

Lawrence Public Library Board of Trustees Regular Meeting
Monday, January 16, 2023 at 4:30 PM
Meeting Room A
[Zoom Link](#)

Introductions

Public Comments

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
- Approve Treasurer's report for December
- Approve bills for December 19 to January 15
- Receive statistical report for December

Library Director's report

Friends & Foundation report

New Business

- Review Annual Organizational Calendar
- Policy Review
 - Art Donation Policy – **ACTION ITEM**
Heather Kearns, Marketing and Patron Experience Coordinator
 - Exhibit and Display Policy – **ACTION ITEM**
Heather Kearns, Marketing and Patron Experience Coordinator

Old Business

Adjournment

DRAFT

Lawrence Public Library

Regular Board Meeting

Date: December 19, 2022

Time: 4:30 p.m.

Venue: The meeting was conducted in person and online.

Board Members Present:

Sarah Goodwin Thiel (Chair), City Commissioner Courtney Shipley, Kelly Hart, Susan Kang, Ursula Minor, James Pavisian, David Vance. Absent: Jennifer Bonilla

Staff Members Present:

Brad Allen, Kathleen Morgan, Heather Kearns, Aaron Brumley, Tricia Karlin.

Friends and Foundation Members Present:

Brandon Eisman (Vice-Chair)

Call to order:

Sarah called the meeting to order at 4:30 p.m.

Consent Agenda

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

Library Director's Report

- The financial reports for November came in and they look good. The library likely won't need to draw money from cash reserves or the capital improvement fund. This is good news, because of the relatively high rate of return on the fund. The interest income has been helpful to the library's bottom line.
- The initial meeting of the Kansas Public Library Director Community of Practice that Brad convened went well. It took place online. The next meeting will be held at the beginning of next year. There is interest in the group for an upcoming meeting to be held in person.
- The Picture Book Room Dedication event on Sunday, November 27, went well.
- Brad was able to meet with the Kid's Action Club and he had fun interacting with them.
- James asked if Dottie would go out in severe winter weather. Brad allayed James' concerns and said that Dottie would not go out in bad conditions. The weatherizing that Nils Gore just completed on Dottie has improved heat retention in the truck's interior, but that would still not enable staff to operate an outreach stop in extreme conditions.
- James asked if there had been a conversation with the staff who work at the library in St. Marys, Kansas (the library was threatened by the city commission to comply with censorship

requests or lose their building lease). James noted that in the legal profession, parties interested in certain legal cases may file amicus briefs to support a particular legal argument and wondered if libraries did something along those lines. Brad noted that the Kansas Library Association Board acted in a similar capacity, writing a statement supporting the freedom to read in St. Marys.

- Susan asked if there is a structure established to monitor the state legislature for library-related legislation. Brad said that Shelly O'Brien at NEKLS does a good job of staying apprised of library-related legislation. Also, Kansas Library Association (KLA) has historically hired a lobbyist who advocates for libraries at the state legislature.
- Susan asked what the library's relationship is with our local representatives to the state legislature. Brad said that he had recently been in contact with Representative Mike Amyx on proposed legislation that could negatively affect library revenues. He also noted that the library had in the past organized a breakfast for library executive staff and library board members to connect with local representatives to the state legislature. It may be helpful to bring this back, just so there's a good line of communication between legislators and the library.

Friends and Foundation Director's Report

- Brandon presented the report.
- The year end report shows that the Friends and Foundation (F&F) raised \$60,000 this year. An additional \$20,000 in matching gifts has been pledged by the Harrison Family Foundation. This total of \$80,000 puts the fund raising well ahead of 2021 levels.
- At their final meeting of the year on November 28th, the F&F board
 - Approved a \$100,000 unrestricted block grant to the library, as well as additional funds to support staff bonuses.
 - Reviewed their board goals for 2022 [see full notes in the F&F Director's Report in the library packet].
 - Created an advocacy committee
 - Rejuvenated post-pandemic book sales
 - Increased monthly donors by 50 %
 - Made progress on the planned giving program.
- Sponsorships for the spring fundraiser are already at \$17,000, including a substantial grant from BNSF Railway. The event, *After Hours at the Library*, is scheduled for February 24 at 7 p.m.
- Recent grants of note:
 - \$15,000 grant from Midco for public technology needs
 - \$15,000 from the Salkind Family for digital collections

New Business

- None noted

Ongoing Business

- None noted

Executive Session - Director's Annual Performance Evaluation

The board of trustees, with Brad's assistance, determined the process for setting up Zoom to accommodate an executive session. An online breakout room would be set up for the executive session and the main Zoom room would remain public.

At 4:55 p.m., David moved to go into executive session to address the executive director evaluation for 30 minutes, returning to the public session at 5:25. The motion was seconded by Kelly and carried.

At 5:25 p.m., the trustees returned to the public session and David moved to extend the executive session by another 10 minutes, until 5:35. James seconded the motion and it carried.

At 5:35 the trustees returned to the public session.

Announcements

- No announcements.

Adjournment

There being no other business, the meeting adjourned at 5:40 p.m.

The next regular Board meeting will be held Monday, January 16, in the library's Meeting Room A and online.

Respectfully submitted,
Tricia Karlin

2022 Regular Budget Report

	<u>December</u>	<u>Year To Date</u>	<u>2022 Budget</u>	<u>% over/under</u>	<u>2021</u>
REVENUES					
Tax Fund		5,023,000.00	\$5,022,000.00	100.02%	\$4,978,000.00
Lost and Repl Fees	\$ 3,947.09	25,130.71	\$30,000.00	83.77%	\$15,000.00
NEKLS		103,446.00	\$96,000.00	107.76%	\$95,000.00
State Aid & Federal Aid		32,631.79	\$25,000.00	130.53%	\$25,000.00
Photo Copies	\$ 1,576.65	14,288.41	\$10,000.00	142.88%	\$5,000.00
Meeting Room Fees	\$ 536.04	4,903.96	\$5,000.00	98.08%	\$ -
Interest	\$ 3,054.54	19,298.35	\$2,000.00	964.92%	\$2,000.00
Transfer from Cash Reserves		-	\$47,000.00	0.00%	\$50,000.00
Donations- MISC	\$ 17.74	590.68			
Total Revenues	\$ 9,132.06	5,223,289.90	\$5,237,000.00	100%	\$5,170,000.00

EXPENSES

Salaries & Wages	\$ 337,768.20	2,930,128.88	\$2,910,000.00	100.69%	\$2,865,000.00
Employee Benefits	\$ 47,193.32	429,749.36	\$490,000.00	87.70%	\$460,000.00
Payroll Taxes	\$ 43,445.82	476,714.90	\$516,000.00	92.39%	\$500,000.00
Utilities	\$ 10,222.70	83,731.95	\$100,000.00	83.73%	\$100,000.00
Building Supplies	\$ 1,952.29	17,787.72	\$20,000.00	88.94%	\$20,000.00
Building Repairs & Maintenance	\$ 540.11	61,925.57	\$55,000.00	112.59%	\$55,000.00
Library Supplies	\$ 2,068.21	16,046.06	\$25,000.00	64.18%	\$25,000.00
Books & Materials	\$ 70,945.72	711,107.33	\$710,000.00	100.16%	\$710,000.00
Processing Supplies	\$ 1,784.50	47,754.27	\$45,000.00	106.12%	\$54,000.00
Equipment	\$ -	1,749.88	\$10,000.00	17.50%	\$10,000.00
Technology	9,799.14	254,238.39	\$250,000.00	101.70%	\$250,000.00
Insurance	\$ -	27,475.30	\$16,000.00	171.72%	\$16,000.00
Postage & Mailing	\$ 563.55	23,673.64	\$18,000.00	131.52%	\$18,000.00
Professional Development	\$ 1,413.67	28,715.07	\$35,000.00	82.04%	\$30,000.00
Book Van & Mileage	\$ 291.82	5,421.95	\$2,000.00	271.10%	\$2,000.00
Professional Fees	\$ 1,542.62	28,588.36	\$20,000.00	142.94%	\$25,000.00
Advertising & Marketing	\$ 81.98	20,619.86	\$20,000.00	103.10%	\$30,000.00
Capital Improvements	\$ -	136,105.54	0		\$ -
Miscellaneous	\$ (3,620.00)	16,365.52	0		
Total Expenses	525,993.65	5,317,899.55	\$5,237,000.00	102%	\$5,170,000.00

Cash Reserves	126,602.99	Included in checking amount (\$50,237.56 from 2019; \$33,382.96 from 2020; \$38,282.47 2021)			
Checking (US Bank & KMIP)	981,167.76				
Capitol Improvement (KMIP)	819,346.61				

2022 Outside Funding	1/1/2022	December	December	
	<u>AMOUNT</u>	<u>Income</u>	<u>Spending</u>	<u>Remaining</u>
Outside & Private Funding				

R & E Totals	\$ 189,387.97	\$ 39,123.54	\$ 423,227.53	
			\$ 513,328.46	
			\$ 580,984.19	

Balance Sheet

As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
MIP Operating Funds	350,701.00
Checking	615,134.76
Capital Improvement at MIP	819,346.61
Total Checking/Savings	1,785,182.37
Total Current Assets	1,785,182.37
Other Assets	
Petty Cash	605.48
Total Other Assets	605.48
TOTAL ASSETS	1,785,787.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Wages Payable	114,453.39
Accounts Payable	91,846.63
Total Accounts Payable	206,300.02
Other Current Liabilities	
Payroll Liabilities	
Group Life Insurance	269.03
Payroll Liabilities FSA	-812.26
Total Payroll Liabilities	-543.23
Total Other Current Liabilities	-543.23
Total Current Liabilities	205,756.79
Total Liabilities	205,756.79
Equity	
Opening Bal Equity	300,635.22
Retained Earnings	1,441,661.22
Net Income	-162,265.38
Total Equity	1,580,031.06
TOTAL LIABILITIES & EQUITY	1,785,787.85

Lawrence Public Library
Revenues & Expenses
December 2022

	<u>Dec 22</u>	<u>Jan - Dec 22</u>
Ordinary Income/Expense		
Income		
Misc Income	17.74	590.68
Tax Fund	0.00	5,023,000.00
Lost and Replacement Fees	3,947.09	25,130.71
NEKLS	0.00	103,446.00
State& Federal Aid	0.00	32,631.79
Photocopies & Printing	1,576.65	14,288.41
Meeting Room Rentals	536.04	4,903.96
Interest	3,054.54	19,298.35
Outside&Private Funding Income	<u>189,387.97</u>	<u>513,328.46</u>
Total Income	<u>198,520.03</u>	<u>5,736,618.36</u>
Gross Profit	198,520.03	5,736,618.36
Expense		
Payroll Expenses	399,783.05	3,432,660.69
Payroll Taxes	43,445.82	492,011.04
Utilities - Electric	10,222.70	83,731.95
Building Supplies	1,952.29	17,787.72
Building Repairs & Maintenance	540.11	61,925.57
Library & Office Supplies	2,068.21	16,046.06
Books & Materials	70,945.72	711,107.33
Processing Supplies	1,784.50	47,754.27
Equipment	0.00	1,749.88
Technology	9,799.14	254,238.39
Insurance	0.00	27,475.30
Postage & Mailing	563.55	23,673.64
Professional Development	1,413.67	28,715.07
Vehicles, Mileage, Maintenance	326.82	5,491.95
Professional Fees	1,542.62	28,588.36
Marketing-General	81.98	20,619.86
Capital Improvement Expenditure	0.00	136,105.54
Miscellaneous	-3,620.00	16,365.52
Outside & Private Funding	<u>24,267.01</u>	<u>492,835.60</u>
Total Expense	<u>565,117.19</u>	<u>5,898,883.74</u>
Net Ordinary Income	<u>-366,597.16</u>	<u>-162,265.38</u>
Net Income	<u>-366,597.16</u>	<u>-162,265.38</u>

Lawrence Public Library
Vendor Balance Summary
As of January 15, 2023

	<u>Jan 15, 23</u>
Amazon Capital Services, Inc	8,029.58
ASI	56.00
Baker & Taylor, Inc.	92.31
Center Point Large Print	104.53
Century Business Technologies	503.84
Conley Sprinkler, Inc.	416.00
Demco, Inc.	408.45
Douglas County Treasurer	214.25
EBSCO	4,655.80
Encumbrances	33,862.71
Evergy	10,222.70
Findaway World LLC	2,403.02
Floyds Drain Cleaning of Lawrence, INC	160.00
Gale/Cengage Learning	232.31
GovConnection, Inc.	1,331.10
Ingram Library Services	14,637.01
Jayhawk Tropical Fish	315.00
JHCC LLC	3,440.00
Kansas City Star	1,304.65
Kaw Valley Seed Fair	35.00
Lawrence Public Library Foundation	7,000.00
Lawrence Rotary Club	233.00
Midwest Tape	3,505.66
Molly Hatesohl	25.00
OCLC, Inc.	71,600.49
OverDrive	20,030.76
Preferred Lawn Service	330.00
ProQuest LLC	8,371.06
Pur-O-Zone, Inc.	1,848.37
Schendel Services	103.74
Scholastic Inc.	2,496.97
Springshare LLC	1,122.00
Swank Movie Licensing USA	3,861.00
The New York Times	2,100.80
U.S. Bank - Mastercard	22,471.77
Unique Management Services	559.42
United Parcel Service	42.05
Venue 1235	500.00
Y.N.F.W.C.	10,000.00
TOTAL	<u><u>238,626.35</u></u>

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Check	electronic	01/06/2023	Kansas Payment Center	Checking	
				Child Support	-28.62
TOTAL					-28.62
Check	electronic	01/06/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-137.00
TOTAL					-137.00
Check	electronic	01/07/2023	Empower Annuity Insurance Co.	Checking	
				KPERS 457 Plan	-4,530.00
TOTAL					-4,530.00
Check	electronic	01/07/2023	KPERS	Checking	
				KPERS Co	-10,394.68
				Employee	-6,613.78
TOTAL					-17,008.46
Check	electronic	01/07/2023	KPERS	Checking	
				KPERS Co	-55.23
TOTAL					-55.23
Bill Pmt -Check	Electronic	01/16/2023	ASI	Checking	
Bill	Fee	01/10/2023		Professional Fees	-56.00
TOTAL					-56.00
Bill Pmt -Check	Electronic	01/16/2023	Evergy	Checking	
Bill	Dec Evergy	12/31/2022		Utilities - Electric	-10,222.70
TOTAL					-10,222.70
Bill Pmt -Check	Electronic	01/16/2023	U.S. Bank - Mastercard	Checking	
Bill	Dec CC	12/31/2022		Building Supplies	-103.92
				Building Repairs & Main...	-50.11
				Library & Office Supplies	-1,056.46
				Processing Supplies	-12.42
				IT Software & Subscripti...	-631.02
				Internet & Telephone	-1,041.02
				Postage & Mailing	-521.50
				Professional Development	-680.67
				Vehicles, Mileage, Maint...	-77.57
				Professional Fees	-659.27
				Marketing-General	-81.98
				Employee Parking	-12,360.00
				Block Grant	-961.90
				Friends & Foundation F...	-79.81

