



Ponce de Leon Inlet Lighthouse Preservation Association

Fiscal Year 2013-2014 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, 2013 through September 30, 2014.

While this document provides the reader with a fairly comprehensive outline of scheduled and non-scheduled work completed in 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 7.

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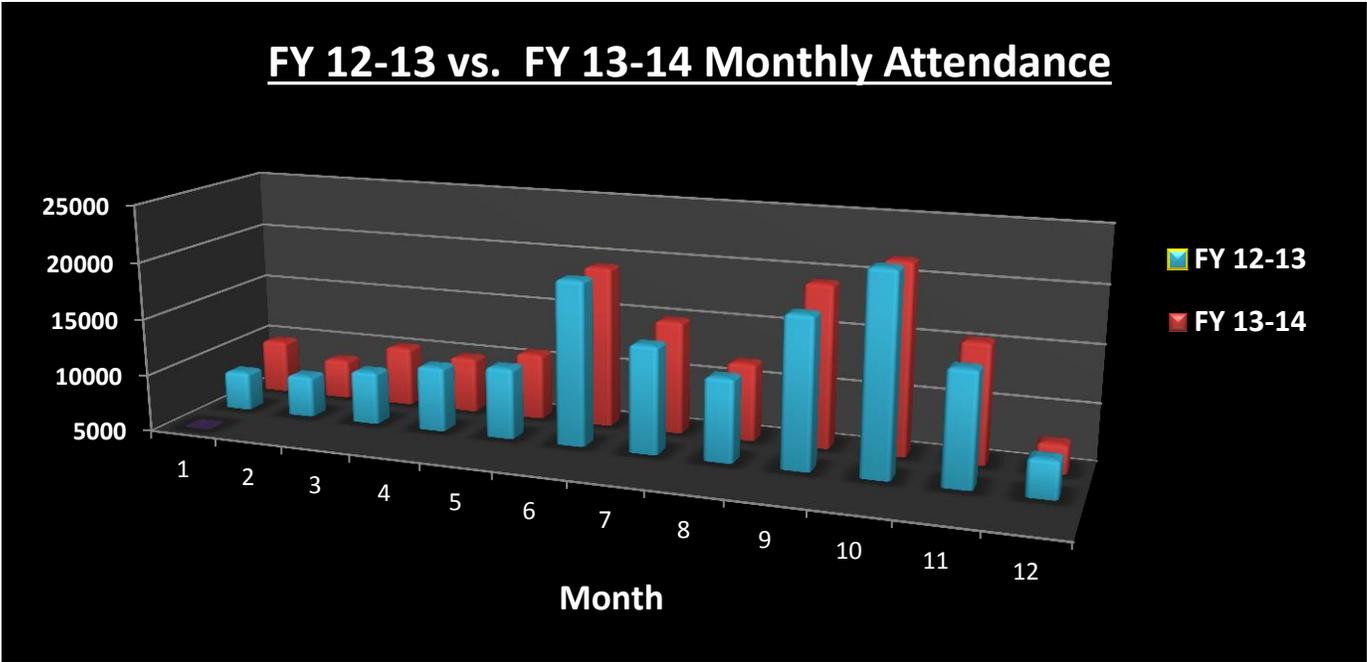
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Gift Shop Report for FY 2013-2014

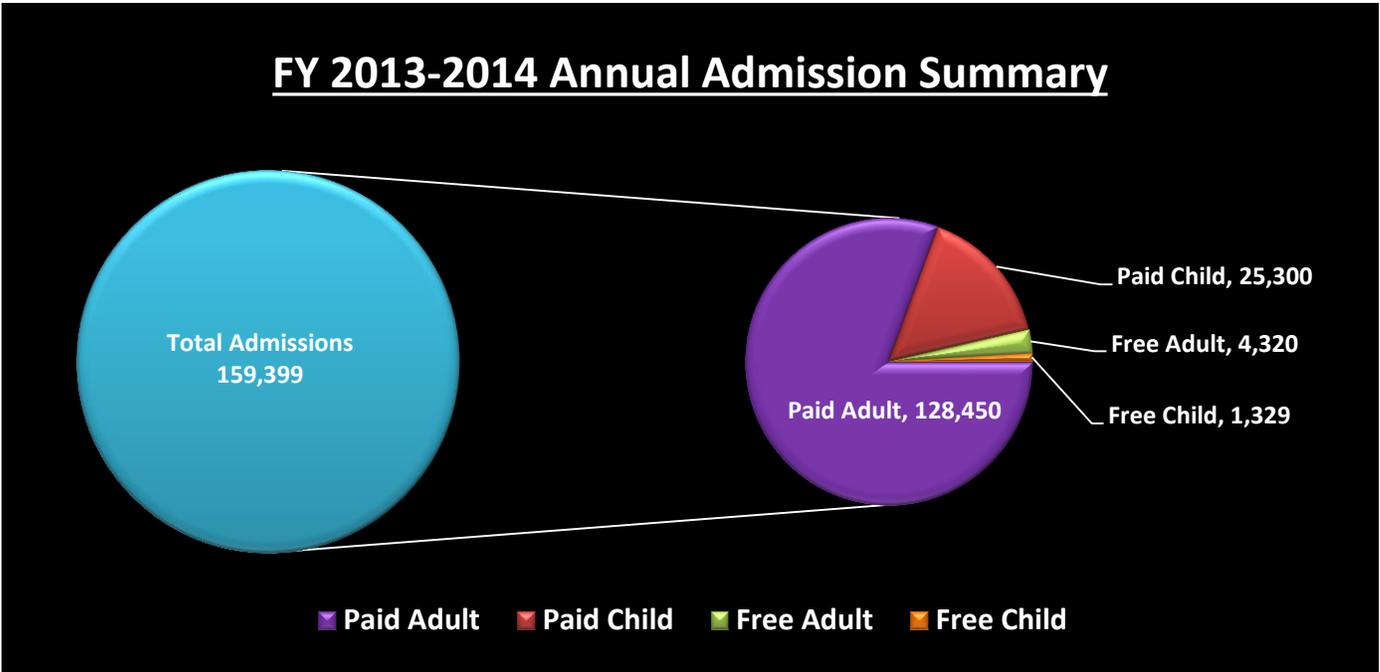
Admissions:

The Ponce de Leon Inlet Light Station and Museum welcomed 159,399 visitors during FY 2013-2014. In all, the Lighthouse processed 128,450 paid adult admissions 25,300 child admissions 4,320 free adult admissions, and 1,329 free child admissions. Free admission figures included 902 free adult admissions, 926 free child admissions, 1,551 Ponce Inlet adult admissions, 210 Ponce Inlet child admissions, 1,867 adult member admissions, and 193 child member admissions.

