

**Thomas Balch Library  
Advisory Commission  
Agenda  
7PM – 08 March 2023**

- Call to Order
- Approval of Minutes – 11 January 2023
- Library Director's Report – March 2023 (for January and February 2023 activity)
- Friends of TBL, Inc. Report – Don Cooper, President of the Friends
- TBL Foundation Report – Alexandra Gressitt, Secretary/Treasurer, TBL Foundation Board
- Old/Continuing Business:
  - Catalog Project - updates Gressitt
  - Historic marker for Leesburg's Potters Field – updates Hershman/Gressitt
  - Memorial tree for Martha Schonberger - updates
- New Business:
  - Agenda Process for TBLAC
- Comments from Councilmanic/Commissioners

***Next Advisory Commission meeting, Wednesday 12 April 2023 @ 7 PM***

*All Town Council, Board and Commission meetings are recorded and may be found on the Town's Web site at [www.leesburgva.gov](http://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 Gressitt, Library Director at 703-737-7195 or [Balchlib@leesburgva.gov](mailto:Balchlib@leesburgva.gov). Three days advance notice is requested.*

TBL ADVISORY COMMISSION ATTENDANCE SHEET FY 2023												
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	2022	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023	2023
<b>NAME:</b>												
Baracat-Donovan, Candace (2026) appointed 1/2023 [Cimino-Johnson]	X	X	X	X	X	X	P	A				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	X	X	P	P	P	P	P	A				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	P	P	P	P	A	P	P				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	P	A	P	P	P	P	A				
Kinne, Mandy (2022) appointed 7/2019 [Steinberg] resigned 12/2022	P	P	P	P	A	A	X	X	X	X	X	X
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	P	P	A	P	P	P	A				
Pellicano, Mary (2024) appointed 1/2017 [Reid/Thiel/Bagdasarian] removed 7/31/2022	A	X	X	X	X	X	X	X	X	X	X	X
Scheib, Elizabeth (2026) appointed 4/12/2022 [Fox]; 1/2023 [Wilt]	P	P	P	P	P	P	A	P				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	P	P	P	P	P	P	P				
Cummings, Zachary, Council Manic, 1/2021- 12/2022			P		P							
Burk, Kelly, Council Manic as of 1/2023												
Umstatt, Kristen C., Board of Supervisors from 1/2016												
P = Present												
A = Absent												
N = No Meeting												
V= Virtually present (telephone)												
X = Not Member												
<b>OTHERS PRESENT:</b>												
Alexandra S Gressitt, Library Director	P	P	P	P	P	P	P	P				
Don Cooper, FTBL President	P	P	P	P	P	P	P	P				
Public						65						
<b>Total</b>	<b>8</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>74</b>	<b>7</b>	<b>8</b>	<b>5</b>				

**Thomas Balch Library Advisory Commission**  
**11 January 2023**  
**Library Director's Report**

**Activities:**

**Exhibits:** Town press releases and postings to social media are issued for events

- December 2022, Mercer Room - The 1883 Mass Meeting Delegation by Donna Bohanon.
- October -December 2022, Meeting Room Friends of Leesburg Public Arts.

**Grants:**

- Grant of \$4,900 awarded by Loudoun Library Foundation to process papers of the late State Senator Charles Waddell; awaiting receipt.

**Lectures and Author Talks, Classes, Tours & Other Activities:**

- In-person events, tours and classes scheduled for Winter Spring 2023.
- Registration for all events required; to facilitate registration a Season Ticket option is available on our event registration page.
- To maintain national interest in our programming established during the pandemic some events will be recorded for virtual attendees and posted to our YouTube site.
- 22 March 2023, TBL hosts the Ulster Historical Foundation all-day genealogical seminar. Registration in advance \$30 for members of Friends of TBL; \$40 for nonmembers; at door \$60 should seats be available.

**Publications/Products:**

- Winter Spring newsletter is in production.
- TBL's general informational brochure is being revised.
- TBL's electronic resources brochure is being revised.

**Building and Grounds:**

- Handrail for reconstructed ADA ramp is under construction, delivery date TBD.

**Disaster and Emergency Preparedness:**

- TBL Emergency and Disaster Plans - updated and distributed by Anna Carneal.

**Outreach:**

Outreach for December included Laura's workshop on the Care and Preservation of photography and providing a tour for a homeschool high school student and their parent. Laura prepared a demo of the new Oral History platform for presentation at the December BHC meeting. In addition to assisting with inquiries and projects from TOL staff, TBL staff also collaborated with the Loudoun County Public Schools, and Historic Court Records staff. The Library Director participated in the Loudoun County VA250 committee meeting; Friends of the TBL Annual meeting and in Town of Leesburg Potters Field meetings.

