



PITTSFORD COMMUNITY LIBRARY | 24 STATE STREET | PITTSFORD, NY 14534 | (585) 248-6275
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TRUSTEES | Tracy Castleberry | Brandon Cottrell | Chris Hall | Lori Lusk | Radhika Ramesh |
Farrah Ritter | Marcia Layton Turner

LIBRARY DIRECTOR | Amanda Kuhnel Madigan

**Pittsford Community Library
Board of Trustees Meeting
Wednesday, March 8, 2023 | 6:00pm | Fletcher Steele Room**

Agenda

Public Comment

Agenda Review

Abstract

Minutes

- February 8, 2023

Friends Liaison Report

High School Liaison Report

Town Liaison Report

Director Report

Unfinished Business

New Business

- 2022 Annual Report
- Pittsford Community Library Foundation Report (Finance Officer)

Pittsford Community Library
Board of Trustees Meeting
Wednesday, March 8, 2023 | 6:00pm | Fletcher Steele Room

Present

Brandon Cottrell, Chris Hall, Lori Lusk, Radhika Ramesh, Marcia Layton Turner

Also Present

Amanda K. Madigan, Kim Taylor, Mary Devine

Public Attendees

Eleven public attendees

Board President Radhika Ramesh called the meeting to order at 6:03pm.

Abstract

- **Marcia Layton Turner motioned for approval of the February abstract for \$7,567.39. Chris Hall seconded the motion, which carried.**

Minutes

- **Chris Hall motioned for approval of the January minutes. Marcia Layton Turner seconded the motion. The minutes were approved.**

High School Liaison Report

- Mary Devine reported that the WIN (What I Need) period returns Wednesday, February 15. WIN periods allow students half an hour to ask teachers questions and complete homework.
- School counselors are meeting with 9-11 grade students to select courses for the 2023-2024 school year.
- Mr. Regan is meeting with seniors to discuss senior inquiry projects.
- Carnations for Valentine's Day are being sold as a fundraiser by the senior class.
- In recognition of Black History Month, music by Black musicians is being played throughout the building during pass time.

Town Liaison Report

- Kim Taylor reported that construction on the pavilion at the Spiegel Community Center has been completed. The recreation department looks forward to using it for summer camp and the senior activities.
- Registration for the Town's highly sought-after summer camp program opens at midnight on March 6th for Town residents.

Director Report

- Amanda K. Madigan presented the director's report of library activities and events.
- Trustee education and sign up documents on Teams were reviewed.
- **A motion was requested for removal of the following fixed assets from inventory:**
018120 iPad Air 2 64 GB Silver
018842 iPad Air 2 64 GB Silver

Chris Hall moved to approve the fixed asset removals as listed. Lori Lusk seconded the motion which carried.

- **A motion was requested to allocate up to \$1,500 in Friends Special Project funding to support the 2023 author visit. Lori Lusk moved to approve the motion and Chris Hall seconded. The motion carried.**

New Business

- **Amanda K. Madigan presented a request for \$25,904 from 2023 Foundation Funding.**

Library Programs	\$ 13,100
Overdrive eMaterials	5,500
Staff Training	750
Volunteer Recognition	750
Value Line Research Center	3,250
Logo Marketing Materials	1,000
Washington Post Digital Subscription	1,653.75

Chris Hall motioned for the request to be approved and Tracy Castleberry seconded the motion. The motion carried.

With no objections, the meeting adjourned at 6:41pm.

Respectfully submitted,
Amanda K. Madigan
Director

Official board minutes are filed at the Pittsford Community Library.

Director's Report

March 8, 2023

Trustee Updates

- **MCLS updates** include various libraries reporting continued efforts to eliminate overdue fines. Currently, 9 libraries in MCLS are not charging overdue fines for children's and teen material, and 2 libraries are not charging overdue fines for all materials, including adult. One more library reported it will begin not charging overdue fines for children's and teen material in April, and one library reported it is pursuing implementing complete overdue fine elimination with the start of summer.
- PCL received \$18,697.39 in 2023 **grant funding** distributed through the Friends and Foundation of the Rochester Public Library. The funding will be used to purchase supplemental circulating reading materials according to the stipulations of the grant.
- **Trustee education** sessions through the Trustee Handbook Book Club are open for registration. The next session is scheduled for April with more continuing throughout the year. Registration is available [here](#).

