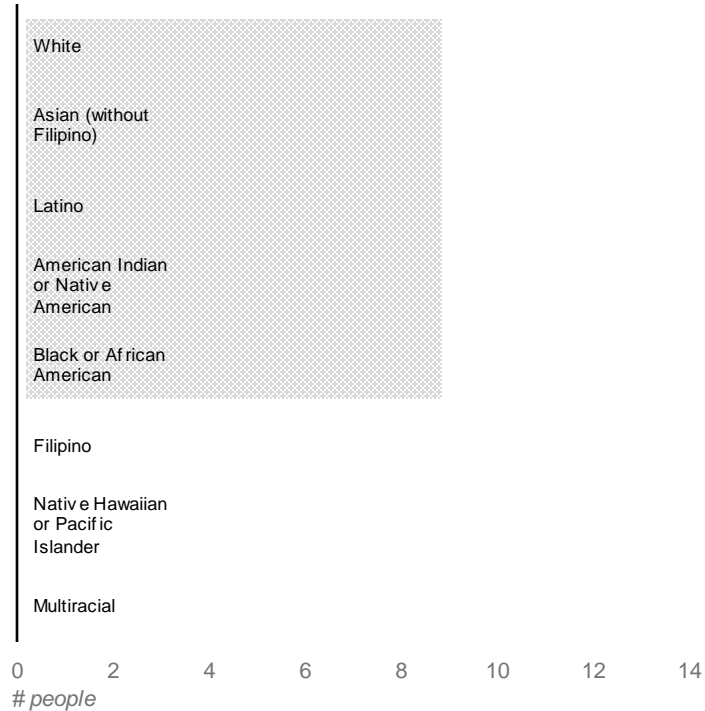

SF Public Library

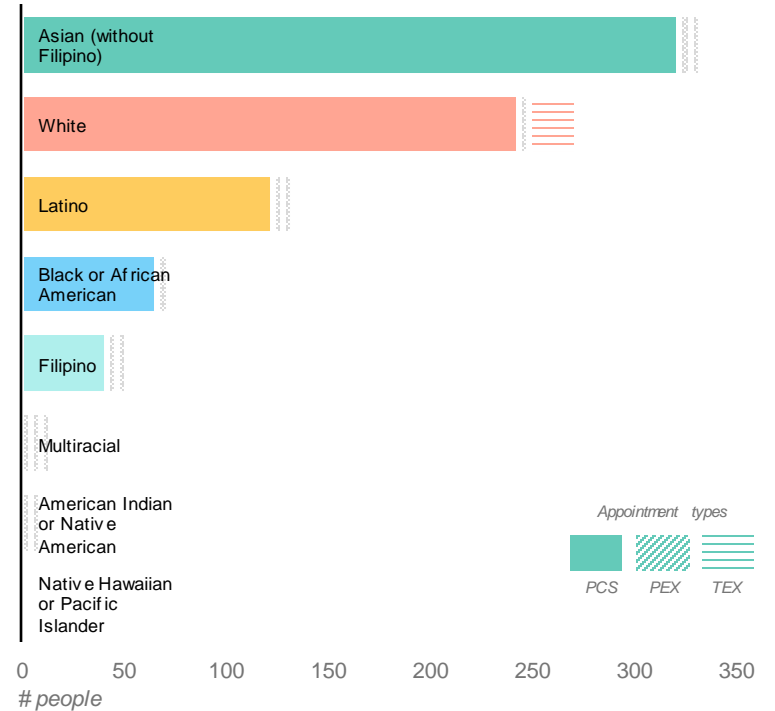


San Francisco Public Library

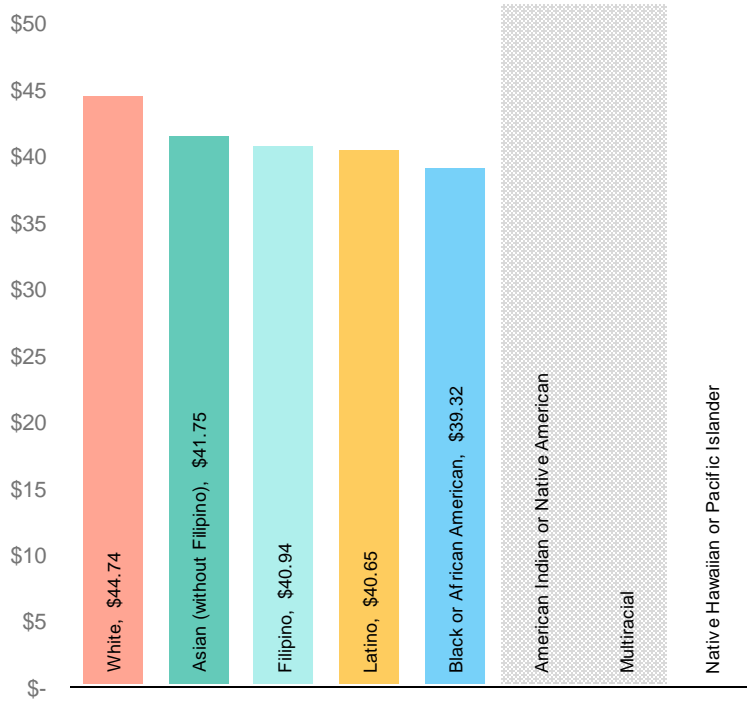
LIB: Senior management demographics (MCCP)



LIB: Overall department demographics



LIB: Average hourly pay for all employees



LIB: Number of terminations, promotions, new hires



Successful Library Recruitments for the Senior Management Team in the Past Year

- Out of the five (5) new recruitments for the Library Senior Management Team:
 - 80% of these MEA level position recruitments were filled by diverse candidates, and
 - 60% of these recruitments witnessed a change from the incumbent being non-BIPOC to BIPOC



What is an equity practice that your department **has implemented in the last year** and can share with other departments?

