

GLEN ELLYN MEDIA FOUNDATION  
BUSINESS PLAN AND FUNDING REQUEST 2005

Submitted to the Board of Trustees, Glen Ellyn, IL

~~18 February 2005~~

*modified 2-22-05*

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**I. Executive Summary**

The community of Glen Ellyn has public access television services and facilities that we can all be proud of. Glen Ellyn Television is a fully digital operation, with a three-camera switched shoot studio, digital field equipment, and sound equipment, and can provide state of the art video editing. In 2005, the Glen Ellyn Media Foundation (GEMF) continues the vision of establishing GETV as worthy of the exceptional quality of life that Glen Ellyn offers its residents. We believe that we have made great progress toward achieving that vision. In the coming months however, we will be facing a new significant challenge.

GETV has been asked by our landlord, Glen Ellyn School District 41, to relocate our operation. This relocation, which must take place by June 30th, will derail our plans for further outreach, enhancement of programming, and continued improvement of our services to the community, as all available resources will need to be redirected toward managing this move.

Historically, GETV has depended almost entirely on funds from the Special Programs Fund of the Village. In 2004, we made significant progress on our efforts to secure substantial external revenues only to have the rug pulled out from under this effort by the library board's surprise vote against considering a proposal from our foundation. That decision caused our grant committee to withdraw the applications from several granting entities that provide money for Public Access combined with Libraries. With the Library being the only public building that had the room that we needed we were forced to look for commercial space.

We have identified commercial space that fits our needs. Now GETV has the opportunity to become the anchor tenant in and arts incubator that will include a professional theater company, an arts support group, the Glen Ellyn Festival of the Arts and The Glen Ellyn Lions Club. We will, however need additional support from the Village if we are going to make this move work and keep from interrupting our service altogether.

One of our key objectives for 2004 was to expand our sources of funding beyond our traditional portion of the cable franchise fee. Last year we saw a slight decline in revenues from our membership program, growth in program underwriting through sponsorships from local businesses, and expansion of DVD and tape sales of popular programming marketed through the website, on consignment with local retailers, and through both Glenbard Boosters organizations.

As a further source of revenue, we will continue to be available to provide management of multimedia services for other organizations in the community such as the three School Districts, the Park District, Glen Ellyn Government Access Channels, and the Glen Ellyn Public Library.

Next fall we hope to have another of our periodic open houses to show off GETV's new facility, capabilities, our technology improvements, and to encourage membership.

The requested funding for continued operations for 2005 is <sup>①</sup> \$ 99,798. Relocation of GETV will require a further investment \$ 46,878 of which the Glen Ellyn Media Foundation would cover \$ 15,000 from our reserve funds bringing our move costs down to <sup>②</sup> \$ 31,878. This represents our best current estimate to cover cost of dismantling, moving and reinstalling the grid, curtain track and lighting system at our new location, installation of broadcast fiber by the cable company, electrical work, data cabling and build-out of the studio space.

The Glen Ellyn Media Foundation respectfully requests your continued support by reinvesting the 1/3 portion of the cable franchise fee, plus the additional funds needed to balance this year's budget. Since relocation of our operations has become a certainty, we ask for the Village to invest the additional funds needed to finance that move as well.

The Glen Ellyn Media foundation has worked very hard over the last year to find and negotiate for a facility that we can move to when we have to leave District 41. We unfortunately wasted three quarters of the year trying to work out a deal with the library. We have now found what we believe is our last best chance to keep GETV from going dark. We need your support to keep providing our services to the people of Glen Ellyn.

①	\$ 99,798	
②	31,878	
	<u>\$ 131,676</u>	total request

#### IV. Our 2005 Objectives

Our direction for 2005 is simply to continue to increase the value of our services to our community as outlined in our vision statement, and to do so at the lowest possible cost to the community. This vision is driven by two main goals for the year:

##### A. Increase revenues to GETV through:

- Implementing an aggressive program seeking grant money from interested foundations and individuals.
- Continuing to seek sponsorships of programming from the local business community.
- Continuing to generate production fees through management of multimedia services to other community organizations – to the extent possible with our limited staffing.
- Further expansion of our membership program, and
- Enhance the program of marketing GETV broadcasts to the community in DVD and VHS format via the website and on consignment at local retailers through the local booster organizations.

##### B. Plan and execute a successful relocation of the GETV office and studio.

- Obtain an estimate from Comcast and WOW for providing new fiber drops at the commercial space.
- Obtain an estimate from Swiderski to relocate and hookup the playback system rack.
- Obtain an estimate from Grand Stage and the Chicago Fly House to remove, relocate and install the lighting grid.
- Obtain an estimate from the Grand Stage and the Chicago Fly House to remove, relocate and install the curtain.
- Plan the refit of the space for data cabling, stage and office
- Seek out and sign up other arts entities to share the space with us, which will enhance our ability to get grants.

We have held discussions with the Community Arts Partners and a newly forming professional theater company, The Glen Ellyn Festival of the Arts and the Glen Ellyn Lions. All have said they would be interested in sharing the space with us.

Proposed Budget 2005 – 2006

Income

Source

Budget

2% Franchise Fee (1/3 of total)	85,491.33
Additional request of Village to Balance our budget	14,306.67
Additional Request for the relocation of GETV	31,878.00
Production Fees	5,200.00
Membership & Classes	1,500.00
Underwriting & Grants	2,000.00

131,676  
Requested  
from Village  
Special Programs  
Fund.

TOTAL FUNDING \$ 140,376.00

- Membership, Training and Materials fees. Since production capability is only a recent reality, we cannot make an accurate estimate of revenue, though a fee schedule is now in place. To be used to offset increase in operating revenue.
- Production Fees. Many local entities have a real need to have professional video shot and edited. These fees do little more than offset the cost of labor needed to complete the projects.
- Underwriting. We are designing now a schedule for support from local business and individuals in local programs, events and daily schedules to increase operations and capital budget.
- Grants. Our Grant Committee had re-focus its efforts after the library boards slight of hand decision process. Once we are established in the new facility we believe that it will be much easier to get grant to support our foundations budget and capital requirements.

**Budget Expenditures**

The following expense schedule anticipates the revenue outlined above and itemizes how we intend to continue to use the budget to make GETV into a thriving public access television station. We expect that our continued expansion will fuel new sources of revenue.

<b>PERSONNEL:</b>	
Part Time Wages	\$ 61,000
Payroll Taxes	<u>4,386</u>
<b>TOTAL PERSONNEL</b>	<b>\$ 65,386</b>
<b>PRODUCTION:</b>	
Production Tapes & Supplies	2,500
Maintenance & Repair Contracts	<u>1,220</u>
<b>TOTAL PRODUCTION</b>	<b>\$ 3,720</b>
<b>GENERAL &amp; ADMINISTRATION:</b>	
Advertising and Promotion	500
Dues & Subscriptions	200
Insurance	5,200
DSL Internet Service	600
Legal and Accounting	678
Gas & Electric	2,700
Office Supplies	300
Rent	18,000
Software	1,000
Telephone & Fax	1,214
Website Hosting	<u>300</u>
<b>TOTAL GENERAL &amp; ADMIN</b>	<b>\$ 30,692</b>
<b>TOTAL REGULAR EXPENDITURES</b>	<b>\$ 99,798</b>
<b>SPECIAL EXPENDITURES – MOVING GETV OPERATIONS:</b>	
General moving costs (Relo of Playback, SCALA, Lights, Editing, etc)	5,000
Dismantle & reinstall grid Curtain Tracks	9,459
Install broadcast fiber at new location	11,769
Electrical Infrastructure work	<u>20,650</u>
<b>TOTAL SPECIAL EXPENDITURES:</b>	<b>\$ 46,878</b>
GEMF Reserve Committed	-15,000
<b>NET MOVE COSTS</b>	<b><u>31,878</u></b>
<b>TOTAL EXPENDITURES FY 2005</b>	<b>\$ 131,676</b>

### C. Capital Assets (Equipment)

The most significant tangible assets are:

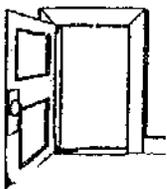
- Playback Bay with 5 SVHS decks on Leightronics controller
- SCALA Editing and Playback Station for InfoChannel
- Analogue studio production system (for SVHS Cameras)
- 3 Mini DV Studio Cameras & 2 Mini DV Portable Cameras
- 3 Professional Mini DV field Cameras for Producer checkout
- 740 MHz G4 Power Macintosh with OS X Panther and Software
- Dual 1 GHz G4 Power Macintosh with OS X Panther and Software
- 120 GB External Portable Hard Disk Storage
- Final Cut Pro 3, DVD Studio Pro, Adobe Photoshop & After Effects,
- Office iMac with OS X Panther and Microsoft Office X
- Scanner
- Studio Lavaliers and wireless microphones.
- Studio Grid and lighting system.
- Studio Dollies (aged, will eventually need replacement)
- Studio Curtain system
- Backup Tape System for all computer assets
- Firewalled DSL connection with a local area network connecting all of the systems together.
- Various office equipment
- A catalog of licensed music for use in programming

#### Intangible Assets:

Our assets also include a very talented coordinator, a motivated and effective administrator and an energized and enthusiastic board of directors working to make GETV a useful asset for all of Glen Ellyn.

#### Capital Purchases in 2005 and 2006:

Most of the needed equipment purchases have been completed. As in any growing entity, new items will be needed to solve problems that arise. However, considering that we are facing an expensive and difficult relocation of our operations this year, we are not proposing any other significant capital expenditures for 2005 unless they can be paid for by a grant.



