



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

NOTICE OF ANNUAL ORGANIZATION MEETING

BOARD OF TRUSTEES
Saturday, January 4, 2020
Meeting Will Run From 10:00 am – 10:30 am
Adriance Memorial Library – Greenspan Board Room
93 Market Street, Poughkeepsie, New York

Agenda

- I. Call to Order (*M. Moore*)
- II. Business
 - A. Election of 2019 Officers
Nominees are:
 - President – Dianne Blazek
 - Vice President – Patricia Ryan
 - Secretary – Edna Lyons
 - Treasurer – Tom McGlinchey
 - Assistant Treasurer – Paul Bucher, Jr.
 - Assistant Treasurer – Moira Fitzgibbons
 - Assistant Treasurer – Mary Moore
 - Assistant Treasurer – Patricia Ryan
 - Assistant Treasurer – Cathy Schmitz
 - B. 2020 Official Designations, Charges and Procedures (*PPLD Document #010420 – 1*)
 - C. Approval of Expenses (*PPLD Document #010420 – 2; to be distributed*)
 - D. Personnel Actions (*PPLD Document #010420 – 3; to be distributed*)

NEXT MEETING

Wednesday, January 22, 2020; 7:00 p.m.
Adriance Memorial Library – Greenspan Meeting Room
93 Market Street, Poughkeepsie

New Business Fact Sheet
Approval of 2020 Official Designations

Recommended By

Library Director

Background

Annually, the Library District adopts a set of official designations and operational practices for the coming year.

Action Requested

MOVED that the Board of Trustees of the Poughkeepsie Public Library District approve the 2020 Official Designations, Charges, and Procedures as reflected in PPLD Document #010420 - 1A.

Motion

Moved _____
Seconded _____

Result of Action

In Favor _____
Against _____
Abstaining _____

**POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
2020 Official Designations, Charges, and Procedures**

Legal Basis

The Board of Trustees shall adhere to the provisions of (1) applicable New York State General Municipal, Education, and Public Officers Law; (2) Rules of the Board of Regents; (3) Regulations of the Commissioner of Education; and (4) the PPLD By-Laws, as amended from time-to-time.

Meetings

Board of Trustees Meeting Dates: The Board of Trustees shall meet on the following dates (generally the fourth Wednesday of each month, except where noted):

January 23	July 22
February 26	August 26
March 25	September 26
April 22	October 28
May 27	November 18
June 24	December 23

There shall also be a reorganization meeting scheduled for Saturday, January 2, 2021 at 10:00 a.m.

Regular monthly meetings of the Board of Trustees shall be held at the Adriance Memorial Library, 93 Market Street, Poughkeepsie, unless otherwise approved by the Board of Trustees, and shall begin at 7:00 p.m. Exceptions to this schedule of dates and times must be approved by the Board of Trustees.

Committee Meetings: Committees shall adopt a schedule of regular meetings at the first meeting of the committee. Proposed committee chairs, rosters and charges are as follows:

Board Development and Policy Committee (develop educational programs and promote participation in appropriate events; maintain list of potential trustees; coordinate Board self-assessment; generally meets bi-monthly starting in February):

Móira Fitzgibbons, Chair
Sean Eagleton
Edna Lyons
Cathy Schmitz
Laurel Spuhler

Finance Committee (develop budget; oversee annual audit; review all contracts; oversee Library District investments; meets monthly):

Patricia Ryan, Chair
Amy Bombardieri
Paul Bucher, Jr.
Tom McGlinchey
Cathy Schmitz

Personnel Committee (revise Personnel Plan; evaluate Library Director evaluation process; review payroll certification report from Civil Service, CBA negotiations; meets irregularly):

Mary Moore, Chair
Paul Bucher, Jr.
Móira Fitzgibbons
Edna Lyons
Laurel Spuhler

Planning Committee (develop strategic and capital plans; oversee facilities planning and management):

Tom McGlinchey, Chair
Amy Bombardieri
Sean Eagleton
Mary Moore
Patricia Ryan

The Board of Trustees may create additional *ad hoc* committees as allowed in the Library District's By-Laws.

