



Ponce de Leon Inlet Lighthouse Preservation Association

President's Annual Report Fiscal Year 2023-2024

The Ponce De Leon Inlet Lighthouse Preservation Association works diligently to achieve its mission of preserving and disseminating the maritime and social history of the Ponce Inlet Light Station each fiscal year. The following report outlines the work completed during the fiscal period from October 1, 2023, through September 30, 2024.

While this document provides an outline of scheduled and non-scheduled work completed by the Preservation Association during FY 2023-2024, it should not be considered a complete overview of all work completed. Ordinary day-to-day activities associated with ongoing preventative maintenance and facility upkeep are included in the maintenance department report beginning on page 14.

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Brief History of the Light Station & Preservation Association

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

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

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

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

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

The Preservation Association has worked to preserve and disseminate the maritime and social history Ponce De Leon Inlet Light Station for more than 50 years. Now home to one of the most highly regarded lighthouse museums in the country, the light station was officially designated a National Historic Landmark in 1998. In addition to its preservation efforts, the Association is also known as a leader in lighthouse education. The museum schedules complimentary workshops and family-oriented activities for the general public and offers guided tours and hands-on learning opportunities to public and private school groups free of charge.

Constance D. Hunter Historic Pacetti Hotel Museum Development Project Update for FY 2023-2024

Pacetti Hotel Project Completion and Official Museum Opening:

The Ponce De Leon Inlet Lighthouse Preservation Association is pleased to announce that the Constance D. Hunter Historic Pacetti Hotel Museum was officially opened to the public on the morning of Thursday, August 22nd, 2024. This important achievement was more than four years in the making; beginning with the initial acquisition of the hotel in October 2019 followed by nearly five years of continuous work restoring, preserving, rehabilitating, and developing the property into the public museum it is today. The total cost of this project from start to finish, including acquisition, exceeded \$4,500,000.

This important achievement was made possible by the generosity of members and museum visitors who collectively donated more than \$250,000 to the cause and to the Paul B. Hunter and Constance D. Hunter Charitable Foundation which provided \$2,010,000 in grant funding over the past five years.

The Foundation provided this much needed support in honor of its founder, Mrs. Constance D. Hunter, for whom the museum is named. As the need to generate funding for the development of the Pacetti Hotel Museum comes to an end, the Association turns its attention towards the next important goal, the elimination of debt.

The Preservation Association takes great pride in its history of financial independence. However, the decision to purchase the hotel in 2019 for \$1,700,000 incurred an acquisition debt of 1.1 million in the form of a 10-year loan.

Careful planning and fiscally responsible budgeting have helped reduce the balance of this 1.1-million-dollar loan by more than 33% over the past four years while simultaneously funding the Pacetti Hotel's ongoing restoration, preservation, rehabilitation, and development. Moving forward we will continue to work on reducing this debt until paid in full.

Touring the New Pacetti Hotel Museum:

The newly opened Constance D. Hunter Historic Pacetti Hotel Museum is a treasure trove of local history, preserving not only the building's heritage but also offering visitors a chance to dive into the stories that shaped this unique corner of Florida. Each exhibit has been carefully curated to shed light on different aspects of the hotel's past as well as the surrounding community. Whether you're a history buff, a sports fan, or someone interested in local culture, there is something here for everyone. What follows is just *some* of what this museum now has to offer.

A Warm Welcome: The Introductory Video: The museum experience begins with a 10-minute video that provides an engaging overview of the building and site. Settle in and embark on a journey that traces the building's evolution from a humble boarding house to a private winter residence, to the museum it is today. The video offers glimpses of the families who called the Pacetti Hotel home and highlights the role the site played in shaping local commerce and tourism, including our very own Ponce Inlet Lighthouse Preservation Association.

Fishing and Hunting: Exploring Local Traditions: The museum features two distinct exhibits dedicated to the longstanding traditions of fishing and hunting in the area, each offering a unique view into the early days of Ponce Park, now Ponce Inlet. The Fishing Exhibit displays items from the Pacetti Hotel and the surrounding areas, highlighting the assorted styles of fishing that have been practiced here for generations. From antique rods and reels to preserved cast nets, visitors can explore the tools and techniques that locals and visitors alike used to fish in the nearby waters of the Halifax River and the Ponce De Leon Inlet. It is an exhibit that captures both the recreational and practical sides of fishing at the Pacetti hotel. Similarly, the Hunting Exhibit offers a look at the tools used by the Pacetti family during the rugged pioneer life of the 1800s. The items on display include a hunting horn, vintage rifle,

bullet and shell fragments, binoculars, and more. They offer a glimpse into a different era, when hunting was both a favorite sport as well as a necessary part of daily life in the remote community of Ponce Park.

Honoring Local Legends: Jesse Linzy: Born in Savannah, Georgia in 1872, just after the Civil War, Jesse made his way to Mosquito Inlet in the early 20th century. He quickly gained employment within the small fishing community and was reported to have worked as a temporary laborer at the light station where he helped the resident keepers with various odd jobs including the construction of a concrete sidewalk that extended from the base of the lighthouse tower to the river. This sidewalk still exists today and terminates at the aptly named Jesse Linzy Boat Ramp. Jesse was soon hired by the Pacetti's to serve as the hotel's handyman and as a fishing guide. Known for his exceptional strength and size, it's said that he could navigate through the crashing waves of the inlet while in a rowboat, taking hotel guests fishing in the Atlantic. His knowledge of the local waters and skillful seamanship made him a favorite among visitors, and an indispensable part of the Pacetti Hotel. Jesse's talents extended beyond the hotel, as Bert Pacetti, who had become a Federal Bird Reservation Inspector, hired Jesse as his assistant. Together, they traveled the country, inspecting the newly created National Bird Reservations and helping to catch poachers along the way. When the hotel was sold to Olivia Gamble, Jesse humorously declared that she was acquiring him too, as he had no intention of leaving his lifelong home. He and his wife Ida continued to live and work at the Pacetti Hotel, managing its day-to-day maintenance and caring for Miss Gamble and her guests when they were in town. His room at the Pacetti Hotel survives today, complete with his bed and some smaller artifacts from his time there.

A Journey Through Time: The Bedrooms: One of the most popular experiences the museum offers is the chance to step back in time through its three restored bedrooms, each set up to reflect a different era in the hotel's history. Visitors can enter these rooms and feel just like a visitor to the Pacetti Hotel would have felt upon first seeing their room for the night back in the Pacetti, Gamble, or Nippert eras of the building. Each of the three rooms is decorated with period-appropriate furniture, decorations, and personal items, giving an impression of what your stay would have been like during different eras. These rooms present visitors with a window into the evolution of the building's interior furnishings and design over the decades.

The Many Faces of the Pacetti Hotel: The Pacetti Hotel has been shaped by a diverse array of people throughout its history. The exhibits on the men and women who shaped the hotel are tributes to the various individuals who played pivotal roles in its development and evolution over the years. From the Pacetti family that built and operated this hotel, to the Gamble and Nippert family that acquired and maintained the property for over 80 years, this exhibit tells the stories of the people that made the Pacetti Hotel the historic museum that it is today.

The Cincinnati Reds Exhibit: One of the many highlights of the Pacetti Hotel Museum is the exhibit dedicated to the Cincinnati Reds, who visited the hotel annually during spring training in the 1970s and 80s. For baseball fans, this is a true gem. The exhibit focuses on the legendary "Big Red Machine" that won back-to-back World Series titles in 1975 and 1976. On display are a variety of memorabilia alongside artifacts found in the building itself that relate to the Reds' time spent there, offering a tangible connection to this storied team. Besides these artifacts, fans will love the photos of legendary players and managers such as Johnny Bench and Sparky Anderson hanging out at the Pacetti Hotel during one of those many Spring Training visits.

Gift Shop Report for Fiscal Year 2023-2024

Gift Shop Operations Summary: FY 2023-2024

Gift Shop Staffing: The gift shop typically employs between nine to fifteen personnel at various times throughout the year depending on the season and the museum's posted hours of operation. The gift shop's annual staff roster generally consists of one regular full-time manager, two regular full-time assistant managers, and five to six regular part-time sales associates during nine months of the year (fall, winter, spring) and up to six additional part-time seasonal sales associates during the museum's summer months.

1. *Gift Shop Manager:* Oversees all facets of the gift shop's ongoing operations including market research, merchandise selection and purchasing, product merchandising, inventory control, customer service, loss prevention, online sales, shipping, recordkeeping, financial accounting, and staff supervision and training.
2. *Assistant Gift Shop Manager(s):* Assists the Gift Shop Manager in the completion of the department's assigned duties and responsibilities and supervises the gift shop's staff and operations in the manager's absence.
3. *Gift Shop Sales Associate(s):* Welcomes guests, answers questions, and performs a variety of retail functions including the processing of merchandise sales, admissions, and donations; facilitating new and renewed memberships; organizing and stocking sales floor displays; and loss prevention.

Museum Days/Hours of Operation: Both the Ponce de Leon Inlet Lighthouse Museum and Constance D. Hunter Historic Pacetti Hotel Museum are open daily to the public from 10:00 am to 9:00 pm from Memorial Day through Labor Day and from 10:00 am to 6:00 pm for the remainder of the year. Both museums are closed on Thanksgiving and Christmas Day. Special hours of operation are scheduled on specific days throughout the year in accordance with local events, holidays, and unique onsite offerings that generate higher than normal visitation.

Museum Admission Category Classification System: The Association classifies each type of admission according to the three independent factors listed below:

1. ***Museum(s) Visited:*** Guests can choose to visit the Ponce Inlet Lighthouse Museum (Lighthouse Ticket), the Constance D. Hunter Historic Pacetti Hotel Museum (Pacetti Hotel Ticket), or a both museums together (Combination Ticket).
2. ***Free or Paid:*** Current admission types include paid and free. The majority of all museum admissions are classified as paid general admissions; however, free admission to the Ponce Inlet Lighthouse Museum, Constance D. Hunter Historic Pacetti Hotel Museum, or both museums together is provided to several groups including all Ponce Inlet residents, all Preservation Association members, all K-12 public and private Volusia County school groups, members of the Florida Lighthouse Association, and those who have received free admission tickets through select advertising promotions.
3. ***Visitor Age:*** The Association defines adults as anyone from 12 years of age and up, children as minors between the ages of 3 and 11 years, and infants as minors between the ages of 0 to 2 years.

Museum Admission Categories: The Association's list of current admission categories includes the following:

1. ***General Lighthouse Admissions (ADMADL, ADMKID):*** All general lighthouse admissions for adults and children. Priced at \$6.95 for adults, \$1.95 for children, and \$0 for infants.
2. ***General Pacetti Hotel Admissions (ADMPLA, ADMPHC):*** All general Pacetti Hotel Museum Admissions. Priced at \$5.00 for adults, \$1.00 for children, and \$0 for infants.

3. **General Combination Admissions:** (*ADMCAA, ADMCAC*): All general admissions for both the Ponce Inlet Lighthouse Museum and Pacetti Hotel Museum for adults and children. Priced at \$11.95 for adults, \$2.95 for children, and \$0 for infants.
4. **Ponce Inlet Resident Lighthouse Admissions:** (*ADMPLA, ADMPIC*): All Ponce Inlet resident admissions to the Ponce Inlet Lighthouse Museum for adults and children. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
5. **Ponce Inlet Resident Pacetti Hotel Admissions:** (*ADMPAR, ADMPCR*): All Ponce Inlet resident admissions to the Pacetti Hotel Museum for adults and children. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
6. **Ponce Inlet Resident Combination Admissions:** (*ADMPAC, ADMPCC*): All Ponce Inlet resident admissions to both the Ponce Inlet Lighthouse Museum and Pacetti Hotel Museum for adults and children. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
7. **Preservation Association Member Lighthouse Admissions:** (*FREAME, FRECME*): All Preservation Association member admissions to the Ponce Inlet Lighthouse Museum for adults and children. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
8. **Preservation Association Member Pacetti Hotel Admissions:** (*FREPAM, FREPCM*): All Preservation Association member admissions to the Pacetti Hotel Museum for adults and children. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
9. **Preservation Association Member Combination Admissions:** (*FRECAM, FRECCM*): All Preservation Association member admissions to both the Ponce Inlet Lighthouse Museum and Pacetti Hotel Museum for adults and children. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
10. **Free Lighthouse Admissions:** (*FREADL, FREKID*): Includes all other free admissions to the Ponce Inlet Lighthouse Museum for adults and children. Provided to all K-12 public and private Volusia County school groups, all Florida Lighthouse Association members, and those who have received free admission through special advertising promotions. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
11. **Free Pacetti Hotel Admissions:** (*FREPHA, FREPHC*): Includes all other free admissions to the Pacetti Hotel Museum for adults and children. Provided to all K-12 public and private Volusia County school groups, all Florida Lighthouse Association members, and those who have received free admission through special advertising promotions. Priced at \$0 for adults, \$0 for children, and \$0 for infants.
12. **Free Combination Admissions:** (*FRECAA, FRECAC*): Includes all other free combination admission tickets to the Ponce Inlet Lighthouse Museum and Pacetti Hotel Museum for adults and children. Provided to all K-12 public and private Volusia County school groups and those who have received free admission through special advertising promotions. Priced at \$0 for adults, \$0 for children, and \$0 for infants.

