City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

March 2018

City of Carroll

This is a report of the various departments and divisions of the City of Carroll.

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Filed state FY 19 budget forms with County Auditor and State of Iowa
- Filed annual debt disclosure online
- Police Department Union Negotiations – March 1
- Attended West Central Iowa Clerks Association Meeting – March 21 (Denison)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Kuemper Fit Knight Days (Wellness Coalition) – March 7 & 8
    - Wellness Coalition Meeting – March 15
    - Employee Annual blood profiles – March 14

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare and file FY 17/18 Budget Amendment #1
- Attend IMFOA Conference – April 18 – 20 (Des Moines)
- Prepare information for FY 19 property/liability insurance renewal
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – April 26
    - Live Healthy Iowa 5K – April 14

Accomplishments of particular note:

- 303 utility bills and statements were emailed in March 2018

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service and held three training sessions in February.

The Department responded to six calls for service and held three training sessions in March.

Firefighters finalized training sessions in vehicle collision extrication procedures. Our thanks are once again extended to Quandt Auto Salvage for providing vehicles for these training sessions. The Department also completed annual testing of fire hoses. This is a time-consuming, but necessary, operation to ensure all fire hose is ready for emergency service.

Chief Schreck and Captain Dan Hannasch attended the Carroll County Firefighters Association Meeting held at the Halbur Fire Station on March 19th. The firefighter training certification process through the Iowa Fire Service Training Bureau was discussed, with a potential training class forming this fall.

Personnel with the Family Resource Center toured the Fire Station on March 21st.

Run Report for March:

Alarm Date	Alarm Location	Incident Type
03/01/2018	623 San Salvador	Natural gas leak
03/24/2018	Highway 71 & 160th St	Vehicle accident
03/26/2018	117 W 10th St	Reported smoke smell – nothing found
03/29/2018	509 Main St – Coon Rapids	Mutual Aid Given – structure fire
03/29/2018	19705 W Highway 30	Reported power transformer fire – nothing found
03-29-18	Noble & 160th	Vehicle fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On the 1st and 2nd, Officer Ethan Kathol and Tony Amdor attended tactical medicine at Camp Dodge. The training prepares officers to deal with traumatic medical emergencies such as vehicle accidents, gunshot wounds, and stab wounds. The patrol vehicles are equipped with multiple medical bags containing gear such as tourniquets and bleed stop. This equipment was discussed in depth at the training.

On the 7th and 8th of March, all officers were updated on CPR and first aid. This training is required through the Iowa Law Enforcement Academy (ILEA), and must be updated every 2 years. The Carroll County Ambulance Service conducted the training for the officers.

On March 9th, all PD officers and Carroll County Sheriff's Deputies were trained on the use of Narcan. Narcan is a medicine that reverses the effects of an opioid overdose. This training and the Narcan supplies were paid for through a grant which was obtained through New Opportunities. Officers will be able to use this when responding to a potential drug overdose call. Medical personnel currently carry this medicine, but officers are usually first to arrive at these calls and the potential to save a life is high when the drug is administered.

On March 20th, all officers were trained in Stop the Bleed at St. Anthony Regional Hospital. The training was presented by Carroll Public Health. This national campaign was taught to the officers on responding to medical calls with uncontrolled bleeding. Officers were also provided with equipment and training on the equipment to stop uncontrolled bleeding.

Quarterly fitness testing was conducted on the 21st. Officers are tested on the ILEA basic academy fitness levels which includes, running 1.5 miles, 1 minute sit-ups, 1 minute pushups, V-sit stretch, max bench press, and max leg press.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	March 2018	March 2017	March 2016
Forcible Rape	1		1
Forcible Fondling	2	1	1
Porno/Obscene Material			
Robbery			
Aggravated Assault			
Domestic Violence			
Simple Assault		3	2
Domestic Abuse	5	3	2
Burglary/B&E	1	7	3
Shoplifting	6	8	3
Theft from Vehicle	5	3	2
Theft Vehicle Part		1	1
Theft of Bike		1	1
Theft from Building	3	3	5
Other Larceny			
Motor Vehicle Theft			
Arson			
Counterfeit/Forgery	3	4	
Credit/ATM Fraud			
Identify Theft	2		1
Bad Checks			
Stolen Property		1	
Vandalism			1
Vandalism: Business		1	
Vandalism: Residence	4	1	3
Vandalism: Vehicle	3	9	
Vandalism: School			1
Vandalism: Other	1	1	
Weapon Law Violation			
Drug/Narc Violations	1	8	9
Drug Equipment Viol			
Drive Under Influence	3	8	4
OWI 2nd	1	1	1
OWI 3rd			
Liquor Law Violation	1		
Drunkenness	5		4
Disorderly Conduct			3
Harassment	1		
All Other Offenses	2	6	6
False Information		1	
Trespassing	2		
Runaway			
Missing Person			1

