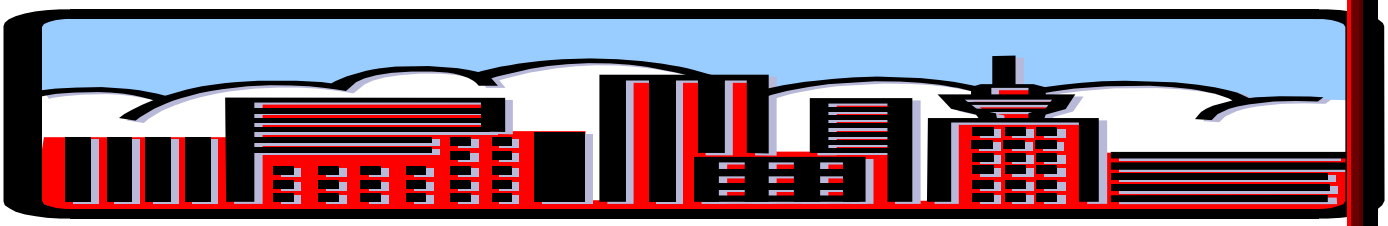

City Manager's Monthly Activity Report

Gerald L. Clausen, City Manager

April 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
- Attended IMFOA Conference – Des Moines (April 20-22)
- Attended SMART Conference – Des Moines (April 28)
- Continued gathering information for City website
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Coordinated and held annual Live Healthy Iowa 5K – April 9
    - Attended Wellness Coalition Meeting – May 5

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Review financials for FY 2015/2016 Budget Amendment #2
- Begin the process of replacement of the city manager position
- Review health insurance renewal information with BSI
- Conduct employee health insurance meetings
- Attend International Institute of Municipal Clerks (IIMC) National Conference – Omaha (May 22 – 25)
- Continue to promote wellness program with employees

Accomplishments of particular note:

- 172 utility bills were emailed to customers in April 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 three training sessions in April.

Firefighters conducted refresher training on all truck operations. Rural water supply operations utilizing tanker shuttle were reviewed. Dry hydrants located at Swan Lake and at the gravel pit located at 240th and Olympic were pumped to ensure their operability. City water supply operations for Engine 1 and Tower 8 were also reviewed with hands-on activities.

Required annual safety test were conducted on Tower 8 by CFS Inspections. Test includes weld inspection, bolt torque, load test, automatic safety systems check and a complete hydraulic cylinder and line inspection and testing. Tower 8 passed inspection with some minor hydraulic oil leaks noted.

Run Report for April**:**

Alarm Date	Alarm Location	Incident Type
04/02/2016	215th & Ivy Ave	Vehicle collision with extrication
04/06/2016	170th & Ivy	Vehicle fire
04/12/2016	210th & Noble	Ditch fire
04/13/2016	917 N East St	Dumpster fire
04/16/2016	1316 Harriet Ave	Tree on fire
04/16/2016	Hwy 30 & Olympic	Ditch fire
04/25/2016	2226 Ashwood Dr	Smoke odor
04/25/2016	18134 Hwy 71 North	Vehicle collision with extrication
04/29/2016	403 E 7th	Subject burned lighting water heater

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On April 1st, 6th grade students from St. Lawrence Middle School graduated from DARE. Sergeant Gary Bellinghausen is the DARE instructor and held a ceremony in the St. Lawrence gym for family and friends.

On April 4th, Officer Nathan Christian completed his pre academy fitness testing. He begins the 14 week basic academy at the Iowa Law Enforcement Academy (ILEA) on April 18th. He will complete the academy on July 22nd.

Sergeant Bellinghausen attended an intelligence course in Des Moines from April 4th through April 15th.

Officer Tony Amdor graduated from ILEA on April 8th. He will finish his field training with field training officers before being on patrol on his own.

Sergeant JJ Schreck completed Crime Free Housing training on April 13th and 14th. The training was put on by the West Des Moines Police Department. This training allows the department to teach landlords how to protect their properties and help with tenant screening. The program is designed to create safe living areas for all tenants.

