



**Thomas Balch Library  
Advisory Commission  
Agenda  
7PM – 12 June 2024**

- Call to Order
- Approval of Minutes – 08 May 2024
- Library Director's Report – June 2024 (May 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, 10 July 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](http://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](mailto: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
<b>NAME:</b>												
Baracat-Donovan, Candace (2026) appointed 1/2023 [Cimino-Johnson]	P	N	P	P	P			N				
Barnard, Tony (2026) appointed 10/2023 [Wilt]	A	N	P	P	P			N				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	N	P	P	P			N				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	N	P	P	P			N				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	N	P	P	P			N				
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	N	P	P	P			N				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	N	P	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												
<b>OTHERS PRESENT:</b>												
Alexandra S Gressitt, Library Director	P	N	P	P	P			N				
Don Cooper, FTBL President	P	N	P	P	P			N				
Public												
<b>Total</b>	<b>8</b>	<b>0</b>	<b>9</b>	<b>9</b>	<b>9</b>			<b>0</b>				

**Town of Leesburg  
Boards & Commissions  
Attendance  
Calendar Year 2024**

**Legend:**

	MTG	WS
Present		
E = Present via Electronic Participation	E	E
P = No Quorum but Member was present	P	P
Absent		
Present Rescheduled Meeting		
Absent Rescheduled Meeting	/	/
Not on / No Longer on Commission		
Recused from Meeting		
No Meeting		

<b>Thomas Balch Library Commission</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Baracat-Donovan, Candy												
Barnard, Anthony												
Billigmeier, Scott												
Coyer, Paul												
Hershman, James												
Mattina, Adrian												
Woolard, Russ												



# Thomas Balch Library Advisory Commission Minutes 08 May 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 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 April 2024 were approved on a motion by Coyer seconded by Billigmeier.

**Library Director:** Report attached.

- Noted with regret the recent passing of John (Jack) Kelly Barrett (1943-2024) a 2016 recipient of a Loudoun History Award for his extensive research on Purcellville history, the Loudoun Country Club history, and Baseball in Loudoun County.

**Friends of the Thomas Balch Library, Inc.:**

- Next Friends board meeting is 9:30AM, Tuesday, 21 May 2024 at TBL.

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

- 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. Gressitt noted that Al Van Huyck was working on a county wide cemetery commission and that this might be of interest to the St. James' Cemetery Committee.
- Commission on Public Arts - Baracat-Donovan noted Town staff had been charged with researching and recommending how to form an arts commission.
- Library Director transition and TBLAC's role: following general discussion the Commission concurred supporting the new library director in her efforts and

advocating for library needs such as staffing and space were priorities. The Commission noted they were willing to advocate and work for an assistant director position.

**New Business:**

- Hershman recapped the Boards and Commission meet and greet, noting that for the first time the presentations had been made in reverse alphabetical order with TBLAC speaking second. The event was informative.
- Hershman congratulated the Library Director on her recognition with the George C. Marshall Award.
- 

**Councilmanic remarks:** None

**Commission Comments:**

- Woolard noted the Marshall House visitors' center project was on-going.
- Billigmeier noted he had attended the first hearing for the proposed western Loudoun County recreational center.
- Hershman mentioned having attended the Virginia Forum and distributing TBL flyers.

On a motion by Coyer seconded by Woolard, the meeting adjourned at 7:55PM.

Respectfully submitted,

Alexandra S. Gressitt  
Library Director  
09 May 2024

## **Thomas Balch Library Advisory Commission**

The commission enthusiastically congratulated Alexandra Gressitt on receiving the George C. Marshall Award from the Marshall Foundation for her contributions to the community.

Approved the minutes of the 10 April meeting

- Received the Library Director's report—the conversion to the Library of Congress cataloguing system is nearly complete, only a few items in collections remain to be done—library staff has been very active in outreach activities, including the Donaldson Cabin exhibits which have drawn numerous visitors—work on the HVAC system has been completed, the garden fountain is in operation, and two security cameras were recently installed but not yet operational.
- Don Cooper, President of the Friends of TBL, gave the Friends' report—the next board meeting is 21 May at 10 a.m., item under discussion is the choice of persons to be interviewed for the annual meeting in January.
- Alexandra Gressitt reported for the TBL Foundation Board—the next meeting is on 21 May at noon at Balch—some financial matters are on the agenda, as well as considering bringing a new member onto the board at the year's end.
- Under Old/Continuing Business—the commission discussed the upcoming transition to a new library director and how the commission could make the case for a new staff position of assistant director to support the new director—regarding the St. James Cemetery, there has been no new development thus far—Commissioner Baracat-Donovan reported that a recommendation had been made for creation of a performing arts commission
- Under New Business—the commission will continue consideration of transition issues—and begin planning for the History Awards at the next meeting
- Under commissioner comments—Commissioner Woolward reported that the Marshall House has readied plans for a welcoming center for visitors to

Dodona Manor—Commissioner Billigmeier reported on the meeting on the western Loudoun recreation center and its historic preservation aspects  
Meeting adjourned at 8:05 p.m.

