



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 12 April 2023**

- Call to Order
- Approval of Minutes – 08 March 2023
- Library Director’s Report –March 2023 (for March 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:
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Wednesday 10 May 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.

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. 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
NAME:												
Baracat-Donovan, Candace (2026) appointed 1/2023 [Cimino-Johnson]	X	X	X	X	X	X	P	A	P			
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	X	X	P	P	P	P	P	A	P			
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	P	P	P	P	A	P	P	P			
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	P	A	P	P	P	P	A	P			
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	P			
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	P			
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	P	P	P	P	P	P	P	P			
Cummings, Zachary, Council Manic, 1/2021- 12/2022			P		P							
Wilt, Peter, 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												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director	P	P	P	P	P	P	P	P	P			
Don Cooper, FTBL President	P	P	P	P	P	P	P	P	P			
Maddie Russell, Cataloger - TBL staff									P			
Public						65						
Total	8	8	9	8	74	7	8	5	10			

Thomas Balch Library Advisory Commission
8 March 2023
Library Director's Report

Activities:

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

- February 2023, Mercer Room – Timeline for Loudoun County Black History curated by the Black History Committee
- March 2023: Student Artwork from Tuscarora High School
- January-March 2023- Photography by Heather Lynn Overheu

Grants:

- Grant of \$4,900 awarded by Loudoun Library Foundation to process papers of the late State Senator Charles Waddell. I have been in touch with LLF. The check is to be delivered.

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. To date over 50 registrations have been received.

Publications/Products:

- TBL's general informational brochure – receive.
- TBL's electronic resources brochure – with the advent of Thomas Balch Library's Centennial Catalog this brochure will no longer be issued as all information is accessible through the catalog.

Building and Grounds:

- Handrail for rebuilt ADA ramp has been constructed; painted and arrangements are being made for delivery and installation.
- In January 2021 there was a Leesburg-wide power failure. I took the opportunity to check emergency lighting throughout the building and found a number of units were not working. Subsequent investigation by Buildings staff indicates that the second or emergency line was never installed. Battery backup emergency lights are being installed.

Disaster and Emergency Preparedness:

- Anna Carneal, after meeting with Alex Fitch, the emergency management coordinator, will be creating a quick emergency check list for staff while the full manual will be utilized as a training tool.

Outreach:

Outreach for February included Laura and Alexandra attended a virtual interest meeting for the Local and Family History Forum of the Virginia Library Association. TBL hosted a class visit and tour from George Oberle and Cindy Kerner's George Mason University historical methods class on during evening hours on with Alexandra introducing the

Library to the class and Laura managing the class. Throughout the month TBL staff continued to assist students with their research. Alexandra and Laura C met with the new Loudoun Museum Director Carrie Christoffersen and provided a tour of the library. Laura attended MARAC steering committee and conference planning meetings. The Library Director participated in the February Loudoun County VA250 committee meeting. Maddie participated in weekly meetings with the OCLC WMS Cohort for cataloging and Laura and Gressitt joined Maddie in participating in meetings with OCLC management relating to the contract and progress

In addition to assisting with inquiries and projects from TOL staff, TBL staff also collaborated with educators at Elaine Thompson Elementary School, the Loudoun County office of Mapping and Planning, and the Loudoun Heritage Farm Museum. Two long-term collaborative projects featuring Thomas Balch Library collections debuted this week. The Loudoun County Office of Mapping and Geographic Information published Loudoun County History: The Edds, Ewing, and Nokes Families, an online story map featuring recorded excerpts of the 2002 interview of Carrie Elizabeth Nokes from the Black History Committee Oral History Collection. The Loudoun Heritage Farm Museum opened Just Country Living: Nokesville and the Nokes Manure Spreader, a new exhibition focused on the history of Loudoun's Black villages and a recently restored manure spreader once owned by the Nokes family.

Collections: February 2023 Activity:

Accessions: 5 gifts were accessioned including additions to existing collections: Loudoun Revolutionary War Memorial Committee Collection, 20022016 (M140); Leesburg Garden Club Collection, 1920 - (M 044) and the Town of Leesburg records.

