

Ponce de Leon Inlet Lighthouse Preservation Association

Fiscal Year 2018-2019 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 works diligently to achieve its mission of preserving and disseminating the maritime and social history of the Ponce Inlet Lighthouse each fiscal year. The following report outlines the work completed during the fiscal period from October 1, 2018 through September 30, 2019.

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 11.

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Gift Shop Report for FY 2018-2019

Gift Shop Operations Summary:

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 8 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, online sales, shipping, recordkeeping, financial accounting, 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; and loss prevention.

Lighthouse and Museum Days/Hours of Operation:

The Ponce de Leon Inlet Lighthouse and Museum is open daily to the public from 10:00 am to 9:00 pm from Memorial Day through Labor Day and from 10:00 am to 6:00 pm for the remainder of the year. The lighthouse and museum is closed on Thanksgiving and Christmas Day. Special hours of operation are scheduled on specific days throughout the year in accordance with local events, holidays, and unique onsite offerings that generate higher than normal visitation. Daily admissions are sold from 10:00 am until one hour prior to scheduled close.

Museum Admissions:

Museum admissions are sorted into five categories based on three factors: the type of admission (general, member, resident, promotional, or special event), the age of the visitor (adult, child, or infant/toddler), and the cost of admission. These categories include: Paid General Admissions, Paid Special Event Admissions, Free Promotional Admissions, Free Member Admissions, and Free Ponce Inlet Resident Admissions.

Paid General Admissions (ADMADL, ADMKID): This category includes all paid 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): This category includes all paid adult and child admissions to RSVP-only events and educational programs that are not open to the general public including the Association's monthly Climb to the Moon event, private Climb with the Keeper tours, private group tours, and special educational events including Homeschool Day and Girl Scout Day.

Free General Admissions (FREADL, FREKID): The museum provides free admission to all Volusia County public and private school groups and all active duty military personnel and veterans on Memorial and Veterans Day.

Complimentary passes are also provided to the general public through the Associations' outreach endeavors.

Member Admissions (FREAME, FRECME): This category includes all free adult and child admissions for active members of the Ponce de Leon Inlet Lighthouse Preservation Association.

Ponce Inlet Resident Admissions (ADMPIC, ADMPIC): The Ponce Inlet Lighthouse and Museum provides free admission for all Ponce Inlet residents during normal hours of operations with proof of residency.

In addition to the admission types described above, the Preservation Association offers discounted admission rates to all active duty military personnel and veterans with proof of service and to groups of 20 or more.

Annual Admissions Summary for Fiscal Year 2018-2019:

The Ponce de Leon Inlet Lighthouse and Museum processed a total of 144,796 admissions during FY 18-19.

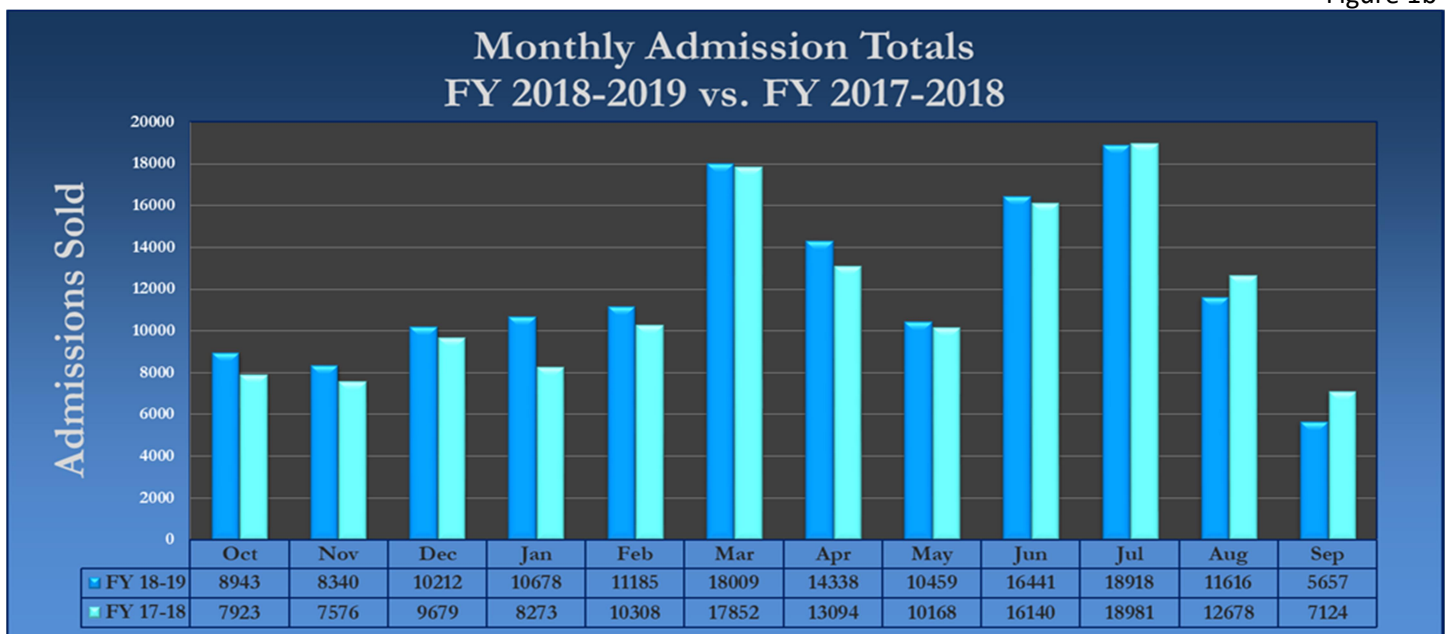
Figure 1a

	Fiscal Year 2018-2019 Admissions Data by Month								Monthly Total
	ADMADL	ADMKID	FREADL	FREKID	ADMPIC	ADMPIC	FREAME	FRECME	
18-Oct	7452	1205	66	33	74	5	99	9	8943
18-Nov	7009	895	166	52	96	11	100	11	8340
18-Dec	8372	1313	159	100	122	12	113	21	10212
19-Jan	9056	1073	46	127	132	22	210	12	10678
19-Feb	9747	924	69	77	115	12	236	5	11185
19-Mar	14664	2466	136	324	119	8	281	11	18009
19-Apr	11377	2264	122	282	78	3	188	24	14338
19-May	8825	1184	111	42	78	9	189	21	10459
19-Jun	12341	3487	231	38	110	16	201	17	16441
19-Jul	14483	3954	118	61	91	20	172	19	18918
19-Aug	9341	1917	52	23	86	4	177	16	11616
19-Sep	4744	679	29	10	58	8	115	14	5657
Annual Total	117411	21361	1305	1169	1159	130	2081	180	144796

Annual Admissions: Fiscal Year 2018-2019 vs. Fiscal Year 2017-2018:

Annual admissions for FY 18-19 surpassed FY 17-18's visitation of 139,796 visitors by 5,000 guests (or 3.6%).

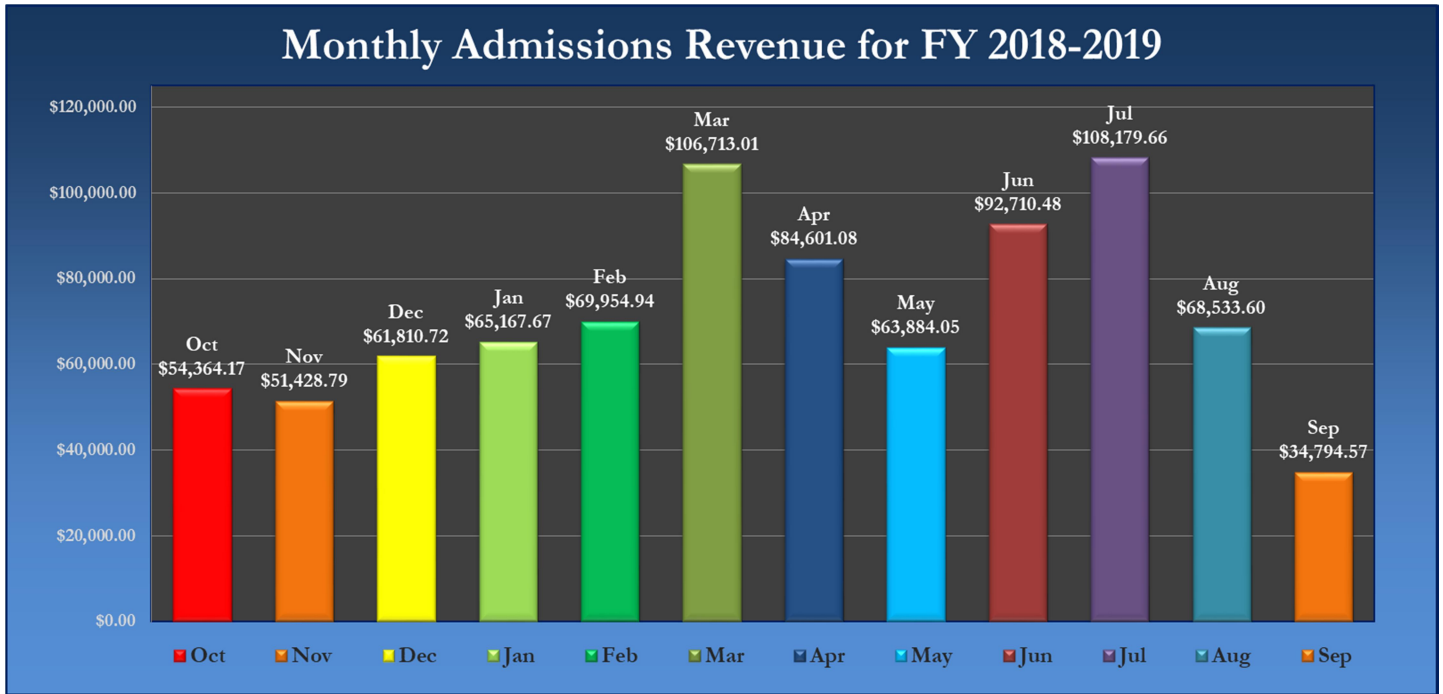
Figure 1b



Annual Admissions Revenue for Fiscal Year 2018-2019:

The museum was projected to generate \$882,100 in admissions during FY 18-19. Actual admission revenue for the year fell short of this goal by \$19,957 (or 2.3%), equaling \$862,143. This shortfall can be attributed in some degree to the impact of Hurricane Dorian on local tourism in the months of August and September which were anticipated to generate a combined admissions revenue of \$116,000, but realized \$103,328 instead (\$12,672 less than projected).

