



City Administrator's Report

October 2023



Department of Administration

City Administrator

The City Administrator's office is responsible for the overall management and administrative coordination of the activities of the City of Muscatine. The Office focuses on providing transparent and efficient city services that meet or exceed community expectations.



October Highlights

- The Human Resources Department received 255 applications for positions including library assistant, maintenance repairperson, custodian, recreation supervisor, and transit driver.
- All open positions are posted online and can be found at <http://www.muscatineiowa.gov/1598/Career-Center>.

Human Resources Division

- Onboarding was done for two full time and one part time employee. Human Resources staff participated in the interview process for accountant.
- The compensation study has been completed and HR staff is working with administration and finance to develop and implementation plan. This information will be presented to City employees and Council in the near future.
- Eighty-six City employees completed training on a variety of topics utilizing the online training tool.

Communications Division

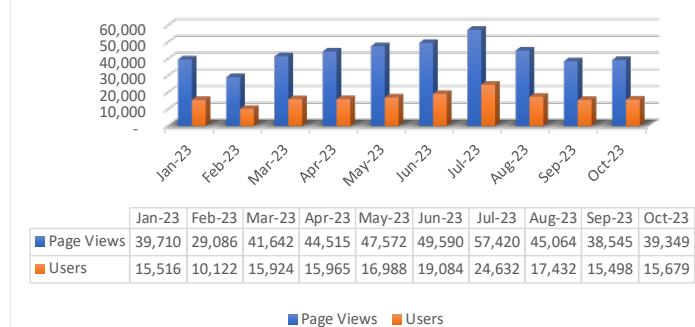
October Highlights

- Produced and distributed 27 press releases to media and Notify Me subscribers.
- Created and published 126 posts on social media (50 Facebook, 36 Instagram, 35 Twitter, 2 LinkedIn, and 3 YouTube).
- Ended the month of October with 11,321 (+80 from end of September) followers on Facebook, 1,615 (+13) on Instagram, 1,523 (-1) on Twitter, 380 on LinkedIn (+16), and 482 (+12) on YouTube.
- Continued monitoring use of Civic Clerk.
- Continued monitoring use of Muscatine Connect, powered by SeeClickFix.
- Continued monitoring use of Municode.
- Continued to work with departments on improvements to department website pages.

October Highlights

- Presented 39 agenda items for consideration by City Council during their regular meetings.
- Assisted in staff presentations to Council on overview of Budget Basis Financial Statement, Sidewalk Inventory Project, Canadian Pacific-Kansas City Southern merger, and improvements to City boards and commissions.
- Responded to numerous citizen and City Council requests and concerns.

2023 City of Muscatine Website



The City Administrator's Monthly Report is intended to provide a brief summary of City activities, with links to additional information where possible. Due to the variety and complexity of City functions, however, the report is not all-encompassing. Please always feel free to contact the City of Muscatine for more information or with questions or concerns. View past and upcoming events on the City's calendar. Any feedback can be provided to the City Administrator's office by sending an email to feedback@muscatineiowa.gov.

Department of Administration

Finance/Parking Division

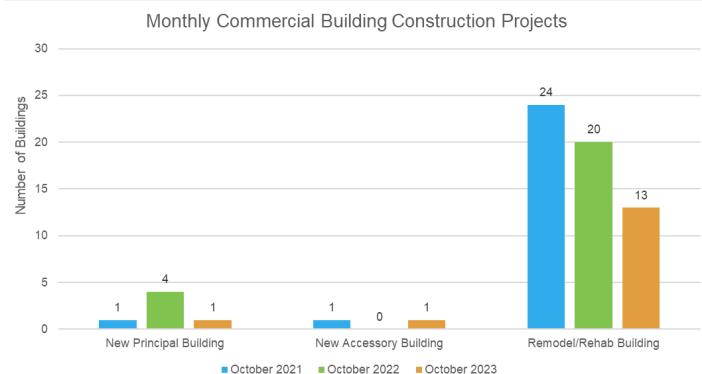
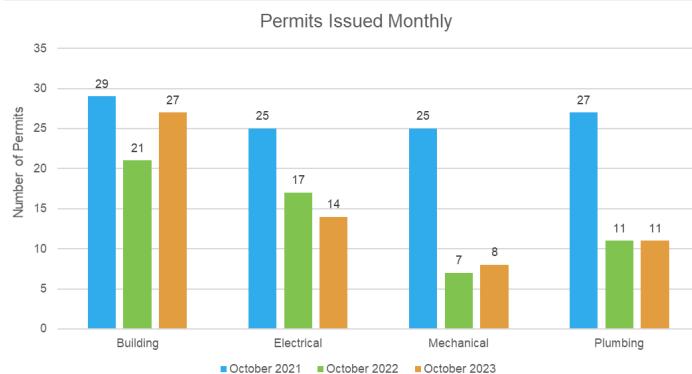
Summary of Activities	July 2023	August 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	March 2024	April 2024	May 2024	June 2024	Fiscal Year
Accounts Payable Checks & ACH Payments	692	583	583	577									2,435
Payroll Checks and Direct Deposits	863	835	1155*	728									2,426
Accounts Receivable Invoices Sent	155	262	292	197									906
Finance Cash Register Transactions	454	440	487	321									1,702
Housing Receipt Transactions	189	182	192	181									744
Purchase Orders Processed	286	322	267	306									1,181
*Payroll checks and direct deposits for September 2023 included 3 payrolls.													

October Highlights

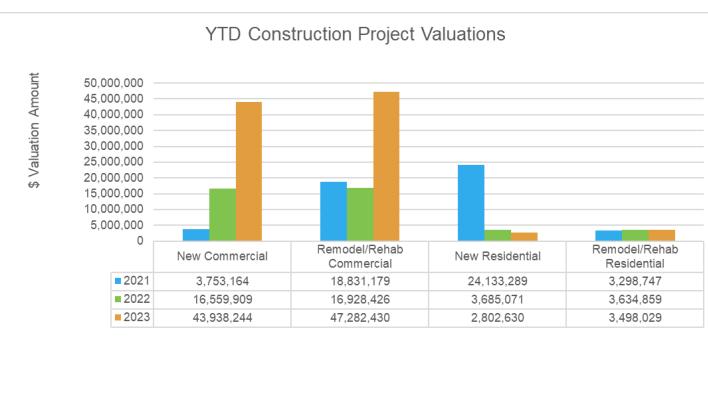
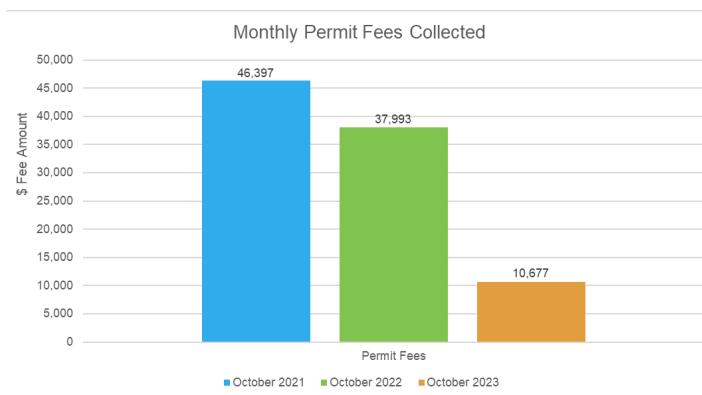
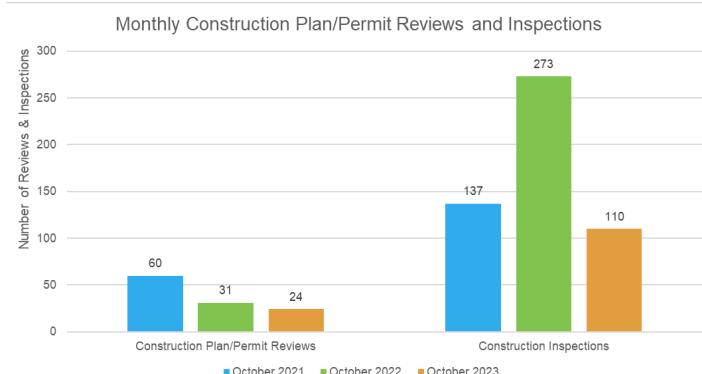
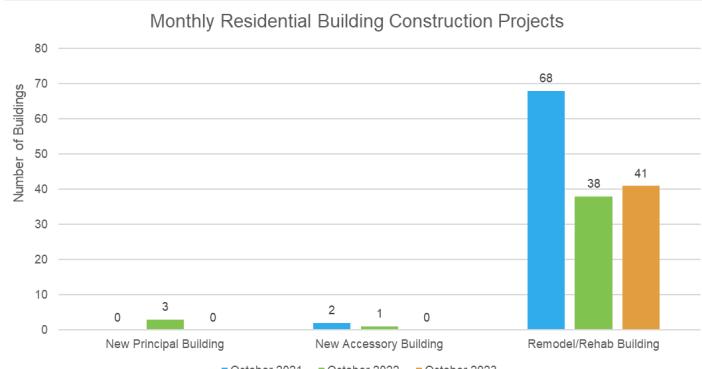
- Continued submitting information to auditors for review.
- Prepared the annual Street Finance Report. Approved by Council 11/2/23.
- Prepared the annual financial report. Approved by Council 11/2/23.
- Prepared and submitted all quarterly reports including IPERS, MFPSI, Federal 941, Unemployment and Sales Tax.
- Finance staff started training new Accountant and a new Parking Meter Attendant.
- Presented the fiscal year 2022/2023 Budget Basis Financial Statement overview to council.
- Prepared and submitted the required annual Iowa State Treasure hunt report.
- Finished the FY2023 Hershey Manor audit and submitted required information