FY 12-13 vs. FY 13-14 Monthly Attendance

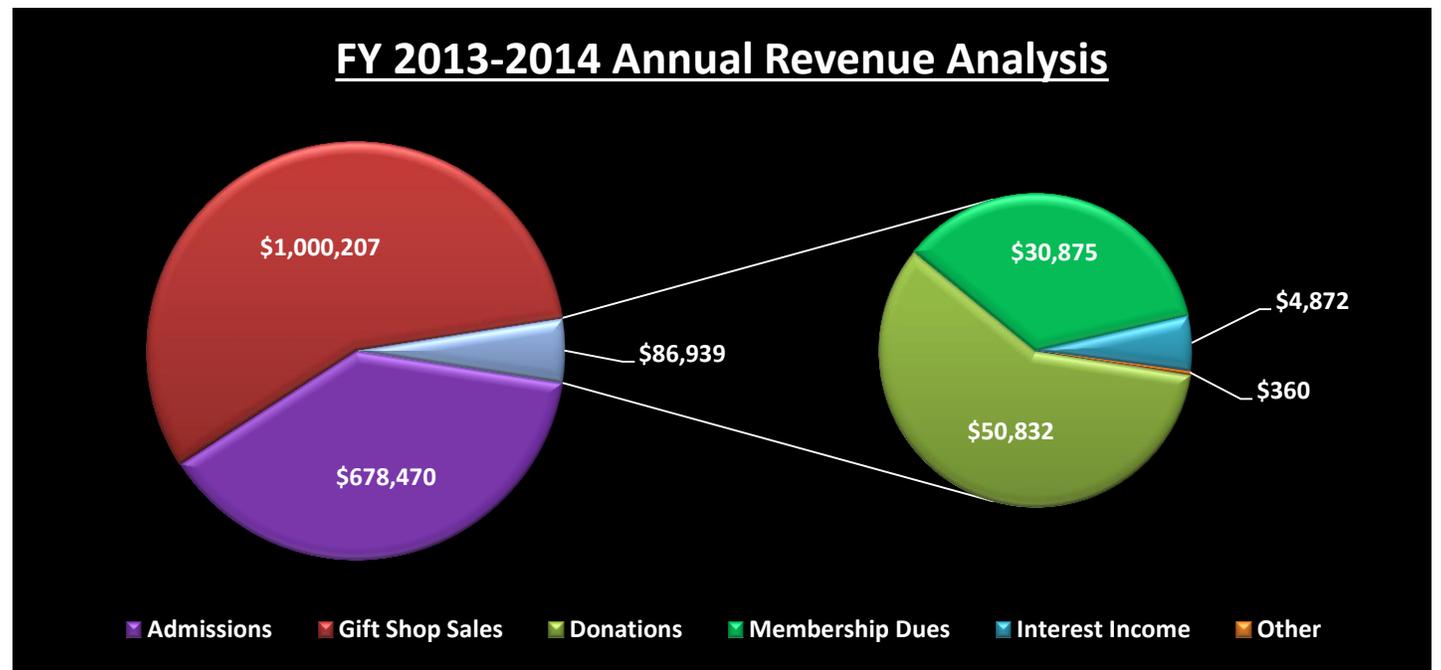
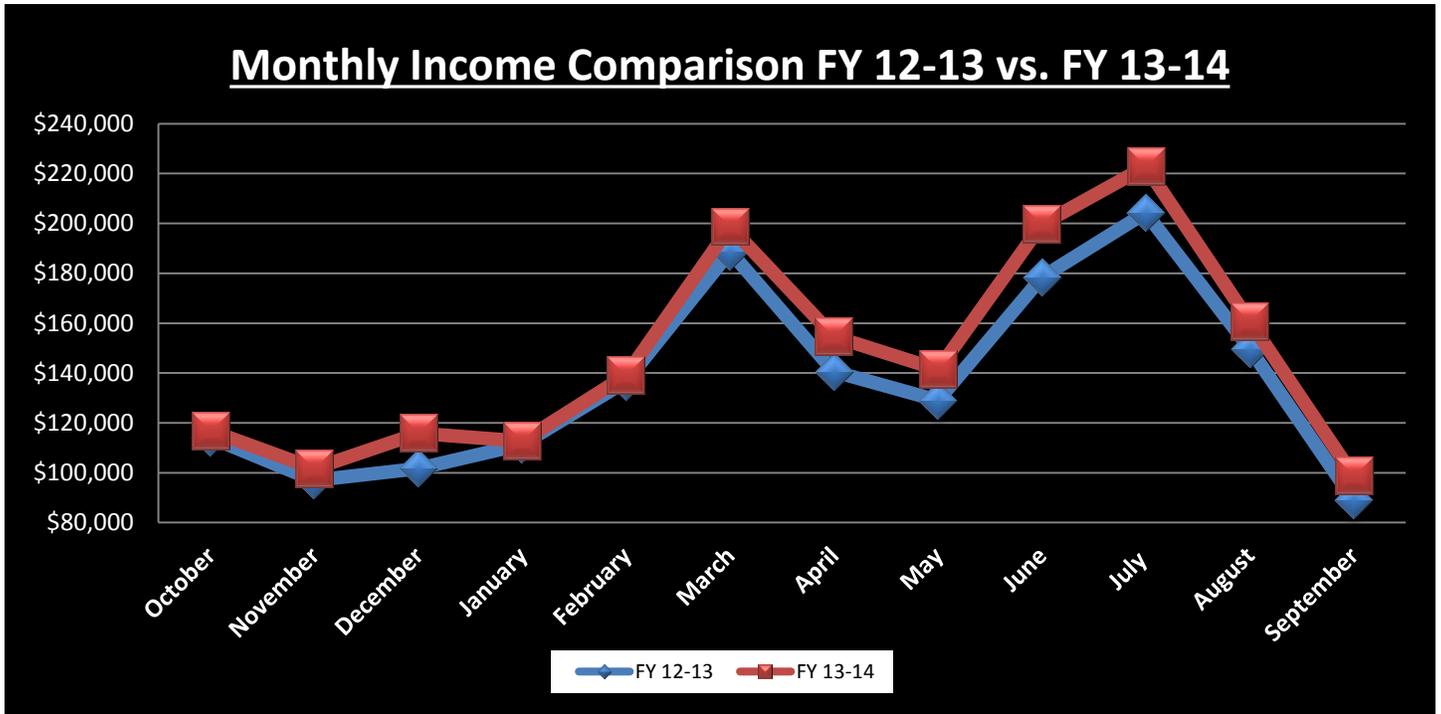


