


NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, Nebraska City, Nebraska, will be held at 4:30 P.M., on Wednesday, April 11, 2018 at the Morton-James Public Library in Nebraska City. The meeting will be open to the public. An agenda for such meeting, kept continuously current, is available for public inspection at the Morton-James Public Library in Nebraska City.



Donna S. Kruse
Donna S. Kruse
Library Director

4/4/18

Morton-James Public Library
April 11, 2018
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda
Approve Minutes from March 14 Meeting
Approve Budget Report
Approve Financial Report

Approve payment of claims

Business:
Approve official closing for May 11 Extravaganza in Seward
Approve opening one hour late for State Patrol Training (future Tuesday)
Review/take action Bylaw changes
Review/take action Policy changes- Volunteer and Library Card
Discuss Fee for Meeting Room Usage

Subcommittee Reports:
Tech plan
Accreditation
Capital Improvements
Endowment

Director's notes- March 2018 Activity

- Donna and Louan attended Drug and Alcohol for Supervisors
- Staff attended Workplace Violence training
- Amanda Winkler started as our new PT position. Previously worked at MJPL and needed very little additional training.
- Held Board retreat. Sub-committees formed.
- Applied for CCCFF grant
- Submitted Bibliostat Annual Report
- Toured Blind school VRF project with Marty and KPE
- Donna met with Michael S. to update him on Digitally Connected Communities/Civic Engagement project to assist with social media plan

Fiscal Year 2017-2018 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July
Circulation	4837	4804	4443	5099	4610	4899				
Technology Center Usage	599	481	449	404	470	473				
Early Literacy Stations Usage	75	84	82	78	62	72				
Patrons Visits	4477	3992	3494	3606	3755	3723				
New Library Cards	27	26	10	15	12	18				
Reference Questions Answered	715	639	584	612	678	709				
Genealogy / History Research	1	1	1	3	5	4				
Materials Added	332	224	284	264	277	239				
Website Visits	713	644	660	729	652	666				
Programs & Exhibits	45	33	25	29	40	51				
Attendance (Included in Patron Visits)	962	871	790	495	565	546				
Interlibrary Loan Borrowed	14	4	8	3	17	NA				
Interlibrary Loan Loaned	30	16	26	22	24	NA				
WiFi Log Ins	1782	1931	1775	1916	1869	1829				
Member Amount Saved	90,246	68,660	62,058	67,534	83,125	66,056				

Aug	Sept	TOTAL
		28692
		2876
		453
		23047
		108
		3937
		15
		1620
		4064
		223
		4229
		46
		118
		11102
		437680

Corrected
Statistics for
Jan & Feb

	Event, Activity or Statistic	Attendance
2	Proctor tests	2
1	Read @ NC Care & Rehab	0
9	Traveling Story Time	128
1	Library Book Club	10
1	Morton Place Book Club	3
1	Color Your World	21
1	Dream Interpretation	7
5	Middle School Art Classes Visit the Exhibit	37
1	Youth Art Exhibit	232
19	Public Meetings	106
41	TOTALS	546

Morton James Library

Service Provided	March-12	March-13	March-14	March-15	March-16	March-17	March-18	FY 2017-2018
Circulation	7,098	6,842	6,739	5,811	5,975	5,302	4,899	28692
Technology Center Usage	1,301	962	1,661	1,130	724	728	473	2876
Early Literacy Stations Usage	254	157	164	124	131	125	72	453
Patrons Visits	5,145	5,527	5,626	4,633	4,527	5,202	3,723	23047
New Library Cards	24	20	24	20	26	25	18	108
Reference Questions Answered	405	439	427	621	716	791	709	3937
Genealogy / History Research	5	10	5	2	7	2	4	15
Materials Added	364	357	373	304	314	289	239	1620
Website Visits	800	3,695	1,004	1,114	1,193	912	666	4064
Programs & Exhibits	11	5	28	21	54	50	51	223
Attendance	559	440	858	463	878	737	546	4229
Interlibrary Loan Borrowed	25	23	22	27	8	14	NA	46
Interlibrary Loan Loaned	43	47	37	36	40	41	NA	118
WiFi Log Ins	0	0	0	0	1,784	2,293	1,829	11,102
Member Amount Saved	0	0	0	0	82,428	79,037	66,056	437,679.82

