



DATE: October 28, 2024

TO: Sanibel City Council and City Manager Dana Souza

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

SUBJECT: SHMV FY2024 3rd and 4th Quarterly Activities Reports (combined covering April 1 through September 30, 2024)

City Funding for FY2025

- The City approved \$176, 221 in regular expenses as for utilities, insurance and assistance in the FY2025 Budget.

Board of Directors

- Ty Symroski resigned the President position at the September meeting, rescheduled to October 3 meeting, citing a move to Hawaii. He remains on the Board for the duration of his tenure. Per By-Laws, Mary Miller moved from Vice-President to President until being confirmed at the October 24 Board Meeting. (update-yays carried the vote to approve Mary Miller as President until Annual Membership Meeting in March 2025. Gail Migliorini was elected as Vice-President.)

Personnel

- Mark Harmon resigned the position of Village Executive Director in April.
- Pamela Miner was approved as Executive Director in May and joined the Village in September 3.
- Jan Symroksi acted as Interim Executive Director in a part time capacity through September, to provide information and training to Pam.

Annual Closure

- The Village's was closed in August and September as part of annual schedule.

Visitation

- April – June is 686 (Pam will obtain July numbers and note in FY2025 1st Quarter Report)

Volunteer

- Hours: April – June is 359 ((Pam will obtain July numbers and note in FY2025 1st Quarter Report)
- A new Volunteer form has been created. A plan is in motion for reaching out to recruit volunteers, as well as to create an updated Volunteer Training and Sustaining Manual.
- Several volunteer gatherings were held.

Exhibits

- Project WOW
 - The Bailey's General Store building upgrades and professional exhibit were completed. The Village contracted with Florida-based exhibit design company Creative Arts, Inc. to assist in producing the project.
 - The \$50,000 grant from the Florida Department of State Cultural Arts Division is complete.
 - Roof leaks caused damage two weeks after installation. City staff repaired the leaks.
- The School House bell was re-set in June thanks to the Sanibel Fire Department and Tree West who provided manpower and equipment. The event attracted about 40 people and was covered by WINK news.

Education/Events

- Two events participants: 87
- Planned and scheduled a series of four outreach programs to Shell Point residents in FY2025.
- Village is funding and working with Ken Sneed on a Hurricane Ian documentary.

Collections

- An inventory was conducted of the historic collection on exhibit in all buildings by the part-time staff, Terry Slater and Nicki Graveney. This project was completed in September. This work is a component of the Museum PastPerfect application software upgrade and web-based version.
- Work began on collection items recovered from Hurricane Ian.

Development

- Membership and Donor development continues to focus on growth. Strides were made in FY2024.

GALA FY 25

The Gala date is **February 18, 2025**. The committee began planning and securing components of the key fundraiser.

Grounds

- Most of the fencing around the previous Heritage Garden has been removed. Steve Schweitzer has been asked when the remaining components will be removed. He has concerns regarding the in-ground irrigation system. He has been advised by John McGrath and Pam Miner to proceed with completing the project.
- A Landscape Plan to carry out the planting replacement project post-Ian was finalized by SCCF and sent out for bid. Two bids were received. The Board selected Tree West/Island Home Services to conduct the project. A new irrigation system is included in the project. The work is delayed because of Hurricanes Helene and Milton. John McGrath is managing the project. It is scheduled to be completed by the end of 2024.

Buildings

- Sanibel Public Work's Department report related there were no remaining issues post-Hurricane Ian.
 - Further discussion was to review floors in all buildings. John McGrath met with Fred Mittl for floor inspections and discussion items on the Building Maintenance Report that was submitted to the City.
 - A review of the Maintenance Plan took place on July 9 with Fred Mittl, Steve Schweitzer, Ty Symroski and John McGrath. The flooring is found to be structurally sound. Floor planks lifted off substructure were reattached to the joist. Flooring knot holes, etc. in Bailey's to be plugged (update: done October 2024 by Steve Schweitzer.)
- Repairs to ramps and handrails need to be addressed. Some discussions on repairs and replacements are in discussion between City staff, Village staff and John McGrath. This is a potential grant funded project.
- Bids were solicited and received for clear hurricane panels. The City approved \$45,000 in the FY2025 Budget.
- Bids were solicited and received for a replacement roof on the Rutland House. The City approved \$90,000 in the FY2025 Budget.
- The City approved \$50,000 for historical structures improvements in the FY2025 Budget.

