

**The Seattle Public Library**  
Board of Trustees Meeting  
**12:00 p.m. Thursday, July 28, 2022**

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

**Remote Listen Line:**

Dial: 206-207-1700 / Access code: 2483 937 0490

**Watch Live:**

<https://seattle.webex.com/seattle/j.php?MTID=m2e865d61b2dd447473657145d4e1bd31>

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 June 30, 2022 Library Board Meeting
  - 2. June 2022 Finance Report
- E. NEW BUSINESS
  - 1. Welcome New Trustee Yazmin Mehdi
- F. CHIEF LIBRARIAN REPORT
  - 1. Chief Librarian Report
  - 2. Systems Report
    - a. 2021 Race and Social Justice Initiative Report: Alex Yoon, Director of Administrative Services
- G. OLD BUSINESS
  - 1. Chief Librarian 2022-2023 Goals
- H. NEW BUSINESS
  - 1. Library Foundation and Friends of the Library Updates
  - 2. Updates from Library Board Members
- I. EXECUTIVE SESSION
- J. ADJOURN
- K. NEXT LIBRARY BOARD MEETING: August 25, 2022

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

## **Unapproved Board Minutes**

Board of Trustees Meeting  
The Seattle Public Library  
June 30, 2022

### CALL TO ORDER

The regular meeting of The Seattle Public Library Board of Trustees was held on June 30, 2022. Library Board Vice President Jay Reich called the meeting to order at 12:05 p.m. Trustees Kristi England, W. Tali Hairston and Ron Chew were in attendance. President Carmen Bendixen arrived shortly after the meeting began. 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**

Library Board President Carmen Bendixen assumed leadership of the meeting from Vice President Reich. Executive Director and Chief Librarian Tom Fay said the Senior Management and Leadership Teams have the sixth and final session of their equity training coming up, and he will provide an update to the Board on what the group accomplished through the process. Mr. Fay said he is continuing to work with the Foundation on a variety of meet and greets, some of which have been tied with fundraisers. He said the events have been well attended and very successful. Mr. Reich agreed; he Mr. Fay gave an excellent presentation said at a recent event about his vision for the Library and the upcoming strategic planning process. Mr. Fay said the Senior Management Team held a retreat to focus on goals and the budget process. He said the Library's budget submittal was due to the City Budget Office today, and the Library would hear back with any questions in the coming weeks. He said the Library has been working through a request-for-proposals process to hire a consultant to guide the Foresight work that will lead into strategic planning.

Mr. Fay said he attended the American Library Association (ALA) conference in Washington, D.C., along with Trustees Tali Hairston and Ron Chew. He said the conference was well attended and was a good opportunity to meet with colleagues and vendors and to learn what other comparably-sized library systems are doing and what challenges they are facing. He said he was able to attend several presentations including one on Foresight.

Mr. Fay shared a document on screen that covered his 90-120 day plan which he presented to the Board in March. He said the Library has been making good progress on a number of items, some of which are completed and some of which are underway, including big initiatives such as the Race and Social Justice Change Team's work on caucusing groups. He said the Library has posted a position to hire a new Director of Library Programs and Services, which is his former position that is currently filled by Andrew Harbison in an interim role. He said there are several downstream positions to hire

when the director position is filled. He said the Foresight work is the beginning of the larger strategic planning process. He said he is working on the Library's Equity Road Map which contains major goals for the Senior Management Team and the Library as a whole. He said the Library will also be working on a Rules of Conduct review in 2022 and 2023.

Mr. Fay said he is making determinations on restructuring the Senior Management and Leadership Teams. He said there will not be significant restructuring, and he will be working to lay out the changes in the next couple of months. He said the Library is well into the budget process, and his meetings with community partners and donors will continue through the summer. He said a formal partnership agreement will be created between the Library, the Foundation, and the Friends that clearly defines the roles of the organizations, and he would like to have that process completed before the end of the year. He said he continues meeting and messaging with the Mayor, Deputy Mayor, and City Council; and the Library has been working on expanding messaging to federal legislators, representatives, and senators. He said the Foundation has been a partner in advocacy, and their new Senior Communications and Advocacy Director recently met with congressional staffers in Washington, D.C.

Mr. Fay said the Mayor would soon be appointing a new Library Board Trustee to replace Trustee Kristi England whose second term has expired. He said he would have more updates on major projects for the Board at the July meeting.

Mr. Reich asked Mr. Fay what other libraries are comparable in size to The Seattle Public Library (SPL). Mr. Fay said he spent time at the conference with colleagues from Denver, San Francisco, and Queens. He said when considering which libraries are peers, it is also about experience. He said other libraries in highly urbanized areas are good to touch base with to discuss initiatives and challenges, and it was good to be able to meet with other directors for the first time in two years.

Trustee Kristi England said she was not trying to leave the Library, but ten years was a long time. Mr. Fay and Ms. Bendixen agreed it was a significant commitment. Mr. Reich said those ten years on the Library Board also didn't take into account political work Ms. England did on behalf of the Library prior to joining the Board.

## **System Reports**

### *2022 Global Reading Challenge*

Youth and Family Learning Services Librarian/Global Reading Program Manager Jenny Craig said the Global Reading Challenge is a literacy program for fourth and fifth graders that the Library does in partnership with Seattle Public Schools. She said it is open to all public schools in Seattle, and this year 72 schools participated, which was more than last year. She said this year was easier than last year, but also didn't go as expected. She said when school started at the beginning of the year there was uncertainty around mask-wearing and how long they would be back, and a lot of factors went into people participating. She said the Library distributed more than 9,000 books to the 72 schools, and 2,992 kids participated in the competition part of the program that was held in a hybrid format in March. She said the program included seven author talks for the school district, three separate programs for Title 1 schools that requested them, and two more author talks with the Seattle Housing Authority partnership. She said there were 619 live participants, but 400 of the logins were classrooms rather than individuals, so it is believed that 8,000-12,000 kids attended author talks over the course of the year. She said there was a tremendous response from the schools.

