

MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES
Regular Meeting
Wednesday, December 13, 2023 – 7 pm

Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Regular Meeting of October 26, 2023
5. Public Comment
6. Committee Updates
 - 6.1. Executive Committee
 - 6.2. Awards Committee
 - 6.2.1. 2024 Draft Application
 - 6.3. Building Committee
 - 6.3.1. Closed Executive Session – Second Floor
 - 6.4. Markers Committee
 - 6.5. Projects Committee
 - 6.5.1. 2024 Draft Application
7. New Business
 - 7.1. MCMS Reports
 - 7.2. Meeting Schedule for 2024
8. Old Business
 - 8.1. Meeting Work Session
9. Public Comment
10. Board Comments
11. Adjournment

Next Meeting:

Wednesday, January 10th, 2024
Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

2023 MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES	2023 COMMITTEES
Chair Brian Egen, District 6 Vice Chair Jeremy Potter, District 1 Secretary Michael Humphries, District 8 Immediate Past Chair Hobby Nels Trustee Emeritus Richard Micka Trustee Thomas Heywood, District 2 Trustee Mary Strevel, District 3 Trustee L William Conner, District 4 Trustee Michelle LaVoy, District 5 Trustee Vacant, District 7 Trustee Nick Guthrie, District 9	Executive Committee Chair: Brian Egen Members: Jeremy Potter, Michael Humphries, Hobby Nels, Andrew Clark, and JJ Przewozniak Awards Committee Chair: Michelle LaVoy Members:, Thomas Heywood, Mary Strevel, and Andrew Clark Markers Committee Chair: Jeremy Potter Members: Brian Egen, Nicholas Guthrie, Michael Humphries, Lynn Reaume, and Andrew Clark Projects Committee Chair: Michael Humphries Members: Bill Conner, Brian Egen, and Andrew Clark

Mission Statement of the Monroe County Museum System

At the Monroe County Museum, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.

MONROE COUNTY MUSEUM SYSTEM
BOARD of TRUSTEES
MEETING MINUTES

October 26th, 2023 at 7:35 p.m.
at the Monroe County Museum, 126 South Monroe Street, Monroe

Present: Brian Egen, Chairman	Jeremy Potter, Vice-Chairman	Michael Humphries, Secretary
William Conner, Member	Nick Guthrie, Member	Tom Heywood, Member
Michelle LaVoy Member	Richard Micka, Emeritus	Hobby Nels, Past Chairman
Mary Strevel, Member		

Excused: Tony Trujillo, Member

Museum Staff: Director Clark J.J. Przewozniak, Deputy Director Lynn Reaume, County Historian

Guests: none

The meeting was called to order at 7:35 p.m. by Chairman Egen. Roll was called and there was a quorum.

Motion was made by J. Potter to approve the agenda, seconded by N. Guthrie; passed.

Approval of Minutes of the September 20th, 2023 Meeting: Motion made by M. Humphries to approve, seconded by M. LaVoy, and passed.

Public Comment: None

Committee Update for Spirit of Service Awards Committee: Chairperson M. LaVoy gave the committee's award recommendations:

- Illumination Award: Trudi Urbani, historian of Bedford Township.
- Exploration Award: Charmaine Wawrzyniec, research librarian of Ellis Library.
- Connection Award: the Genealogical Society of Monroe County (GSMC).

A motion to approve these recommendations was made by M. Strevel, seconded by W. Conner and passed. Nominations carry over for two years.

Projects Grant Committee: Chairperson Humphries gave an update that the Labor Museum (request for water damage repair) and the Dundee Old Mill (for roof project) did submit adequate quotes. Chairperson Humphries made the motion to approve the Labor Museum grant, with T. Heywood seconding, and the motion passed, with H. Nels and W. Conner abstaining due to their connection to the Labor History museum.

Motion was made by Chairperson Humphries to approve the grant for the Dundee Old Mill, seconded by N. Guthrie and passed.

Board Comments: members spoke of the success of the previous Work Session.

Next Trustee meeting will be the scheduled one on Wednesday, December 13th at 7:00 p.m.

With no other discussion, motion was made by N. Guthrie to adjourn, seconded by J. Potter and the meeting was completed at 7:58 p.m.

Lynn W. Reaume
Acting recording secretary
2 November 2023

MONROE COUNTY MUSEUM SYSTEM
BOARD of TRUSTEES
WORK SESSION

October 26th, 2023 at 5:00 p.m.
at the Monroe County Museum, 126 South Monroe Street, Monroe

Present: Brian Egen, Chairman	Jeremy Potter, Vice-Chairman	Michael Humphries, Secretary
William Conner, Member	Nick Guthrie, Member	Tom Heywood, Member
Michelle LaVoy Member	Richard Micka, Emeritus	Hobby Nels, Past Chairman
Mary Strevel, Member		

Excused: Tony Trujillo, Member

Museum Staff: Director Clark J.J. Przewozniak, Deputy Director Lynn Reaume, County Historian

Guests: none

Order was called at 5:00 p.m. by Chairman Egen.

There was no public comment.

Overview: Chairman Egen opened the session by describing work goals such as renewal of the Strategic Plan.

Review of Strategic Plan, Prioritizing, Objective Results: Vice-Chair J. Potter was tabulating the trustee and staff's rankings for the Plan, and found that #1-4 remained the same ranking as in 2021:

- Develop and implement a collections storage plan
- Stewardship of historic structures
- Develop an interpretive plan for the Museum building (exhibits)
- Establish housekeeping and maintenance plan for museum, collections and historic structures.

A compiled list will be sent to the Trustees.