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	Jan	01/01/2023		Plant & Foliage Mainten...	-120.00
				Adult Programming	-42.53
				Children Services Progr...	-657.39
				Teen Services Program...	-39.00
				Sound & Vision	-706.56
				Marketing	-1,710.00
				IMLS Interns	-288.79
				Books & Materials	-19.22
				Books & Materials	-349.98
				Books & Materials	-37.64
				Books & Materials	-19.98
				Books & Materials	-43.08
				Books & Materials	-13.83
				Books & Materials	-30.39
				Books & Materials	-49.75
				Books & Materials	-25.98
TOTAL					-22,471.77
Bill Pmt -Check	Electronic	01/16/2023	United Parcel Service	Checking	
Bill	E-Invoice	12/31/2022		Postage & Mailing	-42.05
TOTAL					-42.05
Bill Pmt -Check	29236	01/16/2023	Amazon Capital Services, Inc	Checking	
Bill	11XW-6M7...	12/16/2022	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	1PV7-P33...	12/16/2022	Amazon Capital Services, Inc	Accounts Payable	0.00
Bill	1P6T-W6J...	12/16/2022		Books & Materials	-21.59
Bill	1M3K-FDR...	12/16/2022		Books & Materials	-32.80
Bill	1CXY-9M39...	12/16/2022		Books & Materials	-65.45
Bill	1L1T-PRCF...	12/19/2022		Children Services Progr...	-35.53
				Teen Services Program...	-35.53
Bill	1C6W-KVD...	12/19/2022		Lost and Replacement ...	-13.13
Bill	1J7C-CD3G...	12/19/2022		Operations	-5,780.24
Bill	1T4R-GPC...	12/19/2022		Library & Office Supplies	-21.66
Bill	1NXY-6MX...	12/20/2022		Books & Materials	-104.25
Bill	1L3F-1KW...	12/20/2022		Books & Materials	-77.08
Bill	1RPN-W9D...	12/20/2022		Books & Materials	-69.99
Bill	1DQF-19J3...	12/21/2022		Books & Materials	-20.48
Bill	1V46-4NGP...	12/21/2022		Books & Materials	-759.92
Bill	11XW-6M7...	12/21/2022		Books & Materials	-14.95
Bill	1D3C-QYT...	12/21/2022		Books & Materials	-198.62
Bill	1NLC-VLM...	12/21/2022		Books & Materials	-86.34
Bill	14RL-VWM...	12/21/2022		Books & Materials	-18.54
Bill	19VH-THW...	12/21/2022		Books & Materials	-78.73
Bill	1VT4-XKW...	12/21/2022		Books & Materials	-39.99
Bill	1KP7-DGR...	12/21/2022		Books & Materials	-107.14
Bill	1T4R-GPC...	12/28/2022		Operations	-131.89
Bill	1XH6-V3VX...	01/04/2023		Library & Office Supplies	-76.91
Bill	14VL-LNRT...	01/04/2023		Information Services Pr...	-7.99
Bill	1GP4-QR9...	01/06/2023		Books & Materials	-128.88
Bill	134H-3PDR...	01/06/2023		Books & Materials	-39.99
Bill	1L1T-PRCF...	01/06/2023		Books & Materials	-11.28
Bill	1LCQ-JWP...	01/06/2023		Books & Materials	-12.80
Bill	1DTM-XRF...	01/10/2023		Library & Office Supplies	-11.89
Bill	1DLR-HQ9...	01/10/2023		Library & Office Supplies	-25.99
TOTAL					-8,029.58

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29238	01/16/2023	Baker & Taylor, Inc.	Checking	
Bill	2037182618	01/04/2023		Processing Supplies	-2.49
Bill	2037189817	01/05/2023		Books & Materials	-63.59
Bill	2037182617	01/05/2023		Books & Materials	-25.43
Bill	2037189818	01/06/2023		Processing Supplies	-0.80
TOTAL					-92.31
Bill Pmt -Check	29239	01/16/2023	Center Point Large Print	Checking	
Bill	1976373	12/21/2022		Books & Materials	-104.53
TOTAL					-104.53
Bill Pmt -Check	29240	01/16/2023	Century Business Technologies	Checking	
Bill	654488	12/31/2022		IT Software & Subscripti...	-503.84
TOTAL					-503.84
Bill Pmt -Check	29241	01/16/2023	Conley Sprinkler, Inc.	Checking	
Bill	13319	01/04/2023		Building Repairs & Main...	-416.00
TOTAL					-416.00
Bill Pmt -Check	29242	01/16/2023	Demco, Inc.	Checking	
Bill	7232858	12/14/2022		Processing Supplies	-408.45
TOTAL					-408.45
Bill Pmt -Check	29243	01/16/2023	Douglas County Treasurer	Checking	
Bill	Registration...	12/31/2022		Vehicles, Mileage, Maint...	-214.25
TOTAL					-214.25
Bill Pmt -Check	29244	01/16/2023	EBSCO	Checking	
Bill	2302677	12/21/2022		Books & Materials	-98.80
Bill	100019667...	01/04/2023		Books & Materials	-4,557.00
TOTAL					-4,655.80
Bill Pmt -Check	29245	01/16/2023	Encumbrances	Checking	
TOTAL					0.00
Bill Pmt -Check	29247	01/16/2023	Findaway World LLC	Checking	
Bill	415867	01/04/2023		Books & Materials	-1,608.01
Bill	415906	01/04/2023		Books & Materials	-795.01
TOTAL					-2,403.02

Lawrence Public Library
Check Detail
 January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29248	01/16/2023	Floyds Drain Cleaning of Lawren...	Checking	
Bill	1812273	12/19/2022		Building Repairs & Main...	-160.00
TOTAL					-160.00
Bill Pmt -Check	29249	01/16/2023	Gale/Cengage Learning	Checking	
Bill	79766915	12/20/2022		Books & Materials	-26.59
Bill	79766563	12/20/2022		Books & Materials	-26.59
Bill	79766604	12/20/2022		Books & Materials	-26.59
Bill	79766764	12/20/2022		Books & Materials	-26.59
Bill	79773009	12/21/2022		Books & Materials	-102.86
Bill	79793678	01/04/2023		Books & Materials	-23.09
TOTAL					-232.31
Bill Pmt -Check	29250	01/16/2023	GovConnection, Inc.	Checking	
Bill	73618387	12/31/2022		Operations	-1,331.10
TOTAL					-1,331.10
Bill Pmt -Check	29251	01/16/2023	Ingram Library Services	Checking	
Bill	73323705	12/14/2022	Ingram Library Services	Accounts Payable	0.00
Bill	73272872	12/14/2022	Ingram Library Services	Accounts Payable	0.00
Bill	73246318	12/16/2022	Ingram Library Services	Accounts Payable	0.00
Bill	73323701	12/20/2022		Books & Materials	-38.15
Bill	73272871	12/20/2022		Books & Materials	-337.29
Bill	73246317	12/20/2022		Books & Materials	-3,829.23
Bill	72745367	12/31/2022		Processing Supplies	-34.88
Bill	72064900	12/31/2022		Processing Supplies	-163.90
Bill	73580378	01/04/2023		Books & Materials	-528.61
Bill	73589597	01/04/2023		Books & Materials	-972.73
Bill	735589597	01/04/2023		Books & Materials	-972.73
Bill	73555921	01/04/2023		Books & Materials	-398.23
Bill	73523500	01/04/2023		Books & Materials	-252.41
Bill	73580379	01/04/2023		Processing Supplies	-71.40
Bill	73589598	01/04/2023		Processing Supplies	-130.83
Bill	73555922	01/04/2023		Processing Supplies	-36.35
Bill	73523501	01/04/2023		Processing Supplies	-23.13
Bill	73523499	01/05/2023		Books & Materials	-8.12
Bill	73426161	01/05/2023		Books & Materials	-208.73
Bill	73475668	01/05/2023		Books & Materials	-297.65
Bill	73498236	01/05/2023		Books & Materials	-481.42
Bill	73396343	01/05/2023		Books & Materials	-583.48
Bill	73456184	01/05/2023		Books & Materials	-1,129.99
Bill	73538516	01/05/2023		Books & Materials	-2,356.68
Bill	73426162	01/05/2023		Processing Supplies	-24.53
Bill	73475669	01/05/2023		Processing Supplies	-31.89
Bill	73498237	01/05/2023		Processing Supplies	-42.14
Bill	73396344	01/05/2023		Processing Supplies	-53.96
Bill	73456185	01/05/2023		Processing Supplies	-130.63
Bill	73538517	01/05/2023		Processing Supplies	-325.59
Bill	73609863	01/06/2023		Outreach Collection	-70.19
Bill	73609861	01/06/2023		Outreach Collection	-50.86
Bill	73609859	01/06/2023		Books & Materials	-272.92
Bill	73609862	01/06/2023		Outreach Collection	-16.51
Bill	73609860	01/06/2023		Processing Supplies	-26.85
Bill	73669947	01/09/2023		Books & Materials	-126.12
Bill	73669948	01/09/2023		Processing Supplies	-7.44

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill	73306632	01/10/2023		Books & Materials	-527.78
Bill	73306633	01/10/2023		Processing Supplies	-73.66
TOTAL					-14,637.01
Bill Pmt -Check	29252	01/16/2023	Jayhawk Tropical Fish	Checking	
Bill	115313	12/31/2022		Aquarium Maintenance	-315.00
TOTAL					-315.00
Bill Pmt -Check	29253	01/16/2023	Kansas City Star	Checking	
Bill	ACCT : KC...	01/04/2023		Books & Materials	-1,304.65
TOTAL					-1,304.65
Bill Pmt -Check	29254	01/16/2023	Kaw Valley Seed Fair	Checking	
Bill	Fee	01/10/2023		Seed Library	-35.00
TOTAL					-35.00
Bill Pmt -Check	29255	01/16/2023	Lawrence Public Library Founda...	Checking	
Bill	Transfer	01/01/2023		Outside & Private Funding	-7,000.00
TOTAL					-7,000.00
Bill Pmt -Check	29256	01/16/2023	Lawrence Rotary Club	Checking	
Bill	130572	12/31/2022		Professional Development	-233.00
TOTAL					-233.00
Bill Pmt -Check	29257	01/16/2023	Midwest Tape	Checking	
Bill	503102722	12/16/2022		Books & Materials	-661.47
Bill	503092349	12/16/2022		Books & Materials	-310.39
Bill	503092347	12/16/2022		Books & Materials	-160.71
Bill	503162441	01/04/2023		Books & Materials	-189.06
Bill	503162442	01/04/2023		Books & Materials	-39.99
Bill	503155952	01/04/2023		Books & Materials	-201.42
Bill	503133447	01/05/2023		Books & Materials	-617.28
Bill	503134589	01/05/2023		Outreach Collection	-26.24
Bill	503134587	01/05/2023		Books & Materials	-82.47
Bill	503155950	01/05/2023		Books & Materials	-295.59
Bill	503122415	01/05/2023		Books & Materials	-28.49
Bill	503122413	01/05/2023		Books & Materials	-318.81
Bill	503133449	01/05/2023		Outreach Collection	-62.97
Bill	503122416	01/05/2023		Books & Materials	-197.92
Bill	503180441	01/05/2023		Processing Supplies	-312.85
TOTAL					-3,505.66

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29258	01/16/2023	Molly Hatesohl	Checking	
Bill	Yoga	01/01/2023		Kansas Health Foundati...	-25.00
TOTAL					-25.00
Bill Pmt -Check	29259	01/16/2023	OCLC, Inc.	Checking	
Bill	1000281334	01/04/2023		Collections & Public Ser...	-71,600.49
TOTAL					-71,600.49
Bill Pmt -Check	29260	01/16/2023	OverDrive	Checking	
Bill	06809CO22...	12/14/2022		Books & Materials	-505.98
Bill	06809DA22...	12/15/2022		Books & Materials	-81.98
Bill	06809CO22...	12/16/2022		Books & Materials	-725.54
Bill	06809DA22...	12/21/2022		Books & Materials	-65.00
Bill	06809DA22...	12/21/2022		Books & Materials	-52.50
Bill	06809CO22...	12/21/2022		Books & Materials	-19.95
Bill	06809CO22...	12/21/2022		Books & Materials	-52.99
Bill	06809CO22...	12/21/2022		Books & Materials	-65.00
Bill	06809CO22...	12/21/2022		Books & Materials	-931.59
Bill	06809CO22...	12/21/2022		Books & Materials	-460.67
Bill		01/05/2023		Books & Materials	-6,250.00
Bill	06809CO22...	01/05/2023		Books & Materials	-539.77
Bill	06809CO22...	01/05/2023		Books & Materials	-361.32
Bill	06809CP22...	01/05/2023		Books & Materials	-178.41
Bill	06809CO22...	01/06/2023		Books & Materials	-1,195.06
Bill	06809CO22...	01/06/2023		Books & Materials	-2,062.01
Bill	06809CO22...	01/06/2023		Books & Materials	-232.99
Bill	06809SU23...	01/09/2023		Books & Materials	-6,250.00
TOTAL					-20,030.76
Bill Pmt -Check	29261	01/16/2023	Preferred Lawn Service	Checking	
Bill	42846	12/19/2022		Building Repairs & Main...	-220.00
Bill	42785	12/19/2022		Building Repairs & Main...	-110.00
TOTAL					-330.00
Bill Pmt -Check	29262	01/16/2023	ProQuest LLC	Checking	
Bill	70764796	01/01/2023		Books & Materials	-8,371.06
TOTAL					-8,371.06
Bill Pmt -Check	29263	01/16/2023	Pur-O-Zone, Inc.	Checking	
Bill	866036	12/19/2022		Building Supplies	-884.80
Bill	866568	12/19/2022		Building Supplies	-963.57
TOTAL					-1,848.37

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29264	01/16/2023	Schendel Services	Checking	
Bill	Order #304...	01/04/2023		Building Repairs & Main...	-103.74
TOTAL					-103.74
Bill Pmt -Check	29265	01/16/2023	Scholastic Inc.	Checking	
Bill	45560104	12/13/2022		Outreach/Coggins Fund	-2,496.97
TOTAL					-2,496.97
Bill Pmt -Check	29266	01/16/2023	Springshare LLC	Checking	
Bill	22-R6388	01/01/2023		Collections & Public Ser...	-1,122.00
TOTAL					-1,122.00
Bill Pmt -Check	29267	01/16/2023	Swank Movie Licensing USA	Checking	
Bill	3299924	01/01/2023		Block Grant	-3,861.00
TOTAL					-3,861.00
Bill Pmt -Check	29268	01/16/2023	The New York Times	Checking	
Bill	ACCT #: 90...	01/04/2023		Books & Materials	-2,100.80
TOTAL					-2,100.80
Bill Pmt -Check	29270	01/16/2023	Unique Management Services	Checking	
Bill	6108571	12/31/2022		Professional Fees	-413.70
TOTAL					-413.70
Bill Pmt -Check	29272	01/16/2023	Venue 1235	Checking	
Bill	Event	01/01/2023		Adult Programming	-500.00
TOTAL					-500.00
Bill Pmt -Check	29273	01/16/2023	JHCC LLC	Checking	
Bill	27	01/12/2023		Building Repairs & Main...	-3,440.00
TOTAL					-3,440.00
Bill Pmt -Check	29274	01/16/2023	Unique Management Services	Checking	
Bill	6108572	01/12/2023		Professional Fees	-145.72
TOTAL					-145.72

Lawrence Public Library
Check Detail
January 2023

Type	Num	Date	Name	Account	Paid Amount
Bill Pmt -Check	29275	01/16/2023	Y.N.F.W.C.	Checking	
Bill	2304	01/12/2023		Building Repairs & Main...	-10,000.00
TOTAL					-10,000.00

