



# **City Manager's Monthly Activity Report Gerald L. Clausen, City Manager**

**March 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
- Dealt with misc. computer/server issues
- Filed FY 2017 budget with County Auditor and State of Iowa
- Finish process to issue \$910,000 Capital Loan Notes, Series 2016A
- Attended West Central IA Clerks Association Meeting – March 16 (Denison)
- Began research on the Commercial Savings Bank building donation
- Began gathering information for new city website
- Began gathering information for city's liability & property insurance renewal
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Attended Wellness Coalition Meeting – March 17
  - Coordinate Live Healthy Iowa 10 Week Challenge & 5K Walk/Run
  - Trained new employees on the wellness program

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
- Attend IMFOA Conference – Des Moines (April 20-22)
- Attend SMART Conference – Des Moines (April 28)
- Continue gathering information for City website
- File information for city's liability and property insurance renewal
- Continue to promote wellness program with employees
  - Coordinate Live Healthy Iowa 5K – Swan Lake – April 9
  - Attend the Wellness Coalition Meeting – May 5

Accomplishments of particular note:

- 173 utility bills were emailed to customers in March 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 March.

Chief Greg Schreck and Captain Dan Hannasch attended the Carroll County Firefighters Association Meeting held at the Halbur Fire Station on March 21<sup>st</sup>. The training topic at this meeting was grain bin rescue response. Jerry Eslick, with Professional Rescue Innovations, gave an overview of the process to be used for rescue or recovery of a subject that has become trapped in or buried in grain.

Firefighters continued fire hose testing in addition to refresher training in fire response techniques. All vehicles and equipment were operated and inspected to insure that the equipment utilized by the Department is ready for proper operation during emergency situations.

### Run Report for March:

Alarm Date	Alarm Location	Incident Type
03/01/2016	205 N Grant Road	Grease fire
03/01/2016	406 E Anthony Street	Alarm malfunction
03/07/2016	2241 N West Street	False alarm
03/08/2016	19111 Kittyhawk Avenue	Landfill fire
03/11/2016	416 N Grant Road	Electrical fire in oven
03/18/2016	109 N Walnut Street	Subject pinned - extrication
03/18/2016	Highway 71 and Ely Drive	Vehicle collision
03/20/2016	112 E 5 <sup>th</sup> Street	False alarm
03/21/2016	306 N Carroll Street	Vehicle fire

# Police Department

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

Routine Activities for the month:

Officer Nathan Christian began employment with the police department on March 1<sup>st</sup>. He began field training and will attend the Iowa Law Enforcement Academy (ILEA) basic training on April 18<sup>th</sup>. The training is 14 weeks long and once complete, Officer Christian will finish his field training before being on patrol on his own.

Captain Mark Heino helped with Cub Scout training on March 2<sup>nd</sup>.

On March 16<sup>th</sup> the officers completed quarterly fitness testing. Officers are required to participate in the testing with incentives for passing the tests.

On March 23<sup>rd</sup>, officers completed CPR training and were certified on the AED equipment that was received from the Carroll County Preparedness Coalition on March 7<sup>th</sup>. The police department received three AED's which are now in the patrol cars.

Also on March 23<sup>rd</sup>, Sergeant Hoyt completed TASER training with Officer Christian and with the newly hired Carroll County Sheriff's Deputy Andrew Smalldone.

On March 24<sup>th</sup> Sergeant Hoyt assisted with defensive tactics training for a basic training class at ILEA.

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: March 1 THRU March 31, 2016

Offenses	Incidents Reported
Forcible Rape	1
Forcible Fondling	1
Simple Assault	2
Domestic Abuse	2
Burglary/B&E	3
Shoplifting	3
Theft from Vehicle	2
Theft Vehicle Part	1
Theft of Bike	1
Theft from Building	5
Identity Theft	1
Vandalism	1
Vandalism: Residence	3
Vandalism: Vehicle	8
Vandalism: School	1
Drug/Narc Violations	9
Drive Under Infl	4
OWI 2 <sup>ND</sup>	1
Drunkenness	4
Disorderly Conduct	3
All Other Offenses	6
Missing Person	1
Found Property	1
Animal Bite	1
Warrant Outside	3
Restraining Order	3
10-50 PI	3
10-50 PD	11
Under 1500	1
Assist Other Agency	1
Op After Revocation	2
Operate After Suspen	7
Misc. Public	6
<b>Total</b>	<b>102</b>

