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ONTARIO
DEPARTMENT
OF EDUCATION

East York Public Library Board
OFFICIAL NAME OF LIBRARY BOARD

Township of East York
NAME OF MUNICIPALITY

York
NAME OF COUNTY OR TERRITORIAL DISTRICT

LIBRARY BOARD
ANNUAL FINANCIAL REPORT
FOR
1959

TYPE OF BOARD

- ☒ PUBLIC
☐ ASSOCIATION
☐ COUNTY CO-OPERATIVE
☐ DISTRICT CO-OPERATIVE

YEAR ESTABLISHED 1959

INDICATE TYPE OF MUNICIPALITY SERVED BY THIS LIBRARY

- ☐ CITY ☐ TOWN
☐ VILLAGE ☒ TOWNSHIP
☐ COUNTY
☐ POLICE VILLAGE (NAME)
☐ SCHOOL SECTION (NAME)

CERTIFICATE OF CHAIRMAN, SECRETARY, AND TREASURER

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT, TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THIS REPORT CONTAINS A FULL AND CORRECT ACCOUNT OF ALL MATTERS STATED HEREIN.

DATE May 24, 1960

Shirley Stewart
(CHAIRMAN OF THE BOARD)

DATE May 24, 1960

Dorothy S. Ashbridge
(TREASURER)

1444 Queen St. E. Toronto 8
(SECRETARY'S ADDRESS)

Dorothy S. Ashbridge
(SECRETARY)

833 Coxwell Ave. Toronto 6

CERTIFICATE OF AUDITOR*

WE HAVE EXAMINED THE BOOKS AND ACCOUNTS OF THIS LIBRARY BOARD FOR THE YEAR ENDED DECEMBER 31, 1959, 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 31, 1959, 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 1960

(AUDITOR)

(LICENSE NO.)

* 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. THE AUDITOR IS TO INITIAL ANY ALTERATIONS ON THIS REPORT.

INSTRUCTIONS

- WHERE THE REPORT HAS NOT BEEN AUDITED BY MARCH 15, 1960, AN UNAUDITED REPORT IS TO BE SUBMITTED; AN AUDITED REPORT IS REQUIRED BEFORE THE GRANT CAN BE PAID.
- IF ANY SCHEDULE HAS INSUFFICIENT SPACE, PLEASE ATTACH A SHEET GIVING ADDITIONAL DATA.

NOTE: IN THE CASE OF PUBLIC LIBRARY ASSOCIATIONS, SCHEDULES A, B, C, D, AND E NEED NOT BE COMPLETED.

SCHEDULE A

TAX STATEMENT (TO BE COMPLETED BY AUDITOR)

MUNICIPALITIES ASSESSED TO SUPPORT THIS BOARD (COL. 1)	POPULATION OF MUNICIPALITY (COL. 2)	LOCAL ASSESSMENT OF MUNICIPALITY (COL. 3)	DEBENTURE LEVY IN 1959 (COL. 4)	MAINTENANCE LEVY IN 1959 (COL. 5)	MAINTENANCE LEVY PAID TO BOARD IN 1959 (COL. 6)
Township of			\$	\$	\$
East York	68,312	109,742,209	111	75,455.59	70,713.55

SCHEDULE B

STATEMENT OF DEBENTURES (TO BE COMPLETED BY AUDITOR)

USE A SEPARATE LINE FOR EACH DEBENTURE BY-LAW					
NAMES OF MUNICIPALITIES COUNTIES OR BOARDS WHICH ISSUED DEBENTURES FOR THIS BOARD (COL. 1)	DEBENTURE BY-LAW NO. (COL. 2)	PRINCIPAL AND INTEREST PAID OR SET ASIDE IN 1959 FOR 1959 DEBENTURE INSTALLMENTS BY THE AUTHORITY WHICH ISSUED DEBENTURES (COL. 3)	*PRINCIPAL UNMATURED ON DECEMBER 31, 1959 (COL. 4)	ARREARS OF PRINCIPAL AND INTEREST ON DECEMBER 31, 1959 (COL. 5)	*PRINCIPAL AND INTEREST DUE AND PAYABLE IN 1960 (COL. 6)
		\$	\$	\$	\$

* INCLUDE DATA FOR ANY DEBENTURES ISSUED IN 1959 AND PREVIOUSLY.

