



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 10 April 2024**

- Call to Order
- Approval of Minutes – 13 March 2024
- Library Director's Report – April 2024 (March 2024 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:
 - St. James' Cemetery
- New Business:
 - Outlook for the transition and discussion of the Commission's role in the
process
- Comments from Councilmanic/Commissioners

**Next Advisory Commission meeting, Wednesday, 8 May 2024 @ 7PM Thomas
Balch Library meeting room.**

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 CY2024												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
NAME:												
Baracat-Donovan, Candace (2026) appointed 1/2023 [Cimino-Johnson]	P	N	P					N				
Barnard, Tony (2026) appointed 10/2023 [Wilt]	A	N	P					N				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	N	P					N				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	N	P					N				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	N	P					N				
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	N	P					N				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	N	P					N				
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 (Teams/telephone)												
X = Not Member												
* No Quorum												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director	P	N	P					N				
Don Cooper, FTBL President	P	N	P					N				
Public												
Total	8	0	9					0				



Thomas Balch Library Advisory Commission Minutes 13 March 2024

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

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.

Virtual Attendance Request: None

Minutes: Minutes of the regular commission meeting of 10 January 2024 were approved on a motion by Billigmeier seconded by Woolard.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Reported update of website under consideration.
- Spring/Summer Newsletter has been distributed.
- Next Friends board meeting is 9:30AM, Tuesday, 19 March 2024 at TBL.

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

- Next Foundation board meeting is 12PM, Tuesday 19 March 2024 at TBL.
- Focus will be Balch Family Trust Fund and a brochure.

Old Business:

- St James' Cemetery committee – Gressitt/Billigmeier/Barnard reported on the 30 January 2024: General background information provided; Kathleen Hughes was appointed to seek grants for the GPR study (\$22,000). 19 people were in attendance (virtually or in person) and an additional 13 were unable to attend. Widespread interest in project. Next meeting has not been set.

New Business:

- Hershman and Cooper reported on their participation in the search for a new Library Director.

- General discussion on the staffing transition, strategic planning, and process for preparing an in-person presentation to the Council late fall 2024 early spring 2025.
- Gressitt reminded everyone to check their Town email for the notice of the April 29 annual boards and commissions networking event.
- Gressitt reported that the Commission representative (Hershman) has been scheduled on the Council Calendar to deliver their annual report (memo) at the Council meeting in August.
- Gressitt distributed an application form for the Spring Genealogy Seminar which although not recorded will be hybrid. Cost the same whether in person or virtual.

Councilmanic remarks: None

Commission Comments:

- Woolard noted the Marshall House is open for tours; events are being planned; and that at a recent meeting of volunteers he shared information about TBL's History Awards.
- Baracat-Donovan shared information about a recent history program at Oatlands in which the BHC participated.

On a motion by Woolard seconded by Coyer, the meeting adjourned at 8:03PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
14 March 2024

Thomas Balch Library Advisory Commission (March 2024)

- Approved the minutes of the 10 January 2024 meeting
- Received the library director's report for February and March—the spring programs and book talks are well under way and well-attended, with the upcoming DNA genealogy program filling up and the upcoming tours oversubscribed—the Donaldson Cabin marked its first exhibit in 2024 on the March First Friday, 36 people toured it—the director and Town staff are working with Morven Park on an MOU for a joint program—the catalog conversion from Dewey to LOC is complete; additions are being made.
- Don Cooper, Friends President, reported that the Friends were focused on Website improvements as the current goal.
- Alexandra Gressitt reported that the TBL Foundation Board will meet on 19 March to review progress on the transfer of the Balch Trust to the TBL endowment—the board will also consider a request for funds to purchase exhibit cabinets and wall fixtures for the Donaldson Cabin.
- Under Old Business—the St. James Cemetery project is waiting on a ground penetrating radar survey (and raising funds for it) before any other actions can take place.
- Under New Business—the commission turned to the upcoming transition to a new library director and the commission's role in that process—also general consideration of planning for Balch's future figured in the discussion.
- Commission's comments—Woolard mentioned that Dodona is open for tours, he is a docent—Baracat-Donovan noted that Oatlands programs have resumed.

Adjourned at 8:03 pm

Thomas Balch Library Advisory Commission
13 March 2024
Library Director's Report

Activities:

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

- March 2024: W&OD Railroad Exhibit – NOVA Parks/Paul McCray
- January-March 2024: From the Time of Kings Photo Exhibit – Diane Helentjaris

Grants:

- The Library was awarded a grant of \$5040 from the Loudoun Library Foundation.
- The Library applied for a rapid grant (\$3,700) from Virginia Humanities to assist with exhibit materials at the Donaldson Cabin. For the winter cycle 50 applications were received requesting a total of \$228,720 for available funding of \$42,500. Nine grants were awarded; 41 requests were not funded.

Lectures and Author Talks, Classes, Tours & Other Activities: Check the *Balch Column* on-line for details on our events. Events have been scheduled through December 2024. 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.

