# 2026 PALS Plus Committees, Task Forces, and Interest Groups

This document outlines the current list PALS Plus committees, task forces and interest groups and the rules governing each.

## Definitions

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| **Committees** | Committees are established to address fundamental policy, procedural, advocacy, and governance matters within the organization. They are responsible for long-term planning and decision-making in their respective areas. *Examples of committees include the Policy Committee, Circulation Committee, and Technical Services Committee*. |
| **Task Forces** | Task forces are temporary working groups formed to focus on specific goals or projects with the potential to impact the organization similarly to committees. They are created for short-term, intensive projects. *Examples of task forces include the Funding Formula Task Force and Enterprise Revamp Task Force*. |
| **Interest Groups** | Interest groups are formed to foster collaboration among members who share common interests or expertise in a particular area. They do not have a specific governance or policy-making mandate but serve as platforms for knowledge sharing, collaboration, and networking. *Examples of interest groups include the Youth Services Interest Group, Teen Services Interest Group, and Adult Services Interest Group*. |

## Rules

Unless otherwise noted in the individual committee, task force, or interest group description, the following rules apply to each type of organizational group:

### Committees

- Committees are authorized by the Bylaws, the Executive Board, or the PALS Plus Membership.
- When appropriate, a member of the PALS Plus staff serves as an ex-officio member of or liaison to a committee.
- Committee terms begin January 1.
- If possible, committee appointments are staggered so that some but not all members are new each year.
- Each committee roster is approved by the Executive Board.
- When possible and appropriate, a committee shall have 2 co-chairs and 1 vice chair charged with the following responsibilities:
  - First Co-chair – Schedules and presides over meetings; creates and distributes agendas; distributes minutes. Serves a term of up to one (1) year.
  - Second Co-chair – Prepares monthly report to the PALS Plus Executive Board and General Membership ; stands in and presides over meetings when First Co-chair is not available ; serves a term of up to two (2) years. Moves into First Co-chair position upon completion of First Co-chair's term.
  - Vice-chair – Takes meeting minutes; serves a term up to three (3) years. Moves into Second Co-chair position upon completion of Second Co-chair's term.

- For committees that don't have the First Co-chair, Second Co-chair, and Vice-Chair structure, a term of office shall not exceed two (2) consecutive years.
- Committee member vacancies and mid-year appointments are filled by appointment of the President.
- A library is represented by a maximum of one member per committee, unless otherwise stated in the Rules of a committee. Efforts will be made to diversify library representation as appropriate.

## Task Forces

- Task force(s) are created by the President, the Executive Board or the Executive Director to achieve a specific assignment within a given time period.
- When appropriate, a member of the PALS Plus staff serves as an ex-officio member of or liaison to a task force.
- Task forces may designate a chair or co-chairs to serve for the duration of the task/project.
- Task force vacancies and mid-year appointments are filled by appointment by the entity that established the task force.
- A library is represented by a maximum of one member per task force, unless otherwise stated in the Rules of a task force. Efforts will be made to diversify library representation as appropriate.

## Interest Groups

- Interest groups are proposed by members and approved by the Executive Board.
- When appropriate, a member of the PALS Plus staff serves as an ex-officio member of or liaison to an interest group.
- Interest groups are led by a chair or co-chair for a term of two years and can be extended by approval of the Executive Board.
- Vacancies and mid-year appointments of chairs or co-chairs are filled by appointment of the President.
- Interest groups are open to any employee of a member library.

The subsequent pages provide a detailed overview of the current PALS Plus committees and interest groups.

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# PALS Plus Executive Board

## Composition

The PALS Plus Executive Board consists of the following members: President, Vice-President/Secretary, Financial Officer (Treasurer), and four directors.

## Selection Process

Members of the Executive Board are elected by the general membership.

## Responsibilities

The Executive Board oversees the organization. Responsibilities include, but are not limited to:

- Setting organizational policies.
- Overseeing fiscal activities and financial matters.
- Hiring and supervising the Executive Director.
- Entering into legal agreements on behalf of the organization.
- Accepting new members to the organization

## Meeting Frequency

The PALS Plus Executive Board meets monthly unless a General Membership meeting is taking place. In that case, the Executive Board can meet before the General Membership meeting, if needed.

## Rules

The PALS Plus Executive Board is subject to the rules set forth in the PALS Plus bylaws.

## Roster

# Bylaws Committee

### Designation
A Committee of the Executive Board.

### Composition
The PALS Plus Bylaws Committee consists of a minimum of three and a maximum of five members and must include one member of the Executive Board.