Ms. Craig said it has been a hard time for school libraries. She said they have lost funding steadily and many school libraries are open half-time with librarians working at more than one school. She

said over the past year many classroom teachers have stepped in to participate in the program. She said several schools have taken the program and books and turned it into something the entire school can participate in. She said kids in Title 1 schools were asking for book groups and an opportunity to read and talk together, and that book groups were a way to socialize again together. She said at John Rogers School, all of the fourth graders read the same book and the fourth grade teachers read another book aloud. She said the same thing happened for their fifth graders, and then their third graders participated as well. She said it has been a good year with a lot of positive response. She said there is a lot of interest in the program returning to an in-person format next year, which the Library looks forward to. Ms. Craig said this year there were 20 schools who did hybrid competitions with the Library, 49 schools that came up with their own way of doing things, and three schools who read the books and attended author talks, but did not participate in the competition. She said it was an interesting learning year, and they hope to be able to do the program all together next year.

Mr. Fay said the final competition is an effort in harnessing chaos. He said there is a great deal of enthusiasm from the students, teachers, and librarians. He gave kudos to Ms. Craig and her team for a very well done program. Ms. Craig agreed the excitement is always high, and the logistics and judging were challenging this year.

Ms. Bendixen asked if there were any schools that participated in the past but not this year. Ms. Craig said of the 49 schools that ran their own programming and the three who did not participate in the competition, the schools determined that they couldn't afford the time to coordinate with the Library; however, several of those schools did participate in the semi-finals when it was easier to coordinate the technology needed for a smaller group of students to participate. Ms. Craig said she is receiving survey feedback saying that the schools enjoyed their participation whether or not they were part of the competition, and that the author talks were also a huge impact regardless of the competition.

Mr. Reich congratulated Ms. Craig on the program and asked what observations could be made when looking through an equity lens. Ms. Craig said the Library puts extra resources toward Title 1 schools, such as sending extra books, asking them what kind of programming they want to see, and then working to support that programming. She said three more schools received a Title 1 designation this year. She said the Library looks at who falls into the designation and then finds out what they need. She said there are several Title 1 schools that are very competitive and are very dedicated to achieving in the competition. She said it is incredibly hard for a Title 1 school to win the challenge because the schools have different supports, resources, and priorities. She said at the heart of it, the Global Reading Challenge is a test; it's a trivia competition and is fun, and everybody likes it, but it is still a test. She said schools that spend a lot of time on succeeding at testing, rather than paying attention to individual educational struggles, have different levels of success. She said Title 1 schools often do well and take second or third place, but it has been several years since they have won. She said Title 1 schools really shine in the areas of author talks and reading groups, while the non-Title 1 schools focus on the competition. She said Title 1 schools are finding time to do extra reading groups and engaging with the kids and books in the classroom. She said they put more emphasis on the reading, talking, understanding, and engagement, and not as much on the testing.

Ms. Craig said the program brings something different to every school that participates, and her goal is to let the school determine what that is. She said the Foundation and the sponsors are incredibly generous. She said it's also a very big, unwieldy program with lots of factors. She said if they want to concentrate on equity, they may need to think about what can be done in Title 1 schools beyond the competition. She said there are suggestions such as adding third grade or trying a sixth grade pilot, and there are lots of questions and considerations that would go into those opportunities.

### *Green Lake Branch Seismic Remodel Update*

There was technical difficulty connecting Facilities and Capital Improvements Program Manager Dennis Reddinger; the item was briefly deferred.

## NEW BUSINESS

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

Mr. Reich said there was not a Library Foundation Board meeting in June. Trustee Tali Hairston said he attended the June 8 Friends Board meeting. He said the Friends attended Pride in the Park on June 4 and gave away 2,289 books that had been donated by Gay City. He said the remaining 19 boxes of books were given to Nova High School which has begun a Little Free Queer Library. He said the Pride event was a success and the Friends will do similar events again. He said FriendShop Manager Lisa Lee signed a lease for a 600 square foot space in Georgetown, east of Seattle Design Center, with parking and air conditioning. He said the Friends are envisioning it as space for storage and small events, and the first event will be a cookbook sale. Mr. Hairston said that Rick Sheridan, the Library's Director of Institutional and Strategic Advancement, provided an extensive update on the Library, and Head of Communications Laura Gentry shared the Library's communications plan.

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

Mr. Hairston said he and Trustee Ron Chew attended the ALA annual conference in Washington, D.C. in June. He said he was very impressed with the Foresight training, and that all of the attending libraries asked good questions. He said it is interesting to see how other libraries are doing that program. Mr. Hairston said Tiffany Haddish gave a hilarious presentation on her new book, and it was great to see libraries interacting with Ms. Haddish on the importance of libraries to kids, and foster kids in particular. He said her talk was focused on foster kids getting library services they need, and how she is leading that work with her foundation. He said he had the opportunity to attend quite a bit of the conference, and one of the events that made an impression was about getting kids to write books; he said there were several organizations represented in the exhibits hall that were focused on getting kids of color involved in writing books. Mr. Chew said the conference was huge and a great networking opportunity. He said he attended a session with Mr. Hairston and Mr. Fay on outreach to BIPOC communities. He said he attended a reception for the incoming director of the Urban Libraries Council, and a highlight was when the outgoing president hosted a book conversation with a number of Asian American authors featuring a speaker who was the founder of Lee and Low Books, formerly based in Seattle. He said it was a great opportunity for learning and networking. He said he enjoyed visiting the Washington, D.C. Public Library which had a rooftop garden for patrons to sit in and read books; he said it was a nice space with a view of the city.

