

# ANNUAL REPORT -- 1957

Year established

1950

Free or Association?

*East York* Public Library

**POPULATION OF MUNICIPALITY**

To be filled in by ALL LIBRARIES

68822

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

*Township*

(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*

**FINANCIAL STATEMENT**

RECEIPTS	\$	c	DISBURSEMENTS	\$	c
Balance from report of 1956		697 47	Adult Classed Books	4752	75
From Municipality, 1957 *	44000	00	Boys' and Girls' Books	1883	28
County grant paid in 1957			Adult Fiction Books	98	82
Township grant paid in 1957			Periodicals and Newspapers	108	37
Regular Legislative grant, 1957	1437	83	Bookbinding (not repairing material)	1935	04
Special Legislative grant, 1957			New Equipment, Furniture, etc.	942	40
*Membership fees	323	20	Repairs to building and furniture	139	52
Fines, reserves, lost and damaged books	1938	54	Insurance		
Received from debentures			Rent		
Other borrowed money			Light, heat and water	588	93
Other receipts itemized as follows:			Library cards and stationery	1658	46
<i>Books</i>	101	20	Cartage, express, etc.		
<i>Duplicate Services</i>	309	89	Salaries or Wages		
<i>Misc</i>	273	97	Librarian	12781	15
			Assistants	5418	60
			Janitor		
			Secretary (if other than librarian)		
			Other expenditures as follows:		
			<i>Telephone Service</i>	363	89
			<i>Telephone</i>	262	89
			<i>Caretaking</i>	1579	63
			<i>administration</i>	2839	96
			<i>Miscellaneous</i>	1002	23
			<i>Misc Records</i>	567	75
			Cash on hand, Dec. 31, 1957	12658	43
Total			Total	49082	10
*For association libraries or non-resident patrons of free libraries.	49082	10			

ASSETS	\$	c	LIABILITIES	\$	c
Value of land	3000	00	Debentures	6000	00
Value of building, if owned by library	36540	35	Bills payable	1227	65
Value of furniture	777	41	Other liabilities as follows:		
Value of books and records	9651	58	<i>Current surplus</i>	3554	57
Endowment funds			<i>Capital surplus</i>	50909	34
Cash on hand, Dec. 31, 1957	12658	43	<i>Transfer from current funds to capital surplus to be expended during 1958</i>	9000	00
<i>Due from Township</i>	1123	79			
Total	78691	56	Total	78691	56

**CERTIFICATE OF AUDITOR**

WE HAVE EXAMINED THE BOOKS AND ACCOUNTS OF THIS LIBRARY BOARD FOR THE YEAR ENDED DECEMBER 31ST, 1957, AND HAVE OBTAINED ALL THE INFORMATION AND EXPLANATIONS WHICH WE REQUIRED.

WE HEREBY CERTIFY THAT, IN OUR OPINION, ALL TRANSACTIONS OF THE BOARD WHICH HAVE COME UNDER OUR NOTICE HAVE BEEN FOR LIBRARY PURPOSES AND WITHIN THE POWERS OF THE BOARD, AND THAT THE STATEMENTS AND SCHEDULES HEREIN ARE PROPERLY DRAWN UP SO AS TO SHOW A TRUE AND CORRECT VIEW OF THE BOARD'S TRANSACTIONS FOR THE YEAR ENDED DECEMBER 31ST, 1957, AND OF THE STATE OF ITS AFFAIRS AT THAT DATE, ACCORDING TO THE BEST OF OUR INFORMATION AND THE EXPLANATIONS GIVEN US AND AS SHOWN BY THE BOOKS AND RECORDS OF THE BOARD.

DATED

1958

(AUDITOR)

To be signed by the Municipal Auditor in the case of a Public Library or by the Board's Auditor in the case of a Public Library Association. The auditor is to attach hereto a statement of any qualifications contained in his report, amending the above certificate to make it subject to such qualifications.

\* *Ans. Inwood - In addition \$2000.00 for debentures and \$60.00 interest was paid by the Township for the Library Board. D. Ashinsky*

**HOURS LIBRARY IS OPEN EACH WEEK**

	Number of Hours Circulation Dept. is Open	Number of Hours Reading Room is Open	
Monday .....	8 1/2		
Tuesday .....	8 1/2		
Wednesday .....			
Thursday .....	8 1/2		
Friday .....	8 1/2		
Saturday .....	8		
Total.....	42		

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

**REGISTRATION**

Number of members on register Dec. 31, 1957

	ADULTS	CHILDREN	TOTAL
Free Public Library.....	7676		7676
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 1957 give date	ANNUAL SALARY
Chief Librarian.....	Mrs. Dorothy S. Ackley	27 1/2	B		4650.00 <i>Rate at Dec.</i>
Assistants .....	Mrs. Pauline Howard	8 1/2	B		4150.00
	Mrs. Wilma Seymour	4 1/2	B		3250.00
	Mrs. Helen Koop	2 1/2	-		2493.00
	Mrs. Jessie Hyland	20 1/2	-	Jan 18 - June 8	2560.00
	Mrs. Madeline Bradbury	-	-	Sept 16	2350.00

Number of Board Meetings held in 1957, Regular.....18..... Special.....1.....

