



POLICY HANDBOOK

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Last updated: 8-30-2011 by AB

I. VISION AND MISSION

I. TAB

MPL Teen Advisory Board Vision:

The Milwaukee Public Library Teen Advisory Board (TAB) is a monthly forum lead by TAB Officers and TAB members to discuss issues specifically related to teen use of library resources and services, including materials and programming. The Teen Advisory Board provides programs for teens in order for them to become more familiar with the Milwaukee Public Library and develop leadership skills.

MPL Teen Advisory Board Mission:

The Milwaukee Public Library's Teen Advisory Board strives to give teens a voice through involvement with the library, greater community, and peers from across Milwaukee.

II. MILWAUKEE PUBLIC LIBRARY

MPL Vision:

The Milwaukee Public Library is every person's gateway to an expanding world of information. Providing the best in library service, the staff guides Milwaukeeans in their pursuit of knowledge, enjoyment and lifelong learning, ultimately enriching individual lives and the community as a whole.

MPL Mission:

The Milwaukee Public Library provides materials, services and facilities for all citizens of Milwaukee and others in order to meet present and future informational needs and raise the level of civilization in Milwaukee.

II. TAB GOALS

I. GENERAL GOALS

- 1) TAB involvement in assisting, both indirectly and directly, YA Librarians & Library Youth Educators with developing Teen programs for the Milwaukee Public Library system.
- 2) Continue developing a core group of Teen Advisory Board members by encouraging teens to participate for multiple years thus enhancing continuity by fostering a positive relationship with teens, developing a sense of teamwork, continually offering teens increased responsibility and ownership of the Teen Advisory Board.
- 3) TAB development and support of system-wide YA programming.
 - a. Manga Events: Drawing Contest & Manga/Anime Night
 - b. Teen Read Week
 - c. Teen Tech Week
 - d. Poetry Month: Poetry Contest and Poetry Program(s)
 - e. Starting the School Year Off Right – a program on organization, academic success, and stress management
 - f. Learn to Knit Workshop
 - g. Programming in response to current teen interests or critical issues for the Milwaukee Teen population.
- 4) Continue developing teen directed focus of TAB by electing officers (yearly), have teens plan and facilitate monthly meetings, and allowing teens to plan and implement system-wide programming. This teen focus will help to encourage and foster teamwork and leadership skills amongst the Teen Advisory Board members.
- 5) Members of the Teen Advisory Board will continue to provide input, suggestions and opinions regarding Milwaukee Public Library services, collections, and programming for teen patrons. TAB members will act as a sounding board and resource for teen focused library efforts. TAB members will have an online presence through social networking and the MPL website.
- 6) Supporting TAB members' educational development by encouraging leadership and community building skills, and cultivating a lifelong love of learning and reading in many subjects.

II. QUANTIFIABLE GOALS

- 1) TAB will aim to have at least 20 teens attending 75% or more of all monthly Teen Advisory Board meetings for the 2011-2012 TAB year.
- 2) We will strive for TAB members to volunteer at 50% of Young Adult Programming conducted at neighborhood libraries during the 2011-2012 TAB year.

- 3) We will strive to have an average of at least 20 participants attend each TAB sponsored system-wide program for the 2011-2012 TAB year.
- 4) We will strive to have at least 65 valid entries for the 2011 Manga Drawing Contest.
- 5) We will strive to have at least 250 valid entries for the 2012 Young Adult Poetry Contest sponsored by TAB.

III. CODE OF CONDUCT

The code of conduct is basically a set of rules and regulations that will guide each person before, during, and after every meeting and event that we are a part of. This list will be finalized and shared at our first full board meeting in September by Catina. We brainstormed a bunch of ideas and finally came up with this as a starting point:

1. Cellular calls during the meeting

- Let's clarify that phones are allowed in the meetings but once the meeting has started you must have your phones on silent/vibrate so no one can hear it.
- If you must take the call you are to step all the way out of the room until you are not seen to limit distractions. Keep in mind this only goes for emergency calls, not for gossip. If this rule is taken advantage of it will not continue.

