

**Lawrence Public Library Board of Trustees Regular Meeting**  
**Monday, January 15, 2024 at 4:30 PM**  
**Hybrid: Meeting Room A or [Google Meet Link](#)**

Introductions

Consent Agenda

*All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.*

- Approve Library Board meeting minutes for December 2023
- Approve Treasurer's report for December 2023
- Approve bills for December 19, 2023 to January 14, 2024
- Receive statistical report for December 2023

Library Director's Report

Monthly Departmental Reports

Friends & Foundation report

New Business

- 2024 NEKLS Library Development Grant Application – **ACTION ITEM**  
Brad Allen, Library Director
- Policy Review:
  - Social Media Policy  
Heather Kearns, Marketing & Patron Experience Supervisor
  - Community Bulletin Board Policy  
Heather Kearns, Marketing & Patron Experience Supervisor

Old Business

Public Comment

Executive Session

- Discussion of pending litigation

Adjournment

## **DRAFT**

### **Lawrence Public Library**

### **Regular Board Meeting**

Date: December 18, 2023

Time: 4:30 pm

**Venue:** The meeting was conducted in person and online.

**Board Members Present:** James Pavisian (Chair), Mayor Bart Littlejohn, Kelly Hart, Mandy Leibold, Sarah Goodwin Thiel, Susan Kang, Allison Friend Mazzei. Absent: Jennifer Bonilla

**Staff Members Present:** Brad Allen, Kathleen Morgan, Erica Segraves, Aaron Brumley, Jon Ratzlaff, Heather Kearns, Tricia Karlin.

**Friends and Foundation Members Present:** Kassie Nieters (Vice-Chair)

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### **Call to order**

James called the meeting to order at 4:31 p.m.

### **Consent Agenda**

Allison moved approval of the consent agenda. Kelly seconded the motion. Consent agenda passed.

### **Library Acting Director's Report**

- Kathleen presented the Acting Director's report.
- Strategic Plan
  - Interior Spaces
    - Safety
      - New security incident software has been installed and library staff will soon be trained on the system.
      - The ability to extend the library's policy to the lawn has worked well; behavior outside the library has been much less disruptive.
    - Reimagine common spaces
      - Heather Kearns is leading the initiative to redesign the library interior spaces, especially the lobby, atrium, quiet area, and Health Spot. 2024 will mark our 10-year anniversary since the library reopened in this location, so it's time for a refresh.
  - New staff on board in December
    - Mallory Pearson - Youth Services Assistant
    - Lindin Scott - Info Services
    - Mary Ann LeDosquet - Accounting Specialist
- Interim Director Appreciation

- Members of the Library board applauded Kathleen for her excellent work as interim director!
- New Construction update
  - Current estimate is that library staff will be in newly renovated spaces by year-end
- Request to add signage to entrance to alert incoming patrons that security cameras are in use
  - James asked if the library could have signage on the door.
  - Brad agreed that such signage could easily be added.
  - March 2024 is the tentative date for board of trustees to review a draft policy for security camera use in the library

### **Friends and Foundation Director's Report**

- Kassie presented the report for the Friends and Foundation (F&F).
- Highlights from the year
  - Book sales & fundraising exceeded budgeted goals. As of November 30, over \$552,000 was raised from book sales, gifts and grants. An additional \$2,865 came in this weekend from the Season's Readings book sale last Saturday
  - F&F hosted a very successful After Hours event in 2023, raising a total of \$73,000 for the children's picture book room and \$48,000 for library programs and services.
  - The Advocacy Committee hosted a breakfast with an accompanying educational program for area legislators.
  - Logan Isaman and Angela Hyde continue to do excellent work supporting a successful volunteer program.
  - Jack Altman is doing great work leading programs for retirees.
- Budget update
  - The projection for next year's LPLFF operating budget is \$240,000.
  - F&F need final financial reports from Douglas County Community Foundation on investment fund performance before approving cash distributions to the library. The distribution is currently tentatively set at 4.5% or \$105,000.
- DCCF Grant update
  - The Winter Family Grant request was approved. The \$1,550 grant will be used to translate key library brochures into Spanish.
- Giving for Good
  - Fundraising goal: \$5,000
  - Actual amount raised: \$6,000
  - Total raised including matching gifts: \$8,500
  - Funds will be allocated to the David and Sharyn Katzman Fund at DCCF which supports retiree programs.
- Annual Campaign
  - To date, \$56,000 has been raised from the New Chapter Society.

### **New Business**

- None

**Old Business**

- None

**Public Comments**

- None

**Executive Session**

Susan moved to go into executive session until 5:15 pm to discuss pending litigation & the Library Executive Director's annual evaluation. The motion was seconded by Mandy. The motion passed.

At 5:15 pm, Kelly moved to extend the executive session until 5:20 pm. The motion was seconded by Mandy. The motion passed.

**Regular Session**

Regular session resumed at 5:20 pm.

**ACTION ITEM - Legal representation**

Allison moved that the library approach the law firm of Fisher Patterson to represent the library in pending litigation. Mandy seconded the motion. The motion passed.

**Announcements**

- None.

**Adjournment**

There being no other business, the meeting adjourned at 5:22 pm.

The next regular Board meeting will be held Monday, January 15, 2024.

Respectfully submitted,  
Tricia Karlin

## 2023 Regular Budget Report

	<u>October</u>	<u>November</u>	<u>December</u>	<u>Year To Date</u>	<u>2023 Budget</u>	<u>% over/under</u>	<u>2022</u>
<b>REVENUES</b>							
Tax Fund		201,790.47	\$ -	5,725,000.00	\$5,725,000.00	100.00%	\$5,022,000.00
Lost and Repl Fees	1,757.66	2,369.60	\$ 2,226.88	25,669.06	\$30,000.00	85.56%	\$30,000.00
NEKLS		24,666.25	\$ 5,000.00	114,665.00	\$100,000.00	114.67%	\$96,000.00
State Aid & Federal Aid	204.36			27,060.66	\$25,000.00	108.24%	\$25,000.00
Photo Copies	784.90	1,239.80	\$ 1,551.71	16,809.58	\$10,000.00	168.10%	\$10,000.00
Meeting Room Fees	169.32	220.90	\$ 193.60	6,998.83	\$5,000.00	139.98%	\$ 5,000.00
Interest	17,914.18	9,514.35	\$ 6,196.76	105,706.77	\$0.00		\$2,000.00
Transfer from Capitol Improvement				138,872.86	\$50,000.00	277.75%	\$47,000.00
Donations- MISC	5,216.81	17.28	\$ 20.06	9,841.50			
<b>Total Revenues</b>	<b>26,047.23</b>	<b>239,818.65</b>	<b>\$ 15,189.01</b>	<b>6,170,624.26</b>	<b>\$5,945,000.00</b>	<b>104%</b>	<b>\$5,237,000.00</b>

## EXPENSES

Salaries & Wages	267,357.80	283,574.50	\$ 411,097.22	3,501,776.76	\$3,460,000.00	101.21%	\$2,910,000.00
Employee Benefits	39,184.09	39,245.19	\$ 39,681.45	447,626.34	\$490,000.00	91.35%	\$490,000.00
Payroll Taxes	44,854.80	48,176.53	\$ 45,765.58	582,154.16	\$620,000.00	93.90%	\$516,000.00
Utilities	6,191.65	7,596.68	\$ 9,347.43	88,324.21	\$100,000.00	88.32%	\$100,000.00
Building Supplies	1,134.03	275.25	\$ 2,847.87	21,137.50	\$20,000.00	105.69%	\$20,000.00
Building Repairs & Maintenance	1,301.08	8,080.38	\$ 1,083.12	65,360.86	\$55,000.00	118.84%	\$55,000.00
Library Supplies	595.09	1,270.71	\$ 642.84	19,902.78	\$25,000.00	79.61%	\$20,000.00
Books & Materials	50,960.43	79,742.58	\$ 116,233.44	725,077.88	\$725,000.00	100.01%	\$710,000.00
Processing Supplies	4,831.47	4,483.67	\$ 5,418.99	54,722.48	\$50,000.00	109.44%	\$45,000.00
Equipment		88.80		88.80	\$10,000.00	0.89%	\$10,000.00
Technology	5,814.84	5,327.40	10,873.73	276,479.38	\$275,000.00	100.54%	\$250,000.00
---Public Tech Supplies	(126.79)	(105.08)	\$ 1,246.74	2,807.23	\$1,000.00	280.72%	\$1,000.00
---Operations		588.75	\$ 2,511.82	18,229.79	\$19,000.00	95.95%	\$19,000.00
---IT Software & Subscriptions	1,674.64	4,091.13	\$ 2,821.57	35,198.03	\$34,000.00	103.52%	\$22,000.00
---Internet & Telephone	4,266.99	752.60	\$ 3,132.60	21,880.82	\$20,550.00	106.48%	\$18,000.00
---Collections & Public Service			\$ 1,161.00	198,363.51	\$200,450.00	98.96%	\$190,000.00
Insurance				15,530.10	\$17,000.00	91.35%	\$16,000.00
Postage & Mailing	1,183.33	1,065.33	\$ 1,111.09	20,307.90	\$18,000.00	112.82%	\$18,000.00
Professional Development	6,539.15	2,805.33	\$ 224.34	44,762.61	\$30,000.00	149.21%	\$35,000.00
Book Van & Mileage	565.47	482.34	\$ 199.32	4,692.46	\$5,000.00	93.85%	\$2,000.00
Professional Fees	2,359.59	7,638.56	\$ 8,411.28	52,304.11	\$25,000.00	209.22%	\$20,000.00
Advertising & Marketing	1,029.64	290.31	\$ 363.49	22,803.45	\$20,000.00	114.02%	\$20,000.00
Capital Improvements		7,500.00	\$ 176,350.33	188,350.33	0		0
Miscellaneous	643.66	399.04	\$ 14,282.38	17,537.05	0		0
<b>Total Expenses</b>	<b>434,546.12</b>	<b>498,042.60</b>	<b>843,933.90</b>	<b>6,148,939.16</b>	<b>\$5,945,000.00</b>	<b>103%</b>	<b>\$5,237,000.00</b>

Cash Reserves	174,080.46	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 from 2021, \$47,477.47 from 2023)	
Checking (US Bank & KMIP)	1,005,236.94		
Capitol Improvement (KMIP)	852,036.93	Transfer from Capitol Improvement will happen in January 2024	

2023 Outside Funding

Outside & Private Funding

	1/1/2023 Carry Over Amts	October Income	October Spending	November Income	November Spending	December Income	December Spending	Remaining
<b>R &amp; E Totals</b>	\$ 353.54	\$ 20,835.60	\$ 126,996.70	\$ 38,515.25	\$ 16,484.65	\$ 42,031.48	\$ 441,027.14	
YTD Income						YTD Revenue	\$ 610,350.60	
YTD Expense						YTD Expense	\$ 532,550.99	

## Lawrence Public Library

## Balance Sheet

As of January 1, 2024

	Jan 1, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
MIP Operating Funds	822,053.57
Checking	183,476.71
Capital Improvement at MIP	852,036.93
<b>Total Checking/Savings</b>	<b>1,857,567.21</b>
<b>Total Current Assets</b>	<b>1,857,567.21</b>
<b>Other Assets</b>	
Petty Cash	300.00
<b>Total Other Assets</b>	<b>300.00</b>
<b>TOTAL ASSETS</b>	<b>1,857,867.21</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Wages Payable	141,000.00
Accounts Payable	198,498.86
<b>Total Accounts Payable</b>	<b>339,498.86</b>
<b>Other Current Liabilities</b>	
<b>Payroll Liabilities</b>	
Vision Insurance - Employer	-139.58
Vision Insurance - Employee	-139.59
Group Life Insurance	125.90
Hospital & Cancer Plans	-319.00
KPERS	
Employee	-363.17
<b>Total KPERS</b>	<b>-363.17</b>
<b>KPERS Co</b>	
Company	-570.79
<b>Total KPERS Co</b>	<b>-570.79</b>
<b>OGLI</b>	<b>2.03</b>
<b>Payroll Liabilities FSA</b>	<b>3,429.74</b>
<b>Health Insurance</b>	<b>-21,051.04</b>
<b>SUI</b>	
Company	846.03
<b>Total SUI</b>	<b>846.03</b>
<b>Total Payroll Liabilities</b>	<b>-18,179.47</b>
<b>Total Other Current Liabilities</b>	<b>-18,179.47</b>
<b>Total Current Liabilities</b>	<b>321,319.39</b>
<b>Total Liabilities</b>	<b>321,319.39</b>
<b>Equity</b>	

