

**The Seattle Public Library
Board of Trustees Meeting
12:00 p.m. Thursday, June 30, 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 368 2417

Watch Live:

<https://seattle.webex.com/seattle/j.php?MTID=m639931f769f7f99011815ab3403635f9PublicMeeting> (78254263 from phones)

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

Agenda

- A. CALL TO ORDER
- B. APPROVAL OF AGENDA
- C. PUBLIC COMMENT
- D. CONSENT
 - 1. Minutes of May 26, 2022 Library Board Meeting
 - 2. May 2022 Finance Report
- E. CHIEF LIBRARIAN REPORT
 - 1. Chief Librarian Report
 - 2. Systems Report
 - a. 2022 Global Reading Challenge: Jenny Craig, Youth and Family Learning Services Librarian/Global Reading Program Manager
 - b. Green Lake Branch Seismic Remodel Update: Dennis Reddinger, Facilities & Capital Improvement Program Manager
- F. OLD BUSINESS
- G. NEW BUSINESS
 - 1. Library Foundation and Friends of the Library Updates
 - 2. Updates from Library Board Members
 - 3. Union Update
 - 4. Intellectual Freedom Policy Update
- H. EXECUTIVE SESSION
- I. ADJOURN
- J. NEXT LIBRARY BOARD MEETING: July 28, 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

May 26, 2022

CALL TO ORDER

The regular meeting of The Seattle Public Library Board of Trustees was held on May 26, 2022. Library Board President Carmen Bendixen called the meeting to order at 12:05 p.m. Vice President Jay Reich and trustees W. Tali Hairston and Ron Chew were in attendance. Trustee Kristi England was unable to attend. The meeting was conducted remotely, via video conference, under pandemic circumstances.

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 said she wanted to acknowledge the events of the past week, the second anniversary of George Floyd's murder, the recent shootings in Buffalo and Texas, and how there has been trauma upon trauma for the past couple of years. She said she recognized that for Board members or staff or others, this meeting may not be where everyone wants to be or what they want to be doing. She said she wanted to extend that grace, and she sees you. She said it is sometimes difficult to keep going with business as usual when it doesn't feel right. Trustee W. Tali Hairston agreed. Vice President Jay Reich thanked Ms. Bendixen for the acknowledgement. Chief Librarian Tom Fay said he had planned to broach that subject, and Ms. Bendixen had said it well.

Chief Librarian Tom Fay said it has been a busy month of meet-and-greets in the community with a variety of city officials, donors and others. He said he spent a lot of time with the University of Washington including the Dean of Libraries Simon Neame, and the Dean of the College of Education Mia Tuan. He said he attended the UW Information School's capstone programs. He said he held an engagement session with a community partner, and the Foundation had a great donor event at the Magnolia Branch with Councilmember Andrew Lewis. He said he and Ms. Bendixen met with Mayor Harrell to discuss Library priorities as well as the need for a new Library Board trustee appointment. Mr. Fay said he attended a number of meetings in May including the Public Library Leadership Council meeting, which was hosted by Innovative and is an interesting opportunity to speak with peer directors across the world as they present on various topics. He said it is enlightening to see what is happening in libraries in Australia, Scotland, and other countries around the world.

Mr. Fay said he, along with Administrative Services Director Alex Yoon, Special Collections Librarian Mahina Oshie, and Public Services Program Manager Juan Rubio, gave a presentation to the City Council's Public Assets and Homelessness Committee on the Library's 2021 Race and

Social Justice accomplishments and answered questions. He said the Board would receive the presentation at their June meeting. Mr. Fay said the Library celebrated the fifth birthday of the Peak Picks program, and since the program began, more than 75,000 readers have checked out more than 700,000 copies of Peak Picks titles. He said Chocolati has reopened at the Central Library, and staff are happy to welcome them back to the Library. He said the recipients of the Employee Engagement Awards are included in his report in the meeting packet, and he is very proud of the work that the teams and individuals have done.

Mr. Reich asked about Mr. Fay's meeting with community leaders and whether he had any surprises or recognized themes or attitudes about the Library. Mr. Fay said there were not surprises, and he is using the opportunity to create awareness. He said one of the bigger themes in talking with other city department leaders is considering how departments can better network around bigger issues, and how teams can work together to ensure they have the same referrals, training, and tools. He said the larger problems cannot be solved individually and it is encouraging to have conversations about connecting and working with other departments. Ms. Bendixen and Mr. Hairston congratulated the recipients of the Employee Engagement Awards. Mr. Fay said it is always fun to see the folks who are chosen to receive the awards which are staff-nominated.

System Reports

Book Bingo 2022 Preview

Reader Services Librarian Misha Stone and Acting Mid-City West Regional Manager Linda Johns joined the meeting. Ms. Johns said the Library's Book Bingo program for adults began in 2015 when, through an informal conversation with Seattle Arts and Lectures (SAL), she realized that leadership at both organizations had similar goals to provide a summer program for grownups that would bring some of the excitement about reading that a traditional youth summer reading program brings. She said Book Bingo was born, and the Library continues to partner with SAL in this eighth year of the program. She said the Friends of the Library supported Book Bingo in 2021 and 2022 and have made it possible to have prizes for English and Spanish readers. She said in Book Bingo, readers read books that fit a category represented in a square on the playing card, with the aim to complete a full line horizontally, diagonally, or vertically. She said readers can complete all 24 squares for a black-out. She said cards are available at all Library locations and can be downloaded from the website.

Ms. Johns said the program has been popular locally, and other libraries across Washington State, the U.S., Canada, and Australia have asked to model their own programs after SPL's, with some libraries adopting SPL's card directly. She said, in response to this, SPL's Marketing and Online Services division now creates a version of the card without the SPL logo for libraries across Washington state to use with their own branding. She said those cards are also available both in Spanish and English. She said it has been a wonderful way to spread SPL's leadership role as well as a love for books and reading with smaller libraries across the state. Ms. Johns said she has visited libraries in Eastern Washington and on the San Juan Islands and seen some Book Bingo displays using SPL's materials, and it is wonderful to see the excitement spread.

