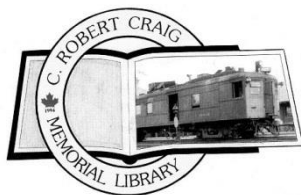


# C. Robert Craig Memorial Library



## Annual Report for the Year ended August 31, 2016

Located at the City of Ottawa Archives  
100 Tallwood Ave.  
Ottawa, Ontario

### Board of Directors (Officers)

Dennis Peters (President) – deceased Apr. 14

Dave Stremes (Treasurer)

David Knowles

Mike Schepanek

Dave Venables (Vice-President)

Bruce Morgan (Secretary)

Carl Swail

David Copeland

Brian Earl

Website: <http://www.ovar.ca/CraigLibrary/craiglib.htm>

#### Mailing address

C. Robert Craig Memorial Library,  
c/o City of Ottawa Archives,  
City of Ottawa (443),  
110 Laurier Avenue West,  
Ottawa, Ontario, K1P 1J1

#### Telephone

City of Ottawa Archives  
(613) 580-2424 ext. 13333

#### Hours of operation

The Library is open during the regular business hours of the City Archives:

- Tuesday to Friday 9:00am to 4:00pm, and
- Saturdays 10:00 am to 5:00pm (September to May)

The Archives are closed on Sundays, statutory holidays and long weekends

## President's Overview

The past year has been an exceedingly busy and challenging period. With the signing of Memorandum of Understanding between the Library and the Bytown Railway Society (BRS) the transfer of their collection of books, magazines and timetables was planned to take place. However, the City of Archives has implemented a policy requiring new incoming material to be triaged to ensure that it does not contain any potentially damaging contamination. Consequently, as an interim measure, this material has been placed in a temporary storage location and the transfer to the Library has been delayed. To facilitate this and future transfers, the City of Ottawa Archivist has agreed to train the relevant Library volunteers to perform the triage process on behalf of the Archives.

We were all shocked at the unexpected passing of our president, Dennis Peters, on April 14, 2016. Although he had only held this position for a short time his energy, enthusiasm and ideas had had a positive effect on the Library. In his will he generously donated all his books, magazines and timetables to the Library. They were removed shortly after his funeral and are temporarily located in the same storage facility as the BRS material. His will also contains provision for a cash donation that will be formalised at a later date.

In the early summer, the first stage of the integration of the various Library asset data sources took place with the transfer of the book information to the new database. The new system is running live and work is ongoing to integrate the photographs, the magazines and the remaining data sources into it.

Work also progressed on the new web site and it will be implemented shortly. The initial version will have more current information on the books and, at a later stage will be linked to the asset management system. This will let Library users search the asset system over the Internet.

Two new directors have been added, David Copeland and Brian Earl, both of whom bring considerable knowledge to the management team of the Library.

It is worth paraphrasing the closing remarks on the future of the Library that appeared in the President's report last year: *"The one word to guide our future endeavours is relevance. With the challenge of declining memberships, book and magazine sales, volunteer numbers and revenues, we must broaden our impact by delivering relevant content to a broader audience. By creating awareness that the Library adds value to research, learning or hobby activities we will ensure that issues that could potentially impair the Library's long-term sustainability are addressed and that it is an essential stop for anyone, anywhere who is interested in Canadian railways."*

Dave Venables  
Acting President

## **Reports of the departments**

### **Secretary**

The Directors have met four times since the 2015 Annual General Meeting. A continuing focus of those meetings has been modernization of our technology and web presence. It is expected that the major part of that work will be completed in the coming year. The organization also had to consider succession since the untimely passage of President Dennis Peters. In the interim, Vice President Dave Venables has led the executive, which as a group has shouldered the Presidential duties until a new President can be head-hunted.

Bruce Morgan

### **Treasurer**

The Library's Financial Statements are appended to this Report. Membership renewal notices were not sent out in the spring of 2016, as it was intended that this would take place with the announcement of our new web site. As a result of delays in its implementation, notices were not sent out, with a corresponding decrease in revenue. It is hope that those who did not renew in fiscal year 2015-2016 will help make up for this shortfall. There is now the option of donating through our website using PayPal. Although there is a small cost (1.6% + \$0.30 transaction fee), it reduces the number of transactions and is easier to trace.

