

CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

NOTICE

PUBLIC AFFAIRS COMMITTEE

**Monday, February 24, 2020
7:00 P.M. – Council Chambers**

AGENDA

1. Call to Order, Roll Call, and Establishment of a Quorum
2. Approval of Minutes
 - A. Public Affairs Committee of January 27, 2020
3. Public Participation / Presentations
4. Items for Consent
5. Items for Discussion
6. Unfinished Business
7. New Business
8. Reports from Staff
 - A. Phalen Consulting FY2019 Report
 - B. People Made Visible FY2019 Report
9. Adjournment

MINUTES

PUBLIC AFFAIRS COMMITTEE

Monday January 27, 2020 7:00 P.M.

1. Call to Order, Roll Call, and Establishment of a Quorum.

Chairman Chassee called the meeting to order at 7:00pm. Roll Call found Brown, Birch Ferguson, Swiatek and Short.

Alderman Hallett was not in attendance.

2. Approval of Minutes.

A. Public Affairs Committee Minutes of November 25, 2019. Alderman Swiatek made a motion, seconded by Alderman Brown to approve the minutes of the Public Affairs Committee meeting. Voting Aye: Chairman Chassee, Alderman Brown, Birch Ferguson and Swiatek. Voting Nay: Alderman Short. Motion carried.

3. Public Participation / Presentations.

Heather VanWagner, 900 Meadow Ridge Drive, expressed her concerns for the neighborhood dog who in 2018 attacked her dog. Ms. VanWagner is asking for a safe neighborhood since the dog has been deemed dangerous and is being walked by the owner without its muzzle. Deputy Chief Shackelford recommended to Ms. VanWagner to call DuPage County Animal Control directly to report this incident, however she could also contact the police department.

4. Items for Consent.

5. Items for Discussion.

A. 2020 Railroad Days Parade. Committee has agreed to keep the parade during Railroad Days, however if Washington Street is still under construction at that time an alternative route will be planned.

B. Animal Control and Care

6. Unfinished Business.

7. New Business.

8. Reports from Staff.

A. West Chicago Police Department Monthly Report.

9. **Adjournment.** Alderman Birch Ferguson made a motion to adjourn, seconded by Alderman Brown. The motion was approved by voice vote, and the meeting adjourned at approximately 7:45pm.

Respectfully submitted,

Yahaira Bautista

Administrative Assistant to Chief of Police
West Chicago Police Department

Phalen Consulting, Inc.,

FY2019 Report for the Management and Operation of the West Chicago City Museum

Staff Time: 3,192.50 (average of 61.4 hours a week; FY18 average of 58.7 a week)

Main Projects:

- Staffing Museum open hours
- Collections: processing temporary receipts, accessioning artifacts, database entry, digitization of collection, inventory of collection, research files, newspaper collection, online digitization plan
- Community outreach projects: Burlington Route Historical Society collaboration, Fire Department book, record sharing with Methodist Church, Forest Preserve collaboration, High School Class Reunion Scrapbooks & Research Open Houses, McAuley School Restoration Effort, DuPage Foundation-Arts DuPage
- Conferences/Professional Development: Arts DuPage, Kane DuPage Regional Museum Association, Arts DuPage American for the Arts Economic Benefits of the Arts meetings, Giving DuPage nonprofit co.lab conference, Illinois Association of Museum Conference
- Educational: educational programming-adult and school outreach; District 33 curriculum revamp; Indian Knoll 50th Anniversary Collaboration and programming; Afterschool *history through art HeART* program; Digital Mini-kits for teachers/classrooms; Late Night at the City Museum; Library reading program collaboratives for adults and kids; online resources on wegohistory.com; in school hands-on history programs; Benjamin School District Programming to celebrate district's 175th Anniversary in 2019
- Events: Blooming Fest, Volunteer Appreciation Dinner, National Night Out, Mexican Independence Day Celebration, 30th Tales Tombstones Tell, Food Festival, Downtown Halloween Parade & Trick or Treat, Frosty Fest
- Exhibits: We Go Pop (May 2018 – February 2019); Dairies to Prairies on Loan from Elgin History Museum (March-April 2019); Planning: CB&Q Depot interior exhibit, outdoor interpretive signage for the CB&Q Depot, High Lake Station Steps and Sesqui Park displays, semi-permanent exhibit for 2nd floor Rails & Trails; HOME exhibit (May 2019-April 2020); 2019 WCCAC Banner Art exhibition, Sister Cities 20th Anniversary Exhibit
- Museum: new entrance design
- Online Outreach: social media, Friends of the Museum website-wegohistory.com
- Organizational Collaborations: West Chicago Fire Protection District-history book written by Martha Noble and produced by the Museum & Friends of the Museum; Congregational & Methodist Church-preservation of church records; DuPage County Forest Preserve; Burlington Route Historical Society collaboration; Mexican Cultural Center collaborative projects; People Made Visible Artist-in-Residency and Downtown First Friday Nights; DuPage Foundation-Arts DuPage; Community High School Reunion Scrapbooks and Research Gatherings Host