2. Record all events

- A mini calendar will be provided so that there is no excuse for anyone to forget the date of an event. You could also use the calendar on your cell phone or even use a pad of paper!
- Keep in mind this method of recording down dates can be used in any situation and the materials provided are yours and you are welcome to use them for your own personal dates as well as the boards!

3. Communicate with everyone so that we stay on the same page.

- It's very important that you communicate with everyone on the board especially if you're working on something that requires group effort. This rule was added just so that we all can stay on the same page and no one falls behind
- Also if you know that you aren't going to be able to make it to a meeting or an event, it would really be helpful if you contact the TAB coordinators and anyone else who may be expecting your arrival. This is a simple way to be courteous of other people's time.

4. Make sure you know everyone's phone numbers, email address and other contact information

- It's important that you know everyone's phone numbers because you never know which board member you are going to have to contact! Most of you have a partner setup with you at your partner library and you need to communicate with them often!

5. Pay attention to what's hot with teens

- The primary focus of this board is to draw teens back into the library so why wouldn't this be one of our rules? Focusing on what hot will give us ideas on what we can do to promote the library to today's generation. Ideas are always accepted so if you see something that you think is "hot" report it at the next meeting!

Each person should come prepared and ready to work. This means each person should:

- Be on time
- Come prepared and armed with what you will need to do your job! This includes bringing some sort of calendar. Bring a pen and paper to record notes
- Have a library card at every meeting! You may need to use the computer or check out other resources. (If you don't have one...get one)
- Do all assignments
- Check e-mail (Remember you e-mail will keep you up to date with what we are doing!)
- Check TAB Wiki
- Stay focused (don't daydream!)

Each person should be respectful to everyone (especially visitors!)

- Don't talk when other people were talking
- Practice active listening! Encourage the speaker by giving eye contact and other non-verbal signs. Don't think about what you are going to say next or what you plan to do later...listen to what is being said. Taking notes may help with this.
- Being respectful does not always mean you agree with what you are hearing. It's ok to stand up for what you believe in. Just make sure you do it in a respectful way.
- Stay on task during the meeting

Learn from your mistakes and move on!

Be honest no matter what! It's not just cliché, honesty is the best policy!

IV. EXPECTATIONS OF TAB MEMBERS

During meetings

- Attend monthly meetings
 - For occasional absences, you must make it your responsibility to contact coordinators ahead of time and to find out what happened in meeting(s).
- Come prepared. Have in mind what ideas and/or programs are coming up
- ALWAYS be honest. Share your thoughts, ideas, and opinions and respect those of others.
- Be respectful of visitors and presenters. Pay attention and be polite.
- Take care of the library spaces – clean up after yourself.
- Vote for Executive Board members at the October meeting.

Before meetings

- Complete all TASKS assigned in advance of the deadline

Outside of meetings

- Volunteer to help run at least 2 TAB programs each season
- Attend TAB-sponsored programs
- Establish a relationship with your branch YA librarian
- Be of service not only to Teen Advisor(s) and TAB members but also to library patrons, the library staff, and the YA librarian at branch library
- Promote MPL to other teens and encourage teens to participate in programs
- To attend the end-of-the-year celebration or ask a TAB coordinator for a reference, you must attend more than ½ of the meetings and volunteer during at least one program.

ALWAYS DO MORE THAN WHAT IS EXPECTED OF YOU!!!

V. EXPECTATIONS OF TAB OFFICERS

I. EXECUTIVE BOARD (PRESIDENT, VICE PRESIDENT, AND OFFICER OF WRITTEN AFFAIRS)

During meetings

- Attend monthly meetings
- Take a leadership role in discussion
- Offer assistance and encouragement to other TAB members
- Keep discussions on track
- Be enthusiastic about whatever is happening in MPL, TAB meeting, branch library
- Arrive 15 minutes prior to the meeting to set up

Before meetings

- Propose at least one agenda item per meeting at least one week in advance of the meeting
- Review agenda in advance of meeting
- Make sure you know what is happening at the meeting and with MPL teen events

Outside of meetings

- Proactively encourage other teens to participate in TAB programs and events
- Maintain regular contact with the TAB advisor(s)
- May meet outside of TAB if needed

II. PRESIDENT(S)

- Lead discussions in meetings
- Keep the group on track during meetings
- Offer ideas before and during meetings
- Help organize events

