

ANNUAL REPORT - 1933

Year Established... <u>1898</u>	FOR <u>Wheaton</u>	Public Library	Free or Association? <u>Free</u>
Situated in City, Town, Incorporated Village, Police Village, or unincorporated settlement. <u>Wheaton</u>	<u>York</u>	<u>York</u>	Population of Community <u>4928</u>
	Township	County	

FINANCIAL STATEMENT

RECEIPTS			EXPENDITURES		
Balance from report of 1932.....	<u>69</u>	<u>10</u>	Books—Adult Classed.....	<u>61</u>	<u>53</u>
From Municipality, 1933.....	<u>2100</u>	<u>00</u>	Juvenile.....	<u>38</u>	<u>10</u>
County grant paid in 1933.....			Adult Fiction.....	<u>128</u>	<u>12</u>
Township grant paid in 1933.....			Bookbinding.....	<u>62</u>	<u>46</u>
Legislative grant paid in 1933.....	<u>141</u>	<u>90</u>	Materials for cataloguing and classifying.....	<u>8</u>	<u>28</u>
Membership fees.....	<u>105</u>	<u>30</u>	Periodicals (magazines, newspapers) for 1933.....	<u>92</u>	<u>20</u>
Fines, reserves, lost and damaged books.....	<u>120</u>	<u>16</u>	Building, and repairs to building.....	<u>52</u>	<u>59</u>
Net proceeds of entertainments.....			Furniture, and repairs to furniture.....	<u>11</u>	<u>20</u>
Received from sale of books.....			Insurance.....	<u>48</u>	<u>00</u>
Received from sale of periodicals.....			Rent, James, Bookish, Yarnum.....	<u>33</u>	<u>88</u>
Received from debentures.....			Light, heat, water.....	<u>231</u>	<u>14</u>
Other borrowed money.....			Salaries—Librarian.....	<u>1215</u>	<u>00</u>
Other receipts as follows:			Assistants.....	<u>720</u>	<u>00</u>
<u>Perkins deposited</u>	<u>7</u>	<u>84</u>	Janitor.....	<u>240</u>	<u>00</u>
			Secretary (if other than librarian).....	<u>22</u>	<u>00</u>
			Printing, stationery, supplies.....	<u>27</u>	<u>43</u>
			Repairs to books.....		
<u>Debit Balance w. bank</u>	<u>120</u>	<u>60</u>	Other expenditures as follows:.....	<u>40</u>	<u>43</u>
Total.....	<u>3174</u>	<u>90</u>	Cash on hand, Dec. 31st, 1933.....		
			Total.....	<u>3174</u>	<u>90</u>

ASSETS			LIABILITIES		
Land.....					
Building.....					
Furniture.....					
Books.....					
Endowment funds.....					
Cash on hand, Dec. 31st, 1933.....					
Total.....			Total.....		

BOOKS AND SUPPLEMENTARY MATTER

CLASSES	INVENTORY PREVIOUSLY REPORTED		VOLUMES* ADDED DURING 1933		VOLUMES WITHDRAWN, LOST OR SOLD IN 1933		VOLUMES IN LIBRARY DECEMBER 31st, 1933		CIRCULATION, 1933	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
000—General, Periodicals.....	<u>123</u>	<u>42</u>	<u>1</u>				<u>124</u>	<u>42</u>	<u>3489</u>	<u>5</u>
100—Philosophy.....	<u>115</u>	<u>1</u>	<u>1</u>				<u>116</u>	<u>1</u>	<u>1010</u>	
200—Religion.....	<u>166</u>	<u>27</u>	<u>2</u>				<u>168</u>	<u>27</u>	<u>975</u>	<u>100</u>
300—Sociology.....	<u>198</u>	<u>279</u>	<u>2</u>				<u>200</u>	<u>279</u>	<u>911</u>	<u>2278</u>
500—Natural Science.....	<u>226</u>	<u>203</u>					<u>226</u>	<u>201</u>	<u>1023</u>	<u>1384</u>
600—Useful Arts.....	<u>212</u>	<u>74</u>	<u>3</u>	<u>2</u>			<u>212</u>	<u>76</u>	<u>1192</u>	<u>870</u>
700—Fine Arts.....	<u>136</u>	<u>18</u>					<u>136</u>	<u>18</u>	<u>1024</u>	<u>423</u>
800—Literature, Philology.....	<u>589</u>	<u>122</u>	<u>6</u>				<u>589</u>	<u>122</u>	<u>2090</u>	<u>869</u>
900—History.....	<u>502</u>	<u>90</u>	<u>1</u>	<u>2</u>			<u>503</u>	<u>92</u>	<u>1510</u>	<u>363</u>
910—Travel.....	<u>482</u>	<u>130</u>	<u>8</u>		<u>1</u>	<u>1</u>	<u>489</u>	<u>129</u>	<u>2229</u>	<u>1240</u>
920 or B—Biography.....	<u>404</u>	<u>93</u>	<u>14</u>	<u>2</u>	<u>2</u>		<u>416</u>	<u>97</u>	<u>1786</u>	<u>1012</u>
Total (Non Fiction).....	<u>3153</u>	<u>1084</u>	<u>38</u>	<u>15</u>	<u>3</u>	<u>12</u>	<u>3282</u>	<u>1087</u>	<u>17244</u>	<u>9351</u>
Fiction.....	<u>4375</u>	<u>1250</u>	<u>178</u>	<u>22</u>	<u>86</u>	<u>40</u>	<u>4467</u>	<u>1748</u>	<u>21170</u>	<u>13269</u>
Pamphlets, clippings.....							<u>172</u>			
Files of pictures, maps.....										
Grand total.....	<u>7528</u>	<u>2234</u>	<u>216</u>	<u>37</u>	<u>89</u>	<u>52</u>	<u>7749</u>	<u>2835</u>	<u>38414</u>	<u>22620</u>

*Acquired as follows: 247 volumes were by purchase.