- Programs: Late Night at the City Museum-Drawing on History, Mobile Walking Tour, History Pin, Historiography adult non-fiction book reading group, Voices of DuPage Oral History program, KDRMA Passport to Adventure; Tea Fundraiser, Town Hall Shares; Artist in Residency Chris Lucero Calaveras of West Chicago, Rail Trail development
- Research: organizing research files, working with researchers and processing research requests, digitization of research collection, self-serve resource kiosk at museum set-up and maintenance
- Volunteer Management

Collection:

Accession Total:

- Collection total: 34,148 objects
- Collection processed into PastPerfect database: 15,671

New donations: Local organization items, local business items, local church items, house/building history

Research Inquiries: 111 (average 9.2 a month) (house history, local business history, family history, cemetery history, local school history, local historic buildings)

Visitation:

- Overview

Metric	2019	2018	2017
Open hours	752	743	743
Museum Guests	3,306	3,127	2,615
External Program Attendance	1,879	923	2,107
Website Unique Visits	2,859	2,257	2,595
Facebook Followers*	665	552	474
Twitter Followers*	433	408	355
Instagram Followers*	262	186	84

*Social media accounts are owned by the Friends of the West Chicago City Museum

- Breakout

Category	Date(s)	Guests
Walk-in Museum visitors during regular open hours (Th 10am-6pm; Fri & Sat 10am-2pm)	2019	2,137
Museum specific visitors (researcher, museum related question)	2019	1,169

Program: Late- Night at the City Museum (with special events in downtown)	First Friday of February, April, May, June, November, & December	87
Program: Historiography Non-Fiction Reading Book Club	Monthly, third Thursday of each month (March-November)	98
Program: Timeless Tales Kids Story Time at the Museum in collaboration with library	Monthly	92
Outreach Exhibit: Historic Art at Kindred Coffee	January 2019	
Program: Town Hall Shares	April 10; October 14	22
Tour: Homeschool Tour Group at Museum	February 8, 2019	4
Program: Turner School in classroom Then and Now	March 21, 2019	60
Program: Afterschool Art & History Program, @ Gary & Turner Schools	March & April	62
Program: Currier School in Classroom Then & Now Program	April 15, 2019	63
Special Hours: Depot Days, CB&Q special Saturday Hours	May 18-Augst, 2019	335
Event: Blooming Fest	May 18, 2019	158
Tour: High School Student Bridge into Freshman Year at Museum	July 25, 2019	164
Tour: High School ESL Student at Museum	August 2, 2019	6
Event: D33 Back to School	August 2, 2019	50

Tour: Carol Stream Park District group at museum and downtown history tour	August 23, 2019	23
Program: The History of West Chicago Churches at Methodist Church	August 24, 2019	28
Event: Mexican Independence Day	September 14-15, 2019	124
Tour: Burlington Route Historical Society Annual Meeting at depot & museum	September 19, 2019	40
Event: Benjamin School District 175 th Anniversary	September 22, 2019	140
Program: Evergreen Elementary Teachers Presenting: Presenting West Chicago History	October 2, 2019	30
Program: Afterschool Art & History Program, @ Wegner & Indian Knoll	October-December	43
Program: Tales Tombstones Tell	October 4, 2019	207
Program: Then & Now Evergreen 2 nd graders	October 8, 2019	60
Program: Toys/Child's Play Evergreen 2 nd graders	October 10, 2019	60
Event: Food Festival	October 12, 2019	52
Program: Local History to Evergreen K-4 th grade	October 18, 2019	320
Program: Townhall Share: Sister Cities	October 18, 2019	14
Program: Carry Nation	October 19, 2019	18
Program: Artist-in-Residency Chris Lucero	October 27, 2019	23
Event: Late Night at the Museum Day of the Dead	November 1, 2019	38
Program: Illinois Association of Museum presentation	November 18, 2019	20
Outreach Exhibit: Historic Photographs at Kindred Coffee	December 2019	

