



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 09 August 2023**

- Call to Order
- Vote on virtual attendance
- Approval of Minutes – 12 July 2023
- Library Director's Report – August 2023 (July 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:
 - Land Acknowledgement landmark for Leesburg – Discussion
 - 2023 History Awards – press release
 - St James' Cemetery
- New Business:
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Wednesday 13 September 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 CY2023												
	JAN	FEB*	MAR	APR	MAY	JUN*	JUL	AUG	SEP	OCT	NOV	DEC
	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
NAME:												
Baracat-Donovan, Candace (2026) appointed 1/2023 [Cimino-Johnson]	P	A	P	P	P	V	P					
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	A	P	P	P	A	V					
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	P	P	P	P	P	P					
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	A	P	A	P	P	A					
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	A	P	P	P	A	P					
Scheib, Elizabeth (2026) appointed 4/12/2022 [Fox]; 1/2023 [Wilt]	A	P	P	A	P	A	A					
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	P	P	P	P	P	P					
Wilt, Patrick, Council Manic as of 1/2023					P	P						
Umstatt, Kristen C., Board of Supervisors from 1/2016												
P = Present												
A = Absent												
N = No Meeting												
V= Virtually present (telephone)												
X = Not Member												
* No Quorum												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director	P	P	P	P	P	P	P					
Don Cooper, FTBL President	P	P	P		P	P	P					
Maddie Russell, Cataloger - TBL staff			P									
Sydney Aquilina, guest speaker					P							
Public					2							
Total	8	5	10	6	13	7	7					

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

Activities:

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

- July-August 2023: Loudoun County Civil War Artifacts curated by John Creamer.
- July-September 2023- Art Exhibit by Mike and Anne Marie Chirieleison.

Grants: Nothing to report.

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

- Events have been scheduled for Fall 2023 and events are in the planning stages for Spring 2024.
- Pre-registration will continue to be required for all events to prevent confusion for hybrid or virtual presentations. Unless there is no room to accommodate those who don't pre-register, no one will be turned away.
- Linda Sittig presented on her recent book *Opening Closed Doors* on the integration of the Purcellville Library. It was an outstanding presentation with 45 in attendance on Sunday June 25.
- 3 August 2023 @ 10AM – Betsy Arnett will give an illustrated history of Leesburg.
- 7 September 2023 @ 10AM Shannon Combs- Bennett will present on *Genealogy in the 21st Century: Using DNA to Aid Your Paper Research*.

Building and Grounds:

- Nothing new to report.

Disaster and Emergency Preparedness:

- Nothing new to report.

Outreach: Outreach for June included Laura participating as a judge at National History Day in College Park Maryland, manning an information table about TBL with Anna Carneal at the Inspire Loudoun Educator's Conference at Riverside High School; participating in a Historians on Tap program in Middleburg and attending a virtual planning meeting for the Shenandoah Valley Archives Fair. TBL staff collaborated or provided assistance to Town of Leesburg staff from the Public Information Office, Utilities, and Parks and Rec departments as well as Loudoun County Historic Court Records, Virginia Piedmont Heritage Association, and Loudoun County Public Schools staff in June.

Collections: June 2023 Activity:

Accessions: 8 gifts were accessioned.

Acquisitions of note accessioned in June included Michael R. Napper's Funeral Program, May 9, 2023, materials from the estate of J. Martz a former clerk of court for Loudoun, and photographs and other materials related to Anna Hedrick.

Additions to existing collections were also received including records of the Friends of Thomas Balch Library and the Town of Leesburg.

Published materials included *Through the Mountains: The French Broad River and Time* by John Ross; the 2004 *Loudoun County African-American Historic Architectural*

Resources Survey by History Matters, LLC and *The Catoclin Farmers' Journals*, Volume 1 by Eugene Scheel.

Digital Collections, Computers, and Microfilm: 0

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

Printed Collections: 118 items were cataloged; 0 items were added to the new TBL Centennial catalog by Maddie Russell; 30 periodicals were inventoried for the catalog by Echo; 88 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: As of July 1, the library is operating its own catalog: Thomas Balch Library Centennial Catalog. All public facing books have been relabeled and shifted. Educational handouts have been prepared, posts have been made on social media and etc. The Library closed to the public June 26-30 to reorder and shift the books. It was an outstanding experience – staff and volunteers worked together efficiently, compatibly and in three days the books were on the shelf leaving us two days for cleanup. Staff who participated in implementation of the catalog were recognized with a spot award and volunteers were acknowledge with a thank you letter. To date we have had positive and excited feedback on our change.

LCPL cataloged 17 books for TBL the first quarter of FY 23, for the second quarter FY23 cataloging was on hold by OCLC; for the third and fourth quarters of FY23 4,598 extant records created by LCPL were corrected and 737 new records were added to the new catalog.

