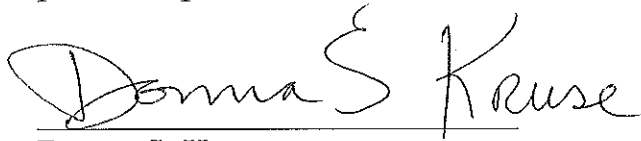


NOTICE OF MEETING

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, January 8, 2020 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.

A handwritten signature in cursive script that reads "Donna S. Kruse". The signature is written in black ink and is positioned above a horizontal line.

Donna S. Kruse
Library Director

January 2020 Director's Notes
on December 2019 activity

Director attended meetings regarding bringing J. Sterling Morton statue to Nebraska City project. MJPL briefly considered as possible site. Committee helped craft application with Courthouse being final selected location. Application submitted by end of December.

Full day training on libraries and working with homeless issues was arranged for after securing permission to close Library on Jan 20 for the onsite training with Nebraska Safety Council personnel.

MJPL hosted the December CASTL meeting with topic being Biblionix Annual report. 15 attended

Received notice from American Library Association that MJPL received \$2000 award for Census work proposal. Only one application from the state of Nebraska received. Only 50 awarded. Denise Davis saw the notice and crafted the 250 word application. This will allow the Library to purchase another laptop to make available for census forms and fund programs MJPL already planned on hosting.

Submitted final part of application to Kimmel Foundation and later received check for \$50,000 for exterior project.

Director attend her first quarterly Nebraska Library Association Board meeting in her role as Chair for the New Member Round Table.

Childrens' Holiday Party held with Santa in attendance for photo opportunities.

Notified City Hall had received check for \$137,500 from Wlrth Foundation for exterior project. This amount met our matching dollar requirement for CCCFF grant. Kimmel check gives us some contingency funds if final project estimate comes in higher than originally projected.

Fiscal Year 2019-2020 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	TOTAL
Circulation	5726	5452	4698							15876
Technology Center Usage	434	347	331							1112
Early Literacy Stations Usage	39	36	34							109
Patrons Visits	3517	2848	2929							9294
New Library Cards	15	15	11							41
Reference Questions Answered	689	642	577							1908
Genealogy / History Research	1	4	0							5
Materials Added	276	205	225							706
Website Visits	748	749	517							2014
Programs & Exhibits	37	33	19							89
Attendance (Included in Patron Visits)	714	553	370							1637
Interlibrary Loan Borrowed	18	21	NA							39
Interlibrary Loan Loaned	25	18	NA							43
WiFi Log Ins	1662	1494	1435							4591
Member Amount Saved	61,654	55,507	48,178							165339

Sessions	Event, Activity or Statistic	Attendance
2	Traveling story time	157
2	Maker Monday	4
5	Gerl-Fit	18
2	Story time	37
2	Middle School button maker	15
1	Children's holiday party	90
5	Public meetings	49
19	TOTALS	370

Morton James Library

Service Provided	December-11	December-12	December-13	December-14	December-15	December-16	December-17	December-18
Circulation	6,495	5,726	6,022	5,469	5,514	4,379	4,443	4,808
Technology Center Usage	1,300	1,081	1,247	1,126	600	621	449	406
Early Literacy Stations Usage	45	178	110	136	122	100	82	39
Patrons Visits	4,735	4,096	4,440	4,300	3,766	3,463	3,494	3,206
New Library Cards	26	39	19	14	14	5	10	10
Reference Questions Answered	409	284	292	581	507	565	584	531
Genealogy / History Research	1	3	5	6	1	2	1	0
Materials Added	379	247	322	231	235	231	284	169
Website Visits	677	1,025	862	971	1,329	851	660	687
Programs & Exhibits	2	3	24	18	26	27	25	29
Attendance	104	158	356	369	617	470	790	590
Interlibrary Loan Borrowed	12	7	16	11	10	NA	NA	14
Interlibrary Loan Loaned	43	22	21	25	10	NA	NA	16
WiFi Log Ins	0	0	0	0	1,232	1,473	1,775	1,851
Member Amount Saved	0	0	0	0	78,985	59,730	62,058	52,313

