



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

**Gerald L. Clausen, City Manager**

**September 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 auditors for FY 2015 annual financial audit
- Worked with DMACC auditing intern
- Viewed Annual Urban Renewal Report Webinar & completed report
- Attended West Central Iowa Clerks Association Meeting – September 10
- Began preparing 2015 1094-C & 1095-C
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Attended Wellness Coalition Meeting – September 17

### 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 preparing 2015 1094-C & 1095-C (discussions with BSI & IRS webinars)
- Work with DMACC auditing intern – September & October
- Attend IMFOA Clerks Conference – October 21 – 23
- Amend the Downtown UR Plan
- Continue to promote wellness program with employees
  - Attend Carroll County Wellness Coalition Meeting – October 15
  - Promote and attend Healthiest State 1K Walk – October 7
  - Wellness meeting with BSI – wellness assessment summary & plan for 2016

### Accomplishments of particular note:

- 156 utility bills were emailed to customers in September 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 September.

Firefighters participated in hands-on roof ventilation procedures. Thanks are extended to firefighters Brad Warnke and Jeff Warnke for making the roof simulation props that were utilized for this training scenario. Firefighters also trained in charged hose line advancement up ladders and onto rooftops for fire suppression activities. Additionally, members trained with the Jaws of Life on vehicles provided by Quandt Auto Salvage.

Accomplishments of particular note:

Firefighters Pat Venteicher and Jeff Warnke attended the Carroll County Firefighters Association meeting held in Coon Rapids on September 21<sup>st</sup>. "I Am Responding" firefighter tracking software for county departments was discussed. This software allows firefighters to utilize smart phones to report to their respective departments as to their availability for fire and emergency calls.

### Run Report for September:

Alarm Date	Alarm Location	Incident Type
09/06/2015	18 <sup>th</sup> St and Grant Rd	Power pole down
09/06/2015	Southgate Rd & Westgate Dr	Assist Street Dept. with street flooding
09/07/2015	1010 Woodland Dr	False alarm
09/21/2015	914 N Clark	Unauthorized burning
09/22/2015	Graham Park	Child caught in swing
09/24/2015	1106 Woodland Dr	False alarm

# Police Department

## As reported by Brad Burke, Police Chief

### Routine Activities for the month:

Officer Justin Ferrin attended a course at Hawkeye Tech Community College in Waterloo. The course, arresting communications, helps the officer prepare his communication abilities to handle any situation they encounter during day to day activity. The course helps build strength in gaining trust and building rapport with citizens within the community.

DARE began on September 14<sup>th</sup> and runs through December. The program is taught by Officer Gary Bellinghausen and is every Monday for 6<sup>th</sup> grade students.

Officer Jake Smith began employment with the Carroll Police Department on September 14<sup>th</sup>. Officer Smith was employed as a police officer in Sumner and has been certified with the Iowa Law Enforcement Academy since May 2014. He will complete field training by November 20<sup>th</sup>.

On the 16<sup>th</sup>, Officers participated in the quarterly physical assessment held by the police department. Officers are required to complete timed push-ups, timed sit ups, V-sit, max bench press, max leg press, and complete a 1.5 mile run.

On the 24<sup>th</sup> Chief Brad Burke assisted the Iowa Law Enforcement Academy at Camp Dodge with firearms instruction for the 264<sup>th</sup> basic academy in session. The 264<sup>th</sup> Basic Academy has 44 officers from around the State.

Officers Alex Klever and Smith attended a domestic abuse training session in Lake City on September 30<sup>th</sup>. The training was sponsored by the Family Crisis Center.

### Activities planned for next month:

October is domestic violence awareness month. Carroll Police cars will have purple ribbons on the side to show support for awareness.

Band Day is October 3<sup>rd</sup> and many streets will be blocked off for the event.

A new officer will begin employment on October 5<sup>th</sup>. This officer is not certified and will attend ILEA beginning after the New Year.

On August 25<sup>th</sup> Carroll Police Officers began wearing body cameras. Training was conducted on this date to demonstrate the use and provide guidance on the system.

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: September 1 THRU September 30, 2015

Offenses	Incidents Reported
Aggravated Assault	1
Simple Assault	3
Domestic Abuse	1
Shoplifting	1
Theft from Vehicle	7
Theft from Building	8
Motor Vehicle Theft	1
Vandalism: Residence	3
Vandalism: Vehicle	4
Drug/Narc Violations	5
Drive Under Infl	1
OWI 2 <sup>nd</sup>	1
Liquor Law Violation	2
Drunkenness	2
All Other Offenses	2
Trespassing	1
Found Property	5
Animal Bite	2
Warrant Outside	2
Restraining Order	2
10-50PI	1
10-50 PD	10
1050 PD: Hit and Run	1
Under 1500	1
Op After Revocation	1
Operate After Suspen	5
Miscellaneous Public	1
<b>Total</b>	<b>74</b>

