



Request for Proposal

Planning Consultant for Southeastern NY Library Resources Council

Description

Southeastern NY Library Resources Council invites proposals from qualified consultants to facilitate a discovery and analysis process that will yield planning documents for the organization, including a five-year strategic plan with reporting elements required by the New York State Library and annual action items for Southeastern. The planning documents will be developed in collaboration with the Board of Trustees, key stakeholders, and members and will address New York State Library requirements and membership needs.

Background

Southeastern NY Library Resources Council (Southeastern) was chartered by the State of New York in 1967. It is a non-profit consortium that serves more than 100 members in an eight-county area of the Mid-Hudson Valley. Southeastern's membership includes cultural heritage organizations and all types of libraries (academic, school, public, hospital, and special). Southeastern members highly value its excellence in facilitating resource sharing, digitization services, digital equity, and professional development programs.

Southeastern's mission is to connect the region's community of libraries and cultural heritage organizations to information, resources, support, and professional development opportunities to enhance members' capacity for services, advocacy, outreach, and engagement. We strive to be an inclusive, member-focused organization that provides a comprehensive suite of accessible resources and services. Southeastern is a member of the Empire State Library Network.

Scope of Work

The consultant will work closely with Southeastern staff and the Planning Committee of the Board of Trustees in a collaborative effort to develop and implement a process to gather and analyze data and recommend organizational planning goals. The process will include the following elements:

- Review and assess current council services, membership dues, service fees, survey results, and programs to identify strengths and gaps in meeting member needs.
- Develop and facilitate engaging, thoughtful, and creative methods for gathering information, including a survey. The data will be used to evaluate members' needs and priorities.
- Identify members' current or potential needs that Southeastern may be well-suited to fill or support, including regional and statewide collaborative service opportunities.
- Recommend Southeastern service priorities with clearly defined goals and initiatives for the 2026-2031 service cycle.

Connecting the region's community of libraries and cultural heritage organizations to information, resources, support, and professional development opportunities to enhance the capacity for services, advocacy, outreach, and engagement for members.

Deliverables

The consultant will provide Southeastern with recommendations that meet the State Library requirements and that can be used as a working guide with goals, intended results, and evaluation methods for five years (July 2026 - June 2031).

The final planning document will be developed along with Southeastern and will include the following components:

- An executive summary that communicates the methods used to determine the goals.
- Analysis of member input and engagement.
- Goals and results that directly relate to member needs and State Library requirements.
- Evaluation methods to measure goal achievement and milestones so the council can communicate progress and results to stakeholders, including the State Library. These methods should be clear, measurable, and provide a comprehensive view of the progress and results.
- Revised membership dues and service fees.
- A timeline of actions over five years (July 2026 - June 2031).

Timeline

The first deliverable, developing recommendations for membership dues and service fees, is due by May 2025. A draft of the remaining deliverables is due September 2025, and the finished product is due January 2026.

RFP Response

Please provide the following:

1. A brief description of the firm/individual, name, address, phone number, website, if applicable, and email.
2. A list of the individual(s) who will be involved in the process and their qualifications, references, and evidence of prior work developing strategic plans.
3. A concise proposal that describes the methods for gathering information and engaging with Southeastern members and includes a budget.

Please email proposals to the Executive Director by February 3, 2025. The consultant will be selected by the end of February 2025.

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