The Seattle Public Library
Board of Trustees Meeting
12:00 p.m. Thursday, August 31, 2023

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

Remote Listen Line:
Dial: 213-282-4570 / Phone conference ID: 571 783 82#

Watch Live:
https://www.microsoft.com/microsoft-teams/join-a-meeting
Meeting ID: 267 255 331 041 / Passcode: TWcUJL

-To submit public comment in writing, email: library.board@spl.org.
-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.

Agenda

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT

D. CONSENT
    1.   Minutes of July 27, 2023 Library Board Regular Meeting
    2.   July 2023 Finance Reports

E.   CHIEF LIBRARIAN REPORT
    1.   Chief Librarian Report
    2.   System Report
         a.   Social Services Team Overview: Daniel Tilton, Assistant Managing Librarian

F. OLD BUSINESS

G. NEW BUSINESS
    1. E-Rate Program – Public Use of the Internet Policy Update
    2. Library Foundation and Friends of the Library Updates
    3. Updates from Library Board Members

H.   EXECUTIVE SESSION

I.   ADJOURN

J. NEXT LIBRARY BOARD MEETING: Sept. 28, 2023

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

<u>**Unapproved Board Minutes**</u>
Board of Trustees Meeting
The Seattle Public Library
July 27, 2023

CALL TO ORDER

The regular meeting of The Seattle Public Library (SPL) Board of Trustees was held on July 27, 2023. Library Board President Carmen Bendixen called the meeting to order at 12:06 p.m. Vice President Tali Hairston and trustees Jay Reich, Ron Chew, and Yazmin Mehdi were in attendance. The meeting was conducted with a remote attendance option via video conference.

APPROVAL OF AGENDA

A motion was made to move up New Business agenda item G.1 to follow the Consent Agenda. It was moved and seconded to approve the agenda as amended; 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 were no public comments.

CONSENT

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

NEW BUSINESS

Partnership Agreement: The Seattle Public Library/The Seattle Public Library Foundation/ Friends of The Seattle Public Library
Executive Director and Chief Librarian Tom Fay said as he transitioned in as the Interim Chief Librarian, there were discussions about working toward a stronger alignment and formalizing a three-way partnership with role setting and clarity. Director of Institutional and Strategic Advancement Rick Sheridan said the meeting packet contained the proposed three-party agreement as well as a memo outlining the background of the partnership and key points. Mr. Sheridan said the Library worked collaboratively with its most important partners, the Friends and Foundation, to craft the agreement which is a culmination of a series of meetings. He said each organization met individually with the Library, followed by joint meetings of the three organizations, and then a facilitated discussion was held with a consultant, board members, and staff from each organization. He said the partnership agreement presented to the Library Board in this meeting had already been reviewed and approved by the Friends Board and the Foundation Board. He said the agreement clarifies roles and responsibilities of the three organizations and clarifies how they can work effectively together to best support the Library system and its patrons.

Mr. Sheridan said the agreement applies for a two year term. He said key points include that the Friends will focus on grassroots advocacy and literacy programs, but will not fundraise; and the Foundation will serve as a grant-maker for the Friends, providing approximately $40,000 annually in support of programmatic work. He said the Library will no longer seek monetary grants from the Friends, which will free up the Friends to focus on their core work. Mr. Sheridan said said the Foundation and Friends will work together with the Library on a Joint Advocacy Committee, for which the Foundation will continue to serve as the lead.

Friends of The Seattle Public Library Board President Amy VanderZanden said she agreed with the statements made by Mr. Sheridan. She said developing the partnership is a big step for the organizations and thanked the Library Board for the opportunity to attend and witness the vote on this important step in partnership for the future of the organizations. She said the Friends look forward to another 80 years as a partner and supporter of The Seattle Public Library and of the SPL

Foundation. Ms. VanderZanden said the Friends look forward to sharing the lessons and outcomes of the work on the agreement with other Friends and Foundation systems who have already started to reach out. She said she has been happy to participate in the exciting partnership.

The Seattle Public Library Foundation Chief Executive Officer Jonna Ward said the moment feels like the Library has clearly defined what it needs from each of its partners, and that clarity is really invaluable. She said the Foundation is also hearing from other organizations wanting to understand more about the agreement. She said it is a good model, and others will benefit by it and the clear layout of expectations. On behalf of the Foundation Board and its president Justo Gonzalez, Ms. Ward thanked Mr. Fay for making the partnership agreement a priority, and thanked Ms. VanderZanden and Friends Business Director Lisa Lee for their collaboration. She said the partnership will be powerful.

Library Board Trustee Yazmin Mehdi said, as former Library staff and liaison to the Friends, she finds the partnership agreement remarkable. She said she appreciates that the Foundation will provide a proper grant to the Friends for their work so that the Friends don't need to fundraise. She asked whether consideration has been given to providing Friends membership to Foundation donors and vice versa. Ms. Mehdi congratulated the team on their work. Library Board Trustee Jay Reich congratulated the team for the work and leadership. He said the agreement is well-written with both clarity and flexibility to allow the organizations to learn and grow, and he wholeheartedly supports the effort. Library Board Trustee Ron Chew said he knows the difficulty that can exist as relationships organizations evolve between library systems, friends groups and foundations and said SPL's has been complex in the past. He said SPL is ahead of the curve in this area and he applauds the leadership and vision in this effort. Library Board President Carmen Bendixen agreed.

Ms. Ward said the liaison roles create an opportunity for the organizations to think about how to amplify and leverage one another's work. She said the organizations have already begun to partner and worked together at events at the Northwest African American Museum and the Rainier Valley Food Bank. She said she appreciates the support between organizations and said there are many opportunities to pursue in the future. Ms. Ward said the relationship will continue to grow and evolve for each organization in its unique way, all in support of the Library.

> It was moved and seconded to approve the Library Partnership
> Agreement as published; the motion carried unanimously.

Mr. Fay thanked Ms. Ward, Ms. VanderZanden, and their Boards, as well as Mr. Sheridan for their work.

CHIEF LIBRARIAN REPORT

Chief Librarian Report
Mr. Fay said he was a guest on Councilmember Andrew Lewis' podcast in June, and a link to the podcast is in the meeting packet. He said the conversation was organic and he appreciated the opportunity. Mr. Fay said he and SPL staff provided State Representative Julia Reed a tour of the Greenwood Branch, shared current challenges, and thanked her for her support of libraries. He said Representative Reed is a big library user and checked out a couple of books during her visit. Mr. Fay said the SPL team met Representative Reed during Library Legislative Day in Olympia, and she accepted the Library's offer for a meeting and deeper discussion. He thanked the Representative and her staff for making the visit happen. Mr. Fay said SPL also hosted a Central Library visit from a delegation from Christchurch, New Zealand. He said the delegation, which included a Christchurch Councilmember, was interested in SPL's insecurely housed services and social service supports. Mr. Fay said the team spent 60-90 minutes with the delegation discussing service options and also learning from them, and the visit was a good exchange of information.

Mr. Fay said he appreciated the opportunity to attend and speak as a panelist at the Foundation's "Libraries Encourage Civic Courage" virtual event. He said the event is an interesting way to present the scholarship winners and have a full discussion with them. Mr. Fay said he also attended the

opening of the "Black Activism in Print" exhibit on Level 8 of the Central Library. He said the exhibit features work by prominent black artists Charles White and Elizabeth Catlett from SPL's African American collection. He said the event featured powerful spoken word poetry with the images exhibited. He said it was a very interesting juxtaposition of art and he appreciated the opportunity to attend. Mr. Fay said the Library also hosted the "Voices of Belonging" program with Path with Art performance artists at the Central Library. He said it was a wonderful program and the team learned some interesting ways to set up the auditorium for a multi-media and multi-use event.

Mr. Fay said the Library's Director of Administrative Services left the Library in late May, and Downtown Regional Manager Valerie Wonder has been appointed as the interim director through the next few months. He said the Director of Human Resources position is also open and applications will begin to come in early August. Mr. Fay said Library Programs and Services Director Andrew Harbison will be leaving the Library for a position at OCLC, a library research and technology organization. He said Mr. Harbison has been at SPL for 10 years and he will make an announcement soon about how that transition will be handled.

Referring to the Library at a Glance report in the meeting packet, Mr. Fay said it is important to note the difference between physical circulation and digital circulation because electronic circulation costs the Library more and requires more work to manage that collection from a sustainability point of view. He said the meeting packet also contains a report from Collections and Access Services on collection diversity audits with good data. He said there is additional information from SPL's Special Collections digital projects librarian. Mr. Fay said there is also a report on the Black Culture and History Collection that contains a number of good links to rich work and information.

