

**LIBRARY BOARD OF TRUSTEES
AMITYVILLE PUBLIC LIBRARY
RE-ORGANIZATION AGENDA**

Wednesday, July 17th, 2024

6:00 p.m.

I. Call to order & Approval of Minutes ✓

II. Oath of Officers ✓

III. Appointments

- Officers
- Committees
- Accountant
- Attorney
- Claims Auditor & Treasurer
- Insurance Agent
- Bank Accounts
- Official Notice Publications
- Credit Card Authorization
- 2024/2025 Calendar

AMITYVILLE PUBLIC LIBRARY

BOARD OF TRUSTEES RE-ORGANIZATION
MEETING

Wednesday, July 19, 2023 6:00 P.M.

MEETING was called to order at 6:03 P.M. by Anthony Ceriello

PRESENT Anthony Ceriello, Sharon Tener, Leslie Kretz, Todd Schlitt and Shadd Jamison. Absent: Eileen Taylor and Mary Beth Scarola

ORGANIZATION MEETING called to order at 6:10 p.m.

Effective July 1, 2023 through June 30, 2024 the Board of Trustees Officers are:

- President: Anthony Ceriello
- Vice President: Eileen Taylor
- Secretary: Sharon Tener
- Treasurer: Leslie Kretz
- Trustee: MaryBeth Scarola

Appointments

- Luscher HVAC Inc. to maintain our HVAC system
Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.
- Cullen and Danowki, LLP as the Accounting firm
Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.
- Andrew Martingale as the Library Attorney at the rate of \$250.00 per hour.
Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.
- Skinnon & Faber as our Claims Auditor for the Board
- Anne Guarascio as Treasurer for the Board
Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.
- Epic Insurance as the Insurance Agent for the Library
Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.
- M&T Bank for the Library Banking accounts
Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.

Leslie Kretz
MBS
AMT

- Official Notice Publications to remain with South Bay Newspaper and The Amityville Record

Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.

- Credit Card Authorization as follows:

Todd Schlitt Director \$ 5,000.00
 Shadd Jamison, Asst Dir. \$ 2,000.00
 Melissa McNeliss, Librarian: \$ 500,00
 Mary Gordon Ray, Sr. Library Clerk: \$ 500.00
 Steven Soper, Custodian: \$500.00
 Eddie Estrada-Najera, Custodian, \$500.00

Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.

- 2023-2024 Amityville Public Library Calendar

Library Closings

Labor Day - September 4th, Monday
 Columbus Day – October 9th, Monday
 Veteran’s Day – November 10th, Friday
 Thanksgiving – November 23rd, Thursday
 Christmas Day – December 25th, Monday
 New Year’s Day – January 1st, Monday
 Martin Luther King Day – January 15th, Monday
 President’s Day – February 19th, Monday
 Good Friday – March 29th, Friday
 Memorial Day – May 27th, Monday
 Independence Day – July 4th, Thursday

Early Closing

Wednesday, November 22nd – 5:00pm Closing

Budget Vote

Wednesday, March 13th - Public Information Meeting
 Tuesday, April 2nd – Budget Vote

Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.

Organization meeting adjourned at 6:25 p.m. *Motions made by Leslie Kretz seconded by Sharon Tener, all in favor.*

June 26, 2024

VIA E-MAIL AND FIRST-CLASS MAIL

tschlitt@amityvillepubliclibrary.org

Todd Schlitt, Director
Amityville Public Library
19 John Street
Amityville, New York 11701

Re: Amityville Public Library
Annual Retainer

Dear Mr. Schlitt:

Our firm would be honored to continue to serve as General Counsel to the Board of Trustees during the 2024 – 2025 fiscal year. Effective July 1, 2024, we are increasing our municipal rates from \$250 per hour to \$260, representing a 4% increase. The last increase was three years ago on July 1, 2021. As with our past retention, the Library would be responsible for all costs and disbursements, which include photocopies, postage, Federal Express, court fees, service of process, messenger, etc. The Library will be billed monthly.

I would like to thank the Board and administration for their continued confidence. I very much look forward to continuing to work with you.

