

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

18 February 2026, 7:00-8:00 PM Library Krapf Room

PRESENT: Amy Kelly, Beth Valocchi, Carol Klein (Secretary), Debbie Shupp, Emily Interrante, Francine Dague (President and System Advisory Council Representative), Jack Hines, Jasmine Smith (Library Director), Josh Young, Kelsey Houdeshel, Marcy Hessinger, (Vice President), Mark DeWitte, Meghan Zeigler, Ron Dankanich (Treasurer), Whitney Kalmbach, Mary Beth Hudak (Friends of the Library) **ABSENT:** Desiree Threadgill

Call to Order: President Francine Dague called the meeting to order at 7:00 PM and requested approval of the January 2026 Minutes.

Approval of Minutes: Ron Dankanich moved to approve the December 2025 Minutes with one addition; Jack Hines seconded. All were in favor, and the motion passed.

MONTHLY REPORTS

Library Director's Report: January Monthly Statistics included 25 days open in January (1 snow day, 3 short days, 1 holiday). January 2026 exceeded January 2025 in Total Year-to-Date Circulation (17,731 vs 16,198); Total Card Holders (13,175 vs. 12,059) with 139 New Patrons; Total Programs (82 vs. 71); Total Live Program Attendance (1,548 vs. 974); and Monthly Patron Visits (8,268 vs. 7,804)—a 464 “door count” increase. Juvenile and Teen Live Attendance were 1,056 vs. 602 and 12 vs. 3 respectively, reflecting new Teen guidelines. (Currently there isn't a way to record Teen volunteers' efforts in the State Reports.) Adult Live Attendance was 408 vs. 337. Jasmine reported that a Chester County Community Foundation grant has made the **Candid database** available to all of the CCLS libraries. This valuable resource provides comprehensive information about grants, including unpublicized grants.

PROGRAM HIGHLIGHTS. The daytime **150th Library Birthday Party** on February 11 was attended by 50 Children. 100 children attended **Miss Rebecca's Storytime**, and 100 adults and children attended the evening **150 Cupcake Event**. Other activities/events included **Nature Journaling**, creating **Pinecone Bird Feeders**, and a special **Grown-up & Me Tea Party**. Some **STAFF** have reduced their hours, Jasmine hired Euphemia Williams to fill Monday and Tuesday schedule gaps. Trustees requested a 2026 Staff Directory with photos. **COLLECTION.** Based on low use (3 patrons) and not-always-compliant **Hot Spot** borrowing as well as the \$300/year service cost for two Hot Spots, the Board discussed letting the subscription for one Hot Spot expire, keeping one for in-Library use only. Kelsey Houdeshel recommended providing patrons information about options for acquiring their own Hot Spots. The PA Public Library **2025 ANNUAL REPORT** has been submitted, capturing details about Downingtown Library's finances, service metrics, and operations, including the Library's 10,000 item increase in Circulation for 2025 vs. 2024. As of February 13, the **2025 ANNUAL APPEAL** raised \$42,064.00. Of that amount, one donor specifically praised Miss Rebecca's classes. People are asking about donating to the Expansion.

Treasurer's Report—Ron Dankanich highlighted January revenue activity, sent with the February 2026 Board Meeting packet. The **Revenue Activity** showed \$107,824.07 from the State; \$21,090.66 from the County; and \$32,000.00 (\$12,000 over budget) from East Brandywine. Of total revenue, \$1,426.80 was from Fines & Overdues; \$12,165.47 from Donations, \$866.30 from a Memorial Gift, and \$6,000.00 was from the American Rescue Plan Act (ARPA) Grant. \$14,371.80 was from Special Fund Raising. Of **Total Expenses**, \$1,793.38 was for Adult Books and \$1,624.82 for Downloadable E-books; \$756.00 was for the Cleaning Contract; \$5,249.94 was for the Equipment Maintenance Agreement; and \$776.46 was for Fundraising Expenses. Transfers to the Capital Account included the donations from West Bradford and East Caln. \$74,000 was paid to Kimmel-Bogrette toward Expansion Soft Costs. Amy Kelly moved to approve the Financials subject to audit; Meghan Zeigler seconded. All were in favor; the motion passed.

