

**The Seattle Public Library Board of Trustees  
Special Meeting**

**11:00 a.m. Tuesday, May 27, 2025**

Washington Mutual Foundation Meeting Room 1, Level 4  
1000 Fourth Ave., Seattle, WA 98104

**Remote Listen Line:**

Dial: 213-282-4570 / Phone conference ID: 236 475 736#

**Watch Live:**

<https://www.microsoft.com/microsoft-teams/join-a-meeting>

Meeting ID: 249 000 086 922 5 / Passcode: XR279va3

**Public Comment: comments must be directed to matters on the agenda.**

-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](mailto:library.board@spl.org).

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**Agenda**

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT

D. CONSENT

1. Minutes of April 21, 2025 Special Library Board Meeting
2. Minutes of April 24, 2025 Regular Library Board Meeting
3. April 2025 Finance Report

E. CHIEF LIBRARIAN REPORT

1. Chief Librarian Report
2. System Report
  - a. 2025 Global Reading Challenge – Jenny Craig, Youth & Family Learning Services Librarian

F. OLD BUSINESS

G. NEW BUSINESS

1. Community Use Agreement Policy
2. Community Use Agreement Enforcement and Administrative Review of Suspension Orders Policy
3. First Quarter 2025 Levy Report
4. Union Report
5. Library Foundation and Friends of the Library Updates
6. Updates from Library Board Members

H. EXECUTIVE SESSION

I. ADJOURN

J. NEXT LIBRARY BOARD MEETING: June 26, 2025

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

## **Unapproved Board Minutes**

Board of Trustees Special Meeting

The Seattle Public Library

April 21, 2025

### **CALL TO ORDER**

A special meeting of The Seattle Public Library (SPL) Board of Trustees was held in the Howard S. Wright Family & Janet W. Ketcham Meeting Room at the Central Library on April 21, 2025. Library Board President W. Tali Hairston called the meeting to order at 1:01 p.m. Vice President Yazmin Mehdi and trustees Ron Chew, Carmen Bendixen, and Faith Pettis were in attendance.

### **NEW BUSINESS**

#### **Future of Programming**

Executive Director and Chief Librarian Tom Fay said the Library provides a variety of spaces for programming and meeting rooms. He said the Microsoft Auditorium at the Central Library presents an opportunity to activate the space for Library and other government-related programming. He said the space is not functionally a meeting room and could be better activated with Library programs, movies, and other related functions.

Library Board Vice President Yazmin Mehdi asked about income data for auditorium rental. Mr. Fay said 2024 revenue from auditorium use was \$41,000. He said the total cost of hosting meeting spaces across the Library in 2024 was \$407,000 including labor and non-labor expenses, and total rental revenue for the system in 2024 was \$124,000.

Answering a question from Library Board Trustee Ron Chew regarding whether the space tends to be rented by a variety of users or groups of repeat users with regular meetings, Mr. Fay said the use changes. Mr. Fay said most of the regular external use was disrupted during the COVID pandemic, and many long-standing rental clients did not return. He said most rentals for larger groups are accommodated in the two large meeting rooms at the Central Library and the auditorium.

Answering a question from Ms. Mehdi about costs related to security and other additional staffing needs, as well as staff time allocated to the rentals program, Mr. Fay said he would follow up with that information. Library Board Trustee Faith Pettis asked if there are external groups with recurring meetings in the auditorium that may be displaced by restructuring the use of that space. Mr. Fay said he would come back to the Board with that information. He said partnerships and government uses would likely accommodate many of them.

Mr. Fay said auditorium programming use could be adjusted through an administrative procedure. He said by law, meeting rooms that are open to the public are open to all, as long as the use is not unlawful. Ms. Mehdi asked if adjusting programming use in the auditorium would negatively impact staffing. Mr. Fay said the change would increase programming at the Central Library, and the Library would also like to increase programming in branches and provide better support and technology equipment in branches. Mr. Fay said additional thinking will be brought to the Board as an informational piece. He said, from an operational standpoint, adjusting usage of the auditorium space would minimize costs and simplify operational issues.

Ms. Mehdi asked about opportunities for passive use of seating in the upper level of the auditorium. Mr. Fay said there is greater patron interest in seating in Level 3 spaces designated for eating. He said adjusting programming use for the auditorium will provide opportunities for the Library to expand

program offerings, as well as allowing for the ability to renovate and upgrade the sound system. He said there may be the ability to make improvements through the next potential levy process. Ms. Mehdi said the adjustment could be paired with passive programming. Mr. Fay said a library he was affiliated with in Nevada used a similar space to show movies and provide an interactive space for the community to make it a participatory process. He said there is much more than can be done in the space, including passive programming.

Library Board Trustee Ron Chew said he liked the idea of repurposing the space for functionality and the opportunity to redesign and modernize. Mr. Fay agreed and said the acoustics and seating could be improved. Ms. Mehdi said it can be a difficult space for programming due to late arrivals walking onto a stage.

Ms. Mehdi asked about the opportunity for more private sector rentals in the Level 4 meeting rooms. Mr. Fay said in addition to the two large meeting rooms, the Central Library has two computer labs and two smaller meeting rooms on Level 4. He said the Library will be looking at whether those spaces are being well-used as instruction spaces and other possible ways to make the spaces available. He said the Library will explore opportunities to make the smaller spaces more inviting.

Mr. Fay said, over the next couple of months, the Library will explore these issues and opportunities for better solutions in Central Library programming spaces. He said he will follow up with requests from trustees for additional information on security and staffing costs, numbers and types of programs, and existing clients that rent the spaces consistently.

#### ADJOURN

Board President Tali Hairston adjourned the meeting at 1:45 p.m.

## **Unapproved Board Minutes**

Board of Trustees Meeting  
The Seattle Public Library  
April 24, 2025

### CALL TO ORDER

The regular meeting of The Seattle Public Library (SPL) Board of Trustees was held on April 24, 2025. Library Board President W. Tali Hairston called the meeting to order at 11:09 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.

### 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. One remote attendee said they had a comment unrelated to items on the agenda and would send their comment by email.

### 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 2025 financial reports to date show that the Library is on track for the year. He said Foundation grant spending is also on track for 2025.

Mr. Fay said this month he spoke at the first ever Seattle Civic Poet Inaugural Ceremony, hosted by the City of Seattle's Office of Arts and Culture in partnership with the Library and the Seattle City of Literature, marking the start of a new two-year term for the fifth Seattle Civic poet Dujie Tahat. He said Tahat will speak at the Library in May as part of the 2025 Seattle Reads program.

Mr. Fay said trustees had seen current news and read the recent op-ed regarding the defunding of the federal Institute of Museums and Library Services (IMLS). He said he was in Washington, D.C. April 1-3 for the American Library Association's legislative fly-in which he attended with Susan Hempstead, Director of Strategic Relations for Sno-Isle Libraries. He said he and Ms. Hempstead represented libraries in Washington State in meetings with their congressional delegation. He said news about IMLS staff layoffs and grant terminations was happening as the meetings were happening, and the congressional delegation was learning the information as he and Ms. Hempstead were sharing it. He said it was an interesting time to be in D.C. speaking with colleagues across the country about termination of grants.

Mr. Fay said the Library's grant around teen mental health was terminated on April 9. He said the Library has not received the initial reimbursement that was submitted for approximately \$88,000, and the Library had not yet submitted another \$7,000 in approved grant funds. He said the IMLS has sent information on how to obtain reimbursement. He said the state of Washington has also signed onto litigation with a number of states regarding this matter. He said the Library will consider how to approach the issue either by following IMLS guidance or considering litigation. He said the Library will keep the Board informed. He said, since the work has been done, the Library is contractually obligated to pay vendors, and the Foundation has also offered to assist in ensuring that the project is completed without harming the Library's partners. Mr. Fay said the

Library greatly appreciates the support of the Foundation and will continue to work toward any reimbursement options possible.

Mr. Fay said the Library's new mobile app is now live in both Android and Apple stores for downloading. He said the app development team spent quite a bit of time engaging patrons regarding their needs. He said the app is still in beta, and users are still able to provide feedback, which he encouraged the Board to do. He said new services will be added to the app in time. He said he is pleased to be able to provide patrons with this new service platform moving forward.

Mr. Fay said the Library has been working with Public Health - Seattle and King County to distribute free naloxone kits to community members in need. He said the program can help to decrease opioid deaths in the community, and is an extension of work the Library has done to have naloxone available for staff who have received training in its use. He said the Library will receive 500 naloxone kits monthly for distribution to the community through a self-serve model in branches. He said the Central Library will also have fentanyl test strips for distribution, which can identify the presence of fentanyl in a drug. Mr. Fay said the Library will keep some basic records on the program to track distribution numbers and will report back later in the year.

Mr. Fay said the 2025 Global Reading Challenge's 30th annual citywide final was won by the team from Queen Anne Library Elementary. He said while literacy is in decline and has been challenged through the pandemic, it is good to have this continuous program collaboration with Seattle Public Schools. He said more than 3,500 fourth and fifth graders from 72 schools participated this year. He said the students' commitment is staggering and the parents, teachers, and Library staff do an incredible job coming up with questions and tiebreakers which can go ten to 12 rounds. He encouraged trustees to attend future semi-finals and final challenge programs.

Library Board Vice President Yazmin Mehdi said she is enjoying the new mobile app, has encouraged others to use it, and is excited that SPL staff created it. Mr. Fay said the app itself is an off-the-shelf product, but SPL staff do a lot of work toward the way it works, its back-end functions, and making sure it is meeting patron expectations. Ms. Mehdi said the app's use is seamless, with everything loading beautifully once she entered her information. She offered kudos to the app development staff team.

Ms. Mehdi asked if the new naloxone kits are not for staff, whether the Library provides naloxone for staff access. Mr. Fay said the Library maintains a naloxone inventory at every location for staff to access in the event of a need to assist a patron in crisis. Ms. Mehdi requested a future update on how the program is going and how often it is being used.

Ms. Mehdi said she was very excited about the online library card application, and that patrons can apply in a foreign language. She offered kudos to staff involved in that project. Mr. Fay said the materials packet contains a great report by Circulation Services Manager Bo Kinney on the online library card application process and program. He said very good work was done, especially coming out of the ransomware event that disrupted Library systems. Mr. Fay said this is an instance where the Library came back bigger and better, and offered kudos to the team.

Library Board Trustee Carmen Bendixen also offered kudos for the app. She said she told a group of friends about it who were all very excited, and she thinks word is spreading to the public. Mr. Fay said there have been 13,000 downloads so far. He said the app went live in the Apple store first, so there are currently more Apple downloads than Android, but he expects the numbers to balance out. He said the Library hasn't yet pushed information out because the app is still in beta. He said Marketing and Online Services will do promotion once it has gone through beta, feedback is heard, and any last tweaks are made. He said any back-end challenges should be 99% addressed before making a big promotional push.

Ms. Bendixen asked about the hiring timeline for the Inclusion and Belonging Director. Mr. Fay said the position will focus on DEIA efforts internally and externally. He said it is a big job and is

the start of this program. He said the Foundation has been working with a donor to secure a donation to help the Library fund this position as a bridge to the levy. He said a significant donation will cover a large portion of the position's salary, though he is not yet authorized to say the amount or by whom it was donated. He said the Library is very thankful to the donor and to Foundation for their continued support. Mr. Fay said this position and some other support positions will be included in the next levy. He said the goal is to conduct interviews in June and ideally have the new person join in late summer. He said he appreciates the Library's HR team's work to get the job description and posting up in a timely manner once the donation was secured.

## **Systems Reports**

### *Legislative Update*

Community Partnerships and Government Relations Program Manager Kiersten Nelson said federal funding for the Institute of Museum and Library Services was pulled and employees were put on leave. She said, as a result, SPL has had issues with reimbursements, and she is in regular contact with the Attorney General's Office and the Deputy Secretary of State. She said the state of Washington has joined a lawsuit in response to the dismantling and defunding of the federal institution outside of the appropriate channels in Congress. She said a lawsuit was heard in a Rhode Island court last week and a preliminary ruling is expected shortly. She said, in the four-and-a-half-hour hearing, the government asserted its right to take the action, while the opposing view remains that Congress has authority over Congress-appropriated funds. She said she will update Mr. Fay on the ruling to share with the trustees.

Ms. Nelson said the City of Seattle has resubmitted an earmark request for seismic renovations at the Columbia Branch to representative Adam Smith. She said last year the Columbia Branch was selected by Congressman Smith, and it passed the FEMA Sub Appropriations Committee, the House Homeland Security budget and their specific appropriations bill, and passed in the House. She said the bill did not go to the Senate, as they decided to do a continuing resolution for the year. She said because all earmarks that were submitted, processed, and reviewed last year didn't go anywhere, the majority of House and Senate members are resubmitting their earmark requests from last year, and new members are engaging in a full analysis of those requests. Ms. Nelson said Congressman Smith will be resubmitting all of his requests from last year plus a handful of new requests, and the City of Seattle will also resubmit their requests plus two additional requests. She said while the initial request for the Columbia Branch was for \$5 million, last year Congressman Smith submitted it to the Sub Appropriations Committee for \$3 million due to various projects also under consideration. She said the Library is working with the City and Congressman to determine the amount he believes will be able to pass through the Subcommittee and into the Homeland Security Appropriations Budget. She said the administration and several Republicans continue to speak at length about closing down the Federal Emergency Management Agency (FEMA), which will be an undercurrent during the appropriations process for the FEMA specific subcommittee, and Homeland Security as a whole. She said the Columbia Branch project earmark will go to the FEMA Subcommittee as a hazardous pre-mitigation in advance of earthquake damage.

Ms. Nelson said the State Legislature is days away from wrapping up their constitutionally mandated 105-day legislative session. She said big items remaining to be voted on by Sunday are the packages for the operating budget, the transportation budget, and the capital budget. She said the budgets are expected to be released before Saturday, at which time legislators will have to wait 24 hours before voting. She said the House and Senate have been focused on reconciling the differences between bills that have passed out of the House or Senate, that need to go through a reconciliation process in opposing chambers, as well as a slew of revenue bills. She said the new governor doesn't have as large of a legislative liaison staff as in years past, and there has been some infighting amongst Democrats, making the revenue portion of the budget more contentious than in past years. She said there is a possibility of line-item vetoes by the governor which would result in calling back legislators for a special session.

Ms. Nelson said SPL made a request on the capital budget side for a University Branch capital project. She said this program receives about \$20 million per biennium for ten to 15 projects, and the University Branch project has been selected for a \$2 million seismic retrofit. She said the House bill has all ten projects selected by the Commerce Department, but the Senate's version has less than \$2 million for only four projects which do not include the Library. She said when this has happened in years past, the full \$10 million has been allocated. She said advocacy efforts are being made by the Foundation, and their political advocacy network sent letters to their state senators asking them to match the House budget for the Library Capital Improvement program.

Ms. Nelson said SPL had been keeping a close eye on a couple of other bills. She said a digital equity bill sponsored by Representative Mia Gregerson to create an expansive digital equity program across the state passed out of the House but failed in the Senate. She said its companion bill, which was a flat tax on digital devices to fund the program also failed. She said this bill is technically still alive and could be resurrected next session, so the Library will continue to watch and push for an exemption for libraries for the flat tax. Ms. Nelson said, regarding state revenue issues, there was a strong possibility of a levy lid lift for an annual property tax increase from 1% to 3% to deal with inflation. She said this week local and special taxing districts were stripped out, and the levy lid lift is currently limited to K-12 school levies. She said this bill will also likely be resurrected next session. She said while this doesn't impact SPL directly, it does impact the City's funds, which could shift some general fund usage that could benefit the Library.

Ms. Nelson said the Library's digital content study is not ruled out. She said it does not look likely to occur as a proviso in this session, but there is strong interest from House members and the governor's office to get a study done. She said next steps will be to work closely with the governor's office for inclusion in the 2026 budget.

Ms. Nelson said, at the city level, there are several citywide positions up for election in the fall including the mayor, city attorney, and both citywide councilmember seats. She said the filing deadline is coming up and candidates should be known by August. She said the Foundation and their advocacy network will begin to assess the candidates and ensure candidates are aware of the Library and its role within the city. She said yesterday the mayor presented a proposal for a \$1.3 billion 2026 Families, Education, Preschool, and Promise Levy Renewal, which is more than double the \$619 million levy passed in 2018. She said the mayor's reasoning for the high dollar amount was due to uncertainty around state and federal funds. She said this is the third levy the mayor has proposed for Seattle residents that is nearing or above \$1 billion. Ms. Nelson said the education levy is working through the same committee that the Library reports to.

Ms. Mehdi thanked Ms. Nelson for her work. Ms. Mehdi asked if the state or city is taking into account the compounding loss of federal funds, job loss and resulting lower tax revenue, and the economic impacts on tax revenue from tariffs. Ms. Nelson said they are. She said the original assessment for the current budget cycle was that the legislature would stay for a special session to get a better picture of revenue projections, hoping the gap would narrow. She said when federal tariffs were issued, the House and Senate moved into high gear with all efforts made toward ending the session on time. She said all indications are that the next revenue projection will be worse than the last one, and because the legislature is constitutionally required to have a balanced budget at the state level, they are balancing to the last revenue package. She said if the legislature passes the budget now, they can spend the rest of the summer in conversation, as the next revenue projection comes out, to determine how to bridge the gap next year. Ms. Nelson said this makes it likely there will be a short session next year that will be very heavy on budget items. She said the state is concerned with how it will fill some of the holes the lack of federal funding will cause.

Mr. Fay said the City is taking a pessimistic projection, which is more realistic at this time. He said if revenues come in higher than expected, decisions can always be made against a more generous ending fund balance versus having mid-year cuts which look to be likely for this year and into 2026. He said 2027 and 2028 also aren't looking easy. He said the Library will have to prepare for a number of issues at the City as it builds a levy proposal. He said the City is looking

at restructuring some of their financials to accommodate upcoming shortages, with more updates coming in August and through November. He said that information will provide a better sense of the national economic standing and whether the country has moved into recession territory.

Ms. Mehdi asked if the levy lid lift includes city property tax. Ms. Nelson said no, it was pulled. She said cities were hoping they would get the lift. She said there is currently a constitutional amendment that property taxes can't increase more than 1% per year. She said the state was planning to lift the cap. She said the Senate had no lid, and the House had a 3% cap, and it would have included most of the taxing districts. She said, however, during the past week the legislature stripped everything except for K-12 school levies in an effort to adhere to the McCleary decision, which was a ruling that the state was not meeting their obligation to fully fund education.

Library Board Trustee Ron Chew asked what might be happening at the state level with respect to funding for the Washington Talking Book and Braille Library (WTBBL) which has wonderful programs to record audiobook versions of local authors' work. He said this important work provides access to materials for those with visual challenges who would otherwise be unable to access them. He asked if the legislators are aware and are thinking of ways to provide alternative funding to replace the federal support for programs that may otherwise be lost. Mr. Fay said revenue for the entire Washington State Library is down. He said most of their funding comes from very specific special use taxes, and those numbers are trending down. He said a second problem is the loss of federal funding that could affect one half to two thirds of their operation. He said the legislature is aware of it, as well as also facing a \$12 billion shortfall in other areas. Mr. Fay said at an event the night prior, he spoke with State Librarian Sarah Jones about ways library systems may be able to assist regionally. He said a lot of patrons use WTBBL services. He said the three or four larger systems on the western side of the state represent the vast majority of the state's population, and they are trying to think about ways to save some WTBBL programs if cuts take place. He said talks will be held with library directors and the state librarian.

Ms. Nelson said revenues don't look good at the state level, and while legislators are aware, they are challenged. She said the Secretary of State's office is actively trying to obtain last-minute funds, and legislators were unhappy that federal funding was pulled for the State Library as the state does not have funding to add back. Mr. Fay said the State Library has a foundation or non-profit component to it, so there is some potential they could help bridge to next year or to a future period in which conditions may be better in terms of federal or additional state funding. He said the state librarian is smart and has worked through these processes in other states, such as Nevada, in recessionary issues. He said he has great faith that she will pull out every stop to try to maintain services, though it is certainly a big challenge. Mr. Chew said, as state president for American Association of Retired Persons (AARP), he feels a conversation with AARP might be helpful, as they have national grants and there may be a way to cobble together replacement funds. Mr. Fay said he would let the state librarian know, and that she will be asking for various groups to amplify the message to push for funding. He said WTBBL has won the national award three years in a row and is truly the best library of its kind in the country.

