

Date of Meeting: September 26, 2024

Report Number: A39-24

Report Subject: Museum Archival Remediation and Digitization

Recommendations:

1. THAT the Clarington Public Library Board receive Administrative Report No. A39-24: Museum Archival Remediation and Digitization; and
2. THAT the Clarington Public Library Board approve the procurement of services in Phase 1 as outlined in this report and utilize up to \$75,000 from the Museum Operating Reserve.

Report Overview

To provide the Library Board with an overview of the refined scope recommended in Phase 1 of the Museum's Archival Remediation and Digitization Project.

Background

In September 2023, CLMA issued a Request for Quotation (RFQ2023-01) for the supply and delivery to address the remediation of mould on archival materials and their digitization. All submissions exceeded financial expectations and it was determined that CLMA did not have the budget to do both digitization and remediation for the entire collection.

As a result, Museum staff reviewed the collection to create multiple phases for the completion of the project, based upon available budget. Phases were determined with a refined scope to identify:

- collections to move forward for both digitization and remediation
- collections to be deaccessioned completely
- collections to be digitized only and then deaccessioned; and
- collections to be remediated and not digitized.

Archival materials were grouped by material type, and a sequence was determined to identify high priority items in the collection to receive both digitization and remediation in 2024.

Description – Estimate No. 105449A dated June 10, 2024	Qty	Amount
Conservation Charge - Category A (Archival) Mould abate approximately 13,000 paper artifacts via dry brushing and vapour chamber. Digital high-quality scan of one side or double sided. Rehouse in new museum grade archival boxes. No further organization, file naming, or sorting. Requires approximately 2 months by 2 conservation technicians plus head conservator oversight.	1	50,927.29
Conservation Charge – Category C (Photographic) Mould abate approximately 6475 photographic artifacts via dry brushing and vapour chamber. Digital high-quality scan; Dedicated negative/slide scanning. Rehouse in new museum grade archival boxes. No further organization, file naming, or sorting. Requires approximately 1.5 months by two (2) conservation technicians plus head conservator oversight.	1	36,963.91
Materials (Conservation) - Museum grade archival materials, boxes, packing material. PPE Equipment.	1	23,801.70
Collection - Three (3) art handlers to attend location, sealing each box in 6 ml plastic; all items to be picked up within 3 trips which may require some pre-staging by CLMA staff; includes packing materials and return to Toronto climatic storage.	1	9,123.57
Return - Return of items in two (2) trips. No unpacking or organization provided.	2	3,228.00
Storage Climate Controlled - Monthly rate, plus HST, estimated for 3.5 months; storage rates are subject to increase each year/renewal period.	3.5	2,352.00
Sub-Total: \$		126,396.47
HST: \$		16,431.54
Total: \$		142,828.01

In June of this year, Museumpro Art Services Inc., a Canadian company located in Toronto, submitted a reduced scope estimate for Phase 1, which can be financially supported by the CLMA. The CLMA will be seeking co-op students in both Museum and Library sciences to assist in data entry for materials into the Past Perfect database to reduce the cost of the multi-year project.

Recommendation

Staff is seeking Library Board approval for the procurement of the services listed above in Phase 1. This request is in accordance with CLMA Purchasing Policy FIN01 which states under Approval Limits and Reporting (Excluding Consulting and Professional Services) in Section 59. “The CLMA CEO shall prepare a recommendation report to the CLMA Board for approval if the Cost of the Goods and/or Services exceeds \$100,000.”

Financial Implications

In 2023, \$75,000 of museum grant monies were unspent and were directed into the Operating Reserve during the 2023 Audit. The remaining \$50,000 for the remediation will come from the Museum operating budget. Two additional grants have been submitted to support this project, the outcome is not yet known.

Report Submitted By:
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