



Ponce de Leon Inlet Lighthouse Preservation Association

Fiscal Year 2016-2017 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, 2016 through September 30, 2017.

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

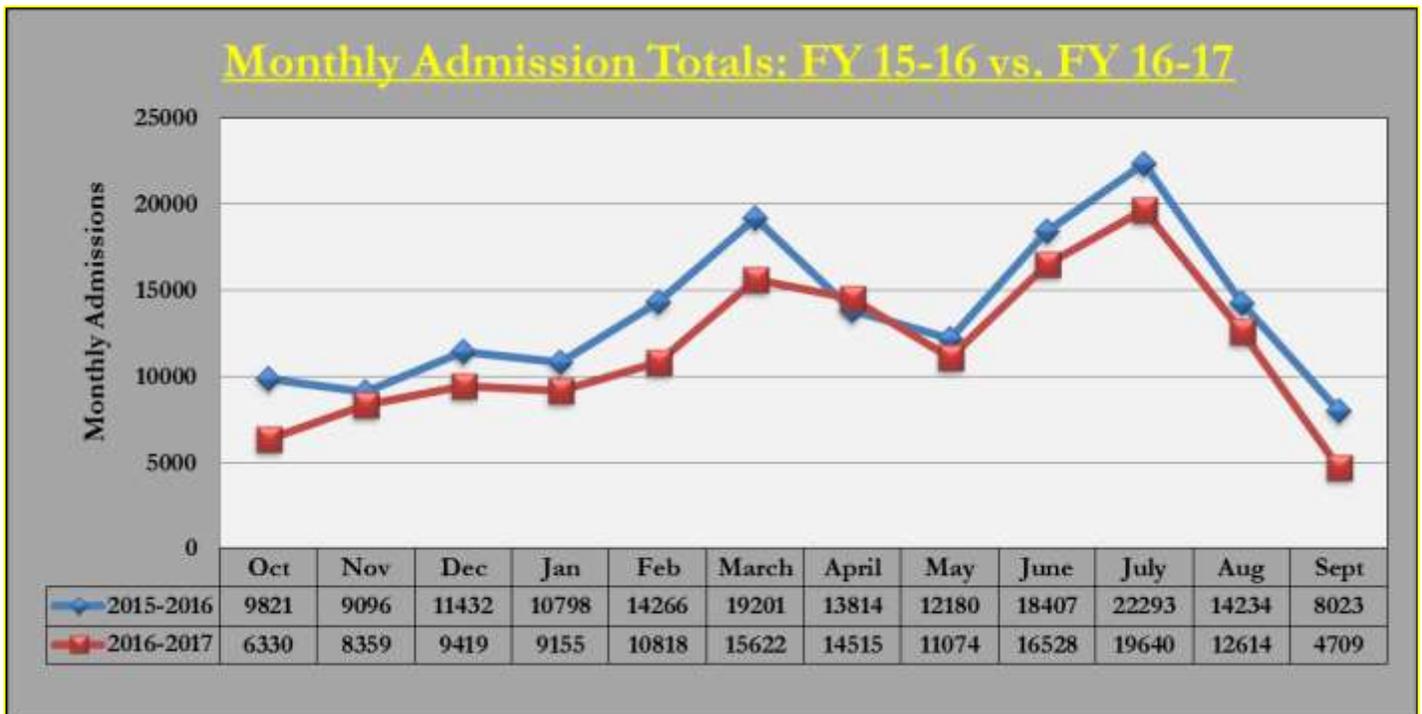
Table of Contents

Page 2:	Gift Shop Report
Page 8:	Maintenance Department Report
Page 14:	Curator/Registrar Report
Page 23:	Director of Operations Report
Page 25:	Program Manager Report

Gift Shop Report for FY 2016-2017

Annual Visitation:

The Ponce de Leon Inlet Light Station and Museum welcomed 138,783 visitors during FY 2016-2017. In all, the Lighthouse processed 110,295 paid adult admissions, 21,217 paid child admissions, 6,224 free adult admissions, and 1,047 free child admissions. Free admission figures included: 3,442 free adult admissions related to educational programming and public relations, 754 free child educational programming admissions, 1,043 Ponce Inlet resident adult admissions, 118 Ponce Inlet child admissions, 1,739 adult member admissions, and 175 child member admissions.



The Museum welcomed 24,782 (fewer visitors in FY 2016-2017 than it did in the previous fiscal year. The 17.86% reduction in annual visitation for FY 2016-2017 can be attributed to the negative impact of Hurricanes Matthew (Oct, 2016) and Irene (Sept, 2017) on local tourism.

Annual Lighthouse Advertising Summary:

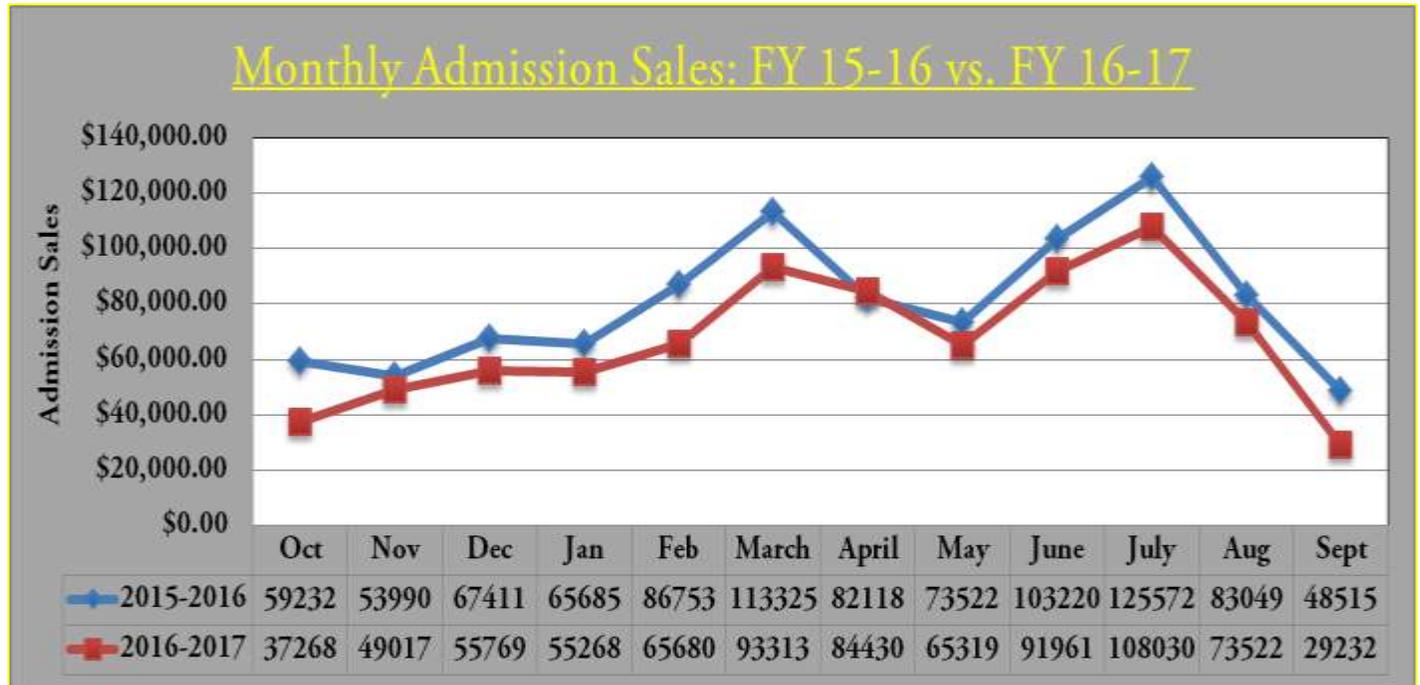
With nearly 100% of all advertising dollars targeting visitation, the Association’s annual advertising plan includes the printing of 150,000 brochures which are distributed locally, in Florida’s welcome centers, and along the I-95 corridor. In addition to these brochures, the museum also participates in the following advertising publications: Dynamite Discounts, Where Quick Guide, Destination Daytona Magazine, See Coastal Magazine, AAA Travel Book, Daytona Beach Coastal Map, Discovery Map, Visit Florida, and the Daytona Beach CVB Area Guide Map. Non-printed advertising mediums include Direct Media’s Public Transportation Advertising Program (VOTRAN), the Ponce Inlet Lighthouse’s main website at www.ponceinlet.org, and the Preservation Association’s subscriber authorized monthly electronic newsletter *E-Luminations*.

