



12.1 **TIMELINE FOR IMPLEMENTATION OF THE LIBRARY ACTION PLAN**

EXECUTIVE MEMBER: TONY KEENAN, GENERAL MANAGER, COMMUNITY WELLBEING AND INCLUSION

PREPARED BY: DAMIAN TYQUIN, COORDINATOR LIBRARIES

1. PURPOSE

1.1 This report is to provide Council with anticipated timelines for implementation of the Library Action Plan (2021-26).

2. EXECUTIVE SUMMARY

- 2.1 When the Library Action Plan was adopted on the 16 June 2021, the resolution stated that *officers prepare a timeline for implementation of the LAP for report back to Council by November 2021.*
- 2.2 The LAP Implementation Plan uses the LAP's main actions to identify key deliverables; including timeline, possible resources and internal partners who will assist delivery.
- 2.3 The implementation plan makes broad predictions for potential budget that may be required to deliver any of the key actions. This relates to any new funding over and above that already approved operating or capital budget allocations or work conducted as 'Business as Usual'. Any new expenditure would be subject to Council's annual plan and budget processes.
- 2.4 The Implementation Plan is intended to act as a roadmap for the LAP, acknowledging that some elements may require review or updating, depending on the impact of any changes in circumstance or service context.
- 2.5 An annual review of the LAP deliverables will be provided and updates on deliverables within the strategic intent of the LAP may be provided.
- 2.6 A copy of the draft Implementation Plan is provided as Attachment One. This sets out the implementation plan for each year under the key themes of the LAP.

3. RECOMMENDATION

That Council:

- 3.1 Endorses the draft Implementation Plan that has been developed to support delivery of the Library Action Plan (2021-26).
- 3.2 Receives an annual report on progress and proposed deliverables for each year of the plan in time to inform budget considerations for the preceding year.
- 3.3 Acknowledges that the Implementation Plan will be reviewed annually, and deliverables updated so it can continue to be responsive to community need and address any relevant shifts in operational or service settings.

4. KEY POINTS/ISSUES

- 4.1 The Implementation Plan has been drafted with the understanding that achievements and future year deliverables under the Plan will be reviewed and adjusted annually to enable the LAP to respond to changes in community needs, budgets or priorities of Council as appropriate.



- 4.2 The development of a Library Action Plan was one of the key outcomes of the Art and Soul (Creative and Prosperous City) Strategy which was adopted by Council in mid-2018:

“Develop a Library Action Plan that contributes to a creative ecosystem and responds to current and future community needs for programming, collections and emerging technology”.

- 4.3 The Library Action Plan acts as a reference point for both the library service and Council, providing a strategic basis for more informed service planning and decision making, and clearly articulating Council’s vision and future aspirations for libraries and the role they can play for the community
- 4.4 The LAP provides context and background for why libraries are a vital part of Council’s cultural and community infrastructure, identifies possible gaps and areas for future service development, and outlines the steps and actions required to best position the library service to respond to both current and emerging community needs
- 4.5 In adopting the Plan on 16 June 2021, Council requested a further piece of work be done around timeframes for delivery of the Plan’s key actions and initiatives, in response to feedback received from the community.
- 4.6 The draft Implementation Plan outlines a range of deliverables related to the actions described in the LAP, any associated resourcing or partnership requirements, and indicative timing for actions across the life of the Plan.

5. CONSULTATION AND STAKEHOLDERS

- 5.1 In formulating the Implementation Plan, internal stakeholders and partners have been engaged with in relation to the role they may play in helping deliver on a range of library actions and initiatives as outlined in the LAP.
- 5.2 These relationships may be either in support of one-off activities developed or delivered within a limited timeframe, or on-going partnerships that are of mutual benefit in supporting both key library service drivers, as well as contributing to either Council Plan goals or other strategic outcomes for the community.
- 5.3 Some of the main topics for consultation include information technology, library spaces and buildings, access and inclusion, programs and outreach (including festivals and events), family youth and children, older people, CALD communities, LGBTIQ+ communities, governance and engagement, planning and performance.
- 5.4 Stakeholder groups within Council include (but are not limited to):
- Digital and Technology Services
 - City Growth and Culture
 - City Strategy, Design and Sustainability
 - Family Youth & Children’s Services
 - Community Building & Inclusion
 - Property & Assets
 - Open Space, Recreation and Community Resilience
 - Construction, Contracts & Operations
- 5.5 In addition to work with internal stakeholders, there is also an ongoing need for community engagement and feedback which will be important in helping ensure that



the Plan continues to meet both current and emerging community needs, and can also evolve to address expectations which may change over time.

