

306 8th Ave S
Clinton, IA 52732
563.242.8441



www.clintonpubliclibrary.us
info@clintonpubliclibrary.us
Social Media: @iacpl

Programming Policy

Programming at the Clinton Public Library (CPL) supports the library's mission to provide a welcoming and inclusive environment, offer programs and services to benefit all ages, and connect people to resources with the goal of enriching our diverse community. In alignment with the Triple Bottom Line (TBL) - People, Planet, Prosperity - the library intentionally designs, selects, delivers, and evaluates programs to advance social equity and inclusion, environmental stewardship and responsible resource use, and community vitality and fiscal sustainability.

Programs are provided as a means through which the public of all ages, cultures, backgrounds, and interest groups can share experiences, appreciate special interests, and exchange information.

The Clinton Public Library Board of Trustees delegates development and presentation of programs to the Library Director and their designee(s). The Director and staff are encouraged and expected to be creative and innovative in meeting community needs and to incorporate TBL-aligned outcomes across program planning, delivery, and evaluation.

Programs may be staff-led, presenter-led, or participant-led (self-directed) and may be offered in-person, remote, or hybrid. Programs intentionally incorporate a variety of interactions (e.g., one-on-one engagement, small group discussion, hands-on activities, and large events) to maximize access, inclusion, and impact.

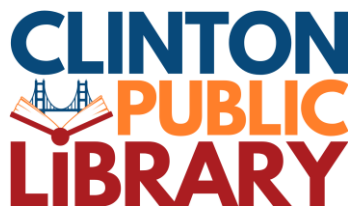
Programs should stimulate use of library collections and services by both new and established library users and provide opportunities to promote library resources.

All programs must be open to the public and offered free of charge. At the discretion of the Library Director, the following are permissible at library-initiated programs or on property governed by library policy:

- Fundraising to benefit the library or sponsored by the Friends of the Clinton Public Library.
- Sale of books, CDs, or other items by authors, performers/presenters, or vendors as part of a library program. Presenters are encouraged to donate a copy of their work to the library for possible inclusion in the collection.
- Cost-recovery fees to cover materials or other expenses for a library program.

When fees or sales are permitted, the library will apply TBL principles to minimize financial barriers, prioritize sustainable and safe materials, and ensure equitable access whenever possible.

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CPL may collaborate with organizations or city departments on programs not developed by the library that promote the library's mission. Collaborations are encouraged when they expand access to underserved populations (People), promote environmental awareness and resource efficiency (Planet), and strengthen local resilience and shared capacity (Prosperity).

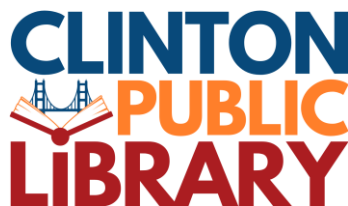
CPL promotes the free and open exchange of ideas and does not attempt to control or be responsible for the content of programs it does not initiate, nor does it indicate an endorsement of other groups' philosophies. While honoring intellectual freedom, the library encourages—but does not require—partners to consider TBL values when shaping program content and delivery.

Program proposals from individuals (including author readings and signings) are considered and weighed against the library's budget, allocated resources, and the public's demonstrated interest. A program request form must be submitted at least 30 days prior to the requested date.

As part of the planning process, the purpose of each program—including audience (age, demographics, size), community needs, content, learning objectives, and outcomes—will be explicitly defined. The following criteria guide program planning and selection:

- Alignment with the Library Mission and Long-Range Plan
- Connection to other community initiatives and activities
- Timeliness and relevance of topic to community needs and interests
- Promotion and integration of library collections, services, and technology
- Marketing and outreach opportunities and constraints
- Fit with space, scheduling, and operational capacity
- Presenter background/qualifications and credibility in the content area
- Appropriateness and treatment of content for the intended audience
- Clear learning objectives and intended outcomes
- Availability of funding and materials
- Risk management and safety considerations as applicable
- Equity & Inclusion: Access for diverse users; ADA and language access considerations; affordability; building community cohesion; support for wellbeing.
- Environmental Stewardship: Responsible material choices; waste reduction; energy/resource-conscious delivery (e.g., hybrid/remote options, reusables).
- Community & Fiscal Sustainability: Efficient use of library resources; opportunities to support local talent, small businesses, or workforce skills; long-term community benefit.

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Every attempt will be made to accommodate all who wish to attend; attendance may be limited and determined on a first-come, first-served basis via advance registration or at the door. Attendance at some library-sponsored programs may be restricted to specific age groups. When feasible, the library will offer additional sessions or hybrid participation options to support equitable access and reduce resource strain.

CPL does not offer programs that support or oppose any political candidate, ballot measure, or specific religious conviction. Educational or entertaining programs on these topics are acceptable. Holiday programs may be offered. All such programs will be reviewed for cultural inclusivity, community cohesion, and responsible resource use, consistent with TBL values.

Presenters may not require or expect attendees to sign a petition or letter. Patrons may voluntarily provide contact information.

Presenters are expected to adhere to library policies and to support the library's commitment to equitable, sustainable, and community-centered programming, including:

- Accessibility (e.g., inclusive formats and materials)
- Respectful engagement with diverse participants
- Responsible material use (e.g., non-toxic, reusable, recyclable where practical)

CPL will evaluate programs on learning outcomes, participant experience, alignment with mission and plan, and Triple Bottom Line impact. Example indicators may include:

- People: participation across demographics; accessibility accommodations provided; participant satisfaction
- Planet: waste avoided; use of sustainable materials; remote/hybrid options utilized
- Prosperity: cost-effectiveness; local partnerships; repeat engagement and community benefit over time

Findings will inform future planning, resource allocation, and public reporting as appropriate.

Updated by the Library Board of Trustees July 20, 2026