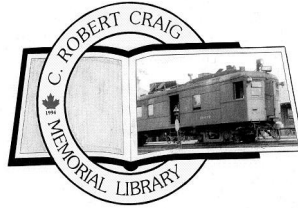


C. Robert Craig Memorial Library



Annual Report for the Year ended August 31, 2022

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
Fred Mills	

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.

Table of Contents

President’s Report 3

Reports of the Officers

- Secretary’s Report. 4
- Treasurer’s Report. 5
- Review Letter 6
- Financial Statements 7

Curators Reports

- Books 9
- Periodicals 10
- Maps, Drawings and Prints 11
- Photographs 12
- Timetables 14

Library Members, Donors and Volunteers. 15

President's Report

Access to the City of Ottawa Archives building has returned to normal for our volunteers, we can now access our work space and collections without making an appointment. Safety protocols are still in place, but mask wearing is optional. While we have easy access to the building, those wanting to use our collection still need to make an appointment; however, the numbers allowed at any time have been increased to a maximum of four at a time, so this should not be a problem.

Dave Knowles has decided to step away from direct involvement with the Craig Library after many years of volunteering. The Board of Directors and all the membership really appreciate all that he has done. He will be hard to replace and several people will be involved in taking over Dave's many responsibilities.

A number of the curators and their helpers have been working hard to get the cataloging of new donated materials into our collection and available for use. I want to particularly thank Ray Farand for his efforts on the magazine collection; the shelf organization and on-line cataloging are progressing very well.

We are still looking for people to help with our collections and to serve on the board of directors. I would encourage members to consider if they would be able to help us continue our work.

Carl Swail, Acting President.

Reports of the Officers

Secretary

Since the last Annual General Meeting was held virtually on November 6, 2021, the Board has met by Zoom on five occasions, specify; November 6, January 20, April 21, July 7 and September 17, 2022, thereby overseeing the operations of the Library during the pandemic. As the Archives incrementally relaxed the pandemic restrictions, the officers and volunteers have gradually recommenced their library related activities. It is now possible for the officers to use the Partners room, and members may now access the Reference room without the necessity of booking an appointment. However, the general public must still make an appointment, as noted in the President's Report.

The coming AGM on November 5 will include an election of Board members. A search for a President is still underway, and expressions of interest, or suggestions may be sent to Secretary@CRCML.org.

Bruce Morgan, Secretary.

Treasurer

This past year continued on the trend starting the prior year resulting in a surplus just shy of \$4000. Memberships and donations were up about \$750 or 20% while Sales were down about \$300 or 25%. We now have (cash) assets around \$16,750.

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
613-745-1201
lvgoodwin@rogers.com

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

Attention:
Mr. David Copeland
Treasurer

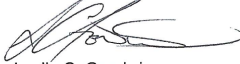
10 October 2022

Dear Mr. Copeland

Re: C.Robert Craig Memorial Library Financial Returns 2021-2022

I have reviewed the financial statements for the C. Robert Craig Memorial Library that were presented to me for the fiscal year 1 September 2021 to 31 August 2022 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, 2022**

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	2018-08-31
Account	As of 2022-08-31
ASSETS	
Cash and Bank Accounts	16,154.56
Chequing Account	16,154.56
PayPal Account	604.39
CashOnHand	0.00
Total Cash	16,758.95
Prepaid Expenses	0.00
TOTAL ASSETS	16,758.95
LIABILITIES & EQUITY	
LIABILITIES	
Outstanding Cheques	0.00
Other	0.00
Total	0.00
EQUITY – End of period	16,758.95
TOTAL LIABILITIES & EQUITY	16,758.95
EQUITY – Start of period	12,762.42
EQUITY – Change	3,996.53

Financial Statement for the Year ending August 31, 2022

		Income
<u>Income Statement</u>		
9/1/2020 through 8/31/2021 (in Canadian Dollars)		
INCOME		
	Donations	3,925.00
	Memberships	680.00
	Other Inc	0.00
	Sales-Magazines	62.25
	Sales-Books	164.50
	Sales-Images	270.00
	Sales-Drawings	210.00
	Sales-DVD	284.00
	TOTAL Sales	990.75
	TOTAL INCOME	5,595.75
EXPENSES		
	Admin	30.13
	Insurance, Bus	1,447.20
	Paypal Fees	26.71
	Printing/Reproduction	50.18
	Purchases	
	Purchases-Books	0.00
	Purchases-Maps	0.00
	TOTAL Purchases	0.00
	Office	45.00
	TOTAL EXPENSES	1,599.22
NET		3,996.53

Page 1

Accepted on behalf of the Board



Carl Swail,
Acting President.



