



CITY COUNCIL REPORT

TO: Phillip L. Nelson, City Manager

FROM: John M. Lamerato, Assistant City Manager/Finance & Administration
Cathleen A. Russ, Library Director
Loraine M. Campbell, Museum Manager

SUBJECT: Troy Historical Museum Annual Report 2007-2008

Background:

- In an effort to keep City Council members updated on the many programs and activities offered by the Troy Historical Museum, the Library Director and Museum Manager respectfully submit the Troy Historical Museum's Annual Report, for the year 2007-2008.

Financial Considerations:

- There are no financial considerations associated with this item.

Legal Considerations:

- There are no legal considerations associated with this item.

Policy Considerations:

- This recommendation addresses the following Outcome Statements:
Troy adds value to properties through maintenance or upgrades of infrastructure and quality of life venues.
Troy is rebuilding for a healthy economy reflecting the values of a unique community in a changing and interconnected world.

Options:

- City management recommends that the Troy Historical Museum's Annual Report for 2007-2008 be received and filed.

**Troy Museum and Historic Village
Annual Report
FY 2007-08**

Introduction

The year began with thoughtful discussion on the comments and suggestions highlighted in the Museum Assessment Report prepared by Dr. Charles Watkins, an evaluator for the American Association of Museum's MAP (Museum Assessment Program.) During the next twelve months, the staff and volunteers worked to improve and expand the quantity and quality of mission-focused museum education and enrichment programs.

In partnership with the Troy Historical Society's Heritage Campaign, staff continued to plan for the expansion of the Troy Museum to serve future residents in Troy and the region.

Museum Administration

The following staffing changes and additions occurred during FY2007-08:

Date	Change
September 2007	Virginia Czerwinski was hired to fill the position left vacant by Cindianne Johnson.
June 2008	Kathrin Schwietale Jaeger resigned to return to Germany. Laura Bunting assumed Kathrin's duties as the Archive Technician.

The Troy Museum & Historic Village utilized three undergraduate interns during the year. The following is a description of the interns and their projects:

Term	Intern	School	Project
Winter 2007	Cathryn Eccleston	WSU	Scanned photos in the Troy Fire Department Collection. Some of these images will be used to illustrate a book on the history of the department.
Winter 2007	Victoria Baldwin	CMU	Cleaned and catalogued artifacts collected from the preliminary archeological dig at the original site of the Parsonage (Square Lake and Livernois)
Summer 2008	Sarah Hardman	OU	Served as a public program assistant for daily activities and events

Exhibits

Due to increased space constraints and poor accessibility, the upper level gallery was transformed into work stations and a conference room for staff, interns and volunteers. Greater effort was made to rotate temporary exhibits in the lower level lobby and to use the frosted glass panels in the lobby for poster-style interpretation.

The interior furnishings of the print shop were improved to create a more authentic and functional site. The collections staff also began interior restorations in the General Store.

Education Programs

There was no significant change in school group numbers and the total number of groups served (245) remained the same. This reflects continued use of 98% of available field trip slots. However the percentage of Troy School District participation increased 5% and revenues increased 5% to a high of \$42,870. In 2008/09, the museum will be open on Mondays, which will add 38 field trip days to the museum calendar.

Once again, Troy Public Schools purchased copies of *Our Community*, a history of Troy and Troy Township for children. This book is used as a curriculum supplement for second graders.

In 2007 the interpretive staff piloted a new field day option. "Life 100 Years Ago" is taught in the Parsonage. Children explore the lifestyle of a turn-of-the-century farming family.

School group visitation statistics are attached.

Public Programs

The Troy Historical Society continued to support all weekend and evening enrichment programs, lectures and day trips. A number of new programs, including monthly tours of the three homes in the village, were introduced and popular outreach programs like the pre-school story hour were continued.

