

MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES

Organizational Meeting

Tuesday, January 26, 2021 – 6.00 pm

Monroe County Museum – 126 South Monroe Street – Monroe, Michigan 48161

ELECTRONIC VIDEO/TELECONFERENCE VIA ZOOM

This meeting will be held using remote participation via Zoom.

Public Comments may be submitted to the Monroe County Museum System Director Andrew Clark at andy_clark@monroemi.org until 3:00 p.m. on Tuesday, January 25th to be included as part of the public record for this meeting. Click [here](#) for the required format.

Zoom Webinar Details

When: Jan 26, 2021 06:00 PM Eastern Time (US and Canada)

Topic: Monroe County Museum System Board of Trustees Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83347840846?pwd=RENSMFVFdHcraIVMMW9xUjM2Yy9Edz09>

Passcode: museum

Or iPhone one-tap:

US:

+16465588656,,83347840846#,,,,*948858# or

+13017158592,,83347840846#,,,,*948858#

Or Telephone:

+1 312 626 6799

Webinar ID: 833 4784 0846

Passcode: 948858

AGENDA

1. Call to Order
2. Roll Call
3. Election of Officers for 2021
 - 3.1. Chairman
 - 3.2. Vice-Chairman
 - 3.3. Secretary
4. Reappointment of Commissioner Emeritus
5. Approval of Agenda
6. Approval of Minutes from Regular Meeting of November 18, 2020
7. Committee Assignments for 2021
8. Committee Updates
 - 8.1. Executive Committee
 - 8.2. Awards Committee
 - 8.3. Markers Committee
 - 8.4. Projects Committee
 - 8.4.1. 2021 HPF Application
9. New Business
 - 9.1. Museum Reports
 - 9.2. Millage Update
10. Old Business
11. Public Comment
12. Board Comments
13. Adjournment

Next Meeting: Wednesday, February 10th at 6 pm via Zoom

2021 MONROE COUNTY MUSEUM SYSTEM BOARD OF TRUSTEES	2020 COMMITTEES
Trustee: Jeremy Potter, District 1 Trustee: Thomas Heywood, District 2 Trustee: Mary Strevel, District 3 Trustee: L William Conner, District 4 Trustee: <i>Pending</i> , District 5 Trustee: Brian Egen, District 6 Trustee: Tony Trujillo, District 7 Trustee: Michael Humphries, District 8 Trustee: Nick Guthrie, District 9 Immediate Past Chair: Hobby Nels Trustee Emeritus: Richard Sieb	Executive Committee Chair: Brian Egen Members: Jeremy Potter, Thomas Heywood, Hobby Nels, Andrew Clark, and JJ Przewozniak Awards Committee Chair: Mary Strevel Members: Tony Trujillo, Thomas Heywood, 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, Tony Trujillo, 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 HISTORICAL BOARD of TRUSTEES
MEETING MINUTES

November 18th , 2020 at 6:30 p.m. via Zoom

Present: Brian Egen, Chairman Jeremy Potter, Vice-Chairman Tom Heywood, Secretary
Nick Guthrie, Member Michael Humphries, Member Richard Micka, Member

Hobby Nels, Past Chairman Richard Sieb, Emeritus Mary Strevel, Member

Tony Trujillo, Member

Excused: William Conner, Member

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

Guests: none

This meeting was called to order at 6:30 p.m. and audible roll was taken. There was a quorum.

Motion was made by J. Potter to accept the meeting agenda, seconded by N. Guthrie. Audible roll vote was called and the measure passed.

Motion was made by N. Guthrie to approve the October, 2020 meeting minutes, seconded by R. Micka. Audible roll vote was called and passed.

Public Comment #1: none via internet.

Executive: Chairman Egen said there has been no new meeting of the group.

Awards Committee: M. Strevel said an Awards press release is coming out this week.

Markers Committee: Chairman Potter reported the next grouping of markers are removed and ready to be transported to Sewah in Ohio. This includes the 'Potter's Field' from the Community College site.

Projects Committee: Chairman Humphries said there were two applicants: Dundee Old Mill asking \$3,365 for an electrical upgrade; due to the COVID situation they did not have multiple bids. The other is from Bedford Township to fix the leaky Banner Oak School roof. They requested \$24,000 of which the grant would supply \$6,000. Motion was made by R. Sieb, seconded by J. Potter to approve the committee recommendation to approve each of these. Audible roll was taken and the motion was passed unanimously. The next grant round will be in Spring, 2021.

New Business: Museum Report: Motion was made by J. Potter, seconded by H. Nels to approve as presented; passed by audible roll.

Mobile App: Deputy Director Przewozniak gave an online presentation on the new OnCell/ "Story" phone app to be used by the public for information/education on the Museum and affiliated sites. It can

be used in many instances, such as visitors, in the classroom, county-wide. There will be a yearly subscription fee.

December Meeting: This meeting on the 9th will be via Zoom and begin at 6:30 p.m.