Several of the objectives actually overlap in purpose such as Create a marketing plan, Create a community profile (demographics, trends) and Develop and implement a visitor evaluation plan.

Several objectives also overlap concerning archives and collections and can be addressed in an updating of that policy.

Previously the code of ethics had been addressed. It was mentioned that each trustee is sworn in and that has an ethical implication.

Question was raised: should there be a board manual? Later discussion suggested a handbook for especially new board members.

Current Status of Goals and Objectives: Director Clark described the upcoming projects for the Territorial Park- such as barn floor replacement, summer kitchen (Navarre-Morris cabin) repairs and new chimney, wooden bridge decking and railings. The Papermill school becoming a site interpretive center, but without a staff exhibits planner; adding out-buildings to the site which will remain a seasonal site staffed or not.

Developing an interpretive plan: Deputy Director Przewozniak is working on this.

Developing community engagement: more networking.

Marketing Plan: the Museum app has not lived up to the expectations. Outreach is through YouTube & Facebook social media, no Twitter. It was suggested that a consultant might be the way to go for outreach and network, instead of staff.

Collection storage: partners are collaborating; no action will be taken until something solid will be presented to the trustees.

Develop policy of guidelines on customer service: make operation manual.

Discuss Current Status: A work session review could be held every 6 months, or take one of the objectives per meeting to discuss, as a standing agenda item. If necessary, an objective could be brought up as necessary.

New Goals can be added. The Director can introduce actionable items, or any trustee, for the next meeting or in the future.



2024 Spirit of Service Awards

OVERVIEW

About the Awards

Established in 2018, the Spirit of Service Awards are presented by the Monroe County Museum System's Board of Trustees and honors individuals, groups, and scholars who have significantly contributed to the field of local history in Monroe County.

Award Categories

Illumination Award

The service of this **individual** has made a lasting contribution or impact on the history and community of Monroe County. Their service is clearly recognized and valued by peers, community members, and community leaders for their dedication and accomplishments. (This award may be granted posthumously though the preference is to recognize living individuals.)

Connection Award

This award honors a **school, organization, or municipal body** that has demonstrated service to the field of local history through a commitment of time and energy that has actively engaged the wider community through heritage stewardship.

Exploration Award

This award recognizes a **scholarly publication, project, or initiative** that has contributed towards a better understanding of Monroe County's history.

Publications should appear in a magazine, periodical, or book from a reputable publisher. Online articles will be considered as long as they are part of a reputable publisher and not the product of a personal blog or website. Publication must have occurred within the previous five years.

Projects may take a variety of forms such as an archaeological dig, new exhibit, phone app, preservation efforts, etc. However, they must be related to a Monroe County site or personage.

Eligibility

There is no residency requirement but the focus of the individual or group receiving the award must have primarily occurred or be located within the historical or current boundaries of Monroe County, Michigan. For projects within historical boundaries of Monroe County, it must have happened when that location or personage was part of Monroe County. (For example, a publication about the history of Port Lawrence Township, Michigan would be acceptable. A publication primarily about Toledo, Ohio, which now occupies Port Lawrence, would not.)

Service to a historical site or by a historical society must have occurred within the current boundaries of Monroe County, Michigan.

Current members of the Monroe County Board of Commissioners, Monroe County Museum System Board of Trustees, or current County of Monroe employees cannot be nominated in the Illumination or Connection Award categories. The above groups may be eligible for an Exploration Award if the project is separate from their day-to-day duties and responsibilities.

Award recipients are not eligible for renomination within five years.

The Spirit of Service Awards Committee may use a previous year's nomination for any category.

Submission Guidelines

All applications for the Spirit of Service Awards are due March 30, 2024.

All applications must be submitted electronically to the Monroe County Museum Director, Andrew Clark, at andy_clark@monroemi.org.

Supplemental materials such as newspaper clippings, magazine articles, etc that support the nomination should be attached to the application as a pdf or jpeg. Website links may be included in the body of the email of the application. (Website links should be free to access.) No letters of support please.

Awards Process

All nominations will be reviewed by Spirit of Service Awards Committee. The committee will then make their recommendations to the Monroe County Museum System Board of Trustees for approval.

Awards can be granted annually. The public awards program will take place every other year.

For questions or technical assistance besides the email above, you can contact Andrew at 734.240.7781.

2024 Spirit of Service Awards

APPLICATION

1 .For which award is the individual or group being nominated?
(Select only one.)

____ Illumination

____ Connection

____ Exploration

2. Name of group or individual being nominated:

3. Contact information of nominee:

Address:

Phone:

Email:

4. Describe the work or project that inspired you to nominate this individual or group?

5. Why do you believe this nominee has advanced the field of history or historic preservation in Monroe County?

6. When and where was this volunteer service or historic preservation project performed?

7. How has this work impacted or benefitted the citizens of Monroe County?

8. Submitted by:

Name:

Address:

Phone number:

Email:



2024 Monroe County Museum System Historical Projects Fund Application

For 2024, the Monroe County Museum System has a total of \$60,000 available in project funding to assist area non-profit historical organizations and local units of government in the preservation, presentation, and promotion of Monroe County's history.

The following pages detail the qualifications, procedures, and the historical projects fund application. All proposals must use the attached historical projects fund application and must be submitted electronically. Acceptable file formats are .doc, .docx, .pdf, or .jpeg. Applications must be sent to Monroe County Museum System Director Andrew Clark at andy_clark@monroemi.org by Tuesday, April 30, 2024. Once the application is submitted, the only additional documents permitted are those requested by the Monroe County Museum System Projects Fund Committee or the committee's designee. *No supplemental materials may be presented after the deadline.* **The application and supporting materials (such as quotes/estimates) must be submitted as a single, printable document.**

Please note that it is a requirement that all applications must be submitted electronically. Applications that are incomplete, submitted by mail, in-person, or handwritten will be automatically disqualified. Any organization requesting funds that operates out of a municipally owned facility or is located on municipal property, must submit the application jointly with that municipality and include a letter of support from that municipality.

