

Minutes of the Port Jervis Free Library Board of Trustees

August 22, 2023

12:00 noon

Present: Carl Hendrick, Elizabeth Miller, Dick Roberts, Evelyn Rogers

Public: Antonia Marion, Taylor Sauschuck, Sarah Beth Skramstad, Connie Treuting

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 12:01 PM.

III Public Comment – Sara Beth Skramstad asked whether there was any resolution to an email sent on June 21, 2023. Carl asked if there was anything she wished to add, and that the Board will take the emailed information and her presence into consideration, and that the Director would be in contact regarding further details as soon as possible.

IV Minutes (Attachment 1)

Dick made a motion, seconded by Liz, to approve the minutes of the July 18, 2023 meeting. Unanimously passed.

V Correspondence – none

VI Approval of Statistics and Financial Reports (Attachment 2A-G)

Liz made a motion, seconded by Dick, to approve the statistics, financial reports and bills as presented. Unanimously passed. Carl noted that a transfer of funds from NYLAF to Chase checking will occur after the next payroll.

VII Director's Report (Attachment 3A-B)

- Evelyn noted that the Port Jervis Rotary will be meeting at the Library on August 23.
- The Library will participate in the Moon Festival on the second day of the two-day event.
- The Civil Service list is available.
- An art restoration company will be examining the painting gifted to the Library to see what repairs can be made to it.
- Evelyn and the staff will be assembling a brochure of all of the artwork in the Library.
- *Dick made a motion, seconded by Liz, to approve the Director's Report as submitted. Unanimously passed.*

VIII Old Business

- *Liz made a motion, seconded by Dick, to adopt the following Port Jervis Free Library Firearms Policy: Consistent with applicable law, to protect the safety and security of our employees, patrons, and others who visit or access the Library, carrying firearms, including but not limited to rifles, shotguns, or revolvers, in the Library is strictly forbidden at any time. This prohibition applies whether or not you have a valid concealed carry license, with the exception of firearms carried by authorized law enforcement agents or registered security guards. Unanimously passed.* The policy will be posted at the entrance ways, circulation desk and on the website.
- The DRI outreach event occurred on August 15.
- The annual financial report (AFR) fieldwork is complete and the information will be inputted. The due date is September 30.
- Carl requested that Evelyn contact Casey Conlin regarding the Service Plan to enter into contract.

- A counter-proposal was received from FLEA. A management meeting will be arranged for early September.

IX New Business (Attachment 4)

- ***Dick made a motion, seconded by Liz, to approve a salary increase for Ralph Tidd of 3% for the current fiscal year retroactive to June 30, 2023 and of 2% for the year beginning June 30, 2024. Unanimously passed.***
- ***Dick made a motion, seconded by Liz, to engage the firm of Greenwald Doherty to update the Policy Manual.*** It was noted that the current handbook is quite deficient and is missing multiple policies, especially in civil service workplace policies. Some examples are the lack of an all-harassment prevention policy (the handbook only addresses sexual harassment), as well as the lack of policies on the Family and Medical Leave Act, NY's Paid Family Leave insurance benefits, and other information employees should have. ***Unanimously passed.***
- ***Dick made a motion, seconded by Liz, to appoint Katelyn Tobey and Taylor Sauschuck to the positions of full-time library clerk with a probationary time period of not less than 8 weeks, but not more than 26 weeks. Unanimously passed.***
- ***Dick made a motion, seconded by Liz to appoint Barbara Cassidy as a part-time library clerk to be paid at the same rate of previous pay, not to exceed 12 hours per week.*** Barbara had been employed as a senior library clerk until her retirement effective June 30, 2023. ***Unanimously passed.***
- ***Dick made a motion, seconded by Liz, to accept the resignation of David Brolier effective Tuesday, August 8, 2023.*** David was a 20-year, part-time employee and the Board thanks him for his service to the Library and wishes him well. ***Unanimously passed.***
- ***Dick made a motion, seconded by Liz, to accept the resignation of Aedan Roach effective Thursday, August 17, 2023 and the resignation of Michael Conklin.*** Michael accepted a teaching and coaching position in the Middletown school district and can work his Mondays until Labor Day. The Board thanks both valued employees for their hard work at the Library. Michael can continue to work as a substitute clerk during summers, and Aedan is welcome to return anytime. ***Unanimously passed.***

X Next Meeting – The next regularly scheduled meeting will take place Tuesday, September 19, 2023 at 10:00 a.m.

XI Executive Session

- ***Dick made a motion, seconded by Liz, to go into Executive Session at 12:21 PM to discuss contractual and personnel matters. Unanimously passed. Dick made a motion, seconded by Liz, to come out of executive session at 12:59 PM. Unanimously passed.*** Evelyn was invited to participate in the Executive Session.
- ***Dick made a motion, seconded by Liz, to appoint Kylie Feeney to the position of part-time library clerk at a rate of minimum wage plus \$1 per hour, up to 19 hours per week. Unanimously passed.***

XII Adjournment – ***Dick made a motion, seconded by Liz, to adjourn the meeting at 1:00 PM. Unanimously passed.***

Respectfully Submitted,
Susan Wade, Board Secretary

Minutes of the Port Jervis Free Library Board of Trustees

August 28, 2023

10:00 a.m.

Present: Carl Hendrick, Valerie Maginsky, Elizabeth Miller, Dick Roberts, Evelyn Rogers

Public: none

I/II Call to Order/Pledge of Allegiance - The meeting was called to order at 10:01 a.m.