# GLEN ELLYN YOUTH AND FAMILY COUNSELING SERVICE

535 Forest Avenue • Glen Ellyn, Illinois 60137 • Office (630) 469-3040

February 11, 2005

Mr. John Batek, Management Services Director  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, IL 60137

Dear Mr. Batek,

Thank-you for the opportunity to request funding from the Village. We are requesting that the Village continue to fund us in the same amount as our current fiscal year, \$25,000.00. Please find enclosed our FY 05-06 United Way grant application, agency audit reflecting our most recently completed fiscal year (5/1/03 through 4/30/04), approved annual budget for FY 05-06 and our most recent financial statement reflecting the first nine months of our current fiscal year.

As a community based, not for profit agency, we continue to rely heavily on funding from the Village and the United Way of the Dupage Area. This funding enables us to offer highly accessible and affordable counseling services to *all* residents of Glen Ellyn. *No one is ever denied services based on an inability to pay.* As a direct result of such funding, the agency continues to provide a broad spectrum of counseling services designed to target and strengthen Glen Ellyn youth and their families.

Our catchment area includes all residents of Glen Ellyn and residents of surrounding communities who have children that attend a Glen Ellyn based school (K-12). A breakout of clients/cases served as defined by village is included as part of the United Way application. Additionally, we are available to address healthy family relationships on a preventative level through community based workshops.

Services were provided during our past fiscal year to 118 families, couples or individuals. The agency delivered 768 clinical hours of service. *Client satisfaction with services remains extremely high (see United Way Program Performance Measurement report/graphs).*

I believe the enclosed materials fully meet with the information requested in your letter dated 1/4/05. However, please do not hesitate to call me should anything further be required.

Sincerely,

Don Hane, MA, LCPC  
Executive Director



United Way  
Agency

**GLEN ELLYN YOUTH AND FAMILY COUNSELING SERVICE  
BUDGET  
FY 2005/2006**

**Inflows**

Village of Glen Ellyn	25000
United Way	24000
United Way – Mercy	3500
1 <sup>st</sup> Congregational	500
United Methodist	1000
St. Marks	1000
Lions Club	500
Infant Welfare	3200
Fees	18000
Interest	1500
Individual Contributions	3960
Fund raising	6000
1 <sup>st</sup> Congregational donation	<u>40800</u>
Total	128960

**Outflows**

Net wages	63110
Ass't wages	8200
Outside consultant	1000
Travel expenses	400
Professional growth	700
Community development	150
Program development	150
Office equipment	350
Office supplies	600
Postage	250
Telephone	1000
Agency Insurance	4000
Professional dues	400
Subscriptions	100
Printing	300
Advertising	150
Accountant	1000
FICA ER	5400
Bank charges	400
Miscellaneous	500
1 <sup>st</sup> Congregational rent	<u>40800</u>
Total	128960

**GLEN ELLYN YOUTH AND FAMILY COUNSELING SERVICE**

Statements of Cash Receipts, Disbursements,  
and Net Assets

	Years Ended April 30,	
	<u>2004</u>	<u>2003</u>
<b>RECEIPTS</b>		
Village of Glen Ellyn	\$ 26,500	\$ 31,500
United Way	26,312	23,000
United Way - Mercy	3,806	3,332
Infant Welfare	3,250	3,300
First Congregational Church	500	1,000
St. Mark's Episcopal Church	1,000	1,000
Rotary	-	500
First United Methodist	100	2,570
Lion's Club	500	-
Other Contributions	6,055	6,435
Fees	17,168	14,697
Interest and Dividends	1,500	1,777
Other	535	621
<b>TOTAL RECEIPTS</b>	<u>87,226</u>	<u>89,732</u>
<b>DISBURSEMENTS</b>		
Salary and Benefits	62,137	65,546
Employer Payroll Expenses	5,201	12,216
Advertising	-	1,086
Bank fees	440	289
Community and Program Development	50	69
Contract Services	1,425	338
Equipment and Supplies	1,217	611
Fundraising	185	-
Insurance	2,878	4,086
Miscellaneous	243	718
Outside Accounting Services	950	794
Postage	94	333
Printing	358	485
Professional Dues	-	139
Professional Growth	391	1,364
Telephone and Pager	992	1,048
Travel	165	114
<b>TOTAL DISBURSEMENTS</b>	<u>76,726</u>	<u>89,236</u>

The accompanying auditors' report and notes are an integral part of these financial statements.

**GLEN ELLYN YOUTH AND FAMILY COUNSELING SERVICE**  
**Statements of Cash Receipts, Disbursements,**  
**and Net Assets**

	Years Ended April 30,	
	2004	2003
<b>EXCESS RECEIPTS OVER DISBURSEMENTS</b>	10,500	496
<b>NON-CASH CHANGES IN NET ASSETS:</b>		
Capitalization of Furniture and Equipment	-	-
Depreciation	(538)	(538)
Unrealized gain (loss) on Stock held for Investment	92	(384)
	10,054	(426)
Net Assets at Beginning of Year	166,174	166,600
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 176,228</b>	<b>\$ 166,174</b>

The accompanying auditors' report and notes are an integral part of these financial statements.

# GLEN ELLYN YOUTH AND FAMILY COUNSELING SERVICE

## Note to Statements of Cash Receipts, Disbursements and Net Assets

April 30, 2004 and 2003

### 1. ORGANIZATION

The Glen Ellyn Youth and Family Counseling Service is a not-for-profit corporation organized to coordinate and provide counseling services to the youth and families of the Community. Assistance is provided in the form of counseling, crisis intervention, school consultation, and inter-agency collaboration and

### 2. NET ASSETS

Net assets as of April 30, 2004 and 2003 consist of the following:

	<u>2004</u>	<u>2003</u>
Unrestricted cash and securities	\$ 171,665	\$ 161,073
Net invested in furniture and equipment	4,563	5,101
	<u>\$ 176,228</u>	<u>\$ 166,174</u>

### 3. IN KIND DONATIONS

The Glen Ellyn Youth and Family Counseling Service receives donated office space valued at approximately \$40,000 annually.

### 4. LIABILITIES

Payroll taxes of approximately \$4,600 were due as of April 30, 2004.



**GLEN ELLYN**  
Economic Development Corporation

February 25, 2005

Honorable Village President and Board of Trustees  
Village of Glen Ellyn

Dear Mr. President and Members of the Board:

The Village has requested that the EDC Board of Directors provide an estimate of funding requirements for Fiscal Year 05-06 to supplement revenue from the Special Service Areas (SSAs).

In October 2004, we requested a tax levy that would correspond to a tax rate of .125% for the SSAs. At this tax rate, we anticipate that the SSAs will net the EDC about \$116,200 in FY 05-06.

The EDC hereby respectfully requests a Village contribution of \$46,000 for FY 05-06. This funding request equals the actual Village support provided to the EDC for the past three years. The EDC Board is focused on being fiscally prudent. Our plan is to use the increased input expected from the SSAs to modestly expand our marketing and promotion efforts and other activities to the benefit of local businesses. This approach is taken in an attempt to lessen the burden on the Village. At \$46,000, Village funding for the EDC would be reduced to 28% of the EDC's total budget.

Our current fiscal year budget analysis follows along with our draft budget for FY 05-06.

Our Annual Report for calendar year 2004 was transmitted under earlier cover.

Thank you for the commitment you have shown in our effort to promote business in Glen Ellyn. We look forward to our budget workshop with you.

Very truly yours,



Janie Patch  
Executive Director

Enclosures

490 PENNSYLVANIA AVENUE • GLEN ELLYN, IL 60137

GLEN ELLYN EDC ACTUAL VS BUDGETED CURRENT FISCAL YEAR							
	ACTUAL thru 2-25-05	FY 04-05 ANNUALIZED	FY 04-05 BUDGET	% Annual vs Budget	% Actual vs Annualized	DRAFT FY 05-06 BUDGET	% Budget vs Annual
<b>STARTING BALANCE</b>	\$50,587.11	\$50,587	\$50,587			\$42,500	
<b>INFLOWS</b>							
Interest Income	\$0.00	\$40	\$100	40%	0%		0%
Reimbursements	\$4,253.00	\$4,235	\$0				
SSA Income	\$110,889.74	\$110,600	\$110,600	100%	100%	\$116,200	105%
Village Income	\$34,500.00	\$46,000	\$46,000	100%	75%	\$46,000	100%
Total Inflows	\$149,642.74	\$160,875	\$156,700	103%	93%	\$162,200	101%
<b>OUTFLOWS</b>							
Façade Renovations	\$1,654.75	\$16,032	\$18,333	82%	11%	\$10,000	67%
Marketing & Promotion	\$21,290.00	\$40,442	\$40,442	100%	53%	\$46,000	114%
Project Development	\$12,496.48	\$33,169	\$33,169	100%	38%	\$28,000	84%
Accounting	\$360.00	\$360	\$360	100%	100%	\$370	103%
Conference & Seminars	\$910.95	\$911	\$800	114%	100%	\$900	99%
Copier Expense	\$1,175.84	\$1,350	\$1,300	104%	87%	\$1,400	104%
Health Insurance	\$3,452.88	\$4,150	\$5,500	76%	83%	\$4,550	110%
Insurance - other	\$785.00	\$1,820	\$2,000	91%	43%	\$1,900	104%
Office expense	\$2,336.92	\$3,000	\$3,000	100%	78%	\$1,200	40%
Postage	\$413.03	\$450	\$400	113%	92%	\$500	111%
Rent & Utilities	\$4,006.59	\$5,200	\$5,200	100%	77%	\$5,550	107%
Salary	\$43,027.17	\$54,575	\$54,575	100%	79%	\$55,430	102%
Subscriptions & Dues	\$789.13	\$700	\$700	100%	113%	\$700	100%
Payroll Tax	\$3,170.91	\$4,300	\$4,300	100%	74%	\$4,400	102%
Pension	\$1,701.96	\$1,702	\$1,702	100%	100%	\$1,663	98%
Telecommunications	\$1,606.64	\$1,800	\$1,800	100%	89%	\$1,800	100%
<b>TOTAL OUTFLOW</b>	\$98,178.25	\$168,961	\$173,581	97%	59%	\$164,363	97%
<b>EXCESS/SHORTAGE</b>	\$50,464.49	(\$8,086)	(\$16,881)			(\$2,163)	
<b>ENDING BALANCE</b>	\$101,051.60	\$42,501	\$33,706			\$40,337	
Reserve as % of annual expense		25%	19%			25%	

