

ANNUAL REPORT - 1936

If incorporated, state whether city, town or village: <u>Town</u>	<u>Weston</u> Public Library	Free or Association? <u>Free</u>	
If unincorporated settlement or police village, state township:	Year established <u>1808</u> County <u>Yore</u>	Population of Community <u>5020</u>	

FINANCIAL STATEMENT

RECEIPTS		EXPENDITURES	
Balance from report of 1935		Books—Adult Classed	10 60 01
From Municipality, 1936	25 71 16	Juvenile	6 5 68
County grant paid in 1936		Adult Fiction	190 24
Township grant paid in 1936		Periodicals	62 25
Legislative grant paid in 1936	187 50	Binding and book repair	60 64
*Membership fees	63 35	Cataloguing supplies	15 89
Fines, reserves, lost and damaged books	118 90	New equipment	
Received from sale of books		Repairs to building and furniture	61 14
Received from sale of periodicals		Insurance	15 48
Received from debentures		<u>Rem. Taxes</u>	33 67
Other borrowed money		Light, heat, water	15 4 37
Other receipts itemized as follows:		Librarian	1080 00
<u>Dr Dennis Gilfrides</u>	2 00	Salaries Assistants	720 00
		Janitor or Wages	240 00
		Secretary (if other than librarian)	50 00
		Stationery, supplies	9 86
		Other expenditures as follows:	
		<u>Careless supplies</u>	5 18
		Cash on hand, Dec. 31, 1936	74 56
Total	2942 91	Total	2942 91
* For association libraries or non-resident patrons of free libraries.			

ASSETS		LIABILITIES	
Land	2000 00	Debentures	
Building	10000 00	Bills payable	
Furniture	700 00	Other liabilities as follows:	
Books	7000 00		
Endowment funds			
Cash on hand, Dec. 31, 1936	74 56		
Total	20274 56	Total	

BOOKS AND SUPPLEMENTARY MATTER

CLASSES	INVENTORY PREVIOUSLY REPORTED		VOLUMES* ADDED DURING 1936		VOLUMES* WITHDRAWN IN 1936		VOLUMES IN LIBRARY DECEMBER 31, 1936		CIRCULATION, 1936	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
000—General, Periodicals	113						113		256	
100—Philosophy	127		6		5		128		820	
200—Religion	180		7		12		175		813	
300—Sociology	203		6		6		203		660	
500—Natural Science	247		3		12		238		780	
600—Useful Arts	225		4		2		227		999	
700—Fine Arts	145		2				147		771	
800—Literature, Philology	613		16		2		627		1057	
900—History	510		2		6		506		1074	
910—Travel	528		21		9		540		1319	
B or 920—Biography	434		14		2		446		1537	
Total—Non Fiction	3325	1194	81	20	56	80	3370	1139	11306	6941
Fiction	4561	1748	305	54	334	107	4532	1731	32517	11158
Total Books	7886	2942	386	74	390	187	7882	2870	43823	18099
Pamphlets, clippings	288									
Files of pictures, maps	No adequate file.						Circulation, Reference Books		3721	
							Circulation, Unbound Magazines		3305	

* Comprised as follows:

Purchase 465

Gifts 2

Bound Periodicals

Total added 467

† Comprised as follows:

Lost 4

Sold

Discarded 567

Total withdrawn 571

HOURS LIBRARY IS OPEN EACH WEEK

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

	CIRCULATING DEPT.	CHILDREN'S DEPT.	REFERENCE DEPT.	READING ROOMS
Monday	From 2:30 To 7:59	From 2:30 To 7:59	From 2:30 To 7:59	From To
Tuesday	From 2:30 To 7:59	From 2:30 To 7:59	From 2:30 To 7:59	From To
Wednesday	From 2:30 To 7:59	From 2:30 To 7:59	From 2:30 To 7:59	From To
Thursday	From 2:30 To 7:59	From 2:30 To 7:59	From 2:30 To 7:59	From To
Friday	From 2:30 To 7:59	From 2:30 To 7:59	From 2:30 To 7:59	From To
Saturday	From 2:30 To 7:59	From 2:30 To 7:59	From 2:30 To 7:59	From To

Service given on Statutory holidays? none Reduction in service, if any, during summer months.

