



South Central Regional Library Council

Make Smart Connections.

Work Plan 2024-2025

Dark Maroon=Results for 2024-2025

Element 1 - RESOURCE SHARING

Cooperative Collection Development (CCDA) for Academic Libraries

Goal: Facilitate, for eligible academic libraries, a Coordinated Collection Development program that strengthens and makes available diverse, inclusive and free resources to all regional learners and residents. The resources should include authors and publishers from historically oppressed and marginalized groups.

Objectives: Ensure that eligible libraries utilize the CCDA program and receive 2023-2024 funding.

Activities:

- Avail informational sessions. **Held September 9, 2024 (same date as this year's).**
- Encourage CCDA librarians to communicate, network, and ask questions via the CCDA listserv. **Danna and I used the ccda-l to communicate with the participants, but program participants tended to contact one of us directly with questions.**
- Review the CCDA plan with CCDA librarians. **This is set for December 11, 2025.**

Catalog Services

Goal: NYS students, educators, lifelong learners, and residents efficiently discover materials held by SCRLC libraries.

Objective: Offer or promote continuing education opportunities.

Activities:

- Offer a cataloging learning opportunity if one is not available through ESLN. **In March 2025, we hosted a program called "The African American Subject Funnel Project" Re: updating Library of Congress subject headings. We also advertised other programs.**
- Advertise RDA toolkit. **Accomplished; Finger Lakes has been the only one going through SCRLC for the RDA.**

Goal: Encourage members to adopt inclusive cataloging and metadata practices, and antiracist initiatives that eliminate biases and discrimination. (See also Digital Collections Access goal).

Objective: Offer workshops or other types of programming on inclusive practices.

Activities:

- The African American Funnel Project addressed inclusive practices.
- We launched an inclusive metadata LibGuide: <https://scrlc.libguides.com/deij/metadata>
- Review regional city, county, and town Wikipedia entries for inclusivity; seek help in updating. While we will continue to highlight Wikipedia projects in our digitization grant application, we concluded that it would be more effective for a member institution to apply for a grant to develop a project focused on this initiative.

Delivery

Goal: Support the efficient and fast delivery of interlibrary loan materials among SCRLC members and statewide.

Objective: Offer information on delivery options, including ELD Delivery Service.

Activity:

Include information in user group meetings, news, and listserv. Accomplished. As mentioned in the annual report, SCRLC libraries who can afford to participate in ELD already do so. We also offer UPS deposit accounts, but now that there isn't a CampusShip discount, there is less incentive to have a deposit account with us. As we transition BARC back in-house, we're developing workflows to get requested materials to libraries as quickly as possible.

Interlibrary Loan (ILL)

Goal: Enable library users to efficiently and quickly obtain material not available in their local libraries.

Objective: Assist new ILL staff with Resource Sharing best practices.

Activities:

- Update the Resource Sharing LibGuide and website; follow up with new staff to ensure that they know about the resources. Updated.
- Hold training opportunities for new staff, that might also serve as a refresher for others. BARC training and a users' group meeting were held; no new staff were identified.

Objective: Hold an online user group meeting. Accomplished.

Activities:

- Hold it virtually in January-February 2025. There were 115 registrants including 17 from the SCRLC region.
- Market program widely. Virtual flyers were sent to scrlc-I, ESLN, and NYLINE.
- Determine location for in-person meeting. The users' group met virtually.

Goal: Investigate regional and statewide opportunities to improve access to materials for all people.

Objective: Integrate DEIJA programming in the area of Resource Sharing to provide our members with the opportunity to learn about relevant DEIJA and accessibility initiatives and projects.

Activity:

- Seek speakers on this topic both for the user group meeting and for other programming. **Included aspects of DEIJA at users' group meeting.**
- Market SCORA (South Central Onsite Regional Access). **It was marketed; no new participants. We'll continue to market SCORA in 2024-2025.**
- Hold a program that brings together different library types to share DEIJA efforts related to ILL. **Accomplished via the February users' group meeting. It is an ongoing effort.**

Digital Collections Access

Goal: Identify new collections that reflect historically oppressed and marginalized peoples and perspectives and unique regional subjects, and investigate new material formats for inclusion, such as data sets and original research.