FY 2013-2014 Annual Admission Summary



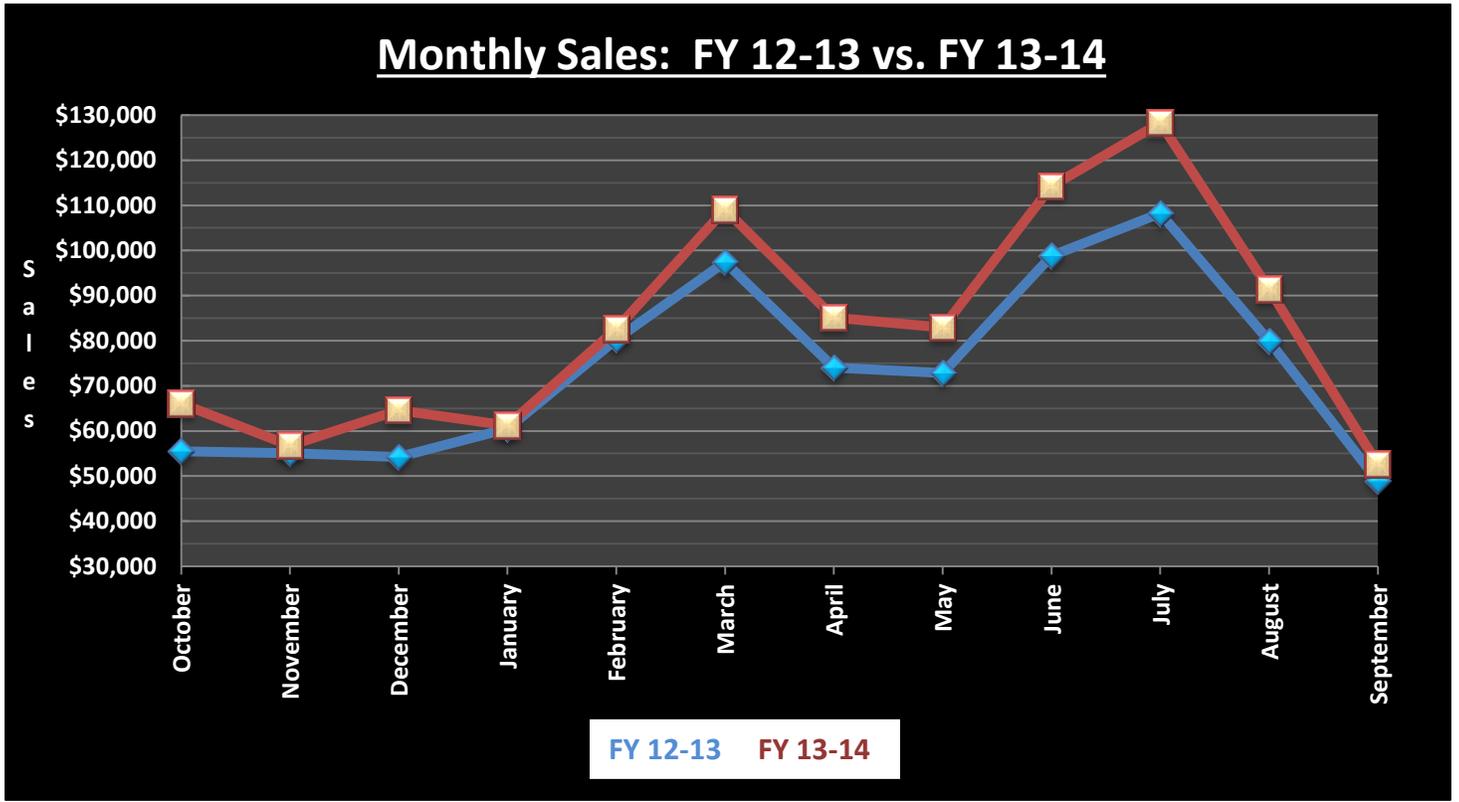
Revenue:

Derived from multiple sources including admission sales, merchandise sales, membership dues, interest income, memorial brick sales, and private donations, the Ponce de Leon Inlet Lighthouse Preservation Association generated \$1,765,617 in total revenue during FY 2013-2014, an increase of \$109,167 over the previous fiscal year. The Association exceeded its projected annual revenue of \$1,549,160 by \$216,457 (or 14%). Projected gross profits of \$1,127,360 for the year were exceeded by \$106,057 (or 9.4%) Actual gross profits for FY 2013-2014 equaled \$1,233,417.



Merchandise Sales:

Having projected \$872,500 in annual merchandise sales for Fiscal Year 2013-2014, the Gift Shop exceeded this goal by \$127,707 with actual merchandise sales totaling \$1,000,207 for the year. This represents both the highest annual sales in the Association’s history and an increase of \$110,753 (12.5%) over the previous fiscal year’s total merchandise sales of \$889,454.



Museum Admission Sales:

In addition to surpassing FY 2013-2014 annual merchandise sales estimates, the Preservation Association also exceeded projected admission revenue for FY 2013-2014. Budgeted at \$640,900, actual admission sales for FY 13-14 equaled to \$678,470. This represents a \$37,570 (5.9%) increase over projected admission sale revenue for the year.

Membership Dues, Private Donations, & Grants:

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 to continue its ongoing mission. This additional revenue includes membership sales and renewals, private donations, special programs which include the sale of Memorial Bricks, and annual fund-raisers.

Of these additional revenue sources, membership sales constitute the largest percentage of non-merchandise/admission-based revenue. Memberships are sold in the Gift Shop, online at the Association’s e-commerce website, and through direct membership mailings.

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, 2014, the Ponce de Leon Inlet Lighthouse Preservation Association consisted of 1,625 total members. 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
Corporate	10	14	\$500.00
Principal Keeper	8	11	\$500.00
First Assistant Keeper	24	53	\$200.00
Second Assistant Keeper	53	107	\$100.00
Family Membership	159	524	\$40.00
General Membership	136	143	\$20.00
Volunteer Membership	29	36	\$0.00
Life Member	7	13	\$0.00
Senior Membership	462	622	\$10.00
Senior/General Membership	18	35	\$10.00
Student Membership	32	37	\$10.00
Gift (Free) Membership	12	20	\$0.00
Total Membership Revenue Generated for FY 13-14			\$30,875

Gift Shop Staff:

The Association's 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 part-time merchandise handler, and 8 part-time sales associates. Additional part-time seasonal sales associates are used during the Light Station's busier summer months.

The Manager, with help from the Assistant Manager, oversees the Gift Shop's ongoing operations including: market research, product procurement, merchandising, inventory control, coordinating vendor contracts, customer service, loss prevention, remote sales (website and phone), shipping, record keeping, financial accountability, managing membership accounts, and providing 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 and admission sales, stocking shelves, loss prevention, coordinating group admissions, general clean-up, and directing phone calls to the appropriate departments and staff. The Stock Assistant supports the sales associates and managers in receiving, inventorying, and stocking shelves in addition to light maintenance, security, and custodial duties.

Additional Gift Shop Activities:

In addition to the activities stated above, Gift Shop personnel also engaged in the following during Fiscal Year 2013-2014:

1. Conducted four training sessions with Gift Shop staff
2. Distributed memos to Gift Shop staff as needed regarding new procedures and policies
3. Completed end-of-year annual inventory
4. Met with Sales Representatives for merchandise selection and ordering
5. Attended three gift shows to increase knowledge of available merchandise and marketing trends
6. Established and maintained effective working relationships with outside vendors and merchandise distribution companies.
7. Coordinated with volunteers and other departments in the planning on- and off-site events.