After reviewing the applications, the Monroe County Museum Projects Fund Committee will make its funding recommendations to the Monroe County Museum System Board of Trustees.

If you have any questions or need technical support in completing your application, please contact Andrew Clark, Monroe County Museum System, 734.240.7781 or andy_clark@monroemi.org.

Mission Statement of the Monroe County Museum System

At the Monroe County Museum System, we fuel and cultivate our visitors' curiosity through the exploration of Monroe County's rich and varied stories, joining together to unearth meaning and illuminate relevant connections between the past, present, and future.



Eligible Organizations

1. Must be a non-profit historical organization or local unit of government within Monroe County;
2. The project must occur within the land and water boundaries of Monroe County, Michigan;
3. Have or maintain a historic property or collections within Monroe County, Michigan;
4. Must have received non-profit status prior to the date of application.
5. **Non-profit organizations within Monroe County, Michigan which owns and primarily operates out of a historic building.**

Ineligible Organizations

1. Properties owned by the County of Monroe, Michigan.
2. Support groups of properties owned by the County of Monroe, Michigan.
3. Private individuals or privately owned properties.
4. Active cemeteries.

Rules and Conditions

1. In order to allow for and encourage the participation of multiple organizations each project funding cycle, the maximum project award will not exceed \$20,000.
2. Organizations may only submit one grant per grant cycle.
3. All aspects of the application must be completed thoroughly, professionally, and all requirements fulfilled in order to have consideration.
4. All projects must be free and accessible to any visitor or guest.
5. Awards may or may not be equal to the full amount requested based on the availability of fund, quantity of requests, or merit of the project.
6. Approval of funding in one project fund cycle does not mean approval of future project fund applications.
7. Each award will be made as a standalone award although project funding may be awarded for a phased project.
8. Funds may not be used for recurring charges such as utility payments, service contracts, rental payments, employee wages, etc.
9. Projects may commence upon initial notice of the award to the recipient.
10. Projects must be completed within one year of receiving the official award letter and agreement.
11. Payments will not be disbursed until a signed award agreement is received.
12. Project requests that duplicate the core mission, programs, or services of the Monroe County Museum System will not be considered.
13. Projects started before the initial notice of the award will be disqualified.
14. **Projects should make a reasonable effort to find vendors and contractors based in Monroe County, Michigan.**



Historical Project Fund Categories

All Historical Project Fund Awards must fit within one of the following priorities of the Monroe County Museum System.

Preservation (Sites and Collections)

Funds which will go toward special projects that aid in the care, maintenance, and restoration* of a site or an organization's artifact or archival holdings. Examples of fund usage are: windows, roofs, foundation repairs, equipment (mechanical equipment, sump pumps, etc), interior or exterior painting, collections care materials, collections database systems, collections technology needs, shelving, cabinets, installation or repair of HVAC, installation of security systems, or scanning and digitization of historical collections.**

*Restoration projects must be done in accordance of the Secretary of the Interior's Standards and Guidelines of the Treatment of Historic structures (<https://www.nps.gov/tps/standards.htm>).

**The Monroe County Archives must receive a complete copy of any digitization projects.

Presentation (Exhibits and Programming)

Funds may be used for exhibit creation, exhibit rentals, history related presenters, museum quality display cases, preservation lighting, interpretive signage, historical marker refurbishment and replacement, audio tours, fees associated with hiring outside contractors for exhibit construction or design, IT equipment (not to exceed one computer and one projector per organization over a five year period), and accessibility enhancements, etc.

Promotion

Funds that may be used to aid in the promotion of an organization, program, or exhibit such as brochures, rack cards, websites, and the professional costs associated with the creation of said materials.



Historical Projects Fund Definitions

In-Kind Support

All projects must include in-kind or cash support. In-kind support is support that is directly attributed to the project your organization is applying for. In-kind support may come through volunteer hours, donated materials, services, or labor. For example: In-kind support can be claimed for a volunteer installing drywall for an exhibit that has been donated by a local hardware store for your project. The volunteer's time and the drywall are in-kind support. However, if the volunteer is mowing your site's lawn and it has nothing to do with the scope of your project, those hours cannot be included as in-kind support.

Final Report

All organizations must submit a final report when submitting their reimbursement paperwork. Paperwork submitted without a final report will not be processed by the Monroe County Museum System. Additionally, the Monroe County Museum System will not be responsible for reminding organizations to submit a final report with their reimbursement requests.

The final report must include a cover letter (not to exceed one page), a project narrative (not to exceed two pages), listing of volunteers with recorded hours, listing of in-kind donors with contact information, before/after photographs or event photographs, media coverage, proof recognizing the Monroe County Museum System, final budget, invoices, and receipts. **The report must be submitted as a single document in one of the following formats: .doc, .docx, .pdf, or .jpeg.**



Part I.

Application Cover

This is the person filling out the form. It could be the same person as the project director.

Organization: _____

Address: _____

Website: _____

EIN: _____

Project Type (select one):

☐ Preservation

☐ Presentation

☐ Promotion

Estimated Project Total: _____

Amount Requested from the MCMS: _____

Project Contact

Prefix: _____ Name: _____

Address: _____

Email: _____

Phone: _____

(The Project Contact is the sole point of contact for the management of the project, submits the application, and has the responsibility of submitting the final report to the Monroe County Museum System.)