Old Business: none

Public Comment #2: none via the internet.

Commissioner comments: T. Heywood reminded the group that the reappointment letters need to be signed now that the election is over. Members need to let the Director of their interest for reappointment and sign their letter.

M. Strelvel mentioned the web programs offered for November/December online.

N. Guthrie suggested that a donations 'button' be added to the phone app.

With no other business, motion was made by M. Humphries to adjourn, seconded by H. Nels and with unanimous voice roll and the meeting was ended at 7:51 p.m.

Lynn W. Reaume
Acting recording secretary
1 December 2020



2021 Monroe County Museum System Historical Projects Fund Application

For 2021, the Monroe County Museum System has a total of \$30,000 available in project funding to assist in the preservation, presentation, and promotion of Monroe County's history to area historical organizations and local units of government

The following pages detail the qualifications, procedures, and the historical project 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 andy_clark@monroemi.org by **April 17, 2021**. Once the application is submitted, the only additional documents permitted are those requested by the Monroe County Museum System Projects Fund Committee. *No supplemental materials may be presented after the deadline.*

At the May meeting of the Monroe County Museum System Board of Trustees, the Monroe County Museum System Projects Fund Committee will make its funding recommendations.

Please note 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 operate out of a municipally owned facility, must submit the application jointly with that municipality.

If you have any questions or need technical support in completing your application, please contact Andrew Clark, Director, 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 boundaries of Monroe County, Michigan;
3. have or maintain a historic property or collections within Monroe County, Michigan;
4. and must have received non-profit status no less than five years before the date of the 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.
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 \$10,000.
2. Organizations may only submit one grant per grant cycle.
3. All projects must be free and accessible to any visitor or guest.
4. Awards may or may not be equal to the full amount requested based on the availability of funds, quantity of requests, or merit of the project.
5. Approval of funding for one project fund cycle does not mean approval of future project fund applications.
6. Each award will be made as a standalone award although project funding may be awarded for a phased project.
7. Funds may not be used for recurring charges such as utility payments; service contracts; rental payments; employee wages; etc.
8. Project funds will be available following notification of the award and the return of the completed agreement between the Monroe County Museum System and the recipient organization.
9. All funds are managed by the County of Monroe. No direct disbursements will be made to the applicants.
10. Historical Project Funds must be expended within one year of receipt of notification of award.
11. All aspects of the Grant Application must be completed thoroughly, professionally, and all requirements fulfilled in order to have consideration.



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 announced award will be disqualified.

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 structure in accordance with the United States Secretary of the Interior's Standards and Guidelines of the Treatment of Historic Structures. Examples of fund usage are: windows; roofs; foundation repairs; equipment (mechanical elements, 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; professional training/seminars/conferences for staff/volunteers/board related to preservation (max: \$500 annually per organization), etc.

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; cover transportation costs for field trips to a site (max: \$1,500 annually per organization); and professional training/seminars/conferences related to presentation for staff/volunteers/board (max: \$500 annually per organization), etc. IT equipment (not to exceed one computer and one projector per organization over a five year period); 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, and professional costs associated with the creation of said materials.



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. So, 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 your project, those hours cannot be included as in-kind support.

Please note: According to IndependentSector.org, the value of an hour of volunteer time in Michigan (2019) is currently \$25.79. Valuations of volunteer time greater than this number will not be accepted in the Project Budget section.

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 (if any), 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.***

*All project receipts must be submitted by the organization with the final report. Receipts may not be submitted piecemeal.



1A. Application Contact (complete this section first)

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

Organization _____

Prefix _____ First Name _____ Last Name _____

Email (required) _____

Phone (required) _____

Program / Project Title _____

Grant Request Amount _____

1B. Municipal Partner Contact (if required)

Organization _____

Prefix _____ First Name _____ Last Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Website _____

EIN Number _____

2. Sponsoring Non-Profit Organization

This is the organization responsible for the project. The organization must be a non-profit, located within the State of Michigan, and have a property/ies located within Monroe County, Michigan.

Organization _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Website _____

EIN Number _____



3. Project Director

(Limit text to the text boxes of the application.)

This is the person responsible for the management of the project and has the responsibility of submitting final reports to the Monroe County Museum System.

Prefix _____ First Name _____ Last Name _____

Organization _____

Email (required) _____

Phone (required) _____

Area(s) of Expertise in museums/historic sites/history:

Past experience in managing a grant:



4. Fiscal Officer

(Limit text to the text boxes of the application.)

This is the person responsible for the recordkeeping and accounting for the grant funds and cost share. The Fiscal Officer cannot be the Project Director.

Prefix _____ First Name _____ Last Name _____

Organization _____

Email (required) _____

Phone (required) _____

Highest Degree Earned _____

Please provide a brief summary of the fiscal relationship to the applicant:

Other financial/fiscal experience and responsibilities:

Checking this box verifies that the applicant has a commitment from the named Fiscal Officer to participate in the Financial Management of the project if funded.