Lighthouse

- A "Lighthouse" exhibit was created and is on display in Shore Haven.
- Archaeological Consultants, Inc. of Sarasota gave a presentation with the results of the archaeological testing at the Sanibel Lighthouse. The Consultants were also escorted through the Village and shown the temporary "Lighthouse" exhibit.
- City Staff and John McGrath are working towards moving remnants of the Lighthouse and Keeper's Cottages to the Village. Hurricanes Helene and Milton in October delayed this work.

- The City and SHMV partnered to submit a grant to the Florida Lighthouse Association for the interior painting of the Lighthouse at estimated cost of \$100,000. Grant was awarded.

Hurricanes

Helene

- The Southwestern Coast of Florida experienced Hurricane Helene on September 26. The Village conducted some preparation. The City responded post-Helene and that information is understood to be with the City. Staff reports a couple of trees down and debris. The City and Landscape vendor followed up to remove debris and trees.

Milton

- The Southwestern Coast of Florida experienced Hurricane Milton on October 10. The Village conducted some preparation. The City responded post-Milton and that information is understood to be with the City. Staff reports a couple of trees down and debris. The City and Landscape vendor followed up to remove debris and trees. One tree fell on one end of the handicap ramp at the School House. The City is managing the repair. The end section is coned-off and a sign inside the building notes no access. A sign is placed at the beginning of the ramp.
- Milton is noted in this report for reference because of immediate influence.

Sanibel Historical Museum & Village, Inc.

Profit & Loss

October 2023 through September 2024

| | Oct '23 - Sep 24 | Oct '22 - Sep 23 |
|---------------------------------|------------------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| City of Sanibel Quarterly Paymt | 40,000.00 | 50,000.00 |
| Grants | | |
| Government Grants | 66,807.00 | 0.00 |
| Total Grants | 66,807.00 | 0.00 |
| Admissions | | |
| Donation Jar | 6,804.27 | 0.00 |
| Admissions - Other | 0.00 | 10.00 |
| Total Admissions | 6,804.27 | 10.00 |
| Gift Shop | | |
| Gift Merchandise Sale | 3,471.56 | 419.07 |
| Consignment Sales | 224.25 | 0.00 |
| Total Gift Shop | 3,695.81 | 419.07 |
| Program Income | | |
| Twilight Talks | 5,230.99 | 0.00 |
| Total Program Income | 5,230.99 | 0.00 |
| Interest Income | | |
| Interest-Savings | 0.00 | 14,344.85 |
| Interest-checking account | 0.00 | 60.54 |
| Interest Income - Other | 39,989.19 | 0.00 |
| Total Interest Income | 39,989.19 | 14,405.39 |
| Fundraising | | |
| Corporate Support | 21,000.00 | 0.00 |
| Events | | |
| Gala | 44,525.77 | 0.00 |
| Total Events | 44,525.77 | 0.00 |
| Contributions | | |
| Unsolicited General Contributio | 32,696.52 | 87,205.74 |
| Extra Contributions | 13,161.17 | 0.00 |
| Contributions - Other | -4,338.00 | 297,276.16 |
| Total Contributions | 41,519.69 | 384,481.90 |
| In Kind Donations | 4,487.38 | 0.00 |
| Restricted Donations | 10,000.00 | 0.00 |
| Membership | | |
| Membership - General | 0.00 | 2,800.00 |
| Membership - Other | 65,306.08 | 2,250.00 |
| Total Membership | 65,306.08 | 5,050.00 |
| Total Fundraising | 186,838.92 | 389,531.90 |
| Total Income | 349,366.18 | 454,366.36 |
| Gross Profit | 349,366.18 | 454,366.36 |
| Expense | | |
| Accounting and Professional Ser | 1,500.00 | 9,120.00 |
| Permits | 0.00 | 128.13 |
| Fundraising Exp | | |
| Dev Printing/Postage | 699.39 | 0.00 |
| Dev Wages | 0.00 | 14,932.53 |
| Gala | 16,111.66 | 393.62 |
| In Kind Donation Expense | 4,487.38 | 0.00 |
| Total Fundraising Exp | 21,298.43 | 15,326.15 |