Very truly yours,



Andrew K. Martingale

Attorneys and Counsellors at Law

888 Veterans Memorial Highway, Suite 530 • Hauppauge, New York 11788
t. 631.482.9700 | f. 631.482.9707

320 Old Country Road, Suite 206 • Garden City, New York 11530
t. 516.444.4200 | f. 516.444.4201



CULLEN & DANOWSKI, LLP
CERTIFIED PUBLIC ACCOUNTANTS

March 1, 2024

Mr. Todd Schlitt, Library Director
Board of Trustees
Amityville Public Library
19 John Street
Amityville, New York 11701

Dear Mr. Schlitt and Members of the Board:

This letter is to confirm our acceptance and understanding of the services we are to provide to Amityville Public Library (Library) for the year ended June 30, 2025.

You have requested that we prepare the monthly financial statements of the Library from the QuickBooks general ledger transactions you maintain, which are comprised of the monthly balance sheet – governmental funds, as well as, the related statement of revenues and expenditures – general fund for the month then ended with a comparison to the monthly budget, as well as year-to-date revenues and expenditures with a comparison to the year-to-date budget for the year ended June 30, 2025, and perform a compilation engagement with respect to those financial statements.

The financial statements present only the governmental funds in accordance with the modified accrual basis of accounting and will not present government-wide financial statements using the accrual basis of accounting and certain required supplementary information required by Accounting Principles Generally Accepted in the United States of America (GAAP). Additionally, management has elected to omit substantially all of the disclosures required by GAAP. If the government-wide financial statements, required supplementary information, and omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Library's financial position and results of operations. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Our Responsibilities

The objective of our engagement is to -

1. Prepare monthly financial statements in accordance with accounting principles generally accepted in the United States of America, as noted above, based on information provided by you, and;
2. Apply accounting and financial reporting expertise to assist you in the presentation of the financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for it to be in accordance with accounting principles generally accepted in the United States of America.

25-002

We will conduct our compilation engagement in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's *Code of Professional Conduct*, and its ethical principles of integrity, objectivity, professional competence, and due care, when preparing the monthly financial statements, and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the monthly financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, *including those caused by fraud or error*, or to identify or disclose any wrongdoing within the Library or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America, as noted above, and assist you in the presentation of the monthly financial statements in accordance with accounting principles generally accepted in the United States of America, as noted above. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

1. The selection of applicable accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
2. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America, as noted above.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
4. The prevention and detection of fraud.
5. To ensure that the Library complies with the laws and regulations applicable to its activities.
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
7. To provide us with:

- Access to all information of which you are aware is relevant to the preparation and fair presentation of the monthly financial statements, such as records, documentation, and other matters;
- Additional information that we may request from you for the purpose of the compilation engagement;
- Unrestricted access to persons within the Library of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee the preparation of your monthly financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the monthly financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on it. If, for any reason, we are unable to complete the compilation of the financial statements, we will not issue a report on such statements as a result of this engagement.

You agree to include our accountant's compilation report in any document containing the financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to the inclusion of the report, to obtain our permission to do so.

Other Relevant Information

Jill S. Sanders, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We estimate that our fees for these services will be \$600 per month for the financial statement preparation and compilation. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. *If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.* Our invoices for these fees will be rendered as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Amityville Public Library
For the Year Ended June 30, 2025

Very truly yours,

Cullen & Danowski, LLP
For the Firm:



Jill S. Sanders, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of Amityville Public Library.

Signature: T. Schlitt

Name: Todd Schlitt

Title: Director

Date: 3/4/2024

AMITYVILLE PUBLIC LIBRARY
2024/2025 CALENDAR

LIBRARY CLOSINGS

Labor Day - September 2nd, Monday
Columbus Day – October 14th, Monday
Veteran’s Day – November 11th, Monday
Thanksgiving – November 28th, Thursday
Christmas Eve – December 24th Tuesday
Christmas Day – December 25th, Wednesday
New Years Eve – December 31st - Tuesday
New Year’s Day – January 1st, Wednesday
Martin Luther King Day – January 20th, Monday
President’s Day – February 17th, Monday
Good Friday – April 18th, Friday
Memorial Day – May 26th, Monday
Independence Day – July 4th, Friday

EARLY CLOSINGS

November 27th – 5:00pm Closing

BUDGET VOTE

Monday, March 24th – Public Information Meeting

Tuesday, April 8th – Budget Vote