5. Project Description

(Limit text to the text boxes of the application.)

Project Start Date:

Project End Date:

What are the project's goals and how do they support the mission of the Monroe County Museum System?



5. Project Description (Continued)

(Limit text to the text boxes of the application.)

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 event occur annually?

Yes No

If yes, what are your plans for sustaining the event in subsequent years?



6. Target Audience

(Limit text to the text boxes of the application.)

Anticipated number of adults:

Anticipated number of children:

Check all that apply:

Preschool

Elementary

Middle School

High School

Community College/College/University Adults Seniors

Description of the Target Audience:

Promotion Strategy: How do you plan to promote your project/program to reach the target audience?

Evaluation: What methods will be used to measure changes in audience knowledge or attitudes, or to determine the success of the project?



7. Project Budget

All funding requests must complete the summary Project Budget Form below. 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 25% cash match by applicant.

Expenses	Grant Request	Cost-Share Cash	Cost-Share In-Kind	Total Applicant Cost-Share	Total
Salaries/ Volunteer Time	NA				
Honoraria					
Travel					
Rentals					
Printing & Duplication					
Promotion					
Supplies & Postage					
Resource Materials					
Other					
Total Expenses					



7. Project Budget (Continued)(Limit text to the text boxes of the application.)

Expenses	Itemization or Details
Salaries/ Volunteer Time	
Honoraria	
Travel	
Rentals	
Printing & Duplication	
Promotion	
Supplies & Postage	
Resource Materials	
Other	



8. Required Application Attachments

1. Letter(s) of Support/Commitment from Collaborators
2. List of Current Board Members for Applicant Organization
3. Organization Non-Profit Status Documentation
4. Last three years of 990s.
5. At least three estimates of all work and materials purchased and in-kind services. (Not applicable for historical markers.)

9. 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 (required) _____

Phone (required) _____

- 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 30 days following the conclusion of the last program or project completion.
- I agree that if, for any reason, the program is canceled, I will immediately contact the Monroe County Museum System and reimburse any expended funds.
- I certify that all information provided is correct to the best of my knowledge and understand that falsified details can be cause for lack of grant consideration, repayment of awarded grants, and further escalated actions.
- The submission of this application by the Authorizing Official indicates that the Sponsoring Non-Profit Organization 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

Tuesday, January 26, 2021

COVID-19 Organizational Operations

Public access to the galleries at the County Museum are restricted to Thursdays through Saturdays, 10 am to 5 pm, and Sundays, 12 pm to 5 pm. Public access to the County Archives is currently prohibited though research assistance is still being conducted by mail, email, and phone. The grounds of Territorial Park and the Vietnam Veterans Memorial and Museum are open but the buildings remain closed. St Antoine's is not impacted by any COVID-19 restrictions.

Staff members continue their hybrid work schedules.

Millage Renewal – Upcoming Key Dates

In order to have our millage renewal request on the May ballot – the only countywide election in 2021 – ballot language is due at the county clerk's office by February 9th. To receive approval by the Board of Commissioners to have our millage renewed, it needs to be included in their regular meeting of February 2nd which means we need to be part of the agenda meeting on January 28th.

The draft language of the renewal proposal, created by county attorney Tom Graham, is essentially a rewrite of the measure that was first passed in 2012 with the requested .05 increase inserted into it.

Draft ballot language is attached to this report.

MCMS By Laws

The By Laws updated for our changeover to the MCMS need to be reviewed and approved. I will be including them in our February meeting packet for discussion.

Maintenance and Operations

Museum and Archives

There are no significant maintenance projects to report.

Territorial Park

There are no significant maintenance projects to report.

Vietnam Veterans Memorial and Museum

There are no significant maintenance projects to report.

Eby Log House

Nothing of note to report in regards to Eby developments at the time of this writing. The historical society continues to conduct their work on the site. For an insight on their work, please refer to the *Monroe News* article of January 10th.

St Antoine's Historic Site

There are no significant maintenance projects to report.

Historical Projects Fund

The 2021 Historical Projects Fund Application is included in this month's meeting packet for approval. If approved, the application will be posted no later than February 1st.

Since the start of the HPF in 2015, the MCMS has provided or committed \$175,000 to projects across Monroe County.

Spirit of Service Awards

In consultation with committee chair Mary Strevel, the distribution of applications for the 2021 Spirit of Service Awards will begin in April. As long as there are improvements regarding the current COVID-19 situation, we hope to have a combined program for 2020 and 2021 later this year.

Markers Program

I presently plan to take our markers for refurbishment down to Sewah Studios in Marietta, Ohio no later than mid-February pending weather and any new COVID-19 restrictions. It is my intent to pick up some additional aluminum posts at that time.

Personnel Updates

There are no personnel updates at this time.

Upcoming Closures

Aside from the continued closures on Mondays through Wednesdays due to the pandemic, the next planned closure of the MCMS is Monday, February 15th for Presidents' Day.