III Public Comment – none

IV Executive Session

- *Dick made a motion, seconded by Valerie, to go into Executive Session at 10:02 a.m. to discuss contractual and personnel matters. Unanimously passed. Dick made a motion, seconded by Valerie, to come out of executive session at 10:51 a.m. Unanimously passed.* Evelyn was invited to participate in the Executive Session.
- *Dick made a motion, seconded by Liz, to appoint Kalista Cherry and Kate Napolitano to the position of part-time library clerk at a rate of minimum wage plus \$1 per hour, up to 19 hours per week. Unanimously passed.*

V Next Meeting – The next regularly scheduled meeting will take place Tuesday, September 19, 2023 at 10:00 a.m.

VI Adjournment – *Dick made a motion, seconded by Valerie, to adjourn the meeting at 10:52 a.m. Unanimously passed.*

Respectfully Submitted,
Susan Wade, Board Secretary

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash Exchange	300.00
Savings-TD Bank	7,346.96
1005 · NYLAF	1,123,734.14
1006 · CHASE CHECKING	97,924.21
1007 · Chase Savings	1,196.52
Total Checking/Savings	<u>1,230,501.83</u>
Total Current Assets	<u>1,230,501.83</u>
TOTAL ASSETS	<u>1,230,501.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	41,664.29
Total Accounts Payable	41,664.29
Other Current Liabilities	
2200 · Federal Withholding Tax Paya...	6,336.04
2210 · Social Security Tax Payable	8,349.83
2212 · Medicare Withholding Tax Pay...	1,921.93
2220 · NYS Withholding Tax	2,730.95
2230 · NYS Retirement	11,593.01
2231 · NYS Retirement Loans	-4.82
2233 · Deferred comp withheld	0.46
Total Other Current Liabilities	<u>30,927.40</u>
Total Current Liabilities	<u>72,591.69</u>
Total Liabilities	72,591.69
Equity	
Fund Balance - Assigned	73,155.00
Fund Balance - Restricted	7,250.00
Fund Balance - Unassigned	475,585.77
3900 · Retained Earnings	765,030.85
Net Income	-163,111.48
Total Equity	<u>1,157,910.14</u>
TOTAL LIABILITIES & EQUITY	<u>1,230,501.83</u>

Port Jervis Free Library
Profit & Loss Budget vs. Actual
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Real Property Taxes	0.00	1,143,257.00	-1,143,257.00	0.0%
PILOT	0.00	1,500.00	-1,500.00	0.0%
Charges for Services				
4000 · Book Sales	749.45	3,000.00	-2,250.55	25.0%
4001 · Fines	202.02	750.00	-547.98	26.9%
4002 · NonResident Fees	300.00	600.00	-300.00	50.0%
4003 · Copier Fees	2,276.34	9,338.00	-7,061.66	24.4%
Total Charges for Services	3,527.81	13,688.00	-10,160.19	25.8%
4055 · Services to Other Governments	2,850.00	13,000.00	-10,150.00	21.9%
Miscellaneous				
4004 · Gifts	76.67	300.00	-223.33	25.6%
4008 · Library Merchandise	5.00	0.00	5.00	100.0%
Total Miscellaneous	81.67	300.00	-218.33	27.2%
Operating Grants				
4023 · Local Public Funds OLA	0.00	3,000.00	-3,000.00	0.0%
4025 · State Aid LLSA	4,647.00	5,000.00	-353.00	92.9%
4026 · RCLS Grnts & St. Aid thru RCLS	0.00	10,000.00	-10,000.00	0.0%
Total Operating Grants	4,647.00	18,000.00	-13,353.00	25.8%
Interest Income	10,207.67	16,000.00	-5,792.33	63.8%
4060 · Use of Fund Balance	0.00	104,834.00	-104,834.00	0.0%
Total Income	21,314.15	1,310,579.00	-1,289,264.85	1.6%
Gross Profit	21,314.15	1,310,579.00	-1,289,264.85	1.6%
Expense				
Personal Services				
6002 · Salaries Director	12,977.86	67,000.00	-54,022.14	19.4%
6000 · Salaries Clerical FT	29,849.10	189,000.00	-159,150.90	15.8%
6001 · Salaries Clerical PT	41,960.96	263,800.00	-221,839.04	15.9%
6003 · Salaries Maintenance	10,378.40	52,525.00	-42,146.60	19.8%
Total Personal Services	95,166.32	572,325.00	-477,158.68	16.6%
Contractual				
6005 · Board Reporting	184.00	1,827.00	-1,643.00	10.1%
6030 · Books	4,657.45	25,000.00	-20,342.55	18.6%
6031 · Books Children	564.90	7,000.00	-6,435.10	8.1%
6032 · Book Friends	194.32	1,000.00	-805.68	19.4%
6035 · Periodicals	218.00	8,000.00	-7,782.00	2.7%
6038 · Audio Adult	453.49	4,500.00	-4,046.51	10.1%
6039 · Video Adult	0.00	4,650.00	-4,650.00	0.0%
6040 · Video Children	0.00	1,500.00	-1,500.00	0.0%
6041 · ANSER	603.00	50,000.00	-49,397.00	1.2%
6045 · Computer Eqpt/Software	7,091.56	15,000.00	-7,908.44	47.3%
6050 · Library Supplies	727.85	8,500.00	-7,772.15	8.6%
6055 · Ins/Fire, Liab, Comp	23,850.35	26,500.00	-2,649.65	90.0%
6060 · Utilities Electricity	2,596.12	17,000.00	-14,403.88	15.3%
6061 · Utilities Gas	75.77	11,000.00	-10,924.23	0.7%
6062 · Utilities Water	0.00	2,200.00	-2,200.00	0.0%
6065 · Utilities Telephone/Internet	916.18	6,000.00	-5,083.82	15.3%
6070 · Building Janitorial Supp	4,312.83	6,000.00	-1,687.17	71.9%
6071 · Building Maintenance	2,800.00	24,977.00	-22,177.00	11.2%
6072 · Building Improvements	0.00	29,650.00	-29,650.00	0.0%
6075 · Copier Maintenance	901.00	6,000.00	-5,099.00	15.0%
6081 · Microfilm	0.00	750.00	-750.00	0.0%
6086 · Professional Services	22,623.00	65,000.00	-42,377.00	34.8%
6087 · HUB	0.00	45,000.00	-45,000.00	0.0%
6088 · Bookkeeping	10,125.00	60,750.00	-50,625.00	16.7%
6090 · Advertising	0.00	500.00	-500.00	0.0%
6095 · Conferences	217.00	700.00	-483.00	31.0%
6100 · Dues	0.00	600.00	-600.00	0.0%
6120 · Postage	0.00	2,000.00	-2,000.00	0.0%
6125 · Programs	1,674.48	5,000.00	-3,325.52	33.5%
6126 · Programs Children	1,250.00	5,000.00	-3,750.00	25.0%
6133 · Library Election	0.00	1,200.00	-1,200.00	0.0%
6134 · Elevator	2,132.81	6,000.00	-3,867.19	35.5%
6135 · Historical Preservation	0.00	500.00	-500.00	0.0%
6137 · Security System	645.00	2,000.00	-1,355.00	32.3%
Total Contractual	88,814.11	451,304.00	-362,489.89	19.7%

