

The Seattle Public Library

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Department Overview

The Seattle Public Library, founded in 1891, includes the Central Library, 26 neighborhood libraries, the Center for the Book, and a robust "virtual library" available on a 24/7 basis through the Library's website. The system-wide services program, located at the Central Library, develops and manages services available across the city including borrower services, outreach and public information, specialized services for children, teens, and adults as well as immigrant and refugee populations, and marketing, public education and programming. The Central and branch libraries provide library services, materials, and programs close to where people live, go to school, and work, and serve as focal points for community engagement and lifelong learning.

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 serve five-year terms and meet every other month. 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 operation plan in December after the City Council approves the Library's budget appropriation.

The Seattle Public Library had over 6 million visits in person in 2015, and over 6.5 million virtual visits through the Library's catalog and website. As the center of Seattle's information network, the Library provides a vast array of resources and services to the public (2015 usage noted), including:

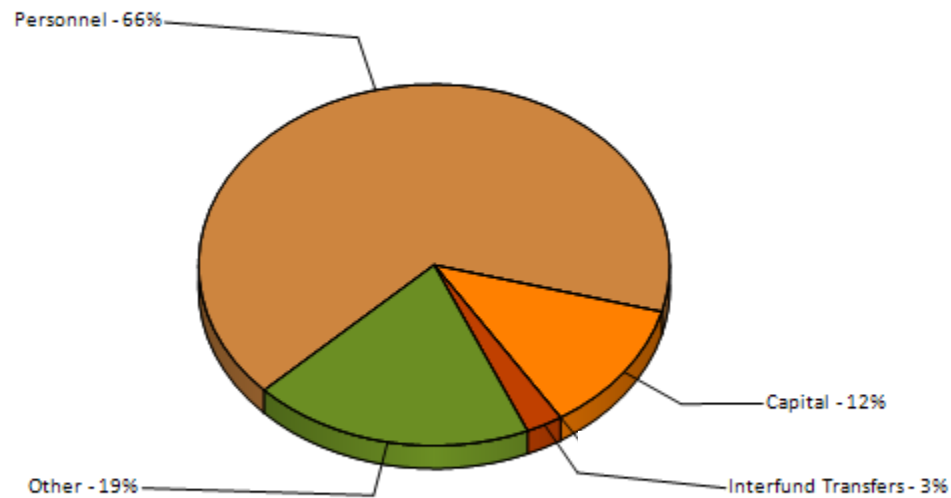
- print and electronic books, media, magazines, newspapers (11.5 million items checked out);
- assisted information services in-person, virtual, and telephone (786,000 responses);
- on-site Internet access and classes (one million patron Internet sessions);
- downloadable media, including e-books, audiobooks, music and video (2.2 million downloads);
- sheet music and small practice rooms;
- electronic databases (435,000 sessions);
- an extensive multilingual collection;
- English as a Second Language (ESL) and literacy services;
- outreach and accessible services and resources for people with disabilities or special needs;
- 10,000 literary and other programs and activities attended by 359,000 children, teens, and adults;
- Homework Help (more than 13,000 in-person students visits during the 2014-2015 academic year);
- 23 neighborhood meeting rooms (4,600 meetings by neighborhood groups);
- a large Central Library auditorium and 12 meeting rooms (531 meetings by external groups with a total of 24,606 participants); and
- Quick Information Center telephone reference service (386-INFO).