General Considerations: The Library District adheres to the provisions of the Open Meeting law as well as *Roberts Rules of Order*. Meetings of the Board and of its committees shall be open to anyone who accepts the rules of conduct established by the Board or by the committee. The Library Director may arrange for staff members to be present and make presentations at Board and/or committee meetings.

The Board of Trustees or any of its committees shall not meet on holidays that are generally observed.

Agenda: The agenda for meetings of the Board of Trustees shall be drafted by the Library Director and reviewed by the President prior to its distribution. Agendas will be posted in each branch of the Library District and on the Library District's web site.

Matters to be reported or to be discussed by the Board at any meeting shall, whenever possible, be presented to the President or the Library Director for inclusion in the distributed agenda, or be approved by the Board as amendments to the agenda.

The order of business on the agenda shall include Old Business, New Business, reports from the Library Director and President, Board comment, public comment, and the time, date and location of the next meeting

Minutes and Reports: All meetings of the Board, including its committees, shall have a written record of business conducted. The presence or absence of any Board member from any Board or committee meeting shall be noted in the official record of the meeting. The official copy of Board meeting minutes shall have appended to it (1) financial reports; (2) the warrant; (3) the Library Director's report; and (4) any other significant documents which clarify or augment the record.

Counsel	The Board of Trustees designates the firm of Thomas Drohan Waxman Petigrow & Mayle, LLP as general counsel for the period January 1 – December 31, 2020. Other firms may be retained, upon action by the Board, for other specified purposes.								
Auditor	The Board of Trustees, by action taken at its meeting of November 15, 2017, designated the firm of O'Connor Davies Munns & Dobbins, LLP as auditor for the period January 1 – December 31, 2020.								
Insurance	The Board of Trustees designates the firm of Ralph Ellis, Inc. as the insurance broker for the time period of January 15, 2020 – January 15, 2021.								
Disclosure	In accordance with Library District Policy #3103 – Conflict of Interest, each trustee and administrative officer of the Library District shall file a disclosure statement no later than January 15 of each year (attached). Policy #3103 shall be displayed in the staff areas at each Library District location.								
Tax Anticipation Borrowing	The Library District will use available cash balances in its various funds in order to fund operations prior to tax receipts. Repayment to these funds is required in accordance with Library District Policy #2105 – Fund Balance. Further, the Board of Trustees authorizes the Library Director to obtain a line of credit in anticipation of tax receipts up to \$800,000, also in accordance with Library District Policy #2105.								
Performance Appraisals	The Library Director shall be evaluated annually, with an evaluation document normally given to the Library Director no later than the November meeting of the Board of Trustees. The Library Director shall ensure that all employees are evaluated annually.								
Non-CSEA Salaries	The Board of Trustees authorizes 2020 salaries for non-CSEA employees as follows: <table border="0" style="margin-left: 40px;"> <tr> <td>Library Director</td> <td style="text-align: right;">\$121,540</td> </tr> <tr> <td>Business Manager</td> <td style="text-align: right;">\$86,520</td> </tr> <tr> <td>Secretary to the Director</td> <td style="text-align: right;">\$54,590</td> </tr> <tr> <td>Student Pages</td> <td style="text-align: right;">\$11.80 per hour (NYS minimum wage)</td> </tr> </table>	Library Director	\$121,540	Business Manager	\$86,520	Secretary to the Director	\$54,590	Student Pages	\$11.80 per hour (NYS minimum wage)
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(benefits are not provided to this position)

Newspapers

The following newspapers shall be designated the official newspapers of the Library District:

- Poughkeepsie Journal* (for releases and legal ads)
- Southern Dutchess News* (for releases, only)

Additionally, the Library District will use other local media (print and non-print) and appropriate social media to advertise programs and services provided to patrons.