Service Provided	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
Circulation	8892	85775	80588	71102	72884	63773	62950	66044	15876
Technology Center Usage	16652	14779	17946	13047	9001	8009	5884	4775	1112
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	1035	563	109
Patrons Visits	62709	61781	61458	57845	52362	54505	45922	34278	9294
New Library Cards	466	408	341	329	297	268	257	217	41
Reference Questions Answered	4726	4507	4863	7615	7607	8852	8340	7951	1908
Genealogy / History Research	56	67	63	31	39	27	29	28	5
Materials Added	4318	3955	3910	3279	3398	3352	3230	2975	706
Website Visits	9722	21650	11148	14105	14520	10363	8609	8686	2014
Programs & Exhibits	93	128	217	199	383	386	452	391	89
Attendance	6884	7063	7261	9251	10486	8938	9595	7960	1637
Interlibrary Loan Borrowed	225	205	745	158	146	94	3	198	39
Interlibrary Loan Loaned	519	444	408	368	240	165	22	245	43
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	22347	20426	4591
Member Amount Saved	N/A	N/A	N/A	N/A	1040085	970535.11	913417.41	734992.14	165339

Morton James Public Library Minutes

December 11, 2019

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm December 11, 2019 in the north basement room at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on December 4, 2019 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Patton, Chaney, McNeely, Fletcher
Board absent: Fox
Staff present: Kruse, Beard
Others Present: Scott Childers, Director, Southeast Library System

The meeting was convened in open session at 4:35 pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Review State Statutes & Libraries

Introduction of Scott Childers, Director, Southeast Library System

Review of City Administrator's November 21st Memorandum regarding statutes, which Childers agreed with content and understanding of topic.

City of first class (5000+) allows to change library board into advisory, section 16-101

Discussed library board representation and variation across the state

Reviewed laws covering libraries in Nebraska, section 51-201 through 51-216

51-201.01 - Review of services

51-213 - Library board annual report

51-211 - Review of library board powers and duties

Creating A Memo of Understanding between Board and City Administration regarding Board's status as governing Board was discussed, but no final resolution was determined.

5:32 pm: Scott Childers left the meeting

Directors Report:

Rec'd \$50K from Steinhart Foundation for exterior project

Library Innovation Studio (LIS makerspace) public training classes began. Director presented at Hot Topics regarding LIS.

Director presented and participated in LNC Education session

PT clerk interviews held with no hire

Children's Thanksgiving event held

Filming of LIS done in conjunction with UNO Social Media class

Received \$500 unrestricted donation from community member

Had highest November circulation since 2014

Statistical Report:

Highest November circulation since 2014

Consent Agenda:

Minutes:

November 2019 minutes will be brought up for approval at a future meeting after Member Chaney submits summation which will be added to the minutes.

Budget Report: Reviewed.

Financial Report:

Note Steinhart Foundation contribution for exterior project.

McNeely made a motion to accept the consent agenda items without minutes. Patton seconded the motion.

Vote: McNeely: Y, Fletcher: Y, Chaney: Y, Patton: Y

5:50 pm: Member McNeely left the meeting

Monthly Claims:

Patton made a motion to pay the presented claims. Fletcher seconded the motion.

Vote: Fletcher: Y, Chaney: Y, Patton: Y

Business:

Verbal Judo De-escalation Training - Nebraska Safety Council

MJPL wants to hire NSC to come on January 20th to do 6 hour training. Training is library and site specific. Will have spare seats and may invite outside members such as other library members or local police department members.

Staff looking to handle security related issues and provide a safe environment. Need to review the code of conduct for as a library board to assist staff handling these issues. Staff will come back and discuss other recommendations after training.

Discuss Take/Action on closure on January 20 for Verbal Judo training.

Fletcher made a motion to close the library on January 20th Verbal Judo de-escalation training, Patton seconded the motion.

Vote: Fletcher: Y, Chaney: Y, Patton: Y

Discuss LinkedIn Learning contract.

Lynda was purchased by LinkedIn and may require a LinkedIn account in the future to access these resources. Discussed that this has become an issue with libraries and the change is being reviewed by LinkedIn. President Chaney thought this was a good product and suggested we go ahead with contract as long as City Attorney was in agreement with it.

Table review of community needs assessment.

Review Reconsideration of Library Materials Policy and Form and additional statutes at a future meeting.

Patton motioned to adjourn. Fletcher seconded. Meeting was adjourned at 6:22pm.

Submitted by Christopher Fletcher, with additional remarks by B. Chaney and D. Kruse

Morton James Public Library Minutes

November 13, 2019

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm November 13, 2019 in the north basement room at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on November 6, 2019 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

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

Board absent:

Staff present: Kruse, Beard, Winkler, Harris

Others Present: City Manager Grayson Path, Susan Bergman, Roger Kopf, Shelley Ramage and Dan Swanson (Media-partial meeting)

The meeting was convened in open session at 4: 34 pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report:

All staff attended Nebraska/Iowa Library Association Joint Conference

2 staff attended Mountain Plains Library Association Conference

Staff attended Library Innovation Studio (LIS) Training in Lincoln through Nebraska Library Commission

MJPL hosted 3 days of training for 20 community volunteers for LIS

Leaking drip pan in North room fixed

Director met with JEO to do building walkaround gathering details for exterior project

Halloween party had 104 in attendance

Hosted Business After Hours for Innovation Studio with 28 attending

Statistical Report: Circulation is up, highest October since Oct 2014

Consent Agenda:

Minutes: Corrections add to the Oct 9 minutes:

1) Add that more discussion was held regarding the smart goal comments #1 including strategies to survey of the community and promotion strategies for the services further. To increase the number of patrons.