Lawrence Public Library  
**Balance Sheet**  
As of January 1, 2024

	Jan 1, 24
Opening Bal Equity	300,635.22
Retained Earnings	1,240,196.70
Net Income	-4,284.10
Total Equity	1,536,547.82
TOTAL LIABILITIES & EQUITY	1,857,867.21



**Lawrence Public Library**  
**Revenues & Expenses**  
December 2023

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	<u>Dec 23</u>	<u>Jan - Dec 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Misc Income	20.06	23,602.14
Tax Fund	0.00	5,725,000.00
Lost and Replacement Fees	2,226.88	25,669.06
NEKLS	5,000.00	114,665.00
State& Federal Aid	0.00	27,060.66
Photocopies & Printing	1,551.71	16,809.58
Meeting Room Rentals	193.60	6,998.83
Interest	6,196.76	105,706.77
Outside&Private Funding Income	16,484.65	596,589.96
<b>Total Income</b>	<u>31,673.66</u>	<u>6,642,102.00</u>
<b>Gross Profit</b>	31,673.66	6,642,102.00
<b>Expense</b>		
Payroll Expenses	450,914.17	3,949,538.60
Payroll Taxes	45,765.58	582,154.16
Utilities - Electric	9,347.43	88,324.21
Building Supplies	2,847.87	21,137.50
Building Repairs & Maintenance	1,083.12	65,360.86
Library & Office Supplies	642.84	19,965.38
Books & Materials	116,233.44	725,077.88
Processing Supplies	5,418.99	54,722.48
Equipment	0.00	88.80
Technology	10,873.73	276,416.78
Insurance	0.00	15,530.10
Postage & Mailing	1,111.09	20,307.90
Professional Development	224.34	44,762.61
Vehicles, Mileage, Maintenance	199.32	4,692.46
Professional Fees	8,411.28	52,304.11
Marketing-General	363.49	22,803.45
Capital Improvement Expenditure	176,350.33	188,350.33
Miscellaneous	14,796.88	18,051.55
Outside & Private Funding	41,381.48	531,900.99
<b>Total Expense</b>	<u>885,965.38</u>	<u>6,681,490.15</u>
<b>Net Ordinary Income</b>	<u>-854,291.72</u>	<u>-39,388.15</u>
<b>Net Income</b>	<u><b>-854,291.72</b></u>	<u><b>-39,388.15</b></u>

Lawrence Public Library  
**Vendor Balance Summary**  
As of January 12, 2024

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	<u>Jan 12, 24</u>
Amazon Capital Services, Inc	4,977.22
Arsenal	2,380.00
ASI	56.00
B.A. Green Construction	51,380.00
Baker & Taylor, Inc.	-156.27
Bamboo HR	697.61
Center Point Large Print	131.15
Century Business Technologies	2,197.07
Conley Sprinkler, Inc.	470.00
Cottin's Hardware & Rental	231.42
Denise Berkley	4,150.00
Downtown Lawrence Inc.	480.00
EBSCO	4,694.00
eRate Solutions, L.L.C.	975.76
Evergy	9,347.43
Floyds Drain Cleaning of Lawrence, INC	115.00
Gale/Cengage Learning	123.15
Ingram Library Services	15,516.44
Jayhawk Tropical Fish	330.00
Jungle House	120.00
Kansas City Star	1,621.64
Kindred CPA	1,601.01
Laura Green	35.00
Lawrence Rotary Club	476.00
Mary Kirkendoll	25.00
Mass Street Music	6.50
Michael Doubrava	2,500.00
Midcontinent Communications	572.18
Midwest Tape	6,385.50
New Directions	700.00
OCLC, Inc.	74,285.51
Ogden Publications, Inc.	585.00
OverDrive	28,410.16
Pro Print Inc.	263.32
Pur-O-Zone, Inc.	1,752.65
R&R Communications, Inc.	5,308.67
Rabble LLC	4,440.00
Schendel Services	112.04
Schwickert's Tecta America	1,920.00
Sloan Law Firm	30.00
Springshare LLC	1,161.00
Tai Amri Spann-Ryan	100.00
U.S. Bank - Mastercard	30,913.09
United Parcel Service	52.28
Watson Label Products	3,261.22
WP Company LLC	3,767.68
Y.N.F.W.C.	10,000.00
<b>TOTAL</b>	<b><u>278,501.43</u></b>

Lawrence Public Library  
Check Detail  
January 2024

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check		01/01/2024	Encumbrances	Checking	
General Journal	4755BP	12/30/2023	Encumbrances	Wages Payable	0.00
TOTAL					0.00
Bill Pmt -Check		01/01/2024	Encumbrances	Checking	
General Journal	4754BP	12/29/2023	Encumbrances	Accounts Payable	0.00
General Journal	4756BP	12/30/2023	Encumbrances	Accounts Payable	0.00
TOTAL					0.00
Bill Pmt -Check	Electronic	01/15/2024	ASI	Checking	
Bill	A00004412...	12/31/2023		Professional Fees	-56.00
TOTAL					-56.00
Bill Pmt -Check	Electronic	01/15/2024	Bamboo HR	Checking	
Bill	INV01799357	12/29/2023		Professional Fees	-697.61
TOTAL					-697.61
Bill Pmt -Check	Electronic	01/15/2024	Evergy	Checking	
Bill	December 2...	12/31/2023		Utilities - Electric	-9,347.43
TOTAL					-9,347.43
Bill Pmt -Check	Electronic	01/15/2024	Midcontinent Communications	Checking	
Bill	157407601...	12/26/2023		Internet & Telephone	-572.18
TOTAL					-572.18
Bill Pmt -Check	Electronic	01/15/2024	U.S. Bank - Mastercard	Checking	
Bill	DEC 2023	12/29/2023		Books & Materials	-24.99
				Books & Materials	-22.99
				Books & Materials	-20.79
				Books & Materials	-31.29
				Books & Materials	-11.47
				Books & Materials	-468.00
				Books & Materials	-81.91
				Building Supplies	-121.50
				Building Repairs & Main...	-81.70
				Library & Office Supplies	-563.19
				Processing Supplies	-177.49
				Operations	-2,511.82
				IT Software & Subscripti...	-1,581.00
				Internet & Telephone	-180.42
				Postage & Mailing	-1,023.55
				Vehicles, Mileage, Maint...	-132.01
				Professional Fees	-354.00
				Marketing-General	-363.49
				Capital Improvement Ex...	-386.66
				Miscellaneous	-15,810.26
				Block Grant	-2,190.83

**Lawrence Public Library**  
**Check Detail**  
January 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	JAN 20203	01/01/2024		YS Programs (Children)	-866.53
				Teen Services Program...	-18.97
				Sound & Vision	-13.77
				MIDCO/Peterson	-2,997.00
				Marketing	-681.02
				Books & Materials	-13.99
				Books & Materials	-13.99
				Books & Materials	-14.99
				Books & Materials	-14.99
				Books & Materials	-49.75
				Books & Materials	-31.77
				Books & Materials	-12.77
				Books & Materials	-14.24
				Books & Materials	-29.95
TOTAL					-30,913.09
Bill Pmt -Check	Electronic	01/15/2024	United Parcel Service	Checking	
Bill	0000506AE...	12/29/2023		Postage & Mailing	-52.28
TOTAL					-52.28
Bill Pmt -Check	29593	01/15/2024	Amazon Capital Services, Inc	Checking	
Bill	1744-FF69-...	12/18/2023		YS Programs (Children)	-25.75
Bill	1YM7-M3M...	12/19/2023		Public Tech Supplies	-29.13
Bill	1TT7-Q6PF...	12/19/2023		Public Tech Supplies	-1,248.39
Bill	1FXK-HXPL...	12/19/2023		YS Programs (Children)	-264.54
Bill	14LM-J14W...	12/19/2023		Library & Office Supplies	-12.99
Bill	1FNG-P36...	12/19/2023		Library & Office Supplies	-22.39
Bill	1HXJ-3714-...	12/19/2023		Building Supplies	-113.02
Bill	1T4X-1TVY...	12/19/2023		YS Programs (Children)	-41.54
Bill	1XLR-4PJV...	12/19/2023		Books & Materials	-86.61
Bill	1H6J-RHL9...	12/19/2023		Books & Materials	-15.98
Bill	1M4V-PVX...	12/19/2023		Books & Materials	-99.34
Bill	1KNN-MWJ...	12/19/2023		Books & Materials	-59.75
Bill	1XK6-6XRP...	12/19/2023		Books & Materials	-373.72
Bill	1NNP-PX96...	12/26/2023		Books & Materials	-169.64
Bill	1C79-VRTF...	12/26/2023		Books & Materials	-203.58
Bill	1PY3-F9C...	12/26/2023		Books & Materials	-15.95
Bill	1YJ6-VQ3Y...	12/26/2023		Books & Materials	-234.47
Bill	1WHJ-PC7...	12/26/2023		Books & Materials	-76.91
Bill	1PTW-VYJ...	12/26/2023		Books & Materials	-39.98
Bill	1GR7-LXJP...	12/26/2023		Books & Materials	-307.93
Bill	1M1R-XQ1...	12/26/2023		Books & Materials	-527.73
Bill	16HJ-HJ3C...	01/03/2024		Books & Materials	-59.88
Bill	1PDM-G1C...	01/03/2024		Books & Materials	-29.95
Bill	1YX6-76DC...	01/03/2024		Books & Materials	-111.77
Bill	16DJ-JWC...	01/03/2024		Books & Materials	-89.98
Bill	1YLP-MJPV...	01/03/2024		Books & Materials	-198.90
Bill	11L6-HVQT...	01/03/2024		Books & Materials	-14.99
Bill	17RL-PMFF...	01/03/2024		Books & Materials	-153.06
Bill	1HGF-GML...	01/03/2024		Books & Materials	-187.15
Bill	1XX6-HWH...	01/10/2024		Books & Materials	-162.20
TOTAL					-4,977.22

Lawrence Public Library  
**Check Detail**  
January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29594</b>	<b>01/15/2024</b>	<b>Arsenal</b>	<b>Checking</b>	
Bill	1229230001	12/29/2023		Internet & Telephone	-2,380.00
TOTAL					-2,380.00
<b>Bill Pmt -Check</b>	<b>29595</b>	<b>01/15/2024</b>	<b>B.A. Green Construction</b>	<b>Checking</b>	
Bill	23-045-05	12/29/2023		Capital Improvement Ex...	-51,380.00
TOTAL					-51,380.00
<b>Bill Pmt -Check</b>	<b>29596</b>	<b>01/15/2024</b>	<b>Center Point Large Print</b>	<b>Checking</b>	
Bill	2063716	12/26/2023		Books & Materials	-24.67
Bill	2068333	01/03/2024		Books & Materials	-106.48
TOTAL					-131.15
<b>Bill Pmt -Check</b>	<b>29597</b>	<b>01/15/2024</b>	<b>Century Business Technologies</b>	<b>Checking</b>	
Bill	698190	12/26/2023		IT Software & Subscripti...	-835.84
Bill	700060	01/09/2024		IT Software & Subscripti...	-835.84
Bill	700061	01/09/2024		IT Software & Subscripti...	-188.30
Bill	700257	01/09/2024		IT Software & Subscripti...	-337.09
TOTAL					-2,197.07
<b>Bill Pmt -Check</b>	<b>29598</b>	<b>01/15/2024</b>	<b>Conley Sprinkler, Inc.</b>	<b>Checking</b>	
Bill	13824	12/27/2023		Building Repairs & Main...	-470.00
TOTAL					-470.00
<b>Bill Pmt -Check</b>	<b>29599</b>	<b>01/15/2024</b>	<b>Cottin's Hardware &amp; Rental</b>	<b>Checking</b>	
Bill	Dec 2023	12/29/2023		Building Repairs & Main...	-231.42
TOTAL					-231.42
<b>Bill Pmt -Check</b>	<b>29600</b>	<b>01/15/2024</b>	<b>Denise Berkley</b>	<b>Checking</b>	
Bill	600	01/01/2024		Professional Fees	-3,850.00
				Friends & Foundation F...	-300.00
TOTAL					-4,150.00
<b>Bill Pmt -Check</b>	<b>29601</b>	<b>01/15/2024</b>	<b>Downtown Lawrence Inc.</b>	<b>Checking</b>	
Bill	000150	01/09/2024		Professional Fees	-480.00
TOTAL					-480.00