Mr. Chew said he was very impressed with additions made to the Seattle History collection and the Black Culture and History collection. He asked if there is a connection between that and work and exhibits work. Mr. Fay said sometimes the Library's work moves on parallel tracks. He said in his previous role as SPL's director of Programs and Services, he wanted to see a concerted effort for Special Collections to work with prioritized audiences to capture histories and documentation before community members passed. He said looking back over 100 years, the collection was very Caucasian focused while there is great depth of history to all of the people who built Seattle. He said the team has been taking that focus and making a lot of growth. Mr. Fay said African American Collection Librarian Taylor Brooks at the Douglass-Truth Branch is doing great work in the community, which the Library needs to do more of. He said having cultural competencies and being in the communities is work that also starts to tie pieces together so that the community knows the Library has these collections. He said several of the attendees at the Black Activism in Print event commented that they had never had an exhibit at the Central Library before. Mr. Fay said this is an example of work that can be done with SPL's wealth of information and special collections, and more of this work needs to be developed. Mr. Chew said he did some research through SPL special collections several decades ago regarding the Asian garment workers in Pioneer Square and got great assistance from Library staff. Mr. Chew said the materials were limited. He said more recently he did some oral history work related to the same subject, and materials are still limited. Mr. Chew said there must be a lot of material in private collections, which would be nice to add to SPL's collection. Mr. Fay said the Library is always looking for and evaluating possible collections; he said there will be an announcement about a new significant collection shortly.

Regarding the recent increase in circulation of digital materials, Mr. Reich asked how much is related to Books Unbanned as opposed to the normal trend. Mr. Fay said the Library is looking into that. He said Books Unbanned has had some impact, which as a privately-funded program can be offset with private funds. He said Collections staff will do a deeper analysis of the information. He said there will be a rush as people sign up that will stabilize, and then the Library will be able to see what the longer term impact might be. Mr. Reich said it appears the digital circulation is overtaking the physical circulation, and is now almost equal to physical circulation before the pandemic. Mr. Fay said every library in the country is experiencing that trend, along with the accompanying challenges with publishers and cost models. He said a frequent topic at director meetings is how

libraries will shift, transition, sustain, and build new revenue structures to deal with this. He said libraries will need to maintain physical collections while there is also a driving need for materials to be more accessible in formats and for devices that are frequently used.

System Reports
Strategic Planning Update: Greg Netzer, Territory Northwest
Mr. Fay said the Strategic Planning Core Team held a full day work session on July 10 and made good progress. He said Jessica Smith, the new strategic policy advisor to the Chief Librarian's Office, has been great working in partnership with consultant Greg Netzer to develop the work moving forward. Mr. Netzer said the project wrapped up its 12-week engagement period in which the Library held six community focus groups, 15 individual stakeholder interviews, and deployed a staff survey that received an impressive completion rate of more than 30%. He said the project will now do a qualitative assessment of all of that work. Mr. Netzer said Ms. Smith put forward a smart recommendation to bring in a second person to also assess the work; someone with a different lived experience, who might have had different reactions or identified different themes from the input. He said Mr. Fay and Ms. Smith are in the process of identifying the person who will assist in that role. Mr. Netzer said he is working on standardizing the work he did to share it with the new consultant. He said the majority of interviews and all of the focus groups were video recorded and also have audio transcription files. He said the group decided to move ahead with deliberations about to organize the plan, and when the assessment arrives, the Core Team will use that to check their thinking and determine whether there are any adjustments to make.

Mr. Netzer said, parallel to the engagement work, a small subgroup of the Core Team convened to investigate and re-think how to articulate the Library's values, which are a key part of a strategic planning effort. He said the team designed a process, did research, documented their work, and set goals for what they wanted to accomplish. Mr. Netzer said he challenged the group to keep their output to five words or phrases that could encompass the breadth of the values. He said the group came back with three, as well as a report about how they came to those three and how they wanted to frame them. Mr. Netzer said he was extraordinarily impressed with the work, and he will take this forward as a best practice in any future job he does with this kind of work. He said that work exists in draft form and will be put together with the rest of the draft planning elements.

Mr. Netzer said the Core Team then moved into the "meat" of how to create the plan. He said the team is using the "theory of change" model, which starts at the end with the impact that is desired in the community. He said the Core Team began to asynchronously and independently create a number of impact statements regarding what the Library wants to be able to see changed in the Community in which the Library may be able to make an impact. He said statements were shared in a meeting to determine where there was alignment between areas. He said he then re-wrote the statements in high-level language and brought those forward as the starting point for the July 10 work session. Mr. Netzer said the first half of the work session was spent on discussing areas of impact the team felt encapsulated the direction the Library wants to take. He said the impacts and direction are very specific to the Seattle community. He said the team reached five draft areas with statements around increasing belonging, enrichment, empowerment, literacy, and staff and the changes the Library wants to see in those areas. He said the team then worked on creating the other elements of the theory of change model – or the outcomes from the Library's work that the Library believes will make the impact possible, as well as the actual activities that will create the outcomes that will make the impact possible. Mr. Netzer said the Change Team broke into several groups for deep and detailed discussion around the 'belonging' category. e said by the end of the day, the team had alignment and a good idea of how the Library might make a difference in the area of belonging.

Mr. Netzer said following the meeting, the Core Team broke into four independent work groups, each of which repeated this work with one of the other five impact areas. He said each group has been formed, has a charter, and has an impact area and a timeline. He said there will be a check-in at the Team meeting on August 9 to make sure progress is being made in all areas. Mr. Netzer said this work will be collated by mid-August 18 for the group to deliberate on areas of overlap.

Mr. Netzer said the work groups will be doing a significant amount of staff outreach and engagement to get input from staff to inform decision making around activities and outcomes for each of the impact areas. He said there will be online whiteboards for staff to provide input which will add a tremendous level of detail. He said he is very impressed with the team's process. He said there will be one final focus group of staff members for reaction, feedback, and suggestions.

Mr. Reich asked for more detail around the meaning of "belonging." Mr. Netzer said thinking back to the idea of the change model, often things an organization wants to impact are beyond the specific work that it does. He said belonging is the idea of what makes people want to be a part of a library community: to be present, to use the facilities, collections, programming, and to be a part of the preferred future model the Library wants to work toward with libraries as neighborhood hubs. He said the Library wants people to feel like they belong there. He said the next layer down is considering what the Library must do to have people feel safe, welcome, and like there is something relevant for their age group or demographic group. Mr. Fay said the idea of belonging also includes staff, so that staff feel a sense of alignment with values, work, and community. He said belonging is an important piece of the DEIA model and has to be felt at the staff level as well as with the public.

Ms. Mehdi asked if there has been anything in the engagement phase that is surprising or stands out. She also asked if the project was working with the preferred scenario from the foresight project called "ecosystem anchor." Mr. Fay said that language is not being used. He said the language is still being developed, but it's around the Library being a community connector or hub that connects to the sense of belonging, and also how the Library works with partners to find mission alignments and to convene and network partners so that there is stronger work happening together on bigger solutions. He said, similar to how the Library created a partnership agreement with the Friends and Foundation to create mutual allyship, the principle could be applied to bigger efforts to connect non-profits and other organizations to move to more powerful solutions, impacts, and results.

Ms. Mehdi asked why staff is being called out separately and reiterated her interest in whether there was anything surprising. Mr. Netzer said as the team was going through its deliberations, it seemed that the discussion was all external-facing. He said it is important for staff to also see themselves in the future of the Library, and to understand how staff want to belong and why they want to be there. He said the discussion started around an impact statement that people saw the Library as a place they wanted to be and wanted to work. Answering Ms. Mehdi's first question, Mr. Netzer said there were a couple of surprises for him. He said he was surprised that in many of the conversations he had about the Library's preferred future, when people didn't hear the word "books" or "collection" it was assumed that those elements were being devalued or decreased. He said he had been taking for granted that those elements would continue, but he had not made that clear to others. He said with different framing, the understanding got better, but there is more discussion to happen in terms of how the Library thinks about the future role of physical versus digital materials. He said the Core Team also talked about being really clear to not take the idea of collections for granted.

Mr. Netzer said another surprise to him was that in the community-based conversations, almost 100% of the people he spoke with were in favor of the preferred future model of the Library being a community connector. He said the community members were very quick to say they were interested in being a part of that future, and then also quickly asked how the Library will choose its partnerships, whether there would be a mechanism or criteria for decisions, and how the Library would make sure it wasn't stepping into another organization's role. He said there was immediate alignment with the idea as well as a caution around making sure it can be done effectively and appropriately without overstepping, and he was surprised by how quickly those issues came to mind in so many of the conversations. Ms. Mehdi said those were interesting takeaways. She said the idea of partners wanting to be engaged but not wanting their roles taken away is not entirely new, but the idea for the Library to be a community connector or hub is new.

