

**Thomas Balch Library
Advisory Commission
Agenda
7PM – 14 July 2021**

- Call to Order
- Electronic Participation and Recording Statement
- Approval of Minutes – 09 June 2021
- Library Director's Report – July 2021 (for June 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
 - 100th Anniversary celebration
 - Legacy Leesburg Town Plan
 - History Awards – in person or virtual
- New Business:
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting Wednesday, 08 September 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	P
Jewell, Thomas, Vice Chair, 2017-18 (2022) appointed 5/2015 [Fox]	C	N	A	A	N	A	C	N	A	A	A	A
Kinne, Mandy (2022) appointed 7/2019 [Steinberg]	P	N	P	P	N	P	C	N	V	V	V	A
Mattina, Adrian (2024) appointed 1/2021 [Cummings]	X	X	X	X	X	X	C	N	V	V	V	A
Pellicano, Mary (2024) appointed 1/2017 [Reid/Thiel/Bagdasarian]	P	N	P	P	N	A	C	N	P	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	V
Woolard, Russ (2022) appointed 1/2017 [Burk]	P	N	P	P	N	P	C	N	V	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	P
Don Cooper, FTBL President	C									P	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											P
Totals	8	0	5	7	0	5	0	0	9	10	9	7

Thomas Balch Library Advisory Commission
09 June 2021
Library Director's Report

Activities:

Exhibits: For June, in the Mercer Room, the exhibit is "Leesburg Garden Club" curated by Judy Gerow. 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 grants. As we move forward, if you hear of any grants applicable to a special collections library, please share that information with me. Patricia Di Filippo, a part time reference staff member, who recently returned to the Library will be helping us look for grants.

Lectures and Author Talks, Classes, Tours & Other Activities: Classes, lectures, and author talks have already been scheduled through December as virtual; registration for these is required. Researchers and those wishing to view the exhibits are may visit the Library Tuesdays & Thursdays between 10 and 4 (closed 12-1 for Lunch) and 2-8 on Wednesdays starting June 8. In person events, tours and classes will resume in 2022.

Classes and author talks continue to garner record numbers of registrations; a positive by-product of virtualizing our services. In reopening a challenge for us will be to successfully hybridize our events to maintain the expanded constituency. Currently our technological abilities are not quite there – we can do virtual or in-person.

Although successful, the May class (5/6) on architectural preservation was not recorded at the request of the speaker, Maral Kalbian.

A virtual presentation: Illustrated Virtual Lecture on Disease in History by Andrew C A Jampoler and not listed in the *Balch Column*, scheduled for Wednesday, May 19 at 1PM was successful and although we had minor technological issues at the start I tis available for viewing on our Facebook page or you may link to the video of the event to YouTube here: <https://youtu.be/YqOHKnpwj04> .

A video of the class (6/3) Researching African American Genealogy featuring Lori Kimball and Steve Hammond may now be accessed via this link: <https://youtu.be/Qam9hIustJE>

Publications/Products: nothing new.

Building and Grounds:

Painting and final clean up from leaks is being completed.

A contractor was brought in to inspect the fire alarm system and replace the smoke detectors. A quote has been obtained \$16,000 for replacement of the system. Date of completion to be determined.

The Thomas Balch Library Endowment Foundation provided the funding to replace three wooden garden benches with metal benches to match the Mary Fishback memorial bench. These have been installed.

Outreach: Outreach for May included Laura assisting with the How to Research Your House workshop with Maral Kalbian and the History of Disease with Andy Jampoler program. Laura served as a junior grades Exhibit judge for National History Day on May 25-31 and collaborated with Loudoun Preservation Society to create a video to accompany their exhibit in the Mercer Room. Alexandra and Laura met with Alyssa Fahringer and George Oberle of GMU about potential opportunities to collaborate on digitization projects. Research assistance/archival advice was provided to staff of the Clarke County Historical Association, Director of the Culpeper History Museum, Loudoun County Historic Court Records Department and the Bluemont History Museum. Public access to our **social media posts** for **FY21**: Total reach for May 2021: 115,996 and the number of engaged Facebook users: 12,458. The number of Instagram views in May 2021: 547 and the number of Twitter views: 12,500. In May the number of TBL YouTube postings was 2 and the number of viewings 363. For May the total number of Google page visits was 18,772.