## NEW BUSINESS

### **Information Technology Resource Acquisition Policy**

Library Technology Officer Charles Wesley said the Information Technology Resource Acquisition Policy was previewed at a previous meeting and comes to the Board today for consideration and a vote. He said the intention is to provide a policy that will govern how information technology resources are acquired by the Library, whether through purchase or donation, outlining requirements for how technology can be approved and evaluated. He said beyond just being a policy to help the Library to be better stewards of its technology and to better manage its ecosystem, this is also an enabling policy for other policies that will follow, such as the Artificial Intelligence (AI) Policy that will be brought to a future meeting. Mr. Wesley said this policy represents the overall process that will govern how new information technology



resources come into the Library. He said more specialized considerations, such as generative AI, will be an add-on or a branch of this policy.

Mr. Wesley said the policy establishes standards for the acquisition of information technology resources, and at a high level has three primary policy statements. He said one is the requirement of an information technology register to be maintained by the IT division so that there is a single list of all products that have been pre-vetted and pre-approved. He said, in addition, there will be an approval process whereby new acquisitions will be submitted for approval in accordance with a supporting administrative procedure which will lay out specific details of how the approval will be implemented. He said considerations for acquisition will need to include a review of the purpose, functionality, cost, and anticipated benefits of the software. He said the policy also outlines the criteria by which these resources need to be evaluated, including the vendor who the Library is doing business with, the reputation of the company, and whether they are compatible with Library standards. Mr. Wesley said there needs to be an evaluation of how the technology will comply with applicable laws, regulations, contracts, policies and procedures, as well as an evaluation for security and privacy concerns. He said security is a point of emphasis for the Library, and a primary opportunity for the Library to do evaluation is when new technology is acquired and introduced into the Library ecosystem. He said a lot of technology has privacy and data concerns, so having an intentional and thoughtful review will be part of the policy criteria.

Mr. Wesley said cost management is another area covered by the policy. He said sustainable funding for new acquisitions is defined as the total lifecycle of the technology including both the initial cost and the total cost of ownership over the expected lifespan. He said a technical evaluation will also be included, so that the IT division can ensure that the new technology will be compatible with the existing environment, including hardware, software and other factors. He said the sustainability of maintenance and support will also be evaluated because new resources that come in need to be deployed, supported, and maintained, which may have implications not only from a technology standpoint, but also from a staffing and resource standpoint.

Mr. Wesley said the policy ensures a comprehensive look at the factors that really ought to be done by any organization that is incorporating information technology resources into their environment. He said without this policy, there is less consistency and less standardization across the organization. He said the policy will create a common understanding and a common framework in a common process for the Library to be able to review, manage, and maintain its portfolio. He said this will help to reduce some duplication as well as helping to better secure SPL's environment and data. He said it will also be a very helpful moving into a future environment where costs and resources are constrained.

Mr. Wesley said the policy mandates that there will be an administrative procedure that will detail the current process and mechanisms for doing the approval and evaluation processes. He said the approval and evaluation processes will need to be regularly reviewed to ensure they are effective and up to date. He said there are also some policy enforcement provisions to put some guardrails around what, from a policy standpoint, is allowed to operate on the SPL network and what may need to be either mitigated or removed if the resource does not meet approval.

Mr. Wesley said the policy will apply to all Library divisions, employees, vendors and contractors. He said this is to ensure that all resources on the Library's network, or that are storing Library data, are within the purview of this due diligence.

Ms. Mehdi said it makes good sense for the Library to employ a policy like this. She said people today, particularly the younger generations, are much more fluent with respect to technology. She asked if the policy applies to resources such as an app downloaded to a phone that may or may not be work-related; and she asked, because there is more fluency among employees, whether there is a way for them to experiment with technology when it is appropriate. Mr. Wesley said the scope of the policy will apply to resources that are the responsibility of the Library. He said staff personal devices would not be in purview of the policy unless they were putting Library data onto

their device. He said, for example, if someone were to download an app and then add Library information into it, that would bring it into the scope of the policy. He said the policy puts delimiters around Library information and what is happening on Library networks. He said if someone is putting Library information into a resource or connecting a resource to Library networks, the Library IT division needs to take a look at it. He said while there are many areas of evaluation that need to be reviewed, there is nothing explicit in the policy that is determinative of what the outcome is. He said it could be that a resource is reviewed and provisionally approved under certain constraints, such as for a pilot program. He said the policy is not meant to be impenetrable, but is meant to provide a front door for everything to go through. Mr. Wesley said if in the approval process there is consensus and approval, then the Library will accept the responsibility of the resource, whether that means a financial commitment or a certain amount of risk with compensating controls. He said the policy is to make sure the Library has awareness of everything in its environment, and there is a basis for thoughtful and intentional inclusion of the resource, as opposed to a resource just appearing one day with Library IT not knowing why it is there and how it is being managed.

Ms. Bendixen asked if the Library IT division will have the resources needed to implement this policy. Mr. Wesley said this is a collective effort and responsibility. He said while IT is bringing the policy forward, and it is ostensibly about technology, it really is a cross-functional review. He said it's not just that technology resources need to be secure and compatible with the Library environment, but they also need to have financial support. He said there will be an element related to the Library's budget, as well as a need to be aligned with SPL strategic and operational priorities. He said the Library's operational divisions will also have an opportunity to consider whether or not the resource fits into their overall priorities. Mr. Wesley said to be most effective, the policy will create a multidisciplinary, cross-functional review. He said workflow-based processes will make the rounds amongst the different groups. He said the process will be designed in a way that makes it not onerous. He said the review will not require producing a thick report, but just doing the due diligence, even while not taking much time, will help the Library to significantly mitigate some of the risks of not doing the due diligence.

It was moved and seconded to approve the Information Technology Resource Acquisition Policy as published; the motion carried unanimously.

### **Union Report**

President of AFSCME Local 2083 Jessica Lucas said communication and collaboration with the Library has felt more open, effective, and authentic lately. She said staff are still stressed, which will likely continue until they feel more stable in their work lives. She said adequate staffing and clear policies are essential to reaching that space.

### **Library Foundation and Friends of the Library Updates**

Mr. Hairston said the Foundation Board did not meet this month. Ms. Mehdi said the Friends met last week. She said the Friends have increased opportunity for outreach during the summer months and will be selling books on the Seattle Waterfront over five weekends this summer at Pier 62. She said they will not be doing branch pop-ups this summer, but are excited for the Waterfront opportunity. Ms. Mehdi said on April 14, the Friends participated in an event with Shamichael Hallman at Town Hall where they gave away more than 50 tote bags and 150 books. She said this is the beginning of a relationship with Town Hall, and the Friends will be tabling at appropriate events to give away books and tote bags and to advocate for the Library. Ms. Mehdi said the Friends are also partnering with a local woman-owned clothing rental business called Armoire to do giveaways for teachers, as well as doing an event with Rainbow City at Benaroya Hall. She said Friends Board President Angel Sauls will be speaking at the Beacon Hill Branch for Sunday Assembly. She said the Friends will participate in Juneteenth and Pride events, and will host a May 10 celebration for the one-year anniversary of their Georgetown location with a marching band, balloons, a bookmark making station, and more. Ms. Mehdi said Ms. Sauls sent a

letter of support for earmarked funding for the Columbia Branch seismic project, and the Friends signed up 50 people to join the Public Library Action Network during the Shamichael Hall event.

### **Updates from Library Board Members**

Ms. Bendixen said she, Mr. Chew and Ms. Pettis will attend the American Library Association Annual Conference in June, and said the website now has detailed program information available. Mr. Chew said later this year he will be starting an Unforgotten Seattle podcast and interviewing locals, having secured a small grant from the Seattle Office of Arts and Culture. He said he will have a community conversation at Mam's Books and will share more information in the coming weeks.

Mr. Hairston said the May Library Board meeting has been moved from May 29 to May 27.

### **ADJOURN**

Library Board President Tali Hairston adjourned the meeting at 12:20 p.m.



# The Seattle Public Library

## Memorandum

Date: May 27, 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

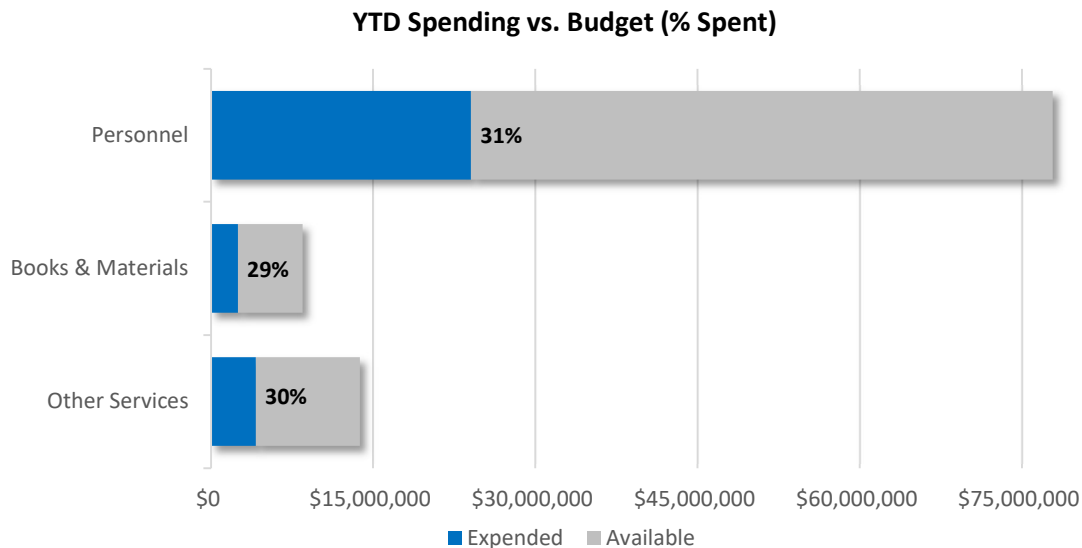
Subject: **April 2025 Financial Reporting**

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### Overview

Overall, the Library has expended **31%** of its operating budget with **33%** of the year elapsed. This is in line with the prior year when the Library had also expended **31%** of the operating budget. Total expenditures at the end of the month were \$30.7 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.



### 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 **eight pay periods processed**—as such we expect 30% of the personnel budget to be expended. Spending is on target at **31%**.

### **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 **29%**.

Other services which represent 14% of the adopted budget—and include equipment, services, and supplies—are **30%** 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 April were \$65,000, with total year-to-date collections at **\$253,000**—representing a 29% collected rate. The total collected reflects a \$34,000 decrease in revenues compared to the same period from 2024. However, the Library has yet to restore access for digital payment acceptance related to lost materials fees—we anticipate once this functionality for patrons has returned, revenues will realign in this category through the remainder of the year.

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**Action Requested:** Library Board consideration of April 2025 Operating Budget financial reporting for approval at May 27, 2025 meeting. Comments or feedback are welcome.

## Expenditure Control for April 2025

Amounts in \$1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
<b>Personnel Services</b>					
Salaries & Wages	50,740	3,884	15,591	31%	35,149
Benefits	27,105	2,092	8,447	31%	18,658
<b>Personnel Services Sub-Total</b>	<b>\$77,845</b>	<b>\$5,976</b>	<b>\$24,038</b>	<b>31%</b>	<b>\$53,807</b>
<b>Books and Library Materials</b>					
Books & Materials	8,483	532	2,500	29%	5,984
<b>Books and Library Materials Sub-Total</b>	<b>\$8,483</b>	<b>\$532</b>	<b>\$2,500</b>	<b>29%</b>	<b>\$5,984</b>
<b>Other Services and Charges</b>					
Central Costs	3,305	276	1,104	33%	2,201
Equipment - IT & Facilities	1,686	87	412	24%	1,274
Office Supplies, Printing & Postage	304	37	112	37%	192
Operating Supplies	606	38	137	23%	469
Other Expenses	666	86	284	43%	382
Other Maintenance	916	114	221	24%	695
Phone, Wireless & Internet	507	31	90	18%	418
Professional Services	523	30	89	17%	434
Software	934	108	335	36%	600
Staff Training & Travel	180	7	13	7%	167
Vehicle Costs	358	20	107	30%	251
Facilities - Space Rental & Utilities	2,093	129	858	41%	1,235
Facilities - Building & Grounds Maint	1,293	97	382	30%	911
Facilities - Garage Debt Service	404	-	8	2%	397
<b>Other Services and Charges Sub-Total</b>	<b>\$13,775</b>	<b>\$1,060</b>	<b>\$4,149</b>	<b>30%</b>	<b>\$9,625</b>
<b>TOTAL LIBRARY OPERATING BUDGET</b>	<b>\$100,103</b>	<b>\$7,567</b>	<b>\$30,687</b>	<b>31%</b>	<b>\$69,416</b>

**Footnotes:**

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

## Revenue Control for April 2025

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
<b>Operations Plan Other Library Revenue</b>				
Lost Material Fees	120,000	6,633	28,629	24% (A)
Central Library Parking Garage Fees	377,000	32,025	118,239	31%
Copy Services/Pay for Print	100,000	12,378	46,303	46%
Space Rental (Private & Inter-Departmental)	177,000	8,864	41,608	24%
Book Sale Consignment	85,000	4,530	17,894	21%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	302	697	23%
<b>TOTAL LIBRARY GENERATED REVENUES</b>	<b>\$862,000</b>	<b>\$64,732</b>	<b>\$253,370</b>	<b>29%</b>

**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:** May 27, 2025  
**To:** Library Board of Trustees  
**From:** Tom Fay, Executive Director and Chief Librarian  
**Re:** May 2025 Chief Librarian's Report

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1. On May 1, the Library held our annual All Staff Day. Rather convening in one location, this year's "Staff Day Local" was held at Library locations throughout the system. All locations were closed to the public while staff had the opportunity to attend a hybrid system-wide training, learn about resources and skills to help in everyday work, connect with colleagues, and build community among work teams. Congratulations to all the winners of this year's Staff Recognition Awards, and a big thank you to Library Programs & Services Division leadership and the LPSD Operations team, the Public Scheduling Office, and all of the Library directors, managers, and supervisors who planned an engaging day for their teams.
2. On May 16, the Central Library hosted the main Seattle Reads program for the 2025 selection, *You Are Here: Poetry in the Natural World*, by Ada Limón. I was pleased to introduce Ms. Limón for an engaging program and discussion on *You Are Here* with a fully packed auditorium of attendees. The variety and depth of this year's 24 Seattle Reads programs has been outstanding.
3. Lawmakers in Olympia finalized the state budget on April 27 and declined to include funding for the Washington State Library and the Washington Talking Book & Braille Library. The Secretary of State's Office requested \$6.7 million in the budget, and while the House budget contained \$2.7 million and the Senate budget contained \$1.2 million, there was no money for the libraries in the final budget passed by the Legislature. As a result, both libraries are facing layoffs and severe cuts to services and 47 employees have received layoff notices. The cuts could lead to the full closure of WTBBBL, the only library in the state for seeing-impaired individuals, as well as a potential closure of the Washington State Library, a vital resource for researchers and historians. SPL is involved in conversations with other regional systems to determine if some programs and services might be continued through cooperative efforts.
4. In April, the Pierce County Library System unfortunately experienced a cyberattack that resulted in data loss and a temporary shutdown of their systems. Library Technology Officer Charles Wesley, Administrative Director Rob Gannon, Head of Communications Laura Gentry, and I met with their Executive Director and Director of Information Technology to answer questions and share insights learned from our cybersecurity event last year. As cyberattacks grow in frequency and scale, it is crucial for organizations and industries to work together to share knowledge and best practices, and to develop proactive monitoring and cyber defense systems.



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 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; cybersecurity meetings with Pierce County Library; monthly meeting with King County Library Executive Director; Books Unbanned program partners check-in; Spring meeting of UW iSchool MLIS Advisory Board.
- d. City Meetings, Events and Programs: Deputy Mayor bi-weekly meeting; Councilmember Rivera monthly meeting; Mayor's Cabinet meeting.

**Equity Learning and Engagement—Community Engagement Services**

April 19, 2025

Jenny Ku, Program Manager and CJ Glenn, Supervising Librarian

*An afternoon of community and culture with Deaf and Hard of Hearing Communities*

**Thriving Together: Fostering Deaf and Hard of Hearing Youth's Well Being**



On Saturday April 19, 2025, Deaf Spotlight and Seattle Children's Hospital partnered with SPL to present the program ["Thriving Together: Fostering Deaf and Hard of Hearing Youth's Well Being"](#), which featured a screening of a shortened version of a [film of the same title](#) ([the full version of the film can be found here](#)). The screening was followed by a discussion with panelists who participated in the film's creation, which was followed by community time with information tables staffed by people from organizations who provide services to Deaf and Hard of Hearing communities. More than sixty people attended.

Through interviews conducted by Mellisa Yingst, who co-directed the film and was a panelist for the discussion that followed the screening, the film highlights the experiences of four Seattle-area Deaf, BIPOC students from immigrant families as they navigate the mental health system with the support of Seattle Children's Hospital's Department of Psychology. The students featured in the film are currently thriving as university students at Gallaudet University and the National Technical Institute for the Deaf. The film was in American Sign Language (ASL) with Spanish voiceover and English subtitles.

Following the screening there was panel discussion that included Julia Petersen (Mental Health Therapist/Consultant at Seattle Children's Hospital and Co-Director/Producer), Regina McGinnis (Seattle Children's Hospital), Seth Light (Cinematographer and Editor), Mellissa Yingst (Co-Director/Producer and Interviewer). The discussion was moderated by SooHyun Tak, a former therapist and teacher.

The panel discussion was conducted in ASL with two Deaf ASL interpreters interpreting and two hearing interpreters voicing the discussion in English. Voiced Spanish interpretation was provided by Department of Neighborhoods Community Liaison Anna Moya. Live captioning in English was also displayed for the panel portion of the program. The discussion was impactful and inspirational with audience members from the Deaf community, including Children of Deaf

Adults (CODAs), sharing their own experiences and challenges and expressing a strengthened resolve to work towards improved outcomes for Deaf children navigating mental health services.



After the discussion, Washington State association of the Deaf (WSAD), Hearing Speech and Deaf Center (HSDC), Sound Behavioral Health (SOUND) and Seattle Children's Hospital, all provided information about their services while audience members, panelists and planners enjoyed community time.

Community Partner, Julia Petersen, a Mental Health Therapist/Consultant at Seattle Children's Hospital, who co-directed, co-produced and appears in the film, sat on the panel for the post-screening discussion and was integral to the program's success, providing support from the earliest planning stages.

Deaf Spotlight, an organization that inspires and showcases Deaf Culture and Sign Languages through the arts, is a longtime community partner of SPL and the Library Equal Access Program (LEAP). LEAP staff have frequently tabled at their annual Deaf Thrive event and have collaborated on other Library programming in the past. Executive Director Patty Liang contacted SPL in 2024 to suggest having the program at the Central Library and was an invaluable contributor throughout the planning process and on the day of the program.

## Communications Office: 2024 annual report

Learn more about us [on Intranet site](#). Contact us at [communicationsoffice@spl.org](mailto:communicationsoffice@spl.org).

### Activities and accomplishments in 2024

Because the Communications Office had an even busier-than-usual 2024 (see ransomware attack), we did not produce our usual quarterly report. Instead, we briefly summed up 2024's activities.

#### Media coverage

Earned media is publicity the Library receives as a result of media planning and outreach, usually facilitated through media pitches, press releases and building relationships with journalists – a core function of the Library's Communications Office.

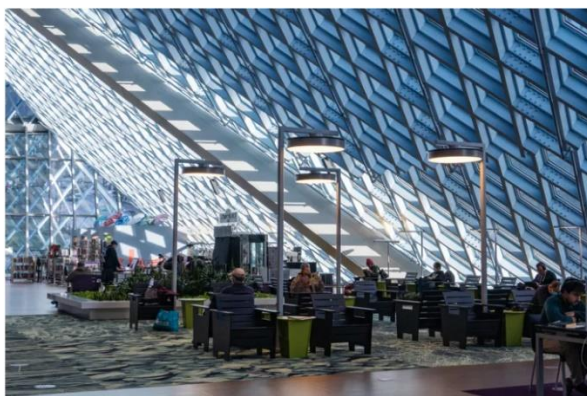
With the invaluable help of many Library colleagues, the Communications Office produced [47 press releases](#) in 2024. More than **320 stories** were published or broadcast about the Library – almost one a day! – many of which resulted from earned media efforts. Around 80 stories related to the ransomware attack. Our changing open hours and staffing shortages related to the city's hiring freeze were covered in 25 stories.

