

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

- Call to Order
- Approval of Minutes – 12 June 2024
- Library Director's Report – July 2024 (June 2024 activity)
 - Friends of TBL, Inc. Report – Don Cooper, President of the Friends
 - TBL Foundation Report – Laura Christiansen, 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:
 - Annual Report for Council – Hershman
 - History Awards
- Comments from Councilmanic/Commissioners

***Next Advisory Commission meeting, Wednesday, 11 September 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 Laura Christiansen, Library Director at 703-737-7195 or Balchlib@leesburgva.gov. Three days advance notice is requested.

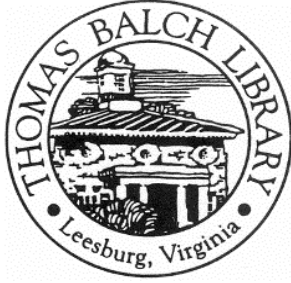
TBL ADVISORY COMMISSION ATTENDANCE SHEET CY2024												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024	2024
NAME:												
Baracat-Donovan, Candace (2026) appointed 1/2023 [Cimino-Johnson]	P	N	P	P	P	A		N				
Barnard, Tony (2026) appointed 10/2023 [Wilt]	A	N	P	P	P	P		N				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	N	P	P	P	A		N				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	N	P	P	P	P		N				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	N	P	P	P	P		N				
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	N	P	P	P	P		N				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	N	P	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												
OTHERS PRESENT:												
Alexandra S Gressitt, Library Director to 06/21/2024	P	N	P	P	P	P	X	X	X	X	X	X
Don Cooper, FTBL President	P	N	P	P	P	P		N				
Laura Christiansen, Curator of Manuscripts to 6/21/2024; Library Director from 6/24/2024						P		N				
Public												
Total	8	0	9	9	9	8		0				

**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		

Thomas Balch Library Commission	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 12 June 2024

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

Commissioners Present Virtually: None

Commissioners Absent: Scott Billigmeier; Candace Baracat-Donovan

Others Present: Don Cooper, President FTBL

Staff Present: Laura Christiansen, Curator of Manuscripts; Alexandra S. Gressitt, Library Director

Meeting convened by Hershman in lower-level meeting room, Thomas Balch Library, at 7:04PM.

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 08 May 2024 were approved on a motion by Woolard seconded by Dias-Mattina.

Library Director: Report attached.

Friends of the Thomas Balch Library, Inc.:

- Noted the topic of the oral history for their annual meeting will be the retiring Library Director
- Friends are updating their website with a go-live date anticipated sometime in July

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

- Noted that materials requested of the Foundation by the Curator had been received and installed at the Cabin.
- Noted that there are two outstanding accounting bills: CY2023 tax and the Balch Trust accounting review.
- Laura has been authorized to pick up the financial transactions for the Foundation effective 24 June 2024.

Old Business:

- Library Director transition and TBLAC's role. Laura Christiansen, incoming Library Director, was introduced and following general discussion, the

Commission assured her of their support. Christiansen invited Commission members to the retirement drop-in Friday, 21 June at 2-5PM.

- St James' Cemetery committee – Hershman noted he had spoken with Fr. Martin at St. James who indicted activity with regard to the Cemetery was taking place. Gressitt noted that she had turned over responsibility for managing the committee meetings to Tamsyn Knight, a TBL staff member.
- Commission on Public Arts - Baracat-Donovan not being present discussion deferred to next meeting.

New Business:

- Annual report (memo for council) due to Christiansen by the end of July. Hershman will complete. For review at next Commission meeting.
- History Awards – preliminary planning: Dias-Mattina and Barnard will serve as reviewers of submissions; Library Director serves as tiebreaker.

Councilmanic remarks: None

Commission Comments:

- Woolard noted the Marshall House had a successful D-Day celebration and mentioned WWII resources posted on the Town of Leesburg's website. Lectures are planned for June 19 and 20 and a Summer leadership Camp for students June24-26.
- Hershman, on behalf of the Commission thanked the retiring Library Director for her service and welcomed the incoming Library Director.

On a motion by Coyer seconded by Woolard, the meeting adjourned at 8:15PM.