Annual Lighthouse Admission Rates Summary:

Admission rates to the Ponce Inlet Lighthouse vary according to age, home address, and admission type. Current admission choices include paid adult and child admissions, free adult and child admission for Preservation Association members, free adult and child admission for Ponce Inlet residents, free child and adult educational program admission, and free complementary admission for adults and children. Current paid admission rates are \$6.95 for adults (age 12 and up), and \$1.95 for children (age 2-11). Infants (age 2 and under) are free of charge.

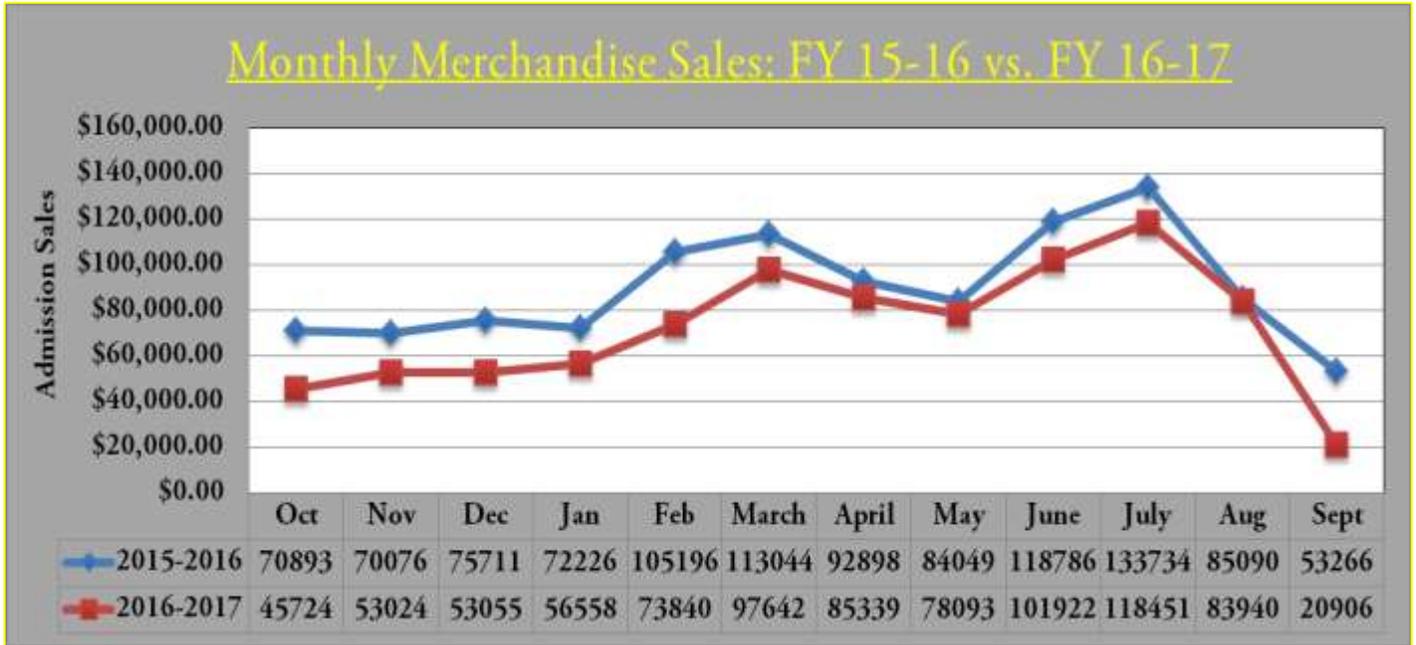
Admission Sales:

Projected to generate \$957,900 in admission sales during Fiscal Year 2016-2017, actual admission sales for the year equaled \$808,806. The \$149,094 difference equals 15.6% of the projected admission sales for the year.



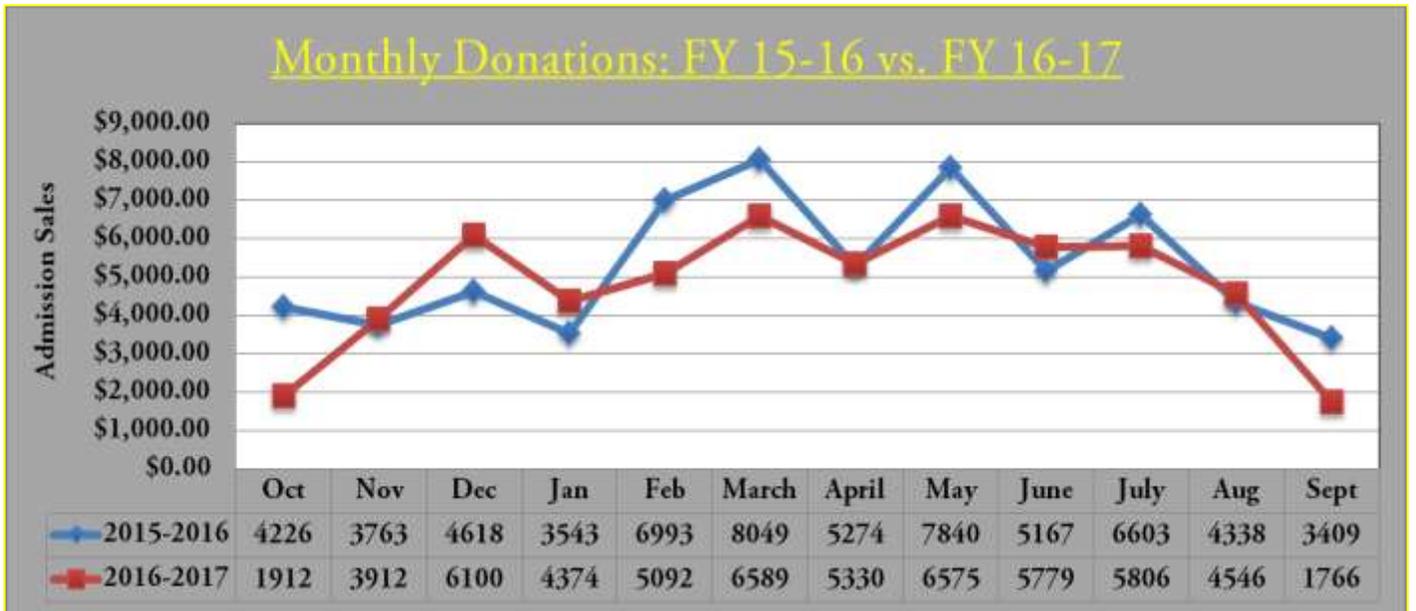
Merchandise Sales:

The preservation association projected 1,084,400 in merchandise sales for Fiscal Year 2016-2017. Total merchandise sales for FY 16-17 fell \$215,915 (or 19.9%) short of projections at \$868,485. This shortfall can be attributed to lower than anticipated onsite visitation during the course of the fiscal year.



General Operations Fund and Endowment Fund Donations

Donations may be made to either the General Operating Fund or the Endowment Fund. Donors may contribute in one of five ways; online at www.lighthouselocker.org, in the Gift Shop through a sales associate, during the association’s annual ask event (via the quarterly newsletter), using onsite donation boxes, or by mailing a check directly to the museum. Projected to generate \$42,000 in total donations during Fiscal Year 2016-2017, actual donations for the period exceeded this goal by \$9,912 (or 23.6%), equaling \$51,912.



Membership Dues:

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.

