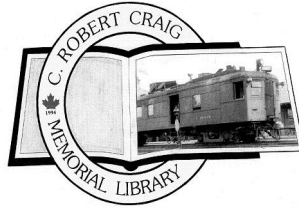


C. Robert Craig Memorial Library



Annual Report for the Year ended August 31, 2020

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	Ray 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

I would first like to thank Dave Venables for his efforts as acting president of the Craig Library for several years. I hope that I will be able to continue the work.

This year has been marked with the confusion of the Covid-19 pandemic. The City of Ottawa closed the archives building in March 2020 and we have not been able to access the items in our collection that are held at the archives. At the beginning of September the city is starting to re-open the building to the public and we can now get limited access to our resources with appropriate precautions. We have several requests for copies of slides and a drawing that should be fulfilled shortly. As long as there is no new lockdown, we hope to be back in the building in early 2021. At that time we should also be able to start getting additions to the collection triaged by the city staff. I wish to thank the city staff at the archives for their efforts to allow people back into the building while maintaining proper safety protocols.

As you will see in the following reports of the various Librarians, quite a bit of work was done on our collections before the pandemic stopped our access to the city archives building, although some work has continued over the spring and summer at members' homes. Maps and drawings that have not yet been sent to the archives building are starting to be cataloged and work is continuing on other collections.

As our treasurer outlines below, we have concerns about our financial stability and are looking at all ways to increase our income as well as reviewing our expenditures to see if there are reductions that can be made. Our book librarian points out that we are currently not able to purchase new books as they become available, it would be nice to not have to wait until they are donated to the library.

Last fall we lost one of the Library's founding members, Peter Nesbitt. Peter was involved in the start-up of the Library, has been a member for many years and served on the board of directors. We will miss his contributions to the railroad community in Ottawa.

Carl Swail,
Acting President.

Reports of the Officers

Secretary

Since the last AGM on November 2, 2019 at the Archives, the social environment has taken a body blow. The Covid 19 pandemic raised its ugly head for most Canadians in February or March. This resulted in the closure of the Archives, and neither the Executive nor the Volunteers could access the facilities. Of course, the public has also been excluded. Nonetheless, our web site, skillfully maintained by Dave Copeland, has been used right across the country, with new items and information being added by our various curators. The Library Board of Directors met, pre-pandemic, at the Archives on January 4, 2020, but the subsequent meeting scheduled for April 4 was cancelled. Consequently, action items were deferred, such as our search for a new President, and appointment of a Periodicals Curator. The Board held informal email discussions during this interval, and met in person, socially distanced, on August 21.

As the Treasurer will report, finances were the major issue in August, and it was resolved to eliminate a useful but expensive storage facility for coordinating donations for the Library pending triage and formal accession. To effect this downsizing, the Curators met at the storage facility and determined what materials still required storage, and what could be disposed of by donation or sale. Subsequently, the materials for retention were distributed to members homes and will be transferred to the Archives once it reopens.

Under the By-Laws of the corporation, an election of Directors is required biannually, in the even years. In view of the Covid 19 restrictions on public meetings of more than 10 people, we are unable to hold a full AGM in October as planned. While regulations now permit a delay of the meeting until the end of the year, there is no assurance that the AGM could comply with whatever Covid regulations are then in effect. Accordingly, the Board voted to defer that AGM until an in-person meeting can be held in the new year. In the interim, the current Board members have agreed to stand, and there will be an opportunity for an additional Board member to be nominated. Any questions can be submitted to the Secretary by email at secretary@crctl.org .

Bruce Morgan, Secretary.

Treasurer

This past year memberships and donations were approximately 15% higher than the prior year. However sales of books and images were down about 25%. Sales of surplus books specifically were \$340 lower, however this was likely a result of the effects of the pandemic.

On the expense side we saw an overall decrease of about \$800. However, if we remove the purchase of books (~\$1100) from the prior year, we would have seen an increase in expenses as we incurred an increase in the rental cost of the Dymon storage locker in January.

While we did manage to essentially breakeven this year, with a loss of only \$65, the Board concluded that retaining the storage locker did not make financial sense and so decided to terminate the locker rental at the end of September 2020. This will ensure our viability going forward. Its contents were moved to other temporary locations, donated to other organizations, or disposed of.

