# City Manager's Monthly Activity Report

## Mike Pogge-Weaver, City Manager

## October 2018

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 office document purging
- Organized permanent retention files at new city hall office basement
- Discussions with financial advisor (PFM) on upcoming debt issuance
- City Hall/PD phone/voicemail issues
- Prepared FY 19/20 budget information for staff
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
    - Wellness Coalition Meeting – October 18
    - Wellness Meeting with Benefit Source – October 31 (new city wellness program)
    -

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare FY 17/18 audit MD&A
- Work with bonding attorney (Ahlers) and financial advisors (PFM) on debt issuance
- Prepare financial department operating budget for FY 19/20
- Continue to promote wellness program with employees
    - Wellness Coalition Meeting – November 15
    - Wellness Meeting with Benefit Source – November 12 (new city wellness program)

Accomplishments of particular note:

- 316 utility bills and statements were emailed in October 2018.

# 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 October.

Firefighters conducted truck and equipment checks and conducted door-to-door Firefighters Dance Ticket Sales in October. The Department also conducted the annual Fire Prevention Poster Contest for local 3rd, 4th and 5th grade students. First place poster selected by the Department's Fire Prevention Committee will be forwarded to the Iowa Firefighters Association for judging at the state level. State winners will be announced in May of 2019.

Tours of Fire Station were conducted for approximately 250 to 300 pre-school and kindergarten students during Fire Prevention Week. The kids took great interest in seeing all of the trucks and equipment used by the Department. Students also learned some important fire safety rules for use in the home, including regular checks of their smoke detectors.

In addition, we had approximately 16 Carroll High and Kuemper sophomore students interested in entering into the field of public safety, sign up for a Career Pathways Program This program was sponsored by the local Des Moines Area Community College). They visited the Fire Station and received an informative talk by Chief Schreck regarding the firefighter requirements and operations.

Run Report for October:

| Alarm Date | Alarm Location | Incident Type |
|---|---|---|
| 10/01/2018 | 1024 E 12th St | False alarm |
| 10/02/2018 | 825 W 10th St | Reported smell of smoke – nothing found |
| 10/16/2018 | 1750 E Highway 30 | Vehicle fire |
| 10/17/2018 | 1829 Industrial Park Rd | Trash fire |
| 10/17/2018 | 510 N Adams | Natural gas leak |
| 10/19/2018 | A-Ave and Highway 30, Ralston | Vehicle collision |
| 10/22/2018 | 1500 Blk of Highland Dr | False alarm |
| 10/23/2018 | 1835 N Randall Rd | Alarm malfunction |
| 10/25/2018 | 20027 Kittyhawk Ave | Vehicle collision |

# Police Department

## As reported by Brad Burke, Police Chief

Routine Activities for the month:

The Police Department hosted a self-defense course for women at the Carroll Rec Center on the 2nd. This training was put together as a result of the homicide of two Iowa females over the last few months. Around 50 participants were taught skills to help defend themselves if put in a life and death situation.

On the 3rd, McDonald's hosted the National Coffee with a Cop event at their store. CPD has done these in the past but never participated in a National Event. Look for more of these in the coming months.

Lead the homecoming parade for Carroll High School on the 5th.

Testing was competed on the 5th for new police officers. Testing consisted of a written test and fitness test as well as interviews with the Field Training Officers. The finalist were then taken to the Civil Service Commission on the 29th for certification along with interviews with command staff. The Civil Service Commission has certified a list of 6 applicants. This list is valid for one year and any of those 6 can be hired to fill opening on the department during that time.

Sergeant JJ Schreck attended the Iowa Law Enforcement Academy (ILEA) from the 15th through the 19th for Field Training school. She is now certified as a field training officer (FTO) and will oversee the FTO program.