Library Updates

- **Staffing updates** include welcoming Emily Vaughan as a Library Page and Circulation Aide.
- **Building maintenance updates** include the installation of the new children's desk and assembly of new podiums for the Learning Center and Fisher Meeting Room.
- **Your Friendly Neighborhood Librarians podcast** continued its third season with interviews with Calvin Eaton, Rochester's Gluten Free Chef, and artist and community advocate Taurus Savant. Episodes are available to listen to [here](#).
- **Book Displays** for the month of February included materials for Black History Month, Lunar New Year, and Valentine's Day.
- **Community connections** include a newly-launched connection with Wild Wings, a nonprofit organization in Mendon Ponds Park with a sanctuary for injured birds of prey. PCL's outdated newspapers that are ready for recycling will instead be shared with the organization. Library Clerk Kelly Magro is leading the collaboration.
- Information about **Susan Orlean's** visit in April launched. Orlean, *New York Times* bestselling author of *On Animals* and *The Library Book*, will be in conversation with Adam Chodak, Emmy Award-winning evening anchor and managing editor at Rochester's News 8 WROC-TV, on Monday, April 24, 7pm, in the Pittsford Sutherland High School Auditorium. The conversation will be followed by an audience Q&A and book signing. The event is sponsored by a grant from Senator Samra Brouk and by the Friends and Foundation of the Rochester Public Library. A limited number of books will be available free of charge at the signing, compliments of the Friends of the Pittsford Community Library. Registration information is available [here](#).
- Library **event** highlights include,
 - **Children's Services:**
 - The Children's Department offered 24 story times with 562 attendees.
 - Vinise Bobrov reported the Children's Department collaborated with PCL's Teen Librarian Laura Richardson to offer two music themed story times. Laura played flute to accompany picture books read by Miss Vinise (70 attendees). The Lunar New Year story time and celebration was well attended. Miss Vinise read stories about the Chinese Zodiac and offered a craft. Lego Club continues to be offered twice a month and the kids' creations are displayed in the children's room.
 - Sarah Ngo reported "Take Your Child to the Library Day" on Saturday, February 4th was well attended with 80 craft kits sent home and 22 children completing the scavenger hunt. During February break week, two special programs were offered. Bridges for Brain Injury's

Wildlife Rockstars visited with a tegu, pygmy cavy, tarantula, alligator, and legless lizard. Parents especially loved the mission of the organization to help brain trauma survivors with researching animals and practicing public speaking as part of their rehabilitation. Comic author Brian Yanish taught 54 kids and parents about writing comics and the process for getting published. Both parents and kids shared how cool it is to be an author. The kids worked with Brian to create a short story in four panels. Brian answered questions and took pictures with attendees.

○ **Teen Services:**

- Laura Richardson reported solid attendance at the winter practice ACT test (12 attendees). Teen Program Assistants (TPAs) helped with a children's Valentine's Day craft and with the all-ages bingo program. Teens attending Community Service prepared discarded materials for recycling, and one tech-inclined volunteer created alternate wording to help make the Boxlight menu more user-friendly.

○ **Adult Services:**

- Robyn Avery reported PCL hosted over 60 events with more than 1,200 attendees. The ever-popular all-ages hybrid bingo program returned with 45 attendees. Enjoyment and appreciation was shared by several patrons. Preparation for summer programs and services is underway, including plans to circulate an additional Empire Pass this summer. Empire Passes are in high demand during the summer as they allow free access to the state park system.
- Melissa Desir reported this year's launch of Great Decisions, an eight session discussion program on world affairs organized by the Foreign Policy Association. PCL has hosted the Great Decision's program for over a decade and community enthusiasm for it continues. Mel also reported that film screenings continue to be popular and well attended with 31 people attending February's three screenings.
- Jim Byrne reported robust offerings in recognition of Black History Month including, lectures on the architecture of Thomas W. Boyde Jr., Rochester's first Black architect, the Buffalo soldiers, and the oral histories of Black Korean War veterans. Other events included a discussion on the launch of the Visual Studies Workshop's second *In this Moment* chapbook series facilitated by the series' curator, Amanda Chestnut, a live cooking demonstration with Rochester's Gluten Free Chef, Calvin Eaton, and a performance by community artist and advocate Taurus Salvant. Highlights from the PCL Author Series include lectures by Andrew Conte, author of *The Death of the Daily News*, on the reasons for optimism with local news, and Adam Henig, author of *Watergate's Forgotten Hero*, on the story of America's most famous night watchman.

