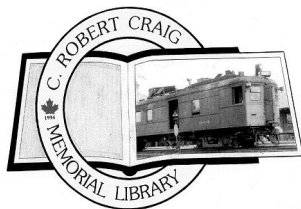


# C. Robert Craig Memorial Library



## **Annual Report for the Year ended August 31, 2019**

**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
David Knowles	

**Website:** [www.crcml.org](http://www.crcml.org), **Email:** [librarian@crcml.org](mailto: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 triage process of the City Archives for new donated material continues to work well. The cataloguing and assessing of the donation from the Dennis Peters estate was completed and several other, smaller, donations were received and dealt with during the past year. We continue to receive good service from Paul Henry and his staff with whom we have developed a very good working relationship.

The photographic collection grew significantly over the course of the past year through the addition of several large new donations. The integration of the low-resolution scanned images into the Library asset management system has been progressing very well through the efforts of the additional volunteers.

The cataloguing of the maps, drawing and timetables was completed during the past year and they are now included in the asset management system. The magazines and periodicals have been catalogued, and their inclusion into the asset management system remains as the last major challenge to be accomplished and is planned for the coming year.

The current, searchable web site, has been in operation for 3 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.

As a useful revenue source, the surplus book listing on the web site has been augmented by a listing of surplus DVDs that were donated by OVAR. Shortly, the surplus list will be expanded

to include listings for maps, drawings and photographs to be followed at a later date with timetables.

While the foregoing is very positive, there remains the challenge 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. Shortly, as an initial approach to address this challenge, an information email will be sent to all the railway related clubs and organisations in an 800 km radius of Ottawa in an effort to create a greater awareness of, and interest in, the Library.

As I hand over my responsibilities as acting President to Carl Swail I would like to thank the members of the board for the support that they have given to me during my tenure as acting President and, I would very much like to see the following words of our previous president, Denis Peters, enshrined in a formal manner in a mission statement for the Library

*"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**

In the past operational year 2018-2019, the Board met formally on five occasions (Sept.13 and Dec.1, 2018; Jan.12, Apr.27, and June 22, 2019 ) and three informally (flea market book sale, library work, banking authorization) to carry out the administration of the Library.

During the course of the year acting-President David Venables tendered his resignation of that office, but remained a Director. Brian Earl found that he did not have sufficient time to commit as a Director on the Library Board, and also tendered his resignation. Both resignations were accepted with appreciation for their efforts on behalf of the Library.

In consequence of the reduced number of directors, the board is seeking at least one, and preferably two new directors to satisfy the Bylaws. If you, or anyone you know with a railway bent, would have an interest in participating in a unique organization to preserve Canadian railway history and development, please notify the Secretary or any Board member. While an active search is underway to determine a new President for the organization, Carl Swail has agreed to step into the role of acting-President, in addition to his role as curator for drawings and maps. Under his direction, the search for a Presidential candidate is being undertaken. The position requires an outlook for guidance of a volunteer organization, with a view to its future function, funding and membership. Please consider it if this would appeal to you or a person known to you.

Bruce Morgan, Secretary.

## Treasurer

This past year memberships and donations were improved as were sales of book and images, which for the first the time included drawings.

On the expense side we saw lower storage fees from a full year in the smaller locker and we also kept admin expenses to a minimum, however we still failed to break even as storage fees and insurance dominate our expenses. In the short term we need to trim expenditures to only those which are absolutely necessary and in the longer term we need to find other sources of funding.

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 La Verendrye Drive  
Gloucester, ON K1J 7X5  
Phone 613-746-9714

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

Attention:  
Mr. D. Copeland  
Treasurer

15 October 2019

Dear Mr. Copeland:

RE :C. Robert Craig Memorial Library Financial Statements.

I have reviewed the financial returns of the C. Robert Craig Memorial Library for the fiscal year 1 September 2018 to 31 August 2019 and am fully satisfied with the figures as presented to me.



Leslie C. Goodwin P.Eng

**C. Robert Craig Memorial Library  
Financial Statement  
for the Year ending August 31, 2019**

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.

