

Teen Advisory Group Program Rules & Expectations

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Teen Advisory Group Program Rules & Expectations

Union County recognizes there are benefits to members of the community being involved in the delivery of programs and services primarily for civic, charitable and/or humanitarian reasons. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experiences to worthwhile endeavors on a volunteer basis. Also, the community and County Government receive enhanced services because of the individual's specialized skills and commitment.

Teens looking to be more involved in their community might be a good fit for the Union County Library Teen Advisory Group (TAG). This is perfect for those seeking to gain leadership experience in a student government type group and make a difference in their community through a minimum of 1-year commitment.

Mission Statement

To inspire our residents to explore, create, and learn.

Vision Statement

Union County Library will be at the heart of our community's educational and cultural interests, enriching the lives of all people through diverse services and programming.

Overview

Volunteering with the Teen Advisory Group can, and should, be a rewarding and exciting experience. Members give their time, with no expectation of compensation, in support of the library's operation, services, and programs. The Teen Advisory Group program strengthens the relationship between the library and the public by fostering good will and community involvement. Members will not be used as a means of replacing work done by paid library staff.

The Teen Advisory Group's mission is to provide teens in the community with support through educational and recreational events, opportunities, and resources while closing the achievement gap and preparing teens for a successful and fulfilling life.

The library truly values the creativity, ideas, and energy each member brings to the team, and their contributions will make a substantial difference in shaping programs and services for teens in our community.

Member Selection

TAG members are recruited for the library based on the needs of the library and needs of representation from across Union County. Any teen in the community interested in serving as a member with the Teen Advisory Group must complete an online application and submit all supplemental materials needed to be considered for placement. All application responses are expected to be original content created without the assistance of AI apps or services. Applications are accepted yearly during a recruitment period set by

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the Teen Services Department. Current members are required to reapply each year if they wish to serve another term with the group.

- Applicants are those people who are rising 9-11 graders.
- All applicants must have a Union County Library card in good standing.
- Applicants must have consent and signature from a parent/guardian to apply.
- All new applicants must submit the following supplemental materials at the time of applying:
 - 1 Letter of Recommendation – This must be from an adult in the community that is not a parent/guardian. The recommender must provide you with a copy of the letter to submit with your application. (PDF, .DOC, .DOCX are the only accepted file types.)
 - 1 Sample Blog Post – No more than 500 words. New applicants should refer to the library’s [Bookworm Blog](#) for ideas and to see content currently being published. (PDF, .DOC, .DOCX are the only accepted file types.)
 - 1 Sample Piece of Social Media Content Promoting a Library Service or Program – This should be a script, graphic, or video. (All file types accepted.)
 - 1 Sample Event Outline for Teens - [Use this template](#) to submit your outline. (PDF, .DOC, .DOCX are the only accepted file types.)
- All current member applicants must submit the following supplemental materials at the time of applying.
 - 1 Sample Piece of Social Media Content Promoting a Library Service or Program – This should be a script, graphic, or video. (All file types accepted.)
 - 1 Sample Event Outline for Teens - [Use this template](#) to submit your outline. (PDF, .DOC, .DOCX are the only accepted file types.)

New applications are reviewed by library staff and the current TAG Leadership Team. Current member applications are reviewed by library staff. A selection of new applicants will be invited to interview before being selected for the group. Interviews may not be rescheduled outside of the interview period unless there are extenuating circumstances.

Time Commitment and Attendance

The Teen Advisory Group requires a 1-year commitment from members. TAG members are expected to be able to work on projects virtually in accordance with their own schedule (as long as they adhere to deadlines provided by the Volunteer Coordinators or Teen & Technology Librarian).

Regular attendance and punctuality are the requirements of all volunteers. It is the responsibility of each TAG member to meet their time commitment and attendance expectations. It is expected that members will communicate adjustment requests or concerns to a Volunteer Coordinator or Teen & Technology Librarian with a minimum of two weeks’ notice.

