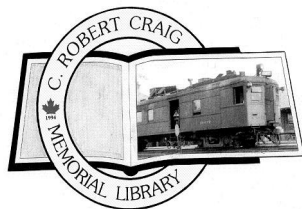


C. Robert Craig Memorial Library



Annual Report for the Year ended August 31, 2023

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

Board of Directors (Officers)

Carl Swail (Acting and Vice President)	Mike Shchepanek
Dave Copeland (Treasurer)	Dave Venables
Bruce Morgan (Secretary)	Dave Stremes
Fred Mills	Raymond Farand

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 (subject to change due to the pandemic)
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

Access to the City of Ottawa Archives building has returned to normal for the public, no appointments are required. If you wish to access our materials in person, I would recommend that you read the City of Ottawa Archives Web site and check the "Access and view materials" to see what the procedures are before you go to the archives. Access to our materials is different than access to city materials, but there is helpful information in the "Planning your visit" link.

David Knowles has had to give up his positions on the Board of Directors and curator of our book collection. We will miss his knowledge and help in running this organization. We all want to thank him for his many years of service to the Craig Library.

A number of the curators and their helpers have been working hard to get the cataloging of new donated materials into our collection and available for use. I want to particularly thank Ray Farand for his continuing efforts on the magazine collection; the shelf organization and on-line cataloging are progressing very well. I would also like to thank Dave Stremes for taking over the book collection. He is working to get caught up on the large backlog of books waiting to be cataloged and shelved. Mike Shchepanek has his teams back at work cataloging slides. There is a considerable backlog of photographs that will take some time to get caught up.

We are still looking for people to help with our collections and to serve on the board of directors. I would encourage members to consider if they would be able to help us continue our work. Most of the work does not require a large commitment of time. Unfortunately, after the pandemic a number of our volunteers have been unable to come back to help us and we need to replace them. Several of them helped by just being at the archives building in case a member of the public visiting our collection needed some help.

Carl Swail, Acting President.

Reports of the Officers

Secretary

Since the last Annual General Meeting on November 5, 2022, the Board has met in person on five occasions: November 5, 2022 then January 21, April 15, June 1 and September 9, 2023, In addition to those scheduled meetings, a number of informal meeting were also held at OVAR dinners. These meetings have coordinated the operations of the Library, negotiated several significant donations and facilitated the enhancement of the Library's collections, particularly periodicals. With the end of pandemic restrictions, the officers and volunteers have recommenced their library related activities.

Following Dave Knowles retirement as a Director, the Board has operated over the past year without the benefit of his comprehensive knowledge of the Library holdings, and operations with the staff of the Archives. Dave was presented with an Honorary Member Certificate over the summer. In his stead, Dave Stremes has taken on the the task of books curator. Carl Swail has done yeoman service in taking over coordination with the Archives and arranging access to the Partners room.

The coming AGM on November 4 will report in further detail on the achievements of the Library over the past 12 months. This is a non-election year, but additional Directors and a new President are being actively sought. As usual, volunteers are needed and can submit their expressions of interest to Secretary@CRCML.org or to any Board member, and will be given serious consideration.

Bruce Morgan, Secretary.

Treasurer

Members and cash donations were comparable to the year before, being up about \$200. The sales of surplus items, and of books in particular were up significantly, due in part to the efforts of Dave Venables.

The cost side showed an increase, due to some extra admin expenses. Our insurance costs also continued to increase.

Overall, this resulted in a surplus of about \$4800, up around \$800 from the year before.

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. His review letter is presented.

Dave Copeland, Treasurer.

Review Letter

Leslie C. Goodwin
683 LaVerendrye Drive
Gloucester, Ontario, K1J 7X5
613-745-1201
lvgoodwin@rogers.com

C. R. Craig Memorial Library
City of Ottawa Archives 19-49
110 Laurier Avenue West
Ottawa, ON K1P 1J1

Attention:
Mr. David Copeland
Treasurer

16 October 2023

Dear Mr. Copeland

Re: C. Robert Craig Memorial Library Financial Returns 2022-2023

I have reviewed the financial statements for the C. Robert Craig Memorial Library that were presented to me for the fiscal year 1 September 2022 to 31 August 2023 and am fully satisfied with the figures as presented

Yours sincerely



Leslie C. Goodwin P.Eng

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2023**

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.

