

NAPER SETTLEMENT

NAPER SETTLEMENT MUSEUM BOARD

Friday, December 9, 2011 – 8:00 A.M.

Mayor's Conference Room - Municipal Center

Naper Settlement creates community by connecting visitors to Naperville's history through engaging, unique experiences.

Special Accommodations: Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Accessibility Coordinator at least 48 hours in advance of the scheduled meeting. The Accessibility Coordinator can be reached in person at 1350 Aurora Avenue, Naperville, IL, via telephone at 630-420-6664 or 630-305-5205 (TDD). Every effort will be made to allow for meeting participation.

1. Call to Order
2. Minutes from Previous Meeting of September 23, 2011 (pgs. 2-3)
3. Financials as of October 31, 2011 (pg. 4-6)
4. Naper Settlement Staff Report 9/15/11 (pgs. 7-11)
5. Old Business
6. New Business
 - Identity Protection Policy (pgs. 12-16)
 - FY13 Naper Settlement Operating Budget (pg. 17 and presentation pgs. 1-12)
7. General Information
 - A. Visit our website calendar at www.napersettlement.museum for details on all the latest happenings at Naper Settlement.
 - B. 2012 Meetings at 8:00 a.m. in the Mayor's Conference Room
 - March 9
 - June 22
 - September 28
 - December 14
8. Adjournment

RSVP ATTENDANCE TO TERRI KOSTAL AT 630-420-6011,
OR EMAIL AT KOSTALT@NAPERVILLE.IL.US

NAPER SETTLEMENT MUSEUM BOARD
Friday, September 23, 2011, 8:00 a.m.

Members Present: Mayor George Pradel, Steve Adams, Chris Birck, Dave Kelsch, Kyle Todd, and Councilman Grant Wehrli

Members Absent: Kitty Murphy and Joe Zhu, and Student Representatives Morgan Birck and Victoria Johnson.

Staff Present: Marci Schatz, Peggy Frank, Debbie Grinnell, John Buckley and Harriet Pistorio.

Mayor Pradel called the meeting to order at 8:09 a.m.

The minutes of the June 24, 2011 were reviewed. A motion to approve the minutes was made by Dave Kelsch and seconded by Chris Birck. **MOTION PASSED.**

Harriet Pistorio highlighted Naper Settlement's Operating Financial Report for the period ending July 31, 2011. Ms. Pistorio noted that overall the results to date were ahead of plan by \$225,000; however, there were some expenses which have not yet been incurred as planned. Salary and benefits were below plan due to two full time and two part time vacancies. Revenue was ahead due to Civil War Days, "On the Road" programming, and Camp Naper all coming in ahead of projections. In addition, almost \$4,000 was generated in revenue from charging for parking during the Fourth of July weekend. It was lastly noted that weddings were on target even though, due to roadway construction, approximately \$3-4,000 in revenue was refunded to unhappy wedding renters. A motion to approve the financial report was made by Kyle Todd and seconded by Chris Birck. **MOTION PASSED.**

Peggy Frank highlighted the upcoming Dick Tracy's 80th Birthday event on October 9, 2011, at Naper Settlement. A modest donation from the Chicago Tribune and NEA grant are supporting the celebration including vintage cars, cake and balloons and a "Meet the Artist" conversation with Dick Locher. The event is free with regular admission. The Mayor plans to invite state, local and federal law enforcement personnel along with local FBI. Also mentioned was the upcoming celebration of the Roadway Dedication on October 19, 2011. Expected to be in attendance is Mr. Randy Hultgren, Ms. Judy Biggert, Ms. Darlene Senger, along with local public officials, supporters and contractors from the project. Invitations are in the mail. Lastly, Chris Birck invited all to this weekend's Naperville Heritage Society fundraiser, Oktoberfest.

Under Old Business Peggy Frank presented a power point presentation created by Jennifer Bridge, Project Manager, for the subsequent accreditation process. Ms. Frank highlighted "helpful tips" and the two core questions on how well the museum achieves its stated mission and goals, and how the museum's performance meets standards and best practices. These questions frame the basis of the on-site review.

Under new business, Harriet Pistorio presented to the Museum Board, Naper Settlement's FY13 Five Year Projection, Three-Year Forecast and Tax Levy Request. Pistorio stated Naper Settlement was asking for flat tax dollars in the amount of \$ 2,757,272, the same dollar amount as the current fiscal year. She continued presenting the budget stating that due to careful scrutiny of expenses Naper Settlement did not reduce its fund balance to the degree as initially budgeted, with the plan to use those savings to balance FY14's budget. Councilman Wehrli thanked Naper Settlement staff for their continued effort to be save dollars during the prior year. Ms. Pistorio

highlighted the proposed Capital Improvement Projects for FY13-17. Pistorio noted that a change to NS044 Life Safety and Security Projects was increased by \$150, 000 to include the re-siding of the Annex Building, in order to properly abate and remove the current siding which contains asbestos. NS044 also includes the replacement of the Pre-Emption ADA interior lift. Other Naper Settlement CIP projects were pushed out into future years with sensitivity to the City's budget constraints. Motion to approve Naper Settlement's Five Year Projection, Three-Year Forecast and Capital Improvement Projects was made by Dave Kelsch and seconded by Steve Adams with Councilman Wehrli abstaining. **MOTION PASSED.**

At 9:27 am., Grant Wehrli made a motion to adjourn the meeting, seconded by Steve Adams. **MOTION PASSED.**

Respectively Submitted,
Harriet M. Pistorio
Vice President, Organizational Resources

Financial Notes

Six months ended October 31, 2011

NAPER SETTLEMENT

October Highlights

All Hallows Eve was held on October 21 and 22, 2011. The event was successful with revenue exceeding budget by \$5,000 and last year by \$2,300. Event results on the October financial statements are not complete with pre-sale ticket sales and expenses still outstanding. However, event staff expects a net income of \$23,000 compared to plan of \$13,000.

October grant receipts of \$2,062 represent FEMA reimbursement of a portion of the expenses from last season's blizzard.

Painting projects in the Pre-emption House and various other buildings were completed prior to the accreditation site visit accounting for the Furniture & Equipment expenditures in September and October. Upcoming projects in that area include replacement of the multi-purpose cart, window film installation and replacement of the Paw Paw Post Office staircase runner.

Overall, Naper Settlement results are almost \$300,000 ahead of plan; however, there are some expenses which have not been incurred as planned, particularly in the Facilities area. There are several projects in process or to be scheduled in October so those expenses will begin to catch-up to plan during the third quarter.

Other Highlights - YTD

Operating revenue for the first six months of the fiscal year was on track overall. Summer construction was taken into consideration in the budget with reduced gate, rental and public program expectations. A few areas of note follow.

School services revenue is down only \$1,200 despite refunds of \$2,000 caused by weather-related cancellations and loss of the first two weeks of June for bookings due to roadways construction. Reservations have been strong with October through December sold out; 2012 is also selling well. Additional dates have been opened to accommodate the overflow. This revenue will be reflected throughout the remainder of the calendar year as many of the schools do not pay until shortly before or the day of their visit. It is anticipated that school services will make plan.

Group tour sales were \$1,493 compared to plan of \$5,000. Tours were also impacted by construction with the inability to safely accommodate day care programs, etc. This is an area that will likely not make plan as tours don't tend to book strongly during the colder months.

"On the Road" summer public programming was successful overall including the debut of Liquid History with ticket sales of \$10,000; additionally, revenue from summer camps finished slightly ahead of FY11 with 11 fewer campers as an early bird registration discount was not offered this year. Public program income was ahead of plan by almost \$7,000 at October 31.