Purchasing/Claims:

The Board of Trustees affirms approval of the Library District's Purchase Policy (#2101 – A) and Claims Audit Policy (#2101 – B). Copies are attached.

The Board of Trustees shall authorize payment of all bills except those allowed by law for payment prior to such approval (i.e., insurances, utilities, payroll), which then require follow-up approval at the trustee meeting immediately following payment.

Warrants shall be made available for inspection at least one (1) hour prior to the monthly Board of Trustees' meeting.

Depositories

The Library District may maintain accounts in the following local financial institutions:

<u>Institutions</u>	<u>Maximum Amount</u>
LPL Financial	as per collateralization agreement
Riverside Bank, A Division of Salisbury Bank and Trust Company	as per collateralization agreement with Wilmington Trust

The Library District's consolidated checking and payroll accounts will be maintained at Riverside Bank a Division of Salisbury Bank.

Additional depositories may be added, from time-to-time, as necessary. Such accounts shall be collateralized in accordance with public finance law.

Signatories

The following people shall have signature authority on accounts held by the Library District:

<u>Board of Trustees</u>	<u>Administration</u>
President	Library Director
Vice President	Assistant to the Director
Treasurer	
Assistant Treasurer(s)	
Secretary	

Payroll checks shall bear the stamped signature of the Treasurer. Payroll is bi-weekly.

The Library District requires an original signature of the Treasurer or an Assistant Treasurer on all accounts payable checks. Such checks with a value over \$5000 will require an additional original signature of a Board of Trustees officer.

Conflict of Interest

Definitions: Unless the context clearly provides otherwise, the terms set forth below shall have the following meanings:

- (a) "Interest" means a direct or indirect pecuniary or material benefit accruing to an officer or employee, or his or her relative, whether as a result of a contract with the Poughkeepsie Public Library District or otherwise. For the purpose of this policy, a Library District officer or employee shall be deemed to have an interest in the contract of:
 - (I) A relative except as to a contract of employment with the Library District
 - (II) A firm, partnership or association of which such officer or employee is a member or employee;
 - (III) A corporation of which such officer or employee is an officer, director or employee;
 - (IV) A corporation of which more than five percent of the outstanding stock is owned by any such officer, employee, or his or her relative.
- (b) "Legislation" means a matter which appears on the agenda of the Library District Board of Trustees or on the agenda of a committee thereof, on which any official action will be taken and shall include proposed or adopted acts, local laws, ordinances or resolutions.
- (c) "Officer" or "Employee" means an elected or appointed officer or employee of the Library District, whether paid or unpaid.
- (d) "Relative" means spouse, child, stepchild, parent, stepparent, brother, sister, stepbrother, step-sister, member of the immediate household or legal guardian of any of said persons of an officer or employee or of the spouse of the officer or employee.
- (e) "Spouse" means the husband or wife of an officer or employee unless living separate and apart pursuant to: (i) a judicial order, decree or judgment of separation, or (ii) a legally binding written agreement of separation in accordance with the Domestic Relations Law.

Standards of Conduct: Every officer or employee of the Library District shall be subject to and abide by the following standards of conduct:

- (a) Gifts. No officer or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, having a value of seventy-five dollars or more, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.
- (b) Confidential Information. No officer or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

- (c) Disclosure of Interest in Legislation. To the extent known, any officer or employee of the Library District who participates in the discussion or gives an official opinion to the Library District Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.
- (d) Disclosure of Interests in Contracts. To the extent known, any officer or employee of the Library District who has, will have, or subsequently acquires any interest in any contract with the Library District shall publicly disclose the nature and extent of such interest in writing to the Library District Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.
- (e) Investments in Conflict with Official Duties. No officer or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.
- (f) Private Employment. No officer or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her duties.
- (g) Prohibited Conflicts of Interest. No Library District officer or employee shall have an interest in any contract between the Library District and a corporation or partnership of which he or she is an officer or employee when such Library District officer or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment there under (b) audit bills or claims under the contract (c) appoint an officer or employee who has any of the powers or duties set forth above, and, no chief fiscal officer, treasurer, or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository, paying agent, registration agent or for investment of funds of the Library District of which he or she is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.
- (h) Certain Interests Prohibited. No officer or employee of the Library District who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership, shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Library District. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.
- (i) No Library District officer or employee shall use or permit the use of property owned or leased to the Library District for other than official purposes or for activities not otherwise officially approved by the Library District Board.