Annual Admissions Summary by Type: FY 2023-2024

The Ponce De Leon Inlet Lighthouse Preservation Association processed a combined total of 124,265 free and paid admissions to the Ponce Inlet Lighthouse Museum, the Pacetti Hotel Museum (starting August 22, 2024), or both sites together (combination ticket) between October 1, 2023, and September 30, 2024. This onsite attendance generated a total of \$740,825 in admission sales during FY 2023-2024.

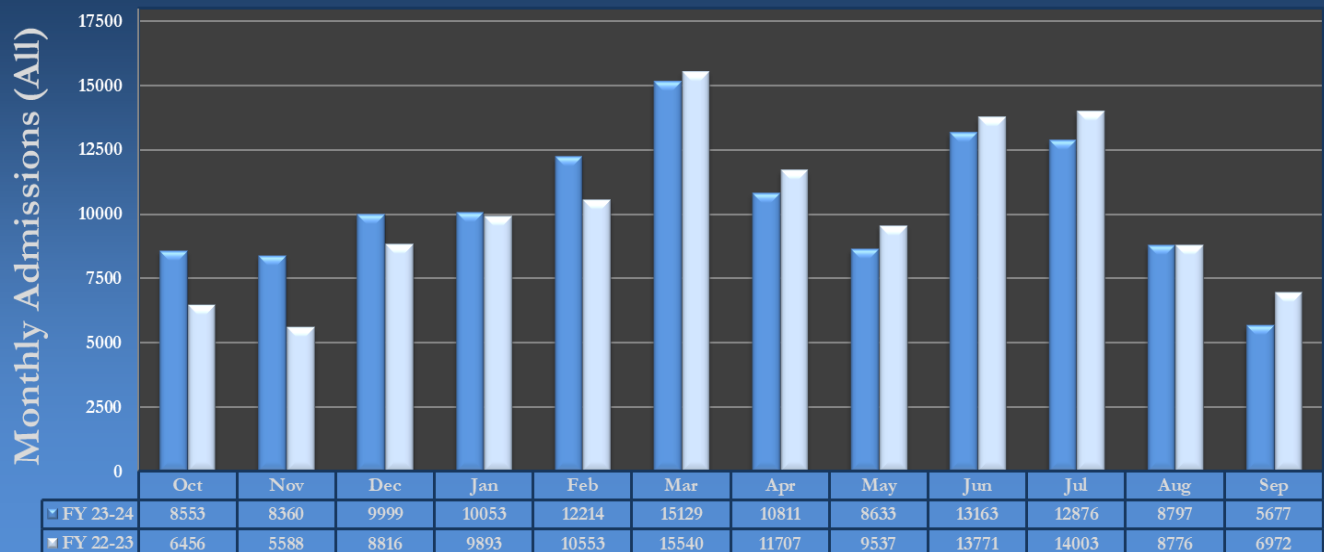
Fiscal Year 2023-2024 Total Admissions by Month and Type

ADMISSION TYPE	MONTH												ANNUAL TOTAL
	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	
ADMADL	7,099	6,912	8,264	8,446	10,498	12,534	8,906	7,294	10,116	9,975	6,583	3,571	100,198
ADMKID	777	836	1,109	915	1,009	1,951	1,338	907	2,540	2,426	1,233	411	15,452
ADMPHA	0	0	0	0	0	0	0	0	0	0	40	165	205
ADMPHC	0	0	0	0	0	0	0	0	0	0	0	7	7
ADMCAA	0	0	0	0	0	0	0	0	0	0	393	1,095	1,488
ADMCAC	0	0	0	0	0	0	0	0	0	0	27	61	88
ADMPIA	88	72	55	64	63	85	60	40	30	47	39	26	669
ADMPIC	3	4	8	5	4	16	6	4	5	17	5	1	78
ADMPAR	0	0	0	0	0	0	0	0	0	0	21	20	41
ADMPAC	0	0	0	0	0	0	0	0	0	0	2	0	2
ADMPCC	0	0	0	0	0	0	0	0	0	0	0	1	1
FREAME	327	329	294	481	380	431	415	274	304	314	247	149	3,945
FRECME	7	17	33	18	17	29	27	15	18	38	31	6	256
FREPAM	0	0	0	0	0	0	0	0	0	0	72	71	143
FREPCM	0	0	0	0	0	0	0	0	0	0	4	4	8
FRECAM	0	0	0	0	0	0	0	0	0	0	18	34	52
FRECCM	0	0	0	0	0	0	0	0	0	0	2	1	3
FREADL	119	116	65	67	75	40	26	36	81	26	44	26	721
FREKID	133	74	171	57	168	43	33	63	69	33	23	3	870
FREPFA	0	0	0	0	0	0	0	0	0	0	6	9	15
FREPHC	0	0	0	0	0	0	0	0	0	0	0	0	0
FRECAA	0	0	0	0	0	0	0	0	0	0	6	9	15
FRECAC	0	0	0	0	0	0	0	0	0	0	0	2	2
MONTHLY TOTAL	8,553	8,360	9,999	10,053	12,214	15,129	10,811	8,633	13,163	12,876	8,797	5,677	124,265

Annual Admissions Comparison: FY 2023-2024 vs. FY 2022-2023

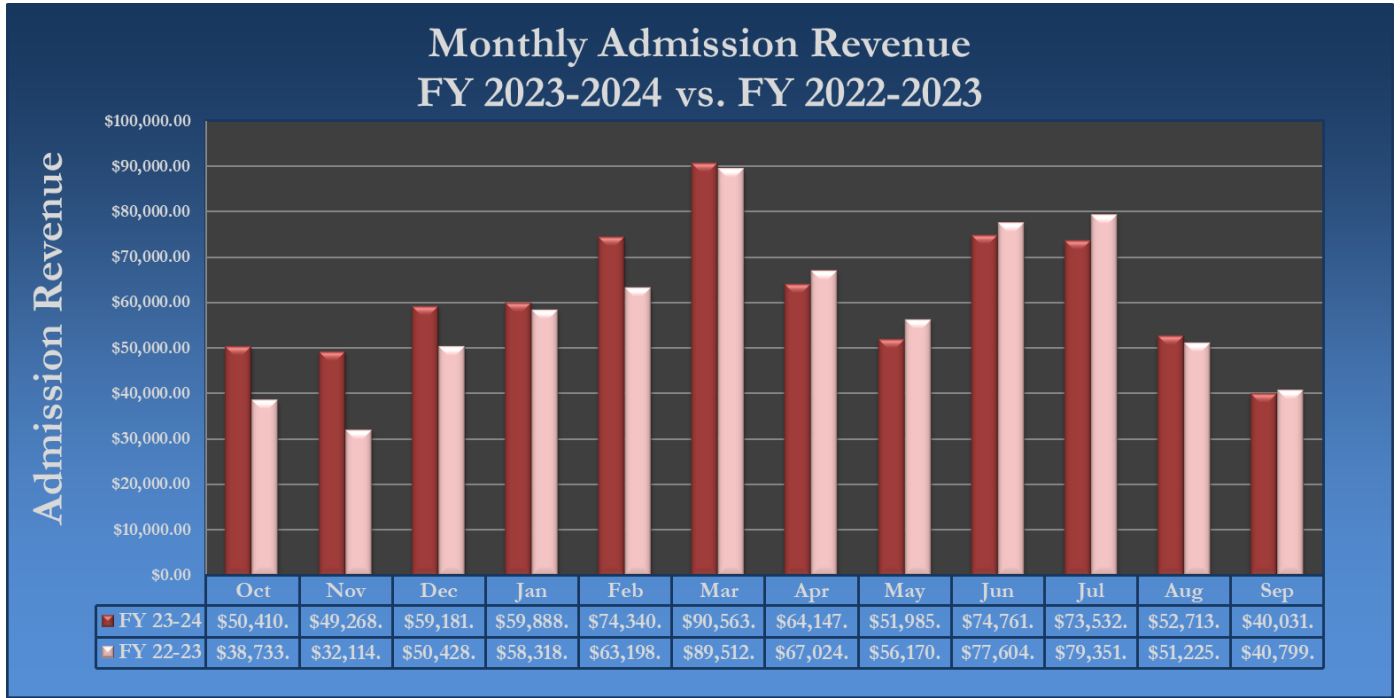
The 124,265 free and paid annual admissions realized in FY 2023-2024 exceeded the 121,612 free and paid annual admissions realized in FY 2022-2023 by 2,653 guests (or 2.2%).

Monthly Admission Totals FY 2023-2024 vs. FY 2022-2023



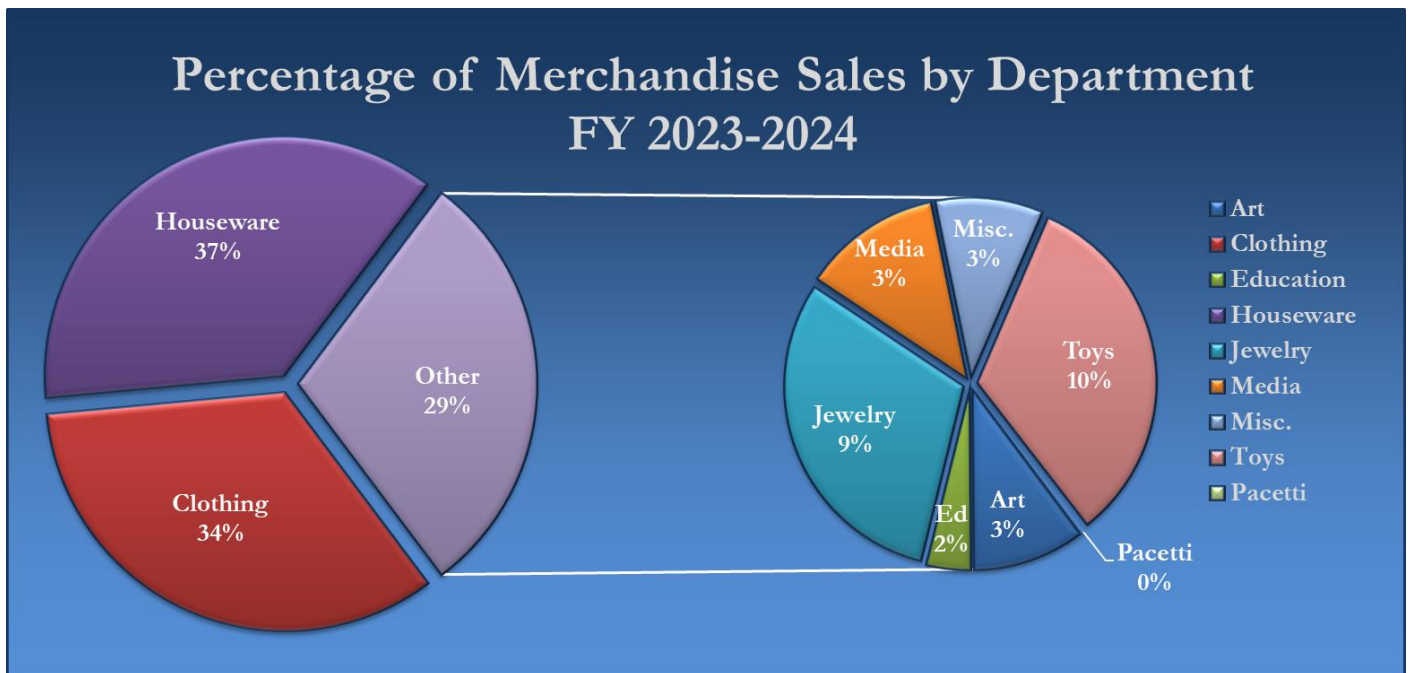
Annual Admission Revenue Comparison: FY 2023-2024 vs. FY 2022-2023

The museum was projected to generate \$826,200 in admissions revenue during FY 2023-2024 but fell short of this goal by \$85,375 (or 10.3%), equaling \$740,825 overall. This amount exceeded the \$704,483 in admissions revenue generated during FY 2022-2023 by \$36,342 (or 5.2%).



