



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke – Director of Administrative Service

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**
WESTMINSTER SCHOOL 125TH ANNIVERSARY COMMUNITY GIFT

2. **Date of submission:**
1/9/2013

3. **Date of Board Meeting:**
1/14/2013

4. **Individual or Entity making the submission:**
Susan M. Bullock – Director of Library Services

5. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
Susan M. Bullock, Library Director, requests that the Board of Selectmen accept a gift of \$3,125 from Westminster School to be deposited into the Library Special Revenue (gift) Fund 211-47100-53150, the funds to be used for the purchase of teen library materials.

6. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**
Susan M. Bullock, Library Director
Marianne O'Neill, Chair, Library Board of Trustees

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

Library has received a check for \$3,125 from Westminster School as a community gift on the occasion of the 125th Anniversary of the school's founding. After discussions with Westminster, it was mutually agreed to expend the funds on library materials for the use of Simsbury's teens. There is no financial exposure to the Town.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

Attached: Proposal submitted on March 29, 2012 to Ken Mason, Westminster School by Susan Bullock, Library Director for Westminster School 125th Anniversary Community Gift



March 29, 2012

Mr. Ken Mason
Westminster School
995 Hopmeadow Street
Simsbury, CT 06070

RE: Proposal for Westminster School 125th Anniversary Community Gift

Dear Ken,

I am so very pleased to submit this proposal for your consideration.

Need:

As you may know, the last four years have been particularly hard on our library collections. Our materials budget is now less than it was four years ago. Meanwhile, our users expect that we will be able to provide them with books in the formats they are most likely to use. Keeping up with demand is difficult, especially during the summer, when teens have the leisure time to read. We are not complaining about the demand! But we do wish we could eliminate the discouragingly long wait for a favorite book. Last year, 125 teens enrolled in the reading program and read 1,067 books. Our budget allowed us to add only 650 teen books during Fiscal Year 2011. You can see that an influx of 125 new items, a 20 % increase, would have a significant impact on our Teen program.

If selected to receive your community gift, we would do the following:

Project:

- Purchase 125 teen fiction, non-fiction, graphic novels, classics, audio and e-books for the Simsbury Public Library.
- Place a bookplate in each book, designating it as a gift to the community on the occasion of Westminster's 125th anniversary.
- Display the collection together as a gift of Westminster School for a period of one year, thereafter, interfile with Young Adult collection.
- Along with the display, include graphic information about Westminster's 125 year history.
- Publicize the collection on our website and in the press.
- Blog about the collection.
- Highlight a different book in the Next Chapter, our weekly electronic newsletter, during the anniversary year, giving credit for its acquisition to Westminster School.
- Make the collection the focal point of our teen summer reading program, by producing bookmarks with booklists of the gifted books.

Budget:

\$25 avg. per book x 125 fully processed, shelf ready items \$3,125

Timeline:

The timeline is flexible to coordinate with your requirements. We will need a month's notice to order and prepare the materials.

About Simsbury Public Library:

I am including the Library's last Annual Report for background information for your Board.

Please let me know if you need anything else.

All my best,



Sue Bullock
Library Director
860 658-7663 x. 2103
sbullock@simsburylibrary.info