Service Provided	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
Circulation	88892	85775	80588	71102	72884	63773	28692
Technology Center Usage	16652	14779	17946	13047	9001	8009	2876
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	453
Patrons Visits	62709	61781	61458	57845	52362	54505	23047
New Library Cards	466	408	341	329	297	268	108
Reference Questions Answered	4726	4507	4863	7615	7607	8852	3937
Genealogy / History Research	56	67	63	31	39	27	15
Materials Added	4318	3955	3910	3279	3398	3352	1620
Website Visits	9722	21650	11148	14105	14520	10363	4064
Programs & Exhibits	93	128	217	199	383	386	223
Attendance	6884	7063	7261	9251	10486	8938	4229
Interlibrary Loan Borrowed	225	205	745	158	146	94	46
Interlibrary Loan Loaned	519	444	408	368	240	165	118
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	11102

Morton James Public Library Minutes

March 14, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm March 14, 2018 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on March 7, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Fox, Patton, Fletcher, McNeely, Chaney

Board absent:

Staff present: Beard, Kruse

The meeting was convened in open session at 4:38 by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report –February activity Reviewed and no questions

- Donna and Louan attended Drug and Alcohol for Supervisors
- Staff attended Workplace Violence training
- Amanda Winkler started as our new PT position. Previously worked at MJPL and needed very little additional training.
- Held Board retreat. Sub-committees formed.
- Applied for CCCFF grant
- Submitted Bibliostat Annual Report
- Toured Blind school VRF project with Marty and KPE
- Donna met with Michael S. to update him on Digitally Connected Communities/Civic Engagement project to assist with social media plan

Consent Agenda (minutes, revenue report, budget report):

Chaney asked if there were any corrections to the February minutes and there were none.

- Library switching to city for lawn care reviewed.
- Further update and discussion on HVAC VRF project, the plan was approved by City Council. Design to begin in March.
- Budget report
- Financial report

Patton made the motion to accept the consent agenda items. Fox seconded the motion. The vote was: McNeely Y, Fletcher Y, Chaney Y, Patton Y, Fox Y

Monthly Claims:

Answered all of questions of board members.

Approval of Claims

Patton moved and Fox seconded the motion to pay the claims.

Vote Fletcher Y, Chaney Y(with exception of CompuTech claim), McNeely Y, Patton Y, Fox Y

Business:

Bylaw review by the board. Conversation about Secretarial duties.

Changed MJPL bylaws to say:

Change "VP" to say "VP/Secretary" all through the document

Article 3.3 The secretary is responsible for meeting minutes. In the absence of the president, an alternate board member would take minutes.

Article 3.4 Donna will double check this

No action made.

Subcommittee reports:

Accreditation

Technology report given by Chris Fletcher.

New Website plans to go live in April.

Technology ideas collected from staff and Board included: presentation room, using social media, CompuTech role being clarified, mobile devices vs. computer lab and changing the number of stations available. Strengths in the library: services available. Weakness: cost of maintenance for technology hardware and software. We will plan to reevaluate the goals of this committee, possibly a community survey, FB survey, and/or paper survey.

Capital Improvements

Report given by Cindy Patton.

Exterior masonry repair, Paint, Art hanging system, carpet replacement, lighting replacement, Additional security cameras, AV screen replacement, Furniture, Technology in Moller tech area, Window replacement.

Discussion about which of the topics on this list are considered Capital Improvements vs. Budgeted items.

Asked the board to email Cindy with opinions about priority of this above list.

Tabled for this month.

Endowments

No report this month.

Donna asked for suggestions on policies: meeting room policy, social media policy, city volunteers policy, financial donation policy, parking. All of these will need to be updated.

Meeting adjourned at 6:09pm.

Next meeting will take place on Wednesday, April 11, 2018.