Ms. Stone shared some comments of appreciation received from patrons during the past year's program held during the second year of the pandemic. She said a comment from a healthcare worker and some category suggestions received from readers contributed to "health or healthcare workers" being selected as a featured category for this year's program. Sharing more reader comments, Ms. Stone said the program has inspired community members to meet with other Book Bingo readers, create their own online Book Bingo groups, find joy in the program, connect with others, as well as challenging themselves to read along with kids in their lives. She said each year the Library involves staff and the greater community in creating some of the reading challenges. She said the team looks

for different ways to celebrate and center joy in reading, as well as centering the Library's goals in equity, diversity, and inclusion in the categories selected. She said a few of this year's categories include: "Been meaning to read," "LGBTQ+ love story," "Read outside," and "Unreliable narrator."

Ms. Stone said heading into the eighth year, the program has had 170 reading challenges, and the program has been offered in Spanish and English throughout. She said the program focuses on promoting diverse books, marketing the Library's collection, and encouraging people to talk with Library staff who love to talk about books and make recommendations. She said the program centers equity and social justice as a focus in the categories and promotes Black, Indigenous, and People of Color titles. She said in 2019 there were 17,640 books read, with 1,068 finishers and 406 blackouts. She said there was a bit of a dip during the first year of the pandemic, but the 2021 program saw 18,003 books read, 950 finishers and 484 blackouts. She said social media engagement in 2021 rose by 366%. She said the Library continues to try to engage readers, get more books read, and encourage more people to challenge themselves and try for blackouts. Ms. Stone said future goals for the program are to increase Spanish-language reader engagement, increase community input and awareness, and increase outreach and deepen community engagement. Ms. Stone thanked the Board for promoting the Book Bingo program in their communities and with their friends and families, and for the opportunity to share.

Library Board Trustee Ron Chew said his memoir was published a year and a half ago and he has discovered many book groups. He said there are many members of the baby boomers generation who are looking for books during the pandemic to help with the isolation, and they are picking up reading they had put on hold. He asked if the Library is doing anything to reach that demographic. Ms. Johns said if the readers are coming into the libraries, they are able to discover Book Bingo and talk with staff about books, book recommendations, and community book groups. She said a lot of Book Bingo is about building book community and face-to-face interactions, and the program was more difficult when it was completely virtual. Ms. Stone said she had the pleasure of sharing Mr. Chew's book on the New Day Northwest television program last summer for the Book Bingo launch; she said it is a marvelous memoir and encouraged others to read it. She said there is currently a staff team looking at restructuring and re-envisioning the Library's book group program. She said the Library also has a new lead in its older adult outreach programming and services team; she said she will pass along Mr. Chew's question, as it is something the Library will be exploring.

Mr. Reich said he has been in a book club for more than 35 years that meets every six weeks, and he has recently joined a second club that meets every other month. He said book clubs are an enriching human experience where participants read recommendations they never would have otherwise read and make life-long friends. He encouraged others to join book clubs and said there is a lot of literature on how to select books and organize groups. Mr. Fay thanked Ms. Johns and Ms. Stone and said he looks forward to seeing the engagement for this year's Book Bingo program.

Reopening Update

Interim Director of Library Programs and Services Andrew Harbison said the Library has returned to offering well over 90% of its pre-pandemic hours after having recently added hours in the Northeast Region. He said the Library is still in the process of filling vacancies to be able to restore more hours. He said there are challenges with staffing, hiring, and onboarding new staff because a lot of hires are internal. He said while that is wonderful and the Library is excited to see staff advancing and moving into new roles, it does create additional vacancies and a domino effect to getting positions filled. He said it is a team effort to coordinate the position postings, recruitments, interviews, and selection decisions, all of which are then followed by onboarding and training. He said there is a lot of work happening behind the scenes across Library divisions. He said another challenge has been an uptick

in COVID-19 cases which has resulted in some staffing shortages and periodic branch closures. He said increased use of other leave types has also impacted staffing levels.

Mr. Harbison said the Library recently reactivated meeting rooms and study rooms which have seen great response from patrons and a steady increase in use. He said some locations continue to reserve some meeting and study rooms for staff and break areas to ensure there is adequate space for staff to social distance during lunch and breaks. He said the Library has successfully introduced some programming, particularly at the Central Library, which has been well received and attended. He said more programs will be held in the spring and summer months. He said the Library is seeing great use of the collection as patrons come back into the libraries. He said print circulation is about 10% below where it was in 2019 before the pandemic, while electronic material circulation continues to increase and is more than 30% higher than it was in 2019. He said the pandemic has accelerated the adoption and use of electronic formats. Mr. Harbison said the slowest return in circulation is in usage of physical media, which also corresponds to a broader adoption of electronic formats, and is currently circulating at roughly 50% of the rate in 2019. He said the Library was excited to celebrate the fifth birthday of Peak Picks, a premier collection that generates quite a bit of enthusiasm while showcasing a wide range of voices and subject matters.

Mr. Harbison said over the past two years the Library has run a cross-divisional committee work group called the Reopening Work Group. He said the group has been instrumental in working through questions, concerns, and safety issues associated with bringing staff back to work on site, reopening the libraries, and reactivating meeting rooms, programs and services. He said the group has accomplished a tremendous amount of work over the last two years, and has largely accomplished the task of reopening the Library. He said the work group has now been sunset, and he wanted to acknowledge all of the accomplishments that have been made by the organization and the team. He said this work is representative of a shift in the Library's trajectory from being very reactionary to the unknown and unpredictability associated with a pandemic and starting to look outward, forward, and more future-focused. He said it is a great shift in mindset for staff as Mr. Fay begins to lead the organization in a new strategic planning process to think strategically and creatively about the future.

Mr. Reich offered congratulations. He said those who are not library insiders couldn't have understood the complexity of closing, pivoting, reopening, and staffing the library system in the midst of a medical emergency. He congratulated Mr. Fay, Mr. Harbison, and the whole team for their extraordinary efforts, and said they must have learned a lot. Mr. Chew said he has been visiting the Beacon Hill Branch and has seen folks who are very vocal about their joy that the Library is open and they can come together and see community members. He said people often forget the Library is not simply resources, but is also a place to meet face-to-face, which is wonderful to have restored. He also acknowledged the work of Mr. Fay, Mr. Harbison, and the team. Mr. Harbison thanked the trustees for their comments. He said the Library has learned a tremendous amount. He said he spoke today about the circulation, collection, meeting rooms, and core services and functions of the Library, but as Mr. Chew noted, libraries are about relationships and community, and there is a lot of excitement and enthusiasm from patrons and staff who are very excited to be reconnecting with familiar faces and long-established relationships.

