030 Petty Cash	\$	275.00
<b>Total 1000 Cash Accounts</b>	<b>\$</b>	<b>35,145.84</b>
<b>Total Bank Accounts</b>	<b>\$</b>	<b>35,145.84</b>
<b>Total Current Assets</b>	<b>\$</b>	<b>35,145.84</b>
Fixed Assets		
1400 Fixed Assets		
1420 Computers & Related Equip	\$	7,299.00
1430 Displays	\$	4,383.00
1440 Furniture & Fixtures	\$	8,740.00
1490 Accumulated Depreciation	\$	(16,422.00)
<b>Total 1400 Fixed Assets</b>	<b>\$</b>	<b>4,000.00</b>
Other Assets		
1720 Investment Acct - Security	\$	164,935.50
<b>Total Other Assets</b>	<b>\$</b>	<b>164,935.50</b>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>204,081.34</b>

APRIL YTD

## LIABILITIES AND EQUITY

### Liabilities

#### Current Liabilities Accounts Payable

2000 Accounts Payable	\$	(16.65)
<b>Total Accounts Payable</b>	<b>\$</b>	<b>(16.65)</b>

#### Other Current Liabilities

2030 Gas Pump Loan	\$	-
IL Dept of Revenue - Sales Tax Payable	\$	327.00
Sales Tax Payable	\$	37.88
<b>Total IL Dept of Revenue - Sales Tax Payable</b>	<b>\$</b>	<b>364.88</b>

**Total Other Current Liabilities** \$ **364.88**

**Total Current Liabilities** \$ **348.23**

**Total Liabilities** \$ **348.23**

### Equity

3000 Opening Balance Equity	\$	162,072.15
3200 Unrestricted Net Assets	\$	61,781.08
Net Revenue	\$	(20,120.12)

**Total Equity** \$ **203,733.11**

**YTD TOTAL LIABILITIES AND EQUITY** \$ **204,081.34**



**PROFIT LOSS STATEMENT**  
**Budget vs. Actuals: FY\_2022 - FY22 P&L**  
**Apr-22**

	Apr-22	YTD Total	
	Actual	Actual	Budget
<b>REVENUE</b>			
<b>4000 Membership Income</b>		\$ -	\$ 14,000
4010 Baker VIP Memberships	\$ 1,600	\$ 3,450	
4020 Indiv Family Memberships	\$ 325	\$ 475	
4030 SS Jones + Memberships	\$ 3,100	\$ 7,875	
<b>4100 Donations</b>	\$ -	\$ -	\$ 8,000
4130 Gift Donations	\$ -	\$ 500	
4150 Donation Box	\$ 56	\$ 113	
4160 Memorial Gifts	\$ -	\$ 50	
4170 Organ. Mtg Donations	\$ -	\$ 50	
4199 Donations Other	\$ -	\$ 500	
<b>Total 4000 Membership Income</b>	<b>\$ 5,081</b>	<b>\$ 13,013</b>	<b>\$ 22,000</b>
<b>4200 Fundraising</b>	\$ -		\$ 25,000
4214 Gala Donations		\$ 2,800	
4221 Gala	\$ -	\$ -	
4222 Event Reservations	\$ 4,344	\$ 4,438	
4224 Event Donations	\$ 103	\$ 155	
4226 Raffle Ticket Sales	\$ 978	\$ 978	
4230 Special Event Program	\$ 300	\$ 300	
4260 Brick Pavers	\$ -	\$ -	\$ 1,000
<b>Total 4200 Fundraising</b>	<b>\$ 5,725</b>	<b>\$ 8,670</b>	<b>\$ 26,000</b>
<b>4400 Programs</b>	\$ -	\$ -	\$ 3,500
4450 Programs	\$ 2,560	\$ 2,487	
4492 Museum Admissions	\$ 99	\$ 144	
<b>Total 4400 Program Income</b>	<b>\$ 2,659</b>	<b>\$ 2,631</b>	
<b>4500 Research Fees</b>	\$ -	\$ -	\$ 2,000
<b>4600 Gift Store</b>		\$ -	
4610 Gift Store General Sales	\$ 1,334	\$ 3,696	
<b>Total 4600 Gift Store</b>	<b>\$ 1,334</b>	<b>\$ 3,696</b>	<b>\$ 12,000</b>
<b>4700 Grants</b>	\$ -	\$ -	\$ 25,000
<b>4800 STC City Funding</b>	\$ -	\$ 15,000	\$ 50,000
<b>4850 Miscellaneous Income</b>	\$ 49	\$ 50	
Discount Income		\$ (18)	
<b>4900 Interest Income</b>	\$ 1	\$ 6	\$ 100
<b>Total Revenue</b>	<b>\$ 14,848</b>	<b>\$ 43,048</b>	<b>\$ 140,600</b>