- Attendance: Attending monthly meetings (which take place on the first Monday of every month from 6 -7:30 p.m. unless otherwise communicated) are vital to both individual success as well as group success working on the projects. Unless you notify Teen & Technology Staff that you will

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be absent, you are unable to miss more than 3 consecutive meetings in one year unless there are extenuating circumstances. If you are absent, members are still expected to be engaged and contribute to the discussion topic at hand in some form of way as we post our meeting agenda and additional content on our MS Teams channels.

- Time Commitment: TAG members are expected to dedicate a minimum of 2-6 hours per week to work related to the group and the projects it oversees. All members are also expected to check email and Microsoft Teams at least 2-3 times a week, if not daily.

Service Hours

All TAG members must log their work and hours using the Track it Forward platform to earn volunteer service hours. The library uses the Track it Forward Kiosk to track and log volunteer service hours. All members are responsible for checking in on the Kiosk while they are working on volunteer project(s) or volunteering at the library.

To earn service hours as a Teen Advisory Group member, one must do the following:

- Check in using the Track it Forward Kiosk at the beginning of their time working on virtual projects.
- Check in at a designated Track it Forward Kiosk station upon their arrival at the library and check out at the end of each meeting or shift working at the library on projects.

If a volunteer does not check in upon the beginning of their time working on virtual projects or their arrival at the library or check out at the end of their shift, they must notify the Teen and Technology Librarian.

If any volunteer needs a report of the hours worked, they must notify the Teen and Technology Librarian and Volunteer Coordinators a minimum of two weeks in advance.

Responsibilities and Duties

Under the immediate supervision of the Teen & Technology Librarian, Teen & Technology staff, and general library staff, TAG members are responsible for a variety of duties dependent on their role within the group. All members are responsible for abiding by all requirements of the Union County Library Volunteer Program Rules and Expectations. Below is an illustrative but not an exhaustive list of what Union County Library TAG members may be expected to do during their volunteer commitment.

- Attend monthly meeting(s).
- Dedicate 2-6 hours per week to TAG work.
- Communicate with fellow TAG Members, Committee/team leaders, and Teen & Technology Services staff regularly.
- Actively engage and acknowledge messages and/or posts in MS Teams.
- Attending quarterly one-on-one check-ins with the Teen & Technology Librarian when scheduled.

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- Contribute a minimum of **one (1)** blog post monthly to the Teen Bookworm Blog requiring a primary blog topic.
- Contribute a minimum of **one (1)** social media post monthly to be posted on our library's teen social media pages.
- Work on a teen or community engagement project at a library location for a minimum of **one (1)** time per month.
- Additional individual projects/responsibilities as assigned.

TAG Leadership Team members will have the responsibilities and duties listed above along with additional ones that vary by position. (See Appendix A.)

Knowledge and Abilities

All TAG members should understand the expected knowledge and abilities of their position. Below is an illustrative but not exhaustive list of TAG member knowledge and abilities.

- Interpersonal skills and ability to maintain and foster a cooperative and courteous working relationship with the public, peers, and supervisors.
- Effectively present information verbally and in a graphic and/or text format.
- Advocate for the library by promoting its services to teens in the community.
- Lead discussions and meetings.
- Have access and ability to regularly use personal email and MS Teams account.
- Receive feedback and make improvements when needed.
- Adapt to new applications and software.
- Maintain professionalism when writing and creating content for distribution.
- Sitting or standing for a long length of time.
- Viewing a digital monitor for a prolonged period.
- Follow detailed directions.
- Working knowledge of English grammar and spelling.
- Adequate vision: Reading font size 12 or smaller.
- Work cooperatively with all levels of library staff.
- Understand and perform assigned library procedures and tasks.



Onboarding and Training

All members new to Union County Library's Teen Advisory Group are required to go through onboarding and training. The training process is dependent on what project teams members either volunteer for or are assigned to. This list is illustrative, not exhaustive. Additional training needs will be determined by the library's Volunteer Coordinators and Teen & Technology Librarian. Upon successful completion of the training, each member will be assigned to fill open placements or assist on special projects.