Dave Copeland,
Treasurer.

Librarian Reports

Books

COVID restrictions at the City Archives have been mostly lifted and work can re-commence on the backlog of books requiring processing. With Dave Knowles stepping down, I realize I have big shoes to step into, but with his guidance I hope that the transition will be a smooth one. The hold on book purchases has been lifted, but there have not been many books published this past year. As in the past we rely to a great degree on donations primarily, but hope to make 'strategic' purchases as necessary.

Dave Stremes.

Periodicals

Pandemic notwithstanding, I categorize the year 2021-22 as ‘successful’, with much progress made on multiple fronts, the result of more than 150 hours of volunteer time spent working with the CRCML periodicals collection.

Notable milestones during the past year include:

- 1 - The initiation and completion of a periodicals inventory audit to determine and document the full extent of the periodicals collection residing in the Reference Room in the City of Ottawa Archives building at 100 Tallwood Drive.
- 2 - The update and maintenance of a periodicals database which supports the ‘Periodicals’ home page at the crcml.org website. Of the 83 periodical titles currently recognized in the CRCML collection, a figure double the number inventoried at the beginning of the reporting year, 47 titles have been updated on the website to reflect magazine and newsletter content currently on file in the Reference Room. Pat Brennan has been a significant help in this regard as he performs data entry checking of the digital records as they become available in the database.
- 3 - During the past reporting year over 1500 units of donated periodical hard-copy intake were catalogued, prepared for inspection by City of Ottawa Archive staff so as to ensure that the input meets submission standards, and then filed in our library.
- 4 - The hardcover bookbinding of more than a dozen volumes of well-known periodical titles which include Canadian Rail, Railpace, Railfan & Railroad, and Trains. On behalf of the CRCML Board of Directors, and indeed the membership, I wish to thank the Bytown Railway Society Inc. for their continued financial support to this end. Without the BRS’s help, the professional library-quality appearance of so many bound volumes of periodical titles would not be possible.
- 5 - For those titles where bookbinding is not feasible, an initiative is underway to store volumes of selected magazines in three-ring binders to facilitate research access to scale drawings contained within the magazine’s center-fold pages, all the while storing the periodicals in a

professionally structured manner. This task is a multi-year undertaking subject to funding availability.

In summary, if I were to single out any one of the aforementioned line items as being an extremely important element in my 2022-23 work plan, it would be item 2. My goal is to have the periodicals collection fully cataloged and available to Library users at the CRCML website by this time next year.

Raymond S. Farand.

Maps, Drawings and Prints

With access to the City of Ottawa Archives building getting back to normal, I have been able to catch up with the backlog of maps and drawings and many new ones have been added to the collection. There are now 2590 drawings and prints in our collection. The map collection stands at 526 maps. We recently received a large donation of over 300 topographic maps and railroad right of way drawings from David Wood of Montreal. I am currently cataloging those maps which include many from Western Canada as well as the Eastern Townships. This past year a number of requests for copies of drawings have been filled and more requests are coming in. We use Terra Reproductions Inc to scan our drawings and I would like to thank them for their fast turn around and reasonable pricing for their services.

Carl Swail.

Photography Section Report

Bruce Chapman has not been able to do any data entry because of the Pandemic.

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

Photo requests supplied by Dave Copeland:

1. Blake Lines (OVAR presentation)-(6 low res photos - revenue \$0).
2. Justin Babcock (Tide Head, NS)-(One high res photo - revenue \$25).
3. Charlie Benoit (Chicago, IL)-(One high res photo - revenue \$25).
4. Don Figel (Cochrane, AB)-(Four high res and 14 low res photos - revenue \$170).
5. Paul Ozorak (Gatineau, QC)-(6 low res photos - revenue \$30).
6. Malcolm Vant (Ottawa, ON)-(One high res photo - revenue \$20).

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.

