

Brown's **Y**outh **T**rustee **E**nsemble



ACT – Advisory Council of/by/for Teens
CTA – Council of Teen Advisors
LTC – Library Teen Council
TAB – Teen Advisory Board
TAC – Teen Advisory Council
T-MAD – Teens Make A Difference
YAAC – Young Adult Advisory Council
YAB – Young Adult Council
YAAG – Young Adult Advisory Group
YAG – Young Adult Group
TLC - Teen Library Council
ASIF! - Advisory Students in an Interactive Function
→ BYTE - Brown's Youth Trustee Ensemble

Council, panel, assembly, board, body, brain trust, cabinet, chamber, clan, committee, conclave, confab, conference, congregation, congress, convention, convocation, cult, diet, directorate, ensemble, gang, gathering, governing body, groupthink, huddle, kitchen cabinet, meet, ministry, mob, official family, outfit, panel, parliament, powwow, ring, senate, synod

Brown's Youth Trustee Ensemble History

B.Y.T.E. (Brown's Youth Trustee Ensemble) ensemble as defined as a group of separate things that contribute to a coordinated whole – not a musical group, held its first meeting August 27, 2009. B.Y.T.E. currently has eight members, a staff representative, and an adult advisor (Karla Bieber). The members of B.Y.T.E. are community advocates for the library especially to other Young Adults. The function of B.Y.T.E. is to assist the library in finding ways to better serve the library's young adult patrons, this is done by providing ideas and insight into the likes and dislikes of the Young Adult age group. The group is currently working on creating a new space in the library, which will be a Young Adult Room. They are cleaning, painting, and looking at a few special touches that will make the room a great space to sit, read, and hang out. The group also provides ideas on possible programs, books suggestions / requests, and services to be offered.

Young Adult Advisory Board Policy:

* The Young Adult Advisory Board will be known as “Brown’s Youth Trustee Ensemble” and abbreviated as BYTE.

Mission:

* The mission of BYTE is to promote A.H. Brown Public Library’s services to young adults by:

- Planning and implementing (with the coordination of the boards adult advisor) young adult programs.
- Create an inviting atmosphere at the library by maintaining a safe, attractive young adult area.
- Providing ideas for materials in the young adult collection.
- Promoting and encouraging reading as well as the use of the young adult area by young adult.
- Advocating the rights of young adults.
 - *The existence of BYTE does not preclude the development of other young adult programs by staff.*

Membership:

* An adult library staff member who will serve as BYTE advisor and supervise all BYTE meetings, activities, and special projects shall coordinate BYTE. The BYTE advisor will provide guidance in planning BYTE activities and reserves the right to reject and or revise an idea due to space, time, or budget constraints.

* Members are responsible for informing the BYTE advisor of any meeting he will be unable to attend.

* BYTE shall maintain a membership, with six to twelve members.

* BYTE membership is open to students ages 12 –19, who hold an A.H. Brown Public Library card. Members may continue to serve on BYTE, until the August after he graduates from high school or reaches 19 years of age, which ever is the later.

* A member shall be become “inactive” after three consecutive UNEXCUSED absences, and be removed from BYTE after four consecutive UNEXCUSED absences. An absence shall be considered UNEXCUSED when a member is informed of a meeting and makes no effort to inform the BYTE advisor to his upcoming absence. It is solely up to the BYTE advisor to decide if an absence is excused or unexcused.

Officers:

* The officers shall be a president / Library Board Representative and vice president, who are elected from all the members of BYTE. The BYTE advisor will act as secretary. All officers should make a special effort to attend all meetings, programs, and special events sponsored by BYTE.

* The president of BYTE will work closely with the BYTE advisor to organize BYTE meetings. The president will assist the BYTE advisor in creating the meeting agenda and will preside over BYTE meetings. The president will act as a contact person for other BYTE members who have ideas to add to the agenda, and will act as the Library Board Representative from BYTE – being the liaison between the two boards.

* The vice-president will serve as president in his absence. The vice-president will inform and remind all members of upcoming meeting, programs, and special events.

* The secretary will keep minutes of BYTE meetings and keep them on file. The secretary will be responsible for the attendance sheets at all meetings, serve as

membership coordinator, keep track of active and inactive members, and new applicants. The secretary will read the minutes from the previous meeting at the beginning of each meeting. The secretary will see to the upkeep of the master file of minutes. The secretary will keep track of all votes taken at meetings.

* Officers will serve a term of one year, from May to the following May. Each May a new election will be held. Officers may serve in the same office for unlimited terms.

Meetings:

* The regular meetings will be held once a month, on the second Thursday of each month at 3:30pm.

- Special meetings may be called by the president (with the knowledge of the BYTE advisor) or by the BYTE advisor to complete tasks as needed.

Voting:

* All active members are allowed a vote with the exception of library staff and the BYTE president (who can vote in case of a tie). A simple majority will determine voting outcome.

Code of Ethics:

* BYTE members will keep the BYTE mission at the forefront of all BYTE activities.