The contract with LCPL was not renewed and LCPL will eliminate our records from their catalog in the near future. We will continue to work cooperatively with LCPL in any way we are able.

In the coming months conversion work will continue on the professional and rare book collections; periodicals will be reviewed to ensure accuracy of records during conversion process (these records had been suppressed in the LCPL catalog). There will be other cleanup activities to make review maps, digital, archival and etc. to be certain links from catalogue records to guides and indices are working effectively.

As a consequence of this accomplishment a change in the way TBL keeps statistics will be noted with the July report. We anticipate further changes to our website to facilitate collection access.

Personnel:

Interns/Student Researchers: while we received two inquiries about internships over the summer months, we interviewed one applicant who will start later this summer.

Staff: Staff is to be highly commended for their effort to effect the change in our cataloging system.

News of Former Staff:

Volunteers: Work on a variety of projects such as scanning and numbering photographs and prepping collections for processing, though primary focus is the Cataloging Project. Wynne Saffer; Morgan Dunwoody; Kate Nau; Sue Cordek, Travis

Russell and Pauline Clark, a member of the board of Friends of the TBL, assisted us with the catalog project.

The annual thank you for the volunteers was held on June 21 12:30-2PM. The first since COVID. Everyone had a great time. We hope to return to our April time frame for acknowledging the volunteers.

Building Use: Laura has prepared the Donaldson Cabin on Loudoun Street for processing collections and is scheduling flex staff and volunteers to work in the cabin. There will be participation in First Fridays July through October.

Action Items:

- Dedication of the dogwood tree: contact has been made with the family for a date in the fall.

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 12 July 2023

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

Commissioners Present Virtually: Scott Billigmeier

Commissioners Absent: Elizabeth Scheib, Vice Chair

Others Present: Don Cooper, President FTBL

Staff Present: Alexandra S. Gressitt, Library Director

Meeting convened by Hershman in lower-level meeting room, Thomas Balch Library, at 7:10 PM.

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

Virtual Participation: Billigmeier requested to attend the meeting virtually, a motion in favor was moved by Coyer, seconded by Woolard and unanimously approved.

Minutes: Minutes of the regular commission meeting of 10 May and 14 June 2023 were approved on a motion by Coyer and a second by Woolard.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Next Board meeting is 18 July 2023 @ 9:30AM at Thomas Balch Library
- Next Balch Chronicle will be coming out in the next several weeks to include coverage of the Douglass High School reopening and the upcoming Friends event in September.

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

- Next meeting of the Foundation is 18 July 2023 @ 12 noon at Thomas Balch Library.

Old Business:

- Gressitt reporting on the Catalog Project noted the successful completion of the conversion from Dewey to Library of Congress classification and the launching of a new catalog Thomas Balch library Centennial Catalog. Handouts, including a map showing location of books, an instruction sheet on using the catalog and a bookmark with LC classification numbers was distributed. A motion commending the Library Director and recognizing her efficient and highly professional

management and direction of the catalog project moved by Coyer, seconded by Woolard, passed unanimously.

- Memorial tree for Martha Schonberger: Gressitt reported on the status. A fall date is anticipated.
- Land Acknowledgement landmark was briefly discussed and carried forward for further discussion as information arises.

New Business:

- A motion commending the Library Director and recognizing her efficient and highly professional management and direction of the catalog project moved by Coyer, seconded by Woolard, passed unanimously.
- History Awards – review team of two commissioner members, Baracat-DonovanDo and Woolard was selected to review nominations with the Library Director. The Library Director was given the go ahead to the award process for 2023 including publicity.
- Following a brief discussion of St James' historic cemetery, Billigmeier and Coyer expressed interest, should their schedules permit, in attending the 1PM 26 July 2023 meeting, called by Thomas Horne, to be held at TBL.
- A motion approving the annual report for the TBLAC as prepared by the Chair moved by Woolard, seconded by Dias-Mattina, passed unanimously.
- Both Coyer and Hershman made requests to attend the August 9 meeting virtually. A motion in favor of Coyer and Hershman attending the August 9 meeting remotely, moved by Woolard, seconded by Baracat-Donovan, passed four in favor with two, Coyer and Hershman, abstaining.
- Hershman shared information regarding an upcoming meeting chaired by Carl Rush, Loudoun County Equity Officer and a research team from UVA to be held at TBL, 9AM to 1PM on Monday July 24. Members of the Black History Committee and TBL staff have been included in this meeting. Library and BHC resources regarding will be used to better understand the impact of school desegregation on members of the African American community in Loudoun County. The group will also be meeting at the newly reopened Douglass High School. Coyer expressed interest in attending this meeting.

Councilmanic remarks: None.

Commission Comments: None.

