City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

November 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 computer experts to fix city hall email issue
- Prepared FY 16/17 audit management discussion & analysis (MD&A)
- Finished issuance process for general obligation capital loan notes, series 2016B
- Prepared FY 15/16 Annual Urban Renewal Report – due December 1
- Prepared/filed FY 15/16 Annual Financial Report – due December 1
- Reviewed/filed TIF certification to county auditor
- Prepared budget paperwork for departments
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Carroll County Wellness Coalition Meeting – November 17

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare departmental budget requests
- Prepare Capital Improvement Plan for Council review
- Attend Iowa League of Cities budget workshop – December 1 (Ankeny)
- Begin preparing 2016 W-2s and 1095-C to distribute to employees in January 2017
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – November 17

Accomplishments of particular note:

229 utility bills and statements were emailed in November 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 November.

Department members met with the Carroll Rotary Club on November 7th.

A training session focused on training with the thermal imaging camera was conducted at the vacant house located at the Municipal Golf Course. The Department has made good use of this house for various training activities for several months with very good results.

Firefighters Dick Henrich and Jeff Warnke attended the Carroll County Firefighters Association meeting in Ralston on November 21st. The meeting/training session focused on maintaining good physical health for firefighting activities

Firefighters assisted the Chamber of Commerce with the replacement of broken and missing light bulbs from the downtown Christmas decorations during our November 14th meeting. The members of the Fire Department have assisted in this effort in making the downtown shopping area look nice and inviting for the Christmas season for many years. We also provided transportation for Santa and Mrs. Claus for the Christmas lighting event on November 25th. All of the children present were very happy to see Santa arrive in town for the Holiday Season.

Run Report for November**:**

Alarm Date	Alarm Location	Incident Type
11/01/2016	1½ East on Highway 30	Smoke scare
11/05/2016	221 N Court	Carbon monoxide alarm
11/07/2016	18829 Kittyhawk Ave	Propane fire
11/20/2016	400 N Grant Rd	Trash fire
11/22/2016	1003 Harriet Ave	Natural gas odor
11/23/2016	1010 Woodland Dr	Oven fire
11/29/2016	626 W 10th St	Structure fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On November 1st, the Carroll Police Department was assisted by Carroll County Sheriff's office K9 unit with school searches at the Carroll Community Schools. K9's from surrounding counties were utilized for the search. No contraband was located during the search.

Chief Burke attended the National Association for the Advancement of Colored People (NAACP) summit in Des Moines on November 4th. The summit focused on justice and disparities in the criminal justice system. Speakers at the summit included the governor, NAACP staff, state representatives, law enforcement, and national experts on minority disproportionality in the criminal justice system.

On November 11th, the police department held employment testing for an entry level police officer position. Twenty seven applications were received for one open position. Civil Service interviews were then conducted on the top 5 candidates from the testing and a list of 4 applicants were certified by the Civil Service. An offer of employment has been extended pending background and medical testing. The expected start date for the new officer is January 3, 2017.

On November 30th, Captain Mark Heino retired after 38 years with the Carroll Police Department. Captain Heino began his career in Ossian, IA and then with CPD on July 8, 1978. He served as a patrol officer, sergeant, captain, and interim police chief. Captain Heino is an expert in fingerprint identification and accident re-construction among other areas. He was responsible for setting up the police department's drug lab and controlled its operation until his retirement. Captain Heino's knowledge, dedication, and expertise will deeply be missed.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Reported: November 1 THRU November 30, 2016

Offenses	Incidents Reported
Aggravated Assault	1
Simple Assault	3
Burglary/B&E	5
Shoplifting	7
Theft from Vehicle	2
Theft from Building	2
Other Larceny	1
Motor Vehicle Theft	2
Counterfeit/Larceny	1
Vandalism	1
Vandalism: Business	1
Vandalism: Residence	8
Vandalism: Vehicle	11
Drug/Narc Violations	5
Drive Under Infl	7
OWI 2nd	1
Drunkenness	2
Disorderly Conduct	2
All Other Offenses	5
Runaway	1
Found Property	5
Dispose of Animal	2
Warrant Outside	6
Restraining Order	1
10-50 PI	1
PI MV Pedestrian	1
10-50 PD	13
1050PD: Hit and Run	5
Under 1500	3
Op After Revocation	2
Operate After Suspen	6
Total	**113**

