



MIDDLESEX CENTRE
ARCHIVES

Established 2013



**Middlesex Centre
Archives**

Annual General Meeting

March 28, 2024

Chair's Report 2023

2023 has been a busy year at the archives. We have been open on each Wednesday and 2 Saturday afternoons each month. Wednesdays continue to be very busy with visitors and drop-offs while Saturdays are usually a little quieter. It's a good time to come if you want to do research.

This year was our first Cemetery Tour, visiting 3 cemeteries and a stop at the Poplar Hill Baptist Church for lunch. It proved to be a great success. Thanks to all that helped. Special thanks to Sid Prior and Clerk James Hutson from the Municipality of Middlesex Centre for bringing up the tombstone from half-way down the hill towards the river in Delaware in time for the tour.

Thanks to all our volunteers who help get displays ready, file, number, sort and generally do whatever is required. We could not survive without you. Our Archivist Krista continues to manage the collection, catalogue, design displays and represent MCA. Our past chairperson, Carol, has been wonderful at keeping me on the straight and narrow path.

Money has always been on our minds. The annual February Auction was a great success again this year. The last of the Canada 150 Project, Pre1870 booklet of homes in London Township, has been another success story (no bias at all). Hopefully we will find new sources of income, any suggestions would be helpful.

We have been out in the community promoting the Archives - Canada Day Celebrations in Bryanston and Mount Brydges, Poplar Hill Picnic, 50th anniversary at Ska-Nah-Doht near Delaware and Ilderton Fair.

The Committee To Establish A Middlesex County Archives has been very active and it is promoted at every function.

Our pride of our Archives is the annual Heritage Fair held in April. Each year, it is growing and a great event to see local materials from all historical groups in the area. Thanks to everyone involved.

Please continue reading the Villager Magazine as each month there are interesting articles that Middlesex Centre Archives contributes.

Thanks to the Municipality of Middlesex Centre for providing the room for the Archives and all the things they do for us. It is very much appreciated.

In closing, thanks for all your help and keep up the good work.

Respectfully Submitted,
Glenn Scarborough,
Chair, Board of Directors

Archivist's Report 2023

This past year was busy and very successful. As we entered our tenth year of operations, we had a lot we wished to accomplish. While we may not have accomplished everything we set out to do, we also did a great many things we hadn't planned. Our presence in the community increased, and our relationship with local media became stronger, with articles in *The Banner* and *Villager* related to the Heritage Fair, Cemetery Tour, Anniversary and what MCA is all about. Our Cemetery Bus Tour was an experiment that was successful for a first try and we stepped out of our comfort zone to change the appearance of the Reading Room. While our visitor numbers have not returned to our pre-pandemic statistics, we did have an exceptional turn out for the Heritage Fair on April 1st where we also celebrated our 10th anniversary.

A More Detailed Look t 2023:

Documentary Heritage Communities Program Grant (DHCP): This grant work was completed at the end of May. More than 7000 scanned images were created. 25+ ledgers and 400 photographs from the MCA collection related to the Marsh Store and the Society of Friends (Quaker) community at Coldstream were scanned to create a more accessible option for use of the material. A final report was written and accepted. All ledgers are available on the Reading Room reference computer.

Grants/Funding: We were successful to receive a \$5000 Municipal Council Grant from the Municipality of Middlesex Centre. This funding was used towards the database subscription and to assist with the creation of materials for Middlesex Centre's 25th anniversary.

COVID provided opportunities for funding that hadn't existed previously, and that was a great help to MCA. Unfortunately, that funding no longer available. In general, accessing funding continues to be a very significant part of Archives operations, and one of the most stressful. Funding needs to be raised through membership sales, fundraising, donations and grants.

Collections Management:

- Thirty-seven donations were made to the collection in 2023.
- Volunteers assisted in processing several notable collections (2022 and 2023 donations), including, but not limited to: Delaware Lions Club, Middlesex County 4-H Association, Marsh Collection, Fletcher Family Collection, Moyer Collection and Veteran Collection and miscellaneous items transferred from the Municipality of Middlesex Centre.
- Map Cabinet was inventoried
- Collection inventory was completed and entered in a spreadsheet to prepare for database migration
- Rehousing has taken place to optimize limited storage space in the Annex and Archives.