**BOARD AND OFFICERS FOR 1958**

(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 1957
1. Mr. Jacob B. Allen Mayor or Reeve		85 Fern Rd (B)	6 (5+1) Special
2. Mr. Walter Stewart Chairman	Insurance	21 Don Valley Dr (E)	9 (8+1) "
3. Mr. Wilkie B. Blair	Insurance	92 Tiago Ave (E)	11 (10+1) "
4. Mr. Fred F. Hammar		1014 Greenwood (E)	11 (10+1) "
5. Mrs. Vera Morgan (G.)	Housewife & occasional teacher	48 Alder Rd (B)	10 (9+1) "
6. ....			
7. ....			
8. ....			
9. ....			
Mrs. Dorothy S. Ackley Secretary			10+1
Treasurer			

**COLLECTION AT END OF 1957**

Adult classed books.....		11048
Adult fiction books.....		6361
Boys' and girls' books.....		
Total number of books in library.....		17409
Films .....		
Records .....	473	
Pictures (Approximate number).....		
Books discarded in 1957.....	988	
Amount of insurance carried on books in library.....		\$.....

**CIRCULATION, 1957**  
Books or bound periodicals only

Adult classed books.....		
Adult fiction books.....		
Boys' and girls' books.....		
Total circulation of books for home use.....		112190
Reference books used in library (Approximate).....	1200	
Films loaned.....		
Records loaned.....	791	
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, 1957.

(Signed) ..... Chairman

(Signed) ..... Treasurer or Secretary

## ANNUAL REPORTS

All Library Boards are to make their reports to December 31, 1957, and forward them to the Department of Education, not later than March 15, 1958. Where the audit has not been completed prior to March 15, 1958, unaudited reports will be accepted. In such cases, signed and audited statements must be mailed to the Department as soon as they are available.

The Department does not assure payment of grants on late reports.

PUBLIC LIBRARY ANNUAL REPORT FOR 1957	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.
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## 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 July of this year the library put into operation a Diebold Photocharger, and McBee Key-sort card system. This accelerated the dispersal of returned books enormously and has also simplified the marking-out process.

The staff feel that this was inaugurated just in time as circulation was increasing to the point where our very limited space was totally inadequate.

With this system only the total count of books circulated is taken so that we have no figures for the types of books borrowed.

*An air conditioning*  
 For the comfort of staff and public  
 two room air conditioners were installed  
 and the temperature in the library was  
 appreciably better than other years.



ONTARIO

DEPARTMENT OF EDUCATION

STATEMENT OF PUBLIC LIBRARY LEGISLATIVE GRANT FOR 1957.

NAME OF LIBRARY: EAST YORK FREE ASSOCIATION

X

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

Table with columns: REGULATION REFERENCE, EXPENDITURE, GRANT EARNED. Rows include: Reg. 20 ADULT CLASSED BOOKS, CHILDREN'S BOOKS, TOTAL OF ABOVE, ADULT FICTION, BOOKBINDING, CARDS & STATIONERY, TOTAL, GRANT ON ABOVE; 50% of \$, Reg. 21 CERTIFICATES HELD (A-E), TOTAL AMOUNT FOR CERTIFICATES HELD, Reg. 25 GRANT ON MUNICIPAL APPROPRIATION, 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, NET GRANT PAYABLE PRO RATA 97% OF TOTAL ABOVE, LESS DEDUCTION FOR ONTARIO LIBRARY REVIEW, TOTAL GRANT RECOMMENDED.

CERTIFIED CORRECT AND IN ACCORDANCE WITH REGULATIONS.

Director of Public Library Service

Date Certified for Payment

Date Passed for Payment by Director

Miss Ashbridge

No. of borrowers in E. York

- 7676

Last year - 7440

Schools - 15,580  
(East York) -

Last year - 14,553

No. of new cards issued

this year - 1403

72 cancelled cards

589 re-registrations

266 filled cards (pink)

193 lost cards

No. of new cards juvenile -

1608

581 - cancelled

837 - filled cards

759 - lost cards

If anything is missing Miss Wells would like you to call her back.

\*

Miss Ashbridge

Miss Wells asked to tell you - the number of borrowers to the end of Aug. is 7,818. She also has figures for juvenile borrowers.