Event: Late Night at the Museum Candlelight Christmas	December 6, 2019	23
Event: Frosty Fest	December 7, 2019	399
Event: Holiday Gathering	December 10, 2019	37

Volunteer hours: 450 (FY2017: 445) (docent hours, Voices of DuPage, file organizing, event staffing, newspaper collection, genealogy, research requests, model building and repair)

Goal Achievement per statements made in Attachment B

- Education: Annual Goal of 6 total programs during school year including 4 in museum group tours; unmet as of December 31, 2019; YTD 12 program in school; 3 in museum.
- Summer Passport Program goal of attracting 75 additional visitors through program, the majority of which from out of town; met and exceeded as of December 31, 2019; (YTD 81 passport visitors)
- Exhibits/Displays: Annual Goal of at least one new large exhibit met as of December 31, 2019
- Outreach Exhibits: Expand current Depot Days open public hours from four Saturdays a year to twelve Saturdays a year: met as of December 31, 2019
- Exhibits/Displays: During FY2019 design and erect two outdoor sign boards unmet as of met as of December 31, 2019, but planning to purchase by end of FY19 and be in place by Spring 2020
- Exhibits/Displays: Accessibility goal of maintaining at least 12 hours a week during winter months and 16 hours a week during spring/summer/fall months exceeded as of December 31, 2019 with the addition of special events
- Volunteers: monthly goal of utilizing volunteers for 30 hours a month exceeded as of December 31, 2019; (volunteer hours averaged 39 hours a month)
- Collection: annual goal of accessioning 50% of the backlog of artifacts unmet as of December 31, 2019, goal to be completed by Spring 2020
- Collection: annual goal of accessioning 75% of 2019 donations met as of December 31, 2019
- Collection: digitizing 10% of the collection during inventory process met as of December 31, 2019
- Research library: monthly goal of serving 10 researchers a month unmet with an average of 9.2 researchers a month as of December 31, 2019
- Research library: annual goal of processing new items into research library met as of December 31, 2019
- Programs: annual goal of 8 programs open to the public exceeded as of December 31, 2019 (YTD 15 program have been held)

For the fiscal year of 2019 under the seventh year of the executed contract with the City of West Chicago for management of the City Museum, Phalen Consulting, Inc. had total cash inflows of

\$90,890.05 and total cash outflows of \$90,890.05. Per the February 4, 2019 Agreement between the City of West Chicago and Phalen Consulting for the Operation of the West Chicago City Museum, City Resolution No. 19-R-0008 \$88,200 of cash inflows came from the City. Funds were taken from the Museum’s Trust Fund, administered by the Friends of the West Chicago City Museum, to cover additional costs in the 2019 calendar/fiscal year, not covered by other inflows, totaling \$2,690.05.

Category	Amount budgeted	YTD (Dec. 31, 2019)
Staff	\$57,000	\$66,054.15
Training and Tuition	\$1,000	\$2,121.45
Membership dues/subscription	\$1,500	\$1,533.04
Printing and binding	\$1,100	\$120.32
Advertising and promotions	\$300	\$630.11
Other contractual services	\$2,000	\$1,742.00
Computer/office supplies	\$1,000	\$2,824.99
Tools & equipment	\$300	\$362.45
Educational exhibitions	\$11,600	\$3,493.47
Educational programming	\$4,200	\$8,763.98
Miscellaneous Commodities	\$1,000	\$851.99
Collection maintenance	\$2,000	\$770.62
Additional arts programming	\$1,000	\$1,000.00
Other	\$0	\$621.48

For the fiscal year of 2019 the West Chicago City Museum’s Trust Fund had total cash inflows of \$10,326.22 and total cash outflows of \$1,658.53, for a net deficit of \$8,667.69.

