

**The Seattle Public Library**  
Board of Trustees Meeting  
**12:00 p.m. Thursday, December 15, 2022**

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

**Remote Listen Line:**

Dial: 206-207-1700 / Access code: 2495 253 4222

**Watch Live:**

<https://seattle.webex.com/seattle/j.php?MTID=mef3248041297278cac1c0a1e0d107c4a>

Password: PublicMeeting (78254263 from phones)

**Public Comments Received Via:** library.board@spl.org

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**Agenda**

- A. CALL TO ORDER
- B. APPROVAL OF AGENDA
- C. PUBLIC COMMENT
- D. CONSENT
  - 1. Minutes of November 17, 2022 Library Board Meeting
  - 2. October 2022 Finance Report
- E. CHIEF LIBRARIAN REPORT
  - 1. Chief Librarian Report
  - 2. Systems Report
    - a. Social Media Report: Helen Tapping, Head of Marketing and Online Services; Amanda Chamba, Social Media Specialist; Ellis Johnson, Content Strategist
- F. OLD BUSINESS
- G. NEW BUSINESS
  - 1. Election of 2023 Library Board Officers
  - 2. 2023 Operations Plan
  - 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: January 25, 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

November 17, 2022

### **CALL TO ORDER**

The regular meeting of The Seattle Public Library (SPL) Board of Trustees was held on November 17, 2022. Library Board President Carmen Bendixen called the meeting to order at 12:03 p.m. Vice President Jay Reich and trustees Ron Chew, W. Tali Hairston, and Yazmin Mehdi were in attendance. The meeting was conducted with a remote attendance option via video conference.

### **APPROVAL OF AGENDA**

The agenda was approved as published.

### **PUBLIC COMMENT**

There were no public comments.

### **CONSENT**

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

### **CHIEF LIBRARIAN REPORT**

#### **Chief Librarian Report**

Chief Librarian Tom Fay said there is not a Systems Report this month, and statistics will be available for next month's meeting packet. He said his written Chief Librarian Report is included in the meeting packet.

### **NEW BUSINESS**

#### **Third Quarter 2022 Levy Report**

Levy Administrator Jan Oscherwitz said the report covers activities through the third quarter. She said the Library has spent 40% of the revised Levy budget for the year. She said the Levy provides 35% of the Library's overall revised budget. She said much of the lag in year-to-date spending is related to the capital program which continues to experience pandemic related delays.

Ms. Oscherwitz said in the Levy category of Hours and Access, the Library continues to face challenges as the pandemic continues to impact the ability to restore operating hours. She said a COVID spike in the spring resulted in slightly reduced hours over the summer. She said branches with air conditioning were able to operate at near-normal service, but branches without air conditioning experienced some closures. She said staff moved nimbly to communicate updates to the public and open branches with air conditioning while non-air-conditioned branches were closed. She said the Library is directing Levy resources to support air conditioning at the Green Lake Branch, as well as seeking federal and other funds to support air conditioning at other locations in the future.

Ms. Oscherwitz said the Library is making good progress in the commitment to add a community resource specialist for youth as part of the Levy package to provide social services. She said the Library previously provided this service through the Downtown Emergency Service Center (DESC), but is now providing it in-house and developing a team that will be fully hired in the fourth quarter.

Ms. Oscherwitz said the Library committed to add Play And Learn programs at six locations. She said the program was suspended during the pandemic, but has been restarted for the fall. She said the Library anticipates having up to five locations in 2023. She said the Library is continuing to provide a robust collection of books and materials. She said the Library added 4,500 copies of Peak Picks in the third quarter and purchased 29,000 digital files. She said, in the area of Technology and Access, the Library continues to provide Levy-funded hotspots through the general collection and through targeted outreach. She said hotspots in the general collection were checked out nearly 2,000 times in the third quarter, and the Library worked with community organizations to loan out an additional 89 long-term hotspots. She said the Library has two new partners for the hotspot lending program. Ms. Oscherwitz said in the area of Maintenance, the Library continues ongoing maintenance which has been challenged by increased vandalism throughout the year. She said the capital program has had widespread delays due to supply chain issues, labor shortages, and higher than expected project bids. She said the Green Lake Branch project received only one qualified bid in July and will be re-bid this quarter, with construction anticipated to start in first quarter 2023.

Library Board Vice President Jay Reich said the levy report is a terrific look back at the promises made and kept, and a record of how the Library has adapted to changing circumstances to stay true to the voters. He said there is no reference to the Diversity, Equity and Inclusion (DEI) work that started with the elimination of fines, which was a Levy effort. He said it would be useful to include that theme and an acknowledgement of what was done in the beginning of the Levy, as well as thinking about whether there is a way to measure results. He said the Library will need to continue to be accountable to the Levy promises, and it would be good to not only look backward, but also look forward embracing the narrative themes that are emerging such as DEI, technology, adaption, and so on. Chief Librarian Tom Fay said the Library is going to do that in some different ways. He said the Communications and Marketing teams will be looking at these areas as the Library moves through the Foresight and Strategic Planning processes because those efforts need to be tied in with Levy work that is underway and in the future. He said many of the elements have a DEI thread through them, including the community resource specialist. He said this is a key piece because the Library reallocated resources to move what was previously a DESC contract to in-house work, and expanded the program to include a social services librarian and an assistant managing librarian overseeing the entire unit. Mr. Fay said there is more coordination within the Library, as well as coordinating throughout the city through work with other partners. He said it is a good point to make, and the Library can tie in that element better using this and other examples.

Library Board Trustee Yazmin Mehdi asked about the hotspot partners and how they help the Library to get the hotspots out more broadly into the community. Ms. Oscherwitz said the Library engages with community partners to provide hotspots at tiny villages, educational organizations, and community centers where there are needs. She said it is effective for the Library to work through community partners to manage this, rather than only using general circulation to provide hotspots. Ms. Mehdi said she assumes working with partners would be a more proactive way to get hotspots into the hands of those who really need them. She asked if the Library has data on numbers that are checked out through the facilities versus the partners. Ms. Oscherwitz said the report includes the information that the Library has loaned out the general circulation hotspots for three-week checkout periods 2,000 times in the third quarter, and also loaned out 89 new outreach hotspots. Ms. Oscherwitz said the Library lends the outreach hotspots for long periods of time and has several hundred currently out to community members through that program. She said some are returned after a certain amount of time, but the checkouts are not necessarily representative of how many are in the community at any given time. She said there are several hundred that are out. Mr. Fay said that some hotspots are in tiny house villages where there could be several units within the village that are long-

term loans for as long as the village is in existence. Ms. Mehdi said it was a brilliant way to get them shared more widely.

Library Board Trustee Tali Hairston said he would like to dig deeper into the change from contracting social services work to providing it in-house to understand what the Library is realizing in that transition in terms of budget, resources, and long-term thinking. Mr. Fay said the full team would be on-boarded by mid-December. He said as the Library moves into the new year, it will begin to be able to draw comparisons from statistics. Mr. Fay said that interlacing a social services librarian into the group is a different approach. He said the Library is taking a model similar to its 'Library 2 Business' program, in which expertise can be shared throughout the system with the community resource specialist providing services, and allowing the Library to be a better referral system for social services. He said more consistency and retention will create better coordination. Mr. Fay said the Library will also be able to better have discussions with other social workers and the city, which will be key to moving forward to work on the problems as a city with shared resources. He said next year will bring a good idea of additional cost expenditures that may exist in the effort to bring the services in-house to provide greater retention and more consistency moving forward.

It was moved and seconded to approve the Third Quarter 2022 Levy Report; the motion carried unanimously.

### **Draft 2023 Operations Plan**

Mr. Fay said as the Mayor and City Council finalize the 2023 budget, the Library is working through its Operations Plan. He said the Board will approve the budget and Operations Plan in their December meeting. Administrative Services Director Alex Yoon said she and her team have received valuable feedback from the Library Board and are working to incorporate and finalize that feedback. Finance Manager Nick Merkner said the Operations Plan is the guiding financial document for the Library. He said the Finance team is looking for more broad feedback in terms of what the Board would like to see highlighted or extrapolated in the plan as they finalize it for adoption in December.

Mr. Reich said he is pleased to see the racial equity impacts and budget development section. He said he would like to see the Library Board's Race and Social Justice Policy Statement added to the Operations Plan to indicate that a focus on DEI guides much of what is done. Mr. Reich said the document contains reference to community meetings, and asked to see information about the flavor, scope, and number of people that provided input into the process. He said the information should reflect that the Library listens and takes to heart community input, as well as reflecting that the Library makes capital investments to impact racial equity. He said more granularity would be more persuasive. Mr. Fay thanked Mr. Reich for that input. He said there will be other elements added with more detail around the planning process. Mr. Reich said the Foresight project is a budgetary item, as it represents a lot of money, time, and resources, and he would like to see it mentioned. He said the section about risks should include mention of the disruptive implications of the technological revolution that have been accelerated by the pandemic and the fact that the nature of work and communications have changed. He said leaning into technology and its disruptive implications and possibilities are critical for a knowledge industry like the Library.

Library Board Trustee Ron Chew said he would like to see more about the notion of deepening or broadening partnerships and work with local museums and healthcare organizations. He said he would like to see the increasing importance of that as the Library moves through the Foresight project. He said he is very concerned about the increasing economic divide seen in the neighborhoods, and wants to make sure the Library remains an equalizer. He said another item of importance to him is keeping seniors involved in the Library in the post-pandemic era, which could

include continuing to provide masks and hand sanitizer. He said the Library will continue to be an asset as the number of seniors grows, many of whom are from communities of color.

Ms. Mehdi said she would like to think about what can be added to the Operations Plan that speaks to a long-term context and where the Library is headed, as well as being a reflection of the time it is coming out of, and how those elements help the Library to prioritize. She said she is interested in how Library is taking what it has learned over the past few years to help it pivot toward the future in terms of adding supports like masks for wellness and air conditioning for climate change. She said she would also like to see how the Library is using partnerships to broaden its ability to provide services outside of the building. She said she would like the Library to discuss how it is learning from recent experiences, and as it emerges, how it is thinking about priorities for the next ten years. Ms. Mehdi said she would like to see information about the Library's buildings in terms of maintenance needs and how the Library will be addressing the most high priority items in managing potential costs in the future as the buildings continue to age.

Mr. Hairston asked if the document reflects the anticipated inflation impacts on staffing levels by funding source. Ms. Yoon said the issue is currently in negotiation between the City, Mayor's Office, and the Coalition of Unions. She said it is one of the biggest cost increases in the Operations Plan year to year, and it will be particularly impactful in 2023. She said the Library is waiting on the final decision. Mr. Fay said the Annual Wage Increase (AWI) is determined in the city-wide coalition bargaining process. He said the City then calculates the AWI through their budget process and augments department budgets retroactively to the first of the year. Mr. Fay said a cost of living increase is the largest inflationary factor, but there are other hidden inflationary components or things like construction supply chain issues that are not necessarily visible and may not be known until the point of contract or purchase in building projects. He said these can be frustrating and the Library attempts to build best guesses into the budgeting process. He said those challenges will continue to be issues for 2023 and beyond.

Ms. Yoon thanked Board members for their feedback and said it will be helpful for finalizing and shaping the 2023 Operations Plan which will lay out key priority areas and will include information on strategic planning and maintenance. She said her team will bring a final version back to the Board in a few weeks. Mr. Fay said as the Library works on its Strategic Plan, the Board will start to see the Operations Plan aligning with annual plans for completion of strategic initiatives and actions. He said 2023 is a "bridge year," and as the Library moves through finalizing the Strategic Plan, the Operations Plan will start to speak to the work that has come out of the strategic planning process.

### **2023 Library Board Regular Meeting Dates**

Ms. Bendixen pointed to the memo included in the meeting packet. Mr. Fay asked if trustees were able to move the proposed January 2023 meeting date from Thursday, January 26 to Wednesday, January 25; the majority of trustees were able to accommodate that change. Ms. Mehdi said she would not be in town to attend the April 27 meeting.

It was moved and seconded to approve the 2023 Library Board  
Regular Meeting Dates as amended; the motion carried unanimously.

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

Mr. Reich said he attended the Foundation Board meeting on November 9 which was full of interesting and important information. He said the Foundation is on target for their fundraising goal, and they approved 2023 grants to the Library of \$4.487 million. He said about 30 percent of the Foundation's fundraising occurs in the fourth quarter, and they are seeking to have 100 percent

participation from their own board members. He said the amount of money collected from their board is far above target. He said it would be wonderful if the Library Board also had 100 percent participation in providing a gift to the Library Foundation this year. Mr. Reich said despite the fact that the market has been bad and the Foundation has lost 20 percent of the value of their portfolio, they are still confident and are supporting the Library and continuing to raise money on schedule with their goals. He said the Foundation Board re-confirmed their strategic planning goals, rather than developing new ones; he said they are waiting for the Library to complete its Foresight and strategic planning processes. Mr. Reich said the Foundation's four priorities are: to deepen and strengthen their collaborative partnership with the Library, to plan for and establish the capacity to fundraise for the Library of the future, to develop and execute a strategic advocacy plan and partnership with the Library, and to build their organizational capacity. He said the Foundation has a high-functioning board and a strategic plan with these four goals as well as sub-goals. He said they measure their goals periodically and have a complex dashboard to monitor their progress.

Mr. Reich said the highlight of the meeting was a presentation given by SPL librarians on a new acquisition in the Children's collection that consists of hardback picture books with built-in MP3 components that read the books out loud. He said kids from ages 3 to 8 can play the books by themselves by pressing the MP3 buttons. He said often parents don't enjoy reading the same book repeatedly, but children love it, and these books provide an opportunity for children to learn to read by seeing the book, hearing it out loud, and repeating it. He said there will be \$50,000 in Foundation grant funding put toward these books which will be available in English and Spanish. Mr. Fay said the books are very popular and gaining popularity. He said he is excited to see what happens with the bilingual books and books in dual languages. He said there is also a lot of potential for English-as-a-second-language learners for parents, caregivers, and kids.

Mr. Fay said the Friends Board did not hold their regular monthly meeting, but did hold their annual meeting. He said guest speaker Seattle author Angela Garbes had very high praise for the Library and her time spent on her writing work in the Library. Mr. Fay said the Friends Board presented their 'Friends of the Year' awards and introduced their 2023 officers. He said Amy VanderZanden will be continuing into 2023 as the Friends Board president. He said Angel Sauls will be vice president, and said Angel is participating in the Library's Foresight workshops.

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

There were no reports.

#### **EXECUTIVE SESSION**

An executive session was held to discuss with legal counsel actual or potential litigation that may affect the Library and to review confidential personnel matters. No decisions were made during the closed session.

#### **ADJOURN**

The meeting was called back into public session at 1:21 p.m., and Board President Carmen Bendixen adjourned the meeting at 1:22 p.m.



# The Seattle Public Library

## Memorandum

Date: December 15, 2022

To: The Seattle Public Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian  
H. Alex Yoon, Director of Administrative Services  
Nicholas Merkner, Finance and Operations Analysis Manager

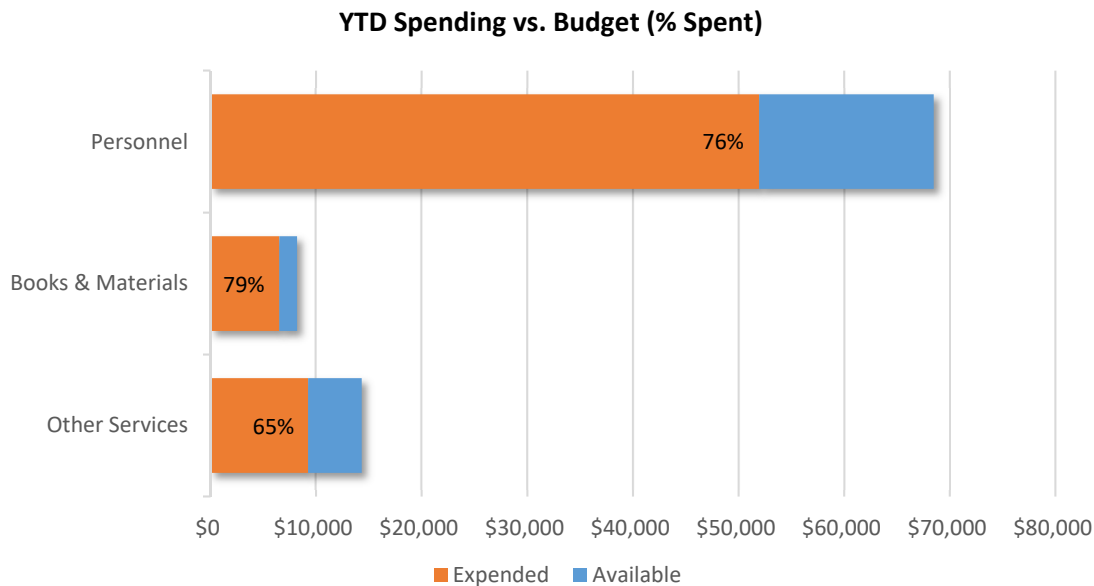
Subject: **October 2022 Financial Reporting**

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### Overview

Overall, the Library has expended **75%** of its operating budget with **83%** of the year elapsed. This is slightly ahead of the prior year when the Library had expended **67%** of the operating budget. Total expenditures at the end of the month were \$68 million.

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



### Personnel Services

Personnel costs represent the largest category of expenses at the Library and make up 75% of the operating budget. As of this report there have been twenty-two pay periods processed, so we expect 82% of the personnel budget to be expended—spending is slightly behind target at **76%**. Of note, the Library has been actively recruiting staff

associated with operation restorations. Considering current recruitment rates, system-wide staffing levels are projected to realign with forecasts moving into next year.

### **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 operating budget. Spending is slightly behind target at **79%**, although year-end expenditures are expected to align with the budget.

Other accounts which represent 16% of the operating budget—and include equipment, services, and supplies—are **65%** expended.

### **Revenues**

Library generated revenues for September were \$64,000, bringing year to date collections to approximately \$376,000 (92% of our target). As has been the case during prior periods, while the Library is projecting revenue under-collections for print and copy, space rental, lost material fees, books sale consignment, and other miscellaneous revenues—we are actually slightly ahead of our target and are on pace to achieve a full overall revenue collection by the end of the year. This is due solely to decision to change the garage management structure with ABM to the ambassadorship model.

It is important to note that our 2022 revenue target of \$408,000 is reflective of COVID-19 impacted operations. Pre-COVID Library generated revenue projections were \$866,000—this differential has been funded over the past two years by use of accumulated Library Fund Balance. Revenue projections for 2023 are being closely looked at in consideration of our current data points.

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**Action Requested:** Library Board consideration of October 2022 Operating Budget financial reporting for approval at December 15, 2022 meeting. Comments or feedback are welcome.



## Expenditure Control for October 2022

Amounts in \$1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
<b>Personnel Services</b>					
Salaries	45,491	3,210	33,936	75%	11,554
Benefits	22,990	1,811	18,017	78%	4,973
<b>Personnel Services Sub-Total</b>	<b>\$68,481</b>	<b>\$5,021</b>	<b>\$51,953</b>	<b>76%</b>	<b>\$16,528</b>
<b>Books and Library Materials</b>					
Books & Materials	8,204	700	6,515	79%	1,689
<b>Books and Library Materials Sub-Total</b>	<b>\$8,204</b>	<b>\$700</b>	<b>\$6,515</b>	<b>79%</b>	<b>\$1,689</b>
<b>Other Services and Charges</b>					
Central Costs	2,690	228	2,246	84%	443
Equipment - IT & Facilities	2,708	117	1,361	50%	1,347
Office Supplies, Printing & Postage	312	30	211	68%	100
Operating Supplies	658	45	493	75%	165
Other Expenses	403	21	123	30%	280
Other Maintenance	729	35	550	75%	179
Phone, Wireless & Internet	644	13	433	67%	211
Professional Services	956	29	459	48%	497
Software	625	11	502	80%	123
Staff Training & Travel	265	2	26	10%	238
Vehicle Costs	298	49	245	82%	53
Facilities - Space Rental & Utilities	1,909	120	1,545	81%	364
Facilities - Building & Grounds Maint	1,726	87	653	38%	1,073
Facilities - Garage Debt Service	407	-	399	98% (A)	8
<b>Other Services and Charges Sub-Total</b>	<b>\$14,327</b>	<b>\$787</b>	<b>\$9,246</b>	<b>65%</b>	<b>\$5,081</b>
<b>TOTAL LIBRARY OPERATING BUDGET</b>	<b>\$91,012</b>	<b>\$6,509</b>	<b>\$67,714</b>	<b>75%</b>	<b>\$23,298</b>

**Footnotes:**

\* Includes \$2M in prior year encumbrance, carry-forward, and grant budget authority; \$2.1M related to 4% 2022 AWI

(A) Central Library Garage debt service payment recorded in last half of year. Costs expected to align with budget.

## Revenue Control for October 2022

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
<b>Operations Plan Other Library Revenue</b>				
Lost Material Fees	110,000	10,217	84,180	77%
Central Library Parking Garage Fees	75,000	26,283	152,000	203% (A)
Copy Services/Pay for Print	90,000	10,302	50,497	56%
Space Rental (Private & Inter-Departmental)	75,000	14,025	59,648	80%
Book Sale Consignment	55,000	3,433	28,584	52%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	98	927	31%
<b>TOTAL LIBRARY GENERATED REVENUES</b>	<b>\$408,000</b>	<b>\$64,358</b>	<b>\$375,836</b>	<b>92%</b>

**Footnotes:**

(A) The Central Library parking garage introduced an "Ambassador" model earlier in the year--resulting in reduced operating costs. The impact of this change has been a net increase in 2022 garage related revenues.



# The Seattle Public Library

**Date:** December 15, 2022

**To:** Library Board of Trustees

**From:** Tom Fay, Executive Director and Chief Librarian

**Re:** December 2022 Chief Librarian's Report

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1. On December 6, I attended a celebration and reception at City Hall where Mayor Harrell signed the 2023 City of Seattle budget. In a difficult financial climate, the budget reflects Mayor Harrell's commitment to taking action on the priorities of our communities by providing investments in the areas of public safety, housing, and the homelessness crisis. After City Council adjustments, the approved 2023 budget is largely representative of the Mayor's proposed budget; however, the Library will not receive \$320,000 in Real Estate Excise Tax funding to support the electrification and installation of air conditioning, and the Library will receive \$1 million in Green New Deal funding instead of the originally proposed \$3.5 million. The Library Board, executive team, and finance team have worked hard to develop a 2023 Operations Plan to prioritize and balance the needs of the Library to provide meaningful and sustainable service to our community in this time of economic uncertainty.
2. As momentum continues in our Foresight project, the Library continues preparing for the initial stages of our Strategic Planning effort. An RFP was posted this fall to identify a strategic planning consultant, and the Library received several highly qualified responses. A subset of the Core Team and I have taken the past month to complete interviews and reference checks, which culminated in a decision meeting on December 8. We will have our consultant hired by month-end, and the consultant will join the January Library Board meeting to provide an introduction and overview of the project scope and goals.
3. Houston Foresight led the Library and stakeholders in two Implications Workshops on December 7 and 8. The workshops brought together a diverse group of key stakeholders from the Library, Library Board, Foundation, Friends, and community partners to discuss implications and outcomes of identified potential horizons, opportunities, and challenges the Library may face moving forward. The work accomplished through this effort will lay the foundation for our strategic planning process to help ensure that the Library builds a plan that speaks to current needs as well as anticipating potential future scenarios and remaining flexible to meet opportunities, challenges, and needs.

4. On November 29, the Library Foundation kicked off Giving Tuesday with doughnuts and coffee at the Central Library and the opportunity for staff to enter to win and have their location's break room stocked with goodies. The Foundation met its Giving Tuesday challenge match, and raised more than \$70,000 from hundreds of generous donors. As ever, the Library is deeply grateful to The Seattle Public Library Foundation for their generous partnership and support.
5. On December 2, I participated in a "Divided We Fall: Preventing Polarization and Hate in the Workplace" training for members of the Mayor's Cabinet. Department directors from across the City of Seattle government completed the training provided by the Office of the Employee Ombud. The training centered on engaging in respectful social dialogue and disrupting hate-motivated conduct in accordance with the Executive Order 2020-01: Addressing Hate Crimes and Crimes of Bias. The curriculum focused on hate prevention and early intervention using bystander intervention techniques and developing strategies to engage with those with whom one does not agree. The training emphasized the importance of equipping participants with the ability to reflect on their own biases and reactions to people and/or opinions with which they disagree.

Meetings and events during this reporting period:

- a. Board Meetings: Monthly Library Board of Trustees meeting; Monthly calls with Board President.
- b. Standing Meetings: Compensation Committee; Leadership Team; Senior Management Team; Monthly Managers meeting; Union/Leadership meetings; Long-Term Sustainability meeting; Foundation CEO/Chief Librarian monthly meeting; Friends Board President/Chief Librarian monthly meeting; Strategic Foresight 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; Deputy Mayor's monthly meeting.

## LIBRARY AT A GLANCE



Active Users – Last 12 Months <b>260K</b> ↑ 1%	Monthly Users – Digital <b>83K</b> 0%	Monthly Users – Physical <b>41K</b> 0%
Monthly Questions Answered <b>56K</b> 0%	Monthly Circulation – Digital <b>537K</b> ↑ 2%	Monthly Circulation – Physical <b>503K</b> ↑ 3%

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



## IN FOCUS: Library to Business

Library to Business (L2B) programs contribute to the resilience and growth of small businesses in Seattle.

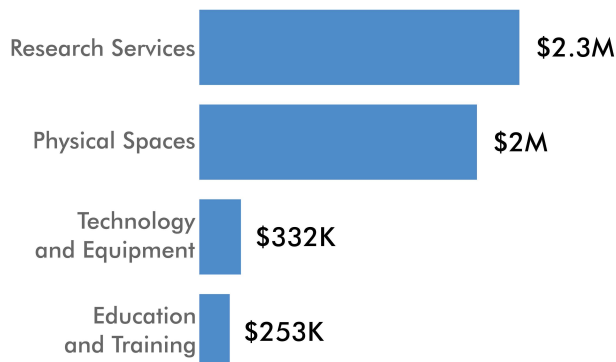
## Overview: Library to Business

In 2022, The Seattle Public Library's business services were valued at \$4.9M annually by the Urban Libraries Council. These services include one-on-one business and legal consultations, access to business publications and market research, and access to physical spaces and technology.

The Library piloted live interpretation at L2B programs this year, broadening access to programs such as credit workshops.

L2B also helped spur innovation in community finance by convening community lenders, business assistance organizations, and local Muslim communities to better understand faith-based financing needs.

## L2B Program Valued at \$4.9M Annually



The Urban Libraries Council's calculation is based on what entrepreneurs would pay for comparable business services on the open market.

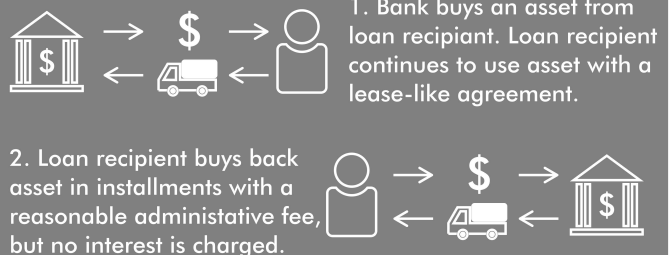
## Business Programs With Interpretation

	Number of programs with interpretation	Share of overall programs
Legal Consults	22	13%
Digital Marketing	7	100%
Credit Consulting Workshops	3	50%

L2B piloted live interpretation in Spanish and Vietnamese at select programs this year. It plans to expand interpretation services in 2023.

## Community Finance Innovation

## Example loan:



The Library coordinates the Muslim Community Finance Coalition (MCFC) which conducted research and community listening to better understand faith-based financing needs, such as restrictions on the use of interest-bearing loans. Two community finance partners (Craft3 and Business Impact NW) have used what MCFC learned to develop alternative financing that is interest-free.

## Downtown Region Weekly Report

November 30, 2022

Valerie Wonder, Regional Manager

Linda Johns, Assistant Managing Librarian

*Community Engagement Impacts: Access to opportunities becomes more equitable in our community; Our community becomes stronger as a result of library activities that are inclusive, draw diverse participants, and promote understanding*

### Outcomes:

- Community members, including those with barriers to opportunity are able to use library services, materials, and programs.
- Library services, materials, and programs address specific needs and interests of people with barriers to opportunity.
- Community members are exposed to new ideas and inspirations
- People engage with one another and exchange ideas and perspectives through library activities and spaces

**The Downtown Region** has spent 2022 steadily increasing access to our collections and reintroducing and expanding services, programming, and outreach.

### Book Spiral Access

On December 1<sup>st</sup> the Central Library finally was able to resume access to all public floors including the book spiral (Levels 6-10) during all open hours. Patrons who love to browse, researchers with in-depth reference questions, and tourists seeking the perfect Instagram spot all rejoiced after over two years of full closure followed by eight months of limited access. This change was also heralded by staff, especially the Shelving and Operations team (SHO) which had retrieved items from the spiral for patrons on lower floors nearly 5000 times, or an average of 40 times each day while the spiral was closed to ensure patron access to needed resources was sustained. In 2022 we were also able to resume patron access to Music Practice Rooms on Level 8 and Skype rooms on Level 1.

### Library services and partner collaborations serving houseless and insecurely housed adults and youth

Prior to the pandemic the library had been providing social service support for several years through a contract with DESC (Downtown Emergency Services Center). This year we shifted to an in-house model, creating three new staff positions that provide direct service to patrons in crisis and build the Library's capacity to do this work successfully across our 27 locations. A Social Services Librarian, Dillon Baker, was hired in May, a Senior Community Resource Specialist, Kevin Leffler was hired in October, and a levy-funded Community Resource Specialist requiring expertise in services for youth up to age 26 is currently posted and will be on board in early 2023.

This social services team is already providing expertise and support to the Library and our patrons. The team is coordinating with the **King County Regional Homelessness Authority**, recently hosting then for a 3-hour event during KCRHA completed 22 new client intakes into a program they offer that provides a pathway to permanent housing and intensive case management. During the event, they also identified and assisted survivors of domestic violence, placed one individual into immediate shelter, and provided harm reduction supplies. We anticipate offering more sessions in 2023. The team is also **distributing bus tickets, snacks, hygiene supplies hats, gloves, socks, and even shoes to branches**. Bus tickets allow staff to provide a transportation option to patrons seeking services, and clothing items and snacks helps support

patrons who are wet, cold, or hungry and ensuring patrons are not turned away from library spaces due to hygiene issues or lack of appropriate shoes or clothing.

In addition to these new positions, library staff continue to be leaders in serving community members who are houseless or otherwise in crisis. For example, our Children and Teen Services staff have relaunched the **Central Seattle Youth Service Providers Alliance (CSYSPA)**, which is a coalition of nonprofit organizations in Central Seattle working together to create a comprehensive continuum of care for insecurely housed young adults. CSYSPA is led and facilitated by SPL librarians. The Downtown Region's Teen Services Librarian, Kristy Gale, maintains the [YA Resources and Services sheet](#) and group listserv, and several SPL Librarians organize and facilitate the monthly meetings and bring in experts to provide applicable trainings. The aim is to help agencies share resources and work together efficiently while pursuing our shared mission of providing quality, compassionate services and support to insecurely housed teens and young adults. Recent meeting topics have included GED and job support at the library, harm reduction 101, and LGBTQ services. In addition to this effort, the Children and Teen Services department have restarted many outreach efforts supporting low-income families, and in early 2023 will relaunch the Read to Me program which supports incarcerated parents in maintaining connections with their children, and the youth drop-in program which provides a safe and supportive space for insecurely housed young adults in the Central Library.

## Programming

In an effort to serve patrons and help revitalize downtown, the Central Library began reintroducing programming and engagement efforts slowly starting in spring of this year, and has continued to pick up momentum. Here are some highlights:

**Book Bingo**, our popular Adult Summer Reading Program, returned for the eighth year. Readers who submitted completed Bingo cards reported reading 18,000 books, which is consistent with 2019 and 2021 results. Book Bingo is presented in partnership with Seattle Arts & Lectures, with support from The Friends of SPL.

Also during the summer, the Downtown Region presented an **adult summer reading series** featuring nationally known speculative fiction writers Fonda Lee, Annalee Newitz, Charlie Jane Anders, Susan Palwick, and P. Djèlí Clark. Clarion West, our longstanding community partner for the series, shares in SPL's work to build a writing and reading culture that supports inclusivity. Many additional author and arts programs have followed, including a monthly film screening and concerts.

[The ZAPP zine collection](#), featuring more than 30,000 titles, reopened for appointments, with plans to resume regular open hours. The Library showcased ZAPP zines and spoke to more than 600 people at the Short Run Comix & Arts Festival (held for the first time since 2019). A Short Run event at the Central Library with cartoonist Megan Kelso, followed by zine room open hours, brought 76 patrons in to view the collection, the first public viewing since early 2020. Several northwest zine luminaries were excited to find their work in the collection. The ZAPP committee is currently surveying staff to plan for making zines available in branches.



