

The Seattle Public Library
Board of Trustees Meeting
12:00 p.m. Thursday, July 27, 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: 579 853 000#

Watch Live:

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

Meeting ID: 233 589 135 22 / Passcode: tNmXFE

-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 June 29, 2023 Library Board Regular Meeting
2. June 2023 Finance Reports

E. CHIEF LIBRARIAN REPORT

1. Chief Librarian Report
2. System Report
 - a. Strategic Planning Update: Greg Netzer, Territory Northwest
 - b. University of Washington Information School Directed Fieldwork Students: Andrew Harbison, Director of Library Programs and Services

F. OLD BUSINESS

G. NEW BUSINESS

1. Partnership Agreement: The Seattle Public Library/The Seattle Public Library Foundation/Friends of The Seattle Public Library
2. Compensation Plan Policy Update
3. Library Foundation and Friends of the Library Updates
4. Updates from Library Board Members

H. EXECUTIVE SESSION

I. ADJOURN

J. NEXT LIBRARY BOARD MEETING: August 31, 2023

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

Unapproved Board Minutes

Board of Trustees Meeting
The Seattle Public Library
June 29, 2023

CALL TO ORDER

The regular meeting of The Seattle Public Library (SPL) Board of Trustees was held on June 29, 2023. Library Board President Carmen Bendixen called the meeting to order at 12:06 p.m. Trustees Jay Reich, Ron Chew, and Yazmin Mehdi were in attendance. Vice President Tali Hairston was unable to attend. 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 were no public comments.

CONSENT

It was moved and seconded to approve the consent agenda as published; the motion carried with two votes and one abstention.

CHIEF LIBRARIAN REPORT

Chief Librarian Report

Executive Director and Chief Librarian Tom Fay said, following a room rental by Brave Books and Kirk Cameron at the end of May, the Library was asked not to attend Trans Pride. He said this situation has caused great concern for staff who had been doing this work and has caused harm to Library staff, members of the public, patrons, and partnerships. Mr. Fay said this is the challenge of First Amendment rights and the plurality of ideas associated with intellectual freedom. He said the Library is working to plan facilitated discussions with staff, as well as ongoing discussions. He said he will give the Board further updates as the Library continues to work and grow as an organization in these areas. He said the Library knows it will continue to have challenges around the intersection of intellectual freedom. He said at times in culture wars, people try to leverage the Library against its community. He said the organization has more work to do and he will keep the Board informed as the work proceeds.

Mr. Fay said he was honored to present the keynote address for the University of Washington's Informational School graduating class for about 700 graduates. He said the speech is available to watch on YouTube. Mr. Fay said he attended the 6th annual International Public Library Fundraising conference, which was developed in 2017 by The Seattle Public Library Foundation. He said the first conference had about 50 attendees, while this year's conference saw nearly 200 people in attendance, including library directors and CEOs. He said he spoke on a panel with colleagues on how library directors, foundations, and friends groups can work together and be more collaborative. He said there were a lot of great topics at this year's conference hosted at Austin Public Library's Central Library. He thanked Austin Public Library director Roosevelt Weeks for a great job hosting, and thanked SPL Foundation executive director Jonna Ward for her continued efforts to hold these discussions at a national level. He said national advocacy and support are important as national challenges arise around book banning.

Mr. Fay said he spoke at a breakfast fundraiser at the Columbia Tower Club hosted by Foundation Board member Jeanette Flory-Sagan. He said his remarks covered high level Library operations as

well as capital improvement efforts and the Books Unbanned program. He said the Foundation has received \$5,000 in donations from the event and is expecting several corporate matches. He said the breakfast netted interest and was a great opportunity to meet new people.

Mr Fay said he will be making a decision soon on an interim appointment to fill the director of Administrative Services position formerly held by Alex Yoon. He said he has named Heather Delaney as the interim director of Human Resources following Ludy Marz' departure. He said Ms. Delaney has been with the Library for seven years and has great depth of knowledge in the organization. He said he hopes to post both positions for recruitment shortly. Mr. Fay said there are opportunities to review the organizational structure moving forward. He said the Library wishes Ms. Yoon and Mr. Marz the best as they move on to other opportunities.

Library Board Trustee Yazmin Mehdi said she underscores Library staff concerns about the Brave Books program happening at the Library. She said she also thinks that in the atmosphere of book banning, the Library's role in intellectual freedom is very important, and that the Library proves the value of intellectual freedom when it allows voices to which it objects to also be heard. She said until the country has a definition of hate speech that can be outlawed, it is very difficult to be able to draw an effective line against hate speech. Mr. Fay said one of many challenges the Library faces is that there are not laws in place. He said other countries have applicable laws, but the United States does not yet. He said some of that may be due to the first amendment, and other democratic countries in the world have also faced very similar conversations. He said there will be several more challenges ahead. He said from a banning and censorship standpoint, there are areas of the country where libraries are seeing drastic situations in which there are fines and potential jail terms for librarians or educators that are presenting certain types of information. He said it is an interesting time, and libraries need to work together across the country to combat censorship. He said Seattle and Brooklyn are providing the Books Unbanned program, and other systems are talking about similar initiatives. He said libraries will need to support colleagues in areas who have censorship laws and may need to sue their own state to keep books on the shelf. Mr. Fay said there are lots of ways to approach the challenges, and the Library will need to support all of the different ways to make sure material stays available. He said the banning and censoring of information leads to a lack of knowledge. He said children or young adults growing up not knowing that something exists or has ever been discussed is appalling in this country. He said he appreciates the support of the Library Board as the Library moves through the hard discussions, and the support of the Foundation for issues such as Books Unbanned.

Library Board Trustee Ron Chew said he recently attended the American Libraries Association (ALA) conference in Chicago where book banning was a primary theme. He said in some places there is not the political climate to support the kind of access that SPL is providing. He said Seattle can be a bit sheltered from what is happening nationally. He said it's great that SPL is at the forefront. Library Board Trustee Jay Reich said at the conference, ALA was focused on intellectual freedom. He said one factor is book banning and making information available to everyone, but ALA stands for the larger principle of the freedom of all kinds of intellectual thought, even though some of it is distasteful to others and may be harmful or frightening. He said there aren't laws that allow the Library – as a bastion of intellectual freedom and free speech and expression – to prevent sometimes noxious language which the Library does not support outside of approving the right for people to say it in appropriate circumstances under existing law. Mr. Fay thanked Mr. Reich for his remarks and for a summary he had shared via email regarding his attendance at the conference.

System Reports

2023 Global Reading Challenge

Global Reading Challenge Librarian Jenny Craig said this was the 28th year of the Global Reading Challenge, and the program returned to being conducted fully in person. She said it was a welcome challenge to go back to having huge numbers of kids in the Central Library, and it felt great for

everyone to be able to experience the excitement at the schools and the Central Library. She said the kids really love this program, being able to read together, and being able to show off all of the work they've done. Ms. Craig said this year's competition had 3,536 kids competing on 513 teams. She said the program also included a range of author talks so that kids who chose not to compete still had an opportunity to engage with the authors and the books. She said the schools appreciate having ways for kids to participate, even if they don't want to do the competition.

Ms. Craig said 72 out of 74 schools participated this year, with 70 schools participating in the semi-finals. She said all 30 Title 1 schools participated along with three targeted assistance schools. She said the program has a robust digital download part of the program, and they saw almost 9,500 downloads over the course of the program. She said the kids find graphic novels appealing and chapter books to be difficult. She said the Library offering audio support through online digital downloads really makes a difference, particularly for longer chapter books. She said she has heard that Title 1 schools specifically have said they love access to the audio books. She said they have asked if the Library can always have audio books available that are not Global Reading Challenge books, but also Washington State Book Awards winners and others that are available more often so that there are fewer holds.

Ms. Craig said this year's program for Title 1 schools debuted a prize buffet where kids could choose their own book to read, choose from a selection of snacks, and then receive a ribbon and a 'thinking putty' as their thank you for participating. She said most of the authors visited virtually, which was available to the entire school district. She said author and illustrator duo J. Dillard and Akeem S. Roberts also visited three Title 1 schools in the fall and six more Title 1 schools in the spring. She said the men are both successful Black creative professionals, and the programs were very well received. She said they are working on turning their series into a cartoon, which the kids are really excited about. Ms. Craig said what she found most moving was how many adults thanked the Library after the program for having successful Black men on stage in front of the kids so they can see that they can be successful creatives in the future. She said it was also delightful to hear adult attendees say they had a horrible haircut story and the book really spoke to them. Ms. Craig said Chris Robert, the school librarian from two Title 1 schools in West Seattle: Roxhill and Highland Park, created a family night activity for both of his schools where kids could design a haircut, and he had the winning haircut from each school done on each half of his head. Ms. Craig said she heard the event was amazing, and the pictures were great.

Ms. Craig said the program is working toward providing more full-classroom book sets for Title 1 schools if they want them. She said the program is also changing the types of questions asked so that the questions are more about general knowledge and less about trivial minutiae. She said when the competition reaches the tiebreaker section, they do come to the trivial minutia, and that is always really hard and heartbreaking, but also a wonderful part of the challenge where kids get to show off their really great knowledge, and sometimes have to face disappointment.

Mr. Fay thanked Ms. Craig for a great program. He said he has always loved attending the finals and would watch from the back of the auditorium even before he was the chief librarian. He said the tiebreakers are really heartbreakers. Ms. Craig said she is trying to get as many staff to join as are able so that they share in the joyful experience as part of their work week. She said this year's program had a lot of staff in a range of classifications stepping up to help in the schools, the semifinals, and the final competition.

Ms. Mehdi said, regarding the schools finding audio support helpful, she finds it interesting that even among her generation, people are starting to listen to more books. She said it feels like not just a generational difference, but a change in the way people are taking in books. Ms. Craig said there are a lot more audio books available than there used to be, and with the move to digital audio, more and more become available. She said that "play-aways" are very popular at Title 1 schools, and she explained that they are single-use MP3 players that have one book on them and come with a battery

and headphones. She said publishers are learning and committing to having more audio availability, even for graphic novels, which is an interesting and welcome development. Mr. Fay said in the United States, there is a sense that you shouldn't be read to after a certain age, yet people forget our long oral histories and storytelling that go all the way back in time. He said because more is now available, people can enjoy the aspect of sitting and enjoying relaxing to an oral telling.

Ms. Craig said she isn't sure what next year's program will look like. She said she is paying attention to announcements from the school district that they expect layoffs and possible school closures due to budget challenges. She said she has heard of school librarian layoffs in Shoreline and Edmonds, but doesn't yet know if that will affect Seattle Public Schools. She said there are a lot of very beautiful new schools being built across the city that are much bigger than the old schools, and she will keep an eye on what is happening. Ms. Bendixen thanked Ms. Craig for her presentation and the wonderful Global Reading Challenge program.

Mr. Fay encouraged Library Board trustees to read staff reports contained in the meeting packet. He said there were good infographics and information about the HotSpot program, as well as a good report by Information Technology staff about expanding access to hybrid meeting technology throughout the library system. He said to also take a look at the reports out about the good work happening with programs and partnerships, as well as the Communications report on the Library's press coverage which shows an interesting look at where people are connecting to the Library.

NEW BUSINESS

Library Foundation and Friends of the Library Updates

Ms. Bendixen said the Foundation Board did not meet during the month. Ms. Mehdi said she attended the Friends Board meeting at which Communications Committee chair Danielle Lail reviewed survey results taken earlier in the spring. She said the survey asked people what they knew about the Friends, and they had a 36% open rate. She said they now have more perspective about what their supporters know and would like to know about the organization. Ms. Mehdi said 23% of Friends supporters don't know where the shop is, and 8% want the Big Book Sale back. She said the information gathered will help the Friends as they think about their communications. She said each of their committees will digest the survey information and try to adjust their work to better serve the community, in ways such as making annual renewal notices easier to track. Ms. Mehdi said Dan Tilton, assistant managing librarian in the Quick Information Center (QIC), gave a presentation about QIC and how social services are being addressed within in the Library. She said Ly Huynh, the Library's young adult focused community resource specialist, assisted with the presentation. Ms. Mehdi said it would be useful for the full Library Board to hear the presentation. Mr. Fay said an offer has been made to fill the final position of the social services team, and he hopes to bring a report on their work to the Library Board later this summer.

