

Seattle Public Library

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Department Overview

The Seattle Public Library (SPL), founded in 1891, includes the world-renowned Central Library, 26 neighborhood libraries, a robust "virtual library" available 24/7 through SPL's popular website and a Mobile Services division. While the Central Library supports library services for downtown residents and workers, it is also the hub for planning and developing systemwide programs and services. In addition, the Central Library provides critical computer and Wi-Fi access for people without internet service, as well as community meeting rooms and an auditorium for cultural and educational programs. 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 is governed by a five-member Library 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

	2020 Actuals	2021 Adopted	2022 Proposed
Department Support			
General Fund - Operating	57,000,693	54,301,685	60,491,274
Other Funding - Operating	20,171,414	23,373,310	24,825,310
Total Operations	77,172,107	77,674,995	85,316,584
Capital Support			
Other Funding - Capital	2,404,339	9,237,000	9,502,000
Total Capital	2,404,339	9,237,000	9,502,000
Total Appropriations	79,576,447	86,911,995	94,818,584

Budget Overview

In 2020, the City was projecting significant revenue loss due to the economic impacts of COVID-19. As a result, the General Fund support to the Seattle Public Library (SPL) was reduced by \$5.8 million in the 2021 Adopted Budget (10% of the SPL General Fund budget). SPL was able to partially offset this reduction with 2019 Library Levy resources primarily designated to expand operating hours. Because of COVID-19, the budget assumed that library branches would not fully reopen until summer 2021.

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Library services have been significantly modified in 2021. In early 2021, the Central Library and many branches continued Curbside Pickup Service and/or book returns, with remaining staff working in the other branches to process materials for Curbside Services and Mobile Services or offering virtual services, programming and online customer services. In addition, five branches provided access to restrooms to help support the insecurely housed.

As COVID-19 vaccinations became available and public health guidance changed, SPL was able to move to reopening the Central Library and library branches in a limited capacity. Due to the significant modifications in Library services in 2020 and 2021, SPL has budget savings that will be used in 2022 to support operations. In total \$700,000 from current and prior year budgets will be used to support SPL operations in 2022.

In addition to the budget savings of \$700,000, the 2022 Proposed Budget includes \$5.1 million in General Fund support to fully restore the \$5.8 million operating reduction. This funding will allow SPL to return to pre-pandemic operating hours as well as expand operating hours as outlined in the 2019 Library Levy.

In addition to fully restoring operating hours, the funding restores the labor budgets for circulation staff, special collections, technology, and community partnerships. The restoration of funding also supports the budget for books and materials.

Incremental Budget Changes

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	Dollars	FTE
2022 Beginning Budget	86,389,995	-
Baseline		
Baseline Adjustments for Personnel Costs	43,764	-
Reconciliation with 2021 Adopted Central Cost Manual	-	-
Update Capital Master Projects	-	-
Proposed Operating		
Restore Operating Budget	5,797,000	-
Proposed Capital		
Increase Capital Budget	362,000	-
SPL Energy Efficiency for Municipal Buildings	425,000	-
Proposed Technical		
Align 2012 Library Levy to Spending Plan	(138,000)	-
Align 2019 Library Levy to Spending Plan	893,000	-
Citywide Adjustments for Standard Cost Changes	961,825	-
Fund Balancing	-	-
Language Premium Staff Stipend	84,000	-
Revenue Adjustments	-	-
Total Incremental Changes	\$8,428,589	-
Total 2022 Proposed Budget	\$94,818,584	-

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Description of Incremental Budget Changes

Baseline

Baseline Adjustments for Personnel Costs

Expenditures \$43,764

This change adjusts appropriations to restore the annual wage increase for non-represented Executives, Managers and Strategic Advisors, which was forgone in 2021 due to financial constraints.

Reconciliation with 2021 Adopted Central Cost Manual

Expenditures -

This is a budget neutral technical change to align budget with the Central Cost Manual.

Update Capital Master Projects

Expenditures -

This is a budget neutral technical change to update the Capital Improvement Program (CIP) master projects.

