

The Seattle Public Library

Marcellus Turner, Executive Director and Chief Librarian

(206) 386-4636

<http://www.spl.org>

Department Overview

The Seattle Public Library, founded in 1891, includes the Central Library, 26 neighborhood libraries, and a robust "virtual library" available on a 24/7 basis through the Library's website. The Central Library provides library services and programs for downtown residents and workers. It is also the hub for planning and developing system-wide programs and services and provides critical computer and Wi-Fi availability for people without internet access, in addition to many Seattle visitors. The 26 neighborhood libraries provide services and programs close to where people live, go to school and work, and serve as neighborhood anchors for lifelong learning, civic engagement, and economic vitality.

The Library system had more than 5.2 million physical visits in 2017 plus 5.7 million virtual visits through the Library's catalog and website. The Library held 10,300 programs for children, teens and adults with annual attendance of 328,000. Every day nearly 2,500 people used Library public computers and by the end of 2017 patrons had checked out 11.6 million items (physical and digital materials). Libraries are points of contact for governmental services and partnerships such as citizenship, emergency preparedness, tax help and health care, among various other resources.

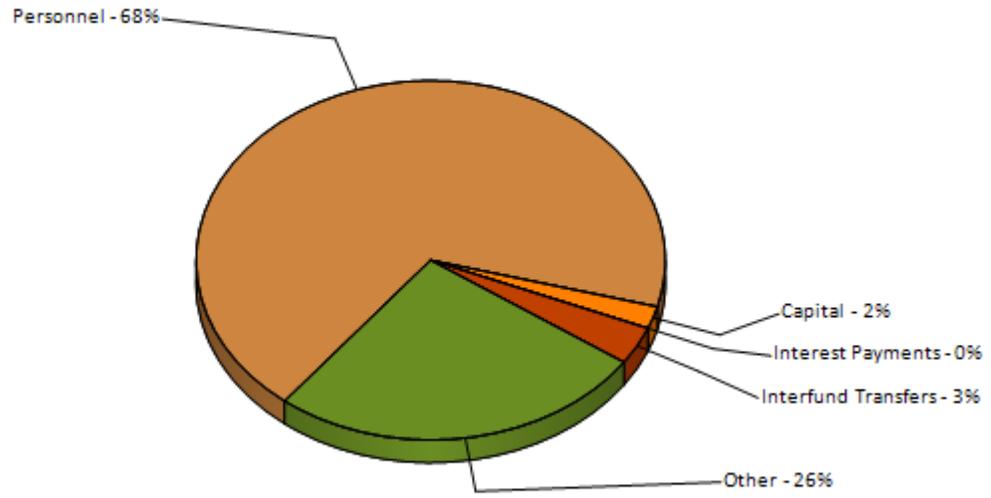
The Library is governed by a five-member Board of Trustees, who are appointed by the Mayor and confirmed by the City Council. Board members are eligible to serve two five-year terms. The Revised Code of Washington (RCW 27.12.240) and the City Charter (Article XII, Section 5) grant the Board of Trustees "exclusive control of library expenditures for library purposes." The Library Board adopts an annual Operations Plan in December after the City Council approves the Library's budget appropriation.

Budget Snapshot

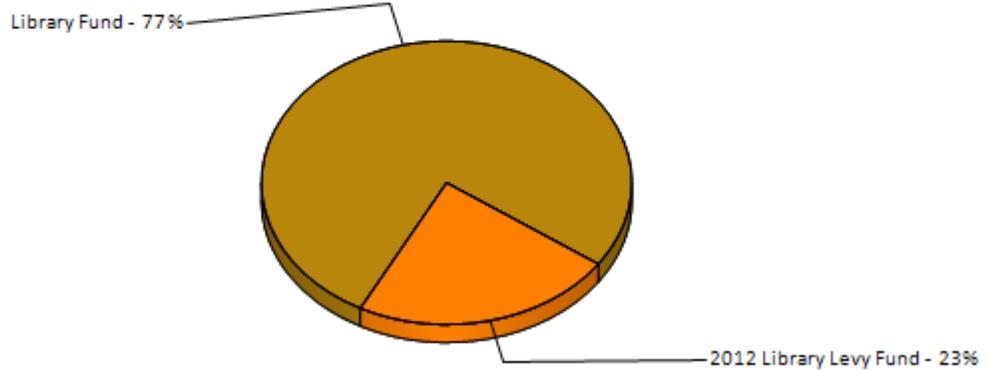
Department Support	2018 Adopted	2019 Adopted	2020 Endorsed
General Fund Support	\$53,912,040	\$54,966,045	\$55,041,816
Other Funding - Operating	\$27,393,217	\$28,216,826	\$8,323,065
Total Operations	\$81,305,257	\$83,182,871	\$63,364,881
Total Appropriations	\$81,305,257	\$83,182,871	\$63,364,881

