

# Library

## Equal Opportunity Plan

2024



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## Section 1

### **Department Head's Acknowledgment & Commitment to the 2024 Departmental Equal Opportunity Plan**

The Monterey County Board of Supervisors adopted an ordinance reaffirming their long-standing commitment to providing equal opportunities for all and preventing and eliminating unlawful discrimination. The Board of Supervisors values providing an open and empathetic communication channel for County officials and employees, applicants for employment, and business relationships with the County. Through the adoption of the Nondiscrimination, Sexual Harassment, Reasonable Accommodation, and the Language Access and Effective Communication Policies, the Board of Supervisors reaffirms its expectation that each County official and employee is responsible for maintaining a workplace that is free from unlawful discrimination, harassment, and retaliation.

As Department Head, my signature below verifies the accuracy of this report and affirms my commitment to equal opportunity and civil rights, as outlined in County policies and ordinances.

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Hillary Theyer  
Library Director

## Section 2

### Organizational Profile Library

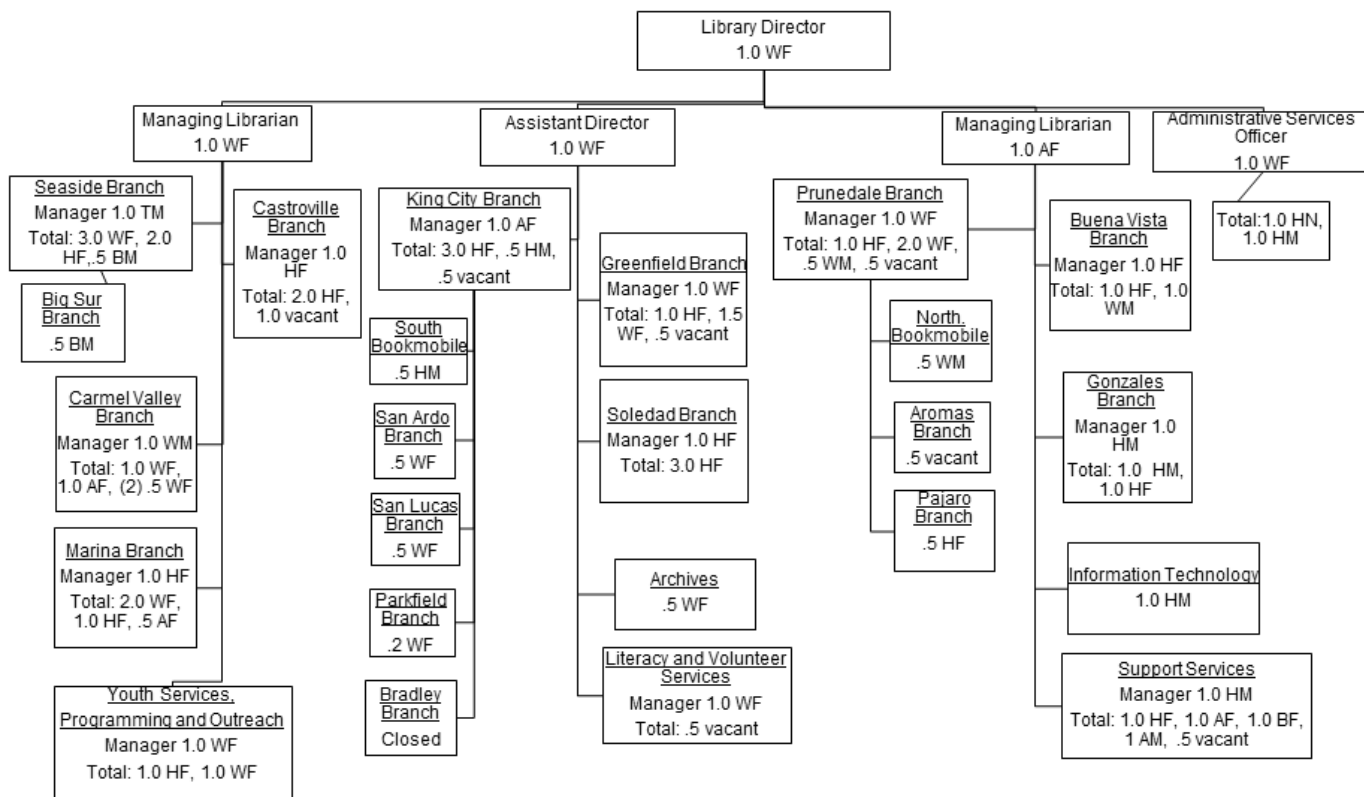
**Please show the reporting structure in your organizational chart. Break the chart into separate pages by division, if necessary.**

