



**Monroe County Museum System Board of Trustees
Regular Meeting**

Wednesday, December 10, 2025 @ 6 pm
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 November 25, 2025
5. Public Comment
6. Markers Committee
7. Projects Fund Committee
 1. 2026 Application Approval - **Action Needed**
8. Awards Committee
 1. 2026 Nomination Form Approval - **Action Needed**
9. New Business
 1. 2026 Meeting Schedule - **Action Needed**
 2. Monroe County Museum System Department Report
 3. Acceptance of Accessions - **Action Needed**
 4. Approval of Deaccessions - **Action Needed**
10. Old Business
 1. Museum Expansion Update
11. Public Comment
12. Board Comments
13. Adjournment

Next Meeting

January 20, 2026 @ 6 pm
Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

2025 Monroe County Museum System Board of Trustees

(All terms expire December 31, 2026)

Officers	Trustees
Chair Brian Egen, County District 6	Trustee Emeritus Richard Micka
Vice Chair Michelle Lavoy, County District 5	Trustee Barbara Roe, County District 1
Secretary Michael Humphries, County District 8	Trustee Thomas Heywood, County District 2
Immediate Past Chair Hobby Nels	Trustee Sue Wagers, County District 3
	Trustee L William Conner, County District 4
	Trustee Anne Noland, County District 7
	Trustee Nick Guthrie, County District 9

2025 Board of Trustees Committees

(Appointed annually by the board chair)

Executive Committee	<i>Board:</i> Brian Egen (Chair), Michelle Lavoy, Michael Humphries, Hobby Nels <i>Staff:</i> Andrew Clark, JJ Przewozniak
Awards Committee	<i>Board:</i> Michelle Lavoy, Anne Noland, Sue Wagers <i>Staff:</i> Andrew Clark
Markers Committee	<i>Board:</i> Nick Guthrie (Chair), Brian Egen, Michael Humphries, Barbara Roe <i>Staff:</i> Andrew Clark, JJ Przewozniak
Projects Committee	<i>Board:</i> Michael Humphries (Chair), Bill Conner, Brian Egen, Nick Guthrie <i>Staff:</i> 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 reach 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: Tuesday, November 25, 2025 // 7:00 PM
Held at the Monroe County Museum
126 South Monroe Street, Monroe, MI 48161

Attendance:

Brian Egen, Chair	District 6
Mike Humphries, Secretary	District 8
Hobby Nels, Immediate Past Chair	
L. William Connor	District 4
Nick Guthrie	District 9
Michelle LaVoy	District 5
Anne Noland	District 7
Barbara Roe	District 1
Sue Wagers	District 3

Andy Clark, Director
JJ Przewozniak, Deputy Director
2 visitors

Not present:

Richard Micka, Trustee Emeritus	
Thomas Heywood	District 2

The meeting was called to order at 7:00 PM, and roll call was taken by Secretary Humphries. Nick Guthrie made a motion to approve the agenda, which was seconded by Secretary Humphries, and passed unanimously. There was no discussion.

Michelle LaVoy made a motion to approve the Minutes from the regular Meeting of October 21, 2025. It was supported by Mike Humphries, and passed unanimously. There was no discussion.

1st Public Comment: None.

Markers Committee Update: Nick Guthrie reported that there were no committee updates, but recognized the effort by Director Clark to have the Ida marker completed and reinstalled prior to the Christmas event there. He went on to share a minor issue with text justification on the markers. Director Clark shared details on the process, and commended Sewah on being responsible and prompt in response to the issue caused on their end. Chairman Egen stressed the importance of maintaining consistency. Some discussion ensued.

Projects Fund Committee Update: Mike Humphries reported that there were some minor updates in progress, aimed at streamlining the application process, and that those would be reported to the board at the next meeting.

Awards Committee Update: Michelle LaVoy reported that following discussions with Director Clark, a report would be made to the board at the December meeting. Chairman Egen mentioned that nominations for the Michigan Historical Commission's MAAK award, recognizing one individual for a lifetime of service to the preservation, understanding or promotion of Michigan's history, remain open until December 31.

New Business: Chairman Egen thanked the MCMS staff for preparing the reports. Nick Guthrie moved to accept the August MCMS department reports, which was supported by Mike Humphries, and the motion passed unanimously. Michelle LaVoy made a motion to accept the Accessions Report, which was supported by Mike Humphries and passed unanimously. Discussion ensued regarding the formal acceptance of the Deaccessions Report, which was empty. Chairman Egen requested everyone to recognize that there were no deaccessions, and there were no objections.