Citations	
Animal	0
Dark Windows	2
License	13
Other	3
Parking Violation	8
Registration	14
Seatbelt	8
Tobacco	0
Traffic	55
Warning	231
<b>TOTAL</b>	<b>334</b>

Salvage Vehicle  
Inspections: 20

# 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

09/18/2015

\$140,000.00

150280

\$581.00

09/18/2015

\$18,500.00

150281

\$134.50

09/18/2015

\$410,000.00

150282

\$1,253.00

09/18/2015

\$20,000.00

150287

\$141.00

**Commercial Building Valuation Total:**

**\$588,500.00**

**Commercial Building Fee Total:**

**\$2,109.50**

Electrical

09/08/2015

150270

\$34.90

09/08/2015

150271

\$50.13

09/08/2015

150275

\$35.88

09/18/2015

150289

\$124.17

09/18/2015

150290

\$291.83

09/29/2015

150293

\$35.88

**Commercial Electrical Fee Total:**

**\$572.79**

Mechanical

09/18/2015

150278

\$28.13

**Commercial Mechanical Fee Total:**

**\$28.13**

Plumbing

NONE

\$0.00

**Commercial Plumbing Fee Total:**

**\$0.00**

Right of Way

09/18/2015

150279

\$25.00

**Commercial ROW Fee Total:**

**\$25.00**

Sign

09/08/2015

150267

\$90.00

09/08/2015

150269

\$120.00

09/09/2015

150276

\$30.00

09/09/2015

150277

\$5.00

09/18/2015

150283

\$15.00

09/18/2015

150288

\$30.00

09/29/2015

150291

\$45.00

09/29/2015

150292

\$15.00

09/29/2015

150300

\$15.00

**Commercial Sign Fee Total:**

**\$365.00**

**Commercial Valuation Total:**

**\$588,500.00**

**Commercial Fee Total:**

**\$3,100.42**

**Residential**

Building

09/08/2015	\$400,000.00	150263	\$1,231.00
09/08/2015	\$50,000.00	150268	\$0.00
09/08/2015	\$65,000.00	150273	\$331.45
09/08/2015	\$64,000.00	150274	\$328.32
09/29/2015	\$160,000.00	150294	\$631.00

**Residential Building Valuation Total: \$739,000.00 Residential Building Fee Total: \$2,521.77**

Electrical

09/29/2015		150296	\$33.20
09/29/2015		150299	\$163.25

**Residential Electrical Fee Total: \$196.45**

Mechanical

09/08/2015		150262	\$34.76
09/08/2015		150265	\$56.01
09/18/2015		150285	\$52.76
09/29/2015		150297	\$56.01

**Residential Mechanical Fee Total: \$199.54**

Plumbing

09/08/2015		150266	\$69.50
09/18/2015		150284	\$83.50
09/29/2015		150298	\$92.00

**Residential Plumbing Fee Total: \$245.00**

Right of Way

09/08/2015		150264	\$25.00
09/08/2015		150272	\$25.00
09/18/2015		150286	\$25.00
09/29/2015		150295	\$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: \$739,000.00 Residential Fee Total: \$3,262.76**

**Valuation Grand Total: \$1,327,500.00 Fee Grand Total: \$6,363.18**

## Permits - YTD – through September 2015

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:</b>	<b>\$0.00</b>
<i><b>Commercial</b></i>				
	Building			\$27,287.00
	Electrical	\$17,268,717.00		\$2,518.08
	Mechanical			\$1,115.54
	Plumbing			\$1,014.00
	Right of Way			\$345.00
	Sign			\$2,215.00
<b>Commercial Valuation Total:</b>		<b>\$17,268,717.00</b>	<b>Commercial Fee Total:</b>	<b>\$35,034.62</b>
<i><b>Residential</b></i>				
	Building			\$12,249.27
	Electrical	\$2,870,894.90		\$2,380.49
	Mechanical			\$682.38
	Plumbing			\$855.50
	Right of Way			\$6,405.00
	Sign			\$0.00
<b>Residential Valuation Total:</b>		<b>\$2,870,894.90</b>	<b>Residential Fee Total:</b>	<b>\$20,388.60</b>
<b>Valuation Grand Total:</b>		<b>\$20,139,611.90</b>	<b>Fee Grand Total:</b>	<b>\$55,423.22</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 four graves for Cemetery.
- Placed 74 cubic yards of concrete for street repairs and ROW Permits.
- Maintained signs and signals.
- Graded alleys.
- Patched potholes.
- Graded gravel roads weekly.
- Swept streets and CBD weekly at 5:00 A.M.
- Assisted the Water Plant on September 10<sup>th</sup> with a new valve install.
- Division Safety Meeting: Front-end Loader Safe Operation; September 24, 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 153 Iowa One Call locate requests.
- Meter Department
  - 73 service orders.
  - 10 delinquents.
  - 0 reread.
  - 2 stuck meters.
  - 1 high water bill.
- Division Safety Meeting: On September 18, 2015, Terry Kluver and Jared Hays attended Mueller Product Training on safety issues and security practices when working on fire hydrants.

