

Pittsford Community Library
Board of Trustees Meeting
Wednesday, March 11, 2026 | 6:00 pm | Fletcher Steele Room

Agenda

Public Comment

Abstract

Minutes

High School Liaison Report

Town Liaison Report

Director Report

New Business

- Review of 2025 Town of Pittsford Budget
- 2026 Pittsford Community Library Foundation Report

**Pittsford Community Library
Board of Trustees Meeting
Wednesday, February 11, 2026 | 6:00pm | Fletcher Steele Room**

Draft

Present

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

Also Present

Amanda K. Madigan, Marie Johnson, Naveen Havannavar

Public

No public attendees or comments

Board President Lori Lusk called the meeting to order at 6:02 pm.

Abstract

- **Chris Hall moved to approve February 11, 2026 Accounts Payable Outstanding Invoices totaling \$11,600.72. Marcia Layton Turner seconded the motion which carried.**

Minutes

- **Dan English moved to approve the January minutes. Radhika Ramesh seconded. Motion carried.**

High School Liaison Report

- Marie Johnson reported on the Word Worms' visit to Jefferson Road Elementary School. They read books to 2nd grade students and made bookmarks.
- Global History classes are selecting innovators for research projects.
- Schools are celebrating Black History month.
- Collection development continues with weeding of Reference materials.
- Break begins Monday, February 16.

Town Liaison Report

- Naveen Havannavar shared Town Board updates -
 - Pittsford Cemetery Association historical records will be preserved by the Town Historian.
 - Surplus vehicles and equipment were identified for disposal.
 - Spring 2026 Recreation programs were approved.
 - Hiring resolution was passed.
 - A public hearing was set for the February 24 Town Board meeting regarding property tax exemption for low-income seniors.
 - Farm leases were renewed through December 31, 2028.
 - Vending contracts for 2026 were authorized.
 - Town staff participation in the Western New York Stormwater Conference & Tradeshow was approved.

Director Report

- Amanda K. Madigan's director report on library activities and events was emailed for review prior to the meeting.
- **Amanda requested a motion to approve the 2025 Year in Review annual service report for public distribution with audited financials to be added when they become available. Radhika Ramesh motioned to approve the report as presented and Jim Hall seconded. Carried.**

New Business

- Pittsford Community Library Foundation meets Thursday, February 12. **Amanda requested a motion for approval of the 2026 PCL Foundation Request as follows:**

\$15,100.00	Library Programs
6,000.00	Overdrive eMaterials
500.00	Staff Training Day and Meeting Supplies
750.00	Volunteer Recognition
2,550.00	Value Line Research Center
1,820.00	Washington Post Digital Subscription
4,000.00	Kanopy
11,000.00	Hoopla
<u>650.00</u>	<u>ALA Conference</u>
\$42,370.00	TOTAL

Lori Lusk motioned for approval. Chris Hall seconded, and the motion carried.

Ongoing Business

- Chris Hall provided an update from the Trustee Development Committee.

With no further business Lori Lusk called for adjournment at 7:11 pm.

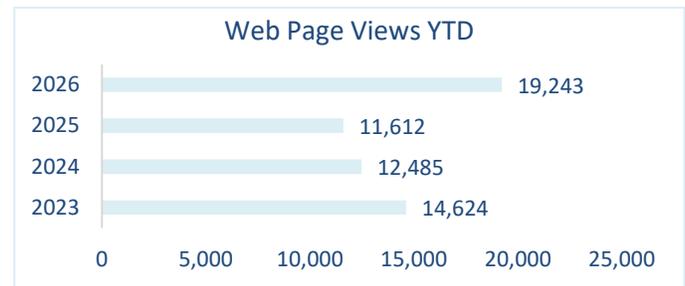
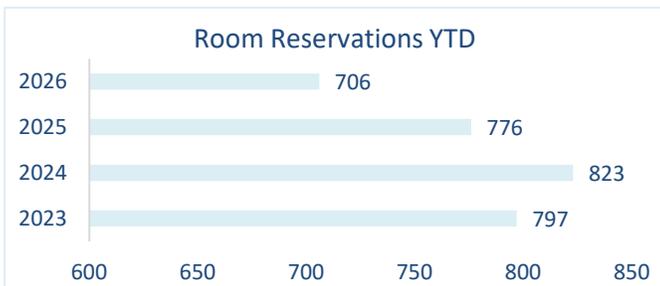
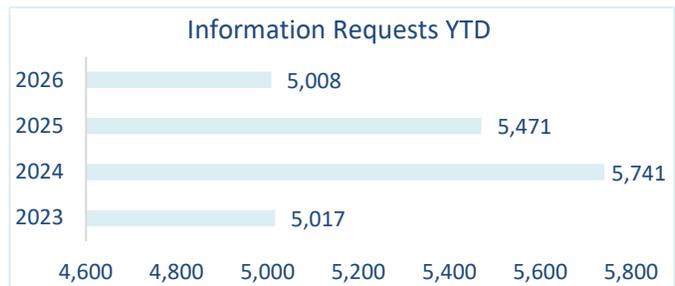
Respectfully submitted,
Lori O'Connor
Library Clerk

