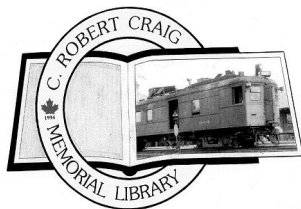


C. Robert Craig Memorial Library



Annual Report for the Year ended August 31, 2021

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	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

This past year we have not been able to access our facilities in the Partner's Room at the City of Ottawa Archives. With help from the Archives staff we have had limited access to our collections to handle requests from clients. 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.

In our last annual report we mentioned concerns about our financial stability. One of our major expenses was the rental of a storage unit to keep donated materials before they could be sent to the Archives building for inclusion in our collections. With the help of a number of our directors we were able to find space to hold items still in storage until the Archives building opens for new items. A number of items that did not fit our mandate were donated to other organizations. I would like to thank all those involved for their efforts under pandemic safety restrictions.

Even with our not being able to easily access our collections, we have been able to help a number of clients in particular with requests for photographs. There have also been a few requests for information that have been fulfilled from the personal collections of our members.

We are still looking for people to help with our collections and to serve on the board of directors. In particular, Dave Knowles is stepping back a bit from looking after our large book collection and we are actively looking for someone who will volunteer to help him. Although there will be challenges to access the collection until more of the pandemic restrictions have been dropped, I would encourage members to consider if they would be able to help us continue our work.

With vaccinations going well in Ottawa I am looking forward to our getting back into the Archives building this fall to get back to work.

Carl Swail, Acting President.

Reports of the Officers

Secretary

While the last AGM was held by Zoom on September 11, 2021, it was a 2020 Report for the meeting normally held in Oct/November. For the interval between September 2020 and End of August 2021, the Fiscal year covered by this report, there is only limited substance. The Covid 19 pandemic, which affected most Canadians by February or March 2020, resulted in the closure of the Archives, and neither the Executive nor the Volunteers, nor our members or the public could gain access the facilities during this last fiscal year. 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 twice formally during this period; in person on September 18, 2020 and via Zoom on June 23, 2021. Additionally, the Board held informal discussions and email exchanges during this interval. While some action items were deferred, such as our search for a new President, any essential items were decided and implemented, including responses to information or image requests. As well, as noted in the Curator reports, image identification has been ongoing. Also the Board, through the Acting President, has maintained contact with the Archives management to plan the reopening of the Library.

As the Treasurer will report, finances were the major issue in August. The decision to eliminate the Dymon storage locker was implemented, eliminating a major expense. Retained materials which were distributed to members homes/businesses will be transferred to the Archives once it fully reopens. The Board also considered options relating to the other major expense, Insurance. The Library is obligated by its agreement with the Archives to maintain liability coverage of \$1 million. In addition, loss coverage is included in the policy. The Board took steps to determine if reduced expense could be obtained, but learned that costs would likely go up under any new coverage. Hence, the current policy was maintained, while consideration of adjusting the scope of coverage is considered.

Under the By-Laws of the corporation, an election of Directors is required bi-annually, in the even years. In view of the Covid 19 restrictions on public meetings of more than 10 people, we were unable to hold a full AGM in October 2020 as planned. Accordingly, the Board voted to defer that AGM until an in-person meeting could be held in the new year. Nonetheless, a full annual report was circulated including financial statements of the Library, and reports of the officers and custodians. In the interim, the current Board members agreed to remain “on the job” until an election could be held.

As noted in the Notice of AGM, this was to occur at the deferred 2020 AGM but low turnout effectively precluded a valid election. Instead, the election will be held at the November 6, 2021 AGM for the remainder of the 2 year term. There will be an opportunity for an additional Board member to be nominated.

Bruce Morgan, Secretary.

Treasurer

This past year was, financially, the best in many years, showing a surplus exceeding \$3300. This is primarily the result of terminating the lease of the storage locker and increased donations, and particularly a number of large donations. To those I say “Thank you”!

We have essentially trimmed our expenditures to a minimum and can do nothing more to reduce them. Our single largest expense is our liability insurance, which, this past year, represents 83% of all expenses, and, going forward, would be over 90% of essential expenses. We had already curtailed the buying of acquisitions for the collection. This, along with closing the storage locker, and a strong core of financial supporters and volunteers, has stabilized our finances.