**Conflict of Interest Disclosure Form
(Appendix A)**

This form must be filed annually by all specified parties, as identified in the Poughkeepsie Public Library District's Conflict of Interest Policy Statement.

_____ I have no conflict of interest to report

_____ I have the following potential conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature _____

Printed Name _____

Date _____

Purchasing

The Poughkeepsie Public Library District establishes this purchase policy in order to comply with generally accepted auditing standards and cost containment.

General

1. De-centralized purchasing policies are utilized at the Library District. No individual member of the staff may place an order with any vendor or take any action that encumbers the Library District's funds for supplies, equipment or services (verbally or otherwise) without prior approval of the department head and the issuance of a purchase order by the Business Manager as later described. This restriction is not intended to preclude preliminary discussions with potential vendors to arrive at satisfactory delivery dates, quality, and quantity aspects or estimated costs. In fact, it is encouraged. However, no commitment or firm order can be placed without a properly executed purchase order. Failure to obtain a properly executed purchase order prior to placing an order may result in the purchase being deemed a personal expense, not reimbursable by the Library District.
2. The materials, equipment, supplies, and services to be purchased shall be of the quality and quantity required to serve the functions of the Library District in a satisfactory manner, as determined by department heads and recommended to the Library Director.
3. It is the responsibility of each department head to secure the appropriate quotes or to investigate alternative suppliers to ensure the most economical purchase of required items. The process of securing bids is further described in this policy. The Library Director or designee shall have the final authority on all purchase decisions.

The Purchasing Process

Every purchase to be made must initially be reviewed to determine whether it is a purchase contract or a public works contract. The term "public works contract" would apply to those contracts or projects involving labor or both material and labor where labor is a substantial component, 50% or more, of the cost. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the bidding threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid. Once the determination is made, a good faith effort will be made to determine whether it is known, or can be reasonably expected, that the aggregate amount to be spent on the item of supply or service in one fiscal year is not subject to competitive bidding. If it seems likely that the bid limits may be exceeded, bidding shall take place.

NYS General Municipal Law, Section 103, requires that all purchase contracts for public works involving an expenditure of more than \$35,000 in one fiscal year and all purchase contracts for commodities involving an expenditure of more than \$20,000 in one fiscal year shall be awarded to the lowest responsive, responsible bidder after public advertisement for sealed bids. (Historically there have been only a few instances where competitive bidding was required.) Furthermore, the Board authorizes that purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contracts to Article 8 of the labor law) may be awarded on the basis of best value, as defined in section one hundred sixty-three of the State Finance Law.

The Library District shall comply with the requirements of General Municipal Law section 103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest

significantly in the Iranian energy sector, as outlined in the law known as "The Iran Divestment Act of 2012".

NYS General Municipal Law section 104-b requires that policies and procedures for purchasing goods and services, when the cost falls below the competitive bid limits and are not available through government contracts, be established by the governing board and reviewed annually.

NYS General Municipal Law section 104-b (2) (f) requires the identification of the individual or individual(s) responsible for purchasing and their respective titles. As such, Barbara S. Lynch, the Business Manager under the general supervision of the Library Director shall be responsible for this process.

