

VII. Committee Reports – presented by Chairperson

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

VIII. City of St. Charles Liaison Report

IX. President's Report

X. Board Member Roundtable Updates

- A. Who do you know that would be a good candidate for our Board?
Remember to thank a former board member for their service.**

XI. Communications

XII. Adjournment

**Adjournment until: Thursday, March 17, 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**

OR Via Zoom if necessary

Management Report

St. Charles History Museum

For the period ended January 31, 2022

Prepared on

February 15, 2022

Table of Contents

Statement of Activity3

Statement of Financial Position5

St. Charles History Museum

Budget vs. Actuals: FY_2022 - FY22 P&L

January 2022

	JAN 2022			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Revenue						
4000 Membership Income		1,166.67	1,166.67	\$0.00	\$1,166.67	\$1,166.67
4020 Annual General Membership	2,400.00		-2,400.00	\$2,400.00	\$0.00	\$ -2,400.00
Total 4000 Membership Income	2,400.00	1,166.67	-1,233.33	\$2,400.00	\$1,166.67	\$ -1,233.33
4100 Donations		666.67	666.67	\$0.00	\$666.67	\$666.67
4150 Donation Box	57.00		-57.00	\$57.00	\$0.00	\$ -57.00
Total 4100 Donations	57.00	666.67	609.67	\$57.00	\$666.67	\$609.67
4200 4200-4300 Fundraising		2,083.33	2,083.33	\$0.00	\$2,083.33	\$2,083.33
4220 Fundraising Event Sponsors				\$0.00	\$0.00	\$0.00
4221 Single Event Sponsor	2,700.00		-2,700.00	\$2,700.00	\$0.00	\$ -2,700.00
Total 4220 Fundraising Event Sponsors	2,700.00		-2,700.00	\$2,700.00	\$0.00	\$ -2,700.00
4260 Brick Pavers		83.33	83.33	\$0.00	\$83.33	\$83.33
Total 4200 4200-4300 Fundraising	2,700.00	2,166.66	-533.34	\$2,700.00	\$2,166.66	\$ -533.34
4400 Programs		291.67	291.67	\$0.00	\$291.67	\$291.67
4500 Research Fees		166.67	166.67	\$0.00	\$166.67	\$166.67
4600 Gift Store		1,000.00	1,000.00	\$0.00	\$1,000.00	\$1,000.00
4610 Gift Store General Sales	421.14		-421.14	\$421.14	\$0.00	\$ -421.14
Total 4600 Gift Store	421.14	1,000.00	578.86	\$421.14	\$1,000.00	\$578.86
4700 Grants		2,083.33	2,083.33	\$0.00	\$2,083.33	\$2,083.33
4800 Hotel Tax	3,750.00	4,166.67	416.67	\$3,750.00	\$4,166.67	\$416.67
4900 Interest Income	2.47	8.33	5.86	\$2.47	\$8.33	\$5.86
Discount Income	-6.00		6.00	\$ -6.00	\$0.00	\$6.00
Sales of Product Income	30.00		-30.00	\$30.00	\$0.00	\$ -30.00
Total Revenue	\$9,354.61	\$11,716.67	\$2,362.06	\$9,354.61	\$11,716.67	\$2,362.06
Cost of Goods Sold						
5600 Gift Store Expenses		500.00	500.00	\$0.00	\$500.00	\$500.00
5610 GS General Purchases	-27.76		27.76	\$ -27.76	\$0.00	\$27.76
Total 5600 Gift Store Expenses	-27.76	500.00	527.76	\$ -27.76	\$500.00	\$527.76
Total Cost of Goods Sold	\$ -27.76	\$500.00	\$527.76	\$ -27.76	\$500.00	\$527.76
GROSS PROFIT	\$9,382.37	\$11,216.67	\$1,834.30	\$9,382.37	\$11,216.67	\$1,834.30
Expenditures						
5000 Membership Expenses		125.00	125.00	\$0.00	\$125.00	\$125.00
5200 Fundraising Expenses		500.00	500.00	\$0.00	\$500.00	\$500.00
5400 Program Costs		250.00	250.00	\$0.00	\$250.00	\$250.00
6010 Payroll Expenses	8,679.31	7,000.00	-1,679.31	\$8,679.31	\$7,000.00	\$ -1,679.31
6050 Payroll Taxes	2,316.61		-2,316.61	\$2,316.61	\$0.00	\$ -2,316.61
Total 6010 Payroll Expenses	10,995.92	7,000.00	-3,995.92	\$10,995.92	\$7,000.00	\$ -3,995.92
6100 Building Operations		583.33	583.33	\$0.00	\$583.33	\$583.33
6110 Electric, Water and Sewer	285.97		-285.97	\$285.97	\$0.00	\$ -285.97
6120 Gas	354.60		-354.60	\$354.60	\$0.00	\$ -354.60
6130 Maintenance	38.00		-38.00	\$38.00	\$0.00	\$ -38.00
6131 Janitorial Supplies	24.42		-24.42	\$24.42	\$0.00	\$ -24.42
Total 6130 Maintenance	62.42		-62.42	\$62.42	\$0.00	\$ -62.42
Total 6100 Building Operations	702.99	583.33	-119.66	\$702.99	\$583.33	\$ -119.66
6300 Office Expense		583.33	583.33	\$0.00	\$583.33	\$583.33