Updates from Library Board Members

Ms. Bendixen asked Mr. Chew and Mr. Reich if they had any takeaways or lessons learned from attending the ALA conference. Mr. Reich said it wasn't clear to him the relationship between the Library and ALA. He said ALA has 50,000 members and there were 15,000 attendees in Chicago. He said the organization covers small and large libraries as well as academic, rural, and specialized libraries, and includes vendors selling books and many other items. He said he honed in on the intellectual freedom conversations because of his personal interests, but he found a lot of other content to be esoteric and distant from him. He said ALA is refreshing their intellectual freedom manual and guidelines and that could be relevant for SPL. He said ALA started their effort in the 1950s during McCarthyism and technology, complexity and politics have changed since then. Mr. Reich said he thinks the Urban Libraries Council may be more relevant to the issues facing Seattle. He said he is not sure ALA is the right conference for trustees to attend. Ms. Mehdi said she had a similar situation when she served on the Library Council of Washington, which was also made up of public library staff, private library staff, and others. She said she thinks it is very important for there

to be cross-fertilization across libraries. She said while it is true that a private library in a law firm doesn't deal with the same intellectual freedom issues as a public library, that doesn't mean that those librarians shouldn't be made aware of the challenges. Ms. Mehdi said when dealing with civil liberties, libraries need allies in other librarians, whether or not they deal with intellectual freedom issues on a daily basis, to be prepared to speak up, write briefs, etc. She said it may be more relevant for SPL to be part of the Public Library Association, but it is still important to engage with the larger library community for mutual allyship.

Mr. Fay said library organizations could be looked at in spheres. He said ALA is all-encompassing and includes every kind of library from specialized to public, to academic, to school libraries, etc. He said committee work on ALA can get into some esoteric issues, but ALA also looks at large issues like intellectual freedom, freedom to read, and the foundational elements that public libraries still use today. He said ALA's executive director is doing a good job of looking at the issues, 70 years after McCarthyism, and how they are still relevant, and what pieces need to be looked at to be torn apart or made stronger. Mr. Fay said the Public Library Association (PLA), is very relevant in the sense of SPL being a public library, but it also includes everything from a very small or very rural library all the way to the very large urban libraries. He said the Urban Library Council (ULC) is focused on the 150-160 largest public libraries in North America, including the United States and Canada. He said it was founded to discuss and address topics that are extremely relevant to large urban systems with unique challenges compared to some peers at smaller systems. Mr. Fay said that represents the larger ecosystem of the various library associations.

Mr. Chew said he agreed with Mr. Reich that the ALA conference is huge and there are hundreds of sessions to attend. Mr. Chew said he found the conference of great value. He said he likes to try out sessions and doesn't feel shy about leaving if the content is a little too esoteric for him, and he found a couple of sessions of great value. Mr. Chew said an amazing counterpoint to intellectual freedom was the incredible number of diverse authors who were there to make their presence known to libraries. He said he spent a lot of time in the marketplace hall at the diversity stage where a number of authors spoke about issues including self-publishing, how to get known by libraries, strategies for lifting up their voices, and popular culture trends. He said the diversity of what is happening is incredible. Mr. Chew said he sat next to a lot of school librarians who were losing their jobs, and it was interesting to get the microcosm of all that is happening. He said he found great value in a session that was sponsored by the National Library of Medicine about an incredible program focusing on libraries as access points to telehealth, particularly in rural areas. He said he also attended a session sponsored by the Tacoma Public Library on the Community Archives Center they developed working with underrepresented communities to co-design programs under an IMLS grant to provide oral histories with community members, Hilltop area story times, mapping stories, and memoir kits. Mr. Chew said the program educated him as a board member to find out work that is happening in a way he found to be very valuable. He said he would like to figure out if there are conferences at other levels that may also be helpful. Mr. Chew said community leaders in Chicago's Chinatown took him on a tour of the area, during which they took him to their Chinatown Branch Library because the leaders are very proud of how it grew from a tiny storefront in 1972 to a 16,000 square foot branch, built in 2015. He said there was a real sense of pride, and he appreciated being able to go and broaden his horizons.

Mr. Fay encouraged the trustees to consider attending the Public Library Association conference in the spring which will be held in Columbus. He said the Library usually has budget and funding for some staff to attend that conference. He said he has been happy in the last couple of years to see the diversity stage at ALA. He said they are really seeing a lot of diversity in publishers and authors. He said SPL collections staff is also listening. Mr. Fay said going to the authors and books side of the conference with a selection librarian, children's librarian, or adult services librarian will tire out ones legs. Mr. Chew said his fitness tracker was counting 15,000-20,000 steps a day going through the

Convention Center. Mr. Reich thanked the Library for supporting the trustees' travel to the conference. He said it was terrific and they learned a lot.

Ms. Mehdi said she and her daughter joined the Library at the Pride Parade and were happy to be there alongside the Library's new electric bookmobile. She said it felt important for the Library to be in the parade, particularly this year, and she was very happy to be able to join.

Ms. Bendixen recommended *Giovani's Room* by James Baldwin, which she said her virtual book club recently read. She said it is a page-turner with rich language and characters.

ADJOURN

Board President Carmen Bendixen adjourned the meeting at 1:00 p.m.



The Seattle Public Library

Memorandum

Date: July 27, 2023

To: The Seattle Public Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Nicholas Merkner, Finance and Operations Analysis Manager

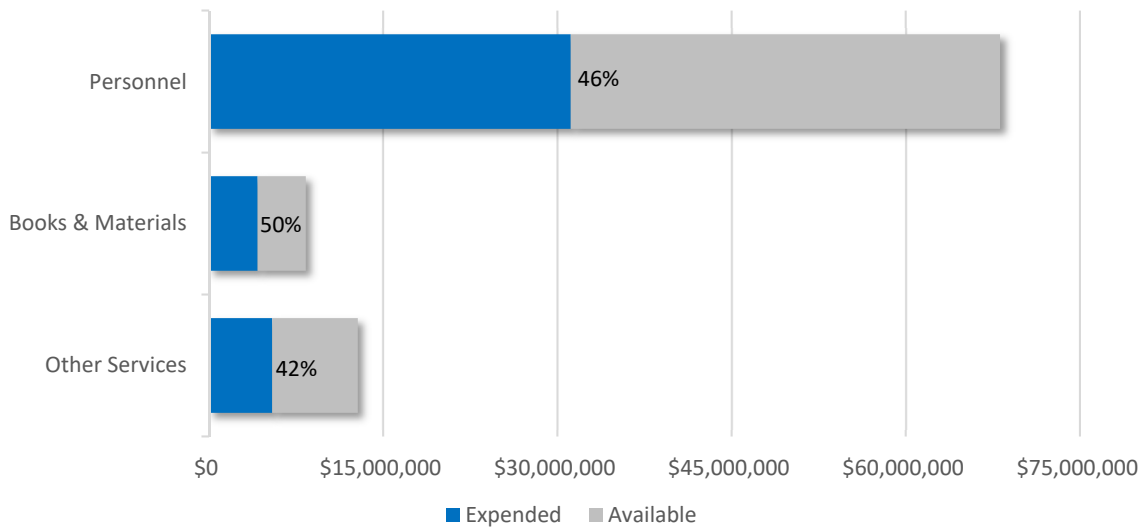
Subject: **June 2023 Financial Reporting**

Overview

Overall, the Library has expended **46%** of its operating budget with **50%** of the year elapsed. This is in line with the prior year when the Library had expended **45%** of the operating budget at this point in the year. Total expenditures at the end of the month were \$41 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 **13 pay periods processed**, so we expect 48% of the personnel budget to be expended—spending is largely on target at **46%**.

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 **50%**.

Other accounts which represent 15% of the adopted budget—and include equipment, services, and supplies—are **42%** expended.

Revenues

Library generated revenues for the period under review are **\$24,500**—bringing year-to-date collection to **\$334,000 (57%** of our target). Central Library parking garage revenue figures were not available as of the compilation date of this report—this information will be included as part of the August reporting.

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 June 2023 Operating Budget financial reporting for approval at July 27, 2023 meeting. Comments or feedback are welcome.

Expenditure Control for June 2023

Amounts in \$1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
Personnel Services					
Salaries	44,459	3,268	20,031	45%	24,427
Benefits	23,659	1,785	11,115	47%	12,545
Personnel Services Sub-Total	\$68,118	\$5,053	\$31,146	46%	\$36,972
Books and Library Materials					
Books & Materials	8,338	702	4,191	50%	4,147
Books and Library Materials Sub-Total	\$8,338	\$702	\$4,191	50%	\$4,147
Other Services and Charges					
Central Costs	2,814	233	1,411	50%	1,404
Equipment - IT & Facilities	2,041	105	933	46%	1,109
Office Supplies, Printing & Postage	304	24	130	43%	173
Operating Supplies	509	43	234	46%	275
Other Expenses	492	32	122	25%	370
Other Maintenance	758	24	238	31%	520
Phone, Wireless & Internet	546	35	199	36%	347
Professional Services	564	40	229	41%	335
Software	857	(2)	271	32%	586
Staff Training & Travel	207	2	56	27%	151
Vehicle Costs	280	31	169	60%	111
Facilities - Space Rental & Utilities	1,768	139	1,061	60%	708
Facilities - Building & Grounds Maint	1,223	29	369	30%	854
Facilities - Garage Debt Service	450	-	23	5%	427
Other Services and Charges Sub-Total	\$12,814	\$734	\$5,444	42%	\$7,369
TOTAL LIBRARY OPERATING BUDGET	\$89,270	\$6,489	\$40,781	46%	\$48,489

Footnotes:

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

Revenue Control for June 2023

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
Operations Plan Other Library Revenue				
Lost Material Fees	110,000	6,379	61,040	55%
Central Library Parking Garage Fees	235,000	-	127,498	54% (A)
Copy Services/Pay for Print	110,000	7,288	44,745	41%
Space Rental (Private & Inter-Departmental)	81,050	10,217	65,104	80%
Book Sale Consignment	45,000	359	34,562	77%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	301	1,112	37%
TOTAL LIBRARY GENERATED REVENUES				
	\$584,050	\$24,544	\$334,060	57%

Footnotes:

(A) June Central Library parking garage revenue figures not available at the time this report was generated



The Seattle Public Library


Date: July 27, 2023
To: Library Board of Trustees
From: Tom Fay, Executive Director and Chief Librarian
Re: July 2023 Chief Librarian's Report

1. On June 27, I had the opportunity to be Councilmember Andrew Lewis' guest for an episode of his "All Policy is Local" podcast. Our 35-minute conversation covered a wide variety of topics including Library operations, the Library Equal Access Program, summer programming, Books Unbanned, pandemic impacts, the role of the Library in addressing challenges of homelessness, upcoming work and focuses for the Library, and more. The podcast is available through Apple Podcasts: <https://podcasts.apple.com/us/podcast/tom-fay-unbanning-books-and-breaking-barriers-at/id1650317040?i=1000619374915>.
2. On June 28, Assistant Director of Library Programs and Services Darth Nielsen, Greenwood Branch Operations Supervisor Hung Pham, Community Partnerships and Government Relations Program Manager Kiersten Nelson, and I hosted a visit for State Representative Julia Reed of the 36th Legislative District at the Greenwood Branch to see the facility and discuss programs offered at the branch and around the system. We appreciated the Representative's interest in the work of the Library.
3. On July 7, Director of Institutional and Strategic Advancement Rick Sheridan, Assistant Managing Librarian Dan Tilton and I hosted a visit from a sister-city delegation from Christchurch, New Zealand at the Central Library. The visit was coordinated by the Seattle Office of Intergovernmental Relations, and the delegation had a specific interest in hearing about SPL's insecurely housed and social service support.
4. On July 10, the Strategic Planning Core Team held a full day workshop with consultant Greg Netzer. The conversation was robust as the team focused on identifying impacts for our future work. More will be highlighted today in Greg Netzer's presentation to the Board.
5. On July 12, I was a panelist for the Foundation's "Libraries Encourage Civic Courage" virtual event. The program focused on the role of Library collections in inspiring young people, included a video on the Civic Courage scholarship winners, and discussed Books Unbanned.
6. On July 13, I attended the opening of the Library's new exhibit, "Black Activism in Print." The exhibit features artwork from prominent Black artists and activists Charles White and Elizabeth Catlett, from the African American Collection, on display for the first time at the Central Library since their donation in 1967. The exhibit will be in the Level 8 Gallery at the Central Library through September 15. The integration of poetry and other forms of spoken word added even more power to the images exhibited.