On the 24th Officer Kenny Bensley was recertified as an Oleoresin Capsicum (OC) instructor. OC or pepper spray is carried by the officers and used to subdue individuals who are combative or violently attacking others.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

| Offenses | Incidents | | |
|---|---|---|---|
| | October 2018 | October 2017 | October 2016 |
| Forcible Rape | | | 1 |
| Forcible Fondling | | | |
| Incest | | | |
| Aggravated Assault | | | 1 |
| Domestic Violence | | | |
| Simple Assault | 6 | 1 | 5 |
| Domestic Abuse | 4 | 4 | 2 |
| Burglary/B&E | 2 | 1 | 2 |
| Shoplifting | 4 | 3 | 4 |
| Theft from Vehicle | 5 | 4 | 3 |
| Theft Vehicle Part | 3 | | |
| Theft of Bike | 1 | 1 | |
| Theft from Building | 5 | 2 | 4 |
| Other Larceny | 1 | | 1 |
| Motor Vehicle Theft | 4 | 3 | 2 |
| Arson | | | |
| Counterfeit/Forgery | 3 | 1 | 1 |
| Credit/ATM Fraud | 1 | 2 | 1 |
| Identify Theft | 1 | 1 | |
| Bad Checks | 1 | 4 | |
| Stolen Property | | | 1 |
| Vandalism | | | |
| Vandalism: Business | 1 | 1 | 3 |
| Vandalism: Residence | | 3 | 7 |
| Vandalism: Vehicle | 3 | 1 | 17 |
| Vandalism: School | 1 | 1 | |
| Vandalism: Other | 1 | | 1 |
| Weapon Law Violation | | | 1 |
| Drug/Narc Violations | 2 | 1 | 10 |
| Drug Equipment Viol | | | |
| Drive Under Influence | 1 | 1 | 1 |
| OWI 2nd | 2 | 1 | |
| OWI 3rd | | | |
| Liquor Law Violation | | | |
| Under 21 BAC.02 | | | |
| Drunkenness | 5 | 3 | 2 |
| Disorderly Conduct | 2 | 2 | 2 |
| Harassment | 2 | | |
| All Other Offenses | 1 | 1 | 2 |
| False Information | | | |
| Trespassing | 2 | 3 | 1 |
| Runaway | | 1 | |
| Missing Person | | | |

| | | | |
|---|---|---|---|
| Cruelty to Animal | | | |
| Found Person | | | 1 |
| Found Animal | | | |
| Found Property | 1 | 4 | 2 |
| Mental Case | | | |
| Unattended Death | 1 | | 1 |
| Suicide | | | |
| Home Accident | | | |
| Animal Bite | 1 | 1 | 1 |
| Dispose of Animal | | | |
| Warrant Outside | 10 | 4 | 6 |
| Restraining Order | | | |
| 1050F Traffic Accident | | 1 | |
| 10-50 PI Personal Injury | 1 | 1 | |
| 10-50 PI MV Pedestrian | | | 2 |
| 10-50 PI Car & Bike | | | 1 |
| 10-50 PD Prop. | 14 | 16 | 13 |
| 10-50 Car & Deer | | | |
| 1050 PD: Hit and Run | 2 | 2 | 2 |
| 1050 PD: City Vehicle | | | |
| 1050 PD: Police Vehicle | | | |
| 10-50 PD Under 1500 | 1 | 1 | 4 |
| Assist Other Agency | 1 | 1 | 1 |
| Moving Violations | | | |
| Op After Revocation | 1 | 5 | 1 |
| Operate After Suspen | 10 | 8 | 4 |
| Miscellaneous Public | 1 | | 2 |
| **Total** | **108** | **90** | **116** |

**10/01/2018 thru 10/31/2018**

| **Citations** | |
|---|---|
| Animal | 0 |
| Dark Windows | 1 |
| License Violation | 17 |
| Other | 2 |
| Violation (Parking) | 7 |
| Registration | 15 |
| Seatbelt | 10 |
| Tobacco | 1 |
| Traffic | 66 |
| Warning Notices | 244 |
| Loud Stereo | 0 |
| **TOTAL** | **363** |

