



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: February 29, 2016

MEMO TO: Craig Taylor, Chair
Education, Cultural Resources and Public Affairs Committee

S. Michael Rummel, Chair
Finance and Administrative Committee

FROM: Nan Buckardt
Education Director

REQUEST: For Information Only – Lake County Discovery Museum closing to facilitate move to the General Offices in Libertyville.

STRATEGIC DIRECTION SUPPORTED: Public Access and Connections; Organizational Sustainability

FINANCIAL DATA: Admission revenue, merchandise sales and program revenues will decrease by approximately \$50,000 for the one-year period that the museum is closed. Expenses associated with operating the museum would be reallocated in support of the planning for and relocation of the museum.

BACKGROUND: Staff has been planning for the relocation of the Lake County Discovery Museum from the Lakewood Forest Preserve to the General Offices in Libertyville since the building was acquired in 2010. Over the past year this project has reached these milestones:

- a space use plan was created and approved for the first floor
- space planning for a new collections care facility in the lower level has been completed
- a concept/interpretive planning for a new lobby/entryway has been approved.

As staff progresses through the interpretive planning/design for the museum's galleries, resources need to change focus from operating a museum at Lakewood to preparation and moving the museum and staff to the General Offices.

The current exhibition schedule for the museum at Lakewood runs through August 2016. Staff has recommended and received approval to close the museum for approximately a one-year period beginning September 1, 2016, with an anticipated re-opening date in Libertyville of August 2017.

Closing for a one-year period will allow for:

- uninhibited reclamation and reuse of exhibit materials, including cases, lighting, etc.
- reallocation of visitor services staff to assist with the packing/moving of collections
- education staff focus on outreach programming and development of field trip programs supported by the new exhibitions
- exhibition staff focus on the design, fabrication and installation of exhibitions at the General Offices
- collections staff use of current exhibition spaces for the staging and packing of collections prior to moving
- relocation of staff to the General Offices.

Historically, September is the slowest visitation month for museums, including the Lake County Discovery Museum, and marks the beginning of the school year which makes for a natural break in operations.

The two major events (Farm Heritage Show and Civil War Days) run by the Museum staff will be held at the Lakewood Forest Preserve without interruption.

REASON FOR REQUEST: For information only.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Finance Director, Superintendent of Educational Facilities

PRESENTER: Nan Buckardt