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
City of Ottawa Archives 19-49
110 Laurier Avenue West
Ottawa, ON K1P 1J1

Attention
Mr D. Copeland
Treasurer

28 September 2021

Dear Mr. Copeland:

RE: C. Robert Craig Memorial Library Financial Returns 2020 - 2021

I have reviewed the financial data for the C. Robert Craig Memorial Library that was presented to me for the fiscal year 1 September 2020 to 31 August 2021 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, 2021**

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 2021-08-31

Account

ASSETS

Cash and Bank Accounts	Chequing Account	11,611.19
	PayPal Account	1,151.23
	CashOnHand	0.00
	Total Cash	12,762.42

Prepaid Expenses		0.00
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TOTAL ASSETS		12,762.42
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LIABILITIES & EQUITY

LIABILITIES	Outstanding Cheques	0.00
	Other	0.00
	Total	0.00

EQUITY – End of period		12,762.42
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TOTAL LIABILITIES & EQUITY		12,762.42
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EQUITY – Start of period		9,364.49
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EQUITY – Change		3,397.93
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**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2021**

Income Statement

9/1/2020 through 8/31/2021 (in Canadian Dollars)

INCOME

Donations		3,195.00
Memberships		660.00
Other Inc		0.00
Sales-Magazines	5.00	
Sales-Books	664.50	
Sales-Images	435.00	
Sales-DVD	96.00	
TOTAL Sales	1,200.50	1,200.50
TOTAL INCOME		5,055.50

EXPENSES

Admin		63.26
Insurance, Bus		1,380.24
Paypal Fees		32.14
Printing/Reproduction		0.00
Purchases		
Purchases-Books	0.00	
Purchases-Maps	0.00	
TOTAL Purchases	0.00	0.00
Storage (Dymon)		181.93
TOTAL EXPENSES		1,657.57

NET 3,397.93

Accepted on behalf of the Board



Carl Swail,
Acting President.



Dave Copeland,
Treasurer.

Librarian Reports

Books

The pandemic has had a profound impact on the book and pamphlet collections of the library.

There are now some 2289 books and pamphlets currently catalogued and on the shelves. These became unavailable when the reference room in the City Archives was closed. A few questions, largely from outside Ottawa, have been dealt with by access to personal collections.

A hold had been placed on new purchases for financial reasons and this was partly offset by donations. There are a considerable number of books waiting for processing and these are being held in different locations. Cataloguing these donations proved very difficult as it requires access to the data necessary to register them. The cataloguing process designing, producing and mounting spine labels and bookplates also produced major difficulties.

There have been significant changes in the book industry recently. Manuscripts have been produced using soft covers and alternative bindings such as staples or “perfect” (glue) bindings referred to as bookazines. These reduce costs but produce fragile books unsuitable for library use. One result is the rise in hardback book prices of interest to the library. The recent acquisitions of American railroads by both CNR and CPR such as the Delaware and Hudson, Illinois Central and some Chicago based railways may well require the acquisition of some more of these materials about these railways.

Additionally the normal attrition of volunteers will necessitate the training of replacements for current volunteers for the books and fonds categories.

Dave Knowles.

Periodicals

The Annual Report for the year ending August 31, 2020 makes mention of the fact that the C.R. Craig Memorial Library is actively seeking additional volunteers to assist with Library operations, including someone to assume the role of Periodicals Curator. Since my election to the Board in November 2019, I have essentially been a Director without portfolio. The past twenty-two months or so have provided me with an opportunity to familiarize myself with the Library's inner-workings so that I might determine how I can best serve the membership in an expanded capacity beyond that of merely being a member of the Library's governing board. To that end, I recently indicated to the Board of Directors that I wish to assume the responsibilities of Periodicals Curator, effective the 2021-22 reporting year. The Board has approved my request and it has now appointed me to the said position. I thank them for giving me the opportunity to coordinate periodicals operations going forward and I hope that my efforts will soon be reflected on the "Periodicals" Home Page at the crml.org website.

Raymond S. Farand.

Maps, Drawings and Prints

Due to restricted access and at times no access to the City of Ottawa Archives building, no new drawings or maps have been added to the collection. There are still 2004 drawings and prints in our collection. The map collection stands at 261 maps. We now have a number of donations which need to be cataloged. This should start again this coming fall and winter. There are also a few requests for copies of drawings that will be filled shortly.

Carl Swail.

Photographs

Bruce Chapman has not been able to do any data entry as the Archives has been shut down because of the Pandemic. Barry Innes and Paul Bown have not entered any data due to the Pandemic. Bob Meldrum has not provided any assistance to the Library due to the Pandemic. Dave Copeland continued to maintain and upgrade the Pictures web site.

