



2008 DIVERSITY ACTION PLAN

March 17, 2008

Goal 1: Advocacy

- Item 1: 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: ongoing.
- Item 2: Continue the development of a diversity network to ensure that diversity initiatives and information are distributed throughout the organization: include articles on diversity initiatives and the progress of the Action Plan in the *Circulator*, the staff newsletter; inform the Board and District staff of diversity activities through formal monthly reports made for Board meetings; and post activities on the District's web site: ongoing.
- Item 3: Provide supervisors and managers with training on how to manage diversity in the work environment. Training will be conducted by an external diversity trainer: ongoing.
- Item 4: Reevaluate and update the District's Diversity Plan for possible revisions. Continue to monitor Action Plan accomplishments on a quarterly basis: ongoing.
- Item 5: Implement District Strategic Plan objectives by establishing additional communication tools to promote cultural awareness. Develop a diversity Web page that will provide all-inclusive information on District cultural activities, community organizations and agencies, cultural heritage information and resources, District diversity awards and initiative progress, the Diversity Plan and the current Action Plan.
- Item 6: Provide opportunities for District staff to attend Diversity training and hire external diverse speakers for presentations at Staff Day: ongoing.
- Item 7: Implement "Diversity Champions" staff recognition program at Staff Day 2008.
- Item 8: Continue to expand the District's "Celebrate Diversity" initiative by developing programs year-round to recognize additional ethnic and cultural groups. Implement diversity elements into annual library

programs, including Reading Las Vegas and the Summer Reading Program: ongoing.

Goal 2: Recruitment

- Item 1: Continue partnership with the University of North Texas (UNT), promoting the District's image and attracting quality staff: ongoing. Develop District internships for students from UNT as well as other universities.
- Item 2: Continue to work with community organizations and schools to establish networks to enhance and promote diversity and awareness of the District, its mission, impact on day-to-day lives of people, and promote career opportunities: Latin Chamber, Urban Chamber, Asian Chamber, Native American Chamber, Gay and Lesbian Community Center of Southern Nevada, Aging Services Directors Organization, Work Enhancement Employment Team, Southern Nevada Hispanic Employment Program Council, City of Las Vegas, Clark County, Clark County School District, Southern Nevada Human Resources Association and others: ongoing.
- Item 3: Expand 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. Continue partnership with the Clark County School District. Establish points of contact with schools to offer job shadowing opportunities for students. Continue District's Nevada's Future Librarians (NFL) program, which targets middle high and high school students. Research the Upward Bound program which encourages elementary and middle school students to seek higher education.
- Item 4: Promote the District's diversity initiatives by exhibiting and/or conducting presentations at national, state and local levels (i.e. conferences, workshops, professional meetings). Identify staff that may be interested in participating in such presentations: ongoing.
- Item 5: Continually update the document that lists recruitment sources, and add new ones to aggressively promote the recruitment of a qualified and diverse applicant pool: ongoing.
- Item 6: Continue to review Media Kit for possible updating and broader use at District events promoting diversity: ongoing.
- Item 7: Research additional marketing tools for use at recruitment events: ongoing.

Goal 3: Retention

- Item 1: Develop new ideas for professional development training for staff: ongoing.
- Item 2: Continue a "Page Appreciation Day" throughout the District to promote the library as a future career opportunity.
- Item 3: Coordinate a mentoring program for students receiving stipends under the *Mining the 21st Century Librarian* grant. Pair protégés with mentors that can help them be successful in their MLIS educational program. Provide guidance to mentors and protégés, periodically checking on their progress.
- Item 4: Continue the promotion of scholarship and award opportunities for LVCCLD staff and provide information in the *Circulator*: ongoing.
- Item 5: Offer workshops on completing applications, portfolio preparation and interviewing skills for staff: ongoing.
- Item 6: Provide equitable opportunities for staff to participate and serve on District committees: ongoing.

Goal 4: Reporting

- Item 1: Develop statistical analysis of applicant flow, evaluate and report at the close of the calendar year: ongoing.
- Item 2: Develop statistical analysis of District demographics, evaluating and reporting at the close of the calendar year: ongoing.
- Item 3: Develop statistical analysis of individual branch demographics, evaluating and reporting at the close of the calendar year: ongoing.
- Item 4: Analyze employment activity to include new hires, transfers, promotions and terminations on a calendar year basis: ongoing.
- 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: Provide updates on grievances and external complaints on a semi-annual basis: ongoing.
- Item 7: Evaluate and report the accomplishments of last year's Action Plan. Develop goals and objectives of the Action Plan for the upcoming year: ongoing.
- Item 8: Post the Diversity Action Plan results on the District's website and Voyager: ongoing.