

Kingston Library

Business Continuity

Reviewed and Approved by the Kingston Library Board of Trustees on October 16, 2014

I. **Introduction:** The Kingston Library Board of Trustees in fulfilling their need to create and maintain business continuity plans (BCPs) and emergency contact person lists as requested by the Mid-Hudson Library System as part of our Internal Essential Policies.

II. **Definitions:** If necessary

a. **SBD:** Significant Business Disruption

III. **Standards and Procedures:** Formatting

a. **Emergency Contact Persons:**

The Kingston Library's two contact people are: Library Director, Margie Menard, and then Building and Grounds Manager, Mary Lou Decker if the Library Director is unavailable. If the employees within these roles change, this policy information must be updated (no later than 30 days following the change) and will review, and if necessary update, this information within 2 months after the end of each calendar year.

b. **Library Policy :**

The Library policy is to respond to a SBD by safeguarding employees' lives and library property, making a financial and operational assessment, quickly recovering and resuming operations, protecting all of the library's books and records, and allowing our patrons continued access to the Collection and services.

1. Significant Business Disruptions (SBDs)

Our plan anticipates two kinds of SBDs, internal and external. Internal SBDs affect only our Library's ability to communicate and do business, such as a fire in our building. External SBDs prevent the operation of day-to-day operations, such as a terrorist attack, a city flood, or a wide-scale, regional disruption. Our response to an external SBD relies more heavily on other organizations and systems, especially on the capabilities Collection and services.

2. Approval and Execution Authority

The Kingston Library Board of Trustees is responsible for approving the plan and the Standards and Development Committee of the BoT for conducting the required annual review. Margie Menard, Library Director, has the authority to execute this BCP.

3. Plan Location and Access

The Library will maintain copies of its BCP plan and the annual reviews, and the changes that have been made to it for inspection. An electronic copy of our plan is located on the library website, www.kingstonlibrary.org

c. **Business Description:**

"The purpose of the Kingston Library shall be to provide public library services to the residents, businesses, and governing officials of the City of Kingston." By-Laws of the Kingston Library Board of Trustees; Section I, 3.

d. **Physical Location:**

The Kingston Library is located at 55 Franklin Street, Kingston, NY 12401. There is no alternative location in the event of an External SBD, the Library Director or someone operating on behalf of the Library Director will notify staff and the President of the BoT. The President will notify the full BoT in the event of the External SBD.

e. Data Back-Up and Recovery (Hard Copy and Electronic):

Identify the location of your library's primary books and records (hard copy and electronic) and the location of your library's back-up books and records (hard copy and electronic). Describe how your library backs up its data. In addition, describe how your library will recover data in the event of an SBD.

f. Financial and Operational Assessments :

Describe your library's procedures to identify changes in its operational, financial and credit risk exposures in the event of an SBD. Your library should periodically assess the changes in these exposures and quickly make such an assessment in connection with an SBD.

1. Operational Risk

Operational risk includes the library's ability to maintain communications with customers and to retrieve key activity records through its mission critical systems.

2. Financial and Credit Risk

Financial risk involves the library's ability to fund operations and maintain adequate financing and sufficient capital. The library also may face credit risk (where its investments may erode from the lack of liquidity in the broader market), which would also hinder the ability of the library's counterparties to fulfill their obligations.

g. Alternate Communications Between the Library and Patrons, Employees, and associated Outside Agencies:

1. Patrons- Radio and website announcement; cancellation.com
2. Employees- Email and/or phone call
3. Associated Outside Agencies- Email, Mid-Hudson List-serv, phonecall

IV. **Scope:** This policy applies to all staff, trustees, volunteers, and any outside agencies associated with the Kingston Library.

This policy is the product of the Kingston Library and reevaluated by its Standards and Development Committee every three years if not sooner. This committee will present new and updated policy to the full Board of Trustees for approval/reapprove and will be publically available either on the Kingston Library website or in hardcopy in library building.