The staff also evaluated the time and funds expended on major events. Attendance on these days is always weather dependant. However, there are many other nice days when no specific activities or programs have been scheduled. To provide greater customer service and increase casual walk-in visitation, the staff promoted simple, low-cost, daily activities, demonstrations, tours and programs during the summer of 2007 and advertised that there is something happening at the museum everyday. Daily attendance increased and offset poor attendance at three special events that were held on days when the weather was inclement.

Total public and school group attendance at the Museum was 25,016. Details regarding school group and public attendance are attached.

Archive and Collections

See the attached Collections Report.

Projects and Staff Assignments:

Editorial and Publications Team

Retired members of the Troy Fire Department developed a proposal to compile a book on the history of their volunteer organization. The group offered to gather old photos and information; raise funds to print the book; and donate all proceeds from sales of the publication to the Troy Heritage Campaign. They asked that the museum staff assist with writing and layout. The text will be finalized in the fall of 2008 and the group anticipates that the book will be printed by spring 2009.

WEB Team

Debra Newby was appointed to the Web Support Team coordinated by the IT Department. The museum continues to improve and expand its WEB access.

Grants

The Michigan Council for the Humanities awarded \$1,925 to subsidize performer's fees for the summer 2007 concert series entitled "There's Music in the Air." Ameriprise Financial contributed \$3,000 of additional corporate support.

Troy Historical Society

The Historical Society approved a resolution to operate the Museum Gift Shop as a Standing Committee that will report to the Board of Trustees Quarterly. Revenues from Gift Shop Sales will be reinvested in new merchandise, or transferred to either museum Public Programs, the heritage Campaign or the Endowment Fund.

Troy Heritage Campaign

The Campaign completed the following significant steps in FY 2007/08:

- Hopkins Burns Design Studios of Ann Arbor were retained to develop the site plan and provide architectural services for the proposed expansion.
- Two Public Classrooms were held with Hopkins Burns to include members of the public in the site planning process.
- The Heritage Campaign was designated the recipient of all proceeds from the Troy Traffic jam, a new, larger car show organized by businesses in the Big Beaver Corridor. The first show will be held on August 10, 2008.

- The Troy Historical Society is partnering with the Troy Coalition Against Drug and Alcohol Abuse in Art Unhinged, a fundraiser that will auction art created from old doors salvaged from the Kmart Headquarters building.

Volunteers:

The Troy Historical Society, Troy Garden Club, Evening Primrose Garden Club, Troy High School students in Project LEAD and the National Honor Society, Boy Scouts in Troop 1701 and member of the Museum Guild of Volunteers contributed at total of 2,500 hours of service to the museum. Assistance was provided for the four main public events; to prepare activities materials for school groups; and to provide assistance in research, clerical duties, garden maintenance, and exhibits. Finally the Troy heritage Campaign volunteers continued their efforts to raise funds for the museum expansion.

Physical Maintenance and Buildings

The following capital improvements were made in compliance with the priorities outlined in the Physical Maintenance and Conservation Plan.

Main Museum Building

None

Log Cabin

None

Caswell

The UV filters installed last year were shown to be ineffective in reducing the total infiltration of UV light. Permanent filters were not installed.

Poppleton School

None

General Store

The bid to strip and stain the building was released. The contract will be awarded in August 2008.

Print Shop

None

Wagon Shop

The deteriorated foundation members and siding were replaced or repaired. The deteriorated windows were restored. The interior of the building was cleaned and reorganized to improve work space and visitor access.

Draft specifications to remove old lead paint on the exterior and stain the building were developed.

Troy Hall
None

Gazebo
None

Parsonage
A wainscoting of Lincrustra wall board was added to the front parlor of the house.

Church
A damaged underground electrical conduit was repaired to stop water from leaking into the L Box in the basement. Damaged wiring was repaired and switched from three-phase to one-phase.

Village:
Signs for the ABC Garden were made and installed by members of the Troy Garden Club. Volunteers from Holiday Inn planted over 50 trees, shrubs and perennials in different landscape beds.