- Inflows
 - \$293.00 donations made by museum visitors
 - \$4.20 from interest revenue on account
- Outflows
 - \$2,690.05 to cover Phalen Consulting FY2019 deficit

FY2020 Preview

- Downtown promotions for three months of events through publicity and postcard campaign in collaboration with Gallery 200 & Kindred Coffee
- Events and museum programs that include full “experience” offerings for visitors
- Continued outreach through programs at community partners
- New exhibit highlighting the women of West Chicago to celebrate the 100th Anniversary of the 19th amendment which gave women the right to vote
- Continued increased programming along the Prairie Path
 - Every Saturday May 16 through August Depot Days
 - Outdoor signage at historic landmarks
- Continue to strengthen relationships with schools and increase community collaborations
- Continue to address collections backlog and storage issues
- Plan for digital asset maintenance

People Made Visible, Inc. End of Year Report for Fiscal Year 2019

For the fiscal year of 2019 under the sixth year of the executed contract with the City of West Chicago for the operation of Gallery 200, People Made Visible had total cash inflows of \$7,624.60 and total cash outflows of \$5,043.97, for a net surplus of \$2,580.63. It is anticipated that the net surplus will be added to the Gallery 200/200 Main Projects Fund for continued projects and enhancements to the Gallery 200 which is anticipated to be spent in the FY2020.

Financial highlights from the fiscal year 2019 include:

➤ **Inflows: \$7,624.60**

- Cash receipts of \$6,000.00 from the City of West Chicago per the contractual agreement between the City and People Made Visible, Inc.
- Cash receipts of \$1,144.60 from the Gallery artist fees
- Cash receipts of \$480.00 from donations from the public for the Gallery 200/200 Main Projects Fund

➤ **Outflows: \$5,043.97**

- Supplies & Event expenses Cleaning: \$2,046.92
- Insurance & Registration fees costs totaled \$615
- Phone & Internet: \$1,730.21
- Staff: \$651.84

Events at 103 W. Washington:

January 2019:

- Illumination Group Exhibit by Professional Art Quilt Alliance, Opening Reception, January 4, 2019

February 2019:

- Art-Past and Present by Margaret Bucholz, Opening Reception, February 1, 2019
- GardenWorks Seed Sorting Event, February 12, 2019

March 2019:

- Art is the HeART of the City District 33 Elementary School Group Show, March Show Opening Reception, March 8, 2019

April 2019:

- West Chicago Community High School Group Show, Opening Reception, April 5, 2019
- Young Latina Day West Chicago Reception, April 11, 2019
- Ceramic Birds Class, April 27, 2019

May 2019:

- GardenWorks client bag preparation volunteer event, May 1, 2019
- Art In Full Bloom Group Show, Opening Reception, May 2, 2019
- Ceramic Birds Class, May 11, 2019
- Film Screening "The Guardians" Friday, May 17, 2019
- Blooming Fest Artist Demos, Saturday, May 18, 2019
- GardenWorks seedling sale, Saturday, May 18, 2019
- Healthy West Chicago Community Garden Workday Volunteer Training, May 25, 2019
- Flower Necklace Wire Crochet Workshop by artist Marita Valdizan May 2019

- Miss Mexican Heritage Mexican Cultural Center classes, May 2019

June 2019:

- Door County Memories by Shari Hohl Show, June Show Opening Reception, June 7, 2019
- Miss Mexican Heritage Mexican Cultural Center classes, June 2019

July 2019:

- Fantasy & Imagination Group Show, Opening Reception, July 12, 2019
- Miss Mexican Heritage Mexican Cultural Center classes, July 2019

August 2019:

- Nature's Beauty by Marge Hall Show, Opening Reception, August 2, 2019
- GardenWorks fall seedling sale, August 9-10, 2019
- Miss Mexican Heritage Mexican Cultural Center classes, August 2019

September 2019:

- Falling for Art by Kathi Kuchler Show, September Show Opening Reception, September 6, 2019
- Mexican Independence Day Celebration extra hours and hosting Mexican Cultural Center activities, September 14-15
- Youth Art Workshop: Make a Soccer Ball with artist Diana Gabriel, September 14, 2019

October 2019:

- Artoberfest: Fall into Art Group Show, Opening Reception, October 4, 2019
- Clay Pumpkin Class, October 16, 2019
- Mexican Cultural Center DuPage Dia de los Muertos/Day of the Dead Celebration Event, October 23, 2019
- Downtown Trick-or-Treat, October 26, 2019
- Artist-in-Residency Chris Lucero Talk and Potluck, October 27, 2019