Outreach:

- Presented at both in-person General Members Meetings
- Participated in Archives Awareness Week #ArchivesAtoZ social media campaign (April)
- Heritage Fair (April)
- Spoke at the Strathroy & District Historical Society Meeting (April)
- Presented displays at Bryanston Optimist Club (May); Poplar Hill Picnic (June); two Canada Day Celebrations (July); Ska Nah Doht's Anniversary Celebration (July); Ilderton Fall Fair (September); Ilderton Public Library (November)
- Archives Anniversary Open House (August)
- Mayor's Breakfast (October)
- Cemetery Bus Tour (October)
- Laid wreath at the Delaware Cenotaph on Remembrance Day

- Wrote article for *The Villager* on the Marsh Store records/DHCP project
- Formatted the 2024 calendar sold for fundraising
- Social media numbers continue to increase for both Followers and Likes on Facebook and Instagram
- Website continues to be updated as needed with Danny Jefferies.

Volunteer Management:

Throughout the year, I worked with our team of volunteers in various capacities in the Archives and Annex. It has become evident that the volunteer program training and handbook needs to be updated. A draft Volunteer Handbook was created and has been distributed as needed to new volunteers to provide context and information. More updates and training and refresher training will take place in 2024.

We desire to have a thriving volunteer program which will support MCA, volunteers and the archivist. New volunteers have joined our team. A call for volunteers, especially geared to outreach took place in the summer. Outreach and fundraising continue to be two of our greatest needs for volunteer support and expertise.

Reading Room:

MCA's Dr. Ken Veldhuis Reading Room underwent reorganization in August. The large map case was moved from the Archives to the Annex. This allowed for a more open area in the Reading Room and provided a space for the reference computer and the microfilm machine to be set up. Two filing cabinets were designated to hold files containing miscellaneous information (such as newspaper clippings) for researchers to use. These are items that do not fit the collection mandate, but may be of interest to researchers. The Reading Room seems brighter and bigger with these changes.

The door underwent new signage, including mention of the \$5 user fee for non-members. Service fees still apply to members.

Committee to Establish a Middlesex County Archives (CEMCA):

I continued to be an advisor for the Committee to Establish a Middlesex County Archives (CEMCA) attending meetings as required. I became more involved in 2023, presenting with Carol Small and Dr. David Elliott at County Council in March. I have also participated in an interview with local media and created the CEMCA Facebook page.

Respectfully Submitted,
Krista Taylor

Fundraising Report 2023

Middlesex Centre Archives continued an active fundraising campaign throughout the year. Donations were received from local Lions Clubs, Middlesex Centre Historical Society, South Lobo Women's Institute and local businesses.. The Annual Online Auction brought in over \$6000 as well as lots of local community and business support. The Heritage Fair brought many visitors who gave donations and purchased memberships, books and calendars. For the Heritage Fair, The London Township Landmark Tour Book was completed and the complete set of 4 tour books were available for sale. As various London Township properties qualified, signs for more properties were available for purchase. All MCA publications are available at our various displays throughout the year. Memorial donations continue to grow each year.

Middlesex Centre Archives did receive several grants including the Middlesex Centre Community Grant, and Ontario Historical Society Grant. Unfortunately, the application for an Ontario Trillium Grant was unsuccessful.

Middlesex Centre Archives continues to receive donations. With the resourcefulness of the Board, the Archivist and volunteers, and with their penny-pinching ways, the Archives continues to survive.

Respectfully Submitted,
Carol Small

Outreach Report 2023

When an organization celebrates its tenth anniversary as MCA did in 2023, even more events get added to a busy schedule. With our doors being open on a regular basis, recorded data showed 73 people dropped by the Archives to visit, research or browse and there were 35 telephone calls in addition to the many emails MCA receives every day. In addition to the media posts on Facebook, our webpage and Instagram, MCA contributed 10 articles to the Villager magazine as well as being featured in the December 2023 Banner. MCA also assists John Caverhill with photographs for his entertaining articles in the Villager magazines.

The Middlesex Centre Archives Online Auction in February reaches out to local residents and businesses to contribute articles for the auction. With a “Shop Local” theme, the community responds very positively with donations and purchases. The 2024 calendar featured animals of Middlesex Centre. The calendars were sold in Delaware, Ilderton, Komoka and Bryanston again this year.