Highlights of our media coverage included a full year of monthly columns by our Reader Services librarians in the Seattle Times, a Seattle Times [op-ed](#) about Books Unbanned and the freedom to read by Tom Fay and SPLF; a [King 5 story](#) about Alpha Kappa Alpha's 60th anniversary tea at the Douglass-Truth Branch; a [Latino News Network story](#) about the Library's Spanish-language programs and services; a [KUOW story](#) about a FEMA grant that the Library received to install A/C at the five remaining branches; a [KNXK story](#) about the Magnolia StoryWalks and a [South Seattle Emerald story](#) about the Seattle Reads selection "Parable of the Sower." We also placed several positive stories about Homework Help and the need for volunteers who lived in the communities they served.

Opinion

#### Books don't harm young people. Book bans do

Sep. 20, 2024 at 10:45 am



Through The Seattle Public Library, our community has a rich collection of almost 1 million digital items as well as 1.8 million physical items, 27 welcoming and inclusive libraries, and numerous online services, write... (Rylee Cooper / The Seattle Times, 2023) [More >](#)

#### Five more Seattle libraries to become extreme-heat refuges

John Ryan  
August 21, 2024 / 3:56 pm

Share



Seattle Public Library's Columbia branch, photographed on August 22, 2024.  
Ivan Poley



## Communications Office Support for Library Initiatives and Projects

**Ransomware communications:** From Memorial Day weekend through August, the Communications Office's top priority was communications needs around the ransomware attack. Within a day of the attack, we developed a communications strategy that emphasized transparency and accountability, with clear boundaries about what we could and couldn't discuss. We also had to quickly develop and repurpose our communications channels, as we did not initially have staff intranet, email, or the Library's public website. With limited access to our spl.org website for weeks, we communicated to patrons through weekly updates on our blog and social media channels. To communicate with staff of 700, we used a combination of whiteboard updates, print newsletters, emails to those who could receive them, and meetings. We were constantly responding to inquiries from the media and community members wanting to know more. Patrons were supportive and complimentary of the Library's efforts and rejoiced when services were restored. Other libraries and public agencies have reached out to express appreciation for the Library's messaging throughout the incident.



While offline, we delivered print newsletters to Library staff twice a week.

**Promotional support for programs and services:** Working closely with MOS, the Communications Office helped promote a wide range of programs and services to internal and external audiences in 2024, although we were limited in the early weeks of the ransomware attack. Highlights included a full year of monthly columns in the Seattle Times by Reader Services librarians and as well as two additional columns by communications staff (see the Library's [most popular books of 2024](#)) and several interviews with El Rey Spanish-language radio station. We supported [Black-Owned Business Excellence](#), our annual free [Tax Help](#) program, the giveaway of [solar eclipse glasses](#), the [Path with Art](#) gallery exhibit at Central, [Seattle Reads 2024](#) selection of Octavia Butler's "Parable of the Sower," the [Global Reading Challenge](#) finals, and many author events, including Nisi Shawl's [guest curator series](#), Ijeoma Oluo's [event at Langston](#), and monthly roundups of author readings and community events happening across the system ([January](#), [February and March](#), and [April](#)).

**Digital book holds – changes to limits:** In Q1, the Communications Office worked with Selection Services to announce the reduction of holds limits for digital books from 25 to 10 items. Communications drafted a [message for staff](#) with an FAQ, and a public [blog post](#) to publicly share the details of this change, and to educate the public about the challenges of digital book pricing/licensing practices of publishers. Our public communication and media outreach resulted in media stories such as this [in-depth KUOW story](#) -- that effectively outlined both the high cost of digital books for libraries (compared to physical books)

and how we're trying to address this financial challenge in ways that has the least impact on patrons. The Communications Office also helped respond to patron correspondence about this change.

**Books Unbanned:** Supporting the Library's Books Unbanned program with internal and external communications support has been a big focus of our office since the program launched in April 2023. In 2024, we worked with our Circulation Services, Brooklyn Public Library and University of Washington graduate students to write and release a report that shared an analysis of hundreds youth stories we've received from Books Unbanned cardholders. The report – titled [“In Their Own Words: Youth Voices From Books Unbanned.”](#) received broad media attention when it was released in April 2024, and continues to influence the national conversation. We also [placed an op-ed](#) by Tom Fay and The Seattle Public Library Foundation's CEO Brian Lawrence, about the impact of censorship on youth readers.

**Strategic planning:** The Communications Office continued supporting the development and rollout of the Library's new 10-year strategic plan. Laura Gentry, Head of Communications, served on the core team throughout the process and contributed writing and editing to the plan itself. After the plan was adopted by the Library board in December In 2024, the Communications Office helped communicate about the effort and developed a new [SharePoint page](#) to help staff track implementation progress.

**Green Lake Branch reopening and other CIP construction projects:** With help from the Library's CIP team and Green Lake Branch staff, Communications helped plan and execute a wonderful reopening celebration for the Green Lake Branch in October 2024, which drew community members and city leaders to tour and use the remodeled spaces. We also fielded media inquiries and many patron questions and comments about unanticipated delays to the reopening of the Northeast Branch, and collaborated on communications to University Branch patrons about a closure for a seismic retrofit that would start in early 2025.



*Patrons enjoying the newly remodeled Green Lake Branch.*

**Safe and cool buildings for everyone.** The Communications Office played a key role in seeking and securing federal funding opportunities to support major capital improvement projects for the Library, including upcoming seismic retrofits at University and Columbia and the installation of electric HVAC systems at our Carnegie branches. In Q1, the Library was awarded a Congressional earmark of over \$1.4 million for the seismic retrofit of University, which was sponsored by Rep. Jayapal. We are currently pursuing another Congressional earmark, sponsored by Rep. Smith, for over \$3 million for the retrofit of Columbia. Also in 2024, we helped support grant-writing efforts to secure a FEMA Hazard Mitigation Program Grant award of over \$5 million for the installation of HVAC systems at the Columbia, Fremont, Queen Anne, University and West Seattle branches, which we [announced with a press conference at the University Branch in August](#).

**Rules of Conduct Review Task Force – working towards a Community Use Agreement:**

Communications served on the Rules of Conduct Task Force core team, supporting efforts to make the Library's Rules of Conduct and Exclusion Guidelines more equitable. We continued to participate in Task Force meetings, led by REAL co-facilitators Dr. LaMont Green and William Yi, and served as lead writers on the first draft of revisions to the Rules, which were informed by the [2023's substantive community engagement process](#), part of the project's Racial Equity Toolkit. The draft of the new rules is now called the Library's Community Use Agreement. In 2025, pending Board approval of the new policy, Communications will serve on the implementation team to roll out the new agreement to staff, with training and other support, and help patrons understand the changes.

**Library App Project:** Communications served on the core team of the [Library App Project](#), which aims to develop a new app to make Library services more equitable and accessible. In Q1, we provided a [major staff update on the project](#), tested and evaluated demo apps submitted by vendors, assisted with selecting finalist vendors and recruiting a usability testing firm, and planned for staff and patron usability testing of finalist app demos, which will occur in late May and early June.

**Microsoft 365 implementation and multifactor authentication:** After the ransomware attack, the implementation of new MS 365 tools, including Teams, OneNote and SharePoint Online was accelerated. Communications collaborated with IT to start a new SharePoint intranet site just days after the attack and have worked with them since to structure and build out the site, an ongoing project.

**Other internal communication efforts:** The Communications Office also supported information sharing about new, CIPA-compliant content filters on public computers, the [launch](#) and [use of the our new CRM system](#), the [upcoming rollout of multifactor authentication](#), and the [Citywide rollout of \(and associated issues with\) Workday](#), the new HR management system.

## Communications Office initiatives

**Communicating our impact throughout the year.** In 2024, the Communications Office worked with MOS to develop a simpler, more streamlined annual Impact Report that was available both online and in a simple, one-page print format. Find it at [www.spl.org/Impact](http://www.spl.org/Impact). We also developed a strategy for telling the story of the Library's impact throughout the year in regular "Impact Stories" on our blog. We



published stories about an older [adults concert series at the Memory Hub](#), the [reopening of the Green Lake Branch](#), and the [UW Libraries High School internship](#).

**Monthly Seattle Times column:** In Q1, the Communications Office helped develop a regular column by Reader Services librarian Misha Stone for the Seattle Times. The column has now been running for a year, and Misha has done a great job of steering the direction of the column and bringing in other contributors, including other Reader Services librarians. We have published 14 columns in total; topics have included [funny books](#), books to accompany the [summer music festival season](#), unusual [beach reads](#), and [comic artists](#) highlighted at the Short Run festival. The column will continue in 2025.

**Reaching prioritized audiences:** In 2024, we continued our focus on reaching Spanish-language / Latinx audiences and working with staff who support those audiences. We partnered with Spanish language radio host Mercedes Garcia on a video showing what she loves about the Library, placed an [article about Spanish-language services](#) at the Library with the Latino News Network, and conducted several interviews with El Rey radio, including one that featured two teens who participated in Learning Buddies at the South Park Branch. We also met with Se Habla Media, a new Spanish-language news broadcast and podcast founded by former Univision host Jame Mendez, and placed our first ad campaign with that outlet. We also placed sponsored content in the Seattle Medium.

**Library news on Shelf Talk – a critical news tool in 2024:** The Communications Office has been collaborating with the Shelf Talk Editorial Team to regularly post Library news, stories and service updates Library's [Shelf Talk blog](#). During the ransomware outage and recovery, the blog, which we were able to use when the website was down or difficult to access, became a very important tool for public communications. We posted weekly updates on our restoration on a consistent page, which earned 143,000 page views in 2024. Other top-trafficked news pages on the blog were the Daily Schedule update page ([www.spl.org/Today](http://www.spl.org/Today)), a post about rolling branch closures in the spring of 2024, information about the WDI URA meeting room booking, and a post announcing we were [reducing the number of maximum holds on e-books](#). The Communications Office Published about 35 blog stories in 2024.

**Employee Engagement & Staff Support:** The Communications Office attends meetings with the Employee Engagement Committee and its work group, the Staff Support Team (SST). We emceed the staff awards presentation at Staff Day and project managed the annual staff party, Tacos at Twilight. The EEC is now working on a Q2 2025 Staff Reads program. We also helped the Staff Support Team with notetaking on its restructure in 2024.

**Updating Library branch histories:** In 2024, the Communications Office worked with MOS and branch managers to rewrite branch histories on our website, highlighting milestones over time, unique fun facts, architectural features, and the art on display in our buildings. This project is nearing completion for all 27 libraries and is expected to be complete by Q2 2025.

**LinkedIn:** We collaborated with the MOS and Human Resources division to share news on our LinkedIn page. In 2024, the Communications Office produced [1 to 2 LinkedIn posts a week](#).



**Library leadership open office hours:** The Communications Office continued to coordinate a regular series of discussions between Library leaders and staff. The team helps coordinate and facilitate the event. We developed a new [SharePoint page](#) to view previously recorded sessions and transcripts.

**New weekly staff newsletter:** During and after the ransomware recovery, we retired Coffee Chat (RIP) and started a shorter, weekly email newsletter that highlights need-to-know information for staff. We continue to publish occasional Coffee Chat interviews that give a behind-the-scenes look at Library staff [on our SharePoint site](#).

## Public disclosure

Communications fulfills public disclosure requests for the Library. In 2024, we spent over 670 hours working on 80 public disclosure requests. We also developed a presentation to help Library staff better understand the disclosure process and to establish retention best practices across the system. We piloted this presentation with TCS staff in May 2024 and will be bringing it to other work units in 2025.

## Meet the Communications Office

The following Library staff members comprise the Communications Office. You can reach the team by emailing us at [CommunicationsOffice@spl.org](mailto:CommunicationsOffice@spl.org). We are also available and responsive on Teams.



**Laura Gentry**  
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## Highlights of media coverage in 2024

### News clips

Below is a sampling of the most strategic and positive stories that were generated in 2024. You can [view a complete list of stories here](#).

1/2/2024	Smithsonian Magazine	<a href="#">Public Libraries Reveal the Most Borrowed Books From 2023</a>
1/11/2024	Publisher's Weekly	<a href="#">OverDrive: Record Number of Libraries Hit One Million Digital Lends in 2023</a>
1/15/2024	MyBallard	<a href="#">Free tax help at Ballard Library starting in February</a>

1/16/2024	Street Insider	<a href="#">Sistah Scifi Announces Nisi Shawl's West Coast Book Tour for 'Kinning', A Bold Sequel in the Realm of Afrofuturism</a>
2/8/2024	Seattle Met	<a href="#">The Case for Reading as a Self-Care Activity</a>
2/9/2024	The Seattle Times	<a href="#">Celebrate Valentine's Day and the Super Bowl with 5 football romance books</a>
2/16/2024	KIRO News Radio / MyNorthwest	<a href="#">What has Seattle elementary students embracing such weighty fiction?</a>
2/28/2024	Daily Journal of Commerce	<a href="#">Designing library spaces for the children of today</a>
2/28/2024	Seattle Medium	<a href="#">Jenefeness Franke Honored With Economic Development Advocate of the Year Award</a>
3/4/2024	Seattle Times	<a href="#">These books became 2024 Oscar-nominated film adaptations</a>
3/4/2024	South Seattle Emerald	<a href="#">In 'Heartbreak City,' Shaun Scott Uses Seattle Sports as a Window Into Our City's Politics and Culture</a>
3/6/2024	Northwest Asian Weekly	<a href="#">Local author Susan Lieu to discuss new memoir at Seattle Public Library event</a>
3/11/2024	KUOW	<a href="#">Libraries in Western Washington confront the challenges of being open to all</a>
3/16/2024	The Seattle Times	<a href="#">Seattle Reads 2024 program to celebrate legacy of Octavia Butler</a>
3/19/2024	The Stranger	<a href="#">Seattle Public Library reduces maximum digital holds limit</a>
3/26/2024	Seattle Magazine	<a href="#">Seattle Launches Public Poetry Campaign</a>
4/10/2024	Seattle Times	<a href="#">How SPL's Books Unbanned card is fighting censorship</a>
4/11/2024	Q13	<a href="#">Seattle Public Libraries changing hours, closing branches amid staffing woes</a>
4/12/2024	Scripps News	<a href="#">Brooklyn Public Library's initiative to combat book bans in America</a>
4/13/2024	KIRO 7	<a href="#">Budget issues forcing rolling closures at Seattle Public Libraries</a>
4/23/2024	KUOW	<a href="#">Digital reading soars in Seattle, creating problems for local libraries</a>
5/20/2024	South Seattle Emerald	<a href="#">Octavia E. Butler's 'Parable of the Sower' Takes Center Stage for Seattle Reads</a>
5/20/2024	WA Latino News Network	<a href="#">Seattle Public Library Elevates Latinx Representation and Access</a>
5/26/2024	West Seattle Blog	<a href="#">Going to the library? 'Disruptions' affecting some services</a>
5/28/2024	KOMO 4	<a href="#">Seattle Public Library shuts down online services after 'ransomware event'</a>
5/29/2024	Geekwire	<a href="#">Checkout with the tech out: Amid cyberattack, here's a read on life at the library in Seattle</a>
6/5/2024	KUOW	<a href="#">Seattle libraries go low tech after cyberattack</a>
6/5/2024	Northwest Asian Weekly	<a href="#">Amy Tan: from backyard birder to outspoken conservancy advocate with her new nature journal</a>

6/12/2024	KING 5	<a href="#">E-books will soon again be available through Seattle Public Library after cyber attack</a>
6/13/2024	KIRO	<a href="#">After cybersecurity event, Seattle Public libraries slowly coming back online</a>
6/13/2024	KUOW	<a href="#">Seattle library patrons rejoice (quietly). Digital books are back</a>
6/14/2024	Seattle Gay News	<a href="#">"Celebrating 50 years of the Seattle Gay News": Seattle Public Library to host exhibit of the newspaper's legacy</a>
6/26/2024	Real Change	<a href="#">Seattle Gay News is looking forward to the next 50 years</a>
7/3/2024	West Seattle Blog	<a href="#">Library wi-fi is almost back, and other service-restoration updates from Seattle Public Library</a>
7/6/2024	The Seattle Times	<a href="#">Free places to escape the heat in King, Snohomish counties</a>
7/25/2024	KUOW	<a href="#">Down, but not out: Seattle Public Library shuts the book on two-pronged tech challenge</a>
7/25/2024	KING 5	<a href="#">People can now make physical returns to the Seattle Public Library weeks after ransomware attack</a>
8/3/2024	KNKX	<a href="#">Seattle Public Library StoryWalks highlight Indigenous stories</a>
8/11/2024	Seattle's Child	<a href="#">Seattle libraries need homework helpers</a>
8/21/2024	KUOW	<a href="#">Five more Seattle libraries to become extreme-heat refuges</a>
8/26/2024	KOMO News	<a href="#">Seattle receives \$5.5 million FEMA cooling center grant for extreme heat mitigation</a>
9/2/2024	Latino News Network	<a href="#">Seattle Public Library elevates Latinx representation and access</a>
9/3/2024	Seattle Channel	<a href="#">Seattle's Downtown Public Library Still Shines at 20</a>
9/10/2024	The Seattle Times	<a href="#">10 surprising things you can do with a Seattle Public Library card</a>
9/12/2024	KING 5	<a href="#">60th annual Alpha Kappa Alpha Library Tea</a>
9/20/2024	The Seattle Times	<a href="#">Books don't harm young people. Book bans do</a>
9/27/2024	Seattle Lesbian	<a href="#">Seattle Public Library Presents: 'Midlife: Private Parts in Public'</a>
10/9/2024	The Seattle Times	<a href="#">6 books by artists at this year's Short Run Comix Festival</a>
10/17/2024	South Seattle Emerald	<a href="#">Simple Steps Elders Can Take to Prevent Falling at Home</a>
10/29/2024	Secret Seattle	<a href="#">Seattle Library's Green Lake Branch Has Reopened At Last</a>
11/13/2024	Seattle Daily Journal of Commerce	<a href="#">Green Lake library branch reopens following 20-month renovation</a>
11/27/2024	The Seattle Medium	<a href="#">History Matters: Acclaimed Historian Talks Reconstruction At The Central Library On Dec. 5</a>
12/19/2024	Seattle Magazine	<a href="#">Seattle Public Library: A Blizzard of Fun During Winter Break</a>
12/17/2024	The Seattle Times	<a href="#">The most popular books of 2024, according to The Seattle Public Library</a>
12/30/2024	KUOW	<a href="#">2024 recap: Readers' top KUOW stories from this year</a>

## News you can use: How to work with Communications

- **Getting started:** If you'd like to work with Communications, a good first step is to [fill out this simple form](#), which helps us understand your needs.
- **Working with media:** The Communications Office is responsible for the Library's outreach to the media. If you get contacted by a reporter or other member of the media, you should always contact the Communications Office and/or direct them to us first (easiest way is to email us at [CommunicationsOffice@spl.org](mailto:CommunicationsOffice@spl.org)).
- **How do MOS and Communications work together?** Check out the chart at right, which we included in this [Explainer](#) on this topic in Library Coffee Chat.
- **Tell your story to the media:** Are you launching a new program, partnership or event? Reach out to us for help writing press releases, talking points, media pitches and more. Start by filling out [this simple form](#).
- **Tell your story to staff:** The Communications Office also sends a weekly email to all staff about important Library updates. If you have news you would like other Library staff to know, let us know by [filling out this simple form](#).
- **Reach out any time!** You can reach the head of the Communications Office, Laura Gentry, at [laura.gentry@spl.org](mailto:laura.gentry@spl.org). Or you can reach the entire team at [CommunicationsOffice@spl.org](mailto:CommunicationsOffice@spl.org).







# The Seattle Public Library

**Date:** May 27, 2025

**To:** Library Board of Trustees

**From:** Tom Fay, Executive Director and Chief Librarian  
Rob Gannon, Director of Administrative Services

**Re:** **Community Use Agreement Policy and Community Use Agreement Enforcement and Administrative Review of Suspension Orders Policy**

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## Background

In 2019, the Library convened a task force charged with reviewing our [Rules of Conduct \(ROC\)](#) policy and recommending any revisions needed to ensure it reflects the Library's institutional values and commitment to providing a safe and welcoming environment for all. The need for ROC revisions was made apparent by a series of articles published in Real Change and the South Seattle Emerald from 2016 to 2018, revealing disproportionate enforcement and impacts of the ROC on [unsheltered patrons](#) and [patrons of color](#), particularly [younger patrons of color](#).