Seattle Public Library

2019 Adopted Budget - Expenditure by Category



2019 Adopted Budget - Revenue by Category



Seattle Public Library

Budget Overview

With more than 5.2 million visits annually, the Seattle Public Library's 27 locations are among the most heavily used public spaces in the city. Open and welcoming, libraries serve as a haven for some of the city's most vulnerable residents. For individuals experiencing homelessness, libraries provide safe, comfortable, quiet spaces during daytime hours when many shelters are closed; they are often the only daytime shelter individuals have during inclement weather. Also, libraries are frequently the only source of internet access for many patrons, providing the means to search for employment and connect with friends and family through email and social media. With Seattle's growing homelessness crisis, pressure on library resources has intensified along with the need to serve patrons whose immediate needs go well beyond traditional library services.

Keeping libraries safe and clean ensures everyone in the city has a welcoming and attractive place to learn, to access the internet, or simply a place to be. The 2019 Adopted and 2020 Endorsed Budget maintains resources to support the Library. In addition, it adds one-time funding for two additional security officer positions, which will help provide continuous staffing of a minimum of four officers on duty at any given time at the Central Library and increase support to library branches.

At the Mayor's direction, the Library identified some operational efficiencies in 2019 to save General Fund resources. These efficiencies include discontinuing some database subscriptions, moving some staff costs to levy funding, and identification of additional salary savings.

Library Levy

In August 2012, Seattle voters approved a seven-year, \$123 million levy to support, maintain and improve core Library services. The levy supports four priority areas: open hours, the books and materials collection, computers and online services, and building maintenance. Without the approved levy, the Library would have had to delay important maintenance and public technology investments and make additional ongoing reductions to collections and open hours as the result of budget cuts taken during the Great Recession. Each year, the Library Board of Trustees allocates available levy funds through the annual Operations Plan and reports to the Mayor and City Council on how levy proceeds were spent in the prior year.

The 2012 Library Levy will conclude at the end of 2019. The Library is currently engaged in preliminary levy renewal planning. In the spring of 2018, the Library conducted a community survey to assess public satisfaction with Library programs and services, and gauge interest in potential new service offerings. The Library received over 26,000 survey responses and the public re-affirmed the existing priorities for levy investment. This public input will help guide next steps. In preparing the 2012 levy for the ballot, the Library formulated a seven-year asset management plan to guide the capital element of the levy proposal; it is in the midst of a similar effort for levy renewal in 2019.

Other Revenues

The Library continues to respond to the public's growing preference for digital media rather than print media. Since digital materials do not have fines or fees associated with their use, this shift toward digital materials has created a growing gap in the Library's baseline operating revenues. Compounding the loss of this revenue to support Library operations, the cost of e-books and e-audiobooks places additional pressure on the Library's collection budget. The Library incurs strikingly different materials costs based on the format purchased; a digital item can carry a cost per copy that is almost five or six times higher than its physical counterpart. The Library has addressed some of these pressures in the past with one-time funding from fund balance and library levy resources but lacks an ongoing mechanism to address the price discrepancy.

Capital Improvement Projects

The Library's Capital Improvement Program (CIP) projects generally fall into one or more categories: asset

Seattle Public Library

preservation, operational efficiency, environmental stability, public service improvements, and safety and security.

The overriding priority of the Library's capital program is to extend the useful life of its buildings as long as possible. As the Library's buildings have all surpassed the ten-year mark since the completion of the capital improvements associated with the 1998 "Library's for All" bond measure that upgraded The Seattle Public Library's system with new facilities, technology, and books, they require attention to flooring, casework, finishes and restroom fixtures. Some examples of asset preservation items funded through the Library's CIP budget include: major repairs and replacement to roofs, building envelopes, HVAC and other critical building systems, doors, windows, flooring and casework. A varying combination of roof, building envelope and window planning and/or restoration is scheduled at Queen Anne, Columbia, West Seattle and Green Lake, contingent upon which projects begin in late 2018.

The Library Levy provides funding of approximately \$2.7 million in 2019, which is the current levy's final year. The first year of the Library's 2019-2024 CIP provides a base level of support for asset management. Planning has begun for Library Levy renewal; however, to maintain conservative projections, Levy renewal is not assumed for the final five years of the 2019-2024 CIP.