Past (if any) experience in managing a project and award funds:

Municipal Partner Contact (if required)

Municipality: _____

Address: _____

Email: _____

Phone: _____



Part II.

Project Description

Start Date: _____

End Date: _____

Describe the project and how does it support local history:



What do you hope to have accomplished at the conclusion of the project?

What specific activities will need to occur as part of the project? When do these happen along the project's overall timeline?

Does this project/event occur annually?

Target Audience

Describe your target audience:

How many adults and children do you hope to impact by this project each year?



How do you plan to promote awareness of your project/program to reach your target audience?

Part III.

Project Budget

All funding requests must complete the summary Project Budget. If additional space is needed, please attach it to the application. All applicants must provide a 15% cash match and a 10% in-kind match or a 25% cash match by applicant.

Please note: According to IndependentSector.org, the value of an hour of volunteer time in Michigan is currently estimated to be \$28.35 an hour. Valuations of volunteer time greater than this number will not be accepted in the Project Budget section.

A. Amount Being Requested from the MCMS:

- Provide a detailed list of items or services that you will be looking to purchase through the HPF.
- This number should be the same as located in *Part I: Application Cover, Amount Requested from the MCMS*.
- Requested amount must be supported with at least three price quotes/estimates per item to be purchased or service to be provided. If three quotes/estimates are not provided, a written reason must be submitted with the application.
- A lack of quotes/estimates will be considered an incomplete application.





B. Cash Match Amount:

This should be either 15% or 25% of your total project.

C. In-Kind Support:

- Provide a detailed list of items or services that will be donated along with their values and a general outline of the work that volunteers will be providing.
- Volunteer Hours: Number of hours x \$30.15 = Volunteer In-Kind Support.



D. Estimated Project Total:

(Requested Amount + Cost Share Amount + Cost Share In-Kind = Estimated Project Total. This number should be the same as located in *Part I: Application Cover, Estimated Project Total.*)



Part IV.

Required Application Attachments

- ☐ Letter(s) of Support/Commitment from Collaborators
- ☐ List of Current Board Members for Applicant Organization
- ☐ Organization Non-Profit Status Documentation
- ☐ Last three years of 990s
- ☐ *At least three quotes/estimates for items and/or services to be purchased through the Historical Projects Fund is mandatory*

Part V.

Authorizing Official

Enter the name of the person (such as the president, executive director, etc.) who is authorized to submit application for funding on the organization's behalf and who will agree to comply with the certifications set forth below.

Prefix: _____ First Name: _____ Last Name: _____

Organization: _____

Email: _____

- I agree to acknowledge support from the Monroe County Museum System in all publicity and media materials used to promote the activity/project/program.
- I agree to submit a final report within sixty (60) days following the conclusion of the last program or project completion.
- I agree that if, for any reason, the project/program is canceled, I will immediately contact the Monroe County Museum System and reimburse any expended funds.

The submission of this application by the Authorizing Official indicates that the Sponsoring Non-Profit or Local Unit of Government agrees to the commitments made as part of the project proposal and the named personnel will perform the duties outlined in the proposal.

Signature: _____ Date: _____

MONROE COUNTY MUSEUM SYSTEM
Director's Report
Submitted by Andrew Clark, Director
Wednesday, December 13th, 2023

Organizational Operations

County Museum: Hours of operation are Sunday to Saturday, 10 am to 5 pm.

County Archives: Research is by appointment and via phone, mail, and email.

Territorial Park: Closed for the season. Will reopen Memorial Day Weekend 2024.

Vietnam Veterans Memorial and Museum: Closed for the season.

St Antoine's Historic Site: Grounds are open year round.

Upcoming Closures

The Monroe County Museum will be closed Sunday, December 24th through Tuesday, December 26th for the Christmas holidays and Sunday, December 31st through Tuesday, January 2nd for the New Year's holidays.

Maintenance and Operations

Museum and Archives

I was notified that the rear entrance ramp has been slated by the county for repair in 2024.

Territorial Park

Papermill School has been winterized for the fall and winter season.

Vietnam Veterans Memorial and Museum

The VVM has been winterized for the fall and winter season.

St Antoine's Historic Site Memorial

Nothing to report.

Exhibits

As noted in JJ and Lynn's reports, holiday preparations consumed a great portion of time in late October and early November. We've received numerous compliments about the appearance of the museum this year.

2024 Territorial Park Operations

Met with the project coordinator at Mannik and Smith regarding an update on the trail project and how it may potentially impact our site operations next year.

Contracts will be posted and awarded in the first two quarters of next year. The earliest timeframe for work to probably start around the park will be following Fair Week 2024 (likely July 28th through August 3rd) but definitely not before it. I was presented with no exact timeframe for the duration of the project but we will know more around the second quarter of next year.

As the work around the park is the most intensive and complicated part of the entire trail project, it is the likely starting point. The development of Brant's Landing (plot of

land across Raisinville Road being converted into a small park with an ADA accessible dock) is a separate project and will not be occurring at this time.

The bulk of the project will occur on the north side of North Custer with a new path starting at Munson Park where the current path terminates. There will be a new bridge created across Willow Run to the north of the current bridge to accommodate the pedestrian and bicycle traffic. The path will take a turn at the intersection from Mark Brant's property on the north side of North Custer and then parallel to the bridge until it merges onto the bridge. Traffic signals will be added at the intersection.

Direct impacts to the park will occur in the road right of ways near Papermill School. This includes the addition of a curb in front of the school. In front of the school will no longer be a community turnaround area as a sidewalk will be located there to join with the crosswalk to the future Brant's Landing. At the top of the ditch leading up to the Raisinville Bridge will continue the trail until it merges onto the bridge. It is unclear if a concrete transition area will be installed from the school parking lot to North Custer during this phase of the project.

