



City Manager's Monthly Activity Report Mike Pogge-Weaver, City Manager

October 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
- Worked with new city manager – began duties October 24
- Prepared FY 2015/2016 State Annual Finance Report – Due December 1
- Library/City Hall final conceptual review – October 17
- Began work on CDBG Grant application with Region 12
- Updated notes/final draft of annual financial statement audit
- Attended IMFOA Fall Conference – October 19 -21 (Des Moines)
- Attended Carroll County Roundtable – October 27 (Breda)
- Promoted City Week activities – October 10 – 14
- Installed new folder/insert machine
- Continued proceedings for general obligation capital loan notes, series 2016B
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Attended Step It Up Annual Walk – October 5

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Work with computer experts to fix city hall email issue
- Prepare FY 16/17 audit management discussion & analysis (MD&A)
- Finish issuance process for general obligation capital loan notes, series 2016B
- Prepare FY 15/16 Annual Urban Renewal Report – due December 1
- Review/file TIF certification to county auditor
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – November 17

Accomplishments of particular note:

- 217 utility bills and statements signed up for email utility bill option for October 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 four training sessions in October.

Firefighters hosted a community open-house at the station on October 9th. Several hundred people attended this event and the membership considered the open house to be very successful. Firefighters conducted fire extinguisher training and provided the public with Jaws of Life demonstrations. Sparky the robotic Fire Dog was also on hand to give his fire safety message to children.

Approximately 300 school children toured the fire station during Fire Prevention Week. Chief Schreck educated students on the importance of being prepared for fire emergencies and the absolute necessity of having working smoke detectors in their homes.

The Department sponsored annual Fire Prevention Posters Contest for our local third-, fourth- and fifth-grade students. Posters were judged and the first-, second- and third-place finishers in each grade were treated to a fire truck ride to the station and received cash awards for their efforts. First place posters from the respective grades have been entered into the state poster contest sponsored by the Iowa Firefighters Association.

Run Report for October:

Alarm Date	Alarm Location	Incident Type
10/04/2016	901 E Hwy 30	False alarm
10/08/2016	741 Granada	Vehicle fire
10/09/2016	1214 E 18 th	False alarm
10/10/2016	17473 Mahogany Ave	Structure fire
10/10/2016	17473 Mahogany Ave	Rekindle of previous fire
10/10/2016	215 th & Phoenix	Vehicle roll-over
10/14/2016	1024 E 12 th	Smoke detector activation
10/15/2016	2014 Kittyhawk Ave	Natural gas odor
10/23/2016	15129 Robin Ave	Assist Lidderdale FD – field fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Band Day was October 1st. It was another successful year and the weather held out. All officers were used for traffic control on the parade route and helped with set up and tear down of no parking zones.

Sergeant JJ Schreck attended the TRACS conference in Ames on October 13th. TRACS is the report writing software used by the officers in the office and on patrol.

On October 15th, Hy-Vee hosted a safety fair. Officers were on location displaying a patrol car and speaking with families and answering questions from the children.

Coffee with a Cop was at Hy-Vee Market Café on October 27th. These monthly gatherings allow the officers and the public a chance to meet and create bonds to promote public safety.

Officer Kenny Bensley completed Drug Recognition Expert training in Phoenix, AZ. The school is a continuation from last month. The training, which is funded by the Governor's Traffic Safety Bureau, trains officers to become expert witnesses in the recognition of narcotic intoxication. Officer Bensley is the only officer in Carroll County with this training and is 1 of 135 state wide.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: October 1 THRU October 31, 2016

