

ANNUAL REPORT - 1954

Year established

1950

Free or Association?

Free

East York Public Library Public Library

POPULATION OF MUNICIPALITY

To be filled in by ALL LIBRARIES

(Free libraries must give population on which municipal appropriation is based. Association libraries may give approximate figures for community served.)

Name of County or District

York East

State whether library is in a city, town, village, police village, or unincorporated settlement:

Township

FINANCIAL STATEMENT

RECEIPTS	\$	c	DISBURSEMENTS	\$	c
Balance from report of 1953.....	1076	84	Adult Classed Books.....	3062	37
From Municipality, 1954.....	20300	00	Boys' and Girls' Books.....		
County grant paid in 1954.....			Adult Fiction Books.....	1638	44
Township grant paid in 1954.....			Periodicals and Newspapers.....		
Regular Legislative grant, 1954.....	1281	50	Bookbinding (not repairing material).....	299	36
Special Legislative grant, 1954.....			New Equipment, Furniture, etc.....	191	45
*Membership fees.....	406	55	Repairs to building and furniture.....	9	67
Fines, reserves, lost and damaged books.....	2096	44	Insurance.....	78	81
Received from debentures.....			Rent.....		
Other borrowed money.....			Light, heat and water.....	669	94
Other receipts itemized as follows:			Library cards and stationery.....	819	18
<i>Sundry</i>	116	58	Cartage, express, etc.....		
<i>Duplicate Service</i>	357	22	Salaries } Librarians.....	955	68
			Assistants.....	276	88
			or } Janitor.....		
			Wages } Secretary.....		
			(if other than librarian)		
			Other expenditures as follows:		
			<i>Telephone</i>	190	94
			<i>General Administration</i>	2400	00
			<i>Miscellaneous</i>	1440	87
			<i>Caretaking service</i>	1760	36
			<i>Duplicate Service</i>	362	08
			Cash on hand, Dec. 31, 1954.....	385	30
Total	25635	83	Total	25635	83

* For association libraries or non-resident patrons of free libraries.

ASSETS	\$	c	LIABILITIES	\$	c
Value of land.....	3226	45	Debentures.....	24000	00
Value of building, if owned by library.....	36313	90	Bills payable.....	2760	14
Value of furniture.....	4159	26	Other liabilities as follows:		
Value of books.....	6873	06	<i>Capital surplus</i>	26572	67
Endowment funds.....			<i>Current</i>	369	34
Cash on hand, Dec. 31, 1954.....	385	30			
<i>Due from Township</i>	2744	18			
Total	53702	15	Total	53702	15

Amount of insurance carried on books in library \$ 12 000.00

Have your books been audited as required by Section 28(1) or Section 72 of The Public Libraries Act, Ch. 310, R.S.O. 1950?

HOURS LIBRARY IS OPEN EACH WEEK

Fill in each blank where service is given; do not use "ditto" marks or "nil"

	Number of Hours Circulation Dept. is Open	Number of Hours Reading Room is Open	
Monday	8½	8½	
Tuesday	8½	8½	
Wednesday			
Thursday	8½	8½	
Friday	8½	8½	
Saturday	10½	10½	
Total	44½	44½	

Does library conform to a local weekly half holiday?.....

REGISTRATION

Number of members on register Dec. 31, 1954

	ADULTS	CHILDREN	TOTAL
Free Public Library	6,891		
Association Public Library			

STAFF (Attach sheet if space below is insufficient)

	NAME	Total Years Experience in Library Work	Certificate of Librarianship (A, B, C, D, or E)	If appointed in 1954 give date	ANNUAL SALARY
Chief Librarian	Miss Dorothy S. Colbridge	24½	B		\$4163.
Assistants	Mrs. Margaret Stafford	4½	B		2905.
	Miss B. Ruth M. Dickell	14	A. L. A. (Eng.)		2778.
	Miss Nancy Wright	7	A. L. A. (Eng.)	Dec. 10/54	2900.
	Mrs. Florence Heard	6½	B	Nov. 25/54	2950.
	Miss Margaret Davidson	3½	-		2200.

Number of Board Meetings held in 1954. Regular..... Special.....

BOARD AND OFFICERS FOR 1955

(For Association Libraries Five Members may constitute a Board, but not more than Nine)

BOARD MEMBERS (State whether "Mr.," "Mrs.," or "Miss")	ORDINARY OCCUPATION	POST OFFICE ADDRESS	Number of Meetings Attended in 1954
1. Mr. H. G. Simpson Mayor or Reeve	Retired	432 O'Connell Dr.	8
2. Mr. Walter Stewart Chairman	Insurance	21 Don Valley Dr.	9
3. Mr. J. J. MacNamee		1014 Greenwood Ave.	10
4. Mrs. James Fletcher	Retired	266 Glenhurst	10
5. Mrs. M. D. Hager appointed in March 1954		65 Warland	6
6.			
7.			
8.			
9.			
Miss Dorothy Colbridge Secretary	Librarian	1444 Queen St. E.	10
" " " " " "	"	" " " "	10
Treasurer			

COLLECTION AT END OF 1954

Adult classed books.....	8492
Adult fiction books.....	5601
Boys' and girls' books.....	
Total number of books in library.....	14093
Films	
Records	
Pictures (Approximate number).....	
Books discarded in 1954.....	1207

CIRCULATION, 1954
Books or bound periodicals only

Adult classed books.....	51326
Adult fiction books.....	5611
Boys' and girls' books.....	
Total circulation of books for home use.....	107437
Reference books used in library (Approximate).....	775
Films loaned	
Records loaned	
Pictures loaned	

Does your library have Art Exhibits?.....

