

## **Ossining Public Library**

### **Treasurer Job Description**

The Ossining Public Library, a public library governed by an elected Board of Trustees, is soliciting proposals from qualified financial professionals or firms to serve as an independent consultant performing the duties of Treasurer.

The selected consultant will work closely with the Library Director and Board of Trustees to ensure proper fiscal oversight, maintain sound financial practices, and ensure compliance with New York State regulations.

The Board of Trustees of the Ossining Public Library are committed to handling all funds and library assets in a fiscally responsible and transparent manner.

The Treasurer shall act as an independent financial officer and will:

- Oversee library's funds and banking operations, including reconciliations and investments
- Prepare and monitor budgets, cash flows, and financial forecasts
- Generate financial reports for Board meetings and compliance purposes
- Ensure financial controls, policies, and ethical governance are in place
- Have expertise in finance and bookkeeping practices.
- Serve as a paid consultant.
- Be appointed yearly by the Board at their annual reorganization meeting in July.
- Take an oath of office before assuming official duties, the oath to be filed yearly with the County Clerk.
- Sign the library's Conflict of Interest policy yearly.
- Serve as a non-voting officer of the library.
- Be bonded at library expense.
- Attend monthly Board meetings, finance committee meetings, and library training sessions at the request of the Board or the Director.
- Be a signatory on all library bank accounts.
- Sign checks on a schedule determined with the Director and Bookkeeper.
- Communicate with the Director and Bookkeeper about the transfer of funds between various bank accounts so that approved library expenses may be paid promptly.
- Review monthly reports of receipts and disbursements, bank account reconciliations, and financial reports as prepared by the Bookkeeper.
- Advise the board on the allocation of the annual tax levy and best practices to achieve maximum financial benefit for the library.
- Advise on investment of library funds as allowed according to Law only.
- Consult with the Director and Bookkeeper on the development of the yearly budget, as necessary.
- Consult with the Director and Bookkeeper, as necessary, about the State Annual Report and the annual external audit.
- Make an annual report on investments to the Board in August.

- Comply with the law, follow best practices, and adhere to established accounting standards to protect public funds.

As part of the selection process for the position of Library Treasurer, the Library reserves the right to conduct a comprehensive background check on the selected candidate or firm. This background check may include, but is not limited to, verification of identity, employment history, educational credentials, professional licenses or certifications, criminal history, and financial or credit records.

By submitting a proposal, the proposer acknowledges and agrees to cooperate with any background investigation deemed necessary by the Library and to provide any information or authorization required to facilitate such a review. The results of the background check will be considered in the final selection process. Failure to provide consent or to pass the background check to the satisfaction of the Library may result in disqualification or withdrawal of any offer of engagement.

**Minimum Qualifications:**

- Demonstrated experience in nonprofit or municipal finance (library experience preferred)
- Familiarity with New York State financial regulations for public libraries
- CPA preferred, but not required
- Strong communication and presentation skills
- Capacity to work independently with minimal supervision

**Proposal Requirements** - Your proposal must include each of the following components:

- Cover Letter
- Firm/Consultant Profile: Background, relevant experience, qualifications
- Personnel: Names and bios of individuals who will provide services
- Work Plan: Description of services, proposed methodology, and approach
- Fee Proposal: Hourly rate or flat monthly fee; include any travel or incidental costs
- Three References: Preferably from other public libraries, government agencies, or nonprofits
- Proof of Insurance (see Section 6 below)
- Disclosure of any potential conflicts of interest
- Insurance and Compliance: Proof of professional liability insurance, adherence to NYS procurement standards (if any)

**Insurance Requirements:**

1. Commercial General Liability Insurance
  - Minimum Limit: \$1,000,000 per occurrence / \$2,000,000 aggregate
  - Coverage must include: Personal injury, property damage, contractual liability
2. Professional Liability (Errors and Omissions) Insurance
  - Minimum Limit: \$1,000,000 per claim / \$2,000,000 aggregate

- Coverage for wrongful acts, errors, and omissions arising out of professional services
- 3. Workers' Compensation and Disability Insurance (if applicable)
  - As required by New York State law
  - Waiver permitted only if the consultant is a sole proprietor or otherwise exempt
- 4. Automobile Liability Insurance (if travel is reimbursed or required)
  - Minimum Limit: \$1,000,000 combined single limit
  - Applies to owned, hired, or non-owned vehicles

Certificates of Insurance naming the Library as an additional insured (where appropriate) must be provided before contract execution.

**Timeline:**

- RFP Issued: October 16, 2025
- Deadline for Questions: November 6, 2025
- Response to Questions/Public Addenda: November 21, 2025
- Proposal Submission Deadline: December 5, 2025
- Anticipated Interviews (if applicable): December 15 – December 19, 2025
- Award Notification: January 8, 2026
- Period of Engagement: January \_\_\_\_ through December 31, 2026

**General Terms and Conditions:**

- The Library reserves the right to reject any or all proposals.
- The Library is not responsible for any costs incurred in preparing or submitting proposals.
- All materials submitted become the property of the Library and are subject to FOIL (Freedom of Information Law).
- The selected consultant will be required to sign a written agreement.
- This RFP does not commit the Library to award a contract or pay any costs.

All questions regarding this RFP must be submitted in writing to Phil Rice, Member of the Board of Trustees and Chair of the Finance Committee or at [price@ossininglibrary.org](mailto:price@ossininglibrary.org).

Answers to all questions will be shared publicly via email or posted on the Library's website (if applicable).