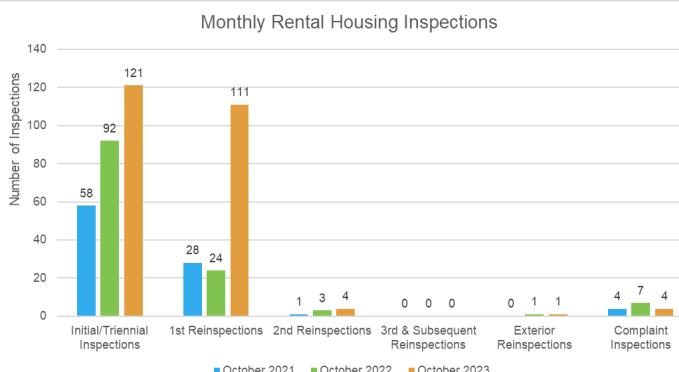
Department of Community Development



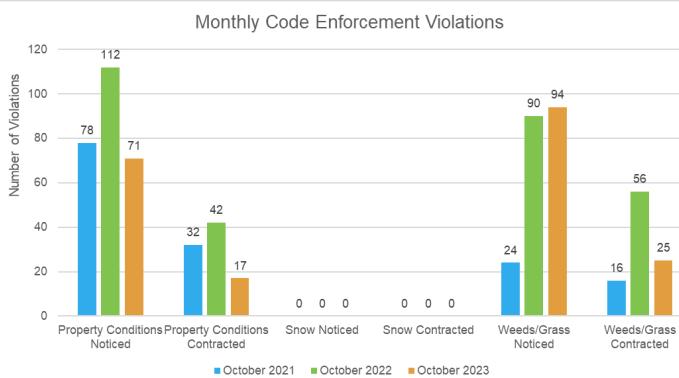
- Principal Building defined as the construction of new building on a previously vacant lot/parcel.
- Accessory Building defined as buildings constructed in addition to the principal building such as garages, storage buildings, shelters, etc.
- Remodel/Rehab defined as buildings undergoing any alterations whether it be for a remodel or repair.



Department of Community Development



Property Conditions defined as Nuisance Abatements and other Code Violations including but not limited to dangerous tree trimming/removal, zoning regulation violations, etc.



Department of Community Development

- The Community Development Director provided an overview of Community Development initiatives to the 2023 Leadership Muscatine Class and how members could be involved
- The Director also presented on taking projects from concept to action as part of the 2023 Iowa Ideas Conference
- Contracts for demolition of 2 properties were awarded
- 39 properties were declared surplus and will be sold in accordance with adopted policy
- 2 additional property maintenance notices were sent
- Staff is pursuing a 657a acquisition on a derelict property where the owner cannot be located
- Focus groups were held with target employee groups for the Housing Market Analysis, and the survey closed October 15. A workforce housing survey is now available through November 17 at <https://engage.atlascostudios.com/muscatine-county/workforce-survey>.

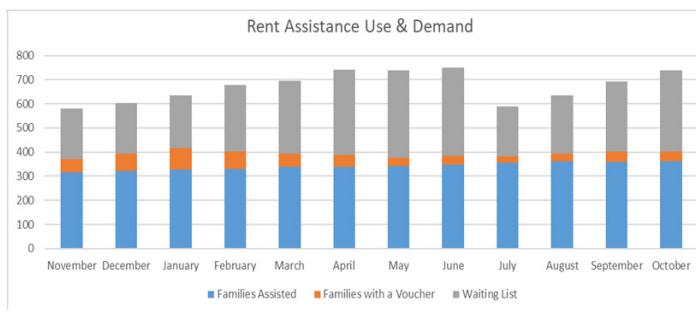
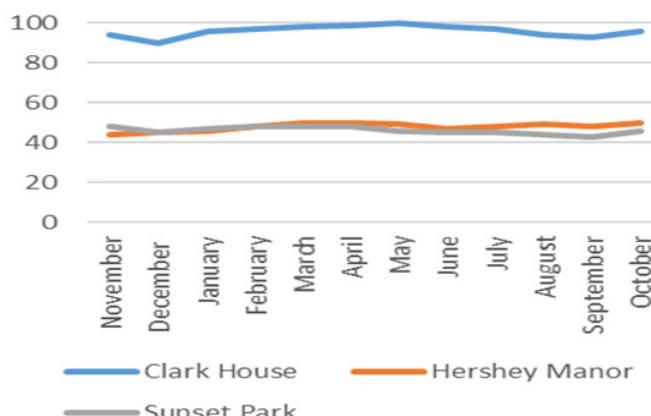
Muscatine Municipal Housing Agency

- MMHA was notified that the Housing Choice Voucher Program scored 100% under the annual Section Eight Management Assessment Program (SEMAP) for FY23
- Housing Programs Supervisor attended 2 trainings to prepare for implementation of the first substantial

update to program regulations, Housing Opportunities Through Modernization Act (HOTMA) in more than a decade staff

- As authorized in September, staff informed HUD we would continue to utilize HQS as the Housing Choice Voucher inspection protocol until October 24. During this time we will provide training to and assist landlords to prepare for the new protocol, NSPIRE
- Seven families began receiving rental assistance, while 22 families were pulled from the Harrison Lofts waiting list to start the process of receiving project-based assistance
- One more family enrolled in the Family Self Sufficiency Program, while another graduated with more than \$16,000 in their escrow account and is now considering purchasing a home.
- Forty-six households attended 3 Housing Counseling courses, 5 in the first-time homebuyer session and 41 in Step Ahead, Renter Education
- The first Spanish language Homebuyer Education Course was also held in October
- We had an overall occupancy of 96% for September.
- Completed 96 work requests within 1.0 day of receipt while also completing 4 unit rehabs.
- Paid more than \$160,429 for housing and utility assistance on behalf of 362 families
- \$8,211 was deposited into escrow accounts for families working toward self-sufficiency
- Earned \$24,302 with a 89.5% proration of administrative fees

Housing Units Occupied



Department of Parks and Recreation

Park Administration Division

The main office is open to the public with regular office hours Monday - Friday 8 a.m. to 5 p.m. There continue to be many requests to hold special events on public property. The complete special event listing can be found at our [website](#). If you wish to hold a special event within the parks system, please contact our office at 563-263-0241 or by email at parksoffice@muscatineiowa.gov. Please enjoy the many services provided through the Parks and Recreation Department and contact us to let us know about your experiences as we love to hear from you!

Subject	Result
Pearl City Station	17 Reservations in October
Riverview Center	13 Reservations in October
Shelters	14 Reservations in October
Dog Park Passes	118 Dog Park Passes Sold in 2023

Park Maintenance Division

The month of October was once again a busy month for hosting special events, including: Muscatine Crop Walk, The Vintage Market, Fall Festival, Farmers Markets, and Trunk or Treat. Parks and recreation staff have been busy getting ready for cold weather, with below freezing temperatures at night, restrooms and drinking fountains were winterized. Fall cleanup is in full swing, leaves are being collected, tree maintenance has begun, and bedding of landscape beds fills the day.

Subject	Result
Special Events	11

Cemetery Division

Greenwood Cemetery remains open to the public for walkers, bicyclists and the community's cemetery needs. The Cemetery Steps are also open for public use. Staff completed the fall foundation pours and repaired several foundations throughout the cemetery.

The Fall Cleanup of the Cemetery took place the third week of October.

Subject	Result
Cremains	2 burials in October
Full Casket	6 burials in October
County Assisted	0 burials in October
Grave Spaces	6 sold in October
Niche Spaces	0 sold in October

Boat Harbor/Marina Divisions

The Boat Harbor and Marina Operations had a successful year of operations in 2023 with the help of low river levels throughout the season.

Subject	Result
Long Dock Slips (48 Available)	21 Rented for 2023
Houseboat Dock Slips (8 Available)	2 Rented for 2023

Recreation Division

Youth and adult recreation programs and special events continue to be offered. Current programs taking place include Sport Starters, Gymnastics and the Walking Club. The Fall Festival and Trunk or Treat was held in October. The program supervisor position is currently open and will be filled in November.

