

# Avalon History Center Director's Report – April 2016

---

	# Visitors On-site	# Reached Digitally	# Objects Catalogued	# Objects Digitized
April 2015	6	7,127	25	151
April 2016	23	7,791	73	98

## Administration

- Building/space improvements:
  - Ordered benches.
  - Moved forward with walkway remediation, landscape proposal.
- Distributed Program Assistant hiring materials, accepted applications through 4/29.
- Met with intern Kieran D. Keyer.
- Switch over to new POS in Historical Society gift shop, now complete.
- Received / resolved four information requests.

## Marketing & PR

- Sent Spring newsletter material for production.
- Supplied History Center content for bi-weekly Library e-newsletter
- Attended monthly marketing meeting with 7MP.

## Programs & Outreach

- Reached regarding scheduling of Oral Histories with: Suzanne Paynter Ludlam, Wilda Richardson, Dan Keen, Art Ridler.
- Program Committee met to discuss details of summer programs, possibility of a Seven Mile Players reunion.
- Seeking to create a database of those who attended Avalon School.
- Assisted with implementation of Historical Society photo contest.
- Oversaw installation of Len Morgan's camera collection.

## Collections

- Continued with design and label writing for 1940s exhibit.
  - New scrims ordered and received.
  - Flat panel screen for video received.

# Avalon History Center Director's Report – April 2016

## Capital Projects Update

<u>Project name</u>	<u>Budget</u>	<u>Component</u>	<u>Vendor</u>	<u>Status</u>	<u>Costs</u>
Improve Outdoor Interpretive Space	\$25,000	Furnishings for Cottage	TBD	Still seeking quotes	TBD
		Gas light restoration	Adam Jenkins	Scheduled for June	\$5,951
		Bench replacement	Blu Fish	Ordered	\$3,600
		Landscaping	Cape Shore Landscaping	Scheduled for May	\$4,800
		Sprinkler system	TBD/Public Works?	Seeking quotes. Estimate \$2k.	TBD
		Lighting	Public Works	Waiting on quote	TBD
		Gazebo	Robert Ditzler	Proceeding	\$400
		Signage	7 Mile Publishing	Estimate only, will vary by size	\$500
		Brick walkway	Gibraltar	Proceeding	\$1,500
Expected project total:					TBD
Re-Fit 39 <sup>th</sup> St Tennis Building	\$20,000	Met with Borough to discuss components.	TBD	Ready to pursue pricing in conjunction with Borough	
		Expected project total:			
Water Heater & Compressor Replacement	\$10,000	Water heater replacement	Ct House Plumbing	Completed	\$2,320.25
		Fire suppression system compressor replacement	Communale	Completed	\$1,550
		Project total:			
Survey Kiosk	\$6,000	iPad Air 2 16 GB x 2	Staples	Received	\$998
		Stand x 2	PCMG	Received	\$846.12
		Software	Survey Monkey	Assessing (free) Google forms	\$300/ yr (?)
		Signage	7 Mile Publishing	Proceeding	\$40
		Expected project total:			
Planning for 26 <sup>th</sup> St School	\$20,000	Assessment: probes, schematic plans, cost estimates.	LWDMMR architects (Lindemon)	In progress	\$5,200
		Other professional assessment	TBD	Add'l components TBD after architect's assessment.	TBD
		Expected project total:			