
DuPage County Historical Museum

Annual Report 2012

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Introduction

DuPage County Historical Museum (DCHM) functions as the only institution dedicated to the collection, preservation and interpretation of the material culture documenting the county of DuPage, Illinois. The collections represent artifacts collected by the DuPage County Historical Society since 1929 as well as artifacts collected by the Museum since its founding in 1965. Services offered at the DuPage County Historical Museum include historically based exhibitions, educational programs, birthday parties, document, map and photographic reproductions, research assistance, guided tours and venue rentals. An equal emphasis is placed upon revenue producing opportunities and informative historical analysis. Exhibits, research assistance, and guided tours are fixed services that the Museum formerly offered and will continue. Educational programs, birthday parties, and venue rentals are variable offerings that may change from month to month based on visitor interest, attendance, and economic fluctuations.



Visitor Data

The DuPage County Historical Museum is located in the center of Wheaton, one of the more than thirty communities within DuPage County. The Museum's target audience consists of residents of DuPage County and the greater Chicagoland area. Located at 102 E. Wesley Street, Wheaton, IL 60187, the Museum is now open Monday-Friday 8:30am to 4:30pm, and Saturday-Sunday from 12:00pm to 4:00pm for a total of forty-eight hours per week. Beginning in 2008 staff increased the public's access to the Museum by 21 hours nearly doubling the hours of operation.

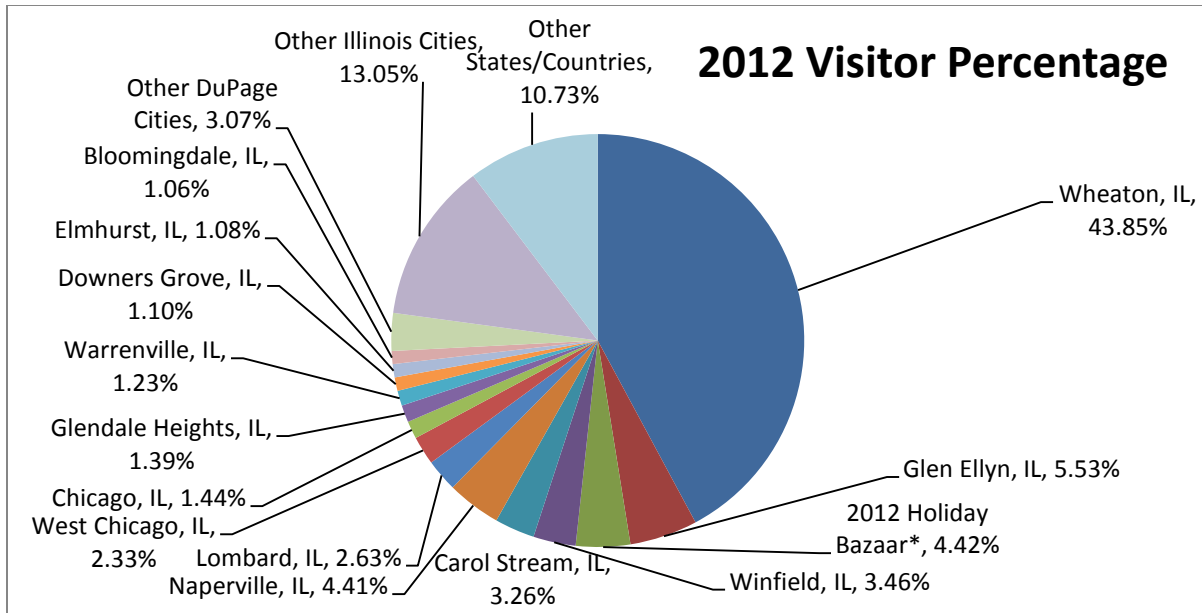
The Museum was closed 10 days in 2012 to observe national holidays. These days included New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving and the day following, Christmas Eve and Day and New Year's Eve.

Visitor attendance is tracked on a daily basis by the front desk assistants. The data below reflects visitor numbers from January 2012 through December 2012 and some comparisons to previous years.

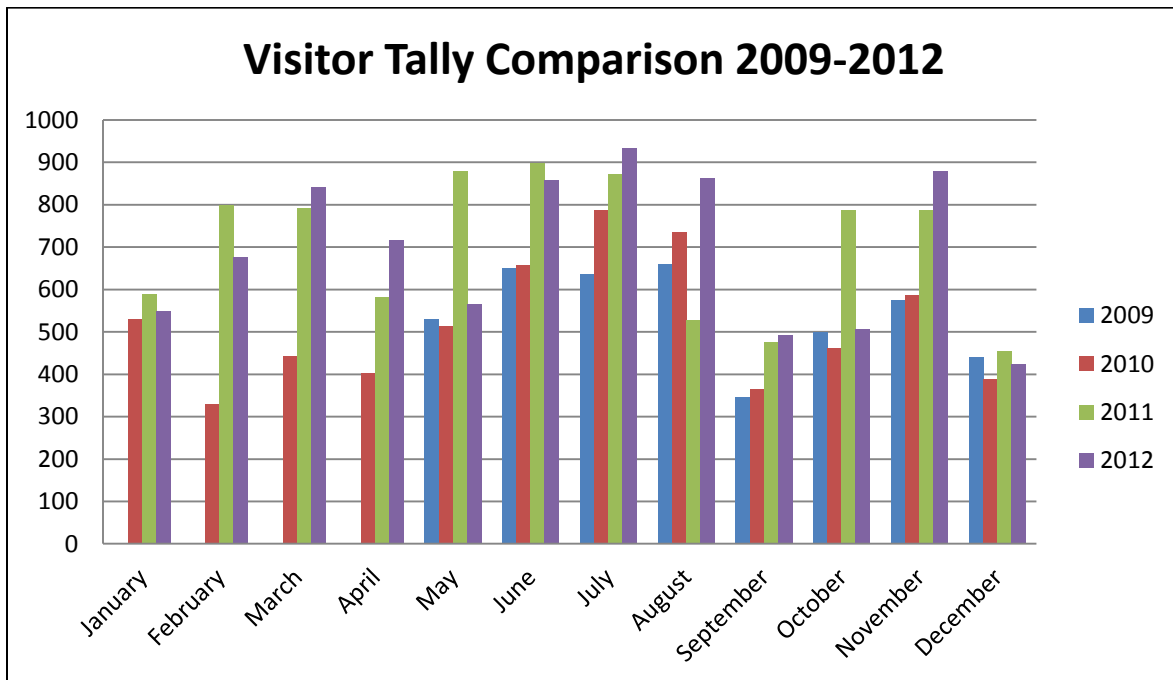
Visitors Across the United States



Staff makes a concerted effort to gather demographic information from visitors. The Museum had visitors from 32 different states, Washington D.C. and 18 countries in 2012.



The above graph shows the percentage of visitors coming from each local town as well as other cities in DuPage, in Illinois, in the United States and from other countries in 2012. Appendix 1 lists all specific city, town, state and country names.



The above graph compares the changes and fluctuation in the number of Museum Visitors between 2009 and 2012.

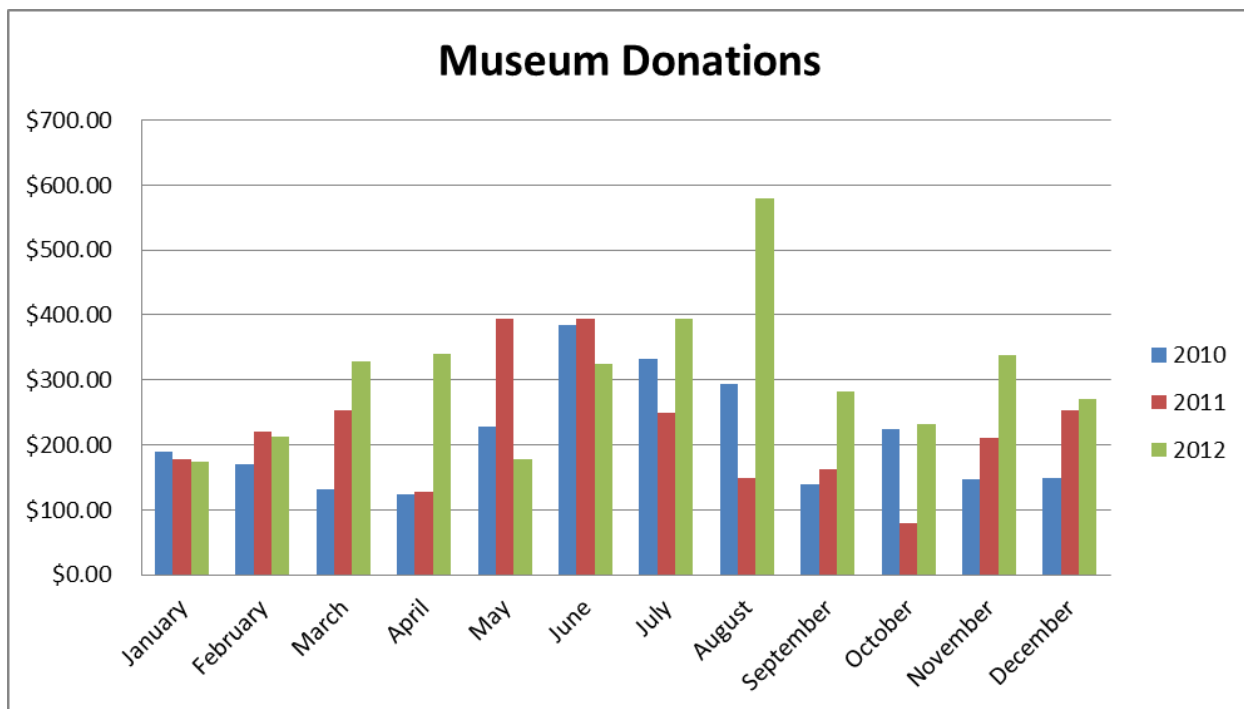
Data was unavailable for January through April of 2009 so no comparisons could be made. Comparisons in the number of visitors show that visitor attendance nearly doubled from 4,495 in 2010 to 7,738 in 2011 and 8,301 in 2012. These numbers do not reflect participants in guided tours, programs, attendees to the Guild Bazaar or guests to private rentals.

Visitor Donations

Admission to the Museum is free seven days a week however, there is a suggested donation listed of \$4.00 for Adults and \$2.00 for children. There is no data to link the sign with an increase in donation monies. There is a relation between the fluctuations in visitor attendance, as shown in the previous graph, and the fluctuation in donations. Last year’s report reflected data that supported a link between high visitor volume and high donation levels. In 2012, the Museum’s records deviated from that argument. While the number of visitors was high in August it was not as high as July however August reported the largest sum of donations.

The Museum collected \$3,730 in donations compared to \$2,782 in 2011. This is an increase of 35%. The donation numbers do not reflect the \$2,149.98 donation given for the upgrade to the sound system in the Museum’s Auditorium.

VISITOR DONATION CHART



Future Plans (Visitor Data)

Staff will continue to collect visitor data to create an accurate picture for marketing and analysis purposes. This data will continue to influence programming, exhibit development, special events and marketing efforts. The information on the geographical location of the visitors will help to ensure that the Museum audience draws from all corners of DuPage County. Staff will continue to attempt to gain survey information through social networking outlets, the Museum website and during community outreach events.

Education

The DuPage County Historical Museum provides programs, tours, and historical resources to audiences of all ages. These programs give people the opportunity to explore the important people, places and events that shaped this area. From 2007 to 2008 there were no programs or tours held at the Museum. Tremendous growth has occurred between 2009 and 2012. Staff is excited and looking forward to capitalizing on the amazing community response as the Museum looks forward to 2013.

Total educational revenue in 2012 was \$15,654 reflecting an increase of 128% from the previous year (2011: \$6,852). Total educational supply and special presenter expenses in 2012 were \$5,214, a marginal increase over the previous year despite the huge growth in revenue (2011: \$2,317). The profit margin for educational programs in 2012 was 67% which reflects the efficiency of staff and the conservation of supplies and resources.

Total speaker fees for 2012 were \$2,175 with many of the family programs and lectures offered to the public free of charge, or with a nominal fee or suggested donation. Offering free programs has helped to build attendance and broaden the audience base. Staff led all guided tours as well as school and scout programs which further reduced expenses, although there is a fee associated with these offerings. Other highlights from this past year include:

- The Museum welcomed 119 different groups, 1,622 participants total, to the Museum in 2012 for guided tours and staff led programs.
- Several special events coincided with the exhibit *Girl Scouts Our Promise: Then, Now and Forever*. The Museum collaborated with the Girl Scouts of Greater Chicago and Northwest Indiana to organize two Making History Badge programs. The special event, Daisy's Girls: Camping with Juliette Gordon Low was also held with 111 participants and \$555.00 in revenue.
- The Prairie Rose Movie Screening featured a question and answer session with the film's director, Rebecca Tulloch. Forty Two people attended with \$186.00 in donations.
- A variety of lectures and adult programs were held in 2012 to celebrate historical events and anniversaries including: Violet Jessup: Titanic Stewardess, Andrew Jackson and the War of 1812, Letters of the Civil War, Remembering Marshall Fields and Skeletons in our Closets: Researching a Family Scandal.
- A number of local authors presented their research and findings at the Museum in 2012 including Glennette Tilley Turner, author of *DuPage County and the Underground Railroad*, Dan Van Haften, author of *Abraham Lincoln and the Structure of Reason*, and Leslie Goddard, author of *Sweet Home Chicago*.
- Several family and children's programs were offered: All Aboard, Museum Explorers, Family Day at Mayslake, Victorian Valentines, Monster Mayhem of the Midwest, "Daisy's Girls: Camping with Juliette Gordon Low," and Polar Express.
- The Museum participated in the annual "Passport to Adventure" Program sponsored by the Kane and DuPage Regional Museum Association (KDRMA), during the summer of 2012. Families visit participating museums to pick up a passport booklet filled with destinations to over 50 sites in the western suburbs. During the course of the summer, families complete activities at various sites and earn stickers and prizes. Nearly 200 children visited the Museum as part of this program.

Birthday Parties

In 2012, 14 birthday parties were held, the same amount as the previous year. Total revenue was \$1,841; Staff reduced costs associated with birthday parties by 13% over the same period last year (\$515 versus \$590). An average of \$36 is spent per party and given the average price of the birthday party being between \$130-\$150; the profit margin is close to 75%. The parties are semi-facilitated with Museum staff leading the educational and craft portion of the party, with time for parents to incorporate their own activities. New marketing efforts will be implemented in 2013, in an effort to increase the number of birthday reservations. The Museum will be featured along with other WPD facilities in a new marketing campaign and brochure. Due to the large demand in birthday parties, prices will also be increased to \$150.00 from \$130.00.



