



City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

November 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
- Continued to research and prepare 2015 1094-C & 1095-C
- Newly elected officials orientation
- Carroll County Leadership orientation at City Hall
- Prepared budget information for departments
- Prepared and filed FY 2015 Annual Financial Report to State Auditor
- Prepared and filed TIF certification to Carroll County Auditor
- Prepared and filed FY 2016 Budget Amendment #1 to Carroll County Auditor
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Attended Wellness Coalition Meeting – November 19

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
- Continue researching and preparing 2015 1094-C & 1095-C
- Attend Iowa League of Cities Budget workshop – December 1 (Harlan)
- Attend Municipal Leadership Academy, Part 1 – December 3 (Atlantic)
- Attend West Central IA Clerks Association Meeting – December 10 (Denison)
- FY 2017 budget preparation
- Continue to promote wellness program with employees
 - Attend Carroll County Wellness Coalition Meeting – December 17
 - Promote Live Healthy Iowa 10 Week Challenge

Accomplishments of particular note:

- 163 utility bills were emailed to customers in November 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 November.

The Department held the 92nd annual Firefighters Dance at the Carrollton Inn on November 1st. This annual fundraising event was very successful and we thank the businesses and residents of the City of Carroll and the surrounding rural area for their unwavering support.

On November 9th, Department members participated in a Forcible Entry Class. The class involved one hour of classroom instruction followed by a two hour hands-on utilization of a door prop loaned to us by Iowa Central Community College and the Fort Dodge Fire Department. The door prop provided firefighters with various types of locking devices and door swing direction that provided the opportunity to utilize tools and knowledge to open locked doors faced in actual situations.

Accomplishments of particular note:

Firefighters assisted the Chamber of Commerce by replacing missing and burned out lights in the downtown business district Christmas decorations. This is always a big job but results in making the downtown area look inviting and festive for the Christmas season.

Run Report for November:

Alarm Date	Alarm Location	Incident Type
11/04/2015	1911 Kittyhawk Ave	Landfill fire
11/19/2015	1231 N Clark	Detector malfunction
11/24/2015	1911 Kittyhawk Ave	Landfill fire
11/25/2015	407 N Main	Vehicle fire
11/26/2015	215 th & Olympic	Downed power line
11/30/2015	230 th & Highway 71	Vehicle roll-over

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

The City Council approved the purchase of Taser X2's for the department on November 9th. The order was placed for 13 units with an expected delivery of 3-6 weeks. The Electronic Control Device / Taser policy was approved on November 23rd. The policy will give direction to the officers as well as declare training requirements for the equipment.

Officer Jason Kirsch attended a Street Survival Seminar in Waterloo on November 17th and 18th. The seminar teaches the officers tools needed to survive the rapidly changing world of law enforcement and how to learn from the changes to become better as an officer.

Officer Jake Smith finished field training on November 18th. He is now working a patrol shift during the afternoon hours.

The first snowfall came toward the end of the month. It is important to remember to remove your vehicles from the streets during snowfall so the street department can get snow removed. Those in violation can be ticketed or towed. Information is given through the radio or on the PD or City Facebook pages.

Bid openings for a new patrol car were on November 30th. The department will be trading one Ford Police Interceptor AWD sedan for a Police AWD Police Interceptor Utility.

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: November 1 THRU November 30, 2015

Offenses	Incidents Reported
Simple Assault	4
Domestic Abuse	1
Burglary/B&E	2
Shoplifting	1
Theft from Building	5
Identity Theft	1
Bad Checks	1
Vandalism: Residence	3
Vandalism: Vehicle	1
Vandalism: Other	1
Drug/Narc Violations	6
Drive Under Infl	4
Liquor Law Violation	3
Drunkenness	2
Disorderly Conduct	4
Harassment	1
All Other Offenses	4
Found Property	1
Warrant Outside	5
Restraining Order	2
10-50 PI	1
10-50 PD	17
1050 PD: Hit and Run	3
Operate After Suspen	4
Total	77

Citations	
Animal	0
Dark Windows	1
License	17
Other	4
Parking Violation	23
Registration	10
Seatbelt	6
Tobacco	1
Traffic	69
Warning	248
TOTAL	379