Please see the capital improvement budget for detailed information on Library's current capital improvement projects.

City Council Changes to the Proposed Budget

The Council made no changes to the 2019-2020 Proposed Budget.

Seattle Public Library

Incremental Budget Changes

The Seattle Public Library

	2019		2020	
	Budget	FTE	Budget	FTE
2018 Adopted Budget	\$ 81,305,257	0.00	\$ 81,305,257	0.00
Baseline Changes				
Citywide Adjustments for Standard Cost Changes	\$ 1,372,272	0.00	\$ 1,776,717	0.00
Proposed Changes				
Operational Efficiencies for General Fund Savings	-\$ 448,750	0.00	-\$ 459,450	0.00
Reduce Fuel Budget	-\$ 9,325	0.00	-\$ 9,346	0.00
Enhance Library Security	\$ 194,500	0.00	\$ 0	0.00
Proposed Technical Changes				
Technical Adjustment	\$ 768,917	0.00	-\$ 19,248,297	0.00
Total Incremental Changes	\$ 1,877,614	0.00	-\$ 17,940,376	0.00
2019 Adopted/2020 Endorsed Budget	\$ 83,182,871	0.00	\$ 63,364,881	0.00

Seattle Public Library

Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - \$1,372,272

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, health care, and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. This technical adjustment also transfers internal services costs for Human Resources, Finance and Administrative Services, and Information Technology from Finance General to the department. With this change, department budgets will better reflect support costs. Previously these costs were included in the Finance General budget.

Proposed Changes

Operational Efficiencies for General Fund Savings - (\$448,750)

The Mayor requested the Library find some operating efficiencies to achieve General Fund savings. The Library identified \$450,000 of savings that do not affect library operations. These changes involve discontinuing some database subscriptions (focusing on the least used/most expensive), moving some staff costs to levy funding, and the identification of additional salary savings.

Reduce Fuel Budget - (\$9,325)

Responsive to a request from the Mayor, the Library analyzed its historical fuel use to determine whether its fuel budget could be reduced beginning in 2019. The result of this work was identified savings of \$9,325, a 15% reduction in Library's fuel budget. This reduction will not affect the department's ability to maintain business operations.

Enhance Library Security - \$194,500

This adjustment adds funding for two additional security officer positions to increase security coverage. In comparing 2017 data against the previous four years, the Library experienced more than a 50% increase in exclusions for drug and alcohol related behavior, an 11% increase in verbal harassment of staff and non-compliance with Library Rules of Conduct, and a 39% increase in trespassing after being excluded for other behaviors. This increase in staffing will also enable the team to undergo more targeted training, including training in Implicit Bias, to improve how the officers work engage with individuals. The security officers will be funded by General Fund in 2019 with the expectation that they will be considered for funding in the next Library Levy.

Proposed Technical Changes

Technical Adjustment - \$768,917

Seattle Public Library

This adjustment contains several technical adjustments for 2019 and a technical correction for 2020:

- Inflation of Library's Real Estate Excise Tax (REET) funding in the Capital Improvement Program. Library will receive \$562,000 of REET in 2019 and \$578,000 in 2020.
- Increase budget authority for inter-department expenditures. Citywide Accounting has provided guidance that all departments should begin recording inter-department transactions as an expense with a corresponding revenue. Several Neighborhood Services Centers are co-located in library branches and pay lease costs. This is a revenue backed increase in budget authority within the Library Fund (10410).
- Increase 2019 appropriation authority in the Library Levy Fund 18100 by \$4.97 million as a technical correction to provide the necessary budget authority that supports the operating transfer to the Library's operating fund. The operating transfer, which is critical to preserving core Library services, is double budgeted and the budget authority already exists in the Library Fund, which receives the transfer.
- Finally, the technical adjustment removes appropriation authority for three items that had carried forward in Library's budget but should have been reflected as one-time or capital items. This includes \$1.7 million for the automated materials handling replacement, which was a one-time expense but appeared in the operating budget as an ongoing item, and \$2.85 million for the multi-use facility acquisition, which is a one-time expense in the Capital Improvement Program, rather than an ongoing budget appropriation. It also removes a one-time expense of \$500,000 for a cabling project.

For 2020, a technical adjustment zeroes out all expenditures associated with the library levy. The 2012 Library Levy concludes at the end of 2019 and the budget does not assume levy revenues beyond 2019.

City Council Provisos

There are no Council provisos.