<b>Balance Sheet</b>	<b>As of</b>
<b>Account</b>	<b>2019-08-31</b>
<b>ASSETS</b>	
Cash and Bank Accounts	
Chequing Account	9,063.81
PayPal Account	196.20
CashOnHand	0.00
Total Cash	9,260.01
Prepaid Expenses	169.50
<b>TOTAL ASSETS</b>	<b>9,429.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	
Outstanding Cheques	0.00
Other	0.00
Total	0.00
EQUITY – End of period	9,429.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,429.51</b>
EQUITY – Start of period	10,178.44
EQUITY – Change	(748.93)



**C. Robert Craig Memorial Library  
Financial Statement  
for the Year ending August 31, 2019**

**Income Statement**

9/1/2018 through 8/31/2019 (in Canadian Dollars)

INCOME

Donations		1,330.50
Memberships		700.00
Other Inc		0.00
Sales-Magazines	109.93	
Sales-Books	1,261.00	
Sales-Images	345.00	
TOTAL Sales	1,715.93	1,715.93
TOTAL INCOME		3,746.43

EXPENSES

Admin		108.89
Insurance, Bus		1,245.24
Paypal Fees		23.12
Printing/Reproduction		31.79
Purchases		
Purchases-Books	1,097.52	
Purchases-Maps	0.00	
TOTAL Purchases	1,097.52	1,097.52
Storage (Dymon)		1,988.80
TOTAL EXPENSES		4,495.36

NET (748.93)

Accepted on behalf of the Board



Carl Swail,  
Acting President.



Dave Copeland,  
Treasurer.

## Librarian Reports

### Books and Periodicals

Our books and pamphlets now number some 2259 volumes. There are still a few books from the Peters, Iveson and Bytown donations left to be integrated into the collection. These are better copies of books already on the shelves or which have cataloguing issues. They are being processed as time permits.

The collection now covers a considerable cross section across the full range of Canada's railway history. Our earliest volume is actually undated, but is a report on the Desjardins Canal Bridge Disasters of March 12, 1857 and was printed shortly after a jury reported on its deliberations. Several volumes from the 1870s are Sanford Fleming's reports on the Intercolonial and his surveys for the Canadian Pacific Railway even before its incorporation. In the last year we now have *Trackside Newfoundland with Bill Linley* of 2019, and of course the annual *Canadian Trackside Guide*. Books dating from the 1800s and some in very poor condition have been removed from the open shelves,. They are now identified as "Rare" in the catalogue and access can be obtained by contacting the librarian.

The annual growth of the collection varies widely. In calendar years the figures are 2015, 291; 2016, 127; 2017, 13; 2018, 43; and in 10 months 2019, 18. The large numbers are attributed to significant donations from individuals and organizations. Actual purchases are almost entirely newly published books. Canadian titles in the latter group were in five in 2017, four in 2018, and four in 2019.

The new software has been tested and fine tuned and has become an excellent tool both for the management of the collection and for research purposes. It speeds up the identification of duplicates and cataloguing. It also facilitates quick retrieval of books from the shelves.

Our periodical collection now contains just over 70 titles. It includes a very wide range of prototype and model titles. It also includes both single copies and bound volumes in some cases dating from the 1890s. There is a fantastic amount of information and it supplements the materials found in the books and pamphlet collection. A major problem is the identification, location and making available specific material as very little of it is indexed outside the occasional annual indices of individual titles. Our collection of periodicals has been almost entirely donated from individuals, estates and the occasional gifts from the publishers.

Dave Knowles.

### 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 completed the cataloging of the donation we received from Al Craig, a total of 1021 drawings, along with several other donations. There are now 1992 drawings and prints in our collection. The map collection stands at 252 maps. While cataloging the maps and drawings, a number of duplicates were provided in the donations we received. These are currently being itemized and will be available for sale shortly.

Carl Swail.

## Photographs

Bruce Chapman has finished entering 10 Logan boxes (approx. 5500 slides) from his donated slide collection.

Dave Copeland continued to maintain and upgrade the Pictures web site.

Photo requests supplied by Dave Copeland:

1. Doug Matheson (email request)-Ontario Stations (6 low res photos - \$30).
2. Mark Witttrup (email request)-CP MOW (11 low res photos - \$55).
3. Myriam Mathieu-Bedard (email request)- Quebec Traction (7 low res photos-revenue \$35).
4. Peter Murphy (email request)-CN/CP Pool Trains in Montreal (5 high res photos- \$125).

Barry Innes and Paul Bown finished cataloguing the Patterson Collection (2679 slides).