Sanibel Historical Museum & Village, Inc.

Profit & Loss

October 2023 through September 2024

| | Oct '23 - Sep 24 | Oct '22 - Sep 23 |
|--|------------------|------------------|
| Program Expense | | |
| Exhibit- Temporary | 1,370.87 | 0.00 |
| Timelines, Trees, and Special M | 0.00 | 2,825.00 |
| Exhibit - Maint & Repairs | 45.94 | 2,243.25 |
| Gift Shop Expenses | | |
| Merchandise | 2,265.23 | 0.00 |
| Store Supplies/Exp | 0.00 | 124.87 |
| Total Gift Shop Expenses | 2,265.23 | 124.87 |
| Pgm Wages | 0.00 | 56,172.51 |
| Collections Supplies | 133.56 | 0.00 |
| General Programs | 1,773.74 | 708.98 |
| Twilight Talk Expense | 2,840.00 | 0.00 |
| Volunteer appreciation | 1,653.48 | 283.46 |
| Volunteer Hdbk/Supplies | 224.97 | 0.00 |
| Web Hosting & Maint | 0.00 | 804.29 |
| Books, Subscriptions, Reference | 0.00 | 169.00 |
| Volunteer Expense | 0.00 | 133.13 |
| Total Program Expense | 10,307.79 | 63,464.49 |
| Tolls | 545.00 | 0.00 |
| Administrative Exp | | |
| Audit fees/Tax Return | 5,400.00 | 3,650.00 |
| Accounting Fees | 16,856.42 | 0.00 |
| Bank Fees | 139.46 | 211.02 |
| Board and Staff Development | 55.27 | 0.00 |
| Cleaning Service | 13,102.57 | 375.00 |
| Computer Consulting Services | 3,454.83 | 3,528.75 |
| Credit Card Fees | 824.53 | 597.84 |
| Landscaping and Grounds | 11,312.50 | 2,180.00 |
| Office Furniture & Equipment | 774.61 | 1,586.37 |
| Payroll Expense | 0.00 | -607.07 |
| Software license/maint | 5,656.19 | 4,003.52 |
| Bus. Registration Fees/Licenses | 266.25 | 231.25 |
| Equip Rental and Maintenance | 75.99 | 0.00 |
| Postage, Mailing Service | 996.69 | 365.53 |
| Printing and Copying | 439.27 | 1,385.43 |
| Office Supplies | 1,588.67 | 2,081.83 |
| Telephone, Conf Calls | 371.32 | 701.22 |
| Advertising/Marketing Exp | | |
| Digital Media | 8,222.52 | 0.00 |
| Print Media | 4,683.60 | 0.00 |
| Advertising/Marketing Exp - Other | 0.00 | 6,988.01 |
| Total Advertising/Marketing Exp | 12,906.12 | 6,988.01 |
| Insurance - Liability, D and O | 4,836.10 | 3,304.15 |
| Memberships and Dues | 366.95 | 1,016.99 |
| Wages | 92,074.69 | 22,877.03 |
| Meetings Travel | 175.00 | 2,071.28 |
| Other | 35.00 | 0.00 |
| Total Administrative Exp | 171,708.43 | 56,548.15 |
| Total Expense | 205,359.65 | 144,586.92 |
| Net Ordinary Income | 144,006.53 | 309,779.44 |
| Other Income/Expense | | |
| Other Income | | |
| Sales Tax Collection Allowance | 4.08 | 0.00 |
| Total Other Income | 4.08 | 0.00 |

Sanibel Historical Museum & Village, Inc.