Programs

Unless you are suffering from Zoom fatigue (which is certainly understandable), please join us for our Online Speaker Series. Please visit [https://www.co.monroe.mi.us/officials and departments/departments/museum/speaker_series.php](https://www.co.monroe.mi.us/officials_and_departments/departments/museum/speaker_series.php) for the full listing.

MONROE COUNTY, MICHIGAN
MONROE COUNTY MUSEUM SYSTEM FUNDING RENEWAL PROPOSAL
MAY 4, 2021 COUNTY ELECTION

Shall the Monroe County Museum System Funding millage which will expire after the tax collections in 2021 be renewed for 0.10 mills and increased by 0.05 mills in accordance with the tax rate limitation imposed under Article IX, Section 6, of the Constitution of the State of Michigan of 1963, such that the County of Monroe be authorized to levy up to 0.15 mills (\$0.15 per \$1,000.00 of taxable valuation, as finally equalized), upon the taxable real and tangible personal property within the County of Monroe, Michigan, for a period of ten (10) years, from 2022 through 2031, both inclusive, for the purpose of providing funding for maintenance, operations, staffing, capital improvements, and for general programs, and for County outreach programs, and for grants, to further the preservation and display of historical artifacts in Monroe County, and for possible partnering with the federal or Michigan governments, all to best use the Monroe County Museum System and the County's historical artifacts, and to promote its programs, for the benefit of the citizens of Monroe County? The estimated revenue for the first year of the levy, if approved and levied in its entirety, shall be \$991,500.00.

YES

NO

MONROE COUNTY MUSEUM SYSTEM

Deputy Director's Report Submitted by Jeffrey J. (JJ) Przewozniak

Friday, December 4, 2020

RRTP: After much anticipation, period-correct lumber has finally arrived @ RRTP, signaling the beginning of the end of the old barn ramps. Construction has begun and will progress in step with the expected delivery of gravel/ballast any day now. The new material is band-sawn white oak, supported by hidden pressure-treated posts. At this time, the old ramps have been removed. Completion is anticipated within the month.

Arrangements have been made for RRTP to be the recipient of recently fallen dead trees from around the county. This has been done due to substantial need for fuel wood for the upcoming living history season, the most pressing need in which, is next spring's maple sugaring season. Delivery of the cut wood will happen opportunistically, and be split and stacked as needed.

Two post-and-lintel firepit locations have been identified, and holes have been pre-dug in advance of the ground freezing. Posts will be installed upon delivery from County Parks & Rec.

At this time we're researching appropriate cameras, and developing signage to deter rapscallions from continued vandalism to the barn.

Holiday Programming: Inter-departmental work related to *Christmas at the Monroe County Museum* has reached its apex. The work of Megan, Lisa, Gerry, Mike, Emily, Robin, and Heather should be recognized for exemplary follow-through, innovation, and dedication. This iteration of Holiday programming represents a new overall direction, and I'm excited for the potential for further enhancements for 2021, based on the high degree of cooperation, problem-solving, and teamwork exhibited by museum staff. More details on *Christmas at the Monroe County Museum* can be found in others' reports.

Fall/Winter Speaker Series: The initial results of the series are in: the first three presentations have generated a total of 55 attendees. Of note is that one was from Cheshire in the UK! As of now, the online programs continue with no mechanical problems or major hurdles.

Miscellany:

- Periodic work continues on removing the debris pile @ RRTP, and the resultant celebrated removal of the 20-yd dumpster currently on-site.
- Stqry (OnCell): development has been temporarily halted as setup for Christmas at the Monroe County Museum intensified close to the deadline. Work will resume soon.

MONROE COUNTY MUSEUM SYSTEM

Deputy Director's Report Submitted by Jeffrey J. (JJ) Przewozniak

Friday, January 8, 2021

RRTP: As we grieve for the loss of the old broken barn ramps, we celebrate the construction of new ones! New and improved ramps have been built in December, constructed of exponentially stronger supports that will not buckle under the strain of a team of horses. Each ramp is supported by 6 6x6 pressure-treated support beams, placed on a dug-out foundation of several inches of well-draining gravel, and fully encapsulated on all sides. The new plank wood is band-sawn white oak, which will be nailed on during an appropriate break in the weather.

Arrangements have been made for RRTP to be the recipient of recently fallen dead trees from around the county. This has been done due to substantial need for fuel wood for the upcoming living history season, the most pressing need in which, is next spring's maple sugaring season. Delivery of the cut wood will happen opportunistically, and be split and stacked as needed.

Two post-and-lintel fire pit locations have been identified, and holes have been pre-dug in November. Posts will be installed upon delivery from County Parks & Rec.

At this time, we're researching appropriate cameras, and creating signage to deter rascallions from continued vandalism to the barn. General organization and optimization continues on a regular basis, in furtherance of an overall visioning of the barn as both a period-correct space, as well as a practical working resource for staff.