See next page

Self-reported gender and ethnicity:

M – Male      F – Female

AA - African American; H – Hispanic; API – Asian/Pacific Islander; W - White other than Hispanic; AI – American Indian/Alaskan Native



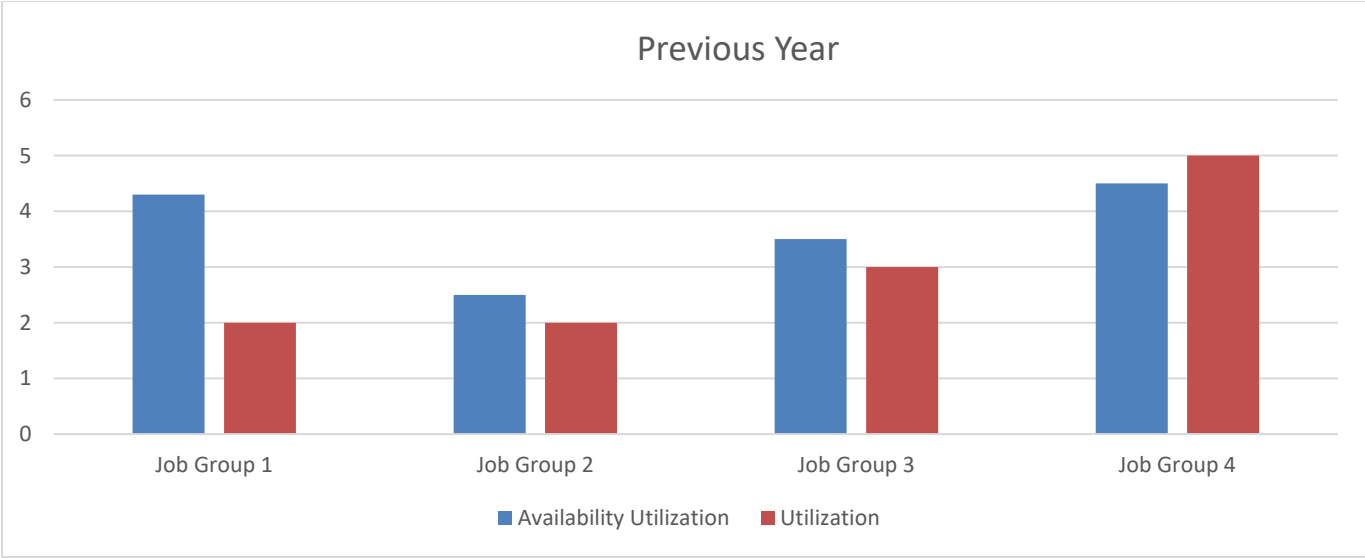
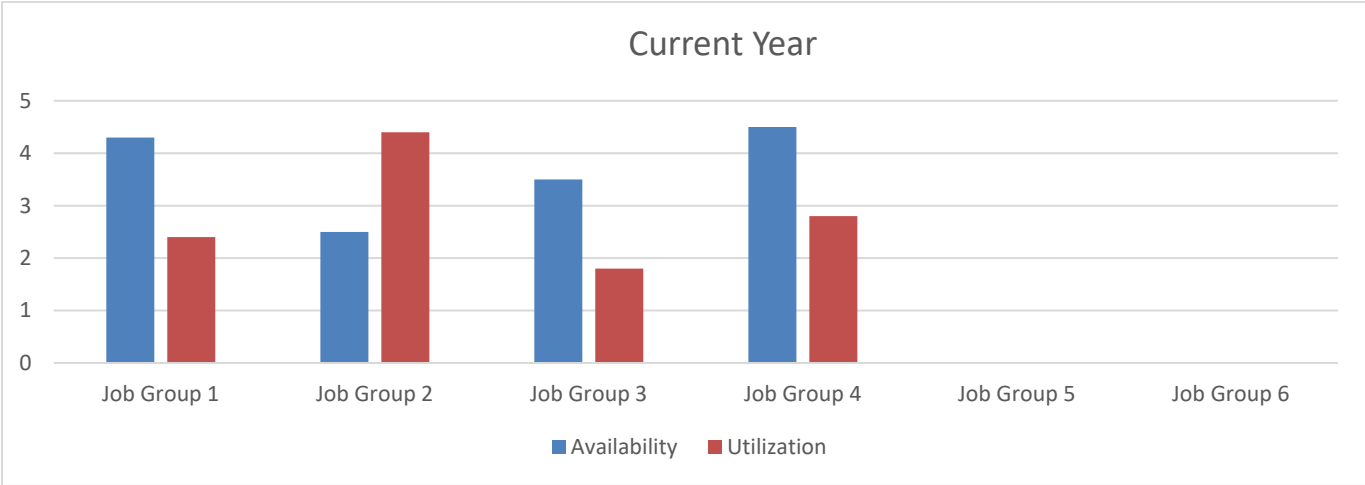
Temporary Staff Totals (multiple locations, various FTE)  
 HF 4, WF 8, AF 1,  
 WM 4, HM 1

