



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 09 June 2021**

- Call to Order
- Electronic Participation and Recording Statement
- Approval of Minutes – 12 May 2021
- Library Director's Report – June 2021 (for May activity)
- Friends of TBL, Inc. Report – Don Cooper, President of the Friends
- TBL Foundation Report – Alexandra S. Gressitt, Secretary/Treasurer, TBL Foundation Board
- Old/Continuing Business:
 - Library Transition Plan - Catalog Project Discussion/updates
Gressitt/Hershman
 - Historic marker for Leesburg's Potters Field – Pellicano/Jewell
 - 100th Anniversary celebration
 - Legacy Leesburg Town Plan
- New Business: Virtual/Hybrid meetings
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting Wednesday, 14 July 2021 @ 7PM.

All Town Council, Board and Commission meetings are recorded and may be found on the Town's Web site at www.leesburgva.gov.

If you require any type of reasonable accommodation, as a result of a physical, sensory, or mental disability, to attend and/or participate in this meeting, please contact Alexandra S. Gressitt, Library Director at 703-737-7195 or Balchlib@leesburgva.gov. Three days advance notice is requested.

TBL ADVISORY COMMISSION ATTENDANCE SHEET FY 2021												
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021
NAME:												
Bohanon, Donna (2020) appointed 1/2017 -1/2021 [Campbell]	P	N	A	P	N	A	C	X	X	X	X	X
Hershman, James H Jr Chair (2022) appointed 7/1994 [Martinez]	P	N	P	P	N	P	C	N	P	P	P	
Jewell, Thomas, Vice Chair, 2017-18 (2022) appointed 5/2015 [Fox]	C	N	A	A	N	A	C	N	A	A	A	
Kinne, Mandy (2022) appointed 7/2019 [Steinberg]	P	N	P	P	N	P	C	N	V	V	V	
Mattina, Adrian (2024) appointed 1/2021 [Cummings]	X	X	X	X	X	X	C	N	V	V	V	
Pellicano, Mary (2024) appointed 1/2017 [Reid/Thiel/Bagdasarian]	P	N	P	P	N	A	C	N	P	P	P	
Schonberger, Martha (2024) appointed 9/2017 [Dunn/Nacy]Vice chair 2019	P	N	C	P	N	P	C	N	V	V	V	
Woolard, Russ (2022) appointed 1/2017 [Burk]	P	N	P	P	N	P	C	N	V	V	V	
Cummings, Zachary, Council Manic as of 1/2021									V		P	
Campbell, Ron Councilmanic as of 3/2018-12/2020												
Umstatt, Kristen C., Board of Supervisors from 1/2016												
P = Present												
A = Absent												
C = Covid												
N = No Meeting (2/10/21 meeting cancelled due to weather)												
V= Virtually present												
X = Not Member												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director	P	N	P	P	N	P	C	N	P	P	P	
Don Cooper, FTBL President	C									P	P	
Susan Berry Hill, Director, Department of Planning and Zoning (ToL)										P		
Donna Toracca, Chair, Commission on Public Art (ToL)										P		
James Roberts, former Commissioner	P											
Totals	8	0	5	7	0	5	0	0	9	10	9	

Thomas Balch Library Advisory Commission
12 May 2021
Library Director's Report

Activities:

Exhibits: For May, in the Mercer Room, the exhibit is "Loudoun Preservation Society Retrospective" curated by Lee Lawrence. In the Meeting Room for April -June an exhibit by the Loudoun Photography Club. Viewing is by appointment only. Town press releases have been issued for both exhibits.

Grants: The Library remains appreciative of the many grants received through the years and continues to look for opportunities for grant funding for processing and preservation of our collections. At this time we do not have sufficient staffing to be considered for or to even implement any new grants. As we move forward, if you hear of any grants applicable to a special collections library, please share that information with me.

Lectures and Author Talks, Classes, Tours & Other Activities: Classes, lectures, and author talks are virtual and exhibits are by appointment only and are scheduled through December. In person events and tours remain on hold due to social distancing requirements. Press releases are issued for all events.

Classes continue to garner record numbers of registrations; a positive by-product of virtualizing our services. As we reopen a challenge for us will be to successfully hybridize our events to maintain the expanded constituency.

The virtual author talk (4/28) with Ellen Crosby on her new book *The French Paradox* (A wine Country Mystery) was recorded and is available for viewing on our Facebook page.

A virtual presentation: Illustrated Virtual Lecture on Disease in History by Andrew C A Jampoler and not listed in the *Balch Column*, is scheduled for Wednesday, May 19 at 1PM - preregistration is required.

Publications/Products: nothing new.

Building and Grounds:

A leak in the Mercer Room appears to have been fixed. Repairs are in progress to be followed by painting.

