



**Public Libraries  
Victoria**

# **18 Month Action Plan**

**January 2020 – June 2021**

**Updated July 2020**

**Goal: Advocacy & Profile**  
**Aim: Be Influential**  
**Action Plan: Jan 2020 – June 2021**

Ref No	Strategy	Initiative	Critical Actions	Who Lead Support	Partner(s)	Budget	Timing Start Finish	KPI / Outcome
1.0	Represent	Implementation of Libraries Change Lives campaign	<ul style="list-style-type: none"> <li>Lead and engage sector in the campaign</li> <li>Communicate the value of public libraries</li> <li>Review of LCL State government budget submission 2020-2021 to address the impact and changed priorities due to COVID-19</li> </ul>	<p>President/EO Executive</p> <p>Statewide Projects Working Group</p>	<p>SLV MAV Committee for Melbourne ASU</p>	SLV	<p>Ongoing</p> <p>Finish SLV Dec 2021</p>	<p>\$10m investment in sector over 2020 - 21</p> <p>Level of influence over State Government policy</p>
1.1	Research	Improve research and data collection for our sector to demonstrate public libraries value and performance	<ul style="list-style-type: none"> <li>Set up Annual Survey working group to:               <ol style="list-style-type: none"> <li>review and align our quantitative data with proposed library census qualitative data</li> <li>review relevance of data collected</li> <li>Investigate options for e-resources data consistency</li> </ol> </li> <li>Engage with LGA CEOs and Mayors in our realignment</li> <li>Collect quantitative and qualitative data on the impacts of COVID-19</li> </ul>	<p>EO/Annual Survey Working Group</p> <p>Statewide Projects Working Group</p>	<p>LGV SLV ALIA</p>	PLV/LGV	<p>Finish Qualitative, and e-resources June 2020</p> <p>Finish SLV July 2020</p>	<p>Influence the LGPRF and gain greater consistency between PLV and LGV reporting</p> <p>Ability to measure sector impact</p>
1.2	Sustainable Development	Leading and linking UNSDG to our work	<ul style="list-style-type: none"> <li>Identify how and where PLV contributes to relevant UNSDG</li> <li>Encourage our members to add UNSDG to their strategic plans</li> <li>Develop and consider as Action Learning projects:               <ul style="list-style-type: none"> <li>Reconciliation Action Plan</li> <li>Sustainability Action Plan</li> </ul> </li> </ul>	Executive	<p>Members ALIA</p> <p>SLV</p>	PLV/SLV	Ongoing	<p>Number of public libraries demonstrably supporting the UNSDG</p> <p>Action Plans completed and adopted</p>

**Goal: Professional Development**  
**Aim: Build Capability**  
**Action Plan: Jan 2020 - June 2021**

Ref No	Strategy	Initiative	Critical Actions	Who Lead Support	Partner	Budget	Timing Start Finish	KPI
2.0	<b>Learning &amp; Development</b>	Provide quality input and support for SLV/PLV one day conference in 2020	<ul style="list-style-type: none"> <li>Form a working group based on the 2019 working group for PLV conference</li> </ul> <p>Deferred due to COVID-19</p>	EO Working group	SLV	SLV	Start Jan 2020	Locked in program  Sector engagement
2.1		Commence planning for our PLV Conference in 2021	<ul style="list-style-type: none"> <li>Form a working group based on the 2019 working group for PLV conference</li> </ul>	EO Working Group	SLV LGV MAV Vendors Sponsors	Self sustaining	Start Jan 2020  Date TBC	Locked in program  Sector engagement
2.2		Support selected Shared Leadership Program projects	<ul style="list-style-type: none"> <li>Identify ways to engage with and promote shared leadership projects</li> </ul>	Working groups	SLV	Self sustaining	Feb 2020	Adoption of recommendations and actions from selected SLP projects
2.3	<b>Community of Practice</b>	Lead SIGs to align with our strategic plan and action plan	<ul style="list-style-type: none"> <li>Review and implement the SIG activity workplan</li> <li>Implement a program of mentoring of each SIG convenor/s by an individual member of the managers group</li> </ul>	EO & Executive Rep AMP	SIG's  PLV membership	Self sustaining	Jan 2020	SIG's focus and workplans reflect the strategic plan and action plan