Holiday Programming: Since the last round of reports, *Christmas at the Monroe County Museum* reached its apex to great effect. The work of Megan, Lisa, Gerry, Mike, Emily, Robin, and Heather should be recognized for exemplary follow-through, innovation, and dedication. This iteration of Holiday programming represents a new overall evolution, and I'm excited for the potential for further enhancements for 2021, based on the high degree of cooperation, problem-solving, and teamwork exhibited by museum staff. More details on *Christmas at the Monroe County Museum* can be found in others' reports.

Fall/Winter Speaker Series: The *Online Speaker Series* events have been rich experiences for audiences and valuable learning opportunities for the museum as we embrace and develop online programs. As you can see in the Guest Services Report, attendance continues to grow—the January 7th program drew an impressive 106 people! We've begun to collect information via brief surveys on the audiences, and this and other factors represent a fertile body of data from which we intend to craft precise marketing initiatives around future online programming. At this time, the collected data points to a number of valuable conclusions about the popularity of certain topics in history, and the geographical breadth of our attendees. One of the guests for the November 19 presentation was from Cheshire in the UK, and a number of other survey results have indicated that our messaging resonates loud and clear outside the borders of Monroe County, the State of Michigan, and the United States.

At the time of this writing, we are preparing for our headline event with celebrated author Peter Cozzens, which will be supported by a degree of advertising, and other engagement by regional media outlets.

It has been decided that all of the recorded presentations will be uploaded to the MCMS YouTube channel sometime around April.

Miscellany:

- Periodic work continues on removing debris @ RRTP, and the anticipated celebrated removal of the 20-yd dumpster currently on-site. Rotten or otherwise unusable wood and general debris remains piled in the east access lot, and throughout the woods.
- Stqry (OnCell): development had been temporarily halted as *Christmas at the Monroe County Museum* became a priority. Since then, development has resumed as app development is proceeding at an ideal pace.
- Library organization had also been postponed during Christmas at the Monroe County Museum. With the assistance of the Monroe County Library System, the process of organization is set to begin next week.

LOCAL HISTORY DIVISION Report
For November, 2020

The research room was not open to the public in November.

Rachel processed obituary requests for 8 individuals, with 50 obits, including surnames Yaeger, Guest, Ritter and Cone. She handled 3 phone calls and 9 emails. She has been doing the data entry for obituaries and making database corrections.

Robert handled 20 outside calls and 40 emails. He continues to monitor the storage rooms and handle most donation inquiries. Found in Collection (FIC) materials he processed included 2020.0.227-231 buttons, 2020.0.234 photographs, American Legion poster 2020.0.235 and a certificate 2020.0.236. Everything we open up seems to need processing!

November Accessions:

- 2020.44 Anonymous, including some copied by Payette: large box of 133 photographs.
- 2020.45 Ken Hoyt: 403+ aviation images in a box (still processing)
- 2020.46 L. Reaume transfer of a casual La-Z-Boy chair to collection.
- 2020.47 (pending) Richard Micka: Large grouping of a variety of documents, programs, including La-Z-Boy, Monroe organizations, fliers, reports, etc.
- 2020.48 (pending) ProMedica Monroe Regional Hospital/ Dr. Irving Hwang: filing cabinet full of Monroe County Medical Society documents covering about the last 30 years.

My November projects: "finish" the processing of 10 boxes of Monroe County Abstracts found in the attic, and one was a gold mine- it was for Kausler's Island (I have been working on) and is 4" thick!

I processed a large box found of "Aunt Bett" McWebb items from 2011.7.13 and the Pearl Quermbach Collection from 76.9.24. I entered the hundreds of "RS" (ledger & scrapbook) index cards into PastPerfect to keep unifying and identifying accession items.

The Friends in Council committee have not made a decision on the status of their collection. As a courtesy, Chris Kull is going through the boxes herself. I have yet to find AAUW, BPW and Altrusa officials to handle their limbo items. I am using these reports to note this situation for future accession action, and it has been posted twice on Facebook social media, with no results.

Research: random obituary requests; Stoney Pointe; families Pfluge, Sweeney-Cook, Chamberlin, Dauer; assisting Monroe News reporter Blacho with the Orchard East series (he did credit our images); Custer's horse Dandy, F. Valiquet, Eby family, 1812 veterans image, and more.

I continue to work from home 2 days a week and occasionally Facebook post. November Facebook reach for Collections was 2071. Due to the above work, I haven't moved much into the 1970s yet, nor found suitable images.

For the first time on the County website "Elections" were #1 (18,139) and the Obituary search was #2 with 10,008 page views; the Museum was #30 with 705 page views (up); Christmas at the Museum #67 with 201 page views.

Lynn W. Reaume, County Historian
03 December 2020

LOCAL HISTORY DIVISION Report
For December, 2020

The research room was not open to the public in December.

Rachel processed obituary requests for 10 individuals, with 32 obits, including surnames Major, Warner, Hartman and Craven. She handled 4 phone calls and 6 emails. She has been doing the data entry for obituaries and making database corrections.

