



Ponce de Leon Inlet Lighthouse Preservation Association

President's Annual Report Fiscal Year 2019-2020

The Ponce De Leon Inlet Lighthouse Preservation Association works diligently to achieve its mission of preserving and disseminating the maritime and social history of the Ponce Inlet Light Station each fiscal year. The following report outlines the work completed during the fiscal period from October 1, 2019 through September 30, 2020.

While this document provides an outline of scheduled and non-scheduled work completed by the Preservation Association during FY 19-20, it should not be considered a complete overview of all work completed. Ordinary day-to-day activities associated with ongoing preventative maintenance and facility upkeep are included in the maintenance department report beginning on page 14.

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Brief History of the Light Station & Preservation Association

Construction of the Ponce de Leon (originally Mosquito) Inlet Light Station commenced with the purchase of ten acres of land from the Pacetti family on March 21, 1883 and concluded with the initial lighting of the tower's beacon on November 1, 1887. The completed light station included the 175-foot brick masonry tower, three keeper dwellings, a large oil storage house, three woodsheds with attached privies. A boat dock and buoy house located on the north bank of the inlet were linked to the station via a walkway. The designs of many of the station's structures were based on Light-House Board standard plans with modifications made for the specific site.

The Ponce de Leon Inlet Light Station was originally operated by civilian lighthouse keepers employed by the US Lighthouse Establishment/Service (USLHE/USLHS). Resident keepers lived and worked at the station (often with their families) for more than 50 years beginning with the initial lighting of the tower's beacon on November 1, 1887. In 1939, responsibility for the ongoing maintenance and operation of the nation's public piers, lighthouses, buoys, and other aids to navigation was officially transferred to the US Coast Guard (USCG) following the dissolution of the USLHS that same year. Many former USLHS keepers chose to transfer to the USCG at this time and the Ponce Inlet Lighthouse continued to operate as manned facility maintained by resident Coast Guardsmen until the beacon was automated in 1953.

No longer requiring onsite staff to maintain the beacon on a daily basis, the Coast Guard reclassified the Ponce De Leon Inlet Light Station as an unmanned facility in 1953, transferred the personnel stationed there to other billets, and turned responsibility for the beacon's operation over to the Aids to Navigation (ATON) team attached to the Coast Guard station in New Smyrna Beach. The lack of proper maintenance and the harsh coastal environment exacted a hefty toll on the historic light station. By the late 1960s, the once spotless facility had entered a state of advanced disrepair.

The Ponce Inlet Lighthouse continued to operate as an active aid to navigation under these conditions until 1970 when a new pole-mounted light erected on the south side of the inlet facilitated its decommissioning. Abandoned in 1970, the decommissioned light station was subjected to a wide range of destructive forces including wind and weather, vandalism, theft, and more. Damages incurred during this time included fires lit in the tower's counter-weight well, vagrants breaking into the keeper's dwellings, stolen artifacts, the burning down the oil storage building, and pieces of the rusted tower iron being thrown into the roofs of the buildings far below. In 1972, the site was listed as surplus property by the Department of the Interior and plans to demolish the historic structures were reportedly discussed.

Alarmed by the deteriorated condition of the light station and rumors of the facility's planned demolition, a group of concerned local residents petitioned the newly incorporated Town of Ponce Inlet to acquire the property from the US Government in an effort to save it. The Town agreed to this request with one stipulation; a non-profit must be formed to assume responsibility for the future costs and efforts associated with the light station's restoration, preservation, and future operation. The Ponce De Leon Inlet Lighthouse Preservation Association was incorporated in response to this agreement and the light station was officially transferred to the Town in 1972.

The Preservation Association has worked to preserve and disseminate the maritime and social history Ponce De Leon Inlet Light Station for more than 48 years. Now home to one of the most highly regarded lighthouse museum's in the country, the light station was officially designated a National Historic Landmark in 1998. In addition to its preservation efforts, the Association is also known as a leader in lighthouse education. The museum schedules complimentary workshops and family-oriented activities for the general public and offers guided tours and hands-on learning opportunities to public and private school groups free of charge. These educational offerings are extended to public and private schools located throughout Volusia County through the Association's extensive outreach endeavors.

COVID-19 Impact Summary

The Ponce de Leon Inlet Lighthouse and Museum was closed from March 18th through May 3rd to protect staff and adhere to Florida Governor Ron DeSantis' 30-day Safer At Home order. When presented with the decision to keep its employees or lay them off, the Association chose to keep them on the active payroll through May 2nd in an effort to retain trained, qualified personnel and protect them from financial hardship. Many of the Association's administrative, curatorial, programs, gift shop, and maintenance department staff continued to work; either remotely from home or at the lighthouse. Those who came in were required to sequester themselves in their offices during the day or work in separate locations to ensure strict COVID-19 protective measures were followed.

The amount of work accomplished by lighthouse staff during this 47-day period far exceeded what could have normally been completed if the museum were open. Although the closure significantly impacted the museum financially, the decision to keep the Association's employees on the active payroll was money well spent. Maintenance department activities completed during this time included the restoration of the covered porches on all three keeper dwellings, repainting of the tower's interior and exterior ironwork, refinishing of historic wood floors in two of the keeper's dwellings and historic Pacetti Hotel, grounds maintenance, gift shop rehabilitation, and more. Administrative tasks included the submission of a federal application to add the Pacetti Hotel to the National Register of Historic Places and the development of content for a new online virtual tour and distance learning program.

The Ponce De Leon Inlet Lighthouse reopened to the public on May 4, 2020 in compliance with Phase One of the Safe, Smart, Step-by-Step Plan for Florida's Recovery Order issued by Governor DeSantis on April 29, 2020. The Preservation Association implemented a comprehensive Coronavirus mitigation plan prior to reopening to keep all lighthouse staff and visitors safe. These intervention strategies included the implementation of mandatory onsite masks and social distancing policies, the installation of hand-sanitizing stations located throughout the museum, designated entrance and exit doors on all building accessible by the public, directional arrows to manage traffic flow through enclosed areas, and maximum capacity limits within the light station's exhibit spaces, tower, and gift shop. Safety measures were implemented throughout the museum's grounds in accordance with the recommendations of the CDC, Florida Department of Health, and other qualified agencies.

With approximately 90% of the museum's annual income generated directly through onsite admission and merchandise sales, the financial impact of COVID-19 on lighthouse operations was significant. The Preservation Association was originally projected to generate \$2,028,760 in total income during FY 2019-2020 and was well on its way to achieving this goal during the first five months of the fiscal year. However, the impact of COVID-19 on the ongoing operations at the lighthouse and museum beginning in mid-March and lasting through the remainder of the fiscal year was severe. Museum shutdowns in March and April coupled with the significant decrease in local tourism and onsite visitation in the months that followed resulted in substantial losses due to the poor performance of nearly all revenue generating categories. The Association compensated for this loss of anticipated revenue by employing cost-saving strategies whenever possible.

The following departmental reports address both the Association's accomplishments during Fiscal Year 2019-2020 and the overall impact of the Coronavirus pandemic on the operations of each department during the time in question.

Gift Shop Report for FY 2019-2020

Gift Shop Operations Summary

The gift shop generates and/or processes the majority of the Association's annual revenue including admission and merchandise sales, annual membership dues, and private donations. The gift shop is typically run by 9 to 11 employees, however, this number was reduced during the months of May through September due to the negative impact of COVID-19 on admission and merchandise sales. The current gift shop staff roster consists of one full-time manager, one full-time assistant-manager, and four part-time sales associates.

The gift shop manager oversees all facets of the department's ongoing operations including: market research, merchandise selection and purchasing, product merchandising, inventory control, customer service, loss prevention, online sales, shipping, recordkeeping, financial accounting, and staff supervision and training. The gift shop assistant manager supports the manager in the completion of these assigned duties.

The Ponce Inlet Lighthouse gift shop sales associates welcome guests, answer questions, and provide visitors with information related to the history and layout of the Ponce de Leon Inlet Light Station and Museum, new exhibits, and educational programs offered on that day. In addition to these important duties, sales associates also perform a variety of retail functions including the processing of merchandise sales, admissions, and donations; facilitating new and renewed memberships; organizing and stocking sales floor displays; and loss prevention.

Lighthouse and Museum Days/Hours of Operation

The Ponce de Leon Inlet Lighthouse and Museum is typically open to the public on a daily basis daily at 10:00 am with the exception of Thanksgiving and Christmas Day. The museum closes at 9:00 pm from May 25th through September 7th and at 6:00 pm the remainder of the year. Special hours of operation are offered on specific days during the year in accordance with local events and holidays that typically generate higher than normal visitation. The lighthouse and museum were closed to the public from March 17, 2020 until May 4, 2020, and changed its summer hours of operation to 10:00 am until 7:00 pm due to COVID-19.

Museum Admissions

Paid General Admissions (ADMADL, ADMKID): Adult and child admissions sold to the general public during the museum's normal hours of operations. Daily admission rates for the general public are \$6.95 for adults (age 12 and up) and \$1.95 for children (age 11 and under). Infants (age 0-3) are free.

Special Event Admissions (ADMSEA, ADMSES): Adult and child admissions sold for special events that require advance reservations and are not open to the general public.

Free General Admissions (FREADL, FREKID): Free general admission for adults and children. Recipients include school & civic groups, active military personnel and veterans on Memorial and Veterans Day, and others.

Member Admissions (FREAME, FRECME): Free adult and child admission for active members of the Ponce De Leon Inlet Lighthouse Preservation Association.

Ponce Inlet Resident Admissions (ADMPIC, ADMPIC): Free adult and child admission for all Ponce Inlet residents during normal hours of operations with proof of residency.

Annual Admissions Summary for Fiscal Year 2019-2020

The Ponce de Leon Inlet Lighthouse and Museum processed a total of 99,159 admissions during FY 19-20.

Figure 1a

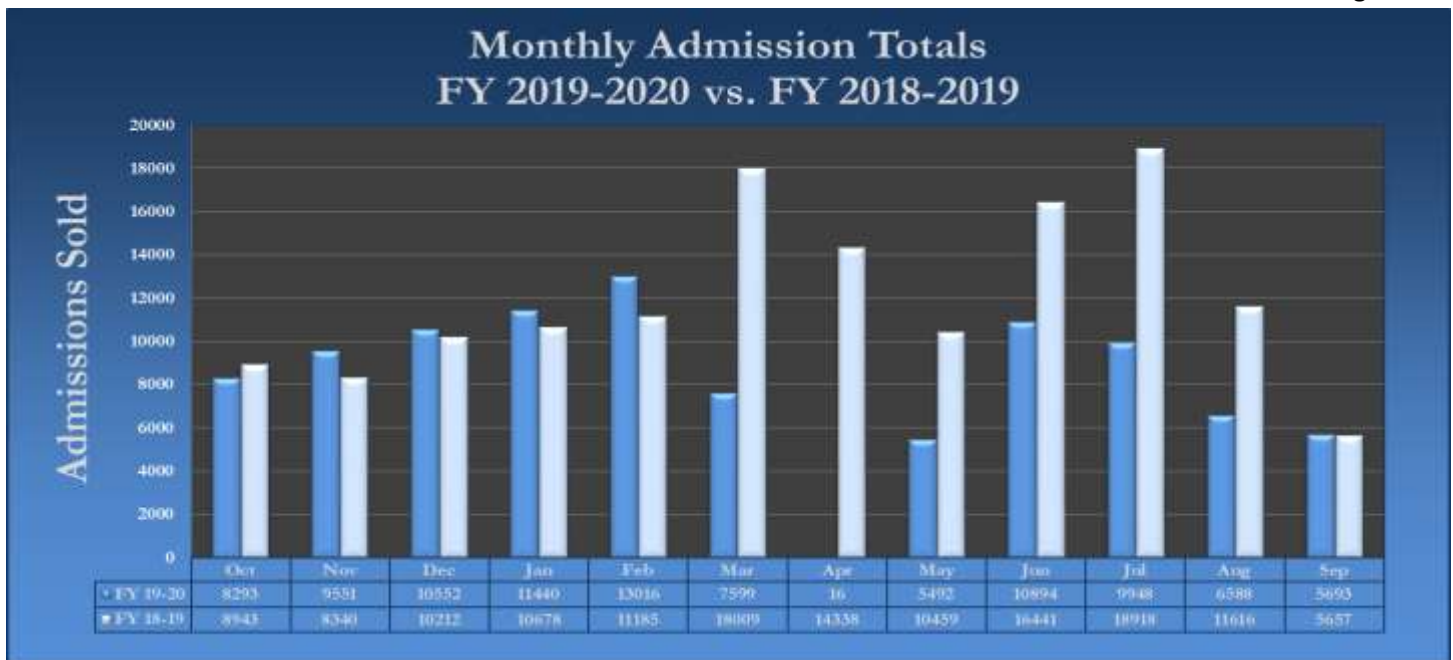
	Fiscal Year 2019-2020 Admissions by Month and Type										
	ADMADL	ADMKID	ADMSEA	ADMSES	FREADL	FREKID	ADMPA	ADMPIC	FREAME	FRECME	Total Admissions
October	7101	880	75	2	23	7	89	5	182	6	8370
November	7707	1093	15	0	308	77	106	9	225	11	9551
December	8762	1355	35	0	25	28	100	9	222	16	10552
January	9493	1140	48	1	76	282	121	3	264	12	11440
February	11260	1076	12	0	101	138	105	9	308	7	13016
March	6587	555	16	0	44	137	64	6	179	11	7599
April	14	6	-4	0	0	0	0	0	0	0	16
May	4429	859	7	0	31	14	46	4	92	10	5492
June	8673	1935	22	0	20	66	68	6	99	5	10894
July	7961	1796	12	0	18	24	50	15	64	8	9948
August	5393	1011	4	0	16	37	43	8	74	2	6588
September	4843	671	11	0	9	25	48	1	83	2	5693
	82223	12377	253	3	671	835	840	75	1792	90	99159

Annual Admissions: Fiscal Year 2019-2020 vs. Fiscal Year 2018-2019

The impact of the COVID-19 pandemic had a significant impact on lighthouse admissions during FY 19-20.

