



City of Columbia Heights | *Library*

3939 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3690 ▪ [www.columbiaheightsmn.gov](http://www.columbiaheightsmn.gov)

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

I. PROGRAMS

- a. We premiered four new Stay at Home storytimes on Facebook this month while taking a break from Zoom storytime.
- b. This month's story stroll at LaBelle Park was Painting the Rainbow. 40 people participated in the stroll.

II. COLLECTION

- a. Book orders from *Growing Minds 2/21*, *Booklist 2/15* and *3/1*, *Adds and Replacements*, *Maude Hart Lovelace Nominees* and *World Languages*.
- b. Weeding of J fiction, J graphic novels, and YA graphic novels was completed. Weeding of EJ fiction has begun.

III. PROJECTS

- a. Created summer storytime plans.
- b. Prepared summer reading program signage, forms, and supplies.
- c. Created program kit for in-person programs.
- d. Prepared and installed May story stroll.
- e. Continued preparing summer make and takes.
- f. Worked on Project Ready curriculum and meeting preparation.
- g. Planned and prepared a staff day presentation on youth reader's advisory.
- h. Planned and prepared a staff day presentation on beanstack and the summer reading program.
- i. Sent summer reading guides to printer.
- j. Filmed and edited May Stay at Home Storytimes.
- k. Prepared, filmed, and edited Summer Reading Video for schools.
- l. Managed registration of summer programs.
- m. Prepared for 21CCLC advisory meeting.
- n. Prepared June books displays.
- o. Planned for City Centennial booth.

IV. GRANTS, MEETINGS, COMMUNITY

- 5/3: 21CCLC Presentation Planning
- 5/4: Highland Kindergarten Virtual Visit
- 5/5: 21CCLC Grantee Presentation
- 5/6: ACL Summer Reading Review Training
- 5/13: Staff Day
- 5/14: Project Ready Check-in
- 5/18: Interviewed ACL Youth Worker
- 5/20: 21CCLC Advisory Meeting

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 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 has installed summer decorations and bulletin board in the youth space.