

State of Library Board Expenditures
as at May 31st, 1932.

<u>Expenses</u>	<u>Estimate as Submitted</u>	<u>Spent to Date</u>	<u>Definite Expenses.</u>
Librarian's Salary	\$ 1380.00	\$ 575.00	\$ 805.00
Assistant	720.00	306.00	420.00
Janitor	420.00	175.00	245.00
Water, and Electricity	80.00	48.42	30.00 Est.
Fuel	250.00	166.25	100.00 Est.
Books	1000.00	165.69	
Periodicals	70.00	72.30	
Library Supplies	60.00	33.69	
Taxes	72.00	--	75.00 Est.
Rebinding	50.00	21.55	
Building Maintenance	50.00	10.55	
Insurance	115.00		115.00
Janitor's Supplies	50.00	150.00	
Secretary	25.00	1.50	25.00
	<u>\$ 4342.00</u>	<u>\$ 1569.75</u>	<u>\$ 1815.00</u>

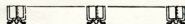
Revenue

Town of Weston, Grant	\$ 3200.00
Prov. & County Grants	
(estimated)	275.00
Fees Collected to date	78.82
Fees, Estimated for balance of year	<u>130.00</u>
	\$ 3683.82

Summary

Revenue		\$ 3683.82
Expenditures to date:-	\$ 1569.75	
Estimated definite expenditures	<u>1815.00</u>	<u>3384.75</u>
Operating Surplus		<u>\$ 299.07</u>

Weston Public Free Library



Weston, Ont., May 30th 1932

O. Master, Esq.,
180 Queen's Drive,
Weston, Ontario.

Dear Sir:

At a meeting of the Library Board held on May 5th, the Council's letter advising the 1932 grant had been set at \$3200.00 was read and I was instructed to prepare a statement showing the expenditures to date. Herewith I enclose a statement setting out in comparison the figures as submitted to Council with gross expenditures to date and definite expenses to be met this year which in most cases is actual.

Please be advised that a meeting of the Finance Committee has been called for Thursday, June 2nd. at 8.45 P.M. at the library to discuss any possible retrenchment so that the committee can report to the Board at 9 P.M. the same evening which is its regular meeting.

Yours truly,

Secretary-Treasurer.

Copies to.
Dr. H.C. Ross.
W.H. Rose.
Mrs. J. Love.

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 ^{book used} 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:

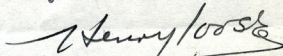
Jenkinson Utilities Co., did some work to the Humidifier, and the Board receive no report on same, even when bill was presented for payment. When this purchase was made it was understood no repairs would be necessary.

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.

Statement of Library Board Expenditures
as at May 31st: 1932.

<u>Expenses</u>	<u>Estimate as Submitted</u>	<u>Spent to DATE</u>	<u>DEFINITE EXPENSES-</u>
Librarians Salary	1380.00	575.00	805.00
Assistant	720.00	300.00	420.00
Janitor	420.00	175.00	245.00
Water & Electricity	80.00	48.42	30.00 Est.
Fuel	2500.00	166.25	100.00 Est.
Books	1000.00	165.69	
Periodicals	70.00	72.30	
Library Supplies	600.00	33.69	
Taxes	7200	—	7500 Est.
Rebinding.	5000	21.55	
Building Maintenance	5000	12.55	
Insurance	115.00		115.00
Janitor's Supplies.	50.00	130	
Secretary :-	25.00	—	25.00
	4342.00	1561.95	1815.00
<u>Less Grants (Estimated)</u>	275.00		
<u>Less Fees - to date.</u>	7882		
<u>Fees - Estimated for Bal. of year</u>	130.00		
	<u>3683.82</u>		
<u>Revenue</u>			
Town of Weston - Grant	3200.00		
Prov. & Counties Grants (estimated)	2750.00		
Fees Collected to Date -	7882		
Fees - Estimated for Balance of year	130.00		
	<u>3683.82</u>		
<u>Summary</u>			
Revenue			3683.82
Expenditures to date:-	1569.75		
Estimated definite Expenditures	1815.00		3384.75
Operating Surplus			<u>\$ 299.07</u>

For 1932 Library Statement to Govt.

'Patronage in 1932'