Profit & Loss

October 2023 through September 2024

| | <u>Oct '23 - Sep 24</u> | <u>Oct '22 - Sep 23</u> |
|-----------------------------|--------------------------|--------------------------|
| Other Expense | | |
| Hist. Preservation/Architec | 0.00 | 4,335.00 |
| Total Other Expense | 0.00 | 4,335.00 |
| Net Other Income | 4.08 | -4,335.00 |
| Net Income | <u>144,010.61</u> | <u>305,444.44</u> |

Sanibel Historical Museum & Village, Inc.

Balance Sheet

As of September 30, 2024

| | Sep 30, 24 |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Bank of the Islands | 2,506.72 |
| SanCap Community Bank | 8,811.20 |
| Admission/Gift Shop Drawer | 100.00 |
| Petty Cash - Office | 150.00 |
| Total Checking/Savings | 11,567.92 |
| Other Current Assets | |
| Pre-paid Expense | 1,250.00 |
| Total Other Current Assets | 1,250.00 |
| Total Current Assets | 12,817.92 |
| Fixed Assets | |
| Wow Project | 245,346.78 |
| Video | 20,000.00 |
| Total Fixed Assets | 265,346.78 |
| Other Assets | |
| Schwab | |
| Schwab Bank | 423.65 |
| Money Market Funds | |
| Schwab Government Money - SNVXX | 518,892.32 |
| Total Money Market Funds | 518,892.32 |
| Exchange Traded Funds | |
| Ishares Total US Stock | 572,627.11 |
| Unrealized Gain/Loss | 226,163.51 |
| Total Exchange Traded Funds | 798,790.62 |
| Total Schwab | 1,318,106.59 |
| Restricted Funds | 28,126.02 |
| Total Other Assets | 1,346,232.61 |
| TOTAL ASSETS | 1,624,397.31 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Restricted Fund Liability | 28,126.02 |
| Payroll Liabilities | 2,384.85 |
| Total Other Current Liabilities | 30,510.87 |
| Total Current Liabilities | 30,510.87 |
| Total Liabilities | 30,510.87 |
| Equity | |
| Change in Value of Investments | 275,443.28 |
| Unrestricted Net Assets | 1,174,432.55 |
| Net Income | 144,010.61 |
| Total Equity | 1,593,886.44 |
| TOTAL LIABILITIES & EQUITY | 1,624,397.31 |

Sanibel Historical Museum & Village, Inc.