**Comparison of Education Program
FY 2006/07 and FY 2007/08**

Date	# Prgms.	# Attnd	Troy Groups	# Staff	Prg Fee
Sep 2006	7	303	3	13	1,171.50
Oct 2006	31	1407	0	47	\$5,044.00
Nov 2006	28	1,182	6	44	\$4,404.00
Dec 2006	11	718	5	27	\$3,033.00
Jan 2007	12	905	1	36	\$4,175.00
Feb 2007	11	806	1	27	\$3,622.00
Mar 2007	26	1590	3	58	\$6,825.00
Apr 2007	41	1236	31	49	\$3,650.00
May 2007	68	2176	47	76	\$6,130.00
Jun 2007	10	661	1	14	\$2,754.00
Total	245	10,984	98	391	\$40,808.50
Sep 2007	5	325	0	7	\$1,258.00
Oct 2007	31	1,553	8	51	\$5,347.00
Nov 2007	21	997	2	38	\$4,244.00
Dec 2007	13	734	5	29	\$3,645.00
Jan 2008	17	1258	2	45	\$5,460.00
Feb 2008	12	759	0	35	\$3,643.00
Mar 2008	12	956	2	35	\$4,063.00
Apr 2008	48	1878	25	62	\$6,392.00
May 2008	80	2432	54	57	\$6,769.00
Jun 2008	6	443	6	15	\$2,049.00
Total	245	11,035	103	373	\$42,870.00

Number of field trips provided:	No change
Number of students and chaperones served	Within 1% of 2006/07
Number of Troy groups	+5%
Number of staff used for programs	-5%
Revenue	+5%

**Comparison of Public Visitation
FY 2006/07 and FY 2007/08**

Date	Walk-In	#Attending Programs	Meetings/ Facilities Rentals	Rentals Fees	Total Visitors
Jul 2006	702	2,003	4	\$350.00	2,705
Aug 2006	878	1,033	8	\$1,050.00	1,911
Sep 2006	425	664	12	\$700.00	1,089
Oct 2006	511	881	11	\$700.00	1,392
Nov 2006	586	664	10	\$700.00	1,250
Dec 2006	425	1,132	6	\$350.00	1,551
Jan 2007	377	292	6	\$25.00	669
Feb 2007	235	140	4	0	375
Mar 2007	329	178	7	0	507
Apr 2007	491	212	7	\$350.00	703
May 2007	494	327	10	\$400.00	821
Jun 2007	742	147	16		889
Total	6,195	7,673	101	\$4,625.00	13,862
Jul 2007	971	1,532	6	\$950.00	2,503
Aug 2007	898	574	9	\$975.00	1,472
Sep 2007	363	977	5	\$750.00	1,340
Oct 2007	701	945	9	\$350.00	1,646
Nov 2007	422	315	9	\$800.00	737
Dec 2007	332	862	2	0	1,194
Jan 2008	341	375	10	\$350.00	716
Feb 2008	374	274	5	0	648
Mar 2008	348	374	5	\$350.00	722
Apr 2008	425	418	15	\$250.00	843
May 2008	402	589	15	\$350.00	991
Jun 2008	537	632	16	\$1,300.00	1149
Total	6,114	7,867	90	\$6,425.00	13,981

Comparisons 2006 and 2007:

Walk-in attendance: -1%

Total Attendance: within 1% of 2006/07

Program attendance: +2%

Facilities Rental Income: +39%

Public Events FY 2006/07

Event	Date	Attendance
Motoring Memories Car Show	July 2006	570
Harvest Home Festival	Sept 2006	271
Trick or Treating on the Green	Oct 2006	400
Hanging of the Greens	Dec 2006	908
Total		2,149

Public Events FY 2007/08

Event	Date	Attendance
Motoring Memories Car Show	July 2007	346
Fall Farm Festival	Sept 2007	640
Trick or Treating on the Green	Oct 2007	580
Hanging of the Greens	Dec 2007	750
Total		2,316