22 volumes were donations.

269 volumes were bound periodicals. Total added.

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 3:30 To 9	From..... To.....	From..... To.....	From..... To.....
Tuesday.....	From 3:30 To 9	From..... To.....	From..... To.....	From..... To.....
Wednesday.....	From..... To.....	From..... To.....	From..... To.....	From..... To.....
Thursday.....	From 3:30 To 9	From..... To.....	From..... To.....	From..... To.....
Friday.....	From 3:30 To 9	From..... To.....	From..... To.....	From..... To.....
Saturday.....	From 3:30 To 9	From..... To.....	From..... To.....	From..... To.....

Service on statutory holidays.

Use of Library's Lecture Hall.

PERIODICALS: MAGAZINES, NEWSPAPERS

Publications paid for—
not donated.

	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
British Isles.....		1	3		4
Canada.....	2	3-18/100	1		7-18/100
United States.....			12-18/100		12-18/100
Other countries.....					
Total.....	2	5	17	1	25

Number of periodicals donated... 2

REGISTRATION OF BORROWERS OR MEMBERS

For a FREE public library, give number of borrowers on the register on December 31st, 1933:

3084

Date of last revision of registration 1931

For an ASSOCIATION public library, give number of members on register:

Over 21 years of age.....

Under 21 years of age.....

Total.....

INSURANCE

Amount of insurance carried on books and periodicals, \$..... 5000.00

Expires.....

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

PERSONNEL, EXPERIENCE AND QUALIFICATIONS OF STAFF

(Attach sheet if space below is insufficient)

	NAME	TOTAL YEARS' EXPERIENCE	CERTIFICATES OF QUALIFICATION Give number and date
Chief Librarian.....		14	10/10/1929
Assistant Librarian.....		5	10/10/1929
" ".....			
" ".....			
" ".....			

BOARD AND OFFICERS FOR 1934

(For Association Libraries 5 Members may constitute a Board)

BOARD MEMBERS	ORDINARY OCCUPATION	POST OFFICE ADDRESS
1. J. A. P. Chairman	...	1222 ... St. Wark.
2. J. A. P. Mayor (or Reeve)	...	1222 ... St. Wark.
3. J. A. P. Member	...	1222 ... St. Wark.
4. J. A. P. Member	...	1222 ... St. Wark.
5. J. A. P. Member	...	1222 ... St. Wark.
6. J. A. P. Member	...	1222 ... St. Wark.
7. J. A. P. Member	...	1222 ... St. Wark.
8. J. A. P. Member	...	1222 ... St. Wark.
9. J. A. P. Member	...	1222 ... St. Wark.
*Insert letter "B" after the name of the		Chairman of the Book Selection Committee.
J. A. P. Secretary
J. A. P. Treasurer

Number of Board Meetings held during 1933.....

Regular time for Board Meetings..... Second Tuesday of each month.

If a member acts as secretary or treasurer, repeat the name. Always state whether "Mr.," "Mrs.," or "Miss"; for clergyman, give denomination.

DECLARATION

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

We Chairman or Secretary and Treasurer
of the Board of Management of the Public Library

do solemnly declare 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 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 December 31, 1933; 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 periodicals for 1933, 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) Chairman or Secretary.

(Signed) Treasurer.

Declared before me in the of in the County of
this day of 1934.

The Space Below is for Departmental Use Only.

STATEMENT FOR LEGISLATIVE GRANT

ITEMS			GRANT BASED ON		GRANT RECOMMENDED	
Books—Adult Classed						
Books—Juvenile						
Books—Adult Fiction						
Bookbinding						
Materials for cataloguing and classifying books						
Periodicals, Magazines, Newspapers						
Less sold						
Grant on Reading Rooms						
Grant on Annual Receipts						
Grant on Librarian's Certificate						
Total						
Deduct for Library Review						
Net Grant Recommended						

Inspector of Public Libraries.

AUTHORITY FOR PAYMENT

DATE CREDITED FOR PAYMENT

ANNUAL REPORTS

As provided in Regulations 10 and 11, all Public Libraries shall make up their reports to December 31, 1933, and forward them to the Department of Education, **not later than March 15, 1934**, with invoices and vouchers showing expenditures for books, periodicals, bookbinding and materials used for cataloguing and classifying received, or for work done and paid for, between January 1 and December 31, 1933.

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 receipted invoice, to be rendered on the forms **printed for the purpose**, must be forwarded with the Annual Report to the Department of Education; the duplicate copies of Annual Report and of receipted Invoices should be kept on file by the Secretary of the Library Board. **Invoice Forms, Blue, Red, White and Green, can be obtained from the Inspector of Public Libraries.**

PUBLIC LIBRARY ANNUAL REPORT

For 1933

Public Library

Post Office

DUPLICATE COPY

To be retained
by the Library.

FORM 265

600 DUP., 600 ORIGINAL, SEPT., 1933.

Regulations Governing Grants to Public Libraries

1.—(1) The annual grants to public libraries, branch public libraries and county library associations, 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 one 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.

f. Fifty dollars to a public library or branch public library in a municipality of fewer than 100,000 population where a librarian or assistant is employed, holding a certificate of qualification from the Ontario Library School, or its equivalent as recognized by the Minister.

(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 in a village or town must have at least fifty members, and in a police village or a rural district at least thirty members.

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.—Receipted 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.—Should a board perform an act that may reasonably be considered as conducive to inferior library service, or unnecessarily continue 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.