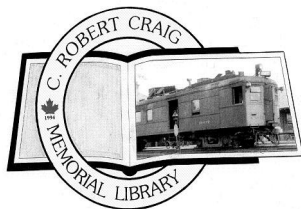


C. Robert Craig Memorial Library



Annual Report for the Year ended August 31, 2024

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

Board of Directors (Officers)

| | |
|---------------------------|-----------------|
| Carl Swail (President) | Mike Shchepanek |
| Dave Copeland (Treasurer) | Dave Venables |
| Bruce Morgan (Secretary) | Dave Stremes |
| Fred Mills | 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

The activities of the library now seem to be back to pre-pandemic levels and access to the City Archives is running smoothly.

As you will see in the various collection curator's reports a lot of work has gone on this past year to add donated material to our library. We are actively working to see if we can speed up how some of the material, in particular our photograph backlog, is cataloged.

We are still looking for people to help with our collections. I would encourage members to consider if they would be able to help us with our work. Most of the work does not require a large commitment of time. In particular, pre-pandemic, we had several people who spent time manning our workspace in the City of Ottawa Archives building. They were available in case a member of the public or the city archives staff needed some help with our collections. When no-one needed their help, these individuals then worked on their own research or enjoyed our collections. Our manning of the collection has unfortunately fallen off due to the pandemic and aging of some of our volunteers. I would like to see us get a few more volunteers to help with this activity. Please let any board member know if you are interested and would have some time available.

Carl Swail, President.

Reports of the Officers

Secretary

Since the last Annual General Meeting on November 4, 2023, the Board has met in person on five occasions: November 4 and December 9, 2023 then March 16, June 15 and September 7, 2024, In addition to those scheduled meetings, a number of informal meetings were also held at OVAR dinners and by phone and email. These meetings have coordinated the operations of the Library, negotiated several significant donations and facilitated the enhancement of the Library's collections, particularly periodicals and images.

The Board had operated over the previous year without the benefit of a President, with Carl Swail serving as Acting President, taking over coordination with the Archives and arranging access to the Partners room. This year the Board voted to appoint Carl as the President, in addition to his role as Curator of Maps and Drawings.

This year the current Board's term ends, and elections will be held. A slate of nominees will be presented and voted on during the meeting. As usual, volunteers are needed in many areas of the Library activities, and persons can submit their expressions of interest to Secretary@CRCML.org or to any Board member, and will be given serious consideration.

Bruce Morgan, Secretary.

Treasurer

This past year was essentially a repeat of the year before, in terms of the surplus. On the revenue side, memberships and donation were up slightly, while sales were down slightly. Expenses were up about \$300.

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

Attention:
Mr. David Copeland
Treasurer

15 October 2024

Dear Mr. Copeland

Re: C. Robert Craig Memorial Library Financial Returns 2023-2024

I have reviewed the financial statements for the C. Robert Craig Memorial Library that were presented to me for the fiscal year 1 September 2023 to 31 August 2024 and am fully satisfied with the figures as presented

Yours sincerely



Leslie C. Goodwin P.Eng

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2024**

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 2024-08-31

Account

ASSETS

| | | |
|------------------------|-------------------|------------------|
| Cash and Bank Accounts | Chequing Account | 25,565.40 |
| | PayPal Account | 793.95 |
| | CashOnHand | 0.00 |
| | Total Cash | 26,359.35 |

| | |
|------------------|------|
| Prepaid Expenses | 0.00 |
|------------------|------|

| | |
|---------------------|------------------|
| TOTAL ASSETS | 26,359.35 |
|---------------------|------------------|

LIABILITIES & EQUITY

| | | |
|--------------------|---------------------|-------------|
| LIABILITIES | Outstanding Cheques | 0.00 |
| | Other | 0.00 |
| | Total | 0.00 |

| | |
|------------------------|-----------|
| EQUITY – End of period | 26,359.35 |
|------------------------|-----------|

| | |
|---------------------------------------|------------------|
| TOTAL LIABILITIES & EQUITY | 26,359.35 |
|---------------------------------------|------------------|

| | |
|--------------------------|-----------|
| EQUITY – Start of period | 21,566.50 |
|--------------------------|-----------|

| | |
|-----------------|----------|
| EQUITY – Change | 4,792.85 |
|-----------------|----------|

**C. Robert Craig Memorial Library
Financial Statement
for the Year ending August 31, 2024**

Income Statement

9/1/2023 through 8/31/2024 (in Canadian Dollars)

INCOME

| | | |
|------------------|----------|----------|
| Donations | | 3,477.06 |
| Memberships | | 560.00 |
| Sales-Timetables | 106.57 | |
| Sales-Magazines | 244.15 | |
| Sales-Books | 2,368.00 | |
| Sales-Images | 100.00 | |
| Sales-Drawings | 35.00 | |
| Sales-DVD | 23.00 | |
| Sales-Photos | 101.00 | |
| TOTAL Sales | 2,977.72 | 2,977.72 |
| TOTAL INCOME | | 7,014.78 |

EXPENSES

| | | |
|-----------------|-------|----------|
| Admin | | 109.52 |
| Insurance, Bus | | 1,682.64 |
| Paypal Fees | | 27.32 |
| Cost of Sales | | 116.29 |
| Purchases | | |
| Purchases-Books | 60.00 | |
| Purchases-Maps | 0.00 | |
| TOTAL Purchases | 60.00 | 60.00 |
| Office | | 226.16 |
| TOTAL EXPENSES | | 2,221.93 |

NET

4,792.85

Accepted on behalf of the Board



Carl Swail,
President.