Annual Gift Shop Merchandise Sales Summary by Department: FY 2023-2024

71% of all merchandise sales revenue during FY 2023-2024 was derived through the clothing and housewares departments with the remaining 29% split between jewelry, media, art, toys, educational, and other/miscellaneous.



Annual Merchandise Revenue Comparison: FY 2023-2024 vs. FY 2022-2023

The gift shop was projected to earn \$1,184,700 in sales revenue during FY 2023-2024. The gift shop fell short of this projection by \$187,180 (or 16%), earning \$997,520 in total annual sales by year’s end. This amount exceeded the \$991,850 in gift shop merchandise sales generated during FY 2022-2023 by \$5,670 (or .6%).



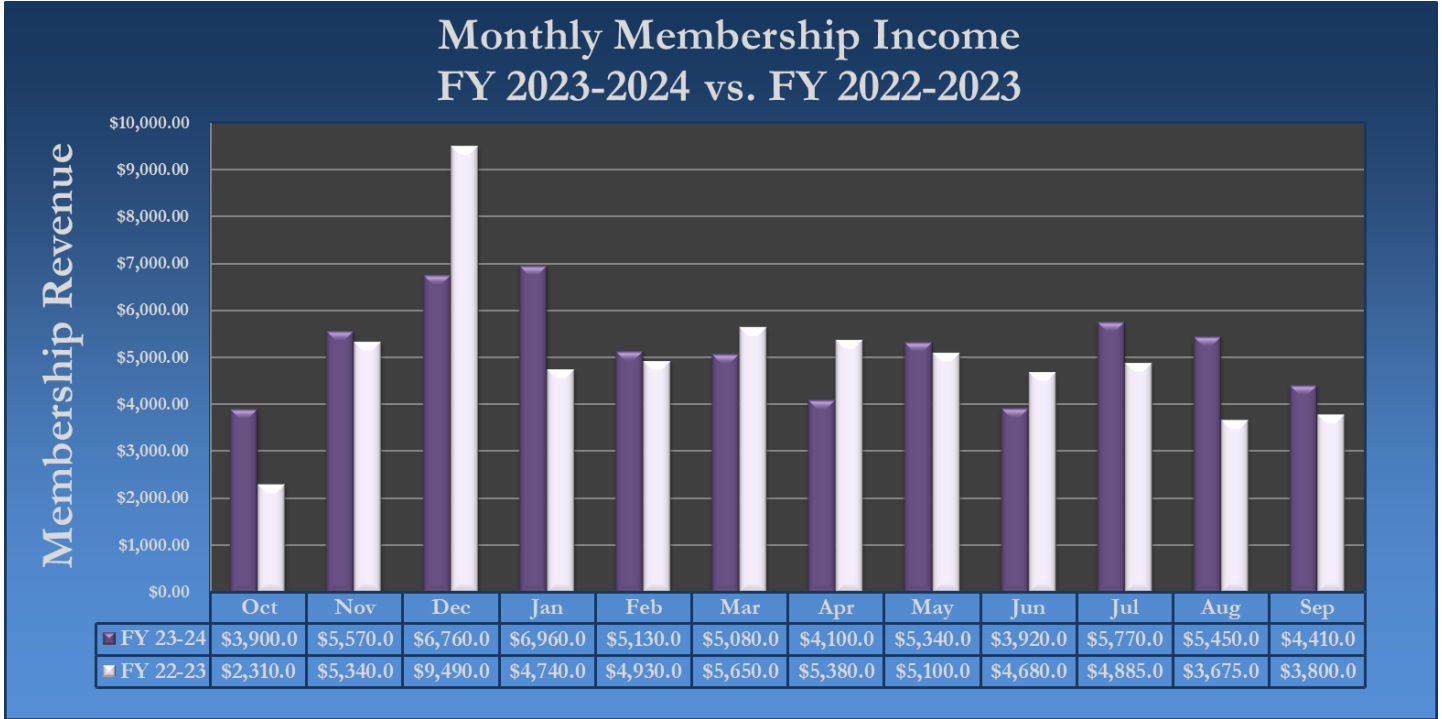
Annual Membership Summary by Type: FY 2023-2024

Current Ponce De Leon Inlet Lighthouse Preservation Association annual membership levels include Corporate, Principal, 1st Assistant Keeper, 2nd Assistant Keeper, Family, General, Senior, Student, Volunteer, Lifetime, and Gift. The gift shop processed a total of 1653 memberships during FY 2023-2024. The Preservation Association currently consists of 2286 individual members.

Membership Level	Total Memberships	Total Members
Corporate (\$500)	6	15
Principal Keeper (\$500)	32	56
First Assistant Keeper (\$200)	63	124
Second Assistant Keeper (\$100)	92	200
Family (\$40)	196	575
General (\$20)	264	316
Senior (\$10)	929	929
Student (\$10)	39	39
Volunteer (Free)	32	32
Lifetime (Variable)	10	10
Gift (Free-Promotional)	2	2

Annual Membership Income: FY 2023-2024 vs. FY 2022-2023

Annual Memberships were projected to generate an income of \$60,000 during FY 2022-2023 but exceeded this goal by \$2,390 (or 4%), equaling \$62,390.00 overall. This figure exceeded the \$59,980 in annual membership income realized during FY 2022-2023 by \$2,410.00 (or 4%).



Annual Support Summary: FY 2023-2024

Annual support income is derived from three sources including grant funding, private donations, and proceeds from memorial brick sales. The Association was projected to generate \$90,000 in annual support in FY 2023-2024 but exceeded this amount by \$58,232 (or 64.7%) by generating \$148,232.59 instead. The Association also received a \$250,000 non-budgeted grant in FY 2023-2024, bringing the combined total of all support to \$398,232.59.

FY 2022-2023 Support Revenue by Month				
MONTH	SUPPORT SOURCE (TYPE)			Monthly Total
	Grants	Donations	Bricks	
October	\$250,000.00	\$8,423.38	\$1,650.00	\$10,073.38 (donations & bricks only)
November	\$0.00	\$6,368.19	\$2,125.00	\$8,493.19
December	\$0.00	\$32,927.06	\$2,775.00	\$35,702.06
January	\$0.00	\$10,821.63	\$1,425.00	\$12,246.63
February	\$0.00	\$11,106.63	\$775.00	\$11,881.63
March	\$0.00	\$11,118.81	\$1,300.00	\$12,418.81
April	\$0.00	\$9,132.44	\$1,225.00	\$10,357.44
May	\$0.00	\$8,487.61	\$1,400.00	\$9,887.61
June	\$0.00	\$8,129.75	\$1,700.00	\$9,829.75
July	\$0.00	\$8,377.34	\$1,025.00	\$9,402.34
August	\$0.00	\$7,899.08	\$925.00	\$8,824.08
September	\$0.00	\$7,440.67	\$1,425.00	\$8,865.67
Total Annual	\$250,000.00	\$130,482.59	\$17,750.00	\$398,232.59

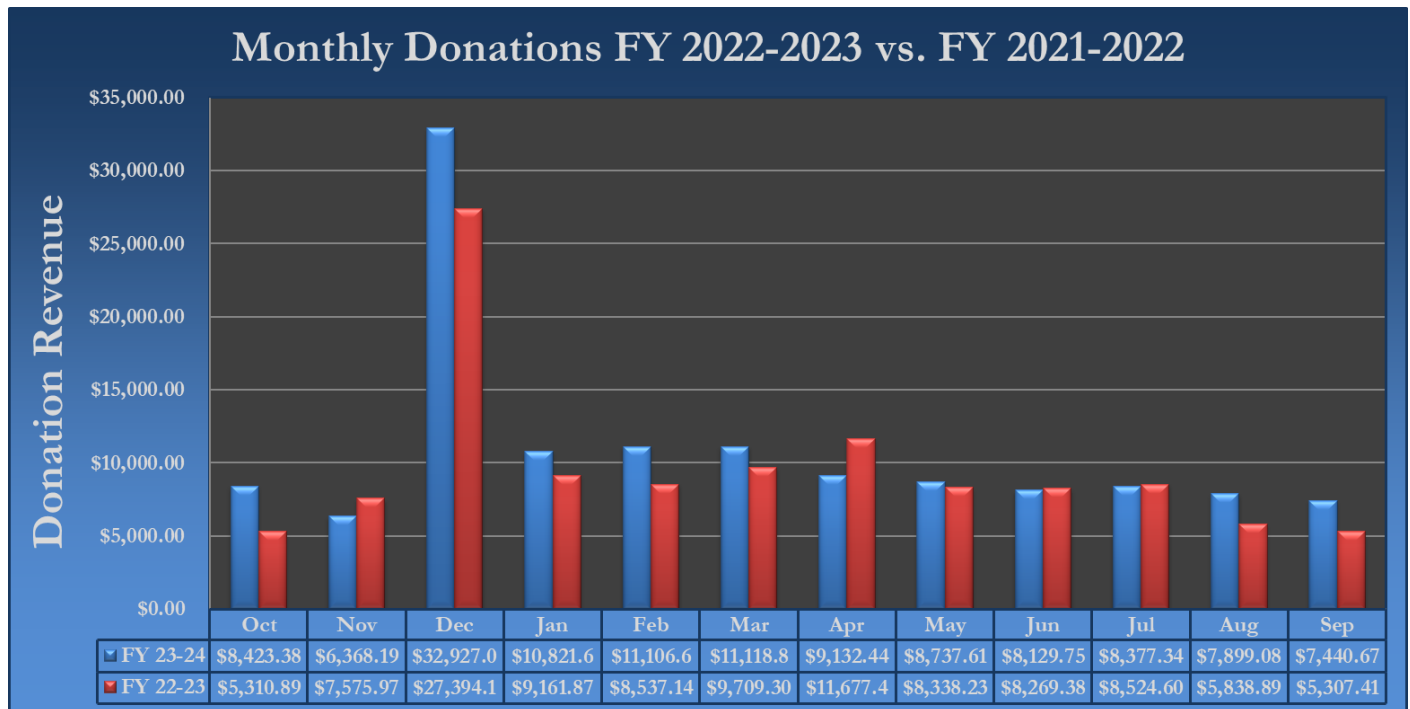
Annual Donation Summary: FY 2023-2024

Private monetary contributions to the Ponce De Leon Inlet Lighthouse and Museum can directed to one or more categories in accordance with the donor’s wishes. These categories include Endowment Fund donations, Private Event donations, General Lighthouse donations, Museum Support donations, and Pacetti Hotel donations. The following tables identifies all donations received by the Ponce De Leon Inlet Lighthouse Preservation Association during FY 2023-2024 by type and amount which equaled a combined value of \$130,482.59 overall.