### Section 3

## Department's Workforce Analysis Chart (MC-HRM-EO-0003)

For the Department's workforce analysis chart, see next page.

Graphs for all job groups on utilization/availability:



Run Date : 01/10/2024

Job Group Within Department

Run Time : 8:55 AM

2022-2023 Job Group Metrics

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JOB GROUP 01: Management II - (34.6% Minority Availability) - (52.8% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ASSISTANT LIBRARY DIRECTOR	OA	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
<b>TOTAL Management II</b>		0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
		100.0%			0.0%													100.0%	0.0%	0.0%	0.0%	0.0%		

JOB GROUP 03: Professionals - Administration - (52.8% Minority Availability) - (59.6% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ADMINISTRATIVE SERVICES OFFICER	P	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	1	0	
LIBRARIAN I	P	0	2	2	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	0	1	1	
LIBRARIAN II	P	3	7	10	2	4	6	1	0	2	0	3	0	4	0	0	4	0	6	0	0	10	0	
LIBRARIAN III	P	1	2	3	0	1	1	0	0	0	0	1	0	0	1	0	1	0	0	1	0	3	0	
MANAGING LIBRARIAN	E	0	2	2	0	1	1	0	0	0	0	1	0	0	1	0	1	0	0	1	0	2	0	
<b>TOTAL Professionals - Administration</b>		4	14	18	2	6	8	1	0	2	0	8	0	4	2	0	9	0	6	2	0	17	1	
		77.8%			44.4%													50.0%	0.0%	33.3%	11.1%	0.0%		

JOB GROUP 13: Paraprofessional - Technicians II - (65.2% Minority Availability) - (71.2% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
LIBRARY ASSISTANT III	PP	1	10	11	1	8	9	0	0	1	0	2	0	8	0	0	2	0	9	0	0	11	0	
<b>TOTAL Paraprofessional - Technicians II</b>		1	10	11	1	8	9	0	0	1	0	2	0	8	0	0	2	0	9	0	0	11	0	
		90.9%			81.8%													18.2%	0.0%	81.8%	0.0%	0.0%		

6110 - Library

JOB GROUP 14: Paraprofessional - Technicians I - (54.9% Minority Availability) - (73.6% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
LIBRARY ASSISTANT I	PP	0	7	7	0	5	5	0	0	0	0	0	2	1	3	1	0	2	1	3	1	0	1	6
LIBRARY ASSISTANT II	PP	4	19	23	2	10	12	2	0	2	0	0	9	0	8	2	0	11	0	10	2	0	19	4
<b>TOTAL Paraprofessional - Technicians I</b>		4	26	30	2	15	17	2	0	2	0	0	11	1	11	3	0	13	1	13	3	0	20	10
		86.7%			56.7%													43.3%	3.3%	43.3%	10.0%	0.0%		

JOB GROUP 18: Office Clerical I - (64.9% Minority Availability) - (69.9% Female Availability)