Upcoming events:

- March 16 Rich Gillespie American Revolution Leesburg Tour – at capacity
- March 20 Judy G Russell Legal & Genetic Genealogy Seminar – spaces still available – fee
- April 4 Jeanette Irby- Researching Court Records
- April 5 First Friday at Donaldson Cabin: Power & Water
- April 7 Erwin R Tiongson Philippine-American Heritage in Washington DC

Publications: The General Brochure was corrected and re-printed.

Building and Grounds:

- Riddleberger is working on the HVAC unit for the archives (part ordered) and is installing a new unit for the Janney Room.

Disaster and Emergency Preparedness:

- The Library Director met with town staff, Amy Cornell-Titcomb, concerning a security assessment report to prioritize needs. A camera plus two cell phones for viewing (not operational as phones) have been ordered for the main entryway.

Outreach: Outreach for February included presentations to two George Mason University classes: HIST-397/615/688 Mason Legacies: Editing and Explaining a Mason Family Account Book, 1792-1820 (Laura) and HIST-690-001-The Administration of Archives and Manuscripts (Laura & Alexandra), tours (Anna & Laura) for 3 Loudoun County senior centers (Leesburg, Cascades, and Ashburn). TBL staff participated in numerous meetings with organizations regarding possible collaboration, examples of these include a grant funded project with GMU, BHC, and others related to the commemoration of the Willard Community at Dulles Airport, a meeting with PEI

representatives about creation of a story map based on a January exhibit at TBL, meeting with Between the Hills community center to consider an Oral history project, and others. Alexandra is working with Town Leadership and Morven Park to execute an MOU to participate in Morven Parks 246 Years project. TBL staff collaborated or provided assistance to Town of Leesburg staff from PIO, Historic Preservation, and the Leesburg Police Department in February.

Collections: February 2024 Activity:

Accessions: 19 gifts were accessioned. February acquisitions of note included scrapbooks and photographs ca 1960s -1980s of the Sterling Women's Club and Friends of the Sterling Library; a Deed for the Willard Hotel in Washington, DC, 1864 and an indenture related to property in Georgetown, 1845, and a collection of photographs taken by Loudoun county artist Robert Lee Carter in the 1890s and early 1900s.

Additions to existing collections received included Town of Leesburg Records, the Black History Committee Collection, Leesburg Garden Club Collection, 1920 - (M044), and Charles A. Johnston Collection (M098).

Published materials received during the month included *The 9/11 Commission Report: Final Report of the National Commission on Terrorist Attacks Upon the United States.*; *Follow the Green Arrow Volume II: The History of the Garden Club of Virginia, 1970-1995*; and the *Loudoun County Cookbook - Favorite Recipes from our Employees*, a cookbook published by Loudoun County government employees.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 3 Manuscript collections were processed- Roger Powell Marriage Scrapbook, 1923-1946 (BV023); Child Placement in Leesburg Statements, 1920 (SC171); and Anna Hendrick Collection, 1918-1986 (SC172). One collection guide, Planters Club Records (M061) was updated.

47 photographs are in process; 66 photographs were added to Past Perfect, and 4,140 photographs were uploaded to the online version of Past Perfect which currently holds 11,371. images.

Printed Collections: 548 items were created/updated/replaced in the Centennial catalog; 231 items were cataloged; and 59 newspapers issues were added to the collection.

Vertical Files (VF): Additions/updates to the microform index; ephemera files, vertical files; unpublished papers (1); family files, and maps. Vertical files are currently being cataloged. The goal is to have individual entries in the Centennial catalog for each microfilm, ephemera file, unpublished papers file, maps, and a single record for the general vertical file. The Family Files have been processed as a manuscript collection for which there is now an entry in the Centennial catalog.

Catalog Project: Staff has completed cataloging the microfilm collection and is now working on the ephemera collection. Other collections still to be added include unpublished papers, vertical files, law books in Town Hall, newspapers, and rare books. We continue to have positive feedback on our new catalog.

Personnel:

Interns/Student Researchers: Jessica Garlock from Patrick Henry, started her internship and has processed small two collections.

Staff: Nothing new to report.

News of Former Staff: Nothing new to report.

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 resumed First Friday activities March 1. Participation in Donaldson Cabin events is being recorded separately in our statistics to evaluate public interest.

Action Items: None

Respectfully submitted,

Alexandra S. Gressitt

FEBRUARY 2024 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	7	86	3	10	25	220	93	95	38	1702	0	12		12	3	1683		Postings	Viewers
Alyssa																	Instagram	21	3119
Anna	5	5	2	13	1	1		27	36	588			30	2			Twitter		71
Bryan																	Facebook	21	22929
Echo																	Google		2523
Tamsyn	1	20	7	1	11	35		61	2	134							Youtube	1	2647
Helen																	Balch Column		
Joanna	2						1	2		23							Total	43	31289
Laura	6	321		80	133	315	90	204	34	1119		24	21	12					
Madison	27	23	6	3	3	2	4	18	61	15									
Maria																			
Mary Pender																			
Michelle	2	8	2	7		1	2	3	7	114									
Sara	6	5		1						109									
Taylor	12	1	1	1		24	1	1		140									
Travis																			
Ben									1	9	27		10						
General Lib	26	57	6	17	15	20	32	101	33	564	0	18		356					
TOTALS	94	526	27	133	188	618	223	512	212	4517	27	54	61	382	3	1683			

