



STAMFORD HISTORY CENTER

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The Hon. David Martin
888 Washington Boulevard
Stamford, Connecticut, 06901

January 10, 2019

Mayor Martin,

On behalf of the Stamford History Center, I am pleased to attach our budget submission for the city's 2019-2020 fiscal year.

We were delighted to have you join us in November, a few days after we had hosted six hundred students from Westhill School. Your interest in that 'experiment' was very welcome, and our staff and volunteers clearly enjoyed sharing their experience. The opportunity to serve the schools and the City also reminded us that the History Center is unique in the roles it plays in our community. The collection, the buildings, and the stories, all contributed on the day, and the student's questions inspired us further to think about how we can do more.

In brief, the Center's fiscal year ending in June of 2018 saw us break even on an operating basis, largely due to the timing of having held two 'Gala' fundraisers in the same fiscal year. For the current fiscal year ending in June of 2019, we anticipate an operating deficit of \$13,700 as income normalizes to \$114,000. We are holding expenses below last year, but we plan to spend more this year on our education programs as we see rising demand. We also will be spending more on repairs to our HVAC systems (some expenses already incurred) to cope with challenges during the installation of a new fuel tank as well as planned use of the new chilling unit installed by the City 4 years ago but rarely used.

For the rest of this year, and into fiscal 2019-2020, we plan to focus on three areas:

- Educational programs both in the schools and on site
- A new initiative with the Ferguson library to create satellite exhibition space
- Improving our digital catalog and archiving platform and creating easier public access.

Some of the costs for these programs will be in our capital budget where we anticipate seeking corporate sponsorship to speed the purchase of new computers or new display cases, for example. Other costs are reflecting in the increases in our operating budget.

Marshall H. Millsap

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Operating Funds Request FY 2018-2019

Mission: The Stamford History Center, the municipal historian of Stamford, is an educational and research institution whose primary functions are to collect, preserve, conserve, interpret and exhibit materials relating to Stamford's rich history. We are actively engaged in encouraging the citizens of Stamford to tell their own stories and cherish the stories told by others who built our city.

Vision: The Center preserves regional history, with objects, artifacts, and documents, and provides opportunities for the community to understand and experience the past through exhibits and programs. We preserve and offer tours of the Hoyt-Barnum House, built in 1699. As the city's History Center, we have a responsibility to all citizens of our community to preserve the unique and varied experiences reflected in Stamford's story.

Program Summary: We serve all who are interested in the history of the Greater Stamford area, as well as those interested in history in general. We regularly help those interested in genealogy, as well as residents who are researching the history of their houses and neighborhoods. Our services and programs are utilized by current, past, and future residents as well as historians around the country. For example, we work with the Connecticut Ancestry Society to facilitate genealogical workshops and roundtables. We are also the base for the Civil War Roundtable of Fairfield County, and we are preparing to launch new similar initiatives relating specifically to Stamford (e.g., a roundtable on the history of Long Ridge Village). Our resources (library, website, photo archives, and other collections) are used by diverse groups including journalists, historians, playwrights, realtors and those interested in researching real estate, such as the North Street Cemetery restoration group. Individuals of all ages are drawn to our exhibits and programs.

We prepare a special exhibit each year in our first-floor publicly accessible galleries. This year's exhibit, "Fabric of Stamford; Women, Costumes and Textiles 1860-1960," features clothing, household articles, furniture and paintings highlighting the lives of Stamford women. We also support satellite exhibits, tours, and lectures, as well as historic films and publications. We are working with the Ferguson Library to develop a satellite exhibition space at their main facility to show more of the collection and stimulate joint programming. We also work with Ferguson staff to coordinate the preservation of important city historic documents and objects. Other current programs include our Victorian Tea lectures, the Founders' Day Lecture, tours of the Hoyt-Barnum House, and Cozy Sunday programs to highlight our collections and unique aspects of Stamford's history. We also work with neighborhood associations to raise local consciousness of our history, as we did recently in supporting several harbor tours for Shippan and archaeological work in Cove Island park.

We began a program two years ago to bring Stamford's history to the schools. Currently, this involves a special large ground map of Stamford and a presentation in the classrooms by one of our volunteers. These sessions are increasingly popular with teachers and parents. This past November we also hosted 600 students during the Westover school challenge. The response of students and faculty to the three days was very strong, and we leveraged our full public space, galleries, teaching spaces and the Hoyt-Barnum House. In our proposal, we plan to spend more on developing our capacity to offer educational programs both at the Center and in the schools.

Capital Budget: The Center implemented a new capital budgeting policy and process last year. The Finance Committee of the Board regularly reviews requests and sources, making recommendations to the Board as necessary. This year we have installed new work tables in the Textiles room, new computers and software for the volunteers to help maintain the collection, new signage for the front of the building, and enhanced LAN connectivity in the building. Our focus for the next fiscal year will continue to be on technology as well as crucial physical upgrades to our exhibit spaces – new lighting in the galleries, better display cases, and looking at using more interactive technology in presenting exhibits and our collection.

