



## City of Columbia Heights | Library

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

### I. PROGRAMS

- a. Virtual storytime ended February 22<sup>nd</sup>. Prerecorded videos premiered every Monday at 10:30 am on our Facebook page. Spring storytimes via Zoom will begin starting March 1<sup>st</sup>.
- b. In this month's virtual LEGO Challenge guinea pig encourages kids to use their imaginations and build a character. Moving forward LEGO Challenges will be in text format on our Facebook page rather than video. Thank you Farrah for her creativity in offering these fun and educational videos for our patrons.
- c. Our February story stroll title was *The Snowy Day*. The stroll moved from 2/16 to 2/23 due to very cold temperatures. 35 people participated at Labelle Park.
- d. Tween Book Club met on February 23<sup>rd</sup>. Eight youth talked about this month's book, *The Parker Inheritance*, and participated in activities.
- e. The Winter Reads program ended this month. More information on participation will come next month.

### II. COLLECTION

- a. Book orders from *Booklist* 10/1, 10/15, and 11/1/20, *Growing Minds* 10/20, *SLJ* 10/20 and 11/20, Graphic Novels, Music CDs, Spoken Word, and Replacements/Additions were placed this month.
- b. Weeding of YA Fiction continues.

### III. PROJECTS

- a. Monitored and managed winter 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. Finalized summer programming.
- e. Prepared and installed February story strolls.
- f. Planned March Tween Book Club.
- g. Worked on Project Ready curriculum and meeting preparation.
- h. Managed youth winter reads program.
- i. Prepared bulk loans for ICS.
- j. Watched Supervising Youth Services webinar.
- k. Created video for Highland Elementary's I Love to Read Month.
- l. Revamped and prepared Book Bundle program. Themed selections of picturebooks will be available for checkout.

### IV. GRANTS, MEETINGS, COMMUNITY

- 2/3: 21CCLC M3 Huddle Prep
- 2/4: 21CCLC Summer Programming Check-in
- 2/4: Biweekly check-in w. Renee
- 2/5: Project Ready check-in
- 2/11: 21CCLC M3 Huddle Day 1
- 2/12: 21CCLC M3 Huddle Day 2
- 2/17: ACL Summer 2021 Program Planning meeting
- 2/18: Biweekly check-in w. Renee
- 2/19: Project Ready check-in
- 2/24: ACL YES (Youth Services) 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 videos, early literacy elements in library play space and J Fiction book displays. Additionally, she is working on a spring bulletin board and decorations for the children's space.