The task force was paused during the pandemic, but reconvened in 2022, focused on ensuring that the language, enforcement and impacts of the ROC were reasonable, equitable, and accommodated the needs of patrons and staff.

In 2023, the task force conducted in-person focus groups, listening sessions and open discussions with patrons and staff, soliciting their feedback and suggestions for improvements to ROC policy and enforcement procedures. This feedback guided the task force in a thorough review of the ROC and related policies, procedures, guidelines, and practices.

Upon completion of its review in mid 2024, the task force recommended replacing the current ROC policy with a new policy framework, the Community Use Agreement (CUA), which is discussed below. The task force substantially completed draft CUA policy language in late 2024. CUA policy language was finalized in 2025 after review by the City Attorney's Office and approval by the Senior Management Team.

## Equity Analysis and Community Engagement Strategy of the ROC Revision Process

Soon after the task force reconvened in 2022, consultants from the Racial Equity Action Lab (REAL) were hired to lead an equity analysis of the ROC revision process, help develop a community engagement strategy, and facilitate direct engagement with unsheltered patrons, patrons of color, younger patrons, and patrons with accessibility needs.

The equity analysis was conducted through the application of the City's [RSJI Racial Equity Toolkit](#), a step-by-step process to guide policy development, establish equitable policy outcomes, and ensure robust community engagement, particularly with communities of color and other groups who may be disproportionately impacted by the policy in question.

The community engagement strategy had two main components, both focused on unsheltered patrons, patrons of color, younger patrons, and patrons with accessibility needs. First, patrons and community members from these groups were recruited as task force members to co-lead the ROC review and revision process. Second, the task force held a series of listening sessions with patrons and community members from these groups, and a separate series of listening sessions for Library staff responsible for applying and enforcing the ROC.

### **Major Themes of Patron and Staff Feedback**

During the listening sessions, patron feedback about the Library as a whole was extremely positive. The vast majority of patrons noted that they felt safe in the Library, that they belonged there, and that staff treated them with care and respect.

Patron feedback about the ROC was more critical. Patrons commonly reported that the length, complexity, and categorization of the rules in the ROC made the policy overwhelming, unwelcoming, and difficult to understand. Patrons and staff alike said they would prefer the policy to be shorter, clearer, and more friendly. Younger patrons often mentioned that the ROC policy made them feel untrusted, as though the Library expected them to do something wrong.

Many patrons and staff said the ROC policy should focus less on specifying prohibited behaviors and more on articulating a set of general behavioral guidelines that are based on shared values, generally applicable across situations, and clearly support the use and operation of the Library.

### **Introducing the Community Use Agreement: An Overview**

Guided by feedback from patrons and staff, the task force recommended replacing the list of specific rules comprising current ROC policy with a new policy framework. The result, the Community Use Agreement (CUA), is oriented around a few general behavioral guidelines that are more welcoming, easier to understand and apply, and better reflect the Library's institutional values and priorities. These guidelines are:

1. Be safe with yourself and others.
2. Be respectful of staff, one another, and the space we share.
3. Be aware that violence, intimidation, harassment, and hateful speech directed at another person will not be tolerated.

Where the ROC confronted patrons with an extensive list of prohibited behaviors, the CUA presents patrons with a few basic guidelines that apply to everyone while in the Library. Where the ROC treated patrons primarily as those subject to rules, the CUA reminds patrons that the guidelines benefit everyone, themselves included.

The CUA does not attempt to define what it means to be safe or respectful in the context of these guidelines, nor to describe exactly when a behavior counts as an instance of intimidation, harassment, or the like. The CUA presumes that patrons have a general understanding of these concepts. It does provide some additional guidance, however, through examples of what the guidelines mean in practice. These examples include some common and important ways the guidelines apply, but they are not intended to encompass all possible applications of the guidelines; they are not simply another list of rules.

In interpreting and enforcing the CUA, staff will often need to determine whether a behavior interferes with the use or operation of the Library and thereby fails to be respectful of staff, patrons, or Library space or property. Staff are entrusted to make these determinations based on their expertise and professional judgment, and explicitly authorized to do so by the CUA. As with the ROC, Library staff are

responsible for interpreting and enforcing the CUA in accord with the Library's commitments to [intellectual freedom](#), [equity and racial and social justice](#), and [other Library policies](#).

### **Board Adoption of the Community Use Agreement and Related Enforcement and Review Policy**

The Library has submitted with this memo redline revisions to the current Rules of Conduct, effecting its replacement with the Community Use Agreement. The Library has also submitted corresponding redline revisions to the Rules of Conduct Enforcement and Administrative Review of Exclusion Orders, updating it as the Community Use Agreement Administrative Review of Suspension Orders. This related policy authorizes the Library to enforce the CUA and suspend access to Library services and property for violations of the CUA, and mandates the establishment of an administrative review process available to suspended patrons. The Library requests the Board adopt both sets of revisions as policy.

### **Administrative Procedures and Other Supporting Documents**

The Library has adopted an administrative procedure titled Suspending Patrons from The Seattle Public Library, which identifies the Library staff authorized to enforce the CUA and suspend patrons and details suspension scope, guidelines, and the administrative review process. Recent revisions to this procedure have been made to align it with the CUA. Although the revised procedure does not require adoption by the Board, the Library has included it with this memo for Board review.

### **Implementation Planning**

Under the direction of LPSD Director Kai Tang, the CUA implementation team has been busy preparing for a systemwide transition to the CUA, pending Board approval. Most of the work has been focused on the creation of training materials and planning for in-person training opportunities. The Marketing and Online Services team has been developing public informational and promotional materials, including signs, posters, and pamphlets that can be displayed across Library locations. We look forward to sharing these materials in future Board meetings.

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**Action required/requested:** Request Board review and consideration of Community Use Agreement Policy and Community Use Agreement Enforcement and Administrative Review of Suspension Orders Policy for approval at May 2025 Library Board meeting.



## The Seattle Public Library

### Board Policy

<b>COMMUNITY USE AGREEMENT</b>	<b>Adopted by the Library Board May 27, 2025; Supersedes <i>Rules of Conduct</i> approved Oct. 23, 2013 and wording clarifications approved Jan. 16, 2014 and June 24, 2015.</b>
<b>Owner: Administrative Services Director</b>	
<b>Approved by: W. Tali Hairston, Library Board President</b>	

### BACKGROUND

The Seattle Public Library is supported by the taxes of the people of Seattle who expect each of our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending programs and meetings. To this end, the Library is responsible for establishing expectations of community use to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. In addition, the Library has a strong commitment to intellectual freedom, equity and to freedom of access to information.

The Seattle Public Library Board of Trustees has the authority under state law to establish reasonable expectations regarding the use of the Library as a community resource and to suspend access to Library property and services any person who willfully and persistently violates those expectations. The Community Use Agreement is a policy expressing these reasonable expectations and will be enforced in a fair and reasonable manner, with suspension periods that vary based on the violation, with longer suspension periods for more serious violations.

### POLICY STATEMENT

The Seattle Public Library is a shared community space where everyone belongs. Library staff are happy to help you find materials, programs, and services that meet your needs and help you thrive.

The Seattle Public Library's mission is to bring people, information, and ideas together to enrich lives and empower community. Together, we can keep the Library safe, welcoming, and useful by following three important guidelines:

1. Be safe with yourself and others.
2. Be respectful of staff, one another, and the space we share.
3. Be aware that violence, intimidation, harassment, and hateful speech directed at another person will not be tolerated.



When we enter Library property or use Library services, we all agree to comply with these guidelines. Here are some examples of what the guidelines mean in practice and what we expect of everyone who visits.

**Be safe with yourself and others.**

- Do not use alcohol, illegal drugs, or tobacco (including vaping)
- Maintain supervision of children under your care.
- If you appear to be sleeping, staff will check on your welfare, and wake you up.
- Use restrooms responsibly and keep them safe and usable for others.
- Wear footwear and clothing.

**Be respectful of staff, one another, and the space we share.**

- Refrain from activities that interfere with the use or operation of the Library.
- Eat and drink only in designated areas.
- Well-behaved service animals are allowed. Pets are not.
- ADA-approved wheeled devices and strollers are allowed. Bicycles and scooters are not.
- Fundraising, gathering signatures, distributing literature, and other public solicitations are not allowed on Library property.
- Strong fragrances and odors that unreasonably interfere with Library use are not allowed.
- Stay within public areas. Staff areas are non-public and for staff only.
- Cooperate with reasonable requests from staff.

**Be aware that violence, intimidation, harassment, and hateful speech that is directed at another will not be tolerated. This includes:**

- Verbal or physical intimidation in any form or library setting that raises concern for physical safety.
- Staring, following, or repeated, unwelcome personal questions or comments to patrons or staff.
- Harmful, offensive, or hateful speech that is directed at another person based on their race, religion, sexual orientation, gender, or other aspects of their identity or background.
- Offensive touching or behavior that is sexual or indecent in nature.
- Any type of assault or threat of assault.
- Showing or using weapons in a manner that indicates an intent to harm.
- Possession of a firearm or illegal weapon on Library property.
- Any other behavior that endangers people, damages Library property, or is illegal.

## **GUIDING PRINCIPLES**

### **Commitment to Equity**

The Library is committed to aligning the practice of this agreement with our commitment to equity. We are committed to removing barriers to accessing Library programs and services, particularly those barriers that result from racial, social, or economic oppression. In pursuit of this goal, our priority is to engage with, listen to, and address the unmet needs of people of all ages who have been historically marginalized on the basis of race or who remain subject to racial, social, or economic injustice. [www.spl.org/equity](http://www.spl.org/equity)

### **Commitment to Intellectual Freedom**

The Library supports intellectual freedom and upholds the right of all people to freely and confidentially access information as guaranteed by the First Amendment of the U.S. Constitution, as well as by Article I, Section 5 of the Washington State Constitution. We oppose any attempt to censor or restrict public access to information and ideas. Our resources and services are available to everyone equally. [www.spl.org/intellectualfreedom](http://www.spl.org/intellectualfreedom)

### **Commitment to Accessibility**

The Library is committed to access for all. Individuals with disabilities may request reasonable accommodation by calling 206-615-1380 or emailing [ada@spl.org](mailto:ada@spl.org).

### **Commitment to Staff Responsibilities**

Library staff are trained and expected to work with patrons to provide options and to resolve conflict. If you feel that Library staff are not upholding this agreement, we encourage feedback. Please reach out at [ask@spl.org](mailto:ask@spl.org), 206-386-4636, or ask Library staff for an official comment form.

## **ENFORCEMENT**

### **Suspension Process:**

Staff may ask patrons to correct their behavior, or they may require patrons to leave the Library for a day or longer, depending on the severity of the violation. For repeated or serious violations, staff may issue longer suspensions that also suspend access to Library services. Our goal is to facilitate successful use of the Library for all patrons.

Patrons who are suspended from the Library are not allowed within any Library location nor allowed to use any Library card services for the duration of their suspension. Refusal to leave Library property after staff issue a suspension, or returning before a suspension is over, can result in a longer suspension. Patrons who are suspended for more than one week have the right to appeal. This process can be conducted online by emailing [adrev@spl.org](mailto:adrev@spl.org) or suspended patrons may enter the Library for the limited purpose of requesting a paper appeals form.

### **Administrative Review of Notices of Suspension**

An individual who has received a Notice of Suspension may request an administrative review of a suspension order that is for a period greater than seven days, if that request is made in a timely manner. Further instructions are outlined in the Administrative Procedure, *Suspending Individuals from The Seattle Public Library*.

## **Implementation and Delegation**

The Library Board delegates to the Executive Director and Chief Librarian the authority to adopt policies, procedures and guidelines to implement the Community Use Agreement. Such policies, procedures, and guidelines may include, but are not limited to:

1. Specifying which Seattle Public Library personnel are authorized to issue Notices of Suspension.
2. Specifying whether non-Library personnel, including Seattle Police Department personnel, may issue Notices of Suspension and, if so, for which particular violations.
3. Providing guidance regarding the range of possible periods of suspension for particular violations, including factors such as the nature and seriousness of the violation and whether it is a first or repeat offense.
4. Providing procedures for the administrative review of Notices of Suspension.

## **APPLICABILITY**

### **Applicability and Authorization:**

The Community Use Agreement applies to all staff, patrons, volunteers, and community members, and it applies everywhere the Library provides service, including on Library property, in the community, through our website or social media, and by phone or email. Parents, guardians, and caregivers are responsible for the safety of those who require care while visiting the Library.

Library staff are entrusted by the Executive Director and Chief Librarian with interpreting and enforcing the Community Use Agreement in accordance with our commitments to [intellectual freedom](#), [equity and racial and social justice](#), and [other Library policies](#).

## **RELATED LAWS, POLICIES AND PROCEDURES**

Board Policy, *Community Use Agreement Enforcement and Administrative Review of Suspension Orders*.

Administrative Procedure, *Suspending Individuals from The Seattle Public Library*.

Revised Code of Washington (RCW) 27.12.270, Rules and regulations - Free use of libraries.

Revised Code of Washington (RCW) 27.12.290, Public Libraries - Violators may be excluded.

## **HISTORY**

Previously titled *Rules of Conduct*. Supersedes *Rules of Conduct* adopted Oct. 23, 2013. Supersedes reviews and wording clarifications approved Jan. 16, 2014 and June 24, 2015. Supersedes *Rules of Conduct* adopted May 27, 1997 and revised Jan. 22, 2002, March 16, 2004, April 27, 2006, and July 15, 2009.



## The Seattle Public Library

### Board Policy

<b><u>RULES OF CONDUCT</u>COMMUNITY USE AGREEMENT</b>	Adopted by the Library Board <u>May 27, 2025</u> ; <u>Supersedes Rules of Conduct approved Oct. 23, 2013 and wording clarifications approved Jan. 16, 2014 and June 24, 2015. Oct. 23, 2013;</u> <u>Wording clarified and approved June 24, 2015</u>
Owner: Administrative Services Director	
Approved by: <del>Theresa Fujiwara</del> <u>W. Tali Hairston</u> , Library Board President	

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### BACKGROUND

The Seattle Public Library is supported by the taxes of the people of Seattle who expect each of our facilities to be clean, comfortable, and safe places for selecting materials, reading, researching, studying, writing, and attending programs and meetings. To this end, the Library is responsible for establishing ~~rules of conduct~~ expectations of community use to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds. In addition, the Library has a strong commitment to intellectual freedom, equity and to freedom of access to information.

The Seattle Public Library ~~B~~board of ~~T~~rustees has the authority under state law to establish reasonable expectations ~~rules~~ regarding the use of the Library as a community resource and to suspend access to Library property and services ~~exclude~~ any person who willfully and persistently violates those expectations ~~rules~~. The ~~rules~~ community use agreement ~~Community Use Agreement~~ is an expression of those rules ~~a policy expressing these reasonable expectations and~~ will be enforced in a fair and reasonable manner, with ~~exclusion-suspension~~ periods that vary based on the ~~category of~~ violation, with ~~increasingly~~ longer suspension ~~exclusion~~ periods for ~~Category A to Category E~~ more serious violations.

### POLICY STATEMENT

~~For the comfort and safety of patrons, volunteers, and staff, and the protection of Library property, the following actions are examples of conduct not allowed on Library property:~~

~~The Seattle Public Library is a shared community space where everyone belongs. Library staff are happy to help you find materials, programs, and services that meet your needs and help you thrive.~~

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~~The Seattle Public Library's mission is to bring people, information, and ideas together to enrich lives and empower community. Together, we can keep the Library safe, welcoming, and useful by following three important guidelines:~~

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1. Be safe with yourself and others.
2. Be respectful of staff, one another, and the space we share.
3. Be aware that violence, intimidation, harassment, and hateful speech directed at another person will not be tolerated.

When we enter Library property or use Library services, we all agree to comply with these guidelines. Here are some examples of what the guidelines mean in practice and what we expect of everyone who visits.

**Be safe with yourself and others.**

- Do not use alcohol, illegal drugs, or tobacco (including vaping).
- Maintain supervision of children under your care.
- If you appear to be sleeping, staff will check on your welfare, and wake you up.
- Use restrooms responsibly and keep them safe and usable for others.
- Wear footwear and clothing.

**Be respectful of staff, one another, and the space we share.**

- Refrain from activities that interfere with the use or operation of the Library.
- Eat and drink only in designated areas.
- Well-behaved service animals are allowed. Pets are not.
- ADA-approved wheeled devices and strollers are allowed. Bicycles and scooters are not.
- Fundraising, gathering signatures, distributing literature, and other public solicitations are not allowed on Library property.
- Strong fragrances and odors that unreasonably interfere with Library use are not allowed.
- Stay within public areas. Staff areas are non-public and for staff only.
- Cooperate with reasonable requests from staff.

**Be aware that violence, intimidation, harassment, and hateful speech that is directed at another will not be tolerated. This includes:**

- Verbal or physical intimidation in any form or library setting that raises concern for physical safety.
- Staring, following, or repeated, unwelcome personal questions or comments to patrons or staff.
- Harmful, offensive, or hateful speech that is directed at another person based on their race, religion, sexual orientation, gender, or other aspects of their identity or background.

- Offensive touching or behavior that is sexual or indecent in nature.
- Any type of assault or threat of assault.
- Showing or using weapons in a manner that indicates an intent to harm.
- Possession of a firearm or illegal weapon on Library property.
- Any other behavior that endangers people, damages Library property, or is illegal.

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#### Category A (Library Specific Violation)

- ~~Disruptive behavior, such as creating loud noises, loud talking, screaming, or banging on computer keyboards.~~
- ~~Entering into the Library barefoot or without a shirt or removing one's footwear or shirt while in the Library, or being otherwise attired so as to be disruptive to the Library environment.~~
- ~~Having offensive body odor or personal hygiene so as to unreasonably interfere with other patrons' ability to use the Library and its facilities.~~
- ~~Consuming food or beverages in public areas of the Library not authorized by the Library (see Administrative Procedure, *Food and Beverage in the Library*).~~
- ~~Camping on Library grounds.~~
- ~~Leaving packages, backpacks, luggage, or any other personal items unattended. These unattended items are subject to immediate confiscation.~~
- ~~Moving Library furniture from where it is placed by Library staff.~~
- ~~Using wheeled devices inside the Library or on Library grounds, except in designated areas, including use of skateboards, roller skates, bicycles, motorized or non-motorized scooters, and shopping carts that are larger than allowed by the restriction on allowable articles. These restrictions do not apply to ADA assistive devices or baby strollers.~~
- ~~Lying down or appearing to be sleeping in the Library; having feet on furniture; or blocking aisles, exits or entrances.~~
- ~~Neglecting to provide proper supervision of children (see Library Board Policy, *Unattended Children*).~~
- ~~Bringing pets or animals, other than service animals necessary for disabilities, into the Library, except as authorized by the City Librarian.~~
- ~~Inappropriate use of Library property in Library facilities or on Library grounds, including computer hardware and software, printers (see Library Board Policy, *Public Use of the Internet*), copiers, phones, and other equipment.~~
- ~~Engaging in any activity in violation of a Library policy.~~
- ~~Gambling.~~

- ~~Using audible devices without headphones or with headphones set at a volume that disturbs others. Using cellphones, pagers, and other communication devices in a manner that disturbs others. Audible cellphone and pager ringers must be turned off.~~
- ~~Littering.~~
- ~~Smoking, chewing, and other tobacco use on Library property.~~
- ~~Bringing in items excluding personal items (purse, laptop, briefcase) that occupy floor space in excess of 14"W x 17"H x 20"L. Items are measured in totality and must be placed and fit easily into a measuring box of the above dimensions.~~
- ~~Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside a library facility or on Library grounds, including plazas outside Library entrances, without Library authorization. No Library authorization is required to distribute literature, gather signatures, solicit contributions, or conduct surveys on the public sidewalks adjacent to Library property.~~
- ~~Placing any tables or other structures on Library property, including Library grounds.~~
- ~~Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the Library.~~

#### **Category B (Serious Library Specific Violations)**

- ~~Using restrooms for bathing or shampooing, doing laundry, or changing clothes.~~
- ~~Verbally or physically harassing other patrons, volunteers, or staff, including stalking, staring, or lurking.~~
- ~~Entering a library facility or Library grounds during a period of exclusion.~~

#### **Category C (Drug or Alcohol Possession or Use)**

- ~~Being under the influence of alcohol or controlled substances.~~
- ~~Possession or use of alcohol.~~

#### **Category D (Violation Toward Person(s) or Property)**

- ~~Damaging or stealing personal or Library property in Library facilities or on Library grounds, including computer hardware and software, printers (see Library Board Policy, *Public Use of the Internet*), copiers, phones, and other equipment (valued under \$250).~~
- ~~Verbally intimidating staff, volunteers, or other patrons.~~
- ~~Engaging in any other behavior that would constitute a misdemeanor under applicable law.~~

#### **Category E (Serious Violation Toward Person(s) or Property)**

- ~~Carrying, exhibiting, displaying, or drawing any firearm in a manner that demonstrates an intent to intimidate another or that warrants alarm for the safety of other people.~~
- ~~Possession of any other dangerous weapon.~~
- ~~Assault, fighting, or challenging to fight.~~
- ~~Selling, using, or possessing controlled substances or selling alcohol.~~

- ~~Damaging or stealing personal or Library property in Library facilities or on Library grounds, including computer hardware and software, printers (see Library Board Policy, *Public Use of the Internet*), copiers, phones, and other equipment (valued at \$250 or above).~~
- ~~Refusing to leave Library property after being issued a Notice of Exclusion.~~
- ~~Offensive touching and obscene acts such as sex acts, and indecent exposure.~~
- ~~Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, remaining on Library property once excluded.~~
- ~~Threatening other patrons, volunteers, or staff verbally, physically or in writing, including all forms of electronic media.~~
- ~~Engaging in any other behavior that would constitute a felony under applicable law.~~
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## Guiding Principles

### GUIDING PRINCIPLES

#### Commitment to Equity

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#### Commitment to Intellectual Freedom

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#### Commitment to Accessibility

The Library is committed to access for all. Individuals with disabilities may request reasonable accommodation by calling 206-615-1380 or emailing [ada@spl.org](mailto:ada@spl.org).