Gift Shop and Museum Regular and Special Hours of Operation:

Gift Shop and Lighthouse Museum hours of operation during Fiscal Year 2013-2014 were from 10:00 a.m. to 9:00 p.m. during the summer (Memorial Day through Labor Day) and from 10:00 a.m. to 6:00 p.m. the remainder of the year. The facility was open additional hours during Bike Week, Biketoberfest, and the Thanksgiving, Christmas, and New Year holidays.

Maintenance Department Report for FY 2013-2014

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.

All maintenance work at the Light Station, including restoration and preservation projects, is completed by trained staff under the direct supervision of 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 maintenance and inspections at the Light Station are typically scheduled on a daily, weekly, monthly, quarterly, bi-annual, or annual basis. These tasks are usually completed prior to 10:00 a.m. to minimize the impact of maintenance activities on the visiting public. Scheduled tasks include:

Daily:

Inspections of

1. Upper and lower parking lots
2. The tower's third order Fresnel lens
3. The entire tower (including the staircase, exterior railings and decks, and interior spaces)
4. Light Station grounds and exhibit spaces
5. Light Station structures

Daily Custodial Duties:

1. Dusting, sweeping, and vacuuming of all historic and non-historic structures
2. Trash collection and disposal
3. Cleaning display cases and exhibit signs
4. Cleaning restroom facilities
5. Tower cleaning

Weekly:

Inspections of

1. Air conditioning systems and window units
2. Entire facility to generate weekly work lists
3. Exhibit spaces and complete artifact inventory
4. Tower staircase, landings, and gallery deck
5. Irrigation systems to ensure proper operation

Scheduled Maintenance Duties:

1. Irrigation system repair and function test
2. Grounds and landscape maintenance (mowing, weeding, & edging grass)

Monthly:***Inspections:***

1. AED and First Aid Kits
2. Fire suppression system and portable fire extinguishers
3. Emergency lighting
4. Air conditioning system units and filters
5. Cuban rafts
6. Mule, golf cart, and lawn care equipment
7. All Fresnel lenses

Scheduled Maintenance:

1. Oil all padlocks, hinges, and water valves, and eight historical artifacts
2. Clean exterior signs
3. Clean all windows
4. Complete monthly maintenance on all Fresnel lenses currently on display
5. Conduct high pressure flush on all irrigation system lines
6. Clean tower windows and screens
7. Cleaning and maintenance of all historic Fresnel lenses in Bldg. 10

Quarterly:***Inspections/Maintenance:***

1. Fire suppression blow down test and complete system inspection
2. Active third order lens in tower
3. Bldg. 10 incline lift drive gears
4. Quarterly air conditioning and heating inspection
5. Quarterly Fire Suppression System inspection

Annual:***Scheduled Reoccurring Contracted Annual Services and Inspections:***

1. Pest control
2. Air conditioning & heating annual inspection
3. Fire sprinkler annual inspection
4. Fire extinguisher annual inspections
5. Contaminated waste disposal
6. Security system monitoring, inspections, and service
7. Annual elevator inspections and repairs as needed
8. Ponce Inlet Fire Department annual inspections
9. Annual ADT security system inspections
10. Fire suppression blow down valve inspections

General Structural Maintenance:

The daily cleaning and maintenance of:

1. Lighthouse
2. Principal Keeper's Dwelling
3. 1st Assistant Keeper's Dwelling
4. 2nd Assistant Keeper's Dwelling
5. Woodshed Theater
6. Radio/Generator Room
7. Oil House
8. Pump House
9. Lens Building
10. Education Building
11. Gift Shop
12. Restroom/ Vending Building
13. Administration Building

Landscaping, Grounds, and Parking Lot Maintenance:

Scheduled maintenance of landscaping, parking lot, and grounds include:

1. Pest control
2. Weekly/Bi-Weekly lawn maintenance
3. Irrigation system inspections and repairs
4. Fire suppression and security system inspections
5. Weeding of flowerbeds, medians, and buffer zones along grounds perimeter
6. Oiling metal hardware, outside artifacts, and exposed valves
7. Painting railings, fences, woodwork, curbs, and exposed metalwork as needed
8. Performed scheduled maintenance on mule and golf cart
9. Replace light bulbs
10. Exterior cleaning of buildings

Work Completed by the Maintenance Department during Fiscal Year 2013-2014:

Lighthouse:

1. Repaired malfunctioning lamp in Lantern Room
2. Repaired Plexiglas shield in Lantern Room
3. Painted all interior iron work in lighthouse including iron steps, decks, bulkheads, windows, and railings.
4. Removed excess water from Lantern Room scuppers and decking as needed
5. Repaired stainless steel wires on gallery deck cage
6. Conducted quarterly maintenance and weekly cleaning of third order lens
7. Replaced exterior tower spot lights
8. Updated and replaced interpretive panels and signs as needed
9. Replaced faulty emergency radio at top of tower
10. Prepared Watch Room, Lantern Room, and Gallery Deck for Climb to the Moon

Principal Keeper's Dwelling:

1. Painted lattice under porches
2. Cleaned mildew from porch and exterior woodwork as needed
3. Inspected emergency fire suppression system main valve and piping
4. Cleaned all air conditioning supply and return vents in Principal Keeper's Dwelling
5. Cleaned, painted and repaired wheel chair ramp as needed.

6. Cleaned, stripped, and varnished breezeway exterior doors
7. Repaired front porch deck fascia
8. Repaired front porch steps
9. Installed copper screen in cupola attic vent
10. Re-pointed masonry on south wall and chimney
11. Painted exterior woodwork as needed

1st Assistant Keeper's Dwelling:

1. Cleaned all air conditioning supply and return vents to include filter change out
2. Repaired faulty air conditioning system
3. Removed mildew from exterior white painted areas
4. Restored back porch columns, fascia, beams, railings, stiles, and deck
5. Restored interior plaster in large bedroom, small bedroom, and hallway including walls, ceiling, wainscoting, & trim
6. Restored large bedroom fireplace including firebox, mantel, hearth, and plaster
7. Repaired laundry area picket fence as needed
8. Restored and recoated top of cistern

2nd Assistant Keeper's Dwelling:

1. Cleaned, sanded, and repainted handicap access ramp and safety railings
2. Repaired handicap ramp
3. Repainted front and back porches including beams, columns, railings, stiles, and deck.
4. Repaired and re-painted lattice under porches as needed
5. Repaired faulty air conditioning system
6. Repaired rotten fascia on front porch deck
7. Repaired stairs leading onto front porch
8. Cleaned and repainted interior walls and woodwork as needed
9. Began restoration on historic windows

Radio/Generator Room:

1. Replaced faulty window air conditioning units in World War II exhibit and generator room
2. Touched up all white paint in hallway and radio room
3. Cleaned and removed mold from interior and exterior doors and white painted areas
4. Painted exterior woodwork
5. Repaired weather station

Pump House:

1. Cleaned and touched-up exterior paint as needed
2. Cleaned interior and exterior siding

Education Building:

1. Cleaned and painted exterior siding as needed
2. Pressure washed front and rear deck
3. Repaired rotten exterior siding
4. Repaired handicap entrance ramp and railing
5. Repaired and painted front and back decks

Gift Shop:

1. Repainted exterior Gift Shop doors, railings, stairs, decking, and wheel chair ramp as needed

2. Repaired burned out ballasts in fluorescent lights
3. Cleaned all air conditioning supply and return vents to include filter change out
4. Sanded, primed, and painted gift shop exterior doors
5. Installed new merchandise display units
6. Repaired faulty air conditioning systems as needed
7. Replaced exterior spot lights as needed
8. Replaced faulty water heater
9. Repaired exterior windows
10. Ran new security system data cable
11. Painted interior walls

Lens Building:

1. Cleaned all air conditioning supply and return vents to include filter change out
2. Painted interior walls
3. Performed maintenance on security shutters and incline lift
4. Installed new Plexiglas barriers around lens corral
5. Conducted monthly maintenance to all lenses on display

Wood Shed Theater/Privy:

1. Replaced faulty air conditioning window unit
2. Restored privy interior and window

Restroom/ Vending Building:

1. Cleaned, treated, and painted corroded areas on exterior restroom doors
2. Cleaned brick walkway
3. Cleaned all air conditioning supply and return vents to include filter change out
4. Repaired toilet and urinal valves as needed
5. Replaced faulty air conditioner controller
6. Repaired railing and repainted north and south porch railings, stiles, posts, and beams

Administration Building:

1. Cleaned and painted soffits and fascia
2. Replaced florescent lights and fixture ballasts as needed
3. Cleaned all air conditioning supply and return vents to include filter change out
4. Repaired leaking roof

Historic/Non-Historic Grounds/Equipment:

1. Installed memorial walkway bricks as needed
2. Repaired Cuban Raft exhibit brick walkway
3. Removed dead bay trees from grounds
4. Trimmed dead growth from overhead trees throughout grounds and parking areas
5. Repainted parking lot lines, parking curbs, and handicap markings
6. Repaired sprinkler system and replaced damaged and clogged irrigation sprinkler heads as needed
7. Performed motorized equipment maintenance as scheduled
8. Cleaned all outside lighting fixtures
9. Trimmed palms and weeded flower gardens, medians, and planters as needed
10. Mowed, trimmed, and edged lawn throughout facility on a weekly basis or as needed
11. Cleaned parking lot as needed
12. Repaired and painted picket fencing

13. Laid new sod as needed
14. Repaired perimeter chain link fencing
15. Maintained nature trails
16. Replaced corroded fire suppression lines throughout facility

Museum Exhibits & Educational Programs:

1. Constructed display cabinets for newly acquired lenses
2. Constructed exhibit text panel frames and installed as directed
3. Repaired and refinished exhibit display cabinets as needed

Onsite Events/Projects/ Tasks:

1. Set up and broke down tables and chairs for onsite events
2. Supervised sub-contractors during maintenance, inspections, and projects
3. Assisted administration staff in preparing for educational outreach events
4. Constructed displays for educational programs department as needed
5. Assisted gift shop staff with merchandise deliveries as needed
6. Supported administration and gift shop staff as needed

Oil Storage House:

1. Repaired minor aid to navigation lamp changer
2. Performed maintenance on aids to navigation
3. Repaired and repainted half gate at building entrance

Curator's Report for FY 2013-2014

Curator 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, conservation, and treatment of objects. A full-scale inventory of the collection is carried out in December-January each year. The curator also researches these 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. 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 and the Director of Operations, for the conservation of the historic buildings at the Light Station and researches and plans scheduled restorations of these buildings 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 restoration work, 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, conservation, and storage; organization and maintenance of the museum's Digital Archives; and training volunteers who work in the curatorial department.

Acquisitions during FY 2013-2014:

Approximately 179 object acquisitions were recorded during the year as well as 110 photographic records, 60 documents in Archives and 80 library items. Not all these acquisitions represent original items or even items that are new to the collection. For example, as original hardware is removed from doors during restoration, these are accessioned. Some acquisitions are oral histories. Constituting a significant percentage of this year's acquisitions, donated items included vintage Coast Guard items, military medals and insignia, and vintage household items including a Flagg and Homan pewter dish c. 1850. An original lantern room storm pane was returned. Significant purchases of lighthouse antiques were also made, including a 6th order light intensity compensation lens built by Barbier, Benard & Turenne in 1915 and associated Barbier & Benard mercury float pedestal, clockwork, Chance Brothers IOV burner and fuel tanks; a USLHS kerosene can; a Ritchie & Sons USLHS small boat compass; numerous Light-House Establishment and Lighthouse Service documents, annual reports, and instructions to keepers.

A number of interesting archaeological finds were made during the restoration of the Second Assistant Keeper privy and the installation of new fire sprinkler lines. Items included whiskey bottles, cosmetic bottles and jars, linen handkerchiefs, remains of a hot water bottle, buttons, marbles, nails, and food containers.

Material Objects:

179 objects were added to the collection including:

1. Wicker basket c. 1934 from Ponce Inlet's Amidon family
2. Winchester rifle
3. Collection of household and kitchen items

4. Collection of vintage tools
5. Florida House of Refuge uniform button
6. Lantern room storm pane original to this lighthouse
7. Coast Guard officer's cap c. 1930
8. Coast Guard CPO insignia c. 1915
9. Ritchie & Sons small boat compass marked USLHS, 1915
10. Kerosene can, tin, USLHS c. 1938
11. Valaze skin care bottle, c. 1920s, archaeological find
12. Barbier, Benard & Turenne 6th order light intensity compensation lens, 1915; with a Barbier & Benard clockwork and mercury float pedestal, a Chance Brothers IOV burner, and Chance Brothers fuel tanks
13. Civilian Conservation Corps hats and insignia c. 1938
14. C. 1910 lighthouse keeper's hat

Archival Objects:

60 items were added to the collection including:

1. 1888 map of Florida
2. US Life-Saving Service Boat Plans
3. Drawing by Cardell Daniels Jr., of boat house at Ponce Inlet
4. Look Magazine 1944
5. Post-WWI poster for vets seeking jobs
6. Scientific American December 16, 1893, "Lighthouses and Their Keepers"
7. Group of architectural drawings for Florida lighthouses: Dames Point, St. Augustine, Alligator Reef, Charlotte Harbor
8. Putnam's Monthly Magazine 1856, "Our Lighthouse Establishment"

Library Objects:

80 books were added to the collection including:

1. Light lists for 1857, 1874, 1901, 1922
2. Annual reports of the Light-House Board for 1857, 1873, 1874, 1876, 1878, 1879, 1880
3. Lighthouse Service Bulletins in 4 volumes for 1912-1935
4. USLHE Regulations for Lighting Bridges
5. 1870 Rules, Regulations, and General Instructions for the USLHE
6. 1914 Regulations for the USLHS
7. 1927 USLHS Instructions to Employees
8. 25 spiral bound articles by Tom Tag