Submitted by Molly McNeely, with additional remarks D. Kruse

MORTON-JAMES PUBLIC LIBRARY

Expenditures

CODE	DESCRIPTION	2017-2018 BUDGET	2017-2018 YTD	2017-2018 %USED	Notes
10-50-5026 - NEW	Equipment	\$ 2,600	\$ -	0.00%	Looking into security cameras but costs are more than budgeted so library is reevaluating options.
10-50-5028	Office Supplies	\$ 4,000	\$ 713	17.82%	Processing supplies haven't been purchased and will cause number to go up.
10-50-5029	Postage	\$ 2,250	\$ 800	35.56%	Will be used for letters to community for various grants
10-50-5030	Miscellaneous	\$ 400	\$ -	0.00%	Have not had to use.
10-50-5036 - NEW	Refund Charges and Deposits	\$ 100	\$ -	0.00%	Have not had to use. May not need to use at all.
10-50-5050	Adv/Printing/Pub/Web	\$ 1,700	\$ 118	6.92%	For jobs, summer visitor guides, and summer programs, will use up.
10-50-5100	Repairs/Maintenance - Building	\$ 26,000	\$ 10,267	39.49%	
10-50-5105 - NEW	Repairs/Maint Grounds	\$ 1,800	\$ 1,478	82.10%	Lawn cutter bills came late last FY so rolled into this FY. Sprinkler maintenance is one thing left so this line item may go over.
10-50-5106	Pest Control	\$ 420	\$ 105	25.00%	Hoping to re-establish a monthly visit routine.
10-50-5230	Dues/Memberships	\$ 1,000	\$ 700	70.00%	
10-50-5250	Training / Registrations	\$ 3,500	\$ 792	22.64%	Week long conference for Donna is coming up and other conferences for other employees.
10-50-5403	Contract Supplies/Services/Contract	\$ 8,000	\$ 5,385	67.31%	
10-50-5409 - NEW	Program and Event Supplies/Services	\$ 200	\$ -	0.00%	Fairly new line item, will use in the summer.
10-50-5500	Travel/Meals/Lodging	\$ 2,000	\$ 87	4.34%	Will be used at conferences / training.
10-50-5601	Capital Improvement	\$ 22,000	\$ 3,000	13.64%	For HVAC - numbers coming.
10-50-5775	Electronic Subscriptions	\$ 7,500	\$ 5,597	74.63%	Renewed subscriptions early in FY, some more to come.
10-50-5776	Aid Purchases	\$ 1,333	\$ -	0.00%	Don't have the revenue yet, comes in late in FY from the state, will get used for general use.
10-50-5800	Library Donation Purchases	\$ 8,148	\$ 1,865	22.89%	Haven't received all the revenue yet, used for summer reading program and other summer programs.
10-50-5810	Grant Purchases	\$ 20,000	\$ -	0.00%	Haven't used yet for building exterior job which may happen next FY.
	TOTAL EXPENSES	\$ 564,426	\$ 249,574	44.22%	

Revenue

CODE	DESCRIPTION	2017-2018 BUDGET	2017-2018 YTD	2017-2018 %USED	Notes
10-07-4131	Library Comm. State Aid	\$ 1,333	\$ -	0.00%	Comes in the fall.
10-13-4420	Library Book Fees and Fines	\$ 10,000	\$ 3,379	33.79%	Flucuates, hard to determine.
10-13-4443	Misc. Book Sales	\$ 400	\$ 79	19.65%	Flucuates, hard to determine.
10-21-4685	Grant - Library	\$ 10,000	\$ 18,334	183.34%	For exterior project, did not think the second instalment of funds would come in this FY.
10-23-4704	Donations - Library	\$ 6,500	\$ 4,573	70.35%	Comes in as the year goes on.
	TOTAL REVENUE	\$ 58,233	\$ 42,542	73.05%	

