



## *San Francisco Public Library*

100 Larkin Street, San Francisco, CA 94102 - 4733

### **MEMORANDUM**

**Date:** July 6, 2020  
**To:** San Francisco Library Commission  
**From:** Michael Lambert, City Librarian  
**RE:** Phased Reopening of Library Services

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The San Francisco Public Library is bringing forth an update regarding the prospective resumption of public library services. This update follows the information shared during the Library Commission meeting of June 18, 2020.

#### **Background**

In review, the San Francisco Public Library closed all 28 library locations to the public at the close of business on Friday, March 13, 2020 in response to the City and County of San Francisco – Department of Public Health [Order of the Health Officer C19-05b](#) issued on March 13, 2020. During the shelter in place, the Library's Department Operations Center (DOC) has continued its mobilization to support the City's Emergency Operations Center (EOC) and planning efforts for the eventual resumption of public services. San Francisco Public Library personnel continue to serve as Disaster Service Workers (DSW) in myriad roles at feeding and sheltering operations, as well as contact tracers, among other roles to support the City's emergency response. Limited public services have featured an online version of the Library's signature [Summer Stride](#) program, access to digital collections via the [sfpl.org virtual library](#) and information services via the Telephone Information Program (TIP) at the Main Library.

#### **Current Action**

Library staff has prepared a draft plan for the phased reopening of the San Francisco Public Library. This plan provides a framework for resuming limited public library services in the current fiscal year (FY21). As of June 26, 2020, a revised site-specific health & safety plan for the Main Library and an initial site-specific health & safety plan for the Excelsior Branch Library have been submitted to the Office of the City Administrator for consideration. These plans have been drafted in accordance with the City Offices Safety Protocol. Library staff is currently developing additional site-specific health & safety plans for more neighborhood branches. As of June 23, an internal cross-divisional workgroup with public services staff and Division Chiefs for the Main Library, Branches, Collections & Technical Services and Community Programs & Partnerships have been meeting to discuss and refine the Library's reopening plans.

The reopening plans for the San Francisco Public Library are consistent with the [California State Library's COVID-19 Guidance](#), which provides specific guidance for curbside pick-up or other "to-go" services. The health and safety of library workers will be the top priority throughout every phase of reopening to ensure service delivery is guided by [five health indicators prescribed by the San Francisco Department of Public Health](#). The target date for launching *SFPL To Go* has not been determined, however the Library aspires to resume access to library collections in the coming weeks contingent upon the return of sufficient library workers from their Disaster Service Worker (DSW) activations.

Library staff welcomes the input and feedback of the Library Commission regarding plans for the phased reopening of library services.