

**Thomas Balch Library
Advisory Commission
Agenda
7PM – 8 May 2024**

- Call to Order
- Approval of Minutes – 10 April 2024
- Library Director's Report – May 2024 (April 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:

Outlook for the transition and discussion of the Commission's role in the process

St. James' Cemetery

Commission on Performing Arts – Baracat-Donovan

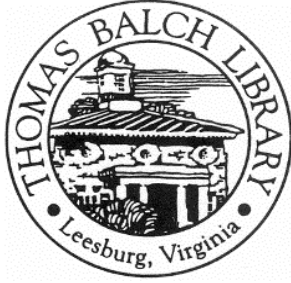
- New Business:
- Comments from Councilmanic/Commissioners

Next Advisory Commission meeting, Wednesday, 12 June 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	P				N				
Barnard, Tony (2026) appointed 10/2023 [Wilt]	A	N	P	P				N				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	N	P	P				N				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	N	P	P				N				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	N	P	P				N				
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	N	P	P				N				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	N	P	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	P				N				
Don Cooper, FTBL President	P	N	P	P				N				
Public												
Total	8	0	9	9				0				



Thomas Balch Library Advisory Commission Minutes 10 April 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 7:01 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 13 March 2024 were approved on a motion by Billigmeier seconded by Baracat-Donovan.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Fall Fundraising event will be held at the Farm Museum, Oct 6 from 4 to 6PM. Tickets expected to be between \$50 and \$65 to encourage younger attendees. The topic of the presentation will be: Tenant Farmers Revolt in Loudoun County.
- Next Friends board meeting is 9:30AM, Tuesday, 21 May 2024 at TBL.

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

- At the Foundation Board meeting in March the board approved a funding request of \$3,700 from the Library for an exhibit case and hangers to be used in the Donaldson Cabin.
- Keith Troxell has been spearheading a flyer for the Foundation and it is nearing completion.
- Next Foundation board meeting is 12PM, Tuesday 21 May 2024 at TBL.

Old Business:

- St James' Cemetery committee – Gressitt/Billigmeier reported there had been no action. Kathleen Hughes is working on grant opportunities. Next meeting has not been set.

- Gressitt reminded everyone to RSVP to the April 29 annual boards and commissions networking event.

New Business:

- Hershman listed his talking points for the TBLAC presentation on April 29; noted the annual report is due in July (on the Council Agenda for August).
- Baracat-Donovan reported that the Town had authorized a Commission on Performing Arts and suggested TBLAC work with them. Following discussion Baracat-Donovan agreed to obtain more information on the Commission and invite someone affiliated with the Performing Arts Commission to attend a TBLAC meeting to share information.
- Library Director mentioned outreach potential for outreach activities with the Philippine American community following the Sunday afternoon program.
- Library Director reminded everyone to utilize their Town email for all Town business.

Councilmanic remarks: None

Commission Comments:

- Woolard noted the Marshall House will soon have a visitors' center with educational displays for which he had researched and written materials.
- Billigmeier noted he always learned something new at these meetings – referencing conversations about the Tenant Farmer revolt and the Philippine Government in exiles association with Belmont.
- Hershman mentioned having attended the Virginia Forum and distributing TBL flyers.

On a motion by Coyer seconded by Woolard, the meeting adjourned at 8:06PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
11 April 2024

Thomas Balch Library Advisory Commission (10 April 2024)

- Approved the minutes of the 13 March meeting
 - Received the library director's report—the library received a grant of \$5040 from the Loudoun Library Foundation—a grant request of \$3700 made to Virginia Humanities for display and storage cabinets for the Donaldson Cabin was turned down, but the request was then made to the TBL Foundation Board which approved it—the items will be obtained at a cost lower than the requested grant—two new security cameras have been installed at the library and await connection for operation
 - Received the Friends' report from the Friends president, Don Cooper—planning for the fall fundraiser is underway with the date and site selected: 6 October, 4-6 pm, at the Loudoun Farm Museum—an effort is being made to attract more participants and support from eastern Loudoun
 - Alexandra Gressitt, secretary/treasurer of the TBL Foundation Board, gave the report for the board—the last meeting was in March, the next will be in May—funds for the display cabinets at the Donaldson Cabin were formally approved—tax forms anticipated before May 5 and final transfer of Balch foundation funds from Pennsylvania is awaited
 - Under Old Business—Commissioner Billigmeier reported that information on grants for the radar survey are being sought.
 - Under New Business—Chairman Hershman discussed the points about the library to be presented at the 29 April Boards and Commissions event—discussion of the outlook for the coming transition to a new library director followed with encomiums of praise for service of the departing director
 - Commissioners comments followed—Commissioner Woolward noted that a new building is planned at Dodona Manor as a visitors' center to inform tourists about George Marshall's life and career, a panel on the Marshall Plan will be drafted by Woolward—Commissioner Billigmeier commented that he always learned something new at our meetings—Hershman told of attending the recent Virginia Forum and distributing TBL brochures
- Meeting adjourned at 8:05 pm