2024 Eclipse

Monday, April 8, 2024 will mark the first total solar eclipse to come through our area since June 1806 and the last one until September 2099 or August 2111. Provided the weather is favorable, all of Monroe County will have a good view of it: Milan will only see 99.294% totality while Luna Pier and Erie Township will be the only places in Michigan to be in the path of 100% totality.

As the 2017 solar eclipse generated a modest amount of interest and generated a last minute viewing event for the museum at Munson Park, I've met with representatives from Luna Pier and the Visitors Bureau about potential programming opportunities and event coordination as there is the possibility for significant influx of visitors to the area for the event.

Awards Program

The 2023 awards are being produced by Gathered Glass in Toledo.

A draft 2024 application is included in the meeting packet.

Historical Projects Fund

As I don't recall the final amounts being awarded from the 2023 showing up in one place, here are the amounts approved by the MCMS Board of Trustees:

Organization/Municipality	Project	Amount
City of Monroe (Sawyer House)	Windows	\$20,000.00
Genealogical Society of Monroe County	Digital Microfilm Conversion	\$3,146.00
Labor Museum	Various Maintenance	\$20,000.00
Old Mill	Roof	\$14,760.00
Potter Cemetery	Various Maintenance	\$3,120.00
2023 Total		\$61,026.00

The Genealogical Society of Monroe County has finished their first digital newspaper conversion, a 2023 HPF project. It is probably the most widely beneficial project to the county that the projects fund has ever supported. Date ranges on the papers span 1825 to 1979 and includes multiple titles from the communities of Carleton, Dundee, Monroe, and Petersburg(h). All papers are viewable at no cost at <https://monroemi.historyarchives.online/home>. These newspapers add to the digital newspapers that were previously scanned by Central Michigan University's Clarke Historical Library.

I spoke with Rick Grassley, treasurer and the project coordinator for the GSMC, about the possibility of demonstrating the project to the board of trustees at the January meeting and he was quite receptive to doing so.

A draft 2024 application is included in the meeting packet.

Markers Program

British Victory at Frenchtown, Sandy Creek Settlement, University of Michigan, 1838, Bridge School: First Public School in Michigan, Deloeuil Blacksmith Shop, Boyd School, and "War" with a Happy Ending have been refurbished and I'll be picking them up from Marietta along with additional posts on December 21st. Reinstallation schedules will vary as that will be handled by the City of Monroe, Sterling State Park, and Monroe County Museum.

Personnel Updates

There are no personnel updates to report at this time.

Hodge Podge

On October 31st I presented a slightly cheeky program to the Rotary Club about mythic creatures and cryptids of the Monroe County area and how they've been integrated into our Lantern Tours/OctoberNight programs.

Many thanks to JJ and Lynn and Mike and the rest of the staff for making the Christmas at the Museum preparations happen.

Though the timing wasn't ideal in early November I appreciated the opportunity to attend my nephew's wedding in Colorado and take our first extended family vacation since the spring of 2019. This was the longest time I've been away since the creation of the deputy director position and I greatly appreciated JJ having the helm while I was out of range for an extended period.

MONROE COUNTY MUSEUM SYSTEM

Deputy Director's Report for September, October, *and* November 2023!

Submitted by Jeffrey J. (JJ) Przewozniak

Tuesday, December 5, 2023

Octobernight:

Despite Mother Nature's fearsome saber rattling, her threats proved hollow and OctoberNight was a success once again, thanks to the hard work of the many volunteers and MCMS staff. A crescendo of activity began in mid-September. Event-focused research, auditions, rehearsals, decorating, promotions, site/stage prep, and every other spookie activity imaginable gradually but sharply became all-consuming in the weeks leading up to Octobernight. By Friday, October 13, a small army of dedicated and talented individuals executed a seamless historic Halloween experience for our visitors.

New this year was our cooperation with Monroe County Community College (MCCC). Thanks to adjunct theater professor Angie Lai, several dramatic performances and supportive roles were played by current and former MCCC students. Other new elements included fancy wireless lighting and a pro-grade smoke machine, improved fencing and parking lot illumination, inclement weather options, and several new scripts and dramatic performances.

Special thanks to the following: Trustees Brian Egen, Mike Humphries, Bill Conner, Michelle LaVoy, and Dick Micka. Also, to Roy Adkins, Samantha Humphries, Butch Uhl, Caleb, Kassi, and Henry Gilbert, Jeff Petrangelo, Carlos Pacheco, Jason Loveland, Sydni Wallace, Amanda Dominguez, Cody Pado, Nick Kuhn, Sonja Goetz, Geoff and Owen Hoerauf, Tim Lamothe, Sabrina Miller, Erin and Kennedy Kiser, Joseph Zettelmaier, Emily Slomovitz, and Billy King.

Territorial Park:

On Saturday, September 16, we held a pop-up living history event. *Farewell, Summer!* brought like-minded living history volunteers together in fellowship, to create an enriching and meaningful experience for our visitors, and we look forward to more of these type of events in the future. We demonstrated early 19th c. dairy practices (butter, cheese, and ice cream), bread making in the earthen oven, and general special-occasion cookery, featuring heirloom Dominique chicken from History Acres Farm in Capac. Special thanks to the Old Northwest Military Association and the leadership and staff of Fort Meigs Historic Site for generously lending the tin kitchen! And thanks to our great volunteers: Geoff and Debbie Hoerauf, Vivian Johnson, Julie Esch, Teresa Savage, and Jeff Mogle.

