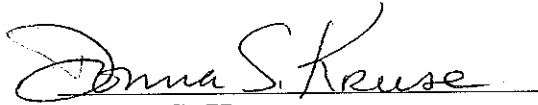


NOTICE OF MEETING

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, June 13, 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.

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

Morton-James Public Library
June 13, 2018
Board Meeting Agenda

Call meeting to order 4:30

Signing of Roll Call

Director's Report
Statistical Report

Consent Agenda

Approve Minutes from May 9 Meeting
Approve Budget Report
Approve Financial Report

Approve payment of claims

Business:

Discuss Endowment updates
Review Budget/CIP
Review/take action Bylaw changes
Review/take action Policy changes- Meeting Room. Social Media and Code of
Conduct Policies
Update on IT contract
Alternate location
Security cameras

Director's Notes for May Activity

Received community underwriting for The String Beans Concert and The Trans-Mississippi Exposition of 1898 Presentation

Acquired the Main Street Historian Collection

All staff attended Training Day for Southeast Library System in Seward

Coordinated CRAKE Training for Library staff and Community members (this ties to Digital Civic Engagement project)

Library was tested for lead paint and asbestos levels

MJPL hosted 14 Library Directors for the May CASTL meeting

Draft budget document submitted

Lobby windows sealed and ceiling repaired and painted

Alternate space search continued with additional meetings for insurance coverage and tech needs

Met with 2 IT service providers for new quote

Conversations with Chris continue regarding security cameras

Coffee service through LaRue ended

Fiscal Year 2017-2018 Monthly Reporting

Morton James Library

	October	November	December	January	February	March	April	May	June	July	Aug	Sept	TOTAL
Circulation	4837	4804	4443	5099	4610	4899	4587	5347					38626
Technology Center Usage	599	481	449	404	470	473	451	478					3805
Early Literacy Stations Usage	75	84	82	78	62	72	104	131					688
Patrons Visits	4477	3992	3494	3606	3755	3723	3794	3655					30496
New Library Cards	27	26	10	15	12	18	12	25					145
Reference Questions Answered	715	639	584	612	678	709	651	775					5363
Genealogy / History Research	1	1	1	3	5	4	3	2					20
Materials Added	332	224	284	264	277	239	270	247					2137
Website Visits	713	644	660	729	652	666	657	707					5428
Programs & Exhibits	45	33	25	29	40	51	51	56					330
Attendance (included in Patron Visits)	962	871	790	495	565	546	956	1171					6356
Interlibrary Loan Borrowed	14	4	8	3	17	14	8	NA					68
Interlibrary Loan Loaned	30	16	26	22	24	38	30	NA					186
Wifi Log Ins	1782	1931	1775	1916	1869	1829	2124	2217					15443
Member Amount Saved	90,246	68,660	62,058	67,534	83,125	66,056	62,052	68,627					568359

- Received community underwriting for The String Beans Concert and The Trans-Mississippi Exposition of 1898 Presentation
- Acquired the Main Street Historian Collection
- All staff attended Training Day for Southeast Library System in Seward
- Coordinated CRAKE Training for Library staff and Community members (this ties to Digital Civic Engagement project)
- Library was tested for lead paint and asbestos levels
- MJPL hosted 14 Library Directors for the May CASTL training meeting (Conversations Among Small Town Libraries)
- Draft budget document submitted
- Lobby windows sealed and ceiling repaired and painted

Sessions	Event, Activity or Statistic	Attendance
2	Read at NC Care & Rehab	7
2	Proctor Tests	2
1	Children's Book Week Program - Tevin Hansen	31
1	Library Book Club	9
1	CASTL Meeting	13
1	Hayward ESL Class Tour	23
12	Northside Summer Program Talks	327
8	Hayward Summer Program Talks	200
5	Lourdes Summer Program Talks	87
1	When in Doubt Exhibit Opening	20
1	When in Doubt Exhibit	260
21	Public Meetings	192
56	TOTALS	1171