**Goal: Sustainable Business**  
**Aim: Deliver Value**  
**Action Plan: Jan 2020 - June 2021**

Ref No	Strategy	Initiative	Critical Actions	Who Lead Support	Partner	Budget	Timing Start Finish	KPI
3.0	<b>Shared Services</b>	Grow engagement and uptake of Shared ILMS	<ul style="list-style-type: none"> <li>Develop a Libraries Victoria shared services road map</li> <li>Develop a communications plan that reinforces our marketing and promotional messaging</li> </ul>	EO & LSS  LV sub committee	SirsiDynix MAV LGV	Self sustaining	Ongoing	% increase of transactions thru LMS  % library services who adopt the new shared ILMS
3.1		Finalise Business case for Central Distribution	<ul style="list-style-type: none"> <li>Seek LGV funding for expertise to develop business case</li> <li>Communicate to our members</li> </ul>	President/ EO  Executive	LGV	LGV \$100k	Start July 1 2020  Finish June 2021	Funding received  Business case adopted by PLV & LGV
3.2		Implement a LibraryLink transition strategy	<ul style="list-style-type: none"> <li>Explore Libraries Australia as an option</li> <li>Contact Trove Collaborative Services to present option and explore opportunity</li> <li>Prioritise support for lending libraries in LibraryLink and for specialist collections</li> <li>Engage ICT and Resource Sharing SIGs</li> </ul>	EO/LSS  Executive	Trove Collaborative Services LGV	LGV	Start Dec 2019  Finish June 2020	Successful transition of members to an identified solution
3.3	<b>Economies of Scale</b>	Gain best value from our suppliers	<ul style="list-style-type: none"> <li>Survey members, audit shared services and identify gaps</li> <li>Agree criteria and develop a road map of potential consortia arrangements (ease, need, viability etc)</li> <li>Present organic opportunities as they arise</li> <li>Seek additional online opportunities to support library services through COVID-19</li> </ul>	LSS/EO  Executive	Members  Suppliers	Self sustaining	Finish audit June 2020  Start road map July 2020	Revenue Generated  Efficiencies delivered to our members

**Goal: Organisation**  
**Aim: Achieve Excellence**  
**Action Plan: Jan 2020 – June 2021**

Ref No	Strategy	Initiative	Critical Actions	Who Lead Support	Partner	Budget	Timing Start Finish	KPI
4.1	<b>Governance</b>	Review our Governance framework to support implementation of our strategic plan and action plan	<ul style="list-style-type: none"> <li>• Review our procurement policy including delegations</li> <li>• Define roles and responsibilities of PLV, MAV and LGV</li> <li>• Review rules of association and language (Executive vs Board)</li> <li>• Determine Executive responsibilities</li> <li>• Update our code of conduct and incorporate our values &amp; guiding principles</li> <li>• Review accommodation requirements and PLV staff working arrangements due to the impacts of COVID-19</li> <li>• Review ongoing meeting arrangements for               <ul style="list-style-type: none"> <li>• PLV Executive Committee</li> <li>• PLV General Meetings</li> <li>• Special Interest Groups (SIG')</li> </ul> </li> </ul>	EO and LSS	External expertise	\$10,000	Feb 2020 Mar 2020 Jun 2020 Sept 2020	Review of Governance framework complete and adopted by members
4.2	<b>Communication</b>	Refine communication channels	<ul style="list-style-type: none"> <li>• Rollout of PLV website that supports improved communication and efficiencies through member portals for:               <ul style="list-style-type: none"> <li>• Executive Committee</li> <li>• Library Manager</li> <li>• Special Interest Groups (SIGs)</li> <li>• Libraries Victoria</li> </ul> </li> </ul>	EO	SIGs	\$15,000	Launch Jan/Feb 2020	Usage of website  Content on website relevant and up-to-date