#### Commitment to Staff Responsibilities

Library staff are trained and expected to work with patrons to provide options and to resolve conflict. If you feel that Library staff are not upholding this agreement, we encourage feedback. Please reach out at [ask@spl.org](mailto:ask@spl.org), 206-386-4636, or ask Library staff for an official comment form.

#### Commitment to Equity



~~Recognizing that libThe Community Use Agreement was approved by the Library Board of Trustees [on ADD SPECIFIC ADOPTION DATE] to replace the Library's Rules of Conduct policy. It applies to all staff, patrons, volunteers, and community members, and it applies everywhere the Library provides service, including on Library property, in the community, through our website or social media, and by phone or email. Parents, guardians, and caregivers are responsible for the safety of those who require care while visiting the Library.~~

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~~Library staff are entrusted with interpreting and enforcing the Community Use Agreement by the Chief Director and Executive Librarian in accordance with our commitments to intellectual freedom, equity and racial and social justice, and other Library policies.~~

~~rary rules have historically been used to perpetuate racial, social and economic injustice, The Library is committed to aligning the practice of this agreement with the Library's commitment to equity: [www.spl.org/equity](http://www.spl.org/equity).~~

#### ~~Commitment to Intellectual Freedom~~

~~The Library supports intellectual freedom and upholds the right of all people to freely and confidentially access information as guaranteed by the First Amendment of the U.S. Constitution. We oppose any attempt to censor or restrict public access to information and ideas. Our resources and services are available to everyone equally.~~

#### ~~Commitment to Accessibility~~

~~The Library is committed to access for all. Individuals with disabilities may request reasonable accommodation by calling 206 615 1380 or emailing [ada@spl.org](mailto:ada@spl.org).~~

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#### ~~Commitment to Staff Responsibilities~~

~~Library staff are trained and expected to work with patrons to provide options, build consensus, and resolve conflict. If you feel that the Library staff are not upholding this agreement, we encourage feedback. Please reach out at [ask@spl.org](mailto:ask@spl.org), 206 386 4636, or ask Library staff for an official comment form.~~

### **Enforcement**

#### **ENFORCEMENT**

##### **Suspension Process:**

~~Staff may ask patrons to correct their behavior or they may require patrons to leave the Library for a day or longer, depending on the severity of the violation. For repeated or serious violations, staff may issue longer suspensions that also suspend access to Library services. Our goal is to facilitate successful use of the Library for all patrons.~~

~~Patrons who are suspended from the Library are not allowed within any Library location nor allowed to use any Library card services for the duration of their suspension. Refusal to leave~~

Library property after staff issue a suspension, or returning before a suspension is over, can result in a longer suspension. Patrons who are suspended for more than one week have the right to appeal. This process can be conducted online by emailing [adrev@spl.org](mailto:adrev@spl.org) or suspended patrons may enter the Library for the limited purpose of requesting a paper appeals form.

~~Authorized Library staff and/or Seattle police officers may intervene to stop prohibited activities and behaviors. Failure to comply with these rules may result in: 1) withdrawal of a person's permission to remain on Library property and/or 2) issuance of a Notice of Exclusion from Library property for a period of one day to two years, as provided in policies and procedures issued by the City Librarian.~~

~~A criminal law violation may also result in arrest and prosecution. Violations of law and/or these rules may also result in the restriction and/or termination of Library privileges, including the use of Library computers and other equipment. Authorized personnel may base a Notice of Exclusion on personal observation or upon the sort of civilian reports that would ordinarily be relied upon by police officers in the determination of probable cause.~~

~~Individuals with disabilities may request reasonable accommodation by calling (206) 386-4690 or emailing [ada@spl.org](mailto:ada@spl.org).~~

#### **Administrative Review of Notices of ~~Suspension~~Exclusion**

An individual who has received a Notice of ~~Suspension~~Exclusion may ~~timely~~ request an administrative review of ~~an a suspension~~exclusion order that is for a period greater than seven days, ~~if that request is made in a timely manner~~. Further instructions are outlined in the Administrative Procedure, ~~Suspending~~Excluding Individuals from The Seattle Public Library.

#### **Implementation and Delegation**

The Library Board delegates to the ~~City Executive Director and Chief~~ Librarian the authority to adopt policies, procedures and guidelines to implement ~~these Rules of Conduct~~the Community Use Agreement. Such policies, procedures, and guidelines may include, but are not limited to:

1. Specifying which Seattle Public Library personnel are authorized to issue Notices of ~~Suspension~~Exclusion.
2. Specifying whether non-Library personnel, including Seattle Police Department personnel, may issue Notices of ~~Suspension~~Exclusion and, if so, for which particular violations.
3. Providing guidance regarding the range of possible periods of ~~suspension~~exclusion for particular violations, including factors such as the nature and seriousness of the violation and whether it is a first or repeat offense.
4. Providing procedures for the administrative review of Notices of ~~Suspension~~Exclusion.

#### **APPLICABILITY**

##### **Applicability and Authorization:**

The Community Use Agreement was approved by the Library Board of Trustees [on ADD SPECIFIC ADOPTION DATE] to replace the Library's Rules of Conduct policy. It applies to all staff, patrons, volunteers, and community members, and it applies everywhere the Library provides

service, including on Library property, in the community, through our website or social media, and by phone or email. Parents, guardians, and caregivers are responsible for the safety of those who require care while visiting the Library.

Library staff are entrusted by the Executive Director and Chief Librarian with interpreting and enforcing the Community Use Agreement by the Chief Director Librarian and Executive Director Librarian in accordance with our commitments to intellectual freedom, equity and racial and social justice, and other Library policies.

~~The Rules of Conduct applies to all Library patrons. The enforcement aspects of this policy apply to all authorized Library staff members and law enforcement officers.~~

## RELATED LAWS, POLICIES AND PROCEDURES

Board Policy, ~~Rules of Conduct~~Community Use Agreement *Enforcement and Administrative Review of ~~Suspension~~Certain Exclusion Orders.*

Administrative Procedure, ~~Suspending~~Excluding *Individuals from The Seattle Public Library.*

Revised Code of Washington (RCW) 27.12.270, Rules and regulations - Free use of libraries.

Revised Code of Washington (RCW) 27.12.290, Public Libraries - Violators may be excluded.

## HISTORY

Revision to Community Use Agreement on [new date]. Previously titled Rules of Conduct. Supersedes Rules of Conduct adopted Oct. 23, 2013. Supersedes ~~r~~Reviewed and wording clarificationed approved on Jan. 16, 2014 and June 24, 2015. Supersedes Rules of Conduct adopted May 27, 1997 and revised Jan. 22, 2002, March 16, 2004, April 27, 2006, and July 15, 2009.

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## Board Policy

<b>COMMUNITY USE AGREEMENT ENFORCEMENT AND ADMINISTRATIVE REVIEW OF SUSPENSION ORDERS</b>	<b>Adopted by the Library Board May 27, 2025. Supersedes <i>Rules of Conduct Enforcement and Administrative Review of Exclusion Orders</i> approved Jan. 28, 2010 and wording clarifications approved June 24, 2015.</b>
<b>Owner: Administrative Services Director</b>	
<b>Approved by: W. Tali Hairston, Library Board President</b>	

## PURPOSE

The Seattle Public Library strives to maintain facilities that are clean, comfortable, and safe. To this end, the Library Board of Trustees has adopted the Community Use Agreement, a policy that protects the rights and safety of Library patrons, volunteers, and staff. The Community Use Agreement also preserves and protects the Library's materials, equipment, facilities, and grounds. This policy explains who may enforce the Community Use Agreement and provides the steps by which patrons may seek administrative review of suspension orders.

## POLICY STATEMENT

The Library Board of Trustees has formally delegated to Library staff members the authority to enforce the Community Use Agreement. This authority includes withdrawing a patron's permission to remain on Library premises and issuing orders that suspend patrons from entering Library premises and accessing Library services ("suspension orders").

Patrons may seek administrative review of any suspension order lasting longer than seven days. To obtain administrative review, the patron must submit a written request in a timely manner. The patron should include in the request any written documentation he or she wishes to have considered in the review process, including information about any disabilities related to the reason for suspension. The suspension order remains in effect pending the outcome of the administrative review. If a patron seeking administrative review is unable to participate in the written process due to a disability, he or she may request a reasonable accommodation.

When a patron makes a timely request for administrative review of a suspension order, the Executive Director and Chief Librarian shall review the suspension order and all related documentation and provide the patron with a written decision. The Library Board has authorized the Executive Director and Chief Librarian to develop procedures for the implementation of this policy, including appropriate timelines for requesting the administrative review.

## APPLICABILITY

This policy applies to all Library staff members authorized to enforce the Community Use Agreement and all patrons who seek administrative review of suspension orders lasting longer than seven days.

## **RELATED LAWS, POLICIES AND PROCEDURES**

Board Policy, *Community Use Agreement*.

Administrative Procedure, *Suspending Individuals from The Seattle Public Library*.

Revised Code of Washington (RCW) 27.12.290, Public Libraries-Violators May Be Excluded.

## **HISTORY**

Previously titled *Rules of Conduct Enforcement and Administrative Review of Exclusion Orders*. Supersedes *Rules of Conduct Enforcement and Administrative Review of Exclusion Orders* adopted Jan. 28, 2010. Supersedes review and wording clarification approved June 24, 2015. Previously titled *Rules of Conduct Enforcement*. Supersedes *Rules of Conduct Policy* adopted May 26, 1994 and revised on April 23, 2002, June 1, 2006, and June 1, 2009.

## Board Policy

<b><u>RULES OF CONDUCT</u><u>COMMUNITY USE</u> <u>AGREEMENT</u> ENFORCEMENT AND ADMINISTRATIVE REVIEW OF <u>SUSPENSION</u><u>EXCLUSION</u> ORDERS</b>	Adopted by the Library Board <u>May 27, 2025</u> . <u>Supersedes Rules of Conduct Enforcement and Administrative Review of Exclusion Orders approved Jan. 28, 2010 and wording clarifications approved June 24, 2015. Jan. 28, 2010; Wording clarified and approved June 24, 2015</u>
<b>Owner: Administrative Services Director</b>	
<b>Approved by: <del>Theresa Fujiwara</del> <u>W. Tali Hairston</u>, Library Board President</b>	

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## PURPOSE

The Seattle Public Library strives to maintain facilities that are clean, comfortable, and safe. To this end, the Library Board of Trustees has adopted the Community Use Agreement, a policy that protects the rights and safety of Library patrons, volunteers, and staff. The ~~Rules of Conduct~~Community Use Agreement also preserves and protects the Library's materials, equipment, facilities, and grounds. This policy explains who may enforce the ~~Rules of Conduct~~Community Use Agreement and provides the steps by which patrons may seek administrative review of suspension~~exclusion~~ orders.

## POLICY STATEMENT

The Library Board of Trustees has formally delegated to Library staff members the authority to enforce the Community Use Agreement~~Rules of Conduct~~. This authority includes withdrawing a patron's permission to remain on Library premises and issuing orders that ~~suspend~~exclude patrons from entering Library premises and accessing Library services ("suspension~~exclusion~~ orders").

Patrons may seek administrative review of any suspension~~exclusion~~ order lasting longer than seven days. To obtain administrative review, the patron must submit a written request in a timely manner. The patron should include in the request any written documentation he or she wishes to have considered in the review process, including information about any disabilities related to the reason for suspension~~exclusion~~. The suspension~~exclusion~~ order remains in effect pending the outcome of the administrative review. If a patron seeking administrative review is unable to participate in the written process due to a disability, he or she may request a reasonable accommodation.

When a patron makes a timely request for administrative review of ~~an~~ a suspension~~exclusion~~ order, the City Executive Director and Chief Librarian shall review the suspension~~exclusion~~ order and all related documentation and provide the patron with a written decision. The Library Board has

authorized the ~~City Executive Director and Chief~~ Librarian to develop procedures for the implementation of this policy, including appropriate timelines for requesting the administrative review.

**APPLICABILITY**

This policy applies to all Library staff members authorized to enforce the ~~Rules of Conduct~~Community Use Agreement and all patrons who seek administrative review of ~~suspension~~exclusion orders lasting longer than seven days.

**RELATED LAWS, POLICIES AND PROCEDURES**

Board Policy, ~~Community Use Agreement~~Rules of Conduct.  
Administrative Procedure, ~~Suspending~~Excluding Individuals from The Seattle Public Library.  
Revised Code of Washington (RCW) 27.12.290, Public Libraries-Violators May Be Excluded.

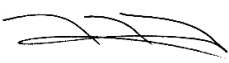
**HISTORY**

~~Revision to Community Use Agreement and Administrative Review of Suspension Exclusion Orders on [new date].~~ Previously titled Rules of Conduct Enforcement and Administrative Review of Exclusion Orders adopted Jan. 28, 2010. Supersedes review and wording clarification approved~~Reviewed and wording clarified~~ June 24, 2015. Previously titled Rules of Conduct Enforcement. Supersedes Rules of Conduct Policy adopted May 26, 1994 and revised on April 23, 2002, June 1, 2006, and June 1, 2009.

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## Administrative Procedure

<b>SUSPENDING INDIVIDUALS FROM THE SEATTLE PUBLIC LIBRARY</b>	<b>Approved by Tom Fay, Executive Director and Chief Librarian, May 20, 2025. Supersedes <i>Excluding Individuals from The Seattle Public Library</i> approved June 19, 2015.</b> 
<b>Owner: Administrative Services Director</b>	

## BACKGROUND

Every member of the public has the right to use the facilities and resources of The Seattle Public Library. With that right comes the responsibility to comply with the Library's established policies, procedures and other rules. Authorized Library staff members may suspend an individual who engages in conduct that violates the Library's Community Use Agreement. Individual suspension time periods range from a partial day to two years, with duration based on the nature and severity of violation. Fair, reasonable and consistent enforcement of the Community Use Agreement is the job of every Library staff member.

While this procedure should guide a staff member's execution of the suspension process, varying circumstances necessitate the exercise of sound, independent judgment regarding enforcement of the Community Use Agreement. All staff members should avoid participation in enforcement activities that could jeopardize their safety or the safety of others.

## STATEMENT

Individuals suspended from the Library for longer than seven days, who believe that they have been wrongly suspended, have a right to request an administrative review of the Notice of Suspension. The Notice of Suspension remains in effect pending the outcome of administrative review.

An individual requesting administrative review must do the following:

1. On or before the 14<sup>th</sup> calendar day after the individual is notified of a suspension, that individual may request an administrative review of the suspension order by writing to Administrative Review, 1000 Fourth Avenue, Seattle, WA 98104, or emailing [adrev@spl.org](mailto:adrev@spl.org). For those individuals who are disabled as defined by the Americans with Disabilities Act (ADA), the Library offers an interactive process to identify reasonable accommodations. If the individual believes that an accommodation would facilitate their successful use of Library services, they should note this in the request for administrative review.



2. The Administrative Services Director shall conduct a review of the incident and related written documentation and prepare an administrative review recommendation to the Executive Director and Chief Librarian. In certain cases, the Administrative Services Director will meet with the suspended individual to discuss the suspension, in addition to possible ADA accommodations.
3. The Executive Director and Chief Librarian shall review the suspension order and send a written final decision to the suspended individual on or before the 21st calendar day after the Library responds to the request for the administrative review.

Administrative review is typically a written process with specific time limits. Individuals with a disability who are unable to participate in this process may request a reasonable accommodation.

### **Suspensions**

*Which employees are authorized to suspend an individual?*

The Executive Director and Chief Librarian and the Administrative Services Director are authorized to issue Notices of Suspension for periods of time ranging from a partial day up to two years. The Security Services Manager is authorized to issue Notices of Suspension for a period of up to 90 days. Central Library managers and branch regional managers are authorized to issue Notices of Suspension for a period of up to 30 days. Security officers and branch assistant managers are authorized to issue Notices of Suspension for a period of up to 14 days.

In the absence of the above-listed staff members, the highest-ranking staff member on duty is authorized to issue Notices of Suspension for a period of up to seven days. Upon the recommendation of the staff member issuing a Notice of Suspension, the Administrative Services Director is authorized to extend the original suspension period for additional time, not to exceed a total suspension period of two years.

Authorized Library staff members shall be provided guidelines (see Attachment 1) to aid them in determining the appropriate length of suspension. The Security Services Manager shall review all Notices of Suspension and make a recommendation, if appropriate, to extend the suspension period beyond the duration issued by the staff member. If an individual seeks administrative review of a suspension order lasting longer than 30 days, the Administrative Services Director shall conduct a review of the incident and related written documentation and prepare a recommendation for the Executive Director and Chief Librarian, who will then uphold, reduce, or rescind the suspension period as appropriate. A letter shall be sent to the last known mailing or email address of the suspended individual to notify him or her of the Executive Director and Chief Librarian's decision. The Executive Director and Chief Librarian's decision remains in effect even if the individual fails to receive the letter.

*When does an individual's conduct warrant a suspension order?*

An individual's conduct warrants a suspension order when he or she violates the Library's

Community Use Agreement. The attached guidelines include (1) offenses as categorized under the Community Use Agreement and (2) the typical corresponding periods of suspension, if appropriate. Note that an individual's first commission of a low-level violation would typically result in the issuance of a warning rather than a Notice of Suspension.

*When should staff members and security officers call 911?*

Staff members and security officers should call 911 whenever immediate police assistance is needed because:

- An individual's behavior makes it unsafe for either the security officer and/or the staff member to attempt to suspend the individual.
- A suspended individual has returned to the Library during the suspension period and refuses to leave when asked by a staff member or security officer to do so. In cases where the suspended individual is hostile or potentially violent, staff and security officers should avoid approaching the suspended individual and should call 911 for assistance. If the suspended individual trespasses by returning to the Library a second time during the suspension period, staff should immediately call 911 for assistance (possibly leading to police arrest of the individual on suspicion of criminal trespass).
- An individual has carried, exhibited, displayed, or drawn a firearm in a manner that demonstrates the intent to intimidate another or that warrants alarm for the safety of others, is carrying an unlawful weapon, or has engaged in any unlawful activity, including theft and destruction of property.
- An individual assaults or threatens another person in or on Library property.
- An individual refuses to stop violating the Community Use Agreement and refuses to leave the Library when ordered to do so by a security officer or authorized staff member.
- Any other emergency has occurred, unrelated to Community Use Agreement enforcement, such as a medical emergency.

