



**Mid-Hudson Library System**

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September 15, 2016

Ms. Tenneh Blamah  
Chief Examiner of Local Government and School Accountability  
Office of State Comptroller  
33 Airport Center Drive, Suite 103  
New Windsor, NY 12553

Dear Ms. Blamah:

The Mid-Hudson Library System ("MHLS or "the System") has received the Office of the State Comptroller's draft Report of Examination for the period January 1, 2015 – July 8, 2016. Please accept this submission as the System's response to the Report, as well as its Corrective Action Plan.

We have reviewed the findings made by the Office of the State Comptroller ("OSC") and we agree with and accept the recommendations made. As the Report notes, MHLS needs to modify MHLS procurement procedure to verify State contract pricing when purchases are made using State contract on behalf of member public libraries; and MHLS needs to modify the MHLS procurement policy to include provisions for purchases below the competitive bidding threshold, and purchases of goods and services not subject to competitive bidding, on behalf of member public libraries.

Toward those ends, MHLS has taken immediate action to respond to the OSC recommendations. We have set forth in Attachment A the System's planned corrective actions in response to each of the two recommendations made in the Report.

MHLS appreciates the guidance and information provided by OSC. It is of utmost importance to MHLS to use public funds in a prudent and cost-effective manner to ensure the best possible services at the lowest cost.

Sincerely,

Tom Sloan  
Executive Director



## Attachment A

### Corrective Action Plan

Unit Name: Mid-Hudson Library System  
Audit Report Title: Report of Examination - Period Covered: January 1, 2015 – July 8, 2016.  
Audit Report Number: 2016M-261

**Audit Recommendation 1:** Modify MHLS procurement procedure to verify State contract pricing when purchases are made using State contract on behalf of member public libraries.

**Implementation Plan of Action:** The MHLS Executive Director and MHLS Staff has implemented a procurement procedure to verify State contract pricing when purchases are made using State contract on behalf of member public libraries. The procedure is:

- (1) Adding a column to equipment purchasing order form and recording if an item is on State Contract or is not on State Contract.
- (2) If the item is on State Contract, the State Contract number will be recorded.
- (3) If the item is not on State Contract, the appropriate procedure stated in the MHLS Purchasing Policy will be used for purchase and will be cited.

**Implementation Date:** September 14, 2016

**Person Responsible for Implementation:** The MHLS Executive Director and MHLS Staff are responsible for implementing this plan of action.

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**Audit Recommendation 2:** Modify the MHLS procurement policy to include provisions for purchases below the competitive bidding threshold, and purchases of goods and services not subject to competitive bidding, on behalf of member public libraries.

**Implementation Plan of Action:** Based on the recommendation of the MHLS Finance Committee, the MHLS Board of Trustees approved a revised MHLS procurement policy which provides provisions for purchases below the competitive bidding threshold, and purchases of goods and services not subject to competitive bidding, on behalf of member public libraries.

**Implementation Date:** September 14, 2016

**Person Responsible for Implementation:** The MHLS Board of Trustees, the MHLS Executive Director, and MHLS Staff are responsible for implementing this plan of action.