Collections:

May 2021 Activity:

Accessions: 17

Collections Processed: 1

Additions made to collections: 0

Additions to Vertical files/Maps: 0

Collections being processed: 6

Photographs catalogued or scanned: 58

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 360): 349 collection guides; 1 digital collection; and 10 indices): 1

Collection guides updated: 0

Web updates: 19

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

Books and Periodicals sent to LCPL for cataloguing: 20

Books and Periodicals returned from LCPL: 42

Accessions: In May 17 gifts were accessioned. Donations accessioned in May included family photographs and genealogy collected by Ann Henning and compiled into three scrapbooks by Robert Stoy, two research papers: *Who was the Father of Samuel Ellis?* and *Who was the Father of Effie Ann McKim?*

Additions were also received for existing collections including the Leesburg Garden Records, Sesame Club Records, Town of Leesburg Records and the library is growing collection of Covid-19 related documentation.

Published materials received included Lori Kimball's transcript of *The Diary of Elizabeth O. Carter Loudoun County, Virginia 1860-1872*, and 16 genealogical periodicals from the Indiana Historical Society and the Illinois State Genealogical Society.

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: 1 Manuscript collection was processed in May the Sycolin Community Cemetery Collection, 2020 (SC 0153)

Printed Collections: During May a total of 226 items were added to the catalogue: 99 books/periodicals was added to or corrected in the catalogue by TBL staff, 30 journals were added to the catalogue by TBL staff, 55 newspapers were received and inventoried, and 42 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. The program will resume once we have assimilated all furloughed and new staff and resumed normal operations in the Spring 2022.

Staff: Three full time staff are working; one flex staff continues to process the Elaine Thompson collection; and four flex reference staff have returned to assist with cataloguing backlog, Wednesday evening reference and daytime reference Tuesday through Thursday. Mary Frye continues to assist with Library administrative duties and will assist with the transition as Victoria Summers joins the staff on June 15 as the new Library Admin.

News of Former Staff: Nothing

Volunteers: One volunteer (a retired librarian) has resumed her hours assisting with the cataloguing backlog. Other volunteers will be returning as we are able to absorb additional people and provide training with new technology.

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 May the library was closed **19** days COVID19 (16), weather (0) and holidays (3). Total closures for FY21: **269.5** (*Covid 231.5; Weather 3; Holiday 35*). 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): May 2021: **555**

FY21: Cumulative July 1, 2020 – May 2021: **4,499**. The Library was closed to the public **269.5** of **335** days so far this FY but open for work **211** days averaging **21** visitors/donors and workmen to the library per work day.

FY21 Totals:

TBL Event/Meetings Attendees onsite: **1034** (**virtual – not in building count**)

TBL Event/Meetings Attendees offsite: **450** (**not included in building count**)

TBL Event/Meetings Attendees TOTAL: **1,484** (*includes virtual presentations*)

TBL Events/Meetings: (**onsite 60/offsite 12**): **72**

TBL Events Cancelled: **8**

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

Meeting Room Bookings Cancelled: **22**

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

TOTAL of people served in person: Onsite and Offsite: **5,994**

TOTAL Reference Questions: **56,559** (Town Employee: **54**; Public: **56,505**)
Photographic Reproduction Orders: **65**; Photographs Reproduced: **192**
Archive Collections Use: **260**
Facebook Postings FY21: **229**; Patron Use: **118,242**; Patron Engagement: **1,129,044**
Twitter: **208**; Views: **47,983**
Instagram: **154**; Views: **7,115**
TBL YouTube Videos Posted: **18**; Video Views: **622**
Google Page Views: **(May only) 18,772**
Virtual Events: **12** - Virtual Registrations: **419**; Virtual Attendees: **268**; [29 states + DC & 28 unknown]
Website Postings/Corrections: **156**
Wi-Fi Registrations (New): **8**
Revenue *(including sales tax)* Collected: **\$4,982.29**
Volunteer Hours: **11**
Intern Hours: **0**
ILL Requests: **32**; Filled 30

Action Items: None

Notes:

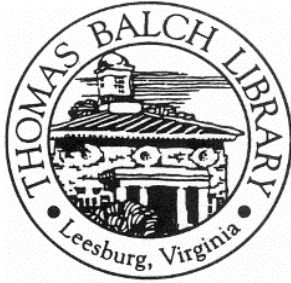
- ✚ We are transitioning to full re-opening. Currently we are open Tuesday 10-4; Wednesday 2-8 and Thursday 10-4; closed 12-1 for lunch. An advertisement has been issued for additional reference staff (flex) to enable to return to full pre-Covid hours. Mary Pender, Travis Shaw, Joanna Lee, and Patricia Di Filippo have returned and we are working to catch up on cataloguing and other delayed projects.
- ✚ The Library meeting room will remain unavailable for public rental until January 2022. Small Town/Library affiliated groups may reserve the room for use.
- ✚ Due to the nature of our facility and the current lack of public access to technology, 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 20 July 2021.