Ms. Bendixen said there is a report in the meeting packet regarding returning to in-person events while also offering virtual options and the challenges that are being worked through. She said she really appreciates the option of attending events physically or virtually. She said she virtually attended a Claudia Castro Luna event the week before and it was great. She said she appreciates the efforts of Programs and Events Manager Stesha Brandon and all other staff involved to provide these

opportunities. Mr. Harbison said this is the “new normal” and the Library will be striving to offer hybrid programs when possible to meet folks who want to come into the building as well as reaching folks who find it more convenient to attend in a virtual format. He said the Library is excited to be expanding the range and reach of its programs. Mr. Fay said there are some technology hurdles which will require some additional work and expenditures to get working seamlessly, but the Library looks forward to seeing more participants than ever when sessions can truly be hybrid.

NEW BUSINESS

Library Foundation and Friends of the Library Update

Mr. Reich said the Library is dependent upon the Foundation for programming funds. He said the Foundation presented a detailed dashboard on contributions. He said the Foundation is a tremendous organization and the Library owes them continued thanks. He said Mr. Fay gave a terrific report on the Library’s reopening. He said the Foundation appreciates the Library and the cooperation and communication from Mr. Fay. He said it is clear that the number one thing on the Foundation’s strategic plan is the Library’s relationship to the Foundation, and they are proud of the relationship. He said the Foundation gave a report on grants to the Library. He said two presentations highlighted Homework Help and Tutor.com programs, both of which the Foundation helps to fund. He said a new philosophy at the Foundation is called trust-based philanthropy, which starts with the proposition that traditional philanthropy was a power arrangement between the givers and the receivers, and underscores a lot of other power relationships in the community. He said the idea of trust-based philanthropy is that the grantor and the grantee have a trust relationship rather than a power relationship, which allows them to let go of some of the control that the grantors had. He said there is great trust between the Foundation and the Library which allowed the Foundation to loosen requirements and allow more flexibility during the pandemic. He said the philosophy is a national trend, is great for the Library, and is a testament to the work of Mr. Fay and his staff in coordinating with the Foundation. Mr. Fay said the Library could not have served the community as it did in 2020 and 2021 without that shift in approach. He said he greatly appreciated that Foundation Chief Executive Officer Jonna Ward and her team really listened to what the Library and communities needed in 2020, and built upon that in 2021. He said the Foundation’s work has allowed the Library to carry on with good work in the communities that wouldn’t have been possible without flexibility.

Ms. Bendixen said the Friends will be hosting a table at the June 4th Pride in the Park event and handing out donated books to the community. She said the Friends participated in GiveBIG and reached their goal of raising \$10,000 which they will use for purchasing books for children to give to the community, with a focus on public schools. She said they want to widen the range of books they can provide so that kids are getting books featuring characters, people, and themes they can relate to and who look like them. She said Will Livesley-O’Neill from the Foundation gave a presentation on advocacy action steps for the year and how the Friends and Foundation can advocate for the Library together. Mr. Fay said there is an effort to sync up advocacy and communications in general with the Foundation and Friends. He said the Library’s marketing and communications teams are also meeting at least monthly with Foundation and Friends teams to make sure all communications are in sync. Referring to the Pride in the Park event, Mr. Fay said the event would take place at Volunteer Park and everyone is welcome to attend.

Updates from Library Board Members

Mr. Chew said he and Mr. Hairston would be attending the American Library Association national conference in June, along with Mr. Fay. He said he looks to Mr. Fay for advice on what sessions to attend and looks forward to spending time in person with them. Mr. Fay said he will be reaching out

with ideas for programs to attend that are relevant for upcoming work, planning, and this period of time. Mr. Reich said he looks forward to a report on what is learned at the conference.

First Quarter 2022 Levy Report

Levy Administrator Jan Oscherwitz said she, Mr. Fay, and Ms. Bendixen would be presenting the 2021 annual Levy report to the City Council's Public Assets and Homelessness Committee on June 1. She said the Board had heard in today's meeting about a lot of things that are included in the First Quarter 2022 Levy report. She said the Library is in the third year of a seven year Levy that was passed in 2019 with 76% of the vote. She while said the Levy laid out clear guidelines for how funds were to be spent in specific areas, the Library has had to make some pivots due to a massive disruption in Library services during the pandemic. She said the Levy language allows some flexibility. She said the Library continues to operate with a focus on the five Levy areas of hours and access, collections, technology and online services, children's programming, and maintenance. Ms. Oscherwitz summarized the information contained in the First Quarter 2022 Levy Report memo that is included in the meeting packet.

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

2023 Budget Process and Development

Mr. Fay said he would meet with trustees individually in June to discuss the budget and that Director of Administrative Services Alex Yoon would be providing information about the budget process in today's meeting. Ms. Yoon said, in reference to the Levy report, the Library has released a Request for Qualifications for the general construction for the Green Lake Branch seismic remodel project. She said a construction company will be selected within the next couple of months and the project will move forward. Mr. Fay said more information on the Green Lake Branch project will be shared with the Board in the June meeting.

Ms. Yoon said the 2023-2024 budget process began in March with conversations with the City Budget Office (CBO) to receive guidance in preparing the Library's 2023-2024 budget. She said information has gone back and forth, and the Library will provide its preliminary biennial budget submission next week. She said once the initial preliminary budget has been submitted, it will be reviewed by CBO and the Mayor's Office as they work to balance the city's budget and finalize the mayor's proposal for 2023-2024. She said the mayor's budget will be submitted to the City Council at the end of September, at which time information about the proposed Library budget can be shared with staff and the public. She said there is a moratorium on sharing information until the mayor submits the budget to City Council. Ms. Yoon said the City Council will review the budget and hold public hearings in October and November, and the budget will be adopted in late November.

Ms. Yoon said during the summer and fall months, the Library will continue working on internal budget processes related to Foundation grant funding, and will prepare the 2023 Operations Plan for the Library Board's approval in December. Answering a question from Mr. Reich regarding the biennial budget process, Ms. Yoon said there will be two or three opportunities within the two-year 2023-2024 period to update the Library's budget.

EXECUTIVE SESSION

No executive session was held.

ADJOURN

Board President Carmen Bendixen adjourned the meeting at 1:07 p.m.