Mr. Netzer said another issue raised was the idea of trust that the community has for the Library that has been built over decades of being a very stable institution. He said if the Library decides it wants to act a certain way in the community, it can do that, largely due to the trust the community has in

the Library. He said the Library will need to be very careful because it is very difficult to build trust, but very easy to lose it. He said if the library states specific action plans, it needs to find a way to follow through, while also bringing people along so that they understand the activity the Library is pursuing. Ms. Mehdi said when she was an employee at the Library many years ago, outside organizations were pushing back against literacy programs the Library was trying to offer; she said she finds it interesting that literacy is now on the list of Library impacts. She said community organizations have a need to do the work they are supported to do, even when it overlaps with the role of government, and that is something for the Library to be aware of and careful of. She said the Library doesn't want to duplicate effort but also wants to maintain the role that government or the Library should maintain. Mr. Fay said there are examples where the government is trying to get funding for work, and libraries are also interested in funding for the work, but funding has already been distributed in other areas throughout the state. He said through partnerships, the Library can network and work together on an agreed outcome or an impact, and the combined effort will be will be stronger. He said the Library wants to leverage funding and network with community partners to have a greater impact. Mr. Fay said it is important for the Library to know its own capacity as well as its partner's or community's capacity or interest. He said the Library wants to make sure it does not lose trust by taking on work it doesn't have the capacity or competencies for.

University of Washington Information School Directed Fieldwork Students: Andrew Harbison, Director of Library Programs and Services
Tom Fay said Andrew Harbison will be leaving the Library. He said Mr. Harbison has had a huge impact on the organization in his work as Collections and Access assistant director and in his current role of director of Library Programs and Services. Mr. Fay said Mr. Harbison was an initial member on the Race and Social Justice Change Team, and he also took on a very heavy lift to reopen the libraries after the pandemic. He said Mr. Harbison has led some huge change management operations with the new automated material handling system, and a number of initiatives with the IT department including Microsoft 365 and an integrated library system process and workflow. Mr. Fay said he hates to see Mr. Harbison go, but he applauds him for the incredible opportunity he has in front of him. He thanked Mr. Harbison for his work. Mr. Harbison said it has been a privilege to work with for the Library for the past 10.5 years alongside so many dedicated, hard-working and caring people. He said the Library has moved a lot of mountains due to the Library's staff and his colleagues. He thanked the Library for the opportunities he has had in his roles.

Mr. Harbison said he was excited to share about the Library's directed fieldwork student program with the University of Washington (UW) Information School. He said the Library had two directed fieldwork students join the program this year, both of whom have been working in the areas of collections. He said one student has been working with the Zine collection to provide organization and processing, as well as identifying second copies of titles which can be transferred to branches to share with other neighborhoods. He said it is exciting that Library users in neighborhoods outside of downtown could start seeing some of the collections and get familiar with the Zines and the Zine culture. Mr. Harbison said fieldwork students were also able to sit in with some public services shifts to meet public services staff and get a sense of what it is like to staff a service point at the Central Library. He said the experience was very powerful and meaningful for the students.

Mr. Harbison said the second student worked in Special Collections to help archive a complete collection and create finding aids for that process. He said the student worked with a unique collection of photographs, news clippings, correspondence and promotional materials about Lip Sync International Incorporated, a lip-syncing competition hosted in Seattle and Houston in the 1980s. Mr. Harbison said the more work the Library dedicates to Special Collections, the more visibility and access it can create to some very interesting aspects of Seattle history. He said the student was also able to spend time at a service desk to gain familiarity with public service. He said the program aims to build a multifaceted experience of work so that it is project-oriented but also provides exposure to daily work that is very valuable for students interested in public libraries.

Mr. Harbison said three more directed fieldwork students are scheduled through the rest of the year. He thanked the Special Collections and Technical Services teams for their work with the students. Mr. Harbison said one of the incoming students will be working in a branch, focused on public service work, which will be a great opportunity. He also thanked The Seattle Public Library Foundation for providing funding to support stipends for the students to participate in this work. Mr. Harbison also thanked the Library's HR division for their instrumental support in developing a very good working relationship with the UW and sorting out the logistics of this program.

Mr. Reich thanked Mr. Harbison for his excellent contribution to the Library and wished him luck ahead. Ms. Mehdi congratulated Mr. Harbison on his new role and said she is very excited about the Library's directed fieldwork student program. She said it is important in helping diversify the student pool and provide training. She said she was surprised that all five students chose to work in collections instead of public service. Mr. Harbison said currently the options the Library is offering to students are projects in the collections area; he said the Library hopes to provide experiences in programming outreach and public service for students in 2024. Ms. Bendixen said the Library will miss Mr. Harbison. She said the directed fieldwork students are a perfect example of an exciting program for the future of the Library and she appreciates Mr. Harbison's leadership in this area. She asked if Mr. Harbison would stay in Seattle. Mr. Harbison said he will be in Seattle and will be working with public libraries in a different capacity and scale. He said he is hopeful he will continue to work with SPL. Mr. Chew said Mr. Harbison has done an amazing job at the Library and is a great communicator and leader. He congratulated Mr. Harbison on his new job. Mr. Hairston said he is glad that SPL has had a chance to benefit from Mr. Harbison's brilliance and love for this work.

NEW BUSINESS

Compensation Plan Policy Update
Interim Human Resources Director Heather Delaney said the Compensation Plan is a document that governs the way SPL pays, including its compensation strategy for non-represented employees as well as employees in the Discretionary Pay Plan and the Accountability Pay for Executives (APEX) program. She said the document was last reviewed and updated in April of 2021. Ms. Delaney said, as reflected in draft policy documents contained in the meeting packet, there is a proposed language change in section 6C2, *Payment for Performance Out of Class*. She said the language currently reads that if an employee is appointed to a position Out of Class, the Out of Class is paid at 3%. She said the change specifies that those employees will be treated the same as every other employee within the Library in that that they will be compensated at the step that represents at least a 2% pay increase for the position in which they will be working. She said this is the way it works for represented staff, and the update will bring all staff into the same method of compensation.

> It was moved and seconded to approve the updated Compensation
> Plan Policy as published; the motion carried unanimously.

Library Foundation and Friends of the Library Updates
Mr. Hairston said he attended the Foundation Board meeting. He said as of June 30, the Foundation had raised $1.3 million against a $2.75 million goal. He said this is on par with 2022 fundraising, despite a national downward trend in philanthropy. He said approximately 30% of the Foundation's board-led fundraising goal of $75,000 has been reached, and the Foundation Board agreed to support a fundraising event at the Central Library during Banned Books Week, October 2-6. He said the Foundation Board unanimously approved the three way partnership agreement, and Tom's leadership to clarify the work and role of each organization was acknowledged. He said the Foundation's Grants and Program Committee will be piloting a virtual meeting in August showcasing SPL's Kaleidoscope Play and Learn with CiKeithia Pugh. He said the Foundation and Friends undertook a joint effort of outreach to City Council candidates in anticipation of a big transition in the Council. Mr. Hairston said the Foundation Board reported that Mr. Fay had participated in Foundation outreach and fundraising events including at Mirabella on May 11, a Seattle Reads donor reception on May 19, a breakfast fundraiser at the Columbia Tower Club, and the Civic Courage virtual program on July 12.

Ms. Bendixen said she attended the Friends Board meeting. She said the Friends have reorganized their meeting packets in an easier format to access current information. She said the Friends Board has a lot of newer board members and they are trying to improve their practices. She said they will hold their annual meeting, which is open to all membership, in late October at a date still to be determined. Ms. Bendixen said the Friends Board heard a presentation from SPL Adult Librarian Misha Stone on the Book Bingo program. She said the Friends Board will have a social event in place of an August meeting.

Updates from Library Board Members
Ms. Mehdi said she is part of a group of people traveling to Svalbard. She said she used SPL's website to search for information and found a non-fiction television show about Svalbard that she shared with her fellow travelers. She said no one in the group realized this type of programming was available at the Library, and she was proud to say she is a Library Board member and point them to the Library's catalog. She said she hopes the Library will see an uptick in use of the material.

<div align="center">ADJOURN</div>

Board President Carmen Bendixen adjourned the meeting at 1:31 p.m.

![The Seattle Public Library logo]

Memorandum

|	
Date:	August 31, 2023
To:	The Seattle Public Library Board of Trustees
From:	Tom Fay, Executive Director and Chief Librarian Nicholas Merkner, Head of Finance and Accounting
Subject:	**July 2023 Financial Reporting**

Overview

Overall, the Library has expended **54%** of its operating budget with **58%** of the year elapsed. This is in line with the prior year when the Library had expended **52%** of the operating budget at this point in the year. Total expenditures at the end of the month were $48 million.

