



NAPER SETTLEMENT MUSEUM BOARD

Friday, December 9, 2016 – 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.

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Communications Department at least 48 hours in advance of the scheduled meeting. The Communications Department can be reached in person at 400 S. Eagle Street, Naperville, IL via telephone at 630-420-6707 or 630-305-5205 (TDD) or via e-mail at info@naperville.il.us. Every effort will be made to allow for meeting participation.

1. Call to Order – *Mayor*
2. Minutes from Previous Meeting of September 16 2016, (pgs. 2-4) - *Mayor Chirico*
Approval requested
3. Financials as of October 31, 2016 (pgs. 5-6) - *Harriet Pistorio*
Approval requested
4. Old Business
 - A. Savings with LED Lights – *Debbie Grinnell*
 - B. Martin Mitchell Mansion HVAC Replacement Cost – *Rena Tamayo-Calabrese*
5. New Business
 - A. Christkindlmarket Update - *Rena Tamayo-Calabrese/Harriet Pistorio*
6. General Information
 - A. Goals for 2017 - *Rena Tamayo-Calabrese*
 - B. Attendance and Demographics Report – October 2016 (pg. 7)
 - C. Upcoming 2017 Board Meetings at 8:00 a.m. in the Mayor's Conference Room: March 17, June 9, September 15, December 8
7. Adjournment

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

NAPER SETTLEMENT MUSEUM BOARD

Minutes

September 16, 2016

Members present: Mayor Steve Chirico, Councilman Paul Hinterlong, Chris Birck, Bill Jeffries, Mary Ann Junkroski, Len Monson, Sally Pentecost and Greg Waite.

Member absent: Kelly Meyer Douglas

Staff present: Macarena Tamayo-Calabrese, Terri Kostal, Harriet Pistorio and Marcie Schatz

Staff absent: Debbie Grinnell and Donna Sack

1. **Call to Order**

Mayor Steve Chirico called the meeting to order at 8:10 a.m. in the Mayor's Conference Room at City Hall. New board member Bill Jeffries was unable to attend the June meeting, so the board took this opportunity to welcome him.

2. **Minutes**

The minutes of the previous meeting of June 17, 2016, were approved by a motion from Len Monson, seconded by Sally Pentecost. Motion carried.

3. **Financials**

Financials as of July 31, 2016 – Harriet Pistorio presented Naper Settlement's July 31, 2016 financial report as detailed in the Board packet. Revenue is low due to timing; expenses show a savings in salary and benefits. An offer has been made for the position of the Director of Learning Experiences. A Museum Educator and a Public Relations & Social Media Coordinator have been hired, but are not yet reflected in the salary line. Two other positions are being recruited. The allocated funds will be spent by the end of the year.

The financial report as of July 31, 2016 was approved by a motion from Chris Birck, second by Len Monson. Motion carried.

4. **Old Business**

a. **Operation Updates**

Rena Tamayo-Calabrese reported that the newly hired Director of Learning Experiences has been hired and will start on October 10.

Naper Settlement is participating in the *Museums for All* program that encourages families of all backgrounds to visit museums regularly, charging minimum admission to people who could not otherwise afford to visit. In addition, we are a *Blue Star Museum* and offer active duty military families free admission from Memorial Day through Labor Day.

An application to become a Smithsonian Affiliate has been submitted.

Naper Settlement is currently showcasing **Alexander Hamilton: The Man Who Made Modern America Exhibit**, which will run until October 12.

All six Naper Nights concerts took place with record attendance and an increase in sponsorships and gross revenue. Board commented on the food lines and limited choices. Each year, many options are reviewed; however, there are not many quality vendors that want to do off-premise catering. Vendors from different sides of town are used in order to expose visitors to the variety and help Naperville's economy. The vendors provide all of the meals for the sponsorship area and underwrite some meals for staff. For 2017, there will be

research into adding more stations from the same vendor while keeping in mind the traffic flow. Board suggested a ticket price increase to protect the experience and maximize revenue and availability to the public. Naper Settlement does not plan to increase prices for this event so soon after raising their membership rates.