Objective: Add at least one new collection representing historically oppressed and marginalized peoples and perspectives to NYHeritage from the SCRLC region.

Activities:

- Search for new collections by surveying members and reviewing local history resources, including individuals and community organizations. **Ongoing.**
- Actively pursue collections for digitization and encourage digitization with focused grants. **Ongoing.**
- Develop an online/traveling exhibit about the Underground Railroad that includes a webinar component. **In process.**

Goal: Adopt inclusive descriptive metadata practices for digital collections.

Objective: SCRLC will form a Special Interest Group on inclusive descriptive metadata practices.

Activities:

- Advertise the inclusive metadata practices SIG. **The Digitization Advisory Committee, which operates as a SIG, continued to discuss inclusive metadata practices as they would be applied to SCRLC member collections.**
- Offer learning opportunities for inclusive metadata practices. **Accomplished.**

Objective: By July 1, 2025, SCRLC will have inclusive metadata guidelines.

Activities:

- Begin a review of existing metadata of SCRLC members' NYHeritage collections.
- Review up to 50% of SCRLC's member collections for inclusive descriptive metadata. **The Outreach Services Librarian and Digital Services Librarian reviewed SCRLC member organization and collection landing pages on nyheritage.org for inclusive description concerns.**

Goal: Investigate regional digital preservation needs and provide regional access to and information about digital preservation solutions, including the Digital Dark Archives project.

Objective: All new NYHeritage collections from SCRLC's members will be added to the Digital Dark Archives as a backup solution.

Activities:

- Add materials to the Digital Dark Archives as a new workflow process for all incoming NYHeritage collections. **Some New York Heritage materials had been added to the**

Digital Dark Archives prior to this year, with much more to be included. Materials are also archived a) on a hard drive, b) in a that is Google drive shared with contributors, and c) on OCLC servers.

- Offer opportunities for digital preservation and continuing education/demonstrations. ESLN offered two workshops—one on the conservation & preservation grant and the other one, “Expert Insights on Protecting and Preserving Library Collections.”

Other: Medical Library Services Program

Goal: Utilize and distribute MISP program funds to member libraries to improve access to medical and health information.

Objective: Promote the availability of MISP to fund medical/health-related interlibrary loan requests.

Activities:

- Advertise MISP. **Accomplished.**
- Add funds to EFTS accounts as available and necessary. **Accomplished, though this totaled just \$200—the lowest amount to date.**

Objective: Fund health-related electronic resources.

Activities:

- Review the 2 existing health-related modules added to SCRLC’s Niche Academy collection; develop a third. **Accomplished, plus two additional Academies were added.**
- Market. **Accomplished via the newsletters (SCRLC’s and HLSP’s).**

Element 2 - SPECIAL CLIENT GROUPS: HOSPITAL LIBRARY SERVICES PROGRAM

Goal: Serve the information needs of regional health care professionals through the provision of health and medical information, resources, expertise, and circuit librarian services to their hospitals.

Objective: Provide continuing education opportunities for HLSP participants.

Activities:

- Consult with the HLSP Advisory Committee for suggestions on MLA and NNLM programs; promote learning opportunities through the HLSP newsletter, listserv, and SCRLC listserv/newsletter. **Accomplished. Our Lunch & Learn Programs; plus ESLN & Long Island have been offering free MLA CE, which our members may attend.**
- **Advertise MLA opportunities funded through ESLN.**
- Provide access to information and webinars for member librarians and liaisons to understand the role diversity plays in access to healthcare and health information.
- Add information regarding health disparities to our Niche Academies. **Accomplished.**

Objective: To better understand the information needs, visit all hospitals in-person or virtually.

