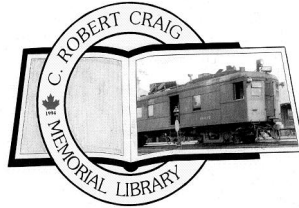


C. Robert Craig Memorial Library



Annual Report for the Year ended August 31, 2018

Located at
City of Ottawa Archives
100 Tallwood Drive
Ottawa, Ontario

Board of Directors (Officers)

Dave Venables (Acting President)	Mike Shchepanek
Dave Copeland (Treasurer)	Carl Swail
Bruce Morgan (Secretary)	Dave Stremes
David Knowles	Brian Earl

Website: www.crcml.org, **Email:** librarian@crcml.org

Mailing Address

C. Robert Craig Memorial Library
c/o City of Ottawa Archives
110 Laurier Ave W
Ottawa, ON K1P 1J1

Telephone

City of Ottawa Archives , 613-580-2424 ext. 13333

Hours of Operation

The Library is open during the regular City Archives hours.
Tuesday to Friday: 9:00 a.m. to 4:00 p.m.,
Saturday: 10:00 a.m. to 5:00 p.m.
Sunday, Monday and Statutory Holidays: Closed.

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President's Report

The past year has again been both busy and challenging accompanied by successes.

Our direct involvement in the triage process of the City Archives for new donated material has been working well. It can still be a slow process as the resources available from the Archives are getting scarcer and the volume of material that we have been processing continues to be high. The cataloguing and assessing of the donation from the Dennis Peters estate is almost complete and other, smaller, donations were received periodically throughout the year. The quantity of material has been significant and at times has taxed the human resources of the Archives. Nevertheless, I would like to take this opportunity to recognise the unstinting support that we have received over the past year from Paul Henry and his staff despite the additional responsibilities that budget adjustments have forced on them. Without their dedication, progress would have been significantly slower.

The integration of the photographic collection information with low-resolution scanned images into the Library asset management system is a continuous process. Progress has been greatly facilitated through the addition of more volunteers to deal with the growing number of photographic collections that have been donated. The magazines and the remaining data sources will be added over the course of the coming year. When this is completed it will greatly enrich the already valuable reservoir of information that is held by the Library.

The current, more dynamic web site, has been in operation for almost 2 years. Linking the information on the Library's collections to the asset management system lets Library users search it over the Internet. This feature has greatly facilitated

access to the Library's information for those who live outside of the National Capital Region. It is also paying dividends as demonstrated by the number of enthusiasts from across the country and in the US who purchased surplus books over the past year.

In addition to the foregoing positives, there remain the challenges of increasing the Library's membership to guarantee its fiscal viability and of expanding overall awareness of this valuable resource to ensure its continued relevance.

I have used the sage words of our previous president, Dennis Peters, in my closing remarks in my two previous President's reports. It will come as no surprise that I want to leave you with that same thought this year as it is an important statement of purpose for us all. I am sure that you would agree that our achievements over the past 12 months demonstrate the importance of and our commitment to it.

"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 Officers

Secretary

The Directors met three times (January 10, April 14 and September 13) in person and once by telephone (June 28) since the last AGM on December 9, 2017. The main areas of discussion and resolution were incorporation of donations into the Library via the Archives Intake policy, which included pre-screening by Library volunteers and triage by the Archives staff. We are delighted to have received several donations of photos (from Mills, Patterson and Shrubsole) and other collections are being negotiated. A standard Deed of Gift form has been approved, to document what is received, and to obtain assignment of copyright where applicable. Donated books now are usually redundant, and if accepted, the redundant books are listed on the website as “For Sale” to the public, (at a reduced cost to members).

A downsized storage unit was rented at Dymon on Carling to enhance our pre-screening of donations. During the year, Dave Copeland enabled various databases on the Library’s new web site, now allowing access to searchable book listings, and thumbprint scans of the vast photo collection, and an ongoing effort is underway to introduce an updated listing of periodicals and maps/drawings.

Bruce Morgan, Secretary.

Treasurer

This is my first report as Treasurer. Based on prior experiences I have set up the financial record in Quicken. This has greatly simplified the recording and the reporting processes. I have also created a database based Membership system with integrated tax receipt recording, distribution and reporting.

As mentioned in last years report, we downsized our storage locker in December 2017 so our current year's expense will decrease but it is still our largest single expense. It is hoped that we will be able to move to an even smaller locker in the future.

