

LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

DIVERSITY PLAN

**Adopted February 8, 2001
Revised September 13, 2012**

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MESSAGE FROM THE EXECUTIVE DIRECTOR

For the last several decades, Las Vegas and Clark County have been the fastest growing and among the fastest diversifying areas in the country. Over ten years ago, the Las Vegas-Clark County Library District made a commitment to broaden its services in response to community diversification and to proactively work to ensure that the Library District's staff reflected the diversity of the people served. I'm very pleased to report that the Library District has worked diligently to keep this commitment.

We have been successful because we've retained our focus and have integrated our respect for diversity in its broadest sense in all that we do. The District's Diversity/Competitive Workplace Committee works with all levels of employees and the Library Board of Trustees to articulate our diversity goals and monitor our accomplishments. These goals and the activities required to accomplish them ensure that the Library District is mindful that we serve people with a variety of characteristics (race, ethnicity, physical ability, sexual orientation, age, language, social and economic class) and that our collections, programs and services should be designed to appeal and relate to people with a wide range of characteristics. This is most effectively done through recruiting and hiring employees that reflect the diversity of our community, training employees and volunteers to understand and meet the needs of a diverse population, and reinforcing the need for awareness and sensitivity to the needs of different backgrounds and cultures.

We live and work in a vibrant, ever-changing community. We know that our best chance for success in assisting our library customers in meeting their needs and accomplishing their goals lies in our continued assurance that we will maintain a workforce that is reflective of the diverse community we serve.

Sincerely,

Jeanne Goodrich
Executive Director

HISTORY AND INTRODUCTION

The Board of Trustees voted on October 14, 1999 to create a Diversity/Competitive Workplace Committee to study diversity in employment and to make recommendations to develop an Employment Diversity Plan for the Las Vegas-Clark County Library District.

Four Trustees, the Executive Director, HR Director and four staff members met to examine the issues of recruitment and retention of diverse staff in the library profession, as well as in the Las Vegas-Clark County Library District. The Committee met several times between October 1999 and December 1999 and the staff report was presented to the Board of Trustees on December 13, 1999. The Board accepted staff's recommendation to act on two aspects of the staff report in order to move forward on the development of a diversity policy:

- Prepare the initial annual statistical report that will track changes in the workforce and provide annual comparisons with County demographics.
- Prepare a proposed Diversity Plan for Board review and consideration by June 2000.

The Las Vegas-Clark County Library District's Diversity Plan was developed and four major goals were identified:

- *Advocacy*: To create a more educated workforce in the area of diversity.
- *Recruitment*: To develop the District's potential workforce for the 21st century and ensure the District is viewed as a premier library system that attracts and retains the best and the brightest diverse employees in all areas.
- *Retention*: To promote the library profession as a viable career option to potential candidates.
- *Implementation/Reporting*: To support the District's commitment to implementing actions to ensure diversity initiatives move forward. To complete an annual assessment of the Diversity Plan's initiatives by measuring results to benchmark growth and development of new objectives.

This plan is a living document which represents a synthesis of thoughts, ideas and recommendations from the Diversity/Competitive Workplace Committee. However, as our journey to build a culture that manages diversity continues, ongoing modifications to this plan will be necessary.

COMMITMENT TO DIVERSITY

The Las Vegas-Clark County Library District's mission states: *We enable the people of our community to pursue lifelong learning through our responsive collections, electronic resources and innovative services. Our inviting public libraries are the cornerstones of our diverse communities where children and adults can experience personal enrichment and connect with one another.*

The District is committed to a workplace in which all people are respected as individuals and valued for their contributions in accomplishing the District's mission. We are committed to reflect the diversity of the communities we serve, as well as fostering an inclusive, supportive, open, challenging and innovative work environment to enable employees to be positive, creative and reach their full potential.

To better enable the District to carry out its mission, the Board of Trustees and the Executive Director have made diversity a key priority for all managers and employees throughout the organization. The District is committed to being the model employer of a talented, dedicated and effective workforce that reflects our diverse communities. Pursuing these objectives will require institutional changes in a number of our processes and procedures, especially in the way in which we approach empowerment, motivation and job enrichment for all employees. It will require changes in the way we carry out our program responsibilities.

The District is committed to create an environment which:

- Fosters and sustains all diversity in employment regardless of race, ethnicity, physical disabilities, sexual orientation, age, language, and social class.
- Encourages employees to develop and advance professionally through mentorship and cross-training opportunities in the library system.
- Creates an environment for library users that fosters diversity by providing collections, programs and best practices that reflect the service population.
- Educates staff and volunteers to understand and meet the needs of a diverse population.
- Seeks partnerships with community organizations that will enhance services to diverse populations.
- Explores library programs and services to underserved populations.

The District's Diversity/Competitive Workplace Committee realizes that pursuing the objectives of a diversity initiative will require new ways of thinking and doing business. These new ways of thinking can be accomplished if the District's policies and vision are supported by the organizational culture. The District's commitment to the principles and legal obligations of Equal Employment Opportunity objectives remains firm and unchanged, and in fact, is enhanced and strengthened through its ability to manage diversity.

Diversity initiatives (managing diversity) are non-mandated management approaches to create an environment that allows all employees to reach their full potential in pursuit of the organization's mission. It excludes no one. Diversity initiatives are proactive and business-linked, requiring assessment of the organizational culture to ensure that it is supportive of inclusion, and is an integral part of the overall mission.

DIVERSITY ACTION PLAN

The Las Vegas-Clark County Library District Diversity Plan is designed to provide:

- An umbrella plan that outlines the District’s vision as it relates to the implementation of diversity initiatives.
- A general framework so that change agents will acquire a fundamental understanding of managing diversity and its focus on inclusion as demonstrated by appropriate work behavior.
- A mechanism for the consistent and timely education of District employees.
- A plan for District-wide organizational assessments that will be a starting point for staff to create more individualized plans, measures and milestones that reflect their own diversity.

The goals and strategies that follow will support the management of diversity through:

- Leadership at all organizational levels
- Assessment and measurement
- Education and development
- Customer input and feedback
- External involvement

2013/2014 Diversity Action Plan

Goal 1: Advocacy – to create a more educated workforce that supports the Library District’s goal to serve a diverse population and understands the importance of promoting and managing diversity initiatives.

Item 1: All newly hired employees will be provided with information about the Library District’s Diversity Plan. Each new employee will also receive more extensive diversity awareness training, which must be completed prior to the end of their original probationary period.

Item 2: Continue to provide all staff with training on diversity in the work environment.

Item 3: Continue the District’s initiative to recognize diverse ethnic and cultural groups by implementing diversity elements into library programs throughout the year.

Item 4: Continue to work with community organizations to enhance and promote diversity and awareness of the District, its mission, and impact on day-to-day lives of people.

Goal 2: Recruitment – to promote and support professions within the Library District as a viable career option to potential candidates.

Item 1: Continue to work with community organizations to promote career opportunities within the Library District.

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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 – to develop the Library District’s workforce to ensure that the Library District is viewed as a premier library system that retains the best and brightest diverse employees in all areas.

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 through District communication vehicles.

Item 3: Offer one-on-one consultations and/or workshops on completing applications, portfolio preparation and interviewing skills for staff.

Goal 4: Reporting – to support the Library District’s commitment to implementing actions to ensure diversity initiatives move forward. To complete an annual assessment of the Diversity Plan’s initiatives by measuring results to benchmark growth and development of new objectives.

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.