**Collections: December 2022 Activity:**

**Accessions:** 12 gifts were received including photograph albums, daguerreotypes, tintypes and carte de visites belonging to Moore, Adams, and Tyler families of Loudoun County; a postcard showing South King Street in Leesburg; and League of Women Voters Loudoun County records.

Additions made to existing collections include Leesburg Garden Club Collection, 1920 - (M 044), Friends of Thomas Balch Library, and Town of Leesburg Records.

**Digital Collections, Computers, and Microfilm: 0**

**Manuscript and Visual Collections:** 0 Manuscript collections were processed; additions made to two collections: Anna Snowden Wildman Dyer Collection 1849-1973 (M078) and The Ladies Board of Loudoun INOVA Hospital 1912- (M049); and two collection guides were updated: Loudoun County Architectural Surveys Supplement, 2003 (M011) and Diary of Miss Virginia J. Miller 1861-1862 (SC0039).

164 photographs were processed; 0 records were uploaded to the Past Perfect catalog which currently holds 7,270 images.

**Printed Collections:** 92 items were added to the catalog: 66 books/periodicals were added to/corrected in the catalog by TBL staff; 26 newspapers were received and inventoried, 0 books/periodicals were sent to LCPL, and 0 books/periodicals were returned by Loudoun County Public Library cataloging since the last report to the Commission.

**Vertical Files (VF):** Additions/updates to the microform index (0) ephemera files (5), vertical files (3) unpublished papers (4); family files (0) and maps (0). Anna Carneal completed a review of the Family File Collection and is reviewing issues arising from that review before preparing a collection guide for inclusion in the new TBL catalog.

**Catalog Project:** Is progressing smoothly; backlogged items are being cataloged and prepped for uploading to OCLC (Rare books 89, Microform 28, Collection guides 395, Books 115). Improved search tags are being created and record cleanup ongoing. Collection size is increasing; catalog functionality enhanced. (Maddie Russell)

**Personnel:**

**Interns/Student Researchers:** Aubrey Jett, a Junior at Patrick Henry College, completed her internship in December.

**Staff:** Helen Fonda Vettori started 9 January 2023 as Library Assistant (Flex).

**News of Former Staff:** Rob Goldberg recently shared news and sent greetings.

**Volunteers:** Work on a variety of projects such as scanning photographs and inserting an errata sheet in copies of the 100<sup>th</sup> anniversary booklet on TBL.

**Building Use:** Exhibits are drawing in customers; inquiries on meeting room use increasing; Library customers, though still largely domestic, are steadily increasing. The attendance figure from the automated counter for December is incomplete (495). There was a malfunction, likely at the beginning of week 2, when it ceased recording visitation. It has been fixed.

Respectfully submitted,

Alexandra S. Gressitt

**Thomas Balch Library Advisory Commission**  
**8 February 2023**  
**Library Director's Report**

**Activities:**

**Exhibits:** Town press releases and postings to social media are issued for events

- January 2023, Mercer Room – Temple Hall curated by Paul McCray for Northern Virginia Parks
- October-December 2022, Meeting Room Friends of Leesburg Public Arts.

**Grants:**

- Grant of \$4,900 awarded by Loudoun Library Foundation to process papers of the late State Senator Charles Waddell, awaiting receipt.

**Lectures and Author Talks, Classes, Tours & Other Activities:**

- Requests for speaking engagements Fall 2023 and Spring 2024 have started to come in.
- Registration for all events required; to facilitate registration a Season Ticket option is available on our event registration page.
- 22 March 2023, TBL hosts the Ulster Historical Foundation all-day genealogical seminar. Registration in advance \$30 for members of Friends of TBL; \$40 for nonmembers; at door \$60 should seats be available.

**Publications/Products:**

- Winter Spring Summer newsletter is posted to website; emailed (5,544 copies) mailed (1290 copies); distributed to 20 different venues.
- TBL's general informational brochure – at printers
- TBL's electronic resources brochure is being revised.

**Building and Grounds:**

- Handrail for reconstructed ADA ramp has been constructed and is being painted by the company. Delivery/installation date TBD.
- Two HVAC units have been malfunctioning. One has been successfully repaired; one is still not operational. During recent quarterly inspection by Riddleberger emergency backup heat in another unit is non-functional. Lott Bolden and staff are working on the problem.

**Disaster and Emergency Preparedness:**

- Anna Carneal; Maddie Russell and Taylor Ruzinsky received First Aid/CPR training.

