



# ***Ponce de Leon Inlet Lighthouse Preservation Association***

## **Fiscal Year 2017-2018 Annual Report**

Dedicated to the continued preservation and dissemination of the maritime and social history of the historic Ponce de Leon Inlet Light Station since its inception in 1972, the Preservation Association invests tens of thousands of man-hours in pursuit of its mission each fiscal year. The following report outlines the work completed during the fiscal period from October 1, 2017 through September 30, 2018.

While this document provides the reader with a fairly comprehensive outline of scheduled and non-scheduled work completed by the Maintenance, Programs, Curatorial, Gift Shop, and Administrative departments, it should not be considered a complete overview of all work completed. Ordinary day to day tasks associated with general facility maintenance (including routine daily, weekly, monthly, quarterly, and annual duties) is included in the maintenance department report beginning on page 8.

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## **Gift Shop Report for FY 2017-2018**

### **Gift Shop Operations and Staff:**

The Association's Gift Shop is responsible for generating and processing the majority of the association's annual revenue including admission and merchandise sales, annual membership dues, and private donations. The gift shop employs 8-11 personnel at various times throughout the year. The gift shop's staff roster consists of one full-time manager, one full-time assistant-manager, one full-time lead sales associate and up to 9 regular and seasonal part-time sales associates.

The gift shop manager, with support from the assistant gift shop manager and lead sales associate, oversees all facets of the department's ongoing operations including: market research, merchandise selection and purchasing, product merchandising, inventory control, customer service, loss prevention, remote sales, shipping, recordkeeping, financial accounting, membership account management, and staff supervision and training.

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; loss prevention; coordinating group tours; and directing phone calls to the appropriate departments and staff.

In addition to the activities stated above, gift shop personnel also engaged in the following during FY 17-18:

1. Conducted quarterly staff meetings and individual training
2. Completed end-of-year annual inventory
3. Established and maintained effective working relationships with vendors and distribution companies.
4. Attended the Surf Expo at the Orange County Convention Center in September, 2018.

### **Gift Shop and Museum Hours of Operation:**

Gift Shop and Lighthouse Museum hours of operation during Fiscal Year 2017-2018 were from 10:00 am to 9:00 pm during the summer (Memorial Day through Labor Day) and from 10:00 am to 6:00 pm the remainder of the year. The Gift Shop and Museum were closed to the public on Thanksgiving and Christmas Day.

### **Museum Admissions by Type:**

Lighthouse admissions are sorted into five categories according to the three primary factors: the cost of admission, age of the visitor (adult or child, and type of admission (general, member, resident, special event, or promotional/student).

***Paid Admissions:***      General Adult (ADMADL)  
                                      General Child (ADMKID)  
                                      Special Event Adult (ADMSEA)  
                                      Special Event Child (ADMSES)

***Free Admissions:***      Ponce Inlet Resident Adult (ADMPPIA)

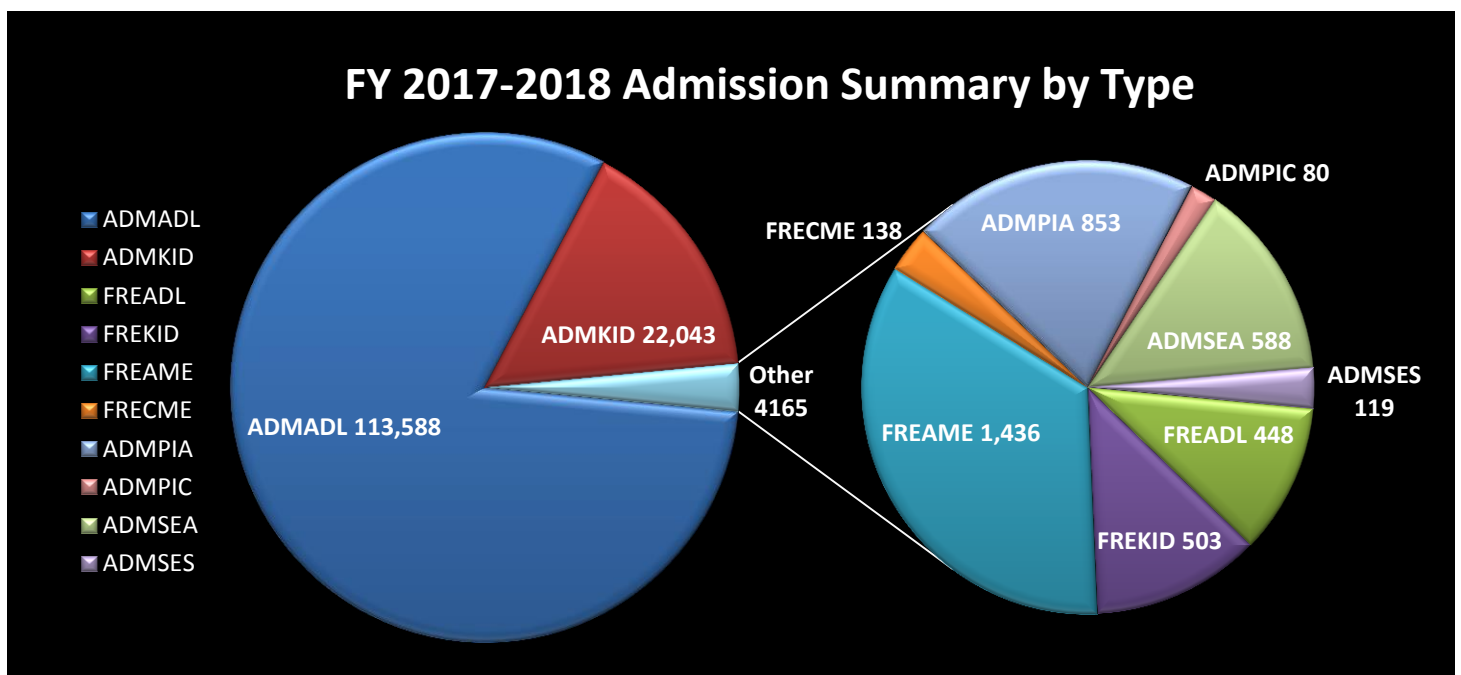
Ponce Inlet Resident Child (ADMPIC)  
 Adult Member (FREAME)  
 Child Member (FRECME)  
 Free Promotional Adult (FREADL)  
 Free Promotional Child/Student (FREKID)

### Annual Admissions Summary for FY 17-18:

The Ponce de Leon Inlet Light Station and Museum welcomed 139,796 visitors during FY 2017-2018.

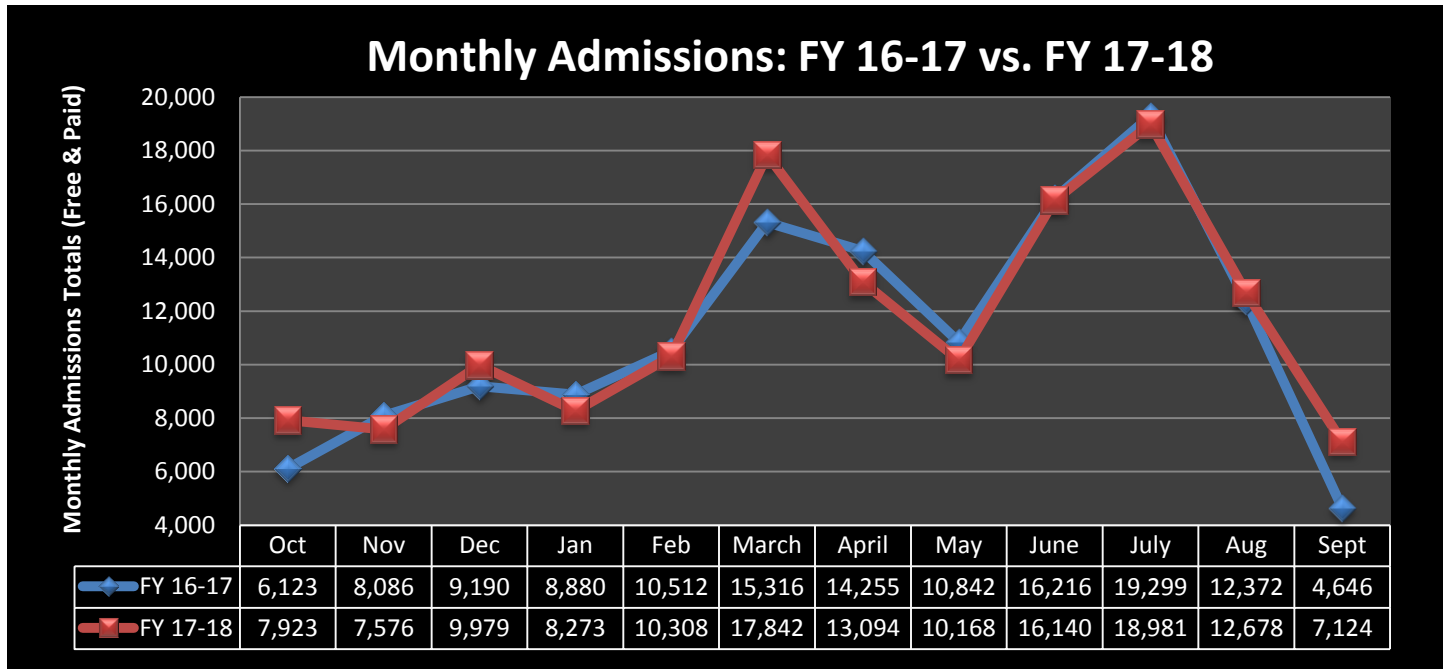
136,368 (or 97.5%) of the 139,796 admissions realized during FY 2017-2018 were revenue generating. General admission rates are \$6.95 for adults and \$1.95 for children age 11 and under. Children under the age of three are admitted free of charge. Special and discounted admission rates are applied for unique lighthouse offerings including the association's monthly Climb to the Moon event, Climb with the Keeper tours, private group tours, and RSVP educational events including Homeschool Day and Girl Scout Day. The admission rates applied to each of these special offerings vary according to the event.