Training will be coordinated by the Teen Services department staff. Training consists of:

- Review of library values and the Teen Advisory Group's purpose.
- Introduction to the Library and its history.
- Review of the Library and Teen Advisory Group policies, procedures, and guidelines.
- Review the organization and communication workflows of the group.
- Introduction and assignment of teen engagement opportunities and projects.
- Introduction to the Bookworm Blog.
- Review of the blog post idea submission and blog scheduling process.
- Introduction to the Wix platform and blog post drafting process.
- Overview of the Bookworm Blog Team and workflow.

Evaluation

The first 90 days are a probationary period; during this period, new TAG members should not miss any meetings and should be actively contributing to group discussions. TAG members will periodically be evaluated by a Volunteer Coordinator or the Teen & Technology Librarian based on their submitted and/or observed work. Evaluations will occur to the following:

- 1 month of volunteering.
- Quarterly basis after the 1-month point.

Evaluations may not be rescheduled outside of the evaluation period, unless there are extenuating circumstances.

End of Teen Advisory Group Commitment

The library requests TAG members let a Volunteer Coordinator or the Teen & Technology Librarian know when they wish to end their volunteer commitment. Letters of recommendation, beyond a report of hours worked, may be given based on any assessments of the volunteer. The letters of recommendation can be written by Volunteer Coordinators, Teen & Technology Librarian, or Teen & Technology staff.

The Volunteer Coordinators reserve the right to discontinue a TAG Member Volunteer Agreement at any time. The following circumstances can result in the cancellation of the TAG Member Volunteer Agreement:

- Missing more than three (3) consecutive meetings during the 1-year term, excluding extenuating circumstances.
- Missing project shifts at the library without notifying library staff.
- General lack of consistent communication.

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- Continually missing project deadlines, excluding extenuating circumstances.
- Turning in materials that do not adhere to guidelines or fail to meet the quality desired by the library.
- Submitting plagiarized materials without proper citation.
- Disrespectful behavior or interactions towards library staff, other TAG members, and/or community members that crosses professional boundaries.

Appendix A: Teen Advisory Group Leadership Team Rules & Expectations

Select TAG members have the opportunity to be elected to a Leadership Team position. At-large leadership team lead roles are required to serve a 2-year term to help guide the group. This excludes the President-Elect, President, and Past President roles which serve a staggered 3-year term.

What are the goals of TAG Leadership Team?

- Act as leaders in the teen community.
- Set the standard for fellow and future Teen Advisory Group members.
- Demonstrate mature and responsible communication skills, fostering respect and collaboration both in times of conflict and in moments of success.
- Advocate for Teen Advisory Group ideas and initiatives.
- To offer services and engagement opportunities for teens that are created by teens.

President-Elect, President, and Past President

Presidential Duties

President is elected for a 3-year term.

- 1st Year – President-Elect (Vice President)
- 2nd Year – President

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- 3rd Year – Past President

President-Elect

Leads TAG in conjunction with President and Past President.

- Ensure that TAG activities are following and furthering the TAG mission.
- Attends monthly leadership meeting(s) with the TAG President and Past President.
- Attend quarterly planning and progress meeting with TAG Leadership Team.
- Plan and collaborate with TAG President and Past President for monthly group meetings agenda topics.
- Attend and/or co-lead monthly group meeting(s) with or in lieu of the Teen and Technology Librarian.
- Serve as President in the absence of the President and Past President.
- Work with TAG Leadership Team and Teen and Technology Librarian on determining TAG goals and decisions relating to the library's services to teens.
- Assist the Teen and Technology Librarian with project tracking of TAG members including but not limited to:
 - Monitoring and updating the project tracking tools for currency and accurateness of information.
 - Send out reminders to TAG members about projects and due dates in coordination with the TAG President, Past President, Teen and Technology Librarian, and library staff.
 - Act as liaison to Bookworm Blog Team for their needs and progress with blog content, marketing, SEO, and recruiting new contributors.
- Keep up to date with all correspondences:
 - Communicate with TAG President and Past President on a weekly basis.
 - Regularly communicate with TAG Leadership Team.
 - Check MS Teams daily, for both DMs and the server.
 - Check email daily for messages from UCL about teen services, updates, and meetings.
- Notify President and Past President, and Teen and Technology Librarian promptly of any concerns regarding TAG members and their engagement with the group.
- Other duties as assigned by the President, Past President, and Teen and Technology Librarian.