Birthday party at the Museum

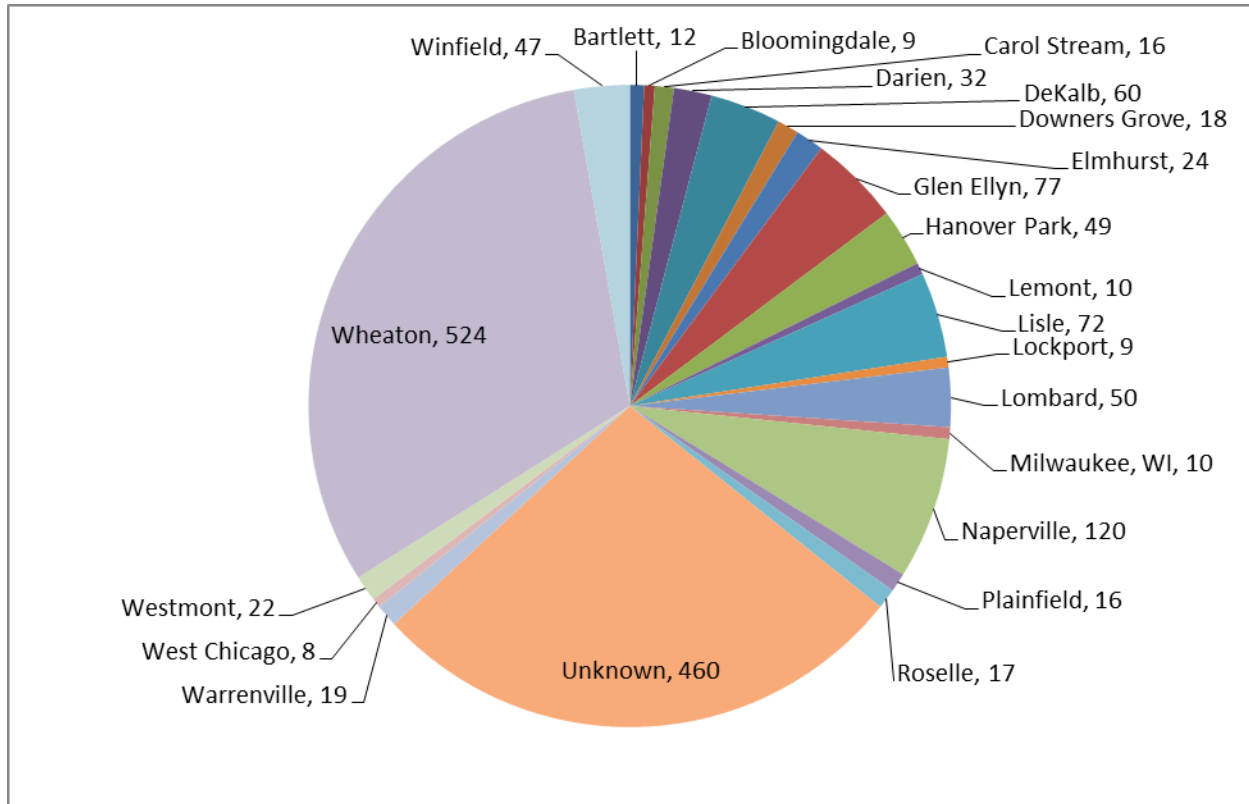
Guided Tours

Staff began offering guided tours in the May of 2009. The basic guided tour includes an explanation of the building's history, an exterior examination of the architecture (weather permitting), and an overview of the exhibit with artifact highlights. Seventy-two tours were conducted in 2012, with special tours offered in conjunction with the Girl Scout Centennial exhibit in addition to the basic guided tour. All tours are \$2.00 per person and may be arranged for groups as small as two and as large as 30. This marks a huge increase from the previous year, with tours up 148% from 2011. Groups primarily consisted of local schools and scout groups. The Museum Educator coordinates with the group representative to carefully tailor each experience for the respective interests of the visitors.

TOUR CHART

Year	Number of Tours	Participants
2009	11	200
2010	15	267
2011	29	664
2012	72	1038

2012 TOUR, PROGRAM, AND SCHOOL ATTENDEES BY LOCATION



The listing of 2012 Tour Groups can be found in Appendix 2.

School Programs

In 2012 Museum Educator arranged seven programs for school groups interested in the Museum. Given budget cuts and increased emphasis on testing, school field trips have been severely reduced across the state. For the schools that visited in 2012, the Museum Educator customized the tour or program to meet curriculum needs. Three of these seven schools came for unguided tours, bringing an extra 142 people into the Museum. Two schools came for guided tours. The entire fourth grade class from Lowell Elementary School visited the Museum for a class field trip



Sara Buttita addressing a visiting school group

bringing 79 students to their program. Staff facilitated three activities for Lowell during their visit. The Museum Educator visited St. Michael's School with staff in June to facilitate historical activities for the school's field day. Several efforts have been made to reach out to county schools, inviting students and families to upcoming events and programs. Feedback indicates that at this time, schools prefer to have staff come to the classroom to eliminate travel costs. With the creation of an education collection, staff will be able to bring select artifacts and history to the schools. The education collection will also allow staff to create a series of "traveling trunks" which will be loaned

out to area classrooms to supplement curriculum. Museum Staff started compiling pieces for the education collection trunks with the Civil War Exhibit in 2011-2012. Development continues on this project.

Scout Programs

In the fall of 2011, staff developed six new programs to offer to Girl Scout troops: Daisy and the Girl Scouts, Be a History Detective, Girl Scout Celebration, Girl Scout Traditions, Girl Scout Badges through the Years and Night at the Museum. Two new programs were introduced to Boy Scout groups as well: Timeless Toys and Museum Detectives. Many scout groups choose to combine a guided tour with a particular program. Fifty Eight troops visited the museum and participated in the programs, an increase of 205% over scout programs in the previous year (19 total in 2011). The Educator also works closely with the troop leader to coordinate specific badge requirements and special requests.



Staff will continue to capitalize on the relationships and feedback from programs associated with the exhibit *Girl Scouts Our Promise: Then, Now and Forever*. Plans for 2013 include the development of scout programs with a Folk Art theme. Staff anticipates that participation by scout groups will continue to grow strongly over the next few years.

Outreach

The Museum participated in two outreach events this year. In June the Museum participated in the field day event at St. Michael's School. Staff taught students how to make and use quill pens. The Museum participated in the annual event Taste of Wheaton with an activity table as part of the WPD Lean and Green committee. Staff taught children games enjoyed by children through the ages. In August staff attended Family Day at Mayslake Peabody Estate. Mayslake is operated by the DuPage Forest Preserve. Museum staff worked with children on how to plant seeds in biodegradable newspaper pots. Staff promoted the upcoming Folk Art exhibit and all of the services the Museum has to offer. In the future, staff hopes to continue and expand outreach programs.

Museum Programs

The Museum held 22 adult and family programs in 2012, with 1285 people attending programs. The Museum Educator organized and taught several programs to help eliminate costs. Several presenters agreed to speak at the Museum at no charge. The Museum Educator also collaborated with local organizations, including the DuPage County Historical Society, the Girl Scouts of Greater Chicago and Northeast Indiana Council, the DuPage County Genealogical Society, the Chicago Civil War Roundtable, and the Salt Creek Civil War Roundtable to provide engaging program at little or no cost to the public. Total fees for presenters in 2012 were \$2,175; given the large number of programs offered to the public, the average cost per event was less than \$100 (compared to the average speaking fee of \$200-\$350 per event).

PROGRAM TABLE

Museum Programs	Number of Programs	Various Topics	Participants
Adult Programs	10	DuPage County and the Underground Railroad, Prairie Rose, Chicago Cemetery Tour	319
Family Programs	5	Polar Express, Museum Explorers, Monster Mayhem	495
Children Programs	6	Valentines, All Aboard , Daisy's Girls	200
TOTAL	22		1,285

2012 Programs included:

- Victorian Valentines program (2)
- Prairie Rose film screening
- “Abraham Lincoln and the Structure of Reason” presented by Dan Van Haften
- “Daisy’s Girls: Camping with Juliette Gordon Low” presented by Betsey Means
- Once Upon A Time collection discussion presented by Donna Finegan
- All Aboard Train themed arts and crafts held on various Train Saturdays and as part of the Wheaton Park District’s celebration of “Week of the Young Child”
- Museum Explorers program for children 4-9 (2)
- “DuPage County and the Underground Railroad” presented by Glennette Tilley Turner
- Architectural Walking Tour (2)
- “Monster Mayhem of the Midwest” by Terry Lynch
- Staff partnered with the DuPage Genealogical Society to present “Skeletons in the Closet: Researching a Family Scandal”
- Chicago Civil War Cemetery Tour presented with the Salt Creek Civil War Roundtable
- “Violet Jessup: Titanic Stewardess” by Leslie Goddard
- Polar Express Trips (4)
- Family Day at Mayslake
- Remembering Marshall Fields



Betsey Means as Juliette Gordon Low with scouts



Chicago Cemetery Tour 2012

Polar Express

The DuPage County Historical Museum hosted four Polar Express programs in December. Drawing inspiration from the popular children's book *The Polar Express* by Chris Van Allsburg, staff organized a train trip from Wheaton to the "North Pole". Children dressed in pajamas enjoyed milk and cookies, while staff sang carols and read the story. Santa made a special appearance and visited with each family. This program was a huge success for the Museum, netting a profit of over \$6,582. By adding an extra trip staff was able to increase this year's profits by 61% (2011: \$4,072), total combined enrollment for the four sessions was 460, an increase in participation of 48% (2011:310).



Santa with a family at Polar Express 2012

Future Plans (Education)

The focus in 2013 will be on developing school and scout programs to coincide with the Folk Art exhibit that opens in April. Staff has scheduled a lecture series to reflect aspects of the exhibit as well as a series of family and children workshops. The lower level Inside History gallery will continue new interactive stations for children and families to use during their visits to the Museum. These stations will reflect aspects of the museum's collection as well as current and ongoing exhibits. Staff will continue to strengthen community partnerships and has planned programs that will reflect the growing and diverse nature of the area's history.

Facility Rentals

In 2012, the Museum hosted a number of events for different individuals and organizations. The Museum promoted itself as rental venue through its website and brochures as well as through a joint marketing effort with other Wheaton Park District rental venues. The Museum continues to receive a strong response with a variety of businesses, organizations and individuals interested in holding meetings, events and parties. At the end of 2012 several events were already booked for the 2013 calendar year.

In 2012 the Museum hosted several private events with groups such as The West Suburban Philanthropic Network, The City of Wheaton, Wheaton Lions Club, College Church of Wheaton, and Keffer Financial of Wheaton.

Total number of events in 2012: 9
Total number of events in 2011: 11
Total number of events in 2010: 10
Total number of events in 2009: 7

Total attendance at events in 2012: 651
Total attendance at events in 2011: 500
Total attendance at events in 2010: 935
Total attendance at events in 2009: 465

Future Plans (Facility Rentals)

Staff plans to continue offering rentals as an alternative source of revenue. Staff increased revenue slightly with \$3,315 compared to \$2,969 in 2012. A Charter developed by members of the Wheaton Park District Leadership Team will assist the Museum in rental policies and procedures. Staff has met and discussed the implementation of the charter policies and in 2012 the Facility Rental Agreement was amended to include some of their suggestions for best practices and increased efficiency. This included a list of preferred caterers as well as partnerships with local equipment rental business. Once the charter is completed staff will work with the Marketing Department to produce a high quality marketing piece to promote the Museum Auditorium as a space for meetings, birthdays, anniversaries, weddings and other special events. The Museum was also encouraged to see that two events were booked for 2013 before the end of 2012. Most recently the Museum has received weekly inquires about the unique space.

Marketing Efforts

The DuPage County Historical Museum staff works closely with the WPD Marketing team to increase awareness about the Museum as a free destination and to promote programs and events. The staff continues to focus on forming partnerships with local businesses, media, as well as local historical museums, DuPage County park districts, and organizations. Museum staff has been proactive in promoting with other WPD facilities. These efforts have not only raised awareness about the Museum but have also established relationships for future projects and events. A Marketing collage is featured in Appendix 3.

Community Outreach

The Museum concentrated on increasing its awareness throughout the community. This concentration broadened outside of Wheaton to include DuPage County. The Museum was a guest on the City of Wheaton's 'A Chat with Mayor' segment to promote The Girl Scout Exhibit and programs. The segment aired on February 2012. In late 2011 the Museum created a general "Rack Card" to be included in the DuPage Convention and Visitors Bureau's efforts to market at hotels. The "Rack Card" design was updated, printed and mailed. In an effort to learn more about some of the contacts for the 2013 Folk Art Exhibit the Museum had a table at the National Windmillers' Trade Fair June 14 – 16th, 2012 held in Batavia, Illinois. This was a unique opportunity because the Fair is held in a different location each year. Museum staff had a table at Cosley Zoo Uncorked Wine Event in July 2012 and Development & Marketing staff attended the Wheaton Bank & Trust Open House Event for display of Folk Art Exhibit materials in December.

E-Marketing

Monthly e-blasts, quarterly e-newsletters and targeted email invitations were issued to the growing email subscriber data base of the museum. The following indicates the open and click through rate on all e-blasts:

- In 2012, a total of 24 email blasts were distributed. 26% of those emails were opened and read. The average is between 25 and 30%.
- 6.5% of those that opened the email, clicked through to either register for an event and/or through to the visitors and exhibits page on the museum website. The 6.5% is considerably lower than the industry standard, but staff realizes as the subscriber database and interest grows, we will see a steady increase. Industry standard is 17%.

Publicity (Release and Feature Articles)

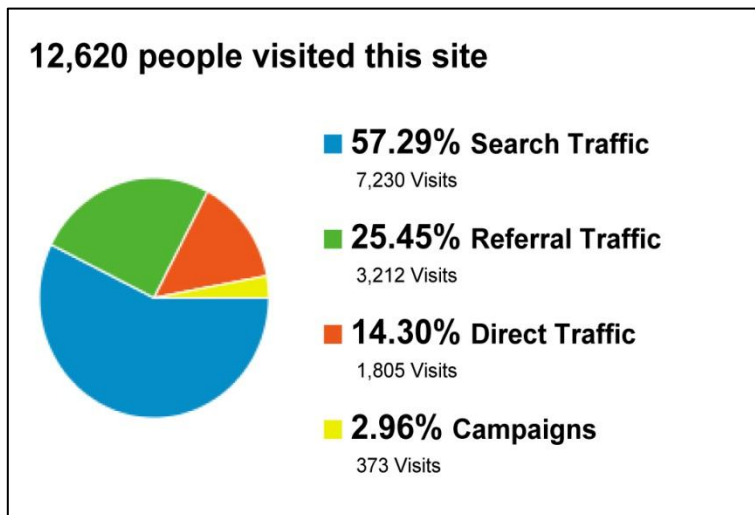
- Regular press releases and calendar items were submitted to local editors for inclusion in print and web news pages. The following points out a few feature articles that were submitted and can be seen in Appendix 4 of this document:
- Feature article on Girl Scout Exhibit in Chicago Tribune April 5 edition (see attached)
- Feature article on model railroad layout and volunteers in Daily Herald May 9 edition and Chicago Tribune May 10 edition (See attached).
- Press release submitted for Wheaton Historic Preservation week featuring the architecture tours and the KDRMA Passport Program.
- Upcoming Folk Art exhibit featured in Daily Herald article covering Batavia Windmill Fest (<http://www.dailyherald.com/article/20120614/news/706149693/>). See attached for full article.
- An article and a picture of the 8th Illinois Dedication Event (July 1) were included in The Civil War newspaper.

Outdoor and Indoor Signage

- Outdoor banners were displayed on a float during the Labor Day parade (These will be reused for future promotions).
- Outdoor banners were printed and displayed on the outside of the museum building for the Once Upon a Time Exhibit.
- A general facility banner was positioned at the entrance of Seven Gables Park, a high traffic park, with the museum's information and hours.

