



# **City Manager's Monthly Activity Report**

**Gerald L. Clausen, City Manager**

**July 2016**

**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
- Continued the process of replacement of the city manager position
- Prepared and distributed CMS Creditable Coverage information
- Continued review end of year financial information
- Attended Iowa Municipal Professionals Academy – Ames, IA (July 27 – 29, 2016)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Attended Wellness Coalition Meeting – July 26
  - Prepared for Kids Health & Safety Fair Booth – August 6

### Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- City Manager interviews – August 27
- Rec Center software set-up discussions
- Prepare FY 15/16 audit workpapers
- Prepare Worker Comp audit workpapers – Audit August 25
- Prepare FY 15/16 transfers for Council approval
- Continue to promote wellness program with employees
  - Kids Health & Safety Fair – August 6
  - Attend Carroll County Wellness Coalition Meeting – August 18

### Accomplishments of particular note:

- 176 utility bills were emailed to customers in July 2016

# Fire Department

## As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Firefighters continued refresher training in interior search and rescue procedures at the former Food Pantry building on Highway 71 South. Training also included extrication operations at Quandt Auto Salvage. Our thanks to Quandt's for providing vehicles to the Department for this important training. Tower 8 operations and Engine 2 operations were also reviewed.

Chief Schreck presented a program on the overall operations of the Fire Department and services provided to the community to a group of Boy Scouts attending a summer camp at Sawn Lake on July 26<sup>th</sup>. The Scouts were very attentive and had many good questions.

Firefighters Jeremy Heinrichs and Bill Gross attended the Carroll County Firefighters Association meeting held in Lidderdale on July 18<sup>th</sup>.

### Run Report for July:

Alarm Date	Alarm Location	Incident Type
07/07/2016	1020 Sunset St	Garage fire
07/10/2016	18489 Timber Ave	Vehicle collision - extrication
07/10/2016	126 W 18 <sup>th</sup> St	Carbon monoxide alarm
07/12/2016	23588 E Hwy 30	Trash fire
07/16/2016	20069 Olympic Ave	Stove fire
07/17/2016	1020 N West St	Smoke report – no fire
07/23/2016	520 E 18 <sup>th</sup> St	Bed matters
07/28/2016	27648 Olympic Ave	Mutual aid given – Dedham FD
07/30/2016	120 N Walnut	Assist police

# Police Department

## **As reported by Brad Burke, Police Chief**

Routine Activities for the month:

On July 13<sup>th</sup>, Chief Burke attended Firearms Instructor recertification at the Iowa Law Enforcement Academy (ILEA). Recertification is required every 3 years to continue training in the use of firearms in the State of Iowa.

Officer Nathan Christian graduated from ILEA basic training on July 22<sup>nd</sup>. He was given honors as top of his class in academics. Officer Christian will finish field training before being assigned to a patrol shift.

Officer Justin Ferrin attended De-briefing school at the Midwest Counter Drug Training Center at Camp Dodge in Johnston, IA on July 25<sup>th</sup> and 26<sup>th</sup>. De-briefing is used after many incidents the officers deal with on a daily basis.

On July 28<sup>th</sup> the Carroll Police Department had an annual department photo. The photos are on display inside the police department as far back as 1949.

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

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## Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: July 1 THRU July 31, 2016

Offenses	Incidents Reported
Simple Assault	4
Domestic Abuse	3
Burglary/B&E	10
Shoplifting	8
Theft from Vehicle	3
Theft of Bike	2
Theft from Building	11
Credit/ATM Fraud	1
Bad Checks	1
Vandalism: Residence	3
Vandalism: Vehicle	3
Drug/Narc Violations	2
Drive Under Infl	2
OWI 3 <sup>rd</sup>	1
Liquor Law Violation	1
Drunkenness	5
Disorderly Conduct	1
All Other Offenses	5
Trespassing	2
Found Person	1
Found Property	2
Suicide	2
Home Accident	1
Warrant Outside	5
Restraining Order	1
PI MV Pedestrian	1
10-50 PD	10
10-50PD Hit and Run	3
Under 1500	3
Assist Other Agency	1
Op After Revocation	6
Operate After Suspen	8
Misc Public	6
<b>Total</b>	<b>118</b>

Citations	
Animal	0
Dark Windows	2
License	14
Other	1
Parking Violation	7
Registration	13
Seatbelt	12
Tobacco	0
Traffic	54
Warning	178
<b>TOTAL</b>	<b>281</b>