EXPENDITURES	Apr-22	YTD Total	
	Actual	Actual	Budget
5600 Gift Store Expenses	\$ -		
5610 GS General Purchases	\$ 567	\$ 691	
5630 Credit Card Fees	\$ 32	\$ 19	
5640 Shipping	\$ -	\$ 57	
5641 Square Fees	\$ 75	\$ 89	
<b>Total 5600 Gift Store Expenses</b>	<b>\$ 674</b>	<b>\$ 856</b>	<b>\$ 6,000</b>
5000 Membership Expenses	\$ -	\$ 27	\$ 1,500
5200 Fundraising Expenses		\$ -	
5201 Licenses City	\$ -	\$ -	
5210 Gala Expenses	\$ -	\$ 1,000	
5220 Misc Event Expenses	\$ -	\$ 5	
5260 Legacy Bricks	\$ -	\$ -	
<b>Total 5200 Fundraising Expenses</b>	<b>\$ -</b>	<b>\$ 1,005</b>	<b>\$ 6,000</b>
5400 Program Costs	\$ 14	\$ 58	\$ 1,500
6400 Exhibits	\$ -	\$ -	\$ 3,000
6010 Payroll Expenses	\$ 6,217	\$ 30,498	
6017 Museum Assistant		\$ (260)	
6050 Payroll Taxes	\$ 476	\$ 3,732	
<b>Total 6010 Payroll Expenses</b>	<b>\$ 6,692</b>	<b>\$ 33,970</b>	<b>\$ 84,000</b>
6100 Building Operations	\$ -	\$ 13,166	
6110 Electric, Water and Sewer	\$ 276	\$ 1,741	
6120 Gas	\$ -	\$ 1,109	
6130 Maintenance	\$ 38	\$ 152	
6131 Janitorial	\$ 32	\$ 144	
<b>Total 6100 Building Operations</b>	<b>\$ 347</b>	<b>\$ 16,312</b>	<b>\$ 7,000</b>
6300 Office Expense		\$ 550	
6320 Office Supplies	\$ 159	\$ 894	
6321 Printer Service	\$ 239	\$ 502	
6322 Copies	\$ 319	\$ 1,031	
6323 Tech Support	\$ 99	\$ 1,287	
6324 Software Renewals	\$ -	\$ -	
6350 Office Expense Misc	\$ 71	\$ 242	
<b>Total 6300 Office Expense</b>	<b>\$ 887</b>	<b>\$ 4,506</b>	<b>\$ 7,000</b>
6500 Telephone / Communication	\$ (17)	\$ 910	\$ 3,500
6600 Insurance Expenses	\$ -	\$ 205	
6610 Commerical & Wcomp	\$ 1,013	\$ 1,040	
<b>Total Insurance Expenses</b>	<b>\$ 1,013</b>	<b>\$ 1,246</b>	<b>\$ 6,000</b>
6800 Postage Expenses	\$ 235	\$ 361	\$ 150
6900 Dues Expenses	\$ 125	\$ 243	\$ 500
7000 Promotion & Advertising Ex	\$ 192	\$ 540	\$ 1,500
7100 Professional Fees	\$ 200	\$ 1,070	\$ 3,000
7400 Staff Development	\$ -	\$ -	\$ 1,000
8000 Collection Care	\$ -	\$ -	\$ 8,850
8010 Collection Care Expenses	\$ -	\$ 338	
8020 Offsite Collection Storage	\$ 616	\$ 2,441	
<b>Total 8000 Collection Care</b>	<b>\$ 616</b>	<b>\$ 2,779</b>	<b>\$ 9,850</b>
<b>Total Expenditures</b>	<b>\$ 10,979</b>	<b>\$ 63,883</b>	<b>\$ 138,500</b>
Net Revenue	\$ 3,869	\$ (20,835)	

