



City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

July 2015

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
- Prepared resolution for FY 2015 transfers
- Began preparing paperwork for FY 2015 annual financial report
- Attended Iowa Municipal Professionals Academy – Ames (July 29 – 31)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Attend Wellness Coalition Meeting – July 23

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to explore technology advances: paperless agenda
- Draft financial policies
- Finish paperwork for FY 2015 annual financial audit
- Prepare FY 2015 State Annual Financial Report
- Prepare FY 2015 Road Use Tax Report
- Work with Civil Service Commission on hiring of new police officer
- Begin preparing 2015 1094-C & 1095-C
- Worker Compensation audit – August 19
- Continue to promote wellness program with employees
 - Help organize/volunteer for Kids Health & Safety Fair – August 8
 - Attend Carroll County Wellness Coalition Meeting – August 20

Accomplishments of particular note:

- 112 utility bills were emailed to customers in July 2015

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Firefighters continued training in truck operations, pumping and water supply. Relay pumping procedures were set up for large-volume water flow situations utilizing the dry-hydrant at Swan Lake.

Accomplishments of particular note:

The Department hosted the Carroll County Firefighters Association meeting on July 20th. Training activity for this meeting involved a review of decontamination equipment carried in the Carroll County Emergency Management Trailer. Decontamination equipment within the trailer was set up as refresher training. Dale Kennebeck, with Dale Kennebeck Trucking, displayed a fuel transportation tractor/trailer used for bulk gasoline and diesel fuel delivery to gas stations. Dale gave an overview of the vehicle's safety features, including loading and unloading procedures and what firefighters can expect when responding to an emergency incident involving fuel transport vehicles. Thanks to Mr. Kennebeck for taking time to share this valuable information with area Fire Departments.

Run Report for July:

Alarm Date	Alarm Location	Incident Type
07/08/2015	25076 Kittyhawk Ave	Good intent call
07/13/2015	615 McCoy Dr	Odor of smoke – no fire
07/19/2015	120 N Court	Basement wall collapse
07/22/2015	23493 210 th St	False alarm
07/23/2015	17509 N Highway 71	Tractor roll-over
07/24/2015	2226 Forest	CO detector malfunction

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Brad Burke was promoted to police chief on July 6th by the city council. Chief Burke was previously a Sergeant with the Carroll Police Department.

Officer Bensley attended Oleoresin Capsicum Aerosol instructor school on July 13. This certifies the officer to instruct in the use of OC or pepper spray as it is commonly referred. The instructor is used for internal training in techniques to control violent and aggressive behavior including the use of OC to reduce injury and control violent behavior.

Sergeant Hoyt attended a regional law enforcement training in Sioux City which was put on by the United States Attorney General's office. This training provided information on prosecution of federal cases and requirements to enhance state charges to the federal level.

On July 22 Officer Kirsch was recertified by the Iowa Law Enforcement Academy as a firearms instructor. Chief Burke and Officer Kirsch are the two certified instructors on the department.

Officer Bellinghausen attended the DARE conference July 26-28. The training keeps the officer up to date on current issues within DARE and allows for him to provide the best education to the schools. DARE is taught at both Carroll Middle School and Kuemper.

On July 26 Hillary Clinton was in Carroll. The police department assisted the United States Secret Service with Clinton's detail while she was in the area.

On July 27 the city council approved the purchase of Digital-Ally FirstVu HD body cameras. They have been ordered and will be in service in September.

Activities planned for next month:

The hiring process is moving along with interviews to take place in August. An offer of employment is expected to happen at the end of the month.

Body cameras will be received and training will take place to get them operational in September. The body camera policy will be finalized and in place before they become operational.

A summary of case investigations and a summary of citations and warnings issued for the month follows on page 5.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: July 1 THRU July 31, 2015

Offenses	Incidents Reported
Aggravated Assault	1
Simple Assault	3
Domestic Abuse	4
Burglary/B&E	1
Shoplifting	4
Theft of Bike	2
Theft from Building	8
Other Larceny	2
Motor Vehicle Theft	1
Counterfeit/Forgery	1
Identity Theft	2
Vandalism: Residence	4
Drug/Narc Violations	3
Drive Under Infl	2
Liquor Law Violation	3
All Other Offenses	2
Trespassing	2
Found Property	3
Attempted Suicide	1
Warrant Outside	7
Restraining Order	1
PI MV Pedestrian	1
10-50 PD	19
1050 PD: Hit and Run	1
Under 1500	6
Op After Revocation	3
Operate After Suspen	5
Miscellaneous Public	6
Total	98

