**Team Action Plan 2024/2025**

| **Service Plan Action Ref No.** | **Service Plan Action** | **Team Action** | **Outcome, Key Milestones**  **and Timeframe** | **Officer Responsible** |
| --- | --- | --- | --- | --- |
| SCL/A006 | Maximise use of cost neutral grants to contribute to corporate priorities and support statutory and core service delivery and discriminate against funding sources that create challenges around sustainability and don’t assist delivery of core functions. | Utilise grant awarded by Welsh Government to LMS Cymru consortium to assist with migration to a new Library Management System in 2024. | **Outcome:** Continue to be part of the LMS Cymru consortium and successfully move to the new LMS to go live in November 2024.    **Milestones:**   * Welsh Government requirement: minimum of 17 LA signatories to sign Consortium Agreement by end of April 2024 to make the consortium viable (achieved: VOG signed April 2024). * Call-off contract to be signed (by end of May 2024). * Test data extract sent from incumbent to new LMS supplier (by June 2024). * New system testing and configuration (summer-autumn 2024). * Staff + volunteers trained (by November 2024). * Go live with new LMS (November 2024).   **Timeframe:** 1 April 2024 to 30th November 2025 | Library Management Team (LMT) |
| SCL/A006 | Maximise use of cost neutral grants to contribute to corporate priorities and support statutory and core service delivery and discriminate against funding sources that create challenges around sustainability and don’t assist delivery of core functions. | Identify and maximise use of grant funding opportunities to deliver library service improvements/ benefits and as part of a longer-term approach to addressing resource challenges | **Outcomes:**  Identifying and successfully bidding for available grants  **Milestones:**   * Library Managers to explore and identify grant opportunities via the council, SCL network and other means. * Successfully bid for any internal and external grants   **Timeframe:** 1 April 2024 to 31 March 2025 | LMT |
| SCL/A013: | SCL/A013: Implement the Libraries Strategy and in so doing ensure full cost recovery of services where appropriate. | Support implementation of the Libraries Strategy through expanding the range of activities available through our libraries and ensure full cost recovery where appropriate. | **Outcomes**:  More opportunities to facilitate inclusive activities with increased take up by residents.  **Milestones**:   * Develop a programme of events for the year. Identify activities that are either cost neutral or have opportunities to ensure full cost recovery. * Make use of successful grant funding (where appropriate) to support delivery where full cost recovery is not possible. * Continue to host a range of informal drop-in sessions. * Support and promote wellbeing and reading related activities such as craft groups, reading groups, rhyme time and story times for adults and children. * Launch our Shared Reading Groups offer. * Provide learning sessions and activities to aid health and wellbeing and to bring people together * Provide health and wellbeing information through online links such as the DEWIS database. * Maintain and promote the Reading Well Prescription Book Schemes and relaunch the Reading Well Dementia Scheme. * Host health and wellbeing events at the library and encourage participation and information sharing * Hold a programme of free or affordable activities for children and families during the school holidays. * Develop libraries into dementia friendly spaces.   **Timeframe:** 1 April 2024 to 31 March 2025 | LMT |
| SCL/A013: | SCL/A013: Implement the Libraries Strategy and in so doing ensure full cost recovery of services where appropriate. | Ensure that IT equipment and digital resources are fit for purpose and accessible in our Libraries | **Outcomes**: Our Library branches have wide range of digital equipment and technology to meet the digital needs of residents and to support/promote digital inclusion.  **Milestones:**   * Assess the quality of existing computers and free Wifi connections to ensure they are fit for purpose. Work with community libraries to undertake the same activity. * Investigate the option of Wi-Fi printing. * Install payment card facilities available on self-service kiosks at council libraries * Support the development of a modern card payment system at council libraries and enable online payments for events and activities. * Actively support the procurement of a new shared library management system and digital platform for Wales (LMS Cymru) via a consortium approach with all other Welsh Public Library authorities. * Consider extending Hublets to Cowbridge and Llantwit Major Libraries to give users more flexible access to digital content. * Re-launch iPad lending scheme.   **Timeframe:** 1 April 2024 to 31 March 2025 | LMT |
| SCL/A013: | SCL/A013: Implement the Libraries Strategy and in so doing ensure full cost recovery of services where appropriate. | Further develop and enhance the Makerspace activities at Barry and Penarth Libraries that also enable income generation/full cost recovery. | **Outcomes**:  Deliver a wider range of inclusive activities and maximise opportunities to enable income generation/full cost recovery where appropriate.  **Milestones:**   * Develop a programme of library created learning activities for adults, young people and children, some of which will be free. * Develop and roll out a subscription model to enable lone access to Makerspace technology. * Collaborate with ACL and other partners and organisations to host a range of activities for learners at the Makerspace to introduce and expand new skills. * Provide opportunities for individual users to work in the makerspace to pursue their own interests, whether digital, craft or music based. * Work with partners and key stakeholders to ensure staff and volunteers have the latest skills and knowledge to support users digitally. * Explore funding opportunities to increase capacity and access to Makerspace service in CB/LM and community libraries. * Support the development and roll out of a modern card payment system at council libraries and enable online payments for events and activities.   **Timeframe:** 1 April 2024 to 31 March 2025 | LMT |
| SCL/A019: | Review services and service delivery models to reflect changes in need in an evolving landscape to ensure sustainability both now and in the future. | Carry out an adult survey to encourage engagement from residents in evaluating library services and to inform the identification of areas of improvement of the library service in accordance with WPLS standards. | **Outcome**:  Effective engagement with wide range of our residents to inform improvement priorities to enhance our library services to better meet the needs of our communities.  **Milestones**:   * Create a survey for adults in line with MALD guidelines. * Explore different ways of ensuring adults have access to the survey. * Carry out survey * Analyse survey results and utilise findings to inform the identification of improvement priorities to improve service delivery. * Utilise findings to inform Libraries Annual Report.   **Timeframe:** 1 April 2024 to 30th November 2025 | LMT |