



ST. CHARLES
SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Presentation of the St. Charles History Museum, Approve the Service Agreement and Recommendation of Consideration of Funding for the History Museum in the amount of \$31,500 for FY 2016-2017

Presenter: Chris Minick, Finance Director

Please check appropriate box:

<input checked="" type="checkbox"/>	Government Operations (07/18/2016)		Government Services
<input type="checkbox"/>	Planning & Development		City Council
<input type="checkbox"/>	Public Hearing		

Estimated Cost:	\$31,500	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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If NO, please explain how item will be funded:

Executive Summary:

Representatives of the History Center will appear before the Government Operations Committee and present results of operations for the past year and outline relevant activities planned for its upcoming year of operations, as is required for organizations that receive more than \$25,000 in City funding support. The proposed funding level of \$31,500 is consistent with the funding received in FY 15-16 and represents the recent direction to reduce financial support to civic groups by 10%.

Attached is the anticipated service agreement for FY 16-17.

Staff is recommending formal approval of the Service agreement and funding amount of \$31,500 for FY 2015-2016.

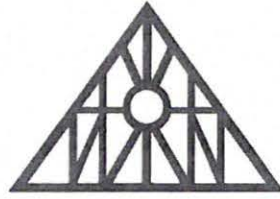
Attachments: *(please list)*

Presentation
Service Agreement

Recommendation / Suggested Action *(briefly explain):*

Presentation of the St. Charles History Museum, approve the Service Agreement and recommendation of consideration of funding for the History Museum in the amount of \$31,500 for FY 2016-2017.

For office use only: Agenda Item Number: 5a



St. CHARLES HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT

OUR MISSION

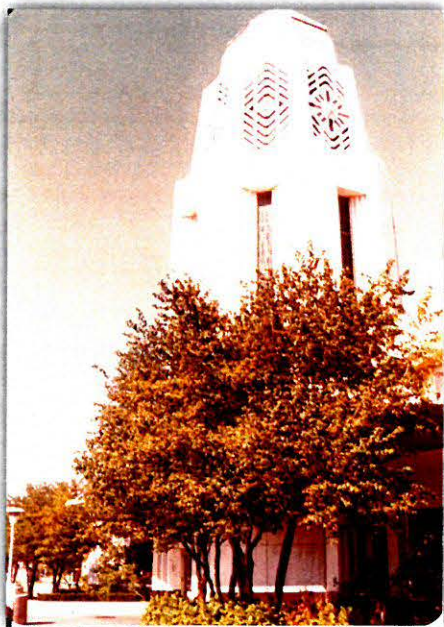
- The mission of the St. Charles History Museum is to collect, preserve and present the history of St. Charles.
- How do we fulfill this mission?
 - Partnering with other community stakeholders
 - The Downtown Partnership
 - St. Charles Park District
 - St. Charles Public Library
 - Local Businesses
 - Working with local schools
 - Delivering engaging programs
 - Developing unique exhibits



THE FOUNDING MEMBERS OF THE ST. CHARLES HISTORICAL SOCIETY

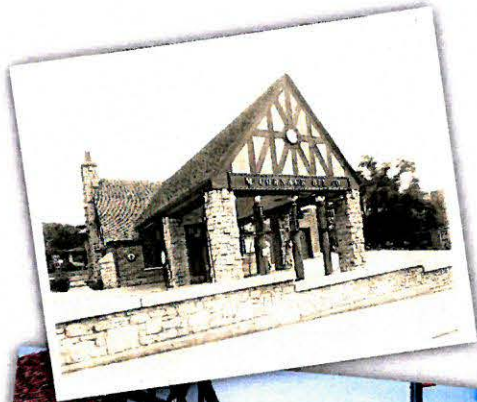
STARTED IN 1933 AND HAS BEEN AN IMPORTANT PART OF
THE COMMUNITY FOR 83 YEARS.