Citations	
Animal	0
Dark Windows	1
License	16
Other	1
Parking Violation	15
Registration	20
Seatbelt	9
Tobacco	0
Traffic	37
Warning	166
<b>TOTAL</b>	<b>265</b>

Salvage Vehicle  
Inspections: 29

# Building Department

**As reported by Perry Johnson, Building Official**

<i><b>Agricultural</b></i>				
Building	NONE	\$0.00		\$0.00
<b>Agricultural Building Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Building Fee Total:</b>	<b>\$0.00</b>
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i><b>Commercial</b></i>				
Building	03/16/2016	\$49,000.00	160032	\$280.00
<b>Commercial Building Valuation Total:</b>		<b>\$49,000.00</b>	<b>Commercial Building Fee Total:</b>	<b>\$280.00</b>
Electrical	03/22/2016		160044	\$48.84
			<b>Commercial Electrical Fee Total:</b>	<b>\$48.84</b>
Mechanical	NONE			\$0.00
			<b>Commercial Mechanical Fee Total:</b>	<b>\$0.00</b>
Plumbing	NONE			\$0.00
			<b>Commercial Plumbing Fee Total:</b>	<b>\$0.00</b>
Right of Way	03/31/2016		160048	\$25.00
			<b>Commercial ROW Fee Total:</b>	<b>\$25.00</b>
Sign	03/16/2016		160031	\$15.00
	03/31/2016		160050	\$15.00
			<b>Commercial Sign Fee Total:</b>	<b>\$30.00</b>
<b>Commercial Valuation Total:</b>		<b>\$49,000.00</b>	<b>Commercial Fee Total:</b>	<b>\$383.84</b>

**Residential**

Building

03/16/2016	\$25,000.00	160030	\$172.00
03/16/2016	\$40,000.00	160034	\$284.00
03/31/2016	\$10,000.00	160045	\$79.00
03/31/2016	\$29,900.00	160046	\$195.00
03/31/2016	\$4,000.00	160047	\$47.00

**Residential Building Valuation Total: \$108,900.00 Residential Building Fee Total: \$777.00**

Electrical

03/16/2016		160033	\$33.20
03/16/2016		160036	\$35.88
03/22/2016		160040	\$35.88
03/22/2016		160041	\$35.88

**Residential Electrical Fee Total: \$140.84**

Mechanical

03/22/2016		160038	\$54.63
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**Residential Mechanical Fee Total: \$54.63**

Plumbing

03/22/2016		160039	\$110.50
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**Residential Plumbing Fee Total: \$110.50**

Right of Way

03/16/2016		160035	\$25.00
03/22/2016		160037	\$25.00
03/22/2016		160043	\$25.00
03/31/2016		160049	\$25.00

**Residential Right of Way Fee Total: \$100.00**

Sign

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

**Residential Valuation**

**Total: \$108,900.00 Residential Fee Total: \$1,182.97**

**Valuation Grand Total: \$157,900.00 Fee Grand Total: \$1,566.81**

## Permits - YTD – through March 2016

Class	Permit Type	Valuation	Fee
<i><b>Agricultural</b></i>			
	Building	\$0.00	\$0.00
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total: \$0.00</b>
<i><b>Commercial</b></i>			
	Building	\$49,000.00	\$280.00
	Electrical		\$510.65
	Mechanical		\$52.65
	Plumbing		\$0.00
	Right of Way		\$25.00
	Sign		\$60.00
<b>Commercial Valuation Total:</b>		<b>\$49,000.00</b>	<b>Commercial Fee Total: \$928.30</b>
<i><b>Residential</b></i>			
	Building	\$527,117.00	\$2,055.00
	Electrical		\$424.60
	Mechanical		\$54.63
	Plumbing		\$150.50
	Right of Way		\$200.00
	Sign		\$0.00
<b>Residential Valuation Total:</b>		<b>\$527,117.00</b>	<b>Residential Fee Total: \$2,884.73</b>
<b>Valuation Grand Total:</b>		<b>\$576,117.00</b>	<b>Fee Grand Total: \$3,813.03</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 eight graves for Cemetery.
- Placed salt brine on streets after one snow event.
- Patched potholes.
- Placed 28.5 cubic yards of concrete for ROWs, water repairs and sanitary sewer repairs.
- March 21<sup>st</sup>, assisted the Wastewater Division with a sanitary sewer repair.
- March 24<sup>th</sup>, repaired fire hydrant hit by a truck at Grant Road & 1<sup>st</sup> Street.
- March 31<sup>st</sup>, installed new fire hydrant at Grant Road & 1<sup>st</sup> Street.
- Hauled approximately 350 loads of waste dirt and street sweepings to the Landfill.
- Cleaned up old iron and garbage at the Street Maintenance Garage and the former WWTP.
- Division Safety Meeting: “Extension Cord”, March 31<sup>st</sup>.