- 2) Follow up with training and goals with the staff for the smart goals.
- 3) Patton voted Y on monthly claims, and agreement with innovation studio policy.

Budget Report: First month of new budget.

Financial Report: \$500 Donation to Library focusing on children's materials and programming

Fletcher made a motion to accept the consent agenda items. Fox seconded the motion.

Vote: McNeely: Y, Fletcher: Y, Chaney: Y, Patton: Y, Fox Y

Monthly Claims:

Fox made a motion to pay the presented claims. Fletcher seconded the motion.

Vote: Fox Y, Fletcher: Y, Chaney: Y, Patton: Y, McNeely Y

Business:

Discussion of erotica themed material:

The Collection Development policy previously approved by the Library Board states: Basic to the policy is the Library Bill of Rights as adopted by the American Library Association and the Freedom to Read Statement.

Member McNeely leaves at 4:48pm. Member Fletcher takes over recording meeting minutes.

Chaney discusses state statutes (due to importance and volume of material on this agenda item, President Chaney has sent, as requested, the following detail to use as a supplement to the recorded notes)

Brooke Chaney shared that there had been several complaints from concerned patrons regarding the library's allowance of erotica themed material. Brooke shared the concerns can be grouped into four categories.

The first is the presence of erotica-themed material in the library. The second is the use of public funds for erotica-themed material, including presentations at conferences. The third is in regard to photos taken at library events of patrons. The fourth is a personnel-related matter. Brooke shared that personnel matters are handled internally and not appropriate or allowable discussion at public meetings. Brooke shared the state statute 51-201.02 *The Legislature finds and declares that public libraries perform services which are vitally important for the maintenance of an educated and democratic society, including but not limited to, providing information with stimulates thought, awareness, and involvement in issues of public interest and providing avenues for intellectual and cultural growth and enjoyment. The Legislature further finds that an educated and culturally aware society is increasingly important in an economy in which Nebraskans must compete on a global scale. It is the intent of the Legislature that Nebraskans will help lead the nation into the world of the twenty-first century.* Brooke shared that in considering the banning of erotica-themed material in the library, it should be done with very careful consideration as the library and most public libraries have a policy against "banning" materials and actually celebrate the fact that we do not ban materials. Brooke also shared that defining erotica and identifying what falls into this category would prove difficult

as the Internet would need to be filtered, as well as movies, magazines, etc. beyond simply books categorized as erotica.

In regard to the matter of public funds being utilized for the conference where an employee spoke on the topic of sex-positivity, our library routinely sends staff to state and national conferences to attend a variety of sessions relevant to libraries. Amanda Winkler who spoke on the sex positivity topic was attending a National Conference and was asked to speak on this topic, as it was a topic and has been a topic at library conferences. Erotica material does appear in most libraries and appears to be a valid topic in libraries.

In regard to the issues of taking photos of youth at the library, this has been a common practice at our library for years and is done so for recording the events, as well as promotion and outreach. The library does own a camera but it is not of the quality or convenience of the phones used by staff for this purpose; particularly when utilizing for social media. There was discussion regarding the library perhaps purchasing a smart phone for this dedicated purpose of taking photos and managing social media content. Parents can request that their child not be photographed, if they choose. BC

Grayson Path presented a review of statutes and shared portions of guidelines from the American Library Association

Grayson Path discussed risk of censorship and did present a case where a library attempted to censor and was sued and lost.

Board opened discussion to community members:

Shelley Ramage provided some examples of books that contained material that she felt were inappropriate (What Can A Citizen do-Eggers, Tallulah the Tooth Fairy CEO-Pizzoli and It Feels Good to be Yourself-Thorn. Member had talked to Donna prior to the meeting date and was provided a form for reconsideration. Member stated she thought it would be better to express herself at meeting rather than putting it on form, but that she was not for banning books.

Susan Bergman mentioned that she monitored her children's reading materials when they were young, but that she relied on the institution of the library to be a good selector and did have some doubts. She did not name any titles specifically.