Purchases Not Subject to Competitive Bid

All goods and services not required to be publicly bid pursuant to General Municipal Law Section 103 must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interest of the taxpayers of both the City and the Town of Poughkeepsie through the use of verbal quotations, written quotations, written requests for proposals or any other method that facilitates the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and guards against, favoritism, improvidence, extravagance, fraud, and corruption, except in the following circumstances:

- Purchases of prison-made goods from NYS Department of Correctional Services, Division of Industries (Corcraft).
- Purchases of goods or services from the NYS Industries for the Disabled.
- Purchases of goods or services from Industries for the Blind.
- Purchases through New York State Contract, at the State's price, from the vendor holding the Office of General Services contract.
- Purchases of commodities made under any NYS County contract that has been extended to political subdivisions.
- Purchases of apparatus, materials, equipment or supplies, or a contract for services related to the installation, maintenance, or repair of apparatus, materials, equipment, and supplies, made through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities.
- Purchases of services from a monopoly (e.g. utility services).
- Purchases of Professional Services.
- Sole source – there is only one manufacturer and distributor.
- Emergency Purchases – GML 103(4) defines it as "a public emergency arising out of an accident or other unforeseen occurrence or condition, whereby circumstances affecting public buildings, public property or the life, safety, or property of the inhabitants require immediate action". The Board of Trustees has designated the Library Director with the authority to declare an official emergency.
- Professional Services & Consultants:

Instead of competitive bids, Requests for Proposals (RFP's) are used as a means of obtaining all types of professional services requiring special or technical skill, training, or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of the services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into this category the Library Director shall take in to consideration the following guidelines:

1. Whether the services are subject to State licensing or testing requirements;
2. Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
3. Whether the services require a personal relationship between the individual and the library officials.

Professional or technical services shall include but not be limited to the following: services of an attorney, services of a physician, technical services of an engineer or architect engaged to prepare plans, maps, and estimate; securing insurance coverage and/or service of insurance broker; services of certified public accountant; investment management services; printing services involving extensive writing, editing, or art work; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software.

All consultants and services must have a contract outlining services and fee schedules to be reviewed and approved by the Library Director.

Emergency Situations

An emergency exists when the delay caused by soliciting formal quotes or competitive bids would endanger the health, welfare or property of the public or the Library District. In such situations, the emergency procurement of goods or services will be requested by the department head and require the approval of the Library Director. Lack of anticipation or planning cannot be deemed as a cause for declaring an emergency. A true emergency does not exclude the need for securing competitive pricing, only the formal bidding process. Documentation as to the nature of emergency must accompany the request for the emergency purchase.

Sole Source

When there is only one possible source from which to procure goods and/or services, thus indicating there is no possibility of competition, the following will be documented:

1. The unique benefits to the Library District of the item as compared to other products available in the marketplace;
2. No other product/service provides substantially equivalent or similar benefits;
3. That, considering the benefits received, the cost of the item is reasonable to other products offered available in the marketplace;
4. There is no possibility of competition available, as from competing dealers or distributors;
5. Document should contain final approval of the Library Director;
6. Failure to have a properly executed agreement may result in delay or denial of payment.

Purchase of Goods and Services

With the understanding that purchases for library materials are often available through statewide or national discount programs for libraries, the Board of Trustees establishes the following policy related to bids:

1. **Purchase (Commodity) Contracts:** The following schedule is related to non-library materials where individual items are at the stated prices and for which there are sufficient budget appropriations. Department heads and all involved in the purchase process shall be aware of prevailing state contracts or other previously arranged discount plans of which the Library District may take advantage. State contracts are available for view at: <http://www.ogs.ny.gov>.

2. **Library Materials:** Annual expenditures for books, magazines, AV, and other such materials intended for patron use are generally over the bidding threshold. Therefore purchases shall be made from vendors holding a New York State contract or a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner that constitutes competitive bidding consistent with state law and made available for use by other governmental entities. Materials available only from the publisher, deemed to be sole source, are generally purchased with little or no discount.

3. **Ongoing Expenditures:** The following schedule applies to purchases where anticipated yearly expenditures for items are known to exceed the following thresholds in any of the prior three years.