Officer Ethan Kathol attended the annual Iowa Police Officers Association seminar in Council Bluffs April 18th and 19th. He then attended Interview and Interrogation school April 25-27. All officers on the police department attend this school in their first few years of service to better their skills.

On April 28th, the Carroll Police Department assisted the Union Pacific Railroad on a railroad crossing project titled UP CARES. This project focused on crossing violations. The project is intended to educate drivers on the safety of crossing and remind them to not drive through or around crossing with flashing lights and barriers.

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: April 1 THRU April 30, 2016

Offenses	Incidents Reported
Simple Assault	4
Burglary/B&E	2
Shoplifting	3
Theft from Vehicle	1
Theft of Bike	1
Theft from Building	3
Other Larceny	1
Motor Vehicle Theft	1
Counterfeit/Forgery	1
Identity Theft	1
Vandalism: Residence	1
Vandalism: Vehicle	2
Drug/Narc Violations	5
Drive Under Infl	6
Liquor Law Violation	2
Drunkenness	4
Disorderly Conduct	1
Harassment	1
All Other Offenses	4
Trespassing	1
Found Property	2
Suicide	1
Animal Bite	1
Warrant Outside	8
Restraining Order	4
10-50 PI	1
10-50 PD	10
Operate After Suspen	11
Misc. Public	5
Total	**88**

Citations	
Animal	0
Dark Windows	1
License	21
Other	4
Parking Violation	5
Registration	11
Seatbelt	11
Tobacco	0
Traffic	57
Warning	211
TOTAL	**321**

Salvage Vehicle Inspections: 23

Building Department

As reported by Perry Johnson, Building Official

Agricultural

Building

NONE	$0.00		$0.00
Agricultural Building Valuation Total:	**$0.00**	**Agricultural Building Fee Total:**	**$0.00**

Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**

Commercial

Building

04/27/2016	$72,164.00	160083	$356.50
Commercial Building Valuation Total:	**$72,164.00**	**Commercial Building Fee Total:**	**$356.50**

Electrical

NONE			$0.00
		Commercial Electrical Fee Total:	**$0.00**

Mechanical

NONE			$0.00
		Commercial Mechanical Fee Total:	**$0.00**

Plumbing

NONE			$0.00
		Commercial Plumbing Fee Total:	**$0.00**

Right of Way

NONE			$0.00
		Commercial ROW Fee Total:	**$0.00**

Sign

04/21/2016		160082	$5.00
04/27/2016		160093	$15.00
		Commercial Sign Fee Total:	**$20.00**

Commercial Valuation Total:	**$72,164.00**	**Commercial Fee Total:**	**$376.50**

Residential

Building

04/04/2016	$208,000.00	160051	$751.00
04/04/2016	$3,000.00	160057	$28.00
04/11/2016	$3,000.00	160060	$41.00