**Outreach:**

Outreach for January included Laura's meeting with Morven Park and other historic sites and organizations to learn about their 246 Project; participated in a planning meeting for a conference panel at the Spring 2023 MARAC virtual meeting and in the MARAC Steering committee meeting; met with LCPS Staff to consult about preservation of materials to be stored in the Douglass Alumni Association Time Capsule. In addition to assisting with inquiries and projects from TOL staff, TBL staff also collaborated with the Historic Court Records, and the Loudoun Heritage Farm Museum. The Library Director participated in the Loudoun County VA250 committee meeting; Friends of the TBL Annual meeting and in Town of Leesburg Potters Field meetings. Maddie participated in weekly meetings with

the OCLCWMS Cohort for cataloging and Laura and Gressitt joined Maddie participating in meetings with OCLC management relating to the contract and progress.

**Collections: January 2023 Activity:**

**Accessions:** 9 gifts were received including a purchase by the Thomas Balch Library Endowment Foundation from Cohasco, Inc. Auctions of one letter from "Whitfield," Aldie, Va., Dec. 27, 1856, to Miss Kate C. Nult, Tudor Hall, Prince William County, VA relating a murder and house burning allegedly committed by enslaved individuals.

Additions to existing collections Charles A. Johnston Collection (M0098) and the Town of Leesburg records.

Published materials included copies of 3 Park View High School Yearbooks and 1 copy of the 2022-2024 issue of the *Bulletin of Loudoun County History*.

**Digital Collections, Computers, and Microfilm: 0**

**Manuscript and Visual Collections:** 0 Manuscript collections were processed; 77 photographs were processed; 0 records were uploaded to the Past Perfect catalog which currently holds 7,270 images.

**Printed Collections:** 0 items were added to the catalog: 43 periodicals were inventoried for the catalog by TBL staff; 64 newspapers were received and inventoried, 0 books/periodicals were sent to LCPL, and 0 books/periodicals were returned by Loudoun County Public Library cataloging since the last report to the Commission.

**Vertical Files (VF):** Additions/updates to the microform index (0) ephemera files (0), vertical files (0) unpublished papers (0); family files (0) and maps (0). Anna Carneal completed a review of the Family File Collection and has created a plan for processing the collection and providing better access to its materials.

**Catalog Project:** Is progressing smoothly; backlogged items are being cataloged and prepped for uploading to OCLC (Books: 254, 45 existing records corrected). We are currently working on correcting 1028 records that do not show volume numbers. By correcting the existing records prior to conversion, residual clean up will be much less. Record that will need to be corrected post conversion are also being identified. (Totals November-January for records catalogued/corrected are Maps: 477; Rare books:139; General collection Books: 369; Collection Guides: 395; E-Databases: 29; Microforms: 48 = 1457 records. Additionally, 45 records were corrected.

Improved search tags are being created and record cleanup ongoing. Collection size is increasing; catalog functionality enhanced. The collection is expected to be up and running for review by staff in April with a go live date of June, (Maddie Russell)

**Personnel:**

**Interns/Student Researchers:** none at this time

**Staff:** nothing to report

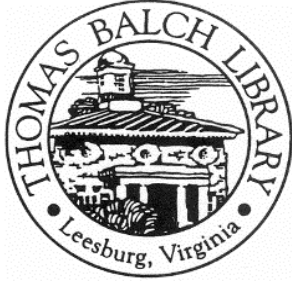
**News of Former Staff:** Nothing to report.

**Volunteers:** Work on a variety of projects such as scanning and numbering photographs and prepping collections for processing.

**Building Use:** The Donaldson Cabin on Loudoun Street may be available for our use to process collections and if ADA compliant for exhibits and events. Laura and I have been working with the Preservation Planner, Lauren Murphy, and Kate Trask, Deputy Director Parks and Rec, with regard to ADA compliance and historic properties.

Respectfully submitted,

Alexandra S. Gressitt



# Thomas Balch Library Advisory Commission Minutes 08 February 2023

**Commissioners Present:** James H Hershman, Jr. Chair; Elizabeth Scheib, Vice Chair;  
Russ Woolard

**Commissioners Absent:** Candace Baracat-Donohue; Scott Billigmeier; Paul Coyer;  
Adrian Dias-Mattina

**Others Present:** Don Cooper, President, Friends of Thomas Balch Library

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

There being no quorum, no official business was conducted. Assembled commissioners,  
and others present adjourned at 7:30PM.