Annual admissions fell short of the 144,796 onsite visitors realized during FY 18-19 by 45,637 guests (or 32.5%).

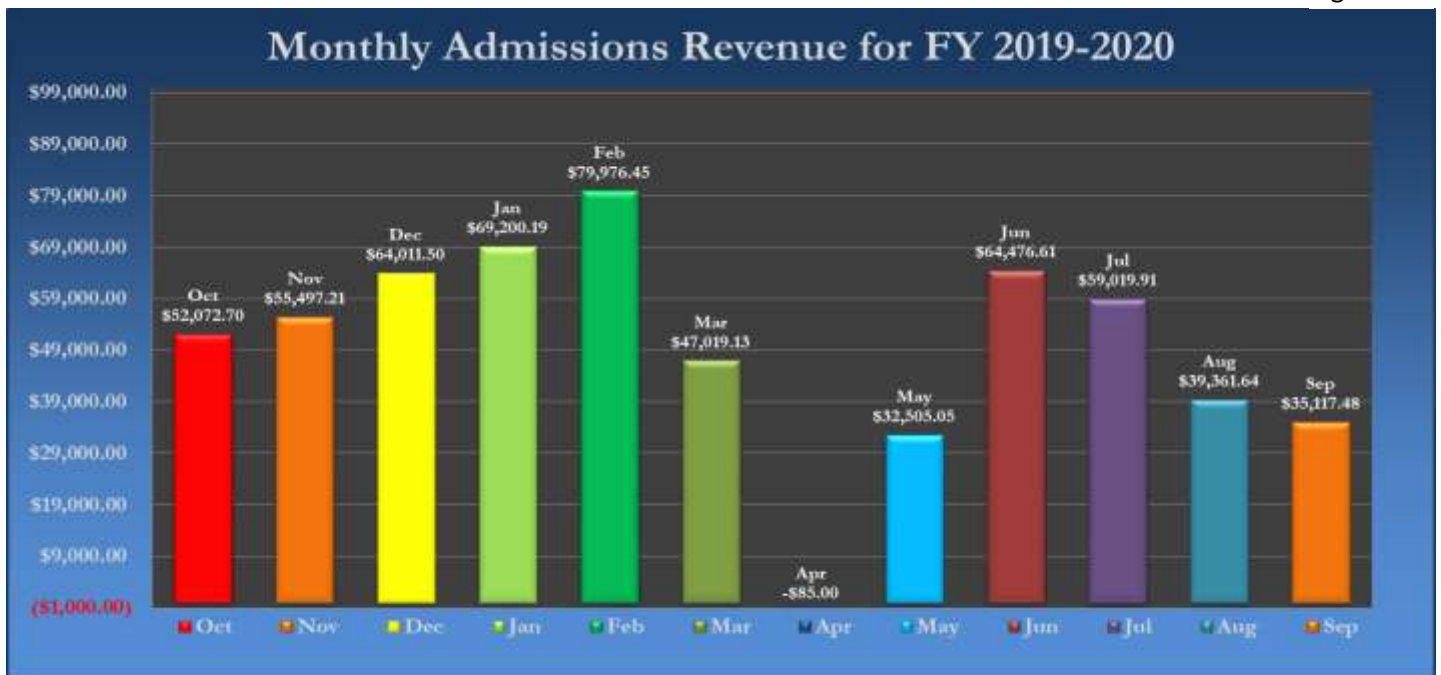
Figure 1b



Annual Admissions Revenue for Fiscal Year 2019-2020

The museum was projected to generate \$894,600 in admissions revenue during FY 19-20. Actual admission revenue fell short of this goal by \$296,427 (or 33.1%), equaling \$598,127. This deficit can be attributed to the negative impact of COVID-19 on lighthouse operations in the last seven months of FY 19-20 including the closure of the museum from March 17th through May 3rd, and reduced visitation from May 4th through September 30th.

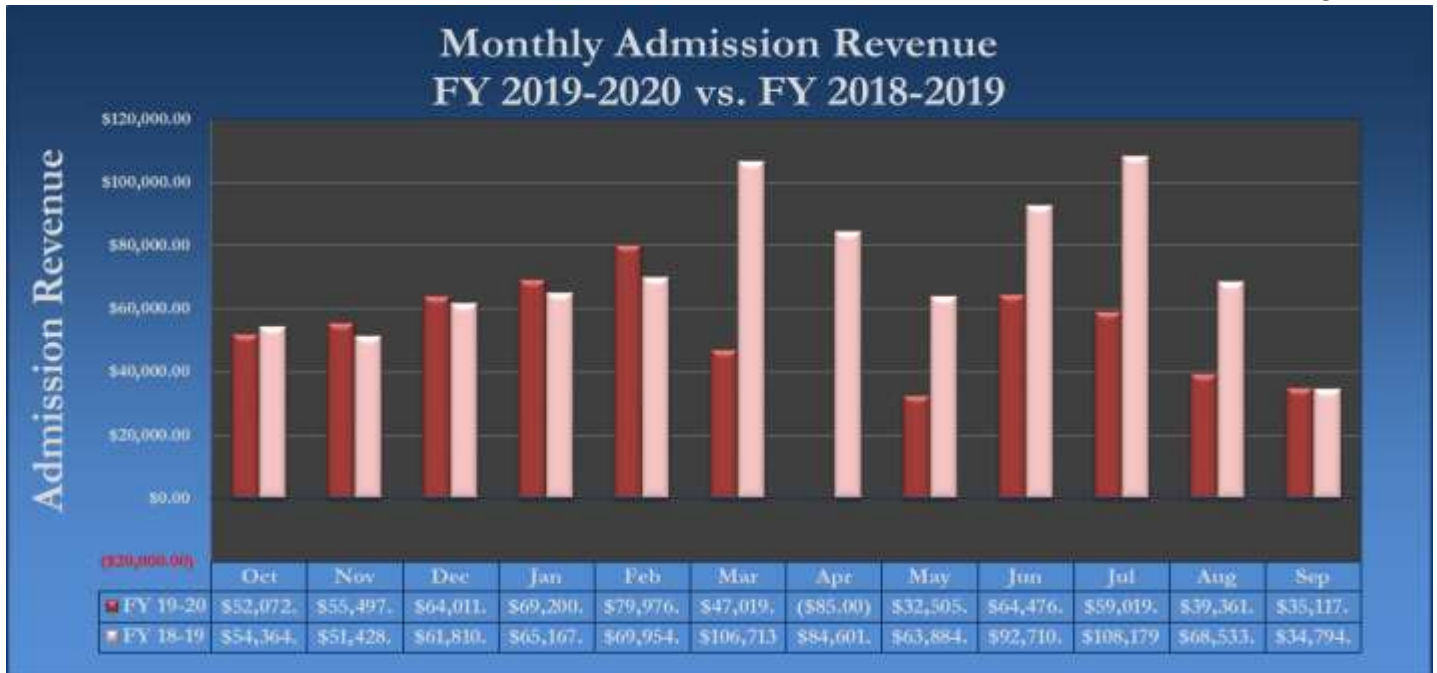
Figure 1c



Annual Admission Revenue: Fiscal Year 2019-2020 vs. Fiscal Year 2018-2019

The Association generated \$598,173 in annual admission sales during FY 19-20 compared to \$862,143 in FY 18-19. This figure represents a \$263,970 (or 30.6%) decrease in admission revenue in FY 19-20 vs FY 18-19.

Figure 1d



Gift Shop Merchandise Sales

The selection of merchandise offered by the Ponce de Leon Inlet Lighthouse gift shop includes a wide range of products for young and old alike. These products are sorted by type and department and support the museum's mission to preserve and disseminate the maritime and social history of the Ponce Inlet Light Station.

Annual Gift Shop Merchandise Sales for Fiscal Year 2019-2020

The gift shop was projected to earn \$1,019,800 in merchandise sales during FY 19-20. The gift shop realized only \$714,115 in actual sales during the year due to COVID-19. This amount was \$305,685 (or 30%) less than projected.

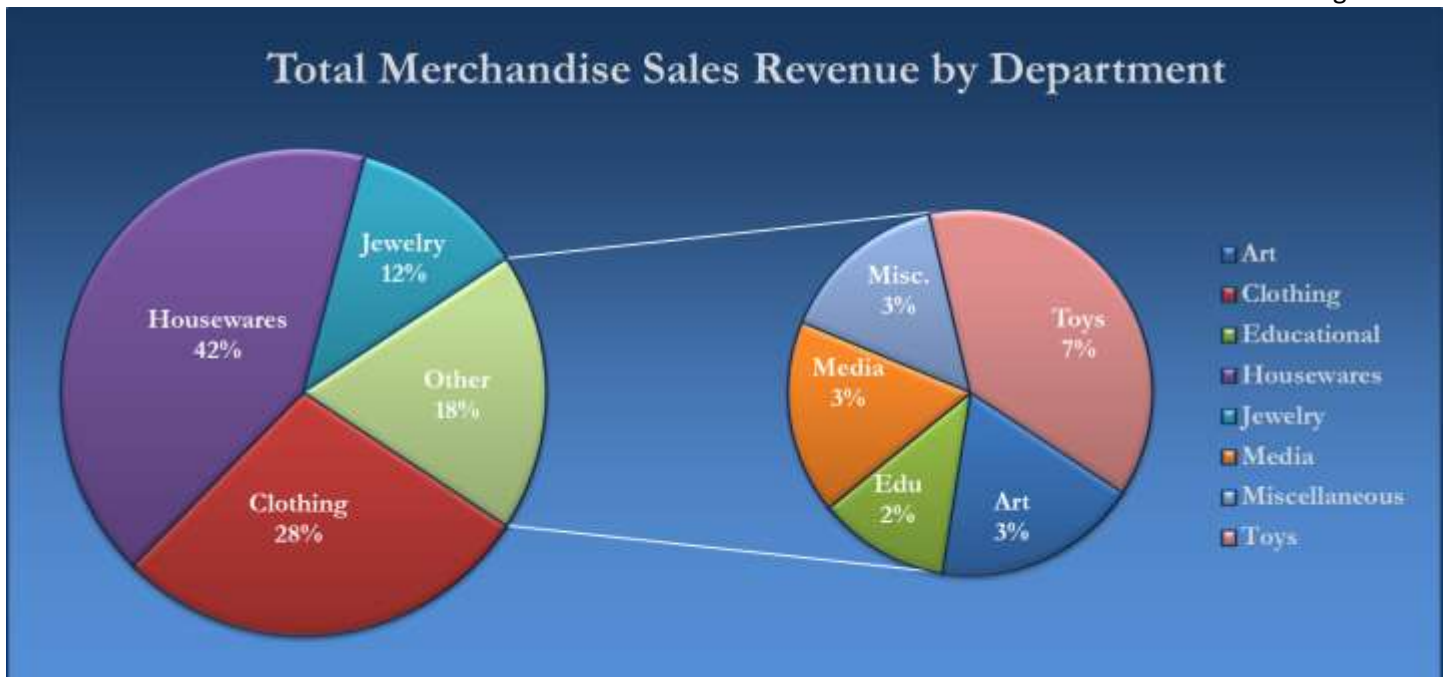
Figure 2a



Annual Gift Shop Merchandise Sales by Department:

Current gift shop merchandise categories include: art, clothing, educational, housewares, jewelry, media/books, toys, and other miscellaneous. 82% of all merchandise sales revenue generated during FY 19-20 was derived through the clothing, housewares, and jewelry departments with the remaining 19% split between media, educational, art, toys, and other/miscellaneous.

