



WATERFORD

PUBLIC LIBRARY

Know and Grow, for the Journey Ahead

WATERFORD PUBLIC LIBRARY: Programming Policy

Approved by the Board of Trustees: 5/12/26

In accordance with its mission to serve as a community hub that fosters learning and community engagement, the Waterford Public Library is committed to offering programs that are engaging, inspiring, and educational to toddlers, young children, teenagers, adults, and seniors.

Responsibilities

The Youth Services Librarian is responsible for coordinating and scheduling programs for toddlers, children, and teenagers, The Adult Programming Coordinator is responsible for coordinating and scheduling programs for adults. The Library Director provides overall oversight of the library's programming activities and may assist with program planning as needed.

Age Guidelines and Registration

Age restrictions or guidelines on programs (i.e. 0 to 3 years old for toddler programs) will be listed with the event details when relevant. Some programs require advance registration due to limited group size—this requirement will also be listed in any publicity materials. See the Unattended Children Policy for guidelines regarding leaving children at programs without an adult caregiver.

Fees and Sales

No fees may be charged to people attending library programs except with the approval of the Library Director. The only items that may be sold at library programs are books and recordings by performers; the performer or their designee must handle the sale of these items.

Cancellations

Programs may be canceled for a number of reasons, chiefly: severe weather, absences of the presenter, or low registration. Cancellations will be posted on the Library calendar, website, and social media. For programs with advance registration, registrants will be contacted directly. Canceled programs are not automatically rescheduled.

Paid Presenters

Paid presenters will be expected to fill out and sign a current W9 form in advance of receiving payment.

Statistics

Staff will collect statistics on program attendance and report them to the Library Director for inclusion in Director reports to the Board and for the Annual Report to New York State.

Reconsideration

If a patron or staff member finds a program objectionable, they may write a letter to the Waterford Public Library Board of Trustees for consideration. Letters must be addressed as follows:

Waterford Public Library Board of Trustees
Attn: Board President
117 Third Street
Waterford, NY 12188