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Budget Snapshot

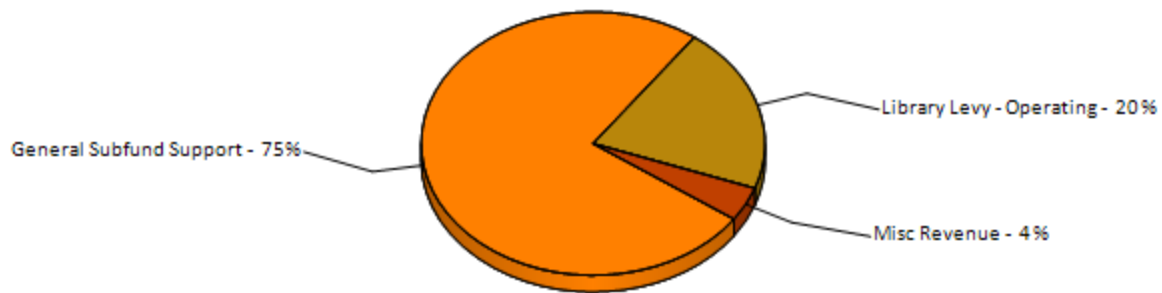
Department Support	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
General Fund Support	\$47,859,759	\$49,749,668	\$50,630,853	\$50,205,639
Other Funding - Operating	\$14,392,584	\$15,514,142	\$15,600,189	\$17,017,777
Total Operations	\$62,252,343	\$65,263,810	\$66,231,042	\$67,223,416
Other funding - Capital	\$2,117,134	\$3,648,000	\$4,258,000	\$4,527,000
Total Appropriations	\$64,369,477	\$68,911,810	\$70,489,042	\$71,750,416

2016 Adopted Budget - Expenditure by Category



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2016 Adopted Budget - Revenue by Category



Budget Overview

Ensuring the Library has adequate resources to provide services to the community is a priority for the Mayor, City Council and Seattle residents. In August 2012, Seattle voters approved a seven-year, \$123 million levy to maintain and improve core Library services. The levy supports four core service areas identified through an extensive public engagement process: open library hours, the collection of books and materials, computers and online services, and building maintenance. Levy funds allow the Library to keep all Library branches open on Sundays and more branches open on Fridays; improve collections and reduce wait times on popular items; invest in technology and online services; and perform maintenance necessary to preserve library facilities, some of Seattle's most intensely used public facilities. Since 2013, levy funds have been used to keep Columbia and Northgate branches open on Fridays. Starting in 2016, levy funds will be used to provide Friday hours at four additional branches.

The 2016 Adopted Budget includes the continuation and expansion of a new and popular program that allows library patrons to check out WiFi hotspots. This program addresses technological equity disparities by enabling some of the 70,000 Seattle residents with no internet access to have extended, reliable internet connections in their residence. In addition, the 2016 Adopted Budget authorizes spending for the replacement of the Integrated Library System which manages the circulation of print and digital materials, provides virtual services, and allows patrons to place holds on materials. Finally, the 2016 Adopted Budget includes operating efficiencies such as functional re-organizations, a technical adjustment to recalculate the cost of the additional week of operations funded by the levy and recognition of new media forms.

The 2016 Adopted Budget allocates additional Real Estate Excise Tax (REET) funds to support major maintenance at the iconic Central Library that was not funded by the levy. The levy provides crucial support at the various neighborhood branches to extend the useful life of the buildings, address safety and security issues, and increase

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access for all library patrons. The 2016 Adopted Budget also includes REET funding for reconfiguration of library spaces to address changes in usage patterns and tenant improvements to modify a leased space for the Library's shops, landscaping and storage functions.

City Council Changes to the Proposed Budget

Council added additional resources for the WiFi HotSpot program and swapped the funding source from the General Fund to the Cable Franchise Fund. Further expansion of this program will reduce wait times for the popular devices and increase internet access for those with limited or no service. The additional funding is expected to allow the Library to lend at least 775 devices in 2016.

Incremental Budget Changes

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	2016 Budget
Total 2016 Endorsed Budget	\$ 66,231,042
Baseline Changes	
Citywide Adjustments for Standard Cost Changes	-\$ 357,036
Proposed Changes	
Continue and Expand WiFi HotSpot Lending Program	\$ 140,000
Replace the Horizon Integrated Library System	\$ 750,000
Recognize Shift to New Media Forms	-\$ 37,000
Restructure and Enhance Operating Efficiencies	-\$ 289,500
Citywide Summit Re-Implementation Project	\$ 207,913
Proposed Technical Changes	
Technical Adjustments to Align Levy Revenues and Expenditures	\$ 377,997
Council Changes	
Additional Expansion of WiFi HotSpot Program	\$ 200,000
Total Incremental Changes	\$ 992,374
2016 Adopted Budget	\$ 67,223,416

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Descriptions of Incremental Budget Changes

Baseline Changes

Citywide Adjustments for Standard Cost Changes - (\$357,036)

Citywide technical adjustments made in the initial planning phase reflect changes in the internal services costs, health care rate reduction, retirement contribution rate reduction, and updates to unemployment and industrial insurance charges. There was also an adjustment made to the 2016 base to recoup savings from a higher-than-expected inflation provided in the 2015 Adopted Budget for non-labor expenses. These adjustments reflect initial assumptions about these costs and inflators early in the budget process.