Lawrence Public Library  
Check Detail  
January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29602</b>	<b>01/15/2024</b>	<b>EBSCO</b>	<b>Checking</b>	
Bill	100022083...	01/02/2024		Books & Materials	-4,694.00
TOTAL					-4,694.00
<b>Bill Pmt -Check</b>	<b>29603</b>	<b>01/15/2024</b>	<b>eRate Solutions, L.L.C.</b>	<b>Checking</b>	
Bill	4033	12/29/2023		Professional Fees	-975.76
TOTAL					-975.76
<b>Bill Pmt -Check</b>	<b>29604</b>	<b>01/15/2024</b>	<b>Floyds Drain Cleaning of Lawren...</b>	<b>Checking</b>	
Bill	1815161	01/09/2024		Building Repairs & Main...	-115.00
TOTAL					-115.00
<b>Bill Pmt -Check</b>	<b>29605</b>	<b>01/15/2024</b>	<b>Gale/Cengage Learning</b>	<b>Checking</b>	
Bill	83075777	12/26/2023		Books & Materials	-18.89
Bill	83046406	12/26/2023		Books & Materials	-81.87
Bill	83046250	12/26/2023		Books & Materials	-22.39
TOTAL					-123.15
<b>Bill Pmt -Check</b>	<b>29606</b>	<b>01/15/2024</b>	<b>Ingram Library Services</b>	<b>Checking</b>	
Bill	79348617	12/19/2023		Books & Materials	-832.97
Bill	79348618	12/19/2023		Storytime at Home	-10.25
Bill	79334278	12/19/2023		Processing Supplies	-122.89
Bill	79533497	12/26/2023		Processing Supplies	-31.88
Bill	79393303	12/26/2023		Storytime at Home	-10.82
Bill	79513750	12/26/2023		Books & Materials	-284.18
Bill	79543185	12/26/2023		Books & Materials	-177.24
Bill	79449863	12/26/2023		Books & Materials	-1,016.90
Bill	79449864	12/26/2023		Storytime at Home	-4.59
Bill	79393304	12/26/2023		Books & Materials	-41.35
Bill	79513751	12/26/2023		Books & Materials	-2,280.61
Bill	79543186	12/26/2023		Processing Supplies	-229.34
Bill	79533498	12/26/2023		Processing Supplies	-16.93
Bill	79334277	12/26/2023		Processing Supplies	-129.30
Bill	79556185	01/02/2024		Processing Supplies	-0.75
Bill	79556187	01/02/2024		Processing Supplies	-36.33
Bill	79594545	01/02/2024		Books & Materials	-311.59
Bill	79605326	01/02/2024		Processing Supplies	-26.93
Bill	79629081	01/02/2024		Processing Supplies	-2.75
Bill	79629079	01/02/2024		Processing Supplies	-156.85
Bill	79594544	01/02/2024		Processing Supplies	-240.02
Bill	79556186	01/02/2024		Processing Supplies	-0.50
Bill	79556183	01/02/2024		Processing Supplies	-41.23
Bill	79556184	01/02/2024		Books & Materials	-1,251.07
Bill	79605325	01/02/2024		Books & Materials	-165.49
Bill	79629080	01/02/2024		Books & Materials	-102.56
Bill	79629077	01/03/2024		Books & Materials	-266.31
Bill	79629078	01/03/2024		Books & Materials	-2,203.85
Bill	79629076	01/03/2024		Books & Materials	-34.18
Bill	79649316	01/04/2024		Processing Supplies	-34.54
				Books & Materials	-428.68
				Processing Supplies	-393.28
				Processing Supplies	-29.50

Lawrence Public Library  
Check Detail  
January 2024

Type	Num	Date	Name	Account	Paid Amount
Bill	79712841	01/04/2024		Processing Supplies	-116.65
Bill	79732039	01/04/2024		Processing Supplies	-158.72
Bill	79649315	01/04/2024		Books & Materials	-340.81
Bill	79712840	01/04/2024		Books & Materials	-983.96
Bill	79732041	01/10/2024		Processing Supplies	-31.22
Bill	79732043	01/10/2024		Processing Supplies	-40.80
Bill	79701916	01/10/2024		Processing Supplies	-26.37
Bill	79760319	01/10/2024		Processing Supplies	-21.72
Bill	79732038	01/10/2024		Books & Materials	-1,333.70
Bill	79732040	01/10/2024		Books & Materials	-295.69
Bill	79732042	01/10/2024		Books & Materials	-482.59
Bill	79701915	01/10/2024		Books & Materials	-388.33
Bill	79760318	01/10/2024		Books & Materials	-271.31
Bill	79732044	01/10/2024		Salkind Gift	-89.14
Bill	79732046	01/10/2024		Storytime at Home	-10.59
Bill	79732045	01/10/2024		Storytime at Home	-1.24
				Salkind Gift	-7.94
TOTAL					-15,516.44
<b>Bill Pmt -Check</b>	<b>29607</b>	<b>01/15/2024</b>	<b>Jayhawk Tropical Fish</b>	<b>Checking</b>	
Bill	116126	12/28/2023		Aquarium Maintenance	-330.00
TOTAL					-330.00
<b>Bill Pmt -Check</b>	<b>29608</b>	<b>01/15/2024</b>	<b>Jungle House</b>	<b>Checking</b>	
Bill	1260	01/09/2024		Plant & Foliage Mainten...	-120.00
TOTAL					-120.00
<b>Bill Pmt -Check</b>	<b>29609</b>	<b>01/15/2024</b>	<b>Kansas City Star</b>	<b>Checking</b>	
Bill	KCM-40007...	01/02/2024		Books & Materials	-1,621.64
TOTAL					-1,621.64
<b>Bill Pmt -Check</b>	<b>29610</b>	<b>01/15/2024</b>	<b>Kindred CPA</b>	<b>Checking</b>	
Bill	INV202023	12/31/2023		Professional Fees	-1,601.01
TOTAL					-1,601.01
<b>Bill Pmt -Check</b>	<b>29611</b>	<b>01/15/2024</b>	<b>Laura Green</b>	<b>Checking</b>	
Bill	Seed Library	01/02/2024		Seed Library	-35.00
TOTAL					-35.00
<b>Bill Pmt -Check</b>	<b>29612</b>	<b>01/15/2024</b>	<b>Lawrence Rotary Club</b>	<b>Checking</b>	
Bill	130996	12/19/2023		Professional Development	-245.00
Bill	131139	01/01/2024		Professional Development	-231.00
TOTAL					-476.00

Lawrence Public Library  
Check Detail  
January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29613</b>	<b>01/15/2024</b>	<b>Mary Kirkendoll</b>	<b>Checking</b>	
Bill	Yoga on 12/...	12/29/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
<b>Bill Pmt -Check</b>	<b>29614</b>	<b>01/15/2024</b>	<b>Mass Street Music</b>	<b>Checking</b>	
Bill	220000174...	01/03/2024		Sound & Vision	-6.50
TOTAL					-6.50
<b>Bill Pmt -Check</b>	<b>29615</b>	<b>01/15/2024</b>	<b>Michael Doubrava</b>	<b>Checking</b>	
Bill	Damage Re...	12/21/2023		Miscellaneous	-2,500.00
TOTAL					-2,500.00
<b>Bill Pmt -Check</b>	<b>29616</b>	<b>01/15/2024</b>	<b>Midwest Tape</b>	<b>Checking</b>	
Bill	504758922	12/19/2023		Books & Materials	-988.42
Bill	504758926	12/19/2023		Books & Materials	-211.44
Bill	504758924	12/19/2023		Books & Materials	-212.54
Bill	504758923	12/19/2023		Books & Materials	-26.99
Bill	504818980	12/26/2023		Books & Materials	-192.67
Bill	504818527	12/26/2023		Books & Materials	-15.74
Bill	504818526	12/26/2023		Books & Materials	-264.93
Bill	504818528	12/26/2023		Books & Materials	-215.23
Bill	504818525	12/26/2023		Books & Materials	-731.17
				Books & Materials	-57.74
Bill	504798181	12/26/2023		Books & Materials	-23.23
Bill	504791374	12/26/2023		Books & Materials	-170.89
Bill	504791376	12/26/2023		Books & Materials	-263.17
Bill	504787798	12/26/2023		Books & Materials	-437.75
Bill	504787799	12/26/2023		Books & Materials	-29.97
Bill	504861428	12/31/2023		Processing Supplies	-392.74
Bill	504843618	01/03/2024		Books & Materials	-793.91
Bill	504844754	01/04/2024		Books & Materials	-223.50
Bill	504843619	01/04/2024		Books & Materials	-217.94
Bill	504844750	01/04/2024		Books & Materials	-14.99
Bill	504844752	01/04/2024		Books & Materials	-29.23
Bill	504844751	01/04/2024		Books & Materials	-138.77
Bill	504872709	01/10/2024		Books & Materials	-442.92
Bill	504872992	01/10/2024		Books & Materials	-171.68
Bill	5041872990	01/10/2024		Books & Materials	-117.94
TOTAL					-6,385.50
<b>Bill Pmt -Check</b>	<b>29617</b>	<b>01/15/2024</b>	<b>New Directions</b>	<b>Checking</b>	
Bill	INV-31335	12/30/2023		Professional Fees	-700.00
TOTAL					-700.00
<b>Bill Pmt -Check</b>	<b>29618</b>	<b>01/15/2024</b>	<b>OCLC, Inc.</b>	<b>Checking</b>	
Bill	1000348474	01/02/2024		Collections & Public Ser...	-74,285.51
TOTAL					-74,285.51



Lawrence Public Library  
Check Detail  
January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29619</b>	<b>01/15/2024</b>	<b>Ogden Publications, Inc.</b>	<b>Checking</b>	
Bill	178728	01/09/2024		Marketing-General	-585.00
TOTAL					-585.00
<b>Bill Pmt -Check</b>	<b>29620</b>	<b>01/15/2024</b>	<b>OverDrive</b>	<b>Checking</b>	
Bill	06809CO23...	12/19/2023		Books & Materials	-621.98
Bill	06809CO23...	12/19/2023		Books & Materials	-231.56
Bill	06809CO23...	12/19/2023		Books & Materials	-521.80
Bill	06809CO23...	12/19/2023		Books & Materials	-335.26
Bill	06809CO23...	12/19/2023		Books & Materials	-274.93
Bill	06809CO23...	12/19/2023		Books & Materials	-104.44
Bill	06809CO23...	12/19/2023		Books & Materials	-479.25
Bill	06809CO23...	12/19/2023		Books & Materials	-13,235.72
Bill	06809CO23...	12/19/2023		Books & Materials	-6,066.80
Bill	06809DA23...	12/26/2023		Books & Materials	-25.49
Bill	06809DA23...	12/26/2023		Books & Materials	-114.99
Bill	06809DA23...	12/26/2023		Books & Materials	-15.99
Bill	06809DA23...	01/03/2024		Books & Materials	-131.95
Bill	06809SU24...	01/04/2024		Books & Materials	-6,250.00
TOTAL					-28,410.16
<b>Bill Pmt -Check</b>	<b>29621</b>	<b>01/15/2024</b>	<b>Pro Print Inc.</b>	<b>Checking</b>	
Bill	6166	01/02/2024		Library & Office Supplies	-263.32
TOTAL					-263.32
<b>Bill Pmt -Check</b>	<b>29622</b>	<b>01/15/2024</b>	<b>Pur-O-Zone, Inc.</b>	<b>Checking</b>	
Bill	884972	12/29/2023		Building Supplies	-950.99
Bill	887287	12/29/2023		Building Supplies	-801.66
TOTAL					-1,752.65
<b>Bill Pmt -Check</b>	<b>29623</b>	<b>01/15/2024</b>	<b>R&amp;R Communications, Inc.</b>	<b>Checking</b>	
Bill	2023443	12/28/2023		Capital Improvement Ex...	-5,308.67
TOTAL					-5,308.67
<b>Bill Pmt -Check</b>	<b>29624</b>	<b>01/15/2024</b>	<b>Rabble LLC</b>	<b>Checking</b>	
Bill	1197	12/26/2023		Books & Materials	-4,440.00
TOTAL					-4,440.00
<b>Bill Pmt -Check</b>	<b>29625</b>	<b>01/15/2024</b>	<b>Schendel Services</b>	<b>Checking</b>	
Bill	30440015	01/11/2024		Building Repairs & Main...	-112.04
TOTAL					-112.04

