

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

17 December 2025, 7:00-8:00 PM Library Krapf Program Room

PRESENT: Amy Kelly, Carol Klein (Secretary), Desiree Threadgill, Emily Interrante, Francine Dague (President and SAC Representative), Jack Hines, Jasmine Smith (Library Director), Kelsey Houdeshel, Marcy Hessinger (Vice President), Ron Dankanich (Treasurer), Mark DeWitte, and Mary Beth Hudak (Friends). On ZOOM:

ABSENT: Beth Valocchi, Debbie Shupp, Josh Young, Meghan Zeigler, Whitney Kalmbach.

RETIRED: Jennifer Breton

Approval of Minutes: At 7:00 PM, President Francine Dague called the meeting to order and called for approval of November Minutes. Ron Dankanich moved to approve; Jack Hines seconded. All were in favor, and the motion passed.

Library Director's Report & Monthly Statistics—Jasmine Smith reported healthy November **STATISTICS:** Open 23 days in November 2025, the Library's increases over November 2024 included Total Year-to-Date Circulation (189,832 vs 179,160); **Total Card Holders (13,058 vs. 11,996) with 112 New Patrons;** Total Programs (76 vs. 71); Total Live Program Attendance (1,422 vs. 1,153); and Monthly Patron Visits (8,117 vs. 7,817)—a 300 "door count" increase. Juvenile and Teen Live Attendance were 1071 vs. 72 and 10 vs. 4 respectively, reflecting new Teen guidelines. Currently there isn't a way to record Teen volunteers' efforts in the State Reports. Adult Live Attendance was 300 vs. 264.

PROGRAM HIGHLIGHTS. The Library now has **more than 13,000 current Card Holders.** Cards expire in 3 years, and members renew membership with proof of residence.

Rebecca Viola's **Middle School Library Club** is off to a good start. 70 people attended

Thanksgiving Drop-In. 12 Winter Crafting people filled the Program Room.

Other popular programs/events (often sold-out or waitlisted) continue, including Rebecca Viola's

Baby Play Time, Drop-In Family Storytime, Toddler Time, and Story Tots. Lego continued on November 24. **I Love Dogs!—a Local Author Family Event** was November 1. Coordinator Sarah Barker keeps Teens/Adults engaged with programs such as the **Solar Viewing Drop-In** (November 1), **Board Game Night, Knitting/Crochet/Fiber Arts, Writer's Group, Monthly Book Clubs, Conversational English, Chair Yoga, and Mah Jongg.**

FUNDING. There will be an increase of about \$2,000.00 in state funding and a \$800.00 increase in county funding. The Annual Appeal (including Giving Tuesday) raised \$20,300

Treasurer's Report—Ron Dankanich presented the November 2025 financial report (provided in the December meeting packet) for approval. The **Revenue Activity** spreadsheet showed no state or local government revenue since most have paid their 2025 contributions; \$1,262.75 came from the Friends of the Library; \$1,273.50 from Fines & Overdues; \$768.85 from Donations; \$405.65 from the Fund Drive; as well as \$4,502.56 from Annual Giving. Of **Total Expenses**, \$3,309.20 was for Downloadable e-Books, 1,431.78 from Adult Books, and 1,170.89 for Children's Books. \$1,386.48 was for Equipment Maintenance Agreements and \$756.00 was for the Cleaning Contract. Amy Kelly moved to approve the November Financials subject to audit; Jack Hines seconded. All were in favor; the motion passed.

Committee Reports

The Board Governance/Nominating Sub-Committee—Mark DeWitte, acting for **Beth Valocchi**, held by secret ballot the **2026 Executive Committee Election**. Incumbent officers were elected by unanimous vote.

Finance/Property—Ron Dankanich reported that the 10-year-old Heat Exchanger is not working and will require about \$4,000 to replace. Marcy Hessinger moved to approve the expenditure; Ron Dankanich seconded. All were in favor; the motion passed.

Personnel—Marcy Hessinger will bring renewed focus in 2026 to increase Trustee numbers. She requested a thank-you note for Jennifer Breton, retired Board Member, for her service.

Community Outreach, Fundraising, and Major Gifts—Emily Interrante.

- Emily thanked everyone for making the **December 4 Donor Party** such a great success. 88 people attended including 5 elected officials, 14 Friends of the Library, 29 Donors and Sponsors. An even larger 2026 Donor Party will require more food and a changed layout.
- **The 150th Anniversary Committee's** next meeting will be in February. Jasmine Smith reported that the **Top 150 Books Survey**, kicked off in December, will end in January with a book list to publish then and also incorporate into Summer Reading activities. Compiling entries for the **150th Library History Album** is well underway.
- Emily thanked Kelsey Houdeshel and the Kelly family for all they did to make **the Library's Float in the December 13 Good Neighbor Christmas Parade** so successful and such fun. The 150th Logo and Banner were incorporated into the Library Float decorations.
- For the February 7 **Whisky Tasting** at Northbrook Market Place, West Chester, Jack Hines is rounding up sponsors for beer and wine, etc. The whisky will be donated. Jack requests Silent Auction Items and will review logistics with Emily Interrante and Carol Klein.

The System Advisory Council (SAC)—Francine Dague reported there was no November meeting as the SAC awaits the Budget.

The Expansion Committee—Jack Hines reported that costs for an expanded **Geotechnical Survey** (assessing soil load-bearing capacity to ensure sound construction and that the Expansion meets local codes) and **Wetlands Analysis** (ensuring construction approaches protect the environment)—the next steps in the Feasibility Study—may require additional funds. Any actions necessary to meet code requirements or obtain variances are to be determined. Municipalities have pledged 2026 Expansion contributions. Ron Dankanich moved to approve additional expenses subject to need. Emily Interrante seconded. All were in favor; the motion passed. Jasmine Smith said that the architects have spoken with staff about furniture and the fish tank. Marcy Hessinger requested an updated Total Soft Costs and Total Project Costs Spreadsheet, should the additional expenses be required.

Friends Report—Mary Beth Hudak said the **Friends' Library Display** will be ready in January.

New Business—Newly elected Downingtown Mayor Erica Deuso has proclaimed National Library Week, 19-25 April 2026, "**Downingtown Library Week**" in Downingtown Borough.

There being no additional New Business, at 7:40 PM, Francine Dague requested a **motion to adjourn**. Jack Hines so moved; Emily Interrante seconded. All approved; the meeting was adjourned.

The Board's next meeting will be January 21 in the Krapf Program Room.

Respectfully submitted by Carol S. Klein, Secretary