



ST. CHARLES

SINCE 1834

AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Funding for the Heritage Center for Fiscal Year 2013-2014

Presenter: Chris Minick, Finance Director

Please check appropriate box:

XX	Government Operations (07/01/2013)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$35,000	Budgeted:	YES		NO	X
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If NO, please explain how item will be funded:

Funds are available through the Hotel Tax Line Item to accomplish this request

Executive Summary:

The Heritage Center (HC) is requesting funding support from the City in the amount of \$35,000 for fiscal year 2013-2014. The City has been supporting the HC financially for a number of years indirectly. Previously the HC had been funded via an annual allocation from the Cultural Commission funding. However, the HC is requesting a more stabilized funding source that they can program into their support budget annually.

If approved, the HC would be funded in a manner consistent with other groups who receive direct funding allocations from the City such as the Convention and Visitors Bureau and the Pride of the Fox Group. The HC would then conform to the City's policy for funding of outside agencies as do these other groups.

This expenditure is unbudgeted for FY 13-14; however funds are available to accomplish the request via the Hotel Tax line item. Additionally, if approved, this funding request would then become part of the annual budget for the FY 2014-2015 budget and beyond, subject to annual approval by the City Council.

Representatives of the Heritage Center will be present to make a presentation regarding the funding request and to answer any questions.

Attachments: *(please list)*

Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve funding for the Heritage Center for fiscal year 2013-2014.

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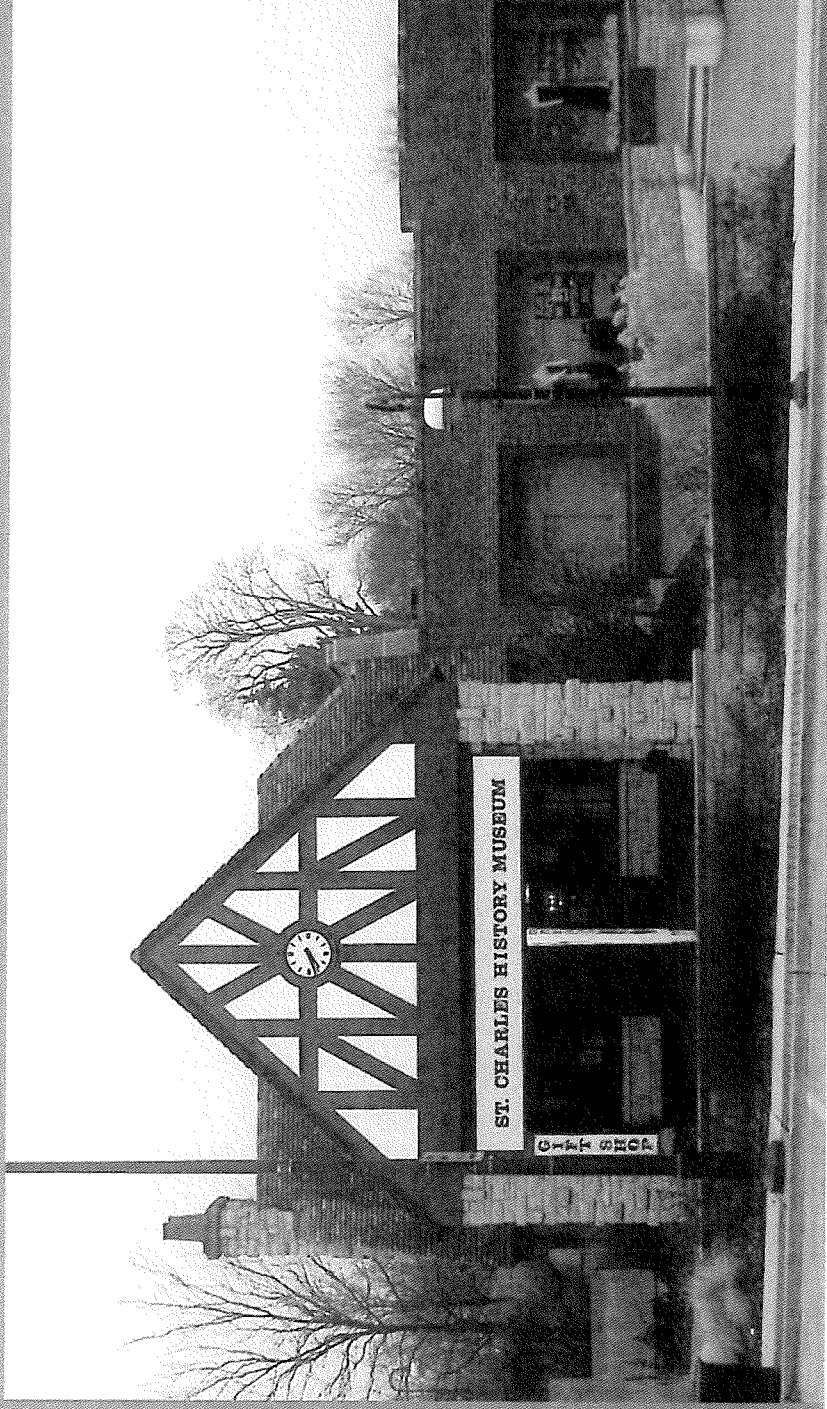
Agenda Item Number: 5a