The Seattle Public Library

Memorandum

Date: June 30, 2022

To: The Seattle Public Library Board of Trustees

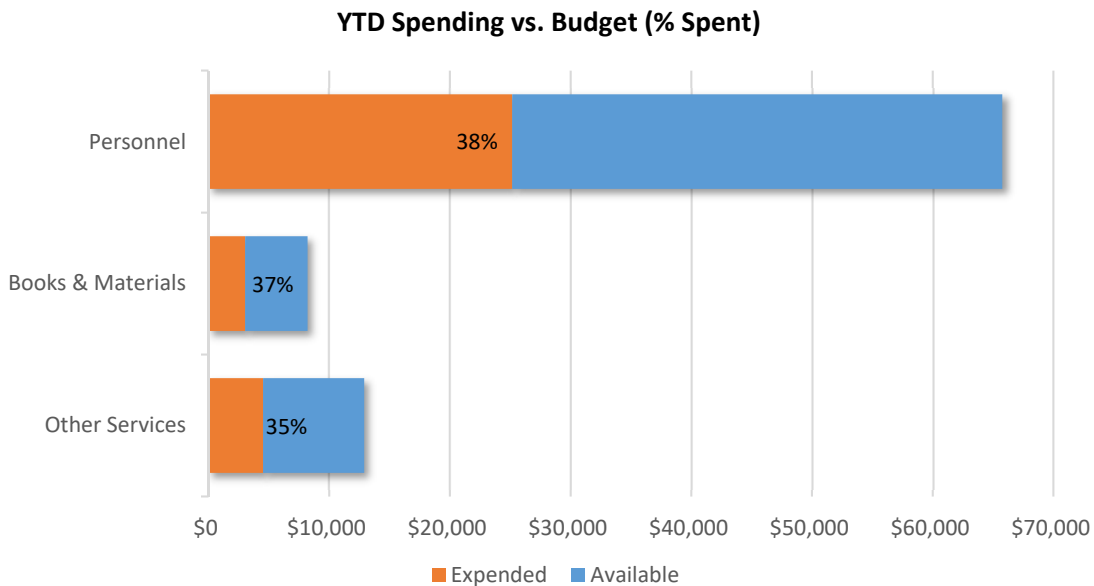
From: Tom Fay, Executive Director and Chief Librarian
H. Alex Yoon, Director of Administrative Services
Nicholas Merkner, Finance and Operations Analysis Manager

Subject: **May 2022 Financial Reporting**

Overview

Overall, the Library has expended **38%** of its operating budget with **41%** of the year elapsed. This is ahead of the prior year when the Library had only expended **35%** of the operating budget. Total expenditures at the end of the month were \$32 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 eleven pay periods processed, so we expect 40% of the personnel budget to be expended—spending is largely on target at **38%**.

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 **37%**, 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 **35%** expended.

Revenues

Library generated revenues for May were \$34,000, bringing year to date collections to approximately \$96,000 (24% of our target). The largest change month-to-month is that May reflects the first month of the new Central Library Parking Garage ambassador staffing model—this resulted in an increase of \$8,000 in net revenues when compared against previous periods. The Library is also in the process of catching-up on coinbox collection and recording of revenues associated with patron print and copy. The Accounting Team is on track to have collections current by the end of June, which will be followed by a return of routine revenue recognition in Q3. The coffee cart at the Central Library experienced lower than projected sales and has closed operations for an indeterminate period. As patron visits increase, open hours associated with this service will be revisited.

Action Requested: Library Board consideration of May 2022 Operating Budget financial reporting for approval at June 30, 2022 meeting. Comments or feedback are welcome.

Expenditure Control for May 2022

Amounts in \$1,000s	Revised Budget*	Current Month Expenditures	Year to Date Expenditures	% Expend	Balance of Budget
Personnel Services					
Salaries	43,223	3,161	16,333	38%	26,890
Benefits	22,539	1,747	8,824	39%	13,715
Personnel Services Sub-Total	\$65,762	\$4,909	\$25,156	38%	\$40,606
Books and Library Materials					
Books & Materials	8,204	720	3,041	37%	5,163
Books and Library Materials Sub-Total	\$8,204	\$720	\$3,041	37%	\$5,163
Other Services and Charges					
Central Costs	2,690	228	1,119	42%	1,570
Equipment - IT & Facilities	1,653	65	642	39%	1,011
Office Supplies, Printing & Postage	312	43	92	30%	219
Operating Supplies	466	74	188	40%	277
Other Expenses	590	11	55	9%	535
Other Maintenance	729	49	284	39%	444
Phone, Wireless & Internet	644	45	229	36%	415
Professional Services	684	39	161	24%	523
Software	625	22	286	46% (A)	338
Staff Training & Travel	164	2	5	3%	159
Vehicle Costs	298	48	118	40%	180
Facilities - Space Rental & Utilities	1,909	105	851	45% (B)	1,058
Facilities - Building & Grounds Maint	1,726	76	452	26%	1,274
Facilities - Garage Debt Service	407	-	36	9%	371
Other Services and Charges Sub-Total	\$12,895	\$806	\$4,519	35%	\$8,375
TOTAL LIBRARY OPERATING BUDGET	\$86,861	\$6,435	\$32,717	38%	\$54,144

Footnotes:

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

(A) Software renewal schedule does not align with calendar year. Costs expected to align with the budget by year-end.

(B) Ground water assessments paid in full during April. Costs expected to align with the budget by year-end.

Revenue Control for May 2022

	Revenue Budget	Current Month Revenue	Year to Date Revenue Collected	% Collected
Operations Plan Other Library Revenue				
Lost Material Fees	110,000	6,173	38,340	35%
Central Library Parking Garage Fees	75,000	15,651	35,320	47%
Copy Services/Pay for Print	90,000	6,375	5,657	6%
Space Rental (Private & Inter-Departmental)	75,000	2,500	2,201	3%
Book Sale Consignment	55,000	3,557	14,319	26%
Coffee Cart & Miscellaneous (vending machines, etc.)	3,000	51	342	11%
TOTAL LIBRARY GENERATED REVENUES				
	\$408,000	\$34,308	\$96,178	24%

Footnotes:



The Seattle Public Library

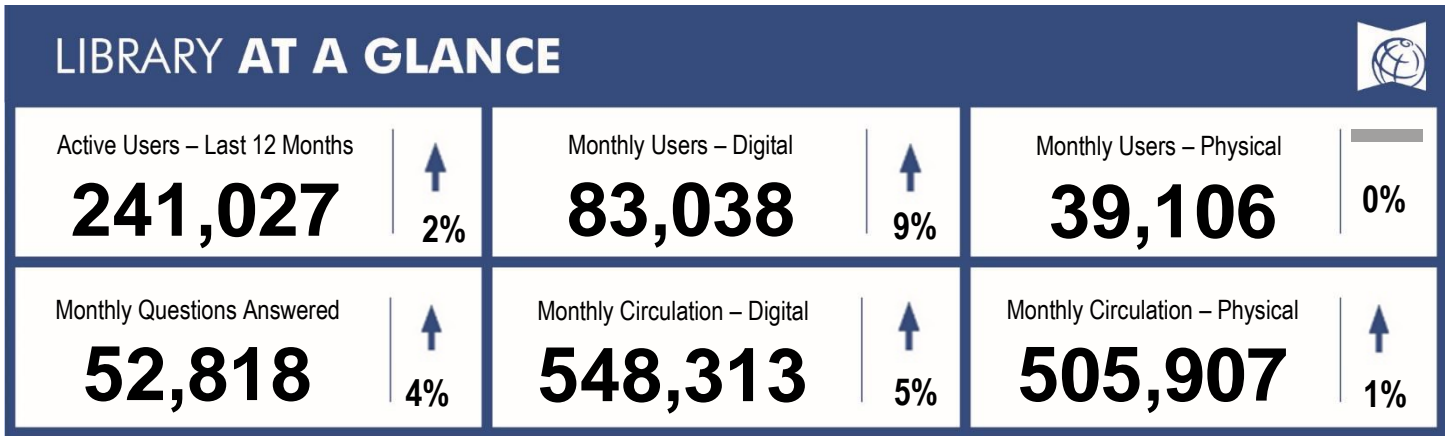
Date: June 30, 2022
To: Library Board of Trustees
From: Tom Fay, Executive Director and Chief Librarian
Re: June 2022 Chief Librarian's Report

1. During the month of June, 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.
2. The Library Leadership Team continues its SPL Equity Discussions Training.
3. On June 1, Library Board President Carmen Bendixen, Levy Administrator Jan Oscherwitz and I gave a presentation to the City Council's Public Assets and Homelessness Committee on the Library's 2021 Levy Report. Chair Lewis thanked the Library for the report and its quality. Other members of the Council thanked the Library for its work.
4. On June 2, I presented at a Foundation event at Himalaya Capital hosted by Gene Chang a Foundation Board Director. The event was both a fundraiser and an opportunity to meet more people in the community with an interest in the Library. Vice President of the Library Board of Trustees, Jay Reich, attended as well.
5. The Senior Management Team held a half-day retreat on June 3. We reviewed Q1 accomplishments and reviewed Q2 challenges and progress. The team reviewed the 2022 budget challenges along with the biennial 2023-2024 budget development.
6. On June 13, Jennifer Cargal, Rick Sheridan and I held a pre-conference bid for those interested in responding to our Foresight RFP. Over a dozen firms attended and asked questions. The responses will be reviewed over the next couple of weeks.
7. On June 21, the Board of Trustees received a presentation about Foresight from Laura Schlehber, an instructor in the University of Houston's Foresight Certification program. The presentation was intended to provide the Board insight into what foresight is and what it is not and how it may be used in strategic planning.

8. I traveled to Washington D.C. from June 23 to 28 for the American Library Association Conference. This was the first in person ALA Conference in over two years. Board of Trustees members Ron Chew and Tali Hairston attended as well.
9. I will provide a verbal report on my first 90 days and where we stand today moving towards the end of 2022.

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; Weekly ULC CEO Meetings
- d. City Meetings, Events and Programs: Mayor's Monthly Cabinet; Deputy Mayor's monthly meeting; Meetings with: the Mayor and Sr. Deputy Mayor



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



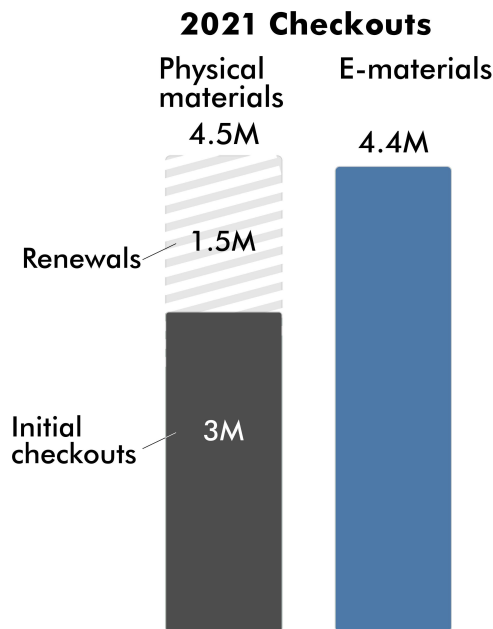
IN FOCUS: E-Material and Physical Material Checkouts

More patrons check out e-materials than physical materials.

Overview: Physical and E-materials

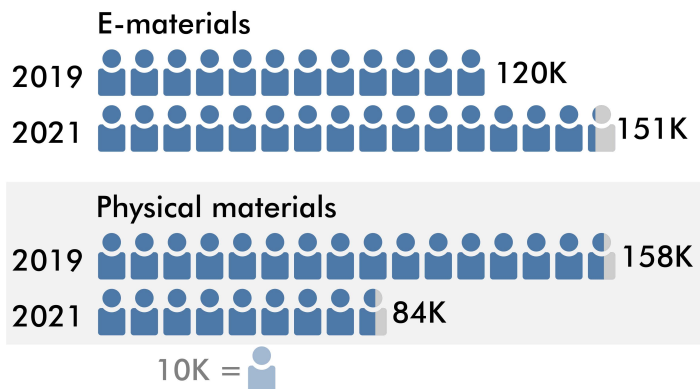
E-material use increased during the 2020 closure, and has held steady.

Among physical materials, book checkouts have rebounded, but DVD and CD checkouts have declined, continuing a multi-year trend.



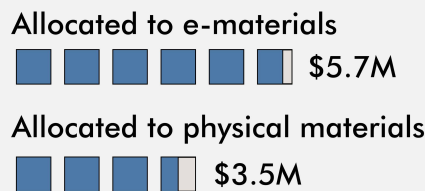
There were fewer initial checkouts of physical materials than e-materials in 2021. Unlike most physical materials, e-materials cannot be renewed. Some of the 4.4M e-material checkout could be the equivalent of a renewal since a new checkout is required for continued access to those items.