*How is a suspension order issued and carried out?*

All suspension activity must be conducted with safety in mind. 911 should be called in any immediate suspension situation that poses a safety risk to any staff member (including security officers).

When on site, security officers will (1) ask the individual to provide valid photo identification after informing the individual that he or she has violated the Community Use Agreement, and (2) order the suspension by providing a Notice of Suspension and a copy of the Community Use Agreement. The security officer will perform these actions while another officer or staff member stands by. If a subject does not provide photo identification, the security officer will request verbal identification, attempt to identify the individual using other means, and provide an accurate and detailed physical description on the Notice of Suspension.

When engaging in suspension activity, trained security officers may utilize safe and minimal guiding and escorting techniques when necessary. While carrying out suspension orders, trained

security officers shall use only the minimum amount of force reasonably necessary to (1) protect themselves or another from assault or injury and/or (2) detain an individual for police pick-up when it is believed that the individual has committed a felony crime.

Only security officers are authorized to photograph a suspended individual, unless a Library manager is authorized by the Administrative Services Director. If it is safe to do so at the time the suspension order is issued, an individual shall be photographed if any of the following circumstances apply:

- The individual is an adult (believed to be age 18 or older) who is issued a suspension order reasonably expected to be approved for over 14 days;
- The adult individual refuses to produce government-issued identification when requested;
- The adult individual is being detained for police action; or
- The individual is under 18 years of age, has been observed committing a crime, and is being detained for police action.

The photograph of the suspended individual will be stored in Security Program records. In order to protect confidentiality, staff may only access this file in non-public areas.

All use of force will be detailed on the official incident report and reviewed by the Security Services Manager and the Administrative Services Director (or designee) within 48 hours.

*How is a suspension order issued and carried out if a security officer is not available?*

Staff members should approach each situation guided by training, judgment, and instincts. Safety should always come first. If a security officer is not available and it is safe to do so, an authorized staff member (backed up by another staff member) should utilize a "cautious contact" stance. The staff member should maintain a safe distance, identify the individual using the safest and best means, inform the individual that he or she has violated the Library's Community Use Agreement, and instruct the individual to leave the property and not return to any Seattle Public Library property until a specific date (ranging anywhere from the next day to seven or 14 days).

If safe to do so, an attempt should be made to provide the individual with a Notice of Suspension and a copy of the Community Use Agreement. Whether or not the subject is provided with a Notice of Suspension, a Security Incident Report Form should be completed and sent electronically to Security Services as soon as possible, but no later than the end of the next day. Following a review of the Notice of Suspension by the Administrative Services Director, Security Services shall inform Library staff members of the Notice of Suspension, including the name of the individual suspended and the period of suspension, through the Security Incident Report Database.

*What steps should be taken if an individual violates a suspension order?*

If a suspended individual returns to the Library during the suspension period, the individual is trespassing (committing the crime of criminal trespass) and must leave the Library. The situation should be carefully assessed to determine a safe and effective approach for ensuring

the departure of the suspended individual. This assessment is best made in consultation with the Security Services Manager, security officers, or the Administrative Services Director, since these people will often have the most information regarding an individual.

In all cases, every staff member in the work area should be made aware of the situation and no one should approach the individual alone. When the suspended individual has a known history of violence or hostile confrontation, 911 should be called immediately. Along with all pertinent information, the 911 dispatcher should be informed that the individual was "trespassed" from the Library (i.e., is subject to a current Notice of Suspension) that he or she has returned and is now "trespassing." It is very important that you tell the dispatcher if the trespasser is potentially threatening (due to current or past conduct at the Library).

If the suspended individual does not have a known history of violence and hostile confrontation and is behaving in a calm and lucid manner, either security officers or staff members may instruct the individual to leave. 911 should be called if the individual refuses to leave when instructed to do so.

## **APPLICABILITY**

This procedure applies to all incidents involving potential suspension of an individual from the Library, as well as to any subsequent administrative appeals.

## **DEFINITIONS**

*Executive Director and Chief Librarian:* The Executive Director and Chief Librarian, the acting Executive Director and Chief Librarian, or his or her designee.

*Administrative Services Director:* The Seattle Public Library's Director of Administrative Services, or its successor position, the Acting Director of Administrative Services, or his or her designee.

*Suspension order:* A Notice of Suspension.

## **RELATED LAWS, POLICIES AND PROCEDURES**

Board Policy, *Community Use Agreement*.

Board Policy, *Community Use Agreement Enforcement and Administrative Review of Suspension Orders*.

## **HISTORY**

Previously titled *Excluding Individuals from The Seattle Public Library*. Supersedes *Excluding Individuals from The Seattle Public Library* approved June 19, 2015. Previously titled *Guidelines for Excluding Individuals from The Seattle Public Library*. Supersedes *Guidelines for Excluding Individuals from The Seattle Public Library* adopted Aug. 1, 2013 and revised April 21, 2014.



# The Seattle Public Library

**Date:** May 27, 2025

**To:** Library Board of Trustees

**From:** Tom Fay, Executive Director and Chief Librarian  
Elisa Murray, Digital Communications Strategist  
Jan Oscherwitz, Library Levy Administrator  
David Christensen, Business Analyst and Policy Advisor

**Re:** **First Quarter 2025 Levy Report**

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## **Background**

We have entered our sixth year of our seven-year \$219.1 million 2019 Library Levy. This report, which covers activities and spending for the first quarter of 2025, continues the series of ongoing updates for the Library's leadership team and board of trustees to document implementation of the levy priorities and accomplishments. It describes the way the Library has responded to changes in how our patrons use the Library and how we are using levy resources.

With this report, we are beginning to shift toward a more visually oriented and reader-friendly format with the goal of making this report more accessible to the public. We welcome your feedback and suggestions.

## **Q1 Highlights**

The 2019 Library Levy provides 38.6% of the Library's revised total 2025 budget of \$141.3 million. The Library spent \$6.4 million of the revised 2025 levy budget of \$54.5 million, or 12% through Q1. Much of the lag in spending budget authority is associated with multi-year projects in the major maintenance and technology capital program. This report also provides information on the remaining \$0.9 million of budget authority from the 2012 Library Levy.

In its 2019 levy proposal to voters, the Library laid out a clear framework for how levy proceeds would be used to maintain and enhance Library services in the areas of Hours and Access, Collections, Technology and Online Services, Children's Programming and Maintenance. Highlights from Q1 by investment category include the following:

### **Hours and Access: We promised to access to Library services when patrons need them**

On January 29, 2025, we implemented a new schedule that increased hours across the system above 2019 levels and ensured all locations not under construction were open at least six days a week. The new schedule includes:

- An extra day each week for nine branches.
- More morning hours at Northeast and Northgate branches
- More weekend hours so that each Library location is open at least one weekend day.
- Closure of University Branch for seismic upgrades

In addition to more open hours, the Library also offers 24/7 access to holds at pickup lockers at seven library locations.

Our social services team, which includes a levy-funded community resource specialist for youth and young adults, continues to connect patrons to lifeline resources and community. The team referred 85+ individuals to resources such as shelter, day centers and hygiene services, legal or citizenship assistance, transportation, and health care. The team also hosted a dozen “Coffee and Conversations” and eight “Crafternoons” attended by nearly 900 participants.

**Collections: We promised a robust collection of books and materials**

We added 23,000 copies of digital titles in Q1, including over 500 copies of digital titles for children and adults in 11 world languages. We also added 35 titles and 6,000 copies to Peak Picks, our popular no-wait physical collection, and continued to acquire and digitize photographs for our local history collections.

**Technology and Access: We promised to improve computer and online services**

Six months after our recovery from the ransomware attack, patrons are using and valuing Library technology services more than ever. Use of public computers has returned to pre-ransomware attack levels and use of printing services has increased. We also loaned 850 levy funded general circulation hot spots 1,900 times in Q1 and made 85 loans of long-term hotspots through partnerships with 10 community organizations.

**Children’s Programming: We promised to add more programming for children ages 0-5.**

The levy directly funds Kaleidoscope Play and Learns, drop-in neighborhood-based play groups facilitated by trained community members for children between the ages of birth to 5. The Library currently offers weekly Play and Learn programs in four languages. In Q1 2025, around 75 sessions were held at the Beacon Hill, Columbia, Delridge, Lake City, NewHolly, Rainier Beach, and South Park branches. The Library also offered over 200 story times at 23 branches in Q1.

**Maintenance: We promised to maintain buildings for the next generation**

In late January, the University Branch closed for renovation and seismic retrofit. The levy-funded project will retrofit the branch to improve safety in the event of an earthquake, provide a new electric HVAC system, update the interior to increase accessibility and preserve the historic building for future generations.

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**Action required/requested:** Board review and consideration of the 2025 Q1 Levy Report for approval at the May Library Board meeting.

Q1 2025  
The Seattle Public Library  
**LEVY REPORT**



# EXECUTIVE SUMMARY

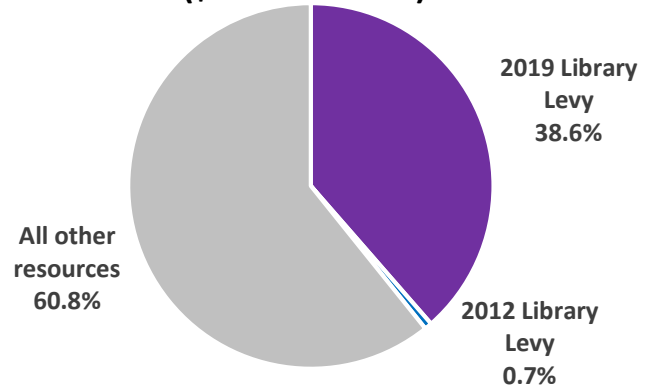
## Expanding hours and breaking ground

### Levy background

In August 2019, Seattle voters overwhelmingly approved (76%) a seven-year, \$219.1 million property tax levy to maintain and enhance Library services from 2020 through 2026, renewing a seven-year, \$122.6 million levy that expired at the end of 2019.

This is the sixth year of the levy. In 2025, the 2019 Levy accounts for \$54.5 million (38.6%) of the Library's total revised budget of \$141.3 million. The 2012 Levy provides \$0.9 million (0.7 %). Other sources of funding include the City's general fund, state and federal grants, private funds, and Library fund balance.

**2025 Library Revised Budget  
(\$141.3 Million)**



As part of its 2019 proposal to voters, the Library laid out a clear framework for how Levy proceeds would be used to maintain services funded by the 2012 Levy and provide additional services and programs over the seven-year levy period. This report, which covers levy activities and spending for Q1 2025, continues the series of [quarterly updates](#) the Library has provided for the Board of Trustees and the public since 2013.

Beyond renewing 2012 Levy commitments, the 2019 Levy provides support for additional open hours; elimination of overdue fines; improved collections and technology; safe, clean, and well-maintained buildings; specialized programming and services for children; and Library strategic planning. Levy funding supports a quarter of all positions at the Library, including 35% of children and teen service librarian positions.

### Did you know?

The Levy supports a **quarter of all positions** at the Library, including 35% of children and teen service librarian positions.

### Q1 2025 Summary

During the first quarter of 2024, we saw strong usage of Library services and progress on fulfilling our levy promises, but new challenges began to emerge. Since mid-January, a new and turbulent national political landscape began creating future uncertainty for many in our community, from community partners to immigrant and refugee populations to schools and libraries that rely on federal funds. On [March 14, 2025, the White House issued an Executive Order](#) to eliminate the Institute of Museum and Library Services, casting doubt over the future of federal funding for libraries across the nation. With these changes at the national level, local funding support becomes more important than ever.



## Q1 2025 Highlights

**Expanded open hours:** On January 29, we increased hours across the system and ensured all locations were open at least six days a week. Thirteen locations are open seven days a week, and all locations are open for at least one weekend day.

**University Branch construction:** Also on January 29, the University Branch closed for significant renovations. The levy-funded project will retrofit the branch to improve safety in the event of an earthquake, provide a new electric HVAC system, and update the interior to increase accessibility and preserve the historic building for future generations.

**Strong circulation:** Six months after the Library completed its recovery from a ransomware outage in 2024, circulation numbers reflect steady demand for both digital and physical materials. While digital checkouts stayed consistent year over year, the number of patrons checking out digital materials increased by 9%. In March, our most popular physical collection, the levy-funded Peak Picks titles you can check out immediately, saw its highest circulation since February 2020.

**Strategic plan progress:** In late December, we launched the Library's newly adopted [10-year Strategic Plan](#), an effort funded by the levy. The new plan seeks to build the community's sense of belonging, increase our resiliency, and improve community outcomes. In Q1 2025, to reach multilingual communities with information about the plan, we developed and promoted transcreated pages and videos in [Spanish](#), [Simplified Chinese](#), and [Traditional Chinese](#). Library staff are now hard at work implementing the first phase of the plan, which emphasizes the delivery of improved internal systems and processes to help us do more for the public in future phases.



### Expanding open hours and increasing access

The 2019 Levy provides \$16.6 million in 2025 for investment in Hours and Access to support operating hours at our 27 libraries; community access to Library learning programs and services; and citywide community outreach and engagement. Many elements of this levy category relate to increasing access to Library resources. We achieve this through various efforts, such as eliminating late fees, adding open hours, and creating new access points like our holds pick-up lockers. Total levy spending in Q1 2025 for the Hours and Access category was \$3.6 million.

The 2019 Library Levy promised expanded hours above 2019 levels, which increases community access to Library collections, information services, computers, printers, programming, and public spaces. Early in 2020, we added an additional hour to each branch every Sunday. But just two months later, the COVID-19 pandemic started, and in the five years since, we have navigated many challenges in restoring and expanding hours. In Q1 2024, we expanded hours by 7% over 2019 levels. But by April 2024, we faced new staffing challenges due to a hiring freeze that led to an hours reduction below 2019 levels. By the end of the year, we were able to restore hours to 99% of 2019 levels and were poised to increase hours in 2025. (See Appendix 1.)

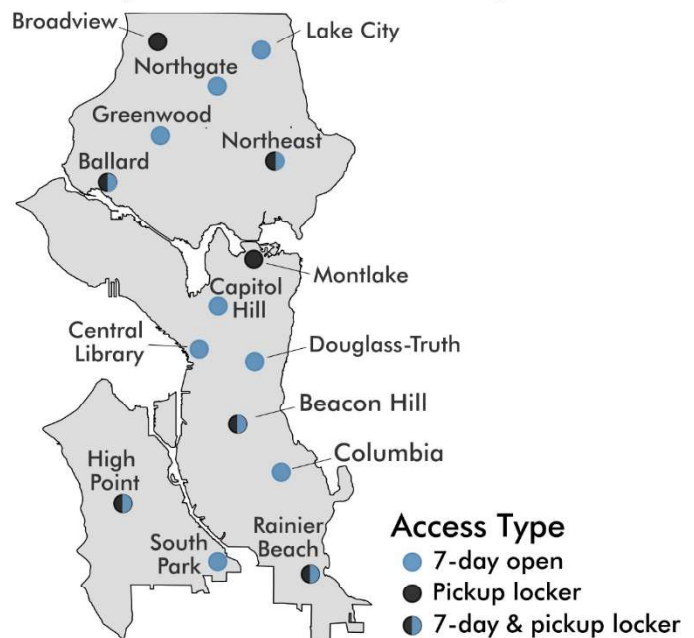
#### January increase in open hours

On January 29, 2025, we implemented a new schedule that increased hours across the system and ensured all locations were open at least six days a week. Highlights included:

**An extra day each week for nine branches:** Nine branches are now open one more day a week. All locations not currently closed for renovations are open at least six days a week, and 13 are open seven days a week. In the past several years, seven branches have also added [pick-up lockers](#), which allow 24/7 access to holds.

**More morning hours at two branches:** In addition to adding an extra day a week, the Northeast Branch added morning hours two days a week and the Northgate Branch added morning hours one day a week to accommodate the needs of the patrons in the neighborhood.

#### 7-Day Branches and Pickup Lockers



**More weekend hours:** With this new schedule, each Library location is open on at least one weekend day, which reflects patron preferences since the pandemic.

**Celebrating fine-free:** In January, we also celebrated our five-year anniversary of eliminating late fines by sharing stories from patrons about the difference this policy has made for them. One patron who is insecurely housed shared that “I can use the Library without worrying about what financial consequences might come with uncertain life situations.”

## In-person and virtual programs and services

In Q1 2025, the Library offered hundreds of programs at its 27 locations. Because the levy funds much of our staffing, many of these programs could not happen without it.

**Author and community programs:** The Library held about 50 author and community programs at the Central Library in Q1. Highlights included a January silent reading event that drew 100 people, the kickoff for [Seattle Reads](#) (the Library’s citywide book group) and the 30th Global Reading Challenge Finals, where teams of fourth- and fifth-graders competed in reading trivia for the title of city champion.



The winning team at the 30th Global Reading Challenge, Queen Anne Elementary’s Library Lynx, celebrates. Photo by Chloe Collyer

**Literacy and learning:** More than 200 story times and 75 Play and Learn sessions were held in Q1 2025 at 20+ Library locations and in the community. Learn more about levy-funded Play and Learns in the Children’s Programming section of this report. With the help of 190 adult volunteers, we offered 20 Homework Help sessions per week at nine branches.

**Financial and employment help:** Tax Help was held at 12 locations in partnership with United Way of King County, AARP, and PMI Savvy. A new program offered a free community photo and notary service day at the Central Library, as well as free notary events at several branches. A series of employment workshops in partnership with Goodwill Job Training and Education Center began in March.

**Improving Central Library access:** During Q1 2025, we completed a project to encourage patrons to engage, discover, and enjoy our Central Library. We updated our self-guided tours for [adults](#); [teens](#); and [kids, families, and school groups](#); with translations in six languages.



## Social Services: Connecting patrons to lifeline resources and community

Our Social Services team includes a Social Services librarian, a senior community resource specialist, and a levy-funded community resource specialist who focuses on youth and young adults up to age 26.

This team provides expertise to the Library on social service resources, coordinates with other providers, supports staff across the system in de-escalation and trauma-informed practices, and assists patrons in need. Here are a few highlights of their work in Q1:

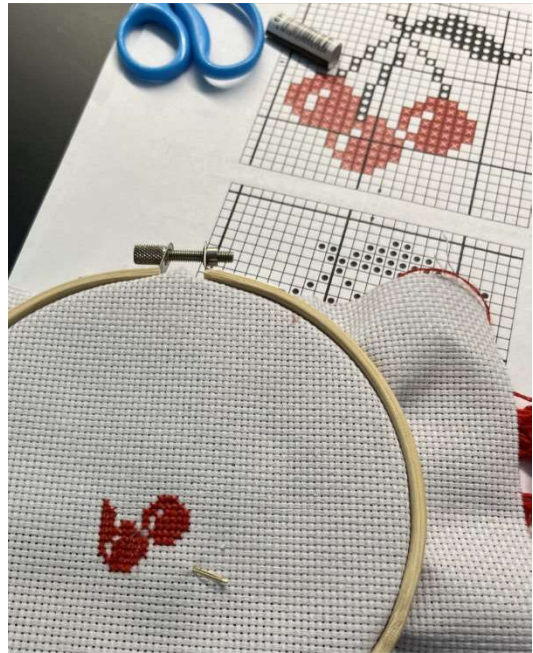
**Referrals to lifeline resources:** We continued to work individually with patrons, primarily at the Central Library, to connect them to resources and assist with crisis intervention. Library staff referred 85+ individuals to resources such as shelter, day centers and hygiene services, legal or citizenship assistance, transportation, and health care (including mental health and substance use treatment).

**Support for teens:** Our team supported 11 weekly Young Adult Drop-In programs offered by the Teen Services Librarians at the Central Library. These programs help connect patrons between the ages of 13 to 26 to medical care, mental health services, and job resources.

**Weekly gatherings:** More than 630 people attended a dozen weekly Coffee & Conversation programs at the Central Library in Q1. Eight “Crafternoons” drew 315 attendees, inviting people to create easy-to-learn art projects.

**Community resource fair at South Park Branch, with haircuts!** A Community Resource Fair at the South Park Branch drew 160 attendees who were connected with a wide range of community organizations, including two barbers who provided free haircuts.

**Overdose prevention events:** Through Library programs, 39 attendees received information on how to prevent and intervene when someone experiences an overdose.



A cross-stitch creation from a Crafternoon event.