Proposed Changes

Continue and Expand WiFi HotSpot Lending Program - \$140,000

In 2015, the Library began a new and popular program which allows library patrons to reserve and check-out a WiFi hotspot device for a three-week checkout period. Library patrons, many of whom may have limited internet access at home, only need a library card to place a hold on one of these devices. Initially, the Library had grant funding for 150 devices, and due to demand and the initial success, the Library was able to obtain additional grant funding and expand to 350 devices. The demand continues to grow and there are approximately 1,200 holds for the devices. The additional funding in the budget for this program supplements the grant by extending the program through the end of 2016 and adding at least 50 additional devices to decrease wait times. The Library will work with other City departments and community partners to reach those who have limited or no internet access to increase connectivity for those most in need.

Replace the Horizon Integrated Library System - \$750,000

This proposal uses Library fund balance to replace the Library's Integrated Library System (ILS), which circulated nearly 12 million items (including print and ebooks) and managed over 4 million holds on materials last year. The proposed budget represents the cost of acquisition, licensing, data migration, implementation and staff training for the new system. Project implementation is dependent on the decision to be made at the end of a consultant evaluation study that is being conducted in 2015.

Recognize Shift to New Media Forms - (\$37,000)

In recognition of increasing reliance on electronic media forms, the Library will eliminate the purchase of magazine titles on microfilm for magazines and periodicals, many of which are available through the Library's digital services. In addition, the Library will reduce binding and rebinding services on collections of print magazines and damaged books. The Library will continue to purchase those microform rolls with local or historically significant content and will continue to bind and repair print materials of historical importance and in Special Collections and Genealogy using private funding.

Restructure and Enhance Operating Efficiencies - (\$289,500)

The Library proposes combining the Facilities and Security divisions into one division in recognition of their functional alignment, which creates efficiencies by eliminating a vacant manager position. In addition, the Library is reclassifying and reorganizing positions in the Collection and Access Services Division, resulting in the reduction of two partial positions. The Library is also reducing funding for equipment and eliminating a membership in a professional organization of urban libraries. These reductions are expected to have limited operating impacts.

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Citywide Summit Re-Implementation Project - \$207,913

This item represents the department's work in support of the Citywide Summit Re-Implementation project. A description of the Summit Re-Implementation project is located within the Department of Finance and Administrative Services.

Proposed Technical Changes

Technical Adjustments to Align Levy Revenues and Expenditures - \$377,997

This adjusts the 2016 budget to allow the Library to spend levy funds which support to library operations. The 2012 Library Levy is a revenue source in the Library's Operating Fund and this adjustment brings appropriation authority in line with revenue assumptions. Use of this additional budget authority will be determined by the Library Board of Trustees as part of the Library's 2016 Operations Plan. In 2016, levy resources will continue support for core services, increase and diversify collections, and improve computer and online resources. Levy resources will also be used to keep the Library open 52 weeks a year. The levy restores one week of service that had been cut from 2008-2012 due to budget reductions. The 2016 Proposed Budget includes a budget neutral change to assign the full 2016 cost of the restored week of service to the levy.

Council Changes

Additional Expansion of WiFi HotSpot Program - \$200,000

Council has appropriated funds to further expand the WiFi HotSpot Program and has swapped the General Fund resources for Cable Franchise Funds. This program allows library patrons to check out a WiFi HotSpot device to access the internet on their personal electronic devices. Expansion of the program is expected to result in a total of approximately 775 devices and decrease wait times for library patrons.

City Council Provisos

There are no Council provisos.