Aquatics Division

The Aquatic Center closed for the season on September 4. The Shallow Area Play Structure crawl tube replacement is scheduled to be completed this fall.

Subject	Result
Lifeguards	31 Lifeguards hired
Pool Party Reservations	70 Pool Parties Booked
Swim Lesson Enrollment	367 Swim Lesson Registrations

Wellness Division

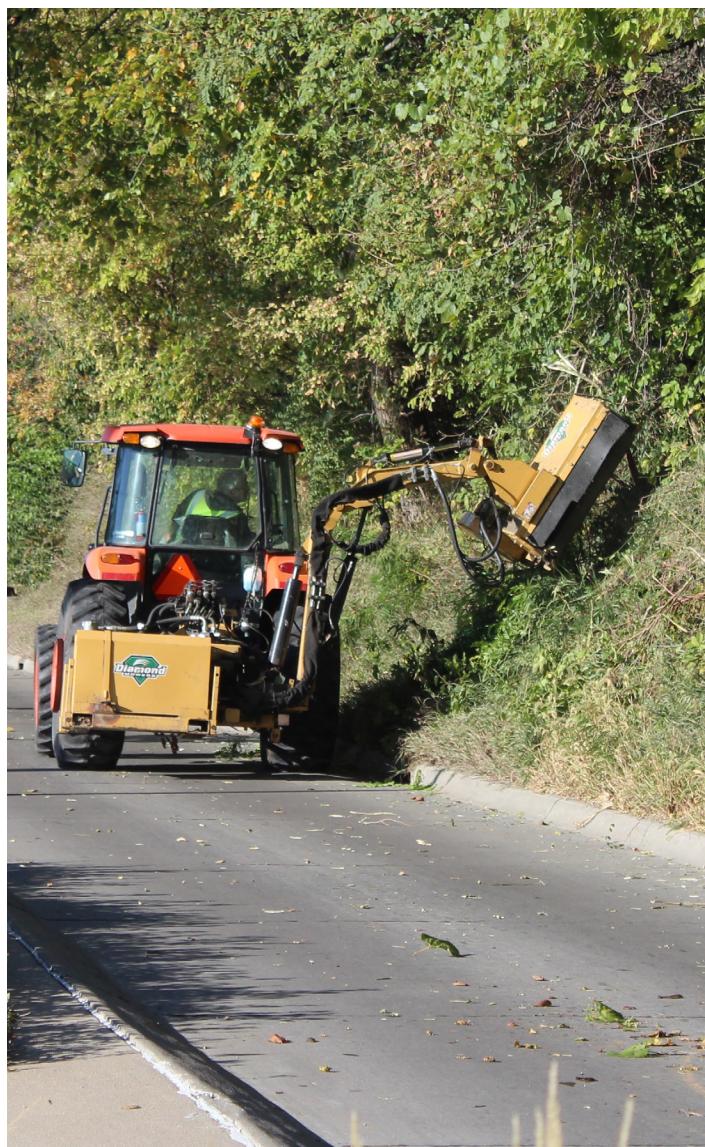
The City employee wellness programs continue to be offered through the virtual Wellness Center. The Fitness Reimbursement program continues throughout the year. The Wellness Committee will begin meeting this fall to review survey responses and discuss changes for the upcoming year. Flu Shots and Hearing Tests are in the process of being scheduled.

Department of Parks and Recreation

Soccer Complex Division

Kent Stein Division

Kent Stein Park continues to support organizations with games and practices. No tournaments were played in the month of October. During the regular week Kent Stein Park hosts our local MYB (Muscatine Youth Baseball) fall season, Monster's softball, MGSA (Muscatine Girls Softball Association) fall season, and adult softball (2 divisions- Women's, and Co-ed). Adult Women's and Coed leagues played the entire season with no weather issues and completed their fall seasons. Staff has aerified fields for a second time this fall. Staff continues to change out light bulbs in both restrooms to LED bulbs. Staff has replaced gate latches that were not functioning properly. Towards the end of the month staff also turned off the drinking fountains with the cold weather coming.



The soccer complex's irrigation replacement project is in full swing. Throughout the month we continue to have groups playing games and having practices. Groups include Community YMCA, Muscatine Soccer Club-youth, and adult league, Pearl City Soccer Club-youth and adult leagues, ILLOWA AND ISA. There was a combined total of 116 games in October, 107 at the main complex and 9 at Soccer West. Games were allowed at Soccer West due to the irrigation project at the main complex. Post tournament field work included aerify all fields, over seed thin area, rolling and slicing fields. We have continued to make improvements to the park, filling in low areas, repairing divots, and edging valve box lids for easier access when servicing sprinklers. Staff continues to schedule play around the irrigation project. Staff continues to prepare complex for winter by removing nets off goals not being used and storing metal goal frames. Soccer West hosted the Trunk or Treat event on October 28 and was another huge success with around 1500 participants.

Golf Divisions

The golf course started the Fall Special in October. It is \$30 for unlimited golf with a cart. The final league finished their season in October and had their end of the year event. Staff has begun to plan for the 2024 season and pre book orders and work on the outing schedule. Staff continue to fertilize tees, collars, fairways, and rough. Greens were verti-cut and sanded to smooth out the surface to maximize performance for golfers. Staff continued to take down dead trees with the goal of planting new ones in the fall and all sprinkler heads were cut around to make mowing easier for staff.

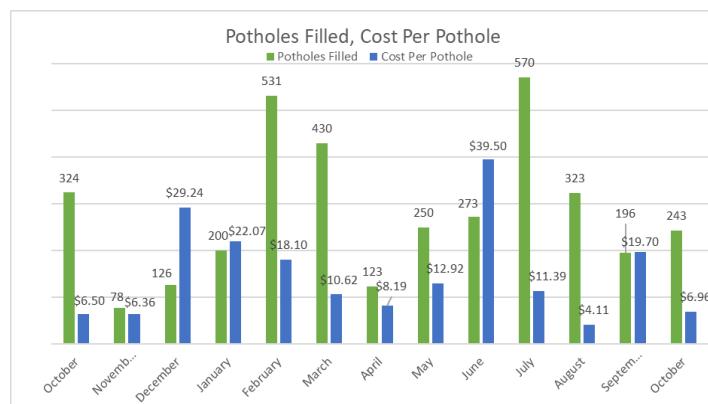
Subject	Result
Outings	18 Outings Scheduled for 2023
Leagues	6 Leagues Scheduled for 2023
Season Passes	203 Season Passes Sold for 2023
Rounds Played	2,032 rounds played in October

Department of Public Works

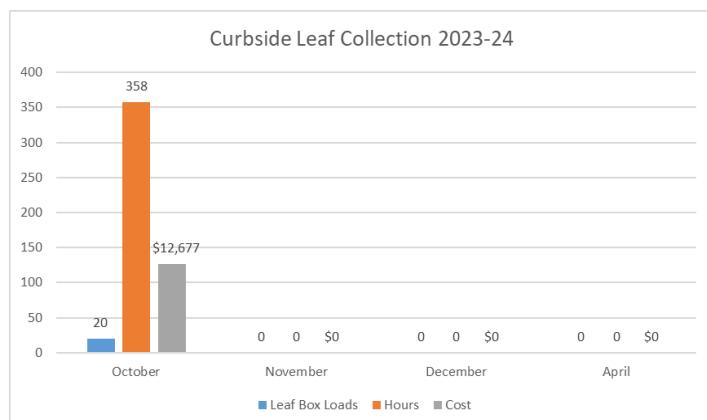
The Public Works Department is composed of eight divisions which include: Administration, Building & Grounds Maintenance, Collection & Drainage, Engineering, Roadway Maintenance, Solid Waste, Transit (Muscabus), and Vehicle Maintenance. For budgeting purposes several of these divisions are broken down into subdivisions. For the purpose of the monthly report there will be several divisions that will be reporting consistently, while others may only be reporting on special events or accomplishments.

Roadway Maintenance Division October 2023:

Roadway Maintenance includes activities related to street repairs, snow removal, traffic control, and street cleaning. They are responsible for over 254 lane miles of streets within the city limits.



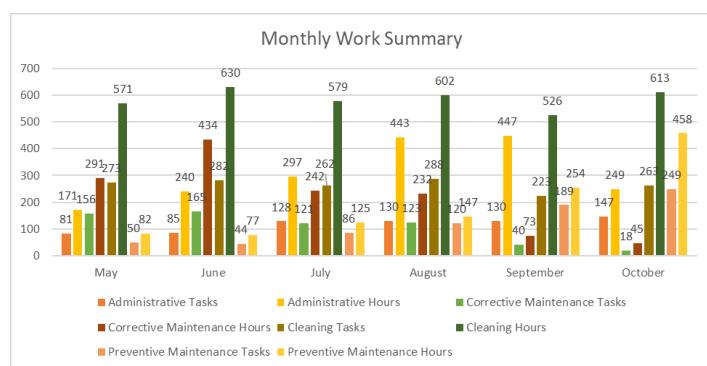
This measure indicates the number of potholes filled, and the approximate cost to fill each pothole. Beginning January 20, 2021, a "standard" pothole is defined as being the size of large pizza box. Potholes will be divided no smaller than one half of a pizza box. Beginning in April of 2022, we began tracking pavement repairs separately from potholes. This has lowered the pothole numbers as many of them were previously counted in larger pavement patches.