St. Charles History Museum

Budget vs. Actuals: FY_2022 - FY22 P&L

January 2022

	JAN 2022			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
6320 Office Supplies	118.20		-118.20	\$118.20	\$0.00	\$ -118.20
6321 Printer Service	194.00		-194.00	\$194.00	\$0.00	\$ -194.00
6322 Copies	170.24		-170.24	\$170.24	\$0.00	\$ -170.24
6323 Tech Support	580.15		-580.15	\$580.15	\$0.00	\$ -580.15
Total 6320 Office Supplies	1,062.59		-1,062.59	\$1,062.59	\$0.00	\$ -1,062.59
6350 Office Expense Misc	13.88		-13.88	\$13.88	\$0.00	\$ -13.88
Total 6300 Office Expense	1,076.47	583.33	-493.14	\$1,076.47	\$583.33	\$ -493.14
6400 Exhibits		250.00	250.00	\$0.00	\$250.00	\$250.00
6500 Telephone / Communication	201.17	291.67	90.50	\$201.17	\$291.67	\$90.50
6600 Insurance Expenses	205.48	500.00	294.52	\$205.48	\$500.00	\$294.52
6610 Commercial and Workers Cmp	27.00		-27.00	\$27.00	\$0.00	\$ -27.00
Total 6600 Insurance Expenses	232.48	500.00	267.52	\$232.48	\$500.00	\$267.52
6800 Postage Expenses		20.83	20.83	\$0.00	\$20.83	\$20.83
6900 Dues Expenses	118.00	41.67	-76.33	\$118.00	\$41.67	\$ -76.33
7000 Promotion & Advertising Ex	75.00	125.00	50.00	\$75.00	\$125.00	\$50.00
7100 Professional Fees	795.00	250.00	-545.00	\$795.00	\$250.00	\$ -545.00
7400 Staff Development		83.33	83.33	\$0.00	\$83.33	\$83.33
8000 Collection Care		737.50	737.50	\$0.00	\$737.50	\$737.50
8010 Collection Care Expense	337.94		-337.94	\$337.94	\$0.00	\$ -337.94
8020 Offsite Collection Storage	593.44		-593.44	\$593.44	\$0.00	\$ -593.44
Total 8000 Collection Care	931.38	737.50	-193.88	\$931.38	\$737.50	\$ -193.88
Square Fees	0.77		-0.77	\$0.77	\$0.00	\$ -0.77
Total Expenditures	\$15,129.18	\$11,341.66	\$ -3,787.52	\$15,129.18	\$11,341.66	\$ -3,787.52
NET OPERATING REVENUE	\$ -5,746.81	\$ -124.99	\$5,621.82	\$ -5,746.81	\$ -124.99	\$5,621.82
NET REVENUE	\$ -5,746.81	\$ -124.99	\$5,621.82	\$ -5,746.81	\$ -124.99	\$5,621.82