Salvage Vehicle
Inspections: 23

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

11/03/2015

\$45,000.00

150348

\$262.00

11/12/2015

\$483,100.00

150371

\$0.00

11/16/2015

\$225,000.00

150372

\$758.50

11/16/2015

\$264,000.00

150375

\$851.00

Commercial Building Valuation Total:

\$1,017,100.00

Commercial Building Fee Total:

\$1,871.50

Electrical

11/02/2015

150339

\$143.77

11/03/2015

150349

\$35.88

11/16/2015

150376

\$60.00

Commercial Electrical Fee Total:

\$239.65

Mechanical

11/30/2015

150380

\$47.01

Commercial Mechanical Fee Total:

\$47.01

Plumbing

11/02/2015

150338

\$40.00

11/30/2015

150379

\$52.00

Commercial Plumbing Fee Total:

\$92.00

Right of Way

11/30/2015

150378

\$25.00

Commercial ROW Fee Total:

\$25.00

Sign

11/12/2015

150355

\$5.00

Commercial Sign Fee Total:

\$5.00

Commercial Valuation Total:

\$1,017,100.00

Commercial Fee Total:

\$2,280.16

Residential

Building

11/02/2015	\$27,000.00	150341	\$181.00
11/12/2015	\$200,000.00	150362	\$731.00
11/12/2015	\$220,000.00	150369	\$781.00
11/12/2015	\$30,000.00	150370	\$0.00
Residential Building Valuation Total:	\$477,000.00	Residential Building Fee Total:	\$1,693.00

Electrical

11/02/2015		150337	\$35.88
11/02/2015		150342	\$118.00
11/02/2015		150343	\$163.00
11/02/2015		150344	\$152.00
11/02/2015		150345	\$60.68
11/02/2015		150346	\$53.88
11/02/2015		150347	\$43.40
11/03/2015		150350	\$60.68
11/12/2015		150356	\$35.88
11/12/2015		150357	\$35.88
11/12/2015		150358	\$35.88
11/12/2015		150360	\$63.00
11/12/2015		150361	\$73.25
11/16/2015		150373	\$35.88
11/16/2015		150374	\$35.88
		Residential Electrical Fee Total:	\$1,003.17

Mechanical

11/03/2015		150351	\$60.63
11/12/2015		150365	\$51.26
11/12/2015		150367	\$51.26
		Residential Mechanical Fee Total:	\$163.15

Plumbing

11/03/2015		150352	\$55.50
11/12/2015		150363	\$55.50
11/12/2015		150368	\$55.50
		Residential Plumbing Fee Total:	\$166.50

Right of Way

11/02/2015		150340	\$25.00
11/03/2015		150353	\$0.00
11/06/2015		150354	\$25.00
11/12/2015		150359	\$25.00
11/12/2015		150364	\$25.00
11/12/2015		150366	\$25.00
		Residential Right of Way Fee Total:	\$125.00

Sign

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

Residential Valuation

Total:	\$477,000.00	Residential Fee Total:	\$3,150.82
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Valuation Grand Total:	\$1,494,100.00	Fee Grand Total:	\$5,430.98
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Permits - YTD – through November 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			\$30,025.50
	Electrical	\$18,355,817.00		\$2,827.36
	Mechanical			\$1,162.55
	Plumbing			\$1,106.00
	Right of Way			\$395.00
	Sign			\$2,265.00
Commercial Valuation Total:		\$18,335,817.00	Commercial Fee Total:	\$37,781.41
<i>Residential</i>				
	Building			\$17,414.27
	Electrical	\$4,290,744.90		\$3,780.35
	Mechanical			\$983.43
	Plumbing			\$1,319.00
	Right of Way			\$6,705.00
	Sign			\$0.00
Residential Valuation Total:		\$4,290,744.90	Residential Fee Total:	\$30,202.05
Valuation Grand Total:		\$22,626,561.90	Fee Grand Total:	\$67,983.46