This chart indicates the number of leaf loads collected and the hours of work and cost associated with the curbside leaf collection program. One leaf box load is approximately 20 cubic yards of compacted leaves. This year Public Works returned to using temporary workers to assist with leaf collection.

Building and Grounds Activities October 2023:

The Buildings and Grounds Division of the Public Works Department is responsible for the upkeep and repair of city facilities, grounds, and equipment. The division is responsible for maintaining the following facilities and grounds: Art Center, City Hall, Library, Public Safety Building, Public Works, South Fire Station, and certain maintenance functions at the Airport.

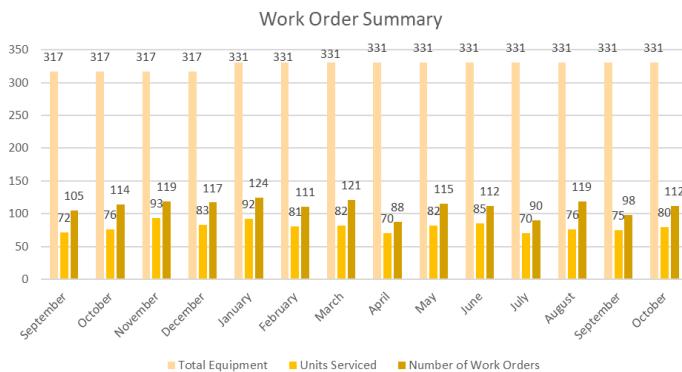


This chart indicates the number of work activities and the hours committed to them per month. Administrative tasks include ordering equipment and materials, requesting and receiving bids and quotes for work or supplies, project oversight, delivery of building supplies, training and paid time off. Corrective maintenance tasks are unscheduled repairs or work done on as-needed or emergency basis. Preventive maintenance tasks include routine, scheduled maintenance items. Cleaning includes building cleaning and janitorial services. This chart is being capped at six month intervals so that the numbers are legible.

Department of Public Works

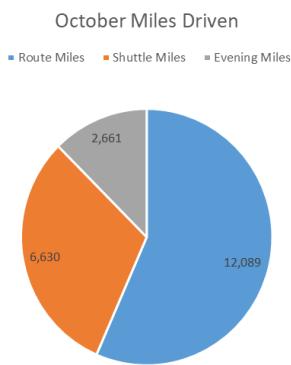
Vehicle Maintenance Division October 2023:

The Vehicle Maintenance Division services and repairs approximately 331 pieces of equipment and vehicles from all city departments with the exception of the fire trucks and ambulances.

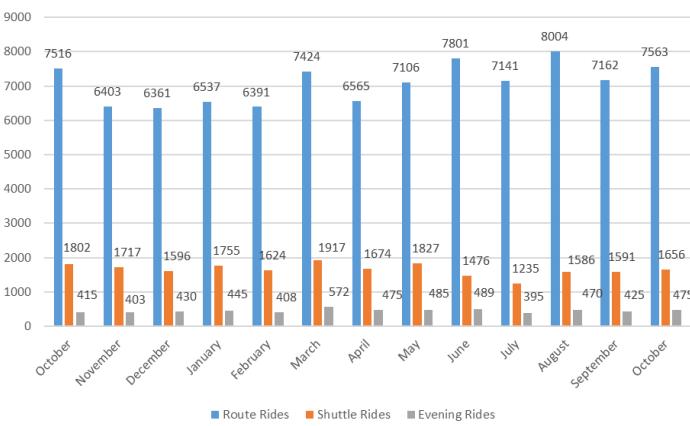


Transit Summary of Operations for October 2023:

MuscaBus is the city's transit service. It operates four fixed routes, shuttle service, and evening service.



MuscaBus Ridership

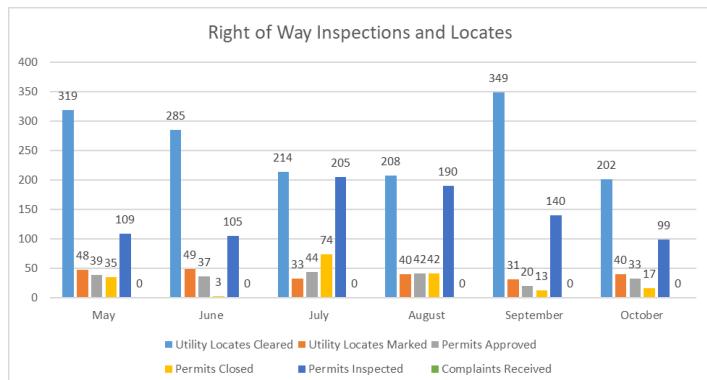


Engineering Division October 2023:

The following table describes current and proposed construction projects and their status:

Project Name	Project Start	Percent Complete	Project Notes
West Hill Sewer Separation Phase 5	April 2021	95%	Paving on Knott, seeding, punch list
Fulliam Reconstruction Phase 1	June 2023	99%	Punch List
West Hill Sewer Separation Phase 6	July 2023	25%	Sanitary Sewer and water line installation on Sycamore

The following chart describes the monthly activities of the Right of Way Inspector:

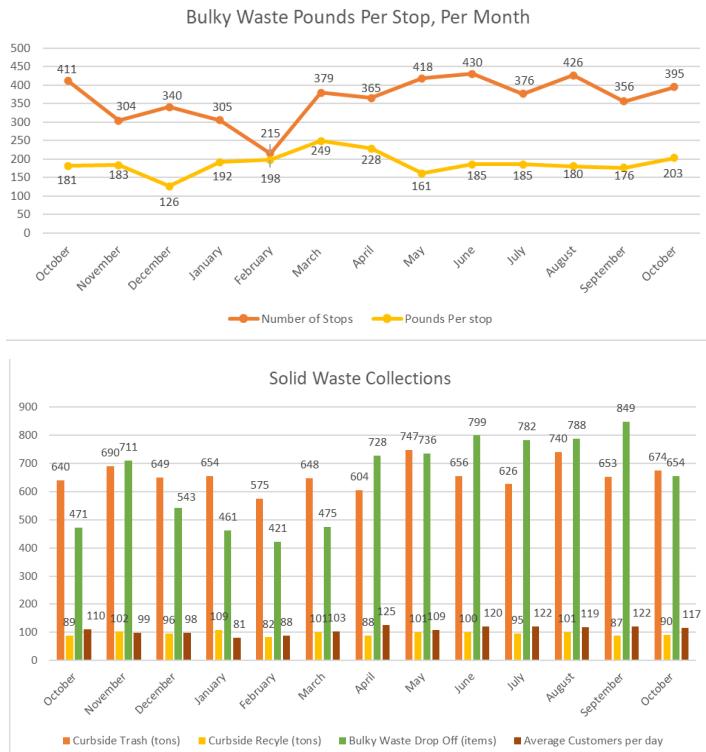


This chart is begin capped at six month intervals so that the numbers are legible.

Department of Public Works

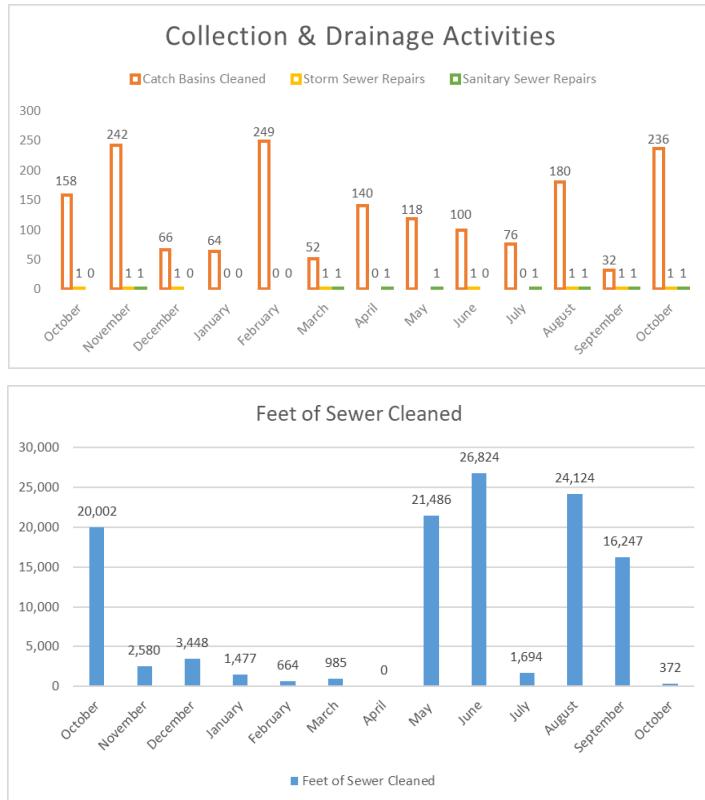
Solid Waste Division Report October 2023:

The Solid Waste Division consists of activities related to refuse collection, transfer station, compost site, and landfill, as well as overseeing the contracted recycling collection.