Morton James Library

Service Provided	May-12	May-13	May-14	May-15	May-16	May-17	May-18	FY 2017-2018
Circulation	8,125	7,378	6,869	6,349	6,175	5,321	5,347	38,626
Technology Center Usage	1,608	953	1,405	910	689	725	478	3,805
Early Literacy Stations Usage	97	150	97	157	132	156	131	688
Patrons Visits	5,630	5,298	5,393	4,422	4,389	4,941	3,655	30,496
New Library Cards	81	34	44	22	37	34	25	145
Reference Questions Answered	471	354	519	572	620	801	775	5,363
Genealogy / History Research	4	3	8	3	2	3	2	20
Materials Added	294	282	337	284	312	208	247	2,137
Website Visits	879	573	944	1,569	1,386	736	707	5,428
Programs & Exhibits	3	6	8	5	25	20	56	330
Attendance	463	345	466	340	1,507	1,073	1,171	6,356
Interlibrary Loan Borrowed	8	15	26	18	10	14	N/A	68
Interlibrary Loan Loaned	49	27	34	28	22	26	N/A	186
WiFi Log Ins					1,649	2,121	2,217	15,443
Member Amount Saved					92,104	84,235	68,627	568,359

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	38626
Technology Center Usage	16652	14779	17946	13047	9001	8009	3805
Early Literacy Stations Usage	2056	2139	1684	1861	1681	1582	688
Patrons Visits	62709	61781	61458	57845	52362	54505	30496
New Library Cards	466	408	341	329	297	268	145
Reference Questions Answered	4726	4507	4863	7615	7607	8852	5363
Genealogy / History Research	56	67	63	31	39	27	20
Materials Added	4318	3955	3910	3279	3398	3352	2137
Website Visits	9722	21650	11148	14105	14520	10363	5428
Programs & Exhibits	93	128	217	199	383	386	330
Attendance	6884	7063	7261	9251	10486	8938	6356
Interlibrary Loan Borrowed	225	205	745	158	146	94	68
Interlibrary Loan Loaned	519	444	408	368	240	165	186
WiFi Log Ins	N/A	N/A	N/A	N/A	18360	21141	15443

Morton James Public Library Minutes

May 9, 2018

The following is the minutes of the Morton-James Public Library Board meeting held at 4:30 pm May 9, 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 May 2, 2018 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board present: Fletcher, Patton, McNeely, Chaney

Board absent: Fox

Staff present: Beard, Kruse

The meeting was convened in open session at 4:33pm by Brooke Chaney, Library Board President. The board members present signed the roll call.

Directors Report –April activity Reviewed and no questions

May Director's Report for April Activity

- Lunch with former Children's Museum of Omaha contact regarding new exhibit ideas partnering with Lincoln Children's Museum
- Web page close to launch
- Hosted Barada Hills Exhibit opening and Digital Preservation program
- Spoke about Spring and Summer Programs at April's Hot Topics
- Met with Jim Kuhn about acquiring Main Street Historians Collection
- Conducted two walk-throughs with asbestos testing vendors
- Met with S-Systems rep to discuss IT contract services
- Denise continues Census Project with Grayson
- Called Pharmacy contact to start looking for alternate service location-call back in 30 days
- Met with 2 USDA reps regarding loan and grant application for HVAC money
- Locked down Library during school incidents 4/26
- Received funding for String Beans Concert from Alpha XI Chapter of NC Beta Sigma Phi Sorority (\$800)

Monthly statistics were reviewed

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

Chaney asked if there were any corrections to the April minutes

Patton mentioned Chris Fletcher's name was misspelled on page 2 of minutes under Opening late motion. Fletcher made the motion to accept the consent agenda items with correction. Patton seconded the motion. The vote was: Vote McNeely Y, Fletcher Y, Chaney Y, Patton Y

Monthly Claims:

Approval of Claims

Fletcher moved and McNeely seconded the motion to pay the claims
Vote Fletcher Y, Chaney Y, Patton Y, McNeely Y

Business:

By Laws Review

Delete “/Secretary” changes in entire document

Section 1

Motion to amend the bylaws to include the officer of president, vp, and secretary.

