



STANDARD OPERATING PROCEDURES

DATE: December 1, 2015
LEAD DEPARTMENT: Library
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Library Programming Goal

PURPOSE:

The Library serves a wide and diverse population, representing customers from birth to senior citizens and from various socioeconomic and cultural backgrounds. Programming goals ensure that all Library programming is representative of the Library's Strategic Plan and community interests and needs.

SCOPE This policy applies to all Library programming, both in the building and in the community.

POLICY **The Los Gatos Library Staff use professional judgment and the Library Strategic Plan when planning Library programs.**

PROCEDURES

1. Work with performers/presenters we have worked with before, or who have been recommended by staff at another library or have been vetted through a Performer's Showcase
2. Limit the number of entirely new or unknown presenters we work with each quarter
3. Balance programs that are no cost to the Library with programs that are paid
4. Balance staff led programming with programs led by an outside person or group
5. Strive to provide a diverse selection of programming each quarter, and so limit the number of any specific type of program (for instance, we might have only one author visit per quarter, or one animal show)
6. Avoid programming with a commercial focus
7. Do not charge patrons to attend programs
8. Include "open" programming, or library programming people can experience in their own way on their own schedules (examples include Storywalk Programming, RRR and BABF), as well as scheduled programming (such as storytimes, knitting, or a visit from a performer.)
9. Offer programming that represents the preferences of the intended audience (for example, environmental programming for the teens, doing things where they are)
10. Partner with community groups to offer programs using shared resources

For Adult Programs planned for 2016, focus areas include:

Creating Community Connections:

- fostering lifelong learning opportunities
- cultivate an inviting environment for people to come together
- provide the public an opportunity to share their interests
- fostering partnerships in the community (NUMU, SV Reads, Master Gardeners)

Embracing Local History

- support the historical and cultural awareness of the community
- harness each generation's experience in creating the town's history
- providing meaningful volunteer opportunities for community members

For Youth Programs planned for 2016, focus areas include:

Creating Community Connections:

- Create a fun, welcoming, caring place for library patrons
- Emphasis on inclusive programming approach that can accommodate large groups of children, families, and other library users

Raising the Next Generation of Library Users:

- Offer programs and events that make learning and literacy appealing to young people and their families
- Programming for Winter 2016 correlates to the Be A Book Family theme of “Family”

For Teen Programs planned for 2016, focus areas include:

Creating Community Connections:

- Provide moments of connection for teens, library staff, high school staff, LGPD, families and community members

Raising the Next Generation of Library Users:

- Support academic growth
- Celebrate enthusiasm for reading for pleasure