### Terms
2 years

### Selection Process
Members of the Bylaws Committee are selected by the PALS Plus Executive Board.

### Responsibilities
The Bylaws Committee oversees the Bylaws of the organization. Responsibilities include, but are not limited to:

- Reviews bylaws at least every two years or at the request of the PALS Plus Executive Board.

### Reporting
- Sends written bylaw recommendations to the PALS Plus Executive Board.
- Presents recommendations moved forward by the Executive Board at Membership Meetings.

### Meeting Frequency
The PALS Plus Bylaws Committee meets at least once a year, and as needed.

### Rules
The PALS Plus Bylaws Committee is subject to the general rules governing Committees.

### Roster

# Finance Committee

### Designation
A Committee of the Executive Board.

### Composition
The PALS Plus Finance Committee consists of the following members: Financial Officer (Treasurer) and two library directors with the PALS Plus Executive Director serving as the liaison.

### Terms
1 year

### Selection Process
Members of the Finance Committee are selected by the PALS Plus Executive Board

### Responsibilities
The Finance Committee oversees the finances of the organization. Responsibilities include, but are not limited to:

- Prepares and revises the annual budget
- Monitors the fiscal health of organization
- Projects future financial needs
- Ensures standard financial practices are followed
- Reviews the annual audit

### Reporting
Presents the budget annually to the Executive Board prior to the October membership meeting. The Treasurer, as a member of the Finance Committee, reports the state of PALS Plus finances to the Executive Board and General Membership at meetings.

### Meeting Frequency
The PALS Plus Finance Committee meets as needed.

### Rules
The PALS Plus Finance Committee is subject to the general rules governing Committees.

### Roster

# Nominating/Elections Committee

### Designation
A Committee of the Executive Board.

### Composition
The PALS Plus Nominating Committee consists of the following members: two or more library directors.

### Terms
1 year

### Selection Process
Members of the Nominating Committee are selected by the PALS Plus Executive Board

### Responsibilities
The Nominating Committee oversees the election of Executive Board members. Responsibilities include, but are not limited to:

- Presents the slate of candidates in October
- Presents recommendations for officers in October

### Reporting
None

### Meeting Frequency
The PALS Plus Nominating/Elections Committee meets as needed.

### Rules
The PALS Plus Nominating Committee is subject to the general rules governing Committees.

### Roster

# Personnel Committee

### Designation
A Committee of the Executive Board.

### Composition
The PALS Plus Personnel Committee consists of the following members: three library directors.

### Terms
1 year

### Selection Process
Members of the Personnel Committee are selected by the PALS Plus Executive Board.

### Responsibilities
The Personnel Committee oversees personnel matters related to PALS Plus staff. Responsibilities include, but are not limited to:

- Develops personnel policies for PALS Plus employees
- Reviews salaries and benefits
- Evaluates the Executive Director

### Reporting
Sends written policy recommendations to the Executive Board.

### Meeting Frequency
The PALS Plus Personnel Committee meets as needed.

### Rules
The PALS Plus Personnel Committee is subject to the general rules governing Committees.

### Roster

# Circulation Committee

### Designation
A Committee of the PALS Plus Membership.

### Composition
The PALS Plus Circulation Committee is open to staff from any member library.

### Selection Process
Members of the Circulation Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

### Responsibilities
The Circulation Committee provides guidance, assessment, and support in matters affecting circulation protocols. The PALS Plus Circulation Committee ensures that libraries in PALS Plus are made aware of and adhering to policies regarding the sharing of materials and patron information across the consortium. Responsibilities include, but are not limited to:

- Reviews system-wide circulation policies and procedures on a regular basis and proposes changes, as needed.
- Identifies circulation-related issues that require communication to members, standardization, or reporting to the vendor
- Coordinates and provides circulation procedure training to members
- Reviews and updates core circulation documents

### Reporting
Submits a monthly report to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Circulation Committee meets on a monthly basis.

### Rules
The PALS Plus Circulation Committee is subject to the general rules governing Committees.

### Roster

### Charges
- Collaborate with other committees to develop core circulation competencies training for library staff.
- Coordinate virtual or in-person knowledge-sharing sessions for circulation staff.
- Review and update core circulation documents as needed.
- Inform the membership of recommended procedural changes or updates of core documents.

# Digital Services Committee

### Designation
A Committee of the PALS Plus Membership.

### Composition
The PALS Plus Digital Services Committee is open to staff from any member library.

### Selection Process
Members of the Digital Services Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

### Responsibilities
The PALS Plus Digital Services Committee seeks ways to improve promotion of the digital products provided through the consortium and provide tools and resources enabling staff to better support and serve patrons on using digital products. It oversees the collection development of the curated digital collection. Responsibilities include, but are not limited to:

- Maintains OverDrive featured collection lists
- Explores the marketplace for new digital products and services
- Oversees the acquisition process of curated digital content
- Coordinates training opportunities when possible

### Reporting
Submits a monthly report to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Digital Services Committee meets on a monthly basis.