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Expenditure Overview

Appropriations	Summit Code	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Administrative Services					
Administrative Services Director		541,399	606,566	654,086	650,948
Event Services		411,353	479,145	484,162	471,071
Facilities and Security Services		0	0	0	7,857,774
Facilities Maintenance Services		6,251,561	6,538,276	6,630,509	0
Finance Services		1,085,061	1,597,187	1,604,547	2,437,417
Safety and Security Services		1,415,679	1,439,642	1,452,935	0
Total	B1ADM	9,705,053	10,660,816	10,826,239	11,417,210
City Librarian's Office					
City Librarian		461,613	474,178	481,598	463,175
Communications		296,459	292,840	295,106	291,382
Total	B2CTL	758,072	767,018	776,704	754,557
Human Resources	B5HRS	1,133,659	1,114,143	1,130,499	1,116,413
Information Technology	B3CTS	4,280,855	4,447,412	4,403,729	5,417,211
Library Programs and Services					
Collection and Access Services		14,192,044	12,167,277	12,383,667	12,486,648
Library Programs and Services Director		731,783	605,579	824,226	810,471
Program and Services - Systemwide Services		2,527,178	4,820,976	4,840,079	4,717,141
Programs and Services - Central and Branch Operations		28,089,517	29,800,053	30,154,317	29,623,669
Total	B4PUB	45,540,522	47,393,885	48,202,289	47,637,929
Marketing and Online Services	B6MKT	834,182	880,536	891,582	880,096
Department Total		62,252,343	65,263,810	66,231,042	67,223,416

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Revenue Overview

2016 Estimated Revenues

Summit Code	Source	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
587001	General Subfund Support	47,859,759	49,749,668	50,630,853	50,205,639
	Total General Subfund Support	47,859,759	49,749,668	50,630,853	50,205,639
587104	Library Levy Enhanced Services	8,159,059	8,526,389	8,889,885	8,795,325
587104	Library Levy General Fund Backfill	4,285,000	4,435,629	4,590,876	4,590,876
587104	Library Levy- Administration	116,264	177,958	185,076	279,636
	Total Library Levy - Operating	12,560,323	13,139,976	13,665,837	13,665,837
441610	Copy Services	37,052	60,000	60,000	46,000
441610	Pay for Print	175,942	159,000	159,000	159,000
459700	Fines and Fees	1,500,144	1,564,014	1,564,014	1,512,000
462300	Parking Revenue	348,077	353,000	353,000	353,000
462400	Space Rentals	164,929	150,000	150,000	153,000
462800	Coffee Cart	3,750	3,000	3,000	3,000
469112	Sale of fixed Assets	52,456	35,000	35,000	43,000
469990	Misc. Revenue	9,369	3,000	3,000	3,000
542810	Cable Franchise	190,000	190,000	190,000	530,000
	Total Misc Revenue	2,481,719	2,517,014	2,517,014	2,802,000
	Total Revenues	62,901,801	65,406,658	66,813,704	66,673,476
379100	Use of (Contribution to) Fund Balance	-649,458	-142,848	-582,662	549,940
	Total Use of Fund Balance	-649,458	-142,848	-582,662	549,940
	Total Resources	62,252,343	65,263,810	66,231,042	67,223,416

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Appropriations By Program

Administrative Services

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

	2014	2015	2016	2016
Program Expenditures	Actuals	Adopted	Endorsed	Adopted
Administrative Services Director	541,399	606,566	654,086	650,948
Event Services	411,353	479,145	484,162	471,071
Facilities and Security Services	0	0	0	7,857,774
Facilities Maintenance Services	6,251,561	6,538,276	6,630,509	0
Finance Services	1,085,061	1,597,187	1,604,547	2,437,417
Safety and Security Services	1,415,679	1,439,642	1,452,935	0
Total	9,705,053	10,660,816	10,826,239	11,417,210

The following information summarizes the programs in Administrative Services:

Administrative Services Director Program

The purpose of the Administrative Services Director Program is to administer the financial, facilities, event services, and safety and security operations of the Library system so that library services are provided effectively and efficiently.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Administrative Services Director	541,399	606,566	654,086	650,948

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.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Event Services	411,353	479,145	484,162	471,071

Facilities and Security Services Program

In 2015, the Facilities Maintenance Services and Safety and Security Services Programs were combined. The purpose of the Facilities and Security 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.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Facilities and Security Services	0	0	0	7,857,774

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Facilities Maintenance Services Program

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

In 2015, the Facilities Maintenance Services and Safety and Security Services Programs were combined into the Facilities and Security Services Program.