Robert handled 10 outside calls and 45 emails. Items from the Trading Post were moved to Third Street; he also inventoried the most of the Wittkop MAECO items. He monitors the storage rooms, and handles most donation inquiries. Robert researched legal issues concerning collections.

December Accessions:

- 2020.47 Richard Micka: Large grouping of a variety of documents, programs, including La-Z-Boy, Monroe organizations, fliers, reports, etc. (completed)
- 2020.48 ProMedica Monroe Regional Hospital/ Dr. Irving Hwang: filing cabinet full of Monroe County Medical Society documents covering about the last 30 years (completed)
- 2020.49 Paul Dye: Nike Base Fire Extinguisher
- 2020.50 IHM: 175th Anniversary book
- 2020.51 Mary Vergowven: Misc. school class photographs
- 2020.52 Anonymous: 1988 Kaye Lani Rafko Miss America photographs
- 2020.53 Greg Wittkop: Jerry Wittkop MAECO collection on display and in storage

My December projects: Sent out the annual Loan Agreements; most have replied with signed documents by this date. Research: random obituary requests; families Yo(u)ng, Brancheau, Gonia/Gagne, Cass; assisting MEN reporter Suzanne Wisler on several research topics.

I processed several large boxes found in collection (2020.0.237) of Monroe City Water & Sewer department records from the 1930s. I processed the Gertrude Crampton collection from 1976 (76.7.20.1)

I found original 1845 & 1848 Erie Township Assessment books FIC and made abstractions of the data for research use. (This was great info for these hard to find years!)

I also processed some Monroe Business & Professional Women (BPW) records for 1960-1981.

The Friends in Council committee have not made a decision on the status of their collection.

The Obituary search was back to #1 with 12,192 page views; the Museum was #28 with 744 page views; Christmas at the Museum #61 with 226 page views.

Lynn W. Reaume, County Historian
05 January 20201

Monroe County Museum System Board of Trustees

November 2020 Museum Exhibits Report

There is a chance that some of you have heard of a Belsnickle Santa, but I'm wagering that most of you (like me) haven't. Well now you have the chance to stop by the museum and see one on display.

Like last month, our exhibit department was fully into Christmas preparation mode and all the long term projects were on temporary ho-ho-hold. One of the tasks was to finish off a set of "Vintage Christmas" exhibits in the three large South Gallery display cases. Based on items from the Findley Christmas collection, the cases are somewhat themed: "Old St. Nick" (Santa figures), "Here Comes the Mrs." (Introduction of Mrs. Claus), and "X-mas Miscellaneous" (various Christmas items). There are plenty of creepy Santas in the first case but huddled on the top shelf are two Belsnickle Santas from the 1930's that are sure to frighten small children. Their slender hunched bodies are spun cotton, with rolled cloth legs and puckered paper-mache faces. Not your standard jolly old elf type, these are mysterious Old World (German) Santas who, with their long fur-lined coats and hands tucked into their sleeves, look like they are freezing. Belsnickle comes from "Pels Nichol" meaning "Nicholas Dressed in Furs". He shows up at your door as a shivering apparition and hands out candy to those showing sympathy.

Other Christmas projects involved building a solid wood base to support the 12 foot lobby Christmas tree. A short white picket fence (wood, not plastic) was made in order to enclose the base and to keep pesky elves from creeping in and disrupting the tiny houses under the tree. Another task was to hang 17 decorative wreaths in the upper gallery as part of the wreath contest- including one which weighed approx. 300 pounds (estimated).

Lastly, and not leastly, there was slew of directional signage that needed layout, design, and printing. Emily and I taped up the last sign, and installed the last Belsnickle Santa, as this report was being written.

"And to all a good night."

Respectfully submitted,
Gerald P. Wykes
Exhibits Coordinator

Monroe County Museum System Board of Trustees

December 2020 Museum Exhibits Report

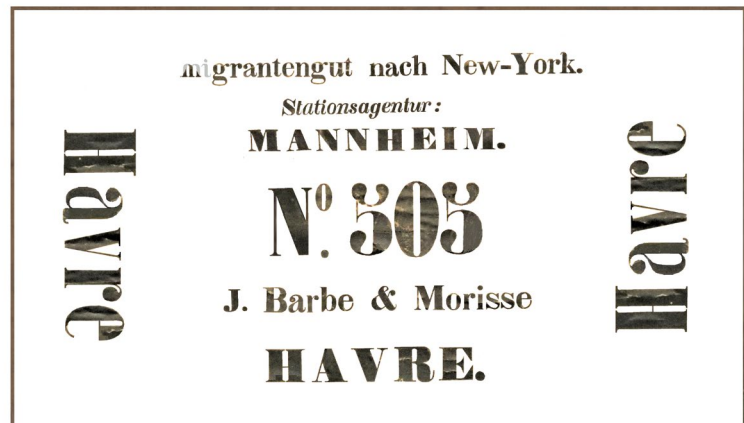
Probably the best way to characterize December was that it was a month of tying up some loose ends and untying a few others. There were several long-term concerns that were finally addressed.