Rena thanked Naper Settlement Museum Board members who attended the dedication for John & Kay Stephens. Their family is now aware that John and Kay's legacy lives on at Naper Settlement.

b. American Association of State and Local History Conference

Debbie Grinnell and Donna Sack are presenting at this conference. Although we are not a large museum Naper Settlement is a national leader in terms of museum experience, education, management and training.

c. Christkindlmarket

During Christkindlmarket (CKM), the Rotary will be showcasing Naper Lights, and Naper Settlement will be doing some programs of their own. During this event, all 42 Naper Settlement staff will be working seven additional days to ensure coverage without additional people and cost.

Marcie Schatz reported that this year, there is the advantage of parking at Hotel Indigo, and having Water Street available with the restaurants or shops not yet open. North Central College will allow parking in the lot currently in use by the contractors. The Naperville Park District is offering over 400 spots at Centennial Beach. Marcie suggested the short walk from there to Naper Settlement could be capitalized with a holiday-themed walking route maybe posting areas in the downtown area that can be patronized after visiting the market. In addition, the Park District is allowing use of the garden plot lots for remote parking. Rena has a meeting with Superintendent Dan Bridges to request use of school lots. Christkindlmarket staff are working with PACE to have a shuttle between the train station and the market. Vendors will be using their hotel shuttle service and will not require parking. Once parking has been finalized, a map will be on our website as well as the websites of the City of Naperville, the Rotary, and Christkindlmarket.

Board suggested having way-finding signage to and from downtown and Naper Settlement. Stressed having a positive impact the first year with the event, as well as with the community and businesses. Rena welcomed the mayor's support in conversations.

When Christkindlmarket was in Oakbrook, their surveys indicated that 70% of their visitors came from Naperville. Katie Wood of the Downtown Naperville Alliance, Nicki Anderson, Naperville Area Chamber of Commerce, and Christine Jeffries, Naperville Development Partnership, are working on ways to direct the direct the crowds toward the downtown area after their CKM shopping.

There will be two entrances for visitors to Naper Settlement grounds: through the Pre-Emption House and the gate to the west of the chapel. Merchandise will be restocked during off hours.

5. New Business

a. Budget Information

i. Calendar Year 16-19 High Level Planning Assumptions

The Tax levy is to remain flat in CY17 at \$2,927,272. The detail on page 8 aligns with City assumptions. We are working with Erik Hallgren, Financial Services Supervisor at the City. Chargebacks will align with City assumptions. This will be presented at the upcoming budget workshop. The mayor asked if there was a decrease in expenses with the change to LED lights in the gallery. This will be researched and the results shared with the mayor.

Motion to approve the Calendar Year 16-19 High Level Planning Assumptions made by a motion of Chris Birck, seconded by Len Monson. Motion carried.

ii. Proposed CIP Proposals

The CIP proposals listed on page 9 will be presented to council at the budget workshop in October. In CY17, there is a new CIP for the Martin Mitchell Mansion roof preservation.

Approval for the Martin Mitchell Mansion HVAC is not being requested at this time, however, the HVAC will be at the end of its life span in 2022. Board was concerned about the replacement cost. Debbie Grinnell will provide more information about this item at the December meeting.

The CIP proposals, except for the placeholder for the Martin Mitchell Mansion HVAC, were approved by a motion of Chris Birck, seconded by Len Monson. Motion carried.

6. General Information

a. Museums for America Grant

Naper Settlement received the Museums for America grant, out of almost 550 applications. Along with the museum's match, the grant will allow the museum to engage the services of professional conservators to clean, stabilize and conserve a 1912 threshing machine once used by area farmers. The thresher is a significant artifact representing the area's farming heritage and will serve as the centerpiece of a new exhibition about this region's agricultural past to be developed within the museum's planned Agricultural Interpretive Center. In addition, the grant award will allow the museum to hold a two-day field study workshop for emerging museum professionals in collections care and conservation of macro-artifacts. Louise Howard, Chief Curator, will serve as the project director for the grant project, which is scheduled to occur over a 22 month period beginning in October.

b. Upcoming 2017 NSMB Meetings

March 17, June 9, September 15, December 8 at 8:00 a.m. in the Mayor's Conference Room.