**St. Charles History Museum**  
**GIFT SHOP COMMIIITTEE: Statement of Activity Comparison**  
**Apr-22**

	Apr-22	YTD 2022	Budget Total	Remaining \$	Apr-21	YTD 2021 PY	PY 2021 Budget Total
<b>Revenue</b>							
<b>4600 Gift Store</b>							
4610 General Sales	\$ 1,334	\$ 3,696			\$ 1,049	\$ 4,426	
4620 Shipping Fees	\$ -				\$ -	\$ -	
<b>Total 4600 Gift Store</b>	<b>\$ 1,334</b>	<b>\$ 3,696</b>	<b>\$ 12,000</b>	<b>\$ 8,304</b>	<b>\$ 1,049</b>	<b>\$ 4,426</b>	<b>\$ 9,000</b>
<b>Expenditures</b>							
<b>5600 Gift Store Expenses</b>							
5610 Inventory Purchases	\$ 567	\$ 691			\$ -	\$ 1,021	
5620 Consignment Purchases	\$ -	\$ -			\$ -	\$ 294	
5630 Credit Card Fees	\$ 32	\$ 19			\$ 20	\$ 98	
5640 Shipping	\$ -	\$ 57			\$ -	\$ -	
5641 Square Fees	\$ 75	\$ 89			\$ -	\$ -	
<b>Total 5600 Gift Store Expenses</b>	<b>\$ 674</b>	<b>\$ 856</b>	<b>\$ 6,000</b>	<b>\$ 5,144</b>	<b>20</b>	<b>\$ 1,413</b>	<b>\$ 6,000</b>
<b>Net Operating Revenue</b>	<b>\$ 660</b>	<b>\$ 2,841</b>	<b>\$ 6,000</b>	<b>\$ 6,856</b>	<b>\$ 1,029</b>	<b>\$ 3,013</b>	<b>\$ 3,000</b>



**St. Charles History Museum**  
**EDUCATION COMMITTEE: Statement of Activity Comparison**  
**Apr-22**

	Apr-22	2022 YTD	Budget Total	Remaining \$	Apr-21	2021 YTD	2021 Budget Total
<b>Revenue</b>							
<b>4400 Programs</b>							
4410 History Happy Hour	\$ -						
4420 School Programs	\$ -						
4430 Scout Programs	\$ -						
4440 Presentations	\$ -						
4450 Program	\$ 2,560	\$ 2,487					
4490 Admissions & Tours	\$ -						
4491 House Walk	\$ -						
<b>4492 Museum Admission</b>	\$ 99	\$ 144			\$ 18	\$ 40	
<b>Total 4400 Programs</b>	\$ 2,659	\$ 2,631	\$ 3,500	\$ 869	\$ 18	\$ 40	\$ 3,500
<b>Expenditures</b>							
<b>5400 Program Expenses</b>			\$ 1,500				\$ 1,500
5400 Program Expenses	\$ 14	\$ 58			\$ 500	\$ 515	
<b>6400 Exhibits</b>			\$ 3,000				\$ 4,000
6430 Temporary Exhibit Supplies	\$ -	\$ -			\$ 126	\$ 542	
6440 Display Purchases	\$ -	\$ -			\$ -	\$ 350	
<b>Total 5200 Education Expenses</b>	\$ 14	\$ 58	\$ 4,500	\$ 4,442	\$ 626	\$ 1,407	
<b>Net Revenue</b>	\$ 2,645	2,572				\$ (1,367)	

