

Site Administrator's Annual Report for 2008

At the annual membership meeting in November, I discussed our annual Goals and Objectives for fiscal year 2007-2008 as related to the Strategic Planning Process. This report presents an opportunity to review progress on the Goals and Objectives of fiscal year 2007-2008 in detail. Please note that although some of these goals might have been completed by an individual board, staff or volunteer member, others required considerable work from many board, staff and volunteers, as well as partners.

1. Plan for the long-term future sustainability of the Anthracite Heritage Museum and Scranton Iron Furnaces Historic Site in accordance with the Pennsylvania Historical and Museum Commission's (PHMC) 2008-2011 Strategic Plan:

- *Formed a sustainability committee to review and offer suggestions on the sustainability plan.*
- *Prepared a sustainability assessment report as requested by the Bureau of Historic Sites & Museums, Acting Director, PHMC.*
- *Participated in discussion of sustainability issues with the Central Division Chief, Anthracite Heritage Museum & Iron Furnaces Associates Board members, community representatives and other interested stakeholders.*
- *Worked with the Central Division Chief and stakeholders to determine factors to support sustainability and make recommendations for a sustainable Anthracite Heritage Museum and Scranton Iron Furnaces.*
- *Began initial implementation of recommendations.*

2. Update plans and procedures for the Museum and Iron Furnaces:

- *Continued to review all museum and associates operations, plans, procedures, goals and objectives. These have been prepared in accordance with American Association of Museums standards and PHMC practices, in consultation with staff, associates board, volunteers and partners.*
- *Conducted electronic and manual filing.*
- *One of the Museum's Curators participated in the Commonwealth Records Management Training.*
- *Making preparations for the next five year Strategic Planning Process.*
- *Prepared the annual calendar of events, goals and objectives and training plans.*
- *Updated the Organizational Chart for the Museum and Iron Furnaces.*
- *Reviewed and updated Museum job descriptions and performance standards.*
- *Reviewed fiscal controls policies and procedures.*
- *Completed the Annual License Agreement between the Anthracite Heritage Museum and Iron Furnaces Associates and the Pennsylvania Historical and Museum Commission.*
- *Completed the 2008-2009 Pennsylvania Conservation Corps, Collections Care Project application. A new crew leader and corps members have started. Monthly reports are completed.*
- *Completed monthly activity, visitation and revenue, donations and vehicle reports for the Pennsylvania Historical and Museum Commission.*
- *Completed monthly reports for the Retired Senior Volunteer Program.*
- *Published four quarterly issues of the Miner's Lamp newsletter and corresponding updates to the museum's web site: www.anthracitemuseum.org.*
- *The Associates updated their membership cycle for efficiency.*
- *Completed a PHMC Protocol Survey.*

3. Enhance Partnerships and Heritage Tourism:

- *Served on the Pennsylvania Heritage Magazine subcommittee.*
- *Assisted Eckley Miners' Village with collections care and management work and participated in some of Eckley's programs.*