Activity:

- Develop targeted questions; report findings at HLSP Advisory Committee meetings; summarize for newsletters. **Accomplished.**

Objective: Revise and implement HLSP marketing plan.

Activities:

- Distribute newsletter, quarterly or more frequently. **Distributed quarterly.**
- Distribute marketing materials, including flyers that advertise services.
- Produce or link to recordings on how to use e-resources, research instruction, etc. **This has been accomplished through field visits, newsletters, Niche Academies, and LibGuides.**

Objective: Review and recommend medical/health-related electronic resources for HLSP group purchases **by December 2024 and June 2025.**

Activities:

- Evaluate use statistics. **Accomplished. As a result, some of the Stat!Ref titles were switched to those that should garner more use.**
- Discuss resources with HLSP members. **Accomplished.**
- Investigate new resources. **Accomplished, though funds are not unlimited.**

Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING (Educational Services)

Goal: Ensure that diversity, equity, and inclusion (DEIJ) are at the forefront of SCRLC's educational services.

Objective: Enlist a diverse group of speakers to present programs.

Activities:

- Include speakers from BIPOC/neuro-diverse/persons with disabilities/LGBT+ communities. **This was probably accomplished but we cannot or will not make assumptions about identity.**
- Panel discussions and conferences will be inclusive, i.e., not only white speakers.
- Compensate speakers fairly for their services. **We believe that we were fair and did not negotiate for paying less than what they asked.**
- State these objectives clearly on our website and in communication with speakers, so they understand our goals and can self-identify as a member of an underrepresented group if they choose to. This is optional--we cannot and will not make assumptions about anyone's identity. **Objectives stated.**

Objective: Offer learning opportunities on justice, diversity, equity, and inclusion.

Activities:

- Plan at least two programs this year that address some facet of diversity, equity, and inclusion. Learning opportunities may include article discussions, movie screenings, and member meetups, as well as resources shared through LibGuides and the newsletter. **Several programs and discussions were offered on DEIJA topics.**

Goal: Plan responsive programs to meet membership needs as they arise in a rapidly changing environment.

Activities:

- Gather input from members often and through multiple channels: post-event surveys; committee meetings and meetups; newsletter polls. **Accomplished--plus the Plan of Service survey was released in the spring of 2025. The feedback was very helpful.**

Objective: Offer a wide variety of programming and training to meet members' needs.

Activities:

- Gather input from members often and through multiple channels: post-event surveys; committee meetings and meetups; newsletter polls. **As in the above objective.**
- Types of programming will include webinars, asynchronous learning opportunities, networking opportunities for members, article discussions, film screenings, etc. **Accomplished.**

Objective: Continue to offer career coaching services.

Activities:

- Advertise this service through Constant Contact or the newsletter at least twice. **Accomplished--we coached one LIS intern.**

Element 4 - CONSULTING AND DEVELOPMENT SERVICES

Goal: To facilitate the provision of expertise, advice, training, or referrals in specific areas of library leadership and operation, or customized teaching and services to members.

Objective: Offer customized training, consulting, focus groups, etc. to members throughout the fiscal year.

Activities:

- Remind members via the newsletter, field visits, and conversations that Council staff are available for these services, including digitization training, presentations at school library system councils, hospital in-service programs, etc. **Accomplished.**

Goal: To facilitate knowledge-sharing and member collaboration.

Objective: Continue building in collaboration with the public library systems and other members a regional Digital Equity Coalition to unite regional leaders to advance DE.

Activities:

- Continue working with the NYS ConnectAll Office. **Ongoing.**
- Apply for grant funding in support of DE if available and feasible. **STDEC received a Technical Assistance Grant, which will be funding 5 consultants to gather data and construct a website for the Southern Tier Digital Equity Coalition.**
- Participate in state/national conversations.

Objective: Share innovations that are happening among SCRLC member organizations.