Section 3 delete in absence...since now will have Secretary

Re-number 4 to Section 5

Delete “/Secretary” and “Any member may sign the written voucher list” under new 5

New addition Section 4 article III

Secretary duties will include taking minutes during the monthly Board meetings and submitting such minutes to the director to be distributed to members.

Re-number Section 5 to 6 and 6 to 7

Section 6 In absence of President and Vice-President the Secretary shall preside with another member taking minutes.

Kruse to create new draft of By-laws for Board approval.

Motion by Patton, seconded by Fletcher

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

Secretary

Motion to approve Chris Fletcher as Secretary.

Motion by Patton, Second by McNeely

Fletcher Y, Chaney Y, Patton Y, McNeely Y

Reviewed Social Media Policy

Donna requested that we do not vote today in order to confer with Dave Partsch, city atty.

Motion to approve the Social Media Policy including all verbiage changes by legal council.

Motion by Patton, Second by Fletcher Patton Y, Chaney Y, McNeely Y, Fletcher Y

Reviewed Meeting Room Reservation, Use Policy and Request Form

Reviewed updated form after conversation last month.

Update for verbal agreements "I will adhere to" the meeting room reservations and use policy. Staff reads statement to renter.

Motion to approve all changes made to the Meeting Room Reservation Policy and request form including all verbiage changes from legal council.

Motion by Patton, Second by Fletcher

McNeely Y, Chaney Y, Fletcher Y, Patton Y

Security Camera Review

S Systems has been contacted for a quote. We will need a second quote.

Also conversed about lift rental.

Still in progress.

We have an anticipated residual amount in Moller endowment. Future request to cover several subscriptions, KPE bill, and asbestos testing.

Remaining balance \$2,228 will possibly be used for the security camera project.

CIP List Priorities

Moller Computer Lab -Quote \$3,500 for 15-25 stations. Need further plans for what exactly this project will entail.

Security Cameras interior

Exterior masonry- collected \$36,000. Outstanding \$8,000. Quote for \$284,000.

Lighting to LED over time throughout, project needed to do Kimmel Gallery

AV Screen- Kimmel Gallery needs to be fully replaced

Carpet replacement throughout – quote needed \$35,000

Atrium on West side

Furniture

Window Replacement-

Hanging system- Quote needs to be priced out further

Book Drop Replacement

IT Contract

Joe Chaney with Computech has submitted resignation.

Quote from S Systems up to 10 hours/month \$80/hour vs. purchasing a block of time contract for a reduced rate.

Need a second quote.

Discuss potential alternate locations

U Save pharmacy waiting to hear back

Banks

Premiere has windows willing to donate space, negotiating on electric and utilities, need phone jacks and electrical outlets, need tables, furniture

American National has tables, kitchenette, in the basement, lockable doors, not sure on donation of space, have insurance requests, stage.

Arbor Bank willing to donate everything, small space, no phone line, has an unsecured entrance into space

Molly left at 6:15pm.

No subcommittees reported.

Meeting adjourned at 6:30pm

Next meeting will take place on Wednesday, June 13.