Of the 136,368 paid admissions realized during FY 17-18, 113,588 were general adult admissions (ADMADL); 22,192 were general child admissions (ADMKID); 588 were special event adult admissions (ADMSEA); and 119 were special event child admissions (ADMSES). The remaining 3,428 admissions were non-revenue generating. The association currently provides free admission to all Volusia County School groups as well as its active members, current Ponce Inlet residents, and individuals provided with "passes" through the lighthouse's community outreach, professional networking, and other promotional endeavors. The 3,428 free admissions redeemed during this past fiscal year can be broken down by type and include: 448 free adult general admissions (FREADL), 138 free child general admissions (FREKID), 1,436 free adult member admissions (FREAME), 138 free child member admissions (FRECME), 853 free Ponce Inlet resident adult admissions (ADMPIA), 80 free Ponce Inlet resident child admissions (ADMPIC), 588 special event paid adult admissions (ADMSEA), and 119 special event paid child admissions (ADMSES).



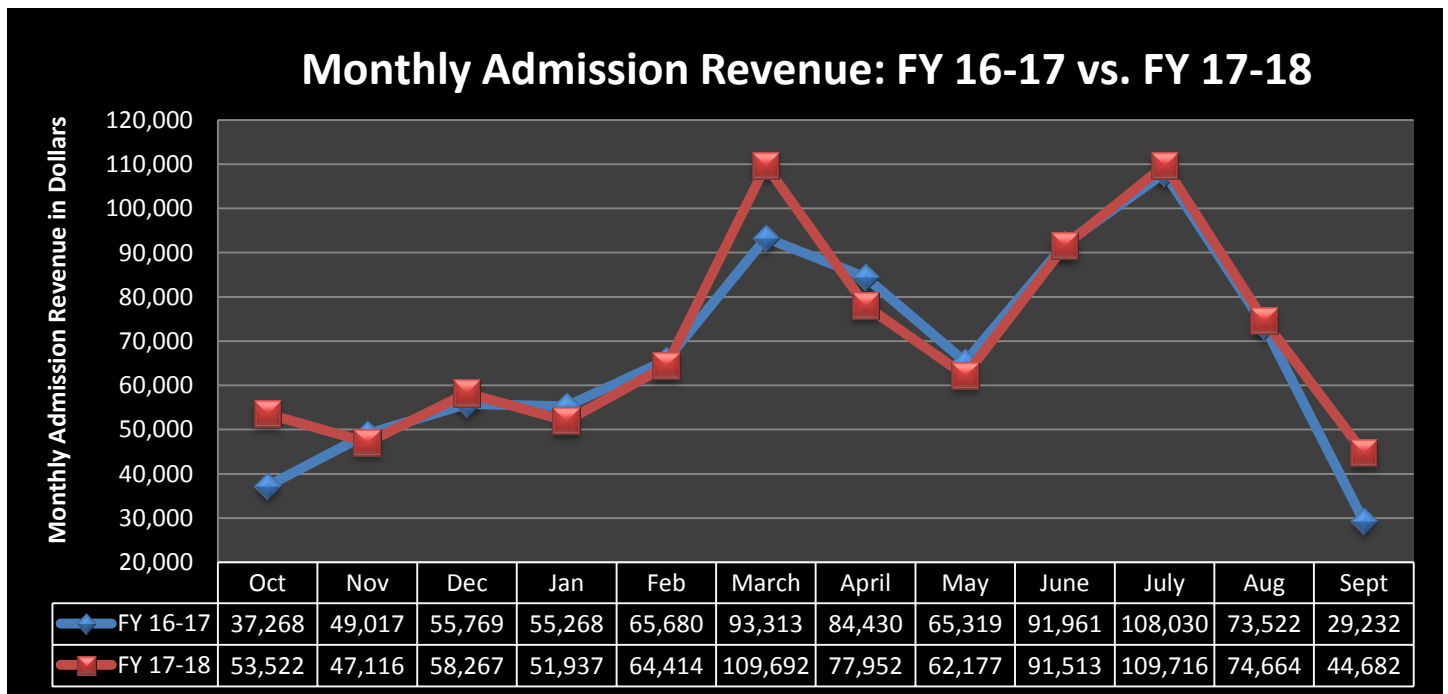
### Annual Admission Comparison- FY 16-17 vs. FY 17-18:

The Museum welcomed 4,088 more visitors in FY 17-18 than it did during the previous fiscal year. This represents a 3% growth in annual museum visitation during FY 17-18 when compared to the previous year.



### Annual Admissions Revenue- FY 16-17 vs. FY 17-18:

The association was projected to generate \$826,700 in admission sales during Fiscal Year 17-18. Actual admission sales for the year exceeded this projection by \$18,952 (or 2.3%) equaling \$845,652. Annual admission sales for FY 17-18 exceeded FY 16-17's annual admission sales of \$808,809 by \$36,843 (or 4.5%).

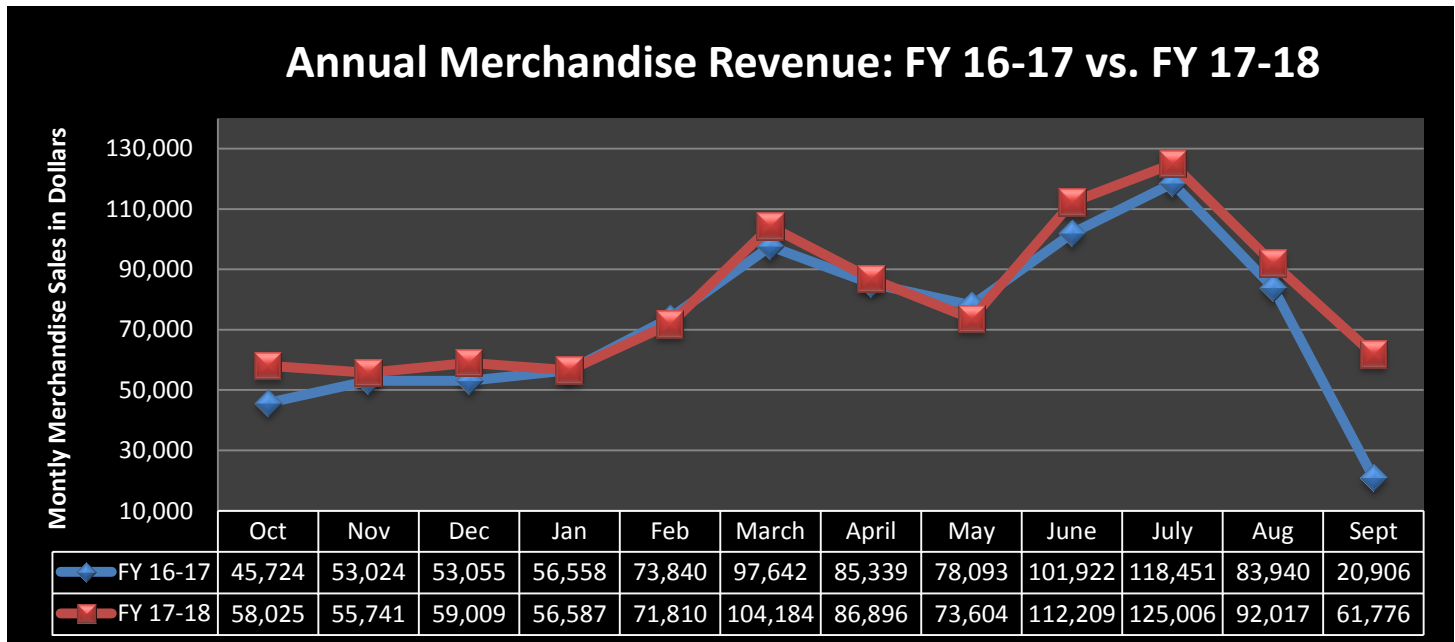


### Gift Shop Merchandise Summary:

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 including apparel, housewares, novelties, books, DVDs, toys, accessories, home décor items, and much more. These products are sorted by type and department and are categorized as being either related or non-related to the museum's mission of preserving and disseminating the maritime and social history of the Ponce Inlet Light Station and local region. Current gift shop departments include: Apparel, Education, Housewares, Accessories, Jewelry, Media/Books, Toys, Home Décor, Seasonal, and Other Miscellaneous.