Cruelty to Animal	1		
Found Person			
Found Animal			
Found Property	2	1	1
Firearms Accident			
Unattended Death			
Suicide			
Mental Case			
Animal Bite			1
Dispose of Animal			
Warrant Outside	5	8	3
Restraining Order	1		3
1050F Traffic Accident			
10-50 PI Personal Injury			3
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	4	14	11
10-50 Car & Deer			
1050 PD: Hit and Run	2	3	
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	1	1	1
Assist Other Agency		1	1
Moving Violations			
Op After Revocation	3	3	2
Operate After Suspen	6	11	7
Miscellaneous Public	1	2	6
Total	**78**	**115**	**102**

03/01/2018 thru 03/31/2018

Citations	
Animal	0
Dark Windows	2
License Violation	16
Other	8
Violation (Parking)	7
Registration	21
Seatbelt	49
Tobacco	0
Traffic	92
Warning Notices	229
Loud Stereo	0
TOTAL	**424**

03/01/2018 thru 03/31/2018

Salvage Vehicle Inspections: 15

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - March 2018

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
Agricultural						
	Building					
						$0.00
	Agricultural Building Valuation Total:		**$0.00**	**Agricultural Building Fee Total:**		**$0.00**
	Agricultural Valuation Total:		**$0.00**	**Agricultural Fee Total:**		**$0.00**
Commercial						
	Building					
		03/15/2018	$50,000.00		180020	$285.00
		03/20/2018	$30,000.00		180026	$199.00
	Commercial Building Valuation Total:		**$80,000.00**	**Commercial Building Fee Total:**		**$484.00**
	Electrical					
		03/20/2018			180027	$35.88
		03/20/2018			180028	$35.88
		03/20/2018			180029	$35.88
		03/20/2018			180030	$35.88
		03/20/2018			180031	$35.88
		03/20/2018			180032	$35.88
		03/20/2018			180033	$35.88
		03/20/2018			180034	$35.88
		03/20/2018			180035	$35.88
		03/20/2018			180036	$35.88
		03/20/2018			180037	$35.88
		03/20/2018			180038	$35.88
		03/20/2018			180039	$35.88
		03/20/2018			180040	$35.88
				Commercial Electrical Fee Total:		**$502.32**
	Mechanical					
		NONE				$0.00
				Commercial Mechanical Fee Total:		**$0.00**
	Plumbing					
		03/26/2018			180051	$55.00
				Commercial Plumbing Fee Total:		**$55.00**
	Right of Way					
		03/15/2018			180022	$25.00
				Commercial Right of Way Fee Total:		**$25.00**
	Sign					
		NONE				$0.00
				Commercial Sign Fee Total:		**$0.00**
	Commercial Valuation Total:		**$80,000.00**	**Commercial Fee Total:**		**$1,066.32**

Residential					
	Building				
		03/20/2018	$20,000.00	180025	$147.00
		03/26/2018	$400,000.00	180041	$1,233.00
		03/26/2018	$40,000.00	180043	$244.00
		03/26/2018	$200,000.00	180044	$691.00
		03/26/2018	$400,000.00	180046	$1,233.00
		03/26/2018	$225,000.00	180048	$753.50
	Residential Building Valuation Total:		**$1,285,000.00**	**Residential Building Fee Total:**	**$4,301.50**
	Electrical				
		03/15/2018		180021	$61.88
		03/15/2018		180023	$35.88
		03/15/2018		180024	$50.48
		03/26/2018		180049	$35.88
				Residential Electrical Fee Total:	**$184.12**
	Mechanical				
		03/01/2018		180018	$51.26
				Residential Mechanical Fee Total:	**$51.26**
	Plumbing				
		03/01/2028		180019	$48.00
				Residential Plumbing Fee Total:	**$48.00**
	Right of Way				
		03/26/2018		180042	$25.00
		03/26/2018		180045	$25.00
		03/26/2018		180047	$25.00
		03/26/2018		180050	$25.00
				Residential Right of Way Fee Total:	**$100.00**
	Sign				
		NONE			$0.00
				Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:		**$1,285,000.00**	**Residential Fee Total:**	**$4,684.88**
	Valuation Grand Total:		**$1,365,000.00**	**Fee Grand Total:**	**$5,751.20**

