



## 2018 Annual Report

### Directions

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Please complete this form, answer the questions below in two pages or less, not including financials, and submit as one PDF with your invoice to [RLassoff@bainbridgewa.gov](mailto:RLassoff@bainbridgewa.gov) by **January 18, 2019**. Be candid and specific in your answers. This information helps us understand and account for the impact of our funding on both your organization and the City of Bainbridge Island.

### Organization Information

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Organization Name: Bainbridge Island Historical Museum  
Contact Person: Brianna Kosowitz Position/Title: Executive Director  
Email Address: Brianna@bainbridgehistory.org  
Mailing Address: 215 Ericksen Avenue NE  
Address Line 2: \_\_\_\_\_  
City: Bainbridge Island State: WA Zip Code: 98110  
Phone (work or daytime): \_\_\_\_\_

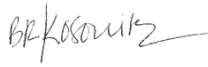
### Award Information

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Award Title: Bainbridge Island Historical Museum Operational Support  
Brief Description of Award Purpose: *"To support..." general Museum activities (exhibits, programs, and visitor services).*  
\_\_\_\_\_  
\_\_\_\_\_  
Total Amount Awarded: \$15,000 in each of years 2018 and 2019

Have there been any changes to the scope of service since you received this award?

No  Yes (If yes, please explain in narrative section.)

Authorized Signature: 

Date: **January 31, 2019**

Print Name: Brianna R. Kosowitz

## 2018 Annual Report Questions

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### Dates Covered by Report

From: **January 1 2018** \_\_\_\_\_ To: **December 31 2018** \_\_\_\_\_

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### 1) Progress

- a) Describe the project or work your organization has completed with Cultural Funding to-date.
- BIHM remained open for visitors and offered a variety of curatorial and research services every day of 2018 except for three holidays and the day of our Annual meeting
  - We created one entirely new exhibit, streamlined and renovated our core “Island Story” Schoolroom exhibit. The exterior of the Museum received a significant facelift with the installation of the Hank Helm Heritage Garden, a project that involved many community volunteers
  - We successfully implemented our ‘History Museum at the Library’ series of public talks, offering ten talks with attendances as high as 95 people. We also offered history walks, and began a series of Oral History presentations in association with the Senior Center.
  - We added 1,297 items to our collection, in fulfillment of our mission to ‘collect & preserve’ Bainbridge Island history.
  - We guided over 100 special tours and 352 Island schoolchildren enjoyed our new Blstorybag classroom lessons.
  - We engaged a BYS intern, and provided an opportunity for a UW museology student to intern with our curator. We continued to provide a significant opportunity for volunteers, who were involved in everything from welcoming visitors to working in our garden to logging new acquisitions into our database. A total of 6,355 volunteer hours were donated.
- b) Briefly describe progress made during the first year of funding against each of the indicators of success and/or metrics you identified in your proposal.
- By and large, we achieved the metrics we anticipated in our proposal; we served a total of 13,097 visitors, including 3,130 Bainbridge Islanders. Our educational and outreach programs included 1,689 participants, well above the 700-800 that we anticipated.
  - During the year, we increased the number of our Facebook followers by 24%
- c) What were the broader goals and objectives for your project or organization for 2018 and have they been achieved? What are your 2019 goals
- The goals and objectives for the Museum in 2018 are essentially as described in section (a) above. There are no major unmet goals.
  - Under the direction of our new Executive director, Brianna Kosowitz, a major goal for late 2019 will be to facilitate the re-design of a new exhibit for our temporary exhibit space, and to engage the community with two new historically-themed fundraising events, a 1950’s-themed gala evening and a pickleball tournament.

- At the beginning of 2019 we transitioned to a free-admission policy, our goal is to generate sufficient revenue from visitor donations to enable us to remain free for the foreseeable future.

## 2) Financials and Financial Narrative

A. See attached *2018 actual income and expense statement relative to 2018 operational budget*.

B. The only significant variance between the operational budget and actual financials are as follows:

### Revenues

- *"Donations-General"*. The Museum benefitted from a number of large individual donations
- *"Business Support"*. We attracted a significant number of new business members in 2018

### Expenses

- *"Wages"*. There were unanticipated expenses associated with hiring a new Executive director
- *"Equipment Repairs and Maintenance"*. Following an internal review, we made the decision to upgrade our communication and data storage technologies and to replace our printer.

**2018 actual income and expense statement relative to  
2018 organizational Budget**

	2018 Actual	2018 Budget
<b><u>Revenues:</u></b>		
Admissions:All	\$ 26,073	\$ 26,000
Interest Income	\$ 3,934	\$ 2,000
Store Sales	\$ 9,057	\$ 10,000
Research / Photo Orders	\$ 30	\$ -
Exhibit Income	\$ 229	\$ -
Programs	\$ -	\$ 4,835
One Call for All	\$ 21,860	\$ 23,500
Grants	\$ 40,712	\$ 40,200
Fundraising	\$ 80,309	\$ 78,700
Donations - General	\$ 74,310	\$ 42,000
Annual Appeal	\$ 22,440	\$ 25,000
Business Support	\$ 11,950	\$ 5,000
Personal Memberships	\$ 29,450	\$ 34,000
<b>Total Income</b>	<b>\$ 320,356</b>	<b>\$ 291,235</b>
<b><u>Expenses:</u></b>		
Cleaning	\$ 1,038	\$ 3,000
Collection Expenses	\$ 200	\$ 1,200
Continuing Education	\$ 675	\$ 800
Cost of Goods Sold	\$ 3,702	\$ 3,300
Dues and Membership	\$ 1,794	\$ 2,000
Equipment Leasing (Copier)	\$ 4,235	\$ 5,800
Equipment Repairs & Maint	\$ 4,898	\$ 750
Exhibit Expense (General)	\$ 2,042	\$ 5,200
Fees and Permits	\$ 120	\$ 50
Food and Entertaining	\$ 1,100	\$ 1,500
Fundraising expenses	\$ 25,604	\$ 18,800
Insurance (General)	\$ 3,085	\$ 3,000
Insurance (Officers & Dir)	\$ 1,348	\$ 1,300
Marketing	\$ 1,794	\$ 3,000
Membership Expense	\$ 236	\$ 1,000
Museum Operations:		
Bank Charges	\$ 1,478	\$ 1,750
Building Maint & Supplies	\$ 2,442	\$ 1,150
B & O Tax + Gd Lease	\$ 918	\$ 100
Office Supplies	\$ 5,803	\$ 3,500
Security	\$ 1,116	\$ 1,350
Utilities	\$ 8,740	\$ 8,000
Newsletter Printing	\$ 3,142	\$ 3,300
Personnel costs:		
Payroll Taxes	\$ 18,894	\$ 18,500
Personnel costs-other	\$ 978	\$ -
Wages	\$ 214,262	\$ 184,500
Postage	\$ 1,706	\$ 2,400
Professional Services	\$ 2,874	\$ 1,000
Program Expenses	\$ 1,112	\$ 1,000
Printing and Copies	\$ 232	\$ 50
Store Inventory	\$ -	\$ 500
<b>Total Expense</b>	<b>\$ 315,568</b>	<b>\$ 277,800</b>
<b>Over/(Under)</b>	<b>\$ 4,788</b>	<b>\$ 13,435</b>