

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

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

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

ABSENT: Beth Valocchi, Jennifer Breton (SAC Rep), Josh Young.

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

Library Director's Report & Monthly Statistics—Jasmine Smith reported healthy **August STATISTICS:** Open 25 days in August 2025, the Library's increases over August 2024 included Total Year-to-Date Circulation (140,054 vs 132,585); Total Card Holders (12,716 vs. 11,683) with 135 New Patrons; Total Programs (72 vs. 56); Total Live Program Attendance (1,277 vs. 1,040; and Monthly Patron Visits (10,516 vs. 9,639)—an 877 "door count" increase. Juvenile and Teen Live Attendance were 760 vs. 125 and 1 vs. 60 respectively, reflecting new Teen guidelines. Currently there isn't a way to record Teen volunteers' efforts in the State Reports. Adult Live Attendance was 319 vs. 214. CCLS new or refresher **TRUSTEE ORIENTATION PROGRAM** will be Saturday, October 25 (10:00 – 12:00). **PROGRAM HIGHLIGHTS.** Popular programs/events included Youth Services Coordinator Rebecca Viola's **Second Saturday Drop-In Family Storytime** September 5 and 13, with a weekend date for families who couldn't attend during the week. (This drop-in program is recorded under "Juvenile" vs. "Family" programming.) Adult Programs Coordinator Sarah Barker's popular **Solar Viewing Drop-In** on September 13 with a local NASA expert, was well-attended. Programs on Medicare (Aug 27) and Retirement (Sept 10) were also provided. **Horror Trivia Night with Lady Raven** Sept 19 is sold out. The **2nd Annual Puzzle Contest** will be November 14. **FACILITIES/PROPERTY.** A new printer leased from Copy Systems PA (vs. a \$10,000 purchase) will be installed shortly. The Library has 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. The system-wide Outage is being worked on. Phones, internet, and email are all down. All 18 CCLS libraries are staying open. At Downingtown Library, patrons can check out/return materials.

Treasurer's Report—Ron Dankanich's August 2025 financial reports were included with the September Board of Trustees' Meeting packet. The **Revenue Activity** spreadsheet showed \$16,000.00 and 52,500.00 in revenue from Uwchlan and West Bradford Townships respectively; \$505.59 from Charges including for Patron Printing and Lost Books; \$1,490.81 from Fines & Overdues; \$781.11 in Donations; \$1,280.00 from Fund Raising Events; as well as \$100.00 from Annual Giving. Of **Total Expenses**, \$2,336.90 was for Library Materials and \$11,514.00 were for Insurance. Jasmine and Ron will meet with Insurance brokers to negotiate a better offer. The Library has had no claims in the last 5 years. There was a \$91.00 Capital Outlay for Computer Software. The August Treasurer's Report was presented for approval. Francine Dague moved to approve the August Financials subject to audit; Kelsey Houdeshel seconded. All were in favor; the motion passed.

Committee Reports

The Board Governance/Nominating Sub-Committee—Beth Valocchi requested approval for the Gift Acceptance Policy. Ron Dankanich moved to approve; Jack Hines seconded. All were in favor; the motion passed. Governance will review CCLS' newly created policies to determine if any are relevant to Downingtown Library. Most are already incorporated. Debbie Shupp is meeting with Governance about Meghan Ziegler as a potential Board Member. Francine Dague will re-circulate Meghan's information. The Board will vote in October.

Finance/Property—Ron Dankanich reported that the damaged restroom door will be repaired. Ron will finish the Friends' Shed's ramp, which the Borough will extend. A speed bump requested to be installed at the Shed is not practical for that spot and will not be installed.

Personnel—Ron Dankanich. There was no Personnel Committee meeting this month; there were no personnel changes and no updates.

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

- Outreach attended the September 6 **Caln Day***, September 13 **East Caln Kids Day***, and will attend October 5 **Downingtown Fall Fest** (*with the beloved Capsule Machine) and **East Brandywine Fall Festival** (with Kelsey Houdeshel's give-away books). Kids are very excited about being able to keep the give-away books.
- The October 25 **D-town Brew-Down** at Minquas Fire Company event website is accepting sponsorships, with \$3,500 raised. Of the 24 tickets sold, 12 are VIP. Suburban Food Service's food truck is hired. Brewers are registered. Ron and Amy will sell Beeramid tickets at Lione's Pizza. There are 11 cases of beer!
- Emily requested names to add to the **December 4 Donor Party** invitation list.
- **The 150th Anniversary Committee** met August 26—**Beth Valocchi**. Elyse Ford (Downingtown Garden Club) donated her services to decorate for the **December 4 Donor Party**, when the **150th logo** will be revealed. Beth contacted Municipalities and other organizations about the opportunity for a **one-month display** in the Library (using the bookshelves just inside the main door) during 2026. The committee will provide displays for any unclaimed months. A **DL History Display**, utilizing a donated display case, will be in place throughout 2026. The Library's **February 11th afternoon 150th Birthday Party** will follow a morning Birthday StoryTime/Children's Party. Ron is building three tiers to display 150 homemade cupcakes. Sarah and Jasmine are finessing BeanStack to collect and tabulate patrons' votes for **DL's Top 150 books survey**, kicking-off in December and ending in time for Summer Reading. The **next meeting is September 29**.
- The 2026 **Whisky Tasting** will be February 7. Carol Klein obtained pottery for the Silent Auction.

The System Advisory Council (SAC)'s next meeting is November 11—**Jennifer Breton**.

The Expansion Committee—Jack Hines is encouraging the Library's communities to commit to Expansion donations and setting dates to meet with the architects. Francine Dague reported that the System Board met and voted to approve Downingtown Library's Expansion.

Friends Report—Francine welcomed Mary Beth Hudak. Book Sale Collection begins September 29; the Sale begins October 17, with 30+ Friends committed to helping. One school has donated books.

There being no **New Business**, at 7:35 PM, Francine Dague requested a **motion to adjourn**. Ron Dankanich so moved; Jack Hines seconded. All approved, and the meeting was adjourned.

The Board's next meeting will be October 15 in the Krapf Program Room.

Respectfully submitted by Carol S. Klein, Secretary