



City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

October 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
- Worked with DMACC auditing intern
- Continued to research and prepare 2015 1094-C & 1095-C
- Attended IMFOA Clerks Conference – October 21 – 23 (Des Moines)
- Amended the Downtown UR Plan
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Promoted and attended Healthiest State 1K Walk – October 7
 - Attended Wellness Coalition Meeting – October 15
 - Wellness meeting with BSI – wellness assessment summary & plan for 2016

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
- Help with newly elected officials orientation
- Help with Carroll County Leadership session at City Hall
- Continue researching and preparing 2015 1094-C & 1095-C (discussions with BSI & IRS webinars)
- Continue to promote wellness program with employees
 - Attend Carroll County Wellness Coalition Meeting – November 19

Accomplishments of particular note:

- 163 utility bills were emailed to customers in October 2015

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 October.

October 4th - 10th was Fire Prevention Week. This year's theme was "Hear The Beep Where You Sleep". This theme carried into the Department's annual Fire Prevention Poster Contest for local school children in Grades 3, 4 and 5. We received approximately 170 posters and the Department awarded cash prizes for the 1st-, 2nd- and 3rd-place winners in each grade. The First place posters in each grade will be forwarded to the Iowa Firefighters Association for judging at the State Level.

Fire Prevention Week also involved tours of the Fire Station for nearly 300 pre-school and kindergarten students. Chief Schreck delivered the message of the importance of fire prevention and being prepared to react in case of fire. Working smoke detectors are crucial in surviving a residential fire so children were given the assignment of having their parents check their detectors and setting up a home fire escape plan with an outside meeting place.

Accomplishments of particular note:

October is also the month the Department conducts ticket sales for the annual Firefighters Dance. This year, as many years in the past, the Department enjoyed tremendous community support. Many of the dollars raised from this event are used to purchase firefighting equipment, reducing the amount of tax-generated revenue needed to operate the Department. Our thanks go to the community for their support of our efforts.

Run Report for October:

Alarm Date	Alarm Location	Incident Type
10/01/2015	Hwy 30 & Ivy Ave	Vehicle roll-over
10/11/2015	1911 Kittyhawk Ave	Landfill fire
10/12/2015	13938 Hawthorne Ave	Mutual aid given to Breda FD
10/16/2015	215 th & Olympic Ave	Vehicle collision
10/17/2015	1214 East 18 th St	False alarm
10/17/2015	19502 Phoenix Ave	Mutual aid given to Lidderdale FD
10/21/2015	1111 Plaza Dr	Vehicle fire
10/23/2015	1607 N West St	Alarm malfunction
10/29/2015	15401 Concord Ave	Mutual aid given to Breda FD

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Band Day was October 3 and all available officers were used for traffic control along with set up and tear down of no parking area along the route and staging areas. It was again a successful Band Day.

Officer Tony Amdor began employment with the police department on October 5th. He will complete field training until he leaves for the academy on January 4, 2015.

Sergeant Jeremiah Hoyt attended Taser Instructor School on October 8 & 9 in Altoona. He is now certified to instruct officers on the use of Taser. We will have officers equipped with Tasers by the end of the year and Sergeant Hoyt will conduct their training.

Captain Mark Heino spoke to a Boy Scout group on October 14th at Holy Spirit School. He spoke to about a dozen cub scouts about child abuse and answered questions they had about police.

On October 16 Captain Heino spoke to a group of middle school aged kids at Graham Park about Halloween safety. This was completed through Plains Area Mental Health.

On the 21st and 22nd, Carroll Officers completed firearms qualifications. The officers were certified in low light handgun qualifications and Iowa Law Enforcement Academy in-service handgun qualification.

Officer Gary Bellinghausen received training from the Des Moines Police Department on October 26th on computer searches. The training provided software which the department can use to quickly scan computers for illegal documents.

On October 27th, Officer Kenny Bensley assisted the Iowa Law Enforcement Academy with OC certification for the Basic Academy.