FY 2023-2024 Monthly Donations by Type (Excluding Bricks)						
MONTH	Donation Type					Monthly Total
	Endowment	Event	Lighthouse	Museum	Pacetti	
October	\$2,000.00	(\$250.00)	\$816.00	\$0.00	\$5,857.38	\$8,423.38
November	\$10.00	\$0.00	\$780.00	\$100.00	\$5,478.19	\$6,368.19
December	\$0.00	\$250.00	\$24,860.00	\$0.00	\$7,817.06	\$32,927.06
January	\$0.00	\$0.00	\$4,549.25	\$685.50	\$5,586.88	\$10,821.63
February	\$0.00	\$250.00	\$2,435.00	\$0.00	\$8,421.63	\$11,106.63
March	\$300.00	\$250.00	\$1,685.00	\$550.24	\$8,333.57	\$11,118.81
April	\$500.00	(\$250.00)	\$1,770.00	\$0.00	\$7,112.44	\$9,132.44
May	\$0.00	\$0.00	\$2,098.33	\$606.53	\$6,032.75	\$8,737.61
June	\$0.00	(\$250.00)	\$1,235.00	\$0.00	\$7,144.75	\$8,129.75
July	\$500.00	(\$250.00)	\$655.00	\$0.00	\$7,472.34	\$8,377.34
August	\$0.00	\$0.00	\$1,266.00	\$781.00	\$5,852.08	\$7,899.08
September	\$1,070.00	\$250.00	\$2,365.00	\$0.00	\$3,755.67	\$7,440.67
Total Annual	\$4,380.00	\$0.00	\$44,514.58	\$2,723.27	\$78,864.74	\$130,482.59

Annual Donation Support Comparison: FY 2023-2024 vs. FY 2022-2023

The Preservation Association was projected to generate \$72,000 in private donations during FY 2023-2024. The Association exceeded this amount by \$60,482.59 (or 81.2%), generating \$130,482.59 in total donations during the year. This figure exceeded the \$115,645.25 in donations generated during FY 2022-2023 by \$14,837.34 (or 12.8%).



Annual Memorial Brick Sale Comparison: FY 2023-2024 vs. FY 2022-2023

The Preservation Association was projected to generate \$18,000 in memorial brick sales during FY 2023-2024. The Association fell short of this amount by \$250 (or 1.4%), generating \$17,750.00 in total brick sales overall. This figure was \$1,475 (or 8.3%) less than the \$19,225 in brick sales generated in FY 2022-2023.

Grant Support Income: FY 2023-2024

Grants: Grants provide a third source of support income for the Ponce de Leon Inlet Lighthouse Preservation Association. Grant funding is pursued when appropriate. Grant funding is not included in the Association’s annual budget projections due to the lack of guarantee that anticipated funding will be received in the following year.

Paul B. Hunter and Constance D. Hunter Charitable Foundation (the “Foundation”) Grant: The Association received an additional \$250,000 in Pacetti Hotel Project grant funding from the Paul B. Hunter and Constance D. Hunter Charitable Foundation in FY 2023-2024. This additional funding was provided by the Foundation to help the Association to help cover unanticipated Pacetti Hotel Project cost increases caused by higher than normal inflation.

Total Annual Income: FY 2023-2024

Total annual income consists of all revenue generated by the Preservation Association during the fiscal year. The Preservation Association was projected to earn \$2,173,260 in total income during FY 2023-2024 but fell short of this goal by \$180,660.41 (or 9%) with a total realized annual income of \$1,992,599.59.

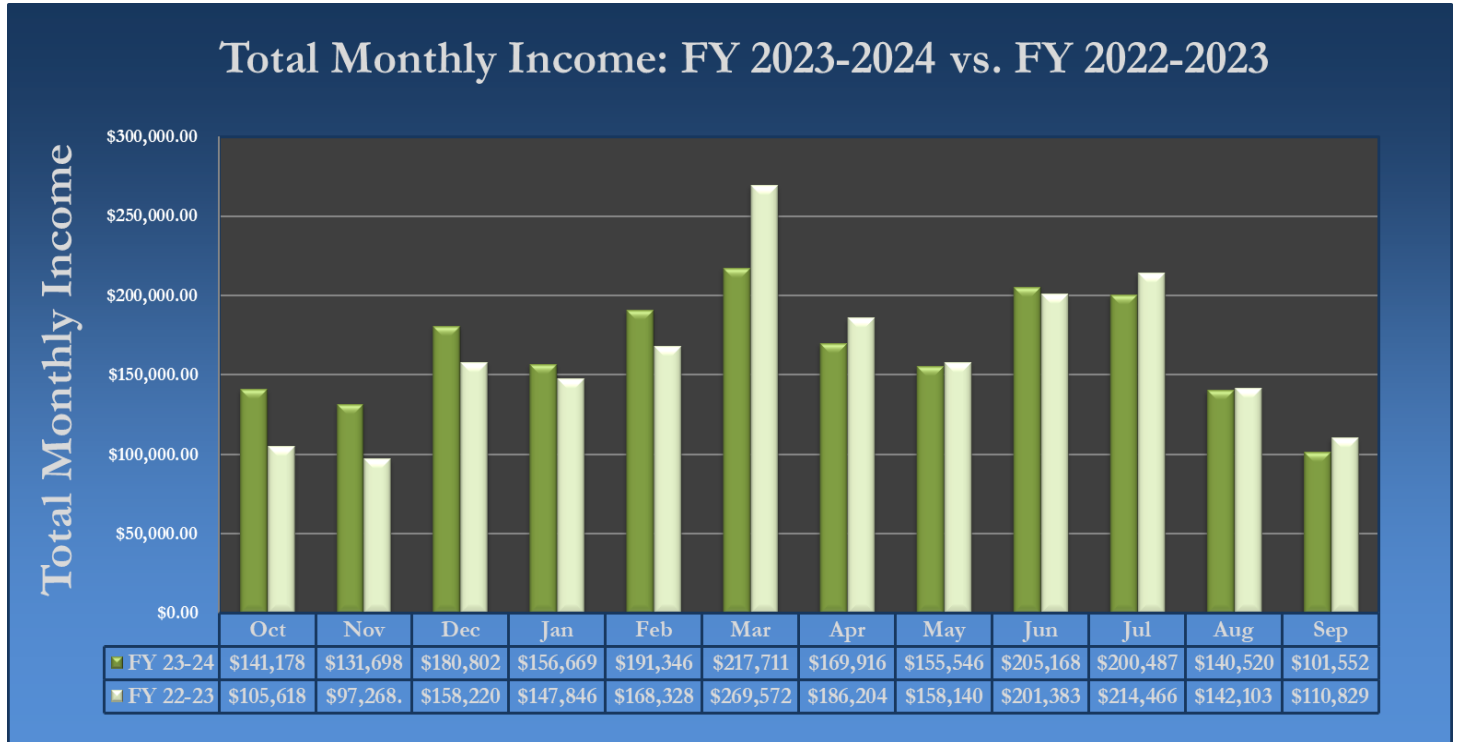
Annual Income by Source: FY 2023-2024

As noted above, total annual income consists of all revenue and support generated during the year. These sources include admission and merchandise sales, investment income, membership dues, sales tax-collection allowance, memorial brick sales, and private donations. The following table identifies the monthly contribution of each income source towards the museum’s total annual income of \$1,992,599.59 during FY 2023-2024. Note: the \$250,000 grant received in October 2023 is not included in total income due its restricted use for the Pacetti Hotel Project.

FY 2023-2024 Total Income by Month (Revenue + Support)									
MONTH	INCOME CATEGORY								
	Admission	GS Sales	Inv. Inc.	Member	Tax-Coll	Grants	Bricks	Donations	Total
OCT.	\$50,410.45	\$73,805.93	\$2,958.96	\$3,900.00	\$30.00	\$0.00	\$1,650.00	\$8,423.38	\$141,178.72
NOV.	\$49,268.31	\$64,004.02	\$4,332.89	\$5,570.00	\$30.00	\$0.00	\$2,125.00	\$6,368.19	\$131,698.41
DEC.	\$59,181.61	\$75,055.79	\$4,072.94	\$6,760.00	\$30.00	\$0.00	\$2,775.00	\$32,927.06	\$180,802.40
JAN.	\$59,888.60	\$71,805.61	\$5,738.17	\$6,960.00	\$30.00	\$0.00	\$1,425.00	\$10,821.63	\$156,669.01
FEB.	\$74,340.87	\$96,477.20	\$3,487.05	\$5,130.00	\$30.00	\$0.00	\$775.00	\$11,106.63	\$191,346.75
MAR	\$90,563.32	\$107,657.63	\$1,961.38	\$5,080.00	\$30.00	\$0.00	\$1,300.00	\$11,118.81	\$217,711.14
APR.	\$64,147.12	\$89,216.36	\$2,065.65	\$4,100.00	\$30.00	\$0.00	\$1,225.00	\$9,132.44	\$169,916.57
MAY	\$51,985.72	\$81,707.71	\$6,345.48	\$5,340.00	\$30.00	\$0.00	\$1,400.00	\$8,737.61	\$155,546.52
JUNE	\$74,761.34	\$113,393.39	\$3,234.08	\$3,920.00	\$30.00	\$0.00	\$1,700.00	\$8,129.75	\$205,168.56
JULY	\$73,532.35	\$107,625.39	\$4,127.71	\$5,770.00	\$30.00	\$0.00	\$1,025.00	\$8,377.34	\$200,487.79
AUG.	\$52,713.41	\$70,040.12	\$3,463.23	\$5,450.00	\$30.00	\$0.00	\$925.00	\$7,899.08	\$140,520.84
SEPT.	\$40,031.94	\$46,731.56	\$1,483.71	\$4,410.00	\$30.00	\$0.00	\$1,425.00	\$7,440.67	\$101,552.88
Total	\$740,825.04	\$997,520.71	\$43,271.25	\$62,390.00	\$360.00	\$0.00	\$17,750.00	\$130,482.59	\$1,992,599.59

Annual Income Comparison: FY 2023-2024 vs. FY 2022-2023

The \$1,992,599.59 in total income generated by the Association in FY 2023-2024 exceeded the \$1,959,983.37 in total income generated during FY 2022-2023 by \$32,616 (or 1.6%).



Maintenance Department Report for Fiscal Year 2023-2024

Maintenance Department Summary for FY 2023-2024

The Association's maintenance department performs a wide variety of functions related to the continued preservation, restoration, maintenance, and security of the Ponce de Leon Inlet Light Station's historic and non-historic structures and grounds.

All maintenance work at the Ponce Inlet Light Station, including restoration and preservation projects, is completed by trained staff under the supervision of the director of operations and executive director with technical guidance from the museum curator. All restoration and preservation work undertaken by the Association's maintenance department is completed in accordance with the *Secretary of the Interior's Handbook for the Restoration, Preservation, and Rehabilitation of Historic Properties* using historically accurate application techniques, reclaimed historic building materials when available, and historic/reproduction hardware and fasteners to protect the historic fabric and integrity of the light station's structures and grounds. Additionally, all cleaning products, coatings, and materials utilized by the maintenance department are researched by the museum's curatorial department to prevent damage to the historic structures and artifacts. Although the Association endeavors to complete the majority of its maintenance projects in-house, licensed contractors are utilized when needed in accordance with local and state building code requirements.

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.

Maintenance Department Staffing Summary for FY 2023-2024

The maintenance department currently consists of one full-time maintenance manager, two full-time maintenance employees, two part-time maintenance employees, and two part-time visitor monitors.