Title	EEO Cat Code	Total Employees			Minorities			Male					Female					Totals					Hours	
		M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
ACCOUNT CLERK	OC	1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
<b>TOTAL Office Clerical I</b>		1	0	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1	0
		0.0%			100.0%													0.0%	0.0%	100.0%	0.0%	0.0%		

TOTAL - 6110 Library	Total Employees			Minorities			Male					Female					Totals					Hours	
	M	F	T	M	F	T	W	AA	HIS	API	AI	W	AA	HIS	API	AI	W	AA	HIS	API	AI	F/T	P/T
	10	51	61	6	29	35	3	0	6	0	0	22	1	23	5	0	25	1	29	5	0	50	11
	83.6%			57.4%													41.0%	1.6%	47.5%	8.2%	0.0%		



## Section 4

## Personnel Activity (2023)

Job Group: 3	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	1	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	1
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	1	0	0	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 4

## Personnel Activity (2023)

Job Group: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	2	0	1	0	1
TOTAL (count each person only once)	0	0	0	2	0	1	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Section 4

### Personnel Activity (2023)

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	2	0	0	0	0	0	2
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	1	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	1	0	0	0	1	1	0
TOTAL (count each person only once)	0	4	0	0	0	1	2	2
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 3	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	1	0	1	1	0	0	0
TOTAL (count each person only once)	0	2	0	1	1	0	0	0
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 13	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	1
TOTAL (count each person only once)	0	0	0	0	0	0	0	1
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	0	0	0	0	0	0	0

## Personnel Activity (Previous Year)

Job Group: 14	New Hires		Promotions – Into Job Group		Promotions – Within Job Group		Voluntary Terminations & Retirements	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	3
African American	0	0	0	0	0	1	0	0
Asian/Pacific Islander	1	0	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	3	0	0
TOTAL (count each person only once)	1	0	0	0	0	4	0	3
	Involuntary Terminations (Non-Probationary)		Releases During Probationary Period		Corrective Actions		Layoffs	
	Males	Females	Males	Females	Males	Females	Male	Females
White	0	0	0	0	0	0	0	0
African American	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	1	0	0	0	0	0	0
American Indian/ Alaskan Native	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0
TOTAL (count each person only once)	0	1	0	0	0	0	0	0

## Section 5

### Recruitment – Data (2023)

**(Please include information for each underutilized job group. Please include information about the department’s challenges in recruiting a diverse and qualified applicant pool.)**

Job Group: 3	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	1	2	0	1	0	1	0	1	0	1
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	0	0	0	0	0	0	0	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	1	2	0	1	0	1	0	1	0	0
TOTAL (count each person once only)	2	4	0	2	0	2	0	2	0	1

Job Group:	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	0	1	0	2	We advertised in the American Library Association, California Library Association. Sent out notification to: California Library Association email list, Pacific Library Partnership email list, Monterey Bay Area Cooperative email list. In addition, HR Instagram & Facebook, and TAD list. Challenges are geography (finding potential staff to work in South County in particular), timeline and process needed for local newspapers and shrinking local newspapers, timeline needed to get into a job fair hosted by the Workforce Development Board, and local competition from Monterey Public Library and Salinas Public Library in particular. We found the TAD list to be outdated and emails no longer valid.
African American	0	0	0		
Asian/Pacific Islander	0	0	0	1	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	1	0	0	1	
TOTAL (count each person once only)	1	1	0	4	

## Recruitment – Data (Previous Year)

(Please include information for each underutilized job group. Please include information about the department's challenges in recruiting a diverse and qualified applicant pool.)

Job Group:3	Applicants		Applicants Who Met Minimum Qualifications (Initial Screening)		Applicants Placed on Eligible List		Applicants Interviewed		Applicant Hired for the Position	
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
White	4	3	2	2	2	2	2	2	0	0
African American	0	0	0	0	0	0	0	0	0	0
Asian/Pacific Islander	1	2	1	2	1	2	1	2	0	1
American Indian/Alaskan Native	0	0	0	0	0	0	0	0	0	0
Hispanic	1	5	0	2	0	2	0	2	0	0
TOTAL (count each person once only)	6	10	3	6	3	6	3	6	0	1

