

**Kentucky Department for Libraries and Archives
IDEA Strategic Plan FY2023-FY2025**



Vision Statement

KDLA will promote its work and be recognized as the national leader in diverse archival collections and library services by recognizing the value of differences and fostering connections in Kentucky communities and beyond.

Mission Statement

KDLA is committed to building a culture of inclusion, diversity, equity, and accessibility that represents and supports KDLA staff, organizations and partners, and the public.

Summary of Inclusion, Diversity, Equity, and Accessibility Goals

Goal 1. Recruitment

Increase diversity at every level (from entry to leadership) of our organization to better reflect our customer base and the communities we serve.

Goal 2. Staff Training

Provide and promote training resources for all levels of staff (from entry to leadership).

Goal 3. Customer Training

Provide and promote training resources for all customer groups.

Goal 4. Collections

Ensure collections are accessible and represent the diversity of the Commonwealth of Kentucky.



Definitions

Inclusion*

The recognition, appreciation, and use of the talents and skills of employees of all backgrounds. An environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization's success.

Diversity*

The practice of including the many communities, identities, races, ethnicities, backgrounds, abilities, cultures, and beliefs of all individuals, including underserved communities; the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

Equity*

The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity means increasing diversity by enhancing outcomes for disadvantaged groups.

Accessibility*

The design, construction, development, and maintenance of facilities, information and communication technology, programs, and services so that all people, including individuals with disabilities, can fully and independently use them.

Reparative Description**

Archival Description that aims to remediate or contextualize potentially outdated or harmful language used in the archival description to create an archival description that is accurate, inclusive, and community-centered.

Metadata***

Structured or semi-structured information about data that identifies, authenticates, and contextualizes data and or informational resources for discovery and use. Metadata may be embedded or external and is typically defined and standardized.

*These definitions were adapted and revised from:

- The White House. "Executive Order on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce." The White House, 25 June 2021, www.whitehouse.gov/briefing-room/presidential-actions/2021/06/25/executive-order-on-diversity-equity-inclusion-and-accessibility-in-the-federal-workforce/.
- EDIAZ. "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights." Advocacy, Legislation & Issues, 5 July 2017, www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI.

**This definition was adapted and revised from:

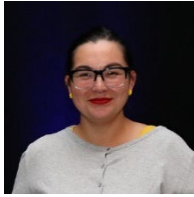
- "SAA Dictionary: Reparative Description." Dictionary.archivists.org, dictionary.archivists.org/entry/reparative-description.html. Accessed 2 May 2022.
- The Archivist's Task Force on Racism REPORT to the ARCHIVIST. 2021. <https://www.archives.gov/files/news/archivists-task-force-on-racism-report.pdf>. Accessed 2 May 2022.
- Clemens, Alison. "Yale University Library Research Guides: Reparative Archival Description Working Group: Home." Guides.library.yale.edu, guides.library.yale.edu/c.php?g=1140330&p=8319098. Accessed 2 May 2022.

*** This definition was adapted and revised from:

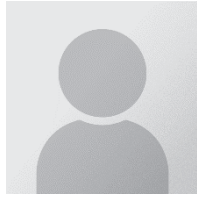
- "SAA Dictionary: Metadata." Dictionary.archivists.org, dictionary.archivists.org/entry/metadata.html. Accessed 2 May 2022.
- "Metadata for Records and Information." Www.records.nsw.gov.au, 10 Nov. 2015, www.records.nsw.gov.au/recordkeeping/advice/metadata-for-records-and-information. Accessed 2 May 2022.