Official Board Minutes are on file at Pittsford Community.

DIRECTOR'S REPORT

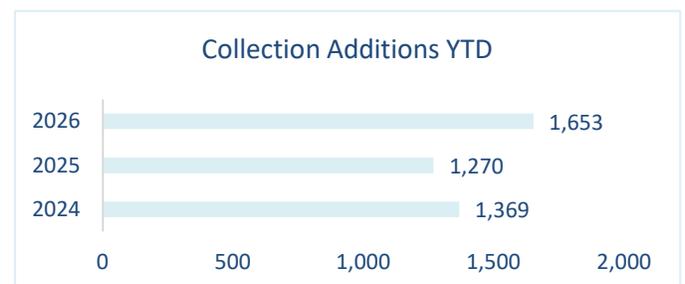
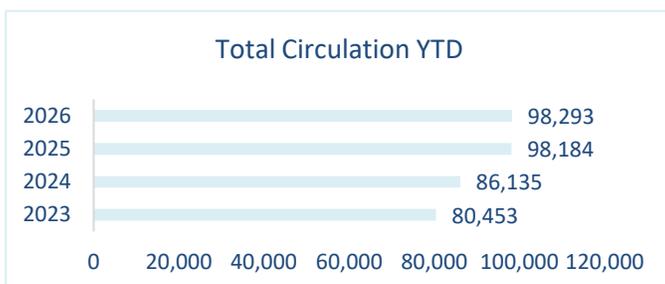
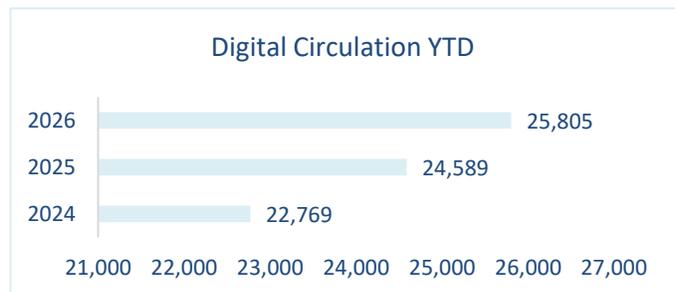
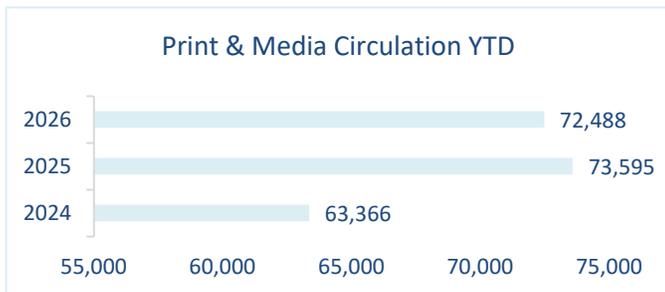
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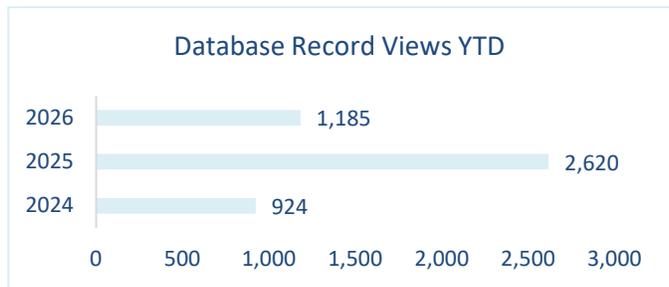
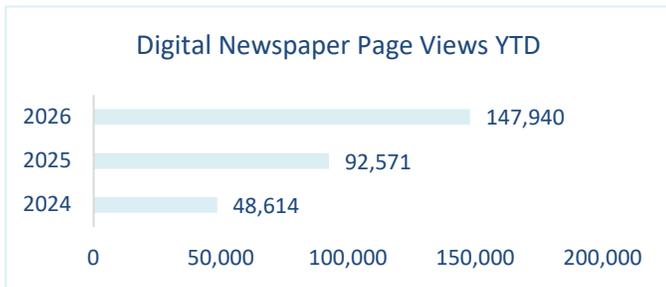
SERVICES