Dave Stremes

### **Librarians**

#### **Books and Periodicals**

This year has been a landmark year for the Library's book collection; it has now reached a total of 1891 books and pamphlets. The bulk of the collection has been made from donations and bequests.

The Bytown Railway Society was recently asked to vacate their "archives" room which housed their book collection at the Canada Science and Technology Museum, and it approached us about acquiring their collection of some 1293 volumes. As the two collections were developed over the same time period there is a considerable overlap with our own collection. Although it was catalogued using our classification it requires a lot of work to integrate and to shelve it into a single collection.

This process was in hand when our President Dennis Peters' died so tragically. Dennis was very generous and left a considerable bequest to the Library, including his books which covered some 16 linear feet of shelving. Again there is a considerable overlap with both the Library and the Bytown books.

As with all materials entering the City Archives the materials must be subject to a triage inspection process to ensure that they do not import any pests or mold into the building. This work is in hand and continues to occupy our efforts.

Coupled with this the board of directors decided to update all our software databases which are based on the Lotus Approach program of 1994. This program is no longer supported and is considerably out of date. Dave Copeland has volunteered to rework the various databases which include a new book catalogue. This work is underway and an initial combination of the two collections (CRCML and BRS) has been made. It is undergoing testing and refinement. It will include an Internet presence.

The Peters' book collection is currently on hold until we have the new software fully commissioned. This collection is more widely based and reflects Dennis' interests. It contains some items from earlier periods which had not turned up in our previous acquisitions.

As noted elsewhere Peter's bequest was extensive and the books are currently stored in an off-site storage unit along with the other elements of the bequest. It is a major priority to sort, record and process it through triage in order to evaluate them for Peter's estate.

### Classification

Our books' classification was originally developed by the late George Drury of the Kalmbach Publishing Company and recommended to us by the then Librarian of the National Model Railroad Association Library. We have modified it slightly to include classifications unique to Canadian needs and to update it. A new working edition of the classifications has been printed which includes current changes. We are also considering at least two more which would clarify locations for "self-propelled cars" and the development of "Metropolitan Railways".

The new software is Linux based and CRCML staff is currently learning how to master it.

Dave Knowles

## Curators

### Photography

The team of Paul Bown and Barry Innes continue to do the meticulous task of cataloguing slides from acquired collections. Their work resulted in an increase of 2300 records from 53052 in December 2015 to 55351 in October 2016. Another 600 Iveson records are ready for insertion. The big question is "Are these wonderful pictures used?" This year the answer is "Yes". Both John Riddell and Canadian Rail were pleased to get images from the library. Canadian Rail made a substantial donation as a result.

Quite importantly Mike Shchepanek continues his much-needed efforts to keep the picture database honest. For the last 6 months he has been working with Barry and Paul trying to standardise the equipment entries (e.g. 40' box car, wood box car, insulated box car, etc. to all read Box car 40', Box car 40' insulated etc.). So far he has completed identifying and correcting all the major entries in the data base plus any typos or general mistakes. This is all to benefit the conversion into the new database which is up and running and has been under testing for the last couple of weeks.

Bob Meldrum

### Maps, Drawings and Prints

We are continuing to expand our collection of the Maps, Drawings and Prints collection. We now have 193 maps and 1272 drawings and prints in the collections. The donation of drawing that we received from Al Craig is still being input into our collection; we are at 597 drawings and counting! This past year we also received donations from Dennis Peters, Jeffery Parker, Paul Sheppard, Tony Burgess, Ray Farand, Brian Earl and Doug Matheson. Thanks to everyone that is adding to our collections.

Carl Swail

### Timetables

Dennis Peters left the Library an extensive collection of railway public and employee timetables, which are currently being enumerated. Gerry Gaugl has agreed to work with the public timetables, and I will be responsible for the employee timetables.