Total Borrowers by Material Type



The number of people who checked out e-materials increased 26% between 2019 and 2021, but the number of patrons checking out physical materials decreased by 47% during that time. With libraries now open near pre-pandemic levels, the number of people who checked out physical items in Q1 2022 is only 33% lower than Q1 2019.

2022 Collections Budget



The 2022 allocation reflects a trend in increased usage and cost of e-materials compared to physical materials, which was accelerated by the 2020 closure.

Public Services Regions – South (SER, SWR)

June 20, 2022

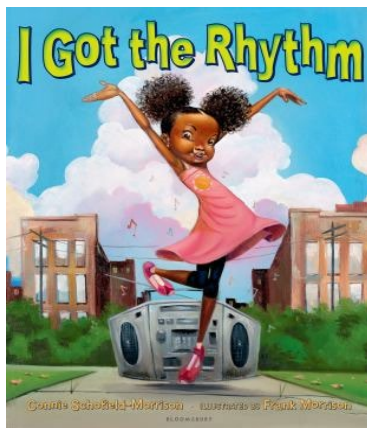
Ren Olson, Children’s Services Librarian- Beacon Hill
Warren Chin, Children’s Services Librarian- NewHolly
Beatriz Pascual Wallace, Children’s Services Librarian- South Park

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

Southwest Region and Southeast Region Children’s Services Librarians support early literacy and fostering a lifelong love of reading through two programs designed to engage community. Both were interactive programs and well attended.

Southeast Region training program with NewHolly Neighborhood House for Home Visitors

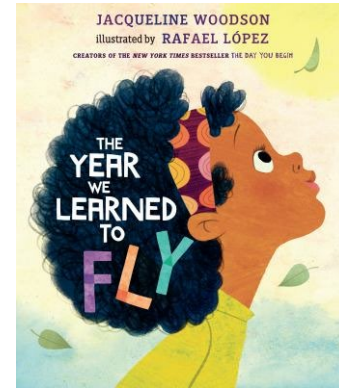
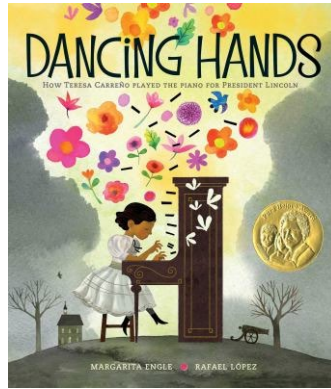
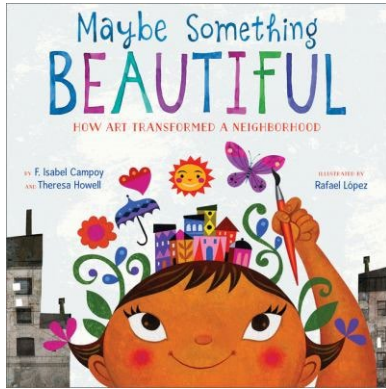
Warren Chin, NewHolly Children’s Services Librarian, and Ren Olson, Beacon Hill Children’s Services Librarian, worked with NewHolly Neighborhood House to create and present a virtual training to the Early Head Start Home Visitors on March 23, 2022. Early Head Start Home Visitors go into homes and offer support to families around early literacy and kindergarten readiness. For the training program, Warren and Ren were asked to share some tips about sharing stories and activities in the virtual environment. Ren and Warren were excited to have a way to continue to build on their relationship with the NewHolly Neighborhood House and share their early literacy techniques. An interactive training was developed that provide tips on how to make virtual book sharing fun and engaging. They talked about the approach Librarians take when developing a story time and book sharing.



Ren shared the book *I Got the Rhythm* by Connie Schofield-Morrison. Warren followed along and demonstrated how to make it interactive by doing different actions suggested in the text of the picture book. Ren encouraged the participants to join in as well. Ren and Warren also demonstrated an interactive flannel board game called **“Maisy Mouse, Maisy Mouse, Won't You Come Out?”** in which participants had to guess which house Maisy was hiding behind. This game creates interaction but also focuses on skill building related to colors, memory/recall, and narrative skills. Ren and Warren created a handout with some of their top tips for virtual book sharing along with a [BiblioCommons book list](#) of their favorite interactive picture books for story time which they shared with the 24 Home Visitors who attended the program.

Southwest Region El día de los niños/El día de los libros program featuring Rafael López

South Park's Children's Services Librarian, Beatriz Pascual Wallace hosted South Park Branch's annual celebration of El Día de los Niños/El Día de los Libros on April 29, 2022. El día de los niños/El día de los libros (Children's Day/Book Day), is an [ALA nationally recognized day of celebration](#). The focus is on the importance of literacy for children of all linguistic and cultural backgrounds.



Books illustrated by Rafael López

The South Park program featured a delightful and inspiring Zoom visit with award-winning picture book illustrator Rafael López. For an audience of over 300, most of them students, Sr. López spoke about his upbringing in Mexico City and the inspiration he draws on for his art. He provided a drawing demonstration of how familiar shapes and lines can make animals, and encouraged the kids to embrace their imaginations in their own creations. At least 10 Seattle-area elementary schools attended, three of them dual-language immersion schools, so the Q&A portion included Spanish and English. We had an overwhelmingly positive responses to Sr. López's presentation with comments such as "inspirational," "amazing," "superb," and "nos encantó!" When participants were asked what their favorite part of the event was, one respondent said, "Everything but mostly that it is so diverse! Someone who came from a same background as me and my family. Please have more of these!" The event was made possible with by the McNeil/South Park Community Enrichment Programming fund.

Information Technology
June 20, 2022
Chris Longston – Library Technology Officer

During the first half of 2022, the IT team continued supporting the expansion of services to patrons and improving the technology tools used by staff. The world-wide shortage of computer microchips, as well as supply chain issues, continues to cause delays in receiving IT hardware. PCs, servers, network switches and other hardware can have lead times up to six months.

Staff Support

We completed the conversion from fiber to copper cabling throughout the central building as well as upgrading wifi at all neighborhood branches. Several changes have been made to address intermittent wifi outages and we continue to monitor system availability.

Two new printers were deployed on L11 at CEN. The support contract for the new printers was transferred from Admin Services to IT.

The development of a 5-year strategic roadmap for our Integrated Library System (ILS) and other related systems is nearing completion. The library technology consultants we've engaged were onsite to meet with stakeholders in April. They recently presented a draft roadmap that is under review, with additional details to follow.