WHERE WE HAVE BEEN

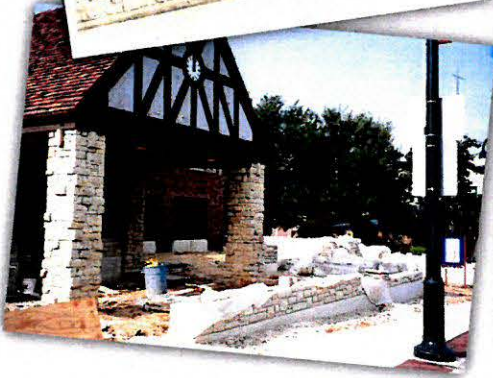


From 1940-2000 the St. Charles Historical Society Museum was housed in the Municipal Building. To make room for additional office space at the Municipal Building the Museum moved in 2000.

A MOVE TO MAIN STREET



The Museum moved to 215 E. Main Street, the former McCornack Oil Company/Texaco Gas Station. The gas station was transformed and has been the home of the St. Charles History Museum for 15 years.

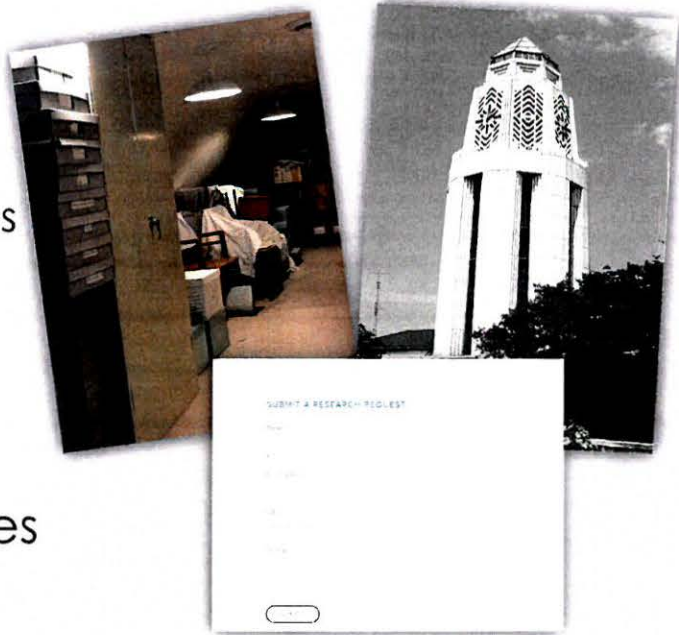


THE MUSEUM

COLLECTIONS, EXHIBITS AND PROGRAMING

THE COLLECTION

- The Collection
 - 8,000 Primary Documents
 - 15,000 Photographs
 - 17,000 Artifacts
- The Museum receives multiple research requests on a monthly bases



NEW OPPORTUNITIES FOR
ENGAGEMENT

TEMPORARY EXHIBITS 2015-2016

- In 2015 the Museums exhibit hall was redesigned to accommodate for temporary exhibits
- By redesigning the layout of the exhibit hall the Museum is now able to exhibit more of the Museum collection
- Temporary Exhibits 2015-2016
 - *From the start, To Lincolns Funeral*
 - 150th Anniversary of the Civil War
 - *It's a Big Dill*
 - *St. Charles the Pickle Capital of the World*
 - *A Look at Zook*
 - 75th Anniversary of the Municipal Building
 - *Garden Gods*
 - *History of Scarecrows*
 - *Whiskey Bend: Taverns, Trolley and Temperance*
 - *Sharing*
 - *Historic Photographs*
 - *Baby It's Cold Outside: Women's Fashion from the 1860-1920*
 - *Historic Dresses from the Museums Textile Collection*
 - *Industry: How St. Charles Companies Powered to Victory during World War II*