Figure 2b



Annual Merchandise Sales Revenue for Fiscal Year 2019-2020

The gift shop experienced robust merchandise sales during the months of October through February. Merchandise sales decreased sharply due to mandatory closures and reduced onsite visitation resulting from COVID-19 during the last seven months of the FY 19-20.

Figure 2c



Gift Shop Merchandise Sales: Fiscal Year 2019-2020 vs. Fiscal Year 2018-2019

The \$714,115 in merchandise sales generated during FY 19-20 fell short of the \$1,012,527 in merchandise sales generated during FY 18-19 by \$298,412 (or 29.5%).

Figure 2d



Annual Memberships:

Membership is one of the more popular methods of supporting the Ponce de Leon Inlet Lighthouse. Members enjoy many benefits including free admission, merchandise discounts, a subscription to the Association's quarterly journal *Illuminations*, invitations to member-only events, and more. Membership levels include Corporate, Principal, 1st Assistant Keeper, 2nd Assistant Keeper, Family, General, Senior, Student, Volunteer, Lifetime, and Gift. The gift shop processed a total of 1,131 memberships during FY 19-20 consisting of 1,289 individual members altogether.

Figure 3a

Membership Level	Total Memberships	Total Members
Corporate (\$500)	8	12
Principal Keeper (\$500)	17	26
First Assistant Keeper (\$200)	36	59
Second Assistant Keeper (\$100)	80	119
Family (\$40)	122	205
General (\$20)	160	160
Senior (\$10)	595	595
Student (\$10)	30	30
Volunteer (Free)	70	70
Lifetime (Variable)	10	10
Gift (Free-Promotional)	3	3

Annual Membership Income: Fiscal Year 2019-2020 vs. Fiscal Year 2018-2019

Annual Memberships were projected to generate an income of \$40,800 during FY 19-20 but exceeded this goal by \$1,370 (or 3.3%), equaling \$42,170 overall. This figure falls short of the \$42,950 in annual membership income realized during FY 18-19 by \$780 (or 1.9%).

Figure 3b

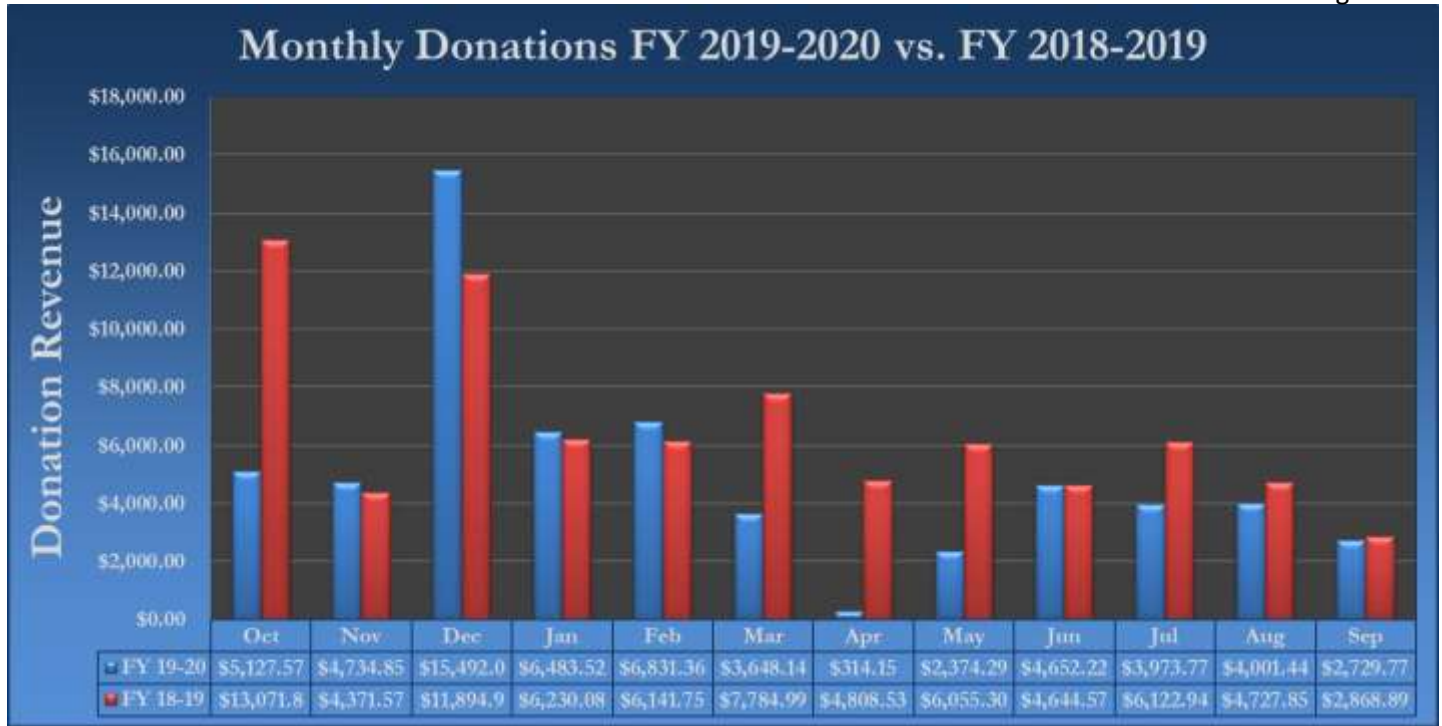


Program Support: Fiscal Year 2019-2010 vs. Fiscal Year 2018-2019

Program Support consists of all funds generated through private donations, memorial brick sales, and grants.

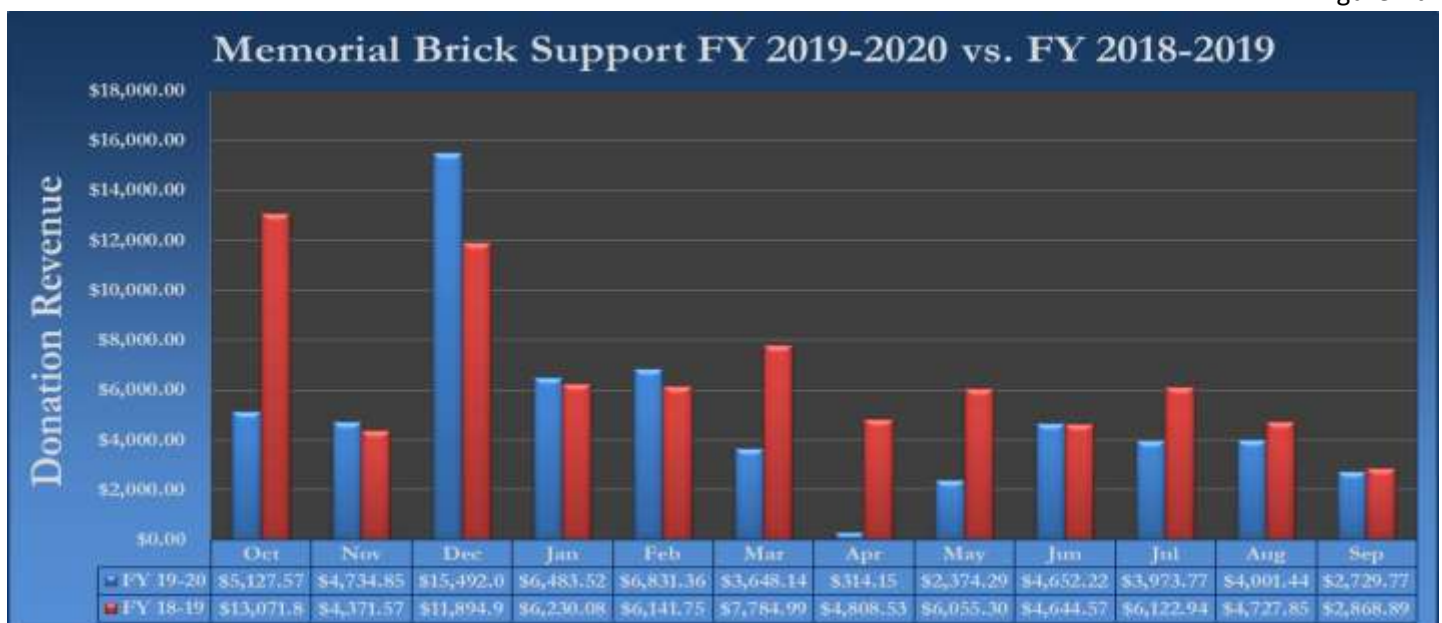
Donations: Donations include money, stocks, and other financial gifts from individuals, companies, and private organizations. The Association processed \$60,363 in donation support in FY 19-20, equaling \$18,460 (or 23.5%) less than the \$78,823 generated in this support category during FY 18-19.

Figure 4a



Memorial Brick Program: In addition to donations, the Preservation Association generates program support income through the sale of memorial bricks. The Association doubled its original annual projection of \$6,000 in for this income category by generating \$10,710 in brick sales during FY 19-20, falling short of the \$12,145.00 in memorial brick sales realized in FY 18-19 by \$1,435 (or 12%).

Figure 4b

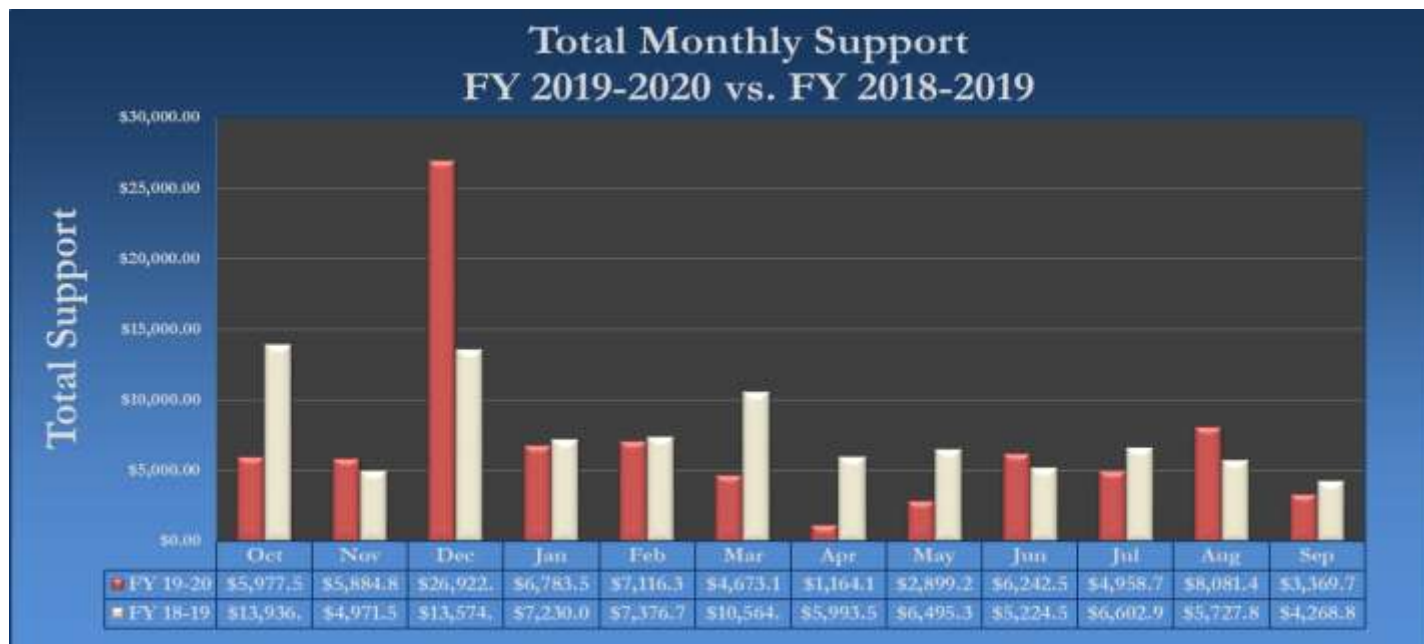


Grants: Grants provide a third source of support income for the Ponce de Leon Inlet Lighthouse Preservation Association. Grants funding is pursued when available and appropriate. The Association was awarded a \$10,000 grant in December 2019 from the Paul B Hunter and Constance D. Hunter Charitable Foundation in support of the preservation, restoration, rehabilitation, and development of the Historic Pacetti Hotel Museum in addition to a \$3,000 Volusia County Council Non-Profit COVID-19 related assistance grant in August 2020.

