



# City Manager's Monthly Activity Report

September 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
- Continued the process of replacement of the city manager position
- Prepared and filed FY 2015/2016 Road Use Tax Report
- Attended Iowa League of Cities Annual Conference – September 14 – 16 (Des Moines)
- Library/City Hall Project – initial concept review– September 20
- West Central Iowa Clerks Association meeting – September 21 (Denison)
- Annual audit fieldwork completed with auditors – September 12 – 14
- Worked with an intern from DMACC
- Prepared proceedings for general obligation capital loan notes, series 2016B
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Attended Wellness Coalition Meeting – September 22

### Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Update notes to the financial statements and prepare other audit paper work
- Prepare and FY 2015/2016 State Annual Financial Report
- Work with new city manager who begins October 24
- Continue proceedings for general obligation capital loan notes, series 2016B
- Attend IMFOA Fall Conference – October 19 -21 (Des Moines)
- Attend Carroll County Roundtable – Breda
- City Week – October 10 - 14
- Continue to promote wellness program with employees
  - Attend Step It Up Annual Walk – October 5

### Accomplishments of particular note:

- 175 utility bills were emailed to customers in August 2016 181 utility bills and statements were emailed to customers in September 2016

# Fire Department

## As reported by Greg Schreck, Fire Chief

### Routine Activities for the month:

The Department responded to seven calls for service and held three training sessions in September.

Firefighters conducted search and rescue training at the abandoned house owned by the City on the Municipal Golf Course. Second floor rescue operations were conducted utilizing ladders. This was an important drill in keeping victim rescue operations safe for both the firefighters and the victims involved.

The Fire Station and all equipment received cleaning in preparation for the open house to be held October 9<sup>th</sup>.

Department members participated in a fund-raising event for the Food Pantry held in September

### Run Report for September:

Alarm Date	Alarm Location	Incident Type
09/11/2016	190 <sup>th</sup> & Phoenix	Mutual aid given to Lidderdale FD
09/16/2016	17487 Highway 71 N	Building fire
09/19/2016	402 E 6 <sup>th</sup>	Vehicle fire
09/21/2016	1751 E Highway 30	Alarm malfunction
09/25/2016	1750 E Highway 30	Alarm malfunction
09/26/2016	105 E 6 <sup>th</sup>	Leaking propane cylinder
09/28/2016	1214 S Grant Road	Smoke from microwave – alarm activation

# Police Department

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

Routine Activities for the month:

On September 9<sup>th</sup> the Carroll Police Department participated in the Special Olympics fundraiser of Cop on Top. Officers stood on top of Dunkin Donuts soliciting donations from 6 am to 11 am. This is the second year of involvement and \$679.48 was raised.

Officer Tony Amdor helped with support at the air show at the Carroll Airport on September 11. He was responsible for security and emergency response if needed.

Sergeant Jeremiah Hoyt attended a police leadership conference in Des Moines. The three day conference was put on by the Iowa Police Chief's Association and ran from September 12-14.

Officer Kenny Bensley began training with the Governor Traffic Safety Bureau (GTSB). The training is to become a Drug Recognition Expert. This title allows the officer to recognize the effects of narcotics in an individual and to testify in court on his findings. He has completed three weeks of in state training and will complete a week of training in October in Phoenix, Arizona before he is certified. The costs of the training is covered in full by the GTSB.

Sergeants JJ Schreck and Gary Bellinghausen attended First Line Supervision School in Boone on the 22<sup>nd</sup>.

On the 27<sup>th</sup>, Officer Jason Kirsch assisted the Iowa Law Enforcement Academy with firearms training for a basic academy class. Officer Kirsch is a state certified firearms instructor.

Coffee with a Cop was hosted at MC's Country Café on the 29<sup>th</sup>. The event allows the public to meet officers in a non-stress environment and ask questions or just interact with the police department.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: September 1 THRU September 30, 2016

Offenses	Incidents Reported
Aggravated Assault	1
Simple Assault	6
Domestic Abuse	3
Burglary/B&E	8
Shoplifting	4
Theft from Vehicle	8
Theft of Bike	1
Theft from Building	4
Counterfeit/Larceny	2
Vandalism	2
Vandalism: Business	1
Vandalism: Residence	3
Vandalism: Vehicle	7
Vandalism: Other	1
Drug/Narc Violations	4
Drive Under Infl	1
Drunkenness	4
Disorderly Conduct	2
All Other Offenses	1
Trespassing	1
Found Property	4
Unattended Death	2
Warrant Outside	3
10-50 PI	1
10-50 PD	12
1050PD: Hit and Run	1
Under 1500	5
Moving Violations	1
Op After Revocation	1
Operate After Suspen	4
Misc Public	1
<b>Total</b>	<b>99</b>

