



Date of Council Meeting: May 13, 2014

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Supplemental appropriation for Thomas Balch Library

**Staff Contact:** Alexandra S. Gressitt, Library Director

**Recommendation:** Staff recommends Town Council approve a supplemental appropriation to the Thomas Balch Library (hereinafter TBL) in the amount of \$6,800 from money received as a grant from the Loudoun Library Foundation for processing the Charles A. Johnston Collection. This collection contains family materials from the Johnston family, a well-established family in Leesburg. It is a large collection, and it is not yet complete; the donor still has material he intends to give to TBL, however it is of such size and the contents of such significance that commencing to process the collection at this stage is of paramount importance to enable patrons to access these rich research resources. The collection provides a view of life in Leesburg and Loudoun County from the late 1700s through the 20<sup>th</sup> century. It contains a variety of materials such as school books, published material, family photographs, letters, diaries, and artifacts. The artifacts include tools, cooking utensils, jewelry, and other personal objects. Although the collection gives the modern researcher a glimpse into how life was lived in Leesburg, it is also an intensely personal collection, full of everyday items and individual stories. The Charles A. Johnston Collection is unlike other collections at TBL, in that artifacts make up a significant portion of it. Though TBL does have artifacts, they have not been a primary focus of our collecting policy. The donor has created extensive documentation for all of the material, and so processing the collection will not require extensive research. However, each artifact will have to be properly housed, in addition to the usual processing time for manuscript materials in the collection. Papers must be foldered, organized, and a collection guide researched and written.

**Issue:** Should Town Council approve a supplemental appropriation to the TBL for a grant from the Loudoun Library Foundation?

**Fiscal Impact:** The grant is for \$6,800 in support of TBL staff to assist in processing Charles Johnston Papers. Anticipated future additions may require additional grant funded support.

**Background:** The Loudoun Library Foundation sets aside grant funds from the annual book sale to support Loudoun County Public libraries and Thomas Balch library. TBL has previously submitted grants and funding from the Loudoun library Foundation.

PRESENTED May 13, 2014

RESOLUTION NO. 2014-

ADOPTED May 13, 2014

A RESOLUTION: APPROVING A SUPPLEMENTAL APPROPRIATION OF A GRANT OF \$6,800 FROM LOUDOUN LIBRARY FOUNDATION TO THOMAS BALCH LIBRARY FOR ARCHIVAL PROCESSING

WHEREAS, the Town of Leesburg's Thomas Balch Library ("TBL") applied for a grant of \$11,502 from the Loudoun Library Foundation ("LLF") to process two manuscript collections - The Rust Family Papers and the Charles A. Johnston Collection; and

WHEREAS, a grant of \$6,800 was awarded by the LLF to allow the TBL to begin processing the Charles A. Johnston Collection; and

WHEREAS, in order for the TBL to expend these funds, the Town Council must pass a supplemental budget appropriation to the Thomas Balch Library budget..

THEREFORE, RESOLVED, by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. The FY 2014 Budget is hereby amended and an appropriation is made in the amount of \$6,800 for the fiscal year beginning July 1, 2013 and ending June 30, 2014. Any unused funds remaining after June 30, 2014, are hereby appropriated for FY 2015.

SECTION II. The Thomas Balch Library FY 2014 budget is amended in the amount of \$6,800.

PASSED this 13<sup>th</sup> day of May, 2014.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council