



# **HOURS LIBRARY IS OPEN TO THE PUBLIC**

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

	CIRCULATING DEPT.	CHILDREN'S DEPT.	REFERENCE DEPT.	READING ROOMS
Monday	From 3-5 To 7	From 3-5 To 9	From 3-5 To 9	From 3-5 To 9
Tuesday	" " "	" " "	" " "	" " "
Wednesday	" <i>Closed</i> "	" <i>Closed</i> "	" <i>Closed</i> "	" <i>Closed</i> "
Thursday	" 3-5 To 9 "	" 3-5 To 9 "	" 3-5 To 9 "	" 3-5 To 9 "
Friday	" " " "	" " " "	" " " "	" " " "
Saturday	" " " "	" " " "	" " " "	" " " "

Remarks regarding service on public and statutory holidays.

## **MAGAZINES, PERIODICALS, NEWSPAPERS**

Publications paid for—not donated

	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
British Isles		2	3		5
Canada	2	3 x 1 <i>Fortnightly</i>	3	1	10
United States		2	18		20
Other countries			1		1
Total	2	8	25	1	36

Number of newspapers, periodicals and magazines donated 1 daily,  weekly,  monthly,  quarterly

## **REGISTRATION OF BORROWERS OR MEMBERS**

If a FREE public library, give net number of borrowers on the register on December 31st, 1931.

2761

New names registered in 1931

327

If an ASSOCIATION public library, give number of members on register.

Number over 21 years of age

Number under 21 years of age

Total ✓

## **INSURANCE**

Amount of insurance carried on books, periodicals, magazines, and newspapers, \$ 5000.00  
Term of policy or policies 3 years. Expiration dates July 6 1932 Nov 1 1933

The Regulations state as follows: "All books shall be insured for the total amount contributed by the Government during the last ten preceding years."

## **BOARD AND OFFICERS FOR 1931**

NAMES	ORDINARY OCCUPATION.	POST OFFICE ADDRESS.
1. <i>Walter Mollett</i>	Mayor or Reeve <i>Hosp 9rd Supt.</i>	<i>74 Edmund Ave</i>
2. <i>Oliver Master</i>	Chairman <i>Lawyer</i>	<i>180 Queens St</i>
3. <i>R. H. C. C. Barn</i>	Member <i>Sec. Capt. Highways</i>	<i>28 Joseph St</i>
4. <i>R. H. C. C. Barn</i>	Member <i>Banker</i>	<i>19 Joseph St</i>
5. <i>R. M. Law</i>	Member <i>Teacher</i>	<i>27 Baffin St</i>
6. <i>Mrs T. C. O'Gorman</i>	Member <i>M. W.</i>	<i>38 King St.</i>
7. <i>Mrs J. Love</i>	Member <i>M. W.</i>	<i>28 William St</i>
8. <i>A. L. Campbell</i>	Member <i>Public School Inspector</i>	<i>39 Church St</i>
9. <i>W. H. Looze</i>	Member <i>Elec Power Salesman</i>	<i>194 Church St</i>
<b>OFFICERS</b>		
<i>W. Henry Foster</i>	Secretary.	<i>E. P. Salceman</i>
<i>do</i>	Treasurer.	<i>do</i>
<i>Ruth C. Rother</i>	Librarian	<i>128 Queens Drive</i>

Fill in the names, making each name and letter legible; if a member acts as secretary, treasurer, or librarian, repeat the name when filling in the names of officers. For librarian and secretary, state whether "Mr.", "Mrs.", or "Miss"; for clergyman, give name of church.

# DECLARATION

This declaration may be made either before a Justice of the Peace, Commissioner or Notary Public.

We A. L. Campbell - W. Henry Hoese Chairman or Secretary and Treasurer  
of the Board of Management of the Weston Public Library

do solemnly declare that the provisions of the Act and regulations respecting Public Libraries and Reading Rooms, 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 and audited, are true and correct for the year ending on the 31st December, 1931; that all books reported as purchased have been received by the Librarian and have been properly stamped, labelled and shelved; that the expenditure reported by the Board of Management for books and for newspapers, magazines and periodicals for 1931, and bookbinding, and materials for cataloguing and classifying, upon which this Public Library seeks to qualify for a Legislative grant, was not made with borrowed money or by promissory note, or notes, or in any other way than by cash only, and we make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

(Signed) A. L. Campbell Chairman or Secretary.

(Signed) W. Henry Hoese Treasurer

Declared before me in the Town of Weston in the County of York  
this 19th day of January 1932

M. J. Pearson

A JUSTICE OF THE PEACE IN AND  
FOR THE COUNTY OF YORK

The Space Below is for Departmental Use Only

## STATEMENT FOR LEGISLATIVE GRANT

ITEMS	GRANT BASED ON		GRANT RECOMMENDED	
Books—Class Books, Adults .....				
Books—Class Books, Juvenile .....				
Books—Fiction, Juvenile .....				
Books—Fiction, Adult, total amount expended .....				
Bookbinding .....				
Materials for cataloguing and classifying books .....				
Magazines, Periodicals, Newspapers .....				
Less sold .....				
Grant on Reading Rooms .....				
Grant on Annual Receipts .....				
Special Grant .....				
Total Grant Recommended .....				