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: October 1 THRU October 31, 2015

Offenses	Incidents Reported
Simple Assault	5
Domestic Abuse	2
Burglary/B&E	3
Shoplifting	5
Theft from Vehicle	5
Theft from Building	2
Motor Vehicle Theft	1
Counterfeit/Forgery	3
Credit/ATM Fraud	3
Stolen Property	1
Vandalism	1
Vandalism: Business	2
Vandalism: Residence	5
Vandalism: Vehicle	2
Drug/Narc Violations	6
Drug Equipment Viol	1
Drive Under Infl	7
Disorderly Conduct	1
Harassment	1
All Other Offenses	10
Found Property	2
Animal Bite	1
Warrant Outside	5
Car and Bike	1
10-50 PD	17
1050 PD: Hit and Run	3
Under 1500	3
Assist Other Agency	1
Op After Revocation	1
Operate After Suspen	5
Miscellaneous Public	5
Total	110

Citations	
Animal	2
Dark Windows	4
License	17
Other	2
Parking Violation	11
Registration	9
Seatbelt	10
Tobacco	4
Traffic	46
Warning	198
TOTAL	303

Salvage Vehicle
Inspections: 17

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

10/28/2015 \$15,000.00

150326 \$110.00

10/28/2015 \$35,000.00

150336 \$217.00

Commercial Building Valuation Total:

\$50,000.00

Commercial Building Fee Total:

\$327.00

Electrical

10/28/2015

150334 \$69.63

Commercial Electrical Fee Total:

\$69.63

Mechanical

NONE

Commercial Mechanical Fee Total:

\$0.00

Plumbing

NONE

Commercial Plumbing Fee Total:

\$0.00

Right of Way

10/28/15

150325 \$25.00

Commercial ROW Fee Total:

\$25.00

Sign

10/13/2015

150322 \$15.00

10/13/2015

150323 \$15.00

10/28/2015

150331 \$15.00

Commercial Sign Fee Total:

\$45.00

Commercial Valuation Total:

\$50,000.00

Commercial Fee Total:

\$466.63

Residential

Building

10/05/2015	\$50,000.00	150302	\$284.50
10/07/2015	\$475,000.00	150303	\$1419.00
10/07/2015	\$1,000.00	150305	\$22.00
10/08/2015	\$300,000.00	150307	\$981.00
10/08/2015	\$25,000.00	150308	\$172.00
10/13/2015	\$48,000.00	150312	\$280.00
10/13/2015	\$30,000.00	150320	\$194.50
10/28/2015	\$4,000.00	150329	\$40.75
10/28/2015	\$9,850.00	150330	\$78.25

Residential Building Valuation Total: \$942,850.00 Residential Building Fee Total: \$3,472.00

Electrical

10/01/2015		150301	\$35.88
10/07/2015		150306	\$60.40
10/08/2015		150310	\$35.88
10/13/2015		150311	\$192.77
10/28/2015		150324	\$35.88
10/28/2015		150327	\$35.88

Residential Electrical Fee Total: \$396.69

Mechanical

10/13/2015		150314	\$37.51
10/13/2015		150318	\$47.13
10/28/2015		150328	\$53.26

Residential Mechanical Fee Total: \$137.90

Plumbing

10/08/2015		150309	\$62.00
10/13/2015		150313	\$30.50
10/13/2015		150316	\$90.50
10/13/2015		150317	\$114.00

Residential Plumbing Fee Total: \$297.00

Right of Way

10/07/2015		150304	\$25.00
10/13/2015		150315	\$25.00
10/13/2015		150319	\$25.00
10/13/2015		150321	\$25.00
10/28/2015		150332	\$25.00
10/28/2015		150333	\$25.00
10/28/2015		150335	\$25.00