### **System Reports**

#### *Green Lake Branch Seismic Remodel Update*

Facilities and Capital Improvements Program Manager Dennis Reddinger said the Green Lake Branch is the first of three levy-supported seismic upgrade projects. Mr. Reddinger shared images from a presentation that was given to the Landmarks Board by the Library's design consultant of the building as it exists today. He said the branch opened in 1910, had a major remodel in 1988, and a second major remodel in 2007 that was the part of the "Libraries For All" capital program. He said it has since received a roof replacement. He said the primary reason for the new project is a seismic upgrade to ensure the building can withstand an earthquake. He said it will also include accessibility upgrades to the site and interior including access improvements and an elevator. He said a mechanical system upgrade will move the building from fossil fuels to electrification as part of the City's mandate that all city buildings be free of fossil fuels. He said the opportunity will be taken to

do some interior renovations, and the design will be Leadership in Energy and Environmental Design (LEED) certified gold for being an environmentally green building. Mr. Reddinger showed additional images of the building including historical photos of the exterior and interior of the branch which is a Carnegie library, as well as imagines of the project plan. He said there will be modifications to the sidewalk and parking lot to lower the grade for accessibility and elevator access. He said the project does not increase the size of the branch on the perimeter, but it will provide an increase in square footage on the interior due to excavation for the elevator. He said the mechanical room will also be smaller which will allow for expanding the staff area, and they will add a conference room on the lower level. He said on the upper level, two study rooms will be added, the processing room will be relocated, and the restroom area will be revised. Mr. Reddinger said the seismic upgrade will feature exposed steel which will be painted to match the finishes, and concrete on the lower level for the sheer wall to support the steel. He displayed several more images to illustrate the renovation plans and placement of the service desk and shelving.

Mr. Reddinger said the project is currently one year behind the original schedule, but it is currently in permitting and also out for bid. He said the branch is scheduled to close August 31, with construction set to begin October 11, 2022, with a projected completion date of November 15, 2023, and a reopening date of January 2, 2024. Ms. Bendixen asked if there may be additional delays. Mr. Reddinger said he has been working with the project manager to push minor issues forward. He said the Library still needs a general contractor, which is out to bid, and there is final Landmarks approval yet to happen. He said there are minor issues to address, but nothing major. Mr. Reich asked what the impact of inflation will be on the project pricing. Mr. Reddinger said capital budgets have been a concern recently, as prices are coming in higher than expected. He said lead time for materials has also increased, especially for a landmarked building. He said the project has an available budget of \$8.7 million coming from levy funds for unreinforced masonry and major maintenance, funding from the Office of Sustainability and Environment, real estate excise tax, and a Washington Department of Commerce grant. He said it is the first project that will go out to bid, so it will be interesting to see how the bids come in. He said the project was budgeted at \$7.4 million a couple of years ago, and with \$8.7 million in available budget, the Library is projecting that there may be an overage and is hopeful that there is budget to cover it. Mr. Fay said the larger shelving that has been approved by Landmarks will be a nice improvement.

### **Union Update**

Union Local 2086 president Anne Cisney said her main message is thanks to Mr. Fay and Library administration for their work with the Union and staff to resolve capacity difficulties that come as a result of the Library's strong commitment to being available and accessible to the community at a time when we staffing levels are challenged. She said the recent changes should be helpful and she again thanked leadership for their support. She said in telling the story of what it takes to run a public library and get the system back up to full capacity, it comes down to the fact that a public library is more than just buildings and collections. She said in order to meet the needs of the community, staff must be available in the right capacities to maintain a safe environment and provide programs, services and reference support, as well as community connections and engagement that patrons need.

Mr. Fay said the Library is working through the issues mentioned, and that COVID-19 is still affecting staffing levels. He said when looking at leave usage, it isn't just one person in a home who has COVID; he said if it's in a home, there will be several people and caretakers who will be affected as well. He said we may have a staff member out for 10 days who is then taking care of a sick family member soon after. He said he appreciates the Union working with management and the Scheduling Office to determine solutions. He said assigning staff to five different locations in a week creates difficulty for staff planning for daycare and other needs. He said the Library also does not want the

public to be faced with unplanned closures. He said the Library will operate under a temporary schedule for the summer and will reassess toward the start of the school year.

### **Intellectual Freedom Policy Update**

Director of Institutional and Strategic Advancement Rick Sheridan said in 1974 the Library Board adopted the ALA Library Bill of Rights as a guidance document around intellectual freedom for library operations and services, and the Library's Intellectual Freedom Policy contains articles one through six of the ALA Library Bill of Rights. He said in 2019, ALA adopted a seventh article in their Bill of Rights, which covers patron privacy and confidentiality. He said today's policy update is an amendment to add the seventh article covering patron privacy and confidentiality. Mr. Sheridan said the updated policy also includes links to SPL's Confidentiality of Patron Information Policy, and the accompanying administrative procedure, as those are two existing guidance documents for the Library on patron confidentiality and patron privacy. Ms. Bendixen asked if the actions in the seventh article have been SPL's practice; Mr. Sheridan answered that it has. Mr. Fay said most states have a related statute already in play. He said since this is one of the Library's guiding documents, it should be tightly aligned. Mr. Chew asked if there has been an issue leading to the addition. Mr. Fay said patron privacy and confidentiality is always an issue for Libraries. He said it was noticed that the update slipped through the cracks due to the pandemic, but the Library always considers confidentiality issues in many applications. Mr. Fay said some libraries and some states do not have a statute on patron privacy to the degree of others, so ALA wanted to make sure they added a safeguard, especially in the age where data is shared and sold throughout the country and the world.

Mr. Reich asked whether ALA is concerned about book banning and censorship challenges, and if there is anything the Library should be doing. Mr. Fay said libraries in general are concerned and want to ensure that there is availability of all information. He said most good libraries will have books and materials that will offend pretty much everyone. He said an important piece in this issue is that the Library wants to make sure that it is lifting up all voices. He said publishing and authorship is very white-dominated in this culture. He said as there are more and more authors and writers coming up, including authors of Color, and libraries want to develop and push the concept of how they, as an industry, can make sure they are providing access to all of those voices. He said some are self-published, some are small presses. He said the Library wants to look at how those voices can be amplified. He said he spent a lot of time at the exhibition hall at the ALA conference talking with various groups who were representing greater diversity in voices. He said he brought information back to the Library's collections team so that the Library can start buying more and keeping an eye out for those additional voices. He said censorship is something that every library will see throughout the course of its work, though some areas get more than others. He said it is important to note that because we haven't had massive book bans in this area doesn't mean that we won't. He said some bans are nationally driven and have big money behind them. He said the Library would fight efforts of censorship.