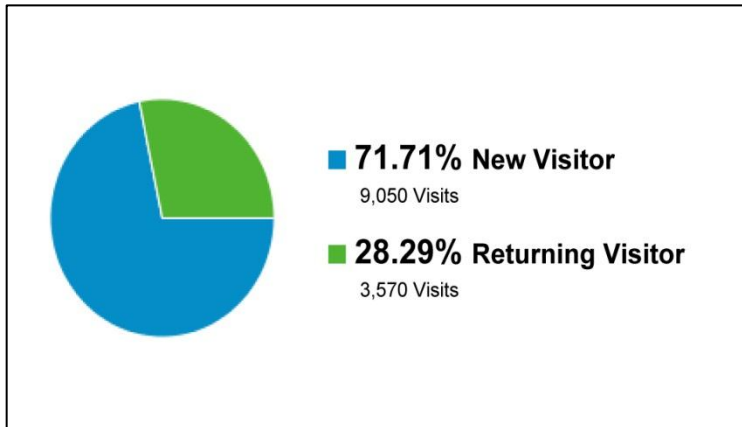
Website

The DuPage County Historical Museum website was redeveloped in 2011. This new website format is visually pleasing and provides an easy navigation for the user. In 2012, visitor experiences and photo archives were added.



The graph shows percentages of the website traffic for 2012.

The graph shows the percentages for website visitor breakdowns for 2012.



Radio and Cable Television

Radio spots included on the River Radio for Fox Valley Antiques Show (CSADA) and Music Series events.

Social Media

Museum staff maintains Facebook and Twitter pages. Both social media pages are updated three to five times a week. Facebook statistics show that each post is usually seen 60 times or more. Posts focus mostly on programs, exhibits, and events at the Museum, but occasionally include historical facts about DuPage County, closures, and other important information. The Museum staff started the Facebook page in 2010, but this year was the first year visitors to the site started posting on the Museum's page. Staff also received and answered our first Facebook message concerning a patron's research question. By December 31, 2012, the Museum's Facebook page had 213 "likes" from Facebook users, though many more people see the Facebook page.

The Museum's Twitter page began in November 2011. Since then, the Museum has acquired 80 "followers" with numerous followers reposting and sharing our information. One hundred thirty nine "tweets" have been posted this year, averaging one post per three days. A handful of followers do occasionally respond to posts.

In 2013, Museum staff hopes to engage page visitors in discussions and encourage them to ask questions and leave comments about the Museum. Progress has been made toward this goal in the last year and staff is hopeful more active Facebook and Twitter pages are in the near future.

Sponsorships

Staff continues to seek sponsors for the renovation of the lower level "Inside History Gallery." Information has been included in press releases and is also posted on the museum website. In 2012 a train caboose donation box was purchased to increase awareness and a marketing campaign including a brochure and signage were designed as well.

Additional sponsorships are sought for Foundation related events.

Future Plans (Marketing Efforts)

The 2013 Marketing Plan has been put in place. This workable plan is designed in a calendar format to keep the Museum and marketing team on track with promotions for special events, programs, new exhibits, membership drives, and sponsorship solicitation throughout the year. This plan focuses on increasing the awareness of the museum throughout the DuPage County area, creating new partnerships, as well as identifying new sources and means to promote the Museum through low or no cost avenues.

Marketing efforts will continue and include press releases and feature articles, print and web advertising, direct mail, social media through e-blasts and Facebook, cross-marketing throughout the Wheaton Park District facilities, community outreach at various expo's and shows, and partnerships.

In 2012, we saw an increase in visitor numbers in addition to attendance at many special events and programs. In 2013, the goal is to improve on these numbers and to begin to create a support network within the local community which will enable the Museum's message to spread even further throughout the area.

Collection

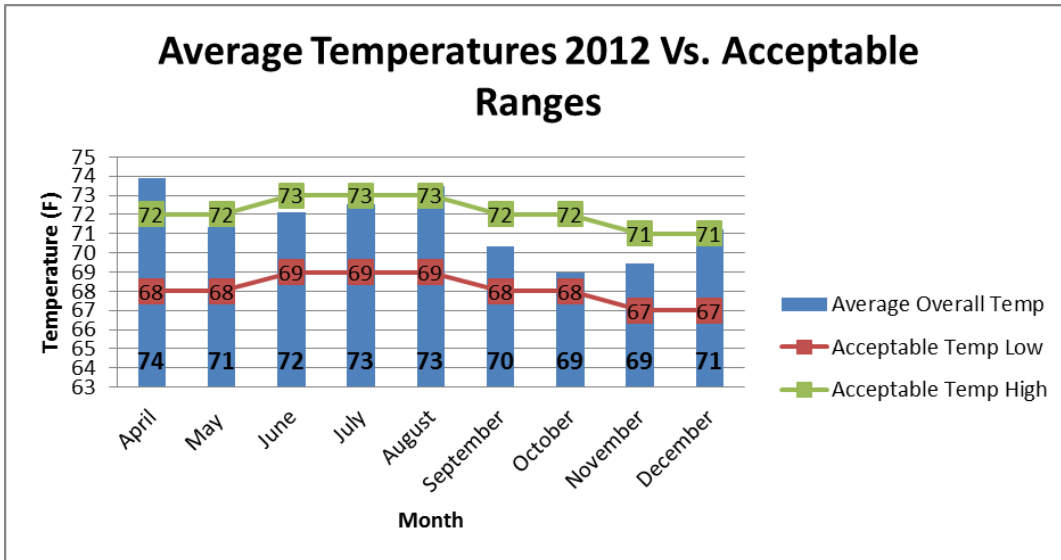
Collection Status and Maintenance

Museum collections currently consist of three-dimensional artifacts and paper archives. Current staff has been unable to determine the exact number of artifacts or archives. It has been estimated that there is 148 linear feet of archival material, 16 linear feet of photographic material and approximately 25,118 three-dimensional artifacts. The last known completed inventory was conducted in 1997 and many artifacts have been removed from their permanent storage or exhibit spaces.

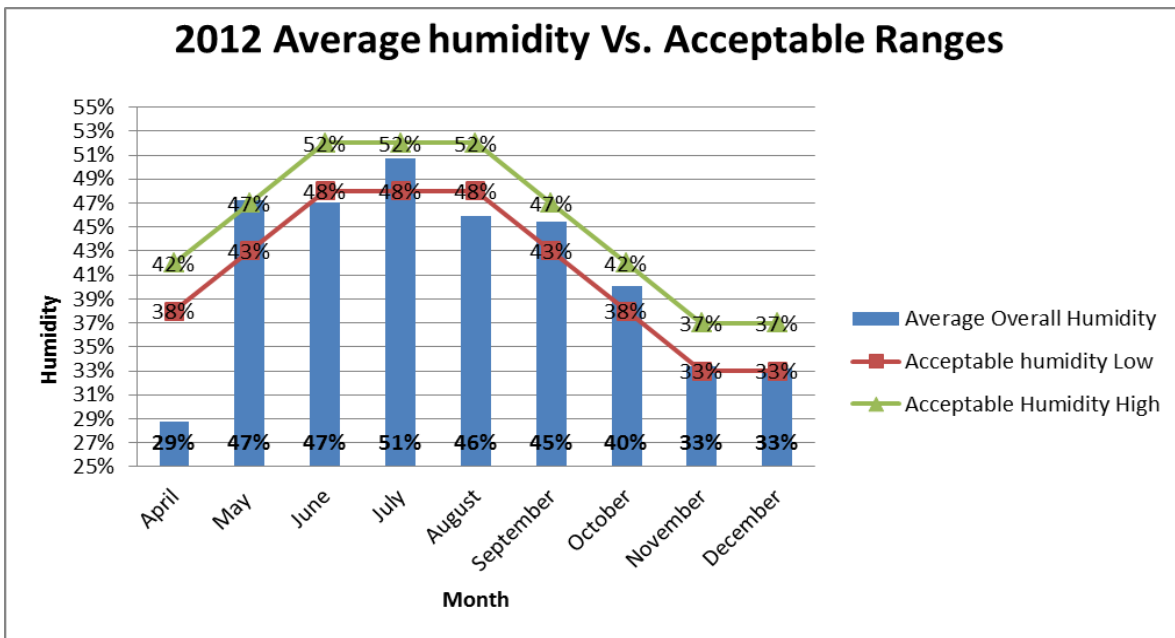
Museum staff continues to recognize the importance of having an Integrated Pest Management Plan. First Illinois Systems conducts monthly visits and monitoring to help decrease the use of chemicals and prevent damage to sensitive collection pieces including the Museum building. Maintaining a pest management plan is essential to sustaining a clean and well-cared for collection. It is also a requirement for accreditation by the American Association of Museums.

The DuPage County Historical Museum Building has a Heating, Ventilation, and Air Conditioning (HVAC) system that was installed to protect the Museum's onsite collections. Wheaton Park District (WPD) Parks and Buildings Superintendent Paul Stanczak recognized the need for a new chiller system as well as a new boiler system in 2010. WPD worked in conjunction with DuPage County to ensure the system was updated in 2011. The system can be more easily maintained and consistent. In 2012 the temperature and humidity controls were inconsistent beginning in March. After several months of challenges in keeping the temperature and humidity consistent a new compressor was installed. Due to the importance of temperature and humidity controls the systems needs to be monitored very closely. DuPage County is currently working with Wheaton Park District to maintain the proper temperature. In 2013 DuPage County will be reconnecting the CAT-5 based monitoring system to more closely control the fluctuations. Museum Staff monitor the temperature with gauges on the first and second floors and send daily figures as well as logging them in a spreadsheet.

The graphs on the next page show some of the fluctuations referred to in the previous paragraph.



The above Chart shows the overall monthly Temperature average for April to December of 2012 within the range of acceptable temperatures for that month. The acceptable summer range of temperatures is 69 to 73 degrees. For the winter, acceptable temperatures range from 67 to 71. During the spring and fall months, the average for temperature should fall between 68 and 72 degrees.



This chart shows the overall humidity of the Museum for the months of April to December 2012 as compared to the acceptable ranges. For the summer, the accepted range is 48% to 52%. For the winter season the accepted set points are from 33% to 37%. During the spring and fall the humidity should not change by more than 5% per month.

Staff continues to work with Past Perfect, the software acquired for the digitization of the collection in 2010. All contacts for the Museum’s artifact donors were added in the system in 2010 and 2011. In 2012, Staff was able to add in the next layer of information. The accession numbers associated with the individual donors have all been added, any inconsistencies checked and the list is now going through the final phase of checks. Once complete the individual objects may begin to be

entered. The Museum estimates from previous staff records that entries could take up to 30 minutes per artifact. The entry of this information is critical to the Museum Staff's efficiency. In 2012 staff completed several research requests that resulted in the conclusion that the card catalog that staff needs to use in order to find any artifact or archive piece is incomplete. Marked progress on creating digital records will be essential to becoming accredited.

During the year Staff also works with the collection to determine objects for exhibition at the Museum as well as other museums in the area. Photos from the archive have been selected to be featured on the website for the local online newspaper TribLocal. Every few months images will be selected with a common theme and scanned with captions for the public's enjoyment. The images are also included on the Museum's website on a page called *From the Archive*. Staff also worked to return artifacts to storage from the close of the exhibits *Made to Measure, DuPage County and Civil War: A Local Perspective* and *Girl Scouts Our Promise: Then, Now and Forever* and the exhibition of holiday themed WWI Posters for the final Attuned presentation for the year.

Staff worked with the DuPage County Convalescent Center and the Illinois Prairie Path (IPP) in determining artifacts in the archive and collection that could be utilized in telling their stories for upcoming anniversaries. In 2013 the Convalescent Center will celebrate 175 years and the IPP celebrated the start of their 50th anniversary year in fall of 2012.

Acquisitions

In 2011, staff began to hold regular collection review meetings to evaluate the thousands of artifact donations held by the Museum that were never formally accessioned into the collection. Interns and volunteers assisted staff in completing Acquisition Review forms to accurately evaluate the historical value of each incoming piece and its importance to the collection. Five collection review meetings were held in 2012, with the goal of holding one per month. Former Museum Staff held collection reviews every 90 days. Current Staff set the goal of one per month with the intention of increasing the number of meetings to attempt to eliminate the massive unaccessioned donations left from previous staff. The review process is very lengthy for each object (staff estimated a total of 6 hours for several boxes of archive materials that were reviewed in one meeting). Staff will continue to review artifacts and schedule meetings.

The Museum is constantly contacted regarding potential donations throughout the year. Staff requires a written form to be completed at the time the donor inquires and the collection is then checked for duplicate items. When necessary, the Museum offers assistance to find other museums that may be interested in the artifact if the Museum is not. The Museum did accept several donations for the upcoming exhibit *Early Illinois Folk Art 1825-1925* towards the end of 2012.

Woodstrup Donation

Of the donations received in the last few years, the Woodstrup Family Donation is the most extensive and prominent and has been a top priority for staff. Accepted in 2003, the Woodstrup Donation is a massive donation of objects and archives from the Woodstrup family. A comprehensive genealogy of the family was completed in order to determine the donation's value in terms of the history of DuPage County. Patricia Woodstrup, the primary donor, was related to at least five of the founding members of the County. Relatives of the Woodstrup family made significant contributions to the development of many area towns including Hinsdale, Downers Grove, Oakbrook and Elmhurst. In the process of delineating the Woodstrup heritage, it became necessary to research and acquire software to manage the kinship relations. This also allowed staff to begin organizing the archives. The process of discovering the Woodstrup family branches will lead to a deeper understanding of the founding of DuPage County.

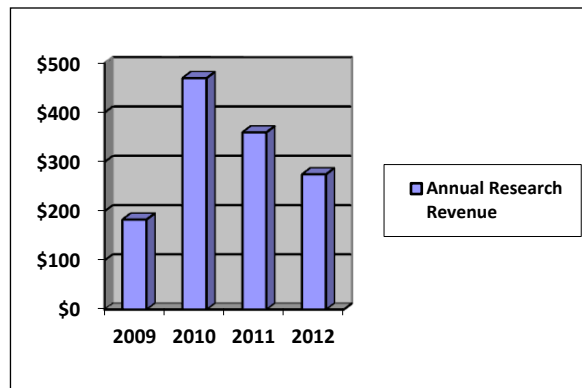
In 2012, Staff issued the first Deed of Gift to the Woodstrup Family for a portion of the letters, photos and additional archive materials included in their donation. Staff will continue to hold all items not accepted until the entire collection has been reviewed. Volunteer Mychal Brown has been working on the Woodstrup donation for three years. In May Sara Arnas met with Matt Woodstrup to discuss the status of his family's donation. Staff had the unique opportunity to travel out to Sycamore Illinois in August where three of the Woodstrup children live to meet with them and further discuss the family's history. The first Deed of Gift was returned in November 2012. This donation will be the first newly accessioned donation to be entered into the software.

Other Private Donations

From 2003 to 2008 Museum Staff received many artifact donations. Previous staff had not updated the Museum's Collection Policy since the change in the size of the Museum's Staff so Collection Review Meetings could not be held. The Museum amassed a large amount of potential collection pieces. Current staff has only begun to evaluate what is currently in the Museum's possession. Staff continues to be challenged by the number of unaccessioned artifacts. Due to the number of available staff members to concentrate on this project and the additional projects the Museum continues to work on, progress has been slower than anticipated. With the assistance of volunteers and interns, staff has begun to organize the donations in an excel sheet that includes their status so staff may better understand where donations were left and how to proceed.