Submitted by Molly McNeely, with additional remarks D. Kruse

BUDGET REPORT
CALENDAR 5/2018, FISCAL 8/2018

Donna
46%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	250,739.88	19,057.51	159,357.18	63.55	91,382.70
10-50-5005	Library - Social Security	19,181.60	1,380.75	11,457.93	59.73	7,723.67
10-50-5010	Library - Group Ins	59,908.87	4,678.75	39,494.39	65.92	20,414.48
10-50-5012	Library - Pension	15,314.79	1,275.86	9,284.47	60.62	6,030.32
10-50-5014	Library - Unemp Comp	.00	.00	.00	.00	.00
10-50-5020	Library - Utilities	25,500.00	1,496.16	14,469.92	56.74	11,030.08
10-50-5023	Library - Telephone/Internet	3,000.00	234.45	1,887.41	62.91	1,112.59
10-50-5024	Library - Garbage/Recycling	330.00	52.00	208.00	63.03	122.00
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	1,368.99	2,166.81	54.17	1,833.19
10-50-5029	Library - Postage	2,250.00	213.40	1,213.40	53.93	1,036.60
10-50-5030	Library - Miscellaneous	400.00	.00	.00	.00	400.00
10-50-5031	Library - Housekeeping Sup/Equ	1,500.00	98.01	1,084.17	72.28	415.83
10-50-5032	Library - Credit Card Fees	1,000.00	121.81	735.88	73.59	264.12
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	3.00	120.60	7.09	1,579.40
10-50-5100	Library - Rep/Maint - Building	26,000.00	380.30	11,344.42	43.63	14,655.58
10-50-5105	Library - Rep/Maint - Grounds	1,800.00	.00	1,477.84	82.10	322.16
10-50-5106	Library - Pest Control	420.00	35.00	140.00	33.33	280.00
10-50-5110	Library - Rep/Maint - Equip/Ve	.00	.00	.00	.00	.00
10-50-5210	Library - Computer	5,000.00	20.00	2,653.56	53.07	2,346.44
10-50-5230	Library - Dues/Memberships	1,000.00	.00	700.00	70.00	300.00
10-50-5250	Library - Training/Conference	3,500.00	275.00	3,249.41	92.84	250.59
10-50-5403	Library - Contract Sup/Sev	8,000.00	301.90	6,093.05	76.16	1,906.95
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	7.19	138.63	6.93	1,861.37
10-50-5600	Library - Capital Outlays	.00	.00	.00	.00	.00
10-50-5601	Library - Capital Improvements	22,000.00	1,058.75	4,058.75	18.45	17,941.25
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	2,869.47	24,634.51	61.59	15,365.49
10-50-5800	Library - Donation Purchases	8,148.00	2,130.14	4,172.52	51.21	3,975.48
10-50-5810	Library - Grant Purchases	20,000.00	.00	.00	.00	20,000.00
10-50-5812	Library - Endowments	30,000.00	1,371.50	18,319.35	61.06	11,680.65
	TOTAL LIBRARY EXPENSE	564,426.14	38,429.94	324,059.20	57.41	240,366.94

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

Presented: June 13, 2018

City Budget Report

Month to date balance	\$38,429.94
Year to date balance	\$324,059.20
Budget	\$564,426.14
Amount unexpended	<u>\$240,366.94</u>
Percentage used	57.41%

Bank Deposits

May 7, 14, 15, 21, 29

10-07-4131 Library State Aid \$0.00

10-13-4420 Library Book Fees and Fines \$694.80

Subtotal \$694.80

10-13-4443 Misc - Book Sales \$0.00

10-21-4685 Grants \$0.00

10-21-4677 Endowments

NCCFF/Mango Languages Renewal \$1,454.96

NCCFF/Dolly Parton June 2018 \$318.55

Subtotal \$1,773.51

10-23-4704 Donations

Miscellaneous \$229.51

Starbuck - Belding Memorial \$100.00

Subtotal \$329.51

10-29-4831 Misc. Taxable/Copies \$176.40

Subtotal \$176.40

Total \$2,974.22

Petty Cash

Expenditures \$0.00

Refunds \$26.60

Total \$26.60

Cash Drawers

Main Desk \$19.86

Children's \$18.50

Total \$38.36 Long

10-13-4420 Credit Card Charges

Library Fees & Fines \$176.20

Copies \$0.00

Donations \$0.00

Total Charges \$176.20

Meeting Room Reservations, Use Policy and Request Form

In our role as a community center, the Morton-James Public Library encourages the public to use the Kimmel Gallery, lower level North Meeting Room and main level East Room for meetings, programs and private gatherings. Library activities or events will have priority over public requests to use the rooms. Permission to use the meeting rooms does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed during a meeting/event.