### Community Voices

“Thank you for the help yesterday. I fixed up my resume, made an appointment, got a very decent interview outfit and some bus passes. I took the bus and rocked my interview. ... Your help has been the best resource I’ve been connected to so far.” - Patron working with Social Services

### Building robust collections

The 2019 Levy commits resources to maintain and expand the Library's collection of physical and digital materials. The levy includes funding for e-books, e-audiobooks, streaming services, the Peak Picks collection, and the acquisition and digitization of local history materials.

In 2025, the 2019 Levy provides \$6.4 million for Collections, including \$5.5 million for books and materials or 55% of the Library's books and materials budget. Total levy spending in Q1 2025 for the Collections category was \$1.5 million.

Here are highlights of our collections work in Q1 2025:

**More people checking out digital books:** Library patron interest in digital books continues to be strong. The number of patrons accessing digital books (e-books and e-audiobooks) increased to 145,000, 9% more than in Q1 2024. Checkouts of digital books remained about the same at 1.5 million. We added 23,000 copies of digital titles.

Because of the high cost of digital books compared to physical books, in 2024 the Library made some changes, including [reducing the number of digital holds allowed](#), to help reduce costs. In Q1 2025, the percentage of our collections budget spent on "high-demand" titles, books with a very high number of holds per copy, was 17%, a decrease compared to Q1 2024, when 25% of the collections budget was spent on high-demand titles. This signals these changes are having their intended impact.

**Expanding language access:** More than 290 copies of digital books for adults and 216 copies of digital books for children in 11 languages were added to the Library's OverDrive World Language Collection in Q1 2025. We also began preparing to add our first physical books in Portuguese to serve the Portuguese-speaking people from Angola who have been arriving in Seattle.

**New York Times use is up:** New York Times digital usage increased by 62% compared to Q1 2024, and 17% compared to Q4 2024, which the New York Times digital vendor ascribes to "the current news cycle and economic uncertainty." Use of the Hoopla streaming service increased by 8% compared to Q1 2024, while Flipster magazines usage decreased by more than 20%.

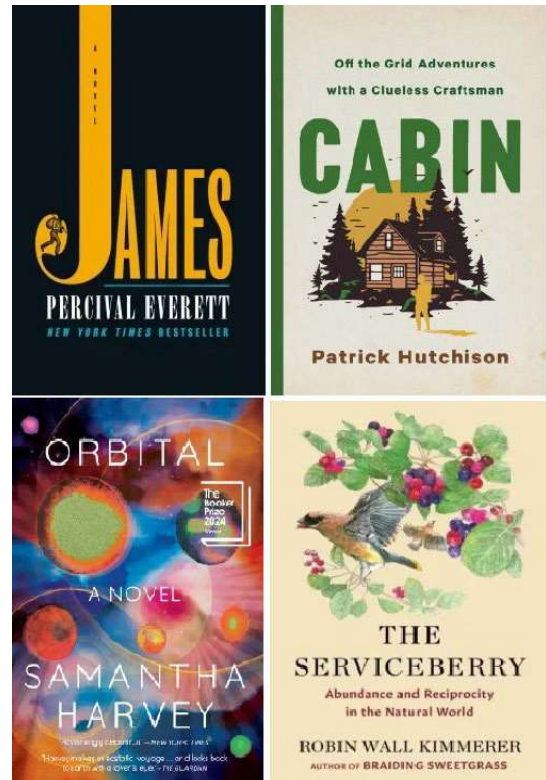
#### Did you know?

**An e-book cost public libraries 3 to 5 times as much as its physical counterpart.** To help manage costs, in March 2024, the Library [decreased the number of maximum holds](#) allowed on digital books.

**Peak Picks popularity:** While physical checkouts have slightly declined compared to Q1 2024, our Peak Picks no-holds, no-wait collection of high-interest titles funded by the levy continues to be very popular.

Peak Picks titles were checked out 39,000 times in Q1. March 2025 was Peak Picks' highest circulating month since February 2020. We added 35 Peak Picks titles and nearly 6,000 copies, including "On the Hippie Trail," by travel author Rick Steves; "Black in Blues," by Imani Perry; and "We Do Not Part," Han Kang's first novel since winning the Nobel Prize for Literature.

The most popular Peak Picks titles of Q1 were "James" by Percival Everett, "Cabin" by Patrick Hutchison, "The Serviceberry" by Robin Wall Kimmerer, and "Orbital" by Samantha Harvey.



## Local history collections

The [Seattle Room](#), located at the Central Library, provides in-person access to treasured local history items, including local manuscripts, menus, photos, postcards, books, and more. Our digital Seattle Room collections make Seattle history easier to access for students, researchers, historians, and others. The Seattle Room curator and Special Collections digital librarian positions are both funded by the levy.

**Seattle Room acquisitions:** During the first quarter of 2025, the Seattle Collection curator acquired over 280 photographs, many of which highlight members of the Black community. A 1943 photo showcases the [Jive Bombers](#), a Navy band of African-American musicians at Sandpoint Naval Station. Alvin Larkins, one of the Jive Bombers tuba players in the



1943 photo of the Jive Bombers



Gertrude Peoples (right) was the founding director of UW's Student Athlete Academic Services.



photo, became a beloved Seattle school music teacher and was honored by having [Alvin Larkins Park](#) named in his honor. Another photo features [Gertrude Peoples](#), the founding Director of UW's Student Athlete Academic Services. Peoples is credited with easing racial tensions while providing academic and personal support to UW student athletes for over 40 years. Other additions include an 1880 photo of David Sires, the first Seattle Police Officer killed in the line of duty, along with photos of Chinatown's New Year's Eve celebration and of the arrival of Japan's Baron Komura in Seattle in 1905.

**Digital Seattle Room collections:** In Q1, 13,000 unique users visited our [digital Seattle Room collections](#), with 104,000 pageviews and almost 15,000 sessions.

Our primary project this quarter was the addition of [255 digitized photographs](#) from our Seattle Historical Photograph Collection, which span in time period from an [1864 photo of Chief Seattle](#) to a [1984 image of restaurateur Faye Hong](#) in the International District. Other additions included [two circa 1897 portraits](#) taken at the Ball and Sons studio, owned by prominent Black photographer James P. Ball; and a series of [1960s snapshots showing Harry "Kanchoo" Thurman](#) at work. Kanchoo was an artist and instructor at Cornish, King County Youth Center and the Central Area Motivation Project (CAMP), an organization founded to address the impacts of racism and poverty in Central District residents.

We also digitized a postcard of Nancy Columbia, from the [1909 Alaska-Yukon-Pacific Exposition](#). Also known as Columbia Eneutseak, Columbia performed with her family in the Pay Streak's "Eskimo Village" during the exposition. Columbia later wrote and starred in the first Hollywood motion picture where an Inuit cast received credit.



From left, additions to our digital Seattle Room collections from the Seattle Historical Photograph collection included: A circa 1897 Ball & Sons portrait; postcard of Nancy Columbia; and an 1864 photo of Chief Seattle.

### Keeping our technology up to date

The 2019 Levy promised dedicated funding for digital equity offerings, updated infrastructure for public internet access, updated technology for acquisition and circulation, and continued maintenance and upgrading of public technologies and the spl.org website. The levy funds \$2.8 million of operating expenses related to technology and online services in 2025 and \$4.4 million of unspent technology capital budget authority from prior years. Total levy spending in Q1 2025 for the technology operating expenses was \$480,000.

### Digital equity and the HotSpot circulation program



The 2019 Levy is the primary funding source for our [HotSpot program](#), which provides internet access through our general collection and focused outreach with community organizations.

The Library's 850 Wi-Fi hot spots were checked out nearly 1,900 times in Q1 2025. We continued upgrading our hot spots to a new 5G model, which will provide faster and more stable internet access.

The Library also checked out 135 hotspots to 10 partners who reach Seattle residents who can benefit from access to digital technologies and to the opportunities such access provides. Library staff continued outreach visits at Tiny House Villages, tent cities, and community gathering spaces. Partners shared many positive comments, including this one from Casa Latina: "Thanks for these incredibly useful devices and for the different they make in keeping our community members connected to the world and each other!"

#### How Wi-Fi hot spots help

Patrons using outreach hot spots reported the hot spots helped them:

- Connect with friends and family
- Attend classes and study for ESOL, citizenship, and GED programs
- Attend telehealth appointments
- Email their children's teachers
- Look for employment
- Relax with streaming music and videos
- Secure permanent housing away from an abusive partner
- Study for entry into a nursing program



## Maintaining access to technology and improving cybersecurity

Six months after our recovery from the ransomware attack, patrons are using and valuing Library technology services more than ever.

**Public computers:** More than 16,000 patrons used public computers in Q1 2025, booking 94,000 hours of computer time, about the same as Q1 2024.

**Printing:** In Q1 2025, 26,000 patrons printed about 510,000 pages at our 27 locations, representing an 8% increase in patrons and a 2% increase in [pages printed](#) since Q1 2024. We offer 10 free black-and-white pages per week, or three pages of color.

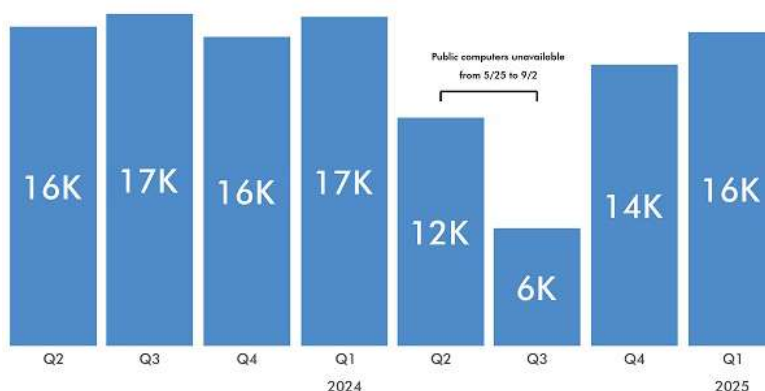
**ScanEZ:** Our patrons scanned about 104,000 pages in Q1 2025, using our free ScanEZ machines, which can also translate into multiple languages.

**Cybersecurity:** We continued efforts to improve our cybersecurity, including hiring a new cybersecurity analyst who will lead the development of a more mature cybersecurity program at the Library.

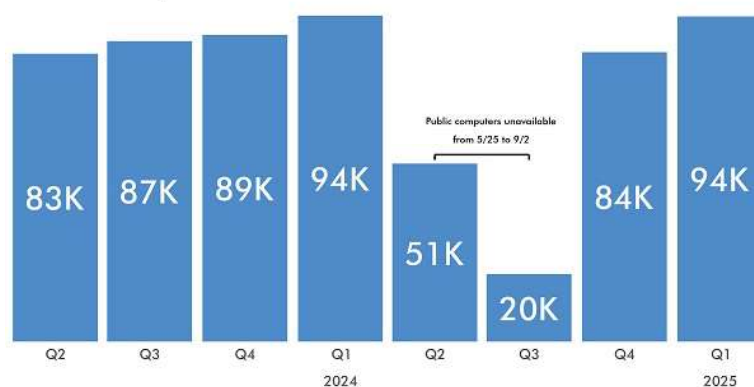
**Integrated Library System project:** The 2019 Levy includes \$4 million to support the replacement of the existing Integrated Library System (ILS), which helps libraries manage book catalogs, checkouts, patron accounts, and other services in one centralized system. Planning for this work began in Q1. In Q2, a cross-functional project team will be formed with opportunities for staff to participate in the selection, planning, and launch phases of this project.

**Mobile app:** We completed final configuration and testing of a new [SPL app](#) to prepare for a launch in Q2.

Count of Patrons Using Public Computers



Public Computer Hours Used Each Quarter



## LEVY ACCOMPLISHMENTS: SUPPORTING CHILDREN

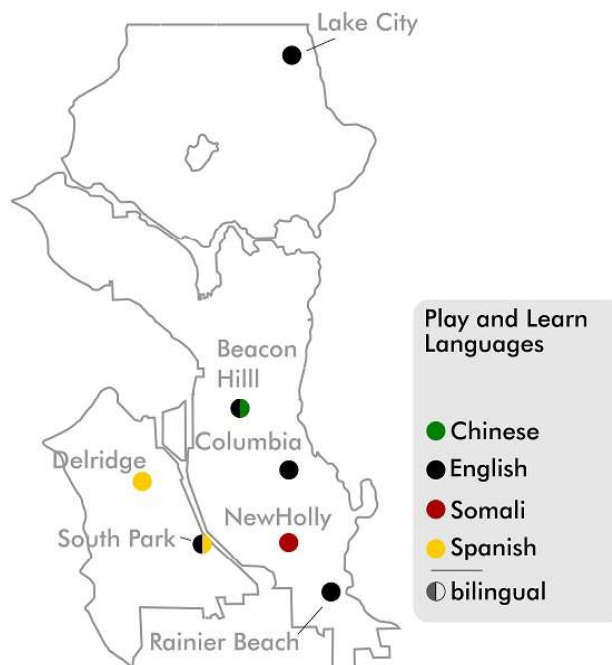
### Expanding early learning options for children

The 2019 Levy promised additional support for Library early learning programs for children ages birth to 5, providing about \$470,000 to support this effort in 2025. Total levy spending in Q1 2025 for supporting children was \$33,000.

The levy directly funds Kaleidoscope Play and Learn, drop-in neighborhood-based play groups for the Family, Friend and Neighbor Caregiver (FFN) community. Early childhood educators and trained community members facilitate weekly 90-minute sessions for children between the ages of birth to 5. The Library currently offers weekly Play and Learn programs in four languages and at seven locations. In Q1 2025, around 75 sessions were held at the Beacon Hill, Columbia, Delridge, Lake City, NewHolly, Rainier Beach, and South Park branches.

In Q2, BrightSpark, the organization that administers the program, will conduct a Caregiver Survey that measures child and caregiver outcomes; we look forward to reporting on that in future reports. In the meantime, comments by participating partner organizations paint a vibrant picture of Play and Learn and its benefits to caregivers and children, including the community it creates.

**Program Locations and Languages**



#### What Play and Learn partners say

“We are proud to highlight the dedication of families who travel significant distances to participate in our program. They have expressed their appreciation for the high quality of our teaching moments and the enriching group environment.” – Villa Comunitaria

“The Children's Librarians are great at identifying books that connect to our weekly themes.” - Denise Louie Education Center

### Protecting our investments

The 2019 Levy promised to maintain Library buildings, preserve funding for major maintenance, and add resources to undertake seismic retrofits for the [historic Columbia, Green Lake, and University branches](#). In 2025, the 2019 levy provides \$8 million and \$13.1 million in carryforward authority for major maintenance and seismic work. (Nearly \$8 million of the carryforward authority is allocated to seismic retrofit work.) The 2012 Levy provided an additional \$232,000 in remaining carryforward authority, most of which is committed to existing projects in their final phases.

In Q1, the Library spent \$221,000 of 2019 Levy funds on seismic and major maintenance work, with an additional \$10.2 million committed/encumbered.

#### **Routine maintenance: keeping facilities and grounds clean and safe**

The 2019 Levy also provides \$2.1 million in 2025 for routine maintenance. Keeping Library facilities clean, safe, and accessible are important levy priorities. The Library's janitorial/custodial and facilities teams were busy in Q1 2025 responding to more than 3,500 work order requests across 27 locations. Building maintenance highlights included workspace modifications in the Central Library, landscaping work, and routine checks to George Tsutakawa's "Fountain of Wisdom" sculpture on the Central Library's Fourth Avenue plaza. Highlights of custodial work included regular pressure-washing outside the Ballard Branch and the Central Library, carpet cleaning, and pest control work.

#### **Major maintenance: Preserving libraries for the next generation**

**Capitol Hill Branch HVAC project nearing completion:** In Q1, final control adjustment and balancing for the Capitol Hill Branch HVAC electrification project that began in 2023 was completed. A few remaining mechanical repairs are scheduled for Q2, after which the project will be complete.

**Remaining HVAC projects:** With the reopening of the renovated Green Lake Branch, 22 of 27 Library locations now offer air-conditioned public spaces. Electric HVAC replacement is also part



Our custodial and facilities teams keep library grounds clean, safe and beautiful. Photo of the Douglass-Truth Branch by Mathew Roland, senior gardener



of the University Branch construction currently underway. Partial funding for the remaining four HVAC projects (at the Columbia, Fremont, Queen Anne, and West Seattle branches) is included in the Federal Emergency Management Agency (FEMA) Hazardous Mitigation Grant that was awarded mid-2024. The \$5.5 million FEMA grant will not cover the entire cost of each project, so timing of those projects is contingent upon supplemental funding decisions. High-level architectural design has begun on the remaining four branches.

Given challenges in securing funding and the citywide decline in Real Estate Excise Tax revenues, there may be insufficient resources to undertake the third and final seismic project at the Columbia Branch as outlined in the 2019 Levy. The Library is seeking additional funding opportunities should that be the case.

**Greenwood Branch and Central improvements:** The Greenwood Branch roof is in need of repair, and this project is in the evaluation, inspection, and design phase. Both Central Library Level 2 Shelving Operations upgrades and Levels 1 and 3 service desk improvements were expected to go out for bid in Q2.

**University Branch renovation and seismic retrofit:** In late January, the University Branch closed for renovation and seismic retrofit. In Q1, the project began with the demolition phase. See the following page for additional details about this project.



On left, the University Branch's exterior wall will be replaced with reinforced concrete.

On right, the original entrance cupola is exposed for preservation and restoration.

# Renovating the historic University Branch

On Wednesday, January 29, 2025, the University Branch was temporarily closed through late 2026 for major renovations, including a seismic retrofit, installation of new electric HVAC, and other improvements that will preserve the historic building for future generations. This is similar to work completed late last year at the Green Lake Branch.

When work is completed, the branch will have air conditioning and an elevator for the first time ever.



*The University Branch was listed in the National Register of Historic Places in 1988 and designated a historic landmark in 2001.*



*Architect renderings*

**Project architect:** SHKS Architects

**General contractor:** Kassell and Associates

## Planned Upgrades

**Seismic Retrofit** for improved safety.

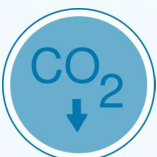
**HVAC Installation** to provide air conditioning, improved ventilation, and reduced carbon emissions.

**Accessibility Improvements** including new accessible ramps, entrances, parking spaces, and elevator.

**Interior Renovations** to add two new study rooms, a music room, more public restrooms, upgraded meeting room, lighting, shelving, carpets, and furniture.

**Exterior Renovations** to restore historic design elements, including updating windows, stucco, and roof.

**Sustainability** to reduce carbon output and meet City of Seattle environmental goals.



Recent Green Lake Branch renovations are expected to **prevent 20-30 metric tons of carbon** from entering the environment each year. Similar results are expected at the University Branch.

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## **Risks, opportunities and the path ahead**

As you will read in our 2025 Q2 report, the Library has continued to adapt, enhance, and launch new services and programs. Here is a quick preview of next quarter's report:

- Implementing the Library's new 10-year Strategic Plan
  - Launching a new Library app
  - Progress in upgrading our Integrated Library System
  - Following the City's revenue outlook
  - Continuing to navigate funding uncertainty
-

## Q1 2025 Financials

The 2019 Levy accounts for \$54.5 million (38.6%) of the Library's total revised 2025 budget of \$141.3 million. The 2012 levy accounts for \$932,000 (0.7%). The Library spent \$6.4 million from the 2019 Levy and no funds from the 2012 Levy in Q1. Underspensing was largely due to delays in implementing major maintenance and technology capital programs.

Spending tables below show the 2025 Operations Plan Budget plus encumbrances and unspent budget authority from prior years in the revised budget columns. Carryover budget authority of \$17.6 million from the 2019 Levy and \$232,000 from the 2012 Levy is available for spending in 2025. The revised 2025 budget also includes an additional appropriation of \$700,000 in remaining funds from the 2012 Levy.