Lawrence Public Library

Statistical Summary - December 2022

OUTPUT MEASURES								
Service Area Population	105,295							
User Visits	29,833							
Cardholders transacting	# of Cardholders transacting							
Total Cardholders transacting in last 3 years	41,299							
Cardholders transacting - current month	13,871							
Cardholders added - current month	479							
Checkouts & Renewals								
Borrowing Service Points (Checkouts + Renewals unless otherwise noted)	Unique Users	In Person Checkouts + Renewals	Online or Automatic Checkouts+ Renewals		% Checkouts + Renewals In Person	% Checkouts + Renewals Online	% Total Checkouts + Renewals	
Unique Users & Transactions at all service points (Some users may conduct transactions at multiple service points)	7,776	44,474	40,825		52%	48%	100%	
Website + Social Media								
Website - includes Catalog (Sessions)	28,520			58,430				
Website - Kaw Valley Jukebox	111			142				
Website - Digital Douglas County (Sessions)	234			278				
Social Media Interactions (Facebook & Twitter)	not available			2,463				
Social Media Reach (Facebook & Twitter)	not available			97,188				
Borrowing Digital vs. Physical								
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIn)	Total Physical + Digital		Physical % of Usage	Digital % of Usage	Total All Audiences	
Adult Total	25,358	13,012	38,370		30%	15%	45%	
Teen Total	2,524	1,648	4,172		3%	2%	5%	
Childrens Total	21,822	2,286	24,108		26%	3%	28%	
Total AV Media Room	15,987	2,473	18,460		19%	3%	22%	
Total Library of Things	189	0	189		0%	0%	0%	
Total all collections	65,880	19,419	85,299		77%	23%	100%	

Lawrence Public Library

Statistical Summary - December 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Total All Holdings	194,394	28,780	223,174		87%	13%	100%	
Added	1,888	294	2,182		87%	13%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,022	145	2,167		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-399	133	-266					
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Total Service Interactions		4,182	1,145	5,327	79%	21%	100%	
Holds Service - Physical collection only	Unique Users	Total Holds		Avg.Holds Per User				
Holds Filled	3,485	13,605		4				
Other Public Services				Total sessions				
Public Computer Usage				2555				
PROGRAMMING (see also graphs)	No. of Passive Programs	No. Of In Person Programs	No. Of Live Online Programs	No. of Virtual On-Demand viewing- Recorded Video Programs	Passive Attendance	In Person Attendance	Live Online Attendance	Virtual On-Demand viewing- Recorded Video Views
Total Programs	2	55	9	4	61	2027	167	95
Total Programs Offered				70				
Total Program Attendance								2350
STAFFING	Current Month	Current Month	% Change					
	2022	2021	2022 v 2021					
Total Paid Staff, in Full-Time Equivalents	64.24	65.33	-2%					

Lawrence Public Library

Full Statistical Report - December 2022

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Lawrence Public Library

Full Statistical Report - December 2022

Website + Social Media	Users (if available)			Activity					
Website - includes Catalog (Sessions)	28,520			58,430					
Website - Kaw Valley Jukebox	111			142					
Website - Digital Douglas County (Sessions)	234			278					
Social Media Interactions (Facebook & Twitter)	not available			2,463					
Social Media Reach (Facebook & Twitter)	not available			97,188					
	Borrowing Digital vs. Physical			Per Audience	Across All Audiences				
Borrowing by Audience (incl. Checkouts + Renewals)	Physical	Digital (hoopla, Overdrive, kanopy, Flipster, LinkedIN)	Total Physical + Digital	% of Usage	Physical % of Usage	Digital % of Usage	Total All Audiences		
Adult Book, & Other Print Formats (incl. Book Club Kits)	23,044	5,422	28,466	74%	27%	6%	33%		
Adult Graphic Novels	897	212	1,109	3%	1%	0%	1%		
Adult Magazines	587	358	945	2%	1%	0%	1%		
Adult Audiobooks (including language instruction)	830	7,020	7,850	20%	1%	8%	9%		
Adult Total	25,358	13,012	38,370	100%	30%	15%	45%		
Teen Books (incl. Book Club Kits)	1,528	818	2,346	56%	2%	1%	3%		
Teen Graphic Novels and Manga	984	0	984	24%	0%	0%	1%		
Teen Magazines	6	0	6	0%	0%	0%	0%		
Teen Audiobooks	6	830	836	20%	0%	1%	1%		
Teen Total	2,524	1,648	4,172	100%	3%	2%	5%		
Children's Books, NF Videos & all Kits	18,339	1,036	19,375	80%	21%	1%	23%		
Children's Graphic Novels	2,464	17	2,481	10%	3%	0%	3%		
Children's Magazines	110	0	110	0%	0%	0%	0%		
Children's Music CDs	228	0	228	1%	0%	0%	0%		
Children's Audiobooks & Readalongs	681	1,233	1,914	8%	1%	1%	2%		
Childrens Total	21,822	2,286	24,108	100%	26%	3%	28%		
AV Media Room - Feature Films (Adult and Family) and All	8,452	2,473	10,925	59%	10%	3%	13%		
AV Media Room - TV Shows	3,284	0	3,284	18%	4%	0%	4%		
AV Media Room - Non-Fiction DVDs	597	0	597	3%	1%	0%	1%		
AV Media Room - Adult & Family Video Games	1,445	0	1,445	8%	2%	0%	2%		
AV Media Room - Adult Music CDs	2,209	0	2,209	12%	3%	0%	3%		
Total AV Media Room	15,987	2,473	18,460	100%	19%	3%	22%		
Library of Things - Boardgames and Game Guides	152	0	152	80%	0%	0%	0%		
Library of Things - Digital Equity (Library laptop & hotspot	0	0	0	0%	0%	0%	0%		
Library of Things - Digitization tools, SAD Lamps, Button	37	0	37	20%	0%	0%	0%		
Total Library of Things	189	0	189	100%	0%	0%	0%		
Total all collections	65,880	19,419	85,299	100%	77%	23%	100%		

Lawrence Public Library

Full Statistical Report - December 2022

Collection Holdings	Physical Holdings	Digital (Overdrive Holdings only)	Total All Holdings		% Physical Holdings	% Digital Holdings	Total Holdings	
Adult Book & Other Print Formats (includes Non-Circulating Items, Magazines, Bookclub Kits)	92,599	11,951	104,550		41%	5%	47%	
Adult Audiobooks & Language Instruction	6,315	6,202	12,517		3%	3%	6%	
Total Adult Collection	98,914	18,153	117,067		44%	8%	52%	
Teen Book & Other Print Formats	9,898	2,441	12,339		4%	1%	6%	
Teen Audiobooks	129	1,453	1,582		0%	1%	1%	
Total Teen Collection	10,027	3,894	13,921		4%	2%	6%	
Children's Book & Other Print Formats	54,838	4,512	59,350		25%	2%	27%	
Children's Audiobooks & Language Instruction	1,914	2,221	4,135		1%	1%	2%	
Children's Video and Music	919	0	919		0%	0%	0%	
Total Children's Collection	57,671	6,733	64,404		26%	3%	29%	
Total Media Room (DVDs, BluRays, Music CDs, Videogames)	27,637	0	27,637		12%	0%	12%	
Total Library of Things (Boardgames, Devices, Hotspots, Laptops)	145	0	145		0%	0%	0%	
Total All Holdings	194,394	28,780	223,174		87%	13%	100%	
Added	1,888	294	2,182		87%	13%	100%	
Withdrawn (Weeded (physical items only) or lease expired (digital items only))	2,022	145	2,167		93%	7%	100%	
Net Change (Total holdings current month minus Last Month's Total holdings)	-399	133	-266					
Interactions + Consultations								
Service Interactions + Consultations		In Person Interactions	Online Or Phone Interactions	Total All Interactions	% In Person	% Online or Phone	% Total	
Accounts Interactions		1,617	964	2,581	30%	18%	48%	
Info Services Interactions		1,237	34	1,271	23%	1%	24%	
Readers Services Interactions		453	0	453	9%	0%	9%	
One-On-One Appointments (Peer Support, Genealogy Consults, Tech Assist.)		16	4	20	0%	0%	0%	
Teen Interactions		188	0	188	4%	0%	4%	
Children's Interactions		384	0	384	7%	0%	7%	
Materials Handling Interactions		0	0	0	0%	0%	0%	
Outreach		0	0	0	0%	0%	0%	
Public Technology Interactions		287	65	352	5%	1%	7%	
Website - Contact Us Forms + Social Media		0	78	78	0%	1%	1%	
Total Service Interactions		4,182	1,145	5,327	79%	21%	100%	

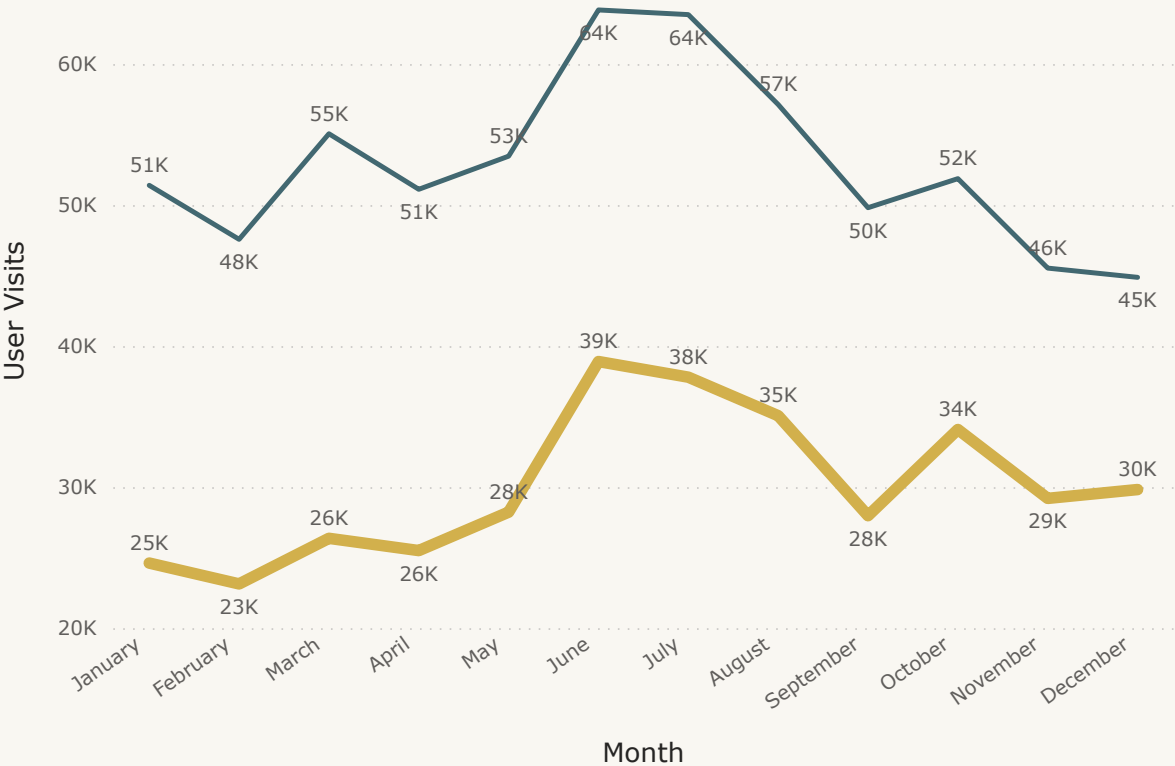
Lawrence Public Library

Full Statistical Report - December 2022

STAFFING	Current Month	Current Month	% Change		YTD	YTD	% Change	
	2022	2021	2022 v 2021		2022	2021		
Total Paid Staff, in Full-Time Equivalents	64.24	65.33	-2%					
ALA-MLS Librarians, in Full-Time Equivalents	20.625	18.825	10%					
Number of Employees--Total	84	85	-1%					
Number of Employees--Full-Time	43	43	0%					
Number of Employees--Part-Time	41	42	-2%					
Terminations	1	2	-50%		11	14	-21%	
Hirings	0	2	-100%		8	15	-47%	
Volunteer Hours	559.5	336	67%		6,081	2,053.5	196%	

Total User Visits: Pre- vs Post-Pandemic

Year 2019 2022



YTD % change Pre- vs Post-Pandemic

-43.21%

YTD User Visits 2019-2022

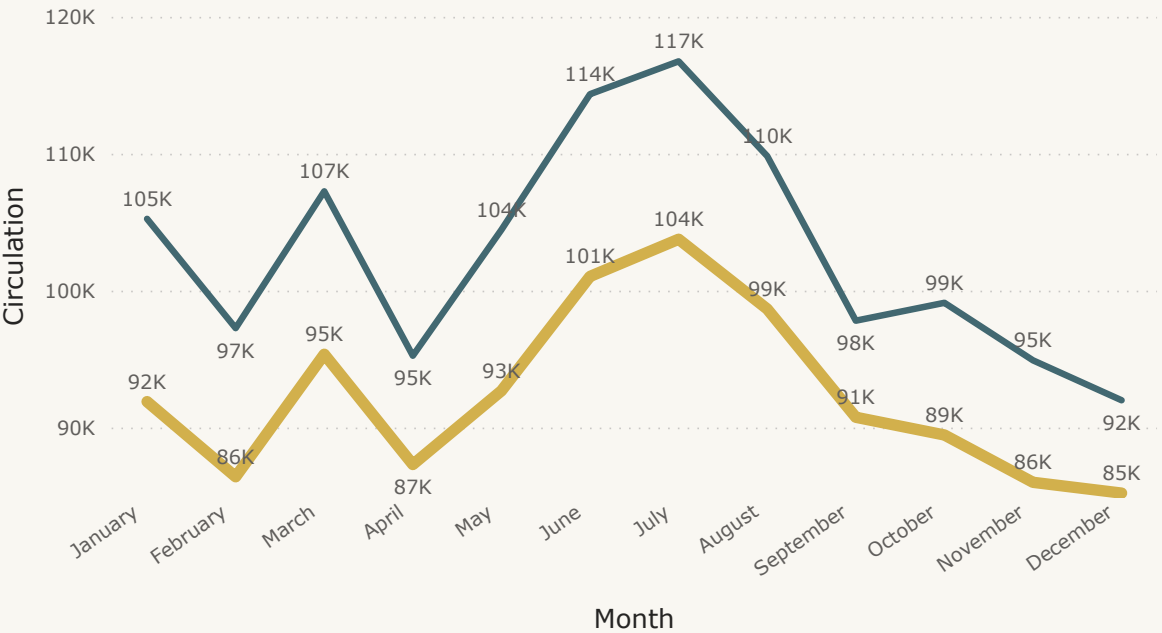
Year	User Visits	% Growth Year Over Year
2019	635231	-0.13%
2020	227953	-64.11%
2021	252594	10.81%
2022	360764	42.82%

Month on Month: Dec User Visits 2019-2022

Year	User Visits	% Growth Month Over Month
2019	44880	-1.55%
2020	15456	-65.56%
2021	25403	64.36%
2022	29833	17.44%

