

Committees & Task Forces

Summary & Contact for Committees & Task Forces

Click on a committee name to read a short overview and the charges for the corresponding committee or to contact that committee's chair. For a complete list of committees and their charges, [click here](#).

Adult Services (ASC)

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Overview:

Works on issues related to adult services, including professional development, programming and collection management. Incorporates aspects of Collection Development and Reference ("CD&R"). Works closely with eBCCLS and recommends adult eBooks, eAudio and eMagazines ("eContent") for purchase.

Charges:

1. Staff development and training focusing on collection development, reader's advisory, customer service, and other services to adult users. This may include developing training programs for key basic skills that are reproducible (with freedom to incorporate changes to account for new developments or personalities of presenters) for future committees or even reproducible at the library level.
2. Collection development: provide regular weeding and selection tips, including e-book recommendations and possibly streaming and other online options for members to consider
3. Assist eBCCLS with the selection of adult eContent materials for the shared core collection.
4. Develop and maintain a repository of high-quality adult programs and vendors that libraries can draw on, including ideas for staff-led programs that allow libraries to develop cost-effective in-house programs.

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Advocacy & Government Relations (A&G)

Overview:

Provides public-facing advocacy that supports increased awareness of library issues, including sustainability and public funding. Coordinates all aspects of outward-facing advocacy.

Charges:

1. Host an Advocacy Day Panel Program to promote awareness of library issues to elected

officials and other key stakeholders.

2. Work with NJLA to advocate for the restoration of full funding of per capita state aid.
3. Keep members informed of opportunities for advocacy on local and state levels.
4. Working with the Executive Director, create a biennial marketing campaign to support libraries.
5. Encourage BCCLS membership and trustee attendance at regional, high trafficked public events.
6. Encourage BCCLS membership and trustee attendance at local and state legislative events.
7. Partner with established county, state and national library organizations to promote public libraries in general and the BCCLS organization in particular.

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Branding Task Force (BTF)

Overview:

Created by the Strategic Plan, the Branding Task Force is charged with having control of the BCCLS Brand.

Charges:

1. Create Task Force and Plan for Branding Analysis - November 2021

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Bylaws

Overview:

This is a standing committee established in bylaws to recommend amendments to the bylaws as needed and proceed with a full review of the bylaws every two years.

Charges:

1. Conduct a comprehensive review of the bylaws. Perform scrivener's corrections as necessary to ensure uniformity and consistency throughout the document.
2. Recommend changes as may be necessary based on changes to the status of LibraryLinkNJ and other statewide library network services.
3. Review and propose mechanisms that would ensure member libraries and contracting municipalities meet requirements established in bylaws.

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Capital Plan Task Force (CAP)

Overview:

Takes up the work in Strategic Priority 6 of the Strategic Plan: Have financial stability, the means to respond to anticipated and unforeseen circumstances, and the ability to pursue new opportunities to

advance the cooperative.

Charges:

1. Create and annually review a Capital Plan for BCCLS covering 2021-2026.
2. Evaluate delivery service including warehouse space and vehicles.
3. Evaluate BCCLS technology to plan for necessary upgrades and equipment replacement.

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Code of Conduct Committee (CCC)

Overview:

Charges:

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Diverse and Underserved Populations (DUP)

Overview:

Works on multifaceted issues relating to diversity and underserved populations. Examples include but are not limited to; homelessness, special needs, LGBTQ+ and other underserved populations identified by the committee.

Charges:

1. Develop staff training, programs, outreach that support library services to diverse and underserved populations.
2. Make recommendations on donating withdrawn materials and general best practices for sustainability.
3. Oversee charitable collections [winter clothing drive, school supply drive, etc.] from the membership.

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eBCCLS

Overview:

Maintains a high-level overview of the BCCLS eContent collection, including working closely with Adult and Youth Services on content selection and with the BCCLS staff on ensuring appropriate use of resources.

Charges:

1. Continue to monitor the eContent marketplace. Keep membership informed of new platforms and services that may be appropriate for consideration for the entire system or individual member libraries.
2. Present continuing education programs on collection development aspects of eContent platforms so that member libraries may make effective use of local funds when purchasing for

member libraries' collections.