SCHEDULE C—STATEMENT OF CURRENT ASSETS
AS AT DECEMBER 31, 1959

ITEM	\$	¢
1. CASH ON HAND AND IN BANK.....	9,729	71
2. LEVY RECEIVABLE.....	4,742	04
3. GRANTS RECEIVABLE.....		
4. OTHER (SPECIFY)..... Unexpired insurance premium	279	75
5. DEFICIT.....		
6. TOTAL CURRENT ASSETS.....	14,751	50

SCHEDULE D—STATEMENT OF CURRENT LIABILITIES
AS AT DECEMBER 31, 1959

ITEM	\$	¢
1. BANK OVERDRAFT.....		
2. UNPAID SALARIES.....	2,103	23
3. TRADE ACCOUNTS PAYABLE.....	8,186	21
4. TEMPORARY A. PRIN. \$ LOANS: B. INT. \$		
5. OTHER (SPECIFY).....	4,462	06
6. SURPLUS.....		
7. TOTAL CURRENT LIABILITIES.....	14,751	50

SCHEDULE E

INSURANCE

ITEM		Owned	
1. ARE THE LIBRARY BUILDINGS AND SITES OWNED BY THE BOARD OR RENTED?		(OWNED OR RENTED) Yes	
2. IF OWNED, IS THE PROPERTY REGISTERED IN THE NAME OF THE LIBRARY BOARD?		(YES OR NO)	
3. PRESENT VALUE:		AMOUNT	
A. LAND \$ 37,000.00	D. BOOKMOBILES \$	4. FIRE INSURANCE CARRIED ON BUILDING \$	41,500.00
B. BUILDINGS \$ 18,000.00	E. BOOKS & Records \$ 22,295.71	ON EQUIPMENT \$	4,500.00
C. FURNISHINGS AND EQUIPMENT \$	3,924.50	ON BOOK STOCK \$	12,000.00
5. WHAT SECURITY HAS THE BOARD TAKEN FROM THE TREASURER UNDER SECTION 32(G) OF THE PUBLIC LIBRARIES ACT?		\$1000.00 Fidelity Bond	

SCHEDULE F

LIBRARIANS (ATTACH SHEET IF SPACE BELOW IS INSUFFICIENT)

NAME (COL. 1)	NAME (COL. 2)	TOTAL YEARS' EXPERIENCE IN LIBRARY WORK (COL. 3)	CERTIFICATE OF LIBRARIANSHIP (A, B, C, D, OR E) (COL. 4)	IF APPOINTED IN 1959 GIVE DATE (COL. 5)	SALARY	
					AMOUNT PAID IN 1959 (COL. 6)	ANNUAL RATE FOR 1960 (COL. 7)
CHIEF LIBRARIAN	Miss D.S. Ashbridge	29 1/2	B		\$ 5,725.39	6,600.00
ASSISTANTS	Mrs. Yvonne Hearst	10 1/2	B		5,325.27	6,400.00
	Mr. George Grant	1 1/2	B	Sep. 21	1,107.27	4,600.00
	Miss Elizabeth Clark	6	C	Sep. 28	859.77	3,800.00
	Mrs. Grace Buller	6	B	Jan. - Sep. 19	2,937.82	4,700.00
					15,955.42	

* TOTAL SALARIES PAID IN 1959 (TO AGREE WITH SCHEDULE G, ITEM 14 (A).)