Location	Visitors
Leesburg	74
Loudoun Co.	62
VA	31
Other US	28
All USA	195
Int'l	0

Volunteer Hours			
Ann Geiger	12.5	Kate Nau	5.75
Becky	5.75	Kathy	
Deb Hershman		Morgan D	6
Gabby P		Sam W	3
Gloria		Sue	1.5
John F		Wynne	
Judy K		Sara	
TOTAL HOURS	34.5		
Total # of Active Volunteers:			

Intern Hours
28
of Active Interns
1

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	2	23
TBL Internal Meetings	17	152
TBL Offsite Events	2	19
Donaldson Cabin	0	0
Totals	21	194

Public Service	
New Wifi Usage	13
Total Reference Questions	7131
ILLs requested	1
ILLs filled	0
Photograph reproduction orders	16
Photographs reproduced for orders	44
Archive Collections Used*	61
Income	\$ 1,356.45
Pro Bono TOL	\$ 160.00

Collection Mgmt	
Items added to catalog	548
Newspapers received and inventoried	59
Accessions	19
Total items added to Catalog	607
Archive Collections in process	5
Archive Collections processed	3
Photographs Processed	113
Images added to Past Perfect	4140
ARVAS (VIVA) entries	0
Guides posted to TBL Site	0
Books sent to bindery	0
Books returned from bindery	0

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

Revenue Accounting FY2024														Projected	Goal	FY2023
July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Totals				
ILL's	0.00	20.00	10.00	5.00	5.00	20.00	15.00	0.00	0.00	0.00	0.00	0.00	75.00	100.00	25.00	85.00
Image Repro	206.00	615.00	532.00	85.00	130.00	159.00	182.50	30.00	0.00	0.00	0.00	0.00	1,939.50	500.00	1,439.50	1,746.25
<i>Image Repro No Charge</i>	<i>580.00</i>	<i>95.00</i>	<i>702.00</i>	<i>298.00</i>	<i>220.00</i>	<i>120.00</i>	<i>284.00</i>	<i>160.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>2,459.00</i>	<i>0.00</i>	<i>0.00</i>	<i>5185.00</i>
Research Fees	0.00	0.00	0.00	0.00	0.00	0.00	65.50	0.00	0.00	0.00	0.00	0.00	65.50	150.00	84.50	435.00
Use Fees	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00
<i>Use Fees No Charge</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Meeting Room Fee rec'd	60.00	270.00	40.00	40.00	210.00	240.00	0.00	1,020.00	0.00	0.00	0.00	0.00	1,880.00	1,500.00	380.00	1,330.00
<i>Meeting Room No Charge</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Copies	197.70	302.75	231.50	103.50	88.75	296.25	426.75	85.85	0.00	0.00	0.00	0.00	1,733.05	2,750.00	1,016.95	2,308.00
<i>Copies no charge (for ToL Depts)</i>	<i>580.00</i>	<i>95.00</i>	<i>702.00</i>	<i>298.00</i>	<i>220.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1,895.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>
Book Sales Total	176.20	227.61	44.82	152.84	226.18	221.47	257.80	151.19	0.00	0.00	0.00	0.00	1,458.11	3,000.00	1,541.89	2,954.74
<i>Book Sales Profit</i>	<i>78.81</i>	<i>81.53</i>	<i>17.82</i>	<i>87.84</i>	<i>138.18</i>	<i>80.28</i>	<i>110.80</i>	<i>56.79</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>652.05</i>	<i>0.00</i>	<i>0.00</i>	<i>994.8</i>
Sales Tax	10.55	13.64	2.68	9.16	13.57	13.28	15.45	9.06	0.00	0.00	0.00	0.00	87.39	200.00	112.61	177.13
Cards/Earbuds/Preservation Kits Etc	5.00	35.00	0.00	100.00	0.00	0.00	15.00	25.00	0.00	0.00	0.00	0.00	180.00	100.00	80.00	145.00
Other/Postage/Auction	0.00	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	100.00	95.00	93.30
Donation Jar/Mail/Checks	24.30	17.30	56.05	21.66	39.55	25.01	25.00	35.35	0.00	0.00	0.00	0.00	244.22	500.00	255.78	652.36
Totals	679.75	1,501.30	917.05	522.16	713.05	975.01	1,103.00	1,356.45	0.00	0.00	0.00	0.00	7,767.77	9,000.00	1,232.23	9,926.78

Minimum per month \$750

Italicized fig. not included in total

Auctions:

Days closed: 30

ToL: 223 images; 84 scans; 40 copies; 1 ILL

Credit Card Payments; \$276 images; Use fee:

\$100; Copies \$172