- 5.6 A plan to embed ongoing consultation and feedback from the community is being developed to ensure there is a continued avenue for community input.
- 5.7 There are also already established community partnerships that the library service has developed, and which can serve as a base to further build on to help extend reach and broaden the library audience in the context of the Implementation Plan. These include:
- St Luke's (Emerald Hill homework club)
 - Star Health (public programs and activities)
 - St Kilda Historical Society / Port Melbourne Historical & Preservation Society/ Middle Park History Group (talks, walks, digital resources)
 - Pride Centre (programming and resource sharing)
 - Port Phillip Community Group (programming and information support)
 - Southport Community Housing Group (programming and information support)

6. LEGAL AND RISK IMPLICATIONS

- 6.1 There are no significant legal or risk implications for Council in relation to implementation of the Library Action Plan.
- 6.2 There is the potential for some minor risk in relation to community expectation around the implementation of elements of the Plan. However, any potential concerns should be mitigated by clear messaging for the community around any proposed service changes or improvements and reinforcing that the library remains open to continued feedback and input from the community in relation to service development.

7. FINANCIAL IMPACT

- 7.1 Any significant financial implications from implementation of any of the Library Action Plan actions will be referred to the annual budget and service planning process as appropriate for Council consideration

8. ENVIRONMENTAL IMPACT

- 8.1 While there are no significant environmental impacts related to this topic, continued work on implementation of the Plan may unearth opportunities for libraries to play a more active role in supporting community initiatives around environmental sustainability and responding to the challenges of climate change.
- 8.2 An obvious current example is the potential role for libraries in providing respite and safe shelter on days of extreme weather.

9. COMMUNITY IMPACT

- 9.1 There was a high level of community interest, engagement and input throughout the development of the LAP.
- 9.2 In formulating the Plan's key themes and associated actions, a strong focus was placed on gathering feedback and identifying those areas where libraries can make a significant contribution to improving community health, wellbeing and resilience, in particular by providing services, resources and activities that support growth, learning and foster community connections.



- 9.3 A key principle underpinning the Action Plan is around equity and inclusion, with several of the Plan's actions designed to address service gaps and provide opportunity for members of the community who may be either vulnerable or experiencing disadvantage.
- 9.4 These include actions related to either new or expanded services, developing partnerships that will help extend the library's reach into the community, and the availability of spaces that are fit for purpose, which are welcoming and inclusive and accessible for people across all ages and stages of life.

10. ALIGNMENT TO COUNCIL PLAN AND COUNCIL POLICY

- 10.1 This report on the Implementation Plan for the LAP aligns with Vibrant Port Phillip – We will provide high quality library spaces and collection services that provide opportunity for people to connect and learn and deliver on key actions outlined in the Library Action Plan.
- 10.2 It also directly addresses one of the key outputs of the Art and Soul (Creative and Prosperous City) Strategy 2018-22.
- 10.3 There are also links between the LAP and the delivery of other key pieces of cultural planning across Council, such as the Live Music Action Plan, the Game Action Plan and the Access and Inclusion Plan.
- 10.4 The LAP includes a range of actions and initiatives that will either reference or directly support the ongoing implementation of these related Plans.

11. IMPLEMENTATION STRATEGY

11.1 TIMELINE

- 11.1.1 Work on delivery of the Library Action Plan commenced once it was formally adopted by Council in June, with the initial priority being development of an Implementation Plan as requested.
- 11.1.2 Once Council notes the Implementation Plan, work will continue on delivering the LAP, with a number of high-priority 'groundwork' actions due for completion by the end of the calendar year / early to mid-2022.

11.2 COMMUNICATION

- 11.2.1 Information about the Library Action Plan, including implementation and ongoing service development will continue to be provided via the library and Council websites, social media channels, in branches and via email lists
- 11.2.2 This will be informed by the library's communication strategy being developed to improve service awareness across the community and broaden the library's audience reach

12. OFFICER DIRECT OR INDIRECT INTEREST

- 12.1 No officers involved in the preparation of this report have any material or general interest in the matter.

ATTACHMENTS

1. Library Implementation Timeline Year 1