

Programming

Created 13 June 2023

This policy addresses only programming sponsored by the Library. Policies concerning other presenters who choose to hold programs at the Library are addressed in the Meeting Room Policy.

Purpose of programming

Programming is provided by the Library as a supplement to its mission of inspiring lifelong learning and advancing knowledge in the community.

Diversity of programming

The Library will seek to offer programming that represents and cultivates a diversity of interests among all age ranges. Programs will not discriminate for or against a particular religion, belief, political stance, race, age, sexual orientation, gender or disability. Programs may be held that are intended to represent a diversity of views on a given topic. In such cases, the Library will make reasonable efforts to ensure that differing viewpoints or a range of viewpoints are represented.

Responsibility for programs

The Library employs designated staff who are responsible for each age level of programming. Staff are authorized to make decisions regarding the Library's programming with approval from the managers or the Library Director as necessary.

Presentations are meant to be educational or recreational and are not necessarily representative of the Library's opinions or beliefs.

While the Library sponsors programs for all ages, some individual programs may contain content that is not suitable for all ages. Parents or guardians are responsible for decisions regarding the suitability of a program for their child.

Requests for programming

The Library accepts requests for programming at any time. Requests may be generated by patrons interested in a particular subject or by an individual or group wishing to host a program at the Library. Such requests will be honored at the discretion of the Library. Outside organizations or individuals who request the Library's sponsorship in a program must agree to all of the policies of the Library in providing such programming. When the Library chooses not to sponsor a program, the organization or individual may seek to use the Library's meeting room for the event. Please see Meeting Room Policy.

Scheduling

Programs will usually be scheduled during regular operating hours. Programs outside of regular hours will be approved by the Library Director. Library personnel must be present when programs are scheduled outside of regular operating hours.

Programs will generally be held in the Library's meeting rooms. It is the responsibility of the programmer to ensure that a meeting room is available before a program is scheduled. Using the meeting room ensures an environment that is free of distraction for both the program's attendees and the Library's regular patrons. Programs may be scheduled to take place outside of the meeting room with the approval of the Library Director.

Attendance

The capacity of the meeting room is established by the local fire department. The capacity of the meeting room may not be exceeded. The Library may choose to limit attendance based on this consideration.

Attendees may be asked to leave programs based on behavior. Please see Acceptable Behavior Standards.

The Library may ask patrons to register prior to a program. The decision to solicit patron registration will be made at the discretion of the Library. Patrons who do not register prior to a program may not be allowed to attend at the Library's discretion.

The Library will not prohibit patrons from attending any program based on religion, creed, belief, gender, sexual orientation, political interest, race, or age.

Program cancellations

The Library may cancel programs at any time at its discretion. When cancellations occur, the Library will attempt to contact registered attendees and will post a cancellation notice in a prominent location.

Programs may be canceled due to inclement weather independent of the Library's decision to remain open during such inclement weather.

Budgeting

The Library provides a budget for all levels of programming. Programming budgets are a part of the Library's regular operating expenditures and are intended to cover:

- Fees charged by an organization or individual for presenting a program.
- Travel costs incurred by the presenter in providing a program. Mileage should be reimbursed at the rate set for the Library's staff. Meals may also be included.
- Materials that may be necessary for attendees in a program.

Programmers are responsible for the negotiation of any fees associated with paying a presenter for a Library sponsored program.

Contracts for presenters

The programmer is authorized to negotiate contracts and sign contracts on behalf of the Library where necessary. The Library may insist on contracts or refuse to sign contracts for presenters at its own discretion. The Library will not sign contracts which contradict its own policies regarding programming. Contracts should be reviewed by the Director as necessary.

Payment for presenters

Generally, the Library will seek to identify presenters who will come to the Library for a minimal fee. Programmers should ensure that the Business Office receives notification of any fees at least two weeks in advance so that a check can be generated. Payment may be mailed to the presenter with proper arrangements. Payment will be made to the presenter after the program has taken place. Payment should not be made to the presenter in advance of a program without a manager's approval. The approval of the programmer's supervisor is required for all presenter fees that are over \$100.

Fees for attendance

The Library will generally not charge patrons fees for attending programs. Attendees may be charged a minimal fee to recover the cost of materials used during programs. Any fee for materials will be approved by the Library Director.

Solicitation

Programs will not be sponsored by the Library with the intent of selling products or services. Exceptions may be made for authors who agree to come to the Library. In such cases, the Library may make arrangements for books to be purchased by attendees.

Presenters are not allowed to distribute promotional materials, business cards, or other information with the purpose of soliciting further transactions of any kind

with attendees. Attendees may choose to approach the presenter with requests for such information at their own discretion.

Publicity for programs

The programmer is responsible for ensuring that the Marketing Department is notified at least eight weeks prior to any scheduled program. The information provided by the programmer must be sufficient for the creation of any necessary public relations materials. The Marketing Department may refer questions concerning a program to the programmer as necessary.

The Library will not provide public relations materials for any program that is not sponsored by the Library.

Challenges to programming

The Library welcomes the comments and concerns of its patrons concerning Library programming. All comments or concerns must be in writing. The Director will appoint a committee to investigate any comments or concerns. Responses to such concerns will come from the Director within 30 days of receipt.

The Library chooses to sponsor programs at its own discretion. Individuals who wish to challenge the Library's decision on such sponsorship may do so in writing. The Director will appoint a committee to investigate such challenges. Responses will come from the Director within 30 days of receipt.

Patrons with special needs

The Library will make reasonable accommodations for patrons with special needs who choose to attend its programs. The patron is responsible for making the

Library aware of any special arrangements that might be necessary for attendance prior to the program at least 48 hours in advance of the program.