Expenditures	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Facilities Maintenance Services	6,251,561	6,538,276	6,630,509	0

Finance Services Program

The purpose of the Finance Services Program is to provide accurate financial, purchasing, and budget services to, and on behalf of, the Library so that it is accountable for maximizing its resources in carrying out its mission.

Expenditures	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Finance Services	1,085,061	1,597,187	1,604,547	2,437,417

Safety and Security Services Program

The purpose of the Safety and Security Services Program is to provide safety and security services so that library services are delivered in a safe and secure environment.

In 2015, the Facilities Maintenance Services and Safety and Security Services Programs were combined into the Facilities and Security Services Program.

Expenditures	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Safety and Security Services	1,415,679	1,439,642	1,452,935	0

City Librarian's Office

The purpose of the City 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.

Program Expenditures	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
City Librarian	461,613	474,178	481,598	463,175
Communications	296,459	292,840	295,106	291,382
Total	758,072	767,018	776,704	754,557

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The following information summarizes the programs in City Librarian's Office:

City Librarian Program

The purpose of the City 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 City 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.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
City Librarian	461,613	474,178	481,598	463,175

Communications Program

The purpose of the Communications Program is to ensure that the public and Library staff are fully informed about Library operations, which includes over 10,000 annual public programs. The office contributes to the Library's web site, a 24/7 portal to library services, and provides timely and accurate information through a variety of other methods.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Communications	296,459	292,840	295,106	291,382

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.

	2014	2015	2016	2016
Program Expenditures	Actuals	Adopted	Endorsed	Adopted
Human Resources	1,133,659	1,114,143	1,130,499	1,116,413
Total	1,133,659	1,114,143	1,130,499	1,116,413

Information Technology

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

	2014	2015	2016	2016
Program Expenditures	Actuals	Adopted	Endorsed	Adopted
Information Technology	4,280,855	4,447,412	4,403,729	5,417,211
Total	4,280,855	4,447,412	4,403,729	5,417,211

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Library Programs 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.

	2014	2015	2016	2016
Program Expenditures	Actuals	Adopted	Endorsed	Adopted
Collection and Access Services	14,192,044	12,167,277	12,383,667	12,486,648
Library Programs and Services Director	731,783	605,579	824,226	810,471
Program and Services - Systemwide Services	2,527,178	4,820,976	4,840,079	4,717,141
Programs and Services - Central and Branch Operations	28,089,517	29,800,053	30,154,317	29,623,669
Total	45,540,522	47,393,885	48,202,289	47,637,929

The following information summarizes the programs in Library Programs and Services:

Collection and Access Services 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.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Collection and Access Services	14,192,044	12,167,277	12,383,667	12,486,648

Library Programs and Services Director Program

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

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Library Programs and Services Director	731,783	605,579	824,226	810,471

Program and Services - Systemwide Services Program

The purpose of the Library Programs and Services - Systemwide Services Program is to provide system wide services including borrower services, specialized services for children, teens and adults, community engagement, special collections, and public education and programming. This program also provides in-depth information and service coordination to patrons and staff at branches so they have access to more extensive resources than would otherwise be available at a single branch.

	2014	2015	2016	2016
Expenditures	Actuals	Adopted	Endorsed	Adopted
Program and Services - Systemwide Services	2,527,178	4,820,976	4,840,079	4,717,141

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Programs and Services - Central and Branch Operations Program

The purpose of the Central and Branch Libraries Program is to provide services, materials, and programs close to where people live and work to support life-long learning, cultural enrichment, recreational reading, and community engagement.

Expenditures	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Programs and Services - Central and Branch Operations	28,089,517	29,800,053	30,154,317	29,623,669

Marketing and Online Services

The purpose of the Marketing and Online Services Division is to develop the Library's online services and employ innovative strategies for connecting patrons and community organizations to Library services and resources. The division develops marketing tools to enable the Library to reach new users and help current users discover all the new ways the Library can enrich their lives.

