

# Sugar Grove Public Library ANNUAL REPORT July 1, 2019 – June 30, 2020



**SUGAR GROVE**  
PUBLIC LIBRARY

Our mission is to be a unique resources to offer open access to information that fosters a passion for reading, learning, and the exchange of ideas. As the heart of our community, we support democracy, citizenship, and the cultural growth of the Sugar Grove Public Library District.

## The Financials of Our Year

\$1,430,550 Total Budget  
\$1,403,464 Total Expenditures  
53% of Expenditures for Bonds

### Operations Budget (ONLY)

\$687,250 Operational  
\$659,603 Expenditures  
\$27,647 Underbudget

\$19,701 Grants Received  
\$1,325 Total Donations

97.7% of the Library's revenues are from property taxes

2.39% of the Library's revenues are from fines, fees and donations

*Donations provide for programs and books*

## May 2020 Book Club: Author Visit



Sugar Grove Public Library Book Club

## Adaptations and Resilience

The energy and engagement of the first half of the year is a reminder that our community can, and will get through the challenges brought by Covid-19 in 2020. It is with heartfelt gratitude that we issue a **THANK YOU** to our staff for serving in a time of uncertainty and fear, and to our patrons for their flexibility and encouragement. #inthistgether

Through the challenges of Covid-19, the Library:

- Provided virtual programming
- Virtual reference and remote circulation help
- Take-it craft kits and activities
- Outdoor story strolls and chalk drawing events
- Browse-And-Go for materials
- Safe study spaces in Tier 2 and below
- Enhanced purchases of e-books
- More streaming content
- Prepared PPE and shields to enhance safety
- Informed patrons with reputable information



Touchless Curbside Delivery (KCC Photo) 6/20

# Defining Moments



On behalf of the Board of Trustees and Staff we are proud to share the Sugar Grove Public Library's Annual Report, an account of our steadfast response to the rapidly evolving needs of the community during an extraordinary and unprecedented year.

In March, the Board implemented and updated policies in the best interest of the safety, health and general welfare of the public and staff. While virtual services remained open, the library closed physically in the spring to plan phased re-opening of other services as the public health environment clarified. In consultation with reputable resources, the library implemented rigorous cleaning protocols, facility modifications, and other service changes. Projects related to pandemic preparedness were partially offset by Illinois CARES distribution. With public support, we flexibly and creatively worked to make services available while adapting to a 'new normal'. In June, we reaffirmed our Statement of Organizational Values on Racism. In the fall we supported democracy and citizenship as an early voting location. Through it all, we sought to stay connected,

reliable and committed to our patrons.

This year we were featured on K-Love's, "A Closer Look" to discuss the programs and services offered to our community. Over ten policies were passed that help guide the Library on aspects of displays, intellectual freedom, security cameras, Trustee ethics and more. A homebound delivery and volunteer policy was formulated, and we hope to launch a program after Illinois proceeds through pandemic recovery efforts. We held the second annual Indie Author Day in the fall of 2019 with a good turnout of authors and patrons. Gallery 125 hosted exhibits, and Groovin' in the Grove was extremely well attended at the end of 2019. Unfortunately the summer season for 2020 had to be tabled, but efforts are underway to secure musical acts for 2021. Throughout our year we remained good stewards of funding and tracked in on budget.

The library depends heavily on public support in order to maintain our financial stability. As a registered 501(c)3 charitable organization, the Library Foundation extends the library's reach by providing convenient options for memorial and matching gifts. Thanks to this continued support, we are planning for a return to full operations as soon and as safely as possible!

Looking ahead to 2021, we will continue to build on our foundation of strong community support to refresh our five-year strategic plan. We look forward to delivering contemporary and impactful programming and services with the support of our patrons, volunteers, donors and partners. Please feel free to bring us your suggestions and ideas for what you would like to see define YOUR library!