Respectfully submitted,

Alexandra S. Gressitt  
Library Director  
09 February 2023



# Thomas Balch Library Advisory Commission Minutes 11 January 2023

**Commissioners Present:** Candace Baracat-Donohue; Scott Billigmeier; Paul Coyer; James H Hershman, Jr. Chair; Adrian Dias-Mattina; Russ Woolard

**Commissioners Absent:** Elizabeth Scheib, Vice Chair

**Others Present:** Don Cooper, President, Friends of Thomas Balch Library

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

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

**Electronic Recording Statement:** It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions. The audio portion of this recording of this meeting failed. Recording not posted.

**Minutes:** Minutes of the regular commission meeting of 11 December 2022 were approved on a motion by Billigmeier and a second by Coyer.

**Welcome/Introductions:** Newly appointed Commissioner Baracat-Donovan was welcomed and introductions made.

**Library Director:** Report attached.

**Friends of the Thomas Balch Library, Inc.:**

- Next meeting of the Friends Board, where officers will be elected, is 17 January 2023 @ 9:30AM at Thomas Balch Library.
- The Friends will establish a link for Amazon purchasers to donate to FTBL.
- In 2022 raised \$54,000; net \$24,000. Received \$5,000 grant from Virts-Miller Foundation.

**Thomas Balch Library Endowment Foundation:** Gressitt, Secretary/Treasurer reporting

- At the November meeting the Library was authorized to bid on an item. The Library was successful in its bid.
- Next meeting of the Foundation is 17 January 2023 @ 12 at Thomas Balch Library.

**Old Business:**

- Catalogue Project is progressing smoothly; training videos are being created; printer/scanner equipment has been acquired, and we are on target for a June completion date.



- Memorial for Leesburg's Potter's Field. Hershman noted he went to Union Cemetery to check on the status of the Potter's Field project. He reported: the reburial as complete and the original, small stone at the new site. He indicated it's clearer now how the memorial will be laid out, quite visible from Rust library and at a respectable distance from equipment sheds. In response to questions, Gressitt affirmed that details on construction of memorial site and sign are being finalized and an event is still on track for Spring.
- Memorial tree for Martha Schonberger: Following up on the December discussion Scheib and Gressitt met with a Landscaper who offered additional options which were reviewed. The site is relatively small and following discussion of various options, Woolard moved and Dias-Mattina seconded, that a deep pink dogwood tree be selected as a memorial. Gressitt will report their decision to Parks and Rec. In initial discussion with Parks and Rec it was thought that there is money already in the library grounds budget to cover the cost of a tree and memorial sign.

**New Business:**

- Pursuant to Bylaws of the Commission election of officers for 2023 were held. Scheib being absent, Gressitt read into the record her interest in the position for Vice Chair. Following discussion, elections were held. Vice Chair: Elizabeth Scheib was elected on a nomination by Woolard, seconded by Dias-Mattina with a vote of 6-0-1 (6 yes, 0 no, 1 absent). Chair: James H. Hershman, Jr. was elected on a nomination by Coyer seconded by Woolard with a vote of 5-0-1-1 (5 yes, 0 no, 1 absent, 1 abstention, Hershman.)
- Agenda Process for TBLAC – no action taken – moved to next meeting.
- Hershman reported Kelly Burk as the new Council Manic for TBLAC and that Gressitt sent a thank you to Cummings for his assistance over the last two years.
- Hershman noted topics to be considered moving forward were space and rebranding of the library as a research library and cultural resource center – the library to be a hub for historical and cultural activity.

**Councilmanic remarks:** None

**Commission Comments:**

- Woolard noted he would be rejoining the volunteers at Dodona Manor after a hiatus of three years and would resume sharing information between the two institutions.
- Coyer noted he had visited Fulton, Missouri, where Winston Church, introduced by Harry Truman, gave his Iron Curtain talk at Westminster College, 5 March 1946.

On a motion by Woolard and a second by Dias-Mattina the meeting adjourned at 8:10PM.