Offenses	Incidents Reported
Forcible Rape	1
Aggravated Assault	1
Simple Assault	5
Domestic Abuse	2
Burglary/B&E	2
Shoplifting	4
Theft from Vehicle	3
Theft from Building	4
Other Larceny	1
Motor Vehicle Theft	2
Counterfeit/Larceny	1
Credit/ATM Fraud	1
Stolen Property	1
Vandalism: Business	3
Vandalism: Residence	7
Vandalism: Vehicle	17
Vandalism: Other	1
Weapon Law Violation	1
Drug/Narc Violations	10
Drive Under Infl	1
Drunkenness	2
Disorderly Conduct	2
All Other Offenses	2
Trespassing	1
Found Person	1
Found Property	2
Unattended Death	1
Animal Bite	1
Warrant Outside	6
PI MV Pedestrian	1
Car and Bike	1
10-50 PD	13
MV Pedestrian	1
1050PD: Hit and Run	2
Under 1500	4
Assist Other Agency	1
Op After Revocation	1
Operate After Suspen	4
Misc Public	2
Total	116

Citations	
Animal	0
Dark Windows	2
License	9
Other	0
Parking Violation	12
Registration	14
Seatbelt	6
Tobacco	3
Traffic	44
Warning	141
TOTAL	2

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	10/12/2016	\$514,900.00	160302	\$0.00
	10/19/2016	\$1,100,000.00	160320	\$2,684.00
Commercial Building Valuation Total:		\$1,614,900.00	Commercial Building Fee Total:	\$2,684.00

Electrical

	10/19/2016		160317	\$80.56
	10/21/2016		160322	\$57.28
Commercial Electrical Fee Total:				\$137.84

Mechanical

	10/19/2016		160318	\$62.52
	10/21/2016		160321	\$34.76
Commercial Mechanical Fee Total:				\$97.28

Plumbing

	10/19/2016		160319	\$44.50
Commercial Plumbing Fee Total:				\$44.50

Right of Way

	10/12/2016		160299	\$45.00
Commercial ROW Fee Total:				\$45.00

Sign

	10/12/2016		16297	\$5.00
Commercial Sign Fee Total:				\$5.00

Commercial Valuation Total: \$1,614,900.00

Commercial Fee Total:

\$3,013.62

Residential

Building

10/12/2016	\$10,000.00	160298	\$78.25
10/12/2016	\$35,000.00	160300	\$217.00
10/12/2016	\$25,000.00	160301	\$172.00
10/13/2016	\$41,500.00	160304	\$248.00
10/13/2016	\$197,400.00	160305	\$731.00
10/13/2016	\$207,600.00	160307	\$751.00

Residential Building Valuation Total: \$516,500.00 Residential Building Fee Total: \$2,197.25

Electrical

10/12/2016		160303	\$35.88
10/19/2016		160315	\$111.25
10/19/2016		160316	\$35.88

Residential Electrical Fee Total: \$183.01

Mechanical

10/19/2016		160311	\$52.76
10/19/2016		160314	\$52.76

Residential Mechanical Fee Total: \$105.52

Plumbing

10/19/2016		160210	\$79.00
10/19/2016		160313	\$82.50

Residential Plumbing Fee Total: \$161.50

Right of Way

10/13/2016		160306	\$25.00
10/13/2016		160308	\$25.00
10/19/2016		160309	\$25.00
10/19/2016		160312	\$25.00

Residential Right of Way Fee Total: \$100.00

Sign

NONE \$0.00

Residential Sign Fee Total: \$0.00

Residential Valuation

Total: \$516,500.00 Residential Fee Total: \$2,747.28

Valuation Grand Total: \$2,131,400.00 Fee Grand Total: \$5,760.90

Permits - YTD – through October 2016

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			\$11,974.46
	Electrical	\$7,509,522.00		\$1,064.25
	Mechanical			\$475.29
	Plumbing			\$441.00
	Right of Way			\$270.00
	Sign			\$225.00
Commercial Valuation Total:		\$7,509,522.00	Commercial Fee Total:	\$14,450.00
<i>Residential</i>				
	Building			\$26,545.92
	Electrical	\$7,529,634.00		\$4,047.01
	Mechanical			\$1,265.99
	Plumbing			\$1,886.50
	Right of Way			\$3,536.24
	Sign			\$0.00
Residential Valuation Total:		\$7,529,634.00	Residential Fee Total:	\$37,281.66
Valuation Grand Total:		\$15,039,156.00	Fee Grand Total:	\$51,731.66