Salvage Vehicle Inspections: 2
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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

07/20/2016                      \$3,000,000.00

160216                      \$981.00

07/20/2016                      \$120,000.00

160219                      \$491.00

**Commercial Building Valuation Total:**

**\$3,120,000.00**

**Commercial Building Fee Total:**

**\$1,472.00**

Electrical

NONE

\$0.00

**Commercial Electrical Fee Total:**

**\$0.00**

Mechanical

07/05/2016

160202                      \$34.76

**Commercial Mechanical Fee Total:**

**\$34.76**

Plumbing

07/20/2016

160223                      \$40.50

**Commercial Plumbing Fee Total:**

**\$40.50**

Right of Way

07/05/2016

160198                      \$0.00

07/15/2016

160213                      \$25.00

07/18/2016

160215                      \$25.00

07/20/2016

160217                      \$25.00

**Commercial ROW Fee Total:**

**\$75.00**

Sign

NONE

\$0.00

**Commercial Sign Fee Total:**

**\$0.00**

**Commercial Valuation Total:**

**\$3,120,000.00**

**Commercial Fee Total:**

**\$1,622.26**

**Residential**

Building

07/15/2016	\$5,000.00	160211	\$47.00
07/15/2016	\$15,000.00	160214	\$109.50
07/20/2016	\$4,600.00	160218	\$47.00
07/28/2016	\$208,000.00	160231	\$751.00
<b>Residential Building Valuation Total:</b>	<b>\$232,600.00</b>	<b>Residential Building Fee Total:</b>	<b>\$954.50</b>

Electrical

07/15/2016		160204	\$35.88
07/15/2016		160208	\$35.88
07/15/2016		160212	\$35.88
07/20/2016		160220	\$33.20
07/20/2016		160221	\$35.88
07/20/2016		160222	\$35.88
07/28/2016		160224	\$49.76
07/28/2016		160226	\$35.88
07/28/2016		160227	\$33.20
07/28/2016		160228	\$33.20
07/28/2016		160229	\$33.20
07/28/2016		160230	\$64.73
07/28/2016		160233	\$100.00
		<b>Residential Electrical Fee Total:</b>	<b>\$562.57</b>

Mechanical

07/05/2016		160199	\$28.13
07/05/2016		160200	\$28.13
07/05/2016		160201	\$34.76
07/15/2016		160203	\$34.76
07/15/2016		160205	\$68.89
		<b>Residential Mechanical Fee Total:</b>	<b>\$194.67</b>

Plumbing

07/05/2016		160197	\$40.00
07/15/2016		160207	\$107.00
		<b>Residential Plumbing Fee Total:</b>	<b>\$147.00</b>

Right of Way

07/15/2016		160206	\$25.00
07/15/2016		160209	\$60.00
07/15/2016		160210	\$645.00
07/28/2016		160225	\$25.00
07/28/2016		160232	\$25.00
		<b>Residential Right of Way Fee Total:</b>	<b>\$780.00</b>

Sign

NONE			\$0.00
		<b>Residential Sign Fee Total:</b>	<b>\$0.00</b>

**Residential Valuation**

<b>Total:</b>	<b>\$232,600.00</b>	<b>Residential Fee Total:</b>	<b>\$2,638.74</b>
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<b>Valuation Grand Total:</b>	<b>\$3,352,600.00</b>	<b>Fee Grand Total:</b>	<b>\$4,261.00</b>
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**Permits - YTD – through July 2016**

Class	Permit Type	Valuation		Fee
<b><i>Agricultural</i></b>				
	Building	\$0.00		\$0.00
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<b><i>Commercial</i></b>				
	Building	\$5,621,310.00		\$8,323.71
	Electrical			\$720.51
	Mechanical			\$288.73
	Plumbing			\$345.50
	Right of Way			\$150.00
	Sign			\$115.00
<b>Commercial Valuation Total:</b>		<b>\$5,621,310.00</b>	<b>Commercial Fee Total:</b>	<b>\$9,943.45</b>
<b><i>Residential</i></b>				
	Building	\$5,945,217.00		\$20,590.54
	Electrical			\$2,846.36
	Mechanical			\$964.56
	Plumbing			\$1,472.50
	Right of Way			\$2,021.25
	Sign			\$0.00
<b>Residential Valuation Total:</b>		<b>\$5,945,217.00</b>	<b>Residential Fee Total:</b>	<b>\$27,895.21</b>
<b>Valuation Grand Total:</b>		<b>\$11,566,527.00</b>	<b>Fee Grand Total:</b>	<b>\$37,838.66</b>

**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.
- Maintained signs and signals.
- Placed 59 cubic yards of concrete for street repairs and ROW permits.
- Finished painting white traffic control markings.
- Swept streets and CBD on Thursdays at 5:00 AM
- Bladed gravel roads weekly.
- Pothole patched.
- Cleaned storm drains.
- Division Safety Meeting: Chain Hoist Safety on July 26, 2016.