On a motion by Coyer, seconded by Woolard the meeting adjourned at 8:05PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
12 July 2023

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Tally of Visitors who signed in (self identification) from Foreign Countries and US FY2022-2023	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
2	Bolivia	1												1
3	United Kingdom		3							1			1	5
4	Peru		1											1
5	Philippines		1											1
6	Czech Republic										1			1
7														0
8														0
9														0
10														0
11														0
12														0
13														0
14														0
15														0
16														0
17														0
18														0
19														0
20														0
21														0
22														0
23														0
24														0
25														0
26														0
27														0
28														0
29														0
30														0
31	TOTAL FOREIGN VISITORS	1	5	0	0	0	0	0	0	1	1	0	1	9
32	TOTAL USA VISITORS	141	110	110	130	109	106	171	163	182	144	131	115	1612

Thomas Balch Library Advisory Commission

- Commission voted unanimously to allow Commissioner Scott Billigmeier to participate remotely
 - Approved the minutes of the 10 May meeting
 - Received the library director's report—the town council has changed the process for creating Proclamations, which could affect the commission's future proclamations—the director gave an update on the cataloguing project, noting the actions regarding the books had been completed (by staff assisted by numerous volunteers)—the organizing method, the Library of Congress system, is much easier for patrons to find materials, as well as being an internationally used cataloguing system—also the library's use of the Donaldson Cabin for exhibits has drawn a sizable crowd on First Fridays
 - Don Cooper, President of the Friends of Balch, reported that compiling the Newsletter for Summer is underway--planning for the 10 September fundraiser is coming along well
 - Alexandra Gressitt reported that the next TBL Foundation Board meeting will be on 18 July—it will consider a better method for transferring significant archival materials or donations to the endowment—also routine tax services and small expenditures are on the agenda
 - Under Old Business the commission had further discussion of advocacy for an historical marker that would note the indigenous people who lived in the town's region prior to European settlement
 - Under New Business the commission unanimously adopted a resolution of thanks to Alexandra Gressitt, the Library Director, for her efficient and highly professional management of the library re-cataloguing project—the commission also voted unanimously to allow Commissioners James Hershman and Paul Coyer to remotely participate in the 9 August meeting—the matter of the restoration of the St. James Church cemetery came up for discussion, with the commission expressing interest and desirous of acquiring more information on the project in the future
 - In commissioner's comments, Commissioner Hershman reported that a team from the University of Virginia was coming in July to research the school desegregation and civil rights history of Leesburg and Loudoun. The library director will be providing them a tour and information session on Balch's resources on 24 July
- Meeting adjourned at 8:05 p.m.

June 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	4	59	6	6	35	150	102	121	53	1629	1	9	1	8	8	1119		Postings	Viewers
Alyssa																	Instagram	14	8,532
Bryan	15	12	2	4	1		14	25	8	170							Twitter	7	322
George																	Facebook	14	17,595
Joanna								2	2	8							Google		4,922
Helen	2	0	0	0	0	0	0	1	3	149	2						Youtube	2	3,400
Laura	15	148	4	45	83	252	119	158	52	775	3	47	42	1			Balch Column		
Maria		2						1	1	1							Total	37	34771
PD/Michelle	3	5		2				1		138									
Echo	2	8	2		8	82		61	5	156			69						
Madison	3	4						4	35	55									
Sara	11	1	1	1						162									
Taylor	4	1	2			2			1	136	1								
Travis	2	1						1	3										
Norah/Anna	1							29	30	290			16						
Mary Pender	3																		
Isabella																			
General Lib										542									
TOTALS	65	241	17	58	127	486	236	403	193	4211	7	56	128	9	8	1119			

Location	Visitors
Leesburg	36
Loudoun Co.	31
VA	14
Other US	32
All USA	113
Int'l	1

Volunteer Hours			
Kate Nau	5.5	Becky	0
Kathy	0	John F	0
Gloria	0	Meghan	0
Sue	13	Judy K	22.5
Wynne	14.5	Sam W	8
Deb Hershman	0	Taylor R	0
Morgan D	4	Ann Geiger	10
Gabby P	2	Travis Russell	12
TOTAL HOURS	91.5		
Total # of Active Volunteers:			

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	2	30
TBL Internal Meetings	7	101
TBL Offsite Events	3	658
Totals	12	789

Collection Mgmt	
Branch-added books	0
Books added to catalog by LCPL	0
Periodicals added to catalog by TBL staff	30
Newspapers received and inventoried	88
Total items added to CarlX	118
Books to LCPL for Cataloging	0
Accessions	7
Archive Collections in process	7
Archive Collections processed	0
Photographs Processed	0
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

Public Service	
New Wifi Usage	9
TBL Patron Computer Usage	14
Total Reference Questions	6100
ILLs requested	2
ILLs filled	2
Photograph reproduction orders	11
Photographs reproduced for orders	37
Archive Collections Used*	44
Income	\$811.87

