



**Thomas Balch Library
Advisory Commission
Agenda
7PM – 11 September 2024**

- Call to Order
- Approval of Minutes – 10 July 2024
- Library Director's Report – September 2024 (July and August 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, 09 October 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	P	N				
Barnard, Tony (2026) appointed 10/2023 [Wilt]	A	N	P	P	P	P	A	N				
Billigmeier, Scott (2024) appointed 9/2022 [Bagdasarian]	P	N	P	P	P	A	P	N				
Hershman, James H Jr Chair (2026) appointed 7/1994 [Martinez; 1/2023 [Steinberg]	P	N	P	P	P	P	P	N				
Coyer, Paul, (2024) 7/1/2022 [Nacy]	P	N	P	P	P	P	P	N				
Dias-Mattina, Adrian (2024) appointed 1/2021 [Cummings]	P	N	P	P	P	P	P	N				
Woolard, Russ (2024) appointed 1/2017 [Burk]	P	N	P	P	P	P	P	N				
Wilt, Patrick, Council Manic as of 1/2023												
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 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	P	N				
Laura Christiansen, Curator of Manuscripts to 6/21/2024; Library Director from 6/24/2024						P	P	N				
Public												
Total	8	0	9	9	9	8	8	0				



Thomas Balch Library Advisory Commission Minutes 10 July 2024

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

Commissioners Present Virtually: None

Commissioners Absent: Tony Barnard

Others Present: Don Cooper, President FTBL

Staff Present: Laura Christiansen, Library Director

Meeting convened by Hershman in lower-level meeting room, Thomas Balch Library, at 7:03 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 12 June 2024 were approved on a motion by Coyer seconded by Woolard.

Library Director: Report attached. In addition, Christiansen requested feedback from Commission members related to presentation of statistical information in the Director's report.

Friends of the Thomas Balch Library, Inc.:

- Friends held a luncheon for retiring Library Director Alexandra Gressitt on 10 July. A citation and plaque honoring her accomplishments were presented to the library.
- Friends updated website with a new URL will go-live in July.
- The Fall fundraiser for Friends will be held on 6 October at the Loudoun Heritage Farm Museum.

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

- Noted that materials requested of the Foundation by the Curator were used at the July 5 First Friday Pop up exhibit at the Cabin.
- Noted that outstanding accounting bills: CY2023 tax and the Balch Trust accounting review had been received.

Old Business:

- Library Director transition and TBLAC's role. Christiansen reported on the transition, noted that staffing, including hiring of a new curator and additional flexible part-time reference staff were underway.
- St James' Cemetery committee – Billigmeier noted no new information was available but that the committee was moving forward.
- Commission on Public Arts - Baracat-Donovan provided updated information regarding proposed creation of a Performing Arts Council, noting that the Council had discussed the proposal and requested further research and information and would address the topic at a future meeting. Commission members discussed the need for additional support for performing arts in Leesburg and that deferred any additional discussion or action pending the forthcoming Council discussion.

New Business:

- Hershman noted that the Annual report (memo for council) was under way and would be completed by the end of July.
- History Awards – Procedures and possible candidates for this year's nomination process were briefly discussed.

Councilmanic remarks: None

Commission Comments:

- Woolard noted that he had recently attended an excellent "Rock the Turnage" event at the Historic Turnage Theater in North Carolina.
- Hershman commented on the nice event held for retiring library Alexandra Gressitt by the Friends of Thomas Balch Library.

On a motion by Coyer seconded by Billigmeier, the meeting adjourned at 8:10 PM.

Respectfully submitted,

Laura Christiansen
Library Director
10 July 2024

Thomas Balch Library Advisory Commission (July, 2024)

- Approved the minutes of the 12 June meeting
- Received the library director's report—A number of successful outreach activities in June and early July, involving the Marshall Center, GMU, and the Donaldson Cabin (32 visitors for July exhibit)—staff member Anna Carneal will chair the VA250 events marking the American Revolution—among some new collections received one that involves William T. Sherman—the re-cataloging process is moving toward completion, including newspapers—the 21 June open house reception to honor retiring director Alexandra Gressitt was well attended
- Don Cooper gave the Friends report—their new website should soon be up—the next board meeting is 21 July at Balch—the fall fundraiser is scheduled for 6 October at the Loudoun Farm Museum
- Under Old/Continuing business—the commission and the new director discussed the transition in leadership—the retiring director left very detailed instructions and information that is proving quite helpful—the commission is looking forward to working with the new director—there was no new information on the St. James Cemetery project—the commission discussed the proposal on creation of a performing arts commission, with consensus on the need for attention to the performing arts, but deferring any further action pending Town Council action
- Under New Business—the chairman said that the commission's annual report would soon be fully prepared—discussion on History Awards procedure and possible actions