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated four graves for Cemetery.
- Maintained signs and signals.
- Placed 20.00 cubic yards of concrete for street repairs and ROW permits.
- Patched potholes.
- Mounted snow plow hitches and wings.
- Swept streets and CBD on Thursdays at 5:00 AM.
- Turned signals back on at Court Street and Adams Street on Hwy. 30.
- Division Safety Meeting: Fire Safety at Home and Work on October 21, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 32.918 million gallons
 - Daily Average: 1.062 million gallons
 - Daily Maximum: 1.417 million gallons
- Completed 178 Iowa One Call locate requests.
- Meter Department
 - 107 service orders.
 - 8 delinquents.
 - 5 rereads.
 - 3 stuck meters.
- Division Safety Meeting: Annual Hearing Test, October 10, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 56.015 million gallons
 - Daily Average: 1.807 million gallons
 - Daily Maximum: 2.916 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "October Safety Informer" on October 11, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Kurt Mosman and Tyler Schultes attended Snow Plow Operator School on October 4 – 5, 2016, in Des Moines.
- Kurt Mosman and Tyler Schultes participated in the Snow Plow Roadeo on October 6, 2016, in Des Moines.
- Kurt Mosman, Corey Venteicher and Jeff Warnke attended Trench and Shoring school on October 25, 2016, in Denison.
- Re-shaped road ditches on Industrial park Road after sewer installation.

Division: Water; Terry Kluver, Water Superintendent

- Contractor completed Computerized Leak Detection Survey of all fire hydrants and valves.
- Conducted four (4) class tours at the Water Treatment Plant for Carroll Middle School 7th graders.
- Installed new fire hydrant at Carroll Street and Third Street.

Division: Sean Kleespies, Wastewater Superintendent

- Completed testing for the new NPDES permit.
- Televised Third Street sanitary sewer.
- Started the dissolved oxygen system for the VLRs.
- General maintenance on wastewater equipment and collection systems.
- Wastewater Treatment Plant tours for Carroll Middle School 7th grade.
- Finished jet/vac for the season and will now start televising sanitary sewers.
- Matt Riedell is eligible to take the Grade 2 Wastewater exam.
- Travis Boell and Paul Kersey mapping out defects in the Third Street sanitary sewer.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Put up snow fence.
- Seal cracks and joints on various streets.
- Maintain signs and signals.
- Sweep streets.
- Prepare snow equipment for winter use.

Division: Water; Terry Kluver, Water Superintendent

- Address possible watermain leaks from the Computerized Leak Detection Survey.
- Complete bacteria samples and pressure test watermain on Deer Creek Lane and Brookdale Drive.
- Continue working on winter checklist for 490 fire hydrants.
- Continue working with contractor on bacteria sampling on Transmission Main.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Help Street Department put up Christmas lights.
- The new NPDES permit goes into effect November 1st.
- Finish the dissolved oxygen system programming.
- Get equipment ready for winter.
- Televiser sanitary sewer starting in the northwest section of Carroll.
- Mandrel sanitary on Industrial Park Road and Deer Creek Lane.

CAPITAL PROJECT STATUS SUMMARY – 11-15-16

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	\$154,807.50		03-31-16	Design Const. Staking (Hourly)
						King Construction	\$1,368,237.55	06-13-16	\$1,310,460.47			Group A - West
						Rognes Corp.	\$850,833.90	06-13-16	\$514,246.17			Group B - East
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			
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			

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	\$85,686.41		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	\$182,512.15		2016	Design
						OMG Midwest, Inc.	1,149,123.40	04-11-16	\$1,138,708.88	95%	75 Days	Construction Services
Court Street Resurfacing	2015 On-going	FY17		\$150,000	2017	OMG Midwest, Inc.	\$121,328.84		\$36,239.39	13%	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	JEO Consulting Group, Inc.	\$71,193.00 \$80,078.00	09-26-16	\$32,419.00			Design Construction Services