- Record the progress of each TAB member and his/her branch library and try to help them to maintain communication with their YA librarian

III. VICE PRESIDENT

- Lead discussions in the absence of the president
- Support the presidents' responsibilities
- Aid President in any major events and or tasks
- Hand out information, flyers etc. to TAB members at meeting
- Take notes in the absence of the secretary
- Aid Secretary in obtaining and organizing info given by TAB advisors, members, etc.
- Will take authorities of positions of President or Secretary when he/she is absent

IV. OFFICER OF WRITTEN AFFAIRS

- Take minutes at each TAB meeting, to be emailed to TAB coordinator(s) within one week following the meeting
- Be in contact with President, Vice President, and TAB advisor(s)
- Be available
- Verify contact information received from TAB members
- Send all info to TAB members, Pres., V.P., TAB coordinators
 - Will be assisted by President and Vice President in this task if needed

VI. DUTIES OF COMMITTEES

I. COMMUNICATIONS AND PUBLISHING

- Generate book reviews for the Facebook page and any other TAB / library publications
 - At least one review per person, per month
- Contribute regularly to the Facebook page by commenting
- Generate marketing ideas. How can TAB and the library reach teens?
- Get the word out about TAB programs and events
- Consider other communication possibilities, for TAB members to communicate with each other and for TAB to communicate with other teens.
- Present marketing and communication ideas to TAB members for discussion

II. TECHNOLOGY

- Take, upload, and edit photographs of programs and events to post to Facebook page or other TAB / library publications
- Create video content for promotions, contests, or other reasons
- Brainstorm ideas for new TAB technology and creative uses of existing technology
- Generate ideas for improving the library's technology holdings for teens
- Present to TAB members on new and cool tech

III. SYSTEMWIDE PLANNING

- Prepare supplies for TAB programs
- Recruit volunteers to run TAB programs and make sure they attend
- Prepare program proposals to present to TAB
- Test program ideas during meetings

- Evaluate TAB programs after they happen and present results to TAB members for discussion

VII. DISMISSAL AND IMPEACHMENT

I. TAB MEMBERS

Any TAB member who displays any of the following activities/behaviors will be asked to leave the Teen Advisory Board depending on the severity of the situation...

1. Person is impolite, inconsiderate of others, disrespectful, and uncooperative.
2. Person displays acts of violence, threats, and anything that deems as capable of causing physical harm to another.
3. Person neglects TAB, is not involved, does not contact any TAB member or Advisor with updates/information, does not take the effort to complete tasks and attends rarely any meetings
4. Person vandalizes any property of MPL deliberately
5. Person openly displays a strong dislike for MPL TAB and anything that is associated with TAB
6. TAB Advisors and Officers find the TAB member unfit for the duties expected of TAB members

...By displaying one or more of these activities, a TAB member will be warned one time depending on the severity of his/her behavior and will be given another chance. If there isn't any progress, the TAB member will be asked to leave.

We expect MPL TAB members to do all that they can and to try as best as they can to fulfill their duties. If there are complications or other obligations TAB members are responsible for outside of TAB, we understand and will accommodate certain aspects of TAB.

II. TAB OFFICERS

On the conditions that...

- Person does not attend at least 6 of the year's meetings
- Person does not maintain steady contact with TAB advisors and other officers
- Person does not fulfill the tasks of her/his position thoroughly/correctly
- Person is not responsible, dedicated, and interested
- Person is unfriendly towards TAB member and uncooperative
- Person does not take his/her position seriously
- TAB Coordinators find the person unfit for the position

...the officer is found unreliable and unfit for the position he/she vowed to uphold and will be relieved of his/her responsibilities.

- Can be impeached by a 2/3 vote of TAB members and TAB advisor(s) consent
- Can be impeached by discussion between other officers and TAB advisor(s)
- If necessary, in extreme cases, TAB advisors have the power to remove officers from their positions.
 - If removed, the position may be filled by another TAB member and the TAB member who is relieved of his/her duties will remain on TAB unless a TAB Coordinator removes him/her from the organization.