### **Division:** Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	38.688 million gallons
Daily Average:	1.248 million gallons
Daily Maximum:	1.754 million gallons
- Completed 164 Iowa One Call locate requests.
- Meter Department
  - 104 service orders.
  - 21 delinquents.
  - 6 rereads.
  - 0 stuck meters.
  - 1 high water bill.
- Division Safety Meeting: Proper installation and safety procedures when installing cut-in sleeves, 441 coupling and full-circle clamps on watermains on July 20, 2016.

### **Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	56.886 million gallons
Daily Average:	1.835 million gallons
Daily Maximum:	2.591 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Defensive Driving for Government Employees” on Jul6 27, 2016.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Tom Weber, Street Superintendent

- Cleaned up storm damage on streets, golf course, cemetery and other city properties on July 6.
- Assisted Wastewater Division with a valve dig on July 26.
- Removed advanced warning signs for Traffic Signal Study on Court Street and Adams Street.

**Division:** Water; Terry Kluver, Water Superintendent

- Replaced top bolts on leaking watermain valve at the intersection of Capistrano Avenue and High Ridge Road.
- Submitted two (2) sets of bacteria samples from Transmission Main project.
- Began locating stop boxes and watermain valves for the Third Street Storm Sewer Improvements – 2016 project.
- Mowed three (3) well sites.

**Division:** Sean Kleespies, Wastewater Superintendent

- Completed jet/vac watershed #3.
- Completed jet/vac watershed #9 and #11.
- Removed pump at 12<sup>th</sup> Street lift station to unplug.
- Additional sampling for DNR NPDES Permit proposal.
- Passed the lab proficiency testing for the EPA.
- Sprayed thistles around the storm water detention basin.
- Televised north sewer line in the Collison Addition.
- Raw sewage pump #1 installed by Electric Pump.
- Toured and met with six (6) individuals from the DNR regarding NPDES Permit proposal.

Activities planned for next month and other comments:

**Division:** Streets; Tom Weber, Street Superintendent

- Paint yellow traffic control markings.
- Maintain signs and signals.
- Continue Traffic Control Study on U.S. 30 at Court Street and Adam Street.
- Street repairs and ROW permits.
- Assist the Water Division with valve repairs and fire hydrant installation.

**Division:** Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling on Transmission Main.
- Work with contractors on Third Street Storm Sewer Improvements – 2016.
- Continue operating water valves in distribution system.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/vac watershed #4 and #7 and televising of the sanitary sewer system.
- Continue testing for the proposed NPDES Permit.

**CAPITAL PROJECT STATUS SUMMARY – 08-11-16**

PROJECT				ANTICIPATED		CONTRACT DATA						
Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Cemetery Maintenance Garage	2015 New	FY17										
Trails	2015 On-going	FY17	FY16									
Merchants Park	2015 On-going		FY16									
Rec Center Locker Rooms	2015 On-going	FY17										
Streambed Stabilization		FY17	FY16	\$385,000	2018							
Third Street Storm Sewer Improvements - 2016		FY17	FY16	\$1,400,000	2017	JEO Consulting Group, Inc.	\$152,425.00 \$11,000.00	11-09-15 08-08-16	140,500.50		03-31-16	Design
						King Construction	\$1,368,237.55	06-13-16	\$99,932.89		Group A	
						Rognes Corp.	\$850,833.90	06-13-16			Group B	
Street Resurfacing 2013	2015 On-going		FY16			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%	11-15-13	
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc.	\$122,730.00 +	11-10-14	\$132,856.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$1,180,803.75	95%	11-13-15	