• Library **outreach** highlights include,

- **Children's Services:** Sarah Ngo visited the Town Recreation Center to offer four Panther Pals story times (93 attendees). She made a special visit during February Break week to offer a craft. The kids made snowmen face masks, and had a great time being creative and talking with Sarah about their favorite books (48 attendees)

Director's Meetings

- MCLS Director's Council
- PCL Foundation
- In-District Meeting with Senator Samra Brouk
- PCL Librarians & Clerks

Staff Meetings

- MCLS Children Services Librarians (Sarah Ngo)
- MCLS Adult Programmers (Jim Byrne)
- PCL Librarians & Clerks

2023 Pittsford Community Library Monthly Service Statistics

Month	Days Open 2023	Days Open 2022	Circ 2023	Circ 2022	Circ Change	% Circ Change	Web Views	Ref? 2023	Ref? 2022	Door Count 2023	Door Count 2022
Jan	30	29	41,258	37,709	3,549	9%	7,943	2,743	2,147	22,774	16,482
Feb	28	28	39,195	36,325	2,870	8%	6,681	2,274	2,299	20,918	19,186
Mar		31		41,514	-41,514	-100%			2,779		22,875
Apr		28		38,697	-38,697	-100%			2,628		18,990
May		28		35,949	-35,949	-100%			2,046		17,936
Jun		29		42,604	-42,604	-100%			3,142		24,871
Jul		25		45,096	-45,096	-100%			2,972		19,788
Aug		27		45,686	-45,686	-100%			3,047		20,948
Sep		26		36,534	-36,534	-100%			2,428		18,853
Oct		31		37,191	-37,191	-100%			2,631		20,954
Nov		29		37,984	-37,984	-100%			2,345		22,553
Dec		28		35,823	-35,823	-100%			2,228		20,585
Totals	58	339	80453	471,112	-390,659	-83%	14,624	5,017	30,692	43,692	244,021

2022 Annual Report



Our Vision

To be a welcoming, inclusive place for community connection and educational, recreational, and cultural enrichment as well as an innovative resource for information, knowledge, and technology. To support literacy and life-long learning for all.

Key Statistics

437,721 physical items circulated
98,590 digital items circulated
63,537 digital resource sessions
12,515 active resident cardholders
244,901 in-person visits
74,943 website visits

Our Mission

The mission of the Pittsford Community Library is to connect our community with current, responsive, and diverse materials, events, and services curated by an expert staff. This dynamic combination provides a vibrant, inclusive hub for lifelong learning in a warm and welcoming environment.

30,692 information requests answered
5,921 public computer sessions
43,601 wireless sessions
12,094 participants at **739** events at PCL
5,726 social media and enews followers

Our Core Values

Education & Lifelong Learning

We value creating an environment that inspires connections, learning, and discovery for all.

Access & Intellectual Freedom

We value free and equitable access to diverse collections and services in support of intellectual freedom.

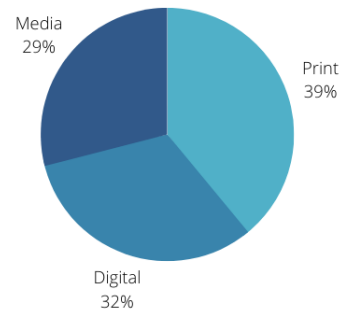
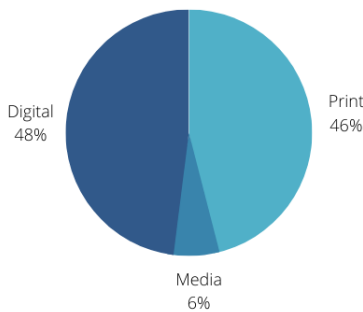
Service

We value cultivating an inclusive staff who are dedicated to knowledgeable, engaging, and compassionate service.

Collections

Collection Holdings

In response to community needs and interests, PCL provides a high-quality collection of books and other materials in a variety of formats. In 2022, PCL reported **235,920 items** in its print, media, and digital collections.