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

Year 2019 2022



DigitalPhysical

- Digital
- Physical

Circ Type

- Auto Renewal
- Checkout
- Renewal

Audience

- (Blank)
- ADULT
- All Ages
- CHILDREN
- PROFCOLL
- TEEN

MetaFormat

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

YTD % change Pre- vs Post-Pandemic

-10.18%

YTD Circulation 2019-2022

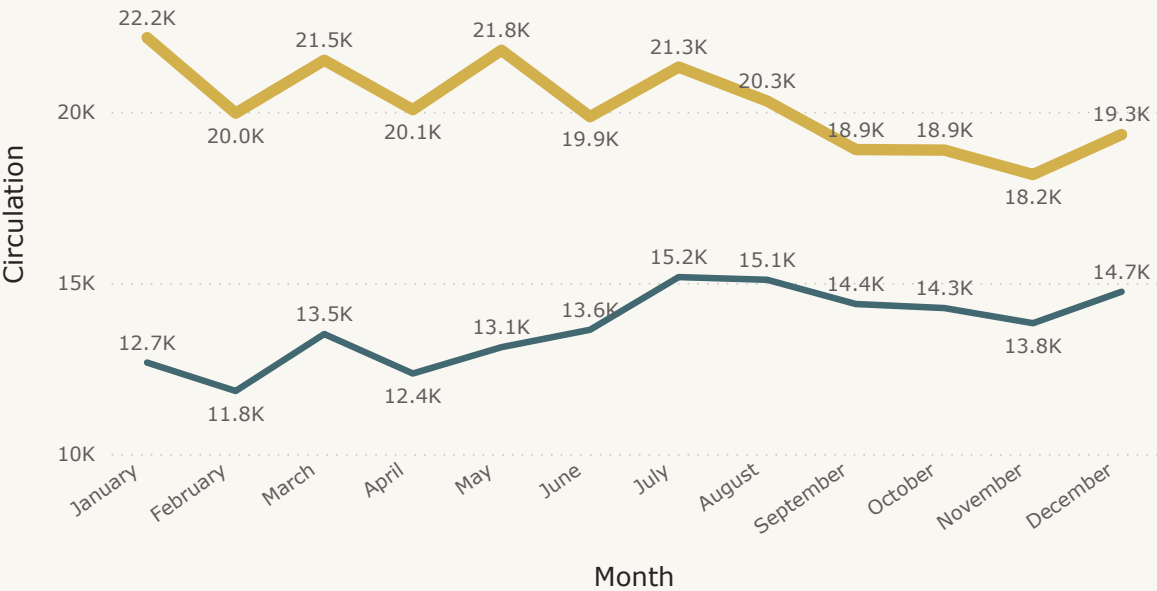
Year	Circulation	% Growth Year on Year
2019	1234230	-0.69%
2020	981714	-20.46%
2021	1115400	13.62%
2022	1108545	-0.61%

Month on Month: Dec Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	91997	-2.07%
2020	92237	0.26%
2021	88322	-4.24%
2022	85215	-3.52%

Digital Circulation Trend: Pre- vs Post-Pandemic

Year 2019 2022



DigitalPhysical

- Digital
- Physical

Circ Type

- Checkout
- Renewal

Audience

- (Blank)
- ADULT
- All Ages
- CHILDREN
- TEEN

MetaFormat

- Audio
- Book
- Magazines
- Video

YTD % change Pre- vs Post-Pandemic

47.16%

YTD Circulation 2019-2022

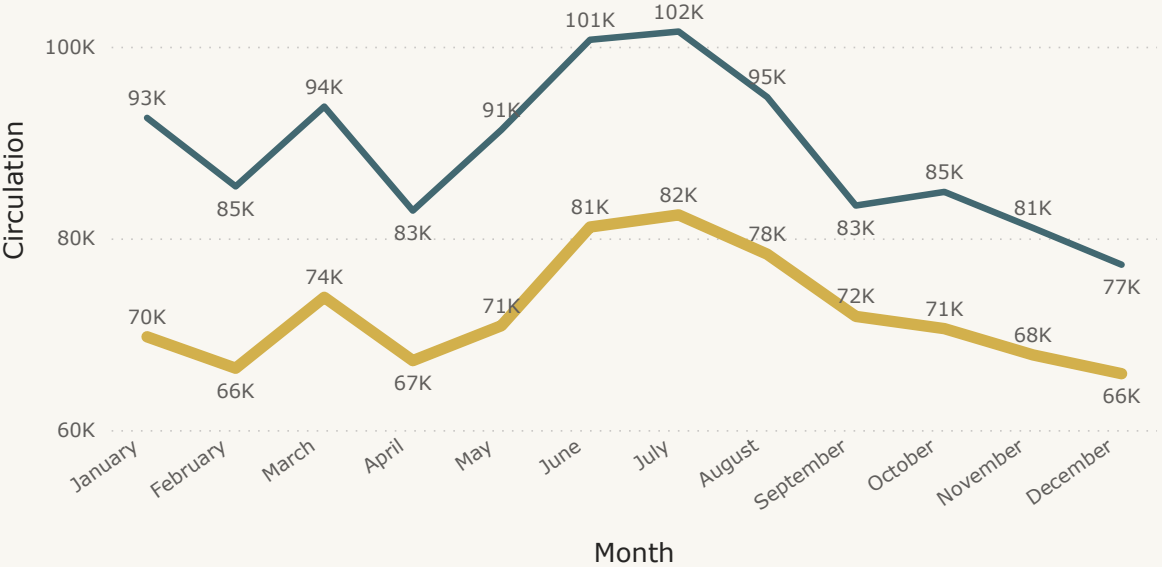
Year	Circulation	% Growth Year on Year
2019	164603	34.47%
2020	262026	59.19%
2021	248564	-5.14%
2022	242238	-2.55%
Total	917431	-2.55%

Month on Month: Dec Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	14743	30.05%
2020	22155	50.27%
2021	20189	-8.87%
2022	19335	-4.23%

Physical Circulation Trend: Pre- vs Post-Pandemic

Year 2019 2022



YTD % change Pre- vs Post-Pandemic

-19.01%

YTD Circulation 2019-2022

Year	Circulation	% Growth Year on Year
2019	1069627	-4.53%
2020	719688	-32.72%
2021	866836	20.45%
2022	866307	-0.06%
Total	3522458	-0.06%

Month on Month: Dec Circulation 2019-2022

Year	Circulation	% Growth Month on Month
2019	77254	-6.48%
2020	70082	-9.28%
2021	68133	-2.78%
2022	65880	-3.31%

DigitalPhysical

Digital

Physical

Circ Type

Auto Renewal

Checkout

Renewal

Audience

(Blank)

ADULT

CHILDREN

TEEN

MetaFormat

Audio

Book

ILL Items

Kits

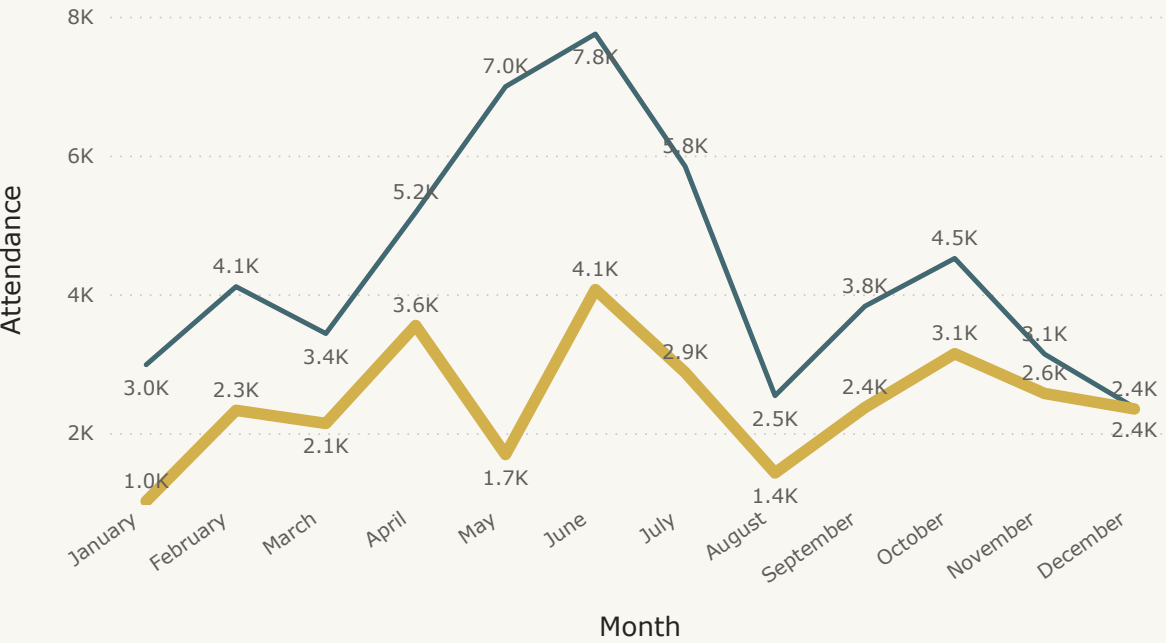
LibOfThings

Magazines

Music

Total Program Attendance: Pre- vs Post-Pandemic

Year 2019 2022



April 2022: Two events that contributed to a jump in program attendance were Colson Whitehead for the Beach Author Event (400 in person; 200 online) and the Dole Roll Outreach Event (750 attendees)

June 2022: Popular Children's Summer Reading events, Outreach at St. John's Mexican Fiesta, and the How-To Festival all contributed to a bump in June attendance.

October 2022: 491 children participated in the library's Trick or Treat Event.

November 2022: 472 people participated in the Kid President Event

Filter By Audience

- ☐ Select all
- ☐ Adult
- ☐ Children
- ☐ Teen

YTD % change Pre- vs Post-Pandemic

-43.94%

YTD Program Attendance 2019-2022

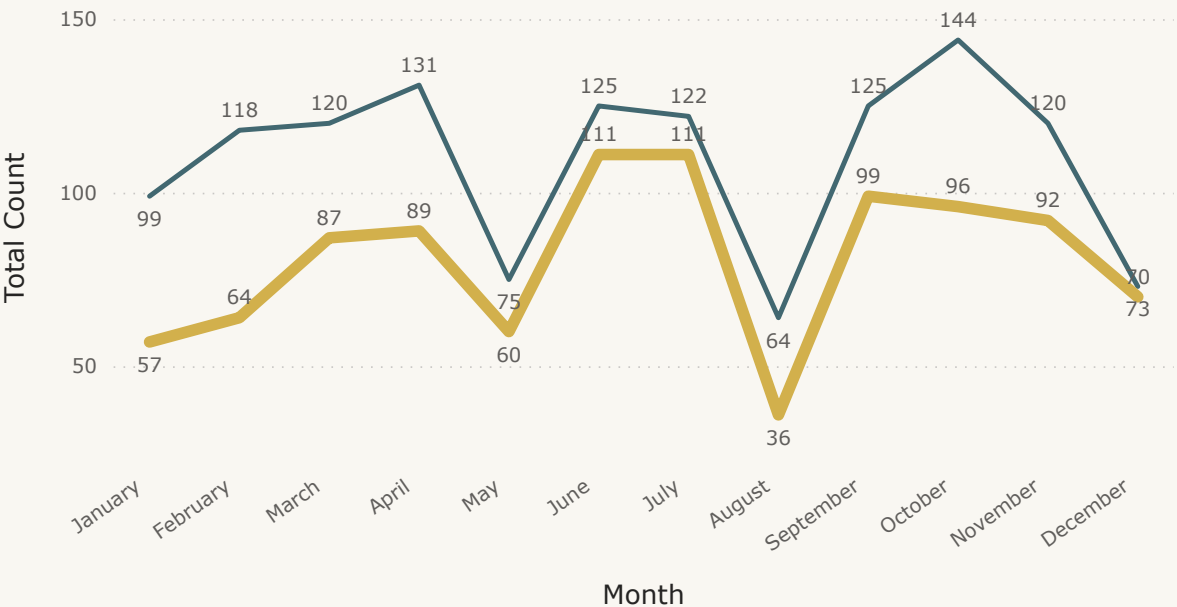
Year	Attendance	% Growth Year on Year
2019	52704	-6.91%
2020	44486	-15.59%
2021	21890	-50.79%
2022	29547	34.98%

Month on Month: Dec Program Attendance 2019-2022

Year	Attendance	% Growth Month on Month
2019	2371	2.29%
2020	1665	-29.78%
2021	1564	-6.07%
2022	2350	50.26%

Total Programs Presented: Pre- vs Post-Pandemic

Year 2019 2022



Filter By Audience

- Select all
- Adult
- Children
- Teen

YTD % change Pre- vs Post-Pandemic

-26.14%

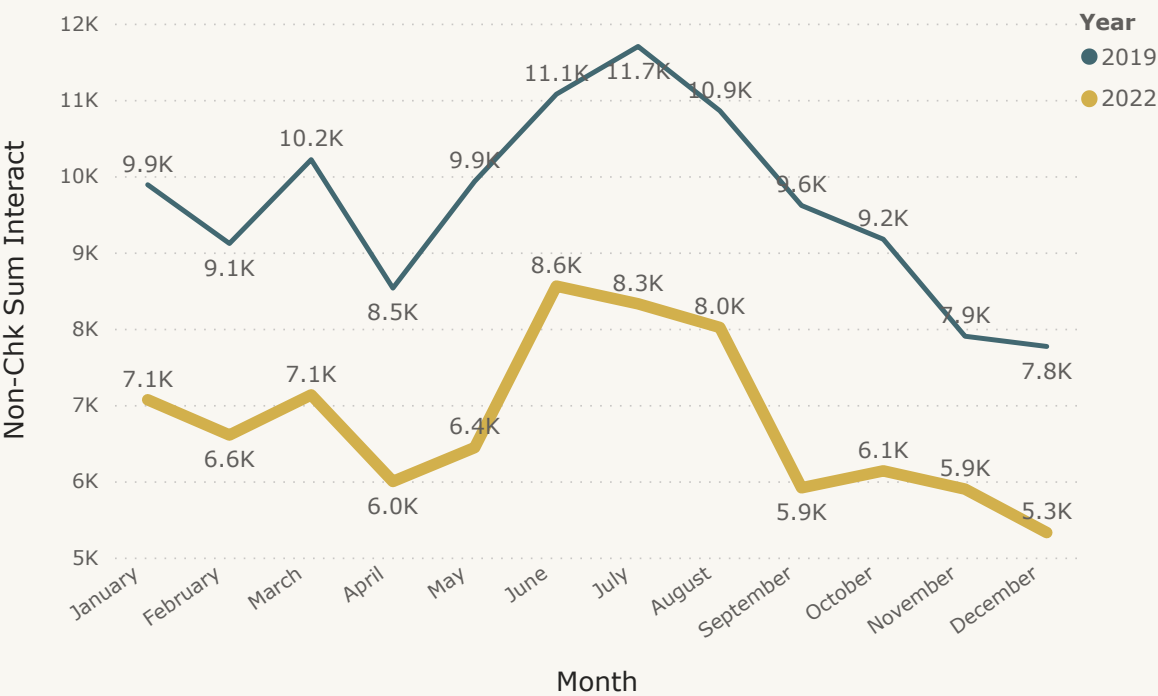
YTD No. of Programs Presented 2019- 2022

Year	Total Programs Presented	% Growth in No. of Programs Presented Year On Year
2019	1316	3.62%
2020	1118	-15.05%
2021	762	-31.84%
2022	972	27.56%

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	55	-26.67%
2022	70	27.27%

Service Interactions: Pre- vs Post-Pandemic



YTD % change Pre- vs Post-Pandemic

-37.14%

YTD Service Interactions 2019-2022

Year	YTD Service Interactions	% Growth Year on Year
2019	121002	-9.20%
2020	53962	-55.40%
2021	70652	30.93%
2022	76091	7.70%

Department Or Service A...

- ☐ Accounts
- ☐ Children's
- ☐ Facebook Reference
- ☐ Info Services
- ☐ Phone Room
- ☐ Public Technology
- ☐ Readers Services
- ☐ Teen
- ☐ Website Form Questions

Type Of Interaction

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

In Person or Online + Ph...