Total Monthly Support: FY 2019-2020 vs. FY 2018-2019

The total annual support of \$84,073 realized by the Association during Fiscal Year 2019-2020 fell \$7,895 (or 9.6%) short of the \$91,968 in support revenue generated in Fiscal Year 2018-2019.

Figure 4c



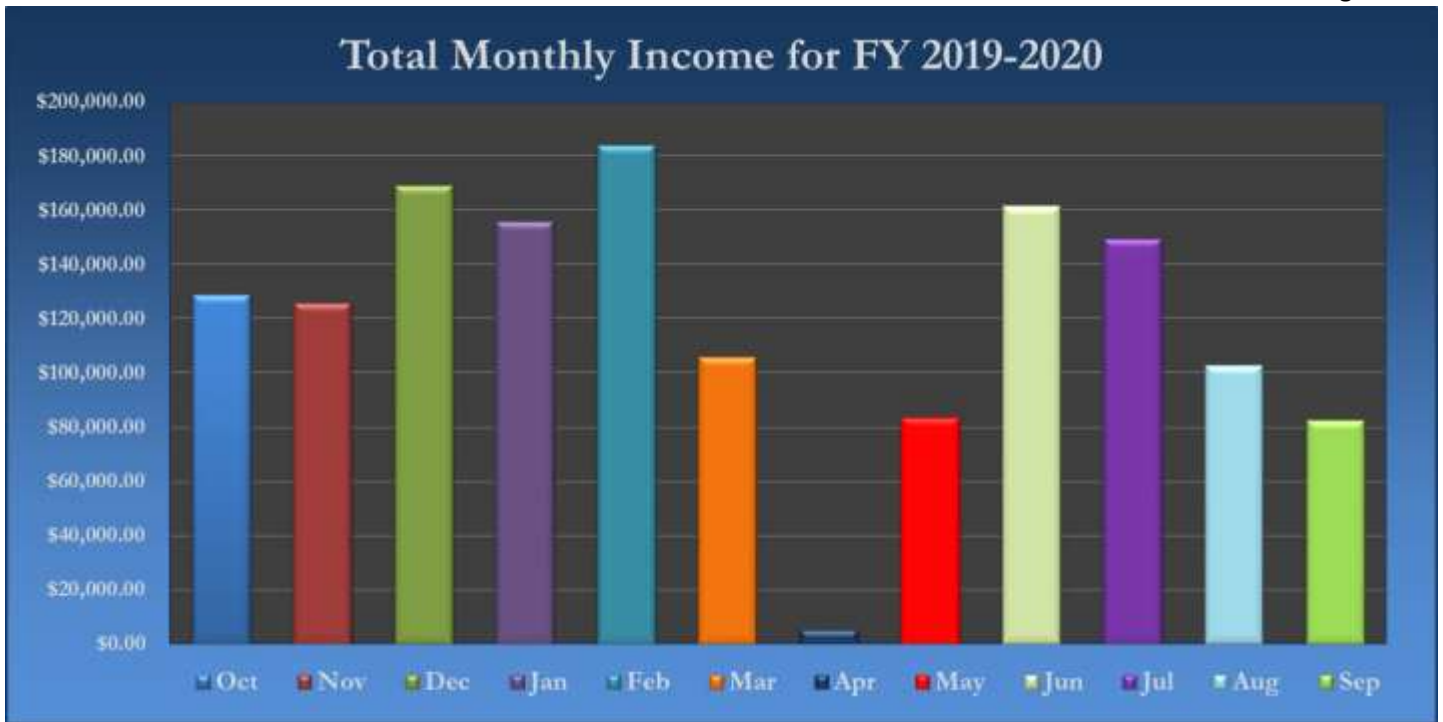
Additional Income During FY 2019-2020

In addition to the income and support listed above, the Preservation Association also collected \$15,812.98 in investment interest and \$330 in sales-tax collection allowance during Fiscal Year 2019-2020. Equaling \$16,142.98 overall, this additional income fell \$12,177.05 (or 43%) short of the \$28,320.03 realized in Fiscal Year 2018-2019.

Total Income for FY 2019-2020

Total annual income consists of all revenue and support generated by the Preservation Association during the year. The Preservation Association was projected to earn \$2,028,760 in total income during Fiscal Year 2019-2020 but realized only \$1,454,672.92 in total income earnings by year's end. This \$573,087.08 deficit can be attributed to the significant economic downturn and low onsite visitation experienced by the museum between the months of March and September, 2020 as a result of COVID-19. Figure 5a clearly illustrates the financial impact of the Coronavirus on overall lighthouse operations during the months of March through September compared to the first five months of the fiscal year that preceded the pandemic's arrival.

Figure 5a



Annual Income by Source for FY 2019-2020

As noted above, total annual income generated by the Preservation Association consists of all revenue generated by all income sources during the year. These sources include admission sales, merchandise sales, investment income, membership dues, sales tax collection allowance, grant funds, memorial brick sales, and private donations. The following graph identifies the total contribution amount of each revenue source towards the museum's total annual income of \$1,454,673.92 for Fiscal Year 2019-2020.

Figure 5b



Total Annual Income: FY 2019-2020 vs. FY 2018-2019

The total annual income of \$1,454,673.92 realized during Fiscal Year 2019-2020 fell short of the \$2,037,269.11 in total annual income generated during Fiscal Year 2018-2019 by \$582,595.19 (or 28.6%).

Figure 5c



Maintenance Department Report for FY 2019-2020

Maintenance Department Operations Summary

The Association's maintenance department performs a wide variety of functions related to the continued preservation, restoration, maintenance, and security of the Ponce de Leon Inlet Light Station's historic and non-historic structures and grounds. The maintenance department currently consists of 1 full-time restoration specialist who also serves as the department lead, 4 part-time maintenance workers, and 2 part-time visitor monitors.

All maintenance work at the Ponce Inlet Light Station, including restoration and preservation projects, is completed by trained staff under the supervision of the director of operations and executive director with technical guidance from the museum curator and assistant curator/registrar. All restoration and preservation work completed by the Association's trained maintenance staff is completed using historically accurate application techniques (i.e. three-coat plaster over wood lath), recycled building materials (i.e. reclaimed lumber and bricks), and reproduction hardware and fasteners (i.e. door knobs, hinges, cut nails, etc.) when available to protect the historic fabric and integrity of the light station's structures and grounds. Additionally, all cleaning products, coatings (paint, varnish, etc.) and materials used onsite are thoroughly researched by the curatorial department to prevent damage to the historic structures and artifacts. Although the Association endeavors to complete the majority of its maintenance projects in-house, licensed contractors are utilized when necessary in accordance with local, state, and federal guidelines and regulations.

Routine inspections at the Light Station are typically scheduled on a daily, weekly, monthly, quarterly, bi-annual, or annual basis. These inspections are usually completed prior to 10:00 am to minimize the impact of maintenance activities on the visiting public. Routine scheduled inspections, functional tests, and maintenance duties include:

Routine Scheduled Inspections and Tests

Daily Inspections and Tests

1. Daily lantern room third order Fresnel lens inspection (2x daily)
2. Daily tower inspection (including the staircase, exterior railings and decks, and interior spaces)
3. Daily inspection of all historic structures (interior and exterior)
4. Daily inspection of fire suppression sprinkler heads
5. Daily inspection of all historic Fresnel lenses, optics, lanterns, and minor aids to navigation
6. Daily exhibit and artifact security and inventory checks
7. Daily security system inspections
8. Daily grounds and perimeter fence inspections

Weekly Inspections and Tests

1. Weekly facility inspection
2. Weekly tower inspection with full tower cleaning
3. Weekly lawn irrigation system inspection and operational test
4. Weekly security system inspection and tests

Monthly Inspections and Tests

1. Monthly AED inspection and automatic test

2. Monthly inventory inspection of all first aid kits
3. Monthly fire suppression system inspections (contracted service)
4. Monthly fire extinguisher inspections
5. Monthly emergency lighting inspections and tests
6. Monthly air conditioning system inspections and preventative maintenance (contracted service)
7. Monthly elevator and incline lift inspections and operational tests

Quarterly Inspections and Tests

1. Quarterly fire suppression system inspections and blow down tests (contracted service)
2. Quarterly incline lift and elevator inspections and operational tests
3. Quarterly air conditioning and heating system inspections (contracted service)
4. Quarterly lantern room third order lens inspection and operational test
5. Quarterly pest control inspection and treatment (contracted service)
6. Quarterly security system inspection and testing (contracted service)

Annual Inspections and Tests

1. Annual pest control inspection and service (contracted service)
2. Annual air conditioning & heating annual inspection (contracted service)
3. Annual fire extinguisher annual inspections (contracted service)
4. Annual back-flow and FDC valve inspections and testing (contracted service)
5. Annual security system inspection and testing (contracted service)
6. Annual elevator inspections (contracted service)
7. Annual fire department inspections (contracted service)
8. Fire suppression system inspection and testing (contracted service)

Routine General Maintenance

Daily Routine Maintenance Duties

1. Daily general custodial duties (sweeping, vacuuming, restroom cleaning, trash disposal, etc.)
2. Daily cleaning of interiors of historic structures (sweeping, polishing cases, dusting, etc.)
3. Daily grounds clean-up (blowing off parking lots, sweeping porches, picking up yard debris, etc.)
4. Daily walking trail inspection and clean up (removing fallen limbs and other debris from trails)
5. Daily tower spot clean-up (sweeping up trash, excessive dirt, etc.)
6. Daily cleaning of tower flood light lenses
7. Daily testing of all interactive exhibit displays and kiosks

Weekly Routine Maintenance Duties

1. Weekly lawn maintenance (mowing, edging, blowing off sidewalks, etc.)
2. Weekly repairs to lawn irrigation system (head replacement, ruptured lines, etc.)
3. Weeding of flowerbeds, medians, and buffer zones along grounds perimeter
4. Weekly cleaning of all historic building exteriors
5. Weekly tower and 3rd order lens cleaning
6. Weekly cleaning of all exhibit cases and historic spaces

Monthly Routine Maintenance Duties

1. Monthly cleaning of all historic Fresnel lenses, optics, lamps, and minor aids to navigation located in the Ayres Davies Lens Exhibit Building and Principal Keeper's Dwelling

2. Replacement of air conditioning system filters in all climate controlled buildings
3. Monthly lawn and shrub treatment (contracted service)
4. Monthly air conditioning system preventative maintenance (contracted service)
5. Monthly preventative maintenance on lawn mowers and other motorized equipment
6. Monthly preventative maintenance on incline lift

Specific Maintenance Work Completed: Fiscal Year 2019-2020

Bldg. 1 - Gift Shop

1. Cleaned, repaired, and repainted front porch
2. Cleaned, repaired, and repainted second story back porch and staircase
3. Cleaned, repaired, and repainted south porch
4. Repaired faulty lighting in main sales floor display cases
5. Repaired exterior flood lights
6. Repainted and painted main entrance handicap ramp
7. Cleaned main entrance sign and repaired channel marker lights located on sign posts
8. Repaired and repainted back porch deck, railings, and posts
9. Repaired and repainted second story back porch stairs, deck, railings, and posts
10. Replaced overhead lights on main sales floor with LED fixtures
11. Repaired faulty toilets in public restroom
12. Repaired faulty air conditioning system
13. Repaired/replaced faulty ceiling fans in gift shop office
14. Cleared clogged sewer pipes

Bldg. 2 - Wood Shed Theater/Privy

1. Cleaned and repainted main entrance door and frame
2. Repaired woodshed privy exhibit observation door
3. Repaired rainwater downspouts and gutters
4. Restored building soffit and fascia

Bldg. 3 – Cuban Raft Enclosure

1. Repaired anchor chain enclosure and straightened pilings
2. Cleaned and painted Cuban raft enclosure and perimeter picket fence
3. Weeded and replaced bark ground cover as needed

Bldg. 4 - 2nd Assistant Keeper's Dwelling

1. Repaired front porch steps and railing system
2. Refinished exhibit display cases in kitchen and large bedroom
3. Repaired and repainted handicap ramp deck and railing system
4. Restored front and back porch posts, decks, and railings
5. Refinished interior floors and door thresholds
6. Cleaned and repainted exterior doors and windows
7. Scraped, primed and painted attic vents
8. Replaced deteriorated glazing in historic windows as needed

