



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 13 September 2023**

- Call to Order
- Approval of Minutes – 09 August 2023
- Library Director's Report – September 2023 (August 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:
 - 2023 History Awards
 - St James' Cemetery
 - Land Acknowledgement landmark for Leesburg
- New Business:
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Wednesday 11 October 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	P				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	A	P	P	P	A	V	P				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	P	P	P	P	P	P	P				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	A	P	A	P	P	A	V				
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	A	P	P	P	A	P	P				
Scheib, Elizabeth (2026) appointed 4/12/2022 [Fox]; 1/2023 [Wilt]	A	P	P	A	P	A	A	X				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	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 (Teams/telephone)												
X = Not Member												
* No Quorum												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director	P	P	P	P	P	P	P	P				
Don Cooper, FTBL President	P	P	P		P	P	P	P				
Maddie Russell, Cataloger - TBL staff			P									
Sydney Aquilina, guest speaker					P							
Deb Hershman								P				
Public						2						
Total	8	5	10	6	13	7	7	8				

Thomas Balch Library Advisory Commission
09 August 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.
- 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 July included Laura with flex staff and volunteers hosting a pop-up exhibit about 18th century Leesburg at the Donaldson Cabin; Laura attending Lucketts History Fair organized by Virginia Piedmont Historical Association and Lucketts Ruritan. Laura consulted with Lucketts Ruritan members throughout the month about their efforts to start an oral history project in Lucketts. Alexandra welcomed and Laura attended, a meeting organized by Chief Equity Officer for Loudoun County Carl Rush with researchers from UVA and BHC members related to researching segregation in Loudoun County. Additional outreach included Laura appearing in two "Live in Leesburg" Town of Leesburg Spots, one on 7/7 and one, with Alexandra on 7/28. Alexandra coordinated, scheduled and attended a multi organizational meeting on St. James' Cemetery. TBL staff collaborated or provided assistance to Town of Leesburg staff from multiple departments, as well as with Loudoun County Historic Court Records, Clarke County Historical Association and the Virginia Piedmont Heritage Association in July.

Collections: July 2023 Activity:

Accessions: 10 gifts were accessioned.

Acquisitions of note accessioned in July included donation of a press photograph of a temporary morgue at Union Cemetery following an air crash in Blue Ridge Foothills 6/15/1947, and an addition of promotional materials from the Middleburg Bank.

Additions to existing collections were also received including additions to the Loudoun County, VA Cemetery Collection, 1990- (M 017) and to the Preservation Society

of Loudoun County Collection, 1973 -2006 (M 068) as well as to the records of the Friends of Thomas Balch Library and the Town of Leesburg.

Published materials included *Opening Closed Doors: The Story of Josie C. Murray* by Linda Sittig Harris, Linda Jackson King, and Whitney Truitt; *Stony the Road* by Henry Louis Gates, Jr. and *The Story of Reconstruction* by Robert Selph Henry; and A copy of *Clarke County, Virginia: History through Architecture* by Maral S. Kalbian.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 0 Manuscript collections were processed; 3 photographs were processed; 0 records were uploaded to the Past Perfect catalog which currently holds 7,270 images.

Printed Collections: 165 items were cataloged; 66 items were added to the Centennial catalog; 37 periodicals were inventoried for the catalog; 62 newspapers were received and inventoried.

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. Staff is now working to add in maps, verify and upload periodical holding. Other collection still to be added include microforms, newspapers, and rare books. To date we have had positive and excited feedback on our change.

Personnel:

Interns/Student Researchers: An intern will be starting in August. There is a second intern, a rising senior at VCU, who will be starting in late August early September.

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, rehousing collection materials and prepping collections for processing.

Donaldson Cabin:

- Taylor Ruzinsky is processing collections at the cabin – grant funded.
- Laura is managing the Library's participation in First Fridays through October. Participation is being recorded separately in our statistics for the Donaldson Cabin

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 09 August 2023

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

Commissioners Present Virtually: Paul Coyer

Commissioners Absent:

Others Present: Don Cooper, President FTBL, Deborah Hershman

Staff Present: Alexandra S. Gressitt, Library Director

Meeting convened by Hershman in lower-level meeting room, Thomas Balch Library, at 7:02 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: Coyer requested to attend the meeting virtually, a motion in favor was moved by Woolard, seconded by Baracat-Donovan and unanimously approved.

Minutes: Minutes of the regular commission meeting of 12 July 2023 were approved on a motion by Billigmeier and a second by Dias-Mattina.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Fall issue (Vol 28 #2) of the Chronicle out and copies were distributed to Commissioners. The issue includes coverage of the Douglass High School reopening, the upcoming Friends event September 10, and an article on the Library's new catalog.
- Invitations to the Sept 10 event were sent and Commissioners were encouraged to attend.

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

- At the last meeting various expenditures, including final payment to OCLC for the catalog transition and first year fees were approved.
- Next meeting of the Foundation is 19 September 2023 @ 12 noon at Thomas Balch Library.

Old Business:

- Gressitt reporting on the Catalog Project noted the public was pleased with the new catalog, finding it easy to use. The Library is now in alignment with like

institutions such as the Library of Virginia and George Mason University. George Mason has already approached the Library about shared grant opportunities.