Citations	
Animal	1
Dark Windows	1
License	16
Other	6
Parking Violation	12
Registration	18
Seatbelt	16
Tobacco	0
Traffic	85
Warning	351
TOTAL	506

Salvage Vehicle
Inspections: 14

Building Department

As reported by Perry Johnson, Building Official

Agricultural

Building	NONE	\$0.00		\$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	07/09/2015	\$2,755,326.00	150178	\$4,928.00
Commercial Building Valuation Total:		\$2,755,326.00	Commercial Building Fee Total:	\$4,928.00

Electrical

	07/01/2015		150171	\$67.80
	07/01/2015		150172	\$167.88
	07/09/2015		150180	\$147.17
			Commercial Electrical Fee Total:	\$382.85

Mechanical

	07/09/2015		150174	\$28.13
	07/09/2015		150175	\$28.13
	07/28/2015		150208	\$28.63
	07/28/2015		150209	\$140.59
	07/30/2015		150213	\$48.52
			Commercial Mechanical Fee Total:	\$274.00

Plumbing

	07/09/2015		150176	\$37.50
	07/09/2015		150183	\$90.00
	07/28/2015		150210	\$91.50
	07/30/2015		150218	\$23.50
			Commercial Plumbing Fee Total:	\$242.50

Right of Way

	07/09/2015		150185	\$0.00
	07/23/2015		150201	\$25.00
	07/28/2015		150211	\$25.00
	07/28/2015		150212	\$25.00
			Commercial ROW Fee Total:	\$75.00

Sign

	07/17/2015		150192	\$15.00
	07/17/2015		150193	\$15.00
	07/17/2015		150194	\$15.00
			Commercial Sign Fee Total:	\$45.00

Commercial Valuation Total: \$2,755,326.00

Commercial Fee Total:

\$5,947.35

Residential

Building

07/09/2015	\$100,000.00	150177	\$441.00
07/09/2015	\$900.00	150182	\$22.00
07/17/2015	\$5,000.00	150191	\$50.00
07/23/2015	\$100,000.00	150200	\$441.00
07/28/2015	\$110,000.00	150202	\$506.00
07/28/2015	\$110,000.00	150204	\$506.00
07/30/2015	\$15,000.00	150214	\$110.00
07/30/2015	\$30,000.00	150217	\$194.50

Residential Building Valuation Total: \$470,900.00 Residential Building Fee Total: \$2,270.50

Electrical

07/09/2015		150173	\$35.88
07/09/2015		150181	\$47.08
07/09/2015		150185	\$49.76
07/13/2015		150186	\$35.88
07/23/2015		150196	\$29.30
07/23/2015		150197	\$35.88
07/23/2015		150198	\$53.88
07/23/2015		150199	\$47.08
07/30/2015		150215	\$35.88
07/30/2015		150216	\$35.88

Residential Electrical Fee Total: \$406.50

Mechanical

07/09/2015		150179	\$31.38
07/28/2015		150206	\$56.01

Residential Mechanical Fee Total: \$87.39

Plumbing

NONE			\$0.00
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Residential Plumbing Fee Total: \$0.00

Right of Way

07/13/2015		150187	\$25.00
07/13/2015		150188	\$25.00
07/15/2015		150189	\$0.00
07/17/2015		150190	\$0.00
07/23/2015		150195	\$25.00
07/28/2015		150203	\$25.00
07/28/2015		150205	\$25.00
07/28/2015		150207	\$25.00

Residential Right of Way Fee Total: \$150.00

Sign

NONE			\$0.00
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Residential Sign Fee Total: \$0.00

Residential Valuation Total: \$470,900.00 Residential Fee Total: \$2,914.39

Valuation Grand Total: \$3,226,226.00 Fee Grand Total: \$8,861.74

Permits - YTD – through July 2015

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
Agricultural Valuation Total:		\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building			\$20,268.50
	Electrical	\$13,932,056.00		\$1,694.18
	Mechanical			\$588.45
	Plumbing			\$677.00
	Right of Way			\$295.00
	Sign			\$1,835.00
Commercial Valuation Total:		\$13,932,056.00	Commercial Fee Total:	\$25,358.13
<i>Residential</i>				
	Building			\$8,080.00
	Electrical	\$1,699,394.90		\$2,013.40
	Mechanical			\$373.57
	Plumbing			\$462.00
	Right of Way			\$2,790.00
	Sign			\$0.00
Residential Valuation Total:		\$1,699,394.90	Residential Fee Total:	\$13,718.97
Valuation Grand Total:		\$15,631,450.90	Fee Grand Total:	\$39,077.10