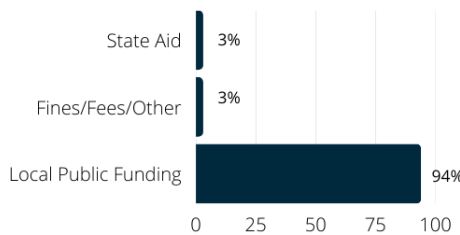
Collection & Resource Use

In 2022, **501,258 items** were borrowed, downloaded, or streamed. This includes books, movies, CDs, and all digital materials, from downloaded ebooks and database articles to streamed movies.

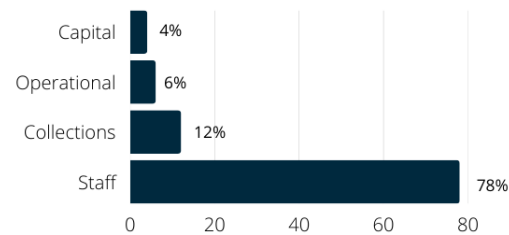
Budget

\$1,497,377 operating budget

Revenue by Source



Expenditure by Type



GRATITUDE

Thank you to all those whose dedication, support, and generosity make PCL thrive:

Town of Pittsford
 Library Board of Trustees
 Friends of the Pittsford Library
 Pittsford Community Library
 Foundation
 Monroe County Library System
 Our patrons, volunteers, and advocates.

2022 Service Statistics Review

244,901 Door Count

180,187 (2021)
127,966 (2020)
328,924 (2019)

5,012 Public Room Reservations

2,278 (2021)
929 (2020)
5,021 (2019)

30,692 Information Requests Answered

31,807 (2021)
27,993 (2020)
40,683 (2019)

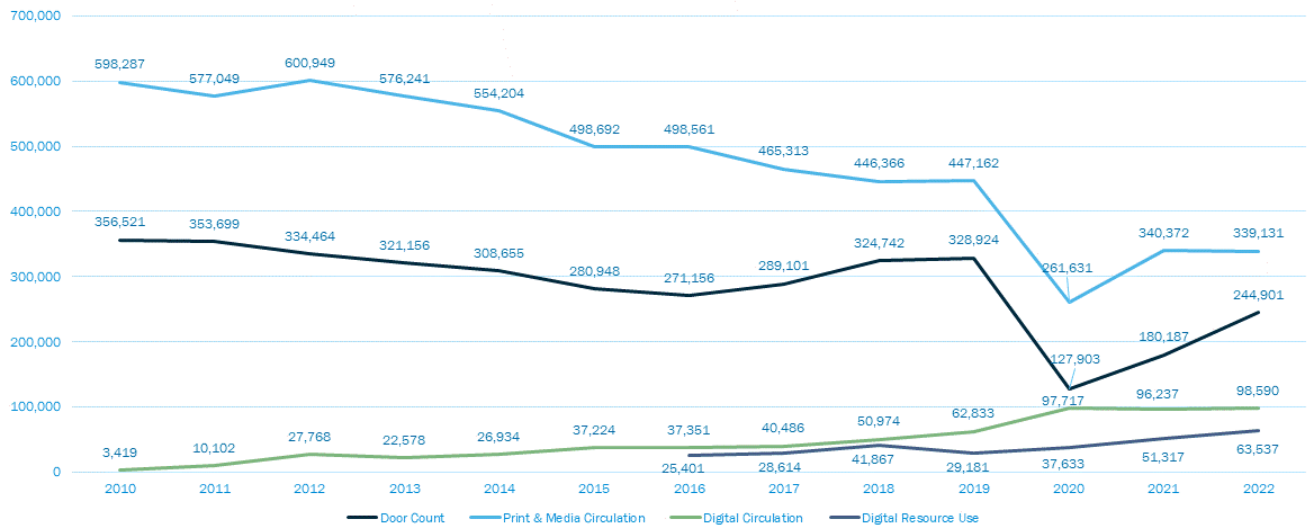
5,921 Public Computer Sessions

5,881 (2021)
4,318 (2020)
12,963 (2019)

