



Date of Council Meeting: April 14, 2015

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Grant Funds Appropriation for Thomas Balch Library

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

**Council Action Requested:** The acceptance and appropriation of \$8,500 in grant funding awarded to the Thomas Balch Library (hereinafter TBL) by the Loudoun Library Foundation (hereinafter LLF) to complete processing of the Charles A. Johnston Collection.

**Staff Recommendation:** Staff recommends Town Council approve a supplemental appropriation to the TBL in the amount of \$8,500 from money received as a grant from the LLF to complete processing of the Charles A. Johnston Collection.

**Commission Recommendation:** Not applicable.

**Fiscal Impact:** The grant is for \$8,500 in support of TBL staff to assist in processing the Charles A. Johnston Papers. All unused grant funding at the end of FY 2015 is recommended to be re-appropriated in FY 2016. Currently, the remaining balance of the FY 2014 grant of \$6,800 for the same purpose is being utilized in FY 2015.

**Executive Summary:** TBL applied for and received a grant from the LLF in the amount of \$8,500 to assist in processing the largest and most diverse mixed media collection held by the library. The grant will enable the Library to complete processing of the collection and make it available for researcher use.

**Background:** The LLF sets aside grant funds from the annual book sale to support Loudoun County Public libraries and TBL. TBL has previously submitted grants and received funding from the LLF. This grant follows a 2014 grant TBL received from LLF in the amount of \$6,800. Additional papers and other materials are being added to the collection in 2015, leading the Library to seek additional funding to complete processing. The target date for completion of processing of the entire collection is late 2016.

The largest and most diverse collection held by TBL, the Charles A. Johnston Collection is extensive, incorporating archives, manuscript materials, artifacts, rare books, photographs, and film. Unprocessed, these materials are full of potential, but inaccessible. Processed, this intensely personal collection will offer a rare glimpse of everyday life in Leesburg and Loudoun County from the late 1700s through the 20th century. Following completion of processing, contextual historical background for the collection will be researched and a collection guide to aid researchers will be crafted. The guide will be included in the National Union Catalog of Manuscript Collections and in the Virginia Heritage [VIVA] database. When completed and ready for researchers, the Charles A. Johnston Collection will enrich understanding of the history of Leesburg and Loudoun County. Historians in both the United States and the United Kingdom have already requested access to materials in the collection indicating the potential value of these materials to researchers.

**Attachments:** (1) Resolution

PRESENTED April 14, 2015

RESOLUTION NO. \_\_\_\_\_

ADOPTED \_\_\_\_\_

A RESOLUTION: APPROVING A SUPPLEMENTAL APPROPRIATION FOR A GRANT OF \$8,500 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 \$8,500 from the Loudoun Library Foundation (LLF) for processing the Charles A. Johnston Collection; and

WHEREAS, a grant of \$8,500 was awarded by the LLF to allow the TBL to continue 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 that:

SECTION I. The FY 2015 Budget is hereby amended and an appropriation is made in the amount of \$8,500 for the fiscal year beginning July 1, 2014 and ending June 30, 2015.

Any unused funds remaining after June 30, 2015, are hereby appropriated for FY16.

SECTION II. The Thomas Balch Library FY 2015 budget is amended in the amount of \$8,500.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council