



AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT

February 2022

Administrative

- Summer Staffing – preparing recommendation for the Personnel Committee for 2022 summer staffing.
- COVID-19 – Maintaining required PPE and testing supplies, coordinated coverage to support staff leave as needed. Prepared revised mask guidelines following updated CDC guidelines.
- 2021 Audit – On-site portion of the annual audit was completed in February.
- Fixed Assets – Equipment inventory and annual insurance documentation completed in early February.
- 2022 Technology Plan – completed Tech Plan component for the Return of Surplus application.
- Share911 – As this service was initiated in 2019, updating staff agreement forms, refreshing policies in advance of 2022 renewal.

Strategic

Engage (Marketing, Service, Community & Staff Engagement, and Programming)

- Programs
 - The Library's Italian Culture Group celebrates their 15th Anniversary in March!
 - Received proposal from BAS, working with Trustees and their administration to review details.
 - Connected with authors for possible summer events. Events anticipated for Surfside Park at different days/times during the season.
- Marketing
 - Provided 2022 program content to the Chamber for inclusion in the annual recreation guide.
 - Refreshed Library map following new collection shift.
 - Proofed March marketing publications, continued outlining content for summer publications.
- History Center
 - Historic Preservation – Bonita research nine new historic home applicants at the County Clerk's office, followed up with homeowners. Goal to expand marketing of this program in 2022.
 - Program Tech – Ordered equipment to provide flexible presentation set up in a variety of settings to help mitigate the challenges of offsite programming.

Enhance (Library & History Center use and facilities, Collections, and Digital Resources)

- Library workspace – The collection shift freed up floor space in the SE corner of the Library, goal is to use it for staff work/meeting space.
- New Resource – The Library is testing a new resource for patron use – Historical Aerials, which is the largest database of US historic aerial images.
- Collection Development Schedule – Mary has developed a collection development schedule to streamline the ordering process.
- HC Building Project – Update received from the engineers. Plans anticipated to be delayed until May/June.
- HC Alarm system – Updated system and moved to a new monitoring company in February.
- HC Collection Committee submissions:

1. Dee Phillips – October 2021

- 1895 handwritten letter about conditions & life in Avalon during severe winter storm
- 1882 Board of Education teaching certificate
- Francis Hood Smith Cape May Co. 8th Grade school certificate -1911, tied with red & white ribbon
- Francis Hood Smith OC High School Diploma – 1915
- Francis Hood Smith OC High School Alumni Assoc. certificate - 1915
- 5 page paper by Francis H. Smith – “Progressive America” – 1915
- Handwritten speech (Dee thinks maybe commencement speech by Francis H. Smith)
- Avalon property Deeds from 1888 to 1925

