The Seattle Public Library
Board of Trustees Meeting
11:00 a.m. Thursday, June 26, 2025

Howard S. Wright Family & Janet W. Ketcham Meeting Room 2, Level 4
1000 Fourth Ave., Seattle, WA 98104

Remote Listen Line:
Dial: 213-282-4570 / Phone conference ID: 212 503 239#

Watch Live:
https://www.microsoft.com/microsoft-teams/join-a-meeting
Meeting ID: 236 278 233 182 / Passcode: Hz6ni2Bn

-To provide public comment in person at the Central Library, sign up in the meeting room.
-To provide public comment remotely, join meeting with link above and enter your full name in Q&A.
-To submit public comment in writing, email 24-hours in advance of the meeting: library.board@spl.org.

Agenda

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT

D. CONSENT
    1.   Minutes of May 27, 2025 Regular Library Board Meeting
    2.   May 2025 Finance Report

E. CHIEF LIBRARIAN REPORT
    1. Chief Librarian Report
    2. System Report
            a. Strategic Plan 2025 Midpoint Report – Rick Sheridan, Director of Institutional
            and Strategic Advancement; Jessica Smith, Strategy & Policy Advisor

F. OLD BUSINESS

G. NEW BUSINESS
    1. Write-off of Uncollectible Patron Account Debt Procedure
    2. Library Use of Artificial Intelligence Draft Policy
    3. Union Report
    4. Library Foundation and Friends of the Library Updates
    5. Updates from Library Board Members

H.   EXECUTIVE SESSION

I. ADJOURN

J. NEXT LIBRARY BOARD MEETING: July 31, 2025

(For more information, call Laura Gentry, head of the Communications Office, at 206-915-9028.)

<u>**Unapproved Board Minutes**</u>
Board of Trustees Special Meeting
The Seattle Public Library
May 27, 2025

CALL TO ORDER

A special meeting of The Seattle Public Library (SPL) Board of Trustees was held on May 27, 2025. Library Board President W. Tali Hairston called the meeting to order at 11:06 a.m. Vice President Yazmin Mehdi and Trustees Carmen Bendixen, Ron Chew, and Faith Pettis were in attendance. The meeting was conducted with a remote attendance option via video conference. Mr. Hairston said the meeting was designated as a special meeting because the date was changed from the regular meeting schedule.

APPROVAL OF AGENDA

It was moved and seconded to approve the agenda as published; the motion carried unanimously.

PUBLIC COMMENT

Public comment was accepted via email, in person at the Central Library, and online in the remote meeting. There was no public comment.

CONSENT

It was moved and seconded to approve the consent agenda as published; the motion carried unanimously.

CHIEF LIBRARIAN REPORT

Chief Librarian Report
Executive Director/Chief Librarian Tom Fay said the Library's All Staff Day was held on May 1 at locations throughout the system. He said buildings were closed to public service while staff had a chance to connect in person with colleagues. He said staff received messages from the mayor and from him, and employee recognition awards were presented. He said staff engaged with teams and all together for training and activities.

Mr. Fay said the Central Library hosted the main Seattle Reads program on May 16, introducing featured author Ada Limón. He said the variety and depth of this year's program was outstanding.

Mr. Fay said state lawmakers finalized the state budget which does not include funding for the Washington State Library and the Washington Talking Book and Braille Library (WTBBL). He said employees at both libraries have received layoff notices, and the funding cut could lead to significant or full closure of WTBBL, which is the only library in the state for individuals with sight impairment, as well as very limited access at the State Library. He said the state library did receive reinstatement of their block grant from the Institute of Museum and Library Services (IMLS), which will help in some areas, though the bulk of their funding comes from the state. Mr. Fay said SPL also had IMLS grant funding for a teen mentoring program reinstated, and the Library received reimbursement for funds that were already spent.

Mr. Fay said the Pierce County Library System (PCLS) experienced a cyberattack in April that shut down their systems. He said SPL Library Technology Officer Charles Wesley, Administrative Services Director Rob Gannon, Head of Communications Laura Gentry, and he met with the executive director and a team from PCLS to talk through some of the insights SPL's 2024 cybersecurity event. He said cybersecurity events are growing in complexity and frequency, and libraries need to remain proactive to mitigate harm from potential future attacks.

Mr. Fay said the Library a smaller reimbursement request for FEMA hazard mitigation grant funding went through. He said the Library is hopeful that grant funds that were already approved will continue to come through as air handling and electric car charging station work is completed.

Library Board Trustee Yazmin Mehdi asked whether the State Library and WTBBL could be restarted later if forced to shut down now. Mr. Fay said the organizations may have reduced hours, or hours by request, but they are hoping to keep enough funding to get materials out to folks. He said constituents will be letting legislators know about the programs' importance, and hope is that some funding will be restored next session. Ms. Mehdi said many years ago WTBBL services were administered by SPL. She said loss of this incredible state-wide service would be devastating for its constituency and suggested that SPL send a letter on behalf of WTBBL. Library Board Trustee Ron Chew said he recently met with WTBBL Director Danielle Miller and ALL Foundation Administrator Jennifer Kilbourn. He said they are looking for potential private funding sources and suggested they connect with SPL Foundation CEO Brian Lawrence for ideas. He said he also met with WTBBL Lead Media Technician Nathan Ureta regarding an upcoming podcast. He said SPL should support WTBBL's invaluable services in any way it can.

Library Board Trustee Faith Pettis said there has been recent news of federal funding cuts tied to a presidential executive order that limits DEI, immigration policy, and transgender rights. She said some federal funding is being conditioned on eliminating those programs and SPL should be aware of developments. Mr. Fay said that the Library will not discontinue its work in the community, which may limit certain opportunities. Ms. Pettis said there have been instances where, even after the contract has been signed, organizations are asked to certify that they do not have those programs. Mr. Fay said he will check in with the State Librarian and will follow up with a letter from SPL to state legislators to ensure they know the great need of this service across all of Washington State.

Ms. Mehdi offered kudos to the Communications Office for their impressive work. She said she signed up for the ShelfTalk Blog and enjoyed reading previous postings. She said she appreciates the system reports and the opportunity to see more deeply into the work of each unit at the Library. Mr. Fay said reporting formats will soon be updated, and the Board will be apprised as that happens.

Systems Reports
2025 Global Reading Challenge
Youth and Family Learning Services Librarian Jenny Craig said SPL has a great relationship with Youth in Focus, a local organization that sponsors young people to learn art and photography. She said this year a teaching artist and a youth photographer took candid photos at the finals, and shared a slideshow of photos throughout her presentation. Ms. Craig said this year the Library sent out 9,870 books to schools. She said there were 528 teams from 72 schools competing this year, which included approximately 3,500 to 3,700 participants. Ms. Craig said SPL doesn't always know exactly how many kids are on each team, so the total number is an estimate.

Ms. Craig said this year some librarians and professors from Bemidji, Minnesota got a grant to visit SPL to help, participate, and learn about the Global Reading Challenge Program She said the visitors were particularly interested in reading programs that will engage rural readers. She said SPL also got to thank you from Burlington Public Library for work she did to explain the program so they can build their own similar literacy program. Ms. Craig said some of the funnier things this year were lots of mascots at the semifinals, including stuffed animals, finger puppets, and crochet projects. She said one school even started a crochet club after their team made their mascot.

Ms. Craig said 50 staff members helped run challenges this year at schools, in addition to children's librarians who assisted with scorekeeping. She thanked the Scheduling Office and Regions for making it possible for the most staff outside of Children's Services to ever engage. She said it was an amazing amount of coordination and thanked all of the staff who wanted to participate.

Ms. Craig said this year's program had six virtual author talks with authors Michael Hutchinson, Matthew Swanson and Robbi Behr. She said there were also 12 in-person author talks at Title 1

schools with authors Pedro Martin and Tae Keller, which were all well-received. She said there were no bilingual authors this year, so many of the talks were about family, and it was great how the kids responded and connected to that. She said after each event, Ms. Keller asked kids a series of short questions, and if they got the answer right, she would give them a book. Ms. Craig said Ms. Keller gave away five signed copies of her book at each event. She said it was a nice segue from the presentation into the question to answer session, and it worked so well, they did it with Mr. Martin as well. She said approximately 1500 kids from Title 1 schools attend these talks. She said not all of the kids participated in the competition side, but were a part of the larger program.

Ms. Craig said this year, the physical audiobooks used for Title 1 schools changed from an MP3 player to an MP3 player that is embedded into a hardback book, so kids can read along as they listen. She said the audiobooks are particularly useful for kids who have low English or do not have devices at home. She said the response was exciting, and librarians reported the new MP3 books were a game-changer for some of their students. Ms. Craig said SPL worked with a newer company called Vox Books that produced several of the titles. She said Playaway, which is a large provider of these types of books, has also shifted to the format of the hardcover book with MP3, so SPL also received some titles from them. She said the Library had a good download rate for e-books and e-audiobooks, but teacher surveys reflect that kids still prefer to read a physical book.

Ms. Craig said 11 teams were in the finals this year. She said one team was unable to attend the finals in person because of a school camping trip, so SPL did an asynchronous round with them ahead of time and compared their answers. She said one semi-final had an unbreakable tie between two Title 1 schools, and both teams went to the finals. Ms. Craig said the finals felt great and different than prior years because points were very close across the board. She said two Title 1 schools and two non-Title 1 schools went into the finals with perfect scores, and to the tiebreaker round at the end with perfect scores, which was great to see. She said Queen Anne Elementary's team won the challenge on a very hard tiebreaker question by correctly guessing the answer. She said the winning team was very excited, and she was very happy for everyone who participated.

Ms. Craig said a challenge the program is trying to navigate is its timing around Ramadan to make sure everyone can have as good an experience as possible. She said this year's calendar was stretched out to work around Ramadan, with ten rounds of semi-finals spread out over March, and the finals pushed out to April 2. She said some feedback indicates that the program was a little too long, so the team will work to shorten the timeline next year. She said when the schedule is stretched out, kids read and re-read the same books, which can be challenging to keep them engaged. She said as the timing of Ramadan moves, it may help in reorganizing the dates.