Megan Kelso In Conversation With Phyllis Fletcher; Zines from our collection; Clarion West author Fonda Lee



## Safety and Security Services

December 5, 2022

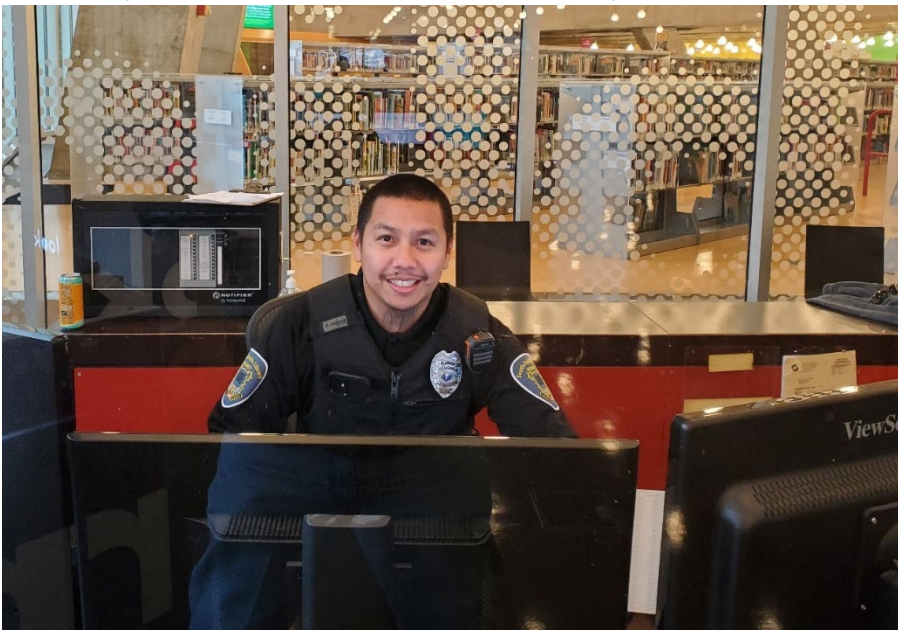
Christopher Hogan, Safety and Security Services Manager

### Impact Areas

**Safety and Security:** *Making sure the public, as well as staff, feel safe and security inside of our 27 locations. This means providing security, training, and education of our Rules of Conduct as well as evacuation and safety procedures to all.*

**Workforce Capacity and Recruitment:** *We do our best to provide security support as well as training to staff at all 27 locations. We also recruit for new Security Officers that are able to provide security, but come from customer service backgrounds and are able to handle difficult with the least amount of disruption to Library services.*

### Security at The Seattle Public Library



Security Officer Muhammad Appadolo- Central Security Dispatch

*The Security Team (SEC) is a work group of 19 staff members. In addition to the Security Supervisor, we have a Security Operations Analyst, a newly created position in 2022, two Lead Security Officers, and 15 Security Officers. The SEC Team is responsible for the safety and security of all staff, patrons, vendors, and visitors of The Seattle Public Library. The SEC team's work has a system-wide impact. As well as enforcing The Seattle Public Library's Rules of Conduct (ROC), the SEC Team is also responsible for system access controls, after-hours alarm monitoring, provides morning/night patrols when needed, maintaining disaster kits and providing the security training to staff.*

*This year, the SEC focused on getting back to their normal operations, retraining staff with self-defense, de-escalation and mental health. Here are some of highlights of trainings the SEC Team brought on to support the wellness of the SEC team as well as the safety and security of the Library and staff:*

- *The SEC Team worked with City's Employee Assistance Program (EAP) to bring on a counselor quarterly to provide mental health counseling for those security staff exposed to traumatic incidents.*
- *Due to the escalated nature of incidents and more frequent need for both soft and hard lockdown of branch libraries, the SEC worked with each branch staff to train drills to identify and route to safety room. In addition, the SEC team continuously provided De-Escalation training as a critical measure to assist staff dealing with the escalated incidents.*
- *The SEC team worked with 22 out of 26 branch libraries to provide Evacuation Drills to identify safe evacuation route for staff in case of emergency. Remaining 4 branch libraries will complete their evacuation drill by the end of this year*



- *The SEC Team revamped Safe Environment Training (SET) and Armed Intruder Training this year so that they can be incorporated into new staff onboarding as well as on-going safety training for the Library*



### **Rules of Conduct Enforcement**

*As of November 2022, the SEC Team took over 7,400 calls needing security assistance throughout the Library system - Central Library Building and 26 Branch Libraries. There is an array of reasons for the security calls including but not limited to reporting fires, disruptive behaviors, drug use, harassments, medical emergency, patron retuning to the library during active exclusions, etc. Of these calls, over 960 incidents were turned into reportable incidents where the SEC team would enter them into the incident report system and track them formally.*

*It definitely has been another busy year for the SEC Team and we thank them for their willingness to step up to the challenges the Library face daily and make the Library welcoming and safe places for everyone.*



# The Seattle Public Library

## Memorandum

Date: December 15, 2022

To: The Seattle Public Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian  
H. Alex Yoon, Director of Administrative Services  
Nicholas Merkner, Finance and Operations Analysis Manager

Subject: **Proposed 2023 Operations Plan**

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The Revised Code of Washington (RCW 27.12.240) and the City Charter (Article XII, Section 5) grant the Board of Trustees "exclusive control of library expenditures for library purposes." The Library Board adopts an annual Operations Plan in December after the City Council approves the Library's operating and capital budget appropriations. On November 29, 2022, the City Council approved the 2023 budget, including \$88 million in operating and \$11 million in capital budget appropriations for the Library—Council appropriations included \$24 million in operating support and \$9 million in capital funding provided by the 2019 Library Levy. The Operations Plan also summarizes 2023 grant awards provided by The Seattle Public Library Foundation, as well as Library gift funds that enhance our ability to provide high quality, innovative Library programs and services for Seattle residents. 2023 private gifts and grants total \$5.8 million.

We reviewed the Operations Plan framework at your September Library Board meeting, and brought the first draft to the November board meeting. The enclosed documents reflect board feedback and comments collected during those periods. A separate Executive Summary is included with the Operations Plan, in addition to the actual detailed plan itself.

*Attachment: Proposed 2023 Operations Plan Executive Summary*

*Attachment: Proposed 2023 Operations Plan*

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**Action Requested:** Library Board approval of 2023 Operations Plan at December 15, 2022 Library Board meeting. Comments or feedback are welcome.



# The Seattle Public Library

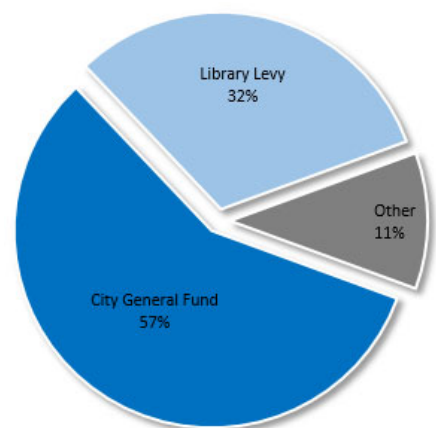
## 2023 Operations Plan Executive Summary

Entering into the City 2023 budget development process, the Library was asked to submit a proposal for a 6% reduction in General Fund revenues (a \$3.7 million target). Through partnership with the City Budget Office, we landed on an outcome that did not result in direct reductions to our programs and services. Instead, savings associated with ongoing recruitment and hiring timelines were re-directed to offset potential cuts. While this means we will have \$2.95 million less in General Fund revenue from the City in 2023, the overall budget remains intact. The **2023 budget is proposed at \$104.8 million**—a \$2 million (2%) increase when compared again 2022. As part of the Mayor’s budget package, additionally Library Levy support was identified to fund higher-than-expected inflation and for the addition of 2.0 FTE Security Officers. Further additions include \$1 million in JumpStart Payroll Expense Tax resources to help the Library reduce reliance on fossil fuels; \$150,000 in additional restricted gifts and grants to support programming and service delivery; and General Fund support to account for increased sales taxes, central costs, and personnel benefit rate increases.

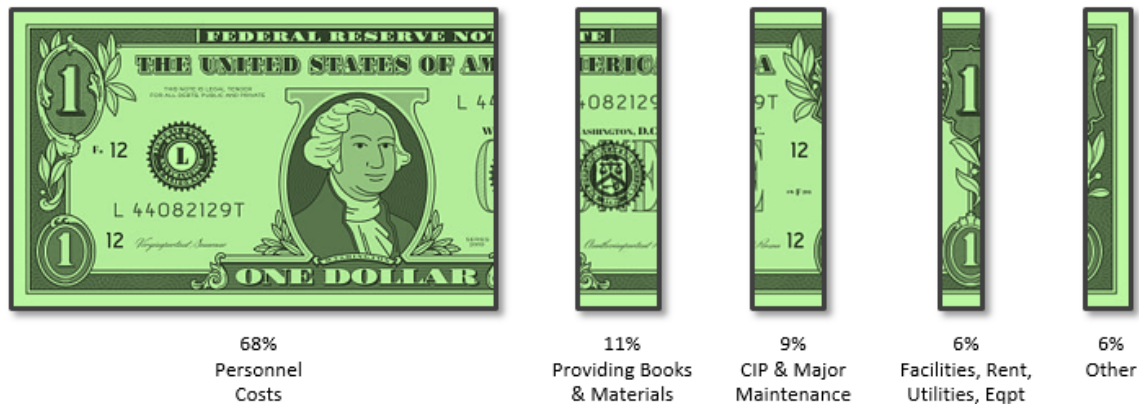
The **Chief Librarian is developing a 2023 Equity Road Map for the Library**. This document will be reviewed by the Senior Management Team and will also be discussed with the Library’s Race and Social Justice Change Team. The final document will be presented to the Board of Trustees early in 2023. Some example from the 2023 budget that illustrate how the Library is using policies, program, and investments to impact racial equity outcomes include; investments in the books and materials collection to expand perspectives and identities represented, expanded implicit bias training particularly as it relates to hiring and promotion, a Rules of Conduct Task Force will review and modify existing code to minimize exclusions for those who may be disproportionately impacted, engagement of a consultant to actualize community and stakeholder input collected via equity cohorts, increased partnership between the budget team and Racial and Social Justice Change Team co-leads.

### **Funding Sources and Spending at the Library**

Since the passage of the 2019 Library Levy, the portion of our funding base reliant on voter-approved time-limited support has increased to 32% (up from 24% pre-2019 Levy). With that being said, the **General Fund is set to provide 57% of our total 2023 resources**, meaning we are still heavily dependent on the City of Seattle’s fiscal health and the performance of the local and national economy. Additionally, we rely on our partnership with The Seattle Public Library Foundation to provide funding for collection and program enhancements that would not otherwise be possible—the **Foundation Board adopted a grant award of \$4.4 million for 2023**.



While the Library’s budget is proposed at \$104.8 million, it is important to understand how these resources are spent. Due to the unique nature of Library services and how they are provided to the public, **Library work is inherently people oriented—which is represented by 68% of all costs being related to personnel.** From there, 11% is to provide books and materials, 15% to support our buildings, and the remaining 6% is related to City central costs and direct patron programming, among other areas.



### **Potential Risks and Opportunities Facing the Organization**

COVID-19 continues to cast a shadow across another year with uncertainty expected to be a common theme—COVID brings not only impacts on our ability to deliver consistent services to the public, but has also amplified social issues on staff and the safety/security in our buildings. Additionally, as our buildings age, there are expected to be increased pressures as it relates to building maintenance and adapting these structures to our changing climate. We do see an opportunity for the organization to strategically leverage alternative funding mechanisms to help fund needed building and facility work, although there is much needed to be done in this realm. The Library will also embark on an expanded strategic planning effort that will effect budget priorities for three to five years as these new strategic initiatives are implemented.



# The Seattle Public Library

## 2023 Operations Plan

The Seattle Public Library's 2023 Operations Plan reflects the first year of the City's biennial 2023-2024 budget cycle and the fourth year of a seven-year, voter-approved, \$219.1 million Library Levy. This plan summarizes information about ongoing Library operations. 2023 Library Budget investments focus on taking action to address the Library's most urgent needs while also endeavoring to implement the commitments of the 2019 Library Levy. In the interest of meeting commitments to Seattle residents for 2023, the Library has surveyed patrons regarding expanded hour preferences, restructured the community resource specialist unit, reengaged with play and learn partners, advanced seismic remodel planning at Green Lake and University branches, and will continue road-mapping the upcoming Integrated Library System migration.

The Library Board of Trustees is responsible for monitoring Library funds appropriated through the City's budget. The Library Board Policy on Race and Social Justice and the City of Seattle's Race and Social Justice Initiative—a commitment to eliminate racial disparities and achieve racial equity—help guide the use of these funds and all aspects of Library operations, with a particular emphasis on ensuring programs and services equitably serve communities of color.

### **Overview of the 2023 Operations Plan relative to the Adopted 2022 Plan**

To provide a comprehensive picture of the Library's 2023 planned spending, the Operations Plan includes both Operating and Capital budgets. These combine funding resources appropriated through the City's 2023 Adopted Budget (General Fund and Real Estate Excise Tax (REET) revenues, levy funds, and Library-generated income), in addition to resources from Library gift funds, governmental grants, and private funding from The Seattle Public Library Foundation.

The 2023 Library budget across all funding sources—including private gift and grant support—is \$104.8 million. This amount is \$2 million higher than the prior year (a 2% increase). The 2023 Capital Budget had a net increase largely centered on JumpStart Payroll Expense Tax proceeds for climate resilience projects. At a high level, the Library's 2023 \$107.3 million budget reflects the following key year-to-year changes (summarized view year-to-year changes provided as Attachments 1 and 2):

#### Operating Budget Changes

- A continuation of \$700,000, and a one-time redirection of \$2.25 million, in prior period budget authority to offset City General Fund revenue reductions associated with COVID-19
- Library Levy support increased by \$452,500 to account for higher-than-expected inflation and to fund the addition of 2.0 FTE Security Officers
- \$150,000 in additional gifts and grants from The Seattle Public Library Foundation and other private sources for collections, programming, and early learning
- Adjustments to Central Costs, annual wage increases, benefit rate changes, health care, and other inflationary changes added \$1.4 million in operating resources. These resources are largely dedicated to designated cost pools and do not carry programming flexibility.

### Capital Budget Changes

- \$1 million in JumpStart Payroll Expense Tax resources to help the Library reduce reliance on fossil fuels and decarbonize our branches through electrification and other measures
- Library Levy capital support increased by \$679,000. This change is in alignment with the 2019 Library Levy spending plan and accounts for higher-than-expected inflation
- REET capital project support changed by \$339,000, although this is in alignment with the City's long-term capital financial plan

### **Economic Impacts: COVID-19, Inflation, and City Budget Development**

While employment levels and consumer spending in Puget Sound have been quite strong, continued effects from COVID-19 variants, the war in Ukraine, federal fiscal stimulus measures, and inflation have combined to create a great deal of economic churn. The effects on City financials have been mixed, but largely negative, and pushed the City even further into what has been a structural deficit. The Library is not immune from these factors and the potential for a recession will continue to stress an already tight budget, particularly in capital maintenance and improvement projects.

Entering into the City 2023 budget development process, the Library was asked to submit a proposal for a 6% reduction in General Fund revenues (a \$3.7 million target). Our priorities in working with the City were related to impacts of COVID-19 on our operations, safety in our buildings, levy promises made to voters, equity and our organizational direction, and baseline operations.

Through partnership with the City Budget Office, we landed on an outcome that did not result in direct reductions to our programs and services. Instead, savings associated with ongoing recruitment and hiring timelines were re-directed to offset potential cuts. While this means we will have \$2.95 million less in General Fund revenue from the City in 2023, the overall budget remains intact.

### **Racial Equity and Social Justice Impacts**

There is significant evidence that the opportunities Seattle residents can access, and the quality of life they experience, are impacted by their race and where they live. People of color and other under-represented groups in the Library workforce face similar issues. In 2018, the Library Board adopted a Race and Social Justice Policy (Attachment 4), which focuses on eliminating institutional racism and states the following:

*"The Seattle Public Library actively commits its programs and resources to eliminate institutional racism by ensuring that barriers to access by staff and the public are eliminated, by supporting broader public access to Library programs and services, and providing the public and staff equitable opportunities for growth through employment and education."*

Institutional racism exists when an organization's programs, policies, and spending work to the benefit of white people and to the detriment of people of color, usually unintentionally or inadvertently.