Photographs:

110 images were added to the collection including:

1. Ellwood family photographs (digital)
2. Donald L. Whiteley family photographs (digital)
3. Coast Guard photographs, c. 1943
4. Color image of USLHE General Depot, Staten Island c. 1900
5. Group of prints related to submarine signal bell development

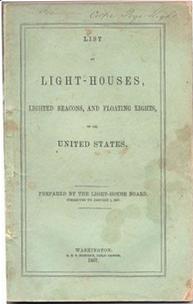
6. Civilian Conservation Corps in Florida

De-Accessioned Objects:

The following objects were removed from the museum’s artifact inventory during FY 13-14:

1. Vintage push mower (termite infested)
2. Nelly the Cat costume (not appropriate to the collection)

2013-2014 Accessions

 <p>BB&T 6th order lens</p>	 <p>Barbier & Benard Clockwork</p>	 <p>Chance Brothers IOV Fuel Tanks</p>
 <p>USLHS Fuel Can</p>	 <p>USLHS Small Boat Compass</p>	 <p>Archaeological Finds</p>
 <p>Early Coast Guard Cap</p>	 <p>1857 Light List</p>	 <p>Storm Pane, Original to PILH</p>

Accessions Summary for FY 2013-2014:

Museum records indicate that a total of 9,609 accessioned items were held by the Association at the close of Fiscal Year 2013-2014. Accessioned items are generally categorized as three-dimensional objects (consisting primarily of artifacts), photographs, archival materials (documents, maps, brochures, etc.), or reference library resources (book, tape, CD, video, or DVD).

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

Type	Quantity
Three Dimensional Objects	3220
Photographs & Transparencies	4235
Archival Materials	933
Reference Library Resources	1221

Print photographs from the collection are being accessioned as time permits. When a PastPerfect record of a photo is found that does not have an image of the photograph attached, the image is scanned and attached to the record.

All Deeds of Gift and various other documents have been linked to their applicable PastPerfect records. This makes the documents accessible from the object's record in the database.

A daily differential backup and a monthly full backup of the data, images and multimedia files related to the museum's three dimensional artifacts, photographs and transparencies, archival materials, and other digital holdings are images, and 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 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, numerous Deeds of Gift were completed for donated items, incoming loans were reviewed, and objects no longer appropriate for the collection were 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. The following is a summary of the number of lighthouse records contained in the Lighthouses of the World database according to country and/or geographic areas

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 Index Card Files:

A title card index file as well as an author(s) index card file identifies each item in the museum's research library collection. In past years, subject index cards were not created. During the process it was discovered that the subject entries for the multimedia object files (audio, video, and oral histories) were, when any existed, in need of major revision.

Photography:

Photo sessions were conducted to photograph gift shop merchandise to be sold online. Each image is stored in two sizes: a large (640 pixel) image for enlarged views and smaller (160 pixel) image for general product display. Photographs were taken of each of the new and updated exhibits, and the images were placed in the Digital Archives. Additional photos were taken of on- and off-site educational and community events, ongoing restoration and preservation work, and other projects and activities of note.

Conservation of Objects:

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

1. Barbier, Benard & Turenne Light Intensity Compensation Lens and associated items
2. Archaeological finds from the Second Assistant Keeper's privy and objects unearthed during sprinkler line installation by Wiginton.
3. Items from collection of St. Simons Lighthouse
4. Conservation treatment plan for St. Marks Fourth Order Lens

Restoration/Conservation of Buildings:

The Ponce de Leon Inlet Lighthouse Preservation Association completes the vast majority of all building 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. A Scope of Work was written for Federal Masonry to direct their restoration work at PILH during the month of June. Historic structure restoration work completed during FY 2013-2014 included:

1. Termite treatments for all building exteriors; tenting of First Assistant Keeper Dwelling.
2. Restoration of large bedroom, small bedroom, and hallway of First Assistant Keeper Dwelling; repair and recoating of cistern.
3. Second Assistant Keeper Dwelling front steps repaired, new climate control system installed, porch piers repaired, and chimney condition assessed by Federal Masonry.
4. Second Assistant Keeper privy interior restoration completed.
5. Principal Keeper Dwelling south wall masonry restoration completed by Federal Masonry. Chimney condition assessment by Federal Masonry; front steps and railings restored; porch piers repaired.
6. Pump House window and door restored. New exterior pumps installed.
7. Tower interior metalwork cleaned and repainted. Gallery deck door repaired. Granite trim and steps condition assessed by Federal Masonry, some interior masonry repair and repainting. Exterior painting begun.
8. Picket fence restoration of selected posts and pickets, south and west sides.
9. Oil House condition assessed by Federal Masonry.

Completed Exhibitions:

Preservation Association staff develop the vast majority of all exhibits and displays in-house. Sub-contractors are typically utilized for printing and other exhibit related tasks requiring specialized equipment to complete. Exhibit related work completed by museum staff during the past fiscal year includes:

1. New plex barriers in Building 10; signage for new artifacts
2. Reinstalled exhibits in large and small bedrooms of First Assistant Keeper Dwelling
3. Upgrade to Keeper's Clothing in Second Assistant Keeper Dwelling

4. New text panels for *Filibustering to Cuba* in Principal Keeper Dwelling
5. Installation of new Cuban raft and related text panel
6. Exhibit design and text panel for World War I

Outreach Exhibits:

1. Filibustering to Cuba continues to be available

Newsletter Articles and Publications:

The curator researched and submitted the following articles for publication in the quarterly newsletter and E-Luminations online newsletter:

1. The Lighthouse Service and the Great War, Parts I, II, III, IV
2. The Pump House
3. Richard LeSesne Lighthouse Photograph
4. Christmas Revisited
5. The St. Simons Lighthouse
6. The Storm Pane
7. Thank You and Wish List Columns

E-luminations

1. Donors and Donations
2. July 1899 Log Entries
3. Christmas Revisited
4. What is the Oldest Building in Your Neighborhood?
5. Why Are the Curtains Closed?
6. Why Do We Buy That Stuff?

Other publications include:

1. A Beacon for Mosquito: The Story of the Ponce Inlet Lighthouse
2. The Lighthouse Service and the Great War: Transition into War – *The Keeper's Log*
3. The Florida Houses of Refuge – *Wreck and Rescue Magazine*

Historical Research:

The Curatorial Department completed the following research during FY 13-14:

1. Lighthouse Service and First World War
2. Ponce de Leon Inlet Light Station and Ponce Inlet
3. Illuminants used in Chance Brothers lenses

Oral Histories:

1. Earl Davis – written memoirs
2. Donald Lamberton Whiteley (grandson of keeper Pinckney Whiteley)

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 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 2013-2014 to update and expand the Association's procedures manual so as 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, and museum practice. During 2013-2014, the curator worked with individuals from the St. Simons Lighthouse, the Old Baldy Foundation, the Cape Canaveral Lighthouse Foundation, the St. Marks Lighthouse, Elbow Reef Lighthouse Association, and the Cape Henlopen Lighthouse and Museum Foundation.