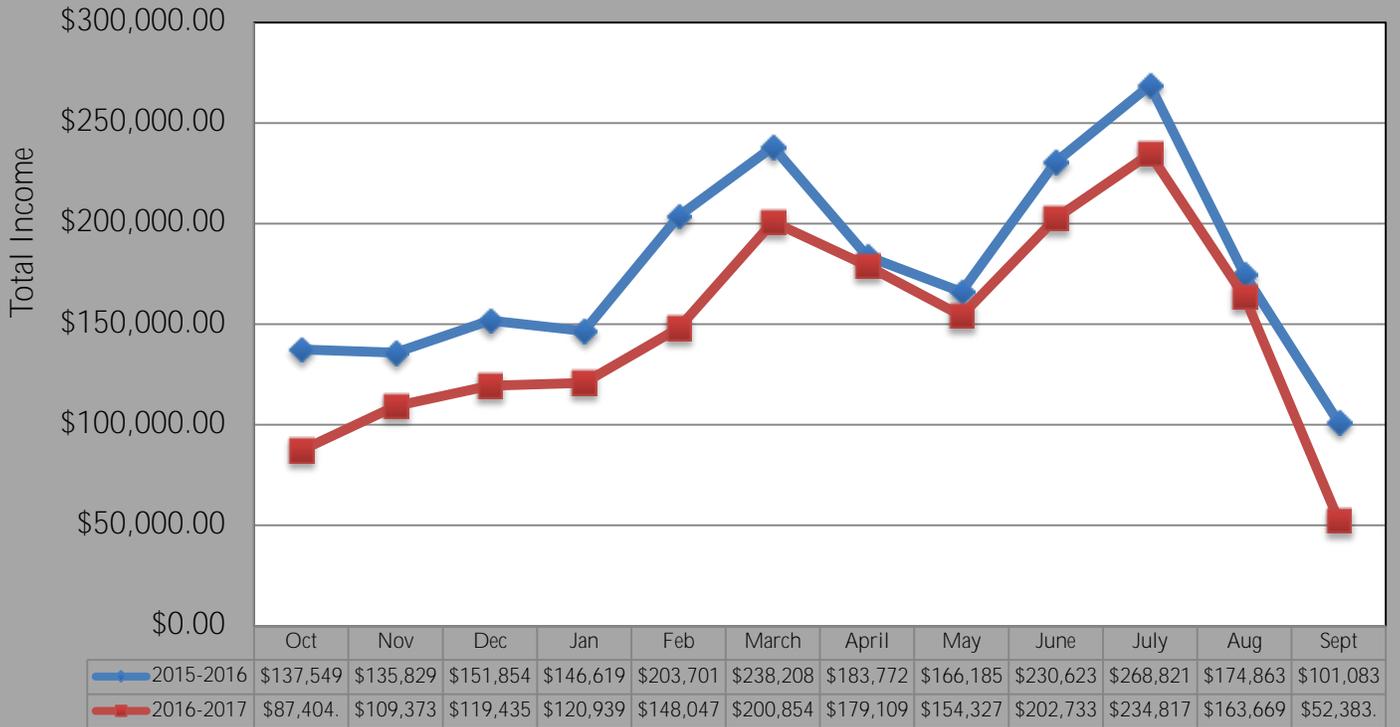
As of September 30, 2017, the Ponce de Leon Inlet Lighthouse Preservation Association consisted of 958 memberships and 1,709 total members. An analysis of the Association's total membership according to membership level is illustrated in the table below.

Membership Level	Total Memberships	Total Members	Cost Per Membership
Corporate	4	9	\$500
Principal Keeper	14	20	\$500
First Assistant Keeper	28	59	\$200
Second Assistant Keeper	69	140	\$100
Family	181	611	\$40
General	154	171	\$20
Senior	451	627	\$10
Student	39	44	\$10
Volunteer	4	6	\$0
Lifetime	8	14	\$0
Free (Gift/Promotion)	6	8	\$0
Total Membership Revenue Generated During Fiscal Year 2016-2017			\$38,005.00

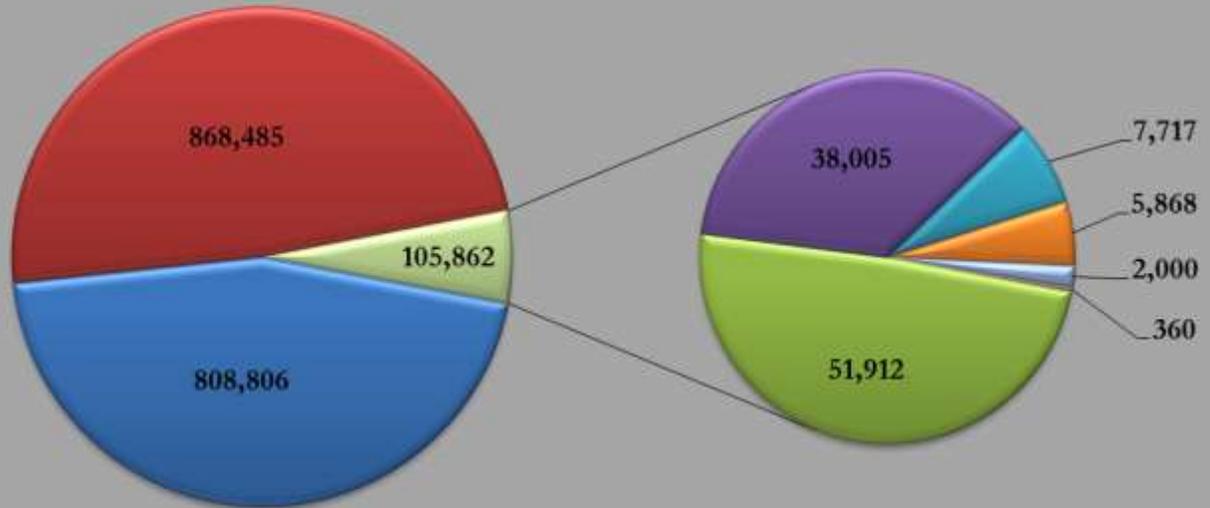
Monthly/Annual Income Analysis

Total monthly/annual income for the Ponce de Leon Inlet Lighthouse Preservation Association is comprised of revenue and program support. Revenue consists of all funds generated by admission sales, merchandise sales, membership dues, interest income, and sales tax-collection allowance. Support Income consists of all funds acquired through grant payments, memorial brick sales, and donations. Projected to earn \$2,131,460 in total income during Fiscal Year 2016-2017, the Preservation Association fell short of this goal by \$348,300 (or 16.45%), with a total annual income of \$1,783,160.

Monthly Income: FY 15-16 vs. FY 16-17



FY 2016-2017 Annual Income by Source



- Admissions
- Gift Shop Sales
- Donations
- Membership Dues
- Interest Income
- Mem. Bricks
- Grant Funds
- Other

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, one full-time lead sales associate and 8 part-time sales associates. Additional part-time seasonal sales associates are used during the Light Station's busier summer months.

The Gift Shop co-managers oversee 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, recordkeeping, 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 2016-2017:

1. Conducted six training sessions with Gift Shop staff
2. Completed end-of-year annual inventory
3. Met with vendors for merchandise selection and ordering
4. Attended two gift expos to increase knowledge of available merchandise and marketing trends
5. Established and maintained effective working relationships with outside vendors and merchandise distribution companies.
6. Upgraded Retail-Pro software from version 8.4 to version 9.4
7. Remodeled gift shop retail sales space

Gift Shop and Museum Regular and Special Hours of Operation:

Gift Shop and Lighthouse Museum hours of operation during Fiscal Year 2016-2017 were from 10:00 am to 9:00 pm during the summer (Memorial Day through Labor Day) and from 10:00 am to 6:00 pm the remainder of the year. The Gift Shop and Museum were closed to the public on Thanksgiving and Christmas Day.

Maintenance Department Report for FY 2016-2017

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 supervision of the Maintenance Manager, Director of Operations, and Executive Director with technical guidance from the Museum Curator. Historically accurate application and preventative maintenance techniques are used to protect the historic fabric and integrity of the Light Station's structures. All maintenance related materials must pass an extensive analysis prior to their use to prevent damage to the historic structures and artifacts. Although the Association endeavors to complete the majority of its maintenance projects in-house, licensed contractors are utilized when necessary in accordance with local, state, and federal guidelines and regulations.