Proposed Operating

Restore Operating Budget

Expenditures \$5,797,000

This item restores \$5.1 million in General Fund resources for SPL operations, and uses \$700,000 in SPL fund balances to bring the operating budget back to pre-pandemic levels. Due to projected declines in General Fund revenues, the 2021 Adopted Budget included a \$5.8 million reduction in General Fund resources for the SPL budget. Because of COVID-19, library services in 2021 were disrupted and branches remained closed in early 2021 aside from providing curbside services and restroom services at some branches. Branches started reopening in spring 2021, and fully reopened in September 2021. Due to both the service disruptions, and the influx of federal resources, the SPL budget will not be fully spent in 2021. This allows SPL to use \$700,000 in unspent resources in 2022 to support operations, reducing the need for General Fund support by the same amount.

Proposed Capital

Increase Capital Budget

Expenditures \$362,000

This item allocates additional Real Estate Excise Tax (REET) funding to support seismic retrofit projects at Library's highest-risk Carnegie-era branches. The 2019 Library Levy includes funding for seismic projects at the Green Lake, Columbia, and University Branches. The REET revenues plays a vital role in supporting projects that are beyond the scope of the Library's levy including building upgrades that would be considerably less expensive if performed concurrent with the seismic work.

SPL Energy Efficiency for Municipal Buildings

Expenditures \$425,000

This item includes funding for energy efficient projects in municipal buildings. The funding will be allocated to energy efficient projects at the Green Lake and Broadview library branches. This funding is part the Municipal Energy

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Efficiency Project (MEEP), a citywide capital project spanning multiple departments to improve building energy efficiency in City-owned facilities.

Proposed Technical

Align 2012 Library Levy to Spending Plan

Expenditures \$(138,000)

This is a technical adjustment to bring the beginning balance for Fund 18100 into alignment with the spending plan associated with the voter approved 2012 Library Levy.

Align 2019 Library Levy to Spending Plan

Expenditures \$893,000

This is a technical adjustment to bring the beginning balance for Fund 18200 into alignment with the spending plan associated with the voter approved 2019 Library Levy.

Citywide Adjustments for Standard Cost Changes

Expenditures \$961,825

Citywide technical adjustments made in the baseline phase reflect changes to internal services costs, including rates from the Department of Finance & Administrative Services, Seattle Information Technology Department, Seattle Department of Human Resources, and for healthcare, retirement and industrial insurance charges for the department. These adjustments reflect initial assumptions about these costs and inflators early in the budget process. The largest change in is the health care bill (\$708,000) as SPL restores staffing levels.

Fund Balancing

Revenues \$542,000

This is a technical item to record a fund balancing entries for the Library Fund (10410), the 2012 Library Levy Fund (18100), and the 2019 Library Levy Fund (18200).

Language Premium Staff Stipend

Expenditures \$84,000

This item increases ongoing appropriation authority for language services stipends. Per the Coalition of City Unions collective bargaining agreement, City employees who are multilingual and provide language services, such as interpretation and translation, to communicate with clients and/or other employees in business-related situations are now eligible for a monthly language premium stipend. The amounts in the 2022 budget are estimates based on the eligible employees from 2021.

Revenue Adjustments

Revenues \$6,477,589

SPL generated revenues are projected to chart a slow recovery during 2022. As the economy recovers different elements of our enterprise revenues are projected to recover at different rates, with private event rentals expected to experience the slowest recovery. SPL contracted with a new vendor to deaccession books and materials, which is expected to generate \$60,000 for 2022. This item also reflects an increase in collection of levy property tax revenues and interest earnings for 2022.