St. Charles History Museum

Balance Sheet_Statement of Financial Position Comparison

As of January 31, 2022

	TOTAL	
	AS OF JAN 31, 2022	AS OF JAN 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1000 Cash Accounts	5,615.61	272.66
1020 Checking First State Bank	20,559.38	30,129.98
1025 Savings First State Bank	1,270.02	1,267.93
1030 Petty Cash	275.00	275.00
1035 PPP Checking	0.00	35.01
Total 1000 Cash Accounts	27,720.01	31,980.58
Total Bank Accounts	\$27,720.01	\$31,980.58
Accounts Receivable		
1100 Accounts Receivable	0.00	0.00
Total Accounts Receivable	\$0.00	\$0.00
Other Current Assets		
12000 Undeposited Funds	0.00	0.00
Total Other Current Assets	\$0.00	\$0.00
Total Current Assets	\$27,720.01	\$31,980.58
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	164,935.50	121,746.28
Total Other Assets	\$164,935.50	\$121,746.28
TOTAL ASSETS	\$196,655.51	\$157,726.86

St. Charles History Museum

Balance Sheet_Statement of Financial Position Comparison

As of January 31, 2022

	TOTAL	
	AS OF JAN 31, 2022	AS OF JAN 31, 2021 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable	630.90	
Total Accounts Payable	\$630.90	\$0.00
Other Current Liabilities		
2020 PPP Loan	0.00	0.00
2030 Gas Pump Loan	4,000.00	4,000.00
2100 Payroll Liabilities	0.00	
2110 Federal Withholding	0.00	-582.96
2120 FICA & MC	0.00	-609.78
2160 Illinois WH	0.00	303.00
Total 2100 Payroll Liabilities	0.00	-889.74
IL Dept of Revenue - Sales Tax Payable	327.00	393.41
Sales Tax Payable	1.92	
Total IL Dept of Revenue - Sales Tax Payable	328.92	393.41
Total Other Current Liabilities	\$4,328.92	\$3,503.67
Total Current Liabilities	\$4,959.82	\$3,503.67
Total Liabilities	\$4,959.82	\$3,503.67
Equity		
3000 Opening Balance Equity	158,072.15	158,072.15
3200 Unrestricted Net Assets	39,370.35	912.50
Net Revenue	-5,746.81	-4,761.46
Total Equity	\$191,695.69	\$154,223.19
TOTAL LIABILITIES AND EQUITY	\$196,655.51	\$157,726.86

Executive Directors Report
 Lindsay Judd
 Feb 17, 2022@ 5pm-6pm

Gift Shop Sales													
Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YT
2020	\$466	\$1,538	\$442	\$352	\$276	\$1,260	\$1,123	\$1,635	\$776	\$1,272	\$811	\$2,776	\$12,733
2021	\$316	\$511	\$1,095	\$787	\$1,337	\$1,568	\$1,574	\$1,691	\$1,1618	\$1,094.18	\$561.45	2,306	\$15,157
2022	\$166	\$510											\$676

I. January Shutdown

A. Our annual January shutdown was successful. Many thanks to Eric for coordinating everything. We managed to move the boxed items from the basement into our new off-site storage unit. Each box that was moved off-site was inventoried and re-stored into a new archival box when it was necessary. We will continue moving things from the basement too off-site throughout the year. In turn, the basement can now be better used for non-Collection storage like exhibit panels we want to keep, event materials, etc. Ideally, eventually Collection items can be moved from the basement to better storage. But this is the first step of many, so we are moving along.

