



509 North Main
Maryville, MO
64468-1610

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REQUEST FOR BIDS FOR PROFESSIONAL ACCOUNTING SERVICES

The Maryville Public Library (MPL), located at 509 North Main, Maryville, Missouri is seeking bids from qualified firms of certified public accountants to prepare monthly and annual accounting reports. It is the intent of MPL that these services are to be performed in accordance with generally accepted government accounting standards, such as those set by the Government Accounting Standards Board (GASB), as well as the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (2024 Revision), the provisions of the Federal Single Audit Act of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

Scope and schedule of work

- A. Preparation and submission of the Library's FY2026 Annual Comprehensive Financial Report (ACFR) to the Missouri State Auditor's Office within six months of the fiscal year-end of September 30, 2026.
- B. Cash to accrual conversions; calculation of straight-line depreciation of tangible capital assets.
- C. Monthly compilation reports, for the current fiscal year (October 1, 2026—September 30, 2027). Proposals should include a price option for two or more subsequent years. After a monthly submission of bank statements and reconciliation reports by Library Management, Compilations—to include basic monthly financial statements--are due to the Library by the Friday before the Second Tuesday of every month for Library Executive Board review.
- D. Preparation and timely submission of a 990 Report for the Library's Second Century Library Fund Corporation, a Type I Supporting 501(c)(3) organization.
- E. Preparation of Employee W-2s and annual State Sales Tax Report.
- F. Support for Library Management in meeting government accounting standards.

Attachment B is a copy of the Library's most recent Compilation Report. Attachment C provides the most recent 990 Form for the Second Century Library Fund Corporation. Both can also be found at www.maryvillepubliclibrary.lib.mo.us Under "About the Library".

General Information

1. Maryville Public Library is an independent political subdivision classified as a Voted-tax Municipal Library District governed by a nine-member Executive Board of Directors that meets the second Tuesday of every month at noon.
2. Laws related to the governance of public libraries in Missouri can be found in Chapter 182 of the Revised Statutes of Missouri.

3. Maryville Public Library's fiscal year runs from October 1 to September 30.
4. MPL's FY2026 operating budget was just over \$828,459 in budgeted expenditures. Recent budget documents and the Library's September 30, 2025 Audited Financial Reports can be found on the library's website (www.maryvillepubliclibrary.lib.mo.us) under "About the Library. MPL's unreserved fund balance as of September 30 was \$242,571.
5. In addition to general fund revenue, MPL is supported by the Second Century Library Fund Foundation, which is classified as a Type 1 501c3 Supporting Organization.
6. MPL's assets also include a Memorials/Restricted Gifts fund, a Friends Checking account, one Capital Projects Fund Account, and general fixed assets, including the property and its contents at 509 North Main Street in Maryville, MO.
7. MPL currently employs four full-time employees and two part-time employees.
8. For full-time employees (35 hours or more per week), MPL participates in the Missouri Local Government Employees Retirement System (MoLAGERS).
9. MPL obtains building and workman's compensation insurance from MIRMA through the City of Maryville.
10. Library administrative staff currently use QuickBooks Online for bookkeeping, with automated payment and filing of federal and state income taxes.
11. Maryville Public Library's Data Security Policy (Attachment D) requires the library to ensure that all of MPL's contracts, licenses, and offsite computer service arrangements reflect library policies and legal obligations concerning user privacy and confidentiality. Third-party vendor agreements shall at minimum align with MPL's current privacy and data security standards, require encryption of all connections and data stored, describe data security safeguards and certifications, reporting procedures in case of known or suspected breach; and shall indemnify Maryville Public Library for any violation of those security provisions, including but not limited to the cost of providing notice to all affected parties and credits support services to individuals and organizations impacted by a breach.

Bid information due October 29, 2026 must contain

1. A description of the firm's professional qualifications and relevant experience.
2. A statement describing the capacity and capability to perform all work on deadline as listed in the *Scope and Schedule of Work* provided above.
3. Name and contact information for at least two references regarding the quality of work performed by the firm, as well as the ability to complete work within a specified time frame and budget.
4. A description of data security measures provided to protect client account data and all personally identifiable information related to Library patrons and staff.
5. Completion of Attachment A: BID FORM to include a description of fees for all services provided within the described.
6. Scope of work.
7. A signature and date by an authorized agent of the firm.

Proposals should be submitted no later than 5 p.m. CST on **Thursday, October 29, 2026** to the Maryville Public Library, 509 North Main, Maryville, MO 64468. Proposals can also be emailed to Stephanie Patterson at director@maryvillepubliclibrary.org with a CC to Treasurer Paula Cobb at nwmsugrad94@gmail.com and _____.

Key evaluation measures:

- Relevant Qualifications and licensure in Missouri (30%)
- Experience with government accounting, and references (25%)
- Fees and Price Transparency (25%)
- Capability to meet deadlines (15%)
- Technical Approach and Transition Plan (5%)

The Maryville Public Library has the right to refuse any or all bids.

The Maryville Public Library is an Equal Opportunity Employer.

Attachment A: Bid Form:

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Maryville Public Library, 509 North Main Street, Maryville MO 64468

	Monthly Compilation Reports and Accounting Support	Submission of FY2026 ACFR, 990, and Sales Tax Return, and o annual work.	Total Cost
Base bid, FY 2027 (Reports for Oct. 1, 2026-Sept. 30, 2027)			
FY2028			
FY2029			

Bid Checklist:

1. A description of the firm's professional qualifications and relevant experience.
2. A statement describing the capacity and capability to perform all work on deadline as listed in the *Scope and Schedule of Work* provided above.
3. Name and contact information for at least two references regarding the quality of work performed by the firm, as well as the ability to complete work within a specified time frame and budget.
4. A description of data security measures provided to protect client account data and all personally identifiable information related to Library patrons and staff.
5. Completion of Attachment A: BID FORM to include a description of fees for all services provided within the described
6. Scope of work.

Signature of Authorized Agent

Date

Printed Name of Authorized Agent

Company Name or Stamp