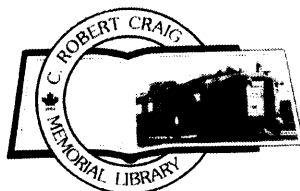


C. Robert Craig Memorial Library



Annual Report

for the

Year ended August 31, 2015

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

Board of Directors (Officers)

**Dennis Peters (President)
Dave Stremes (Treasurer)
David Knowles**

**Dave Venables (Vice-President)
Bruce Morgan (Secretary)
Carl Swail**

Mike Schepanek

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 as well as Saturdays June to September.

President's Overview

As always, the past twelve months have been busy at the Library, with no shortage of work for volunteers. While Library collections have continued to expand as in every previous year, a principal focus in 2014-2015 has been to accelerate integration of the Library's databases in anticipation of an updated web presence. Major acquisitions described more fully in the Books and Periodicals and Maps, Drawings and Prints sections below spurred this work considerably.

The database integration project, which began several years ago only to be interrupted and delayed due to the move to the James Bartleman Building, is an essential structural underpinning for the Library. Our current multiple-database system is almost as old as the Library itself and operates only on one stand-alone computer at the Library. When fully implemented, the merged database will increase efficiency and flexibility because it will be accessible to volunteers over the web at any time.

Our public will also benefit. When linked to a renewed website, everyone will be able to see everything in our collections catalogue and, over time more and more of our actual material. Special thanks go to Dave Venables and Dave Copeland for moving the project yardsticks forward in a significant way this year. I look forward to reporting in 2015-2016 that this critical project is successfully behind us.

While updating our technology is important in and of itself, the real value lies in how it can support the Library going forward. Our collections are a great foundation to build on, but thriving in today's environment requires that greater attention be focussed on outreach activities, for us principally our internet presence. Fortunately, we have hidden assets to fall back on, none of which is more important than our image collection. Unlike many other organizations that also collect pictures, volunteers like Paul Bown, Barry Innes and Bob Meldrum for years have been methodically cataloguing and scanning slides, prints and negatives so that we now have more than 50,000 web-ready images waiting to be displayed.

If one word needs to guide our future endeavors, that word is *relevance*. In order to begin to deal with challenges such as declining trends in memberships, book and magazine sales, volunteer numbers and revenues, we will need to broaden our impact by delivering relevant content to a broader audience. Only by creating awareness that the Craig Library adds value to research, learning or hobby activities will we be able to ensure that issues that could potentially impair the Library's long-term sustainability are addressed.

Over two decades, donors and volunteers built library collections and a solid relationship with the City of Ottawa Archives that clearly surpasses their greatest hopes and expectations. Honouring that legacy now requires that we make the C. Robert Craig Memorial Library an essential stop for anyone anywhere who is interested in Canadian railways.

Dennis Peters

Reports of the departments

Secretary

The Directors have met four times since the 2014 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.

Bruce Morgan

Treasurer

The Library's Financial Statements are appended to this Report.

Dave Stremes

Librarians

Books and Periodicals

Books are the central core of any library. Noted Canadian economist and humourist Stephen Leacock is reported to have said that the first thing a university needs is a library and reading room. While the Craig Library makes no pretensions to be the initial kernel of a university, it does want to create a local library resource that can support the railfan community in the Ottawa area and widen the knowledge in the public arena of the important role that railways play in Canadian history and indeed in our current economy. A day rarely goes by that the media does not carry a story about railways.

During the year under review, the Library added some 209 books and pamphlets to the collection covering a wide range of subjects from specific histories of individual railway, a railway police force, dining car recipes, locomotive valve gears and diagrams of locomotive electrical circuits. As in the past, donated materials came largely from people who were downsizing and from estates. Also included are a dozen or so new books published during the year, two of which were authored by Library members – Ray Farand's second volume of *Steel Passageways up the Valley (CNR Lines)* and Bill Linley's *Trackside in the Maritimes 1907 - 1993*. It is with some pride that we can state that there are now very few new books published on Canadian railway topics that do not include pictures or data from the Library.