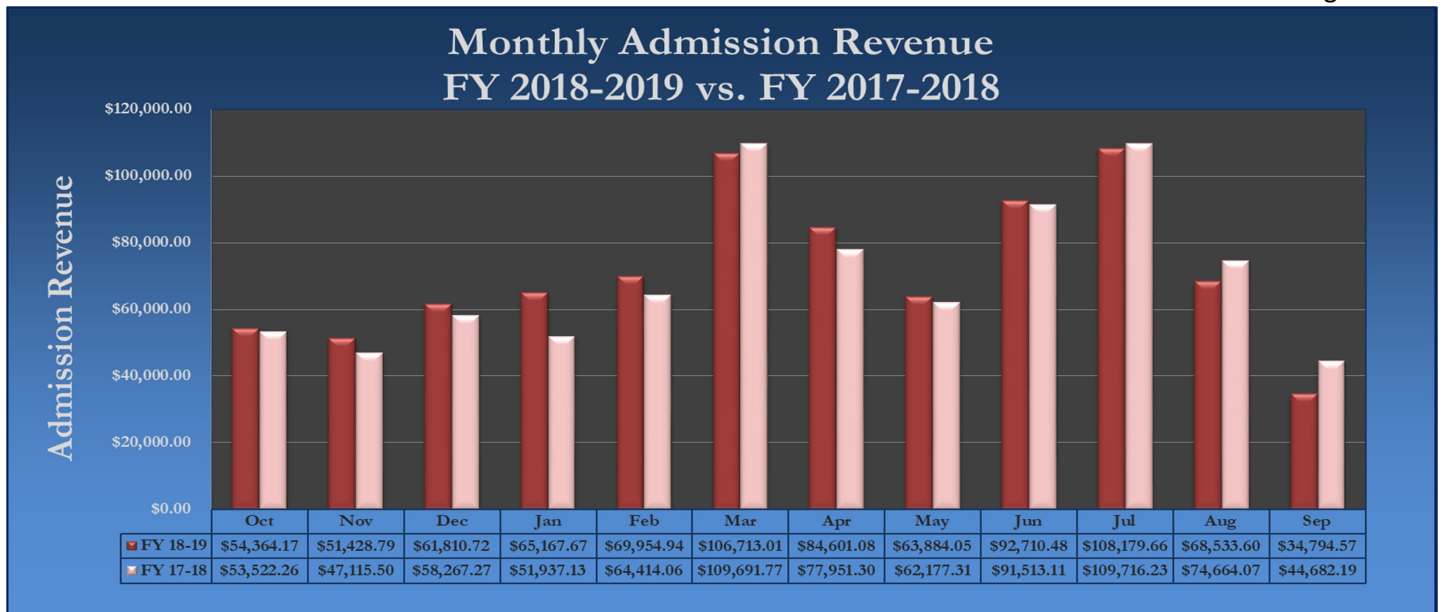
Figure 1c



Annual Admission Revenue: Fiscal Year 2018-2019 vs. Fiscal Year 2017-2018:

Although \$19,957 less than projected, the \$862,143 in admission sales generated during FY 18-19 exceeded the \$845,652 realized in FY 17-18 by \$16,491 or 2%.

Figure 1d



Merchandise Sales:

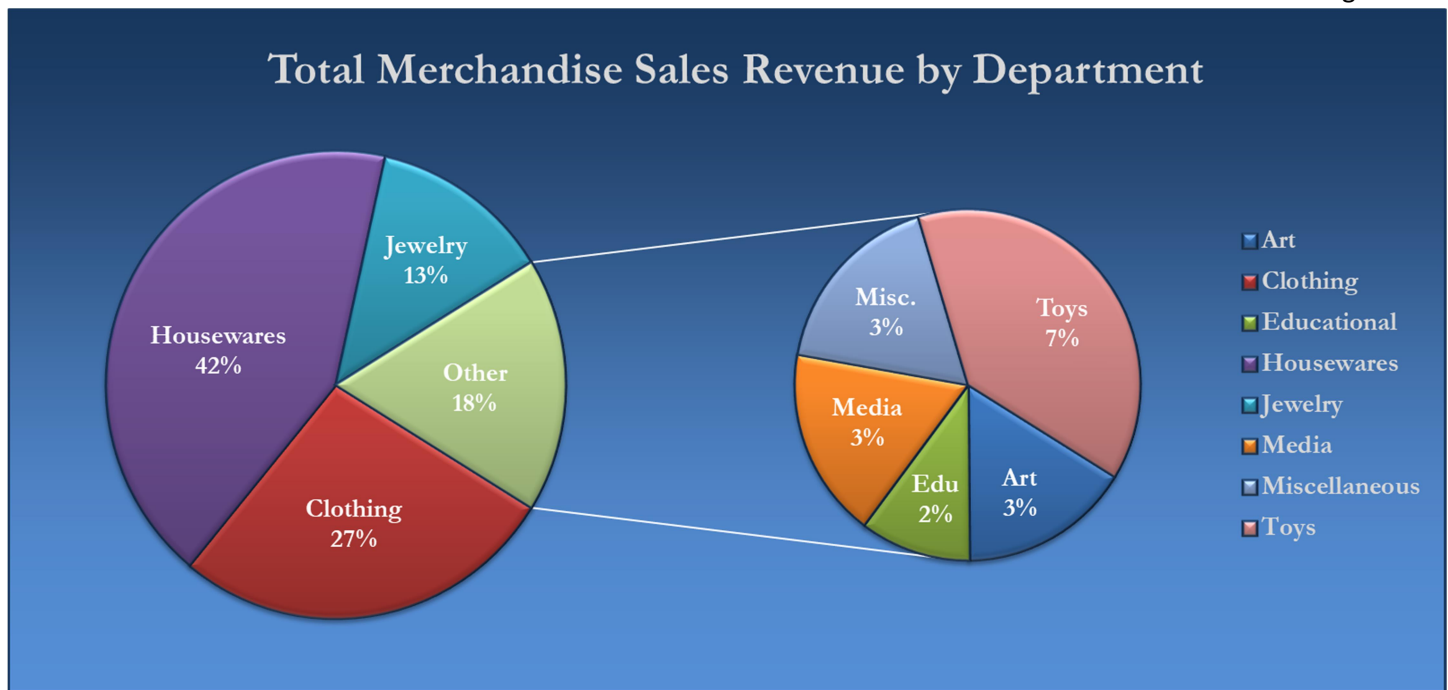
The selection of merchandise offered by the Ponce de Leon Inlet Lighthouse gift shop includes a wide range of products for young and old alike. These products are sorted by type and department and are categorized as being either related or non-related to the museum's mission of preserving and disseminating the maritime and social history of the Ponce Inlet Light Station and local region. Current gift shop merchandise categories include: Art, Clothing, Educational, Housewares, Jewelry, Media/Books, Toys, and other Miscellaneous.

Featured merchandise is selected, ordered, and processed by the gift shop's management team with approval from the executive director. Product selection is based on current market trends, statistical sales data, mission relatedness, profitability, and other relevant factors. A complete physical inventory of all on-hand merchandise is completed on the final day of each fiscal year with periodic checks conducted by the manager, assistant manager, and designated gift shop staff members throughout the year.

Annual Merchandise Sales Revenue for Fiscal Year 2018-2019

The museum gift shop was projected to generate a total of \$949,600 in merchandise sales between October 1, 2018 and September 30, 2019. Despite the negative impact of Hurricane Dorian on local tourism in the last two months of the fiscal year that contributed to lower than expected visitation in months of August and September, the museum gift shop exceeded this annual merchandise sales goal by \$62,927 (or 6.3%), with actual merchandise sales for the year equaling \$1,012,527. 82% of the year's annual sales revenue was generated through the clothing, housewares, and jewelry departments with the remaining 18% split between media, educational, art, toys, and other/miscellaneous.

Figure 2a



Annual Merchandise Sales Revenue: Fiscal Year 2018-2019:

The gift shop exceeded its monthly projected merchandise sales revenue in the months of October, November, December, January, February, March, April, and May during FY 18-19.