7. Adjournment

The next meeting will be December 9.

The regular meeting was adjourned at 8:50 a.m. by motion of Len Monson, seconded by Paul Hinterlong. Motion carried.

Respectfully submitted,
Terri Kostal, Executive Secretary, Naper Settlement

Naper Settlement Financial Notes

For the Ten Months Ending October 31, 2016

NAPER SETTLEMENT

Naper Settlement results through October 31, 2016 are over plan by \$703,475.

Revenue in total is under plan through October 31, 2016 by \$164,151. Of this, \$153,788 is due to the timing of receiving tax support.

Revenue from school services/tours is under plan by \$2,510. School services is currently \$4,919 over plan while group tours are currently \$7,428 under plan.

Weddings are \$16,698 under plan as of October 31, 2016. Non-weddings and other rentals were over plan \$13,437.

Unrealized gains as of October 31st are \$12,466.

YTD Expenses

Salary and benefit expenses are under plan \$568,671 due to vacancies and the city posting the year-end payroll accrual.

Program Support, Buildings & Grounds Maintenance, Printing, Furniture & Equipment, and Supplies are all under budget due to timing of projects and invoices.

Utilities are under plan \$32,583 due to gas prices being down and overall usage being lower.

NAPER SETTLEMENT - OPERATING FINANCIAL REPORT

FOR THE TEN MONTHS ENDED OCTOBER 31, 2016

	Current Month			YTD Calendar Year 2016				2015	
	CY16	CY16	Variance	YTD	YTD	Variance	Percentage	Annual	YTD
	Actual	Budget		Actual	Budget			Budget	Actual
Revenue									
School Services/Tours	\$43,304.00	\$34,073.00	\$9,231.00	\$159,055.25	\$161,565.00	(\$2,509.75)	-2%	\$199,000.00	\$162,155.50
Public Programs	\$3,048.00	\$2,040.00	\$1,008.00	\$61,394.00	\$67,640.00	(\$6,246.00)	-9%	\$72,000.00	\$56,447.50
Gate Admissions	\$6,433.50	\$4,322.00	\$2,111.50	\$47,739.95	\$51,690.00	(\$3,950.05)	-8%	\$52,000.00	\$49,884.45
Weddings	\$14,156.00	\$14,716.00	(\$560.00)	\$68,449.50	\$85,147.00	(\$16,697.50)	-20%	\$100,000.00	\$63,931.75
Other Rentals	\$20,570.00	\$896.00	\$19,674.00	\$67,764.50	\$54,328.00	\$13,436.50	25%	\$54,440.00	\$44,660.25
Special Events									
Total Operating Revenue	\$87,511.50	\$56,047.00	\$31,464.50	\$404,403.20	\$420,370.00	(\$15,966.80)	-4%	\$477,440.00	\$377,079.45
Grant Receipts									
Investment Income	(\$311.50)	\$2,782.00	(\$3,093.50)	\$6,405.86	\$13,269.00	(\$6,863.14)	-52% *	\$17,500.00	\$29,377.76
Unrealized Investment Gains/Losses	(\$41,093.20)		(\$41,093.20)	\$12,466.32		\$12,466.32			(\$14,880.31)