Citations	
Animal	0
Dark Windows	2
License	15
Other	0
Parking Violation	0
Registration	19
Seatbelt	17
Tobacco	0
Traffic	58
Warning	216
TOTAL	**327**

Salvage Vehicle Inspections: 11

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - November 2016

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
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					
		11/16/2016	$49,335.00		160354	$284.50
		Commercial Building Valuation Total:	**$49,335.00**		**Commercial Building Fee Total:**	**$284.50**
	Electrical					
		11/16/2016			160353	$46.80
		11/22/2016			160357	$209.14
					Commercial Electrical Fee Total:	**$255.94**
	Mechanical					
		None				$0.00
					Commercial Mechanical Fee Total:	**$0.00**
	Plumbing					
		11/11/2016			160342	$90.50
					Commercial Plumbing Fee Total:	**$90.50**
	Right of Way					
		11/03/2016			160325	$714.99
		11/03/2016			160326	$2,429.99
		11/03/2016			160328	$0.00
		11/03/2016			160332	$0.00
		11/11/2016			160339	$0.00
		11/11/2016			160346	$0.00
		11/11/2016			160347	$0.00
					Commercial Right of Way Fee Total:	**$3,144.98**
	Sign					
		None				$0.00
					Commercial Sign Fee Total:	**$0.00**
		Commercial Valuation Total:	**$49,335.00**		**Commercial Fee Total:**	**$3,775.92**

Residential

Building

11/03/2016	$2,500.00	160327	$34.50
11/03/2016	$24,900.00	160329	$172.00
11/03/2016	$200,000.00	160334	$691.00
11/11/2016	$10,000.00	160337	$78.25
11/11/2016	$29,000.00	160340	$190.00
11/11/2016	$36,000.00	160348	$221.50
11/16/2016	$90,000.00	160355	$0.00
Residential Building Valuation Total:	**$392,400.00**	**Residential Building Fee Total:**	**$1,387.25**

Electrical

11/03/2016		160324	$33.20
11/03/2016		160331	$33.20
11/03/2016		160333	$64.00
11/11/2016		160338	$35.88
11/11/2016		160341	$33.20
11/15/2016		160349	$35.88
11/22/2016		160356	$74.93
11/22/2016		160358	$35.88
		Residential Electrical Fee Total:	**$346.17**

Mechanical

11/08/2016		160335	$28.63
11/11/2016		160344	$54.63
		Residential Mechanical Fee Total:	**$83.26**

Plumbing

11/11/2016		160345	$86.50
		Residential Plumbing Fee Total:	**$86.50**

Right of Way

11/03/2016		160323	$25.00
11/03/2016		160330	$0.00
11/09/2016		160336	$25.00
11/11/2016		160343	$25.00
11/15/2016		160350	$25.00
11/15/2016		160351	$25.00
11/15/2016		160352	$25.00
11/22/2016		160359	$25.00
		Residential Right of Way Fee Total:	**$175.00**

Sign

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

Residential Valuation Total:	**$392,400.00**	**Residential Fee Total:**	**$2,078.18**

Valuation Grand Total:	**$441,735.00**	**Fee Grand Total:**	**$5,854.10**

Permits - YTD - through November 2016

Class	Permit Type	Valuation		Fee
Agricultural				
	Building	$0.00		$0.00
	Agricultural Valuation Total:	**$0.00**	**Agricultural Fee Total:**	**$0.00**
Commercial				
	Building	$7,558,857.00		$12,258.96
	Electrical			$1,320.19
	Mechanical			$475.29
	Plumbing			$531.50
	Right of Way			$3,414.98
	Sign			$225.00
	Commercial Valuation Total:	**$7,558,857.00**	**Commercial Fee Total:**	**$18,225.92**
Residential				
	Building	$7,922,034.00		$27,933.17
	Electrical			$4,393.18
	Mechanical			$1,349.25
	Plumbing			$1,973.00
	Right of Way			$3,711.24
	Sign			$0.00
	Residential Valuation Total:	**$7,922,034.00**	**Residential Fee Total:**	**$39,359.84**

