

Avalon History Center Director's Report – November 2015

	# Visitors On-site	# Reached Digitally	# Objects Catalogued	# Objects Digitized
October 2015	70	11,977	66	66
November 2015	38	4,135	262	262

Administration

- Drafted seasonal Program Assistant job description for approval.
- Worked with Library Director & Finance Committee to finalize draft budget and capital plan for 2016.
- Discussed bench replacement with Public Works.
- Battery backup installed in conjunction with new server to mitigate potential interruption due to power failure.

Marketing & PR

- Finished and distributed Winter *Tidings* newsletter.
- Progressed on website development, expected to be completed by year's end.
- Promoted Historical Society Holiday Party / Wells painting restoration through a press release, flyers, social media, and Constant Contact e-mail.
- Submitted summer events for inclusion in 7 Mile Vacation Guide.

Programs & Outreach

- Participated in Festival of the Trees.
- Attended Historical Society Holiday Party.
- Created slideshow for and participated in AFPL's 10th Anniversary party.
- Confirmed several presenters for summer 2016 "On the Way to Cape May" Historic Lecture Series.

Collections

- Provided "Site of Avalon Pier" plaque to Public Works to be hung in the appropriate location.
- Completed cataloguing of Rose Well's donation.
- Obtained conservator's recommendations on conservation of gas light, chain.