President

Leads TAG in conjunction with President-Elect and Past President.

- Ensure that TAG activities are following and furthering the TAG mission.
- Attends monthly leadership meeting(s) with the TAG President-Elect and Past President.
- Attend and co-lead monthly group meeting(s) with or in lieu of the Teen and Technology Librarian.
- Attend quarterly planning and progress meeting with TAG Leadership Team.

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- Plan and collaborate with TAG President-Elect and Past President for monthly group meetings agenda topics.
- Work with TAG Leadership Team and Teen and Technology Librarian on determining TAG goals and decisions relating to the library's services to teens.
- Assist the Teen and Technology Librarian with project tracking and engagement of TAG members including but not limited to:
 - Act as liaison to Community Engagement Team on their needs and progress with outreach initiatives, marketing, and recruiting new members to the group.
- Keep up to date with all correspondences:
 - Communicate with TAG President-Elect and Past President on a weekly basis.
 - Regularly communicate with TAG Leadership Team.
 - Check MS Teams daily, for both DMs and the server.
 - Check email daily for messages from UCL about teen services, updates, and meetings.
- Notify Past President and Teen and Technology Librarian promptly of any concerns regarding TAG members and their engagement with the group.
- Other duties as assigned by the Past President and Teen and Technology Librarian.

Past President

Leads TAG in conjunction with President-Elect and President.

- Ensure that TAG activities are following and furthering the TAG mission.
- Attends monthly leadership meeting(s) with the TAG President and President-Elect.
- Attend quarterly planning and progress meeting with TAG Leadership Team.
- Plan and collaborate with TAG President and President-Elect for monthly group meetings agenda topics.
- Record the minutes at large each group meeting and submits a copy to the TAG President, President-Elect, Teen and Technology Librarian, and designated library staff no later than **8 p.m. the following Monday** after a meeting.
 - Minutes will include members in attendance, breakout group discussions, the results of any votes, and all other items of importance that take place during a meeting.
- Records the minutes at each Leadership Team meeting and submits a copy to the TAG President, President-Elect, Teen and Technology Librarian, and designated library staff no later than **8 p.m. the following Monday** after a meeting.
 - Minutes will include members in attendance, group discussions, the results of any votes, and all other items of importance that take place during a meeting.
- Ensure copies of all TAG related documents are available on MS Teams and Teen Google Drive, including agendas; minutes; training and tip sheets; and others to be determined.
- Attend and/or co-lead monthly group meeting(s) with or in lieu of the Teen and Technology Librarian.
- Serve as President in the absence of the President.

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- Work with TAG Leadership Team and Teen and Technology Librarian on determining TAG goals and decisions relating to the library's services to teens.
- Assist the Teen and Technology Librarian with project tracking of TAG members including but not limited to:
 - Act as liaison to Digital Content Team for their needs and progress with social media content, marketing, Teen Vibe Newsletter, and recruiting new contributors.
- Keep up to date with all correspondences:
 - Communicate with TAG President and President-Elect on a weekly basis.
 - Regularly communicate with TAG Leadership Team.
 - Check MS Teams daily, for both DMs and the server.
 - Check email daily for messages from UCL about teen services, updates, and meetings.
- Notify Teen and Technology Librarian promptly of any concerns regarding TAG members and their engagement with the group.