Meeting Room Reservations

1. Nonprofit, community groups, community organizations and private gatherings may use the Library meeting rooms. The Kimmel Gallery is available for meetings/events after regular Library hours. The lower level North Meeting Room and main level East Room may be used for small groups during regular Library hours.
2. A freewill donation to the Library is suggested for the use of a meeting room. Use of a meeting room is not contingent upon receiving a donation.
3. Reservations can be made by phone, completing the form on the Library website, or by contacting the Library in person. Reservations must be made by an organization or group representative over nineteen (19) years of age. The full name of the representative, organization or group, a brief description of the meeting/event and a current phone number are required when making a reservation.
4. The reservation will be confirmed as soon as possible for phone calls and walk in requests. Requests received through the website will be confirmed within two (2) business days.
5. The representative will be responsible for setting up before the meeting/event and returning the room to its original state following the meeting/event.
6. If the meeting is to start after the library is closed, the representative of the organization or group needs to be at the library at least 15 minutes before closing time. A reservation outside normal library hours depends on availability of staff and whether this will impact normal library operations.
7. Library staff should be notified as soon as possible if a scheduled meeting has been canceled. The library reserves the right to cancel or reschedule any meeting without penalty or obligation. An adult leader over the age of nineteen (19) ~~needs to~~ must be present at all times to supervise groups of children. ~~It is recommended that a~~ At least 2 or more adults must be present for meetings/events for involving groups of children under the age of 136.

Comment [D1]: I'm suggesting 16 because that is the age used in various statutes involving crimes against children

Meeting Room Use

8. The Kimmel Gallery offers a kitchenette, eight (8) folding tables and fifty (50) folding chairs. The room is located close to handicap accessible public restrooms. Maximum room capacity is 100.
9. The North Meeting Room is located on the lower level. It can be accessed without using stairs. The room comfortably holds twenty (20) people. The East Room is located on the main level with one study table and four (4) chairs.

10. Alcoholic beverages, smoking, and open flame, such as candles, are prohibited. The Library reserves the right to enter any facility or meeting room at any time when deemed reasonably necessary by the Library.

11. Audiovisual equipment is available upon request at no charge, but it is strongly recommended that the representative confirm compatibility with personal devices prior to the time of the meeting.

12. No items may be sold unless for the profit of the library or for fundraising to benefit non-profit organizations in our community. Organizations claiming nonprofit status may be asked to provide a copy of their IRS Form 501(c)(3), Articles of Incorporation, or a Tax Exempt Certificate. Authors requesting to sell books will need the approval of the library director. A reasonable fee can be charged by the host to recover costs of refreshments and materials for programs.

13. Refreshments may be served. All supplies must be provided by the person or organization using the room. Please use care when selecting refreshments. Bright red drinks, open cups and running children might not be the best combination. The Library belongs to everyone in Nebraska City. Please assist with maintaining the condition of the meeting rooms.

14. User will not put any holes into or use any substance that would leave residue on doors, windows, walls, furniture or fixtures or equipment in and about the premises. In the event the room or equipment is damaged, a damage fee will be assessed and charged. Failure to pay the damage fee can result in civil action being taken by the ~~Otoe County~~City Attorney in county court at the discretion of the Library Board (See Code of the City of Nebraska City, Sec. 20-7, pg. 1142-1143 and Chapter 51, Section 214 of the laws of Nebraska for authority to take such action). It may also result in a ban on use of the meeting rooms for both the representative and the organization/group.

15. The Library reserves the right to require additional insurance for special events. All hosts and persons attending meetings/events using Library facilities take the premises "as is" and assume all risks of loss, damage, or injury, including death or property damage, resulting from the use of the Library facilities and services under this policy. Library "facilities" and "premises" includes not only meeting rooms but the entire building, parking lot and grounds. The Library assumes no liability whatsoever for any property placed by the host or any person attending a meeting/event in or about Library buildings or properties. All persons on Library premises because of such a meeting/event (participants, members, invitees, etc.) are under the direct and complete control of the host. As such, the host is liable for all damages resulting from a participant's use of the Library's facilities and services. Host shall reimburse the Library for all damages to its facilities or equipment resulting from the use of the same.