Old Business: Everyone was presented with the most recent drawings from Kohler Architects, released earlier that day. Chairman Egen presented a brief introduction, noting that previous feedback from the BoT had been folded into the current iteration. He continued by instructing everyone to review the drawings and present any feedback at the December meeting. He noted that as this is the 50% mark, opportunities for major changes have passed, and that the next phases would be dedicated primarily to utilities and finishes. Director Clark provided a detailed update, and encouraged everyone to diligently review the drawings and present all feedback ASAP, prior to the next scheduled meeting with Kohler, set for January 5, 2026.

Chairman Egen and Director Clark walked the BoT through several details of the project, highlighting innovations, solutions to challenges, and rationale for choices made thus far. Conversations ensued. Some topics included: 1) issues surrounding a "front" entrance; 2) structural choices at on the front façade; 3) lighting on the terrace; 4) potential underground heating for the ramp; 5) design choices on the rear service entrance; 6) support for suspended large objects through the hole in the second floor; 7) potential exhibiting options; 8) accessibility and space usage considerations; 9) nano-walls; 10) natural lighting conditions; and 11) the future prohibition of red wine anywhere in the County Museum. Brian concluded by congratulating and thanking everyone involved in the project.

2nd Public Comment: Commissioner Dave Hoffman inquired as to the cost of the project. Discussion ensued among Hobby Nels, Secretary Humphries, Director Clark, and Chairman Egen. Michelle LaVoy emphasized that a strategic approach to solicit bids for construction that fit best with expectations, is a priority for the project. Hobby praised the essential support of the County, and Brian expressed gratitude for everyone's help and involvement.

Board Comments: L. William Connor drew attention to the success of the Tree Lighting event. Several Trustees spoke out in support and congratulations of the building progress, and expressed Thanksgiving wishes. Chairman Egen called out the success of the programming in cooperation with Nocturnal Monroe, and introduced the idea of moving future meetings to 6:00 PM.

Mike Humphries made a motion to adjourn, which was seconded by Hobby Nels, and was passed unanimously. The meeting was adjourned at 7:57 PM.

Agenda Item 7.1

2026 Historical Projects Fund Application



2026 Historical Projects Fund Application

For 2026, the Monroe County Museum System has a total of \$60,000 available in project funding to assist area non-profit historical organizations, local units of government, and qualifying non-profit organizations 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 11.59 pm, **Tuesday, March 31, 2026**. 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 organization with a primary focus on local history;
2. or a local unit of government within Monroe County;
3. or a non-profit organization within Monroe County, Michigan that owns and primarily operates out of a historic building;
4. inactive historic cemeteries;
5. active historic cemeteries;
6. and must have received non-profit status prior to the date of application.

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.

RULES AND CONDITIONS

1. The project must occur within the land and water boundaries of Monroe County, Michigan.
2. 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.
3. Organizations may only submit one grant per grant cycle.
4. All aspects of the application must be completed thoroughly, professionally, and all requirements fulfilled in order to have consideration.
5. All projects must be free and accessible to any visitor or guest.
6. 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.
7. Approval of funding in one project fund cycle does not mean approval of future project fund applications.
8. Each award will be made as a standalone award although project funding may be awarded for a phased project.
9. Funds may not be used for recurring charges such as utility payments, service contracts, rental payments, employee wages, etc.
10. Projects may commence upon initial notice of the award to the recipient.



11. Projects must be completed within twenty-four months of receiving the official award letter and agreement.
12. Projects taking more than one year to complete must submit a written progress report at the twelve month mark.
13. Payments will not be disbursed until a signed award agreement is received.
14. Project requests that duplicate the core mission, programs, or services of the Monroe County Museum System will not be considered.
15. Projects started before the initial notice of the award will be disqualified.
16. A reasonable effort should be made to find vendors and contractors based in Monroe County, Michigan.
17. Historical marker projects and projects under \$5,000 do not require matching funds.
18. Non-profits and local units of government may only apply for one historical marker per funding cycle.

HISTORICAL PROJECTS 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, 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 Markers

This funds all costs for one new County of Monroe, single post historical marker, post, incidental installation materials, and an unveiling event (optional). Maximum of one new marker per organization per projects fund cycle.