HOURLS

	G. WORKS	Philosophy	Religion	Sociology	Philology	Science	Medicine	Art	Liter	History	Novel	Biog	TOTAL ADULT FICTION	TOTAL ADULT BKS
Jan.	38	110	113	100	~	140	124	120	234	160	290	203	3981	5603
Feb.	25	99	119	101	-	120	125	107	235	154	224	160	3874	5353
Mar.	19	105	105	85	-	108	121	93	201	140	215	168	3870	5230
Apr.	36	106	114	104	-	127	137	129	228	155	225	194	3785	5340
May	31	105	93	106	-	112	124	107	175	138	219	145	3095	4450
June	27	106	91	88	-	97	100	92	143	125	182	145	3001	4197
July	34	96	97	82	-	99	96	84	168	140	195	143	3744	4978
Aug.	11	37	30	36	-	35	39	38	66	45	65	49	1010	1461
Sept.	26	122	94	100	-	115	113	102	159	144	207	158	3110	4450
Oct.	20	122	108	93	-	119	124	111	235	151	217	192	3629	5121
Nov.	26	103	109	86	-	121	135	103	226	158	223	184	3245	4719
Dec.	37	116	125	106	5	114	132	123	219	169	236	169	3599	5150
	330	1227	1198	1087	5	1307	1370	1209	2289	1679	2498	1910	39943	56052 ✓
- Juvenile -														
Jan.	-	-	-	255	~	163	76	36	119	114	140	137	1315	2352
Feb.	-	-	4	232	-	152	100	25	108	91	141	113	1295	2261
Mar.	-	-	11	250	-	173	84	28	103	98	132	95	1427	2401
Apr.	-	-	18	280	-	214	96	32	122	107	152	123	1404	2548
May	-	-	6	238	-	171	101	39	119	116	133	103	1103	2129
June	-	-	2	234	-	169	64	26	99	89	116	95	1121	2015
July	-	-	17	219	-	156	79	22	101	92	136	89	1525	2436
Aug.	-	-	-	60	-	48	25	10	30	35	42	33	430	713
Sept.	-	-	2	198	-	145	67	32	91	115	128	84	1195	2057
Oct.	-	-	4	251	-	204	86	31	84	118	151	122	1378	2429
Nov.	-	-	12	258	-	213	100	26	109	101	141	128	1279	2367
Dec.	-	-	5	235	-	183	90	34	107	113	159	122	1305	2353
	0	0	81	2710	0	1991	968	341	1192	1186	1571	1244	14777	26061 ?
Magazines	273	272	332	238	302	384	310	89	234	257	250	287	3283	26661

For 1932 Library Statement to Govt.

Vols Added in 1932

Adults

	Gen. Works	Philosophy	Religion	Sociology	Philology	Nat Science	Use Arts	Fine Arts	Literature	History	Travel	Biography	Section	
Jan'y	—	—	—	—	—	—	—	—	—	—	—	—	0	0
Feb'y		2		2				1	2		1	2	20	30
Mar														0
Apr		2				1					4	8	40	55
May													1	1
June		1	2				1		2		2	1	53	62
July													3	3
Aug										1			8	9
Sept													8	8
Oct													3	3
Nov														—
Dec			1						1				5	7
	0 v	5 v	3 v	2 v	0 v	1 v	1 v	1 v	5 v	1 v	7 v	11 v	141	178

Juvenile

	Gen. Works	Philosophy	Religion	Sociology	Philology	Nat Science	Use Arts	Fine Arts	Literature	History	Travel	Biography	Section	
Jan'y	—	—	—	—	—	—	—	—	—	—	—	—	0	0
Feb'y				1									2	3
Mar														0
Apr			3			1			2		1	1	23	31
May						1								1
June				1						3			9	13
July				1										1
Aug														0
Sept														0
Oct														0
Nov														0
Dec														0
	0 v	0 v	3 v	3 v	0 v	2 v	0 v	0 v	2 v	3 v	1 v	1 v	34	49

For Library Statement to Foot 193v.

Vols withdrawn Lost ^{and} sold in 1934.

[illegible]

$$\begin{array}{r} 369162 \\ 358837 \\ \hline 4325 \end{array}$$

Bldg & Repairs to Bldg
Repair

	Taxes	Insurance
250		
530	3388	5750
400		3150
<u>2079</u>		<u>3150</u>
3259	<u>3388</u>	<u>11550</u>
		14938

25d Refs	11292	270	8025	735
P.O. Key				
	11292		8025	
	270		735	
	<u>11562</u>		<u>8760</u>	
of kib Supplies				630
Sundry of 470 Incis				500
Petty Chls 500				
Carst Supplies			630	445
of kib Secy Supp			445	1575
			975	<u>250</u>
				<u>1825</u>
5445				
- 975				
\$ 4467	Petty C	630	25	
	to Bank C			
	750		41 05	
	<u>4445</u>		<u>44 45</u>	
	1105		445 50	
	<u>630</u>			
	1825			

43.33
21.14
2219

1128.94
1106.75
diff. \$ 22.19
233.48
101.88
192.54
201.90
215.07
86.11
1030.98
49.32
2645

110675

Reference	Volume	Time	Rate	Amount
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500
600	600	600	600	600
700	700	700	700	700
800	800	800	800	800
900	900	900	900	900
1000	1000	1000	1000	1000

Reference	Volume	Time	Rate	Amount
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500
600	600	600	600	600
700	700	700	700	700
800	800	800	800	800
900	900	900	900	900
1000	1000	1000	1000	1000

Reference	Volume	Time	Rate	Amount
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500
600	600	600	600	600
700	700	700	700	700
800	800	800	800	800
900	900	900	900	900
1000	1000	1000	1000	1000

Reference	Volume	Time	Rate	Amount
100	100	100	100	100
200	200	200	200	200
300	300	300	300	300
400	400	400	400	400
500	500	500	500	500
600	600	600	600	600
700	700	700	700	700
800	800	800	800	800
900	900	900	900	900
1000	1000	1000	1000	1000

Rec.
1096.74
32.19
1059.55
1128.94
1106.75
22.19

994
1042
790
28.26