- *Attended meetings of the Lackawanna Heritage Valley Authority partners.*
- *Assisted the Museum of Anthracite Mining in Ashland with Collections Care and Management work.*
- *Served as the venue for three public programs of the Lackawanna Audubon Society.*
- *Maintained membership with the Pennsylvania Heritage Society, American Association of Museums, American Association of State and Local History, the Museum Store Association, Greater Scranton Chamber of Commerce and the Lackawanna County Convention and Visitors Bureau.*
- *Worked with Happenings Magazine and Miles Media for marketing the Museum and Iron Furnaces.*
- *Participated in the Pennsylvania Historical and Museum Commission and Lackawanna Heritage Valley Education Committee Meetings.*
- *Plans are in place to participate in the Second Biennial Regional Conference on Women and History in Northeastern Pennsylvania at the University of Scranton on March 14, 2009.*
- *Planning is in place to host the March 30, 2009 Lackawanna Heritage Valley Symposium at the Anthracite Heritage Museum.*
- *Plans are in place to host an Anthracite History Conference at the Museum on May 30, 2009.*
- *Administered fall internship with Ryan Dively of the University of Scranton, Dr. Darlene Miller-Lanning, advising Professor.*
- *Administered fall internship with Steve Friedman of the University of Scranton University, Dr. Josephine Dunn, advising Professor.*
- *Administered May-August 2008 internship with Eleanor Mattern of Syracuse University through the Keystone Internship program of the PHMC, Dr. Edward Aiken, advising Professor.*
- *Hosted a Welsh Choir at the Museum.*
- *Provided reviews for the Pennsylvania Historic Marker Program and attended dedications when requested.*
- *One of the Museum's Curators explored partnership projects with the Everhart Museum and arranged for the loan of a John Willard Raught drawing for an exhibition at the Everhart.*
- *Worked with Scranton area partners on a joint celebration of the 100th anniversary of the Lackawanna Station and the September Polka Fest.*
- *Conducted a summer tour partnership with the Lackawanna Coal Mine Tour for United Neighborhood Center underprivileged children.*
- *Participated in National Park Service week Junior Ranger Day by hosting four public programs for a total of 108 visitors.*
- *Attended a Black History Program at the University of Scranton.*
- *Met with the Interpretive Solutions Company regarding a Lackawanna Heritage Valley Authority sponsored visitor information kiosk project.*
- *Worked with the Lackawanna County Trolley Museum to give guided tours to trolley riders stopping at the Scranton Iron Furnaces in the Summer of 2008.*
- *Participated in events of the Scranton Lincoln Birthday Bicentennial.*
- *Met with the Civil War Sesquicentennial Committee of Lackawanna County.*
- *Completed a "Teaching American History" Tour with the Pennsylvania Heritage Society.*
- *Participated in Railfest at the Steamtown National Historic Site.*
- *Presented a PowerPoint on the Anthracite Museum Complex at Pennsylvania's 2008 Abandoned Mine Reclamation and Coal Mining Heritage Conference in State College, PA.*
- *Conducted a book signing in the Museum Store for the new book: The Pennsylvania Anthracite Coal Industry, 1860-1902, by Professor Richard G. Healey of the University of Portsmouth in Great Britain.*
- *Attended the Lackawanna Historical Society Annual Meeting.*
- *Gave a special tour to the Pennsylvania Heritage Society New Deal Era Bus group.*

4. Develop Marketing and Public Awareness, Visibility and Identity:

- *Participated in the third annual Family Reunion Workshop of the Pennsylvania Homecoming: An Anthracite Homecoming.*
- *Assisted WVIA-TV with members' days in November.*
- *Participated in the Lackawanna County Library System local children's visitation passport and "Reading Bug" program.*
- *Regularly updated calendar of events for The Scranton Times, The Sunday Times, Wayne Independent, Pennsylvania Heritage, Northeastern Pennsylvania Visitors Guide, Where When and Happenings magazines, as well as the Pennsylvania Historical and Museum Commission and Museum websites.*
- *Distributed brochures and literature to the Lackawanna County Convention and Visitors Bureau, Pennsylvania Welcome Centers, as well as to others as needed.*
- *Developed a marketing advisory committee with the Associates Board of Directors. This has evolved into the Communications, Technology and Marketing committee—a standing committee of the Board of Directors.*
- *Gathered information on marketing and technology from the Lackawanna Heritage Valley Authority, the Lackawanna County Visitors and Convention Bureau, the Greater Scranton Chamber of Commerce, educational institutions, Associates Board members and the media.*
- *We have worked with partner marketing personnel and continue to solicit their advice.*
- *Currently we are in the process of preparing business, marketing and technology plans.*
- *Met with the Solid Cactus Internet Company to discuss a possible project with them on expanding the Museum's Internet capabilities.*
- *Planned with the Pennsylvania Historical and Museum Commission and worked with them.*
- *Continued a dialogue with PHMC Marketing Director Howard Pollman on messaging and the marketing committee, as well as with Tierney Communications.*
- *Identified funding sources.*
- *Researched available grant and foundation sources.*
- *Contacted and applied for funding through grants and foundations and PHMC.*
- *Continued the annual appeal campaign with the fourth annual appeal of the Associates, as well as special events to fundraise.*
- *Worked to make the Museum and Iron Furnaces known to local people.*
- *Identified local organizations and businesses that have direct contact with the public.*
- *Set up one event at the Museum and one at the Iron Furnaces to familiarize partners, local citizens and visitors with the sites. Opened up to a variety of audiences.*
- *Exploring ecommerce for the Museum Store.*
- *Improving amount and quality of communication with visitors.*
- *Trained greeters and staff.*
- *Enhancing and improving all written communication.*
- *Increasing audio-visual capabilities in the auditorium.*
- *Collecting and evaluating visitor input as to comfort factors, cleanliness, friendliness, etc.*
- *Completed a marketing/advertising listing in the Homeschoolers Guide for 2008.*
- *John Elicker, Jr., of the Visual Sound Company came to the Museum to work up an audio visual estimate for the auditorium.*
- *The Business Manager and Site Administrator attended a marketing training session at the Hilton Hotel that was sponsored by the Times-Shamrock News Papers.*
- *The Site Administrator completed an American Association of Museums training course on "AAM Digital Museum Webinar Discussion Forum."*
- *The Panera Book Club met at the Museum for their book meeting on coal history.*
- *Participated in the 100th Anniversary of the site of the former passenger train station for the Delaware, Lackawanna and Western Railroad, now the Radisson.*