On Sunday, October 8, we hosted a part of the French Colonial Studies Conference, organized by the French Heritage Society/French Heritage Corridor. I gave a presentation at RRTP on the topic of French colonial architecture in the AM, and then the group met at the museum for an archaeology presentation with Gerry Wykes.

Christmas at the Museum:

With naught but a fleeting respite, we cast off our eerie veils and habits in exchange for a festive frolic into the next thing. This year's holiday programming was kicked off with *Hometown Tree Lighting* on November 17. At the time of this writing, the program series continues. This year's run-of-show was sculpted with a couple new elements and some adjustments based on previous years' experience. Along

with holiday decorating around the museum, this year's efforts include: chestnut roasts on Nov. 17 and Dec. 10 with strollers in period clothing interacting with event guests; Theatrical support for the Nutcracker Ballet at the RRCA; letters to Santa; a Toys for Tots drive; Pomander-making at YesterWays on Saturdays; the return of *Ghosts of Christmas Past*; and a new event: *Cocoa with the Conductor*. Special thanks to the elves working at the museum who wrapped all the presents, helped with the decorating, and assisted Santa with all the letters he had to write to the children.

Miscellany:

- On Wednesday, September 6, Andy and I visited the Exeter Township Historical Society's *First Day of Homeschool* event.
- On Wednesday, September 20, we hosted a homeschool group at the museum for an introduction to Monroe history and a scavenger hunt.
- On Saturday, October 28, the museum was a stop for all the costumed revelers for the *Downtown Trick or Treat*, as is tradition.
- On Tuesday, October 31, we hosted a group from the Highland Activities Center for a museum tour as part of their explorations of Monroe County history.
- On Saturday, November 4, we hosted *Leatherworking 101* with Brett Walker. The event was an intensive hands-on workshop with one of the nation's premier historic artisans. Special thanks to Brett and Wendy, and to all the participants.
- On Thursday, November 9, we stayed open late for the Downtown Monroe Business Network's *Girlfriends Night Out*.
- The indigo dye project has been placed on temporary hold while we wait for a break in the action to continue. At present, the rich blue color has been successfully set, and my neighbors think I'm some kind of mad scientist. Plan to resume over the winter.
- I'm in communication with yet another blacksmith to finally get period-correct hardware for our gates and other areas around RRTP. Hopefully the stars will align enough so that we can make progress in this area.
- I've been in touch with our arborist, and we're presently looking at options for the pear tree propagation effort this winter/spring.

LOCAL HISTORY DIVISION Report

For November, 2023

We were open by appointment with 6 visitors, 4 walk-ins and about 18 GSMC members. Topics included house research, businesses, Newport, Menard & Moran, and just “death.”

Rachel processed 47 obits from 6 requests. She handled 6 phone call requests and 9 emails. Surnames & topics included Eby, Plank, Marshall, Miller, Southwell, Billings, J. W. Hood and businesses, schools, veterans, teacher, Mercy-Memorial Hospital. She assisted at the front desk as needed, also working on the weekends, and handling visitors. With the new obit cabinets leveled and in place, she has already moved about half the obits. She hid the 30+ cut-out Christmas pixies around the second floor for children to find.

Robert had 16 outside calls and answered 10 emails. He participated at the chestnut roasting at the downtown Tree Lighting. He processed and moved more glassware & ceramics to the attic storage, replaced the seasonal display with winter, changed out the New Accessions table case. He is cataloging more Payette photographs, and staffing the front desk as needed. FIC catalogued a glass spooner; a framed, Vietnam Vets VVA Chapter 142 photograph collage. He decorated a tall Christmas tree off the elevator area for festiveness.

On the 15th Robert and I participated in a University of Michigan-sponsored Zoom meeting regarding “Accessibility and Museums.”

Accessions during November:

2023.68	Nelligan & Wykes: Gumby and Pokey toys
2023.69	Janelle Zorn: Plaster relief once in Lincoln school.
2023.70	G.S.M.C.: Newspaper articles on Rea/Dundee area, and articles from the Tecumseh News.
2023.71	Jeff & Ann Spaulding: McBride round tobacco box.
2023.72	Dennis Au: Papers from the Deloeuil excavation, duffel bag of his father Carolus, books.
2023.73	Lynn Reaume: photographs, games, framed image of the Bitzs of Exeter township
2023.74	Jean Siebarth: Photographs & negatives from the Maybee, Michigan book she wrote; family genealogy

For Christmas, I decorated part of the Victorian Newton Room, put up the timeline Santa statuettes in the south lobby using the Findley’s non-documented loan (?!), antique and vintage original Santas; two table cases for ‘I Spy’ dioramas on the second floor, and made the La-Z-Boy workbench into a ‘Santa’s workbench’.

Though the large Monroe Evening News collection is ‘done’, I still find photographs in other envelopes, especially the topical files, and remove for processing. I just keep adding.

Deaccessions due to condition and/or lack of story:

68.11.27.1.20 B#4	Goodale black bonnet/small hat, poorly repaired, browned
73.8.7.1.6 B	Seeger black tiny bonnet/hat in poor condition

County Obituary page: November, 2023: 5,919 page views with 644 users.

Lynn W. Reaume, County Historian
5 December 2023

November 10, 2023

Monroe County Museum System Board of Trustees

Guest Services Division Report ♦ October 2023

The Monroe County Museum hosted 222 visitors in the month of October: 64 seniors, 127 adults, 10 youth, and 21 children. 128 people were first-time visitors! The most popular visitation day was Saturday, bringing 45 visitors to the Museum. Michigan visitors hailed from Belleville, Bloomfield, Burton, Detroit, LaSalle, Marquette, Monroe, Newport, Ottawa Lake, Port Huron, Rochester, Rockwood, Southgate, Spring Lake, Wayne, and Wyandotte. We also had visitors from Alabama, Arizona, California, Louisiana, New Jersey, Ohio, Oregon, Pennsylvania, Tennessee, and Washington. Lastly, we welcomed people from Finland and South Africa!