A contractor was brought in to inspect the fire alarm system and replace the smoke detectors. The contractor was unable to complete the job due to irregularities with the panel. Issues remain with the fire panel periodically going off and self-correcting. No date for final disposition.

Outreach: Outreach for April included Laura serving as a Website judge for VA History Day on April 16-25 [virtual, around 35 students and judges involved in Website Category]. Laura and Alexandra virtually attended some sessions of the MARAC Spring Conference and Virginia Caucus meetings April 12-15. Laura collaborated with Morven Park Staff to create a video to accompany their exhibit in the Mercer Room. Research assistance was provided to staff of the Loudoun County Public Schools, Loudoun County Historic Court Records Department and the Loudoun Agricultural Heritage Museum. Alexandra attended, virtually, Montgomery County Historical Societies lecture on the Potomac, A History of the River and the Land by Jim Johnston (4/6) and OCLC's presentation:

Exploring, Selecting and Implementing a new Library System (4/29). Norah attended the OCLC and REALM webinar “Understanding COVID- 19 Vaccines (4/15). Public access to our **social media posts** for **FY21**: Total reach for April 2021: 261,766 and the number of engaged Facebook users: 42,627. The number of Instagram views in April 2021: 1,017 and the number of Twitter views: 4,321. In April the number of TBL YouTube postings was 5 and the number of viewings 90.

Collections:

April 2021 Activity:

Accessions: 0

Collections Processed: 0

Additions made to collections: 0

Additions to Vertical files/Maps: 0

Collections being processed: 5

Photographs catalogued or scanned: 0

Collection guides sent for posting to NUCMC: 0

Collection guides posted by NUCMC (for a total of 402): 0

Collection guides posted to VIVA (for a total of 318): 0

Collection guides updated on VIVA: 0

Collection guides posted on town website (for a total of 359): 348 collection guides; 1 digital collection; and 10 indices): 0

Collection guides updated: 0

Web updates: 11

Items listed on Archives Grid: 700 (less 314 VIVA): 386

Books and Periodicals sent to LCPL for cataloguing: 0

Books and Periodicals returned from LCPL: 0

Accessions: Due to the pandemic a limited number of accessions, mostly smaller in size, are being accepted. In April 0 gifts were accessioned. Accessions were delayed by preparations for returning of TBL flex staff. Donations received that will be accessioned in May included three scrapbooks of family photographs and genealogy created by Robert Stoy, materials from the Loudoun County Voter Registration office related to the 2020 elections and microfilm along with research materials from the Piedmont Virginia Heritage Association

Additions were also received for existing collections including Family Files, Town of Leesburg Records, and the library’s growing collection of Covid-19 related documentation.

Published materials received included *The Lost Empire: Black Freemasonry In the Old West (1867-1906)* by James Morgan.

Inventory: A partial inventory, excluding items in Town Hall, was completed by Bryan Fisher during the last quarter of FY2020.

Digital Collections, Computers, and Microfilm: A newer model CPU has been installed to replace an older model with the microfilm reader.

Manuscript and Visual Collections: Nothing to report

Printed Collections: During April a total of 88 items were added to the catalogue: 0 books was added to or corrected in the catalogue by TBL staff, 15 journals were added to the catalogue by TBL staff, 73 newspapers were received and inventoried, and 0 books/periodicals were returned by Loudoun County Public Library cataloging since the last report to the Commission.

Vertical Files (VF): Additions and or updates to the microform index (0) ephemera files (0), vertical files (0) unpublished papers (0); and maps (0).

Personnel:

Interns/Student Researchers: Due to the pandemic, as of 14 March 2020, the on-site internship program has been suspended until the health crisis is resolved. We have received inquiries into our program. The program will resume once we have assimilated all furloughed staff and resumed normal operations – [perhaps Spring 2022.

Staff: Three full time staff are working; the Library admin is now working up to 13 hours per week, 1 flex staff member is processing the Elaine Thompson Collection utilizing grant funds for approximately 11 hours per week, and 1 flex reference staff has resumed working up to 12 hours per week- flex staff will be slowly brought back into the fold as we begin to expand our hours. Jennifer Calamos Smith, flex Library Administrator resigned effective 15 April. Mary Frye has returned temporarily until we are able to find a replacement. Currently interviewing.

News of Former Staff: Nothing

Volunteers: Due to COVID19 and social distancing guidelines Volunteers generally are on hiatus until such time as the health crisis ends. One volunteer (a retired librarian) has resumed her hours assisting with the cataloguing backlog.