# GLEN ELLYN ECONOMIC DEVELOPMENT CORPORATION

## CALENDAR YEAR 2004 ACCOMPLISHMENTS

### BUSINESS RETENTION

- ★ Supported variances for new signage at Pickwick Place to improve business visibility for tenants in the easternmost building (January).
- ★ Highlighted the trend and recommended that the Village consider the retail impacts from the proliferation of new banks (memo sent in January). Note: The EDC Board subsequently revisited the issue and established a policy supportive of prevailing market forces.
- ★ Maintained close communication and coordination with the Glen Ellyn Style retailers' committee to receive and share information pertinent to improving the business climate.
- ★ Assisted business owner of Daffy Down Dilly in the consideration to relocate and down-size (February).
- ★ Requested additional police vigilance during the spate of business break-ins and thefts (February).
- ★ Shared input from business owners with the Village Trustees regarding the current business climate. Recommended retention visits between Trustees and interested business owners for direct communication. With Village Board consent, sent invitations by direct mail to all downtown retailers. Coordinated arrangements for 5 meetings involving 1 to 2 Trustees at each meeting and a total of 18 downtown retailers.
- ★ Created an e-mail address roster of interested business owners to facilitate communication. Investigated online options for sharing information with business owners.
- ★ Assisted Dancing Moon Productions to successfully find space for relocation and expansion from Banyan Tree Mall to 532 Crescent.
- ★ Signage: Assisted Ten Thousand Villages regarding the Village process for new signage to improve visibility and Curves for Women with the use of temporary banners.
- ★ Relayed input from Crescent Blvd. merchants to the Village regarding a trash issue with suggested solutions.

- ★ Assisted the Planning Director to link up with the property owner for the tenant space occupied by Chin's Chop Suey for follow-up on appearance complaints.
- ★ Facilitated resolution of perceived issues regarding fire inspections with property owners of 515 Crescent (Cold Stone Creamery, Curves for Women).
- ★ Linked several business owners with services available from the Small Business Development Center (SBDC) at College of DuPage for expert assistance with marketing and business management.
- ★ Averted an unauthorized electrical shut-off in downtown for blocks affected by utility undergrounding project. Facilitated proper planning and business owner notification for rescheduled shut-off at an off-peak time (June/July).
- ★ Initiated EDC eNews, a monthly e-mail newsletter beginning in August to provide updates on EDC activities and current business news to business and property owners and community leaders.
- ★ Linked the owner of the shuttered gas station at Five Corners together with Village staff regarding a renovation proposal.

### **BUSINESS RECRUITMENT**

- ★ Facilitated communications between the property owner and business to successfully complete the direct recruitment of Cold Stone Creamery (in February completing an 11-month EDC effort).
- ★ Represented Glen Ellyn in the International Council of Shopping Centers (ICSC) Alliance Program and regional Idea Exchange for the purpose of business recruitment and networking (February).
- ★ Advised business owner seeking Village approval for holistic veterinary clinic at 423 Forest to coordinate directly with neighbors for impact mitigation.

★ Assisted the following business owners with site selection and market evaluation:

- ☆ String Theory Yarn Company (Banyan Tree Mall)
- ☆ Optimal Health & Wellness Center (800 Roosevelt)
- ☆ Flour Barrel Bakery (new owner)
- ☆ Giggles 'N Gaggles (new owners)
- ☆ Byrnzy's Pizza (498 Crescent; formerly Health Nuts Juice Bar)
- ☆ Beef 'O Brady's (Baker Hill; formerly Pancake Cafe)
- ☆ Real Star Realty (The Little Shops)

★ Directly targeted recruitment efforts for the following vacancies:

- ☆ 498 Crescent (formerly Robyn Parker Home)
- ☆ 520 Crescent (formerly Harris Bank)
- ☆ 460 Main (formerly Daffy Down Dilly & office spaces above)
- ☆ 530 Crescent (formerly Michael's Jazz Bistro)
- ☆ 405 Main (formerly Fromage & Co.)
- ☆ 490 Main (formerly Benden Williams)
- ☆ 620 Roosevelt (former Fannie May prior to re-opening decision)
- ☆ 420 Roosevelt (formerly Pittsburg Paints and A&E Tire)
- ☆ Pickwick Place
- ☆ Market Plaza
- ☆ 825 Main (shuttered gas station, Five Corners)
- ☆ NWC Baker Hill Drive (undeveloped parcel)
- ☆ Nicoll & Roosevelt: redevelopment sites North and South
- ☆ 376 Roosevelt (vacant former Clark station)
- ☆ Walgreens outlot building (Five Corners)

★ Provided prospects for the sale of existing businesses including Flour Barrel Bakery; Ciao Bella; Giggles 'N Gaggles; Michael's Jazz Bistro; and, Amlings Flowerland.

★ Assisted new business owners with their opening process:

- ☆ Picklelillies
- ☆ Flour Barrel Bakery
- ☆ Giggles 'N Gaggles
- ☆ Cold Stone Creamery
- ☆ Villa Bianca
- ☆ Joie de Vie
- ☆ Byrnzy's Pizza
- ☆ Mama's Attic
- ☆ Beef 'O Brady's

- ★ Assisted retiring property owner to market building for sale and future lease spaces available at 528 Crescent.
- ★ Facilitated meeting between property owner at 526 Crescent and Village staff to evaluate code requirements in a consideration to divide retail space, downsize an existing tenant and attract an additional tenant.
- ★ Initiated a planning and design process to develop an updated business recruitment packet.
- ★ Researched and provided status on planned Five Corners intersection improvements for recruitment efforts of the Walgreens outlot building.

### **FACADE RENOVATION ASSISTANCE**

- ★ Since 1996, overall EDC facade assistance has provided about a 10% match for more than \$1.1 million in private improvements. Over \$123,000 of the EDC's funding has been approved for reinvestment directly into commercial facade enhancements including 6 loan projects and 24 grant projects. Three of these projects were approved in calendar year 2004 (Mama Sue's; Villa Bianca; and Mama's Attic). The grant program now matches 25% of the cost up to a maximum of \$5,000 for eligible renovations. The loan program provides a 3% subsidy on the principal amount of loans from participating banks. Full details on the history of facade assistance are provided as a separate attachment.

### **REDEVELOPMENT**

- ★ **Main Street South:** Facilitated the flow of information between the development team, St. Petronille parish, the Village staff and Trustees, and the business community while the HPD Cambridge proposal was still under consideration.
- ★ **SWC Nicoll & Roosevelt Site:**
  - ☆ Continued to encourage and facilitate property assembly for a more significant redevelopment site through the developer contracted for the Holsum property and adjacent property owners.
  - ☆ Coordinated meeting between the developer and Village staff, Development Committee to receive early feedback on redevelopment options under consideration.

- ☆ Former Bargeway Site: Investigated incentives available for the redevelopment of brownfields. Coordinated with Public Works and IEPA on the status and possible reprogramming of an open grant.
- ★ Provided status of a CMAQ grant held by Metra to the Village and the need for the Village to identify near term alternative uses for the funds (March). Explored options for reprogramming the funds with Village staff and Metra Executive Director (May meeting).
- ★ Former Clark Station Site (376 Roosevelt): Facilitated link up with Village regarding developer interest in purchasing unimproved Brandon Ave. to expand the redevelopment site (March).
- ★ Unincorporated intersection at Butterfield & Route 53: Facilitated link up with Village for developer interest in NE and NW quadrants regarding land assembly, site planning and pre-annexation.

## **MARKETING**

- ★ Coordinated with business owners and the Glen Ellyn Style retailers' committee to develop a creative proposal for co-operative marketing targeted at high profile advertising venues and promoting the Glen Ellyn Style brand. The campaign developed allowed retailers to achieve ad placements with frequency and impact normally unobtainable with their limited marketing budgets. Two venues were used in 2004 for cooperative advertising:
  - ☆ Chicago Tribune Sunday Magazine, half-page ads featuring 2 retailers in each ad and appearing once per month from September through December (4 ads total). The EDC designed and provided the ad template and guidelines for advertisers for a consistent Glen Ellyn Style look. Circulation of 167,000 to 1.2 million depending on the issue.
  - ☆ Chicago Tribune special 8-page advertorial section featuring 17 retailers each with a 4-color 1/4-page ad and editorial. The EDC furnished a Glen Ellyn Style cover design, maps for location and parking and the introductory editorial. Published on November 10 with 85,000 circulation.