PERIODICALS: MAGAZINES, NEWSPAPERS

Paid for—	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
British Isles		1	10		
Canada	2	1	1		
United States	1	1	1		
Other countries					
Total	3	2	12		20
Donated	1	1			2

REGISTRATION OF BORROWERS OR MEMBERS

FREE	ASSOCIATION
Number of borrowers on register, December 31, 1936:	Number of members on register, December 31, 1936:
3442	(a) Over 15 years of age
Date of last revision of registration:	(b) Under 15 years of age (See Section 54, Public Libraries Act)
December 29, 1936	Total
	Other patrons (See Section 56-7, Public Libraries Act)

Amount of insurance carried on books and periodicals, \$ 4600.00 Expires December 31, 1938.

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	<u>Miss C. Avery</u>	17	<u>Honorary Certificate in Librarianship 1919.</u>
Assistant Librarian	<u>Miss Alice</u>	8	<u>Honorary Certificate in Librarianship.</u>
"			
"			
"			

* Insert letter C before the name of the assistant in charge of children's work.

BOARD AND OFFICERS FOR 1937

(For Association Libraries 5 Members may constitute a Board)

BOARD MEMBERS	ORDINARY OCCUPATION	POST OFFICE ADDRESS
1. <u>Dr. H. C. Pope</u> Chairman	<u>Doctor</u>	<u>Joseph St.</u>
2. <u>Dr. J. C. C. C. C.</u> Member	<u>Physician</u>	<u>186 Main St. N. W.</u>
3. <u>Mrs. J. M. P. P.</u> Member	<u>High School Teacher</u>	
4. <u>Mrs. J. B. C. C.</u> Member	<u>P. S. Inspector</u>	<u>Chapel St.</u>
5. <u>Mrs. J. H. C. C.</u> Member		<u>Humberston Ave.</u>
6. <u>Mrs. H. M. C. C.</u> Member		<u>190 Chapel St.</u>
7. <u>Mrs. T. C. C. C.</u> Member		<u>57 Charles St. N. W.</u>
8. <u>Mrs. J. L. C. C.</u> Member		<u>36 Joseph St.</u>
9. <u>Mrs. J. B. C. C.</u> Mayor (Ex-officio, if Free Pub. Lib.) (or Reeve)		<u>Main St. N. W.</u>
<u>Mrs. S. A. C. C.</u> Secretary		<u>3 Cady Ave.</u>
<u>Mrs. S. A. C. C.</u> Treasurer		<u>3 Cady Ave.</u>

* Insert letter "B" after the name of the Book Selection Committee's Chairman.

(See Section 25, Public Libraries Act.)

Number of Board Meetings held during 1936: Regular 10 Special 1 Day of Meetings First Thursday 9 P.M.

If a board member acts as secretary or treasurer, repeat the name. Always state whether "Mr.," "Mrs.," or "Miss."

For clergyman, give denomination.

DECLARATION

This declaration shall be made before a Justice of the Peace, a Commissioner, a Notary Public, a Barrister or Lawyer, a Head of Municipal Council, Clerk, Reeve or Deputy Reeve of Municipality.

The undersigned officials of Weston Public Library Board

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 December 31, 1936, 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 periodicals for 1936 and bookbinding, upon which this Public Library seeks to qualify for a Legislative grant, was not made with borrowed money or by promissory 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) [Signature] Chairman.

(Signed) [Signature] Treasurer or Secretary.

Declared before me in the Town of Weston in the County of York

this 9th day of March 1937.

[Signature]

The Space Below is for Departmental Use Only.

STATEMENT FOR LEGISLATIVE GRANT

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

Inspector of Public Libraries.

DATE PASSED FOR PAYMENT BY INSPECTOR

DATE CERTIFIED FOR PAYMENT

ANNUAL REPORTS

As provided in Regulations 10 and 11, all Public Libraries shall make up their reports to December 31, 1936, and forward them to the Department of Education, not later than March 15, 1937, with invoices and vouchers showing expenditures for books, periodicals and bookbinding paid for between January 1 and December 31, 1936.

All Public Libraries desiring to qualify for Legislative Grants should procure, at the time of making purchase of books and periodicals, receipted, detailed accounts in duplicate on the forms printed for the purpose. One copy of each receipted invoice 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 1936

Wesley

PUBLIC LIBRARY

Post Office

DUPLICATE COPY

To be retained
by the Library.

Form 265

600 Dup. 600 Original. Dec., 1936

Regulations Governing Grants to Public Libraries

(1) The annual grants to public libraries, branch public libraries and county library associations, shall be apportioned from funds appropriated for the purpose as herein after 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.

a. 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 agree-

ment 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.

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

c. 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.

d. 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.

e. 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.