THE STAMFORD HISTORICAL SOCIETY

2019 - 2020 Budget Analysis

	2017 - 2018			2018 - 2019			2019 - 2020
	Budget	Actual	FYE 2018	Budget	Actual	Projected	Budget
	FYE 6-30-18	FYE 6-30-18	Budget	FYE 6-30-19	10-31-18	6/30/19	6/30/20
Income							
Contributions, Gifts & Grants							
Fundraising Events	\$19,000.00	\$55,094.64	\$36,094.64	\$31,250.00	\$ 250.00	\$29,750.00	\$31,000.00
Government Funding	\$45,000.00	\$38,300.00	(\$6,700.00)	\$40,000.00	\$ 40,000.00	\$40,000.00	\$45,000.00
Membership Dues	\$13,500.00	\$12,330.00	(\$1,170.00)	\$13,000.00	3,125.00	\$13,000.00	\$15,000.00
Other Contributions, Gifts & Grants							
Annual Appeal Income	\$15,000.00	\$24,027.00	\$9,027.00	\$20,000.00		\$20,000.00	\$20,000.00
Contributions	\$5,000.00	\$655.27	(\$4,344.73)	\$5,000.00	\$ 431.08	\$5,000.00	\$5,000.00
Grants	\$5,000.00	\$1,979.00	(\$3,021.00)	\$1,000.00	\$ 1,000.00	\$1,000.00	\$2,000.00
Other Contributions, Gifts & Grants	\$25,000.00	\$26,661.27	\$1,661.27	\$26,000.00	\$ 1,431.08	\$26,000.00	\$27,000.00
Contributions, Gifts & Grants	\$102,500.00	\$132,385.91	\$29,885.91	\$110,250.00	\$ 44,806.08	\$108,750.00	\$118,000.00
Other Revenue							
Facility Rental	\$600.00	\$1,345.00	\$745.00	\$1,345.00	\$ 135.00	\$1,000.00	\$1,000.00
Sales	\$4,350.00	\$507.75	(\$3,842.25)	\$495.00	\$ 205.00	\$520.00	\$520.00
Other Revenue	\$4,950.00	\$1,852.75	(\$3,097.25)	\$1,840.00	\$ 340.00	\$1,520.00	\$1,520.00
Program Service Revenue							
Education Programs	\$5,000.00	\$250.00	(\$4,750.00)	\$250.00		\$250.00	\$250.00
Events	\$2,250.00	\$675.00	(\$1,575.00)	\$800.00	\$0.00	\$800.00	\$800.00
Exhibits and Library	\$2,850.00	\$1,912.00	(\$938.00)	\$2,100.00	\$ 556.00	\$1,825.00	\$1,850.00
Hoyt Barnum House	\$2,000.00	\$930.00	(\$1,070.00)	\$1,000.00	\$ 175.00	\$1,000.00	\$1,000.00
Program Service Revenue	\$12,100.00	\$3,767.00	(\$8,333.00)	\$4,150.00	\$ 731.00	\$3,875.00	\$3,900.00
Total Income	\$119,550.00	\$138,005.66	\$18,455.66	\$116,240.00	\$ 45,877.08	\$114,145.00	\$123,420.00
Expenses							
Collection & Exhibit Expenses							
Collections	\$3,000.00	\$1,317.34	(\$1,682.66)	\$750.00		\$750.00	\$750.00
Dues and Subscriptions	\$500.00	\$563.00	\$63.00	\$600.00	215.00	\$600.00	\$600.00
Exhibit Opening	\$1,000.00	\$491.86	(\$508.14)	\$500.00	10.41	\$500.00	\$500.00
Hoyt-Barnum House	\$3,050.00	\$4,990.86	\$1,940.86	\$2,500.00	\$ 249.59	\$2,000.00	\$2,000.00
Library		\$805.01	\$805.01	\$800.00		\$800.00	\$800.00
Program Expense	\$1,900.00	\$687.81	(\$1,212.19)	\$820.00	\$0.00	\$1,320.00	\$5,070.00
Total Collection & Exhibit Expenses	\$9,450.00	\$8,855.88	(\$594.12)	\$5,970.00	\$ 475.00	\$5,970.00	\$9,720.00
Event Expenses	\$250.00	\$0.00	(\$250.00)	\$0.00	\$0.00	\$0.00	\$0.00
Fundraising Expenses	\$7,400.00	\$30,520.82	\$23,120.82	\$13,370.00	\$ 1,000.00	\$15,620.00	\$16,370.00
General & Administrative Expenses							
Amortization Expense		\$151.59	\$151.59	\$150.00		\$150.00	\$150.00
Board Meeting	\$500.00		(\$500.00)				
Depreciation Expense		\$3,121.61	\$3,121.61	\$3,500.00		\$3,500.00	\$4,000.00
Insurance	\$20,001.00	\$15,086.15	(\$4,914.85)	\$13,144.00	\$ 4,892.65	\$13,144.00	\$17,500.00
Marketing Expense		\$168.00	\$168.00	\$0.00			
Office Expenses	\$5,250.00	\$4,833.59	(\$416.41)	\$4,550.00	\$ 1,255.86	\$5,050.00	\$5,300.00
Printing & Publishing		\$101.50	\$101.50	\$0.00	110.00	\$200.00	\$200.00
Processing Fees	\$900.00	\$563.15	(\$336.85)	\$400.00	\$ 59.87	\$400.00	\$400.00
Professional Services	\$1,500.00	\$2,050.00	\$550.00	\$2,550.00	\$ 50.00	\$2,550.00	\$2,550.00
Total General & Administrative Expenses	\$28,151.00	\$26,075.59	(\$2,075.41)	\$24,294.00	\$ 6,368.38	\$24,994.00	\$30,100.00
Occupancy Costs	\$31,550.00	\$29,365.91	(\$2,184.09)	\$28,900.00	\$ 4,890.21	\$37,240.00	\$33,190.00
Payroll Expenses	\$48,000.00	\$43,579.73	(\$4,420.27)	\$44,000.00	\$ 14,478.46	\$44,000.00	\$44,000.00
Total Expenses	\$124,801.00	\$138,397.93	\$13,596.93	\$116,534.00	\$ 27,212.05	\$127,824.00	\$133,380.00
Net Operating Income	(\$5,251.00)	(\$392.27)	\$4,858.73	(\$294.00)	\$ 18,665.03	(\$13,679.00)	(\$9,960.00)