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
613-746-7914
lvgoodwin@rogers.com

C. Robert Craig Memorial Library
c/o Mr. David Copeland
8 Avonmore Avenue
Nepean, ON
K2M 1V3

23 September 2020

Dear Mr. Copeland:

RE: C. Robert Craig Memorial Library Financial Returns 2017-18

I have reviewed the financial data for the C, Robert Craig Memorial Library that was presented to me for the fiscal year commencing 1 September 2019 and am fully satisfied with the figures as presented.

Yours sincerely



Leslie C Goodwin

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2020**

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

Account	2020-08-31
ASSETS	
Cash and Bank Accounts	
Chequing Account	9,364.49
PayPal Account	0.00
CashOnHand	0.00
Total Cash	9,364.49
Prepaid Expenses	0.00
TOTAL ASSETS	9,364.49
LIABILITIES & EQUITY	
LIABILITIES	
Outstanding Cheques	0.00
Other	0.00
Total	0.00
EQUITY – End of period	9,364.49
TOTAL LIABILITIES & EQUITY	9,364.49
EQUITY – Start of period	9,429.51
EQUITY – Change	(65.02)

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2020**

Income Statement

9/1/2019 through 8/31/2020 (in Canadian Dollars)

INCOME

Donations		1,615.00
Memberships		750.00
Other Inc		0.00
Sales-Magazines	154.15	
Sales-Books	921.10	
Sales-Images	180.00	
TOTAL Sales	1,255.25	1,255.25
TOTAL INCOME		3,620.25

EXPENSES

Admin		211.87
Insurance, Bus		1,319.76
Paypal Fees		20.20
Printing/Reproduction		0.00
Purchases		
Purchases-Books	0.00	
Purchases-Maps	0.00	
TOTAL Purchases	0.00	0.00
Storage (Dymon)		2,133.44
TOTAL EXPENSES		3,685.27

NET (65.02)

Accepted on behalf of the Board



Carl Swail,
Acting President.



Dave Copeland,
Treasurer.

Librarian Reports

Books and Periodicals

At the present time there are some 2289 books and pamphlets in our collection. They now provide a very comprehensive cross-section of the available publications, some of these reaching as far back as the 1850s. A major source since 1994 and the founding of the library with Bob Craig's collection has been donations by members of the library, other rail fans, executors of estates, other libraries and from a variety of other sources of one sort and another.

Recently the board decided to postpone actual purchases of books, the bulk of which were new publications. Some of these will likely come to us in the future as donations, either from owners or estates. This is very happenstance and it denies access by current researchers to the latest research. The acquisition of donations has continued however, with free books or by the use of tax receipts.

Now when we receive e-mail or other offerings we ask the potential donor for a simple list of the title and author so we or they can compare with our current holdings on our website catalogue.

Recently the traditional book form of publications has changed significantly. Hardcover books have become fewer and their prices have increased. Some new titles are appearing as "bookazines", particularly from specialty publishers such as Kalmbach or White River. Typically these are soft paper cover, 8.5 inches x 11 inches. Some publishers and or authors are requesting reservations or pre-orders to determine how many to print or whether to print at all. If published they may well be way overpriced. .

Books are also becoming available in electronic forms. The latter include "rental" agreements for specific terms or other financial requirements which exclude our acquisition at this time.

Covid-19 has created a major problem in the Library's book and pamphlet activities. Our partner, the Ottawa City Archives, has shut down public access . They are attempting to create a process but so far have not been able to create a practical process. This means that we have been restricted to administrative activities such as cataloguing which can be done from computers outside the Archives building.

We do not have a Periodical Librarian at the present time. Our collection is extensive and the information contained is fantastic, including some bound

volumes in the late 1890s. Given the current situation with our access to the collection it is almost impossible to attract someone to undertake the work.

Dave Knowles.

Maps, Drawings and Prints

We are continuing to expand the size of the Maps and Drawings and Prints collections. There are now 2004 drawings and prints in our collection. The map collection stands at 261 maps. The duplicates provided in the donations we received will be available for sale shortly. During the COVID-19 shutdown, our access to the maps and drawings was not available as the City of Ottawa Archives building was closed. The city is now allowing limited access to the building, so we are now able to access our collections. Work is continuing at home to input new material into the catalog.

