



## ARTICLE VII

## DISASTER RECOVERY PLAN

Horicon's library holdings are contained on SALS' central computer system located at 22 Whitney Ave, Saratoga Springs, NY 12866.

Annually, the library's minutes, reports and pertinent business records are to be stored in the Town's vault for safekeeping: 6604 State Route 8

Brant Lake, NY 12815

Contact person - current Board President or Library Director.

The Town of Horicon is insured against loss through:

Carpenter & Associates Insuring Agency (2019)  
State Route 9  
Chestertown, NY 12817

## ARTICLE VIII

## FISCAL

The library's deposit accounts are to be held in the Town's designated bank:

a. **Petty Cash** The Library Director is issued \$75 maximum at any time for petty cash purchases. The Director will document all petty cash purchases and report to the Board monthly. Annually, in December, the Director and one Board member will audit petty cash funds and receipts and report to the Board.

b. **Use of Debit Card** The library's debit card is to be used for purchases which have received prior Board approval, with the exception of the Director's use to purchase materials for the library which shall be presented

to the Board in voucher form at the following month's Board meeting.

**\*\*\* Vouchers for debit card purchases must be prepared prior to purchase. Proof or purchases must be attached to vouchers for all debit card purchases. Debit purchases are to be complete by the third week of the month and an itemized list of purchases given to the Treasurer by the end of the 3<sup>rd</sup> week of the month. \*\*\*\*Adopted 10/7/2019**

c. **Purchasing Procedures** Purchases are in accordance with the Library's budget. Purchases are completed by the library director or one (1) Trustee who has access to the library's Visa debit card. Each purchase will

be documented by voucher, approved by the trustees and paid by the Treasurer. Vouchers must include price, date ordered, supplier and type of material purchased.

#### **ARTICLE IX**

#### **INTERNET USE**

1. Identification is required prior to library computer use
2. All computer users must sign in at the circulation desk
3. Children under the age of 13 must be accompanied by a parent or responsible adult
4. Use is limited to ½ hour unless there is no one waiting to use a computer
5. There is no downloading or materials or receiving of emails allowed
6. No chat room usage or personal software is allowed on the library's computers
7. If improper usage is observed by the library staff, at his/her discretion, future use of library computers will be prohibited and may result in being banned from all library use. Pages printed in black ink .25 per page  
colored  
ink .50 per page

#### **ARTICLE X**

#### **PATRON BEHAVIOR**

Patron's rights to privacy are respected within the library. Civility is to be maintained at all times. Arguing or promoting one's personal opinion, whether it be motivated by politics, personal bias or other issues, is not to be engaged in while in the library.

If a patron's behavior becomes uncomfortable for another person in the library, that person may be asked to leave the library and be banned from any future use of the library. If necessary, authorities may be called to assist in removal of the offending party.

#### **ARTICLE XI**

#### **CONFLICT OF INTEREST**

The Board defines a conflict of interest for the Board, the Director and other employees to be:

Involvement in any activity which would benefit said party financially, personally, or in any way judged not to be in the best interest of the library. If any Board member or Library staff personnel feels a conflict is at issue, it must be reported to the full Board promptly.

The Board will request the person with the conflict not be present at, or participate in, the Board's deliberation, and/or vote, on the matter giving rise to the conflict.

It is prohibited that the person with the conflict try to improperly influence

