



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 10 May 2023**

- Call to Order
- Approval of Minutes – 12 April 2023
- Guest: Virginia's Indigenous People – Sydney Aquilina
- Library Director's Report – May 2023 (for April 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 – update Hershman
 - Memorial tree for Martha Schonberger – update Gressitt
- New Business:
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Wednesday 14 June 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	P		
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	X	X	P	P	P	P	P	A	P	P		
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	P	P	P	P	A	P	P	P	P		
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	P	A	P	P	P	P	A	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	P	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	A		
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	P	P	P	P	P	P	P	P	P		
Cummings, Zachary, Council Manic, 1/2021- 12/2022			P		P							
Wilt, Patrick, 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	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	6		

Thomas Balch Library Advisory Commission
12 April 2023
Library Director's Report

Activities:

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

- April 2023: Student Artwork from Simpson Middle School
- April-June 2023- Visions from my Soul art by Gertrude Ashton Evans

Grants:

- Grant of \$4,900 awarded by Loudoun Library Foundation to process papers of the late State Senator Charles Waddell was received and appropriated for TBL use by Town Council on March 28.

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

- Events are being scheduled for Fall 2023 and Spring 2024.
- Arrangements are being made for the Spring 2024 Genealogy Seminar: Judy G. Russell, a legal genealogist, will be presenting on the law and ethics in DNA genealogy and constructing your genealogy from DNA evidence when courthouse records burn. It will be an afternoon seminar (1-4PM, Wednesday 20 March 2024.)
- Registration for all TBL events is required; to facilitate registration a Season Ticket option is available on our event registration page.
- 22 March 2023, TBL hosted the Ulster Historical Foundation all-day genealogical seminar with 73 in attendance. (Attendance capped at 65).
- 25 March 2023, Civil War Walking Tour: capped at 125 registrants; despite chilly rainy weather 82 hearty souls participated.
- 2 April 2023, Ben Griffin Regan's War Stories 33 registrations; 23 attended.

Publications/Products: Nothing to report.

Building and Grounds:

- Handrail for rebuilt ADA ramp has been constructed; painted and installed.
- Meeting Room HVAC unit has been replaced.

Disaster and Emergency Preparedness:

- Nothing new to report.

Outreach: Outreach for March included Laura and Anna assisting with livestreaming the Digital History Workshop with Stephanie Seal Walters, Laura co-hosting the Sycolin Pottery cataloging event with Kelly Arford-Horne, and Laura, Anna, Echo, Helen, and Alexandra assisting with the Ulster Genealogical Foundation Seminar. Additional outreach included Laura attending in person the VA Forum at Shepherd University and Alexandra attending the VA Forum Board meeting virtually. Laura presented a lightening talk at the MARAC VA Caucus spring meeting at ODU University, attended the student dedication at Elaine E. Thompson Elementary School, attended virtually a MARAC Steering Committee Strategic planning meeting and a planning meeting for a MARAC Spring Conference, and provided three interview/tours to MLIS students for their course work. TBL staff collaborated or provided assistance to Town of Leesburg

staff, the Loudoun Heritage Farm Museum, the Douglass Alumni Association, and Loudoun County Public Schools in March.

Collections: March 2023 Activity:

Accessions: 15 donations were accessioned in March. Among these are a circular letter for R.J. Powell's Leesburg dance academy, c 1850s, and a Leadership Loudoun interview with Carrie E. Nokes recorded December 1999.

Additions to existing collections were also received including Sesame Club Records, 1932-2008 (M 027), and records of Friends of Thomas Balch Library, the Black History Committee, and the Town of Leesburg.

Published materials received included *Conrad Aleshire and his Descendants* by Cathy Schott; *Potomac Marble: History of the Search for the Ideal Stone* by Paul Kreingold and the *Ordnance Survey Memoirs of Ireland*. Vol. 1, 14, 18, 22, 29, 37, 38, 40.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 0 Manuscript collections were processed; 470 photographs were processed; 0 records were uploaded to the Past Perfect catalog which currently holds 7,270 images.

Printed Collections: A total of 245 items were catalogued or inventoried: 70 items were added to the new TBL Centennial catalog by Maddie Russell; 75 periodicals were inventoried for the catalog by Echo; 101 newspapers were received and inventoried by staff, 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 is working on a collection guide for the family files and a Volunteer, Ann Geiger, is assisting in re-folding the materials.

