

## Oak Brook Public Library Commission Youth Liaison

A Youth Liaison will assist the Library Commission in advising the Village Board about library matters, by providing a high-school aged perspective on all topics considered. The Youth Liaison will gain insight into civic governance, library operations and administration. The appointed Youth Liaison will have a co-curricular activity that demonstrates civic engagement, community improvement and service to list on their college or job applications. Hopefully Youth Liaisons who serve in this role will be spurred to continued civic engagement and service.

**Duties:** The Youth Liaison will engage with the Library Commission at regular meetings and any special sessions and as directed by the Library Commission Chair. The Youth Liaison will be given a task while serving with the Library Commission to help foster ideas from or relations with the youth community.

The Youth Liaison will be a non-voting member of the Library Commission.

The Youth Liaison will be assigned a Commissioner mentor during their service by the Library Commission Chair.

**Selection:** The Village President, or their designate, will solicit applications for the Youth Liaison as they do for Library Commission positions. Candidates should be residents of Oak Brook and high school aged. Applications will be reviewed by the Library Commission and the currently sitting Youth Liaison, if installed. A meeting in-person or by phone may be conducted as part of process. A high school student will be selected and recommended to the Village President for appointment to a 1 year term (August to August – it is anticipated that there will be limited duties in the summer or optional duties in the summer). Youth Liaisons may serve a maximum of 3 years. This timing will allow the Youth Liaison to place this activity on college or job applications. The outgoing Youth Liaison should be requested to help solicit qualified applicants for their replacement, as part of their position duties.

**Evaluation:** The Library Commission Chair or their designate, will perform an exit interview with the Youth Liaison. The purpose of the interview is to ask for candid feedback to help improve the program, improve the impact of the Youth Liaison role on the Library Commission and to understand the Youth Liaison's overall experience. This information will be used for program improvement and to help inform future Youth Liaison candidates, so that the program meets expectations for all parties and continuously improves, where possible.

As Approved by Library Commission 8/22/23

**Oak Brook Public Library Commission Youth Liaison Application**

**Name** \_\_\_\_\_

**Grade (current, or, if summer, grade in Fall)** \_\_\_\_\_ **School** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email (not a school email)** \_\_\_\_\_

**Please describe why you'd like to serve as a Youth Liaison** \_\_\_\_\_

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**Please describe any previous relevant experience** \_\_\_\_\_

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**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand the responsibilities of the Youth Liaison position and agree to be a good team member.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

My child has permission to serve as the Youth Liaison and I will remind them to be a good team member.

**Return completed application to the Head Librarian at the Oak Brook Public Library**