IDEA Committee



Cathrine Giles
(ARM), Co-Chair



Rebecca Halbmaier
(ARM), Co-Chair



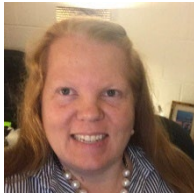
Devon Stivers
(ARM), Scribe



Amy Olson (LS)



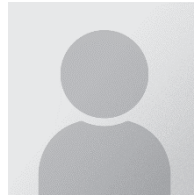
Brian Bertucci
(LS)



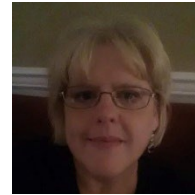
Beth Williams
(ARM)



Alexa Adams-
Robertson (LS)



Abriana Patton
(ARM)



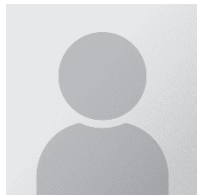
Deborah Hibbard
(LS)



Hilary Witt (LS)



Singer Buchanan
(PERS), Consultant



Jennifer Hart
(EWDC), Facilitator

Former Members (2021-2022):

- Aaron Eaton (ARM)
- Tiffany Reynolds (LS)
- Charles Thomas (COM)
- Tony Youssefi (PERS)
- Maria Fischer-Booth (EWDC)

The Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee was formed in 2021 and includes members from the Archives and Records Management Division (ARM), Library Services Division (LS), Commissioner’s Office (COM), the Education and Workforce Development Cabinet (EWDC), and the Personnel Cabinet (PERS).

If you would like to join the IDEA Committee, attend a meeting, submit a suggestion or concern, or something else, please complete this form: <https://www.surveymonkey.com/r/MYNGDVM>



INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY COMMITTEE

Equal Employment Opportunity Statistics for KDLA FY2018-FY2021

Job Category Descriptions Here: <https://personnel.ky.gov/DHRA/EEOJobCategoryDescriptions.pdf>

	Total Employees	Minority	% Minority	Projected %	Women	% Women	Projected %
FY 2021							
<i>Officials & Administrators</i>	6	0	0%	12.2%	3	50%	50.8%
<i>Professionals</i>	42	2	4.76%	12.2%	30	71.43%	50.8%
<i>Technicians</i>	6	0	0%	12.2%	1	16.67%	50.8%
<i>Administrative Support</i>	1	0	0%	12.2%	1	100%	50.8%
<i>Service/Maintenance</i>	2	1	50%	12.2%	0	0%	50.8%
<i>Total</i>	57	3	5.26%		35	61.4%	
FY 2020							
<i>Officials & Administrators</i>	6	0	0	12.2%	3	50	50.8%
<i>Professionals</i>	36	2	5.56	12.2%	23	63.89	50.8%
<i>Technicians</i>	5	0	0	12.2%	0	0	50.8%
<i>Administrative Support</i>	1	0	0	12.2%	1	100	50.8%
<i>Service/Maintenance</i>	2	1	50	12.2%	0	0	50.8%
<i>Total</i>	50	3	6		27	54	
FY 2019							
<i>Officials & Administrators</i>	7	0	0	12.2%	5	71.43	50.8%
<i>Professionals</i>	42	3	7.14	12.2%	28	66.67	50.8%
<i>Technicians</i>	5	0	0	12.2%	0	0	50.8%
<i>Administrative Support</i>	1	0	0	12.2%	1	100	50.8%
<i>Service/Maintenance</i>	1	0	0	12.2%	0	0	50.8%
<i>Total</i>	56	3	5.36		34	60.71	
FY 2018							
<i>Officials & Administrators</i>	7	0	0	12.2%	5	71.43	50.8%
<i>Professionals</i>	40	2	5	12.2%	26	65	50.8%
<i>Technicians</i>	4	0	0	12.2%	1	25	50.8%
<i>Paraprofessionals</i>	3	0	0	12.2%	2	66.67	50.8%
<i>Administrative Support</i>	1	0	0	12.2%	1	100	50.8%
<i>Service/Maintenance</i>	3	0	0	12.2%	2	66.67	50.8%
<i>Total</i>	58	2	3.45		37	63.79	



Recruitment

Goal: Increase diversity at every level (from entry to leadership) of our organization to better reflect our customer base and the communities we serve. Increase representation of minorities to 12.2% and maintain women to at least 50.8%. Standardize and update the recruitment process.