Port Jervis Free Library
 Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Employee Benefits				
6010 - Employer Social Security	5,900.31	45,000.00	-39,099.69	13.1%
6015 - Employer Medicare	1,379.91	9,250.00	-7,870.09	14.9%
6056 - Insurance Wkmns Comp	0.00	8,000.00	-8,000.00	0.0%
6057 - Insurance Disability	-115.74	4,500.00	-4,615.74	-2.6%
6085 - Civil Service	0.00	5,200.00	-5,200.00	0.0%
6131 - Benefits Health Ins	25,516.40	160,000.00	-134,483.60	15.9%
6132 - Benefits Retirement	0.00	55,000.00	-55,000.00	0.0%
Total Employee Benefits	32,680.88	286,950.00	-254,269.12	11.4%
6560 - Payroll Expenses	0.46			
Total Expense	216,661.77	1,310,579.00	-1,093,917.23	16.5%
Net Ordinary Income	-195,347.62	0.00	-195,347.62	100.0%
Net Income	-195,347.62	0.00	-195,347.62	100.0%

**Port Jervis Free Library
Payroll Summary
August 2023**

	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director			0.00			0.00			0.00	
Salaries and Wages FT			0.00	33	27.25	899.25			0.00	
Salaries and Wages MTNC			0.00			0.00			0.00	
Salaries and Wages PT	58	23.68	1,373.44	71	3.05	775.18	16	14.20	219.20	97
Total Gross Pay	58		1,373.44	104		1,674.43	16		219.20	97
Deductions from Gross Pay										
Health Insurance			0.00			0.00			0.00	
Retirement			0.00			0.00			0.00	
Retirement Loan			0.00			0.00			0.00	
Total Deductions from Gross Pay			0.00			0.00			0.00	
Adjusted Gross Pay	58		1,373.44	104		1,674.43	16		219.20	97
Taxes Withheld										
Federal Withholding			-100.00			-136.00			0.00	
Medicare Employee			-19.92			-24.28			-3.18	
Social Security Employee			-85.15			-103.81			-13.59	
NY - Withholding			-33.37			-73.14			0.00	
NY - Disability Employee			-2.40			-3.60			-1.09	
Medicare Employee Addl Tax			0.00			0.00			0.00	
NY - City Resident			0.00			0.00			0.00	
NY - Paid Family Leave			0.00			0.00			0.00	
Total Taxes Withheld			-240.84			-340.83			-17.86	
Net Pay	58		1,132.60	104		1,333.60	16		201.34	97
Employer Taxes and Contributions										
Medicare Company			19.92			24.28			3.18	
Social Security Company			85.15			103.81			13.59	
NY - Disability Company			0.00			0.00			0.00	
NY - Unemployment			0.00			0.00			0.00	
NY - MCTMT (Transit Tax)			0.00			0.00			0.00	
NY - MCTMT (Zone 2)			0.00			0.00			0.00	
NY - Re-employment Service Fund			0.00			0.00			0.00	
Total Employer Taxes and Contributions			105.07			128.09			16.77	

