



STAFF ENGAGEMENT IN THE TIME OF COVID

Addison Public Library Funshine Committee
Barbara Doerries, Lesley Cyrier, & Emily Glimco

Our Problem

We believe the biggest strength of a library is the staff and a happy staff that works well together makes our library and our community stronger.

Prior to COVID, we held many in-person events every month. From monthly meet-ups for continuing education and two all day in-service events to staff-giving and parties for retirements, weddings, babies our staff regularly engaged with each other in addition to their daily work.

Just like everything else, our staff engagement was turned upside down due to COVID. Our problem became: How do you throw a retirement luncheon for 60 people when it is unsafe to be in a room together? How do you make staff feel like a team when they go from sharing a physical desk to never being in the building at the same time? How can you make work fun when everyone is dealing with the effects of a pandemic on their personal and professional lives?

The following presentation shows the creative and unique ways we answered these questions and continue to engage staff members while keeping everyone safe.

Membership

When staff returned to work in early June, it became apparent that staff engagement was going to be an issue. Many people still worked part or most of their workday from home and those in the building were socially distanced. Days of yapping around the water cooler or coffee pot were over.

The Funshine committee is a long-standing, social committee at APL but membership was at zero. Only one staff person volunteered. Luckily, through the use of begging and bribery, one more staff person was enticed to join and the committee was up and running. But they could not do it alone. To increase membership they:

- Asked everyone we knew to join
- Assured people it would only be for 6 months
- Used a lot of humor in our recruitment

No one else joined – BUT – we did get several people who "could not emotionally commit to the committee" offer to help with activities



Branding

Branding became a big issue for the committee. Since day-to-day, in person interaction among staff was not possible the committee needed to find a way to promote Funshine activities that was easily recognizable.

Working with the library's Communications and Marketing Coordinator we developed a new branding standard and commandeered a centrally located bulletin board to promote events, news, and other fun activities.

We used this logo in all our communication to staff to help identify news from the committee.



Bulletin Board

The committees' main physical form of communication became the bulletin board.

- The bulletin board includes:
- **News** – includes Funshine announcements, staff news
- **Just for fun** – Poll results from silly staff polls sent out on a regular basis using Crowdpurr, a software we already use for a patron trivia program.
- **Staff anniversaries** – Staff anniversaries for the previous six months. Normally, staff anniversaries are posted monthly.

The committee decided to post all the months missed due to COVID. The staff LOVED this and really helped people remember and reconnect with each other.



Jar of Wishes

As passing around a card is no longer safe and we wanted a way for staff to safely pass on their best wishes we have been using a Jar of Wishes in place of a card.

Each person fills out a die-cut shape and writes a note, these notes are placed in the jar and quarantined for 7 days and then the entire jar is given to the staff member.

Note: cost of jar was same as the cost of an average retirement card.

Funshine Funshine Funshine

FUNSHINE COMMITTEE

NEEDS YOUR HELP!



Mayuri is bidding us farewell in October.

Please fill out a pre-cut note card with your personalized message wishing her well. These cards will be quarantined and presented to Mayuri on her last day.

**Please complete your messages by
Friday September 25, at 5:00 PM.**



Marcey is having a baby!

Please fill out a pre-cut note card with your personalized message wishing her well. These cards will be quarantined and presented to Marcey on her last day.



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Retirement Party

The committee's first task was, "Oh by the way, Jane is retiring and needs to be offered a retirement luncheon. You cannot have buffet style and must socially distance. Good luck!"

Undaunted, we brainstormed several ideas.

- Use the large multi-purpose room and socially distance everyone in shifts. (Not practical and concerned that not everyone would be comfortable with this scenario.)
- Have luncheon outside at village picnic tables (Logistics of moving tables and weather was too big of a concern.)
- Use the board room, let Jane invite 3-4 closest coworkers to socially distance with doors and windows opened) and have everyone else Zoom into the luncheon)



Retirement Party

- The luncheon was announced to staff via the bulletin board, email and the Intranet.
- A menu of items, with ingredient lists were posted so staff could simply grab and go their choice of lunch.
- We had staff members monitoring the breakroom and lunch pick up to ensure no gathering and safe meal pick up.

FunShine

FUNSHINE COMMITTEE

LET'S PARTY!

Jane's Farewell Luncheon

Thursday, August 13 – 12:00 pm



The Funshine Committee would like to invite you to a farewell luncheon in honor of Jane.

Boxed lunches, cupcakes, and beverages will be available in the 3rd floor break room beginning at 11:30 am. Please feel free to stop in and pick up a lunch any time after that.