### Annual Merchandise Revenue- FY 16-17 vs. FY 17-18:

The preservation association projected \$1,010,900 in merchandise sales for Fiscal Year 17-18. Actual merchandise sales for FY 17-18 fell \$54,036 (or 5.3%) short of projections at \$956,864. This shortfall may be attributed in part to lower than anticipated onsite visitation during October as a result of hurricane activity. Although falling below annual projections for FY 17-18, merchandise sales for this past fiscal year exceeded the \$868,495 in annual merchandise revenue generated during FY 16-17 by \$88,864 (or 10%).

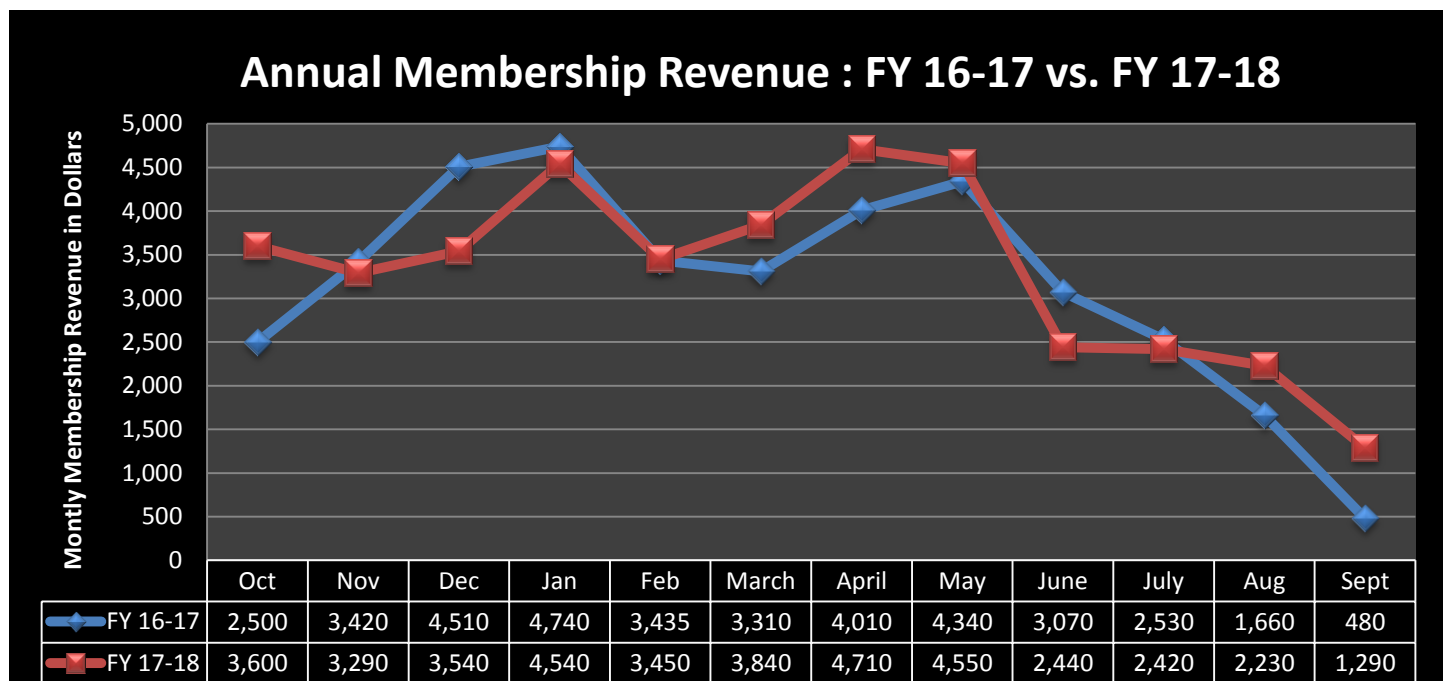


### Annual Membership Revenue:

Although much of the Association's ongoing effort to preserve and disseminate the maritime and social history of the Ponce de Leon Inlet Light Station is funded through Gift Shop merchandise sales and admissions, the Association relies heavily on additional sources of revenue including membership dues. Membership sales and renewals constituted 31% of the association's non-merchandise/admission-based revenue for FY 17-18. Memberships may be renewed/purchased in the gift shop, online, and through the mail. In addition to knowing that their financial contribution will be used in the continued preservation of this important National Historic Landmark, Association members also enjoy numerous privileges including free admission, a 10% discount on all regularly priced merchandise, a subscription to the Association's quarterly publication *Illuminations*, and invitations to member-only events. Additional benefits are available depending on the level of support.

As of September 30, 2018, the Ponce de Leon Inlet Lighthouse Preservation Association consisted of 958 memberships and 1,772 total members. Projected at \$34,800 for FY 17-18, actual membership-derived revenue for this period equaled \$39,900. This figure is \$5,100 (or 15%) higher than projected and \$1,895 (or 5%) more than total membership dues collected during FY 16-17. An analysis of the Association's total membership according to membership level is illustrated in the table below.

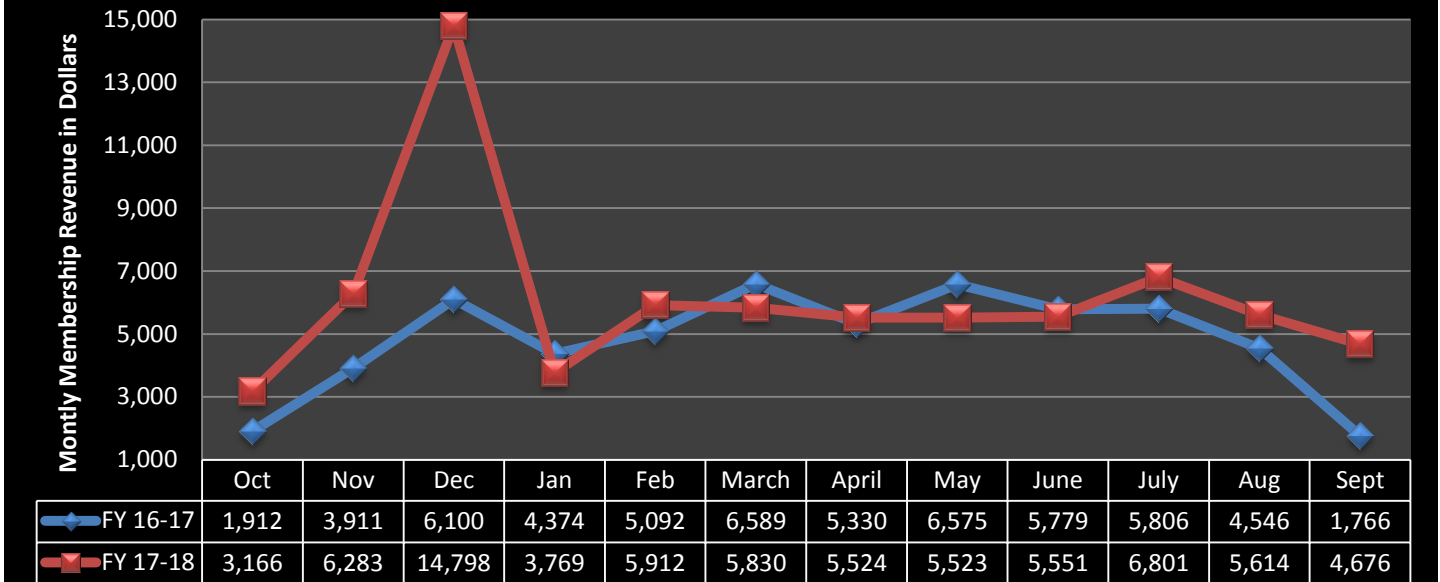
Membership Level	Total Memberships	Total Members	Cost Per Membership
Corporate	5	6	\$500
Principal Keeper	15	21	\$500
First Assistant Keeper	30	44	\$200
Second Assistant Keeper	66	89	\$100
Family	153	611	\$40
General	302	302	\$20
Senior	473	627	\$10
Student	41	44	\$10
Volunteer	7	7	\$0
Lifetime	8	14	\$0
Free (Gift/Promotion)	7	7	\$0
Total Membership Revenue Generated During Fiscal Year 2017-2018			\$39,900



### Annual Donation Revenue:

Donations may be made to either the General Operating Fund or the Endowment Fund. Additional revenue generating endeavors not related to the sale of merchandise and admission tickets or the collection of annual membership dues include both the lighthouse's memorial brick program and the collection of money from approved grants. Although not included in annual revenue projections, the association earned \$65,387 in donations during FY 17-18. This constitutes 51% of all non-merchandise/admission sales related income for FY 17-18.

