



Programming Policy

Adopted: 1/28/2026

I. Introduction

Library sponsored classes, events and programs including presentations, lectures, discussion groups, clubs, story times, demonstrations, arts and craft projects, performances, and more, are offered to the community to support the Library's mission.

II. Criteria and Scope

Staff members strategically select and plan programming presenters and topics based on several factors, including relevance and timeliness to community needs, suitability for intended audiences, educational and entertainment value, cost, availability of physical and virtual library space (which includes Library staff and technology), and more. Library sponsorship of a program does not constitute an endorsement of the content of the program or of the views expressed by the presenters or participants, and the Director has final approval of whether or not a program will be sponsored by the Library. Program suggestions and proposals from presenters and members of the community are welcome, however staff retains the right to determine which programs and events are scheduled.

All programming aligns with the Library's diversity statement as found in our strategic plan: At the Linda Sokol Francis Brookfield Library, we value equity, diversity and inclusion which in turn powers an innovative culture. Excellent service is at the core of what we deliver to the Brookfield community. Integral to our mission is an inclusive workforce driven to help create welcoming collections, classes and events, and spaces for all.

Programs are open to the general public subject to age restrictions, and some programs may be designed with specific audiences in mind. The Library reserves the right to limit the number of participants in a program. All programs, with rare exception, are free to participants. Staff strive to select presenters who do not have a vested interest in selling or promoting products or services to attendees. At the discretion of the Executive Director or designee, authors, visual artists, music performers, and other professional performers or presenters may be permitted to offer books or other merchandise for sale as part of a program, but admittance into the program is not dependent on the possession or purchasing of a presenter's products. Presenters shall be solely responsible for any taxes applicable to such merchandise sales.

Programming practices adhere to the Americans with Disabilities Act (ADA) and the American Library Association's Bill of Rights. It is recommended that 5 days of notice be given for those who need ADA accommodations.

III. Complaints

Formal objections to Library programming may be made in writing via the form provided at the end of this policy. The Director will discuss all complaints about programming with resident(s) and appropriate staff. The Director's decision regarding reconsideration of scheduled programs will be final, with Library

Trustees being informed of all concerns and complaints. The Director will communicate decisions regarding a program complaint in writing to the person who initiated the complaint, and to Library Trustees at the earliest possible date.



LIBRARY PROGRAMMING COMPLAINT

Program: _____

Date: _____

Name: _____

Address: _____

Telephone: _____

Email: _____

Complaint Represents: _____ Individual _____ Organization

Reason for Complaint: _____

Signature: _____