



**DATE:** April 17, 2025

**TO:** Sanibel City Council and City Manager Dana Souza

**FROM:** Pamela Miner, Executive Director, Sanibel Historical Museum and Village

**SUBJECT:** SHMV FY2025 1st and 2nd Quarterly Activities Reports (combined Memo covering October 1, 2024 through March 31, 2025)

#### **Board of Directors**

- With the resignation of Ty Symroski as President due to a move from Sanibel, per By-Laws, Mary Miller was confirmed President at the October 2024 Board Meeting. Gail Migliorini was elected as Vice-President.
- Election of Board of Directors and officers for **March 2025-March 2026** occurred at the March 10 Annual Membership Meeting and subsequent Special Meeting. New Board information accompanies this memo. To note: Tracey Tenney, President; Gail Migliorini, Vice President; Ron Gould, Treasurer; Susan Ramser, Secretary.

#### **Personnel**

- Nicki Graveney resigned as Office Coordinator in November
- Pamela Monte was hired as Office Coordinator in January
- A Finance Coordinator position was created. Kaylee Livingston will begin in this position April 25. The regular financial and supporting responsibilities will once again be an internal function.
- ADP Payroll Company is on board managing personnel. Executive Director conducts general associated tasks.

## Open and Visitation

- Overall, there was a strong season on par with same period in 2024.

### \*Regular “Walk-in” Visitors

Month	Adults	Youth	Member	NARM	Raincheck	TOTAL
October	7	4	1	1	0	13
November	174	17	6	0	0	197
December	170	10	10	10	1	201
January	328	42	10	2	0	382
February	433	36	30	17	2	518
March	401	48	29	16		494
	<b>1513</b>	<b>157</b>	<b>86</b>	<b>46</b>	<b>3</b>	<b>1805</b>

\*Numbers are generated from staff “ticks” on paper form.

- The “bus tour groups” revenue is double the budget expectation. Groups are requesting return visits and scheduling for FY26 season.

### Group Tours

January	30	0	30	Lee County VCB Tourism Ambassadors - FREE
February	159	0	159	3 Rhodes Scholars, Loggerhead Cay, R&J Tours, Simply Special Tours
March	48		48	Group 28; Community Foundation Leadership Group-FREE 20
			<b>237</b>	

**Revenue from Adult at \$15=\$24,407 reflects 1627 paid Adults**

### Volunteer Hours

- 1349; 49 regular volunteers

### Exhibits

- **Exhibit Revitalization Initiative:** crafting a three-year plan for all remaining historic buildings and exhibits therein, as well as attention to the reconstruction Packing House which houses collection and other storage
  - **Exterior information panels:** Created and installed new information panels for each historic building

## Education/Events

- **Special Wedding hosted:** Johnson-Dupont Oct. 19 in front of Bailey's General Store

Month	Totals	Comments
October	0	
November	75	11/7: Shell Point Outreach <i>Growing Up Sanibel</i>
December	207	12/6: Deck the Shore (122); 12/7 Shell Point Outreach <i>The Strange Case of the Algiers Sanibel</i> (85)
January	230	1/13: Come to the Shore <i>Pam Miner</i> (20); 1/18: Twilight Talk Anniversaries (100); 1/23: Shell Point Outreach <i>Secrets of Sanibel Lighthouse</i> (110)
February	337	2/3: Come to the Shore Island Bees (55); 2/38 Fundraiser <i>Way We Were</i> (147); 2/27: Shell Point Outreach <i>Hurricane History</i> (85); 2/28 Art League Show Reception: (50)
March	250	Twilight Talk Hurricane Ian (250)

## Development

- **Membership Drive** was held in November. Membership and Donor development continues to focus on growth. Strides were made in FY2024.
- **Donor Party:** January 14 with about 30 higher-level donors attending to experience the new exhibit in Bailey's General Store. Future exhibit revitalization plans were shared.
- **Signature Fundraiser (GALA):** The Signature Fundraiser, *Way We Were*, was held at the Community Association on February 18. Some 250 guests participated. The committee began planning and securing components of the key fundraiser. Revenue circa \$67,000.

## Grounds

- **Fence Removal:** City removed remaining components of the fencing around the area of the previously identified Heritage
- **Landscape Plan:** Tree West was selected as vendor. The plan was expanded to better meet broader, general needs. Project comprised of new irrigation system, plantings (plan produced with recommendations by SCCF), sod, mulch, and shell. All installed. Reviewing for potential punch list prior to close-out. Cost circa \$37,000. SHMV received \$2500 donation from the Sanibel Captiva Rotary restricted for use for Hurricane Recovery. These generous funds will be applied to the landscape project.

**Buildings**

- Rutland House: SHMV and City teams partnering to ensure roof replacement in 2025.

**Lighthouse**

- Numerous remnants of the Lighthouse and Cottages were moved to the Village in December. Artifacts include the prosthetic leg placed post-lan. City staff has placed a good post and rope barrier around the now artifacts.
- The Village team is re-invigorating efforts to produce exhibits about the Lighthouse, Cottages and artifacts.