2019 Levy	Operations Plan	Revised Budget	YTD Expenditures	Remaining	% Spent
Hours & Access	16,450,000	16,588,132	3,569,657	13,018,475	22%
Providing Books & Materials	6,412,000	6,364,595	1,468,764	4,895,830	23%
Technology & Online Services	2,821,000	2,777,209	479,273	2,297,936	17%
Literacy & Early Learning	454,000	471,382	32,953	438,429	7%
Building & Facility Support	2,034,000	2,106,533	444,865	1,661,668	21%
Administration	723,000	729,451	145,490	583,962	20%
Major Maintenance	7,989,000	21,068,351	220,866	20,847,484	1%
Capital IT Infrastructure	-	4,418,334	3,146	4,415,188	0%
<b>Total</b>	<b>\$36,883,000</b>	<b>\$54,523,987</b>	<b>\$6,365,014</b>	<b>\$48,158,972</b>	<b>12%</b>

Includes \$144k in operating carry-forward and \$17.5M in capital carry-forward budget authority

2012 Levy	Operations Plan	Revised Budget	YTD Expenditures	Remaining	% Spent
Providing Books & Materials	-	700,000	-	700,000	0%
Major Maintenance	-	232,961	-	232,961	0%
<b>Total</b>	<b>\$0</b>	<b>\$932,961</b>	<b>\$0</b>	<b>\$932,961</b>	<b>0%</b>

Includes \$700k one-time support for books and materials and \$232k in capital carry-forward budget authority



## Appendix 1. Scheduled weekly hours in 2025 compared to 2019 baseline

Location	2019	Jun 19, 2024 - Sep 24, 2024	Sep 25, 2024 – Jan 28, 2025	Jan 29, 2025 (green=above 2019 hours; yellow = the same, and red below)
Ballard Branch	60	62	62	62
Beacon Hill Branch	60	56	56	56
Broadview Branch	60	54	54	54
Capitol Hill Branch	60	60	60	60
Central Library	62	62	62	62
Columbia Branch	60	48	56	56
Delridge Branch	39	48	48	48
Douglass-Truth Branch	60	62	60	60
Fremont Branch	39	40	40	48
Green Lake Branch	39	CLOSED	48	48
Greenwood Branch	60	62	62	62
High Point Branch	46	58	56	56
International District/Chinatown Branch	46	46	48	48
Lake City Branch	60	54	62	62
Madrona-Sally Goldmark Branch	39	32	40	48
Magnolia Branch	39	40	40	48
Montlake Branch	39	37	40	48
NewHolly Branch	39	40	48	48
Northeast Branch	60	48	48	60
Northgate Branch	60	40	48	58
Queen Anne Branch	39	40	40	48
Rainier Beach Branch	60	56	56	56
South Park Branch	46	62	58	58
Southwest Branch	60	48	48	48
University Branch	46	40	40	CLOSED
Wallingford Branch	39	40	40	48
West Seattle Branch	60	48	48	48
<b>Total Weekly Hours</b>	1377	1283	1368	1398
<b>% of 2019 baseline</b>		<b>93%</b>	<b>99%</b>	<b>102%</b>

# LIBRARY AT A GLANCE



## IN FOCUS: Usage Trends

Quarterly usage trends point to recovery from ransomware outage.

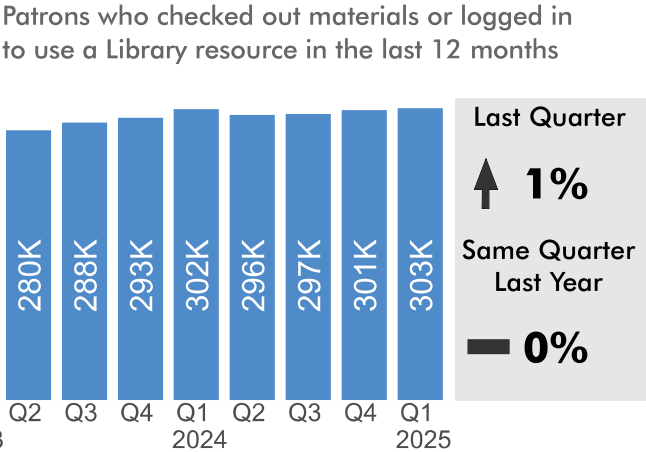
### Overview: Usage Trends

It's been over six months since the Library completed its recovery from the 2024 ransomware outage, which significantly disrupted borrowing and overall library use for 3+ months. Library use in Q1 2025 reflects steady demand for both digital and physical materials.

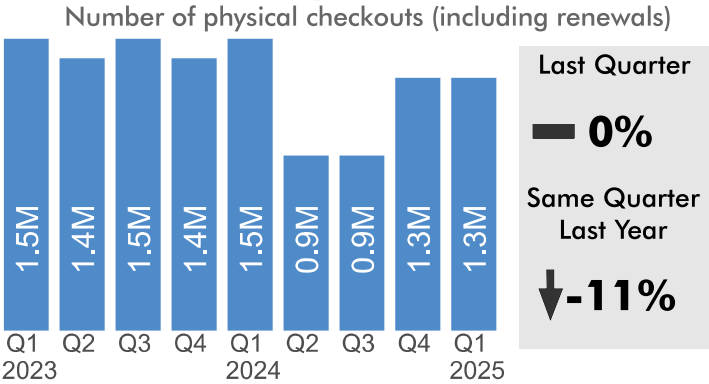
Digital use has returned to levels seen a year ago but is slightly lower than 2023 totals, reflecting the January 2024 discontinuation of Freegal, the Library's former music streaming platform. The number of digital borrowers continues to grow, with 145K patrons checking out digital materials, including 10K using Books Unbanned cards.

Physical checkouts and renewals are slightly lower than last year, but the number of borrowers has rebounded.

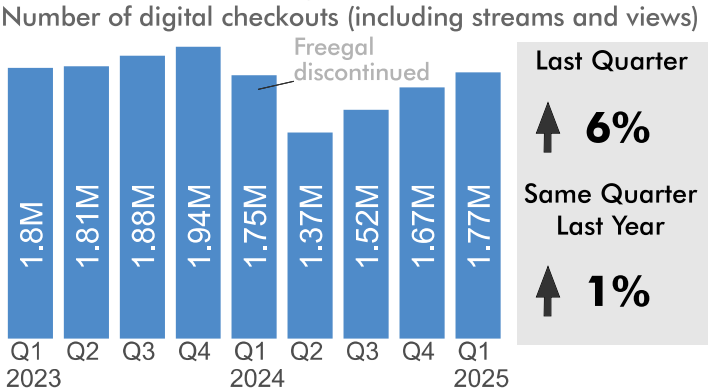
### Active Library Users



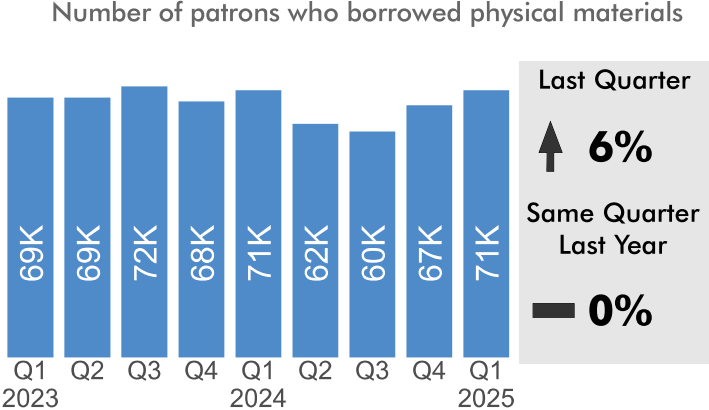
### Physical Use



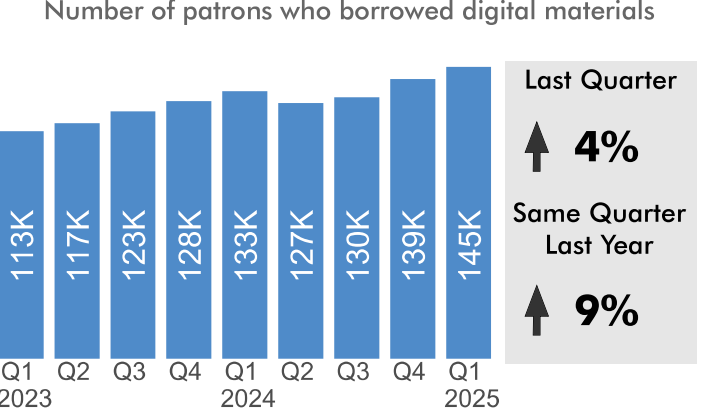
### Digital Use



### Borrowers - Physical



### Borrowers - Digital





# The Seattle Public Library

**Date:** May 27, 2025  
**To:** Library Board of Trustees  
**From:** Jessica Lucas, President, AFSCME Local 2083  
**Re:** **May Union Report**

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May is a month of renewal at The Union. We've elected and sworn in a new Executive Board. Some return and grace us with their historical knowledge and experience, while others bring new energy and ideas. Our Leadership has stayed the same, with (me) Jessi Lucas as President, Lena Quijano as Executive Vice President, Katherine Hernandez as Vice President of Classified Staff, and Anne Cisney as Vice President for Librarians. I am thankful for the continuation of this solid team that has guided The Union on many fronts during this tumultuous year. We look forward to our continued collaboration with The Library's Management team to improve working conditions.

We (The Union) often bring to the Library Board of Trustees things that need improvement and that can be tiring to hear, but for the staff that are experiencing it, we must highlight the areas that need improvement so we can become an organization where staff are happy and enjoy their work. We would like to address the ongoing situation with our buildings and the AMAG system. Library Administrators have been trying to address the issue, but our members recently reported that some of our branches automatically unlocked on staff day. The most concerning was where patrons entered the building and were walking around without any staff around. It is unknown whether anything was taken but staff are understandably concerned about the security of our locations, especially since some branches have doors that lock properly, either because of AMAG or mechanical failure. The buildup of these situations adds to tensions as repairs go on for months. We hope that The Library will push harder to address the concerns that staff have with AMAG to ensure the safety of all who enter our buildings.

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**Action required/requested:** Informational only.



The Seattle Public Library

## APRIL 2025 NEWS RELEASES

Date	Title
04-Apr-2025	<a href="#">30th Annual Global Reading Challenge City Champion Announced</a>
08-Apr-2025	<a href="#">The Seattle Public Library launches new mobile app for patrons</a>
09-Apr-2025	<a href="#">Spring Break Activities at The Seattle Public Library</a>
22-Apr-2025	<a href="#">All Locations of The Seattle Public Library Will Close Thursday, May 1, for Staff In-Service Day</a>
25-Apr-2025	<a href="#">'Poetry in Public' Series Celebrates Community Voices and Transit</a>



The Seattle Public Library

## APRIL 2025 MEDIA COVERAGE

Date	Organization	Headline	Details
<a href="#">West Seattle Blog</a>	30-Apr-25	Coffee fundraiser, Firefighter Story Time, low-low tide, school-board Q&A, more for your West Seattle Wednesday	Story time at the Delridge Branch and Homework Help at the High Point Branch
<a href="#">Fox 13 Seattle</a>	30-Apr-25	Here's why all Seattle public libraries are closed on Thursday, May 1	"All Seattle Public Library locations are closed on Thursday, May 1, for an annual in-service day focused on staff training and team building."
<a href="#">The Seattle Times</a>	30-Apr-25	Seattle Public Library closing its branches all day Thursday	"Thinking of grabbing a book to read in the park Thursday for Seattle's warmest day of 2025 so far? Be warned that the Seattle Public Library is closing all of its locations on May 1. The library system's 27 branches will be closed all day for annual staff training and team building."
<a href="#">West Seattle Blog</a>	30-Apr-25	Firefighters visit Delridge Library for Story Time	"Seattle Public Library branches host lots of story times – but they don't all have special guests like this one at Delridge Library did. More than three dozen people were there this afternoon as the library hosted Firefighter Story Time, with North Delridge's Station 36 firefighters there to not just read, but also to educate..."

<a href="#">94.1 KPFA</a>	29-Apr-25	An Update on Haiti With Senior Producer Kevin Pina	"Today on the Show: Tens of thousands of Haitians facing death-squad brutality and massive destabilization, based on decades of failed US policy. Flashpoints senior producer, Kevin Pina—an eyewitness to a pair of US sponsored coups in Haiti, reports. Also, Seattle to City Library Employees: No Filming or Engaging With ICE Arrests at the Seattle Public Library, according to a recent staff directive"
<a href="#">West Seattle Blog</a>	29-Apr-25	FYI: Seattle Public Library branches will be closed Thursday	"If you need to visit a Seattle Public Library branch in person, today and tomorrow are good days to do it, as SPL is closing its location on Thursday (May 1) for a staff in-service day."
<a href="#">Publicola</a>	29-Apr-25	No, the Library Did Not Tell Employees to "Capitulate to Fascism"	"A story posted earlier today in the Burner—an online publication started by former Stranger writer Hannah Krieg—claimed that the Seattle Public Library was "capitulating to fascism," as Krieg put it on X, by forbidding frontline workers from recording ICE raids in library buildings on their phones and telling them that ICE does not need warrants to barge in and make arrests ... Banning staffers from asking ICE agents for warrants? Prohibiting people from recording arrests on their phones? It all sounds quite alarming—and it would be, if any of it was true."

<a href="#">My Northwest</a>	28-Apr-25	'The Last of Us' Season 2 introduces its audience to its primary location—Seattle	"Seattle hasn't been explored much by the show's central characters yet, but the video game features many prominent Seattle locations in a post-apocalyptic fashion, including the Paramount Theatre, located on 9th Avenue and Pine Street, Lumen Field in Seattle's SoDo neighborhood, The Seattle Great Wheel, the Seattle Convention Center, the historic Chinatown Gate in the Chinatown-International District, Seattle's Central Library, the Seattle Aquarium, and, yes, the Space Needle."
<a href="#">West Seattle Blog</a>	28-Apr-25	Low-low tide, dine-out benefit, sports, more for your West Seattle Monday	"K-12 students can get free drop-in help at High Point Library (3411 SW Raymond), 4-5:45 pm."
<a href="#">Only in Washington</a>	28-Apr-25	The Budget Traveler's Guide to Seattle: Restaurants and Attractions for Less Than \$10 per Person	"The Central Branch of the Seattle Public Library on 4th Avenue Downtown is a stunning building with incredible glass walls. I loved looking around the massive library and even stumbled upon unexpected gems. On Level 8, I found the Staff Art Exhibit featuring pieces Seattle Public Library employees created. The artwork included oil paintings, digital art, and much more. The library also regularly hosts engaging Art & Culture events, including concerts, crafts, and discussions. This library is free to explore, with a fee for non-residents who want to check out books."



<a href="#">Seattle Rep</a>	25-Apr-25	Laughs in Spanish Reading & Media List	"Seattle Rep is proud to partner with Seattle Public Library, which has created a list of books, music, and films to enhance your experience of Alexis Scheer's comedy Mother Russia, on stage April 17 – May 17, 2025."
<a href="#">Podbean</a>	25-Apr-25	Interview with Laura Gentry, Head of Communications at the Seattle Public Library	"Here, Laney Quandt talks to Laura Gentry, Head of Communications at the Seattle Public Library, about the growth of digital books and its effect on the community."
<a href="#">In Focus News TV</a>	25-Apr-25	Seattle Public Library battles book bans	"The Seattle Central Library, home to approximately 2.9 million books, profoundly impacts local residents by providing valuable resources and facilities. However, its dedication to preserving banned and challenged books reaches thousands across the country."
<a href="#">The Seattle Times</a>	24-Apr-25	Trump cuts have WA libraries, museums and tribes scrambling	"Ron Chew, author, former executive director of the Wing Luke Museum, former editor of the International Examiner and trustee of the Seattle Public Library, noted that SPL is primarily funded locally, but that IMLS grants provided nearly \$500,000 to support teen mental health following COVID-19."
<a href="#">KOMO News</a>	22-Apr-25	Seattle Public Library to close all branches for staff training on May 1	"All locations of The Seattle Public Library will be closed on Thursday, May 1, for the library's annual in-service day dedicated to systemwide staff training and team building, the SPL announced."

<a href="#">MSN</a>	17-Apr-25	The most beautiful and iconic libraries in the United States	"The Seattle Public Library's Central Library is a modern architectural marvel, featuring a unique glass and steel design that stands out in downtown Seattle."
<a href="#">West Seattle Blog</a>	16-Apr-25	Teen trivia, bunny photos, avalanche awareness, community safety chat, Morgan Community Association, more for your West Seattle Wednesday	"TEEN TRIVIA: 4-5 pm at Southwest Library (9010 35th SW), teens are invited to test their knowledge and win prizes."
<a href="#">The Seattle Times</a>	15-Apr-25	Tax Day 2025: How to get last-minute help and WA-specific tax credits	"The Seattle Public Library is offering free tax help at several locations through mid-April."
<a href="#">Queen Anne &amp; Magnolia News</a>	15-Apr-25	Seattle Public Library launches new mobile app	"The Seattle Public Library has launched a new mobile app for patrons that offers convenient, on-the-go access to a wide range of Library services and serves as a digital library card."
<a href="#">Visit Seattle</a>	15-Apr-25	Seattle Honors the Rich Cultures and Histories of Asian American, Native Hawaiian and Pacific Islander Communities in May	"SEATTLE – May is Asian American, Native Hawaiian and Pacific Islander (AANHPI) Heritage Month, a time to honor the thriving communities who have helped define Seattle's past and present and will shape its future."
<a href="#">Marginal Revolution</a>	15-Apr-25	Book ban sentences to ponder	"Using patron-level data from the Seattle Public Library that includes the borrower's age, we provide suggestive evidence that the increase in readership in the aggregate data is driven, in part, by children reading a book more once it is banned."

<a href="#">KUOW</a>	14-Apr-25	'You Are Here' and you are writing. Readers get creative for National Poetry Month	"The KUOW Book Club is reading 'You Are Here: Poetry in the Natural World' edited by Ada Limón in April 2025 in partnership with Seattle Public Library's Seattle Reads program."
<a href="#">Seattle Times</a>	12-Apr-25	Libraries are more than just books	"The Seattle Public Library has long been a cornerstone of community engagement, offering resources that go beyond books to include technological access, educational programs, and safe spaces for all."
<a href="#">KUOW</a>	11-Apr-25	Washington's libraries face 'deep and dramatic' funding cuts as Trump abruptly terminates federal grants	"The Seattle Public Library has lost grant funding, too."
<a href="#">Seattle Magazine</a>	11-Apr-25	The Pulse: It's Spring Break in Seattle	"Like books flying off the shelves at a midnight release, the Seattle Public Library system offers a host of educational activities to keep kids occupied."
<a href="#">Seattle Times</a>	11-Apr-25	Celebrate National Poetry Month and Seattle Reads with these books	"The Seattle Public Library's Seattle Reads program is celebrating National Poetry Month with a selection of books that delve into the natural world and human connection."
<a href="#">Seattle Medium</a>	9-Apr-25	Spring Break Activities At The Seattle Public Library	"The Seattle Public Library has planned pop-up writing events with The Bureau of Fearless Ideas, and celebratory crafts, games, movies, and more fun between Monday, April 14 and Friday, April 18, when Seattle Public Schools students are on break."

<a href="#">Seattle Medium</a>	9-Apr-25	Hallman to Address Libraries' Impact on Social Unity	"Explore how public libraries can foster social connection and promote democracy in Shamichael Hallman's book, 'Meet Me at the Library.'"
<a href="#">Queen Anne &amp; Magnolia News</a>	9-Apr-25	Queen Anne Elementary team wins	"On April 2, after 60 tense minutes of competition in front of a cheering crowd in the Central Library auditorium, the Library Lynx team from Queen Anne Elementary won the title of 2025 Global Reading Challenge city champion."
<a href="#">Milkweed Editions</a>	8-Apr-25	In Person: Ada Limón with Seattle Reads at Seattle Public Library	"Join Ada Limón at the Seattle Public Library to discuss You Are Here, this year's Seattle Reads pick."
<a href="#">The Seattle Times</a>	3-Apr-25	Rant and Rave: Reader thankful for libraries	"RAVE to our nation's public library system and the Seattle Public Library in particular."
<a href="#">Seattle Public Schools</a>	2-Apr-25	Number of Teams to Compete in Reading Challenge Finals	"For the first time, a record 11 teams will compete in tonight's final at Seattle Central Library at 5 p.m."
<a href="#">West Seattle Blog</a>	2-Apr-25	CONGRATULATIONS! Top two finish for Genesee Hill Elementary Book Bandits in Global Reading Challenge	"Seattle Public Library hosts the Global Reading Challenge annually for teams of Seattle 4th and 5th graders."
<a href="#">KUOW</a>	1-Apr-25	KUOW Book Club's April pick: A poetry anthology exploring our connection to nature	"The KUOW Book Club is reading 'You Are Here: Poetry in the Natural World' edited by Ada Limón in April 2025 in partnership with Seattle Public Library's Seattle Reads program."