Respectfully submitted,

Alexandra S. Gressitt
Library Director
12 June 2024

Thomas Balch Library Advisory Commission

- Commission voted unanimously to allow Commissioner Scott Billigmeier to participate remotely
 - Approved the minutes of the 10 May meeting
 - Received the library director's report—the town council has changed the process for creating Proclamations, which could affect the commission's future proclamations—the director gave an update on the cataloguing project, noting the actions regarding the books had been completed (by staff assisted by numerous volunteers)—the organizing method, the Library of Congress system, is much easier for patrons to find materials, as well as being an internationally used cataloguing system—also the library's use of the Donaldson Cabin for exhibits has drawn a sizable crowd on First Fridays
 - Don Cooper, President of the Friends of Balch, reported that compiling the Newsletter for Summer is underway--planning for the 10 September fundraiser is coming along well
 - Alexandra Gressitt reported that the next TBL Foundation Board meeting will be on 18 July—it will consider a better method for transferring significant archival materials or donations to the endowment—also routine tax services and small expenditures are on the agenda
 - Under Old Business the commission had further discussion of advocacy for an historical marker that would note the indigenous people who lived in the town's region prior to European settlement
 - Under New Business the commission unanimously adopted a resolution of thanks to Alexandra Gressitt, the Library Director, for her efficient and highly professional management of the library re-cataloguing project—the commission also voted unanimously to allow Commissioners James Hershman and Paul Coyer to remotely participate in the 9 August meeting—the matter of the restoration of the St. James Church cemetery came up for discussion, with the commission expressing interest and desirous of acquiring more information on the project in the future
 - In commissioner's comments, Commissioner Hershman reported that a team from the University of Virginia was coming in July to research the school desegregation and civil rights history of Leesburg and Loudoun. The library director will be providing them a tour and information session on Balch's resources on 24 July
- Meeting adjourned at 8:05 p.m.

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

Activities:

Exhibits: Town press releases and postings to social media are issued for events.
July / August - Loudoun County Civil War presented by John Creamer [Mercer room]
July – September - Artwork by Caitlin Keefe [Meeting room]

Grants: Nothing to report

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:

August 2, 2024, 5-7PM First Friday at Donaldson Cabin: Cats of Leesburg
In August 2023, the Donaldson Log Cabin hosted a pop-up exhibit about the history of Dogs in Leesburg. By popular demand, this August we will feature the history of Leesburg's feline residents

Publications: Nothing new.

Building and Grounds:

- The boxwoods were trimmed on June 28 to clear the walkway leading to the front of the library.
- The pump in the fountain is broken and beyond repair. A new pump has been ordered.

Disaster and Emergency Preparedness:

- Nothing new to report.

Outreach: Outreach for June included participating in the "Remembering D-Day and Leesburg at War" event at Dodona Manor on Sunday June 2 along with representatives from Town of Leesburg, the George C. Marshall International Center, Loudoun County Historic Court Records, and Oatlands. On June 7 George Mason University Faculty Wendi Manuel-Scott and George Oberle presented "Collaborating with Students to Uncover the Hidden Histories of Northern Virginia" highlighting collaborative research projects undertaken by graduate and undergraduate students at GMU. A First Friday Pop-up Exhibit at the Donaldson Cabin on June 7 featured archival collections processed by interns and projects created by local students using Thomas Balch Library collections during the 2023-2024 school year along with a Capstone exhibit of artwork by Loudoun

County High School Student Katherine Garvey. On June 11 staff participated in judging National History Day entries at University of Maryland and College Park. On June 15 Laura Christiansen spoke to the Lovettsville Farmers Club. In June Anna Carneal assumed the role of Chair of the Loudoun VA 250 Committee. She attended the opening of the American Revolution Experience exhibit opening at the Loudoun Farm Heritage Museum and represented the library at the dedication of the Lafayette Trail marker at the Court House in June. An open house was held on June 21 for Alexandra Gressitt's retirement.

Collections: June 2024 Activity:

Accessions: During June 18 donations were accessioned. Acquisitions of note accessioned in June included a gift of family history, photographs and documents related to the Sherman family and William T. Sherman, a transcript of an 1831 Letter from Frank T. Grady to John Powell regarding His University of Pennsylvania Medical School experience, and multiple donations of books. Additions to existing collections received included additions to the Town of Leesburg Records, and to the Ladies Board of Inova Loudoun Hospital, 1912- (M 049) collection.