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 Sheet

Organization

Address:

Website:

EIN:

Project Type (select one):

_____ Preservation _____ Presentation _____ Promotion

Estimated Project Total:

Amount Requested from the MCMS:

Project Contact

(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.)

Prefix:

Name:

Address:

Email:

Phone:

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



Municipal Partner Contact (if required)

Municipality:

Municipality Contact:

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 applications for projects over \$5,000 must provide 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 \$32.87 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.
- With the exception of requests for historical markers, the 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 25% of your total project for projects over \$5,000.



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 \$32.87 = 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

- Outside 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 (or equivalent)
- 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:

Agenda Item 8.1

2026 Spirit of Service Awards Nomination Form



2026 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 by 11.59 pm, Tuesday, March 31, 2026.

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.



2026 Spirit of Service Awards

NOMINATION FORM

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:

Agenda Item 9.1
2026 Meeting Schedule



**Monroe County Museum System Board of Trustees
2026 Meeting Schedule**

Meeting Location:

Monroe County Museum
126 South Monroe Street
Monroe, Michigan 48161

Regular Meeting Time:

Second Wednesday of each month
6 pm

Meeting Dates:

<i>Tuesday</i>	<i>January 20</i>	<i>6 PM</i>
Wednesday	February 11	6 PM
Wednesday	March 11	6 PM
Wednesday	April 8	6 PM
Wednesday	May 13	6 PM
Wednesday	June 10	6 PM
Wednesday	July 8	6 PM
Wednesday	August 12	6 PM
Wednesday	September 9	6 PM
Wednesday	October 14	6 PM
<i>Tuesday</i>	<i>November 17</i>	<i>6 PM</i>
Wednesday	December 9	6 PM

MONROE COUNTY MUSEUM SYSTEM

Department Report

Compiled and submitted by Andrew Clark, Director
with contributions from
JJ Przewozniak, Deputy Director and Robert Lutey, Lead Historian

Wednesday, December 10, 2025

Operating Hours

County Museum

Hours of operation are Sundays through Saturdays, 10 am to 5 pm.

County Archives

Mondays and Tuesdays: By Appointment

Wednesdays: 10 am to 4.30 pm

Thursdays: 1 pm to 4.30 pm

Fridays: 1 pm to 4.30 pm

Territorial Park

Historic buildings closed for the season; grounds open.

Vietnam Veterans Museum

Museum closed for the season; memorial open.

St Antoine's Historic Site

Grounds are open year round.

Upcoming Scheduled Closures

December 24-25, Christmas Eve and Christmas

December 31, New Year's Eve

January 1, 2026, New Year's Day

January 19, 2026, Martin Luther King Jr. Day

Upcoming Events

November 21 through December 30

Christmas with the Monroe County Museum

Monroe County Museum

Free and open to the public.

November 21 through December 28

YesterWays: Holiday Edition

Pomanders and Froebel Stars

Monroe County Museum

11 am to 3 pm

Free and open to the public.

December 10 and 17

Ghosts of Christmas Past
Reading of *A Christmas Carol*
Nocturnal Monroe
7 pm
Free and open to the public.

December 10 through December 30

YesterWay Afternoons: Holiday Edition
Pomanders and Froebel Stars
Monroe County Museum
Weekdays, 11 am to 4.30 pm
Free and open to the public.

December 11

Last day for Toys for Tots donations.

December 14

Chestnut Roast at the Vintage Market
Monroe County Fairgrounds
10 am to 4 pm
Fee for the event; Chestnut Roast is free and open to the public.

Maintenance and Operations*Museum and Archives*

The RRCA continues building exterior improvements which requires the irregular use of our parking lot and short-term materials storage.

Territorial Park

Loop Trail construction work around Territorial Park winds down. The new crosswalk signals and traffic lights have been installed.

Vietnam Veterans Memorial and Museum

Nothing to report.

St Antoine's Historic Site Memorial

Nothing to report.

Programs Division Report

Submitted by JJ Przewozniak, Deputy Director

Kicking off Christmas:

Much work this month was dedicated to preparation for Christmas, set to be formally unveiled in conjunction with the City of Monroe's Tree Lighting event. The decorating, program prep, content development, promotional design & marketing, and related unique and diverse work was undertaken diligently by all. At the time of this writing, we're in the midst of the holiday suite of offerings, with the Tree Lighting chestnut roast, and Cocoa with the Conductor behind us, and plenty more holiday fun ahead of us, including Ghosts of Christmas Past at Nocturnal Monroe, a week left for the Toys for Tots drive and answering Letter to Santa, and our last chestnut roast at the Eby House for the Vintage Market holiday event.