Residential Right of Way Fee Total: \$175.00

Sign

NONE \$0.00

Residential Sign Fee Total: \$0.00

Residential Valuation Total: \$942,850.00 Residential Fee Total: \$4,478.59

Valuation Grand Total: \$992,850.00 Fee Grand Total: \$4,945.22

Permits - YTD – through October 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			\$28,154.00
	Electrical	\$17,318,717.00		\$2,587.71
	Mechanical			\$1,115.54
	Plumbing			\$1,014.00
	Right of Way			\$370.00
	Sign			\$2,260.00
Commercial Valuation Total:		\$17,318,717.00	Commercial Fee Total:	\$35,501.25
<i>Residential</i>				
	Building			\$15,721.27
	Electrical	\$3,813,744.90		\$2,777.18
	Mechanical			\$820.28
	Plumbing			\$1,152.50
	Right of Way			\$6,580.00
	Sign			\$0.00
Residential Valuation Total:		\$3,813,744.90	Residential Fee Total:	\$27,051.23
Valuation Grand Total:		\$21,132,461.90	Fee Grand Total:	\$62,552.48

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated seven graves for Cemetery.
- Placed 10 cubic yards of concrete for ROW Permits.
- Maintained signs and signals.
- Graded gravel roads weekly.
- Swept streets and CBD weekly at 5:00 A.M.
- Patched potholes.
- Crack-sealed all new concrete patches.
- Crack-sealed Putnam Avenue and S. Clark Street.
- Prepared all snow equipment.
- Picked up V-plow and wing from Iowa Prison Industries.
- Jeff Warnke and Kurt Mosman attended the Snow Plow Roadeo in West Des Moines on September 29 – October 1.
- Jeff Warnke placed 2nd in the Loader Division at the Snow Plow Rodeo in West Des Moines on September 29 – October 1.
- Division Safety Meeting: “Fire Prevention and House Keeping”; October 27, 2015.

Division: Water; Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	33.044 million gallons
Daily Average:	1.101 million gallons
Daily Maximum:	1.442 million gallons
- Completed 166 Iowa One Call locate requests.
- Meter Department
 - 73 service orders.
 - 10 delinquents.
 - 0 reread.
 - 2 stuck meters.
 - 1 high water bill.
- Division Safety Meeting: Annual Hearing Test, October 6th, 2015.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	59.984 million gallons
Daily Average:	1.903 million gallons
Daily Maximum:	3.722 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Water and Wastewater Dangers”, October 26, 2015.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Took delivery of 2015 Elgin Sweeper.
- Removed trees and re-graded the ditch east of Well #17.
- Hauled sweepings to the Landfill.
- Painted Stadium gates.
- Entered two Street Department vehicles in Band Day Parade.

Division: Water; Terry Kluver, Water Superintendent

- Conducted four (4) class tours at the Water Treatment Plant for Carroll Middle School 7th-graders.
- Repaired fire hydrant in front of 1832 Industrial Park Road after vehicle damage.
- Worked with contractor on flushing new 16" raw water transmission main.

Division: Sean Kleespies, Wastewater Superintendent

- Digester outside flame repairs.
- Continued training Jerry in the Lab.
- Matt Riedell started work October 19th.
- Replaced electric motor on fine screen.
- Installed water level transducer for the storm water wet well.
- Drained final clarifier #1 for the winter.
- Training for Matt on the laboratory sampling and Wastewater Plant operations.

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 – 11-10-15

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	\$282,192.43		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	\$526,295.58		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	\$74,178.05		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	\$127,168.50		04-15	Plus Hourly Construction Services Design Completion
						Ten Point Constr. Co., Inc.	\$1,132,455.61	06-16-15	\$938,911.40		11-13-15	
Downtown Streetscape Phase 8						Confluence	\$65,000.00	11-10-14	\$29,213.00		05-15	Design Completion
High Ridge Road Resurfacing - 2016						JEO Consulting Group, Inc.	\$99,356.00 \$94,260.00	09-14-15	\$46,048.00		2016	Design Construction Services
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	\$20,315.00	08-24-15	\$7,982.50		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