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Expenditure Overview

	2020 Actuals	2021 Adopted	2022 Proposed
Appropriations			
SPL - BC-PL-B3000 - Capital Improvements			
18100 - 2012 Library Levy Fund	387,771	-	-
18200 - 2019 Library Levy Fund	1,094,277	8,837,000	8,215,000
30010 - REET I Capital Fund	922,291	400,000	1,287,000
Total for BSL: BC-PL-B3000	2,404,339	9,237,000	9,502,000
SPL - BO-PL-B1ADM - Administrative/Support Service			
10410 - Library Fund	9,177,501	9,227,667	10,102,821
18100 - 2012 Library Levy Fund	462,115	-	-
18200 - 2019 Library Levy Fund	1,925,402	3,115,537	3,153,185
Total for BSL: BO-PL-B1ADM	11,565,018	12,343,204	13,256,006
SPL - BO-PL-B2CTL - Chief Librarian's Office			
10410 - Library Fund	680,566	562,806	536,962
18200 - 2019 Library Levy Fund	259	100,000	100,000
Total for BSL: BO-PL-B2CTL	680,826	662,806	636,962
SPL - BO-PL-B4PUB - Library Program and Services			
10410 - Library Fund	42,197,982	41,869,199	47,461,094
18100 - 2012 Library Levy Fund	719,544	138,000	-
18200 - 2019 Library Levy Fund	16,292,575	18,462,854	19,310,475
Total for BSL: BO-PL-B4PUB	59,210,101	60,470,053	66,771,569
SPL - BO-PL-B5HRS - Human Resources			
10410 - Library Fund	2,175,505	2,556,715	2,814,228
18200 - 2019 Library Levy Fund	3,044	7,500	7,500
Total for BSL: BO-PL-B5HRS	2,178,549	2,564,215	2,821,728
SPL - BO-PL-B7STR - Institutional & Strategic Advancement			
10410 - Library Fund	1,359,935	977,608	1,165,480
18100 - 2012 Library Levy Fund	18,000	-	-
18200 - 2019 Library Levy Fund	624,248	657,109	664,840
Total for BSL: BO-PL-B7STR	2,002,183	1,634,717	1,830,320
SPL - BO-PL-B9LA - Leadership and Administration			
10410 - Library Fund	1,320,055	-	-
18100 - 2012 Library Levy Fund	215,376	-	-
Total for BSL: BO-PL-B9LA	1,535,431	-	-

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Department Total 79,576,447 86,911,995 94,818,584

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Budget Summary by Fund Seattle Public Library

	2020 Actuals	2021 Adopted	2022 Proposed
10410 - Library Fund	56,911,543	55,193,995	62,080,584
18100 - 2012 Library Levy Fund	1,802,806	138,000	-
18200 - 2019 Library Levy Fund	19,939,806	31,180,000	31,451,000
30010 - REET I Capital Fund	922,291	400,000	1,287,000
Budget Totals for SPL	79,576,447	86,911,995	94,818,584

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Revenue Overview

2022 Estimated Revenues

Account Code	Account Name	2020 Actuals	2021 Adopted	2022 Proposed
330020	Intergov-Revenues	-	26,050	26,050
331110	Direct Fed Grants	186,024	-	-
334010	State Grants	20,863	-	-
335060	Judicial Salary Contrib-State	20	-	-
341050	Word Proc/Printing/Dupl Svcs	25,825	135,000	100,000
350130	Library Fines and Fees	89,530	140,250	120,000
360290	Parking Fees	15,701	225,000	175,000
360300	St Space Facilities Rentals	19,414	93,500	50,000
360340	Concession Proceeds	989	1,750	1,500
360380	Sale Of Junk Or Salvage	12,948	-	60,000
360900	Miscellaneous Revs-Other Rev	8	1,500	1,500
397010	Operating Transfers In	57,000,693	54,301,685	60,491,274
Total Revenues for: 10410 - Library Fund		57,372,016	54,924,735	61,025,324
400000	Use of/Contribution to Fund Balance	-	269,260	1,055,260
Total Resources for:10410 - Library Fund		57,372,016	55,193,995	62,080,584
311010	Real & Personal Property Taxes	189,745	-	30,000
360010	Investment Interest	-	-	20,000
Total Revenues for: 18100 - 2012 Library Levy Fund		189,745	-	50,000
400000	Use of/Contribution to Fund Balance	-	138,000	(50,000)
Total Resources for:18100 - 2012 Library Levy Fund		189,745	138,000	-
311010	Real & Personal Property Taxes	29,562,506	30,675,000	30,982,000
360010	Investment Interest	-	100,000	120,000
Total Revenues for: 18200 - 2019 Library Levy Fund		29,562,506	30,775,000	31,102,000
400000	Use of/Contribution to Fund Balance	-	405,000	349,000
Total Resources for:18200 - 2019 Library Levy Fund		29,562,506	31,180,000	31,451,000
Total SPL Resources		87,124,267	86,511,995	93,531,584

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Appropriations by Budget Summary Level and Program

SPL - BC-PL-B3000 - Capital Improvements

The purpose of The Seattle Public Library Major Maintenance Budget Summary Level is to provide major maintenance to Library facilities, which include the Central Library and all branch libraries, to help ensure building integrity and improve functionality for patrons and staff.