Events represent results for the two Settlement events, Civil War Days and All Hallows Eve. Once the presale ticket revenue for AHE has been received, it is expected that revenue for the two events combined will be \$82,000, \$5,500 ahead of plan. Civil War Days spending for the May 2011 event occurred in fiscal years 2011 and 2012. FY12 expenses incurred for CWD were under plan due to \$8,450 of support services (entertainer fees) that were paid in fiscal year 2011. Total expenditures for the event met the event budget (combined FY11 and FY12 spending). AHE expenses are still being paid but are expected to come in under budget.

Final receipt of funds reimbursing NS and grant staff personnel were received in July for the Teaching American History program. Fiscal year 2012 results are approximately \$5,000 ahead of plan for this program (receipts of \$13,643 compared to the annual budget of \$8,402).

Salary and benefit expenses are below plan \$115,000 due to four planned positions (two full-time and two part-time) that were unfilled during parts of the fiscal year. Retroactive merit increases and the high performer bonuses were paid in October.

There is a permanent favorable City Support Services amount of \$28,910 due to an erroneous late budget adjustment for telephone charges which we (and other City departments) are not required to pay. This was adjusted in the revised budget being presented to the board in December.

Other expenditures are over budget due to the final payment in August of \$18,650 for the website redesign. The project was budgeted in fiscal year 2011; the purchase order was rolled to this year thus was not reflected in the 2012 annual budget. This was also reflected in the revised budget that will be presented to the board in December.

**NAPER SETTLEMENT
OPERATING FINANCIAL REPORT
FOR THE SIX MONTHS ENDED OCTOBER 31, 2011**

	Current Month			Fiscal Year 2012			
	FY 12		FY 11	FY 12 Year -to-Date		FY2011	Annual
	Actual	Budget	Actual	Actual	Budget	YTD Actual	Budget
Revenue							
School Services/Tours	\$34,325	\$32,000	\$29,148	\$61,805	\$66,500	\$73,910	\$173,825
Public Programs	\$1,430	\$750	\$1,189	\$42,625	\$35,750	\$25,595	\$55,000
Gate Admissions	\$5,115	\$6,000	\$4,695	\$20,951	\$21,500	\$45,141	\$30,825
Weddings	\$3,696	\$11,000	\$9,605	\$36,181	\$42,000	\$34,410	\$90,285
Non-Wedding Rentals	\$6,485	\$8,915	\$1,320	\$34,653	\$37,020	\$29,401	\$58,715
Special Events	\$36,748	\$36,900	\$9,462	\$76,393	\$75,500	\$50,400	\$76,500
Total Operating Revenue	\$87,799	\$95,565	\$55,419	\$272,608	\$278,270	\$258,856	\$485,150
Grant Receipts	\$2,062		\$6,746	\$15,705	\$8,402	\$39,214	\$8,402
Investment Income	\$3,271	\$4,145	\$4,144	\$12,116	\$14,190	\$10,843	\$33,000
Unrealized Investment Gains/Losses	(\$1,158)		\$6,613	\$29,125		\$64,588	
NHS Support							\$100,000
Reimbursements							
Other Revenue							
Revenue Excluding Tax Support	\$91,973	\$99,710	\$72,924	\$329,554	\$300,862	\$373,501	\$626,552
Tax Support	\$49,210	\$87,000	\$87,570	\$2,709,393	\$2,694,172	\$2,705,217	\$2,757,272
Use of Fund Balance							\$279,550
Total Revenue	\$141,183	\$186,710	\$160,494	\$3,038,947	\$2,995,034	\$3,078,719	\$3,663,374
Expenses							
Salaries and Benefits	\$235,487	\$208,299	\$193,886	\$1,272,481	\$1,387,345	\$1,299,601	\$2,753,220
Non-salary expenses							
Utilities	\$6,152	\$14,874	\$15,103	\$53,880	\$63,808	\$55,466	\$132,484
Special Events	\$9,424	\$9,205	\$6,210	\$21,141	\$31,010	\$28,544	\$50,365
Program Support	\$725	\$6,960	\$2,607	\$29,135	\$45,295	\$34,676	\$56,765
Janitorial Services	\$8,221	\$7,680	\$7,434	\$45,854	\$46,080	\$44,605	\$92,165
Buildings & Grounds Maintenance	\$16,489	\$18,968	\$20,340	\$56,673	\$72,048	\$48,453	\$189,633
Advertising	\$8,985	\$7,000	\$7,020	\$29,335	\$42,150	\$63,100	\$72,783
Printing	\$5,310	\$775	\$164	\$7,205	\$13,986	\$8,469	\$26,881
Furniture & Equipment	\$16,730	\$15,000	\$56,370	\$18,980	\$69,802	\$76,283	\$115,802
City Support Services	\$116	\$299	\$119	\$84,391	\$114,399	\$110,345	\$88,735
Postage	\$4,564	\$1,040	\$426	\$7,366	\$4,832	\$3,659	\$8,512
Supplies	\$2,989	\$4,100	\$616	\$20,478	\$24,617	\$19,871	\$45,070
Other	(\$816)	\$2,120	\$125	\$29,542	\$15,735	\$5,282	\$30,959
Total Non-salary expenses	\$78,889	\$88,021	\$116,535	\$403,978	\$543,762	\$498,751	\$910,154
Total Expenses	\$314,376	\$296,320	\$310,421	\$1,676,459	\$1,931,107	\$1,798,352	\$3,663,374
NET SURPLUS/(DEFICIT)	(\$173,193)	(\$109,610)	(\$149,927)	\$1,362,488	\$1,063,927	\$1,280,367	\$0

**Naper Settlement Staff Report
Strategic Goal Achievement Status November 28, 2011**

1. To achieve reaccreditation by AAM

- The reviewers have submitted their report to AAM. Their only follow up query was for clarification on ownership of the Museum Collection. Both reviewers sent notes of thanks for the warm reception they received from staff and board. They seemed to thoroughly enjoy their visit.
- An evaluation of the site visit from the museum's perspective was sent to AAM.
- Notification of the commission's review is anticipated in spring 2012.

2. To develop processes that identify, evaluate and test factors which attract and retain all resources necessary to sustain our future.

- *2011 Season Assessment:* The *On the Road* programming runs through November. The Tavern Tidings, a Belgium beer tasting and dinner, was sold out at 40 attendees. Visitor evaluations for the October offerings were rated very high (averaging over 4.0 on a 5 point scale). Word of mouth, summer booklet and newspapers continue to be most popular means of how people are hearing about Settlement offerings. Final assessment with total quantifications will be completed in December/January.
- *Gate:* Almost 37,000 visitors experienced Naper Settlement in September and October through general walk-in visitation and gate buyouts. The Last Fling's Family Funland gate buyout brought 33,000 visitors to Naper Settlement. 2011 calendar year gate and visitation is expected to reach 41,000.
- *Schools:* 6,121 students visited the museum for Time Travel in October. This represents revenue of \$32,209, with 75 schools visiting, 9 of which were new to Naper Settlement. Living History for area 4th graders occurred throughout November. December bookings are higher than previous years, with School for Tools and Underground Railroad programming scheduled through December 22nd.
- *Strategic Planning:* The Vice Presidents and Directors met in November to review progress on implementation steps to meet 2012 attendance and revenue goals. Staff responsible shared their plans to achieve goals in the following areas: program and interpretation development; sales for gate, membership, group tours, rentals, weddings, events and programs; development of the summer book and marketing campaign; volunteer recruitment, placement, training and recognition; and sponsorship cultivation. Progress review at this team level will continue to be monitored. Two additional meetings have been scheduled in January and March to continue joint planning.

