



SFPL Racial Equity Action Plan Update

Phase I: Internal Programs, Practices, and Policies
Implementation update

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Library Commission



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Anatomy of the REAP

7 Sections:

- Hiring and Recruitment
- Retention and Promotion
- Discipline and Separation
- Diverse and Equitable Leadership and Management
- Mobility and Professional Development
- Organizational Culture of Inclusion and Belonging
- Boards and Commissions



REAP update May 2022

- Accomplishments:

- Progress in all 7 areas of the REAP reported to the Commission
- Update submitted to the Office of Racial Equity (ORE), May 2022
- Awaiting feedback on our progress report from ORE



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REAP update December 2022



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- Accomplishments:
 - Ongoing implementation of the REAP
 - Additional items in progress

REAP update December 2022

Accomplishments:

Four focus areas:

- Discipline and Separation
- Diverse and equitable leadership
- Organizational Culture of Inclusion and Belonging
- Mobility and Professional Development



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3 Discipline and Separation

Goal:

SFPL will analyze current discipline and separation data by race and develop action plans based on biases identified. SFPL will focus on developing relationships and empathy and will set a norm that all interactions and behaviors will be respectful and antiracist, including training for all managers on anti-racist discipline practices.

Accomplishments

- Mandate all PPARs for supervisory classifications to include 24 Plus training completion within the probationary period (3.1.3 (a))
- Require all departmental supervisory classifications to complete implicit bias training, including for all new hires in supervisory classifications (3.1.3 (b))

4 Diverse & Equitable Leadership

Goal: SFPL will be transparent about the make-up of its current leadership and look for ways to diversify the leaders within its ranks. SFPL will produce an annual report with information on the race of its leadership. Leadership will be continuously trained in anti-bias and anti-racist frameworks and leadership will provide employee engagement opportunities for staff to provide feedback.

Accomplishments:

- Develop and include hiring and recruitment inclusivity statement in Library job announcements [in collaboration with REC-HR group] (4.1.1 (d))
- Communicate with staff about existing (e.g. Health Services System) and any new benefits being offered annually (4.3.4. (b))

5 Mobility & Professional Development

Goal: SFPL encourages all employees toward opportunities to move up within the ranks of the organization and will work to provide robust professional development opportunities for staff through, training and workshops, and opportunities to go to conferences. SFPL will track by race who is using training opportunities and inform staff of possibilities for learning and advancement through its annual PPAR process. SFPL is committed to honoring the whole worker.

Accomplishments:

- Supervisors/managers to communicate with staff across all classifications about training during PPAR process (5.1.1 (d))
- Promote culture of learning by supervisors/managers communicating and prioritizing learning opportunities for staff across all classifications during PPAR process (5.1.3 (e))
- Alert staff about Employee Assistance Program and HR policies on a regular and ongoing basis (5.3.3 (b))
- Compile list of reimbursement methods available to employees who want to take advantage of these opportunities (5.1.4 (c))

Accomplishments:

- Ensure staff are aware that the City's and SFPL's EEO policies, which protect employees from discrimination/harassment based on religion, including providing the policy on SFPL's StaffNet (5.3.5 (a))
- Compile a list of professional organizations, including those who offer professional development opportunities for City workers and public libraries; Provide list to supervisors for discussion with employee during annual PPAR process (5.1.4 (b))
- Supervisors/managers to communicate about development opportunities across classifications during PPAR process (5.1.4 (3))

6 Organizational Culture of Inclusion and Belonging

Goal: SFPL promotes a culture of inclusiveness within its workforce that ensures traditionally underserved communities of colors and identities are welcomed and able to fully participate without discrimination and barriers to access. SFPL actualizes this work through its Racial Equity Plan and its Racial Equity Committee. SFPL will be transparent about gaps in policy and procedures, work to address biases, and seek regular input from staff. This is work that centers the needs of the employee in recognition of varying disabilities and identities, and also takes into consideration with well-being and safety of employees at the workplace.

- By FY 22, Q1, - Onboarding for newly hired employees will include information about the right for parents to breastfeed or chest feed at any location in SFPL libraries managers will be given information about the CCSF lactation policy (with annual reminders) (6.3.2 (b))



In Progress

- We are working with DHR to schedule PPAR trainings in Q3 and Q4 to educate our supervisors/managers on how to write PPARs (5.3.1 (a) and 5.3.2 (a))
- Currently reviewing items on HR StaffNet main page and Training StaffNet main page to delete items that are outdated, create a more user-friendly page with relevant information (5.1.2 (g))
- Developing additional StaffNet pages dedicated to training and professional development (5.1.2 (g)) (5.1.2 (e)) (5.1.1 (c))
- Q3 and Q4 sees return of Affinity Group monthly meeting, Racial Equity newsletter and all staff racial equity training opportunities.



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Thank you for your
continued support and
encouragement