The Executive Director and Chief Librarian has guided advances in our equity work over the past year, although ongoing assessment of the Library's diversity, equity, inclusion and accessibility needs are essential. This work requires uncovering institutional biases that persist within our own

organization and dismantling structures that allow these inequities to perpetuate. Our communities will continue to be engaged and listened to in order to identify areas with the highest need.

To further advance equitable programs, services and collections, the Chief Librarian is developing a 2023 Equity Roadmap for the Library. This document is meant to help advance the Library's Race and Social Justice Initiative (RSJI) goals by prioritizing certain equity-related Library initiatives, embedding the RSJI framework and its tools more deeply in the Library's work, achieving more just and equitable budget and policy outcomes, and improving Library accountability in this work in 2023 and beyond. The document will be reviewed by the Senior Management team and will be discussed with the Library's Race and Social Justice Change Team. The final document will be presented to the Board of Trustees in the first quarter of 2023.

Additional examples from the Library's 2023 proposed budget that illustrate how the Library is using policies, programs, and investments to change racial equity outcomes and develop a workforce that is inclusive of people of color and other marginalized or under-represented groups include:

#### Operational Highlights

- Increased investments in the books and materials collection intended to expand perspectives and identities represented in the collection;
- Training that will expand on implicit bias—particularly as it relates to Library hiring and promotion practices. Additionally, the Library works to address barriers to participation in any training by using multiple instructional training delivery methods (instructor led in-person and virtual; self-paced asynchronous online eLearning; 1:1 instruction). All content in the City training portal abides by accessibility requirements for staff with disabilities.
- Capital investments to reduce reliance on fossil fuels in our branches, which is part of a broader strategy to address the climate crisis and the disparate impacts of climate change on communities of color and the economically disadvantaged;
- Ongoing partnership with the University of Washington for a Direct Field Work program for four BIPOC MLIS candidates. Libraries often offer unpaid internships, but through this partnership with the Foundation, the Library is able to offer stipends to provide some financial support to students completing their internship requirements for their degree.

#### Policy Highlights

- During 2023, a consultant will be engaged to lead and collect input from equity cohorts within the Senior Management Team, Library Leadership Team, community partners, and key organizational teams and stakeholders. The findings of this work will be shared with the Chief Librarian and provide guidance on the future direction of equity work at the Library.
- A Rules of Conduct Task Force is engaging with community members through a Racial Equity Toolkit process to review and modify existing Library Rules of Conduct in order to minimize exclusions to those who may be disproportionately impacted due to race or other factors related to their identity.
- Budget Team partnership with the Library's Race and Social Justice Change Team co-leads to identify ways to center equity in the budget development process, including how to improve engagement with community and Library stakeholders.



## Priority Areas within Library Operations

Based on input gathered from a 2021 community survey and a 2018 community needs assessment, the Library identified five fundamental areas of our operations. Additional information as it relates to each of these areas, along with notable 2023 investments are discussed in the proceeding sections.

### A. Hours and Access

Library open hours mean access to technology, collections and resources, programs and knowledgeable staff for information and referral. To this end, Public Services staff are versed in the role the Library plays in creating a more equitable community with increased opportunity for low income and historically marginalized individuals and families in Seattle. The Library's largest expenditure is related to personnel, representing \$71.3 million, or 68% of total Library resources. Some impactful changes related to access and Library operations are as follows:

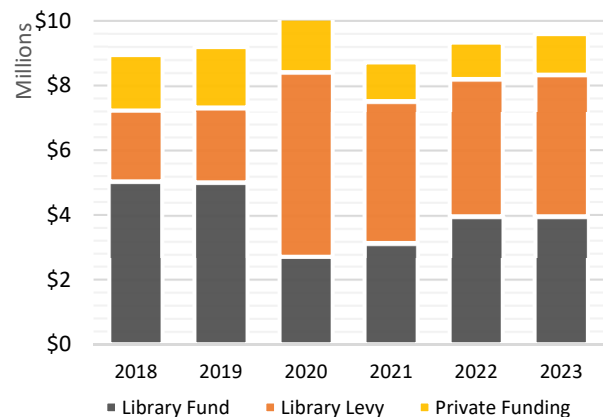
**\$75,000** for captioning technology expansion. The Library uses Communication Access Realtime Translation (CART), to provide a textual representation of communication during meetings and events. While not a substitute for ASL or other accommodations, it provides live captioning for virtual, hybrid, and in-person programming, and increases access to programming for deaf patrons, those with hearing loss, learning and other cognitive disabilities or processing issues, and non-native speakers of English. *(Private Grant)*

**\$244,500** to add 2.0 FTE Security Officers. These additional Security Officers will allow the team to increase support at high-incident branches to deter and de-escalate adversarial situations and mitigate their impacts on staff and patrons. *(Library Levy)*

### B. Books and Materials

When considering the purchase of materials to be added to the collection, the acquisitions team applies an equity lens that factors in audiences, categories and formats while also focusing acquisitions on titles that reflect underrepresented voices, including those from people of color, the LGBTQ+ community and other marginalized groups. Over the course of the past year, monthly circulation trends are once again nearing pre-pandemic volumes—over 1 million items circulated per month.

**Figure 1: Materials Budget by Funding Source**



The Library provides \$11.2 million (11% of the overall budget) to support the purchase of books and materials, and the movement of those materials across the system. These resources are provided via a combination of General Fund, Library Levy and private gifts (a summary of which can be seen in Figure 1). Key changes to the 2023 books and materials budget include:

**\$50,000** to continue a Collection Diversity Audit. The Library will build the collection to be more inclusive and representative of a wider-range of perspectives and identities, and will have a positive racial equity impact on communities of color. *(Library Levy)*



**\$50,000** for Read-Along Books, which are a new picture book format with a talking component (MP3) attached to the inside of the front cover the book. This supplementary funding will enable the purchase of Read-Along Books in Spanish/English and Chinese/English, while also expanding the English-only part of the collection. *(Private Grant)*

### **C. Technology and Online Services**

The digital environment provides increasing opportunities to participate in the information society, although some individuals and families can face serious barriers to access. These barriers, often referred to as the “digital divide,” may include a lack of affordable internet connectivity, lack of internet ready devices, or a lack of skills, knowledge or means to access digital resources. The Library plays an important role in helping bridge the digital divide by providing access to patrons who lack this capability at home.

According to a survey conducted by the Library, one-third of Seattle residents said they relied on Library computers or Wi-Fi networks to access the internet and other digital resources. The Library provides free access to digital devices (desktop computers, laptops and tablets) that can be used to search online resources, connect to the internet, or use popular software. Our wireless internet access is provided free to patrons and has experienced exponential growth as patron preferences shift toward mobile access. Additionally, patrons can use their Library card to check out a portable Wi-Fi hot spot. A key investment in this area for 2023 includes:

**\$1,209,000** for IT enterprise equipment upgrades to repair and replace core and central switches to maintain and improve the Library’s network. *(Library Levy)*

### **D. Literacy and Early Learning**

Libraries play an important role in fostering literacy, particularly for those who have historically faced barriers to access, such as immigrants and refugees, and those just developing literacy skills, such as preschool and elementary students. Key investments in this priority area for 2023 include:

**\$25,000** for a youth and family learning services “Innovation Fund.” This will be dedicated to new programs and services that serve our prioritized audiences for youth of all ages and their families. This will provide flexibility to create culturally responsive programming in a more nimble fashion. *(Private Grant)*

**\$30,000** for Kindergarten through 5<sup>th</sup> grade programming and services. Goals of this programming include creating engagement with K-5 students and families farthest away from justice in learning opportunities, centering parent and family engagement to increase awareness of Library resources in support of youth development and student success, and working in partnership with community stakeholders to enhance Library-led literacy efforts and the expansion of K-3 Developing Reader Kits. *(Private Grant)*

### **E. Building and Facility Support**

As part of the 1998 Library’s for All capital campaign, the Library remodeled and replaced a number of our branches. Many of these renovations and buildings are now over 20 years old and in need of ongoing and careful oversight and maintenance to protect the public investment. The Library utilizes an internally developed and actively managed Comprehensive Facilities Plan to surface and direct

where investments are needed throughout the system. However, resulting from budget reductions taken during the outset of the COVID-19 pandemic, a number of building maintenance projects were deferred to future periods. This is not an optimal approach, as timely and ongoing maintenance is less expensive than emergency repairs and replacements—this is particularly salient when considering the iconic and unique buildings that are present in the Library property portfolio.

Our buildings provide a forum where patrons can read or study in a comfortable environment, listen to interesting and engaging speakers, participate in meaningful community events, or find daytime respite. \$15.7 million, or 15% of Library resources, support keeping our facilities open, clean, functional, and welcoming to all. Key investments in our facilities for 2023 include:

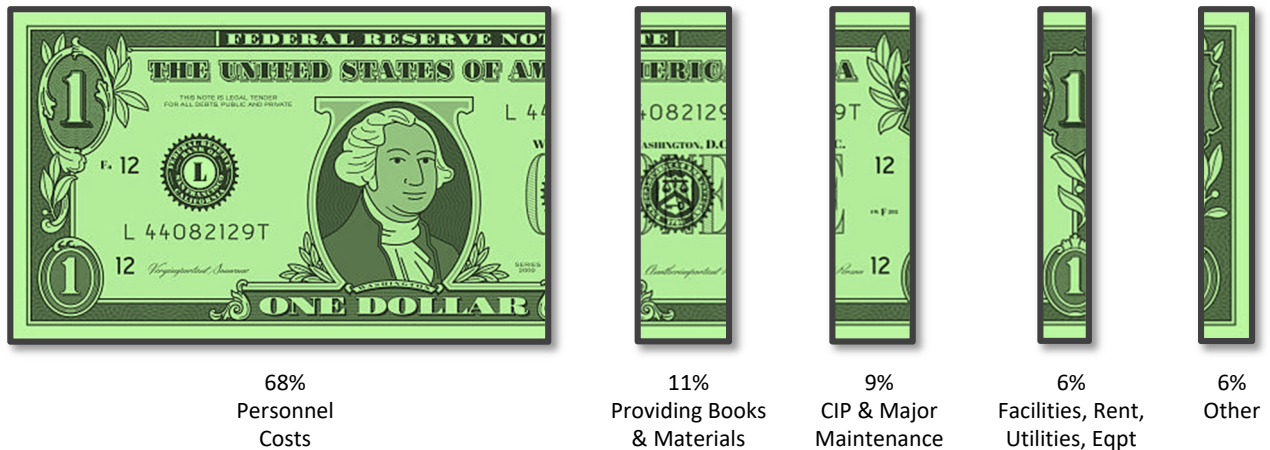
**\$300,000** to help fund the electrification and installation of air conditioning at the Northeast and Southwest branches. This funding was identified through partnership and by the direction of the Office of Sustainability and Environment. *(Real Estate Excise Tax)*

**\$100,000** for a “tune-up” of the Central Library HVAC, building, and controls systems. These are needed once every five years. *(General Fund)*

## Operations Plan Overview by Personnel, Collections and Buildings

There is an overarching and larger scale framework within which our priority areas fall, these consist of: 1) personnel, 2) books and materials, and 3) buildings. Relative investments of Library resources among these categories are shown below, along with an illustration of how \$1.00 is spent at the Library through this lens. Due to the unique nature of Library services and how they are provided to the public, Library work is inherently people-oriented. Additional department level budget information can be seen on Attachment 1.

**Figure 2: How \$1.00 is spent at the Library and the Proposed Budget**

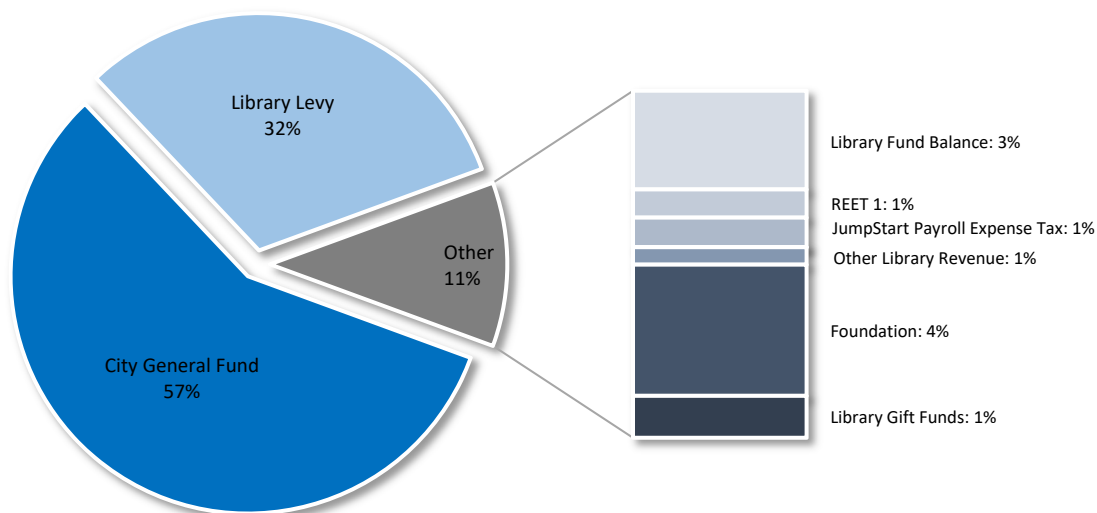


Amounts in \$1,000s	2023 Proposed	%
<i>Personnel</i>		
Public Services, Collections & Access	\$52,773	50%
All Other Departments	\$18,475	18%
<i>Personnel Sub-Total</i>	<i>\$71,248</i>	<i>68%</i>
<i>Providing Books &amp; Materials</i>		
Books & Materials Collection	\$10,072	10%
Collection Processing & Distribution	\$1,096	1%
<i>Providing Books &amp; Materials Sub-Total</i>	<i>\$11,148</i>	<i>11%</i>
<i>Buildings</i>		
Capital Improvements & Major Maintenance	\$9,840	9%
Utilities, Maintenance, Rent, Equipment	\$5,861	6%
<i>Other</i>		
Direct Programming Supplies	\$1,481	1%
City Central Costs	\$2,819	3%
Software	\$867	1%
Other	\$1,498	1%
<i>Other Sub-Total</i>	<i>\$6,665</i>	<i>6%</i>
<b>Total</b>	<b>\$104,782</b>	

## Operations Plan Overview by Funding Source

The design and development of the Library budget occurs against a backdrop of equity impacts associated with the City's Language Access Plan (Library plan included as Attachment 3), as well as the City's Race and Social Justice Initiative and the Library Board policy on Race and Social Justice (Attachment 4). Library operations are supported by three main funding sources: City appropriation of General Fund support, an annual allocation from the seven-year, voter-approved Library Levy, and private gift funds—which include annual grants from The Seattle Public Library Foundation.

**Figure 3: Operations Plan by Funding Source**



Amounts in \$1,000s	2022 Adopted	2023 Proposed	% Change
<i>Operating Fund</i>			
City General Fund (Operating)	\$60,591	\$60,105	-1%
2019 Library Levy (Operating)	\$23,236	\$24,079	4%
Other Library Revenue	\$408	\$553	26%
Interdepartmental Support	\$26	\$31	16%
Use of Library Fund Balance	\$1,155	\$3,331	188%
Coronavirus Local Fiscal Recovery	\$434	\$0	-100%
<i>Operating Fund Sub-Total</i>	<i>\$85,850</i>	<i>\$88,099</i>	<i>3%</i>
<i>CIP</i>			
2019 Library Levy (CIP)	\$8,215	\$8,894	8%
REET I (CIP)	\$1,287	\$948	-26%
JumpStart Payroll Expense Tax (CIP)	\$0	\$1,000	100%
City General Fund (CIP)	\$1,742	\$0	-100%
<i>CIP Sub-Total</i>	<i>\$11,244</i>	<i>\$10,842</i>	<i>-4%</i>
<i>Gifts and Grants</i>			
Seattle Public Library Foundation*	\$4,128	\$4,425	7%
Gift Funds (Balch, Bunn, other)	\$1,543	\$1,416	-10%
<i>Gifts and Grants Sub-Total</i>	<i>\$5,671</i>	<i>\$5,841</i>	<i>3%</i>
<b>Total</b>	<b>\$102,765</b>	<b>\$104,782</b>	<b>2%</b>

\* Grant awards approved by The Seattle Public Library Foundation Board of Directors

## General Fund

The year 2022 has been filled with considerable economic instability and uncertainty both nationally and locally. The City's General Fund revenues continued to experience negative impacts from the pandemic, while emergency COVID-related funding support from the Federal Government ended. As a result, when developing the 2023 budget, City departments were asked to prepare reduction proposals of up to 6%--of which the Library was in the 6% bracket. Through partnership, negotiation, and ultimately advocacy by the City Budget Office, the Library was able to stave off budget and service cuts for 2023 by redirecting savings derived from prolonged recruitment and hiring timelines. What this means is that the Library will be offsetting \$2.95 million in City General Fund support with a one-time use of accumulated fund balance. Realigning this aspect of the budget with the City General Fund will represent a major priority and hurdle for the organization as budget development work is embarked upon in the future.

