

## Request for Proposals: Long Beach Public Library Treasurer

December 8, 2021

The Long Beach Public Library (the "Library"), a school district public library located in Long Beach, New York, invites qualified applicants to submit proposals for: **Library Treasurer**

The Long Beach Public Library seeks proposals from individuals and qualified firms willing to designate an individual to serve as Treasurer of the Library Board of Trustees as indicated in this Request for Proposals.

Proposals must be received by 11:59 PM on Monday, January 31, 2022.

Each proposal is to be submitted via email only, in PDF format, to [businessoffice@longbeachlibrary.org](mailto:businessoffice@longbeachlibrary.org) with the subject line: "Proposal for LBPL Treasurer". Proposals received after the deadline will not be considered.

All proposals shall be irrevocable for a period of at least ninety (90) days from the proposal deadline date.

All proposals shall be prepared in accordance with these instructions to receive consideration.

**Official Contact:** Any questions concerning this Request for Proposals should be submitted via email to:

Tara Lannen-Stanton  
Library Director  
Long Beach Public Library  
[director@longbeachlibrary.org](mailto:director@longbeachlibrary.org)

All questions should be submitted in writing to the above email address no later than 5 PM on Friday, January 14<sup>th</sup>, 2022, in order to allow for timely response. Questions will be answered by 3 PM on Tuesday, January 18<sup>th</sup>, 2022.

**Selection of Proposal:** Selection will be based on the most responsive and responsible proposal offering the best value to the Library. The following criteria will be considered:

- Qualifications
- Experience
- References
- Price

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No single criteria will be dispositive. Preference will be given to applicants or firms located within the City of Long Beach or nearby towns and/or to applicants or firms with school district public library or governmental accounting experience.

**Ownership of Documents:** All documents submitted will become property of the Library.

**Confidentiality of Information:** Any information provided in proposal which is designated as confidential shall be treated as confidential by the Library to the extent permissible by law.

**RFP Awards:** The Library reserves the right to accept or reject any and all proposals not considered to be in the best interest of the Library, to waive irregularities in any proposal, to reject any proposal which the Library deems to be irregular or in error, to make a partial award or to make a multiple vendor award, as well as the right to not award the services to any individual/firm, or at all. The acceptance or rejection of any proposal and the making of an award or partial award will be at the sole discretion of the Library. Once proposals are reviewed, proposers may be contacted for a follow up interview. The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate the proposal.

**General Specifications:** The Library is seeking a Treasurer to serve the Library Board of Trustees, as outlined in the Scope of Services.

### **Scope of Services**

The Treasurer serves as custodian of all Library funds and is an authorized user on all financial accounts. The Treasurer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. The Treasurer should also understand basic accounting principles and the Library's funding sources; and should make recommendations to the Board on the acquisition and disbursement of funds where appropriate. The Treasurer should have a commitment to the work of the Library, and to that end should foster a positive working relationship with the members of the Board of Trustees, the Director, and Business Office staff, be aware of and abstain from any conflicts of interest, follow through on recommendations from the Board in a timely manner.

### **Reporting:**

The Treasurer is appointed by the Board of Trustees on an annual basis, reports to the Board of Trustees, and serves at their pleasure. The Treasurer will work with Library staff on a monthly basis and interact with the Board President as the primary officer.

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### **Specific Duties**

- Bi-weekly
  - Serve as an authorized signatory on accounts payable checks, which are signed after review of claims by the Library's independent Claims Auditor and approval by the Board of Trustees.
  - Check payroll registers against timesheets (randomly on a selective basis).
- Monthly
  - Creates Treasurer's reports for Board meetings summarizing the Library's revenues, expenditures, and balances.
  - Meets with Business Office staff to prepare entries for the general ledger to balance all library accounts.
  - Reviews and reconciles all library accounts, including checking and investment accounts.
  - Reviews and finalizes Library's cash flow statements
- Annually
  - Prepare financial report as part of the Library's Annual Report to the New York State Library.
  - Prepare Annual Update Document (AUD) for the Office of the State Comptroller
  - Act as a liaison to the Library's financial service providers including the independent auditing firm, responding to inquiries, attending any auditing conferences, and approving draft financial statements
  - Assist the Director with the development of an annual budget
- As needed/requested
  - Meets with the Director, Business Office staff, or representatives from the Library Board to review the Library's cash flow, investments, and/or accounting and fiscal management policies and procedures.
  - Attends regularly scheduled and special meetings of the Board of Trustees
  - Assists with drafting financial policies

### **Expectations**

Long Beach Public Library is a school district library serving a population of approximately 38,000 residents with an annual budget of approximately \$3,680,000. The Treasurer will be bonded pursuant to a public official's fidelity bond obtained by the Board of Trustees; being bondable is a condition of appointment. The Treasurer is a public officer and is required to take a public officer's oath of office.

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### **Terms of Engagement**

The Library is looking to fill the Treasurer position to finish out Fiscal Year (FY) 2022 through the end of FY 2024. Further extensions will be considered on an annual basis.

