REQUEST FOR PROPOSALS (RFP)
AUDIT SERVICES
ST. CHARLES PUBLIC LIBRARY DISTRICT
January 8, 2024

Submittal Due Date & Time:  4:30 p.m. on Friday, February 2, 2024

Interviews Conducted:  By February 29, 2024

Submittal shall be submitted to:  St. Charles Public Library District
One South Sixth Avenue
St. Charles, IL 60174-2195
Attn: Mary Katherine Merritt, Finance Manager

Number of Copies:  Submit 1 electronic and 3 hard copies of the proposal
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Submittals by fax will not be accepted.

Submittals should be clearly marked “Audit Services Proposal” when sent in.

Any Statement of Proposal submitted unsealed or unsigned, received via fax transmissions or received subsequent to the aforementioned date and time, may be disqualified and returned to the submitter. Offers may not be withdrawn for a period of 90 days after proposal due date without the consent of the St. Charles Public Library District.

The St. Charles Public Library District reserves the right to reject any and all submittals of parts thereof, to waive any irregularities or informalities in proposal procedures and to award the contract in a manner best serving the interest of the Library. The Library will not return any materials received in response to this invitation.

Submittals will not be opened in a public forum.
REQUEST FOR PROPOSAL FOR AUDIT SERVICES
FOR THE ST. CHARLES PUBLIC LIBRARY DISTRICT

i. GENERAL INFORMATION

The Board of Trustees of the St. Charles Public Library District is requesting proposals from qualified Certified Public Accounting firms to provide annual audit services. The audit must be performed in accordance with generally accepted auditing standards. It is essential that the auditor selected has extensive experience in governmental auditing and reporting standards as currently promululated by the GASB and the AICPA Industry Audit Guide. Experience in auditing Illinois public library districts is highly desirable.

The Board of Trustees of the St. Charles Public Library District is soliciting the services of a qualified certified public accounting firm to audit the Library’s financial statements for the fiscal year ending June 30, 2024, with the option of the Library having the successful firm audit the Library’s financial statements for the four subsequent fiscal years. These audits are to be performed in accordance with the provisions contained in the Request for Proposals.

The auditor should be available to the Library Director and Finance Manager throughout the year to answer questions and offer guidance on financial matters impacting the AFR and the preparation of financial reports.

The Library will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the Library reserves the right to request additional information or clarification from responding firms, or to allow corrections of errors or omissions. At the Board’s discretion, firms submitting proposals may be requested to make oral presentations as part of the evaluation process at a future meeting of the Library Board or the Board Finance Committee.

It is anticipated that the selection of a firm will be completed by March 13, 2024. Following the notification of the selected firm, it is expected that a contract will be executed by both parties by April 30, 2024.

ii. DESCRIPTION OF THE LIBRARY DISTRICT

For over 125 years, the St. Charles community has supported and benefited from a library. The Library became a district library in 1978 so that the Library would operate independently from the township government and extend the boundaries beyond the township limits and offer services to unserved neighboring communities and portions of the school district.

The Library is governed by an elected seven-member Board of Trustees. The Board provides policy direction over the Library system. They are responsible for final approval of the Library’s Budget and Tax Levy. Current services are financed through property tax revenue, fees, public donations, and State
and Federal aid. The Library provides a general collection of books, magazines, periodicals, electronic resources, and multi-media materials. The Library is part of a consortium that provides an online public catalog that has location and availability information among all of the libraries. The Library maintains a website (scpld.org) that serves a variety of information and service needs 24 hours a day, including access to a range of licensed databases and eBooks, music, and other downloadable material.

The Library serves a population slightly over 55,000 and circulates over 1 million items annually. There are currently about 100 employees, with about 48% of the staff being part time.

The Library uses the following funds in its financial reporting:

**Major Funds:**
- General/Corporate Fund
- Special Reserve Fund
- Building and Equipment Fund

**Non-major Funds:**
- Liability Fund
- Illinois Municipal Retirement and Social Security Fund
- Gift and Special Trustee Fund
- Audit Fund

The Library District participates in the Illinois Municipal Retirement Fund. The Library maintains a 457 Plan and a 125 Plan.