- Clean all restrooms and shelter
- Pick up litter in park areas and downtown
- Mow park areas once a week
- Mow ballfields twice a week
- Mow rough areas with trail mower
- Spray broadleaf weeds
- Order fencing for new t-ball fields
- Order infield material for ballfields
- Trim burbs and sidewalks
- Take batting cages down and put away
- Put away tables and trash cans
- Prep work on Stadium storage building
- Clean out Stadium storage rooms
- Transplant trees, water and mulch – 73 trees
- Clean up storm damaged trees
- Topdress Stadium warning track
- Fertilize park areas
- Aerify and fertilize ballfields
- Aerify soccer fields
- Shut water off and dismantle fixtures
- Mulch leaves
- Blow out irrigation systems
- Seed area in Graham Park
- Help with demolition at Stadium

Golf: Dan Smith, Golf Superintendent

- Mowed greens 10 times
- Rolled greens 2 times
- Mowed tees 10 times
- Mowed fairways 10 times
- Mowed collars 8 times
- Mowed roughs 4 times
- Mulched leaves 15 times
- Changed cups 6 times
- Sprayed greens for fungus once
- Fertilized greens, tees, and fairways
- Removed fountain for the winter

Cemetery: John Snyder, Cemetery Sexton

- Mowed cemetery 3 times
- Continued mulching entire cemetery
- Continued weed whacking around monuments
- Started pulling flower gardens
- Tended to 13 interments with 3 of them being cremation burials
- Trimmed trees of deadwood where needed
- Chipped all branches when needed
- Met with numerous families on grave sales
- Used and refilled dirt bunker 3 times
- Backfilled graves as needed
- Serviced equipment as needed
- Planted 2 trees at East entrance
- Finished edging inside curbs
- Watered new trees as needed
- Picked up all wire cages and metal stakes left in community gardens
- Helped numerous people locate grave sites
- Trimmed deadwood out of 1 large Oak Tree in Block 10; tree was hit by lightning and heavily damaged north side of tree
- Planted 2 shrubs in Block 6 with some perennial bulbs as accents

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Senior Day, 1st Wednesday of the month began in October
- Had a free day during City Week
- Lifeguard schedule
- Attend weekly staff meeting with Parks and Recreation Director

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

- Transplant 73 trees

Golf: Dan Smith, Golf Superintendent

- Aerified greens
- Sprayed tees, fairways, and roughs for broadleaf weeds
- Finished aerifying tees

Cemetery: John Snyder, Cemetery Sexton

- Cleaned up community gardens with all left over vegetables given to the Food Pantry. High school students volunteered to harvest unpicked carrots and potatoes for student service week.

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- McKenzie started October 5
- 1:1 interviews with almost every staff member from fitness to CRO to lifeguards
- Attending several fitness classes, goal is to attend every offering by end of November
- Organized and lead lifeguard in-service
- Welcomed by staff at Recreation Center staff event
- Learned how to backwash pools
- Attended Wellness Coalition meeting, PRC board meeting, and City Council
- Fielded numerous questions around the facility to learn the operations
- Offered a Lifeguard course starting in October with 8 participants registered
- Attended pre-construction meeting for the weight room project

Leisure Services: Mike Mertes, Recreation Program Specialist

- Flag Football Program
- 5th & 6th Volleyball Program
- Supervise Flag Football Games

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 before winter
- Downtown Christmas lights
- Downtown light pole lights
- Roof drains at Rec Center
- Floor drains at Rec Center

- Replacement Rec night cleaning crew
- Lighting upgrades throughout city buildings
- Heating systems start ups
- Stadium demo
- Library book shoot

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Mulch leaves
- Put things away for winter
- Decorate pots downtown
- Trim and clean up 140 flower and perennial beds
- Plant 25 shrubs on Main Street islands

Golf: Dan Smith, Golf Superintendent

- Mulch leaves
- Blow out irrigation system
- Winterize pump house
- Close and winterize bathrooms
- Spray snow mold control on greens
- Winter top dress the greens