- Mandate supervisory classifications in their Performance Plan and Appraisal Report (PPAR) to complete 24 Plus for Supervisors and Managers and Managing Implicit Bias within the probationary period.
 - These training courses enable supervisors to communicate more effectively and resolve conflict with professionalism and in a fair, equitable, manner.
 - Collaborated with Racial Equity Committee to review opportunities for training related to performance management. Analyzed budget to ensure adequate funding.
 - All supervisory classifications are required to take these courses within their probationary period. Library Training periodically generates reports to review (and remind) compliance. =
 - Audit to ensure supervisors have completed training and schedule refreshers as needed. Continue to generate completion reports and follow-up to ensure compliance.

What is an equity practice that your department **has implemented in the last year** and can share with other departments?

- Developed a hiring and recruitment inclusivity statement to include in all Library job announcements and recruitment materials by July 1, 2022.
 - Demonstrated the Library's commitment to building and enhancing a diverse, equitable, and inclusive workplace that is welcoming to people of all backgrounds. It sets the foundation for what we want our community and potential applicants to know and believe about our organization and also reflects the Library's values.
 - Collaborated with the Racial Equity Committee – Human Resources Group to create and promote the inclusivity statement.
 - Implemented Communication Plan: shared with Senior Leadership Team, Human Resources (HR) Team, and Racial Equity Committee (REC) and shared with all staff through the Racial Equity Newsletter.
 - Continue to ensure the inclusivity statement is included in all recruitment materials and job announcements.

What is an equity practice that your department **has implemented in the last year** and can share with other departments?

- Promote a culture of learning by leveraging the Annual Performance Plan and Appraisal Report (PPAR) process and training options to communicate and prioritize employee development opportunities, reward accomplishments, and encourage feedback between supervisor/manager and employee by June 30, 2023.
 - Section 5 is focused on developing a culture of learning, improving the PPAR process, and enhancing the PPAR to use as a development and motivational tool for staff.
 - Created a dedicated internal PPAR website with instructions and toolkits to help supervisors/managers and employees throughout the PPAR cycle and provided training. Revised training and development webpage to include mandatory and recommended training.
 - This endeavor is too new to measure success at this time. Successful outcomes may include an increase in submittal of PPARs, utilization of resources and more feedback conversations between supervisors/managers and their direct reports.
 - Follow-up on intended successful outcomes and continue to build supervisor/manager and employee toolkits, training, and resources.

What is an equity practice that your department **has implemented in the last year** and can share with other departments?

- Based on the FY22 Annual Staff Survey results, one reoccurring theme was to change part-time page schedules from four days a week to three days a week to give more flexibility for part-time Library Pages to obtain another part-time job, if needed. The Library developed strategies to accomplish this action item.
 - The survey results indicated this was a profound need for many part-time Library Pages.
 - Conducted analysis of overall staff schedules and reexamined ways to make schedules more equitable and met the needs of part-time Library Pages.
 - Chief of Branches and District Managers developed schedule arrangements that were more efficient and equitable.
 - Continuous review of improving process and transparency and reassessing and adjusting as needed.

What is an equity practice that is a priority for your department to **learn from other departments** this upcoming year?

- Library Human Resources collaborates with the Racial Equity Committee and other stakeholders to identify community-based organizations and BIPOC professional networks, re-entry programs, and other outlets to help foster relationships to aid in outreach for all library classes, especially those not well-represented by BIPOC.
 - Recruiting and hiring a diverse candidate pool is a priority for the Library. Related to REAP 1.2.1(c).
 - Library HR currently participates in DHR Diversity Recruitment's monthly meetings.
 - Support is needed in obtaining a list or being introduced to such connections.
 - Success would be defined as a robust list of these organizations, strong connections with these organizations, and how to leverage these connections to increase diversity of applicants and hires from these sources.

What is an equity practice that is a priority for your department to **learn from other departments** this upcoming year?

- Engage stakeholders to identify additional training opportunities in anti-bias, diversity, equity, and inclusion for staff, managers, and Library senior leadership.
 - Training helps recognize biases that may exist and help employees take steps to reduce the impact of biases on workplace interactions and decisions, promotes collaboration, and increases retention, morale, and belonging. Related REAP Sections: 3.1.3(d), 4.1.2(b), and 5.1.1(b).
 - Library HR identified a series of courses focused on diversity, equity, and inclusion. Currently, the Racial Equity Committee is vetting these courses to give feedback and recommend whether this series is beneficial for all Library staff. Continued steps are to review courses and determine if they should be included in Library's DEI training catalog.
 - Guidance or support needed is to provide Library with a current list of vetted training courses or vendors with proven track record in robust DEI and anti-bias training.
 - Success would be providing Library staff with a robust list of DEI and anti-bias training based on level of DEI knowledge and supervisory, non-supervisory, or leadership level.

Resources

- SFPL's Racial Equity Action Plan: <https://sfpl.org/about-us/racial-equity-commitment>