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

- Water production:

Monthly Total:	31.252 million gallons
Daily Average:	1.008 million gallons
Daily Maximum:	1.215 million gallons
- Completed 151 Iowa One Call locate requests.
- Meter Department
  - 154 service orders.
  - 19 delinquents.
  - 0 rereads.
  - 1 stuck meter.
- Division Safety Meeting: March 30, 2016, Garold Sorensen, Pat Pudenz and Devin Pudenz attended a Work Zone Safety Workshop in Ames. March 31, 2016, the attendees presented the workshop principles and the importance of using proper methods for safe and efficient temporary traffic control devices at worksites.

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	66.498 million gallons
Daily Average:	2.145 million gallons
Daily Maximum:	2.720 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Excavation Safety”, on March 28<sup>th</sup>.

Special Activities/Accomplishments of particular note:

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

- Cleaned up yards from snow plow damage.
- Kurt Mosman, Tyler Schultes and Corey Venteicher attended Work Zone Safety Workshop in Ames on March 30<sup>th</sup>.
- Tom Weber attended the 2016 Street project public meeting on March 7<sup>th</sup>.
- Started working on specifications for new plow truck.

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

- Operated Water Treatment Plant with one (1) filter during Filter Rehabilitation project.
- Submitted two (2) sets of bacteria samples from Transmission Main Project.
- Filter Rehabilitation contractor removed media from Filter #1.
- Excavated and replaced fire hydrant in front of 102 N. Grant Road after vehicle damage.

**Division:** Sean Kleespies, Wastewater Superintendent

- Televised a 300-ft. section of sanitary sewer on Granada Road.
- Jet/Vac 9,300 feet of sanitary sewer in Watershed #1.
- Training on sewer pumps and control panels for Jerry Dentlinger, Matt Riedell, Paul Kersey and Travis Boell.
- Electric Pump installed and aligned storm water pump #3 and raw sewage pump #3.
- Training by Aeries camera systems for Sean Kleespies, Jerry Dentlinger, Matt Riedell, Paul Kersey and Travis Boell.
- Started equipment list for the Job Plus program to help with preventative maintenance.
- Lab testing for the DMRQA proficiency test.
- Drained and cleaned final clarifier #1.
- Carroll Control Systems did an inspection on all wastewater plant backflow preventers.
- Training for Travis Boell, Paul Kersey and Matt Riedell on day-to-day wastewater operations.

Activities planned for next month and other comments:

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

- Sidewalk repairs on Pleasant Ridge Road.
- Storm Sewer repairs on SW Access Road.
- Various ROW permits and street repairs.
- Seed new well sites.
- Grade alleys.
- Maintain signs and signals

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

- Filter Rehabilitation contractor sand blasting, epoxy coating and installing filter media.
- Continue working with contractor on bacteria sampling on Transmission Main project.
- Operate Water Treatment Plant with one (1) filter during Filter Rehabilitation project.
- Continue operating water valves in the distribution system.
- Repaired fire hydrant in front of 401 N. Grant Road after vehicle damage.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/Vac and televising of the sanitary sewer system.
- E & F Hauling will finish cleaning out the sludge lagoon.
- Carroll County Conservation will advise on what kind of native grass can be planted around the storm water basin.
- Training for Matt Riedell, Paul Kersey and Travis Boell on how to handle high-flow situations at the wastewater plant.
- Replace bearing in raw sewage pump #1.