Dave Copeland,
Treasurer.

Curators Reports

Books

The past year has been a busy year. Library volunteers have been assisting me in down-sizing David Knowles' extensive book collection, and incorporating approximately 260 books into the Library. Those books in the Knowles' collection that were already in our Library are being sold through the "Surplus Books" link on our website. In addition, the late Bruce Chapman donated about 40 books from his collection that have been added to our collection; with others also being sold by us. As information, adding a book into our collection and getting it onto the shelves in the Reference Room involves 10 separate steps, from taking possession of the book, entering it into our database, arranging for triage by the City of Ottawa Archives staff, updating the database multiple time as to location (Received, in Partners Room, in Library), printing the spine label and stamping the book with our stamp, and placing the book on the shelves (which in itself requires multiple moves of already-shelved books). As well, over 50 books have made their way into our Library from other donors. As of this writing, there are 3, 185 entries in our books database.

Dave Stremes.

Periodicals

The 2023-24 reporting year has seen continued expansion of the C. Robert Craig Memorial Library's periodicals hard-copy collection residing in the City of Ottawa Archives 'Bartleman Centre' 3rd Floor Reference Room at 100 Tallwood Drive.

Timely donations over the past twelve months have increased the number of titles held from 106 to 153, with the number of units archived in the collection increasing by 624 to a total of 14,636. All periodical content housed at CRCML is shelved in the Reference Room and available to clientele wishing to view the material for research purposes. A visit to the CRCML periodicals archive can be pre-planned in its entirety because the publication year, volume and issue numbers for all 153 titles, are posted at the crcml.org website.

In addition to the above-mentioned periodical hard-copy content held by the Library, CRCML is taking steps to provide access to more magazine content in digital form when an opportunity presents itself. In the case of one specific title, namely Shortline Railroad Journal (SRJ), published by Garreth M. McDonald from the year 2000 through late autumn 2015, all 112 issues held by CRCML in digital format only, can be downloaded using the 'Show Digital Issue' link in each issue's 'Comments' field. This type of content delivery is extremely efficient and likely to expand going forward, subject of course to CRCML obtaining reproduction permission from the various publication houses.

Continuing with our focus on CRCML website utility, you will recall my mention in last year's annual report, of a project that saw a substantial number of hard-copy TRAINS magazine Annual Indexes - almost 300 pages for Volume 1 through Volume 50 - scanned and uploaded to the Library server so that they would be available for on-demand download from the website. A similar initiative is being contemplated for hard-copy National Model Railroad Association Inc. indexes held by CRCML for the years 1950 through 1999. This is a meaningful undertaking, with over 660 pages held and available to be scanned for upload to the Library's server. The project will only proceed if reproduction approval is granted to the Library by the NMRA when a request is submitted, likely during the upcoming reporting year.

Turning our attention back to a request stated in last year's report, that of filling out the Library's TRAINS magazine Annual Indexes collection, Volumes 5, 6, 9, 12, 20, 21, 23, 25, 28, and 49 are still missing. If anyone can provide me with missing hard-copy, for scanning and upload to the Library server, I will ensure that the material is returned to you in the condition that it was received when my work is completed.

At this point I wish to acknowledge the continued contribution of Library member Pat Brennan, who in large part during the 2023-24 reporting year, was responsible for the resale of almost 1200 donated periodicals considered surplus to Library needs. Pat has made and continues to make the magazines available at OVAR dinners and the occasional flea market gathering. The fruits of Pat's labour are noted in the Annual Report's Financial Statement under Income: Sales-Magazines. Bravo, Pat!

In closing, I wish to once again thank the Bytown Railway Society Inc. for the continued provision of funds that facilitate the hardcover bookbinding of several well-known periodical titles residing in the Library, including its very informative Branchline magazine. The library-quality workmanship of these professionally bound titles enhances both the organization and appearance of the CRCML's shelved periodical content.

Raymond S. Farand.

Maps, Drawings and Prints

I only have a few more items to catalog for our collection, although I am still receiving new donations, they are always welcome. There are now 2747 drawings and prints in our collection. The map collection stands at 767 maps. This past year we only received one request for copies of drawings and that has been filled. We have also received several requests for help which we have handled as best as we can. More requests are coming in. It is nice to see our collection being of value to the railfan community.