ST. CHARLES HERITAGE CENTER

The Mission of the St. Charles Heritage Center is to
Collect, Preserve, and Present St. Charles and St. Charles Township History

ORGANIZATION OVERVIEW

- Museum and Gift Shop, 215 E Main Street
- Permanent and rotating exhibits





Top left: permanent exhibit at St. Charles History Museum

Top right: temporary exhibit currently on display at St. Charles History Museum

Bottom: Front display windows at St. Charles History Museum used for temporary exhibits



ORGANIZATION OVERVIEW

- Collections Storage and Document Archive
- 15,000+ artifacts including primary documents and papers
- 10,000+ images
- Civil, criminal and probate court documents
- Countless research files

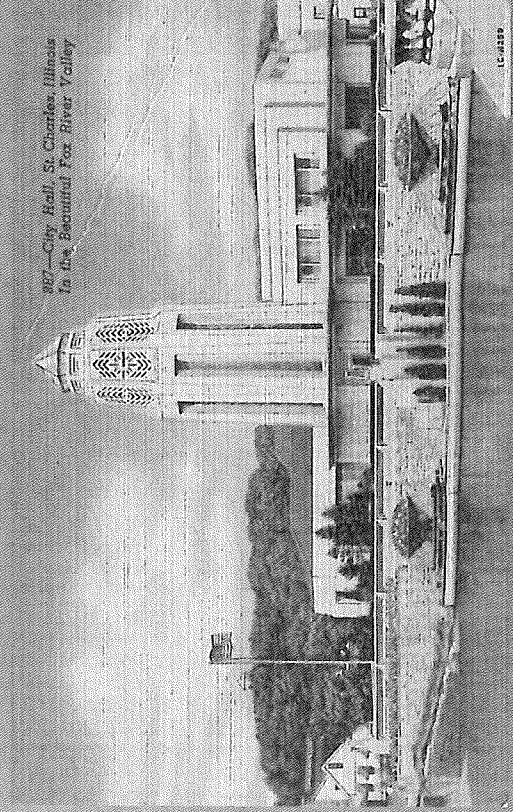
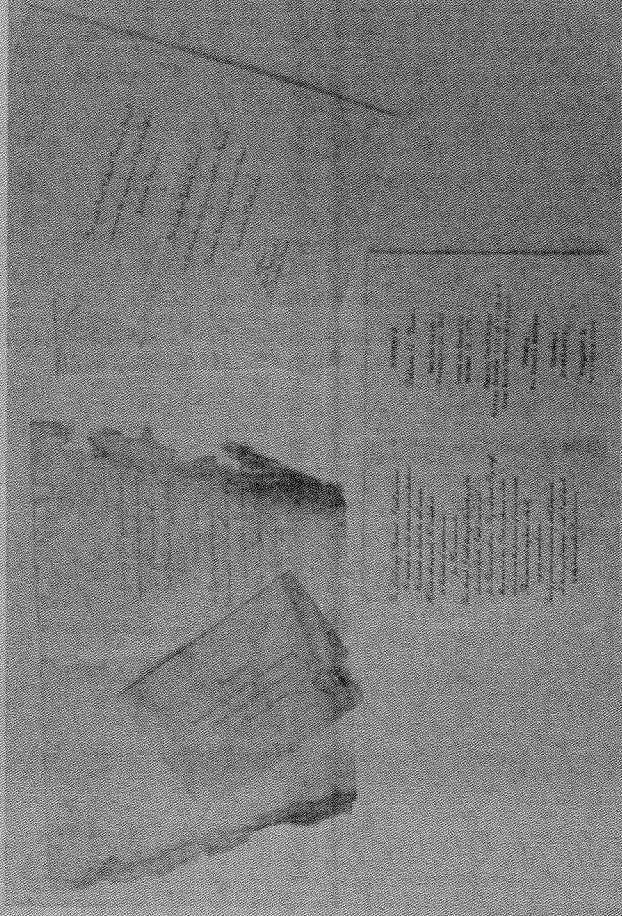
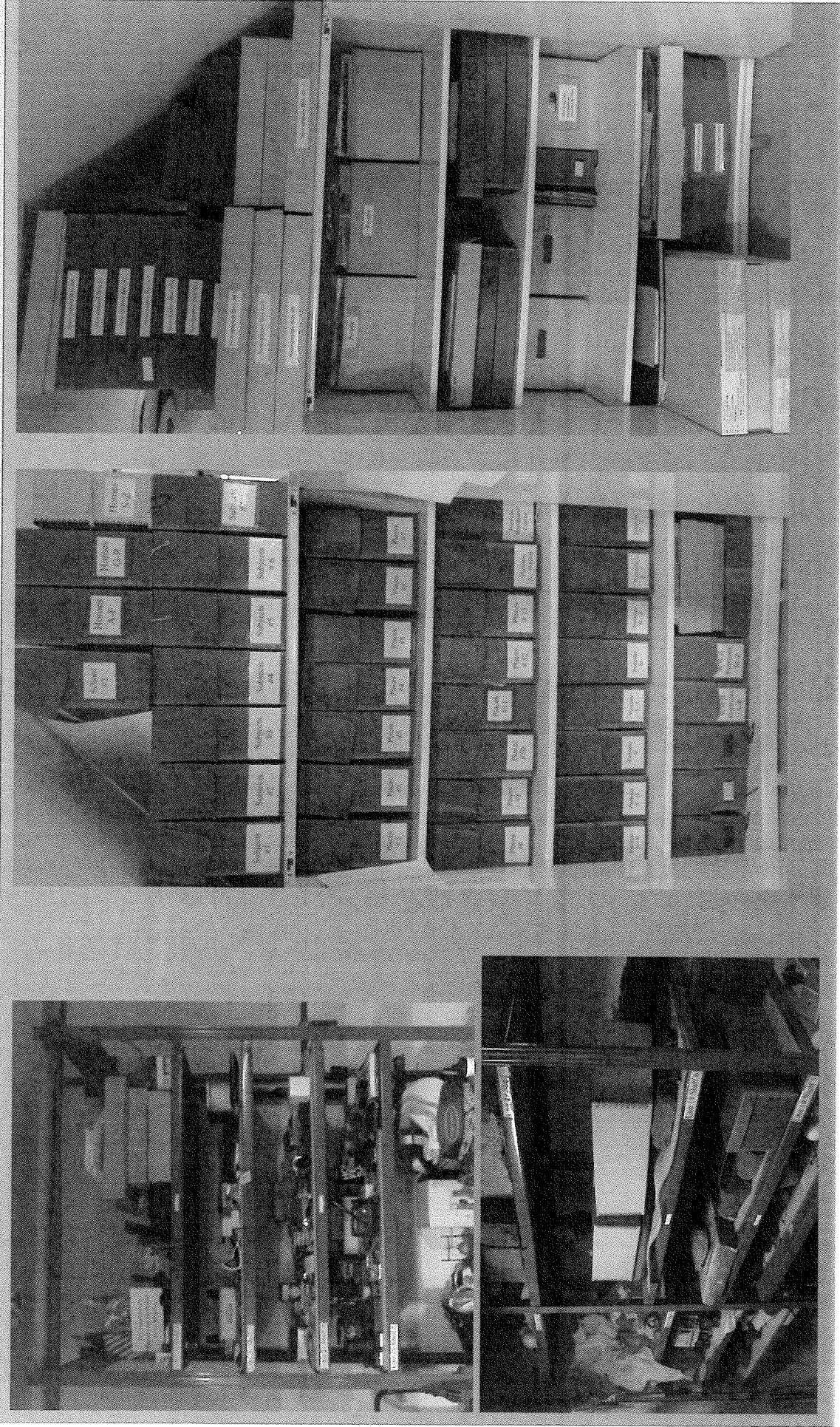