Routine Inspections Completed in FY 2023-2024

The maintenance department schedules and conducts inspections and functional tests of the facility's structures, equipment, and systems on daily, weekly, monthly, quarterly, biannually, and annual basis. These scheduled inspections and tests include the following:

Daily Inspections and Function Tests

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

Weekly Inspections and Function Tests

1. Weekly facility inspection
2. Weekly itemized artifact inventory check
3. Weekly tower inspection with full tower cleaning
4. Weekly lawn irrigation system inspection and operational test
5. Weekly security system inspection and tests
6. Weekly elevator and wheelchair lift inspection and function test

Monthly Inspections and Function Tests

1. Monthly AED inspection and function test
2. Monthly inventory inspection of all first aid kits
3. Monthly fire extinguisher inspections
4. Monthly emergency lighting inspections and tests
5. Monthly air conditioning system inspections and preventative maintenance
6. Monthly elevator and incline lift inspections and operational tests
7. Monthly Fresnel lens collection cleaning, condition assessments, and functional tests

Quarterly Inspections and Function Tests

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

Annual Inspections and Function 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 preventer and FDC valve inspections and testing (contracted service)
5. Annual security system inspection and testing (contracted service)
6. Annual elevator and incline lift inspections (contracted service)
7. Annual fire department inspections (contracted service)
8. Annual fire suppression system inspection and testing (contracted service)

Routine General Maintenance in FY 2023- 2024

Daily Routine Maintenance Duties

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

Weekly Routine Maintenance Duties

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

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
5. Monthly preventative maintenance on lawn mowers and other motorized equipment
6. Monthly preventative maintenance on incline lift

Quarterly Routine Maintenance Duties

1. Quarterly maintenance on tower third order Fresnel lens
2. Quarterly maintenance on first order Fresnel Lens (Canaveral)

Specific Maintenance Work in FY 2023-2024

Bldg. 1 - Gift Shop

1. Cleaned and repainted the front porch deck and ADA ramp
2. Cleaned, repaired, and repainted the second story back porch deck, staircase, and railing
3. Cleaned, painted, and repaired exterior wall sconce lights
4. Repaired gift shop main entrance doors
5. Repaired water damage to main gift shop floor
6. Repaired and repainted main entrance ADA wheelchair ramp
7. Repaired faulty LED overhead light fixtures on main sales floor
8. Repaired/replaced two faulty air conditioning systems
9. Repaired ceiling on third floor
10. Facilitated repairs to phone system service connection
11. Facilitated repairs to elevator
12. Replaced faulty water heater
13. Replaced faulty water fountain
14. Maintained and repainted south side ADA wheelchair ramp
15. Facilitated repairs to security system

Bldg. 2 - Woodshed Theater/Privy

1. Cleaned and repainted main entrance door and frame
2. Repaired rainwater downspouts and gutters
3. Repaired and painted roof fascia and soffit

4. Repointed deteriorated mortar joints on exterior walls

Bldg. 3 – Cuban Raft Enclosure

1. Cleaned and painted Cuban raft perimeter picket fence and pole barn enclosure

Bldg. 4 - 2nd Assistant Keeper's Dwelling

1. Repaired front porch steps and railing system
2. Repaired and repainted handicap ramp deck and railing system
3. Cleaned and repainted exterior doors and windows
4. Replaced deteriorated glazing in historic windows as needed
5. Repaired faulty air conditioning system
6. Repaired and repainted lattice work
7. Repointed deteriorated mortar joints in exterior walls and support pilings
8. Repaired front porch steps
9. Cleaned, treated, and repainted interior plaster walls as required
10. Repaired rainwater gutters and downspouts damaged by hurricanes
11. Facilitated replacement of security system
12. Restored interior plaster of large bedroom
13. Assisted with installation of exhibits in large bedroom

Bldg. 5 - Principal Keeper's Dwelling

1. Cleaned and repainted exterior doors and windows
2. Refinished interior floors and door thresholds
3. Cleaned, treated, and repainted interior plaster walls as needed
4. Restored front and side porch deck and railing system where needed
5. Repaired, cleaned, and repainted front and side porch steps and deck
6. Repainted exterior siding on keeper's office
7. Repaired and repainted lattice work
8. Repaired and repainted roof fascia on principal keeper's detached woodshed/privy building
9. Facilitated repairs of security system
10. Restored interior plaster of large back bedroom
11. Assisted with installation of construction room exhibit and constructed new frames for text panels and map
12. Restored windowsills and sill plates in large bedroom

Bldg. 6 – Lighthouse/Tower

1. Replaced damaged Plexiglas shields in lantern room as needed
2. Conducted quarterly mechanical maintenance and weekly cleaning of third order lens
3. Repaired Carlisle and Finch lamp changer resulting from lightning damage
4. Cleaned, treated, and repainted interior masonry walls as needed
5. Refinished historic cabinets in Service Room and Watch Room
6. Repaired/replaced stainless steel cable and fittings in gallery deck safety enclosure as needed
7. Replaced interior light fixtures damaged by lightning strike
8. Repaired three tower window vent boxes and installed new copper screening
9. Repainted exterior ironwork on gallery deck, widow's walk, and watch room drum

Bldg. 7 - Pump House

1. Cleaned and repaired exterior siding
2. Replaced corroded doorknob and deadbolt

Bldg. 8 - 1st Assistant Keeper's Dwelling

1. Repaired and repainted front and back porch decks, railings, and posts
2. Repaired and repainted front porch steps
3. Cleaned and repainted exterior doors and windows as needed
4. Replaced deteriorated glazing in historic windows as needed
5. Repaired and repainted ADA wheelchair ramp
6. Repaired and repainted lattice work
7. Repointed deteriorated mortar joints in west exterior wall
8. Facilitated repairs to security system
9. Facilitated repairs to A/C system

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

1. Cleaned and repainted interior wood trim, doors, and window frames as needed
2. Cleaned and repainted exterior windows
3. Cleaned and treated sections of interior mortar walls effected by salt migration
4. Repointed deteriorated mortar joints in south and west facing exterior walls as needed
5. Replaced damaged header bricks above west breezeway door
6. Cleaned and repainted roof fascia boards

Bldg. 10 – Ayres Davies Lens Exhibit Building

1. Adjusted main entrance doors for proper operation as needed
2. Facilitated repairs to security system
3. Facilitated repairs to A/C system

Bldg. 12 - Oil Storage House

1. Repaired minor aids to navigation lamp changers as needed
2. Cleaned and repainted observation gate
3. Cleaned and preserved historic oil storage tanks
4. Repaired rainwater gutters and downspouts damaged by hurricanes
5. Repointed deteriorated mortar joints on all interior and exterior walls
6. Repaired and reinforced cracks in masonry walls with stainless steel Helifix rods

Bldg. 13 - Education Building

1. Cleaned and repainted side porch railing and deck
2. Installed new interactive presentation screen

Bldg. 14 - Restroom/Vending Building

1. Installed new recessed LED overhead lights on front and back porches
2. Replaced faulty faucets in restrooms
3. Repaired faulty Sloan valves in bathroom urinals and toilets

4. Repaired and repainted front porch railings and posts
5. Repaired faulty urinal

Administration Building

1. Assisted curatorial department with relocation of artifacts
2. Pressure washed exterior 2nd floor porch deck and stairway
3. Repaired faulty air conditioning systems
4. Replaced faulty emergency lights as needed
5. Cleaned and painted portions of exterior trim

Historic/Non-Historic Grounds

1. Cleaned and pressure-washed perimeter picket fence
2. Cut back encroaching vegetation from nature trails
3. Repaired perimeter chain link fence as needed
4. Leveled/repaired historic brick walkways as needed
5. Repaired lawn irrigation system as needed
6. Coordinated monthly lawn and shrub treatment
7. Weeded parking lot medians and perimeter vegetation as needed
8. Replaced irrigation control unit damaged by lightning strike

Museum Exhibits & Educational Programs

1. Assisted programs manager with onsite events as needed

Pacetti Hotel Property

1. Continued grounds cleanup and debris removal
2. Stained and refinished interior floors of kitchen, caretakers room, and living room
3. Restored five historic windows
4. Constructed new Plexiglas enclosures for exhibit spaces
5. Constructed and installed new frames for museum exhibit interpretive panels
6. Assisted with installation of new video surveillance security system
7. Assisted with installation of new wireless internet service in museum
8. Assisted with installation of all museum exhibits and furnishings
9. Installed new fencing along perimeter of property as needed
10. Installed irrigation system pump
11. Installed museum main entrance sign
12. Continue clearing of invasive species and undergrowth on grounds
13. Installed exterior signage
14. Installed automatic closers on front and back entry/exit doors

Curatorial Department Report for Fiscal Year 2023-2024

Curator Department Summary for FY 2023-2024

The curatorial department is responsible for developing, maintaining, and updating the Ponce De Leon Inlet Lighthouse Museum's and Constance D. Hunter Historic Pacetti Hotel Museum's interpretive plans, providing technical oversight for all historic restoration and preservation completed by the Association, and for managing the museum's extensive collection of three-dimensional artifacts, 2-dimensional images, historic documents and maps, and archival books and publications. In addition, the curatorial department works collaboratively with other departments to achieve the Association's ongoing historic preservation, museum operations, and educational programming goals. The primary duties and responsibilities assigned to the curatorial department include:

1. **Historical Research:** The curatorial department extensively researches the history and provenance of all objects in its collection in addition to the history of the Ponce De Leon Inlet Light Station and Pacetti Hotel. This important research helps determine the appropriateness of acquiring artifacts to add to the museum's collection, develop and design interpretive exhibits housed in the museums, and plan restoration and preservation work on the sites' historic structures and grounds. The curatorial department also collects historic research for writing articles destined for the museum's quarterly newsletter *Illuminations*, online blogs and social media posts, and in other state/national publications.
2. **Organizational Reports, Plans, Policies, and Procedures:** The curatorial department is responsible for generating, reviewing, and updating a wide variety of documents related to ongoing organizational activities both independently and in collaboration with other museum staff on a scheduled or as needed basis. These documents include but are not limited to annual/quarterly/monthly reports, facility condition assessments, site disaster mitigation plans, collections management procedures, the museum's long-range plan, the Association's Policies and Procedures Manual, and any annual reports requested by either the US Coast Guard or Department of the Interior.
3. **Historic Restoration/Preservation Support:** The curatorial department assists the maintenance department with the planning and execution of historic restoration and preservation work as needed. This assistance includes researching appropriate products and techniques used in the completion of historic restoration and preservation work, testing for hazardous materials such as lead-based paint to ensure a safe working environment for employees, developing comprehensive treatment plans in collaboration with other staff, and ensuring all work is completed in accordance with the *Secretary of the Interior's Standards for the Restoration, Preservation, and Rehabilitation of Historic Properties*.
4. **Museum Interpretive Plan and Exhibit Development:** The curatorial department is responsible for interpreting the history of both the Ponce Inlet Lighthouse and Pacetti Hotel. Common curatorial duties associated with this area of responsibility includes historic research, artifact selection and acquisition, interpretive text panel development, exhibit design and installation, and periodic reviews and/or revisions to the museums' current interpretive plans as required.
5. **PastPerfect Maintenance and Collections Management:** The curatorial department uses PastPerfect software to manage the museum's collection consisting of three-dimensional objects, images, maps, historic documents, and books. Common PastPerfect Maintenance and Collections Management tasks include accessioning and deaccessioning items in accordance with established policies and procedures, preparing deeds of gift for donated items, completing condition assessments of new and existing artifacts, researching

the provenance and history of donated or purchased items, managing artifact loan agreements, preparing collection items for long-term storage or public display, maintaining the museum's archival library, updating PastPerfect records as required, and completing full and partial physical inventories of the museum's collection on a biennial, annual, quarterly, and weekly basis.

Curatorial Department Staffing Summary for FY 2023-2024

The curatorial department started out the 2023-2024 fiscal year with two staff members consisting of one part-time curator and one full-time assistant curator/registrar. This staffing level changed in February 2024 when the museum's long-time curator retired, and the museum's registrar/assistant curator was selected to fill the vacancy, effectively reducing the size of curatorial department to one full-time employee.

Museum Acquisitions Summary for FY 2023-2024:

Approximately 373 object acquisitions were recorded during the year as well as 24 photographic records, 7 documents in archives, and 3 library items.

Material Objects: 373 objects were added to the collection including these significant items:

1. 2023-43-1: Original attic hatch from the Pacetti Hotel
2. 2023-46-1: Glass plates with PILH image etched on them
3. 2023-51: Assorted items sold in PILH gift shop during the 1970s, 80s and 90s
4. 2023-52-1: Ann Caneer's female lighthouse keeper dress
5. 2023-54-1: Small handbag that belonged to Principal Keeper's wife
6. 2023-55-1: 1940s-50s pocketknife from the Pacetti Hotel
7. 2023-56-1: Small handbag that came from Pacetti Hotel
8. 2023-58-1: Large watercolor of the PILH and Pacetti Hotel
9. 2023-59-2: US Coast Guard canvas rain jacket:
10. 2023-68-1: Sautter Lens Works 6th-order Fresnel lens, from Greece via Spain:
11. 2023-69-1: Large two-man crosscut saw found at the Pacetti Hotel
12. 2024-11-1: WWII-era USCG Chief Radio Technician Jacket
13. 2024-14-1: Vintage souvenir plate featuring the PILH
14. 2024-18-1: Vintage television for display at the Pacetti Hotel
15. 2024-19: Vintage fishing rods used at the Pacetti Hotel
16. 2024-20: Fishing instruments from the Pacetti Hotel
17. 2024-22-1: Vintage 1900s quilt
18. 2024-23: Three autographed copies of the book *The Beacon of Mosquito Inlet*
19. 2024-24: Vintage phonograph and record player
20. 2024-25: Various antique linens and other textile goods from the University of Florida
21. 2024-26: Various household items from the Pacetti Hotel, including lamps, a footstool, and clocks
22. 2024-27: Three vintage hammers and a file for display in the Generator Room of Bldg. 9
23. 2024-32: Variety of framed paintings and photographs original to the Pacetti Hotel
24. 2024-35-1: 1850s grandfather clock
25. 2024-40-1/2: Harbor light from Con Son, Vietnam, with accompanying nautical chart
26. 2024-42-1/2: Khaki WW2 USCG jacket and cap that belonged to former PILH OIC Charner Smith



2024-35-1



2023-68-1



2023-59-2

There are currently a total of 4,643 items in the objects catalog.