7. On July 14, I welcomed attendees to “Voices of Belonging,” an evening of celebration with Path with Art performance artists at the Central Library. The live performance showcase featured Participant Artists from Path with Art including spoken word poetry, dance, choir and band music, and DJ-ing. The forms of expression were connected by the guiding theme of "belonging" to celebrate the power of art to heal, uplift, and bring people together. This event has been historically held at the Seattle Art Museum, and the Library was honored to host this year’s program.
8. Following the departure of the Library’s Director of Administrative Services in late May, I am pleased to report that Valerie Wonder has been appointed to serve in an interim capacity while we recruit for a permanent replacement. Since 2006, Valerie has served the Library in many capacities including Immigrant and Refugee Program Manager, Fiction Librarian, Literacy & ESL Program Manager, Community Engagement Manager, and most recently as Downtown Regional Manager since January 2020.
9. Library Programs and Services Director Andrew Harbison will be leaving at the end of July for a new opportunity with OCLC, a library research and technology organization. Andrew has served SPL for 10 years as Assistant Director for Collections and Access and most recently as Director of Library Programs and Services. Andrew formed the Collections & Access team to work on service priorities, floating collections, Peak Picks, LibraryLink, PlayBack, reciprocal borrowing relationships, the collection development plan, e-book funding, fine elimination, hotspots, the zine collection, Levy renewal and implementation, the Paul Dorpat collection, and other efforts. He has been instrumental in pandemic reopening, restoration and expansion of hours, holds Pickup Lockers, AMHS implementation, contract negotiations, and Books Unbanned. Andrew was an executive co-sponsor for the Library's RSJ Change Team nearly a decade ago and has continued to advocate for equity-based change at SPL and in national committees. I will be determining the best interim solution in coming weeks, and wish Andrew the best.

Meetings and events during this reporting period:

- a. Board Meetings: Monthly Library Board of Trustees meeting; Monthly calls with Library Board President; monthly meeting of Friends of the Library’s Board; Library Foundation Board 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; Podcast with Councilmember Andrew Lewis; Mayor’s Emergency Executive Board.

LIBRARY AT A GLANCE					
Active Users – Last 12 Months	280K ↑ 1%	Monthly Users – Digital	91K ↓ -7%	Monthly Users – Physical	43K ↑ 4%
Monthly Questions Answered	55K ↓ -7%	Monthly Circulation – Digital	606K ↑ 1%	Monthly Circulation – Physical	484K ↓ -2%

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

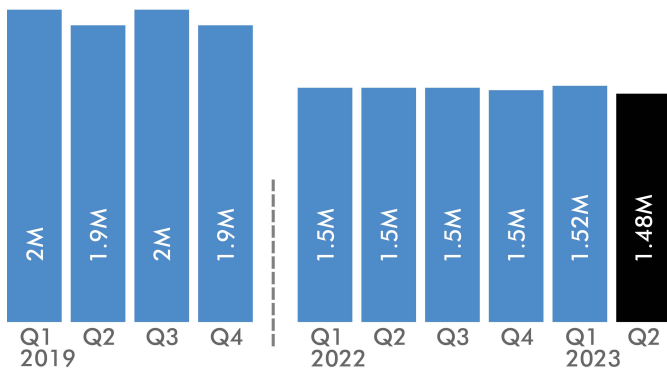


IN FOCUS: Quarterly Key Performance Indicators (KPIs)

Digital materials continue to drive library use.

Physical Circulation

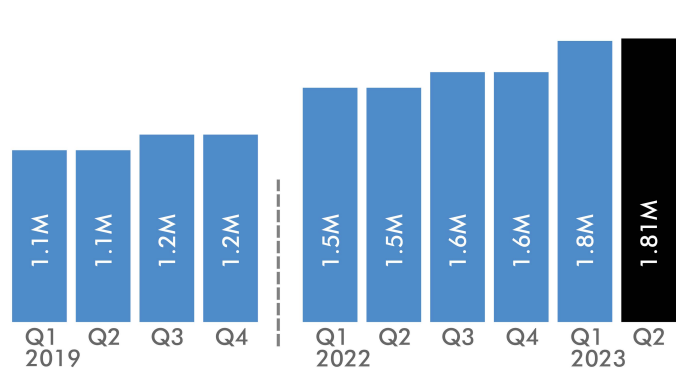
Number of items circulated or renewed



Physical circulation in Q2 is slightly lower than the previous quarter and below pre-COVID levels.

Digital Circulation

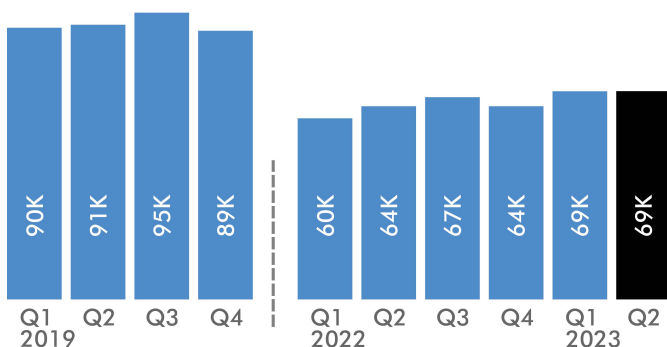
Number of items circulated



More digital materials circulated in Q2 than in any previous quarter. Checkouts by Books Unbanned card holders (beginning April 27) are included in totals.

Quarterly Borrowers - Physical

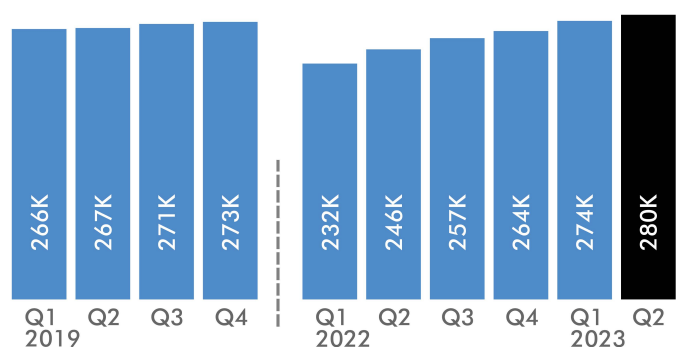
Number of unique patrons who borrowed physical materials



Unique users who checked out physical materials in Q2 hasn't changed since the previous quarter and is lower compared to pre-COVID (91K in Q2 2019).

Active Library Users

Number who checked out materials or logged in to use a Library resource in the last 12 months



Active users reached an all-time high at the end of Q2, driven primarily by growth in e-content use.

Collections and Access Services

July 17, 2023

Frank Brasile, Selection Services Librarian

Impact Areas

Access: Making sure our public has access to all that we offer. This means encouraging everyone to get Library cards, providing great collections that serve every age and making sure patrons have access to our staff, resources, programs and services.

Literacy, Learning and Achievement: Providing assistance to support the personal pursuit of educational, informational and recreational interests for formative and lifelong learning.

Collection Diversity Audits

In 2022, the American Library Association reported a record number of demands to censor library books and other materials: there were 1,269 attempts to ban or restrict library materials, nearly double the rate in 2021; 2,571 unique book titles were targeted, a 41% increase over the previous year; and 90% of all challenged books were part of attempts to ban multiple titles, including 40% that sought to remove 100 or more books. The overwhelming majority of titles were written by or about Black people, Indigenous people, and people who identify as LGBTQIA+. ¹

In the spring of 2022, with support from the Levy, the Library's Selection Services team partnered with three vendors to audit SPL's collection for one year, measure its diversity, and recommend titles to purchase. This work has continued in 2023. As of June 30, the Library used dedicated Levy funding to add more than 1,500 titles and nearly 4,700 copies to its print and digital collections, amplifying the voices of historically marginalized and underrepresented groups – the very people whose voices are being silenced by book bans nationwide.

	TITLES	COPIES
PRINT, 2022	252	1,184
PRINT, 2023	362	2,500
DIGITAL, 2022	613	616
DIGITAL, 2023	293	382
TOTAL	1,520	4,682



I Have Something to Tell You For Young Adults: A Memoir by Chasten Buttigieg. Added to the Teen Nonfiction collection.

The most diverse part of the Library's collection is young adult/teen, with nearly 50% of the fiction collection and more than 50% of the nonfiction collection considered diverse. At the same time, titles for teens accounted for 10 of the 13 most challenged books of 2022²; a digital edition of one of the titles on the list, *This Book is Gay* by Juno Dawson, was purchased using diversity audit funds in 2022. Clearly, the need for an expansive and inclusive teen collection is acute. Authors represented in these purchases include Ibi Zoboi, Alice Oseman, Chasten Buttigieg, and Robin Wall Kimmerer. These additions help provide readers the opportunity to see their own lives reflected in books and see lives and stories different from their own.



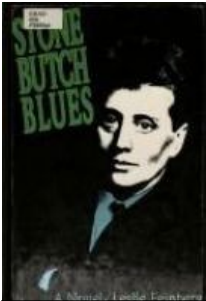
The world of children's publishing has undergone a significant shift in a short amount of time. Between 2015 and 2020, the number of children's books by BIPOC (Black, Indigenous and People of Color) authors and illustrators and about BIPOC characters tripled.³ A number of picture book titles were selected celebrating Indigenous voices sharing their lived experiences and stories including

¹ [2022 Book Ban Data](#). American Library Association.

² [Top 13 Most Challenged Books of 2022](#). American Library Association.

³ [CCBC's Latest Diversity Statistics Show Increasing Number of Diverse Books for Children and Teens](#). University of Wisconsin-Madison School of Education.

Grandma's Tipi: A Present Day Lakota Story; Drum from the Heart; Forever Our Home; Storyteller Skye: Teachings from My Ojibway Grandfather; and The Song That Called Them Home. Chapter books were ordered that feature fiction by authors reflecting their lived experience as Black, Asian American, neurodivergent, LBGTQIA+, and Indigenous individuals. And a variety of nonfiction titles like *Shining A Light: Celebrating 40 Asian American and Pacific Islanders Who Inspire Us All; Rebel Girls Celebrate Pride: 25 Tales of Self-Love and Community; Indigenous Ingenuity: A Celebration of Traditional North American Knowledge; and Resistance Stories from Black History* were also added.

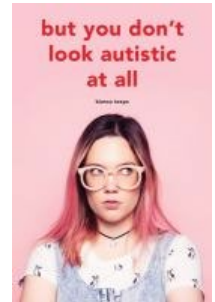


Stone Butch Blues by Leslie Feinberg. Added to the adult fiction collection.

Diversity audit funds have been used to expand and enhance the Library's print and digital adult fiction collections in several areas. Titles by winners and nominees of the Lambda Literary Awards, which celebrate the best in LGBTQ literature, including more than 100 fiction titles from small, independent publishers and self-published authors, were added to the collection. Several classics by LGBTQIA+ authors were refurbished, such as Leslie Feinberg's *Stone Butch Blues*, and Casey Plett's *A Safe Girl to Love*. New copies of books by many BIPOC authors were also added, including titles by luminaries such as Toni Morrison, James Baldwin, and Zora Neale Hurston.

Storyteller Skye: Teachings From My Ojibway Grandfather by Lindsay Christina King. Added to the children's picture book collection.