Museum Research

One of the Museum's main purposes is to assist students, local historians, fellow museums and the general public with historic research. The Museum offers 30 minutes of free research for residents of DuPage. After the initial 30 minutes, requesters are given an update on the information found and if more research is necessary the Museum charges a fee of \$25 per hour. This is comparative to local museums such as Lake County Museum and the McHenry County Historical Museum.



In 2012, the Museum answered 60 research requests. This was an increase from 47 in 2011. Several research requests and incurred fees and reproduction requests totaling \$275. The revenue stream was down from \$360 in 2011.

Preservation and Collection Maintenance

DuPage County Historical Museum places an emphasis on preserving and restoring collection pieces. With a limited budget, the DuPage County Museum Foundation assists with funding these initiatives. The most recently completed projects include the George Marshall Historical Marker and the completion of the 8th Illinois Cavalry Guidon mentioned under the Foundation. An additional piece has also been discussed by the Foundation and Staff. The 1862 DuPage County map was taken to the Graphic Conservation Center in Chicago in March for an assessment. The project will cost just over \$11,000 to complete. Staff is interested in completing this project for the 175th Anniversary of the Founding of DuPage County in 2014. The Museum Foundation has tabled this project until the conclusion of the Folk Art Exhibit.

Future Plans (Collection)

Museum Staff addressed several goals set for the collection in 2010. Staff was able to begin holding collection review meetings to sift through the large number of donations left open-ended due to staff reductions. The process of reviewing and determining the future of these objects will continue in 2013 and beyond. The list of potential accessions is also currently incomplete. Staff would need to spend at least 40 hours with two or three staff members at the storage space for unaccessioned pieces.

Staff also has plans to continue entering pieces into Past Perfect Software as this will be an ongoing project.

Exhibits

Permanent Exhibits

The Museum currently has two permanent exhibits installed: *Enduring Values in a Changing Landscape* on the first floor and *All Aboard* the HO model railroad installed in the lower level of the Museum. *Enduring Values* was installed in 1989 and features over 350 of the Museum's artifacts and archive pieces. Although a permanent exhibit, *Enduring Values* was scheduled for an update in 1999. Staff and DCHM Foundation members are aware of the updates however, a capital campaign has not been launched. This renovation will require several years of planning and research.

The Inside History Gallery on the Museum's lower level was designed as a temporary exhibit space. In 2010, staff designed several interactive stations for the space that would become a permanent fixture while the exhibit case would change. The renovations for the first phase of the exhibit space were completed with the newly tiled floor and painted room. Eagle Scout Andrew Smith assisted by painting the hallway on the lower level leading up to the 1st floor, the train exhibit walls and building a bench for visitors to enjoy. Glen Ellyn Interact through Glenbard West raised \$150 for the renovations in this space. Staff, interns and volunteers have researched the materials to be included in the second phases of the renovation, the interactive stations.

The Museum secured grant funding for the installation of more energy efficient lighting the exhibit galleries in 2011 and the installation took place in early 2012.

Changing Exhibits

The Museum has two dedicated changing exhibit spaces as well as potential exhibit space in the Auditorium. In 2012, *DuPage County and the Civil War: A Local Perspective* continued to occupy the first floor space until its close in late September. All artifacts were cleaned (if necessary); condition reports were completed and then returned to storage.

Girl Scouts Our Promise: Then, Now and Forever closed in April 2012. Many of the objects for this exhibit were on loan from the Girl Scouts of America office in Lisle, Illinois, several private donors and a short list were from the Museum's collection. All objects were returned to their donors.

Staff worked with a private collector met through a Museum Foundation Project to create the *Once Upon a Time* Exhibit. Featuring late 17th and early 18th century French clothing, the exhibit occupied the Museum's 2nd floor stage and auditorium from April to September. It was a unique opportunity for visitors to experience such a complete collection from that time period.



In 2012, Museum Intern Aracely Ambriz completed a list of past exhibits and artifacts used in them as a digital reference for staff. This listing is extremely important to ensure variety in the Museum's exhibit offerings.

Much of 2012 was devoted to the planning and organization of the *Early Illinois Folk Art Exhibit 1825-1925* exhibit. This will be a temporary exhibit open from April 13th to September 15, 2013.

Staff has identified 5 pieces in the Museum’s collection to be included in the exhibit and has been in contact with museums in Batavia, Galena, Aurora, Elgin, St. Charles, Lombard, Putnam County, Springfield, Anna, Macomb, Monmouth, Bishop Hill and more to secure loan agreements for objects to be included in the exhibit. In addition private collectors from the Chicago Antique Dealer’s Association and other local collectors have been contacted. Staff also attended the National Antique Decoy and Sporting Collectibles show held at Pheasant Run on April 2, 2012. Sara Arnas has completed several site visits to private homes and museums and will continue to do so in 2013.



Example of Windmill Weights to be featured in the Early Illinois Folk Art Exhibit 1825-1925

Hours of research have also been logged on this exhibit with the majority of early 2013 slated for label execution, condition reports, installation, and insurance paperwork. This will also be the first time the Museum is creating an exhibit catalogue to accompany an exhibit. Three photo shoots for artifacts to be included in the catalogue were completed in 2012. Staff spent three days offsite handling artifacts and taking notes on loaned pieces. Printing will be completed in March. Custom pedestals and a video kiosk have been requested from the Wheaton Park District Parks and Planning Department. These pieces are scheduled to be completed and delivered for inclusion in the exhibition by February 2013.

Loans

DCHM continues to host the fully restored National Colors for the 36th Illinois Flag on loan from the Illinois State Military Museum. Since July 2010 the flag has been on display in the Museum’s auditorium and will remain until July 2015. The Museum accepted the option of keeping the loan which was originally to end in 2012. In July 2012 the Museum welcomed the newly restored 8th Illinois Cavalry Guidon for loan until 2015. The restoration of this piece was a DuPage County Historical Museum Foundation initiative launched in April 2011. A label was researched and created by staff to accompany the 8th Illinois Guidon on display.



36th National Colors on display at DCHM.

Two smaller loans included in the lower level include a replica of the Ovaltine Factory that was originally included in the model train exhibit and a baluster from a private collector that was once a part of the stone fence surrounding the Chicago, Aurora and Elgin Train Station in Wheaton.

Traveling Exhibits

Museum Staff did not host any traveling exhibits in 2012. Staff did apply for and receive a grant to host the exhibit *Lincoln: The Constitution and the Civil War*. The grant allows the traveling exhibit organized by the American Library Association (ALA) to be shipped to and from the Museum and provides a stipend for the Museum to organize programming to accompany the exhibit. The ALA informed the Museum in fall 2011 that the exhibit will run from May 13, 2015 to June 26, 2015. The exhibit has been traveling the United States from 2011 and will end in December 2015.

Future Plans

Museum Staff has created an outline which lists possible exhibits for the Museum through 2015. Printing for the Folk Art exhibit catalogue will be completed in March 2013 with the exhibit opening in April 2013. Museum staff will continue to develop the Inside History Gallery on the lower level to include interactive stations as well as a temporary exhibit space. This space will be utilized for the Folk Art exhibit in 2013 and the food and farming station will be completed in early 2013. Additional stations will be ready for installation once funding has been secured.

Staff met local movie director and re-enactor Rebecca Tulloch in 2012. Rebecca has worked with staff to research DuPage the French Fur Trader that the County is named for. A script is on process and once complete a short film will be completed for possible inclusion in an updated permanent exhibit.

Security cameras will be added to several areas and floors that are without before the Folk Art exhibit opens and the vents will be cleaned in preparation of the loaned artifacts.

Staff continues to explore grant and funding opportunities for exhibits with Development Director Sarah O'Donnell and the DuPage County Historical Museum Foundation.

Accreditation

The Museum's main goal is to once again receive status as an accredited museum. A timeline of goals is included in the Museum's Strategic Plan and staff has also worked with Supervisor Dan Novak to evaluate.

Staff began assessing the Museum's readiness for the program by utilizing the checklist provided by AAM (Appendix 5, AAM Accreditation Process and Timeline). All policies/forms have been studied by staff and many were updated with new information. Staff will make changes to current policies and forms based on Standards and Best Practices and by consulting with other museums of similar size and subject. All major policies will be completed and approved, such as Collections Policy, Collections Plan, Institutional Plan, Disaster Plan, and Programming Plan. Intermittently, or as forms are completed, DuPage County and Wheaton Park District will review the proposed changes.

Below are charts explaining statistical data on Accredited Museum's in Illinois and across the Country.

Museums Accredited in Illinois

Illinois County	Number of Accredited Museums
Cook	15
DuPage	1
Lake	1
McLean	1
Peoria	1
Sangamon	1
Champaign	3
Coles	1
Jackson	1
Total	25

Budget for Museums Accredited by the American Alliance of Museums¹

Annual Budget	% of Accredited Museum
\$350,000 and under	8%
\$350,000 to \$499,999	6%
\$500,000 to \$999,999	18%
\$1,000,000 to \$2.9M	30%
\$3M to \$4.9M	12%
\$5M to \$14.9M	17%
\$15M and over	10%

¹ <http://aam-us.org/resources/assessment-programs/accreditation/statistics>

Staff Size for Museums Accredited by the American Alliance of Museum

Number of Full-Time Staff	% of Accredited Museum
1-5	15%
6-15	28%
16-30	21%
31-50	12%
51-70	5%
71-100	8%
101-150	5%
151-200	1%
More than 200	6%

There are currently only 25 Museums in the State of Illinois that are accredited. Naper Settlement is the only museum from the County of DuPage which has been accredited by the AAM.

Accreditation Timeline

To participate in the American Alliance of Museums (AAM) (formerly known as the American Association of Museums) Accreditation Program DuPage County Historical Museum will need to pursue this in several steps.

In 2012 the AAM will announce a new process to apply for accreditation that will streamline the process and reduce the time needed to complete the necessary steps. Below is a revised outline of the steps the Museum must take in order to prepare for the application process. The original outline was created by staff in 2011.

August 2010 – January 2011

- Museum Board worked with Pratapas & Associates on Board Capacity Building and Strategic Planning
- Revised Collection Policy approved by DuPage County Development Committee
- Revised Collection Policy approved by DuPage County Board

January 2012-December 2012

- Museum Staff, Museum Board and Park Commissioners participate in the American Association of State and Local History S.T.E.P.S Program. Cost \$150

The S.T.E.P.S program is an assessment program that covers many of the same accomplishments and criteria that the American Association of Museums Accreditation Committee will be looking for including “The program, created by AASLH with funding from the Institute of Museum and Library Services, encourages awareness and achievement of national standards. Organizations that enroll in this new self-paced, self-study program use assessment questions and performance indicators (Basic, Good, Better) to rate their policies and practices in six standards sections. Participating organizations can clearly identify their strengths and areas needing improvement, and begin taking steps to plan for positive change.” <http://www.aaslh.org/steps.htm> The program was briefly discussed with the Museum Board and they are aware it will require their support and involvement. Staff has participated in a webinar and feels this program will be a good test run for the Museum before devoting the time and expense to the accreditation program. The program could take between two and ten years depending on the devotion of board and staff. The program will assist in ensuring the Museum meets the “Characteristics of an Accreditable Museum”. Staff feels the most important aspect of these characteristics is that the Museum is financially stable and self-sustaining. The Museum began membership in 2012 and has not yet launched the program with the Museum Foundation Board.

January 2013 - 2015

- The Accreditation requirements are currently being updated and the new packet will not be available until Fall 2013. Requirements are difficult to estimate based on the new direction of AAM and the fact that the Museum has not attempted to apply for many years.
- Staff applied for the Recap through the American Association of State and Local History. This application would provide a partial grant for a team of Museum consultants to visit the Museum and assess what needs to take place in order for the Museum to work towards accreditation.
- As part of the Institutional Planning requirement the Museum will need to develop a plan (both fundraising and organizational) for updating the permanent exhibit. The Museum will also need to consider the plans for an endowment program.
- Staff has continued to pursue digital records as part of the Collections Stewardship component. An additional portion of that is the temperature and humidity controls; staff needs to work with County to prove that the building can be controlled and monitored by their system and kept at a steady level as required in Museum Best Practices.

January 2015-January 2016

- Museum submits application form.
- Museum completes the self-study questionnaire for review by Alliance staff.
- Accreditation Commission reviews the self-study.
- Visiting Committee (two peer reviewers) conduct a site visit.
- Commission reviews self-study and the Visiting Committee's report.
- Commission votes on accreditation and notifies museum.

May 2016 - April 2016

- Site visit. Committee members visit to confirm status of site. Cost \$1,000 - \$3,000

April 2016 – November 2016

- Accreditation Approval

This timeline has been established for the DuPage County Historical Museum based on research and suggested timelines provided by the S.T.E.P.S program. Accreditation is a timely process and takes complete dedication from both Staff and Board Members.

When the Museum is approved for Accreditation they will be asked to participate in a review process every 5- 10 years at a cost of \$1,000 - \$3,000. The annual cost for an accredited museum is \$250 if they continue to be members of AAM.

Accomplishments 2012

- Staff joined the Standards and Excellence Program for History Organizations (S.T.E.P.S) program through the American Association for State and Local History. (<http://www.aaslh.org/steps.htm>)
- Staff has created an exhibit calendar through 2015.
- Staff continues to increase visitor attendance through new exhibits and program offerings year-round.
- The Museum applied for a ReCap Grant in October. Offered by the American Alliance of Museums. This would be an updated assessment of the building and collections by experts in the field. The knowledge learned from this would assist the staff in identifying collection and facility concerns for the future.
- Continued progress in Past Perfect.

Future Plans (Accreditation)

Museum Staff has been working with supervisors to devise a plan for the coming years. While a timeline was created in 2010, revisions have been made based on the goals of the Foundation board as well as the rapid increase in programming and events. Museum staff is convinced the S.T.E.P.S Assessment program will be an asset to the Museum’s path to being accredited. The S.T.E.P.S program is a voluntary self-assessment program developed for small and mid-sized museums by the Association for State and Local History. This will allow for the new board members to learn about the Museum and how to support the Museum and Staff as they begin the application for Accreditation by the American Alliance of Museums. Staff joined S.T.E.P.S as planned but unfortunately has not been able to devote the time needed to assess the workable tasks included in the program.