Upcoming Events:

- ✚ Genealogy Research Techniques taught by Norah Schneider, is scheduled for 5 August 2021 @ 10AM. Pre-registration is required.

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 09 June 2021

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

Commissioners Present Electronically: Martha Schonberger, Vice Chair and Russ Woolard

Commissioners Absent: Tom Jewell; Mandy Kinne; Adrian Mattina

Others Present: Don Cooper, President, Friends of the TBL, Inc.; James Roberts, Citizen

Others Present Electronically: None

Staff Present: Alexandra S. Gressitt, Library Director

Meeting convened by Hershman in lower level meeting room, Thomas Balch Library, at 7:06PM.

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; Donald Cooper, President, Friends of The Thomas Balch Library, Inc.; Alexandra S. Gressitt, Library Director, and James Roberts, citizen. Commissioners participating by WebEx: Martha Schonberger, Vice Chair and Russ Woolard.

Minutes of 12 May 2021 meeting were approved on a motion by Pellicano and a second by Schonberger.

Library Director:

- Report Distributed and attached.

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

- The Friends next meeting, in person at Thomas Balch Library, is 9:30AM Tuesday 20 July 2021
- Next fundraiser, in-person, is scheduled for Sunday, 12 September 2021 and will include a tour of the Library
- The in-person annual meeting will be scheduled in January 2022 at Thomas Balch Library and will include a premier of a new oral history.

TBL Foundation: (Gressitt, Secretary/Treasurer reporting)

- The next board meeting, in person, is noon, Tuesday, 20 July 2021 @ noon.
- 3 new garden benches purchased from Victor Stanley by the Foundation Board for the Agnes and B. Powell Harrison garden have been received and installed.

Old Business:

- Library Transition Plan – Library Director reported on the makeup of the plan – to include an introduction, and various reports documenting activities, development requests, and needs along with plans for the future. The format was approved by the Commission.
- Pellicano led a general discussion on an historic marker for Potters Field reburials in Union Cemetery. A variety of options were considered including a marker at the extant site. Pellicano will attend the next Commission on Public Art meeting, scheduled in July.
- Legacy Leesburg Town Plan – no discussion. Awaiting revised draft to review portion on TBL.
- Library Director reminded the Board at an Annual report is due.

New Business:

- Following discussion, including electronic meeting policy post emergency ordinance, Commissioners agreed to hold the July meeting as a hybrid meeting subject to any changes legislated by Town Council.

Councilmanic remarks:

- Cummings, unable to attend the meeting, noted in his email to contact him if anything was needed.

Commissioner remarks:

- General agreement among Board members that it was good to see everyone.

Next meeting is scheduled for **Wednesday, 14 July 2021 @ 7PM** in the Lower Level meeting Room at Thomas Balch Library

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

Respectfully submitted,

Alexandra S. Gressitt
Library Director
10 June 2021

Thomas Balch Library Commission

- Approved the minutes of the 12 May meeting
- The chairman reported that Commissioner Thomas Jewell has resigned due to health concerns
- Received the Library Director's Report—All of the classes, and lectures for the fall are in place, all will be virtual—registration for the virtual events so far has been unexpectedly strong and wide ranging geographically—final repairs and maintenance from the gutter replacement has been completed and a quote for replacement of the fire alarm system is in—the library began a phased reopening on 8 June, with hours on Tuesday, Wednesday, and Thursday open without appointment—additional time will be added in July, planning for a return to pre-pandemic hours in September—three flextime staff are back and additional staff will be needed for the phases of reopening
- Don Cooper, President of the Friends of Balch Library, reported that their annual fundraiser is scheduled for 12 September, lawn of the house on Cornwall St. directly behind Balch—it will be an in-person event—planning is beginning for their annual meeting to be held in January or February
- Alexandra Gressitt reported on the meeting of the TBL Foundation Board, noting that the benches purchased by the Foundation were in place in the library garden
- Under Old Business the commission discussed a transition plan for Balch as planning for the director's retirement—the transition plan encompasses the library's vision statement and strategic plan along with coverage of long term goals and needs in particular areas—also the commission discussed the progress on the Potter's Field marker and possible ideas for accomplishing it—Commissioner Pelicano plans to attend the July COPA meeting as part of our cooperative effort with the Arts Commission on the marker—the library director reported that a draft of the Legacy Leesburg Town Plan should be coming later this summer with draft revisions regarding Balch
- Under New Business the commission discussed the methods of holding future meetings and voted to hold the July meeting as a hybrid meeting, barring a change in Town guidance
- Commissioner comments followed with all expressing good wishes to their fellow commissioners and the library director

Adjourned 8:05 pm