



City of Columbia Heights | *Library*

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**To:** Renee Dougherty, Library Director  
**From:** Brianna Belanger, Youth Services Librarian  
**Subject:** August Operational Report  
**Date:** August 24, 2021

I. PROGRAMS

- a. 13 teens attended a virtual Comics Creation class put on by Parcel Arts on 8/3.
- b. 30 people walked through the LaBelle Park Story Stroll on 8/4-8/5. The story was Bird Watch and it helped advertise the upcoming Intro to Birding program.
- c. 10 kids and their caregivers learned about birding as we walked through LaBelle Park on 8/10. Our 8/11 session for older kids was cancelled due to low registration.
- d. 10 teens participated in a virtual Low-Tech Mini Movies program on 8/12. Youth made thaumatropes and learned about old movie technology.
- e. 23 people walked through our final story stroll of the summer at Keyes Park on 8/18-8/19.
- f. The Summer Reading Program ended on 8/15. Final stats will be included in next month's operational report.
- g. The Read Down ended on 8/15. We had 54 participants read down \$496.70 of fines.

II. COLLECTION

- a. Book orders from *SLJ* 5/21, *Booklist* 5/1 and 5/15, Music CDs, and Adds and Replacements.
- b. Weeding of picture books completed.

III. PROJECTS

- a. Began winter planning.
- b. Managed summer program registration and reminder emails.
- c. Prepared and installed August story strolls.
- d. Managed Empower Youth Worker.
- e. Created September book displays.
- f. Prepared grab and go activity kits for youth.
- g. Worked on fall vendor contracts.
- h. Fall early literacy space activities prepped.
- i. Planned fall storytimes.
- j. Fall events into LibCal.
- k. Created coding display for glass display case.
- l. Reviewed diversity audit resources.
- m. Reached out to ICS with bulk loan and class visit materials.
- n. Created a publication schedule for in-house program PR.
- o. Created large lyric sheets for baby storytime.

IV. GRANTS, MEETINGS, COMMUNITY

- 8/5: 21CCLC/ Fall Planning Meeting with Katie from Rec Department
- 8/10: Diversity Audit Team Meeting
- 8/16: Phone Call w. Kayli from Lyric Arts
- 8/18: 21CCLC Grant Meeting
- 8/20: Early Childhood and the Somali Community Training
- 8/23: Early Childhood and the Somali Community Training
- 8/25: ISD 13 New Teacher Orientation
- 8/27: Early Childhood and the Somali Community Training

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, and purchase requests.
- b. Farrah Briest has been working on bulletin board and youth space fall ideas. She is also processing, working on selection tools, and creating monthly J Fiction book displays. Additionally, she is managing the summer lunch program.