Respectfully submitted,

Alexandra S. Gressitt  
 Library Director  
 12 January 2023

## **Thomas Balch Library Advisory Commission**

- Approved the minutes of the 14 December 2022 meeting
- Welcomed the newly appointed commissioner Candace Baracat-Donovan with introductions from all the attending commissioners.
- Received the library director's report—Newsletter has gone out to the printer and copies should soon be available online and in hard copy. A new flextime person has been added to the staff and progress is being made in updating the Family File and the cataloguing project.
- Don Cooper gave the Friends of TBL report—their next board meeting will be Tuesday, 17 January, at which they will elect new officers—fundraising in the past year, Cooper noted, had been the best in at least a decade.
- Alexandra Gressitt gave the TBL Foundation report—the next board meeting will be at noon on 17 January at Balch—the chief agenda item is a vote on a small increase in expenditure on a Loudoun related historic document purchased via auction.
- Under Old Business: the library director reported on progress with the cataloguing project which is moving along under the direction of a newly hired staff person. The project will go on throughout the spring, looking toward a summer completion. It is a long needed revamping of Balch's catalogue of materials that will make it compatible with the Library of Congress system, making the library more useful to a far wider range of users.—The chairman gave a report on the progress of the Potter's Field site based upon a recent inspection of it in Union Cemetery. The re-interments are completed and the original small stone moved to the new site and the area is being prepared for the rest of the memorial. The Library director indicated that a spring dedication is being planned.—by a unanimous vote, the commission recommended the planting of a pink dogwood tree in the library garden, with a plaque, to honor Martha Schonberger, a deceased former commission chair.
- Under New Business: the commission elected James Hershman and Elizabeth Scheib, respectively, as chair and vice-chair for 2023
- Commissioners' comments followed with the theme of welcoming the new member and looking forward to the coming year.

Meeting adjourned at 8:02 pm

January 2023 Personal Reference Statistics and Volunteer/Intern Hours																				
Employee	Reference Questions								Other Work							Social Media				
	Genealogy	History	Maps/ Location	Images/ Media	Tech	Admin	Directional	General	Phone	E mail	Mail	Town of Lbg	Website / Media	Visitors	Closings					Counter
Alexandra	16	102	0	7	57	193	109	169	66	1953	0	15	0	15	5	1156		Postings	Viewers	
Alyssa																		Instagram	19	1018
Bryan	9	4	1	2	0	0	2	15	4	54	0							Twitter	14	620
George																		Facebook	26	14,326
Joanna	1	1	0	0	0	0	0	2	1	1	0							Google		26523
Helen	0	0	0	0	11	35	0	87	0	133	0							Youtube	1	2432
Laura	31	207	1	47	165	266	74	134	72	850	4	47	13	3				Balch Column	5,544	
Maria																		<b>Total</b>	<b>5604</b>	<b>44919</b>
PD/Michelle	5	2	1	1	1	0	0	0	5	138	0									
Echo	1	1	0	2	1	105	0	78	3	187	0		2							
Madison	13	12	0	0	4	0	0	29	38	28	0									
Sara	2	5	0	0	0	0	0	0	0	120	0									
Taylor	5	2	2	3	0	0	0	0	1	21	0									
Travis																				
Norah/Anna	2	3	0	1	3	0	0	12	25	376	1		2							
Mary Pender	5	0	0	0	0	0	0	0	0	1	0									
Isabella																				
<b>General Lib</b>	<b>50</b>	<b>61</b>	<b>7</b>	<b>8</b>	<b>28</b>	<b>4</b>	<b>35</b>	<b>117</b>	<b>43</b>	<b>542</b>	<b>9</b>			<b>338</b>						
<b>TOTALS</b>	<b>140</b>	<b>400</b>	<b>12</b>	<b>71</b>	<b>270</b>	<b>603</b>	<b>220</b>	<b>643</b>	<b>258</b>	<b>4404</b>	<b>14</b>	<b>62</b>	<b>17</b>	<b>356</b>	<b>5</b>	<b>1156</b>				

Volunteer Hours			
Kate Nau	11.5	Becky	
Kathy		John F	
Gloria		Meghan	
Sue	4	Judy K	15.25
Wynne		Sam W	9.5
Deb Hershman		Taylor R	
Morgan D	2	Anne Geiger	9.5
Gabby P	3.5		
<b>TOTAL HOURS</b>			<b>55.25</b>
Total # of Active Volunteers:			

Intern Hours
<b># of Active Interns</b>

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	3	25
TBL Internal Meetings	13	67
TBL Offsite Events		
<b>Totals</b>	<b>16</b>	<b>92</b>

Public Service	
New Wifi Usage	10
TBL Patron Computer Usage	34
<b>Total Reference Questions</b>	<b>7097</b>
ILLs requested	4
ILLs filled	0
Photograph reproduction orders	15
Photographs reproduced for orders	44
Archive Collections Used*	56
Income	\$769.45

\*incl. USGS, Lewis File, Cemetery maps, hard copy newspapers, manuscripts and photos

Collection Mgmt	
Branch-added books	254
Books added to catalog by LCPL	0
Periodicals added to catalog by TBL staff	43
Newspapers received and inventoried	64
Total items added to CarX	0
Books to LCPL for Cataloging	0
Accessions	9
Archive Collections in process	6
Archive Collections processed	0
Photographs Processed	77
Images added to Past Perfect	0
NUCMC Sent	0
NUCMC Posted	0
VIVA entries	0
Guides posted to TBL Site	0
Books sent to bindery	0
Books returned from bindery	0