Organizational Change:

- Intentional Impact (II) will conclude their current contract with Naperville Heritage Society at the end of the calendar year. A survey solicited feedback from the director team who met with the consultants the past 7 months, and evaluated the process made to date. This data, and the consultant's assessment, was considered in making the decision to engage Intentional Impact for another 12 months for the entire staff focused on strategic goal identification, implementation and sales techniques.
- *QR Codes:* Naper Settlement will begin to test the use of QR Codes. The plan is to use QR Codes in a number of select areas to test their effectiveness. Based upon the success of the QR Codes the plan is to move into Smartphone applications.

Interpretation:

- Research and development of the food theme for interpretation continues. The “big idea” that serves as the connection for planned activities centers on “*Food connects us through shared community, traditions, and work*”. Five buildings are the focus for changed interpretation: Log House, Murray House, Halfway House, Martin Mitchell Mansion, and Blacksmith Shop. In addition, a Victory Garden will be planted behind the Paw Paw Post Office.
- Fun, sensory experiences to engage the visitor in meaningful ways are being developed. In addition, each building will include a “fast forward” component, to help bring interpretation closer to the recent past and present day.
- A draft summarizing scholarship and research on food history was generated and organized by building with further refinement under the five key concepts identified in the strategic interpretation and program plan. Each team member has been assigned one of the buildings and he/she has been teamed with an educator for assistance in creating a streamlined building sheet to use in training staff and volunteers.

Staffing:

- Cassandra Wilson and Eve Hushek who are volunteers, have been brought on as temporary employees during absences and other staffing changes. Being able to bring volunteers on in a temporary capacity allows the Settlement to build a scalable staffing model which reduces the need to commit to FT/PT positions, while changes in staffing occur due to unexpected turnovers and leaves. Cassandra is assisting with collections processing and data entry during Jennifer Bridge’s maternity leave. This is helping advance the work associated with several major artifact donations which is pleasing the donors. Eve agreed to assist with school programming when a Museum Educator (Tara Lagana) unexpectedly resigned with four days notice in the midst of heavy bookings.
- *New Hires:* Ellen Perry has been hired as Director of Development and Marketing filling the newly created position. She comes from the development department at the University of Chicago focusing on their annual fund and alumni fundraising. Perry also spent a couple of years as the event coordinator for Little Friends. She has marketing and sales background, spending part of her career working with the Cleveland Cavaliers and their WNBA team.
- *Sales and Marketing Representative:* This is the final vacant position in IA. It is anticipated that this position will be filled to start in January or February.

All Hallow’s Eve Survey:

- Staff sent out a Constant Contact survey to online ticket purchasers for All Hallows Eve seeking feedback on the event. Fifty of the 183 people surveyed responded (27% response rate) with 65% of the respondents being repeat visitors; 80% of the respondents rated the event good to great and would recommend the event to others. The most common complaint centered on the length of the lines. Staff will be using this information to help improve the event in 2012. This post-event survey will be integrated into all events.

Social Media:

- The sales and marketing team have expanded the *e-Treasures* and is now sending the newsletter twice a month. At All Hallows Eve, the team created a special photo opportunity tied to Naper Settlement’s Facebook page. The group grew by 5% through this effort.

3. To develop strategic partnerships which demonstrate the value of the Naperville Heritage Society within the community, resulting in an increased donor base.

- *Questers International*: Submission was made for an International Questers Preservation and Restoration Grant for \$6,000 through the local Almeda Naper Questers chapter. The project is for restoration treatments of the Murray House sofa (frame treatment and reupholstering with traditional materials and methods). Total project cost is just under \$7,000. If awarded, the local chapter intends to contribute \$300, and the difference will be made up by the Naperville Heritage Society. Grant awards will be announced in Spring 2012.
- *DuPage Community Foundation* awarded \$5,000 to NHS to bring low-income schools to the Settlement for curriculum related field trips. The grant will cover both admission fees and assistance for transportation costs. Staff are hoping to leverage this new outreach program for additional partners to reach a currently underserved audience.
- *Naper Homestead Property*: A celebration demarking substantial completion of the interpreted site was held on November 2nd with 100 people attending, including the Mayor, elected officials, city staff, public and those involved in the site's development. Dick Locher is the artist selected to design a Joseph Naper statute, and drawings and a mockette have been completed. Based on those, foundry pricing was sought and used for submitting a SECA grant application to fund the statue and its installation. As part of the grant scope, an additional artifact storage shelving unit is under contract, to be added to Fort Hill storage facility. This will allow for the proper care and long term preservation of the archaeology materials recovered in the digs at the property.

Volunteerism:

- *Learning Experience Volunteers – Program Survey & Evaluation*: Nancy Smith led a team of learning experiences staff and coordinated with Jeff DeSimone to review the learning experiences volunteer program. Staff reviewed written survey responses, focus group and one-on-one verbal feedback provided by junior interpreters and teen volunteers, their parents and adult volunteers, resulting in the following changes to be made in 2012:
 - Junior program will span grades 4-8 (as opposed to organization by ages 9-12 years).
 - “History Connectors” will consist of non-costumed teens or adults whose focus will be to engage the public in hands-on activities and public programs in the *Brushstrokes* exhibit and on the grounds.
 - Adult building interpreters will be targeted for growth, especially to support weekend needs in April through October. Period appropriate costuming will be optional, removing any possible barriers given its high cost and number of people who have expressed they are turned off to this role due to the previous requirement of having to dress in period clothing. A new training program is being designed for adult interpreters. Talented teens with demonstrated abilities and previous experience in the junior or history connector programs will be considered for building interpreters based on special request and case-by-case review.
- Fall event volunteerism was strong with participants from Naperville and surrounding cities, as well as High School Rotaries, Key Clubs and local organizations.
 - Dinner on The Town, 12 volunteers
 - Oktoberfest, 45 volunteers

- All Hallows Eve, 343 volunteers.
- A volunteer 'Thank You' event is planned for December 14, 2011, in the late afternoon. Light refreshments will be offered in addition to private tours of the decorated Mansion and Chapel. Volunteers have been asked to bring a friend to share their first-hand and personal experience of why they volunteer at Naper Settlement

Partnerships:

- *237 W Jefferson:* Per agreement to involve museum staff in pre-concept reviews of projects involving historic properties, Peggy Frank and Debbie Grinnell attended a November pre-concept meeting with other city department staff and the property owners of 237 W Jefferson. Formerly the home of the Heydon's and Boyer's, it dates to 1908 and is unique in Naperville for its construction of concrete block. Given the Transitional Use (TU) zoning for the property, the owners are investigating options for best continued use and value – residential, commercial or a mix of both. A follow-up meeting has been requested by the owners with Peggy and Debbie, which will be coordinated through the City's project team. This is the second project in the last year in which Settlement staff been involved. City staff and property owners have expressed their satisfaction with having the involvement of the Naperville Heritage Society.
- *Dick Tracy's 80th Birthday celebration* took place on October 9. The festivities began with remarks at the Dick Tracy statue and presentation to Dick Locher of a framed comic strip from the Chicago Tribune, signed by Dick's colleagues. The presentation was well attended by councilmen, the Mayor and community members. Also in attendance were members of Chester Gould's family. The party continued at the Settlement, including a sweets table and several themed activities on the grounds. Dick Locher participated in a Meet the Artist presentation, sponsored by a grant from the National Endowment for the Arts. Approximately 150 guests participated in the one day event.
- *Growing Place:* Staff are in conversation with the Growing Place to evaluate a potential partnership showcasing rain garden plants. The concept, created by Sharon Hinkle, is to promote the business' new products demonstrating applicability for private gardens as seen at Naper Settlement.
- *U of I Master Gardeners:* Sharon Hinkle is in the process of investigating the potential of expanding the Settlement's four-year relationship with the master gardeners to partnerships with growers and suppliers as well as introducing programs on historic gardens and plants, rain gardens, and the care and maintenance of such gardens.