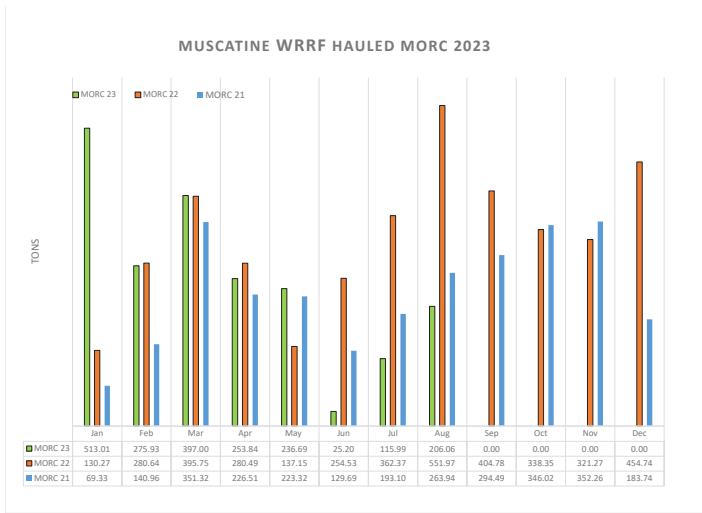
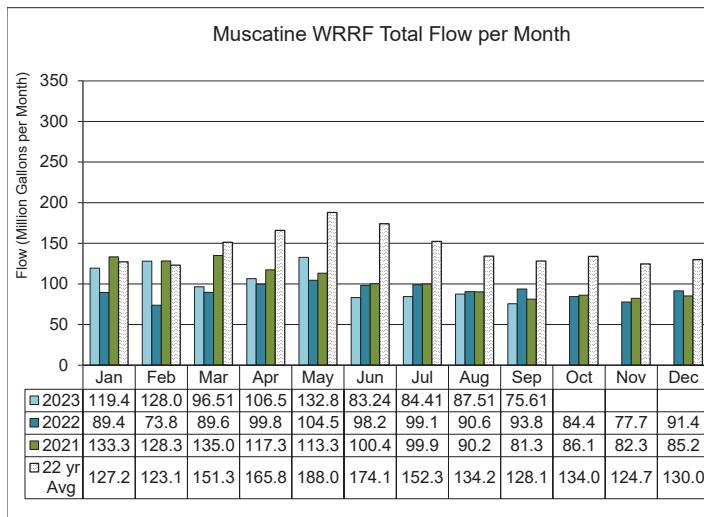
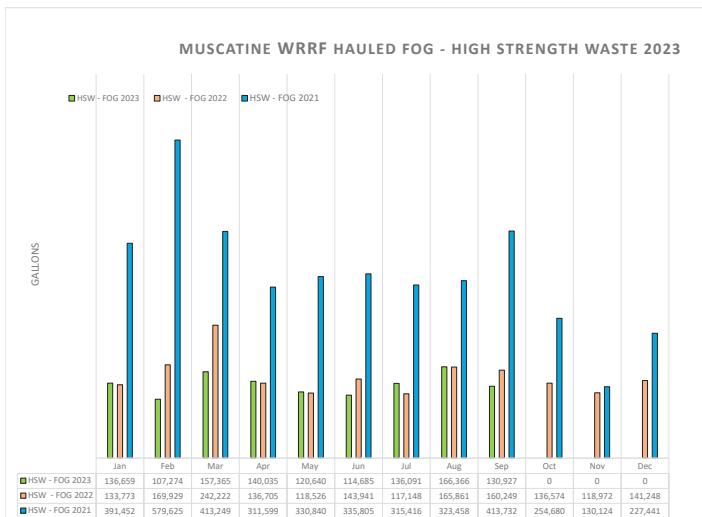
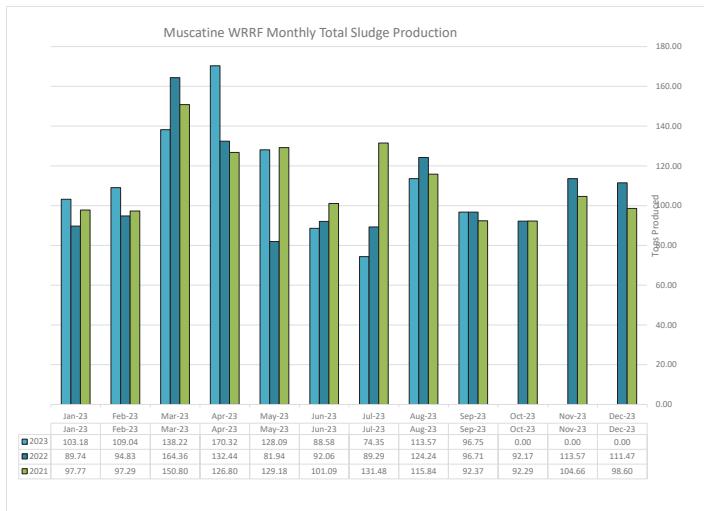
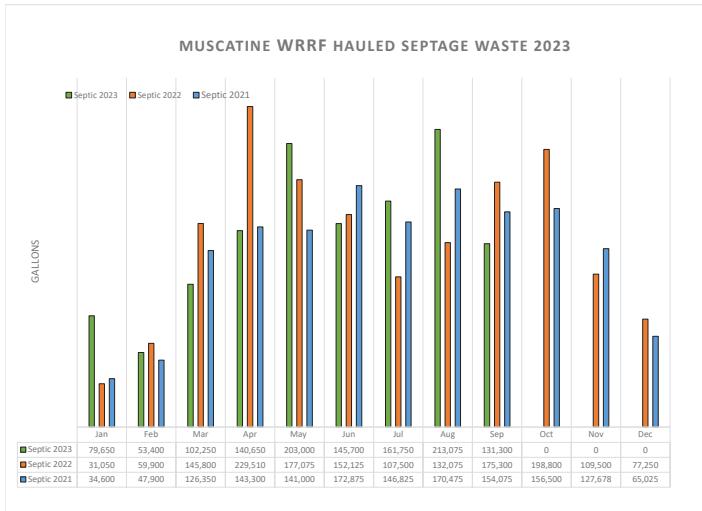


This chart shows the amount of solid waste collected curbside (in tons) as well as the amount of material dropped off at the Transfer Station (per item). Dropped off items include: electronics, appliances, tires, household hazardous waste and recyclables. Also included is the average number of customers per day at the Transfer Station.

The Collection & Drainage Division is responsible for inspecting and maintaining the city's sanitary, storm, and combined sewer systems. This includes 993 storm water manholes, 2,407 sanitary sewer manholes, 151 combined sewer manholes, 2,840 stormwater catch basins, 112 miles of sanitary sewer and 68 miles of storm sewer pipe.



Water Pollution Control Plant



Public Safety / Muscatine Fire Department

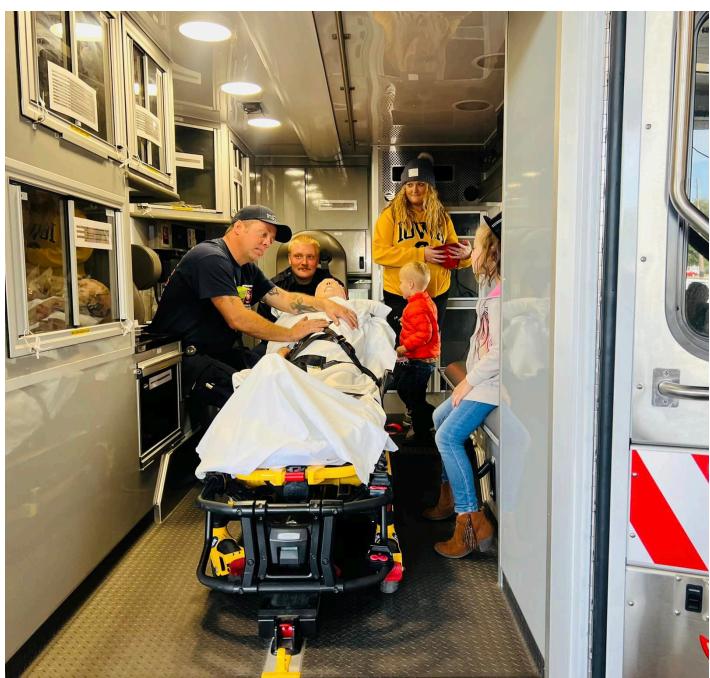
October 2023 Highlights



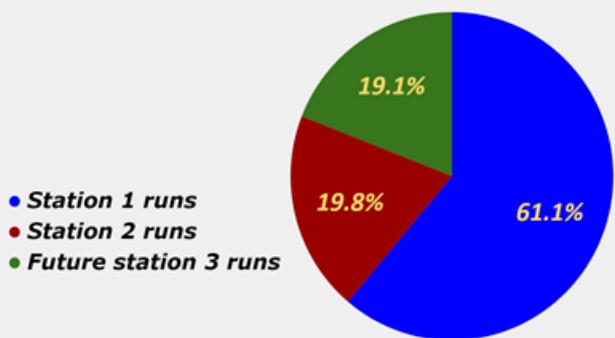
- Public Safety Open House held on October 8.
- Fire Department staff participated in several Halloween events in the City.
- Captain Pat Gingerich taught an Incident Command Class to Fruitland Fire Department.