Seattle Public Library

Expenditure Overview

Appropriations	2018 Adopted	2019 Adopted	2020 Endorsed
Capital Improvements Division			
2012 Library Levy Fund (18100)	4,072,000	2,659,000	0
Library Fund (10410)	2,855,000	0	0
REET I Capital Projects Fund	550,000	562,000	578,000
Total: BC-PL-B3000	7,477,000	3,221,000	578,000
Administrative/Support Service Division			
2012 Library Levy Fund (18100)	2,307,402	7,555,451	0
Library Fund (10410)	9,764,326	9,026,542	8,901,645
Total: BO-PL-B1ADM	12,071,728	16,581,993	8,901,645
Chief Librarians Office Division			
2012 Library Levy Fund (18100)	6,839	8,150	0
Library Fund (10410)	501,635	471,635	473,817
Total: BO-PL-B2CTL	508,474	479,785	473,817
Library Program and Services Division			
2012 Library Levy Fund (18100)	7,219,060	9,120,340	0
Library Fund (10410)	51,076,480	50,208,610	50,454,453
Total: BO-PL-B4PUB	58,295,540	59,328,950	50,454,453
Human Resources Division			
2012 Library Levy Fund (18100)	7,042	21,281	0
Library Fund (10410)	1,446,662	2,017,522	2,021,663
Total: BO-PL-B5HRS	1,453,704	2,038,803	2,021,663
Institutional & Strategic Advancement Division			
2012 Library Levy Fund (18100)	536,739	603,503	0
Library Fund (10410)	962,072	928,837	935,303
Total: BO-PL-B7STR	1,498,811	1,532,340	935,303
Department Total	81,305,257	83,182,871	63,364,881

Seattle Public Library

Budget Summary by Fund for Library

	2018 Adopted	2019 Adopted	2020 Endorsed
18100 - 2012 Library Levy Fund (18100)	14,149,082	19,967,725	0
10410 - Library Fund (10410)	66,606,175	62,653,146	62,786,881
30010 - REET I Capital Projects Fund	550,000	562,000	578,000
Budget Totals for SPL	81,305,257	83,182,871	63,364,881

Revenue Overview

2019 Estimated Revenues

Summit Code	Source	2018 Adopted	2019 Adopted	2020 Endorsed
	2012 Library Levy	13,616,208	15,989,000	0
	Interest Earnings	100,000	47,000	0
	2012 Library Levy Major Maintenance	4,072,000	2,658,907	0
	Total 2012 Library Levy Fund	17,788,208	18,694,907	0
	Coffee Cart	4,000	4,000	4,500
	Copy and Pay for Print	235,000	235,000	235,000
	Fines and Fees	1,288,000	1,242,000	1,200,000
	Misc. Revenue	2,000	2,000	2,500
	Operating Transfer In (2012 Library Levy)	4,827,960	4,972,799	0
	Parking Revenue	365,000	350,000	350,000
	Proceeds from Property Sale	2,855,000	0	0
	Sale of Fixed Assets	55,000	0	0
	Space Rentals	185,000	185,000	187,000
	Cable Franchise Fees	642,000	645,000	647,500
	General Subfund Support	53,912,040	54,966,045	55,041,816
	Neighborhood Service Center Co-Location (DON)	0	3,500	3,575
	Neighborhood Service Center Co-Location (FAS)	0	22,050	22,475
	Total Library Fund	64,371,000	62,627,394	57,694,366
	Total Revenues	82,159,208	81,322,301	57,694,366
	Use of (Contribution To) Fund Balance	-3,639,126	1,272,818	0
	Total 2012 Library Levy Fund	-3,639,126	1,272,818	0
	Use of (Contribution To) Fund Balance	2,235,175	25,752	5,092,515

Seattle Public Library

Total Library Fund	2,235,175	25,752	5,092,515
Total Resources	80,755,257	82,620,871	62,786,881

Appropriations By Division and Program

Capital Improvements Division by Program

The purpose of the Capital Improvements Division is to support asset preservation of structures, building systems, interior elements such as casework and flooring, security, lighting, signage and grounds for the Central Library and 26 branch libraries.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Capital Improvements	7,477,000	3,221,000	578,000
Total	7,477,000	3,221,000	578,000

The following information summarizes the programs in Capital Improvements Division:

Capital Improvements Program

The purpose of the Capital Improvements program is to support the delivery of capital improvements.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Capital Improvements	7,477,000	3,221,000	578,000

Administrative/Support Service Division by Program

The purpose of the Administrative Services Program is to support the delivery of library services to the public.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Administrative Services	1,842,647	5,531,009	276,166
Business Office	725,683	1,330,648	1,325,556
Event Services	559,782	479,853	422,555
FAC Services	8,943,616	9,240,483	6,877,368
Total	12,071,728	16,581,993	8,901,645