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated five graves for Cemetery.
- Placed 125 cubic yards of concrete for street repairs.
- Maintained signs and signals.
- Patched potholes.
- Graded all alleys.
- Graded gravel roads weekly.
- Swept streets and CBD Thursdays at 5:00 AM.
- Painted traffic markings on streets.
- Division Safety Meeting: Ladder Safety; July 28, 2015.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	34.817 million gallons
Daily Average:	1.123 million gallons
Daily Maximum:	1.363 million gallons
- Completed 175 Iowa One Call locate requests.
- Meter Department
 - 105 service orders.
 - 23 delinquents.
 - 0 rereads.
 - 0 stuck meters.
- Division Safety Meeting: On July 28, 2015, reviewed AWWA Safety Video of “Heat Stress for Employees”.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	68.219 million gallons
Daily Average:	2.201 million gallons
Daily Maximum:	3.720 million gallons
- Performed laboratory analysis.
- Cleaned sanitary sewer collection system pursuant to schedule.
- Cleaned storm sewers.
- Completed DNR Monthly Operating Report.
- Division Safety Meeting: “Heat Stress”, July 30, 2015.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Seeded two well sites on July 10.
- Poured concrete for new sidewalk in Graham Park at basketball court.
- Repaired broken sidewalk panels in Graham Park by band shell.
- Sprayed mosquitoes weekly.

Division: Water; Terry Kluver, Water Superintendent

- Submitted permit-required samples for Total Trihalomethanes (TTHM) and Haloacetic Acids (HHA5) at two (2) locations.
- Worked with contractor on the Water Supply Well and Transmission Main Improvement Projects.
- Worked with contractor on lowering three (3) watermain lines for the 2015 Street Resurfacing Project.

Division: Sean Kleespies, Wastewater Superintendent

- Repaired exhaust fan for blower room.
- Trained Jerry in the lab.
- Completed Charlie's part-time work July 31st.
- Interviewed for vacant positions.
- Review of a Vac All jet/vac.
- Requested quotes to repair the storm water pumps and motors.
- Ordered new pump for the jet/vac.
- Televised storm sewers for Street Division.
- Worked with CCSWMC on their storm water issues.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Finish traffic marking painting.
- Pour concrete on Kevin Avenue and ROWs.
- Repair water valve for Water Division.
- Spray mosquitoes.
- Review applications for Street Division position.
- Receive replacement Case Loader from Titan Machinery.

Division: Water; Terry Kluver, Water Superintendent

- Replace watermain valve at 10th Street & Adams Street.
- Continue working with contractor on Water Supply Well and Transmission Main Improvement Projects.
- Continue working with contractor on 2015 Street Resurfacing Project.
- Excavate and repair fire hydrant in north 400 block of Grant Road following vehicle damage.
- Begin reviewing applications and conduct interviews for vacant positions in Water Division.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Begin to fill vacant positions.
- Perform preventative maintenance on equipment.
- Maintenance of Plant grounds.
- Continue to train Jerry in the lab.
- Prepare information for bidding jet/vac.
- Review laboratory procedures.