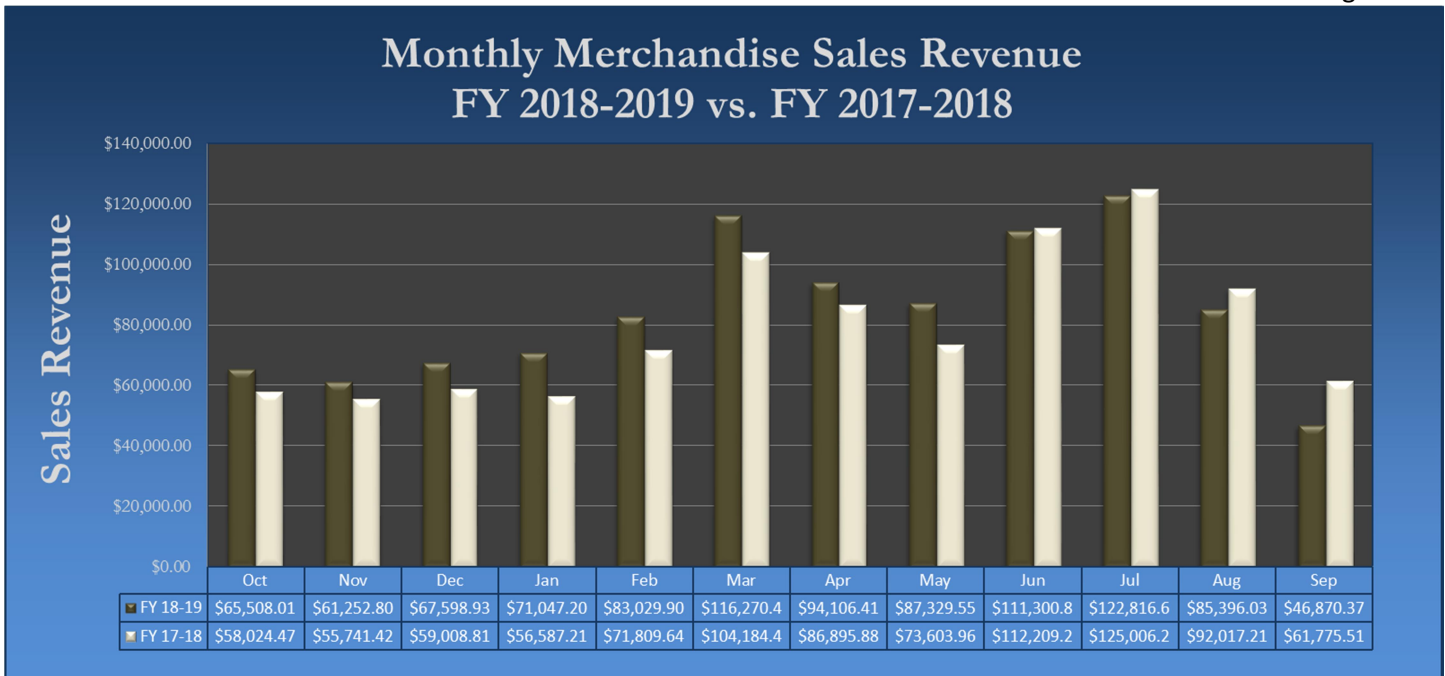
Figure 2b



Annual Merchandise Sales Revenue: Fiscal Year 2018-2019 vs. Fiscal Year 2017-2018:

The \$1,012,527 in merchandise sales generated during FY 18-19 surpassed FY 17-18's gift shop merchandise sales of \$956,864 by \$55,663 (or 5.8%).

Figure 2c



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. As of September 30, 2019, the Preservation Association consisted of 1,533 total memberships and 1,928 members.

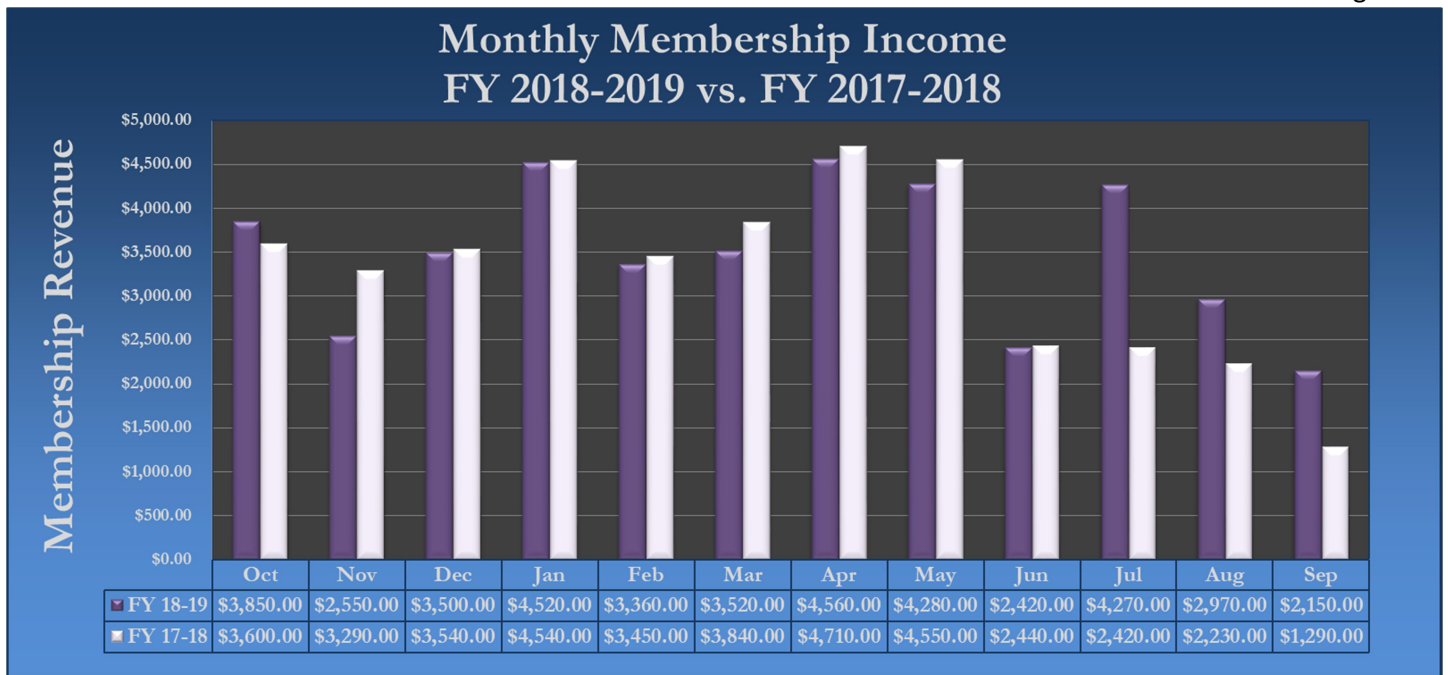
Figure 3a

Membership Level	Total Memberships	Total Members
Corporate (\$500)	8	10
Principal Keeper (\$500)	18	21
First Assistant Keeper (\$200)	39	48
Second Assistant Keeper (\$100)	76	89
Family (\$40)	243	611
General (\$20)	264	264
Senior (\$10)	752	752
Student (\$10)	90	90
Volunteer (Free)	25	25
Lifetime (8	8
Gift (Free-Promotional)	10	10

Annual Membership Income for Fiscal Year 2018-2019

Annual Memberships were projected to generate \$38,400 in income during FY 18-19 but exceeded this goal by \$3,500 (or 9%), equaling \$41,950 overall. This figure surpasses FY 17-18's annual membership revenue of \$39,900 by \$2,050 (or 5%).

Figure 3b

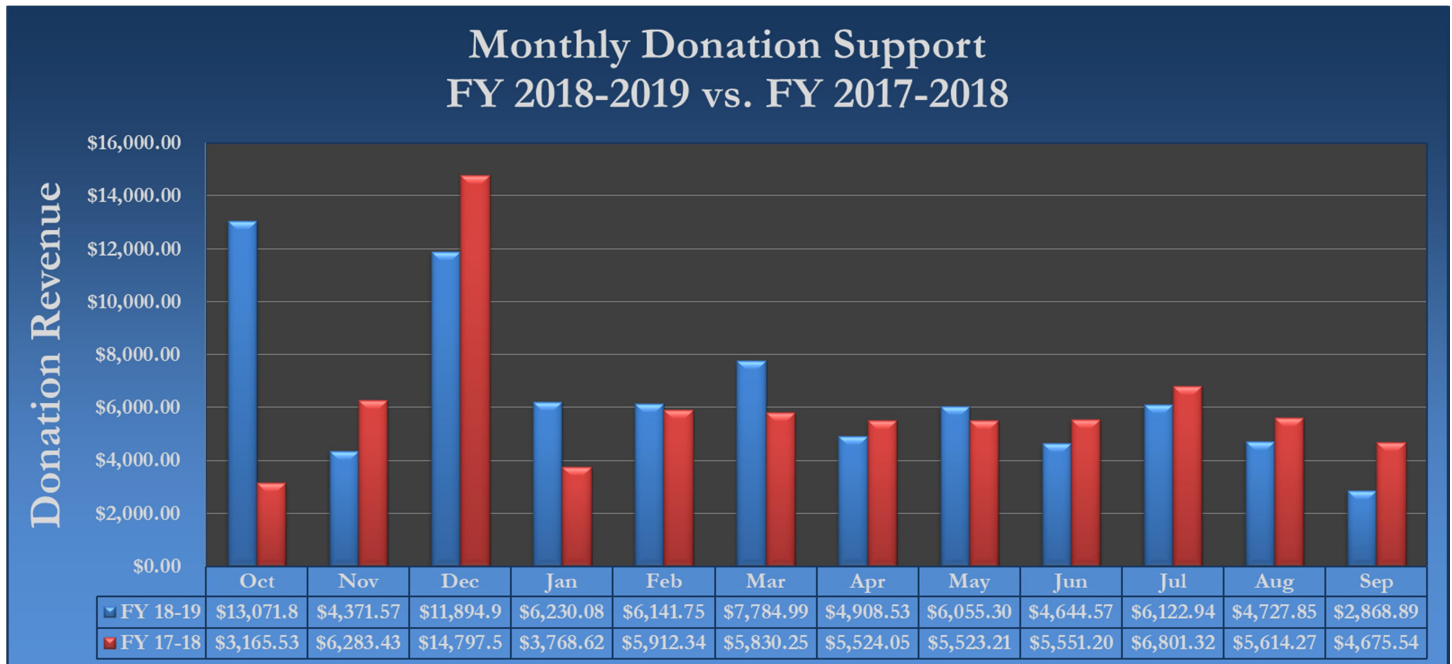


Program Support for FY 2018-2019: Donations, Memorial Brick Sales, and Grants:

Program Support income consists of all funds generated through the processing of private/corporate donations, lighthouse memorial brick sales, and grant payments. Of the three, only memorial brick sales are factored into the Association's projected annual budget.