Ms. Craig said another challenge was that, for the first time, a team that went to the finals didn't have any parents who could go, so the school stepped in and paid for their transportation to the Library. She said there was also a cheating incident at one school, which the school handled. She said the Library is in a brainstorming phase to think about how the program can be expanded to make it less competitive and to recognize teams in other ways such as recognizing second and third place winners, recognizing really great teamwork, or recognizing funniest team names.

Mr. Hairston complimented the joy of the program and said the world needs more of that. Ms. Craig said attendees can see how much excitement the kids bring to it. she said this was the first year she knew a child of her friends who was in the finals. She said although they didn't get to interact during the busy event, afterward her friends and their child were glowing and proud, and the child's team really enjoyed the experience.

Library Board Trustee Carmen Bendixen asked how far ahead the books are chosen. Ms. Craig said the team is currently finishing up the selection for next year's program, and they try to get a

top-secret list of books to the schools before they get out in June. She said the selection committee would narrow down the list to 14 or 15 books and then speak with Ingram to determine whether the distributor could fill such a large order of books. She said availability is uncertain right now, as production has been shifted from China due to tariffs.

Ms. Mehdi asked if there is a test to determine the impact on reading comprehension for kids and schools who participate. Ms. Craig said they could look at published yearly information from the State to determine how many kids are reading at grade level, but there isn't a direct measure of impact from this program. She said each year participants share stories and testimonials of impact for students with dyslexia or those who became more confident readers. Ms. Mehdi said outcomes are likely increasing a love of reading and improving reading comprehension. Ms. Craig agreed and said outcomes the Library has published are more focused on access which is measurable. She said additional outcomes SPL hopes for are reading comprehension and social-emotional learning that comes from teamwork and from experiencing disappointment and figuring out how to be resilient about it. She said stated outcomes are getting books to kids, giving schools access to new and exciting titles with BIPOC main characters, helping school librarians to have more things for their students to engage with, and helping expose the school librarians to new titles and series. Mr. Fay encouraged trustees to read a couple of the books when the new list is released. He said he reads as many as he is able to and tests himself with the questions that are developed. He said questions are designed to ensure the kids read the books and have comprehension and some critical thinking.

Ms. Mehdi thanked Ms. Craig for the information about program goals, access, new titles, and support for Seattle Public Schools libraries and librarians. She said all of these are huge and remarkable outcomes for the program. Ms. Mehdi asked for the list of books, and Ms. Craig said she would share them. Mr. Hairston said access, opportunity, and time are the inputs that create an opportunity for those outputs to happen. He said he sees the Library providing Seattle Public Schools with inputs they aren't otherwise able to achieve for themselves, which then have the outcome of improving reading comprehension, reading frequency, literacy, and the other things the school is testing for when it does standardized testing. He thanked Ms. Craig for the program.

<div align="center">NEW BUSINESS</div>

Community Use Agreement Policy
Administrative Services Director Rob Gannon said the Board received a presentation at their March meeting as an introduction to the work leading to the two policies presented today. He said SPL hopes to move from a Rules of Conduct Policy and approach to a Community Use Agreement, which better embodies the sense of what libraries are attempting to achieve, and creates opportunities for many people to participate in the safety and well-being of the library environment. He said the second policy for consideration is largely an administrative change that reflects the language changes in the enforcement document attached to the Community Use Agreement, if approved. Mr. Gannon said this effort has taken many years and a great deal of hard work by many people. He said Downtown Regional Manager Valerie Wonder and Southeast Regional Manager Richard Counsil have been instrumental in leading this effort through their hard work and leadership. He said they would also acknowledge that many others contributed to this work, and there is still work to be done to ready staff and patrons for the change, if the Board approves the policies.

Downtown Regional Manager Valerie Wonder said the Library's Rules of Conduct Policy has remained static since 2013. She said in 2019, the Library began a process to review and update the Rules of Conduct (ROC), partially in response to two local press articles which brought attention to disproportionate engagement and impacts of the ROC on unsheltered patrons, patrons of color, and youth of color. She said the Library worked quickly to adjust practices to better reflect its values of equity inclusivity, and recognized the need to do the same with the formal policy. She said the timeline was extended due to the pandemic and the 2024 cyberattack, but the Library was able to involve members of the communities who are most impacted by the rules.

She said eight members of the community joined the task force and worked alongside Library staff for two years on the process. She said they also held listening sessions to hear feedback from community, staff, supervisors, and security officers. She said feedback was consistent and asked for a shorter, easier to understand document that leads with the values of inclusivity and equity.

Southeast Regional Manager Richard Counsil said he has been with SPL since 2010 as a library associate II, a library associate IV, a librarian, and a supervising librarian, and has been intimately involved with the Rules of Conduct throughout that time. He said the most important point is that this is an attempt to make it simple: to be safe, be respectful and be aware. He said the Library wants to present expectations and support in a way that is easy to understand and replaces a poster listing what patrons cannot do with making it easier for staff to have a more sensitive conversation with youth and other people who need that sensitivity. Mr. Counsil said frequently people need more detail, which is also a form of support. He said the section "Be Aware," specifies that violence, intimidation, and harassment will not be tolerated. He said a bullet point was added based on staff feedback to prohibit staring, following, and unwelcome personal questions or comments to patrons or staff. He said, in the past, the burden was on staff to frame that behavior as intimidation to be able to report it. He said the new language will be more responsive to staff concerns around questions or comments about their marital status, availability for a date, their hijab, etc., and the enforcement strategy will set a boundary to say that those questions aren't welcome. He said rather than naming it a rule, it is now named an agreement, and the agreement is for patrons, staff, and everybody. Mr. Counsil said under the section "Be Respectful," is the need to refrain from activities that interfere with the use or operation of the Library. He said this language is broad to subsume many behaviors that can be disruptive and challenging, and it names the impact of interference with use or operations. He said the connection is easier to make in dialogue between staff and patrons and between staff members.

Mr. Hairston asked if the process included staff feedback, and if staff feel the policy is appropriate for them. Mr. Counsil said yes; he said there will be ongoing training, dialogue, and support, and staff are supportive of the content and approach. Ms. Mehdi said she and Ms. Pettis both articulated concern around the policy language leaving a lot open to interpretation. She said the framing in this document is very good, but wanted to acknowledge that and there will be moments of interpretation. She requested that staff report back in a number of months about how it is going from both the staff and patron sides, and whether the new policy language is helping to make interactions more positive. Ms. Mehdi asked about the bullet point regarding showing or using weapons in a manner that indicates an intent to harm, and asked whether the idea of someone using something as a weapon that is not necessarily a weapon was considered when choosing the language. She also asked if there has been communication with the Seattle Police Department (SPD) and 911 around their role in helping to implement and enforce the agreement.

Answering Ms. Mehdi's questions, Mr. Counsil said the language around weapons was discussed and also received feedback from the City Attorney's Office. Ms. Wonder said the language used to say "dangerous weapons" and the word dangerous was removed. She said any object that someone is using in a manner that indicates intent to harm is by definition a weapon. Mr. Gannon said the Library would continue to look at how this language is put into practice and whether the policy is sufficient or needs modifications to language or practice. He said the team will report to the Board and bring any concerns forward for additional consideration.

In response to the question about SPD, Mr. Counsil said he was not aware of direct communication with SPD about the Community Use Agreement specifically, but that Mr. Fay and the Chief of Police connect about safety concerns overall. Mr. Fay said when SPD shows up at a Library, they will manage a situation from the perspective of violations of law. He said SPD handles legal trespassing, and the Library would report assaults or use of weapons as crimes, so there is not a change to how SPD would manage their actions going forward. Mr. Gannon said when the Library engages SPD, it is nearly always when SPL security officers are involved and

are managing internal circumstances to the point where they have contacted SPD for additional support. He agreed with Mr. Fay that how SPL interacts with SPD and law enforcement has not changed, but Library security officers have been fully briefed and are supportive of the transition. He said they understand the work they will continue to do up to a point of escalating a situation to law enforcement. Ms. Mehdi said in the case of branch staff needing SPD assistance in the absence of a SPL security officer, she hoped that SPD would put additional attention to the request coming from a city employee. Mr. Fay said all 911 calls are triaged and prioritized; he said sometimes the Library is on the priority list and sometimes it is not.

Community Use Agreement Enforcement and Administrative Review of Suspension Orders Policy
Mr. Gannon said the second policy document in the packet only contains clerical changes to update language from Rules of Conduct to Community Use Agreement and to replace references of exclusions with the term suspensions. He said those changes keep the second document with the transition to a Community Use Agreement.

Mr. Gannon said, in order to allow the Library time to prepare staff and patrons for implementation of these changes, the Library requests that the Board consider approval of both policies with an effective date set of August 1, 2025. He said that would allow the Library to use the summer months for training to be fully prepared for the transition to the Community Use Agreement.

> It was moved and seconded to approve the Community Use
> Agreement Policy and the Community Use Agreement
> Enforcement and Administrative Review of Suspension Orders
> Policy – both policies effective August 1, 2025 with policy
> language as published; the motion carried unanimously.

Ms. Wonder said the Library looks forward to coming back later in the year to present to the Board on how it is going as they do an ongoing assessment. She said Mr. Counsil has an exciting slate of trainings prepared for staff, which she believes is part of why there is so much support for the plan. Mr. Hairston said the Board does not speak on behalf of everyone, but these issues are very important to trustees. He said Board members are mindful of emails and concerns they receive. He said he and other trustees have followed this issue, and it is an important issue to them. He thanked Ms. Wonder and Mr. Counsil for their work. Mr. Fay said he appreciates the work done and believes it will allow the Library to let the Community Use Policy be a living document that can be adapted over time. He said the Library will keep the Board informed and will provide statistical information as well as an update on how the training is going before August 1.