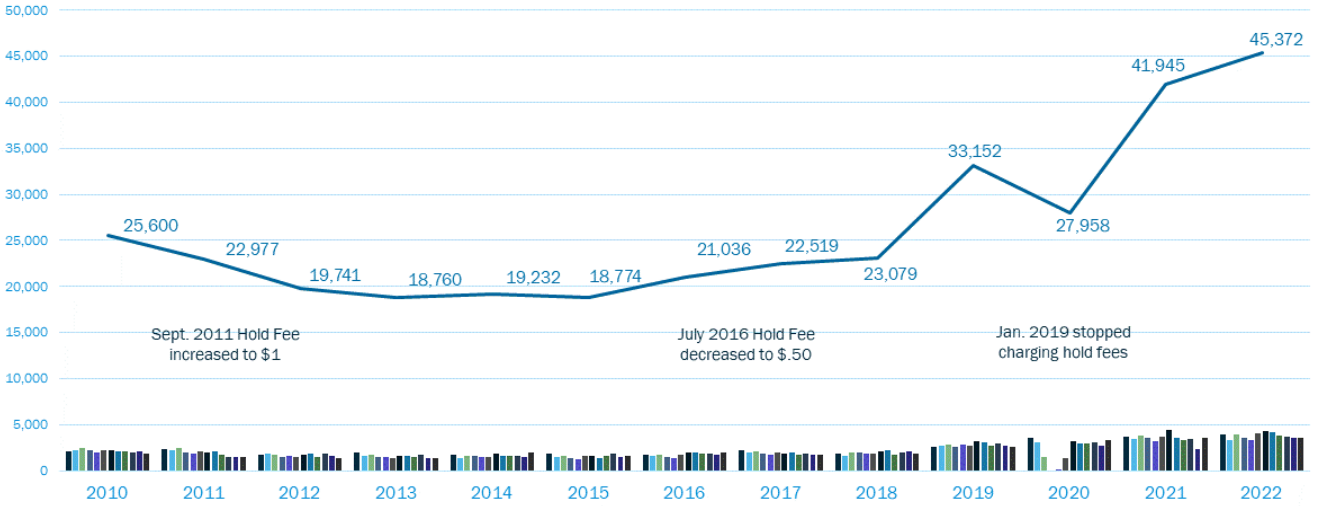
74,943 Website Visits

57,584 (2021)
56,311 (2020)
38,080 (2019)

