

**Pacific Grove Museum of Natural History
Director's Report
Sep 2014**

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I. Executive Summary

The Museum hosted a Teacher Open House in September showcasing all of the teacher resources that the Museum freely offers. Resources showcased included class field trips, monarch sanctuary class field trips, classroom checkout kits, the education collection, citizen science programs, and lesson plans.

In September, the City of Pacific Grove held fire extinguisher training for all of the Museum personnel. This, together with previous month's AED and CPR training continued the Museum's and the City's commitment to public safety.

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II. Visitation

| Visitation and Visitor Experience | Sep 2014 |
|-----------------------------------|----------------|
| Museum Visitation | Guests – 4,416 |

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III. Exhibitions

| Exhibits | Sep 2014 |
|-----------------------|---|
| Permanent Exhibitions | <ul style="list-style-type: none">• Construction drawings for Monarchs Gallery approved by Building Department.• Construction drawings for Work/Staff Area submitted to Building Department.• Three building contractors walked through and one submitted bids for remodeling of Monarchs Gallery/Receiving Room; KR Construction selected.• “Birds of Monterey County” re-installed in auditorium gallery.• Cases in main exhibit hall removed and downstairs portion of front window exposed.• “MVSEVM” re-installed in main exhibit hall. |

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IV. Education

| Education | Sep 2014 |
|------------------------------|---|
| Other Museum Programs | <ul style="list-style-type: none"> • Film: “The Great Tidepool” presented by Steven and Mary Albert, 110 attendees <p>Total: 110 attendees</p> |
| Science Saturday | <ul style="list-style-type: none"> • Sea Otters <p>Total: 700 visitors</p> |
| Group Outreach Programs/Kits | <ul style="list-style-type: none"> • Ohlone- River School • Shells- PGHS • Seals and Sea Otters- Robert Down <p>Number of kits checked out: 3 Total Outreach: 0 students</p> |
| Lectures | <ul style="list-style-type: none"> • “A Future for Cheetahs” presented by Dr. Laurie Marker, 30 attendees <p>Total: 30</p> |
| LiMPETS | <ul style="list-style-type: none"> • CSUMB, 28 students • CSUMB, 28 students • CSUMB, 28 students • CSUMB, 28 students • CSUMB, 28 students • CSUMB, 28 students • CSUMB, 28 students • CSU Stanislaus, 3 students • CSUMB, 28 students • Junipero Serra School, 22 students • El Sausal Middle School, 70 students • Save Our Shores Beach Clean Up, 117 Museum LiMPETS volunteers • St. Mary’s School, 35 students • San Lorenzo Valley High School, 3 students <p>Total: 446 participants</p> |

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V. Marketing and Promotions

| Marketing & Promotions | Sep 2014 |
|------------------------|------------------------------------|
| Web | Visits: 3,490 Page Views: 8,872 |
| Museum Phone | The Museum phone was updated. |

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VI. Organizational Updates

| Organizational Updates | Sep 2014 |
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| | No changes to Museum staff or Museum Board of Directors. |

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VII. Personnel & Volunteers

| Personnel | Sep 2014 |
|--------------------------------------|--|
| Volunteers | <ul style="list-style-type: none"> • Museum Docent volunteers worked 84.25 hours • Museum Garden volunteers worked 12 hours • Museum Projects & Events volunteers worked 85.50 hours • Museum Store volunteers worked 85 hours <p>Total Volunteer Hours: 266.75 hours</p> |
| Volunteer Orientation/ Enrichment | <ul style="list-style-type: none"> • Volunteer Information Meeting, 14 attendees • Volunteer Orientation, 8 attendees <p>Total New Volunteers: 8</p> |

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VIII. Collections

| Conservation & Collections | Sep 2014 |
|---------------------------------------|--|
| Management | <ul style="list-style-type: none"> • De-installed “Monarchs Come Home” Exhibit in special exhibits hall • De-installed bird exhibit in main gallery • Prepped special exhibits hall and Installed bird exhibit • Installed elements from “Monarchs Come Home” in Main gallery. • De-installed “MVSEVM” exhibit in old gift shop • Helped to remove old exhibit cases from main gallery • Removed drywall and frame covering windows in main gallery • Prepped main gallery and Installed “MVESVM” exhibit • Kept records for all collection objects relocated and began updating database • Photographed many collection objects while updating location information in database • Worked with 30 volunteers from “Demand Solutions Group” to catalog/photograph Renshaw estate items from the temporary Foundation collection and scan old Museum Board meeting minutes • Printed and installed new signage for Monarch sanctuary • Acquired several items from the CuriOdyssey Science Center as well as new artwork from a separate donor and cataloged all new objects into the Temporary Foundation collection database • Facilitated bird specimens for drawing class • Installed new banners for Museum exterior • Continued with temporary collection cataloging project |
| Conservation | <ul style="list-style-type: none"> • Monthly check of Temperature/relative humidity levels and pest activity. Some areas of potential risk have been noted and will be monitored closely • Updated condition reports for several of the items moved during the gallery moves |

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IX. Facility and Risk Management

| Facility and Risk Management | Sep 2014 |
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| Repairs / Upgrades | <ul style="list-style-type: none">• 09/03- Storypoles denoted Butterfly Pavilion location and height taken down from native garden.• 09/15- Reported to City of possible gas in crawl space.• 09/15- Delivery of Waste Management dumpster for surplus clean up.• 09/16- Wilson's Plumbing and Heating on site to check for gas leaks.• 09/19- Electrician on site to fix outlets in downstairs education room, as well as hanging light fixture on Forest Avenue entrance.• 09/22- New handicapped, automatic doors at main entrance and garden entrance installed. |
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