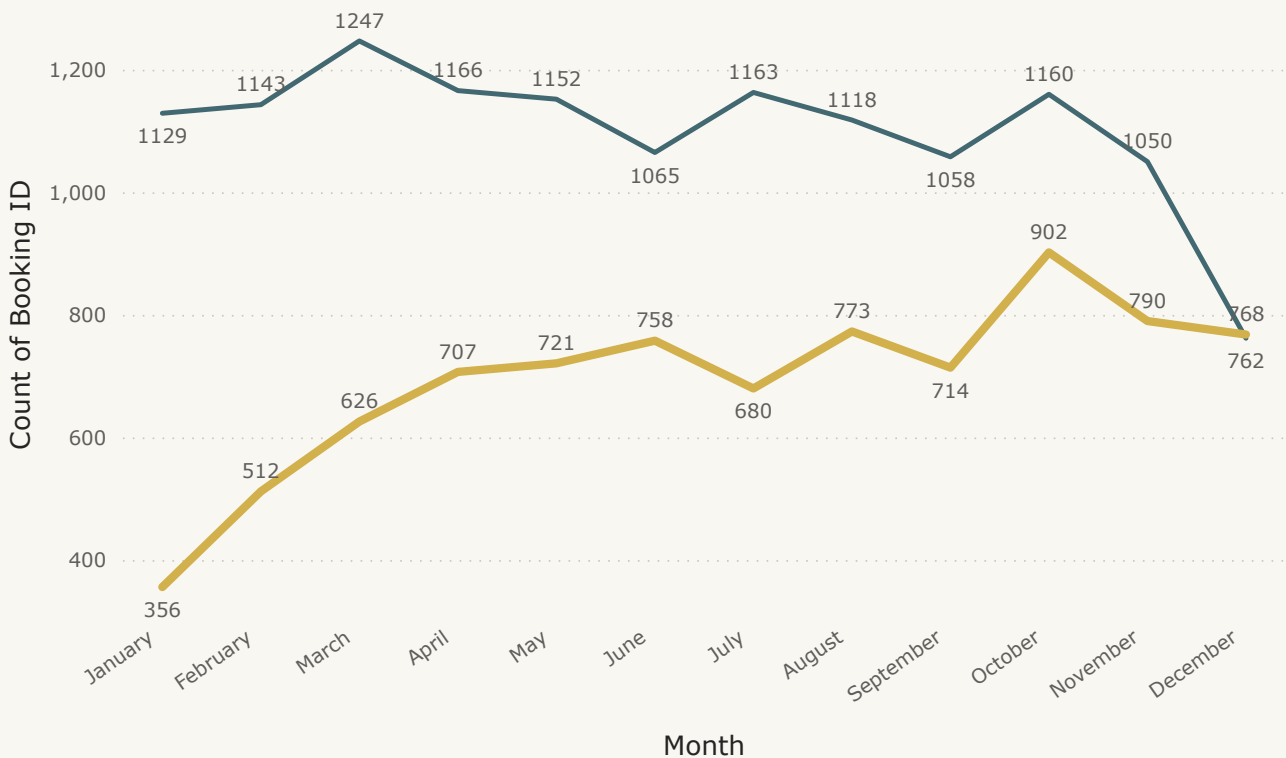
- ☐ In Person
- ☐ Online + Phone

Monthly: Dec Service Interactions 2019-2022

Year	Oct Service Interactions	% Growth Month on Month
2019	8528	-15.98%
2020	4887	-42.69%
2021	6369	30.33%
2022	5327	-9.66%

Public Usage of Meeting Spaces Trend: Pre- vs. Post-Pandemic

Year ● 2019 ● 2022



Room Type

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

Meeting Rooms reopened in June 2021

Library Director's Report for January 2023

2022 is in the books. We were able to avoid dipping into our cash reserves to meet our expenses. Additionally, we were able to pay for a good bit of our capital improvement projects with revenue from this year. After a rough start to the year, I was pleased to see the budget numbers work out the way they did this year.

Our new pay rates will be reflected in everyone's January 20 paycheck. I am proud that our library will be paying a fair and competitive wage to our team. Competitive pay and benefits increases our ability to recruit and retain an excellent staff. I thank the dedication of the board to fair pay for presenting a budget to the City that made this happen.

With the cold weather and library closure the week of December 19, my vacation the week of December 26, and being sick all last week(!), I don't have a lot to report besides these quick highlights. I am ready to get going on putting our strategic plan into action this year. Stay tuned for updates.

Respectfully submitted by Brad Allen, January 11, 2023

Monthly Departmental Reports

January 2023

Accounts:

In December we engaged in typical desk, phone, and book van operations without any significant changes. We continued to support Dottie when the weather permitted us to go out.

Cataloging & Collection Development:

December flew by quickly. Kevin and the other Cataloging and Collection Development staff met for their yearly one on one chats which got a lot of ideas stewing for 2023. Collection Development had its latest order day in recent history on December 23. Usually orders stop in mid December for reconciliation purposes and Acquisitions cleanup, but after balancing the books we had just a bit left in the account that we easily cleaned up. Everyone took chunks of vacation to get rested up for a busy new year.

Collections & Technology:

Tricia worked with Kim to get new ADA accommodation forms on the library website and shared information about the procedure with library staff.

Tricia continues to take advantage of LinkedIn Learning instruction on the Power BI data analysis platform, including 'Power BI Essentials'.

Tricia worked on creating some new reports in BlueCloud Analytics to examine holds that expire after a year.

Tricia and Aaron met to review the library's 5-year Technology Plan (2021-2026).

Department of Development & Community Partnerships (DCP):

We are still working on securing our 2023 Beach Author and a contract is in sight. Watch our social media for an announcement in the coming weeks. We've rescheduled our 780's series featuring David Lowery to February 9th, so be sure to mark your calendars. The end of December saw some great holiday programming with the Lawrence City Band concert and the Community Menorah Lighting. It was great to see pre-covid level crowds for these events.

Monthly Departmental Reports

January 2023

Diversity, Equity, and Inclusion:

In the month of December, Erica and Frankie have been working together to train staff on the new customer service standards and public service guidelines. They are also working on planning upcoming trainings for the new year. Frankie has also been working with Theresea and Terese in Info Services to plan our events for Martin Luther King Jr. day. Frankie will be accepting the MLK Day Proclamation at the January 10th City Commission meeting, after being invited by the City's Organizational Equity Coordinator, Kalenna Coleman.

Facilities:

After losing two Custodians toward the end of last year, we were able to bring Adam up to Regular Part Time and Jarrod up to .8 Full Time. We also started looking for two new Part Time Custodians to join us and received over 70 applications! (pretty sure that's by far the most we've ever had for the Custodian position). After much agonizing over applications and the subsequent interview results (we had a lot of good folk apply), we are thrilled to welcome David and Sean to the team!

December is always a rough month for many of us at the library, and for Facilities it was no exception. Not only being short handed, there were also many programs we assisted with the setup and tear down of. Of course it's all worth it when you get to see how happy it made our patrons.

Human Resources:

Erica and Frankie have been meeting with each library department to train them on the new customer services standards and public service guidelines. This training includes role playing difficult scenarios so staff can practice how to handle them. Erica also attended Ryan Dowd's training titled Homeless De-Escalation 201: Nonverbal Tools to Eliminate Conflict. The Employee Engagement Committee also voted on cross-departmental communication as its next area of focus. We'll begin discussing barriers and brainstorming solutions at our next meeting.

Monthly Departmental Reports

January 2023

Information Services:

Due to the open enrollment extension for the healthcare marketplace, we've continued to work with Hawks for Health to offer health insurance application assistance through mid-January. We were also happy to collaborate with Cappers Insurance to offer Medicare counseling and support during the Medicare open enrollment period.

We've already kicked off the new year with some well-received programs, including a vegan dessert demo offered by local chef Sarah Busse and a tremendously successful arts & crafts supply swap in partnership with the Lawrence Arts Center. Kudos to Terese and Ruby, respectively, for their work coordinating these programs!

And, we're also beginning the new year with a quarterly update of the Lawrence-Douglas County Resource Guide. We expect to have the newest edition ready to go in early February.

Information Technology:

Ten additional Honeywell 1300g barcode scanners ordered in May 2022 finally arrived at the end of December and were distributed to staff desks replacing older models. Uninterruptible power supply (UPS) equipment ordered as part of our 2022 E-Rate cycle arrived in late December as well. We are still missing a step-down transformer which was part of this order and which is required before we can complete installation. The old UPS equipment was outfitted with a new set of batteries in 2021 and can serve until we are ready to complete replacement. 16 new monitors were ordered to standardize all staff stations on two monitor manufacturers, Lenovo and Asus (several older models from other manufacturers will be removed from service and replaced with new equipment). 24 Logitech MK650 wireless mouse and keyboard kits were ordered and distributed to public service desks, Info Services, Readers' Services, Materials Handling, Accounts, IT, and Security. It is our intention to get a second batch for the remaining staff stations in other departments later this year. Kim reports that the copy-over of our ILS database to the Symphony test instance completed successfully and without incident.

Monthly Departmental Reports

January 2023

Marketing:

Heather has completed and submitted both the job ad and draft position description to Erica Segraves for the new Media Relations & Communications Specialist position, which is scheduled to post on the Library Jobs [page](#) mid-January 2023. Heather has reviewed the library's Art Donation Policy and Exhibits & Displays Policy and both have been submitted for discussion at the Trustees Meeting on Monday, January 16, 2023. She's coordinating information and numbers for the 2022 Annual Impact Report scheduled to run in the spring issue of the *Reader* magazine and preparing for a staff training session on February 7 entitled *Programming 101 Part 2: Event Promotion How-To*. This recorded presentation will serve to assist in onboarding new staff and refreshing veteran events planners about the library's events promotion process. The library is helping promote Lawrence Transit's "Fare Free in 2023" campaign by hosting [vinyl clings on our entrance](#) that let visitors know they can ride the bus for free this year. Ruby, Info Services Technician, is now helping Heather make promotional graphics for our large digital display in the Lobby. Ruby has designed infographics, posters, and social media content for years and has a natural eye for turning a lot of info into attractive, succinct messaging. So lucky to have their help! Our Social Media team is on fire as usual with engaging content: Kayla's [brilliant call](#) on TikTok and Facebook for local music submissions and [digital library on vacation](#), Margo making it into this *New York Times* article [Librarians Are Meeting Younger Readers Where They Are: TikTok](#) last month; Sarah's Twitter plea to Jake to share [these cookies](#) and appreciate this [seasonal duck](#); our Leah's Instagram [collab with Polli](#) for the Romance Fiction event on Feb 8, and Ruby's [recap](#) of their super successful Art Supply Swap.

Outreach:

We've been able to go out to our "captive audience" stops like Limestone School and Cottonwood Inc. when it's colder as Dottie is more weather-proof. Our new YS Outreach Technician, Yari Medina, has started coming on stops with us and she's learning the outreach ropes. Kristin is working on creating and updating Dottie procedures for staff.

Monthly Departmental Reports

January 2023

Readers' Services:

This month RS had been working on a partnership with the Raven Book Store to bring in three prominent romance authors on February... we had 358 people sign up, only to learn the main author was having health issues and would need to reschedule for the end of summer! While disappointed about the postponement, we're thrilled with the response and we are excited to explore bringing more genre authors.

Shirley will be attending the Haskell outreach event with our Info colleagues to talk about our services, and Leah is working on creating some digital services outreach opportunities at local gyms.

We're seeing an uptick of interest in our book clubs as people make their "read more" resolutions, filling many of them to capacity, which is a nice problem to have. We're receiving our Book Squad Challenge 2022 finishers, and we've got 2023 all ready to go!

Youth Services:

New Staff & Staff News

- Yari Medina started on January 3 as our new Youth Services Outreach Technician. She's jumped right in and is learning the ropes.
- We conducted our employee reviews and I'm happy to report that Youth Services continues to bring their A game to everything they do.
- We cleaned out our cupboards and donated excess supplies to the Art and Craft Supply Swap held by Info Services.
- Karen, Lauren, and Margo are working on updating the Unattend Child Policy to present to the board in February.

Programs

- We had some fun programs leading up to the end of the year:
 - Candy Construction (held for the first time in person since 2019)
 - Olive Press Storytime with Rabbi Zalman
 - Kwanza Storytime with Kayla
 - Winter-themed Dance Party for Littles

Monthly Departmental Reports

January 2023

- Bookboxes for preschoolers, kids, and teens.
- We had a short program break over the holidays and started back up on January 7.
- New program: Story Quest Book Club hosted by Lauren Taylor starts on January 14.
- We're busy planning for our next round of programs March-May and gearing up to start meeting for Summer Reading.

LPL Friends & Foundation Director's Report

January 12, 2023

Fundraising Update. While our official 2022 financials are not yet available, preliminary figures point to a strong year for the LPL Friends & Foundation book sales and fundraising. Our end-of-year fundraising campaign kicked off in mid-October and raised \$115,000, an increase of \$14,000 from 2021. This total includes a \$20,000 matching gift from the Harrison Family Foundation. A preliminary comparison of total book sale revenue and fundraising for 2022 vs 2021 is shown below.

Year	Book Sales	Fundraising	Total
2022 (preliminary)	\$196,612	\$474,334	\$670,946
2021 (final)	\$149,227	\$418,701	\$567,928
Dollar difference	\$47,385	\$55,633	\$103,018
Percent change	31.8%	13.3%	18.1%

After Hours at the Library Fundraiser. We are in full swing planning our February 24th After Hours fundraising event. To date, we've raised more than \$17,000 in sponsorships, created a postcard invitation that will hit mailboxes in early February, lined up fabulous themed baskets for our raffle, and are reaching out to donors for lead gifts to support a special appeal for an interactive learning station for the children's Picture Book Room. You all are on our list, so please look for your invitation in the mail and plan to attend!

Retirement Boot Camp Staff Change. I am very sad to report that Cathy Hamilton has resigned from her position as the Retirement Boot Camp "Drill Sergeant." We have received several applications and hope to have a new staff person hired by the end of January. The program grew significantly under Cathy's leadership. In 2022, we hosted 99 Retirement Boot Camp programs that were attended by 3,300 people. Currently, our list of regular participants totals 650 people. We are so grateful to Capitol Federal for providing a two-year grant for this important program that helps older adults in our community.

Beach Author Series. We are very close to officially signing up our Ross and Marianna Beach Author for 2023. The tentative date for the program is Thursday, April 20th, 7 pm at Liberty Hall. Stay tuned for the big announcement!

Kansas Book Festival. I am pleased to report that I will serve as the chair of the Kansas Book Festival, celebrating its 12th year in 2023. It happens on September 16th at Washburn University in Topeka. Its mission is to celebrate books and authors that have a Kansas connection.

2023 LIBRARY BOARD OF TRUSTEES CALENDAR

January 16 - Annual Organizational Meeting

February 20 - Form Budget Committee

March 20 - Form Officer Nominating Committee

April 17 - Approve Budget Recommendation & Budget Resolution
Officer Nominations
NEKLS Annual Meeting Representative Nomination

May 15 - New Board Members Begin – Schedule Library Orientations

June 19 - JUNETEENTH – RESCHEDULE MEETING?
Trustee Training Workshops
City Commission Budget Hearings

July 17 - City Commission Budget Hearings

August 21 - Budget Approved by City Commission

September 18 - Strategic Plan Review

October 16 -

November 20 - Form Director Evaluation Committee

December 18 - Director Evaluation

MEMO

To: Lawrence Public Library Board of Trustees
From: Heather Kearns, Marketing & Patron Experience Coordinator
Date: January 9, 2023
Subject: Revision of Art Donation Policy with highlighted changes

Having reviewed the library's Art Donation Policy, I would like to recommend the following changes to the current policy:

1. Paragraph 1: Change wording
 - a. FROM: Lawrence Public Library *encourages* donated gifts of works of art. Such gifts are accepted by the library to broaden the resources of the library for the citizens of Lawrence.
 - b. TO: Lawrence Public Library *will consider* donated gifts of works of art. Such gifts are accepted by the library *when they embody the library's mission and* broaden the resources of the library for the citizens of Lawrence.
2. Paragraph 5: Change wording
 - a. FROM: **2. Quality.** The proposed gift must be, in the judgment of the Committee, *of high quality* with respect to execution and artistic merit. The Committee may solicit expert opinion to aid in evaluation of the proposed gift.
 - b. TO: **2. Sound in concept and craft.** The proposed gift must be, in the judgment of the Committee, *conceptually sound with respect to superior command of craft (art principles, design elements, and materials), intent, historic significance,* and artistic merit. The Committee may solicit expert opinion to aid in evaluation of the proposed gift.