**10/01/2018 thru 09/31/2018**

Salvage Vehicle Inspections: 18

# Building Department

## As reported by Perry Johnson, Building Official

## Permits - By Class - By Type - October 2018

| Class | Permit Type | Date Issued | Valuation | | Permit # | Fee |
|---|---|---|---|---|---|---|
| ***Agricultural*** | | | | | | |
| | Building | | | | | |
| | | NONE | | | | $0.00 |
| | **Agricultural Building Valuation Total:** | | **$0.00** | **Agricultural Building Fee Total:** | | **$0.00** |
| | **Agricultural Valuation Total:** | | **$0.00** | **Agricultural Fee Total:** | | **$0.00** |
| ***Commercial*** | | | | | | |
| | Building | | | | | |
| | | 10/12/2018 | $3,313,600.00 | | 180330 | $0.00 |
| | | 10/12/2018 | $1,212,500.00 | | 180331 | $0.00 |
| | **Commercial Building Valuation Total:** | | **$4,526,100.00** | **Commercial Building Fee Total:** | | **$0.00** |
| | Electrical | | | | | |
| | | 10/12/2018 | | | 180329 | $57.28 |
| | | 10/26/2018 | | | 180344 | $36.44 |
| | | | | **Commercial Electrical Fee Total:** | | **$93.72** |
| | Mechanical | | | | | |
| | | 10/02/2018 | | | 180320 | $42.26 |
| | | 10/02/2018 | | | 180322 | $44.26 |
| | | 10/23/2018 | | | 180334 | $62.15 |
| | | 10/23/2018 | | | 180335 | $58.36 |
| | | | | **Commercial Mechanical Fee Total:** | | **$207.03** |
| | Plumbing | | | | | |
| | | 10/02/2018 | | | 180321 | $48.50 |
| | | 10/02/2018 | | | 180323 | $68.50 |
| | | 10/12/2018 | | | 180325 | $30.50 |
| | | 10/12/2018 | | | 180327 | $27.00 |
| | | 10/23/2018 | | | 180333 | $58.00 |
| | | | | **Commercial Plumbing Fee Total:** | | **$232.50** |
| | Right of Way | | | | | |
| | | 10/02/2018 | | | 180319 | $25.00 |
| | | | | **Commercial Right of Way Fee Total:** | | **$25.00** |
| | Sign | | | | | |
| | | 10/02/2018 | | | 180303 | $75.00 |
| | | 10/11/2018 | | | 180324 | $30.00 |
| | | 10/30/2018 | | | 180346 | $45.00 |
| | | 10/30/2018 | | | 180347 | $30.00 |
| | | | | **Commercial Sign Fee Total:** | | **$180.00** |
| | **Commercial Valuation Total:** | | **$4,526,100.00** | **Commercial Fee Total:** | | **$738.25** |

| | | | | | |
|---|---|---|---|---|---|
| ***Residential*** | | | | | |
| | Building | | | | |
| | | 10/23/2018 | $0.00 | 180332 | $35.00 |
| | **Residential Building Valuation Total:** | | **$0.00** | **Residential Building Fee Total:** | **$35.00** |
| | Electrical | | | | |
| | | 10/12/2018 | | 180328 | $35.88 |
| | | 10/23/2018 | | 180336 | $87.00 |
| | | 10/23/2018 | | 180339 | $35.88 |
| | | 10/26/2018 | | 180343 | $33.25 |
| | | 10/26/2018 | | 180345 | $50.48 |
| | | | | **Residential Electrical Fee Total:** | **$242.49** |
| | Mechanical | | | | |
| | | 10/23/2018 | | 180337 | $28.13 |
| | | 10/23/2018 | | 180338 | $34.76 |
| | | | | **Residential Mechanical Fee Total:** | **$62.89** |
| | Plumbing | | | | |
| | | NONE | | | $0.00 |
| | | | | **Residential Plumbing Fee Total:** | **$0.00** |
| | | | | | |
| | Right of Way | | | | |
| | | 10/12/2018 | | 180326 | $25.00 |
| | | 10/23/2018 | | 180340 | $25.00 |
| | | 10/26/2018 | | 180341 | $25.00 |
| | | 10/26/2018 | | 180342 | $1,545.00 |
| | | | | **Residential Right of Way Fee Total:** | **$1,620.00** |
| | Sign | | | | |
| | | NONE | | | $0.00 |
| | | | | **Residential Sign Fee Total:** | **$0.00** |
| | | | | | |
| | **Residential Valuation Total:** | | **$0.00** | **Residential Fee Total:** | **$1,960.38** |
| | | | | | |
| | **Valuation Grand Total:** | | **$4,526,100.00** | **Fee Grand Total:** | **$2,698.63** |