The second phase of our digital transformation to Microsoft cloud services was initiated in Q1. This phase will include core collaboration tools with the Microsoft 365 suite like Teams, SharePoint Online, OneDrive and others. The project team has interviewed numerous work groups throughout SPL to understand how they work with others. A high-level deployment plan was developed and presented to the senior leadership team.

The contract with the vendor for the ACS Upgrade has been signed and kick off activities are underway. RFID hardware is not available until September due to supply chain lead times, so the deployment will not start until after 8/31.

We continue to work with the MOC build-out team on IT requirements for network connectivity to the facility as well as construction of the IT equipment room.

Patron and Community Support

We continue to replenish our Flextech laptop inventory as staff return laptops that were used for working from home during the closure. We expanded the 2 hour limit on desktop PC usage to automatically extend for additional time if the PC isn't reserved by another patron. We deployed new state-of-the-art scanners (ScanEZ) at 14 branches, with 5 more branches in progress.

We spent significant time over the last several months working with the vendor to improve the reliability and operation of new lockers at RBE and HIP. While those issues are largely resolved at the moment, we are closely monitoring the lockers for additional problems.



The Seattle Public Library

Date: June 30, 2022

To: Library Board of Trustees

From: Anne Cisney, President, AFSCME Local 2083

Re: **Union Update – Critically short staffing**

In April, we reported that the Library's efforts to restore services and hours had coincided with an uptick in COVID-related absences and delays in hiring, leading to staffing levels that fall far short of what is necessary to maintain operations. In an effort to maintain even the most basic hours and services, scheduling patterns have been adjusted in ways that create significant, ongoing hardships for many workers. Staff are being deployed across the city with frequency, often on short notice, adding stress and compromising their ability to connect with local patrons or further any work other than the task of keeping doors open. Part time workers are being scheduled for short shifts on their days off, creating complications for caregiving among many other concerns and adding commute times. Serious security incidents, which continue to occur with frequency, must now be handled by a smaller body of workers who are already overtaxed. As a result, levels of stress and fatigue across the frontline workforce are higher than we've ever seen and an increasing number of staff have left the Library or are seriously investigating other employment options.

I am relieved to report that Union Leadership and Library Administration are now in talks about how this situation may be addressed, to ease the burden on workers, create a safer environment in branches, and (we hope) begin to restore our ability to connect regularly with patrons over books, research, and the joy of learning, as all libraries seek to do.

As things progress, we ask the Library Board for your continued support in telling this story to other stakeholders. As library workers, we want nothing more than to provide a strong foundation for learning and community connection, to be present for patrons when and where they need us, and to contribute to a community that is informed, engaged, and supportive of one another. We cannot do this without a shift in either hours or staffing. Our workers cannot continue bearing this burden, with all the will in the world, and we should not ask them to.

Action required/requested: Informational only, no action requested.



The Seattle Public Library

Date: June 30, 2022

To: Library Board of Trustees

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

Re: **Intellectual Freedom In Libraries Policy Update**

In 1974 The Seattle Public Library (SPL) adopted the American Library Association's (ALA) Library Bill of Rights to affirm that all libraries are forums for information and ideas, and that these rights should guide services to patrons and the community. It codified this adoption through the creation of an *Intellectual Freedom In Libraries* Policy.

In 2019 ALA amended its Library Bill of Rights to delineate a patron's right to privacy in their library use. This new article, number VII, reads as follows:

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Library administration seeks a technical update to the Board's *Intellectual Freedom In Libraries* Policy in order to incorporate this ALA amendment. The policy's "Related Laws, Policies and Procedures" section has also been updated to capture the existing SPL policy and administrative procedure on the confidentiality of patron information.

Action required/requested: Library Board review of the technical update to the *Intellectual Freedom In Libraries* Policy for approval at June 30, 2022 meeting.



Board Policy

INTELLECTUAL FREEDOM IN LIBRARIES	Adopted by the Library Board on <u>Date</u>; <u><i>Supersedes Intellectual Freedom In Libraries</i></u> <u><i>approved on October 28, 2015</i></u>
Owner: Chief Librarian	
Approved by: Carmen Bendixen, Library Board President	

BACKGROUND

The Seattle Public Library is committed to facilitating access to constitutionally-protected information, without censorship or scrutiny. In a democratic society, free and open access to information gives people the resources to participate in the political process and strive towards self-improvement. By collecting, organizing, and disseminating human expression in all its recorded formats, libraries are our society's most visible commitment to free speech, self-education and self-government. The Library Board of Trustees has adopted the American Library Association's (ALA) position on intellectual freedom, as stated in the ALA's Library Bill of Rights.

POLICY STATEMENT

In accordance with the ALA's Library Bill of Rights, the Library affirms that all libraries are forums for information and ideas, and that the following basic policies should guide its services to patrons and the community.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect

people's privacy, safeguarding all library use data, including personally identifiable information.

APPLICABILITY

This policy guides the Library in every aspect of the programming and services it provides to its patrons.

RELATED LAWS, POLICIES AND PROCEDURES

Board Policy, *Bulletin Board and Information Distribution Areas*.

Board Policy, *Confidentiality of Patron Information*.

Board Policy, *Public Use of the Internet*.

Board Policy, *Rules of Conduct*.

Board Policy, *Selection and Withdrawal of Materials*.

Administrative Procedure, *Ensuring Confidentiality of Patron Information*.

Administrative Procedure, *Security Camera Use*.

HISTORY

Supersedes *Intellectual Freedom In Libraries* approved on October 28, 2015. Adopted jointly with King County Library System December 9, 1974 and revised July 21, 1980.