9. Cleaned and repainted interior wood trim and fireplace mantels
10. Repaired faulty air conditioning system
11. Stabilized and recoated interior plaster around parlor fireplace
12. Repaired, replaced, and repainted all lattice work

Bldg. 5 - Principal Keeper's Dwelling

1. Cleaned and repainted exterior doors and windows
2. Refinished interior floors and door thresholds
3. Installed pop-down fire suppression heads in living room
4. Cleaned, treated, and repainted interior plaster walls as needed
5. Repaired handicap ramp deck and railing system
6. Repaired faulty air conditioning system
7. Repaired east breezeway door and glass partition.
8. Restored front and side porch deck.
9. Repaired, cleaned, and repainted front and side porch decks, railings, posts, and beams.
10. Restored exterior siding on keeper's office
11. Repaired, replaced, and repainted all lattice work
12. Completed restoration of the restoration room exhibit space (principal keeper's living room)
13. Repaired and replaced deteriorated cellar doors

Bldg. 6 – Lighthouse/Tower

1. Replaced Plexiglas shields in lantern room
2. Conducted quarterly mechanical maintenance and weekly cleaning of third order lens
3. Repaired and replaced Carlisle and Finch lamp changer
4. Repaired faulty interior lighting fixtures
5. Restored main entrance tower doors
6. Cleaned, treated, and repainted interior masonry walls as needed
7. Refinished historic cabinets in Service Room and Watch Room
8. Repaired/replaced stainless steel cable and fittings in gallery deck safety enclosure as needed
9. Cleaned, primed, and painted all interior tower ironwork including staircase, landings, window grates, and railing system.
10. Repaired and repainted gallery deck cast iron drum plates, deck, and railing
11. Installed clear plastic safety partitions on all landings as part of COVID-19 mitigation plan
12. Installed temporary door in Service Room to prevent public access as part of COVID-19 mitigation plan
13. Cleaned brick apron around perimeter of tower
14. Assisted Federal Masonry, LLC with the restoration and preservation of watch room masonry walls

Bldg. 7 - Pump House

1. Replaced faulty irrigation pumps as needed
2. Cleaned and repainted exterior siding as needed

Bldg. 8 - 1st Assistant Keeper's Dwelling

1. Restored front and back porch decks

2. Cleaned and repainted front and back porch decks, railings, and posts
3. Cleaned and repainted front porch steps
4. Cleaned and repainted exterior doors and windows as needed
5. Replaced deteriorated glazing in historic windows
6. Cleaned, scraped, and painted attic vents
7. Repaired picket fence enclosing laundry area on south side of building
8. Repaired and repainted accessibility ramp
9. Repaired, replaced, and repainted all lattice work

Bldg. 9 – Privy, Tool Shed, and Radio Room Exhibit

1. Cleaned and repainted interior wood trim, doors, and window frames as needed
2. Cleaned and repainted exterior windows
3. Replaced deteriorated glazing in historic windows as needed
4. Cleaned and treated sections of interior mortar walls effected by salt migration
5. Repainted breezeway floor

Bldg. 10 – Ayres Davies Lens Exhibit Building

1. Assisted curator with installation and positioning of artifact display cases
2. Cleaned and repainted exterior wall sconces
3. Adjusted main entrance doors for proper operation as needed
4. Repaired corroded fittings on lens enclosure railing system

Bldg. 12 - Oil Storage House

1. Repaired minor aids to navigation lamp changers as needed
2. Cleaned and repainted observation gate

Education Building

1. Repaired deteriorated lap siding

Restroom/ Vending Building

1. Replaced faulty emergency lights
2. Replaced broken mirror family restroom
3. Repaired faulty Sloan valves in bathroom urinals and toilets
4. Repaired and repainted front porch railings and posts
5. Cleaned and repainted restroom doors
6. Cleaned and repainted porch ceiling
7. Leveled brick pavers in walkway leading to restroom building

Administration Building

1. Assisted curatorial department with relocation of artifacts
2. Cleaned and repainted dormer siding, soffit, and fascia
3. Replaced old overhead fluorescent lights on first and second floors with energy efficient LED fixtures
4. Pressure washed exterior 2nd floor porch deck and stairway

5. Coordinated repair of faulty climate control systems as needed
6. Replaced faulty emergency lights as needed
7. Installed new lawn irrigation system control module

Historic/Non-Historic Grounds

1. Pressure washed perimeter picket fence and repaired sections as needed
2. Cut back encroaching vegetation from nature trails
3. Repaired perimeter chain link fence
4. Leveled/repared historic brick walkways as needed
5. Repaired lawn irrigation system as needed
6. Coordinated monthly lawn and shrub treatment (work completed by Middleton Lawn)
7. Weeded parking lot medians and perimeter vegetation as needed
8. Coordinated repairs to FDV connection on Peninsula Drive (work completed by Wiginton Fire and Safety)
9. Coordinated installation of new internet service cable from street to buildings

Museum Exhibits & Educational Programs

1. Assisted programs manager with onsite events as needed.
2. Constructed exhibit display panel frames and installed as directed

Pacetti Hotel Property

1. Coordinated reroofing of garage and two historic sheds (work completed by Walker Roofing)
1. Restored exterior siding of two historic sheds
2. Coordinated stabilization of water tower roof
3. Refinished interior wood floors in second story bedrooms and bathrooms
4. Coordinated identification of dead trees and invasive species throughout Pacetti property
5. Stabilized property shoreline
6. Cleared property of dead limbs and other plant debris lying on ground throughout Pacetti property
7. Replaced/repared lattice work
8. Coordinated completion of oil tank removal and mitigation of contaminated soil
9. Marked dead and living trees in accordance with arborist report for removal/preservation

Curatorial Department Report for FY 2019-2020

Curator/Registrar Summary

The curator, in conjunction with the assistant curator/registrar, is responsible for every aspect of the Ponce de Leon Inlet Lighthouse Preservation Association's collections, including planning, record keeping, acquisitions, de-accessions, handling, storage, security, inventory, preservation, and treatment of objects. A full-scale inventory of the collection is carried out in December-January every other year. An inventory of all items valued at \$1,000 and up is conducted annually. Each quarter an inventory of 1% of the collection chosen at random is inventoried. Objects on display are inventoried during the curator's or registrar's weekly inspection of all buildings and exhibits. The curator researches all objects as well as the history of the light station and the Pacetti Hotel in order to plan and design exhibits as well as help plan restoration work. The curator and registrar research and write articles and lead articles for the museum's quarterly newsletter as needed. The official facility report, disaster plan, and collections management plan, and code of ethics are major institutional documents written and revised by the curator. The curator maintains and updates the Preservation Association's extensive Procedures Manual. The curator or curator/registrar is responsible, in collaboration with the executive director, the director of operations, and the maintenance department for the preservation and stabilization of the historic buildings at the light station. The curator researches and plans scheduled repairs of these buildings in conjunction with administrative staff. Annual reports to the Coast Guard and reports as requested by the Department of the Interior are also prepared by the curator. The curator or registrar documents all preservation/stabilization work, tests or arranges tests for hazardous materials such as lead based paint, and helps ensure that all staff adhere to established safety measures as well as Department of the Interior restoration procedures in the performance of their assigned duties.

Other curatorial responsibilities include: planning, leading, and recording archaeological investigations at the light station; recording oral histories; overseeing the transcription of original historic documents; oversight of museum registration; maintaining the supplies needed for restoration, preservation, and storage; organization and maintenance of the museum's digital archives; training volunteers who work in the curatorial department; and providing information and assistance to the programs manager and docents as needed.

Museum registration duties include receiving new items into the collection, preparing related deeds of gift, photographing these items, recording them in the PastPerfect Museum Software, assessing their condition, conducting research into all aspects of these items, and preparation of items for storage or display. The collections are monitored to insure effective cleaning, pest control, and climate control to prevent mold, mildew, and corrosion. Registration also includes the management of the Preservation Association's libraries and archives, incoming and outgoing artifact loans, monitoring legal aspects of collecting, and regular assessment of the collection to determine items that should be considered for either addition to or deaccession from the collection. The registrar or curator/registrar maintains the museum software and data base including regular data backups.

Acquisitions during FY 2019-2020

Approximately 37 object acquisitions were recorded during the year as well as 220 photographic records, 31 documents in archives, and 19 library items.

Material Objects:

There are currently 4,013 material objects listed in the museum's catalog. Thirty-seven objects were added to the museum's collection during FY 19-20 including these significant items:

1. 2019-69-1: pair of USLHS binoculars
2. 2020-1-5: USLHS padlock
3. 2020-1 and 2020-2: various USLHS, USLHE, and Coast Guard buttons and insignia
4. 2020-12-1: bolts from lantern room cupula
5. 2020-17-1: backup lamp changer for tower
6. 2020-19-1 & 2: original hinges from principal keeper's dwelling
7. 2020-22-1: 1905 upright piano for Pacetti Hotel

2019-69-1
USLHS Binoculars



2020-22-1: Upright Piano

Photographs:

There are currently 4,972 photographs listed in the museum's catalog. A total of 220 images were added to the museum's photograph collection in FY 19-20 including:

1. 2019-67: various photos of early lighthouses, light ships, and lighthouse vehicles
2. 2020-3: two large photo albums originally belonging to Ann Caneer including many photographs of the Pacetti Hotel and the Nipperts
3. 2020-11-1: photo of Mike Bennett and Ed Gunn overseeing repairs at the top of the lighthouse in 2014
4. 2020-16-2: digital collection of photographs featuring USLHS equipment, lightships, lighthouses, and more.



2020-67-6: Photo of USLHS Truck

Archival Objects:

There are currently 1,145 archival objects in the museum's catalog. 31 archival items were added to the collection in FY 19-20 including:

- 1 2019-36-13: Light-House Board reports
- 2 2019-49-3: documents relating to Antonio Ponce, Bartola Pacetti, and the land upon which the Pacetti Hotel is built
- 3 2020-49-4: documents relating to early Ponce Park history and families
- 4 2019-62: various deeds, permits, and surveys relating to the Pacetti Hotel
- 5 2019-63: and 2019-66 various postcards of the PILH and other topics
- 6 2019-64-1: Pacetti Hotel National Register application documents
- 7 2019-65-1: PILH National Register application documents from 1972
- 8 2020-1: various documents relating to the USVLSC
- 9 2020-18-1: *We Shall Return*, 1963 movie featuring scenes shot inside PILH
- 10 2020-20-1: 1852 Light-House Board report

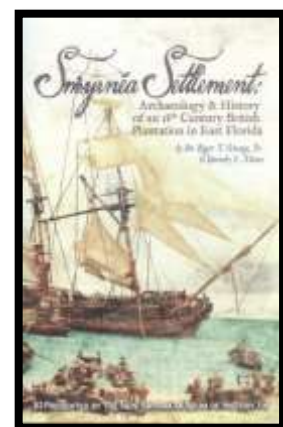


2020-20-1:
1852 Light-House Board Report

Library Objects:

There are currently 1,294 items in museum's library. 19 books were added to the library in FY 19-20 including:

1. 2019-67-7, 2019-71, & 2020-1-1: reference books about the badges and insignia of various American institutions such as the Coast Guard
2. 2019-70-1: *The Dozent Handbook 2 Revised Edition*
3. 2020-5: books about the history of Daytona Beach and Ormond Beach
4. 2020-6-1: *Out of the Blue*, by Robert Wilder (fictional stories from a reporter, based on the events from the author's life in Daytona/Ponce Park)
5. 2020-9-1: Local archeology and history book presented by the New Smyrna Museum of History
6. 2020-16-1: 1884 instructions for lighthouse keepers on what to do with beached whales and porpoises



2020-9-1: New Smyrna Beach
Archeology Book

De-Accessioned Objects:

The library and the object collections were carefully examined during a continuing process to discover items not pertinent to our mission or in such poor condition that they needed to be removed from the collections. Whenever possible, deaccessioned items are returned to their donors or relocated to other museums. The remnants of an old safety pin (#: 2007-0030-004) was discarded and deaccessioned from the museum's collection during FY 19-20.

Accessions Summary for FY 2019-2020

Museum records indicate that a total of 11,424 accessioned items were held by the Preservation Association at the close of FY 19-20. Accessioned items are generally categorized as three-dimensional objects (consisting primarily of artifacts), photographs, archival materials (documents, maps, brochures, etc.), or reference library resources (books, tapes, CDs, videos, or DVDs).