<u>Balance Sheet</u>	As of 2023-08-31	
Account		
ASSETS		
Cash and Bank Accounts	Chequing Account	20,348.23
	PayPal Account	1,218.27
	CashOnHand	0.00
	Total Cash	21,566.50
Prepaid Expenses		0.00
TOTAL ASSETS		21,566.50
LIABILITIES & EQUITY		
LIABILITIES		
	Outstanding Cheques	0.00
	Other	0.00
	Total	0.00
EQUITY – End of period		21,566.50
TOTAL LIABILITIES & EQUITY		21,566.50
EQUITY – Start of period		16,758.95
EQUITY – Change		4,807.55

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2023**

Income Statement

9/1/2022 through 8/31/2023 (in Canadian Dollars)

INCOME

Donations		4,100.00
Memberships		720.00
Other Inc		10.00
Sales-Magazines	152.60	
Sales-Books	1,930.20	
Sales-Images	50.00	
Sales-Drawings	325.00	
Sales-DVD	50.00	
Sales-Photos	11.00	
TOTAL Sales	2,518.80	2,518.80
TOTAL INCOME		7,348.80

EXPENSES

Admin		321.83
Insurance, Bus		1,561.68
Paypal Fees		31.12
Cost of Sales		26.89
Purchases		
Purchases-Books	0.00	
Purchases-Maps	0.00	
TOTAL Purchases	0.00	0.00
Office		599.73
TOTAL EXPENSES		2,541.25

NET 4,807.55

Accepted on behalf of the Board



Carl Swail,
Acting President.



Dave Copeland,
Treasurer.

Librarian Reports

Books

The last year has been a busy one for books. David Knowles has graciously donated a number of books from his collection to the Library. Numbering over 175 (and still growing), these books are a mixture of model railroading and prototype railways and equipment. They are in the process of being catalogued and prepared for placement on the shelves. In addition, we have added a new category in our book catalogue of “Wanted”. There are currently 111 books (and growing) in this state, and if you are downsizing your collection, and we could use it, we’d love to add it to our collection and give it a new home!

Dave Stremes.

Periodicals

The 2022-23 reporting year has been productive, with the C. Robert Craig Memorial Library's periodicals collection benefitting on two fronts, the number of titles held, and the amount of hard-copy residing in the City of Ottawa Archives 'Bartleman Centre' 3rd Floor Reference Room at 100 Tallwood Drive.

Timely donations over the past twelve months have increased the number of periodical titles held from 83 to 106. A few notable additions include *CN Pensioners' News*, *Canora Chronicle*, *Heritage Rail Journal*, *Radial Report* and *The Turnout*. With respect to the hard-copy count, the periodicals collection has increased by 932 units to a total of 14,012. All periodical content archived at CRCML is shelved in the Reference Room and available to clientele wishing to view the material for research purposes. I am also pleased to inform you that a visit to the CRCML periodicals archive can be pre-planned in its entirety because all 106 titles now have their volume and issue numbers, plus their publication year, posted at the crcml.org website. You may recall that only 47 titles were available online at this time last year, so you can understand why I feel that today, the periodicals collection is in a much improved place. Above said, there is definitely a lot more work to be done in the coming year, including a determination as to how to improve the storage of selected volumes of magazines where bookbinding is not feasible - see item 5, page 10 in the Annual Report for the Year ending August 31, 2022 for further information. This is a carry-forward initiative at this time.

Turning our attention back to the CRCML website, completion of a summer project sees a substantial number of hard-copy TRAINS magazine Annual Indexes - almost 300 pages in total for Volume 1 through Volume 50 - scanned and uploaded to the Library server so that they might be available for *on-demand* download at the CRCML website. This is a valuable tool for anyone looking for information derived from articles published during the magazine's early years. Sadly it would appear that the practice of publishing annual indexes was terminated in late 1990. If anyone has information suggesting otherwise, I would appreciate an update. For clientele who choose to access the online indexes, you will discover that the Library is currently missing index pages for volumes 5, 6, 9, 12, 20, 21, 23, 25, 28, and 49. If anyone can

provide me with missing hard-copy, for scanning and upload to the Library server, I will ensure that the material is returned to you in the condition that it was received when my work is completed.

In closing, I wish to once again thank the Bytown Railway Society Inc. for the continued provision of funds that facilitate the hardcover bookbinding of several well-known periodical titles residing in the Library, including its very informative Branchline magazine. The library-quality appearance of these professionally bound titles enhances both the organization and appearance of the CRCML's shelved periodical content.

Raymond S. Farand.