Changing *encourage* to *will consider* maintains the library's openness to potential art donations without actively pursuing permanent art acquisition. I hesitate to encourage the donation of art gifts to the library without first determining if having a permanent art collection is an organizational priority and part of our strategic plan. If we decide that it is, the next steps would involve developing a plan that outlines a collection focus and scope (whose work do we collect and why), collection storage, a repair and restoration plan, a deaccession plan, and determining staff capacity to curate and care for this collection. Additionally, I believe that any future art considered for donation to the library should align with our mission to inspire our community to learn, connect, create, and grow.

Quality is subjective, arguable, and vague. I recommend that we change it to *conceptually sound in concept and craft* for clarity and providing more in-depth criteria to give the Committee a solid rubric for future assessment.



Art Donation Policy

*Revised by the Lawrence Public Library Board of Trustees, August 20, 2018. (Replaces Art Collection Policy.)
Submitted for review on January 16, 2023. Next review date: January 2026.*

Introduction

Lawrence Public Library will consider accepting donated gifts of works of art. Such gifts are accepted by the library when they embody the library's mission and broaden the resources of the library for the citizens of Lawrence.

The library's Art Donation Committee ("Committee") considers all proposed gifts and will have sole and absolute authority for accepting or declining any proposed gift and for disposing of any such gift after its acceptance. The Committee shall consist of three members appointed by the Library Director. At least one person on the Committee shall be a community member not employed by the Library. This Committee may, at its sole discretion, seek professional advice regarding the worth, origin, artistic value, and appropriateness of considered proffered items. Acceptance, approval, and disposal of such gifts are subject to approval by the majority vote of this Committee.

Application Process

To be considered, art donors must complete the library's [Art Donation Application](#). Should the Committee select the donor's artwork, the donor will enter into an agreement with the library using the parameters and requirements of Lawrence Public Library's [Art Donation Agreement](#).

Works of art such as exterior murals, require City of Lawrence ("City") approval. These artworks must comply with the City's [Donated Art Guidelines](#) and [Mural Review Criteria](#). The library's Art Donation Committee has full authority to refer projects to the City for review.

Art Donation Requirements

In addition to the requirements outlined in the Art Donation Agreement, proposed gifts must

meet the following standards:

1. **Nature of Proposed Gift.** Gifts to be considered for acceptance include two dimensional and three dimensional works of art, artifacts, and collectibles not intended for general loan to library borrowers. Gifts must be owned by the donor and free of liens or claims.
2. **Sound in concept and craft.** The proposed gift must be, in the judgment of the Committee, conceptually sound with respect to superior command of craft (art principles, design elements, and materials), intent, historic significance, and artistic merit. The Committee may solicit expert opinion to aid in evaluation of the proposed gift.
3. **Safety.** The proposed gift must not, in the sole and absolute judgment of the Committee, pose an unreasonable hazard or risk to the health or safety of persons or property.
4. **General Appropriateness.** The proposed gift must be, in the opinion of the Committee, appropriate to its proposed setting.
5. **Maintenance.** The proposed gift must be easily maintained and conserved.
6. **Appraisal.** A written appraisal prepared and signed by an independent, certified appraiser must accompany all gifts. All appraisals of value, including the cost thereof, are the sole responsibility of the donor.

The Committee may apply additional criteria as may be deemed appropriate in individual cases in deciding whether to accept or decline a proposed gift.

In the event that the Committee recommends that donated art be sold or disposed of, such sales and/or dispositions shall be reviewed and approved, in advance, by the Lawrence Public Library Board of Trustees.

MEMO

To: Lawrence Public Library Board of Trustees
From: Heather Kearns, Marketing & Patron Experience Coordinator
Date: January 9, 2023
Subject: Revision of Exhibit and Display Policy with highlighted changes

Having reviewed the library's Exhibit and Display Policy, I have updated it to accurately reflect our practice of hosting local art exhibits and community displays. Doing so rendered the original policy nearly unrecognizable. The original policy was laden with procedure, which I recommend removing and adding to our Exhibit, Display, and Installation Guidelines. Therefore, I'm recommending an updated version for review.

If you would like to see where changes have been made, I'm including the 2006 version as well. Text in black is unchanged, text in red are my recommended additions and changes, and text with strikethrough indicates what I recommend we delete.

Highlights include:

1. Including our mission statement in the introduction and elaborating on our intent to host art and displays at the library
2. Elaborating with more specifics about art and displays we will decline, including but not limited to: submissions containing sexually, verbally, and violently mature content; work that reads as a call to violence, attacks a person or group on the basis of attributes such as race, religion, ethnic origin, national origin, sexual orientation, disability, or gender
3. Refining our scope to prioritize submissions from Douglas County residents, while remaining open to non-Douglas County opportunities
4. Updating exhibit space information to reflect the new building
5. Clarifying the library's expectations of exhibitors and/or lenders

Attachments

1. [Exhibit and Display Policy](#) (new, updated)
2. [2006 Exhibit and Display Policy](#) (with suggested changes and deletions)
3. [Exhibit, Display, and Installation Guidelines](#)



Exhibit and Display Policy

*Approved by the Lawrence Public Library Board of Trustees, December 21, 1998. Revised October 16, 2006.
Submitted for review on January 16, 2023. Next review date: January 2026.*

Introduction

Lawrence Public Library ("Library") hosts exhibits reflecting the diverse voices in our community and collections, and provides exhibit space to showcase work from anyone living in Douglas County, Kansas. The Library will consider hosting traveling exhibits or exhibitions from non-Douglas County residents on a case-by-case basis and/or when working in collaboration with a community partner justifies widening the scope.

We believe that exhibits and displays in the Library offer a means for public expression by individuals and groups in the community and enrich the Library by allowing it to serve in a community forum role as a place for diversity of opinion, voice, and perspective. Our goal is to provide a space that generates conversation, reflects our community as a whole, and supports our mission as a place that inspires learning, connecting, creating, and growing.

Exhibit Space and Application

Library exhibit areas are available to the public on a first-come, first-served basis, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.

The Library has the right to review the materials before the exhibit is set up. Submissions containing sexually, verbally, and violently mature content, or works that read as a call to violence will be declined. Additionally, any work that attacks a person or group on the basis of attributes such as race, religion, ethnic origin, national origin, sexual orientation, disability, or gender will also be declined. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

Views and opinions expressed in the Library's art and display spaces are those of the lender and do not necessarily reflect official policy or position of Lawrence Public Library, nor in any way constitute an

endorsement by the Library of their policies or beliefs and no claim to that effect may be used in advertising.

Applications are reviewed by the Library to determine eligibility prior to granting approval. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the exhibit area, the Library's Executive Director will be consulted, and if necessary, the Lawrence Public Library Board of Trustees ("Library Board").

The Library Board shall be the final authority in granting or refusing permission to use the Library's exhibit areas.

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group.

The exhibitor will supply a complete inventory of the exhibit and the value of each item before the exhibit is set up. The Library assumes no responsibility for loss of or damage to exhibited materials.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

Installation and Removal of Exhibits

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit. Library staff are not available to assist with installing and removing artwork.

Individuals or groups using the Library's exhibit spaces may not install their work prior to the date on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided.

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of Lawrence Public Library as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff and held while attempting to contact the owner. Failure to make arrangements for pick-up of artwork or display materials in a timely manner may lead to art and display items being discarded, regardless of their value.

Descriptive Labeling

Each exhibitor will supply and display descriptive information to describe the purpose, title, ownership of the exhibit, whether or not the work is for sale, and contact information for sales inquiries (unless waived by the Library Director). This practice will enhance the effectiveness of exhibits and displays.

Library staff are not available to assist with designing and printing exhibition labels or literature.

Responsibility for Loss or Damage

Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item as part of their exhibit application unless waived by the Library Director.

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

Exhibit Cancellation

The Library Director and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.

IN REVIEW — Exhibit and Display Policy_approved10062006

Black text — original, retained

Red text — recommended changes

Strikethrough text — recommended deletions

Exhibit and Display Policy

Approved by the Lawrence Public Library Board of Trustees, December 21, 1998. Revised October 16, 2006.

Introduction

Lawrence Public Library (“Library”) hosts exhibits reflecting the diverse voices in our community and collections, and provides exhibit space to showcase work from anyone living in Douglas County, Kansas. The Library will consider hosting traveling exhibits or exhibitions from non-Douglas County residents on a case-by-case basis and/or when working in collaboration with a community partner justifies widening the scope.

~~The Lawrence Public Library (“Library”) welcomes art exhibits and community displays.~~ We believe that exhibits and displays in the Library offer a means for public expression by individuals and groups in the community and ~~enrich the Library by allowing it to serve in a community forum role as a place for diversity of opinion, voice, and perspective.~~ Our goal is to provide a space that generates conversation, reflects our community as a whole, and supports our mission as a place that inspires learning, connecting, creating, and growing. Views and opinions expressed in the library’s art spaces are those of the lender and do not necessarily reflect official policy or position of Lawrence Public Library.

The purpose of this policy is to provide fair and consistent standards for the use of exhibit areas in the Library, thus ensuring appropriate use of these spaces in a manner that is consistent with the library’s other service objectives.

This policy provides practical steps for exhibitors. This policy is supplemented by the Library’s Patron Service Policy, a portion of which is included as Appendix A.

Exhibit Areas Available

Available Exhibit and Display Space

The Library has three exhibit spaces for 2-dimensional (painting, drawing, photography, etc.) displays: (1) wall space located in the Self-Check Lobby, (2) wall space in the Movies, Music, and Games collection, and (3) concrete walls surrounding the Atrium.

The Library will consider displaying 3-dimensional (sculpture, installation, etc.) work on a case-by case basis, as long as the work is capable of standing freely and without support, regular maintenance, and/or the lender can provide the necessary display components to ensure its safety (e.g. locked cases, pedestals, etc.) 3-dimensional display space is available in the Library Atrium.

The ~~Lawrence Public~~ Library welcomes the use of these exhibit and display spaces at no charge on a reserved-only basis by governmental agencies, **nonprofit** organizations, and individuals and groups engaged in educational, civic, cultural, intellectual, and charitable activities.

The dimensions of the exhibit areas available to the public are defined in Appendix B of this policy.

No exhibits may be mounted by the public outside of the exhibit area defined in this policy, as they may interfere with other library operations and public safety. ~~, and present a cluttered appearance.~~ For example, no exhibits or displays may be mounted from the ceiling, impair security camera sightlines, or include an audio component unless headphones are provided by the lender.

Exhibit Space and Application

All exhibit scheduling is coordinated by the Library's ~~Community Relations Coordinator~~ **Marketing & Patron Experience Coordinator** and/or the Library's Art Team. Library exhibit areas are available to the public on a first-come, first-served basis, and are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. Library sponsored exhibits and displays will have priority.

It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group. ~~Up to two exhibits~~ One exhibit or display per individual or organization may be scheduled at one time. ~~To make the space as equitable as possible, accepted applicants must wait at least 5 years to reapply for exhibit space.~~ Reservations for exhibit areas may be made ~~up to three months in advance~~ online at any time. Assistance with the online application process is available in person or over the phone through the Marketing & Patron Experience Coordinator and/or the Art Team.

Exhibits are normally scheduled on a one-month basis, from the first day to the last day of each month. If the start and/or end date of an exhibit lands on a day when the library is closed, arrangements can be made to start later and/or end sooner in the same month. All work must be removed by close of library business hours on the last day of the exhibition.

Before applying, individuals and groups interested in exhibiting at the Library are encouraged to contact the Art Team to schedule a tour of the available spaces, and review our “Before you apply” section on the library's [website](#) to determine if their work is a good fit for the space.

Exhibit areas will be available only if a reservation application is made in advance. Applications should be made ~~on library's website~~. Assistance with the online application process is available in person or over the phone through the Marketing & Patron Experience Coordinator and/or the Art Team. ~~in writing using the Library's Exhibit Area Reservation Application, a copy of which is contained in Appendix C of this policy.~~

~~The Exhibit Area Reservation Application may be obtained from any public service desk in the Library, or by contacting the Library's Community Relations Coordinator at 843-3833. Completed application forms may be returned to any public service desk or the Community Relations Coordinator.~~

The Library's Marketing & Patron Experience Coordinator and/or the Art Team or other designee will review all requests for exhibit area use and determine eligibility prior to granting approval. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the exhibit area, the Library's Executive Director will be consulted, and if necessary, the Library Board. The Library Board shall be the final authority in granting or refusing permission to use the Library's exhibit areas. Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

Failure to meet the requirements contained in this policy and the exhibit ~~Area Reservation~~ application may result in the denial of future exhibit space privileges, and/or financial liability for damages.

Installation and Removal of Exhibits

Responsibility for setting up and dismantling exhibits lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit. ~~The library can provide a ladder, tension wires and hooks to be used in our hanging system, and a work table upon request. Library staff are not available to assist with installing and removing artwork.~~

Exhibitors are asked to be respectful of the multipurpose community use of the Library; thus conversations and noise should be kept to a minimum. Exhibits are to be installed with all deliberate speed. Entrances, aisles, and right-of-way may not be obstructed.

Exhibitors may not move any existing exhibit or library materials during the installation of their exhibit. If exhibitors would like to move existing exhibits or library materials, they may contact the Marketing & Patron Experience Coordinator, The Art Team, or other designee for permission and assistance.

Individuals or groups using the Library's exhibit spaces may not install their work prior to the date on which their space reservation begins. They may not mount their artwork in a manner that defaces the space provided. The library's tension wire hanging system is designed so that 2-dimensional exhibit pieces may be hung from metal hooks. Such works may also be attached to the wall surfaces using Command Strips, Command Hooks, or comparable hardware that secures the work without damaging the wall. The Self-Check Lobby wall, concrete Atrium walls, and Movies, Music, and Games wall are the only exhibit spaces where exhibits may be attached directly to the wall surface.

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible. The using individual or organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Lawrence Public Library as shall be caused or inflicted by the using individual or organization.

Exhibits must be removed on or before the scheduled removal date. Exhibits which are not removed by that date will be removed by Library staff and held while the Art Team attempts to contact the owner. Failure to make arrangements for pick-up of artwork or display materials in a timely manner may lead to art and display items being discarded, regardless of their value.

Groups and individuals using the exhibit areas are responsible for basic clean-up and returning the space to order.

It is appropriate for exhibit owners to visit the exhibit space in the Library periodically during the time it is on display to assure that no portions of the exhibit have fallen to the floor or have otherwise become unkempt.

Descriptive Labeling

Each exhibitor will supply and display descriptive information to describe the purpose, title, and ownership of the exhibit, whether or not the work is for sale, and contact information for sales inquiries (unless waived by the Library Director). This practice will enhance the effectiveness of exhibits and displays. Library staff are not available to assist with designing and printing exhibition labels.

It is appropriate to supply copies of descriptive materials to staff at the Library's public service desks, informational handouts and/or an informational poster with the exhibitor's contact information so that Library staff can provide information to members of the public who inquire about current exhibits and displays.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

Responsibility for Loss or Damage

Each exhibitor will supply a complete inventory of the exhibit and the reasonable estimated value of each item as part of their exhibit ~~Area Reservation~~ application (unless waived by the Library Director).