Photo postcard from collection



Wedding invitations and funeral card from Norris Family file

COLLECTIONS STORAGE AND DOCUMENT ARCHIVE



ORGANIZATION OVERVIEW

- Board of Directors and Staff
 - Board of Directors 15 seats
 - One full time and one part time employee

St. Charles Heritage Center Board of Directors and Staff 2013

Tom Anderson
Colonial Ice Cream

Kathy Brens - Vice President
Retired D303

Julie Bunke - Treasurer
St. Charles Resident

Karen Comstock
St. Charles Resident

Kathy Fleming
Signature Financial
Management

Sue Glad
St. Charles Public Library

Carol Glemza
Retired St. Charles Park District

Brian Henry
Re/Max Excels

Bob Matson
Former St. Charles Resident

Ralph Minard
St. Charles Resident

Rita Payleitner - Secretary
St. Charles City Council

Joe Schelstreet - President
St. Charles Fire Department

Full-Time Staff:
Natalie Gacek, Director

Part-Time Staff:
Jim McGuire, Collections
Manager

PROGRAMMING

- Adult Programs
- Brown Bag Lunch Series in cooperation with the St. Charles Public Library. Currently offered twice a year
- Additional speakers brought in for lectures once or twice a year



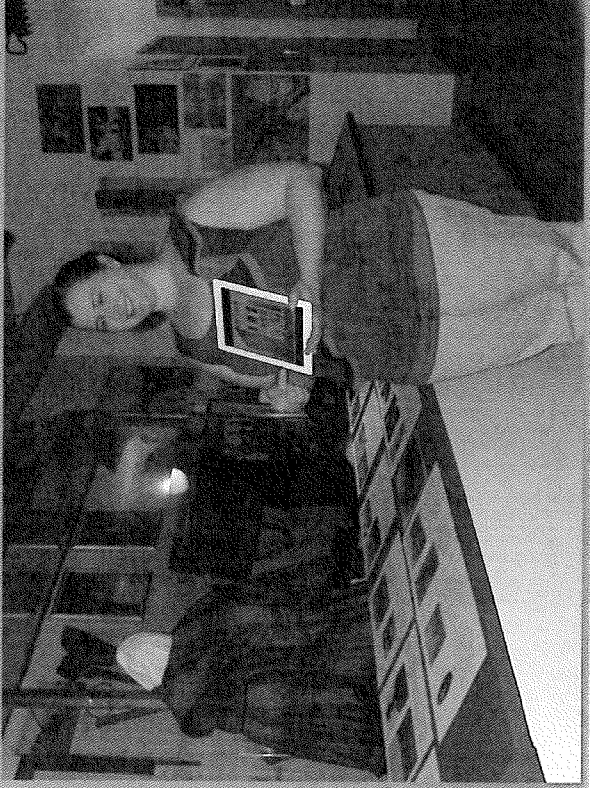
Annette Baldwin
of Chicago as Civil
War Spy Elizabeth
Van Lew



Ellie Carlson of
Chicago as Mamah
Borthwick Cheney,
companion of
Frank Lloyd Wright

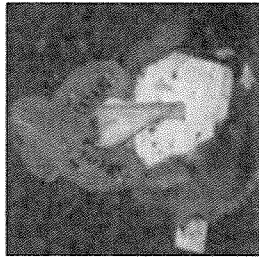
PROGRAMMING

- Student Programs
- On-site tour of the exhibits for third grades
- Three in-class exhibits designed for third grades
- Use of iPad with all on-site and in-class programs
- Assistance in the High Schools with History Fair



PROGRAMMING

Native American Trunk



The Native American Trunk Program highlights the two distinct Native American Cultures that were present in St. Charles, the Mound Builders and the Potawatomis.