CAPITAL PROJECT STATUS SUMMARY – 08-11-15

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Develop a Revised Plan for the Library with a Specific Budget	2012	2013		\$20,000								
Sanitary Sewer System Evaluation Survey		2013	2012	\$450,000	2013							
Water Supply Expansion		2013		\$750,000		Veenstra & Kimm, Inc.	\$4,900.00	06-29-06	\$2,187.00	100%	08-31-06	
Water Well Study				\$900,000		JEO Consulting Group, Inc.	\$19,500.00	04-23-12	\$9,930.00	100%	08-22-12	
Water Test Well Program						JEO Consulting Group, Inc.	\$7,500.00	08-27-12	\$7,590.00	100%	03-27-13	
Well and Transmission Main						Layne	\$20,440.00	01-14-13	\$121,639.00	100%	03-31-13	Plus Add Item
Test Well Program						JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$237,460.08		11-20-15	
Transmission Main – Group A						Cahoy Pump Service	\$33,820.00 +	11-24-14	\$45,204.55			\$12,440.00 Alternate 1
Water Supply Wells – Group B						Drake Construction, L.C.	\$752,719.00	03-23-14	\$516,313.63		11-30-15	
Grant Road Watermain Abandonment		2013	2013	\$5,000	2013	Sargent Drilling	\$1,194,699.74	03-23-14			11-30-15	
						JEO Consulting Group, Inc.	\$14,500.00	09-24-12	\$23,365.00		02-25-13	
						Scheck's Plumbing & Heating	\$53,615.00		\$49,743.15		08-01-13	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
R.R. Watermain Crossings		2013	2013	\$35,000	2013	JEO Consulting Group, Inc.	\$23,500.00	09-24-12	\$34,420.00		02-25-13	
						Synergy Contracting, Inc.	\$102,775.20		\$94,206.18			
Street Resurfacing 2013		2013	2013	\$75,000	2013	JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		95%	
US 30 – Grant Road Intersection	2014					Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$44,275.00		Design	
Downtown Streetscape Phase 7		2013	2013	\$60,000	2013	Confluence	\$57,250.00	09-09-13	\$74,696.23		04-14	Design Completion
						Badding Construction Company	\$772,058.03	04-28-14	\$731,566.96		95%	
Street Resurfacing 2014						JEO Consulting Group, Inc.	\$136,750.00 +	09-09-13	\$140,805.00		03-10-14	Plus Hourly Construction Services Design Completion
						Ten Point Construction Co., Inc.	\$1,116,681.53	04-14-14	\$940,360.65		11-15-14	
Van Meter Addition U.S. 71 Watermain						King Construction	\$35,456.50	10-13-14	\$33,683.68	95%	11-14-14	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Resurfacing 2015						JEO Consulting Group, Inc.	\$116,300.00 +	11-10-14	\$120,835.00		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$271,882.25		11-13-15	
Downtown Streetscape Phase 8						Confluence	\$65,000.00	11-10-14	\$27,519.50		05-15	Design Completion
Trails Plan	2014			\$25,000	06-14	Shive Hattery	\$20,000.00	10-12	\$12,000.00	85%	07-01-14	Plan Adopted
Recreation Center	2014											

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean and maintain all restrooms and shelters
- Mow all park areas
- Trim parks and sidewalks
- Edge all curbs
- Water flower pots (40) 12 times
- Repair damage done around band shell
- Spray weeds
- Water and weed flower beds
- Cut weeds in cracks downtown
- Pull weeds in 101 perennial beds 8 times
- Trim trees in all park areas
- Trim shrubs downtown
- Maintain all ballfields

Golf: Dan Smith, Golf Superintendent

- Mowed greens 19 times
- Rolled greens 11 times
- Mowed tees 14 times
- Mowed fairways 15 times
- Mowed collars 14 times
- Mowed roughs six times
- Mowed mounds and roadsides five times
- Changed cups 14 times
- Power washed ball washers
- Sprayed greens for fungus three times
- Sprayed tees and aprons for fungus once

Cemetery: John Snyder, Cemetery Sexton

- Mowed entire cemetery four times
- Trimmed around all monuments, walls fences, etc. two times
- Edged curbs and walks on 1st Street and Clark Street
- Edged curbs on Grant Road
- Edged curbs in north end of cemetery
- Emptied garbage cans daily
- Did all paperwork for grave sales, burial records, quit claim transfers, timesheets, etc.

- Tended to eight interments of which five were cremation burials
- Collected all fees due from private cremation burials
- Had one Saturday full burials
- Picked up four truckloads of branches from wind damage
- Expected delivery of one new John Deere Mower
- Backfilled graves and low areas due to settling
- Worked with Jack on building location and parking options
- Removed one large dead tree
- Pruned all shrubs two times
- Watered when and where needed
- Removed excess clay dirt pile one time

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Wess

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Changed light bulbs on city property
- Back washed filters for pools and spa at Rec Center
- General housekeeping
- Time sheets for staff
- Ordered supplies
- Vacuum Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center
- Bills

Special Activities/Accomplishments of particular note:

Parks: Scott Parcher, Parks Superintendent

- Hauled 32 loads of clay to new basketball courts
- Landscape around basketball courts
- Prepare Graham Park for CarrollFest

Golf: Dan Smith, Golf Superintendent

- Spread fertilizer and grub control on fairways and aprons
- Sprayed tees for crabgrass control