Committee Reports

Board Governance/Nominating Sub-Committee—Beth Valocchi. Ongoing, Governance will review CCLS policies to see which have changed and how those changed policies affect the Library's policies. Beth would like representatives from Expansion and Governance to create an **Expansion Gift Tiers Policy**. As a starting point/example, Josh Young provided Slippery Rock University's comprehensive "Naming Guidelines and Procedures for Facilities and Endowments Policy."

Finance/Property—Ron Dankanich. No additional updates.

Personnel—Ron Dankanich. No additional updates.

Community Outreach (Community Outreach, Fundraising and Major Gifts)—Emily Interrante

- **Jack Hines:** The sold-out **February 1 Whisky Tasting** raised \$13,493.00. Northbrook did a fabulous job. Jack extended thanks to Emily Interrante, Carol Klein, and all who contributed items to make the Silent Auction so successful.
- **March is Kimberton Whole Foods Roundup at the Register.** Kimberton matches the Roundups. On March 6, Jasmine, Emily, and Francine will have a table at Kimberton to greet shoppers.
- **March 7 is the Adult Involvement Open House/Meet & Greet at the Library.** Staff, Trustees, and Friends will explain how patrons can support the Library. Baked goods will be provided.
- **March 13 is Trivia Night.** There will be light snacks + donated Highland Orchard Pies as prizes.
- **Staff Appreciation Day** is March 27. Emily asked Trustees to sign up to attend and donate food.
- **Unionville Senior Citizen Fair** is April 18 (10 – 12:00AM). The Library will have a table.
- **Beth Valocchi: The Library's Sesquicentennial (150th) Celebration** began with **the Friends' January-February display** and the **February 11 Birthday Party**. **East Caln's display** starts February 23. Northbrook will store the **3-tiered Lazy Susan cupcake stand** Jack and Ron built for the birthday party and lend it to us whenever needed. The 150th Committee will reach out to involve the **local business community** in the 150th Celebration. The Downingtown Area Chamber of Commerce May 14 Coffee Talk is at the Library (7:30AM). The **150th Album** has received praise. Downingtown Mayor Erica Deusa proclaimed **April 19 – 25 Downingtown Library Week**. Josh Young will obtain a proclamation from East Caln Township as well.

System Advisory Council (SAC)—SAC didn't meet. The Legislative Breakfast is May 8.

Expansion Committee—Jack Hines will meet with **East Bradford** in March. Handwritten "Thank You" notes will be sent to the Townships as they contribute, with copies for publication in each Township's newsletter. **Kimmel Bogrette** and Jack will take Expansion questions to the Borough.

Friend's Report—Mary Beth Hudak. **Friends' Membership Recruitment** application forms are available in the Library. Books for the **Spring Book Sale** (opening April 24) are being donated and stored. Mary Beth shared that PA Representative Danielle Friel Otten and Senator Carolyn Committa announced more than \$160,000 in **State Funding to improve safety at the intersection of Pennsylvania and Wallace Avenues (\$65,469) and mid-block pedestrian crossing along Pennsylvania Avenue at Kerr Park (\$95,812)**. These enhancements will improve traffic flow, walkability, and pedestrian safety near Downingtown's parks, Library, and in-town businesses, and thereby build a safer, more convenient, and more welcoming community for residents and visitors. The Library's Expansion will add to the improved aesthetics. The Friends encourage interested individuals to watch for postings about upcoming hearings concerning Borough Planning.

New Business/Adjournment

There being no new business, at 7:50 PM, Francine requested a motion to adjourn. Josh Young so moved; Ron Dankanich seconded. All approved, and the meeting was adjourned.

The Board's next meeting will be March 18 in the Krapf Program Room.

Respectfully submitted by Carol S. Klein, Secretary