

# Avalon History Center Director's Report – October 2015

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	# Visitors On-site	# Reached Digitally	# Objects Catalogued	# Objects Digitized
Sept 2015	129	5,050	67	67
October 2015	70	11,977	66	66

## Administration

- Attended newspaper digitization class on 10/8.
- Submitted capital projects requests for 2016. (Please see current capital projects update on page 2).
- Submitted operations budget requests.
- Submitted input for Strategic Plan.

## Marketing & PR

- Participated in initial design work for new website.
- Distributed press release, boosted Facebook post for Bocce tournament.
- Developed winter Newsletter.
- Publicized plans to restore Wells painting.

## Programs & Outreach

- Executed school program for 16 Stone Harbor Elementary School 4<sup>th</sup> graders.
- Held Bocce tournament, which attracted about 80 people into the History Center through the course of the day (not included in visitation number listed above).
- Set tentative Program schedule for 2016.
- Created “Avalon in 1965” slideshow at Rec Dept’s request to celebrate 50<sup>th</sup> Anniversary of Community Hall.

## Collections

- Collections Committee recommends the following for acquisition:
  - Jacquie Ewing
    - 1888 Avalon photo
    - Puritan Hotel brochure
    - Aerial view of Avalon postcard
  - Terry Dignazio
    - 22 photos of 1960s – 1980s Avalon, mostly taken from dock at 22<sup>nd</sup> St. Many of these depict a boat parade.
  - Beth Tipping
    - 15 photos and negatives of 2005 bocce tournament.
  - Jim Thatcher
    - 19 photos of 1962 storm wreckage (digital).

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## Capital Projects Update As of November 1, 2015

<b>Project name</b>	<b>Budget</b>	<b>Component</b>	<b>Vendor</b>	<b>Status</b>	<b>Costs</b>
Upgrade HC network	\$4,300	Software	Past Perfect	Received/Paid	\$914
		External hard drive	Staples	Received/Paid	\$199.99
		Cloud backup	Acronis	Not yet received/Not yet submitted for payment	\$1,007.47
		Tower server	Dell	Received/Paid	\$2,175.30
		Expected project total:			
Collections Care 2015	\$19,207	Dataloggers	Gaylord	Received/Paid	\$2,600
		HEPA vacuum	Gaylord	Received/Paid	\$1,550
		Garment cabinets	Gaylord	Received/Paid	\$800
		Flat file	Gaylord	Received/Paid	\$2,525
		Gaylord S&P	Gaylord	Paid	\$350
		Security cameras	Schuler Security	Installed/Paid	\$5,760
		Project total:			
Digitization & Oral History Equipment	\$4,629	Photography equipment	T&F Camera	Received/Paid	\$4,629
Buildings and Grounds Projects 2014 & 2015	\$22,500	Flagpole	Bradley Flagpole Company	Completed 2014	\$2243
		Columns, painting, front fascia	Szambelak	Completed 2014	\$4,300
		Fencing	Murphy Fence	Completed 2014	\$570.15
		Kitchen	Desmond/McCorristin	Completed/Paid	\$3,490
		Cottage consulting	Joan Berkey	Completed/Paid	\$375
		Cottage restoration	Chris Harron	Completed/Submitted for payment	\$5,550
		Repair peak woodwork	Szambelak	Completed/Not yet submitted for payment	\$2,850
		Expected project total:			
Replace HC Front Door	?	Purchase & install door	McCorristin	Not yet started	\$3,400