**CAPITAL PROJECT STATUS SUMMARY – 04-13-16**

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	11-09-15	\$81,293.00		03-31-16	Design
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$43,848.36	95%	11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		11-15-13	
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc.	\$122,730.00 +	11-10-14	\$132,856.50	95%	04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61		\$1,144,278.67		11-13-15	
Street Maintenance Building	2015 On-going	FY17	FY16	\$3,050,000	2018	FEH Design	\$22,500.00	01-25-16			05-01-16	Space Needs/ Prelim. Design

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
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	\$77,100.55			Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	\$998,500	2017	Confluence	\$89,040.00	11-10-14	\$30,485.00		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 \$94,260.00	09-14-15	\$99,356.00		2016	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		\$150,000	2017							
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	\$317,506.93		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	\$973,053.98	72%	11-30-15	
Van Meter Addition U.S. 71 Watermain			FY16			King Construction	\$35,456.50	10-13-14	\$33,683.68	95%	11-14-14	
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	\$20,315.00	08-24-15	\$17,285.50		04-01-16	
						Grundman-Hicks, L.L.C.	\$530,200.00	11-23-15	\$246,620.00		04-01-16	
Watermain Replacement		FY17	FY16	\$500,000	2018							

# Parks and Recreation

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

Routine Activities for the month:

**Parks:** Scott Parcher, Parks Superintendent

- Clean up park areas
- Fix winter damage
- Plumbing fixtures put back together
- Cut perennials back
- Cut ornamental grasses down
- Southside shelter cleaned and open for season
- Pick up trash downtown three times a week
- Mark out soccer fields
- Blade parking lots
- Clean out planters
- Tennis courts ready for play
- Baseball/softball fields groomed
- Edge stadium infield

**Golf:** Scott Haakenson, Golf Superintendent

- Painted six practice green flag poles
- Serviced mowers and got them ready for season
- Brush mowed greens four times
- Rolled greens once
- Mowed greens two times
- Mowed tees three times
- Mowed fairways three times
- Mowed collars two times
- Course clean up
- Cut cups two times
- Washed and put up tee signs

**Cemetery:** John Snyder, Cemetery Sexton

- Began clean up leaves on turf from last fall, nine loads
- Picked up four loads of sticks and branches
- Started to repair damaged turf due to grave access when extremely wet out
- Backfilled sunken graves and low spots
- Did all cemetery books, funeral home billing, burial records, grave sales, time sheets, etc.
- Rehired two of our part time help to aid in cleaning up leaves left last fall due to letting part time help go earlier than usual
- Purchased and received eight altura mats to help in remedying turf damage caused from driving trucks on when wet
- Tended to nine interments, one of which was on Saturday with nine being full burials
- Met with 11 families on grave sales

- Helped Historical Society with WPA information accumulated by the late Gretchen Triplet
- Put ground warmers in storage for summer and cleaned and readied equipment building for mowers
- Emptied garbage cans as needed
- Clean up curb areas of dirt and garbage left behind from plowing snow
- Chipped large pile of tree debris at old waste water area
- Started working on flower garden design for my flower and plat order
- Refilled black dirt bunker three times
- Looked at possible need for removal of three trees followed by the planting of five replacements
- Put together a list of stumps to be ground for bidding on, will ask for bids next month, cleanup and filling with black dirt by cemetery personnel

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

	Member Usage	Daily Admission	Total Usage	Daily Ave
March	8992	1135	10,127	327

**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

- Benches on tennis and basketball courts
- Electrical panel at basketball courts

**Golf:** Scott Haakenson, Golf Superintendent

- Hired Jeremy Ehlers as Assistant Golf Superintendent
- Had first ever spring course clean up, 40-50 people showed up, big success
- Opened golf course for play on March 12



**Cemetery:** John Snyder, Cemetery Sexton

- Had to sell graves to close friend who is dying of cancer. This can be a tough part of my job. To me it was an accomplishment to be able to do this grave sale

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

- Attended Iowa Parks & Recreation Conference in Council Bluffs. Was Speaker for Aquatic Roundtable format discussion. Attended sessions on Building Your Brand, UV & Model Aquatic Health Code, Getting the Best of your Employees, “Think Different”, New “Drowning Prevention” Program in Nebraska, Staff Retention, Red Cross Updates, Developing Great Internships.
- Training on “Knowledge Net” an online training program available to government employees to do in house training on Microsoft programs, leadership, and more. Very low cost and can be done in 20-30 minute increments
- Taught Lifeguard Class over the weekend with 6 enrolled. 2 hope to work for the City of Carroll.
- Met with DMAACC group on a May special “shooting contest” for students
- Spoke with summer staff of 2015 to introduce myself and see what kind of schedule/employment plans they have for 2016
- WSI Class cancelled, low enrollment (only 2, moved to May class)
- CRO Staff meeting March 13, discussions ranged from updated weight room, upcoming spring/summer programs, changes to make the job more streamlined and able to greet/assist public
- Superintendent meeting with Carroll staff March 31
- Continued work on weight/cardio room equipment orders and layout