Copenhagen Schoolhouse Scholarship:

- Two teen interpreters applied for the \$500 college scholarship to be offered through the generosity of Eve and Tom Hushek. Per the agreed upon process for selection with the Hushek's, the museum educators selected Kara Kolany as the inaugural recipient. Her inspiring essay is attached to this report. A press release and future Treasures article as well as feature in the volunteer portion of the museum's website will be used to promote the scholarship program and volunteering at Naper Settlement. It is hoped this will help recruit and retain teen volunteers.

Copenhagen School Scholarship Essay from Kara Kolany

Four years ago I submitted an essay to Naper Settlement explaining why I wanted to be an interpreter in a building. The essay presented two distinct ideas. I wanted to be an interpreter because I loved to volunteer and I loved history. Since then I have transformed these interests into my goals for the rest of my life. When I move beyond high school, I plan to volunteer my time for the instruction of others. I want to continue my passion for history by taking an active part in uncovering it as an archaeologist. This is what I see in my future.

For me volunteerism has always been an active part of my life. When I was younger I would help my mother gather old clothes for AmVets. When it snowed, my family would shovel our driveway and sidewalks, and then we shoveled for our neighbors. From a young age, I was taught to always help others. In seventh grade when I heard that I could volunteer at Naper Settlement, I was overjoyed. The thought that I could join my love for history with volunteering was amazing. I was nervous at the idea of speaking in front of others and I overcame this shortly after becoming a building volunteer. This new adventure presented me with many opportunities to develop my skills in public speaking. I learned to interpret the needs of various groups and tailor my presentation accordingly. I was excited to share the history of the wonderful old building. I carried these skills and passions to other parts of my life. My desire to share history developed my passion to teach and mentor others. In the future, I would like to be the person who unselfishly puts aside everything they are doing in order to teach a younger pupil. Interacting with visitors at Naper Settlement will help me to succeed in interacting with colleagues in the future. I consider my time at Naper Settlement to be one of the largest stepping stones in my life in preparing me for the future.

Other than volunteerism, a passion for history has been a theme present in my life since an early age. At age three I decided that I wanted to be an Archaeologist when I realized that ancient cultures held a deep fascination for me. Some of my favorite childhood books were about Egypt and the Eruption of Vesuvius at Pompeii. Later I moved to Greek mythology and then to all ancient cultures in general. When I was younger I was fascinated by how the pyramids were built and how mummies were preserved. In order to fulfill this long time interest, college is the next logical step in my educational career. Afterwards, I plan to continue on to graduate school. These dreams initiated my search for the educational institution that I want to spend the next four years of my life. What I am looking for is a college that would give me: a challenging and extensive education in Archaeology, allow me to continue playing my string bass, and let me further my love for competing in sports. Every institution that I have looked into has these opportunities. I hope to choose the one that would prepare me best to continue beyond my college years. When the time comes, I will have to make the decision as to what is most important to me. I am truly looking for the college that fits best. After college, I plan to attend graduate school. I will leave the process of choosing that university for a later date. My experience at Naper Settlement, has led me to look at schools which offer a strong community relationship. That way I can continue volunteering where ever I go.

I look forward to the challenges of life after high school. I can raise my head up high and plunge forward toward the new adventures that await me. I will look back on how Naper Settlement prepared me for life in the future. I will continue helping others. I will achieve my dream of being an Archaeologist. History is all around us and is waiting to be revealed.



NAPERVILLE HERITAGE SOCIETY

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*Developers and
Administrators of
Naper Settlement
A History Museum*

MEMORANDUM

DATE: November 28, 2011

TO: Naper Settlement Museum Board

THROUGH: Naperville Heritage Society Board of Directors

FROM: Christine Jepsen, Director of Financial Services

SUBJECT: Identity-Protection Policy

The Finance Committee and NHS Board of Directors reviewed the Naperville Heritage Society/Naper Settlement Identity-Protection Policy at its meeting on November 18, 2011. The policy is presented to the NSMB board for approval with the purpose of ensuring the confidentiality and integrity of social security numbers against unauthorized access. This policy is consistent with the one established by the City of Naperville. Some provisions in the policy which are requirements of the State of IL Identity Protection Act include:

- All employees who have access to social security numbers in the course of their duties must be trained to protect the confidentiality of social security numbers.
- Access to information or documents that contain social security numbers must be restricted to those employees required to have that access.
- Where social security numbers are requested from an individual, they will be provided in a manner that makes the social security number easily redacted (edited out) if required to be released as part of a public records request.
- A statement of purpose for which the social security number is being collected must be provided.

Naper Settlement/Naperville Heritage Society

Identity Protection Policy

The Naper Settlement (NS) and Naperville Heritage Society (NHS) Identity Protection Policy Program is adopted pursuant to and in compliance with the Identity Protection Act. 5 ILCS 179/1 et seq.

Purpose

The Identity Protection Act requires each local and State government agency to draft, approve and implement an Identity-Protection Policy to ensure the confidentiality and integrity of Social Security numbers agencies collect, maintain, and use. It is important to safeguard Social Security numbers against unauthorized access because Social Security numbers can be used to facilitate identity theft. One way to better protect Social Security numbers is to limit the wide spread dissemination of those numbers. The Identity Protection Act was passed in part to require local and State government agencies to assess their personal information collection practices, and make necessary changes to those practices to ensure confidentiality.

Social Security Number Protections Pursuant to Law

Whenever an individual is asked to provide the NS/NHS with a Social Security number, the NS/NHS shall provide that individual with a statement of purpose or purposes for which the NS/NHS is collecting and using the Social Security number. The NS/NHS shall also provide the statement of purpose upon request. The Statement of purpose is attached to this Policy.

The NS/NHS shall not*:

- 1) Publicly post or publicly display in any manner an individual's Social Security number. "Publicly post" or "Publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- 2) Print an individual's Social Security number on any card required for the individual to access products or services provided by the person or entity.
- 3) Require an individual to transmit a Social Security number over the Internet, unless the connection is secure or the Social Security number is encrypted.
- 4) Print an individual's Social Security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or Federal law requires the Social Security number to be on the document to be mailed. Social Security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the Social Security number. A Social Security number that is permissibly mailed will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

In addition, NS/NHS shall not*:

- 1) Collect, use, or disclose a Social Security number from an individual, unless:

- i. required to do so under State or Federal law, rules, or regulations, or the collection, use, or disclosure of the Social Security number is otherwise necessary for the performance of the NS/NHS's duties and responsibilities;
 - ii. the need and purpose for the Social Security number is documented before collection of the Social Security number; and
 - iii. the Social Security number collected is relevant to the documented need and purpose.
- 2) Require an individual to use his or her Social Security number to access an Internet website.
- 3) Use the Social Security number for any purpose other than the purpose for which it was collected.

Requirement to Redact Social Security Numbers

NS/NHS shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's Social Security number. NS/NHS shall redact Social Security numbers from the information or documents before allowing the public inspection or copying of the information or document.

When collecting Social Security numbers, NS/NHS shall request each Social Security number in a manner that makes the Social Security number easily redacted if required to be released as part of a public records request. "Redact" means to alter or truncate data so that no more than five sequential digits of a Social Security number are accessible as part of personal information.

Employee Access to Social Security Numbers

Only NS/NHS employees required to use or handle information or documents obtaining Social Security numbers will have access to such information or documents. All employees who have access to Social Security numbers are trained to protect the confidentiality of Social Security numbers.