It is the practice of the Library to engage an independent review of the financial statements, and again this year we have asked Leslie Goodwin to perform this review. However, due to Mr. Goodwin's availability and the scheduling of the Annual General Meeting at an earlier date than in the past, the review is not yet complete, and so the Financial Statement is presented without the usual Review Letter. When it is available, it will be presented to the Board and reported to the membership.

Dave Copeland, Treasurer.

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2018**

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, non-profit organization.

Balance Sheet - As of 8/31/2018

Account	Balance
ASSETS	
Cash and Bank Accounts	
Chequing Account	10,178.44
PayPal Account	0.00
CashOnHand	0.00
Total Cash	10,178.44
TOTAL ASSETS	10,178.44
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	10,178.44
TOTAL LIABILITIES & EQUITY	10,178.44

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2018**

Income Statement

9/1/2017 through 8/31/2018 (in Canadian Dollars) (Cash Basis)

INCOME

Donations		1,056.00
Memberships		380.00
Other Inc		0.15
Sales-Magazines	135.15	
Sales-Books	1,026.00	
Sales-Images	80.00	
TOTAL Sales	1,241.15	1,241.15
TOTAL INCOME		2,677.30

EXPENSES

Admin		321.32
Insurance, Bus		1,168.56
Paypal Fees		8.54
Purchases		
Purchases-Books	66.10	
Purchases-Maps	171.18	
TOTAL Purchases	237.28	237.28
Storage (Dymon)		2,529.11
TOTAL EXPENSES		4,264.81

NET (1,587.51)

Accepted on behalf of the Board



Dave Venables,
Acting President



Dave Copeland,
Treasurer

Librarian Reports

Books and Periodicals

The integration of books and pamphlets from the Peters and Bytown Railway Society donations has been largely completed in the year under review, with some 450 titles added to our open shelves. All told the collection on the shelves in the Archives Reference room now numbers some 2230 volumes. Further work on these donations will cover replacing books currently on public shelves with better copies ie. hardback editions for soft covers etc. and some older books that require repairs prior to moving them to the open shelves. A few new titles have been purchased and placed on the shelves.

The work on these donations has tested the new book software and provided a useful basis for fine tuning. The books and pamphlet collection has now been placed on the website and is available on the internet to both the membership and the general public.

The library has a substantial collection of railway periodicals covering fifty titles from Canada and the United States. These publications contain a very broad coverage of the railway scene and supplement the books and pamphlet and picture collections. They fall into two categories, prototype and modelling. These are shelved together alphabetically. A major problem is that despite several efforts by various organizations it has not been possible to develop a comprehensive union list of articles. This can make research very time consuming and frustrating.

The recent donation from the Bytown Railway Society collection contains a substantial number of bound volumes of some of the prototype titles. Our current holdings often predate these bound volumes and will be retained and shelved with the bound volumes. Some of the planning for this process has been undertaken in the year under review.

In addition, the periodicals collection is slowly being entered into the new database from the existing paper records.

Dave Knowles.

Maps, Drawings and Prints

We are continuing to expand our collection of the Maps and Drawings and Prints collections. There are 195 maps in the collection. While in the past year we have not catalogued any new maps, there are a number of maps from several collections that remain to be added, as the effort this past year has concentrated on the drawings collection. There are now 1651 drawings and prints in our collection.

Carl Swail.

Photographs

Bruce Chapman has joined the Craig Library as a volunteer. He has been successfully trained by Dave Copeland in entering photograph information directly into the database. To date he has entered 1 of 10 Logan boxes (each box holds 600 slides) from his donated slide collection.

Dave Copeland continued to maintain and upgrade the Pictures catalog software. Photo requests supplied by Dave Copeland:

1. Andrew Jeanes (e-mail request)-CPR Kingston & Pembroke Line (6 low res photos - revenue \$30).
2. Timothy Horton (e-mail request)-PGE gondollas (2 high res photos - revenue \$50).

Barry Innes and Paul Bown finished cataloguing the Iveson collection as well as cataloguing the Peters/Topping (140) and Mills (73) collections and are presently cataloguing the Patterson collection (ca. 2000).

Bob Meldrum received slide Logan boxes 90, 91, and 92 from Barry and Paul. Bob scanned the slides and uploaded all of them to Dave Copeland for insertion on the website.