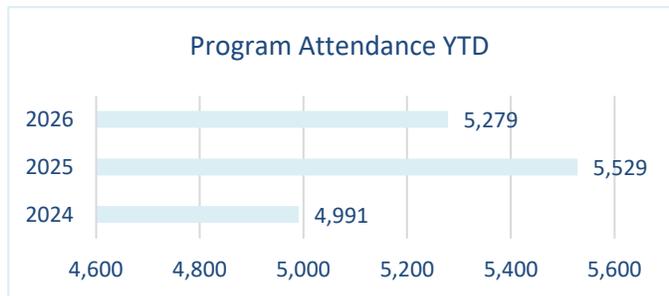
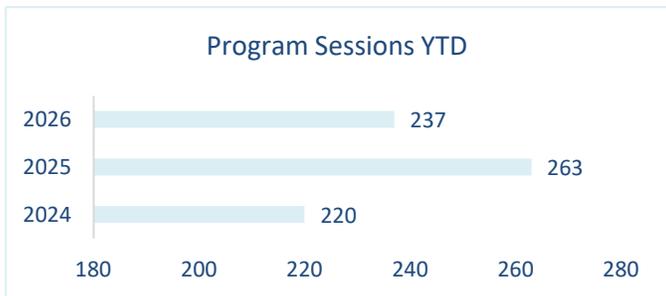
COLLECTIONS

Collection Displays: Valentine's Day, President's Day, Black History Month, Ramadan, and Lunar New Year.





PROGRAMS & OUTREACH



Vinise Bobrov reporting: Children’s Clerk Samantha Huang and Librarian Laura Richardson played instruments during a special story time. Kids enjoyed watching the musicians and touching the instruments afterwards.

Robyn Avery reporting: February was a whirlwind in the adult events world! We hosted a jazz concert, visits from GVM and RMSC, a very popular visit from a local clock collector (50 attendees), 3 virtual gardening events, and the first sessions in our Great Decisions group. We also hosted a crafting program repurposing magazines. Seniors also had well-attended events, with 20 coming to a travel inspirations event, and 10 and 11 participants for a paper flower bouquet workshop and a senior painting class.

Laura Richardson reporting: 10 teens attended the Crochet Club and made penguins. We hosted 4 Book Buddies sessions. Lower attendance led to more meaningful connections for these sessions. High School Library Board Liaison Marie Johnson attended 3 sessions to support when more kids than teens signed up.



LIBRARY UPDATES

- Carey McLaughlin joined the circulation team as a library aide, filling an open position. Part-time librarian Katie Cree accepted a full-time position at another MCLS library, and her position is posted for hire through March 19.
- Registration opened for the 2026 ALA Annual Conference in Chicago. Amanda Madigan and Kate Precious registered to attend. Vinise Bobrov has also registered to attend the NYLA YSS (Youth Services Section) conference in Buffalo in April.
- The National Library Week Legislative Breakfast is scheduled for Friday April 24th at the Central Library. Library Board Trustees and the Town Board Liaison will receive invitations to attend soon.

- PCL Librarian Robyn Avery is serving as Co-Chairperson of the MCLS Adult Programming Committee. She has helped organize an MCLS Training Day that will be held at PCL on Friday, March 27. The training is open to all MCLS staff and offers sessions on civil service, diverse abilities resources, serving recent immigrants and English language learners, and an interactive workshop with the Gandhi Institute.
- The 2025 New York state annual report portal access has been shared with the submission deadline extended to April 15.

COMMUNITY APPRECIATION

- 4-Star Google Review: "Nice location right on the canal. Quiet areas with comfortable chairs for reading, work, and study."
- 5-Star Google Review: "A great resourceful and fun place to spend time with a granddaughter."

DIRECTOR MEETINGS

- PCL Board of Trustees
- PCL Librarians & Clerks - Goals
- MCLS Director's Council (DC)
- MCLS Plan of Service

STAFF MEETINGS

- PCL Aides
- PCL Librarians & Clerks - Goals
- TOP DCC (Laura Richardson)
- MCLS Children's Services (Sarah Ngo)

AMENDMENT TO LATE OPENINGS FOR 2026 STAFF TRAININGS

Board Action Requested: A motion to approve changing the building closure for the October staff training date to Friday, October 23. The date originally requested has since been announced as a date that PCSD schools will be closed.