The majority of the Library's funding is provided by the City General Fund, with 57% of the budget provided by this resource. The Library's financial well-being and our ability to deliver services to the public is closely tied to the performance of the local and national economy.

Amounts in \$1,000s	2022 Adopted	2023 Proposed	% Change
Hours & Access	\$27,957	\$26,746	-4%
Providing Books & Materials	\$13,319	\$13,502	1%
Technology & Online Services	\$4,118	\$4,349	5%
Literacy & Early Learning	\$521	\$539	3%
Building & Facility Support	\$7,345	\$7,559	3%
Major Maintenance (CIP)	\$1,743	\$0	-100%
Administration	\$4,632	\$4,591	-1%
City Central Costs	\$2,698	\$4,819	4%
<b>Total</b>	<b>\$62,333</b>	<b>\$60,105</b>	<b>-1%</b>

## 2019 Library Levy

In August 2019, Seattle voters approved a seven-year, \$219.1 million 2019 Library Levy renewal to support, maintain, and expand core Library services, renewing a \$122 million Library Levy that was first passed in 2012. With the passage of the 2019 Library Levy, the Library increased our dependence on time-limited voter-approved funding. In 2023, the levy will provide 32% of the Library's total budget, which is up from 24% pre-2019 Library Levy.

**Figure 4: Pre-2019 Library Levy Budget % Compared to Current-Year Budget %**



Each year, the Library Board of Trustees allocates available levy funds through the Operations Plan. More information on 2019 Library Levy categories, including how they map back to the budget can be found on Attachment 5.

<b>Amounts in \$1,000s</b>	<b>2022 Adopted</b>	<b>2023 Proposed</b>	<b>% Change</b>
Hours & Access	\$12,671	\$13,283	5%
Providing Books & Materials	\$5,648	\$5,800	3%
Technology & Online Services	\$2,461	\$2,563	4%
Literacy & Early Learning	\$284	\$301	6%
Building & Facility Support	\$1,883	\$1,832	-3%
Major Maintenance (CIP)	\$5,024	\$7,747	54%
Major Maintenance (IT)	\$3,191	\$1,147	-64%
Administration	\$289	\$300	4%
<b>Total</b>	<b>\$31,451</b>	<b>\$32,973</b>	<b>5%</b>

#### **Levy – Operating Fund**

After three years of COVID-related reductions in hours at Library locations, the Library is poised to expand open hours in 2023. We anticipate adding up to 133 hours per week throughout the Library system for an annualized total of about 7,000 hours. The original levy plan proposed adding 200 hours per week system-wide, with an emphasis on adding hours on weekday evenings and increasing the number of branches open seven days a week. Based on changes in patrons' preferences for open hours, as well as staff changes resulting from the pandemic, the Library has looked at our operating hours and made schedule adjustments that reflect what patrons told us as part of the 2021 Levy Priority Survey and to reflect new constraints on staffing. In 2023, we will be able to offer seven day-a-week service at up to 19 branches, compared to 17 branches pre-pandemic and also offer longer hours on the weekend throughout the system.

The 2019 Library Levy promised to add social service support for youth and up to six additional Play and Learn programs. In 2023, we expect to offer at least five weekly play and learn programs at Library branches funded by the levy. Other highlights of levy funding in 2023 include fine-free access to the books and materials collection, investment in e-materials and Peak Picks, digital equity through the Wi-Fi hotspot program, and enhanced levels of building maintenance.

#### **Levy – Capital Improvement Program**

Of the Library's 26 neighborhood branches, seven are Carnegie-era branches that are considered historic city and state landmarks. These branches—Douglass-Truth, Columbia, Fremont, Green Lake, University, Queen Anne and West Seattle—are unreinforced masonry buildings, which means the buildings are at an increased risk for damage during a seismic event. The current seven-year levy, passed by voters in 2019, includes funding for seismic retrofits at the three of the most vulnerable branches: Green Lake, University and Columbia. The 2023 budget includes levy funding for the University branch seismic retrofit project, which continues planning and design work. Seismic retrofit projects will also allow us to install air conditioning in these Carnegie-era branches. Air conditioned public spaces have become an increasingly important community need throughout the city as summer temperatures climb and many lack air conditioning in their homes.

The levy also continues to provide capital funding for the Library's major maintenance program, performing critical maintenance to ensure the Library's 28 facilities (Central Library, 26 neighborhood branches, and a Maintenance Operations Center) are in good repair and preserved for future generations. The focus for 2023 projects will be mechanical systems replacement, repair and electrification of branch libraries—with emphasis on the highest priority sites to fulfill the 2030 Mayoral electrification mandate to reduce the City's reliance on fossil fuels. Branch electrification is prioritized based on immediate maintenance needs, air-conditioning status, years since last remodel, and proximity to other branches. Specific site selection is dependent upon upcoming federal grant funding outcomes. The Library's 2023 capital IT infrastructure budget includes \$1.2 million to replace Library core and central switches, which help direct network traffic for both patron and staff use. The 2023 capital project plan is included as Attachment 6.

### **Other Capital Improvement Program Support**

Capital improvement projects may carry large fund balances as timelines shift and are influenced by external factors (such as COVID-19), project complexity, and the availability of qualified contractors in a competitive local construction market (especially related to historically-landmarked buildings). Projects require ample planning and are often multi-year in nature—as a result, the Library may have carryforward resources that span multiple fiscal years. A long-term capital improvement program is submitted to the City Budget Office each year and is included as Attachment 7. Additional capital funding sources provided by the City are covered in the proceeding sections.

#### **Real Estate Excise Tax (REET) – Capital Improvement Program**

The 2023 Operations Plan includes a total of \$948,000 in REET funding, which is tax revenue generated from property sales in Seattle. Of the total \$948,000, \$648,000 is dedicated to ongoing planning, design, and construction costs associated with the University and Columbia branch seismic retrofit projects (which includes upgrades to, and electrification of, the branch's mechanical and HVAC systems). The remaining \$300,000 of REET provides partial funding of HVAC upgrade/electrification at the Northeast and Southwest branches.

#### **JumpStart Payroll Expense Tax – Capital Improvement Program**

The City's 2023 Adopted Budget also provides the Library \$1 million from JumpStart Payroll Expense Tax revenue. These funds support the City's Green New Deal programs to reduce reliance on fossil fuels and mitigate carbon emissions from City buildings. These funds would be applied to the aforementioned branch electrification work.

### **The Seattle Public Library Foundation**

The Seattle Public Library Foundation helps the Library enhance its collections, offer activities for all ages, pilot new and innovative initiatives, and enrich our program of service for our community. It supports the Library by securing and managing donations from individuals, businesses and other foundations to enhance levels of Library service beyond what public funding alone is able to provide. The Foundation's goal is to expand the reach of the Library, not to supplant funding for core Library operations. The Library submits grant requests and provides support where needed, however the final award amount, as well as the efforts funded, is at the discretion of an independent Seattle Public Library Foundation Board of Directors.

Amounts in \$1,000s	2022 Adopted	2023 Proposed	% Change
Hours & Access	\$1,099	\$1,197	8%
Providing Books & Materials	\$1,437	\$1,642	13%
Technology & Online Services	\$270	\$318	15%
Literacy & Early Learning	\$722	\$779	7%
Major Maintenance (CIP)	\$200	\$200	0%
Administration	\$400	\$289	-37%
<b>Total</b>	<b>\$4,128</b>	<b>\$4,425</b>	<b>7%</b>

### Library Gift Funds

The Library receives investment earnings from two main funds, the Robert C. Bunn Trust and the Albert S. Balch Trust, which are used to enhance Library services and support new initiatives. There are also designated contributions that were made to the Library and are spent in accordance with donor restrictions. The allocation and approval for spending authority of Library gift funds occurs as part of the Operations Plan. Detail on items funded for 2023 can be found on Attachment 8.

### Other Library Earned Revenue

There are Library generated revenue streams which help support core operations. These funding sources will provide approximately 0.5% of the Library's 2023 budget. Library enterprise revenues are on a slow path to recovery. The organization is projected to improve upon 2022 figures by 26%, however this will still only place us at 2/3 of pre-pandemic revenue collection.

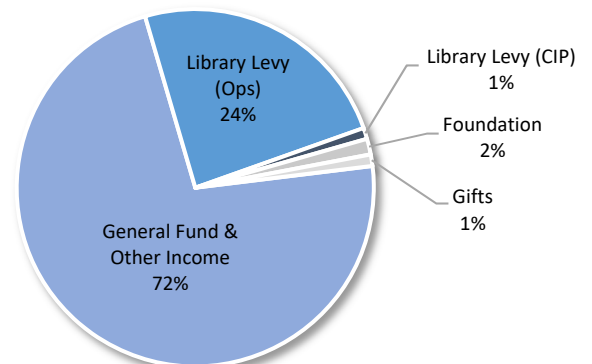
Amounts in \$1,000s	2022 Adopted	2023 Proposed	% Change
Lost Material Fees	\$110	\$110	0%
Central Library Parking Garage Fees	\$75	\$235	68%
Copy Services/Pay for Print	\$90	\$110	18%
Space Rental	\$75	\$50	-50%
Consignment Fees	\$55	\$45	-22%
Miscellaneous Revenue	\$3	\$3	0%
<b>Total</b>	<b>\$408</b>	<b>\$553</b>	<b>26%</b>

### Staffing Levels by Funding Source

The 2023 Library budget contains 713 positions (609.3 FTE)—funded via multiple sources (Figure 5).

Figure 5: FTE by Funding Source

	2022 FTE	2023 FTE	% Change
General Fund & Other Income	440.9	441.2	0%
Library Levy (Operations)	143.6	146.9	2%
Library Levy (CIP)	5.8	6.2	6%
Foundation	8.7	8.7	0%
Gift Funds (Bunn & Balch)	6.1	6.3	5%
<b>Total</b>	<b>605.1</b>	<b>609.3</b>	<b>1%</b>





## Vacancies

As library employees leave for reasons such as retirement or in search of other opportunities, their position is unfilled for a period of time—in the simplest of terms, this period when a position is unfilled represents a period of vacancy. Assuming full employment for an entire year is unrealistic, as such a salary savings assumption is built into the budget that forecasts an organization-level vacancy rate. A 4% salary savings assumption is included as part of the 2023 budget—while this rate represents a slight increase over prior years, it is still in line with historical vacancy rates at the Library. Actual savings and expenditures will be closely monitored to ensure appropriation authority is not over-expended.

## Separation and Retirements Payouts

Staff turnover due to cyclical separations jumped in 2021 when compared against the two years that preceded it (61 in 2021 vs 19 in 2020; 33 in 2019). While staff retirements remained relatively steady, the ranks of Library employees reaching retirement age, but who have yet to announce their retirement, are significant. As of November 2022, The Library had 150 employees eligible for retirement (up from 139 employees in November 2021), with an estimated liability of \$1.6 million (up from \$1.5 million in November 2021).

While the Library has been able to manage these payouts within our annual appropriation (against agency-wide vacancy savings), this approach is not a guarantee of sufficient funding for the future liability. Library separation and retirement payouts over the past three years have been as follows:

	2019		2020		2021	
	Count	Amount	Count	Amount	Count	Amount
Separation Payouts	33	\$102,858	19	\$39,086	61	\$190,877
Retirement Payouts	21	\$223,719	11	\$179,223	15	\$206,542
<b>Total</b>	<b>54</b>	<b>\$326,577</b>	<b>30</b>	<b>\$218,309</b>	<b>76</b>	<b>\$397,418</b>

## Future Risks

In any given year, the Library is faced with risks that can range from changing economic conditions to operational restrictions. Two high priority risk areas are analyzed as part of this section.

### Pressures of Social Issues on Staff and Safety/Security in our Buildings

The Library serves a critical role in providing daytime respite and engagement for people who are insecurely housed, unemployed, or out of school. Keeping libraries safe and clean ensures everyone in the city has a welcoming and attractive place to learn, to access the internet, search for a job, and connect with friends and family, or to simply be. However, providing open access to all also brings with it all the challenges our community faces outside of our doors, including mental health struggles, addiction issues, crime, violence, and insecure housing conditions.

These socio-economic challenges have introduced severe pressures on the Library and Library staff. There has been increased frequency and severity of disruptive patron behaviors, such as assaults, drug use, and harassment, as well as increased vandalism and intentional destruction of Library property. Immediate and ongoing impacts are on staff safety, operations and facilities. If this trend continues, the Library faces serious risks: we will have to continue to evolve staffing models to have more staff onsite to manage a more complex environment—potentially resulting in reduced hours,

service levels and programs, increased costs for property damage and repair, and more unplanned closures due to violent and unpredictable incidents and facilities disruptions.

These impacts are also felt by the general public who may no longer feel safe and welcome to bring themselves, their children, family members, or friends to use library resources and library spaces. The potential erosion of public trust in an institution that is known for its high-level of service, excellence of resources and programs, and caring and compassionate staff represents a longer-term concern for reputation, access to information and resources, and overall sustainability.

### **COVID-19 Operations**

COVID-19 is likely to continue presenting significant impacts for the communities we serve, particularly insecurely housed communities that have increased in population due to economic effects of the pandemic alongside rapid urbanization. Additionally, the Library is experiencing ongoing operational impacts—these include but are not limited to; lower usage rates of services and programs, reduced or varied levels of services and programs, challenges with defining and delivery on equity goals, adequate staffing to support open hours, and ongoing safety and security issues with the service environment.

While physical circulation is rebounding as the system has reopened in 2022, there continues to be a trend toward digital materials usage and overall declines in physical material usage, resulting in lower day-to-day onsite collection use and activities. As patrons have become more acclimated to remote access, we may also see longer term interest in virtual programs and services, and possibly lower attendance and usage of in-person services and programs. Despite vaccination being required among staff and high vaccination rates among the public, there are still unknowns with longer term vaccination efficacy and COVID-19 variants, particularly relating to impacts on children and vulnerable populations. These unknowns may result in disruption of staffing levels and service continuity, continued safety restrictions related to masks, physical distancing and in-person programming, and also a reduced ability to conduct equity related outreach and programming.

### **Aging Buildings, Maintenance, and a Changing Climate**

Library buildings are among the most intensively-used City facilities in Seattle. Prior to the pandemic, the Central Library hosted over 1.2 million visitors annually, with library branches serving over 3.6 million visitors. The Library's historic landmark buildings have unique features such as brick facades, slate roofs and other details. When undertaking maintenance and repair work, it is essential to use designs and materials consistent with their landmark status—all factors that increase major maintenance costs. Additionally, the economic disruption stemming from the pandemic skewed supply and demand for raw materials and services, forcing either reexamination of individual project scope or reprioritization of larger Library projects. Contractors are charging more; public project bids, such as those for the Green Lake seismic retrofit and Capitol Hill roof and mechanical system replacement, came in far above architectural estimates—resulting in delays and/or potential scope revisions.

The Central Library—potentially a future candidate for landmark status—will enter its third decade of service during the current seven-year levy, and its systems are aging. A building of the Central Library's size, complexity, and intensity of use requires significant annual maintenance to preserve core functionality and continually improve building efficiency. Updating Central's mechanical and

HVAC systems to align with current City policy (including the electrification mandate mentioned below) and lessen its carbon footprint will require significant funding beyond the annual Levy major maintenance allocation.

The Library is adapting to a changing climate, often working with the Office of Sustainability and Environment to identify potential areas for improved energy efficiency and, per mayoral directive, to lessen the Library's reliance on fossil fuels. Several branches—including most of the landmarked branches—are not air-conditioned, and rising summer temperatures can lead to closures which impact patrons and Library operations. The Library continues to explore logistics and both internal and external funding options to add air conditioning to high-use branches that currently lack air-conditioning, which would increase branch comfort year-round and also allow those branches to serve as cooling centers during extreme heat and wildfire smoke events.

## **Opportunities**

While the Library is faced with risks each year, we are also presented with opportunities. Two priority opportunity areas are analyzed as part of this section.

### **Strategic Planning**

In 2022, the Library launched a Strategic Foresight Project to prepare for the future and lay the groundwork for informed development of a new long-term strategic plan. The strategic foresight planning process helps organizations identify plausible futures to more meaningfully plan, prepare and shape their organization for what lies ahead.

Guided by an internal core team and with staff, community and partner input, this Strategic Foresight Report is scheduled to be completed by an external consultant to the Library in January 2023. Input for the Strategic Foresight process has been gathered through multiple core team meetings, staff and community workshops with dozens of Library staff and community stakeholders participating, and a community and stakeholder survey for those who could not participate in person. A final report will outline the Library and community's preferred future vision.