Thomas Balch Library Advisory Commission
11 September 2024
Library Director's Report

Outreach:

Exhibits:

A new exhibit for September was installed in the Mercer Room cases on 9/6. The exhibit, "Connecting in the Archives" explores unexpected connections inspired by Thomas Balch Library collections. Included are a section created by Anna Carneal featuring discoveries related to the Poulton Family Correspondence, 1836 - 1864 (SC 0163), Photographs of Alaska in the Armistead Thomson Mason Rust Collection, 1887-1967 (VC 0098) identified by Maddie Russell, and several recently acquired collections processed by summer volunteers and interns

Donaldson Cabin:

- July 5 Pop-up exhibit "Leesburg's Revolutionary War Veterans" :32 visitors
- August 2 Pop-up exhibit "Cats of Leesburg": 81 visitors

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

- August 1 Thursday Workshop a Brief History of Leesburg was very well attended with (65 attendees virtually and in person). If you missed it, the recording is now available here:<http://tiny.cc/yfsdz>

Educational Outreach

- On July 24, Anna Carneal attended training about updates to the SOLs held by LCPS at Oatlands
- On August 15 staff attended LCPS Social Sciences Professional Development Day at Dominion High School

Interns/Students :

- Cataloger Maddie Russell provided about 10 hours of instruction to Old Dominion University MLIS student Sara Wolfey. Sara shadowed Maddie as she created catalog records for TBL's Historic newspaper collections.
- Our summer volunteer interns Celia Martini and Kate Morrison completed their time with us. Celia processed the LARGE Loudoun Law Camp Collection, and Kate completed processing of numerous small collections.
- Olivia Mares from Patrick Henry University began work on 8/28 as a Fall Undergraduate Intern

Community Collaboration:

- TBL shared items with the Loudoun Sketch Club for an exhibit celebrating the club's 80th anniversary, the exhibit is currently on view at the County Government Center.
- Anna Carneal attended Loudoun VA 250 Committee meetings in July and August.

Collections:

Accessions

July: 7 Accessions were received

August: 10 Accessions were received

Donations of interest:

- Loudoun Volunteer Financial Council Records 1994-2021
- 11 Lithographs by Micheal P. Mesko: depicting historic Leesburg structures.
- Memorial Plaque from the April 4, 2022 dedication of the Enslaved People of George Mason & Dedication Program.
- 145 reels and VHS tapes of Loudoun County High School Football film from the LCHS athletics department. We will digitize a sample of the film with the help of LCPL's makerspace and based on the content, condition, cost and time investment, we will determine next steps.

Cataloging:

- July: Cataloged 46 new books/newspapers in the collection. Added 11 records to OCLC, replaced 27 incorrect records, deleted 6 records (missing items). Added 76 Local Holdings, Updated 204 Local Holdings
- August: Cataloged 34 new items, created 23 records in OCLC, corrected 29 records. Added 48 Local holdings, updated/corrected 145 Local Holdings-information.
- In July and August, 34 historic newspapers in TBL's collection were cataloged for the first time. These included 18th, 19th and 20th century titles.
- In August, Madison Russell and Michelle Champ completed an inventory of the cataloged collections. They carefully scanned and checked the location of more than 21,000 books. The inventory will be used to create a backup list to be used when the catalog is down.

Operations:

Building and Grounds:

On 8/9 opening staff found plaster falling from the ceiling near the cupola onto the floor in the Clark Room from an area that leaked in October 2023. No water fell during the subsequent storms, but roofing contractors identified issues with the seal around the cupola and made repairs. Once it is clear that the repairs were successful, the plaster will be repaired.

Personnel:

- Tammy Linh Tran started work as the Curator of Manuscripts and Archives on Monday 8/12. She is already hard at work learning her way around Thomas Balch Library and the collection.
- Two flexible parttime staff have been hired to fill open hours – Eliza Vegas started 9/5, Morgan Dunwoody will begin on 9/19.