Job Group:3	Application Screeners (SMEs)		Interview/Oral Board Panelists		Targeted outreach locations that received the job announcement and discuss any challenges
	Males	Females	Males	Females	
White	1	0	0	3	We advertised in the American Library Association, California Library Association. Sent out notification to: California Library Association email list, Pacific Library Partnership email list, Monterey Bay Area Cooperative email list. In addition, HR Instagram & Facebook, and TAD list. Challenges are geography (finding potential staff to work in South County in particular), timeline and process needed for local newspapers and shrinking local newspapers, timeline needed to get into a job fair hosted by the Workforce Development Board, and local competition from Monterey Public Library and Salinas Public Library in particular. We found the TAD list to be outdated and emails no longer valid.
African American	0	0	0	0	
Asian/Pacific Islander	0	1	0	0	
American Indian/Alaskan Native	0	0	0	0	
Hispanic	0	0	1	0	
TOTAL (count each person once only)	1	1	1	3	



## Section 6

### Action-Oriented Programs

(Under the County's Equal Opportunity Plan  
Chapter 5: Designation of Responsibility)

#### Recruitment

What collaborative relationships has your department established with community groups and stakeholders? How have these relationships supported the department's recruitment efforts? How many selective certification waivers did your department request last year? How many were granted and why?

*Monterey County Free Libraries continues to build relationships and to collaborative relationship with the Monterey County IT (MCIT) Department.*

*Our Departmental Information Systems Coordinator (DISC) and Managing Librarian in charge of IT works very closely with MCIT on building projects, as well as opportunities for cross training are abundant for the DISC. The DISC is an entry level position into IT, and the library gives employees a chance to learn about many of the different departments in MCIT and what they do. Our last DISC during this last fiscal year was promoted to a Software Engineer and now works for the Enterprise Applications department at MCIT.*

*The Department requested no selective certification waivers.*

#### Hiring

What selection criteria does the department use in the fit interview? The selection criteria is based on the job description and the recruitment flyer.

*Monterey County Free Libraries works hard to make sure that we form our interview questions based on the job description and the recruitment flyer. We work very closely with HR before the recruitment is opened to make sure that our current selection criteria are accurately reflected in the needs of the department.*

How does your department ensure diversity on panels of screeners and interviewer panelists?

*When the panelists are selected, we seek panelists that are diverse regarding race, age, ethnic, and gender diversity. We make sure to have a representation of each when forming a panel.*

What training or information is given to screeners and interview panelists to help minimize bias in decision-making?

*Before the interviews, screeners and interview panelists are reminded the importance of remaining unbiased in making decisions. The Managing Librarian in charge of the recruitment also takes part in all the interviews and selections discussions to make sure that panelist remain unbiased and gently remind panelists if she sees anyone demonstrating bias.*

## **Promotions**

What processes, procedures, or systems have been implemented in your department to support protected groups moving into senior job classifications beyond regular career progression (e.g., training, leadership development, mentoring, etc.)? How effective have these initiatives been in supporting promotional opportunities for women and people of color?

*Monterey County Free Libraries department is big on cross training. We take time to make sure that those who want to get a chance to learn the jobs of those they wish to apply for some day. We use the goals and objectives in the evaluation process to talk about employees' career trajectories and managers look for opportunities for employees to learn the on-the-job skills they need to help make them competitive when promotional opportunities arise. When recruiting, we look for the opportunities, when possible, to offer the promotional opportunity inhouse only. We feel that we have been very successful in promoting 4 support staff into leadership positions, as well as our office clerk successfully promote to Administrative Services Officer. We also had our DISC get promoted to Systems Engineer II for MCIT from our department. All these promotions were women, and all but 1 were of employees of color.*

*The Library is also building opportunities for career ladder growth within a position. For example, opportunities to lead grants, manage projects, lead meetings, and represent the Department to outside agencies.*

How does your department utilize performance evaluations to assess employees' commitment to building a diverse and inclusive workforce? How is this commitment considered when considering employees for promotional opportunities?

*We do not use the performance evaluation per say, other than the review of the Monterey County Values, and managers meet with supervisees regularly to discuss all types of topics, diversity and inclusive workforce is one of the topics discussed. There are also directed opportunities to discuss diversity across the organization. When promoting, we take into consideration seeking eligible applicants that reflect the communities we serve. It is important to us to hire someone who is invested in the community and who has an ear to the challenges/needed services in that community so that we can have a better understanding for service across the county.*

### **Retention and Inclusion**

What data collection procedures/tools have you implemented to track the turnover rate for protected groups?