**St. Charles History Museum**  
**FUNDRAISING COMMITTEE: Statement of Activity Comparison**  
**Apr-22**

	Apr-22	2022 YTD	Budget Total	Remaining \$	Apr-21	2021 YTD	2021 Budget Total
<b>Revenue</b>							
<b>4200 Fundraising Income</b>			<b>\$ 25,000</b>				<b>\$ 25,000</b>
4200 Fundraising Income	\$ -				\$ -	\$ -	
4210 Gala Revenue	\$ -	\$ 2,800			\$ 1,500	\$ 2,075	
4214 2021 Gala Paddle Raise	\$ -	\$ -			\$ -	\$ -	
4220 Event Sponsors	\$ -	\$ -			\$ -	\$ 500	
4221 Gala	\$ -	\$ -			\$ -	\$ -	
4222 Event Registrations	\$ 4,344	\$ 4,438			\$ -	\$ -	
4224 Event Donations	\$ 103	\$ 155			\$ -	\$ -	
4226 Raffle Ticket Sales	\$ 978	\$ 978			\$ -	\$ -	
4228 Fundraising Event Sponsors	\$ -	\$ -			\$ 1,500	\$ 1,500	
4230 Special Event Program	\$ 300	\$ 300			\$ -	\$ -	
<b>4260 Brick Pavers</b>	\$ -	\$ -	<b>\$ 1,000</b>		\$ 250	\$ 375	<b>\$ 1,000</b>
<b>Total 4200 Fundraising Income</b>	<b>\$ 5,725</b>	<b>\$ 8,670</b>	<b>\$ 26,000</b>	<b>\$ 17,330</b>	<b>\$ 3,250</b>	<b>\$ 4,450</b>	<b>\$ 26,000</b>
<b>Expenditures</b>							
<b>5200 Fundraising Expenses</b>			<b>\$ 6,000</b>				<b>\$ 6,000</b>
5201 City License Fees	\$ -	\$ -			\$ -	\$ -	
5210 Gala Expenses	\$ -	\$ 1,000			\$ -	\$ -	
5212 Raffle Expenses	\$ -				\$ -	\$ -	
5220 Misc Event Expenses	\$ -	\$ 5				\$ 60	
5230 Arcada Fundraiser Expense	\$ -	\$ -			\$ -	\$ -	
<b>5260 Brick Pavers Expenses</b>	\$ -				\$ -	\$ 311	
5270 Raffle Ticket Expenses	\$ -				\$ -	\$ -	
<b>Total 5200 Fundraising Expenses</b>	<b>\$ -</b>	<b>\$ 1,005</b>	<b>\$ 6,000</b>	<b>\$ 4,996</b>	<b>\$ -</b>	<b>\$ 371</b>	<b>\$ 6,000</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 1,005</b>			<b>\$ -</b>	<b>\$ 371</b>	<b>\$ 20,000</b>
<b>Net Revenue</b>	<b>\$ 5,725</b>	<b>\$ 7,666</b>	<b>\$ 20,000</b>	<b>\$ 12,334</b>	<b>\$ 3,250</b>	<b>\$ 4,079</b>	<b>\$ 15,921</b>

**St. Charles History Museum**  
**MEMBERSHIP COMMITTEE: Statement of Activity Comparison**  
**Apr-22**

	Apr-22	YTD 2022	2022 Budget Total	Remaining \$	Apr-21	YTD 2021 PY	PY Budget Total
<b>Revenue</b>							
<b>4000 Membership Income</b>							
4010 BAKER VIP LEVEL	\$ 1,600	\$ 3,450			\$ 1,500	\$ 14,128	
4020 IND FAMILY MEMBERSHIP	\$ 325	\$ 475			\$ 225	\$ 1,396	
4030 SS JONES & GREATER	\$ 3,100	\$ 7,875				\$ 1,000	
4040 Annual Membership Drive	\$ -	\$ -					
<b>Total 4000 Membership Income</b>	<b>\$ 5,025</b>	<b>\$ 11,800</b>	<b>\$ 14,000</b>	<b>\$ 2,200</b>	<b>\$ 1,725</b>	<b>\$ 16,523</b>	<b>\$ 11,000</b>
<b>4100 Donations</b>							
4120 Whitson Memorial Fund	\$ -	\$ -			\$ -	\$ 100	
4130 Gift Donations	\$ -	\$ 500			\$ -	\$ 12,000	
4150 Donation Box	\$ 56	\$ 113			\$ 240	\$ 397	
4160 Memorial Gifts	\$ -	\$ 50			\$ -		
4170 Room Rentals/Presentations	\$ -	\$ 50			\$ -	\$ -	
4199 Donations - Other	\$ -	\$ 500			\$ 280	\$ 967	
<b>Total 4100 Donations</b>	<b>\$ 56</b>	<b>\$ 1,213</b>	<b>\$ 8,000</b>	<b>\$ 7,943</b>	<b>\$ 520</b>	<b>\$ 13,464</b>	<b>\$ 10,000</b>
<b>Total Revenue</b>	<b>\$ 5,081</b>	<b>\$ 13,013</b>	<b>\$ 22,000</b>	<b>\$ 8,987</b>	<b>\$ 2,245</b>	<b>\$ 29,988</b>	<b>\$ 21,000</b>
<b>Expenditures</b>							
<b>5000 Membership Expenses</b>							
5010 Membership Publications/Promotions	\$ -						
5020 Membership Renewals Expense	\$ -	\$ 27			\$ -	\$ 1,313	
<b>Total 5000 Membership Expenses</b>	<b>\$ -</b>	<b>\$ 27</b>	<b>\$ 1,500</b>	<b>\$ 1,473</b>	<b>\$ -</b>	<b>\$ 1,313</b>	<b>\$ 1,000</b>
<b>Net Revenue</b>	<b>\$ 5,081</b>	<b>\$ 12,986</b>	<b>\$ 20,500</b>	<b>\$ 8,670</b>	<b>\$ 2,245</b>	<b>\$ 28,675</b>	<b>\$ 20,000</b>

