



Equity, Diversity, and Inclusion Action Plan

August 1, 2020

October 1, 2020 – updated July-September Quarter

Timberland Regional Library: 2020-2022 Strategic Direction Timeline by Quarter

July-September 2020

- **Administration:**
 - Write and distribute Anti-Racism Statement
 - Create Anti-Racism Policy - present Policy to the Policy Committee, November 9
 - With staff, create EDI Action Plan July 2020-2022 in alignment with 2020-2022 Strategic Direction - completed
 - Approve Racial Equity All Staff Training Plan - approved
- **Collection Services:**
 - Selectors will audit each of their order carts and include BIPOC, Own Voices, and diverse authors and characters. - ongoing
 - Ensure our commitment to EDI is clear in our Collection Development Guidelines – updated, completed, available at trl.org
- **Public Services:**
 - Racial Equity Staff Training Plan in development, begin to assign trainings - completed
- **Human Resources:**
 - Confidential reporting process for staff and patrons experiencing micro-aggressions and racism - implemented

October-December 2020

- **Collection Services:**
 - Work with EDI Workgroup to develop core list of subject headings to make diverse titles more easily accessible for patrons and for staff doing Reader's Advisory – add in local subject headings highlighting items that are written by or featuring characters who are BIPOC/Own Voices, etc.
 - Give staff and patrons a preview of new EDI items coming soon to their branches. Build excitement around new materials!
- **Public Services:**
 - Host staff Community Conversations to engage staff members and integrate racial equity practices within the district
 - Begin training engagement staff to have Community Conversations
- **Facilities:**
 - Gender neutral restroom signage
- **Creative Services:**
 - Established practice for all materials produced in English and Spanish

January – March 2021

- **Public Services:**
 - Organize Community Conversations across the district to engage with the public and start a dialogue



- **Creative Services:**
 - Alternative text and accurate captioning for TRL created content
 - Revise TRL Branding Standards to include guidelines for alternative text and captioning
- **Facilities:**
 - Complete ADA Audit of Library Buildings
- **Human Resources:**
 - Policies and procedures have been reviewed
 - Review of hiring practices is complete and plan created for any necessary improvements

April- June 2021

- **Public Services:**
 - Organize Community Conversations across the district to engage with the public and start a dialogue.
- **IT:**
 - Alternative text and accurate captioning for website content

July – September 2021

- **Public Services:**
 - Organize Community Conversations across the district to engage with the public and start a dialogue.

October 2021 – December 2022

- All actions listed below are complete by December 2022

Beyond 2022:

When we are successful in completing the work highlighted in this Action Plan we will have created a foundation from which to sustain continual work towards equity, diversity, and inclusion.

Actions by Department

Administration

- Review policies through EDI lens for Board of Trustees approval
- Review procedures through EDI lens for Executive Director approval
- Executive Director will work with Board of Trustees to identify EDI trainings for the Board of Trustees
- Write and distribute Anti-Racism Statement
- With staff, create EDI Action Plan July 2020-2022 in alignment with 2020-2022 Strategic Direction
- Approve Racial Equity All Staff Training Plan developed by Public Services Team, Training and Development Coordinator

Collection Services

- Collection Development
 - Prioritize professional development that centers on EDI
 - Selectors will audit their ordering for diversity
 - Consult with reading lists, blogs, and other resources created about and by BIPOC/Own Voices authors and featuring BIPOC/Own Voices characters
 - Provide support for staff reader's advisory around EDI
 - Ensure our commitment to EDI is clear in our Collection Development Guidelines
 - Continue to provide a wide variety of voices and experiences in our collections



- Work with our vendors to advocate for appropriate subject headings and tagging to highlight own voices materials in their highlighted selections and bibliographic records they provide
- Advocate to publishers for increased publication of BIPOC/Own Voices authors
- Review existing weeding policy to ensure that special consideration is given to BIPOC, LGBTQ, or Disabled materials.
- Cataloging
 - Enhance subject headings to make diverse titles more easily accessible for patrons and for staff doing Reader's Advisory – add in local subject headings highlighting BIPOC/Own Voices, etc.
- Social Media/Blog Posts
 - Give staff and patrons a preview of new EDI items coming soon to their branches. Build excitement around new materials!

Creative Services

- TRL's Marketing Plan and Communication Strategies will reflect our diverse communities
- Publicity materials are Bilingual (English & Spanish)
- Publicity materials translated into other languages as needed
- Create a work plan to ensure our marketing and communications strategies support EDI
- Ensure accurate video captioning for TRL created or promoted videos
- Ensure all images added to website have accompanying alternative text

Facilities

- Every library is ADA accessible
- Gender neutral restroom signage
- Increase the number of RFPs awarded to women and minorities, including advertising in Spanish and on additional bulletins

Human Resources

- Ensuring policies are accessible, anti-racist, non-gendered, anti-ableist
- Hiring practices are improved to limit bias towards race, gender, religion, ethnicity, age, disability, and other minority and protected groups
- Include preference for language proficiency or cultural background and knowledge in job bulletins
- Implement a confidential reporting process for staff and patrons experiencing micro-aggressions and racism
- Conduct exit interviews to learn where TRL can improve
- Provide training for supervisors to promote awareness of cultural sensitivity and ways to support inclusion and equity

IT

- Website is accessible for all patrons including alternative text for images
- Translation of content into multiple languages

Public Services

- Anti-Racism Staff Training Plan, including micro-aggressions, completed by all staff
- Ensuring policies are accessible, anti-racist, non-gendered
- Public Services staff reflect communities:
 - 25% public services staff are Latinx or Spanish speakers
 - The number of BIPOC employees is increased by 20%



- Staff receive training to ensure staff and patrons are addressed by appropriate pronouns and are not misgendered
- Staff are engaged with Spanish speaking, black, indigenous, and people of color communities
 - Staff training to hold engagement events
 - Regular engagement events take library staff members into communities to communicate directly with community members
 - Programs and services are designed to accommodate the needs of communities
- Programming
 - Staff are comfortable talking about race and diversity in Storytime, book groups, and other programs
 - Standards to guide staff in implementing EDI practices and principles in program, outreach, and engagement with patrons
- Prioritize promotion of own voices, materials in non-English languages, and materials featuring black, indigenous, and people of color
- Staff In Charge Training includes de-escalation tactics and calling the police as a last resort
- Provide orientation to security guards on TRL's EDI and de-escalation techniques
- Review existing Volunteer Policy to allow for the development of a thriving diverse volunteer corps to facilitate expanded programs that will appeal to a wider audience.
- Social media posts include alternative text with images and accurately captioned videos