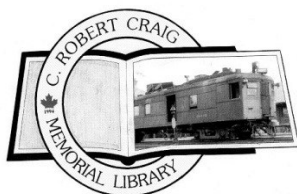


# C. Robert Craig Memorial Library



## Annual Report for the Year ended August 31, 2017

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

### Board of Directors (Officers)

**Dave Venables (Acting President)**  
**Bruce Morgan (Secretary)**  
**Carl Swail**  
**David Copeland**

**Dave Stremes (Treasurer)**  
**David Knowles**  
**Mike Schepanek**  
**Brian Earl**

Website: <http://www.crcml.org>

#### 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 9:00 am to 4:00 pm
- Saturdays 10:00 am to 5:00 pm

The Archives are closed on Sundays, Mondays, and statutory holidays.

## **President's Overview**

The past year has been another exceedingly busy and challenging period accompanied by some successes.

The training that we received from the City of Archives facilitated their policy requiring new incoming material to be triaged to ensure that it does not contain any potentially damaging contamination. New donated material is now placed in a temporary storage location where we undertake the triage process on behalf of the Archives to determine whether or not the material is clean. If it is the Archives acceptance form is completed and once this is authorized by the Head Archivist the transfer to the Archives takes place where it is triaged a second time by Archives staff before we can insert it into the Library. This remains a slow process overall as the resources available at the Archives are also scarce and the amount of material that we have been processing is considerable.

The cataloguing and assessing of the extensive book and timetable donation from the Dennis Peters estate has been a very lengthy and difficult task which is only now nearing completion. Smaller donations were received periodically throughout the year with one interesting donation coming from a donor in Winnipeg. Over the course of the year the quantity of material has been significant and at times has taxed the human resources of the Archives.

The donation from Winnipeg represents a success in "reaching out". The donor had done extensive research on potential organisations to receive his donation before deciding to contact the Library. We were pleased that our responses to his probing questions convinced him to make his donation to us. Another small success was in our relationship with Expo-Rail which resulted in us making two significant donations to them of items that were surplus to the Library and best suited for a comparable archival facility. A third success in this area was the transfer of the web site associated with the Ottawa Railway History Circle that is managed by Colin Churcher. This will ensure the continued support and growth of the information recorded on this web site which is of inestimable value to many historians of Ottawa area railways. The transition went smoothly and Colin has been able to continue the expansion and development of the web site. . Success of a different kind came through the OVAR flea market in the spring of 2017 where a significant number of surplus books were disposed of.

Work on the Library asset management system continues with the integration of the photographic collection information accompanied by images as they are scanned. The magazines and the remaining data sources will be added next. The new web site was implemented in December 2016 and it now has more current information on the books and is linked to the asset management system which lets Library users search it over the Internet.

Dave Stremes resigned as Treasurer to become a Director and David Copeland has been appointed as Treasurer.

I am going to use my closing remarks from the President's report last year as it is an important statement of purpose for us all and I know that you would agree that our achievements over the past 12 months demonstrate its importance 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 departments**

### **Secretary**

Following the Annual General Meeting on November 5, 2016, the 2016 Annual Return and 2016 Change of Directors were filed with Corporations Canada. The latter reflected the addition of David Copeland and Brian Earl as directors, and the loss of Dennis Peters. The directors held four meetings during 2017: January 16, April 3, and July 10, and November 18. During the course of the year, donations of books and slides were received and stored in the Dymon storage locker. In view of the cost of the locker, every effort was made to triage the materials and enter them in the Library collection at the Archives, which allowed us to reduce to a smaller locker as of December 2. The Library participated in a flea market at the Sala San Marco Hall, and disposed of many surplus books. The Library still has an excess of duplicate books from several donations. Dave Venables has been coordinating the sales of excess books of value, and Bob Meldrum has kindly facilitated the disposal of many low value books to local libraries.

The Secretary also wishes to express his appreciation to the other directors for carrying on the Board Secretary's work during the Secretary's extended absence from the country. Likewise, we wish to recognize the dedication of the Library Volunteers, whose efforts span hundreds if not thousands of hours, and who are critical to the function of the Library.

Bruce Morgan

## **Treasurer**

While we received a \$10,000 donation from the estate of Dennis Peters, over 25% of that was spent to pay for a storage locker for all his donated material. Sorting through the material and readying shipments to the Archives took much longer than anticipated, but we have made good progress recently and while it occurred after the end of this fiscal year, we have moved the remaining material to a smaller storage locker, at a reduced cost.

At the end of this fiscal year, David Copeland took over the Treasurer responsibilities for which I am grateful. The effort to catalogue the Peters' employee timetable collection took considerably more time than originally anticipated, and the work is not completed. I'm sure that our new Treasurer, with his more efficient processes, will do a better job in the future!

Dave Stremes

## **Librarians**

### **Books and Periodicals**

The year under review has been an extremely busy one. Two major projects have occupied our librarians: the integration of two major book acquisitions, and implementation of new computer cataloguing software.