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

Intern Hours
0
of Active Interns
0

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	139	893	41	108	655	2471	1226	1656	882	20692	148	135	2	178	64	13636			
Alyssa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Instagram	161	35078
Bryan	75	68	19	23	1	0	68	174	67	792	0	0	0	0	0	0	Twitter	115	12509
George	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Facebook	204	124265
Joanna	7	4	1	0	2	0	2	12	13	58	0	0	0	0	0	0	Google	0	173111
Helen	5	14	0	0	12	89	4	189	61	807	25	0	0	0	0	0	Youtube	17	49962
Laura	424	2193	41	913	2091	3470	1089	1723	918	10947	100	397	193	42	0	0	Balch Column	13198	0
Maria	5	5	0	0	0	0	1	0	3	1	0	0	0	0	0	0	Total	13695	394925
PD/ Michelle	70	55	22	51	18	17	9	27	37	1095	1	0	0	0	0	0			
Echo	28	49	14	12	36	791	17	716	105	2138	20	0	100	0	0	0			
Madison	140	128	17	11	13	2	5	202	366	265	30	0	0	0	0	0			
Sara	50	34	3	1	0	0	0	1	0	1193	0	0	0	0	0	0			
Taylor	42	20	12	8	4	4	1	6	8	683	2	0	0	0	0	0			
Travis	58	36	3	0	0	0	3	12	62	17	0	0	0	0	0	0			
Norah/Anna	47	39	8	10	5	96	8	256	328	3671	35	0	59	6	0	0			
Mary Pender	50	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	404	516	119	125	188	84	236	686	368	6597	24	247	0	1942	0	0			
TOTALS	1565	4084	305	1264	3040	7029	2682	5703	3235	49066	385	779	354	2168	64	13636			

Location	Visitors
Leesburg	585
Loudoun Co.	524
VA	260
Other US	241
All USA	1610
Int'l	9
Unknown	39

Volunteer Hours			
Kate Nau	47.5	Becky	22.5
Kathy	2	John F	8
Gloria	2.5	Meghan	96
Sue	80.5	Judy K	188.5
Wynne	39	Sam W	113.25
Deb Hershman	9.5	Taylor R	23.5
Morgan D	33	Ann Geiger	133
Gabby P	17.5	Pauline/Travis	16
TOTAL HOURS	832.25		
Total # of Active Volunteers:			

Intern Hours
30.75
of Active Interns
1

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	39	716
TBL Internal Meetings	129	1165
TBL Offsite Events	22	1671
Totals	190	3552

Public Service	
New Wifi Usage	133
TBL Patron Computer Usage	226
Total Reference Questions	79137
ILLs requested	33
ILLs filled	24
Photograph reproduction orders	200
Photographs reproduced for orders	708
Archive Collections Used*	590
Income	\$9,926.78

*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	607
Newspapers received and inventoried	740
Total items added to CarlX	534
Books to LCPL for Cataloging	10
Accessions	132
Archive Collections in process	74
Archive Collections processed	4
Photographs Processed	2693
Images added to Past Perfect	303
NUCMC Sent	0
NUCMC Posted	0
VIVA entries	0
Guides posted to TBL Site	12
Books sent to bindery	0
Books returned from bindery	0

Tally of Visitors form the United States FY2023	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Alabama													0
Alaska													0
Arizona												3	3
Arkansas													0
California	1				1							2	4
Colorado												1	1
Connecticut					1		1	2	1	1			6
Delaware		1		1									2
District of Columbia						2	1	2	3			2	10
Florida				1					1		1	8	11
Georgia	1		1						1	1	2		6
Hawaii													0
Idaho													0
Illinois													0
Indiana										1			1
Iowa	1												1
Kansas								1		2			3
Kentucky											4		4
Louisiana													0
Maine							1						1
Maryland	1	3	4	13	4	2	7	4	17	2		3	60
Michigan									1		1		2
Minnesota				2									2
Mississippi													0
Missouri													0
Montana													0
Nebraska													0
Nevada												1	1
New Hampshire													0
New Jersey				1	1								2
New Mexico													0
New York					3				1	1	1	1	7
North Carolina	2						1		2		1		6
North Dakota													0
Ohio							2				2		4
Oklahoma											1		1
Oregon												1	1
Pennsylvania			3		1	2	1		4	1			12
Rhode Island					1		1						2
South Carolina				1							1	3	5
South Dakota													0
Tennessee			1										1
Texas	1		2	2								2	7
Utah		2										5	7
Vermont								1	1	2			4
Virginia	125	98	92	106	86	99	146	149	147	132	106	81	1367
Washington			1										1
West Virginia	5	5	1	1	4		1		1	1	4	3	26
Wisconsin					1								1
Wyoming													0
Unknown	4	1	5	2	6	1	9	4	2		3	3	40
Total	141	110	110	130	109	106	171	163	182	144	131	115	1612