Port Jervis Free Library
Payroll Summary
August 2023

	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00		0.00				0.00		
Salaries and Wages FT		0.00		0.00				0.00		
Salaries and Wages MTNC		0.00		0.00				0.00		
Salaries and Wages PT	16.63	1,613.12	35	17.14	599.90	116	17.14	1,988.24	6	15.20
Total Gross Pay		1,613.12	35		599.90	116		1,988.24	6	
Deductions from Gross Pay										
Health Insurance		0.00		0.00				0.00		
Retirement		-48.39		-18.00				0.00		
Retirement Loan		0.00		0.00				0.00		
Total Deductions from Gross Pay		-48.39		-18.00				0.00		
Adjusted Gross Pay		1,564.73	35		581.90	116		1,988.24	6	
Taxes Withheld										
Federal Withholding		-96.00		-7.00				-134.00		
Medicare Employee		-23.39		-8.70				-28.83		
Social Security Employee		-100.01		-37.19				-123.28		
NY - Withholding		-52.44		-48.00				-44.22		
NY - Disability Employee		-3.60		-2.82				-3.81		
Medicare Employee Addl Tax		0.00		0.00				0.00		
NY - City Resident		0.00		0.00				0.00		
NY - Paid Family Leave		0.00		0.00				0.00		
Total Taxes Withheld		-275.44		-103.71				-334.14		
Net Pay		1,289.29	35		478.19	116		1,654.10	6	
Employer Taxes and Contributions										
Medicare Company		23.39		8.70				28.83		
Social Security Company		100.01		37.19				123.28		
NY - Disability Company		0.00		0.00				0.00		
NY - Unemployment		0.00		0.00				0.00		
NY - MCTMT (Transit Tax)		0.00		0.00				0.00		
NY - MCTMT (Zone 2)		0.00		0.00				0.00		
NY - Re-employment Service Fund		0.00		0.00				0.00		
Total Employer Taxes and Contributions		123.40		45.89				152.11		

Port Jervis Free Library Payroll Summary August 2023

	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00			0.00			0.00
Salaries and Wages PT	91.20	114	26.45	3,015.30	109.5	28.84	3,157.98	86	17.60	1,513.60
Total Gross Pay	91.20	114		3,015.30	109.5		3,157.98	86		1,513.60
Deductions from Gross Pay										
Health Insurance	0.00			0.00			0.00			0.00
Retirement	0.00			0.00			-94.74			0.00
Retirement Loan	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			-94.74			0.00
Adjusted Gross Pay	91.20	114		3,015.30	109.5		3,063.24	86		1,513.60
Taxes Withheld										
Federal Withholding	0.00			-264.00			-315.00			0.00
Medicare Employee	-1.32			-43.72			-45.79			-21.94
Social Security Employee	-5.65			-186.95			-195.80			-93.85
NY - Withholding	0.00			-89.84			-126.48			-14.61
NY - Disability Employee	0.00			-3.60			-3.60			-3.60
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
NY - City Resident	0.00			0.00			0.00			0.00
NY - Paid Family Leave	-0.41			0.00			0.00			0.00
Total Taxes Withheld	-7.38			-598.11			-686.67			-134.00
Net Pay	83.82	114		2,417.19	109.5		2,376.57	86		1,379.60
Employer Taxes and Contributions										
Medicare Company	1.32			43.72			45.79			21.94
Social Security Company	5.65			186.95			195.80			93.85
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
NY - MCTMT (Zone 2)	0.00			0.00			0.00			0.00
NY - Re-employment Service Fund	0.07			0.00			0.00			0.00
Total Employer Taxes and Contributions	7.04			230.67			241.59			115.79

Port Jervis Free Library Payroll Summary August 2023

	[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate
Employee Wages, Taxes and Adjustments								
Gross Pay								
Salaries and Wages Director			0.00		0.00		0.00	
Salaries and Wages FT			0.00		0.00		0.00	
Salaries and Wages MTNC			0.00		0.00		0.00	
Salaries and Wages PT	84.75	18.90	1,601.78	42	31.52	1,323.84	47.5	29.94
Total Gross Pay	84.75		1,601.78	42		1,323.84	47.5	
Deductions from Gross Pay								
Health Insurance			0.00		0.00		0.00	
Retirement			0.00		0.00		0.00	
Retirement Loan			0.00		0.00		0.00	
Total Deductions from Gross Pay			0.00			0.00		
Adjusted Gross Pay	84.75		1,601.78	42		1,323.84	47.5	
Taxes Withheld								
Federal Withholding			-2.00		-87.00		-118.00	
Medicare Employee			-23.23		-19.20		-20.62	
Social Security Employee			-99.31		-82.08		-88.17	
NY - Withholding			-25.38		-63.81		-22.97	
NY - Disability Employee			-4.17		-3.60		-3.60	
Medicare Employee Addl Tax			0.00		0.00		0.00	
NY - City Resident			0.00		0.00		0.00	
NY - Paid Family Leave			0.00		0.00		0.00	
Total Taxes Withheld			-154.09		-255.69		-253.36	
Net Pay	84.75		1,447.69	42		1,068.15	47.5	
Employer Taxes and Contributions								
Medicare Company			23.23		19.20		20.62	
Social Security Company			99.31		82.08		88.17	
NY - Disability Company			0.00		0.00		0.00	
NY - Unemployment			0.00		0.00		0.00	
NY - MCTMT (Transit Tax)			0.00		0.00		0.00	
NY - MCTMT (Zone 2)			0.00		0.00		0.00	
NY - Re-employment Service Fund			0.00		0.00		0.00	
Total Employer Taxes and Contributions			122.54		101.28		108.79	

