

**YS report for the board, work done from Mid-April to Mid-May:
By Cathy Ensley**

- Ordered \$3000 worth of Youth materials
- Weeded the YA collection in Moscow.
- Weeded JEs (picture books) that had come in from the branches in a big rotation. According to Jeannie's stats, we withdrew 560 youth books in April; her May stats aren't up yet, but I would expect at least as many in May.
- Worked steadily on Summer Reading.

**Summer Reading to mid-May:
Finished:**

- All performers are booked, contracts signed and returned to the performers
- East City Park is booked for Border Collies International and tentatively for Traveling Lantern
- Web pages are close to being finished. Total time spent on creating SR pages for the web, mid-April to mid-May: 20 hours.
- Web promotion must be up and an email sent to Peggy McClendon by 6/2. Will have it up by 5/18 to coincide with my Daily News column. Need to have a SR picture on the website by 6/10. Will take a picture on the first day of registration and post to the site.
- Total web work, non-SR: an additional 5.5 hours.
- Web is set up for optional online registration
- Promoted SR to the board
- Ordered and received craft supplies
- Ordered and received program bags
- Ordered finisher books from Scholastic (still waiting to receive; turns out they had no record of my order; I reordered)
- Ordered and received SR promotional items from Highsmith
- Signed up for and received ICFL incentives
- Ordered and received program attendee prizes from Highsmith
- Ordered and received Harry Potter banners for the Harry Potter party
- Ordered and **am waiting to receive SR decorations from M&N International**
- About 650 (Of about 1000) program bags are partially filled. **Still need to design and print 1000 program flyers and insert into bags**
- 850 Registration sheets are printed and cut, hole punched and numbered
- Created and printed 350 copies of SR promo to preschoolers; Betsy took a good portion of these to the daycares and preschools
- Created and printed 1600 school flyers; counted, bundled and distributed these to the public schools, along with a SR tee shirt and a poster for each school
- Made new registration instructions and checklist for finishers as well as other usual signs
- **Called Happy Days about food coupons; need to do a follow up call**
- Was in contact with the Kenworthy about tickets. They'll give us 500 to hand out to all Moscow finishers

- Set out SR volunteer applications
- Cut 700 stars for finisher logos
- Got some of the crafts ready to go
- Designed a full page flyer for each SR program, that I will hang in the windows as you enter the library; **still need to print each one on glossy photo paper**
- Planned the YNK (ages 9-12) programs for SR, which will be on Tuesdays at 3:00
- Wrote a SR promo column for the Daily News, which will come out on May 17

Still need to:

- Set up registration desk and schedule
- Call Wa Mu to see if they're up to taking on the first day of registration
- Read four novels to booktalk to 4th and 5th graders as part of SR promo (mid-May)
- Promote SR at the public schools to 1st and 2nd graders (late May)
- Give a SR promotion to 80 Lena Whitmore 3rd graders who will take a field trip to Moscow library on June 5.
- Plan Toddler storytimes during SR
- Finish planning the big Harry Potter party finale
- Decorate for SR on June 1: Trunk, display case, JNF room
- Write up press releases for all Moscow SR programs