- ★ **Downtown Store Directory Kiosk:** Continued project management for design and implementation of a pedestrian-oriented store directory kiosk including contractor bid selection process; Architectural Review Commission consideration (2 meetings) and design revisions; Village Board approval; design selection for mounting posts to complement downtown light pole bases; digital artwork and formatting of the Village logo for production of a cast logo element (digital file provided to Village for future Village use); final update and design of the store directory index and map with business owners' review of output; collaboration with the Historical Society to design a historical panel; concept and design of a place saver for the current events panel; formulation of policies to manage the use of the current retail events panel; site selection coordination with Public Works, the Building Department and the contractor; coordination for a press event to unveil the new kiosk and highlight the partnership effort with the Village and Historical Society; coordination for Village staff input (Public Works; Planning; Police; Administration; and Fire Chief) on a possible second kiosk location near the floral clock on Main St.
- ★ **Pocket Shopper's Guide:** Managed and funded the project to create a pocket downtown shopping directory to complement the pedestrian-oriented sidewalk kiosk. Provided all business information inputted into the directory from the EDC database. Directed the design of the map and store index with retailer input and coordinated output reviews. Printed 20,000 copies and initiated distribution through businesses, hotels, the library, the DuPage Medical Group (11 wait rooms), the McAnich Arts Center, Stacy's Tavern, the Civic Center (employees and public), local realty companies and print media.
- ★ Applied for and was awarded a \$4,000 County Economic Partnership grant to assist with costs for EDC special marketing projects: the pocket store directory guide and the pedestrian store directory kiosk.
- ★ Targeted shoppers through 2 Glen Ellyn Style image ad placements in West Suburban Living Magazine (Best of the West and Annual Dining Guide issues).
- ★ Created a press campaign focused on downtown apparel retailers. Held two networking meetings for the 13 retailers involved and conducted a survey for input on campaign development (Feb & Mar).
- ★ Provided new store opening updates for publication in the Village Newsletter.
- ★ Continued the media relations effort begun in May 2002 based on prior

- ★ Continued the media relations effort begun in May 2002 based on prior successes reported by retailers. During calendar year 2004, 20 articles and announcements featuring Glen Ellyn businesses appeared in local and regional newspapers and magazines. Refer to the attachment for a list of articles.

## **BANNERS**

- ★ Directed digital artwork for Spring season banners; obtained quotes from vendors for Spring banner production; researched, tested and obtained fiberglass replacements for wooden flag poles in downtown to address breakage issue; arranged to split costs of a larger order of fiberglass poles with the Village for cost savings; coordinated with Public Works and the contractor for Spring and Winter banner installations; resolved the previous issue of hems ripping in downtown Winter banners (webbing introduced into Spring banner hems); made arrangements for replacement of torn Spring banners in two business districts; researched alternative banner format, material and hardware options to the free-hanging vinyl system used downtown (including tethered; break-away and spring release systems; and canvas material); obtained cost quotes and structural analyses of wind load on optional hardware systems; conducted successful 3-month test of spring release hardware with reformatted banner; ordered new spring release system for downtown installation with Spring 2005 banners; and, maintained a multi-year projection of banner program costs for budget management and planning.

## **NETWORKING**

- ★ Chaddick Institute for Metropolitan Development Technical Seminar at DePaul University, "A Place for Parking: Workable Strategies for Suburbia Parking," (January)
- ★ International Council of Shopping Centers (ICSC) Alliance Program and Idea Exchange in Chicago with trade booth (February)
- ★ DuPage County Economic Development Department networking meeting on County initiatives/planning and coordination with commercial brokers (March)
- ★ Business Districts, Inc. Spring seminar in Flossmoor, "Old Versus New: Can It Be A Fair Fight; Is It A Smart Fight" (June)

- ★ Congress for the New Urbanism (CNU) XII seminar: "Top Techniques for Successful Charettes," Chicago (June)
- ★ Launched EDC eNews in August 2004 as a monthly e-mail newsletter for business and property owners and community leaders to report on business updates.
- ★ DuPage County Economic Development Department networking meeting and seminar on Business Retention (September)
- ★ Hosted a networking meeting with Barrington Economic Partnership representatives and local community leaders and staff (November)
- ★ Chaddick Institute for Metropolitan Development Technical Seminar at DePaul University, "Unwelcome Neighbors....," dealing with banks, professional and service uses in retail-oriented districts (December)
- ★ Business & Professional Institute 25th Anniversary Presentation and networking with the Small Business Development Center (SBDC) staff (December)

### ECONOMIC DATABASE

- ★ Coordinated with Village staff to obtain current sales tax revenue data by business district through the State Department of Revenue.

### ACCOUNTABILITY

- ★ Provided commercial updates and status of pertinent economic development topics to the Village Trustees, the Village Manager and the Director of Planning & Development.
- ★ Updated business and commercial property owners on EDC activities and events of interest to the business community.
- ★ Reported on activities through press releases, media relations and interviews.
- ★ Launched EDC eNews in August 2004 as a monthly e-mail newsletter for business and property owners and community leaders to report on EDC activities.
- ★ Presentation to Kiwanis Club, March 10



*Glen Ellyn Historical Society*

P. O. Box 283

Glen Ellyn, Illinois 60138

February 20, 2005

Mr. Jon Batek  
Finance Manager  
Village of Glen Ellyn  
535 Duane St.  
Glen Ellyn, IL... 60137

Dear Mr. Batek:

Enclosed please find the Glen Ellyn Historical Society Annual Report to the Village of Glen Ellyn, as well as our request for funding consideration through the Special Programs Fund. Financial statements, annual budget and other information is included in this report.

We thank you for your consideration of the attached request; and would welcome an opportunity to answer any questions regarding our programs, services or finances. Please call us at 858-8696 if you need additional information.

The Glen Ellyn Historical Society is dedicated to its mission of collecting, preserving and promoting the history of this exceptional village. We are grateful to the Village of Glen Ellyn, President Mathews, the Board of Trustees and staff for the tremendous support and cooperation provided to the Historical Society in securing a viable future for Glen Ellyn's past. We look forward to attending the Village Board workshop meeting Monday, March 21, 2005 at 6:00 p.m.

Very truly yours,

Janice L. Langford  
Executive Director

Enclosures

Glen Ellyn Historical Society  
**Special Programs Funding Request**  
 to the  
**Village of Glen Ellyn**  
 February, 2005

The Glen Ellyn Historical Society respectfully presents the following request for funding through the 2005/2006 Village of Glen Ellyn Special Programs Fund:

A.	Glen Ellyn Historical Society Operating Funds:	\$18,000.00
B.	<u>One-time Technology Implementation Funds:</u>	<u>5,000.00</u>
	<b>Total</b>	<b>\$23,000.00</b>

*Reduced to  
\$20,000*

A. Funds are requested to offset operating expenses as listed in the 2004-2005 Operating Budget. Although the Historical Society has achieved its advance gifts fundraising goal of \$2.5 million for the development of the History Park, these restricted funds can not be used to fund operations. Major gifts, grant funds, endowment and other contributions sought on behalf of the development campaign can not be used to offset operating expenses; and grant funds for operations are not readily available.

B. The Glen Ellyn Historical Society requests a one-time Technology Implementation grant to purchase computer hardware and software to streamline Society operations. Currently, the Society uses antiquated computers with out-dated operating systems. Fax, email and Internet service are not currently available at Historical Society offices. Staff and volunteers conduct much of the society business and create documents on home computers, making consistency, tracking and reporting difficult. The existing website is in need of updating and redesign. A small table-top copier is used in the Archives and staff office at Stacy's Tavern Museum. All photocopying, other than single file copies, must be done at the Village offices, when possible, or at a local copy shop.

In response to the need to upgrade technology, the Society convened a Technology Committee to research and make recommendations for needed equipment and software. The Society has sought and received in-kind donations and grant funds to upgrade technology; but some equipment must be purchased outright. If funding is not secured for equipment, purchases will need to be delayed to future budget years or phased over several years. Needed equipment includes the following:

*	Computer, monitor, fax/printer/scanner for History Center office	\$1,750.00
*	Operations Software and training for tracking membership, finances, contributions, acquisitions	1,500.00
*	Website redesign and implementation	1,250.00
*	<u>Phone reconfiguration/email/Internet connect</u>	<u>500.00</u>
	<b>Total</b>	<b>\$5,000.00</b>

Glen Ellyn Historical Society  
**Annual Report to the Village of Glen Ellyn**  
**Highlights of 2004**

### **Capital Development**

In 2004, the Glen Ellyn Historical Society celebrated arrival of its advance gifts fundraising goal of \$2.5 million for the development of the History Park at Five Corners. The park will be professionally managed, historically relevant, and will serve as an educational and research facility for Glen Ellyn and the region. It will also beautify and assist in the economic development of Five Corners and fulfill guidelines of the Village of Glen Ellyn Comprehensive plan.

Fundraising continues in an effort to raise the additional \$2.5 million to needed to acquire the remaining parcels. To achieve this goal, the Society established four Task Forces to concentrate on specific areas including Business/Corporate, Community, Membership and Endowment. Partnerships have also been established with museum consultants and the DuPage Community Foundation. Presentations on the development of the History Park have been given to several civic and service organizations and other groups to inform citizens of the project. Several events have been planned to further fundraising efforts, including a Buy-A-Brick campaign and events such as the Heritage Ball and Golf Outing.

### **Strategic Planning**

The Board of Directors, staff, Committee Chairs and volunteers participated in a volunteer-facilitated Strategic Planning process to identify the vision of the Society for the future, obstacles to that vision, and directions for the future. Planning continues in 2005 as the Board, staff and volunteers strive to tie that vision to a viable quarterly work plan and evaluation mechanism for the current year and beyond.

### **Facilities**

The new Glen Ellyn History Center at 800 Main St. has provided the Society with much-needed space for office, storage and space to hold events. The added space has facilitated hosting larger school groups and provided an opportunity to expand programming. It has also created an opportunity to establish an office for the Executive Director on-site and allowed the society to expand its Archives and consolidate the materials from the former Archives office at the Glen Ellyn Public Library.

Stacy's Tavern Museum continues to attract hundreds of visitors each year, including school and scout groups, adult special tours, participants in the DuPage County Museum Passport program, residents and visitors from throughout the Midwest.

The Society greatly appreciates the tremendous support and generosity of the Village of Glen Ellyn Board of Trustees and Facilities Supervisor Mark Kischner and staff for providing maintenance, site amenities and capital improvements at both the History Center and Stacy's Tavern Museum.

### **Public Awareness**

Stacy's Tavern Museum was featured on the front cover of the 2005 Illinois Historic Preservation calendar, which highlights state historic sites. Each year the Society participates in Illinois Museum Day at the state capitol rotunda in Springfield. Not only do museum staff throughout the state know that Glen Ellyn has the only completely restored stagecoach inn in Illinois at this time, but they are also aware of the quality restoration and conservation of this unique landmark. Visits from state legislators and hundreds of tourists provide awareness for Glen Ellyn and Stacy's Tavern Museum.