Donna

GLRPTGRP 4/03/18
LIB 9:07

CITY OF NEBRASKA CITY
BUDGET REPORT
CALENDAR 3/2018, FISCAL 6/2018

Page 1
OPER: CRB

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	28,905.76	120,879.16	48.21	129,860.72
10-50-5005	Library - Social Security	19,181.60	2,114.41	8,691.63	45.31	10,489.97
10-50-5010	Library - Group Ins	59,908.87	5,255.08	30,136.89	50.30	29,771.98
10-50-5012	Library - Pension	15,314.79	1,913.79	6,732.75	43.96	8,582.04
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	1,912.76	11,479.04	45.02	14,020.96
10-50-5023	Library - Telephone/Internet	3,000.00	231.35	1,417.13	47.24	1,582.87
10-50-5024	Library - Garbage/Recycling	330.00	52.00	156.00	47.27	174.00
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	2,600.00	.00	.00	.00	2,600.00
10-50-5028	Library - Office Supplies	4,000.00	6.45	712.94	17.82	3,287.06
10-50-5029	Library - Postage	2,250.00	100.00	800.00	35.56	1,450.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	103.94	834.52	55.63	665.48
10-50-5032	Library - Credit Card Fees	1,000.00	59.14	552.23	55.22	447.77
10-50-5036	Library - Refund Charges/Depos	100.00	.00	.00	.00	100.00
10-50-5050	Library - Adv/Printing/Pub/web	1,700.00	.00	117.60	6.92	1,582.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	313.48	10,266.60	39.49	15,733.40
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	70.00	1,477.84	82.10	322.16
10-50-5106	Library - Pest Control	420.00	35.00	105.00	25.00	315.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	270.00	2,363.56	47.27	2,636.44
10-50-5230	Library - Dues/Memberships	1,000.00	350.00	700.00	70.00	300.00
10-50-5250	Library - Training/Conference	3,500.00	.00	792.38	22.64	2,707.62
10-50-5403	Library - Contract Sup/Sev	8,000.00	1,358.76	5,384.69	67.31	2,615.31
10-50-5409	Library - Prg and Event Sup/Se	200.00	.00	.00	.00	200.00
10-50-5430	Library - Chemicals	.00	.00	.00	.00	.00
10-50-5500	Library - Travel/Meals/Lodging	2,000.00	.00	86.74	4.34	1,913.26
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	22,000.00	3,000.00	3,000.00	13.64	19,000.00
10-50-5775	Library - Electronic Subscript	7,500.00	.00	5,597.00	74.63	1,903.00
10-50-5776	Library - Aid Purchases	1,333.00	.00	.00	.00	1,333.00
10-50-5777	Library - Materials	40,000.00	2,981.04	18,796.49	46.99	21,203.51
10-50-5800	Library - Donation Purchases	8,148.00	229.55	1,865.38	22.89	6,282.62
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	4,574.95	16,628.15	55.43	13,371.85
	TOTAL LIBRARY EXPENSE	564,426.14	53,837.46	249,573.72	44.22	314,852.42

**Morton-James Public Library Financial Report
March 2018**

Presented: April 11, 2018

City Budget Report

Month to date balance	\$53,837.46
Year to date balance	\$249,573.72
Budget	\$564,426.14
Amount unexpended	<u>\$314,852.42</u>
Percentage used	44.22%

Bank Deposits

March 6, 12, 19, 26	
<u>10-07-4131 Library State Aid</u>	\$0.00
<u>10-13-4420 Library Book Fees and Fines</u>	\$328.95
Subtotal	<u>\$328.95</u>
<u>10-13-4443 Misc - Book Sales</u>	\$10.21
<u>10-21-4685 Grants</u>	\$0.00
<u>10-21-4677 Endowments</u>	
NCCF/Dolly Parton April 2018	\$319.70
NCCF/HVAC Project	<u>\$3,000.00</u>
Subtotal	<u>\$3,319.70</u>
<u>10-23-4704 Donations</u>	
Miscellaneous	\$214.10
Goodman Memorial	\$15.00
Belding Memorial	\$340.00
Library Sponsors - Martin, Miyoshi, Schlorholtz, Engel, Salansky, Barton, Davis	\$235.00
Genealogy Donations - Rogers, Visitor, Blankenau, Cameron	<u>\$60.00</u>
Subtotal	<u>\$864.10</u>
<u>10-29-4831 Misc. Taxable/Copies</u>	<u>\$181.00</u>
Subtotal	<u>\$181.00</u>
Total	\$4,703.96

Petty Cash

Expenditures	\$10.45
Refunds	\$10.20
Total	\$20.65

Cash Drawers

Main Desk	\$15.20
Children's	\$15.05
Total	\$30.25 Long

<u>10-13-4420 Credit Card Charges</u>	
Library Fees & Fines	\$199.90
Copies	\$0.00
Donations	\$0.00
Total Charges	\$199.90

BY-LAWS OF THE
MORTON-JAMES PUBLIC LIBRARY BOARD

ARTICLE I: NAME

This organization shall be called; "The Morton-James Public Library Board." The board exists by virtue of the provisions of Section 51-201 et seq. of the Revised Statutes of the State of Nebraska and of Chapter 20 of the City Code of Nebraska City, Nebraska. The board shall exercise the powers and authority and assume the responsibilities delegated to it under said Statutes and Code.