Seattle Public Library

The following information summarizes the programs in Administrative/Support Service Division:

Administrative Services Program

The purpose of the Administrative Services Program is to support the delivery of library services to the public.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Administrative Services	1,842,647	5,531,009	276,166

Business Office Program

The purpose of the Business Office Program is to support the delivery of administrative services.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Business Office	725,683	1,330,648	1,325,556

Event Services Program

The purpose of the Events Services Program is to support Library-hosted as well as private events and programs in order to make Library facilities and meeting rooms more available to the public.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Event Services	559,782	479,853	422,555

FAC Services Program

The purpose of the FAC Services Program is to maintain and secure the Library's buildings and grounds so that library services are delivered in safe, secure, clean, well-functioning and comfortable environments.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
FAC Services	8,943,616	9,240,483	6,877,368

Chief Librarians Office Division by Program

The purpose of the Chief Librarian's Office is to provide leadership for the Library in implementing the policies and strategic direction set by the Library Board of Trustees, and in securing the necessary financial resources to operate the Library in an effective and efficient manner. The Chief Librarian's Office serves as the primary link between the community and the Library, and integrates community needs and expectations with Library resources and policies.

Seattle Public Library

Program Expenditures			
Chief Librarians Office	508,474	479,785	473,817
Total	508,474	479,785	473,817

The following information summarizes the programs in Chief Librarians Office Division:

Chief Librarians Office Program

The purpose of the Chief Librarian's Office is to provide leadership for the Library in the implementation of policies and strategic directions set by the Library Board of Trustees.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Chief Librarians Office	508,474	479,785	473,817

<u>Library Program and Services Division</u>			
The purpose of the Library Programs and Services Division is to provide services, materials, and programs that benefit and are valued by Library patrons. Library Programs and Services provides technical and collection services and materials delivery systems to make Library resources and materials accessible to all patrons.			
Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Collections and Access	17,851,332	17,896,872	14,432,207
Information Technology	4,438,309	6,265,843	4,473,893
Public Services	36,005,899	35,166,235	31,548,353
Total	58,295,540	59,328,950	50,454,453

Seattle Public Library

The following information summarizes the programs in Library Program and Services Division:

Collections and Access Program

The purpose of the Collection and Access Services Program is to make library books, materials, databases, downloadable materials, and the library catalog available to patrons and to provide a delivery system that makes Library materials locally available.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Collections and Access	17,851,332	17,896,872	14,432,207

Information Technology Program

The purpose of the Information Technology Program is to provide public and staff technology, data processing infrastructure and services.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Information Technology	4,438,309	6,265,843	4,473,893

Public Services Program

The purpose of the Library Programs and Services Program is to administer public services, programs, and collection development and access.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Public Services	36,005,899	35,166,235	31,548,353

Human Resources Division

The purpose of Human Resources is to provide responsive and equitable services, including human resources policy development, recruitment, classification and compensation, payroll, labor and employee relations, volunteer services, and staff training services so that the Library maintains a productive and well-supported work force.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Human Resources	1,453,704	2,038,803	2,021,663
Total	1,453,704	2,038,803	2,021,663

Seattle Public Library

The following information summarizes the programs in Human Resources Division:

Human Resources Program

The purpose of Human Resources is to provide responsive and equitable services, including human resources policy development, recruitment, classification and compensation, payroll, labor and employee relations, volunteer services, and staff training services so that the Library maintains a productive and well-supported work force.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Human Resources	1,453,704	2,038,803	2,021,663

Institutional & Strategic Advancement Division by Program

The purpose of the Institutional and Strategic Advancement division is to provide planning and support functions, including strategic analysis, government relations, community partnerships and external and internal communication, to help the City Librarian shape the strategic direction, work and culture of the Library in pursuit of its mission. The division ensures that the public is informed about services and programs offered by the Library.

Program Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Institutional & Strategic Advancement	1,498,811	1,532,340	935,303
Total	1,498,811	1,532,340	935,303

The following information summarizes the programs in Institutional & Strategic Advancement Division:

Institutional & Strategic Advancement Program

The purpose of the Institutional & Strategic Advancement Program is to assist in the administration of Library operations and play an essential role in shaping the strategic direction, work and culture of the Library.

Expenditures	2018 Adopted	2019 Adopted	2020 Endorsed
Institutional & Strategic Advancement	1,498,811	1,532,340	935,303