### Annual Donation Revenue: FY 16-17 vs. FY 17-18



### Memorial Brick Revenue:

In addition to the revenue sources addressed above, the preservation association also generates funding through the sale of memorial bricks. Launched in 2007, the lighthouse's memorial brick program has proven very popular over the years and remains a steady source of revenue for the organization. Installed in the brick path leading onto the historic grounds, memorial walkway bricks cost \$100 each and are guaranteed for life. Individuals wishing to purchase duplicate bricks may do so at the time of initial memorial walkway brick purchase. Duplicates cost \$85 for full-size 4"x8" bricks and \$40 for 1"x4" miniatures. Although projecting \$6,000 in brick sales each fiscal year, the association exceeded this estimate by \$2,064 during FY 17-18, earning \$8,064 in total brick sales.

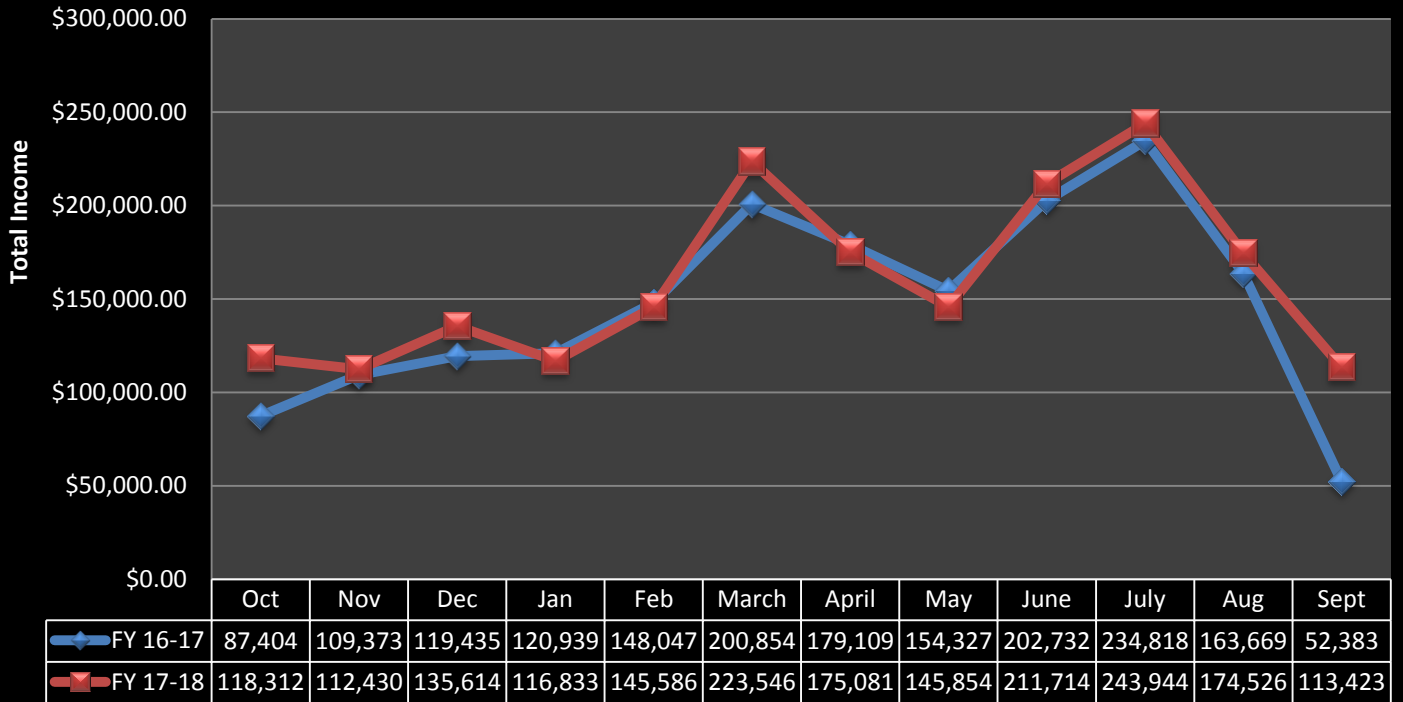
### Additional Revenue:

The Ponce de Leon Inlet Lighthouse Preservation Association's was awarded a \$1000 grant by the Paul B Hunter and Constance D. Hunter Charitable Foundation in 2017. Per the foundation's request, this \$1,000 grant was used to help fund school transportation costs to and from the lighthouse in \$100 increments. Ten school groups benefitted from this program during the past fiscal year. Additional revenue for the fiscal year included \$12,707 in interest income and a \$360 sales tax collection allowance.

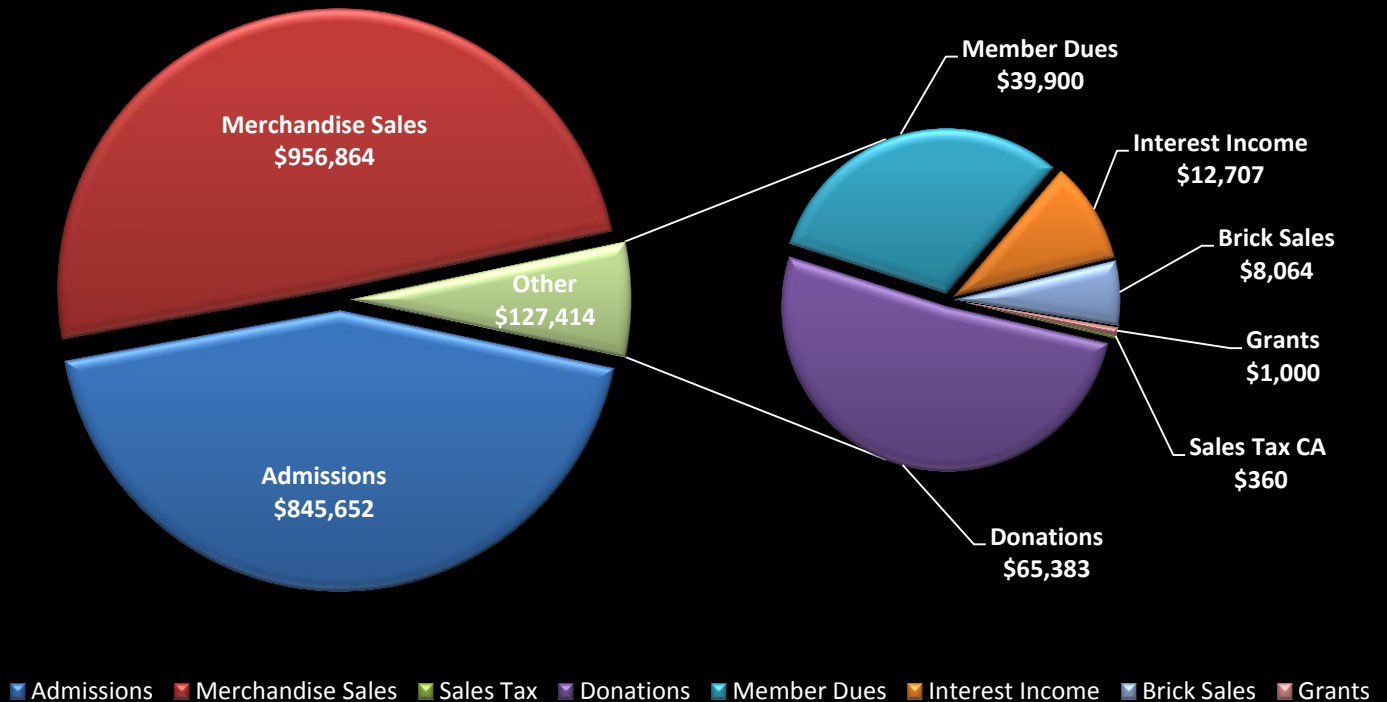
### Monthly/Annual Income Analysis

Total monthly/annual income for the Ponce de Leon Inlet Lighthouse Preservation Association is comprised of revenue and program support. Revenue consists of all funds generated by admission sales, merchandise sales, membership dues, interest income, and sales tax-collection allowance. Support Income consists of all funds acquired through grant payments, memorial brick sales, and donations. Projected to earn \$1,884,760 in total income during Fiscal Year 2017-2018, the Preservation Association exceeded this goal by \$45,170 (or 2.4%), with a total annual income of \$1,929,930. Annual earnings for FY 17-18 surpassed the \$1,783,090 earnings of FY 16-17 by \$146,840 (or 8.2%).

## Monthly Income: FY 16-17 vs. FY 17-18



## FY 2017-2018 Total Support Revenue By Source





## **Maintenance Department Report for FY 2017-2018**

### **Maintenance Department Summary:**

The Association's Maintenance Department performs a wide variety of functions related to the continued preservation, restoration, upkeep, and security of the Ponce de Leon Inlet Light Station's historic and non-historic structures, grounds, and artifacts. The amount of time and number of personnel required to complete any given project varies greatly according to various factors including preservation related guidelines and restrictions, project complexity, the extent of work to be completed, hours of operation, available personnel, and weather conditions.

