

## **Business/Accounting Functions**

### **Declaring a Disaster**

A partial disaster is an event which has rendered the Business Office computer inoperable for up to one week, but access to the office is not affected. A complete disaster is an event that has occurred which has affected the Business Office to the extent that the office will be inaccessible for an extended period of time or the computer must be replaced.

A partial or complete disaster may be declared by the Director, the Board Treasurer, or the Systems Technician.

If a complete disaster is declared, and the office is inaccessible, a branch library laptop would be utilized as a back-up. The Banyon (the accounting system being used by the library) accounting software would be installed on this machine using the back-up CD.

### **Disaster Recovery Team and Contact List**

Once a disaster has been declared, the following people must be contacted immediately: Director; Bookkeeper/Board Treasurer; the Systems Technician; the Board president, the library insurance agent; First Security Insurance; and the manufacturer of the computer software, Banyon.

### **Recovery Responsibilities**

If this is a partial disaster, the Bookkeeper/Treasurer shall use a laptop as a temporary station. The software and accounting data are backed up to the network attached storage drive daily.

If this is a complete disaster, the Director will contact the appropriate state agencies and other members of the Library Board. The Bookkeeper/ Treasurer will retrieve the latest complete backup stored on removable media from the Bloomfield State Bank lock box and with the assistance of the Systems Technician and Banyon technical assistance, prepare the laptop to serve as a business computer. The Bookkeeper/Treasurer will store the Banyon backup CD in accounting drawer at the library. If needed, Banyon will overnight a CD with the latest software, overnight shipping charges will apply.

### **Backup Processing**

- I. Data from the Banyan accounting program and the Gold Suite Time Clock program is backed up every day to the NAS drive. If this is only a computer failure, we need only utilize a laptop temporarily while another computer is being purchased and set up.
- II. Every week the removable media containing a backup copy of the accounting files is stored in the lock box. There are three discs, A, B and C. Discs A and B are used alternately, disc C is used to store end of the month and end of the year files.

- III. Staff are responsible for setting up a backup plan with the Systems Technician for documents stored on staff computers. The shared drive (“X:\”) drive will automatically be backed up daily.
- IV. A document that includes the library state tax exempt number, the library federal tax number, the account numbers for library bank accounts and CDs, the names and contact numbers for vendors of the accounting software and the time clock software is housed with the Banyon backup CD in the accounting drawer. Counter checks and deposit forms will be obtained from the bank. Paper records will be kept of the staff work hours.

### **Operation of the Office during the Interim Period**

In a partial disaster, there should be no interruption of service.

In a complete disaster, data entry to the Banyan system will be suspended until the Banyan software is installed on the laptop. Banking functions would proceed in a timely manner using substitute documents as described above. Data entry would be retrospective, once the system was installed on the laptop.

## **Network-Website Functions**

### **Bloomfield Location**

The networking functions and the website are under the jurisdiction of the Systems Technician. He would be responsible for declaring this disaster. He would also notify the Director.

A partial disaster would affect only one server. There are three servers.

The main server manages the core networking functionality (DHCP, CIFS, FTP, etc.), web services, and other less important functions (disk imaging, anti-virus remote administration, etc.) It is a black tower-style machine located under the Systems Technician’s desk.

The mail server manages the legacy email system. It is a white tower-style machine located under the Systems Technician’s desk.

The NAS device runs a CIFS service and stores our regular onsite backups. It is a black brick-shaped device located under the Systems Technician’s desk.

A complete disaster would make the entire library intranet network inaccessible. Unless the building is destroyed, this seems unlikely.

The library’s circulation/public access catalog/technical services function utilizes Evergreen Indiana software. The library is a part of the Indiana Evergreen shared library catalog and as such, all

data is stored on Evergreen Indiana computer units off site. It is their responsibility to protect all of this data.

### **Backup of Servers**

The main and email servers are both backed up to the NAS device daily.

### **Recovery**

1. If the main server fails, another machine can be temporarily repurposed to manage our critical services such as the web site and DHCP service. We would make repairs to the device or, if unable to repair, we would purchase a new server.
2. If the legacy email server fails, we can set up a virtual server to manage POP, IMAP, and SMTP access. We would make repairs to the device or, if unable to repair, we would purchase a new server or offload all future services to a virtual server.
3. If the NAS device fails, we would make repairs to the device or, if unable to repair, we would purchase a new server.

The accounting computer is the only computer to use a modem. If the modem fails, we would purchase a new one.

### **Circulation Hardware**

A laptop will be loaded with Evergreen Indiana software to be used as a temporary replacement for either an Adult or Children's Services circulation computer, if needed. The Outreach scanner will be used in the case of a temporary replacement for either circulation computer, as well.

### **Eastern & Owensburg Branch**

The Eastern and Owensburg branch libraries will back up their circulation and staff computers using removable media.

### **Training, Testing, and Maintaining the Plan**

This document will be kept on file with the library policies and procedures manual. Training will consist of review of this policy by a meeting to discuss the plan.

The plan will be tested and reviewed by the Bookkeeper/Treasurer, the Systems Technician and the Director every six months after its adoption by the library board. Any additions or corrections will cause a new plan to be distributed to each member as well as updated in the policies and procedures manual.