**Port Jervis Free Library
Payroll Summary
August 2023**

	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director		0.00	210	36.78	7,723.80	247.75	19.76	4,895.54	72	15.63
Salaries and Wages FT		0.00			0.00			0.00		
Salaries and Wages MTNC		0.00			0.00			0.00		
Salaries and Wages PT	15.63	1,226.96			0.00			0.00		
Total Gross Pay		1,226.96	210		7,723.80	247.75		4,895.54	72	
Deductions from Gross Pay										
Health Insurance		0.00			0.00			-438.48		
Retirement		0.00			-347.58			-146.88		
Retirement Loan		0.00			0.00			0.00		
Total Deductions from Gross Pay		0.00			-347.58			-585.36		
Adjusted Gross Pay		1,226.96	210		7,376.22	247.75		4,310.18	72	
Taxes Withheld										
Federal Withholding		-62.00			-450.00			-443.00		
Medicare Employee		-17.79			-112.00			-70.99		
Social Security Employee		-76.07			-478.87			-303.52		
NY - Withholding		-16.30			-336.21			-177.68		
NY - Disability Employee		-3.60			-3.60			-4.80		
Medicare Employee Addl Tax		0.00			0.00			0.00		
NY - City Resident		0.00			0.00			0.00		
NY - Paid Family Leave		0.00			0.00			0.00		
Total Taxes Withheld		-175.76			-1,380.68			-999.99		
Net Pay		1,051.20	210		5,995.54	247.75		3,310.19	72	
Employer Taxes and Contributions										
Medicare Company		17.79			112.00			70.99		
Social Security Company		76.07			478.87			303.52		
NY - Disability Company		0.00			0.00			0.00		
NY - Unemployment		0.00			0.00			0.00		
NY - MCTMT (Transit Tax)		0.00			0.00			0.00		
NY - MCTMT (Zone 2)		0.00			0.00			0.00		
NY - Re-employment Service Fund		0.00			0.00			0.00		
Total Employer Taxes and Contributions		93.86			590.87			374.51		

Port Jervis Free Library Payroll Summary August 2023

	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23
Employee Wages, Taxes and Adjustments										
Gross Pay										
Salaries and Wages Director	0.00			0.00			0.00			0.00
Salaries and Wages FT	0.00			0.00			0.00			0.00
Salaries and Wages MTNC	0.00			0.00	240	24.09	5,781.60			0.00
Salaries and Wages PT	1,125.36	122.75	17.88	2,194.77			0.00	195.5	16.20	3,051.10
Total Gross Pay	1,125.36	122.75		2,194.77	240		5,781.60	195.5		3,051.10
Deductions from Gross Pay										
Health Insurance	0.00			0.00			-179.43			0.00
Retirement	0.00			0.00			0.00			-91.54
Retirement Loan	0.00			0.00			0.00			0.00
Total Deductions from Gross Pay	0.00			0.00			-179.43			-91.54
Adjusted Gross Pay	1,125.36	122.75		2,194.77	240		5,602.17	195.5		2,959.56
Taxes Withheld										
Federal Withholding	-96.00			-155.00			-537.00			-147.00
Medicare Employee	-16.32			-31.82			-83.83			-44.24
Social Security Employee	-69.77			-136.07			-358.46			-189.17
NY - Withholding	-25.86			-51.73			-245.64			-93.22
NY - Disability Employee	-3.80			-4.02			-3.60			0.00
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
NY - City Resident	0.00			0.00			0.00			0.00
NY - Paid Family Leave	0.00			0.00			0.00			0.00
Total Taxes Withheld	-211.55			-378.64			-1,228.53			-473.63
Net Pay	913.81	122.75		1,816.13	240		4,373.64	195.5		2,485.93
Employer Taxes and Contributions										
Medicare Company	16.32			31.82			83.83			44.24
Social Security Company	69.77			136.07			358.46			189.17
NY - Disability Company	0.00			0.00			0.00			0.00
NY - Unemployment	0.00			0.00			0.00			0.00
NY - MCTMT (Transit Tax)	0.00			0.00			0.00			0.00
NY - MCTMT (Zone 2)	0.00			0.00			0.00			0.00
NY - Re-employment Service Fund	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	86.09			167.89			442.29			233.41

Port Jervis Free Library
Payroll Summary
August 2023

	Hours	Rate	Aug 23	Hours	Rate	Aug 23	Hours	Rate	Aug 23
TOTAL									
Employee Wages, Taxes and Adjustments									
Gross Pay									
Salaries and Wages Director									
Salaries and Wages FT	262.75	34.35	9,025.46	217	16.66	3,615.22	210.00		7,723.80
Salaries and Wages MTNC			0.00			0.00	760.50		18,435.47
Salaries and Wages PT			0.00			0.00	240.00		5,781.60
Total Gross Pay	262.75		9,025.46	217		3,615.22	2,562.00		26,293.12
Deductions from Gross Pay									
Health Insurance			-635.16			0.00			-1,253.07
Retirement			0.00			-108.46			-855.59
Retirement Loan			0.00			0.00			0.00
Total Deductions from Gross Pay			-635.16			-108.46			-2,108.66
Adjusted Gross Pay	262.75		8,390.30	217		3,506.76	2,562.00		56,125.33
Taxes Withheld									
Federal Withholding			-1,178.00			-323.00			-4,650.00
Medicare Employee			-130.87			-52.42			-844.40
Social Security Employee			-559.57			-224.14			-3,610.48
NY - Withholding			-408.41			-126.88			-2,086.19
NY - Disability Employee			-4.80			-3.60			-71.11
Medicare Employee Addl Tax			0.00			0.00			0.00
NY - City Resident			0.00			0.00			0.00
NY - Paid Family Leave			0.00			0.00			-0.41
Total Taxes Withheld			-2,281.65			-730.04			-11,262.59
Net Pay	262.75		6,108.65	217		2,776.72	2,562.00		44,862.74
Employer Taxes and Contributions									
Medicare Company			130.87			52.42			844.40
Social Security Company			569.57			224.14			3,610.48
NY - Disability Company			0.00			0.00			0.00
NY - Unemployment			0.00			0.00			0.00
NY - MCTMT (Transit Tax)			0.00			0.00			0.00
NY - MCTMT (Zone 2)			0.00			0.00			0.00
NY - Re-employment Service Fund			0.00			0.00			0.07
Total Employer Taxes and Contributions			690.44			276.56			4,454.95