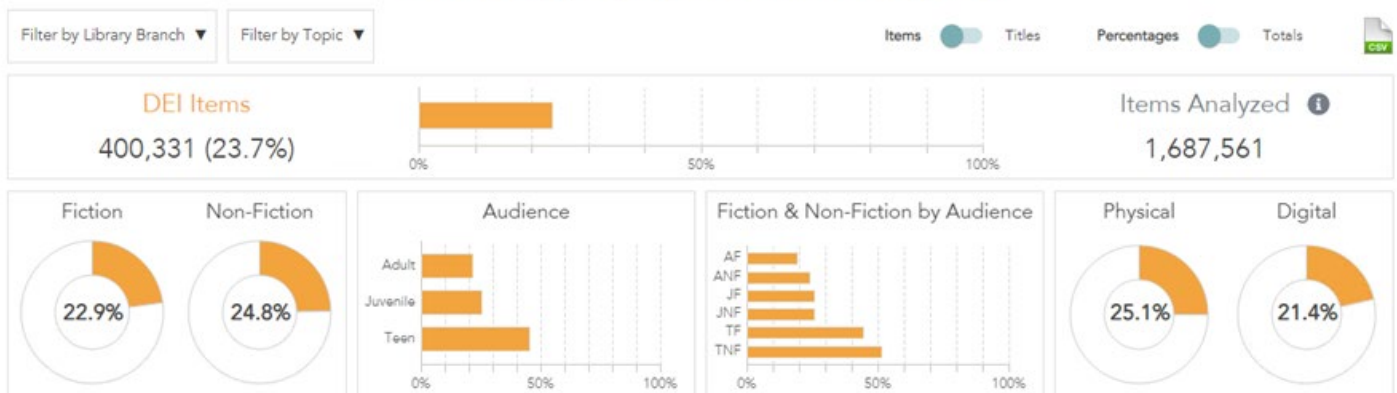
The library added a wide variety of adult nonfiction, with a focus on the digital collection in 2023. Libby, the digital eBooks and eAudiobooks app from OverDrive, launched a feature called "Notify Me" where patrons can "tag" a title that is not in the collection and set up an alert if it's added. Dozens of titles with multiple tags were purchased, including *Birthing Liberation: How Reproductive Justice Can Set Us Free* by Sabia Wade; *But You Don't Look Autistic At All* by Bianca Toeps; *Pollution is Colonialism* by Max Liboiron; and *Subtle Acts of Exclusion: How to Understand, Identify, and Stop Microaggressions* by Tiffany Jana.



But You Don't Look Autistic At All by Bianca Toeps. Added to the adult nonfiction collection.

For one year, the Library's collection was analyzed on a quarterly basis by a product called collectionHQ. The final analysis revealed that the number of DEI (Diversity, Equity, Inclusion) items in the collection exceeded 400,000 items, up from 363,000 a year before.⁴ While the dedicated funds contributed to the diversity of the collection, it doesn't tell the whole story. Books by and about BIPOC and queer people are added to the collection every day; the dedicated funding allowed selection librarians to go beyond the mainstream and add books that were from independent presses, self-published, or locally produced, creating an intersectional and inclusive collection of exceptional depth and breadth.

Diversity, Equity and Inclusion (DEI)



⁴ collectionHQ DEI analysis, via Baker & Taylor

GATEWAY TO HISTORY

June 28, 2023

Jade D'Addario, Digital Projects Librarian, Special Collections

Seattle History: Black Culture and History Collection

Special Collections recently completed work on a new Digital Heritage Grant from the Washington State Library. The grant provided staffing support for the addition of more material to our [Black Culture and History Collection](#). Between July 2022 and April 2023, we increased the size of the collection by 265 percent, adding a total of 297 new items and scanning 1,958 new pages of content. We focused our digitization efforts on four main areas, the LeEtta Sanders King Collection, the Reverend Samuel McKinney Collection, the Maid Adams Collection of Congress on Racial Equality (CORE) materials, and Seattle Urban League materials.

Featured Collections

[LeEtta Sanders King Collection](#)

LeEtta Sanders King (1893-1978) was raised in Yakima and moved to Seattle in 1914. She worked as a stenographer and volunteered for the Red Cross during World War I, acting as secretary for the Colored Young Women's Auxiliary. She later employed her musical talent as a piano accompanist for traveling musicians, a music teacher, and the organist and choir leader at Grace Presbyterian Church in Madrona. LeEtta was also a member of The Christian Friends for Racial Equality, a Seattle group founded in 1942 to address interracial tensions in the city. Her son, Winfield King (1920-1976) graduated from Broadway High School in 1938. He served during World War II as a ship's cook for the army. Winfield inherited his mother's love of music and was a bandleader and an active member in the Negro Musicians Union which integrated in 1958 as the Musicians Association of Seattle, Local 76. The collection includes photographs of LeEtta, Winfield, and the Sanders family in Yakima as well as correspondence.



LeEtta in her Red Cross uniform, ca. 1918

[Reverend Samuel McKinney Collection](#)



Mount Zion Baptist Church, ca. 1975

Reverend Samuel McKinney (1926-2018) served as the pastor at Mt. Zion, one of Seattle's oldest and most prominent Black churches for over 40 years. McKinney was a champion of social and civil rights causes. He was one of the founders of the Seattle Opportunities Industrialization Center, an organization providing job training; helped start Seattle's first Black-owned bank to help community members obtain home loans after discrimination from other banks; advocated for Seattle's fair housing act as a member of the Seattle Human Rights Commission and participated in civil rights marches and demonstrations nationwide. This collection includes materials related to McKinney and his family as well as Mt. Zion Baptist Church including photographs, newsletters, reports and ephemera.

[Maid Adams Collection of Seattle Congress on Racial Equality \(CORE\) Materials](#)

James Farmer founded the national Congress of Racial Equality organization in 1942 with the goal of improving race relations and addressing racial discrimination through non-violent direct action such as sit-ins, boycotts and freedom rides. The Seattle Chapter of CORE began organizing in July 1961 and was recognized as an official chapter of the national organization in January 1962. The Seattle Chapter had several areas of focus including combating racist hiring

practices, advocating for integration of schools and promoting open housing opportunities. Jean “Maid” Adams joined CORE in 1962 and helped run the group’s campaign against employment discrimination in local businesses, co-chairing the group’s negotiations committee which monitored whether companies were hiring Black employees and organized boycotts if they refused. The collection includes ephemera related to CORE’s Equal Employment Campaign, the Crosstown Bus Campaign (which led to the establishment of the 48 bus route through the Central District), *Corelator* newsletter issues, protest signs, and posters used by the group for fundraising events such as James Baldwin’s 1963 benefit at the Moore Theatre. In addition to the CORE materials, there are also items from other local groups such as the Central Area Motivation Project (CAMP) and from national groups such as The Black Panthers.



"Freedom Now!" CORE protest sign, ca. 1964

[Seattle Urban League materials](#)



Seattle Urban League Annual Report, 1950

The Seattle Urban League was founded in 1926 with the goal of improving the lives of Black people and other people of color in the areas of employment, health, education, welfare and housing. The League was instrumental in working with employers and labor unions to diversify their workforces and desegregating Seattle Public Schools. The League’s Housing Committee worked to disrupt patterns of discrimination in the housing market by helping Black families find rental homes outside the Central District. The materials in this collection include annual reports, publications, brochures and newsletters from the 1940s to the 1970s. They are notable for documenting the city during a remarkable period of change starting with the growth of Seattle’s Black community as workers flocked to the city to help the war effort and through the civil rights movement and desegregation efforts of the 1960s and 1970s. The collection also showcases the work of Edwin T. Pratt who served as the League’s executive director from 1961 to 1969. Pratt was a vital voice in Seattle’s civil rights movement whose life was cut short when he was assassinated outside of his Shoreline home in January 1969.

Grant Impact

This is our third Digital Heritage Grant. (Two prior grants were focused on digitization of our [Northwest Photograph Collection](#) featuring historic images of the Pacific Northwest.) Grant support has had a tremendous impact on providing more time to focus on digitization and description of materials for our online collections that would not otherwise be possible due to staffing constraints. Across all three Digital Heritage Grants, we have now made nearly 1,600 items available online.

This grant in particular has helped us amplify voices in the Black community and bring together historic materials that are spread across multiple locations and collections into one easily searchable spot. All materials have received subject indexing and textual materials are now full-text searchable. The collection can also be searched by date, creator, neighborhood and material type, allowing patrons to interact more easily with our collections.

Raising the profile of these collections has also helped us make connections with people who are interested in donating new materials we work to diversify our holdings. Because the LeEtta Sanders King collection had been digitized, we recently had a donor reach out to us with more of LeEtta’s materials which are now being added to our existing collection.

Although the grant work has finished, we will continually be adding new content to our Black Culture and History collection. We are also using this collection as a model to highlight materials for other historically marginalized communities as we plan our digitization efforts going forward.



The Seattle Public Library

Date: July 27, 2023

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Rick Sheridan, Institutional and Strategic Advancement Director

Re: **Library Partnership Agreement**

In spring of 2022 Chief Librarian Tom Fay proposed creating a three-way partnership agreement to help clarify roles and expectations for The Seattle Public Library Foundation and the Friends of The Seattle Public Library, and to enhance how these Library partners work together. Through the remainder of 2022 and into 2023, the chief librarian met with staff and board members of these critical organizations to draft and refine an agreement that effectively addressed the interests and concerns of all parties. The process included a facilitated working session with a consultant in January 2023.

This collaborative effort resulted in the attached “Library Partnership Agreement – An Alliance to Advocate for and Advance the Efforts of The Seattle Public Library.” The document, “defines principles and protocols to achieve a harmonious and synergistic working relationship between the Partners for the purpose of advocacy, awareness and fundraising.” Key elements of the agreement include:

- The Friends will focus on grassroots advocacy and literacy programs but will not fundraise.
- The Foundation will serve as a grant maker to the Friends in support of their programmatic work to a maximum of \$40,000 annually.
- The Library will no longer seek monetary grants from the Friends.
- The Foundation will continue to lead the Joint Advocacy Committee with the Friends as committee participants.
- The Three Presidents meetings will be utilized to better align the organizations’ efforts.
- The Friends and Foundation will each provide a liaison to the other’s board.
- The agreement will have a two-year term to allow for adjustments by any party.

This agreement has been reviewed and formally approved by the boards of The Seattle Public Library Foundation and the Friends of The Seattle Public Library.

Action required/requested: Library Board review and consideration of Library Partnership Agreement for approval at July 27, 2023 meeting.

Library Partnership Agreement
An Alliance to Advocate for and Advance the Efforts of The Seattle Public Library
(rev. 4/17/2023)

This Partnership Agreement (Agreement) is executed this XX day of X, 2023, by and between the Parties hereto (the Partners), The Seattle Public Library (Library), The Seattle Public Library Foundation (Foundation), and the Friends of The Seattle Public Library (Friends), to commit in writing to foundational principles for working together to support The Seattle Public Library through advocacy, grassroots awareness and fundraising.

This Agreement defines principles and protocols to achieve a harmonious and synergistic working relationship between the Partners for the purpose of advocacy, awareness and fundraising. This agreement will remain in place for two years from the date of execution of this Agreement unless extended by mutual consent of all Partners. A partner may provide 180-day written notice to all Partners that they intend to terminate their partnership in this Agreement.

The following principles and the subsequent partner roles define and clarify the responsibilities of each Partner along with the authority of each Partner within its specific function.

Fundamental Partnership Principles

- The Library is the sole beneficiary of the collaborative and coordinated work of each Partner. The Foundation and Friends should reference the Library in all relevant communications, advocacy, or awareness/marketing campaigns, including but not limited to their websites, social media platforms, and various member newsletters. The Library in turn will recognize the Foundation and Friends on its website and social media platforms as appropriate
- All Partners shall have quarterly financial reports available and will make available year-end financial reports of each preceding year
- The Foundation and Friends will provide a liaison to the other's board, and the Library Board of Trustees will provide liaisons to the Foundation and Friends boards
- To reduce confusion amongst donors, only the Foundation may solicit funds from the public or grants from grant-making entities for the Library, although the Friends for their operational needs may solicit funds directly from their members or secure literacy-oriented grants – such as from the Renee B. Fisher Foundation, in collaboration with the Library and Foundation, that support their core programmatic work
- The Library will not seek monetary grants from the Friends and will rely solely on the Foundation for all non-governmental financial support
- The Friends may submit to the Foundation an annual grant request up to \$40,000 so that the Friends may continue to focus on grassroots advocacy and programs that build awareness of the Library and promote a love of reading. These funds will be utilized by the Friends for programmatic support and should not be transferred to the Library. In collaboration with the chief librarian and the Foundation, the Friends may propose an increase to the grant annually, in timing with the Library's and the Foundation's budget cycle. The Friends and Foundation will, in communication with the Library, work out further details about the process of requesting the annual grant, , in a separate process to be referenced herein when established.
- This Agreement between the Partners does not limit each Partner's right to establish individual memorandums of understanding or operating agreements with the Library or each other as illustrated by the Foundation's Master Operating Agreement and its Memorandum of Understanding with the Library

Partner Roles

- The Foundation is the Library's official fundraising Partner, with the exception of grants that require the Library be the sole authority, grants to the Friends that do not directly compete with the Foundation's development efforts, and Friends members' (both current paid members and newsletter subscribers) direct contributions to the Friends
- The Friends are a membership driven organization and, in collaboration with the Library, are responsible for grassroots awareness and outreach efforts through various book projects and programs that encourage the love of reading
- The Foundation and Friends in collaboration and coordination with the Library support public policy and library advocacy
- The Library will communicate its strategic priorities, share appropriate data, communications, and marketing channels, and make space and time available to work with each partner separately and together to produce the best results for Library patrons, Foundation donors and Friends members.