Valuation Grand Total:	**$15,480,891.00**	**Fee Grand Total:**	**$57,585.76**

Public Works

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

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated eight graves for Cemetery.
- Maintained signs and signals.
- Placed 43.25 cubic yards of concrete for street repairs and ROW permits.
- Bladed gravel roads weekly.
- Patched potholes.
- Hauled street sweepings to the landfill.
- Put up snow fence in several areas.
- Crack sealed all new concrete patches.
- Crack sealed various other streets.
- Division Safety Meeting: Snow Plowing Safety by Railroad Tracks on November 3, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
  Monthly Total: 31.242 million gallons
  Daily Average: 1.041 million gallons
  Daily Maximum: 1.374 million gallons
- Completed 154 Iowa One Call locate requests.
- Meter Department
  - 91 service orders.
  - 39 delinquents.
  - 6 rereads.
  - 3 stuck meters.
- Division Safety Meeting: Terry Kluver and Devin Pudenz attended an Excavation Training Workshop in Denison on October 25, 2016. They presented the workshop principles and the importance of using proper methods for safe and effective excavations to Water Plant personal on November 12, 2016.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 39.648 million gallons
  Daily Average: 1.322 million gallons
  Daily Maximum: 1.506 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "November Safety Informer" on November 7, 2016.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Installed all brine pre-wetting tanks for snow storm pre-treating.
- Tom Weber attended Ornamental Turf Grass Applicators Recertification Class on November 9, 2016.
- Re-installed traffic signal at Hwy. 30 & Carroll Street that blew over in the wind on November 13, 2016.

Division: Water; Terry Kluver, Water Superintendent

- Assisted Street Division putting up Christmas lights.
- Installed twelve (12) bonnet repair kits on fire hydrants.
- Installed two (2) fire hydrant extensions.
- Worked with contractor on flushing new 16" raw water transmission main with compressed air.
- Worked with property owners on repairing four (4) service line leaks found during Leak Detection Survey.

Division: Sean Kleespies, Wastewater Superintendent

- Wired VLR blowers to work with the new dissolved oxygen system.
- Sanitary sewer camera inspections in the northwest part of the City.
- Sanitary sewer mandrel testing for the Industrial Park Road sanitary sewer.
- Sanitary sewer mandrel testing of Timber Creek East Subdivision Plat 5 Sanitary Sewer.
- Began new testing requirements of the NPDES permit that took effect in November.
- E & F Custom Pumping started cleaning out the sludge lagoon on November 30th.
- Winterized summer equipment.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Work on F.Y. 17 – 18 Budget.
- Crack seal, as weather permits.
- Snow removal and ice control, as needed.
- Maintain signs and signals.
- Pothole patch.
- Start trimming trees.

Division: Water; Terry Kluver, Water Superintendent

- Continue working with contractor on bacteria sampling on Transmission Main project.
- Update utility maps with completed project.
- Prepare F.Y. 17 – 18 Budget requests.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Finish the dissolved oxygen system programming.
- Continue sanitary sewer camera inspection.
- Finish cleaning sludge lagoon.
- Start working on Grade 2 exam preparation for Travis Boell, Paul Kersey and Matt Riedell.

CAPITAL PROJECT STATUS SUMMARY – 12-14-16

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. King Construction Rognes Corp.	$152,425.00 $11,000.00 $1,368,237.55 $850,833.90	11-09-15 08-08-16 06-13-16 06-13-16	$154,807.50 $1,310,460.47 $514,246.17	 95% 60%	03-31-16	Design Const. Staking (Hourly) Group A - West Group B - East
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 $1,180,803.75	 95%	04-15 11-13-15	Plus Hourly Construction Services Design Completion