Carl Swail.

Photography Section Report

Dave Copeland continued to maintain and upgrade the Pictures web site. Dave prepared the Charlie Shrubsole, Tom Garrett and Duncan du Fresne B&W negative photo collections for the Batch Add entry system.

Photo requests supplied by Dave Copeland:

Doug Mayer, Revelstoke, BC three hi res images revenue \$100.

Philip Jago, Bytown Railway Society, two low res images no charge.

Doug Wilson, Bytown Railway Society, DVD copy of G.M. Eggert and L.G. Baxter collections no charge.

Barry Innes and Paul Bown have completed data entry for the first box of the David Othen collection.

Bob Meldrum has scanned the Shrubsole B&W negative photo collection as well as the Garrett B&W negative collection.

Dave Stremes obtained the Bruce Chapman B&W photograph and negative collection (ca. 4000) and transferred them to the Archives for storage. A tax receipt was given to his partner for the collection.

Doug Wilson scanned ca. 250 commercial photographs from the John Frayne collection. He provided a copy of the scans for the Library. He also received payment for his volunteer work time on the collection from Canadian National Railway that he donated to the Library.

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. Mike co-ordinated the donation of ca. 4000 color negatives taken in southern Ontario from Dave Chalmers, Toronto, ON. Mike also evaluated The Roger Rowley collection (224 color slides) photographed by Ken Taylor but the collection was refused and returned to Roger as the slides were a non standard 8 mm size unsuitable for the Library. Mike completed data entry for the Shrubsole, Garrett, and du Fresne B&W negative collections.

Photo and information requests answered by Mike Shchepanek:

1. Richard Longpre (Kirkland, QC) information on the Skeena.
2. Doug Wilson (Bytown Railway Society) information on photograph collections in the Library.
3. Philip Jago (Bytown Railway Society) information and photos of the Prescott Ferry.

Dave Stremes also obtained the Bruce Chapman photo binder collection, which has yet to be enumerated, but number over 100.

Mike Shchepanek.

Timetables

The entries in our “Timetable” database have increased significantly over the past year. Our collection of timetables, both Passenger and Employee, increased by over 400, due to a large donation by Bruce Chapman (both before and after he passed away), and smaller ones from the Railway Museum of Eastern Ontario and Bill Linley. The Library also has a collection of various railway (paper) ephemera consisting of Operating Bulletins, Rule Books, Special Instructions and various Operating Manuals.

We have identified 8,138 Employee Timetables, of which we have 3,740, but we also have 242 available as PDF files. Of the 1,244 passenger timetables identified, we have 974. In total, there are 9,827 separate entries in this database, with all of these items contained in 40 boxes/bins in secure storage at the Archives.

Dave Stremes obtained 207 "Register of Train Arrivals and Departures" from Bruce Chapman, most from the 1950s and 1960s.

Dave Stremes.

Library Members at August 31, 2024.

Honorary Members

Joan Craig (D)
Barbara Chivers

Harriet Healy
Peter Nesbitt (D)

David Knowles

Ordinary Members

Stephen Boyko
Patrick Brewer
Gary Buchanan
Colin Churcher
Dave Copeland
Brian Earl
Ray Farand
Thomas Garrett
Bernie Geiger
Brian Gilhuly
Thomas Grumley

David Jeanes
Michael Leduc
Normand Levert
Ian MacKay
Gerald McGrath
Peter McGuire
Don McQueen
Robert Meldrum
Bruce Morgan
Grant Morgan
Dean Ogle

Doug Pelkola
Gilles Quesnel
Mike Shchepanek
David Stremes
Carl Swail
Malcolm Vant
Dave Venables

Gifts of Cash

Pat Brennan
Patrick Brewer
Colin Churcher
Brian Gilhuly
Thomas Grumley

David Jeanes
Don McQueen
Bruce Morgan
Peter Murphy
Dean Ogle

Gilles Quesnel
Mike Shore
David Stremes
Carl Swail

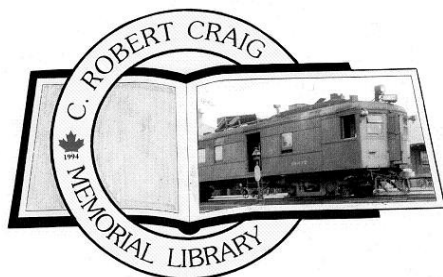
Volunteers

Paul Bown
Pat Brennan

Dave Copeland
Barry Innes

Bob Meldrum
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

Mailing Address
C. Robert Craig Memorial Library
c/o City of Ottawa Archives
110 Laurier Ave W
Ottawa, ON K1P 1J1

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Hours of Operation

The Library is open during the regular City Archives hours.
Note: Subject to change due to the pandemic.

Tuesday to Friday: 9:00 a.m. to 4:00 p.m.
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