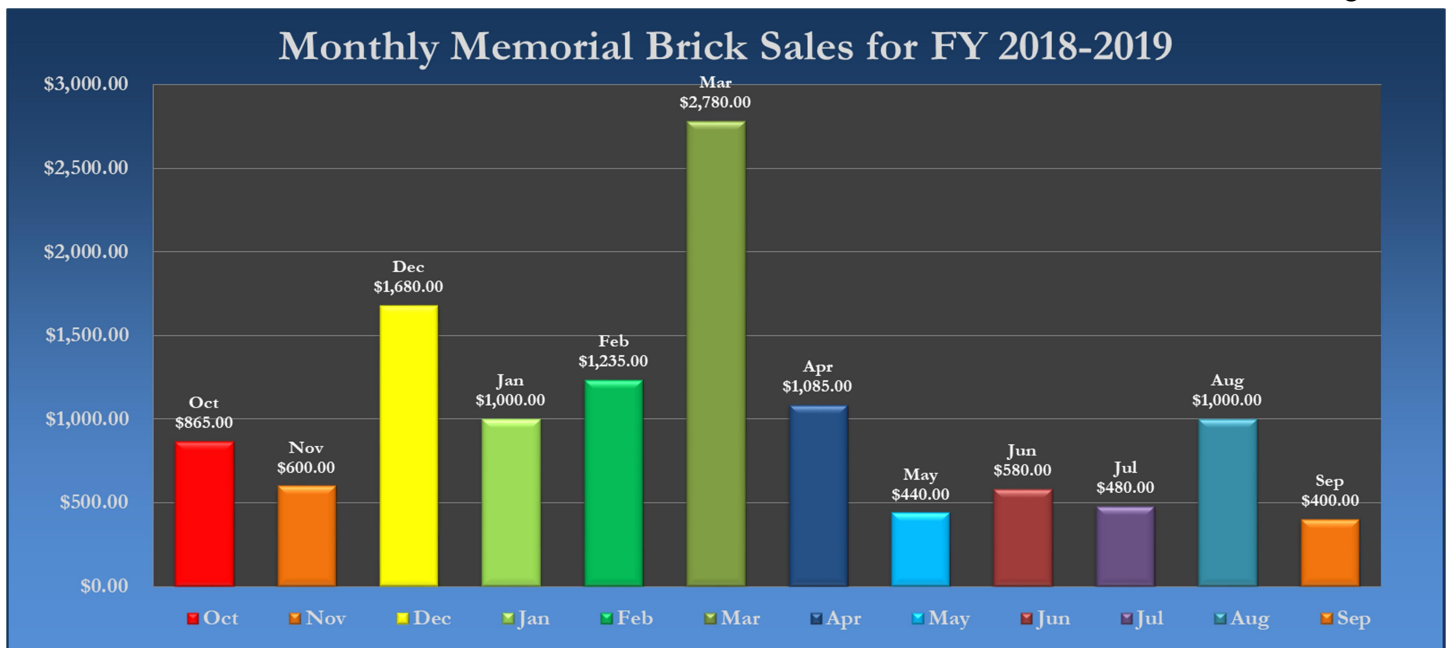
Donations: Donations include money, stocks, and other financial gifts given to the Association by individuals, companies, and private organizations. Donations may be directed towards either the Lighthouse Endowment Fund or General Operating Fund. The gift shop processed \$78,823.26 in total donations during FY 18-19, exceeding the \$73,447.32 raised in FY 17-18 by \$5,375.94 (or 7.3%).

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 \$12,145.00 in brick sales during FY 18-19.

Figure 4b

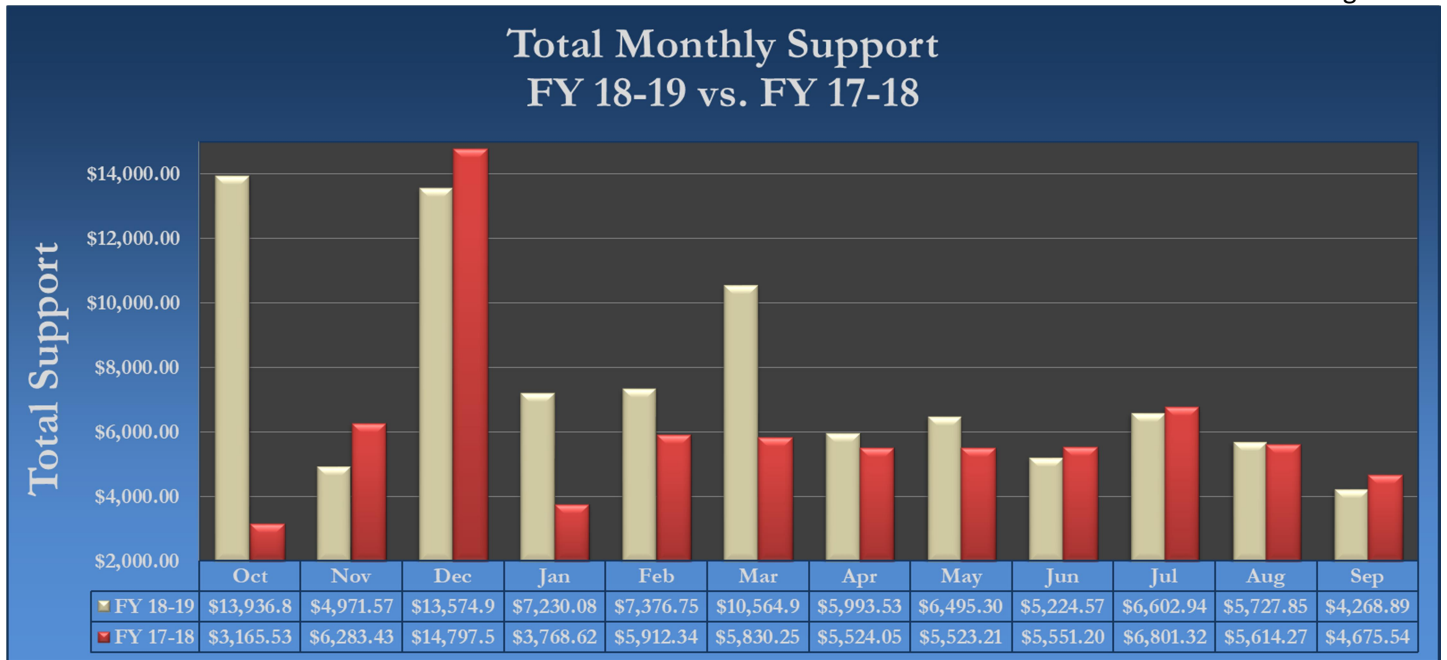


Grants: Grants provide a third source of support income for the Ponce de Leon Inlet Lighthouse Preservation Association. Grants funding is pursued when available and appropriate. The Association was awarded a \$1000 school transportation grant from the Paul B Hunter and Constance D. Hunter Charitable Foundation in FY 18-19. Ten \$100 stipends were awarded to ten schools during FY 18-19, benefitting 828 students and 96 chaperons overall.

Total Monthly Support: FY 2018-2019 vs. FY 2017-2018:

Annual support income for FY 18-19 exceeded FY 17-18 support earnings by 7-18's annual support income of

Figure 4c



Additional Revenue:

Additional revenue for FY 18-19 included \$28,320.03 in interest income and \$360 in sales tax-collection allowance.

Total Income for FY 2018-2019

Total annual income consists of all revenue and support earned during the year. The Association was projected to earn \$1,886,060 in total income for the year but exceeded this goal by \$151,208.21 (or 8%), earning \$2,037,268.21.