*Brad M. Knechtges*, Library Board President

*Shannon Halikias*, Library Director



Brad M. Knechtges  
Board President

Shannon Halikias  
Library Director

Genna Mickey  
Assistant Director

Thank you to our new Foundation for their support to build a stronger Library. Please see the web page at [www.sgpl.org/foundation](http://www.sgpl.org/foundation) for more information on initiatives, projects, and opportunities.



**SUGAR GROVE**  
PUBLIC LIBRARY  
**FOUNDATION**

REALIZING COMMUNITY DREAMS

**Board of Trustees**

Brad Knechtges - President  
 Jane Klingberg - Vice President  
 Vivian Santos-Buch - Secretary  
 Joy Stokes - Treasurer  
 Pat Graceffa - Trustee  
 Michelle Damadeo - Trustee  
 Tommy Thomson - Trustee

**See [www.sgpl.org](http://www.sgpl.org) for agendas, minutes, financials and more info.**

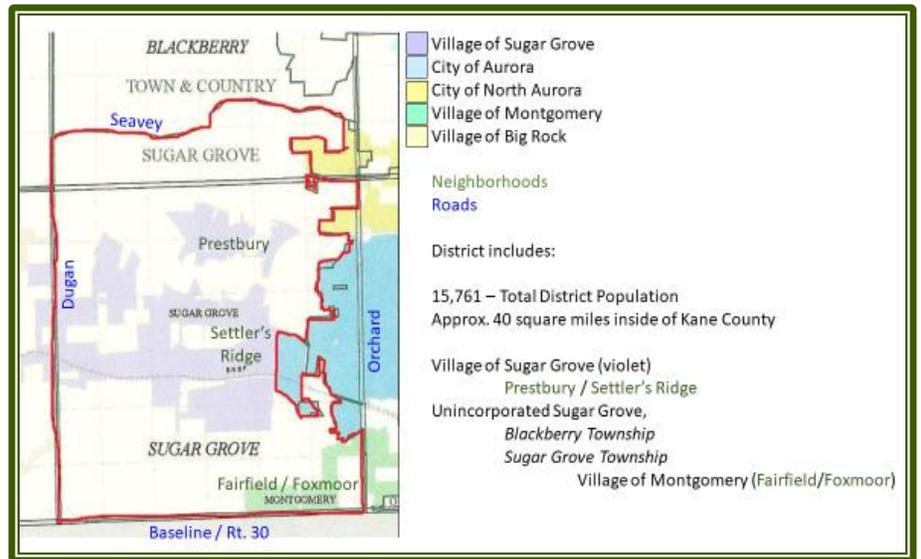
*Public input is graciously welcomed*

# OUR SERVICE DISTRICT AND HISTORY

Our District serves Sugar Grove, Sugar Grove Township, and neighborhoods in Montgomery and Aurora. The Library is an independent taxing body, and does not receive Village funding.



Groovin' in the Grove - 8/19



## A Year in Review

99,574 **Circulation** of print materials - 127,781 Total with E-content

9,254 Reference **Questions** were answered by staff members

439 **Programs** were presented with 5,539 patrons attending

Patron **Visited** the Library 48,749 times

48,851 materials flowed through **InterLibrary Loan**

**Computers and Wi-Fi Services** were utilized 9,260 times

51.9% of our District are registered **Cardholders** of the Library

E-book circulation **increased** to 22,248 checkouts



Indie Author Day 11/19



Halloween Storytime 10/19

- Large meeting rooms - 2 study rooms
- Fax/copier/scanners available
- Computer Lab and flexible Café Space
- Flexible Café Space
- Periodical and Reading Room
- Tech Lab - 16 PC Stations and 1 MAC
- Transfer station for VHS to DVD
- Charging station for devices
- (Pre-covid) Open 2,500 hours
- 96,487 Print Books/Materials
- 80,160 E-books