Dry heat and bad wood were responsible for warping the main label in the Custer flag case. Since Custer's guidon is one of the more important artifacts in the museum, the label certainly needed attention and that attention was finally given. Although it took a village to remove and replace the glass, a new revised label was put into place. Although not as long delayed as the Custer label, a label was finally installed for the new canoe exhibit stand as well.

Work was done to design and print two generic winter banners to replace the "Christmas at the Museum" banners in the museum front windows. The new banners, installed the week after New Year's, feature two vintage sleigh scenes and will serve for the balance of the winter until warm-season banners are installed in mid-March

"Monroe's Attic", the pile o'treasures exhibit located in the upper floor gallery, was finished off with a set of labels focusing on a few of the items. The single most interesting artifacts are those associated with George M. Baum. Mr. Baum made furniture and his wardrobe and desk/chest of drawers (complete with secret drawer) are fascinating pieces. He came to America from Germany in the early 1850s and settled here in Raisinville Township. His steamer trunk, an ancient piece out-fitted with hand forged iron hardware, is on display. Affixed at each end, fragmentary (ca. 1852) shipping labels from the shipping agent J. Barbe & Morisse of Havre were visually combined and reconstructed. It states, in German, that the contents were "Migrant goods to New York." The reconstruction provides an insight into the ephemeral type of history that normally gets lost.

Respectfully submitted,
Gerald P. Wykes
Exhibits Coordinator



December 2nd, 2020

Monroe County Museum System Board of Trustees
Guest Services Division Report ❖ November 2020

November flew by with the beginning of the month being taken up with the Monthly Staples Order, my reports and the few hold-over tasks from October. In regards to the reports, I wanted to take a moment to clarify a small, most likely undetected change: On September 22nd, the State of Michigan adapted it's SafeStart Map, a guide that institutions like us and other Michiganders use to track the spread of the novel coronavirus. In order to fully alleviate any confusion with the Economic Recovery phases laid out by the state, the phases were updated to Case Thresholds: A-E. As of November 18th, the entire state rests in Case Threshold E: 150 new cases per day per million people. The monthly engagement reports will reflect this change moving forward.

On a lighter note, the Guest Services Division continued to make itself available in assisting the Programs Division with Christmas planning. Most recently, Robin Laurinec and myself have been working on a Google Form, which will allow guests to vote online if they're not comfortable coming in-person. In addition, we've been working on the clearing of South Gallery in order to accommodate a vintage Santa display and an LZB "living room". The tree that was purchased, a 12 foot fur, has also found itself at home in the center of the main gallery. After purchasing ornaments, garland and other decorative items, I along with Programs decked out the tree, front entrance, lobby and Newton areas in a yule treatment over the past few days using my design concept.

Despite the continual uncertainty of things, it has been a pleasure working on something joyous like Christmas. The Divisions have all collaborated with one another smoothly, and I don't think there's one individual on the Museum team that did not contribute some of their time and creativity to making Christmas happen this year. I truly work with some fantastic folks.

In December, I expect we'll see visitation in a bit of a different way- and look forward to sharing the social media analytics and visitor traffic of the month with you all in the coming weeks. I wish each of you a healthy and Merry Christmas.

Submitted by Megan Mullins, Guest Services Coordinator

January 3rd, 2021

Monroe County Museum System Board of Trustees
Guest Services Division Report ❖ December 2020

I am happy to report that my prediction of higher visitorship in this report's predecessor was correct! This month was our highest volume of traffic since our mandated shutdown. I credit this largely to our continued social media presence over the month (thank you Lisa in Programs!), as well as word of mouth stemming from our wreath contest participants encouraging their friends and loved ones to come in and show their support. It was exciting to see a jump in our registry as there was much work and time put into making the Museum look especially enchanting this year. With everything remaining COVID compliant and traffic patterns naturally staggered, I truly believe guests were able to take in the sights of the season safely and comfortably.

Some of my time this month was also taken up with sending out custom Christmas cards to our business associates and other contacts, including all the senior centers and nursing homes that we've been unable to visit this past year due to the pandemic. Though a small thing, it is important to maintain these relationships and keep our links with them up-to-date, and I am continually surprised at the impact such a small pleasantry can have on an individual.

As we closed out December, I was able to work through some of our last few financial obligations for the Finance Department, which was an excellent learning experience as always. Paperwork aside, the Programs Division and I began tackling the disassembly of our Christmas decorations- Lisa and I accomplished quite a bit of it on Monday the 29th by reboxing the vintage Santas in South gallery, removing garlands from the main gallery, setting the Newton Room to right and taking all the ornaments off of the tree. We purchased additional, see-through storage containers in order to better house our generous Christmas decor, as well weeded out a few paper-based decorations and snow batting that had seen better days. At this juncture, all that is really left to do in regards to Christmas is to finish up the contest portion, which is being done categorically (i.e Community Choice, Virtual Vote, & Director's Choice) presently.