**Time spent in the fulfillment of the Treasurer's duties is expected to range between 6 and 12 hours per month. In general, work as the Library Treasurer will take place in the Library.**

### **Required Knowledge, Skills, Abilities, and Attributes**

Basic knowledge of record keeping, government accounting standards, accounting systems, and financial reports; shows an understanding of the needs of the Library, its services, funding, and personnel; familiarity with the laws, regulations, procedures, and policies related to school district library finances; the ability to work with the Board of Trustees, library staff, and auditors virtually and in person; ability to keep financial records and prepare reports thereon; integrity, good judgment; physical condition commensurate with the duties of the position. Proficiency in Microsoft Excel and financial software (QuickBooks preferable).

### **Acceptable Training and Experience**

Either (a) graduation from a high school and five years of financial record keeping experience; or (b) two years of post-high school education in financial record keeping and two years of financial record keeping experience or (c) a Bachelor degree from a recognized college or university in business administration, public administration, accounting, finance, or a related field and one year of financial record keeping experience; or (d) any satisfactory equivalent combination of the foregoing training and experience

### **PROPOSAL REQUIREMENTS**

The following material is required to be received by email in PDF format by 11:59 PM on Tuesday November 30, 2021 for the proposal to be considered.

### **Proposal Content and Format**

The following proposal format is requested:

1. **Cover Page** indicating, "Proposal – Long Beach Public Library Treasurer" including the firm's name (if applicable); the name, address, telephone number and email address of the specific person who will serve as Library Treasurer
2. **Proposal Submission Form** completed and signed (form attached)

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3. **Experience and Expertise:** You must provide a background of the individual proposer's experience and qualifications. This should include a brief history and the types of services the individual is qualified to perform related to the Treasurer's duties. Give examples of similar services provided in past experiences relevant to the required knowledge, skills, abilities, and attributes, and acceptance training and experience in the scope of services.
  4. **Similar Engagements with libraries, school districts, and/or governmental entities:** List the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in the Scope of Services. Indicate the scope of work, date, engagement partners (if applicable), total hours, and the name and telephone number of the principal contact who may be contacted as a reference.
  5. **Report Format:** Include sample formats for reports outlined in the scope of services
  6. **Costs/Charges:** Submit a proposed hourly rate for the Treasurer's scope of work using the Proposal Submission Form (attached) to perform responsibilities outlined in the scope of services and any additional services requested by the Library. The Library relies on the proposer to assure that the rate to perform the scope of work in full is submitted in the proposal and that there are no additional costs or charges that will be incurred by the Library. The proposer must also list any out-of-pocket costs for which it will seek reimbursement (postage, etc.), but generally the hourly rate should compensate the Treasurer for his or her services.
- f. **Other Information:** Include in this section any additional information you wish to provide to the selection committee, relevant to the role of Long Beach Public Library Treasurer.
- g. A signed Non-Collusion Statement (with corporate resolution for corporate proposers).



111 WEST PARK AVENUE  
LONG BEACH, NY 11561  
PHONE: 516-432-7201  
EMAIL: INFO@LONGBEACHLIBRARY.ORG  
WWW.LONGBEACHLIBRARY.ORG

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**PROPOSAL SUBMISSION FORM**

**(This form must be completed and submitted with the Proposal)**

To: Tara Lannen-Stanton  
Library Director  
Long Beach Public Library  
111 West Park Avenue  
Long Beach, NY 11561

This proposal is to serve as: **Library Treasurer.**

My proposed hourly rate of compensation of \$ \_\_\_\_\_ per hour for each hour spent in service to the Library.

Date Application is Due: November 30, 2021

Time Application is Due: 11:59 P.M. EDT

Pursuant to your advertisement for proposals, dated December 8, 2021 and with full knowledge and acceptance of all the provisions and terms set forth on this proposal, the undersigned hereby offers to furnish services as Long Beach Public Library Treasurer at the rate stated above.

I will also charge for the following out-of-pocket expenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person who will serve: \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Official Title (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of this Proposal: \_\_\_\_\_

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**REQUIRED SUBMISSION**

**Non-Collusive Certification**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor;
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition;
4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary proposal;
5. The proposer has not offered or entered into a subcontract or agreement regarding the purchase and/or sale of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from proposing or to submit a complementary proposal on this project;
6. The individual signing on behalf of the proposer represents and warrants that they are authorized to sign on behalf of the proposer and that they have made a diligent inquiry of all members, officers, employees and agents of the proposer with responsibilities relating to the preparation, approval or submission of the proposal on this project and have been advised by each of them that he/she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in this certification; and
7. This certification is in accordance with Section 103-d of the General Municipal Law.

**If the proposer is a corporation, a corporate resolution authorizing the signing of the proposal and this certification shall be included with the proposal.**

Proposer's Printed Name: \_\_\_\_\_

By (printed name): \_\_\_\_\_

Its (printed title): \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_