Inspector of Public Libraries

AUTHORITY FOR PAYMENT

DATE CREDITED FOR PAYMENT



## ANNUAL REPORTS

All Public Libraries shall make up their reports to the 31st December, 1931, and forward them to the Department of Education, **not later than the 15th of February, 1932**, with invoices and vouchers showing expenditures for books, magazines, periodicals, newspapers, bookbinding and materials used for cataloguing and classifying received, or for work done and paid for, between the 1st of January and the 31st of December, 1931.

The Department of Education requires all Public Libraries desiring to qualify for Legislative Grants to procure, at the time of making purchase of books, newspapers, magazines and periodicals, receipted, detailed accounts made out in duplicate. One copy of each such receipted invoice, to be rendered **on the forms printed for the purpose**, must be forwarded with the Annual Report to the Department of Education and the duplicate copies of Annual Report and of receipted invoices must be kept on file by the Secretary of the Library Board. **Invoice Forms, Blue, Red, White and Green, can be obtained from Inspector's office.**

## PUBLIC LIBRARY ANNUAL REPORT

For 1931

*Weston*

Public Library

*Toronto 15*.....Post Office

### DUPLICATE COPY

To be retained  
by the Library

## Regulations Governing Grants to Public Libraries

1.—(1) The annual grants to public libraries and branch public libraries, shall be apportioned from funds appropriated for the purpose as hereinafter provided:

(2) Not more than fifty per cent of the expenditure on books, bookbinding and approved materials for classifying and cataloguing and supplies for an approved loan system, but no grant may be paid on any expenditure on works of fiction that exceeds forty-five per cent of the amount expended on other books, and such grant shall not exceed the sum of two hundred dollars to any one library.

(3) Not more than fifty per cent on expenditures for periodicals and newspapers and such grant shall not exceed fifty dollars to any one library.

(4) a. Five dollars if a reading-room has been kept open at least two hours a day for three days a week.

b. Ten dollars if a reading-room has been kept open at least three hours a day for six days a week.

(5) The Minister may authorize the payment of the following:

a. Five dollars to a public library whose receipts for the year were less than twenty-five dollars;

b. Ten dollars to a public library whose receipts for the year were more than twenty-five dollars and less than one hundred dollars;

c. Fifteen dollars to a public library whose receipts for the year were more than one hundred dollars and less than two hundred dollars;

d. Twenty dollars to a public library whose receipts for the year were more than two hundred dollars and less than five hundred dollars.

e. In cases deserving of special consideration the Minister may authorize the payment of a special grant to the board of a public library in a community of less than two thousand inhabitants.

(6) The Minister may pay a grant to a public library board that enters into a contract with the Department of Education to furnish facilities for practice work, and other privileges, with or without class-room accommodation, for a training school for librarianship.

2.—The Minister may pay a special grant, not to exceed one hundred dollars, to the board in any community of less than two thousand inhabitants on the establishment of a public library under Part I of the Public Libraries Act, and the payment may be made immediately after the appointment of the board and on receipt of an agreement signed on behalf of the board that the full amount of the grant will be expended on books, the selection to be approved by the Minister.

3.—In apportioning grants the term "Fiction" shall not apply to books properly classifiable as children's books.

4.—A reading-room to qualify for a grant shall be provided regularly with at least ten publications, exclusive of gifts, six of which must be standard monthly periodicals, and the remaining four may include daily or weekly newspapers, or weekly or monthly periodicals or any other list of publications approved by the Minister.

5.—All numbers of periodicals upon which a grant is to be claimed or to be paid shall be kept in the library for at least twelve months after the date of publication.

6.—Every board shall insure its library's books for an amount not less than the sum of the Legislative grants for the last ten preceding years.

7.—No grant may be paid on expenditures from money obtained as insurance or from money obtained from the sale of books or periodicals.

8.—Branch libraries, acknowledged as such by the Minister shall be considered as separate public libraries for the purpose of the payment of grants.

9.—To qualify for a regular grant an association public library must have at least fifty members in the case of a village or town, and at least thirty members in the case of a police village or a rural district.

10.—Every board shall submit the required annual report or reports by the time specified on the report form unless extension of time has been granted in writing.

11.—Recent copies of invoices of the books and periodicals and supplies purchased, and for expenditures for bookbinding shall be enclosed with the annual reports of libraries expending less than one thousand dollars for books and less than two hundred dollars for periodicals and newspapers.

12.—If the amount voted by the Legislature for public library purposes is insufficient to pay in full the apportionments under the foregoing Regulations to libraries reporting by the required time, the Minister may make a pro rata reduction, and if there is a balance left over the Minister may pay grants to other public libraries in the order in which their reports are received in correct form, and should the fund become exhausted, libraries reporting thereafter shall be disqualified from receiving payment for the year.

