

Library Youth Council Planning Worksheet

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About: This workbook is a tool to help you develop a concept and framework for your Council. Ultimately, the major decisions about what the Council accomplishes will be decided by the youth! However, having an organized structure for the youth to work within will allow you to plan an effective program where youth can lead and thrive. Use this tool however it is most useful.

Name:	Library:	Date:
Your definition of <i>Youth Leadership Council</i> :		

COMMUNITY INTERESTS	
<p>YOUTH INTERESTS</p> <p>What have the youth in your community expressed an interest in? (Important issues, popular trends, concerns, desires—especially related to the library.)</p>	<p>LIBRARY INTERESTS</p> <p>What changes would you, your colleagues, and/or your library system like to see when it comes to programs and services for youth?</p>
<p>POTENTIAL AREAS OF OPPORTUNITY</p> <p>Looking at the columns above, do you see any alignment? These could be potential focus areas for your YLC. Jot down ideas.</p>	

CONCEPT DEVELOPMENT

Focus Area:

Culminating Project: What action will the Council take?

Circle One: POLICY PRACTICE SERVICE

Write about your idea:

Youth Benefits: What will youth learn, experience, or take away?

Library Benefits: How does this support the library's mission and strategic goals?

PROGRAM DEVELOPMENT

PROGRAM SCHEDULE

Meeting frequency	
Day(s) and time(s)	
First day of program	
Target date for culminating project	
Extra meetings or intensive (optional)	
Last day of program	
Graduation Celebration	
Total number of meetings	

TARGET AUDIENCE

Number of youth	
Ages / grades	
Special interests, skills, characteristics	
Other	

STAFF CAPACITY

Primary facilitator	
Secondary facilitator	
Space for meetings	
Other	

TIMELINE		
Tasks	Start Date	Finish Date
Develop program proposal: description, timeline, and budget		
Make flyer		
Make application		
Promote, recruit, conduct outreach		
Conduct interviews		
Send acceptance notification and paperwork		
Order snacks and supplies		
Make a basic plan for weekly meeting activities		
Make a detailed plan for the first meetings		
FIRST DAY!		
Collect and submit teen paperwork		
Submit YC proposal for project money		
IMPLEMENT PROJECT!		
YC reflection + evaluation of project and program		
YC prepare program report / presentation		
Graduation celebration + presentation		
LAST DAY!		
Staff debrief and reflection		
Compile program report, expense report, and photos		

BUDGET	
Item	Estimate
Food	
Stipends	
Supplies	
Project Funds	