Throughout 2004, the Society has fostered local awareness through participation in the DuPage County Museum Passport program, Taste of Glen Ellyn Business and Community Group Expo, July 4th parade float, adult, family and youth special events. We are grateful for the excellent publicity for Society-sponsored events provided by the Village through the Newsletter, and through local newspapers, radio and cable television.

## Membership

Business and Individual memberships have remained steady. Currently, the Society has close to 500 individual, family and business members. A volunteer Membership Committee is actively involved in attracting new memberships by contacting local businesses, groups and individuals. This group also provides assistance in collating mailings, other paperwork and general support for meetings and events.

Members are extremely active as Society volunteers, serving as museum docents, chairs of committees, committee members, Board members, Museum Store volunteers, and completing myriad tasks inherent with the operation of the Society programs, activities and facilities. Over 3,000 hours per year are logged by Society volunteers.

## Publications

The Society's quarterly Newsletter, the *Messenger*, continues to maintain a national and international circulation of approximately 550 issues per edition. *Glen Ellyn, A Village Remembered*, published in 1999 has now sold over 2,200 copies of the 3,000 initially ordered. *The Question: How Old, the Answer: 1843*, a history of School District #89, was also published by the Society. Both books are available through local retail establishments and through the Museum Store. Plans were initiated in 2004 to work with Mr. Dexter Ball of Glen Ellyn's Ball family, to publish a monograph of life in Glen Ellyn in the 1950's.

## Events

Community events continue to provide participants with opportunities for education and enjoyment. Events this year included Exhibits of District #41 Student Projects related to their visits to Stacy's Tavern Museum, Churchill Family heirlooms, Museum Day in Springfield, Tavern Days, Spirits of Glen Ellyn, four adult Roundtable discussions, Holiday Candlelight Tours of Stacy's, Parent Open House, Preservation Week, Taste of Glen Ellyn, July 4th parade, Holiday Pioneer Activity Day for Kids. Over 500 people attended Historical Society events in 2004.

Staff and volunteers have been busily planning a new event to take place in fall of 2005, *The Glen Ellyn Great Gatsby Gala*. The event will feature classic cars, costumed actors, sinner, dancing and silent auction as a fund-raiser for the Heritage Park development campaign.

## Archives and Acquisitions

The Society receives several requests each year for plaquing historic homes in Glen Ellyn. Volunteers conduct all the research; and fees provided by the homeowner provide revenue for the Society. Society Volunteers also created a display of photographs of plaqued homes for the History Center.

Donations of photographs, furniture, collections and other items continue to be received by the Society. A two-person Cutter-style sleigh, dating from the 1850's, was donated to the Society and dedicated at the 2004 Candlelight Tour of Stacy's Tavern Museum. The Society hopes to provide display space for this artifact as part of the History Park.

The Archives Office, located at the History Center, continues to provide an opportunity for community study and research on Wednesday afternoons, and by appointment. The Society has greatly expanded its resources available to the public by bringing out materials previously in storage. Requests for information average ten per week. A grant from the DuPage Community Foundation, received last year, is being used to digitize the Society's photograph collection, increasing the ease of public access to the collection. The Society has approximately 3,500 photos in its collection. A photo collection from the Glen Ellyn Volunteer Fire Company was given to the Society after the sale of the Glen Ellyn News building. An extensive collection of playbills from the historic Glen Theater, dating from 1927, was recently catalogued by volunteer archivists.

### **Education and Outreach**

The Society continues to be very much a part of the school curriculum in School Districts #41 and #89. School groups, special tours, classroom programs, exhibits, first-person portrayals and other programs provide students a connection to the past and early Glen Ellyn. School visits from five other DuPage County school districts make Stacy's Tavern a busy place. Then and Now programs brought into the classroom by volunteer facilitators truly make history come alive for students. Many students return to Stacy's Tavern with parents in tow to share the experience of visiting this unique landmark.

The Society recently developed a scouting badge program in Folk Arts for younger scouts. A recently completed Eagle Scout project involved interviews and oral histories from World War II veterans. The completed oral histories have become a part of the Society Archives collection.

Adult Roundtables, held quarterly at the History Center, provide opportunities to share information, strengthen memories and keep the legacy of early Glen Ellyn alive.

Persons served by Society programs, events and activities totaled over 5,000 in 2004.

### **Technology**

Some of the greatest strides in the operation of the Historical Society have been made in the area of Technology. The Society convened a Technology Committee in the fall of 2004 to assist in modernizing Society operations. Currently, the Society uses antiquated computers with out-dated operating systems. Fax, email and Internet service are not currently available at Historical Society offices. Staff and volunteers conduct much of the society business and create documents on home computers, making consistency, tracking and reporting difficult. The existing website is in need of updating and redesign. A small table-top copier is used in the Archives and staff office at Stacy's Tavern Museum. All photocopying, other than single file copies, must be done at the Village offices, when possible, or at a local copy shop.

The Technology Committee, comprised of volunteers representing several technical fields, conducted a complete equipment inventory and needs assessment. Pleas were made to the community at large for

donations of computer equipment. Newspapers generously assisted in advertising the technology needs of the Society. Several older computers were received, as well as a \$500 grant from the local chapter of Reliquarians. The Society has also enlisted the aid of a Northern Illinois University graduate intern student pursuing a degree in Communications and Media to assist in the design and implementation of a new website. Despite these efforts, need still exists for upgraded technology to enable the Society to expand its communications on the local, regional, national and global levels.

### **Grants and Donations**

The Society relies heavily on grants and donations to fund operations. The excellent resources available through the Philanthropy Center at the College of DuPage have been frequently utilized by Society staff and volunteers for technical assistance and to determine potential funding sources. Grant funding has been sought through several sources, including The History Channel, DuPage Community Foundation, Reliquarians, Illinois Association of Museums and other local corporations and foundations.

Several in-kind donations of computer equipment, goods and services, artifacts, collections and photographs were received in 2004.

### **Operations**

After being without a director for over a year, the Society hired a new Executive Director in September of 2004. A complete Operations Manual is being compiled, and technological advancements are planned for the future. The Society hopes to streamline operations through the implementation of PastPerfect museum software, enabling staff and volunteers to track acquisitions, membership and financial data. An office for the Executive Director has been established at the History Center to provide greater service to the membership and more support for committees and volunteers, as well as community residents.

Glen Ellyn Historical Society  
Operating Budget  
2004-2005

	Income		Expenses	
Acquisitions	0		Acquisitions	0
Archives	1000		Annual Giving	2000
Book Sales	2000		Annual Meeting	100
Contributions			Archives	500
Unrestricted	250		Bank Service Charges	100
Annual Giving	<u>12000</u>		Board	100
Total Contributions	12250		DCFD Edowment Expense	800
DFCD Endowments	3000		Development Committee	500
Event Sponsorships	1500		Dues and Subscriptions	675
Grants/Stipends			Education	350
Village	18000		Equipment	1000
Other	500		Exhibits	200
Dev. Grant	<u>6000</u>		Insurance	
Total Grants/Stipends	24500		Fine Arts	2850
Interest	300		Liability	100
Membership Dues			Board	1450
Business	2500		Bus. Owners	<u>600</u>
Regular	<u>5700</u>		Total Insurance	5000
Total Membership	8200		Membership	1300
Museum Store	3500		Museum Expenses	500
Plaquing	1000		Museum Store	2000
Special Events			Newsletter	1500
Bake Sale	2000		Office	2000
Spirits of Glen Ellyn	2500		Payroll	
Taste of Glen Ellyn	1500		Salary	37500
Tavern Days	<u>900</u>		FICA/SS	3000
Total Special Events	6900		Health Ins.	<u>0</u>
Special Tours	600		Total Payroll	40500
Museum Contributions	<u>1000</u>		Plaquing	400
Total Projected Income	65750		Special Events	
			Bake Sale	50
			Holiday Tour	100
			Spirits	1200
			Taste of GE	500
			Tavern Days	300
			Other	<u>0</u>
			Total Special Events	2150
			Telephone	1000
			Volunteer	<u>100</u>
			Total Projected Expense	62775
			Total Expense	62775
			Total Income	<u>65750</u>
			Surplus	2975





February 21, 2005

Mr. Jon Batek , Finance Director, and  
The Glen Ellyn Board of Trustees  
Glen Ellyn Civic Center  
535 Duane Street  
Glen Ellyn, IL 60137

Reduced to  
\$ 12,000



100 Roosevelt Rd., Bldg. 6, Ste 100  
Glen Ellyn, IL 60137-5910  
630.858.2471 • FX: 2476  
Info@gechildrenschorus.org  
www.gechildrenschorus.org

EMILY ELLSWORTH  
Artistic Director

JOAN WELLES  
Executive Director

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PRENTICE H. MARSHALL JR.

MARGO MATTHEW

SALLY NAGEL

NONDI ORAZI

CLAYTON PARR

MIKE D. PETRUSHKA

JAMES THEISS

Dear Village Board,

We are writing to express our heartfelt thanks for the Village's past support, which continues to make a significant difference in our ability to serve hundreds of Village families. We respectfully request that you consider funding the Glen Ellyn Children's Chorus in the Village's FY05-06 budget. In this, our 40<sup>th</sup> anniversary season, we are asking for \$15,000 to support our programs which make a critical difference in young people's lives, create a unique ambassadorship for the Village, associate the Village with excellence and prestige, and positively impact the Village's economy.

To give you a brief background, the Glen Ellyn Children's Chorus (GECC) is a world-class organization dedicated to making a positive difference in young people's lives through extraordinary choral music experiences, regardless of a child's musical background or socio-economic circumstances. Internationally recognized as a leader in its field for decades, GECC programs annually serve approximately 250 children in weekly programs and an additional 1,000 young people in outreach programs. Over 50 performances are presented each season, from community events to concerts at Carnegie Hall and the Ravinia Festival.

