



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

LIBRARY DIRECTOR | Amanda Kuhnel Madigan

**Pittsford Community Library
Board of Trustees Meeting**

Wednesday, March 12, 2025 | 6:00 pm | Fletcher Steele Room

Agenda

Trustee Orientation with Jennifer Smathers, Associate Director, Monroe County Library System

Public Comment

Abstract

Minutes

Friends Liaison Report

High School Liaison Report

Town Liaison Report

Director Report

New Business

- 2024 Pittsford Community Library Foundation Report

**Pittsford Community Library
Board of Trustees Meeting
Wednesday, February 12, 2025 | 6:00pm | Fletcher Room**

Drafted

Present

Radhika Ramesh, Chris Hall, Brandon Cottrell, Lori Lusk, Tracy Castleberry

Also Present

Amanda K. Madigan, Cora Clouser, Nancy Dhurjaty

Public Attendees

None

Board President Chris Hall called the meeting to order at 6:08 pm.

Abstract

- **Tracy Castleberry moved to approve payment of February 11, 2025 Accounts Payable Outstanding Invoices totaling \$ 8,747.19. Brandon Cottrell seconded the motion which carried.**

Minutes

- **Radhika Ramesh motioned for approval of the January minutes. Lori Lusk seconded. Motion carried.**

Friends Liaison Report

- Nancy Dhurjaty announced the upcoming Book Sale March 20-22.
- Presidents' week hall sale is ready to start tomorrow. The sale continues through February 21st.
- Friends are planning a September event to commemorate the 50 year anniversary of their charter.

High School Liaison Report

- Cora Clouser reported on senior class visits to University of Rochester Rush Rhees Library for project research. Another group of seniors will participate with Mr. Daggs March 11th.
- The senior prom fundraiser has begun.
- Collection development continues. The current focus is graphic novels and social sciences.
- The high school program of studies presentation was offered with signups starting later this month.

Director Report

- Amanda Madigan presented the director's report of library activities and events.

New Business

- **Amanda Madigan presented the initial 2025 Foundation Funding Request for \$40,170. Lori Lusk moved to approve the request for submission. Seconded by Chris Hall and carried.**
- **The 2024 New York State Annual Report was presented. Radhika Ramesh motioned for the report to be submitted to Monroe County Library System as prepared. Tracy Castleberry seconded the motion which was approved.**
- **2024 Annual Report of Service was discussed. Lori Lusk moved to approve the report for distribution and Chris Hall seconded. Motion carried.**

With no further business Chris Hall called for adjournment at 6:47 pm.

Respectfully submitted, Lori O'Connor, Library Clerk

Official Board Minutes are on file at Pittsford Community Library.

Director's Report

Amanda Madigan

March 12, 2025

Service Statistics

	Days Open		Web Views		Information Requests		Door Count		Change Door Count	% Change Total Door Count	Room Reservations	
	2024	2025	2024	2025	2024	2025	2024	2025	2024-2025	2024-2025	2024	2025
January	30	30	6,452	6,064	2,984	2,904	44,092	50,763	1,168	5%	433	420
February	29	28	6,033	5,548	2,757	2,576	25,407	22,741	-2,666	-10%	390	428

Collection Statistics

Collection displays included selections for Black History, Valentine's Day, Lunar New Year, Ramadan, and Coretta Scott King Award books. Displays coordinating with events include selections for Oscar night and plastics in the environment.

	Print & Media Circ		Digital Circ		Total Circ		Change Total Circ	% Change Total Circ
	2024	2025	2024	2025	2024	2025	2024-2025	2024-2025
January	32,232	37,869	11,860	12,894	44,092	50,763	6,671	15%
February	31,134	36,132	10,909	11,649	42,043	47,781	5,738	14%

	Digital Newspapers Page Views		Database Record Views		Total Collection Additions		Total Pittsford Items Put on Hold		Total Holds Received from other MCLS Libraires	
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
January	23,807	48,733	360	1,276	694	710	2,779	2,868	3,448	3,416
February	24,807	43,838	564	1,344	675	560	2,530	2,469	2,991	2,786

Event Statistics

Children's event highlights included visits from the Draper Center for Dance Education, Wildlife Rockstarts, and the popular children's book character Mercy Watson. The teen Crochet Club created hearts and teen volunteers participated in community service and Book Buddies activities. Adult event highlights included a talk by local author Camden Burd on the economic and ecological significance of nineteenth century Rochester plant nurserymen, several lectures recognizing Black History Month, and the launch of the 2025 Great Decisions program. In addition, we launched a joint program with Literacy Rochester and Nazareth University's Partners for Serving titled "ESL for the Family." The classes are held regularly and open to families with learning opportunities available for all ages. Outreach highlights included new connections establishing regular visits with the Town of Pittsford's Senior Center and Cloverwood Senior Living.

	February 2024		February 2025		% Change 2024 - 2025	
	Total Sessions	Total Attendees	Total Sessions	Total Attendees	Total Sessions	Total Attendees
Children's	58	1,727	71	1,777	22%	3%
Teen	6	27	9	63	50%	133%
Adult	50	817	41	532	-18%	-35%
All Ages	3	104	5	82	67%	-21%
Outreach	23	298	23	256	0%	-14%

Library Borrower Statistics

- New Library Cards Issued: 124
- Library Cards Renewed: 149

Social Media Statistics

- Facebook: 3.4K (Reach); 67 (Content Interactions)
- Instagram: 1K (Reach); 47 (Content Interactions)

Director Updates

- MCLS hosted the 2025 Directors' Retreat at RMSC Strassenburgh Planetarium. Presentations were offered on dealing with the media and RRLC's STEM ambassador and traveling telescope programs. A discussion and Q&A session was offered with the new MCLS Director and a review of the upcoming library catalog system RFP project was facilitated by MCLS Associate Director Jennifer Smathers.
- PCL welcomed two new circulation aides, Katie Oechsle and Maeve Freese. They are filling two vacant circulation aide positions.

Continuing Education

- Dementia: How to Work with People with Dementia and Alzheimer's (Amanda Madigan)
- There's a New Partner in Town! How Public Libraries are Advancing Safe Routes Advocacy, Funding, and Programming (Amanda Madigan)
- Innovations in Employee Benefits (Amanda Madigan)
- Practical Ethics for Librarians: Navigating Generative AI Thoughtfully (Amanda Madigan)
- Enhancing Storytime to Build Children's Math Skills (Sarah Ngo)

Director's Meetings

- PCL Board of Trustees
- PCL Foundation Board
- MCLS Directors Retreat
- MCLS Member Libraries Director Council
- NYLA Intellectual Freedom Committee

Staff Meetings

- TOP Administration (Kate Prociuous)