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. Snyder & Associates, Inc.	$4,900.00 $199,600.00	07-22-13 04-14-14	$4,900.00 $90,564.55	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	$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. OMG Midwest, Inc.	$99,356.00 $94,260.00 1,149,123.40	09-14-15 04-11-16	$188,827.65 $1,138,708.88	95%	2016 75 Days	Design Construction Services
Court Street Resurfacing	2015 On-going	FY17		$150,000	2017	OMG Midwest, Inc.	$121,328.84	04-25-16	$110,699.14	91%	11-15-16	
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	$49,907.00			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	$325,810.61			
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	$790,134.07	03-23-14	$743,099.63	95%		Contract Completion 11-30-15
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

- Mulch leaves
- Mow parks and ballfields
- Close restrooms for season
- Cut perennials downtown
- Trim shrubs downtown
- Decorate pots downtown for winter
- Disc golf posts reset
- Nursery work
- Transplant six trees – spade broke down
- Blow out irrigation systems
- Put some equipment away for the season
- Aerify park areas
- Fertilize turf in park areas
- Water newly planted plant material
- Get equipment ready for winter
- Equipment maintenance

Golf: Scott Haakenson, Golf Superintendent

- Mowed fairways one time
- Rolled greens two times
- Mowed greens one time
- Mowed tees one time
- Mowed collars one time
- Mulched leaves as needed
- Cut cups two times
- Watered new trees as needed

Cemetery: John Snyder, Cemetery Sexton

- Tended to nine interments, eight of which were full burials and one cremation burial
- There was on after hours and one Saturday full burials
- Laid off all part time help approximately on 11-15-16
- Cleaned all mowers up and serviced for winter storage
- Bagged leaves after high winds brought down more of them
- Tilled all annual flower gardens after applying mulch and compost
- Took care of all grave sales, collected all money due, did all burials records and end of month funeral home billing records
- Picked up sticks and garbage daily
- Did dirt work where and when needed, settled graves, tire tracks, etc.
- Met with numerous families regarding cemetery regulations and grave locations
- Took care of all time sheets and any other miscellaneous office work
- Received new John Deere mower and snow blower attachment

- Trimmed trees when and where needed
- Filled road edges in two areas with cold set black top tar
- Refilled dirt bunker two times and removed clay dirt pile two times
- Cleaned all storm sewer drains three times
- Edged sidewalks for the last time in 2016
- Picked up snowplow and readied for winter use

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

	Member Usage	Daily Admission	Total Usage	Daily Ave
November	8661	680	9341	311

- Continued with staff 2nd three-day software training with Perfect Mind software November 14-16. This training consisted of "end user training" where staff began testing the system and entering data and testing daily functions and making it visually easy to use for part-time staff and future online member use
- Started weekly conference calls with Perfect Mind and a project manager and our developer/trainer to keep the project on track for January 10 "go live" date at the REC
- Met with St Anthony Hospital staff for the "Healthy Living" class two times to discuss improvements to the 2nd annual class offered in January. This class partners the Recreation Center and the Chronic Care division of St Anthony's to offer a program to help people focus on physical fitness, nutrition, and realistic goal setting and transition through the process
- Weight Room – TV wiring complete for all TVs on walls as well as equipment.
- Attended Iowa Parks & Recreation Aquatics meeting in Des Moines discussing updates to Model Aquatic Health Code. Following this meeting was a focus group for the IPRA strategic plan to give feedback on the professional organization and where members what it to grow in the future.
- Led 2 lifeguard in-services focusing on water skills, CPR, role playing how to handle situations when young children are not attended by a parent in the pool
- Began Start Smart General Sports Development class, with 5 parent and child couples children age 3-5 participate in various "sports moves" non-competition related such as throwing various types of items, kicking, and batting working on distance and accuracy in a fun way while educating parents natural progressions of skills and positive encouragement
- Covered for part-time staff for over 53 total hours including over 7 lifeguard shifts, 2 CRO shifts, 1 water aerobics class, and 2 Power Kids programs

Leisure Services: Mike Mertes, Recreation Program Specialist

- Monitor Production Slideshow update
- Updating website & social media with help of Pam Hanlin
- Update digital sign at Rec Center
- Lifeguarded

