

# Avalon History Center Director's Report – March 2016

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	# Visitors On-site	# Reached Digitally	# Objects Catalogued	# Objects Digitized
March 2015	9	42,650	21	52
March 2016	12	9,317	62	62

## Administration

- Building/space improvements:
  - New front door installed.
  - Sought pricing on outdoor signage, finishing brick walkway, lighting and sprinkler system for backyard. Certain components approved to proceed by Finance Committee.
  - Submitted survey kiosk packet for approval.
- Drafted materials for hiring of seasonal Program Assistant.
- Technician began in participating in an online Collections Management course by AASLH.
- Hoffman's Exterminating treated kitchen for ant problem.
- Met with Kieran D. Keyer, a Rutgers University student seeking a summer internship.
- Presented to Borough Council on the status of the History Center.

## Marketing & PR

- Sent tri-fold brochure material for production.
- Renewed membership with Avalon Chamber of Commerce.
- Continued work on Spring newsletter.

## Programs & Outreach

- Hosted Avalon/Stone Harbor 4<sup>th</sup> graders for a research visit.
- Conducted Oral History interview with Margo Locke.
- Presented draft outline of Historic Preservation Element of the Master Plan to the Historic Preservation Committee.
- Held Program Committee meeting to finalize summer schedule and define the scope of the Day Camp.

## Collections

- Received update on 1889 landscape painting restoration progress.

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- Participated in a Digital Curation consultation with graduate students from San Jose State University.
- Created schematic floor plan for “Avalon in the 1940s” exhibit.
- The Collections Committee recommends the following for acquisition:
  - Jacquie Ewing
    - Photo albums, pamphlets & ephemera from 1950s-1960s Avalon
    - Early 19<sup>th</sup> c. music box
  - Matt Sykes: “Pure Glycerin” bottle from Keen’s Pharmacy
  - Rose Marie Chew
    - Avalon News scrapbook 2015
    - Avalon Newsletters 2003 & 2015
    - 2015 beach tag
    - Avalon Supply notebook
    - Donnelly’s coupons
    - Avalon Mini Golf cards

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## 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	Sought two quotes	TBD
		Gas light restoration	Adam Jenkins	Proceeding in May	\$5,951
		Bench replacement	Blu Fish	Proceeding	\$3,600
		Landscaping	Cape Shore Landscaping	Proceeding in 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	Proceeding	\$998
		Stand x 2	PCMG	Proceeding	\$846.12
		Software	Survey Monkey	Proceeding	\$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:			