NHS Support								\$427,510.00	
Reimbursements									
Other Revenue									
Revenue Excluding Tax Support	\$46,106.80	\$58,829.00	(\$12,722.20)	\$423,275.38	\$433,639.00	(\$10,363.62)	-2%	\$922,450.00	\$391,576.90
Tax Support	\$60,935.80	\$81,706.00	(\$20,770.20)	\$2,718,324.25	\$2,872,112.00	(\$153,787.75)	-5%	\$2,927,272.00	\$2,975,111.90
Use of Fund Balance									
Total Revenue	\$107,042.60	\$140,535.00	(\$33,492.40)	\$3,141,599.63	\$3,305,751.00	(\$164,151.37)	-5%	\$3,849,722.00	\$3,366,688.80
Expenses									
Salaries and Benefits	\$202,123.76	\$229,687.00	(\$27,563.24)	\$1,967,528.49	\$2,536,199.00	(\$568,670.51)	-22%	\$2,995,572.00	\$1,820,009.37
Non-salary expenses									
Utilities	\$11,509.61	\$13,976.00	(\$2,466.39)	\$95,423.36	\$128,006.00	(\$32,582.64)	-25%	\$149,753.00	\$106,850.10
Program Support	\$1,002.25	\$2,735.00	(\$1,732.75)	\$40,690.04	\$27,701.00	\$12,989.04	47% *	\$63,626.00	\$48,612.04
Janitorial Services	\$9,748.00	\$9,736.00	\$12.00	\$85,862.00	\$85,336.00	\$526.00	1%	\$99,392.00	\$102,552.00
Buildings & Grounds Maintenance	\$16,657.45	\$14,923.00	\$1,734.45	\$127,469.96	\$169,679.00	(\$42,209.04)	-25%	\$185,854.00	\$161,980.63
Advertising	\$9,717.47	\$5,455.00	\$4,262.47	\$70,278.53	\$72,697.00	(\$2,418.47)	-3%	\$78,933.00	\$81,980.02
Printing	\$9,332.72	\$6,876.00	\$2,456.72	\$32,751.25	\$48,457.00	(\$15,705.75)	-32% *	\$49,233.00	\$38,619.40
Furniture & Equipment	\$30,017.00	\$13,750.00	\$16,267.00	\$113,945.00	\$165,000.00	(\$51,055.00)	-31% *	\$165,000.00	\$112,398.99
City Support Services	\$8,672.00	\$8,671.00	\$1.00	\$69,376.00	\$86,690.00	(\$17,314.00)	-20%	\$73,997.00	\$57,671.00
Postage	\$941.54	\$910.00	\$31.54	\$18,798.51	\$21,960.00	(\$3,161.49)	-14%	\$22,912.00	\$18,199.47
Supplies	\$1,808.23	\$484.00	\$1,324.23	\$25,416.37	\$35,373.00	(\$9,956.63)	-28% *	\$46,025.00	\$38,643.65
Other	\$854.76	\$38,130.00	(\$37,275.24)	\$23,866.82	\$161,935.00	(\$138,068.18)	-85% *	\$188,423.00	\$31,249.61
Interfund Transfers									
Total Non-salary expenses	\$100,261.03	\$115,646.00	(\$15,384.97)	\$703,877.84	\$1,002,834.00	(\$298,956.16)	-30% *	\$1,123,148.00	\$798,756.91
Total Expenses	\$302,384.79	\$345,333.00	(\$42,948.21)	\$2,671,406.33	\$3,539,033.00	(\$867,626.67)	-25%	\$4,118,720.00	\$2,618,766.28
NET SURPLUS/(DEFICIT)	(\$195,342.19)	(\$204,798.00)	\$9,455.81	\$470,193.30	(\$233,282.00)	\$703,475.30	-302% *	(\$268,998.00)	\$747,922.52
* Denotes variance of greater than 25%									