Cemetery: John Snyder, Cemetery Sexton

- Reviewed location of new shop, size of parking lot and location of entry way off of Grant Road with Jack

Leisure Services: Mike Mertes, Recreation Program Specialist

- Baseball / Softball Games
- T-ball Games
- Adult Coed Softball
- Fall Sports Programming

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Worked on locker locks at Rec Center
- Budget items
- Pool and weight room remodel at Rec Center
- Theater rentals
- A/C's running and cleaning
- Golf course A/C draining issues
- HVAC upgrades and fixed
- Aquatic Center daily operations
- Carroll Fest list
- Repaired auto pool vacuum
- Repairs of heating systems before winter
- Little league lighting
- Rolling hills tennis lighting upgrades
- Power trenched in at Graham restrooms
- Council chambers HVAC system fix

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Build new volleyball court in Graham Park
- Maintain ballfields
- Flag football
- Fall soccer
- Storage building at Baseball Stadium
- Move 40 trees
- Seed bare areas

Golf: Dan Smith, Golf Superintendent

- Send out specifications for new greens mower
- Spray greens, tees and aprons for grub control

Cemetery: John Snyder, Cemetery Sexton

- Dirt work and seeding
- Regular mulching schedule starts

Leisure Services: Mike Mertes, Recreation Program Specialist

- Flag Football Coaches Meeting and Games
- Fall Soccer Coaches Meeting and Games
- 5th & 6th Volleyball Coaches Meeting and Games
- Dash 2 the Splash Race
- Baseball / Softball Equipment Inventory

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Pool closing

Safety Topic:

- Man lift
- Property safety attire, steel toed boots, hearing protection, etc.



Director's Report June & July 2015

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Summer Reading Programs	2764	Total Print Circulation:	19,647 / 17,532
Summer Reading Registrations	1551	WILBOR Circulation:	513 / 440
Rookie Story Time	241 / 300	Public Computer Use:	878 / 892
Children's Program Outreach	221 / 368	Wi-Fi Use:	246 / 237
Crafty Library Ladies	83 / 78	EbscoHost Sessions:	4507 / 3600
Poetry Group	10 / 20	Tumblebooks Downloads:	37 / 27
		Global Road Warrior:	0 / 5
		Learning Express Downloads:	207 / 206
		Freegal Music Downloads:	236 / 195
		GVRL eBook Downloads:	1 / 2
Monthly Door Count	10,344 / 10,275	ABC Mouse Sessions:	89 / 177
(Electronic Door Counter Purchased 06/01/15)		Zinio Digital Magazines:	11 / 4

Special activities/accomplishments of particular note:

- Children's Programs:** Summer reading began in June with a kickoff show by Lisa Laird on June 2nd, animal heroes ARC of Carroll County & Sheriff's K-9 Ike on June 9th, Dan Wardell on June 12th, juggler Jason Kollum on June 16th, the dulcimer guy Mike Anderson on June 23rd, and more animal heroes on June 30th with SOAR and Ivan the therapy dog. All programs had great attendance with 2,764 individual visits. Registrations for summer reading by the cutoff deadline totaled 1,551 for all age groups. To date, 440 yard signs have been awarded with 2 ½ weeks remaining in the program.

- 2) **Adult & Teen Programs:** Plans continued in June and July for CarrollCon, Carroll's first mini comic convention held on August 8th at the Carroll Rec Center. Estimates for this program were over 300 visitors. Very positive comments were received on social media about the need for programs like CarrollCon in the community and what a great addition to Carrollfest the event turned out to be.
- 3) **Special Projects:** Summer intern, Julia Evans, completed work on special projects including shifting the storage room to make space for book sale books, creating a listing of rare books located in storage and working with staff to determine which books to rebind or move to other collections; organizing the genealogy room with the help of library trustee Marilyn Setzler; gathering a listing of all genealogy holdings found in Carroll County and creating a webpage on the library website to help people find these resources. Julia also worked on CarrollCon created promotional material, advertising, social media promotion, obtaining vendors, decorations and set up/take down at the event.
- 4) **Advocacy:** An electronic door counter was installed on the main library doors off the lobby of city hall to more accurately count visitors coming into and out of the library. These monthly statistics have been added to the monthly department activity report.

Activities planned for next month/other comments:

Fall hours begin September 7th:

Monday – Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

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.