



City of Columbia Heights | Library

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ www.columbiaheightsmn.gov

To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: March Operational Report
Date: March 30, 2021

I. PROGRAMS

- a. We started offering storytime via Zoom this month. We've met 4 times and have had three families meeting consistently. It's been wonderful connecting with kids and families again. I am currently surveying families to determine what format storytime should take this summer.
- b. In this month's virtual LEGO Challenge, kids were tasked with creating LEGO food. We've moved away from videos but will continue to post a monthly challenge on the Facebook page.
- c. This month's story stroll at Huset Park was *Head to Toe*. Twelve people participated in the stroll.
- d. We began offering Family Discovery days again in partnership with the Rec Department. This month we offered a Nordic Walking class and an Outdoor Survival Skills class both at Silverwood Park.
- e. Tween Book Club met on March 30. Five kids discussed *Hello, Universe* and learned about zodiac constellations.
- f. Activity Kits were distributed at the beginning and end of the month. The kits have been very popular with families and sell out each month. We will be sun setting the kits in preparation for summer programming.
- g. The Winter Reads program ended last month. We had 121 youth entries and 39 unique entries. The winners were Aria Brown and Christian Tong.

II. COLLECTION

- a. Book orders from *Booklist* 12/1 and 1/1 and 1/15, *Growing Minds* 11 & 12/20, *SLJ* 12/20, *Kirkus* 12/1/20, Summer Reading, and Replacements/Additions were placed this month.
- b. Weeding of YA Fiction and Nonfiction was completed. Weeding of YA audiobooks was started.

III. PROJECTS

- a. Monitored and managed spring program registration.
- b. Created and compiled Activity Kits for Birth-K, 1-5, and Grades 6 and up.
- c. Updated and managed book displays.
- d. Prepared and installed March story stroll.
- e. Prepared activities for March Tween Book Club.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Prepared bulk loans for ICS.
- h. Ordered summer reading prize books.
- i. Began work on summer program handouts for schools.
- j. Prepared Heights Happenings copy for summer programs.
- k. Prepared vendor contracts for summer programs.
- l. Created a book review video for Highland Elementary.
- m. Created summer program events in LibCal.
- n. Watched a webinar and read materials related to program evaluation.

IV. GRANTS, MEETINGS, COMMUNITY

- 3/10: 21CCLC Advisory Planning
- 3/18: 21CCLC Advisory Meetings
- 3/18: Biweekly check-in w. Renee

3/19: Project Ready check-in
3/23: Summer youth space planning meeting w. Farrah
3/23: Library Programs meeting with Cortni and Renee
3/23: Project READY all cohort check-in
3/24: Summer Lunch call with Maggie Maggio
3/24: YES Team meeting

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, fulfilling bulk loans and purchase requests.
- b. Farrah Briest has been working on selection tools and processing. She is also brainstorming and creating content such as LEGO Challenge posts, early literacy elements in library play space and J Fiction book displays. Additionally, she is brainstorming summer decorations and bulletin board ideas for the youth space.