Roger Kopf wanted to hear more on titles Ms. Ramage mentioned. He was not in favor of the subjects mentioned by Ms. Ramage.

Amanda Winkler addressed how books were categorized in regards to fiction and non-fiction

Member Fletcher asked about age limit on material. There is no limit based on **Reconsideration of Library Materials Policy and Form point 2**. "The library staff will provide equal service to all library users. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections."

The board would have the option to adjust the policy. There would have to be additional research done by the library staff if this was the direction the Board chose to go in.

Discussion on the use of library funds and taxpayer dollars for material:

Staff member submitted the presentation topic to Mountains Plain Library Association and was selected to present. A total of three presentations were given discussing resources to select on sexuality or LGBTQ issues, among the many other presentations at the conference. This topic has been discussed for several years at professional library conferences.

Member Chaney shared her considerations:

Balancing presentation topics - when considering presentations to submit- be sure presentations regarding other assorted topics are offered from a variety of staff members. Ability to review hashtags, bios and presentation descriptions strongly emphasized.

Accommodations for presentations -presenters are representing MJPL on work time at professional conferences, as such will use their real name and travel and lodging will be paid for using conference funding

Discussion of use of staff phones and using photos for promotional material:

Grayson suggested that photos be taken using a library owned camera by library personnel and purchasing a new one if current cameras are not adequate

Statements about photos/recordings are posted at the doors and mentioned at programs

Parents/patrons can request not to have their photo taken.

Personnel Matter –some of the complaints filed recently were personnel related, which are handled internally as a human resources matter and that had been addressed prior to Board Meeting.

Discussion on after hour use of Wi-Fi:

One after hours suspicious person on property police call was reported, but no time. Only other issues were during daytime. No complaints were presented to Director about lack of Wi-Fi. Discussion by board to continue with the current setup (8am-8 pm) and revisit the issue in the August 2020 meeting.

Tabled review of Community Needs Assessment Objective #2.

Review Reconsideration of Library Materials Policy and Form and additional statutes at a future meeting.

Patton motioned to adjourn. Fox seconded. Meeting was adjourned at 6:02pm.

Submitted by Christopher Fletcher, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 12/2019, FISCAL 3/2020

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	282,983.74	20,348.31	60,623.30	21.42	222,360.44
10-50-5005	Library - Social Security	21,649.39	1,512.51	4,440.77	20.51	17,208.62
10-50-5010	Library - Group Ins	66,744.98	5,433.47	16,290.56	24.41	50,454.42
10-50-5012	Library - Pension	17,010.61	1,157.65	3,457.49	20.33	13,553.12
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,000.00	1,694.91	4,650.73	18.60	20,349.27
10-50-5023	Library - Telephone/Internet	3,000.00	227.48	685.35	22.85	2,314.65
10-50-5024	Library - Garbage/Recycling	312.00	13.90	67.46	21.62	244.54
10-50-5025	Library - Equipment Rent	.00	.00	.00	.00	.00
10-50-5026	Library - Equipment	3,000.00	.00	.00	.00	3,000.00
10-50-5028	Library - Office Supplies	3,500.00	68.04	909.80	25.99	2,590.20
10-50-5029	Library - Postage	1,800.00	200.00	300.00	16.67	1,500.00
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,800.00	43.32	348.21	19.35	1,451.79
10-50-5032	Library - Credit Card Fees	1,000.00	139.18	321.65	32.17	678.35
10-50-5036	Library - Refund Charges/Depos	.00	.00	.00	.00	.00
10-50-5050	Library - Adv/Printing/Pub/Web	1,400.00	.00	206.13	14.72	1,193.87
10-50-5100	Library - Rep/Maint - Building	18,000.00	1,569.03	1,705.91	9.48	16,294.09
10-50-5105	Library - Rep/Maint - Grounds	1,500.00	1,204.07	1,277.87	85.19	222.13
10-50-5106	Library - Pest Control	120.00	.00	86.00	71.67	34.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	7,000.00	790.53	1,865.48	26.65	5,134.52
10-50-5230	Library - Dues/Memberships	1,000.00	.00	30.00	3.00	970.00
10-50-5250	Library - Training/Conference	5,500.00	.00	1,149.55	20.90	4,350.45
10-50-5403	Library - Contract Sup/Sev	10,000.00	256.62	1,410.88	14.11	8,589.12
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	200.00	.00	26.56	13.28	173.44
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	.00	1,400.00	5,250.00	.00	5,250.00
10-50-5605	Library - Loan/Lease Payment	51,816.00	.00	.00	.00	51,816.00
10-50-5775	Library - Electronic Subscript	7,500.00	.00	2,500.00	33.33	5,000.00
10-50-5776	Library - Aid Purchases	1,206.00	.00	.00	.00	1,206.00
10-50-5777	Library - Materials	45,000.00	2,735.14	10,226.62	22.73	34,773.38
10-50-5800	Library - Donation Purchases	15,687.00	1,365.51	2,552.52	16.27	13,134.48
10-50-5810	Library - Grant Purchases	350,000.00	.00	.00	.00	350,000.00
10-50-5812	Library - Endowments	62,937.00	278.55	1,430.09	2.27	61,506.91
	TOTAL LIBRARY EXPENSE	1,007,266.72	40,438.22	121,812.93	12.09	885,453.79