Citations	
Animal	0
Dark Windows	0
License	8
Other	2
Parking Violation	15
Registration	8
Seatbelt	2
Tobacco	1
Traffic	36
Warning	135
<b>TOTAL</b>	<b>207</b>

Salvage Vehicle  
Inspections: 10

# Building Department

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

***Agricultural***

Building	NONE	\$0.00		\$0.00
<b>Agricultural Building Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Building Fee Total:</b>	<b>\$0.00</b>

<b>Agricultural Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
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***Commercial***

Building	09/21/2016	\$253,312.00	160292	\$826.00
<b>Commercial Building Valuation Total:</b>		<b>\$253,312.00</b>	<b>Commercial Building Fee Total:</b>	<b>\$826.00</b>

Electrical	09/06/2016		160271	\$58.33
	09/23/2016		160293	\$50.20
			<b>Commercial Electrical Fee Total:</b>	<b>\$108.53</b>

Mechanical	09/06/2016		160273	\$54.52
			<b>Commercial Mechanical Fee Total:</b>	<b>\$54.52</b>

Plumbing	09/06/2016		160272	\$51.00
			<b>Commercial Plumbing Fee Total:</b>	<b>\$51.00</b>

Right of Way	09/15/2016		160274	\$25.00
			<b>Commercial ROW Fee Total:</b>	<b>\$25.00</b>

Sign	09/15/2016		160276	\$15.00
	09/16/2016		160285	\$15.00
	09/21/2016		160286	\$15.00
			<b>Commercial Sign Fee Total:</b>	<b>\$45.00</b>

<b>Commercial Valuation Total:</b>	<b>\$253,312.00</b>	<b>Commercial Fee Total:</b>	<b>\$1,110.05</b>
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**Residential**

Building

09/15/2016	\$12,000.00	160275	\$90.75
09/15/2016	\$240,000.00	160278	\$831.00
09/15/2016	\$60,000.00	160280	\$315.88
09/23/2016	\$15,000.00	160296	\$109.50

**Residential Building Valuation Total: \$327,000.00      Residential Building Fee Total: \$1,347.13**

Electrical

09/01/2016		160267	\$47.08
09/06/2016		160270	\$35.88
09/15/2016		160281	\$35.88
09/16/2016		160283	\$35.88
09/16/2016		160284	\$33.20
09/21/2016		160287	\$35.88
09/23/2016		160295	\$57.28

**Residential Electrical Fee Total: \$281.08**

Mechanical

09/21/2016		160290	\$51.38
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**Residential Mechanical Fee Total: \$51.38**

Plumbing

09/21/2016		160289	\$79.00
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**Residential Plumbing Fee Total: \$79.00**

Right of Way

09/01/2016		160268	\$885.00
09/06/2016		160269	\$25.00
09/15/2016		160277	\$25.00
09/15/2016		160279	\$25.00
09/16/2016		160282	\$25.00
09/21/2016		160288	\$25.00
09/21/2016		160291	\$25.00
09/23/2016		160294	\$25.00

**Residential Right of Way Fee Total: \$1,060.00**

Sign

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

**Residential Valuation**

**Total: \$327,000.00      Residential Fee Total: \$2,818.59**

**Valuation Grand Total: \$580,312.00      Fee Grand Total: \$3,928.64**

## Permits - YTD – through September 2016

Class	Permit Type	Valuation		Fee
<i><b>Agricultural</b></i>				
	Building	\$0.00		\$0.00
<b>Agricultural Valuation Total:</b>		<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i><b>Commercial</b></i>				
	Building			\$9,290.46
	Electrical	\$5,894,622.00		\$926.41
	Mechanical			\$378.01
	Plumbing			\$396.50
	Right of Way			\$225.00
	Sign			\$220.00
<b>Commercial Valuation Total:</b>		<b>\$5,894,622.00</b>	<b>Commercial Fee Total:</b>	<b>\$11,436.38</b>
<i><b>Residential</b></i>				
	Building			\$24,348.67
	Electrical	\$7,013,134.00		\$3,864.00
	Mechanical			\$1,160.47
	Plumbing			\$1,725.00
	Right of Way			\$3,436.24
	Sign			\$0.00
<b>Residential Valuation Total:</b>		<b>\$7,013,134.00</b>	<b>Residential Fee Total:</b>	<b>\$34,534.38</b>
<b>Valuation Grand Total:</b>		<b>\$12,907,756.00</b>	<b>Fee Grand Total:</b>	<b>\$45,970.76</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 three graves for Cemetery.
- Maintained signs and signals.
- Placed 76.00 cubic yards of concrete for street repairs and ROW permits.
- Swept streets and CBD on Thursdays at 5:00 AM
- Graded gravel roads weekly.
- Patched potholes.
- Cleaned storm sewer inlets.
- Placed asphalt millings on road shoulders.
- Seeded areas from water main project.
- Graded alleys.
- Division Safety Meeting: Distracted Driving on September 8, 2016.