**St. Charles History Museum**  
**EXECUTIVE COMMITTEE: Statement of Activity Comparison**  
**Apr-22**

**Administration and Operations**

	Apr-22	YTD 2022	2022 Budget Total	Remaining \$		Apr-21	YTD 2021	2021 Budget Total
<b>Revenue</b>								
4500 Research Fees	\$ -	\$ -	\$ 2,000					\$ 500
4700 Grants	\$ -	\$ -	\$ 25,000					\$ 5,000
4800 STC City Funding	\$ -	\$ 15,000	\$ 50,000	\$ 35,000		\$ 7,667	\$ 26,833	\$ 46,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 77,000</b>	<b>\$ 62,000</b>		<b>\$ 7,667</b>	<b>\$ 26,833</b>	<b>\$ 51,500</b>

Most grants are rotational can't submit 2 years consecutively.

**Expenditures**

	Apr-22	YTD 2022	Budget Total	Remaining \$		Apr-21	YTD 2021	2021 Budget Total
<b>6010 Payroll Expenses</b>								
6010 Payroll Expenses	\$ 6,217	\$ 30,498				\$ 6,551		
6012 Director	\$ -					\$ 3,461	\$ 15,574	
6013 Admin Asst	\$ -					\$ -		
6014 Collections Project	\$ -					\$ -		
6016 Marketing Mgr	\$ -	\$ (260)				\$ 600	\$ 2,700	
6017 Museum Asst	\$ -					\$ -		
6018 Visitor Coord	\$ -					\$ -		
6020 Misc Staff	\$ -					\$ -		
6050 Payroll Taxes	\$ 476	\$ 3,732				\$ 1,534	\$ 6,751	
<b>Total Payroll Expenses</b>	<b>\$ 6,692</b>	<b>\$ 33,970</b>	<b>\$ 84,000</b>	<b>\$ 50,030</b>		<b>\$ 5,595</b>	<b>\$ 31,576</b>	<b>\$ 59,000</b>
<b>6100 Building Operations</b>								
6100 Building Operations		\$ 13,166				\$ 10,000		
6110 Electric, Water, Sewer - Utilities	\$ 276	\$ 1,741				\$ 558	\$ 2,080	
6120 Natural Gas	\$ -	\$ 1,109				\$ 248	\$ 1,383	
6130 Maintenance	\$ 38	\$ 152				\$ 37	\$ 148	
6131 Janitorial Supplies	\$ 32	\$ 91				\$ 37	\$ 193	
<b>Total Building Operation</b>	<b>\$ 347</b>	<b>\$ 16,258</b>	<b>\$ 7,000</b>	<b>\$ (9,258)</b>		<b>\$ 880</b>	<b>\$ 13,804</b>	<b>\$ 6,000</b>
<b>6300 Office Expense</b>								
6320 Office Supplies	\$ 159	\$ 1,444				\$ 52	\$ 795	
6321 Printer Service	\$ 239	\$ 502				\$ 170	\$ 511	
6322 Copies	\$ 319	\$ 1,031				\$ 323	\$ 1,142	
6323 Tech Support	\$ 99	\$ 1,287				\$ 279	\$ 1,151	
6324 Software Renewals	\$ -					\$ 419	\$ 1,516	
6330 Equipment Purchases	\$ -					\$ -	\$ -	
6350 Office Expense Misc	\$ 71	\$ 242				\$ -	\$ 408	
<b>Total Office Expense</b>	<b>\$ 887</b>	<b>\$ 4,506</b>	<b>\$ 7,000</b>	<b>\$ 2,494</b>		<b>\$ 1,244</b>	<b>\$ 5,523</b>	<b>\$ 6,500</b>
<b>6500 Telephone / Communications</b>								
6500 Telephone / Communications	\$ (17)	\$ 910	\$ 3,500	\$ 2,590		\$ 542	\$ 2,351	\$ 2,500
<b>6600 Insurance</b>								
6600 Insurance	\$ -	\$ 205				\$ -	\$ -	\$ -
6610 Commercial & Workmans Comp	\$ 1,013	\$ 1,040				\$ 1,652	\$ 2,995	\$ -
6620 Liability Insurance	\$ -	\$ -				\$ 206	\$ 566	\$ -
6650 Special Event Insurance	\$ -					\$ -	\$ -	\$ -
<b>Total Insurance</b>	<b>\$ 1,013</b>	<b>\$ 1,246</b>	<b>\$ 6,000</b>	<b>\$ 4,754</b>		<b>\$ 1,858</b>	<b>\$ 3,561</b>	<b>\$ 6,000</b>