Newly acquired artifacts are identified, photographed, and accessioned into the PastPerfect database as they became available. Most of the accessioned items have one or more images attached to their records. The following table identifies the current inventory of all accessioned items according to type:

Type	Quantity
Three Dimensional Objects	4,013
Photographs & Transparencies	4,972
Archival Materials	1,145
Reference Library Resources	1,294
Total Collections	11,424

All deeds of gift, invoices, and various other documents are linked to their applicable PastPerfect records. These documents are then accessible via the PastPerfect database. Hard copies of documents are also kept in a fire proof cabinet in the registrar's office.

A daily differential backup and a monthly full backup of the data, images and multimedia files related to the museum's three-dimensional artifacts, photographs and transparencies, archival materials, and other digital holdings are automatically run on the server. A full backup of this information is run monthly and stored on both the museum server and an external backup drive. The museum's registrar or curator/registrar performs a weekly database backup that is stored on both the museum server and on DVD which is kept off-site.

The museum endeavors to refine and update its PastPerfect archival database on a continuous basis. The registrar is responsible for maintaining and updating this vital record-keeping program throughout the year. Important components of the accession process such as invoices and payment records are filed both digitally and as hard copies. Deeds of Gift are completed for donated items, incoming loans are reviewed, and, when pertinent, objects no longer appropriate for the collection are returned to their respective owners.

Lighthouses of the World

Research and gathering data and images for the *Lighthouses of the World* touch screen kiosk exhibit project, begun in July 2005, was completed during the second quarter of FY 10-11. Due to the ever-changing nature of the world's lighthouses (including operational status, day mark, and beacon characteristic) this program will never be officially complete. With the exception of occasional updates, the program as originally envisioned is completed.

Each lighthouse record includes the name of the light station, its location, beacon type, design, construction, and history. A photograph of the light station is included with each record when available. In the absence of an image a map locating its position is used.

7,852 lighthouses were entered into the touch screen computer program and are available for viewing at two computer stations in the museum.

Title, Author, and Subject Data for Library Collections

This information is recorded in the Library Catalog of PastPerfect.

Photography

Photo sessions are conducted by the registrar or the director of operations to photograph Gift Shop merchandise to be sold online. Photographs are taken of each of the new and updated exhibits, and the images are placed in digital

archives. Additional photographs are taken of on- and off-site educational and community events, ongoing restoration and preservation work, and other projects and activities of note. All items entering the collection are photographed or scanned.

Conservation of Objects

All objects taken into the collection undergo basic evaluation, cleaning, and stabilization. Objects treated more extensively in FY 19-20 include:

- 1 Diving helmet (#: 2003-09-042)
- 2 Argentine 3rd order lens panels (5) (#:2019-53-1)
- 3 Original PILH door hinges from north door of Building 5 (#: 2020-19-1, -2)
- 4 Bottles, ceramic, metal, and wood items from the Pacetti Hotel
- 5 World War I Lighthouse Service field glasses (#: 2019-69-1)

Preservation/Stabilization/Rehabilitation of Historic Buildings

The Ponce de Leon Inlet Lighthouse Preservation Association completes the vast majority of all building preservation and restoration with its own maintenance staff. All maintenance employees receive individualized and specialized training as needed and as part of the Association's ongoing training program. Outside consultants and specialists are utilized as needed. Treatment plans for major work on historic structures are written by the curator in committee with the executive director, director of operations, and the maintenance department.

Historic Preservation and Restoration Work Completed During FY 2019-2020

The curatorial department assisted maintenance department personnel in the completion of numerous preservation/restoration/rehabilitation projects including:

1. Updated all general treatment plans and building histories
2. Documentation of ongoing work at Pacetti Hotel
3. Restoration of living room, Building 5
4. Tower lighting replacement
5. Assessment of tower doors and hardware
6. Completion of tower interior and exterior ironwork painting, lantern room and watch room mortar repairs, and gallery deck drum plate repair and painting.
7. Cellar door hatchway of Building 5 replacement
8. Handicap ramp repair for Building 5
9. Repair and stabilization of south porch and steps of Building 5
10. Porches of Buildings 4 and 8 stripped and repainted
11. Leaking fire suppression line in the pantry of Building 8 repaired and wall damage repaired
12. Roof replacement on Pacetti Hotel property garage, fishing shed, and the storage shed.
13. Stabilization of roof of water tower building at Pacetti Hotel
14. Arborist assessment of the Pacetti Hotel property
15. Pacetti Hotel property shoreline stabilization
16. Replacement of lattice at Pacetti Hotel
17. Interior floors refinished at Pacetti Hotel

Completed Exhibits

Preservation Association staff develop all exhibits and displays in-house. Exhibit related work completed by museum staff during the past fiscal year includes:

1. New exhibit design for principal keeper living room completed and installed.
2. New design and text panel signage completed for Principal Keeper north bedroom.
3. Upgrade of World War I exhibit with vintage USLHS field glasses
4. Plan and text panels for upgrade to Lens Exhibit Building, Alexander Mitchell
5. New exhibit installed for small display case in living room of Building 4
6. Cleaned and varnished exhibit cases in Building 4 and Building 9.

Outreach Exhibits:

1. *Filibustering to Cuba* continues to be available
2. Educational virtual tour of the Light Station available to the public on our website
3. Planning for additional virtual lessons in language arts and science
4. Working with schools to provide custom virtual tours and ideas

Newsletter Articles, Publications, and Presentations:

The curator and registrar researched and submitted the following items for publication:

Quarterly Newsletter Illuminations:

1. Featured Article: "Lost in History"
2. Featured Article: "The Historic Pacetti Hotel"
3. Featured Article: "Trouble at Mosquito Inlet"

Presentations:

1. Conducted presentation about local history at the New Smyrna Museum of History
2. Conducted presentation about local native history at the Port Orange Public Library
3. Assisted director of operations and lead docent with two virtual presentations

Historical Research:

The curatorial department completed research on the following topics during FY 19-20:

1. Pacetti family history
2. Pacetti Hotel history
3. Pacetti Hotel architecture
4. Continuing research on all objects in the collection
5. Early Ponce Park history
6. Local archeological research

Security/Visitor Monitor Support:

The curator/registrar conducts routine exhibit inspections to ensure the ongoing security of the museum's artifacts and exhibits in addition to training maintenance staff on inventory control and exhibit security procedures. This work included:

1. Weekly security check of all exhibits and historic buildings
2. Quarterly spot checks and annual inventory of museum collection items valued at \$1,000 and greater.
3. Annual inventory of Education Department collection
4. Trained new security guards and maintenance personnel on the cleaning procedures for the exhibit Plexiglas and viewing windows, artifacts, and COVID cleaning and safety procedures.

Special Projects:

In addition to the duties and responsibilities outlined above, the curatorial department independently completed and/or assisted other departments with the completion of several special projects during FY 19-20 including:

Online Virtual Tour Development: The assistant curator/registrar worked closely with the director of operations, programs manager, and lead docent to develop the museum's new online virtual tour of the Ponce Inlet Lighthouse. Contributions made by the curatorial department included editing tour text; photography, videography, and coordinating updates to the museum website.

Annual Coast Guard Report: The curatorial department completed and submitted the annual Coast Guard Report.

National Register of Historic Places Application: The curatorial department researched, developed, and submitted an application to the Florida Department of Historic Resources to include the Pacetti Hotel on the National Register of Historic Places.

Procedures Manual: The curatorial department reviewed and updated the Association's procedures manual to ensure that unique and routine tasks are completed in a standardized and appropriate manner throughout the organization.

Photography: As part of our virtual tour project, 360-degree photographs were taken throughout the Ponce Inlet Lighthouse and Museum as well as the Pacetti Hotel. These 360-degree pictures are of a high quality (by current standards) and provide a historic record of immeasurable significance to current and future member of the PILH association. Now that the association owns a camera capable of such photographs, plans have been made to routinely take these panoramic shots in order to document the ongoing changes and preservation of the PILH. Panoramic shots have already been taken of the following:

1. Interior and exterior images of the Ponce Inlet Light Station's structures and grounds
2. Interior and exterior images of the Pacetti Hotel, service buildings, and grounds

Organizational Plans and Policies: In addition to the special projects listed above, the curator worked with the executive director and director of operations to update the Association's Long- Range Plan, Collections Management Policy, and the Emergency Preparedness Plan. New cleaning procedures for staff and visitor safety during the COVID-19 pandemic were developed and implemented including mask and social distancing requirements.

Oral Histories: The assistant curator/registrar conducted two oral histories during Fiscal Year 2019-2020. The subjects of these oral histories were Carter Randolph of the Green Acres Foundation and Julie Davis, daughter of Earl and Gladys Davis.

Outside Consultations: Museum staff seeks to offer their expertise and assistance to other museums and lighthouses in the areas of lens restoration, exhibit development, artifact conservation, archival matters, and museum practice. The curatorial department provided training on how to clean a Fresnel lens to volunteers from both the Cape Canaveral Lighthouse Foundation and the Hunting Island Lighthouse. In addition, the curatorial department provided research assistance on fog bells to Professor Dirk Spennemann of the Charles Sturt University School of Environmental Sciences in New South Wales, Australia; aid and advice to representatives from the Crooked River Lighthouse on lens restoration; and lent its expertise on native Florida history to the New Smyrna Museum of History.

Programs Department Report for FY 2019-2020

Programs Department Summary for FY 2019-2020

Committed to the ongoing preservation and dissemination of the Ponce de Leon Inlet Light Station's maritime and social history, the Preservation Association provides lighthouse visitors, schools, and community groups with the highest quality educational programming possible. Developed by former teachers and school administrators, Lighthouse programs are highly regarded throughout the educational community and are available to all public and private Volusia County schools free of charge. Current educational programs offered by the Ponce de Leon Inlet Lighthouse Preservation Association include:

1. Onsite Youth Group/School Tours
2. Educational Outreach Programs
3. Onsite Adult/Family Tours
4. Onsite Educational Events for the General Public
5. Onsite Special Interest Student Events
6. Community Outreach Events
7. Climb with the Keeper Tours
8. Climb to the Moon Tours
9. Professional Teacher Continuing Education Events
10. Other Special Events and Celebrations

Onsite Student/Youth Educational Tour Summary for FY 2019-2020

Educational tours are available to all Volusia County Public School groups free of charge throughout the academic school year. General group rates apply to all non-Volusia County and private school groups. Infants (NB - 2) are admitted free of charge. Current tour rates are:

Group Type	# in Group	Admission Cost
Volusia County Public School Groups	TBD	Free
Private Volusia County School Group	TBD	Free
Non-Volusia Public & Private School Group	20+	Adults-\$6, Child-\$1.65
All Youth Groups	20+	Adults-\$6, Child-\$1.65
All Other Groups	20+	Adults-\$6, Child-\$1.65

Led by knowledgeable volunteer docents and staff, the content and length of each light station tour is tailored to the educational needs and time constraints of each group. These informative tours are provided to school groups grades 2 through 12 and generally run 1.5 to 2 hours in length. A typical educational school tour generally includes:

1. A climb to the top of Florida's tallest lighthouse
2. A visit to the world renowned Ayers Davies Lens Exhibit Building
3. A tour of the Ponce De Leon Inlet Light Station and museum including the keepers' dwellings, oil storage house, boat yard, and Nature Trail, time permitting

Teachers wishing to expand their tour may choose any of the additional tour activities listed below, time and volunteer docent availability permitting.

1. The Science of Light and Lighthouse Illumination
2. Living at the Turn-of-the-Century Lighthouse
3. The Artifact Touch Box
4. The Keeper's Duties
5. Stephen Crane's epic short-story The Open Boat
6. Domestic Chores at the Lighthouse
7. Kids Play at the Lighthouse
8. Lighthouses by Night and Day
9. Florida's Beacons
10. Theater in the Woods
11. Lighthouse Chores
12. Early Navigation and Compass Reading
13. Inventions and Immigration
14. Building a Light Station
15. Lighthouse Archaeology

In all, lighthouse staff and volunteers served 1,677 students while leading 35 school/youth group tours of the light station during FY 19-20. This figure represents a 55.68% decrease over the 3,777 students who benefitted from 95 guided tours of the Ponce Inlet Lighthouse and Museum and other onsite educational offerings during FY 18-19.

Student/Youth Educational Outreach Summary for FY 2019-2020

In addition to its youth-oriented onsite educational offerings and events, the association actively promotes historic and cultural awareness through its many educational outreach programs. Providing off-site opportunities for students, teachers, and local youth groups to learn about lighthouse and regional history, these important programs serve as a highly effective means of fostering public appreciation for both our endangered historic resources and their need for continued preservation.