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 Maintenance Building	2015 On-going	FY17	FY16	\$3,050,000	2018	FEH Design	\$22,500.00	01-25-16	\$2,250.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2015 On-going	FY17	FY14	\$1,466,150	2017	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$84,920.05			Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	\$998,500	2017	Confluence	\$89,040.00	11-10-14	\$77,865.96		05-15	Design Completion
High Ridge Road Resurfacing - 2016	2015 On-going	FY17	FY16	\$1,150,000	2017	JEO Consulting Group, Inc.	\$99,356.00	09-14-15	\$119,022.50		2016	Design
						OMG Midwest, Inc.	1,149,123.40	04-11-16		34%	75 Days	Construction Services
Court Street Resurfacing	2015 On-going	FY17		\$150,000	2017	OMG Midwest, Inc.	\$121,328.84				11-15-16	OMG Midwest, Inc.
Corridor Entry Features	2015 New	FY17		\$440,000	2018							
Third Street Improvements	2015 On-going	FY17		\$1,250,000	2018							

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	FY16	FY16			JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$321,229.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$743,099.63	99%	11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	\$1,227,543.02	03-23-14	\$908,399.79	72%	11-30-15	
Watermain Replacement		FY17	FY16	\$500,000	2018							
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$335,962.50 City	07-18-16			08-31-16	CCSWMC Contract

# Parks and Recreation

**As reported by Jack Wardell, Parks and Recreation Director**

Routine Activities for the month:

**Parks:** Scott Parcher, Parks Superintendent

- Mow all park areas
- Trim parks
- Trim curbs and sidewalks in non-park areas
- Trim trees
- Maintain ballfields
- Spray weeds
- Mow tall grass native areas
- Equipment maintenance
- Check and repair play equipment
- Add wood fiber to landing areas
- Water flowers

**Golf:** Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 14 times
- Mowed collars 13 times
- Mowed greens 23 times
- Rolled greens 5 times
- Mowed rough as needed
- Cut cups 14 times
- Sprayed tees, greens, and surrounds as needed
- Serviced mowers as needed

**Cemetery:** John Snyder, Cemetery Sexton

- Mowed cemetery five times
- Trimmed around all monuments, trees, fences, buildings and stone walls three times
- Cleaned up storm damaged trees with the help of the Street Department on 27 trees, seven of which had to be removed
- Watered flower gardens and new trees eight times
- Tilled and reseeded numerous graves
- Filled sunken/settled graves when and where needed with black dirt
- Refilled black dirt bunker three times
- Worked with Boyce Monument on resetting monuments which were knocked out during storm
- Completed all cemetery monthly records, did timesheets, sold graves when needed, did any and all other office work
- Tended to twelve interments, five of which were on Saturdays, three were cremation burials and nine were full burials
- Pulled weeds in flower gardens when needed
- Raised the ceiling on four tall arborvitaes per family request

- Collected all money due on private cremation burials, out of town full burials and all grave sales
- Reviewed blue prints for new office and shop building with Jack Wardell
- Serviced all mowers one time, sharpened all blades for mowers one time, serviced easy dump cart once
- Cleaned shop and out buildings

**Recreation Center:** McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
July	5614	510	6124	198

\*\*\*Please note the indoor pool was closed for 2 weeks for maintenance\*\*\*

**Leisure Services:** Mike Mertes, Recreation Program Specialist

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

**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

- Fix irrigation

**Golf:** Scott Haakenson, Golf Superintendent

- Spread grub control in fairways
- 186 man hours of storm damage clean up

**Cemetery:** John Snyder, Cemetery Sexton

- Cleaned up storm damaged trees



**Recreation Center: McKenzie Kiger, Recreation Center Superintendent**

- Perfect Mind software preparation: Staff met several times to work on streamlining process and policy discussion for Discovery Phase with new recreation software
- Hired & trained 5 more lifeguards from applications and newly certified lifeguard class
- Weekly Carrollfest meetings in preparation of Dash 2 Splash and 3:3 Tournament
- Mermaid party special event with 60 registered children, plus another 60 parents!
- Continued work on wiring, TV, mirrors, and orders for weight/cardio room
- 1<sup>st</sup> round of replacement treadmills, arc trainers, and ellipticals placed in weight cardio room
- Completed 2 rounds of swim lessons in July, plus a parent/child class
- Able to have enough staff to keep outdoor pool and recreation indoor pool open “regular” hours throughout the summer
- Indoor pool closed for 2 weeks for maintenance – light replacement, drain/refill, deep clean pool basin, new cedar in sauna (note maintenance list)