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 85.446 million gallons
  - Daily Average: 2.848 million gallons
  - Daily Maximum: 5.904 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Slips, Trips and Falls”, September 15<sup>th</sup>, 2015.

Special Activities/Accomplishments of particular note:

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

- Hired The Pavement Doctor to fill in the gutter line on N. West Street in front of St. Lawrence Church with chip seal.
- Jeff Warnke and Kurt Mosman attended Backhoe Training on September 29<sup>th</sup>-30<sup>th</sup> in Ames.
- Delivered and picked up picnic tables for Airport Flight Breakfast on September 13<sup>th</sup>.
- Cleaned up mud and fixed a washed-out street from heavy rain on September 6<sup>th</sup>.
- Delivered barricades to Graham Park for RVTV tailgating on September 8<sup>th</sup>.
- Sprayed mosquitoes on September 3<sup>rd</sup> and September 17<sup>th</sup>.

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

- Worked with contractor on connection of new sixteen (16) inch raw water transmission main to existing sixteen (16) inch raw water transmission main at Well #11; sampled for bacteria.
- Worked with contractor on connection of Well #16 to new sixteen (16) inch raw water transmission; sampled for bacteria.
- Worked with contractor on installation of new six (6) inch watermain at 10<sup>th</sup> Street and Clark Street.
- Repaired watermain leak at Kittyhawk Avenue near the Railroad tracks.
- Terry Kluver attended the Fall Water Conference in Okoboji on September 15-16, 2015.

**Division: Sean Kleespies, Wastewater Superintendent**

- Digester boiler repairs.
- Continued training Jerry in the Lab.
- Demo of a jet/vac unit.
- Bearing replacement on the fine screen.
- Received water level transducer for the storm water wet well.
- Sent in the state laboratory certification forms.
- CCTV sewer mains at Valley Drive and S. Maple Street.

Activities planned for next month and other comments:

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

- Jeff Warnke and Kurt Mosman will attend the Snow Plow Roadeo on October 1<sup>st</sup> in Ames.
- Deliver and pick up barricades for Band Day parade on October 3<sup>rd</sup>.
- Have two Street Department vehicles in the Band Day parade.
- Interview applicants for the Street Department job opening.
- Sweep streets.
- Seal street joints and cracks from October 5<sup>th</sup> – 16<sup>th</sup>.
- Paint crosswalks on 10<sup>th</sup> Street after paving.
- Prepare snow removal and ice control equipment.

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

- Conduct four (4) class tours at the Water Treatment Plant for Carroll Middle School 7<sup>th</sup> Graders.
- Place Well #16 on line after installation of new pump bowl and column pipe.
- Start winter checklist on 490 fire hydrants.
- Work with JEO on Water Treatment Plant Filter Rehabilitation plan and contract documents.
- Work with contractor on connection at Wells #9 and #17 to new sixteen (16) inch raw water transmission main.

**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.
- Boiler inspection.
- Laboratory inspection conducted by the Iowa Hygienic Lab.
- Carroll Middle School tour of the Wastewater Treatment Plant.
- Hiring of three new employees.
- Fine screen drive motor repair.

**CAPITAL PROJECT STATUS SUMMARY – 10-13-15**

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	\$271,507.43		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	\$674,588.56		11-30-15	
Grant Road Watermain Abandonment		2013	2013	\$5,000	2013	Sargent Drilling	\$1,194,699.74	03-23-14	\$318,004.71		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	\$655,546.73		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			2016	Design Construction Services
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 restrooms and shelters (everyday)
- Dump all trash cans (everyday)
- Mow all park areas (once each week)
- Trim curbs and sidewalks (one this month)
- Mow ballfields twice each week
- Pick up litter in downtown area (everyday)
- Maintain perennial bed downtown and in park areas
- Maintain soccer and flag football fields
- Clean walking patch at little league fields (after rains)
- Move stored items from Stadium Grandstands
- Pour slab and move storage shed to softball fields
- Mow rough areas with trail mower
- Move conifers to water plant and parks (33)
- Haul clay and prepare site for storage building
- Start spraying broadleaf weeds
- Maintain baseball and softball fields
- Seed store water construction area in Graham Park

**Golf:** Dan Smith, Golf Superintendent

- Mowed greens 19 times
- Rolled greens 4 times
- Mowed tees 12 times
- Mowed fairways 12 times
- Mowed collars 12 times
- Mowed roughs six times
- Changed cups 10 times
- Sprayed greens for fungus once
- Sprayed tees and aprons for fungus once