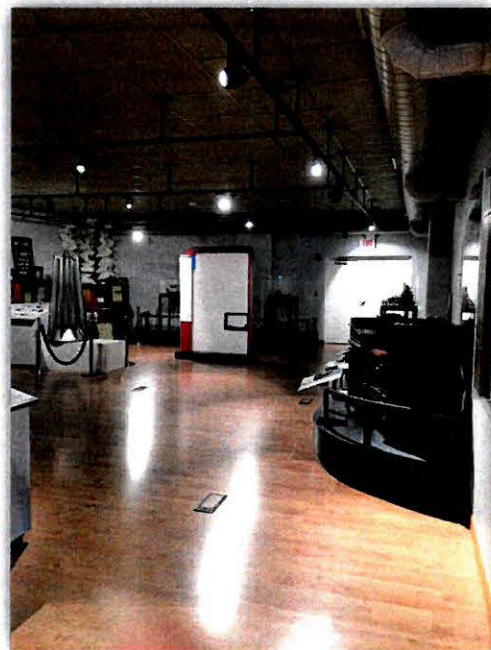
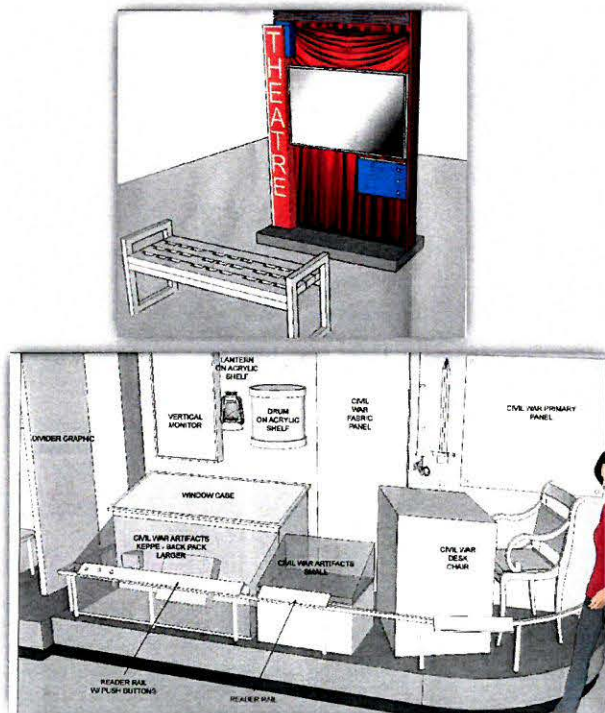
TEMPORARY EXHIBITS



MUSEUM REDESIGN 2015-2017

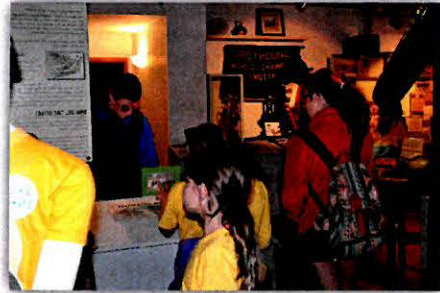
- In 2015 the Museum began to undergo a comprehensive redesign project
- In 2015 the Museum received two grants
 - Community Foundation of the Fox River Valley
 - Grand Victoria Riverboat Fund
 - Totaling \$60,500
- Phase One of the project will be completed by August 2016
 - New exhibit cases to better preserve the Museums collection on exhibit
 - New hands on technology including iPad and monitors
 - Hands on exhibit for children

MUSEUM REDESIGN 2015-2017



EDUCATIONAL PROGRAMS

- Creating new programs that meet state and common core standards
 - New School Presentation
 - Exploring St. Charles History
 - Working with teachers to evaluate
- Teen Volunteer Program
 - Working with the collection
 - Assisting with programs
- Summer Activities
 - Park District Camps
 - Sports Week-2015



BRING THE WHOLE FAMILY

- Family Friendly Programs
 - Collaborative Programs
 - Early farming in St. Charles-Primrose Farm
 - Native plants-Hickory Knolls Nature Center
 - St. Patrick's Day Parade
 - Themed craft for all ages
 - Complementary punch and cookies
 - Electric Parade
 - Warming Center
 - Themed craft for all ages
 - Complementary punch and cookies



SUSTAINABILITY & PRESERVATION

- Additional program space
- New historic gardens
 - Native landscape
 - Vegetables and herbs
 - Rain barrel
 - Interpretive signage
 - Partnerships
 - City of St. Charles
 - Fermi Lab
 - Park District
 - Pizzo Native Nursery