Miscellany:

- YesterWays continues. Fingerweaving was the subject of this month's short run, prior to switching over to Froebel stars and pomanders earlier than usual, after Tree Lighting, which was a more fitting beginning to the holiday-themed program.
- We winterized TPRR on Tuesday, November 4.
- Historic research into a potential America250 project has begun, alongside other related planning.
- Participation in OBOC continues. Planning has begun in earnest to create a unique museum event and fundraiser for this season's run, entitled *A Knife at the Museum*.
- Participation in the building expansion project also continues.
- Sewing in support of living history programming has been ongoing. Tasks this month included work on the Kentucky hunting frock, and more recently interpretation of military overalls based on a rough pattern.

Collections Division Report

Submitted by Robert Lutey, Lead Historian

Research requests/contacts: 86

Phone: 18

Mail: 3 (12 obits)

Email: 41

In-person: 24

The County Clerk/Register of Deeds office has notified us that they are pursuing a grant from the National Endowment for the Humanities which, if approved, will provide funding for the conservation of approximately 67 deed books. A number of these books are in poor condition, so this work would be most appreciated.

Related to the above project, the clerk's office has also asked for the return of deed books which were donated to the museum back in 2021 and before. While the County Clerk, Annamarie Osment, signed our deed of gift herself, she now says that she was unaware of her legal inability to transfer the records out of the clerk's office. She has proposed a loan which would allow us to house and utilize the books while the clerk's office maintains legal ownership. These books would have to be deaccessioned prior to the approval of any loan agreement.

Director Clark and I took a trip to Marietta, Ohio to drop off some historical markers and pick up a new one. It went very smoothly. We were also able to visit New Rumley in order to bolster my credibility amongst Custer enthusiasts.

Rachel, Dana, and I assisted with various aspects of the tree lighting event. The chestnut roast was quite popular. One person remarked that she missed it last year so she made a point to visit this year.

I attended the first meeting of the Michigan Museum Association's Collections Care/Emergency Preparedness community. The group is composed of collections professionals from various museums with the goal of helping one another with emergency response and other collections care related questions.

I picked up a typewriter and two telephones from our conservator, Mark Gervasi. He is now working on Dr. Long's gas-o-meter, a clock, and another typewriter.

I sent out the loan paperwork this month and have received quite a few signed copies back. I am hoping to get them all back by the end of the year.

Dana has assisted me with processing donations, organizing photographs, and more.

Director Clark, M. Nelligan, and I installed a new historical marker in Ida. Sewah will be replacing this marker.

I sent our updated collections policy to a few local museums for their input. These institutions included the Grand Rapids Public Museum, the Lakeshore Museum Center, and the Kalamazoo Valley Museum. Their feedback has been very helpful to further refine our policy.

I gave a presentation regarding the Custer statue and my role at the MCMS to a group of museum-studies students at the University of Detroit Mercy. It was well received.

Research requests have continued to be handled by Rachel, Dana, and myself. Topics of interest included high school yearbooks, the Consolidated Paper Company, the Republican Women's Club of Monroe County, quarries, the Frenchtown Square Mall (now the Mall of Monroe), and deed book research.

Building Program

Any noticeable updates were presented at the November meeting. Current work is focused on detail items. There are no meetings with the architect until after the first of the year.

Markers Program

Sewah Studios, of their own volition, agreed to replace the new Ida marker that used centered text instead of justified text. No date on when the new new marker will be cast and installed.

2026 *may* be the year of the most new markers installed since the Bicentennial. As part of the Bicentennial, seven new historical markers were added to the "Historic Trails Project."

Work continues on behind the scenes aspects of the marker program.

Historical Projects Fund

Please see attached 2026 Historical Projects Fund Application.

Awards Program

Please see attached 2026 Nomination Form.

Personnel Updates

There are no personnel updates.

Hodge Podge

If you haven't had the opportunity, I certainly encourage all of you to attend our last *Ghosts of Christmas Past* storytelling sessions being hosted by Nocturnal. While the first session covered the first third of *A Christmas Carol*, you still have an opportunity to hear the rest of the tale as dramatically read by our expert storyteller.

There is a steady uptick in coordinated planning with the City of Monroe regarding the United States Semiquincentennial. There will be a series of events throughout the year, not just concentrated around the Fourth of July. A full calendar will be firmed up after the first of the year.