Photographs: 24 images were added to the collection including:

1. 2023-48: Collection of photos from the opening of the Ponce Inlet Historical Museum
2. 2024-31: Photographs of Ann Caneer's cat Jesse at the Pacetti Hotel
3. 2024-34: Photographs in the Ponce Inlet Lighthouse gift shop in the 1990s

There are currently 5,348 items in the photographs catalog.

Archival Objects: 7 archival items were added to the collection including:

1. 2023-45-1: Autographed beach racing cards found in collection
2. 2023-49-1: Ponce Inlet Lighthouse holiday post card:
3. 2023-50-1: 2014 Ponce Inlet walking and biking map
4. 2023-57-1: 1983 letter from Town of Ponce Inlet to Ann Caneer

There are currently 1,195 items in the archives catalog.

Library Objects: 3 books were added to the collection including:

1. 2023-44-1: *When the Southern Lights Went Dark: The Lighthouse Establishment During the Civil War* by Mary Louise and J. Candace Clifford
2. 2023-70-1: *History of Volusia County, Florida* by Pleasant Daniel Gold:

There are currently 1,319 items in the library catalog.

De-Accessioned Objects: The museum’s curatorial department continuously monitors the condition and appropriateness of all items in the museum’s collection. Items that are found to be in a condition that does not warrant further conservation efforts or are deemed no longer pertinent to the Association’s mission or museum interpretive plan may be removed from the collection. Whenever possible, deaccessioned items are returned to their original owner or donated to other museums.

1. 2005-1131-001: Electrical wire previously located in Building 5 Construction Display
2. 2023-64-14: Hand saw with wooden handle
3. 2022-33-10: Marble-top table not needed in Pacetti Hotel (returned to donor)

Following the opening of the Pacetti Hotel Museum, a few large pieces of furniture were deemed surplus and are in the process of being deaccessioned and returned/donated. None of these pieces are original to the Pacetti Hotel.

Collections Accessions Summary for FY 2023-2024:

Museum records indicate that a total of 12,505 accessioned items were held by the Preservation Association at the close of this fiscal year. Accessioned items are categorized as three-dimensional objects (consisting primarily of artifacts), photographs, archival materials (documents, maps, brochures, etc.), or reference library resources (books, tapes, CDs, videos, or DVDs).

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

Type	Quantity
Three Dimensional Objects	4,643
Photographs & Transparencies	5,348
Archival Materials	1,195
Reference Library Resources	1,319
Total Collections	12,505

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

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

Lighthouses of the World Update for FY 2023-2024:

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. Except for occasional updates, the program as originally envisioned is completed.

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

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

Photographic Projects Summary for FY 2023-2024:

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.

Extensive photography was and continues to be performed of the Ponce Inlet Light Station grounds as well as the now-completed restoration of the Pacetti Hotel. 360-degree photographs of this restoration process have also been taken for posterity.

Conservation of Objects Summary for FY 2023-2024:

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

1. Dresses and uniforms in the small bedroom of Building 4
2. 2023-68-1: Sautter Lens Works 6th-order Fresnel lens, from Greece via Spain
3. 2023-69-1: large two-man crosscut saw found at the Pacetti Hotel
4. 2024-35-1: 1850s grandfather clock
5. Various other small artifacts that have come into the collection were cleaned and restored as needed.
6. Larger artifacts, such as historic furniture, have also undergone restoration, cleaning, and moving.

Historic Restoration/Preservation/Rehabilitation Summary for FY 2023-2024:

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

Historic preservation and restoration related work completed by the curatorial department in FY 2023-2024 include:

1. Documentation of ongoing work at Pacetti Hotel Museum
2. Treatment plans for all work on historic buildings
3. Building, window, and porch repairs as needed – Buildings 4, 5, and 8
4. Additional mortar restoration work on various areas of all historic buildings
5. Restoration of gutters and downspouts

Exhibits Development and Maintenance Support Summary for FY 2023-2024:

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

1. Exhibit planning, creation, and installation in the Pacetti Hotel Museum, including:
 - Caretaker's Room/Jesse Linzy
 - Dining Room
 - Bottles and Jugs exhibits
 - Hunting and Fishing at the Pacetti Hotel
 - Living room Display
 - Video Room
 - Historic Clothing of the Hotel
 - Historic Bathroom Display
 - Men and Women of the Pacetti Hotel
 - PILH and the Pacetti Hotel
 - Architecture and Changes to the Building
 - Visible Storage
 - Pacetti/Gamble/Nippert bedrooms
 - Reds Exhibit
2. Docent materials for Pacetti Hotel Museum
3. Interior and exterior informative text panels and signage for the Pacetti Hotel
4. Acquisition of various artifacts for display at the Pacetti Hotel.
5. Repaired exhibits in Building 5, including Lighthouses of the World and Reflections on Light

Outreach Exhibits Summary for FY 2023-2024:

The Association currently offers two community outreach exhibits for public display in local museums, libraries, and community centers on a short-term basis. The Association's current traveling exhibits include:

1. *Filibustering to Cuba*
2. *Virtual Tour of the Ponce Inlet Light Station*

Newsletter Articles and Oral Presentation Summary for FY 2023-2024:

The curatorial department provides articles for publication in the Association's quarterly newsletter *Illuminations*. In addition, the department also assists the programs department with its educational endeavors by providing oral presentations to the public both onsite and within the local community.

Quarterly Newsletter Articles Submitted in FY 2023-2024:

1. *Early Tourism in Ponce Park*
2. *Masonry and Plaster Restoration at the Light Station*
3. *Restored Pacetti Hotel Assumes New Role as a Historic Museum*
4. *Exhibits at the Pacetti Hotel*
5. *Pacetti Hotel Update*

Oral Presentations:

1. *Walk & Talk Tour:* Guided group tour of the Ponce Inlet Light Station including the tower, keeper dwellings, oil storage house, and the Ayres Davies lens exhibit building.
2. *Treacherous Waters:* Oral history presentation focusing on the historic shipwrecks of the inlet
3. *The Timucua of Northeast Florida:* Oral history presentation focusing on the native history of Ponce Inlet and Volusia County
4. *Pacetti Hotel Tour:* Guided group walking tour of the Constance D. Hunter Historic Pacetti Hotel Museum focusing on the history of the property and the Association's restoration efforts.

Website Revisions and Development Summary for FY 2023-2024:

The Ponce De Leon Inlet Lighthouse Preservation Association's website at www.ponceinlet.org underwent an extensive overall in FY 2023-2024 in preparation for the official opening of the Constance D. Hunter Historic Pacetti Hotel Museum. These revisions included edits to the website's existing content and the creation of an entirely new section of the website devoted to the Pacetti Hotel. The curatorial department assisted the administrative department in the completion of this important project in the following ways.

1. Revised and updated the website's Virtual Guided Tour to include the Pacetti Hotel Museum
2. Researched and developed new historic content for the website focusing on the Pacetti Hotel Museum

Historical Research Summary for FY 2023-2024:

The curator and registrar completed research on the following topics:

1. General PILH history
2. Research of individual buildings at the Ponce Inlet Light Station
3. Pacetti family history
4. Pacetti Hotel history
5. Pacetti Hotel architecture
6. Digitized newspaper clippings related to Pacetti Hotel and PILH
7. History of the Cincinnati Reds including team members and management
8. Investigation of artifacts found at the Pacetti Hotel
9. Indigenous History of the County and local areas
10. Shipwreck history of the area
11. Research into conservation and preservation methods for textiles and metals
12. Early Ponce Park history

Security/Visitor Monitor Support Summary for FY 2023-2024:

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

1. Weekly security check of all exhibits and historic buildings
2. Quarterly spot checks and annual inventory of museum collection items valued at \$1,000 and greater.

3. Training for new security guards and maintenance personnel on the cleaning procedures for the exhibit Plexiglas and viewing windows and artifacts.

Special Projects Summary for FY 2023-2024:

In addition to the duties and responsibilities outlined above, the curatorial department collaborated with other departments to complete the following projects during FY 2023-2024:

1. Updates to the Preservation Association's Long-Range Plan, Collections Management Policy, and the Emergency Preparedness Plan.
2. Completion of the Coast Guard's Annual Report and Long-Term Artifact Loan Renewal Requests
3. Relocation of vintage furnishings and artifacts from off-site storage to the new Pacetti Hotel Museum.
4. Training of new curatorial volunteers in the use of PastPerfect and the handling, storage, and cataloguing of artifacts.

Oral Histories:

1. Completed oral history of Pacetti Hotel with Billy Joe Potts, a founding member of the Ponce Inlet Lighthouse Preservation Association and a former resident caretaker of the Pacetti Hotel
2. Completed oral history of Pacetti Hotel with Joe Thompson, a friend of Ann Caneer who often visited the Pacetti Hotel and fished from the dock.

Programs Department Report for Fiscal Year 2023-2024

Programs Department Summary: FY 2023-2024:

The Ponce De Leon Inlet Lighthouse Preservation Association is committed to the ongoing preservation and dissemination of the Ponce Inlet Light Station’s maritime and social history. The Association provides a wide range of onsite and offsite educational offerings designed for young and old alike through its education programs department. This important department is managed by one full-time staff member and supported by the administrative assistant and a dedicated corps of volunteer docents.

Educational Program Offerings: FY 2023-2024

Current educational programs offered by the Ponce de Leon Inlet Lighthouse Preservation Association include:

1. Onsite K-12 Youth Group/School Tours
2. Offsite K-12 Educational Outreach Programs
3. Onsite Adult/Family Tours
4. Onsite Educational Events for the General Public
5. Onsite Special Interest Student Events
6. Offsite Community Outreach Events
7. Online Virtual K-12 Educational Outreach Programs
8. Online Virtual Community Outreach Programs
9. Onsite Climb with the Keeper Tours (RSVP only)
10. Onsite Monthly Climb to the Moon Tours (RSVP only)
11. Onsite Collaborative Regional/State Historic/Cultural Events
12. Other Special Events and Celebrations

Onsite Student/Youth Educational Tour Summary: FY 2023-2024:

The Ponce De Leon Inlet Lighthouse Preservation Association provides groups of twenty or more the opportunity to participate in guided tours of the Ponce Inlet Lighthouse Museum, the Constance D. Hunter Historic Pacetti Hotel Museum, or both historic sites together. This unique educational experience is offered to all public and private Volusia County school groups free of charge during the regular academic year and to all other groups at a reduced admission rate throughout the year. Current guided group tour rates include the following.

Guided Group Tour Rates by Location and Age						
Guided Group Tour Type	Lighthouse Museum		Pacetti Hotel Museum		Both Museums	
	Adult	Child	Adult	Child	Adult	Child
All Volusia County School Groups	Free	Free	Free	Free	Free	Free
Non-Volusia County School Groups	\$6.95	\$1.95	\$5.00	\$1.00	\$11.95	\$2.95
Homeschool Groups (Public & Private)	\$6.95	\$1.95	\$5.00	\$1.00	\$11.95	\$2.95
All Other Groups (Public & Private)	\$6.95	\$1.95	\$5.00	\$1.00	\$11.95	\$2.95

Onsite School Tours: The Association’s knowledgeable volunteer docents and staff lead all onsite K-12 educational tours of the Ponce Inlet Lighthouse Museum and/or Constance D. Hunter Historic Pacetti Hotel Museum. The content and length of each K-12 educational school tour is tailored to address the unique academic and scheduling needs of its intended audience and runs 1.5 to 2 hours in length. A typical K-12 educational school tour includes the following activities:

K-12 Educational Enrichment Activities: Teachers wishing to expand their tour may choose any of the additional educational enrichment activities listed below, time and volunteer docent availability permitting.