It was moved and seconded to approve the updated Intellectual Freedom Policy as published; the motion carried unanimously.

### **EXECUTIVE SESSION**

No executive session was held.

### **ADJOURN**

Board President Carmen Bendixen adjourned the meeting at 1:23 p.m.



# The Seattle Public Library

## Memorandum

Date: July 28, 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

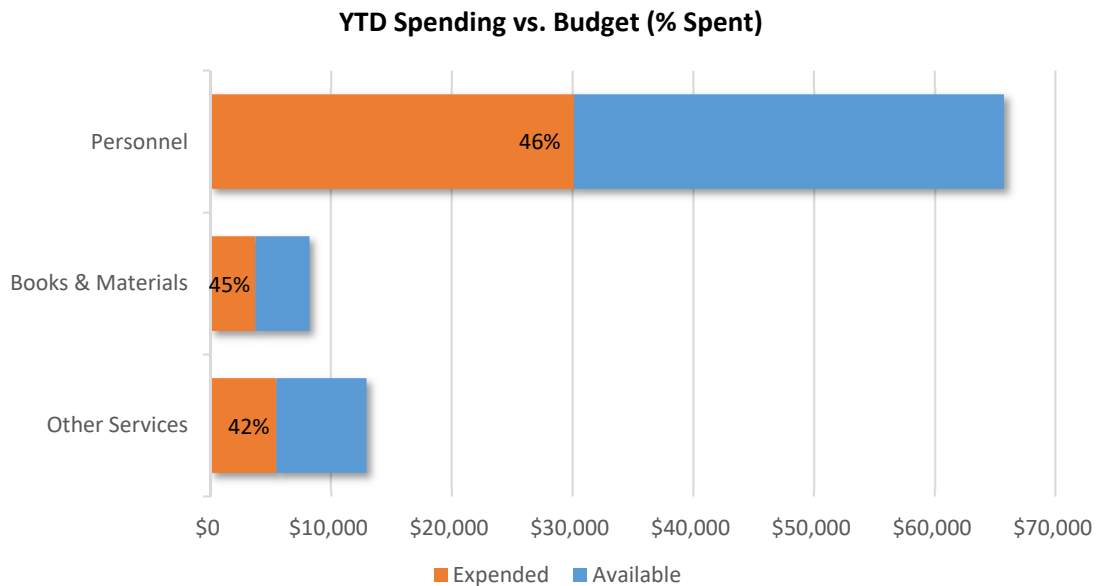
Subject: **June 2022 Financial Reporting**

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### Overview

Overall, the Library has expended **45%** of its operating budget with **50%** of the year elapsed. This is ahead of the prior year when the Library had only expended **42%** of the operating budget. Total expenditures at the end of the month were \$39 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 76% of the operating budget. As of this report there have been thirteen pay periods processed, so we expect 48% of the personnel budget to be expended—spending is largely on target at **46%**. 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 in the fall.

### **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 **45%**, although year-end expenditures are expected to align with the budget.

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

### **Revenues**

Library generated revenues for June were \$56,000, bringing year to date collections to approximately \$153,000 (37% of our target). Owing to the new ambassador staffing model, the Central Library Parking Garage had net revenues of \$22,000 in June—the largest revenue collection since the outset of the pandemic. Other Library generated revenues are lagging projections, and we are currently on pace to have a cumulative under-collection of \$45,000 for the year. The finance team will continue to monitor actual revenue collection on a monthly basis and revise our projections and corresponding spending plan as necessary.

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**Action Requested:** Library Board consideration of June 2022 Operating Budget financial reporting for approval at July 28, 2022 meeting. Comments or feedback are welcome.

## Expenditure Control for June 2022

Amounts in \$1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
<b>Personnel Services</b>					
Salaries	43,191	3,184	19,516	45%	23,675
Benefits	22,539	1,762	10,585	47%	11,954
<b>Personnel Services Sub-Total</b>	<b>\$65,730</b>	<b>\$4,945</b>	<b>\$30,102</b>	<b>46%</b>	<b>\$35,629</b>
<b>Books and Library Materials</b>					
Books & Materials	8,204	687	3,728	45%	4,476
<b>Books and Library Materials Sub-Total</b>	<b>\$8,204</b>	<b>\$687</b>	<b>\$3,728</b>	<b>45%</b>	<b>\$4,476</b>
<b>Other Services and Charges</b>					
Central Costs	2,690	225	1,344	50%	1,345
Equipment - IT & Facilities	1,653	203	845	51%	808
Office Supplies, Printing & Postage	312	11	103	33%	208
Operating Supplies	658	172	360	55%	298
Other Expenses	408	12	67	16%	341
Other Maintenance	729	4	289	40%	440
Phone, Wireless & Internet	644	41	270	42%	374
Professional Services	706	22	183	26%	523
Software	625	2	288	46%	336
Staff Training & Travel	164	3	8	5%	156
Vehicle Costs	298	25	142	48%	155
Facilities - Space Rental & Utilities	1,909	179	1,030	54%	879
Facilities - Building & Grounds Maint	1,726	28	480	28%	1,246
Facilities - Garage Debt Service	407	-	36	9%	371
<b>Other Services and Charges Sub-Total</b>	<b>\$12,926</b>	<b>\$926</b>	<b>\$5,446</b>	<b>42%</b>	<b>\$7,481</b>
<b>TOTAL LIBRARY OPERATING BUDGET</b>	<b>\$86,861</b>	<b>\$6,558</b>	<b>\$39,275</b>	<b>45%</b>	<b>\$47,586</b>