With a physical presence in the community, MCA participated with displays at the Ilderton Library for Heritage Week. Those venues that included personnel as well as displays included Battle of Longwoods Memorial Anniversary Service, Bryanston Optimists’ Meeting, Poplar Hill Picnic, Canada Day at Mount Brydges and Bryanston, Ska-Nah-Doht 50th Anniversary, Middlesex Centre’s Silver Anniversary Celebrations, Ilderton Fair and Remembrance Day Services in Ilderton, Delaware and Poplar Hill. In addition, MCA initiated several new activities for the Tenth Anniversary celebrations that included an Open House and a Cemetery Tour and of course, hosted the very successful Heritage Fair where Middlesex County Warden Cathy Burkhardt-Jesson and Middlesex Centre Deputy-Mayor John Brennan presented celebration certificates. Cake was enjoyed by all. Members and the Archivist also participated in speaking engagements at the Bryanston Optimist Club, Strathroy Historical Society and OGS London-Middlesex.

Middlesex Centre Archives continues to reach out to the Middlesex Centre and area community. In return, the Archives appreciates all the support given by the local and area community.

Year	Visitors	Volunteer Hours	Acquisitions	Displays	Newsletters	Articles
2013	NA	NA	7	NA	NA	
2014	12	2181	60	12	NA	
2015	120	2251	128	8	NA	
2016	192	2834	119	13	NA	
2017	195	3216	162	8	NA	
2018	195	3430	126	8	NA	
2019	123	4124	105	16	3	
2020	60	1592	48	3	4	12
2021	60	2771	42	3	3	12
2022	50	4328	47	6	4	12
2023	73	2936	37	9	3	10
Total	1080	29663	903	86	17	46

Respectfully Submitted,
Carol Small

Plant Management Report 2023

Middlesex Centre Archives' major change in 2023 was giving the Ken Veldhuis Reading Room a new look. The big map cabinet was moved to the Annex. It was replaced with two tables that now hold a microfilm reader and a visitor computer. Pictures were changed and/or re-arranged to better feature the name-sake of the Archives. Directories now sit atop two shelf-bays. The shelves have been re-labelled to better reflect their contents.

Middlesex Centre Community Services staff continued to work on the HVAC system and have it working satisfactorily. As well, they continued to respond to issues with the Internet when hydro blips constantly knocked out Internet reception. Middlesex Centre Archives Board, Archivist and volunteers wish to thank the Middlesex Centre Community Services staff for all their support and help.

A special "Thank You" to Sid Prior for regularly checking both the Archives and Annex to make sure all is working well. Also "Thank You" to Sid for always getting the Archives' mail and bringing it to the Archives.

Respectfully Submitted,
Carol Small

Middlesex Centre Archives 2024 Proposed Budget

Revenue	2024 Proposed Budget	2023 Actual
Deferred Grants	Nil	\$16,710
Current Grants	\$4,630	\$5,000
Fundraising	\$6,000	\$5,384
Donations	\$14,000	\$16,094
Sales – Book, Calendars	\$1,500	\$2,876
Sales – 150 Signs	Nil	\$1595
Memberships	\$450	\$660
Miscellaneous	\$400	\$1,111
HST Refund	\$4,800	Nil
Interest	\$1,000	Nil
Total	\$32,780	\$40,430

Expenses	2024 Proposed Budget	2023 Actual
Archivist - MCA	\$25, 708	\$19,053
Archivist - Grants	Nil	\$16,710
Rent	\$11,000	\$9,143
Office Equipment	\$1,000	\$364
Archival Expenses	\$1,000	Nil
Copier Supplies	\$2,000	\$1,606
Building Expenses	\$2500	\$2,505
Accounting	\$2,000	\$1,637
Events & Advertising	\$800	\$881
Office Supplies & Postage	\$4,000	\$3,829
Insurance	\$1,200	\$1,097
150 Signs	Nil	\$1,020
Gifts, Travel, Memberships	\$300	\$160
Miscellaneous	Nil	\$577
Prepaid Expenses	Nil	Nil
Total Expenses	\$51,508	\$58, 127
Net Revenue To Surplus	-\$18, 728	-\$8,697