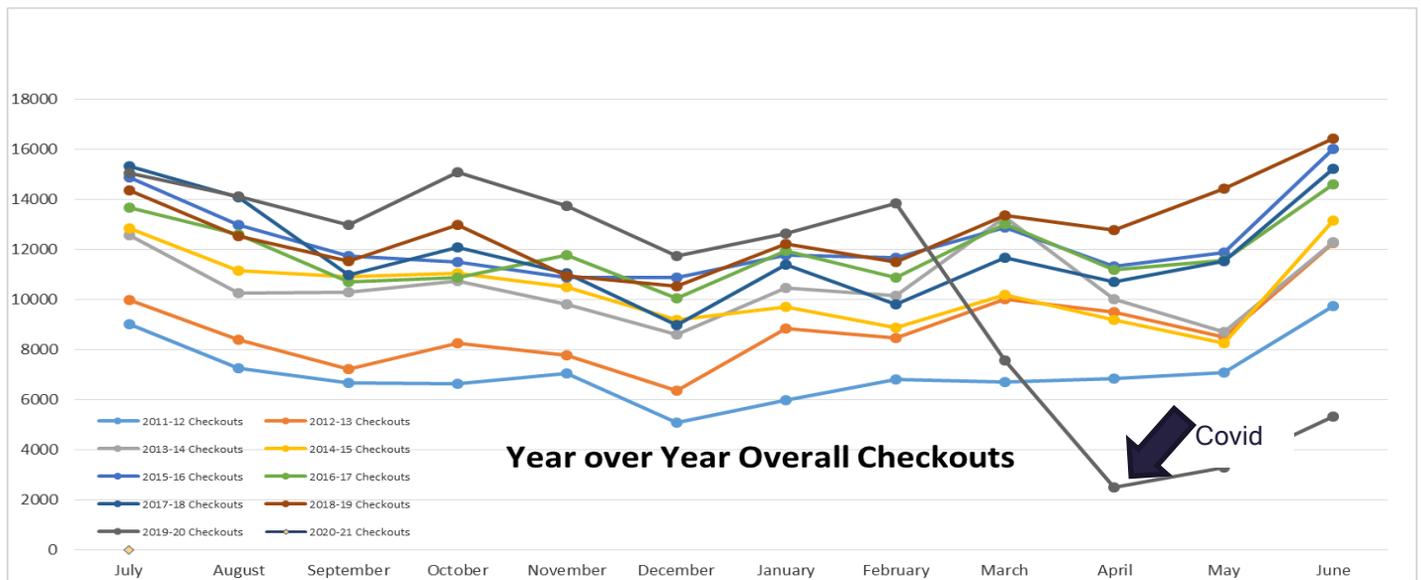
**Access to 8 Million Items and 100 Libraires through our SWAN Consortium**

## A COMPREHENSIVE VIEW

The impact of Covid-19 is certainly evident as the Library responded to the shelter-in-place order, restricting the circulation of print materials, calling upon us to strengthen our electronic and streaming offerings. While our statistics reflect the downturn of our current year, our year over year comprehensive view demonstrates ongoing growth of usage and tremendous gains through the past ten years. As we pivot into our next year, enhancing our offerings to meet the ongoing needs of pandemic recovery will be our mission, and ultimately our challenge.

Shelter in Place – Sat. March 21st  
 Curbside Available – June 1<sup>st</sup>  
 Browse and Go Begins – July 13<sup>th</sup>

**Digital materials and remote Services never stopped!**



## Building and Grounds Highlights

Maintaining a secure building and planning for our future were priorities in this fiscal year. We partnered with Cordogan and Clark and Associates to provide focus and attention for necessary updates and repairs to keep the Library “In the Now.” We hope for future repairs for flooring in our foyer areas, updates to the “Café” area to make it functional working space for patrons. Through our partnership a facilities and ADA assessment was conducted, and current mechanical equipment was evaluated to assist with futures planning. We polished off the last of our lighting project to retrofit fixtures for LED bulbs, the modern standard and an energy saving feature. Our entire building and windows was scrubbed and pressure washed to remove soil and prevent mildew and repairs to the roof were conducted, as well as our chiller. Outfitting our building to navigate reopening during Covid-19 required purchases for PPE as well as shields and sanitizer dispensers.



Stitchers Yarn Crawl 9/19