### Rules
The PALS Plus Digital Services Committee is subject to the general rules governing Committees.

### Roster

### Charges
- Oversee and promote the PALS Plus digital collections and services.
- Coordinate and/or deliver training opportunities for library staff on cooperative digital services, emerging technologies, and tools that impact library operations.
- Research, assess, and recommend emerging technologies that could enhance library services, including potential adoption or pilot projects.
- Collaborate with PALS Plus staff to develop training and skill-building opportunities for library staff on Microsoft 365 applications and tools.

# Policy Committee

### Designation
A Committee of the PALS Plus Membership.

### Composition
The PALS Plus Policy Committee is open to staff from any member library.

### Selection Process
Members of the Policy Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

### Responsibilities
The PALS Plus Policy Committee examines and recommends policies, procedures, and guidelines governing PALS Plus. Responsibilities include, but are not limited to:

- Reviews system-wide policies and their related procedures on a regular basis or at the request of a member library, and recommends changes to the Executive board, as needed
- Ensures consistency among policies and procedures
- Refers issues to committees for study and policy suggestions

### Reporting
Submits a monthly report to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Policy Committee meets on a monthly basis.

### Rules
The PALS Plus Policy Committee is subject to the general rules governing Committees.

### Roster

### Charges

- Recommend new policies or policy revisions to the Executive Board and membership, inviting input from member libraries.
- Finalize the PALS Plus email policy.
- Review and propose structural changes to the policy manual to improve clarity, organization, and usability.

# Public Relations and Marketing Committee

## Designation
A Committee of the PALS Plus Membership.

## Composition
The PALS Plus Public Relations and Marketing Committee is open to staff from any member library.

## Selection Process
Members of the Public Relations and Marketing Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

## Responsibilities
The PALS Plus Public Relations Committee seeks to promote PALS Plus, its services, and its member libraries to the community. Responsibilities include, but are not limited to:

- Coordinates PALS Plus participation in the Passaic County Fair and other public events
- Spearheads advocacy and marketing activities
- Produces a variety of marketing and public relations content that can be used by PALS Plus and member libraries

## Reporting
Submits a monthly report to the PALS Plus Executive Board and General Membership.

## Meeting Frequency
The PALS Plus Public Relations Committee meets on a monthly basis.

## Rules
The PALS Plus Public Relations Committee is subject to the general rules governing Committees. Library representation on the Public Relations and Marketing Committee is open to more than one individual from each library

## Roster

## Charges
- Launch the “Welcome to the Community” library campaign.
- Coordinate PALS Plus’s participation in the Passaic County Fair.
- Collaborate with PALS Plus staff on the annual Passaic County Book Festival.
- Develop engaging library challenges, contests, or interactive activities that can be offered at any time to patrons, designed to promote library programs and services.
- Seek opportunities to collaborate with other committees on public relations and marketing opportunities.

# Technical Services Committee

### Designation
A Committee of the PALS Plus Membership.

### Composition
The PALS Plus Technical Services Committee is open to staff from any member library.

### Terms
Unless a chair is assigned, the PALS Plus Catalog and Metadata Librarian will serve as the chair of the committee.

### Selection Process
Members of the PALS Plus Technical Services Committee are appointed by the incoming PALS Plus President and approved by the PALS Plus Executive Board.

### Responsibilities
The PALS Plus Technical Services Committee examines the cataloging practices and workflows of PALS Plus libraries and recommends best practices. Responsibilities include, but are not limited to:

- Reviews system-wide cataloging and linking policies and procedures on a regular basis and proposes changes, as needed
- Coordinates and delivers technical services procedure training to members
- Reviews and maintains core technical services documents

### Reporting
Submits a monthly report to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Technical Services Committee meets on a monthly basis.

### Rules
The PALS Plus Technical Services Committee is subject to the general rules governing Committees.

### Roster

### Charges
- Collaborate with other committees to develop core technical services competencies training for library staff.
- Coordinate virtual or in-person knowledge-sharing sessions for technical services staff.
- Review and update core technical services documents, as needed.
- Inform the membership of recommended procedural changes or updates of core documents.
- Assess and propose solutions for cataloging issues affecting both items and bibliographic records.