ARTICLE II: MEMBERS OF THE BOARD

- Section 1: The Board shall be composed of five (5) members who are to be appointed for individual terms of four (4) years, by the Mayor and Council of the City of Nebraska City, pursuant to law.
- Section 2: The members' terms shall be staggered to provide for continuity in policy and orderly transition of membership.
- Section 3: In the event of vacancies due to resignation, removal or otherwise, the Mayor and Council of the City of Nebraska City, shall fill such vacancy for the unexpired term pursuant to law.
- Section 4: Any Board member that fails to attend three (3) consecutive meetings without a valid reason (personal or family emergency) will be asked to resign or will be removed from the Board.

ARTICLE III: OFFICERS AND THEIR DUTIES

- Section 1: The officers of the Board shall be a President, a Vice-President/Secretary and such other officers as may be deemed necessary who shall be elected from among the appointed Directors. (Amended 3/18)
- Section 2: It shall be the duty of the President to preside at all meetings of the Board, to appoint Board members to standing committees, subject to the approval of the Board and to carry out such other duties as the Board or these By-Laws may impose.
- Section 3: The Vice-President/Secretary shall preside at all meetings of the board in the absence of the president, and carry out such other duties as the Board or these By-Laws may impose. In absence of President, an alternative Board member would be selected to take minutes. (Amended 3/18)
- Section 4: All funds set apart for the use of the Library shall be drawn upon and paid out by the Treasurer of the City of Nebraska City upon a written voucher list signed by the President and the Vice-President/Secretary of the Board. In absence of one officer or both any board member may sign the written voucher list. A list of such vouchers shall be reviewed by the Board at the monthly meeting following the request for payment. (Amended 3/18)

Section 5: Should both the President and the Vice-President/Secretary be absent from any meeting of the Board, a member shall be selected to preside at the meeting. (Amended 3/18)

Section 6: In the event of the death, resignation, or disability of the President, the Vice-President/Secretary shall assume the duties of the office of President until a new President is elected. Another board member shall be appointed to act as Vice-President/Secretary until another member is elected. (Amended 3/18)

ARTICLE IV: TERMS OF OFFICE AND ELECTIONS

The officers shall be elected annually at the regularly scheduled meeting of the board in the month of July. The newly elected officers shall assume the responsibilities of their offices effective August 1, of the ensuing year and shall serve for the fiscal year, and thereafter, if necessary, until the successors shall have been elected.

ARTICLE V: MEETINGS

Section 1: Regular meetings of the Board shall be held on the second Wednesday of each month at the Morton-James Public Library. The meeting date and time may be adjusted by the provisions of the law of the State of Nebraska. (Amended 12/15)

Section 2: Special meetings may be called by the President or by any two Board members. Written notice of the time and place of a special meeting shall be posted and published in conformity with the provisions of the law of the State of Nebraska.

Section 3: Three members of the Board shall constitute a quorum for the transaction of business.

Section 4: No board member shall vote on any matter if such vote might reasonably be expected to result in a direct or indirect benefit (other than that received as a member of the general public) to such member or the immediate family of such member. No Board member shall receive any pay or compensation for any services as a member of the Board.