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

Routine Scheduled Inspections and Tests:

Daily Inspections and Tests:

1. Daily lantern room third order Fresnel lens inspection (2x daily)
2. Daily tower inspection (including the staircase, exterior railings and decks, and interior spaces)
3. Daily inspection of all historic structures (interior and exterior)
4. Daily inspection of fire suppression sprinkler heads
5. Daily inspection of all historic Fresnel lenses, optics, lanterns, and minor aids to navigation located in the Ayres Davies Lens Exhibit Building and Principal Keeper's Dwelling
6. Daily exhibit and artifact security and inventory checks
7. Daily security system inspections

Weekly Inspections and Tests:

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

Monthly Inspections and Tests:

1. Monthly AED inspection and automatic test
2. Monthly inventory inspection of all first aid kits
3. Monthly fire suppression system inspections (contracted service)

4. Monthly fire extinguisher inspections
5. Monthly emergency lighting inspections and tests
6. Monthly air conditioning system inspections and preventative maintenance (contracted service)
7. Monthly Cuban raft inspections
8. Monthly elevator and incline lift inspections and operational tests

Quarterly Inspections and Tests:

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

Annual Inspections and Tests:

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

Routine General Maintenance:

Daily Routine Maintenance Duties:

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

Weekly Routine Maintenance Duties:

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

Monthly Routine Maintenance Duties:

1. Monthly cleaning of all historic Fresnel lenses, optics, lamps, and minor aids to navigation located in the Ayres Davies Lens Exhibit Building and Principal Keeper's Dwelling
2. Replacement of air conditioning system filters in all climate controlled buildings
3. Monthly lawn and shrub treatment (contracted service)
4. Monthly air conditioning system preventative maintenance (contracted service)
5. Monthly preventative maintenance on lawn mowers and other motorized equipment
6. Monthly preventative maintenance on incline lift

Specific Maintenance Work Completed during Fiscal Year 2016-2017:

Lighthouse:

1. Repaired Plexiglas shield in Lantern Room as needed
2. Conducted quarterly mechanical maintenance and weekly cleaning of third order lens
3. Maintained and repaired navigational aid system as needed
4. Replaced exterior tower spot lights
5. Replaced eyelets and stainless steel cable used in gallery deck "bird cage" barrier
6. Painted interior ironwork including stair treads, window frames, railings, landing decks, and bulkheads.
7. Replaced deteriorated iron gallery deck door with reproduction door made from non-corrosive aluminum plate.
8. Repaired interior windows
9. Cleaned, treated, repaired, and recoated main entrance cast iron door frame
10. Cleaned and refinished main entrance wood doors
11. Cleaned, treated, and repainted interior masonry walls as needed.

Principal Keeper's Dwelling:

1. Replaced corroded coupler on fire suppression system main valve and piping
2. Repaired breezeway entrance door surrounds with custom bead board made from historic lumber.
3. Cleaned, painted and repaired wheel chair ramp
4. Cleaned and repainted exterior doors
5. Repaired front porch steps and hand railings with historic age-appropriate lumber
6. Painted porch deck, railings, and posts
7. Repaired faulty Reflections on Light exhibit kiosks
8. Painted exterior woodwork
9. Repaired historic window sills, frames, and sashes
10. Refinished interior wood floor and door thresholds
11. Cleaned out woodshed in preparation of future woodshed restoration
12. Inspected, assessed, and removed deteriorated floor and floor joists in woodshed
13. Began restoration/preservation/rehabilitation of *S.S. Commodore/Open Boat* exhibit space.

1st Assistant Keeper's Dwelling:

1. Repaired faulty air conditioning system. Work completed by licensed air conditioning contractor.
2. Painted front and back porch decks, railings, posts, and steps
3. Repaired historic window sills, frames, and sashes
4. Refinished interior wood floor and door thresholds
5. Repaired front porch step railing and tread

6. Cleaned and repainted wheel chair ramp deck and railings
7. Repainted back porch deck
8. Repaired front porch deck
9. Repaired roof damage resulting from Hurricane Matthew. Work completed by licensed roofing contractor.
10. Reglazed exterior windows
11. Installed new copper screening in cupula vents

2nd Assistant Keeper's Dwelling:

1. Cleaned, painted, and repaired handicap access ramp and safety railing
2. Repaired and re-painted lattice under porches
3. Repaired air conditioning system. Work completed by licensed air conditioning contractor.
4. Cleaned and repainted interior walls and woodwork
5. Scraped, primed, and painted roof fascia
6. Repaired front porch steps
7. Repaired and repainted front porch deck fascia
8. Repaired historic window sills, frames, and sashes
9. Reglazed exterior windows

Radio/Generator Room:

1. Touched up all white paint in hallway and radio room
2. Painted exterior woodwork
3. Repaired weather station exhibit monitoring equipment
4. Re-glazed exterior windows
5. Installed new concrete pad for donated Kohler generator
6. Mounted exhibit signs per curator's direction

Pump House:

1. Repaired damage to pump house resulting from Hurricane Matthew.
2. Replaced faulty irrigation pump
3. Repaired electrical service damage resulting from Hurricane Matthew. Work completed by licensed electrical contractor.
4. Installed historic generator

Education Building:

1. Cleaned, painted, and repaired exterior siding
2. Repaired front door and handicap ramp
3. Repaired back porch railing and steps

Gift Shop:

1. Repainted exterior railings, stairs, decking
2. Repaired roof damage resulting from Hurricane Matthew. Work completed by licensed roofing contractor.
3. Sanded, primed, and painted roof fascia
4. Repainted gift shop interior walls
5. Installed new slat walls used to display merchandise
6. Repaired malfunctioning interior fluorescent lights (4)
7. Refinished main gift shop floor
8. Installed new display cabinets in gift shop
9. Replaced faulty air conditioning system. Work completed by licensed air conditioning contractor.

10. Repaired railing on stairway leading up to second floor porch
11. Repaired and painted front and side handicap ramps
12. Replaced faulty water fountain
13. Repaired restroom toilets and urinals as needed
14. Repainted west, south, and east facing porch decks

Lens Building:

1. Removed copper gutters damaged by Hurricane Matthew
1. Repaired roof damage resulting from Hurricane Matthew. Work completed by licensed roofing contractor.
2. Repaired damaged hurricane shutters. Work completed by licensed contractor.
3. Repaired exterior wall sconce lights
4. Completed installation of protective Plexiglas panels around lens exhibit
5. Installed new lenses in lens exhibit space (corral)
6. Repaired and repainted cupola

Wood Shed Theater/Privy:

1. Repainted building roof fascia boards
2. Repaired and repainted woodshed window

Oil Storage House:

1. Repaired minor aid to navigation lamp changers as needed
2. Performed maintenance on aids to navigation
3. Removed, sanded, refinished, and reinstalled oil storage house door
4. Cleaned ceiling and rafters

Restroom/ Vending Building:

1. Cleaned, treated, and painted corroded areas on exterior restroom doors
2. Repaired toilet and urinal valves as needed
3. Replaced faulty light fixture in family restroom
4. Repaired floor drain and replaced damaged floor tiles in women's restroom
5. Cleaned, repaired, and repainted front porch railings
6. Repaired faulty air conditioning system. Work completed by licensed air conditioning contractor.

Administration Building:

1. Cleaned and painted soffits and fascia
2. Replaced florescent lights and fixture ballasts as needed
3. Replaced one air conditioning system. Work completed by licensed air conditioning contractor
4. Repaired elevator per annual inspection results

Historic/Non-Historic Grounds:

1. Installed memorial walkway bricks as needed
2. Removed dead bay trees from grounds
3. Repaired picket fence posts with reproduction concrete posts as needed
4. Repaired picket fence sections damaged during Hurricane Irene
5. Trimmed dead growth from overhead trees throughout grounds and parking areas
6. Repainted parking lot lines, parking curbs, and handicap markings
7. Cleaned all outside lighting fixtures

8. Repaired and painted picket fencing as needed
9. Laid new sod and mulch as needed
10. Repaired perimeter chain link fencing

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
4. Constructed physical aids for educational program workshops
5. Constructed new displays for artifacts going on exhibit

Educational Program Development and Support:

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. Supported administration and gift shop staff as needed

Curator's Report for FY 2016-2017

Curatorial Summary:

The Curator is responsible for every aspect of the Museum's collection and the Education Department collection, including planning, acquisitions, de-accessions, handling, storage, security, inventory, preservation, and treatment of objects. A full-scale inventory of the collection is carried out in December-January each year. Objects on display are inventoried during the Curator's weekly inspection of all buildings and exhibits. The Curator researches all objects as well as the history of the Light Station in order to plan and design exhibits. The Curator researches and writes articles and lead articles for the Museum's quarterly newsletter and the monthly online publication. The official facility report, disaster plan, and collections management plan, and code of ethics are major institutional documents written and revised by the Curator. The Curator maintains and updates the Museum's extensive Procedures Manual. The Curator is responsible, in collaboration with the Executive Director, the Director of Operations, and the Director of Maintenance for the preservation and stabilization of the historic buildings at the Light Station. The Curator researches and plans scheduled repairs of these buildings in conjunction with Administrative staff. Annual reports to the Coast Guard and reports as requested by the Department of the Interior are also prepared by the Curator. The Curator documents all preservation/stabilization work, tests or arranges tests for hazardous materials such as lead based paint, and helps ensure that all staff adhere to established safety measures as well as Department of the Interior restoration procedures in the performance of their assigned duties.