The maintenance department currently consists of 1 full-time restoration specialist who also serves as department lead, 1 full-time general maintenance worker, 4 part-time maintenance personnel, and 3 part-time visitor monitors.

All maintenance work at the Light Station, including restoration and preservation projects, is completed by trained staff under the supervision of the Maintenance Manager, Director of Operations, and Executive Director with technical guidance from the Museum Curator. Historically accurate application and preventative maintenance techniques are used to protect the historic fabric and integrity of the Light Station's structures. All maintenance related materials must pass an extensive analysis prior to their use 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 located in the Ayres Davies Lens Exhibit Building and Principal Keeper's Dwelling
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 Cuban raft inspections
8. 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 replacement of burned out light bulbs
7. Daily cleaning of tower flood light lenses

### ***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 3<sup>rd</sup> 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 During Fiscal Year 2017-2018:**

***Bldg. 1 - Gift Shop:***

1. Repaired roof damage resulting from 2017 hurricanes (work completed by G&W Roofing)
2. Cleaned and repainted first floor restroom doors and alcove
3. Completed refinishing of gift shop sales floor
4. Installed new display cases on main sales floor
5. Remodeled 2<sup>nd</sup> floor kitchen and restrooms and coordinated the installation of new cabinets, countertops, and appliances.
6. Coordinated replacement of conference room flooring
7. Repaired and repainted south handicap deck, railings, and posts.
8. Repainted main entrance handicap ramp
9. Repaired pavers located in main entrance brick walkway
10. Cleaned main entrance sign and repaired channel marker lights located on sign posts
11. Repaired and repainted back porch deck, railings, and posts
12. Repaired and repainted back porch stairs and railings
13. Repainted 2<sup>nd</sup> floor porch deck
14. Replaced faulty overhead lights on main sales floor

***Bldg. 2 - Wood Shed Theater/Privy:***

1. Cleaned and repainted main entrance door and frame
2. Cleaned and repainted privy door and frame
3. Cleaned and repainted interior walls

***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 - 2<sup>nd</sup> Assistant Keeper's Dwelling:***

1. Installed new copper screening in attic vents
2. Repaired copper gutter and downspouts damaged by hurricanes

3. Repaired front porch steps and railing system
4. Restored and repaired front porch beam and replaced modern porch fascia boards with historic lumber
5. Refinished exhibit display cases in kitchen and large bedroom
6. Repaired and repainted handicap ramp deck and railing system
7. Repainted front and back porch posts, decks, and railings
8. Refinished interior door thresholds
9. Cleaned and repainted exterior doors and windows as needed
10. Scraped, primed and painted roof fascia, soffits, and corbels
11. Replaced deteriorated glazing in historic windows as needed
12. Cleaned and repainted interior wood trim and fireplace mantels

***Bldg. 5 - Principal Keeper's Dwelling:***

1. Cleaned and repainted exterior doors and windows
2. Repaired faulty lens rotation mechanism on Fresnel lens model in Reflections on Light exhibit
3. Refinished interior door thresholds
4. Cleaned, treated, and repainted interior plaster walls as needed
5. Completed restoration, preservation, and rehabilitation of Commodore exhibit space including ceiling, walls, floor, and window.
6. Restored 2<sup>nd</sup> landing tower window and repaired window vent damaged by hurricanes
7. Cleaned, treated, and repainted interior masonry walls as needed.
8. Repaired handicap ramp deck and railing system
9. Continued restoration of the historic interior of the principal keeper's woodshed and privy
10. Coordinated repairs on faulty air conditioning system
11. Assisted curatorial department with archaeological excavation of the interior of the principal keeper's woodshed.
12. Replaced faulty water fountain on south porch
13. Restored exterior lap siding on the principal keeper dwelling's bathroom addition and keeper's office
14. Coordinated repointing of masonry front porch piers (work completed by Federal Masonry)
15. Repaired and repainted east and west breezeway door partitions.
16. Repaired and repainted front porch steps and railings
17. Cleaned and repainted front porch deck, railings, and posts

***Bldg. 6 – Lighthouse/Tower:***

1. Repaired Plexiglas shields in lantern room as needed
2. Conducted quarterly mechanical maintenance and weekly cleaning of third order lens
3. Maintained and repaired navigational aid system as needed
4. Retrofitted and reinstalled existing Carlisle and Finch lamp changer in 3<sup>rd</sup> order lens to accept new Coast Guard approved bayonet-style halogen bulbs.
5. Replaced exterior tower flood lights
6. Assisted Razorback LLC (contracted painting company) with the planned restoration, preservation, and recoating off all tower metal work.
7. Restored 2<sup>nd</sup> landing tower window and repaired window vent damaged by hurricanes
8. Cleaned, treated, and repainted interior masonry walls as needed.

9. Commenced planned preservation of interior and exterior tower metalwork including: main entrance inner and outer door frames, weight well, spiral staircase and railing system, interior landings, service and watch room, exterior gallery deck including railing system and support brackets, inner and outer lantern room, widows walk, cupola, vent ball and lightning rod, tower windows and vents, watch room outer cast iron drum and cornice system, and all associated mountain hardware.

***Bldg. 7 - Pump House:***

1. Repaired damage to pump house resulting from 2017 hurricanes
2. Replaced faulty irrigation pump
3. Cleaned and repainted exterior siding as needed

***Bldg. 8 - 1<sup>st</sup> Assistant Keeper's Dwelling:***

1. Installed new copper screening in attic vents
2. Repaired copper gutter and downspout damaged by hurricanes
3. Cleaned and repainted front and back porch decks, railings, and posts
4. Cleaned and repainted front porch steps
5. Cleaned and repainted exterior doors and windows as needed
6. Replaced deteriorated glazing in historic windows as needed
7. Rebuilt water pump exhibit on south side of building
8. Repaired picket fence enclosing laundry area on south side of building
9. Repaired front porch beam
10. Coordinated repointing of front porch masonry piers (work completed by Federal Masonry)
11. Repaired cellar door and frame

***Bldg. 9 – Woodshed (Generator & Toolshed Room), Privy, and Coast Guard Addition (Radio Room):***

1. Coordinated repointing of mortar joints in masonry walls (work completed by Federal Masonry)
2. Cleaned and repainted interior wood trim, doors, and window frames as needed
3. Cleaned and repainted exterior windows
4. Repaired, cleaned, and repainted privy door and window
5. Replaced deteriorated glazing in historic windows as needed
6. Cleaned, primed, and painted roof fascia and soffits
7. Cleaned and treated sections of interior mortar walls effected by salt migration
8. Repainted breezeway floor
9. Replaced faulty public water fountain located inside breezeway

***Bldg. 10 – Ayres Davies Lens Exhibit Building:***

1. Replaced copper gutters and downspouts damaged by 2017 hurricanes
2. Cleaned and repainted interior walls
3. Assisted curatorial department with installation of new minor aid to navigation
4. Replaced damaged interior floor tiles
5. Cleaned and repainted exterior wall sconces
6. Repaired cupola vents and Plexiglas panels damaged by 2017 hurricanes

7. Coordinated repairs to faulty storm shutters (work completed by Shutter Outlet)

***Bldg. 12 - Oil Storage House:***

1. Refinished oil house door
2. Repaired minor aids to navigation lamp changers as needed
3. Coordinated repointing of mortar joints in masonry walls (work completed by Federal Masonry)
4. Cleaned interior ceiling and rafters
5. Cleaned and repainted observation gate
6. Cleaned and preserved historic iron oil tanks

***Education Building:***

1. Repaired and replaced deteriorated lap siding on exterior of building
2. Repaired and repainted side entrance steps
3. Repainted back porch railings and posts

***Restroom/ Vending Building:***

1. Replaced broken floor tiles in restrooms
2. Repaired climate control system
3. Replaced faulty emergency lights
4. Repaired faulty faucet in family restroom
5. Replaced broken mirror in family restroom
6. Repaired faulty Sloan valves in bathroom urinals and toilets
7. Repaired and repainted front porch railings and posts
8. Cleaned and repainted restroom doors
9. Cleaned and repainted porch ceiling
10. Replaced faulty water fountain
11. Repainted front and back porch recessed lighting fixtures

***Administration Building:***

1. Assisted curatorial department with relocation of artifacts
2. Cleaned and repainted dormer siding, soffit, and fascia
3. Cleaned and painted exterior lap siding on north side of building
4. Repaired faulty overhead lights
5. Pressure washed exterior 2<sup>nd</sup> floor porch deck and stairway
6. Assisted with the reconfiguration of 2<sup>nd</sup> floor admin space
7. Repaired climate control system
8. Replaced faulty emergency lights

***Historic/Non-Historic Grounds:***

1. Pressure washed perimeter picket fence
2. Repaired perimeter picket fence sections as needed
3. Cut back encroaching vegetation from nature trails

4. Repaired anchor chain enclosure around Cuban rafts
5. Repaired east chain link fence
6. Leveled/repared historic brick walkways as needed
7. Repaired lawn irrigation system as needed
8. Coordinated monthly lawn and shrub treatment (work completed by Middleton Lawn)
9. Coordinated repairs and service calls for security monitoring system as needed (Tyco Integrated)
10. Weeded parking lot medians and perimeter vegetation as needed

***Museum Exhibits & Educational Programs:***

1. Constructed display cabinet for newly acquired minor aid to navigation
2. Constructed exhibit display panel frames and installed as directed

## **Curatorial Department Report for FY 2017-2018**

### **Curatorial Department Summary:**

The curator is responsible for every aspect of the museum's collection and the Education Department collection, including planning, 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 each year. Objects on display are inventoried during the curator's weekly inspection of all buildings and exhibits. The curator researches all objects as well as the history of the light station in order to plan and design exhibits. The curator researches and writes articles and lead articles for the museum's quarterly newsletter and the monthly online publication. 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 museum's extensive Procedures Manual. The curator 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 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 the museum's registrar; 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.