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

- Spring Soccer Planning
- High School Indoor Soccer League
- Spring Soccer Coaches Meeting
- Business Sponsorship program
- Baseball / Softball & T-ball Registration
- Soccer Concession Stand

**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
- Repairs of heating systems
- Downtown light pole lights
- Floor drains at Rec Center

- Heating systems
- Finishing budget items
- LED lights rebates throughout the City
- Theater curtains at Rec Center
- Weight room remodel expansion project
- Golf Club house opening
- Tested and fixed storm sirens
- Filled night position
- Started Graham Park basketball power replacement

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Paint soccer fields
- Open all park facilities
- Mow park areas
- Fence for stadium dugouts
- Court at Veterans Park down
- T-ball fences and backstops up
- Batting cage nets put up

**Golf:** Scott Haakenson, Golf Superintendent

- Bring on part time employees
- Turn on irrigation
- Turn on bathrooms

**Cemetery:** John Snyder, Cemetery Sexton

- Spring clean-up, dirt work, flower gardens, start mowing, tree work, etc.

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

- CPR/First Aid classes for staff and other City employees

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

- Spring Soccer
- Baseball / Softball / T-ball Prep
- Summer / Fall Program planning

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

- Graham Park power

**Safety Topic:**

- CRO Meeting – Access Control discussed
- Electricity



# Director's Report March 2016

**PUBLIC LIBRARY**  
INFORM • INSPIRE • IMAGINE

## As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Stress Relief Coloring	22	Total Print Circulation:	8,649
Artist Trading Cards with Kelsey	8	BRIDGES Circulation:	591
Orphan Train Programs	120	Consumer Reports Page Views:	186
Tech Help Friday	40	Public Computer Use:	961
Children's Library Programs	373	Wi-Fi Use:	267
Children's Program Outreach	481	EbscoHost Downloads:	172
Crafty Library Ladies	67	Tumblebooks Downloads:	16
Poetry Group	24	Global Road Warrior Page Views:	77
Brown Bag Book Club	6	Learning Express Resources:	117
Read 'em & Eat Book Club	12	Freegal Music Downloads:	197
Adult Literacy Tutoring	6	GVRL eBook Downloads:	1
Teen Tech Week	80	ABC Mouse Sessions:	55
Jolene Philo Caregiver Program	<u>6</u>	Zinio Digital Magazine Circulation:	30
<b>Total Program Attendance</b>	<b>1,245</b>	Daily Times Herald Page Views:	<u>26</u>
		<b>Total Resources Used</b>	<b>11,345</b>
<b>Monthly Door Count</b>	<b>8,145</b>		

## Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued Rookie Storytime, Ivan the Reading Dog, and the read aloud program in the library this month. She also continued outreach storytime to area daycares including the Romp & Read program at the Carroll Rec Center. The library hosted Teen Tech Week (March 6-12) with 4 days of tech programming including learning to code, e-textiles (sewing electronic components with conductive thread), Lego Mindstorm robotics, and making green screen videos with the Carroll Hyperstream Club.

2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of book clubs, Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, and the poetry group. In addition, the library continued the Artist Trading cards program with Kelsey. The Read 'em & Eat Book Club met for their second meeting with special guest, Chef Matt, from the Carroll HyVee. We also welcomed author Jolene Philo who presented a program on organizing caregiver paperwork on March 24<sup>th</sup>.

3) **Special Projects**

- a) **Everybody on the Same Page:** The All-Carroll County Reads program, Everybody on the Same Page, began on March 1<sup>st</sup> with several special programs including Pippa White's performance at the Carroll Depot on March 4<sup>th</sup>, the movie showing of the IPTV documentary, "West by Orphan Train", shown at the Carroll Rec Center on March 11<sup>th</sup>, and Rudy Daniels's Humanities Iowa program held on March 31<sup>st</sup>. By the end of March, the library was circulating 80 copies of both books "Orphan Train" by Christina Baker Kline and "A Family Apart" by Joan Lowry Nixon in multiple formats. Three book club sets were requested from other libraries in Iowa.
- b) **Space Planning:** Kim Bolan & Associates completed their on-site visit on March 21<sup>st</sup> & 22<sup>nd</sup> to prepare a potential space plan update. Their report will be forwarded to the Library Board of Trustees by the end of May 2016.
- c) **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.