Published materials received included:

- Chamberlin, Taylor Matthews. 2024. *"My Old Carpetbagger"*. Fairfax, VA: Mason Publishing.
- Lewis, Jay D. 2023. *Opechancanough And His Descendants*.
- *Loudoun County African American Historic Resources Survey: Historic Context and Survey Report*. 2024. Washington, DC: EHT Traceries Historic Preservation.
- Tiedemann, Joseph S., Eugene R. Fingerhut, & Robert W. Venables. 2009. *The Other Loyalists: Ordinary People, Royalism, and the Revolution in the Middle Colonies, 1763-1787*. Albany, NY: State University of New York Press.

Digital Collections, Computers, and Microfilm: 0

Manuscript and Visual Collections: 2 collections were added: Shugars Family Papers, 1838-1903, n.d., (M 0160) and Deed, Elijah B. White and Lalla H. White to Isaac V. Warner, 10 June 1901, (SC 0175). 50 photographs are in process; 0 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: 204 items were created/updated/replaced in the Centennial catalog of these 46 items were cataloged and 114 corrections/updates were made to records. 61 newspapers issues were added to the collection. 31 recently received books were cataloged.

Vertical Files (VF): A collection guide has been created for the general vertical file along with an index; it will be added to the catalog in the near future. .

Catalog Project: Staff is moving forward entering all the materials not previously cataloged by LCPL. Collections currently being cataloged include the newspaper

collections and general vertical file. Still to be cataloged are, law books in Town Hall, and rare books.

Personnel:

- **Interns/Student Researchers:** None currently.
- **Staff:** The Curator of Manuscripts position interviews (in-person and virtual) were held throughout June.
- **News of Former Staff:** An open house was held on June 21 to celebrate Alexandra Gressitt' s retirement. Around 50 people attended, including former staff. Several former staff members including Elizabeth Preston and Lisa Dezarn were unable to attend but sent their congratulations to Alexandra.
- **Volunteers:** Work on a variety of projects such as scanning and numbering photographs, inventorying, rehousing collection materials, and processing collections. Volunteers have been instrumental in helping with First Friday programs at the Donaldson Cabin.

Donaldson Cabin:

- Taylor Ruzinsky is processing collections at the cabin using grant funds.
- The new display case and art gallery hanging system were installed and used for the June First Friday program at the cabin to great success.

Action Items: None

Respectfully submitted,
Laura Christiansen, Library Director

MAY 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	42	4	10	32	215	104	103	37	1565	2	8		11	3	1332		Postings	Viewers
Alyssa																	Instagram	16	1341
Anna	1	7	1	5	1	2		19	31	684			32				Twitter		122
Bryan																	Facebook	25	11,261
Echo																	Google		2280
Tamsyn		28		10	17	49		77	13	168							Youtube	1	1426
Helen																	Balch Column		
Joanna	1	1					2	4	2	1							Total	42	16430
Laura	7	139		41	99	445	136	206	19	1068		63	20	7					
Madison	20	19	11			7	11	29	53	28									
Maria																			
Mary Pender	2								2	1									
Michelle	1	2	1	5		1			1	97									
Sara			2							57									
Taylor	1					8				93	1								
Travis																			
Ben	3	8	1	2	1	1	1	2	7	67	4		3						
General Lib										693									
TOTALS	41	246	20	73	150	728	254	440	165	4522	7	71	55	18	3	1332			

Location	Visitors
Leesburg	52
Loudoun Co.	49
VA	42
Other US	18
All USA	161
Int'l	0

Volunteer Hours			
Anne Geiger	11	Kate Nau	3.5
Becky	9.25	Kathy	0
Deb Hershman	13.5	Morgan D	4
Gabby P	0	Sam W	0
Gloria	0	Sue	4
John F	0	Wynne	0
Judy K	0	Sara W	5.5
Ceila Martini	19.75	Kate Morrison	10
TOTAL HOURS	80.5		
Total # of Active Volunteers:			

Intern Hours
of Active Interns

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	3	47
TBL Internal Meetings	17	182
TBL Offsite Events	3	33
Donaldson Cabin	1	63
Totals	24	325

Public Service	
New Wifi Usage	5
Total Reference Questions	6717
ILLs requested	0
ILLs filled	1
Photograph reproduction orders	11
Photographs reproduced for orders	24
Archive Collections Used*	64
Income	\$573
Pro Bono TOL	\$1,051

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

Collection Mgmt	
Items added to catalog	88
Newspapers received and inventoried	63
Accessions	3
Total items added to Catalog	151
Archive Collections in process	6
Archive Collections processed	1
Photographs Processed	3
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