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

- Water production:
  - Monthly Total: 34.570 million gallons
  - Daily Average: 1.152 million gallons
  - Daily Maximum: 1.401 million gallons
- Completed 181 Iowa One Call locate requests.
- Meter Department
  - 86 service orders.
  - 49 delinquents.
  - 10 rereads.
  - 2 stuck meters.
- Division Safety Meeting: On September 7-8, 2016, Mark Thompson and Pat Pudenz attended a hands-on workshop in Ankeny. On September 9, 2016, attendees presented the workshop principles and importance of using proper methods for safe and efficient line locating and leak detection.

**Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 48.965 million gallons
  - Daily Average: 1.632 million gallons
  - Daily Maximum: 2.367 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Hep B Prevention on September 27, 2016.

Special Activities/Accomplishments of particular note:

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

- Assisted the airport on September 9<sup>th</sup> and 12<sup>th</sup> with supplies needed for the airshow.
- Installed six sump pump discharge lines on High Ridge Road into storm drains.
- Put on snow equipment and cleaned up Unit #28 for Band Day parade.
- Installed all signs on High Ridge Road that had been removed during construction.

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

- Terry Kluver attended the Fall Water Conference in Okoboji on September 20-21, 2016.
- Worked with contractor on lowering three (3) watermains on Third Street Storm Sewer Improvement – 2016 project.
- Submitted one (1) set of bacteria samples from Well and Transmission Main project.

**Division:** Sean Kleespies, Wastewater Superintendent

- Completed Jet/vac watershed #2 and #7.
- Replaced pressure regulator on Jet/vac.
- Installed dissolved oxygen metering system for the VLRs.
- Performed general maintenance on wastewater equipment and collection systems.

Activities planned for next month and other comments:

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

- Kurt Mosman and Tyler Schultes will attend snow plow operation school on October 4-6, 2016.
- Get snow equipment ready.
- Street repairs and ROW permits.
- Install new street name signs.
- Sweep streets.

**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.
- Continue working with contractor on bacteria sampling on Well & Transmission Main project.
- Start winter checklist on 490 fire hydrants.
- Work with contractor on a Computerized Leak Detection Survey of all fire hydrants and valves.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start televising Third Street sanitary sewer.
- Continue water testing for the new NPDES permit.

**CAPITAL PROJECT STATUS SUMMARY – 10-11-16**

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	\$149,376.50		03-31-16	Design Const. Staking (Hourly)
						King Construction	\$1,368,237.55	06-13-16	\$1,153,876.17			Group A - West
						Rognes Corp.	\$850,833.90	06-13-16				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	\$160,798.40		2016	Design
						OMG Midwest, Inc.	1,149,123.40	04-11-16	\$1,127,639.57	95%	75 Days	Construction Services
Court Street Resurfacing	2015 On-going	FY17		\$150,000	2017	OMG Midwest, Inc.	\$121,328.84			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							

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	\$321,229.43			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

- Mow parks
- Seed and aerify thin turf areas
- Ballfield work
- Order fall herbicides
- Order fall fertilizer
- Trim trees
- Order downtown replacement plants
- Maintain soccer and flag football fields

**Golf:** Scott Haakenson, Golf Superintendent

- Mowed greens 22 times
- Mowed tees 13 times
- Mowed collars 12 times
- Mowed fairways 13 times
- Mowed rough as needed
- Cut cups 9 times
- Sprayed greens, surrounds and tees as needed
- Serviced equipment as needed
- Watered greens, tees and fairways as needed

**Cemetery:** John Snyder, Cemetery Sexton

- Took care of six interments: one cremation and five full burials. One Saturday full burial
- Mowed cemetery four times
- Trimmed entire cemetery once
- Did all cemetery paperwork which includes time sheets, grave sales, maintenance records and all burial records
- Turned in all billing records for all local funeral homes
- Collected all money due for private and out of town funeral home burials
- Collected all money due for grave sales
- Continued trimming trees