Published materials included a copy of *Collier's New Photographic History of the World's War* – 1918 and 19 issues of *The Oatlands Column* 1987-1994.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 0 Manuscript collections were processed; 177 photographs were processed; 0 records were uploaded to the Past Perfect catalog which currently holds 7,270 images.

Printed Collections: A total of 255 items were catalogued or inventoried: 167 items were added to the new TBL Centennial catalog by Maddie Russell; 19 periodicals were inventoried for the catalog by TBL staff; 59 newspapers were received and inventoried, 0 books/periodicals were sent to LCPL and 10 books/periodicals were returned by Loudoun County Public Library cataloging since the last report to the Commission. Books of note returned from Cataloging include: *Capitalism and Slavery* by Eric Williams; *Regular Baptists in Colonial Anglican Virginia: Civil Disobedience During Religious Toleration* by Laverne Young Smith and *Picturing Us: African American Identity in Photography* by Deborah Willis.

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 is working on a collection guide for the family files and a Volunteer, Ann Geiger, is assisting in re-foldering the materials.

Catalog Project: Is progressing smoothly; backlogged items are being cataloged and prepped for uploading to OCLC TBL is now able to catalog materials for the new catalog which should go live in June. All materials have been collected from LCPL and no more will be sent. Circulation of materials has stopped. The catalogue is expected to go live for staff to review in April and live for the public in June. We anticipate being able to sunset the TBL -LCPL catalog the end of June.

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 is available for our use to process collections and Laura hopes to start this process in April. The cabin is not ADA compliant for public access/events/exhibits and Laura and I continue to work with the Preservation Planner, Lauren Murphy, and Kate Trask, Deputy Director Parks and Rec, with regard to ADA compliance and historic properties. Laura anticipates being able to participate in First Fridays later this spring.

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 08 March 2023

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

Commissioners Absent: None

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

Staff Present: Alexandra S. Gressitt, Library Director; Madison Russell, Cataloger

Meeting convened by Hershman in lower-level meeting room, Thomas Balch Library, at 7:00 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 January 2023 were approved on a motion by Scheib and a second by Woolard.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Next meeting of the Friends Board is 21 March 2023 @ 9:30AM at Thomas Balch Library.
- Spring issue of the Friends newsletter, *The Chronical*, has been distributed.
- Next Fundraiser will be in September at the Marshall House.

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

- Next meeting of the Foundation is 21 March 2023 @ 12 at Thomas Balch Library.
- Foundation has received a \$2500 donation.
- Foundation completing paperwork for Charles Schwab to receive a grant/donation of \$2000 from a donor.
- 2022 Taxes are being prepared.

Old Business:

- Catalogue Project is progressing on target for a June completion date. Maddie Russell, cataloger, shared a short power point showing changes and anticipated improvements to accessing TBL holdings in the new Thomas Balch Library Centennial Catalog.

- 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 that no further work had been carried out since his last visit.
- Memorial tree for Martha Schonberger: Jon Cleaves at Parks and Rec is handling the project with a possible late spring early summer planting.

New Business:

- Agenda Process for TBLAC – general discussion on process. The Liaison develops a draft agenda based on requests/topics at each meeting and sends to the Chair for approval. Commission members should notify Gressitt at least one week before the meeting (agendas need to be posted 5 business days prior to a meeting) of any desired agenda items. There is also the option to amend the agenda to include new items at each meeting.

Councilmanic remarks:

Commission Comments:

- Scheib noted she had been presented by Council with a proclamation for Women's History Month the theme of which this year is celebrating our stories.
- Dias-Mattina Commented on the lovely art on display in the meeting room.
- Baracat-Donohue commented on the event held 12 Feb at TBL -with Charles Jameson presenting on African Americans and Native Americans in the revolutionary war.
- Billigmeier inquired about DNA genealogy opportunities at TBL.
- Hershman noted Scheib would Chair the April and May meetings; he would try to attend by phone and hoped to return in person by June.