Catalog Project: Is progressing smoothly. OCLC is finishing conversion of the records. A start has been made to printing labels and fixing catalogue records that did not covert correctly. The catalog 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 by the end of summer.

Personnel:

Interns/Student Researchers: none at this time

Staff: Laura attended the Virginia Forum in person; Gressitt attended the VA Forum Board meeting virtually.

News of Former Staff: Robert Goldberg touched bases, and all is going well for him and his family. He is going to stop by soon.

Elizabeth Preston has been at the Ransom Center (Texas) for almost 8 years. She noted that working for an academic library shares many of the frustrations of working for a municipal library, but there is a little more space and a little more money. The Ransom Center is getting ready for a whole-building renovation that will require most of the collection to be stored off-site for several years.

Lisa DeZarn is still down in Lynchburg and has just bought a new home.

Ben Tayloe continues to work at Trinseo (Pennsylvania) doing website work primarily, busy with family and hopes to come down to visit someday.

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

Building Use: Laura has been busy preparing the Donaldson Cabin on Loudoun Street for processing collections later this month. 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, regarding ADA compliance and historic properties. Laura anticipates being able to participate in First Fridays later this spring.

Action Items:

- Potters Field interpretive sign and headstone were installed at Union Cemetery the week of March 27th. A dedication ceremony is planned for 6PM Thursday May 4.
- Memorial tree for Martha Schonberger: the tree has been planted and a sign will be installed soon. What are your plans for a dedication?
- Leesburg on TV: The Town, Thomas Balch Library, and Mr. Hershman were featured in the March 27th edition of If You Lived Here on WETA. None of the houses featured were actually in Leesburg.

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 12 April 2023

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

Commissioners Absent: Paul Coyer; Elizabeth Scheib, Vice Chair

Others Present: None

Staff Present: Alexandra S. Gressitt, Library Director

Meeting convened by Hershman in lower-level meeting room, Thomas Balch Library, at 7:05 PM.

Electronic Recording Statement: It is the practice of the Town of Leesburg to record meetings of the Town's standing boards and commissions.

Minutes: Minutes of the regular commission meeting of 08 March 2023 were approved on a motion by Scheib and a second by Woolard.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- No report

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

- Next meeting of the Foundation is 18 July 2023 @ 12 at Thomas Balch Library.
- Foundation received a \$2,000 grant/donation via Charles Schwab from a donor.
- 2022 Taxes are being prepared.

Old Business:

- Catalogue Project is progressing on target for a June completion date. Barcodes for the book collection have been scanned, staff are making corrections to catalog records, and printing call number labels. It is anticipated relabeling books will start on April 17 with help from staff and volunteers.
- Leesburg's Potter's Field memorial will be dedicated May 4, 2023 @ 6PM. It will be an invitation only event due to space constraints.
- Memorial tree for Martha Schonberger: Both tree and plaque have been installed. Following discussion, it was agreed an 11AM dedication on a Wednesday works best. Gressitt will communicate with family to find several convenient dates to coordinate with various town officials calendars.

New Business:

- Review of budget - No pressing expenditures anticipated.
- Following inquiry, it was determined TBLAC members would not be attending the Flower and Garden Show as a group, thus a Gathering Notice will not be needed.
- Looking forward, everyone needs to keep in mind the History Awards.

Councilmanic remarks: None.

Commission Comments:

- Dias-Mattina Commented on the amazing art on display in the meeting room.
- Hershman noted he and Scheib had attended the Boards & Commission event and as outreach he attended Virginia Forum.