Program Expenditures	2020 Actuals	2021 Adopted	2022 Proposed
Capital Improvements	2,404,339	9,237,000	3,120,000
IT Infrastructure	-	-	6,382,000
Total	2,404,339	9,237,000	9,502,000

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The following information summarizes the programs in Capital Improvements Budget Summary Level:

Capital Improvements

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

Expenditures/FTE	2020 Actuals	2021 Adopted	2022 Proposed
Capital Improvements	2,404,339	9,237,000	3,120,000

IT Infrastructure

Expenditures/FTE	2020 Actuals	2021 Adopted	2022 Proposed
IT Infrastructure	-	-	6,382,000

SPL - BO-PL-B1ADM - Administrative/Support Service

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

Program Expenditures	2020 Actuals	2021 Adopted	2022 Proposed
Administrative Services	385,941	409,788	522,157
Business Office	1,747,247	1,603,119	1,653,980
Event Services	530,087	562,327	730,411

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FAC Services	8,901,743	9,767,970	10,349,458
Total	11,565,018	12,343,204	13,256,006

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The following information summarizes the programs in Administrative/Support Service Budget Summary Level:

Administrative Services

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

	2020 Actuals	2021 Adopted	2022 Proposed
Administrative Services	385,941	409,788	522,157

Business Office

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

	2020 Actuals	2021 Adopted	2022 Proposed
Business Office	1,747,247	1,603,119	1,653,980

Event Services

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.

	2020 Actuals	2021 Adopted	2022 Proposed
Event Services	530,087	562,327	730,411

FAC Services

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.

	2020 Actuals	2021 Adopted	2022 Proposed
FAC Services	8,901,743	9,767,970	10,349,458

SPL - BO-PL-B2CTL - Chief Librarian's Office

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

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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.

Program Expenditures	2020 Actuals	2021 Adopted	2022 Proposed
Chief Librarian's Office	680,826	662,806	636,962
Total	680,826	662,806	636,962

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SPL - BO-PL-B4PUB - Library Program and Services

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	2020 Actuals	2021 Adopted	2022 Proposed
Collections and Access	17,478,874	18,069,421	19,511,758
Information Technology	5,052,461	5,287,228	5,790,396
Public Services	36,678,765	37,113,404	41,469,416
Total	59,210,101	60,470,053	66,771,569

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The following information summarizes the programs in Library Program and Services Budget Summary Level:

Collections and Access

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/FTE	2020 Actuals	2021 Adopted	2022 Proposed
Collections and Access	17,478,874	18,069,421	19,511,758

Information Technology

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

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Expenditures/FTE	2020 Actuals	2021 Adopted	2022 Proposed
Information Technology	5,052,461	5,287,228	5,790,396

Public Services

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

Expenditures/FTE	2020 Actuals	2021 Adopted	2022 Proposed
Public Services	36,678,765	37,113,404	41,469,416

SPL - BO-PL-B5HRS - Human Resources

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	2020 Actuals	2021 Adopted	2022 Proposed
Human Resources	2,178,549	2,564,215	2,821,728
Total	2,178,549	2,564,215	2,821,728

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SPL - BO-PL-B7STR - Institutional & Strategic Advancement

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	2020 Actuals	2021 Adopted	2022 Proposed
Institutional & Strategic Adva	2,002,183	-	-
Institutional & Strategic Advancement	-	1,634,717	1,830,320
Total	2,002,183	1,634,717	1,830,320

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The following information summarizes the programs in Institutional & Strategic Advancement Budget Summary Level:

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Institutional & Strategic Adva

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/FTE	2020 Actuals	2021 Adopted	2022 Proposed
Institutional & Strategic Adva	2,002,183	-	-

Institutional & Strategic Advancement

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/FTE	2020 Actuals	2021 Adopted	2022 Proposed
Institutional & Strategic Advancement	-	1,634,717	1,830,320

SPL - BO-PL-B9LA - Leadership and Administration

#N/A

Program Expenditures	2020 Actuals	2021 Adopted	2022 Proposed
Citywide Indirect Costs	1,535,431	-	-
Total	1,535,431	-	-

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