Why does the Chorus need support from the Village?

Tuition covers only about 33% of operating expenses; tuition and concert income combined cover only approximately 46%. On a budget of over \$500,000 this season, we have to raise over \$220,000 in grants and fundraisers to sustain our programs without making tuition costs prohibitive. Given the current economy as well as trends of decreasing corporate funding and increasing competition for available funds, the need for local support is essential.

We're proud to say that the GECC is "at the top of its game" as current high-profile invitations and individual testimonials attest, and we continue to attract new students. The challenge that goes with that is the need for additional funding and additional scholarships to provide these unique opportunities to our enthusiastic young people.

Our most critical need is to create a broader recurring funding base, beyond Chorus parents, to help offset the funds that have to be re-found every year. Significantly more choristers live in Glen Ellyn than in any other community. Support from the sources that benefit most from our programs is crucial. Obviously this includes the Village of Glen Ellyn.

While we carry the name of Glen Ellyn proudly, our name does impact the funding and enrollment potential from other communities. If our name represented a broader demographic area, funding and enrollment would more easily come from a wider geographic area.

Support from the Village endorses the importance of our existence in the community, and expresses the value held by the Village for the unique ambassadorship and enhanced quality of life the Chorus provides the residents of Glen Ellyn. Generous local support also plays a significant role in attracting funding from external organizations.

### Why would the Village want to support the Glen Ellyn Children's Chorus?

The Glen Ellyn Children's Chorus is unlike any other organization in the Village. You can be extremely proud of the Chorus for the first-rate professionalism of its programs, the breadth of its service, and its unique ambassadorship for the Village. There is no parallel - no other organization serves as an international ambassador the way the GECC does; no other village has the GECC or any program like it. It is appropriate and important that the Village of Glen Ellyn, the Chorus' name sake and home base, demonstrate this pride through direct, generous support.

Your contribution helps sustain a program that shapes young lives, gives children healthy growth experiences, builds character, enhances the Village's quality of life, and invests in the future. It provides wholesome, outstanding, unique opportunities for children and is widely recognized as doing this exceptionally well. Support for the Chorus is one way the Village can directly make a difference and show its commitment to what it values.

The arts are crucial not only to our quality of life, but to the development of our community and our culture as a whole. Studies repeatedly show a powerful and direct correlation between a child's active participation in quality arts experiences and the development of his/her broad-based learning skills in other studies and life achievement. With local arts programs in so many schools functioning at bare subsistence levels, we cannot afford *not* to support the arts in education.

### What would Village funds be spent on?

**Scholarships and Youth Outreach:** The GECC is committed to making its programs available to *any* interested child, and to seeing that no child is knowingly prevented from participating because of their family's financial limitations or challenges. Scholarships are provided to those who could not otherwise participate. Youth Outreach programs, which serve over 1,000 young people each year, are presented at minimal cost or free-of charge. (See "Highlights" below.) They involve children in skill-building, character-shaping, high-caliber experiences that they would not otherwise have access to. Funding from the Village would be used to help make up the difference between what it actually costs to present these programs and the income they generate. (NOTE: Expenses and scholarships for tours are NOT included in this request or in budget figures. They are booked separately from general operating expenses for our local programs.)

### How does the Village benefit from supporting the Glen Ellyn Children's Chorus?

**Unique Ambassadors:** The Glen Ellyn Children's Chorus uniquely represents and acts as an international ambassador for the Village of Glen Ellyn in a way that no other organization does. It has won national and international acclaim for the excellence of its programs, and associated the village with the highest standards. For decades the Chorus has carried Glen Ellyn's name across many continents: North America, Europe, Australia/New Zealand, and Brazil. This year the Chorus will travel to China, bringing our Glen Ellyn/ American story to Asia and enriching the lives of the children who tour.

Because of GECC's well-established reputation, the Chorus has received remarkable high-profile invitations of many descriptions - from the Ravinia Festival and Carnegie Hall to the contemporary popular music scene. This year, for example, the Chorus was invited to sing with The Bare Naked Ladies rock group. The concert in downtown Chicago, and the corresponding media promotion, broadened the reach of the Chorus's name, and marketed the Glen Ellyn name to a very broad audience.

**Serving residents:** Thousands of Glen Ellyn residents have benefited from Chorus programs over our long legacy. Considerably more of our members live in Glen Ellyn than in another community. So significant and long-term is the Chorus' impact that we even have Chorus alumni, living in Glen Ellyn, whose children are enrolled - generations of Glen Ellyn choristers.

### What the Village "gets back" for its investment in the Chorus

- The GECC brings consumers and revenue into Glen Ellyn: hundreds of parents bring their children to rehearsals in Glen Ellyn TWICE each week, many of whom shop and do other business in Glen Ellyn. We literally bring revenue to the Village.

- The GECC serves Glen Ellyn at a grass roots level, supporting local school programs and music educators through on-site activities and workshops, involving hundreds of children in outstanding learning experiences. Several GECC programs are designed specifically for Glen Ellyn schools including In-School Exchanges.
- On numerous occasions we have even had new choristers' families move to Glen Ellyn specifically because of the GECC. These families, facing job transfers, chose to live in our village because of the Chorus' reputation recognized across the country.
- The GECC has been serving families of Glen Ellyn for 40 years by offering world-class opportunities to its young people and positively impacting their entire lives. Hundreds are benefited each year, thousands during our history.
- Quality arts education has a huge impact on the quality of life for young people and the community at large. GECC is a leader in its field, serving as a model across North America. It was the first children's chorus to be recognized by the National Endowment for the Arts and the Illinois Arts Council for the quality of its programs.

### Chorus Background

Through outstanding music education, excellence in performance, and serving the community through song, the GECC brings extraordinary opportunities to young people. In addition to supporting scores of community events, the Chorus has performed frequently with the Chicago Symphony at Chicago's Symphony Center, the Ravinia Festival, Carnegie Hall, and the Kennedy Center and has participated in 4 Grammy Award-winning recordings. The GECC has toured extensively throughout the U.S., Canada, Europe, Scandinavia, Australia, New Zealand, and Brazil.

Long recognized for the high artistic caliber of its work, the Chorus received the United States Library of Congress' *Local Legacies Award* in 2000 acknowledging it as one of the nation's leading cultural treasures. GECC has been called "one of the finest children's choruses in the world" by many including Christoph Eschenbach and the late Sir Georg Solti. Former Glen Ellyn Mayor Joe Wark said GECC "stands out in particular as a Village treasure" and as "outstanding ambassadors of the community."

It's about much more than teaching music. GECC programs focus on education and broad-based skill development, teaching kids the meaning of excellence and the value of cultural diversity, hard work, friendship, self-expression, discipline, and commitment. Within a nurturing environment, young people from kindergarten through high school ages grow in holistic ways and excel in other areas of their lives because of what and how they learn at GECC. Village support is a great investment in the character of our children and in the future of Glen Ellyn.

As you can see, this program is not merely an extra curricular activity. The level of accomplishment on a world-class level sets it apart, as does the commitment of time, energy, and focus required of choristers and their families. The results, too, are extraordinary. Thousands of young lives are impacted in powerful and long-lasting ways.

### Our request

The Village's support is tremendously important to the Chorus and significantly helps us serve hundreds of Glen Ellyn young people and their families each year. It helps us present programs that develop the best in young people. It supports scholarships that enable many, who couldn't otherwise participate, to have life-shaping experiences. It plays a vital role in helping us broaden the base of financial support to ensure the health and vitality of our programs. And it is a valued vote of confidence showing that the Village recognizes the importance of providing these kinds of enriching opportunities for its residents.

This year has brought new accomplishments and challenges to the GECC as we continue our commitment to bring service, outstanding experiences, and international recognition to Glen Ellyn and its families. Recent events of global turbulence and national challenge bring into sharp focus the importance of meaningful, uplifting work that comforts and empowers both those who sing and those who hear. Through fine music and the discovery process by which we

help young people learn and perform it with excellence, we are making a difference in our world through programs right here in Glen Ellyn. We have felt the healing power of music very keenly – a very good and powerful thing.

We'd like to summarize key points concerning our request and mention most recent highlights. These are among the considerations that underscore our need for Village funds in 2005-2006.

### Specifically serving Glen Ellyn

**Programs:** Each year we present programs specifically for and in Glen Ellyn, designed to support Glen Ellyn schools and to enhance what we offer Village children and families. Several of these programs are offered free-of-charge to make them accessible to all who want to participate; others are offered at a minimal fee. Underwriting is necessary to support these important programs that directly serve the Village. These programs include:

- The Honors Chorus SingFest (workshop and festival) involves over 400 young people and 50 educators in an invigorating day of learning and growth, held in Glen Ellyn at College of DuPage and often featuring internationally recognized guest artists (such as the national children's chorus of Australia).
- In-School Exchanges bring GECC singers into local schools for inter-active programs. Last year special on-site collaborations were held with Forest Glen and Ben Franklin schools to directly invite and involve the participation of their students. This year we plan to run the same program in 2 more Glen Ellyn schools.
- Boys Only! Workshop was held last year at 1st Presbyterian Church of Glen Ellyn for nearly 100 boys.
- Musical Experience for Children (MEC) is, a non-auditioned weekly class serving children in kindergarten through second grade. Classes are held at the Glen Ellyn Park District and College of DuPage Arts Center.
- Joint Concerts with internationally renowned children's choruses, e.g. *Jitro* from Czech Republic, *Gondwana Voices* from Australia, *St. Louis Children's Choirs*, etc. For the last several seasons these concerts have been hosted by St. Petronille and 1<sup>st</sup> Presbyterian churches of Glen Ellyn.
- Local performances for Glen Ellyn organizations such as the Glen Ellyn Arts Festival, the Glen Ellyn Library's "Celebrate the Season," the Glen Ellyn Fish Boil for the Chamber of Commerce, Glen Ellyn Kiwanis Holiday Party, and a benefit concert joining many area churches and the DuPage Youth Symphony in support of St. Michael's Church, ravaged by fire.