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated two graves for Cemetery.
- Placed 18 cubic yards of concrete for street repairs from water leaks.
- Maintained signs and signals.
- Swept streets as weather permitted.
- Plowed snow for two snow events.
- Sanded for one ice event.
- Patched potholes.
- Bladed gravel roads as weather permitted.
- Painted roadway markings for the 10th Street project.
- Maintained snow equipment as needed
- Division Safety Meeting: “Slips, Trips and Falls Prevention”; November 25, 2015.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	29.138 million gallons
Daily Average:	0.971 million gallons
Daily Maximum:	1.149 million gallons
- Completed 97 Iowa One Call locate requests.
- Meter Department
 - 72 service orders.
 - 9 delinquents.
 - 0 reread.
 - 2 stuck meters.
- Division Safety Meeting: Back Training and Strengthening, November 30th, 2015.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	60.948 million gallons
Daily Average:	2.032 million gallons
Daily Maximum:	3.145 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Proper Body Mechanics while Sitting and Lifting”, November 23, 2015.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Put up all Christmas decorations in CBD.
- Assisted the Water Department with two water leaks on November 4th, 2015.
- Tom Weber attended re-certification class for Ornamental & Turf Grass Application.
- Installed a 7,000 gallon salt brine storage tank at the Street Maintenance Garage.

Division: Water; Terry Kluver, Water Superintendent

- Completed winter checklist on 490 Fire hydrants.
- Submitted six (6) sets of bacteria samples from new 16" watermain transmission line.
- Repaired watermain leak in the 700 block of Granada Road.
- Assisted Street Division putting up Christmas lights.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater Division is fully staffed with the addition of Paul Kersey and Travis Boell.
- Continued training for Jerry Dentlinger and Matt Riedell in the lab.
- Placed rip/rap on the west bank of the sludge lagoon to help with erosion.
- Replaced filters for all the heating units.
- Received the lab results for the sludge so we can begin to land apply.
- Matt Riedell and Paul Kersey have been jet/vaccing sewers on Salinger Avenue, Quint Avenue and S. Maple Street.
- Training Travis Boell and Paul Kersey on the digester sampling.
- Electric pump repairing stormwater pump #1.
- Solicited quotes for a new recorder for the CCTV system.
- Televised 700 feet of sanitary sewer.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Crack seal streets.
- Put up Christmas lights.
- Put up snow fence.
- Begin preparing F.Y. 16 – 17 Budget pricing.
- Paint crosswalks on 10th Street following paving.
- Hire Street Department employee.

Division: Water; Terry Kluver, Water Superintendent

- Work with contractor on bacteria sampling new 16” raw water transmission main.
- Train new employee on locates and plant operations.
- Continue working on winter checklist on 490 fire hydrants.
- Work with contractor on lowering two (2) watermains on 10th and Salinger for the Street Resurfacing – 2015 project.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Maintenance of Plant grounds.
- Continue to train Jerry in the Lab.
- Training for Matt Riedell, Paul Kersey and Travis Boell
- Laboratory inspection conducted by the Iowa Hygienic Lab.
- E & F Pumping will clean the sludge lagoon.
- Building preparation for winter.
- Cleaning of final clarifier #1.
- Hauling rock to the edge of the sludge lagoon to prevent erosion.

CAPITAL PROJECT STATUS SUMMARY – 12-15-15

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	\$294,708.93		11-20-15	
Transmission Main – Group A						Cahoy Pump Service	\$33,820.00 +	11-24-14	\$58,489.35			\$12,440.00 Alternate 1
Water Supply Wells – Group B						Drake Construction, L.C.	\$752,719.00	03-23-14	\$739,889.39		11-30-15	
Grant Road Watermain Abandonment		2013	2013	\$5,000	2013	Sargent Drilling	\$1,194,699.74	03-23-14	\$677,376.85		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	\$76,376.55		Design	
Downtown Streetscape Phase 7		2013	2013	\$60,000	2013	Confluence	\$57,250.00	09-09-13	\$74,696.23	95%	04-14	Design Completion
						Badding Construction Company	\$772,058.03	04-28-14	\$731,566.96		11-21-14	
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	\$128,816.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$1,095,094.23		11-13-15	
Downtown Streetscape Phase 8						Confluence	\$89,040.00	11-10-14	\$30,485.00		05-15	Design Completion
High Ridge Road Resurfacing - 2016						JEO Consulting Group, Inc.	\$99,356.00 \$94,260.00	09-14-15	\$79,563.50		2016	Design Construction Services
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	\$20,315.00	08-24-15	\$10,255.00		04-01-16	
Third Street Storm Sewer Improvements - 2016						JEO Consulting Group, Inc.	\$152,425.00	11-09-15			2016	
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