Permits - YTD - through March 2018

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$121,600.00		$772.00
	Electrical			$1,004.64
	Mechanical			$0.00
	Plumbing			$174.50
	Right of Way			$50.00
	Sign			$45.00
	Commercial Valuation Total:	**$121,600.00**	**Commercial Fee Total:**	**$2,046.14**
Residential				
	Building	$1,379,500.00		$4,910.63
	Electrical			$331.07
	Mechanical			$84.14
	Plumbing			$138.50
	Right of Way			$100.00
	Sign			
	Residential Valuation Total:	**$1,379,500.00**	**Residential Fee Total:**	**$5,564.34**
	Valuation Grand Total:	**$1,501,100.00**	**Fee Grand Total:**	**$7,610.48**

Public Works

As reported by Randy Krauel, Public Works Director/City Engineer

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated six graves for Cemetery.
- Plowed snow and sanded for several snow and ice events.
- Installed posts for US 30 - Grant Road Intersection Improvement project detour signs.
- Placed 50.5 cubic yards for street repairs and watermain repair areas.
- Maintain signs & signals.
- Bladed all alleys.
- Swept streets.
- Swept sand from CBD sidewalks on Hwy. 30.
- Hauled asphalt millings to Parks soccer field parking.
- Hauled asphalt millings to Golf Course.
- Division Safety Meeting: "Concrete Safety", March 8, 2018.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 33.386 million gallons
  Daily Average: 1.077 million gallons
  Daily Maximum: 1.361 million gallons
- Completed 213 Iowa One Call locate requests.
- Meter Department
  - 62 service orders.
  - 16 delinquents.
  - 1 rereads.
  - 0 stuck meters.
  - 1 leaky meter.
- Division Safety Meeting: Employees attended the "Work Zone Safety Workshop", March 5th in Ames and March 20th in Storm Lake.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 43.915 million gallons
  Daily Average: 1.417 million gallons
  Daily Maximum: 2.266 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Ladder Inspection and Safety", March 15, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Assisted Water Division with a watermain repair on Hidden Valley Road, March 12, 2018.
- Jeff Warnke and Tom Weber attended Work Zone Safety Workshop in Storm Lake, March 20, 2018.
- Kurt Mosman and Jeff Warnke attended Clarke Mosquito Refresher class in Ames, March 2, 2018.
- Replaced brick in 500 Block of Main Street from watermain repair with help from Parks Department.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break at 730 Hidden Valley Road.
- Worked with contractor on installation of 8" watermain to Carroll Athletic Field.
- Worked with contractors on US 30 - Grant Road Intersection Improvement project.

Division: Sean Kleespies, Wastewater Superintendent

- CCTV inspection of sanitary sewer.
- Paul Kersey passed his Wastewater Grade 2 exam.
- Lab inspection completed by Iowa Hygenic Laboratory.
- Worked on Wastewater training manuals.
- Cleaned Primary Clarifier #1
- Cleaned Preliminary Building wet well.
- Travis Boell, Paul Kersey and Sean Kleespies attended Work Zone Safety workshop in Storm Lake, March 20, 2018.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Set up and maintain signs for Grant Road detour.
- Sweep streets.
- Replace various street panels with concrete.
- Haul dirt to Carroll Airport.
- Plow snow and sand, as needed.
- Maintain signs and signals.
- Take down snow fence and remove snow plows.