	04/18/2016	$20,000.00	160062	$140.75
	04/18/2016	$20,000.00	160064	$140.75
	04/18/2016	$278,000.00	160069	$920.00
	04/18/2016	$300,000.00	160070	$981.00
	04/18/2016	$195,000.00	160074	$718.00
	04/18/2016	$195,000.00	160075	$718.00
	04/21/2016	$460,000.00	160078	$1,381.00
	04/21/2016	$1,500.00	160081	$28.50
	04/27/2016	$26,000.00	160084	$176.00
	04/27/2016	$20,000.00	160085	$141.00
	04/27/2016	$600,000.00	160086	$1,694.00
	Residential Building Valuation Total:	**$2,329,500.00**	**Residential Building Fee Total:**	**$7,859.00**
Electrical				
	04/18/2016		160065	$35.88
	04/18/2016		160066	$25.36
	04/18/2016		160067	$124.25
	04/18/2016		160072	$35.88
	04/27/2016		160090	$33.20
	04/27/2016		160091	$124.25
	04/27/2016		160092	$33.20
			Residential Electrical Fee Total:	**$412.02**
Mechanical				
	04/04/2016		160054	$56.01
			Residential Mechanical Fee Total:	**$56.01**
Plumbing				
	04/04/2016		160053	$76.50
	04/27/2016		160087	$69.50
			Residential Plumbing Fee Total:	**$146.00**
Right of Way				
	04/04/2016		160052	$25.00
	04/04/2016		160055	$25.00
	04/04/2016		160056	$106.25
	04/06/2016		160058	$0.00
	04/06/2016		160059	$25.00
	04/18/2016		160061	$25.00
	04/18/2016		160063	$25.00
	04/18/2016		160068	$25.00
	04/18/2016		160071	$25.00
	04/18/2016		160073	$25.00
	04/18/2016		160076	$25.00
	04/18/2016		160077	$25.00
	04/21/2016		160079	$25.00
	04/21/2016		160080	$25.00
	04/27/2016		160088	$25.00
	04/27/2016		160089	$25.00
			Residential Right of Way Fee Total:	**$456.25**
Sign				
	NONE			$0.00
			Residential Sign Fee Total:	**$0.00**
	Residential Valuation Total:	**$2,329,500.00**	**Residential Fee Total:**	**$8,929.28**
	Valuation Grand Total:	**$2,401,664.00**	**Fee Grand Total:**	**$9,305.78**

Permits - YTD – through April 2016

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$121,164.00		$636.50
	Electrical			$510.65
	Mechanical			$52.65
	Plumbing			$0.00
	Right of Way			$25.00
	Sign			$80.00
	Commercial Valuation Total:	**$121,164.00**	**Commercial Fee Total:**	**$1,304.80**
Residential				
	Building	$2,856,617.00		$9,914.00
	Electrical			$836.62
	Mechanical			$110.64
	Plumbing			$296.50
	Right of Way			$656.25
	Sign			$0.00
	Residential Valuation Total:	**$2,856,617.00**	**Residential Fee Total:**	**$11,814.01**

Valuation Grand Total:	**$2,977,781.00**	**Fee Grand Total:**	**$13,118.81**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated five graves for Cemetery.
- Maintained signs and signals.
- Bladed gravel roads.
- Placed 29.75 cubic yards of concrete for sidewalk repairs on Pleasant Ridge Road.
- Hauled approximately 425 loads of waste dirt and sweepings to Landfill.
- Worked with contractor installing a new storm sewer on the SW Access Road.
- Patched potholes.
- Mud-jacked several places in town to fill voids under streets.
- Division Safety Meeting: "Wearing Hi-Vis Clothing" on April 1, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 31.576 million gallons
  Daily Average: 1.053 million gallons
  Daily Maximum: 1.280 million gallons
- Completed 150 Iowa One Call locate requests.
- Meter Department
  - 114 service orders.
  - 24 delinquents.
  - 0 rereads.
  - 0 stuck meters.
- Division Safety Meeting: On April 28, 2016, reviewed ANSI/ISEA Standard 107-2015 pertaining to what type of high-visibility clothing should be used while conducting a variety of work activities.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 62.931 million gallons
  Daily Average: 4.680 million gallons
  Daily Maximum: 2.181 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Lock Out-Tag Out/Confined Space" on April 19, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Cleaned off sidewalks on Hwy. 30 in CBD from winter sanding.
- Delivered two trucks to Iowa Prison Industries in Rockwell City to have frames and boxes painted.
- Tom Weber attended APWA Spring Conference in Des Moines on April 7.
- Placed mosquito larvacide in wet areas to help control mosquito population.
- Kurt Mosman and Jeff Warnke attended Clarke Mosquito Workshop in Ames on March 26, 2016.
- Kurt Mosman, Tyler Schultes and Corey Venteicher attended Work Zone Safety Workshop in Ames on March 30, 2016.
- Repaired yards from snow plow damage.