Each exhibitor agrees, as a condition of the display of their exhibit in the Library, that the Library assumes no responsibility for loss of or damage to exhibited materials, and agrees to forever release and discharge the Library, its officers, trustees, invitees, agents, and employees from all such loss or damage.

Each exhibitor agrees to hold the Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and shall indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorneys' fees).

Cancellation of Exhibits

The Library Director and Library Board reserve the right to cancel any exhibit should conditions or situations, such as a unique exhibit opportunity or unforeseen need, warrant such action.

If an exhibit is canceled, the exhibitor will have the right to display their exhibit again, for the full duration of the exhibit time originally scheduled, at the earliest convenience of the exhibitor and the Library.

Appendix A. Exhibits and Displays section from the Lawrence Public Library Patron Service Policies

Exhibit areas in the Library are maintained for the exhibit of educational, cultural, intellectual, and aesthetic materials by the Library and the community. Exhibit areas are accessible on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Those who object to or disagree with the content of any exhibit are entitled to submit their own exhibit which will be judged according to the policies established by the Library.

The Library has the right to review the materials before the exhibit is set up. **Submissions containing sexually, verbally, and violently mature content, or works that read as a call to violence will be declined. Additionally, in the judgment of the Library Director, the Marketing & Patron Experience Coordinator, and the Art Team, any work that attacks a person or group on the basis of attributes such as race, religion, ethnic origin, national origin, sexual orientation, disability, or gender will also be declined.**

~~Material which, in the judgment of the Library Director, the Marketing & Patron Experience Coordinator, and the Art Team, is obscene or gruesome will not be exhibited.~~ Exhibitors whose materials are refused for exhibit may appeal to the Library Board at the next regular meeting.

The fact that an organization or person is permitted the use of a Library exhibit area does not in any way constitute an endorsement by the Library of their policies or beliefs and no claim to that effect may be used in advertising.

Responsibility for setting up and dismantling the exhibit lies with the exhibitor. The exhibitor will supply all tools and other materials needed for the exhibit.

The exhibitor will supply a complete inventory of the exhibit and the value of each item before the exhibit is set up. The Library assumes no responsibility for loss of or damage to exhibited materials.

Materials exhibited may be offered for sale, but the Library will not act as an agent for the exhibitor.

Appendix B. Exhibit Area Dimensions

The following spaces are available for the display of exhibits and displays. No spaces other than the ones specifically detailed below may be used.

Tabletop Displays. ~~The Library has two tables (7 feet wide x 3 feet deep x 4 feet high) available to be placed on either the east or west wall of the south corridor of the Library. Exhibitors wishing to use one or both of these tables must contact the Community Relations Coordinator to make arrangements for the tables to be set up. Exhibitors are responsible for supplying a tablecloth if one is needed. These tables have proven to be ideal for the display of public information, maps, and copies of literature for the public to take.~~

Glass Display Cases. ~~The Library has two illuminated, lockable glass display cases, labeled as "Case 1" and "Case 2," located in the east corridor of the Library. The dimensions of the display area are 3 feet wide x 3 feet deep x 2 feet high. Exhibitors wishing to use one or both of these cases must contact Circulation Desk staff to obtain a key to unlock the cases. Exhibitors are responsible for locking the case after installation and dismantling, and returning the keys to the Circulation Desk staff. These cases have proven to be ideal for the display of collectible items, jewelry, and pottery.~~

2-Dimensional Wall Space. There are several wall spaces available on which to hang artwork and other exhibits. These wall spaces have proven ideal for the display of two-dimensional artwork such as framed or unframed drawings, watercolors, paintings, and posters, as well as two-dimensional displays.

1. The east side of the Self-Check Lobby which runs the length of the lobby. It is well-lit with track lighting and uses a tension wire hanging system with perlon cord and metal hooks. The system runs on a track which allows the cords and hooks to adjust as needed. Each cord can hold up to 20 pounds of weight. west wall of the south corridor contains a space that begins 15 feet north of the inside doors, and extends to the northernmost point of that wall. The wall is built from stone ash wood and the space is

divided into three sections by supporting pillars. It is a high traffic area and an ideal space for showcasing to a large audience. , several metal hangers for artwork are supplied for exhibitors' convenience:

2. The west side of the Movies, Music, and Games collection. Space does not include track lighting. It uses a tension wire hanging system with perlon cord and metal hooks. The system runs on a track which allows the cords and hooks to adjust as needed. Each cord can hold up to 20 pounds of weight. west wall of the south corridor contains a space that begins 15 feet north of the inside doors, and extends to the northernmost point of that wall. The wall is built from stone ash wood. It is a low traffic area and works best as overflow space for exhibits too large for the Self-Check Lobby. The south wall of the east corridor contains a space that begins at the inside doors, and extends to the westernmost point of the wall. Since this wall is built from stone, several metal hangers for artwork are supplied:

3. The concrete walls ("fins") bordering the north and south side of the Library Atrium. north wall of the Media Room, adjacent to the east corridor, contains a space which begins at the east glass wall, and extends to the westernmost point of the wall. Since this wall is built from concrete, it is best used for displaying lightweight print materials like posters or photographs mounted on foam core or matboard using Command Hooks, Command Strips, or comparable hardware that secures the work without damaging the wall. and several metal hangers for artwork are supplied:

4. The Gallery contains large wall spaces for hanging art and other exhibits. These walls are illuminated with track lights. Metal hangers are supplied. Also, since these walls are designed specifically for exhibits, push pins may be used to mount two-dimensional exhibits. Exhibitors should be aware that the Gallery is also a frequently booked meeting room, and thus is not available at all times for public viewing of exhibits and displays:

5. The lower level of the Adult Room has large wall spaces for art displays and exhibits. These spaces are indicated by the presence of metal chain hangers suspended from the top of wall surfaces, on which exhibits may be hung. There are display spaces on the east and west walls:

3-Dimensional Floor Space. The library's Atrium is available for 3-dimensional art work such as sculpture, site-specific installations, interactive displays, free-standing informational banner displays, etc. This is a high-traffic area ideal for showcasing work to a large audience. The Library will consider displaying 3-dimensional (sculpture, installation, etc.) work on a case-by case basis, as long as the work is capable of standing freely and without support, maintenance, and/or the lender can provide the necessary display components to ensure its safety (e.g. locked cases, pedestals, etc.)

Appendix C. Lawrence Public Library Exhibit Area Reservation Application

Before completing this form, please read the Lawrence Public Library Exhibit and Display Policy. Policy available at the Library upon request through Maria Butler.

Please submit Application to: Attn: Maria Butler, Lawrence Public Library 707 Vermont St., Lawrence, KS 66044

Hours: Weekdays: 9am-9pm Sat.: 9am-6pm Sun.: 2pm-6pm Phone: 785-843-3833 Please keep a copy of Application and Inventory List for your records.

Name of individual or organization _____ Person responsible _____
Mailing address _____
City _____ State _____ Zip _____ Telephone _____
Email _____ Exhibit / display space requested _____
Title of exhibit / display _____

Complete Inventory List of exhibit / display with value for each item. Please attach a separate sheet with identification. This can be submitted at the time of installation.

Dates requested _____ Installation date _____
Dismantling date _____

The undersigned hereby irrevocably agrees to: (1) conform to all of the regulations printed in the Lawrence Public Library Exhibit and Display Policy, (2) hold the Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant's use of the exhibit areas, grounds, and facilities, and (3) fully indemnify the Lawrence Public Library, its officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorney's fees). The undersigned further represents that he or she is fully authorized to enter into this agreement for and on behalf of said organization, and acknowledges that the Lawrence Public Library may, in its sole and absolute discretion, decline to grant this application for any reason or no reason at all.

Applications can be made through the library's [website](#). Assistance with the online application process is available in person or over the phone through the Marketing & Patron Experience Coordinator, the Art Team, and/or available library staff. At the time of application, the lender will need to sign an electronic Lender Agreement before submitting. The Lender Agreement is included in the application.

- **Lender Agreement**

- The undersigned hereby irrevocably agrees to: (1) arrange a how-to tour with the Art Team to see the exhibit space no less than 4 weeks from the exhibition start date, (2) make their own arrangements for assistance with installation and removal of their exhibit, (3) conform to the library's 2D Exhibit Guidelines and artist's responsibilities

described within, (4) conform to all of the regulations printed in the Lawrence Public Library Exhibit and Display Policy, (5) hold the Lawrence Public Library, its officers, trustees, invitees, agents, and employees harmless from any and all claims, demands, and liabilities which may arise out of applicant’s use of the exhibit areas, grounds, and facilities, and (6) fully indemnify the Lawrence Public Library, it’s officers, trustees, invitees, agents, and employees for any and all costs, expenditures, and damages relating thereto (including attorney’s fees). The undersigned further represents that he or she is fully authorized to enter into this agreement for and on behalf of said organization, and acknowledges that the Lawrence Public Library may, in its sole and absolute discretion, decline to grant this application for any reason or no reason at all.

Once an application is submitted, a member of the Art Team will respond in a timely manner with next steps and instructions, including our [2-Dimensional Exhibit Guidelines](#).

Once accepted, lenders will need to submit a complete inventory list of loaned items with a value for each item. This list may be submitted at the time of installation.

Signature of applicant _____ Date _____

~~For Library use only:~~

Approved by _____ Date approved _____

Notes:



Exhibit, Display, and Installation Guidelines

Lawrence Public Library hosts art exhibits and displays that reflect the diversity of both the voices in our community and our circulating collections. Views and opinions expressed in the library's art spaces are those of the artist and do not necessarily reflect official policy or position of Lawrence Public Library. Our Exhibit and Display Policy is [here](#).

Contact Info

For all exhibit correspondence, start to finish:

LPL Art Team | Heather Kearns, Traci Bunkers, and Angela Longhurst
art-team@lawrence.lib.ks.us

For questions about exhibit policies and guidelines, contact:

Heather Kearns, Marketing Coordinator
hkearns@lplks.org

IMPORTANT: If you arrive unprepared to install your exhibit (your pieces are not ready to hang, you have no one to assist you, etc.), you must email the [Art Team](#) and make arrangements for a **tour of the space and instructions for how to proceed.** **This could delay your installation date by a few days to a week depending on staff availability.** Library staff are not available to assist with installing and removing artwork.

The short scoop.

We give you the space, a ladder, tension wires and hooks, a flyer box, a brief in-person run-down of the process, a work table (upon request), and the rest is up to you! A comment box with paper and pencils, as well as a box for your info, is available. We will install that.

You are responsible for:

- (1) scheduling a site tour with our Art Team *no less than* 4 weeks before your exhibit opens
- (2) installing your work
- (3) removing your work
- (4) all promotional materials and messaging

- (5) arranging outside assistance to help you — we highly recommend having at least 1 person!
- (6) all signage and/or informational materials
- (7) reading, agreeing to, and preparing your artwork according to these guidelines

The long scoop.

We welcome your artwork or display in our space, but we might not be the ideal place to showcase it as we're not a formal gallery space. **Please consider the following variables before submission:**

- Our art spaces are public and serve all ages
 - We don't provide [docents](#) or gallery security guards
 - We don't have complete control of temperature or lighting
 - We currently don't have secure display cases for 3D work
 - You cannot nail into or permanently affect the walls
 - No surprises, please
 - You must provide an artist statement
 - You should have enough work to fill the space
- **Our art spaces are public and serve all ages.**

There is no option to “opt-out” of seeing art in the library as visitors must pass it to reach their destinations. Therefore, any submissions containing sexually, verbally, or violently mature content — or works that read as a call to violence — will be declined.

Additionally, work that attacks a person or group on the basis of attributes such as race, religion, ethnic origin, national origin, sexual orientation, disability, or gender will also be declined.
- **We don't provide [docents](#) or gallery security guards.**

People might touch, damage, or even remove your work. Most spaces are on camera, but we may not notice/catch damage or theft until after the fact. We will follow up with our Security Team as best we can if damage or theft occurs.

- **We don't have complete control of temperature or lighting.**

Some display space comes in direct contact with sunlight which might damage or fade your work.

- **We currently don't have secure display cases for 3D work.**

Artists can provide their own if they wish.

- **We cannot nail into or permanently affect the walls.**

We use a tension wire system to hang 2D work (no damage is made to walls) and not all frames are compatible. It will be up to you to install the suggested D-ring and clip options below to your frames if you wish to display.

- **No surprises, please.**

- You will be asked to upload (3) images for consideration. These images should embody what the library can expect to see in your exhibition, meaning work submitted for consideration should stylistically and thematically match the work in your exhibit. Images don't have to be fancy — use a camera phone if you'd like. If you have mobility issues, a staff person can visit your studio for a walkthrough.
- Lawrence Public Library reserves the right to decline or remove work that violates our guidelines even after exhibition approval. For example, if we book your Kansas landscapes and are expecting landscapes, we'll likely pull an explicit nude from the mix if it makes it to the wall. **Exception: Elementary and high school student work is curated by the art educators themselves and will not require advance documentation.**

- **Artists must provide a simple artist statement.**

- Lawrence Public Library's mission is to be a place to learn, connect, create, and grow, and library visitors want to know what motivates you to create and who

made the work. Please provide something about your process, what inspires you, how long you've been making art, and what you hope the viewer takes away from seeing your show.

- You may design this however you wish, but the easiest is to include your name, contact information if you intend to sell your work, and a brief explanation about your show on an 8.5" x 11" piece of paper.
- The library can provide an 8.5" x 11" wall mount for your statement
- You are welcome to make something larger if you prefer, but we don't have a larger wall mount.
- You'll find links to how to write an artist statement at the end of this document.

- **Artists should have enough work to fill the space.**

Space dimensions are attached below. Consideration will be given to smaller shows if the size of the exhibit is integral to the meaning of the work.

- **CHECK-IN:** You ***don't*** need to check in with anyone when you install, but if you have a question, ask someone at the Accounts Desk to call someone on our Art Team (Heather, Angela L, or Traci).
- **DURATION:** You have the space from the first available day of the month through the last unless otherwise arranged. Art must be removed and space cleared within 30 minutes *before the library closes* on the last day of the month so it is ready for new art the following day. If the first or last day of your show falls on a holiday when the library is closed, you may:
 - install your show the day after
 - take your work down the day before

- **INSTALL:** Happens during regular business hours ([see website](#))

- **DEINSTALL:** Must be complete a half hour **before** the library closes:

- Mon-Thu | 10 am–8 pm (deinstall complete by 7:30 PM)
- Fri-Sun | 10 am–6 pm (deinstall complete by 5:30)

- **FRAMED WORK**

We use a tension wire system for objects with hanging fixtures.

- It is best to hang with **2 hooks per piece** (instead of one)
- Work hangs best with D-rings positioned about 1 inch from the top of the frame (see image below)
- Make arrangements with Angela L, Traci, or Heather for a hanging demo (takes about 5-10 mins) no later than one month prior to install.
- Stray wire can be bound with painter's tape and concealed behind the objects (please bring your own painter's tape)

- **UNFRAMED WORK**

- Paper, mat board, etc. can be attached on the wall with [Loctite](#), [Command strips](#) with or without the hooks, [TeachersTape](#), or something similar — see image below
- Non-painter's tape, pins, nails, glue, etc. is forbidden for hanging
- CAUTION — over time, Loctite releases works from the wall as it isn't very sticky and tends to lose its power when it's humid — Command strips are recommended

- **SUPPLIES (yours)**

- Artist/display group is responsible for providing all supplies needed for a successful install: painter's tape, adhesive, scissors, level, etc.

