

The Seattle Public Library
Board of Trustees Meeting
12:00 p.m. Thursday, November 16, 2023

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

Remote Listen Line:

Dial: 213-282-4570 / Phone conference ID: 548 274 166#

Watch Live:

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

Meeting ID: 295 408 331 198 / Passcode: SNaUcG

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

-To provide public comment in person at the Central Library, sign up in the meeting room.

-To provide public comment remotely, join meeting with link above and enter your full name in Q&A.

Agenda

A. CALL TO ORDER

B. APPROVAL OF AGENDA

C. PUBLIC COMMENT

D. CONSENT

1. Minutes of October 16, 2023 Library Board Special Meeting
2. Minutes of October 26, 2023 Library Board Meeting
3. Minutes of November 1, 2023 Library Board Special Meeting

E. CHIEF LIBRARIAN REPORT

1. Chief Librarian Report

F. OLD BUSINESS

G. NEW BUSINESS

1. Draft 2024 Operations Plan
2. Third Quarter 2023 Levy Report
3. Proposed 2024 Library Board Regular Meeting Dates
4. Library Foundation and Friends of the Library Updates
5. Updates from Library Board Members

H. EXECUTIVE SESSION

I. ADJOURN

J. NEXT LIBRARY BOARD MEETING: December 14, 2023

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

Unapproved Board Minutes

Board of Trustees Special Meeting

The Seattle Public Library

October 16, 2023

SPECIAL MEETING

A special meeting of The Seattle Public Library Board of Trustees was held on October 16, 2023, as a quorum of the Library Board joined members of The Seattle Public Library Foundation Board and the Emeritus Board for a tour of the Library's Maintenance and Operations Center, 3:00 to 4:30 p.m.

Deputy Executive Director of The Seattle Public Library Foundation Brian Lawrence welcomed attendees. Introductions were made by board members and Library staff in attendance. Attendees separated into four groups and were led on informational tours of work areas provided by Library staff members: Assistant Managing Librarian Robin Rousu, Librarian Carrie Fox, Library Associate IV Tyler Bosma, and Materials Distribution Manager Jason Hayes. Attendees visited work sites within the Maintenance and Operations Center and learned about Lifelong Access Services divisions including book mobile services, home services, and books by mail services, as well as observing the Library's new books sorter and automated materials handling system.

Board members were able to see each area close up and ask questions. They gained valuable information and insight into several Library programs and services with a goal of being better able to understand and thus advocate for valuable Library services to city leaders and community members.

ADJOURN

The tour ended with board members expressing gratitude to Library staff for their time and expertise, and board members gathered for a group photo.

Unapproved Board Minutes

Board of Trustees Meeting

The Seattle Public Library

October 26, 2023

CALL TO ORDER

The regular meeting of The Seattle Public Library (SPL) Board of Trustees was held on October 26, 2023. Library Board President Carmen Bendixen called the meeting to order at 12:02 p.m. Vice President Tali Hairston and trustees Jay Reich, Ron Chew, and Yazmin Mehdi were in attendance. The meeting was conducted with a remote attendance option via video conference.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Public comment was accepted via email, in person at the Central Library, and online in the remote meeting. There were no public comments.

CONSENT

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

CHIEF LIBRARIAN REPORT

Chief Librarian Report

Mr. Fay said he would let the printed Chief Librarian report stand for the sake of expediency. He said he was joining today's meeting remotely from the Seattle Grand Hyatt where he was attending the Urban Libraries Council Annual Forum. He said SPL would be hosting a reception at the Central Library that evening for forum attendees. Mr. Fay said National Archivist Dr. Colleen Shogan would also be at the Central Library that evening hosting a program and reception. He said Dr. Shogan is the first woman to be the National Archivist, and it is a great honor for the Library to host her visit.

Systems Reports

Friends of the Library Update

Friends of The Seattle Public Library Board President Amy VanderZanden said the Friends' mission is to elevate the Library and inspire the love of reading in the community. She said the Friends love their mission and the work they do. She said some of their 2023 accomplishments include advocacy and direct support for the Library. She said in 2023, the Friends supported direct outreach to voters and local and regional government through involvement. She said they visited the state capitol, provided letters of support for funding, and supported the Public Library Action Network. She said they have deepened their teamwork with the Foundation and look forward to future projects. Ms. VanderZanden said the Friends have accepted more than 30,000 donated books this year, and in turn have connected more than 12,000 books back to community members through the Seattle King County Health Clinic, Books to Prisoners, Ballard Food Bank, the Seattle VA Medical Center, and Little Free Libraries.

Ms. VanderZanden said for nearly 15 years, the Friends have participated in the Renee B. Fisher Books for Teachers Grant. She said for several years, the Friends have conducted monthly events throughout the year to connect teachers with free books for their classrooms. She said signups for

these events fill quickly, and teachers report how excited their students are when new books are added to their classrooms. She said so far in 2023, the Friends have provided books to 71 teachers at 30 schools who have been able to take more than 6,600 books back to their classrooms. She said since 2009, the Friends have connected more than 1,200 teachers with more than 94,000 books. She said thanks to the generosity of Friends members and donors, they were also able to provide \$10,000 in gift cards for books to 40 high needs Seattle school libraries in 2022.

Ms. VanderZanden said one of the Friends' most successful ongoing community programs is its first library card Owl Totes. She said readers ages 6 years and younger who are picking up their first Library cards receive cloth bags to take home their first stash of Library books. She said the Friends have connected 3,500 totes with new Library card holders over the past year, and have done this for more than 25,000 little readers since 2015. She said thanks to a huge effort from FriendShop staff and volunteers, the FriendShop book sales and market spaces have continued to thrive. She said the Friends have continued excellent partnerships with Collins Books and Freeway Park book carts. She said they had pop-up book sales in several library branches including Greenwood, Beacon Hill and Broadview. Ms. VanderZanden said in December, the Friends will again have a booth at the Gates Foundation Discovery Center holiday marketplace.

Ms. VanderZanden said this year the Friends have participated in a number of community events including Juneteenth at the Northwest African American Museum, Pride Fest, and the Lantern Festival at Freeway Park. She said their annual meeting on November 4 will mark the start of the new year for the Friends of the Library as well as beginning to bring 2023 to a close. She said the Friends are pleased to host Seattle author Bonnie Jay Rough as their guest speaker, and she invited all to join the meeting. She said to RSVP at the Friends website to receive a webinar link.

Ms. VanderZanden said Angel Sauls will be stepping into the role of the Friends Board president for 2024. She said she is excited to continue to support the Friends as she passes the baton to Angel who will be a wise, thoughtful, and cheerful shepherd of the Friends Board's work in the coming year. Ms. VanderZanden thanked Friends staff, contract workers, board members, and volunteers for their dedication and support in helping the Friends with their mission.

Library Board Trustee Yazmin Mehdi thanked Ms. VanderZanden for her leadership and said it had been a joy to be the Library Board's liaison to the Friends this year. She said it is wonderful to see the energy and joy the Friends Board brings to supporting the Library and community. She said she is sorry to see Ms. VanderZanden go, but is excited to work with Ms. Sauls. Library Board President Carmen Bendixen said when she joined the Library Board, she had timed off of the Friends Board. She said she had been worried about the Friends Board at the time of her transition, and that Ms. VanderZanden had been wonderful and had moved the organization through a very tough transitional time and helped it adapt to new circumstances. She said Ms. VanderZanden had followed up on ideas that had been floating around for years and helped them come to fruition. She said Ms. VanderZanden's accomplishments are the definition of great leadership and thanked her for her service. Mr. Fay thanked Ms. VanderZanden for her work in the Partnership Agreement between the Library, Friends, and Foundation. He said it was a lot of work and was a big lift to change the direction of the Friends Board's work. Mr. Fay said he appreciated Ms. VanderZanden's leadership and said her ability to deal with tough work while coming through the pandemic has been amazing.

Library Foundation Update

The Seattle Public Library Foundation Board President Justo González said he was nearing the end of his second and final one-year term of board presidency. He said the Library Foundation inspires the community's philanthropic support, advocacy for, and pride in its great Library. He said the Foundation does that by investing money raised to support 45 Library programs focused on

education, enrichment, and economic opportunity that are above and beyond what public funding provides. He said the Foundation cultivates relationships to bring funding, resources and opportunities to the Library, as well as advocates in partnership with Friends. Mr. González said his two overriding goals for his presidency were to increase fundraising and to define the Foundation's advocacy strategy. He said through September of this year, the Foundation has met 73% of its fundraising goal, which translates to \$2.9 million in privately raised funds to support SPL. He said this includes planned giving, and said this year the Foundation has doubled the amount of estate gifts received compared to last year. He said the Foundation has increased its investment in the Library by moving to a trust-based philanthropy model, working with the Library to be more nimble and responsive to the Library's needs and objectives. He said the Foundation projects it will complete the year with about \$5 million in grants to the Library, which is a \$1 million increase over last year. Mr. González said the Foundation anticipates increasing its commitments to the Library in 2024.

Mr. González thanked Mr. Fay for his leadership in developing the Partnership Agreement between the Library, Friends, and Foundation. He said the agreement lays the bedrock for the organizations' relationship going forward and provides clarity on roles and needs. He said the Foundation formed an Advocacy Committee with the Friends and have driven the Public Library Action Network, which continues to grow. He said the group is able to advocate with City Council candidates to have a direct link to voters and potential voters. He said the Foundation has also secured national funding to support its role as a leader of a national effort called the Library Support Network which is helping to transform public library fundraising and advocacy across North America in the U.S. and Canada. Mr. González said the Foundation is very strong going into 2024. He said it is grateful to be engaged in the SPL's strategic planning and foresight efforts and is excited for the future of SPL and its strategic plan. He thanked Library Board Trustees for their volunteer commitment and service to the Library. He said they are seen at Foundation events, and the Foundation applauds their leadership as trustees.

Library Board Trustee Jay Reich thanked the Foundation for their efforts on behalf of SPL. He said over his years as a trustee, he has seen the professionalism and continued growth of the Foundation. He said the idea of trust-based partnership is a progressive idea and served the organizations very well during the pandemic when the Library had to pivot and planned programs were canceled. He thanked Mr. González for his strong leadership. Ms. Mehdi said she agreed with Mr. Reich's comments and said she has been impressed by how the Foundation has led the work of the Advocacy Committee. She said she has been pleased and surprised by the level of the board members' efforts. Ms. Mehdi thanked Mr. González for his leadership and said it is impressive to see what has come of his goals. Mr. González said the Foundation has an amazing board with amazing volunteers who put great effort into work with Foundation staff. He said Foundation staff are top professionals in their field and allow the board to focus to achieve their goals. Mr. Fay thanked Mr. González for his quiet and very effective leadership during very challenging times. He said it can be underrepresented in a board leadership role, the ability to move from piloting trust-based philanthropy to actually incorporating and integrating that into the entire approach of how the Foundation looks at its work. He said the Foundation has also moved to having a focus on DEI not only through completing classes, but by doing the work and ingraining it into its bodies of work. Mr. Fay said this work has been truly impressive and thanked Mr. González for his efforts during his presidency. He said Mr. González will continue to serve on the board and contribute mightily. Library Board Trustee Ron Chew said he agreed with everything that had been said. He also said he appreciates the leadership of Foundation Executive Director Jonna Ward to build a staff team that has enabled the Foundation Board to prosper and grow and become a strong element of the whole system. He said he is looking forward to seeing even more progress in the future. Ms. Bendixen said she agreed with all of the comments and commendations that had been made. She said Mr. González will be missed at the Three Presidents meetings, but looks forward to his continued work on the Foundation Board.

NEW BUSINESS

Updates from Library Board Members

Mr. Reich said several of the trustees had an opportunity to visit the Library's Maintenance and Operations Center with members of the Foundation Board. He said seeing the bookmobiles and operations was very interesting and effective. He said it was good to see that the money the Library allocated for several years into a new book sorting system was well spent, with the new system up and running and a wonder to behold. Mr. Reich said it is impressive the small number of staff who run these operations of a huge magnitude. He said interacting with staff and seeing their joy as they describe visits to preschools, nursing homes, and senior homes is very heartwarming. He said he appreciates the management of these operations and thanked the Foundation for setting up the tour. Mr. Fay agreed that Mobile Services is a small and mighty team and he is always impressed with what they are able to accomplish. He said the tour group was able to meet Materials Distribution Manager Jason Hayes, one of the most positive people, whose job is a heavy lift to get all of the material in and out. Mr. Fay said the amount of material moving constantly is staggering, and the logistics required every day make it an impressive operation. Ms. Mehdi agreed that the tour was terrific. She said even though Mobile Services doesn't serve a high volume of patrons, they are serving a community that greatly needs Library services which is a good reminder that sometimes the volume of service is not as important as the care and quality of that service. She agreed that the team is small and mighty, and agreed it is a joy to watch the team talk about their work.