# Permits - YTD - through October 2018

| Class | Permit Type | Valuation | | Fee |
|---|---|---|---|---|
| ***Agricultural*** | | | | |
| | Building | $113,800.00 | | $0.00 |
| | **Agricultural Valuation Total:** | **$113,800.00** | **Agricultural Fee Total:** | **$0.00** |
| ***Commercial*** | | | | |
| | Building | $7,480,700.00 | | $9,770.50 |
| | Electrical | | | $1,670.65 |
| | Mechanical | | | $395.38 |
| | Plumbing | | | $1,074.00 |
| | Right of Way | | | $740.50 |
| | Sign | | | $435.00 |
| | | | | |
| | **Commercial Valuation Total:** | **$7,480,700.00** | **Commercial Fee Total:** | **$14,086.03** |
| ***Residential*** | | | | |
| | Building | $6,343,741.37 | | $21,305.67 |
| | Electrical | | | $3,063.09 |
| | Mechanical | | | $1,149.08 |
| | Plumbing | | | $1,535.00 |
| | Right of Way | | | $4,165.00 |
| | Sign | | | |
| | | | | |
| | **Residential Valuation Total:** | **$6,343,741.37** | **Residential Fee Total:** | **$31,217.84** |
| | | | | |
| | **Valuation Grand Total:** | **$13,938,241.37** | **Fee Grand Total:** | **$45,303.87** |

# Public Works

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

Routine Activities for the month:

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

- Excavated two graves for Cemetery.
- Placed 122.75 cubic yards of concrete for street repairs and ROW permits.
- Hauled sweepings to landfill.
- Maintained signs and signals.
- Swept leaves.
- Painted lines in CBD after Streetscape sections were completed.
- Division Safety Meeting: Working with Concrete Safety; October 1, 2018.

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

- Water production:
  Monthly Total: 30.636 million gallons
  Daily Average: .988 million gallons
  Daily Maximum: 1.271 million gallons
- Completed 199 Iowa One Call locate requests.
- Meter Department
  - 152 service orders.
  - 4 delinquents.
  - 2 rereads.
  - 0 stuck meters.
- Division Safety Meeting: Annual Hearing Tests; October 22, 2018.

**Division:** Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  Monthly Total: 84.109 million gallons
  Daily Average: 2.713 million gallons
  Daily Maximum: 5.690 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Lockout/Tagout; October 26, 2018.

Special Activities/Accomplishments of particular note:

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

- Assisted with moving of City Hall shelving & files.
- Assisted Water Division with installation of a new fire hydrant, October 11, 2018.
- Assisted Water Division with installation of a new fire hydrant, October 25, 2018.

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

- Installed replacement fire hydrant and valve at Carroll Street and 8th Street.
- Installed replacement fire hydrant and valve at Bluff Street and Carroll Street.
- Chemically treated Well #17.
- Devin Pudenz passed the Grade 2 Water Treatment and Grade 2 Water Distribution exam.

**Division:** Sean Kleespies: Wastewater Superintendent

- Repaired Final Clarifier #2 gear box.
- Routine maintenance on Jet/Vac.
- Repaired Primary Sludge pumps #2 and #3.
- Travis Boell worked on the heating units for the preliminary building.
- No sanitary sewer back-ups for the month.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Matt Riedell repaired the heating unit in the garage.
- Installed LED lighting in all buildings.

Activities planned for next month and other comments:

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

- Put up snow fence.
- Plow and sand, as needed.
- Street repairs; ROW permits.
- Sweep leaves.
- Haul sweepings to landfill.
- Haul rock to shoulders.
- Take delivery of new medium duty truck and snow plow.
- Put up Christmas lights downtown.

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

- Prepare F.Y. 18 – 19 Budget requests.
- Install three (3) fire hydrant extensions.
- Start working on winter checklist for 490 fire hydrants.

**Division**: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Jet/Vac sanitary sewers.
- CCTV sanitary sewers that will be in next year's Streetscape project.
- Sludge lagoon hauling by E & F Custom Pumping.
- Drain Digester #2 to inspect the gas dome.

