



Office of  
**Diversity, Equity and Inclusion**  
CITY OF PHILADELPHIA

**Diversity, Equity,  
and Inclusion  
Plan**

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**FY 2023**

Department Name:



**FREE LIBRARY OF PHILADELPHIA**

Unit Name:



## DOCUMENT IDENTIFICATION

Document Status:

 **COMPLETED**

Document Classification:

 **PUBLIC**

DEI Plan Completion Date

 **11/29/2022**

## DEPARTMENT FUNCTIONAL DETAILS

Name of Department:

 **FREE LIBRARY OF PHILADELPHIA**

Name of Business Unit:



Point of Contact Name:

 **DR. GUY A. SIMS**

Point of Contact Title:

 **CHIEF DIVERSITY AND INCLUSION OFFICER**

# GOAL 1

## SUSTAINABLE DEPARTMENT INFRASTRUCTURE

The Mayor's Office of Diversity, Equity and Inclusion provided City Departments with a DEI Plan template that included a list of recommended strategies and performance measures that would allow departments to fulfill and measure the performance of each citywide DEI objective. In their DEI plans, departments identified which of the Citywide DEI strategies and performance measures they are using or plan to adopt during the current fiscal year. Departments also identified their own strategies for achieving each Citywide DEI objective.

### 1. CITYWIDE DEI OBJECTIVES

Adopt a departmental policy and practice infrastructure that centers and accelerates diversity, equity, and inclusion.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Develop a DEI vision and mission statement and communicate it to all employees.
- Identify the role of inclusion in the mission of your department.
- Dedicate staff, existing budget, time to management and coordination of internal DEI strategy.
- Integrate DEI principles into all decision-making processes.

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Completed Vision and Mission Statement
  - » Yes
  - » FLP Board of Trustees Diversity Action Plan: Three Pillars Focus Areas – Climate & Culture/Opportunity/Leadership & Oversight - Approved 9/2021; FLP DEI Priorities and Action Plan: Inclusive Workplace/Effective Communication/ Sustainability – Approved 3/2021; Chief Diversity and Inclusion Officer hired; member of the Library Director's executive team – 12/2020
- Number of staff communications related to DEI objectives
  - » 15
  - » Monthly DEI updates to all staff; Quarterly reports to FLP Board and Trustees
- Budget and resource allocation for DEI objectives
  - » Yes
  - » Budget fund recently allocated from the City. Will also receive funding from FLP Foundation

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- Secured a grant from the PA Office of Commonwealth Libraries (through PA Department of Education). This grant provides the opportunity to hold a workshop for the executive staff on the topic: The role and responsibilities leaders have in advancing DEI within the organization. Dr. Jamie Washington of the Washington Consulting Group served as the facilitator. – June 2021

## 2. CITYWIDE DEI OBJECTIVES

Transform the executive leadership capacity to shift DEI practices, processes, and power dynamics that influence impact.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- DEI coaching for executive or senior departmental leadership to develop leadership behaviors that promote inclusiveness, every three years, at a minimum.
- Quarterly collaboration and communication with the Mayor's Office of Diversity, Equity and Inclusion.

### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number and types of coaching provided to leadership
  - » 12
  - » DEI topics are part of our bi-weekly executive staff meetings
- Frequency of meetings with Mayor's Office of DEI and identification of issues resolved through collaboration
  - » Quarterly
  - » Quarterly DEI Check-in with the city DEI office

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » Example: Secured a grant from the PA Office of Commonwealth Libraries (through PA Department of Education). This grant provides the opportunity to hold a workshop for the executive staff on the topic: The role and responsibilities leaders have in advancing DEI within the organization. Dr. Jamie Washington of the Washington Consulting Group served as the facilitator. – June 2021

# GOAL 2

## WORKFORCE EQUITY & WORKPLACE INCLUSION

### 1. CITYWIDE DEI OBJECTIVES

Build and retain a workforce that better reflects and serves the residents of Philadelphia - across all functions and leadership levels - inclusive of race, ethnicity, religion, disability, age, gender, gender identify and sexual orientation.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Increase recruitment opportunities with organizations of color; attend community events to share hiring opportunities; reach out and connect with local organizations to inform and encourage participation in hiring opportunities

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website Below are the statuses of this department's performance measures and metrics.