Ms. Bendixen thanked Mr. Fay for the special meeting held the week before on the strategic plan. She said it was overwhelming but helpful, with a lot of good food for thought in terms of the directions the Library is heading and how it will make decisions with given constraints. She said the day before she had come across a 2021 article in which Mr. Fay was quoted regarding the Library's reopening and figuring out how to serve patrons best while balancing a number of concerns and issues. She said Mr. Fay's quote was something to the effect of how in libraries "we see the good, the bad, and the sometimes ugly, but mostly it's good." She said she feels like that is where the Library is, and that the Library's attitude is that service includes the good, the bad, and all that encompasses being human. She thanked Mr. Fay for his leadership and said she looks forward to next steps. Mr. Fay said the strategic planning work is a lot to get through. He said the upcoming All Boards meeting would be less intense, and have additional information and interactive components that might make the work a little easier to digest. He said the Library has taken the Board's input and will make the suggested modifications. He said it will not be directly tied to the public survey launching that day, but would be incorporated, along with information gained at the All Boards meeting, into the plan.

Mr. Fay said discussions with the Urban Libraries Council and his colleagues regarding impact have been reaffirming. He said libraries need to move away from just looking at outcomes to looking at impacts the community needs. Mr. Fay commended Mayor Harrell and his administration for last week's Mayor's Cabinet retreat. He said it was well thought out and intentional, and one of the best retreats he has been to. He said the entire retreat was about belonging and how to create that sense, not only within the internal team, but also driving toward belonging in community and how to do that better. He said attending the retreat was another reaffirming moment for the work the Library is doing. He said belonging is one of the transformational elements the Library is trying to move to and create impact. He said the conversations of the past seven days have reaffirmed his commitment and goals to moving in that direction. He said the Library has been out ahead in having these discussions for almost a year, so now to have that priority being reiterated in multiple ways is good.

ADJOURN

Board President Carmen Bendixen adjourned the meeting at 12:32 p.m.

Unapproved Board Minutes

Board of Trustees Special Meeting

The Seattle Public Library

November 1, 2023

SPECIAL MEETING

A special meeting of The Seattle Public Library Board of Trustees was held on November 1, 2023, as a quorum of the Library Board joined members of the Friends of The Seattle Public Library Board, The Seattle Public Library Foundation Board and the Emeritus Board for an All Boards meeting focused on the Library's strategic planning project updates and next steps. Deputy Executive Director of The Seattle Public Library Foundation Brian Lawrence welcomed attendees and Library Board President Carmen Bendixen called the meeting to order at 1:07 p.m.

Greg Netzer, the Library's strategic planning consultant from Territory North America Inc., updated the group on the strategic planning process to date. Mr. Netzer shared a slide outlining the phases of the process including Phase 1: Discover & Plan; Phase 2: Stakeholder & Community Engagement; Phase 3: Draft Strategy Design; and Phase 4: Strategic Plan Delivery. Mr. Netzer said the project has been based on the Theory of Change model, and it considers what impact the Library will create for the community as an outcome of its work. He said the planning has included community input and feedback to test the team's work. He said the team is now coming back to the boards and the community to share the framework for the plan. He said the Library's foresight project identified a preferred future in which the Library is a hub at the center of the community and connecting its patrons to tailored information services, community partner services, and other impactful library services that help make Seattle a thriving city. He said the Strategic Planning Core Team identified "belonging" as a core value at their work session on July 10.

Executive Director and Chief Librarian Tom Fay shared a slide highlighting the first of five impacts: "Belonging = Care & Connection." Mr. Fay said a key question is how the Library creates belonging for staff and community, and how it can co-create a sense of community that was lost during the pandemic. He said the mayor also recently focused on belonging in a two-day cabinet retreat for city leaders which underscored the importance of its role in all impacts and functions in the city. Mr. Fay said belonging and resiliency provide transformational change in the community and in the organization. Strategy and Policy Advisor Jessica Smith said a sense of belonging fosters care and connection with others. She said without belonging, the other impacts wouldn't be as strong.

Library Technology Officer Charles Wesley shared a slide highlighting the second of five impacts: "Literacy = Navigating Systems." Mr. Wesley said the term literacy can be thought of broadly to encompass people's ability to navigate important systems in their lives. He said, for example, digital and technical literacy is critical for people to navigate government websites, processes, and jobs. He said literacy is an important impact for the Library today and will continue to be paramount to supporting the Library's future role as a hub and connector.

NewHolly Branch Supervising Librarian Daria Cal shared a slide highlighting the third of five impacts: "Enrichment = Joy & Connection." Ms. Cal said enrichment is unique in that it cannot be measured. She said the Library provides access for people to find their own joy and enrichment within themselves and with others. She said while the Library can measure the number of people who come in, there is not a clear measureable outcome associated with enrichment. Library Programs and Services Assistant Director Darth Nielsen said while joy is the outcome, the Library has to find different ways of measuring joy and connection. He said a recent study on loneliness found that the

negative physical impact of loneliness on humans is equivalent to smoking 15 cigarettes per day, which illustrates a critical need for connection. Mr. Nielsen said art has been found to be a primary disruptor of loneliness. He said the enrichment the Library provides is a key impact. He said enrichment for some may also be considered empowerment by others.

Youth and Family Learning Services Manager Soraya Silverman-Montano shared a slide highlighting the fourth of five impacts: “Empowerment = Agency & Access.” Ms. Silverman-Montano said empowerment allows people the power to achieve their goals. She said the Library acknowledges barriers encountered that prevent work from happening and has committed to systematically looking at inequities and co-designing its offerings with the community. She said the Library’s provision of low barrier access to resources creates empowerment for the community.

Ms. Smith shared a slide highlighting the fifth impact: “Staffing = Capacity Building.” Ms. Smith said the staffing impact is internally focused. She said the right type of staffing is what moves outcomes to impacts. Mr. Fay said the Library’s limitation for the past eight to ten years has been staffing resources. He said a librarian can’t be in more than one place at a time, and that by nature of the Library functioning as a seven-day operation in 27 buildings, there is not the staff capacity to provide outreach and other critical work within the community. He said as the Library moves into the next levy and toward its best case future, it will need more people, and the right people with the right skills. He said staffing will need to include members of the community so that patrons see themselves represented in the libraries. He said the Library also wants to create a sense of belonging within its own staff. Mr. Fay said the right staffing leads to transformational change of the organization into one that creates a sense of belonging in community and is resilient.

Mr. Fay shared a slide highlighting, “Sustainable Systems = Resiliency.” Mr. Fay said sustainable systems are the internal pieces the Library needs to have in place. He said these are staff, financial resources, capacity building, and operational systems. He said the Library does its work stronger as community. He said if the Library is not resilient itself, it cannot be supportive to its community. He said resiliency within the organization will result in resiliency in the community through realization of the external impacts, partnerships with community, and access or accessibility for community.

Head of Communications Laura Gentry said the Strategic Planning Core Team identified the Library’s three core values as: Care, Connection, and Curiosity. She said the team’s goal was to create a short and inclusive list of institutional values that are relevant to internal and external stakeholders, using words that feel unique to the organization and community that inspire, inform, and resonate. Ms. Gentry said the team considered how the Library is in a relationship, what services the Library provides to the public, and how it works. She said the team considered many pieces of work already in place and relevant to the Library’s work including: Internal Organizational Values, Guiding Principles, E3 core competencies, City of Seattle values, and the Super 7 Themes identified in the Library’s foresight and futures project. She said the many terms and values that fall under each of these were mapped back to three distilled concept ideas, resulting in agreement on the terms Care, Connection, and Curiosity to capture the essence of the Library’s values in a short and succinct list.

Mr. Netzer discussed the components of the Theory of Change model and Mr. Fay spoke about resources which include time, staffing, facilities, and finances. He said the Library’s funding resources are the General Fund, the levy, donors, and grants. He asked the group for input to identify unknown funding resources. Attendees answered a series of online poll questions to gauge resonance and provide input into funding opportunities. Mr. Fay shared the online public survey web address. He said there will be a final focus group with the union, feedback and qualitative analysis results will be incorporated, and resources and outputs will be identified. He said the plan will be finalized and distributed in first quarter 2024, and then launched.

ADJOURN

Mr. Lawrence thanked members of the Library Board, Friends Board, Foundation Board and Emeritus Board for coming together for this discussion and engagement. He thanked staff for their work on the strategic plan and for their support of the day's event. Library Board President Carmen Bendixen adjourned the meeting at 3:30 p.m.



The Seattle Public Library

Date: November 16, 2023
To: Library Board of Trustees
From: Tom Fay, Executive Director and Chief Librarian
Re: November 2023 Chief Librarian's Report

1. On October 23, I welcomed attendees to the Foundation's Legacy Society Lunch featuring guest speaker, local author Tim Egan in conversation with Foundation Board member Sam Howe Verhovek. The annual luncheon is held in appreciation for the Library Legacy Society which is made up of people who have included the Foundation as a named beneficiary in their estate plans. More than 100 attendees heard a fantastic conversation about Egan's latest book, "A Fever in the Heartland." The Foundation received rave reviews from attendees, and it was wonderful to gather this special group and honor their contributions to the Library.
2. The Urban Libraries Council Annual Forum was held in Seattle October 25-27. The forum brought together CEOs of libraries, foundations, and friends groups from across the country for deep dives into important topics affecting public libraries. I participated in a panel focused on the emerging role of artificial intelligence in libraries, and I also joined Foundation Executive Director Jonna Ward on another panel examining the executive relationship between libraries and foundations. SPL hosted a reception the evening of October 26 at the Central Library that was well-attended and enjoyed by all.
3. Also on October 26, National Archivist Dr. Colleen Shogan held a program and reception at the Central Library. She was joined by author and Microsoft Vice Chair Brad Smith for a "fireside chat" on the role of the National Archives and Records Administration (NARA). Dr. Shogan is the first woman to serve as Archivist of the United States, and she is visiting all 42 NARA facilities, which include a number of presidential libraries as well as the regional facility in Seattle near Sand Point. It was an honor to host Dr. Shogan's visit.
4. On November 1, I spoke at an evening meeting of the Leschi Community Council who requested a presentation covering a number of topics related to Library resources and services, strategic planning, and book banning. A group of approximately 50 community council members attended the meeting and were very engaged with thoughtful questions about Library programs and services, and how they can lend their support to the Library's efforts.
5. On Saturday, November 4, I spoke at the Friends' Annual Meeting regarding current and future priorities of the Library. A sizeable turnout of Friends members joined the remote

meeting via Zoom to hear about the Friends' 2023 accomplishments and future goals, and to enjoy a presentation by local author Bonnie Rough.

6. On November 6, I attended the Nevada Library Association's annual conference in Carson City, NV where I joined Washington State Librarian Sara Jones and California State Librarian Greg Lucas to kick off the conference's first plenary session. Our presentation centered on the knowledge and skills necessary to combat book banning and educational censorship to preserve the freedoms to read and learn formally and informally in school, libraries and communities.
7. Strategy and Policy Advisor Jessica Smith and I continue to undertake visits, by region, throughout the library system to meet with managers and staff to discuss issues specific to individual locations. On November 13, we visited locations in the Southeast Region (SER) with SER Regional Manager Richard Council.
8. Library management continues to move through the hiring process to fill the roles of Administrative Services Director and Human Resources Director.

Meetings and events during this reporting period:

- a. Board Meetings: Monthly Library Board of Trustees meeting; Monthly calls with Library Board President; Friends of the Library Annual Meeting; monthly meeting of Library and Friends leadership.
- b. Standing Meetings: Compensation Committee; Senior Management Team; Monthly Managers meeting; Union/Leadership meetings; Long-Term Sustainability meeting; Foundation CEO/Chief Librarian bi-monthly meetings; Strategic Planning Core Team meetings.
- c. Library Talks, Meetings, Interviews and Visits: KCLS Director meetings; Metro area library director meetings; Meetings with Washington library directors and State Librarian; Urban Libraries Council Director/CEO meeting; Urban Libraries Council Annual Forum; Leschi Community Council; Nevada Library Association.
- d. City Meetings, Events and Programs: Mayor's Cabinet; monthly meeting with Deputy Mayor; Mayor's Emergency Executive Board meeting.

Equity, Learning and Engagement - Economic Development Services
November 1, 2023
Jay Lyman, Supervising Librarian

Impact: The Library enables patrons to participate in the economic growth and development occurring in and around Seattle. The Library helps reduce the cost of doing business, lowers barriers to entrepreneurship of all types and helps develop a stronger workforce.

- *Patron focused outcome - Entrepreneurs in all stages of business activity will turn to the library for assistance using library resources so that they can make informed decisions about their businesses.*
- *Patron focused outcome - Because of increased understanding of library services, partner organizations will refer clients to the library so that they can access people and unique tools that will help their clients develop and build their businesses.*
- *Library focused outcome - Library staff develop greater knowledge of business funders, technical assistance organizations and other community-based organizations so that they will be able to make better referrals to partner organizations based on patron needs.*

Library to Business (L2B) produces dozens of events for entrepreneurs and nonprofits every year, but October 11th was an especially busy day with two big programs happening back-to-back at the Central Library.

On the afternoon of Oct 11, 2023, L2B produced a “super hybrid” event called [A Tale of Two Cities: Business Resource Open House](#) which brought together panelists and audiences online, at the Central Library in Seattle, and the Hennepin County Library in Minnesota. There were panelists at each library location and a few participated online via a Zoom. Participants could join in-person at each location or join online. The unique hybrid allowed panelists in both cities to exchange notes about business support programs that are happening in each city and discuss unmet needs.

To share just a few examples from the panels; business owners talked about benefits of the [Seattle Restored](#) program, assistance partners shared about [cooperative funding](#), and government organizations highlighted Seattle’s new [Business Community Ownership Fund](#), which is aimed at addressing the rising cost of commercial rent in Seattle.



Cambodian Welcome Dance



The program was technically complex, and the amazing producer John Chen with [Engaging Virtual Meetings](#) coordinated the producing partner orgs who stepped up to resolve technical issues in real time. After the panels, participants in Seattle were invited to level four where over 18 assistance partners had tables and were waiting to help! Representatives from [SCORE](#), [Ventures](#), [Communities Rise](#), [Seattle Chamber](#), [Community Carrot](#) and many others tabled. Beacon Hill’s [Recetas de Abuelita](#) served delicious refreshments adding to the vibrant mini-fair atmosphere and fueling the conversations happening all around the room.

Prior to COVID, Business Resource Open Houses were quarterly events that brought experts to branch libraries in Seattle where they connected with those interested in starting or growing a business. With increasing assistance needs during the 2020 COVID closures, Open House events were shifted to virtual programs. Instead of tables, experts were assigned to breakout rooms, and an introductory panel element was added so participants could learn about each expert before the breakout rooms were opened. The panels were useful learning elements too, and the online environment allowed team members to record for those who couldn’t participate synchronously. The team also integrated Spanish, Mandarin, Vietnamese, Somali and Amharic language interpretation (often simultaneously) through Community Liaisons with the Department of

Neighborhoods. American Sign Language (ASL) and captioning have all been utilized in these Zoom events and most have featured a graphic recorder who captures what happens in a visual representation. Regardless of format, the goal of the open house is to help participants discover the network of local free or low cost assistance for those starting and growing a business. The October 11th open house was the first open house to be back in-person since 2020. The core group of organizing partners were [Beacon Business Alliance](#), [We Sparkle](#), [Hennepin County Library \(HCL\)](#), [Cambodian American Community Council of Washington \(CACCWA\)](#), and [Engaging Virtual Meetings](#).



Graphic Recording created in real time during the open house and capturing what happened during the event by artist [Mari Shibuya](#)

After the Business Resource Open House, the library worked with the [Intentionalist](#) and [Office of Economic Development \(OED\)](#) to host the [Small Business Community Champions Intentionalist Awards](#). Community members nominated and voted for business champions in [seven award categories](#) and the winners were announced during the event.



[Seattle Mayor Bruce Harrell](#) and former Seahawk Doug Baldwin Jr. gave opening remarks and the event was emceed by Angela Poe Russell and Laura Clise. Before the event, attendees enjoyed the food from three downtown business and many participants stayed after the event to celebrate and network with each other.

For more about the different kinds of programs and services the L2B team is doing, take a look at the [Business & Nonprofit landing page](#) and the [2022 Impact Report](#).



INFORMATION TECHNOLOGY

Sustainable Infrastructure, Printer, and Computer Replacements

November 16, 2023

Charles Wesley, Library Technology Officer

Upgrading public printing and supporting increased patron compute demand

Reducing the number of services running beyond their planned service life or vendor support is a core guiding principle of the IT department. During an assessment conducted in the second quarter, it was determined that out of support printers represented an unacceptable operational and security risk. A replacement plan was initiated in Q3, encompassing both printer support and supply management. This work has reached a significant milestone with the successful deployment of 40 new printers, addressing known security risks and providing better support.

Additionally, with an eye towards lease end dates and manufacturing supply chain dynamics, we have developed a replacement model in partnership with our support vendor for our public printers. Our selection, the Sharp BP-70C36, will replace the models currently at the end of their lease. With a capable 36 pages per minute output, these new printers will meet the needs of our patrons. We have chosen models with enhanced hardware specifications, while maintaining the previous cost levels. These deployments are slated to take place throughout the fourth quarter, completing in the early months of Q1 2024.

Public use of technology at the Library saw an upswing compared to the previous quarter with a 6% increase for nearly 90,000 computer sessions. Laptop utilization surged by 23% and public printing services increased by 9%, culminating in a total of 437,500 pages printed in the quarter. With the expansion of ScanEZ to additional locations, usage increased by 21%, amassing nearly 80,000 pages.

Computer replacements pick up steam as out-of-warranty backlog reduced by 25%

In 2023, the Information Technology department prioritized reducing the backlog of out-of-warranty computers in our fleet. For multiple reasons, including refreshes delayed by the pandemic and historical deployment patterns creating waves of computers reaching end of life at the same time, the number of out-of-warranty computers needs to be significantly reduced.

A long term replacement plan was developed, funding secured, and a project for replacing out-of-warranty staff and public computers was initiated. To date, approximately 25% of the out of warranty computers have been replaced. This includes the successful deployment of 105 in-warranty computers across all sites.

Moreover, we upgraded more than 20 barcode scanners with newer, more reliable models. These deployments were completed while also addressing over 1,700 IT support requests, marking a 12% increase compared to the previous quarter.

Infrastructure upgrades replace end-of-life technology to improve service quality and resiliency

Over the last quarter, the Information Technology department executed a strategic initiative, replacing 30% of our battery backup solutions. This capability ensures the continuity of core networking and communications functions during power disruptions. This concluded the scheduled uninterruptable power supply (UPS) maintenance work for 2023.

In a continuing commitment to enhance network resiliency, we have integrated a network assurance appliance, which enhances our ability to detect and address network anomalies and misconfigurations.

In the fourth quarter of 2023, IT is concluding work initiated in Q1 by finalizing our core switching and routing network replacement projects at our Central Library and Westin network locations.

Additionally, we formally endorsed the statement of work to configure and deploy our new hyperconverged infrastructure, which will replace seven servers that have reached the end of their support life. This innovative hardware will seamlessly integrate with platform-as-a-service solutions like Microsoft Azure, facilitating the efficient management and patching of the underlying infrastructure that our systems relies on.



The Seattle Public Library

Memorandum

Date: November 16, 2023

To: The Seattle Public Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Nicholas Merkner, Head of Finance and Accounting

Subject: **Draft 2024 Operations Plan**

The Operations Plan draft provides a preview of how the document is beginning to take shape coming out of Board's framework review earlier in the fall. Feedback is welcome at this stage and the document will be undergoing continuous work between now and the end of November—the final version will undergo a complete copy edit review by the Library Communication Team, so any grammatical or punctuation errors will be corrected in ensuing versions. The final version will be presented to the Board at your December meeting. Budget information included at this stage is in draft form and is subject to change in ensuing versions.

Key Remaining Dates in Budget Process

A summary of the remaining key milestones and schedule to complete the budget development process are provided below.

November

- **Thursday, November 16th – Library Board reviews Draft Operations Plan**
- Monday, November 20th – Councilmembers vote on final budget legislation and technical amendments
- Tuesday, November 21st – City Council Adopts Budget

December

- Thursday, December 7th – Operations Plan submitted for Board review
- Thursday, December 14th – Library Board adopts Operations Plan

Attachment: Draft 2024 Operations Plan

Action Requested: Presented for informational purposes only. Comments or feedback are welcome.



The Seattle Public Library

2024 Operations Plan - Draft

The Seattle Public Library's 2024 Operations Plan reflects the second year of the City's biennial 2023-2024 budget cycle and the fifth year of a seven-year, voter-approved, \$219.1 million Library Levy. The Library Board of Trustees is responsible for monitoring Library funds appropriated through the City's budget. This plan summarizes information about ongoing Library operations.

The Library Board Policy on Race and Social Justice and the City of Seattle's Race and Social Justice Initiative—a commitment to eliminate racial disparities and achieve racial equity—help guide the use of these funds and all aspects of Library operations, with a particular emphasis on ensuring programs and services equitably serve communities of color. The Library budget team participated in a City-wide equitable budgeting rubric project, has independently conducted interviews with peer organizations, and undertaken a literature review to learn how others center equity in their budget development process. This work is ongoing, takes emotional energy, along with sustained momentum for progress to occur. We anticipate information gathered through these introspective spaces will inform and shape our budget development philosophy moving forward.

Economy and Revenue

Unexpected strength in employment and growth in Gross Domestic Product avoided the recession predicted last fall. However, the Federal Reserve's restrictive monetary policy (keeping interest rates high) is expected to remain in place through the first part of 2024—while this helps to control inflation, it can also restrict economic growth. These factors, along with cooling technology, professional service, and business service sectors, have shifted the longer-term regional outlook toward slower and flatter economic and revenue growth.

The City yielded higher than projected General Fund revenues in 2023, a trend which is expected to continue into 2024. These factors influenced a 2024 budgeting process where the City General Fund was balanced as a starting point—meaning the Library was not asked to provide target reduction proposals. The other side of that coin is the Library's non-grant budgets did not have many changes beyond those associated with known spending plan variations, adjustments for central costs and benefit rates, and limited allowances for inflationary support.

Council Budget Actions

Any council budget actions taken will be discussed here.

Overview of the 2024 Operations Plan relative to the Adopted 2023 Plan

To provide a comprehensive picture of the Library's 2024 planned spending, the Operations Plan includes both Operating and Capital budgets. These combine funding resources appropriated through the City's 2024 Adopted Budget (General Fund and Real Estate Excise Tax (REET) revenues, levy funds, Library enterprise revenues), in addition to resources from Library gift funds, governmental grants, and private funding from The Seattle Public Library Foundation.

The 2024 Library budget across all funding sources—including private gift and grant support—is \$102.4 million. This amount is \$2 million lower than the prior year (a 2% decrease). This net decrease is due to variation in the 2024 Capital Budget, nearly all of which is in accordance with the long-term capital financial plan. Some of the high level changes to the Library’s 2024 budget are as follows (summarized view of year-to-year changes provided as Attachments 1 and 2):

Operating Budget Changes

- A continuation of \$700,000, and a one-time redirection of \$1 million, in prior period budget authority to offset City General Fund revenue reductions associated with COVID-19
- \$247,000 in additional gifts and grants from The Seattle Public Library Foundation and other private sources for collections, programming, and early learning
- Adjustments to Central Costs, annual wage increases, benefit rate changes, health care, and other inflationary changes added \$550,000 in operating resources. These resources are largely dedicated to designated cost pools and do not carry programming flexibility.

Capital Budget Changes

- Removal of a one-time, \$1 million supplement from the JumpStart Payroll Expense Tax—which helped fund de-carbonization efforts via branch electrification and other measures
- Library Levy capital support decreased by \$3 million. This is in accordance with the long-term capital plan as the 2023 budget included one-time increases to account for IT infrastructure purchases, seismic retrofit and unreinforced masonry project costs
- REET capital project support decreased by \$870,000. 94% of this reduction is in alignment with what was laid out in the City’s long-term capital financial plan. The Library was asked to make an additional reduction of \$53,000 for 2024 owing to REET revenues that are projected to fall short of previous estimates

I. Priority Areas within Library Operations

The Library is currently assessing our strategic direction, which may result in changes to how the budget is structured in future periods. For the upcoming year, the Library will continue to utilize the five fundamental areas of our operations as reaffirmed by the community through a 2021 survey. Additional information as it relates to each of the current priority areas, along with notable investments will be discussed in the proceeding sections.

A. Hours and Access

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

\$TBD for item A (*Funding Source*)

\$TBD for item B (*Funding Source*)

B. Books and Materials

When considering the purchase of materials to be added to the collection, the Collection Services team applies an equity lens that factors in audiences, categories and formats while also focusing acquisitions on titles that reflect underrepresented voices, including those from people of color, the LGBTQ+ community and other marginalized groups. Circulation trends have rebounded and over 1.1 million items are circulated per month.

The Library provides \$xx million (xx% of the overall budget) to support the purchase of books and materials, and the movement of those materials across the system. These resources are provided via a combination of General Fund, Library Levy and private gifts (a summary of which can be seen in Figure 1). Key changes to the 2024 books and materials budget include:

\$100,000 for Books Unbanned which is a partnership with other library systems to fight censorship and champion intellectual freedom by offering a free e-card allowing access to the Library’s catalogue for teens and young adults (ages 13 to 26) nationwide (*funded by the Seattle Public Library Foundation*)

\$124,000 for archiving and processing the Paul Dorpat collection to make it discoverable and accessible to the public (*funded by the Seattle Public Library Foundation*)

C. Technology and Online Services

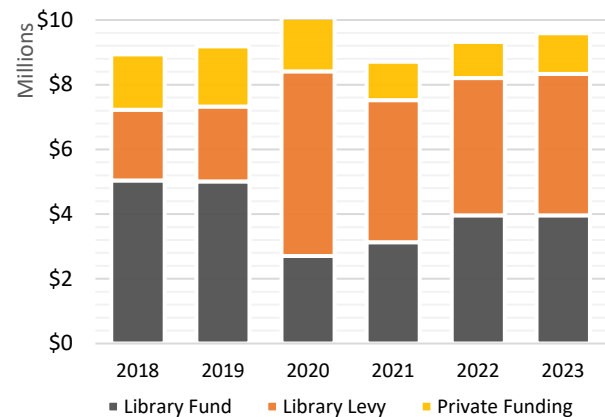
The digital environment provides increasing opportunities to participate in the information society, although some individuals and families can face serious barriers to access. These barriers, often referred to as the “digital divide,” may include a lack of affordable internet connectivity, lack of internet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

According to a survey conducted by the Library, one-third of Seattle residents said they relied on Library computers or Wi-Fi networks to access the internet and other digital resources. The Library provides free access to digital devices (desktop computers, laptops and tablets) that can be used to search online resources, connect to the internet, or use popular software. Our wireless internet access is provided free to patrons and has experienced exponential growth as patron preferences shift toward mobile access. Additionally, patrons can use their Library card to check out a portable Wi-Fi hot spot. Key investments in this area for 2024 includes:

\$100,000 for the finalization of a Microsoft 365 migration project (*funded by the Seattle Public Library Foundation*)

\$615,000 for IT enterprise equipment upgrades to repair and replace core and central switches to maintain and improve the Library’s network (*funded by the 2019 Library Levy*)

Figure 1: Materials Budget by Funding Source



D. Literacy and Early Learning

Libraries play an important role in fostering literacy, particularly for those who have historically faced barriers to access, such as immigrants and refugees, and those just developing literacy skills, such as preschool and elementary students. Key investments in this priority area for 2024 include:

\$TBD for item A (*Funding Source*)

E. Building and Facility Support

As part of the 1998 Library's for All capital campaign, the Library remodeled and replaced a number of our branches. Many of these renovations and buildings are now over 20 years old and in need of ongoing and careful oversight and maintenance to protect the public investment. The Library utilizes an internally developed and actively managed Comprehensive Facilities Plan to surface and direct where investments are needed throughout the system. However, resulting from budget reductions taken during the outset of the COVID-19 pandemic, a number of building maintenance projects were deferred to future periods. This is not an optimal approach, as timely and ongoing maintenance is less expensive than emergency repairs and replacements—this is particularly salient when considering the iconic and unique buildings that are present in the Library property portfolio.

Our buildings provide a forum where patrons can read or study in a comfortable environment, listen to interesting and engaging speakers, participate in meaningful community events, or find daytime respite. \$xx million, or xx% of Library resources, support keeping our facilities open, clean, functional, and welcoming to all. Key investments in our facilities for 2024 include:

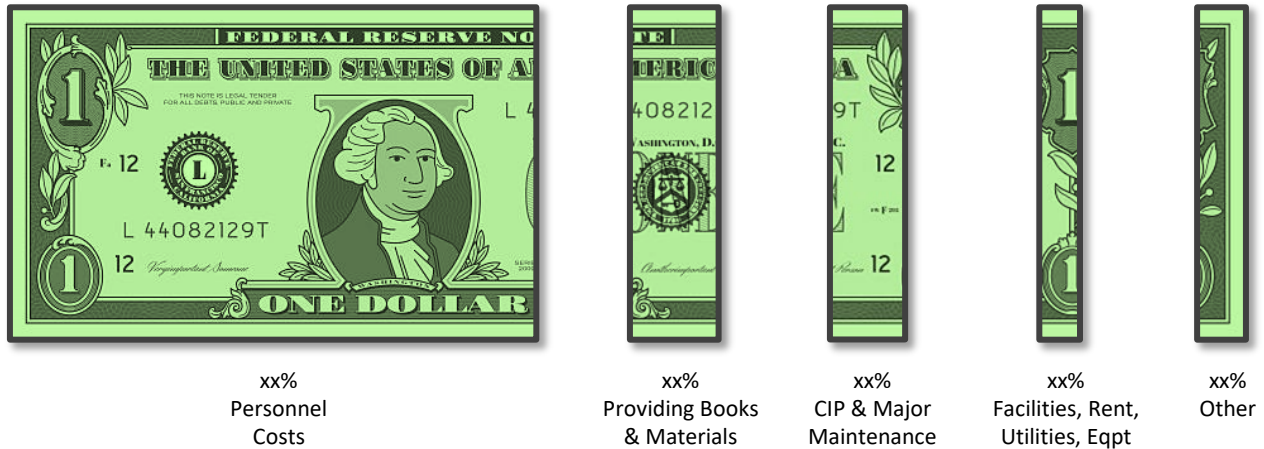
\$TBD for item A (*Funding Source*)

\$1,872,000 for utilities across 28 library locations. Library facilities serve an important role of not only housing our collection of books and materials, but also providing welcoming and functional spaces for all members of the community. Heating, cooling and lighting are central elements of our buildings being open and operational. (*funded by the General Fund and Library Levy*)

II. Operations Plan Overview by Personnel, Collections, and Buildings

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

Figure 2: How \$1.00 is spent at the Library and the Proposed Budget (to be updated)

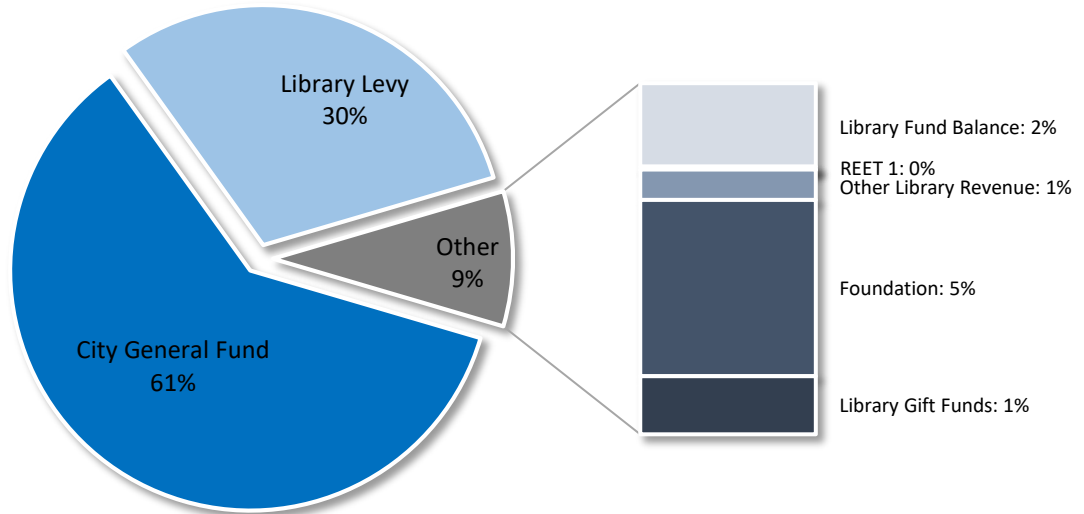


Amounts in \$1,000s	2024 Proposed	%
<i>Personnel</i>		
Public Services, Collections & Access		
All Other Departments		
<i>Personnel Sub-Total</i>		
<i>Providing Books & Materials</i>		
Books & Materials Collection		
Collection Processing & Distribution		
<i>Providing Books & Materials Sub-Total</i>		
<i>Buildings</i>		
<i>Capital Improvements & Major Maintenance</i>		
<i>Utilities, Maintenance, Rent, Equipment</i>		
<i>Other</i>		
Direct Programming Supplies		
City Central Costs		
Software		
Other		
<i>Other Sub-Total</i>		
Total		

III. Operations Plan Overview by Funding Source

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

Figure 3: Operations Plan by Funding Source



Amounts in \$1,000s	2023 Adopted	2024 Proposed	% Change
<i>Operating Fund</i>			
City General Fund (Operating)	\$60,105	\$62,000	3%
2019 Library Levy (Operating)	\$24,079	\$25,234	5%
Other Library Revenue	\$553	\$778	41%
Interdepartmental Support	\$31	\$27	-13%
Use of Library Fund Balance	\$3,331	\$2,212	-34%
<i>Operating Fund Sub-Total</i>	<i>\$88,099</i>	<i>\$90,251</i>	<i>2%</i>
<i>CIP</i>			
2019 Library Levy (CIP)	\$8,894	\$5,859	-34%
REET I (CIP)	\$948	\$78	-92%
JumpStart Payroll Expense Tax (CIP)	\$1,000	\$0	-100%
<i>CIP Sub-Total</i>	<i>\$10,842</i>	<i>\$5,937</i>	<i>-45%</i>
<i>Gifts and Grants</i>			
Seattle Public Library Foundation*	\$4,425	\$4,672	6%
Gift Funds (Balch, Bunn, other)	\$1,416	\$1,545	9%
<i>Gifts and Grants Sub-Total</i>	<i>\$5,841</i>	<i>\$6,217</i>	<i>6%</i>
Total	\$104,782	\$102,405	-2%

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

A. General Fund

The majority of the Library’s funding is provided by the City General Fund, with 61% of the budget provided by this resource. The Library’s financial well-being and our ability to deliver services to the public is closely tied to the performance of the local and national economy.

Amounts in \$1,000s	2023 Adopted	2024 Proposed	% Change
Hours & Access	\$26,746		
Providing Books & Materials	\$13,502		
Technology & Online Services	\$4,349		
Literacy & Early Learning	\$539		
Building & Facility Support	\$7,559		
Administration	\$4,591		
City Central Costs	\$4,819		
Total	\$60,105		

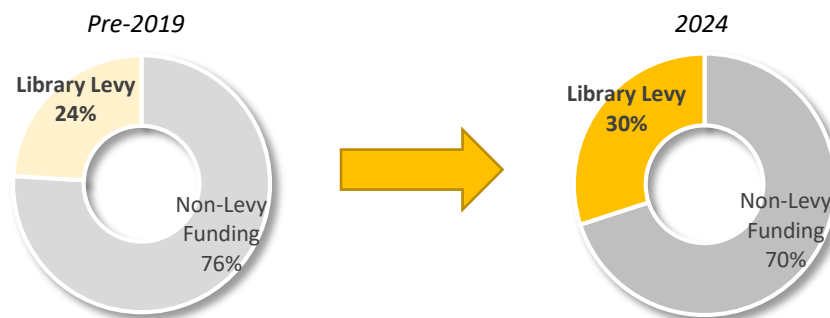
The strength of the local economy outperformed the City’s forecasting models for 2023, resulting in additional General Fund revenues of nearly \$76 million. As a result, the City Budget Office was able to maintain 2024 Endorsed Budget commitments and no additional reductions were requested for the mid-biennium. With that being said, the City’s 2023-2024 biennial budget does include a one-time use of \$2.2 million in accumulated Library fund balance in lieu of service reductions. As the Library and City engage in 2025 and 2026 budget planning efforts, realigning this aspect of the budget with General Fund resources will represent a priority and hurdle for the organization. It will be essential for the Library to keep historically marginalized communities and prioritized audiences who rely on Library services at the forefront of policy and programming decisions.

The City Budget Office requested the Library achieve an underspend target or meet a mid-year budget reduction for five out of the last 10 years. Considering the economic landscape, the risk of the City requesting a mid-year 2024 budget reduction should not be understated. In the event a mid-year reduction occurs, the Library has controls in place to closely monitor labor activity related to vacancies and other system-wide personnel shifts—these areas would be looked at prior to considering proposals which carry an impact on patrons or our program of service.

B. 2019 Library Levy

In August 2019, Seattle voters approved a seven-year, \$219.1 million 2019 Library Levy renewal to support, maintain, and expand core Library services, renewing a \$122 million Library Levy that was first passed in 2012. With the passage of the 2019 Library Levy, the Library increased our dependence on time-limited voter-approved funding.

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



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

Amounts in \$1,000s	2023 Adopted	2024 Proposed	% Change
Hours & Access	\$13,283		
Providing Books & Materials*	\$5,800		
Technology & Online Services	\$2,563		
Literacy & Early Learning	\$301		
Building & Facility Support	\$1,832		
Major Maintenance (CIP)	\$7,747		
Major Maintenance (IT)	\$1,147		
Administration	\$300		
Total	\$32,973		

Levy – Operating Fund

Section to provide brief overview of levy operating support.

Levy – Capital Improvement Program

Section to provide brief overview of levy capital support.

C. Other Capital Improvement Program Support

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

Real Estate Excise Tax (REET) – Capital Improvement Program

Section to provide brief overview of REET capital support.