3. Work closely with Adult and Youth Services to coordinate selection of high-quality eContent for the shared eBCCLS collection.
4. Work closely with BCCLS staff to ensure appropriate use of shared resources.

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Elections

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This is a standing committee established in bylaws to oversee the implementation of election procedures. Meets as necessary to call for nominations to the Executive Board and coordinate the election process as needed.

Charges:

1. Call for nominations to the Executive Board. In the event that there are fewer candidates than open seats, solicit nominations from membership.
2. Coordinate online voting for Executive Board members and officers. In the event that a seat is vacated, coordinate voting for a replacement.

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Friends Committee (FC)

Overview:

Supports the growth and development of Friends and allied support groups through awareness of state and local library initiatives and through regular programs oriented specifically towards Friends groups.

Charges:

1. Work with Scholarship Committee to co-host Annual Friends Breakfast (usually in October).
2. Co-host with the Trustees Committee a program on fostering thriving Friends organizations that build and strengthen relationships with the library board, director, staff and the public.
3. Present grant application workshop. Possibly co-host with other committee(s).
4. Host fundraising workshop.
5. Explore viability of a multi-committee hosting of a Performer's Showcase.

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Library Administration, Management & Personnel (LAMP)

Overview:

Provides opportunities for professional growth that are not already covered by other committees, such as BCCLS' supervisory training program.

Charges:

1. Prepare, compile and distribute the annual Salary Survey.
2. Present and/or co-sponsor programs on topics relating to library administration, management and personnel for directors, management staff and/or trustees as indicated by topic.
3. Evaluate success of BCCLS' revised supervisory training program based on feedback from 2018/19 cohort. Make recommendations for further refinements for future years. Depending on demand, plan similar training for 2020/21.
4. Continue Community Circle Director Breakfasts.
5. Work with ED and BCCLS staff to coordinate biannual New Directors' Orientation meetings with essential BCCLS specific information for new directors.
6. Co-present with the Trustee Development Committee a program on the pros and cons of eliminating library fines.
7. Regularly inform library staff of the purpose of committees and availability of participation.

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Mandated vs Opt-in Services Task Force (MOST)

Overview:

Meets every two years to evaluate all current services offered by BCCLS to ensure they meet the criteria established by the current Strategic Plan.

Charges:

1. Evaluate mandated services and opt-in services every two years beginning in 2020.
2. Present an evaluation of services to the Finance Committee by April 15, 2020.
3. Present a recommendation to be used in the review of the current billing formula.

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Member Services Committee (MSC)

Overview:

Strengthens the relationship among individuals from member libraries through networking opportunities and professional recognition. Look for new and innovative means of promoting collegiality among members.

Charges:

1. Plan at least one professional member networking event annually.
2. Plan at least one informal, open event, annually for the BCCLS community.
3. Design and bestow recognition awards to mark years of service, other milestones, specific project achievement and excellence in service to be presented annually.
4. Co-host the Scholarships & Awards Program with the Scholarship Committee.
5. Increase education and participation in BCCLS activities among all levels.

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Policies & Procedures (P&P)

A group dedicated to creating and maintaining BCCLS policies and procedures.

Directors/Circulation staff can gain an in-depth knowledge of the functions of BCCLS and why or how it operates.

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Overview:

This is a standing committee established in bylaws to recommend and implement policies and procedures relevant to the membership. Very active group that meets on a regular basis throughout the year. Members are expected to work on projects between meetings as well.

Charges:

1. Conduct annual review of library materials replacement costs.
2. Conduct ongoing review of P&P. Recommend changes as necessary for uniformity and consistency throughout the document.
3. Review policies regarding uniformity (fines, renewals, loan periods, etc.). Conduct small group meetings in order to receive feedback and build consensus regarding moving towards greater uniformity.
4. Work with Delivery Task Force to revise policies and procedures relevant to delivery.
5. Review, revise, and develop policy regarding cataloging and adding bibliographic records to the database.
6. Working with the Personnel and Finance Committees, develop policy for reimbursing member libraries for program and meeting refreshments.

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Scholarship

Overview:

Administers the annual BCCLS scholarships.