Staff Updates & Kudos

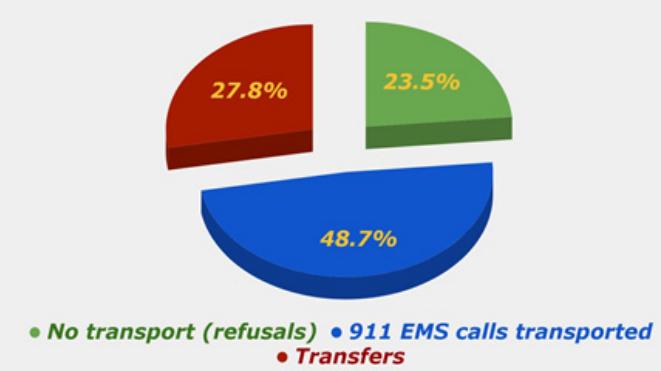
- Firefighter Mike Collins was promoted to Fire Mechanic on October 16.



Calls per Coverage Area - October 2023



EMS Call Types - October 2023



October 2023 REPORT OF DEPARTMENT ACTIVITY

Public Safety / Muscatine Fire Department

Demand for Services / Response Activity

	October 2023	AVG. PER DAY	October 2022	AVG. PER DAY
Fire Responses	45	1.45	57	1.90
911 EMS Responses	263	8.48	298	9.93
Out of Town Transfers	126	4.06	119	3.97
Local Transfers	10	0.32	17	0.57
Total Responses	444	14.32	491	16.37
	October 2023		October 2022	
Urban Response Time - Goal - 90% within 9 min or less	91.0%		93.6%	
Rural Response Time - Goal - 90% within 15 min or less	96.3%		95.5%	

Staff Training

Type	October 2023	YTD
Recruit /Probationary	15.05	947.73
Fire Suppression	575.4	3,250.5
EMS / Medical Related	142	1,669.25
Technical/Rescue	0	305.8
Driver/Operator	2.5	476.8
Professional Development/Leadership	62	808.6
Paramedic Program	288	2,152
Totals	1,084.95	9,610.68

Vehicle & Equipment Maintenance

	October 2023	YTD
Fire Vehicle Miles Driven	2,615	26,794
Ambulance Miles Driven	12,498	124,542
Total Miles Driven	15,113	151,336
Gallons of Diesel Fuel Dispensed	509	4,409.20
Gallons of Gasoline Dispensed	1,681	15,734.40
Total Gallons of Fuel Dispensed	2,190	20,143.60
Work Orders Compled (PPE, Vehicles, Eqip.)	28	220

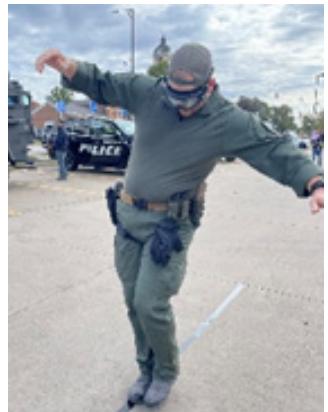
Prevention, Education and Outreach

	SEPT 23	YTD		SEPT 23	YTD
Fire Inspections	4	220	Plan Reviews/Site Visits	10	236
Fire Reinspections	13	120	Fire Investigations	4	53
Educational Events	9	57	Permits Issued	21	989

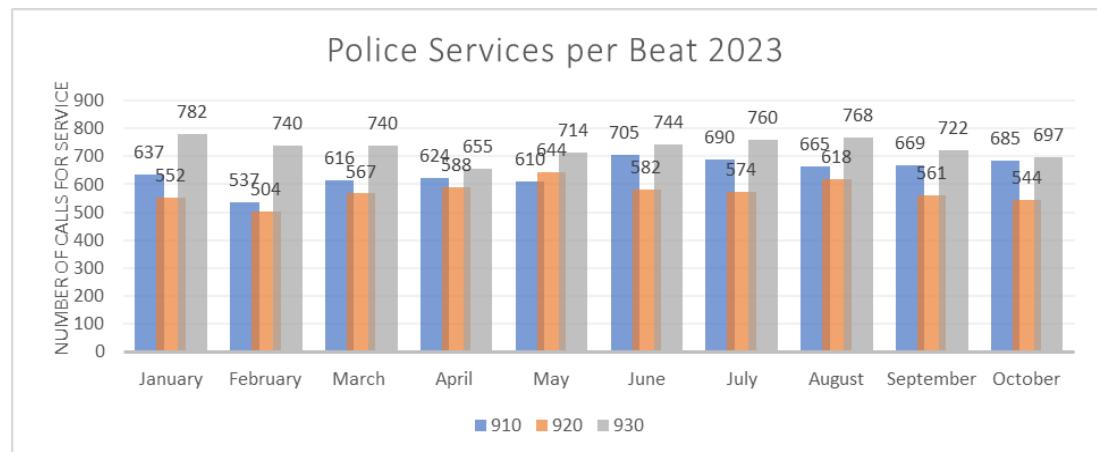
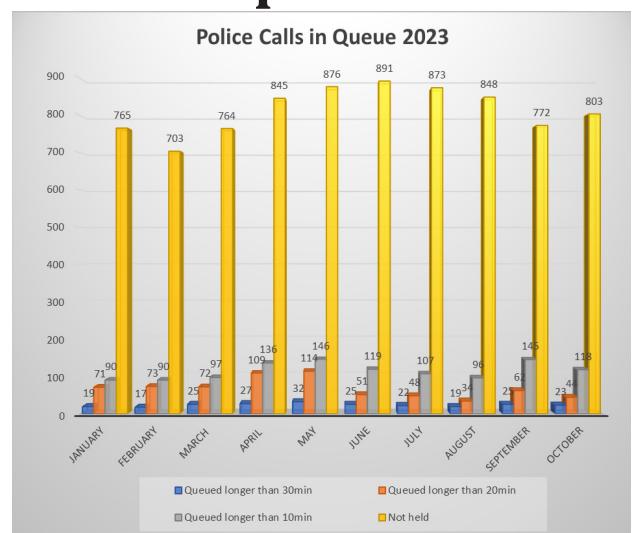
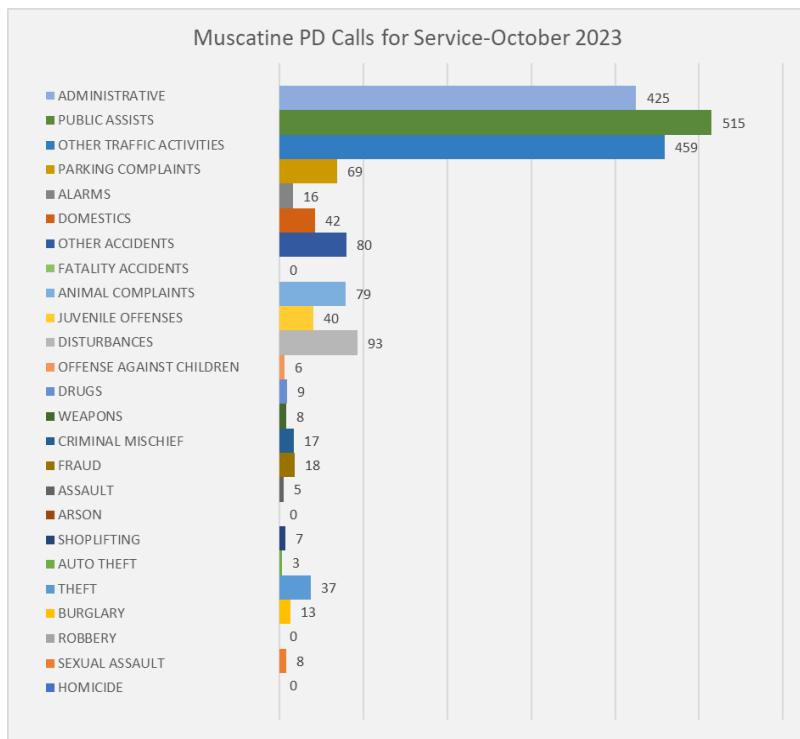
Public Safety / Muscatine Police Department

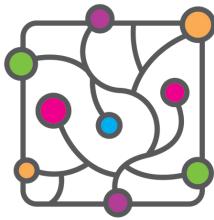
October 2023 Updates

- Public Safety Open House was a great success.
- Officer Nardini and Officer Orbaker graduated from Cedar Rapids Regional Police Academy and were sworn in at City Council.
- Officer Sam Wheeler and Fergus attended multiple Trunk or Treat Events.
- Officer Pena gave tours of the PD to 6th grade students.
- Sgt. Bryant and Cpl. Koch gave STEM presentations on Newton's Law & traffic collisions to SCJH students.
- Detective Sink hosted a pumpkin painting event at Cedar Hills/Cedar Park, one of the Crime Free Housing sites.
- The department was awarded the Law Enforcement Mental Health & Wellness grant totaling \$199,829 in funding.
- Sgt. Bryant presented Internet Safety to students at Grant Elementary.
- Members of the department attended the grand opening of MCC's new building which houses the college's Criminal Justice Program.
- Cpl. Koch played quarterback in an impromptu football game with kids at Franklin School.



