



MEMORANDUM

TO: Jeanne Goodrich, Executive Director
FROM: Diversity/Competitive Workplace Committee
DATE: August 18, 2011
SUBJECT: 2011/2012 Diversity Action Plan

Goal 1: Advocacy

- Item 1: Review and revise as needed the current LVCCLD Diversity Plan, adopted on February 8, 2001.
- Item 2: All newly hired employees will be provided with a copy of the Diversity Plan and receive a brief introduction to diversity awareness during their orientation training. Each employee will also receive more intensive diversity awareness training, which must be completed prior to the end of their original probationary period.
- Item 3: Continue to provide all staff with training on diversity in the work environment.
- Item 4: Continue the District's "Celebrate Diversity" initiative which recognizes diverse ethnic and cultural groups. Implement diversity elements into annual library programs.

Goal 2: Recruitment

- Item 1: Continue to work with community organizations to enhance and promote diversity and awareness of the District, its mission, impact on day-to-day lives of people, and promote career opportunities.
- Item 2: Continue the development of career opportunities in schools for prospective staff to introduce the library profession as a truly viable career option to high school and college students.

Goal 3: Retention

- Item 1: Continue to provide opportunities for professional development training for staff.

- Item 2: Continue the promotion of scholarship and award opportunities for LVCCLD staff and provide information in the *Circulator*.
- Item 3: Offer one-on-one consultations and/or workshops on completing applications, portfolio preparation and interviewing skills for staff.

Goal 4: Reporting

- Item 1: Develop statistical analysis of applicant flow; evaluate and report at the close of the fiscal year.
- Item 2: Develop statistical analysis of District demographics; evaluate and report at the close of the fiscal year.
- Item 3: Develop statistical analysis of individual branch demographics; evaluate and report at the close of the fiscal year.
- Item 4: Analyze employment activity to include new hires, transfers, promotions and terminations on a fiscal year basis.
- Item 5: Review Diversity Action Plan with Branch Managers and other key staff on an annual basis. Provide Branch Managers with individual reports of their branch demographics and evaluate staffing patterns.
- Item 6: Evaluate and report the accomplishments of last year's Action Plan. Develop goals and objectives of the Action Plan for the upcoming year.
- Item 7: Post the Diversity Action Plan results on the District's website and Voyager.