509 people attended Octovernight this year, which is comparable to the previous two years. Logistically, Brown Paper Tickets was again an easy online ticketing resource: easy to navigate and with the capabilities to list all of the ticket times for the event. I loved having the enclosed tent at the check-in area, and I think that it made welcoming the attendees easier.

Recurring tasks for October included submitting invoices and reimbursements for payment, depositing our monthly donations and archival fees at the County Treasurer's Office, submitting requests for new vendors, and ordering office supplies and archival items.

Respectfully submitted by Heather Piegza, Guest Services Coordinator

December 8, 2023

Monroe County Museum System Board of Trustees

Guest Services Division Report ♦ November 2023

The Monroe County Museum hosted 145 visitors in the month of November: 47 seniors, 69 adults, 11 youth, and 18 children. 68 people were first-time visitors! The most popular visitation day was Saturday, bringing 77 visitors to the Museum. Visitors hailed from Exeter, Frederic Township, Grand Rapids, Ida, Jackson, Monroe, Riverview, and Temperance. We also had visitors from Arizona, Colorado, Florida, Georgia, Maryland, New Jersey, Ohio, Oregon, and Utah. Lastly, we welcomed a family from Germany!

Letters to Santa began arriving mid-month, and I am once again filling in for Santa by signing and addressing all of the responses. It's time-consuming and my hand hurts, but it's rewarding. I anticipate working on these with the Programs Department through the middle of December.

I also got to help at the Chestnut Roasting station during the Downtown Monroe Tree Lighting on November 17. It was cold.

Recurring tasks for November included submitting invoices and reimbursements for payment, depositing our monthly donations and archival fees at the County Treasurer's Office, submitting requests for new vendors, and ordering office supplies and archival items.

Respectfully submitted by Heather Piegza, Guest Services Coordinator

Monroe County Museum System Engagement Report - October 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	236	372	367	313	260	282	326	307	399	222			3084

Visitation Data	In October, we welcomed 222 visitors to the museum - 64 seniors, 127 adults, 10 youth, and 21 children. 128 people were visiting for the first time! Saturday was the most popular day of the week, bringing in 45 people total. Michigan visitors hailed from Belleville, Bloomfield, Burton, Detroit, LaSalle, Marquette, Monroe, Newport, Ottawa Lake, Port Huron, Rochester, Rockwood, Southgate, Spring Lake, Wayne, and Wyandotte. We also had visitors from Alabama, Arizona, California, Louisiana, New Jersey, Ohio, Oregon, Pennsylvania, Tennessee, and Washington. Lastly, we welcomed people from Finland and South Africa!
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Notes	The Monroe County Museum operates from 10am to 5pm, Sunday through Saturday. The Genealogical Society of Monroe County meets each Wednesday. The Frenchtown Spinners Guild meets on the third Thursday of each month.
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Monroe County Archives

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Obit Requests	33	69	40	8	85	85	40	28					388
Visitation	6	12	12	15	11	17	21	40					134

Notes	The MCA is available by appointment only, Tuesday-.
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Papermill School

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation					0	254	294	186	94				828

Visitation numbers are based on visitors entering Papermill School, which was open from May 25 to September 2.

Territorial Park

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	1876	1800	2121	3033	3874	5460	4257	3780	3379	4394			33974

Notes	Visitation numbers are based on the vehicle counter at Papermill School.
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Vietnam Veterans Memorial

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	2366	2413	2232	3470	4412	4618	5283	4466	3456	3119			35835

Notes	*Counter removed due to fencing project. June, July, and August numbers are estimates based on 2022 data.
	**Data for August 1-18 (based on 2022 data) & August 19-31 (based on actual data).
	Visitation numbers are based on the vehicle counter at Heck Park.

Vietnam Veterans Memorial Museum

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation					0	23	19	46	5				93

Notes	The VVMM opened on Memorial Day Weekend and will be open 10-4 on Saturdays through the end of September.
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Monroe County Fair

	July 30	July 31	August 1	August 2	August 3	August 4	August 5	Visitors to the South Exhibit Building averaged 15/hour at 12 hours/day.	YTD Total
Eby House	528	466	943	724	672	974	717		5024
South Exhibit Bldg.	180	180	180	180	180	180	180	Visitors to the Tool Barn averaged	1260
Tool Barn	264	233	472	362	336	487	359	22/hour at 12 hours/day.	2512

Notes	The 2023 Monroe County Fair ran from July 30 through August 5.	TOTAL FAIR VISITORS	8796
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St. Antoine's

[illegible]

Notes	No data exists as there is no vehicle counter on site.
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Monroe County Museum System *In-Person/Virtual Programs* Engagement Report

[illegible]

Monroe County Museum System Special Events Attendance

Participation in the 2023 NPS River Raisin Battles Commemoration (January 21)	685
Duncanson <i>YesterWays</i> evening event with Stacy Hall (February 18)	35
Maple Sugaring at the River Raisin Territorial Park (March 11, 18, 25)	90
Urwin Lecture (March 10)	50
Screening of Glory & Urwin Talk (March 11)	30
DNR Wildlife Encounter (March 25)	40
Earth Day Event at MCCC (April 22)	225
Downtown Monroe Business Network: Art in April (April 28)	57
Agriculture Day at the Monroe County Fairgrounds (April 28)	450
Downtown Monroe Business Network: Downtown Monroe Wine Crawl (July 21)	5
Carleton Library Living History Event (July 22)	90
<i>Farewell, Summer!</i> Living History Event at the RRTP (September 16)	50
Octobernight at the RRTP (October 13-14)	509
Downtown Trick or Treat (October 28)	321
Special Events total	2637