Lawrence Public Library  
**Check Detail**  
January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>29626</b>	<b>01/15/2024</b>	<b>Schwickert's Tecta America</b>	<b>Checking</b>	
Bill	S510120433	01/09/2024		Building Repairs & Main...	-375.00
Bill	S510120431	01/09/2024		Building Repairs & Main...	-1,545.00
TOTAL					-1,920.00
<b>Bill Pmt -Check</b>	<b>29627</b>	<b>01/15/2024</b>	<b>Sloan Law Firm</b>	<b>Checking</b>	
Bill	74616	12/19/2023		Professional Fees	-30.00
TOTAL					-30.00
<b>Bill Pmt -Check</b>	<b>29628</b>	<b>01/15/2024</b>	<b>Springshare LLC</b>	<b>Checking</b>	
Bill	23-R6163	12/29/2023		Collections & Public Ser...	-1,161.00
TOTAL					-1,161.00
<b>Bill Pmt -Check</b>	<b>29629</b>	<b>01/15/2024</b>	<b>Tai Amri Spann-Ryan</b>	<b>Checking</b>	
Bill	Black Histor...	01/02/2024		YS Programs (Children)	-100.00
TOTAL					-100.00
<b>Bill Pmt -Check</b>	<b>29630</b>	<b>01/15/2024</b>	<b>Watson Label Products</b>	<b>Checking</b>	
Bill	103001	12/28/2023		Processing Supplies	-2,344.80
Bill	103000	12/28/2023		Processing Supplies	-881.16
				Postage & Mailing	-35.26
TOTAL					-3,261.22
<b>Bill Pmt -Check</b>	<b>29631</b>	<b>01/15/2024</b>	<b>WP Company LLC</b>	<b>Checking</b>	
Bill	2024	01/10/2024		Books & Materials	-3,767.68
TOTAL					-3,767.68
<b>Bill Pmt -Check</b>	<b>29632</b>	<b>01/15/2024</b>	<b>Y.N.F.W.C.</b>	<b>Checking</b>	
Bill	2401	01/01/2024		Building Repairs & Main...	-10,000.00
TOTAL					-10,000.00

# Monthly Statistical Summary--December 2023

	December	December	% Change	YTD	YTD	% Change	Charts
	2023	2022	2023-2022	2023	2022	2023-2022	
<b>SUMMARY RATIOS</b>							
Service Area Population <i>based on data from Census bureau see explanation below</i>	95,794	95,372	0%				
% of Lawrence Residents Registered (current month)	45%	43%	4%				
Net Promoter Score (NPS) <i>see definition below</i>	76.12	N/A	#VALUE!				<a href="#">NPS Score Chart</a>
<b>OUTPUT MEASURES</b>							
Physical Checkouts, Renewals & Autorenewals Adult Audience	38,162	39,816	-4%	498,821	501,975	-1%	
Physical Checkouts & Renewals Teen Audience	2,259	2,524	-10%	33,309	34,157	-2%	
Physical Checkouts & Renewals Children's Audience <i>see explanation below</i>	21,284	23,538	-10%	320,855	330,150	-3%	
<b>Total Physical Checkouts</b>	<b>61,705</b>	<b>65,878</b>	<b>-6%</b>	<b>852,985</b>	<b>866,282</b>	<b>-2%</b>	
Digital Checkouts & Renewals Adult & General Audience	17,662	14,487	22%	193,420	181,069	7%	
Digital Checkouts & Renewals Teen Audience	2,077	1,606	29%	23,486	20,302	16%	
Digital Checkouts & Renewals Children's Audience	3,146	2,300	37%	35,412	30,920	15%	
<b>Total Digital Checkouts &amp; Renewals</b>	<b>22,885</b>	<b>18,393</b>	<b>24%</b>	<b>252,318</b>	<b>232,291</b>	<b>9%</b>	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>84,590</b>	<b>84,271</b>	<b>0%</b>	<b>1,105,303</b>	<b>1,098,573</b>	<b>1%</b>	<a href="#">Circulation Charts</a>
Checkouts & Renewals Dottie	140	42	233%	2,980	932	220%	
Checkouts & Renewals Lockers	721	844	-15%	11,247	11,398	-1%	
Checkouts & Renewals Home Delivery & Retirement Communities	719	640	12%	9,976	9,860	1%	
Checkouts & Renewals Main Library	38,687	42,948	-10%	558,709	578,225	-3%	
Digital Checkouts, Online Renewals, Auto Renewals	44,323	39,797	11%	522,391	498,158	5%	
<b>Total Physical &amp; Digital Checkouts &amp; Renewals</b>	<b>84,590</b>	<b>84,271</b>	<b>0%</b>	<b>1,105,303</b>	<b>1,098,573</b>	<b>1%</b>	
Service Interactions	4,401	5,327	-17%	76,621	81,418	-6%	<a href="#">Service Interaction Charts</a>
Visits to 707 Vermont St.	29,260	29,833	-2%	430,308	360,764	19%	<a href="#">User Visits Charts</a>
LPL Web Site Visits (Google Analytics has implemented new metrics; we are using their new metric of "Engaged Sessions")	77,402	N/A	#VALUE!	855,450	#VALUE!	#VALUE!	
Physical Holdings Added	1,562	1,888	-17%	24,263	26,738	-9%	
Physical Holdings Withdrawn	1,580	2,022	-22%	24,919	33,031	-25%	
Physical Holdings Total	192,105	194,394	-1%				
Digital Holdings Added	1,052	294	258%	8,635	9,595	-10%	
Digital Holdings Leases Expired	107	145	-26%	1,604	1,634	-2%	
Digital Holdings Total (includes leased titles)	36,490	28,780	27%				
New Cards created (includes online applications)	605	479	26%	8,929	7,394	21%	
Active Cardholders Current Month <i>see definition below</i>	14,667	13,871	6%				
Active Cardholders Last 3 Years <i>see definition below</i>	43,247	41,299	5%				

Adult Programs (Includes programs for retirees)	22	31	-29%	401	426	-6%	
Teen Programs	4	3	33%	98	81	21%	
Children's Programs (includes programs for all ages)	26	36	-28%	514	465	11%	
Total Programs	<b>52</b>	<b>70</b>	<b>-26%</b>	<b>1,013</b>	<b>972</b>	<b>4%</b>	
Total Program Attendance	1,911	2,350	-19%	35,303	30,043	18%	<a href="#">Program Statistics Charts</a>
Patron Bookings of Library Spaces	813	768	6%	11,514	8,309	39%	<a href="#">Reservable Room Booking S</a>
Public Computer Sessions	2,566	2,555	0%	37,518	30,254	24%	<a href="#">Computer Session Charts</a>
Total Paid Staff (FTE)	69.66	68.08	2%				
Total Number of Employees	86	90	-4%				
Total Library Volunteer Hours***	492	559.5	-12%	6,816	6,073	12%	

**Service area population:** previous year population estimates were provided by city staff. The latest numbers from the City were: Aug 2021 estimate: 103,351 and Aug 2022 est: 105,295

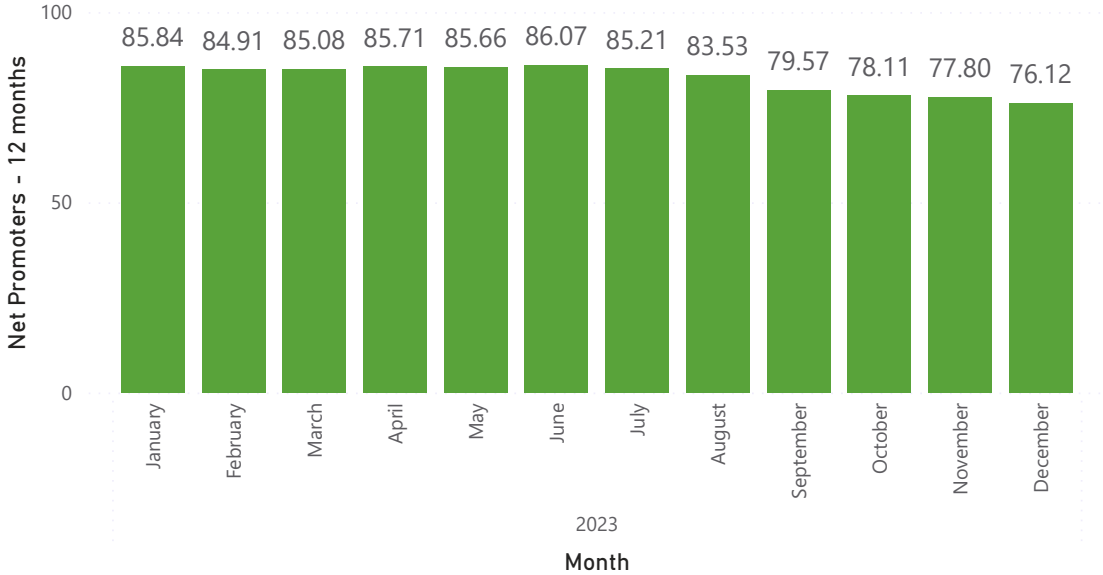
**Checkouts & renewals for children's audience:** this total includes checkouts of movies, TV shows, and video games for children

**Active cardholder:** activities counted include (but are not limited to) checking out physical & digital items; placing holds; returning items; paying bills; placing holds; verifying library card status to register for a library event, gain access to a public computer or to use digital resources such as the digital NY Times or Consumer Reports online.

**Net Promoter Score (NPS)** is based on responses to a survey in the last 6 months 1)emailed to a percentage of randomly selected cardholders who have been active in the past 2 weeks 2) Beginning July 2023, library users who fill out a survey available in the Fiction Loop of the library and 3)Beginning August 2023, attendees at select events. Cardholders are asked "On a scale from 0 (not at all likely) to 10 (very likely, how likely are you to recommend the library to others?" and a reason for their score.

[NPS score calculation explained here](#)

## Rolling 12-Month Average NPS Score



## NPS Survey Summary - Rolling 12 Month



## What NPS survey respondents said in December:

### Safety concerns

"I'm not sure I feel safe around the library. Sometimes it's fine other times not so much."