II. Show & Tell Artifact Exhibit

A. In addition to the January Shutdown project, Eric and I have also put together our *Show & Tell* exhibit which takes visitors through the steps of how the Museum catalogs incoming artifact donations. This is a unique exhibit that not too many other museums do (some do, but it's not common.) It not only allows us to share with the public the behind-the-scenes look into artifact cataloging, but it also allows staff to continue the important work of Collection processing. If we are able to repeat this exhibit every first quarter of the year, it will help us tremendously in the long run.

III. QuickBooks Online/Financials

A. Ellen and I have a pretty good handle on the QBO program and processing the financials in-house. However, we are still learning this process, so we appreciate the patience of the board as we navigate this. Our goal is to make sure each committee chair receives a committee financial report, in addition to the regular financial reports we always send to the board. If you see something amiss, please be sure to let us know so we can correct it.

IV. Grand Victoria Riverboat Grant 2022 – In Progress

A. We are applying for the Grand Victoria Riverboat Grant, which is due Mar 2, 2022. Ellen has already begun the forms and I am working on the narrative. There are upgrades to the exhibit hall that we need. Many of the text panels are damaged or outdated and need to be replaced. I would also like to get the technology up and running for the I-pad holders. We are also looking into an app that is for making exhibits accessible to hearing/seeing impaired. I would like to also use this grant to purchase lighting for the track lights in the gallery and in the windows outside.

V. Community Outreach

A. Fox Valley Retired Educators

1. I am presenting a PowerPoint of the history of education in St. Charles on Tuesday, March 8th at 11am at Oscar Swan for the Fox Valley Retired Educators group. My goal is to have various presentations on hand and ready to go so we can book more programs like this.

B. Breakfast Rotary Club

1. I was invited to speak to the Breakfast Rotary Club on Tuesday, February 15th. We met at Colonial Café and they gave me the opportunity to speak about the Museum and all our upcoming events/programs. As always, it's such a pleasure to meet different clubs and their members.

C. Dennis Marquis

1. Mary Lynn Swanson invited her friends Lorna and Dennis Marquis to the Museum to take a look at our Native American artifacts. Dennis Marquis is a Pottawatomie tribe member who lives here in St. Charles. He initially was just interested in viewing what we have in the Collection. We didn't discuss any future programming per se, but they became VIP Members that day and are interested in helping us identify and connect our existing Native American collection to the current Pottawatomie tribe.

D. St. Charles Kiwanis Club

1. The St. Charles Kiwanis are celebrating their 75th Anniversary this year, so they approached us and asked if they could use our display windows for the month of April. On April 9th, their club will be ringing the Wild Rose bell out front 75 times in celebration of their anniversary. In conjunction with that on the same day, they are going to have a little reception out front of the Museum. The hope is that their members might perhaps become Museum members. It's a great way to bring new prospects to the Museum and check out all the awesome things we do. We are also considering offering Kiwanis members a Baker Level Membership for \$75 (it's normally \$100.)

E. St. Charles Chamber of Commerce

1. I had the pleasure of meeting with Janet Roman, new ED of the Chamber, and their marketing staff Maggie Helmer. We discussed the upcoming 100th anniversary gala for the Chamber and how the Museum is supporting that. We had received direction from Jim DiCula before he stepped down, and we completed all of those tasks. The only thing left to do is provide more photos to Maggie so she can make social media posts leading up to the event. All in all it was a great meeting and I am excited to work with them in the future.



