

**To:** Renee Dougherty, Library Director  
**From:** Brianna Belanger, Youth Services Librarian  
**Subject:** September Operational Report  
**Date:** September 29, 2021

I. PROGRAMS

- a. Fall storytime session started on Monday, September 20<sup>th</sup>. We are requiring registration for both Family and Baby storytimes and they are full.
- b. At least 52 people walked through the LaBelle Park Story Stroll on 9/22-9/23. All of the popsicle sticks were used and I had a note saying 2 more people participated and that our sticks ran out.
- c. Our 9/25 Pollinate MN program was cancelled due to low registration. We will be offering two more programs with Pollinate MN this October.
- d. 3 teens dropped by for our Hour of Code program that is kicking off our Fall Coding Club program in partnership with Code Savvy.

II. COLLECTION

- a. Book orders from *SLJ* 6/21, *Booklist* 6/1 and 6/15, *Kirkus* 6/15, Graphic Novels and Adds and Replacements.
- b. Weeding of easy readers completed. Weeding of YA Nonfiction completed. Weeding of YA Audiobooks completed. Weeding of YA Fiction began.

III. PROJECTS

- a. Continued winter planning.
- b. Managed fall program registration and reminder emails.
- c. Prepared and installed September story stroll.
- d. Created October book displays.
- e. Pulled Bulk Loans for ICS.
- f. Compiled SRP statistics.
- g. Compiled Dia Day Los Muertos grab and go kits.
- h. Went through Project Ready modules 14 and 15 curriculum.

IV. GRANTS, MEETINGS, COMMUNITY

- 9/14: 21CCLC Joint Partners Meeting
- 9/20: Project READY Cohort Meeting
- 9/22: Reimaging School Readiness Training
- 9/24: PR/Marketing Strategy Session
- 9/24: Met with Natasha regarding potential teen program

V. STAFF

- a. Kelly Olson worked on book orders. She completed her usual tasks including magazines, receiving books, and purchase requests along with fulfilling bulk loans.
- 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 fulfilling bulk loan requests.