### Favorite family spot

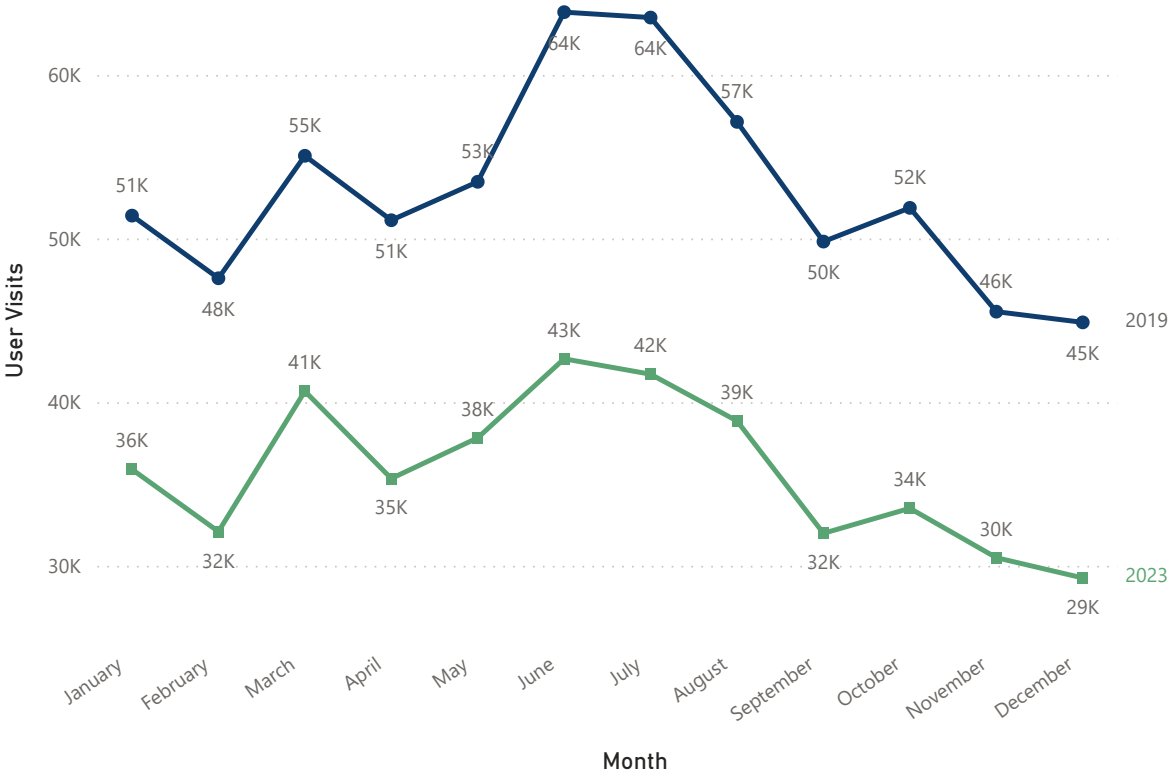
"I go constantly. Book clubs, events, take my kids, get tons of books checked out. One of my favorite spots!"

### A beautiful place

"Love this library! Enjoy the atmosphere, friendly & helpful staff, the ability to look at & reserve books online, other services you offer, the children's department is great & it's a very beautiful place."

Total User Visits: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



LPL ComiCon on March 10 & 11, 2023  
had an estimated attendance of 901

Halloween Trick-or-Treating at the  
Library on Oct 31, 2023 had an  
estimated attendance of 563

YTD % change Pre- vs Post-Pandemic

-32.26%

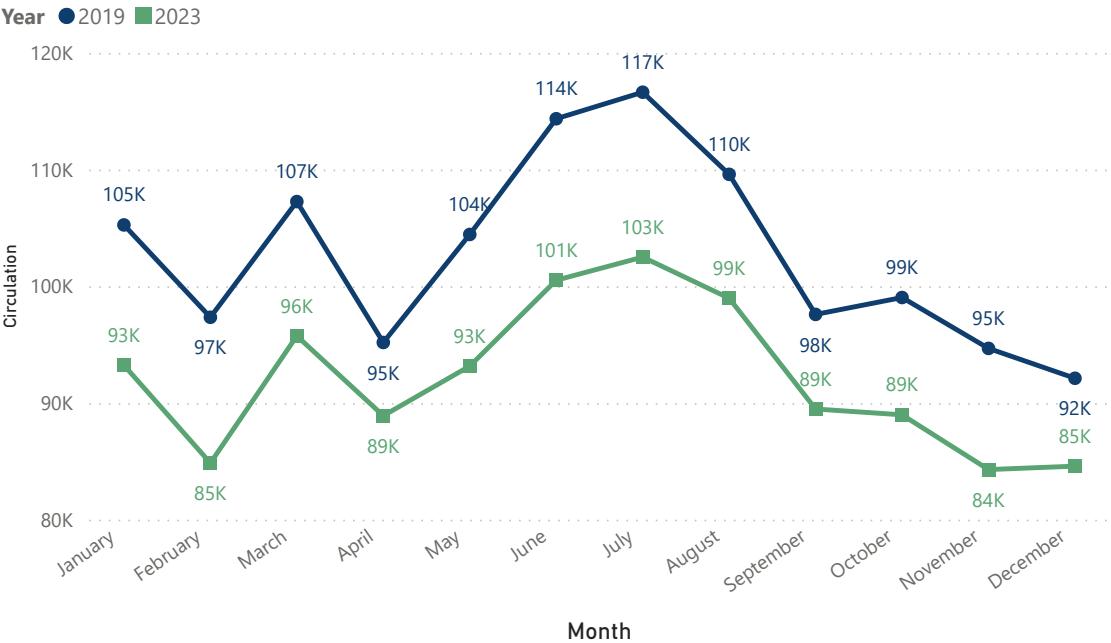
YTD User Visits 2019-2023

Year	User Visits	% Growth Year Over Year
2019	635,231	-0.13%
2020	227,953	-64.11%
2021	252,594	10.81%
2022	360,764	42.82%
2023	430,308	19.28%

Month on Month: Dec Visits 2019-2023

Year	User Visits	% Growth Month Over Month
2019	44,880	-1.55%
2020	15,456	-65.56%
2021	25,403	64.36%
2022	29,833	17.44%
2023	29,260	-1.92%

Total Circulation (Digital+Physical) Trend: Pre- vs Post-Pandemic



DigitalPhysical

- Digital
- Physical

Circ Type

- ☐ Auto Renewal
- ☐ Checkout
- ☐ Renewal

Audience

- ☐ Adult
- ☐ All Ages
- ☐ Children
- ☐ Teen

MetaFormat

- ☐ Audio
- ☐ Book
- ☐ ILL Items
- ☐ Kits
- ☐ LibOfThings
- ☐ Magazines
- ☐ ...

YTD % change Pre- vs Post-Pandemic

-10.40%

YTD Circulation 2019-2023

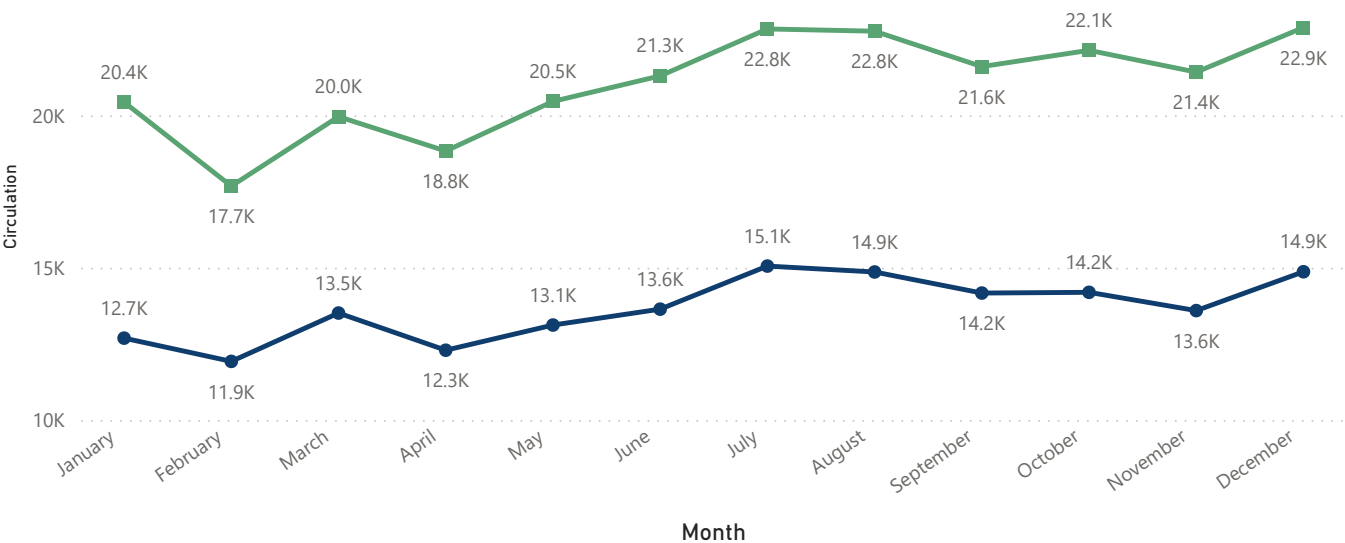
Year	Circulation	% Growth Year on Year
⊕ 2019	1,233,549	2.55%
⊕ 2020	972,826	-21.14%
⊕ 2021	1,104,439	13.53%
⊕ 2022	1,098,611	-0.53%
⊕ 2023	1,105,304	0.61%

Month on Month: Dec Circulation 2019-2023

Year	Circulation	% Growth Month on Month
⊕ 2019	92,122	2.11%
⊕ 2020	91,398	-0.79%
⊕ 2021	87,291	-4.49%
⊕ 2022	84,271	-3.46%
⊕ 2023	84,590	0.38%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



DigitalPhysical

■ Digital

□ Physical

Circ Type

□ Checkout

□ Renewal

Audience

□ Adult

□ All Ages

□ Children

□ Teen

MetaFormat

□ Audio

□ Book

□ Magazines

□ Video

YTD % change Pre- vs Post-Pandemic

53.93%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	163,922	98.36%
2020	253,173	54.45%
2021	237,680	-6.12%
2022	232,329	-2.25%
2023	252,319	8.60%

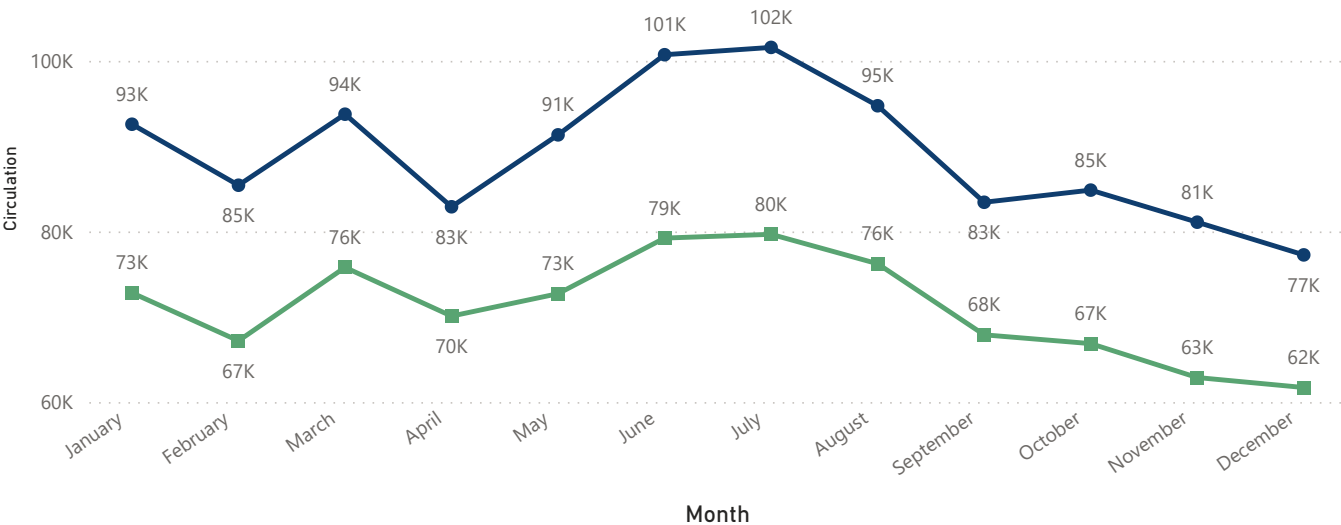
Month on Month: Dec Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	14,868	95.16%
2020	21,320	43.39%
2021	19,160	-10.13%
2022	18,393	-4.00%
2023	22,885	24.42%



Physical Circulation Trend Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



YTD % change Pre- vs Post-Pandemic

-20.25%

YTD Circulation 2019-2023

Year	Circulation	% Growth Year on Year
2019	1,069,627	-4.52%
2020	719,653	-32.72%
2021	866,758	20.44%
2022	866,281	-0.06%
2023	852,985	-1.53%