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

Respectfully submitted,

Alexandra S. Gressitt
Library Director
09 March 2023

Thomas Balch Library Advisory Commission

- Approved the minutes of the 11 January 2023 meeting
- Received the library director's report—the new, up-to-date information pamphlet has been published—the improvements on the ADA required ramp will be completed this week—new emergency lighting is being installed—as part of the continuing MOU with the university, George Mason University held a class at Balch and commented on its future use for student's research—the library's resources are being used in the Nokes family mapping project—the library is studying ways of making use of the Donaldson log cabin located near the town garage, starting with a First Friday event
- Don Cooper, President of the Friends of TBL gave the Friends' report—*Chronicle*, the Friends newsletter, has been sent out—the next board meeting will be 21 March and will focus on planning for the September fundraiser, which will be held at Dodona Manor
- Alexandra Gressitt gave the report for the TBL Foundation Board—the tax information has been filed—the foundation is in receipt of a donation of \$2500—the next meeting is 21 March at noon at Balch
- Under Old Business—the library director gave a full report on the progress of the re-catalog project, illustrating how it will make the library's resources far more available and useful to researchers—at the current rate of progress, it should be completed by June—the commission chair reported that no new work was in progress at the Potter's Field memorial site, except for markers denoting the perimeter of the site—the library director reported the obelisk marker is here and that plans have been made for site development—the memorial tree and plaque honoring Martha Schonberger should be ready for presentation this spring or summer.
- Under New Business—there was discussion of how to place items on the commission's agenda—the library director requested that any items be entered at least a week prior to the meeting, if possible
- Commission's comments followed with most focusing on the upcoming Boards & Commissions event on 30 March—commissioners were encouraged to attend.

Meeting adjourned at 8:10 p.m.

February 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	11	47	3	6	30	189	67	111	35	1664	0	4	0	19	3	1119			
Alyssa	0	0	0	0	0	0	0	0	0	0	0	0	0				Instagram	28	781
Bryan	3	4	2	2	0	0	3	12	10	45	0	0					Twitter	6	963
George	0	0	0	0	0	0	0	0	0	0	0	0					Facebook	21	15349
Joanna	1	1	1	0	1	0	2	2	2	5	0	0					Google		2970
Helen	2	6	0	0	0	28	1	81	11	107	4	0					Youtube	2	4128
Laura	66	215	0	77	177	298	91	97	56	966	9	60	10	3			Balch Column	1290	
Maria	0	0	0	0	0	0	0	0	0	0	0	0					Total	1347	24191
PD/Michelle	6	6	0	5	0	4	0	0	1	86	0	0							
Echo	1	5	1	3	2	102	1	70	1	175	0	0	2						
Madison	13	13	1	0	1	2	1	33	55	38	0	0							
Sara	7	1	0	0	0	0	0	1	0	105	0	0							
Taylor	4	3	2	2	4	0	0	1	1	48	0	0							
Travis	7	3	0	0	0	0	0	1	6	4	0	0							
Norah/Anna	3	4	0	0	0	0	0	27	34	324	8	0	0	2					
Mary Pender	3	1	0	0	0	0	0	0	0	0	0	0							
Isabella	0	0	0	0	0	0	0	0	0	0	0	0							
General Lib										529									
TOTALS	127	309	10	95	215	623	166	436	212	4096	21	64	12	24	3	1119			

Location	Visitors
Leesburg	60
Loudoun Co.	54
VA	35
Other US	14
All USA	163
Int'l	0

Volunteer Hours			
Kate Nau	4	Becky	2.25
Kathy	0	John F	4
Gloria	2.5	Meghan	0
Sue	8	Judy K	22
Wynne	2.5	Sam W	8
Deb Hershman	6.5	Taylor R	0
Morgan D	2	Ann Geiger	15
Gabby P	2		
TOTAL HOURS	78.75		
Total # of Active Volunteers:			

Intern Hours
0
of Active Interns
0

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	3	31
TBL Internal Meetings	8	87
TBL Offsite Events	0	0
Totals	11	118

Public Service	
New Wifi Usage	21
TBL Patron Computer Usage	16
Total Reference Questions	6374
ILLS requested	6
ILLSs filled	6
Photograph reproduction orders	20
Photographs reproduced for orders	106
Archive Collections Used*	64
Income	\$936.50

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

Collection Mgmt	
Branch-added books	167
Books added to catalog by LCPL	0
Periodicals added to catalog by TBL staff	19
Newspapers received and inventoried	59
Total items added to CarlX	10
Books to LCPL for Cataloging	0
Accessions	5
Archive Collections in process	6
Archive Collections processed	0
Photographs Processed	177
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