The Seattle Public Library

NEWS RELEASES

Date			Title
05	02	2022	The Seattle Public Library to Reopen Meeting Rooms, Expand Hours and Update Borrowing Policies in May 2022
05	04	2022	Happy Birthday, Peak Picks! The Popular No-Holds No-Wait Collection Turns 5
05	12	2022	Woodland Park Zoo Rejoins The Seattle Public Library's Museum Pass Program
05	18	2022	Summer Reading Starts Now: Adult Book Bingo Launches Today With The Seattle Public Library and Seattle Arts & Lectures
05	18	2022	El Bingo De Libros Para Adultos en Español e Inglés de la Biblioteca Pública de Seattle y Seattle Arts & Lectures Empieza Hoy
05	22	2022	June 2022 Author Events and Community Dialogues Hosted In-Person and Online by The Seattle Public Library



The Seattle Public Library
MEDIA COVERAGE

Date			Organization	Headline	Details	Link
05	03	2022	<i>West Seattle Blog</i>	Seattle Public Library branches' meeting rooms are available again	"You can book online, starting here; basic rules are that the meeting has to be non-commercial and open to the public, as well as during the branch's hours of operation."	https://westseattleblog.com/2022/05/seattle-public-library-branches-meeting-rooms-are-available-again/
05	04	2022	<i>Queen Anne & Magnolia News</i>	Seattle Public Library to reopen meeting rooms, update borrowing policies	"Beginning this week, meeting rooms and study rooms at The Seattle Public Library will once again be available for public reservation and use. Music practice rooms in the Central Library will reopen will be available for public use May 24."	https://queenannews.com/Content/News/Article/Seattle-Public-Library-to-reopen-meeting-rooms-update-borrowing-policies/26/337/42401
05	04	2022	<i>The Seattle Times</i>	King County Library System wipes all late fees, will resume fines in September	"King County Library Systems' 50 locations are almost entirely outside of Seattle, which has its own library system that stopped charging late fees entirely a few months before the pandemic. The Seattle library system still suspends accounts with overdue materials and charges replacement fees for lost or damaged materials, and refers accounts with \$25 balances or more to collection agencies."	https://www.seattletimes.com/entertainment/books/king-county-library-system-wipes-all-late-fees-will-resume-fines-in-september/

05	11	2022	<i>KING 5</i>	New book of poems is an ode to the Salvadorian immigrant experience	“Claudia joined New Day to talk about the book. She will be at The Seattle Public Library Thursday, May 19 for the event ‘An Evening of Poetry with Claudia Castro Luna and Leticia Hernández.’”	https://www.king5.com/article/entertainment/television/programs/new-day-northwest/claudia-castro-luna-book-poems-cipota-under-the-moon/281-1dfd7f57-0a72-40b2-bdd7-2af526ca1f53
05	12	2022	<i>The Seattle Times</i>	Seattle libraries to resume pre-pandemic borrowing policies	“The maximum time books, CDs, DVDs and other physical items can be placed on hold will be reduced from 14 to seven days. Accounts will also be suspended for overdue items after 14 days instead of 31 days. Suspended accounts will be reactivated once items are returned.”	https://www.seattletimes.com/seattle-news/seattle-libraries-to-resume-pre-pandemic-borrowing-policies/
05	13	2022	<i>My Ballard</i>	Ballard Library returns to pre-pandemic hours	“Lynn Miller from the Ballard Library says the Seattle library system has received thousands of new books over the last two years, including many new ‘Peak Picks,’ which is a no-holds collection of bestsellers and newly published fiction, non-fiction, and seasonal cookbooks.”	https://www.myballard.com/2022/05/13/ballard-library-returns-to-pre-pandemic-hours/
05	13	2022	<i>Curiocity</i>	The Seattle Public Library has brought back one of its most popular passes to the Museum Pass program	“The Seattle Public Library has returned yet another Seattle favorite to its Museum Pass program. Library cardholders can now get access to the Woodland Park Zoo.”	https://curiocity.com/seattle-public-library-woodland-park-zoo/

05	15	2022	<i>The Seattle Times</i>	Rant & Rave: Slow down for safety or a speed trap?	“RANT to the Seattle Central Library for only allowing access to their reference books on Tuesdays and Wednesdays or you can go to the front desk and hope someone has time to go retrieve your item while you wait. We haven’t had regular access to these materials in two years. Can you please expand your access for those of us who would like to do our research in person but can’t make it on Tuesdays and Wednesdays?”	https://www.seattletimes.com/life/lifestyle/rant-rave-92/
05	18	2022	<i>KUOW</i>	A wild literary ride from rural Vancouver Island to Station Eleven and Sea of Tranquility	“The Seattle Public Library presented this event, originally scheduled for March 2020, on April 18, 2022.”	https://www.kuow.org/stories/a-wild-literary-ride-from-rural-vancouver-island-to-station-eleven-and-sea-of-tranquility
05	20	2022	<i>The Seattle Times</i>	20 summer book recommendations from your favorite Seattle and WA authors	“They recommended a little bit of everything: local, national and international authors’ books in every genre from science fiction to comics to self-help to business advice. With all the variety here, you could use these titles for inspiration when you fill out this summer’s Book Bingo card from The Seattle Public Library and Seattle Arts & Lectures.”	https://www.seattletimes.com/entertainment/books/20-summer-book-recommendations-from-your-favorite-seattle-and-wa-authors/

05	20	2022	<i>The Seattle Times</i>	2022 Summer Book Bingo: Download your cards here	“It’s that time of year, Western Washington readers! Get ready to celebrate summer with Adult Summer Reading Book Bingo and Kids Summer Book Bingo, presented by Seattle Arts & Lectures and Seattle Public Library.”	https://www.seattletimes.com/entertainment/books/2022-summer-book-bingo-download-your-cards-here/
05	20	2022	<i>Curiosity</i>	The Seattle Public Library Book Bingo is back & here's a look at the board	“Book bingo is happening for the eighth year in a row, giving you yet another reason to pick up a book from the pile you probably have going in your house. You’ll be able to read books in five categories for bingo, or in all 25 squares for blackout, and enter to win big prizes. There are three grand prizes, one of which is a subscription to the 2022/23 SAL series of your choice.”	https://curiosity.com/seattle-public-library-book-bingo/
05	30	2022	<i>The Seattle Times</i>	Rant and Rave: Reader ruffled by lack of decaf coffee	“RAVE to the Seattle Public Library’s teen pride reading list! I found so many great books that my teenage kid loved. And rave for books about LGBTQ+ kids that have happy endings. When I was a teen/young adult there were few if any LGBTQ+ books and they generally ended in tragedy.”	https://www.seattletimes.com/life/lifestyle/rant-and-rave-reader-ruffled-by-lack-of-decaf-coffee/

05	31	2022	<i>Daily Journal of Commerce</i>	Contractor sought for Green Lake library upgrades	“Project architect Building Work said that planned renovations will ‘respect and preserve the Carnegie legacy represented in the historic architecture, while integrating a host of critical, contemporary improvements.’ A new steel structure will bring the building up to seismic code and will be partly exposed in the library's main level but thoughtfully integrated with the historic architecture.”	https://www.djc.com/news/ae/12148964.html
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