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

YTD Spending vs. Budget (% Spent)
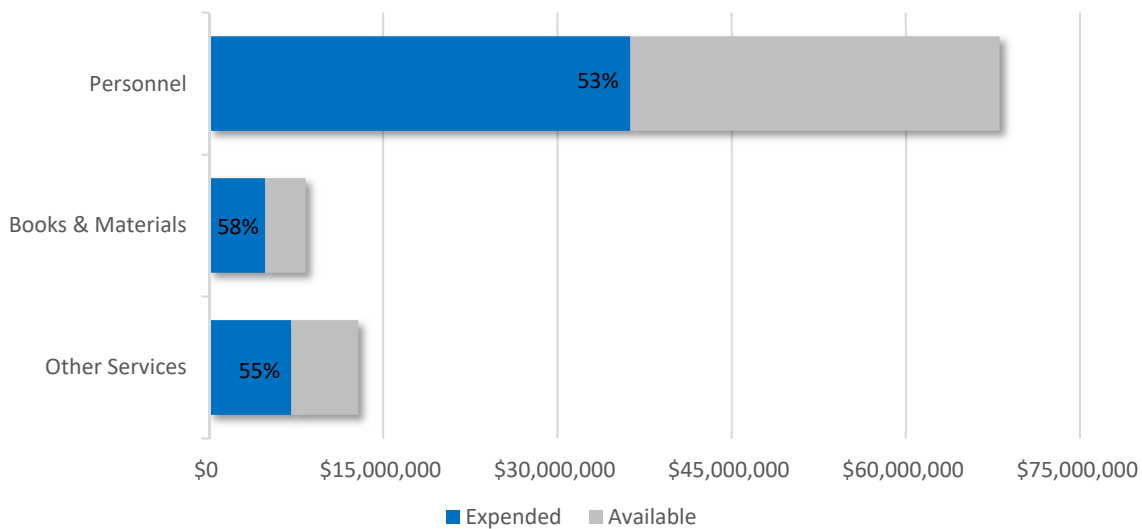
Personnel Services

Personnel costs represent the largest category of expenses at the Library and make up 76% of the revised operating budget. As of this report there have been **15 pay periods processed**, so we expect 55% of the personnel budget to be expended—spending is largely on target at **53%.**

Non-Personnel Services
The largest individual category of expenditures within the non-personnel budget is related to library books and materials—this category represents 9% of the revised operating budget. Spending is as expected at **58%.**

Other accounts which represent 15% of the adopted budget—and include equipment, services, and supplies—are **55%** expended.

Revenues
Library generated revenues collected during the period under review are **$101,750**—bringing year-to-date collection to **$439,000** (**75%** of our target).

As has been noted on previous reports—but is still important to identify from a longitudinal stability perspective—the Library's 2023 revenue budget of $584,000 is $282,000 short of the Library's pre-COVID revenues of $866,000. This $282,000 delta has been funded through use of accumulated Library Fund Balance. With the Library trending ahead of 2023 projections, it means this use of Fund Balance can be preserved for use in future budget periods.

Action Requested: Library Board consideration of July 2023 Operating Budget financial reporting for approval at August 31, 2023 meeting. Comments or feedback are welcome.

Expenditure Control for July 2023

Amounts in $1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
Personnel Services					
Salaries	44,420	3,284	23,315	52%	21,105
Benefits	23,659	1,849	12,964	55%	10,696
Personnel Services Sub-Total	**$68,079**	**$5,133**	**$36,279**	**53%**	**$31,801**
Books and Library Materials					
Books & Materials	8,338	637	4,829	58%	3,510
Books and Library Materials Sub-Total	**$8,338**	**$637**	**$4,829**	**58%**	**$3,510**
Other Services and Charges					
Central Costs	2,814	232	1,643	58%	1,171
Equipment - IT & Facilities	2,046	362	1,294	63%	752
Office Supplies, Printing & Postage	304	19	150	49%	154
Operating Supplies	509	52	287	56%	222
Other Expenses	526	98	220	42%	306
Other Maintenance	758	234	472	62%	286
Phone, Wireless & Internet	546	53	252	46%	294
Professional Services	564	241	470	83%	94
Software	857	132	403	47%	454
Staff Training & Travel	207	18	74	36%	133
Vehicle Costs	280	30	199	71%	81
Facilities - Space Rental & Utilities	1,768	89	1,150	65%	618
Facilities - Building & Grounds Maint	1,223	73	442	36%	781
Facilities - Garage Debt Service	450	-	23	5%	427
Other Services and Charges Sub-Total	**$12,852**	**$1,635**	**$7,079**	**55%**	**$5,774**
TOTAL LIBRARY OPERATING BUDGET	**$89,270**	**$7,405**	**$48,186**	**54%**	**$41,084**

Footnotes:
 * Includes $1.2M in prior year encumbrance and grant budget authority

Revenue Control for July 2023

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
Operations Plan Other Library Revenue				
Lost Material Fees	110,000	18,872	79,912	73%
Central Library Parking Garage Fees	235,000	57,427	184,925	79% (A)
Copy Services/Pay for Print	110,000	9,773	54,518	50%
Space Rental (Private & Inter-Departmental)	81,050	6,775	74,625	92%
Book Sale Consignment	45,000	8,751	43,313	96%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	152	1,264	42%
TOTAL LIBRARY GENERATED REVENUES	**$584,050**	**$101,750**	**$438,556**	**75%**

Footnotes:

(A) June and July Central Library parking garage revenue figures included in Current Month (June data was not available at the time this report was generated last month)
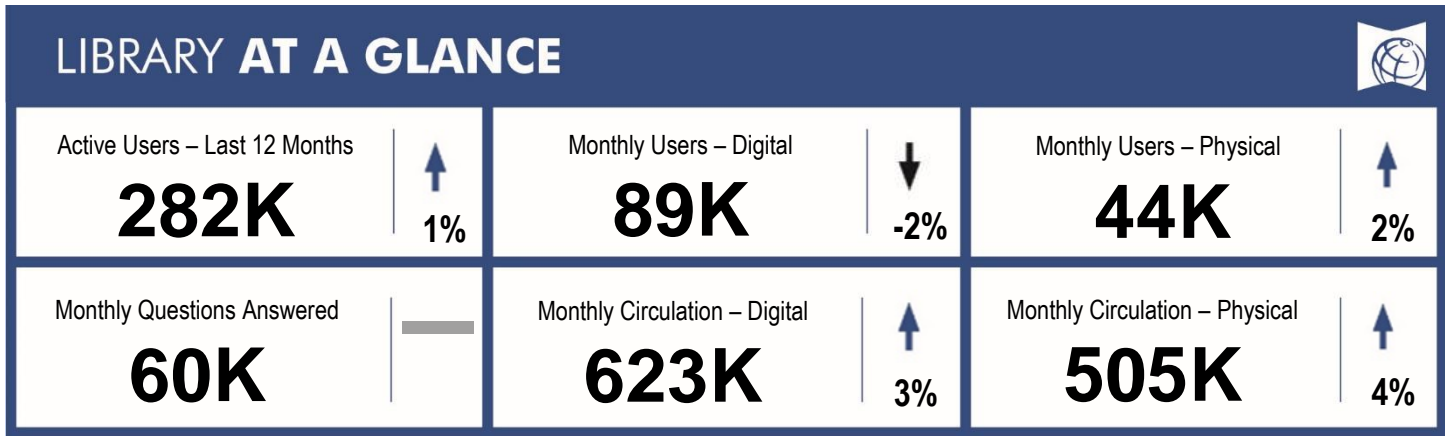
The Seattle Public Library

Date: August 31, 2023

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian

Re: August 2023 Chief Librarian's Report

1. In late July, Seattle Parks Superintendent AP Diaz and I toured the Northgate and Lake City locations, as both of these branches are co-located with Parks properties. Seattle Parks and Recreation is experiencing similar challenges to The Seattle Public Library in responding to an increase in patrons in crisis, camping activities, challenging and/or illegal behaviors, and vandalism. I will continue to work with other City partners to determine solutions and best practices.

2. On August 14 and 18, Institutional and Strategic Advancement Director Rick Sheridan and I hosted two separate visits to the Central Library from City Council members from Yokohama, Japan. The Council members were interested in SPL's activities and programs that focus on supporting children and the local community, as well as tours of the Central Library and information about its architectural and educational significance.

3. Also on August 14, Facilities and CIP Manager Dennis Reddinger and I hosted a visit from OMA New York. A group of eight including OMA representation and a current client visited our building, along with other cities and sites, for the purpose of research, much like OMA did with SPL during the early design process of the Central Library. Dennis and I provided a comprehensive walkthrough of public and back-of-house spaces. We were glad to assist with this important research step and wish them well in their current project.

4. On August 15, I attended an event celebrating the expansion of Dolly Parton's Imagination Library across Washington State. The far-reaching philanthropic program provides one free book a month to children from birth to age 5, and children across Washington can now register for the program. State Superintendent of Public Instruction Chris Reykdal had a fireside chat with Parton before she performed a brief set, and State House Representatives Monica Stonier and Peter Abbarno, who sponsored the legislation to expand the program in Washington, were also in attendance.