2011 Decisions Summary for AAM²

	March	July	November	Total
Institutions Reviewed	39	59	37	135
Accreditation Awarded	22	27	23	72
Tabled	4	10	10	24
Denied	0	0	0	0
Other	13	22	4	39

Reason for Tabling	% Tabled for this reason
Institutional Planning	35%

² <http://aam-us.org/resources/assessment-programs/accreditation/statistics>

Collections Stewardship	21%
Financial Stewardship	12%
Facilities and Risk Management	9%
Governance	7%
Other	7%
Mission	5%
Code of Ethics	3%
Interpretation	1%

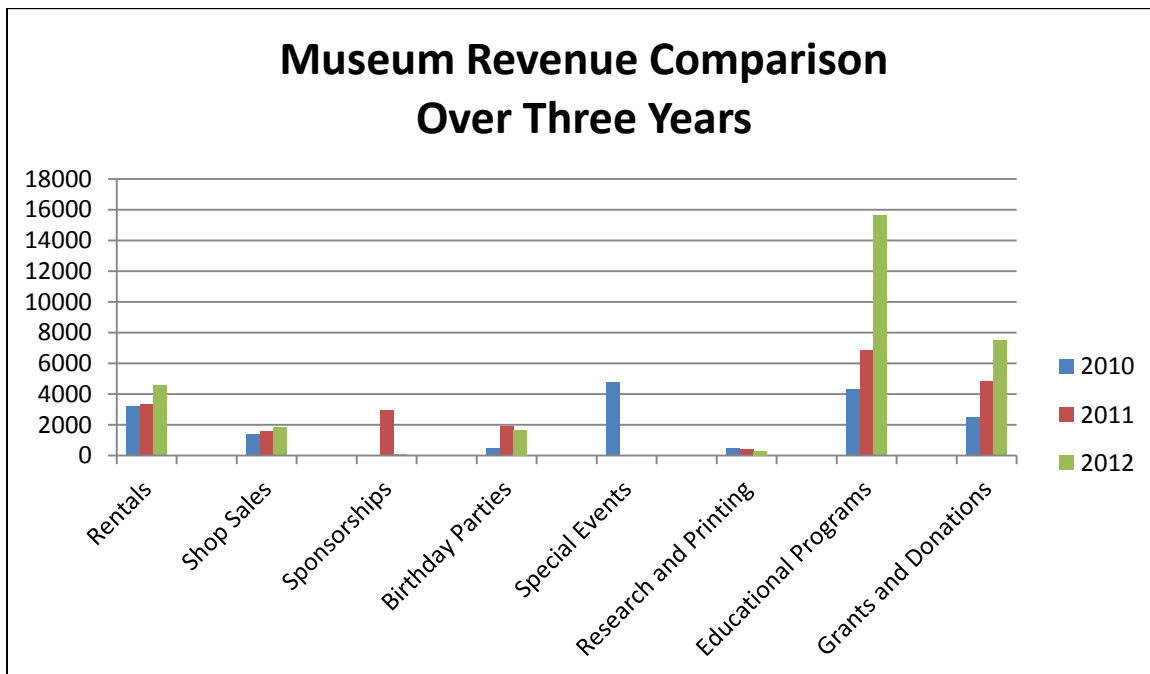
DuPage County Historical Museum has several areas to consider when seeking accreditation and the tables above list the data regarding Museum's that were not awarded Accredited Status.

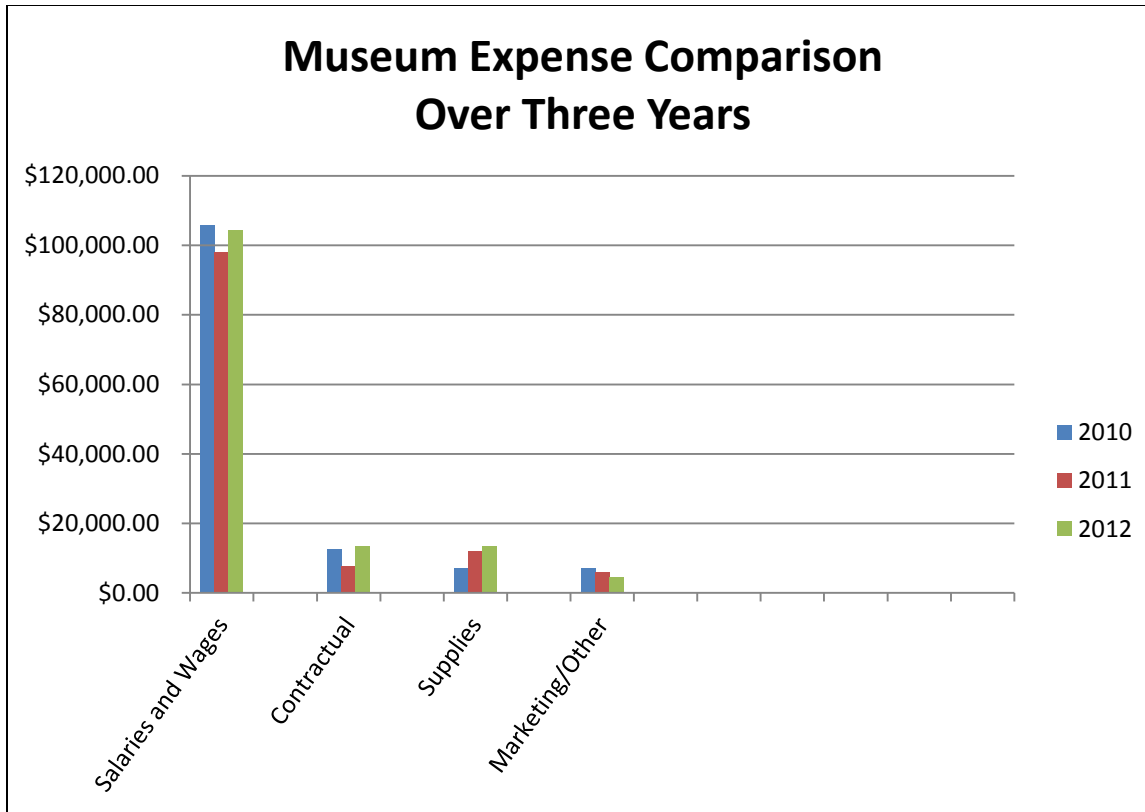
Financial Summary

The DuPage County Historical Museum provides free admission to its visitors and continues to explore new revenue sources in order to do so. Sources include income from tours, facility rentals, gift shop, sponsorships, birthday parties, special events, research and printing, programs, as well as grants and donations.

Below is a graph with comparisons from the past three years.

Growth from 2011 to 2012 was reported in all but two areas. The increase in Grants and Donations was due to both an increase in the number of visitors attending exhibits and programs as well as a donation from the Museum Guild for the upgrade of the Auditorium's sound system. Educational programming increased with the number of tours and programs offered for the Girl Scout Exhibit as well as the added Polar Express Trip.





The Museum’s expenses are shown in four categories. Salaries and wages account for the full-time staff as well as the front desk staff at the Museum/Administrative Office. The Museum budget continues to cover 30% of the cost of the front desk staff. In 2010, Wheaton Park District Staff reviewed the duties and tasks of the front desk staff and consulted with various departments. After evaluating their input, it was been decided that the other departments in the district would take over more of the responsibility for that position. This percentage is reexamined each year during budget season however it was determined in 2011 and 2012 that the 30% coverage was accurate.

The Contractual account includes pest control, public storage rental and guest educators. Steady increases were shown in all areas as expected. However, despite the large growth in Educational Program, revenue the expenses were kept down by utilizing existing staff. This did account for the increase in Salaries and Wages from 2011.

Supplies include office supplies, archival supplies, event supplies, program supplies and exhibit supplies. Supplies increased due to the new offerings of programs and workshops however supply decisions were based on existing inventory and low cost materials which assisted the Museum in saving supplies when looking at a cost per visitor/patron served. The archival supplies and exhibit supplies increased with preparation for the Folk Art Exhibit, the small holiday display and *Once Upon a Time* Exhibit.

Marketing/Other includes fundraising expenses, mileage, dues and subscriptions, advertising and training expenses. Staff anticipated an increase in marketing expenses; however, both full-time staff were unable to attend the annual Illinois Association of Museum Conference in 2012 which helped keep costs down. General Marketing Expenses were down due to changes in advertising and the fact that only one new exhibit opened in 2012 versus two in 2011.

Gift Shop

The Museum Shop opened in December of 2009 offering a selection of apparel, toys, books, and holiday merchandise. In 2011 the Museum was able to bring in items that could then be returned if they did not sell. This proved valuable because it was the first time inventory was coordinated with an exhibit. Staff worked with the Gettysburg Museum Shop to purchase Civil War themed merchandise and exchanged it based on sales beginning in April 2011. This partnership proved successful and additional orders were completed over the course of the exhibit. Small items under \$10.00 continue to be the best sellers.

Grants, Scholarships and Awards

Museum Staff and Wheaton Park District Staff pursued two main grants in 2012. Both were chosen for the Education portion of the Folk Art Exhibit. One grant was submitted to the DuPage Community Foundation as well as one for the Illinois Humanities Council. The DuPage Community Foundation grant was written to cover the costs associated with the interactive portion of the exhibits. An interactive video kiosk as well as hands-on learning stations for younger guests on the topics of Duck Decoys, Portrait Art and Quilting were all included in the project. The Museum received the grant for \$2,500 in December 2012. An additional grant through the Illinois Humanities Council was pursued to assist with the costs associated with the Folk Art Lecture Series however the Museum did not receive funding for that project due to the overwhelming number of submissions.

Staff will continue to seek grants in 2013. Grants to support operations are not readily available; however, staff members believe grants to assist in updating the permanent exhibit as well as the roof will continue to be pursued.

Institutional Stewardship

Strategic Plan

Staff continues to build upon the Museum Strategic Plan presented the DuPage County Development Committee and the DuPage County Board in 2010. The plan consists of long-range goals in the areas of Audience Development, Collections, Exhibits, Education, Accreditation, Financial Self-Sustainability, Capital Improvements/Assets, Volunteers, and Institutional Stewardship.

Staff utilizes this long-range plan in creating goals each year for the Museum. This is a working document.

Business Plan

Staff completed a Business Plan for the Museum in 2010 and it submitted to the DuPage County Development Committee, DuPage County Board and Wheaton Park Board of Commissioners. An update of the Business Plan was completed in 2012 and submitted to the Park Board of Commissioners.

Personnel

Staff

There are currently two full-time staff positions including a Museum Curator and Museum Educator. Full-time Museum staff is also responsible for hiring and supervising the position of front desk Museum Assistants. This position's duties are shared with several other departments throughout Wheaton Park District. In 2010, three part-time employees were hired to split the fifty-five hour workweek.

Full-time Museum Staff took on the responsibility of the Museum/Administrative office's front desk in 2010. Staff now supervises the three part-time employees: Aaron Ianno, Michelle Podkova and Alexis Muschal.



An intern working with artifacts

Future Professionals

The Museum hosted four interns in 2012. These individuals completed a total of 1,070.4 hours. If the Museum converted this time into a part-time paid employee at minimum wage the time would be worth over \$8,830.00‡. This figure does not include the cost of benefits for an employee working this amount of hours.

‡ *Figure is based on current minimum wage of \$8.25 per hour.*

Jesse Hildreth a Senior at Wheaton College completed his internship. Aracely Ambriz decided to continue as a volunteer after she completed and logged 277 hours assisting with research requests, exhibit installation and deinstallation for the *Once Upon a Time* Exhibit. Laura Weiss from Springfield College worked with the Museum on organized the accession information for Past Perfect and assisted with exhibits. Sydney Seidel from Wheaton College began as an intern in Fall 2012 and completed her time in early 2013 working on archive and collection projects including research on the Folk Art exhibit and deinstallation of the Civil War exhibit.

Volunteers

Volunteers work in the areas of collections management, archival research, exhibit development, visitor services, educational programming, and marketing. The volunteers provide the Museum with invaluable services and tremendous dedication. Individual volunteers contributed over 920 hours in 2012 or the equivalent of \$7,590.00. † The Museum's volunteer organizations contributed over 700 hours equivalent to \$5,775.00. †

† *Figure is based on current minimum wage of \$8.25 per hour.*

The Museum's two volunteer organizations The Museum Guild and the DuPage Society of Model Engineers have been offering the Museum support for 29 years and 46 years respectively. The Museum Guild was founded in 1983. In addition to the thousands of dollars they have raised at the afore-mentioned Holiday Bazaar's each year, they donate time and talent to create the items for sale at the Bazaar. Annually the Guild averages 500 volunteer hours.

The DuPage Society of Model Engineers has been involved with the Museum since it opened in 1967. Members of DPSME renovated the lower level space and installed the HO model railroad. Over the years members of DPSME have generously run the railroad for families on select Saturdays. Museum staff is not involved in the maintenance or operation of the railroad, which makes it imperative that DPSME continue to receive support from the staff. DPSME averages over 200 volunteer hours per year.

Both the Guild and DPSME have been looking to add volunteers and Museum staff has assisted in creating flyers and postcards with the group's information. In order to thank all the volunteers for their generous donation of time and energy, staff organized an appreciation dinner for volunteers in September. Staff presented the Guild with a gift card to JoAnn Fabric and DPSME a gift card for a local hobby shop. Museum Staff also updated the Volunteer plaque to include Jean and Jerry Gieraltowski and Mychal Brown. The Staff also created plaques for the Museum Guild and the DPSME. Founding members and members who are no longer with the groups but made significant contributions were included.



Volunteers socializing at the appreciation dinner

In the past year the Museum also had fifteen individual volunteers who donated their time to various projects an increase from 9 volunteers in 2011. Yuliya Birman returned for a third year of volunteering during her summer break from college. She has been working with the Museum for three years starting in her senior year of high school. Nancy Morris also returned for a third year. Three of the Museum's volunteers continue to contribute over 100 hours each. Mychal Brown began volunteering in March 2010, and focuses her work on processing the Woodstrup donation. The donation consists of thousands of artifacts, which she is inventorying in a database format. She has also become essential to the collection review meetings for this donation. She contributed 147 hours in 2012. Jean and Jerry Gieraltowski have been volunteers with the Museum for many years. Jean and Jerry volunteer once a week and enjoy working on long-term projects rather than weekly tasks. In 2012 they continued to assist with the Woodstrup donation as well. Both contributed 107 hours each.

The Museum is always excited to welcome new volunteers and the increase from nine regular volunteers to fifteen brought six new faces in to learn and contribute to DuPage County.

Volunteer Name	Year Started Volunteering	Number of Hours Contributed in 2012
Yuliya Birman	2010	70
Mychal Brown	2010	147
Radha Devuhappally	2012	11
Holly Foy	2012	23
Jean Gieraltowski	2000	107
Jerry Gieraltowski	2004	107
Jessica Griffin	2012	34
Melissa Halverson	2011	62
Siobhan Heraty	2012	91
Daniel Lund	2012	22.25
Emily McCafferty	2012	59
Nancy Morris	2010	76.25
Jeremy Smith	2011	18.5
Amanda Smothers	2012	24.75
Sayam Uddin	2012	69
Totals		920

Staff Development

Sara Arnas, Museum Curator

CPR/AED training
Wheaton Park District Safety Committee
Casual Consortium of Curator's – Northern Illinois and Wisconsin

Sara Buttita, Museum Educator

CPR/AED training
Wheaton Park District Values Committee
Wheaton Park District Leadership Team
KDRMA Educator's Roundtable Meetings

Professional Group Participation

DuPage County Historical Museum is a member with the following agencies:

American Association of Museums	Landmark Illinois
Illinois Association of Museums	National Trust for Historic Preservation
DuPage County Convention and Visitor's Bureau	Downtown Wheaton Association
Wheaton Chamber of Commerce	American Association of State and Local History
Illinois Heritage Association	West Suburban Philanthropic Organization
Kane DuPage Regional Museum Association	
DuPage Association of Volunteer Administrators	

DuPage County Historical Museum Foundation

DuPage County Historical Museum Association was created in 2005 through resolution a by the DuPage County Board. Re-established in 2010, the Board's primary role is fundraising and development for the DuPage County Historical Museum. The Foundation (newly named in 2011) is recognized as a 501c3 not for profit.