1. The Science of Light and Lighthouse Illumination
2. 19th Century Pioneer Life
3. The Artifact Touch Box
4. The Keeper’s Duties
5. Stephen Crane’s epic short story *The Open Boat*
6. Living at the Lighthouse
7. Kids Play at the Lighthouse
8. Lighthouses by Night and Day
9. Florida’s Beacons
10. Theater in the Woods
11. Domestic Family Chores
12. Early Navigation and Compass Reading
13. Inventions and Immigration
14. Building a Light Station
15. Lighthouse Archaeology

K-12 Onsite Educational Tour Summary: FY 2023-2024 vs. FY 2022-2023:

The Educational Programs Department facilitated 71 onsite school tours of the Ponce De Leon Inlet Lighthouse and Museum during FY 2023-2024, serving 1,576 public and private school students overall. This figure represents a 52% decrease over the 3,004 students who participated in guided tours of the lighthouse and museum and other onsite educational offerings during FY 2022-2023.

Student/Youth Educational Outreach Summary: Fiscal Year 2023-2024:

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

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

public schools free of charge. Educational outreach services currently provided by the Ponce de Leon Inlet Lighthouse Preservation Association include:

1. *Formal Educational Outreach Programs:* Formal educational outreach programs currently offered by the Preservation Association to local public and private schools include the *Filibustering to Cuba/Stephen Crane Traveling Exhibit*, and the lighthouse's three award winning outreach programs: *The USLHE Traveling Library Box*, *Keeper in the Classroom*, and *The Science of Light and Lighthouse Illumination*.
2. *Educational Outreach Workshops:* In addition to the formal programs mentioned above, 25 unique 15-minute educational workshops are also available at the teacher's request. These workshops are available a la carte, grouped together as part of a themed focus unit or as a follow up activity to one the association's formal programs. Themed focus units 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.
3. *Customized Educational Workshops:* Lighthouse staff often create customized educational programs that accommodate the unique academic and/or instructional needs of a specific grade level or group upon request. These customized programs are developed by museum's educational programs department in collaboration with the requesting teacher. *What is a Light Station* is one such program. Developed by a museum docent with more than 30 years of teaching experience, *What is a Light Station* helps students understand the importance of an entire light station. This program is adaptable to the timing and needs of each classroom, but always features a hands-on component to help explain the important role lighthouses have played in maritime navigation. The Preservation Association continues to collaborate with local educators to develop new educational outreach offerings as new needs and challenges arise.

Educational Outreach Participation Summary: FY 2023-2024 vs. FY 2022-2023

The programs department delivered 23 educational outreach programs to local schools in FY 2023-2024, reaching 2,625 students overall through its educational outreach endeavors. This figure represents a 17% increase in the number of local students served through the museum educational outreach program when compared to the 2,244 served during FY 2022-2023.

The newly redesigned educational brochure *STEAMING through Lighthouse Illumination* helps inform Volusia County public and private school teachers of the many on and off-site educational programs that are provided free of charge by the Preservation Association. The Association anticipates that this brochure, coupled with the organization's redesigned website at www.ponceinlet.org, will have a significant impact on overall student participation in the museum's available educational outreach offerings in the coming year.

Onsite Adult & Small Group Tour Summary: FY 2023-2024

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

Lighthouse staff and volunteers facilitated 24 onsite adult group tours, 2 Climb with the Keeper Tours, and 12 Climb to the Moon tours in FY 2023-2024, with 992 adults participating overall.

Tuesday and Thursday at the Tower is a program that was developed to gain more interaction of members and guests with the museum. Consisting of both historic presentations and guided tours of the light station and exhibit spaces, museum volunteers and staff facilitated 24 such offerings throughout FY 2023-2024 which were enjoyed by 548 participants (including adults and children) overall.

Community Outreach Summary: FY 2023-2024

Lighthouse staff and volunteers deliver informative lectures and multi-media presentations related to the history of the Ponce Inlet Light Station and local Florida region to local groups throughout the year. Available throughout Volusia County, these special interest outreach programs are frequently requested by members of local history organizations, special interest groups, and other museums.

Community Outreach also includes lighthouse participation in large public events including festivals, art shows, and parades including Barberville Pioneer Settlement Fall Jamboree, Port Orange Family Days, and History Con at Museum of Arts of Sciences.

The Preservation Association participated in 36 community events in FY 2023-2024 including 7 public events and 16 collaborative museum/historic site events. In all, the Preservation Association reached an estimated 25,000 children and adults through its community outreach endeavors.

Onsite Events Summary: FY 2023-2024:

The Ponce de Leon Inlet Lighthouse and Museum hosts a variety of onsite educational events throughout the year. Enjoyed by an estimated 5,120 adults and children during FY 2023-2024, onsite educational events are typically scheduled on national holidays and important historic dates. The lighthouse's current list of scheduled on-site events includes:

1. *Home School Days:* Held twice a year, this event is a day of fun educational workshops designed especially for homeschool students ranging from 5 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. *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.
3. *Florida Heritage Day:* Florida Heritage Day is an onsite collaborative educational event that invites representatives from museums and cultural sites from around the state to come together on the light station's grounds to celebrate Florida's rich cultural heritage. Held annually, this unique offering provides visitors the rare opportunity to discover the diverse history of Florida and learn about other cultural sites located throughout the Central Florida region in one convenient location. First introduced in 2022, Florida Heritage Day has become one of the lighthouse museum's most popular and well-attended events.

4. *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.
5. *Florida Lighthouse Day*: Held in celebration of Florida's rich maritime history and 30 surviving historic 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.
6. *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.
7. *Bike Week*: Held each March during Daytona's Bike Week events, this multi-day program provides visitors with the chance to participate in several special offerings at the Lighthouse including a display of the *History of Motorcycles on the Beach*.
8. *ECHO Ranger Day*: Developed in cooperation with the Volusia County ECHO Ranger Program, ECHO Ranger Day is scheduled at the Ponce Inlet Lighthouse once a year. Provided free of charge to all registered Volusia County ECHO Rangers participants, ECHO Ranger Day features multitude of thematic-based onsite family-oriented activities and offerings including guided tours of the Ponce Inlet Lighthouse Museum and Constance D. Hunter Historic Pacetti Hotle Museum along with family-oriented workshops.
9. *Climb to the Moon*: Offered monthly on the eve 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.
10. *Spirit of '45 Day*: Held in memory of the end of WWII, Spirit of '45 Day celebrates Florida's domestic and military contributions to the nation's efforts to win the war. This unique annual event provides visitors the opportunity to participate in a wide variety of onsite offerings that explore how the United States (and the local Florida region in particular) supported the war effort and helped secure the Allies victory over the Axis powers. Included in these offerings are two oral presentations titled *The Spirit of the Greatest Generation* and *World War II Along the Halifax*.
11. *Indigenous Peoples Heritage Day*: Originally developed to increase public awareness to Florida's often overlooked Native American history, Indigenous Peoples Heritage Day has become one of the most popular and culturally notable events on the museum's calendar. Originally introduced in February 2022 and eventually moved to November to coincide with Native American Heritage Month, Indigenous Peoples Heritage Day is a major cultural event that attracts museums and historical institutions from across the state. The first of its kind in Florida, 6 museums and 5 historical presentations were available to visitors as part of their general admission to the lighthouse on that day. The first Indigenous Peoples Heritage Day generated so much interest within the local community that it eventually led to the creation of other collaborative museum events at the lighthouse, dozens of community outreach presentations, additional children's programs, and a speaking engagement at the Florida Association of Museums Annual Conference in 2022.

Educational Program Summary: FY 2023-2024:

The Ponce de Leon Inlet Lighthouse Preservation Association hosted or participated in a total of 185 onsite tours, events, educational outreach programs, and community outreach events throughout FY 2023-2024. Approximately 23,982 children and adults benefitted from these offerings and activities during the past fiscal year.

Teacher Education Summary: FY 2023-2024:

Lighthouse staff and docents promote the association's many educational offerings within the local school system by attending teacher training workshops, volunteering to serve as judges at the Volusia County Social Studies Fair, providing free teacher admission on select days of the year. The lighthouse was able to network with an estimated 500 education professionals in FY 2023-2024 through these means.

Volunteer Program Summary: FY 2023-2024:

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

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

The museum's 51 volunteers collectively donated 4,118.25 hours to the Association during Fiscal Year 2023-2024. The estimated dollar value of these hours is equal to \$137,920.19 based on the 2024 hourly volunteer rate of \$33.49/hour as established by the Independent Sector in collaboration with the Do-Good Institute.

Professional Collaboration: FY 2023-2024:

The Preservation Association actively collaborates with other members of the educational, museum, lighthouse, and historic preservation community to achieve its mission. Collaborative endeavors during FY 2023-2024 included:

1. Facilitated partnerships with US Coast Guard Station in New Smyrna Beach, FL
2. Attended Boy Scouts regional kickoff event
3. Attended the Volusia County Schools social studies fair
4. Conducted 8 volunteer training workshops onsite
5. Conducted 12 monthly volunteer meetings
6. Established working relationships with Homeschool Groups throughout Florida
7. Attended Volusia County Schools Parent Liaison annual meeting
8. Developed historic lecture presentations in collaboration with local Volusia County library representatives
9. Developed and coordinated two onsite events attended by representatives from other museums and cultural sites located both within Volusia County and throughout the local Florida region. These events included Indigenous Peoples Heritage Day and Florida Heritage Day.

Administrative Department Report for Fiscal Year 2023-2024

Administrative Department Summary: FY 2023-2024

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

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

Administrative Department Staff in FY 2023-2024:

Current members of the Ponce De Leon Inlet Lighthouse and Museum's Administrative Department include:

1. *Executive Director:* The Executive Director reports directly to the Board of Trustees and is responsible for ensuring managing the Associations day-to-day operations. The Executive Director executes the policies and procedures adopted by the Board of Trustees and assumes responsibility for the efficient operation of the Association as a whole.
2. *Director of Operations:* The Director of Operations is responsible for overseeing the operations of the museum and the supervision of the staff. This position advises and participates with the Executive Director in developing and implementing overall administrative and management policies and plans. The Director of Operations Serves as principal advisor to the Executive Director for program planning and allocation of Museum resources.
3. *Financial & Museum Administrative Assistant:* The Financial & Museum Administrative Assistant is primarily responsible for assisting the Executive Director and Director of Operations with financial and administrative duties and tasks as assigned. The Financial and Museum Administrative Assistant works closely with all departments in the pursuance of departmental goals.

Information and Records Management Summary: FY 2023-2024

The purpose of records management is part of the association's broader function of governance, risk management, and compliance and is primarily concerned with managing the evidence of the organization's activities as well as the reduction or mitigation of risk associated with it. The administrative department is responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. The department maintained all financial records (i.e., receipts, invoices, tax documents, internal documents,

personnel records, etc.) during FY 2023-2024 in accordance with internal organizational policies and state/federal legal requirements. Information and records management tasks completed by administrative department included:

1. Input and maintenance of accurate payroll records
2. Generation of annual W-2 employee statements
3. Maintained personnel files and company policies and procedures
4. Assembled in-house publications, reports, analysis, and other materials as needed
5. Maintained, filed, and digitized financial and administrative records
6. Processed and tracked free and prepaid admissions
7. Generated Quarterly and Annual Reports
8. Maintained Memorial Brick Program database
9. Finalized grant agreement with Hunter Foundation for additional support of Pacetti Hotel Museum Project
10. Finalized Florida Lighthouse Association grant agreement for interior plaster and mortar restoration project
11. Coordinated with curatorial department on revisions to Long-Range Plan, Collections Management Policy, and the Emergency Preparedness Plan

Integrated Technology (IT) Management Summary: FY 2023-2024

An information technology system (IT system) is defined as an information system, communications system, or computer system and includes all hardware, software and associated peripheral equipment. Current IT systems employed at the Ponce Inlet Lighthouse and Museum include a networked computer system comprised of individual workstations linked to a central server; a Point of Sale (POS) system that includes a main POS server linked to three register workstations; a video surveillance security system, a fire monitoring and burglar monitoring system, museum exhibit hardware including televisions and interactive kiosks, and telecommunication/internet system. IT related work completed by the administrative department during FY 2023-2024 included:

1. Coordinated server maintenance and troubleshooting with Daytona IT as needed
2. Replaced hardware and repaired network equipment as needed
3. Coordinated/completed repairs and updates to staff workstation computers as needed
4. Coordinated/completed repairs to gift shop POS equipment as needed
5. Worked with Daytona IT to ensure work network and retail POS systems met Payment Card Industry Data Security Standard (PCI DSS) compliance standards
6. Installed video surveillance system in new Constance D. Hunter Historic Pacetti Hotel Museum
7. Installed new wireless network communication system in Pacetti Hotel
8. Repaired and/or replaced exhibit televisions and interactive kiosk touch screens as needed
9. Reviewed and edited existing Ponce Inlet Lighthouse website and developed new web pages and content for the inclusion of the Pacetti Hotel. Managed complete redesign of website to incorporate both the Ponce Inlet Lighthouse Museum and Constance D. Hunter Historic Pacetti Hotel Museum.
10. Developed and produced a new welcome video for Constance D. Hunter Historic Pacetti Hotel Museum.
11. Revised existing ecommerce platform (www.lighthouselocker.org) layout and design
12. Coordinated repairs and service for internet equipment and communication systems
13. Coordinated repairs and service to office equipment as required
14. Facilitated repairs and inspections of exiting fire and burglar monitoring system
15. Repaired interactive exhibits as needed

Human Resource Management Summary: FY 2023-2024

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

1. Posted job openings online, reviewed applicants, interviewed potential candidates, completed reference and background checks, and filled vacant positions
2. Completed national background checks for all new employees and volunteers
3. Completed new hire paperwork for all new employees
4. Assisted with developed of monthly maintenance department work schedules and weekly work assignment lists as needed
5. Counseled employees and addressed performance issues
6. Performed 90-day probationary and annual performance reviews performance reviews
7. Maintained employee records
8. Administered employee-benefit program
9. Facilitated staff meetings and employee training sessions as needed
10. Approved and facilitated staff attendance at local, state, and national conferences as needed

Accounting and Financial Management Summary: FY 2023-2024

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

1. Processed daily accounts receivable and payable and reconciled daily gift shop receivables in QuickBooks
2. Confirmed bank balances daily
3. Completed cash sales deposits
4. Performed monthly reconciliation of bank accounts
5. Monitored investment portfolio performance and reallocated investment funds as needed
6. Processed monthly sales tax payments
7. Generated and reviewed monthly P&L statements
8. Processed and deposited monthly endowment donations
9. Processed biweekly payroll and related taxes
10. Processed employee benefits including biweekly 401k payments
11. Processed monthly employee health, vision, dental, and life-insurance payments
12. Processed quarterly payroll taxes (forms 941 & UT6)
13. Prepared and coordinated annual independent audit
14. Completed annual Workman's Comp and 401k audits
15. Developed Preservation Association's annual budget and adjusted accordingly in response to the fiscal impact of the economic downturn and rising inflation on museum operations
16. Analyzed monthly budget reports for purposes of forecasting cash flow

Membership Program Summary for FY 2023-2024

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

1. Maintained membership database
2. Mailed monthly renewal notices to expiring members
3. Facilitated member recruitment and retention through electronic and letter correspondence
4. Developed new membership enrollment forms for FY 2024-2025
5. Developed content for quarterly newsletters. Completed graphic layout and design of all quarterly newsletter print proofs and coordinated printing and mailing with printer

Interdepartmental Support and Coordination Summary for FY 2023-2024

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

1. Coordinated and directed the activities of the gift shop, maintenance, curatorial, and programs departments in support of scheduled museum events
2. Designed and developed new self-guided tour map featuring both the Ponce Inlet Lighthouse Museum and Constance D. Hunter Historic Pacetti Hotel Museum
3. Maintained the Association's primary operations calendar
4. Monitored postage accounts and ordered postage and mail supplies as needed
5. Conducted periodic inventory of office consumables and reordered supplies as needed
6. Answered company telephones; responded to caller inquiries, and directed calls to appropriate departments
7. Collected, mailed, and distributed incoming and outgoing postal correspondence and packages
8. Monitored and maintained the customer survey database
9. Coordinated monthly Climb to the Moon events and scheduled weddings
10. Assisted with management of daily maintenance department activities
11. Generated maintenance work lists and conducted final inspection of completed assignments as required
12. Developed building plans and material lists for scheduled maintenance department projects
13. Purchased maintenance supplies for ongoing facility operations and scheduled projects as needed
14. Coordinated maintenance related work performed by subcontractors and third-party service providers
15. Assisted gift shop management and staff with annual physical inventory
16. Maintained active membership status in professional organizations
17. Worked with Educational Programming and Curatorial departments to develop new educational programs and exhibits for Pacetti Hotel Museum
18. Assisted maintenance department with final Pacetti Hotel Museum projects in preparation for soft opening and the installation of equipment, exhibits, and furnishings.
19. Supported gift shop with development of new Pacetti Hotel Museum merchandise including product selection and graphic design services

Advertising and Public Relations Summary for FY 2023-2024

The administrative department is responsible for the development and implementation of the Association's annual advertising strategy which utilizes print, digital, and social media to promote the Ponce de Leon Inlet Lighthouse and Museum and encourage visitation. Advertising and public relations activities completed by administrative personnel in FY 2023-2024 included:

1. Composed and distributed press releases, public announcements, and related printed materials
2. Maintained database of important public relation contacts
3. Developed Association's annual advertising strategy and budget
4. Managed museum social media platforms including Facebook, Twitter, and Instagram
5. Attended quarterly Florida Lighthouse Association meetings and Annual Leadership Retreat
6. Responded to customer inquiries as needed
7. Developed, designed, and submitted advertising layouts for print
8. Coordinated the development and scheduling of social media posts, online blogs articles, and monthly electronic newsletters with contracted digital marketing specialist.
9. Developed annual and quarterly digital advertising plan in collaboration with contracted digital marketing specialist. Monitored performance of digital advertising campaigns through the organization's Google Ad Grant account with assistance from contracted digital marketing specialist

Digital Marketing Summary for FY 2023-2024

Digital marketing is one of the primary methods used by the Association to advertise the Ponce Inlet Lighthouse Museum and Constance D. Hunter Historic Pacetti Hotel Museum. The Association funds much of its online advertising through a Google Ad Grant account which is managed by a contracted digital marketing firm.

1. *Digital Marketing Goals for FY 2023-2024:* The Preservation Association set the following digital marketing goals for FY 2023-2024:
 - Highlight Ponce Inlet as a Floridian day-trip destination
 - Market the lighthouse to the millennial generation
 - Increase use of user-generated content to improve engagement
 - Increase Pacetti Hotel project interest & donations
 - Increase onsite visitors for onsite lectures & holidays
2. *PILH Website Performance Review for FY 2023-2024:* This year's website marketing efforts focused on creating a clear customer journey and continued blogs with a focus on search engine optimization to reach target audience. Website performance metrics for FY 2023-2024 included:
 - Unique Visitors Increased: Explanation- Unique users represent individuals on the site. If a user leaves the site & comes back later, their second visit does not count towards this metric. Unique users to the website increased by 226% during FY 2023-2024 compared to FY 2022-2023
 - Website Sessions Increased: Explanation- A website session is a description of how a user interacts with your website over a specific time frame (i.e., how many pages the user visits, how the user navigates through your website, how long a user remains on a specific page, length of time spent on

your website, etc.) A single session can contain multiple page views. Website sessions increased on the Association’s website by 233% during FY 2023-2024 compared to FY 2022-2023.

- **Website Bounce Rate Increased:** Explanation- The bounce rate is the percentage of sessions that result in a bounce—that is, sessions that begin and end on the same page of a specific website. The bounce rate on the lighthouse website increased by 3% during FY 2023-2024 compared to FY 2022-2023, meaning that users interacted with the Ponce Inlet Lighthouse website for shorter periods than in previous years.
- **Targeted Conversions Indicators Increased:** Explanation- The conversion rate is the percentage of users who take a desired action.
 - i. Visits to the website’s coupon page lasting more than 10 seconds increased by 171% during FY 2023-2024 compared to the number of coupon page visits in FY 2022-2023.
 - ii. Completion of the “Customer Journey” indicates a user may be planning a physical visit to the lighthouse. Consumer Journeys increased by 237% in FY 2023-2024 compared to FY 2022-2023.
- **Targeted Demographic Use Changed:** Explanation- Ad campaigns were used in FY 2023-2024 that targeted a) Millennials, b) Orlando, and c) Daytona. The ad campaigns proved moderately effective and produced the following results in FY 2023-2024 compared to FY 2022-2023:
 - i. Website users from Orlando increased by 303%
 - ii. Website users from Daytona Beach increased by 211%
 - iii. Website users in the millennial generation (ages 25-34) increased by 210%

3. ***Google Ad Campaign Performance for FY 2023-2024:*** The overall goal of the Preservation Association’s non-profit Google Ad Grant is to take full advantage of the substantial savings provided by this Google program by increasing ad spending and improving keywords to increase ad visibility in search results. Google Ad performance metrics for FY 2023-2024 included:

- **Ad Clicks Decreased:** Explanation- An ad click is a digital marketing metric that counts the number of times users have clicked on a digital advertisement to reach a specific website. Ad clicks decreased by 1% during FY 2023-2024 compared to FY 2022-2023.
- **Ad Spending Increased:** Explanation- Google does not set a fixed cost for each ad but uses an auction model instead where companies bid against each other for specific keywords. Because of this, digital ad pricing is fluid based on supply and demand. The Google Ad Grant allows the Association to establish ad campaigns targeting specific words and phrases that users enter in the Google search bar at no cost to the organization. Google Ad Grant spending increased by 6% during FY 2023-2024 compared to FY 2022-2023.
- **Ad Impressions Decreased:** Explanation- An ad impression is counted each time your ad is shown on a search result page or other site on the Google Network. Ad impressions decreased by 21% during FY 2023-2024 compared to the previous fiscal year.

4. ***Social Media Performance for FY 2023-2024:*** The overall goal for the Ponce Inlet Lighthouse social media campaign (including Facebook, Instagram & X (formerly Twitter) is to improve consistency of posting schedule, increase user engagement, and utilize user-generated and community-focused content. In addition to the Association’s regular social media activities that promote the Ponce De Leon Inlet Lighthouse and

Museum, Pacetti Hotel social media accounts were also created to raise public awareness about the historic property, encourage donations in support of the hotel, and provide followers weekly progress updates on the Constance D Hunter Historic Pacetti Hotel Museum Restoration, Preservation, Rehabilitation, and Museum Development Project which was officially completed in August, 2024. Social media platform performance metrics for FY 2023-2024 included:

- People reached increased by 10% during FY 2023-2024 compared to FY 2022-2023
- Page followers increased by 17% during FY 2023-2024 compared to FY 2022-2023
- Post engagement decreased by 23% during FY 2023-2024 compared to FY 2022-2023

Administrative Department Special Projects Summary for FY 2023-2024

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

1. Submitted memorial brick orders to engraver and corresponded with customers by mail
2. Developed virtual educational programs and delivered virtual programs to local school groups
3. Wrote, submitted, and managed Florida Lighthouse Association grant for Masonry and Plaster Restoration
4. Managed Paul B. Hunter and Constance D. Hunter Charitable Foundation grant
5. Developed, designed, and laid out four issues of *Illuminations* for publication
6. Composed articles for each quarterly newsletter and coordinated completion, submission, and editing of all newsletter content
7. Monitored material inventory of the Association's visitor guide map, 4-panel rack brochure, and other printed materials. Edited and coordinated reprinting of materials as needed
8. Reprinted visitor self-guided tour map brochure
9. Launched Phase II Memorial Walkway program
10. Designed and developed advertisements for print and digital media including content and graphic design
11. Coordinated edits to main website at www.ponceinlet.org and developed new website content
12. Coordinated digital marketing campaign with Solstice Digital Marketing
13. Planned and coordinated exterior masonry and interior plaster restoration work on/in historic buildings
14. Coordinated repairs to existing climate control systems in all buildings as needed
15. Supervised execution of annual inventory
16. Developed the President's Annual Report for FY 2023-2024
17. Coordinated and supervised all aspects of Pacetti Hotel Museum Restoration, Preservation, Rehabilitation, and Museum Development Project

Board of Trustees Summary for Fiscal Year 2023-2024

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

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

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

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