13.—In the case of a board performing an act that may reasonably be considered as conducive to inferior library service, or in the case of a board unnecessarily continuing to maintain a condition opposed to the best interest of a public library, part or all of the total grant due at the time or next payable may be withheld.

14.—All Regulations heretofore in force pertaining to grants to public libraries are repealed.

January 7th.1932.

SECRETARY'S REPORT.

During the past year I have endeavored to carry out the duties of Treasurer, and also Secretary satisfactorily. In doing so I feel it my duty to put forward the following suggestions, and will give the Board my reasons for doing so:

1. That a safe place be provided to keep the records of the Library, such as Annual Reports to the Provincial Government; Correspondence, and Accounts paid etc.
2. That a locked box be placed on the inside of the Library door to receive mail, and probably an additional box for magazines.
3. That an order, <sup>book used</sup> be ~~issued~~ authorizing the purchase of equipment, books, or work to be done around the library.

In regard to No.1. Before I became Secretary the vital statistics and records of the library were not available. Mr J.Nason, however very kindly co-operated, and we now have these records in our hands, but they are at present kept at my home address. Invoices received and Accounts paid for purchases are at present kept in a cupboard in the basement, and it would seem advisable that these records should also be kept safely for future reference when required, at least they should be kept for six years. Insurance documents covering insurance on this building, are also being kept at my address.

No.2. Mail placed at present in our box at the Post Office could be delivered to the library. Here it would seem to me desirable that the Secretary Treasurer receive all mail, and that the Board decide upon its disposal. This box should be kept locked. (Magazines could be by arrangement delivered in the afternoon when the library is open)

No.3. The suggestion that a Order Form be used for all work done, and purchases made seems necessary, for it is essential that ~~xx~~ the Secretary and also Treasurer for the Board be able to advise the Board regarding the financial situation at any moment. The library's activities are growing so rapidly that some routine method will eventually force itself upon us, specially in regard to keeping accurate records of purchases made.

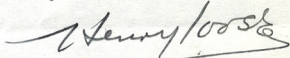
To give the Board some few examples I mention the following:

Jenkinson Utilities Co., did some work to the Humidifier, and the Board receive no report on same, even when bill was presented for payment. When this purchase was made it was understood no repairs would be necessary. Repairs were made in the Nurse's room in the basement, and no advice was received of this until bill was presented for payment. Several Book Publishers advised me when I presented their cheques for final payments, that we still ~~xxx~~ had a debit balance outstanding and due to our present system I was unable to personally verify same.

An account was also paid a Mr. Rutherford, Weston, for work done, of which the Board had neither any knowledge, or explanation why same was necessary.

The above suggestion are submitted with the hope that this Board will approve such changes as will satisfactorily provide for the recommendations referred to herein.

Respectfully Submitted

A handwritten signature in dark ink, appearing to read "Henry L. Cook". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Secretary-Treasurer.

L.



1931	GW		P		R		S		PA		NS		VA		FA		L		H		T		B		F		J	Map	Ret	Total
	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J	A	J				
Jan	29		69		65	13	67	146	2	-	75	157	90	70	62	31	137	69	115	78	164	116	113	87	3511	993	315	434	4008	
Feb	36	2	67		71	7	65	173	5	-	73	152	87	53	78	13	162	72	93	90	163	132	111	74	3393	1020	302	407	6901	
Mar	34	-	74		81	5	55	198	-	-	77	146	79	66	88	21	153	78	107	96	170	152	135	83	3416	1100	303	376	7143	
Apr	31	-	68		65	11	59	165	1		68	136	74	60	75	19	145	69	96	69	142	112	128	72	2919	1003	233	273	6093	
May	34	-	67		66	13	64	169	-	-	80	139	85	64	84	16	130	75	101	74	150	123	113	78	2786	963	271	316	6061	
June	27		77		64	9	67	167	-	-	81	124	87	61	72	18	135	73	101	62	153	114	123	61	2791	1001	213	223	5909	
July	10		22		21		20	89	-	-	23	38	20	30	20	8	61	27	37	29	54	51	44	16	1627	694	94	33	3068	
Aug	26		64		59	3	62	151			78	114	87	54	64	15	136	62	94	51	120	83	94	66	2698	1089	214	95	5609	
Sept	29		78		72	5	66	132	-	-	79	112	82	55	74	17	149	80	114	60	148	101	114	74	2927	1165	232	261	6246	
Oct	31		97		96		77	223			108	136	96	78	100	36	190	84	162	90	182	121	141	101	3744	1603	362	448	8306	
Nov	15		77		88	4	82	240			130	156	107	84	92	35	209	104	165	107	217	154	179	137	3624	1575	337	576	8499	
Dec	25		98		92	10	91	245			131	157	118	76	116	31	233	115	164	105	233	146	183	138	3727	1427	240	416	8317	
	327	2	858		840	85	785	2098	8		1003	1622	1012	751	925	260	1840	908	1349	911	1896	1405	1478	987	37163	13633	3146	3873	79160	

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Patronage  
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