Figure 5a

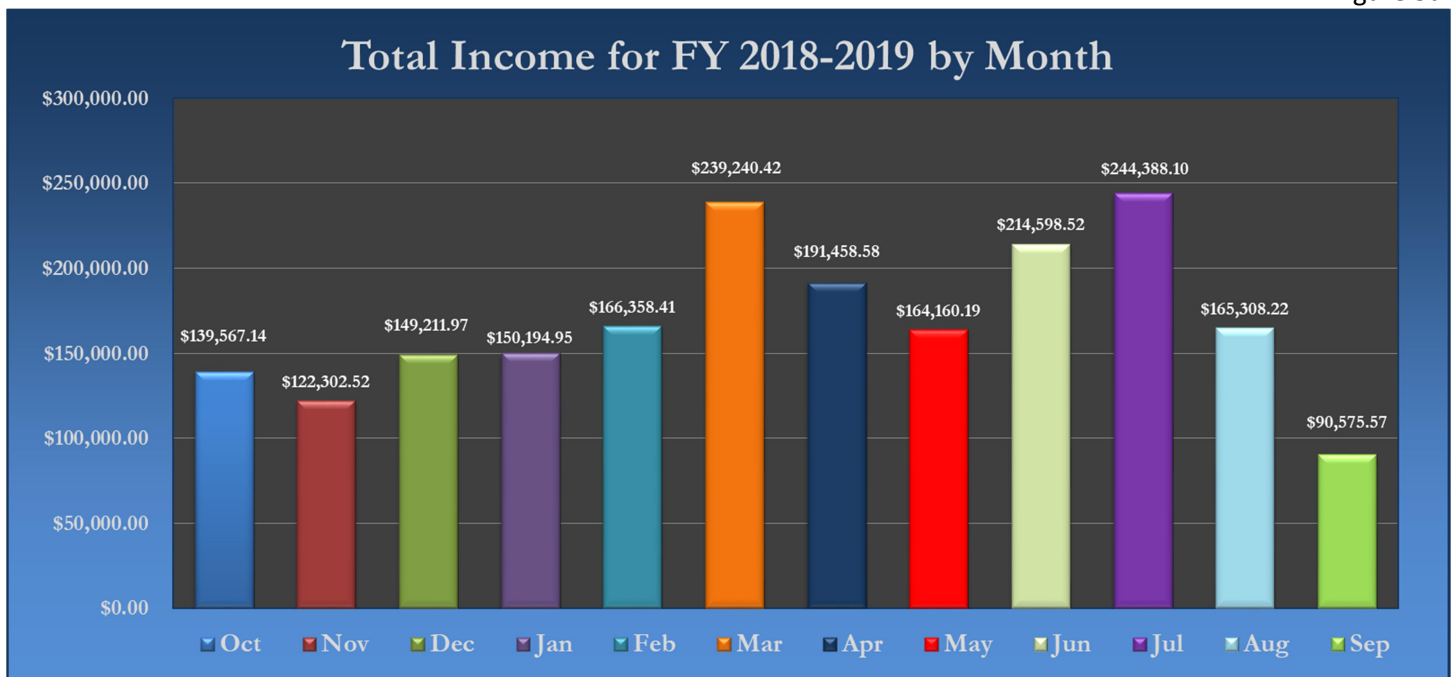
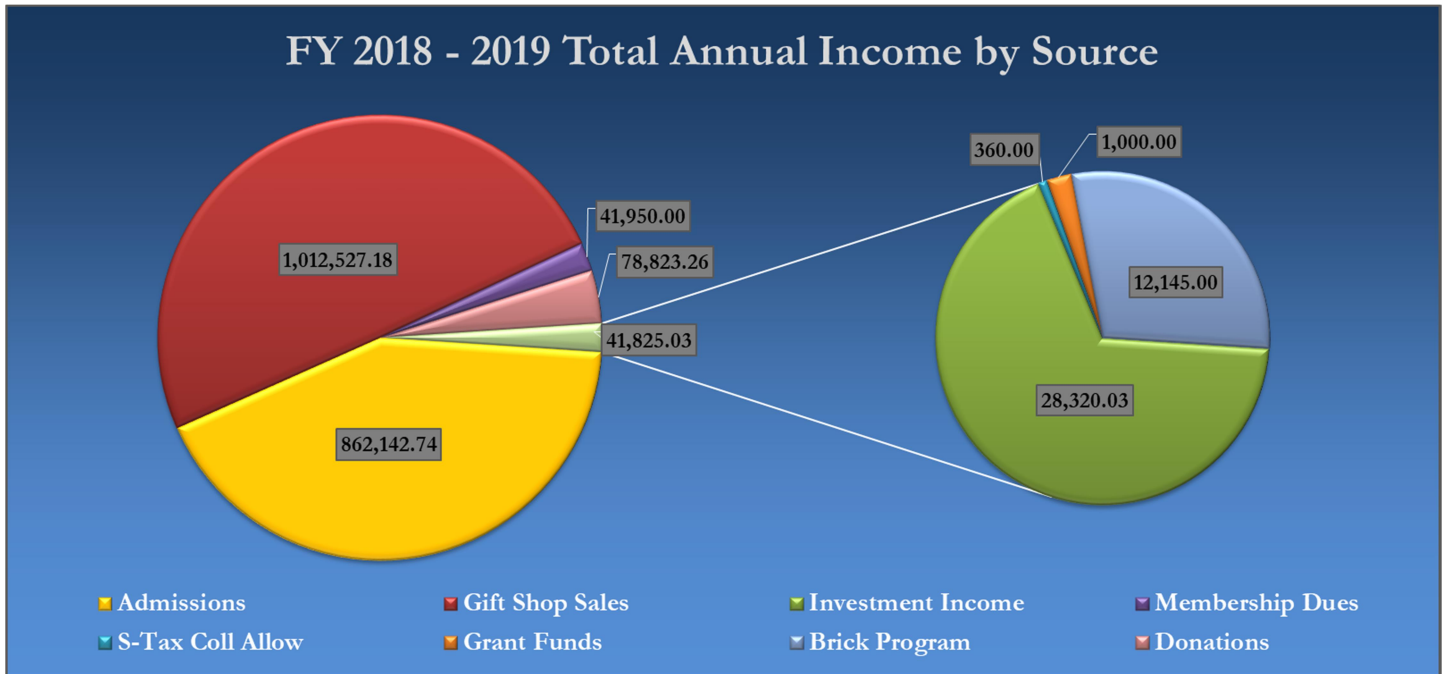


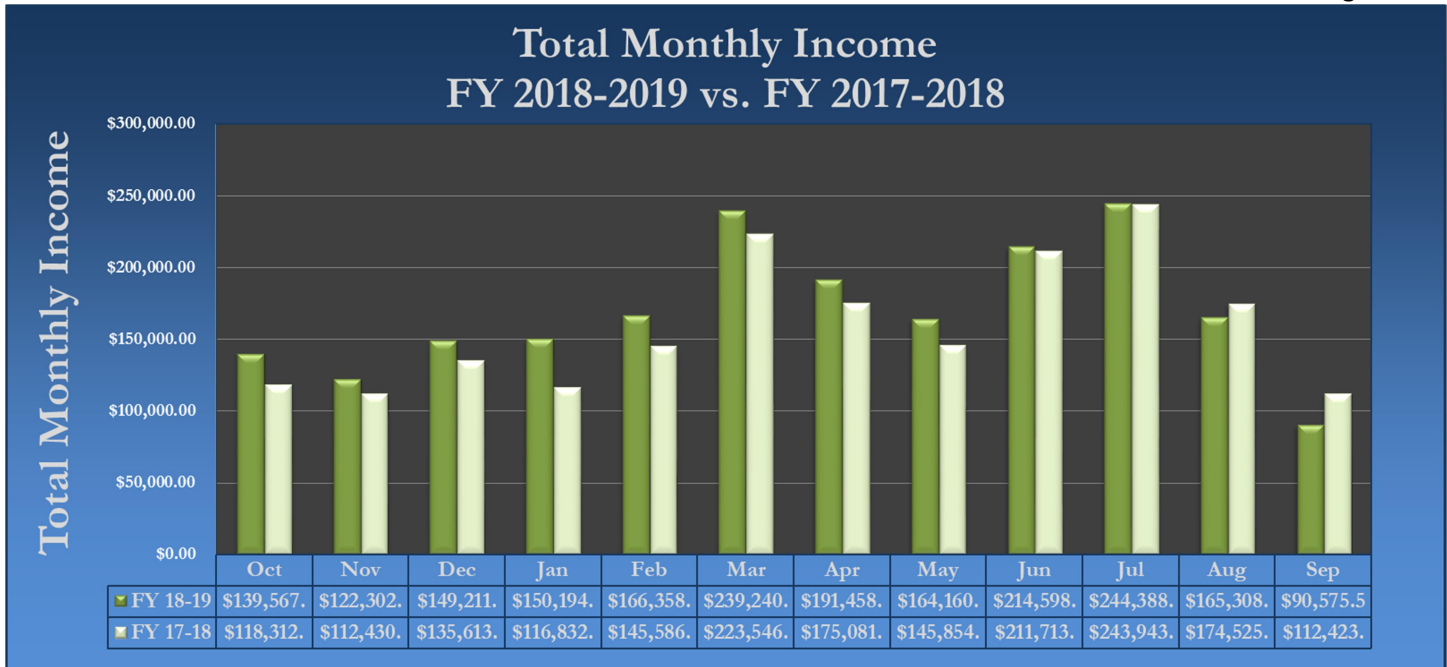
Figure 5b



Total Annual Income: Revenue & Support FY 2018-2019 vs. FY 2017-2018:

Total annual income for FY 18-19 surpassed FY 17-18's earnings of \$1,915,863.53 by \$121,405.68 (or 6.3%).