Coordination of the Partnership

The Three Presidents meeting provides the opportunity to align the strategic communication, development, awareness and advocacy needs of the Library with the work of each Partner. Each Partner may staff the committee as needed at each meeting. This group will meet no less than quarterly to plan, align and report on major initiatives. The Three Presidents meeting also provides the opportunity to address issues or concerns that may arise between partners. The executive director and chief librarian, the chief executive officer of the Foundation and the business director of the Friends or their respective designees will jointly address urgent issues arising between the Three Presidents meetings.

Coordination of Advocacy

The Joint Advocacy Committee provides the opportunity to align advocacy roles and work in all three organizations and coordinate the communication and data needs for effective advocacy on behalf of the Library at all levels of government. The committee will meet no less than six times a year to plan, align and report on activities. The membership of the committee shall represent the executives and Boards of each Partner, and its focus will reflect the input of all three organizations.

Coordination of Communication and Marketing

The Library will host several communications and marketing alignment sessions with the Foundation and Friends. The Library's heads of Communication and Marketing and Online Services will collaborate with the Friends and the Foundation to coordinate messaging regarding awareness, endorsements, fundraising, membership drives, recognition, successes, and representation of each organization.

Coordination of Finances

The Library will host several financial alignment sessions with the Foundation and Friends. The Library's director of Administrative Services will collaborate with the Foundation and the Friends to coordinate around fundraising, grant-making and budgetary expenditures in support of the Library and of mutual interest to all parties.

Resolution of Disputes

The executive director and chief librarian through a joint meeting with the business director of the Friends and the chief executive officer of the Foundation will address disputes pertaining to this agreement. If the dispute cannot be resolved at this venue, the Three Presidents will address the matter at their next available meeting



The Seattle Public Library

Memorandum

Date: July 27, 2023

To: The Seattle Public Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Heather Delaney, Interim Employee Relations Director

Subject: Updated Board Policy: Compensation Plan

Background

The Compensation Committee assesses and makes recommendations for modifications in the Compensation Plan as a result of working practices or minor amendments from year to year. Proposed modifications, since the last update in April of 2021, address the payment of out-of-class assignments. Plan revisions are brought back to the Board on a yearly basis for revisions or clarifications, usually within the first quarter of each plan year.

The proposed update, under Section 6C,ii, "Payment for Performance of Out-Of-Class", page 7, addresses the issue of out-of-class pay:

"When the out-of-class assignment is part of a competitive process the employee shall be placed in the lowest pay step in the higher-classification that provides a minimum 2% pay increase but shall not exceed the highest step of the higher-classification.

Payment for an out-of-class assignment that an employee receives by appointment shall be equal to 3% providing the employee is acquiring the totality of work while working in the position."

Action Required/Requested: Library Board consideration of updated Compensation Plan Policy for approval at the July 27, 2023 Library Board meeting.



Board Policy

COMPENSATION PLAN	Adopted by the Library Board of Trustees April 27, 2021 July 27, 2023 ; Supersedes <i>Compensation Plan</i> adopted Nov. 21, 2019 April 27, 2021
Owner: Employee Relations Director	
Approved by: Jay Reich <u>Carmen Bendixen</u>, Library Board President	

BACKGROUND

The Seattle Public Library strives to maintain a competitive compensation plan to attract and retain talented employees and foster employment equity throughout the Library system. This policy applies to all exempt and non-exempt Library employees. All represented employees are excluded from the provisions contained herein.

PURPOSE AND INTRODUCTION

The Library’s compensation plan is designed to achieve the following objectives:

- Attract and retain a talented and diverse workforce;
- Award step and salary increases based on employee performance, economic market conditions, and compensation practices within the City of Seattle; and
- Help managers distribute and align staffing with departmental goals, the strategic direction and service priorities of the Library.

This policy will be administered by a compensation committee comprised of the Executive Director and Chief Librarian, Director of Administrative Services, Director of Employee Relations and support staff from finance and human resources. The committee will utilize market compensation reports, compensation plans for comparable positions within other City departments, and job/position evaluations to determine pay practices for comparable positions within the immediate market area.

When necessary, the compensation committee will use additional resources to perform a thorough analysis of market conditions and compensation practices, both regionally and nationally.

When practical, the Library’s compensation methodology will reflect similar practices within the City of Seattle and include a discretionary pay program (DPP). Employees assigned to a

discretionary pay program will have similar job titles within the same pay structure and have the same administrative guidelines applied. All employees assigned to a discretionary pay program will be excluded from automatic annual wage increases. Merit increases will be based on an employee’s position within a salary range and job performance during the performance cycle, as well as budget and economic resources.

Employee(s) participation in the DPP are defined under the categories of accountability pay for executives, managers and individual contributors. Guidelines administering the compensation program will be developed by the compensation committee.

In fulfilling the attached compensation policy, The Seattle Public Library shall be free of discrimination on the basis of race, color, religion, creed, gender, gender expression, sexual orientation, age, national origin, ancestry, disability, marital status, veteran status, military status, political ideology, and any other basis prohibited by federal, state, or local laws.

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POLICY STATEMENT

All compensation and/or benefit plan changes to the attached policy require Board approval. As needed, the compensation committee will develop guidelines and procedures to implement this policy.

1. Salary Increments

Application of salary steps do not apply to employees participating in the discretionary pay program (DPP).

Upon appointment, an employee normally shall be paid at the first step of the salary range. If appointed at the first step, an employee shall receive a one-step increase six months later. Subsequent salary step increases shall occur annually from the date of the six-month increase, until the employee's salary is at the top step of the range. Six-month step increases

only occur upon an initial appointment to a regular status position and when the incumbent is assigned to the first step within a salary range. Employees appointed above the first step of the range shall receive subsequent step increases in 12 month intervals. Employees not performing to a satisfactory level may have subsequent step increases postponed until performance is deemed satisfactory. Salary increases are not automatic and require the approval of the Division Director.

Employees are ineligible for an annual wage increase or other wage increases if their performance in the most recent evaluation cycle fails to be described as “satisfactory”.

2. Changes in Incumbent Status

Salary step placement for employees affected by an employment, classification or compensation action shall be calculated as provided below, except for incumbents in discretionary pay program (DPP) positions. In addition, DPP positions shall be excluded from the provisions of this section for purposes of movement between positions in the same program or between two such programs.

A. Probationary Periods

New hire and rehire employees shall serve a one-year probationary period upon initial appointment within the Library. Current employees who are promoted to a new position shall serve a six month probationary (trial service) period.

An employee must satisfactorily complete the probationary period or trial service period to gain status as a regular employee.

B. Conversion from Intermittent Status

Appointment to a regular position shall be regarded as an initial hire for determining salary step increases.

C. Conversion from Temporary Status

Following an appointment to regular position, temporary employees will proceed to receive salary step increases on the same basis as regular employees.

D. Transfers

An employee transferred to another position in the same class or having an identical salary range shall continue to be compensated at the same rate of pay until the combined service requirement is fulfilled for a step increase. The employee shall thereafter receive step increases as provided in the new position until the maximum step is reached.

E. Promotions

An employee who is either appointed to or is the successful candidate in a competitive process for a position in a class having a higher maximum salary shall be paid at the appropriate step in the higher range which shall result in a minimum increase of at least 2%. Such an

increase shall not exceed the maximum step established for the higher paying position and shall apply only to appointments of employees from regular full-time or part-time positions. This provision shall not apply to appointments from positions designated as “intermittent” or “as needed,” nor to temporary assignments providing pay “over regular salary while so assigned.”

F. *Demotions*

An employee who voluntarily demotes or is demoted because of inability to meet established performance standards from a regular full-time or part-time position to a position in a class having a lower salary range shall be paid the salary step in the lower range, determined as follows:

- i. If the rate of pay received in the higher class is above the maximum salary for the lower class, the employee shall receive the maximum salary of the lower range;
- ii. If the rate of pay received in the higher class is within the salary range for the lower class, the employee shall receive that salary rate for the lower class which, without increase, is nearest to the salary rate to which such employee was entitled in the higher class. The employee shall receive at least the minimum salary of the lower range.

An employee reduced because of organizational change or reduction in force from a regular full-time or part-time position to a position in a class having a lower salary range shall be paid the salary rate of the lower range which is nearest the salary rate to which they were entitled in the former position without reduction, providing that such salary shall in no event exceed the maximum salary of the lower range.

If an employee who has completed 25 years of full-time City service, and who within five years of a reduction in lieu of layoff is assigned to a position in a class having a lower salary range is again reduced in lieu of layoff to a position in a class having a lower salary range, such employee shall receive the salary they were receiving prior to such second reduction as an “incumbent” for so long as they remain in such position or until the regular salary for the lower class exceeds the “incumbent” rate of pay.

G. *Reclassifications and Reallocation*

When a position is being considered for reclassification or reallocation as a result of additional responsibilities, restructuring within the organization, market comparison or substantial job duty changes, all such changes will be reviewed and approved by the compensation committee.

When a new or different salary range is assigned, the employee occupying the position immediately prior to and at the time of the reclassification shall receive the salary rate which shall be determined in the same manner as for a promotion as described in section 2.E; provided that, if the employee's salary prior to reclassification or reallocation is higher than the maximum salary of the range for such new or different class, they shall continue to receive such higher salary as an “incumbent” for so long as they remain in such position or until the regular

salary for the classification exceeds the “incumbent” rate of pay.

The Employee Relations Director shall recommend to the compensation committee for approval adjustments to the salary structure based on a biennial labor market analysis of selected benchmark titles.

Change in the Number of Steps Assigned to a Salary Range

When the number of steps in a salary range are changed, the incumbent in a position affected by such change shall receive the salary step of the new salary range that is closest to the pay rate they most recently received in the prior range, without reduction, not to exceed the maximum step of the new range. Time served in both ranges will count toward the next salary step increment.

H. Resignation or Termination

In the event of an employee’s resignation, the library will allow an employee to use accrued vacation time, to the extent possible, during the term of their remaining employment. The employee must receive approval from their Division Director and work the last day of their employment. If an employee is terminated, any accrued vacation will be paid out in the next regular pay period.

3. Employee Benefit Plan

Details of the Library’s benefit plans are specified in the Employee Handbook and are subject to change, based on plan providers, and renewal periods linked to the City of Seattle.

4. Payment for Employee Working Less Than Full-time

An employee on a 40 hour workweek schedule, whose pay is established on a monthly or annual rate, and who works less than full-time in a position shall be paid for actual hours worked at an hourly rate of pay equal to the established salary for a 12 month period divided by the number of regularly scheduled paid hours, determined as the total of eight hour workdays falling on Mondays through Sundays, within such 12 month period.

5. Filling Positions for Limited Periods In Excess of Those Established

The Executive Director and Chief Librarian may, within the limits of moneys appropriated for “salaries,” authorize filling positions for limited periods of no longer than one year, in excess of those established in the current budget.

6. Payment for Performance of Out-Of-Class Duties

A. Definitions

- i. *Discretionary pay program*: A compensation program in which the appointing authority, in accordance with guidelines and procedures established by the Employee Relations Director, is granted discretion to set pay within the

pay zone.