Thomas Balch Library Advisory Commission
10 April 2024
Library Director's Report

Activities:

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

- April 2024: Loudoun County Public Schools Student Artwork
- April-June 2024: Goose Creek Ruggers Hook Rugs

Grants:

- The Library was awarded a grant of \$5040 from the Loudoun Library Foundation.
- The Library's application for a rapid grant (\$3,700) from Virginia Humanities to assist with exhibit materials at the Donaldson Cabin having been turned down was then submitted to the TBL Endowment Foundation for funding. Following due consideration, the Foundation voted to fund the request.

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:

- April 7 Erwin R Tiongson Philippine-American Heritage in Washington DC
- April 11 Jeanette Irby- Researching Court Records (DATE CHANGE)
- May 2 Wynne Saffer Research Using Deeds
- May 3 First Friday at the Donaldson Cabin: Three Decades in Downtown Leesburg
- May 5 Andrew C A Jampoler; Hard Aground: The Wreck of the USS Tennessee and the Rise of the US Navy

Publications: Nothing new.

Building and Grounds:

- Riddleberger completed installation of the new HVAC unit for the Janney Room
- Riddleberger ordered a part for the Archives HVAC unit – as yet no date for completion.

Disaster and Emergency Preparedness:

- Two security cameras/cell phones have been installed – one at the entrance door from the parking lot and one covering the entrance to the meeting room, elevator. Awaiting IT assistance for connection.

Outreach: Outreach for March included the Leesburg Architecture Workshop with Jana Shafogj and the 2024 Genealogy Workshop featuring Legal Genealogist Judy Russell. Laura held the first First Friday program of 2024 held at the Donaldson Cabim featuring tips for reading historical handwriting, and program was featured on a "Live in Leesburg" and presented the following off-site program: Hamilton Ruritan and at the Purcellville Public Library. TBL staff attended several collaborative meetings in March, including a Loudoun Museums Consortium meeting, a meeting at Loudoun County High School

regarding an April program for Newspaper students, and a meeting of Leesburg World War II History Program Steering Committee. TBL staff also welcomed Patrick Henry College Dean Jeffrey Thornhill for a regular semester site visit for Intern Jessica Garlock. Alexandra worked with Morven Park and the Tina Newton (Town Atty) to forge an MOU for TBL to work with Morven Park on their 246 Project. In addition, TBL staff collaborated or aided Town of Leesburg staff from PIO and Historic Preservation departments and met with stakeholders in the Willard history project.

Collections: March 2024 Activity:

Accessions: 13 donations were received. Acquisitions of note included photographs of John Wanzer and Wanzer Family, along with a narrative 'The Story of John Wesley Wanzer'; and items related to the Schooley Family of Hamilton, VA including correspondence, photographs, business records, event programs, and other documents.

Additions to existing collections received included additions to the Town of Leesburg Records, Black History Committee Collection, and Friend of Thomas Balch Library Records.

Published materials received included *The Archaeology and History of Banshee Reeks Nature Preserve* by Gabrielle Patterson & Hannah Snyder; *Essie's Tales: Inspired from a Friends of Thomas Balch Library Black History Committee Oral Interview*, *My Aunt Estelle Cooper Randolph's Memories Growing up in Leesburg, VA* by Gertrude Evans; *Family Legends* by David Mann; and *Arrival of the First Africans in Virginia* by Ric Murphy.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 1 Manuscript collection was processed, Bea Smith Photograph Collection, c. 1910-1950 (VC 0116). Three collection guides were added to the Town website: Roger Powell Marriage Scrapbook, 1923-1946 (BV 0023) Child Placement in Leesburg Statements, 1920 (SC 0171) Anna Hendrick Collection, 1918-1986 (SC 0172)

77 photographs are in process; 102 photographs were added to Past Perfect, and 66 photographs were uploaded to the online version of Past Perfect which currently holds 11,437 images.