5. On August 24, I met with new Town Hall Executive Director David Song and provided a tour of the Central Library. The Library enjoys a long-standing civic partnership with Town Hall, and we look forward to continuing this relationship under Mr. Song's leadership. I also had a meeting with Seattle Art & Lectures (SAL) Executive Director Rebecca Hoogs on August 7, and am pleased to continue the Library's ongoing partnership with SAL providing important collaborations such as the annual summer Book Bingo program.

6. Active recruitments are under way for the Administrative Services Director, Human Resources Director, and Library Programs and Services Director. We anticipate holding the interview and hiring process through the fall and hope to have positions filled by the end of the year.

Meetings and events during this reporting period:

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

b. Standing Meetings: Compensation Committee; Senior Management Team; Monthly Managers meeting; Union/Leadership meetings; Long-Term Sustainability meeting; Foundation CEO/Chief Librarian bi-monthly meetings; Strategic Planning Core Team meetings.

c. Library Talks, Meetings, Interviews and Visits: KCLS Director meetings; Metro area library director meetings; Meetings with Washington library directors and State Librarian; Urban Libraries Council Director/CEO meeting.

d. City Meetings, Events and Programs: Mayor's Monthly Cabinet; Mayor's Emergency Executive Board.

LIBRARY **AT A GLANCE**

Active Users – Last 12 Months		Monthly Users – Digital		Monthly Users – Physical	
282K	↑ 1%	**89K**	↓ -2%	**44K**	↑ 2%
Monthly Questions Answered		Monthly Circulation – Digital		Monthly Circulation – Physical	
60K	—	**623K**	↑ 3%	**505K**	↑ 4%

The percent of change is a comparison to prior month data. Physical circulation includes renewals.

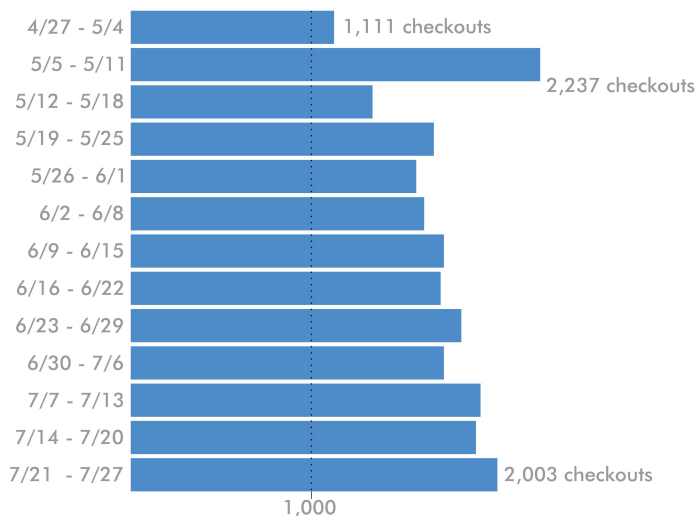## IN FOCUS: Three Months of Books Unbanned

Overview: Books Unbanned

In April 2023, The Seattle Public Library joined Brooklyn Public Library's Books Unbanned initiative to fight censorship by offering a free card to all teens and young adults in the U.S.

In the program's first three months, 3,642 young people ages 13 to 26 have signed up for an SPL Books Unbanned card, which allows access to our digital collection of e-books and e-audiobooks, with a maximum of 10 checkouts at the same time.

Books Unbanned is privately funded by The Seattle Public Library Foundation.

More Than 1,000 Checkouts Per Week

Week	Checkouts
4/27 - 5/4	1,111 checkouts
5/5 - 5/11	2,237 checkouts
5/12 - 5/18	
5/19 - 5/25	
5/26 - 6/1	
6/2 - 6/8	
6/9 - 6/15	
6/16 - 6/22	
6/23 - 6/29	
6/30 - 7/6	
7/7 - 7/13	
7/14 - 7/20	
7/21 - 7/27	2,003 checkouts

Data is exclusively for Books Unbanned patrons who signed up through The Seattle Public Library, while Brooklyn Public Library collects its own separate data.

Books Unbanned SPL Cardholders Represent all 50 States, as well as Guam and Puerto Rico

165
178
372
310
241
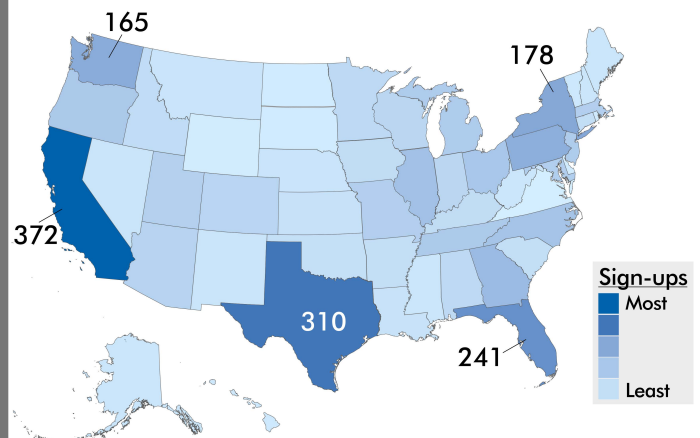
Sign-ups
Most
Least

The states with the most sign-ups are (in order) California, Texas, Florida, New York and Washington.

Why Do Young People Sign Up?

"To read the books that my school no longer has."
– Age 15, Texas

"There are very few books with ANY minority characters at the libraries in my state, so I never see people like myself represented in written media."
– Age 16, Alabama

"I'm a queer trans man who can't pay off the fines of my local library card from back when I was a kid."
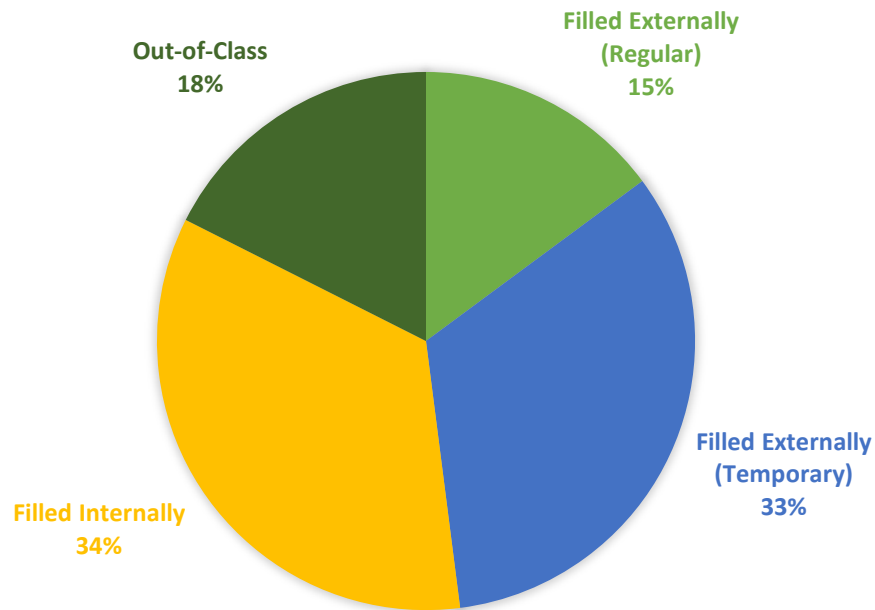– Age 19, Pennsylvania

Recruitment, Development and Employee Engagement
August 9, 2023

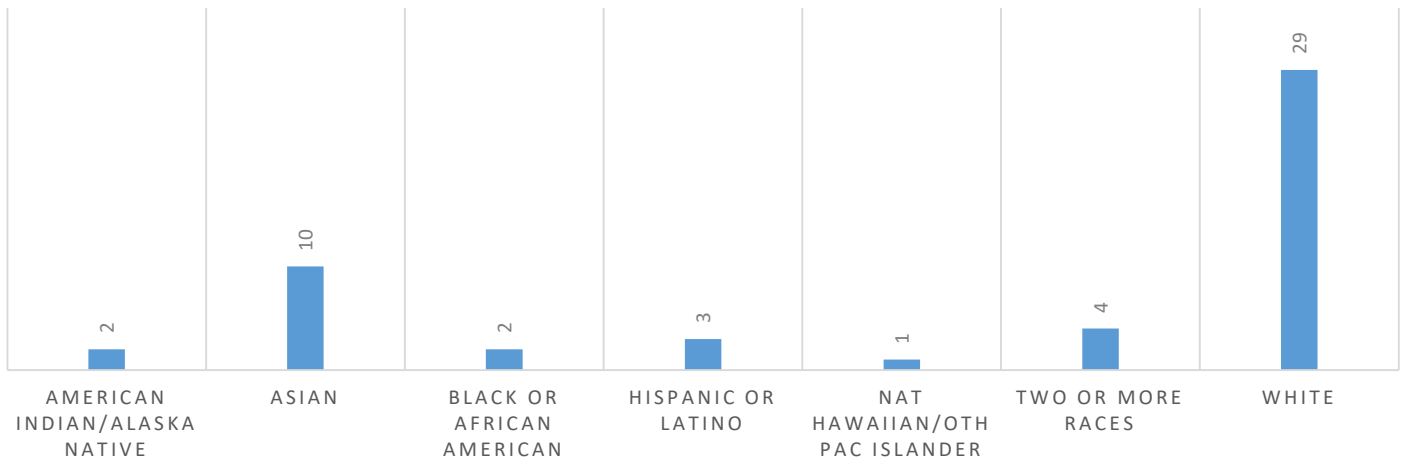Heather Delaney, Interim Human Resources and Labor Relations Director