DigitalPhysical

□ Digital

■ Physical

Circ Type, Circulation

∨ ■ Auto Renewal

∨ ■ Checkout

∨ ■ Renewal

Audience

□ Adult

□ Children

□ Teen

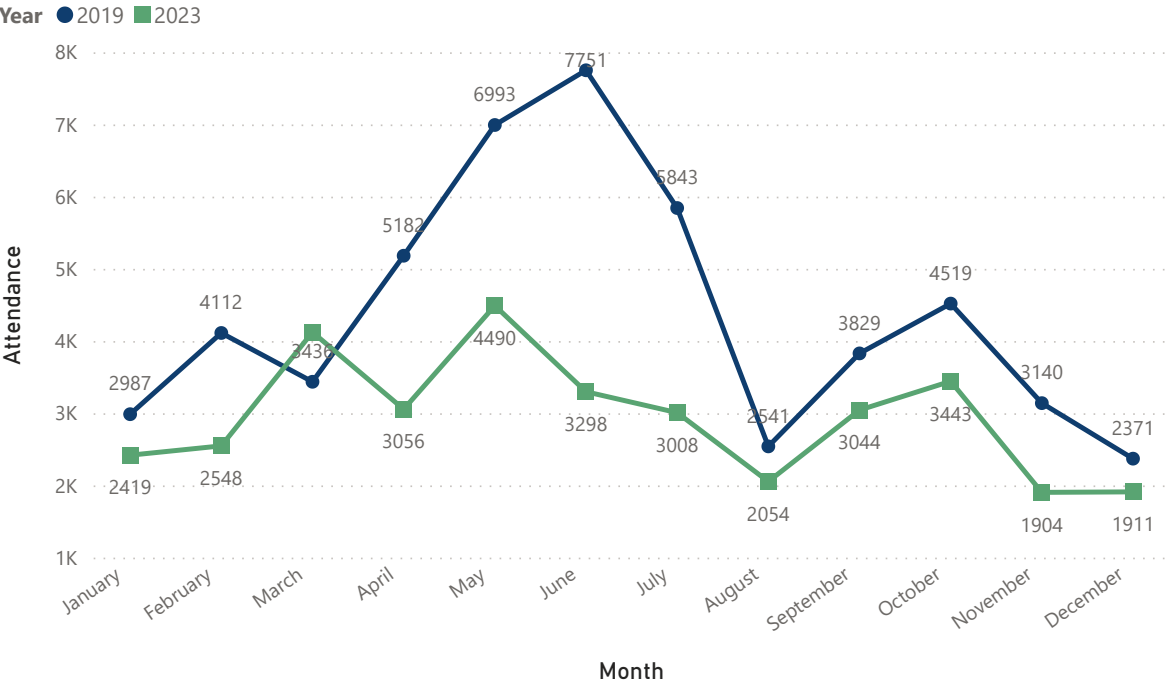
MetaFormat

- Audio
- Book
- ILL Items
- Kits
- LibOfThings
- Magazines
- ...

Month on Month: Dec Circulation 2019-2023

Year	Circulation	% Growth Month on Month
2019	77,254	-6.47%
2020	70,078	-9.29%
2021	68,131	-2.78%
2022	65,878	-3.31%
2023	61,705	-6.33%

Total Program Attendance: Pre- vs Post-Pandemic



LPL ComiCon on March 10 & 11, 2023:  
Estimated attendance of 901

Summer Reading Kickoff Party on May 26, 2023:  
Estimated attendance of 750

Halloween Trick-or-Treating at the Library on October 31,  
2023: Estimated attendance of 563

Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-33.03%

YTD Program Attendance 2019-2023

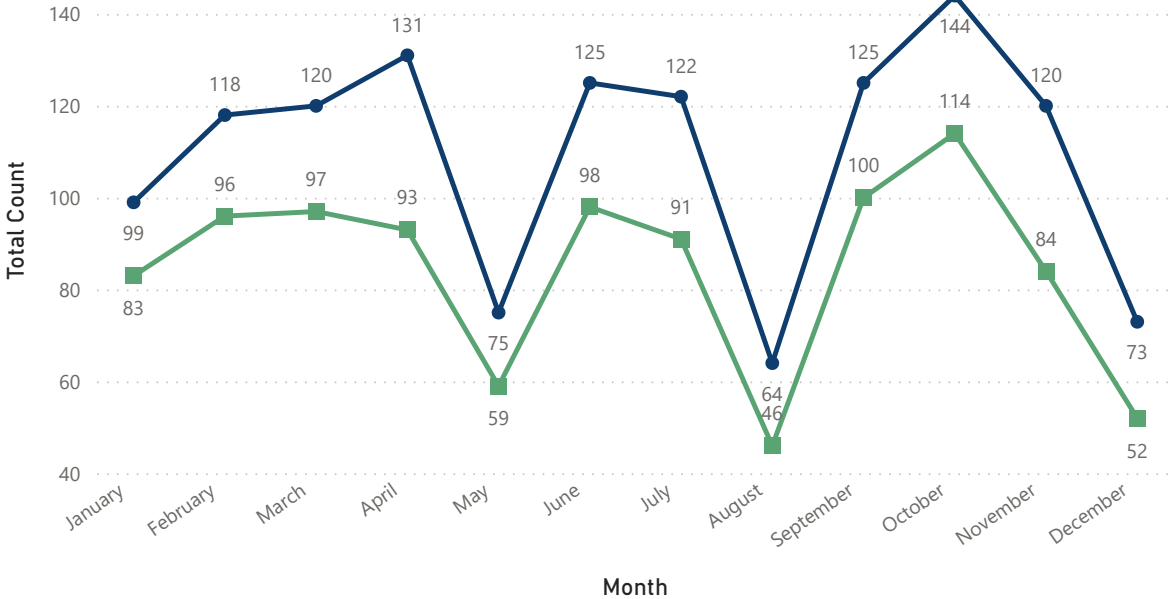
Year	Attendance	% Growth Year on Year
2019	52704	-6.91%
2020	44486	-15.59%
2021	37093	-16.62%
2022	29547	-20.34%
2023	35298	19.46%

Month on Month: Dec Program Attendance 2019-2023

Year	Attendance	% Growth Month on Month
2019	2371	2.29%
2020	1665	-29.78%
2021	2778	66.85%
2022	2350	-15.41%
2023	1911	-18.68%

Total Programs Presented: Pre- vs Post-Pandemic

Year ● 2019 ■ 2023



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-23.02%

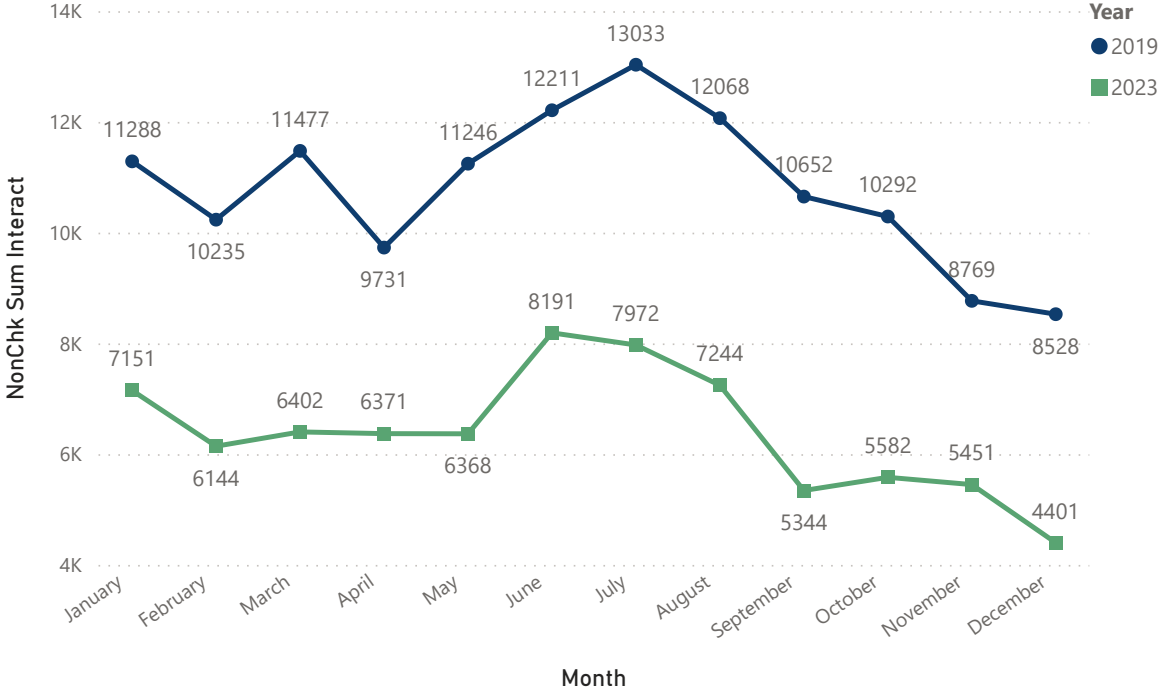
YTD No. of Programs Presented 2019-2023

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	1316	3.62%
2020	1118	-15.05%
2021	1234	10.38%
2022	972	-21.23%
2023	1013	4.22%

Month on Month: Dec No. Of Programs Presented

Year	Total No. of Programs Presented	% Growth No Programs Month on Month
2019	73	12.31%
2020	75	2.74%
2021	89	18.67%
2022	70	-21.35%
2023	52	-25.71%

Service Interactions: Pre- vs Post-Pandemic



Department Or Service Area

- ☐ Accounts
- ☐ Children's
- ☐ Info Services
- ☐ Phone Room
- ☐ Public Technology
- ☐ Readers Services
- ☐ -

Type Of Interaction

- ☐ Chat Reference
- ☐ In Person Directional
- ☐ In Person One-on-One
- ☐ In Person Readers Advisory
- ☐ In Person Reference
- ☐ Online + Phone Directional
- ☐ -

In Person or Online + Phone

- ☐ In Person
- ☐ Online + Phone

YTD % change Pre- vs Post-Pandemic

-40.85%

YTD Service Interactions 2019-2023

Year	YTD Service Interactions	% Growth Year on Year
2019	129530	-9.68%
2020	58607	-54.75%
2021	76926	31.26%
2022	81418	5.84%
2023	76621	-5.89%

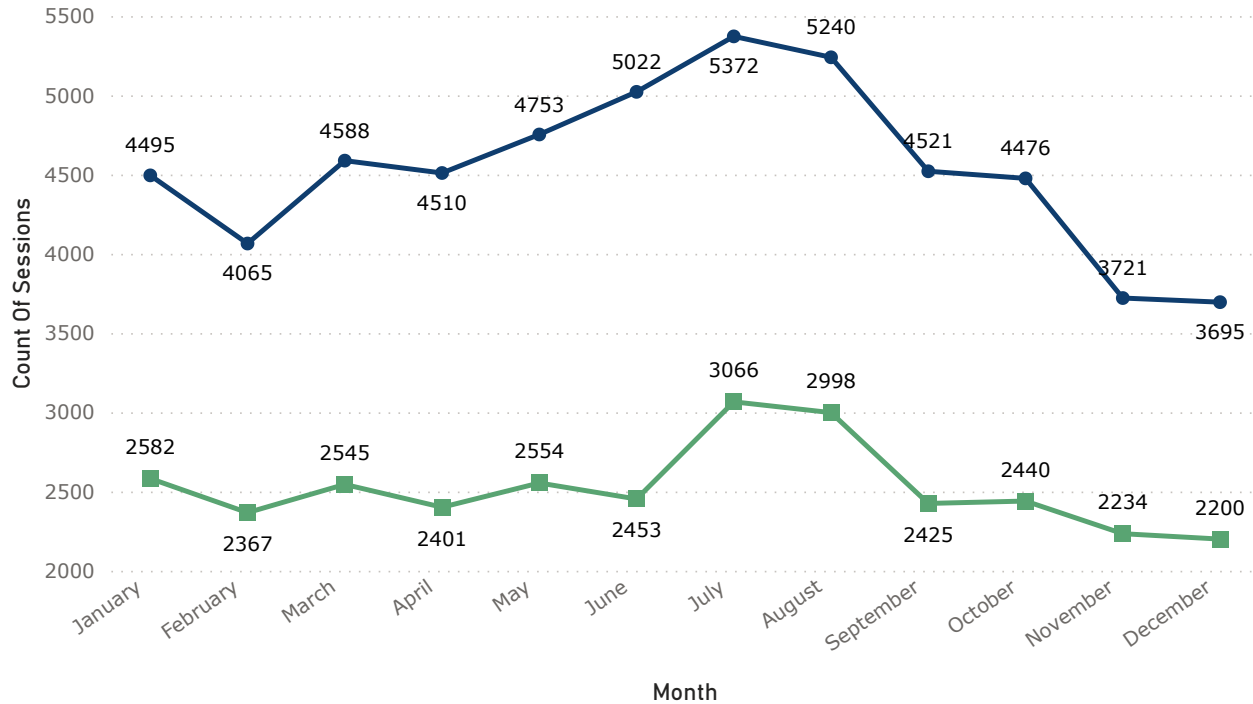
Monthly: Dec Service Interactions 2019-2023