Established in response to increasingly restrictive budgets throughout the public and private school systems, the Association's outreach program brings the Lighthouse to those who cannot experience the site firsthand or those who plan to visit the Light Station in the future. Developed by certified and/or retired teachers, these important programs provide students an interactive and meaningful way to learn about the Ponce Inlet Lighthouse without ever leaving their classroom. Educational outreach programs are provided to all Volusia County private and public schools free of charge. Educational outreach services currently provided by the Ponce de Leon Inlet Lighthouse Preservation Association include:

Formal Educational Outreach Programs: Formal educational outreach programs currently offered by the Preservation Association to local public and private schools include the *Filibustering to Cuba/Stephen Crane Traveling Exhibit*, and the lighthouse's three award winning outreach programs: *The USLHE Traveling Library Box*, *Keeper in the Classroom*, and *The Science of Light and Lighthouse Illumination*.

Educational Outreach Workshops: In addition to the formal programs mentioned above, 25 unique 15-minute educational workshops are also available at the teacher's request. These workshops are available al-la-cart, grouped together as part of a themed focus unit or as a follow up activity to one the association's formal programs. Themed focus unit include: *Living at the Light Station*, *Lighthouse Inventions and Innovations*, *Immigration: Building a Light Station*, and

WWII at The Lighthouse and In Volusia County. Workshop selection is determined by the needs of each individual teacher/classroom.

Customized Educational Workshops: Customized educational programs are often developed by lighthouse staff by request. Working closely with local teachers, lighthouse staff and volunteers design these custom programs to fill a specific academic need. *Immigration at the Lighthouse* is one such program. Developed by lead docent John Mann in FY 17-18, *Immigration at the Lighthouse* helps students understand how foreign immigrants have helped write the national narrative by exploring the US Light-House Establishment's use of skilled immigrant labor to construct the historic Ponce Inlet Light Station in the late 1800s. The association continues to work with local educators to develop new educational outreach offerings as new needs and challenges arise.

Read across America: Held annually in March in celebration of Dr. Seuss' birthday, *Read across America* is a nationwide event that promotes children's literacy. The Ponce Inlet Lighthouse participates in this event by sending volunteers to schools throughout Volusia County to *Nelly, the Lighthouse Cat* to public and private school students in the comfort of their own classroom or media center.

Educational Outreach Participation Summary: FY 2019-2020 vs. FY 2018-2019

The programs department delivered 16 educational outreach programs (including Read Across America) to local schools in FY 19-20, reaching 1,358 students overall through its educational outreach endeavors. This figure represents a 30% decrease in the number of local students served through the museum educational outreach program when compared to the 1,941 served during FY 18-19. However, all educational outreach programs were suspended from mid-March, 2020 through the end of September, 2020 due to COVID-19.

The newly published educational brochure *STEAMING through Lighthouse Illumination* was designed to improve teacher awareness of the many on and off-site educational programs that are provided free of charge by the Preservation Association. The Association anticipates that this newly published brochure, coupled with the organization's redesigned website at www.ponceinlet.org, will have a significant impact on overall student participation in the museum's available educational outreach offerings in the coming year.

Onsite Adult & Small Group Tour Summary

Onsite adult and small group tours include private tours of the lighthouse museum and special by RSVP only events including Climb to the Moon and Climb with the Keeper. Led by knowledgeable staff and volunteer docents, these adult-oriented on-site offerings delve deeper into the history of the Ponce Inlet Light Station than youth-oriented tours and often provide access to areas of the light station normally closed to the general public.

Lighthouse staff and volunteers facilitated 27 adult tours, 3 Climb with the Keeper Tours, and 11 Climb to the Moon events in FY 19-20, with 257 adults participating overall. All VIP and Climb with the Keeper Tours were cancelled and all Climb to the Moon event participation was limited to no more than 15 participants from mid-March through the end of September, 2020 and all due to COVID-19.

Community Outreach Summary:

Lighthouse staff and volunteers deliver informative lectures and multi-media presentations related to the history of the Ponce Inlet Light Station and local Florida region to local groups throughout the year. Often requested by members of local history organizations, historic preservation sites, and museums, these special interest outreach programs are highly sought after throughout the greater Volusia County area.

Community outreach also includes lighthouse participation in large public events including regional history festivals, art shows, and local holiday celebrations and parades.

The Preservation Association participated in 9 community outreach events in FY 19-20 including 6 public events and 3 collaborative museum/historic site events. In all, the Preservation Association reached an estimated 9,500 children and adults through its community outreach endeavors. The museum did not participate in either the Ponce Inlet Christmas Parade or the Port Orange Christmas Parade in 2019 due to the lack of suitable trailer on which to build its float nor the spring Port Orange Family Days event due to COVID-19. These three are generally the highest attended community events that the museum participates in every year.

Teacher Education Summary:

Lighthouse staff and docents typically promote the Association's many educational offerings within the local school system by attending teacher training workshops, subject area pre-planning meetings, and volunteering to serve as judges at the Volusia County Social Studies Fair. These endeavors generally enable the museum to network one-on-one with more than 1,000 education professionals annually. However, the onset of COVID-19 in March of 2020 followed by mandatory school closings and school access restrictions at the beginning of the 2021 school year prevented the Association from meeting with local teachers by these traditional methods. In response, the programs department promoted the museum's offerings by mailing a copy of its *STEAMING Through Lighthouse Illumination* educational brochure to all public and private school teachers, administrators, and subject area specialists within Volusia County and communicating with those who were interested in participating in the museum's virtual educational program offerings electronically.

Onsite Events Summary for FY 2019-2020

The Ponce de Leon Inlet Lighthouse and Museum hosts a variety of public onsite educational events throughout the year. Enjoyed by an estimated 4,046 adults and children during FY 19-20, onsite educational events are typically scheduled on national holidays and important historic dates. The museum's current list of on-site events includes:

Home School Day: Homeschool Day is an afternoon of fun educational workshops designed specifically for homeschool students ranging from five to 15 years of age. Developed by certified and/or experienced educators, each homeschool day tickets typically sell out within days of becoming available online. New workshops are developed annually to keep the program fresh and unique for the Association's many returning students. Typically offered in the spring and fall, spring 2020 homeschool day was cancelled due to COVID-19.

Girl Scout Day: Developed as a means to educate Girl Scouts about Florida lighthouse history and the restoration and preservation efforts needed to maintain them, Girl Scout Day continues to be one of the Association's most popular programs. Participants are given the opportunity to earn several lighthouse themed badges.

National Holiday Programs: The museum schedules free educational workshops and activities for the general public on specific holidays throughout the year including Thanksgiving, Christmas, Memorial Day, Flag Day, and Independence Day.

Beach Racing Day: Scheduled annually during Race Week, the Preservation Association celebrates Ponce Inlet's unique racing heritage during Beach Racing Day. Lighthouse visitors can examine historic beach racing cars, get autographs, and talk with many of stock car's early drivers, mechanics, and owners.

Florida Heritage Day: This annual onsite event was developed in celebration of Florida's rich cultural heritage and offers visitors the unique opportunity to participate in numerous workshops and activities focusing on Florida history free of charge.

National Lighthouse Day: This nationally recognized day was established in recognition of the founding of the United States Light-House Establishment on August 7, 1789. The Ponce de Leon Inlet Light Station honors this important event in our nation's history by offering visitors the opportunity to participate in family-oriented workshops and activities focusing on our nation's rich lighthouse and maritime history.

Florida Lighthouse Day: Florida Lighthouse Day is an annual event that provides visitors the opportunity to learn about the Florida's rich maritime history and the State's 30 surviving lighthouse through a variety of educational workshops, interpretive programs, and family-oriented activities.

Biketoberfest: Held each October during Daytona's Biketoberfest, this multi-day program provides visitors the opportunity to learn about the World's Most Famous Beach unique role in motorcycle development and racing.

Bike Week: Held each March during Daytona's Bike Week events, this multi-day program provides visitors with the chance to participate in several special offerings at the Lighthouse including a display of the *History of Motorcycles on the Beach*.

International Museum Day: Scheduled in accordance with International Museum Day, this event provides visitors the opportunity to learn the vital role museums play as chronicles of world history.

Armed Forces Day: In recognition of the sacrifices of our veterans, active duty and retired military personnel are admitted free of charge.

Museum at Night: Held twice a year after normal closing hours, Museum at Night provides visitors the unique opportunity to visit the lighthouse at night when its beacon is shining bright.

Echo Ranger: Developed in cooperation with Volusia County's Echo Program, Echo Ranger programs are offered free of charge to all Echo Ranger participants. Activities include a guided tour of the light station and museum along with family-oriented educational workshops.

Climb to the Moon: Climb to the Moon is a special RSVP-only fund-raising event offered monthly on the eve of the full moon. Activities include a guided tour of the historic light station and museum including the keeper's dwellings, lens exhibit building, and tower. Participants accompany the *Old Lighthouse Keeper* to the top of the tower where a guided tour of the lantern room and spectacular views of the setting sun and rising full moon await.

Spirit of '45 Day: Held in memory of the end of WWII, Spirit of '45 Day provides visitors the opportunity to learn about the contributions of Florida to the war effort with workshops and educational activities. Spirit of '45 Day was held as a virtual event in FY 19-20 due to COVID-19.

International Lighthouse and Lightship Weekend: A weekend when thousands of amateur radio operators go on the air and contact as many Lighthouses around the world as possible. This offering was held as a virtual event in FY 19-20 due to COVID-19.

Of the 19 onsite educational events originally scheduled for FY 19-20, the Association was unable to host 10 due to mandatory closure and safety concerns regarding COVID-19. These missed events included Florida Heritage Day, Florida Lighthouse Day, Spring Homeschool Day, International Museum Day, Flag Day, the museum's annual Memorial Day and Independence Day Celebrations, National Lighthouse Day, Spirit of '45 Day, and International

Lighthouse/Lightship Weekend. The cancelation of these events had a significant impact on the number of visitors benefitting from onsite educational events in FY 19-20.

Educational Program Summary for FY 2019-2020:

The Ponce de Leon Inlet Lighthouse Preservation Association hosted or attended a total of 111 onsite tours, events, educational outreach programs, and community outreach events during FY 19-20. Approximately 8,215 children and adults benefitted from these offerings during the past fiscal year.

Event Type/Title	# of Events Held in FY 19-20	# of Events Held in FY 18-19	Total Participation FY 19-20	Total Participation FY 18-19
Onsite Youth Group/School Tours	35	95	1,644	3,777
General Onsite Educational Events	10	20	4,246	8,826
Onsite Adult Tours	27	40	444	787
VIP & Climb with the Keeper Tours	3	22	7	212
Climb to the Moon Event	11	12	250	360
Educational Outreach Presentations	11	11	818	1,941
Read Across America	5	9	540	1,531
Community Outreach Events	6	27	2,517	99,697
Collaborative Historical Presentations	3	17	1,700	3,303
VSCB Teacher Events	0	3	0	890
Weddings/Memorial Services	1	3	42	159
Onsite College Tours	2	5	60	290
Total	88	265	8,215	121,767

Volunteerism at the Lighthouse for FY 2019-2020

Program volunteers are vital to the continued success of the Ponce de Leon Inlet Lighthouse and Museum. While performing a wide range of duties, most volunteers serve in one or more of the following capacities:

1. Tour Guides
2. Educational Workshop Instructors
3. Historic Re-enactor and Assistants
4. Guest relations/ Greeters
5. Transcription Assistants
6. Special Event Assistants
7. Curatorial and Restoration Assistants

45 volunteers donated more than 2,585 hours to the Preservation Association during Fiscal Year 19-20. The value of this vital contribution of volunteer time is immeasurable to the Association.

The Association hosted its 14th Annual Volunteer Awards Dinner in March 2019. The Association recognized 32 volunteers for their service during the event with the presentation of awards, pins, and well-deserved praise.

Administrative Department Report for FY 2019-2020

Programs Department Summary for FY 2019-2020

The Preservation Association's administration department is responsible for managing the ongoing operations of the Ponce de Leon Inlet Lighthouse and Museum. It achieves this objective by (a) ensuring that personnel assigned to the gift shop, maintenance, curatorial, and programs departments fulfill their respective duties in accordance with the Association's established policies, procedures, and organizational objectives; and (b) by managing the following areas of the organization's ongoing operations:

1. Information and Record Keeping Management
2. Integrated Technology (IT) Systems Management
3. Human Resource Management
4. Accounting & Financial Management
5. Membership Program Management
6. Interdepartmental Coordination
7. Advertising and Public Relations
8. Board of Trustees and Sub-Committees
9. Special Project Coordination and Management

The goal of the administration department is to keep all departments operating at maximum capacity through systematic support to avoid any interruption ongoing operations. The administrative department keeps effective lines of communication open, so everyone is informed of any new changes and how the changes may affect the organization.