FFRPL GRANT ACCEPTANCE LETTER

Board Action Requested: A motion to approve accepting a FFRPL grant of \$62,565.99 and abiding by the conditions of the grant as described in the FFRPL Grant Acceptance Letter. Grant funds are used only as a supplement to typical materials budgets for the purchase of printed books, electronic books (or their equivalent), and audiobooks (in any media).

2026 PCL FOUNDATION REQUEST

As part of the development process for the next PCL 5-year Long Range Plan, New York State encourages libraries to gather community input during the planning process. In prior years, PCL has worked with Causewave Community Partners to conduct a constituent survey to gauge patron satisfaction. Aligning the 2026 survey with the 2024 will allow us to directly measure progress. See proposal.

**PROPOSAL
PITTSFORD COMMUNITY LIBRARY
CONSTITUENT SURVEY
MARCH 5, 2026**



BACKGROUND

Pittsford Community Library would like to conduct a constituent survey to gauge user satisfaction with the library's services and better understand community needs to inform planning, particularly their long-range plan. They last conducted a formal survey in 2024, and this will give them an opportunity to measure progress since then. The library team is also interested in segmenting data with this survey to determine if any trends or distinctions emerge with different age groups.

BENEFITS OF A SURVEY

A survey of your constituents can give you valuable feedback about perceptions of your library. Are your current programs matching people's interests? How do people prefer to find out about things? A survey can also help you understand people's needs and how the library can meet those needs. What are the factors that might get in the way of their use of the library? What would they like to see more of? How could we improve? Survey responses can be filtered to drill down more detail about your audiences and their perceptions.

CAUSEWAVE'S APPROACH SURVEY

Causewave has administered constituent surveys for hundreds of organizations. Causewave will develop questions with input from you and your team, administer the survey, analyze the results, and provide you with a report, including a next steps discussion. The survey is administered online, and we will consider with you some creative ways to reach audiences beyond those we have email addresses for.

From start to finish, the process typically takes about 3 months. The steps include:

- Initial discussion to discuss goals and how survey input will help achieve those goals
- Input meeting to develop survey and decide distribution
- Survey administration by Causewave
- Survey analysis by Causewave
- Causewave presents survey results, with discussion on how to utilize the results

COSTS

The cost for Causewave to administer the survey is **\$3,600**. Due to our own fundraising efforts, Causewave can offer grant funding to support 50% of the cost of Causewave's time on this project, bringing the cost to Pittsford Community Library down to **\$1,800**.

CONTACT

Please contact Allyn Stelljes, Vice President of Nonprofit Capacity Building, with any questions at astelljes@causewave.org or 585-442-0200 x210. Causewave is very much looking forward to the opportunity to partner on this important work.

Respectfully submitted,

A handwritten signature in black ink that reads "Allyn Stelljes".

Allyn Stelljes
Vice President of Nonprofit Capacity Building

Board Action Requested: A motion to approve \$1,800 in Foundation funding for Causewave to complete a community survey in preparation for the 2026 community survey is requested.

2026 Foundation Requests

Budget: \$55,000

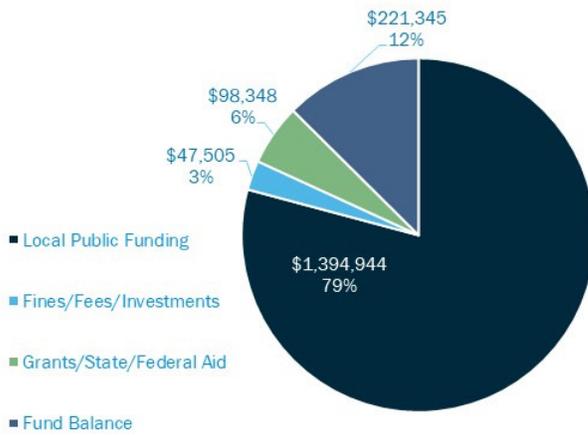
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\$4,000.00	Kanopy (approved February 11, 2026)
\$11,000.00	Hoopla (approved February 11, 2026)
\$650.00	ALA Conference (approved February 12, 2026)
\$1,800.00	<i>Causewave Community Partners Survey Development (requested March 11, 2026)</i>
\$44,170	TOTAL

Budget*

\$1,762,142

*Pre-audit

Revenue by Source



Expenditure by Type