Profit & Loss

September 2024

| | Sep 24 | Oct '23 - Sep 24 |
|---------------------------------|----------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| City of Sanibel Quarterly Paymt | 0.00 | 40,000.00 |
| Grants | | |
| Government Grants | 0.00 | 66,807.00 |
| Total Grants | 0.00 | 66,807.00 |
| Admissions | | |
| Donation Jar | 0.00 | 6,804.27 |
| Total Admissions | 0.00 | 6,804.27 |
| Gift Shop | | |
| Gift Merchandise Sale | 0.00 | 3,471.56 |
| Consignment Sales | 0.00 | 224.25 |
| Total Gift Shop | 0.00 | 3,695.81 |
| Program Income | | |
| Twilight Talks | 0.00 | 5,230.99 |
| Total Program Income | 0.00 | 5,230.99 |
| Interest Income | 5,150.60 | 39,989.19 |
| Fundraising | | |
| Corporate Support | 0.00 | 21,000.00 |
| Events | | |
| Gala | 2,500.00 | 44,525.77 |
| Total Events | 2,500.00 | 44,525.77 |
| Contributions | | |
| Unsolicited General Contributio | 146.52 | 32,696.52 |
| Extra Contributions | 0.00 | 13,161.17 |
| Contributions - Other | 0.00 | -4,338.00 |
| Total Contributions | 146.52 | 41,519.69 |
| In Kind Donations | 0.00 | 4,487.38 |
| Restricted Donations | 0.00 | 10,000.00 |
| Membership | 100.00 | 65,306.08 |
| Total Fundraising | 2,746.52 | 186,838.92 |
| Total Income | 7,897.12 | 349,366.18 |
| Gross Profit | 7,897.12 | 349,366.18 |
| Expense | | |
| Accounting and Professional Ser | 0.00 | 1,500.00 |
| Fundraising Exp | | |
| Dev Printing/Postage | 0.00 | 699.39 |
| Gala | 0.00 | 16,111.66 |
| In Kind Donation Expense | 0.00 | 4,487.38 |
| Total Fundraising Exp | 0.00 | 21,298.43 |
| Program Expense | | |
| Exhibit- Tempoary | 0.00 | 1,370.87 |
| Exhibit - Maint & Repairs | 0.00 | 45.94 |
| Gift Shop Expenses | | |
| Merchandise | 0.00 | 2,265.23 |
| Total Gift Shop Expenses | 0.00 | 2,265.23 |

Sanibel Historical Museum & Village, Inc.

Profit & Loss

September 2024

| | Sep 24 | Oct '23 - Sep 24 |
|--|------------------|-------------------|
| Collections Supplies | 0.00 | 133.56 |
| General Programs | 0.00 | 1,773.74 |
| Twilight Talk Expense | 0.00 | 2,840.00 |
| Volunteer appreciation | 0.00 | 1,653.48 |
| Volunteer Hdbk/Supplies | 0.00 | 224.97 |
| Total Program Expense | 0.00 | 10,307.79 |
| Tolls | 48.00 | 545.00 |
| Administrative Exp | | |
| Audit fees/Tax Return | 0.00 | 5,400.00 |
| Accounting Fees | 1,500.00 | 16,856.42 |
| Bank Fees | 0.00 | 139.46 |
| Board and Staff Development | 0.00 | 55.27 |
| Cleaning Service | 350.00 | 13,102.57 |
| Computer Consulting Services | 212.77 | 3,454.83 |
| Credit Card Fees | 29.90 | 824.53 |
| Landscaping and Grounds | 425.00 | 11,312.50 |
| Office Furniture & Equipment | 0.00 | 774.61 |
| Software license/maint | 3,412.00 | 5,656.19 |
| Bus. Registration Fees/Licenses | 0.00 | 266.25 |
| Equip Rental and Maintenance | 0.00 | 75.99 |
| Postage, Mailing Service | 520.00 | 996.69 |
| Printing and Copying | 0.00 | 439.27 |
| Office Supplies | -36.00 | 1,588.67 |
| Telephone, Conf Calls | 0.00 | 371.32 |
| Advertising/Marketing Exp | | |
| Digital Media | 304.00 | 8,222.52 |
| Print Media | 0.00 | 4,683.60 |
| Total Advertising/Marketing Exp | 304.00 | 12,906.12 |
| Insurance - Liability, D and O | 0.00 | 4,836.10 |
| Memberships and Dues | 150.00 | 366.95 |
| Wages | 10,603.63 | 92,074.69 |
| Meetings Travel | 70.00 | 175.00 |
| Other | 0.00 | 35.00 |
| Total Administrative Exp | 17,541.30 | 171,708.43 |
| Total Expense | 17,589.30 | 205,359.65 |
| Net Ordinary Income | -9,692.18 | 144,006.53 |
| Other Income/Expense | | |
| Other Income | | |
| Sales Tax Collection Allowance | 0.00 | 4.08 |
| Total Other Income | 0.00 | 4.08 |
| Net Other Income | 0.00 | 4.08 |
| Net Income | -9,692.18 | 144,010.61 |