SCHEDULE G—STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 1959

OFFICIAL NAME OF BOARD: East York Public Library Board

CURRENT (OPERATING) FUND							
ITEM NO.	REVENUE	FOR USE OF SECRETARY OR AUDITOR	FOR USE OF DEPARTMENT	ITEM NO.	EXPENDITURE	FOR USE OF SECRETARY OR AUDITOR	FOR USE OF DEPARTMENT
					<u>LIBRARY</u>		
1.	SURPLUS AS AT DEC. 31, 1958	2965	96	14.	SALARIES:		
				(A)	LIBRARIANS (SCHEDULE F, COL. 6)	15955	42
2.	PROVINCIAL GOVERNMENT GRANTS:			(B)	TECHNICAL AND CLERICAL ASSISTANTS	7739	58
	REGULAR 8157.42				Staff benefits	1147	63
	SPECIAL	8157	42	15.	(A) BOOKS	13462	22
3.	MUNICIPAL OR COUNTY GRANT: (ASSOCIATION LIBRARIES AND LIBRARY CO-OPERATIVES ONLY)			(B)	PERIODICALS & NEWSPAPERS	211	91
				(C)	RECORDS, FILMS, ETC.	688	71
4.	TAX LEVY	75455	59	16.	BOOKBINDING (NOT REPAIRING MATERIAL)	667	00
5.	LIBRARY SERVICE FURNISHED TO OTHER BOARDS			17.	OTHER LIBRARY SUPPLIES	793	93
6.	*MEMBERSHIP FEES	270	80	18.	LIBRARY SERVICE RECEIVED FROM OTHER BOARDS	3750	00
7.	FINES	2605	53		Duplicate Service	337	78
8.	RENTALS OF FILMS AND RECORDS	192	83		Share of tax written off	85	89
9.	DONATIONS				MAINTENANCE AND OPERATION	1879	52
10.	OTHER REVENUE			19.	WAGES: JANITOR, ETC.	992	71
	Duplicate Service	341	69	20.	LIGHT, HEAT, WATER AND TELEPHONE	206	45
	Sundry	784	62	21.	RENT	135	20
				22.	REPAIRS	1460	23
				23.	INSURANCE	36500	00
				24.	OTHER MAINTENANCE COSTS		
					Transfers to capital fund for capital out-		
					PERMANENT IMPROVEMENTS		
				25.	INSTALMENTS ON LIBRARY DEBENTURES ISSUED BY MUNICIPALITY	298	20
				26.	OTHER EXPENDITURES ON PERMANENT IMPROVEMENTS	86312	38
11.	TOTAL OF ITEMS 1 TO 10	90774	44	27.	TOTAL OF ITEMS 14 TO 26		
12.	DEFICIT FOR YEAR ENDED DEC. 31, 1959			28.	DEFICIT AS AT DEC. 31, 1958		
13.	TOTAL OF ITEMS 11 AND 12 (SHALL BE SAME AS ITEM 31)	90774	44	29.	TOTAL EXPENDITURE (TOTAL OF ITEMS 27 & 28)	86312	38
				30.	SURPLUS FOR YEAR ENDED DEC. 31, 1959	4462	06
				31.	TOTAL OF ITEMS 29 & 30 (SHALL BE SAME AS ITEM 13)	90774	44

* FOR ASSOCIATION LIBRARIES OR NON-RESIDENT PATRONS OF FREE LIBRARIES.

SCHEDULE H CAPITAL (BUILDING) FUND							
RECEIPTS				PAYMENTS			
1.	BALANCE IN FUND AT DEC. 31, 1958 (AS REPORTED ON THE 1958 ANNUAL FINANCIAL REPORT).	Nil		7.	LAND AND IMPROVEMENT OF LAND	600	00
2.	SALE OF DEBENTURES OR CAPITAL LOAN			8.	BUILDINGS	43048	50
3.	INSURANCE DUE TO LOSSES			9.	FURNISHINGS & EQUIPMENT		
4.	SALE OF BUILDINGS OR EQUIPMENT			10.	OTHER (SPECIFY)		
	Transfer from			11.	TOTAL OF ITEMS 7 TO 10	43648	50
	Current fund - Prior years	21000	00	12.	BALANCE IN FUND AT DEC. 31, 1959	13851	50
	Current year	36500	00	13.	TOTAL OF ITEMS 11 AND 12 (SHALL BE THE SAME AS ITEM 6)	47500	00
5.	OTHER (SPECIFY)						
6.	TOTAL OF ITEMS 1 TO 5 (SHALL BE THE SAME AS ITEM 13)	57500	00				

LIBRARIAN'S REPORT

SCHEDULE J

SCHEDULE K

NUMBER OF HOURS LIBRARY OPEN				
DAY	CIRCULATION DEPARTMENT		READING ROOM	
MONDAY	FROM 12 p.m.	TO 8.30 p.m.	FROM	TO
TUESDAY	12 p.m.	8.30 p.m.		
WEDNESDAY				
THURSDAY	12 p.m.	8.30 p.m.		
FRIDAY	12 p.m.	8.30 p.m.		
SATURDAY	10 a.m.	6.00 p.m.		
SUNDAY				
TOTAL		42 hours		

REGISTRATION		
NUMBER OF MEMBERS ON REGISTER DEC. 31, 1959		
	PUBLIC LIBRARIES	ASSOCIATION LIBRARIES
ADULTS	8442	
CHILDREN		
TOTAL	8442	

SCHEDULE L

COUNTY AND DISTRICT LIBRARY CO-OPERATIVES ONLY		
ORGANIZATIONS SERVED		
NAME	NUMBER	CIRCULATION*
1. PUBLIC LIBRARIES		
2. ASSOCIATION LIBRARIES		
3. SCHOOL CLASS-ROOMS		
4. OTHER ORGANIZATIONS		
TOTALS		

* CIRCULATION IS THE NUMBER OF BOOKS AND OTHER ITEMS LOANED TO LIBRARIES AND OTHER ORGANIZATIONS FOR QUARTERLY (OR APPROXIMATELY QUARTERLY) PERIODS, AND NOT A RECORD OF INDIVIDUAL USE.