Public Safety / Muscatine Police Department





Musser Public Library

THE STORY OF OCTOBER 2023

PEOPLE LOVE WHAT WE DO AND WE LOVE SHARING THAT WITH YOU!

We always try to go above and beyond for our patrons. This month we've been doing that a lot. From helping with VISA applications, notary services, and mysterious people with missing obituaries, we do everything we can to make sure that our patrons get what they need. It's not just about books, it's about the whole library experience.

A Staff Member

WE GREETED 8,932 PEOPLE THIS MONTH.

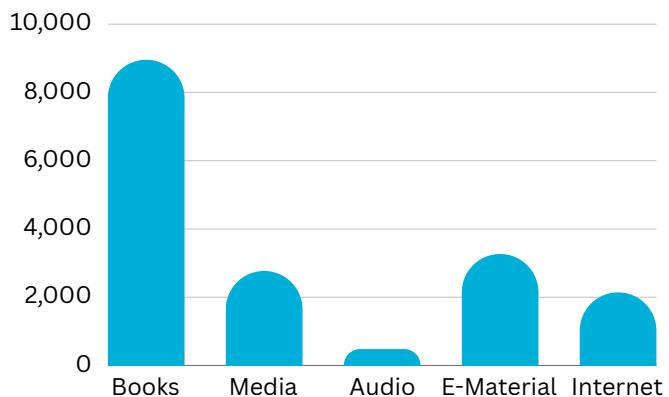
566 OF THEM USED OUR MEETING ROOMS AS GATHERING SPACES.

PEOPLE CAME TO OUR PROGRAMS FOR ALL AGES. WE HAD 59 PROGRAMS THIS MONTH!



PHONE: (563) 263-3065
WWW.MUSSERPUBLICLIBRARY.ORG

This month, people checked out over 15,000 items in the library and online.



PEOPLE ASKED US A LOT OF QUESTIONS.



WE ANSWERED 365 QUESTIONS THIS MONTH.

WE HELPED PEOPLE GET MATERIALS FROM OTHER LIBRARIES 3,206 TIMES.

AND WATCHED US ON TV.

50 new shows debuted
258 different shows aired
862 total programs
550 hours of programming
average program length:
38 minutes



PEOPLE VISITED US ONLINE, TOO.

OUR DATABASES WERE USED 7,432 TIMES.
WE HAD 9,135 VISITS TO OUR WEBSITE.

Looking for the most up to date information about Musser Public Library?

Visit our Facebook page to find events, new releases, and history about Muscatine.

From the Muscatine Art Center

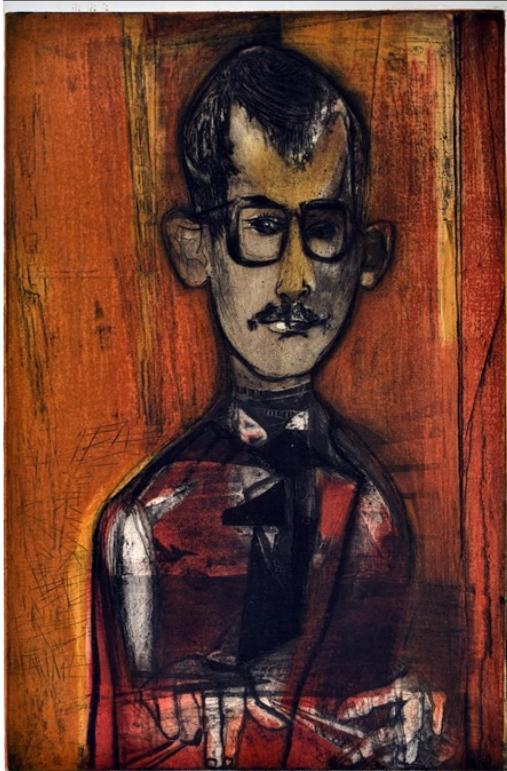
For a complete list of exhibitions, classes, programs, and projects at the Muscatine Art Center, request a copy of the quarterly newsletter or subscribe to the monthly e-newsletter by contacting art@muscataineiowa.gov.