Totals for all sites (including all in-person and virtual events and programs)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	4496	4608	4757	6859	8546	11044	12052	15770	7479	7762	0	0	83373
Special Events Attendance	685	35	210	732	0	0	95	0	50	830	0	0	2637
TOTAL	5181	4643	4967	7591	8546	11044	12147	15770	7529	8592	0	0	86010

Monroe County Museum System *Social Media* Engagement Report

Facebook													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Post reach	6158	9923	7395	4588	744	8483	14883	7120					59294
Post engagement	1688	1296	3008	811	65	1692	4240	5903					18703
New followers	25	34	59	48	47	17	13	62					305
Total followers	6174	6196	6255	6293	6336	6341	6349	6405					6405
Instagram													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Accounts Reached	13	6	267	13	6	3	6	4					318
Profile visits	19	7	21	18	4	4	1	2					76
Total Followers	838	845	860	862	864	864	866	867					867
YouTube													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Hours Watched	103.4	78.1	110.6	62.6	48.1	54	15.5	16.8					489.1
Impressions	7093	2971	10254	11305	3413	4487	2583	1647					43753
Views	374	230	637	331	189	240	148	124					2273
Most popular video	Searching for Le Griffon - with Ric Mixter												

Monroe County Museum System Engagement Report - October 2023

Monroe County Museum

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	236	372	367	313	260	282	326	307	399	222	145		3229
Visitation Data	In November, we welcomed 145 visitors to the museum - 47 seniors, 69 adults, 11 youth, and 18 children. 68 people were visiting for the first time! Saturday was the most popular day of the week, bringing in 77 people total. Michigan visitors hailed from Exeter, Frederic Township, Grand Rapids, Ida, Jackson, Monroe, Riverview, and Temperance. We also had visitors from Arizona, Colorado, Florida, Georgia, Maryland, New Jersey, Ohio, Oregon, and Utah. Lastly, we welcomed people from Germany!												
Notes	The Monroe County Museum operates from 10am to 5pm, Sunday through Saturday. The Genealogical Society of Monroe County meets each Wednesday. The Frenchtown Spinners Guild meets on the third Thursday of each month.												

Monroe County Archives

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Obit Requests	33	69	40	8	85	85	40	28					388
Visitation	6	12	12	15	11	17	21	40					134
Notes	The MCA is available by appointment only, Tuesday-.												

Papermill School

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation					0	254	294	186	94				828
Notes	Visitation numbers are based on visitors entering Papermill School, which was open from May 25 to September 2.												

Territorial Park

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	1876	1800	2121	3033	3874	5460	4257	3780	3379	4394	2260		36234
Notes	Visitation numbers are based on the vehicle counter at Papermill School.												

Vietnam Veterans Memorial

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	2366	2413	2232	3470	4412	4618	5283	4466	3456	3119	2389		38224
Notes	*Counter removed due to fencing project. June, July, and August numbers are estimates based on 2022 data. **Data for August 1-18 (based on 2022 data) & August 19-31 (based on actual data). Visitation numbers are based on the vehicle counter at Heck Park.												

Vietnam Veterans Memorial Museum

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation					0	23	19	46	5				93
Notes	The VVMM opened on Memorial Day Weekend and will be open 10-4 on Saturdays through the end of September.												

Monroe County Fair

	July 30	July 31	August 1	August 2	August 3	August 4	August 5	Visitors to the South Exhibit Building averaged 15/hour at 12 hours/day.	YTD Total
Eby House	528	466	943	724	672	974	717		5024
South Exhibit Bldg.	180	180	180	180	180	180	180	Visitors to the Tool Barn averaged 22/hour at 12 hours/day.	1260
Tool Barn	264	233	472	362	336	487	359		2512
Notes	The 2023 Monroe County Fair ran from July 30 through August 5.							TOTAL FAIR VISITORS	8796

St. Antoine's

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation													0
Notes	No data exists as there is no vehicle counter on site.												

Monroe County Museum System In-Person/Virtual Programs Engagement Report

[illegible]

Monroe County Museum System Special Events Attendance	
Participation in the 2023 NPS River Raisin Battles Commemoration (January 21)	685
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Downtown Monroe Business Network: Downtown Monroe Wine Crawl (July 21)	5
Carleton Library Living History Event (July 22)	90
<i>Farewell, Summer!</i> Living History Event at the RRTP (September 16)	50
Center for French Colonial Studies Conference (October 8)	30
Octobernight at the RRTP (October 13-14)	509
Downtown Trick or Treat (October 28)	321
Leatherworking Workshop (November 4)	10
Downtown Monroe Business Network: Girlfriends' Night Out (November 9)	21
Downtown Monroe Tree Lighting , museum visitors (November 17)	515
Special Events total	3213

Totals for all sites (including all in-person and virtual events and programs)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
Visitation	4496	4608	4757	6859	8546	11044	12052	15770	7479	7762	4796	0	88169
Special Events Attendance	685	35	210	732	0	0	95	0	50	830	546	0	3213
TOTAL	5181	4643	4967	7591	8546	11044	12147	15770	7529	8592	5342	0	91382

Monroe County Museum System Social Media Engagement Report													
Facebook													
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Post reach	6158	9923	7395	4588	744	8483	14883	7120					59294
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