D. The Seattle Public Library Foundation

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

Amounts in \$1,000s	2023 Adopted	2024 Proposed	% Change
Hours & Access	\$1,197	\$1,322	11%
Providing Books & Materials	\$1,642	\$1,735	6%
Technology & Online Services	\$318	\$428	35%
Literacy & Early Learning	\$779	\$698	-10%
Major Maintenance (CIP)	\$200	\$210	5%
Administration	\$289	\$279	-3%
Total	\$4,425	\$4,672	6%

E. Library Gift Funds

The Library receives investment earnings from two main funds, the Robert C. Bunn Trust and the Albert S. Balch Trust, which are used to enhance Library services and support new initiatives. There are also designated contributions that were made to the Library and are spent in accordance with donor restrictions. The allocation and approval for spending authority of Library gift funds occurs as part of the Operations Plan. Detail on items funded for 2024 can be found on Attachment 8.

F. Library Enterprise Revenues

The Library has limited opportunities for revenue generation, of which said resources are used to help support core operations. Library enterprise revenues have been on a slow path to recovery. 2024 revenue projections place the Library at 90% of pre-pandemic revenues, with full revenue recovery (\$866,000) expected for 2025. These funding sources provide approximately 0.8% of the Library's 2024 budget.

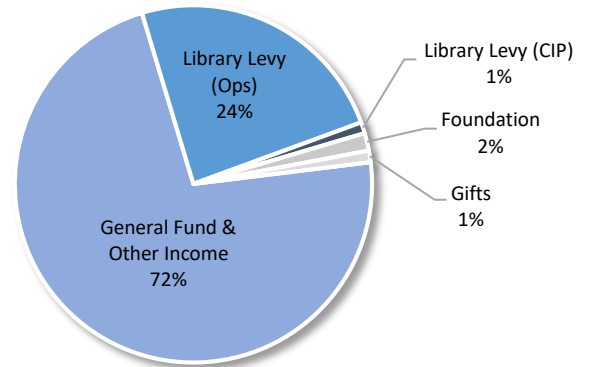
Amounts in \$1,000s	2023 Adopted	2024 Proposed	% Change
Lost Material Fees	\$110	\$115	4%
Central Library Parking Garage Fees	\$235	\$345	32%
Copy Services/Pay for Print	\$110	\$95	-16%
Space Rental	\$50	\$135	63%
Consignment Fees	\$45	\$85	47%
Miscellaneous Revenue	\$3	\$3	0%
Total	\$553	\$778	29%

IV. Staffing Levels by Funding Source

The 2024, the Library budget contains 709 positions (608.8 FTE)—funded via multiple sources (Figure 5).

Figure 5: FTE by Funding Source

	2023 FTE	2024 FTE	% Change
General Fund & Other Income	441.2	440.0	0%
Library Levy (Operations)	146.9	146.5	0%
Library Levy (CIP)	6.2	6.2	0%
Foundation	8.7	9.7	10%
Gift Funds (Bunn & Balch)	6.4	6.4	0%
Total	609.4	608.8	0%



A. Vacancies

As library employees leave for reasons such as retirement or in search of other opportunities, their position is unfilled for a period of time—in the simplest of terms, this period when a position is unfilled represents a period of vacancy. Assuming full employment for an entire year is unrealistic, as such a salary savings assumption is built into the budget that forecasts an organization-level vacancy rate. A 4% salary savings assumption is included as part of the 2024 budget—this rate is in line with historical vacancy rates at the Library. Actual savings and expenditures will be closely monitored to ensure appropriation authority is not over-expended.

B. Separation and Retirements Payouts

Staff turnover due to cyclical separations jumped in 2021, however 2022 represented a return to pre-pandemic averages. While staff retirements remained relatively steady, the ranks of Library employees reaching retirement age, but who have yet to announce their retirement, are significant. As of November 2023, The Library had TBD employees eligible for retirement (up from 150 employees in November 2022), with an estimated liability of \$TBD million (up from \$1.6 million in November 2022).

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

	2020		2021		2022	
	Count	Amount	Count	Amount	Count	Amount
Separation Payouts	19	\$39,086	61	\$190,877	33	\$136,808
Retirement Payouts	11	\$179,223	15	\$206,542	12	\$151,425
Total	30	\$218,309	76	\$397,418	45	\$288,234

V. Future Risks

In any given year, the Library is faced with risks that can impact our operations in a multitude of ways. Two high priority risk areas have been included as part of this section.

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

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

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

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

B. Aging Buildings, Maintenance, and a Changing Climate

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

The Central Library—potentially a future candidate for landmark status—will enter its third decade of service during 2024, and its systems are aging. A building of the Central Library's size, complexity, and intensity of use requires significant annual maintenance to preserve core functionality and continually improve building efficiency. Updating Central's mechanical and HVAC

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

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

VI. Opportunities

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

A. Strategic Planning

Guided by an internal core team and with staff, community, and partner input, a “Future of the Library” strategic foresight study was conducted in early 2023. Input for the Strategic Foresight process was gathered through multiple core team meetings, staff and community workshops with dozens of Library staff and community stakeholders participating, and a community and stakeholder survey for those who could not participate in person.

Using understandings from that study, the Library has engaged a consultant to lead the organization through an extensive strategic planning initiative. In support of this, the Library has engaged patrons, community partners serving Seattle's many diverse communities, staff and key stakeholders. The Library has also had this feedback analyzed by a third-party qualitative analyst to ensure our understanding of the feedback is accurate and reflected in the direction of the plan. The plan is expected to be available in early 2024.

B. Capital Grants, Campaigns, and Alternative Funding Mechanisms

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

Closing Summary

Stable funding going into 2024 allows the Library to focus on longer term planning efforts. While the levy provides necessary resources to support ongoing Library programs and services, it is set to end in 2026. Internal planning on how to approach a future levy is already underway. Additionally,

considering the upcoming 2025-2026 biennium and the City’s revenue projections, it will be critical for the organization to work collaborative with other leaders to develop a sustainable plan regarding funding over a longer term.

Attachments

1	2024 Operations Plan compared to 2023 Adopted Budget
2	Key Changes in 2024 relative to 2023 Adopted Budget
3	Library Language Access Plan
4	Library Board Race and Social Justice Policy
5	2019 Library Levy Categories & Budget Cross-walk
6	2024 Capital Improvement Projects
7	Long-Term Capital Improvement Program Plan
8	Library Gift Fund Project Listing
9	Library Organizational Chart



The Seattle Public Library

Date: November 16, 2023

To: Library Board of Trustees

From: Tom Fay, Executive Director and Chief Librarian
Jan Oscherwitz, Library Levy Administrator

Re: **Third Quarter 2023 Levy Report**

Background

We are in the fourth year of our seven-year \$219.1 million 2019 Library Levy. This report, which covers activities and spending for the third quarter of 2023, continues the series of ongoing updates for the Library's leadership team and board of trustees to document implementation of the levy priorities and accomplishments. This report describes the way the Library has responded to changes in how our patrons use the Library and how we are using levy resources to support the levy investment areas of Hours and Access, Collections, Technology and Online Services, Children's Programming, and Maintenance.

2023 Third Quarter Levy Report

The 2019 Library Levy provides 38% of the Library's revised total budget of \$132 million in 2023. The Library recorded spending of \$22.2 million of the revised 2023 levy budget of \$49.5 million through the third quarter, or 45% of the revised levy budget. Much of the lag in spending budget authority is associated with the capital program, which continues to experience pandemic-related delays. This report also provides information on the remaining \$ 1.9 million of budget authority from the 2012 Library Levy.

Hours and Access: We promised to keep libraries open when patrons need them

In Q3, we continued providing expanded Library hours established in April to fulfill many promises made to voters in 2019. Our implementation looks slightly different than planned due to what we learned about patron preferences in our [2021 survey](#) and the necessity of increased staffing requirements in a post-pandemic era. In developing our new schedules, we have prioritized levy promises to historically marginalized communities. To reduce the impact of unplanned closures during extreme heat conditions, in June, we implemented special summer hours at four branches that lack air conditioning. Despite our proactive planning, we still had to close some non-AC branches early on 33 separate days during the quarter in response to excessive heat conditions. Construction, staff shortages, pest issues and security incidents also impacted our ability to keep our locations open as scheduled.

Collections: We promised a robust collection of books and materials

We continued to make significant investments in both digital and physical materials and did our best to respond to increased demand for e-materials as e-book costs continue to rise. We also added an array of materials as a result of our collection diversity audits, and made some highly popular e-books more available through simultaneous-use licenses. We continued to enhance our physical collection by buying more copies of popular materials, including Peak Picks, our

popular no-hold, no-wait collection of high-interest titles. The Library is continuing to explore options to balance the levy commitment to provide a robust collection with the growing demand for – and cost of -- popular digital titles.

Technology and Access: We promised to improve computer and online services

We continued to loan hot spots through the general catalogue and our partnerships with community organizations. We are in the process of upgrading our hot spot devices to the latest models. While this upgrade process has temporarily increased wait times for devices, our new inventory should provide faster and more consistent access to the internet.

Children’s Programming: We promised to add more programming for children ages 0-5.

We provided weekly Play and Learn sessions at six libraries in Q3, including a new group in Spanish at Delridge Branch that started in September. We offered over 140 story times at the Central Library, 16 branches and in the community in Q3, including world language story times in Spanish and Arabic.

Maintenance: We promised to maintain buildings for the next generation

Our facilities and custodial staff completed over 1,850 work orders in Q3, including addressing pest infestations at three branches. Our security staff continued early morning patrols at Ballard, Lake City and several other branches to help ensure our building were safe and secure as they opened each day. We are in the process of hiring two new security officers using levy funds. We anticipate filling those positions in Q4.

As noted earlier, our Capital Improvement Program continues to experience unfortunate delays due to widespread supply chain issues and labor shortages. Despite these challenges, we continued construction on the Green Lake seismic retrofit project, made substantial progress on sewer repairs at the Douglass-Truth Branch and went live with the Library’s new Automated Materials Handling System (AMHS) at the Maintenance and Operations Center (MOC) in early Q3, transitioning from Level 2 at the Central Library.

Action required/requested: Request review and consideration of 3rd Quarter 2023 Levy Report for approval at the November Library Board meeting.

2023 Q3

The Seattle Public Library LEVY REPORT

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EXECUTIVE SUMMARY

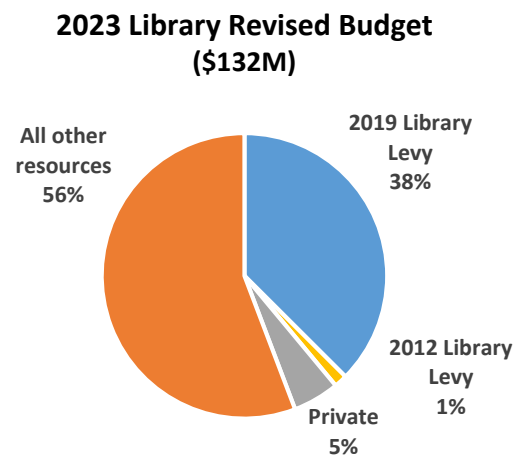
Expanding services

Levy background

In August 2019, Seattle voters overwhelmingly approved (76%) a seven-year, \$219.1 million property tax levy to maintain and enhance Library services from 2020 through 2026, renewing a seven-year \$122.6 million levy that expired at the end of 2019.

In 2023, the 2019 Levy accounts for \$49.5 million (38%) of the Library's total revised budget of \$132 million. The 2012 Levy provides \$1.9 million (1%).

Other sources including the City's general fund, state and federal grants, private funds and Library fund balance account for the remainder. As part of its proposal to voters, the Library **laid out a clear framework for how 2019 Levy proceeds** would be used to maintain services that had been funded by the 2012 Levy and provide additional services and programs over the seven-year levy period. This report, which covers levy activities and spending for Q3 2023, continues the series of quarterly levy updates the Library has provided for the Board of Trustees and the public since 2013.



Beyond renewing 2012 levy commitments, the 2019 Levy provides support for additional Library hours; elimination of overdue fines; improved collections and technology; safer, cleaner buildings; specialized programming and services for children; and development of a plan for the future of library service.

Q3 2023 highlights

During Q3 2023, the Library continued to adapt to meet the needs of Seattle residents in the levy investment areas of Hours and Access, Collections, Technology and Online Services, Children's Programming, and Maintenance.

As you'll read in this report, we continued to restore Library services for Seattle residents and offered more open hours in Q3 on an average weekly basis than at any time since 2009. We were scheduled to be open 1,468 hours per week in Q3 for an overall increase of 7% in operating hours over 2019 levels. The allocation of these hours was informed by our [2021 public survey](#) and our continued effort to provide safe and welcoming environments for our patrons and staff. To support new hours, we are in the process of hiring two additional security officers.

In Q3, due to excessive heat, construction impacts, staff shortages and pest issues, we have had to close branches unexpectedly during scheduled hours more frequently than in pre-pandemic times, however, even with these unexpected closures, our locations were open more hours in Q3 than in 2019.

Beyond expanding hours in Q3, we continued in-person Play and Learn sessions for pre-K children and parents at six branches and offered in-person story times at 17 library locations with a special emphasis on serving children and families from less-resourced communities. Many programming activities are supported in part by The Seattle Public Library Foundation. We continually seek to leverage levy funds with funding from other sources to stay connected and nimble in service to the residents of Seattle.