Section 5: The Agenda for board meetings may include a consent agenda. Any board member may request that an item on the consent agenda be removed from the consent agenda and placed elsewhere on the agenda for separate action. Items remaining in the consent agenda may be approved by unanimous consent. (Amended 11/15)

ARTICLE VI: ORDER OF BUSINESS

The order of business at the regular meeting shall be as follows:

- Announcements
- Call meeting to order
- Signing of the roll call
- Library Directors Report
- Approval of consent agenda
- Acceptance of Treasurer's Report
- Consideration and action on monthly claims
- Business
- Library Director's Report
- Next meeting (Amended 11/15)

ARTICLE VII: COMMITTEES

- Section 1: With direction or suggestion from the Library Director, Special Committees for study and investigation of special problems and interests may be appointed by the President with the approval of the Board.
- Section 2: The members of the Special Committee will be members of the Board or patrons of the Library, or both, which committee shall serve until the completion of the work for which they were appointed, or until dissolved by action of the Board.
- Section 3: A committee will not constitute a quorum.

ARTICLE VIII: LIBRARY DIRECTOR AND STAFF

- Section 1: The Board shall select and appoint the Library Director at a salary to be determined by the Board, subject to the applicable ordinances and rules governing City Personnel.
- Section 2: The Library Director shall be considered the executive officer of the Board and shall have the sole charge of administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's services to the public and for the operations of the Library under the financial conditions set forth in the annual budget. The Library Director or their designee shall attend all Board meetings.
- Section 3: The Library Director shall present a written report at each regular meeting of the Board, describing the activities of the Library during the previous month. This report shall be filed as a permanent record with the City of Nebraska City and at the Library.

Section 4: The Library Director shall maintain a true and accurate written record of all meetings of the Board, shall arrange issuance of such notices to the Board members as may be required and shall carry out such other duties as the Board or these By-Laws may impose.

ARTICLE IX: AMENDMENT OF THE BY-LAWS

These By-Laws may be amended at any regular meeting of the Board by a vote of three (3) members, provided that written notice was given to each member at least two (2) days prior to the meeting.

Adopted on _____
Date

Library Board President

Application for Library Card Policy

1. Anyone may apply for a library card from the Morton-James Public Library by presenting a photo ID and proof of current address. Applicants under 16 years of age must have a parent or guardian's signature on file.
2. An applicant (16 and over) will be asked to provide proof of current address by the following means:
 - a. A driver's license, state ID, checking account, rental agreement, utility receipt (power company, gas company, cable, satellite or fiber optic company, garbage service, telephone receipt), or vehicle registration. **If the applicant cannot provide proof of their current address, offer to mail them a postcard which they can bring back to the Library as proof of their address.**
 - b. Staff reserves the right to verify the information before issuing a library card.
 - c. To complete the verification process, new library cards will be mailed to the address provided.
3. Members may only check out two (2) items until the permanent library card is presented.
4. All library card applicants are required to share their name, mailing address (and address of residence if different), phone number, and email if applicable. A photo of the applicant will be required as part of the application process. The library member is asked to inform the library of any change of address or contact information.
5. A signature on the library card indicates that the member agrees to abide by the policies of the Morton-James Public Library. The member is responsible for all materials borrowed.
6. **A signed statement of responsibility** by a parent or legal guardian of children under 16 indicates that the parent or legal guardian takes responsibility for their children abiding by the policies of the Morton-James Public Library.
7. Library cards are issued for a period of one (1) year.
8. **Library accounts can be renewed over the phone if the account is current or has expired within the past 30 days, there are no fines on the account and there is no renewal fee required.**
9. Applicants residing inside the city limits of Nebraska City and non-resident members owning city property do not pay for a library card.
10. The Library Director may waive the non-resident fee for volunteers and current and former employees of the City of Nebraska City.
11. Applicants residing outside the Nebraska City limits or out of state may apply for a library card for a fee. All applicants residing at one address will be considered a household.
 - a. Fee for members residing outside the Nebraska City city limits is \$20.00 per household per year.
 - b. Fee for members residing out-of-state is \$25.00 per household per year.
 - c. No refunds or partial refunds will be given for paid library cards.