General Goods (including Rental of Equipment)

Estimated Value Contract	Policy
Up to \$5,000	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.
\$5,001 - \$10,000	Documented telephone quotes from three (3) responsible vendors, if available. (attached to purchase order)
\$10,001 - \$20,000	Documented written or electronic quotes from three (3) responsible vendors, if possible. (attached to the purchase order)
Over \$20,000	Competitive bids required

Should the required number of vendors not be available, satisfactory documentation of the special situation must be submitted with a request for an exception to this requirement, which must be approved by the Library Director.

Rental of equipment with an option to buy must be put out to bid if the total amount to be paid over the term of the lease plus any additional amount when lease expires exceeds the amount allowed by the NYS Bidding Law (\$20,000).

Public Works Projects

Estimated Value Contract	Policy
Up to \$9,999	Discretion of the Business Manager. Purchase shall be based upon reliable market information such as catalogues, phone quotes or previous quotations.
\$10,000 - \$35,000	Formal written quotations from at least six (6) responsible vendors (if available). Requests for Proposals shall be used for complex procurements involving multiple components.
Over \$35,000	Competitive Bids required.

Professional Services and Consultants Exempt from Competitive Bids

Estimated Value Contract	Policy
Up to \$ 35,000	Purchase method shall be at the discretion of the Business Manager. A contract outlining services rendered and fee schedules shall be approved by the Library Director.
Over \$35,000	Prices will be obtained by formal RFP from at least 3 sources, with the award of the contract recommended by the department head in conjunction with the Business Manager and approved by the Library Director.

Criteria for evaluation of proposals must be prepared in advance, and the relationship between the successful proposal and these criteria must be explained in writing and kept on file.

Award and Documentation for the Purchase of All Goods and Services

Award:

All awards from verbal or written quotes shall be made to the supplier offering the best value to the Library District. In determining best value for the Library District, the purchase price and whether goods or services meet specifications are the most important considerations. However, the Business Manager may consider other relevant factors, including:

- (a) Installation costs;
- (b) Life cycle costs;
- (c) The quality and reliability of the goods and services;
- (d) The delivery terms;
- (e) The quality of probable supplier performance under the contract such as past supplier performance, the supplier's financial ability to perform, the supplier's ability to provide reliable maintenance agreements and support;
- (f) The cost of any employee training associated with a purchase;
- (g) The effect of a purchase on departmental productivity;

- (h) Other factors relevant to determining the best value for the Library District in the context of a particular purchase.

Documentation:

All quotes (written, electronic or telephone) shall be documented in the procurement record and shall be filed in the respective year's user department quote files and attached to the purchase requisition in MUNIS, the Library District's fund accounting software. If unable to attach in MUNIS, the user department shall send a copy by email or inter-office mail to the business office. All such purchases shall have the quote number referenced on the electronic purchase requisition in MUNIS.

Insufficient Appropriations

There shall be no purchases for items where there is insufficient appropriation. The Library Director shall have the authority to transfer funds between any budget lines. However, the Board of Trustees must approve the creation and funding of new positions, with the exception of Student Library Workers. All budget transfer shall be reported to the Finance Committee and the Board of Trustees in a timely manner.

Claims

All invoices and pre-payments shall be paid in accordance with the claims policy established by the Board of Trustees. The Library Director shall have the authority to pay all claims made for purchases and report such activity to the Board of Trustees on a monthly basis.

Any and all procedures outlined in either General Municipal Laws 103 and 104b shall be adhered to. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the Library District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the Library District or any officer or employee of the Library District.

Claims Audit

The Poughkeepsie Public Library District establishes this claims audit policy in order to comply with generally accepted auditing standards and cost containment.

General

1. The audit of claims or vouchers is a classic internal control activity. In order to ensure that tax dollars are spent efficiently, it is essential that a thorough, deliberate, and independent audit of claims be conducted before payments are made. An effective audit of claims is often the last line of defense for preventing unauthorized, improper, or fraudulent claims from being paid.