### **Acquisitions for FY 17-18:**

Acquisitions for FY 17-18 included 81 material objects, 20 archival objects, 7 library objects, and 2 photographs.

#### ***Material Objects:***

There are currently 3,945 items listed in the museum's material objects catalog. Eighty-one of these objects were added to the collection during FY 17-18 including these significant items:

1. Eleven objects unearthed from the foundation of Building 11 during the conservation of the floor and floor joists. Significant objects were: WWII shore establishment insignia pin, 2017-51-3; USCG matches, 2017-51-6; Edison battery oil bottle, 2017-51-7; cigarette case, 2017-51-1; buttons, 2017-51-10; flashlight batteries, 2017-51-12; bronze cabinet handle, 2017-51-2.
2. Clear glass directional buoy lens 2017-52-1
3. Barbier, Benard & Turenne double wick lamp, 1898, 2018-21-1
4. Corning red glass Fresnel lens 1940s, 2018-11-1
5. USLHE wick storage can, c 1870-80, 2018-9-1
6. USLHS Airways Division radio receiver, 1931, 2018-5-1
7. USLSS Ammunition storage box, 1871-1915, 2018-4-1
8. Collection of USLHS dinnerware including both turquoise and brown patterns, 2018-1-1~25





Lighthouse Service Dinnerware



Barbier, Benard  
& Turenne  
Lamp



Lighthouse Establishment Wick Container

### ***Archival Objects:***

There are currently 1,069 items listed in the museum's archives catalog. Twenty of these items were added to the museum's archival collection in FY 17-18 including:

1. Copies of documents related to PILH history including keepers' log pages, found in the collection
2. Envelope from a letter from Keeper Thomas O'Hagan 2018-13-2
3. Postcard of Mosquito Inlet Lighthouse tower, 1907, 2018-13-1
4. USLHE property returns 2018-10-1
5. Correspondence between Herbert Bamber and his father, 1887, 2018-8

### ***Library Objects:***

There are currently 1,285 items listed in the museum's library catalog. The title, author, and subject data for each book in the museum's library collection is recorded Library Catalog of Past Perfect. Seven books were added to the museum's library collection in FY 17-18 including:

1. The Ponce Inlet Lighthouse: An Illustrated History, 2018-2-1
2. World War II Coast Guard Ships, 2017-53-1
3. FUBAR: Soldier Slang of World War II, 2017-49-1
4. Instruction Manuals, Kohler Generator, 2016-64-5-8

### ***Photographs:***

There are currently 4,770 photographs listed in the museum's image catalog. Two images were added to the museum's image collection in FY 17-18 including:

1. Film negatives of PILH found in collection, 2018-20-1
2. Mosquito Inlet Lighthouse tower cabinet card, c. 1898, 2018-17-1

### **Accessions Summary for FY 2017-2018:**

Museum records indicate that a total of 11,069 accessioned items were held by the Association at the close of Fiscal Year 2017-2018. 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 Past Perfect 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	3,956
Photographs & Transparencies	4,770
Archival Materials	1,069
Reference Library Resources	1,285
Total Collections	11,080

All deeds of gift, invoices, and various other documents are linked to their applicable Past Perfect records. These documents are then accessible via the Past Perfect 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 is 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 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 Past Perfect 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.

### ***De-Accessioned Objects:***

A major project carried out during FY 17-18 was the reorganization of our object storage. The library and the object collections were carefully examined during this process for 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. A total of 197 objects were deaccessioned by the curatorial department during FY 17-18.

### **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.

7852 lighthouses were entered into the touch screen computer program and are available for viewing at two computer stations in the museum.

### **Photography:**

Photo sessions are conducted by the registrar 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 2017-2018 include:

1. USLHE wick storage can cleaned for storage.
2. USLHS Airways Division radio receiver cleaned for exhibit.
3. USLSS ammunition box cleaned for exhibit.
4. 26 pieces of USLHS dinnerware cleaned for exhibit.
5. Cigarette case excavated from foundation of Building 11, cleaned for storage.
6. Coast Guard shore patrol insignia excavated from foundation of Building 11, cleaned for storage.
7. Bronze door handle excavated from foundation of Building 11, cleaned for storage.

### **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 structure preservation and restoration work completed during FY 2017-2018 includes:

1. Planning and preparation for tower metalwork restoration and conservation of lantern room tie-down rods
2. Retrofitted lamp changer installed in tower to accommodate new lamp size
3. General treatment plan created for sealing tower drum joints and windows
4. Tower drum joints sealed
5. Tower window frames sealed
6. Tower window west side between landings 5 and 6 repaired
7. General treatment plan created for repair of tower vents
8. Tower east side first window vent repaired
9. Treatment plan created for Building 11
10. Building 11 (principal keeper woodshed and privy) floor and floor joist conservation continuing in progress
11. Principal keeper dwelling - treatment plan created for exterior siding and window frames repair and painting
12. Siding and window frames repaired and repainted on principal keeper dwelling
13. Treatment plan for east wall, center bedroom of principal keeper dwelling
14. East window of central bedroom, principal keeper dwelling, removed and sent to CCS for restoration.  
Window reinstalled and plaster and paint repairs made to east wall.
15. Treatment plan created for front porch floor joist repairs, front porch of second assistant keeper dwelling
16. Conservation of floor joists at both east and west ends of front porch, second assistant keeper dwelling
17. Federal Masonry and museum staff assessed and repaired mortar of exteriors of oil storage building, keeper dwellings, generator building, and woodshed theater. Selection of new mortar product – Century Brand Natural Cement.
18. Created treatment plan for interiors and exteriors of Generator Building windows
19. Generator Building windows repaired
20. Created treatment plan for interior paint repair in Radio Room under west and east windows
21. Radio room paint repairs completed
22. First assistant keeper dwelling east side corbels conserved and repainted.

### **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. Upgrade of Building 10 display cases –addition of constant level lamp
2. Additions to USLHS library box
3. Additions to Generator Room – anvil, fire extinguisher
4. Upgrade to first assistant keeper kitchen exhibit – addition of USLHS dinnerware
5. Addition of USLSS ammunition box to USLSS exhibit
6. Plans for exhibit case for USLHS Airways Division radio receiver
7. Addition of Lyle gun octant to USLSS exhibit.

### **Newsletter Articles and Publications:**

The curator researched and submitted the following items for publication:

#### ***Books:***

1. *A Beacon for Mosquito* – corrected second edition of this souvenir book
2. *The Ponce Inlet Lighthouse: An Illustrated History* – a 320 page history of the Ponce Inlet Light Station

#### ***Quarterly Newsletter Illuminations:***

1. Thank You and Wish List Columns for quarterly newsletter
2. *Saved by a Lighthouse Keeper*

#### ***Monthly Electronic Newsletter: E-luminations***

1. *Correspondence 1887*
2. *Fire!*

### **Historical Research:**

The curatorial department completed the following research during FY 2017-18

1. The Ponce de Leon Inlet Light Station and community of Ponce Inlet
2. Illuminants used in Chance Brothers lenses
3. Barbier, Benard et Turenne
4. Luchaire - lighthouse lamp manufacturer

### **Security/Visitor Monitor Support:**

The curator 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 includes:

1. Weekly security check of all exhibits and historic buildings
2. Quarterly spot checks and annual inventory of entire museum collection
3. Annual inventory of Education Department collection
4. Trained new security guards on the collections and cleaning the exhibit Plexiglas and viewing windows

### **Special Curatorial Projects:**

In addition to the duties and responsibilities outlined above, the curator worked closely with administrative staff and each department throughout fiscal year 2017-2018 to update and expand the Association's procedures manual to ensure that unique and routine tasks are completed in a standardized and appropriate manner throughout the organization. The curator also worked with the executive director and director of operations to update the Association's Five Year Plan.

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. During FY 2017-2018, assistance was given to the staff of the St. Mark's Wildlife Refuge in exhibit design.