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	\$325,004.43			Contract Completion 11-30-15
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$743,099.63	95%		
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	\$1,227,543.02	03-23-14	\$1,253,324.94	100%	07-15-16	
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

- Clean all restrooms and shelters
- Mow all park areas
- Complete broadleaf spraying in park areas
- Plant trees (got seven moved before tree spade broke down)
- Pull annual flowers and clean up beds
- Groom ballfields
- Continue cleaning up leaves in park areas
- Cut all perennials down in downtown beds
- Equipment maintenance
- Decorate pots for fall season

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees eight times
- Mowed fairways eight times
- Mowed collars eight times
- Mowed greens 10 times
- Rolled greens two times
- Mowed rough as needed
- Mulched leaves
- Sprayed greens and tees as needed
- Cut cups seven times
- Irrigated tees, fairways and greens as needed

Cemetery: John Snyder, Cemetery Sexton

- Tended to eight interments, of the eight four were private cremation burials and two of those were done on Saturdays, four were full burials of which one was held on a Saturday
- Took care of time sheets, burial records, funeral home billing reports
- Collected all money due for private cremation burials and grave sales
- Mowed cemetery one time
- Started mulching leaves, finished pulling flower beds
- Picked up sticks and garbage on grounds daily
- Regular maintenance on all grounds equipment
- Filled black dirt bunker several times
- Backfilled settled graves
- Filled two large sunken areas in Mt. Olivet
- Repaired two small old marble monuments which had been broken many years ago and reset in epoxy with anchors

- Pruned two burning bushes and all other shrubs in need of pruning
- Met with numerous families regarding grave sales, grave location along with cemetery rules and regulations and monument regulations
- Updated all quit claim deeds

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
October	6998	489	7487	250

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

- Plant 150 shrubs and perennials (downtown area)
- Stadium renovation – playing area back to playing condition

Golf: Scott Haakenson, Golf Superintendent

- Sprayed broadleaf weed control
- Took fountain out of #7 pond

Cemetery: John Snyder, Cemetery Sexton

- Removed and replaced on monument base which had tipped and caused large monument to fall over

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Helped full-time employee Kelly Glass celebrate her retirement on Friday, October 7.
- Organizing training and teaching current lifeguard/fitness part-time staff to take over Kelly's 6 AM M/T/Th water aerobics class, and her 9 am M/W/F senior water class. Current CRO employees are taking over her opening 5:15 am shift and day/afternoon hours at front desk.
- Night cleaning staff contracted out on Sundays-Thursdays last day was October 5. Maintenance staff will be assisting in missed night cleaning until it is rehired.
- Met with fundraising group to discuss ideas on fundraising for specific programs/events/sponsorship possibilities in the future.
- Attended American Red Cross webinar on the new lifeguard program coming out January 2017. As an instructor and instructor trainer, it will take time to learn the new program – which is about a 26 hour course when teaching.
- Attended City/Schools meeting about upcoming partnerships including basketball events and stadium and future events and schedules for soccer and baseball/softball.
- Covered over 25 hours of CRO and lifeguard shifts for staff who could not find subs or no-shows or illness.
- Virtual attendance via conference call to Iowa Parks & Recreation Aquatics Committee meeting. A lot of discussion on the past summer and lifeguard shortages throughout the state and solution possibilities.
- Meeting with a company that has developed software for scheduling lifeguard, chemical testing, certification holding, and other lifeguard and aquatics processes.
- 3 Days of Training designing our new software “Perfect Mind” with Recreation full-time staff.
- Continued advertising for Turkey Shoot, swim lessons, and youth basketball.
- Advertising for new program “Smart Start”, as well as planning and w program guide for the grant in preparations of offering the class.
- Western Iowa Networks scheduled to finalized TV updates to weight/cardio room, as well as work on the new “listening app” so people can listen to TVs on their smart phones.
- Attended 2st meeting of the Carroll Chambers Leadership Institute in Ralston at the Landis, as well as our team presented on agriculture and small business.