COMMUNITY PARTNERSHIPS

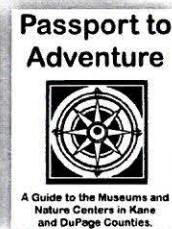
PART OF THE COMMUNITY

- The St. Charles History Museum works with a variety of local organizations and businesses.
 - The City of St. Charles
 - St. Charles CVB
 - Park District
 - Public Library
 - Chamber
 - School District 303
 - St. Charles Township
 - Downtown Partnership
 - Public Arts Council
 - Colonial Café & Ice Cream
 - Pizzo Native Nursery
 - Fermilab
 - The Office



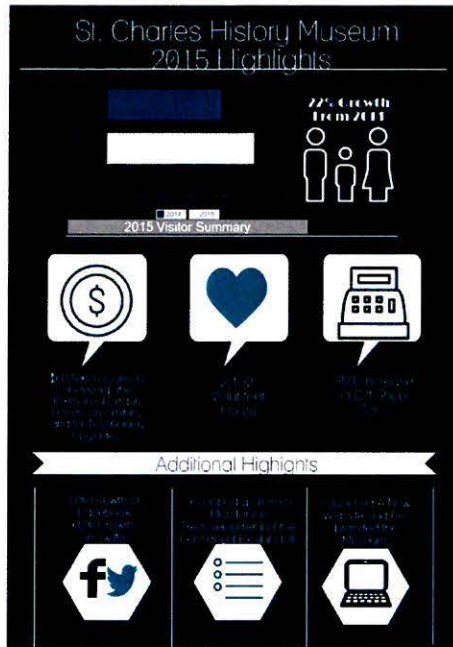
OUTSIDE OF OUR COMMUNITY

- The St. Charles History Museum also works with a number of organizations across the country
 - Kane-DuPage Regional Museum Association
 - Illinois Association of Museums
 - Association of Midwest Museums
 - American Alliance of Museums
 - American Association of State and Local History
- Collaboration with other museums
 - Bloomingdale Art Museum



AASLH
American Association
for State and Local History

HIGHLIGHTS OF 2015



- 22% Increase in Visitors
- 35% Increase in Gift Shop Sales
- 2,102 Volunteer Hours
- 37% Growth on Facebook
- 60% Growth on Twitter

HOW WE KEEP GROWING

NEW EVENTS

- 40's Night at the Arcada
 - Partnership with the Arcada Theatre
- Best of St. Charles Foodie Fest
 - Partnership with local restaurants
 - 21+
- Family Fun Day
 - Community oriented event



NEW EDUCATIONAL PROGRAMS

- 2016 the Museum launched it's new Saturday Speaker Series
- 4 Speakers throughout the year
 - The Anti-Slavery Movement In Black and White
 - THE BEST OLD HOUSES IN ST. CHARLES: Designated Residential Landmarks
 - History of the Texaco ad McCornack Family
 - Greyhound



PROPOSED USE OF FUNDS

The Museum will use these funds to further its mission to become a better stakeholder in the community and be recognized as a cultural authority by:

- Redeveloping the museum experience
- Presenting enriching temporary exhibitions
- Expanding our membership base and benefits
- Engaging the community with quality programming

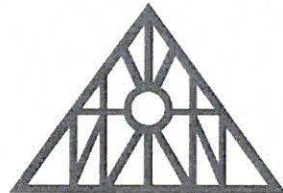
FUNDING REQUEST

• Development of Educational Programs	\$11,000
• Hands on Experiences	\$ 2,000
• Temporary & Permanent Exhibits	\$ 10,000
• Community Outreach	\$ 2,000
• Staff Development	\$ 2,500
• Professional Fees	\$ 1,000
• Office Expenses	\$ 3,000
	Total \$31,500

TAKING CHARGE

OUR FISCAL RESPONSIBILITY

- Cost saving measures
 - Working with local businesses
- Continue our volunteer and intern program
- Grow Membership
- New temporary exhibits and programs
 - Increase visitor attendance by 5% in 2016
 - Increase donations
 - Increase gift shop sales