- *Nineteen board, staff and volunteers attended the Lackawanna Heritage Valley Symposium at the Steamtown National Historic Site on Interpretation and Marketing by John Veverka.*
- *Board Members Ron Skamanich and Fran Tartella began community outreach program slide shows.*
- *The Site Administrator presented a slide show on the Museum and the Iron Furnaces at Cornwall Historic Site, as a public program.*
- *Attended the Women's History Month program: "Legendary Ladies" at the University of Scranton.*
- *Commonwealth Media Services made marketing images of the Museum and Iron Furnaces.*
- *Hosted Bob Brooke Communications on a familiarization tour of the Museum and Iron Furnaces.*

5. Strengthen Training Programs for Staff and Volunteers:

- *Participated in on-line and instructor led computer training, including E-LMS.*
- *Conducted docent training in March 2008.*
- *Completed weekly staff and curatorial meetings to plan monthly time-management, discuss and learn safety issues and methods, maintain awareness of current and planned regional cultural and historic events and further knowledge on museum practice and theory.*
- *Attended the Pennsylvania Historical & Museum Commission (PHMC) Annual Associates Forum in May 2007. Docent Cyril Draina was cited as the Museum's Volunteer of the Year.*
- *Attended the Pennsylvania Historical & Museum Commission annual interpreters' workshop, maintenance conference, administrator meetings.*
- *Participated in National Volunteer Recognition Week.*
- *Completed interviews and selection process for a new Pennsylvania Conservation Corps, Collections Care Crewleader.*
- *Attended and supported the 34th Annual Retired and Senior Volunteer Program Recognition Breakfast of the Voluntary Action Center of Lackawanna County.*
- *Continued the annual recruitment and training schedule for docent corps to equip them to interpret exhibits and greet visitors.*
- *Recognized volunteer service at the annual December holiday program.*
- *Associates Business and Store Manager attended the Mid-Atlantic Chapter Fall Meeting of the Museum Store Association.*
- *Updated volunteer sign in log with new hourly and daily forms and year to date balances and placed this on the PHMC P Drive for the Bureau of Historic Sites and Museums.*
- *Seasonal worker Kyle Cicilioni joined the staff to coordinate visitation at the Scranton Iron Furnaces from Memorial Day to August 2008.*
- *As per standard operating procedure, continued to use observation and a balanced program of survey and evaluation to determine strength and shape of training by staff and volunteers.*
- *Refined and appended training manuals for board, staff and volunteers. Also updated the Museum and Iron Furnaces Disaster Plan by October 31, 2008.*
- *Continued participation in the Keystone and volunteer internship programs.*
- *Eleanor Mattern of Syracuse University successfully completed her Winter internship.*
- *Nicole Belick of Bloomsburg University successfully completed her Spring internship.*
- *The Site Administrator participated as a panelist in the Pennsylvania Federation of Museums and Historical Organizations workshop in Harrisburg: "The Accidental Human Resources Person."*
- *Received purchasing and time-keeping training at the PHMC Bureau office.*
- *Practiced evacuation drill and emergency procedures training.*
- *Five staff members and volunteer were able to attend the annual Luzerne County Community College history conference in October 2008.*

