

DOWNINGTOWN LIBRARY BOARD MEETING MINUTES

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

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

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

Approval of Minutes: Jack Hines moved to approve the February 2026 Minutes; Mark DeWitte seconded. All were in favor, and the motion passed.

MONTHLY REPORTS

Library Director's Report: February Monthly Statistics included 23 days open in February (1 snow day). February 2026 exceeded February 2025 in Total Year-to-Date Circulation (34,112 vs 31,159); Total Card Holders (13,277 vs. 12,117) with 115 New Patrons; Total Programs (91 vs. 79); Total Live Program Attendance (1,827 vs. 1,279); and Monthly Patron Visits (8,517 vs. 7,652)—an 865 “door count” increase. Juvenile and Teen Live Attendance were 1,256 vs. 626 and 9 vs. 0 respectively, reflecting new Teen guidelines that don't record Teen volunteers' efforts. Adult Live Attendance was 462 vs. 299.

PROGRAM HIGHLIGHTS. Family Place Programming Recertification was approved; Board Member Kelsey Houdeshel was a guest speaker Week 3. The 5 spring sessions will repeat in fall. Popular events included the February 15 Valentine's Day-themed **Grown-up & Me Tea Party** and the 12th Annual **2026 Ozkars** on March 6 (attendees watched film trailers and picked winners) as well as **Drop-In Family Storytime. COLLECTION.** In place of the second Hot Spot subscription, Jasmine will identify an additional Museum Pass or Library of Things Item to offer patrons. She will also email Downingtown Mayor Erica Deuso about a **RIBBON CUTTING** to open the Spring Book Sale + Downingtown Library Week proclamation/announcement and ask Josh Young to create a Caln Township proclamation as well. Jasmine spoke with Chris Manna, Kennett Library Executive Director, about **FUNDRAISING LESSONS LEARNED.** Francine Dague and Jack Hines reinforced the importance of selecting a designated lead for the Library's Expansion Fundraising and of personal outreach conversations creating opportunities for major donors to identify themselves. Board Members can review Jasmine's compelling Expansion Project statement. The Library can continue heightened visibility through online social media, township newsletters, and other opportunities such as East Brandywine's Neighborhood Magazine, featuring the Library in 2026. Chester County Library System's/Downingtown Library's **PROGRAMS FOR AMERICA'S 250TH ANNIVERSARY** include “Liberty Bell” Passports to collect from all libraries and a calendar of events to be rolled out by Rebecca Viola, Youth Services Coordinator, and Sarah Barker, Adult Program Coordinator. The March 13 **Trivia Night** featuring challenging America 250th questions was won by Meghan & Jeff Ziegler, defeating last year's winning team. Carol Klein asked about the Library's **RECYCLING.** The Borough picks up Library trash; staff carry out recycling such as cardboard.

Treasurer's Report—Ron Dankanich highlighted February revenue activity, sent with the March 2026 Board Meeting packet. The **Revenue Activity** showed \$19,360.00 from Downingtown Borough and \$16,935.00 from East Caln. Of total revenue, \$2,349.50 was from Donations, \$1,205.75 from Memorial Gifts, and \$585.00 from Friends. \$7,716.85 was from Special Fund Raising and 1,128.60 from Annual Giving. Of **Total Expenses**, \$844.05 was for Programming for Children; \$1,308.00 was for Equipment Maintenance Agreement(s); and \$8,120.91 was for Fundraising Expenses. \$47,770.00 was transferred to other funds/accounts. Jack Hines moved to approve the Financials subject to audit; Debbie Shupp seconded. All were in favor; the motion passed.

Committee Reports

Board Governance/Nominating Sub-Committee—Beth Valocchi requested a motion to adopt CCLS policies that govern the Library System and that the Downingtown Library follows such as the Interlibrary Loan Policy. Jack Hines moved to adopt those policies; Kelsey Houdeshel seconded. All were in favor; the Motion passed. Governance will next work on Employee Clearances Policy and then the Investment Policy.

Finance/Property —Ron Dankanich fixed the Friends' room shelves and installed the charging station for the new cordless vacuum donated by Amy Kelly.

Personnel—Ron Dankanich. No additional updates.

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

- **March is Kimberton Whole Foods Roundup at the Register.** Kimberton matches the Roundups. On March 6, Jasmine, Emily, and Francine had a table at Kimberton to greet shoppers.
- **March 7th was the Adult Involvement Open House/Meet & Greet at the Library.** Staff, Trustees, and Friends at their separate tables explained how patrons can support the Library. Attendees enjoyed delicious baked goods.
- **March 13 was Trivia Night** with light snacks + donated Highland Orchard and Yori's Bakery Pies as prizes. Jasmine's questions challenged the teams.
- **Staff Appreciation Day** is March 27 with 5:00 set up and 5:30 start. Emily asked Trustees to sign up to attend and donate food. The Trustees donated money for the gift envelopes.
- **Unionville Senior Citizen Fair** is April 18 (10 – 12:00AM). The Library will have a table.
- **Beth Valocchi: The Library's Sesquicentennial (150th) Celebration** continued with **East Caln's display** starting February 23. 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 Chat** is at the Library (7:30AM).
- **May 8 Designer Bag Bingo's** ticket site is open with decreased fees as of March 16 and fees showing on the site. Sponsor letters were sent, most of the bags are purchased, raffle items are accumulating.
- **May 20 is Handel's Spirit Night.**
- **Barbara Travaglini's portrait's bronze plaque** (obtained by Mary Hollern) needs to be replaced.

System Advisory Council (SAC)—Jasmine Smith. SAC met for 20 minutes. Spring and Fall budgets are being swapped to better match the calendar. The Legislative Breakfast is May 8.

Expansion Committee—Jack Hines. The Engineers' vetted Site Plan will be available shortly. The swale bordering Kerr Park and Downingtown Library's property has to be redone.

Friend's Report—Mary Beth Hudak. Books for the **Spring Book Sale** (opening April 24) are being donated and stored. The Friends are placing book collection boxes at local businesses and schools. Because of anticipated long Book Sale lines, they are looking into having concession trucks such as for coffee, soft pretzels, and ice cream, as well as an art table where children can make bookmarks. The Friends thanked Ron for fixing the shelves in the shed and the Garden Club for the beautiful spring pots.

New Business/Adjournment

The Board discussed installing "No Parking on the Grass" signs and blocking off the grass. There being no further new business, at 7:50 PM, Francine requested a motion to adjourn. Emily Interrante so moved; Kelsey Houdeshel seconded. All approved, and the meeting was adjourned.

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

Respectfully submitted by Carol S. Klein, Secretary