# Sanibel Historical Museum & Village, Inc.

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Bank of the Islands	5,313.76
SanCap Community Bank	20,361.94
Admission/Gift Shop Drawer	100.00
Petty Cash - Office	150.00
Total Checking/Savings	25,925.70
Other Current Assets	
Pre-paid Expense	1,250.00
Total Other Current Assets	1,250.00
Total Current Assets	27,175.70
Fixed Assets	
Fixed Assets	
Wow Project	247,205.19
Wow Project - Baileys	325.66
Wow Project - Exterior Signs	2,035.66
Video	30,000.00
Total Fixed Assets	279,566.51
Accumulated Depreciation	-6,633.49
Total Fixed Assets	272,933.02
Other Assets	
Schwab	
Schwab Bank	10,618.14
Money Market Funds	
Schwab Government Money - SN...	454,423.72
Total Money Market Funds	454,423.72
Fixed Income Funds	
US Treasury	99,577.97
Unrealized Gain/Loss	2,203.28
Total Fixed Income Funds	101,781.25
Exchange Traded Funds	
Ishares Total US Stock	577,890.77
Unrealized Gain/Loss	203,040.29
Total Exchange Traded Funds	780,931.06
Total Schwab	1,347,754.17
Restricted Funds	9,744.00
Total Other Assets	1,357,498.17
<b>TOTAL ASSETS</b>	<b>1,657,606.89</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Restricted Fund Liability	9,744.00
Payroll Liabilities	84.38
Sales Tax Payable	43.26
Total Other Current Liabilities	9,871.64
Total Current Liabilities	9,871.64
Total Liabilities	9,871.64

**Sanibel Historical Museum & Village, Inc.**

**Balance Sheet**

**As of March 31, 2025**

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	Mar 31, 25
Equity	
Change in Value of Investments	254,523.34
Unrestricted Net Assets	1,318,611.91
Net Income	74,600.00
Total Equity	1,647,735.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,657,606.89</b>

# Sanibel Historical Museum & Village, Inc.

## Profit & Loss

March 2025

	Mar 25	Oct '24 - Mar 25
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
City of Sanibel Quarterly Paymt	0.00	22,500.00
<b>Admissions</b>		
Admission Fees	6,985.00	24,407.00
Donation Jar	303.32	1,752.56
<b>Total Admissions</b>	7,288.32	26,159.56
<b>Gift Shop</b>		
Gift Merchandise Sale	475.70	3,060.86
<b>Total Gift Shop</b>	475.70	3,060.86
<b>Program Income</b>		
Twilight Talks	2,864.63	5,185.61
<b>Total Program Income</b>	2,864.63	5,185.61
<b>Interest Income</b>	3,560.42	15,849.09
<b>Fundraising</b>		
Board Member Annual Expectati...	0.00	1,979.12
<b>Events</b>		
Gala	1,242.98	77,574.97
General Events	0.00	-266.93
<b>Total Events</b>	1,242.98	77,308.04
<b>Contributions</b>		
Unsolicited General Contributio	0.00	32,329.37
<b>Total Contributions</b>	0.00	32,329.37
<b>Restricted Donations</b>	0.00	2,500.00
<b>Membership</b>	380.00	23,210.87
<b>Total Fundraising</b>	1,622.98	137,327.40
<b>Total Income</b>	15,812.05	210,082.52
<b>Gross Profit</b>	15,812.05	210,082.52
<b>Expense</b>		
<b>Fundraising Exp</b>		
General Events	0.00	2,921.17
Gala	2,134.00	19,783.45
<b>Total Fundraising Exp</b>	2,134.00	22,704.62
<b>Program Expense</b>		
Exhibit- Tempoary	215.83	715.83
Exhibit Upgrades	0.00	141.62
<b>Gift Shop Expenses</b>		
Merchandise	0.00	274.00
<b>Total Gift Shop Expenses</b>	0.00	274.00
<b>General Programs</b>	0.00	82.97
Twilight Talk Expense	-640.00	3,139.32
Volunteer appreciation	0.00	79.07
Volunteer Expense	0.00	64.85
<b>Total Program Expense</b>	-424.17	4,497.66
<b>Tolls</b>	80.00	480.00

# Sanibel Historical Museum & Village, Inc.

## Profit & Loss

March 2025

	Mar 25	Oct '24 - Mar 25
Administrative Exp		
Audit fees/Tax Return	0.00	3,950.00
Accounting Fees	1,500.00	9,000.00
Bank Fees	0.00	249.63
Board and Staff Development	269.92	513.11
Cleaning Service	1,600.00	8,237.50
Computer Consulting Services	446.26	2,462.12
Credit Card Fees	968.40	1,506.32
Depreciation	1,105.58	6,633.49
Landscaping and Grounds	425.00	2,550.00
Software license/maint	0.00	551.13
Bus. Registration Fees/Licenses	61.25	347.50
Postage, Mailing Service	0.00	1,157.49
Printing and Copying	0.00	76.10
Office Supplies	21.00	719.45
Telephone, Conf Calls	92.99	371.91
Advertising/Marketing Exp		
Digital Media	350.00	3,195.27
Print Media	435.00	3,413.50
Advertising/Marketing Exp - O...	0.00	83.41
Total Advertising/Marketing Exp	785.00	6,692.18
Insurance - Health	400.00	2,800.00
Memberships and Dues	0.00	250.00
Wages	10,192.76	59,312.31
Meetings Travel	70.00	420.00
Total Administrative Exp	17,938.16	107,800.24
Total Expense	19,727.99	135,482.52
Net Ordinary Income	-3,915.94	74,600.00
Other Income/Expense		
Other Income		
Sales Tax Collection Allowance	0.00	0.00
Total Other Income	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-3,915.94	74,600.00