

Outside Electronic Sign Policy

The primary purpose of the library's electronic sign is to promote Library programs, services, and events. As space permits, the sign may also be used to promote community events and messages that benefit the community, as determined by Library staff.

Library staff have sole discretion to determine whether a message will be displayed, the content and design of the message, the length of time it will be displayed, and the scheduling of all messages.

Non-Library messages will be displayed for a maximum of 14 days prior to the program or event date, and will be removed immediately following the event. Requests must be submitted in writing to the Library staff at least two weeks prior to the requested post date (not the event date). The request must include:

- Name of individual and/or organization making the request.
- Event name, date, time, and location, as applicable.
- Desired message or wording.
- Contact information of the requestor.

Messages promoting community events and organizations may be displayed at no charge, at the discretion of Library staff. All other approved messages will be charged a fee of \$15 per request. Examples of fee-based messages include birthdays, anniversaries, other congratulatory messages, and meetings or events held in the Library that are not sponsored by the Library.

Decisions regarding sign content are made by Library staff under this policy and are final.

The sign will not be used to advertise private businesses or commercial enterprises; promote the sale of goods or services; endorse political candidates, campaigns, or ballot measures; or display content that is obscene, defamatory, or unlawful.

Display of a message does not constitute Library endorsement of any organization, event, or viewpoint.

Adopted 29 June 2026

Board president, Abby Glann