Current administrative staff includes the Executive Director, Director of Operations, and the Financial and Museum Administrative Assistant.

Executive Director: The Executive Director is responsible to the Board of Trustees for the performance of the duties connected with the Association and shall be the administrative head responsible for all staff. In such capacity, the Executive Director will execute the policies and procedures adopted by the Board of Trustees and assume responsibility for the efficient operation of the Association.

Director of Operations: The Director of Operations is responsible for overseeing the operations of the museum and the supervision of the staff. This position advises and participates with the Executive Director in developing and implementing overall administrative and management policies and plans. The Director of Operations Serves as principal advisor to the Executive Director for program planning and allocation of Museum resources.

Financial & Museum Administrative Assistant: The Financial & Museum Administrative Assistant is primarily responsible for assisting the Executive Director and Director of Operations with financial and administrative duties and tasks as assigned. The Financial and Museum Administrative Assistant works closely with all departments in pursuance of departmental goals.

Information and Records Management Summary for FY 2019-2020

The purpose of records management is part of the association's broader function of governance, risk management, and compliance and is primarily concerned with managing the evidence of the organization's activities as well as the reduction or mitigation of risk associated with it. The administrative department is responsible for the efficient and

systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. The department maintains all financial records (i.e. receipts, invoices, tax documents, internal documents, personnel records, etc.) during FY 19-20 in pursuance with legal requirements. Information and records management tasks completed by administrative department during FY 19-20 included:

1. Input and maintenance of accurate payroll records
2. Generation of annual w2 employee statements
3. Maintained personnel files and company policies and procedures
4. Assembled in-house publications, reports, analysis, and other materials as needed
5. Maintained, filed, and digitized financial and administrative records
6. Processed and tracked free and prepaid admissions
7. Generated Quarterly and Annual Reports
8. Maintained Memorial Brick Program database
9. Submitted annual reports for Volusia County ECHO Grant and Hunter Foundation Grant
10. Submitted grant application to the Florida Lighthouse Association
11. Submitted grant application to Volusia County Council for non-profit assistance
12. Submitted support proposal to Paul B. Hunter and Constance D. Hunter Charitable Foundation
13. Applied for and managed required records for CARES Act Paycheck Protection Program
14. Coordinated with curatorial department on revisions to Long- Range Plan, Collections Management Policy, and the Emergency Preparedness Plan
15. Developed COVID-19 mitigation strategies and on-site visitor safety plan

Integrated Technology (IT) Management Summary for FY 2019-2020

An information technology system (IT system) is generally defined as an information system, communications system, or computer system and includes all hardware, software and associated peripheral equipment. Current IT systems employed at the Ponce Inlet Lighthouse and Museum include a centralized computer system comprised of individual work stations linked to a central server through a computer network; a Point of Sale (POS) system that includes a main POS server linked to three register work stations; a video surveillance security system, a fire monitoring and burglar monitoring system, museum exhibit hardware including televisions and interactive kiosks, and telecommunication/internet system. IT related work completed by the administrative department during FY 19-20 included:

1. Coordinated server maintenance and trouble-shooting with Daytona IT
2. Replaced hardware and repaired network equipment as needed
3. Managed updates, edits, and changes to the Association's main website at www.ponceinlet.org and ecommerce platform at www.lighthouselocker.org
4. Ordered and installed new staff computers and repaired existing computers as needed
5. Assessed malfunctions on Point of Sale work stations and assisted with repairs as needed
6. Worked with Daytona IT to ensure museum and Point of Sale networks met Payment Card Industry Data Security Standard (PCI DSS) compliance standards
7. Maintained and repaired video surveillance system cameras as needed
8. Repaired and/or replaced exhibit televisions and interactive kiosk touch screens as needed
9. Developed new content for website and revised/edited existing content as needed

10. Coordinated repairs and service to telephone system
11. Coordinated repairs and service to office copiers, printers, and fax machines as needed
12. Developed virtual educational program for distance learning in response to COVID-19
13. Coordinated development of online virtual tour in response to COVID-19

Human Resource Management Summary for FY 2019-2020

Human resource management includes all administrative duties and responsibilities related to employee recruitment, training, and professional development. Additional HR-related tasks include administering employee-benefit programs and maintaining employee records. Human resource management activities during FY 19-20 included:

1. Posted job openings online, reviewed applicants, interviewed potential candidates, completed reference and background checks, and filled vacant positions. New hires during FY 19-20 included one assistant gift manager, two part-time maintenance employees, five part-time regular/season sales associates, and one administrative assistant/bookkeeper.
2. Completed intake paperwork for all newly hired employees
3. Counseled employees and addressed performance issues as needed
4. Performed 90-day probationary and annual performance reviews
5. Maintained employee records
6. Administered employee-benefit program including 401k plan and health, dental, vision, and life insurance policies
7. Facilitated staff meetings and employee training sessions as needed
8. Approved and facilitated staff attendance at local, state, and national conferences as needed

Accounting and Financial Management Summary for FY 2019-2020

The administrative department is responsible for ensuring the Association operates within the fiscal parameters of the Board-approved annual budget by monitoring the organization's ongoing financial activities. The department achieves this objective by preparing financial statements, maintaining the general ledger, paying bills, billing customers, managing employee payroll, performing daily financial analysis, and more. Accounting and financial management tasks completed by the administrative department during FY 19-20 included:

1. Processed daily accounts receivable and payable and reconciled daily gift shop receivables in QuickBooks accounting program
2. Confirmed bank balances daily
3. Completed cash sales deposits
4. Performed monthly reconciliation of bank accounts
5. Monitored investment portfolio performance and reallocated investment funds as needed
6. Processed monthly sales tax payments
7. Generated and reviewed monthly P&L statements
8. Processed and deposited monthly endowment donations
9. Processed biweekly payroll and related taxes
10. Processed employee benefits including biweekly 401k payments
11. Processed monthly employee health, vision, dental, and life-insurance payments
12. Processed quarterly payroll taxes (forms 941 & UT6)
13. Prepared and coordinated annual independent audit

14. Completed annual Workman's Comp and 401k audits
15. Developed Preservation Association's annual budget and adjusted accordingly in response to the financial impact of COVID-19 on museum operations
16. Analyzed monthly budget reports for purposes of forecasting cash flow

Membership Program Summary for FY 2019-2020

The administrative department is responsible for managing the Preservation Association's member program and growing the organization's overall membership. It achieves this objective by actively recruiting new members and encouraging existing members to renew or upgrade their current memberships through social media, electronic correspondence, and direct mail. Membership related activities performed by the administrative department during FY 19-20 included:

1. Maintained membership database
2. Mailed monthly renewal notices to expiring members
3. Facilitated member recruitment and retention through electronic and letter correspondence

Interdepartmental Support and Coordination Summary for FY 2019-2020

The administrative department actively coordinates museum activities and provides technical support, guidance, and assistance to all departments throughout the year as needed. This is especially so in regards to the maintenance department which is managed by the director of operations and executive director. Interdepartmental support and coordination tasks performed by administrative personnel during FY 19-20 included:

1. Coordinated and directed the activities of the gift shop, maintenance, curatorial, and programs departments in support of scheduled museum events
2. Maintained the Association's master calendar
3. Monitored postage accounts and ordered postage and mail supplies as needed
4. Conducted periodic inventory of office consumables and reordered supplies as needed
5. Answered company telephones; responded to caller inquiries, and directed calls to appropriate departments and individuals
6. Collected, mailed, and distributed incoming and outgoing postal correspondence and packages
7. Monitored and maintained the customer survey database
8. Coordinated monthly Climb to the Moon events and scheduled weddings
9. Managed daily maintenance department activities
10. Generated maintenance work lists and conducted final inspection of completed assignments as needed
11. Developed building plans and material lists for scheduled maintenance department projects
12. Purchased maintenance supplies for ongoing facility operations and scheduled projects as needed
13. Coordinated maintenance related work performed by subcontractors and third-party service providers
14. Assisted gift shop management and staff with annual physical inventory
15. Maintained active membership status in professional organizations

Advertising and Public Relations Summary for FY 2019-2020

The administrative department is responsible for the development and implementation of the Association's annual advertising strategy which utilizes print, digital, and social media to promote the Ponce de Leon Inlet Lighthouse

and Museum and encourage visitation. Advertising and public relations activities completed by administrative personnel in FY 19-20 included:

1. Composed and distributed press releases, public announcements, and printed materials related to scheduled museum events, Association news updates, onsite programs, and outreach offerings
2. Maintained database of important public relation contacts including reporters, editors, and contributing writers of regional publications, newspapers, and third party websites
3. Developed Association's annual advertising strategy and budget
4. Managed museum social media platforms including Facebook, Twitter, and Instagram
5. Attended quarterly Florida Lighthouse Association meetings and Annual Leadership Retreat
6. Responded to customer inquiries as needed

Board of Trustees Summary for FY 2019-2020

The Ponce de Leon Inlet Lighthouse Preservation Association is governed by an all-volunteer Board of Trustees comprised of eleven Ponce Inlet residents who are committed to the ongoing preservation and dissemination of the maritime and social history of the Ponce Inlet Lighthouse. The Board is assisted in its endeavors by an all-volunteer Advisory Committee made up of like-minded Town residents drawn from the general membership. Together, these two groups guide the ongoing operations of the Preservation Association. Current Board of Trustees and Advisory Committee members include:

<i>Board of Trustees</i>	<i>Advisory Committee</i>
Tara Lamb (President)	John Butterfield
Bob Riggio (Vice President)	Greg Gantt
Dave Sweat (2 nd Vice President)	Cyndi Ritchey
Judy Huggins (Treasurer)	Mary Lou Fillingame
Cheryl Cunningham (Secretary)	
Edson Graham	
Ellen Pagliarula	
Ed Davis	
Tony Goudie	
Brad Blais	
Julie Davis	
Robyn Hurd (Trustee Emerita)	
Tami Lewis (Trustee Emerita)	
Gladys Davis (Trustee Emerita)	

The executive director reports to the Association's governing body and is responsible for directing all staff activities related to communicating with, reporting to, and supporting the Board of Trustees, its sub-committees, and the Advisory Committee. The executive director is supported in the performance of his board-related activities by the director of operations and administrative assistant. Board-related activities completed during FY 19-20 by the administration department include:

1. Coordinated monthly Board of Trustee meetings, quarterly Finance & Budget Committee meetings, and other committee meetings as needed

2. Generated and assembled necessary reports and documents for monthly board meetings including the Treasure's Report, Executive Director's Report, Monthly Income Report, year-to-date P&L Report, Budget & Finance Committee Report, Endowment Fund Committee Report, Meeting Minutes, and Meeting Agenda
3. Maintained effective and open lines of communication with all Board of Trustees and Advisory Committee members and notified them of important events, developments, and organizational needs as required
4. Facilitated Legal Committee meetings and correspondence regarding the Preservation Association's purchase of the historic Pacetti Hotel
5. Informed Board of Trustees and Budget & Finance Committee members of special developments, projects, and potential museum acquisitions and requested approval for funding as needed

Special Projects Summary for FY 2019-2020

Additional activities performed by administrative staff include educational program development, graphic design, coordinating contract services with outside vendors, conducting historical research, publication of the Association's quarterly journal *Illuminations*, managing the museum's memorial brick program, and other duties as assigned.

1. Submitted memorial brick orders to engraver and corresponded with customers by mail
2. Composed articles for each quarterly newsletter and coordinated completion, submission, and editing of all newsletter content
3. Monitored material inventory of the Association's visitor guide map, 4-panel rack brochure, and other printed materials. Edited and coordinated reprinting of materials as needed
4. Developed the President's Annual Report for Fiscal Year 2019-2020
5. Designed and developed advertisements for print and digital media including content and graphic design
6. Coordinated redesign of Preservation Association's main website at www.ponceinlet.org and developed new website content
7. Developed program department's educational brochure *STEAMING through Lighthouse Illumination*
8. Coordinated installation of new roofs on Pacetti property garage and two historic sheds and stabilization of water tower roof (work performed by Walker Roofing).
9. Coordinated repairs to FDC valves (work performed by Wiginton Fire and Safety)
10. Coordinated restoration and repairs to tower lantern room tie down rods and interior masonry (work performed by Federal Masonry)
11. Coordinated repairs to existing climate control systems in all buildings as needed (work performed by Air Tech of Volusia)