- ii. *Hourly employee*: An employee who is compensated on an hourly basis for each hour of work performed, including time in excess of 40 hours per workweek.
 - iii. *Out-of-class assignment*: The temporary assignment of one or more employees to perform the normal ongoing duties and accept the majority of the significant responsibilities associated with a higher-paying title. The employee must meet the documented minimum qualifications of the higher classification or position. The employee must also have demonstrated or be able to demonstrate their ability to perform the normal duties of the position.
 - iv. *Proper authority*: The appointing authority (Executive Director and Chief Librarian) or his or her designated management representative.
 - v. *Salaried employee*: An employee who is not eligible for overtime and who each pay period regularly receives a predetermined salary constituting all or part of his or her compensation.
 - vi. *Threshold*: The amount of time an employee must perform out-of-class duties in a non-represented position prior to being compensated for the performance of those duties. The threshold shall consist of consecutive work hours or workdays.
- B. Except as otherwise provided in authorized collective bargaining agreements, qualified employees assigned by proper authority to perform the ongoing duties and accept the responsibilities of a higher-paying title in order to avoid a significant interruption of work or services shall be paid as provided herein while performing such duties. Each out-of-class assignment is limited to six months, unless an extension is authorized by the appointing authority. An out-of-class assignment as a division director is limited to 12 months following the occurrence of a vacancy. An additional 12-month extension may be granted by the Executive Director and Chief Librarian. Appropriate reasons for the assignment of out-of-class duties include:
- i. Absence of a position incumbent;
 - ii. Peak workload periods;
 - iii. Position vacancy; or
 - iv. Completion of a special project.
- C. An employee whose primary title is not included in a discretionary pay program may be assigned to work out-of-class in a higher-paying title that is not included in a discretionary pay program or may be assigned to work out-of-class in a title that is associated with a discretionary pay program.

- i. Payment for the out-of-class assignment to a title that is not represented and that is not associated with a discretionary pay program shall be determined as follows:
- ii. ~~When the~~The employee in the out-of-class assignment ~~is part of a competitive process the employee~~ shall be placed in the lowest pay step in the higher-classification that provides a minimum 2% pay increase but shall not exceed the highest step of the higher-classification.

~~Payment for an out-of-class assignment that an employee receives by appointment shall be equal to 3% providing the employee is acquiring the totality of work while working in the position.~~

- iii. Payment for an out-of-class assignment to a title that is associated with a discretionary pay program must use the designated out-of-class pay rates established for the particular program. Within such out-of-class pay structure, the appointing authority or designated management representative shall have discretion for placement.
 - iv. Cumulative hours paid in an out-of-class title will be credited toward salary step placement in the event the employee is appointed, or their position is reclassified, or they are placed as part of a competitive process, into the same title as the out-of-class assignment, within 12 months of the end of such out-of-class assignment. The hours paid in an out-of-class assignment to a title in a discretionary pay program shall not be counted toward salary placement in the event of appointment or reclassification to a title in a discretionary pay program.
 - v. An employee with an out-of-class assignment to a title that is not associated with a discretionary pay program will receive a step increment increase at every 12 month interval paid at the out-of-class rate, when needed in order to maintain a minimum 2% difference in pay between the employee's main appointment and out-of-class appointment. This applies only if the employee has not already received an increment in the out-of-class title because of increases to the primary pay rate and that such increment does not exceed the top step of the higher salary range.
- D. An employee who is regularly appointed to a position with a title included in a discretionary pay program may be assigned by proper authority to perform the duties associated with another position in the same pay zone. The employee's salary will be temporarily adjusted in accordance with the base salary-setting rules associated with that program.
- E. An employee whose position is assigned to a discretionary pay program may be assigned by proper authority to perform the duties associated with another

pay zone in the same program or with another title in a different compensation program, and compensated as provided in subsections (C)(i) or C(ii) of this section.

- F. The threshold for compensation for out-of-class assignments shall be two weeks for hourly and salaried employees. The threshold must be satisfied for each out-of- class assignment.
- G. Any paid leave taken in lieu of working a scheduled out-of-class assignment must be paid at the same rate as the out-of-class assignment.

7. Executive and Merit Leave for Eligible Employees

A. Definitions

- i. *Eligible employees:* Any regular, salaried, non-represented employees who are exempt from or not covered by the overtime pay provisions of the Fair Labor Standards Act or the Washington Minimum Wage Act or who are regularly appointed to a title in the DPP.
- ii. *Executive leave:* Time off with pay that shall be in addition to earned vacation benefits. Eligible employees may not receive cash in lieu of executive leave.
- iii. *Merit leave:* Leave which may be awarded to an eligible employee for outstanding, meritorious and/or extraordinary work performance, which is in addition to executive leave. Eligible employees may not receive cash in lieu of merit leave.

B. Executive Leave

All eligible employees shall receive four (4) days of executive leave at the beginning of each calendar year. Executive leave must be used in the calendar year for which it is given.

Eligible employees are expected to fulfill their professional responsibilities with no receipt of overtime or compensatory time off in lieu of overtime, regardless of the actual time it takes to perform assigned tasks. Eligible employees should be allowed discretion in structuring their workday to ensure that assigned tasks are completed. Eligible employees are not required to use paid vacation or sick leave to cover occasional absences of less than four hours during any one workday and shall be paid their regular salary despite such absences. Eligible employees are expected to notify supervisors in advance of such absences and are expected to schedule such absences in a manner which will cause the least impact on work within their work unit.

C. Merit Leave

The Executive Director and Chief Librarian, at their discretion and upon review of any merit award recommended by a divisional director, may award to eligible employees up to six (6)

days of merit leave during the month of December of each year. Eligible employees must use any awarded merit leave in the subsequent calendar year.

D. Out-of-class assignment

Employees who are otherwise eligible for overtime compensation who work out-of-class in an executive leave eligible position shall be eligible for executive and merit leave according to a minimum hour threshold and formula established and published by the human resources Department and shall not receive overtime compensation when so assigned.

E. Exclusions

Employees who are working pursuant to a collective bargaining agreement are specifically excluded from this section.

8. Request for Creation of New Position, Reallocation, or Reclassification

When any Library division director requests the creation of a new or additional position of more than 60 days duration or a change in allocation or classification of an existing position, they shall first make a request to the Executive Director and Chief Librarian. Upon the Chief Librarian's approval for consideration, such a request shall be made to the compensation committee. The request shall be accompanied by a statement outlining the duties, responsibilities and qualification requirements of the proposed position or reallocation. For reclassification requests a description of how the positions duties have changed should also be included.

9. Accountability Pay for Executives Program

A. Base pay and incentives

There is an established Accountability Pay for Executives Program (hereinafter referred to as the APEX Program) having a base salary structure consisting of one "executive pay band" with four pay zones. The Executive Director and Chief Librarian or his or her designated management representative shall determine which position(s) should be in the APEX Program.

Positions will be designated by the Compensation Committee to executive titles. The Executive Director and Chief Librarian shall have the discretion to set and/or modify an executive's base salary anywhere within the pay zone for any such position under their direction within formal budget and spending limits established by the Library Board. The Executive Director and Chief Librarian may pay any APEX Program employee under his or her direction in a pay zone when appropriate providing it meets budgetary allowances. The Employee Relations Director is authorized to administer the APEX Program and to develop and maintain a plan document that describes the program's elements. The Executive Director and Chief Librarian may award to each APEX employee under his or her direction a base salary increase up to the maximum approved market adjustment; provided, no APEX incumbent shall be eligible for such an adjustment if their performance in the most recent evaluation cycle failed to be described as "satisfactory" or better. Other adjustments to base salaries must be made in accordance with program guidelines and within budget and spending guidelines.

The Employee Relations Director will recommend measures of performance and establish

performance recognition guidelines for the APEX Program. Using these guidelines, the Executive Director and Chief Librarian may award to an APEX Program executive a lump sum payment of up to 8% of base salary, in addition to base salary, for recognition of the accomplishment of goals and work outcomes at the completion of an annual evaluation period. Any lump sum payment made pursuant to this subsection shall be considered a part of regular compensation, prorated annually, for purposes of withholding retirement contributions and determining retirement benefits for affected employees who are members of the City Employees Retirement System. All lump sum payments will first be reviewed by the compensation committee to ensure the appropriate guidelines are followed, amounts are budgeted and any allocations do not have an adverse operational impact.

The Employee Relations Director shall recommend to the compensation committee subsequent allocations of positions into or out of the APEX Program in accordance with established rules and procedures.

10. Managers and Individual Contributors Program

A. Base pay and incentives

There is established a Manager and Individual Contributor Program having a base salary structure consisting of one pay band for respective positions with four pay zones.

Positions will be designated by the compensation committee to Manager and Individual Contributor titles. The Executive Director and Chief Librarian shall have the discretion to set and/or modify a Manager's or Individual Contributor's base salary anywhere within the pay zone for any such position under formal budget and spending limits established by the Library Board. The Employee Relations Director is authorized to administer the appropriate guidelines and processes to maintain a plan document that describes the program's elements. The Executive Director and Chief Librarian may award to such employees a base salary increase up to the maximum approved market adjustment; provided, no incumbent shall be eligible for such an adjustment if their performance in the most recent evaluation cycle failed to be described as "satisfactory" or better. Other adjustments to base salaries must be made in accordance with program guidelines and within budget and spending guidelines. Pay increases are limited to the maximum of the assigned pay band for Manager and Individual contributor positions.

The Employee Relations Director will recommend processes and performance recognition guidelines for the Program. Using these guidelines, the Executive Director and Chief Librarian may award a lump sum payment of up to 8% of base salary in addition to base salary, for recognition of the accomplishment of goals and work outcomes at the completion of an annual evaluation period. Any lump sum payment made pursuant to this subsection shall be considered a part of regular compensation, prorated annually, for purposes of withholding retirement contributions and determining retirement benefits for affected employees who are members of the City Employees Retirement System. All lump sum payments will first be reviewed by the compensation committee to ensure the appropriate guidelines are followed, amounts are budgeted and any allocations do not have an adverse operational impact.

The Executive Director and Chief Librarian may pay any DPP employee in a pay zone when appropriate providing it meets budgetary allowances.

The Employee Relations Director shall recommend subsequent allocation of positions into or out of the Program in accordance with established rules and procedures established by the compensation committee.

DEFINITIONS

Incumbent: An individual currently employed in a regular position.

Regular employee: An employee who has been appointed to a budgeted (regular) position or selected as part of a competitive process to a budgeted (regular) position, and who has completed a one-year probationary period of employment.

Reclassification: The placement of a position in a different classification due to the gradual accretion of duties over a period of 6 months or longer, that substantively changed its nature and scope.

Reallocation: The placement of a position in a different classification because its management has made a deliberate decision to assign to it a new body of duties that substantively changes its nature and scope.

RELATED LAWS, POLICIES AND PROCEDURES

Fair Labor Standards Act
Washington Minimum Wage Act
Equal Pay and Opportunities Act

HISTORY

Supersedes [Compensation Plan adopted April 27, 2021 and Compensation Plan adopted Nov. 21, 2019 and Compensation Plan adopted Nov. 15, 2017 and Compensation Plan adopted Jan. 28, 2015, and Compensation Plan Guidelines adopted Jan. 30, 1996, and Evaluation of the City Librarian adopted June 20, 1995.](#)



Board Policy

COMPENSATION PLAN	Adopted by the Library Board of Trustees July 27, 2023; Supersedes <i>Compensation Plan</i> adopted April 27, 2021
Owner: Employee Relations Director	
Approved by: Carmen Bendixen, Library Board President	

BACKGROUND

The Seattle Public Library strives to maintain a competitive compensation plan to attract and retain talented employees and foster employment equity throughout the Library system. This policy applies to all exempt and non-exempt Library employees. All represented employees are excluded from the provisions contained herein.

PURPOSE AND INTRODUCTION

The Library’s compensation plan is designed to achieve the following objectives:

- Attract and retain a talented and diverse workforce;
- Award step and salary increases based on employee performance, economic market conditions, and compensation practices within the City of Seattle; and
- Help managers distribute and align staffing with departmental goals, the strategic direction and service priorities of the Library.

This policy will be administered by a compensation committee comprised of the Executive Director and Chief Librarian, Director of Administrative Services, Director of Employee Relations and support staff from finance and human resources. The committee will utilize market compensation reports, compensation plans for comparable positions within other City departments, and job/position evaluations to determine pay practices for comparable positions within the immediate market area.

When necessary, the compensation committee will use additional resources to perform a thorough analysis of market conditions and compensation practices, both regionally and nationally.

When practical, the Library’s compensation methodology will reflect similar practices within the City of Seattle and include a discretionary pay program (DPP). Employees assigned to a

discretionary pay program will have similar job titles within the same pay structure and have the same administrative guidelines applied. All employees assigned to a discretionary pay program will be excluded from automatic annual wage increases. Merit increases will be based on an employee’s position within a salary range and job performance during the performance cycle, as well as budget and economic resources.