THE USER SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND THE LIBRARY, ITS BOARD, OFFICERS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY OR FINANCIAL LOSS, COSTS OR EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES AND LEGAL COSTS) RESULTING FROM ANY SUIT, CLAIM, LOSS OR ACTION BROUGHT AGAINST THE LIBRARY, ITS BOARD, OFFICERS, AND/OR EMPLOYEES WHICH ARISES OR RESULTS DIRECTLY OR INDIRECTLY FROM THE USE OF THE LIBRARY'S FACILITIES OR SERVICES UNDER THIS AGREEMENT BY THE USER OR ITS SPONSORS, SPECTATORS, PARTICIPANTS, MEMBERS, OFFICERS, DIRECTORS OR AGENTS.

16. It is the policy of the Library to be in full compliance with all Federal, state, and local non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, creed, religion, color, culture or ethnicity, sexual orientation, political affiliation, physical limitation, age, national origin, or status as a disabled veterans or veterans of the Vietnam era. Users must comply with all applicable requirements of the Americans with Disabilities Act (ADA) in assuring the availability of

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auxiliary aids and services required, and agree to indemnify, hold harmless, and defend the Library, its Board, officers and employees from and against any claims resulting from a failure to comply with ADA standards for access to programs and services.

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17. Applicants may not assign or in any way transfer rights to other persons. Nothing in this agreement shall imply any sponsorship, partnership, joint venture, or other association between the Library and the host. The host shall have sole responsibility for the content and the conduct of its activities on Library property. The Library's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval of the Library.

186. The Library Board of the Morton-James Public Library reserves the right to amend these regulations at any time. For good cause, the Library Director may waive any meeting room regulation.

**Morton-James Public Library
Meeting Room Request Form**

A freewill donation to the Library is suggested for the use of a meeting room. Use of a meeting room is not contingent upon receiving a donation.

Date of Request _____

Group Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Large Group - Kimmel Gallery Small Group - North Room One-on-One – East Room

Program/Event Date _____ Time _____ to _____

Purpose of Meeting _____

(See Policy #12): No items may be sold unless for the profit of the Library or non-profit organizations...

Open to the Public Yes No

Food or drink being served Yes No

(See Policy #13): Please use care when selecting refreshments.

Technical Equipment Requested:

- Projector Yes No
- Screen Yes No
- Laptop Yes No
- Podium Yes No
- Sound System Yes No Kimmel Gallery Only

NOTE Policy Item # 14: In the event the room or equipment is damaged, a damage fee will be assessed and charged. Failure to pay the damage fee can result in civil action being taken by the ~~City~~ County City Attorney in county court at the discretion of the Library Board (See Code of the City of Nebraska City, Sec. 20-7, pg. 1142-1143 and Chapter 51, Section 214 of the laws of Nebraska for authority to take such action). It may also result in a ban on use of the meeting rooms for both the representative and the organization/group.

Yes, I have read, understand, and will adhere to the Meeting Room Reservations and Use Policy, specifically including, but not limited to, Item #15' assumption of the risk, waiver of liability, indemnification, and hold harmless provisions., and I am authorized to act for the group/organization making this application.

SIGNED

DATED

Social Media Policy

The Morton-James Public Library selects carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between The Morton-James Public Library staff, library users and the general public. The Morton-James Public Library recognizes that new tools will emerge which have useful application in the library setting; thus, this policy addresses social media in general.

- The Morton-James Public Library uses social media to increase awareness of and accessibility to its programs, resources and services.
- The Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for discussing Library programs, events and materials.
- The Library does not make its social media accounts available for general public debate, but rather reserves and limits the topics that may be discussed on its social media accounts/pages.

Library Sponsored Social Media

- Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours.
- Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check grammar and spelling before posting.
- Employees must obtain appropriate permissions before referring to or posting images of current or former employees or patrons.
- Employees should not discuss confidential, work-related matters through social media. Employees are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Library Director.
- Content that is posted on Library-sponsored social media sites is subject to the Freedom of Information Act and records retention requirements.