First Quarter 2025 Levy Report
Levy Administrator Jan Oscherwitz said the Library is in the sixth year of its seven-year 2019 levy. She said this year the Library has $54.5 million of budget authority, including $17.6 million of prior year budget authority mostly from the capital program which funds multiple year projects. She said the levy represents more than 38% of the Library's total revised budget for 2025. Ms. Oscherwitz said each quarter, Library staff report on levy spending activities for the Board, and after these reports are approved, they are posted on the public website. She said as the Library enters the final years of this levy, it is trying to produce reports in a way to make them more accessible and visual, with the ability to share parts of them in other formats, such as one-page handouts, for a shorter read. She said this quarter she worked on the report with Head of Communications Laura Gentry and Digital Communications Strategist Elisa Murray to make it more accessible.

Ms. Oscherwitz said some major accomplishments in the first quarter of 2025 include increasing open hours on January 29, which brings the Library to a greater number of open hours than the start of the in 2019, which was one of the levy promises. She said, with the exception of the University Branch, which is closed for construction, all branches are open at least one weekend

day, and 13 branches are open seven days a week. She said seven locations also have pickup lockers available 24 hours per day, seven days per week. She said the University Branch closed for construction on January 29 for a levy-funded seismic retrofit project which will also include a new air handling system and interior updates to increase accessibility and preserve the historic building for future generations. She said this is the second seismic retrofit project funded by the 2019 levy, after the Green Lake Branch project was completed last year.

Ms. Oscherwitz said in the first quarter of 2025, the Library continued to recover from the 2024 cyberattack that significantly disrupted operations for months. She said the number of patrons borrowing physical and digital collections and using computers and printers is now the same or higher than the numbers before the attack. She said the rest of the report provides information about the key levy investment areas and includes highlights from additions to the Peak Picks and local history collections, as well as statistics and stories from Social Services, Early Learning Programming, and the HotSpot Lending Program which are funded in part by the levy.

Digital Communications Strategist Elisa Murray said she has worked with Ms. Oscherwitz on the levy reports since 2020. She said they have developed a new template to modify the existing report to be more scannable, more visually compelling, and into a format that can be used for other purposes. Ms. Murray said the new template has a similar look and feel, but they looked for opportunities to develop call-out boxes that highlight important information about the levy that people may have missed when reading quickly through the report. She pointed to a text box with information about the levy being an important source of funding for staff positions including Children and Teen Services librarians. She said the Library has a lot of great social media content these days, and they're looking for ways to bring some of that into the levy report. She pointed to a graphic box highlighting a social media campaign done when the Library expanded open hours at various locations. Ms. Murray said Business Analyst and Policy Advisor David Christensen developed great maps and other compelling material to highlight some of the accomplishments in a more compelling way. She pointed to a map featuring locations open seven days a week and pick up locker locations around the city.

Ms. Murray pointed out photos from the Global Reading Challenge and photos from a Crafternoon event to highlight of the Social Services Team's work to build community and connect people to resources at the Central Library and across the system. She said the reports have always highlighted quotes, which are now being made more prominent in the levy report. She pointed out a quote from Social Services and more call-out boxes. She said Special Collections has amazing photos which have always been used in the levy reports, and the new format is using larger photos to highlight this asset in both the digital and physical collections in the Seattle Room. She pointed out information that calls out the ways the Library's Wi-Fi hotspots help people. Ms. Murray said Mr. Christensen developed charts showing how the Library's use of public computers was been affected by last year's cyberattack and how it has rebounded since that time. She said the team is looking at different ways to highlight content.

Ms. Murray said the team developed a one-pager on the University Branch seismic retrofit renovation project that is just starting after the branch closed on January 29. She said the one-pager can be sued in other ways when talking about the University project. She said the team may develop more one-pagers in the future. She pointed to a visual that calls out the Library's service hours increases compared with 2019 numbers. She said the team is also looking for opportunities for this kind of sharing. Ms. Murray thanked everyone on the team who worked on this, including Ms. Oscherwitz, Mr. Christensen, Ms. Gentry, and Strategy and Policy Advisor Jessica Smith. She said they hope to do more of this kind of reformatting and highlighting in future levy reports.

Ms. Mehdi said the team did a great job of making the report much more scannable. She said she reads every word in the report, but it is now much easier to read through and also get the highlights. She said the map Mr. Christensen worked on is terrific, and it was a highlight for her to easily see

where the better access points are within the system. Ms. Mehdi said she also took away the remarkable amount that the levy funds in terms of staff. She said she appreciates that the report will also be a way to get information about strategic planning implementation, as the information about the Library's commitments will be presented holistically for the Board and for the public. Ms. Mehdi said the team did a great job on the report. She said the one-pager on the University Branch was also a great document and asked if they could add descriptions for each of the photos.

Mr. Hairston said he was interested to read how the Library is working through budget considerations around digital books and budget because of the higher cost of those materials. He said he also saw that consideration included in the strategic plan. He said he has a question around offering the strategic plan in other languages, and said that question can be answered later. He said he did see different languages, but would like to discuss at a later time how many languages will eventually be included. Ms. Mehdi said the financials page of the report, on page 16, shows the revised budget as having $4.4 million for capital IT infrastructure, which is different from what was in the operations plan. She asked why it was added. Ms. Oscherwitz said that money is the carry-over from ILS funding from a prior year's budget authority. Mr. Fay asked for clarification from Mr. Hairston regarding his interest in languages. Mr. Hairston said the strategic planning notes have been developed in Spanish, simple Chinese, and traditional Chinese, and he would like to know if that will be expanded into other languages, given that the City has a uniform set of languages it uses to share information. Mr. Fay said the Library has a Language Action Plan that ties to the City and also focuses on languages the Library finds itself working with in the communities. He said he will follow up with Marketing and Online Services Director Helen Tapping and will get an answer to Mr. Hairston.

> It was moved and seconded to approve the 2025 First Quarter
> Levy Report as published; the motion carried unanimously.

Mr. Hairston thanked Ms. Oscherwitz for the work, creativity, and amount of hours and information collected and put into the document.

Union Report
President of AFSCME Local 2083 Jessica Lucas thanked the Board for their work and approving policies that are important to staff. She said most Union members appreciated the opportunity to connect with coworkers on Staff Day, and also appreciated the Bystander Training. She said the Union requests that in future years this event is not held on May 1, which is a historical day for labor organizing. She said the Union is concerned with security at Library locations, as there have been issues with branch door locks malfunctioning leading to staff worries about safety. She said staff are frustrated with the with some doors not closing properly, either due to mechanical issues or the electronic security system, which creates a lot of uncertainty in branch locations. Ms. Lucas said staff have to change daily movements, and when staff come from other branches, they may not know about issues; she said there is a lot of knowledge that has to go into ensuring the branches are secured and locked properly at the end of the day. She said the Union will continue to work with Management on these things that are at the forefront of morale issues.

Mr. Hairston asked Ms. Lucas if there is anything bringing the staff joy. Ms. Lucas said staff are supporting a Staff Reads program which is bringing some joy. She said hearing about the Global Reading Challenge and seeing their coworkers succeeding also brings joy. She said she hopes that the Summer of Learning will also bring some joy. She said the Book Bingo program is working well this year. She said she hopes that as those programs move forward, staff will be able to lift themselves up and continue to feel they're supporting their communities and doing good work. Ms. Mehdi said she loves to hear the good things, but also appreciates Ms. Lucas bringing issues of concern to the Board. Ms. Mehdi said that Ms. Lucas often says the Union is in communication with management about concerns. She said she is happy the communication line is open, that the Union feels comfortable raising issues with Mr. Fay, and that Mr. Fay is hearing and talking with

the Union about how to improve on any of the issues or problems that arise. She said it is the normal course of business for things to arise that need to be addressed, so she appreciates hearing that the Union is communicating with management, and sharing with the Board. Ms. Lucas said the Union wouldn't be able to get anything done without working with management, so we appreciate the cooperation as well. She said often times issues build up to the point where they are a major frustration that impacts morale and is included in the report to the Library Board. She said there are many layers of getting things done, and eventually some things float to the top.

Library Foundation and Friends of the Library Updates
Institutional and Strategic Advancement Director Rick Sheridan said he attended the Friends Board meeting on behalf of Mr. Fay and Ms. Mehdi. He said the Friends have been busy promote the Library and support literacy in the community. He said the friends gave away 5,434 books to various nonprofit groups in the community in May, which is the largest number of books shared with the community in one month since the pandemic. He said the Friends will be at Benaroya Hall during a concert on June 6 to give away 250 books. He said they will provide approximately 900 books at their June Books For Teachers event, which is their last one of the school year. He said Friends Board President Angel Sauls will speak with the Sunday Assembly group at the Beacon Hill branch on June 8. He said the Friends will give away 300 books at the Juneteenth event at the Northwest African American Museum, and will hand out approximately 1,500 books at Seattle Pride Fest on Capitol Hill on June 28. Mr. Sheridan said the Friends Board formed a Strategic Planning Committee that is drafting steps they will take to further enhance the friends work in the Community. Mr. Hairston thanked Mr. Sheridan for stepping in.

Ms. Bendixen said the Foundation is in a strong position after their spring campaign, which raised about $1.2 million, exceeding last year's total by about $270,000. She said Library Giving Day on April 1 and GiveBIG on May 6 and 7 resulted in a lot of donor generosity and commitment. She said 2024 financial statements were audited and accepted by Clark Nuber. She said it was a clean audit with no internal control deficiencies, and the Foundation Board gave kudos to Foundation CFO Kay Odrosky for her dedicated diligence. Ms. Bendixen said the Foundation is also embarking on a Strategic Planning effort and have hired a consultant who was introduced at the meeting. She said the Foundation will work to align its plan with the Library's and hopes to approve it in November 2025. She said the Foundation Board elected five new members.

Library Board Updates
Mr. Chew said he is looking forward to the American Library Association Annual Conference in Philadelphia in June, which will also be attended by Ms. Bendixen and Ms. Pettis. He said he will be in Washington D.C. before the conference for a lobbying effort with AARP. He said AARP has affirmed it still has a DEI office and is firm on continuing that work. He said he is interested in exploring ways the Library and AARP can partner because they have synergistic audiences with a lot of crossover. Mr. Chew said he met recently with Seattle Channel General Manager Shannon Gee who is interested in opportunities to record Library programs. Mr. Fay said he is a member of a Seattle Channel Advisory panel that looking at options for future sustainability and funding.