Employee(s) participation in the DPP are defined under the categories of accountability pay for executives, managers and individual contributors. Guidelines administering the compensation program will be developed by the compensation committee.

In fulfilling the attached compensation policy, The Seattle Public Library shall be free of discrimination on the basis of race, color, religion, creed, gender, gender expression, sexual orientation, age, national origin, ancestry, disability, marital status, veteran status, military status, political ideology, and any other basis prohibited by federal, state, or local laws.

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POLICY STATEMENT

All compensation and/or benefit plan changes to the attached policy require Board approval. As needed, the compensation committee will develop guidelines and procedures to implement this policy.

1. Salary Increments

Application of salary steps do not apply to employees participating in the discretionary pay program (DPP).

Upon appointment, an employee normally shall be paid at the first step of the salary range. If appointed at the first step, an employee shall receive a one-step increase six months later. Subsequent salary step increases shall occur annually from the date of the six-month increase, until the employee's salary is at the top step of the range. Six-month step increases

only occur upon an initial appointment to a regular status position and when the incumbent is assigned to the first step within a salary range. Employees appointed above the first step of the range shall receive subsequent step increases in 12 month intervals. Employees not performing to a satisfactory level may have subsequent step increases postponed until performance is deemed satisfactory. Salary increases are not automatic and require the approval of the Division Director.

Employees are ineligible for an annual wage increase or other wage increases if their performance in the most recent evaluation cycle fails to be described as “satisfactory”.

2. Changes in Incumbent Status

Salary step placement for employees affected by an employment, classification or compensation action shall be calculated as provided below, except for incumbents in discretionary pay program (DPP) positions. In addition, DPP positions shall be excluded from the provisions of this section for purposes of movement between positions in the same program or between two such programs.

A. Probationary Periods

New hire and rehire employees shall serve a one-year probationary period upon initial appointment within the Library. Current employees who are promoted to a new position shall serve a six month probationary (trial service) period.

An employee must satisfactorily complete the probationary period or trial service period to gain status as a regular employee.

B. Conversion from Intermittent Status

Appointment to a regular position shall be regarded as an initial hire for determining salary step increases.

C. Conversion from Temporary Status

Following an appointment to regular position, temporary employees will proceed to receive salary step increases on the same basis as regular employees.

D. Transfers

An employee transferred to another position in the same class or having an identical salary range shall continue to be compensated at the same rate of pay until the combined service requirement is fulfilled for a step increase. The employee shall thereafter receive step increases as provided in the new position until the maximum step is reached.

E. Promotions

An employee who is either appointed to or is the successful candidate in a competitive process for a position in a class having a higher maximum salary shall be paid at the appropriate step in the higher range which shall result in a minimum increase of at least 2%. Such an

increase shall not exceed the maximum step established for the higher paying position and shall apply only to appointments of employees from regular full-time or part-time positions. This provision shall not apply to appointments from positions designated as “intermittent” or “as needed,” nor to temporary assignments providing pay “over regular salary while so assigned.”

F. *Demotions*

An employee who voluntarily demotes or is demoted because of inability to meet established performance standards from a regular full-time or part-time position to a position in a class having a lower salary range shall be paid the salary step in the lower range, determined as follows:

- i. If the rate of pay received in the higher class is above the maximum salary for the lower class, the employee shall receive the maximum salary of the lower range;
- ii. If the rate of pay received in the higher class is within the salary range for the lower class, the employee shall receive that salary rate for the lower class which, without increase, is nearest to the salary rate to which such employee was entitled in the higher class. The employee shall receive at least the minimum salary of the lower range.

An employee reduced because of organizational change or reduction in force from a regular full-time or part-time position to a position in a class having a lower salary range shall be paid the salary rate of the lower range which is nearest the salary rate to which they were entitled in the former position without reduction, providing that such salary shall in no event exceed the maximum salary of the lower range.

If an employee who has completed 25 years of full-time City service, and who within five years of a reduction in lieu of layoff is assigned to a position in a class having a lower salary range is again reduced in lieu of layoff to a position in a class having a lower salary range, such employee shall receive the salary they were receiving prior to such second reduction as an “incumbent” for so long as they remain in such position or until the regular salary for the lower class exceeds the “incumbent” rate of pay.

G. *Reclassifications and Reallocation*

When a position is being considered for reclassification or reallocation as a result of additional responsibilities, restructuring within the organization, market comparison or substantial job duty changes, all such changes will be reviewed and approved by the compensation committee.

When a new or different salary range is assigned, the employee occupying the position immediately prior to and at the time of the reclassification shall receive the salary rate which shall be determined in the same manner as for a promotion as described in section 2.E; provided that, if the employee's salary prior to reclassification or reallocation is higher than the maximum salary of the range for such new or different class, they shall continue to receive such higher salary as an “incumbent” for so long as they remain in such position or until the regular

salary for the classification exceeds the “incumbent” rate of pay.

The Employee Relations Director shall recommend to the compensation committee for approval adjustments to the salary structure based on a biennial labor market analysis of selected benchmark titles.

Change in the Number of Steps Assigned to a Salary Range

When the number of steps in a salary range are changed, the incumbent in a position affected by such change shall receive the salary step of the new salary range that is closest to the pay rate they most recently received in the prior range, without reduction, not to exceed the maximum step of the new range. Time served in both ranges will count toward the next salary step increment.

H. Resignation or Termination

In the event of an employee’s resignation, the library will allow an employee to use accrued vacation time, to the extent possible, during the term of their remaining employment. The employee must receive approval from their Division Director and work the last day of their employment. If an employee is terminated, any accrued vacation will be paid out in the next regular pay period.

3. Employee Benefit Plan

Details of the Library’s benefit plans are specified in the Employee Handbook and are subject to change, based on plan providers, and renewal periods linked to the City of Seattle.

4. Payment for Employee Working Less Than Full-time

An employee on a 40 hour workweek schedule, whose pay is established on a monthly or annual rate, and who works less than full-time in a position shall be paid for actual hours worked at an hourly rate of pay equal to the established salary for a 12 month period divided by the number of regularly scheduled paid hours, determined as the total of eight hour workdays falling on Mondays through Sundays, within such 12 month period.

5. Filling Positions for Limited Periods In Excess of Those Established

The Executive Director and Chief Librarian may, within the limits of moneys appropriated for “salaries,” authorize filling positions for limited periods of no longer than one year, in excess of those established in the current budget.

6. Payment for Performance of Out-Of-Class Duties

A. Definitions

- i. *Discretionary pay program*: A compensation program in which the appointing authority, in accordance with guidelines and procedures established by the Employee Relations Director, is granted discretion to set pay within the

pay zone.

- ii. *Hourly employee*: An employee who is compensated on an hourly basis for each hour of work performed, including time in excess of 40 hours per workweek.
 - iii. *Out-of-class assignment*: The temporary assignment of one or more employees to perform the normal ongoing duties and accept the majority of the significant responsibilities associated with a higher-paying title. The employee must meet the documented minimum qualifications of the higher classification or position. The employee must also have demonstrated or be able to demonstrate their ability to perform the normal duties of the position.
 - iv. *Proper authority*: The appointing authority (Executive Director and Chief Librarian) or his or her designated management representative.
 - v. *Salaried employee*: An employee who is not eligible for overtime and who each pay period regularly receives a predetermined salary constituting all or part of his or her compensation.
 - vi. *Threshold*: The amount of time an employee must perform out-of-class duties in a non-represented position prior to being compensated for the performance of those duties. The threshold shall consist of consecutive work hours or workdays.
- B. Except as otherwise provided in authorized collective bargaining agreements, qualified employees assigned by proper authority to perform the ongoing duties and accept the responsibilities of a higher-paying title in order to avoid a significant interruption of work or services shall be paid as provided herein while performing such duties. Each out-of-class assignment is limited to six months, unless an extension is authorized by the appointing authority. An out-of-class assignment as a division director is limited to 12 months following the occurrence of a vacancy. An additional 12-month extension may be granted by the Executive Director and Chief Librarian. Appropriate reasons for the assignment of out-of-class duties include:
- i. Absence of a position incumbent;
 - ii. Peak workload periods;
 - iii. Position vacancy; or
 - iv. Completion of a special project.
- C. An employee whose primary title is not included in a discretionary pay program may be assigned to work out-of-class in a higher-paying title that is not included in a discretionary pay program or may be assigned to work out-of-class in a title that is associated with a discretionary pay program.

- i. Payment for the out-of-class assignment to a title that is not represented and that is not associated with a discretionary pay program shall be determined as follows:
 - ii. The employee in the out-of-class assignment shall be placed in the lowest pay step in the higher-classification that provides a minimum 2% pay increase but shall not exceed the highest step of the higher-classification.
 - iii. Payment for an out-of-class assignment to a title that is associated with a discretionary pay program must use the designated out-of-class pay rates established for the particular program. Within such out-of-class pay structure, the appointing authority or designated management representative shall have discretion for placement.
 - iv. Cumulative hours paid in an out-of-class title will be credited toward salary step placement in the event the employee is appointed, or their position is reclassified, or they are placed as part of a competitive process, into the same title as the out-of-class assignment, within 12 months of the end of such out-of-class assignment. The hours paid in an out-of-class assignment to a title in a discretionary pay program shall not be counted toward salary placement in the event of appointment or reclassification to a title in a discretionary pay program.
 - v. An employee with an out-of-class assignment to a title that is not associated with a discretionary pay program will receive a step increment increase at every 12 month interval paid at the out-of-class rate, when needed in order to maintain a minimum 2% difference in pay between the employee's main appointment and out-of-class appointment. This applies only if the employee has not already received an increment in the out-of-class title because of increases to the primary pay rate and that such increment does not exceed the top step of the higher salary range.
- D. An employee who is regularly appointed to a position with a title included in a discretionary pay program may be assigned by proper authority to perform the duties associated with another position in the same pay zone. The employee's salary will be temporarily adjusted in accordance with the base salary-setting rules associated with that program.
- E. An employee whose position is assigned to a discretionary pay program may be assigned by proper authority to perform the duties associated with another pay zone in the same program or with another title in a different compensation program, and compensated as provided in subsections (C)(i) or C(ii) of this section.
- F. The threshold for compensation for out-of-class assignments shall be two weeks for hourly and salaried employees. The threshold must be satisfied for

each out-of- class assignment.

- G. Any paid leave taken in lieu of working a scheduled out-of-class assignment must be paid at the same rate as the out-of-class assignment.

7. Executive and Merit Leave for Eligible Employees

A. Definitions

- i. *Eligible employees:* Any regular, salaried, non-represented employees who are exempt from or not covered by the overtime pay provisions of the Fair Labor Standards Act or the Washington Minimum Wage Act or who are regularly appointed to a title in the DPP.
- ii. *Executive leave:* Time off with pay that shall be in addition to earned vacation benefits. Eligible employees may not receive cash in lieu of executive leave.
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B. Executive Leave

All eligible employees shall receive four (4) days of executive leave at the beginning of each calendar year. Executive leave must be used in the calendar year for which it is given.

Eligible employees are expected to fulfill their professional responsibilities with no receipt of overtime or compensatory time off in lieu of overtime, regardless of the actual time it takes to perform assigned tasks. Eligible employees should be allowed discretion in structuring their workday to ensure that assigned tasks are completed. Eligible employees are not required to use paid vacation or sick leave to cover occasional absences of less than four hours during any one workday and shall be paid their regular salary despite such absences. Eligible employees are expected to notify supervisors in advance of such absences and are expected to schedule such absences in a manner which will cause the least impact on work within their work unit.

C. Merit Leave

The Executive Director and Chief Librarian, at their discretion and upon review of any merit award recommended by a divisional director, may award to eligible employees up to six (6) days of merit leave during the month of December of each year. Eligible employees must use any awarded merit leave in the subsequent calendar year.

D. Out-of-class assignment

Employees who are otherwise eligible for overtime compensation who work out-of-class in an executive leave eligible position shall be eligible for executive and merit leave according to a minimum

hour threshold and formula established and published by the human resources Department and shall not receive overtime compensation when so assigned.

E. Exclusions

Employees who are working pursuant to a collective bargaining agreement are specifically excluded from this section.