- Artist/display group is responsible for making all signage: labels, bio, artist/project statement, etc.
 - [Painter's Tape](#) — If you plan to use the tension wire system, you'll need painter's tape to hide the wires behind your work. You can make a loose coil and tape it to the wall.
- **SUPPLIES (ours)**
- The Library will provide a ladder; please arrange with Traci
 - The library will provide a work table; please arrange with Traci
 - The Library will provide a clear display holder for the wall if you want to pass out info (it measures 6"W x 7"H x 1.25" D); library will install.
- **MARKETING / PROMO**
- All promotion for the exhibit is the responsibility of the artist/group (social media, press releases, etc.)
 - Promotional materials (posters, flyers, etc.) are the responsibility of the artist/group to create
- **RECEPTIONS / FINAL FRIDAYS**
- Final Fridays — many groups/artists want to participate and have a reception. If this is something you wish to do, let Traci know.
 - If you want a **private reception**, you can rent one of our meeting spaces for a fee (talk to **Kristin Soper** for arrangements: ksoper@lplks.org)
 - If you want a **public reception**, the space is free. Just book a meeting room or make arrangements to have a table set up where you'd like in the Library. Artists typically set up near their work. This would also mean that it is open to the public and the public will definitely eat your food and drink your drinks, *while possibly not looking at the artwork*. You are responsible

for providing the food, non-alcoholic drinks, paper and plastic ware, serving dishes, etc.

- The Library will provide a table if arranged ahead of time. Make arrangements with **our Facilities Coordinator about location near the display**. They will need to know the time, date, and duration. Currently, this is Jon Ratzlaff: jratzlaff@lplks.org
- Receptions, including food or drink and set-up, must be over, cleaned up, and moved out 30 minutes **before** Library closing time. As the Library doesn't officially host First Friday receptions, rather we are an option to artists wishing to participate and celebrate, we don't track numbers or handle promotions. The library provides the space, but the rest is up to you. Traffic and attendance should be proportional to the invitations and marketing sent and created by the artist.

○ **SALES OF ARTWORK**

- Did you sell something? AWESOME! Congrats! We'd like for the work to remain up for the duration of the exhibit if possible. Feel free to come in and mark SOLD on the label.
- In the event that a patron can't wait (they're only here on holiday, moving, time-sensitive birthday gift), by all means, get that art into their hands! You're welcome to fill the space with another work or move things around to get rid of the gap.
- **The library does not handle sales.** This is a relationship between you and your buyer.
- **The library does not take a cut of your sales.** We're just excited for you and are happy your work was seen and loved.

2D SPACE DIMENSIONS

Includes electrical outlets — one in each section.



2D HARDWARE

To ensure proper hanging, we *highly* recommend framed work to:

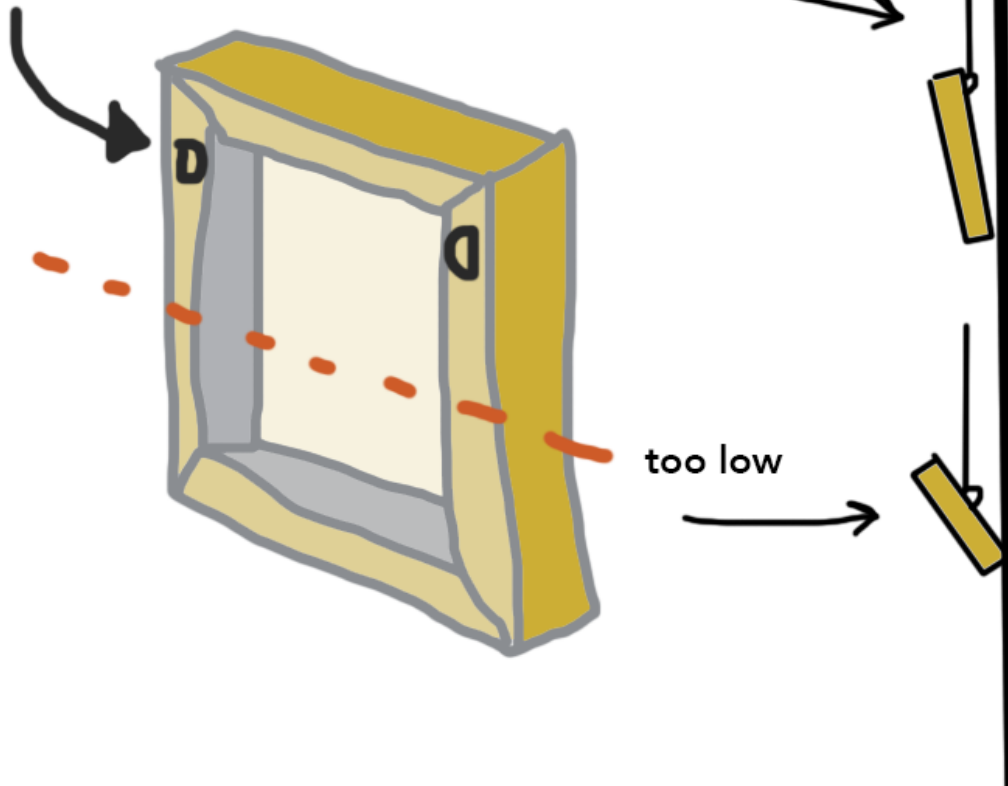
- Have 2 D-rings installed on the back about 2" from the top of the frame—one on the left and another on the right
- Plan to use *both* rings. Any lower and the object leans forward from the wall (see illustration below), especially if it isn't very heavy. Not only does it look bad, but your work is at risk of someone bumping into it.
- Do not hang on a wire backing even if your work includes it. Wire is slippery and doesn't stay put on our hooks. When we double hang on the wire (use 2 hooks), they slide to the middle and the work leans forward. Total disaster.

D-ring suggested
size: 3/4"

(opening needs to be
big enough to hang
on our hooks)



ideal about 1-1.5 " from top



Command Strips (without the hooks) are a safe way to hang light, framed objects, matted objects, posters, and labels. **TIP:** These are a little pricey, so to get the most out of them, cut them in half, quarters, etc, if what you're hanging is light. For heavier things, use the whole strip. You can find these at most hardware stores, Dillons and HyVee office supply aisle, Walmart, Target, etc.

They secure to the wall and your paper / mat board very well, and may damage the back of your work (if unframed) when you try to peel it off. But, no one sees the back, right?

2D TENSION WIRE SYSTEM

See images below.

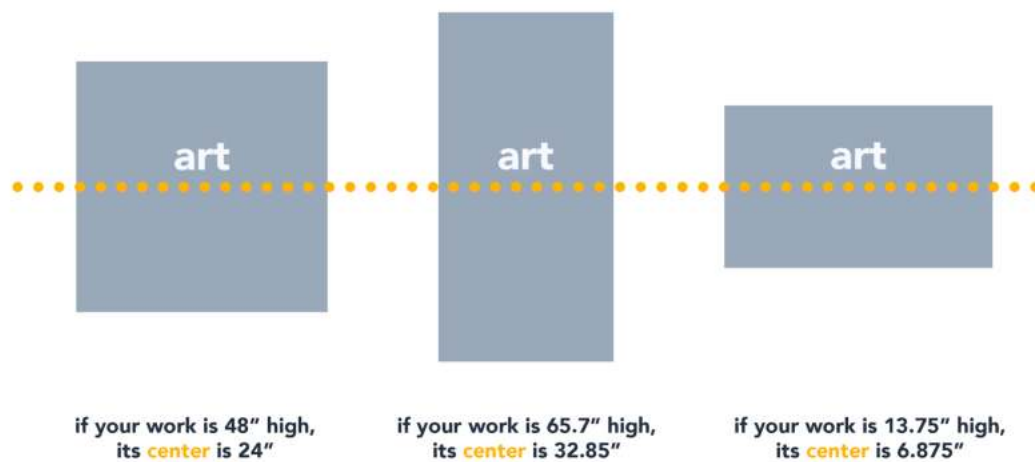
- Each wire has a sliding hook and clip at the top
- The clip is inserted and into the track and clicked into place
- Once inserted, it can slide left or right as needed
- The sliding hook has a button on the side
- Push the button to make it move up and down the wire as needed



2D INSTALLATION TIPS

Hang like a pro!

- Your work should be visible to all ages and abilities (ex: wheelchair height, toddlers, etc.), so it's best not to hang it too high. This is achieved by finding the universal center of each piece and marking that center height no higher than ~52" from the floor.
- Finding the center height of your work is easy:



- **Why does this matter?** It reads better and weighs everything equally. And museums and galleries have been doing this forever.

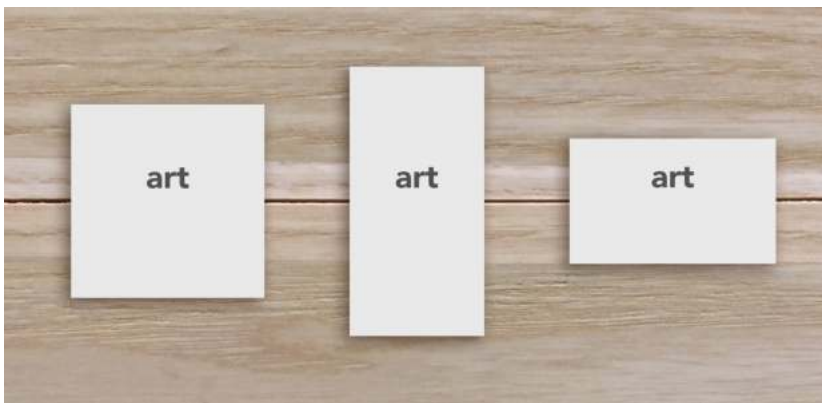
The first image below illustrates how the average, well-meaning person hangs art because it's easy. Hanging by the tops forces the smallest work all the way up to the ceiling.

Compare this to the next image to see why weighing everything with a common center line makes a more powerful visual statement — it's more cohesive and looks professional.



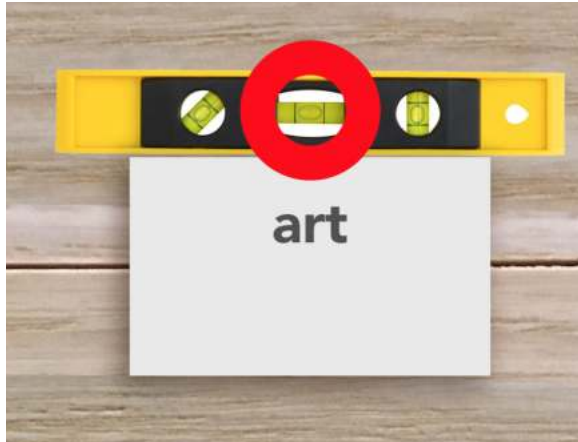
- Luckily, our ash wood paneling on the art wall is horizontal, so find a line that's ~52" from the ground and use that as your guide.

You can even fudge it. Round up those decimals and fractions. No one will know if the center is *exact*.



Remember the hook and wire system? Adjust the hook slightly up/down to make your work hit that center.

Next, get that level out. Place it at the top of your frame and make sure the air bubble is doing this. Centered between those two black lines. Adjust the hooks up or down to get it close. **Close is good enough.**



LABEL + SIGNAGE TIPS

Think ADA compliance so everyone can enjoy your show.

- You can have fun with typeface in your title, but pick something readable for your copy (your statement). Make sure it is compatible with your aesthetic. For example, if your work illustrates the sublime nature of Kansas landscapes, maybe don't use *Lobster*, **BLACK OPS ONE**, etc.
- Minimum font size should be no smaller than 22 pt. If you have room, bump it up to 24-26 pt. This makes it easy for those with vision issues to participate.
- Keep typeface styles to a minimum. Two is standard.
- You'll want to have an artist's statement or bio, contact info listed for inquiries, and labels for each work. Including a sale price is ok, too.

Lawrence Public Library does not handle sales. We will direct anyone with questions about your work to the contact info you provide with your exhibit. Most artists include this at the bottom of their statement. Occasionally, artists will leave a stack of business cards at the Welcome Desk. If you don't provide your contact info, we won't be able to connect potential buyers to you.

- **Sample label.** Suggested size: 3" wide x 2" high, but feel free to go 3x5" if you have a lot of text. NFS = NOT FOR SALE. Cardstock is best. Adhere with Loc-tite or small Command strips.

Title of Work
Medium
Date
NFS (or) Price

Artist's name and contact info
for sales inquiries.

TIP: If using Command strips, you can cut these down into smaller strips to save money. You don't need a whole strip for a piece of paper.

*We've made a **FREE label template** on [Canva](#), but you'll need to create an account.

- **Sample Artist Statement (see below)**

This is optional. Some artists don't include one with an exhibit, but that's up to you. This demonstrates you know what you're doing, you're interested in connecting with your viewers, and it answers a few questions (and elicits even more) for your viewers that they're bound to have. At the very least, it's a chance to list your website and contact info for sales.

These should be framed, mounted on foam core, or matted. At the very least, print on cardstock and attach with a Command strip. If you don't have a frame, the library can provide one. Standard sizes are 8.5 x 11" or 11 x 17" (portrait orientation). Email the Marketing Coordinator about getting a frame: Currently, Heather Kearns: hkearns@lplks.org.

TIP: Title your show. Or don't. But sometimes a title makes it feel tighter and sets a tone/theme.

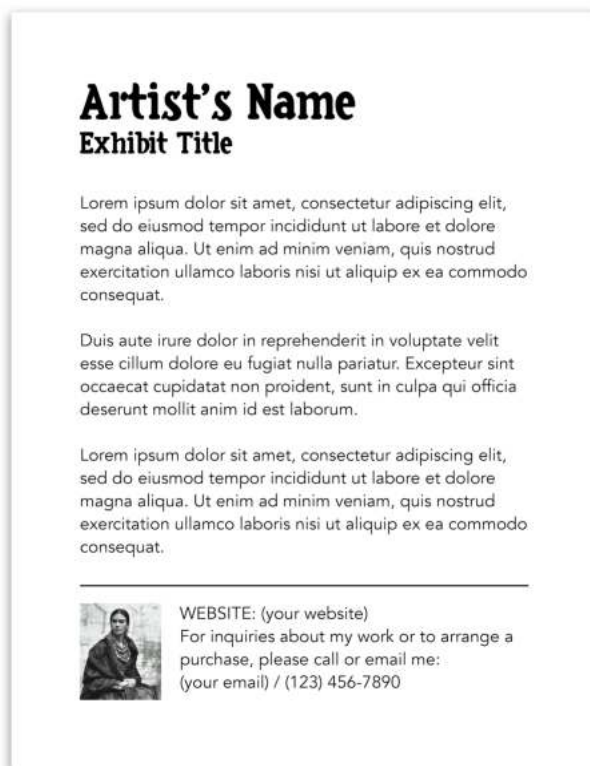
TIP: Use a more interesting typeface for your name and show title, but a readable one for your text body.

TIP: Include a photo of yourself! Maybe of you working or your favorite selfie. It's up to you, but it personalizes the experience for your viewers.

TIP: How to write an artist statement? There are so many ways to approach it.

Ultimately, it's up to you. Most artists write about why they create, what inspires them, what they love about what they do. Some add their hobbies and what they're reading. Some even list life experiences that have brought them to this point. Others explain what the work is about or simply leave it up to the viewer to infer. One artist simply wrote, "This is my artist statement."

- **TIP:** Write in plain language that most people can understand. Many statements are word salads and written in an academic style for their peers. If that's who you are—great! But, in a public library, your work will translate better if people don't need a dictionary and thesaurus to decipher your intent. Although, we have those on hand should someone need one.



TIP: Resources for writing an artist statement

[8 Artists Statements We Love](#)

(includes excellent tips about length and content!)

[The Anti-Artist Statement Statement](#)

(great tips and samples)

[Artybollocks Generator](#) (If you can't

bear to write one, this site will do it for you as a joke)