*We have no collection procedures/tools that are department specific uses currently. At any employee turnover, we encourage an exit interview with Human Resources with results then reported back to our Library Director. Feedback we have gotten in the past has focused on work/life balance, living wage, and the opportunities for telework. We do our best to support help our employees with the work/life balance. We requested a salary study to HR this year, and we look for opportunities to provide telework to those employees who desire it and have excellent evaluations. We feel the information we collect during feedback will help us work to retain excellent employees in the future.*

What does the data show regarding turnover rates of protected groups compared to your department's general population?

*No specific data is collected just for our department currently.*

Based on the data collected, what are the negative and positive trends you have found, and how will you act on them?

*The current biggest reason for turnover rate for our library employees leaving the Department at the present time is salary. We have lost workers in the hiring process as well as employees we currently have who were hired by employers that pay more money. We also turnover due to promotions and other career opportunities for staff, and hear that the library prepared them for this positive next step. Our ongoing need to hire at the Library Assistant I level is most often due to promotions to Library Assistant II.*

What steps has the department taken to ensure lactation accommodations for all its employees?

*We have had no requests this year.*

What is the department's practice when an employee requests an accommodation?

*Employees are encouraged to reach out to their supervisor when an accommodation is needed. Supervisors will work with managers and HR and facilities as needed to comply with the policy.*

Does the department conduct exit interviews? If so, what do you do with the answers to promote diversity and inclusion? If not, what alternative methods do you use to collect information regarding reasons for separation?

*Human Resources conducts the exit interviews and gives the responses to the Library Director.*

What has been the greatest success/es regarding inclusiveness in your department?

*In our department, we use padlets and ask employees to contribute issues of relevance to them. This has been very successful. It allows us all to get to know each other on a more personal level and to have meaningful discussions about what matters most to our employees.*

What opportunities for improvement have you found, and how will you address them?

*The biggest opportunities we have found is learning about peoples' differences and creating a safe and welcoming environment as a result. We had an employee transition from a male to a female this year as well as we have hired employees who use "they" as a pronoun. In the case of the employee that transitioned, we realized we did not know how to change a person's email address for a name change. We learned from this situation the procedure we needed to go through to make sure that the name gets changed on the employee's email. These situations have also created the opportunity for managers to have discussions about gender equality and learn how to address these changes with the employees in a compassionate manner.*

## Section 7

### Accomplishments and Resource Needs

Please highlight your department's successes in achieving a diverse workforce in this section. Describe your department's assessment of resource needs from the Civil Rights Office. Please share any suggestions and recommendations for improvement you can offer regarding current policies and procedures. Feel free to use examples or specify by job group.

Please include your department's current compliance rates with the required training from the Civil Rights Office. All employees must complete the Harassment and Discrimination Prevention Training and the Civil Rights Training every two years.

<b>Harassment &amp; Discrimination Prevention Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	33	33	100%
Employees (non-supervisor/non-manager)	59	51	86%
<b>Totals</b>	92	84	91%

<b>Civil Rights Training</b>	Total Number of Employees	# of Employees who Completed Training	Percentage of Employees Completed Training
Supervisors/Managers	33	33	100%
Employees (non-supervisor/non-manager)	59	51	86%
<b>Totals</b>	92	84	91%

## Section 8

### Follow-Up Requested by the Commission

Please discuss any follow-up requested by the Commission during past years' presentations on the Departmental Equal Opportunity Plan in this section. Follow-up may occur via action, memorandum, or additional presentation to the Commission.