UPCOMING EVENTS & DATES TO REMEMBER

- **Saturday, March 12th: St. Patrick's Day Parade Inclusive Lucky Hotspot 12PM-5PM**
- **Sunday, March 13th: VIP Member Event "American Oil Paintings with Stephen Reid" from 4PM-6PM**
- **Saturday, April 30th: Victory Garden Program @ 10AM**
- **Saturday, May 14th: Leslie Goddard as *Clara Barton, Civil War Battlefield Nurse* program @ 10AM**

WINTER 2022: January-March

1. **Adopt an Artifact** Program: In February we are proceeding on a “soft launch” of what we expect to be an ongoing annual program to engage, inform and encourage members of our community-both young and old-to “adopt” one of approximately 20 curated items from our collections, each year. They will be displayed in the research room w/sponsor attribution.
2. **Murals**: We are continuing our research on local African American muralist/artist William Lockett. The committee is compiling a list of questions in preparation for a phone call to his great granddaughter. We hope for it to be a Zoom or conference call, if possible-if not, Lindsay will call her. We have identified that a Lockett mural commissioned by a former church is located at a local dance studio behind drywall. We are investigating opportunities for meeting the business owner and finding funding for restoring the mural (and others), ultimately compiling a Mural reference binder for the Research Room. Contacting the School of the Art Institute, which he attended, for any records. No end date in mind.
3. **Historic Re-enactments/Plays**: Sending copies of the Alice Davis plays to our contacts at the Steel Beam Theater, as they have expressed interest in developing a historical skit/play derived from those originals for 2023.

SPRING 2022: April-May

1. **Victory Garden** Program will launch on Saturday April 30th, ending in August with kid’s (possibly adults) planting journals, submitted photos, sketches of matured plants posted on Instagram/social media. The plants will be determined by what Brandon (STC Library) chooses for the community-wide campaign. Vanessa is compiling past resources from our 2019 program, to include the “Green Thumb Mickey Mouse” drawn by Walt Disney for Les Norris in the 1940’s, Victory Garden coloring sheets, more. We have all supplies for the project from 2021 donations from Heinz Bros. Greenhouse; are contacting past supporters at Midwest Groundcover. Rising Lights foundation.
 - a. Partnerships: STC Library Heirloom Seeds Planting Program; possibly *Rising Lights Foundation*-to develop new accessible and relevant programming for Special Needs kids with the help of Jaimie Valentini and Nancy Martin, Joshua Tree, others?
 - b. Timing/components

- c. Costs anticipated

2. Pickle Palooza: July 17th

- a. Partnerships: local businesses
- b. Lindsay met in October with Preservation Partners-we will schedule an update meeting
- c. Blue Goose will offer a Hot Dog Bar with Pickle Tasting as in this past year
- d. Components/repeat of 2021 elements, reuse banner?
- e. Costs anticipated/being determined
- f. Possible tie-in w/Steel Beam-they could present a character or skit: "Bill the Dill" Moore
- g. Photo op with our giant pickle was a HUGE draw-will repeat!
- h. May change location: considering the Durant House

3. Docent Training

- a. There will be many more docent opportunities in the coming year; Lindsay will schedule a training in May
- b. We are reaching out to current membership to gauge interest

SUMMER 2022: June-August

- 1. **Walking Tours**: We will continue revising our current offerings
 - a. Potential partners/promotions with STC Business Alliance
 - b. Organize binder as a resource for visitors
 - c. School Tour binder/copies may be made available for a donation (??)
 - d. School Tour is available online through Google
 - e. Possible partnership with Baker Church for a new tour. Mark Armstrong, our Kane Co. Assessor, is a tour guide for the building-Vanessa has worked with him. Imported stained glass windows are a feature.
 - f. We will have a "dry run" during the summer of all our current tour offerings; we are interfacing with Steve G. on his vision for monetizing tours and group tours.

FALL 2022: September-November

Suggestions?

Facilities Report – 2/10/2022

Security cameras - software package is now installed

No update from city on potential (2) furnace replacement within attic space for 2022.

No additional building issues have been reported.

Regards, Ed K

Sent from my iPhone

Fundraising Report

Fundraising is now meeting monthly, on the first Wednesday of the month.