Mr. Hairston said, on a personal note, his wife has been cast in the musical, *The Color Purple,* at the Village Theater, which is opening on May 30. He said the production will run in Issaquah through June and in Everett through July. Ms. Mehdi said her son is graduating in June from college, and she will have two college graduates.

<div align="center">ADJOURN</div>
Board President Tali Hairston adjourned the meeting at 12:38 p.m.

![The Seattle Public Library]

Memorandum

Date: June 26, 2025

To: The Seattle Public Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
            Rob Gannon, Director of Administrative Services
   Nicholas Merkner, Head of Finance and Accounting

Subject: **May 2025 Financial Reporting**

Overview

Overall, the Library has expended **38%** of its operating budget with **41%** of the year elapsed. This is down slightly from the prior year when the Library had expended **41%** of the operating budget (excluding retroactive Annual Wage Increase payments). Total expenditures at the end of the month were $38 million.

The chart below provides a high level overview of year-to-date spending by budget group, and also helps to illustrate relative sizes within the Library's operating budget.

YTD Spending vs. Budget (% Spent)
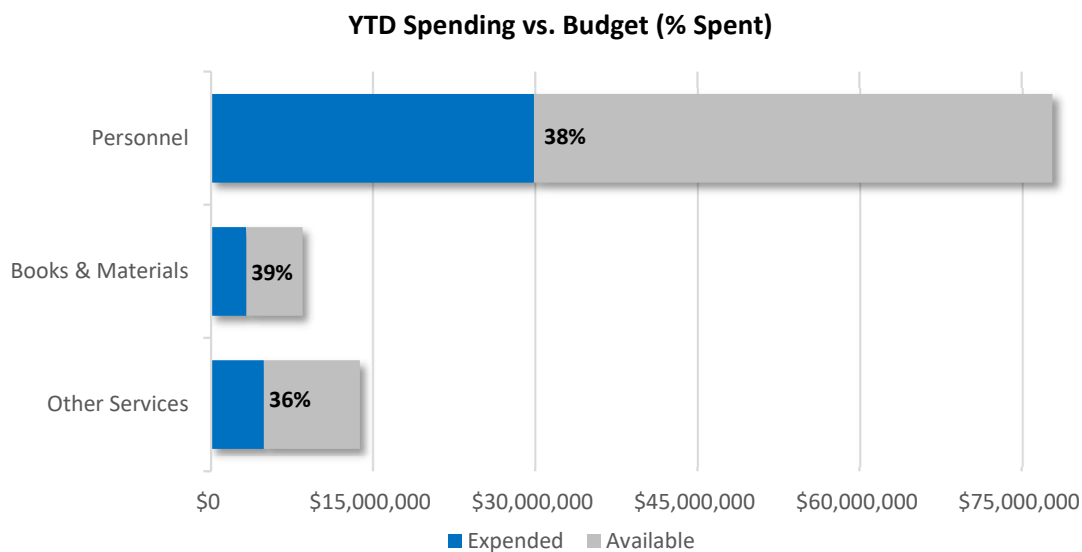
Personnel Services

Personnel costs represent the largest category of expenses at the Library and make up 78% of the revised operating budget. As of this report there have been **ten pay periods processed**—as such we expect 38% of the personnel budget to be expended. Spending is on target at **38%.**

Non-Personnel Services
The largest individual category of expenditures within the non-personnel budget is related to library books and materials—this category represents 8% of the revised operating budget. Spending is as expected at **39%.**

Other services which represent 14% of the adopted budget—and include equipment, services, and supplies—are **36%** expended. Within this category, there is $1.2 million associated with prior year grants, contracts, and other ongoing bodies of work that had budget authority continue into 2025. These amounts are reflected on the attached Expenditure Control report.

Revenues
Library generated revenues during the month of May were $58,000, with total year-to-date collections at **$311,000**—representing a 36% collected rate. As noted during previous months, the Library has yet to restore access for digital payment acceptance related to lost material fees—this has contributed to a $31,000 decrease in total revenue collection when compared to the same period in 2024. We anticipate that once this functionality for patrons has returned, revenues will realign in this category through the remainder of the year.

Action Requested: Library Board consideration of May 2025 Operating Budget financial reporting for approval at June 26, 2025 meeting. Comments or feedback are welcome.

Expenditure Control for May 2025

Amounts in $1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
Personnel Services					
Salaries & Wages	50,740	3,756	19,347	38%	31,393
Benefits	27,105	2,083	10,530	39%	16,575
Personnel Services Sub-Total	**$77,845**	**$5,839**	**$29,877**	**38%**	**$47,968**
Books and Library Materials					
Books & Materials	8,483	778	3,278	39%	5,206
Books and Library Materials Sub-Total	**$8,483**	**$778**	**$3,278**	**39%**	**$5,206**
Other Services and Charges					
Central Costs	3,305	276	1,380	42%	1,925
Equipment - IT & Facilities	1,686	28	440	26%	1,246
Office Supplies, Printing & Postage	304	27	138	46%	166
Operating Supplies	606	39	176	29%	430
Other Expenses	666	56	340	51%	326
Other Maintenance	916	125	346	38%	570
Phone, Wireless & Internet	507	26	115	23%	392
Professional Services	523	7	95	18%	427
Software	934	8	342	37%	592
Staff Training & Travel	180	7	20	11%	160
Vehicle Costs	358	31	138	39%	220
Facilities - Space Rental & Utilities	2,093	58	916	44%	1,178
Facilities - Building & Grounds Maint	1,293	71	453	35%	840
Facilities - Garage Debt Service	404	-	8	2%	397
Other Services and Charges Sub-Total	**$13,775**	**$757**	**$4,907**	**36%**	**$8,868**
TOTAL LIBRARY OPERATING BUDGET	**$100,103**	**$7,374**	**$38,061**	**38%**	**$62,042**

Footnotes:
* Includes $1.2M related to prior year encumbrances and grant carry-forward

Revenue Control for May 2025

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
Operations Plan Other Library Revenue				
Lost Material Fees	120,000	2,610	31,239	26% (A)
Central Library Parking Garage Fees	377,000	30,619	148,858	39%
Copy Services/Pay for Print	100,000	13,082	59,385	59%
Space Rental (Private & Inter-Departmental)	177,000	7,651	49,259	28% (B)
Book Sale Consignment	85,000	4,029	21,923	26%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	50	747	25%
TOTAL LIBRARY GENERATED REVENUES	**$862,000**	**$58,041**	**$311,411**	**36%**

Footnotes:

(A) Library lost material fees have not been collectible via electronic payment since the cybersecurity breach in May 2024

The Seattle Public Library

Date: June 26, 2025

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian

Re: June 2025 Chief Librarian's Report

1. This month, the we were thrilled to announce that the Foundation has been awarded a two-year $450,000 grant from Carnegie Corporation of New York to expand the Library's English language learning programs. The grant is part of Carnegie's "Libraries as Pillars of Education and Democracy" initiative which is awarding a total of $5 million to 11 libraries in nine states to strengthen English language learning and college access programs. The two-year grant, which begins on July 1, 2025, is expected to help the Library nearly double its culturally responsive programs for English language learners, while adding options such as hybrid formats and free onsite childcare to further expand access. We look forward to reporting on programs provided by this generous and forward-thinking grant.

2. June 1-3, I traveled to Toronto to participate in the third annual Urban Libraries Council CEO Round Table. The event brought together library leaders from across North America, and this year's Roundtable focus was how libraries can understand, measure and amplify their social impact while positively impacting social cohesion and combating the negative effects of social isolation and polarization. It also focused on actionable leadership strategies and tactics to deepen community engagement and strengthen advocacy efforts.

3. June 8-10, I traveled to San Diego to participate in the International Public Library Fundraising Conference which was co-founded by The Seattle Public Library Foundation and Carl Bloom Associates in 2017. The conference brought together library, foundation, and friends organization leaders to explore common areas of interest, learn from experts, and share best practices. I also spoke on a panel, "Building Stronger Library Partnerships: Shared Vision, Trust, and Philanthropic Success" along with SPLF CEO Brian Lawrence and Brenda Langstraat, President and CEO of Chicago Public Library Foundation.

4. On June 21, the International District/Chinatown Branch celebrated its 20th anniversary. The International District/Chinatown Branch opened on June 11, 2005, and was built for the community as part of the "Libraries for All" capital program. A drop-in celebration held at the branch included cake, snacks, and refreshments, special guests, tea sampling, craft activities, a memory book signing, a photo gallery and more fun. Thank you to The Seattle Public Library Foundation for sponsoring the event, and to our partners, The Wing Luke Museum and The Eggrolls (Chu Minh Tofu).

Meetings and events during this reporting period:

a. Board Meetings: Monthly Library Board of Trustees meeting; monthly meeting of Library and Friends leadership; Friends Board meeting; Foundation Board Executive Committee meeting.

b. Standing Meetings: Compensation Committee; Senior Management Team; E-Team; Monthly Managers meeting; Union/Leadership meetings; Foundation CEO/Chief Librarian bi-monthly meetings.

c. Library Meetings, Talks, Interviews and Visits: Metro area library director meetings; ULC Director/CEO weekly meetings; monthly meeting with King County Library Executive Director; ULC CEO Round Table; International Public Library Fundraising Conference.

d. City Meetings, Events and Programs: Deputy Mayor bi-weekly meeting; Mayor's Cabinet retreat.

Strategic Direction:

- *Support and connect organizations that are working to increase community literacy, enrichment, and empowerment.*

Regional Service Goal

- *Increase access to resources and partnerships that support the socio-economic and personal wellbeing of BIPOC, older adult, and immigrants and refugee communities*

Little things add up to bigger things in the Southeast Region. And we like it that way. Because all of it matters. Before highlighting a few programs, please allow me to share a broader picture of efforts that make all our impactful service possible. Because little things matter. Day after day after day, staff empty book drops and bend and crouch in the processing of holds and transits. Others count the till, print guest passes and check equipment. Staff greet patrons, wonder about risks of implicit bias, and share little forms of kindness wherever they can... and then get back to troubleshooting printers and copiers. Staff pick up extra hours and try to piece together all these changes and updates to how we work at SPL post-ransomware. They are not alone.