Dave Stremes

### Other Volunteers

Paul Bown	Pat Brennan	Barry Innes	Bill Seabrooke
Peter Satterly	Bob Moore	Mike Shore	Dave Copeland

### **Library Members at August 31, 2016**

#### **Honorary Members**

Joan Craig	Harriet Healy
Barbara Chivers	Peter Nesbitt

#### **Ordinary Members**

Patrick Brennan	David Knowles
Patrick Brewer	Bruce Morgan
Bruce Chapman	Mike Shchepanek
Colin Churcher	Michael Shore
David Copeland	David Stremes
Brian Earl	Carl Swail
Raymond Farand	David Venables

#### **Gifts of Cash**

David Knowles	William Seabrooke	Bruce Morgan	Colin Churcher
Mike Shore		Ted Rafuse	

**C. Robert Craig Memorial Library  
Financial Statements  
for the Year ending August 31, 2016**

**Trial Balance**

Bank Balance-Sept 1 2015		\$4,968.18
<b>Revenue</b>		
Donations from members	\$275.00	
Donations from others	\$525.00	
Interest	\$0.00	
Sales	\$0.00	
Other	\$0.00	
<b>Total Revenue</b>		<b>\$800.00</b>
<b>Expenses</b>		
Books	\$253.95	
Insurance	\$1,136.16	
Admin	\$374.83	
Photos	\$0.00	
GST	\$0.00	
HST	\$0.00	
<b>Total Expenses</b>		<b>\$1,764.94</b>
<b>Revenue - Expenses</b>		<b>-\$964.94</b>
Bank Balance		\$4,003.24
PayPal Balance		\$33.84
<b>Total Assets as of Aug. 31, 2016</b>		<b>\$4,037.08</b>

**C. Robert Craig Memorial Library Financial Statements  
for the Year ending August 31, 2016**

**Revenue and Expenses**

	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Revenue</b>			
Donations	\$800.00	\$1,530.00	\$ 975.00
Interest	\$0.00		\$ 0.44
Other			\$ 0.00
Sale of Photos, Books, etc.		<u>\$ 509.25</u>	<u>\$ 158.75</u>
Total	<u>\$800.00</u>	<u>\$2,039.45</u>	<u>\$1,134.19</u>
<b>Expenses</b>			
Books	\$253.95	\$ 151.97	\$ 258.29
Insurance	\$1,136.16	\$1,050.00	\$ 991.00
Taxes		\$ 224.61	\$ 145.96
Office, Postage, and Printing	\$374.83	<u>\$1,025.66</u>	<u>\$ 667.04</u>
Total	<u>\$1,764.94</u>	<u>\$2,452.24</u>	<u>\$2,062.29</u>
Excess revenue over expenses	<u>\$(964.94)</u>	<u>\$ (412.99)</u>	<u>\$ (928.10)</u>

**Balance Sheet**

	<b>2016</b>	<b>2015</b>	<b>2014</b>
<b>Assets</b>			
<u>Current Assets</u>			
Bank Balance	\$4,003.24	\$4,968.18	\$5,381.17
PayPal Balance	<u>\$33.84</u>		
Total	<u>\$4,037.08</u>	<u>\$4,968.18</u>	\$5,381.17
<b>Liabilities</b>			
<u>Current Liabilities</u>			
Accounts Payable	NIL	NIL	NIL
Outstanding Cheques	<u>NIL</u>	<u>NIL</u>	<u>NIL</u>
Total	NIL	NIL	NIL
<u>Surplus</u>			
Opening Balance	\$4,968.18	<u>\$5,381.17</u>	<u>\$6,309.27</u>
Excess revenue over expenses	<u>(\$964.94)</u>	<u>\$ (412.99)</u>	<u>\$ (928.10)</u>
Ending Balance	\$4,037.08	\$4,968.18	\$5,381.17

On behalf of the Board:

Dave Venables, Acting President

David Stremes, Treasurer

The accompanying notes are an integral part of these financial statements.

1- Statute and Nature of Operations

The corporation, a private corporation without share capital, incorporated under the *Canada Not-for-profit Corporations Act*, operates a memorial library, a non-profit organization.

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City of Ottawa Archives, 100  
Laurier Avenue, West Mail Code 100  
Ottawa, ON K1P 1J1

Attention: Mr. David P. Stremes  
Treasurer

21 October 2016

Dear Mr. Stremes:

RE: C. Robert Craig Memorial Library Financial Returns 2015-16

I have reviewed the financial data presented to me for the fiscal year commencing 1 September 2015 and am satisfied with the figures as presented.

Yours sincerely

A handwritten signature in black ink, appearing to read 'L. Goodwin', written over a light blue horizontal line.

Leslie C Goodwin