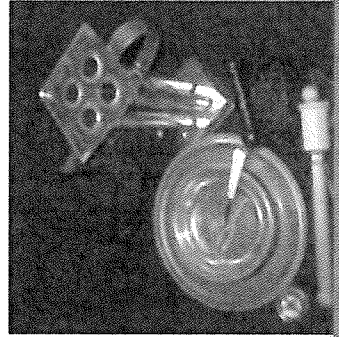
Information about when these groups lived in this area, what they used for food, shelter, clothing, and transportation, and why they eventually left this place are key points in the presentation. Hands On Native American artifacts are also brought in for the students to pass around and observe.

Early Settlers and Pioneers Trunk

The Early Settlers and Pioneers Trunk Program focuses on who the Settlers were and why, and how the came to the St. Charles area.

Evan Shelby, Ira Minard, Read Ferson, and Bela Hunt, four early settlers to St. Charles, are introduced and their influence on the development of the town is discussed.

This program is intended as an introduction to the local history unit and is followed with a tour of the St. Charles History Museum during the walking tour of St. Charles at the conclusion of the unit.



Immigrant Populations in St. Charles Trunk

Recently developed, the Immigrant Populations in St. Charles Trunk looks at the three main immigrant populations in town, Swedish, Irish, and Belgium, from the settling of the town through the turn of the century.

Information on when and why these groups moved to this area and how they influenced the community is presented.

Cost for each trunk program is \$3.00 per student

Each program has a trunk of artifacts which are passed around to students to help them better understand the material talked about.

Reservations for the programs can be made by calling the Heritage Center s Educator, Natalie at 630-584-6967

COMMUNITY PARTNERSHIPS

- City of St. Charles
 - Provide photos and historic research for City Departments and Personnel as needed
 - Set up temporary exhibits when needed
- St. Charles Township
 - Satellite photo exhibit provided for Township offices
 - Provide information for newsletter
- St. Charles Chamber of Commerce
 - Active member
 - Attend After Hours Mixers and other programs and luncheons

COMMUNITY PARTNERSHIPS

- St. Charles Library
- Brown Bag Lunch Lectures
- St. Charles History Programs for the TnT group
- Satellite exhibits displayed on an as needed basis
- St. Charles Convention and Visitors Bureau
- Work with tour groups coming into town
- Working to set up a “Genealogy Weekend” for researchers from out of the area
- Assist with trolley guides during Scarecrow Festival

COMMUNITY PARTNERSHIPS

- St. Charles School District 303
- Satellite exhibit each year in the Administration Building
- Programs to supplement the third grade Local History Unit
- Assist with History Fair at the High School level
- Downtown Partnership
 - Active member
 - Attend programs and lend assistance to staff when needed