Supervisors process sick calls, update dailies, and then make ever new ones (it never ends), and then roam branches, try to figure out what their Regional Manager is telling them... before going out to cover desks, check in with staff to make reminders, relieve pressures, and cover breaks or desk shifts during programs. Picture the LIP and Float staff coming to branches they have never seen before, getting familiar with service desks and collections, trying to get familiar with new teammates, and joining in the little pleasures of branch crew life. Picture INFO staff who are *also* updating dailies, noting repair or custodial needs, helping patrons find resources with care and integrity, working through emails and the labor of integrating past, current and future workflows, deciding about where to advocate or where to integrate.
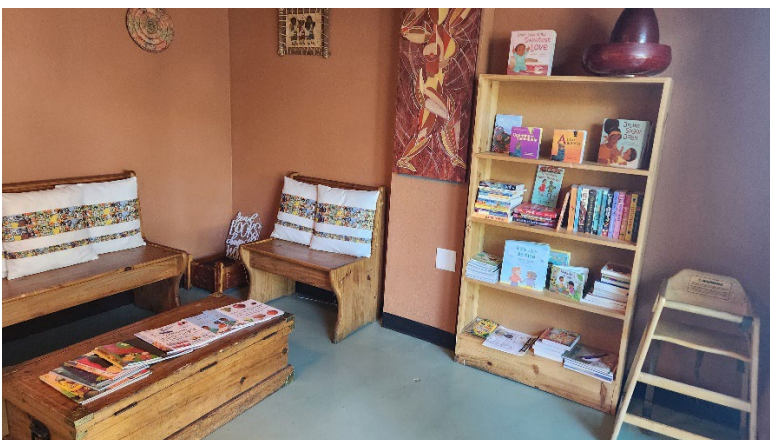
Staff collaborate on work with local business owners like Milen Gebreselassie at [Kaffa Coffee and Wine Bar](). Among other forms of service and relationship building with Milen both past and future, the picture to the right shows a collection of culturally relevant books purchased for her to use as a small library that strengthens her business by livening the space for local youth and families. The shop is at 8136 Rainier Ave S, and, besides selling us our coffee for Staff Day Local this year at Beacon Hill, I'm savoring one of Milen's coffees now as I write this report for you.

That is just one story, though. Meanwhile, other staff plan meetings with partners or prepare presentations for their colleagues; others process boxes and boxes of thousands of Summer of Learning books so they are ready for distribution to partners; while still others struggle with having to decline requests from partners due to the sheer number of priority needs that people seek to get met through library partnership in this region. Other staff meanwhile plan early learning experiences in branch meetings rooms or often at Head Start preschool programs like Emerson's, Wing Luke's, Kimball's, or John Muir's. Others plan Silent Reading Block Parties at and around IDC with Seattle Chinatown Book Club (SCBC), or organize Reading with Rover afternoons at Columbia City, or visit Tiny Home Villages from Rainier Beach, host FareStart Mobile Markets at NewHolly, and run highly impactful Conversation Circles at Beacon Hill.

All of it adds up. But only if we pause and zoom out. Give it try, and perhaps, if you like, do it at Kaffa Coffee Wine and Bar. Little things do add up to bigger things in the Southeast Region. And we like it that way. We think about patrons and their stories and joys and challenges. We try to connect over laughs and feelings about life at SPL in 2025. Because all of it matters.

SOUTH REGIONS
June.11.2025
Hayden Bass, Southwest Regional Manager
Richard Council, Southeast Regional Manager

SOUTHWEST REGION

Impact: We will champion and celebrate experiences and opportunities that build community and cultivate a sense of belonging.

In recent months, Southwest Seattle communities have expressed an increased interest in intergenerational events that connect them with their neighbors, offer opportunities for creativity or mutual aid, and are accessible to all. Staff in Southwest Region have responded with a variety of programs designed to cultivate expression, connection, and solidarity. Here are just a few examples of the shapes these programs have taken.

Seed packing party at High Point Branch

Seed Packing "Parties" at High Point Branch
High Point Branch hosts a Seed Library in partnership with the West Seattle Bee Garden, High Point Open Space Association, and Tilth Alliance. In late winter, the branch hosted two "seed packing parties" to prepare the seed library for spring. Volunteers distributed bulk seeds into packets, added labels, and filed them alphabetically to be ready for "check out." Both seed packing parties were popular, and the second reached capacity. Multiple participants noted that they were excited to find a volunteer opportunity that was accessible to all ages and abilities—especially one that also offered the chance to meet and get to know neighbors in a low-pressure environment. Most volunteers took home a few seeds to plant in their own gardens.

Dancer at Dia de la Madre at South Park Branch

Dia de la Madre at South Park Branch
In May, South Park Branch and partner organization Amigos de Seattle hosted "Dia de la Madre," an inclusive, bilingual arts and culture event celebrating mothers and motherhood. Over 60 attendees of all ages came together to create art, enjoy delicious tamales and horchata, and enjoy performances of traditional dances and songs from Panama and Mexico. Staff noticed community members greeting old friends and meeting neighbors for the first time. Attendees appreciated seeing their community and heritage reflected in their library.

Mindful Doodling at Southwest Branch
On a sunny Sunday afternoon in May, cartoonist Cara Bean offered a "Mindful Doodling" workshop at Southwest Branch. Patrons of all ages packed the meeting room – the youngest participant was four, and the eldest in their 70's. The program ended with a community doodling project, which was featured in the branch after the program. The presenter shared, "The Southwest Branch was a peak workshop experience for me! We had such an amazing cross section of ages and abilities, and it was so well attended!" Staff observed participants meeting neighbors and sharing the joy of creating art in community.

Community doodle created at Southwest Branch

The Seattle Public Library

Date: June 26, 2026

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
                Rob Gannon, Director of Administrative Services
                Bo Kinney, Circulation Services Manager

Re: **Write-Off of Uncollectible Patron Account Debt Procedure**

Background

Seattle Public Library patrons are financially responsible for all items borrowed on their Library card, consistent with the Library's Borrower Eligibility and Responsibilities Policy. If borrowed items are not returned after a reasonable period, or if items are returned damaged, borrowers are assessed a replacement fee which is charged to their Library account in the Integrated Library System (ILS). A patron account with long overdue items is suspended from checking out additional items until the overdue materials are returned or the replacement fees are resolved.

Uncollectible Patron Account Debt

Most patron account fees are resolved quickly. (Patrons can resolve their fees by returning overdue items, paying the replacement fees, or in certain circumstances, receiving a fee waiver.) Fees that are not paid within three years after they are incurred are very unlikely ever to be paid. Over time, these unpaid charges have accumulated in the ILS as uncollectible patron account debt, resulting in a significant amount of outdated accounts in the system.

The new Administrative Procedure (Write-Off of Uncollectible Patron Account Debt) addresses this situation. This procedure establishes the process and timeline for clearing unpaid charges and inactive patron accounts from the Integrated Library system after three years. Implementation of this procedure has the following benefits for the Library:

- Brings SPL patron account debt practices in line with standard financial accounting practices

- Improves patron access by restoring borrowing privileges for patrons who have been unable to pay charges after three years.

- Improves database management and reduce complexity of upcoming ILS migration by removing tens of thousands of outdated patron accounts with uncollectible debt.

Related Practices

The Library makes multiple attempts to contact patrons to encourage them to return their borrowed materials, and notifies patrons of replacement fees and options for paying or clearing

the fees. For most patrons, this direct communication, along with the temporary suspension of borrowing privileges, is effective at encouraging return of materials or payment of replacement fees.

The Library's communication with patrons about patron account fees has recently been reviewed, and billing notices have been revised to be clearer and more welcoming. Newly revised patron billing notices will go into effect later in 2025, when the Library's online payment portal is restored. (The Library's previous online payment system was taken offline by the ransomware attack, and a new payment system will be launching soon.)

The Library has not charged overdue fines since 2020. (Elimination of overdue fines was a signature piece of the 2019 Library Levy passed by Seattle voters.) Overdue fines had very little effect on return rates, but they created financial barriers and anxieties for Library patrons, and they discouraged Library use by those least able to pay.

Similarly, the Library has not worked with a collection agency to collect unpaid patron account debt since 2020, and we do not intend to resume this practice. Debt collection has a low return on investment, compared to simply notifying patrons and encouraging them to return their items or resolve their charges. Furthermore, referring unpaid Library charges to a debt collection agency creates highly negative experiences for patrons and staff and is out of step with the Library's values of access and equity.

Sample Patron Billing Notice (2025 Revision)

[Subject:] We want you to use the Library again
[Preheader:] If you can't return your item(s) or pay your charges, please contact us and we will work with you to restore your account.

[Body:]
Hi [First Name],

Your account is currently suspended, but we want to help you be able to check out books and use our other resources again.

You have a few easy options to restore your account:

Return your item(s). No late fee! Just bring your item(s) back to any branch and we'll restore your account. There will **not** be a late charge because we never charge late fines for overdue items.
Pay the charges on your account. If you cannot return your item(s), you can pay your balance online or at any branch.

Previous balance: $	0.00
New charges: $	37.50
Total balance owed: $	37.50
If you have returned the item(s), we will remove the charge from your account.	

Contact us. If you no longer have the item(s) and are unable to pay your balance, let us know and we will work with you to restore your access. Use this form, visit any branch or call Borrower Services at 206-386-4190.

Everyone belongs at the Library, and we want everyone to be able to use their Library card - including you!

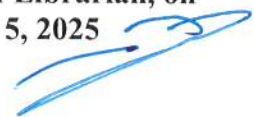We hope to see you soon at The Seattle Public Library.

Action required/requested: No action requested; informational only. Discussion welcome.

The Seattle Public Library

Administrative Procedure

WRITE-OFF OF UNCOLLECTIBLE PATRON ACCOUNT DEBT	**Approved by Tom Fay, Executive Director and Chief Librarian, on June 5, 2025**
Owner: Administrative Services Director	

PURPOSE

This procedure establishes the approach and guidelines regarding the write-off of uncollectible debts for The Seattle Public Library (SPL) patron accounts. Adhering to this procedure helps to ensure the accounts receivable balance is accurately stated and allows SPL to write off patron account balances that are no longer deemed collectible.