Mike Shchepanek continued to check and correct omissions and errors for collections entered in the Pictures data base. He also assisted Dave Copeland in providing photo requests. Ray Farand and Dave Stremes on completion of the sorting and organization of the Othen Collection passed it on to Mike for data entry preparation. 3060 accepted slides are being passed to Barry Innes and Paul Bown for data entry starting in November. 2532 rejected slides have been donated to the Middleton NS Railway Museum via Richard Manicom and Bill Linley. The Tom Patterson Collection awaiting final disposition in the Archive's cold vault was finally completed in August with the reopening of the Archive's storage vaults.

Photo and information requests answered by Mike Shchepanek:

1. Blake Lines (OVAR presentation) provided information on the photos that he used.
2. Ron Danielson (e-mail request) provided location information on CN Railway stations on the Arnprior Line.

3. Malcolm Vant (e-mail request) provided permission to use Craig Library station photos in a NMRA presentation.
4. Otto M. Vondrak (Railroad Model Craftsman Mag.) searched Othen Collection for known PEI CN 70 Ton diesel photos (not in Craig Library).
5. Paul Ozorak (e-mail request) provided information regarding photo copyright.
6. Ted Rafuse (e-mail request) searched Craig Library for Rhodes Curry & Co. photos (not in Craig Library).

Mike Shchepanek.

Timetables

The timetable collection grew in the past year from three sources. Bruce Chapman donated 344 Canadian Pacific employee timetables and Ken DeJean donated 55 mostly Canadian National employee timetables and Operating Manuals, all in paper form. Ron Statz provided a large number of early Canadian Pacific timetables in PDF form, which will be available from download from our website as they are processed. It is important to note that the “Timetables” section of our database actually consists of 7 different types of materials: Employee Timetables, and the following supporting documents used by railway employees:

- o General Operating Instructions
- o Operating Bulletins
- o Operating Manual
- o Rule Books
- o Special Instructions
- o Passenger Timetables

Our timetable database currently lists 7,553 identified Employee Timetables as is believed to be the largest publicly accessible database of its kind. And it continues to grow as more employee timetables are identified. The Library has 3,216 employee timetables in the collection, and 421 available in PDF format. The database contains 452 passenger timetables which will be expanded upon in the year ahead as work progresses on our collection and those available at online sources.

We have the opportunity to acquire a portion of an extensive employee timetable collection that will fill in many of our gaps, and hope to conclude this in the months ahead.

Dave Stremes.

Library Members at August 31, 2021.

Honorary Members

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

Ordinary Members

Bruce Ballantyne	Laurance King	Gilles Quesnel
Patrick Brennan	David Knowles	Jean-Claude Santerre
Patrick Brewer	Michael Leduc	Mike Shchepanek
Bruce Chapman	Normand Levert	Mike Shore
Colin Churcher	Ian MacKay	Robert Smith
Garry Comber	Richard Manicom (D)	David Stremes
Dave Copeland	Peter McGuire	Carl Swail
Brian Earl	David McLellan	Andre Thouin
Ray Farand	Donald McQueen	Malcolm Vant
Bernie Geiger	Robert Meldrum	Dave Venables
Brian Gilhuly	Fred Mills	William Webster
Thomas Grumley	Bruce Morgan	
David Jeanes	Doug Pelkola	

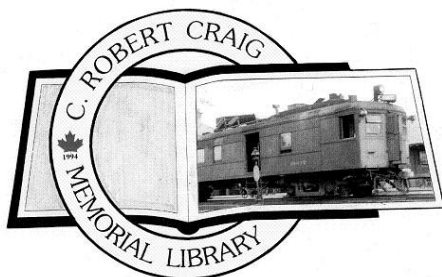
Gifts of Cash

Bruce Ballantyne	Brian Gilhuly	Doug Pelkola
Patrick Brennan	David Knowles	Jean-Claude Santerre
Patrick Brewer	Ian MacKay	Mike Shore
Colin Churcher	Richard Manicom (D)	David Stremes
Garry Comber	Peter McGuire	Carl Swail
Ray Farand	David McLellan	Malcolm Vant
Bernie Geiger	Donald McQueen	

Volunteers

Paul Bown	Dave Copeland	Bob Meldrum
Pat Brennan	Barry Innes	Dave Venables

C. Robert Craig Memorial Library



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