The following recent achievements and activities represent a microcosm of the breadth, scope, and uniqueness of the Chorus itself.

### Performance Highlights

Each season the Glen Ellyn Children's Chorus participates in over 50 concerts, including numerous guest performances throughout the community, and on tour. The Chorus' two self-produced concerts, Holiday and Spring, involve over 250 children from the youngest to the most experienced singers, and are presented annually for combined audiences of nearly 4,000 people. In addition, the GECC annually presents a 400-voice Honors Chorus Workshop & Festival, Boys Only! Workshop, In-School Exchanges, and Summer Sing camp.

### 2004 Highlights

- February: • Performance on the **Wheaton Artist Series** with guests *Ring of Fire*
- March: • In-School Exchange programs on-site in local schools  
• Concert Tour to St. Louis
- April: • 400-voice Honors Chorus SingFest (workshop/festival) for local students and music teachers  
• Community Outreach performances in collaboration with Forest Glen and Ben Franklin schools  
• *Song of DuPage* - an innovative project celebrating the cultural roots of this area through its songs and stories in an original musical/theatrical production involving collaborations with numerous local organizations and culminating in two May concerts, and five mini-performances at area libraries
- May: • GECC Spring Concerts (2) featuring the *Song of DuPage*

- June: • Cantigny Park Summer Concert
- Co-hosting Chorus America National Workshop at Northwestern University
- July • Performance at Ravinia Festival with Chicago Symphony Orchestra and Chorus
- Aug: • Glen Ellyn Arts Festival
- October: • Concert with Amabile Youth Singers at Faith Lutheran Church in Glen Ellyn
- November: • Concert with the Elmhurst Symphony
- Celebrate the Season at the Glen Ellyn Public Library
- December: • 40<sup>th</sup> Anniversary Holiday Concert

### 2005 Highlights

- March: • Feature presentation and Chorus performance for DuPage Music Educator's Conference
- April: • 400-voice Honors Chorus SingFest (workshop/festival) for local students and music teachers
- Concert Tour to Des Moines for exchange with Iowa Youth Chorus
- May: • GECC 40<sup>th</sup> Anniversary Spring Concert featuring the premiere of a ground-breaking new work we recently commissioned from one of North America's most distinguished composers: *The Nightingale* – an original opera for choral voices based on Hans Christian Andersen's endearing story about the transforming power of song and its authentic voice. The opera is innovative in that it features the children's chorus in central roles. The work will include staging, costumes, a full orchestra, 2 professional soloists, and a dancer.
- June: • Chorus America National Convention - performance of *The Nightingale*
- July: • Tour to Hong Kong, for the World Children's Choir Festival, and mainland China

### In Summary

The Glen Ellyn Children's Chorus is unique in its service to and ambassadorship for Glen Ellyn. Village support helps provide scholarships for children to have life-shaping, character building experiences including young people who couldn't otherwise participate. Local support is essential both for the direct impact it has and for its ability to attract external sources of support. Support from the Village is critical, and it is "the right thing to do."

The Chorus generates revenue for the Village. Resident Chorus families buy homes here, pay taxes here; families from neighboring towns shop here, eat here, attend events here. The GECC brings people into the Village from near and far, and associates the Village with excellence.

In addition, the Village of Glen Ellyn is known for its commitment to a high standard of living for its residents. Developing, experiencing, and appreciating arts unquestionably contributes to the overall health and well-being of individuals, families, and communities. The GECC significantly enhances the quality of life in this Village, especially for young people. Support for the Chorus is an important investment in the future.

Our request for \$15,000 this year was not made lightly or without regard for the Village's budgetary considerations. We feel very strongly that the Glen Ellyn Children's Chorus is an important asset to the Village of Glen Ellyn, and your funding is sorely needed, at this level, to continue in that role.

What a huge difference your support makes to the GECC, and what an honor to have the Village as a part of our extended family. On behalf of the Board of Directors and the thousands of Glen Ellyn families who have benefited from our programs, please accept our warmest thanks for your consideration of our request.

Sincerely,



Joan Welles, Executive Director

and Glen Ellyn residents serving on the GECC Board of Directors: John Evrard, Evan Geiselhart, Ann Graham, David Hecht, Elisabeth Heun, Tim Loversky, Margo Matthew, Randy Parker and Michael Petrushka

## Synopsis Of GECC Programs And Outreach

The Glen Ellyn Children's Chorus welcomes all interested children, kindergarten-age and older. The scope and variety of GECC programs provide skill-appropriate opportunities for all children to participate in at various stages of their development and maturity. Children may be ready for one of the Chorus' Performing Ensembles, as determined by auditions, or they can simply register for the Chorus' weekly classes and other Outreach programs. Many children progress through all levels of the Chorus' programming and singers from any of the Outreach programs are welcome to be placed in the GECC Performing Ensembles.

The Performing Ensembles comprise the core of GECC's ongoing programs. Rehearsing twice weekly after school, they serve children at different skill levels. The challenges of musicianship and repertoire increase incrementally with each ensemble, creating a sequential, upward spiral of learning and development. Through rehearsals and performances, boys and girls in the Treble Chorus, the intermediate Concert Chorus, and the more experienced Touring Chorus enjoy a high level of accomplishment, make lasting friendships, and enjoy a nurturing and challenging learning environment.

Musical Experience for Children (MEC) is a non-auditioned weekly class serving children in kindergarten through second grade. Designed as an entry-level, pre-choral training program, there is no comparable class in existence for children of this formative young age. Through such activities as finding the singing voice, moving to music to develop kinesthetic awareness, working with Orff instruments, and singing age-appropriate fine repertoire, children grow and develop skills that enhance broad-based learning skills in many areas.

The Scholarship Program enables the Chorus to accomplish one of its key commitments – that finances not preclude a child from participating in any Chorus program. Financial aid is based on economic need; to date, the Chorus has provided for all requests received. Through the *Kay J. Kehoe Scholarship Fund*, children participate who would not otherwise be able to, including those from low-income and/or single-parent homes and choristers whose families' financial setbacks would preclude the child from continuing in the program.

For Boys Only! workshop is a half-day workshop involving nearly 100 young boys in singing activities designed to engender growth and friendship. Led by a dynamic male conductor, the morning is filled with rehearsal, musical games, and a demonstration concert for teachers, families and peers. This workshop is offered as a way of encouraging and rewarding motivated boys' involvement in vocal music. Boys, ages 8-14, participate on recommendation of their music teacher, joining the boys of the GECC.

Honors Chorus SingFest (workshop and festival) offers hundreds of young singers and teachers a day of invigorating challenge and musical growth through choral activities led by prominent guest clinicians and the GECC Artistic Director. Designed to support classroom music programs and community-based choruses, SingFest also offers concurrent sessions for teachers focusing on rehearsal strategies, vocal pedagogy for the child voice, and appropriate repertoire. Culminating in a free Festival Concert (performed by participants), approximately 400 children and 50 music teachers take part in this one-of-a-kind choral experience. Registration efforts target schools in DuPage, Kane, Will and Cook counties, particularly where school music programs are lacking or non-existent.

School Exchanges are an additional way the Chorus reaches hundreds of school children. This program involves students in quality musical experiences on-site in their own schools. Each year, programs ranging from 30-60 minutes in length are presented in numerous area schools. School music teachers help define the type of program that best meets their needs, ranging from interactive rehearsals with their choirs, to vocal demonstration by the GECC, or performances for all-school assemblies. School Exchanges generate interest in music, support local music teachers and their programs, and provide exceptional musical opportunities for students with limited access.

Summer Sing Camp offers local children an introductory experience of musical discovery, expression, and growth. Held at the College of DuPage daily for one week in June, young singers learn healthy singing habits, multi-cultural repertoire, basic musicianship, and present a free demonstration concert for parents at the close of the week.

**ATTACHMENT 1A****Financial Statement (general operating revenue and expense) for most recently completed fiscal year**

Glen Ellyn Children's Chorus

**FINANCIAL STATEMENT**

August 1, 2003 - July 31, 2004 Year End

<u>INCOME</u>	<u>Actual</u>
Combined Tuition	142,728
Contracted Performances	22,838
Self Produced Concerts/Workshops	41,008
Concert Program Ads	20,930
Fundraising Events, raffles, etc.	33,943
Other Earned (recordings, interest, tours, concert dress, etc.)	29,601
Government Grants	47,680
Corporation/ Foundation/Sponsorship Grants	52,275
Individual Contributions	38,099
Other Contributed (scholarship gifts, etc.)	<u>1,279</u>
<b>TOTAL INCOME</b>	<b>\$430,381</b>
<u>EXPENSE</u>	
Salaries, wages, payroll taxes	\$251,464
Office (rent, utilities, insurance, supplies, bank chg)	71,636
Music program (rent, music, dress, commissions, etc.)	37,172
Self Produced Concerts/Workshops	22,857
Promotion & Fundraising	22,773
Other (recording expenses, retreat subsidy, concert dress, etc.)	<u>22,141</u>
<b>TOTAL EXPENSES</b>	<b>\$428,043</b>
<b>SURPLUS/(DEFICIT)</b>	<b>\$2,338</b>

NOTE:

Income, expenses and scholarships for tours are NOT included in these figures.