On a motion by Billigmeier and a second by Woolard the meeting adjourned at 8:00PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
13 April 2023

Thomas Balch Library Advisory Commission

- Approved the minutes of the 8 March meeting
 - Received the library director's report—the library was awarded a grant of \$4900 from the Loudoun Library Association for processing the collection of Charles Waddell's papers—staff is planning for the use of the Donaldson Cabin this summer—events are being scheduled for the Fall of 2023 and Spring 2024, with more authors and speakers offering to come than dates available—the director noted that she has prepared a background statement on the catalog project (included in the commission's packets).
 - TBL Foundation Board report from Alexandra Gressitt—the board will hold its next scheduled meeting in July—information cards are being drafted to inform persons how they can donate to the library or leave it bequests—the foundation received a grant/donation from Ron Rust
 - Under old business: the library director gave a more detailed report on the progress of re-cataloguing project, the steps being taken and a timeline for completion—the library will need to be closed for a few days in June to allow labeling and re-shelving of books, the project is expected to be completed by the end of June—the ceremony for the Potter's Field dedication was discussed—also possible dates for the dedication of the tree and plaque for Martha Schonberger were considered
 - Under new business: some discussion of the procedure for the awarding the 2023 Loudoun History Awards
 - Commissioners Comments followed, noting the upcoming dedication ceremonies and the chairman informing the commission that his expected health related absence from the commission has been postponed
- Adjourned 8:05 p.m.

FY END 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	121	715	33	94	535	1950	969	1299	704	15756	147	109	0	151	51	9716		Postings	Viewers
Alyssa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Instagram	126	5881
Bryan	41	46	15	15	0	0	34	105	47	390	0	0	0	0	0	0	Twitter	90	10863
George	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Facebook	153	86056
Joanna	7	4	1	0	2	0	2	8	9	35	0	0	0	0	0	0	Google	0	164015
Helen	3	9	0	0	12	83	2	172	39	385	12	0	0	0	0	0	Youtube	11	40035
Laura	358	1679	33	764	1544	2632	781	1202	709	8282	87	268	107	36	0	0	Balch Column	13198	0
Maria	1	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	Total	13578	306850
PD/ Michelle	62	43	21	46	16	17	8	26	30	707	1	0	0	0	0	0			
Echo	21	35	8	11	17	540	15	521	93	1662	20	0	31	0	0	0			
Madison	109	97	11	6	13	2	4	176	282	153	2	0	0	0	0	0			
Sara	32	27	2	0	0	0	0	1	0	795	0	0	0	0	0	0			
Taylor	28	17	8	6	4	0	1	6	6	258	1	0	0	0	0	0			
Travis	44	26	3	0	0	0	2	9	41	17	0	0	0	0	0	0			
Norah/Anna	46	39	8	9	5	95	8	168	237	2624	34	0	9	6	0	0			
Mary Pender	41	7	0	0	0	0	0	0	5	6	0	0	0	0	0	0			
Isabella	21	23	5	2	15	5	13	43	12	104	0	0	0	0	0	0			
General Lib	319	408	95	94	149	61	184	561	290	5178	19	239	0	1357	0	0			
TOTALS	1254	3176	243	1047	2312	5385	2023	4297	2506	36352	323	616	147	1550	51	9716			

Location	Visitors
Leesburg	447
Loudoun Co.	405
VA	197
Other US	173
All USA	1222
Int'l	7

Volunteer Hours			
Kate Nau	26	Becky	17.5
Kathy	2	John F	8
Gloria	2.5	Meghan	96
Sue	57	Judy K	134
Wynne	24.5	Sam W	83.5
Deb Hershman	9.5	Taylor R	23.5
Morgan D	26	Ann Geiger	101.5
Gabby P	9.5		
TOTAL HOURS	621		
Total # of Active Volunteers:			

Intern Hours
30.75
of Active Interns
1

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	28	516
TBL Internal Meetings	98	812
TBL Offsite Events	13	619
Totals	139	1947

Public Service	
New Wifi Usage	100
TBL Patron Computer Usage	177
Total Reference Questions	59534
ILLs requested	28
ILLs filled	17
Photograph reproduction orders	158
Photographs reproduced for orders	596
Archive Collections Used*	449
Income	\$7,049.31

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

Collection Mgmt	
Branch-added books	1696
Books added to catalog by LCPL	17
Periodicals added to catalog by TBL staff	510
Newspapers received and inventoried	495
Total items added to CarlX	416
Books to LCPL for Cataloging	10
Accessions	97
Archive Collections in process	53
Archive Collections processed	4
Photographs Processed	2672
Images added to Past Perfect	282
NUCMC Sent	0
NUCMC Posted	0
VIVA entries	0
Guides posted to TBL Site	8
Books sent to bindery	0
Books returned from bindery	0