<b>6800 Postage Expenses</b>								
6800 Postage Expenses	\$ 235	\$ 361	\$ 150	\$ (211)		\$ -	\$ 247	\$ 500
<b>6900 Dues Expenses</b>								
6900 Dues Expenses	\$ 125	\$ 243	\$ 500	\$ 257		\$ 250	\$ 368	\$ 500
<b>7000 Promotions &amp; Advertising</b>								
7000 Promotions & Advertising	\$ 192	\$ 540	\$ 1,500	\$ 960		\$ 267	\$ 483	
7100 Professional Fees	\$ 200	\$ 1,070	\$ 3,000	\$ 1,930		\$ 795	\$ 2,385	
<b>Total Promotions &amp; Advertising</b>	<b>\$ 392</b>	<b>\$ 1,610</b>	<b>\$ 4,500</b>	<b>\$ 2,890</b>		<b>\$ 1,062</b>	<b>\$ 2,868</b>	<b>\$ 1,500</b>
<b>7200 Strategic Plan</b>								
7200 Strategic Plan	\$ -	\$ -						
<b>7400 Staff Development</b>								
7400 Staff Development	\$ -	\$ -	\$ 1,000					\$ 1,000
<b>8000 Collection Care</b>								
8000 Collection Care			\$ 8,850					\$ 6,000
8010 Collection Care Expense	\$ -	\$ 338					\$ -	
8020 Collection Storage	\$ 616	\$ 2,441				\$ 648	\$ 2,592	
<b>Total Expenditures</b>	<b>\$ 10,291</b>	<b>\$ 61,883</b>	<b>\$ 113,650</b>	<b>\$ 51,767</b>		<b>\$ 12,079</b>	<b>\$ 62,889</b>	<b>\$ 89,500</b>

Gift Shop Sales													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
2020	\$466	\$1,538	\$442	\$352	\$276	\$1,260	\$1,123	\$1,635	\$776	\$1,272	\$811	\$2,776	<b>\$12,733</b>
2021	\$316	\$511	\$1,095	\$787	\$1,337	\$1,568	\$1,574	\$1,691	\$1,161	\$1,094	\$561	\$2,306	<b>\$15,157</b>
2022	\$166	\$828	\$446	\$709	\$370								<b>\$3,295</b>

**I. First Quarter Review**

**A. Gift Shop Sales: \$3,295**

**B. Visitor Count: 311 (about 100 were from St. Patrick’s Day Parade – was not able to count every person)**

**C. Volunteer Hours: 145.5**

**II. Gift Shop**

**A. Board Members - PLEASE READ!** There are times when the Museum needs some additional staffing/volunteers to help run the gift shop and help customers. We are considering having the Museum open on select Sundays this summer, and that will require some volunteer help. I think it would be a great idea to get every board member “Gift Shop Certified.” This would include knowing the product we carry and where we store extras; ringing up people on the cash register; knowing how to open and close the Museum. I can also train on locking up and setting the alarm, but let’s just start with gift shop training first. **To make this as easy as possible, please contact me individually and schedule a time to get trained.** I will be scheduling a regular open-to-the-public volunteer training day in May, but for now I’d like to handle board member training on an individual basis so I can spend more time with each person to make sure everyone knows what to do. We can start this at any time, so just let me know when you would like to get trained.