## CAPITAL PROJECT STATUS SUMMARY – 10-12-18

| PROJECT | | | | ANTICIPATED | | CONTRACT DATA | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Action Plan | CIP | Budget | Estimated Cost | Projected Completion | Contractor | Contract Cost | Start Date | Expenditure | % Complete | Completion Date | Notes |
| Trails | 2015 On-going | FY 17 | FY16 | | | | | | | | | |
| Sidewalk Transition Plan | 2018 | FY18 | | $57,414 | 2018 | FEH Design<br><br>Badding Constr. Co. | $5,680.00<br><br>$65,765.00 | | $5,680.00 | | 09-14-18<br><br>10-14-18 | |
| Streambed Stabilization | | FY 17 | FY16 | $385,000 | 2018 | | | | | | | |
| Street Maintenance Building | 2016 On-going | FY 16 | FY14 | $4,308,500 | 2019 | FEH Design | $22,500.00 | 01-25-16 | $22,500.00 | | 05-01-16 | Space Needs/ Prelim. Design |
| Street Resurfacing 2013 | 2015 On-going | | FY16 | | | JEO Consulting Group, Inc.<br><br>Godbersen-Smith Construction Co. | $60,800.00 +<br><br>$555,808.75 | 09-24-12 | $143,848.36<br><br>$563,827.37 | <br><br>95% | 11-15-13<br><br>11-15-13 | Plus Hourly Construction Services |
| US 30 – Grant Road Intersection | 2016 On-going | FY 14 | FY14 | $1,466,150 | 2017 | Snyder & Associates, Inc.<br><br>Snyder & Associates, Inc.<br><br>Dixon Const. Co. | $4,900.00<br><br>$412,500.00<br><br>$1,449,835.78 | 07-22-13<br><br>04-14-14<br><br>04-02-18 | $4,900.00<br><br>$351,402.82<br><br>$979,551.05 | 100% | 08-15-13<br><br>118 Working Days | TSIP Application<br><br>Design & Construction |
| Third Street HMA Resurfacing | 2016 On-going | FY 17 | FY17 | $1,036,000 | 2018 | JEO Consulting Group, Inc.<br><br>Tri-State Paving | $71,193.00<br>$80,078.00<br><br>$788,870.73 | 09-26-16<br><br>Late Start Date 08-14-17 | $143,765.45<br><br>$772,208.02 | <br><br>95% | <br><br>40 Working Days | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Downtown Streetscape Phase 9 | 2017 On-going | FY18 | FY18 | $1,340,500 | 2018 | Confluence<br><br>Badding Constr. Co. | $109,101.00<br><br>$1,707,342.05 | 10-23-17<br><br>05-29-18 | $96,718.35<br><br>$701,579.90 | <br><br>18% | 05-18<br><br>11-16-18 | |
| Well and Transmission Main<br><br>Transmission Main – Group A | 2014<br><br>2014 | FY 16<br><br>FY 16 | FY16<br><br>FY16 | | | JEO Consulting Group, Inc.<br><br>Drake Construction, L.C. | $324,000.00<br><br>$790,134.07 | 07-28-14<br><br>03-23-14 | $327,680.61<br><br>$751,752.95 | <br><br>95% | | <br><br>Contract Completion 11-30-15 |
| Watermain Replacement | | FY 16 | FY16 | $500,000 | 2018 | | | | | | | |
| Leachate Forcemain & Gravity Sewer | | | | | | King Construction | $661,257.50 Total<br><br>$335,962.50 City | 07-18-16 | CCSWMC $325,605.01 | | 08-31-16 | CCSWMC Contract |
| Wastewater Treatment Plant Disinfection Improvements | 2017 | FY18 | FY18 | $1,000,000 | 2020 | Veenstra & Kimm, Inc. | $73,500 | | $2,703.44 | | | |
| Wastewater Treatment Plant Sludge Handling | | | FY19 | $330,0000 | | Veenstra & Kimm, Inc. | $18,800 | | $10,624.25 | | | |
| Street Resurfacing 2019 | On-going | FY 19 | FY 19 | $700,000 | 2019 | JEO Consulting Group, Inc. | $88,100.00 + Hourly | 10-08-18 | | | 2019 | Design Const. Service |

# Parks and Recreation

## As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

**Golf**: Scott Haakenson, Golf Superintendent

- Mowed tees 5 times
- Mowed fairways 5 times
- Mowed collars 5 times
- Mowed greens 6 times
- Rolled greens 2 times
- Mowed rough as needed
- Mulched leaves
- Serviced equipment as needed
- Sprayed greens as needed
- Cut cups 5 times

**Cemetery:** John Snyder, Cemetery Sexton

- Took care of three funerals with two of them being cremation burials. One of the cremations was a private service, so all monies due to the city for work performed were collected at that time. All three services were performed during regular working hours
- Mulched leaves and mowed daily
- Backfilled numerous graves
- Fall grass seeded
- Pulled all annual flower gardens
- Cut back all perineal gardens
- Trimmed lower branches on some trees
- Did all records and related cemetery paperwork as needed
- Sold graves when needed
- Assisted anybody asking for help locating graves
- Picked up sticks daily
- Emptied garbage cans daily
- Edged all outside curbs and all sidewalks in and outside of cemetery