Posting on Social Media

- The purpose of the Library's social media sites is to inform Library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials.
- The Library permits patrons to comment on Library posts and patrons are invited to share opinions about Library-related subjects, resources and programs.
- While the Library encourages dialogue, it respectfully requests that commenters be mindful that its social media sites are open to the public and that commenters be courteous and civil toward one another.
- Patrons should be aware that they may be held personally liable for commentary that is defamatory, obscene, proprietary or libelous by any offended party, not just the Library.

- Postings do not indicate Library endorsement of the ideas, issues, or opinions expressed in posts on its social media sites.
- The Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy or any applicable law.

- Content and comments on the Library's social media accounts containing any of the following forms of content and postings shall not be allowed:
 - ❖ Obscenity
 - ❖ Imagery or promotion of any illegal substances or activities
 - ❖ Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry or any other protected category
 - ❖ Slanderous, libelous, threatening or defamatory statements
 - ❖ Infringement of copyrighted or trademarked material
 - ❖ Spam
 - ❖ Content not related to Library business, programs, events, resources and materials
 - ❖ Advertising or sale of merchandise or services not benefiting the Library.
 - ❖ Charitable solicitations or political campaigning

- The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of this policy by employees may result in discipline, up to and including termination of employment.

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MORTON-JAMES PUBLIC LIBRARY PATRON CODE OF CONDUCT

The Library is intended to be an inviting, comfortable, clean, and safe place for reading, selecting materials, studying, writing, using computers, and attending Library authorized programs and meetings.

Library users are expected to conduct themselves in a manner that respects the rights of everyone to use the Library.

1. These rules are intended to ensure that all Library users may enjoy good service in pleasant surroundings.
2. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and police officers are authorized to enforce these rules. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year, or an arrest or prosecution. Violations could also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Notice of "no trespass" will be issued in cases of criminal offense.

Conduct Not Allowed on Library Property:

- a. Engaging in any activity in violation of federal, state, local or other applicable law, or Library policy.
- b. Failing to comply with a reasonable staff request.
- c. Carrying firearms unless otherwise authorized by law (concealed gun permits).
- d. Being under the influence of alcohol/illegal drugs, and selling, using or possessing alcohol/illegal drugs or drug paraphernalia.
- e. Verbally, physically, or sexually threatening or harassing other users, volunteers, or staff, including stalking, loitering, offensive touching, and obscene acts such as sex acts and indecent exposure.
- f. Public displays of affection that are disruptive to the Library environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a Library staff member determines to be inappropriate.
- g. Selling or attempting to sell items or services on Library property, with the exception of approved items related to Library-sponsored programs.
- h. Stealing, damaging, altering, or inappropriate use of property, furniture, or equipment in the Library or on Library grounds.
- i. Trespassing in non-public areas; being in the Library without permission of an authorized Library employee before or after Library operating hours.
- j. Fighting or challenging to fight, running, pushing, shoving, or throwing things.

- k. Creating disruptive noises such as loud talking, screaming, obscene language, or banging on equipment or furniture.
- l. Group activities which are disruptive to the Library environment.
- m. Using audible devices without headphones or with headphones set at a volume that disturbs others.
- n. Cell phone and other communication device usage that disturbs others. These devices should be set in silent or vibrate mode. Conversations should be kept at a suitable volume and duration so as not to disturb others.
- o. Using restrooms for bathing or shampooing, doing laundry, or changing clothes.
- p. Littering.
- q. Smoking, chewing, and other tobacco use in the Library.
- r. Being in the Library barefoot, without a shirt, or being otherwise attired so as to be disruptive to the Library environment.
- s. Leaving packages, backpacks, luggage, or any other personal items unattended. Those unattended items are subject to immediate confiscation.
- t. Using wheeled devices in the Library including skateboards, skates, bikes, and scooters, (with the exception of baby strollers and ADA-assistive devices; e.g., wheelchairs).
- u. Blocking aisles, exits, or entrances.
- v. Bringing pets or animals into the Library, (with the exception of service animals—per Federal law ADA Title II and III).
- w. Food/Drink: No refreshments are allowed in Moller Technology Center. Drinks in building need to be capped or be in containers with lids.