SCHEDULE M

REPORT ON COLLECTION AND CIRCULATION

TYPE	NUMBER PURCHASED IN 1959	NUMBER IN COLLECTION AT DEC. 31, 1959	CIRCULATION IN 1959
1. ADULT CLASSED BOOKS INCLUDING REFERENCE	1654	11863	133318 not yet in circulation
2. ADULT FICTION BOOKS	1287	7019	
3. BOYS' AND GIRLS' BOOKS	4708	4708	
4. FILMS			
5. FILM STRIPS			
6. RECORDINGS	139	705	648 Estimated
7. OTHER ITEMS Reference	98	467	1500
8. TOTAL	7886	24762	135466
9. BOOKMOBILES: ADDED IN 1959		TOTAL IN USE	
10. BRANCH LIBRARIES: OPENED IN 1959		TOTAL IN USE	

DID THE BOARD SPONSOR AN ART EXHIBIT IN 1959? Yes IF YES, GIVE NUMBER OF EXHIBITIONS 1

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION CONTAINED IN SCHEDULES J, K, L, AND M IS CORRECT.

DATE May 24, 1960

Dorothy S. Ashbridge
(LIBRARIAN)

SCHEDULE N

BOARD AND OFFICERS FOR 1960 (FOR ASSOCIATION LIBRARIES FIVE BUT NO MORE THAN NINE MEMBERS MAY CONSTITUTE A BOARD)			
BOARD MEMBERS (STATE WHETHER "MR.", "MRS.", OR "MISS")	ORDINARY OCCUPATION	POST OFFICE ADDRESS	NUMBER OF MEETINGS ATTENDED IN 1959
1. Mr. Jack R. Allen (MAYOR OR REEVE)	Owner of Landscaping business	85 Ferris Rd. Tor. 16	6
2. Mr. Walter Stewart (CHAIRMAN)	Insurance	21 Don Valley Dr. 6	19
3. Mr. C. Howard Chandler	Office Manager	64 Lankin Blvd. 6	14
4. Mr. F. J. McNamara	--	1014 Greenwood Ave. 6	17
5. Mrs. G. O. Morgan	Housewife and supply		
6.	Teacher	48 Alder Road. 16	18
7.			
8.			
9.			
Miss D. S. Ashbridge (SECRETARY)	Librarian	1444 Queen St. E. 8	19
(TREASURER)	"	"	"
NUMBER OF BOARD MEETINGS HELD IN 1959, REGULAR <u>10</u> SPECIAL <u>9</u>			



ONTARIO

DEPARTMENT OF EDUCATION

STATEMENT OF PUBLIC LIBRARY LEGISLATIVE GRANT FOR 1959.

NAME OF LIBRARY: EAST YORK TOWNSHIP FREE
ASSOCIATION

X

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

REGULATION
REFERENCE

		EXPENDITURE	GRANT EARNED
Reg.21	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.22	CERTIFICATES HELD:		
	"A" _____ @ \$600	\$ _____	_____
	"B" <u>3</u> @ \$500	\$ <u>1,500 00</u>	_____
	"C" <u>2/12</u> @ \$300	\$ <u>50 00</u>	_____
	"D" _____ @ \$150	\$ _____	_____
	"E" _____ @ \$100	\$ _____	_____
	TOTAL AMOUNT FOR CERTIFICATES HELD:		\$ <u>1,550 00</u>
Reg. 24, 25	GRANT ON MUNICIPAL APPROPRIATION: <u>12</u> % ON RATE PER CAPITA OF \$ <u>.79</u>		\$ <u>6,508 42</u>
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>8,158 42</u>	_____
	NET GRANT PAYABLE PRO RATA% OF TOTAL ABOVE	\$ _____	_____
	LESS DEDUCTION FOR ONTARIO LIBRARY REVIEW	\$ <u>1 00</u>	_____
	TOTAL GRANT RECOMMENDED	\$ <u>8,157 42</u>	_____
	Already paid	<u>1,649 00</u>	_____

CERTIFIED CORRECT AND IN ACCORDANCE WITH
REGULATIONS. To pay 6,508.42

Director of Public Library Service

July 10th, 1959.

Date Certified for Payment

Date Passed for Payment by Director