Figure 5c



Maintenance Department Report for FY 2018-2019

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, 1 full-time general maintenance worker, 3 part-time maintenance workers, and 3 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 prior 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
8. 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 2018-2019:

Bldg. 1 - Gift Shop:

1. Cleaned and repainted first floor restroom doors and alcove
2. Installed new display case on main sales floor
3. Repaired and repainted south handicap deck, railings, and posts
4. Repainted main entrance handicap ramp
5. Cleaned main entrance sign and repaired channel marker lights located on sign posts
6. Repaired and repainted back porch deck, railings, and posts
7. Repaired and repainted back porch stairs and railings
8. Repainted 2nd floor porch deck
9. Replaced faulty overhead lights on main sales floor
10. Repaired phone system
11. Replaced public water fountain
12. Repaired faulty air conditioning system
13. Replaced water heater
14. Cleared clogged sewer pipes

Bldg. 2 - Wood Shed Theater/Privy:

1. Cleaned and repainted main entrance door and frame
2. Cleaned and repainted privy door and frame

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. Repainted front and back porch posts, decks, and railings
5. Refinished interior door thresholds
6. Cleaned and repainted exterior doors and windows as needed
7. Scraped, primed and painted roof fascia, soffits, and corbels
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

Bldg. 5 - Principal Keeper's Dwelling:

1. Cleaned and repainted exterior doors and windows

2. Refinished interior door thresholds
3. Cleaned, treated, and repainted interior plaster walls as needed
4. Completed interior restoration of tower restoration exhibit room including ceiling, walls, and floor
5. Repaired handicap ramp deck and railing system
6. Repaired cellar hatch door
7. Completed restoration of historic interior of the principal keeper's woodshed and privy
8. Installed new CCA-treated western red cedar shake roof on principal keeper's woodshed and privy (work completed by Walker roofing)
9. Repaired faulty air conditioning system
10. Built and installed new exhibit cases
11. Replaced faulty water fountain on south porch
12. Repaired and repainted east and west breezeway doors and glass partitions.
13. Repaired and repainted front porch including steps, deck, railings, and posts

Bldg. 6 – Lighthouse/Tower:

1. Replaced Plexiglas shields in lantern room
2. Restored tower window
3. Conducted quarterly mechanical maintenance and weekly cleaning of third order lens
4. Repaired and replaced Carlisle and Finch lamp changer damaged by lightning strike.
5. Repaired faulty exterior tower flood lights
6. Replaced/repaired faulty interior bulkhead lights
7. Replaced main tower door mortise lock
8. Repaired and refinished main entrance doors
9. Assisted Federal Masonry with lantern tie-down rod restoration and masonry repairs in Watch Room
10. Cleaned, treated, and repainted interior masonry walls.
11. Refinished historic cabinets in Service Room and Watch Room
12. Refinished and reinstalled all exhibit signs in tower
13. Replaced all stainless steel cable in gallery deck safety enclosure

Bldg. 7 - Pump House:

1. Replaced faulty irrigation pumps
2. Cleaned and repainted exterior siding as needed
3. Repaired door lock
4. Leveled brick pavers at door

Bldg. 8 - 1st Assistant Keeper's Dwelling:

1. Cleaned and repainted front and back porch decks, railings, and posts
2. Cleaned and repainted front porch steps
3. Cleaned and repainted exterior doors and windows as needed
4. Replaced deteriorated glazing in historic windows as needed
5. Repaired picket fence enclosing laundry area on south side of building
6. Repaired and repainted accessibility ramp

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. Repaired, cleaned, and repainted privy door and window
4. Replaced deteriorated glazing in historic windows as needed
5. Cleaned, primed, and painted roof fascia and soffits
6. Cleaned and treated sections of interior mortar walls effected by salt migration
7. Repainted breezeway floor
8. Repaired water fountain
9. Leveled brick pavers at east entrance

Bldg. 10 – Ayres Davies Lens Exhibit Building:

1. Cleaned and repainted interior walls
2. Assisted curator with installation and positioning of artifact display cases
3. Installed new rotation mechanism for 4th order bi-valve Fresnel lens
4. Replaced damaged interior floor tiles
5. Cleaned and repainted exterior wall sconces
6. Repaired/repainted cupola siding and vents
7. Coordinated repairs to faulty storm shutters (work completed by WeatherGuard)
8. Coordinated installation of new asphalt shingle roof (work completed by Walker Roofing)
9. Adjusted main entrance doors for proper operation as needed

Bldg. 12 - Oil Storage House:

1. Repaired minor aids to navigation lamp changers as needed
2. Repaired and repainted interior ceiling
3. Restored 500-gallon oil storage tanks
4. Cleaned and repainted observation gate
5. Replaced historic drain cover

Education Building:

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

Restroom/ Vending Building:

1. Replaced faulty emergency lights
2. Repaired faulty faucet in women's restroom
3. Replaced air conditioning compressor
4. Replaced broken mirrors in men's and women's handicap stalls
5. Repaired faulty Sloan valves in bathroom urinals and toilets
6. Repaired and repainted front porch railings and posts
7. Cleaned and repainted restroom doors
8. Cleaned and repainted porch ceiling
9. Replaced faulty photocell

Administration Building:

1. Assisted curatorial department with relocation of artifacts
2. Cleaned and repainted dormer siding, soffit, and fascia
3. Repaired faulty overhead lights as needed

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. Coordinated elevator repair
8. Coordinated installation of new asphalt shingle roof (work completed by Walker Roofing)
9. Installed new artifact storage system
10. 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 chain link fence and gate at side entrance to gift shop
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. Installed new photocells on all perimeter security lighting poles
9. Installed new exhibit signs at historic tramway/Jesse Linzy Walkway
10. Replaced accessibility signs and no-parking signs in lower parking lot
11. Coordinated repairs to FDV connection on Peninsula Drive (work completed by Wiginton Fire and Safety)

Museum Exhibits & Educational Programs:

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

Curatorial Department Report for FY 2018-2019

Curatorial/Registrar Summary for FY 2018-2019:

The curator, in conjunction with the registrar or as curator/registrar, is responsible for every aspect of the museum's collection and the Education Department collection, 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 each year. 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 in order to plan and design exhibits. The curator and registrar research and write articles and lead articles for the museum's quarterly newsletter and the monthly online publication 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 museum'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 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 museum's library 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 performance of regular data backups.

Acquisitions Summary for FY 2018-2019:

Approximately 77 object acquisitions were recorded during FY 18-19 as well as 1 photographic record, 46 documents in archives and 32 library items.

Material Objects: 77 material objects were added to the collection including these significant items:

1. 2019-12-1: USLHS Navigational Buoy
2. Various buttons from the official uniforms of the USLHS, USLHE, USCG, USVLLSS, USRCS, and more.



2019-12-1

3. Various pieces of porcelain dinnerware originally used by the USLHS, USLHE, USCG, USVLLSS, USRCS, and more.
USLHS and USLHE tools and supplies, such as oil cans, oil measures, a dust pan, handheld lanterns, a blanket, pennant, blocks, funnels, IOV lamp eyeglasses, and more.
4. 2019-43-1 and 2019-43-2: Two Carlisle & Finch lamp changers models LC8949. One is currently in use at the top of the Lighthouse and the other is in storage as a backup.
5. 2019-44-2: A set of three fifth-order lighthouse lamp chimneys
6. Various objects for the teaching collections, including an ice pick, milk pail, crumb sweep, and more.
7. 2019-53-1: A fixed third-order Fresnel lens made by Barbier, Benard, et Turenne that was originally installed at the Faro Punta Bajos in Argentina.
8. Various framed paintings and photographs that once hung in the Pacetti Hotel.



2019-43-1

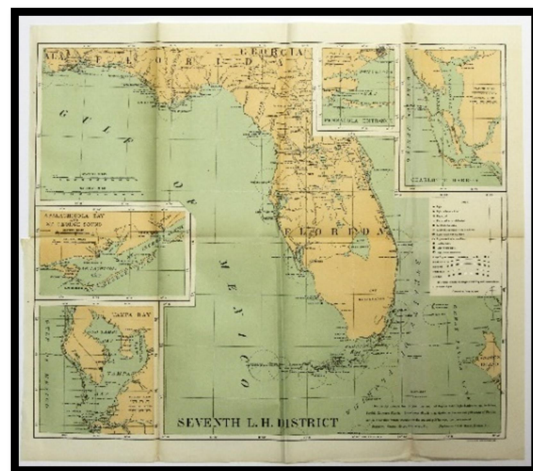


2019-53-1

There are currently a total of 3,964 items in the objects catalog.

Archival Objects: 46 archival items were added to the collection in FY 18-19 including:

1. Various historic and modern postcards of the Ponce Inlet Lighthouse.
2. 2019-8-3: USCG signal flag reference sheet.
3. Various modern Preservation Association documents, such as deeds, maps, financial records, correspondence, and more.
4. 2019-28-1: A scrapbook containing newspaper articles from 1935-1937 involving the USLHS.
5. 2019-36-2 and 2019-36-3: A receipt and list from 1910 and 1906, respectively, for supplies needed at the St. Augustine Lighthouse.
6. Various maps of the USLHE districts.
7. Various modern documents relating to the Pacetti Hotel and its purchase by the Ponce Inlet Preservation Association.
8. 2019-50-1: An oral history interview with Billy Joe Potts, who helped restore the Ponce Inlet Lighthouse during the Preservation Association's infancy and was also a caretaker of the Pacetti Hotel.
9. 2019-52-1: Various copies of deeds relating to Antonio Pons and his ownership of the land upon which the Ponce Inlet Lighthouse now stands, including an 1803 petition for land to the Spanish Governor of Florida, an 1819 property survey confirming the boundaries of Pons' grant, and various translations and transcriptions of these Spanish and American documents.
10. 2019-58-1: An oral history interview with Wilma Daniels Thompson, the daughter of former Assistant Keeper Cardell Daniels. Wilma was born in this site and lived at the Ponce Inlet Light Station for a couple of years before her father was transferred to other lighthouses.