**B. Updates –** Sue V. is back from Florida! She came back to the Museum on Saturday. She has placed a re-order for the stuffed foxes we got last year. They sold like crazy (we only have THREE left.) Those will hopefully be here no later than July. They ship from China, so who knows if that’s backlogged or not. We are also looking into producing our own postcards from ones we have in our collection. I would also like to debut a new t-shirt this year, as well as re-order our popular ones.

**III. Programs**

**A. Seeds for Victory program**

1. Saturday, May 21st we are inviting kids to come to the Museum and help us plant our garden using seeds from the SCPL Seed Library. Kids will also get to plant their own seeds in little pots, and take home a plant journal to record the process. We are considering planning a follow up program in August when most plants are matured so kids can share their findings. The idea is to teach kids the Victory Garden history in St. Charles, which there is quite a lot of, and also introducing them to gardening and why it’s important. **Volunteers Needed: If you would like to volunteer and help out for this program, please let me know!**

**2. Clara Barton Program**

- a) The Clara Barton program presented by Leslie Goddard went splendid! We had a

smaller group, about 12 people, but it worked out great. As always, Leslie did an outstanding job bringing history to life and everyone who attended absolutely loved it. I am hoping to have her come back again either this fall or next spring. I would love to do her Jackie O program, since JFK once visited St. Charles.

**B. Mason Jar Butter** – On Saturday, June 11<sup>th</sup> at 10am we are hosting a mason jar butter activity for kids.

**C. Pickle Palooza Month – July (July 16<sup>th</sup> event day)**

1. We are working on a collaboration with Preservation Partners of the Fox Valley and Steel Beam Theater to bring the history of Pickle Packers International to life. We are still working out the program layout, but so far Steel Beam Theater is doing a radio play about Bill Moore and PPI. I am meeting with PPFV on Thursday to go over what their program is going to be for Sunday, July 17<sup>th</sup>.

#### IV. Community Outreach

##### A. Fine Arts Walk/ Memorial Day Weekend

1. We are going to be open the entire weekend for Fine Arts Walk and Memorial Day Weekend.
  - a) Saturday, May 28<sup>th</sup> – 10am we are going to have a walking tour of the Main Street buildings. 11am-5pm we will be open for regular business. Sue will most likely have a sidewalk sale. The whole weekend of the Fine Arts Walk we will have wall art and posters on sale for 10% off.
  - b) Sunday, May 29<sup>th</sup> – repeated activities from Saturday, including the walking tour at 10am. Museum open to public 11-5.
  - c) Monday, May 30<sup>th</sup> Memorial Day – I will have the Museum open on Memorial day from 9am – 2pm to try and get some extra business. **I will be working both this Sunday and Monday, so therefore I will *not* be in on Friday and Saturday, June 3<sup>rd</sup> and 4<sup>th</sup>.**
  - d) If anyone would like to help out and volunteer on any of these days, please let me know! The more the merrier!

#### V. Collections Committee

- A. We have officially formed a Collections Committee. So far it is myself, Eric and Pat Pretz. We have a couple prospective members who we are going to reach out to. The goal of this committee is to increase the process when accepting/rejecting artifacts into the collection. We are going to meet next on Tuesday, June 28<sup>th</sup> at 11am.

#### UPCOMING EVENTS & DATES TO REMEMBER

- ❖ Saturday, May 21<sup>st</sup>: Victory Garden Program @ 10AM
- ❖ Saturday, June 11<sup>th</sup>: Mason Jar Butter Program @ 10AM
- ❖ Next Board Meeting: Thursday, June 16<sup>th</sup> @ 5PM



## **Education Committee Report**

MAY 17<sup>th</sup>, 2022

### **SEEDS OF VICTORY**

We are ready for a great family workshop this coming Saturday, May 21<sup>st</sup> 10am. We will plant a WWII-Era Victory Garden with modern vegetable seeds, share a handout to take home as well as help our attendees plant their own peat pot with heirloom “Inciardi” Paste Tomato seeds given to us by the St. Charles Public Library through their Heirloom Seed Library and first-ever Community Seed Event. Throughout Spring-Summer there will be SCPL-sponsored events including the following:

- A 5/5 Seed Swap
- The Master Gardner Program at the University of Illinois Extension Office Kane County hosted a seedling sale, 5/14 workshops
- Free heirloom seed packets
- 5/23 ZOOM Seed Starting Workshop-register online

In preparation for our 2023 Seeds of Victory Program, we have consulted with an attorney, Mr. Gary Leonard, who is the Judge Advocate legal counsel for the St. Charles Veterans Center. He has helped us to draft a “Request for Limited License” letter to be sent to the offices of the Disney Corporation Corporate Counsel. (See the attached final draft). He advises that the outlook for securing this limited license from Disney for the use of our “Green Thumb Mickey” in printing t-shirts is very favorable.

### **PICKLE PALOOZA**

July will be “Pickle Month” in St. Charles! Our offerings will be:

- A “Progressive Palate of Pickles” promotion with area restaurants. We have created a “punch card” template to encourage people to patronize participating restaurants who will prepare, for a limited time, (one week) a food selection using dill, cucumber and/or pickles. The list of participating venues will be on the back of the card. Cards will be turned-in at the Museum in July, with name/e-mail and we will award prizes to be redeemed at the Museum! Each Committee member is contacting 10 restaurants to participate.
- Friday, July 15<sup>th</sup> 7pm & Saturday, July 16<sup>th</sup> 2pm Steel Beam Theater will host a free event: a 1940’s-style Radio Play based upon the character of Bill “The Dill” Moore, the promotional genius behind the Pickle Packers International Council, formerly based here in St. Charles. We are partnering with PPI, now based in Washington, D.C. They are providing a brief biography on Moore, who remains a significant (international) figure in the industry, as well as the PPI Mission statement for the theater program. The play will include audience participation with tongue twisters, games and 30-second commercial “spots” sold for a \$50 donation to the Museum from area businesses; read by child actors.



- We will introduce our newest Gift Shop item from a local St. Charles company, Brook Crossing. It is the “St. Charles Big Dill” candle! See sample candle for the light scent of fresh Dill. A custom label has been designed featuring the Museum Logo. We will have 2-3 additional scented 8 oz. candles, also, incorporate our glass mason jar mugs with a special limited-edition candle. Our Museum Logo will be printed upon a chipboard die-cut “stopper” sealing the candle with the wick exposed.
- Saturday, July 16<sup>th</sup> 10am is our second annual “We’re in a Pickle” pickle tasting and pickling demonstration. It will be held at the Durant House in partnership with Preservation Partners. We will give participants custom pickle stickers.
- IDT Photo is preparing promotional video clips for television and social media use. We are contacting two WGN TV programs to air the clips.

## **GRAVE REMINDERS**

- Saturday, October 15<sup>th</sup>, we will have ten volunteers (plus child actors provided by Preservation Partners) portraying notable historic figures at North Cemetery, our annual Grave Reminders Tour, co-sponsored by the STC Park District. This year the STC Business Alliance will incorporate our calendar item in the Scarecrow Fest materials.
- Friday October 22<sup>nd</sup> 7pm & Saturday October 23<sup>rd</sup> 2pm, the Steel Beam Theater is again partnering with the Museum with a first time-ever dramatic reenactment of our 10 GR characters ONSTAGE! IDT Photo is providing spooky video of the tombstones and the characters will stand in front of a screen, performing the same roles done in North Cemetery in the comfort of the 50-seat theater. This ticketed event will benefit the Museum.
- IDT is preparing promotional video clips for television and social media use. We are contacting two WGN TV programs to air the clips.

**Respectfully Submitted by:**

**Vanessa Bell-LaSota  
Chair  
St. Charles History Museum  
Education Committee**



May 17<sup>th</sup>, 2022

To The Museum Board Members and Staff,

It is with sincere regret that I must step down from my role as Museum Board Trustee, as I no longer have the free time that needs to be made available to attend Board Meetings due to the demands of my new work schedule.

I intend to continue to support the Museum mission in my capacity as Chair of the Education Committee. It has been my pleasure to work with each one of you and I wish the Board all the best!

Sincerely,

Vanessa Bell-LaSota  
446 Union Avenue  
St. Charles, Il 60174