**Thomas Balch Library Advisory Commission**  
**8 May 2024**  
**Library Director's Report**

**Activities:**

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

- May 2024: Loudoun Museum
- April-June 2024: Goose Creek Ruggers Hook Rugs

**Grants:**

- The Loudoun Library Foundation grant of \$5040 has been appropriated for use.
- Items approved for purchase by the TBL Endowment Foundation have been ordered.

**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:**

- Clerk's Office Tour, Loudoun County Courthouse Historic Records - Eric S. Larson Wednesday, 15 May 2024, 2-4PM
- Leesburg Tour - James P. Roberts Saturday, 18 May 2024, 9-12PM
- Dodge and Burn - Ellen Crosby Sunday 19 May 2024, 2-4PM
- June Exhibit in Margaret Mercer Room – George C. Marshall International Center
- Exhibit Lower-Level Meeting Room – May- June Goose Creek Ruggers Hook Rugs
- Collaborating with Students to Uncover the Hidden Histories of Northern Virginia Thursday, 6 June 2024, 10AM
- First Friday at the Donaldson Cabin 7 June 2024, 5-7PM Student Work Showcase
- The Road to Here, Growing Up and Growing Old in Interesting Times- Andrew C. A. Jampoler Sunday, 9 June 2024, 2-4PM

**Publications:** Nothing new.

**Building and Grounds:**

- Riddleberger returned to correct installation of the new HVAC unit for the Janney Room
- Riddleberger installed a new part for the Archives HVAC unit.
- The Fountain is up and running.

**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. IT is working out some bugs with the system.

**Outreach:** Outreach for April included Laura Christiansen's First Friday Pop-up Exhibit at the Donaldson Cabin featuring the history of electricity and water service in Leesburg



and a school program for Loudoun County High School newspaper students; she also participated in a Historians on Tap program with Virginia Piedmont Heritage Association and Jefferson County Historical Society staff; Anna Carneal and Laura Christiansen attended the Inspire Loudoun conferences and presented information about the library to more than 300 educators from Loudoun, Fairfax, Prince William and other school systems. Alexandra worked with the Ketocin Chapter DAR on a nomination letter for an historic marker for the Raspberry Plain Estate; worked with Morven Park and ToL Attorney's office on an MOU for the 246 Project and started the process of nominating TBL for Loudoun Heritage recognition. Additional collaborative meetings attended by staff during April included a planning meeting for a June 4 World War II event at Dodona Manor, meetings with Waterford staff about a joint education program, and the signing of an MOU agreement with Morvern Park regarding participation in the 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: April 2024 Activity:**

**Accessions:** In April, 13 donations were received. Acquisitions of note included a gift of documents, newspaper clippings, and photographs related to Nancy Graham Roger and the Chew family of Leesburg; a gift of photographs of the Tilden Dovell Merchant Home, Purcellville, VA and the Cole & Ratcliffe Store in North Fork, VA both from 1902; and a donation Mt. Zion Cemetery Records. Additions to existing collections received included additions to the Town of Leesburg Records.

Published materials received during the month of April included *Chronology of Prehistoric Habitation Sites On the Potomac River in Loudoun County, Virginia, From the Countryside Planned Community To the Catocin Creek/Potomac Confluence* by William F Rust III; *Philippine-American Heritage in Washington, D.C.* by Erwin R Tiongson; and *J's Journey: The Life, Leadership, and Legacy of J. Hamilton Lambert* by Gerald L. Gordon.

#### **Digital Collections, Computers, and Microfilm: 0**

**Manuscript and Visual Collections:** 2 collections were processed: Joseph V. [Vandevanter] Nichols Collection, (SC 0173) and Dagmar Wilson Collection, 1970-2012 (M 0158) Three collection guides were posted to the Town Website: Joseph V. [Vandevanter] Nichols Collection, (SC 0173) Dagmar Wilson Collection, 1970-2012 (M 0158) Bea Smith Photograph Collection, c. 1910-1950 (VC 0116)