Director of Operations Report for FY 2013-2014

Director of Operations Summary:

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 both Keeper in the Classroom and Lighthouse Library Box.
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. **Science of Light:** Completed Science of Light DVD
5. **Online Educational Program Content:** Developed new content for website including PDFs, tour reservation documents, web pages, etc.
6. **Lectures:** Presented historic lectures to outside clubs/groups.

Technology:

1. **Server Maintenance and Back-Up:** Coordinated server maintenance and trouble-shooting with I.T. Specialist, Steve Coleman. Managed upgrade of server hardware and ran new data cable as needed. Coordinated upgrade of all workstation computers from Windows XP to Windows 7.
2. **Lighthouses of the World Kiosk:** Troubleshoot and repaired hardware malfunctions as needed.
3. **Inventory Control:** Updated inventory database as needed and completed quarterly inventory checks
4. **Website:** Updated museum website.
5. **Online Store:** Trained Gift Shop management on ecommerce administrative tasks including back-end procedures for updating virtual inventory as needed.
6. **New Staff Computers-** Ordered and installed new staff computers and repaired existing computers as needed. Set up new video editing and volunteer computer on network.
7. **Gift Shop Point of Sale System: POS Registers and Gift Shop Phone Lines:** Troubleshoot POS work stations and repaired as needed
8. **Network Maintenance:** Troubleshoot and repaired network malfunctions as needed. Replaced router, switch, and modem following network crash. Ordered 1 GB router and switches to facilitate faster internet access and ran new conduit for CAT6 cable throughout Admin Bldg.
9. **Email:** Routed general lighthouse email to appropriate recipients. Set up new email addresses for new employees as needed. Switched email hosting from Networking Magic to Alternate Image.
10. **PCI Compliance Measures:** Researched and coordinated upgrades to Point of Sale software, hardware, and Preservation Association computer network to meet PCI compliance standards. All Preservation Association networks currently meet all established PCI compliance requirements.
11. **Exhibit TVs:** Repaired and replaced exhibit televisions as needed.
12. **Visitor Survey Kiosk:** Replaced faulty visitor survey touch screen monitor.

Special Projects:

1. **Quarterly Newsletter:** Researched and wrote articles for each quarterly newsletter. Coordinated completion, submission, and editing of all newsletter contents. Supervised design, printing, and distribution of completed publications.
2. **Advertisements:** Designed and developed advertisements for local publications and print media.
3. **Print Materials:** Monitored printed material inventory including visitor guide maps, brochures, etc. and supervised editing and reprinting of materials as needed.
4. **Photography:** Photographed merchandise and events as needed throughout year.
5. **Echo Grant:** Generated 2014 Annual Report for Volusia County ECHO Grant Program.
6. **Year End Report:** Researched, developed, and completed 2013-2014 Year End Report.
7. **Memorial Brick and Donations Drive:** Submitted orders and coordinated the delivery and placement of engraved bricks in Memorial Walkway Worked. Negotiated new memorial brick pricing structure with engraver to facilitate single, rather than bulk, brick orders.
8. **5-Year Plan-** Worked with Executive Director and Curator on development and updating of 5-Year Plan.
9. **2013-2014 Budget Proposals-** Completed, reviewed, and amended proposed Education and Special Projects budget for new fiscal year in accordance to needs of Executive Director.
10. **Florida Lighthouse Association (FLA):** Attended FLA meetings as Ponce Inlet Lighthouse Preservation Association representative and submitted Ponce Inlet Lighthouse Reports for FLASH.
11. **Fresnel lens Inspection and Maintenance:** Assisted maintenance staff with quarterly/monthly inspection, maintenance, and cleaning of historic Fresnel lens.
12. **Maintenance Department Materials:** Generated material lists and procured necessary materials to complete scheduled maintenance tasks and projects.
13. **Graphic Design:** Developed graphics for multiple events, programs, and purposes including quarterly newsletters, advertising, 125th Anniversary events, t-shirts, and other printed and digital projects.
14. **Tower Lighting:** Researched and supervised installation of new flood lights for light station grounds and tower exterior.
15. **Lighthouse Consultations:** Consulted with St. Marks Wildlife Refuge staff regarding restoration of St. Marks Lighthouse lens. Consulted with Annie Potts of the Bahamian Elbow Reef Lighthouse Society regarding lighthouse restoration and preservation techniques.

Staff Supervision and Management:

1. **Staff Management:** Managed, counseled, and supported staff as needed.
2. **Employee Hiring:** Posted job vacancy announcements, screened resumes, and interviewed candidates for Association positions as needed.
3. **Maintenance Work Lists:** Generated maintenance work lists and conducted final inspection of completed assignments with Executive Director
4. **Facility Inspections:** Conducted weekly facility inspections.
5. **Maintenance Work Schedule:** Developed monthly maintenance work schedule.
6. **Maintenance Department Management:** Managed daily maintenance department activities
7. **Administrative Department:** Assisted E.D. with administrative management tasks.
8. **Annual Staff Evaluations:** Completed annual evaluations for maintenance staff and Educational Program Manager.
9. **Facility Inspections:** Scheduled and supervised annual inspections of facility.
10. **Sub-Contractors:** Scheduled and coordinated work by outside vendors and contractors as needed.
11. **Employee Training/Meetings:** Conducted Maintenance Department training and staff meetings
12. **File Maintenance:** Maintained maintenance, personnel, and operational files as needed.
13. **Supplies & Materials:** Ordered/Purchased/Picked Up maintenance supplies for ongoing facility operations and scheduled projects as needed.

14. **Miscellaneous Management Duties:** Completed other management level duties as needed

Training, Meetings, and Seminars:

1. Attended Florida Association of Museums (FAM) Conference in Jacksonville, FL
2. Attended Florida Trust for Historic Preservation Annual Conference
3. Attended National Maritime Association conference in Norfolk, VA
4. Attended Florida Lighthouse Association quarterly meetings

Program Manager's Report for FY 2013-2014

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 civic groups with the highest quality educational programming possible. Developed by state certified teachers and veteran educators, 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 118,000 individuals during Fiscal Year 2013-2014, educational programs offered by the Lighthouse Preservation include guided tours, interactive workshops, family-oriented activities, community outreach events, informative lectures, in-class presentations, and more.

Educational Tours:

Led by knowledgeable volunteers and staff, the content and length of each Lighthouse tour is tailored to the educational needs and time constraints of each group. General tours typically entail climbing the lighthouse, visiting the Lens Exhibit Building, and examining the three keepers' dwellings. If time allows, teachers may also elect to have their students participate in an additional educational workshop. Available add-on programs include, Science of Light, Living at the Lighthouse, Keeper in the Classroom and the Library Box, an Artifact Table: identifying objects from the past, Stephen Crane's epic short-story "The Open Boat", Early Navigation and Compass Reading, and Inventions and Immigration, and Building a Light Station. In all, Lighthouse staff and volunteers led 64 school/youth group tours of the Light Station during FY 2013-2014.