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

	Member Usage	Daily Admission	Total Usage	Daily Ave
September	6187	499	6686	223

**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

- Prep work for sod work at Baseball Stadium

**Golf:** Scott Haakenson, Golf Superintendent

- Aerified and topdressed greens

**Cemetery:** John Snyder, Cemetery Sexton

- Finished putting on mulch packages on mowers for fall leaf mulching



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

- All equipment for weight/cardio room that was bid out has been delivered and placed in final spaces.
- Received a trial “Stairmaster” airdyne style bike for people to try and compare with the current Schwinn airdyne.
- Website updates for fall.
- Preparing information for new software system “Perfect Mind”.
- Received grant for starter kit from the National Alliance for Youth Sports to being their “Start Smart” program. Our requirement is to offer 1 program within 6 months, and we will have a class for 3-5 year olds beginning in November.
- Attended the Iowa Parks & Recreation Association fall workshop in Decorah. Sessions included aquatics issues and concerns, what’s new in recreation programming and various other networking opportunities.
- Quarterly goal meetings with activities programmer and secretary.
- Attended 1<sup>st</sup> meeting of the Carroll Chambers Leadership Institute.
- Met with company about fundraising opportunities and ideas.
- Hosted the Library Reading Obstacle course.

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

- Flag Football Program (Opt. Kdg. – 6<sup>th</sup> Grade)
- Fall Soccer Program (4 year old – 2<sup>nd</sup> Grade)
- Volleyball Program (3<sup>rd</sup> – 6<sup>th</sup> Grade)
- Supervise Volleyball & 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 remodel plans at Rec Center
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Weight room remodel expansion project punch list
- Tested and fixed storm sirens
- Testing and cleaning A/C units throughout the City
- Aquatic Center winterizing
- Installed new equipment in weight room
- Final location of equipment in weight room
- TVs in weight room at Rec
- Power strip in weight room at Rec
- Baseball stadium power and data piping
- Roof leaks at Rec
- Replaced hot water pressure tank at aquatic center

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Plant trees and shrubs
- Spray broadleaf weeds

**Golf:** Scott Haakenson, Golf Superintendent

- Spray fall herbicide

**Cemetery:** John Snyder, Cemetery Sexton

- Standard fall schedule
- Clean equipment for winter storage

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

- Swim Lessons begin
- -scheduling a lifeguard class
- -winter/spring brochure release

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

- Flag Football Games
- Volleyball Games
- Inventory fall sports equipment
- Spring / Summer Programming
- Finalize 2016 Program Numbers

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

- Heating systems

**Safety Topic:**

- Housekeeping chemicals





*Carroll*

# Director's Report September 2016

## PUBLIC LIBRARY

INFORM • INSPIRE • IMAGINE

### As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

#### Program Attendance:

Stress Relief Coloring	13
Story Walk with Dr. Whoot	143
Tech Help Friday	71
Children's Library Programs	311
Children's Program Outreach	409
Adult Test Proctoring	2
Crafty Library Ladies	79
Poetry Group	22
Noon Book Club	7
Evening Book Club	5
Bus-eum History Program	176
SRP Obstacle Course Challenge	<u>51</u>
<b>Total Program Attendance</b>	<b>1,289</b>
<b>Monthly Door Count</b>	<b>6,523</b>

#### Monthly Statistics:

Total Print Circulation:	8,306
BRIDGES Circulation:	565
Consumer Reports Page Views:	390
Public Computer Use:	812
Wi-Fi Use:	291
EbscoHost Downloads:	60
Tumblebooks Downloads:	14
Global Road Warrior Page Views:	10
Learning Express Resources:	108
Freegal Music Downloads:	375
GVRL eBook Downloads:	1
ABC Mouse Sessions:	72
Zinio Digital Magazine Circulation:	43
Daily Times Herald Page Views:	<u>2,145</u>
<b>Total Resources Utilized</b>	<b>13,192</b>

#### 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. Dr. Whoot was busy this month appearing at Swan Lake on September 24<sup>th</sup> for the Storywalk program at the South Shelter House. Kids and parents read the story *The Gruffalo* by Julia Donaldson as they walked on the paved path. The F.R.E.S.H. trailer was in the park to give kids free healthy snacks after the walk. Dr. Whoot also appeared at the Rec Center on September 29<sup>th</sup> for the SRP obstacle course challenge. 51 kids and parents ran through the course after Dr. Whoot to celebrate meeting their summer reading goal.

- 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. The Bus-eum made a stop in Carroll at the Library on September 22<sup>nd</sup> as well as at both the Kuemper and Carroll Middle Schools for the program, “At Home in the Heartland” presented by Traces.
  
- 3) **Space Planning:** The initial concept review with OPN Architects was held on September 20<sup>th</sup> in the council chambers. OPN discussed the initial concepts and requested feedback to be returned by October 7, 2016. A copy of initial concepts was kept in the library for public comment over the past few weeks.
  
- 4) **Upcoming Events:** View upcoming events on the library’s Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page.