Other duties as assigned by the Teen and Technology Librarian.

Bookworm Blog Team

Coordinates and reviews the content and layout of the Bookworm Blog.

- Manages the Bookworm Blog under the supervision and following the guidance of the Blog Manager.
- Attend quarterly planning and progress meeting with TAG Leadership Team.
- Attend Blog Team meetings as scheduled or needed.
- Works with and assists Blog Manager and President-Elect on the Bookworm Blog to:
 - Proofread TAG blog posts for the that go up on their designated day in the Blog Team's rotation.
 - Regularly check the Bookworm Blog Workbook to make sure that TAG members are submitting and having ideas approved for the blog in addition to ensuring that blog posts are being drafted, proofread, edited, and posted in a timely manner.
 - Coordinate with the President-Elect, Blog Manager, and Blog Team to make sure that TAG members are meeting deadlines for the blog.
 - Coordinate with the Blog Team to work on updates to the blog webpage and layout.
 - Coordinate with the Teen Vibe Newsletter Team to contribute spotlights and promotions for blog posts.
 - Coordinate with the Digital Content Team to contribute spotlights and promotions for blog posts.
 - Review monthly analytics reports submitted by Blog Manager and share them out with the larger group.
 - Assist with the bi-annual training for the Blog to both library staff and teens.
- Keep up to date with all correspondences:
 - Communicate with President-Elect, Blog Manager, and Blog Team on a weekly basis.
 - Regularly communicate with TAG Leadership Team.

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- Check MS Teams, for both DMs and the server.
 - Check email weekly for messages from UCL about teen services, updates, and meetings.
- Other duties as assigned by the Blog Manager or Teen and Technology Librarian.

Community Engagement Team

Coordinates and implements outreach initiatives to better reach teens in the community and get them engaged with the public library.

- Attend quarterly planning and progress meeting with TAG Leadership Team.
- Works with and assists Teen and Technology Librarian in promotions for teen related events and activities, including but not limited to:
 - Research, brainstorm, and plan pathways for outreach to local schools and businesses frequented by teens in cooperation with TAG President, Community Engagement Librarian, and Teen and Technology Librarian.
 - Provide feedback and ideas for improvements regarding promotions of library services and events for teens.
 - Assist or co-lead library events for teens and tweens.
- Keep up to date with all correspondences:
 - Communicate with TAG President and Community Engagement Team members on a weekly basis.
 - Regularly communicate with TAG Leadership Team.
 - Check MS Teams daily, for both DMs and the server.
 - Check email daily for messages from UCL about teen services, updates, and meetings.
- Other duties as assigned by the President, Community Engagement Librarian, or Teen and Technology Librarian.

Digital Content Team

Coordinates and implements digital content initiatives to better reach teens in the community and get them engaged with the public library in a virtual space.

- Manage and maintain TAG's online presence via social media platforms.
- Regularly evaluates and provides feedback on potential improvements for teen pages on the library's website.
- Attend quarterly planning and progress meeting with TAG Leadership Team.
- Works with and assists Past President in promotions for teen related events and activities, including but not limited to:
 - Creating layout and content for monthly Teen Vibe Newsletter.
 - Planning out monthly content ideas for the teen social media accounts.
 - Manage social media submissions and content from TAG members.



- Coordinate with Teen and Technology Librarian for any time needed to create content at library locations.
- Send out regular reminders to members of their content due dates and deadlines.
- Follow social media trends and technologies, making suggestions as needed.
- Solicit feedback from peers, friends, and fellow TAG members on how to engage teens on social media and other digital spaces.
- Keep up to date with all correspondences:
 - Communicate with TAG Past President and Digital Content Team on a weekly basis.
 - Regularly communicate with TAG Leadership Team.
 - Check MS Teams daily, for both DMs and the server.
 - Check email daily for messages from UCL about teen services, updates, and meetings.
- Other duties as assigned by Past President, departmental library staff, and the Teen and Technology Librarian.