III. FAILURE TO RENEW (RETURNING TAB MEMBERS)

Previous TAB members will receive an email and or letter which they must respond to within a month if they wish to remain in TAB. If he/she finds that he/she cannot fulfill the duties of TAB, then decline. If he/she is still interested in TAB, continue to help the library fit the needs of teens and rejoin. Please think thoroughly and honestly before signing on the dotted line. We would love to open TAB to new Teens but are also more than happy to keep TAB members with experience.

VIII. TAB BUDGET 2011-12

Expenses

1. Food-monthly meetings and program refreshments	\$900
2. Program presenters and activity materials	\$1,200
3. Transportation – need based bus tickets are provided to TAB members to attend meetings	\$150
4. TAB promotional “gear” – branding with TAB logo to promote awareness for TAB events	\$500
5. Advertising and promotion	\$1,200
6. Recognition	\$800
7. Technical equipment for TAB members to use to create digital content to promote TAB activities and events	\$600
8. Postage	\$50
9. <u>Indirect / administrative costs</u>	<u>\$6,000</u>

Total Project: \$6,000

Budget does not include the services provided by MPL for staffing, library collections and additional materials that support the program.

IX. TAB ANNUAL CALENDAR

I. 2011-2012 TAB MEETING DATES & LOCATIONS

Date:	Time:	Location:	Address:
September 17, 2011	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
October 8, 2011	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
November 5, 2011	1-4 p.m.	Central Library (Meeting Room 1)	814 W Wisconsin Ave. 53233
December 3, 2011	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
January 14, 2012	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
February 11, 2012	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
March 10, 2012	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
April 21, 2012	1-4 p.m.	Central Library-CLCR (Herzfeld Room)	814 W Wisconsin Ave. 53233
May 19, 2010	1-4 pm	TBD	TBD

II. FALL 2011 TAB EVENTS

(See Fall calendar for additional details on these events www.mpl.org/file/kids_calendar_fall.pdf)

Date:	Time:	Location:	Information:
Monday September 19, 2011	6-7:30 p.m.	Zablocki Library (3501 W. Oklahoma Ave.)	Start the School Year Off Right! Learn techniques for managing stress, getting organized and more. Get centered with yoga in the courtyard and then come inside for expert tips on staying organized and relaxed this year.
Saturday September 24, 2011	10:00a.m.- 1:00 p.m.	Central Library (814 W. Wisconsin Ave.)	Manga Drawing Workshop and Contest Kickoff Whether you've never tried drawing a manga character or you're practically a pro, get great ideas from an artist. Artist will be present 10-11 a.m. Open drawing will continue until 1:00 p.m.
Thursday October 20, 2011	Evening- time to be determined	Pfister Hotel	Ben Franklin Award Celebration The Library Foundation (which helps to fund TAB) puts on this event and asks TAB members to volunteer. **This event is not listed in Fall Calendar
Tuesday November 15, 2011	5-7:00 p.m.	Central Library Meeting Room 1 (814 W Wisconsin Ave. 53233)	Anime & Manga Night Join us for a night of anime, manga, and fun activities! Manga Drawing Contest entries will be on display & open for People's Choice Judging.
Tuesday December 6, 2011	6-7:30 p.m.	Villard Square Library (5190 N. 35 th Street)	Knitty Gritty Gifts Want to learn to Knit? Do you need great gifts for family and friends? We'll teach you the basics, so you'll leave ready to knit scarves or other simple projects.

TAB members are expected to volunteer for at least two of the events listed above

**X. TAB FORMS
(SEE FOLLOWING PAGES)**

- I. MODEL RELEASE**
- II. VOLUNTEER RELEASE**
- III. TIME TRACKING SHEET**



MODEL RELEASE

Please print:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

I hereby give my permission to the Milwaukee Public Library to grant the absolute, irrevocable right and permission, forever and throughout the world to use and reuse, in any manner at all, negatives, transparencies, and/or reproductions in whole or part, either by themselves or in conjunction with other photographs, in any medium and for any purposes whatsoever, including, without limitation, all promotional and advertising uses and other trade purposes; and the right to copyright said negatives, transparencies, and/or reproductions under the name of the Milwaukee Public Library that are taken at this event.