STATEMENT

SPL patrons are responsible for all items borrowed on their Library card, consistent with the Library's Borrower Eligibility and Responsibilities policy. Borrowers will be assessed a replacement fee for any items not returned to the Library in good condition.

SPL makes multiple attempts to contact patrons to encourage them to return their borrowed materials, and notifies patrons of replacement fees and options for paying or clearing the fees. Failure to return borrowed materials or to pay replacement fees may result in the loss of borrowing privileges.

The Library adheres to accounting and reporting standards for local governments as directed in RCW 43.09.200. In accordance with this directive and the Budgeting, Accounting and Reporting System Manual (maintained by the State Auditor's Office), outstanding patron accounts receivable are not reflected on SPL's balance sheet as an asset but are reflected in the integrated library system (ILS) patron database.

Inactive patron accounts (accounts that have not checked out any items or been used to log in to any library service) are deleted from the ILS after three years of inactivity.

Unpaid patron account balances may be written off when at least one of the following criteria are met:

- The patron has been notified of their balance through SPL's billing process and debts are still outstanding after a three-year period.

- SPL has received notice that the patron's debts have been discharged in bankruptcy, or SPL has received notice that the patron is deceased.

Account Write-Off Process

1. SPL will identify accounts that meet the above criteria and write-off such debts at least annually under the supervision of the Director of Administrative Services or their designee. The Executive Director and Chief Librarian will review written-off debt amounts at least annually.

2. Documentation of write-off activity will be maintained by SPL Financial Services in accordance with State record retention guidelines.

3. The Executive Director and Chief Librarian may choose to waive certain uncollectible debts for all borrowers prior to the three-year mark, consistent with State law. Debts written off through such waivers shall be subject to requirements 1 and 2, above.

RELATED LAWS, POLICIES AND PROCEDURES

Board Policy, *Borrower Eligibility and Responsibilities*

RCW 43.09.200, Local government accounting—Uniform system of accounting.

The Seattle Public Library

Date: June 26, 2025

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Rob Gannon, Director of Administrative Services
Charles Wesley, Library Technology Officer
Jim Loter, Strategic Technology Advisor

Re: **Use of Artificial Intelligence Draft Policy**

On February 27, 2025, the Library Board of Trustees was briefed about the intent of The Seattle Public Library to develop and implement policy and procedures related to the Library's use of artificial intelligence (AI) technologies.

Today we are sharing with the Board a deliberative version of the Library's AI policy. This policy is informed by the City of Seattle's "Generative Artificial Intelligence (AI) Policy" (POL-209) and its forthcoming "Artificial Intelligence Policy" (POL-211). The policy incorporates Library-specific principles, values, and considerations as well as best practices derived from the GovAI Coalition, an association composed of over 100 municipalities across the US that is dedicated to the safe and responsible use of AI technologies in the public sector.

This policy establishes standards that staff and representatives of The Seattle Public Library shall observe when acquiring and using Artificial Intelligence (AI) technologies to perform Library functions and deliver Library services.

The policy requires that AI technologies only be acquired following review and approval by the Library Technology Officer in accordance with the Library's Information Technology Resource Acquisition Policy, which was approved in the April 2025 Library Board meeting.

The policy further directs that Library staff follow guidelines when using AI to minimize risks related to inaccuracies, bias, data privacy, and that Library staff consider the environmental and intellectual property impacts that can be caused by AI technologies.

Finally, the policy directs that the Library establish an AI Governance Board that will advise the Library Technology Officer on AI product acquisitions and other matters related to the acceptable and responsible uses of AI in accordance with this policy and related Library policies.

Action required/requested: Library Board review and consideration of the Library Use of Artificial Intelligence Policy for future approval at the July 2025 Library Board meeting.

The Seattle Public Library

Board Policy

LIBRARY USE OF ARTIFICIAL INTELLIGENCE	**Adopted by the Library Board XX, 2025.**
Owner: Executive Director and Chief Librarian	
Approved by:	

BACKGROUND

This policy establishes the standards that staff and representatives of The Seattle Public Library shall observe when acquiring and using Artificial Intelligence (AI) technologies to perform Library functions and deliver Library services. These standards are intended to ensure effective, secure, and responsible practices that are consistent with the Library's mission, principles, and values.

DEFINITIONS

Artificial Intelligence (AI): A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine and human-based inputs to: perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.[1]

Generative AI: A class of AI systems, including algorithms, deep-learning, and machine learning models, capable of generating new content (text, images, video, and audio) based on the inputs of training datasets. This also includes systems capable of ingesting input and translating that input into another form, such as text-to-code systems.

POLICY STATEMENT

AI technologies have the potential to solve meaningful challenges and enhance the delivery of Library services. However, they also have the ability to make mistakes, falsify information, and rely on biased or faulty data. Due to their design, the operations of AI systems are more difficult to predict, inspect, decode, or understand than traditional technology systems. Failures in, or inappropriate uses of, AI systems can erode public trust and cause harm to people and communities, potentially at a greater scale than with traditional technologies.

All AI technologies acquired, configured, developed, operated, or maintained by or on behalf of the Library shall align with requirements outlined in this policy.

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[1] 15 USC Ch. 119 "National Artificial Intelligence Initiative"

A. Use and Operation
*   Library staff shall acquire and use only those AI products that have been approved for Library use by procedures developed by the Library Technology Officer (LTO). This applies to free software, software-as-a-service (SaaS) products, web-based software services, and AI components that are embedded within or added to non-AI software products, even if those products have otherwise been approved.

*   In determining if an AI product is approved for Library use, Library IT shall:
    o   Determine if the product is consistent with all relevant IT and Library standards and policies.
    o   Document technical information about the AI models used in the product by requiring a vendor to provide a completed GovAI AI Factsheet, by consulting an existing AI Factsheet on file with the GovAI AI Registry, or by using an equivalent process.

*   Library staff or its representatives shall not input Library data that has been classified as "sensitive" or "confidential" into an AI product or service without further review and approval by the LTO their designee.
    o   If the classification of data is absent or unclear, the employee shall assume it is sensitive and seek further clarification and approval from the LTO or their designee for the data in question.

B. Oversight and Accountability
*   The Library shall establish an AI Governance Committee, which will be tasked with reviewing requests to acquire and use AI technologies, assessing how the practical use of these approved tools will be in keeping within the guardrails defined by policy, and making regular recommendations on how the organization should adjust its practices in this space.

*   Outputs of Generative AI systems must be reviewed by a Library employee who is familiar with the subject matter prior to use in an official Library capacity, including through patron reference question responses, online publication, or other sharing methods with the public, partners, and others.

*   The review process shall determine that the output is accurate, is free from errors or "AI hallucinations," does not contain unlicensed intellectual property, is not discriminatory or biased against protected classes, and meets Library standards for communication.

*   The review process must be documented and shall demonstrate how the review was conducted, how the determination to use the output was made, and who made the determination.

C. Attribution
*   All material produced by Generative AI systems that is published by or on behalf of the Library must be attributed to the AI product that was used, including the specific model and its version.

- AI generated code used in software, scripts, formulas, or other automation functions must be documented and attributed in a comment in the source code or, if necessary, in separate product documentation.
- Attribution must also denote that the material was reviewed by a Library employee.
  - Example attribution: "This blog post was co-written with OpenAI's GPT-3.5 model and was reviewed for accuracy by a member of Library staff."

D.   Records Retention and Disclosure

The Library is subject to RCW 40.14, which governs Preservation and Destruction of Public Records for state and local agencies, and RCW 42.56, known as the Washington State Public Records Act, which requires agencies to make public records available to members of the public with limited, narrow exemptions. Library staff must follow the laws and current procedures and policies for records retention and disclosure.

Retention requirements are based on the content of the records, not their format. Regardless of the required retention period, if records responsive to a public disclosure request exist, they must be disclosed.

When using an AI system, Library staff must preserve or destroy records created when using AI products pursuant to the relevant retention schedule, and are responsible for searching for and retrieving them if a public disclosure request is received.

E.   Prohibited Uses

The following uses are prohibited.

- **Identity Determination or Behavioral Prediction.** Applications that use computer vision or other AI techniques to analyze or classify people's facial and body characteristics or movements into emotions or sentiments, or that attempt to determine an identifiable person's protected class information or predict an identifiable person's future behaviors.

- **Nonconsensual Depictions or Alterations.** Creation or distribution, even with attribution or disclosure, of digitally generated or digitally altered depictions of an individual without their consent, or of any subject with the purpose or intent of deceiving Library employees or members of the public.

- **Automated Decision-Making.** Consequential decisions made solely by AI systems with no human oversight including hiring, performance reviews, discipline, conduct enforcement, exclusions, investigations, terminations, and financial awards.

F.   Other Considerations

- Environmental Impact
  AI technologies may rely on data processing facilities that utilize non-sustainable energy sources, consume inordinate amount of resources, or otherwise have adverse impacts on the environment or nearby residents. Library employees should consider these impacts, along with the purported benefits of an AI technology, prior to acquisition or use.

- Intellectual Property
  AI models may be trained using information that is protected by copyright or other intellectual property laws. In addition, AI systems may produce outputs that contain legally-protected content. Library employees are already expected to abide by intellectual property laws and avoid violating copyright in Library publications. Library staff who use AI systems should take steps to ensure that AI outputs do not violate intellectual property laws.

- Intended and Optimal Domains
  Some AI models are optimized to perform better in certain use cases or under certain configurations. A completed AI FactSheet should detail the specific domains in which an AI system is intended to operate. Library staff should follow the guidelines and recommendations for appropriate and optimal use of AI systems as described in the system's FactSheet on file with the GovAI Registry.[2]

APPLICABILITY

This policy applies to all Library staff (full-time, part-time), interns, consultants, vendors, contractors, partners, and volunteers who provide Library services or otherwise act on behalf of the Library.

The Chief Librarian is responsible for compliance with this policy. Non-compliance may result in disciplinary action, restriction of access, or more severe penalties up to and including termination of employment or vendor contract.