Here's to a productive, healthy, and MCMS-filled 2021!

Submitted by Megan Mullins, Guest Services Coordinator

Monroe County Museum System Engagement Report *December 2020*

Site Subtotals

Monroe County Museum

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
497	363	182	0	0	42	44	60	97	99	58	199	1,641

Notes for December 2020

For the month of December, we saw quite an uptick in visitorship- presumably due to the Christmas at the Museum offerings. Functioning at a lower capacity and on our schedule of Thursday-Sunday, we were able to operate safely as our region stayed in Case Threshold E: 150 new cases per day per 1,000,000 people.

Guest Registry in Review

States:

Florida: 1

Indiana: 1

Michigan: 13

International: 2

County by ZIP Code/Residence:

General Monroe County: 182

Reasons for Visitation:

1st visit: 67

Custer: 1

GSMC: 8

Local History Division/Archives: 3

Demographic Information:

Males: 76

Females: 84

Ages 5-10: 47

Ages 10-20: 6
 Ages 20-30: 12
 Ages 30-40: 38
 Ages 40-50: 12
 Ages 50-60: 14
 Ages 60-70: 41

Statistics provided by M. Mullins/JJ Przewozniak

Monroe County Archives

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
30	31	11				2	3	6	2	4	3	92

Notes for December 2020

MCA remains closed to in-person services as the county remains at Case Threshold E. All research requests being handled remotely.

Territorial Park

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
1,487	1,262	1,715	2,041	3,124	3,924	3,969	4,123	5,058	4,759	4,105	1,757	37,324

Notes for December 2020

Visitation numbers are estimates based on the Papermill School vehicle counter. Grounds will remain open; building season did not occur for the year due to COVID-19.

Vietnam Veterans Memorial and Museum

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
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Notes for December 2020

VVMM did not open for the 2020 season. Figures based upon a recently installed vehicle counter.

Eby Log House

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
---	---	---	---	---	---	---	---	---	---	---	---	0

Notes for December 2020

No activities at site in 2020.

St Antoine's

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
---	---	---	---	---	---	---	---	---	---	---	---	0

Notes for December 2020

No data as there is currently no counter at the site.

Totals For All Sites

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
2,014	1,656	1,908	2,041	3,124	3,966	4,015	4,186	5,161	4,860	7,407	5,832	46,170

Notes for December 2020

Digital Engagements

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
22,003	27,094	14,371	27,115	28,703	37,125	42,272	31,671	8,513	18,140	15,472	36,034	308,513

Notes for December 2020

Local History Division

Emails: 51

Phone calls: 14

County website obituary searches: 12,192

Obituary requests: 10

Number of Obituaries processed for requests: 32

Museum website page views: 744

Figures provided by L. Reaume

Programs Division

New Facebook page "Likes": 4

New Facebook page "Followers": 7

Facebook Post reach: 36,034

*this number represents the amount of people who on a *daily* basis during the time period listed had any content from "...Our Page or about (y)our Page enter their screen."

Running Facebook totals:

Likes: 4,747

Follows: 4,941

Instagram

Running Instagram total Followers:

Post likes: 117

Twitter

Running Twitter totals:

Followers: 217

Tweet Favorites (equivalent to a Facebook 'Like'): 4

Tweet Retweets (equivalent to a Facebook 'Share'): 1

Event: Virtual Programs (*Brother's Down & Immaculate Heart of Mary Sisters of Michigan*): 66 & 88 respectively, totaling= 154

Figures provided by L. Gessner/JJ Przewozniak

Special Section: Christmas-Specific Engagements

Numbers provided by Lisa Gessner; Compiled by Megan Mullins

VOTING

Total number of votes cast 2019 (in person only): 2,067

- 808 wreath votes
- 1259 tree votes

Total number of votes cast 2020 (in person AND virtually): 2,101

- 79 in person votes
- 2,022 online/virtual votes

ENTRIES

Total number of contest participants for 2019 (trees & wreaths): 42

- 9 wreaths
- 33 trees

Total number of contest participants for 2020 (wreaths voted upon, ornaments for display only): 28

- 17 wreaths
- 11 ornaments

VISITATION

*Total number of visitors to the Museum in the month of December for 2019 (open regular, 7 day a week hours with all special events held): 1,158

*the above number is based upon findings in G. Wykes' report to the Board of Trustees in January of 2020- it is representative of the number of people who attended our programs in the month of December and is not necessarily representative of every person entering the Museum during the month.

Total number of visitors to the Museum in the month of December for 2020 (open Thru-Sunday, no special events held): 173

LETTERS TO SANTA (new for 2020)

- 80 letters received
- 63 letters responded to (17 lacked return addresses to mail a response to)
- 27 visitors specified it as their reasoning for coming to the Museum