Division: Water; Terry Kluver, Water Superintendent

- Operated Water Treatment Plant with one (1) filter during Filter Rehabilitation project.
- Submitted two (2) sets of bacteria samples from Transmission Main Project.
- Filter Rehabilitation contractor sand blasting, epoxy coating and installing filter media in Filter #1.
- Tested two (2) backflow devices at Water Treatment Plant and four (4) on hydrant meters.

Division: Sean Kleespies, Wastewater Superintendent

- E & F Custom Pumping finished cleaning the sludge lagoon.
- Jet/vaced Watershed #1 and started cleaning Watershed #10.
- Began repairing Raw Sewage Pump #1.
- General maintenance of the vertical loop reactors surface aeration.
- Assisted Street Division pour concrete for a section of the trail.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Blade alleys & gravel roads.
- Install new street name signs.
- Seed well sites when weather permits.

Division: Water; Terry Kluver, Water Superintendent

- Place Filter #1 on line with Filter #2 after completing Filter Rehabilitation project.
- Continue working with contractor on bacteria sampling on Transmission Main.
- Continue operating water valves in the distribution system.
- Obtain permit-required samples for Nitrate, Arsenic and Sodium.
- Compile analytical results for the 2016 Consumer Confidence Report.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/Vac and televising of the sanitary sewer system.
- Training for Matt Riedell, Paul Kersey and Travis Boell on how to handle high-flow situations at the wastewater plant.

CAPITAL PROJECT STATUS SUMMARY – 05-12-16

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	11-09-15	$119,680.50		03-31-16	Design
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc. Godbersen-Smith Construction Co.	$60,800.00 + $555,808.75	09-24-12	$43,848.36 $563,827.37	 95%	11-15-13 11-15-13	Plus Hourly Construction Services
Street Resurfacing 2015	2015 On-going	FY16	FY16			JEO Consulting Group, Inc. Ten Point Constr. Co., Inc.	$122,730.00 + $1,132,455.61	11-10-14 06-16-15	$132,856.50 $1,144,278.67	 95%	04-15 11-13-15	Plus Hourly Construction Services Design Completion
Street Maintenance Building	2015 On-going	FY17	FY16	$3,050,000	2018	FEH Design	$22,500.00	01-25-16			05-01-16	Space Needs/ Prelim. Design

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
US 30 – Grant Road Intersection	2015 On-going	FY17	FY14	$1,466,150	2017	Snyder & Associates, Inc. Snyder & Associates, Inc.	$4,900.00 $199,600.00	07-22-13 04-14-14	$4,900.00 $77,100.55	100%	08-15-13	TSIP Application Design
Downtown Streetscape Phase 8	2015 On-going	FY17	FY15	$998,500	2017	Confluence	$89,040.00	11-10-14	$39,989.73		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 $94,260.00	09-14-15	$99,356.00		2016	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		$150,000	2017							
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	$320,779.43		11-20-15	
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$743,099.63	99%	11-30-15	
Water Supply Wells – Group B	2014	FY16	FY16			Sargent Drilling	$1,227,543.02	03-23-14	$1,037,708.17	72%	11-30-15	
Van Meter Addition U.S. 71 Watermain			FY16			King Construction	$35,456.50	10-13-14	$33,683.68	95%	11-14-14	
Water Treatment Plant Filter Rehabilitation - 2016						JEO Consulting Group, Inc.	$20,315.00	08-24-15	$19,834.25		04-01-16	
						Grundman-Hicks, L.L.C.	$530,200.00	11-23-15	$335,920.00		04-01-16	
Watermain Replacement		FY17	FY16	$500,000	2018							

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean all park areas, pick up sticks, leaves and trash
- Open and power wash all restrooms and shelters
- Mow all park areas four times
- Mow all ballfields and soccer fields eight times
- Prepare soccer fields
- Prepare and maintain all softball/baseball fields
- Ordered infield material
- Equipment maintenance
- Seed bare areas and construction repair
- Put up batting cages
- Replace six stools in restrooms
- Blade parking areas