## Director of Operations Report for FY 2017-2018

The function of Director of Operations derives its authority from and reports directly to the Executive Director. The Director of Operations is responsible for overseeing the daily operation of the Museum and the supervision of Lighthouse 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. Additional responsibilities of the Director of Operations includes educational program development, maintaining the Museum's computer network and electronic equipment, graphic design, coordinating contract services with outside vendors, developing work lists for Maintenance Department, and developing monthly staff schedules, and additional duties as needed/assigned.

### Education:

1. **Educational Workshops and Programs:** Coordinated and presented educational outreach programs to local schools. Programs included *Keeper in the Classroom*, the *USLHE Library Box*, and *Science of Light*.
2. **Onsite Educational Events:** Assisted Programs Manager with tours and workshops as needed.
3. **Online Educational Resources:** Developed educational lesson plans, pre and post-visit packets, and enrichment activities for educational program use.
4. **Lectures:** Presented historic lectures to outside clubs/groups.
5. **Florida Trust Award:** Accepted the Florida Trust for Historic Preservation's 2018 Outstanding Achievement in Field of Preservation Education/Media on behalf of the association. Award was received in recognition for the museum's Science of Light and Lighthouse Illumination educational program.
6. **FLA Lecture:** Presented lecture on lighthouse educational program and volunteer program development to Florida Lighthouse Association quarterly meeting attendees.

### Technology:

1. **Server and Internal Network Maintenance and Back-Up:** Coordinated server maintenance and trouble-shooting with Daytona IT. Updated Server and Gift Shop backup system.
2. **Inventory Control:** Updated inventory database and completed quarterly inventory checks
3. **Websites:** Maintained website and online store. Added new content and edited existing pages as needed. Began redesign of main website with Z-Graph in preparation for anticipated termination of current hosting service for existing website.
4. **New Staff Computers:** Ordered and installed new staff computers and repaired existing computers as needed.
5. **Gift Shop Point of Sale System:** Assessed malfunctions on POS work stations and repaired as needed.
6. **Annual Gift Shop Inventory:** Assisted gift shop staff with annual inventory.
7. **PCI DSS Compliance Measures:** Coordinated upgrades to Point of Sale software, hardware, and Preservation Association computer network to meet Payment Card Industry Data Security Standard (PCI DSS) compliance standards. All Preservation Association networks currently meet all established PCI compliance requirements.
8. **Video Surveillance System:** Maintained and repaired video surveillance system cameras as needed.
9. **Email:** Set up new email addresses for new employees and coordinated transfer of email hosting from Alternative Image to Microsoft Office 365 web-based platform
10. **Network:** Rerouted existing network data lines and reconfigured network hardware closet.
11. **Digital Time Clock:** Installed new digital timeclock for administrative and maintenance employee use
12. **Exhibit TVs:** Repaired and replaced exhibit televisions as needed.

### Special Projects/Activities:

1. **Quarterly Newsletter:** Composed articles for each quarterly newsletter. Coordinated completion, submission, and editing of all newsletter content. Supervised design, printing, and distribution of completed publications.
2. **Graphic Design:** Designed and developed all advertisements for local publications and print media.
3. **Print Materials:** Monitored material inventory of the association's visitor guide map, advertising brochure, and other printed materials. Edited and coordinated reprinting of materials as needed.
4. **Echo Grant:** Generated 2018 Annual Report for Volusia County ECHO Grant Program.
5. **Hunter Foundation Grant:** Submitted annual report for 2016-2017 Hunter Foundation Grant. Submitted 2017-2018 Hunter Foundation grant application (approved).
6. **Year End Report:** Researched, developed, and completed 2017-2018 Year End Report.
7. **5-Year Plan-** Worked with Executive Director and Curator on association's 5-Year Plan.
8. **2017-2018 Budget Proposals-** Developed Programs Dept. and d Special Projects budget for new fiscal year.
9. **Tower Lights:** Researched and facilitated return of faulty RAB tower flood lights and procurement of replacement Crouse-Hinds stainless steel flood lights through City Electric.

### Staff Supervision and Management:

1. **Staff Management:** Managed, counseled, and supported staff as needed.
2. **Programs Department:** Supervised Programs Manager activities
3. **Employee Hiring:** Posted job vacancy announcements, screened resumes, and interviewed candidates for Association positions as needed.
4. **Maintenance Work Lists:** Generated maintenance work lists and conducted final inspection of completed assignments as needed.
5. **Facility Inspections:** Conducted weekly facility inspections.
6. **Maintenance Department Management:** Managed daily maintenance department activities
7. **Administrative Department:** Completed administrative management tasks.
8. **Annual Staff Evaluations:** Completed employee annual evaluations for all maintenance and programs department staff.
9. **Sub-Contractors:** Scheduled and coordinated work by outside vendors and contractors as needed.
10. **Supplies & Materials:** Procured maintenance supplies for ongoing facility operations and scheduled projects  
**Building Plans:** Developed building plan and material list for new handicap ramp on Bldg. 5.
11. **Project Supervision:** Supervised reconfiguration of 2<sup>nd</sup> floor administrative space and relocation of artifacts

### Training, Meetings, and Seminars:

1. **Volunteer Training:** Assisted with volunteer training as requested by Programs Manager
2. **Florida Lighthouse Association (FLA):** Served as the lighthouse's representative at quarterly Florida Lighthouse Association and annual strategic planning meetings.
3. **Employee Training/Meetings:** Scheduled and conducted employee training and staff meetings
4. **Board Meetings:** Served as staff representative during monthly Board Meetings as needed.
5. **AAM Conference:** Attended the 2018 AAM Conference in Phoenix, AZ.
6. **Florida Trust for Historic Preservation Conference:** Attended the annual FTHP conference in Jacksonville, FL.
7. **Volusia County Historical Society Training:** Attended Volusia County Historical Society training focusing on restoration and preservation of historic structures in Barberville, FL.

## **Programs Department Report for FY 2017-2018**

### **Program Manager Summary:**

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. Enjoyed by more than 80,000 individuals during Fiscal Year 2017-2018, educational programs offered by the Lighthouse Preservation Association include numerous offerings designed for young and old including:

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:**

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:

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

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:

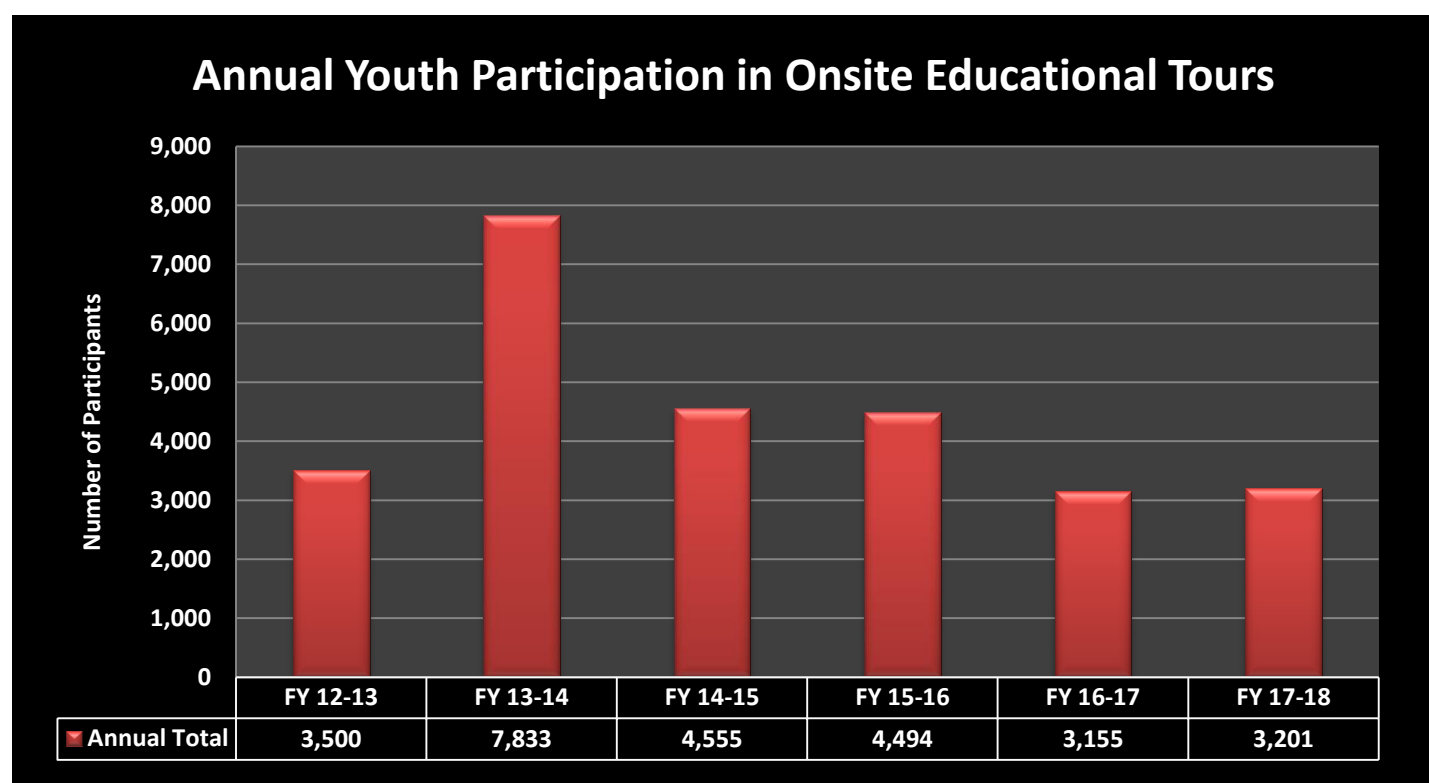
1. A climb to the top of Florida's tallest lighthouse
2. A visit to the world renowned Ayers Davies Lens Exhibit Building
3. A tour of the Ponce De Leon Inlet Light Station and museum including the keepers' dwellings, oil storage house, boat yard, and Nature Trail, time permitting



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 3,201 students while leading 93 school/youth group tours of the light station during FY 17-18.



