



800 S. Bartlett Road
Bartlett, IL 60103
630.837.2855
www.bartlettlibrary.org

BARTLETT PUBLIC LIBRARY DISTRICT ACCOUNTING SERVICES REQUEST FOR PROPOSAL

A. OBJECTIVE

The Bartlett Public Library District is seeking proposals from qualified accountants or accounting firms to work with the Library Director and the Business Office Generalist to provide accounting and bookkeeping services to the library's Administration Department and to the Bartlett Public Library District Board.

The library will engage an accountant or accounting firm with experience in the successful management of organization of the financial information. The library seeks support for its accounting and bookkeeping services.

B. BACKGROUND

The Bartlett Public Library District serves residents in both Cook and DuPage Counties. (population: 37,555) The Village of Bartlett located 35 miles west of the City of Chicago.

The staff consists of 42 employees (23 FT, 19 PT). The Bartlett Public Library District (32,325 square foot facility) is open 7 days a week for 70 hours total. The library's collection includes over 105,212 physical and digital items with an annual circulation of 348,302 items. The Bartlett Public Library District is part of the "Reaching Across Illinois Libraries System" (RAILS) and is also a member of the Illinois Library Association. The Bartlett Public Library District, which has an annual operating budget of \$3.7 million, is in sound financial shape due to the fiscally responsible efforts of the Bartlett Public Library District Board and Library Administration Department. The Bartlett Public Library Foundation and the Friends of the Bartlett Public Library provide supplemental financial resources which support program and collection enhancements.



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C. SCOPE OF WORK

The Bartlett Public Library District is seeking an experienced accountant or accounting firm to perform and assist with the following:

1. Bookkeeping Services:
 - a. Initial on-site visits for set up and training
 - b. Record accounting entries for cash receipts and payroll
 - c. Reconcile all bank accounts
 - d. Preparation of 1099's
2. Prepare financial statements of the Bartlett Public Library District which comprise the following:
 - a. Annual and Monthly Combined Statement of Assets, Liabilities and Fund Balances-Modified Cash Basis
 - b. All Funds and the related Combined Statement of Revenue and Expenses-Modified Cash Basis
 - c. All Funds and Combined Statement of Revenue and Expenses Compared to the Budget-Modified Cash Basis
3. All funds for the fiscal year ending June 30, 2025 and perform a compilation engagement with the respect to those financial statements.

D. OTHER INFORMATION

The Bartlett Public Library District is on a year-end accrual basis. The monthly financial reports are on a modified cash basis.

E. PROPOSAL CONTENT REQUIREMENTS

1. A cover letter providing a brief description of the firm or individual's name, address, telephone number, and email of the principal contact person.
2. An executive summary of the highlights of the proposal, not to exceed one page in length, conveying the accountant's or accounting firm's understanding of the purpose and expected outcomes of the service provided.
3. A list of key personnel who would be involved in the process and their expertise and experience.
4. A summary of the accountant's or accounting firm's qualifications and relevant experience. A successful firm and/or accountant will have demonstrated expertise in



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library, government, or community organization financial operations and compliance requirements.

5. A work plan that includes a description of the specific methodology (processes and tools to be used), tasks, timeline and estimated amount of time per month that will be spent providing the service.
6. A cost schedule which includes: hourly rates for accounting and bookkeeping; supplies; number of on-site visits, cost per trip; and other costs associated with the process.
7. References and contact information for three organizations for which the accountant or accounting firm has provided accounting services, who will be willing to discuss their experience with you or your accounting firm.

F. STANDARDS AND SELECTION CRITERIA

1. The Bartlett Public Library District reserves the right to cancel the award of contract at any time before the execution of the contract by both parties. The responding accountant or accounting firm bears sole risk and responsibility for costs incurred in the preparation of the proposal.
2. No Library Board or Staff Member shall have a financial interest in the proposal.
3. In cases of dispute over differences of opinions as to the services in the proposal, the decision of the Bartlett Public Library District shall be final.
4. The Bartlett Public Library District reserves the right to ask for clarification in the proposal, if need arises, to select an accountant or accounting firm based directly on the proposal, or to negotiate further with one or more respondents.
5. The Bartlett Public Library District reserves the right to reject any or all responses to the request.
6. The proposal will be evaluated by the Bartlett Public Library District Library Director and Business Office Generalist and will include the following criteria:
 - a. Responsiveness of the written proposal to the purpose of the scope of the project (10 points)
 - b. Qualifications of key personnel and demonstrated knowledge, skills, and experience in providing accounting and bookkeeping services, particularly in a library or government setting (50 points)
 - c. Availability of the accountant or accounting firm to provide these services on an ongoing basis (20 points)
 - d. Cost (20 points)



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G. TIMELINE

The Bartlett Public Library District anticipates the selection of the accountant or accounting firm at the May Board Meeting which is scheduled for Monday, May 20, 2024. Interviews will be scheduled the week of May 13, 2024.

The Bartlett Public Library District has final authority to authorize funding and approve a contract with the selected accountant or accounting firm. The Bartlett Public Library District reserves the right to reject any and all proposals, waive irregularities and technicalities, and award in the best interest of the Library.

Full proposals shall be submitted no later than Monday, May 6, 2024 at 3:00pm to the Library Director:

Karolyn Wessel, Library Director
Bartlett Public Library District
800 S. Bartlett Road
Bartlett, IL 60103
kwessel@bartlettlibrary.org
630 213 5001