Comparative Attendance Statistics

Total	FY 2006-07	FY 2007-08	Change
School Group attendance	10,984	11,035	<1%
Walk-in attendance	6,195	6,114	-1%
Program attendance	7,673	7,867	+2%
Public Events attendance	2,149	2,316	+7.7%
Total Public attendance	13,862	13,981	<1%
Total Museum visitation (Schools + public)	24,846	25,016	-<1%
Meetings and facilities rentals	101	90	-10.9%
Revenue from Education Programs	\$40,808.50	\$42,870.00	5%
Revenues from facilities rentals	\$4,625	\$6,425	+39%
Total revenues (schools + facilities)	\$45,433	\$49,295	+8.5%

**Museum Collections Report:
Fiscal Year 2007-2008**

Notable Activities, Projects & Events:

- General Store – reorganization of exhibit space; purchase of reproduction artifacts; inventory and conservation of artifacts
- Print Shop – volunteer (Glen Marshall) has been working in the shop on a regular basis; volunteer work includes keeping usable presses and equipment in good order and providing interaction with the public
- Wagon Shop – prepared shop for repairs by moving equipment and providing access to all portions; monitored and photographed structural repairs by contractor; cleaned and reorganized shop prior to reopening
- Parsonage – prepared front room for installation of Lincrusta by a contractor; monitored Lincrusta installation; refurnished room and reopened building
- Uninstalled main exhibit: “Troy 50th Anniversary”; exhibit gallery now used as work space
- Series of mini-exhibits in the main hall exhibit case and Pioneer Room: “Toys”; “Got Milk?”; “Candles”; “Lighting”
- Provided artifacts and installation assistance for offsite 2-day exhibit of museum quilts at the Cameo Quilters quilt show
- Collections and Village tour and presentation to Oakland University archaeology students
- Collections and Village tour and presentation to Citizens Academy
- Continued work on scanning Troy Fire Department photos and documents for Troy Fire Department book
- Provided support and assistance to educational programs and other museum staff and projects as needed
- Provided Photoshop support for a variety of general Troy museum publications
- Provided support to special events as needed
- Intern from CMU (Vicki Baldwin) cleaned and processed 380 artifacts from the Church & Parsonage archaeological project into the PastPerfect database during a 4.5 month internship

- Intern from Wayne State (Cathryn Eccleston) scanned 197 Troy Fire Department images during a 40-hour internship
- Archive Assistant Kathrin Schwietale-Jäger resigned her position to return to Germany
- Laura Bunting began working as Archive Assistant

Collection & Archive Holdings:

Accession records: 3542 (vs. 4628 for 2006-2007) – Decrease of 1086 items

Each donation is identified by a unique Accession Number regardless of the number of items in the donation. The number of accession records dropped substantially this year as expected. The number may continue to slightly decline over the next 2-3 years before stabilizing, as old SNAP records are reconciled with PastPerfect and the accession database streamlined.

Collection records: 8658 (vs. 7610 for 2006-2007) – Increase of 1048 items

Each item in the collection receives a unique Object ID Number as its permanent tracking number. Although Object ID Numbers usually represent a single piece, numbering conventions sometimes require multiple items receive the same number (e.g., a document collection would receive a single Object ID Number and organized with a folder finding guide rather than each page being numbered). Due to Object ID numbering conventions the number of collection records provides a general representation of the Collection and is not a completely accurate count of the number of actual pieces in the Museum Collection. However, tracking collections by number and type is a useful organizational tool and these are the numbers generally given when asked to define the Collection by size and composition. PastPerfect divides the collection records into 4 linked databases. Overall the record numbers in each group are expected to grow annually and represent actual items in the Collection. Over the next 2-3 years, as PastPerfect data continues to be reconciled and streamlined, items are moved between the 4 databases. Therefore, the record numbers in each group may change up or down and may not be fully indicative of actual material added to the Collection:

- Archive records: 1362 (vs. 1267 for 2006-2007) – Increase of 95 items

- Library records: 367 (vs. 347 for 2006-2007) – *Increase of 20 items*
- Object records: 5314 (vs. 4612 for 2006-2007) – *Increase of 702 items*
- Photo records: 1615 (vs. 1384 for 2006-2007) – *Increase of 231 items*
- *Total Records:* 8658 (vs. 7610 for 2006-2007) – *Increase of 1048 items*

42 individuals, families or organizations donated accessionable artifacts to the museum during fiscal year 2007-2008 (vs. 27 during fiscal year 2006-2007):

- 8 single item donations
- 34 multiple item donations

Donations of notable Troy importance during fiscal year 2007-2008 included:

- Collection of material from the estate (Shirley A. Hersey) of the last direct descendent of Marvin Castle Beach; items include photo album (c.1860s-1890s), doll c.1870, coverlet c.1850, silver spoons, furniture, documents, and misc material; Brooks family material also included with donation due to donor's Brooks family descent as well.
- 2 chairs from Civil War veteran Clark Harris (directly from the Harris family)
- Big Beaver Airport stationery (c.1950s-1980s)
- 1855 map of southern Michigan
- Barnard and Niles family artifacts including George Niles' 1838 Michigan State Militia certificate, flail from Johnson Niles, WW II ration book, and misc documents and ephemera
- 1951 Troy Township Building Code Booklet

Artifact purchases for the Collection during fiscal year 2007-2008:

- Reproduction food cans for General Store Exhibit (\$986.00)
- Suitcase for program use (\$10.00)

Donations during fiscal year 2007-2008 increased the volume of stored materials by the following:

- Document & photo storage: ~8 linear feet (on 16" deep shelves) {all material in archive}
- 3-Dimensional artifacts: ~125 cu. ft.

21 donations were declined during fiscal year 2007-2008 (vs. 32 in 2006-2007) – artifacts did not fit within the collections policy or were otherwise unacceptable due to storage limitations or other considerations. Items declined included but were not limited to:

- Books (c.1900s-1990s); 6 sewing machines (c1870s-1900); doll collection (c.1970s-1980s); clothing collection (c.1880s-1960s); camera collection; bottle collection; newspapers and clippings; 2 beds and a piano.

The following material was transferred to the Troy Nature Center for use in educational programs: 2 corn knives, 1 potato planter, 1 draw knife, 1 scythe, and 1 corn planter. All material transferred was found in the Collection, but none of the material has any known donation form or Object ID # associated with it. All items are believed to have been dropped anonymously at the museum between 1996 and 1999. The museum Collection has multiple examples of each of the items transferred to the Nature Center.

No part of the Troy Museum Collection was de-accessioned during fiscal year 2007-2008.

Research Activities & Collections Use:

- 9 unique user Archive and Collections specific research & reproduction requests (requests may include multiple visits):
- 2 – General public
- 0 – Press/media/commercial
- 7 – City of Troy (6 Community Affairs; 1 Building Inspection)
- Research request: Troy streets & maps 1960 [general public]
- Research request: Boulan Park area maps pre-1963 [general public]

- Research request: Council Packets c.1970s [City of Troy Building Inspection]
- Photo request: 6 requests [City of Troy Community Affairs]
- Continuous internal research projects for programs and exhibits by staff, volunteers, and interns
- Occasional behind the scenes tours for special groups and other guests
- Resource Room research files and books continue to see heavy use by walk-in visitors and staff, but actual numbers are not tracked due to the utilitarian nature of the Resource Room.

Outgoing Loans:

- Agricultural tools for educational program [Nature Center]
- 13 Quilts and 4 dress forms for an offsite exhibit at a Troy quilt show [Cameo Quilters]

Primary goals for fiscal year 2008-2009:

- Complete Collections Operating Manual and update forms
- Continue PastPerfect corrections and streamlining
- Continue inventory and stabilization of the general collection
- Continue transfer of artifacts from General Store basement so waterproofing repairs can be made
- Update Virtual Exhibit contents to reflect new donations