

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

21 January 2026, 7:00-8:00 PM Library Krapf Room

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

ABSENT: Debbie Shupp, Kelsey Houdeshel, Meghan Zeigler, Whitney Kalmbach

Call to Order: President Francine Dague called the meeting to order at 7:00 PM and requested approval of the December 2025 Minutes.

Approval of Minutes: Ron Dankanich moved to approve the December 2025 Minutes; Beth Valocchi seconded. All were in favor, and the motion passed.

Francine read Kathy Murphy's thank you note sent in a beautiful handmade card.

MONTHLY REPORTS

Library Director's Report & Monthly Statistics: Jasmine Smith reported 24 days open in December with healthy **STATISTICS** including December 2025 exceeding December 2024 in Total Year-to-Date Circulation (204,610 vs 192,785); Total Card Holders (13,077 vs. 12,026) with 87 New Patrons; Total Programs (70 vs. 58); Total Live Program Attendance (1,172 vs. 1,230); and Monthly Patron Visits (7,222 vs. 6,781)—a 441 “door count” increase. Juvenile and Teen Live Attendance were 899 vs. 162 and 14 vs. 5 respectively, reflecting new Teen guidelines. Currently there isn't a way to record Teen volunteers' efforts in the State Reports. Adult Live Attendance was 252 vs. 217. Jasmine anticipates that 2026 will trend the same as 2025 with Overdrive Circulation dropping a little because of a different formula. **Tonieboxes** with swappable figurines (that can be checked out separately) and **Yoto Boxes** (screen-free interactive audio players) are now available for lending, with the late fine structure to be determined. **PROGRAM HIGHLIGHTS.** **Mah Jongg** is so popular that participants are requesting additional sessions. **Middle School Club** will have two craft projects in February. One-time programs include **Reading with Kirby** (a trained Therapy Dog) and Uwchlan Garden Club's **Pinecone Birdfeeder Making**. Some **STAFF** have reduced their hours, so Jasmine is reviewing applications. **FACILITIES.** Both heating units are working. Ron Dankanich has spoken with the snow clearing team about the importance of reliability. The **2025 ANNUAL APPEAL** has raised \$41,000, with most gifts \$1,000 or under. Jasmine asked to be kept informed about local **SHREDDING EVENTS**.

Treasurer's Report—Ron Dankanich highlighted December revenue activity, sent with the January 2026 Board Meeting packet. The **Revenue Activity** spreadsheet showed Donations and Fundraising were each more than \$8,000 above budget. Of total revenue, \$1,527.00 was from Fines & Overdues; \$2,000.00 was from the American Rescue Plan Act (ARPA) Grant; \$29,859.39 was from Annual Giving. Of **Total Expenses**, \$5,823.82 was for Library Materials; 2,813.20 was for Building and Grounds Maintenance; \$6,673.96 was for Fundraising Expenses. Marcy Hessinger moved to move funds into the Capital Account - \$75,000. Beth Valocchi seconded. All were in favor; the motion passed. Jack Hines moved to approve the Financials subject to audit; Amy Kelly seconded. All were in favor; the motion passed.

Committee Reports

Board Governance/Nominating Sub-Committee—Beth Valocchi presented the **Electronic Resources and Devices [Charging] Policy** for approval. Ron Dankanich moved to approve; Marcy seconded. All were in favor; the motion passed. Next, Governance will review CCLS policies to see which have changed and how those changed policies affect the Library's policies. In 2026, with four Board Member openings, **building the number of people on the Board** will be emphasized. Francine requested recommendations and presented the idea to have a **Meet & Greet** in March to encourage people to become involved with the Library. Discussion began about an **Expansion Gift Tiers Policy**.

Committee Reports continued

Finance/Property —Ron Dankanich. No additional updates

Personnel—Ron Dankanich. The Personnel Committee did not meet this month. There were no personnel changes, no updates. Francine requested that Staff once again be invited to introduce themselves at Board Meetings. Jasmine will set up a schedule.

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

- **Jasmine: Celebree School, Exton,** offered to donate upgrading the Children's Library furniture and toys and provide maintenance over time. For signage recognition, it was discussed that the Miller Family Place Room, in respect for Karen Miller, should not be upstaged. Beth requested that the Garden Clubs be recognized. The Library website, newsletter, and other social media provide a way to recognize in-kind donations. A patron emailed Sarah Barker about donating a cubby for diapers and wipes as well as hooks in the wall. It was discussed that the hooks would be desirable.
- **Emily presented the 2025 Brew-Down \$500 "Thank You" check** to Minquas Fire Company #2. Minquas and the Library selected October 24 rather than the last October Saturday (Halloween) for the **2026 D-Town Brew-Down.**
- **Emily reviewed the 2026 Plan & Calendar including Additional Ideas.** The **Donation Box** at Community Events works well combined with give-away's. Jack has an expert for a possible **Bourbon Tasting.**
- **Staff Appreciation Day** will be March 27 (Friday). Emily asked Trustees to save the date.
- **Unionville Senior Citizen Fair** will be April 18.
- **The February 1 Whisky Tasting** at Northbrook has sold 79 of 90 tickets. Silent Auction Items include Beth's 3-Day Poconos Lake House Get-Away; a patron's Star Wars and Bat Mobile Lego Sets; Jack's hand-crafted walnut Queen Anne Bench and Pizza Peel with Rum, Whiskey, & Glencairn Glasses; Jack's second Pizza Peel with Emily's Party Gift Basket; Marcy's Rob Stine Woodland Print; Whitney's Stonewall North & Old Courses Golf Outings; Debby Shupp's Chocolate Extravaganza; and Carol's Valentine Plants in Pots & Bob Chaundy's Pottery. A Wine Pull with mystery bottles and clever book pairings joins the Dregs Raffle as a mini-fundraiser.
- **Beth Valocchi: The Library's Sesquicentennial (150th) Celebration** begins with the Friends' January 2026 Display, Carol Klein and Debbie Shupp's 150th Library History Album on display, and the February 11 Library Birthday Party with 150 Cupcakes on a 3-tiered Lazy Susan built by Jack and Ron. Starred cupcakes will have prizes. Children's messages on Cupcake Cutouts will be attached to a large birthday cake cutout for display. Voting for "150 Favorite Books" ends January 31.

System Advisory Council (SAC)—Jasmine. CCLS Executive Director Joe Sherwood and District Consultant Meghan Lynch reported that the County Budget is moving items between two budgets to reduce impacts of funding delays. The Legislative Breakfast is May 8.

Expansion Committee—Jack Hines. Uwchlan has increased their contribution \$25,000.

West Bradford has contributed another \$250,000. Jack will meet with **East Bradford** in March.

Handwritten "Thank You" notes will be sent to the Townships, with copies for publication in each Township's newsletter. **Kimmel Bogrette** is working on interior design requirements; their Engineers are checking the Library building's foundation.

Friend's Report—Mary Beth Hudak. **Friends' Membership Recruitment** kicks off in January, with application forms available in the Library. Spring Book Sale books are already being donated and stored.

New Business/Adjournment

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

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

Respectfully submitted by Carol S. Klein, Secretary