The next phase of the Library's strategic effort is to develop a Strategic Plan for the Library that is guided by the Strategic Foresight Report. The Library will have a consultant on board in January 2023 to lead the Library through an extensive strategic planning initiative with a final report scheduled for delivery in the fall of 2023. This effort will require significant participation across the library and the community, and it will effect budget priorities for three to five years as new strategic initiatives are implemented.

### **Capital Grants, Campaigns, and Alternative Funding Mechanisms**

As the Library's building portfolio continues to age, leveraging alternative funding mechanisms will have to be strategically employed by the organization to keep pace with accelerating needs. Increased research into the capital grant sphere, targeted capital campaigns, and bond issuance will all need to receive consideration by the organization. Organizational readiness of the Library and the Foundation must be assessed, a clear plan with a compelling case needs to be developed, and strong leadership to focus on longitudinal goals will all be essential. While there is much work to be done in this realm, there is also a great deal of promise and opportunity.

## Closing Summary

Uncertainty is expected to be a common theme when it comes to Library operations and services in 2023. Ensuring patrons feel comfortable, confident and safe using Library services will be a priority for the coming year.

## Attachments

1	2023 Operations Plan compared to 2022 Adopted Budget
2	Key Changes in 2023 relative to 2022 Adopted Budget
3	Library Language Access Plan
4	Library Board Race and Social Justice Policy
5	2019 Library Levy Categories & Budget Cross-walk
6	2023 Capital Improvement Projects
7	Long-Term Capital Improvement Program Plan
8	Library Gift Fund Project Listing
9	Library Organizational Chart

## Attachment 1

## 2023 Operations Plan Compared to 2022 Adopted

## LIBRARY FUND &amp; LIBRARY LEVY OPERATING

	2022 Adopted	FTE	2023 Proposed	FTE	% Change	FTE Change
<b>CHIEF LIBRARIAN'S OFFICE</b>	<b>\$549,000</b>	<b>2.8</b>	<b>\$486,000</b>	<b>2.0</b>	<b>-11%</b>	<b>(0.8)</b>
<b>INSTITUTIONAL &amp; STRATEGIC ADVANCEMENT</b>						
Institutional & Strategic Advancement Administration	217,000	1.0	231,000	1.0	6%	-
Communications	315,000	2.0	428,000	2.8	36%	0.8
Marketing and Online Services	1,199,000	7.0	1,229,500	7.0	3%	-
<b>Institutional &amp; Strategic Advancement Sub-Total</b>	<b>\$1,731,000</b>	<b>10.0</b>	<b>\$1,888,500</b>	<b>10.8</b>	<b>9%</b>	<b>0.8</b>
<b>HUMAN RESOURCES</b>						
Human Resources	2,544,000	10.0	2,517,000	10.0	-1%	-
Health & Safety Services	169,000	1.0	171,000	1.0	1%	-
<b>Human Resources Sub-Total</b>	<b>\$2,713,000</b>	<b>11.0</b>	<b>\$2,688,000</b>	<b>11.0</b>	<b>-1%</b>	<b>0.0</b>
<b>ADMINISTRATIVE SERVICES</b>						
Admin Services Administration	578,000	3.4	617,000	3.4	7%	-
Business Office & Finance	1,722,000	7.1	1,619,000	7.1	-6%	-
Event Services	584,000	5.0	597,000	5.0	2%	-
Facilities & Building Maintenance	8,620,000	53.5	8,544,000	53.5	-1%	-
Security Services	2,136,000	19.0	2,449,000	21.0	15%	2.0
<b>Administrative Services Sub-Total</b>	<b>\$13,640,000</b>	<b>88.0</b>	<b>\$13,826,000</b>	<b>90.0</b>	<b>1%</b>	<b>2.0</b>
<b>LIBRARY PROGRAMS &amp; SERVICES</b>						
<b>LIBRARY PROGRAMS &amp; SERVICES ADMINISTRATION</b>						
Library Programs & Services Administration	1,855,000	11.4	2,078,300	12.4	12%	1.0
<b>Sub-Total</b>	<b>\$1,855,000</b>	<b>11.4</b>	<b>\$2,078,300</b>	<b>12.4</b>	<b>12%</b>	<b>1.0</b>
<b>COLLECTIONS &amp; ACCESS</b>						
Circulation Services	3,432,000	37.2	3,480,000	37.0	1%	(0.1)
Materials Distribution Services	2,317,000	17.3	2,365,000	17.3	2%	-
Technical & Collection Services	13,265,000	35.1	13,420,000	35.1	1%	-
Special Collections	859,000	6.2	900,000	6.3	5%	0.1
<b>Sub-Total</b>	<b>\$19,873,000</b>	<b>95.7</b>	<b>\$20,165,000</b>	<b>95.7</b>	<b>1%</b>	<b>(0.1)</b>
<b>INFORMATION TECHNOLOGY</b>						
Information Technology	5,941,000	17.0	6,508,000	16.7	10%	(0.4)
<b>Sub-Total</b>	<b>\$5,941,000</b>	<b>17.0</b>	<b>\$6,508,000</b>	<b>16.7</b>	<b>10%</b>	<b>(0.4)</b>
<b>PUBLIC SERVICES</b>						
Branch & Central Library Operations	38,878,000	329.3	40,255,000	330.2	4%	0.9
Equity, Learning, and Engagement Services						
Community Engagement & Economic Dev	1,409,000	9.6	1,278,000	8.9	-9%	(0.7)
Lifelong Access	665,000	4.9	729,000	5.6	10%	0.7
Youth & Family Learning Services	821,000	5.0	860,000	5.0	5%	-
<b>Sub-Total</b>	<b>\$41,773,000</b>	<b>348.8</b>	<b>\$43,122,000</b>	<b>349.7</b>	<b>3%</b>	<b>0.9</b>
<b>Library Programs &amp; Services Sub-Total</b>	<b>\$69,442,000</b>	<b>472.9</b>	<b>\$71,873,300</b>	<b>474.4</b>	<b>4%</b>	<b>1.5</b>
<b>Projected Budget Savings</b>	<b>(\$2,225,000)</b>		<b>(\$2,663,000)</b>			
<b>LIBRARY FUND &amp; LIBRARY LEVY OPERATING TOTAL</b>	<b>\$85,850,000</b>	<b>584.6</b>	<b>\$88,098,800</b>	<b>588.1</b>	<b>3%</b>	<b>3.5</b>

## Attachment 1 (cont.)

## 2023 Operations Plan Compared to 2022 Adopted

## CIP, FOUNDATION, &amp; GIFT FUNDS

	2022 Adopted	FTE	2023 Proposed	FTE	% Change	FTE Change
<b>CHIEF LIBRARIAN'S OFFICE</b>	<b>\$441,000</b>	<b>1.0</b>	<b>\$369,000</b>	<b>1.0</b>	<b>-16%</b>	<b>0.0</b>
<b>INSTITUTIONAL &amp; STRATEGIC ADVANCEMENT</b>						
Communications	139,000	1.0	125,000	1.0	-10%	-
Community Partnerships & Government Relations	115,000	1.0	98,000	1.0	-15%	-
Marketing and Online Services	401,000	1.0	372,000	1.0	-7%	-
<b>Institutional &amp; Strategic Advancement Sub-Total</b>	<b>\$655,000</b>	<b>3.0</b>	<b>\$595,000</b>	<b>3.0</b>	<b>-9%</b>	<b>0.0</b>
<b>HUMAN RESOURCES</b>						
Human Resources	181,000	1.0	179,000	1.4	-1%	0.4
<b>Human Resources Sub-Total</b>	<b>\$181,000</b>	<b>1.0</b>	<b>\$179,000</b>	<b>1.4</b>	<b>-1%</b>	<b>0.4</b>
<b>ADMINISTRATIVE SERVICES</b>						
Admin Services Administration	407,000	1.6	420,000	1.6	3%	-
Business Office & Finance	132,000	1.0	119,000	1.0	-10%	-
Capital Improvement Program	8,046,000	4.3	9,698,000	4.3	21%	-
<b>Administrative Services Sub-Total</b>	<b>\$8,585,000</b>	<b>6.8</b>	<b>\$10,237,000</b>	<b>6.8</b>	<b>19%</b>	<b>0.0</b>
<b>LIBRARY PROGRAMS &amp; SERVICES</b>						
<b>LIBRARY PROGRAMS &amp; SERVICES ADMINISTRATION</b>						
Library Programs & Services Administration	75,000	-	80,000	-	7%	-
<b>Sub-Total</b>	<b>\$75,000</b>	<b>-</b>	<b>\$80,000</b>	<b>-</b>	<b>7%</b>	<b>-</b>
<b>COLLECTIONS &amp; ACCESS</b>						
Circulation Services	25,000	-	25,000	-	0%	-
Materials Distribution Services	25,000	-	25,000	-	0%	-
Technical & Collection Services	1,169,000	-	1,256,000	-	7%	-
Special Collections	279,000	0.6	219,000	0.5	-22%	(0.1)
<b>Sub-Total</b>	<b>\$1,498,000</b>	<b>0.6</b>	<b>\$1,525,000</b>	<b>0.5</b>	<b>2%</b>	<b>(0.1)</b>
<b>INFORMATION TECHNOLOGY</b>						
Information Technology	3,191,000	-	1,145,000	0.35	-64%	0.4
<b>Sub-Total</b>	<b>\$3,191,000</b>	<b>-</b>	<b>\$1,145,000</b>	<b>0.35</b>	<b>-64%</b>	<b>0.4</b>
<b>PUBLIC SERVICES</b>						
Branch & Central Library Operations	17,000	-	19,000	-	12%	-
Equity, Learning, and Engagement Services						
Community Engagement & Economic Dev	861,000	3.2	1,212,500	4.0	41%	0.8
Lifelong Access	492,000	3.0	289,000	2.2	-41%	(0.8)
Youth & Family Learning Services	919,000	2.0	1,033,000	2.0	12%	-
<b>Sub-Total</b>	<b>\$2,289,000</b>	<b>8.2</b>	<b>\$2,553,500</b>	<b>8.2</b>	<b>12%</b>	<b>0.0</b>
<b>Library Programs &amp; Services Sub-Total</b>	<b>\$7,053,000</b>	<b>8.8</b>	<b>\$5,303,500</b>	<b>9.1</b>	<b>-25%</b>	<b>0.3</b>
<b>CIP, FOUNDATION &amp; GIFT FUND TOTAL</b>	<b>\$16,915,000</b>	<b>20.6</b>	<b>\$16,683,500</b>	<b>21.2</b>	<b>-1%</b>	<b>0.7</b>
<b>TOTAL LIBRARY OPERATIONS PLAN BUDGET</b>						
<b>TOTAL LIBRARY OPERATIONS PLAN</b>	<b>\$102,765,000</b>	<b>605.1</b>	<b>\$104,782,300</b>	<b>609.3</b>	<b>2%</b>	<b>4.2</b>

**Attachment 2****Key Operating Budget Changes in 2023 Relative to the 2022 Adopted Operations Plan**

All changes detailed below account for a salary step increases of up to 5% for eligible employees. This also reflects technical changes are related to inflation, rate adjustments, and healthcare. A 2023 AWI is still under negotiation by the City--rate TBD.

**LIBRARY FUND & LIBRARY LEVY OPERATING**

	<b>2022 Adopted</b>	<b>2023 Proposed</b>	<b>Net Budget Change</b>	<b>% Chg</b>	<b>FTE Chg</b>
<b>CHIEF LIBRARIAN'S OFFICE</b>					
Technical Adjustments	549,000	575,000	26,000	5%	-
Admin Spec Supports CLO & COM--Budget moved to COM	-	(89,000)	(89,000)	-100%	(0.8)
<b>Chief Librarian's Office Sub-Total</b>	<b>\$549,000</b>	<b>\$486,000</b>	<b>(\$63,000)</b>	<b>-11%</b>	<b>(0.8)</b>
<b>INSTITUTIONAL &amp; STRATEGIC ADVANCEMENT</b>					
Technical Adjustments	1,731,000	1,799,500	68,500	4%	-
Admin Spec Supports CLO & COM--Budget moved to COM	-	89,000	89,000	100%	0.8
<b>Institutional &amp; Strategic Advancement Sub-Total</b>	<b>\$1,731,000</b>	<b>\$1,888,500</b>	<b>\$157,500</b>	<b>9%</b>	<b>0.8</b>
<b>HUMAN RESOURCES</b>					
Technical Adjustments	1,985,000	1,977,000	(8,000)	0%	-
Training Budget Decentralized for 2023	-	(73,000)	(73,000)	-100%	-
City of Seattle Central Costs	728,000	784,000	56,000	8%	-
<b>Human Resources Sub-Total</b>	<b>\$2,713,000</b>	<b>\$2,688,000</b>	<b>(\$25,000)</b>	<b>-1%</b>	<b>-</b>
<b>ADMINISTRATIVE SERVICES</b>					
Technical Adjustments	12,882,000	12,811,500	(70,500)	-1%	-
Addition of 2.0 FTE Security Officers	-	244,500	244,500	100%	2.0
5-Year Central Library Building Systems Tune-up	-	100,000	100,000	100%	-
City of Seattle Central Costs	758,000	670,000	(88,000)	-12%	-
<b>Administrative Services Sub-Total</b>	<b>\$13,640,000</b>	<b>\$13,826,000</b>	<b>\$186,000</b>	<b>1%</b>	<b>2.0</b>
<b>LIBRARY PROGRAMS &amp; SERVICES</b>					
Technical Adjustments	68,229,000	70,298,300	2,069,300	3%	(0.5)
Public Services Position Reclassifications	-	59,000	59,000	100%	-
MS365 Conversion Funding Sunset from SPLF	-	100,000	100,000	100%	-
Collection Diversity Audit	-	50,000	50,000	100%	-
Convert 2 0.5 FTE Float Librn from LIP	-	-	-	-	1.0
Restructure of ELES within LPSD	-	-	-	-	1.0
City of Seattle Central Costs	1,213,000	1,366,000	153,000	13%	-
<b>Library Programs &amp; Services Sub-Total</b>	<b>\$69,442,000</b>	<b>\$71,873,300</b>	<b>\$2,431,300</b>	<b>4%</b>	<b>1.5</b>
<b>Vacancy Savings</b>	<b>(\$2,225,000)</b>	<b>(\$2,663,000)</b>			
<b>LIBRARY FUND &amp; LIBRARY LEVY OPERATING TOTAL</b>	<b>\$85,850,000</b>	<b>\$88,098,800</b>	<b>\$2,248,800</b>	<b>3%</b>	<b>3.5</b>

## **Attachment 3**

### **Library Language Access Plan Summary**

#### **Mission**

The mission of the Seattle Public Library is to bring people, information and ideas together to enrich lives and build community.

#### **Language Access Plan**

The Library provides the following as needed for patrons with Limited English Proficiency (LEP):


- The Library employs a significant number of public facing staff who speak languages beyond English, with an emphasis on neighborhoods with higher populations of LEP patrons
- The Library's World Languages unit provides print materials (books, magazines and newspapers) in 44 languages. It also has dedicated librarians in the World Languages department who can assist with translation and interpretation in Chinese, Russian and Spanish.
- Library staff access to Language Line when serving LEP patrons in person or over the phone
- When working with program managers, our marketing team uses a strategic framework to help evaluate language needs for the intended audience and how to best meet those needs with translation or original creation in each language. Considerations in addition to audience needs include the Library's ability to deliver service in other languages, project timelines, and content complexity and longevity.
- The Library regularly offers programs and services in four of the seven Tier 1 languages identified by OIRA: Chinese, Somali, Spanish, and Vietnamese. These offerings are supported by staff who speak these languages natively, community members, or both.





The Seattle Public Library

### Board Policy

<b>RACE AND SOCIAL JUSTICE</b>	<b>Adopted by the Library Board Jan. 27, 2018</b>
<b>Owner: Executive Director and Chief Librarian</b>	
<b>Approved by: Kristi England, Library Board President</b> 	

### BACKGROUND

The Race and Social Justice Initiative (RSJI) is the City of Seattle's longstanding commitment to eliminate racial disparities and achieve racial equity in Seattle. This important effort recognizes that ending institutional racism involves more than simply developing programs to help people of color. The initiative works to address biases built into institutions and society, and end the underlying structural racism that perpetuates racial and social inequities.

In response to this initiative and its importance in the Library's particular work, the Board of Trustees of The Seattle Public Library (SPL) has committed itself to addressing the Library's role for doing the same in and through its programs, services and staff. To best serve the public and assist staff, the board has created an enhanced, Library-specific Race and Social Justice Policy to support this mission and the Library's work.