Attendance CY16 Compilation	ANNUAL TOTALS TO DATE		OCTOBER		Demographics				% of Original Projection
	Original Projection	Actual	Original Projection	Actual	Naperville		Non-Naperville		
					#	%	#	%	
GRAND TOTAL	140,000	118,390	17,440	13,922	5,629	40%	8,293	60%	
SCHOOLS TOTALS	32,500	27,258	5,800	4,501	225	5%	4,276	95%	78%
School Tours: Time Travel Trip	19,300	18,967	5,800	4,501	225	5%	4,276	95%	78%
School Programs	13,200	8,291	0	0	0	0%	0	0%	
GATE ADMISSIONS TOTALS	42,150	42,619	700	921	405	44%	516	56%	132%
Walk-In	16,000	13,382	700	921	405	44%	516	56%	132%
BUY-OUT TOTALS:	26,150	29,237	0	0	0	0%	0	0%	
Triathlon Registration	1,700	2,502	0	0	0	0%	0	0%	
Woman's Club Art Fair	3,250	5,000	0	0	0	0%	0	0%	
Naperville AleFest	4,900	4,900	0	0	0	0%	0	0%	
Last Fling	11,500	16,835	0	0	0	0%	0	0%	
Harvest Pow-Wow	4,800	0	0	0	0	0%	0	0%	
GROUP TOURS TOTALS	2,590	1,133	175	76	0	0%	76	100%	43%
Group Tours	2,100	992	75	76	0	0%	76	100%	101%
Group Programs	310	33	100	0	0	0%	0	0%	0%
Giddy Up	180	108	0	0	0	0%	0	0%	0%
PUBLIC PRGMS TOTALS	3,780	4,130	230	207	168	81%	39	19%	90%
History Speaks Lecture Series	665	464	65	80	57	71%	23	29%	123%
Victorian Teas	175	109	0	0	0	0%	0	0%	
Overnights or Night Out	120	86	0	0	0	0%	0	0%	
Girl Scout Programs	445	626	0	0	0	0%	0	0%	
Presentations	75	0	0	0	0	0%	0	0%	
Classes, Walking Tours	1,825	2,502	165	127	111	88%	16	12%	77%
Liquid History	0	0	0	0	0	0%	0	0%	
Camps	475	343	0	0	0	0%	0	0%	
NS EVENTS TOTALS	20,685	19,596	7,465	6,191	3,206	52%	2,985	48%	83%
Civil War Days	2,800	3,577	0	0	0	0%	0	0%	
NAPER NIGHTS TOTALS	10,100	9,828	0	0	0	0%	0	0%	
June Naper Nights	3,000	3,828	0	0	0	0%	0	0%	
July Naper Nights	3,150	2,815	0	0	0	0%	0	0%	
August Naper Nights	3,950	3,185	0	0	0	0%	0	0%	
All Hallows Eve	3,900	4,037	3,900	4,037	1,914	47%	2,123	53%	104%
Naper Settlement Takes Flight (formerly Naperville Wine & Dine)	120	0	0	0	0	0%	0	0%	
Oktoberfest	3,565	2,154	3,565	2,154	1,292	60%	862	40%	60%
Barn Raising (formerly Dinner On The Town)	200	0	0	0	0	0%	0	0%	
Chapel Ceremonies	8,980	6,740	900	490	240	49%	250	51%	54%
Church Service	4,200	750	350	0	0	0%	0	0%	0%
RENTALS	6,745	1,099	90	0	0	0%	0	0%	0%
Chapel Lower Level Rental	0	179	0	0	0	0%	0	0%	
Tavern Rentals	780	293	30	0	0	0%	0	0%	
Meeting House Rentals	910	215	60	0	0	0%	0	0%	
Playscape Rentals	130	0	0	0	0	0%	0	0%	
Grounds Rentals	525	412	0	0	0	0%	0	0%	
Naper Lights	4,400	0	0	0	0	0%	0	0%	
OTHER TOTALS	18,370	15,065	1,730	1,536	1,385	90%	151	10%	89%
Wedding Showcase	365	357	0	0	0	0%	0	0%	
Fam Tours/Trade Show	2,525	835	250	0	0	0%	0	100%	0%
Weed Ladies Show	400	195	0	0	0	0%	0	0%	
Community Speaking Engagements/Volunteer	500	372	50	75	75	100%	0	0%	150%
Development Events	0	221	0	38	35	92%	3	8%	
Researchers/Curatorial	350	517	40	83	69	83%	14	17%	208%
Miscellaneous/Outreach	0	136	0	0	0	0%	0	0%	
Awareness Campaign Presentations	650	72	50	0	0	0%	0	0%	
Naperville Bank & Trust	6,440	5,415	600	600	540	90%	60	10%	100%
Naper Property	6,150	6,015	620	620	558	90%	62	10%	100%
Naper Settlement Grounds/Night	990	930	120	120	108	90%	12	10%	100%
GRAND TOTAL	140,000	118,390	17,440	13,922	5,629		8,293		80%