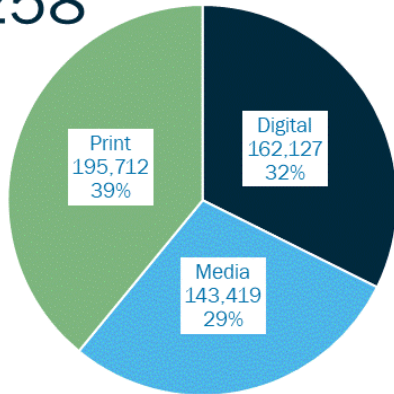
Door Count & Circulation 2008-2022



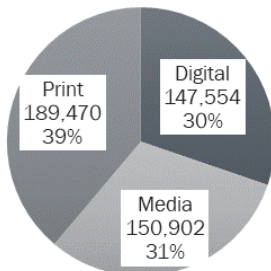
Hold Statistics 2010-2022



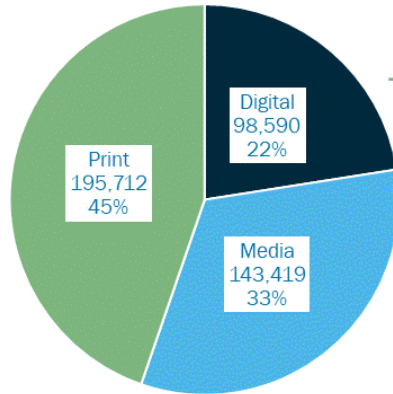
Total Collection Use 501,258



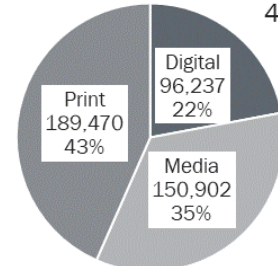
2021 Total Collection Use 487,926



Total Circulation 437,721

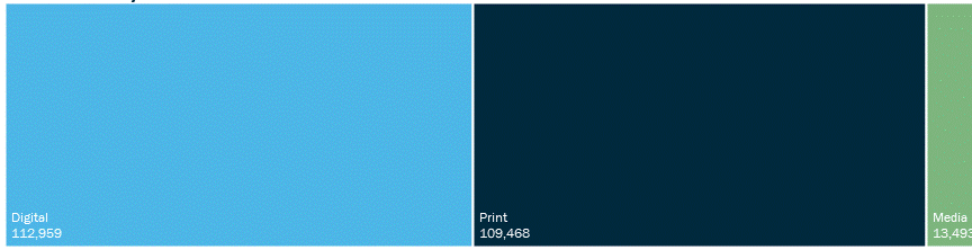


2021 Total Circulation 436,609



Holdings

Total Items
235,920

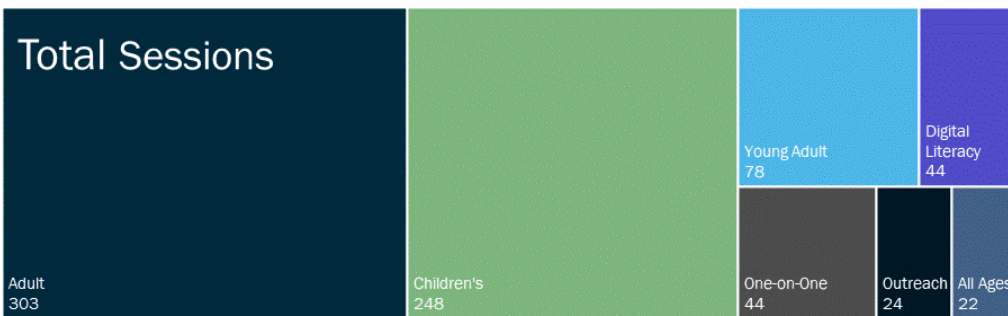


2021 Total Items: 221,657

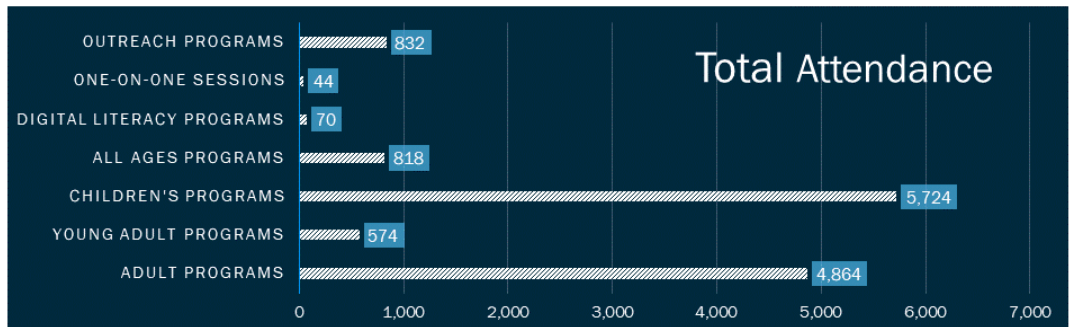


Programming

Total Sessions

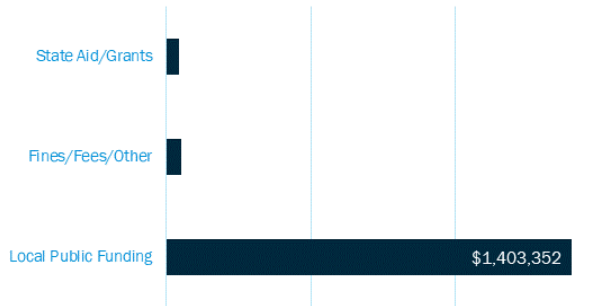


Total Attendance



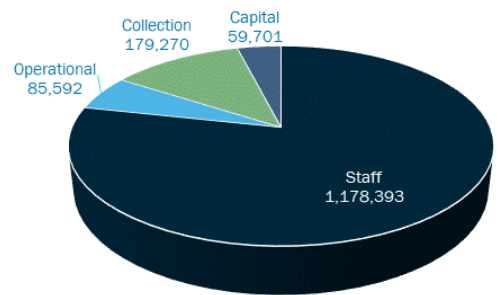
Budget

Revenue by Source



Total Operating Revenue
\$1,497,377

Expenditure by Type



Total Operating Expenditures
\$1,443,255