Division: Water; Terry Kluver, Water Superintendent

- Obtain permit-required samples for Nitrate, Synthetic Chemicals (SOC) and Volatile Chemicals (VOC)
- Work with contractor on bacteria testing of 8" watermain to Carroll Athletic Field.
- Jared Hays and Terry Kluver will attend an Ammonia & Disinfection in Drinking Water Workshop in Oakland, April 24th.
- Terry Kluver will attend a Consumer Confidence Report Workshop in Atlantic, April 26th.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continue sanitary sewer CCTV inspection.
- Work on Wastewater training manuals for grade testing.
- Dewater the Sludge Lagoon
- DMRQA testing for lab certification.

CAPITAL PROJECT STATUS SUMMARY – 04-10-18

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Trails	2015 On-going	FY 17	FY16									
Streambed Stabilization		FY 17	FY16	$385,000	2018							
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$143,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Maintenance Building	2016 On-going	FY 16	FY14	$4,308,500	2019	FEH Design	$22,500.00	01-25-16	$22,500.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc. Dixon Const. Co.	$4,900.00 $199,600.00 $1,449,835.78	07-22-13 04-14-14 04-02-18	$4,900.00 $221,600.00	100%	08-15-13 115 Working Days	TSIP Application Design
Corridor Entry Features	2016 On-going	FY 17	FY17	$440,000	2018	Confluence	$19,550.00	01-23-17	$18,861.96			
Third Street HMA Resurfacing	2016 On-going	FY 17	FY17	$1,036,000	2018	JEO Consulting Group, Inc. Tri-State Paving	$71,193.00 $80,078.00 $788,870.73	09-26-16 Late Start Date 08-14-17	$137,201.45 $767,372.30	 95%	 40 Working Days	Design Construction Services

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	$324,000.00	07-28-14	$327,680.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$751,752.95	95%		Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	$500,000	2018							
Leachate Forcemain & Gravity Sewer						King Construction	$661,257.50 Total $335,962.50 City	07-18-16	CCSWMC $325,605.01		08-31-16	CCSWMC Contract
Water System Hydraulic Model						JEO Consulting Group, Inc.	$49,600.00	08-14-17	$48,400.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	$985,500	2018	Confluence	$85,500.00	10-23-17	$73,857.95		05-18	
Street Resurfacing 2018	2017 On-going	FY18	FY18	$700,000	2018	JEO Consulting Group, Inc.	$84,100.00	02-13-18	$35,820.00		11-15-18	
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	$1,000,000	2020	Veenstra & Kimm, Inc.	$73,500					
Wastewater Treatment Plant Sludge Handling			FY19	$330,0000		Veenstra & Kimm, Inc.	$18,800					

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Sand and paint trash cans
- Sand and paint 15 picnic tables
- Clean and reopen Southside Shelter
- Move ice and snow from sidewalks
- Cut ornamental grasses
- Ice rink put away
- Clean up park areas – sticks, rocks, leaves raked
- Equipment maintenance

Golf: Scott Haakenson, Golf Superintendent

- Cleaned, sanded and painted tee markers, ball washers and trash cans
- Brushed and rolled greens
- Got mowers ready for season, serviced, adjusted cut and height
- Clean utility cards
- Mowed back 9 tees
- Started course cleanup
- Put out tee markers, trash cans and flags on back 9

Cemetery: John Snyder, Cemetery Sexton

- Took care of six interments, four full burials of which one was on a Saturday, one baby service, and one cremation which was also on a Saturday
- Took care of all cemetery business, including grave sales, burial records updating, quit claim deeds updated, and all monies collected for private cremation burials and grave sales
- Reviewed all job applications and offered positions to three applicants. Two of which will be three days a week, and one position which will be a five day a week person
- Picked up numerous loads of sticks and branches that had fallen due to the weather
- Emptied all trash cans when needed
- Scrubbed and waxed floors in office building

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

Rec Center Numbers per sales information report

Daily Admission	1,092 (794 regular admission, 268 reduced rate, 30 free infant/child)
Membership Swipes	9,723
Total Usage	10,815