**ATTACHMENT 1B****Balance Sheet (general operating assets and liabilities) for most recently completed fiscal year**

Glen Ellyn Children's Chorus

**BALANCE SHEET**

As of July 31, 2004

**ASSETS**Current Assets:

## Checking/Savings

Community Bank Checking	25,226
Charter One Money Market	55,074
1 <sup>st</sup> American CD	10,263
Charter One CD	15,640
LaSalle CD	15,000
Provident CD	15,000
23604 CD	17,573
Key Bank CD	16,416
Petty Cash	279
SBC Stock Account	949
Share Account	385
Total Checking/Savings	<u>171,805</u>

Prepaid Expenses	700
\$ transferred between fiscal years	6,378
Deposits	-352

Total Current Assets 178,531

Fixed Assets

Accumulated Depreciation	-20,902
Furniture & Equipment	<u>20,902</u>
Total fixed Assets	0

**TOTAL ASSETS \$178,531**

**LIABILITIES & EQUITY**

## Liabilities

Accounts Payable	19,314
Total Liabilities	19,314

## Equity

Opening Balance	11,937
Retained Earnings	144,942
Net Income	<u>2,338</u>

Total Equity 159,217

**TOTAL LIABILITIES AND EQUITY \$178,531**

NOTE: Income, expenses and scholarships for tours are NOT included in these figures.

**ATTACHMENT 2**  
**Current Annual Budget**

Glen Ellyn Children's Chorus  
**BUDGET - 2004-2005**  
(Fiscal Year 8/1/04 - 7/31/05)

<b>INCOME</b>	<u>2004-2005</u> <u>Budget</u>
<i>Earned:</i>	
Combined Tuition	157,000
Contracted Performances	14,000
Self Produced Concerts/Workshops	42,000
Concert Program Ads	20,000
Fundraisers	35,000
Other (recordings, interest, concert dress, etc.)	<u>38,200</u>
<i>Subtotal Earned</i>	<b>\$306,200</b>
<i>Contributed:</i>	
Government Grants	47,700
Corporation & Foundation grants and sponsorship	60,900
Individual Contributions	58,500
Other (scholarship contributions, community sponsors)	<u>800</u>
<i>Subtotal Contributed</i>	<b>\$167,900</b>
<b>TOTAL INCOME</b>	<b>\$474,100</b>
(In-Kind support estimated at \$50,000)	
 <b>EXPENSE</b>	
Salaries, wages, payroll taxes	288,564
Office (rent, utilities, insurance, supplies, bank chg)	76,079
Music program (rent, music, dress, commissions, etc.)	37,457
Self Produced Concerts/Workshops	53,000
Promotion & Fundraising	20,000
Other (recording expenses, retreat subsidy, concert dress, etc.)	<u>25,000</u>
<b>TOTAL EXPENSES</b>	<b>\$500,100</b>
<b>OPERATING SURPLUS/ (DEFICIT)</b>	<b>(\$26,000)**</b>

\*\*For the first time in its 40 year history, the Chorus has budgeted an unprecedented deficit in order to fund the groundbreaking commissioned opera *The Nightingale*. The decision was made to invest in ourselves in this 40<sup>th</sup> year, tapping into our modest cash reserves to cover these one-time expenses.

NOTE:

Income, expenses and scholarships for tours are NOT included in these figures.

## **ATTACHMENT 4**

### **Cash reserve balances and cash reserve policy**

Glen Ellyn Children's Chorus

#### **CASH RESERVE BALANCES/ POLICY**

The Chorus' Cash Reserve Balances are detailed on the Balance Sheet on Attachment 1B.

Regarding Cash Reserve Policy, the GECC Board of Directors is vigilant in monitoring its fiscal responsibilities to ensure that all programs operate with financial foresight and stability. We strive to maintain at least 35% of annual expenses as cash reserve in order to cover the many and predictable cash-flow fluctuations of our general operations and operate within our means.



*Glen Ellyn 4th of July Committee  
P.O. Box 182 - Glen Ellyn, IL 60138*

February 25, 2005

Honorable Greg Mathews, President  
and members of the Board of Trustees  
Village of Glen Ellyn  
535 Duane St.  
Glen Ellyn, IL 60137

Dear Ladies & Gentlemen:

The Glen Ellyn 4<sup>th</sup> of July Committee is appreciative for the continuing support which the village has provided for the annual Independence Day celebration. Last year, the Village supported the celebration with a cash donation of \$5,000.

The committee is once again requesting \$5,000 towards the 2005 celebration. This amount represents approximately twelve percent of the budgeted \$41,000 cost associated with the parade, fireworks display, fundraising, insurance (which continues to increase), as well as other related costs.

Contributions from Village residents, businesses, and organizations combined with fundraising efforts of the Committee have provided the remaining funding for the celebration in the past. Our goal is to meet, or exceed our fundraising efforts of the past. These include the picnic in the park during the Cardboard Boat Regatta, the parade bucket brigade, and the sale of glow in the dark necklaces.

If the parade or fireworks are canceled for any reason, we are still obligated to pay specific parade participants and the fireworks company. Our financial success with the picnic is dependent on the weather as well. Over the past three years, our insurance cost has increased by \$3000, while our income decreased by \$3000.

Our 2004 year end cash balance was \$50,422. It has been our policy to have a cash reserve of approximately one year's expenses to allow us to provide the quality celebration we do regardless of our fundraising efforts. We are currently slightly above that.

The 4<sup>th</sup> of July festivities continue to be highly anticipated, and well attended by the residents of our village. The results of the 2004 Community Attitude Survey Research certainly reflect this, and the committee is very proud of this.

On behalf of the committee, I want to thank Chief Norton, Mr. Foster, Mr. Batek, and Mr. Webster for their support. We understand the time and assistance from others is also a cost to the village. With the combined efforts of our community, the 4<sup>th</sup> of July Celebration continues its wonderful success.

We look forward to discussing our request with the Village Board. Thank you for your consideration.

Sincerely,



Linda Miller  
Committee Chair

Cc: Gary Webster, Village Manager  
Jon Batek, Finance Director

Encls.

**GLEN ELLYN 4TH OF JULY COMMITTEE  
COMPARISON OF 2005 PROPOSED BUDGET  
WITH ACTUAL AMOUNTS FROM 2001 THROUGH 2004**

	<u>2005 Budget Amount</u>	<u>2004 Actual Amount</u>	<u>2003 Actual Amount</u>	<u>2002 Actual Amount</u>	<u>2001 Actual Amount</u>
<b>Revenue Sources:</b>					
Donations	\$ 18,500	\$ 17,075	\$ 18,491	\$ 20,212	\$ 19,078
Village	5,000	5,000	4,000	4,000	5,000
Miscellaneous (net)	<u>14,500</u>	<u>12,296</u>	<u>9,874</u>	<u>13,693</u>	<u>13,292</u>
<b>Total Revenue</b>	<u>\$ 38,000</u>	<u>\$ 34,371</u>	<u>\$ 32,365</u>	<u>\$ 37,905</u>	<u>\$ 37,370</u>
<b>Expense Categories:</b>					
Parade	\$ 16,000	\$ 8,971	\$ 15,317	\$ 16,447	\$ 9,699
Fireworks	16,500	16,500	16,500	16,300	15,255
Regatta (net)	0	0	0	1,000	701
Fundraising	2,000	945	1,559	1,460	1,221
General	<u>6,400</u>	<u>6,092</u>	<u>6,203</u>	<u>2,803</u>	<u>2,489</u>
<b>Total Expenses</b>	<u>\$ 40,900</u>	<u>\$ 32,508</u>	<u>\$ 39,579</u>	<u>\$ 38,010</u>	<u>\$ 29,365</u>
<b>Excess (Deficiency)</b>	<u>\$ (2,900)</u>	<u>\$ 1,863</u>	<u>\$ (7,214)</u>	<u>\$ (105)</u>	<u>\$ 8,005</u>
<b>Village direct cash contribution per resident (25,000 population)</b>		<u>\$ 0.20</u>	<u>\$ 0.16</u>	<u>\$ 0.16</u>	<u>\$ 0.20</u>
<b>Village direct cash contribution per household (9,750)</b>		<u>\$ 0.51</u>	<u>\$ 0.41</u>	<u>\$ 0.41</u>	<u>\$ 0.51</u>





February 25, 2005

President Mathews  
Village Board of Trustees  
Village of Glen Ellyn  
535 Duane Street  
Glen Ellyn, IL 60137

Dear President Mathews:

Now that the Village of Glen Ellyn has officially been named a Certified Local Government/CLG community by the National Park Service, the Historic Preservation Commission has been assigned certain tasks by the Illinois Historic Preservation Agency in Springfield. Among these tasks is to begin completion of the Historic Structures Survey that was begun by the masters class of the Art Institute of Chicago. We are also expected to complete a set of preliminary Design Guidelines.

As a CLG community, Glen Ellyn will be eligible to participate in grant monies that are distributed to preservation agencies in the various states. Grants are awarded on a 60/40 match ration (60% federal share, 40% local share). All requests for funding are evaluated by the Illinois Historic Preservation Agency in Springfield, and are based on goals and priorities established by their office.

In discussions with Catherine O'Connor, our representative from the Illinois Historic Preservation Agency, who spoke at the meeting of the Historic Preservation Commission on Thursday, February 24, the Village should have an excellent opportunity to be approved for grant monies as part of the 2006 grant awards program.

It is estimated that to complete our Village-wide Historic Structures Survey, costs would run somewhere between \$10,000 and \$20,000. Since it would be unrealistic for us to expect a huge grant of money initially, we suggest that the survey be done in segments as has been done in a number of other Illinois communities. For example, a number of Illinois towns have applied for separate grants over a two or three year period, and received the money to complete their surveys.

Based on the above mentioned assignments and requirements of the Historic Preservation Commission by the state, we hereby request that \$8,000.00 be allocated towards phase two of our Historic Structures Survey and the completion of a preliminary set of Design Guidelines.

Lee Marks *Lee Marks*  
Chairman, Historic Preservation Commission

*Reduced to \$6,000*