- List of recruitment efforts and recruitment opportunities
  - » Attended the American Librarian Association National Conference to recruit new librarians
  - » Recruited at the Community College of Philadelphia, sponsored by the CCP Career Office
  - » Recruited at the City Hiring Fair, hosted by Temple University
- Diverse hiring panel attestations
  - » Yes
- Exempt workforce metrics
  - » Exempt Team: African Americans (3); Hispanic/Latino (1); White (1); Female (1); Male (3)
- Diversity of executive leadership team
  - » Executive Team: African Americans (5); Hispanic/Latino (1); Asian (1); White (10); Female (10); Male (5)

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

## 2. CITYWIDE DEI OBJECTIVES

Require and sustain a workplace culture of inclusion that values and promotes respect, belonging and opportunity for all.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Consistent with the strategies set forth under Goal 3 (Impactful Learning and Professional Development), ensure that executive leadership and managers receive training on supporting a diverse, inclusive work environment.
- Identify barriers to inclusive culture through employee assessment or engagement surveys and develop specific strategies to promote inclusiveness.
- Discuss the importance of creating an inclusive working culture during staff meetings or other forums.
- Track the number of formal complaints or informal concerns related to Equal Employment Opportunity ("EEO") or DEI matters, including contacts with the Employee Relations Unit.
- Encourage the creation of internal/departmental City Resource Groups, and formation of department-specific inclusion committees with representation across leadership levels.
- Promote participation in Citywide and internal/departmental City Resource Groups or affinity groups.
- Promote the use of the Employee Self Identification Census in OnePhilly, with which employees can voluntarily self-identify using expanded sexual orientation and gender identity options.
- Create an accommodating workplace environment for employees with disabilities, including a strategy for accommodating employees with disabilities.
- Involve the department's management team in the department's diversity, equity, and inclusion goals.

### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Compliance with DEI workforce plan and progress toward goals identified in plan
  - » Yes

# GOAL 2

- Progress toward identification and elimination of barriers to retaining and promoting diverse staff
  - » In progress
- Identification of efforts done to create an inclusive environment
  - » Creation of the Strategic Priorities and Action Plan
  - » Creation of the Chief Diversity and Inclusion Officer position
  - » Strengthening of the Diversity and Inclusion Steering Committee
  - » Creation of the Community Conversation program
  - » Executive staff visiting the branches to meet with staff to discuss issues and concerns
  - » The building of partnerships with other City DEI leaders to share information and resources supporting staff

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective

- » N/A

## 3. CITYWIDE DEI OBJECTIVES

Improve the retention of diverse employees.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Collect data and interpret reasons why staff members depart the library system. Data collected to provide strategies to improve staff experience.

### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number of stay interviews
  - » N/A
- Number of exit interviews
  - » In FY 22, there were 54 exit interviews

# GOAL 2

- Results of exit interviews by race/ethnicity, gender, etc.
  - » Demographics: White (36), Black (15), Hispanic (1), Asian (1), Multiple Ethnicities (1), Male (20), Female (34)
- Onboarding policy
  - » N/A
- Employee satisfaction survey results
  - » Seizing the Moment: Diversity, Equity, Inclusion, and Excellence at the Free Library of Philadelphia. Organizational survey and recommendations by DiverseForce (2020)

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- N/A

## 4. CITYWIDE DEI OBJECTIVES

Improve the promotion of diverse employees.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number and types of initiatives and reforms generated in response to assessment of existing policies
  - » Educational Assistance Fund was created to assist staff members secure either their associate or bachelors degree. Those degrees help in their advancement within both the library and with the City promotional opportunities. Four participants in the Fall 2021 cohort. Three participants in the Spring 2022 cohort.
  - » Drexel Assistance for MLIS Degree Fund was created to assist staff members with bachelor's degrees to earn their master's degree in MLIS so they can become librarians. Six participants as of FY 2022.
  - » Grow Your Own – encourages staff to attain degrees and/or training to prepare them for promotional exams and other opportunities in the library and with the City.



# GOAL 2

- Number and types of advancement opportunities
  - » There were 28 Promotions during FY22, with the following demographics:
    - Black Female – 11
    - White Female – 7
    - Hispanic Female – 1
    - Asian Female – 1
    - Black Male – 5
    - White Male - 3
- Mid-management strategy
  - » In the FLP Neighborhood Libraries Services Division, an Acting Branch Manager Training program is available to librarian staff to prepare them advance to Branch Manager positions.

## **ADDITIONAL STRATEGIES**

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

# GOAL 3

## IMPACTFUL LEARNING & DEVELOPMENT

### 1. CITYWIDE DEI OBJECTIVES

Deepen staff capacity and develop a culture of learning to embed diversity, equity, and inclusion strategies in everyday work.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Periodic training for managers and supervisors on how to manage diverse, inclusive teams.
- Provide all employees with access to professional development or mentorship opportunities.
- Provide professional development opportunities that are directly related to building leaders from diverse underrepresented talent.
- Train employees on implicit bias, every three years, at a minimum.

