



City of  
**Peterborough**

---

**To:** Peterborough Public Library Board of Trustees

**From:** Jennifer Zoethout, Library Manager/CEO

**Meeting Date:** February 23, 2016

**Subject:** Report PPL16-010  
Digitization of City Directories Fund Request

---

## **Purpose**

A report to request the Library Board to authorize the release of funds from the reserves for the Digitization of the Peterborough City Directories.

## **Recommendation**

That the Peterborough Public Library Board of Trustees approve the recommendation outlined in Report PPL16-010, dated February 23, 2016, of the Library Manager/CEO, as follows:

That the use of reserve funds to digitize the City Directories up to the amount of \$49,200 be approved.

## **Budget and Financial Implications**

There are direct budget and financial implications resulting from approval of this recommendation. The projected cost of having the directories sent to an external company for processing varies from \$37,000 - \$49,200. Currently there is \$49,200 in the Peterborough Collection Reserve Account that has been set aside for this purpose.

## Background

As per Report PPL16-002 Digitization of City Directories, this project has been on hold for some time. With the upcoming move to a temporary location, Staff would prefer to send these volumes out for processing, rather than move them. City staff from the Arts, Culture, and Heritage Division have agreed to be the project manager on this initiative. They use the Directories for their work, and are invested in their digitization. Library staff time will not be needed.

Submitted by,

Jennifer Zoethout  
Library Manager/ CEO

Contact Name: Jennifer Zoethout  
Phone: 705-745-5382 Ext. 2380  
Fax: 705-745-8958  
E-Mail: [jzoethout@peterborough.ca](mailto:jzoethout@peterborough.ca)