PORT JERVIS FREE LIBRARY
 Chase Checking Account activity
 August 9, 2023 to September 11, 2023

Details	Posting Date	Description	Amount	Type
DEBIT	9/11/2023	ONLINE PAYMENT TO RCLS 09/11	(2,230.00)	BILLPAY
DEBIT	9/11/2023	ONLINE PAYMENT TO BAKER AND TAYLOR 09/11	(272.33)	BILLPAY
DEBIT	9/11/2023	ONLINE PAYMENT TO BAKER AND TAYLOR 09/11	(61.41)	BILLPAY
DEBIT	9/11/2023	ONLINE PAYMENT TO BAKER AND TAYLOR 09/11	(8.10)	BILLPAY
DEBIT	9/8/2023	ORIG CO NAME:9102716322 ORIG ID:9716322001 DESC DATE:230908	(855.59)	ACH_DEBIT
DEBIT	9/7/2023	Online Payment 18380859717 To HOME DEPOT CREDIT SERVICES 09/07	(3,873.24)	BILLPAY
DEBIT	9/7/2023	Online Payment 18380717507 To ORANGE & ROCKLAND UTILITIES 09/07	(1,266.22)	BILLPAY
DEBIT	9/7/2023	Online Payment 18380725670 To NY ST DEPT CIVIL SVC-AGENCY PMT 09/07	(8,305.42)	BILLPAY
DEBIT	9/7/2023	Online Payment 18380723949 To CARDMEMBER SERVICE 09/07	(2,534.61)	BILLPAY
DEBIT	9/7/2023	Online Payment 18380710709 To Time Warner Cable 09/07	(129.99)	BILLPAY
DEBIT	9/7/2023	Online Payment 18380712487 To Brodart Co 09/07	(63.00)	BILLPAY
DEBIT	9/6/2023	SERVICE CHARGES FOR THE MONTH OF AUGUST	(31.45)	FEE_TRANSACTION
DEBIT	9/6/2023	Online ACH Payment 11029406859 To SusanWade (_#####0178)	(5,062.50)	ACH_PAYMENT
DEBIT	9/6/2023	Basic Online Payroll Payment 11029240231 to #####0031	(92.00)	BASIC_PAYROLL
DSLIP	9/6/2023	DEPOSIT ID NUMBER 797830	25.00	DEPOSIT
DSLIP	9/6/2023	DEPOSIT ID NUMBER 797834	1,930.63	DEPOSIT
CHECK	9/5/2023	CHECK 1123	(83.82)	CHECK_PAID
DEBIT	9/5/2023	ORIG CO NAME:NYS DTF WT ORIG ID:S146013200 DESC DATE: CO	(701.78)	ACH_DEBIT
DEBIT	9/5/2023	Basic Online Payroll Payment 11029110384 to #####2214	(164.90)	BASIC_PAYROLL
DEBIT	9/5/2023	Basic Online Payroll Payment 11029110388 to #####3325	(164.90)	BASIC_PAYROLL
DEBIT	9/5/2023	Basic Online Payroll Payment 11029110387 to #####9692	(164.90)	BASIC_PAYROLL
DEBIT	9/5/2023	Basic Online Payroll Payment 11029110386 to #####7906	(164.90)	BASIC_PAYROLL
DEBIT	9/5/2023	Basic Online Payroll Payment 11029110385 to #####4726	(164.90)	BASIC_PAYROLL
DEBIT	9/1/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:090123 CO E	(4,434.40)	ACH_DEBIT
DEBIT	9/1/2023	Online Payment 18320042424 To BLACKSTONE PUBLISHING 09/01	(27.99)	BILLPAY
DEBIT	9/1/2023	Online Payment 18320023677 To BLACKSTONE PUBLISHING 09/01	(199.95)	BILLPAY
DEBIT	9/1/2023	Online Payment 18320008376 To DEMCO 09/01	(690.06)	BILLPAY
CREDIT	9/1/2023	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO EN	25,000.00	ACH_CREDIT
CHECK	8/30/2023	CHECK 1012	(20.00)	CHECK_PAID

DEBIT	8/29/2023	Online ACH Payment 11028596022 To Katelyn (_#####7795)	(1,028.15)	ACH_PAYMENT
DEBIT	8/29/2023	Online ACH Payment 11028596015 To Evelyn (_#####9708)	(1,998.51)	ACH_PAYMENT
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596016 to #####5734	(615.84)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596004 to #####2902	(1,980.82)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596008 to #####0649	(356.05)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596021 to #####7671	(1,457.87)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596010 to #####8241	(402.85)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596007 to #####1601	(729.51)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596019 to #####1376	(456.87)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596023 to #####4263	(963.57)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596017 to #####0937	(1,045.48)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596006 to #####5804	(224.75)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596020 to #####0031	(805.74)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596013 to #####3260	(304.61)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596014 to #####2761	(335.29)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596012 to #####7258	(75.38)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596011 to #####7064	(481.99)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596009 to #####9748	(533.89)	BASIC_PAYROLL
DEBIT	8/29/2023	Basic Online Payroll Payment 11028596005 to #####4522	(633.05)	BASIC_PAYROLL
CHECK	8/28/2023	CHECK 1122	(145.00)	CHECK_PAID
CHECK	8/28/2023	CHECK 1121	(150.00)	CHECK_PAID
CHECK	8/21/2023	CHECK 1099	(400.00)	CHECK_PAID
DEBIT	8/16/2023	ORIG CO NAME:NYS DTF WT ORIG ID:146013200 DESC DATE: CO	(690.29)	ACH_DEBIT
DEBIT	8/16/2023	ORIG CO NAME:IRS ORIG ID:3387702000 DESC DATE:081623 CO E	(4,459.46)	ACH_DEBIT
CREDIT	8/16/2023	ORIG CO NAME:NYLAF ORIG ID:1113470543 DESC DATE: CO EN	25,000.00	ACH_CREDIT
CHECK	8/15/2023	CHECK 1102	(450.00)	CHECK_PAID
DEBIT	8/15/2023	Online ACH Payment 11027392207 To Katelyn (_#####7795)	(954.18)	ACH_PAYMENT
DEBIT	8/15/2023	Online ACH Payment 11027392205 To Evelyn (_#####9708)	(1,998.51)	ACH_PAYMENT
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392198 to #####7671	(1,457.88)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392194 to #####7051	(52.18)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392189 to #####5804	(422.08)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392187 to #####3260	(304.60)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392186 to #####1601	(823.53)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392197 to #####4263	(915.57)	BASIC_PAYROLL