Planning for the future

With the [Strategic Foresight](#) process complete, the Library made significant progress in developing a strategic plan to help the Library better serve emerging community needs over the next 10 years. In July, the Strategic Planning Core Team, made up of staff across the library system, held an all-day retreat to identify the Strategic Plan's areas of impact:

Belonging, Literacy, Enrichment, Empowerment, Staffing and Sustainable Systems. During and after the retreat, the core team identified and prioritized outcomes and activities for each of the impact areas. After the staff teams incorporated feedback from community-based organizations and Library and City Leadership, the Library held a Town Hall for staff to update employees on the Strategic Planning Process, report back on the results of a staff survey, and solicit feedback on the emerging plan. The Town Hall also provided an opportunity for the Library to test out the functionality of a large-scale hybrid event with the levy-funded meeting room carts recently deployed across the system. More than 288 staff members logged into the event, which included watch parties at several branch locations and the Central Library Auditorium.

“What we came to as the conclusion, both for staff, stakeholders, and for partners, was that the Library's that community hub, a community connector. Those are really strong identity profiles for the organization that we should be focused on”

Laura Gentry, Library Communications Director, in [The Urbanist](#)

A draft of the Strategic Plan began to take shape by the end of September. Acknowledging that this is an iterative process and will include revisions before the final is complete, the initial draft includes the following elements -- Mission, Vision, Values, Impacts, Outcomes, and Priority Activities -- identified by stakeholders and refined by the Strategic Planning Core Team. The Core Team aimed to make a public version of the Strategic Plan Draft available by the end of October and launch a public survey to request feedback on the direction of the plan.

Increasing access

The Hours and Access category of the 2019 Levy supports operating hours in neighborhood branches and the Central Library; providing access to Library programs and services in the community; and outreach and engagement services throughout the city. Many elements of this levy category relate to increasing access to Library services through measures such as eliminating late fees and adding open hours. The revised levy budget in 2023 for the Hours and Access category is \$13.3 million.

In early 2020, we eliminated overdue fines and started opening our branches one hour earlier on Sundays, the first step in what was intended to be more than 10,000 new Library hours each year funded by the levy. In the wake of COVID closures, restrictions and related staffing challenges, it took us several years to restore open hours to pre-pandemic levels and begin expanding hours to fulfill this levy promise. After open hours expanded in late March and early April 2023, our libraries were scheduled to be open 7% more hours than in 2019. When the Green Lake Branch opens in 2024 after its seismic retrofit renovation, the Library will have increased open hours by 10% compared to 2019 (see Table 1. Weekly hours in 2023 compared to 2019 baseline and pre-pandemic service levels).

Starting in June, we adjusted weekday schedules at several branches that lack air conditioning (Fremont, NewHolly, Northeast and Southwest branches) to take advantage of the cooler morning hours. Evening hours at those branches resumed in September. This seasonal adjustment resulted in fewer unplanned closures due to extreme heat than in the summer of 2022, although the Library still experienced 71 heat-related unplanned closure events on 33 separate days at the nine branches without air conditioning during Q3 for a total of 252 hours of unscheduled closures. The good news is that by the end of Q4, we will have added air conditioning systems to the Capitol Hill, Northeast and Southwest branches; a new HVAC system was also added at the NewHolly Branch by the Seattle Housing Authority, which operates its space. By next summer, including the addition of A/C at the Green Lake Branch as part of its seismic retrofit, 22 of the Library's 27 locations will have air conditioning, and we should experience fewer heat-related closures.

In Q3, we experienced several other challenges in keeping our facilities open as scheduled. In July, we closed three facilities for two days to address pest infestations at those locations. In September, the Douglass-Truth and Capitol Hill branches closed for up to a week for construction. And throughout the summer, staff shortages, due to increased leave usage and higher staffing levels now required in response to post-pandemic security challenges, resulted

in reduced schedules at some locations. Keeping all Library locations open as scheduled in the post-pandemic environment remains a challenge.

We have also had to work harder to keep our libraries clean and safe. Due to the increased frequency and severity of security incidents in and around our buildings, the Library allocated levy funds from prior year savings to hire two new security officers through the remainder of the levy period. We have been actively recruiting for those positions and anticipate filling them in Q4. Through Q3, our security staff continued early-morning patrols at high-incident branches to ensure our buildings are clean and safe before opening. We are also in the process of upgrading our security cameras at the Central Library and will install new cameras at Ballard, Capitol Hill and Lake City branches once our IT staff has resolved emergent data storage issues.

In-house Social Services team

In Q3, the Library's new Social Services team became fully staffed with the addition of a Senior Community Resource Specialist (CSR). With an additional staff member, the team was able to reach more patrons and provided 214 referrals at the Central Library for housing, food, clothing, mental health, employment and other areas. The team also distributed emergency supplies through branches and the Central Library Level 5 Mixing Chamber to over 160 individuals in Q3. Our community resource specialists have been meeting with partnering agencies to familiarize themselves with available services and discuss potential partnerships. In Q3, the team met with the HOPE Team, REACH, Chief Seattle Club, Mary's Place, POCAAN, Real Change, Recovery Café and others.

Also in Q3, we launched "Coffee and Conversations," a biweekly program and community space held in the Living Room of the Central Library geared towards patrons experiencing homelessness. Prior to the pandemic, we offered this program at the Ballard Branch, which we restarted earlier this year. This type of programming is consistent with trauma-informed care principles by creating a space that is welcoming and allows patrons to build relationships with public services and security staff. It also creates an environment for peer networks to flourish and gives patrons a voice in shaping future programs and services. Three events at the Central Library in Q3 were attended by a total of 49 people. The response has been very positive, with one patron commenting on the refreshments; "What a beautiful spread! We never get to eat like this."



Coffee and Conversations at the Central Library

In-person and virtual programming and services

The Library's free after-school Homework Help program ended the school year with 16 weekly sessions at eight locations and growing attendance over the school year. Students had visited over 2,400 times since the beginning of the year. Homework Help restarted the week of Sept. 11, with 19 sessions a week at nine branches, including the addition of the Broadview Branch. We also continued to offer free virtual tutoring seven days a week through tutor.com.

In June, we launched our 104th [Summer of Learning program](#), which invited youth to explore their past, present and future; exploring where they've come from, where they are right now, and where they hope to be years from now. To complement the program, we created multilingual downloadable materials, available online or at local branches throughout the summer. Summer of Learning participants were once again invited to a free end-of-summer celebration at the Burke Museum of Natural History and Culture on Aug. 27.

In July, the Library hosted a bilingual summer party at the South Park Branch in partnership with the Spanish-language radio station El Rey 1360 AM. The event, designed to attract Hispanic/Latino families to the Library during the summer, was a success. Approximately 100 mostly Spanish-speaking South Park residents attended (twice as many as our goal), and engaged with activities such as a "library quiz," the Wheel of Fortune, a mini Spanish story time, distribution of free books and a crafts table.



The Central Library hosted 30 public events during Q3 including "Banking on You" a one day entrepreneurial workshop in July put on by Evoke, Inc. to help patrons gain a comprehensive understanding of what it takes to have financial freedom. In August, for the second year in a row, the Library hosted Young Women Empowered "Y-WE Write," a week-long summer writing camp for young women ages 14-19, and in September, the Library hosted the Northwest Historians Guild's "Revisit and Reimagine Pacific Northwest Histories" conference. Also in September, the Library hosted the first of a three-part guest-curated series, "The John Okada Centennial: A Celebration of his Life and Work." Curated by Okada biographer Frank Abe, the event highlight many aspects of the life of John Okada, who was born at the Merchants Hotel in Pioneer Square and authored the seminal Japanese American novel, "No-No Boy," published in 1957. The second and third programs will be offered in October and November.

As we expand our in-person programs and services, we continue to offer essential services and programs in virtual or hybrid formats. We offered over 50 virtual programs in the third quarter, including author talks, civic coffees, English circles and El Club Latino. We also offered 247 videos on our official SPL YouTube channel, including .seven new programs published in the third quarter on topics ranging from LGBTQ+ History to workshops for small business owners.

Overall, our videos were viewed more than 10,000 times. Our most popular new recording was a tour of the Central Library from 2019. This video was viewed over 1,200 times.

Promoting the Library

As we continue to restore services, we have worked to reintroduce Seattle residents to our in-person offerings. Q3 marked the launch of the 2023 Library Card Sign-Up Month Campaign. Titled “Free To,” the campaign highlights the Library’s free offerings and celebrates the freedom to read and explore ideas free from censorship. The campaign was transcreated, a type of translation that adapts the message to the cultural nuances and preferences of the target audiences, into Spanish, Vietnamese and Chinese. It was launched through Library-owned channels (website, social media, posters/displays and outreach items) in September and will continue with paid advertising throughout the fall. The Library’s marketing team has also fine-tuned its social media strategy, significantly increasing both impressions and likes for calendar events. We anticipate that this increased awareness will result in increased program attendance.

LEVY ACCOMPLISHMENTS: COLLECTIONS

Building robust collections in print and digital formats

The 2019 Levy commits resources to maintaining and expanding the Library’s collection of physical and digital materials. The levy includes additional funding for e-books, e-audiobooks and streaming services; continuation of Peak Picks; and funds to support the acquisition and digitization of local history items. In 2023, the 2019 Levy provides \$5.9 million in the Collection category, including \$4.6 million for books and materials.

Demand for digital collections increasing, and costing us more

More patrons are accessing electronic resources at the Library, with a record number of patrons using OverDrive, even as costs for electronic materials continued to rise.

Over 122,000 patrons downloaded more than 1.4 million digital books (e-books and e-audiobooks) through OverDrive in Q3, an increase of 19% in users and 16% in items checked out compared to Q3 2022. This includes over 2,400 borrowers from across the nation who checked out 38,000 e-books and e-audiobooks through our [Book Unbanned program](#) in Q3.

Books Unbanned, a program started by Brooklyn Public Library that we joined in April 2023 offers 13- to 26-year-olds outside the Library's service area free access to our e-book and e-audiobook collections.

The program is designed help counter the series of increasingly coordinated and effective efforts to remove books from public and school libraries across the nation and expand access for teens and young adults, a group that has been disproportionately impacted by censorship. The Library's Books Unbanned is funded by The Seattle Public Library Foundation and does not affect our patrons' access to our collections.

To make highly popular digital titles more available, the Library offered several popular titles through simultaneous-use licensing, which means an unlimited number of patrons can check out a title. Nearly 2,500 titles were made available through simultaneous use licensing, resulting in over 60,000 checkouts. Highlights include "American Prometheus" by Kai Bird, the basis for the film "Oppenheimer;" "Braiding Sweetgrass" by Robin Wall Kimmerer, the perennially popular guide to indigenous wisdom; the beach read "A Very Typical Family" Sierra Godfrey; and the dystopian novel "Wool" by Hugh Howley.

The Library also invested in our World Languages digital collection, adding 163 digital books for adults and 124 for children in languages including Arabic, Chinese, French, German, Italian, Korean, Russian, Spanish, Ukrainian and Vietnamese. Highlights include "Indian No More" by Charlene Willing McManis and Traci Sorell, winner of the American Indian Youth Literature Award; and several titles in the popular "Diary of a Wimpy Kid" series by Jeff Kinney in Chinese.

Overall, the Library acquired over 30,000 digital copies during Q3 2023, similar to the quantity acquired in the third quarter of 2022. Higher costs for e-material and expensive new licensing models, such as simultaneous-use licenses, have made it challenging to fulfill Levy promises such as reducing wait times. The cost per license continues to rise and the simultaneous-use licensing model is a convenient but expensive option for lowering wait times.

Libby, OverDrive's very popular app, continues to add features to help patrons access titles. In Q3, Libby debuted a new feature called "Notify Me." "Notify Me" allows patrons to search the entire OverDrive database for titles not owned by the Library and "tag" a title that they are interested in; if the title is purchased, the patron is notified so they can place a hold or check the item out. The Library reviews tags and considers requests for purchase.

Building physical collections

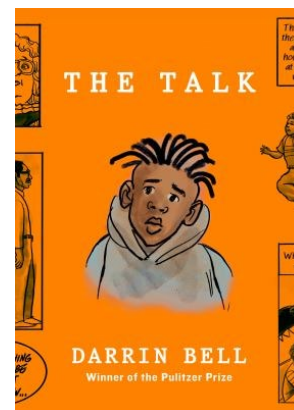
Demand for physical materials is holding steady as e-book checkouts grow. In Q3, we circulated nearly 1.4 million items, about the same as 3Q 2022. As patrons request materials in a variety of formats, we continue to deliver on our levy promise of more materials when patrons want them.

[Peak Picks](#), the Library’s popular no-holds, no-wait collection of high-interest titles, continues to be popular in its sixth year, with more than 37,000 checkouts in Q3, a 4.6% increase over the same quarter in 2022. The most popular Peak Picks title during this period was the novel “The Librarianist” by Patrick deWitt, a bestselling author based in Portland.



