



San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102 - 4733

MEMORANDUM

Date: November 16, 2020

To: San Francisco Library Commission

From: Shawna Sherman, African American Center Librarian & Racial Equity Leader;
Alejandro Gallegos, Adult Programs Librarian & Racial Equity Leader; and,
Maureen Singleton, Chief Operating Officer & Racial Equity Leader

Through: Michael Lambert, City Librarian

RE: Racial Equity Action Plan

The Office of Racial Equity (ORE) was established in July 2019 ([Ordinance No 188-19](#)) as a division of the San Francisco Human Rights Commission and in December 2019 Shakirah Simley was named ORE's Director. Creation of [ORE](#) was a result of advocacy and organizing by Black City workers, labor leaders and community members to address the City's growing racial disparities, and the history of structural and institutional racism in San Francisco's delivery of services to the public and in its own internal practices and systems. ORE is authorized to enact a citywide Racial Equity Framework, to direct Departments of the City and County of San Francisco to develop and implement Racial Equity Action Plans, and to analyze the impacts of pending ordinances, as well as various other policy and reporting functions. The ordinance also requires City departments to designate employees as racial equity leasers acting as liaisons with ORE, and the Department of Human Resources to assess and prioritize racial equity within the City's workforce. And finally, the ordinance authorizes ORE to create a budget equity tool to determine whether budgets benefit or burden communities of color.

In June 2020 ORE issued a draft [Racial Equity Framework and Racial Equity Action Plan template](#) to departments for Phase 1. Phase 1 of the ORE Racial Equity Action Plan (REAP) focuses on internal programs and policies, the workforce, and boards/commissions. The ORE's Phase 1 plan template includes seven categories: (1) hiring and recruitment; (2) retention, promotion, and protection; (2) discipline and separation; (4) diverse and equitable leadership and management; (5) mobility and professional development; (6) organizational culture of inclusion and belonging; and, (7) boards and commissions. ORE will issue minor adjustments to the REAP Phase 1 template in mid-November. The plan will serve as a blueprint for advancing racial equity within our department for the next three years. The Library's Racial Equity Committee is partnering with the Library's Human Resources division to build our department's Phase 1 REAP. Phase 1 plans are due to ORE by December 31, 2020. At the November Commission meeting the committee co-chairs, Shawna Sherman and Alejandro Gallegos, will provide an overview of the REAP development process for the Library and introduce you to the team members and will present the plan to the Commission at the December commission meeting for discussion.

ORE is still in the process of developing the Phase 2 template; it will focus on City procurement, contracting/grants, and delivery of programs to San Franciscans. The Racial Equity Committee will report back to the Commission on Phase 2 at a later date.