Promote an inclusive work environment, including diverse hiring and establishing outreach programs to communicate with diverse communities’ awareness about KDLA and KDLA’s services.

Started	Establish a recruitment outreach program in both the Library Services Division and the Archives and Records Management Division.
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Promote inclusive and equitable work practices and culture through training, resources, and diverse recruitment and retention.

Not started	Establish a committee or be involved in the review of revisions to policies and procedures within the agency.
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Identify policies and procedures that have affected recruitment.

Ongoing	Create and provide training and resources for staff.
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Not started	Recommend advertising job postings beyond a state or local level.
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Measures of Success:

1. Increased hiring and retention that matches the Personnel Cabinet’s goal.
2. Increased job posting visibility and outreach in archival and library networks.



Staff Training

Goal: Provide and promote training resources for all levels of staff (from entry to leadership). Identify and promote existing opportunities.	
Work with existing resources to provide information on training opportunities.	
Started	Establish a regular department-wide internal and external training notification.
Not started	Establish a regular, format-independent, and informal series to provide organizational information.
Prioritize training to encourage professional development by establishing on all performance plans a minimum number of hours of professional development.	
Not started	Recommend that all performance plans have a minimum number of six to eight hours of professional development as part of continuing education. One to two hours should be IDEA-related.
Ensure training will be offered in alternative formats such as visual, interactive, self-paced, etc. to accommodate equity and varied learning styles.	
Started	Provide closed captioning for all created unique, trainings.
Started	Provide recorded versions of all unique, live trainings.

Measures of Success:

1. Increased alternative training formats.
2. Increased closed captioning and recorded trainings of unique trainings by 50%.



Customer Training

Goal: Provide and promote training resources for all customer groups. Identify and promote needed and existing services.	
Prioritize training and determine marketing strategies to encourage professional and/or personal development.	
Ongoing	Solicit feedback to evaluate knowledge and need of training services.
Not started	Track metrics (views, attendance, and others to be determined) of available training services.
Ongoing	Establish regular external training notifications.
Not started	Assess existing customer group base and demographics and determine or locate underrepresented customers.
Ensure training will be offered in alternative formats such as visual, interactive, self-paced, etc. to accommodate equity and varied learning styles.	
Ongoing	Provide closed captioning for all created trainings.
Ongoing	Provide recorded versions of unique KDLA-produced trainings when applicable.

Measures of Success:

1. Increased understanding and methods of tracking across the branches.
2. Increased alternative training formats.
3. Increased closed captioning and recorded trainings of unique trainings by 50%.



Collections

Goal: Ensure collections are accessible and represent the diversity of the Commonwealth of Kentucky. Determine the scope of archival and library collections to find the need to best serve and represent the Commonwealth.	
Select and promote wide variety of collections in an equitable manner.	
Ongoing	Review collection scopes, identify any gaps, and determine how to fill the gaps.
Ongoing	Determine which outside organizations and/or internal resources to work with to fill the gaps in collections.
Ongoing	Solicit direct feedback regarding collections.
Digitize high-priority collections with a focus on underrepresented and marginalized groups.	
Not started	Establish criteria for collections to include underrepresented and marginalized groups.
Have a regularly updated and reviewed disaster recovery plan.	
Not started	Schedule regular reviews and make recommendations to the management team.
Address concerns regarding bias in metadata and reparative descriptions.	
In progress	Form subcommittee to address bias in metadata and reparative descriptions.
Review physical space available for collections and determine the need of long-term digital storage space.	
Not started	Update policy/procedure regarding storage and formats.
Review the need for consistent acceptable digital formats and the related accessibility.	
Not started	Provide alt text and image descriptions.

Measures of Success:

1. Organized finding aids and library catalogs.
2. Increased in digitized collections.
3. Regularly updated and reviewed disaster recovery plan for collections, at least annually.
4. Regularly updated and reviewed policy for reparative descriptions, at least annually.
5. Regularly updated and reviewed collections development policy, at least annually.

