



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Monday, February 25, 2019

3:30 PM

225 N. Oneida Street

Library Board Personnel & Policy Committee Meeting

1. Call meeting to order
2. Roll call of membership
3. **Action Items**

[19-0252](#) Programming Policy

Attachments: [Program Policy Draft 2-19-2019.pdf](#)

[19-0253](#) Handouts, Bulletin Board Postings, Notices, Petitioning Policy

Attachments: [Handouts BB Postings Notices Petitioning Draft March 2019.pdf](#)

[19-0255](#) Establish Library Director's 2019 Performance Goals

Closed Session

The Committee may meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session.

4. Adjournment

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

PROGRAMMING POLICY

Purpose

The Appleton Public Library (“library”) supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment.

Not all programs and events that occur in the library are covered by this policy. Library meeting and study rooms can be used by the public without being defined as library programming and are governed by the Meeting Room Use Policy. This policy is intended to cover library managed and library sponsored programs as well as programs that are library partnerships with external organizations

Policy

Programming is an integral component of library service that:

- Expands the Library’s role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

Programming Resources

Library staff expertise, collections, services and facilities are utilized in developing and delivering programming. The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Diversity, equity and inclusion
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter’s background/qualifications in content area
- Budget
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits or programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, sexuality, gender, religion, ability, or views, or because of possible controversy. Programs will not be cancelled because of the ideas or topics of the program or the views expressed by participants or speakers. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Program Participation

All Library programs are open to the public. In general, library programs are free, however, a fee may be charged for Library programs to recover the cost of a presenter, materials or supplies, when it would otherwise not be feasible to offer the program.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library or off site.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Photography and Filming

Programs sponsored by the library within the library or at off-site library sponsored events may be photographed or video-recorded by the library staff or its representatives. Attendance at a library sponsored program constitutes the consent of all attendees and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the library.

The library may utilize photos and videos from public programs and events at the library and at off-site library sponsored events on its website, social media and in library publications. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without the written approval from the photographed individual, parent or legal guardian.

Participants may request in writing that their image not be used by the Library.

Content

The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. The Library does not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor will program attendees be required to share their personal information in order to attend a program.

Sales of products at Library programs must be approved by the Library Director and/or his/her designee and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business. The Library supports the rights of authors and other creators of literary, musical and artistic works to sell their works as part of a program to the public.

This programming policy is adopted and enforced by the Library Board. The Board delegates to the Library Director the administration of this policy. Library staff members implement library programs within applicable library policies and at the direction of the Library Director. Planning and coordination of programming is done by library staff based on interests and needs of library users and the community. Library patrons and the local community members may recommend topics or speakers for consideration.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions the content or topic of a Library program, they should address the concern with a Library staff member. Patrons who wish to continue their request for review of a Library program may request a Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Collection Development Policy.

Draft 3/19

Handouts , Bulletin Board Postings, Notices and Petitioning Policy

Purpose

In the spirit of community partnerships, the library provides a designated space on its public bulletin board for announcements and notices of local community events. The library also provides literature display racks for distribution of free handouts, notices and other materials which may be of interest to the community. Both of these services are in keeping with the library's overall philosophy of providing access to a wide range of information sources.

Posting of a notice or placement of materials in a display racks does not imply endorsement by library staff or Board of Trustees.

Handouts and Bulletin Board Posting

1. Space is designated in order of priority to:
 1. Appleton Public Library and Friends of Appleton Public Library items.
 2. City of Appleton and Outagamie County government notices and publications.
 3. Other government notices and publications of local interest.
 4. Local educational institution notices and publications.
 5. Non-profit organization materials of local interest.
2. All notices, posters, and free literature must be approved, posted, and removed from the bulletin board or the display racks by library staff.
3. Staff may discard items not approved for placement, and excess copies of any items received.
4. Event announcements must be for events open to the public.
- ~~5.~~ All items must identify the organization including: name, address and phone number.
- ~~5-6.~~ Employment postings must provide a name, address and phone number and must be associated with a local business, organization or job opportunity that is based locally.
- ~~6-7.~~ Community newsletters, magazines, newspapers and other publications distributed free of charge (with or without advertising) containing information of local interest may be placed in the literature display racks as space allows.
- ~~7-8.~~ Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

~~8.9.~~ The library reserves the right to limit the size, number of items and length of posting. Activities with no specific date will be posted a period of approximately 30 days, which may be extended if space permits.

~~9.10.~~ When postings are provided in multiple languages the library will post a copy in each language provided.

~~11.~~ Religious and political events are permissible for informational purposes or special events; materials which have the primary effect to advocate for a single point of view will not be displayed.

~~10.12.~~ The bulletin board is located in a public space and postings must be appropriate for viewing by all ages. No nudity or profanity is allowed.

~~11.13.~~ Forms of literature unacceptable for library posting or display include:

- Items devoted solely to the sale, advertising, solicitation or promotion of products or services will not be accepted. Staff may make exceptions for announcements of educational or employment opportunities provided by profit making businesses, or items including a variety of beneficiaries.
- Materials whose primary purpose serves as campaign literature
- Personal notices or handouts
- Requests for study participants for medical or other research
- Direct requests for contributions not associated with an event unless it is a Library-sponsored or Friends of Appleton Public Library sponsored campaign.

~~12.1. Posting of a notice or placement of materials in a display racks does not imply endorsement by library staff or Board of Trustees.~~

Petitioning, solicitation, or distribution of literature

Petitioning, solicitation, canvassing, surveying or distribution of literature by members of the public is not allowed within the library unless it is part of an approved library program or meeting space booking.

Groups or individuals who wish to petition, solicit, canvas, survey or distribute literature to the public on library property, outside of the building, may do so only if public access to the building is not impeded and building use is not interfered with in any way including loud noise, threatening behavior or otherwise disorderly conduct.

Soliciting donations for organizations other than the Appleton Public Library and Friends of the Appleton Public Library is not permitted within the library or on library property unless it is part of an approved library program or meeting space booking.

Approved by Library Board January 17, 2012 1/12; 3/19