Golf: Scott Haakenson, Golf Superintendent

- Mowed greens 11 times
- Mowed tees 10 times
- Mowed fairways 10 times
- Mowed collars eight times
- Mowed rough as needed
- Sprayed greens one time
- Adjusted mowers when needed
- Service one greens mower
- Serviced two rough mowers
- Emptied trash and moved tee markers when needed

Cemetery: John Snyder, Cemetery Sexton

- Raised ceiling on three trees in blocks A and B
- Repaired eight 100 plus year old marble monuments, pinned, epoxied and reset
- Mowed cemetery four times. Trimmed weeds around monuments when possible, finish blocks 2-4-3-A-B-E-F-SH
- Tilled all flower gardens and prepared perennial beds for the annuals, enhancing the cosmetics of the beds
- Did all cemetery paperwork including but not limited to burial records, grave sales, f/h billing papers, timesheets, equipment maintenance records, etc.
- Emptied garbage cans and picked up garbage and sticks daily
- Removed one large dead pine tree in block 1
- Continued backfilling and seeding of settled graves
- Tended to six interments, five full burials, 1 cremation, three on Saturdays

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
April	7599	861	8460	282

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

- New fence in front of dugouts at Stadium

Golf: Scott Haakenson, Golf Superintendent

- Cut and chipped two dead pine trees

Cemetery: John Snyder, Cemetery Sexton

- Repaired eight 100 plus year old broken monuments and reset on existing bases

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Completed walk through of facility with 2 companies to investigate opportunities to better wi-fi access throughout the Recreation Center and receive estimates
- Met with company to finalize options for TV in updated weight room
- Trained 3 new lifeguards in pre-work training and job shadowing
- Attended final pool steering committee meeting for an indoor pool addition option
- Lead 1 lifeguard review classes, recertifying 8 people, none Carroll staff. Other review cancelled due to low enrollment.
- Lifeguard April class cancelled due to only1 enrolling, so we will offer another class in May instead.
- WSI weekend class in April cancelled due to only 2 enrolled, moved them to the May class.
- Swim Coach Training cancelled, but will work with local teams for one closer to May. A lot of interest for the class.

- Interviewed 4 potential CRO staff, offered to 2 and 1 declined. Interviewed 1 summer camp staff position.
- Follow up calls with Perfect Mind software on contract and accounting questions.
- New in April – offered a swim lesson session. McKenzie and another WSI taught about 15 kids Tuesday & Thursday evenings in Parent Child through Level 3.
- Covered 8 shifts for "staff" in April for approximately 21 total hours plus 7 hours of swim lessons.
- Meeting with 2 companies on equipment for weight room final plans.
- Goal meetings with staff and regular staff meetings with Recreation Staff.
- Youth Triathlon meeting April 25
- Meeting with Health Care company on options for speakers at the Recreation Center for senior days or other events.

Leisure Services: Mike Mertes, Recreation Program Specialist

- Spring Soccer Games (Monday, Tuesday, Thursday, Friday & Saturday)
- Soccer Concession Stand
- Baseball / Softball Program planning
- T-ball Program planning
- Dash 2 the Splash (August 6, 2016)
- 3 on 3 Tournament (August 6, 2016)
- Youth Triathlon (May 28, 2016)

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
- Repairs of heating systems
- Downtown light pole lights
- Floor drains at Rec Center
- Heating systems
- Finishing budget items
- LED lights rebates throughout the City
- Theater curtains at Rec Center
- Weight room remodel expansion project
- Golf Club house opening
- Tested and fixed storm sirens
- Train night position
- Graham Park basketball power replacement
- Added viewing monitor for cameras at Rec Center
- Ordered diving boards and features pump for Aquatic Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Pre-emergent down
- Maintain all baseball/softball fields
- Youth sports park ready for play
- Replace five home plates/pour four more
- Plant nursery trees
- Plant flowers

Golf: Scott Haakenson, Golf Superintendent

- Spread fertilizer and pre-emergent on tees and fairways
- Put fountain in pond

Cemetery: John Snyder, Cemetery Sexton

- Routine scheduled mowing and clean Veterans Circle in preparation of Memorial Day
- Plant flower gardens
- Continue tree trimming
- Edge and trim everything before Memorial Day