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist

- LG Schedule
- CRO Schedule
- LG Meeting (10-14)
- Tuesday AM Office Meeting

**Recreation Center:** Joel Cortum, Program Specialist

- Took down soccer goals, flags
- Sent out end of season surveys
- Organized/washed fall sports equipment

Special Activities/Accomplishments of particular note:

**Golf**: Scott Haakenson, Golf Superintendent

- Spread fall fertilizer on tees and fairways
- Sprayed fall herbicide on tees fairways and roughs
- Brought in cleaned and put away fountain out of 7 pond
- Strung rope in wet areas after rain event

**Cemetery:** John Snyder, Cemetery Sexton

- Worked with American Legion on getting electricity run to Veterans Circle, and putting up a new flag pole. Hopefully this will be completed by winter.

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist

- ServeSafe 10-11
- Carroll PE Meeting- Discuss Feb. Swim lessons 10-24
- Swim Lessons – Sundays 4:30-6:45
- Romp & Read Meeting 10-8

**Recreation Center:** Joel Cortum, Program Specialist

- Mobile Museum
- Fall Tailgate

Activities planned for next month and other comments:

**Golf**: Scott Haakenson, Golf Superintendent

- Spread fertilizer on greens
- Blow out irrigation
- Spray snow mold app on greens
- Top-dress greens

**Cemetery:** John Snyder, Cemetery Sexton

- Regular fall schedule

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist

- Iowa West Swim Conference Meeting 11-5
- Certified Pool Operator Class 11-6,7 (Cedar Rapids)
- Lifeguard Instructor Course 11-9,17,18 (Des Moines)
- Iowa Parks and Rec Leadership Institute 11-13,14 (Webster City)

**Recreation Center:** Joel Cortum, Program Specialist

- Turkey Shoot
- Jingle Bell Run
- Iowa Parks and Rec Leadership Institute 11-13,14 (Webster City)

# Director's Report
# October 2018

## As reported by Rachel Van Erdewyk, Library Director

**Program Attendance:**

| | |
|---|---|
| Tech Help Friday | 20 |
| Children's Library Programs | 196 |
| Children's Program Outreach | 552 |
| Diane's Read Aloud | 231 |
| Crafty Library Ladies | 74 |
| Our Neighbors, the Amish | 43 |

**Monthly Statistics:**

| | |
|---|---|
| Total Print Circulation: | 9,120 |
| BRIDGES Circulation: | 923 |
| Consumer Reports: | 307 |
| Public Computer Use: | 578 |
| Wi-Fi Use: | 198 |
| Website Visits | 3,220 |
| Gale Databases: | 11 |
| Global Road Warrior Page Views: | 6 |
| Learning Express Resources: | 0 |
| Freegal Music Downloads: | 480 |
| Transparent Language: | 54 |
| Chilton Auto Manual | 0 |
| ABC Mouse Sessions: | 0 |
| Zinio Digital Magazine Circulation: | 48 |
| Daily Times Herald Page Views: | 4,069 |
| Lynda.com | 0 |

| | |
|---|---|
| **Total Program Attendance** | **1,116** |
| **Monthly Door Count** | **5,397** |

| | |
|---|---|
| **Total Resources Utilized** | **19,014** |

### Special activities/accomplishments of particular note:

1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the various daycares in the area.

2) **Adult & Teen Programs**: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, and the Crafty Library Ladies. The library had its first adult program in the temporary location with Our Neighbors, the Amish. Don and Diane Kramer discussed in depth the practices and beliefs of the Amish. Various Amish dishes and desserts were provided as well with this program. This program was well attended with 43 participants.

3) **Temporary Library Location Open:** The temporary library location was able to open on Monday, October 1 as advertised. Since opening we have received many phone calls from people asking where we are located and people have been finding us with the signage posted on Hwy 30 directing them to temporary location. Hopefully people will continue to find us and come visit!

4) 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 or on Facebook.
    - Hugo Kringle Christmas Songs and Stories (children's program): Friday, December 28 from 5-6 pm