**Morton-James Public Library
Financial Report
December 2019**

Presented: January 8, 2020

City Budget Report

Month to date balance	\$40,438.22
Year to date balance	\$121,812.93
Budget	\$1,007,266.72
Amount unexpended	<u>\$885,453.79</u>
Percentage used	12.09%

Bank Deposits

December 9, 16, 26, 27, 31

10-02-2000 City Liability Account	\$229.00
Innovation Studio Consumables	
10-07-4131 Library State Aid	\$0.00
10-13-4420 Library Book Fees and Fines	\$367.79
10-13-4443 Misc - Book Sales	\$14.98
10-21-4685 Grants	
Kimmel Foundation Exterior Renovation Project	\$50,000.00
Wirth Foundation Exterior Renovation Project	\$137,500.00
Subtotal	<u>\$187,500.00</u>
10-21-4677 Endowments	
NCCFF/Moller Dollywood January 2020	\$278.55
Subtotal	<u>\$278.55</u>
10-23-4704 Donations	
Miscellaneous	\$201.90
Edward Moyer	\$100.00
1895 Films/Ricketts Family	\$250.00
Subtotal	<u>\$551.90</u>
10-29-4831 Misc. Taxable/Copies	\$159.85
Total	\$189,102.07

Petty Cash

Expenditures	\$0.20 printing issues
Refunds	\$0.00
Total	\$0.20

Cash Drawers

Children's Library	\$2.55
Main Level	\$14.42
Total	\$16.97 Long

10-13-4420 Credit Card Charges	
Library Fees & Fines	\$45.00
Copies	\$0.00
Donations	\$0.00
Total Charges	\$45.00

Reconsideration of Library Materials Policy and Form

1. The Morton-James Public Library is committed to honor the rights of an individual to use the Library regardless of age, race, religion, national origin, or social or political views.
2. The library staff will provide equal service to all library users. Children and adults are equally free to use the entire Library and to borrow all materials in the circulating collections.
3. Limitations to be placed upon the reading and viewing of materials by children are left to the discretion of the parents.
4. The Library Board takes the position that the risk of not providing access to information and ideas is greater than the risk of providing it. The Library Board believes it is essential to provide such materials if the American ideal of freedom is to be retained.
5. The Library Board is willing to re-examine its position on any item in the Library's collections. A procedure has been established to deal with objections to materials owned by the Library. No item is to be removed or restricted because of a complaint except in accordance with this procedure.
 - a. The material in question shall remain in the collection and available to members during the reconsideration process.
 - b. Members who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Materials."
 - c. The Library Staff will review the material under reconsideration and make a decision.
 - d. If the member is not satisfied with the decision, the Library Director will present the complaint to the Library Board.
 - e. The Library Director will notify each Board Member of the complaint and forward all review literature on the material to each Board Member.
 - f. The Library Director will also submit his/her recommendation and evaluation of the material and its place in the collection.
 - g. At the next regularly scheduled board meeting, the complaint will be reviewed and a decision made regarding the complaint.
 - h. The Library Director will notify the member of the Board's decision soon after the meeting.

Adopted November 9, 2016

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Morton-James Public Library

Requested by:

Member Barcode: _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Telephone: (Days) _____ (Evenings) _____

Whom do you represent? () self only () organization

Name of organization: _____

Address: _____ Phone number: _____

Description of material to be reconsidered:

Title: _____

Author/Artist: _____ Publisher: _____ Copyright: _____

Format: () book () magazine/newspaper () CD () DVD () other _____

1. To what in this material do you object? Please be specific. Cite pages or particular parts.

2. Did you read, listen, or view the entire work? If not, which parts did you examine?

3. What do you feel might be the result of exposure to this work?

4. What are the positive aspects of this work?

5. What originally attracted you to this material?

6. What would you suggest the Library do with this material?

Signature

Date

Thank you for your interest in the Morton-James Public Library, and for taking the time to provide the Library with this information. You will be contacted as soon as possible.

Adopted November 9, 2016