Jane will be lunching in the board room and a Zoom meeting will be ongoing so please log in and wish her well! (Zoom meeting details will be sent out on Thursday!)

Questions – email Barb or Lesley.

Retirement Party

- We catered in box lunches, cupcakes and drinks for the entire staff that was scheduled that day.
- We have used this local catering company in the past, so we were confident in their COVID procedures and knew staff loves their food!
- PPE was provided.



Retirement Party

- The board room was set up to socially distance the few staff members who would sit personally with Jane.
- Staff also stopped by and waved /said hello as they picked up their lunches across the hall in the staff room.
- Zoom meeting projected into the room and the retiree had a computer in front of her so she could easily interact with her well wishers



Retirement Party

- Use a library Zoom account to set up a Zoom meeting
- Meeting was open to all staff. Many chose to eat their lunch at their desks and zoomed into the meeting to "lunch" with Jane.
- Monitor allowed people into the meeting.
- Super successful! Former employees who worked with Jane were able to attend and was a great surprise for Jane! She loved it and so did the rest of the staff.



Random Staff Treat

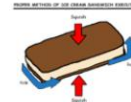
- Single serve, wrapped items
- Made available in the morning, so staff could pick up on breaks
- A total surprise, announced the day before
- Staff **LOVED** this and keep asking
 - "What's next for the staff treat?"
 - "Can we have ice cream every Tuesday?!"
- Up next: Snack cakes & salty snacks

FunShine

I scream...you scream...we all scream for....

ICE CREAM!!!!!!!

Stop by the breakroom any time on Tuesday, September 15th after 10:00 AM and grab a yummy ice cream treat!



FunShine

POPCICLES



FunShine

ICE CREAM CONES



FunShine

ICE CREAM BARS



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Fall/Halloween Gifts

- Small gift bags with an instant apple cider pouch and Halloween candy
- Fun seasonal puzzles will also be included. Completed puzzles can be returned for a chance to win a prize.
 - The winner will be determined raffle style and they will received lunch delivered from a local restaurant
- Items were purchased and bags will be assembled well in advance to allow for quarantining.
- Bags will be delivered to each supervisor to distribute to staff, since desk assignments and schedules are more complicated due to COVID.



Future Plans

Here are a few things we have planned to finish off 2020!

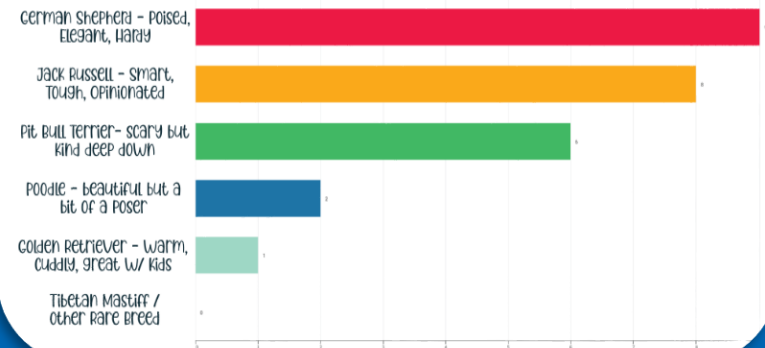
- December staff luncheon
- Continue with random fun surprise treats
- Winter comfort kit for every staff member
- Staff directory scavenger hunt
- Continue polls and updating bulletin board

Marcey's Baby Shower

Stop by the staff lounge
at your convenience to
pick up a treat and
celebrate Marcey's new arrival!

Tues., Oct. 6 1:00

POLL RESULTS: If Chicago were a breed of dog, which breed would it be?



Points to Remember and to Promote your own Funshine Fun

- You don't have to spend a lot of money to engage and celebrate your staff!
 - Ice cream for 70+ people was about \$30 from the grocery store
 - A bulletin board was repurposed, and our polls are done on an existing library platform
 - Cut outs for message in a bottle are done using cardstock and the library's die cut machine
- No need to reinvent the wheel, what has your staff always loved and how do you make that safe?
 - Retirement lunches were a standard for us, so we retooled it to box lunches and zoom. Everyone ate and talked, just in a new way
- If something works, do it again!
 - Our first message in a bottle worked, so we continued to use the same system. Just like a card, doing it more than once does not make it any less special as long it is personalized to the recipient.
- You can't go wrong with a fun surprise for no reason.
 - Don't forget to have something so everyone to participate– vegetarian, dairy free, chocolate and non-chocolate, etc.
- Brand your activities
 - Let employees know you exist and more fun is coming!



Questions?

Now its time to put the FUN in your own

FunShine

Committee!

We love to talk all fun staff engagement and collaborate on ideas! Send us an email with questions and comments.

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