- Land Acknowledgement landmark was briefly discussed and carried forward for further discussion as information arises.
- St James' Cemetery. Billigmeier and Gressitt reported on topics addressed at the initial meeting 26 July): 1) recommendation that a mapping and ground-penetrating radar (GPR) survey of the St James Cemetery lot on Church Street be conducted (RFP subsequently issued); 2) history markers including investigation of a state marker; 3) landscaping of site; and 4) Town County, private funding. Following a brief discussion, it was agreed to carry the item forward for further discussion as information arises.
- Gressitt reported that Carl Rush, Loudoun County Equity Officer and a research team from UVA met at TBL, July 24. Members of the Black History Committee and TBL staff were in attendance. The researchers will be utilizing Library and BHC resources to establish a better understand the impact of school segregation/desegregation had on members of the African American community in Loudoun County.
- History Awards - Baracat-Donovan, Woolard, and Gressitt were reaffirmed as reviewers of submissions followed by a brief discussion on process. Gressitt reminded everyone that the History Awards on November 5 was the official Commission meeting that month and pictures would be taken for use on the website.

New Business: None.

Councilmanic remarks: None.

Commission Comments: None.

- Woolard is once again volunteering at the George C. Marshall House (Dodona Manor). He shared with the Commission information on an Off Duty lecture series starting September 21 @ 5:30 PM with David Robarge, Chief Historian of the Central Intelligence Agency, speaking on George C. Marshall in the Secret World.
- Hershman noted his disappointment at not being able to attend the last Foundation Board meeting nor the Douglass School opening. He was pleased that Carl Rush and UVA were working together on the segregation/desegregation issue.

On a motion by Woolard, seconded by Dias-Mattina the meeting adjourned at 7:46PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
10 August 2023

Thomas Balch Library Advisory Commission Report 9 August 2023

- Commission voted unanimously to allow remote participation of commissioner Paul Coyer from Portugal
- Approved the minutes of the 12 July 2023
- Received the Library Director's report—the director noted the hard work of library staff and library volunteers in the successful re-shelving of the library's entire book collection following the change in cataloguing of the books—the library will have two interns during the late summer fall seasons—the library's exhibit at the Donaldson Cabin has drawn interested visitors during the Town's "First Friday" celebrations and a library staffer working under a grant is processing collections at the cabin.
- Don Cooper, President of the Friends of TBL, gave the Friends' report—he called attention to the recently published *The Chronicle*, their newsletter, especially to the articles on the re-cataloguing, the upcoming Friends' September fundraiser, and the rededication of Douglass School.
- Under Old Business—the commission briefly discussed the indigenous peoples state marker but decided to carry the item over until possible further action by the Town—the commission then took up a discussion of the upcoming Loudoun History Awards and decided to leave the next step to commissioners Woolard and Baracat-Donovan, who are examining the nominating documents, to make their recommendation in October—commissioner Billigmeier and library director Gressitt gave a detailed report on the meeting of the St. James' cemetery committee, noting that the cemetery, once restored, would be an enhancement of the Historical District as well as a pleasant green space amidst the buildings of the Court's Complex—the commission is interested in the project and is awaiting further studies of the site.
- New Business—none at this time.
- Under Commissioners' Comments—commissioner Woolard noted that he has returned as docent at the Marshall House and listed some of their upcoming events—chairman Hershman noted the visit to Balch of a team of researchers from the University of Virginia who, at the county's request, are doing a study of public school desegregation in Loudoun County.

Meeting adjourned at 7:46 pm

JULY 2023 TBL Summary Statistics

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	6	56	2	4	25	185	94	119	49	1466	6	11		18	1	1224		Postings	Viewers
Alyssa																	Instagram	14	2,072
Anna	1							44	45	335			18				Twitter	5	558
Bryan	24	20	5	12			12	42	15	165							Facebook	19	64498
Echo	2	4		2	11	82		67		155		2					Google	0	2562
George																	Youtube	0	4737
Helen	1	0	0	4	0	1	0	8	12	84	5						Balch Column	0	0
Joanna																	Total	38	74427
Laura	22	148		60	96	273	53	126	61	720		24	15	2					
Madison	7	6						5	49	26									
Maria	7		4																
Mary Pender	3																		
Michelle	2	6	1	8			1		1	98									
Sara	2	2	2					1		93									
Taylor	5	2	3			19			6	153			1						
Travis	7	2						1	5										
General Lib	33	59	18	8	30	8	26	86	38	358	8			332					
TOTALS	122	305	35	98	162	568	186	499	281	3653	19	37	34	352	1	1224			

Location	Visitors
Leesburg	80
Loudoun Co.	49
VA	21
Other US	25
All USA	175
Int'l	5

Volunteer Hours			
Ann Geiger	14.5	Kate Nau	2
Becky	9	Kathy	
Deb Hershman		Morgan D	
Gabby P	2	Sam W	7.75
Gloria		Sue	6
John F		Wynne	4
Judy K	17.75		
TOTAL HOURS	63		
Total # of Active Volunteers:			

Intern Hours
of Active Interns

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	4	63
TBL Internal Meetings	13	85
TBL Offsite Events	1	176
Donaldson Cabin	1	71
Totals	19	395

Public Service	
New Wifi Usage	12
Total Reference Questions	5965
ILLs requested	2
ILLs filled	2
Photograph reproduction orders	16
Photographs repro for orders	33
Archive Collections Used*	83
Income	\$ 679.75
Pro Bono TOL	\$ 580.00

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

Collection Mgmt	
Items added to catalog	66
Periodicals added to catalog	37
Newspapers received and inventoried	62
Accessions	10
Total items added to Catalog	165
Archive Collections in process	8
Archive Collections processed	0
Photographs Processed	3
Images added to Past Perfect	3
ARVAS (VIVA) entries	0
Guides posted to TBL Site	0
Books sent to bindery	0
Books returned from bindery	0