Tim Elliott, Glen Ellyn, Board President, Attorney, Rathje Woodward
Keith Letsche, West Chicago, Vice President, Attorney, Bond Dickson
Mike Benard, Wheaton, Secretary, Executive Director Wheaton Park District
Michael Fortner, West Chicago, State Representative
Bob Jacobson, Wheaton, Chairman Milton Township Cemeteries Authority
Don Puchalski, Addison, DuPage County Board Member
Laura Kolb, Naperville, Naperville Bank and Trust
Scott Shorney, Wheaton, Hope Publishing

Consistent review and consideration for fulfilling vacancies on the board are regularly a part of the Foundation's initiatives.

Music and Lecture Series

In 2012, the former Music and Lecture Series was given a facelift and a new name. This program, now known as *Attuned*, is refocusing its initiatives of becoming a lecture based program into a more social event opportunity for Museum members and guests. The program now includes a silent auction component to assist with the fundraising efforts as part of the overall goal of the Foundation. In 2012, two programs were held and included Terry Lynch as Andrew Jackson and musical duo Ha'Penny in September and DuPage County Historical Museum Staff and Vivaldi Strings in December.

Casino Night

Casino Night was held for the first time in May of 2010. After taking one year to retool the event and work with Pratapas and Associations, a committee was formed in late 2011 with Foundation Board Member Lisa Drake as the event Chairperson. The committee consisted of 15 people assigned to various subcommittees including Silent Auction/Raffle, Volunteer Recruitment, Event Concept and Logistics, Volunteer Coordination and Partnerships/Marketing/Advertising.

Keeping the original "speakeasy" theme, staff hired a gaming company and used creative decor to create an authentic 1920's underground casino experience. The evening was successful with a profit of \$9,000. This will continue to be an annual event with the next one scheduled for March 1, 2013.



Casino Night 2012

Annual Appeal

The Museum's first Individual Annual Appeal was mailed in April bringing in \$2075.00. Appeal efforts were redirected after the arrival of Sarah O'Donnell, Director of Development.

Corporate Appeal

A comprehensive Corporate Appeal and Corporate Membership program was developed in 2012 and sent out to businesses in the community. The Appeal reviewed the accomplishments of the Museum in 2012 and highlighted the activities and plans for 2013. Presently, we have \$200 in the bank from Corporate Appeal and the Foundation Board is continuing follow up outreach to the recipients of this appeal.

End of Year Appeal

At the conclusion of 2012, an individual Annual Appeal was mailed to over 1,800 people who have been involved or request information about the Museum. Again, this Appeal reviewed the accomplishments of the Museum in 2012 and highlighted the initiatives for 2013. To date, the End of Year Appeal yielded \$2,250.

8th Illinois Dedication

After raising nearly \$20,000 in 2011 to assist the 8th Illinois Cavalry Re-enactors and Illinois State Military Museum in restoring the 8th Illinois Cavalry Guidon, the restoration was completed in June 2012. Museum Staff, re-enactors and guests welcomed the Guidon on July 1st the 149th anniversary of the first shot at Gettysburg. Historian Marshall Krolick spoke and the re-enactors gave a presentation.



Image of the 8th Illinois Cavalry Guidon after the restoration was completed

George Marshall Residence Marker

In 2010 the DCHM Foundation President Tim Elliott proposed that the board and staff work to recognize the former residence of George Marshall. George Marshall served as chief of staff of the United States Army during WWII and was the creator of the Marshall Plan. The home Marshall resided in near the border of DuPage is no longer standing. However, the threshold of the pathway to the residence remains. Both President Elliott and staff researched the town, county and organization responsible for the roadway near the property. After identifying Kane County, President Elliott worked with them to get approval on a sign and donated \$2,000 to the project. Over 25 people attended the George Marshall Event held on Thursday, September 27, 2012. The event was held at the Marker outside the former home of George C. Marshall, creator of the Marshall Plan. Following the dedication of the marker, a presentation was held at Dunham Woods Riding Club where Redd Griffin, Representative from Illinois State Historical



Board President Tim Elliott with the completed George Marshall Marker

Society and Tim Elliott, Foundation President shared the historical significance and impacts of George Marshall in our county and American history.

Chicago Suburban Antique Dealers Association (CSADA)

In Fall of 2012, the Museum Foundation partnered with Chicago Antique Dealers Association (CSADA) to co-sponsor the Fox Valley Antique Show held at the Kane County Fairgrounds in mid-October. This partnership was a new opportunity to meet new prospects and share information about the DuPage County Historical Museum and Foundation. As part of the partnership, the Foundation was responsible for ticket sales, selling advertisement spaces inside the advertisement booklet distributed at the weekend show, and having a display case featuring our Museum on-site during the show. We also included a few raffles which help to boost our contacts in and out of DuPage County. Overall, between advertisement and ticket sales, the Foundation was able to raise over \$5,000.

Future Plans (Foundation Activity)

In 2013 DCHM Foundation is strategically aligning themselves to expand the Foundation's offerings and streamline marketing efforts to ensure efforts and resources are maximized. The membership program will be evaluated to enhance member benefits and provide additional outreach to prospects interested in becoming members.

Appendices

Appendix 1 Visitor Data, Cities, Towns, States Countries 2012

Other Cities in DuPage

County Include:

Addison
Bensenville
Clarendon Hills
Darien
Elk Grove Village
Hanover Park
Hinsdale
Lisle
Medinah
Oak Brook
Villa Park
Wayne
Willowbrook
Wood Dale

Other Areas in Illinois include:

Albers
Algonquin
Alsip
Arlington Heights
Aurora
Barrington
Bartlett
Batavia
Belleville
Belvidere
Berkeley
Berwyn
Big Rock
Bolingbrook
Bradley
Bristol
Brookfield
Campton Hills
Carpentersville
Cicero
Cortland
Crest Hill
Crystal Lake
Decatur
DeKalb
Des Plaines

Dixon
Dwight
East Dundee
Elburn
Elgin
Elmwood Park
Evanston
Fairview Heights
Forest Park
Fox Lake
Fox River Grove
Frankfort
Franklin Park
Geneva
Genoa
Gilberts
Glenview
Glenwood
Gurnee
Hampshire
Hickory Hills
Hinckley
Hoffman Estates
Homer Glen
Itasca
Joliet
Kankakee
LaGrange
Lake in the Hills
Lake Zurich
Lawrenceville
Lemont
Libertyville
Lockport
Maple Park
Matla
Mazon
McHenry
Melrose Park
Moline
Montgomery
Moweaqua
Mt. Prospect
Mundelein
New Lenox

Niles
Normal
North Aurora
Oak Forest
Oak Lawn
Oak Park
Oglesby
Orgeon
Orion
Orland Park
Oswego
Palatine
Palos Heights
Palos Hills
Park Ridge
Peoria
Plainfield
Plano
Prospect Heights
Rantoul
River Forest
Riverside
Rock Island
Rolling Meadows
Romeoville
Roscoe
Roselle
Sandwich
Schaumburg
Shorewood
Skokie
South Elgin
South Holland
St. Charles
Streamwood
Sugar Grove
Summit
Sycamore
Union
Virgil
Walnut
Waterman
Waukegan
Westchester
Western Springs

Westmont
Willow Springs
Wonder Lake
Woodridge
Yorkville

Other States include:

Auburn, AL; Phoenix, AZ;
Prescott, AZ; Rio Rico, AZ;
Tucson, AZ; Altadena, CA;
Beverly Hills, CA; Campbell,
CA; Encinitas, CA; Fairfax,
CA; Garden Grove, CA;
Hollister, CA; Laguna Beach,
CA; Laguna Niguel, CA; Los
Angeles, CA; Palos Verdes
Estates, CA; Pleasant Hill,
CA; Pleasanton, CA; Poway,
CA; Rancho Cordova, CA;
Ripon, CA; San Bruno, CA;
San Francisco, CA; San Jose,
CA; San Luis Obispo, CA;
Santa Barbara, CA; Santa
Cruz, CA; Santee, CA;
Tustin, CA; Fort Collins, CO;
Grand Lake, CO; Parker, CO;
Peyton, CO; Arcadia, FL;
Bee Ridge, FL; Boca Raton,
FL; Bonita Springs, FL;
Bradenton, FL; Clearwater,
FL; Delray Beach, FL;
Englewood, FL; Feather
Sound, FL; Fort Lauderdale,
FL; Fort Myers, FL;
Jacksonville, FL; Lake
Wales, FL; Leesburg, FL;
Oldsmar, FL; Orlando, FL;
Palm Harbor, FL;
Tallahassee, FL; Tampa, FL;
Winter Park, FL; Covington,
GA; Demorest, GA; Tucker,
GA; Kailua, HI; Boise, ID;
Chesterton, IN; Elkhart, IN;
Indianapolis, IN; West
Lafayette, IN; Popejoy, IA;
West Des Moines, IA;
Windsor Heights, IA; Bison,
KS; Olathe, KS; Wichita, KS;
Cherrywood Village, KY;
Crestwood, KY; Frenchburg,

KY; Worthington Hills, KY;
Destrehan, LA; New Orleans,
LA; Hyattsville, MD;
Knoxville, MD; Parkville,
MD; Rockville, MD; Silver
Spring, MD; Alpena, MI;
Barton Hills, MI; Bellevue,
MI; Bryron Center, MI;
Cheboygan, MI; Grand
Haven, MI; Grosse Point, MI;
Hudsonville, MI; Jackson,
MI; Linden, MI; Livonia, MI;
Northville, MI; Portage, MI;
Saline, MI; Tecumseh, MI;
Troy, MI; Wellston, MI;
Zeeland, MI; Ypsilanti, MI;
Anoka, MN; Crystal, MN;
Duluth, MN; Minneapolis,
MN; Newport, MN; St. Paul,
MN; Victoria, MN; Willmar,
MN; Arnold, MO; Bowling
Green, MO; St. Louis, MO;
St. Peters, MO; University
City, MO; Henderson, NV;
Albuquerque, NM; Brooklyn,
NY; Castorland, NY;
Henrietta, NY; Ithaca, NY;
New York, NY; Cary, NC;
Charlotte, NC;
Hendersonville, NC; Horse
Shoe, NC; Waynesville, NC;
Akron, OH; Beckett Ridge,
OH; Cleveland, OH; Dayton
OH; Eaton, OH; Gambier,
OH; Miamisburg, OH;
Powell, OH; Warren, OH;
Eugene, OR; Gresham, OR;
Clintonville, PA; Gap, PA;
Lansdale, PA;
Newmanstown, PA;
Philadelphia, PA; Saxonburg,
PA; Schnecksville, PA;
Willow Street, PA; Green
Valley, SD; Collierville, TN;
Germantown, TN;
Murfreesboro, TN; Austin,
TX; Baytown, TX ;
Carrollton, TX ; Forth Worth,
TX; Houston, TX ; Hurst,
TX; La Porte, TX; Plano,
TX; Royse City, TX ;

Appomattox, VA; Ashburn,
VA; Charlottesville, VA;
Riner, VA; Vienna, VA;
Woodbridge, VA; Poulsbo,
WA; Prosser, WA;
Redmond, WA; West Valley,
WA , Balsam Lake, WI;
Cambridge, WI; Cedarburg,
WI; Madison, WI;
Middleton, WI; Milwaukee,
WI; Neillsville, WI; North
Bay, WI;
Oconomowoc, WI; Oneida,
WI; Racine, WI; Stevens
Point, WI; Thiensville, WI;
Woodworth, WI; Devils
Tower, WY; Washington,
DC;

Other Countries include:

Australia, Bulgaria, Ontario,
Canada; Toronto, Canada 0;
Canada; Hong Kong, China;
China; England; Swindon,
England; Yarmouth,
England; France; Belfast,
Ireland; Korea; Panama;
Rwanda; South Korea;
Madrid, Spain; Zimbabwe

Total: 8,301

*Demographics were not
recorded for the 2012
Holiday Bazaar and Unknown
refers to those visitors who
elected not to provide their
zip codes.

Appendix 2 Tour, Program and School Groups 2012

2012 Tour, Program, and School Groups

11	Community Church in Lombard, Lombard
10	Pack 163, Unknown
11	Private Tour, Unknown
8	Junior Girl Scout Troop, Unknown
16	4th Grade Girl Scouts, Wheaton
8	Weisbrook Elementary Daisy Scouts, Wheaton*
13	GS Daisy Troop 42035, Hanover Park*
14	GS Troop 854, Wheaton
10	Daisy Troop, Unknown*
14	Brownie & Junior Troop, Unknown*
22	Troop 51213 & 51487, Westmont
9	Troop 23 Brownies, Wheaton
13	St. Michael School Junior GS Troop 897, Winfield
11	Brownie Troop, Wheaton
11	Private Tour, Unknown
16	Brownie Troop 50418, Carol Stream
13	4 th Grade Girl Scout Junior Troop, Unknown*
20	Tiger Cubs, Naperville
12	Brownie Troop 57393, Naperville*
15	St. Michaels Junior Troop 50368, Winfield*
10	Private Tour, Unknown
15	Junior Troop 1956, Unknown
9	Daisy Troop 41917, Wheaton
14	Daisy Troop 50938, Lisle
8	Junior Troop 542, Roselle
16	Troops 50024, 42123, 42190, Unknown*
13	Troops 50024, 42123, 42190, Unknown*
10	Daisy Troop 42047, Unknown*
16	Brownie Troop 50621, Unknown*
9	Brownie Troop 2121, Bloomingdale*
12	Brownie Troop, Naperville*
21	Private Tour, Wheaton
12	Junior Troop, Naperville*
17	Brownie Troop, Glen Ellyn
10	Cadette Troop, Unknown
10	4th Grade Girl Scouts, Unknown
12	Daisy Troop, Wheaton*
9	Daisy Troop, Roselle*
24	Cub Scouts, Unknown
20	Brownie Troop, Glen Ellyn*

9	Daisy Troop 42035, Hanover Park*
12	Junior Troop, Unknown
8	Cadette Troop, Unknown*
13	Weisbrook Brownie Troop, Wheaton
10	Troop 51035, Unknown
8	Daisy Troop, Naperville*
6	Private tour, Unknown
10	4th Grade Girl Scouts, Naperville*
18	Troop 42166, Lombard
23	Daisy Troop 50627, Lisle*
21	Junior Troop, Wheaton
10	Troop 1392, Milwaukee, WI
13	Daisy Troop 50163, Darien
20	Brownie Troop 42188, Wheaton*
8	Brownie Troop 43121, Wheaton*
15	Lowell Daisy Troop 42158, Wheaton
21	Troop 42142, Wheaton
18	Troop 1237, Downers Grove*
12	Brownie Troop, Unknown*
11	Private tour, Unknown
14	Brownie Troop, Unknown*
22	Daisy Troop 42187, 42190, Wheaton
8	Troop 5039, West Chicago*
17	Troop 42049, Wheaton
10	Troop 50409, Naperville*
8	Troop 50089, Naperville
12	Junior Troop, Wheaton*
15	Private tour, Unknown
21	Troop 50394, Lombard*
8	Troop 50330, Winfield
9	Daisy Troop, Unknown*
9	Troop 42176, Warrenville*
10	Private tour, Unknown*
19	Daisy Troop 1470, Darien
13	Daisy Troop 41925, Glen Ellyn*
7	Private tour, Unknown*
17	St. Johns Church, Wheaton*
14	Lowell Junior Girl Scouts, Wheaton*
9	Girl Scout Troop, Lockport
4	Private tour, Unknown
12	Brownie Troop 42087, Glen Ellyn
11	Brownie Troop, Unknown*
8	Troop 1903, Lisle
11	Troop 42106, Winfield*
8	Daisy Troop 1909, Wheaton*
14	Troop 1817, Wheaton


15	2nd Grade Brownie Troop, Wheaton*
16	Daisy Troop 67, Plainfield*
9	4th Grade Girl Scouts, Wheaton*
8	Private tour, Unknown*
9	Troop 42102, Unknown*
14	1st Grade Daisy Troop, Unknown
18	Brownie Troop 51392, Naperville*
16	Brownie Troop, Wheaton
10	Private tour, Unknown*
10	Private tour, Unknown
12	Troop 950, Bartlett*
8	Junior Troop, Hanover Park
19	Daisy & Brownie Troop, Hanover Park
9	Troop 4827, Unknown*
8	Junior Troop, Unknown*
15	Private tour, Glen Ellyn*
10	St. Pats School, Lemont*
9	Juniors & Brownies, Unknown*
24	Brownie Troop 2058, Wheaton
10	Troop 51731, Naperville*
66	Longfellow Elementary School Kindergarten Classes, Wheaton
10	Private tour, Warrenville
60	NIU - Upward Bound, DeKalb
15	Sky Centers Martial Arts Summer Camp, Unknown
16	Elmhurst District 205, Elmhurst
27	The Children's Academy, Lisle
8	Ray Graham Association, Elmhurst
12	Cub Scout Pack 63 - Tiger Den, Unknown
79	4th Grade from Lowell, Wheaton*
21	Pack 374 Cub Scouts, Unknown*
5	Private tour, Unknown
13	Pack 64, Lowell, Wheaton

*Indicates a program in combination with the tour.