* These prohibitions do not apply in the following circumstances:

- (1) The disclosure of Social Security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's Social Security number will be achieved.
- (2) The disclosure of Social Security numbers pursuant to a court order, warrant, or subpoena.
- (3) The collection, use, or disclosure of Social Security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

- (4) The collection, use, or disclosure of Social Security numbers for internal verification or administrative purposes. This would include payroll and tax purposes.
- (5) The disclosure of Social Security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of Social Security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

What does the NS/NHS do with your Social Security Number?
Statement of Purpose for Collection of Social Security Numbers
Identity-Protection Policy

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security number (SSN). This statement of purpose is being provided to you because you have been asked by the NS/NHS to provide your SSN or because you requested a copy of this statement.

Why do we collect your Social Security number?

You are being asked for your SSN for one or more of the following reasons:

- Compliant mediation or investigation;
- Crime victim compensation;
- Vendor services, such as executing contracts and/or billing;
- Law enforcement investigation and corresponding prosecution;
- Internal verification;
- Administrative services;
- Hiring or Employment and payroll related information;
- Filing of Business Tax returns; and/or
- Other: _____

What do we do with your Social Security number?

- We will only use your SSN for the purpose for which it was collected.
- We will not:
 - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
 - Publicly post or publicly display your SSN;
 - Print your SSN on any card required for you to access our services;
 - Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted; or
 - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

Questions or complaints about this Statement of Purpose

Write to:

Naper Settlement
Director of Organizational Resources
523 South Webster Street
Naperville, IL 60540-6517



NAPERVILLE HERITAGE SOCIETY

523 S. Webster Street
Naperville, IL
60540-6517
630.420.6010 Phone
630.305.4044 Fax

*Developers and
Administrators of
Naper Settlement
A History Museum*

MEMORANDUM

DATE: November 28, 2011

TO: Naper Settlement Museum Board

THROUGH: Naperville Heritage Society Board of Directors

FROM: Joleen Dimond, Financial Analyst

SUBJECT: FY12 Revised Budget and FY13 Operating Budget Proposal

The NHS Finance Committee and NHS Board of Directors reviewed the FY12 revised budget summaries and the FY13 operating budget plan for Naper Settlement at its meeting on November 18 and December 5, 2011. Attached to this packet is the budget overview to be presented at the December 9 meeting.

- FY12 Revised Budget
- Recommended FY13 Operating Budget.
- It should be noted that the presentation includes a highlight of expenditures over \$10,000 per the Heritage Society's contract and expense policy. The FY13 budget plan also includes an increase in out of town admission summer rates while providing free admission to Naperville residents welcoming them back to the newly renovated grounds.

Fiscal Year 2012-2013 Naper Settlement Operating Budget Proposal

(May 1, 2012-April 30, 2013)

To

Naper Settlement Museum Board

December 9, 2011

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Naper Settlement									
FY12 Revised Budget									
As of November 1, 2011									
5 months ended 9/30/2011									
	YTD	YTD	Favorable/	FY 11 YTD	FY 12 Annual	Amended	FY 12 Revised		
	Actual	Budget	(Unfavorable)	Actual	Budget	Annual Budget	Annual Budget	Revised Budget Comments	
Revenues									
Use of Accumulated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ 279,550	\$ 298,200	\$ 269,290	Rolled purchase order for website project completion (+\$18,650). Correction of City telephone chargeback error (-\$28,910).	
Property Tax	2,660,183	2,607,172	53,011	2,617,647	2,757,272	2,757,272	2,757,272		
Federal Grants	13,643	8,402	5,241	32,468	8,402	8,402	8,402		
School Services/Tours	27,481	34,500	(7,020)	44,762	173,825	173,825	173,825		
Public Program Revenue	41,195	35,000	6,195	24,406	55,000	55,000	55,000		
Gate Admissions	15,836	15,500	336	40,446	30,825	30,825	30,825		
Wedding Rentals	32,485	31,000	1,485	24,805	90,285	90,285	90,285		
Other Rentals	28,168	28,105	63	28,081	58,715	58,715	58,715		
Special Events	39,646	38,600	1,046	40,938	76,500	76,500	82,310	Actual event results for CWD and AHE.	
Investment Income, net	8,845	10,045	(1,200)	6,699	33,000	33,000	28,000	Reduced interest expectations reflecting market conditions.	
Net Investment Apprec./Deprec.	30,283	-	30,283	57,974	-	-	-		
Pledge Heritage Society	-	-	-	-	100,000	100,000	40,000	Development Director position filled only part of the fiscal year.	
	2,897,764	2,808,324	89,440	2,918,225	3,663,374	3,682,024	3,593,924		
Expenses									
Salaries and Benefits:									
Administration	270,008	215,855	(54,153)	181,787	522,998	522,998	636,165	Department revised budgets reflect reallocation of staff time based on the reorganization.	
Education	274,385	373,251	98,866	368,680	843,013	843,013	633,841	Savings compared to original plan (\$135,024) is due to several positions that were open part of the year.	
Buildings & Grounds	138,125	150,811	12,686	148,819	352,880	352,880	306,301		
Institutional Advancement	147,309	238,384	91,075	177,088	561,537	561,537	540,969		
Curatorial	119,682	111,555	(8,127)	142,791	262,807	262,807	284,550		
Marketing	87,485	89,190	1,705	86,551	209,985	209,985	188,914		
Vacancy Factor	-	-	-	-	(27,455)	(27,455)	-		
	1,036,994	1,179,046	142,052	1,105,715	2,725,765	2,725,765	2,590,740		
Non-salary and benefit expenses:									
Administration	118,873	142,683	23,810	137,150	156,763	156,763	127,853	Correction of erroneous telephone chargeback budget by City Finance.	
Education	19,564	26,029	6,465	13,045	56,780	56,780	56,780		
Special Events	11,716	21,805	10,089	22,334	50,365	50,365	50,365		
Buildings & Grounds	128,482	196,864	68,382	126,264	536,587	536,587	546,587	Wight & Co. site electrical study and development of an O & M plan.	
Curatorial	2,092	9,448	7,356	8,138	26,313	26,313	26,310		
Marketing	44,361	58,912	14,551	75,285	110,801	129,451	164,451	Summer guidebook (\$35,000) and completion of website project rolled over from FY11 (\$18,650).	
	325,089	455,741	130,652	382,216	937,609	956,259	972,346		
Total Expenses	1,362,083	1,634,787	272,704	1,487,931	3,663,374	3,682,024	3,563,086		
Net Revenue over Expenses	\$ 1,535,681	\$ 1,173,537	\$ (183,264)	\$ 1,430,294	\$ -	\$ -	\$ 30,838		

Naper Settlement FY13-15 Operating Budget Summary

This document presents a narrative description of the FY13-15 operating budget. A summary budget for FY13 Naper Settlement is presented on page 4, followed by more detailed schedules analyzing changes over the three year period and detail by account number.

Components of revenue for Naper Settlement are part of a price restructuring plan developed to increase resident attendance, revenue, and event advance ticket sales. These goals were developed with the objectives of increasing fund-raising support and expanded data base in light of a potential capital campaign, and increasing overall revenue with price increases and event pre-sales to buffer results in case of poor weather. The revenue areas impacted are gate and events. The changes are described more fully as part of the operating budget discussions that follow.

An inter-related area of the Heritage Society and the Settlement is the NHS pledge support towards Settlement operations. The pledge commitment funds the Development Director position (with salary and benefits of approximately \$100,000 annually), transfer of Wackerlin Endowment-supported activities, and general operating costs of the Settlement. With the Naper Settlement fund balance reduced as proposed by the Finance Committee, along with plans to maintain the tax support at a level amount for another two years, the required pledge ranges from \$275,000 to \$378,000 annually during fiscal years 2013 through 2015.

