

**Thomas Balch Library
Advisory Commission
Agenda
7PM – 11 October 2023**

- Call to Order
- Approval of Minutes – 13 September 2023
- Library Director's Report – October 2023 (September 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:
 - Election of a vice chair
 - Budget FY25
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Sunday 05 November 2023 @ 2 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	P			
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	A	P	P	P	A	V	P	P			
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	P	P	P	P	P	P	P	P			
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	A	P	A	P	P	A	V	P			
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	A	P	P	P	A	P	P	P			
Scheib, Elizabeth (2026) appointed 4/12/2022 [Fox]; 1/2023 [Wilt]	A	P	P	A	P	A	A	X	X			
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	P	P	P	P	P	P	P	P			
Wilt, Patrick, Council Manic as of 1/2023					P	P						
Umstattd, 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	P			
Don Cooper, FTBL President	P	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	8			

Thomas Balch Library Advisory Commission
13 September 2023
Library Director's Report

Activities:

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

- September 2023: Virginia Piedmont Heritage Area Association Exhibit
- July-September 2023- Art Exhibit "Wanderings" by Mike Chirieleison.

Grants: Nothing to report.

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

Events are set for Fall 2023 with the Fall Balch Column posted to the website and mailed. Events are being scheduled for Spring 2024 – we are nearly booked out.

- Pre-registration is 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.
- Sunday, 17 September 2PM Paul Kreingold will speak on his book Potomac Marble.
- Saturday, 30 September 11AM Second Crowd Sourcing event Sycolin Pottery with Kelly Arford-Horne.
- Sunday, 1 October 2PM Maral Kalbian will speak on her new book Clarke County Virginia; History Through Architecture.
- Thursday, 5 October 10AM Gabrielle Sanchez will present a class on Preservation on Home Archives.
- Friday, 6 October 5pm First Friday at the Donaldson Cabin – Celebrating American Archives Month.

Building and Grounds:

- Nothing major to report.

Disaster and Emergency Preparedness:

- Nothing new to report.

Outreach: Outreach for August included Laura assisting with the Brief History of Leesburg workshop by Betsy Arnett; hosting a First Friday pop-up exhibit about the history of Dogs in Leesburg at the Donaldson Cabin; providing a tour for Lara Szypszak from the Library of Congress Manuscripts division; meeting with Loudoun Museum staff about potential future collaboration. Alexandra met with Lara Szypszak of the Library of Congress to encourage future collaboration and continued to work with St. James on its Cemetery project. TBL staff collaborated or provided assistance to Town of Leesburg staff from multiple departments, as well as with Loudoun County Historic Court Records, and the Virginia Piedmont Heritage Association in July.

Collections: August 2023 Activity:

Accessions: 6 gifts were accessioned.

Acquisitions of note accessioned in August included materials from the 2007 campaign of Sally Kurtz for Catoctin District Supervisor and a history of the garden at Little Oatlands, and a donation of one folder of materials related to the Eamich family of Loudoun County including deeds, photographs, and genealogical materials.

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

Published materials included *War on the Rapidan* by John Mark Joseph and *The Signal Corps in the War of the Rebellion* by Joseph Willard Brown.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 2 Manuscript collections were processed, Crossroads Change in Rural America Response Cards, 2022 (SC 0162) Goldie E. Maffett Collection (M0131) and two collections were updated with additions: Town of Leesburg Records and Charles A Johnston Collection (M0098); 83 photographs were processed; 1 records were uploaded to the Past Perfect catalog, the online version of which which currently holds 7,270 images.

Printed Collections: 309 items were cataloged; 210 items were added to the Centennial catalog and 99 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: Staff is now working to add in maps, verify and upload periodical holding. Prep work is being conducted with the microform collection in advance of cataloging. Other collection still to be added include microforms, newspapers, and rare books. We continue to have positive feedback on our change.

Personnel:

Interns/Student Researchers: Lauren Stupak (University of Tennessee) started her internship this month. Ethan Ohngemach (VCU) will his internship start in September.

Staff:

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:

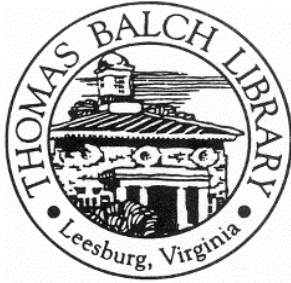
- Taylor Ruzinsky is processing collections at the cabin using grant funds.
- Laura is managing the Library's participation in First Fridays through December with a brief winter hiatus to resume in the spring. Participation is being recorded separately in our statistics for the Donaldson Cabin

Action Items:

- Dedication of the dogwood tree: contact has been made with the family for a date in the fall. Mr. Schonberger did stop by with family members to see the tree.

Respectfully submitted,

Alexandra S. Gressitt



Thomas Balch Library Advisory Commission Minutes 13 September 2023

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

Commissioners Present Virtually: none

Commissioners Absent: none

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 7:00 PM.

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

Minutes: Minutes of the regular commission meeting of 09 August 2023 were approved on a motion by Woolard and a second by Billigmeier.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Friends annual event was held 10 Sep 2023 at the George C. Marshall House. Approximately 56 people braved the inclement weather to attend. The program on Loudoun County during WWII was well received.
- Next board meeting is scheduled for Tuesday, 19 September 2023 at 9:30AM, TBL meeting room

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

- Next meeting of the Foundation is 19 September 2023 @ 12 noon at Thomas Balch Library.
- Topics for the next meeting include a presentation by TD Bank and Balch UpKeep fund.

