



City of
Peterborough

To: Peterborough Public Library Board of Trustees

From: Jennifer Zoethout, Library Manager/CEO

Meeting Date: January 26, 2016

Subject: Report PPL16-002
Digitization of City Directories

Purpose

A report to advise the Library Board of matters concerning the ongoing project of Digitization of the Peterborough City Directories.

Recommendation

That the Peterborough Public Library Board of Trustees approve the recommendation outlined in Report PPL16-002, dated January 26, 2016, of the Library Manager/CEO, as follows:

That the report be received for information.

Budget and Financial Implications

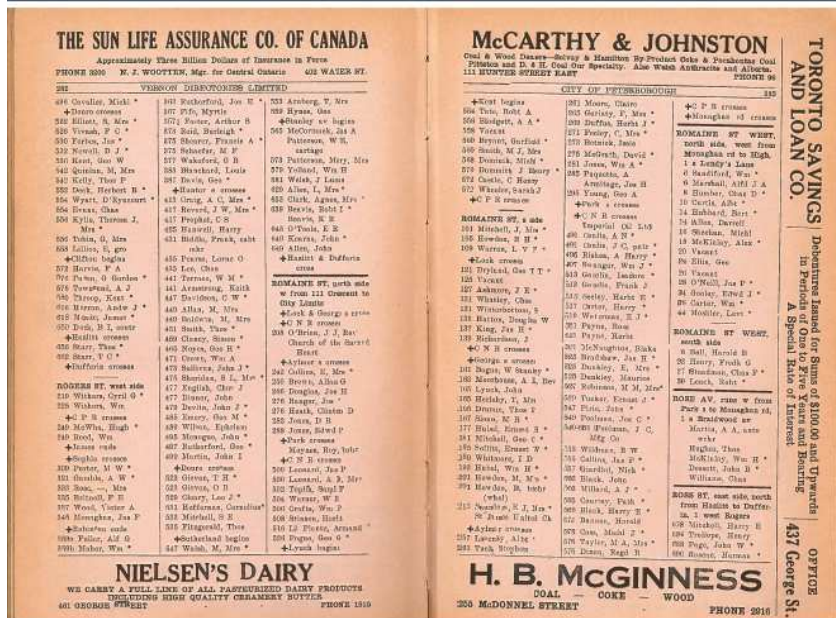
There are no direct budget and financial implications resulting from approval of this recommendation.

Background

City Directories with resident information have been published annually for over a century. They are variable in their content, but typically they give us a snapshot of that particular year in the city including:

- The names of individuals living in a household (can be as specific as indicating names of parents and children).
- The occupations of those in the household (e.g. barber, operator at Quaker Oats, etc.)
- Sometimes include marital status (e.g. widowed)
- Businesses operating at the time of publishing
- The addresses of individuals and businesses.
- The streets that existed at the time of publishing (and the cross streets).

Example:



The library has close to 100 print directories, ranging from 1900 to 2010 (with a few from the 19th century) that offer valuable information about our community's past.

They are useful for researchers looking to find out about the history of a business or a house. Researchers may also look at them to identify what businesses formally existed at a particular site (e.g. old gas stations). They have even been used to help someone who was adopted find their birth mother.

In 2012, Library staff requested that the Library Board of Trustees approve the expenditure for the Digitization of the Peterborough City Directories. (Motion 12-09-05). The expenditure was approved:

Motion 12-09-05: Moved by Jim Apostle, seconded by Dwayne Collins That the Board approve the expenditure to have the City Directories digitalized subject to review of all the options regarding digitization being completed either in-house or out-sourced.
[Minutes PPL Board of trustees - September 25, 2012 p.3]
Appendix 1

The Board requested that a business case be provided by Staff to determine the most cost effective method of completing this project. The funds were authorized to be withdrawn from the Peterborough Collection Reserve.

A report was completed by Library staff and presented at the November meeting of the Board. (Appendix 2) Due to staffing issues at the Library, there was no one available to take the lead on the project and it has been stalled until this point.

In 2015, a group of Fleming College Students completed a Project Plan (Appendix 3) for the Digitization project as part of their coursework. They identified that there are total of 106 City Directories which need to be digitized. Many of them are in a fragile state.

In January 2016, representatives from the Library, Museum, and Cultural Heritage met to discuss the digitization and safe storage of the City Directories during the planned Library renovation.

Currently there is approximately \$49,200 in the Peterborough Collection Reserve. General estimated cost for the Digitization project is \$15,000 - \$45,000.

Submitted by,

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Library Manager/ CEO

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Attachments:

Appendix 1: Minutes, Library Board of Trustees, October 2012
Appendix 2: Library Staff Report, 2012
Appendix 3: Fleming Student Report