61 photographs are in process; 3 photographs were added to Past Perfect, and 0 photographs were uploaded to the online version of Past Perfect which currently holds 11,371 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: *Dubros times selected depositions of Maine Revolutionary War veterans* edited by Sylvia J. Sherman; *The Manor of Maske: its history and individual properties* by Charles Henry; *Zirkle branches* by Wanda Zirkle Jilka and Veda Zirkle Vickery; *Families of ancient New Haven* compiled by Donald Lines Jacobus; with cross-index by Helen Love Scranton. 3 volumes; *The planters of the commonwealth a study of the emigrants and emigration in colonial times to which are added lists of passengers to Boston and to the Bay Colony, the ships which brought them, their English homes, and the places of their settlement in Massachusetts, 1620-1640* by Charles Edward Banks; *New Englanders in the 1600s a guide to genealogical research published between 1980 and 2005* by Martin E. Hollick; *Mayflower ancestral index* compilers, Milton

E. Terry and Anne Borden Harding; *William Brewster of the Mayflower and his descendants for four generations* compiled by Barbara Lambert Merrick; and *New Hampshire families in 1790* edited by Diane Florence Gravel and David Watson Kruger.

**Vertical Files (VF):** All materials in the Ephemera and Unpublished papers vertical files have been cataloged. A collection guide has been prepared for the general vertical file and an index is being created; once the index is completed it will be cataloged as a collection.

**Catalog Project:** Staff is moving forward entering all the materials not previously cataloged by LCPL: collections still to be added include 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 processing collections.

**Staff:** The Curator of Manuscripts position has been advertised.

**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. On April 24<sup>th</sup> we held our annual volunteer recognition luncheon

**Donaldson Cabin:**

- Taylor Ruzinsky is processing collections at the cabin using grant funds.
- Laura continues with First Friday activities.

**Action Items:** None

Respectfully submitted,

Alexandra S. Gressitt

APRIL 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	0	45	0	0	18	190	93	94	37	1567	4	10	0	11	0	1381			
Alyssa																	Instagram	15	2371
Anna	1	2	1	1	1		1	38	42	506			15				Twitter		108
Bryan																	Facebook	21	13286
Echo																	Google		2672
Tamsyn		26		2	15	51		105	9	190							Youtube	2	1,347
Helen																	Balch Column		
Joanna		1						4	4	9							<b>Total</b>	<b>38</b>	<b>19784</b>
Laura	10	237	4	40	219	441	151	241	38	1306		38	25	2					
Madison	16	13	1		2	3	2	27	50	37									
Maria	4	10																	
Mary Pender	4								1	3									
Michelle	4	7	1	9				4	4	114									
Sara	3	2	1							126									
Taylor	6	7	1	1		19				146	1								
Travis																			
Ben	1	1	1	1	1		4	4	8	9	15								
<b>General Lib</b>	<b>53</b>	<b>52</b>	<b>17</b>	<b>14</b>	<b>36</b>	<b>27</b>	<b>38</b>	<b>83</b>	<b>45</b>	<b>492</b>		<b>11</b>				<b>292</b>			
<b>TOTALS</b>	<b>102</b>	<b>403</b>	<b>27</b>	<b>68</b>	<b>292</b>	<b>731</b>	<b>289</b>	<b>600</b>	<b>238</b>	<b>4505</b>	<b>20</b>	<b>59</b>	<b>40</b>	<b>305</b>	<b>0</b>	<b>1381</b>			

Location	Visitors
Leesburg	47
Loudoun Co.	34
VA	14
Other US	24
All USA	119
Int'l	1

Volunteer Hours			
Anne Geiger	15.5	Kate Nau	7.5
Becky	0	Kathy	0
Deb Hershman	2.5	Morgan D	0
Gabby P	1.75	Sam W	4.25
Gloria	0	Sue	7.5
John F	0	Wynne	0
Judy K	0	Sara	0
<b>TOTAL HOURS</b>	<b>39</b>		
Total # of Active Volunteers:			

Intern Hours
30.25
# of Active Interns
1

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	1	27
TBL Internal Meetings	11	79
TBL Offsite Events	2	315
Donaldson Cabin	1	31
<b>Totals</b>	<b>15</b>	<b>452</b>

Public Service	
New Wifi Usage	10
<b>Total Reference Questions</b>	<b>7334</b>
ILLs requested	2
ILLs filled	0
Photograph reproduction orders	4
Photographs reproduced for orders	7
Archive Collections Used*	75
Income	\$ 418.80
Pro Bono TOL	\$ 414.00

Collection Mgmt	
Items added to catalog	754
Newspapers received and inventoried	59
Accessions	12
Total items added to Catalog	813
Archive Collections in process	6
Archive Collections processed	2
Photographs Processed	61
Images added to Past Perfect	0
ARVAS (VIVA) entries	0
Guides posted to TBL Site	1
Books sent to bindery	0
Books returned from bindery	0

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