- Fitness: Taught noon fitness class until another instructor was available, taught 2 additional day classes as back-up instructor and attended a few classes to learn
- Lifeguarding: Tuesday lunch shift and other shifts as needed for illness (4 additional shifts)
- Weekly: city clerk calls for REC monies, software on ongoing reports/issues, daily tasks/fixes/issues
- Marketing: continued work on website and fix Facebook issues, school flyer, and updating Monitor Productions locations
- Continued Pam's tasks (maternity leave) until her March 22 return.
- Covered Sarah's duties (maternity leave and resignation)
- Continued utilizing February hired office part-time help as Mike transitions to parks, Pam returned from maternity leave, and Sarah's resignation
- Meetings with REC summer swim team coaches and parent board member
- Meeting with CCSD P.E. teachers on swim lessons and WSI/LG classes through school district and opportunities for certification/lessons in PE
- Promoted REC Center through "Girls Night Out" event through the hospital
- Meeting with summer outdoor pool managers
- Continued work to update website and fix Facebook issues

Special Activities/Accomplishments of particular note:

Parks: Scott Parcher, Parks Superintendent

- Build two portable pitching mounds
- Tennis courts ready
- Soccer fields marked out

Golf: Scott Haakenson, Golf Superintendent

- Opened back 9 for play on the 28th
- Had cleanup day on the 31st

Cemetery: John Snyder, Cemetery Sexton

- Reviewed caulk work done on perimeter stone wall as well as Veterans Circle monuments and podium. All repairs seem to be working rather well, these repairs were something that I was experimenting with to see how they would hold up thru the freezing and thawing of an Iowa winter.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Lifeguard Instructor Course – taught class to add more instructors to local area
- Babysitting Clinic – taught class on March 16 no school day, full 12 participants
- Partnered with Library to host 3nd "Romp and Read" cooperative program @ REC
- Swim Lessons completed for 64 kids.

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Clean all park areas
- Get restrooms open
- Water turned on
- Ballfields ready
- Maintain soccer fields

Golf: Scott Haakenson, Golf Superintendent

- Open front 9
- Clean up stick piles
- Set out rest of tee markers, flags, trash cans and ball washers
- Open bathrooms
- Charge up irrigation system

Cemetery: John Snyder, Cemetery Sexton

- Start training new hires on procedures they will be performing, getting them acquainted with the mowers, and all other equipment that they will be operating. Will put on a safety first meeting with all employees before letting them loose. Amongst others items being discussed I will highlight the need for the upmost respect for the public while they are out here visiting a loved ones grave.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- April Babysitting Clinic – 2nd class full within days of registration
- Teach Lifeguard Course
- Teach WSI swim lesson instructor course

Safety Topic:

- Began reviewing agreement with American Red Cross Aquatic Examiners Program we will begin this summer

Director's Report
March 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	39
Children's Library Programs	251
Children's Program Outreach	386
Diane's Read Aloud	147
Romp & Read	37
Book Clubs	14
Crafty Library Ladies	54
Poetry Group	18
Teen Advisory Group	5
Master Gardeners	19
Fundamentals of Photography	34
ESP Jester Puppets	197
Total Program Attendance	**1,201**
Monthly Door Count	**5,838**

Total Print Circulation:	8,007
BRIDGES Circulation:	770
Consumer Reports:	198
Public Computer Use:	606
Wi-Fi Use:	203
Website Visits	3,502
Gale Databases:	575
Global Road Warrior Page Views:	179
Learning Express Resources:	18
Freegal Music Downloads:	972
Transparent Language:	3
Chilton Auto Manual	4
ABC Mouse Sessions:	82
Zinio Digital Magazine Circulation:	39
Daily Times Herald Page Views:	5,021
Total Resources Utilized	**20,179**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Romp & Read, and outreach with book visits. The library utilized the Rec Center Theater to host the Jester Puppets to offer a program about bullying. The Jester Puppets program is an Everybody on the Same Page program, a county wide program with this year's theme; Choose Kind. With inclement weather, there was still 197 participants!

2) **Adult & Teen Programs**: Adult and Teen programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Book Club, Teen Advisory Group (TAG), and the Poetry Group. The Master Gardeners program was well attended with 19 participants taking notes on the advice of Ralph von Qualen, Sue Way, and Ron Morlok. The library also hosted Jacob Fiscus with a Fundamentals of Photography with 34 attendees. Many people have been asking when we will be having a fundamentals of photography class again, due to their inability to attend this initial program.

3) **Upcoming Events**:
We have our Summer Reading events posted on Facebook, so check them out! View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page.
   - Magnetic Poetry DIY—Teen Program: April 27
   - Downstairs at Downton with Kathy Wilson: May 8