This policy provides guidance to Library staff to underscore the organization's ongoing RSJI efforts, support staff understanding, guide the use of resources, and highlight the Library's unique role in addressing this challenging issue.

### POLICY STATEMENT

The Seattle Public Library actively commits its programs and resources to eliminate institutional racism by ensuring that barriers to access by staff and the public are eliminated, by supporting broader public access to Library programs and services, and by providing the public and staff equitable opportunities for growth through employment and education. The key concepts of this policy include:

- Making a system wide commitment;
- Naming institutional racism;
- Acknowledging that there are barriers that need elimination;
- Affirmatively supporting programs to achieve these ends; and
- Making sure that there is equitable access to skills training and employment opportunities for staff and the public.

## **DEFINITIONS**

*Individual/Interpersonal racism:* Pre-judgement, bias, stereotypes or generalizations about an individual or group based on race.

*Institutional racism:* Policies, practices, and procedures that work to the benefit of white people and the detriment of people of color, usually unintentionally or inadvertently.

*Structural racism:* The interplay of policies, practices and programs of differing institutions which leads to adverse outcomes and conditions, occurring within the context of racialized historical and cultural conditions, for communities of color compared to white communities.

## **APPLICABILITY**

This policy applies to any and all Library activities.

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

Board Policy, *Diversity*.

Administrative Procedure, *Diversity Action Plan*.

Seattle City Council Resolution 31164, *Affirming the City's Race and Social Justice Work*.

## **Attachment 5**

### **2019 Library Levy Categories & Budget Cross-walk**

#### **2019 Library Levy Ordinance (Section 4) – Six Categories of Library Services**

Levy investments will be made in six categories of Library services. Program elements, in subsections A through F of this ordinance, are illustrative examples. In accordance with the annual City budget process, each year the Library Board shall adopt an annual operations plan and capital budget. The Chief Librarian and the Library Board shall submit to the Mayor and the City Council an annual levy expenditure plan that will supplement, maintain and improve the core Library services identified in this section. Levy proceeds will be used, in combination with the annual budget appropriation of City General Fund, Real Estate Excise Tax, and other City funds as available to the Library, for Library services.

#### Hours and Access

Major program elements include: supporting Library operating hours in neighborhood branches and the Central Library; providing access to Library programs and services in the community; and outreach and engagement services throughout the city.

#### Collections

Major program elements include: increasing the variety, depth and accessibility of collections with new titles and additional copies in various physical and digital formats; providing additional online resources as new platforms and services emerge; curating a local history collection and making those resources more widely available through digitization; providing fine-free access to the Library's collections; and continuing innovative approaches to collection distribution and to fulfilling patron material requests.

#### Technology

Major program elements include: replacing and upgrading the Library's technology infrastructure, including its Integrated Library System, the Library's main business platform for procuring, processing, and tracking Library materials; its enterprise network that provides high-speed internet and Wi-Fi access to the Central Library and all 26 branches; and its technology equipment, such as switches, routers, servers, cabling, computers, tablets, printers, copiers, scanners and widescreen monitors, and other audiovisual equipment for newly emerging technologies, such as virtual and augmented reality. Further, this category maintains and enhances the SPL.org website and catalog, with a focus on language accessibility, as well as device compatibility and compliance with the Americans with Disabilities Act. The technology program also supports the Library's digital equity efforts, including digital literacy instruction and provision and support of internet access devices for use within Library buildings and for check-out.

#### Maintenance

Major program elements include enhanced resources to provide routine, preventive and major maintenance for the Library's heavily-used buildings as they age, to prolong their useful life. Maintenance also includes funding to seismically retrofit three landmarked branches identified as high-vulnerability in the City's Unreinforced Masonry Building Study.

#### Supporting children

Program elements include support for programming targeted toward children ages zero to five.

## Administration

Administration program elements include supporting implementation and accountability measures for Levy programs and annual reporting to the public on Levy outcomes.

### **2019 Library Levy Category to 2023 Library Priority Cross-Walk**

<b>2019 Library Levy Category</b>	<b>Library Priorities</b>	<b>2023 Proposed*</b>
Hours & Access	Hours & Access	\$13,283
Collections	Providing Books & Materials	\$5,800
Technology	Technology & Online Services	\$2,563
Supporting Children	Literacy & Early Learning	\$301
Maintenance	Building & Facility Support	\$1,832
Maintenance	Major Maintenance (CIP)	\$7,747
Technology	Major Maintenance (IT)	\$1,147
Administration	Administration	\$300
<b>Total</b>		<b>\$32,973</b>

*\*Amounts in \$1,000s*

**Attachment 6**  
**2023 Capital Improvement Projects**

<b>Project Description</b>	<b>Fund</b>	<b>2023 Budget</b>
<b>Seismic Retrofit/Unreinforced Masonry (Levy &amp; REET)</b> - continuing design and construction costs associated with the University and Columbia branch seismic retrofit projects.	Levy	4,200,000
	REET	648,000
<b>Mechanical &amp; building systems, branches</b> - mechanical system repair, replacement and/or electrification at priority branches (selection dependent upon pending federal grant funding decisions); also for emergent needs or as-needed branch repairs.	Levy	3,485,300
<b>Mechanical &amp; building systems, branches</b> - mechanical system repair/replacement/electrification at Northeast and Southwest branches (partial project cost; funds from OSE).	REET	300,000
<b>Mechanical &amp; building systems, branches</b> - JumpStart Payroll Expense Tax (PET) revenue allocated by the City for Green New Deal programs to reduce reliance on fossil fuels and mitigate carbon emissions through electrification of Library branches.	Payroll Expense Tax	1,000,000
<b>IT enterprise equipment upgrades</b> - Core and Central Switches Repair/Replacement/Maintenance	Levy	1,209,000
Subtotal	Levy	\$8,894,300
Subtotal	Payroll Expense Tax	\$1,000,000
Subtotal	REET	\$948,000
<b>Total</b>		<b>\$10,842,300</b>

*\*Personnel costs have been prorated*

**Attachment 7**  
**2023 to 2028 Capital Improvement Program Plan**

<b>Project</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Library Major Maintenance (REET)	948,000	131,000	548,000	807,000	685,000	685,000
Library Major Maintenance (Levy)	4,685,300	4,316,000	4,489,000	4,669,000	-	-
Unreinforced Masonry/Seismic Retrofit (Levy)	3,000,000	928,000	3,500,000	1,839,000	-	-
IT Integrated Library System Replacement (Levy)	-	-	-	-	-	-
Library Branch Resilience Hubs (Payroll Expense Tax)	1,000,000	-	-	-	-	-
IT Enterprise Equipment (Levy)	1,209,000	615,000	-	474,000	-	-
<b>Total</b>	<b>10,842,300</b>	<b>5,990,000</b>	<b>8,537,000</b>	<b>7,789,000</b>	<b>685,000</b>	<b>685,000</b>

## Attachment 8

### Interest Earnings and Gift Fund Budget

#### Non-Labor Detail

	Budget
<b>Robert C. Bunn Trust</b>	
<b>Hours &amp; Access</b>	
Content strategy & creation	114,000
Translation & language support	20,000
Targeted advertising & communication	52,000
Targeted Marketing	52,000
Promotional printing	15,000
SDOT Library Street Signage	6,000
<b>Providing Books &amp; Materials</b>	
2022 Special Collections Shelving at MOC (one-time)	-
<b>Admin</b>	
CLO Speaker Series	10,000
Strategic Direction Support	30,000
Professional Board Training and Conferences	15,000
Board Consultant for CLO Review	4,500
All Staff Day Event	80,000
CPGR Programming Support	700
<b>Total</b>	<b>399,200</b>

#### Interest Earnings

<b>Hours &amp; Access</b>	
Marketing Outreach Giveaways	30,000
Intern stipends, refreshments, feminine hygiene, ha	11,000
<b>Admin</b>	
Mayoral/City-wide initiatives	20,000
Legal Services and Support	25,000
RSJI Change Team Budget	13,500
Employee Engagement Committee	5,000
Professional Association Memberships	34,500
<b>Total</b>	<b>139,000</b>

#### Misc Gifts

<b>Providing Books &amp; Materials</b>	
Gustave J. Snelling Trust	8,000
Helen Snelling Trust	8,000
Halvor Holbeck Estate - Materials Distribution	25,000
Brown Estate - Special Collections	13,000
Dowse Bequest - Special Collections	7,000
<b>Total</b>	<b>61,000</b>

#### Labor Detail (A)

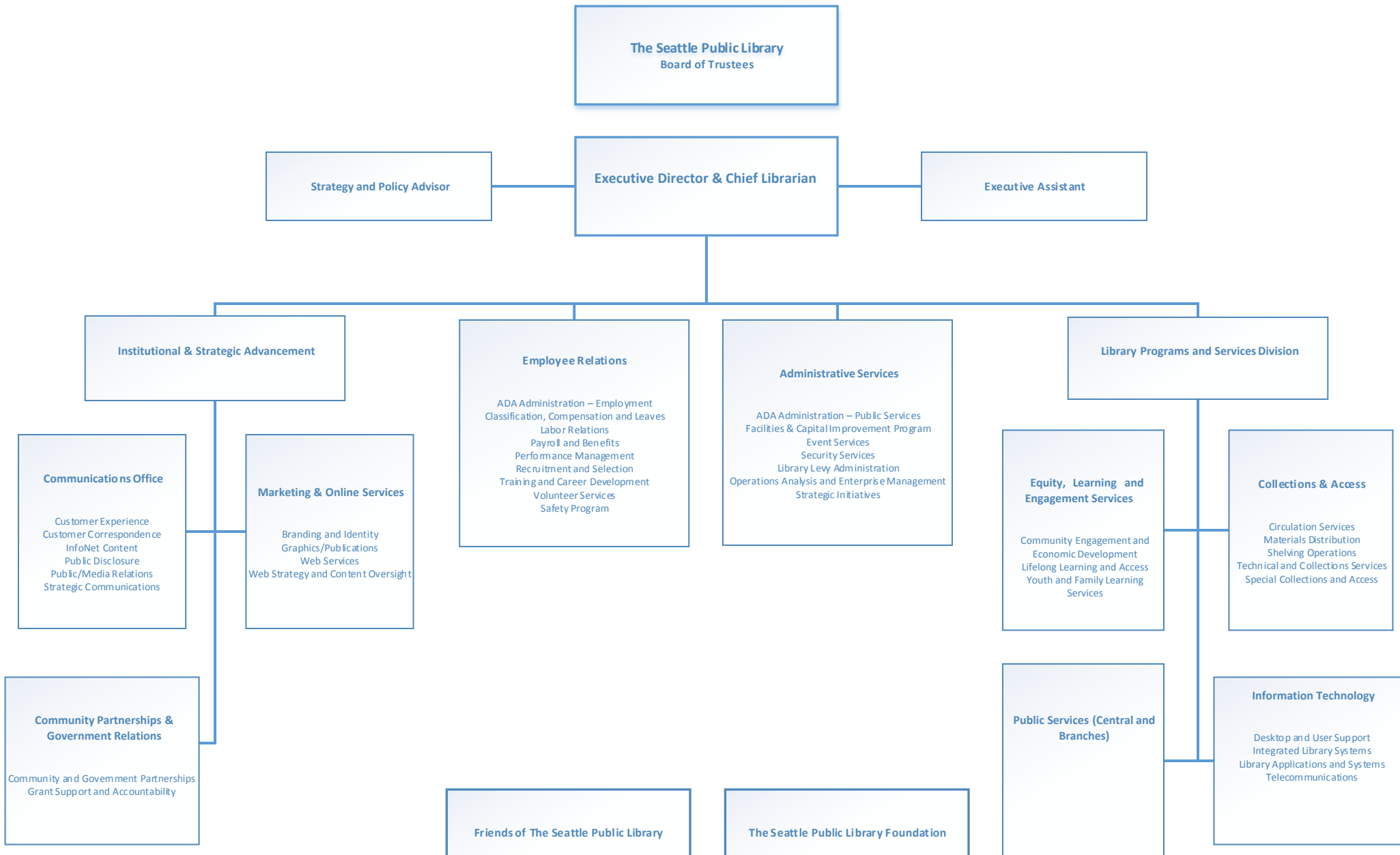
	Budget
<b>Albert S. Balch Trust</b>	
<b>Providing Books &amp; Materials</b>	
Librn-A	60,000
<b>Total</b>	<b>60,000</b>
<b>Robert C. Bunn Trust - Baseline</b>	
<b>Admin</b>	
Com Prtnshps&GovRltnsPrgm Mgr	72,000
DigCommStrat	125,000
Strategy&Policy Advsr, CLO	150,000
<b>Total</b>	<b>347,000</b>
<b>Robert C. Bunn Trust - 2-year Pilot</b>	
<b>Admin</b>	
STA	15,000
Human Resources Manager	151,000
Continuous Process Imprv	125,000
<b>Technology &amp; Online Services</b>	
SocMediaSpec	83,000
<b>Total</b>	<b>374,000</b>

#### Labor Detail (B)

	Budget
<b>Other Gifts</b>	
<b>ADM</b>	
Rinehart Gift	1,200
<b>Total</b>	<b>1,200</b>

**Attachment 9**  
**Library Organizational Chart**

## The Seattle Public Library





The Seattle Public Library

## NEWS RELEASES

Date			Title
10	04	2022	Join Renowned Author Luis Alberto Urrea at The Seattle Public Library's 'Seattle Reads' Events, Oct. 19-20
10	05	2022	The Seattle Public Library to Add Hours at Six Branches, Increase Access to Central Library Book Spiral & Seattle Room in October
10	06	2022	All Locations of The Seattle Public Library Will Be Open From 2 to 6 p.m. On Thursday, Oct. 13
10	06	2022	West Seattle Art Exhibit at The Seattle Public Library's Southwest Branch Through Oct. 30, 2022
10	11	2022	The Library's free business services valued at \$4.9 million annually
10	18	2022	Join Chief Librarian Tom Fay Tuesday, Oct. 25, at the Lake City Branch to Discuss Current and Future Library Services
10	21	2022	November and December 2022 Author Events and Community Dialogues with The Seattle Public Library
10	31	2022	Nov. 7: Pulitzer Prize-winning Historian Ada Ferrer, Author of "Cuba," Presents the Bullitt Lecture in American History





The Seattle Public Library  
**MEDIA COVERAGE**

Date			Organization	Headline	Details	Link
10	03	2022	<i>West Seattle Blog</i>	West Seattle Monday: 7 notes	“Southwest Library (9010 35th SW) is open 10 am-6 pm today, and you can see the Southwest Artist Showcase display during those hours.”	<a href="https://westseattleblog.com/2022/10/west-seattle-monday-7-notes/">https://westseattleblog.com/2022/10/west-seattle-monday-7-notes/</a>
10	03	2022	<i>South Seattle Emerald</i>	News Gleams   The Emerald Hosts 2022 Electoral Debate Tomorrow, Comcast RISE Offers \$10K Grants for Small Businesses	“The Seattle Public Library welcomes poet and activist Pamela Sneed to a reading and conversation about her new book, <i>Funeral Diva</i> , which is a “poetic memoir about coming-of-age in the AIDS era, and its effects on life and art,” according to the book’s press release.”	<a href="https://southseattleemerald.com/2022/10/03/news-gleams-the-emerald-hosts-2022-electoral-debate-tomorrow-comcast-rise-offers-10k-grants-for-small-businesses/">https://southseattleemerald.com/2022/10/03/news-gleams-the-emerald-hosts-2022-electoral-debate-tomorrow-comcast-rise-offers-10k-grants-for-small-businesses/</a>
10	04	2022	<i>Public Books</i>	Where is All the Book Data	“Fortunately, there are a number of forward-thinking people who are already leading the charge for open book data. The Seattle Public Library is one of the few libraries in the country that releases (anonymized) book checkout data online, enabling anyone to download it from the internet for free.”	<a href="https://www.publicbooks.org/where-is-all-the-book-data/">https://www.publicbooks.org/where-is-all-the-book-data/</a>
10	05	2022	<i>West Seattle Blog</i>	District 1 Community Network and more for your West Seattle Wednesday	“See the community show at Southwest Library (9010 35th SW), which is open noon-8 pm today.”	<a href="https://westseattleblog.com/2022/10/district-1-community-network-and-more-for-your-west-seattle-wednesday-2/">https://westseattleblog.com/2022/10/district-1-community-network-and-more-for-your-west-seattle-wednesday-2/</a>