Appendix 3 Marketing Collage

Ads

DuPage County Historical Museum Presents ...



Early FOLK ART Illinois
1825-1925

April 13, 2013-September 15, 2013

Featuring both functional and decorative artwork, the lives and communities of everyday people will be explored through unique handmade objects. From coverlets and decoys to weather vanes and whirligigs, discover the tradition of folk art made and used in the 19th and early 20th centuries in Illinois.



102 E. Wesley | Wheaton, IL 60187 | 630.510.4941
www.dupagemuseum.org

Museum Hours
Weekdays 8:30 am-4:30 pm | Weekends Noon-4 pm
Your County. Your History. Be a Part of It.

Get your tickets for the
38th Fall Fox Valley Antiques Show
Form • Function • Craftsmanship

October 20 & 21
Saturday, 10 am-5 pm | Sunday, 10 am-4 pm | \$8
Kane County Fairgrounds, St. Charles

Produced by the Chicago Suburban
Antiques Dealers Association

Presenting 55 Dealers from 14 states
Authentic 18th, 19th and Early 20th Century Antiques



Purchase tickets now at www.theatopgalsdistict.com/tickets
(use discount code "antique2" and save \$2)

A portion of the ticket proceeds benefits the
DuPage County Historical Museum

www.caada.com
630.510.4941 | www.dupagemuseum.org

DUPAGE COUNTY HISTORICAL MUSEUM
Your county. Your history. Be a part of it.

Free Admission

102 E. Wesley Street,
Wheaton, IL 60187
630.510.4941
www.dupagemuseum.org

Journey through 150 years of DuPage history and discover local county history as told by its founders, soldiers, citizens and scholars.

Hours
Monday-Friday-
8:30 am to 4:30 pm
Weekends-
Noon to 4 pm



Train Saturdays
Third and Fifth
Saturday of the
Month
1:30-3:30 pm




DUPAGE COUNTY HISTORICAL MUSEUM
Your county. Your history. Be a part of it.

Discover an evening of local history presented by
the DuPage County Historical Museum.

Thursday, July 26
6:30 to 8:30 pm

In commemoration of the
200th anniversary of the Battle
at Fort Dearborn, the evening's
performances will include a portrayal
of Juliette Kinzie by Betsy Means
and fiddler Paul Tyler.

The evening includes appetizers
and wine or beer beverage.
Tickets are \$38 per person.
Museum members \$33.
All proceeds benefit the DuPage County
Historical Museum.




Please reserve your spot today by calling 630.510.4941 or
download a registration form at www.dupagemuseum.org.
102 E. Wesley Street | Wheaton IL 60187 | 630.510.4941
www.dupagemuseum.org

The DuPage County Historical Museum has the ticket...
The ticket to many amazing and exciting activities!

The annual KDRMA Passport to Adventure Program
Begins May 30 through September 2

Visit the DuPage County Historical Museum to pick up a passport
booklet filled with destinations to more than 30 museums, nature
centers and historical sites in the western suburbs. Complete the
special activity and earn a stamp. Fill your passport with as many
stamps as you can!

The Passport to Adventure Program is designed for children
between the ages of 4 and 12 and is sponsored by the
Kane-DuPage Regional Museum Association.

DUPAGE COUNTY HISTORICAL MUSEUM
Your County. Your History. Be a Part of It.

102 E. Wesley Street | Wheaton, IL 60187 | 630.510.4941 | www.dupagemuseum.org
Free Admission Seven Days a Week!

DUPAGE COUNTY HISTORICAL MUSEUM
Your County. Your History. Be a Part of It.

The DuPage County Historical
Museum has the ticket...
The ticket to many amazing
and exciting activities!

The annual KDRMA Passport to
Adventure Program
Begins May 30 through September 2

Visit the DuPage County Historical Museum to pick up a
passport booklet filled with destinations to more than
50 museums, nature centers and historical sites in the
western suburbs. Complete the special activity and earn a
stamp. Fill your passport with as many stamps as you can!

The Passport to Adventure Program is designed for
children between the ages of 4 and 12 and is sponsored
by the Kane-DuPage Regional Museum Association.

102 E. Wesley Street | Wheaton, IL 60187
630.510.4941 | www.dupagemuseum.org
Free Admission Seven Days a Week!

**Bring your dancing shoes
for a finger snapping,
toe tappin' evening at the
DuPage County Historical Museum
Friday, May 4 | 6:30 to 8:30 pm**

Featuring a "glory days" performance
by Bopology. Their timeless selections
of the big band era will be accompanied
by appetizers and wine or beer beverage.



Register by calling 630.510.4941
or download
a registration form
at www.dupagemuseum.org

DUPAGE COUNTY HISTORICAL MUSEUM
102 E. Wesley Street | Wheaton, IL 60187
www.dupagemuseum.org

DUPAGE COUNTY HISTORICAL MUSEUM
Your county. Your history. Be a part of it.

Journey through 150 years of DuPage history and discover local county
history as told by its founders, soldiers, citizens and scholars.

Exhibits
- Enduring Values in a
Changing Landscape
- All Aboard DuPage

Programs and Events
- Birthday Parties
- Grade Schools
- Scout Programs
- Home School Groups

Facility Rentals
- Business Meetings
- Special Occasions
- Holiday Parties

Hours
Monday-Friday-8:30 am to 4:30 pm
Weekends-Noon to 4 pm

Train Saturdays
Third and Fifth Saturday of the Month

Free Admission

102 E. Wesley Street, Wheaton, IL 60187 | 630.510.4941
www.dupagemuseum.org






Events


 Welcome to the
 DuPage County Historical Museum
**SPEAKEASY
 CASINO NIGHT EVENT**
 Brought to you by...
WHEATON BANK & TRUST COMPANY **GLEN ELLYN BANK & TRUST** **NAPERVILLE BANK & TRUST**
MEMBER FDIC MEMBER FDIC MEMBER FDIC
Enjoy...
 Spirits Tasting & Cigars
 Gold Buying & Candy Corner
 Gaming Tables, Raffle, Wine Pull,
 and Food & Beverages
 by Ivy Restaurant & Arrowhead
Thank you to our valued sponsors...
    
MEMBER FDIC MEMBER FDIC MEMBER FDIC
 Karen Patton for CASA Grant Eckhoff and JR McBride,
 of DuPage County DuPage County Board Members District 4
 Mike Benard Keith Letsche




 The DuPage County Historical Museum
 will hold its 29th Annual Holiday Bazaar
 on Saturday, November 10, 10 a.m. to 3:30 p.m.

 A fine selection of handmade ornaments and gifts,
 as well as wreaths, holiday decorations
 and stocking stuffers, will be available.
 Find gifts for friends, family,
 teachers and colleagues. This is the perfect way
 to start your holiday shopping.
 The adult chorus, "Beyond Glow,"
 will be performing holiday carols from 12 to 1 p.m.
 Free admission; cost of the items will vary.
All proceeds benefit the DuPage County Historical Museum.
 102 E. Wesley Street | Wheaton, IL | 630.510.4941
www.dupagemuseum.org

Celebrate the Holiday Season
 with an Evening of Music and Lecture
 at the DuPage County Historical Museum
**Friday, December 2, 2011
 6:30 to 8:30 pm**
 Featuring music by Vivaldi Strings
 and harpist, Caroline Hensley.
 Presentation by Jim Ballows, author of
Christmas in Illinois.
 Books will be available for purchase.
 Join us in honoring Dan Crocitt, DuPage County Board Chairman.
 Evening includes appetizers and wine or beer beverage.
 Tickets are \$38 per person. Museum members \$33.
*Proceeds benefit the DuPage County Historical Museum Foundation.**
 Space is limited, so register now by calling 630.510.4941. Reservations can
 be made via credit card over the phone or by downloading a registration form
 at www.dupagemuseum.org.
 Appetizers provided by 
 Event sponsored by  **Martin Whalen**
STREET ARTS CENTER
*The DuPage County Historical Museum (DCHM) Foundation is a 501(c)(3) organization. The DuPage County Historical Museum is a 501(c)(3) organization. All proceeds from the sale of tickets and other items are used to support the museum's operations. The museum is a non-profit organization and does not have a religious purpose. All proceeds from the sale of tickets and other items are used to support the museum's operations. The museum is a non-profit organization and does not have a religious purpose.


**Happy holidays from the
 DuPage County Historical Museum!**

 Join us for the Attuned Music Series
 featuring Vivaldi Strings
 and honoring Dr. David Mann,
 Professor Emeritus of History
 at Wheaton College.
Friday, December 7 ~ 6:30-8:30 p.m.
 Bring the whole family for a celebration complete with holiday music
 and a peek into the museum's holiday collection.
 Admission also includes wine (adults only) and other non-alcoholic beverages.
 Appetizers will be provided by 
 Reservations are only \$20 for adults 18 & over and \$10 for kids ages 8 & over.
 Space is limited; register by calling 630.510.4941.
 Reservations may be made by credit card.
 www.dupagemuseum.org


 The DuPage County Historical Museum Presents
 Terry Lynch performing Andrew Jackson "Old Hickory"
 and a concert by musical duo Ha'Penny
Thursday, September 13, 2012 ~ 6:30 to 8:30 pm
 In recognition of the 200th anniversary of the War of 1812, proceeds benefit the DuPage County Historical Museum. Tickets are \$20 per person in honor of Andrew Jackson's image on the twenty dollar bill. This event is for guests age 21 and over.
 To learn more about the Music and Lecture series, please visit the DuPage County Historical Museum at 102 E. Wesley Avenue, Wheaton or www.dupagemuseum.org.
 www.dupagemuseum.org | 630.510.4941

Marketing Pieces

All Aboard!

Join us on the third and fifth Saturday of the month when the DuPage Society of Model Engineers operates the entire railroad. The detailed layout covers more than 2,000 feet of track and highlights some of DuPage County's railroads and landmarks in a landscape full of surprises. See if you can spot Thomas, Horne, and even Superman!

2012 Train Schedule

Train hours are 1:30-3:30 pm, and are generally on the third (and first*) Saturday of each month.

January 21
February 18
March 17 & 31*
April 28
May 19
June 16 & 30*
July 21
August 18
September 15 & 29*
October 20
November 10
December 15

The DuPage County Historical Museum is located at 102 East Wesley in Wheaton. Admission is free; donations are appreciated. The Museum is open Monday-Friday from 9:30 a.m. to 4:30 p.m., and Saturday-Sunday from 11 to 4 p.m. For more information, please call 630.510.4941 or email dupagemuseum@wheatonpark.org.

102 East Wesley • Wheaton, IL 60187 • 630.510.4941 • dupagemuseum.org

MONSTER MAYHEM OF THE MIDWEST

Lock all the doors... there are monsters in Illinois! Believe it or not, ghoulish stories such as the Murphyboro Mud Monster, Headless Horseman of Illinois, Nellie the Lion, Bigfoot in Illinois, The Mad Gasser of Mattoon and more will chill your bones better than watching Creature Feature on a Friday night! Presented by actor and storyteller Terry Lynch this program is appropriate for all ages.

Location: DuPage History Museum

Age	Dates	Day	Time	RNR Fee*
All ages	10/27	Sa	1-2P	FREE!

*Registration requested, please visit www.dupagemuseum.org or call 630.510.4941.

102 E. Wesley Street | Wheaton, IL | www.dupagemuseum.org

Abraham Lincoln and the Structure of Reason

David Hirsch and Ben Van Hulen
Foreword by Frank J. Williams

Join Rotavia resident Dan Van Hulen, who co-authored *Abraham Lincoln and the Structure of Reason* with David Hirsch, as he discusses their book about Lincoln and the craft of his speechmaking. For more than 150 years, historians have speculated about what made Abraham Lincoln great. How did Lincoln create his iconic, his compelling reason, his convincing oratory and his memorable writing? Books will be available for purchase after the program.

- Thursday, March 15 at 7 pm - Free!

Reservations are requested.

102 E. Wesley Street | Wheaton, Illinois | 630.510.4941 | dupagemuseum.org

A Performance of Letters of the Civil War

Join us in commemorating the 150th anniversary of the Civil War. More than 30 original letters from the war will be interpreted by Civil War Actors Rebecca Tulloch and Phil Lautolla. Music, photos and video transport you back in time. Be witness as voices of men, women and children of the Blue and Gray come alive. This is a free program, suggested donation is \$5 per person.

Questions? Please contact Sara Burris at 630.510.4956 or email sburris@wheatonpark.org.

102 East Wesley • Wheaton, IL 60187 • 630.510.4941 • dupagemuseum.org

SPEAKEASY CASINO NIGHT

Step back in time at the DuPage County Historical Museum

Friday March 2, 2012
6:50 to 10 pm

Ticket price \$75 per person
Must be 21 years of age or older
Includes appetizers, two drink tickets, and chips for gaming!
Raffle prizes and silent auction also available.

Gaming Tables from Casino Party Planners
Attire-Sport Coat Optional

All proceeds from this event benefit the DuPage County Historical Museum.

To register for the event, please contact Sara at 630.510.4956 or register online at?

Visit www.dupagemuseum.org for more information.

Chicago Country Dinner with the DuPage County Historical Museum

Chicago Country Dinner with the DuPage County Historical Museum

Thursday, September 13, 2012 - 6:30 to 8:30 pm - \$88 per person

Reservations are requested. Please call Sara Burris at 630.510.4956 or register online at www.dupagemuseum.org.

DuPage County Historical Museum's Casino Night

Thursday, March 22, 2012 - 6:30 pm - \$75 per person

Reservations are requested. Please call Sara Burris at 630.510.4956 or register online at www.dupagemuseum.org.

Chicago Country Dinner with the DuPage County Historical Museum

Chicago Country Dinner with the DuPage County Historical Museum

Thursday, September 13, 2012 - 6:30 to 8:30 pm - \$88 per person

Reservations are requested. Please call Sara Burris at 630.510.4956 or register online at www.dupagemuseum.org.

