



Date of Council Meeting: October 25, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Grant Funds Appropriation for Thomas Balch Library

Staff Contact: Alexandra S. Gressitt, Director, Thomas Balch Library
Jason Cournoyer, Management & Budget Officer, Finance & Administrative Services

Council Action Requested: The acceptance and appropriation of \$5,000 in grant funding awarded to the Thomas Balch Library by the Loudoun Library Foundation to complete processing of three manuscript collections.

Staff Recommendation: Staff recommends Town Council approve a supplemental appropriation to the Fiscal Year 2017 General Fund operating budget for the Thomas Balch Library in the amount of \$5,000 from money received as a grant from the Loudoun Library Foundation to complete processing of three collections.

Commission Recommendation: Not applicable.

Fiscal Impact: The grant is for \$5,000 in support of Thomas Balch Library staff to assist in processing three historically significant manuscript collections. All unused grant funding at the end of Fiscal Year 2017 is recommended to be re-appropriated in Fiscal Year 2018.

Work Plan Impact: None. The level of resources bid will allow for more efficient removal of snow during storms.

Executive Summary: TBL applied for and received a grant from the Loudoun Library Foundation in the amount of \$5,000 to assist in processing three historically significant collections documenting diverse aspects of Loudoun's history. The grant will enable the Library to complete processing of the collections and make them available for researcher use.

Background: The Loudoun Library Foundation (LLF) sets aside grant funds from the annual book sale to support Loudoun County Public libraries and Thomas Balch Library (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 and a grant in the amount of \$8,500 in Fiscal Year 2015 to process historically significant collections. The library continues to receive historically significant collections documenting the history of Leesburg and Loudoun County leading the Library to seek additional funding to process and make available to researchers. In 2015-2016 TBL received three manuscript collections of particular note that, once made available, will enrich researchers' understanding of four communities in Loudoun County. The Keene / Edwards Family Collection, Ashburn Hotel Collection, and the R.E. Russell Family Collection contain papers relating to experiences of individual families in Loudoun County during the 19th and early 20th centuries. Correspondence, financial records, and school records document day to day family life in the communities of Sterling, Aldie, Middleburg, and Ashburn. Each of these collections includes significant records that provide unique documentary history of business in

Loudoun County. Researchers will be able to use these collections to enhance their understanding of how local families operated businesses, practiced trades, and sold or acquired needed goods. Currently, this aspect of Loudoun County history is not well documented in archival collections. These collections are particularly informative about the early development of industry and evolution of agriculture in the late 19th and early 20th centuries. The library regularly receives requests for information that could be answered by information in these collections. Each collection is in good physical condition and will require minimal conservation. All three collections are well inventoried, allowing TBL staff to concentrate on creating cohesive collections and crafting collection guides, both of which will make the materials accessible and usable by historians, students, and genealogists.

Attachments: (1) Resolution

PRESENTED October 25, 2016

RESOLUTION NO. _____

ADOPTED _____

A RESOLUTION: APPROVING A SUPPLEMENTAL APPROPRIATION FOR A GRANT OF \$5,000 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 \$9,800 from the Loudoun Library Foundation (LLF) for processing three historically significant collections; and

WHEREAS, a grant of \$5,000 was awarded by the LLF to allow the TBL to continue process the Keene / Edwards Family Collection, Ashburn Hotel Collection, and the R.E. Russell Family Collection; and

WHEREAS, in order for the TBL to expend these funds, the Town Council must approve a supplemental budget appropriation to the Thomas Balch Library Fiscal Year 2017 operating budget.

THEREFORE RESOLVED, by the Council of the Town of Leesburg in Virginia that the General Fund operating budget for the Thomas Balch Library is hereby amended and an appropriation is made in the amount of \$5,000 for the fiscal year beginning July 1, 2016 and ending June 30, 2017; and any unused grant funds remaining after June 30, 2017, are hereby appropriated and carried forward to Fiscal Year 2018.

PASSED this _____ day of _____, 2016.

David S. Butler, Mayor
Town of Leesburg

ATTEST:

Clerk of Council