10	05	2022	<i>KING 5</i>	Seattle, King County health officials urge people to get trained on, carry Narcan	“With opioid-related overdose deaths on the rise, Seattle and King County officials are urging people to get trained on and carry Narcan. The Seattle Public Library is planning training for staff who volunteer.”	<a href="https://www.king5.com/article/news/local/seattle/seattle-king-county-narcan-overdose-deaths-opioids/281-910e4b60-0423-46c2-af36-98c2ab5cf4b1">https://www.king5.com/article/news/local/seattle/seattle-king-county-narcan-overdose-deaths-opioids/281-910e4b60-0423-46c2-af36-98c2ab5cf4b1</a>
10	06	2022	<i>Capitol Hill Blog</i>	Hours restored at Capitol Hill library after summer workforce crunch	“The Capitol Hill branch of the Seattle Public Library is getting some of its hours back. SPL announced that Thursday morning hours are being restored at the Harvard Ave library starting October 20th.”	<a href="https://www.capitolhillseattle.com/2022/10/hours-restored-at-capitol-hill-library-after-summer-workforce-crunch/?shared=email&amp;msg=fail">https://www.capitolhillseattle.com/2022/10/hours-restored-at-capitol-hill-library-after-summer-workforce-crunch/?shared=email&amp;msg=fail</a>
10	06	2022	<i>Westside Seattle</i>	West Seattle art exhibit at the Seattle Public Library Southwest branch through Oct. 30	Library press release reprinted	<a href="https://www.westside-seattle.com/2022/10/06/west-seattle-art-exhibit-seattle-public-library-southwest-branch-through-oct-30">https://www.westside-seattle.com/2022/10/06/west-seattle-art-exhibit-seattle-public-library-southwest-branch-through-oct-30</a>
10	08	2022	<i>South Seattle Emerald</i>	Luis Alberto Urrea, My Hometown, and Me	“When The Seattle Public Library announced Luis Alberto Urrea’s The House of Broken Angels as its 2022 Seattle Reads pick, I took my signed copy off the shelf to read again — to read in community a book that itself is a tribute to community and family. And place.	<a href="https://southseattleemerald.com/2022/10/08/luis-alberto-urrea-my-hometown-and-me/">https://southseattleemerald.com/2022/10/08/luis-alberto-urrea-my-hometown-and-me/</a>
10	10	2022	<i>West Seattle Blog</i>	Indigenous Peoples’ Day info and more for your West Seattle Monday	“As noted in the morning traffic/transportation wrapup, this is Indigenous Peoples’ Day in Seattle, and that means some holiday closures, including: SEATTLE PUBLIC LIBRARY: All locations closed today.”	<a href="https://westseattleblog.com/2022/10/indigenous-peoples-day-info-and-more-for-your-west-seattle-monday/">https://westseattleblog.com/2022/10/indigenous-peoples-day-info-and-more-for-your-west-seattle-monday/</a>

10	11	2022	<i>KING 5</i>	6 books to curl up with this fall - New Day NW	Misha Stone from the Seattle Public Library joined the show to share a few of her fall book recommendations.	<a href="https://www.king5.com/video/entertainment/television/programs/new-day-northwest/6-books-to-curl-up-with-this-fall-new-day-nw/281-06a57205-b326-4492-bdf2-cf99c76a7501">https://www.king5.com/video/entertainment/television/programs/new-day-northwest/6-books-to-curl-up-with-this-fall-new-day-nw/281-06a57205-b326-4492-bdf2-cf99c76a7501</a>
10	12	2022	<i>Queen Anne News</i>	Seattle Public Library hosting renowned author for Seattle Reads events	"Residents are invited to join renowned Mexican-American author Luis Alberto Urrea, who has been described by NPR as a 'master storyteller with a rock and roll heart,' at Seattle Reads events next week at Seattle Public Library."	<a href="https://queenannene.ws.com/Content/News/Article/Seattle-Public-Library-hosting-renowned-author-for-Seattle-Reads-events/26/337/42576">https://queenannene.ws.com/Content/News/Article/Seattle-Public-Library-hosting-renowned-author-for-Seattle-Reads-events/26/337/42576</a>
10	12	2022	<i>The Seattle Times</i>	'House of Broken Angels' author Luis Alberto Urrea to lead Seattle Reads talks	"..., Seattle Reads went all-virtual during the pandemic, but returns this month with in-person events featuring Urrea and his novel 'The House of Broken Angels.'"	<a href="https://www.seattletimes.com/entertainment/books/house-of-broken-angels-author-luis-alberto-urrea-to-lead-seattle-reads-talks/">https://www.seattletimes.com/entertainment/books/house-of-broken-angels-author-luis-alberto-urrea-to-lead-seattle-reads-talks/</a>
10	12	2022	<i>South Seattle Emerald</i>	News Gleams   City of Seattle Budget Hearings Continue, White Cane Day Celebrates the Visually Impaired	Seattle Public Library to Extend Hours for Six Branches	<a href="https://southseattleemerald.com/2022/10/12/news-gleams-city-of-seattle-budget-hearings-continue-white-cane-day-celebrates-the-visually-impaired/">https://southseattleemerald.com/2022/10/12/news-gleams-city-of-seattle-budget-hearings-continue-white-cane-day-celebrates-the-visually-impaired/</a>
10	12	2022	<i>Queen Anne News</i>	Community briefs: Local brewery hosting 'Dogtoberfest'	"The Central Library and all branches of The Seattle Public Library will have a delayed opening of 2 p.m. on Thursday to allow for a half-day of staff in-service."	<a href="https://queenannene.ws.com/Content/On-the-Town/Out-About/Article/Community-briefs-Local-brewery-hosting-Dogtoberfest-3/3/42574">https://queenannene.ws.com/Content/On-the-Town/Out-About/Article/Community-briefs-Local-brewery-hosting-Dogtoberfest-3/3/42574</a>

10	14	2022	<i>I Heart Radio</i>	Free Homework Help From The Seattle Public Library	Interview with digital content strategist Elisa Murray	<a href="https://www.iheart.com/podcast/1248-iheart-the-pacific-northw-48989358/episode/free-homework-help-from-the-seattle-103290686/">https://www.iheart.com/podcast/1248-iheart-the-pacific-northw-48989358/episode/free-homework-help-from-the-seattle-103290686/</a>
10	14	2022	<i>West Seattle Blog</i>	West Seattle Friday: 10 notes	"See the community show at Southwest Library (9010 35th SW), which is open until 6 pm today."	<a href="https://westseattleblog.com/2022/10/west-seattle-friday-10-notes/">https://westseattleblog.com/2022/10/west-seattle-friday-10-notes/</a>
10	16	2022	<i>West Seattle Blog</i>	Drumming for salmon, community meeting with school-board rep, 12 other notes for your West Seattle Sunday	The monthlong display of community-contributed art at Southwest Library continues (9010 35th SW), open noon-5 pm today.	<a href="https://westseattleblog.com/2022/10/drumming-for-salmon-community-meeting-with-school-board-rep-12-other-notes-for-your-west-seattle-sunday/">https://westseattleblog.com/2022/10/drumming-for-salmon-community-meeting-with-school-board-rep-12-other-notes-for-your-west-seattle-sunday/</a>
10	17	2022	<i>West Seattle Blog</i>	West Seattle Monday: 8 possibilities	"Southwest Library (9010 35th SW) is open 10 am-6 pm today, and you can see the Southwest Artist Showcase display during those hours."	<a href="https://westseattleblog.com/2022/10/west-seattle-monday-8-possibilities/">https://westseattleblog.com/2022/10/west-seattle-monday-8-possibilities/</a>
10	18	2022	<i>West Seattle Blog</i>	West Seattle Tuesday: 12 options!	"Southwest Library (9010 35th SW) is open until 6 pm today, and you can see the Southwest Artist Showcase display during those hours."	<a href="https://westseattleblog.com/2022/10/west-seattle-tuesday-12-options/">https://westseattleblog.com/2022/10/west-seattle-tuesday-12-options/</a>
10	18	2022	<i>Only In Your State</i>	The Beautiful Washington Library That Looks Like Something From A Book Lover's Dream	"But, as magnificent as the architecture is, it's what's inside a library that matters. And the good news is, this place is as well-stocked as it is beautiful."	<a href="https://www.onlyinyourstate.com/washington/book-lovers-dream-library-wa/">https://www.onlyinyourstate.com/washington/book-lovers-dream-library-wa/</a>

10	19	2022	<i>Queen Anne &amp; Magnolia News</i>	Seattle Public Library hosting renowned author for Seattle Reads events	Library's press release reprinted	<a href="https://queenannene.ws.com/Content/News/News/Article/Seattle-Public-Library-hosting-renowned-author-for-Seattle-Reads-events/26/337/42580">https://queenannene.ws.com/Content/News/News/Article/Seattle-Public-Library-hosting-renowned-author-for-Seattle-Reads-events/26/337/42580</a>
10	19	2022	<i>Queen Anne &amp; Magnolia News</i>	Seattle Public Library adds hours, increases access this month	Library's press release reprinted	<a href="https://queenannene.ws.com/Content/News/News/Article/Seattle-Public-Library-adds-hours-increases-access-this-month/26/337/42583">https://queenannene.ws.com/Content/News/News/Article/Seattle-Public-Library-adds-hours-increases-access-this-month/26/337/42583</a>
10	20	2022	<i>Univision Seattle</i>	La Biblioteca Pública de Seattle se viste de gala para recibir a Luis Alberto Urrea	Univision Seattle did a brief segment with Seattle Reads author Luis Alberto Urrea and plugged Seattle Reads events.	<a href="https://univisionseattle.com/news/local/luis-alberto-urrea-10-20-2022">https://univisionseattle.com/news/local/luis-alberto-urrea-10-20-2022</a>
10	21	2022	<i>West Seattle Blog</i>	Ski Swap dropoffs, music, movie, theater, art, more for your West Seattle Friday	"See the community show at Southwest Library (9010 35th SW), which is open 10 am-6 pm today."	<a href="https://westseattleblog.com/2022/10/ski-swap-dropoffs-music-movie-theater-art-more-for-your-west-seattle-friday/">https://westseattleblog.com/2022/10/ski-swap-dropoffs-music-movie-theater-art-more-for-your-west-seattle-friday/</a>
10	23	2022	<i>The Seattle Times</i>	Rant & Rave: West Seattle Junction holiday lights offer year-round cheer	"Rave to the reference librarian at the Queen Anne branch of the Seattle Public Library. I brought my bus-obsessed toddler there to get a King County Metro citywide bus map only to discover they only have maps for individual bus lines. The quick thinking librarian went to the Metro website and used their jumbo printer to print a beautiful large color map out. This map is a prized item."	<a href="https://www.seattletimes.com/life/lifestyle/rant-rave-west-seattle-junction-holiday-lights-offer-year-round-cheer/">https://www.seattletimes.com/life/lifestyle/rant-rave-west-seattle-junction-holiday-lights-offer-year-round-cheer/</a>

10	24	2022	<i>West Seattle Blog</i>	Options for the rest of your West Seattle Monday	"Southwest Library (9010 35th SW) is open 10 am-6 pm today, with just six days left for you to see the Southwest Artist Showcase display."	<a href="https://westseattleblog.com/2022/10/options-for-the-rest-of-your-west-seattle-monday/">https://westseattleblog.com/2022/10/options-for-the-rest-of-your-west-seattle-monday/</a>
10	25	2022	<i>West Seattle Blog</i>	West Seattle Tuesday: 11 options	"Southwest Library (9010 35th SW) is open until 6 pm today, and it's your last week to see the Southwest Artist Showcase display during those hours."	<a href="https://westseattleblog.com/2022/10/west-seattle-tuesday-11-options/">https://westseattleblog.com/2022/10/west-seattle-tuesday-11-options/</a>
10	29	2022	<i>Daybreak Star Radio</i>	Chef Sean Sherman interview	"Chef Sean Sherman will be speaking at an in-person and virtual event at Seattle Public Library on November 4th at 7pm PST."	<a href="https://daybreakstarradio.com/2022/10/chef-sean-sherman-interview/">https://daybreakstarradio.com/2022/10/chef-sean-sherman-interview/</a>



The Seattle Public Library

## NEWS RELEASES

Date			Title
11	02	2022	Let's Read! 2023 Global Reading Challenge Books Announced by The Seattle Public Library
11	09	2022	Poet and Retired Cage Fighter Jenny Liou Speaks About "Muscle Memory" at The Seattle Public Library Dec. 7
11	10	2022	The Seattle Public Library offers free credit workshops with live interpretation in Spanish
11	29	2022	Celebrate the New Art Exhibition at The Seattle Public Library's Central Library



The Seattle Public Library  
**MEDIA COVERAGE**

Date			Organization	Headline	Details	Link
11	02	2022	<i>Madison Park Times</i>	Seattle Public Library adds hours, increases access	Library press release reprinted	<a href="https://madisonparktimes.com/Content/On-the-Town/Out-About/Article/Seattle-Public-Library-adds-hours-increases-access/42/314/33040">https://madisonparktimes.com/Content/On-the-Town/Out-About/Article/Seattle-Public-Library-adds-hours-increases-access/42/314/33040</a>
11	02	2022	<i>Madison Park Times</i>	Seattle Public Library hosting November, December events and dialogues	Library press release reprinted	<a href="https://madisonparktimes.com/Content/On-the-Town/Out-About/Article/Seattle-Public-Library-hosting-November-December-events-and-dialogues/42/314/33041">https://madisonparktimes.com/Content/On-the-Town/Out-About/Article/Seattle-Public-Library-hosting-November-December-events-and-dialogues/42/314/33041</a>
11	10	2022	<i>El Rey 1360</i>	Library staff interview in Spanish	Maria Leon-Roman promotes credit workshops and L2B programs on El Rey radio	<a href="https://www.facebook.com/elrey1360seattle/videos/451721617016090/">https://www.facebook.com/elrey1360seattle/videos/451721617016090/</a>
11	11	2022	<i>West Seattle Blog</i>	Weekend Preview: Ladies' Musical Club library concerts return	"This weekend, the historic West Seattle (Admiral) Library hosts the return of a pre-pandemic favorite – the Ladies' Musical Club. They bring free classical-music concerts to the library, and the first one in three years is scheduled for 3 pm this Sunday (November 13)."	<a href="https://westseattleblog.com/2022/11/weekend-preview-ladies-musical-club-library-concerts-return/">https://westseattleblog.com/2022/11/weekend-preview-ladies-musical-club-library-concerts-return/</a>



11	15	2022	<i>Seattle Medium</i>	The Seattle Public Library Continues to Provide Relevant Resources in the Wake of the Pandemic	"According to Wendy Israel, the library's program manager for Homework Help, they have provided over 200 tutoring sessions since resuming the program on Sept. 12."	<a href="https://seattlemedium.com/the-seattle-public-library-continues-to-provide-relevant-resources-in-the-wake-of-the-pandemic/">https://seattlemedium.com/the-seattle-public-library-continues-to-provide-relevant-resources-in-the-wake-of-the-pandemic/</a>
11	16	2022	<i>South Seattle Emerald</i>	News Gleams   Commission Adopts Final City Council Map; Ingraham HS Students Protest Gun Violence	"Seattle Public Library Offers Free Personal Credit Workshops With Live Language Support"	<a href="https://southseattleemerald.com/2022/11/16/news-gleams-commission-adopts-final-city-council-map-ingraham-hs-students-protest-gun-violence/">https://southseattleemerald.com/2022/11/16/news-gleams-commission-adopts-final-city-council-map-ingraham-hs-students-protest-gun-violence/</a>
11	26	2022	<i>South Seattle Emerald</i>	Poet and Former Cage Fighter Jenny Liou Talks About Her Debut Book 'Muscle Memory'	"As a poet and former cage fighter, Jenny Liou has a unique perspective on violence, both in the ring and out of it. On Wednesday, Dec. 7, from 7 p.m. to 8 p.m., Seattle Public Library (SPL) will host a discussion between award-winning poet and writer Shin Yu Pai and Liou about her debut collection of poetry Muscle Memory."	<a href="https://southseattleemerald.com/2022/11/26/poet-and-former-cage-fighter-jenny-liou-talks-about-her-debut-book-muscle-memory/">https://southseattleemerald.com/2022/11/26/poet-and-former-cage-fighter-jenny-liou-talks-about-her-debut-book-muscle-memory/</a>
11	28	2022	<i>The Guardian</i>	A free Spotify alternative? How US libraries became the place to stream your new favorite band	Story image is a photo of the Central Library's Living Room captioned "The Seattle Public Library is among those offering a Spotify alternative."	<a href="https://www.theguardian.com/music/2022/nov/28/music-streaming-local-libraries-rabble-music">https://www.theguardian.com/music/2022/nov/28/music-streaming-local-libraries-rabble-music</a>