In addition, the Library also received an important donation from the Tony Burgess estate – all of Tony's carefully assembled research materials on the New York and Ottawa and Ottawa and New York railways.

Earlier this year, due to the renovations at the Canada Museum of Science and Technology, the Bytown Railway Society was asked to vacate its Archives storage space. As a result, the Library and the Society concluded a Memorandum of Understanding that will see the BRS collection of books, magazines and timetables permanently housed within the Craig Library, from where they will be readably available to members of both organizations and the public. As the actual transfer of materials began after the close of the year under review, it will be more fully described in next year's report.

Dave Knowles

Curators

Photography

Although usage of the photo library continues to be limited, many more pictures have been added. During the past 12 months, Barry Innes and Paul Bown have catalogued and added more than 1000 entries to the Picture database, bringing us close to the 54,000 mark. Moreover, the lag time between when an image is catalogued and digitized has almost been eliminated.

Appreciation is expressed to the Ottawa Valley and the Mississippi Valley Associated Railroaders and the Bytown Railway Society for opportunities to bring small samples of our collection to their audiences through programs such as *Fifty Years of Railway Photography*.

It was also a pleasure this year to receive a visit from author Ted Rafuse. Ted found two gems that will appear in his next book and waxed enthusiastically about the Library resources. I expect that we will be seeing him again.

Bob Meldrum

Maps, Drawings and Prints

The Library's Maps, Drawings and Prints collection also continues to expand. This past year, a large collection of drawings and prints were received from Al Craig, some of which were used to produce the well-known CDS Lettering sets. So far, 235 items have been added to the collection from this donation alone and we are still not half way done. Our thanks to Al for this important contribution.

In total, there are now 147 maps and 802 drawings and prints. Work continues to flatten items from the drawings and prints collection that fit in the cabinet drawers. Many more items have been flattened this past year, which reduces the number of drawings and prints that need to be stored in the City Archives vault and makes them more readily available to view.

Carl Swail

Other Volunteers

Paul Bown
Peter Satterly

Pat Brennan
Bob Moore

Barry Innes
Mike Shore

Bill Seabrooke
Dave Copeland

Library Members at August 31, 2015

Honorary Members

Joan Craig
Barbara Chivers

Harriet Healy
Peter Nesbitt

Ordinary Members

Alex Binkley	Gerald Gaugl	Dennis Peters
Paul Bown	David Jeanes	Hugh Reekie
Patrick Brewer	Peter Joyce	Earl Roberts
Stan Carlson	David Knowles	William Seabrooke
John Chambers	William McConnell	Mike Shchepanek
Bruce Chapman	David McLellan	Michael Shore
Colin Churcher	Donald McQueen	Robert Smith
Garry Comber	Robert Meldrum	Doug Stoltz
Allan Craig	Fred Mills	Dave Stremes
Brian Earl	Bruce Morgan	Carl Swail
Robert Elliott	David Page	David Venables
Raymond Farand	Hugh Peden	Bytown Railway Society

Gifts of Cash

David Knowles	William Seabrooke	Bruce Morgan	Doug Lake
Robert Smith	Alex Binkley	Patrick Brewer	Ray Farand
Colin Churcher	Patrick Brennan	Michael Shore	Don McQueen
Gary Comber	Dennis Peters	Alex Binkley	Robert Elliott
Allan Craig	David Page	Peter Nesbitt	David McLellan
Bytown Railway Society		Hugh Peden	Ted Rafuse

C. Robert Craig Memorial Library Financial Statements for the Year ending August 31, 2015

Trial Balance

Bank Balance-Sept 1 2014		\$5,381.17
Revenue		
Donations from members	\$930.00	
Donations from others	\$600.00	
Interest	\$0.00	
Sales	\$509.25	
Other	\$0.00	
Total Revenue		\$2,039.25
Expenses		
Books	\$151.97	
Insurance	\$1,050.00	
Admin	\$1,025.66	
Photos	\$0.00	
GST	\$8.57	
HST	\$132.04	
PST	\$84.00	
Total Expenses		\$2,452.24
Revenue - Expenses		-\$412.99
Bank Balance		\$4,968.18

**C. Robert Craig Memorial Library Financial Statements
for the Year ending August 31, 2015**

Revenue and Expenses


	2015	2014	2013	2012	2011
Revenue					
Donations	\$1,530.00	\$ 975.00	\$1,529.00	\$ 985.00	\$1795
Interest		\$ 0.44	\$ 0.69	\$.68	\$ 1
Other		\$ 0.00	\$ 45.48		
Sale of Photos, Books, etc	<u>\$ 509.25</u>	<u>\$ 158.75</u>	<u>\$ 263.00</u>	<u>\$ 447.00</u>	<u>\$ 288</u>
Total	<u>\$2,039.45</u>	<u>\$1,134.19</u>	<u>\$1,838.17</u>	<u>\$1432.68</u>	<u>\$2084</u>
Expenses					
Books	\$ 151.97	\$ 258.29	\$ 104.97	\$ 210.76	\$ 154
Insurance	\$1,050.00	\$ 991.00	\$ 966.00	\$1017.36	\$ 996
Taxes	\$ 224.61	\$ 145.96	\$ 216.96		
Office, Postage, and Printing	<u>\$1,025.66</u>	<u>\$ 667.04</u>	<u>\$1,169.95</u>	<u>\$ 988.01</u>	<u>\$ 311</u>
Total	<u>\$2,452.24</u>	<u>\$2,062.29</u>	<u>\$2,457.88</u>	<u>\$2216.13</u>	<u>\$1461</u>
Excess revenue over expenses	<u>\$ (412.99)</u>	<u>\$ (928.10)</u>	<u>\$ (619.71)</u>	<u>\$ (783.45)</u>	<u>\$ 623</u>

Balance Sheet

		2014	2013	2012	2011
Assets					
<u>Current Assets</u>					
Bank Balance		<u>\$4,968.18</u>	<u>\$5,381.17</u>	<u>\$6,309.27</u>	<u>\$6898.92</u>
Total		<u>\$4,968.18</u>	<u>\$5,381.17</u>	<u>\$6,309.27</u>	<u>\$6898.92</u>
Liabilities					
<u>Current Liabilities</u>					
Accounts Payable		NIL	NIL	NIL	NIL
Outstanding Cheques		<u>NIL</u>	<u>\$ 30.00</u>	<u>NIL</u>	<u>NIL</u>
Total		NIL	NIL	NIL	NIL
<u>Surplus</u>					
Opening Balance		<u>\$5,381.17</u>	<u>\$6,309.27</u>	\$6,898.98*	\$7059
Excess revenue over expenses		<u>\$ (412.99)</u>	<u>\$ (928.10)</u>	<u>\$ (783.45)</u>	<u>\$ 623</u>
Ending Balance		<u>\$4,968.18</u>	<u>\$5,381.17</u>	<u>\$6,279.27</u>	<u>\$7682</u>

* \$0.06 Interest not reported on 2012 Annual Report in error.

On behalf of the Board:


Dennis Peters, 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.

Leslie C. Goodwin
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613-746-7914
lvgoodwin@rogers.com

C. Robert Craig Memorial Library
City of Ottawa Archives, 100
Laurier Avenue, West Mail Code 100
Ottawa, ON K1P 1J1

Attention: Mr. David P. Stremes
Treasurer

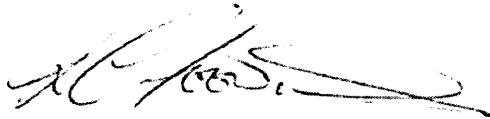
16 November 2015

Dear Mr. Stremes:

RE: C. Robert Craig Memorial Library Financial Returns 2014-15

I have reviewed the financial data presented to me for the fiscal year commencing 1 September 2014 and am satisfied with the figures as presented.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L. Goodwin', with a long horizontal flourish extending to the right.

Leslie C. Goodwin