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

- Put up ice rink at Rolling Hills

Golf: Scott Haakenson, Golf Superintendent

- Put on fall fertilizer on greens, tees and fairways
- Blew out irrigation system
- Winterized bathrooms
- Sprayed greens with snow mold control
- Brought in tee markers, ball washers, trash cans and flag poles for winter

Cemetery: John Snyder, Cemetery Sexton

- Mowers washed, waxed and put away for winter

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Breakfast with Santa – Mike took a small idea and ran with it to create a huge special event for the families of Carroll. The event SOLD OUT at 150 tickets in its first year!
- Perfect Mind – Pam has worked hours typing memberships from the old "Class" software into the new Perfect Mind software mixing it with 1 hour on daily business and 1 hour on data entry. She has helped keep the project on task as we enter nearly 3,000 people into the system!

Leisure Services: Mike Mertes, Recreation Program Specialist

- Parent / Child Turkey Shoot
- Jingle Bell Run Planning
- Breakfast With Santa Planning
- 1st – 6th Basketball Programming
- Spring / Summer program planning

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
- Installed new equipment in weight room
- Baseball stadium shed power
- Golf house removal

- Christmas lights install and fix
- Next year's budget items
- Parks lighting
- TV wiring in weight room
- Worked on drainage at Aquatic Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Flood ice rink
- Budget work
- Trim trees
- Put equipment away for winter

Golf: Scott Haakenson, Golf Superintendent

- Put on winter topdressing
- Cut down dead trees
- Clean up equipment
- Start grinding mowers

Cemetery: John Snyder, Cemetery Sexton

- Regular winter schedule
- Start inventory before moving into new building

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- CPR & First Aid certification courses
- Newly updated (every 5 years) lifeguard program is released January 2017

Leisure Services: Mike Mertes, Recreation Program Specialist

- Jingle Bell Run
- Breakfast with Santa
- Jingle Bell Run
- Kids Night Out

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Budget

Safety Topic:

- Chemical feed pumps

Director's Report
November 2016

As reported by Brandie Ledford, Library Director

Routine activities for the month/statistics:

Program Attendance:

Allen Eskins Author Event	16
Linda McCann Author Visit	10
Tech Help Friday	55
Children's Library Programs	115
Children's Program Outreach	699
Adult Test Proctoring	2
Crafty Library Ladies	68
Poetry Group	14
Noon Book Club	6
Evening Book Club	5
Michelle Nelson-Schmidt Author Event	30
Total Program Attendance	**1,020**
Monthly Door Count	**6,123**

Monthly Statistics:

Total Print Circulation:	7,795
BRIDGES Circulation:	512
Consumer Reports Page Views:	388
Public Computer Use:	583
Wi-Fi Use:	238
Website Visits	3,198
EbscoHost Downloads:	262
Global Road Warrior Page Views:	741
Learning Express Resources:	40
Freegal Music Downloads:	718
GVRL eBook Downloads:	2
ABC Mouse Sessions:	58
Zinio Digital Magazine Circulation:	47
Daily Times Herald Page Views:	3,065
Total Resources Utilized	**17,647**

Special activities/accomplishments of particular note:

1) **Children's Programs:** Story time programming this month included Rookie Readers, Diane's Read-Aloud, and a special story time program from Usborne author Michelle Nelson-Schmidt. Outreach continued to area daycares and to the Romp & Read program at the Rec Center. The Reading Tree book donation program began before Thanksgiving. 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, Noon Book Club, Evening Book Club and the poetry group. There were two special author events held in November. New York Times bestselling author Allen Eskins was at CPL for a book signing on Saturday, November 19, 2016. The library also welcomed Linda McCann who presented a program about her book *Prohibition in Eastern Iowa* on November 8, 2016. The month-long Nanowrimo programming wrapped up on November 30th. Nanowrimo or National Novel Writing Month is a fun personal challenge to write a 50,000 word novel in 30 days.

3) **Friends of the Library Book Sale**: The library was transformed the first week of the month into a bookstore with the Friends Annual Book Sale held from November 3-5, 2016. The Friends had another very successful sale and worked hard that week to set up and take down. Many volunteers helped to set up tables, move and organize books, and work the cashier table.

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.