Naper Settlement

Settlement expenses are planned at \$3.714 million for FY13. That represents a \$51,000 increase over FY12. Plans for fiscal years 2014 and 2015 call for increases of \$67,000 and \$60,000, respectively. Year over year increases are 1.39%, 1.79% and 1.58% for the three years.

- Salaries and benefits account for 75% of the operating budget. Over this 3 year period budget assumptions are consistent with the known City of Naperville intent except for the employee contribution percentage for health and dental plans; the City maintained a 20% rate over this period but the Settlement plans increase to 25% in FY14 and 30% in FY15. Merit increases of 2% approximate \$36,000 to \$42,000 per year. Net benefit changes total \$13,000 per year.
- Chargebacks reflect phase-in of the City's recalculated charges over a 5 year period representing a 79% increase from \$83,695 in FY12 to \$149,838 in FY17. The City charges the Settlement for services provided including IT services and equipment replacement, copying and binding, and Finance and Purchasing Department functions. Staff plans to review the new calculations with City staff. Consideration will also be given to the pros and cons of outsourcing any of these services.
- The marketing advertising budget increased \$37,000 for a summer marketing promotion similar to the "On the Road" distribution. Surveys have found that program guidebook to have been highly recognized and successful in advertising summer public programming

Naper Settlement FY13-15 Operating Budget Summary, continued

options for summer 2011. (36% of attendees relied on the booklet for their summer registration.)

- Outsourced cleaning for Curatorial and Facilities was reduced \$15,000 reflecting results of the recent contract re-bid and modified cleaning cycles.
- Evaluation of other expense accounts resulted in \$12,000 of reductions in areas such as supplies and capital improvements.

Revenue budget highlights:

- Tax support dollars of \$2,757,272 were requested for fiscal years 2013 and 2014, flat with FY12. A \$100,000 increase is planned in FY15.
- Revenue has been readjusted to reflect re-opening of the site following the roadways project in fiscal year 2012. School services, gate, rentals and public programming areas were impacted positively, a 26% increase.
- Gate income, as part of the organization pricing plan, is based upon increases ranging from \$1.50 to \$3.00 per ticket. Adult pricing is redefined to begin at age 12 rather than age 17. Free admission is planned for Naperville residents from Memorial Day through Labor Day to be evaluated for longer term application. The adult non-resident ticket price is \$12 (verses \$9 in 2011). Currently, non-residents account for 85% of gate attendance. The goal is to draw more community members to the site in order to increase local support for the museum and its fund-raising plans.
- The pricing plan also impacts event ticketing. Civil War Days is planned at \$15 and \$10 for adult and youth, respectively with discounted advance ticket pricing of \$10 and \$5. The gate price for Civil War Days was priced at \$12 in fiscal year 2012. All Hallows Eve pricing is budgeted to remain at \$15 gate and \$10 presale for all participants due to its large draw in the youth age range. The goal is to offer a presale discount deep enough to encourage a higher percentage of advanced ticket sales, thereby guaranteeing a level of revenue regardless of event day weather. Resulting revenue is planned to increase approximately \$7,000 or 8.8%.
- Growth (24%) in Group Tours, Public Programs and Rentals is in line with sustainability goals of focusing on revenue from pre-scheduled programs.
- Fund Balance use is planned to retain \$50,000 for contingencies. Use of \$100,000 is planned in FY13. The \$50,000 planned in FY14 is in anticipation of a carryover from the current fiscal year due to delayed hiring of budgeted positions.
- The pledge from Naperville Heritage Society balances the organization's plan. See the comments above in the opening section of the memo. FY13 \$23,000 distribution from Wackerlin Fund earnings supports the bequest's restricted uses of maintenance and cleaning of the Halfway House and Schoolhouse, Chapel organ maintenance, and training and salaries for guides at the Halfway House.

NAPER SETTLEMENT
FY13 OPERATING BUDGET
MAY 1, 2012 - APRIL 30, 2013



Naper
Settlement

Category				
REVENUE				
School Services/Tours		\$	188,200	
Public Programs			65,000	
Gate Admission			68,000	
Wedding Rentals			90,285	
Other Rentals			54,520	
Special Events			83,250	
Sponsors			-	
NHS Pledge Contributions			274,634	
Federal/State/Local Grants			-	
Memberships/Season Passes			-	
Annual Fund Contributions			-	
Store Sales			-	
Investment Income			33,000	
Endowment/Other Revenue			-	
Property Tax Support			2,757,272	
Total Revenue		\$	3,614,161	
EXPENSES				
Salary & Benefits		\$	2,774,312	
Utilities			139,239	
Special Events			52,060	
Professional Services			12,225	
Program/Exhibit Support			67,291	
Janitorial			87,500	
Blds & Grds Maintenance			168,540	
Capital Outlay/Collections			110,000	
Advertising			72,633	
Printing			57,051	
City Support Services			102,129	
Donor Cultivation			-	
Supplies			28,298	
Insurance			-	
Entertainment/Receptions			1,110	
Conferences and Training			8,341	
Postage			8,212	
Store (non-personnel)			-	
Pledge to museum operations			-	
Other Expenses			25,220	
Total Expenses		\$	3,714,161	
Total Net Income (Loss)		\$	(100,000)	

Naper Settlement										
Revenue Budget										
Account Number	Account Description	Actual Revenue FY11	Budgeted Revenue FY11	Budgeted Revenue FY12	Change (+/-) in \$	Change (+/-) in %	Projected Revenue FY13	Projected Revenue FY14	Projected Revenue FY15	Comments
	<i>Running Total</i>	\$3,382,199	\$3,594,533	\$3,663,374	\$50,787	1.39%	\$3,714,161	\$3,780,733	\$3,840,594	
301.01	Use of Fund Balance	0	178,785	279,550	-179,550		100,000	50,000	0	Fund balance available after FY12 planned use is \$122,958. Expected carry over from FY12 of \$50,000 funds the planned use in FY14.
	Beginning Balance	0	178,785	279,550	-179,550		100,000	50,000	0	
311.40	Property Tax Support	2,768,464	2,757,272	2,757,272	0	0.00%	2,757,272	2,757,272	2,857,272	Flat request in FY13 and FY14, followed by \$100,000 increase in FY15. FY13 is the third year at this level of support.
	General Property Tax Support	2,768,464	2,757,272	2,757,272	0	0.00%	2,757,272	2,757,272	2,857,272	
333.23	Federal Grant	66,696	54,067	8,402	-8,402		0	0	0	TAH grant program was completed in FY12.
334.10	State Grant	0	0	0	0		0	0	0	
	Federal/State Grants	66,696	54,067	8,402	-8,402		0	0	0	
347.14	School Services	175,278	177,000	164,525	11,475	6.97%	176,000	180,000	180,000	Budgeted at near capacity comparable to FY10 results. FY12 had dates unavailable due to the roadways project. Price increase effective January 2010 in place for entire FY13 compared to partial year in FY10..
347.15	Groups Tours	8,846	9,600	9,300	2,900	31.18%	12,200	13,400	15,000	Plans to continue to focus on this area for growth.
347.16	Public Program Revenue	59,156	75,000	55,000	10,000	18.18%	65,000	67,000	69,000	Programming is being planned with results of FY12's "On the Road" considered.
347.17	Gate Admissions	51,229	63,150	30,825	37,175	120.60%	68,000	68,000	70,000	New pricing strategy developed for FY13 with increased ticket prices but free admission planned for residents from Labor Day through Memorial Day.
347.18	Wedding/Chapel Programs	76,812	108,500	90,285	0	0.00%	90,285	95,285	100,285	Continued focus on chapel rentals. Despite the impact of roadways project FY12 results have been on plan.
347.19	Other Rentals	40,956	59,460	41,520	13,000	31.31%	54,520	55,520	56,520	Reopening of grounds for rentals in summer 2012.
347.23	Special Events - Education	81,610	75,500	76,500	6,750	8.82%	83,250	83,250	83,250	CWD pricing to change as part of overall price restructuring. AHE to maintain its pricing due to youth market that it attracts.
	Sustainability Revenue Unallocated	0	0	17,195			0	0	945	
	Programs and Events	493,886	568,210	485,150	64,105	13.21%	549,255	562,455	575,000	