Cumulative Statistics for FY2021 (July 1, 2020- June 30, 2021):

Admission to the library for research or to view exhibits is by pre-scheduled appointment only. Based on our normal schedule (7 days a week including 3 evenings) during April the library was closed **21** days COVID19 (19), weather (0) and holidays (2). Total closures for FY21: **250.5** (*Covid 215.5; Weather 3; Holiday 32*). All figures below are based on extant information at time of computations. Figures may change as heretofore unreported data is received.

Facility Use Only (does not include off site events): April 2021: **412**

FY21: Cumulative July 1, 2020 – April 2021: **3,944**. The Library was closed to the public **250.5** of **304** days so far this FY but open for work **191** days averaging **21** visitors/donors and workmen to the library per work day.

FY21 Totals:

TBL Event/Meetings Attendees onsite: **839** (**virtual – not in building count**)

TBL Event/Meetings Attendees offsite: **410** (**not included in building count**)

TBL Event/Meetings Attendees TOTAL: **1,244** (*includes virtual presentations*)

TBL Events/Meetings: (**onsite 52/offsite 11**): **73**

TBL Events Cancelled: **8**

Meeting Room Bookings (external): **2**

Meeting Room Bookings Cancelled: **19**

Meeting Room Attendees (external): **11**

TOTAL of people served in person: Onsite and Offsite: **5,815**

TOTAL Reference Questions: **51,575** (Town Employee: **44**; Public: **51,531**)

Photographic Reproduction Orders: **62**; Photographs Reproduced: **162**

Archive Collections Use: **193**

Facebook Postings FY21: **211**; Patron Use: **105,790**; Patron Engagement: **1,003,048**

Twitter: **188**; Views: **35,483**

Instagram: **143**; Views: **6,608**

TBL YouTube Videos Posted: **16**; Video Views: **259**
Virtual Events: **10** - Virtual Registrations: **337**; Virtual Attendees: **221**; [29 states + DC & 28 unknown]
Website Postings/Corrections: **148**
Wi-Fi Registrations (New): **7**
Revenue (*including sales tax*) Collected: **\$4,851.81**
Volunteer Hours: **5.5**
Intern Hours: **0**
ILL Requests: **31**; Filled: **29**

Action Items: None

Notes:

- ✚ On 21 April the completed packet for an American Recovery Funds proposal was submitted to Town Hall. No response has been received.
- ✚ Library remains open by appointment only due to COVID19. Starting May 12, our hours will expand with a Wednesday evening appointment (Mary Pender and Travis Shaw will return) and should staffing permit a Wednesday afternoon appointment. Hours will be added as we are able to bring back furloughed staff to consistently cover the hours. There is an insufficient number of staff able to return at this time to cover pre-Covid hours.
- ✚ The Library meeting room remains unavailable for public use until further notice.
- ✚ Reference work continues to increase with the availability of virtual services.
- ✚ Due to the nature of our facility and distancing requirements, classes and lectures will be virtual through December 2021; Tours will resume spring of 2022.
- ✚ The next TBL Endowment Foundation Board meeting is scheduled for Tuesday 18 May 2021 and will be held in person.

Upcoming Events:

Due to COVID19 in-person lectures and tours are not being scheduled until social distancing permits. Research in the Library or visiting exhibits is by appointment only.

Pre-registration required for all virtual events:

- ✚ Art display Loudoun Photography Club (through June) in the Meeting Room; by appointment only
- ✚ Loudoun Preservation Society Retrospective display in the Mercer Room through May; by appointment only
- ✚ Illustrated Virtual Lecture on Disease in History by Andrew C A Jampoler on Wednesday, 19 May 2021 @1PM; preregistration is required.
- ✚ Researching African American Genealogy, Thursday, 3 June 2021@10AM; pre-registration required

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 12 May 2021

Commissioners Present: James H. Hershman, Jr., Chair; Mary Pellicano

Commissioners Present Electronically: Mandy Kinne; Adrian Mattina; Martha Schonberger, Vice Chair and Russ Woolard

Commissioners Absent: Tom Jewell

Others Present: Zach Cummings, Council Liaison; Don Cooper, President, Friends of the TBL, Inc.

Others Present Electronically: None

Staff Present: Alexandra S. Gressitt, Library Director

Meeting convened by Hershman in lower level meeting room, Thomas Balch Library, at 7:02PM.

Electronic participation Statement: It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions. This meeting has electronic participation pursuant to and in compliance with the Amended Ordinance to Ensure the Continuity of Government During the State of Emergency Caused by the COVID-19 Pandemic, adopted by the Leesburg Town Council on January 12, 2021.