EXHIBITIONS



***JON FASANELLI-CAWELTI:
THE MAN FILLED WITH MUSIC***
September 21, 2023 - February 18, 2024

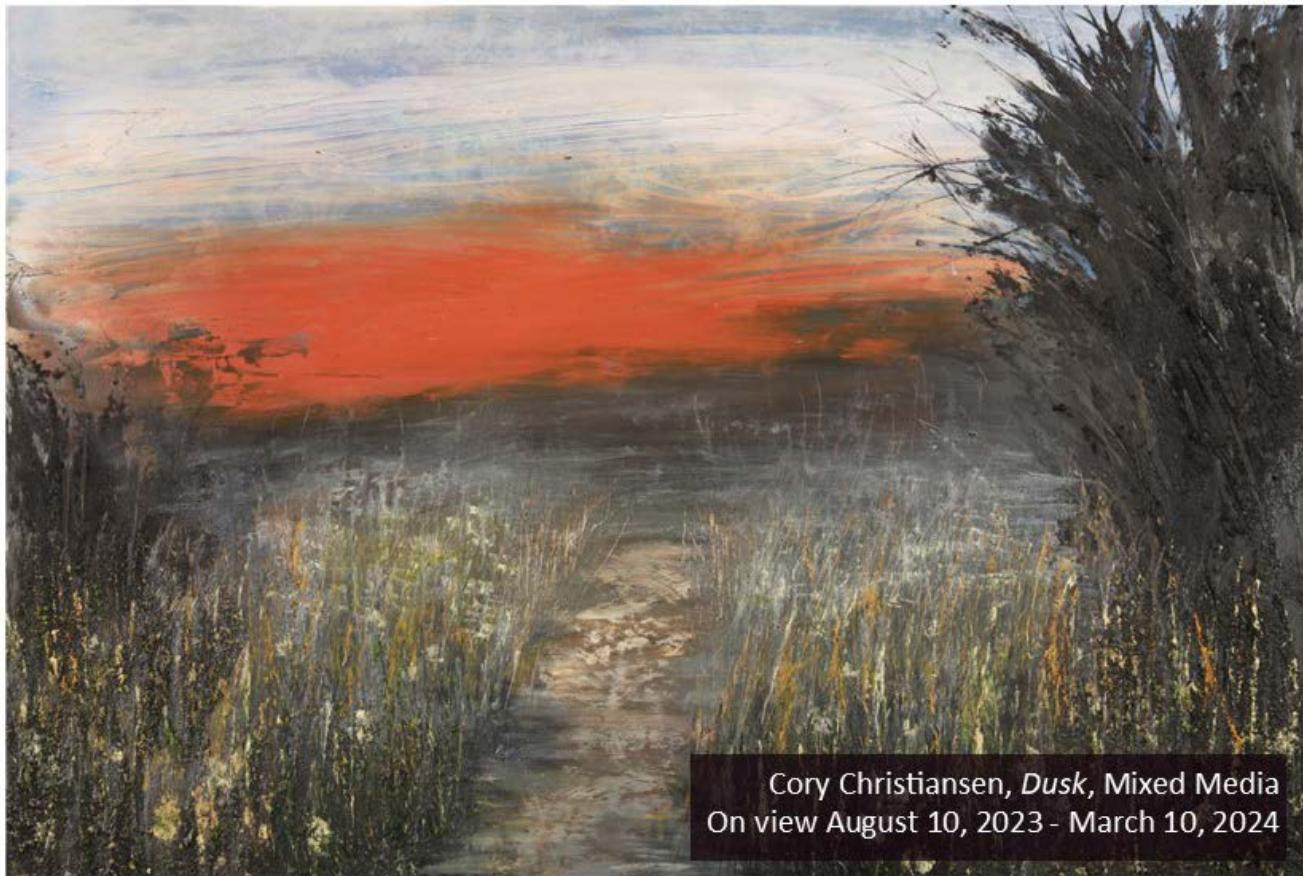
**MUSCATINE
ART
CENTER**



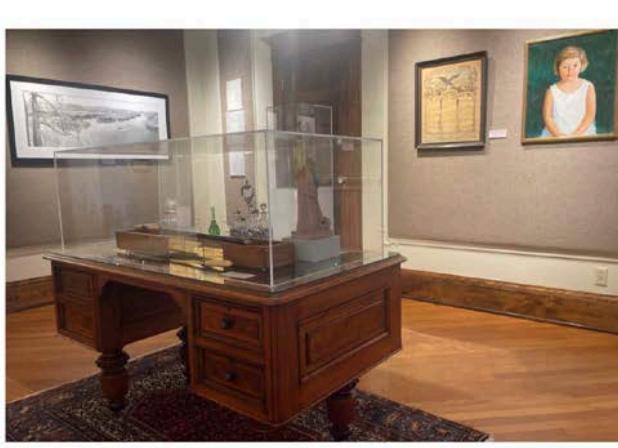
MAURICIO LASANSKY:
PORTRAITS FROM THE PERMANENT COLLECTION

September 21, 2023 – January 28, 2024

MUSCATINE
ART
CENTER



Cory Christiansen, *Dusk*, Mixed Media
On view August 10, 2023 – March 10, 2024

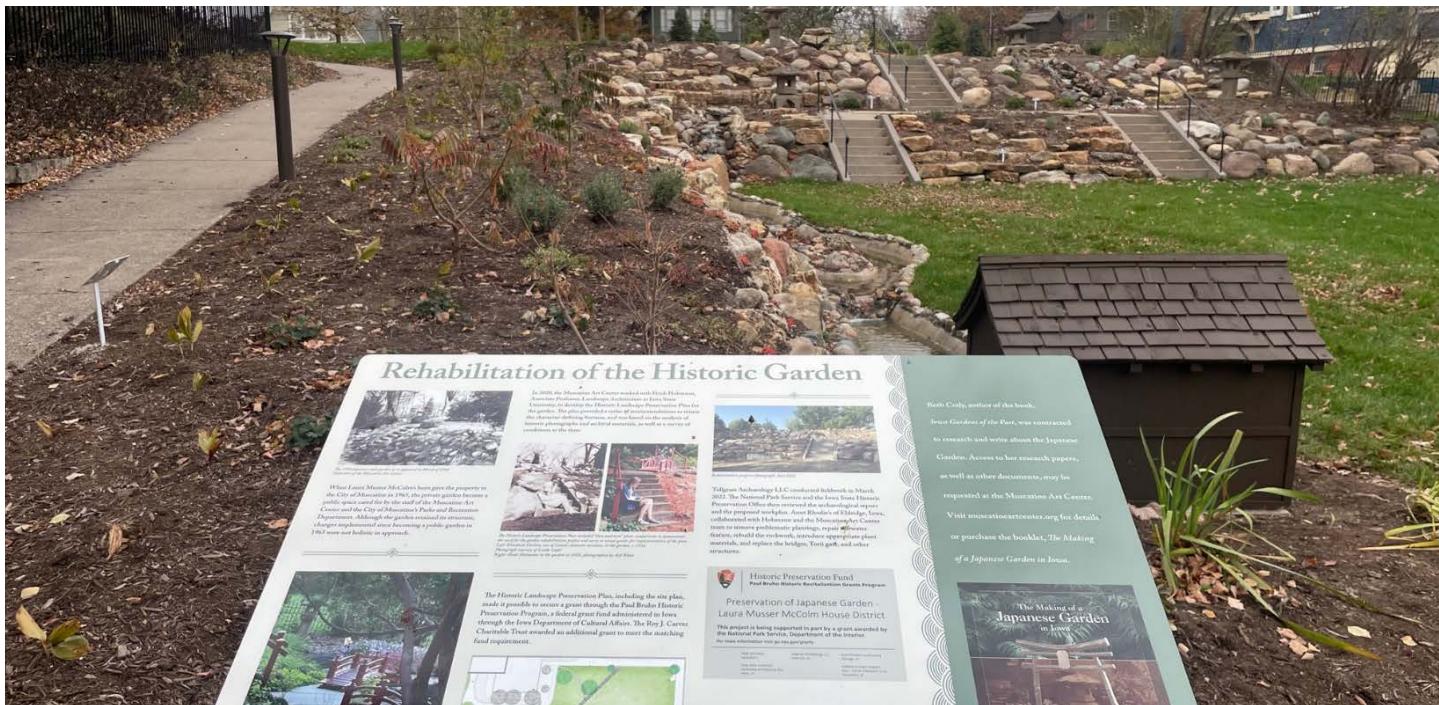


New Additions to the Permanent Collection



On view through February 2024 – Historic House 2nd Floor Galleries

Japanese Garden Rehabilitation



Visitors are welcome to explore the rehabilitated Japanese Garden. The project is now complete as the plants and sod are more established. Visitors should be aware that a temporary sprinkler system may run occasionally.

October 2023 REPORT OF DEPARTMENT ACTIVITY

Heartfelt & Handmade
Ornament Competition

Holiday Open House
at the Muscatine Art Center

December 7th
5 to 7 pm

Be among the first to purchase ornaments from the competition and enjoy live music, hors d'oeuvres, and wine/beer. Explore the historic house decked out for the holidays!

Tickets by December 1st: \$25 / \$20 for members
All tickets after December 1st: \$35

muscatineartcenter.org • 563-263-8282 • 1314 Mulberry Avenue

Ornament Competition
on view November 9 - December 7

Sponsored by:

SSAB
Kay L. Chapman, CPA, PC

HNI

All proceeds benefit Friends and its mission to support educational programs at the Muscatine Art Center.

fr|ends of the muscatine art center

MUSCATINE ART CENTER

UPCOMING CLASSES and ACTIVITIES

Free For Kids

mini^{ART}masters

Introduce your children (ages 2 to 7) to the world of art with free art classes. Each class consists of a story and two art projects! Classes meet most Wednesdays from 9:30 - 10:15 a.m. and Thursdays from 3:30 - 4:15 p.m. Classes are FREE! Call 563-263-8282 to register. The theme for November is "Explore the Stars", and the theme for December is "At the Beach". There is no class November 22 & 23, and December 27 & 28.

Free Workshops for Kids

Georgia O'Keeffe - Saturday, November 18, 1:30 - 2:30 p.m. (AGES 7-14)

Take a journey to the deserts of the Southwest and paint a landscape in the style of Georgia O'Keeffe. Top it off with a 3D clay cow skull like the ones she painted in her beloved New Mexico. Register by November 17.

Wire People - Saturday, December 9, 1:30 - 2:30 p.m. (AGES 9+)

In this sculptural class with Miss Heather, we will build a figure using wire and a setting for the sculpture. What kind of character will you create? What kind of fun details can you add using materials like wire, buttons, beads, paper, and yarn? Register by December 8.

Gingerbread House Workshops

Two Sessions - Saturday, December 2, 1:30 & 3:00 p.m. (Families)

Join Miss Julie to build your own gingerbread house! Fee for one house is \$12 and includes icing and candy. Class sizes are limited and filled on a first-come, first served basis. Registration required by November 27.

Free Family Event

Sant-O-Rama - Sunday, December 10, 1:30 - 3:30 p.m.

Get into the Holiday spirit! Drop in Sunday, December 10 between 1:30 and 3:30 p.m. to create Santa-related crafts with Miss Julie in the Music Room. There is no fee to participate and no registration required. While at the Muscatine Art Center, view the beautiful Christmas decorations in the historic Musser-McColl home.

Free Take & Make Bags - "Happy Holidays" - Available December 19-23

Visit the Muscatine Art Center during open hours to get a "Take & Make" craft bag. These bags are free to pick up while supplies last.

Adult Studio

Red Barn Studio: Butterfly Button Mosaic - Sunday, November 19, 1:30 - 2:45 p.m.

Use hand-colored and vintage buttons and beads to create a colorful butterfly button mosaic. Fee is \$15 or \$13.50 for Friends members. No experience necessary. All supplies included. Register by November 17.

Life in Miniature- Pen & Ink Workshop with Heather Seibel

Thursday, November 30, 5:15 - 6:45 p.m.

Explore pen and ink techniques while documenting your favorite memories and experiences in a post card-sized format! The small layout allows for multiple mini artworks if you are a fast worker. Fee is \$15 or \$13.50 for Friends members. No experience necessary. All supplies included. Register by November 29. (Note: this is a new date).

Red Barn Studio: Snowman Button Mosaic - Sunday, December 10, 1:30 - 2:45 p.m.

Use hand-colored and vintage buttons and beads to create a snowman button mosaic. Fee is \$15 or \$13.50 for Friends members. No experience necessary. All supplies included. Register by December 8.