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When any Library division director requests the creation of a new or additional position of more than 60 days duration or a change in allocation or classification of an existing position, they shall first make a request to the Executive Director and Chief Librarian. Upon the Chief Librarian's approval for consideration, such a request shall be made to the compensation committee. The request shall be accompanied by a statement outlining the duties, responsibilities and qualification requirements of the proposed position or reallocation. For reclassification requests a description of how the positions duties have changed should also be included.

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determining retirement benefits for affected employees who are members of the City Employees Retirement System. All lump sum payments will first be reviewed by the compensation committee to ensure the appropriate guidelines are followed, amounts are budgeted and any allocations do not have an adverse operational impact.

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The Employee Relations Director will recommend processes and performance recognition guidelines for the Program. Using these guidelines, the Executive Director and Chief Librarian may award a lump sum payment of up to 8% of base salary in addition to base salary, for recognition of the accomplishment of goals and work outcomes at the completion of an annual evaluation period. Any lump sum payment made pursuant to this subsection shall be considered a part of regular compensation, prorated annually, for purposes of withholding retirement contributions and determining retirement benefits for affected employees who are members of the City Employees Retirement System. All lump sum payments will first be reviewed by the compensation committee to ensure the appropriate guidelines are followed, amounts are budgeted and any allocations do not have an adverse operational impact.

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Reclassification: The placement of a position in a different classification due to the gradual accretion of duties over a period of 6 months or longer, that substantively changed its nature and scope.

Reallocation: The placement of a position in a different classification because its management has made a deliberate decision to assign to it a new body of duties that substantively changes its nature and scope.

RELATED LAWS, POLICIES AND PROCEDURES

Fair Labor Standards Act
Washington Minimum Wage Act
Equal Pay and Opportunities Act

HISTORY

Supersedes *Compensation Plan adopted April 27, 2021 and Compensation Plan adopted Nov. 21, 2019 and Compensation Plan adopted Nov. 15, 2017 and Compensation Plan adopted Jan. 28, 2015, and Compensation Plan Guidelines adopted Jan. 30, 1996, and Evaluation of the City Librarian adopted June 20, 1995.*



The Seattle Public Library

NEWS RELEASES

Date			Title
06	01	2023	Celebrate Seattle Pride 2023 with The Seattle Public Library
06	08	2023	Time travel with The Seattle Public Library's Summer of Learning 2023
06	28	2023	Join The Seattle Public Library and EVOKE UPROAR for a free all-day workshop for entrepreneurs
06	29	2023	July 2023 Author Readings And Community Events With The Seattle Public Library



The Seattle Public Library
MEDIA COVERAGE

Date			Organization	Headline	Details	Link
06	01	2023	<i>Queen Anne News</i>	Seattle Public Library offers author, writing events in June	Library's press release reprinted	https://queenannene.ws.com/news/2023/jun/01/seattle-public-library-offers-author-writing-events-in-june/
06	02	2023	<i>The Seattle Times</i>	Book bans close windows into new worlds, Seattle Library e-card opens them	<p>"We have already seen a powerful response: In just over a month, more than 2,000 teens and young adults from all 50 states, Washington, D.C. and Puerto Rico have enrolled."</p> <p>"Book bans take away liberty and freedom — principles that are essential to a healthy democracy. And they directly harm young people in need of ways to explore their identities.</p> <p>Everyone deserves access to information and knowledge. For young people questioning their beliefs or exploring interests far and wide, libraries are essential. Today, let's all stand up for intellectual freedom and the right to read. The future of our country depends on it."</p>	https://www.seattletimes.com/opinion/book-bans-close-windows-into-new-worlds-seattle-library-e-card-opens-them/

06	06	2023	<i>Seattle's Child</i>	Library summer reading programs ready for 2023	<p>"SPL's Summer of Learning program kicks off for the 104th year on June 8. As in previous years, it will include a guide which can be collected at any of the library's 27 locations (or downloaded at spl.org/SummerOfLearning) The guide is filled with fun, activities, reading lists and more and will be available multiple languages. Participants will also get an activity board game and the chance to be locally "famous" on their neighborhood library branch Wall of Superheroes. The theme this year will be time travel."</p>	https://www.seattlechild.com/summer-reading-challenge/
06	07	2023	<i>The Seattle Medium</i>	Melanin Poppin Girls Literacy Group: Empowering Young Ladies And Disrupting The Status Quo	<p>"Through collaborations with Letta Mason, a Black Studies coach, Mr. Lologo, a 4th-grade teacher at the school, John Gladney, an instructor from the Rising Sons program, and Taylor Brooks, the African American Curator at Douglass Truth Library, the Melanin Poppin Girls Literacy Group has thrived. In just three years, the program has seen positive outcomes, including increased self-confidence, empathy, cultural awareness, and improved communication and problem-solving skills among the students."</p>	https://seattlemedium.com/melanin-poppin-girls-literacy-group-empowering-young-ladies-and-disrupting-the-status-quo/

06	08	2023	<i>Queen Anne & Magnolia News</i>	Seattle Public Library celebrates Seattle Pride 2023	Library's press release reprinted	https://queenannene.ws.com/news/2023/jun/08/seattle-public-library-celebrates-seattle-pride-2023/
06	14	2023	<i>KNKX Public Radio (NPR)</i>	Seattle Public Library wants you to branch out with 'Book Bingo'	<p>"Misha Stone, reader services librarian with Seattle Public Library, said the bingo squares represent a wide array of topics and authors, meant to challenge readers.</p> <p>'All of us often find ourselves gravitating to the same things,' said Stone. 'If you're a mystery reader, you read a lot of mysteries or you read a lot of romance or science fiction fantasy and you may not discover things you might also enjoy if you don't let yourself stretch.'"</p>	https://www.knkx.org/arts-culture/2023-06-14/seattle-public-library-summer-book-bingo

06	14	2023	<i>The Seattle Medium</i>	Douglass-Truth Library Resumes Their Children's Story Times Series	"Story Time is fun, and it is also a place where kids get to practice the five early literacy activities that will help them grow into strong readers,' said Lynn Lorenz, Children's Librarian at the Douglass-Truth Branch. 'When children hear the smaller sounds or beats in words when we sing a song or start to recognize letters and understand that the words they see in books represent different objects, actions, and ideas, it opens up a whole new world and sets them on a solid foundation for learning about anything.'"	https://seattlemedium.com/douglass-truth-library-resumes-their-childrens-story-times-series/
06	15	2023	<i>PubliCola</i>	Seattle Public Library Kicked Out of Trans Pride After Hosting Anti-LGBTQ+ Activist Kirk Cameron	"We know there are situations where intellectual freedom, equity, and inclusiveness are in conflict at the Library—we have seen it and lived it, and we should discuss it."—Chief Librarian Tom Fay	https://publicola.com/2023/06/15/seattle-library-kicked-out-of-trans-pride-after-hosting-anti-lgbtq-activist-kirk-cameron/
06	15	2023	<i>Queen Anne & Magnolia News</i>	Time travel with library's 'Summer Of Learning'	Library's press release reprinted	https://queenannene.ws.com/news/2023/jun/15/time-travel-with-librarys-summer-of-learning/
06	16	2023	<i>The Seattle Times</i>	Seattle Public Library denied spot at upcoming Trans Pride Seattle	"The Gender Justice League cited both a lack of space and the library's past willingness to rent space to anti-trans speakers as reasons for denying the library a table at next Friday's fair at Volunteer Park."	https://www.seattletimes.com/seattle-news/seattle-public-library-denied-spot-at-upcoming-trans-pride-seattle/

06	20	2023	<i>KUOW</i>	Expand your summer reading boundaries with SPL Book Bingo	“Tomorrow is the first official day of summer, which means it's beach book season. If you need a little help or you don't know where to start, the Seattle Public Library's got you covered with their adult Book Bingo program.”	https://www.kuow.org/stories/seattle-book-bingo-sparks-reading-joy
06	20	2023	<i>The Seattle Medium</i>	Libraries In The Seattle Area Are Gearing Up For Summer Reading	<p>“...SPL is partnering with Delbert Richardson, the founder of Unspoken Truths, an organization that says it leads learners of all ages to self-restoration and community healing. Another partner is Noni Ervin, an author with Imani Immersion, a storytelling program connecting the elder and younger generations using the principles of Kwanzaa, a celebration of African-American culture.</p> <p>Twito said presenters such as Richardson and Ervin create an intentional Black space for youth who participate in the programs.”</p>	https://seattlemedium.com/libraries-in-the-seattle-area-are-gearing-up-for-summer-reading/
06	20	2023	<i>Seattle's Child</i>	A perfect summer day: A ferry ride, a dip and a load of books	“Library champion Carmen Bendixen shares a summer memory”	https://www.seattlechild.com/perfect-summer-day-carmen-bendixen/

06	20	2023	<i>Seattle Gay Scene</i>	Gender Justice League’s Trans Pride Event Tells Seattle Library To Consider Themselves Past Due	“More drama during Seattle’s Queer Pride week as the local transgender activist group Gender Justice League tells the Seattle Public Library that their presence isn’t wanted at Friday’s Seattle Trans Pride event at Volunteer Park. The Seattle Public Library had asked to be a part of the festival with a booth at the event alongside other local non-profits but GJL turned them down citing ongoing problems with how the Seattle Public Library addresses issues and concerns with the local transgender community.”	https://seattlegayscene.com/2023/06/gender-justice-leagues-trans-pride-event-tells-seattle-library-to-consider-themselves-past-due/
06	21	2023	<i>The Onion</i> (satire news)	Library Drops Dewey Decimal System By Organizing All Titles Under ‘B’ For Books	“Debuting a new, streamlined classification system, librarians at the Seattle Central Library announced Wednesday that they have officially dropped the Dewey Decimal System in favor of organizing all titles under ‘B’ for books.”	https://www.theonion.com/library-drops-dewey-decimal-system-by-organizing-all-ti-1850549312

06	22	2023	<i>The Seattle Times</i>	Seattle Pride 2023: How families, visitors and revelers can make the most of festivities	<p>“Eliza Summerlin, a youth services librarian at Seattle Public Library, says branches across the city are doing their part to highlight LGBTQ+ culture and history, and providing plenty of kid-friendly Pride activities.</p> <p>‘It’s really an opportunity for us to get to celebrate the culture that is internally here at Seattle Public Library,’ says Summerlin. ‘As well as so many people who come to our branches and specifically seek out libraries as places to learn more about themselves or learn more about family members or to learn about another slice of queer community that’s different from the one in which they live.’”</p>	https://www.seattletimes.com/entertainment/events/seattle-pride-2023-how-families-visitors-and-revelers-can-make-the-most-of-festivities/
06	22	2023	<i>Queen Anne & Magnolia News</i>	QA Historical Society hands out annual awards	<p>“The Queen Anne Historical Society held its annual awards ceremony on May 25 at the Swedish Club. The event featured five winners for outstanding preservation of Queen Anne character.”</p> <p>The Seattle Public Library, Queen Anne Branch was awarded for Public Stewardship in recognition of the recent slate roof renovation.</p>	https://queenannene.ws.com/news/2023/jun/22/ga-historical-society-hands-out-annual-awards/

06	28	2023	<i>West Seattle Blog</i>	LIBRARIES: Here's why the Southwest Branch is closing earlier two days a week	"New 'summer hours' have this branch open 10 am-6 pm seven days a week. We checked with the Seattle Public Library, which says the early closures for this and three other branches (outside West Seattle) are because the branches are not fully air-conditioned. The 'summer hours' were announced on the library website earlier this month. The Southwest Branch is in line for more A/C, though; we're checking on the latest plan for when it'll be installed. (Update: SPL spokesperson Elisa Murray says it's supposed to be complete 'by the end of this year.'")	https://westseattleblog.com/2023/06/libraries-heres-why-the-southwest-branch-is-closing-earlier-two-days-a-week/
06	28	2023	<i>BookRiot</i>	Los Angeles County to Grant Access Statewide to Banned Books	"L.A. County would join two other major library systems providing free, unrestricted access to their materials to those outside of their jurisdiction. Books Unbanned in Brooklyn, New York, became the first system to do so, followed by Seattle Public Library in Washington State earlier this year."	https://bookriot.com/los-angeles-county-to-grant-access-statewide-to-banned-books/