



**DATE:** January 4, 2021  
**TO:** Jessica Vealitzek, Chair  
Operations Committee  
**FROM:** Nan Buckardt  
Director of Education

**Agenda Item#** 10.3

**RECOMMENDATION:** Recommend approval of a Resolution approving a new Ten-year Institutional Plan for the Bess Bower Dunn Museum of Lake County.

**STRATEGIC DIRECTIONS SUPPORTED:** Organizational Sustainability; Communication, Education, and Outreach; Public Access and Connections

**FINANCIAL DATA:** No immediate impact.

**BACKGROUND:** The Lake County Forest Preserve District (“District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”). The District Board of Commissioners has previously approved an Institutional Plan for the Museum, most recently in 2010. Such a document is a requirement of accreditation through the American Alliance of Museums.

The Museum’s current Institutional Plan expired just prior to the closure and relocation of the Museum to Libertyville in 2016. Prior to closing, Museum staff spoke with staff at the American Alliance of Museums and they acknowledged that, given the timing of the relocation, it would be appropriate for the Museum to allow the current Institutional Plan to lapse and to create a new Institutional Plan once the Museum re-opened in 2018. Museum staff drafted the Institutional Plan attached to the attached resolution in 2018. However, approval was delayed until the District completed updating the *Excellence is in our Nature* strategic plan, which occurred in July 2020.

The Institutional Plan for the Museum aligns with the District’s *Excellence is in Our Nature* strategic plan; it is organized around the three pillars of (i) Leadership, (ii) Conservation and (iii) People, and includes nine goals and twenty-eight tactics. The work plan to achieve these goals will be developed on an annual basis through the District’s annual budget and staff goal-setting processes.

**REVIEW BY OTHERS:** Executive Director, Chief Operations Officer, Superintendent of Educational Facilities, Corporate Counsel.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING A NEW TEN-YEAR INSTITUTIONAL PLAN  
FOR THE BESS BOWER DUNN MUSEUM OF LAKE COUNTY**

**WHEREAS**, the Lake County Forest preserve District (“District”) owns and operates the Bess Bower Dunn Museum of Lake County (“Museum”); and

**WHEREAS**, previous institutional plans for the Museum were approved by the District Board of Commissioners pursuant to resolutions in 1995, 2003 and 2010 (the “Previous Plans”); and

**WHEREAS**, an Institutional Plan is a requirement of accreditation through the American Alliance of Museums; and

**WHEREAS**, from time to time the Institutional Plan needs to be updated to align with District operations and industry best practices; and

**WHEREAS**, the proposed Institutional Plan will be implemented by staff on an annual basis through the budget process and is intended to guide operations through 2030;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

**Section 1. Recitals.** The recitals set forth above are incorporated as a part of this Resolution by this reference.

**Section 2. Approval of Institutional Plan.** The Institutional Plan is hereby approved. The Institutional Plan will be used as a guide for Museum operations.

**Section 3. Effective Date; Repealer.** This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law. The Previous Plans are hereby repealed.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

## Institutional Plan, 2021-2030

<b>Objective</b>	<p><b>Leadership</b> <i>Establish the Dunn Museum as a leading cultural destination in Lake County.</i></p>
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### Be a Leader in the Museum Field

**Tactic:** Maintain accreditation with the American Alliance of Museums.

**Tactic:** Encourage staff participation with local, regional and national professional networks.

**Tactic:** Engage with Lake County residents to find out about the kind of services that they want to take place at their county museum.

### Be Sustainable

**Tactic:** Operate within approved budget.

**Tactic:** Work with the Preservation Foundation of the Lake County Forest Preserves to secure public/private funding to extend the reach and impact of exhibitions, programs, and events or accelerate projects that might otherwise take many years to complete.

**Tactic:** Attract and retain highly dedicated volunteers to help extend the work of staff.

**Tactic:** Operate in accordance with the Lake County Forest Preserves environmental sustainability policy.

### Strengthen the Brand

**Tactic:** Continue to build brand awareness of the Dunn Museum.

**Tactic:** Transparently communicate how the Dunn Museum works.

<b>Objective</b>	<p><b>Conservation</b> <i>Manage Lake County's historic collection according to the highest standard of collection stewardship.</i></p>
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### Strengthen the Collection

**Tactic:** Increase the percentage of the collection that is cataloged.

**Tactic:** Strategically collect to increase the diversity and comprehensiveness of the collection.

**Tactic:** Strategically de-accession items from the collection that are not in compliance with the museum's collection policies.

**Tactic:** Provide continuous care of the collection according to industry best practices.

### Increase Access, Visitor Engagement and Public Appreciation of the Collection

**Tactic:** Increase public use of the collection for research.

**Tactic:** Identify and secure revenue to increase digital access to the collection.

**Tactic:** Increase the number of artifacts that are interpreted for the public.

### Maintain the Physical Plant of the Museum to Care for and Provide Public Access to the Collection

**Tactic:** Maintain stable environmental conditions throughout the museum and Collection Care and Storage Facility.

**Tactic:** Provide safe and accessible public spaces that are accommodating to all.

**Objective****People**

*Provide captivating educational experiences for every Lake County resident.*

**Promote Lifelong Learning**

**Tactic:** Foster engagement and learning with all visitors through programming that teaches museum and historical literacy.

**Tactic:** Engage new audiences through diverse programming and strategic community partnerships.

**Tactic:** Present innovative, mission based educational programs.

**Present Inspiring Exhibitions**

**Tactic:** Curate original exhibitions that tell new and engaging Lake County stories.

**Tactic:** Host national touring exhibitions to engage with and inspire new audiences.

**Tactic:** Update permanent exhibitions to reflect latest research, current events, public interest and new artifacts.

**Be the Hub of the “Nearly 31,000 Acre Museum”**

**Tactic:** Educate visitors, wherever they may roam.

**Tactic:** Be an active participant in preserve master plans.

**Tactic:** Create and manage an institutional archives for the Lake County Forest Preserves.

**Tactic:** Expand our audience to reach 100,000 people annually.