Old Business:

- Land Acknowledgement landmark was briefly discussed and carried forward for further discussion as information arises.
- St James' Cemetery was briefly discussed and carried forward for further discussion as information arises.
- History Awards – Ther was extended discussion on the makeup of the History Awards, the need for Commission members to solicit nominations. Hershman will contact Kristen Umstattd and Wynne Saffer for input on the nomination of

George Atwell; Gressitt will contact James Lucier and Harriet Condon for the same purpose. Baracat-Donovan, Woolard, and Gressitt will serve as reviewers. Hershman 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: A brief discussion of the vacancy with recommendations for commissioners to think of possible nominees.

Councilmanic remarks: None.

Commission Comments: None.

On a motion by Coyer, seconded by Baracat-Donovan the meeting adjourned at 8PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
14 September 2023

Thomas Balch Library Advisory Commission (13 September 2023)

- Approved the minutes of the 9 August meeting
 - Received the library director's report—the fall schedule of classes, book talks, and tours was launched with a highly successful genealogy class on 7 September that attracted over 80 participants, the town historical tours have been limited in size for safety and management purposes, though two have scheduled spring tours to accommodate overflow demand—library exhibits will be open at the First Friday events in the fall months at the Donaldson Cabin—the catalog project continues with the inclusion of map and periodical holdings, preparation work for adding the microform collections is underway—arrangements for the presentation of the garden tree and plaque honoring Martha Schonberger are expected for the fall
 - Don Cooper, President of the Friends of Thomas Balch Library reported on their 10 September fundraiser—despite adverse weather conditions, 56 persons attended (others paid but did not attend) to hear an interesting panel discussion—the Friends Board will meet next Tuesday and a revenue statement for the fundraiser should be available at that point
 - Alexandra Gressitt reported that the TBL Foundation board will meet on 19 September at noon in Balch for a report on the progress of transferring the funds remaining in the century-old Balch donation to the TBL endowment fund administered by the TBL board
 - Under Old and Continuing Business the commission had a discussion on the upcoming Loudoun History Awards, focusing particularly on how to better increase the public's awareness of them as we emerge from the hiatus caused by the pandemic lockdown—several ideas put forward may merit further consideration both in the short and longer term—the update regarding the St. James historic cemetery project was that the site had been mowed and cleaned well, the County had accepted its part in the preservation, and that future actions were pending—no further action had yet occurred on the indigenous peoples historic marker and the item can be carried over to a future meeting
 - Under New Business, the commission took note of the vacancy on the commission and discussed the attendance requirements for commissioners
 - Commissioners comments followed with the commissioners having no comments except for chairman Hershman who said that he had had a chance for a useful discussion with the team of UVA researchers working on Loudoun's history of school segregation and desegregation
- Meeting adjourned at 8:05 p.m.

AUGUST 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	2	42	0	4	42	183	97	137	54	1573	1	13	1	11	0	1284			
Alyssa																	Instagram	15	1,880
Anna	5	5	2	3	2	3	0	37	52	378	0	0	1				Twitter	3	120
Bryan	9	8	2	2	2	0	9	25	9	81	0						Facebook	15	26,937
Echo	1	1	1	0	12	76	0	62	0	151	1						Google		2,533
George																	Youtube	4	10,487
Helen	2	0	0	1	0	1	0	1	5	94	4						Balch Column	6,044	
Joanna																	Total	6081	41957
Laura	28	141	0	65	206	370	101	135	66	981	6	21	13	2					
Madison	20	17	1	0	1	1	0	18	44	28	130								
Maria	0	1	0	0	0	0	2	0	0	0	0								
Mary Pender	4	0	0	0	0	0	0	0	0	1	0								
Michelle	1	2	0	0	0	0	0	0	1	115	0								
Sara	5	4	0	0	0	0	0	0	0	121	0								
Taylor	3	0	0	0	1	6	1	0	1	99	0								
Travis	5	4	0	0	0	0	0	2	6	2	0								
General Lib	58	56	18	11	28	21	50	112	36	566		7							
TOTALS	143	281	24	86	294	661	260	529	274	4190	142	41	15	13	0	1284			

Location	Visitors
Leesburg	72
Loudoun Co.	55
VA	24
Other US	25
All USA	176
Int'l	0

Volunteer Hours			
Ann Geiger	0	Kate Nau	4.75
Becky	0	Kathy	0
Deb Hershman	0	Morgan D	2
Gabby P	5.5	Sam W	14.05
Gloria	0	Sue	5
John F	0	Wynne	4
Judy K	13		
TOTAL HOURS	48.3		
Total # of Active Volunteers:			

Intern Hours
27
of Active Interns
1

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	3	65
TBL Internal Meetings	8	97
TBL Offsite Events		
Donaldson Cabin	1	51
Totals	12	213

Public Service	
New Wifi Usage	12
Total Reference Questions	6925
ILLs requested	2
ILLs filled	1
Photograph reproduction orders	8
Photographs reproduced for orders	65
Archive Collections Used*	41
Income	\$ 1,501.30
Pro Bono TOL	\$ 95.00

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

Collection Mgmt	
Items added to catalog	210
Newspapers received and inventoried	99
Accessions	6
Total items added to Catalog	309
Archive Collections in process	6
Archive Collections processed	2
Photographs Processed	83
Images added to Past Perfect	0
ARVAS (VIVA) entries	1
Guides posted to TBL Site	0
Books sent to bindery	0
Books returned from bindery	0