**Footnotes:**

\* Includes \$1M in prior year encumbrance and grant budget authority

## Revenue Control for June 2022

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
<b>Operations Plan Other Library Revenue</b>				
Lost Material Fees	110,000	6,867	45,207	41%
Central Library Parking Garage Fees	75,000	21,571	56,891	76%
Copy Services/Pay for Print	90,000	14,766	20,423	23%
Space Rental (Private & Inter-Departmental)	75,000	10,325	12,526	17%
Book Sale Consignment	55,000	2,819	17,138	31%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	83	425	14%
<b>TOTAL LIBRARY GENERATED REVENUES</b>				
	<b>\$408,000</b>	<b>\$56,431</b>	<b>\$152,609</b>	<b>37%</b>

**Footnotes:**



# The Seattle Public Library

**Date:** July 28, 2022  
**To:** Library Board of Trustees  
**From:** Tom Fay, Executive Director and Chief Librarian  
**Re:** July 2022 Chief Librarian's Report


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1. During the month of July, I continued to meet with a variety of government officials, community leaders, and library leaders to provide introductions, develop relationships and share the work and goals of the Library. I met with Deputy Mayor Washington and Seattle Public Schools Superintendent Dr. Brent Jones and his team.
2. We are in the final phase of selecting a Foresight consultant with the goal of selecting one before the end of July.
3. The Library Leadership Team completed its SPL Equity Discussions Training.
4. On July 12, I presented at a Foundation social event at the Columbia Branch. The event provided an opportunity to meet more people in the community with an interest in the Library. Councilmember Morales was in attendance and spoke in support of the Library's work in her District.
5. We have begun screening interviews for a permanent Library Programs and Services Director. Final interviews are anticipated in early August.
6. On July 6, Library Board President Carmen Bendixen and I supported Yazmin Mehdi's appointment to the Library Board of Trustees at the City Council's Public Assets and Homelessness Committee. Yazmin's Mayoral appointment was approved unanimously to be moved to the full City Council for final approval on July 19. The full City Council approved Yazmin's appointment unanimously.

## Meetings and events during this reporting period:

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

- meeting; Friends Board President/Chief Librarian monthly meeting; Monthly meeting with Foundation leadership and donors
- c. Library Talks, Meetings, Interviews and Visits: KCLS Director meetings; Metro area library director meetings, Meetings with Washington library directors and State Librarian
  - d. City Meetings, Events and Programs: Mayor's Monthly Cabinet; Deputy Mayor's monthly meeting
  - e. Others: Meetings with Seattle Public Schools Superintendent Dr. Brent Jones

LIBRARY AT A GLANCE					
Active Users – Last 12 Months	<b>245,759</b> ↑ 2%	Monthly Users – Digital	<b>80,129</b> ↓ -4%	Monthly Users – Physical	<b>40,935</b> ↑ 4%
Monthly Questions Answered	<b>51,856</b> ↓ -2%	Monthly Circulation – Digital	<b>526,350</b> ↓ -4%	Monthly Circulation – Physical	<b>513,193</b> ↑ 1%

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



## IN FOCUS: Pickup Lockers

The Library's new pickup lockers offer a convenient option for accessing books and other materials at any time.

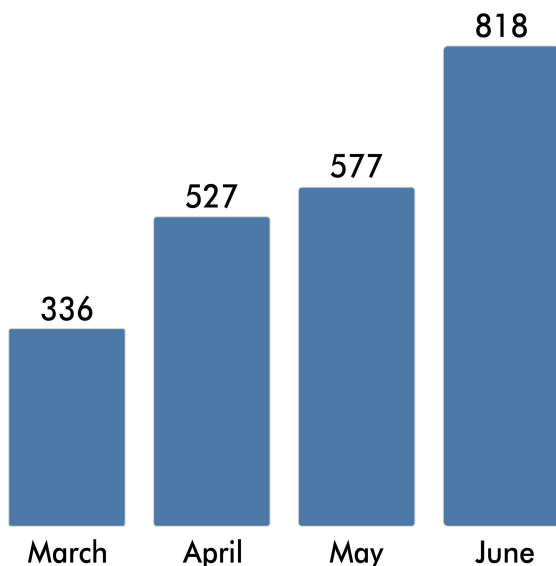
### Overview: Pickup Lockers

Hold lockers were installed at Rainier Beach and High Point branches in Q3 2021. After a period of testing and troubleshooting, lockers were made available to patrons in March 2022.

Both locations have 92 lockers with space for up to 10 items each, depending on the size.

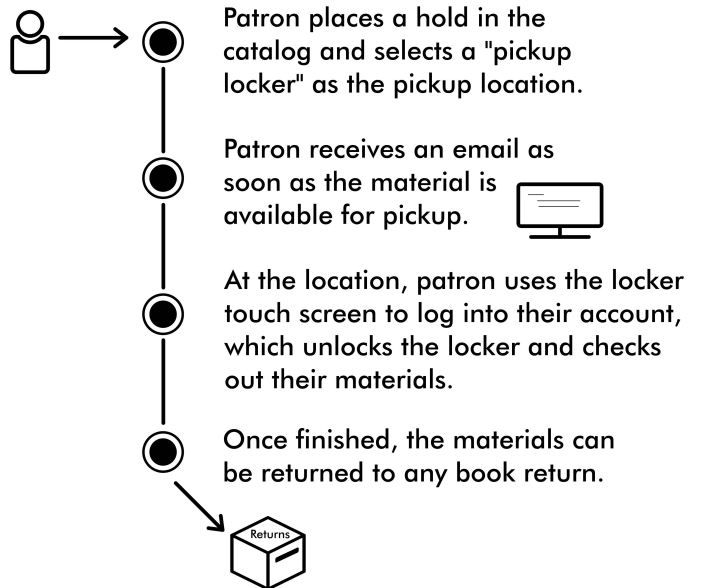
Lockers will be installed at three additional locations in the next project phase.

### Locker Checkouts Increasing

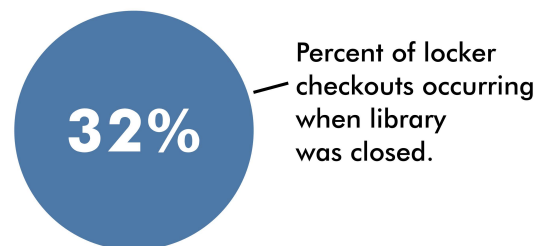


Locker checkouts have increased each month since March 2022. 80% of patrons who tried pickup lockers in March have used them again.