Final results for the Gala were reported by the ED as a net of \$27,000 vs. a goal of \$16,000. Great work by everyone at the museum. Special kudos to the members of the Fundraising Committee, including Barb Stilling, Kathy Brens, Sue Villanova, Brian Henry, Monica Corbett, Darlene Riebe, Pat Pretz, and Ed Koslowski. Additional thanks to Sue Villanova for her outstanding work on the raffle (and the centerpieces!) - \$10,300!!! And Ed Klosowski for his sponsorship work with Audi (they've already committed to being a sponsor for 2022!). A big THANK YOU to Lindsay, Ellen, and Eric, as well as the volunteers who helped make this night so special!!! Thank you to Pat Pretz for her efforts to coordinate with facility management to ensure the event went off flawlessly (and it did!). Darlene's insights really helped raise the level of professionalism and helped us set realistic expectations for the event. Kathy Brens provided great counsel to the committee, and her financial commitments long before the event helped us get motivated! And a special mention and thank you to Barb Stilling for her work on setting in motion the planning and effort that resulted in this success. And a special THANK YOU to Monica for her great work as entertainment coordinator, playwright, and house manager the night of the event. Last but not least, President Mike Corbett for his incredible introductory speech setting in motion the whole night. If I missed anyone, I apologize. The Museum is indebted to you all

Mark your calendars for the 2022 It's A Wonderful Life In St. Charles Holiday Gala. It will be held on 12/9/2022. Location TBD. Theme TBD. Cost TBD.

The committee is working on a location for the 2022 Gala. We are considering larger facilities and a larger attendance. More details soon.

The committee is also in the initial stages of planning a second event, hopefully in partnership with Onesti Entertainment. More details on that soon, also.

If you have any friends who are great party planners, please let them know we need more new faces on this committee! And it would be great if a Board Member would step in and take over as Chairman now that Steve is the President.

Next meeting is Wednesday March 2 at 3 PM.

Respectfully submitted,

Steve Gibson

Membership Committee Report for February Board Meeting

- **The focus in the first quarter of the year is to identify and add new VIP members.** Darlene Riebe and Mary Lynn Swanson, a new volunteer for the membership committee, attended the February meeting to suggest friends they can ask to be VIP members. They also offered ideas to attract people to the museum with new marketing strategies. Darlene shared with us that Kiwanis is celebrating their 75th Anniversary and would like to use museum windows for a promotion during April and ring the museum bell 75 times. The idea was suggested to offer a Baker level \$100 VIP membership for \$75, but for only one day. Mary Lynn Swanson suggested we engage people from families who have lived in St. Charles for three generations. Tom Anderson offered to host a “Settlers Breakfast” at Colonial Cafe. It was also decided that Gala guests will be invited to become VIP members.
- Board Members are asked to help increase membership and identify two possible VIP membership candidates by the end of the month. Ellen will prepare the intro/invite letter, brochure, and envelope, then board members can add a handwritten note either on the letter or on a separate notecard. **The membership committee needs the help of each board member to add members to our roster!** New members are very likely to support and attend future fundraising events.
- We are in the process of completing a “Member Friend” list for current VIP members and donors. The purpose is to ensure our executive director and board adequately thank our VIP members and donors, and to extend personal invites.
- Please take time to remind VIP members that the VIP program “American Oil Paintings” with Stephen Reid will be on Sunday, March 13, from 4-6 p.m. Stephen has been an antique dealer and presenter for over 40 years, and a past president of the Chicago Suburban Antique Dealers Association. He will highlight some of the paintings in our museum collection. In September, we will have Ron Ziegler present a VIP program about his personal memories of the Baker Hotel and Col. Baker.

The City has hired a new economic development director, Derek Conley, who is the current ED director for the City of Joliet.

Also, at the February 7 City Council meeting it was decided to direct staff to include a \$50k contribution to the museum into our budget for the next fiscal year.

The City Executive Team will have their retreat which is scheduled for February 26.



David Pietryla Council Member

P: 630.803.8534 | E: dpietryla@stcharlesil.gov

2 E. Main Street, St. Charles, IL 60174-1984

stcharlesil.gov