Activities:

- Invite members to present their projects at the annual meeting or a special program. **This did not work out for this year, but we are keeping it in mind for the 2026 annual meeting, which will be our 60th. If not there, a special showcase program.**
- Include information about the projects in the newsletters to inspire others. **Accomplished. Trends, challenges, and ideas were shared via the newsletters, during SCRLC's advisory committee and Board meetings.**

Goal: Support regional digitization and innovative projects and services through SCRLC-sponsored initiatives and grant opportunities that impact members and adhere to SCRLC's values.

Objective: Share news monthly with members about digitization projects and services.

Activities:

- Advertise and promote grants for digitization and innovative projects. **Accomplished.**
- Communicate with members about their new and ongoing projects and share that news with other members, for idea inspiration, reproducibility, and collaboration. **Ongoing.**

Objective: SCRLC will offer grant opportunities to member organizations for digitization and other innovative projects.

Activities:

- Offer and support annual SCRLC Digitization and Technology grant opportunities. **Accomplished.**
- Compile and send out monthly newsletters on digitization topics with information about all available grant opportunities. **Accomplished.**

Element 5a - COORDINATED SERVICES FOR MEMBERS: VIRTUAL REFERENCE

Goal: Facilitate participation in collaborative virtual reference service to enable member libraries to provide quality, relevant, and timely information services to their communities.

Objective: Market AskUs 24/7 to SCRLC members by **December 2024** to elicit new participants. **Accomplished.**

Activities: Describe service, opportunities, and growth of service to SCRLC membership via *SCRLC News* and the listserv. **Accomplished. SCRLC participation hovers around 7 libraries.**

Element 5b - COORDINATED SERVICES FOR MEMBERS: DIGITIZATION SERVICES

Goal: Provide information and training in the process of digitization, standards, metadata, access, and digital preservation, especially with a critical eye for inclusive description practices.

Objective: Provide custom training for at least three members each year and distribute at least twelve newsletters on the topic of digitization, metadata, access, and digital preservation.

Activities:

- Send out monthly newsletters for SCHOAM members. **Accomplished.**

Goal: Act as regional liaison and advocate for SCRLC members to NYHeritage and other statewide digital initiatives.

Objective: Communicate with all SCRLC region contributing members every year about their collections in NYHeritage.

Activities: Continue to: All accomplished.

- Provide assistance to members for requested edits and uploads to NYH collections.
- Provide consultations and training for EmpireADC as requested.
- Periodically check in with members about existing and potential new collections.
- Communicate with members about new and existing statewide digital initiatives.

Goal: Promote the rich digital content generated by SCRLC members through NYHeritage or other content gateways, especially as it relates to school curricula.

Objective: SCRLC member digital collections will have a 5% increase in pageviews from the year before.

Activities

- Continue creating at least one monthly FB post for NYH, highlighting a SCRLC member collection. **Accomplished (hopefully, Board members on Facebook will follow NYH).**
- Routinely update the History Unbound LibGuide. **Accomplished.**
- Provide professional development about NYH at BOCES SLS meetings for school media librarians. **Provided before 2024-2025 but not during this past FY.**
- Create promotional materials for school media librarians to distribute to their teachers. **Begun but not completed.**

Element 5c - COORDINATED SERVICES FOR MEMBERS: RESOURCES ACQUISITION AND ACCESS

Goal: Facilitate and enhance regional learners' and residents' access to information.

Objective: Assess participation in the Bibliographic & Referral Center (BARC), our back-up interlibrary loan clearinghouse.

Activity:

- Review use statistics. **Accomplished.**
- Market and provide training. **Accomplished.**

Objective: Fund regional electronic subscriptions as feasible.

Activity:

- Review use statistics. **Accomplished.**
- Market and provide training. **Begun but on-going.**

Element 6 - AWARENESS AND ADVOCACY

Goal: Increase awareness of the role of the regional network of libraries and library systems in providing relevant cost-effective resources, materials, and programs to students, educators, lifelong learners, and NYS residents.