# Accidental Techies Interest Group

### Designation
A Committee of the PALS Plus Membership.

### Composition
The PALS Plus Accidental Techies Interest Group is open to staff from any member library.

### Selection Process
Chair or co-chairs of the PALS Plus Accidental Techies Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

### Responsibilities
The PALS Plus Accidental Techies Interest Group supports library staff who find themselves navigating technology-related issues at their libraries. The interest group fosters collaboration and provides a forum to share knowledge and practical solutions for technology issues commonly faced in libraries. Responsibilities include, but are not limited to:

- Coordinates workshops, webinars, discussions, and other activities to enhance members' skills in troubleshooting and resolving technology issues.
- Offers input and guidance to PALS Plus members, the Executive Board, and the General Membership on technology-related issues and trends in libraries through regular communications.

### Reporting
Submits regular reports to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Accidental Techies Interest Group meets on a monthly basis.

### Rules
The PALS Plus Accidental Techies Interest Group is subject to the general rules governing Interest Groups.

### Charges
- Coordinate workshops, webinars, or discussion groups on trends and innovations on technology matters to enhance staff skills in troubleshooting and resolving technology issues.
- Encourage collaboration and idea-sharing among staff at member libraries.

# Reference and Adult Services Interest Group

## Designation
An Interest Group of the PALS Plus Membership.

## Composition
The PALS Plus Reference and Adult Services Interest Group is open to staff from any member library.

## Selection Process
Chair or co-chairs of the Reference and Adult Services Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

## Responsibilities
The PALS Plus Adult Services Interest Group provides guidance, recommendations, and encourages collaboration and idea sharing on matters pertaining to adult services among staff who have comparable duties. Responsibilities include, but are not limited to:

- Facilitating opportunities for members to enhance their knowledge, skills, and expertise in adult services through workshops, collaboration, webinars, and other professional development activities.
- Establishing mechanisms for the sharing of resources, including successful program models, reading lists, and outreach strategies that have proven effective in engaging adult library users.
- Providing input and guidance to members and the PALS Plus Executive Board and General Membership on matters related to adult services.

## Reporting
Submits regular reports to the PALS Plus Executive Board and General Membership.

## Meeting Frequency
The PALS Plus Reference and Adult Services Interest Group meets on a monthly basis.

## Rules
The PALS Plus Reference and Adult Services Interest Group is subject to the general rules governing Interest Groups.

## Roster

## Charges
- Expand awareness of community resources and develop partnerships with county and outside agencies.
- Encourage collaboration and idea-sharing among staff at member libraries.
- Coordinate workshops, webinars, or discussion groups on trends and innovations in adult and reference services.

# Teen Services Interest Group

### Designation
An Interest Group of the PALS Plus Membership.

### Composition
The PALS Plus Teen Services Interest Group is open to staff from any member library

### Selection Process
Chair or co-chairs of the Teen Services Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

### Responsibilities
The PALS Plus Teen Services Interest Group provides guidance and recommendations on matters pertaining to serving teens. Responsibilities include, but are not limited to:

- Facilitates discussions on creating and implementing engaging programs catering to the needs and interests of teens.
- Develops and advises on outreach initiatives to effectively connect with and serve teen patrons.

### Reporting
Submits regular reports to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Teen Services Interest Group meets on a monthly basis, except for July and August.

### Rules
The PALS Plus Teen Services Interest Group is subject to the general rules governing Interest Groups.

### Roster

### Charges

- Explore issues affecting teen and young adult services in PALS Plus libraries and support staff working in these areas.
- Organize regular meetings for teen services staff to share ideas, discuss programs, and resources to support their work.
- Collaborate and communicate with youth services staff about issues common to both.

# Youth Services Interest Group

### Designation
An Interest Group of the PALS Plus Membership.

### Composition
The PALS Plus Youth Services Interest Group is open to staff from any member library.

### Selection Process
Chair or co-chairs of the Youth Services Interest Group are appointed by the incoming PALS Plus president and approved by the PALS Plus Executive Board. All other participants are open to any member library staff.

### Responsibilities
The PALS Plus Youth Services Interest Group provides guidance and recommendations on matters pertaining to youth services. Responsibilities include, but are not limited to:

- Facilitates discussions on creating and implementing engaging programs catering to the needs and interests of children.
- Develops and advises on outreach initiatives to effectively connect with and serve juvenile patrons.

### Reporting
Submits regular reports to the PALS Plus Executive Board and General Membership.

### Meeting Frequency
The PALS Plus Youth Services Interest Group meets on a monthly basis except for July and August.

### Rules
The PALS Plus Youth Services Interest Group is subject to the general rules governing Interest Groups.

### Roster

### Charges

- Explore issues impacting juvenile services in PALS Plus libraries and seek ways to support staff working in this area.
- Organize regular meetings for youth services staff to share ideas, discuss programs, and resources to support their work.
- Coordinate 1000 Books Before Kindergarten party.
- Collaborate and communicate with teen services staff about issues common to both.