Printed Collections: 913 items were created/updated/replaced in the Centennial catalog of these 784 items were cataloged and 209 corrections/updates were made to records. 65 newspapers issues were added to the collection. Among the recently received and cataloged books are: *Lost hound: and other hunting stories and poems* by Robert Ashcom; *Loudoun County cookbook: favorite recipes from our employees*; *Library: preserving the past, building the future* by Loudoun County Library Board; *American Indian life in Fairfax County, 10,000 BC to AD 1650* by Michael Johnson; *The 9/11 Commission report: final report of the National Commission on Terrorist Attacks upon the United States*; *New guidebook of Fredericksburg, Virginia* by Carolus Becker; *Prequel: an American fight against fascism* by Rachel Maddow; *Eye of the storm: a Civil War Odyssey* by Robert Knox Sneden; *War reminiscences by the surgeon of Mosby's command* by Aristides Monteiro .

Vertical Files (VF): All materials in the Ephemera vertical file have been cataloged. Maddie and Echo are now cataloging all the items in the Unpublished papers vertical file. The general vertical file will be cataloged next.

Catalog Project: Staff is moving forward entering all the materials not previously cataloged by LCPL: collections still to be added include unpublished papers, general 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, is continuing her internship and is processing collections.

Staff: Laura Christiansen has been appointed, effective June 24, 2024, as the new Library Director. Laura and I are updating position descriptions for HR to review in preparation for filling the vacancy created by her promotion.

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

MARCH 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	5	43		3	26	218	101	99	37	1719		9		26	2	1698			
Alyssa																	Instagram	19	31,480
Anna	4	4	5	4				35	41	487			22				Twitter		66
Bryan																	Facebook	21	33,286
Echo																	Google		2,437
Tamsyn	1	24			25	28		67	6	138	1						Youtube	1	4,246
Helen																	Balch Column		
Joanna		1					6	2		14							Total	41	71515
Laura	13	174	2	111	253	410	134	210	48	1280	5	39	18						
Madison	21	15	3	1	1	1	4	11	21	51	32								
Maria																			
Mary Pender	4									4									
Michelle	2	3		2		1		2	2	118									
Sara	1	2	1							103									
Taylor	9	7	4	1		15		3	3	174									
Travis																			
Ben	2	1					1	3	6	13	19								
General Lib										8135									
TOTALS	62	274	15	122	305	673	246	432	164	12236	57	48	40	26	2	1698			

Location	Visitors
Leesburg	94
Loudoun Co.	51
VA	17
Other US	41
All USA	203
Int'l	0

Volunteer Hours			
Anne Geiger	15	Kate Nau	5.5
Becky	15.25	Kathy	
Deb Hershman		Morgan D	4
Gabby P	5	Sam W	
Gloria		Sue	7
John F		Wynne	
Judy K		Sara	
TOTAL HOURS	51.75		
Total # of Active Volunteers:			

Intern Hours
24
of Active Interns
1

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	3	63
TBL Internal Meetings	13	242
TBL Offsite Events	2	39
Donaldson Cabin	1	36
Totals	19	380

Public Service	
New Wifi Usage	12
Total Reference Questions	14634
ILLs requested	1
ILLs filled	2
Photograph reproduction orders	17
Photographs reproduced for orders	24
Archive Collections Used*	60
Income	\$ 1,079.25
Pro Bono TOL	\$ 450.00

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

Collection Mgmt	
Items added to catalog	784
Newspapers received and inventoried	65
Accessions	13
Total items added to Catalog	993
Archive Collections in process	6
Archive Collections processed	1
Photographs Processed	102
Images added to Past Perfect	66
ARVAS (VIVA) entries	0
Guides posted to TBL Site	10
Books sent to bindery	0
Books returned from bindery	0