We added 27 Peak Picks titles and nearly 4,500 copies in Q3. Nonfiction highlights include “The Heat Will Kill You First: Life and Death on a Scorched Planet” by environmental writer Jeff Goodell; “Safe & Sound: A Renter-Friendly Guide to Home Repair” by trans advocate Mercury Stardust; and “Exit Interview: The Life and Death of My Ambitious Career” by former Amazon employee Kristi Coulter. Fiction highlights include Ann Patchett’s “Tom Lake” and James McBride’s “The Heaven & Earth Grocery Store”; McBride also appeared at the Library in September of 2023.

We completed our comprehensive diversity audit of our physical and digital collections and used levy funds in Q3 to focus on purchasing diverse teen and adult fiction. Teen highlights include the graphic works “The Talk” by Pulitzer-Prize winner Darrin Bell; “The Color of Always: An LGBTQIA+ Love Anthology”; and the teen graphic adaptation of “Stamped from the Beginning: A Graphic History of Racist Ideas in America” by Ibram X. Kendi. Diversity audit funding for adult fiction supported the enhancement of the Library’s collection of BIPOC authors’ works, including Louise Erdrich, Leslie Marmon Silko, Carl Weber and Treasure Hernandez.



Adding to local history collections

In Q3 we digitized over [500 new photographs](#) from our Werner Lenggenhager photograph collection and made them available online. The newly added photographs include images of [Mayor Clinton S. Gordon’s office](#) in 1963, construction of the [Henry M. Jackson Federal Building](#) in 1973, the [Colman Dock Ferry Terminal](#) in 1966, [post offices](#) and [fire stations](#) throughout the city, the old [Seattle Times and Post-Intelligencer buildings](#) and [Northgate Mall](#) in the 1950s. These photographs are especially significant because many of the buildings they depict are no longer standing. We also added a handful of new photos of the Central District’s [East Union-East Madison Mardi Gras Parade](#) to our Black Culture and History Collection. The parade was established in 1952 as one of several neighborhood celebrations coinciding with Seafair. Local historian Feliks Banel highlighted our work with the Black Culture and History Collection in a [radio and web piece](#) in September.



Post Office at 3rd Avenue and Union, 1958

We added new photographs to the Seattle Collection. including several that provide a glimpse into life in Seattle at the beginning of the 20th century. They include a 1900 photo of the Seattle High School track and cycling teams; a photograph of a Washington Laundry truck making deliveries on Queen Anne Hill; and a 1911 photo of the Hoisting and Portable Engineers Union's Annual Ball. We also acquired a rare 1905 photo of the formal welcome of Baron Komura of Japan to Seattle's Smith Cove, where he was greeted by a crowd of 1,500 people.



Seattle High Track and Cycling Teams, 1900

LEVY ACCOMPLISHMENTS: TECHNOLOGY

Keeping our technology up to date

The 2019 Levy promises around technology include dedicated funding to support the Library's digital equity efforts; replacing infrastructure for public internet access; replacing outdated technology for acquisition and circulation of books and materials; and maintaining and upgrading public technologies and the spl.org website. The levy provides \$2.4 million to support technology operating expenses in 2023 and \$6.4 million, including \$5.2 million in carryforward, for the technology capital program.

Digital equity and the HotSpot circulation program

The 2019 Levy is the primary funding source for our HotSpot program, which help connects those disproportionately affected by the digital divide. The Library offered 1,130 hot spots in the third quarter of 2023, including 850 that were available to all patrons via our catalogue, 30 that were available through our Mobile Services team and an additional 250 available to patrons and community partners through our outreach team. Hot spots in our catalogue were checked out 1,363 times. Average wait times stayed close to 6-8 weeks while the Library continued to upgrade hot spots to a new model that is faster and will provide better service. By Q1 2024, all older models will be replaced by newer models and wait times should decline again.

"The hot spot has been so helpful to do my homework and assignments."

We made 99 new loans of outreach hot spots for long-term access. Our ongoing partnerships with Villa Comunitaria, Alphabet Alliance of Color and the Low Income Housing Institute (LIHI) continue to support long-term access to internet and resources benefiting people disproportionately impacted by the digital divide. We worked with LIHI to exchange and update hot spots at Tiny House Villages across the city. During onsite visits to distribute the new hot spots, Library staff provided an overview of how to use the devices, answered questions and discussed ongoing opportunities to build connections and share library resources with members of the Tiny House Village communities. We also continued our ongoing outreach partnership with Casa Latina. Our partnerships with these organizations are essential to our goal of providing fair and accessible opportunities to connect with resources and fully utilize the benefits available at the Library and beyond.

Expanding access to computers, scanners and more

In Q3, 10% more people used Library computers, with 13% more sessions than the previous year. Laptop checkouts alone increased by 90%, with 1,751 bookings in Q3 2023 compared to 918 in Q3 2022. Over 437,000 pages were printed through our printing stations and over 80,000 pages were processed through our ScanEZ stations in Q3.

In the third quarter, we continued to modernize and improve patron-facing technology, including the replacement of 40 printers no longer supported by the manufacturer. We also worked to right-size our hardware offerings. Despite steady gains in usage of Library computers over the course of the year, it has become clear that the demand for desktop computers has declined since the pandemic as patrons have shifted to their own devices and library laptops. IT staff has spent the last nine months studying computer usage statistics and determined that the desktop fleet could be reduced by up to 30% without impacting availability of computers to our patrons. By right-sizing the desktop fleet, we free up resources to invest in high-demand technology, including additional laptop capacity, ScanEZ stations and upgraded print kiosks. We will be removing excess desktop stations from branches over the next six months.



Expanding early learning options for children

Play and Learn expands, in-person story times continue

The 2019 Levy promised additional support for Library early learning programs for children ages 0 to 5, providing about \$300,000 in 2023. A key element of our early learning program is our continued support for the Kaleidoscope Play and Learn (KPL) program, which offers drop-in neighborhood-based play groups for the Family, Friend and Neighbor Care (FFN) community. Weekly sessions, facilitated by early childhood educators, are available to children up to 5 years old. Parents, caregivers, and children are guided through a variety of developmental activities that



promote early learning. The Library partners with local community-based organizations and agencies to offer these programs by providing meeting room space, program supplies, website promotion and early literacy support from our children’s librarians. The levy provides direct funding to support Play and Learn sessions offered by local community-based organizations and evaluate programs and services provided.

Partnering with Denise Louie Education Center, Chinese Information and Services Center and Villa Comunitaria, the Library continued Play and Learn programming at Beacon Hill, Columbia, Lake City, Rainier Beach and South Park branches through the summer. Providing these high-quality early learning experiences year round ensures participants have continued access to programs with minimal disruptions and provides host branches opportunities to promote other library summer programs such as Summer of Learning. In September, the Library partnered with Villa Comunitaria to launch a new Play and Learn group at Delridge Branch. Villa staff conducted door-to-door community outreach to promote the program prior to the official start. Also in September, the Play and Learn program at the Columbia Branch began to be offered in both Amharic and English. Denise Louie Education Center is planning targeted outreach to

“I bring my son to KPL every week, it helps him to set up a routine. The activities that he did at the program such as learning how to share toys with other kids, follow directions and use scissors safely, all these things help my son to prepare for school.”

- Play and Learn participant

local nonprofits and organizations that serve the Ethiopian community in South Seattle to make sure they are aware of the program. In Q4, we are partnering with East African Services Center to offer Play and Learn in Somali and English at the NewHolly Branch. The new group will start with outreach and engagement to prioritized communities in the NewHolly community with broader community outreach once the program has operated for several months.

We are continuing to evaluate how we can best support the expansion of programming for children 0-5 as promised by the levy. The challenges of providing services that honor our levy commitments and meet the fiscal needs of our partners due to changes in the funding landscape are considerable. In our efforts to resume programming, we have had to work in individualized ways with each partner to secure additional funding to allow partners to operate Play and Learn groups weekly. Our original projections for providing up to six new Play and Learn groups did not anticipate the rise in the cost of living since the levy was approved nor the decline of other funding sources relied upon by our partners. While we celebrate meeting and exceeding our levy commitments, we are concerned about the Library's ability to sustain this level of programming in light of future budget forecasts. We are beginning to convene internally to review budget projections from our partners and identify alternate sources for funding.

Through the third quarter, we offered over 140 story times at 16 branches, the Central Library and in the community, including world language story times in Spanish and Arabic. In October, we are re-introducing in-person Fire Fighter story time at the Central Library and Lake City and South Park branches with plans to add the program to our regular story time monthly rotation at branches throughout the system.

LEVY ACCOMPLISHMENTS: MAINTENANCE

Protecting our investments

The 2019 Levy promised to maintain Library buildings, preserve funding for major maintenance and add resources to undertake earthquake retrofits for the [historic Columbia, Green Lake and University branches](#). The 2019 Levy provides about \$1.9 million in 2023 to support routine maintenance and \$18.4 million to support major maintenance and seismic work.

Routine maintenance: Keeping our facilities clean and safe

The Levy provides \$1.9 million in 2023 budget and prior carry-forward authority to support enhanced levels of routine maintenance. In Q3, our facilities and janitorial team faced unique challenges and opportunities for keeping the Library clean, safe, and accessible. They completed over 1,850 work orders in Q3, and continued to address an increase in incidents of

vandalism and drug use at our locations. As described in the Access section, we have also taken steps to ensure our facilities are safe for staff and patrons, including installing air sensor equipment in the restrooms at Lake City, having security staff conduct early-morning patrols at branches in neighborhoods that experience high levels of illegal activity during the hours we are closed, and preparing for the installation of security cameras at the Central Library and Ballard, Capitol Hill and Lake City branches.

Major maintenance: Preserving libraries for the next generation

The 2019 Levy provides \$7.6 million in 2023 budget authority and \$10.8 million in carryforward authority for major maintenance and seismic work. The 2012 levy provided an additional \$1.3 million in carryforward authority. In Q3, the Library spent nearly \$1.9 million of 2019 levy funds on seismic, major maintenance and IT capital work and over \$29,000 of 2012 levy funds.

Construction for the Green Lake Branch seismic retrofit project will continue through early 2024. In January, we submitted the permit application for the University Branch seismic retrofit and anticipate issuing the bid for construction in late 2024. The tentative scope includes electrification and HVAC upgrades concurrent with the seismic retrofit; however, cost projections for the project have not been finalized. Due to scope expansion, material scarcity and exponential increases in construction inflation, we may face a shortfall of \$5 - \$6 million on this project.



Green Lake Seismic Retrofit Project

The Library is actively pursuing multiple federal and state funding opportunities to supplement levy funding for such projects. But applying for, monitoring and reporting on federal and state funding requires substantial staff resources, and often requires technical expertise, all of which can be beyond current Library staff capacity. Timeliness of funding decisions, especially at the federal level, varies and is dependent upon political factors beyond the Library's control.

Should we fail to secure federal and state grants or should the City further reduce the Library's REET allocation, it is likely that there will be insufficient resources to undertake the third seismic project (Columbia Branch) planned in 2019 levy. The Library's senior management team is reviewing a rough scope and cost estimate for the Columbia Branch project provided by the project architect SHKS for possible scope refinement.

Progress on other significant projects during Q3 included sewer repairs at the Douglass-Truth Branch, which should be finished in early Q4. The Library's new Automated Materials Handling System (AMHS) went live at the Maintenance and Operations Center (MOC) in early Q3, transitioning from Level 2 at the Central Library. Installation of new HVAC/mechanical systems

units on the Capitol Hill Branch roof should be complete in Q4. Finally, electrification upgrades (with the notable addition of air conditioning) for the Northeast and Southwest branches are on schedule, with completion expected by the end of 2023.

Risks, opportunities and the path ahead:

As you'll read in our 2023 4Q and year-end report, our staff continue to adapt, enhance, and launch services and programs to help our community. Here's a quick preview:

- Strategic Plan draft roll out
 - Challenges in continuing to meet levy commitments
 - Improvements to technology infrastructure
-

2023 Financials

The 2019 Levy accounts for \$49.5 million (38%) of the Library's total revised 2023 budget of \$132 million. The 2012 Levy accounts for \$1.9 million. The City's General Fund, and other sources, including The Seattle Public Library Foundation, state and federal grants fund the remainder.

Spending tables below show the 2023 Operations Plan Budget plus encumbrances and unspent budget authority from 2022 in the revised budget columns. Unspent prior year budget authority of \$16 million from the 2019 levy and \$1.9 million from the 2012 levy are available for spending in 2023.