Year	Current Month Service Interactions	NonChk MO % Growth Month on Month
2019	8528	-15.98%
2020	4880	-42.78%
2021	6369	30.51%
2022	5327	-16.36%
2023	4401	-17.38%

# Adult Computer Sessions Pre- vs Post-Pandemic

Year ● 2019 ■ 2023

YTD % change Pre- vs Post-Pandemic



-44.43%

Year

■ 2019

□ 2020

□ 2021

□ 2022

■ 2023

Audience (Primary)

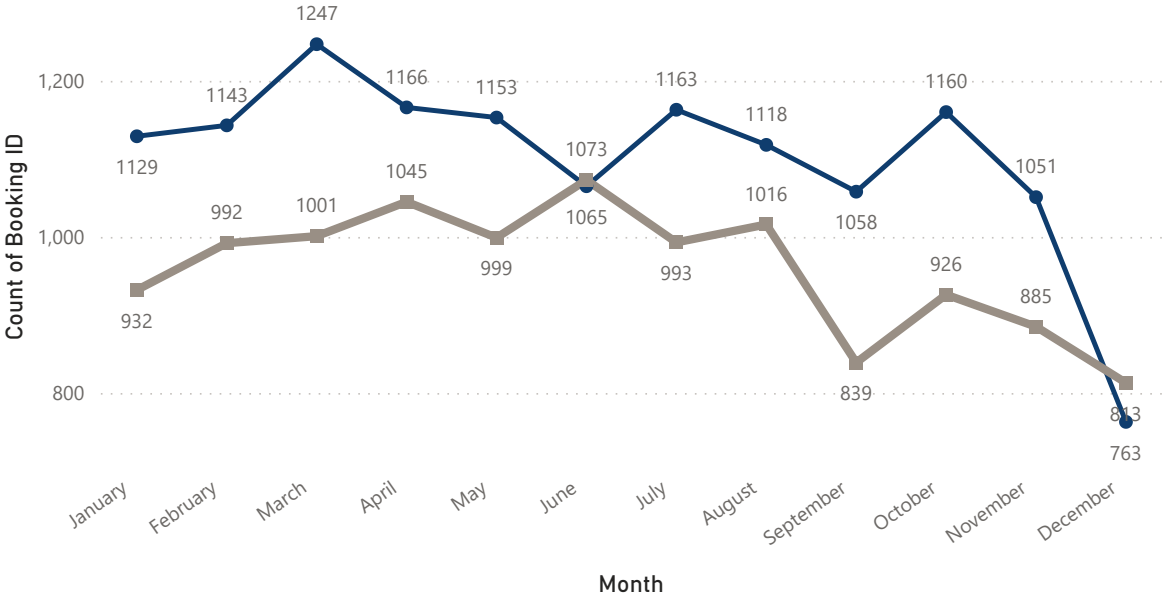
■ Adult

□ Children

□ Teen

Public Usage of Reserveable Rooms Trend: Pre- vs. Post-Pandemic

Year ● 2019 ■ 2023



Meeting Rooms reopened in June 2021

- Room Type
- Auditorium
  - Meeting Rooms
  - Sound + Vision
  - Study Rooms

YTD % change Pre- vs Post-Pandemic

-12.88%

YTD Bookings 2019-2023

Year	Bookings	% Growth Year On Year
2019	13216	Infinity
2020	3336	-74.76%
2021	3227	-3.27%
2022	8309	157.48%
2023	11514	38.57%

Month on Month: Dec Bookings 2019-2023

Year	Bookings	% Growth Year On Year
2019	763	Infinity
2020	17	-74.76%
2021	393	-3.27%
2022	768	157.48%
2023	813	38.57%

## Library Director's Report for January 2024

It was so nice seeing you all at last month's meeting, my first day back at the library. It's been a busy month getting caught up and brought up to speed on what has been going on while I was away.

My sabbatical was restful and useful. I had time to read and reflect. I was able to visit some libraries in Iowa and Minnesota. I attended a National Humanities Conference. I traveled to Toronto for some in-depth work with the folks at BiblioCommons. Perhaps what was most useful to me was getting some distance from our physical plant and using our library as someone who doesn't work downtown. I got outside of the box—literally—and it helped me see things from a different perspective. I am looking forward to taking what I've learned and applying it to our path forward as a library.

My first day back coincided with the first day of our new Accountant Mary Ann LeDosquet. We are incredibly fortunate to have our retired bookkeeper Denise Berkley training Mary Ann. Things are going great. Mary Ann is an experienced accountant and has picked up how we do things around here quickly.

As you will see from our December financials, we ended the fiscal year well with revenues exceeding expenses. We will transfer money from our Capital Improvement Fund to cover most of the expenses from our Main Level Office renovations. We were able to transfer \$47,441 into our cash reserves. The rise in interest rates significantly increased the amount of interest we are earning through the Kansas Municipal Investment Pool.

2024 marks the 10th anniversary of our reimagined library. We reopened on July 26, 2014. I am looking forward to celebrating this anniversary with a refresh of some of the library's interior spaces. I am ready for a productive year achieving the goals our board has set out for me as well as moving forward our strategic plan.

Respectfully submitted by Brad Allen, January 12, 2024

# Monthly Departmental Reports

## January 2024

### Accounts:

---

Standard desk, phone, book van, operations continue. Outreach was much reduced with Dottie's mechanical problems.

### Cataloging & Collection Development:

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Fairly quiet end of the year. The Selectors wound up right on budget for 2023, and fiscal rollover went smoothly. Funds have been allotted to their specific lines for 2024 by the Acquisitions Technician, Dano and we're raring to go for the new year. Many of the Catalogers took some much needed time off the end of the year while things were slow. In January we'll meet to discuss the projects we'd like to tackle in 2024. Of note, we've changed our Book Club in a Bag managing platform. The new reservation and discovery system is now in operation and will be continually improved upon as our Catalogers update it.

### Collections & Technology:

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Tricia attended a webinar on NPS (Net Promoter Score) presented by RIPL (Research Institute for Public Libraries) and OrangeBoy, the vendor that supports the library's NPS survey. Jacksonville Public Library presented a fantastic overview of the philosophy behind the NPS, how their library surveys its community, and how they work to convert library detractors into library promoters.

She also worked on preparing next year's statistical reports, and is coordinating with the Data Team on a new 1-page format for presenting monthly statistical data to the library board in each monthly board packet.

### Diversity, Equity, and Inclusion:

---

Received training on new library software in early January. Continue to map out all staff training for the year. In the new year staff interested in continuing to learn Spanish will practice with each other, but classes with Plymouth have ended.



# Monthly Departmental Reports

## January 2024

### Facilities:

---

The end of the year wrap up of the Upper Level construction in the staff area did not in fact wrap up. We're very close though! Hoping B.A. Green can get us provisional occupancy in the very near future and then we can start moving in, even with a handful of odds and ends left to complete.

Took the Big Red and lil red vans in for their regular oil changes. Big Red got a clean bill of health, but lil red has some extra repair work scheduled to be done in the near future.

Now we're gearing up for the new year, and hoping we don't have too much snow and salt to clean up in the coming months.

### Human Resources:

---

We have two new team members to celebrate - Mary Ann LeDosquet, our new Accountant, and Lindin Scott, our new Information Services Assistant. Apart from onboarding the new employees, the remaining work this past month focused on readying payroll and our HRIS system for the new year. We also received \$5,000 from NEKLS to help our employees attend PLA in Columbus, OH in April.

### Information Services:

---

This month Info Services happily welcomed Lindin Scott to our team. Lindin is currently a student at Haskell, and has previously worked at the Tommaney Library. We also bid a fond farewell to Yilan Zhao, who retired after 24 years of dedicated service at LPL. One notable event this month was a well-received Narcan distribution and CPR training event that Marc coordinated with DCCCA and Lawrence-Douglas County Fire & Medical.

### Information Technology:

---

Lending Key has launched replacing KitKeeper as our book club in a bag solution. Kim continues to work on the rollout of Quipu PITS. One training for staff has taken place and a second is scheduled for 1/17. Two new rolling AV carts have been set up for incidental programming use,

# Monthly Departmental Reports

## January 2024

re-using 55" televisions formerly in use in the Teen Zone. A second IPEVO 360 degree camera has been ordered and will be added to the one already available at the Public Tech desk for hybrid meeting use. Coordination with R&R Communications continues related to additional security cameras and wiring work for the newly renovated office area. Sean has completed configuring three new iPad catalog stations for use in the Non-Fiction stacks. They will be put in place on or about 1/18/24. Eight additional Mitel IP phones have been ordered for use in the new office area, at desks where IP phones are required, and to allow several spare phones for future use.

### Marketing & Communications (M&C):

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The Newsfeed addition to the website is gelling with three new articles synthesizing library resources in a narrative way: [Holiday Fun for Everyone](#), [Library Legacy: Linda Clay](#), and [LPL Con: Cosplay, Connect, and Create](#). Newsfeed articles allow digital archiving of Library events inside the news article like outlinking to YouTube videos of [Kwanzaa Storytime](#), [Ms. Linda's Last Storytime](#), and last year's [LPL Con trailer](#) as part of the Strategic Plan of strengthening our website (one of the arguably most important of digital spaces.) The Spring 2024 *Reader* is in the works, aligned with the 2023 Annual Report. The theme is "LPL Yearbook." Social media is as fun as ever with fun promotions of [LPL Con](#) and [skits](#). The LPLFF Fundraiser of "After Hours At The Library" hosts were photographed (Kevin Willmott and Deja Brooks) and the marketing and communications roll-out is in beginning stages. The planning of marketing the upcoming 10-year building anniversary in July is going well, with a completed draft of a video celebrating the history of LPL paired with compelling images of the current story we tell, hashtags, and more to help advocate for the library for years to come.

After about 5 years of using Orange Boy's Savannah direct email product, we're switching to BiblioEmail because it affords us more useful data for analysis, increased efficiency, improved personal patron information (PII) management, and total integration with our website, catalog, and events calendar as they are all part of the same Biblio "universe". Implementation will take 20 weeks and we begin the process on Wednesday, January 17, 2024. We also packaged feedback from both staff and library patrons about improving the in-house experience and reached out to Steve Vukelich at Multistudio (formerly Gould Evans, our building architects) to see if they could take on the project. The answer is yes and we meet Tuesday, January 16 to begin the process of making the entrance, lobby, and atrium more inviting and functional ahead of our 10-year anniversary on July 26.

# Monthly Departmental Reports

## January 2024

### Materials Handling:

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Lots of vacations and sickness this time of year, but the sorting cycle continues.

### Outreach:

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Even with Dottie out of commission, outreach has been going strong. We had 205 interactions with folks this month, compared to 220 last month. This is with half the stops that we would typically have. Our biggest event was tabling at the Inclusive Holiday Market where we spoke with over 60 people and issued several library cards. Dottie will be going into the shop this month and will hopefully be back on the road again in February.

### Readers Services:

---

It was a relatively quiet month in terms of programming, as some of the book clubs were on holiday hiatus. We have had several finishers for the 2023 Book Squad Reading Challenge come in, with more to come over the next month. Finishers were pleased with the new Book Squad and Challenge Finisher stickers that we had on offer for prizes, plus so much lovely feedback about the year of guided reading and the assistance in finding something good to read. The 2024 challenge is on the shelves and the accompanying lists have been created in Bibliocommons.