Objective: Leverage the Digital Equity work to demonstrate to the region's library and cultural workers the effectiveness of working together to mitigate the digital divide and increase digital inclusion.

Activities:

- Develop PR materials; e.g. talking points and press releases for libraries to share with their communities as feasible. *Moved to the 2025-2026 work plan.*
- Track project and outreach activities. *This will be more feasible to do surrounding the work of the 5 contracted consultants, working with STDEC.*

Objective: Design an information campaign to bring people into libraries.

Activity:

- Include digital/information literacy/fluency programming to address misinformation/disinformation. *This also has been moved to 2025-2026.*

Objective: Review SCRLC's Advocacy Plan.

Activity:

- Hold working meetings to revise the plan. *The Awareness & Advocacy Chair and ED were part of the NYALS group working on a new advocacy plan, which will be launched in September 2026. After that, SCRLC's Advocacy Plan will need to be reviewed in context of the new NYALS one.*
- Update the LibGuide with new information on advocacy, including the legislators. *Accomplished.*

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES AND LIBRARY SYSTEMS

Goal: Through effective communication, SCRLC members utilize and engage with the benefits, programs, and services that their membership offers.

Objective: Revise internal Communications Plan/Procedures.

Activity:

- Post to the staff Google Drive. *Accomplished.*

Goal: Facilitate relationship-building and partnerships among members through networking opportunities and participation in regional and statewide programs and services.

Objective: Hold regional in-person networking meetings/luncheons.

Activities:

- Plan networking meetings/luncheons for the Ithaca area, Oneonta, Binghamton, Elmira-Corning-Alfred. *Tried to do one for the Elmira-Corning-Alfred directors but could not find a time when most were available. We ran out of time and weather. Will try again.*

Goal: Align communication channels and media with members' needs. Achieved in 2018-2019; will revisit in FY 2024-2025. *Reviewed; may further address in 2025-2026 in conjunction with Plan of Service needs assessments.*

Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

Goal: Provide members with effective and expert information services and programs to enable them to better serve their communities, through collaboration with the region's public and school library systems, the Empire State Library Network (ESLN), and the New York Alliance of Library Systems (NYALS).

Objective: Collaborate with library systems and organizations to offer ESLN-sponsored conferences and learning opportunities throughout the fiscal year.

Activities:

- Participate in planning statewide conferences and programs. **Accomplished.**

Goal: Form partnerships with other library systems and organizations to advance common goals and provide support for shared services.

Objective: Partner with regional public library systems and school library systems in digital equity pursuits.

Activities:

- Develop new partnerships to strengthen and improve digital equity for our region. **Working ever more closely with the organizations within STDEC. Other organizations include Mission: Ignite and Southern Tier Regional Planning & Development.**

Goal: Promote SCRLC activities outside the region, as appropriate.

Objective:

- Advertise SCRLC's opportunities and knowledge-sharing communications with NYLINE and other groups as appropriate, e.g. the hospital community or SCHOAM (special collections, historical organizations, archives, and museums). **Accomplished.**

Element 9 - OTHER (Optional) Leadership and Administration

Goal: Foster a culture of diversity, equity, inclusion, sustainability, and antiracism within SCRLC and across the region's member organizations.

Objective: Develop a diversity audit instrument specific to library systems.

Activities:

- Post the DEI Assessment for Library Systems (DEIALS) to the DEIJA LibGuide. **Accomplished.**
- **Weave findings from SCRLC's DEIJA assessment into initiatives, programs, and service, if applicable.** Relatively few people took the assessment (11 in 2024-2025). One challenge is, unless someone includes their email address (and even if they do), it's hard to know what group they are taking it on behalf of. Some of the respondents from FY 2023-2024 were SCRLC staff/Board, and maybe some were represented in the 11 of 2024-2025. We think that one member organization used it, and it would appear that at least one staff member from the State Library worked through it. Even if no one were to do the audit, having the categories and items listed is already a benefit in determining which elements of DEIJA to address (and again, our instrument is tailored to library systems). We also do not know if library systems elsewhere used the questions. Theoretically, the questions could be built into another Qualtrics instance. Dr. Bright has taken a break from DEI assessments/audits, so it's not possible to have this discussion with her, but hopefully in the future. The need for DEI assessment is going to be even more important in the years ahead.