1. Absorption of both the Bytown Railway Society "Archives" and the Dennis Peters' collection, the first contained some 1,300 books, and the second 16 linear feet of books. They and the library's base collection were accumulated over the same time period and there was a considerable overlap between them. Some 300+ have now been catalogued and are shelved in the City of Ottawa Archives Reference Room where they are open to both members and the general public. There about 50 more books which have yet to be processed. These include some that need repairs, duplicates that are in better condition than those already in the Library, books that have mold etc. and which have not cleared triage inspection. Books from the overlap have been offered for sale over the internet and at local flea markets. The shelved collection now numbers some 2,163 books and pamphlets. The Bytown collection was very strong on current books, and the Peters collection contained some earlier books that while known to us were not often available at reasonable costs.

Our cataloguing is based on a classification developed by the Librarian of the Kalmbach Publishing Company and is also in use at the library of the National Model Railroad Association. We have adapted it to the Canadian scene. Our processing includes assigning author codes and serial numbers, affixing bookplates indicating ownership etc. One important element is to place a spine label on the book indicating its location on the shelves. In the normal process we attach a temporary hand written label to permit early shelving. Then when a

sufficient number of temporary labels have accumulated, we replace the temporary labels with permanent printed labels. This work has taken us back into the original collection as well as adding new additions and is currently underway.

2. The other major project in the year under review has been the development and introduction of up-to-date software across all the collections including the books and pamphlets. Our initial computer catalogue was developed in 1994 with Lotus software which has since become outdated. The new catalogue is Linux based and it has been developed by Dave Copeland. It is now being tested and refined. The Library book catalogue is now available on our website and can be searched by members and guests.

### Periodicals

The Library has an extensive collection of periodicals. It will be enhanced by the addition of many volumes from the Bytown Railway Society collection. The Bytown additions are almost entirely of prototype titles and do not cover model railway materials. These were bound by the Society and will replace the individual copies currently boxed on the open shelves. In some cases the library has earlier copies of specific titles which will remain in their boxes. Work in moving the cataloguing data to the new software has begun and physically integrating the Bytown volumes will be undertaken next year as the work on the book accessions tapers off.

Dave Knowles

### Curators

#### Photography

Dave Copeland continued to maintain and upgrade the Pictures portion of the web site. Photo requests answered by Dave Copeland:

1. Dara Legere (Joggins, NS) - Joggins area steam trains for a historical presentation.
2. Mike Gaudet (Mississauga, ON) - PEI station.

Barry Innes and Paul Bown continued cataloguing the Iveson collection that is roughly 50 % complete, leaving about 2250 slides to be catalogued. They are culling the slides from this collection that have poor exposure, are not relevant, etc. Also they interrupted cataloguing this collection to do the small Tom Schwartzkopf and Dennis Peters collections. Barry donated five photographic albums of pictures to the Library from the collection of Ross Peever that he inherited.

Bob Meldrum has checked the Bruce Chapman collection (ca. 15,000 slides)

and the Dave Othen collection (ca. 8,000 slides) for pest management issues as well as following our mandate of Canadian content or at least a Canadian connection. Both collections were found to have no pest management issues. However, only about 5,000 slides from Chapman were accepted because of Canadian content. It should be noted that none of the Chapman collection was photographed by Bruce himself. The collection consisted of over 100 separate collections donated to Chapman over the years. One of the sizable collections was removed in total as the photographer refused to give copyright permission. The unacceptable slides were dealt with as per Bruce Chapman's instructions. The Othen collection was primarily photographed by David himself. However, again, all foreign material was returned to Bill Linley who is acting on behalf of David's widow. About 4,000 Canadian related slides were accepted for our Library. The remaining are now housed at the Middleton N.S. Museum. Both collections are now housed at Dymon storage, as instructed by the Board, prior to cataloguing and scanning. Photo requests answered by Bob Meldrum:

1. Canadian Rail used CRCML slides in their story on Circus trains.
2. Manny Jacob used CRCML slides for a story on the cabooses of Manitoba.

I continued to check for omissions and errors for collections recently entered on the Pictures data base as well as checking and correcting past entries. I also checked collections for pest management issues as required, and was involved in resolving issues for all collections either entered into the Library or awaiting entry during the past year.

I answered the following photo and information requests:

1. Anne Shropshire (Smith Falls Railway Museum) - Apple Hill ON station.
2. Fred Furminger (internet request) - CN 2-8-2 #3459.
3. Doug Pelkola (Ottawa, ON) - CN pulpwood service.
4. Bill Williams (Orleans, ON) - Ottawa Valley Two Truck Shay.
5. Tom Patterson (Kanata, ON) - CN "Sanford Fleming" work service car.

Mike Shchepanek

### **Maps, Drawings and Prints**

We are continuing to expand our collection of the Maps and Drawings and Prints collections. In the past year we have only added two new maps, the total in the collection is now 195. There are a number of maps from the Denis Peters collection that have to be added, which should happen in the next year. There are now 1,531 drawings and prints in our collection. Drawings that we received from Al Craig are still being input into our collection, we are now at 885 drawings and counting!

