

ANNUAL REPORT - 1940

If incorporated, state whether city, town or village:	<u>Weston</u>	Free or Association?	<u>Free</u>
If unincorporated settlement or police village, state township:	Year established <u>1868</u>	County <u>York</u>	Population of Community <u>5496</u>

FINANCIAL STATEMENT

RECEIPTS		EXPENDITURES	
Balance from report of 1939	19 93	Books—Adult Classed	192 76
From Municipality, 1940	3000 00	Juvenile	133 23
County grant paid in 1940		Adult Fiction	216 80
Township grant paid in 1940		Periodicals	81 05
Legislative grant paid in 1940	190 25	Bookbinding and repairing material	39 33
*Membership fees	25 50	Cataloguing supplies	12 90
Fines, reserves, lost and damaged books	77 56	New Equipment	
Received from sale of books		Repairs to building and furniture	17 60
Received from sale of periodicals		Insurance	28 80
Received from debentures		Rent	
Other borrowed money		Light, heat, water	278 05
Other receipts itemized as follows:		Librarian	1200 00
		Salaries or Wages } Assistants	660 00
		Janitor	270 00
		Secretary	50 00
		(if other than librarian)	30 53
		Stationery, supplies	33 96
		Other expenditures as follows: <u>Supplies</u>	29 90
		<u>Carecher's supplies</u>	18 28
		Cash on hand, Dec. 31, 1940	
Total	3313 24	Total	3313 24
* For association libraries or non-resident patrons of free libraries.			
ASSETS		LIABILITIES	
Land	2000 00	Debentures	
Building	1000 00	Bills payable	
Furniture	7000 00	Other liabilities as follows:	
Books	7000 00		
Endowment funds			
Cash on hand, Dec. 31, 1940	18 28		
Total	2008 28	Total	

BOOKS AND SUPPLEMENTARY MATTER

CLASSES	INVENTORY PREVIOUSLY REPORTED		VOLUMES* ADDED DURING 1940		VOLUMES* WITHDRAWN IN 1940		VOLUMES IN LIBRARY DECEMBER 31, 1940		CIRCULATION, 1940	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
000—General, Periodicals	128		7				135		401	
100—Philosophy	140		2		4		145		662	
200—Religion	182		3		2		183		510	
300—Sociology	217		3				220		288	
500—Natural Science	229		2		14		217		700	
600—Useful Arts	252		22		3		231		1004	
700—Fine Arts	162		10		1		164		256	
800—Literature, Philology	627		19		7		683		1238	
900—History	230		12		3		544		1018	
910—Travel	574		8		6		576		1733	
B or 920—Biography	514		10		6		524		1701	
Total—Non Fiction	3615	1237	106	40	46	27	3698	1204	10116	7574
Fiction	4228	1755	230	90	222	101	4261	1784	31870	13497
Total Books	7843	3022	363	182	268	128	7959	3000	41986	21071
Pamphlets, clippings	340								5938	
Files of pictures, maps									3664	
									Circulation, Reference Books	
									Circulation, Unbound Magazines	

* Comprised as follows:

Purchase 483

Gifts 14

Bound Periodicals 6

Total added

473

† Comprised as follows:

Lost 2

Sold

Discarded 396

Total withdrawn

212 sent to
Carpenter's

We hope this year to have funds for a picture file.

Open from the Bus

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 <i>9:30 to 6:30</i>	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Tuesday <i>7:30 to 9:30</i>	From _____ To _____	From <i>12</i> To _____	From _____ To _____	From _____ To _____
Wednesday <i>Closed</i>	From <i>Closed</i> To _____	From _____ To _____	From _____ To _____	From _____ To _____
Thursday <i>9:30 to 5:30</i>	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Friday <i>7:30 to 9:30</i>	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____
Saturday	From _____ To _____	From _____ To _____	From _____ To _____	From _____ To _____

Service given on Statutory holidays? Reduction in service, if any, during summer months.

PERIODICALS: MAGAZINES, NEWSPAPERS

Paid for—	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
Canada	<i>2</i>	<i>3 and 1/2 weekly</i>	<i>3</i>		
Great Britain		<i>1</i>	<i>2</i>		
United States	<i>1</i>		<i>18 and 1/2 weekly</i>		
Other countries					
Total					
Donated					

REGISTRATION OF BORROWERS OR MEMBERS

FREE	ASSOCIATION
Number of borrowers on register, December 31, 1940.	Number of members on register, December 31, 1940.
<i>4358</i>	(a) Over 15 years of age.
Date of last revision of registration: <i>Complete Dec. 29 1937</i>	(b) Under 15 years of age (See Section 54, Public Libraries Act)
<i>incl annual cards</i>	Total _____
	Other patrons (See Section 56-7, Public Libraries Act)

Amount of insurance carried on books and periodicals, \$ _____ Expires _____

PERSONNEL, EXPERIENCE AND QUALIFICATIONS OF STAFF (Attach sheet if space below is insufficient)

	*	NAME	Total Years' Experience	CERTIFICATES OF LIBRARIANSHIP Give number and date
Chief Librarian				
Assistant Librarian				
" "				
" "				
" "				

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

BOARD AND OFFICERS FOR 1941

(For Association Libraries 5 Members may constitute a Board. See Section 58, Public Libraries Act)

BOARD MEMBERS	ORDINARY OCCUPATION	POST OFFICE ADDRESS
1 _____ Chairman		
2 _____ Member		
3 _____ Member		
4 _____ Member		
5 _____ Member		
6 _____ Member		
7 _____ Member		
8 _____ Member		
9 _____ Mayor (Ex-officio, if Free Pub. Lib.) (or Reeve)		
_____ Secretary		
_____ Treasurer		

(For Free Public Libraries. See Section 25, Public Libraries Act)

Number of Board Meetings held during 1940: Regular _____ Special _____ Day of Meetings _____

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 the Weston 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 December 31, 1940, 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, periodicals and bookbinding for 1940, 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) Geo H. Good R. Chairman.

(Signed) SA Amuck Treasurer or Secretary.

Declared before me in the Town of Weston in the County of York
this 9th day of April 1941.

Musson

A COMMISSIONER FOR
TARIFF, CUSTOMS, ETC.

The Space Below is for Departmental Use Only.

STATEMENT FOR LEGISLATIVE GRANT

ITEMS			GRANT BASED ON		GRANT RECOMMENDED	
Books—Adult Classed						
For Boys and Girls						
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 Ontario 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, 1940, and forward them to the Department of Education, not later than March 15, 1941, with invoices and vouchers showing expenditures for books, periodicals and bookbinding paid for between January 1 and December 31, 1940.

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 1940

PUBLIC LIBRARY

Post Office

DUPLICATE COPY

To be retained
by the Library.

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 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 for books, bookbinding and approved materials, 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, 1930, or 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.

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 other periodicals published daily or weekly, or publications approved by the Minister.

d. All numbers of periodicals upon which a grant is to be expended are to be paid shall be reported to the Minister at least twelve months after the date of publication.

e. Every board shall insure its library's books for fire and theft, and shall report the cost of the fire 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 submitted to the Minister for inspection, including 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 the grants provided for in these 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 grant 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.