### How Pickup Lockers Work



### After-Hours Access



With pickup lockers available 24/7, holds can be picked up whenever it is convenient. So far, there have been 200+ checkouts between midnight and 5 a.m.

## Collections and Access Services

July 18, 2022

Frank Brasile, Selection Services Librarian

### Impact Areas

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

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

### Collection Diversity Audits

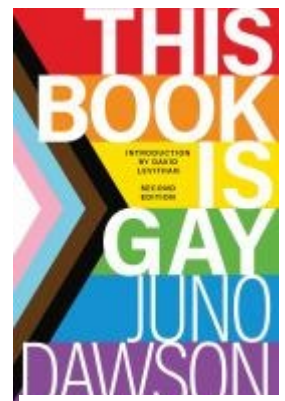
The Seattle Public Library aims to create a collection that encompasses the richness and diversity of the human experience. Selection Services librarians have always added books, music and movies that feature the voices of people from marginalized or historically underrepresented groups; at the same time, they also recognize that many of the items selected were reviewed in major publications which have historically favored white authors from the nation's largest publishers, reinforcing viewpoints of the dominant culture. With support from the Levy, Selection Services embarked on three diversity audits of the Library's collection.

A diversity audit evaluates a library's holdings against a set of criteria that represent diverse topics, perspectives and stories. The resulting data reveals a collection's strength as well as areas where there is room for improvement. The criteria are typically identified by utilizing BISAC (Book Industry Standards And Communications, which are codes used in publishing to categorize books by subject) or other subject headings; the race/ethnicity of the author; and diversity-themed book lists and recipients and nominees of awards for diverse literature (such as the Coretta Scott King Award for African American Authors and Illustrators in Children's and Young Adult Literature, and the "Lammys", the Lambda Literary Awards, for excellence in LGBTQ literature for all ages). Vendors then establish categories to analyze, including: African American/Black; Asian; Disability & Neurodiversity/Mental & Physical Differences; Equity & Social Issues; Hispanic & Latinx; Indigenous; LGBTQIA+/Gender Studies; Mental & Emotional Health; Jewish; Middle Eastern & North African; Multicultural/Immigration; Religion (excluding mainstream Christianity); and Substance Abuse & Addictions.



*"Black Women in Science" by Kimberley Brown Pellum, added to the Children's Nonfiction collection*

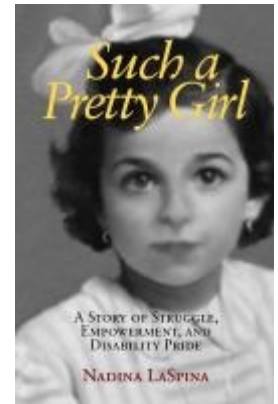
Collection Services and IT worked with SPL's three primary book vendors – Ingram and Baker & Taylor for print books, and OverDrive for digital books (including eAudiobooks) – to audit SPL's collection. Once the Library made its holdings available to the vendors, SPL's holdings were compared to titles identified as diverse, and provided the Library with two items: a report that indicated how many diverse items SPL has in the collection, and a list of titles that the Library didn't own that are considered diverse. These titles were then reviewed by Selection Services librarians, and select titles are added to the collection, providing greater representation and perspectives from BIPOC, LGBTQIA+, and others whose voices have not always been heard.



*"This Book is Gay" by Juno Dawson, added to the Teen Nonfiction collection.*

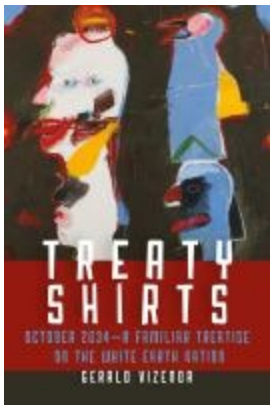
Upon completion of the audits, all three vendors reported how diverse SPL's collection was (according to their measures) *before* we added the suggested titles. Data from other libraries is proprietary and the vendors were unable to compare SPL to specific institutions. All vendors reported that SPL ranked among the top for diversity (Ingram, for example, noted that SPL is in the 90<sup>th</sup> percentile, ranking in the top 10% of libraries in North America), affirming the diversity of the collection prior to the audit.

For the OverDrive audit, selectors reviewed the data and added single licenses of 479 digital books (including audiobooks) across all audiences (adult fiction, adult nonfiction, teen and children's), representing both new releases from small/independent publishers as well as older titles that are still of interest to the community. Selectors then reviewed the Ingram data and added 986 copies of 198 titles to the print collection, with a focus on new books by small presses.



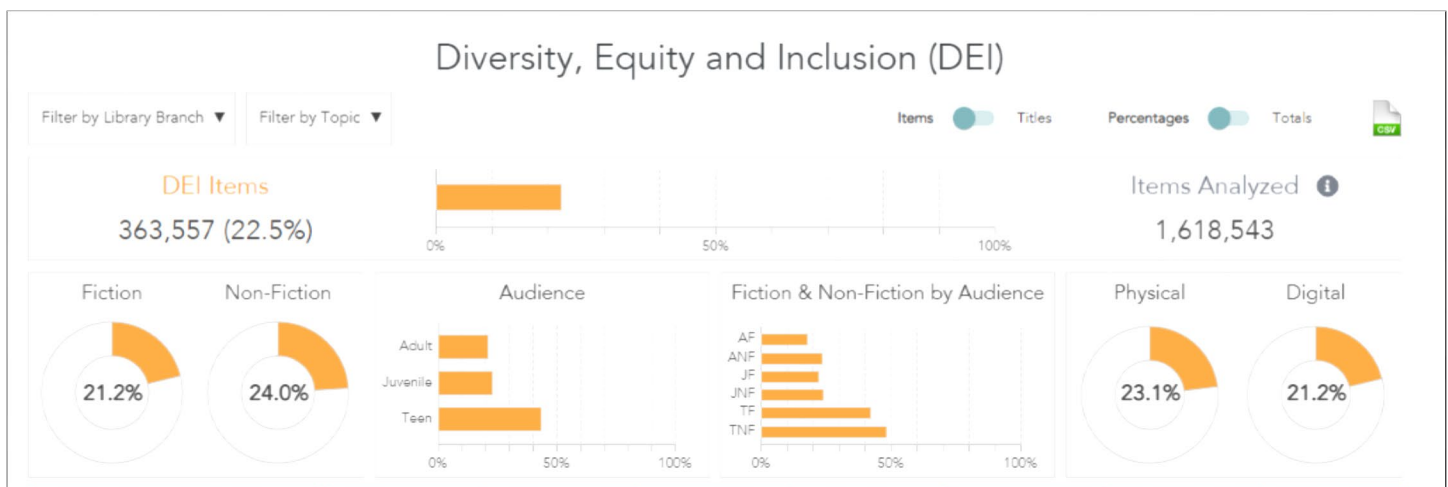
*"Such A Pretty Girl" by Nadina LaSpina, audiobook added to the OverDrive adult nonfiction collection*