David Steer volunteered to scan onto a DVD the Peters' collection of B & W photos (61) and negatives (79) photographed by W. Topping in the 1950's in B.C. He completed the DVD and passed it onto Barry and Paul for data entry.

David Stremes and Ray Farand have completed checking the Othen collection and have culled ca. half the collection of near duplicates. The remaining ca. 2000 slides are being re-organised into geographic areas in preparation for data entry.

Mike Shchepanek continued to check for omissions and errors for collections recently entered on the Pictures data base as well as checking and correcting past entries. He also checked collections

for pest management issues as required. He was involved in resolving issues for all collections either entered into the Library or awaiting entry during the past year. Mike negotiated with Tom Patterson for the transfer of his large railway collection to the Craig Library. His timetable collection has been received and is stored at Dymon to be incorporated into the Libraries' collection. His four binder Canadian Railway postcard collection has been received and is being prepared for entry into the Craig Library collection at the Archives. Mike has received his slide collection (ca. 5000) and has inspected and culled ca. half (mainly near duplicates and US railroad photos). The remaining set of acceptable slides have been forwarded to Barry and Paul and are presently being entered on the data base. In addition Mike inspected and organised the Shrubsole B & W negative Canadian collection (ca. 350) and passed them onto Dave Steer for scanning onto a DVD.

Photo and information requests answered by Mike Shchepanek:

1. Doug Mayer (Revelstoke Railway Museum, BC)-Revelstoke Railway photos request.
2. Andrew Jeanes (e-mail request)-CPR Kingston & Pembroke Line photo request.
3. Timothy Horton (e-mail request)-PGE gondola photo request.
4. Doug Pelkola (Ottawa, ON)-pulpwood service cars photos request.
5. Harold Rowe (Dunrobin, ON)-Carp Ontario train photo request.

Mike Shchepanek.

Timetables

With the consolidation and cataloging of the Peters and BRS collection, I identified additional needed Employee Timetables from my collection which have have been added to the Library's collection. Our collection now totals 3,549: 418 smaller supplements and Special Instructions, and 3,131 full timetables. Most have been moved to the Archives, and a next task will be to locate the duplicates (located in different boxes), determine the ones in better condition to keep, and rationalize their storage. The method of dealing with these duplicates has yet to be determined. In addition to Canadian railway (and their constituent companies) employee timetables, the Library has also amassed a number of employee timetables from U.S. railroads, as well as a number of related operational documents from both Canadian and U.S. railroads. The database of employee timetables will be published on our website by the end of 2018.

Gerry Gaugl completed the integration of the Peters and BRS collection of Public Timetables, adding duplicates from his collection where needed. I have also added some missing timetables from my collection. At present, there are 144 Canadian Pacific public timetables, the earliest being December 12, 1895, and 98 Canadian National public timetables catalogued. Remaining cataloguing of this combined collection, and publication of the database will be Fall of 2018.

Dave Stremes.

Library Members at August 31, 2018.

Honorary Members

Joan Craig	Harriet Healy
Barbara Chivers	Peter Nesbitt

Ordinary Members

Patrick Brewer	Thomas Grumley	Mike Shchepanek
Bruce Chapman	David Knowles	Mike Shore
Kevin Chomik	David McLellan	David Stremes
Colin Churcher	Robert Meldrum	Carl Swail
Garry Comber	Fred Mills	Malcolm Vant
Dave Copeland	Bruce Morgan	Dave Venables
Ray Farand	Peter Murphy	Ian Webb
Brian Gilhuly	Bill Seabrooke	

Gifts of Cash

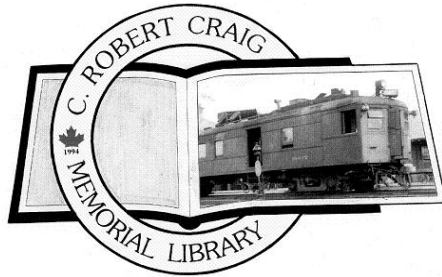
Patrick Brewer	Michael Gaudet	Bill Seabrooke
Bruce Chapman	Brian Gilhuly	Mike Shore
Colin Churcher	David Knowles	Malcolm Vant
Ray Farand	Bruce Morgan	

Other Volunteers

Paul Bown	Gerry Gaugl	Bill Seabrooke
Pat Brennan	Barry Innes	David Steer
Bruce Chapman	Robert Meldrum	
Ray Farand	Peter Satterly	

Notes

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