Volunteers:

- Several volunteers returned to work after long hiatuses, and several applications were received.
- July: 83.5 hours contributed
- August:86.25 hours contributed

Reference services:

At the August TBL staff meeting a plan for a new approach to collecting stats for library use and reference was developed. Beginning with September stats, reporting will change. Attached you will find the summary of FY 2024 statistics.

Total Library Visitors (door)

- July 1,871
- August 1,699

Total In Library Use count (reference desk)

- July 299
- August 274

Geographic break down [voluntarily reported]

	Leesburg	Loudoun Co	Other Virginia Counties	US/DC/UNK	Foreign
<i>July</i>	68	48	18	17	1
<i>August</i>	70	39	12	24	0

Town of Leesburg / Internal Requests

- July 5
- August 4

Respectfully submitted,

Laura E. Christiansen

FY END 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	45	596	21	51	347	2553	1113	1173	516	19354	26	161	9	169	35	16920		
Alyssa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Instagram	180
Anna	43	61	25	47	8	12	1	381	472	6233	5	0	189	2	0	0	Twitter	27
Bryan	82	79	16	48	4	0	69	207	69	884	0	0	0	0	0	0	Facebook	201
Echo	4	17	2	3	65	303	1	215	0	580	1	2	0	0	0	0	Google	0
Tamsyn	2	141	9	40	79	221	0	437	42	916	1	0	0	0	0	0	Youtube	28
Helen	3	2	0	7	0	4	0	10	24	503	17	0	0	0	0	0	Balch Column	15367
Joanna	5	13	0	0	0	0	12	22	11	126	0	0	0	0	0	0	Total	15803
Laura	133	2236	7	735	1967	4457	1317	1860	482	12277	33	324	211	41	0	0		399884
Madison	224	170	42	6	28	36	36	232	564	316	162	0	0	0	0	0		
Maria	11	11	4	0	0	0	2	4	1	0	0	0	0	0	0	0		
Mary Pender	36	1	0	0	0	0	0	0	5	16	0	0	0	0	0	0		
Michelle	24	79	10	46	5	3	4	24	22	1283	0	0	0	0	0	0		
Sara	27	36	19	8	0	0	0	2	0	1208	0	0	0	0	0	0		
Taylor	85	42	17	25	1	180	6	14	17	1564	4	0	2	0	0	0		
Travis	19	11	0	0	0	0	0	5	14	8	0	0	0	0	0	0		
Ben	9	14	3	3	3	1	7	20	27	224	87	0	13	0	0	0		
General Lib	238	402	83	65	166	117	217	534	203	13782	10	41	0	2202	0	0		
TOTALS	990	3911	258	1084	2673	7887	2785	5140	2469	59274	346	528	424	2414	35	16920		

Location	Visitors
Leesburg	933
Loudoun Co.	588
VA	273
Other US	304
All USA	2098
Int'l	6

Volunteer Hours			
Anne Geiger	135	Kate Nau	39.5
Becky	44	Kathy	3.25
Deb Hershman	26.5	Morgan D	28
Gabby P	30.25	Sam W	53.9
Gloria	2.5	Sue	64.5
John F	3	Wynne	20
Judy K	30.75	Sara W	27.5
Ceila Martini	35.75	Kate Morrison	45
TOTAL HOURS	589.4		
Total # of Active Volunteers:			

Intern Hours
358.25
of Active Interns
3

Attendance Stats	# of Meetings	# of Attendees
Rental Meetings	30	539
TBL Internal Meetings	165	1792
TBL Offsite Events	18	1398
Donaldson Cabin	10	528
Totals	223	4257

Public Service	
New Wifi Usage	202
Total Reference Questions	87345
ILLs requested	18
ILLs filled	15
Photograph reproduction orders	129
Photographs reproduced for orders	495
Archive Collections Used*	732
Income	#####
Pro Bono TOL	\$ 4,428.00

Collection Mgmt	
Items added to catalog	5285
Newspapers received and inventoried	828
Accessions	142
Total items added to Catalog	6354
Archive Collections in process	68
Archive Collections processed	23
Photographs Processed	783
Images added to Past Perfect	4213
ARVAS (VIVA) entries	1
Guides posted to TBL Site	18
Books sent to bindery	0
Books returned from bindery	0
	0
	0

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