



## **Request for Proposal: Audit Services**

The Joliet Public Library (“the Library”) is accepting proposals from Certified Public Accounting firms to provide audit services. We invite your firm to submit an electronic proposal to us by 5:00 pm on Friday, October 3. A description of our Library, the services needed, and other pertinent information follows.

### **About the Joliet Public Library**

Founded in 1876, the Joliet Public Library serves as a vital educational and cultural resource for the Joliet community. With two locations, the historic Ottawa Street building, renovated in 2022, and the Black Road Branch, currently under renovation. The Library provides access to books, digital resources, technology, and community programs to support lifelong learning and engagement.

The Library provides general library services including circulation, reference, reader's advisory, programming, and outreach. Additionally, patrons can access meeting rooms, computers, wireless internet, a Digital Media Studio, Local History, and other community resources. The Library does outsource accounting, janitorial, landscaping, information technology, and legal services.

The primary source of funding for the Library is local property tax. The Library has a December 31 fiscal year end, with a requirement to file an Audit Report and Annual Financial Report with the Illinois State Comptroller and Will County Clerk within 180 days after fiscal year end (75 ILCS 16/30-45; 35 ILCS 200/30-30 and 50 ILCS 310/1). A copy of the most recent audited annual financial statement is attached.



### **Services to Be Performed**

Your proposal is expected to cover the completion of an audit of the Library's annual financial statements in compliance with generally accepted auditing standards as established by the American Institute of Certified Public Accountants as applicable to governmental units. The audit work includes electronic submission of the Audit Report and Annual Financial Report with the Comptroller and will include meetings with the Library's Administration team and Board of Trustees, as necessary.

In addition to the above services, the proposal is expected to cover a management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency. The proposal should also cover the firm's availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

### **Terms of Engagement**

A three-year (single year or open to proposals for multi-year terms) contract beginning with fiscal year 2025 is requested. It is the intent of the Board of Library Trustees to continue its relationship with the auditor for up to six years, subject to the annual review by the Board.

### **Relationship with Current Auditor**

These services have been provided by Lauterbach & Amen since FY2018-19. However, as part of good fiscal practices, we are seeking proposals at this time to determine the work and cost from other firms. In preparing your proposal, be advised that management will give permission to contact the current auditor.

### **Other Information**

Working papers shall be retained for at least ten years. The working papers will be available for examination by authorized representatives of the State of Illinois, and if required, the federal audit agency and the General Accounting Office.

It is expected that your firm will have experienced and adequate staff available to meet the changes that have been brought forth by GASB 34 and subsequent elements. The Library expects the successful firm to review all supplemental schedules and to advise, as necessary, on related accounting and reporting concerns.

Please visit the Library's Freedom of Information site - <https://jolietlibrary.org/foia/> - to view audited financial statements from prior years and other data which may inform your bid.



### **Key Personnel**

Below are key contacts you can reach out to for any information needed while preparing your proposal:

**Megan Millen, Executive Director** - 815.740.2664 [mmillen@jolietlibrary.org](mailto:mmillen@jolietlibrary.org)

**Dana Perry, Business Manager** - 815.740.2669 [dperry@jolietlibrary.org](mailto:dperry@jolietlibrary.org)

### **Your Response to This Request for Proposal**

In responding to this request, we request the following information:

1. Detail your firm's ownership, size, structure, and experience in providing auditing services to public libraries.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Proclaim the firm's independence with respect to the Joliet Public Library.
4. Explain commitments you will make to your staff continuity.
5. Identify the coverage of your professional liability insurance and the name of the insurer. Indicate if your firm has been involved in any lawsuit for similar work in the last five years arising from your performance of audit services.
6. Identify by name and title the staff who will be assigned to our job, and provide short biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm.
7. Describe how you will approach the audit of the Library, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. Finally, discuss the communication process used by the firm to discuss issues with Administration and the Board of Trustees.



8. Set forth your fee proposal for the 2025 audit, with any guarantees that can be provided regarding increases in future years. You may also additionally propose fees for multi-year terms of engagement.
9. Provide the names and contact information of at least three others, similarly-sized, public library clients.

### **Timeframe**

The Library expects to receive all final documents by their November Board Meeting, which falls on the third Thursday of the month. With that requirement in mind, please provide a timeline that addresses the following activities and any others that are appropriate.

1. Planning and interim testing [Date]
2. Meet with the Administration to discuss the audit plan [Date]
3. Receive a list of client-provided documents and requests [Date]
4. Financial statement draft for management review [Date]
5. Presentation of draft audit report and comments to Administration and the Board of Trustees [Date]
6. Issue final audit report [Date]



### Evaluation of Proposals

The Library will evaluate proposals on a qualitative basis. This includes our review of the firm's proposal and related materials, interviews with senior personnel assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response. You may be invited to make a presentation on your firm and its proposal at a Board of Trustees Meeting.

The Library reserves the right to request additional information and to reject any and all proposals. The contract awarded will be made to the independent auditor who, based on evaluation of responses, applying all criteria and interviews, if necessary, is determined to be the best qualified. We anticipate the successful bidder to be notified by November 1.

Please submit your proposal electronically by 5:00 p.m. on Friday, October 31, 2025 to: Dana Perry, Business Manager, [dperry@jolietlibrary.org](mailto:dperry@jolietlibrary.org).

The Library reserves the right to reject any and all proposals or parts of a proposal, to waive technicalities, and to adjust quantities.

The Library will not be responsible for any costs incurred related to the preparing, submitting, or presenting in response to this RFP.

The Library, in its discretion, will award the project to a responsible and responsive proposer deemed to be the most advantageous to the Library, with price and other factors being considered.

After review of the proposals, the Executive Director and Business Manager will forward their analysis to the Library's Board of Trustees for discussion and approval. It is anticipated the Executive Director and Business Manager will make a recommendation to the Board of Trustees at its regular meeting on November 20, 2025.

Sincerely,

*Megan Millen*

Megan Millen  
Executive Director