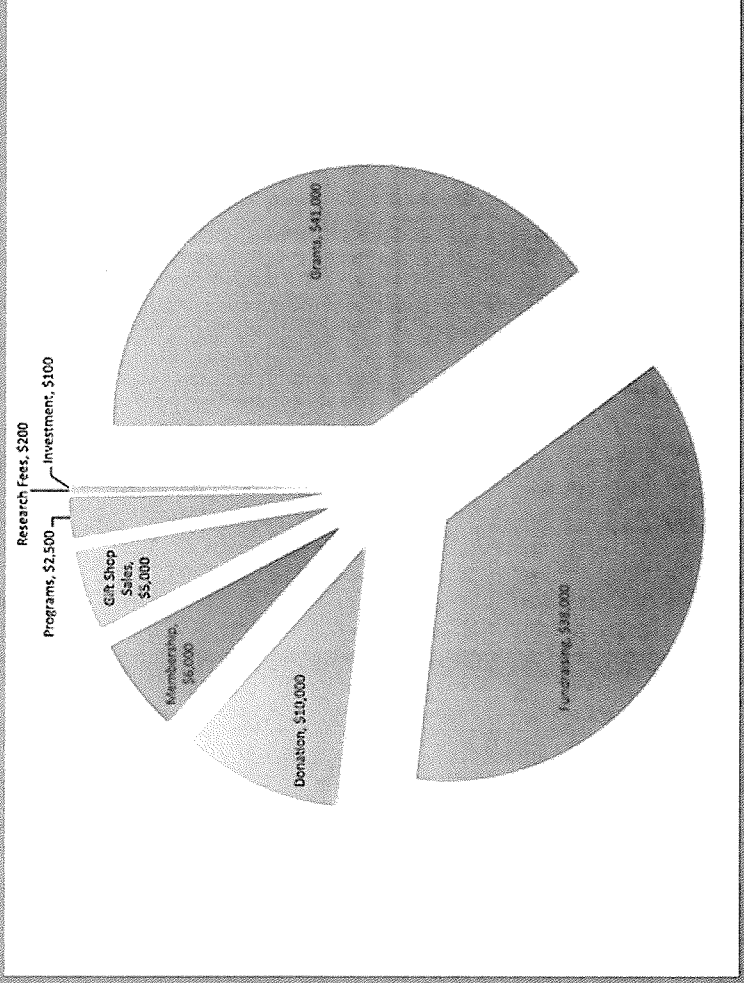
FINANCIALS

St. Charles Heritage Center Proposed 2013 FY Budget

Account Number	2011 Budget	2011 Actual	2012 Budget	2012 Actual (as of 9/12)	2013 Budget
Income					
4000 Membership	\$6,000.00	\$5,982.50	\$6,000.00	\$4,505.00	\$6,000.00
4100 Donations	\$12,500.00	\$12,608.42	\$12,500.00	\$2,851.28	\$10,000.00
4300 Fundraising	\$40,000.00	\$37,016.00	\$38,000.00	\$38,000.00	\$38,000.00
4400 Programs	\$4,000.00	\$695.50	\$2,000.00	\$2,261.00	\$2,500.00
4500 Research Fees	\$250.00	\$173.00	\$200.00	\$160.00	\$200.00
4600 Gift Store Sales	\$5,000.00	\$6,900.15	\$5,300.00	\$3,689.81	\$5,000.00
4700 Grants	\$40,000.00	\$40,972.50	\$40,000.00	\$31,059.30	\$41,000.00
4900 Investment Income				\$52.39	\$100.00
Totals	\$107,750.00	\$104,348.07	\$104,000.00	\$82,723.36	\$102,800
Expenses					
5100 Fund Raising Expense	\$17,000.00	\$14,348.07	\$15,500.00	\$16,776.94	\$17,000.00
5300 Gift Store	\$3,000.00	\$6,075.75	\$3,800.00	\$4,419.75	\$3,000.00
5400 Program Costs	\$2,000.00	\$1,548.14	\$2,000.00	\$494.00	\$750.00
6010 Salaries	\$79,000.00	\$58,609.66	\$55,000.00	\$32,868.74	\$55,000.00
6020 Payroll Tax	\$5,500.00	\$4,483.91	\$4,800.00	\$2,514.33	\$4,800.00
6100 Utilities	\$5,000.00	\$5,435.27	\$5,800.00	\$2,969.25	\$5,000.00
6300 Office Supplies	\$3,000.00	\$2,297.54	\$2,500.00	\$6,254.73	\$2,500.00
6400 Exhibits	\$2,000.00	\$7,204.84	\$2,000.00	\$1,908.12	\$2,000.00
6500 Telephone	\$2,100.00	\$2,300.51	\$2,400.00	\$1,809.21	\$2,400.00
6600 Insurance	\$6,000.00	\$5,737.26	\$6,000.00	\$5,107.16	\$6,700.00
6700 Membership	\$250.00	\$83.60	\$250.00	\$93.63	\$150.00
6800 Postage	\$1,250.00	\$253.57	\$275.00	\$518.50	\$600.00
6900 Dues	\$600.00	\$584.00	\$600.00	\$533.20	\$600.00
7000 Promotion/Advertising	\$150.00	\$169.71	\$175.00	\$215.00	\$200.00
7100 Professional Fees	\$2,000.00	\$1,020.00	\$1,500.00	\$765.00	\$1,500.00
7200 Awards	\$250.00	\$143.97	\$150.00	\$304.94	\$150.00
7400 Staff Development	\$1,000.00	\$1,025.08	\$1,000.00	\$1,230.29	\$600.00
7600 Special Projects	\$800.00	\$0.00	\$250.00	\$150.00	\$50.00
Totals	\$130,900.00	\$112,010.14	\$104,000.00	\$557,251.10	\$103,000

FINANCIALS

- Revenue
 - Fundraising – Annual St. Charles Heritage Celebration
 - Grants – Norris Foundation, Kane County Riverboat
- Programming Fees
- Research Fees
- Gift Shop Sales



QUESTIONS?