Naper Settlement										
Revenue Budget										
Account Number	Account Description	Actual Revenue FY11	Budgeted Revenue FY11	Budgeted Revenue FY12	Change (+/-) in \$	Change (+/-) in %	Projected Revenue FY13	Projected Revenue FY14	Projected Revenue FY15	Comments
	<i>Running Total</i>	\$3,382,199	\$3,594,533	\$3,663,374	\$50,787	1.39%	\$3,714,161	\$3,780,733	\$3,840,594	
361.10	Interest on Investments	35,750	36,699	36,000	1,100	3.06%	37,100	37,100	37,100	
361.10-02	Manager Fee	-4,229	-2,500	-3,200	-1,100	34.38%	-4,300	-4,300	-4,300	
361.20	Interest on Property Tax	120	2,000	200	0	0.00%	200	200	200	
	Interest Income	31,641	36,199	33,000	0	0.00%	33,000	33,000	33,000	
365.00	Realized Gain/Loss	11,304	0	0	0		0	0	0	
365.99	Unrealized Gain/Loss	10,207	0	0	0		0	0	0	
	Gain/Loss on Investments	21,512	0	0	0		0	0	0	
367.11	Endowment Fund	0	0	0	0		0	0	0	
367.31-03	Pledge from NHS	0	0	100,000	174,634	174.63%	274,634	378,006	375,322	Pledge supports Development Director position, Wackerlin Endowment Fund restricted activities, and general museum operations.
	Contributions from Private Sources	0	0	100,000	174,634	174.63%	274,634	378,006	375,322	
369.99	Reimbursements-Other	0	0	0	0		0	0	0	
392.14	Inter General Corporate Fund	0	0	0	0		0	0	0	
399.14	Transfer General Corporate Fund	0	0	0	0		0	0	0	
	Other Miscellaneous Revenue	0	0	0	0		0	0	0	

Naper Settlement

Expense Budget

Account Number	Account Description	Actual Expenses FY11	Budgeted Expenses FY11	Budgeted Expenses FY12	Changes (+/-) in \$	Changes (+/-) in %	Projected Expenses FY13	Projected Expenses FY14	Projected Expenses FY15	Comments
	<i>Running Total</i>	\$3,611,613	\$3,592,313	\$3,663,375	\$50,787	1%	\$3,714,162	\$3,780,733	\$3,840,594	
10.01	Regular Pay	1,908,729	1,983,378	2,015,783	36,037	2%	2,051,820	2,092,659	2,134,312	Salaries based on reorganization staffing with merit increases of 2% annually.
10.02	Overtime Pay	3,291	4,192	4,192	84	2%	4,276	4,361	4,449	2% merit increase.
10.03	Temporary/Seasonal Service	12,830	17,939	18,298	366	2%	18,664	19,037	19,418	2% merit increase.
	Total Personal Services	\$1,924,849	\$2,005,510	\$2,038,272	36,487	2%	\$2,074,760	\$2,116,057	\$2,158,178	
20.11	Health	232,749	268,762	253,831	21,992	8.66%	275,823	279,889	283,720	Projected premium increase of 8% annually, calculated on current staff elections. Employee contribution for FY13 at 20% with increases to 25% and 30% for fiscal years 2014 and 2015, respectively.
20.12	Life and ADD	4,784	6,334	7,346	712	10%	8,058	8,210	8,618	Life calculated on full time salary budget with 3% annual premium increases.
20.13	Workmen's Compensation	8,959	8,959	11,953	0	0%	11,953	11,953	11,953	Budget flat through FY15.
20.14	Federal & State U/C	5,271	11,223	16,835	-649	-4%	16,186	16,186	16,186	Flat FY13-15 following 200% increase in FY11 and 50% increase in FY12.
20.17	Dental Insurance	13,200	28,140	26,577	-11,969	-45.03%	14,608	15,484	16,382	Projected premium increase of 6% annually, calculated on current staff elections. Employee contribution for FY13 at 20% with increases to 25% and 30% for fiscal years 2014 and 2015, respectively.
20.20	IMRF	216,068	234,009	242,457	-228	0%	242,229	247,050	251,967	Contribution rate of 12% planned for both Tier 1 and Tier 2 employees.
20.21	Social Security	114,771	135,610	126,391	2,243	2%	128,634	131,195	133,808	Rate of 6.2% calculated on total salary cost.
20.22	Medicare	27,306	31,925	29,559	526	2%	30,085	30,683	31,294	Rate of 1.45% calculated on total salary cost.
	Total Fringe Benefits	\$623,109	\$724,961	\$714,948	12,628	2%	\$727,576	\$740,650	\$753,928	
30.29	Support Services	181,295	195,710	171,280	-16,165	-9%	155,115	155,115	155,115	\$14,665 reduction in Facilities and Curatorial outsourced cleaning per bid process completed in FY12. Reduction in outside support for Education Department programs. Budget redistributed with less planned for Summer Camp and author stipends.
	Total Support Services	\$181,295	\$195,710	\$171,280	-16,165	-9%	\$155,115	\$155,115	\$155,115	
35.01	Legal Services	0	0	0	0		0	0	0	
35.02	Audit Services	0	0	0	0		0	0	0	
35.04	Architectural Services	0	0	0	0		0	0	0	
35.07	Medical Services	0	0	0	0		0	0	0	
35.09	Other Professional Services	29,459	5,000	7,500	615	100%	8,115	5,115	5,115	Increase in Education credit card processing fees.
	Total Professional Services	\$29,459	\$5,000	\$7,500	615	8%	\$8,115	\$5,115	\$5,115	
40.34	RM - Buildings & Equipment	143,016	114,413	132,530	-950	-1%	131,580	130,780	131,580	Facilities Department "stretch" goal in this area.
40.43	Water, Sewer & Refuse Collection	12,276	14,826	14,826	4,151	28%	18,977	19,546	20,132	Increase based on utility rate projections by City Finance Dept.
40.52	Rentals of Equipment/Facilities	2,834	3,480	3,955	880	22%	4,835	4,835	4,835	Event equipment rentals.
	Total Property Services	\$158,126	\$132,719	\$151,311	4,081	3%	\$155,392	\$155,161	\$156,547	