DEBIT	8/15/2023	Basic Online Payroll Payment 11027392200 to #####0937	(1,080.99)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392203 to #####7258	(180.98)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392193 to #####2902	(1,841.35)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392199 to #####2761	(299.61)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392201 to #####9748	(540.43)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392202 to #####5734	(561.14)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392192 to #####0649	(356.05)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392206 to #####0031	(805.73)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392190 to #####4522	(338.23)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392195 to #####7064	(369.07)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392191 to #####8241	(449.50)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392204 to #####1376	(492.42)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027392188 to #####7419	(494.20)	BASIC_PAYROLL
DEBIT	8/15/2023	Basic Online Payroll Payment 11027342204 to #####0031	(84.00)	BASIC_PAYROLL
DEBIT	8/14/2023	Online Payment 18163706684 To NY ST DEPT CIVIL SVC-AGENCY PMT 08/14	(8,305.42)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161610719 To RCLS 08/14	(7,042.74)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161591745 To Kanopy 08/14	(42.00)	BILLPAY
DEBIT	8/14/2023	Online ACH Payment 11027341756 To GreenwaldDohertyLLP (_#####5637.	(4,644.50)	ACH_PAYMENT
DEBIT	8/14/2023	Online Payment 18161352068 To TOSHIBA FINANCIAL SERVICES (ELEC 08/14	(450.50)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161327595 To Time Warner Cable 08/14	(202.88)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161327045 To Frontier 08/14	(55.32)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161334212 To Frontier 111182-4 08/14	(4.96)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161325873 To Baker and Taylor 08/14	(190.16)	BILLPAY
DEBIT	8/14/2023	Online Payment 18161342851 To Baker and Taylor 08/14	(208.40)	BILLPAY
DSLIP	8/14/2023	DEPOSIT ID NUMBER 872916	4,655.00	DEPOSIT
DEBIT	8/10/2023	Basic Online Payroll Payment 11026998421 to #####5734	(78.01)	BASIC_PAYROLL
DEBIT	8/10/2023	Basic Online Payroll Payment 11026998418 to #####2902	(640.16)	BASIC_PAYROLL
DEBIT	8/10/2023	Basic Online Payroll Payment 11026998420 to #####9748	(39.37)	BASIC_PAYROLL
DEBIT	8/10/2023	Basic Online Payroll Payment 11026998419 to #####1376	(104.16)	BASIC_PAYROLL
DEBIT	8/10/2023	Basic Online Payroll Payment 11026998417 to #####0937	(238.44)	BASIC_PAYROLL



NYLAF Monthly Statement
Port Jervis Free Library

Please Note:
THE FUND WILL BE CLOSED SEPTEMBER 4TH IN OBSERVANCE OF THE
LABOR DAY HOLIDAY

Activity Summary ██████████ **General Account**

8/1/2023 - 8/31/2023

Investment Pool Summary

MAX

Beginning Balance	\$1,143,742.70
Dividends	\$4,991.44
Purchases	\$0.00
Redemptions	(\$25,000.00)
Ending Balance	\$1,123,734.14
Average Monthly Rate	5.197%
Share Price	\$1.000
Total	\$1,123,734.14
Total Fixed Income	\$0.00

Account Total **\$1,123,734.14**

Port Jervis Free Library
Susan Wade
138 Pike Street
Port Jervis, NY 12771



PMA Financial Network
2135 CityGate Lane, 7th Floor
Naperville, IL 60563

Your PMA Representative
Mike Marino
(845) 305-4044
mmarino@pmanetwork.com



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

August 01, 2023 through August 31, 2023

Primary Account: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: 1-877-425-8100
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

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PORT JERVIS FREE LIBRARY
 138 PIKE STREET
 PORT JERVIS NY 12771



We're discontinuing Text Banking

Starting on October 15, 2023, we'll no longer offer our Text Banking service. This change doesn't affect any Account Alerts you receive by text. There are other ways you can manage your account from your mobile phone or computer.

Access your accounts with the Chase Mobile® app¹ and on chase.com, where you can:

- View your transactions, transfer money and make payments.
- Sign up for Account Alerts — get alerts about your balance, spending and more. Choose the alerts you want in **Profile and Settings**.

If you have questions, please call the number on this statement. We accept operator relay calls.

¹Chase Mobile® app is available for select mobile devices. Message and data rates may apply.

