

To: Renee Dougherty, Library Director
From: Brianna Belanger, Youth Services Librarian
Subject: April Operational Report
Date: April 26, 2021

I. PROGRAMS

- a. Zoom storytime concluded this month. The results from the storytime survey are in with an overwhelming request for in-person, outdoor storytimes. We will begin to offer these in June.
- b. We offered two kit-based virtual programs during ISD 13 out of school days in partnership with Artistry. Postcard Collage Art was offered for younger students and 9 total youth participated. Book Binding was offered to 8 older students.
- c. This month's story stroll at Sullivan Park was Guess Who Haiku. 30 people participated in the stroll.
- d. Our final 2 Silverwood Park Saturday programs ran this month. 17 people participated in Branch Out Into Art and 21 people participated in Melty, Muddy, Mucky Spring.
- e. The last set of Grab and Go Discovery Kits were distributed at the beginning 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.

II. COLLECTION

- a. Book orders from *SLJ* 1/21, 2/1, *Growing Minds* 1/21, *Booklist* 2/1, *Kirkus* 2/1, *Adds and Replacements*, and *Graphic Novels*.
- b. Weeding of YA and J audiobooks was completed. Weeding of J fiction has begun.

III. PROJECTS

- a. Monitored and managed spring program registration.
- b. Created a Summer Reading Program Binder for staff reference.
- c. Updated and managed book displays.
- d. Prepared and installed April story stroll.
- e. Planned and began preparing summer make and takes.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Prepared bulk loans for ICS.
- h. Finalized summer lunch dates and details.
- i. Published summer LibCal programs.
- j. Finalized Heights Happenings copy for summer programs.
- k. Planned new pre-recorded storytime content.
- l. Worked on Annual Report.
- m. Planned for virtual Kindergarten visit.
- n. Filmed and edited storytime videos.
- o. Reserved parks for summer programs.

IV. GRANTS, MEETINGS, COMMUNITY

- 4/14: Sciens IT Meeting
- 4/14: ACL Project Ready Check-in
- 4/16: Project Read check-in
- 4/16: 21CCLC Presentation Planning
- 4/20: 21CCLC Presentation Planning
- 4/22: Check-in with Renee
- 4/23: 21CCLC Presentation Planning

4/27: Facebook Reader's Advisory Strategy Meeting

4/30: 21CCLC Presentation Planning

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 working on summer decorations and bulletin board ideas for the youth space.