**Leisure Services: Mike Mertes, Recreation Program Specialist**

- Baseball / Softball Games
- T-ball Games
- Adult Coed Softball
- Volunteer Picnic (100+ attendees)
- 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 remodel plans at Rec Center
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Weight room remodel expansion project punch list
- Tested and fixed storm sirens
- Testing and cleaning A/C units throughout the City
- Aquatic Center
- Installed new equipment in weight room
- ICAP list
- Mirrors in weight room at Rec
- TVs in weight room at Rec
- Rolling Hills power and lighting
- Filter piping and sand replacement at Rec
- Floor refinish at Rec

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Prepare for fall work projects
  - Aerify and fertilize ballfields
  - Overseed park areas
  - Swing sets in Graham Park and Thomas Park

**Golf:** Scott Haakenson, Golf Superintendent

- Routine maintenance of golf cars

**Cemetery:** John Snyder, Cemetery Sexton

- Regular fall schedule

**Recreation Center:** McKenzie Kiger, Recreation Center Superintendent

- School Starts- updated hours during school
- Meeting with professor from BV about theater
- Outdoor pool season closing

**Leisure Services:** Mike Mertes, Recreation Program Specialist

- Flag Football Coaches Meeting and Games
- Fall Soccer Coaches Meeting and Games
- 3<sup>rd</sup> & 4<sup>th</sup> / 5<sup>th</sup> & 6<sup>th</sup> Volleyball Coaches Meeting and Games
- Dash 2 the Splash Race
- 3 on 3 Basketball Tournament

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Closing Aquatic Center

**Safety Topic:**

- Lock out tag out





## Director's Report July 2016

### PUBLIC LIBRARY

INFORM • INSPIRE • IMAGINE

#### As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

##### Program Attendance:

Stress Relief Coloring	28
Artist Trading Cards with Kelsey	5
Tech Help Friday	42
Children's Library Programs	745
Children's Program Outreach	23
Adult Literacy Tutoring	0
Crafty Library Ladies	94
Poetry Group	20
Read 'em & Eat Book Club	6
Movie Mondays	30
Summer Reading Shows	286
Heather Gudenkauf Author Visit	25
Polynesian Dancers	60
Tiny Library Concert	30
<b>Total Program Attendance</b>	<b>1,394</b>
<b>Monthly Door Count</b>	<b>9,250</b>

##### Monthly Statistics:

Total Print Circulation:	16,058
BRIDGES Circulation:	680
Consumer Reports Page Views:	472
Public Computer Use:	752
Wi-Fi Use:	321
EbscoHost Downloads:	176
Tumblebooks Downloads:	0
Global Road Warrior Page Views:	5
Learning Express Resources:	307
Freegal Music Downloads:	242
GVRL eBook Downloads:	35
ABC Mouse Sessions:	271
Zinio Digital Magazine Circulation:	81
Daily Times Herald Page Views:	<u>N/A</u>
<b>Total Resources Utilized</b>	<b>19,400</b>

#### Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Summer storytime programming this month included special daycare storytime at the library, Rookie Readers, Diane's read-aloud, and Ivan the Reading Dog. Summer reading registration closed on July 15<sup>th</sup>. One last summer show was held on July 5<sup>th</sup> with a concert by Dino O'Dell. Attendance at this show brought the total program attendance up for summer shows to 2,285. The Storywalk at Swan Lake State Park was rescheduled due to the intense heat on July 23<sup>rd</sup>. The new date for this program is September 24<sup>th</sup> from 10:00 to 12:00.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, Artist Trading Cards, and the poetry group. Several adult summer programs were held this month including a visit by New York Times bestselling author Heather Gudenkauf. Good News Book Store came to the library to sell copies of her latest bestsellers. Polynesian Paradise dancers were at the library for an all-ages event on July 30<sup>th</sup>. Town and Country Travel was at the library that day with grass skirts and candy for kids.
  
- 3) **Technology Updates:** As part of the technology upgrades that were budgeted this year by the city council, all of the Windows XP machines remaining in the library were replaced and upgraded to Windows 10. All of the remaining Windows 7 public and staff PC's were upgraded to Windows 10 during this time as well. We also completed an upgrade to our PC management software upgrading Envisionware's PC Reservation to LPTOne which created a print release station at the circulation desk to better protect patron privacy. This upgrade also included a new mobile print feature. Now patrons can print to the library printer from anywhere by emailing documents to the printer, printing from the PrinterOn app on their smart devices, navigating to <http://www.printeron.net/cpl/library> from their home computer or clicking on the button on the library website. Staff are currently preparing an advertising campaign for these new services that will take place during Library Card Signup month in September.
  
- 4) **Upcoming Events:** View upcoming events on the library's Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page.