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Carroll Aquatic Center opening May 28
- CPR Classes and Bloodborne Pathogens for City Employees
- Lifeguard Instructor Class offering at Carroll Recreation Center

Leisure Services: Mike Mertes, Recreation Program Specialist

- Spring Soccer games (Monday, Tuesday, Thursday, Friday & Saturday) through May 14
- Baseball / Softball starts (Equipment pickup May 4 & rules meeting May 11)
- T-ball starts (Meeting May 11)
- Summer / Fall Program planning
- Baseball / Softball Complex Field Numbering

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Dance Recitals

Safety Topic:

- Equipment maintenance safety procedures
- Weather

Director's Report
April 2016

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Stress Relief Coloring	22
Artist Trading Cards with Kelsey	5
Orphan Train Programs	40
Tech Help Friday	31
Children's Library Programs	284
Children's Program Outreach	690
Crafty Library Ladies	73
Poetry Group	16
Brown Bag Book Club	7
Read 'em & Eat Book Club	3
Adult Literacy Tutoring	6
Earth Day with SOAR	205
Kuemper Preschool Outreach	88
Fairview School Outreach	205
National Library Week Chamber Coffee	85
Total Program Attendance	**1,760**

Total Print Circulation:	8,628
BRIDGES Circulation:	576
Consumer Reports Page Views:	285
Public Computer Use:	991
Wi-Fi Use:	247
EbscoHost Downloads:	137
Tumblebooks Downloads:	2
Global Road Warrior Page Views:	82
Learning Express Resources:	311
Freegal Music Downloads:	152
GVRL eBook Downloads:	5
ABC Mouse Sessions:	58
Zinio Digital Magazine Circulation:	49
Daily Times Herald Page Views:	372
Total Resources Utilized	**11,895**

Monthly Door Count **5,668**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Diane continued Rookie Storytime, Ivan the Reading Dog, and the read aloud program in the library this month. She also continued outreach storytime to area daycares and the Romp & Read program at the Carroll Rec Center. CPL also provided outreach services to the Kuemper and Carroll preschool programs on April 19th and 29th as well as a special Title I Reading Event at Fairview on April 28th. Dr. Whoot made several appearances at Fairview and Kuemper this month on April 4th and 11th for special outreach storytimes. The library hosted a special Earth Day event in conjunction with DMAAC on Saturday, April 23rd. SOAR was at the library to present a special earth day program on owls. They brought 2 large owls for the program and DMAAC students helped children color owls and read stories. Registration was also available for the 1,000 Books Before Kindergarten initiative for interested caregivers.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Ladies, Stress Relief Coloring, and the poetry group. The two book clubs finished the year with their final selections. They will resume in September with a new year of book selections. In addition, the library continued the Artist Trading cards program with Kelsey. The Read 'em & Eat Book Club met for their third meeting to plan future events. There was a special poetry reading on April 5th in honor of National Poetry Month by Dennis Thompson and National Library Week was celebrated with the Friends Annual meeting and election of officers, a concert by Adam Miller, and Chamber Coffee during the week of April 11-16.

3) **Special Projects**
   a) **Everybody on the Same Page**: The Carroll County reading initiative concluded programs this month with a special concert by folk artist Adam Miller during National Library Week and book discussions held on April 21st and 28th. On May 2nd each library in Carroll County drew the name of the winner of the train ticket prize for the excursion train on the Boone Scenic Valley Railroad. Sherry Studebaker of Carroll was selected as the Carroll Public Library winner and her picture was submitted to the Daily Times Herald. Librarians are busy compiling stats for this program and meet in June to write a project report to submit to funders. Plans are underway to apply for grant funds to repeat the program next year.
   b) **Space Planning**: Kim Bolan & Associations are on schedule to deliver their initial concept for the current space as well as bubble diagrams of the expanded space. They have agreed to work with the architect once the location is decided for the future library if that service is requested.
   c) **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.