6. Improve Maintenance of the Museum and Iron Furnaces:

- *Completed projects related to the annual maintenance of the Museum and Iron Furnaces.*
- *Participated in planning for a new Heating, Ventilation and Air Conditioning system, as well as a new fire suppression system. Worked to coordinate these.*
- *Maintained security, maintenance and parking control at the Iron Furnaces.*
- *Contracted and completed the annual fire extinguisher inspection of the Museum and Iron Furnaces buildings.*
- *Fulfilled annual vehicle maintenance and inspections.*
- *Carried out annual Heating, Ventilation and Air Conditioning maintenance. Some was done in conjunction with the Honeywell Company Contract. •Completed the annual maintenance of the Museum's diesel generator.*
- *As required by the Pennsylvania American Water Company, completed the inspection of the backflow prevention device for the Museum.*
- *Completed an elevator inspection and pressure test.*
- *Worked with George Harrington and Sons Company to maintain and upgrade the Museum and Iron Furnaces fire and security systems.*
- *Continued work on a new museum lighting initiative and plan for the outdoor lighting upgrade.*
- *Completed monthly inspections of fire extinguishers and maintenance of locks.*
- *Prepared the annual Materials Safety Data Sheet Inventory.*
- *Replaced light bulbs on a regular basis, added fixtures and ballasts.*
- *Maintained drip pans under HVAC units as necessary.*
- *Seasonally cleaned roof drains clogged with fall leaves and debris*
- *Gathered and sheltered Iron Furnace picnic tables for winter storage.*
- *Cleaned heating, ventilation and air conditioning system filters.*
- *Conducted seasonal building and grounds maintenance at both the Museum and Iron Furnaces Historic Site.*
- *Completed Site Maintenance Supplement Work Requests for fiscal year 2007-2008 and have begun those for 2008-2009.*
- *Completed annual coal furnace maintenance.*
- *Applied some paint to the platform at the Scranton Iron Furnaces.*
- *Continued masonry inspection and work at the Scranton Iron Furnaces.*
- *Continued to improve exterior signage on the Museum grounds.*
- *Maintained grass cutting and landscaping work in the Spring, Summer and Fall.*
- *Established an Anthracite Heritage Garden in the front of the Museum.*
- *Continued snow and ice removal, as well as cindering and plowing in the Winter.*
- *Completed Hazardous Substances Survey Forms.*
- *Renovations of the Museum's auditorium carpeting, stage, walls and lighting were completed.*
- *Completed a soil sample test of the Museum's front gardens to determine fertilizer needs for the Anthracite Heritage Garden.*
- *Masonry Preservation Group (MPG) removed old backer rod and caulking on top of the Scranton Iron Furnaces and then installed new materials.*
- *Engineer Dennis Kutch of KBA Engineering reviewed the masonry on top of the Scranton Iron Furnaces.*
- *Electrician Tom Lowry reviewed the electric needs of the site for fire suppression.*

7. Produce and complete a schedule of public programming and enhance interpretation:

- *Continued the Annual Coal Country Holiday Guided Tours at the Museum in August 2008.*
- *Held the fifth annual Children's Anthracite Heritage Camp in July 2008.*
- *Completed the spring and fall group tour seasons for 2008.*
- *Partnered with the Boy Scouts of America and the Lackawanna Historical Society to complete the American Heritage Merit Badge Project.*
- *Conducted annual "Free Admission Days" for the March Charter Day Program and October "Remember Johnny Mitchell Day" at the Museum.*
- *Planned, prepared and conducted the annual Knox Mine Disaster and Lattimer Massacre labor history programs at the Museum.*
- *Conducted the German Christmas in America program in December 2008.*
- *Worked to continue to develop and evaluate programs and experiences for children and adults within the mission and vision statements of the Museum and Iron Furnaces.*
- *Conducted the Associates Annual "Friends of the Museum" Day.*
- *Participated in the historic marker dedication on "The Strike of 1877: Riot on Lackawanna Avenue," and a "Friends Day" at the Scranton Iron Furnaces.*
- *Completed a visitor's guide to the Scranton Iron Furnaces.*
- *Held "Mule Appreciation Day" at the Museum on October 26, 2008.*
- *Observed Pennsylvania's second annual "Coal Miner's Day" on December 19, 2008.*
- *Planned, prepared and conducted a Lithuanian Heritage Day Program on August 2, 2008.*
- *Continued to evaluate and recognize docent service. Recognition was made through an annual newspaper article in April 2008 and in December 2008 at the volunteer luncheon.*
- *Developed and evaluated programs and experiences for children and adults within the mission statements of the Anthracite Heritage Museum and Scranton Iron Furnaces. In particular, hands-on tables were employed throughout the exhibit hall in August and September 2008.*
- *Conducted the Associates Annual Membership Meeting, Luncheon and Program in November 2008.*
- *Held the Lattimer Massacre video program.*
- *Participated in Polka Fest 2008 with Scranton Area Partners.*
- *Continued to develop brief visitor guides to the exhibits and programs at the Museum and Iron Furnaces on Microsoft Publisher software to enhance communication with visitors. Also completed an exhibit scavenger hunt for families with children on Eastern European heritage.*
- *Working with the Northeast Education Intermediate Unit to provide the program: "Museums as Classrooms" for local teachers.*
- *Exploring ways to provide structure and tools to attract non-group visitors into learning experiences and encourage connections to the story presented.*
- *Considered upgrades to exhibits to be as visitor friendly/accessible as possible to staff and audience.*
- *Held a program on the making of the Molly Maguire movie by Mark Noon of Bloomsburg University.*
- *A Lackawanna Audubon Society program was conducted at the Museum on Wildflowers.*
- *Conducted a bus trip to the National Civil War Museum in Harrisburg.*
- *Held a program on mine disasters in March 2008.*
- *Conducted a "hands-on" historic gardening program at the Museum.*
- *Completed a Women's History Program on March 2, 2008.*

