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February 28 - March 13, 2020

BEHIND THE DESK

ELMHURST PUBLIC LIBRARY STAFF NEWSLETTER

Marketing Topics: March

Programming: 2020 Census Drop-In Help

Saturday, March 21 • 10-11:30 a.m.

Wednesday, April 1 • 7-8:30 p.m.

The Census starts on March 12! The Library is partnering with the City's *Everyone Counts: Elmhurst* campaign to encourage all community members to fill out their forms.

In addition to one-on-one help, there will be an interactive Lobby display talking up the Census.

Collection: TV Series Binge Bags

Don't let a rainy day ruin your fun! Check out Binge Bags, staff-curated packs of themed DVD/Blu-Ray.

Themes include British Comedies, DC v. Marvel, and Movies Filmed in Chicago. Bags are available near the Checkout Desk.

If you're interested in curating a Binge Bag, [contact Sam C.](#)

Service: Online account functions

Everyone is busy. Access online Library accounts at elmlib.org/account.

Some account functions to highlight for patrons:

Freeze (keeps your place in the Holds line if you're out of town)

Reading history (list starts from the time it's turned on)

Personal information modification (in case of name or contact info changes)

Online fine payments

[Amenity: Life Cycle of a Hold](#)

[This graphic](#), from page 4 of the Spring *Fine Print*, illustrates the work that goes on behind the scenes to get requested books into patrons' hands.

More than 7,000 holds are placed a month. 89% of them are picked up. We're aiming for 100%.

Reminder: Lobby Donation Boxes

Outside groups requesting to place a donation box in the Lobby should be directed to Mary Beth for approval.

Donate Game Pieces: Jewel Monopoly



Donate your Jewel Monopoly Game coupons in the clear plastic shoe box in the Staff Lounge under the the bulletin board by the outside door. Jewel gives out game pieces through May 5th according to the game website.

Patti P. will take the game coupons over to the Food Pantry on a regular basis.

For Patrons in Need: Blessing Bags

Fifteen blessings bags, assembled by a local congregation, were recently donated to EPL. These bags contain a variety of toiletries, snacks, and new socks.

The bags are located in Tracey O.'s desk drawer (ADS office.)

Feel free to give a bag to any patrons who expresses a need for housing, food, etc. Tracey's business card is included in each bag for individual requiring additional assistance. [Email Tracey](#) when you give out a bag.

User Story: Winter Reading Challenge

The Winter Reading Challenge Team fielded 225 requests for challenge books this last season—an increase in participation of 42% from last year. Patrons gave feedback on this program, too:

- “I really liked that program. I received books I never would have picked out myself.”
—Mary
- “This is a great idea. I’m always looking for a new author because I gobble them up once I find them. Thanks for thinking of this! I liked the characters and am glad it’s a trilogy!” —Michele
- “I loved this opportunity to read outside my comfort zone and have a librarian help me select a book to read next. I learned so much about a topic that I knew little about but felt myself wanting to learn more and do additional research on my own after I finished the book. I definitely would love the opportunity to work with the librarians again to do more programs like this!” —Shelby
- “This is definitely a book I would not have chosen for myself; however, after reading it I realized how much I truly enjoyed it. The book really made me think about life and showed me the appreciation for the little things that matter most. Thank you for choosing it for me!” —Agnes
- “Love this program! I enjoyed this book and would never have picked it off the shelf myself. Thank you!” —Susan
- “This was a fun ‘challenge’ ... thank you!” —Sara
- “It led me to several other books that I want to read soon.” —Linda
- “I loved the book. It was funny, enlightening, and completely random! I found that reading something different kept me engaged for longer. It was so unusual for me to read a book like this, but I thoroughly enjoyed it. I think reading out of your comfort zone is a must, I just never know what I should read! Thanks for giving me this opportunity! It was fun and I’ll be doing these challenges again.” —Tehani
- “Definitely was one I would never have picked up on my own but wound up liking it and would read something similar again.” -Pat
- “It was definitely not a book that I would pick out on my own, but I’m glad I had the opportunity to read something out of my comfort zone.” -Clare

Do you have an idea for a user story? [Contact Anne S.](#)



Staff Enrichment: How to Use AV Equipment in Meeting Rooms

Learning basic knowledge of the AV equipment in the meeting rooms (Kossmann Room and Large Meeting Room) is a good way to assure we can assist patrons efficiently when the need arises.

How to Use AV Equipment in the Meeting Rooms

Wednesday, March 4th, 2020.

1 and 5 p.m. in the Kossmann Room and Large Meeting Room.

Get your supervisor's permission. You will be compensated for your time.

March 18: Financial Planning and Wellness

Representative George Pantazis, Certified Financial Planner from ICMA, is coming to the City on March 18th for group and individual sessions. Financial planning helps you with

saving goals, investing, credit and debt, insurance, and estate planning.

Details:

Wednesday, March 18

7:15 a.m. • Taxes in Retirement (Group Session) Public Works

9:15 a.m. to 5 p.m. • Individual Sessions at City Hall

12 p.m. • Taxes in Retirement (Group session) Elmhurst City Hall - Conference Room 2

Schedule an individual session

Staff Swag: Logo Wear



Order Lands' End logo wear through our [Bookmark page](#) under 'Administration.'

Items like polos, knit tops, t shirts, cardigans, and sweaters may be ordered and personalized with the Elmhurst Public Library logo. Wearing EPL gear is completely optional.

Cost to You: Half price of item!

The Library will cover the other half, plus the cost of the logo and shipping.

Tip:

There are multi-color (light gray and green), black or white logos available. Pick the one that will look best on the shirt color you choose.

Order

EPL: A Great Place to Work!

Congratulations to **Mari Buttweiler** on the new position of ADS Inclusive Services Coordinator

Congratulations to **Anne Swanson** for taking on additional responsibility for readers' advisory services

Open position:

Early Childhood Services Librarian, KL

elmlib.org/jobs

Visit the Wall of Fame

Staff Favorites: We'll Report Back Next Week!

What's the last good movie you watched?

Answers:

1917; Ford vs. Ferrari; Frozen 2; Judy; Little Women; Mary Poppins Returns; Once Upon a Time in Hollywood; The Peanut Butter Falcon

For next time: You're at the Library, and you have time to browse. Which section do you head to first?

Answer here



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