November 2019:

- Fused for You: At Touch of Glass Group Show, Opening Reception, November 1, 2019
- UofI Extension Master Gardeners viewing of "The Guardians," November 12, 2019
- Kramer Tree butterfly painting for downtown Christmas Tree, Friday, November 22, 2019

December 2019:

- Small Gifts of Art Group Show, December Show Opening Reception, December 6, 2019
- GardenWorks Project Food Growers Network Pre-Launch +Event, December 4, 2019
- Frosty Fest extra hours and hosting Lemay Middle School Mariachi Band, Saturday, December 7, 2019

Art Classes: Britta Renwick jewelry making classes

Meeting/Space Utilization by People Made Visible divisions and collaborators: Healthy West Chicago, GardenWorks Project, Mexican Cultural Center DuPage, West Chicago City Museum

Monthly Artist Open Studio hours

Art Meet-up: Fiber Artists Meet-up held monthly

Book Club/Discussion Group Meet-up held monthly

PMV Outreach Events/Partnership Collaborations

- Host Cultural Arts Commission Visiting Artist Juan Chawuk Butterfly Mural
- Host College of DuPage Visiting Artist Juan Chawuk FRIDA 2020 Letter Mural
- American In Bloom Committee work and hosting judges
- Art in the Park-Reed Keppler Band Shell, June 21, 2019
- Host of Mariachi Heritage School during Mexican Independence Day Festival
- First Fridays Downtown West Chicago collaboration with City Museum, Kindred Coffee
- Arts DuPage/National Arts and Humanities Month Promotions in October
- October Downtown Trick or Treat
- Art Exhibits at West Chicago Library, Gallery 200 Artists
- Frosty Fest Ice Sculpture Co-Sponsor with FNBC Bank
- One West Chicago Community Cookbook
- Year of the Butterfly Collaboration

Visitation at 200 Main:

- Overview: Guests at Gallery 200: 3,650 (17% increase)

	FY19	FY18	FY17	FY155
Guests	3,650	3,126	2,859	2,173

- Breakout: Walk-in Gallery visitors during regular open hours (Thurs noon-6pm, Fri noon-8pm, Sat 10am-4pm, Sun noon-4pm)

Category	Date(s)	Guests
Total Visitors	January 2019	146
Total Visitors	February 2019	166
Total Visitors	March 2019	460
Total Visitors	April 2019	343
Total Visitors	May 2019	431
Total Visitors	June 2019	262
Total Visitors	July 2019	243
Total Visitors	August 2019	242
Total Visitors	September 2019	253
Total Visitors	October 2019	400
Total Visitors	November 2019	250
Total Visitors	December 2019	454

Gallery 200 Artist Sales

- Overview: Total Sales: \$16,086.95 (97% increase) no commission taken by Gallery/PMV

	FY19	FY18	FY17	FY16
Total Sales	\$16,086.95	\$8,153.25	\$13,223.25	\$8,066.55

- Breakout

Category	Date(s)	Guests
Total Sales	January 2019	\$222.50
Total Sales	February 2019	\$698.50
Total Sales	March 2019	\$981.50
Total Sales	April 2019	\$186.00
Total Sales	May 2019	\$1,624.00
Total Sales	June 2019	\$2,768.00
Total Sales	July 2019	\$679.00
Total Sales	August 2019	\$2,617.45
Total Sales	September 2019	\$1,040.00
Total Sales	October 2019	\$1,305.50
Total Sales	November 2019	\$1,784.50
Total Sales	December 2019	\$2,180.00

Program towards Goals for 2019

- Work with community partners to increase foot traffic in downtown West Chicago, including launching rotating 3 month postcards that list events in downtown
- Continue to expand classes offered at Gallery 200
- Work with artists to bring additional interactive art into 103 W. Washington
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project

Goals for 2020

- Increase visibility of Gallery 200 and downtown West Chicago cultural activities
- Promote West Chicago artist community and offerings through state and national organizations
- Market West Chicago as a destination for artists and a place to purchase affordable art
- Continue to expand classes offered at Gallery 200
- Work with artists to bring additional interactive art into 103 W. Washington
- Continue fundraising campaign to contribute to 200 Main Street Renovation Project