

Livingston Manor Branch
92 Main St. Livingston Manor, NY 12758
(845) 439-5440



Roscoe Branch
85 Highland Ave. Roscoe, NY 12776
(607) 498-5574

Reserve Funds Policy

DRAFT

Introduction

The intent of reserve funds is to plan ahead and save incrementally for either planned or unexpected events. Reserve funds may help mitigate the financial impact of major, nonrecurring or unforeseen expenditures on the library's annual operating budget and/or a change or delay in the property tax levy.

Establishing and Using Reserve Funds

The Livingston Manor- Roscoe Library Board of Trustees may establish reserve funds. Each reserve fund should be described by purpose, target amount of savings, approval process for access, and replenishment strategy.

Reserve funds will be funded from amounts raised through the annual budget process, transfers from unexpended balances of existing appropriations, and/or other surplus moneys. A Board resolution will be required to authorize the transfer of specific amounts of funds unless funds were anticipated in the approved budget.

Interest earned and capital gains realized on any capital fund investments will accrue to, and become part of, each reserve fund.

Reserve fund moneys may be invested or kept in a separate bank account or in the general library bank account. Separate accounting records will be kept for each reserve fund.

The Treasurer will provide reports on reserve fund activity at least annually.

Approved by Livingston Manor-Roscoe Board of Trustees, date

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Patron Code of Conduct and Policy on Code Violations

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Introduction

The mission of the Livingston Manor-Roscoe Library is to enrich lives, inspire lifelong learning, build an informed and engaged community, and foster social connection. The Library supports the rights of individuals to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm, or invasion of privacy while providing an enjoyable, clean and comfortable environment for all Library users.

The Livingston Manor-Roscoe Library's Patron Code of Conduct has a threefold purpose: to protect the rights and safety of Library users, to protect the rights and safety of staff members, and to preserve the Library's materials, facilities and property in order to fulfill the mission of the Library.

These rules shall apply to all buildings, interior and exterior, and all grounds of the Livingston Manor-Roscoe Library, including the Livingston Manor Branch, the Livingston Manor Annex, and the Roscoe Branch and to all persons entering in or on the premises.

Library staff will courteously, but firmly, enforce this policy.

Policy

Conduct will not be permitted if it is disruptive, disturbing, or potentially harmful to others, if it otherwise interferes with the enjoyment and use of the Library by other patrons, or if it is inconsistent with the Library's mission. This includes, but is not limited to: disorderly conduct, noise, or activity that interferes with the rights of others whether intentional or inadvertent; physical abuse or threatening behavior or language; disobeying the directions of Library staff; or, the misuse of library materials, equipment or furnishing. Expulsion from the Library on a temporary or permanent basis may result from violations of this policy, as specified below under Violations.

Code of Conduct

This Code of Conduct is intended to ensure a respectful and productive environment for everyone using library spaces and materials.

1. Patrons shall not harass or annoy others through noisy or aggressive conduct or by behaving in a manner which could reasonably be expected to disturb, frighten or embarrass other patrons, volunteers or staff.
2. Patrons of all ages are not permitted to run in the Library or to climb on Library furniture.
3. Patrons shall not deface or mar any Library materials. Nor shall they in any way destroy Library furnishings, walls, machines, or other Library property.
4. Use of profane or obscene language is not permitted.
5. Cell phone voice calls are not permitted in the Library.
6. Covered beverages are permitted at the community table. Beverages in non-spillable containers such as water bottles are permitted throughout the library. Uncovered beverages are only permitted in the Annex.
7. Consuming small snacks is permitted at the discretion of the Director or the Director's proxy. If upon request, the consumption of snacks is permitted, leaving packaging, food debris, or food residues behind will be considered a violation. Library materials may not be handled while food or drink is present. Food may be consumed in the Annex without restriction, but patrons are requested to clean their area before exiting the building.
8. Smoking or vaping of any substance is prohibited within 100 feet of entrances, exits, and outdoor areas of Library premises, per NYS law, with the exception of residential property. To help maintain a clean and safe landscape, cigarette butts should be properly disposed of before entering Library property.
9. Patrons are required to wear shirts and shoes in Library facilities.
10. Patrons should be aware that bodily odors, odors from marijuana or tobacco use, and odors from unwashed clothing may contribute to an unpleasant library environment and in the extreme may be considered a disturbance.
11. Patrons are not permitted to bring leashed or unleashed animals into the Library which have not been approved by the Director or the Director's proxy, other than

service animals.

12. Patrons of the Roscoe Branch are asked to be respectful of Sunny, the resident cat. He is friendly but may want to be left alone!
13. All policies outlined in the Code of Conduct are applicable to both adults and minors. Parents and guardians are responsible for the conduct of children in their care. All parents and guardians must adhere to the Library's Unattended Children Policy and must demonstrate reasonable effort to be attentive and curtail disruptive behavior by any minors in their care.

Violations

A three-strike rule for minor infractions of the Code of Conduct will be applied. After the third infraction, patrons will be asked to leave the building and not to return for the day. If a patron exhibits similar behavior in the future, they will be barred for a longer period of time, at the discretion of the Director or the Director's proxy. If a patron refuses to leave the building when asked, the police will be called and the patron will be barred for six months. A patron who enters a Library facility or outdoor area during a period in which they are barred will have the bar extended to one year. Repeated bars may be grounds for being permanently barred.

If a visitor exhibits potentially dangerous or aggressive behavior toward other patrons or staff as determined by the Director, they will be permanently barred from the Library.

Patrons who are barred from the Library for any period of time will be given the opportunity to address the Board at a regularly scheduled meeting. Privileges will be suspended until the patron makes an appearance before the Board. The President will notify the individual(s) as to the Board's decision.