Responsibility

With few exceptions (noted elsewhere), the Board of Trustees is generally responsible for the audit of claims. Claims are prepared by staff and presented to the Board of Trustees for approval prior to payment. Trustees are assigned, on a rotating basis, to review claims and to recommend payment to the full Board of Trustees.

Criteria for Auditing Claims

Auditing claims demands more than a "rubber stamp" of the claim packages. It should entail a thorough and deliberate examination to determine that the claim is a legal obligation and proper charge against the Library District. As a general rule, a claim should contain enough detail and documentation so that the trustees are supplied with sufficient information to make that determination. The following criteria should be applied to the audit of claims:

- Is the claim for a valid and legal purpose?
- Was the purchase authorized and approved?
- Are there sufficient appropriations to pay the claim?
- Is the claim mathematically correct?
- Is the claim sufficiently itemized?
- Does the claim meet the legal and policy requirements in relation to competitive bidding or, when permitted, competitive offering, and the requirements of the locality's procurement policy?
- Have other adopted policies been followed?
- Was the purchase made by using a State, county, or other permissible government contract (as an exception to soliciting competition) and is this information included on the claim form?
- Are there any sales tax charges for exempt expenses?
- Does the claim include all discounts that your local government or school district is entitled to?
- Has this claim been paid before, in whole or in part?
- Does the attached documentation support the claim being audited?
- Were the goods or services actually received?

All claims for payment should be compared to the abstract provided by the Business Office. Claims should match the abstract.

Problem Claims

If the answer to any question posed in the preceding section is no, then some type of action should be taken in most cases. Obviously, this will depend on the specific deficiency and the dollar amount

involved. The following actions and remedies may be available to the trustees responsible for auditing claims:

- If original documentation (such as invoices, purchase orders, or receiving slips) is missing, the claim should be held until the supporting documentation is submitted.
- If the claim is mathematically incorrect, confirm the proper amount, correct any mistakes, and only approve the claim for the corrected amount.
- If the original invoice does not sufficiently itemize the goods purchased or services rendered, contact the staff member who approved the claim.
- If the claim is for travel or conference expenses and the traveler cannot substantiate that charges are for actual and necessary expenses, or if charges are not properly authorized or are not in compliance with policies, reduce the claim by the amount of ineligible expenses.
- If the claim is a duplicate or has been partially paid before, reject the entire claim or reduce it to the unpaid amount. Be aware that the submission of photocopies of original invoices may indicate the possibility of a duplicate claim.

Claims generally may be rejected or reduced if they do not meet legal requirements, exceed available appropriations, or, in the case of reimbursement to officers and employees in travel status, are not actual or necessary expenses. The course of action to be taken is sometimes a matter of judgment and will vary based on the situation.

Claims with certain characteristics may have a higher risk of error or fraud. Trustees should use common sense and reasonable skepticism when any claim appears to be out of the ordinary. Even when all required documentation is submitted, remain skeptical, especially of claims that are not routine. In today's electronic environment, anyone with a computer and printer may be capable of replicating and manipulating information to produce false documentation.

Payments Not Requiring a Pre-Audit

Certain payments may be made without going through the routine claims auditing process. Generally these payments are approved by the Library Director or are the result of statutory requirements, existing contractual commitments or some other required obligation. They include:

- Fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings
- Principal or interest payments on debt
- Payments made pursuant to a court order
- Amounts due upon lawful contracts for periods exceeding one year
- Retirement contributions by a participating employer in the New York State and Local Retirement System as billed by the State Comptroller.

These types of payments should not be included on the abstract of audited claims.

Payments Allowed in Advance of Audit

The Board of Trustees, by annual resolution, authorizes payment in advance for public utility services, postage, freight, and express charges along with medical, dental and vision insurance premiums. However, these claims are to be audited as soon as possible after payment and included on the next abstract as prepaid amounts. Public utility services generally include electric, gas, water, sewer, and telephone services.