* During all BYTE meetings, activities, programs, and library functions, BYTE members will act in a way that reflects positively on the A.H. Brown Public Library.

* BYTE members will strive to make use of their time during meetings and while working on projects by staying on task.

* BYTE members will show respect for other BYTE members, library staff, and library patrons. Members will demonstrate respect for others by listening attentively when someone else is speaking, asking questions when clarification is needed, refraining from negative comments when responding to other people's ideas, and by keeping the privacy of other BYTE members.

* BYTE members will strive to show respect for library materials and property by taking care to leave all BYTE used library space neat and orderly.

* BYTE members will be active advocates for the A.H. Brown Public Library. Members will conduct themselves in both legal and ethical ways in every daily activity in the community, remembering to always be a positive reflection on the A.H. Brown Public Library.

Removal of Members from BYTE:

* In the extremely rare case that a member of BYTE is consistently disruptive to the mission of BYTE or fails to live up to the code of ethics, it is the responsibility of the BYTE advisor to remove that person from membership. The BYTE advisor will make every attempt to resolve the situation before removing the member from BYTE.

Adopted by the A. H. Brown Public Library Board of Trustees, 9-28-2009

Reviewed 11-22-10

Brown's Youth Trustee Ensemble (B.Y.T.E) Application

A.H. Brown Public Library

B.Y.T.E. meets on the second Thursday of each month at 4:00pm at the A.H. Brown Public Library. B.Y.T.E. is a chance for young adults, between the ages of 12 – 19, to participate in and influence young adult services at the A.H. Brown Public Library.

Please fill out this application (use the back if necessary) and return it to the A.H. Brown Public Library

Date ____ / ____ / ____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Personal E-mail Address: _____

Family E-mail Address: _____

Date of Birth: ____ / ____ / ____ School: _____ Grade: _____

Please tell us why the library is important to you and / or society at large.

Why do you want to be a member of B.Y.T.E.?

What ideas would you like to see B.Y.T.E. and the library develop for young adults?

Please list your extracurricular activities and when they are held.

Applicants Signature: _____

I am aware my young adult is applying for a position on B.Y.T.E. at the A.H. Brown Public Library.

Signature of parent or guardian: _____



*A. H. Brown Public Library
521 North Main Street
Mobridge, SD 57601
(605) 845 - 2808
ahbrown@westriv.com*

Dear _____:

Thank you for agreeing to be part of the Young Adult Board at the A. H. Brown Public Library.

The A. H. Brown Public Library's Young Adult Board will involve young adults in library advocacy and the work of the library, by seeking their ideas. All of which will help improve young adult services at the library. The Young adult board will meet once a month at the library – more often if needed or desired.

Activities of the Young Adult Board:

- assist in planning, and attending programs at the library
- assist in fundraising for Y. A. programs and materials
- recommend materials for the Y. A. collection
- publicize (advocacy) Y. A. activities to peers and schools
- write book reviews for library use and possible publication
- help create an inviting Y. A. area in the library
- discuss new books and other materials
- provide volunteer help for Y. A. programs

Benefits of being a Young Adult Board Member:

- your ideas count, you will make a difference
- you become involved (or more involved) in your community
- membership looks good on resumes and college application
- members get the first chance to check out new materials

Young Adult Board Members must:

- be a young adult between ages 13 and 18
- have a library card
- attend at least eight meetings a year
- be willing to share ideas
- enjoy yourself and have fun

The first meeting is scheduled for Thursday August 27, 2009 at 4:00 pm. We will meet in the Children's Library. If you have any questions or will not be able to attend please call 845-2808.

Sincerely,

Karla Bieber
Library Director
A. H. Brown Public Library



A. H. Brown Public Library
521 North Main Street
Mobridge, SD 57601
(605) 845 - 2808
ahbrown@westriv.com

Field Trip Permission Form

Dear Parent or Guardian,
Your child will be participating in a Library activity. Please read the information at the top of this form, then sign and return the permission slip at the bottom of this form by June 3, 2013.

Field Trip Information:

Date: June 6, 2013

Location: Northern State University, Aberdeen, SD - Library Institute

Purpose: Participate in a panel discussion of Young Adult Board Members as requested by the SD State Library

Cost: There is no cost for this event, money for lunch may be need as well as spending cash, if desired.

Means of Transportation: Karla Bieber will be driving the BYTE Board members.

Departure time: 10:00am - from the library Return time: 5:30pm - to participants homes

Special Instructions: Come prepared to talk and full of ideas.

Save this part of the form for future reference.

Cut here ----- Cut here

Sign this part of the form and return it to the A.H. Brown Library.

I, _____, parent of _____

have given my permission for him/her to attend the field trip to _____

on _____ to attend _____.

Enclosed, please find cash/check in the amount of _____ to cover the cost of the trip.

I give my permission for _____ to receive emergency

medical treatment. In an emergency, please contact:

Name: _____ Phone: _____

Parent/Guardian Signature

Date