Cemetery: John Snyder, Cemetery Sexton

- Prepare equipment for snow removal

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Parent Child Turkey Shootout
- CPR/First Aid classes for all Recreation Center staff being planned
- Attend Indoor Pool Committee meetings
- Tour other fitness facilities in the Des Moines area
- CRO and fitness staff meetings
- Lifeguard training class

Leisure Services: Mike Mertes, Recreation Program Specialist

- Parent / Child Turkey Shoot (November 15)
- Basketball Registration (1st – 6th)
- Jingle Bell Run planning
- High School Indoor Soccer program planning
- Spring / Summer Activity planning

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Light change at Rec Center

Safety Topic:

- Lifeguard In-service – lifeguard skills reviewed including active rescues and in-line stabilization of head/neck/back
- Man lift safety



Director's Report October 2015

PUBLIC LIBRARY
INFORM • INSPIRE • IMAGINE

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Star Wars Reads Day	18	Total Print Circulation:	8,962
Knit & Crochet Day	25	BRIDGES Circulation:	519
iPad Club	5	Public Computer Use:	966
Children's Library Programs	306	Wi-Fi Use:	271
Children's Program Outreach	396	EbscoHost Downloads:	169
Crafty Library Ladies	92	Tumblebooks Downloads:	12
Poetry Group	13	Global Road Warrior:	N/A
Brown Bag Book Club	8	Learning Express Resources:	22
Tuesday Night Book Club	4	Freegal Music Downloads:	206
Robin Oliveira Author Talk	20	GVRL eBook Downloads:	35
Interplanetary Adventures	22	ABC Mouse Sessions:	57
Nanowrimo Kickoff	6	Zinio Digital Magazines:	26
Monthly Door Count	5,110	Daily Times Herald Page Views:	6,207
		Consumer Reports:	323

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued Rookie Storytime, the new read aloud program, and reading dog program in the library this month. Brandie and Diane helped a local homeschool group learn to use print and online library resources on October 5th. Star Wars Reads Day was celebrated in the city lobby on October 10th with 18 children participating. Diane and Chef Matt from Hy-Vee hosted a special Rookie Halloween story time at the library on October 28th and 29th. Diane continued outreach story time to area daycares and participated in the anti-bullying play date in Graham Park on October 29th along with other community organizations. Interplanetary Adventures after school program kicked off on October 29th in the city council chambers with 43 area 3rd through 5th graders learning about current NASA initiatives from the Lunar and Planetary Institute's Explore curriculum. Because of high registration numbers, a second session was planned to accommodate more children in this program. There is currently a waiting list for more sessions.

- 2) **Adult & Teen Programs:** The Crafty ladies hosted their annual knit and crochet day on October 17th with 25 participants attending to package up donations made through the year for charitable causes. CPL hosted Robin Oliveira, author of bestselling novel *My Name is Mary Sutter*, on October 20th as a stop on the All Iowa Reads Tour. CPL is also a “Come Write In” site for Nanowrimo (National Novel Writing Month). Seven local aspiring authors are taking the challenge to write a 50,000 word novel in 30 days. The iPad club and tech help Fridays continue to be popular options for patrons requesting help with their devices.

- 3) **Staff Training:** Brandie, Judy and Lynette attended the Iowa Library Association annual conference in Des Moines from October 14th through 16th. At the conference, staff learned about enhancements to current services including upgrades to technology, changes to policies and procedures, and other library best practices. Diane attended the summer reading workshop in Atlantic on October 27th to get ideas for the 2016 summer reading program.

- 4) **Library Annual Report:** The annual report was completed as well as the State Library’s annual survey this month and was given to the Library Board and City Council. Statistics for FY15 were up in most categories including large jumps in children’s print checkouts, DVD’s, eBooks, and program attendance. The full report can be found on the library website at www.carroll-library.org.

- 5) **Board Annual Budget Planning:** The library board of trustees gathered on October 21st at Region XII for an annual budget planning meeting where they discussed future improvements to library services and staffing needs.

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.