

**JULIA LEE
YOUTH DEPARTMENT
MANITOWOC PUBLIC LIBRARY**

MEMORANDUM

TO: Manitowoc Public Library Board
FROM: Julia Lee, Youth Services Manager
DATE: September 23, 2019
SUBJECT: Trunk or Treat Library Parking Lot Closure

I am requesting to close the library parking lot from 4:00-8:00 on Tuesday, October 29 to host our first-ever Trunk or Treat event from 6:30-7:30.

Confirmed Organizations:

Sunrise Optimist
MPD
Maritime Metro
Lakeshore Robotics
Lakeshore CAP
United Way of Manitowoc County
Manitowoc-Calumet Library System
Friends of Manitowoc Public Library
4-H Club: Meeme Busy Badgers
Girl Scout Troup 8209
Aurora
Manitowoc County Birth to Three

What is Trunk or Treat? The above organizations will park vehicles in the library parking lot, trunks facing out. Families dress up and “Trick-or-Treat” at each organizations trunk. The library wants to hold a Trunk or Treat to connect with families while providing a safe, free Halloween event. We also see events like Trunk or Treat as a chance for families to connect with local organizations and strengthen our community.