Other Curatorial responsibilities include: planning, leading, and recording archaeological investigations at the Light Station; recording oral histories; overseeing the transcription of original historic documents; oversight of the Museums Registrar; maintaining the supplies needed for restoration, preservation, and storage; organization and maintenance of the Museum's digital archives; training volunteers who work in the Curatorial department; and providing information and assistance to the Programs Manager and docents as needed.

Accessions Summary for FY 2016-2017:

Museum records indicate that a total of 11,149 accessioned items were held by the Association at the close of Fiscal Year 2016-2017. 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. 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.

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

The Museum endeavors to refine and update its 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.

Acquisitions during FY 2016-2017:

The following table identifies the current inventory of all accessioned items according to type:

Type	Quantity
Three Dimensional Objects	3,960
Photographs & Transparencies	4,780
Archival Materials	1,051
Reference Library Resources	1,375
Total Collections	11,166

Three-Dimensional Objects:

Sixty-six material objects were added to the museum collection during fiscal year 2016-2017 including:

1. 133 vintage Stereographs*
2. Cuban Refugee Raft
3. Vintage Stereograph*
4. Vintage Trowel*
5. Vintage PILH electrical equipment with wires
6. Vintage Level*
7. Vintage Spider Lamp
8. Vintage Toolbox*
9. Vintage Scribe*
10. Vintage Plane*
11. Vintage Egg Basket*
12. Vintage Button Hook*
13. Vintage PILH Pump House hardware
14. Two light bulbs
15. USLHE Key, c. 1890
16. USLHE night watchman's rattle, circa 1900
17. USCG Branding Iron, circa 1930
18. Book Stonewall Jackson, 1959*
19. Book Swamp Fox of the Revolution, 1959*
20. World globe*
21. Book Sinking of the Titanic, 1912
22. Vintage millinery feathers*
23. Reproduction egg grader*
24. Vintage medicine bottle
25. US Lighthouse Bureau LSR 201 wave meter, 1929
26. Beach racer Louise Smith small toy car, circa 1993
27. Vintage radio beacon/signal direction finder*

28. Vintage butter press*
 29. Vintage corner block*
 30. Vintage string*
 31. Vintage carpenter's square*
 32. Two vintage trowels*
 33. Vintage folding ruler*
 34. Vintage screwdriver*
 35. Vintage center punch*
 36. Vintage plumb bob*
 37. Vintage small kerosene lamp
 38. Vintage small kerosene lamp*
 39. Vintage handmade soap*
 40. Vintage household light reflector*
 41. Vintage medicine vaporizer*
 42. Vintage PILH knob and tube electric wiring fragment, circa 1925
 43. Vintage ink bottle with original box
 44. Vintage bed-bug poison bottle*
 45. Vintage green glass bottle
 46. US Lighthouse Service dustpan
 47. Vintage buttonhook*
 48. Vintage boot hook*
 49. Vintage ID holder
 50. Vintage fountain pen*
 51. Vintage brass telescope
 52. Vintage purse
 53. Vintage hand-cranked wood/cast iron coffee mill
 54. Vintage sad iron
 55. Vintage brass pepper mill
 56. Vintage wood mixing bowl
 57. Vintage glass vase
 58. Vintage book – *Woollcott Reader*
 59. Vintage book – *English Poetry of the Nineteenth Century*
 60. Vintage wood rocking chair
 61. Vintage 29-volume set of Encyclopedia Britannica (11th edition)
 62. Vintage carpenter's level
 63. Vintage tin snips
 64. Vintage iron anvil made from train rail
 65. Robert Trotter lighthouse painting
 66. Robert Trotter prints of Mayport Lighthouse and St. Augustine Lighthouse
- *Items added to the Education Collection including vintage masonry toolbox

Archival Materials:

Sixteen archival items were added to the collection during fiscal year 2016-2017 including:

1. Three Architectural Drawings/Plans, PILH and Ponce Inlet

2. *Shipwrecks of Florida* Poster, 2010
3. Real photo Postcard of US Lighthouse Tender Armeria, c. 1910
4. Vintage Postcard of PILH
5. Graphic Art printout created for new PILH Sign
6. Pleasonton document
7. Two beach racer Louise Smith autograph cards
8. Twenty-seven assorted beach racing autograph cards
9. Vintage Ponce Inlet related binder w/photos & documents
10. Two vintage Ponce Inlet related documents
11. WWII era Oil Ration Coupon Book
12. 7 USCG Certificates of Discharge
13. Artwork print of PILH
14. Ledger-style book for PILH 'daily sales report'
15. Robert Trotter lighthouse research binders (11 total)
16. Post Card – Ponce Inlet 130th Anniversary Celebration invitation

Reference Library Resources:

Twenty-three books were added to the collection during fiscal year 2016-2017 including:

1. *Medical Handbook for the Use of Lighthouse Vessels and Stations*
2. *Collectors Guide to Early Photographs*
3. *Fearless, the Story of Racing Legend Louise Smith*
4. *Lighthouse Service, Its History, Activities and Organization*
5. *Images of America, US Life-Saving Service Florida's East Coast*
6. *A Few Illustrations of AGA Automatic Unattended Lights*
7. *Flying the beam*
8. *Video of 'WWI and WWII and the USLHS'*
9. *PILH volunteer training*
10. *That others might live, the U.S. Life-Saving Service, 1878-1915*
11. *Video of promotion of PILH's 'Conservator Day'*
12. *Video of 'Nelly digital flip book' PILH volunteer training*
13. *Seamen's handbook for shore leave*
14. *Video of oral history interview with Dr. Michael Blais*
15. *Comrades Series*
16. *On This Day in Florida Civil War History*
17. *The Civil War Navy in Florida*
18. *Annual Report of the United States Life-Saving Service (42)*
19. *The Coast Guard, Its History, Activities and Organization, 1929*
20. *Weymouth Ways and Weymouth People, Reminiscences, 1907*
21. *The Humane Society of the Commonwealth of Massachusetts, 1908*
22. *List of Beacons, Buoys, Stakes, and Other Day Markers in the 8th Lighthouse District, 1857*
23. *Radioman's Handbook*

Photographs and Transparencies:

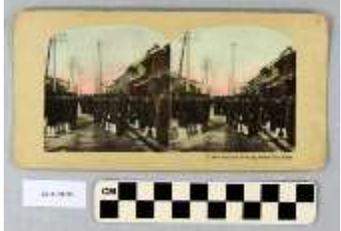
Eleven images were added to the collection during fiscal year 2016-2017 including:

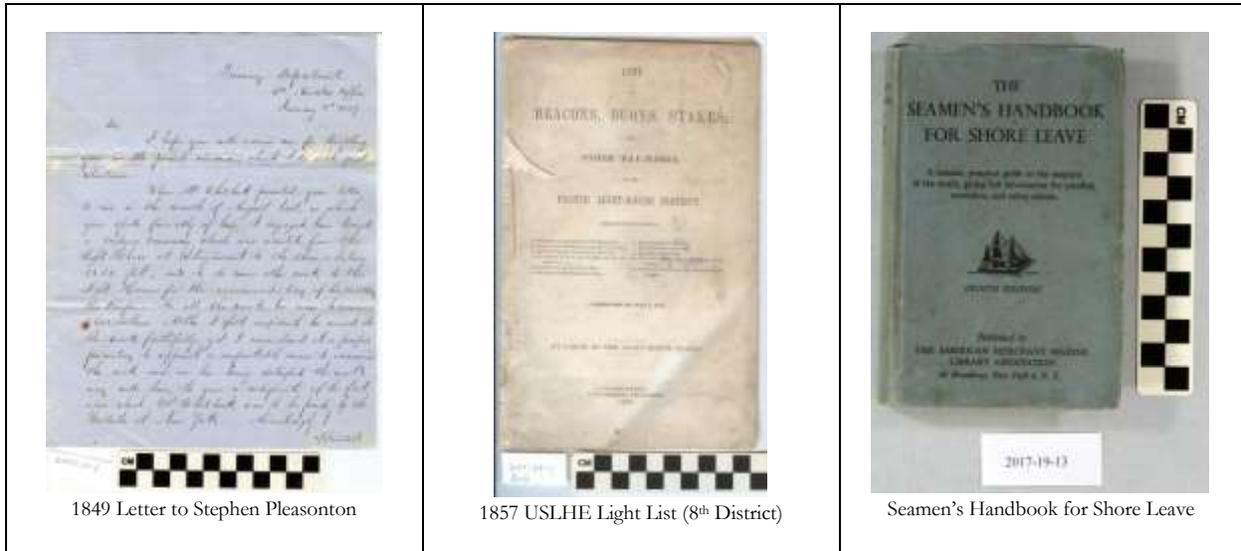
1. 398 Vintage Stereographs
 2. Vintage photograph of Ambrose light vessel, c. 1925
 3. Vintage photo of lighthouse inspector John Nickels, c. 1904
 4. Photograph of PILH, c. 1967
 5. Image of PILH buoy house
 6. Four copy photos of beach racer Louise Smith
 7. Image of early airfield lighting, circa 1935
 8. Historic Photograph
 9. Historic Photograph
 10. Historic Photograph
 11. Glass Lantern Slide of Key West Lighthouse
- There are currently 4780 photographs in the catalog.**

De-Accessioned Objects:

No items were de-accessioned from the collection in FY 2016-2017.

2016-2017 Accessions Samples

 <p>Glass Lantern Slide of Key West Lighthouse</p>	 <p>Vintage USLHE Dust Pan</p>	 <p>Vintage Butter Press</p>
 <p>US Bureau of Lighthouses Wave Meter, (1929)</p>	 <p>Spider Lamp</p>	 <p>Vintage Stereograph Cards</p>
 <p>USLHE Night Watchman's Rattle, circa 1900</p>	 <p>USCG Branding Iron, circa 1930</p>	 <p>Vintage Tool Chest</p>



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 Index Card Files:

A title card index file as well as an author(s) index card file, and a subject card file identifies each item in the museum's research library collection.

Photography:

Photo sessions are conducted to photograph Gift Shop merchandise to be sold online. Photographs are taken of each of the new and updated exhibits, and the images are placed in digital archives. Additional photographs are taken of on- and off-site educational and community events, ongoing restoration and preservation work, and other projects and activities of note. All items entering the collection are photographed or scanned.

Artifact Storage Reorganization Project:

The curatorial department began reorganizing the museum's artifact storage space during this past fiscal year. Project goals included the inspection, reorganization, and storage of archival materials to better preserve the objects, to facilitate easier inventories, to create additional storage space for new acquisitions, and to identify potential deaccessions based on current acquisitions policies. Objects will be reorganized by size; and in some cases by collections or groups of similar objects; and then arranged in accession number order within these size and categories.

Museum Exhibit Development and Maintenance:

All museum exhibits including interpretive text panels, interactive kiosks, and artifact display cases are designed, developed, and constructed onsite by museum personnel. Existing museum's exhibits are periodically updated, expanded, or revised as needed. Modifications to existing exhibits during the past fiscal year included:

1. Newly donated blow torches placed on exhibit in Generator Room
2. Newly acquired USLHE key placed on exhibit in Woodshed Theater
3. Donated Pinckney Whiteley desk placed on exhibit in Building 4
4. Vintage Kohler generator installed in the Generator Room
5. Installed temporary 'Motorcycle Beach Racing' exhibit in Building 4 during Biketoberfest
6. Bucket lamp installed in Ayres Davies Lens Exhibit Building
7. Funnel installed in Ayres Davies Lens Exhibit Building
8. Clamshell lens installed in Ayres Davies Lens Exhibit Building
9. Beehive lens installed in Ayres Davies Lens Exhibit Building
10. Added small text panel and one object to beach racing exhibit on early woman racer Louise Smith

Newsletter Articles:

1. *Beehive lens installed in Ayres Davies Lens Exhibit Building*
2. *Added small text panel and one object to beach racing exhibit on early woman racer Louise Smith*
3. *E-Luminations (November 2016) 'Latest Addition to the Cuban Refugee Raft Exhibit'*
4. *E-Luminations (October 2016) 'Newly Acquired Chance Brothers Mirror Placed on Exhibit'*
5. *Illuminations (April 2017) 'Reading Between the Lines: A Letter From the Fifth Auditor of the US Treasury Stephen Pleasonton to Former President Martin Van Buren'*
6. *E-Luminations (Jan/Feb 2017) From the 'Registrar's desk, The museum bids a fond farewell to Mr. Jacques Jacobsen'*
7. *E-Luminations (Feb/March 2017) From the 'Registrar's desk, Restoring the Pump House Following Hurricane Matthew'*
8. *Illuminations (July 2017) Wrote article on Key West glass lantern slide*
9. *E-Luminations (July 2017) Wrote article on USLHE dustpan donation*

Artifact Conservation

1. Conserved photo albums donated by descendants of former PILH keeper Pinckney
2. Conserved vintage writing desk donated by descendants of former PILH keeper Pinckney Whiteley
3. Conservator Alexandra VonHawk completed conservation and returned two watercolor paintings by Frederick Cozzens, *Dutch Eel Boat* and [Three Racing Yachts]. *Dutch Eel Boat* placed back in storage and [Three Racing Yachts] placed on exhibit. Conservator's detailed paperwork filed with accession paperwork.
4. Curator Ellen Henry and special staff Jimmie Vanover completed conservation of sixth order Barbier, Benard & Turenne clamshell rotating Fresnel lens, and it was placed on exhibit. (Reproduction pedestal designed and fabricated by Dan Spinella of Artworks Florida and Kurt Fosburg. Reproduction central bullseye lenses produced by Dan Spinella.) NB: Detailed paperwork and records completed for this and the following conservation projects, including photographs, condition reports, treatment plans, and total hours worked on each.
5. Curator Ellen Henry and special staff Jimmie Vanover completed conservation sixth order fixed Barbier & Fenestre Fresnel beehive lens, and it was placed on exhibit. (The reproduction pedestal was designed and fabricated by Dan Spinella of Artworks Florida and Kurt Fosburg.)
6. Curator Ellen Henry and special staff Jimmie Vanover completed conservation on fourth order drum lens, maker unknown. Placed back in storage.
7. Curator Ellen Henry and special staff Jimmie Vanover completed conservation on AGA Sweden fourth order drum. Placed back in storage.
8. Curator Ellen Henry and special staff Jimmie Vanover completed conservation of AGA 2430 DC Portable Marine Aerobeacon. To be placed on exhibit.
9. Cleaned and conditioned gas/kerosene blow torch that was placed on exhibit in Generator Room

Museum PastPerfect Database:

The curator continued to maintain museum's database including entering new accession and cataloging records. Performed weekly backups, and completed program updates.

Internship Program:

1. The Ponce Inlet Lighthouse worked with a local high school intern who assisted the curator with the FY 2016-2017 inventory and storage reorganization project.
2. The Ponce Inlet Lighthouse participated in the University of Central Florida's graduate history internship program. The programs manager and museum curator worked with a bachelor's level history intern in the spring and with a history graduate student in the fall. Interns utilized a workstation adjacent to the curator's office and assisted in a variety of museum related activities including historic research, public tours, exhibit design, collections management, and artifact storage space reorganization.