8. Manage budget for the Museum and Iron Furnaces:

- *Prepared, recommended and adhered to budgets to establish fiscal control.*
- *Closely monitored spending and financial statements, as well as accounting for monies collected.*
- *Developed financial resources by preparing grant proposals, as well as working with support groups and volunteers.*
- *Purchased, requisitioned and contracted for supplies and services in a prudent manner.*
- *Focused on preventative maintenance of buildings, equipment, systems and grounds to attempt to avoid major breakdowns and problems.*
- *Recycled and reused materials.*
- *Consulted with staff, volunteers, board, associates and partners to achieve efficiency in all areas of operations.*
- *Surplused items not needed to preserve and reutilize space needs.*
- *Completed a Wal-Mart Community Grant.*
- *Completed the fourth annual Associates appeal.*
- *Made a complete inventory of the Museum Store for the annual audit.*
- *Completed monthly purchasing card reconciliation reports.*
- *Reviewed recent audit reports to upgrade procedures for fiscal control.*
- *Exploring the possibility of accepting credit cards for admission sales—responded to a point of sale survey of the Pennsylvania Historical and Museum Commission.*
- *Completed the Associates Annual Financial Report, Audit, License Agreement and Museum Store Reports.*

9. Strengthen Collections Management and Care:

- *Historians Richard Healey, Josephine Dunn, Darlene Miller-Lanning, Robert and Kenneth Wolensky assisted with short and long term research plans with respect to program efforts.*
- *Finished the annual cleaning and collections care of the Museum's exhibit hall.*
- *Fulfilled interlibrary information and photographic reproduction requests.*
- *Augmented the Collections Care and Management budget and work load by participating in the Pennsylvania Conservation Corps Application process, as well as providing training to youth through an in-house curatorial program in 2008.*
- *Continued to work on Anthracite Museum Complex Curatorial Cyclical Maintenance, work and Collections Management Plans.*
- *Participated in planning for Anthracite Collections Management.*
- *Worked with PHMC Collections Care and Management Sections on digitization efforts related to putting collections on-line as well as with the digitization project with Palinet and the Lackawanna County Library System partners.*
- *Prepared artifacts for return to the Lackawanna County Coal Mine Tour.*
- *Completed a review and update of the collecting areas for the Anthracite Heritage Museum, Eckley Miners' Village and the Scranton Iron Furnaces.*
- *Tug boat model and case added to the exhibit hall for the interpretation of inter-coastal anthracite transportation to the New England coal market.*
- *Upgrades completed to the mule exhibit on transportation above and below ground.*

10. Continue work toward accreditation by the American Association of Museums:

- *Resolving non-catalogued list items, as well as problem boxes and returned or updated loans.*
- *Worked with the Collections Care and Management Sections of the Pennsylvania Historical and Museum Commission to address curatorial and exhibition standards of the Museum and Iron Furnaces Historic Site.*
- *Prepared an annual calendar that encompassed all board, staff and volunteer activity and business, as well as a public events calendar.*
- *Continued to update Action Plans of the Strategic Planning process.*
- *Worked to complete plans for graphics and interpretation on the building exterior and lobby area. As part of this process, consulted with board, staff, volunteers, visitors, associates, partners and geckogroup.*
- *Submitted a Site Maintenance Supplement Project Work Request for the funding of a 2009 to 2013 Strategic Plan for the Museum and Iron Furnaces.*
- *Completed a Conservation Center for Art and Historic Artifacts preservation survey.*

I wish to express my congratulations and thanks to all board members, partners, staff and volunteers in completing these important goals and objectives. Also, thanks to you, our members, for your membership and support.

*Chester J. Kulesa, Site Administrator
Pennsylvania Anthracite Heritage Museum
And Scranton Iron Furnaces*