The following commissioners, staff, and guests present in person: James Hershman, Chair; Mary Pellicano; Zach Cummings, Council Liaison; Donald Cooper, President, Friends of The Thomas Balch Library, Inc.; and Alexandra S. Gressitt, Library Director. Commissioners participating by WebEx: Martha Schonberger, Vice Chair; Mandy Kinne; Adrian Mattina; and Russ Woolard.

Minutes of 12 April 2021 meeting were approved on a motion by Pellicano and a second by Mattina.

Library Director:

- Report Distributed and attached.

Friends of the Thomas Balch library, Inc.: Don Cooper, President

- The Friends next meeting, via Zoom, is 9AM Tuesday 18 May 2021
- Next fundraiser is tentatively scheduled for September 11 or 12, 2021
- Under discussion is an oral history, under the guidance of Patty Rogers Renner and Sarah Huntington former members of the Friends Board, to be presented at the next annual meeting.

TBL Foundation: (Gressitt, Secretary/Treasurer reporting)

- The next board meeting, in person, is noon, Tuesday, 18 May 2021.
- The Board voted to purchase 3 new garden benches from Victor Stanley to replace old wood benches. These have been ordered for \$4606 to be delivered within 6 to 8 weeks.

Old Business:

- Library Strategic Plan – Library Director reported, a cataloguing proposal for consideration under American Recovery Fund Act, copy distributed to Commissioners, including their letter of support, was submitted to the Town 04/05/2021.
- Information on land acquisition as previously discussed by the Commission was submitted to the Town Managers office by the Library Director.
- Pellicano led a general discussion on an historic marker for Potters Field reburials in Union Cemetery. Various options were considered including possible acquisition of burial plots to accommodate the memorial; potential for Leesburg Cemetery tour; fund raising options including possible grants. The discussion concluded with unanimous consent for Pellicano to attend a Commission on Public Art meeting.
- Legacy Leesburg Town Plan – the Library Director noted Susan Berry Hill would be sending a copy of the plan, edited based on TBLAC's recommendations and suggestions. The Commission is being asked to review and confirm.

New Business:

- Following discussion, Commissioners agreed to hold the June meeting as a hybrid meeting.
- Pellicano suggested rather than skipping the Loudoun History Awards for a second year that they be held virtually. Following discussion this was perceived as a great idea.
- Brief discussion on need for additional equipment in the meeting room to facilitate hybrid events.

Councilmanic remarks:

- Council had proposed a Memorandum of Understanding with the Loudoun Freedom Center in re Sycolin Cemetery.
- Thanked the Commission for their input on the Leesburg Legacy Town Plan
- Noted that the Town had received \$5.9 million in Federal recovery funding

Commissioner remarks:

- By general consensus all are looking forward to seeing everyone in person. Mattina commended the Ellen Crosby virtual author talk held at TBL 28 April.

Next meeting is scheduled for **Wednesday, 9 June 2021 @ 7PM** in the Lower Level meeting Room at Thomas Balch Library

On a motion by Woolard and a second by Schonberger the meeting adjourned at 8:05PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
14 May 2021

Thomas Balch Library Commission

- Approved the minutes of the 14 April 2021 meeting
- Received the Library director's report—Spring programs held virtually have been successful, drawing viewers locally and nationally, more are planned and others for Fall are in place—Repairs to the building and to the fire alarm system are being done—some of the flex-time staff is returning, allowing the library to handle more patron appointments—with the return of additional staff, planning for a gradual reopening and return to regular operations and hours can be foreseen—a volunteer, a retired librarian, is coming in to assist with the backlog of cataloguing new books that have arrived during the pandemic—the possibility of having live and virtual future programs would require additional equipment and A/V assistance
- Don Cooper, the Friends President, gave the Friends Report—their next board meeting is scheduled for 18 May—they are planning, at present, to hold their annual event on the 12 or 13 of September as an in person event at a residence on Cornwall St. behind Balch
- Alexandra Gressitt reported that the TBL Foundation Board will meet at noon on 18 May at Balch—the board has approved accession of benches for the library garden
- Under Old Business—the commission chairman and other commissioners reminded Councilman Cummings of our long interest in the town acquiring the neighboring Winslow Williams property for possible library expansion and other town purposes—Commissioner Pellicano discussed the Potter's Field matter and she will attend a meeting of the COPA as the Balch representative—the upcoming 100th anniversary of Balch in 2022 was noted
- Under New Business—the commission voted to hold the June meeting as a virtual/hybrid meeting, with notification of attendance to the director
- Councilman Cummings, in his remarks, noted that the Council had reached an agreement with Loudoun Freedom Center regarding care of the Sycolyn cemetery—he also discussed the upcoming town budget process
- Commissioners comments followed with Commissioner Pellicano suggesting the idea of holding a virtual History Award in the Fall

Meeting adjourned at 8:05 p.m.