County Archives staff assisted me with generating some background regarding some of the activities that occurred during the Bicentennial. While there were too many activities to enumerate in this format, it has been interesting to see how many historic preservation projects were in the mix and are still active parts of the community. For example, a headquarters was established in the "historic home next to the County Courthouse" - today's Johnson-Phinney Building; "relocation and restoration of the Navarre-Anderson Trading Post," and "Creation of a Womens' Center in a city-owned Victorian Mansion," - the Sawyer Homestead.

Of course, undoubtedly, the most lasting legacy is the National Cake-Decorating Convention held at the fairgrounds.

I hope everyone is able to enjoy the holiday season ... because 2026 will be one of this organization's biggest years!

Monroe County Museum System

Collections Division

Accessions Report

November 2025

Accession Number	Donor	Item(s)
2025.73	Jane Sommer	Archival materials pertaining to Woodland Cemetery
2025.74	G.S.M.C.	Ten photographs relating to Monroe County families
2025.75	Laurie Schultz	Digital copy of a Citizens Historical Association booklet containing biographies of Monroe County citizens
2025.77	Rick Grassley	Digitized research obtained during the development of two programs.

There were no non-accession transfers made in November 2025.

Monroe County Museum System

Collections Division
Deaccessions Report
November 2025

Object Identification Number	Donor	Item(s)/Reason
U-491	Unknown	Wooden kitchen table without provenance. It will be transferred to the Programs Division if it is deaccessioned.
2021.54	Monroe County Register of Deeds	Collection of 685 original ledgers including deeds, mortgages, sheriff sales, wills, indexes, and more.

Agenda Item 9.4

Supplemental Deaccession Information

AGREEMENT FOR LOAN AND PRESERVATION OF HISTORICAL PROPERTY RECORDS

This Agreement is made and entered into this 4th day of December, **2025**, by and between the **Monroe County Clerk/Register of Deeds**, hereinafter referred to as the *Register of Deeds*, and the **Monroe County Museum**, hereinafter referred to as the *Museum*.

1. Purpose

The purpose of this Agreement is to provide for the loan of certain historical property record materials from the Register of Deeds to the Museum for purposes of housing, preservation, and public research access in a secure and controlled environment.

2. Description of Materials

The materials to be loaned under this Agreement include selected historical property records maintained by the Register of Deeds, as mutually agreed upon and listed in *Exhibit A* (attached hereto and incorporated by reference).

3. Term of Loan

The loan shall commenced at and earlier date and continues on from December 4, **2025**, and shall continue until unless terminated in accordance with the terms of this Agreement.

4. Conditions of Loan and Use

- a. The Museum shall house the materials in a secure, climate-controlled environment suitable for the preservation of archival documents.
- b. The Museum shall make the materials available for research by patrons during regular business hours under staff supervision.
- c. No materials shall be removed from Museum premises without prior written consent of the Register of Deeds.
- d. The Museum shall not alter, deface, or otherwise modify the materials.
- e. The Museum may create digital or photographic reproductions of the materials for research or preservation purposes, provided such copies are clearly marked as reproductions.

5. Ownership

All materials remain the sole property of the Monroe County Register of Deeds. Nothing in this Agreement shall be construed as transferring ownership or title.

6. Care, Custody, and Insurance

The Museum shall exercise the same degree of care in handling and protecting the materials as it does for its own collections. The Museum shall maintain adequate insurance coverage to protect the materials against loss, theft, or damage while in its custody.

7. Termination and Return

Either party may terminate this Agreement upon thirty (30) days' written notice. Upon termination, the Museum shall promptly return all loaned materials to the Register of Deeds in the same condition as received, reasonable wear and tear excepted.

8. Liability

The Museum agrees to indemnify and hold harmless Monroe County, the Register of Deeds, and their officers and employees from any claims, damages, or losses arising from the Museum's possession or use of the materials.

9. Amendments

This Agreement may be amended only by written instrument executed by both parties.

10. Entire Agreement

This document constitutes the entire understanding between the parties with respect to the subject matter and supersedes all prior discussions or agreements, whether oral or written.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

MONROE COUNTY CLERK/REGISTER OF DEEDS

By: _____
Name: _____
Title: _____
Date: _____

MONROE COUNTY MUSEUM

By: _____
Name: _____
Title: _____
Date: _____