Leisure Services: Mike Mertes, Recreation Program Specialist

- Flag Football Program
- 3rd & 4th /5th & 6th Volleyball Program
- Supervise Flag Football Games
- Supervise Volleyball Games
- Fall Soccer
- Lifeguarded

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
- Storm sirens
- Aquatic Center winterizing
- Installed new equipment in weight room
- Final location of equipment in weight room
- Baseball stadium lights and shed power
- Ordered LED lights for rec and Fire Station
- Golf house removal
- Wading pool removal at Rec Center
- Lift station power service fix

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Plant trees
- Mulch leaves
- Shut all restrooms down for season
- Blow out irrigation systems
- Ice rink put in at Rolling Hills
- Clean up some equipment and store for winter
- Get winter equipment ready for season
- Decorate pots downtown

Golf: Scott Haakenson, Golf Superintendent

- Blow out irrigation
- Close course (bring in tee markers, trash cans, ball washers, flag poles, hazard markers)
- Spray snow mold application on greens and surrounds
- Top dress greens for winter
- Spread fertilizer on tees and fairways

Cemetery: John Snyder, Cemetery Sexton

- Winterize all summer equipment and put in storage for winter
- Ready all winter equipment for upcoming winter
- Do grass seeding for spring growth

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Parent Child Turkey Shoot
- rescheduling a Lifeguard class for November/December
- 3 day end user training with Perfect Mind software for online site

Leisure Services: Mike Mertes, Recreation Program Specialist

- Parent / Child Turkey Shoot (November 13)
- Basketball Registration (1st – 6th)
- Jingle Bell Run planning
- Breakfast with Santa planning
- Spring / Summer Activity planning

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Christmas lights and pole lights

Safety Topic:

- Ladders



Director's Report October 2016

PUBLIC LIBRARY
INFORM • INSPIRE • IMAGINE

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Program Attendance:

Stress Relief Coloring	20
Read 'em & Eat Book Club	5
Tech Help Friday	43
Children's Library Programs	295
Children's Program Outreach	351
Adult Test Proctoring	4
Crafty Library Ladies	89
Poetry Group	3
Noon Book Club	8
Evening Book Club	5
Knitting Charity Event	<u>38</u>
Total Program Attendance	861
Monthly Door Count	5,902

Monthly Statistics:

Total Print Circulation:	7,747
BRIDGES Circulation:	555
Consumer Reports Page Views:	357
Public Computer Use:	747
Wi-Fi Use:	263
EbscoHost Downloads:	133
Tumblebooks Downloads:	1
Global Road Warrior Page Views:	543
Learning Express Resources:	104
Freegal Music Downloads:	469
GVRL eBook Downloads:	11
ABC Mouse Sessions:	68
Zinio Digital Magazine Circulation:	57
Daily Times Herald Page Views:	<u>1,428</u>
Total Resources Utilized	12,483

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Story time programming this month included Rookie Readers, Diane's Read-Aloud, and Ivan the Reading Dog. Outreach continued to area daycares and to the Romp & Read program at the Rec Center. Rookie Readers enjoyed a Halloween story time with Diane the week of Halloween and trick or treated around the library. Library staff are preparing for the Book Giving Tree program that will begin in November. New books are requested for this program to give to area children in the month of December.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, Noon Book Club, Evening Book Club and the poetry group. Chef Matt presented a program at the library about the fall harvest and seasonal cookbooks for members of the Read ‘em & Eat Book Club.

- 3) **Space Planning:** The final concept review with OPN Architects was held on October 17th in the council chambers. After reviewing feedback obtained from the public and from city staff, OPN presented revised concepts that fit within the program created by Himmel & Wilson in 2014. The cost estimates and final proposal will be presented at the December 12th council meeting.

- 4) **Upcoming Events:** 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.