DuPage County Historical Museum's Casino Night

Thursday, March 22, 2012 - 6:30 pm - \$75 per person

Reservations are requested. Please call Sara Burris at 630.510.4956 or register online at www.dupagemuseum.org.

Marketing Pieces (continued)



0101 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Civil War Kebab Exhibit at the DuPage County Historical Museum
New through October 30, 2012



0102 - Civil War Kebab Exhibit [View Details](#) [View Photos](#) [View Map](#)

Join us for the 18th event in our series of Civil War Exhibits. This exhibit features a kebab, a traditional Middle Eastern dish, and a historical photograph of a woman in a Civil War dress. The exhibit is on display through October 30, 2012.

0103 - Civil War Kebab Exhibit [View Details](#) [View Photos](#) [View Map](#)

Join us for the 18th event in our series of Civil War Exhibits. This exhibit features a kebab, a traditional Middle Eastern dish, and a historical photograph of a woman in a Civil War dress. The exhibit is on display through October 30, 2012.



0104 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Older John & Jane - The Story of a Couple's Collection
Through the DuPage County Historical Museum, August 11, 2012 - 10/14/12



0105 - Older John & Jane - The Story of a Couple's Collection [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey". This film tells the story of a young woman's adventure to rescue her husband from a Civil War Union POW camp in Chicago during the fall of 1862. Prairie Rose, a woman in a frontier that leads her on a journey across Kentucky and Illinois to rescue her husband, is based on the book of the same name by Linda Dowling.

0106 - Older John & Jane - The Story of a Couple's Collection [View Details](#) [View Photos](#) [View Map](#)

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0107 - Happy holidays from DuPage County Historical Museum!

Join us for the Attuned Music Series
Featuring Violin Strings
Dr. David Meiss
Professor Emeritus, DuPage County College

Friday, December 7 - 6:30-8:30 pm.
Bring the whole family for a collaboration concert with holiday music and a peek into the museum's holiday collection.

0108 - Happy holidays from DuPage County Historical Museum!

Join us for the Attuned Music Series
Featuring Violin Strings
Dr. David Meiss
Professor Emeritus, DuPage County College

Friday, December 7 - 6:30-8:30 pm.
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0109 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Bring your Junior, Brownie or Daisy troop for an evening of fun and exploration at the DuPage County Historical Museum!
Friday, April 18, 6:00pm - 8:00pm



0110 - Bring your Junior, Brownie or Daisy troop for an evening of fun and exploration at the DuPage County Historical Museum! [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey". This film tells the story of a young woman's adventure to rescue her husband from a Civil War Union POW camp in Chicago during the fall of 1862. Prairie Rose, a woman in a frontier that leads her on a journey across Kentucky and Illinois to rescue her husband, is based on the book of the same name by Linda Dowling.



0111 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey"

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0112 - Join us for a special screening of the film "Prairie Rose: A Civil War Journey"

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0113 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

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0114 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

8th Illinois Guides Civil War Dedication
Friday, April 18, 6:00pm - 8:00pm




0115 - 8th Illinois Guides Civil War Dedication [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey". This film tells the story of a young woman's adventure to rescue her husband from a Civil War Union POW camp in Chicago during the fall of 1862. Prairie Rose, a woman in a frontier that leads her on a journey across Kentucky and Illinois to rescue her husband, is based on the book of the same name by Linda Dowling.



0116 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Notial Author and Historian in Visit DCRM
Friday, April 18, 6:00pm - 8:00pm



0117 - Notial Author and Historian in Visit DCRM [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey". This film tells the story of a young woman's adventure to rescue her husband from a Civil War Union POW camp in Chicago during the fall of 1862. Prairie Rose, a woman in a frontier that leads her on a journey across Kentucky and Illinois to rescue her husband, is based on the book of the same name by Linda Dowling.



0118 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Happy holidays from DuPage County Historical Museum!

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0119 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

Fiddling with history - an evening of theater and music
Presented by the DuPage County Historical Museum



0120 - Fiddling with history - an evening of theater and music [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey". This film tells the story of a young woman's adventure to rescue her husband from a Civil War Union POW camp in Chicago during the fall of 1862. Prairie Rose, a woman in a frontier that leads her on a journey across Kentucky and Illinois to rescue her husband, is based on the book of the same name by Linda Dowling.



0121 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

CSADA Show
Friday, April 18, 6:00pm - 8:00pm



0122 - CSADA Show [View Details](#) [View Photos](#) [View Map](#)

Join us for a special screening of the film "Prairie Rose: A Civil War Journey". This film tells the story of a young woman's adventure to rescue her husband from a Civil War Union POW camp in Chicago during the fall of 1862. Prairie Rose, a woman in a frontier that leads her on a journey across Kentucky and Illinois to rescue her husband, is based on the book of the same name by Linda Dowling.



0123 - Old Mill, 1900-1905 [View Details](#) [View Photos](#) [View Map](#)

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Appendix 4 Newspaper Articles

Batavia gets back to it windmill roots



Todd Skinner of Churubusco, Ind., repaired the “Comet” a galvanized steel wind engine that is on display during the 24th annual International Windmillers’ Trade Fair going on through Saturday at Batavia High School. Windmill enthusiasts from all over the globe will be in attendance to celebrate their love for windmills. Batavia was once known as the windmill capital of the world.

BRIAN HILL | STAFF PHOTOGRAPHER



Bill Chidester of Sheridan and his mom, Betty Chidester of Batavia, are seen through a windmill as they take a break during the 24th annual International Windmillers’ Trade Fair is going through Saturday at Batavia High School.

BRIAN HILL | STAFF PHOTOGRAPHER

Hannah Meisel

Batavia is going back to its windmilling roots this weekend as upward to 250 windmill enthusiasts converge on the suburb to learn and educate others about all things windmill.

For the first time since 1996, Batavia is hosting the International Windmillers' Trade Fair Thursday through Saturday. Visitors have traveled from all over the country and as far away

as Australia to share their love of windmills at the fair, sponsored by historical society members Bob and Francine Popeck of Batavia.

Windmill parts, replicas and memorabilia litter the parking lot and gym of Batavia High School, all on display for patrons.

Mid-America Windmill Museum volunteer JoAnn Burke is selling T-shirts and knickknacks to fairgoers. She said participating in the annual fairs helps raise awareness of not only her museum in Kendallville, Ind., but of the history of windmills and wind energy.

"A lot of people, children especially, don't understand how water got from the ground," she said. "They're so used to turning a faucet on; they don't realize how it used to be."

Others stalls at the fair echoed this message, coming from as far as Texas to share their history and knowledge of windmills. American Wind Power Center in Lubbock had volunteers on hand to discuss its collection of more than 120 windmills and its newest exhibit, the "Wind Energy Experience Center," which looks to the future of wind energy with respect to its past.

The DuPage County Historical Museum is also present at the fair, trying to both educate and be educated on the role of windmills in the area, said Sara Buttita, museum educator. Next April the museum will display an Early Illinois Folk Art exhibit, showing both functional and decorative artwork. Windmills and weathervanes fit into the functional artwork category, and the Popecks will be involved with the project, donating both time and artifacts to the effort.

At the turn of the century, Batavia was known as the windmill capital of the world, boasting three major windmill companies and three minor ones. Francine Popeck said the rich windmilling history of the city provides a unique backdrop for the fair, which she and her husband also organized in 1996.

"No other city can claim they had six windmill companies," she said.

In the mid-19th Century, windmiller Daniel Halladay was drawn to the Batavia area from Connecticut to build up his windmill business. Halladay founded the United States Wind Engine and Pump Co. in town in 1863. Access to both the Fox River and limestone quarries made his business both necessary and successful. Soon, Halladay took advantage of the railroad industry, selling it windmills to provide water for steam engines.

Halladay's design for the self-regulated windmill also took off, revolutionizing the windmill industry. Francine Popeck has worked to learn the history of Halladay and the other windmill companies in Batavia. One of Halladay's early models of the self-regulated windmill is on display in the entry way of the fair.

The Popecks worked for a year to prepare for the fair, in cooperation with the city of Batavia, the historical society and local schools. As part of continuing the tradition of windmilling in Batavia, Bob Popeck is involved with teaching local third-graders windmilling history. In turn, the work of third-grade art classes is on display for the fair. Popeck said

teaching the history of the town to students from Alice Gustafson School, Hoover-Wood Elementary and Louise White School helps to "continue the legacy" of windmilling.

Though Saturday, families can pay \$5 for an entrance fee that goes toward the city's windmill maintenance fund, used for the upkeep of the city's 18 windmills. Proceeds from raffling off a windmill-themed quilt will also go toward the fund. At the fair, traders from all over are buying and selling windmill and other Illinois farm tools, as well as selling souvenirs.

Appendix 5 Accreditation Process and Timeline

Accreditation Process and Timeline

- **Details Coming Fall 2012**

- **Process**

- Museum submits application form.
- Museum completes the self-study questionnaire for review by Alliance staff.
- Accreditation Commission reviews the self-study.
- Visiting Committee (two peer reviewers) conduct a site visit.
- Commission reviews self-study and the Visiting Committee's report.
- Commission votes on accreditation and notifies museum.

Total time: Approximately 12-19 months

- **Timeline**

Preparation

First-time applicants submit application form; notification of acceptance arrives within one month.

(Accredited museums start the reaccreditation process within ten years of the last award.)

Self-Study

- Museum completes the self-study within six months.
- Feedback from Alliance staff is issued, with requests for missing information or clarifications. Staff determine if the museum is ready for a site visit.

Site Visit

- Museum reviews names of potential peer reviewers.
The Visiting Committee works with the museum to schedule a visit.
- The visit is usually two full days. The Visiting Committee conducts a thorough review of the institution.
- The Visiting Committee writes a report detailing its observations about the museum for the Accreditation Commission.

Accreditation Decision

- The Accreditation Commission reviews the museum's self-study and Visiting Committee report and makes one of the following decisions:
 - **Grants accreditation:** Accreditation can be granted for the full 10 years or the museum can be flagged for an early review at 5 years if concerns are cited.
 - **Tables its decision:** The Commission has concerns but allows the museum to resolve specific operational challenges within one year. Museums are required to submit a progress report halfway through the year and a final report at the end.
 - **Denies the award:** Reserved for failure to meet multiple Characteristics of Excellence eligibility criteria and for major systemic problems. A denial decision can also result if a tabled museum is unable to demonstrate adequate progress or sufficiently address the Commission's concerns.
 - **Defers a decision:** The Commission may defer making one of the above decisions when it needs more information, clarification or expertise.

- Within one month of the meeting, the museum receives a letter from the Chair of the Accreditation Commission with its decision. The museum also receives the Visiting Committee's report, an official certificate and materials to help publicize the award.

Core Documents

The following five documents have been designated as core documents because they are fundamental for basic professional museum operations and embody core museum values and practices. They codify and guide decisions and actions that promote institutional stability and viability, which in turn allows the museum to fulfill its educational role, preserve treasures for future generations and be an enduring part of its community.

The required elements are based on [national standards](#) and are also used in the [Accreditation](#) program.

A museum's core documents must have, but are not limited to, the required elements listed below. [Tier 3 museum members](#) can get samples of these documents by contacting the [Information Center](#) at infocenter@aam-us.org.

• Mission Statement

Required elements:

- Educational in scope
- Describes the institution's unique purpose/focus /role
- Is approved by the governing authority

Resources:

- [National Standards and Best Practices for U.S. Museums](#) (free PDF for all museum members)
- [Standards Regarding Institutional Mission Statements](#)
- [Museum Mission Statements](#)
- [Developing a Mission Statement Reference Guide](#)
- [Mission Activity Guide](#)

• Institutional Code of Ethics

Required elements:

- States that it applies to members of the governing authority, staff and volunteers
- Is consistent with the Alliance's [Code of Ethics for Museums](#) or other code of ethics issued by a national museum organization appropriate to the museum's discipline
- Is tailored to, and developed specifically for, the museum (i.e., it is not simply a restatement of, or a statement of adoption of, the Alliance's Code of Ethics for Museums or other organization's code and is not simply a copy of any parent organization's code)
- Puts forth the institution's basic ethical, public trust responsibilities as a museum and nonprofit educational entity and is not solely about individual conduct (e.g., conflict of interest issues)
- Includes a statement on use of proceeds from deaccessioning (limiting their use to new acquisitions and/or direct care/preservation)

- Is a single document, not a compilation or list of references to other documents
- Is approved by the governing authority

Resources:

- [National Standards and Best Practices for U.S. Museums](#) (free PDF copy for all museum members)
- [Standards Regarding an Institutional Code of Ethics](#)
- [Code of Ethics and Practice of Interest to Museums](#)
- [Developing an Institutional Code of Ethics Reference Guide](#)
- [Institutional Code of Ethics Activity Guide](#)

• **Strategic Institutional Plan**

Required elements:

- Current (up to date)
- Approved by the governing authority
- Aligned with current mission
- Articulates a big-picture vision as well as operational tactics to achieve the vision
- Covers all relevant areas of museum operations (e.g., is not just a facilities master plan or an expansion plan)
- Includes:
 - Goals (specific things the museum wants to achieve)
 - Action steps (specific assignments to achieve these goals)
 - Assignment of responsibility for accomplishing action steps
 - Assessment of resources (human and financial) needed to implement the plan
 - How the institution will obtain these resources
 - Timeline for implementation
 - Priorities
 - Evaluation mechanisms and measures of success

Resources:

- [National Standards and Best Practices for U.S. Museums](#) (free PDF copy for all museum members)
- [Standards Regarding Institutional Planning](#)
- [Secrets of Institutional Planning](#)
- [Developing an Institutional Plan Reference Guide](#)

• **Disaster Preparedness/Emergency Response Plan**

Required elements:

- Is tailored to the institution's current facilities and specific circumstances
- Covers all threats/risks relevant to the institution

- Addresses staff, visitors, structures, and collections
- Includes evacuation plans for people
- Specifies how to protect, evacuate, or recover collections in the event of a disaster
- Delegates responsibility for implementation

Resources:

- [National Standards and Best Practices for U.S. Museums](#) (free PDF copy for all museum members)
- [Standards Regarding Facilities and Risk Management](#)
- [Covering Your Assets](#)
- [Developing a Disaster Preparedness/Emergency Response Plan Reference Guide](#)
- [Disaster Planning Activity Guide](#)

• Collections Management Policy

Museums that do not own or manage collections, but borrow and use objects for exhibits, education or research should instead submit custodial care and borrowing policies; museums with living collections may use different terminology for the policy that governs the management of their plants or animals.

Required elements for institutions with collections:

- Acquisitions/Accessioning
- Deaccessioning/disposal of collections/use of proceeds from the sale of deaccessioned collections
- Loans, incoming and outgoing (if the museum does not lend/borrow, it should at least state this)
- Collections care
- Inventories and/or documentation
- Access and/or use of collections

Required elements for institutions that do not own or manage collections, but borrow and use objects for exhibits, education or research:

- Care/responsibilities for objects in temporary custody
- Borrowing policies

Resources:

- [National Standards and Best Practices for U.S. Museums](#) (free PDF copy for all museum members)
- [Standards Regarding Collections Stewardship](#)
- [Things Great and Small: Collections Management Policies](#)
- [Developing a Collections Management Policy Reference Guide](#)
- [Acquisitions](#) and [Deaccessioning](#) Activity Guide