



Equity, Diversity, and Inclusion Action Plan

Created August 1, 2020

October 1, 2020 – updated July-September Quarter

January 20, 2021 – updated October-December Quarter

April 27, 2021 – updated January-March Quarter

July 21, 2021 – updated April-June 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; after discussion, updated and changed the name to Anti-Discrimination and Harassment Policy to be brought to the Board of Trustees January 2021 Board meeting
 - 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 microaggressions 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. [started work, but need to continue in 2021]
 - Give staff and patrons a preview of new EDI items coming soon to their branches. Build excitement around new materials! [in progress - now part of normal process in creating book carousels]
- **Public Services:**
 - Host staff Community Conversations to engage staff members and integrate racial equity practices within the district - completed in November
 - Begin training engagement staff to have Community Conversations

- Public Services Team completes EDI Training and shares monthly with staff key takeaways paired with actions. - began, will continue in 2021
- **Facilities:**
 - Gender neutral restroom signage- in progress
- **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 - beginning with East Lewis County in 2021
 - East Lewis County Conversations complete
 - Initial project planning and development phase: Standards to guide staff in implementing EDI practices and principles in program, outreach, and engagement with patrons are complete and implemented.
 - This work moved to Q3 and Q4. Hired a District Manager, Equity, Diversity, and Inclusion to lead this charge.
 - Youth Services Staff Training Pathways. Update: Outlines have been developed to include a stand-alone EDI training module for staff serving youth and families. The training outlines include EDI training best practices for serving different age groups (e.g., early childhood, school age, teen, and caregiver). Training pathways will be fully developed and implemented for staff professional development in 2022.
- **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
 - All positions are done with blind recruiting with no identifiable info
 - Increased job postings beyond TRL website to include WorkSource, Diversity sites, etc.

April- June 2021

- **Public Services:**
 - Organize Community Conversations across the district to engage with the public and start a dialogue. **Update: Second phase launches Q3**
 - Alternative text templates and guidance for staff to use on social media
 - Partnered with CIELO and family network to begin virtual Bilingual Zoom Storytime's in English and Spanish.
 - All Summer Library Program activity logs, school letters, and promotional pieces (videos, social media) available two languages (English, Spanish) and different formats (print/digital, audio/text).
 - SLP book prizes included several different formats and both Spanish and English options.
 - Zoom Storytime facilitators continue to highlight diverse characters and diverse authors.
 - Began the Picture Book City project included categories that were evaluated and selected

through an anti-racism lens. This project will increase accessibility to the collection for young children and their caregivers.

- **IT:**
 - Alternative text and accurate captioning for website content
- **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.
 - Created a special Pride Staff Picks page in celebration of Pride Month. Featured [Lambda Literary Award](#) winning books on homepage.
- **Human Resources:**
 - With data, working on accessibility improvement for our website and recruiting
 - Onboard portal was updated and designed to assist with accessibility and visual impairments for better use

July – September 2021

- **Public Services:**
 - Organize Community Conversations across the district to engage with the public and start a dialogue.
 - Youth mobile services guide complete: Will include EDI practices for serving youth and families through mobile services to guide staff. **Update: Moved to Q4, possibly into 2022 due to staffing changes.**
 - Youth Training & Mentorship Guide complete. Will include EDI practices for service youth and families. **Update: Completion date moved to Q4, with implementation in 2022.**
 - Program Standards Guide: Will include EDI definitions, standards, and practices for all programs to guide staff. Storytime rubric will be updated to include diverse books/BIPOC characters and authors. Staff will be given resources and opportunities to discuss talking about race in story time, book groups, and other programs as part of their ongoing program planning process. Will also include EDI best practices specifically for children 0-5 and their families.
 - Youth Outreach Standards Guide: Will include EDI definitions, standards, and practices for outreach to guide staff.
 - Youth Spaces Guide: Will include EDI standards and practices for youth spaces to guide staff.
 - Social Media Handbook update: will include information on how to include alternative text with images and accurately captioned videos for accessibility.
 - Social Media Training II created: will instruct staff on how to include alternative text with images and accurately captioned videos for accessibility.
- **Collection Services:**
 - Participating in a collection audit with a vendor to review our current collection for diverse materials.
 - Created a special designation in the item record that will allow us to track usage of our EDI-related materials.

- Continue to work on developing 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.
- **Human Resources:**
 - Changed policy and procedures to allow pronouns on employee identification badges.
 - Working with Department of Labor and Industries, collaborated with them to share our job postings with clients who are seeking alternative work opportunities after work place injury.
 - Allow employees to self-identify what languages they speak in order to facilitate bilingual pay.
 - Providing options for new hires to select “non-binary” as a gender option on the new hire personal data form.
- **Creative Services:**
 - Draft Strategic Marketing plan presented to Admin for review which includes numerous ways to promote library services to diverse and underserved communities.
- **Facilities:**
 - Completed ADA ramp at Ilwaco.

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, LBGTQ, or People with disabilities 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 microaggressions 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-done
- Ensuring policies are accessible, anti-racist, non-gendered - in progress
- 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