St. CHARLES
HISTORY MUSEUM

COLLECT • PRESERVE • PRESENT

**AGREEMENT FOR SERVICES BETWEEN THE CITY OF ST. CHARLES AND
THE ST. CHARLES HISTORY MUSEUM**

WHEREAS, the City of St. Charles, hereinafter referred to as " City," is desirous of promoting and the rich history and culture of St. Charles; and,

WHEREAS, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax," of the City of St. Charles, Illinois, Municipal Code (hereinafter referred to as "Hotel Tax Ordinance") provides for such activities in accordance with the limitations of the ordinance; and,

WHEREAS, the St. Charles History Museum, (hereinafter referred to as "the History Museum") an Illinois not-for-profit organization certified by the State of Illinois to collect, preserve, and present the history of the City of St. Charles and St. Charles Township, can provide research facilities, exhibits, and programs to residents and visitors to St. Charles.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- I. In consideration of the promises, terms and conditions set forth, the History Museum shall devote its energies to presenting the history of the Greater St. Charles area including, but not limited to, museum exhibits, satellite exhibits, public programs, school programs on site and in the classrooms, and participation in community festivals when feasible. Activities to include, but not limited to:
 - A. Maintaining permanent and rotating exhibits on various St. Charles history subjects at the History Museum and other locations in the community;
 - B. Offer public programs for residents and visitors by working with other community groups to bring in speakers and experts on various topics relating to local, state, and regional history and culture;
 - C. Work with teachers and principals to create and offer programs for CUSD 303 schools to supplement the local history unit and other relevant units;
 - D. Work with local festival and event coordinators to offer services including bus tour guides, and to coordinate possible exhibit opportunities;
 - E. Maintain and enhance existing relationships with St. Charles community stakeholder organizations including the Convention and Visitor's Bureau, Chamber of Commerce, Downtown Partnership, St. Charles Community Unit School District 303, Public Library, Park District, St. Charles Township, and the City;
 - F. Seek grants on all levels to assist in the funding of planned activities;

- G. Interface with other local, state and regional museum organizations to ensure best practices are being met;
 - H. Continue to assess the results of the History Museum's work and provide annual written reports to the City Council.
- II. In consideration of the foregoing services provided by the History Museum, City agrees to pay to the History Museum Thirty-One Thousand Five Hundred dollars and no/100 cents (\$31,500.00) for the period beginning May 1, 2016 and ending April 30, 2017. Payment shall be made on a monthly basis, subject to deductions by City for collection costs.
- III. The History Museum will not enter into any relationship, contractual or otherwise, which will subject City to any liability. The History Museum, an independent contractor, receives funding from City to provide programs and exhibits highlighting the history of St. Charles and has no authority to bind City in any matter. The History Museum further agrees to indemnify and hold harmless the City from any and all liability, losses or damages, including reasonable attorney's fees, arising from the execution or implementation of this agreement.
- IV. The History Museum shall maintain records of all of its activities for a period of at least seven years, which records shall upon request be subject to inspection and copying by City or its designated agent at City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.
- V. This agreement shall terminate on April 30, 2017, and the consideration therefore may be renewed by a written instrument executed by both parties.
- VI. The History Museum shall provide City with a monthly financial report including a profit and loss statement, along with an annual balance sheet. The current profit and loss statement shall be provided to City within thirty (30) days after the end of the month for which the statement is prepared. The History Museum shall comply with the terms and conditions of City's Policy Regarding Funding for External Agencies, as it exists on May 1, 2016.
- VII. The History Museum agrees that it will continue to identify, recruit, and appoint new and/or additional members to its Board of Directors to represent the entire community of the City of St. Charles. The History Museum also agrees to maintain its by-laws so as to restrict the duration and number of terms of office members of the Board of Directors may serve.

- VIII. Upon termination of this agreement, any funds paid to the History Museum and not used or otherwise subject to pending contract requirements of the History Museum shall be returned to the City.
- IX. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving ten-day written notice upon the other party.
- X. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.
- XI. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals this _____ day of August, 2016.

ST. CHARLES HISTORY MUSEUM

CITY OF ST. CHARLES

By _____
President

Mayor