Special Projects:

1. Worked with University of Central Florida film students to arrange October filming at PILH
2. Worked with two Stetson University students on a project they had been assigned as part of a museum studies class. Provided information to the students during tour of PILH, by telephone, and by email. They were researching museum collections management policies.
3. Ordered USLHS grave marker for PILH keeper Meyer. PILH volunteer John Mann is leading this special project.
4. Assisted with Dr. Michael Blais oral history interview
5. Continued to assist with planning for PILH 'conservator day'
6. Worked on filming permission project for Visit Florida
7. Worked on filming permission project for Daytona CVB
8. Prepared and submitted annual US Coast Guard loan report
9. Worked with Janet DeVries who is writing a book on library history of Palm Beach County that will include information on lighthouse library boxes
10. Worked with Caren Neile who is writing book that will include image and information on Jesse Linzy
11. Worked with WUCF on filming permission and on the day of filming
12. Worked with Houston White on photo permission
13. Assisted with April volunteer training session
14. Attended and assisted with Conservator Day

The Ponce Inlet Lighthouse: An Illustrated History:

Curator Ellen Henry completed the final draft of the association's newest book *The Ponce Inlet Lighthouse: An Illustrated History*. Focusing on the Mosquito (now Ponce De Leon) Inlet Light Station, this new "coffee table" style book will provide readers a comprehensive illustrated history of the light station, local region, and Ponce De Leon Inlet Lighthouse Preservation Association.

Exhibit Inspections & Artifact Security:

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

Tours/Lectures:

The curator assisted with Florida Lighthouse Association's October visit to the Lighthouse. Set up Conference Room with selection of latest acquisitions. The topic of discussion was new acquisitions and artifact preservation.

Preservation/Stabilization/Rehabilitation of Historic Buildings:

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

Outreach Exhibits:

The museum currently offers the *Filibustering to Cuba* traveling exhibit

Director of Operations Report for FY 2016-2017

The function of Director of Operations derives its authority from and reports directly to the Executive Director. The Director of Operations is responsible for overseeing the daily operation of the Museum and the supervision of Lighthouse staff. This position advises and participates with the Executive Director in developing and implementing overall administrative and management policies and plans. The Director of Operations Serves as principal advisor to the Executive Director for program planning and allocation of Museum resources. Additional responsibilities of the Director of Operations includes educational program development, maintaining the Museum's computer network and electronic equipment, graphic design, coordinating contract services with outside vendors, developing work lists for Maintenance Department, and developing monthly staff schedules, and additional duties as needed/assigned.

Education:

1. **Educational Workshops and Programs:** Coordinated and presented educational outreach programs to local schools. Programs included *Keeper in the Classroom*, the *USLHE Library Box*, and *Science of Light*.
2. **Onsite Educational Events:** Assisted Programs Manager with tours and workshops as needed.
3. **Online Educational Resources:** Developed educational lesson plans, pre and post-visit packets, and enrichment activities for educational program use.
4. **Lectures:** Presented historic lectures to outside clubs/groups.

Technology:

1. **Server and Internal Network Maintenance and Back-Up:** Coordinated server maintenance and troubleshooting with Daytona IT. Updated Server and Gift Shop backup system.
2. **Inventory Control:** Updated inventory database and completed quarterly inventory checks
3. **Websites:** Maintained website and online store. Added new content and edited existing pages as needed.
4. **New Staff Computers:** Ordered and installed new staff computers and repaired existing computers as needed.
5. **Gift Shop Point of Sale System:** Assessed malfunctions on POS work stations and repaired as needed. Installed new CPUs and touch-screen devices for upgrade of POS software from Retail Pro vs. 8 to vs. 9.
6. **PCI DSS Compliance Measures:** Coordinated upgrades to Point of Sale software, hardware, and Preservation Association computer network to meet Payment Card Industry Data Security Standard (PCI DSS) compliance standards. All Preservation Association networks currently meet all established PCI compliance requirements.
7. **Video Surveillance System:** Maintained and repaired video surveillance system cameras and network as needed.
8. **Email:** Set up new email addresses for new employees as needed.
9. **Exhibit TVs:** Repaired and replaced exhibit televisions as needed.

Special Projects/Activities:

1. **NPS Site Report:** Completed the Historic Surplus Property Program Site Report for the National Park Service.
2. **Lamp Changer Modifications:** Modified and retrofitted the lamp changer used in the tower's 3rd order lens from a bi-post configuration to bayonet-style configuration. Modifications were required due to discontinuation of the bi-post bulbs which are no longer manufactured. New bayonet-style halogen bulbs are of equivalent wattage and height of the discontinued bi-post bulbs.
3. **Main Entrance Sign:** Repaired main entrance sign.
4. **Quarterly Newsletter:** Researched and composed articles for each quarterly newsletter. Coordinated completion, submission, and editing of all newsletter content. Supervised design, printing, and distribution of completed publications.

5. **Graphic Design:** Designed and developed all advertisements for local publications and print media.
6. **130th Anniversary Celebration:** Worked with fund-raising committee on November 10, 2017 130th Anniversary Celebration. Developed all printed materials and graphics for event.
7. **STEAM Through Lighthouse Illumination:** Continued development of the educational resource book STEAM Through Lighthouse Illumination. Inspired by the S.T.E.M. initiative introduced by the Science, Technology, Engineering, and Mathematics Education Coalition, STEAM Through Lighthouse Illumination will address how advances in the fields of science (S), technology (T), engineering (E), architecture (A), and mathematics (M) have contributed to the evolution of lighthouses through the ages.
8. **Print Materials:** Monitored material inventory of the association's visitor guide map, advertising brochure, and other printed materials. Edited and coordinated reprinting of materials as needed.
9. **Echo Grant:** Generated 2017 Annual Report for Volusia County ECHO Grant Program.
10. **Hunter Foundation Grant:** Submitted annual report for 2015-2016 Hunter Foundation Grant. Submitted 2017-2018 Hunter Foundation grant application (approved).
11. **Year End Report:** Researched, developed, and completed 2015-2016 Year End Report.
12. **5-Year Plan-** Worked with Executive Director and Curator on association's 5-Year Plan.
13. **2016-2017 Budget Proposals-** Completed, reviewed, and amended proposed Education and Special Projects budget for new fiscal year.
14. **Principal Keeper Woodshed Archeological Dig:** Conducted archaeological dig of interior of Principal Keeper Woodshed following removal of deteriorated floor.

Staff Supervision and Management:

1. **Staff Management:** Managed, counseled, and supported staff as needed.
2. **Programs Department:** Supervised Programs Manager activities
3. **Employee Hiring:** Posted job vacancy announcements, screened resumes, and interviewed candidates for Association positions as needed.
4. **Maintenance Work Lists:** Generated maintenance work lists and conducted final inspection of completed assignments as needed.
5. **Facility Inspections:** Conducted weekly facility inspections.
6. **Maintenance Department Management:** Managed daily maintenance department activities
7. **Administrative Department:** Completed administrative management tasks.
8. **Annual Staff Evaluations:** Worked with Executive Director on employee annual evaluations.
9. **Sub-Contractors:** Scheduled and coordinated work by outside vendors and contractors as needed.
10. **Supplies & Materials:** Procured maintenance supplies for ongoing facility operations and scheduled projects as needed.

Training, Meetings, and Seminars:

1. **Volunteer Training:** Assisted with volunteer training as requested by Programs Manager
2. **Florida Lighthouse Association (FLA):** Represented the Ponce Inlet Lighthouse at quarterly Florida Lighthouse Association events and annual strategic planning meeting.
3. **Employee Training/Meetings:** Scheduled and conducted employee training and staff meetings
4. **Board Meetings:** Served as staff representative during monthly Board Meetings as needed.

Program Manager's Report for FY 2016-2017

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 former teachers and school administrators, Lighthouse programs are highly regarded throughout the educational community and are available to all public and private Volusia County schools free of charge. Enjoyed by more than 120,000 individuals during Fiscal Year 2016- 2017, educational programs offered by the Lighthouse Preservation Association 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: the *Science of Light*, *Living at the Lighthouse*, *Keeper in the Classroom*, *USLHE Traveling Library Box*, the *Artifact Touch Box*, 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 105 school/youth group tours of the Light Station during FY 2016 - 2017.