Signature: _____

(Self or Parent/Guardian if signing on behalf of a minor)

Date: _____

Updated 11/2008

PLEASE READ CAREFULLY
PARENTAL PERMISSION AND RELEASE OF LIABILITY

TO PARTICIPATE IN VOLUNTEER ACTIVITIES

(This form must be completed and signed as a necessary prerequisite for participation in the below named activities.)

Minor's Name: _____ Date of Birth: ____ / ____ / ____

Street Address:

City: _____ State: _____ Phone Number: _____

I (we) the undersigned, as the parent(s)/guardian(s) of _____ do hereby give permission for him/her to engage in the _____ following activities: (Student's name)

- Volunteer work at the Milwaukee Public Library (Teen Advisory Board).
Location: Various branch locations
Days of Week & Hours may vary

We fully understand the nature of the activity described above and the risk of injury or loss of property associated with that activity. The signing of this permission slip releases the Milwaukee Public Library and its employees from any claims made by the child or on behalf of the child should injury or loss of property occur as a result of his/her participation.

I (we) acknowledge that I (we) have read this Permission and Release form and fully understand its contents and the consequences of signing this form.

Parent/Guardian Name (Please Print):

Parent/Guardian Signature: _____ Date: _____

Daytime Phone Number: _____ Home Phone Number: _____

In case parent/guardian cannot be reached in case of an emergency, contact:

Name: _____ Phone Number: _____

Relationship to Child:

Table with 15 columns and 1 row. The first column is labeled 'Parent Signature'.

XI. IMPORTANT CONTACT INFORMATION

<p><u>Atkinson Library</u> <i>1960 W. Atkinson Ave. 53209 (286-3068)</i> Mon. - Wed. -- 1 p.m.-8 p.m. Thursday -- 10 a.m.-5 p.m. Friday—Closed Saturday—10 a.m. – 5 p.m.</p> <p>Branch Manager: Brian Williams-VanKlooster YA Librarian: Amy Finn (AFinn@milwaukee.gov) Library Youth Educator: Jennifer Hron (JLHron@milwaukee.gov)</p>	<p><u>Center Street Library</u> <i>2727 W. Fond du Lac Ave. 53210 (286-3090)</i> Mon. & Tue. -- 1 p.m.-8:30 p.m. Wed. & Thu. -- 10 a.m.-8:30 p.m. Fri. -- 10 a.m.-5:00 p.m. Sat. -- 10 a.m.-5 p.m.</p> <p>Branch Manager: Lynn Smith YA Librarian: Ashley Emmons (AYEmmon@milwaukee.gov) Library Youth Educator: Todd Osterman (TAOster@milwaukee.gov)</p>
<p><u>Bay View Library</u> <i>2566 S. Kinnickinnic Ave. 53207 (286-3019)</i> Mon. - Wed. -- 1 p.m.-8 p.m. Thursday -- 10 a.m.-5 p.m. Friday—Closed Saturday—10 a.m. – 5 p.m.</p> <p>Branch Manager: Chris Gawronski YA Librarian: <u>Deborah Heinzl</u> (DJHeinz@milwaukee.gov) Library Youth Educator: Elizabeth Lowrey (EMLowre@milwaukee.gov)</p>	<p><u>Central Library</u> <i>814 W. Wisconsin Ave. 53233 (286-3000)</i> Mon. - Wed. -- 9 a.m.-8:30 p.m. Thu. - Sat. -- 9 a.m.-5:30 p.m. Sun. -- 1-5 p.m. (Oct. thru April)</p> <p>YA Manager: Mandy Tuthill YA Librarian: Katharina Himsel (KHimse@milwaukee.gov)</p>
<p><u>Capitol Library</u> <i>3969 N. 74th St. 53216 (286-3006)</i> Mon. - Wed. -- 1 p.m.-8 p.m. Thursday-Friday—10 a.m.-5 p.m. Saturday—Closed Sun. -- 1-5 p.m. (Oct. thru April)</p> <p>Branch Manager: Enid Gruszka YA Librarian: Tricia Schriefer</p>	<p><u>East Library</u> <i>1910 E. North Ave. 53202 (286-3058)</i> Mon. - Wed. -- 1 p.m.-8 p.m. Thursday -- 10 a.m.-5 p.m. Friday—Closed Saturday—10 a.m. – 5 p.m.</p> <p>Branch Manager: Rachel Collins YA Librarian: Sha’Nese Burnell</p>