Dave Copeland scanned box 1 of the Chapman collection while Bob Meldrum scanned the remaining 9 boxes. Bob also scanned the Patterson Collection (three Logan slide boxes). Bob supplied his scans to Dave Copeland for insertion on the website.

David Steer volunteered to scan onto a DVD the Shrubsole B&W negative Canadian Collection (ca. 350 negatives). He completed the DVD and passed it onto Barry and Paul 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 the donation of the Bryce Lee Estate for the Craig Library. Donation included: ca. 12,000 color slides in 30 Logan boxes; ca. 6500 pics. and negs. in binders; and some misc. books and phonograph records. After

careful selection ca. 3000 slides and ca. 3000 pics. and negs. were kept for the Library and the unsuitable remainder is being returned to the estate of Bryce Lee (via Dave Copeland). Ca. 100 of Lee's Burlington Station photos (mainly slides) have been donated to the Burlington Station Museum (via Dave Stremes).

Photo and information requests answered by Mike Shchepanek:

1. Justin Babcock (email request)-CN steam locomotive photos.
2. Matt Keoughan (email request)-train videos info.
3. Ken Ford (email request)-Interprovincial Bridge photos.
4. Glen Charron, Ottawa City Archives-Circus train photos in Ottawa.
5. Dan Pence, GTW Historical Soc.-permission to publish Craig Library photo.
6. Cor Van Steenis (email request)-permission to use two Othen images.
7. J. David Conrad (via Dave Stremes)-donation of 7 B&W Canadian Railway photos.
8. Doreen Pearce (via Barry Innes)-donation of Tony Pearce photo collection (ca. 250 pics and negs.).
9. Charls Gendron, Ottawa-Ontario Northland gondola info.
10. Ken Heard (via Bob Meldrum)-offered his extensive photo collection to the Craig Library.
11. David Steer, Ottawa-CP wood 8 hatch reefer info.
12. Doug Pelkola, Ottawa-CP steam oil burners and CN 52' gondola info.
13. Greg Orme (email request)-Canadian train tunnel portal photos.
14. Garret Scott Christopher (email request)-CPR at Port McNicoll photos.
15. Doug Pelkola, Ottawa-donation for 60 used plastic slide holders (revenue \$30).

Mike Shchepanek.

## Timetables

The listing of employee timetables has now been added to the website. We currently have 2,522 timetables in our possession, and 4,433 identified that were issued and are not in our collection. If you know of employee timetables being available, you can easily check the website to see if it is needed. Due to its size, there were some timetables that ended up being duplicates, and they will have to be compared to determine which is the better one to keep, with the other to be made available for sale. Final formatting of the passenger timetables is underway so that they too can be added to our catalogue.

Dave Stremes.

## Library Members at August 31, 2019.

### **Honorary Members**

Joan Craig	Harriet Healy
Barbara Chivers	Peter Nesbitt

### **Ordinary Members**

Bruce Ballantyne	Bernie Geiger	Peter Murphy
Patrick Brennan	Thomas Grumley	Bill Seabrooke
Patrick Brewer	David Jeanes	Mike Shchepanek
Bruce Chapman	Eugene Kirkham	Mike Shore
Colin Churcher	David Knowles	Robert Smith
Garry Comber	David McLellan	Doug Stolz
Dave Copeland	Donald McQueen	David Stremes
Brian Earl	Robert Meldrum	Carl Swail
Ray Farand	Calvin Monaghan	Dave Venables
Gerry Gaugl	Bruce Morgan	Doug Wilson

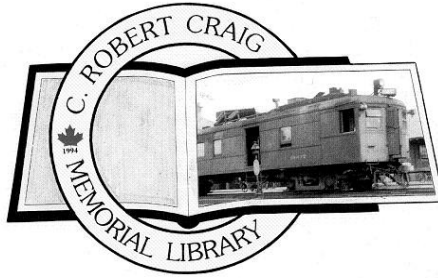
### **Gifts of Cash**

Patrick Brewer	Ray Farand	Mike Shore
Bruce Chapman	Thomas Grumley	Robert Smith
Colin Churcher	David Knowles	David Stremes
Garry Comber	Bruce Morgan	
Brian Earl	Bill Seabrooke	

### **Other Volunteers**

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

# C. Robert Craig Memorial Library



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

**Website:** [www.crcml.org](http://www.crcml.org)  
**Email:** [librarian@crcml.org](mailto:librarian@crcml.org)

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