Related Laws, Policies and Procedures
- City of Seattle's Generative Artificial Intelligence Policy
- RCW 40.14: Preservation and Destruction of Public Records
- RCW 42.56: Washington State Public Records Act
- 15 USC Ch. 119 "National Artificial Intelligence Initiative"
- GovAI Coalition AI Vendor FactSheet and Repository

HISTORY
Adopted XX, 2025

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[2] GovAI Coalition Factsheet Registry. https://www.sanjoseca.gov/your-government/departments-offices/information-technology/artificial-intelligence-inventory/govai-coalition/templates-resources. Retrieved June 17, 2025.

Generative Artificial Intelligence Policy

POL-209

Purpose

The purpose of this policy is to set forth requirements City departments will observe when acquiring and using software that meets the definition of "generative artificial intelligence."

Scope

All City departments. Vendors, contractors, and volunteers who operate on behalf of the City are also subject to this policy.

Definitions

Generative Artificial Intelligence (Generative AI) is a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine learning models, and are capable of generating new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems.

While this policy document includes principles that apply to AI technologies generally, the policy statements apply only to generative AI systems.

Artificial Intelligence (AI) Principles

Principles describe general codes of conduct that represent the City's values and are aligned with our responsibilities to the residents we serve. These principles serve to guide City employees in their use of both generative and traditional AI technology. City employees shall adhere to the principles and requirements outlined in this policy, and will be held accountable for compliance with these commitments.

1. **Innovation and Sustainability:** The City values public service innovation to meet our residents' needs. We commit to responsibly explore and evaluate AI technologies, which will improve our services and advance beneficial outcomes for both people and the environment.
2. **Transparency and Accountability:** The City values transparency and accountability and understands the importance of these values in our use of AI systems. The City will ensure that the development, use, and deployment of AI systems are evaluated for and compliant with all laws and regulations applicable to the City prior to use, and will make documentation related to the use of AI systems available publicly.
3. **Validity and Reliability:** The City will work to ensure that AI systems perform reliably and consistently under the conditions of expected use, and that ongoing evaluation of system accuracy throughout the development and/or deployment lifecycle is managed, governed, and auditable, to the greatest extent possible.
4. **Bias and Harm Reduction and Fairness:** We acknowledge that AI systems have the potential to perpetuate inequity and bias resulting in unintended harms on Seattle residents. The City will evaluate AI systems through an equity lens, in alignment with our Race and Social Justice

commitments, for potential impacts such as discrimination and unintended harms arising from data, human, or algorithmic bias to the extent possible.

5. **Privacy Enhancing:** The City values data privacy and understands the importance of protecting personal data. We work to ensure that policies and standard operating procedures that reduce privacy risk are in place, and are applied to the AI system throughout development, testing, deployment, and use to the greatest extent possible.

6. **Explainability and Interpretability:** The City understands the importance of leveraging AI systems, models, and outputs that are easily interpreted and explained. We work to ensure all AI systems and their models are explainable to the extent possible, and that system outputs are interpretable and communicated in clear language, representative of the context for use and deployment.

7. **Security and Resiliency:** Securing our data, systems, and infrastructure is important to the City. We will ensure AI systems are evaluated for resilience and can maintain confidentiality, integrity, and availability of data and critical City systems, through protection mechanisms to minimize security risks to the greatest extent possible, in alignment with governing policy and identified best practices.

Policy

1. Acquisition of Generative AI Technology

   1.1. Consistent with the City's standards for [Acquisition of Technology Resources](), City employees may be authorized to use pre-approved generative AI software tools or they may request a non-standard acquisition of generative AI software through Seattle IT's current request process.

   1.2. Seattle IT shall review exception requests according to its current risk and impact methodology, which shall include specific review criteria for generative AI technology. Seattle IT shall either approve or deny a request according to its criteria.

   1.3. The City's standard for technology acquisition applies to all technology, including free-to-use software or software-as-a-service tools.

   1.4. If a technology that has already been approved for use in the City adds or incorporates generative AI capabilities, no additional approval is required to use those capabilities, however all other aspects in this policy apply to said use.

   1.5. Seattle IT may revoke authorization for a technology that adds AI capabilities, or may restrict the use of those AI capabilities, if, in its judgment, those AI capabilities present risks that cannot be effectively mitigated to comply with this policy or other City policies.

2. Use of Generative AI Outputs

   2.1. Outputs of Generative AI systems must be reviewed by humans prior to each use in an official City capacity ("Human in the Loop" or HITL). HITL review processes shall be documented by owning departments and shall demonstrate how the HITL review was conducted to adhere to the principles outlined in this document.

   2.2. Documentation of HITL reviews shall be retained according to the appropriate records retention schedule.

3. Attribution, Accountability, and Transparency of Authorship

   3.1. All **images and videos** created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations to the City of Seattle should be embedded in the image or video (e.g., via digital watermark).

   3.2. If **text** generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.

   3.3. If a significant amount of **source code** generated by an AI system is used in a final software product, or if any amount is used for an important or critical function, attribution to the appropriate AI system is required via comments in the source code and in product documentation.

   3.4. All attributions should include the name of the AI system used plus an HITL assertion (which should include the department or group who reviewed/edited the content).

   Example: Some material in this brochure was generated using ChatGPT 4.0 and was reviewed for accuracy by a member of the Department of Human Services before publication.

   3.5. Departments shall interpret "substantive use" thresholds to be consistent with the principles outlined in this document as well as relevant intellectual property laws.

4. Reducing Bias and Harm

   4.1. Generative AI systems may produce outputs based on stereotypes or use data that is historically biased against protected classes. City employees must leverage RSJI resources (e.g., the Racial Equity Toolkit) and/or work with their departmental RSJI Change Team to conduct and apply a Racial Equity Toolkit (RET) prior to the use of a Generative AI tool, especially uses that will analyze datasets or be used to inform decisions or policy. As per the objectives of the RSJ program, the RET should document the steps the department will take to evaluate AI-generated content to ensure that its output is accurate and free of discrimination and bias against protected classes.

5. Data Privacy

   5.1. Use of generative AI tools shall be consistent with the principles and standards described in the City's [Data Privacy Policy](#) and [Information Security Policy](#).

   5.2. Unless suitable enterprise controls and data protection mitigations are in place, employees shall not submit data that is classified by [the City's data classification guidelines](#) as Confidential or Confidential with Special Handling, or that otherwise not considered to be acceptable to disclose to the public, shall not be submitted to Generative AI systems.

   5.3. No City data or records, including inputs or prompts, are to be used for training or parameter-tuning for Generative AI models outside the City's control. AI technologies that cannot prevent City data or records from contributing to their language models may not be used by City employees.

6. Public Records & City Records Management

   6.1. All records generated, used, or stored by Generative AI vendors or solutions may be considered public records and must be disclosed upon request.

   6.2. All Generative AI solutions and/or vendors approved for City use shall be required to support retrieval and export of all prompts and outputs (either via exposed functionality or through vendor contract assurances).

   6.3. City employees who use generative AI tools are required to maintain, or be able to retrieve upon request, records of inputs, prompts, and outputs in a manner consistent with the City's records management and public disclosure policies and practices.

Exceptions

Exceptions must be approved in advance through submission of a Seattle IT Exception Review Approval request in Service Hub. This can be submitted directly or with the assistance of Client Engagement personnel. Note: this section refers to exceptions to *this policy* as it relates to generative AI tools that are in use by the City. It does not refer to requests for acquisition of non-standard applications or technologies.

Non-compliance

The Chief Technology Officer (CTO) is responsible for compliance with this policy. Enforcement may be imposed in coordination with individual division directors and department leaders. Non-compliance may result in department leaders imposing disciplinary action, restriction of access, or more severe penalties up to and including termination of employment or vendor contract.

Related Standards and Policies

- City Privacy Policy [POL-202]

- Acquisition of Technology Resources [STA-209]

- Information Security Policy [POL-201]

- Data Classification Guideline [GUI-110]

Responsibilities

The policy will be maintained through the Data Privacy, Accountability and Compliance (DPAC) division, owned by the Director of DPAC and City of Seattle Chief Privacy Officer. Their responsibilities include creating and maintaining the generative AI risk and impact criteria and the documents and forms to support the exception review process for this technology.

Document Control

This policy shall be effective on 11/1/2023 and shall be reviewed annually.

Version	Content	Contributors	Approval Date
v 1.0	Initial Draft	Reviewer: Greg Smith – Chief Information Security Officer (CISO)	**10/23/2023**
	Final	**Approver:** **Jim Loter – Interim Chief Technology Officer (CTO)**	**10/23/2023**

CHAPTER 119—NATIONAL ARTIFICIAL INTELLIGENCE INITIATIVE

§9401. Definitions

In this chapter:

(1) Advisory Committee

The term "Advisory Committee" means the National Artificial Intelligence Advisory Committee established under section 9414(a) of this title.

(2) Agency head

The term "agency head" means the head of any Executive agency (as defined in section 105 of title 5).

(3) Artificial intelligence

The term "artificial intelligence" means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments. Artificial intelligence systems use machine and human-based inputs to—

    (A) perceive real and virtual environments;
    (B) abstract such perceptions into models through analysis in an automated manner; and
    (C) use model inference to formulate options for information or action.

(4) Community college

The term "community college" means a public institution of higher education at which the highest degree that is predominantly awarded to students is an associate's degree, including 2-year Tribal Colleges or Universities under section 1059c of title 20 and public 2-year State institutions of higher education.

(5) Initiative

The term "Initiative" means the National Artificial Intelligence Initiative established under section 9411(a) of this title.

(6) Initiative Office

The term "Initiative Office" means the National Artificial Intelligence Initiative Office established under section 9412(a) of this title.

(7) Institute

The term "Institute" means an Artificial Intelligence Research Institute described in section 9431(b)(2) of this title.

(8) Institution of higher education

The term "institution of higher education" has the meaning given the term in section 1001 and section 1002(c) of title 20.

(9) Interagency Committee

The term "Interagency Committee" means the interagency committee established under section 9413(a) of this title.