*Monterey County Free Libraries do not have any follow-up requests currently, other than focus on recruitment of Black employees in particular, vastly underrepresented in the Department and the profession of librarianship as a whole. Recruitment efforts continue to expand, with the Department and HR working creatively together.*

## Section 9

### Title VI of the Civil Rights Act Implementation\*

	Requirement	Implementation Notes (explain how your department fulfilled or plans to fulfill this requirement. Also include outcomes of the implementation if applicable)	Completed (Y/N)	Completion Date
<b>General</b>	Title VI notice at public counters	We put a poster at every library circulation desk that we received from the Civil Rights Office.	Y	7/2023
	Internal process to forward discrimination complaints to Civil Rights Office	Complaints are forwarded to the Title VI department representative, and she forwards them to the Civil Rights Office.	Y	7/2023
	Nonstandard contracts include a nondiscrimination clause	Sent an email out to our finance manager to make sure going forward to have a nondiscrimination clause on all nonstandard contracts.	Y	2/2024
	Data is collected on the ethnicity and language of the people served	Information was obtained from: <a href="https://datausa.io/profile/geo/monterey-county-ca">https://datausa.io/profile/geo/monterey-county-ca</a>	Y	8/2023
<b>Language Access</b>	Departmental language assessment completed	A list of staff who are paid a stipend for Spanish language was created. All eligible for the stipend who spoke Spanish were encouraged to test to receive the stipend.	Y	9/2023
	Vital documents translated into Spanish	We had all our documents translated and have both forms in the library for patrons. Vital documents on the website are in English but can be translated into Spanish. We are working on updating all our policies and we will then translate them at that time.	Y	9/2023
	Website – minimize PDFs. When using PDFs, include a Spanish version	This is our process.	Y	Ongoing
	Procedures and budget for the use of interpretation and translation services	We are presently creating DOs for vendors we will use and have library staff put a clause on their flyers for patrons to requests services if needed. We are also working on putting the translation AP on Chromebook so that each branch has access to a translator on demand when needed. We plan to also work on procedures for staff for patrons to request a translator for programs by putting the call out for requests on our flyers when we advertise a program.	N	4/2024
	Communication services for people	We are presently creating DOs for vendors we will use and have library staff put a clause on their flyers for	N	4/2024

	who are deaf or hard of hearing	patrons to requests services if needed. We are also working on putting the translation AP on Chromebook so that each branch has access to a translator on demand when needed.		
	Public voicemails in English and Spanish	An email was sent out to all staff and branch heads with a script to record for a standard greeting in English and Spanish. A reminder email goes out each year.	Y	2021
	Public counters: language charts available	Printed out and given to branches with Chromebooks with translation APP.	N	4/2024
	Public counters: all signage in English and Spanish	This is our practice.	Y	Ongoing
	Public counters: procedures to have bilingual staff available	Most of our libraries have someone who speaks Spanish, but if they do not, they call a branch that does	Y	Ongoing
<b>Community Engagement</b>	Projects, programs, policies, and services reflect County stakeholders and are sensitive to diverse demographic backgrounds	This is our practice	Y	Ongoing
	Analyzed potential disproportionate adverse human health or environmental effects on communities of color, tribal communities, or others underrepresented in the public process	This is not required of our department.	N/A	N/A
	Considerations taken to ensure equitable engagement	We are offering Spanish translation at all public engagement starting this year.	N	4/2024
	Key community engagement contacts established	We are a member of The Schools, Health & Libraries Broadband (SHLB) Coalition is a nonprofit, 501(c)(3) advocacy organization based in Washington, D.C. We strive to close the digital divide by promoting high-quality broadband for anchor institutions and their communities; We are also members of the California Library Association (CLA). Annually, CLA provides professional development and advocacy support for its members and the California library community at large. CLA supports the administration of the	Y	Ongoing



		<p>California Summer Reading Program as well as further summer enrichment programs funded by the David and Lucile Packard Foundation. We have 2 staff members who were elected to the board of governance, and we have 1 staff member who sits on the Legislative and Advocacy Committee that advocates for policies that favor rural libraries. We are also members of the American Library Association (ALA). ALA is “to provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.” We are also members of the Association of Rural and Small Libraries (ARSL). ARSL builds strong communities through advocacy, professional development, and elevating the impact of rural and small libraries.</p> <p>We have MOUs with Parenting Connection of Monterey County, Monterey Museum of Art, Alliance on Aging to name a few.</p>		
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\* The County’s [Title VI of the Civil Rights Act Implementation Plan](#) includes a general overview of how the County of Monterey will comply with requirements pertaining to Title VI of the Civil Right Act of 1964. Learn about the County’s Title VI Plan by following the link.