Program Expenditures	2014 Actuals	2015 Adopted	2016 Endorsed	2016 Adopted
Marketing and Online Services	834,182	880,536	891,582	880,096
Total	834,182	880,536	891,582	880,096

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Library Fund Table

Library Fund (10410)

	2014 Actuals	2015 Adopted	2015 Revised	2016 Endorsed	2016 Adopted
Beginning Fund Balance	1,099,310	1,170,452	1,748,768	1,313,300	1,892,119
Accounting and Technical Adjustments	0	0	0	0	0
Plus: Actual and Estimated Revenues	62,901,801	65,406,658	66,043,877	66,813,704	66,673,476
Less: Actual and Budgeted Expenditures	62,252,343	65,263,810	65,900,526	66,231,042	67,223,416
Ending Fund Balance	1,748,768	1,313,300	1,892,119	1,895,962	1,342,179
Known Liability	82,753				0
Planning Reserve		189,937	146,105	619,720	440,142
Total Reserves	82,753	189,937	146,105	619,720	440,142
Ending Unreserved Fund Balance	1,666,015	1,123,363	1,746,014	1,276,242	902,037

Capital Improvement Program Highlights

The Seattle Public Library's facilities include 26 branch libraries and the Central Library, as well as a storage facility and leased shops space. In 2008, the Library completed the final building projects of a system wide capital program, known as "Libraries for All" (LFA). As a result of that \$290.7 million program, which was funded by a combination of public and private sources, Seattle had a new Central Library and four new branch libraries at Delridge, International District/Chinatown, Northgate and South Park. In addition, each of the 22 branch libraries that were in the system as of 1998 was renovated, expanded or replaced.

Library buildings are some of the most intensively-used public facilities in Seattle. The Seattle Public Library had more than 6 million visits in person in 2015. Even the quietest branch has nearly 60,000 people walk through the door each year. The Library's historic landmark buildings have unique features such as brick facades, slate roofs and other details. It is important to use designs and materials consistent with their landmark status, which increases major maintenance costs. The Central Library poses a different set of challenges. A building of its size, complexity and intensity of use requires significant annual major maintenance to preserve core functionality and continually improve building efficiency. All of these factors were considered in establishing the major maintenance component of the Library Levy.

The 2012 Library Levy allows the Library to sustain LFA improvements with appropriate asset management. This effort is especially critical as all Library buildings will pass the ten year mark from their LFA construction/renovation during the seven year Levy period. In 2016, the Library will use \$2.2 million of Levy funding, combined with \$2.3 million in Real Estate Excise Tax (REET) funding, to maintain and improve facilities across the system. The total 2016 Library CIP is \$4.5 million.

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Asset Preservation

The overriding priority of the Library's capital program is extending the useful life of the buildings as long as possible. Major repairs and replacement to roofs, building envelopes, HVAC and other critical building systems, doors, windows, flooring and casework are examples of the asset preservation items that must be funded through the Library's CIP budget. Using Levy funds, the Library plans to undertake a number of branch asset preservation projects as buildings reach and surpass the ten-year mark, including planned work at the Beacon Hill, Greenwood, High Point and Lake City branches in 2016.

Also included in the Major Maintenance Program is work at the Central Library to replace worn flooring on the heavily used Level 3 Living Room, as well as upgrades to the lighting and entryway. In addition, the Library will develop and implement methods to access the extensive interior curtain wall on levels 3, 5, 9 and 10 to inspect the fire suppression system and glazing and to clean windows periodically.

Program Enhancements

The Library will use REET funding in 2016 to continue the "Re-Imagining Spaces" program which restructures library spaces to address changes in how patrons use the Library. As Library resources and programming evolve to meet customer interests, there are opportunities to use spaces in innovative ways that provide flexibility, expand learning opportunities and encourage interaction.

Capital Improvement Program Appropriation

Budget Control Level	2016 Endorsed	2016 Adopted
ADA Improvements - Library: B301112		
Cumulative Reserve Subfund - REET I Subaccount (00163)	0	19,000
Subtotal	0	19,000
 Library Major Maintenance: B301111		
2012 Library Levy Fund (18100)	3,242,000	2,242,000
Cumulative Reserve Subfund - REET I Subaccount (00163)	1,016,000	2,266,000
Subtotal	4,258,000	4,508,000
 Total Capital Improvement Program Appropriation	4,258,000	4,527,000