2019 Levy	2023 Ops Plan	2023 Revised	2023 YTD	% Revised Budget	
	Budget	Budget*	Exp.	Available	Spent
Hours & Access	13,283,000	13,322,402	8,967,400	4,355,002	67%
Collections	5,800,000	5,907,076	4,406,454	1,500,622	75%
Technology & Online Services	2,563,000	2,403,817	1,622,503	781,315	67%
Children's Programming	301,000	297,308	190,025	107,284	64%
Maintenance	1,832,000	2,152,110	1,231,461	920,649	57%
Administration	300,000	492,916	392,677	100,239	80%
Capital Improvement Program	8,894,000	24,904,429	5,345,362	19,559,067	21%
Total	32,973,000	49,480,059	22,155,881	27,324,178	45%

Includes \$496k in operating carry-forward and \$16M in capital carry-forward budget authority

2012 Levy	2023 Ops Plan	2023 Revised	2023 YTD	% Revised Budget	
	Budget	Budget*	Exp.	Available	Spent
Technology & Online Services	-	258,000	128,017	129,983	50%
Buildings & Facilities Support	-	-	-	-	-
Capital Improvement Program	-	1,684,622	711,464	973,158	42%
Total	-	1,942,622	839,480	1,103,142	43%

Entire 18100 budget consists of carry-forward budget authority

Table 1. Weekly hours in 2023 compared to 2019 baseline and pre-pandemic services levels

Location	2019 Baseline	Jan. 1 - Mar. 13, 2020	Jan. 1 - Mar. 20, 2023	Mar. 21 - Apr 2, 2023	Apr. 3, 2023 until Green Lake Opens	When Green Lake Opens
Ballard Branch	60	61	59	62	62	62
Beacon Hill Branch	60	61	57	57	56	56
Broadview Branch	60	61	57	62	62	56
Capitol Hill Branch	60	61	55	55	62	62
Central Library	62	62	54	62	62	62
Columbia Branch	60	61	53	53	56	56
Delridge Branch	39	40	40	40	56	56
Douglass-Truth Branch	60	61	55	55	62	62
Fremont Branch	39	40	40	48	48	48
Green Lake Branch	39	40	33	CLOSED	CLOSED	56
Greenwood Branch	60	61	61	61	62	62
High Point Branch	46	47	47	47	62	62
International District/Chinatown Branch	46	47	42	42	62	62
Lake City Branch	60	61	61	61	62	62
Madrona-Sally Goldmark Branch	39	40	40	40	48	48
Magnolia Branch	39	40	33	48	48	48
Montlake Branch	39	40	40	40	48	48
NewHolly Branch	39	40	33	33	56	56
Northeast Branch	60	61	57	57	56	56
Northgate Branch	60	61	57	56	56	56
Queen Anne Branch	39	40	35	48	48	48
Rainier Beach Branch	60	61	59	59	56	56
South Park Branch	46	47	47	47	62	62
Southwest Branch	60	61	45	45	56	56
University Branch	46	47	47	47	48	48
Wallingford Branch	39	40	40	48	56	48
West Seattle Branch	60	61	45	45	56	56
Total Weekly Hours	1,377	1,403	1,292	1,318	1,468	1,510
Hours as a % of 2019 baseline level		102%	94%	96%	107%	110%
Hours as a % of 2020 pre-pandemic level		100%	92%	94%	105%	108%



The Seattle Public Library

Date: November 16, 2023
To: Library Board of Trustees
From: Tom Fay, Executive Director and Chief Librarian
Amy Lawson, Executive Assistant/Library Board Staff Liaison
Subject: Proposed Library Board Meeting Schedule 2024

Listed below are proposed dates for the regular Library Board meetings in 2024. Meetings are proposed at noon on the last Thursday of the month, with exceptions made for earlier meeting dates in November and December to accommodate winter holidays. Meetings are to be held in a “hybrid” platform at the Central Library and via remote connection. Any reinstatement of a pandemic emergency may result in virtual meeting requirements.

Trustees will consider preferences for potential special meeting dates (“retreats”) to be scheduled separately.

Proposed 2024 Regular Meetings of The Seattle Public Library Board of Trustees:

Thursday, January 25, 12:00 p.m.
Thursday, February 29, 12:00 p.m.
Thursday, March 28, 12:00 p.m.
Thursday, April 25, 12:00 p.m.
Thursday, May 30, 12:00 p.m.
Thursday, June 27, 12:00 p.m.
Thursday, July 25, 12:00 p.m.
Thursday, August 29, 12:00 p.m.
Thursday, September 26, 12:00 p.m.
Thursday, October 31, 12:00 p.m.
Thursday, November 21, 12:00 p.m.
Thursday, December 12, 12:00 p.m.

Action Required/Requested: Request Board consideration of proposed 2024 meeting dates for approval at November 2023 meeting.



The Seattle Public Library

NEWS RELEASES

Date			Title
10	02	2023	The Seattle Public Library's Northeast and Southwest branches to temporarily close in November for HVAC installation
10	05	2023	Celebrate Small Business Community Champions with the First Annual Intentionalist Awards at The Seattle Public Library
10	11	2023	Award-Winning Graphic Novelists Jillian and Mariko Tomaki Discuss 'Roaming' on Oct. 18 with Jas Keimig at The Seattle Public Library
10	12	2023	Bestselling Horror Author Tananarive Due Discusses 'The Reformatory' at the Central Library On Wednesday, Nov. 1
10	18	2023	Bullitt Lectures in History Highlight Untold Story of the Black Working Class and "A Fever in the Heartland"
10	25	2023	Join U.S. National Archivist Dr. Colleen Shogan on Thursday, Oct. 26 for a Conversation at Seattle's Central Library
10	25	2023	Public Survey - Help Shape The Seattle Public Library's Plans for the Future
10	25	2023	The Children's Center at The Seattle Public Library's Central Library Expands Hours



The Seattle Public Library
MEDIA COVERAGE

Date			Organization	Headline	Details	Link
10	02	2023	<i>West Seattle Blog</i>	FOLLOWUP: Southwest Library sets closure dates for air-conditioning installation	Press release reprinted.	https://westseattleblog.com/2023/10/follow-up-southwest-library-sets-closure-dates-for-air-conditioning-installation/
10	04	2023	<i>The Seattle Times</i>	Moving to Seattle? Here's What You'll Need	"And don't forget to take advantage of the free museum entry that comes with a Seattle Public Library card, Karen Smithson reminds us. (Participating museums include the Museum of Pop Culture and Seattle Art Museum). "	https://www.seattletimes.com/life/seattle-starter-kit-what-readers-say-you-need/
10	06	2023	<i>The Facts Newspaper</i>	October 2023 Author Readings and Community Events With The Seattle Public Library	Press release reprinted.	https://www.thefactsnewspaper.com/post/october-2023-author-readings-and-community-events-with-the-seattle-public-library
10	06	2023	<i>KUOW</i>	Why one Seattle author is seeing her books banned in Florida	"And while Larson believes parents are entitled to guide their children and what they read, she wished children had the freedom to read whatever they want and make their own judgements about the world around them."	https://www.kuow.org/stories/why-one-seattle-author-is-seeing-her-books-banned-in-florida

10	06	2023	<i>KUOW</i>	This Seattle author wrote a memoir for LGBTQ youth. Now it's being banned	"Without access to books like theirs, Hutchinson said he worries about the obstacles queer kids today will face, obstacles he once went through in the '90s but thought would be left in the past by the generations that followed."	https://www.kuow.org/stories/this-seattle-author-wrote-a-memoir-for-lgbtq-youth-now-its-being-banned
10	08	2023	<i>The Seattle Times</i>	What's open, closed, and how to celebrate on Indigenous Peoples' Day	"All locations of The Seattle Public Library and book returns are closed."	https://www.seattletimes.com/seattle-news/northwest/what-s-open-closed-and-how-to-celebrate-on-indigenous-peoples-day/
10	09	2023	<i>The Seattle Times</i>	To understand Seattle's toilet crisis, take a ride through the city	"Seattle's 27 library branches play a critical role for providing public restrooms because they're open to everyone, spread throughout the city and with reliable hours. 'It's the place where I feel most safe,' Stephenson said."	https://www.seattletimes.com/seattle-news/homeless/to-understand-seattles-toilet-crisis-take-a-ride-through-the-city/
10	09	2023	<i>The Seattle Times</i>	An Oscar-buzzy film and other movie and book events to go to this month	Lauren Groff author reading at the Central Library	https://www.seattletimes.com/entertainment/an-oscar-buzzy-film-and-other-movie-and-book-events-to-see-month/
10	11	2023	<i>Seattle's Child</i>	Two SPL branches to temporarily close Nov. 1	"The Library's Northeast and Southwest branches will temporarily close in November for the installation of an air conditioning and more efficient heating systems."	https://www.seattlescchild.com/library-closures-november/

10	13	2023	<i>The Seattle Times</i>	7 common questions about fentanyl, answered	<p>“To learn more, we invite you to join us, along with experts in the field, for a discussion about how to improve our community’s response to fentanyl and connect people to sustainable care. Watch an overdose prevention demonstration, play an audience-involved mythbusting game and listen to a panel of experts discuss some of the top issues around fentanyl. Join us from 6:30 p.m. to 8 p.m. Monday at Seattle Public Library’s downtown location, 1000 Fourth Ave.”</p>	https://www.seattletimes.com/seattle-news/politics/7-common-questions-about-fentanyl-answered/
10	17	2023	<i>South Seattle Emerald</i>	A South End Guide to Día de Muertos 2023	<p>“Local artist Amaranta Sandys will teach people how to properly decorate a sugar skull while also teaching people about its origins, significance, and purpose on the altar. She’ll explain why these cute skulls often have names on their foreheads and how these sugar skulls replaced real ones. The hour-and-a-half workshop is for kids 5 years and older. Luckily, kids won’t be required to boil their own sugar and mold them.”</p>	https://southseattleemerald.com/2023/11/01/a-south-end-guide-to-dia-de-muertos-2023/

10	19	2023	<i>The Travel</i>	Seattle Museum And Library Guide To UNESCO's City Of Literature	Many cities offer family-friendly museums in the US, and in Seattle, even the libraries play a pivotal role in nurturing literary growth and exploration. For example, the Seattle Central Library offers writer workshops and digital resources, enriching the literary experience for all ages.	https://www.thetravel.com/seattle-museum-and-library-guide-to-unesco-city-of-literature/
10	23	2023	<i>The Travel</i>	Fall in Seattle: 10 Fun Activities To Do With Friends This Season	The Seattle Central Library is another great spot to visit in the fall. With a capacity for 1 million+ books, Seattle's Central Library is a great place for avid readers. Visiting the main branch of the Seattle Central Library is one of the many surprisingly free things to do in Seattle.	https://www.thetravel.com/fun-activities-to-do-with-friends-in-fall-in-seattle/
10	23	2023	<i>Book Riot</i>	All the public libraries offering free access to banned books: A comprehensive guide	Seattle's chapter of Books Unbanned was the second in the nation to launch in spring 2023.	https://bookriot.com/public-libraries-offering-free-access-to-banned-books/
10	23	2023	<i>The Seattle Times</i>	On National Horror Movie Day, 5 scary PNW movies to watch	Rebecca De Mornay plays a Vengeful Nanny (and that would be a good name for a band, right?) in this locally filmed 1992 thriller, set primarily at a handsome Craftsman home in Tacoma but featuring numerous familiar locations, including the University branch of Seattle Public Library.	https://www.seattletimes.com/entertainment/movies/on-national-horror-movie-day-5-scary-pnw-movies-to-watch/
10	24	2023	<i>Curiosity</i>			

10	25	2023	<i>Lone Star Live</i>	These digital libraries help Texans access banned books — for free	“Teenagers and young adults across the country can access participating libraries’ complete digital and audio collections with a Books Unbanned membership. Launched by the Brooklyn Public Library in April 2022, the program expanded to the Seattle, Boston and San Diego Public Libraries this year.”	https://www.lonestarlive.com/news/2023/10/these-digital-libraries-help-texans-access-banned-books-for-free.html
10	25	2023	<i>The Seattle Times</i>	7 takeaways from expert panel on the fentanyl crisis in King County	In a live, public event held at Seattle Public Library’s downtown location, The Seattle Times gathered local experts to share more about the fentanyl epidemic, including treatment options and how policymakers should respond.	https://www.seattletimes.com/seattle-news/mental-health/7-take-aways-from-expert-panel-on-the-fentanyl-crisis-in-king-county/
10	26	2023	<i>KIRO News Radio 97.3</i>	Exclusive: Seattle in line to get new National Archives facility	“Archivist of the United States Colleen Shogan, Ph.D., is in town and will give a free public talk Thursday at the Seattle Public Library about her role as leader of the National Archives and Records Administration (NARA), a job she’s had for about six months.”	https://mynorthwest.com/3936762/exclusive-seattle-in-line-to-get-new-national-archives-facility/
10	26	2023	<i>KUOW</i>	Local playwrights on Israel, Palestine, and art	Mentions The Seattle Public Library’s Future Survey: https://spl.org/futuresurvey	https://www.kuow.org/stories/local-playwrights-on-israel-palestine-and-art

10	27	2023	<i>The Seattle Times</i>	Fentanyl: 'Multi-headed monster'	"Thank you to Michelle Baruchman and Molly Harbarger of The Seattle Times for educating us on Oct. 16 at the Seattle Public Library about this clear and present danger."	https://www.seattletimes.com/news/fentanyl-multi-headed-monster/
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