

Livingston Manor-Roscoe Library

Credit Card Policy

DRAFT

Whereas the Library Director is solely responsible for purchases made on behalf of the Library, and whereas a credit card provides a means of secure, expedient purchasing, the Library provides a business-use only credit card to the Director.

1. The Library credit card is to be used exclusively for Library business.
2. The Library Director is the sole authorized user of the credit card.
3. The credit card limit will be set at \$5,000.
4. Receipts will be filed in the Director's office for all purchases.
5. Purchases may be made in person and as secure online transactions.
6. Receipts will be presented to check signers along with the monthly credit card statement for review prior to payment.
7. Upon separation from the Library, the Director is to inform the appropriate bank or credit card company that (s)he is no longer a valid credit card user.

Approved by the Livingston Manor-Roscoe Board of Trustees: date

Livingston Manor-Roscoe Library

Livingston Manor Branch, 92 Main Street, Livingston Manor, NY 12758
Roscoe Branch, 85 Highland Avenue, Roscoe, NY 12776

Travel Reimbursement Policy

DRAFT

Staff members may be reimbursed for travel expenses incurred in the fulfilling of their assigned work duties. Travel must be approved by the Director in advance and expenses must be supported by receipts or statements and completed mileage forms.

Please note the following guidelines:

1. Conferences: Attendance must be approved in advance by the Director. The Director's travel for conferences must be approved in advance by the Board. Any early-bird discounts should be utilized.
2. Hotels: Board approval is required in advance for any hotel stay reimbursement. Arrangements should be made to avoid paying sales tax on the room.
3. Meals: Reimbursement of up to \$65 per day will be made for meals when traveling on library business. Reimbursement will not include alcohol purchases.
4. For work-related engagements, conferences, workshops, and trainings, compensation will be made for travel time within normal work hours.
5. Mileage, Tolls, and Parking: Mileage will be reimbursed at the current IRS rate. Parking fees and tolls are reimbursed if receipts or an EZ-Pass statement are presented. Staff members are expected to pool rides when possible. A mileage reimbursement form must be completed for each trip.

Mileage may be claimed as follows:

- a. If the employee travels from home to the appointment and then to the library, they may claim the total mileage to the appointment and from that location to the library less the one-way travel distance from their home to the library.
- b. If the employee will go from home to the appointment and back home, they may claim the total mileage traveled less the round-trip travel distance from their home to the library.

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Building-Use Policy for Community Organizations

DRAFT

PURPOSE: The Livingston Manor-Roscoe Library Board of Trustees wishes to make space available to the community for meetings and events (“events”). Events should not interfere with the primary function of the Library, nor supersede scheduled Library events. To that end, the Trustees wish to provide an objective manner through which use requests are reviewed.

LIMITATIONS: Use shall be for educational, cultural, and informational purposes. All Events shall be open to the public. Priority is given to those residing in the Library District.

NON-DISCRIMINATION STATEMENT: Applications shall be reviewed in a non-discriminatory manner. The granting of an application for use does not constitute an endorsement of a particular group’s policies or beliefs.

SPECIFICATIONS:

1. The Library Director shall have the authority to approve or reject requests.
2. Any person or organization who is granted use of Library space is responsible for the behavior of event attendees. Persons who fail to abide by Library rules, regulations, and this policy, or to cooperate with Library staff, are subject to ejection by Library staff or their agents.
 - a. In addition to other remedies available to the Library, a person or organization that does not take responsibility for the behavior of its event attendees, may have future requests rejected, at the discretion of the Director.
3. Persons and organizations using the Library hold the Library Trustees and staff harmless from and against any and all losses, claims, actions, damages, liabilities, and expense, including, but not limited to, those in connection with loss of life, bodily personal injury or damage to property of whatever kind or nature including attorney fees and costs, proximately caused by the person or organization’s negligence.
4. Persons and organizations shall assume complete responsibility for the general safety of event attendees, as well as Library staff and members of the general public who are present within the Library at the time of the event.
5. Persons and organizations shall be responsible for property or personal damage suffered by the Library and its staff during the Event. In addition to any other remedies available to the Library and/or its staff, failure to do so shall be cause for future denial of Library use.

6. Proper liability insurance to the limits noted in the reservation application must be provided to the Director at least three days prior to the event. Failure to provide proof of insurance shall constitute cause for denial of an application.
7. If using the Roscoe Branch community space, attendance for events shall be limited to 25 people.
8. Applicants are responsible for the set-up, clean-up, and arrangement of the Library space to its condition prior to the event. All personal belongings, accessories and trash must be removed from the building upon completion of the event.
9. Use of outside accessories, such as tables and chairs, shall be subject to prior approval by the Director. In addition, the offering of refreshments shall be subject to prior approval by the Director. Utensils and supplies shall not be provided by the Library and shall be the responsibility of the applicant.
10. Library space shall not be used for the sale of merchandise, with the exception of books or other materials written or illustrated by an individual who is present to discuss the book(s) and for continuing education or other programs, including those for which admission fees cover the cost of supplies and materials.
11. Youth are welcome for gatherings but must have a caregiver present (as defined in the Unattended Children Policy).
12. Absent special circumstances, applications shall be submitted at least three weeks in advance of the proposed event. Repetitive-use applications may be issued for a period of 6 months. Renewal is at the discretion of the Director.