Naper Settlement										
Expense Budget										
Account Number	Account Description	Actual Expenses FY11	Budgeted Expenses FY11	Budgeted Expenses FY12	Changes (+/-) in \$	Changes (+/-) in %	Projected Expenses FY13	Projected Expenses FY14	Projected Expenses FY15	Comments
	<i>Running Total</i>	\$3,611,613	\$3,592,313	\$3,663,375	\$50,787	1%	\$3,714,162	\$3,780,733	\$3,840,594	
50.21	Dues & Subscriptions	6,197	7,506	7,197	638	9%	7,835	7,610	7,835	TAH subscription support no longer available for some Education Department subscriptions in FY13 and beyond.
50.22	Conferences & Training	1,751	8,341	8,341	0	0%	8,341	8,341	8,341	Flat organizationally.
50.24	Mileage Reimbursement	630	895	953	3	0%	956	956	956	
50.25	Advertising	127,236	67,575	87,103	695	1%	87,798	87,798	87,798	Added Girl Scout program guide ad (\$500) by Education Department and small increase for event advertising.
50.26	Recruitment	401	2,000	1,850	0	0%	1,850	1,850	1,850	
50.28	Copy/Binding - External	38,523	40,035	27,891	36,670	131%	64,561	67,071	53,266	\$36,000 added for consideration of a summer guidebook similar to the "On the Road" along with post card follow-ups.
50.45	Receptions & Entertainment	4,333	2,580	1,415	1,050	74%	2,465	2,465	2,465	Increases in Education, Special Events and Marketing Departments based on recent needs.
50.51	Postage & Delivery	16,778	8,870	8,512	-250	-3%	8,262	8,262	8,262	
	Total Contractual Services	\$195,850	\$137,802	\$143,262	38,806	27%	\$182,068	\$184,353	\$170,773	
60.42	Electricity	69,361	62,450	65,584	0	0%	65,584	65,584	66,896	Based on utility rate projections by City Finance Dept.
60.44	Gas	38,620	68,522	52,074	2,604	5%	54,678	57,412	60,282	Based on utility rate projections by City Finance Dept.
60.63	Operating Supplies	63,408	65,026	62,968	-3,110	-5%	59,858	61,358	61,358	Budget "stretch" goal in this area.
60.66	Building Maintenance Supplies	48,886	43,260	40,260	-3,000	-7%	37,260	37,260	37,260	Budget "stretch" goal in this area.
60.68	Books, Publications & Maps	522	0	700	0		700	700	700	
60.69	IS Equipment	1,032	575	3,178	-1,728	-54%	1,450	1,550	1,550	Cyclical Brushstrokes equipment replacement for Trading in Times kiosks.
60.73	Equipment Parts	0	0	500	0		500	500	500	
60.74	General Office Supplies	8,309	7,090	7,000	0	0%	7,000	7,000	7,000	
	Total Supplies	\$230,137	\$246,923	\$232,264	-5,234	-2%	\$227,030	\$231,364	\$235,546	
70.83	Building Improvements	0	0	0	0		0	0	0	
70.85	Office Machines & Equipment	0	0	802	-802		0	0	0	Non-annual budget based on need. Education Department fax machine in FY12.
70.86	Furnishings/Collections	24,732	0	0	0		0	0	0	
70.88	Other Equipment & Machinery	11,709	0	0	0		0	0	0	
70.89	Capital Improvement Program	121,288	57,500	115,000	-5,000	-4%	110,000	110,000	110,000	Stretch goal reduction. Projects include Chapel carpet replacement, Chapel and other building painting, Chapel HVAC improvements and controls.
	Total Capital Outlay	\$157,729	\$57,500	\$115,802	-5,802	-5%	\$110,000	\$110,000	\$110,000	

Naper Settlement										
Expense Budget										
Account Number	Account Description	Actual Expenses FY11	Budgeted Expenses FY11	Budgeted Expenses FY12	Changes (+/-) in \$	Changes (+/-) in %	Projected Expenses FY13	Projected Expenses FY14	Projected Expenses FY15	Comments
	<i>Running Total</i>	\$3,611,613	\$3,592,313	\$3,663,375	\$50,787	1%	\$3,714,162	\$3,780,733	\$3,840,594	
80.01	General Fund Charges	28,873	28,873	18,383	10,137	55%	28,520	31,270	37,713	Per Finance Department recalculation of chargebacks factored in over a 5-year period.
80.02	Telephone Expense	28,910	28,910	28,910	-28,910	-100%	0	0	0	Elimination of FY12 City budgeting error. Telephone charges are included in 80.32 MIS charges.
80.05	Vacancy Factor	0	-27,074	-27,455	-568	2%	-28,023	-28,747	-29,501	
80.27	Copying Expense - Internal	10,569	10,819	8,889	177	2%	9,066	9,243	9,421	Per Finance Department recalculation of chargebacks factored in over a 5-year period.
80.32	MIS Charges	15,154	15,154	26,273	0	0%	26,273	26,273	26,273	Per Finance Department recalculation of chargebacks factored in over a 5-year period.
80.33	IT charges	26,125	26,125	30,150	6,608	22%	36,758	43,366	49,975	Per Finance Department recalculation of chargebacks factored in over a 5-year period.
80.35	Vehicle Replacement	0	0	0	0		0	0	0	Per Finance Department recalculation of chargebacks factored in over a 5-year period.
80.36	Vehicle Service	1,428	3,382	3,585	-2,073	-58%	1,512	1,512	1,512	Vehicle service charge for replacement Facilities Dept. truck (retired from City fleet).
	Total Internal Services	\$111,059	\$86,190	\$88,735	-14,629	-20%	\$74,106	\$82,917	\$95,392	
90.27	Grant Expense	0	0	0	0		0	0	0	
90.86	Recognition Expense	0	0	0	0		0	0	0	
90.90	Gifts & Memorials	0	0	0	0		0	0	0	
90.91	Miscellaneous Expenses	0	0	0	0		0	0	0	
90.92	Pledge Payment	0	0	0	0		0	0	0	
90.93	Expenses Unbudgeted	0	0	0	0		0	0	0	
90.94	Interest Expense on Loans	0	0	0	0		0	0	0	
90.95	Grant Expense - Education	0	0	0	0		0	0	0	
90.96	Grant Expense MO	0	0	0	0		0	0	0	
90.97	Grant Expense NICOR	0	0	0	0		0	0	0	
0.00	Activity Expense	0	0	0	0		0	0	0	
0.00	Cellar Project	0	0	0	0		0	0	0	
	Total Miscellaneous	0	0	0	0		0	0	0	

FY 13 Proposed Expenditures \$10,000 or Greater

Naper Settlement	FY 13
City Financial and Administrative Charge	\$ 23,654
City MIS Charge	\$ 26,273
City IT Charge	\$ 36,758
Cleaning Services	\$ 53,000
Outsourced Maintenance Support	\$ 34,000
Snow Removal Services-labor only	\$ 15,000
Snow Contractor Salt/Deicer Supplies	\$ 14,000
Landscape Service/Maintenance	\$ 29,500
Chapel HVAC improvements, including new controls	\$ 39,000
Chapel Painting	\$ 18,000
Chapel Carpet Replacement	\$ 28,000
Exterior Building Painting Projects	\$ 19,000
Blackbaud Annual Service Contract	\$ 18,000
Summer Program Guidebook, including mailing costs	\$ 30,000

Naper Settlement						
Fund Balance as of April 30, 2006 - 2011						
	4/30/2006	4/30/2007	4/30/2008	4/30/2009	4/30/2010	4/30/2011
Reserved for encumbrances	\$ 13,589	\$ -	\$ 19,250	\$ 27,267	\$ 171,331	\$ 18,650
Unreserved	\$ 227,704	\$ 230,061	\$ 281,747	\$ 476,642	\$ 479,242	\$ 402,508
Total NS fund balance	\$ 241,293	\$ 230,061	\$ 300,996	\$ 503,909	\$ 650,573	\$ 421,158
FY12 Planned Use						\$ 269,290
Remaining Available for FY13-15 planning						\$ 151,868
Use per FY12 Annual Budget	\$ 279,550					
Telephone chargeback error	(28,910)					
Planned use for FY12 operations	250,640					
PO rolled from FY11	18,650					
	<u>\$ 269,290</u>					