Volunteer Policy

1. Volunteers are defined as persons assisting with any aspect of public library service (whether or not it is held in the Morton-James Public Library) without monetary compensation.
2. Volunteers will be responsible to the Library Director or a supervisor designated by the Director.
3. All persons desiring to become volunteers will be selected by qualifications to fill the existing needs. At the completion of a specific need the volunteer may be assigned other responsibilities if this is agreed upon by both the volunteer and the Library Director or Supervisor.
4. Volunteers are trained for each job assignment.
5. Volunteers work on a scheduled basis. The Director or Supervisor should be notified of absences so that all necessary arrangements can be made.
6. Inability to assume assigned responsibilities or to follow the provisions of the volunteer policy may terminate the job assignment.
7. **All volunteers are required to fill out a volunteer form for the Library and the volunteer information, waiver and publicity release forms for the City of Nebraska City.** Volunteers under the age of **nineteen (19)** must have a parent or guardian sign the volunteer forms.
8. **Library and City volunteer forms are valid for one year from the date they are signed.**

Name _____ Phone Number _____

Address _____

Volunteer Project _____
(To be filled out by supervisor.)

Volunteer Schedule _____

I agree to the volunteer policies _____
(Signature of volunteer)

Parent or Guardian Permission Statement: I have read this form and understand that I am giving my permission for my child to volunteer at the Morton-James Public Library and agree to free the Library of liability for my child.

DATE _____
(Signature of parent or guardian for volunteer under age 19)

4/4/2018

CITY OF NEBRASKA CITY

1409 Central Avenue
Nebraska City, NE 68410-2223
Phone: 402-873-5515
Fax: 402-873-5685



Volunteer's information:

Name: _____

Check here if Volunteer is under age 19 _____

Parent or Legal Guardian Name *and* Phone Number (required if Volunteer is under age 19):

Volunteer's Address: _____

Volunteer's Phone: _____

Emergency Contact

Name: _____

Relationship to Participant: _____

Phone Number: _____

_____ **VOLUNTEERS MUST COMPLETE THE WAIVER AND RELEASE FORM**

PARENT SIGNATURE IS REQUIRED IF VOLUNTEER IS UNDER AGE 19

THIS FORM IS GOOD FOR 1) ALL VOLUNTEER ACTIVITIES OTHER THAN VOLUNTEER FIRE DEPARTMENT AND 2) UP TO ONE YEAR FROM THE DATE THE WAIVER AND RELEASE FORM IS SIGNED, AFTER WHICH A NEW VOLUNTEER FORM WITH WAIVER AND RELEASE FORM MUST BE COMPLETED BEFORE FURTHER VOLUNTEER WORK IS DONE.

VOLUNTEER WAIVER AND RELEASE FORM

RELEASE OF LIABILITY

In return for being allowed to participate in City of Nebraska City volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer (and Parent/Legal Guardian of Volunteer if Volunteer is under age 19) hereby **RELEASES, WAIVES, DISCHARGES, and HOLDS HARMLESS** the City of Nebraska City or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates ("the City") from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur and agrees not to sue the City therefore.

I understand and agree that the City is not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by ordinary negligence or otherwise.

I understand that participation in the Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I AM VOLUNTARILY PARTICIPATING IN THE VOLUNTEER ACTIVITIES WITH KNOWLEDGE OF THE DANGER INVOLVED AND I AGREE TO ACCEPT ALL RISKS OF PARTICIPATION.

I also AGREE TO INDEMNIFY AND HOLD HARMLESS the City for all claims arising out of my participation in the Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.

I UNDERSTAND THAT THIS DOCUMENT IS A CONTRACT WHICH GRANTS CERTAIN RIGHTS TO AND ELIMINATES THE LIABILITY OF THE CITY.

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

Signature of Volunteer

Date

If Volunteer is Under 19:

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

Signature of Parent/Legal Guardian

Date

PUBLICITY RELEASE

In return for being allowed to participate in City Volunteer Activities, as defined in the Release of Liability, the undersigned Volunteer hereby grants to the City, and each of its subsidiaries, affiliates, agents, advertising or promotional agencies, and partners, and all such entities' officers, directors, agents, employees, respective successors and assigns (collectively, "Authorized Parties"), the absolute and irrevocable right and permission to use, publish, broadcast and/or copyright the use of Volunteer's name, voice, photograph and/or likeness in any and all promotional or other materials based upon or derived from the Volunteer Activities in any manner, in any media whatsoever for any and all purposes, including by way of example but without limitation on the City's website and its social media accounts, in perpetuity, without additional compensation.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

Signature of Volunteer

Date

If Volunteer is Under 19:

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

Signature of Parent/Legal Guardian

Date