Carl Swail

## **Timetables**

The employee timetables left to the Library by Dennis Peters from Canadian railways and their constituent companies (including US subsidiaries) have been catalogued, which took considerably more time than originally anticipated! Employee timetables from the Bytown Railway Society and donations from my personal collection have been merged into this collection in order to make the collection even more complete. At the present time, there have been 2,985 timetables and 407 smaller supplements accounted for in this collection. These timetables are in the process of being moved to the Archives. Gerry Gaugl is completing similar consolidations (Peters, Bytown and his donations) with the public timetables. We plan to have the databases for these two collections available on our website in the coming year.

Dave Stremes

## **Other Volunteers**

Paul Bown  
Peter Satterly

Pat Brennan  
Bill Seabrooke

Barry Innes

## **Library Members at August 31, 2017**

### **Honorary Members**

Joan Craig  
Barbara Chivers

Harriet Healy  
Peter Nesbitt

### **Ordinary Members**

Patrick Brennan	Donald McQueen
Patrick Brewer	Robert Meldrum
Stan Carlson	Fred Mills
Bruce Chapman	Bruce Morgan
David Church	Earl Roberts
Colin Churcher	Mike Shchepanek
David Copeland	Michael Shore
Brian Earl	David Stremes
Raymond Farand	Carl Swail
Gerald Gaugl	David Venables
David Knowles	Malcolm Vant
Phil LeBlanc	

### **Gifts of Cash**

Dennis Peters	David Knowles	Bruce Morgan	Earl Roberts
Gary Comber	William Seabrooke	Dave Venables	



**C. Robert Craig Memorial Library  
Financial Statements  
for the Year ending August 31, 2017**

**Balance Sheet - As of 8/31/2017**

As of 8/31/2017 (in Canadian Dollars) (Cash Basis)

Account	8/31/2017 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Chequing	11,512.51
PayPal	253.44
<b>TOTAL Cash and Bank Accounts</b>	<b>11,765.95</b>
<b>TOTAL ASSETS</b>	<b>11,765.95</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	<b>0.00</b>
<b>EQUITY</b>	<b>11,765.95</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,765.95</b>

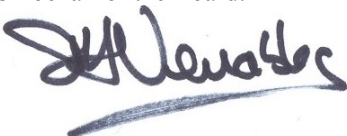
**C. Robert Craig Memorial Library  
Financial Statements  
for the Year ending August 31, 2017**

**Profit & Loss Statement - Last year**

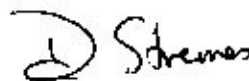
9/1/2016 through 8/31/2017 (in Canadian Dollars) (Cash Basis)

Category Description	9/1/2016- 8/31/2017
<b>INCOME</b>	
Donations	10,695.00
Memberships	795.00
Sales	1,823.80
<b>TOTAL INCOME</b>	<b>13,313.80</b>
<b>EXPENSES</b>	
Admin	488.87
Bank Charge	10.00
Computer	953.23
Insurance	
Other Insurance	1,134.00
<b>TOTAL Insurance</b>	<b>1,134.00</b>
PaypalFees	5.40
Purchases	
Purchases-Books	244.95
<b>TOTAL Purchases</b>	<b>244.95</b>
Storage	2,748.48
<b>TOTAL EXPENSES</b>	<b>5,584.93</b>
<b>OVERALL TOTAL</b>	<b>7,728.87</b>

On behalf of the Board:



Dave Venables, Acting President



David Stremes, Treasurer

**C. Robert Craig Memorial Library  
Financial Statements  
for the Year ending August 31, 2017**

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.

David B. Copeland  
8 Avonmore Cres  
Nepean ON K2G 6J7  
613-825-5027.

C. Robert Craig Memorial Library  
c/o City of Ottawa Archives  
Mail Code 443  
110 Laurier Ave W  
Ottawa ON K1P 1J1.

November 24, 2017.

Attn: David P. Stremes  
Re: Financial Statement for the period Sep. 1, 2016 to Aug. 31, 2017.

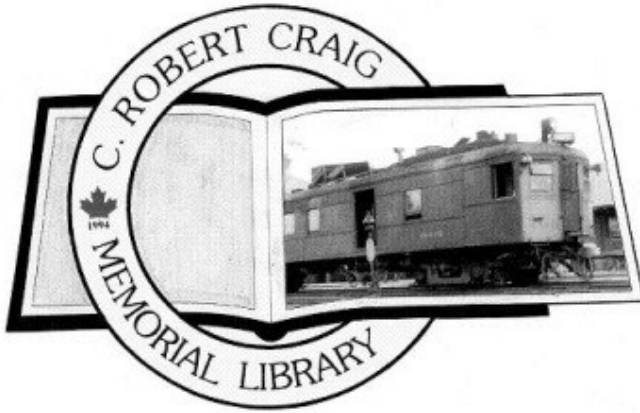
Dear Mr. Stremes,

I have reviewed the financial records of the Library for the past fiscal year and find that the financial statement presented accurately represents the Library's activities during this period.

Sincerely,



David B. Copeland.



**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**

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(613) 580-2424 ext. 13333

**Hours of operation**

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