Maps, Drawings and Prints

With access to the City of Ottawa Archives building getting back to normal, I have been able to catch up with the backlog of maps and drawings and many new ones have been added to the collection. There are now 2590 drawings and prints in our collection. The map collection stands at 526 maps. We recently received a large donation of over 300 topographic maps and railroad right of way drawings from David Wood of Montreal. I am currently cataloging those maps which include many from Western Canada as well as the Eastern Townships. This past year a number of requests for copies of drawings have been filled and more requests are coming in. We use Terra Reproductions Inc to scan our drawings and I would like to thank them for their fast turn around and reasonable pricing for their services.

Carl Swail.

Photography Section Report

Bruce Chapman had to resign as volunteer due to health issues.

Dave developed a new data entry system for digital or pre-scanned photographs that allows entry from only one computer that includes the photograph to retrieve information while data entering.

Photo requests supplied by Dave Copeland:

Doug Mayer, Revelstoke, BC two low res images revenue \$10

Barry Innes and Paul Bown have restarted entering data and have completed the Bryce Lee Collection. They are now entering the Othen Collection.

Bob Meldrum has rescanned and upgraded the first two slide boxes of the Bryce Lee Collection. Bob prepared and gave a power point presentation about the Craig Library using photographs from the Collection to OVAR at their December 13th meeting.

Mike Shchepanek continued to check and correct omissions and errors for collections entered in the Pictures data base. He also assisted Dave Copeland in providing photo requests. Mike co-ordinated the donation of ca. 400 B & W negatives taken in the 1960's in the Ottawa area from Dr. Tom Garrett, New York, NY. Mike completed data entry of Tom Hood's first diesel slide box started by Bruce Chapman.

Photo and information requests answered by Mike Shchepanek:

1. Ted Rafuse (e-mail request) offer to donate a railway movie film collection to the Library. Offer was refused as the library does not have the resources to handle such collections.
2. Doug Mayer (Revelstoke, BC) request for two low res images.
3. Central Vermont Historical Society provided permission to publish a Ken Chivers' photo in their Ambassador publication.
4. Ralf Beaumont (e-mail request) provided information on the Lloyd Baxter Collection.
5. Kevin Day (e-mail request) provided instructions on how to use the Library photo web site.

Mike Shchepanek.

Timetables

Our collection of employee timetables grew significantly this past year with the donation of 325 timetables from the estate of a retired CN employee in Western Canada. While not all timetables were from Western Canada, they filled a number of holes in our CN collection as well as adding to those from a number of other Canadian railways. You may notice that there are now some PDFs of timetables that the physical copy is not in our collections. These have been sourced in great part from the Internet, and if you find one that we don't have please, please let me know at timetables@crcml.org.

Dave Stremes.

Library Members at August 31, 2021.

Honorary Members

Joan Craig (D)
Barbara Chivers

Harriet Healy
Peter Nesbitt (D)

David Knowles

Ordinary Members

Stephen Boyko
Patrick Brennan
Patrick Brewer
Gary Buchanan
Colin Churcher
Charles Cooper (D)
Dave Copeland
Ray Farand
Thomas Garrett
Bernie Geiger
Brian Gilhuly
Thomas Grumley

David Jeanes
Laurance King
Michael Leduc
Normand Levert
Ian MacKay
Gerald McGrath
Peter McGuire
David McLellan
Robert Meldrum
Fred Mills
Bruce Morgan
Grant Morgan

Peter Murphy
Dean Ogle
Gilles Quesnel
Mike Shchepanek
Mike Shore
Ron Statz
David Stremes
Carl Swail
Andre Thouin
Malcolm Vant
Dave Venables

Gifts of Cash

Stephen Boyko
Patrick Brewer
Colin Churcher
Ray Farand
Bernie Geiger

Brian Gilhuly
Thomas Grumley
Bruce Morgan
Peter Murphy
Dean Ogle

Gilles Quesnel
Mike Shore
David Stremes
Carl Swail

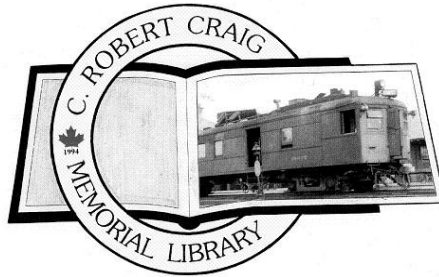
Volunteers

Paul Bown
Pat Brennan

Dave Copeland
Barry Innes

Bob Meldrum
Dave Venables

C. Robert Craig Memorial Library



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

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

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c/o City of Ottawa Archives
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