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

- FY 11-12 = 3,500
- FY 12-13 = 7,833
- FY 13-14 = 4,555
- FY 14-15 = 4,775
- FY 15-16 = 4,494
- FY 16-17= 6,409

Educational/Community Outreach Summary:

1. Lighthouse staff and volunteers provided educational outreach programs to 6,500 adults. These adult oriented educational outreach events included teacher meetings and training workshops, in-school presentations, collaborative off-site museum and civic group events, and after-school programs.
2. Lighthouse staff served 7,100 youth participated in 32 youth oriented outreach events during FY 2016 – 2017.
3. The Preservation Association participated in 16 community events to promote the history and educational offerings of the Lighthouse to local residents and families. These events included the Ponce Inlet Winter Holiday Parade, the Port Orange Winter Holiday Parade, Light Up Volusia, two seasonal Port Orange Family Days, the Shriner's International Marketplace, and History Con at MOAS. In all, the Preservation Association reached out to an estimated 77,450 adults and 38,725 children.
4. Formal educational programs currently offered by the Preservation Association to local public and private schools include the *Filibustering to Cuba/Stephen Crane Traveling Exhibit*, the award winning *USLHE Traveling Library Box* and *Keeper in the Classroom* program, and the *Science of Light and Lighthouse Illumination*.
5. In addition to the formal programs mentioned above, 25 unique educational workshops are available to local area schools. These workshops are available al-la-cart, as part of a themed focus unit presentation, or

as an addition to the Preservation Association’s expanded programs; *Filibustering/ Stephen Crane Traveling Exhibit*, *Keeper in the Classroom*, *USLHE Library Box*, and *Science of Light & Lighthouse Illumination*. Themed focus unit presentations 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.

6. The Association continues to work with local educators to develop new educational programs including several multi-media projects.

Event Type	Total	Adults	Children	Total Attendance
Collaborative Civic Group / Museum Events	11	5,501	1,260	6,761
Community Events (Family Days, Parades, etc.)	7	59,834	29,916	89,750
Public and Private School Presentations	14	227	1826	2053
Read Across America (Eleven Participating Schools)	10	78	1970	2048
VCSB Teacher Events (Training Sessions, Planning, Teacher Meetings, etc.)	3	600	0	600

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 Days:** Held twice a year, this event is a day of fun educational workshops designed especially for homeschool students ranging from five to 15 years of age. Developed by certified and/or experienced educators, workshops are facilitated by the Association’s dedicated corps of volunteers. Homeschool days have become very popular within the Homeschool community. These events typically sell out within days of becoming available online and are consistently described by parents as the “best home school event they have ever attended”. New workshops are developed annually to keep the program fresh and unique for the Association’s many returning students.
2. **Girl Scout Day:** Developed as a means to educate Girl Scouts about Florida Lighthouse history and the restoration and preservation efforts needed to maintain them, Girl Scout Day continues to be one of the Association’s most popular programs. Participants are given the opportunity to work towards earning several Lighthouse themed badges at the Brownie, Junior, and Senior levels.
3. **Girl Scout Earn a Badge Day:** Offered two times a year, this program in cooperation with Girl Scouts of Citrus Council, offers girl scouts an opportunity to earn an official Girl Scout patch.
4. **Boy Scout Day:** Offered once a year, this program developed in cooperation with the Central Florida Boy Scouts is a unique themed educational program is tailored to the needs of the Boy Scouts.
5. **National Holiday Programs:** Designed to give visitors something extra during their visit to the Lighthouse, national holiday events at the Lighthouse include Thanksgiving, Christmas, Memorial Day, Flag Day, Columbus Day, and Independence Day.
6. **Beach Racing Day:** Scheduled annually during Race Week, the Preservation Association celebrates Ponce Inlet’s unique racing heritage during Beach Racing Day. Lighthouse visitors can examine historic beach racing cars, get autographs, and talk with many of stock car’s early drivers, mechanics, and owners.
7. **Florida Heritage Day:** Developed in celebration of Florida’s 500 years of history, visitors toured the Ponce Inlet Lighthouse and enjoyed numerous offerings including guided tours the Light Station and family-oriented workshops and activities.

8. **National Lighthouse Day:** Celebrating the anniversary of the founding of the United States Light-House Establishment on August 7, 1789, the Ponce de Leon Inlet Light Station offered a variety of educational workshops and family-oriented activities to its visitors.
9. **Florida Lighthouse Day:** Held in celebration of Florida's rich maritime history and 29 remaining Lighthouses, Florida Lighthouse Day is an annual event that provides visitors with the opportunity to educate the public about the state's rich maritime history through a variety of educational workshops, interpretive programs, and family-oriented activities.
10. **Biketoberfest:** Held each October during Daytona's Biketoberfest, this multi-day program provides visitors with the opportunity to participate in several special offerings at the Lighthouse including the artifact table, the opportunity to talk with the Old Lighthouse Keeper in his office in the principal keeper's dwelling, and learning about old-time Crystal Radios at the top of the tower.
11. **Bike Week Events:** Held each March during Daytona's Bike Week events, this multi-day program provides visitors with the chance to participate in several special offerings at the Lighthouse including a display of the *History of Motorcycles on the Beach*.
12. **Family Fun Days:** Offered on numerous occasions throughout the year, Family-Fun Days are structured around family-oriented workshops and kid-friendly activities.
13. **International Museum Day:** Scheduled in accordance with International Museum Day, this event provides visitors the opportunity to learn about the mission of all museums along Lighthouse history.
14. **Armed Forces Day:** In recognition of the sacrifices of our veterans, active duty and retired military personnel are admitted free of charge.
15. **Museum at Night:** Held twice a year after normal closing hours, Museum at Night provides visitors with the unique opportunity to visit the Lighthouse at night when its beacon is shining bright.
16. **Echo Ranger Program:** Developed in cooperation with the Volusia County Echo Program Echo Ranger is offered at the Ponce Inlet Lighthouse three times a year. This special program is offered free of charge to all Echo Ranger participants. Activities include a guided tour of the Light Station and Museum along with family-oriented educational workshops.
17. **Climb to the Moon:** Offered monthly on the evenings of the full moon, *Climb to the Moon* is a special fund-raising event. Activities include a guided tour of the historic keeper's dwellings, lens exhibit building, and grounds. Participants accompany the *Old Lighthouse Keeper* on a guided tour of the tower, lantern room, service room, and watch room before watching the setting sun and rising full moon from the gallery deck while enjoying hors d'oeuvres and sparkling cider.
18. **Spirit of '45 Day:** Held in memory of the end of WWII, Spirit of 45 Day provides visitors the opportunity to learn about the contributions of Florida to the war effort with workshops and educational activities.
19. **International Lighthouse and Lightship Weekend:** A weekend when thousands of amateur radio operators go on the air and contact as many Lighthouses around the world as possible.

Enjoyed by more than 11,900 adults and nearly 4,300 children the type, frequency, and participation in scheduled onsite Lighthouse events during Fiscal Year 2016-2017 included:

Tour / Event Type	Frequency	# Adults	# Children
Youth Groups (Church, Scouts, ECHO, Summer Camps, etc.)	50	259	1,196
K-8 Schools (, 9-12 Schools, and Home Schools (K-12)	37	355	1,345
Weddings, Memorials, Birthdays, Reunions, etc.	7	155	15
Charter Bus, Adult, and Senior Groups	34	852	0
College Instructor/Student Tours	18	498	0
Special On-Site Educational Events	20	8,823	1743
VIP and Climb with the Keeper Tours	19	172	0
Climb to the Moon (Offered Monthly)	12	360	0

Volunteerism at the Lighthouse:

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

- Tour Guides
 - Educational Workshop Instructors
 - Historic Re-enactor and Assistants
 - Office Assistants
 - Guest relations/ Greeters
 - Transcription Assistants
 - Special Event Assistants
 - Curatorial and Restoration Assistants
1. 36 volunteers donated more than 3,600 hours to the Preservation Association during Fiscal Year 2016–2017. The value of this vital contribution of volunteer time is immeasurable to the Association.
 2. The Association hosted its 11th Annual Volunteer Awards Dinner in March 2017. During the event the Association recognized 28 volunteers for their generous donation of time, expertise, and energetic support with the presentation of awards, pins, and well- deserved praise.

Training, Meetings, and Seminars:

1. Attended Living Legends of Racing monthly meetings
2. Attended Little Pink Houses meeting
3. Facilitated partnership with Coast Guard
4. Attended Boy Scouts regional kickoff event
5. Attended the Volusia County Schools science and social studies departments' annual teacher meetings
6. Conducted 9 volunteer training workshops onsite
7. Hosted the Florida Lighthouse Association for the FLA's 20th Anniversary Meeting.
8. Hosted Conservator Day Event