Photo requests supplied by Dave Copeland:

1. Tim Swadling (Windsor, ON)-(four high res photos - revenue \$100).
2. Shannyn Rus (Sturgeon County, AB)-(two high res photos - revenue \$50).
3. Richard Yaremko (Cobble Hill, BC)-(8 low res photos - revenue \$40).
4. Mathew Robson (Vancouver, BC)-(9 high res photos and one low res photo - revenue \$230).

Mike Shchepanek continued to check for and correct errors and omissions in the data base. Mike completed the sorting and preparation of approx. 20,000 mainly freight car slides from the Tom Hood Collection. Approx. 5,000 were accepted for inclusion into the Library Collection. Tom was given an appropriate tax receipt and signed a Deed of Gift Form for the Library. A Deed of Gift Form (Duncan du Fresne Collection) was prepared and sent to Bruce du Fresne and Kevin Day and when signed and returned a tax receipt for 295 B&W photographs was sent to Bruce (via Kevin). The John Chambers Collection of about 1000 photographs was donated to the Craig Library via Bernie Goodman. The approx. 100 B&W commercial photographs purchased by Chambers were passed on to Dave Venables for re-sale. The remainder of the collection is being sorted and evaluated for the Library by Mike.

Photo and information requests answered by Mike Shchepanek:

1. Shannyn Rus (e-mail request) provided background information on the photos that she purchased.
2. Craig Rutherford (e-mail request) provided permission to publish an Othen photo in his possession.
3. Ted Rafuse (e-mail request) provided instructions on how to use the Library web-site.
4. Bob Inwood (e-mail request) provided information for the restoration of a CP Caboose in Kimberley, BC.
5. Gilles Gagnon (e-mail request) searched for information regarding the St. Lawrence Special Train.
6. Angus Palmer (OVAR) provided information and 31 slides (via Dave Copeland) for a presentation on the Ottawa, Arnprior and Parry Sound Railway.

Mike Shchepanek.

David Othen Photo Collection

In 2018, the C.Robert Craig Memorial Library took receipt of 5592 thirty-five (35) mm transparencies that were photo-archived by David Othen between 1970 and 1991.

Prior to the pandemic, in late 2019-early 2020, David Stremes and I began to review the material to determine what transparencies would be suitable for retention in the Library archives. We completed our work during the reporting year ending August 31, 2021 and have determined that 3060 transparencies are of interest to CRCML and should be considered as suitable candidates for inclusion in the photo archives. In support of the archival process, we have grouped the above mentioned images both chronologically and geographically by province/territory/state in the following manner: NL, NS, PE, NB, QC, ON, the Prairies (MB, SK, AB), BC, YT/Alaska, and upstate Maine. The next step, as volunteer labour hours become available, will see applicable photo information, i.e. subject, date, and location etc., recorded on a spread sheet for future entry in the Library database.

With the film portion of the Othen Collection now advanced to the degree mentioned above, it, along with, a copy of David Othen's hard drive containing digital railway related images will now be passed over to the Curator of Images/Photography for final evaluation and recommendation to the Board.

Raymond S. Farand.

Timetables

Due to the pandemic, and with limited, or no access, to the Archives building there is nothing new to report.

Dave Stremes.

Library Members at August 31, 2021.

Honorary Members

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

Ordinary Members

Bruce Ballantyne	David Jeane	Mike Shchepanek
Patrick Brennan	David Knowle	Mike Shore
Patrick Brewer	Norm Levert	Robert Smith
Bruce Chapman	Peter McGuire	Doug Stolz
Colin Churcher	David McLellan	David Stremes
Garry Comber	Donald McQueen	Carl Swail
Dave Copeland	Robert Meldrum	Andre Thouin
Ray Farand	Fred Mills	Malcolm Vant
Bernie Geiger	Bruce Morgan	Dave Venables
Brian Gilhuly	Doug Pelkola	
Thomas Grumley	Gilles Quesnel	

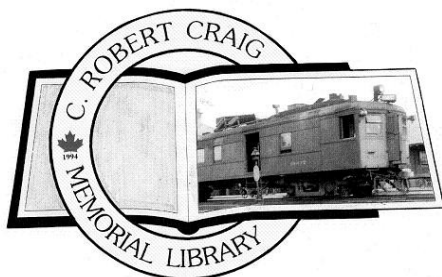
Gifts of Cash

Patrick Brewer	Brian Gilhuly	Doug Stolz
Colin Churcher	David Knowles	David Stremes
Garry Comber	David McLellan	Malcolm Vant
Ray Farand	Bruce Morgan	Dave Venables
Bernie Geiger	Mike Shore	

Volunteers

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