Carl Swail.

Photographs

Bruce Chapman has finished entering 2 Logan boxes (approx. 1381 slides) from the Bryce Lee slide collection. He has started entering the Tom Hood diesel slide collection when the Pandemic closed the Archives in March.

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

Photo requests supplied by Dave Copeland:

1. Doug Matheson (request)-(3 low res photos - \$15).
2. Calvin Monaghan (e-mail request)-(1 high res and 1 low res -photo - \$30).
3. Peter Newman (e-mail request)-(3 low res photos - \$15).
4. Andrew Jeanes (e-mail request)-(28 low res photos - \$140).

Barry Innes and Paul Bown started cataloguing the second half of the Bryce Lee Collection when stopped by the Pandemic in March.

Bob Meldrum scanned two Bryce Lee Logan slide boxes (1381 slides). Bob supplied his scans to Dave Copeland for insertion on the website. Bob helped negotiate the donation of the Duncan Du Fresne B&W photo collection with Kevin Day of Montreal, QC.

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 Tom Hood slide collection for the Craig Library (approx. 30,000 slides). Mike completed the sorting and preparation of approx. 10,000 diesel locomotive slides and approx. 3,000 slides were accepted for the Library while the remainder were returned to Tom. A tax receipt was issued to Tom for the diesel portion of his collection for 2019. The remainder of his collection approx. 20,000 slides (mainly freight cars) are presently being sorted and prepared for the Library. Mike negotiated with Bob Meldrum the donation of the Duncan Du Fresne photo collection (295 large format B&W negatives of mainly roster shots of Canadian steam locomotives taken ca. 1950 with a DVD containing picture scans and info).

Photo and information requests answered by Mike Shchepanek:

1. Kevin Pieroway (e-mail request)-permission to publish two Othen photos in his possession.
2. Malcolm Vant (Bytown Railway Society)-permission to publish a Craig Library photo (Gary Armstrong) in his possession.
3. Tim Swadling (Windsor, ON)-required four high res photos for publication (on hold until Archives re-opens).

4. Shannyn Rus (Sturgeon County, AB)-required two high res photos for publication (on hold until Archives re-opens).
5. Bob Palmer (Ottawa, ON)-in April offered his slide collection to the Craig Library. Replied that the Library would be interested but asked for general info about his collection (size of collection, where taken and when, etc.) and also included the Library regulations and objectives for donations. No response to date.
6. Doug Pelkola, (Ottawa, ON)-donation for 15 unwanted Craig Library slides (revenue \$20).

The following is a report from Ray Farand on the work to date on the David Othen collection undertaken by himself and David Stremes.

Mike Shchepanek.

David Othen Photo Collection

In 2018, the C.Robert Craig Memorial Library took receipt of approximately 5500, 35mm transparencies that were photo-archived by David Othen between 1970 and 1990. Prior to the pandemic, in late 2019-early 2020, David Stremes and I reviewed the material, and determined that about 2300 images were not suitable for retention in the Library archives and were identified as 'culls'. During the first four months of the pandemic work on the collection was suspended.

In early July of this year, I took receipt of all the material, and re-started the work effort. To begin, as per instructions from David S., I double checked those slides that we had determined to be 'culls' back when we were working together before the pandemic, and in all but a few cases the 2300+ images that we determined to be less than ideal for archival purposes, remain so at this time. For those that I wish to have reconsidered for inclusion in the CRCML archives, they have been set aside to be reviewed by both of us together when circumstances permit.

With respect to a small portion of the collection that we did not have a chance to assess prior to the pandemic, I have taken it upon myself to complete a preliminary review of the material and have determined that 400 or so are worthy of retention and 225 or so are not suitable for retention. Of course this is an initial review only and will need to be double checked by both of us together when circumstance permit.

For those transparencies that are candidates for retention by the CRCML - numbering approximately 3200, I have completed a 1st order sorting action - that we initiated together, which groups the images geographically by province/territory/state in the following manner: NFLD, NS, PEI, NB, QC, ON, the Prairies (MB, SK, AB), BC, YT/Alaska, and upstate Maine.