<p>(PRSchri@milwaukee.gov) Library Youth Educator: Liz Humphrey (EBHumph@milwaukee.gov)</p>	<p>Jones(SMBurn@milwaukee.gov) Library Youth Educator: vacant</p>
<p><u>Forest Home Library</u> 1432 W. Forest Home Ave. 53204 (286-3083) Mon. - Wed. -- 1 p.m.-8 p.m. Thursday-Friday—10 a.m.-5 p.m. Saturday—Closed</p> <p>Branch Manager: Neal Kaluzny YA Librarian: Audrey Barbakoff (albarba@milwaukee.gov) Library Youth Educator: Jeanne Kollmeyer (JMKollm@milwaukee.gov)</p>	<p><u>Villard Avenue Library</u> 3310 W. Villard Ave. 53209 (286-3079) Mon. - Wed. -- 1 p.m.-8 p.m. Thursday-Friday—10 a.m.-5 p.m. Saturday—Closed</p> <p>Branch Manager: Kirsten Thompson YA Librarian: Deborah Stewart (DStewa@milwaukee.gov) Library Youth Educator: Jennifer Hron (JLHron@milwaukee.gov)</p>
<p><u>Martin Luther King Library</u> 310 W. Locust St. 53212 (286-3098) Mon. - Wed. -- 1 p.m.-8 p.m. Thursday-Friday—10 a.m.-5 p.m. Saturday—Closed</p> <p>Branch Manager: Rachel Collins YA Librarian: Megan Hawley (MEHawle@milwaukee.gov) Library Youth Educator: vacant</p>	<p><u>Washington Park Library</u> 2121 N. Sherman Blvd. 53208 (286-3066) Mon. - Thu. -- 10 a.m.-8:30 p.m. Fri. & Sat. -- 10 a.m.-5 p.m.</p> <p>Branch Manager: Brian Williams-VanKlooster YA Librarian: Jeffrey Gold (JGold@milwaukee.gov) Library Youth Educator: Todd Osterman (TAOster@milwaukee.gov)</p>
<p><u>Mill Road Library</u> 6431 N. 76th St. 53223 (286-3088) Mon. - Wed. -- 1 p.m.-8 p.m. Thursday -- 10 a.m.-5 p.m. Friday—Closed Saturday—10 a.m. – 5 p.m.</p> <p>Branch Manager: Enid Gruszka YA Librarian:</p>	<p><u>Zablocki Library</u> 3501 W. Oklahoma Ave. 53215 (286-3055) Mon. - Wed. -- 1 p.m.-8 p.m. Thursday -- 10 a.m.-5 p.m. Friday—Closed Saturday—10 a.m. – 5 p.m. Sun. -- 1-5 p.m. (Oct. thru Apr.)</p> <p>Branch Manager: David Sikora</p>

Dan Thompson (dthomp@milwaukee.gov)
Library Youth Educator:
Liz Humphrey
(EBHumph@milwaukee.gov)

YA Librarian:
Jessica Moore (jlmoore@milwaukee.gov)
Library Youth Educator:
Jeanne Kollmeyer
(JMKollm@milwaukee.gov)

Tippecanoe Library
3912 S. Howell Ave. 53207 (286-3085)
Mon. - Wed. -- 1 p.m.-8 p.m.
Thursday-Friday—10 a.m.-5 p.m.
Saturday—Closed

Branch Manager: Neal Kaluzny
YA Librarian:
Sue Gustafson
(SMGusta@milwaukee.gov)
Library Youth Educator:
Elizabeth Lowrey
(EMLowre@milwaukee.gov)

TAB Coordinators:
Audrey Barbakoff
(albarba@milwaukee.gov)
Forest Home Library 414-286-3083

Jessica Moore
(jlmoore@milwaukee.gov)
Zablocki Library 414-286-3055

Victoria Sanchez
(vlsanc@milwaukee.gov)
Central Library 414-286-3904