**Cemetery:** John Snyder, Cemetery Sexton

- Tended to seven interments, three of which were cremations, three were Saturday funerals
- Mowed cemetery four times
- Edged Grant Rd and Clark St and 1<sup>st</sup> St curbs
- Edged eight fields and 1<sup>st</sup> St and Clark St sidewalks
- Trimmed deadwood out of six trees
- Dealt with all grave sales, burial location requests and all other private requests
- Did all records on funerals, paperwork and time sheets
- Collected all fees due on private cremations and out of town burials
- Pulled weeds in flower beds when needed
- Did all equipment maintenance as needed
- Worked with Jack on new building design and parking
- Discussed the need of a cemetery grave location and inventory directory attached to new building for public use and availability

**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:

**Golf:** Dan Smith, Golf Superintendent

- New greens mower delivered and set up
- Started to aerify tees

**Cemetery:** John Snyder, Cemetery Sexton

- Edging of all cemetery curbs and sidewalks

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

- Flag Football Program
- Fall Soccer Program
- 5<sup>th</sup> & 6<sup>th</sup> 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
- A/C's running and cleaning
- Golf course gutters cleaned
- Aquatic Center drain and winterizing
- Repairs of heating systems before winter
- Rolling hills tennis lighting upgrades
- Roof drains at Rec Center
- Floor drains at Rec Center
- Replacement Rec night cleaning crew
- Lighting upgrades throughout city buildings
- Heating systems start ups

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Move trees

**Golf:** Dan Smith, Golf Superintendent

- Finish aerifying tees
- Aerify greens
- Spray fairways for broadleaf weeds

**Cemetery:** John Snyder, Cemetery Sexton

- Start fall mulching schedule
- Trim around all monuments before winter
- Pull all flower beds and till

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

- Flag Football Games
- 5<sup>th</sup> & 6<sup>th</sup> Volleyball Games
- Inventory fall sports equipment
- Spring / Summer Programming
- Finalize 2015 Program Numbers

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

- Stadium demo

**Safety Topic:**

- Cleaning chemicals



# Director's Report September 2015

## As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Library Talks @Carroll High	106	Total Print Circulation:	7,975
History of the Book Programs	25	WILBOR Circulation:	541
iPad Club	3	Public Computer Use:	757
Rookie Story Time & Ivan	170	Wi-Fi Use:	244
Children's Program Outreach	350	EbscoHost Sessions:	2,697
Crafty Library Ladies	79	Tumblebooks Downloads:	14
Poetry Group	16	Global Road Warrior:	31
Brown Bag Book Club	6	Learning Express Sessions:	213
Tuesday Night Book Club	4	Freegal Music Downloads:	205
Batman Day	20	GVRL eBook downloads:	24
<b>Monthly Door Count</b>	<b>9,583</b>	ABC Mouse Sessions:	122
		Zinio Digital Magazines:	45
		Daily Times Herald Sessions	2,150

## Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Diane continued Rookie Storytime and outreach storytime to area daycares this month. Batman day was celebrated at the library on September 26<sup>th</sup>. Diane also began two new children's programs in September including a read aloud program for all ages that has been attended by special needs adults as well as storytime with Ivan the Reading Dog held several times a month in the evenings. Both new programs have been well attended. Children's programming staff began working on the library mascot with a community vote to decide what animal would be chosen. The mascot debut will be held at a special children's literacy day on November 21<sup>st</sup> in conjunction with Children's Picture Book month.

- 2) **Adult & Teen Programs:** Director Ledford signed up incoming freshman at Carroll High for library cards and attended all freshman English classes to talk about library resources during Library Card Signup month. The final History of the Book programs that coincided with the display were held in September with 25 attending the library program and outreach program at Regency Park. The iPad club started back in September with 3 attending. Tech Help Fridays continue to be a popular option for patrons requesting help with their devices.
  
- 3) **Special Projects:**
  - a) Staff attended the State Library's town meetings and training in Atlantic on September 10<sup>th</sup> and 11<sup>th</sup>, a staff in-service training day on new library databases and technology updates on September 23<sup>rd</sup>, the summer reading program showcase on September 24<sup>th</sup> in Atlantic, and the YP Conference on September 25<sup>th</sup> at the Carrollton.
  - b) The last of the VHS tapes were weeded from the collection because of zero circulation and added to the upcoming Friends of the Library book sale stock. The Book Nook will be closed until the big sale on November 5, 6, & 7.
  
- 4) **Staff Changes:** Kelsey Hall was hired as the new library assistant, replacing the assistant position that was open since June. Kelsey began work on September 8<sup>th</sup>.

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.