



**Date of Council Meeting: October 13, 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 \$3,000 in grant funding awarded to Thomas Balch Library by Loudoun Preservation Society to preserve and digitize original content VHS tapes in Thomas Balch Library collections.

**Staff Recommendation:** Staff recommends Town Council approve a supplemental appropriation to the Thomas Balch Library Fiscal Year 2016 operating budget in the amount of \$3,000 from money received as a grant from Loudoun Preservation Society to preserve original content by digitizing select VHS tapes in Thomas Balch Library's collections.

**Commission Recommendation:** While no action is required by Thomas Balch Library Advisory Commission, the Commission supports Town Council approval of a supplemental appropriation to the Thomas Balch Library Fiscal Year 2016 operating budget in the amount of \$3,000 from money received as a grant from the Loudoun Preservation Society to preserve original content by digitizing select VHS tapes in Thomas Balch Library's collections.

**Fiscal Impact:** The grant is for \$3,000 to purchase equipment, supplies in support of Thomas Balch Library's in-house digitization effort to provide expanded and continuing access to unique Loudoun County recordings on VHS and other unstable film based media currently held by the library. All unused grant funding at the end of Fiscal Year 2016 is recommended to be re-appropriated in Fiscal Year 2017.

**Work Plan Impact:** Once equipment and supplies are acquired and staff has familiarized themselves with the operation of the equipment, the project will be inserted into the on-going collection processing schedule. Projected completion date is December 2016, and is anticipated to take approximately 155 staff hours. Volunteers will be utilized where possible based on availability.

**Executive Summary:** Thomas Balch Library applied for and received a grant from the Loudoun Preservation Society in the amount of \$3,000 to preserve historic content on VHS tapes to insure on-going researcher access to unique historical data. The grant will enable staff to acquire requisite equipment and supplies, and to digitize select VHS and other media tapes containing unique historical data on Loudoun County

**Background:** Loudoun Preservation Society is dedicated to ensuring historically and architecturally significant sites in Loudoun County are not lost through neglect or disinterest.

To this end, Loudoun Preservation Society sets aside grant funds from annual fundraisers to support local organizations actively engaged in preserving Loudoun County history. Thomas Balch Library has previously submitted grants and received funding from Loudoun Preservation Society.

In 2014, Thomas Balch Library staff completed an inventory and content survey of VHS materials in the Library collections. The survey identified eighty-seven tapes with local content of enduring value to the historical record of Leesburg and Loudoun County. To preserve the content of these unique recordings, and to provide ongoing access, digitization was proposed. Thomas Balch Library investigated both in-house digitization and outsourcing digitization to a commercial vendor. In-house digitization offered a lower cost solution as well as the opportunity to develop ongoing capability to digitize VHS acquired by the Library in the future.

The grant will enable Thomas Balch Library to acquire necessary equipment and supplies and employ staff and volunteers to digitize the tapes. After digitization is completed, Thomas Balch Library staff will update the guides to existing collections as well as process, research and create guides for previously unprocessed collections. Some digital content will be made accessible through a kiosk in the Library's John Divine room. Staff will describe content, upload the digitized video to a viewing station, and create an interface for patron access. The equipment acquired for this project will also be used to digitize future VHS tapes as they are collected.

**Attachments:** Resolution (1)

PRESENTED October 13, 2015

RESOLUTION NO. 2015- xxx

ADOPTED October 13, 2015

A RESOLUTION: APPROVING A SUPPLEMENTAL APPROPRIATION FOR A GRANT OF \$3,000 FROM LOUDOUN PRESERVATION SOCIETY TO THOMAS BALCH LIBRARY FOR VHS PRESERVATION AND DIGITIZATION

WHEREAS, the Town of Leesburg's Thomas Balch Library applied for a grant of \$3,850 from Loudoun Preservation Society for preserving and digitizing original content VHS tapes; and

WHEREAS, a grant of \$3,000 was awarded by Loudoun Preservation Society to allow Thomas Balch Library to preserve and digitize original content VHS tapes; and

WHEREAS, in order for Thomas Balch Library to expend these finds, the Town Council must approve a supplemental budget appropriation to the Balch Library operating budget.

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

SECTION I. The Fiscal Year 2016 Budget is hereby amended and an appropriation is made in the amount of \$3,000 for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016. Any unused funds remaining after June 30, 2016, are hereby appropriated for Fiscal Year 2017.

SECTION II. The Thomas Balch Library Fiscal Year 2016 budget is amended in the amount of \$3,000.

PASSED this 13 day of October, 2015.

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Kristen C. Umstattd, Mayor  
Town of Leesburg

ATTEST:

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Clerk of Council

A RESOLUTION: