

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

20 August 2025, 7:00-8:00 PM Library Krapf Room

PRESENT: Amy Kelly (on Zoom), Beth Valocchi (on Zoom), Carol Klein (Secretary), Debbie Shupp, Desiree Threadgill, Emily Interrante, Francine Dague (President), Jack Hines, Jasmine Smith (Library Director), Jennifer Breton (SAC Rep), Kelsey Houdeshel, Marcy Hessinger (Vice President), Mark DeWitte, Ron Dankanich (Treasurer)

ABSENT: Josh Young, Whitney Kalmbach

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

Library Director's Report & Monthly Statistics—Jasmine Smith reported healthy **June STATISTICS:** Open 26 days in July 2025, the Library's increases over July 2024 included Total Year-to-Date Circulation (99,027 vs. 93,126); Total Card Holders (12,669 vs. 11,539) with 178 New Patrons; Total Programs (75 vs. 64); Total Live Program Attendance (1,882 vs. 1,714; and Monthly Patron Visits (12,207 vs. 11,457)—a 750 "door count" increase. Juvenile and Teen Live Attendance were 1,243 vs. 610 and 14 vs. 224 respectively, reflecting new Teen guidelines. Adult Live Attendance was 223 vs. 247.

TRUSTEE TRAINING. CCLS provided trustees the opportunity to view the *United for Libraries Virtual Conference – Trustee Day* - July 29, 2025, 10:30 - 4:00 at the Exton Library.

Topics included "Freedom of Information Act." **PROGRAM HIGHLIGHTS.** Popular programs/events included **Harry Potter's Birthdae Party [sic]** July 31, attended by 250 adults, teens, and children, who shared with staff how much they loved the party. Youth Services Coordinator Rebecca Viola's **Drop-In Family Story Time** was held only on Tuesdays beginning in August. Paws for Reading featured 15-minute slots to read **Books with Bear**, a Service Dog. Each child could bring a book from home or choose one from the Library. Adult Programs Coordinator Sarah Barker's popular **Solar Viewing Drop-In** on August 2, with a local NASA expert, attended by 150 people, will be offered again in September, weather permitting. The **August 5 Summer Art Show** in the Program Room, spotlighting 20 works of art per age group, included a 2nd grade student's wonderful polar bear drawing. **STAFF.** The Library welcomed two new desk staff, Gianna Kopec and Anya Mehta, whose names have been added to the Staff Contact List. **FACILITIES.** The Silent Panic Buttons work. Ron Dankanich recommended leasing a printer (vs. a \$10,000 purchase) to replace the Library's 10-year-old printer, which now accepts only coins (no bills). The Library's **SALES TAX EXEMPTION** status is renewed. The Form to use and the Library's ID Number have not changed. The Library has nearly completed the final action to achieve **Silver Level for the PA Forward Star Program**, reinforcing focus on Basic, Civic/Social, Financial, Health, and Information Literacy. With Uwchlan Township scheduled in October, Jasmine will have completed **Visits to all the Library's Municipalities**, highlighting Library events and presenting her message that Downingtown Library promotes a sense of community and is an essential "center for information, technology, and learning, fueling educational and economic opportunity for all Pennsylvania citizens." **GRANTS.** The **Foundation Directory Grant** will provide the Library direct access to the Directory rather than via Chester County Library System (CCLS) in Exton. The Directory provides data about Grantmakers (including foundations, federal funders, public charities, many of which do not have websites), their Grants, and Grant Recipients.

Treasurer's Report—Ron Dankanich's July 2025 financial reports were included with the August Board of Trustees' Meeting packet. The **Revenue Activity** spreadsheet showed \$21,019.04 in County revenue, \$411.69 from Charges including for patron printing; \$1,727.80 from Fines & Overdues; \$508.60 in Donations; \$1,492.74 from Fund Raising Events; as well as \$261.80 from Annual Giving. \$4,554.56 of **Total Expenses** were for Library Materials and \$1,211.63 were for Maintenance—Building & Grounds. Ron successfully negotiated with Univest Bank and Trust, a **Money Market & Checking Account** with a favorable rate and no limit on transactions. At the October 2025 Board Meeting, the Board will discuss whether to move any of the funds moved into Univest into higher yielding accounts (with less transaction flexibility). The July Treasurer's Report was presented for approval. Jack Hines moved to approve the July Financials subject to audit; Jennifer Breton seconded. All were in favor; the motion passed.

Committee Reports

The Board Governance/Nominating Sub-Committee—Beth Valocchi. The committee worked on the Gift Acceptance Policy. Governance will review Chester County Library System's newly created policies to determine if any are relevant to Downingtown Library.

Finance/Property— Ron Dankanich reported that currently only individual computers at the Library have surge protection. Surge protection is needed for the entire Library building.

Personnel— Ron Dankanich. The Personnel Committee completed Jasmine Smith's half-year review. The **3-Year Projection Plan** from her list of goals has been postponed for now.

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

- Outreach supported August 16 **Uwchlan Community Day** with a donation and will attend September 6 **Caln Day***, September 13 **East Caln Kids Day***, and October 5 **Downingtown Fall Fest** (*with Capsule Machine) and **East Brandywine Fall Festival** (with Kelsey Houdeshel's give-away books).
- The October 25 **D-town Brew-Down** at Minquas Fire Company event website is accepting sponsorships, with \$2,000 raised. Of the 8 tickets sold, 5 are VIP. Suburban Food Service's food truck is hired. Brewers are registering. Ron will confirm dates to sell Beeramid tickets at Lione's Pizza.
- Emily requested names to add to the **December 4 Donor Party** invitation list.
- **150th Anniversary Committee—Beth Valocchi.** The logo (nearly finalized) will be revealed at the 2025 Donor Party. The calendar of events includes a February 11 Birthday Party, celebrated with 150 cupcakes displayed on 3 tiers. Patrons' votes will result in a list of 150 Downingtown Library Favorite Books, announced before 2026 Summer Reading. Municipalities and other groups are being invited to create monthly displays (using the bookshelves just inside the main door) to showcase their history and services. A Downingtown Library history-based display will also be in place throughout 2026.

The System Advisory Council (SAC)—Jennifer Breton reported on the 2026 tentative Funding Formula, based on State and County funding, presented at the August 12 SAC meeting. Current funding decreases make municipalities' support vital. The next meeting is November 11.

The Expansion Committee—Jack Hines is asking Municipalities to contribute to the Expansion Project. The August Meeting packet's Library Expansion Timeline will be updated ongoing to show status. Francine Dague and Jasmine Smith's Expansion presentation to CCLS received a very positive response. The CCLS Board will vote on approval at their next meeting.

There being no **Friends Report** or **New Business**, at 7:37 PM, Francine Dague requested a **motion to adjourn**. Jack Hines so moved; Ron Dankanich seconded. All approved, and the meeting was adjourned. **The Board's next meeting will be Sept 17 in the Krapf Program Room.**

Respectfully submitted by Carol S. Klein, Secretary