(10) K-12 education

The term "K-12 education" means elementary school and secondary school education provided by local educational agencies, as such agencies are defined in section 7801 of title 20.

(11) Machine learning

The term "machine learning" means an application of artificial intelligence that is characterized by providing systems the ability to automatically learn and improve on the basis of data or experience, without being explicitly programmed.

(Pub. L. 116–283, div. E, §5002, Jan. 1, 2021, 134 Stat. 4523.)

AI FactSheet

Please provide details regarding your artificial intelligence (AI) solution by filling out the AI FactSheet[1] template below. This template was developed by the GovAI Coalition.

This AI FactSheet is for AI developers to complete. A **developer** is an entity that creates a standard software product or solution that is intended for many customers to use. These products may include AI systems built by the developer themselves, and/or a software solution that leverages third party AI tools within the product offering.

A **service provider** is an entity that guides, consults, advises, and supports agencies in navigating artificial intelligence (AI). A service provider may build custom AI solutions for a client, but does not sell the product as a standard solution to many customers on its own. If you are a service provider, please fill out the AI FactSheet for Service Providers instead.

Please contact [Agency contact] at [Agency contact's email] with questions.

To submit your AI FactSheet to the GovAI Coalition's AI Registry, please contact digitalprivacy@sanjoseca.gov and govaicoalition@gmail.com.

Vendor Name	Your "Doing business as" Name and Legal Name, if different.
Product Name	Name of the AI product or suite of products.
Overview	Brief summary of the AI system.
Purpose	What function does the AI system perform, and for what purpose? If the system performs multiple functions, list each discretely and reference below. For features that are configurable, please describe all configuration options and default settings.
Intended Domain	What domain is the AI system intended to be applied in?
Training Data	How was the AI system trained? What data was used? How often is data added to the training set? Was all training data legally obtained and its use fully licensed?
Test Data	What data was used to test system performance? Under what conditions has the system been tested?
Model Information	General description of the model(s) used (e.g., large language model, transformer, deep learning, supervised learning, built on an existing open source model, computer vision)
Update procedure	In general, how often are the models updated for users? Will the user have a choice in moving to the updated model or staying on the current model? What documentation is available for new versions of the model?
Inputs and Outputs	What are the inputs to the AI system? What are its outputs? What interfaces and integrations are supported?

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[1] The FactSheet template is heavily inspired by the IBM Research AI FactSheets 360 project.

Performance Metrics	What are the performance metrics? What is your current level of performance on these metrics? How can the user monitor performance when deployed?
Bias	What biases does the tool exhibit and how does it manage that bias? This can include but is not limited to biases on human factors such as gender, race, socioeconomic status, disability, culture, age, or other protected classes, or biases on general factors such as a sampling bias, survivorship bias, detection bias, or observer bias.
Robustness	How does the AI system handle outliers? Do overwritten decisions feed back into the system to help calibrate it in the future?
Optimal Conditions	What conditions does the model perform best under? Are there minimum requirements for the quantity of records/observations?
Poor Conditions	What conditions does the model perform poorly under? What are the limitations of the AI system? What kinds of errors can it make (e.g., hallucinations) and what conditions make those errors more likely?
Explanation	How does the AI system explain its outputs? Are the outputs of the AI system understandable by subject matter experts, users, impacted individuals, etc.?
Data Protection	List data protection frameworks you comply with (e.g., NIST 800-53, NIST AI RMF) and certifications (e.g., SOC II, HIPAA, FERPA, CJIS).
Environmental Impacts	This can include, but is not limited to, energy and water consumption for training and/or per use of the model, sources of energy and water for your solution, and your organization's approach to reducing environmental impact. For energy consumption, report in megawatt-hours (MWh).[2] For water consumption (in thousand liters), include the type of water (i.e., drinking water or reclaimed water) used in training and deploying the model (if the on-site water usage is unknown, use "1 L/kWh" as a default value).[3]
Ongoing Monitoring	How is the AI system monitored to identify any problems in usage? Can outputs (recommendations, predictions, etc.) be overwritten by a human, and do overwritten outputs help calibrate the system in the future? Problems in usage can include false negatives, false positives, bias, hallucinations, and human-reported quality issues (such as poor translations or poorly generated images).
Independent Evaluation	Have the vendors or an independent party conducted a study on the bias, accuracy, or disparate impact of the system? If yes, can the agency review the study? Include methodology and results.

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[2] If you are unsure how to conduct energy measurements, see "A Beginner's Guide to Power and Energy Measurement and Estimation for Computing and Machine Learning" published by the National Renewable Energy Laboratory and Intel.

[3] If you are unsure how to conduct water impact measurements, see "Making AI Less 'Thirsty': Uncovering and Addressing the Secret Water Footprint of AI Models" published in Communications of the ACM.

	This can include bias impact reports, algorithmic impact reports, or others.[4]
Accessibility	How does your solution accommodate a variety of users, such as users with disabilities?
Responsible AI Strategy	Please share any relevant information, links, or resources regarding your organization's responsible AI strategy.

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[4] See "Algorithmic bias detection and mitigation: Best practices and policies to reduce consumer harms" by the Brookings Institute for an example bias impact report template.

The Seattle Public Library

Date:	June 26, 2025
To:	Library Board of Trustees
From:	Jessica Lucas, President, AFSCME Local 2083
Re:	**June Union Report**

Dear Library Board of Trustees,

Summer of Learning roll out has been strained this year after the Foundation position was not filled. Things are working out so far, but the uncertainty has staff worried about the promises made to community partners based on our initial understanding of what programs were available.

Staff are all facing challenges in many aspects of our lives. We cannot talk enough about how our staff continue to show up and support the library and patrons despite the low morale, burnout, and tough times. We would like to say there has been more improvement but right now, it feels like we are waiting. Waiting to see what happens with the budget, with the levy, and with the future of libraries in this country. The upheaval of the last 5 years cannot be overstated, but our staff are still here. They care deeply about our patrons, our communities, and each other. I want to say more but I think I will focus on saying thank you to my colleagues for all the wonderful work that they do. I hope we see improvement soon.

We continue to work with Library Leadership to improve communication with frontline staff. We are slowly making progress, but there are still a lot of gaps. Union leadership continues to point out these gaps with the hope of shedding light on where improvements in communication can be made.

Action required/requested: Informational only.

The Seattle Public Library

NEWS RELEASES

Date	Title
29-May-25	[June 2025 Author and Community Events at The Seattle Public Library](#)
19-May-25	[Summer Book Bingo Launches With an Expanded Program](#)
05-May-25	[May 2025 Author Readings and Community Events at The Seattle Public Library](#)

The Seattle Public Library
MEDIA COVERAGE

Organization	Date	Headline	Details
Queen Anne & Magnolia News	27-May-25	Your favorite summer reading adventure underway	"The Seattle Public Library (SPL) and Seattle Arts & Lectures (SAL) are joined by new partner King County Library System (KCLS) to launch Summer Book Bingo 2025. Readers in all corners of King County can now participate in the summer reading program that encourages adults to read widely for pleasure and to talk about books with friends, family and neighbors."
The Seattle Times	26-May-25	What's open, what's closed on Memorial Day	Notes that all Seattle libraries are closed
KING 5 News	22-May-25	Check out these must-read books for the summer! - New Day NW	"King County Library System, Seattle Public Library and Seattle Arts and Lectures are joining forces to create a summer book bingo — and yes there are prizes."
The Seattle Times	21-May-25	5 books to read for Summer Book Bingo	"King County Library System has teamed up with our friends at The Seattle Public Library and Seattle Arts & Lectures to offer Seattle's beloved Book Bingo program to all King County readers this summer!"
The Seattle Times	19-May-25	Summer Book Bingo celebrates 10 years	"This summer marks the first year that KCLS will partner with The Seattle Public Library and Seattle Arts & Lectures in Book Bingo, adding its 50 participating branches to SPL's 27."

[KUOW](#)	19-May-25	On your mark, get set, read! Seattle Public Library's Book Bingo is back and bigger than ever	"The program is presented by Seattle Public Library in partnership with Seattle Arts and Lectures. Now, adult readers across King County can participate. Book Bingo boards will be available at any of the 27 SPL locations and the 50 KCLS locations. SPL Reader Services Librarian Misha Stone said it's a chance for the library systems to share and spread the love of reading."
[The Seattle Times](#)	14-May-25	6 books for Asian American and Pacific Islander Heritage Month	"The Seattle Public Library loves to promote books and reading. This column, submitted by the library, is a space to share reading and book trends from a librarian's perspective."
[The Seattle Times](#)	12-May-25	Seattle's Central Library is a showcase of art, architecture and community	"Nestled between looming skyscrapers crouches Seattle Public Library's Central Library. With its asymmetrical angles and glass windows stretching across the metal bones of the building, it is an iconic feature of Seattle's downtown streets. Much like the city it belongs to, Central Library is quirky."
[KUOW](#)	11-May-25	KUOW Summer Book Club	"All events are free and open to the public, hosted at The Seattle Public Library's Central Library."
[Seattle Schools](#)	06-May-25	Queen Anne Elementary Wins Global Reading Challenge	"The Global Reading Challenge is a collaboration between The Seattle Public Library and Seattle Public Schools (SPS). It promotes recreational reading at a pivotal elementary school stage when many students — especially boys — start to lose interest in reading. This school year, more than 3,600 4th and 5th graders in 72 SPS elementary and K-8 schools participated in the program, forming 528 teams."

Secret Seattle	02-May-25	We Asked Locals For The Seattle Life Hacks That They Usually Gatekeep—Here Are The Best Ones	"The Seattle Public Library lets you use your library card to sign up for free admission to Seattle museums and other attractions like the zoo and aquarium. Unfortunately the program is on pause right now but keep checking the library website for updates about its return."
NW Asian Weekly	01-May-25	Celebrating AAPI Heritage Month in the Seattle area	"Literary voices take the stage on May 7, as Pulitzer Prize–winner Viet Thanh Nguyen joins fellow author Shawn Wong at Seattle's Central Library for a discussion of Nguyen's new book, To Save and Destroy. Registration is required."