

Date: January 4, 2019

To: The Urbana Free Library Board of Trustees

From: Celeste Choate, Executive Director

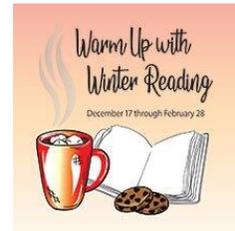
Re: Director's Report for Board Meeting of January 8, 2018

The Library has new eNewsletters! [Click here to sign up!](#) The January newsletter is available here: <https://conta.cc/2CsQ10C>.

Budget and current financial information is here: <http://urbanafreelibrary.org/your-right-know#fin>, with FY19 financial reports here: <https://urbanafreelibrary.org/financial-reports>.

Highlighted Programs, Collaboration & Outreach:

- On December 17th, Winter Reading began! This year's theme is "Warm Up with Winter Reading." Community members of all ages can read and win free books through the end of February.
- For the December First Friday event, Anne Newman performed a *Punch and Judy* puppet show. It was attended by 75 community members. After the performance, community members could see the puppets and stage up close and try using the hand puppets and marionettes themselves!
- There were three different opportunities to enjoy music in the Library in December. There was music for all ages at Prairie Breezes with Kurt Reeder & Friends as well as during the UFLive! concert featuring Carl Johnson and the New Orleans Jazz Machine. Wee Love Music entertained younger children and caregivers with songs about the winter season. Over 180 community members combined came out to enjoy the music. *The December UFLive! concert was generously sponsored by Bob and Bonnie Switzer.*
- Local artist and teacher Lori Fuller led a colored pencil art class for adults. Participants met three times throughout December to create a drawing and learn techniques and basic drawing skills.
- Happy New Year, or in this case *Noon Year!* To celebrate the New Year, 150 children and caregivers attended the Library's Noon Year's Eve celebration on December 31st to welcome in 2019. Revelers rang in the new year early with festive party hats and noise makers!



New & Coming soon:

- On January 20th, celebrate books with children's author and illustrator Will Hillenbrand. His books include the *Bear and Mole* series and *Snowman's Story*. Mr. Hillenbrand will talk about his process of creating picture books and will



sign books following his talk. *This event is generously sponsored by The Urbana Free Library Foundation.*

- The Library is the next location for Coffee with the Mayor. All community members are invited to have coffee and chat with Mayor Marlin on January 18th from 9:00 a.m. – 10:00 a.m.!



- Throughout February, the Library is holding events as part of the Big Read. These events are funded by a National Endowment for the Arts Big Read Grant awarded to the University of Illinois Urbana-Champaign Spurlock Museum. The Library is partnering with Spurlock and other community groups to create programming around *The Namesake* by Jhumpa Lahiri. The Library will be offering the following programs as part of the Big Read:
 - February 2nd – NEA Big Read Cultural Celebration! – Featuring classical Bharatanatyam dancing and music from India
 - February 12th – Love, Sex and Marriage: Exploring Relationships in the Namesake – A Book Discussion
 - February 19th – Food, Clothing and Ritual in the Namesake – A Book Discussion
 - February 20th - Women’s Immigration Panel
 - February 19th, 20th, & 21st - Teen Open Lab featuring Henna painting and Bengali embroidery
 - February 23rd - Bengali Crafts & Folktales: A Family Program
 - March 6th Growing Up in Two Worlds: Teens & Immigration

Strategic Planning:

As we discussed at the last Board meeting, there will be multiple ways for community members to contribute to the strategic planning process. Community members will have the opportunities represent themselves via the community survey, focus groups, and interviews. Library staff have discussed ways to add deeper levels of engagement to inform the process and look forward to discussing these ideas with the Board. We propose adding a community member to the Strategic Planning Team and offering the opportunity to others to provide structured feedback on work done by the Planning Team before it is shared with the Board. For example, the team could read the survey data and provide feedback on a draft learning report before the learning report is shared with the Board.

HR, Policy & Infrastructure:

IT Manager Drew Kenton will speak about the proposed Technology Plan at the Board meeting. As stated in the Library’s Technology Plan, the Board reviews the Technology Plan every January. The previous plan expired on June 30, 2018, while we were in the middle of our search for a new Information Technology Manager. The Technology Plan presented to the Board this month covers the period from October 2018 (when Drew began working at TUFL) through January 2020 (when the Board will review the next Technology Plan). This streamlined Technology Plan documents the tremendous progress the IT team already has made in just a few months, and outlines in a broad way the technologies to be explored and possibly implemented during 2019. The new strategic plan will inform the next Technology Plan and its initiatives. Staff recommend the Library Board approve the new Technology Plan October 2018-January 2020.

Finance/Facilities/Technology:

Technology:

A 44” HP poster printer was installed in the Graphics department in December 2018. This printer will allow the Library to create rich color posters to promote events and will save Library staff many hours of cutting and gluing pages together to create posters.



Finance:

The Agenda’s Action Items include approving payment to [Communico](#), a company we’ve contracted with to replace our current online calendar program (including adding online meeting room reservations), upgrade our website, and add digital signage functionality.

The total invoice is **\$11,250** (which includes a one-time implementation fee of \$1,250) and will be paid from these budget lines:

- \$2,200 from IT for the digital signage component
- \$2,200 from AYS for the calendar/meeting room component
- \$6,850 from Development & Promotion

This product provides three different functions, but since these functions cannot be billed separately, staff feel it is appropriate for the Board approval, since it totals over \$10,000. Staff recommend that the Board approve this payment.

In the [Year to Date Budget](#) report run today, included in the Board packet, you will see that we are on target



halfway through the year. Spending in some categories, including databases and periodicals, is not equal every month, since they renew once a year. It is normal for these lines to look over or under budget, but they will come into line. In addition, on page 5, you will see the new special reserve fund 803 49802, created by the Board in [June 2018](#). We have not yet requested reimbursement for the Foundation for spending (802 46300 Donations...), and will be doing that shortly.

Facilities:

Thanks to milder temperatures, work on the porch continues.

Professional Development & Education:

Development & Promotion, Adult & Youth Services, and the Champaign County Historical Archives will be supporting school students by offering practicum opportunities during the spring semester. In addition, the Circulation Department will host a student from Illinois Central College.

TUFL in the Media:

January 2, 2019 - [Some Urbana families rang in the new year early](#)

December 26, 2018 - [Library events, Dec. 23-30, 2018](#)

December 21, 2018 - [Tom's #Mailbag, Dec. 21, 2018](#)

December 18, 2018 - [The Urbana Free Library Dollhouse Filled with Handmade Treasures](#)

December 17, 2018 - [Here's a festive photo of Campustown circa 1940](#)

December 17, 2018 - [Library events, Dec. 16-23, 2018](#)

December 17, 2018 - [8 Ways to Have a Family-Friendly New Year's Eve in Champaign-Urbana](#)

December 14, 2018 - [Weekender: December 14-16](#)

December 13, 2018 - [50 Things to Do in Champaign-Urbana over Winter Break](#)

December 10, 2018 - [Library events, Dec. 9-16, 2018](#)

December 10, 2018 - [Champaign-Urbana Weekend Planner December 7-9](#)

You can also check out our [News & More](#) page for TUFL press releases and highlights.