Charges:

1. Annually revise application as needed and present to Executive Board.
2. Request and review applications for BCCLS Scholarships. Award Scholarships according to criteria approved.
3. Co-host the annual Scholarship & Awards Program with the Member Services Committee.
4. Co-host the annual Friends Breakfast with the Friends Committee.
5. With input from the Treasurer/Finance Committee and Business Manager, review guidelines for the amount of individual scholarships.
6. Consider sun-setting named scholarships that are no longer funded, consider offering fewer scholarships of greater value.
7. Investigate an online application process.
8. Investigate other sources of funds (i.e. reach out to universities and schools, look for corporate donors).

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Strategic Planning

Overview:

Works closely with the BCCLS Executive Director to see that the current Strategic Plan's goals are being met.

Charges:

1. Review BCCLS history, its current strategic plan, and the future of the organization within the context of the rapidly changing world of public libraries.
2. Draft a new Strategic Plan to be used by the Executive Director and Executive Board to guide future growth and success of the organization for review and approval by the System Council.

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Technology & Digital Services (Tech)

Overview:

Provides technology services and resources to help libraries, patrons, and staff. Very active committee. Meets at least once a month and often works on projects in between meetings.

Charges:

1. Review means, standards, and procedures in which both BCCLS and member libraries can use technology to deliver efficient, effective and timely services.
2. Identify, evaluate and recommend new and emerging technologies that would allow BCCLS to provide improved services, or to deliver services more efficiently.
3. Develop training programs and/or supply information to the membership regarding various technologies.
4. Create criteria for three tiers of BCCLS library technology levels and establish the effective ways to support each tier.
5. Create a mechanism for member libraries to test new technologies.
6. Investigate development of a BCCLS mobile app.

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Trustee Development Committee (TDC)

Overview:

Supports the growth and development of library trustees through awareness of state and local library initiatives and through regular programs oriented specifically towards trustees.

Charges:

1. Provide regional continuing education opportunities for trustees that support the state requirement of 7 CE hours per year.
2. Co-present with the LAMP Committee a program on the pros and cons of eliminating library fines.
3. Host a "Trustees 101" workshop

4. Co-host with the Friends Committee a program on fostering thriving Friends organizations that build and strengthen relationships with the library board, director, staff and the public.
5. Ensure that all key stakeholders remain informed and active proponents of library services.
6. Follow-up workshop on additional funding: deciding between a request before Mayor & Council or pursuing Johnson Legislation ballot. How to successfully conduct a referendum campaign.

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World Languages (WLC)

Overview:

Supports the work of member libraries that seek to develop and expand collections and services in languages other than English. The committee promotes access to world language materials and services among the BCCLS community. Makes recommendations for collection development and services as it relates to new Americans and ESL/ESOL learners.

Charges:

1. Produce bi-monthly or quarterly list of recommended titles in the most widely collected world languages.
2. Produce a list of reputable vendors providing world language materials in the most popularly spoken languages in Bergen County.
3. With the Scholarship Committee, explore the possibility of establishing scholarship opportunities for bilingual library staff, particularly those who speak the most popular languages spoken in Bergen County.
4. Host a World Languages event to promote library and information services to speakers of world languages.
5. Work with Adult and Youth Services to identify individuals and organizations that provide high-quality programming in languages other than English.

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Youth Services (YSC)

Overview:

Works on issues related to youth services, including professional development, programming and collection management. Incorporates aspects of Collection Development and Reference ("CD&R"). Works closely with eBCCLS and recommends children's and young adult eBooks, eAudio and eMagazines ("eContent") for purchase.

Charges:

1. Present Caldecott, Newbery, and Printz Mock Awards program.
2. Plan and present programming of interest for children and/or YA library staff.
3. Establish and maintain a repository of high-quality youth programs and vendors that libraries can draw on, including ideas for staff-led programs that allow libraries to develop cost-effective in-house programs.

4. Assist eBCCLS with the selection of children's and young adult eContent materials for the shared core collection.
5. Provide a venue for youth services providers, new and old, to meet and share experiences and ideas, and promote professional development.
6. Continue annual joint meeting with appropriate committees, as needed.

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