The Human Resources Division is dedicated to the career advancement of Library staff through several employee resources including promotional opportunities, temporary stretch assignments in Out-of-Class appointments and internal and external training opportunities.
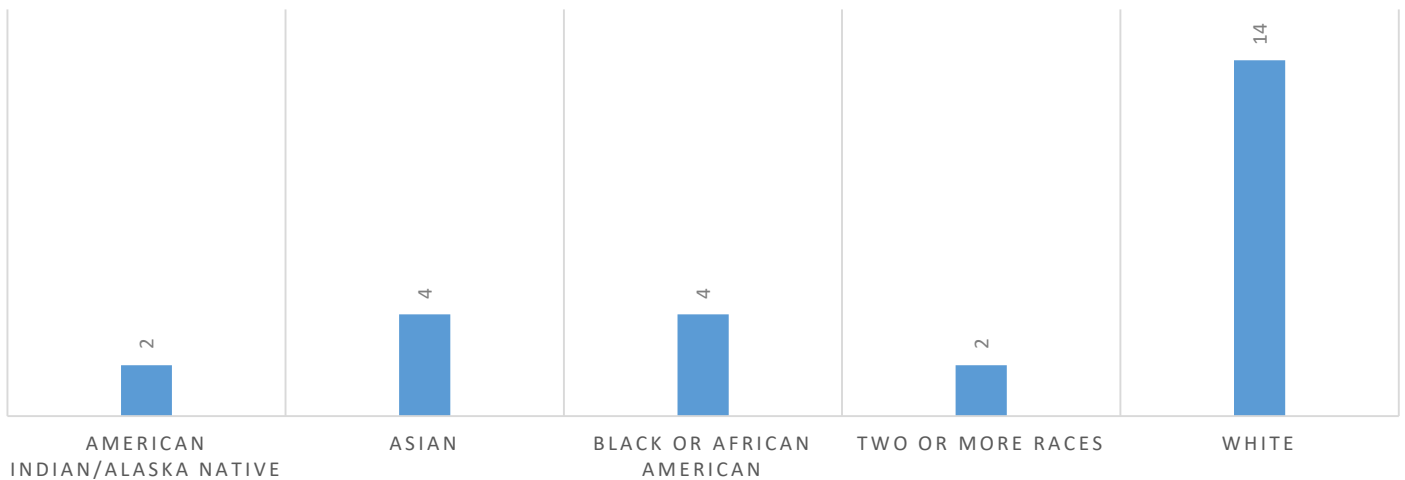
Recruitment

Year-to-date we have filled 148 vacancies externally and internally. A little over half, 52%, of both regular and temporary vacancies have been filled internally (34% of regular vacancies and 18% of temporary vacancies). As a recruitment strategy, our intent is to grow talent internally through training, stretch assignments, and mentorship.

Pie chart:
- Out-of-Class 18%
- Filled Externally (Regular) 15%
- Filled Externally (Temporary) 33%
- Filled Internally 34%

POSITIONS FILLED INTERNALLY BY ETHNICITY

Ethnicity	Count
American Indian/Alaska Native	2
Asian	10
Black or African American	2
Hispanic or Latino	3
Nat Hawaiian/Oth Pac Islander	1
Two or More Races	4
White	29

OUT-OF-CLASS POSITIONS FILLED - BY ETHNICITY

Ethnicity	Count
American Indian/Alaska Native	2
Asian	4
Black or African American	4
Two or More Races	2
White	14

Development

In 2023, the Human Resources Division has relaunched our Mentorship Program. For the first cohort after relaunching the program, we have 7 pairs (14 participants) and another 20 employees who have expressed interest in the program, including members of the Senior Management Team. The cohort runs through the end of the year, and we look forward to reporting back on projects the teams have worked on.

The focus of our Learning and Development (L&D) team through the end of 2023 is on required and mandated trainings. Morganne Denea, our Learning and Development Manager, has established a 24-month matrix with which we are better able to quickly see our L&D work plan. 2024 will allow us to deliver training focused on diversity, equity, inclusion, ability and cultural humility. Other areas of requests include leadership training, workforce violence prevention training, and trauma informed care.

In addition to in-house trainings, staff are given additional learning opportunities through funding supported by the Joint Labor/Management Committee, divisional funds as well as through the City of Seattle Career Quest scholarship awards.

Employee Engagement

The Library hosts several committees including the Employment Engagement Committee. The committee is well represented with Library staff throughout the system. Their focus is on employee recognition through annual excellence awards, employee kudos for their colleagues shared on SharePoint, as well as a Library Magic Award.

The Library Magic Award is a special gnome that roams the entire Library system to thank staff. The gnome camps on the desks of people who have done something that meant a lot to their colleagues. A Library Magic Award can be given *by anyone* who has one in their possession, *to anyone else* who works for the Library, for any meritorious act - it might be an act of generosity, kindness or excellent performance. When you receive a Library Magic Award, you are encouraged to display the gnome somewhere in your workspace and to decorate it as you see fit!

Currently residing with Program Manager, Nadiyah Browne

Pandemic Gnome using PPE

In addition to employee recognition, the Employee Engagement Committee is currently researching consultants/vendors who can develop an employee engagement survey or climate survey which will be offered annually for 10 years beginning in 2024. Through this survey, Library Leadership will be able to gauge the pulse of Library staff and pivot accordingly to sustain our status as an Employer of Choice.

<u>**Conclusion**</u>

In an effort to reduce some harm caused by systemic racism, the Library is working to engage and develop staff who have, historically, been marginalized. Through this work, we are anticipating a shift in the demographics of higher earning positon within the system to become more diversified.

**Wildlife Wednesdays: A Summer Collaboration between Seattle Housing
Authority, Seattle Parks and Recreation, and The Seattle Public Library**

August 3, 2023
Partnership Team: Kristin Edstrom (SPL), Jaycee Coleman (SHA), Ella McRae (SHA), and Nicole Parish-Andrews (SPR)
Support from YFLS: Amy Twito, Jenny Craig

Youth and Family Learning Service Impact Statement *- The Seattle Public Library supports youth in academic success, career readiness, and life. Youth and families engage in library programs and services that emphasize equity, utilize community partnerships, center youth voices/interests, and support the following literacies: reading, digital literacy, information literacy, social literacy, and STEAM literacy.*

Wildlife Wednesdays is a 5-week summer co-design series between Seattle Housing Authority (High Point and Yesler campuses), Seattle Parks and Recreation (Camp Long), and The Seattle Public Library (High Point). This intergenerational program seeks to connect residents of High Point and Yesler SHA communities with nature and each other, as well as foster a love of reading. This program is centered on Indigenous stories and voices in order to honor the original caretakers of the land and to discuss Pacific Northwest animals and ecology from this perspective.

Structure: At the beginning of each program, participants meet at the High Point Branch of Seattle Public Library, and walk together to Camp Long. Once there, they engage with Indigenous presenters (storytellers, dancers). This participatory activity is followed by hands on nature activities lead by Nicole/Camp Long, and the day finishes with snacks, reflection and a book share. In addition to partnership staff, two teens from the community are invited to assist with walk safety, setup and cleanup in exchange for a gift card honorarium. Participants who attend more than one session will also receive a t-shirt.

Desired Impacts: This program is part of a multi-year collaborative partnership between the High Point branch and the High Point Seattle Housing Authority. In this iteration, the partners invited Camp Long into their programming in order to make local natural resources more apparent and accessible to SHA families. This program is ongoing, so we offer preliminary outcomes, but are continuing to observe and gather intentional feedback and anecdotal responses from participants.

Goals for this program include:
- Create inclusive spaces where youth feel safe.
- Make space for families to participate together by providing high quality, intergenerational programming.
- Spark joy and social emotional connection among participants.
- Get kids and families outdoors experiencing nature and greenspace.
- Increase access to and awareness of Camp Long and other free natural resources.
- Increase awareness of Pacific Northwest wildlife and ecology.
- Honor the original people and land by inviting Indigenous authors to share stories, information, and traditional wisdom.
- Foster a love of reading by providing kids and families access to books by BIPOC authors.
- Share Library resources with participants including information about the Summer of Learning program.
- Share other opportunities for youth and family engagement in conjunction with Seattle Parks and Rec and Seattle Housing Authority.