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – February 2021

- Borough of Avalon tax records from 1895 onwards (George T. Moxey, Carrie H. Smith and Walter A. Smith)
 - Title searches/ Bonds & Warrants
 - Walter A. Smith post office department letters & certificate
 - Post Office coin bag & letter
 - Francis H. Smith WWI Red Cross certificate
 - 1962 3 page Wells Memorial Presbyterian Church “historical monograph” by Rev. Dr. Joseph MacCarroll
 - Souvenir program for Avalon Board of Trade 1st Annual benefit – 1911
 - Photo Developing envelope addressed to Mrs H.H. Phillips containing glass negative slide
 - Box of very many glass negative slides. (*Digitized by Jonathan Gibson, images currently in Dropbox*) Images are of family groups, individuals, scenes of Avalon, approx. date 1890s-early 1900s
 - 9 x 8”x10” black & white photos of Avalon (?) scenes
 - 7 x 8”x10” black & white photos of parade (military?) along streets of Avalon
 - Black & white photographs of aftermath of Sept. 1944 storm with handwritten notes on reverse
 - 15 x “The Billows” (inc. 1st edition) OC High School student run newspaper publication, belonged to Francis H. Smith
 - 4 x June 1915 OC High School Commencement programs
 - 1 x June 1915 OC High School Baccalaureate Service program
 - 1 sepia photograph of 2 men & boat on Avalon beach
 - 2 x postcard type photographs
 - 1 x postcard of Romney Place, CMCH
 - Avalon Development Co. price list
 - 1905 Peermont-Avalon booklet
 - Avalon – “The Pictures Tell the Story” booklet
 - Avalon Development Co. brochure
 - Avalon brochure
 - 1942 Cape May Co. booklet
 - Phillips Esso Service windshield cleaning notice
 - 5 x Pennsylvania Fire Insurance Co. cards
 - 7”x12” sepia studio photographic portrait on board. Handwriting on reverse identifies subject as Walter A. Smith. Photographer = P.E. Chillman (Chillman died in 1915 at the age of 73. He was a pioneer of photography in Philadelphia. He opened his studio on Arch Street in the early 1860’s)
 - 10.5”x17” sepia studio photographic portrait on board. Handwriting on reverse identifies subject as Carrie Hood Smith, in her wedding dress. Photographer = P.E. Chillman
2. **Ellen Bentsen – October 2021**
- Avalon Development Co. sepia postcard, stamped 1910. Handwriting on reverse, addressed to Miss Harriet Evans
3. **Left in mailbox, no donor – October 2021**
- Color photograph of employees at Avalon Fishing Pier café? Late ‘60s, early ‘70s?
4. **AFPL – Erin Brown – 10/19/2021**
- 5 x Avalon business fridge magnets
 - Assorted menus from Avalon restaurants & food stores
5. **Barbara Garrison – 10/25/2021**
- Jack’s Place VIP card

AVALON FREE PUBLIC LIBRARY & HISTORY CENTER REPORT – February 2021

- Phil's Deli business card
- 6. **Avalon Police Dept./ Sgt. Steve Bowers- 11/11/2021**
 - Avalon NJ Beach Inspector badge
 - 8 x Various named /dated badge IDs
- 7. **Lorna Robertson 12/14/2021**
 - 2004 Class Project :Avalon - Then & Now
- 8. **Kimberly & Tonio Galdi – December 2021**
 - Tonio's street sign
- 9. **Rev. David Montange – 12/20/2021**
 - 4 x Vacation Bible school T-Shirts
 - First United Methodist Church 125th anniversary panel
- 10. **Elaine Scattergood – 01/25/2022**
 - Framed photo of Bill Smith painting
 - Framed black & with photo of Bill Smith painting Bob & Jon Baron's mother
 - Framed photo of painting by Ken Klauder (*we have the original painting*)
 - Matted & framed Bill Smith painting of 26th St school
 - Matted & framed Bill Smith painting of 15th St Coast Guard Station, presented to Avalon library in 1962 by Avalon Five Point Club (!) in memory of Mrs Arlene Derbyshire (*newspaper clipping from Seven Mile Beach Reporter sept. 14, 1962 affixed to back – now loose*)
- 11. **? handed in at library – February 2022**
 - Hearn Brothers Cape May Co, street index
 - 1970s secretary's desk guide to punctuation & spelling (*keep for reference/local interest only*)
- 12. **Dee Phillips – 02/14/2022**
 - 1915 Class Will (written by Francis H. Smith)
 - Walter A. Smith & Carrie Hood family Bible (*in need of some restoration & preservation*)
 - 7 x felt pennants
 - 1915 OC High School programs & booklets
 - "The Billows" OC High School student publication
 - 2 x B&W photographs of Peermont Hotel
- 13. **Michelle Petrucci – 02/17/2022**
 - Dune grass planting t-shirt
 - 2018 Avalon Bocce Cup tournament t-shirt

Envision (Analytics, Reporting, Long-term Planning, and Innovation)

- Annual Staff Development Day – staff will participate in a space planning exercise that will focus on both facilities.
- Library Catalog evaluation – In advance of a capital purchase, staff are completing final evaluation between two possible replacements for the current catalog software.
- Strategic Plan Status Report – gathering current data for the library overview portion of status report.
- Summer Reading Program software – wrapping up 2021 data and updating the software in advance of summer 2022.