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number and types of trainings
  - » 128 Diversity trainings 2021
  - » "Challenging Librarians to Have Tough Conversations About Racism: Opening the Doors to Discussions of Racial Equity in Adult Educational Panel Session 1 of 2"
  - » "I Need to do What?" Recognizing Institutional Barriers to Access"
  - » "Pipeline Problem Discrimination Or Something Else?"
  - » (Not) Another Anti-Racist Reading Group: From Discussion to Action
  - » Adding Value through Diversity/Lynda.com
- Number of staff participating in training and DEI initiatives
  - » 996
- Number and types of DEI specific staff communications
  - » Unsure

# GOAL 3

- Employee inclusion surveys
  - » DEI Updates from the CDIO (6). They are shared with all staff quarterly
  - » Reports from the Diversity and Inclusion Steering Committee (Monthly)
- Employee inclusion surveys
  - » N/A
- Number and types of initiatives and reforms generated in response to trainings, surveys
  - » N/A

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 1. CITYWIDE DEI OBJECTIVES

Develop a departmental budget that centers and accelerates racially equitable impact, diversity, and inclusion.

#### CITYWIDE DEI OBJECTIVES

- Thoroughly participate in annual racial equity budget process.
- Advance racial equity as part of the core work the department performs.
- Administer critical programs or policies with the department's existing budget to improve racial equity.
- Use some of the department's existing budget to create an inclusive, anti-racist workplace.
- Involve internal and/or external stakeholders, including marginalized communities of color and other underrepresented community groups, in the department's budget process and program/policy design.
- Allocate existing resources to the recruitment of diverse, qualified candidates.
- Allocate existing resources to professional development for employees.
- Evaluate performance measures reported in the City's Five Year Financial and Strategic Plan to identify where data is currently or could possibly be disaggregated by race and develop a path to achieve disaggregation to uncover disparities in performance outputs and outcomes.

#### METRICS AND PERFORMANCE INDICATORS

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- Allocation of resources to equity, recruitment, and training initiatives
  - » Yes
  - » Participated in the City's Budget Equity workshop
- Number and types of inclusion and anti-racist workplace initiatives
  - » To be executed in 2023
  - » Funding for DEI in budget approved by City

# GOAL 4

## BUDGET EQUITY

- Number and types of community engagement events used to inform budget priorities
  - » Unsure
- Records of attendance/outreach at events used to inform budget priorities
  - » Unsure
- Disaggregated data and metrics relevant to the department's Five Year Financial and Strategic Plan performance measures
  - » Unsure

### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 1. CITYWIDE DEI OBJECTIVES

Advance economic opportunities for diverse business enterprises.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Pursuant to EO 1-21, submit an annual Compliance Plan that includes Benchmarks and an overall strategy for providing maximum opportunities for M/W/DSBE participation.
- Maximize the utilization of M/W/DSBE firms for contracting.
- Meet or exceed department's annual M/W/DSBE benchmark for inclusive contracting.
- Allot time (quarterly) to meet with OEO staff to monitor progress toward achieving the Department's annual Benchmark, discuss challenges to inclusive contracting, and identify solutions to ensure inclusive contracting.

#### METRICS AND PERFORMANCE INDICATORS

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- Submission of completed, approved Compliance Plan
  - » Yes
- Annual participation levels of Minority, Women, Disabled Owned Business Enterprises
  - » Approximately 17%
  - » Total of 104 business engagements
  - » African American (10), African American Female (2), Asian Male (7)

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

# GOAL 6

## EQUITABLE CITY SERVICES & COMMUNITY ENGAGEMENT

### 1. CITYWIDE DEI OBJECTIVES

Ensure fairness and equitable services, resources, and opportunities so that all Philadelphia residents reach their full potential.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Trainings and workshops provided to staff members at all branches on topics of diversity, autism, disability awareness, working with immigrants, and other topics to meet the needs the communities served by the FLP.

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Number and types of engagement with community organizations
  - » 15
- Community survey results
  - » Unsure

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 2. CITYWIDE DEI OBJECTIVES

Enhance City customer service being provided by the department.

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Patron Service (customer service) is part of the Onboarding experience for all new staff
- Patron Service training is on-going for staff members who have direct interactions with the public

## METRICS AND PERFORMANCE INDICATORS

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- Community/customer satisfaction survey results
  - » N/A
- Number, types, and location of outreach events
  - » N/A

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

## 3. CITYWIDE DEI OBJECTIVES

Produce more racially equitable outcomes for all Philadelphians.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Identify and move forward opportunities for the department to increase the educational attainment of a bachelor's degree or higher for people of color.
- Identify and move forward opportunities for the department to increase the percentage of people of color working quality jobs, i.e., jobs that guarantee family sustaining wages or a competitive salary; health, dental and other benefits; and promotion and career advancement opportunities.

## METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Identification and progress of department strategies identified to create more racially equitable outcomes
  - » The LA1 position is now an entry level position, creating greater opportunities for a more diverse applicant pool. Currently looking to fill over 140 positions.



- » Currently meeting with departments to create DEI Goals and Objectives

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

## 4. CITYWIDE DEI OBJECTIVES

Full integration of people with disabilities in all aspects of community life.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- » Increase accessibility to meetings, events, opportunities for people with disabilities to engage with the City.
- » Empower ADA liaison to track inquiries, grievances, and resolutions.

### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Track how people engage with the department: how many times American Sign Language interpretation provided; utilization of closed captioning; call in options
  - » Unsure
- Department compliance with Mayor's Office for People with Disabilities guidance
  - » Yes
- Number and types of inquiries and grievances handled by ADA liaison
  - » 1
  - » Requesting a job coach
- Number and types of resolutions of inquiries and grievances handled by ADA liaison
  - » 1
  - » Requesting a job coach

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » In June 2022, we met with Liberty Resources who facilitated a gathering of patrons with disabilities to provide feedback on how they experience and interact with the library. This will lead to recommendations on addressing concerns and increasing our services to those with disabilities.

## 5. CITYWIDE DEI OBJECTIVES

Ensure meaningful language access for Limited English Proficient residents in Philadelphia.

### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Update department's Language Access Plan annually and as needed.
- Track performance of language access policies and procedures.

### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Maintenance of Language Access Plan
  - » The Language Access Plan was last updated in January 2022. The previous version was from May 2019. It is updated every 3 years although we follow the direction of OIA when they request updates or when there are changes needed to the plan.
- Number and types of requests for language access assistance
  - » For FY 22, we had eight (8) ASL Interpretation requests
  - » For FY22, we had 211 telephonic interpretation calls (totaling 2,094 minutes). We had 4 staff requests for print materials translation, the outcome of which was:
    - The Fall Service Ads for FLP were translated into Arabic, Simplified Chinese, French, Russian, Spanish and Vietnamese.
    - The Kingsessing Rebuilt Survey was translated into Arabic.
    - The Summer of Wonder information was translated into Spanish, Simplified Chinese, Japanese, Korean, and Russian.
    - The ECF information was translated into Spanish, Simplified Chinese, and Russian.
- Outcome of requests for language access assistance
  - » N/A

### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

## RACIAL EQUITY ACTION PLAN PROGRESS

### 1. CITYWIDE DEI OBJECTIVES

Implement and strengthen the department's Racial Equity Action Plan

#### KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Complete Racial Equity Action Plan cohort process.
- Identify racial equity priorities for department.
- Identify and advance strategies to address each racial equity priority area.

#### METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Racial Equity Action Plan implementation progress
  - » Completed
  - » FLP is currently in the FY 22 cohort
- List of new priority strategies or areas of concern identified since conclusion of racial equity cohort process
  - » Meet with Mayor's DEI Office monthly to provide and receive updates
  - » Develop partnerships with City DEI Leaders
  - » Identify strategies staff can enact to impact racial equity here in the City

#### ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » N/A

### 2. CITYWIDE DEI OBJECTIVES

Adopt a departmental policy and practice infrastructure that centers and accelerates sustained redress of racial disparities internally

## KEY STRATEGIES

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key strategies to meet this citywide DEI objective. The full list of recommended DEI strategies is available on the City's DEI website. Below are the strategies that this department committed to adopting in FY 23.

- Assess and identify internal racial disparities on an annual basis and as need
- Identify where departmental policies, practices, attitudes, and cultural messages are resulting in differential outcomes by race on an annual basis and as needed.

## METRICS AND PERFORMANCE INDICATORS

The Mayor's Office of Diversity, Equity and Inclusion provided City departments with a list of key performance measures and metrics to track progress toward this citywide DEI objective. Each performance measure or metric included a dropdown menu of options. The full list of recommended DEI performance measures and dropdown menu options are available on the City's DEI website. Below are the statuses of this department's performance measures and metrics.

- Reduction and/or elimination of disparities and differential outcomes by race
  - » No

## ADDITIONAL STRATEGIES

Describe any additional strategies the department is using or plans to use to advance the citywide objective.

- » Review of institutional policies via DEI lens.