### Security

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One of our New Year's resolutions is to streamline our Lost and Found procedure. Inevitably, no one comes back for most of the items that are lost but this should make it much easier for staff to help patrons that do ask about lost items plus clearly lay out how we handle the different types of Lost and Found.

The first training for the Patron Incident Tracking System (PITS) has taken place (huge thanks to IT's Kim & Aaron!) and we have a bit more work to do before the next training on the 17th, but we're still shooting to implement it starting January 29th.

# Monthly Departmental Reports

## January 2024

### Youth Services:

---

Since our last report we held our annual gingerbread house building program, celebrated the retirement of Linda Clay and the graduation of three new librarians on the Youth Services staff (Grace Pratte, Anita Patel, and Hannah Parks), welcomed our newest staff member (Mallory Pearson), and held a couple of programs for teens over the winter break. We took our typical break a majority of programs, but are starting back up again this week with storytimes and our weekly Teen Zone Expanded on Wednesdays. We're looking forward to Lauren Taylor returning this week from her parental leave and prepping for our second annual fandom convention, LPL Con, to be held in April.

## **LPL Friends & Foundation Director's Report – January 12, 2024**

**Preliminary Year-End Fundraising Report.** We're excited to report that the Friends & Foundation ended 2023 with strong book sale and fundraising results. Here are a few preliminary highlights:

- Book sales and fundraising brought in \$670,000 in 2023. Of that total, \$197,000 was through online and on-site book sales, and \$473,000 was through fundraising events, merchandise sales, and gifts.
- New Chapter Society gifts totaled \$88,000 in 2023. These donors give \$1,000 or more to the library.
- The year-end fundraising campaign kicked off on October 15<sup>th</sup> and brought in \$161,000 in restricted and unrestricted gifts. Preliminary reports show that December was particularly strong, with \$96,000 in donations.
- We're pleased to report that 695 donors gave to the library in 2023. Of that total, 175 were new donors and 147 were "recaptured" donors, meaning that they gave in 2021, did not give in 2022, and returned and made gifts in 2023.
- The number of donations was significantly higher in 2023, with 1,744 gifts (the total was 1,486 in 2022.) The increase is a reflection of our campaign to encourage donors to give monthly.
- We are fortunate to have very loyal donors: 54 have given for 10+ consecutive years and 145 have given consecutively for 6+ years.

**Massive Music Sale.** Get ready for another fabulous Friends & Foundation sale, this time with music! The Massive Music Sale happens on Friday, January 19 from 6:30 pm to 8:30 pm, and Saturday, January 20, from noon to 4 pm in the library auditorium. Please be sure to come check out the thousands of CDs that will be for sale. All proceeds benefit your public library!

**Save the Date! LPLFF Fundraiser.** The Friends & Foundation will host its annual After Hours at the Library Fundraiser on Friday, March 1<sup>st</sup> at 7 pm. We are delighted that Kevin Willmott, Lawrence's Academy Award winner, will co-host the evening with library storytime star Deja Brooks. This year's theme is "Explore Your Library." Guests will be encouraged to check out multiple areas of the building, including the SOUND+VISION Studio, the book sorter, children's activity space, and even the staff lounge -- all while enjoying live music and bites from local restaurants. In addition, we will host our famous themed basket fundraiser, as well as a special fund-a-need for a new Memory Lab in the Local History Room.

**Board Positions.** I am pleased to report that beginning this month, I will serve on the board of the Lawrence Chamber of Commerce. It will be a great opportunity to connect the library with business leaders from around Lawrence. Melissa Fisher Isaacs and I already have a meeting scheduled next week with Joshua Falleaf, the Chamber's Economic Development Director, to explore partnership possibilities. In addition to the Chamber, I will continue my role as the Chair of the 2024 Kansas Book Festival. This annual celebration of Kansas writers happens on September 28<sup>th</sup> at Washburn University in Topeka. (You don't want to miss it!)

# 2024 Library Development Grant Application

***submission deadline: Friday, March 1, 2024***

We hereby apply for a Northeast Kansas Library System Library Development Grant for the year 2024 at the accreditation level indicated below.

\_\_\_\_ Gateway Library  
\_\_\_\_ Linking Library  
\_\_\_\_ Service Center Level I  
\_\_\_\_ Service Center Level II

\_\_\_\_ Major Service Center Level I  
\_\_\_\_ Major Service Center Level II  
\_\_\_\_ Major Service Center Level III  
\_\_\_\_ Major Resource Library

We certify that:

1. The library is a legally established, tax supported city or township public library located in a taxing county of the Northeast Kansas Library System.
2. The library meets requirements for receipt of State of Kansas grant-in-aid funds.
3. The library is a member of the Northeast Kansas Library System and provides service without charge to all system residents.
4. The library is accredited by the Northeast Kansas Library System at the level indicated in this application, and continues to meet all applicable Library Development standards, except where a waiver has been approved by the Northeast Kansas Library System.
5. The library board will complete a written library plan, or review an existing plan, during 2024.
6. This Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.
7. The library has a good faith intent to meet, during the agreed time, any standard that has been waived by the Northeast Kansas Library System for 2024.

## CERTIFIED BY:

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Name

## **LIBRARY DEVELOPMENT GRANT SERVICE LEVELS**

The goal of the Library Development Grant program is to strengthen library service by:

1. Recognizing attainment of the standards for service in the Library Development Accreditation program of the Northeast Kansas Library System.
2. Providing extended tax support from rural areas to municipal public libraries serving those areas.

Libraries that are accredited by the Northeast Kansas Library System and meet other eligibility requirements may qualify for the grant amount corresponding to the level of accreditation attained by the library. Therefore, a library's grant may increase or decrease in any given year. The accreditation and standards program will be reviewed regularly by the Executive Board of the Northeast Kansas Library System and revised as needed.

Gateway Library  
Linking Library  
Service Center I  
Service Center II  
Major Service Center I  
Major Service Center II  
Major Service Center III  
Major Resource Library

## **SUBMISSION INSTRUCTIONS**

This is the last year for the current accreditation cycle.

- (1) Review the library's service level with the library board. Determine which service level is appropriate for your library and indicate this selection on the grant application.
  - If your service level remains unchanged, you need ONLY to submit this grant application in order to apply for a 2024 Library Development Grant.
  - If you seek to move up a service level for 2024, you will need to submit this grant application plus the completed accreditation application. Please contact Jessi Harris at [jharris@nekls.org](mailto:jharris@nekls.org) if you wish to apply to move up a service level.
- (2) The library board president and library director must sign the grant application.
- (3) Scan and email the completed (and signed) 2024 Library Development Grant Application to Megan Mentzer at [mmentzer@nekls.org](mailto:mmentzer@nekls.org)



## MEMO

**To:** Lawrence Public Library Board of Trustees  
**From:** Heather Kearns, Marketing & Patron Experience Supervisor  
**Date:** January 10, 2024  
**Subject:** Social Media Patron Use and Community Bulletin Board Policies

To date, Lawrence Public Library has relied solely on general guidelines for both our Social Media and Community Bulletin Board practices. As discussions around the parameters of limited public forums have grown clearer, I'm recommending to the Library Board of Trustees these new public-facing policies for review. Both would live on the library's website [here](#).

### Highlights

- Common to both policies is a much-needed geographic scope that aligns with our service area — Lawrence and Douglas County. Prioritizing local audiences, content, information, and feedback helps us maximize finite bulletin board space and better serve our online community.
- The **Community Bulletin Board Policy** was written with the help of resources provided by the American Library Association, specifically [User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights](#) which states, "Libraries should have written policies that are content-neutral (do not pertain to the content of the display or to the identity, beliefs, or affiliations of the sponsors), clearly defined, and applied equally, and that address any time, place, and manner restrictions. Policies should be inclusive rather than exclusive. For example, a policy that the library's space is 'open to organizations engaged in educational, cultural, intellectual, or charitable activities' is an inclusive statement about the limited uses of the space."
- The **Social Media Patron Use Policy** was written with the help of resources provided by the American Library Association, specifically [Social Media Guidelines for Public and Academic Libraries](#) where it recommends defining our service area and provides insight into navigating First Amendment rights in a limited public forum setting.

### Attachments

[Social Media Patron Use Policy](#)

[Community Bulletin Board Policy](#)





## **Social Media Patron Use Policy**

*Presented to the Board of Trustees: 1/15/2024. Proposed review date: 1/15/2027.*

### **Introduction**

Lawrence Public Library (LPL) believes that robust civic engagement leads to an informed citizenry and a healthy society. For this reason, LPL engages patrons through many digital outlets, including blogs, social media sites, online networks, account-related material ratings and reviews, and other communication tools to demonstrate the value of their public library.

While we welcome anyone to engage on library-sponsored social media platforms, our primary target audiences reside in our service area of Lawrence, Kansas and the surrounding Douglas County, Kansas region.

### **Purpose & Channels**

LPL social media platforms provide a public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. LPL social media platforms are intended to create a welcoming and inviting online space where users will find useful and entertaining information and can interact with LPL staff and other LPL users.

LPL-hosted social media includes blogs, podcasts, social networking sites, and other authorized channels.

### **Disclaimer**

Public comments expressed on LPL-hosted social media platforms do not reflect the views or positions of Lawrence Public Library, its officers, or its employees. Users should exercise their own judgment about the quality and accuracy of any information presented through social media.

### **Moderation & Engagement**

While LPL encourages an open forum, posts and comments are moderated by LPL staff. LPL reserves the right, within its sole discretion, not to post and to remove submissions or

comments that are unlawful or violate this policy. While comments will not be edited by LPL personnel, a comment may be deleted if it violates the comment policy described here.

## **Patron Usage Agreement**

When engaging with LPL over social media, patrons agree to the following:

1. Comments should be related to the posted topic for LPL's social media page or post.
2. LPL social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office, or promotion or advertisement of a business or commercial transaction.
3. LPL may refer to public comments made on its social media channels and/or use them for promotional purposes, however, it will not collect, sell, or knowingly transfer to any third party any personally identifiable information related to social media engagement with the library.
4. The use of obscene, threatening, libelous, defamatory, or harassing language is prohibited.
5. Imminent or true threats against the library, library staff, or other users are prohibited.
6. Personal attacks of any kind or comments that target or disparage any ethnic, racial, age, religious group, gender, sexual orientation, or disability status are prohibited.
7. Comments advocating illegal activity or copyright violations are prohibited.
8. You are subject to the Terms of Service (TOS) of the host site; information (photos, videos, etc.) you share with or post to official LPL pages is also subject to the TOS of the host site and may be used by the owners of the host site for their own purposes. For more information, consult the host website's TOS.
9. Patrons may appeal and challenge the removal of their content by contacting the LPL Executive Director and/or Deputy Director.



## **Community Bulletin Board Policy**

*Presented to the Board of Trustees: 1/15/2024. Proposed review date: 1/15/2027.*

### **Introduction**

In its goal to help meet the informational needs of the Lawrence, Kansas community, Lawrence Public Library (LPL) provides public bulletin board space for the exchange of information particular to Douglas County, Kansas as a service for the public. Posting of notices does not indicate LPL endorsement of the ideas, issues, or events promoted by those notices, nor will LPL accept responsibility for the accuracy of the statements made in such materials. LPL reserves the right to remove posts that are in violation of this policy; concerns regarding the submission process or bulletin board content should be directed to the LPL Marketing & Patron Experience Supervisor or the LPL Executive Director.

### **Acceptable Materials**

The library supports the posting or passive distribution of materials produced by organizations that support civic engagement, cultural enrichment, nonprofit services and resources, intellectual or interpersonal development, and employment and volunteer opportunities.

### **Service Area**

To ensure content is relevant and tailored to foster community connection and engagement for the library's service area, materials are limited to information particular to Lawrence, Kansas and its surrounding Douglas County region.

### **Unacceptable Materials**

- Out of service area
- Endorsing or opposing the election of any candidate for public office
- Endorsing or opposing the adoption of federal, state, or local legislation
- Advocating fraud and unlawful actions
- Obscene content
- Threatening or harassing language, personal attacks, or messaging that targets or disparages any ethnic, racial, age, gender, religion, sexual orientation, or disability status