Baker & Taylor's audit measured different data. By utilizing a product called collectionHQ, Baker & Taylor helped SPL determine what percentage of the collection is considered diverse. As of June 2022, 23.1% of the physical collection and 21.2% of the digital collection met their criteria. While the numbers may sound low, Baker & Taylor reported that no library has a diversity percentage greater than 25%. This reflects the history of a predominantly white publishing industry, a legacy will continue to be reflected in SPL's collections. However, the teen collection is particularly diverse, with 42.5% of teen fiction and 48.3% of teen nonfiction meeting the criteria. Since SPL's teen collection is less historical in nature compared to adult and children's, diverse titles are more apparent and reflect the changing nature of the publishing industry and the celebration of difference beyond the dominant culture. Baker & Taylor will audit SPL's collection on a quarterly basis for the next year, enabling SPL to track its progress.



*"Treaty Shirts" by Gerald Vizenor, added to the Adult Fiction collection*

Conducting an in-house diversity audit is a labor-intensive endeavor, and SPL lacks the capacity for staff to undertake a project of this scale. At the same time, Selection Services recognized the limitations of vendor-driven projects. After meeting with each vendor, selectors reviewed the data and title lists with a critical eye and questioned the inclusion of certain titles as diverse. Still, the audits provide SPL with valuable analysis of the collection, ensuring that it reflects the rich tapestry of cultures, perspectives and experiences in our community.



collectionHQ DEI analysis, via Baker & Taylor





The Seattle Public Library

## NEWS RELEASES

Date			Title
06	02	2022	Celebrate Pride 2022 with The Seattle Public Library
06	09	2022	Judy Heumann, Disability Rights Icon, to Speak at The Seattle Public Library for the Bullitt Lecture in American History
06	14	2022	The Legacy of the Soul Pole: Converge Media's New Film About the Library's Historic Artwork
06	16	2022	The Seattle Public Library Adds the First Books in Ukrainian, Pashto and Dari to Its Collection
06	21	2022	Have a Superhero Summer With The Seattle Public Library's Summer of Learning 2022
06	21	2022	Este Verano, Los Niños Pueden Aprender y Leer Con La Biblioteca Pública de Seattle, Gracias a Nuestras Actividades de Verano de Superhéroes
06	28	2022	The Library to Temporarily Reduce Hours Starting Tuesday, July 5



The Seattle Public Library  
**MEDIA COVERAGE**

Date			Organization	Headline	Details	Link
06	01	2022	<i>Curiosity</i>	There are 3 State Park Free Days happening this month & here's when	Mentions the Library's Discovery Pass	<a href="https://curiosity.com/state-park-free-days/">https://curiosity.com/state-park-free-days/</a>
06	01	2022	<i>Queen Anne &amp; Magnolia News</i>	The Seattle Public Library offers June author events and community dialogues in person and virtually	Library press release reprinted	<a href="https://queenannene.ws.com/Content/On-the-Town/Out-About/Article/The-Seattle-Public-Library-offers-June-author-events-and-community-dialogues-in-person-and-virtually-3/3/42432">https://queenannene.ws.com/Content/On-the-Town/Out-About/Article/The-Seattle-Public-Library-offers-June-author-events-and-community-dialogues-in-person-and-virtually-3/3/42432</a>
06	03	2022	<i>Seattle Met</i>	Seattle's Ever-Renewing Relationship with the Public Library	Interview with Chief Librarian Tom Fay	<a href="https://www.seattletimes.com/news-and-city-life/2022/06/obsession-seattle-public-library">https://www.seattletimes.com/news-and-city-life/2022/06/obsession-seattle-public-library</a>
06	05	2022	<i>96.5 Jack FM</i>	Misha Stone Book Bingo interview	Interview played at multiple radio stations: 96.5 Jack FM - 7:00 AM 102.5 KZOK - 7:00 AM 106.1 MIX FM - 7:30 AM 95.7 The Jet - 7:00 AM KJR 93.3 FM - 11:00 PM 950 AM - 11:00 PM 1090 AM - 10:00 PM	--

06	11	2022	<i>South Seattle Emerald</i>	Photo Essay: History in Motion – The Columbia City Historic District	“Susan Altshuler, a student at South Seattle College, spends Sunday afternoon doing homework at The Seattle Public Library. Columbia City residents included a library in their first public building, a Town Hall built by private subscription in 1891. Today’s library is surrounded by gently sloping lawns and clusters of huge maple trees. (Photo: Hazel Choi)”	<a href="https://southseattleemerald.com/2022/06/11/photo-essay-history-in-motion-the-columbia-city-historic-district/">https://southseattleemerald.com/2022/06/11/photo-essay-history-in-motion-the-columbia-city-historic-district/</a>
06	14	2022	<i>Converge Media</i>	Converge Media presents: Legacy of the Soul Pole	“In the 10-minute film titled “The Legacy of the Soul Pole,” Converge Media, a leading producer of culturally relevant content in Seattle and across the Pacific Northwest, follows the Soul Pole over the one-year period from April 2021, when the artwork was deinstalled from its historic spot at 23rd and Yesler Way in Seattle’s Central District, because of concerns over deterioration, to April 2022, when the Soul Pole was reinstalled after successfully undergoing conservation work.”	<a href="https://www.wherewconverge.com/post/converge-media-presents-legacy-of-the-soul-pole">https://www.wherewconverge.com/post/converge-media-presents-legacy-of-the-soul-pole</a>