Presently I am progressing with a 2nd order sorting action that chronologically groups images at a given location within a given province during the 1970 to 1990 time frame. To date I have sorted 1125 Nova Scotia images, 500 New Brunswick images, 25 Prince Edward Island images, 100 Newfoundland images, 100 Quebec images and 25 images from the State of Maine. I am in the process of sorting 250 Ontario images, and have not as yet begun to sort through 500 images from the Prairies, 350 British Columbia images nor 250 images from the Yukon/Alaska. This work is slow because most of the slide mounts contain a limited amount of information that is often hard to read, often with no available date information. In some instances a slide mount will have a visible processing date stamp that can indicate approximately when David Othen took the picture, but in many instances none is available or is so faint as to be illegible. Attempting to identify slide mounts of a similar style also helps at this stage in the process. To date not many images have been relegated to the 'unknown' category.

Towards the end of July, I took receipt of a copy of David Othen's hard drive, that contains a large amount of digital imaging in jpeg format, archived by David between 1990 and his final years of trackside activity in and around 2015-2016. I have conducted a preliminary inspection of the material and have determined that the hard drive's PC compatible directory has railway content that is likely of interest to the CRCML stored on six sub-folder levels, and contains a total of slightly more than 35,000 Canadian-railway focused image files which need to be reviewed, assessed and categorized in a manner similar to that employed with the 35mm transparency portion of the Othen collection. Inasmuch as the majority of the images stored on the hard drive are original, there is a very small portion of the content that is the digital version of a transparency currently held by CRCML, and as such could fulfill a thumbnail role in the CRCML image catalog. Culling and categorizing David Othen's digital images is going to be a laborious undertaking.

Ray Farand.

Timetables

The later part of the past year has been a difficult one in that we have not access to the City of Ottawa Archives facilities where our timetables are stored, but work has taken place on the Peters' collection of scanned employee timetables, as well as those supplied by a new member. As a result, there are currently 133 Canadian Pacific employee timetables available in PDF form, dating from 1884 to 2012. Work will continue making more CP employee timetables, as well as other Canadian railroads, available online, as well as adding an extensive collection of CP public timetables.

The total collection in paper form totals 2,632 currently, but we have identified 7,054 timetables that were produced (and there are more!). If you hear of someone disposing of employee timetables, please check the list on the website ("Held" = No) to see if we need any to add to the collection.

Dave Stremes.

Library Members at August 31, 2019.

Honorary Members

Joan Craig (D)	Harriet Healy
Barbara Chivers	Peter Nesbitt (D)

Ordinary Members

Stephne Boyco	Thomas Grumley	Gilles Quesnel
Patrick Brennan	Andrew Jeanes	Paul Rollinson
Patrick Brewer	David Jeanes	Mike Shchepanek
Bruce Chapman	David Knowles	Mike Shore
Colin Churcher	David McLellan	Doug Stolz
Garry Comber	Donald McQueen	David Stremes
Dave Copeland	Robert Meldrum	Carl Swail
Brian Earl	Fred Mills	Andre Thouin
Ray Farand	Calvin Monaghan	Malcolm Vant
Gerry Gaugl	Bruce Morgan	Dave Venables
Brian Gilhuly	Doug Pelkola	

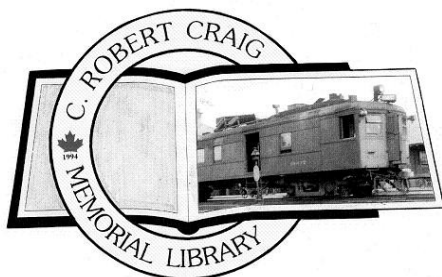
Gifts of Cash

Patrick Brennan	Ray Farand	David McLellan
Patrick Brewer	Gerry Gaugl	Doug Pelkola
Bruce Chapman	Brian Gilhuly	Mike Shore
Colin Churcher	Thomas Grumley	David Stremes
Garry Comber	David Knowles	

Other Volunteers

Paul Bown	Ray Farand
Pat Brennan	Barry Innes
Bruce Chapman	Robert Meldrum
Dave Copeland	Dave Venables

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