Total onsite tour attendance for the past five fiscal years is as follows:

- FY 09-10 = 4,300
- FY 10-11 = 4,800
- FY 11-12 = 3,500
- FY 12-13 = 7,833
- FY 13-14 = 4,555

Educational/Community Outreach Summary:

1. Lighthouse staff and volunteers provided educational outreach services to more than 83,000 adults and 35,000 students and children. Educational outreach events included teacher meetings, in-school presentations, and after-school programs.
2. Lighthouse staff participated in 8 youth oriented outreach events during FY 2013-2014 during which 3,858 students/youth were served.
3. Educational programs currently offered by the Preservation Association to local public and private schools include the *Filibustering to Cuba/Stephen Crane Traveling Exhibit* and the award winning *USLHE Traveling Library Box* and *Keeper in the Classroom* program, and the Science of Light and Lighthouse Illumination.
4. In addition to the formal programs mentioned above, twenty-five unique educational workshops are available to local area schools. Workshops may be provided individually or in conjunction with the following; *Filibustering/Stephen Crane Traveling Exhibit*, *Keeper in the Classroom*, *USLHE Library Box*, *The Science of Light & Lighthouse Illumination*, *Living at the Lighthouse*, and *Inventions and Immigration: Building a Light Station*. Workshop selection is determined by the needs of each individual teacher/classroom.
5. The Association continues to work with local educators to development new educational programs including several multi-media projects.

6. The Association provided more than 118,000 area residents (adults & children) with the opportunity to participate in 13 community events, more than 34 outreach events (including parades, festivals, art shows, lectures, classroom presentations, teacher training, and collaborative programs with other museums and civic groups) during FY 2013-2014. Please refer to the table below for a detailed breakdown of outreach events and public participation.

Event Type	Total	Adults	Kids/Students	Total Attendance
Community Events (Parade, Family Days, Festivals, etc.)	13	74,581	28,626	103,207
Elementary School Presentations	5	54	465	519
Adult Outreach Events (Garden Clubs, Civic Clubs, Community Organizations, etc.)	5	5230	2475	7,705
Collaborative Museum Events (DeBary Hall, MOAS, MDS, Lillian Place, etc.)	6	2419	790	3,209
Read Across America (Thirteen Participating Schools)	1	0	3065	3,065
High School Presentations	1	300	30	330
VCSB Teacher Events (Training Sessions, Planning, Teacher Meetings, etc.)	2	600	0	600
Youth Group Events (Scouts, After School Programs, etc.)	1	0	50	50

Onsite Educational Programs/Events:

The Ponce de Leon Inlet Lighthouse and Museum hosts a variety of onsite educational events throughout the year. Typically scheduled during national holidays or on important historic dates, on-site events include:

1. **Home School Day:** 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. **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, Independence Day, and Columbus Day. Workshops typically made available on these days include:
 1. Tours of Museum and Tower
 2. Family Oriented Activities (ex. crafts, games, domestic chores, keeper duties, etc.)
4. **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.
5. **Florida Heritage Day:** Celebrate Florida history with a visit to the Ponce Inlet Lighthouse on Florida Heritage Day. Tour the Light Station and participate in family-oriented workshops and activities.

6. **National Lighthouse Day:** Celebrate the anniversary of the founding of the United States Light House Establishment on August 7, 1789, each year at the Ponce de Leon Inlet Light Station with a variety of educational workshops and family-oriented activities.
7. **Florida Lighthouse Day:** Celebrates Florida's rich maritime history and 29 remaining lighthouses on Florida Lighthouse Day. Held annually, Florida Lighthouse Day provides the Preservation Association 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.
8. **Biketoberfest:** Held each in 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, the learning about old-time Crystal Radios at the top of the tower.
9. **Family Fun Days:** Offered on numerous occasions throughout the year, Family-Fun Days are structured around family-oriented workshops and kid-friendly activities.
10. **International Museum Day:** Schedule in accordance with International Museum Day, this event provides visitors the opportunity to learn about museums and the unique history of this important National Historic Landmark.
11. **Armed Forces Day:** In recognition of the sacrifices of our veterans, active duty and retired military personnel are admitted free of charge.
12. **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.
13. **Echo Ranger Program:** Offered in cooperation with Volusia County, this special program is offered free of charge to all Echo Ranger participants. Activities include a guided tour of the Lighthouse and museum and family-oriented educational activities.
14. **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 dwellings, lens exhibit building, and grounds. Participants accompany the Old Lighthouse Keeper on a guided tour of the tower, Lantern 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.
15. **Spirit of '45 Day:** In 2010, Congress voted unanimously in support of this day, coinciding with August 14, 1945, the day President Truman announced that WWII was over and America assumed the leadership in rebuilding the postwar world.
16. **Amateur Radio Day:** A weekend when thousands of amateur radio operators go on the air and contact as many lighthouses around the world as possible.

Enjoyed by more than 18,000 visitors during FY 2013-2014, the type, frequency, and number of visitors participating in the various onsite events offered at the Lighthouse during FY 2013-2014 are defined in the table below.

Tour / Event Type	Frequency	# Adults	# Children
Youth Groups (Church, Scouts, ECHO, Summer Camps, etc.)	41	335	1208
K-8 Schools (, 9-12 Schools, and Home Schools (K-12)	23	342	938
Weddings, Memorials, Birthdays, Reunions, etc.	12	230	8
Charter Bus, Adult, and Senior Groups	55	1,107	51
College Instructor/Student Tours	9	173	0
Special On-Site Educational Events	21	4754	1375
VIP and Climb with the Keeper Tours	14	111	0
Climb to the Moon (Offered Monthly)	12	360	0

Volunteerism at the Lighthouse:

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 and Tower Guides
 2. Educational Workshop Instructor
 3. Historic Re-enactor and Assistant
 4. Office Assistant
 5. Transcription Assistant
 6. Special Events Assistants
1. 30 volunteers donated more than 3,800 hours to the Preservation Association during Fiscal Year 2013-2014.
 2. The Association hosted its 8th Annual Volunteer Awards Dinner in March 2014. 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 Halifax Pilot Club Monthly Meetings
2. Attended Living Legends of Racing Monthly Meetings
3. Attended Volusia County Schools Social Studies Subject Area Meeting
4. Attended Longstreet Elementary Teachers Meeting
5. Attended Port Orange Elementary Teachers Meeting
6. Attended Girls Scouts of Citrus County Meeting
7. Attended Meeting with Florida Public Archaeology Network
8. Attended Volusia County Schools Subject Area Specialist Meeting (Science Dept.)
9. Conducted Monthly Volunteer Training Workshops onsite