- Create opportunities for learning and reflection.
- Strengthen and build community relationships for future programming and outreach efforts.

Observations: So far, the program has had a smaller turnout than anticipated (10-20 per week), however it is proving to be truly intergenerational, with a variety of families and age groups attending. There are several repeat attendees, and feedback has been positive.

- For the first program 40% of the participants had never been to Camp long before
- Biggest thing they learned: that there are 50 different types of whales.
- Shocked about how few trees are left.
- They loved the walk together
- They enjoyed singing together as a community
- We learned a Coast Salish way to say thank you (see hands upraised in group photo below)
- Yesterday there were 2 Native families present. Two teen girls who are from an Alaskan tribe really resonated with Roger Fernandes' stories because they said it is rare to go to events centering Indigenous folks.

Presenters: The presenters for this program are all Coast Salish. Paul Chiyokten Wagner (Saanich) told oral stories and performed music from a flute he had carved himself. Ty Edwards (Tulalip) brought a drum that his uncle had made and painted with an image of a killer whale and shared stories from his people, the whale people. He brought two paddles he had carved, one as a youth and one as an adult, to demonstrate how he had honed his craft over time. He also brought his iPad and shared a story he wrote and illustrated titled "How Mouse Moved the Mountain." Roger Fernandes (Lower Elwha S'Klallam), was a dynamic and engaging artist and storyteller who really made the audience think and reflect on the messages in the stories. Participants also loved learning the salmon dance! Roger signed copies of *The Spindle Whorl*, a book he had illustrated. Next up, we will have a Haida Dance group, youth dancers from the Haida tribe who will be sharing their culture and stories with us on 8/9 and 8/16. Some of the youth dancing are SHA residents.

Desiree and Jayla, teen girls, shared how they felt the lessons in the stories were reflected in their real lives. They appreciated one story's lesson in "getting your priorities straight", and a story Roger told about how Beaver created the world - how you need to be hardworking like Beaver rather than self-absorbed like muskrat. One girl said that she planned to transfer from South Seattle College to a 4-year school and she wanted to be more like Beaver. That very day she had worked on a college essay and signed up to do volunteer work to help others.

Next week the partnership will welcome a student group from the Yesler campus of Seattle Housing Authority, and expect that there will be about 60 kids participating. The series will conclude on August 16.

The Seattle Public Library

Date: August 31, 2023

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Charles Wesley, Library Technology Officer

Re: E-Rate Program – Public Use of the Internet Policy Update

Background

On April 27, 2023, as part of The Seattle Public Library's participation in the E-Rate program, the Library Board of Trustees approved an update to the Public Use of the Internet policy. This update was made to be compliant with the Children's Internet Protection Act (CIPA), which is a requirement for E-Rate participation. CIPA requires filtering of internet content on public PCs for minors under the age of 17.

As noted in the "*E-Rate Program—Public Use of Internet Policy Update*" memo included in the April 2023 Library Board Meeting Packet, planning for the installation of internet filtering software for public PCs was to follow.

Since that time, technical staff have completed implementation planning activities. Through this process, a better technical design was identified which will not require CIPA filters to be applied to adult patrons. The previously approved Public User of Internet policy included a provision for adult patrons to bypass filtering for legitimate research purposes. Due to the improved design of the filter's implementation, which will not be applied to adult patrons at all, this provision is no longer relevant, and has been removed.

Recommendation

The Library recommends approval of the updated *Public Use of the Internet Policy* which ensures E-Rate compliance and eligibility.

Action Required/Requested: Request Board consideration of proposed updated *Public Use of the Internet* policy for approval at August 2023 Library Board meeting.

The Seattle Public Library

Board Policy

PUBLIC USE OF THE INTERNET	Adopted by the Library Board August 31, 2023; Supersedes *Public Use of the Internet* approved April 27, 2023.
Owner: Chief Librarian	
Approved by: Carmen Bendixen, Library Board President	

BACKGROUND

The Seattle Public Library provides access to a broad range of information resources, including resources available through the Internet. The Library makes Internet service available to the public as part of its mission to bring people, information and ideas together. In this effort, the Library provides free and open access to all types of information for Library patrons of all ages and backgrounds.

The Internet is a global network of ideas, images and commentary that provides free and timely access to large amounts of practical and educational materials from around the world. However, the Library cannot control the information available over the Internet and is not responsible for its content. Some websites provide information that is inaccurate, incomplete or dated, and some content may be offensive, disturbing and potentially illegal.

To help protect the privacy of computer users and the interests of other Library patrons, the Library attempts to minimize the unintentional viewing of potentially offensive content to the extent that it is feasible to do so by intentional placement of computers and provision of privacy screens. The Seattle Public Library has chosen to comply with the Children's Internet Protection Act (CIPA) and the Public Use of the Internet Policy reflects CIPA guidelines and requirements for public libraries. The Library complies with CIPA requirements for Internet filtering in order to be eligible for federal funds such as e-rate reimbursements and Library Services and Technology Act grants.

POLICY STATEMENT

The Seattle Public Library upholds the rights of all Library patrons to read, seek information and speak freely as guaranteed by the First Amendment, regardless of format or technology. These are fundamental rights in a democratic society and are core values of the Library. Consequently, except as set forth in this Policy, the Library does not monitor, filter or endorse materials on the Internet. The Library has attempted to select filtering software that best complies with CIPA while providing Library users with the broadest possible access to constitutionally protected speech and information.

Rules Governing Use

In order to allow all patrons an opportunity to use the equipment, patrons are asked to comply with sign up and time limitations. All computer users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing. The Library's Rules of Conduct and pertinent state, federal and local laws and regulations apply to all Library patrons, including computer users.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software.

- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing.

- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware or any other illegal utility on any computer.

- Accessing unauthorized computers or systems for unlawful purposes ("hacking").

- Violating copyright or trademark laws, software licensing agreements or intellectual property rights.

Users engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities if necessary.

Access by Minors

The Library affirms the right and responsibility of parents and caregivers to monitor their child's use of Library materials and resources, including their use of Library computers to access the Internet, electronic mail, chat rooms, and other forms of direct electronic communications. To assist parents in monitoring their child's use of the Internet, the Library:

- Provides specially designed Web pages for children and young adults, with links to age-appropriate websites and filtered search engines.

- Maintains commercial filtering software on public access computers that restricts minors under the age of 17 from accessing visual depictions that are obscene, contain child pornography, or are otherwise harmful to minors. This filtering software will block many specific sites that may be offensive to some, but may not block out all materials that may be offensive to all users. Parents should inform their children of materials they do not want them to use and may wish to supervise their children's Internet sessions.

- Considers placement of public computers in each Library location to minimize inadvertent viewing of public computer sessions.

- Encourages all parents and guardians to learn about their children's online activities and to join in their children's exploration of the Internet. We also encourage parents and caregivers to tell their children about the importance of: (i) not revealing personal information online and (ii) asking for permission before giving their last name or personal information to any website.

APPLICABILITY

This policy applies to all Library patrons who access the Internet at a Library branch, including the Central Library.

RELATED LAWS, POLICIES AND PROCEDURES

Board Policy, *Intellectual Freedom in Libraries.*

Administrative Procedure, *Online Privacy and Terms of Use*.

HISTORY

Supersedes *Public Use of the Internet* adopted April 27, 2023; supersedes *Public Use of the Internet* adopted June 27, 2012 and revised Oct. 28, 2015. Previously titled *Internet Use Policy*. Current version supersedes *Internet Use Policy* adopted by the Library Board Dec. 14, 1999 and revised Jan. 22, 2002.

Board Policy

PUBLIC USE OF THE INTERNET	Adopted by the Library Board ~~April 27~~August 31, 2023; Supersedes *Public Use of the Internet approved* April 27, 2023.~~Oct. 28, 2015~~
Owner: ~~City~~ Chief **Librarian**	
Approved by: Carmen Bendixen, Library Board President	

BACKGROUND

The Seattle Public Library provides access to a broad range of information resources, including resources available through the Internet. The Library makes Internet service available to the public as part of its mission to bring people, information and ideas together. In this effort, the Library provides free and open access to all types of information for Library patrons of all ages and backgrounds.

The Internet is a global network of ideas, images and commentary that provides free and timely access to large amounts of practical and educational materials from around the world. However, the Library cannot control the information available over the Internet and is not responsible for its content. Some websites provide information that is inaccurate, incomplete or dated, and some content may be offensive, disturbing and potentially illegal.