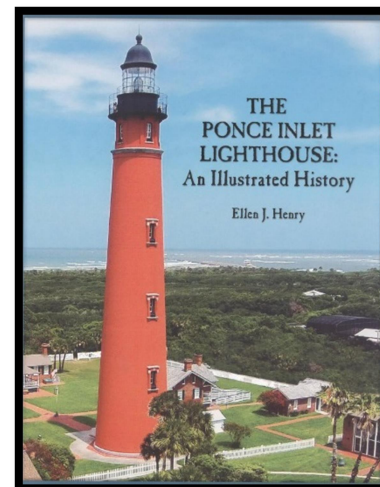
2019-36-11

There are currently 1,110 items in the archives catalog.

Library Objects: 32 books were added to the collection during FY 18-19 including:

1. 2019-8-4: 1898 Annual Report of the US Volunteer Life-Saving Corps of New York.

2. 2019-14-1: An original 1902 copy of *Where, When, and How to Catch Fish on the East Coast of Florida* by William Gregg.
3. Various books about lighthouse from around the world, both ancient and modern.
4. 2019-17-1: A copy of *The Ponce Inlet Lighthouse: An Illustrated History* by curator Ellen Henry.
5. Various reference books about subjects such as navigation, coinage, porcelain manufacturers, the USCG and USRCS, buttons, uniforms, maps, and more.
6. 2019-36-1: An official 1916 manual on USCG uniform regulations.
7. 2019-41-5: A 1912 medical handbook for use by the USRCS.
8. 2019-41-6: *Instructions and Directions to Light Keepers*, published by the USLHE in 187.
9. 2019-41-38: A 1905 yearbook for the USRCS School of Instruction.
10. 2019-45-1: The second edition of *A Beacon for Mosquito: The Story of the Ponce Inlet Lighthouse* by curator Ellen Henry.
11. 2019-56-14: A modern printing of "Observations on the Soil and Climate of East Florida," originally the manuscript of Captain John Le Conte, of the US Army Topographical Engineers, who visited East Florida in 1822.



2019-17-1

There are currently 1,277 items in the library catalog.

Photographs: One image was added to the collection during FY 18-19:

1. 2019-41-3: a Picture of a USRCS officer in uniform.

There are currently 4,752 photographs in the catalog.

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.

A total of 133 deaccessions were made during FY 18-19.

Accessions Summary for FY 2018-2019:

Museum records indicate that a total of 11,103 accessioned items were held by the Association at the close of Fiscal Year 2018-2019. 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 become 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	3,964
Photographs & Transparencies	4,752
Archival Materials	1,110
Reference Library Resources	1,277
Total Collections	11,103

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 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 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.

7852 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:

Note: This information is recorded in the Library Catalog of PastPerfect.

Photography:

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 for FY 2018-2019:

All objects taken into the collection undergo basic evaluation, cleaning, and stabilization. Objects treated more extensively in FY 18-19 include:

1. USLHS wick container 2018-9-1
2. Barbier, Benard et Turenne double wick lamp 2018-21-1
3. LSR wavemeter 2017-10-1
4. Radio receiver 2018-5-1
5. USLSS patrol clock 2019-9-1
6. USLHS buoy light 2019-12-1
7. USLHE oil filler 2019-8-5
8. USLHE table lamp 2019-41-5
9. USLHS soup tureen 2019-41-1
10. Barbier, Benard et Turenne third order lens 2019-53-1, initial assessment and cleaning.

Preservation/Stabilization/Rehabilitation of Historic Buildings for FY 2018-2019:

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 18-19 includes:

1. Recording for tower restoration metalwork conservation including inspections, lantern room tie-down rods, painting
2. Treatment plan updates for tower window restoration, west side between landings 5 and 6
3. Updated all general treatment plans and building histories
4. Updated treatment plan for Building 11
5. Treatment plan for oil storage building roof leak, cleaning, and oil tanks conservation, and conservation of historic floor drain cover
6. Treatment plan for second assistant keeper dwelling living room window
7. Treatment plan for principal keeper center bedroom wall and window
8. Treatment plan for first assistant keeper large bedroom west wall, south end
9. Treatment plan for full restoration of principal keeper living room
10. Roof shingle replacement building 11

Exhibit Development for FY 2018-2019:

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 principal keeper breezeway display cases with new signage

2. New artifacts for USLHS Airways Division exhibit: new display case with radio receiver and associated items
3. Upgrade of Radio Room exhibit with addition of LSR wavemeter
4. New outdoor signage for historic tramway, Jesse Linzy history
5. Replacement signs for Cuban raft exhibit, and generator building signs
6. Upgrade to USLSS exhibit in breezeway of principal keeper dwelling: installation of USLSS patrol clock and signage
7. USLHS buoy light installed, balcony of Lens Exhibit Building
8. New items added to Lens Exhibit Building: BBT lamp, USLHE wick box, new signage for Dietz lantern
9. New items added to kitchen of first assistant keeper: table lamp, soup tureen
10. New exhibit design for principal keeper living room.

Outreach Exhibits:

1. *Filibustering to Cuba* continues to be available

Newsletter Articles and Publications:

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

1. *Illuminations* Quarterly Newsletter: Volume XIX, Issue 3 (April, 2018): Article- *Wish You Were Here: Postcards in the Collection*
2. *E-Luminations* Electronic Newsletter (May, 2018): Article- *Postcards in the Collection*

Website Contributions:

The Ponce de Leon Inlet Lighthouse Preservation Association website at www.ponceinlet.org underwent an extensive overhaul in FY 18-19. The curatorial department provided content for the following sections of the redesigned website which was launched in September, 2019.

1. Explore-Explore The Museum: *What to See and Do*- A virtual tour of the Ponce de Leon Inlet Light Station and Museum.
2. Discover-History: *Evolution of the Lighthouse Service*- A timeline of the US Lighthouse Service
3. Discover-History: *The 1835 Lighthouse*- History of the original 1835 Mosquito Inlet Lighthouse
4. Discover-History: *The Ponce de Leon Inlet Light Station*- History of the Ponce de Leon Inlet Light Station
5. Discover-History: *Lighthouse Keepers*- Biographies of Principal Lighthouse Keepers who served at Mosquito/Ponce de Leon Inlet Light Station and timeline of keepers (Principal, 1st Assistant, 2nd Assistant, and Coast Guard personnel who served from 1887 through 1970.
6. Discover-History: *Orville E. Babcock*- Biography of chief engineer of the Sixth District of the Light-House Establishment Orville E. Babcock.
7. Discover-History: *Steven Crane*- History of the sinking of the Cuban Filibuster ship the *S.S. Commodore* and Biography of Steven Crane, author of the acclaimed short story *The Open Boat*.

Historical Research:

The curatorial department completed research on the following topics during FY 2018-19:

1. Pacetti family history
2. Pacetti Hotel history

3. Pacetti Hotel architecture
4. Preparation for application to National Registry of Historic Places
5. William Aiken Walker
6. Revenue Cutter Service and Revenue Marine
7. Historical newspapers involving the Mosquito Inlet Lighthouse
8. Ponce Park/Inlet land ownership history dating back to colonial times

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 and maintenance personnel on the collections and cleaning the exhibit Plexiglas and viewing windows

Assistant Curator/Registrar Projects:

In addition to the duties and responsibilities outlined above, the curator and registrar worked closely with administrative staff and each department throughout FY 18-19 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 Long Range Plan, Collections Management Policy, and the Emergency Preparedness 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. In fiscal year 18-19, assistance with conservation was given to Pinellas County Heritage Village on conservation, and to the St. Marks Wildlife Refuge on cleaning a Fresnel lens. Additional projects/activities completed by the curator and/or assistant curator/registrar during FY 18-19 include:

1. The registrar attended lead paint removal training and was certified as an Initial Restorer
2. The curator prepared and the Board of Trustees approved a new Collections Management Policy
3. The annual report to the Coast Guard was submitted

Oral Histories Completed during FY 2018-2019:

1. Wilma Daniels Thompson – daughter of first assistant keeper Cardell Daniels
2. Billy Joe Potts – a resident caretaker at the Pacetti Hotel and a costumed interpreter at Cracker Creek.