- Mow parks
- Mulch leaves
- Water trees
- Blow irrigation systems
- Topdress infields
- Decorate pots for winter
- Trim shrubs and cut perennials downtown
- Flower bed cleaned up
- Plant 25 Dogwoods on Main Street islands
- Clean up trees from storm damage
- Start on 2016-2017 budget
- Clean equipment and put away for season
- Snow equipment ready
- Move snow and ice from sidewalks

Golf: Dan Smith, Golf Superintendent

- Mowed greens 2 times
- Mowed tees 2 times
- Mowed fairways 2 times
- Mulched leaves
- Brought in trash baskets and power washed them
- Brought in tee markers and flag poles
- Cleaned up and stored 3 72" rough mowers
- Removed gang mowers from frames and power washed
- Winterized fairway sprayer and stored
- Closed and winterized bathrooms

Cemetery: John Snyder, Cemetery Sexton

- Laid off all seasonal help on 11-06-2015
- Mulched leaves daily until the 6th
- Serviced, power washed and waxed all mowers for winter storage
- Serviced, cleaned and stored all summer hand tools, weed eaters, etc.
- Mulched and bagged leaves for tilling into flower gardens in Block 8 after pulling existing annuals
- Tilled flower gardens in Block 8
- Backfilled graves when and where needed
- Discussed budget increase for seasonal help and also the use of prison help weed eating various times of the years
- Cleaned, prepped and put three frost burners in equipment building for winter use
- Trimmed damaged large Oak Tree in Block 10 due to a lighting strike
- Raised the ceiling on five trees for grave access in Blocks A, B, 11 and Mt. Olivet
- Mulched all tree branches from trimming and removal of trees

- Picked up four truckloads of branches downed from wind storm on the 12th
- Emptied trash cans daily
- Completed all cemetery bookwork, including time sheets, burial records, grave sales and transfers, equipment service records and funeral home billing
- Collected all fees due from private cremation and out of town full burials at time of services
- Worked with monument company on install locations
- Planted two Burning Bush Shrubs in Block 6 with perennial bulbs around them for highlights
- Tended to five burials of which on one was a cremation and one was done on Saturday
- Cleared cemetery roads and Rec Center parking lots after snowstorm on the 20th
- Attended a back safety and proper exercise session put on by Brian Bellinghausen on the 23rd

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
Nov.	8,170	675	8845	295

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Wess
- Update digital sign at Rec Center

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:

Golf: Dan Smith, Golf Superintendent

- Blew out irrigation system for winter
- Winterized pump station
- Blew out well pipe to irrigation pond

Cemetery: John Snyder, Cemetery Sexton

- Removed one large Oak Tree in Block 6, it was a dead, hazardous tree

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Partnership program - Met with St Anthony's Hospital staff several times about a new partnered program "Live Healthy" in January – taught in cooperation with an RN, nutritionist, physical therapist, and recreation staff in 4 weeks
- Completed LG class November 10 - 6 of 8 from lifeguard class plan to work at Carroll, 2 are currently working, the other 4 are waiting for sports seasons to end to complete New Hire Training
- Hired new staff Fred Brown to work CRO and teach new aqua fitness classes – deep water running (HydroStride) and possibly a shallow walking or tri-athlon training class
- Steering Committee Meeting November 4 with Dave Swartz from Water's Edge to discuss options for updates to the indoor pool.
- Worked several shifts of CRO front desk to learn systems and opening/closing duties
- 2 meetings to plan for Jingle Bell Giving Tree partnership run with New Opportunities, scheduled for December
- Fitness Staff meeting November 5 – discussed increasing class numbers, marketing strategies, spreading the word about hiring more instructors.
- CRO meeting November 22 – discussed office troubleshooting, schedules, improving the facility operations, member questions and concerns communicated
- Attended Iowa Parks & Recreation State Board meeting in Grinnell
- Met with mom's group about creating program and "scheduled times" for pre-K parents and children, hope to begin in January
- Attended Wellness Coalition meeting November 19 in Glidden

Leisure Services: Mike Mertes, Recreation Program Specialist

- Parent / Child Turkey Shoot
- Jingle Bell Run Planning
- 1st – 6th Basketball Programming
- Spring / Summer program planning