To help protect the privacy of computer users and the interests of other Library patrons, the Library attempts to minimize the unintentional viewing of potentially offensive content to the extent that it is feasible to do so by intentional placement of computers and provision of privacy screens. The Seattle Public Library has chosen to comply with the Children's Internet Protection Act (CIPA) and the Public Use of the Internet Policy reflects CIPA guidelines and requirements for public libraries. The Library complies with CIPA requirements for Internet filtering in order to be eligible for federal funds such as e-rate reimbursements and Library Services and Technology Act grants.

POLICY STATEMENT

The Seattle Public Library upholds the rights of all Library patrons to read, seek information and speak freely as guaranteed by the First Amendment, regardless of format or technology. These are fundamental rights in a democratic society and are core values of the Library. Consequently, except as set forth in this Policy, the Library does not monitor, filter or endorse materials on the Internet. The Library has attempted to select filtering software that best complies with CIPA while providing Library users with the broadest possible access to constitutionally protected speech and information.

Rules Governing Use

In order to allow all patrons an opportunity to use the equipment, patrons are asked to comply with sign up and time limitations. All computer users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing. The Library's Rules of Conduct and pertinent state, federal and local laws and regulations apply to all Library patrons, including computer users.

Library computers and Wi-Fi may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software.
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing.
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware or any other illegal utility on any computer.
- Accessing unauthorized computers or systems for unlawful purposes ("hacking").
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights.

Users engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities if necessary.

Access by Adults

Library patrons age 17 and older may disable the filtering software without staff intervention in order to obtain unfiltered Internet access for research or other lawful purposes.

Access by Minors

The Library affirms the right and responsibility of parents and caregivers to monitor their child's use of Library materials and resources, including their use of Library computers to access the Internet, electronic mail, chat rooms, and other forms of direct electronic communications. To assist parents in monitoring their child's use of the Internet, the Library:

- Provides specially designed Web pages for children and young adults, with links to age-appropriate websites and filtered search engines.
- Maintains commercial filtering software on public access computers that restricts minors under the age of 17 from accessing visual depictions that are obscene, contain child pornography, or are otherwise harmful to minors. This filtering software will block many specific sites that may be offensive to some, but may not block out all materials that may be offensive to all users. Parents should inform their children of materials they do not want them to use and may wish to supervise their children's Internet sessions.
- Considers placement of public computers in each Library location to minimize inadvertent viewing of public computer sessions.
- Encourages all parents and guardians to learn about their children's online activities and to join in their children's exploration of the Internet. We also encourage parents and caregivers to tell their children about the importance of: (i) not revealing personal information online

and (ii) asking for permission before giving their last name or personal information to any website.

APPLICABILITY

This policy applies to all Library patrons who access the Internet at a Library branch, including the Central Library.

RELATED LAWS, POLICIES AND PROCEDURES

Board Policy, *Intellectual Freedom in Libraries.*

Administrative Procedure, *Online Privacy and Terms of Use*.

HISTORY

Supersedes *Public Use of the Internet* adopted April 27, 2023; sSupersedes *Public Use of the Internet* adopted June 27, 2012 and revised Oct. 28, 2015. Previously titled *Internet Use Policy*. Current version supersedes *Internet Use Policy* adopted by the Library Board Dec. 14, 1999 and revised Jan. 22, 2002.

The Seattle Public Library

NEWS RELEASES

Date			Title
07	07	2023	Path With Art July 14 Showcase at the Central Library Celebrates the Power of Art to Heal, Uplift and Connect
07	11	2023	Five summer Storywalks® in Magnolia feature books by Indigenous authors
07	11	2023	'Black Activism In Print': Exhibit at the Central Library Displays Visual Art from the Douglass-Truth Branch's African American Collection
07	12	2023	Vengan a La Biblioteca Pública De Seattle, Sucursal De South Park Para Una Fiesta De Verano Gratuita, El Sábado 15 De Julio, de 10 a.m. a 1 p.m.

The Seattle Public Library
MEDIA COVERAGE

Date			Organization	Headline	Details	Link
07	06	2023	*The Seattle Times*	Renovations will bolster Andrew Carnegie's elegant Green Lake library	"Dawn Rutherford, the Seattle Public Library's interim northwest regional manager, and Elisa Murray, digital communications specialist, provide reflections at the branch, the first of three unreinforced masonry Carnegie library structures shuttered for seismic retrofitting, ADA accessibility upgrades, conversion to an electric heat pump system and significant interior renovations."	https://www.seattletimes.com/pacific-nw-magazine/renovations-will-bolster-andrew-carnegies-elegant-green-lake-library/
07	07	2023	*The Seattle Times*	Fill out your Summer Book Bingo card with these audiobooks	"Adult Summer Book Bingo is in full swing, brought to you by Seattle Public Library and Seattle Arts and Lectures…"	https://www.seattletimes.com/entertainment/books/fill-out-your-summer-book-bingo-card-with-these-audiobooks/

07	07	2023	*West Seattle Blog*	Libraries: Three branches in West Seattle closed through weekend after bedbug sightings	"We have temporarily closed the Delridge, High Point and Southwest branches due to bedbug sightings by staff at these three locations in the last 24 hours. We are taking aggressive steps to remediate the issue; and unfortunately, that means keeping the branches closed throughout the weekend. These branches are scheduled to receive treatment early Monday morning, so we are keeping them and their book drops closed until that has occurred and they are cleared for re-entry (about two hours following application)."	https://westseattleblog.com/2023/07/libraries-two-branches-in-west-seattle-closed-through-weekend-for-pest-issues/
07	08	2023	*South Seattle Emerald*	South End Guides | Beat the Heat: A Cool-Off Guide for the South End	Lists South Seattle libraries with AC	https://southseattleemerald.com/2023/07/08/beat-the-heat-a-cool-off-guide-for-the-south-end/
07	09	2023	*West Seattle Blog*	Followup: Here's when three local Seattle Public Library branches will reopen, post-bedbug treatment	"SPL explained that the branches would subsequently receive 'chemical treatment' Monday morning and then reopen later Monday. They've sent word that the three branches are expected to reopen at noon tomorrow."	https://westseattleblog.com/2023/07/followup-heres-when-three-local-seattle-public-library-branches-will-reopen-post-bedbug-treatment/
07	14	2023	*Curiocity*	Here's how you can get access to Seattle museums for FREE using your library card	"Here's how you can get access to Seattle museums for FREE using your library card"	https://curiocity.com/free-seattle-museums-seattle-public-library-pass-program/

07	17	2023	*West Seattle Blog*	Southwest Branch hosts three COVID vaccination clinics in the next week	"If you're looking for a COVID vaccination/booster, the Southwest Library (9010 35th SW) is partnering with Othello Station for three free clinics in the next week… No health insurance or appointment required."	https://westseattleblog.com/2023/07/at-the-library-southwest-branch-hosts-three-covid-vaccination-clinics-in-the-next-week/
07	20	2023	*Queen Anne & Magnolia News*	StoryWalks on display through Aug. 31	"Residents of Seattle's Magnolia neighborhood can now wander five different StoryWalks that feature picture books by Indigenous authors."	https://queenannenews.com/news/2023/jul/20/storywalks-on-display-through-aug-31/
07	20	2023	*CBS Austin (via KOMO News)*	Washington state libraries install sensors to combat escalating restroom drug use	"The Lake City library branch in Seattle also uses sensors in its restroom because of similar concerns with drug use. Those sensors have been in place since March."	https://cbsaustin.com/news/nation-world/washington-state-libraries-install-sensors-to-combat-escalating-restroom-drug-use-fentanyl-illict-substances-public-safety-health-wellness-seattle-everett-washington-air-quality-repeat-behaviors-crime-narcotics
07	25	2023	*West Seattle Blog*	West Seattle Tuesday: Here's what's happening	Free COVID vaccinations at the Southwest Branch	https://westseattleblog.com/2023/07/west-seattle-tuesday-heres-whats-happening-2/

| 07 | 26 | 2023 | *Seattle Medium* | Empowering Entrepreneurs: EVOKE UPROAR And Seattle Public Library Host 'Banking On You' Workshop | "The workshop, which is geared towards Entrepreneurs, innovators, artist, venture capitalist and producers, is part of a series of EVOKE UPROAR events around the U.S., "Banking On You" brings together speakers and workshops that will share effective strategies for achieving financial freedom and project and business success, as well as networking opportunities and surprise entertainment throughout the day." | https://seattlemedium.com/empowering-entrepreneurs-evoke-uproar-and-seattle-public-library-host-banking-on-you-workshop/ |
| 07 | 27 | 2023 | *Washington Post* | Feminists have long supported trans rights | "Hundreds of activists protest a private talk by the Women's Liberation Front at the central branch of the Seattle Public Library in February 2020." (photo caption) | https://www.washingtonpost.com/made-by-history/2023/07/27/trans-rights-feminism-conservative-women/ |