Objective: Incorporate DEIJA and antiracism into all aspects of SCRLC's programs, services, and operations.

Activities:

- Discuss DEIJA and antiracism in SCRLC's newsletter. **Accomplished and ongoing.**
- Maintain the DEIJA LibGuide to assist members in such areas of recruiting, retention, local organizations engaging in this work, land acknowledgments, etc. **Accomplished. An immigration tab was added this past year.**
- Ensure DEIJA is infused throughout the annual work plans. **Ongoing.**
- Encourage staff to attend DEIJ and antiracist learning opportunities. **Always.**
- Consider incorporating the DEIJA Plan into the next Plan of Service. **DEIJA principles and objectives will be woven throughout our next Plan of Service, but it is also important to maintain a separate DEIJA Plan. A standalone DEIJA Plan ensures that our goals, strategies, and progress related to DEIJA are clearly articulated, easy to locate, and not lost within the broader and more detailed PoS. There is more clarity and visibility, and it is easier to be held accountable.**

Goal: Utilize resources effectively and efficiently, ensuring that expenditures reflect strategic directions and priorities are based on continuous evaluation and funding levels.

Objective: Visit member organizations, virtually and in-person to gather information regarding their needs.

Activity:

- Offer a road trip for members. **We did not do this in the same way as the awesome and successful road trips of the public library systems. As we discussed, for our members, it didn't seem to be the right approach, at least for right now.**

Goal: Demonstrate best practices in sustainable resource management, staff development, and workplace wellness.

Objective: Promote best practices for green and sustainability programs; develop initiatives as feasible.

Activities:

- Review SCRLC policies for relevance and inclusivity. **Accomplished but on-going.**
- Promote workplace wellness initiatives. **Accomplished (Newsletters, Learn & Learns)**
- Offer programming on topics of sustainable resource management, staff development, and workplace wellness. **Accomplished.**
- Encourage SCRLC staff to attend workplace wellness and sustainable learning opportunities. **Always.**

Goal: Facilitate recruitment into the profession.

Objective: Offer internships as possible.

Activities:

- Develop inclusive internship job descriptions and email messages to send to library schools. **Accomplished.**
- Offer an internship whose learning includes working with the Board. **Accomplished.**
- Offer career consulting services to area LIS students. **Coached one LIS student.**
- Implement BIPOC internship program as feasible. **Determined that this wasn't feasible for now.**

Objective: Participate in high school and college career fairs as possible.

Activity:

- Include marketing materials. **Opportunities were not identified for 2024-2025.**

Objective: By December 2024 begin to develop the next Plan of Service process.

Activity:

- The Planning & Purpose Committee will hold an organizational meeting. **Accomplished.**
- Hold a visioning meeting on November 12, 2024. **Held on December 6.**

Goal: Facilitate and promote a diverse regional library workforce; as a component of this goal, improve SCRLC's recruitment of diverse candidates for available positions.

Objective: Update the recruitment and retention section of the LibGuide. **Reviewed.**

Activities:

- Add new organizations and strategies as they become known. **Accomplished.**
- Advertise regional positions via scrlc-l and the website. **Accomplished.**

Goal: Ensure, promote, and facilitate cultural competency among regional library workers; increase awareness of diversity within the organization and membership.

Objective: Offer training opportunities and other programs on topics of cultural competency to help.

Activities:

- Enlist the DEIJA Advisory Committee, Board, and staff for presenter ideas. **Accomplished.**
- Offer minimally 2 events per year. **Accomplished.**