Detailed information about the Library and its finances can be found in the annual budget and AFR. Copies of these documents can be found either on our website (Home Page, About & Support Us, Budget & Impact) or may be obtained by contacting the Finance Manager, Mary Katherine Merritt.

**Principal Contact:**
The auditor’s principal contact who will coordinate the assistance to be provided by the Library District to the auditor is:

Mary Katherine Merritt  
Finance Manager  
St. Charles Public Library District

### iii. SCOPE OF WORK

The Library will enter into a one year contract with the firm selected. However, the Library anticipates renewing the contract for a total period of five years before it requests proposals again. The Board believes that a continuing professional relationship benefits both the Library and the auditing firm. Renewal of the contract will be dependent upon the Library’s satisfaction with the performance of the auditing firm. The Library reserves the right to terminate the contract if the successful firm merges,
consolidates, splits, or otherwise combines with any other firm, or if a significant change in the audit team is made that is unacceptable to the Library.

In regards to the reports provided to the Library:

1. The auditor shall provide 10 copies of the annual financial report (AFR). Final report preparation, editing and printing shall be the responsibility of the auditor. The auditor shall provide the bound presentation covers for the AFR.
2. The Management Letter is not to be included in the AFR, but is to be issued separately. 10 copies of the report are to be provided.
4. The auditor shall provide guidance and assistance to the Library Director in preparing the Management’s Discussion and Analysis.

The lead auditor shall present the AFR and give an overview and explanation of it and the Management Report to the Library Board of Trustees at their annual meeting on the second Wednesday of September or October. It is the expectation that the lead auditor ensures that all goals are met for a timely presentation to the Board of Trustees.

iv.  LIBRARY RESOURCES
The Library contracts with Lauterbach & Amen (L&A) to provide monthly reconciliation and reporting services. Both the Library and L&A will supply relevant information and any other in-house information that the successful auditor may require to complete the annual audit in a timely manner.

v.  PROPOSAL SUBMITTAL

The first page of the proposal should contain the following information:

1. Name of firm
2. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the Library.
3. A total all-inclusive maximum fee for the fiscal year 2023-2024, and anticipated fees for fiscal years 2024-2025, 2025-2026, 2026-2027, and 2027-2028 engagements. The total all-inclusive maximum price is to include all direct and indirect costs including all anticipated out-of-pocket expenses. Please indicate separately any costs for implementation of GASB pronouncements including GASB Statement No. 68, 75, 87 & 96.

The following information must also be included in the proposal:

1. The scope of the work that will be performed and a general timeline of events;
2. The auditing standards that will be followed;
3. The report that will be issued following completion of the audit;
4. General description of your firm’s organization, experience, services and staff, as well as the location of the office from which the work on this engagement will be performed;
5. An affirmative statement that it is independent of the St. Charles Public Library District as defined by generally accepted auditing standards;

6. Brief resumes including qualification, education, training and experience, of all full time and part time staff members who will participate in the Library’s audit team, as well as managers, partners, or principal who will be responsible for the Library’s audit, and indicate whether each person is registered as a certified public accountant in Illinois;

7. A list of current public library district and similar governmental clients and length of service for each, with contact person and information;

8. A sample of your deliverables (i.e. annual financial report and timeline).

If there are any questions, please submit questions in writing to the Finance Manager and Director, mmerritt@scpld.org and kbuckson@scpld.org, respectively.

vi. SELECTION CRITERIA

Proposals will be vetted by the Library’s Director and Finance Manager. The top 2 will be presented to the Finance Committee of the Library Board of Trustees for final consideration. Selection will be based on the overall qualifications and experience of the firm, the technical expertise of the proposed audit staff, the firm’s approach to the Library audit, and the cost of the audit.

The Library Board may request one or all firms to attend a meeting of the Board to make oral presentations and answer Board members’ questions about the proposals.

vii. ACCEPTANCE OF CONDITIONS OF RFP

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Library and the firm selected.

The Library reserves the right to reject any or all proposals at its sole discretion. The Library complies with the Freedom of Information Act and subject to the Open Meetings Act in the state of Illinois.