### Student/Youth Educational Outreach Summary:

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.

The Programs Department delivered ten educational outreach programs to local schools in FY 17-18, reaching 2,577 students overall through its educational outreach endeavors.

### ***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:***

Growing in popularity over the past several years, the program department's participation in the National Education Association's (NEA) *Read Across America* initiative has grown from 11 lighthouse presentations in FY 16-17 to 23 in FY 17-18. Schedule annually in March, lighthouse docents read *Nelly, the Lighthouse Cat* to more than 4,700 students in 20 different schools in Volusia County.

### **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 29 adult tours, 22 VIP and Climb with the Keeper Tours, and 12 Climb to the Moon events in FY 17-18, with 1,007 adults participating overall.

### **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 festivals, art shows, and parades including Light-Up Volusia, Port Orange Family Days, History Con at Museum of Arts of Science, New Smyrna's Anniversary Celebration, and the Ponce Inlet and Port Orange Christmas Parades.

The Preservation Association participated in 27 community events in FY 17-18 including 11 public events and 16 historic presentations. In all, the Preservation Association reached an estimated 55,000 children and adults through its community outreach endeavors. The lighthouse did not participate in either the Ponce Inlet Christmas Parade or the Port Orange Christmas Parade in 2017 due to the lack of suitable trailer on which to build its float.

### **Teacher Education Summary:**

Lighthouse staff and docents promote the association's many educational offerings within the local school system by attending teacher training workshops, volunteering to serve as judges at the Volusia County Social Studies Fair, providing free teacher admission on select days of the year, and by offering to host teacher continuing education workshops in the gift shop conference room. The lighthouse was able to network with more than 950 education professionals in FY 17-18 through these means.

### **Onsite Educational Event Program Summary:**

The Ponce de Leon Inlet Lighthouse and Museum hosts a variety of onsite educational events throughout the year. Enjoyed by an estimated 5,869 adults and 1,956 children in FY 17-18, onsite educational events are typically scheduled during national holidays or on important historic dates. The lighthouse's current list of scheduled on-site events includes:

1. **Home School Days:** Held twice a year, this event is a day of fun educational workshops designed especially for homeschool students ranging from five to 15 years of age. Developed by certified and/or experienced educators, workshops are facilitated by the Association's dedicated corps of volunteers. Homeschool days have become very popular within the Homeschool community. These events typically sell out within days of becoming available online and are consistently described by parents as the "best home school event they have ever attended". New workshops are developed annually to keep the program fresh and unique for the Association's many returning students.
2. **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 work towards earning several Lighthouse themed badges at the Brownie, Junior, and Senior levels.
3. **Girl Scout Earn a Badge Day:** Offered two times a year, this program in cooperation with Girl Scouts of Citrus Council, offers girl scouts an opportunity to earn an official Girl Scout patch.

4. **Boy Scout Day:** Offered once a year, this program developed in cooperation with the Central Florida Boy Scouts is a unique themed educational program is tailored to the needs of the Boy Scouts.
5. **National Holiday Programs:** Designed to give visitors something extra during their visit to the Lighthouse, national holiday events at the Lighthouse include Thanksgiving, Christmas, Memorial Day, Flag Day, Columbus Day, and Independence Day.
6. **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.
7. **Florida Heritage Day:** Developed in celebration of Florida's 500 years of history, visitors toured the Ponce Inlet Lighthouse and enjoyed numerous offerings including guided tours the Light Station and family-oriented workshops and activities.
8. **National Lighthouse Day:** Celebrating the anniversary of the founding of the United States Light-House Establishment on August 7, 1789, the Ponce de Leon Inlet Light Station offered a variety of educational workshops and family-oriented activities to its visitors.
9. **Florida Lighthouse Day:** Held in celebration of Florida's rich maritime history and 29 remaining Lighthouses, Florida Lighthouse Day is an annual event that provides visitors with the opportunity to educate the public about the state's rich maritime history through a variety of educational workshops, interpretive programs, and family-oriented activities.
10. **Biketoberfest:** Held each October during Daytona's Biketoberfest, this multi-day program provides visitors with the opportunity to participate in several special offerings at the Lighthouse including the artifact table, the opportunity to talk with the Old Lighthouse Keeper in his office in the principal keeper's dwelling, and learning about old-time Crystal Radios at the top of the tower.
11. **Bike Week Events:** 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*.
12. **Family Fun Days:** Offered on numerous occasions throughout the year, Family-Fun Days are structured around family-oriented workshops and kid-friendly activities.
13. **International Museum Day:** Scheduled in accordance with International Museum Day, this event provides visitors the opportunity to learn about the mission of all museums along Lighthouse history.
14. **Armed Forces Day:** In recognition of the sacrifices of our veterans, active duty and retired military personnel are admitted free of charge.
15. **Museum at Night:** Held twice a year after normal closing hours, Museum at Night provides visitors with the unique opportunity to visit the Lighthouse at night when its beacon is shining bright.
16. **Echo Ranger Program:** Developed in cooperation with the Volusia County Echo Program Echo Ranger is offered at the Ponce Inlet Lighthouse three times a year. This special program is 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.
17. **Climb to the Moon:** Offered monthly on the evenings of the full moon, *Climb to the Moon* is a special fund-raising event. Activities include a guided tour of the historic keeper's dwellings, lens exhibit building, and grounds. Participants accompany the *Old Lighthouse Keeper* on a guided tour of the tower, lantern room, service room, and watch room before watching the setting sun and rising full moon from the gallery deck while enjoying hors d'oeuvres and sparkling cider.

18. **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.
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.

### **Educational Program Summary:**

<b>Event Type/Title</b>	<b># of Events Held in FY 17-18</b>	<b>Total Participation</b>
<b>Onsite Youth Group/School Tours</b>	<b>93</b>	<b>3,201</b>
<b>General Onsite Educational Events</b>	<b>19</b>	<b>7,825</b>
<b>Onsite Adult Tours</b>	<b>29</b>	<b>820</b>
<b>College Onsite Tours</b>	<b>10</b>	<b>506</b>
<b>VIP &amp; Climb with the Keeper Tours</b>	<b>22</b>	<b>175</b>
<b>Climb to the Moon Event</b>	<b>12</b>	<b>360</b>
<b>Weddings, Memorials, &amp; Ceremonies</b>	<b>9</b>	<b>239</b>
<b>Educational Outreach Presentations</b>	<b>10</b>	<b>2,577</b>
<b>Read Across America</b>	<b>23</b>	<b>4,707</b>
<b>Community Outreach Events</b>	<b>11</b>	<b>45,956</b>
<b>Collaborative Historical Presentations</b>	<b>16</b>	<b>7,120</b>
<b>VSCB Teacher Events</b>	<b>2</b>	<b>950</b>
<b>Total</b>	<b>256</b>	<b>74,436</b>

### **Volunteerism at the Lighthouse:**

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. Office Assistants
5. Guest relations/ Greeters
6. Transcription Assistants
7. Special Event Assistants
8. Curatorial and Restoration Assistants

22 volunteers donated more than 2,745 hours to the Preservation Association during Fiscal Year 17-18. The value of this vital contribution of volunteer time is immeasurable to the Association.

The Association hosted its 12th Annual Volunteer Awards Dinner in March 2018. During the event the Association recognized 25 volunteers for their generous donation of time, expertise, and energetic support with the presentation of awards, pins, and well- deserved praise.

### **Training, Meetings, and Seminars:**

1. Attended Living Legends of Racing monthly meetings
2. Attended and presented Science of Light and Lighthouse Illumination Workshop at International Docents Symposium in Montreal, Canada.
3. Attended Little Pink Houses meeting
4. Hosted Little Pink House organization event at lighthouse
5. Presented at the Port Orange Photo Club and facilitated photography contest
6. Facilitated partnerships with Coast Guard
7. Attended Boy Scouts regional kickoff event
8. Attended the Volusia County Schools social studies department annual teacher meeting
9. Conducted 9 volunteer training workshops onsite