CONSOLIDATED BALANCE SUMMARY

ASSETS

Checking & Savings	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	[REDACTED]	\$137,207.36	\$81,008.07
Chase Business Premier Savings	[REDACTED]	1,996.43	1,996.51
Total		\$139,203.79	\$83,004.58
TOTAL ASSETS		\$139,203.79	\$83,004.58



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T STATEMENT OF ACCOUNT

AV 01 177236 93644H528 A**5DGT

PORT JERVIS FREE LIBRARY
HARRISON-THORNE ACCT
138 PIKE ST
PORT JERVIS NY 12771-1879

Page: 1 of 3
Statement Period: Aug 01 2023-Aug 31 2023
Cust Ref #: [REDACTED]
Primary Account #: [REDACTED]



Public Funds Savings

PORT JERVIS FREE LIBRARY
HARRISON-THORNE ACCT

Account # 00006755345519

ACCOUNT SUMMARY

Beginning Balance	7,343.85	Interest Earned This Period	3.12
Other Credits	3.11	Interest Paid Year-to-Date	20.98
Ending Balance	7,346.96	Annual Percentage Yield Earned	0.50%
		Days in Period	31

DAILY ACCOUNT ACTIVITY

Other Credits

POSTING DATE	DESCRIPTION	AMOUNT
08/31	INTEREST PAID	3.11
	Subtotal:	3.11

Call 1-800-937-2000 for 24-hour Bank-by-Phone services or connect to www.tdbank.com

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Director's Report

September 8, 2023

Port Jervis Free Library

Evelyn Rogers

Updates from August

DASNY- Nothing new to report

GED- Nothing new to report

Summer Reading Program- ended well with over eighty people attending the reptile program.

The Hub- Is now open part time, patrons have been using the space.

New Hires- Two new hires so far, another expected to begin on 9/19/23, three other candidates have been interviewed.

September 2023

I will begin meeting once a month with the full time staff at the beginning of the month, these meetings will serve as a check-in with the different areas of the library and we will discuss schedules, programs, purchases, future projects, trainings, etc.

This month and next month, Ralph will spend time refreshing the paint in the parking lot, several times people have been parking in spots that are not parking spots and driving in the wrong direction out of the parking lot. Ralph requested that I purchase a new vacuum.

I asked Orange County library directors about online programs for scheduling and payroll, I got feedback from three and will talk with Susan about them and then meet with Taylor to see what works best for us both. The programs suggested were Libstaffer, Paychex Flex, and Quicken. Input from the Trustees are welcome!

Mahjong has been on hold for August, but they are returning the second week in September.

The Spice Library and Backpack Kits programs will begin this month.

Program Statistics for August 2023

Date Posted	Topic	Type of Post or Program	Attendance/ Participation	Notes
all month	JJ Lit Kits	Take home	0	For Preschoolers
all month	J Lit Kits	Take home	0	For grades K-6
Mondays	Maker Mondays	In Person, Drop in	57	4 Sessions; all ages
Wednesdays	Mixed Story Time	In Person	30 kids + 15 adults	3 Session; Ages 0-5
Aug. 23	Story Time Party	In Person	5 kids + 3 adults	Fun activities & snack for Story Time participants
Tuesdays	Kids Summer Reading Craft Sessions	In Person	32	2 weeks
Aug. 15	Kids End of Summer ice cream party	In Person	42	Open to all children who participated in our weekly summer crafts program
Aug. 19	Kids' Comic Club	In Person	0	Graphic Novel Book Discussion; primarily for middle grades
all month	YA Lit Kits	Take home	2	For grades 7 & up
Aug. 8	TAG	In Person	2	Teen Advisory Group
Aug. 15	YA Book Discussion	In Person	2	For grades 7 & up
Mondays	YA Summer Reading Craft sessions	In Person	4	1 Sessions; for teens entering grades 6-12
Aug. 4 & 18	YA Disaster-Proof Dishes	In Person	5	Simple cooking for teens; 2 sessions
Aug. 2	Glow in the Dark Stars in a Jar	In Person	0	YA craft activity
Aug. 9	Nerf Night	In Person	5	YA program (after hours)
Aug. 14	End of Summer YA party	Take home	3	YA program
Aug. 23	Book Nook Craft	In Person	4	YA & Adult craft program; only adults attended
Thursdays	Fiber Crafts (adult program)	In Person	31	3 Sessions
Aug. 17	Adult Book Discussion	In Person	12	2 Sessions; 1 afternoon & 1 evening
Aug. 23	Tea Tasting	In Person	4	Adult program
All month	Adult Lit Kits	Take home	0	For adults
Aug. 7	Plant Swap	In Person	7	Adult program
Aug. 23	Rotary Meeting	In Person	11	The Library hosted this week's Rotary meeting which concluded with a tour of the library & its facilities
Aug. 24	Bullet Journal Workshop	In Person	4	Adult program
Aug. 28	Powerful Moments in Sports	In Person	0	Adult program; cancelled
Aug. 28	Senior Scams	In Person	0	Adult program; cancelled
Aug. 3	Escape Room	In Person	10	All ages, 3 sessions

Program Statistics for August 2023

Aug. 7	Didgeridoo Music & Cultural Program	In Person	13	All ages; 13
Aug. 15	Hudson Valley Reptile Rescue program	In Person	88	All ages; a BIG success!
Aug. 24	Classical Guitar Music Program	In Person	11	All ages
Aug. 19	Learn to Play: Code Names	In Person	0	All ages
Ongoing	DVD Bundles	Take home	0	Adult program
Monday & Thursday nights	Ulster Orange GED Program	In Person	On Pause due to low registration	Outside Group
Tuesday nights	AlAnon	In Person	Didn't collect stats	Outside Group
Tuesday & Thursday afternoons	Mahjong	In Person	Didn't collect stats	Outside Group