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
- Aquatic Center drain and winterizing
- Repairs of heating systems
- Downtown light pole lights
- Roof drains at Rec Center
- Floor drains at Rec Center
- Lighting upgrades throughout city buildings
- Heating systems

- Stadium demo
- Library book shoot
- Downtown Christmas Lights
- '16/17 budget

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Clean up beds downtown
- Equipment repair
- Rebuild some maintenance equipment
- Order trees
- Trim trees

Golf: Dan Smith, Golf Superintendent

- Prepare fertilizer and chemical program for 2016
- Order golf course accessories for 2016
- Prepare budge for 2016/2017

Cemetery: John Snyder, Cemetery Sexton

- Move snow when needed
- Regular schedule
- Do year end records

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Jingle Bell Giving Tree Run – 1 mile on December 12 partner with New Opportunities
- Kids Night Out – night for parents to drop off 3rd-6th graders from 7-9 PM to holiday shop

Leisure Services: Mike Mertes, Recreation Program Specialist

- Jingle Bell Run
- Software Demos

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Light change at City Hall

Safety Topic:

- Electricity
- Lifeguard Inservice – CPR skills, spinal backboarding, expectations
- CRO Staff- emergency discussion/AED, job overview and troubleshooting
- Fitness Staff- discussed what to do in an emergency and thinking of “What If”



Director's Report November 2015

PUBLIC LIBRARY

INFORM • INSPIRE • IMAGINE

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Stress Relief Coloring	31	Total Print Circulation:	7,600
Nanowrimo Midway Event	3	BRIDGES Circulation:	508
iPad Club/Tech Help Friday	45	Public Computer Use:	881
Children's Library Programs	192	Wi-Fi Use:	234
Children's Program Outreach	358	EbscoHost Downloads:	167
Crafty Library Ladies	61	Tumblebooks Downloads:	1
Poetry Group	13	Global Road Warrior:	N/A
Brown Bag Book Club	8	Learning Express Resources:	113
Tuesday Night Book Club	7	Freegal Music Downloads:	192
Interplanetary Adventures	104	GVRL eBook Downloads:	5
School Field Trips	134	ABC Mouse Sessions:	52
Adult Literacy Tutoring	2	Zinio Digital Magazines:	49
Monthly Door Count	5,787	Daily Times Herald Page Views:	6,439
		Consumer Reports:	397

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued Rookie Storytime, read aloud programs, and reading dog programs in the library this month. She also continued outreach storytime to area daycares. Interplanetary Adventures after school programs were held twice per week through November 19th with an average of 19 children attending each session in the council chambers.

Early Literacy Day scheduled for November 21st was rescheduled due to inclement weather. The new date for this program is Saturday, January 23rd from 10:00 to 12:00. The program will feature musical guest Chad Elliott and Dr. Whoot, the library's new mascot. We will also register children for the 1,000 Books before Kindergarten initiative.

The 2nd Annual Reading Tree project began November 16th in the library to raise funds and new picture books and board books for children age birth to 5 in the Carroll area. Books will be distributed the week before Christmas.

- 2) **Adult & Teen Programs:** The library began an adult stress relief coloring program in November which has been very popular with an average of 9 attending each week. There were 7 participants registered for Nanowrimo (National Novel Writing Month) during the month of November. Gwen Hoffman of Audubon achieved the status of “winner” on nanowrimo.org for completing her 50,000 word novel in 30 days.

The iPad Club and Tech Help Friday programs continue to be popular options for patrons requesting help with their devices. The Friends of the Library held their first book sale in the library November 5th through 7th and raised over \$1,700 to help fund library programs and incentives.

One new adult learner has been referred from DMAAC and scheduled for weekly reading and writing help with the Director.

- 3) **Space Planning Update:** Quotes were obtained for consulting services for future improvements to the library layout from Kim Bolan & Associates, Jones Library Sales, Anders Dahlgren, Library Strategies, and George Lawson. The library board will review these quotes for service at their December trustee meeting. Usage statistics and turnover rates were calculated with data from FY15 to aid with planning.
- 4) **IT Service Contract:** Notice was placed in the Daily Times Herald on November 20th that the board of trustees would begin accepting bids for the library’s IT service contract. The current contract with Computer Concepts expires on December 31, 2015. Proposals will be accepted until December 14th for managing the technology resources of CPL for 3 years beginning January 1, 2016 and ending December 31, 2018.

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.