06	14	2022	<i>UW News blog</i>	UW, Seattle Public Library, Seattle Public Utilities collaboration uses VR goggles to visualize sea level rise in Seattle	“The Our Future Duwamish project, available to community groups through The Seattle Public Library, uses an Oculus Quest 2 virtual reality headset to help viewers imagine rising seas from a vantage point along the South Seattle waterway... The Seattle Public Library is looking at more ways to make the experiences available to the public.”	<a href="https://www.washington.edu/news/2022/06/14/uw-seattle-public-library-seattle-public-utilities-collaboration-uses-vr-goggles-to-visualize-sea-level-rise-in-seattle/">https://www.washington.edu/news/2022/06/14/uw-seattle-public-library-seattle-public-utilities-collaboration-uses-vr-goggles-to-visualize-sea-level-rise-in-seattle/</a>
06	14	2022	<i>GeekWire</i>	Testing a new time-traveling VR experience that explores sea level rise in Seattle	“SPL was eager to use technology to engage teens who may have grown weary of online instruction over COVID-19. Researchers with the UW Climate Impacts Group were excited to make rising sea levels more tangible.”	<a href="https://www.geekwire.com/2022/testing-a-new-time-traveling-vr-experience-that-explores-sea-level-rise-in-seattle/">https://www.geekwire.com/2022/testing-a-new-time-traveling-vr-experience-that-explores-sea-level-rise-in-seattle/</a>
06	15	2022	<i>Seattle's Child</i>	Pride Month in Seattle: How your family can celebrate	Mentions Library programming	<a href="https://www.seattlechild.com/pride-month-in-seattle-how-your-family-can-celebrate/">https://www.seattlechild.com/pride-month-in-seattle-how-your-family-can-celebrate/</a>
06	20	2022	<i>West Seattle Blog</i>	What's up for the rest of your Juneteenth Monday	“CLOSURES: Most government facilities/services are off for the holiday. One exception: Seattle Public Library branches are open today, as they closed for the holiday on Sunday instead.”	<a href="https://westseattleblog.com/2022/06/whats-up-for-the-rest-of-your-juneteenth-monday/">https://westseattleblog.com/2022/06/whats-up-for-the-rest-of-your-juneteenth-monday/</a>

06	27	2022	<i>South Seattle Emerald</i>	Seattle Public Library's Summer Book Bingo Starts its Eighth Year with New Categories	“‘[Summer Book Bingo] is for everyone — from the avid reader who wants a fun challenge to the adult who wants to reconnect with reading again,’ Misha Stone, a Reader Services librarian at The Seattle Public Library, told the Emerald.”	<a href="https://southseattleemerald.com/2022/06/27/seattle-public-librarys-summer-book-bingo-starts-its-eighth-year-with-new-categories/">https://southseattleemerald.com/2022/06/27/seattle-public-librarys-summer-book-bingo-starts-its-eighth-year-with-new-categories/</a>
06	27	2022	<i>West Seattle Blog</i>	West Seattle Weather: 2 local library branches closed for the rest of the day	“Two of the peninsula’s Seattle Public Library branches are closed for the rest of the day because of the hot weather: West Seattle (Admiral), which is not air-conditioned, and Southwest, which is partly without A/C.”	<a href="https://westseattleblog.com/2022/06/west-seattle-weather-2-local-library-branches-closed-for-the-rest-of-the-day/">https://westseattleblog.com/2022/06/west-seattle-weather-2-local-library-branches-closed-for-the-rest-of-the-day/</a>
06	28	2022	<i>West Seattle Blog</i>	Two local Seattle Public Library branches to close one day per week	“Southwest will be closed on Saturdays, West Seattle (Admiral) will be closed on Fridays.”	<a href="https://westseattleblog.com/2022/06/two-local-seattle-public-library-branches-to-close-one-day-a-week/">https://westseattleblog.com/2022/06/two-local-seattle-public-library-branches-to-close-one-day-a-week/</a>
06	29	2022	<i>Seattle Medium</i>	The Seattle Public Library to Temporarily Reduce Hours Starting Tuesday, July 5	Library press release reprinted	<a href="https://seattlemedium.com/the-seattle-public-library-to-temporarily-reduce-hours-starting-tuesday-july-5/">https://seattlemedium.com/the-seattle-public-library-to-temporarily-reduce-hours-starting-tuesday-july-5/</a>
06	29	2022	<i>South Seattle Emerald</i>	News Gleams: Charleena Lyles Inquest Hearings Continue, SPL Reduces Hours, & More	“Beginning July 5 and in response to ongoing staffing shortages related to COVID-19, The Seattle Public Library will temporarily reduce open hours at several locations throughout the summer.”	<a href="https://southseattleemerald.com/2022/06/29/news-gleams-charleena-lyles-inquest-hearings-continue-spl-reduces-hours-more/">https://southseattleemerald.com/2022/06/29/news-gleams-charleena-lyles-inquest-hearings-continue-spl-reduces-hours-more/</a>

06	29	2022	<i>The Washington Post</i>	Calgary's Central Library is a stunner to rival Seattle's	"One could argue that Seattle's main branch provided the blueprint for modern library design — so it's no wonder that it's one of the city's most-visited sites and that it has been called the most Instagrammed library in the world."	<a href="https://www.washingtonpost.com/travel/2022/06/29/travel-calgary-central-library/">https://www.washingtonpost.com/travel/2022/06/29/travel-calgary-central-library/</a>
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