Programs Department Report for FY 2018-2019

Programs Department Summary for FY 2018-2019:

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 2018-2019:

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

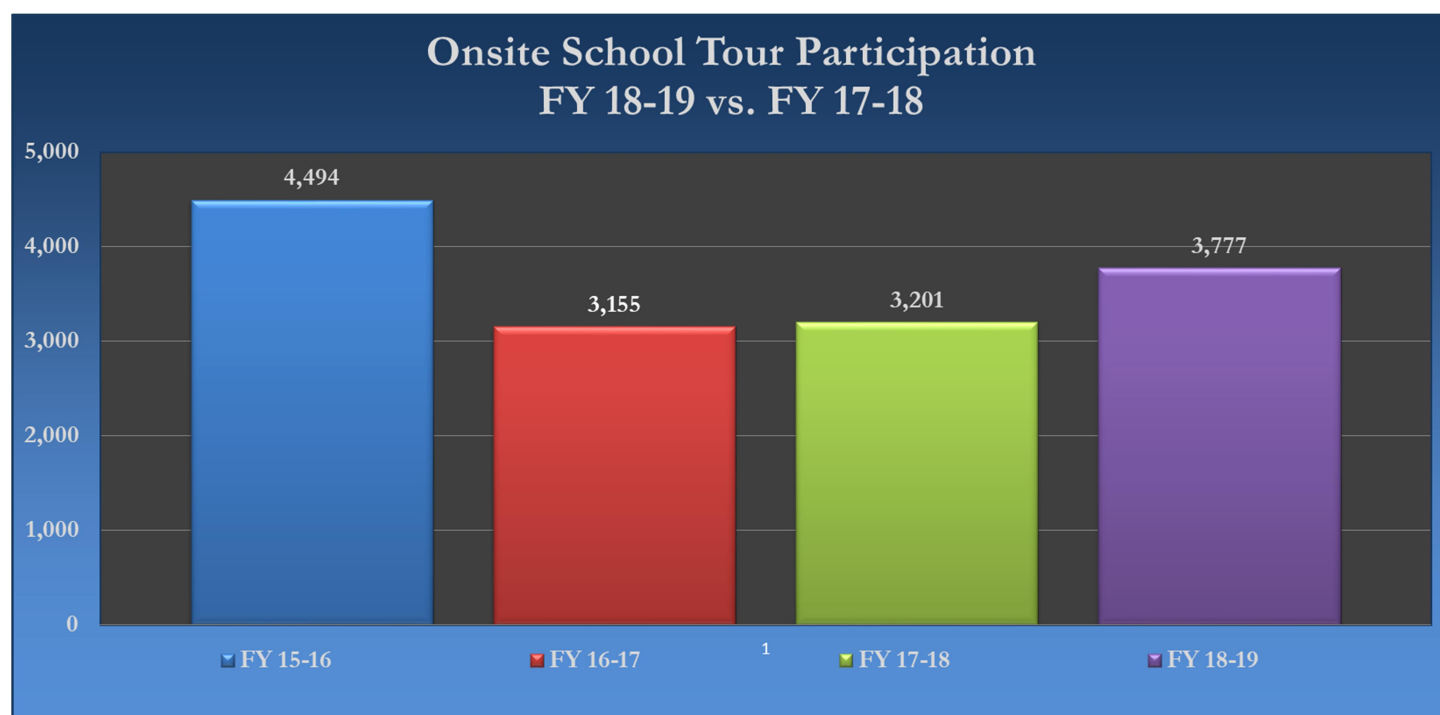
Led by knowledgeable volunteer docents and staff, the content and length of each light station tour is tailored to the educational needs and time constraints of each group. These informative tours are provided to school groups grades 2 through 12 and generally run 1.5 to 2 hours in length. A typical 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 3,777 students while leading 95 school/youth group tours of the light station during FY 18-19. This figure represents an 18% increase over the 3,201 students who benefitted from guided tours of the Ponce Inlet Lighthouse and Museum and other onsite educational offerings during FY 17-18.



Student/Youth Educational Outreach Summary for FY 2018-2019:

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: 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.

Educational Outreach Participation Summary: FY 2018-2019 vs. FY 2017-2018

The programs department delivered 11 educational outreach programs to local schools in FY 18-19, reaching 1,941 students overall through its educational outreach endeavors. This figure represents a 25% decrease in the number of local students served through the museum educational outreach program when compared to the 2,577 served during FY 17-18.

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.poncinlet.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 40 adult tours, 22 VIP and Climb with the Keeper Tours, and 12 Climb to the Moon events in FY 18-19, with 1,359 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, and History Con at Museum of Arts of Sciences.

The Preservation Association participated in 27 community events in FY 18-19 including 10 public events and 17 collaborative museum/historic site events. In all, the Preservation Association reached an estimated 103,000 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 2018 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 an estimated 890 education professionals in FY 18-19 through these means.

Onsite Events Summary for FY 2018-2019:

The Ponce de Leon Inlet Lighthouse and Museum hosts a variety of onsite educational events throughout the year. Enjoyed by an estimated 8,826 adults and children during FY 18-19, onsite educational events are typically scheduled on national holidays and important historic dates. The lighthouse's current list of scheduled on-site events includes:

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.

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.

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.

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.

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.

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: 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.

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.

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.

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.

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*.

Family Fun Days: Offered on numerous occasions throughout the year, Family-Fun Days are structured around family-oriented workshops and kid-friendly activities.

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.

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 with the unique opportunity to visit the Lighthouse at night when its beacon is shining bright.

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.

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.

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.

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 for FY 2018-2019:

The Ponce de Leon Inlet Lighthouse Preservation Association hosted or attended a total of 265 onsite tours, events, educational outreach programs, and community outreach events during FY 18-19. Approximately 121,767 children and adults benefitted from these offerings during the past fiscal year.

Event Type/Title	# of Events Held in FY 18-19	# of Events Held in FY 17-18	Total Participation FY 18-19	Total Participation FY 17-18
Onsite Youth Group/School Tours	95	93	3,777	3,201
General Onsite Educational Events	21	19	8,826	7,825
Onsite Adult Tours	40	29	787	820
VIP & Climb with the Keeper Tours	22	22	212	175
Climb to the Moon Event	12	12	360	360
Educational Outreach Presentations	11	10	1,941	2,577
Read Across America	9	23	1,531	4,707
Community Outreach Events	27	11	99,697	45,956
Collaborative Historical Presentations	17	16	3,303	7,120
VSCB Teacher Events	3	2	890	950
Weddings/Memorial Services	3	9	159	239
Onsite College Tours	5	10	290	506
Total	265	237	121,767	74,436

Volunteerism at the Lighthouse for FY 2018-2019:

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 2,803 hours to the Preservation Association during Fiscal Year 18-19. The value of this vital contribution of volunteer time is immeasurable to the Association.

The Association hosted its 13th Annual Volunteer Awards Dinner in March 2018. The Association recognized 25 volunteers for their generous donation of time, expertise, and energetic support during the event with the presentation of awards, pins, and well- deserved praise.

Program Department Training, Meetings, and Seminars for FY 2018-2019:

1. Attended Living Legends of Racing monthly meetings
2. Facilitated partnerships with Coast Guard
3. Attended Boy Scouts regional kickoff event
4. Attended the Volusia County Schools social studies department annual teacher meeting
5. Conducted 9 volunteer training workshops onsite

Administrative Department Report for FY 2018-2019

Programs Department Summary for FY 2018-2019:

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 2018-2019:

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 18-19 in pursuance with legal requirements. Information and records management tasks completed by administrative department during FY 18-19 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

Integrated Technology (IT) Management Summary for FY 2018-2019:

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 18-19 includes:

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. Coordinated development and launch of new website with Z-Graph, Inc. of Daytona Beach including website layout, navigation, and aesthetic design. Developed new content for website and revised/edited existing content that was transferred from earlier site.
10. Coordinated repairs and service to telephone system and negotiated new phone service contract with AT&T.
11. Coordinated repairs and service to office copiers, printers, and fax machines as needed.

Human Resource Management Summary for FY 2018-2019:

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 18-19 included:

1. Posted job openings online, reviewed applicants, interviewed potential candidates, completed reference and background checks, and filled vacant positions. Positions filled in FY 18-19 include the museum's assistant curator/registrar, one full-time maintenance employee, one visitor monitor, two part-time regular sales associates, and three part-time seasonal sales associates.
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 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 including the National Docents Symposium in Montreal, Canada; the American Alliance of Museums National Conference in New Orleans, LA; the Florida Trust for Historic Preservation Annual Conference in Pensacola, FL; and the Florida Association of Museum Annual Conference in Orlando, FL.

Accounting and Financial Management Summary for FY 2018-2019:

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 18-19 include:

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 for all departments.
16. Analyzed monthly budget reports for purposes of forecasting cash flow.

Membership Program Summary for FY 2018-2019:

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 18-19 include:

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 2018-2019:

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 17-18 include:

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; respond 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. Developed Annual and Extended Five Year Plan in collaboration with curatorial and maintenance department staff.
9. Coordinated monthly Climb to the Moon events and scheduled weddings.
10. Managed daily maintenance department activities
11. Generated maintenance work lists and conducted final inspection of completed assignments as needed.
12. Developed building plans and material lists for scheduled maintenance department projects.
13. Purchased maintenance supplies for ongoing facility operations and scheduled projects as needed.
14. Coordinated maintenance related work performed by subcontractors and third-party service providers.
15. Assisted gift shop management and staff with annual physical inventory.
16. Maintained active membership status in professional organizations.

Advertising and Public Relations Summary for FY 2018-2019:

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 18-19 include:

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 2018-2019:

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)	Julie Davis
Dave Sweat (2 nd Vice President)	
Judy Huggins (Treasurer)	
Cheryl Cunningham (Secretary)	
Edson Graham	
Ellen Pagliarula	
Ed Davis	
Tony Goudie	
Brad Blais	
Kathy Wilson	
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 18-19 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 potential 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 2018-2019:

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 Preservation Association's 2018-2019 Year End Report.
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 repairs to lens exhibit building storm shutters (work performed by Weather Guard)
9. Coordinated reroofing of administration, lens exhibit, and Principal Keeper's woodshed and privy (work performed by Walker Roofing).
10. Coordinated repairs to FDC valves (work performed by Wiginton Fire and Safety).
11. Coordinated restoration and repairs to tower lantern room tie down rods and interior masonry (work performed by Federal Masonry).
12. Coordinated repairs to existing climate control systems in all buildings as needed (work performed by Air Tech of Volusia)