In addition, the Board of Trustees has established petty cash funds and authorizes petty cash payments in advance of audit. Most petty cash payments will involve small amounts required for

infrequent purchases, such as office supplies. The aggregate petty cash fund is determined by the Library Director but will not exceed \$750. The custodian(s) of the petty cash fund(s) should periodically request reimbursement for the fund by submitting all bills or receipts for purchases made from the fund(s). The person auditing petty cash fund claims should audit the reimbursement request in the same manner as other claims.

Analytical Reviews

It is important for the claims audit function to be viewed as more than just a claim-by-claim review and to consider the function in the broader scope of Library District operations. The Finance Committee should be aware of trends in expenditures that may provide opportunities for improvement in procuring goods and services. An analytical review may also indicate that certain types of expenditures may have been inappropriately incurred. Periodic reviews of vendor payment summary records or reports can alert the trustees to changes in expenditure trends and areas for possible improvement and investigation. The following are examples of areas to consider:

- Increases in utility usage (consumption) and telephone and cell phone expenditures
- Increases in expenditures for consumable inventory items such as office and cafeteria supplies
- Increases in expenditures for moveable items such as technology equipment (i.e., computers and printers) and maintenance equipment (i.e., chain saws and lawn mowers)
- Large repair costs for equipment may be an indication that it is more cost-effective to purchase new equipment instead of repairing aging equipment
- Items that, in the aggregate, have exceeded competitive bidding or competitive offering monetary thresholds and should be acquired through competitive bidding or competitive offering procedures

POUGHKEEPSIE PUBLIC LIBRARY DISTRICT
WHAT HAPPENS WHEN – An Incomplete Guide to 2020

Month	Actions/Events
January	<ol style="list-style-type: none"> 1. Annual reorganization 2. Budget modification(s)
February	<ol style="list-style-type: none"> 1. Notification of election to Board of Elections (a letter from the director stating which trustee positions will be up for election in November) 2. Central Library Development Aid budget approved by the Board of Trustees 3. Election resolution and procedures approved by the Board of Trustees (action item prepared by the director for approval at March Board of Trustees meeting)
March	<ol style="list-style-type: none"> 1. Read Across America Day (Monday, March 2)
April	<ol style="list-style-type: none"> 1. Annual audit received by the Board of Trustees 2. Children's Book Day (Thursday, April 2) 3. Poughkeepsie Book Festival (Saturday, April 4) 4. First day to circulate trustee nominating petitions (Tuesday, April 14) 5. National Library Week (April 19 - 25) 6. Staff Appreciation (Tuesday, April 21; funded by Friends of PPLD)
May	<ol style="list-style-type: none"> 1. Dates to file trustee nominating petitions (May 19 – 26)
June	<ol style="list-style-type: none"> 1. Draft 2021 budget to Board and Committees for review
July	<ol style="list-style-type: none"> 1. Approve tentative 2021 budget 2. Semi-annual budget update and presentation to the Board of Trustees
August	<ol style="list-style-type: none"> 1. Absolute deadline to transmit 2021 budget to BOE 2. No committee meetings, unless urgently needed
September	<ol style="list-style-type: none"> 1. Annual Staff Development Day (Friday, September 25; Library District closed to the public; staff breakfast and lunch funded by Friends of PPLD; good for trustees to come for breakfast and mingle)
October	<ol style="list-style-type: none"> 1. Annual Friends of Libraries Week (October 18 - 24) 2. Adriance Honors (Monday, October 19) 3. Big Read (<i>Lab Girls</i>; dates to be determined)
November	<ol style="list-style-type: none"> 1. 2021 Library District operations schedule approved by the Board of Trustees 2. Board officers slate prepared by the Board Development & Policy Committee 3. Annual evaluation of the Library Director 4. Library Director annual performance review
December	<ol style="list-style-type: none"> 1. Board officers slate reported to the Board of Trustees by the Board Development & Policy Committee 2. 2020 Budget modifications, as required