CERTIFICATE

We, the officials of the.....Public Library

do hereby certify that all statements herein contained are complete and true to the best of our knowledge, and that the provisions of the Act and Regulations respecting Public Libraries, as far as they apply to this Public Library, have been complied with; that the Annual Report and the foregoing Statement, compiled from the Secretary's and Treasurer's books, which have been examined, are true and correct for the year ended December 31, 1954.

(Signed)Chairman

(Signed)Treasurer or Secretary

ANNUAL REPORTS

All Public Libraries shall make their reports to December 31, 1954, and forward them to the Department of Education, not later than March 15, 1955. The Department does not assure payment of grants on late reports.

PUBLIC LIBRARY ANNUAL REPORT

For 1954

East York Public Library

PUBLIC LIBRARY

.....Post Office

NOTE

The report to be prepared in duplicate.
ONE COPY to be forwarded to:

The Director of Public Library Service,
Department of Education,
206 Huron St.,
Toronto, Ontario.

THE OTHER to be retained by the
Library.

PROGRESS REPORT

Include here any special developments in the library during the year, such as alterations to building, establishment of film or record collection, publicity, etc. Also comment on trends in circulation.

In January 1954 we purchased a quantity of plastic book jackets to use over the paper covers on the books. We have been very pleased with the results. Even old books have taken on new popularity since using the plastic covers. An important practical result has been the reduced number of books to be repaired, no small matter in a busy library.

This year we made a change in the number of books which may be borrowed at one time. Formerly four books were allowed, but as an experiment we dropped this and allowed any reasonable number of fiction and non-fiction books on a card. This privilege has been appreciated and not abused, and we feel it has been one method of improving public relations.



ONTARIO

3M-MAR 53
52-4242

DEPARTMENT OF EDUCATION

STATEMENT OF PUBLIC LIBRARY LEGISLATIVE GRANT FOR 19 54

NAME OF LIBRARY: EAST YORK TOWNSHIP FREE ASSOCIATION

X

NAME AND ADDRESS OF SECRETARY: Miss Dorothy Ashbridge, Librarian,
833 Coxwell Ave., Toronto 6

REGULATION REFERENCE		EXPENDITURE	GRANT EARNED
Reg. 20	ADULT CLASSED BOOKS	\$ _____	
	CHILDREN'S BOOKS	\$ _____	
	TOTAL OF ABOVE	\$ _____	
	ADULT FICTION: (NOT TO EXCEED 45% OF EXPENDITURE FOR NON-FICTION BOOKS)	\$ _____	
	BOOKBINDING		
	CARDS & STATIONERY	\$ _____	
	TOTAL	\$ _____	
	GRANT ON ABOVE; 50% of \$ _____		\$ <u>100.00</u>
Reg. 21	CERTIFICATES HELD:		
	"A" _____ @ \$600	\$ _____	
	B _____ @ _____	\$ _____	
	"C" <u>10/12</u> @ \$300	\$ <u>250.00</u>	
	"D" _____ @ \$150	\$ _____	
	"E" _____ @ \$100	\$ _____	
	TOTAL AMOUNT FOR CERTIFICATES HELD:		\$ <u>1,250.00</u>
Reg. 23	GRANT FOR READING ROOM	\$ _____	
Reg. 24	GRANT ON ANNUAL RECEIPTS	\$ _____	
Reg. 25	GRANT ON MUNICIPAL APPROPRIATION: _____ % ON RATE PER CAPITA OF \$ _____	\$ _____	
Reg. 26(1)	GRANT ON MEMBERSHIP FEES:	\$ _____	
Reg. 26(2)	GRANT ON MUNICIPAL, TOWNSHIP OR COUNTY ASSISTANCE:	\$ _____	
Reg. 28	SPECIAL GRANT (IF APPLICABLE)	\$ _____	
	TOTAL GRANT	\$ <u>1,350.00</u>	
	NET GRANT PAYABLE PRO RATA <u>95</u> % OF TOTAL ABOVE	\$ <u>1,282.50</u>	
	LESS DEDUCTION FOR ONTARIO LIBRARY REVIEW	\$ <u>1.00</u>	
	TOTAL GRANT RECOMMENDED	\$ <u>1,281.50</u>	

REVOKED
REVOKED

CERTIFIED CORRECT AND IN ACCORDANCE WITH REGULATIONS.

A cheque for the above amount will be forwarded from the Treasury Office.

Director of Public Library Service

Date Certified for Payment

Date Passed for Payment by Director