

ANNUAL REPORT - 1941

| | | | |
|---|--------------------------|--------|-------------------------|
| If incorporated, state whether city, town or village: | Public Library | | Free or Association? |
| If unincorporated settlement or police village, state township: | Year established 1858 | County | Population of Community |

FINANCIAL STATEMENT

| RECEIPTS | | EXPENDITURES | |
|--|----------|-----------------------------------|---------|
| Balance from report of 1940 | 18 28 | Adult Classed Books | 196 41 |
| From Municipality, 1941 | 3250 00 | Boys' and Girls' Books | 201 18 |
| County grant paid in 1941 | | Adult Fiction Books | 197 97 |
| Township grant paid in 1941 | | Periodicals and Newspapers | 84 70 |
| Legislative grant paid in 1941 | 194 52 | Bookbinding | 24 30 |
| *Membership fees | 35 00 | Cataloguing supplies | 18 60 |
| Fines, reserves, lost and damaged books | 64 63 | New Equipment | |
| Received from sale of books | | Repairs to building and furniture | 82 68 |
| Received from sale of periodicals, etc. | | Insurance | 51 99 |
| Received from debentures | | Rent | |
| Other borrowed money | | Light, heat, water | 239 74 |
| Other receipts itemized as follows: | | Salaries or Wages | 1275 00 |
| Humber School 032000 | 25 00 | Librarian | 750 00 |
| | | Assistants | 270 00 |
| | | Janitor | 50 00 |
| | | Secretary | 47 81 |
| | | (if other than librarian) | |
| | | Stationery, supplies | 26 30 |
| | | Other expenditures as follows: | 22 34 |
| | | Humber School 032000 | 26 36 |
| | | Cash on hand, Dec. 31, 1941 | |
| Total | 3087 43 | Total | 3087 43 |
| * For association libraries or non-resident patrons of free libraries. | | | |
| ASSETS | | LIABILITIES | |
| Land | 21000 00 | Debentures | |
| Building | 10000 00 | Bills payable | |
| Furniture | 7000 00 | Other liabilities as follows: | |
| Books | 8500 00 | | |
| Endowment funds | | | |
| Cash on hand, Dec. 31, 1941 | 26 36 | | |
| Total | 29526 36 | Total | |

BOOKS AND SUPPLEMENTARY MATTER

| DEWEY-DECIMAL CLASSIFICATION <small>The decimal system divides the field into the following classes, which are numbered 100 to 900. Encyclopaedias, periodicals, etc., form class, 000.</small> | INVENTORY PREVIOUSLY REPORTED | | VOLUMES ADDED DURING 1941 | | VOLUMES WITHDRAWN IN 1941 | | VOLUMES IN LIBRARY DECEMBER 31, 1941 | | CIRCULATION, 1941 | |
|--|-------------------------------|----------|---------------------------|----------|-------------------------------|----------|--------------------------------------|----------|-------------------|----------|
| | Adult | Juvenile | Adult | Juvenile | Adult | Juvenile | Adult | Juvenile | Adult | Juvenile |
| 000—General Works | 135 | | 19 | | 1 | | 153 | | 401 | |
| 100—Philosophy | 142 | | 1 | | 1 | | 143 | | 512 | |
| 200—Religion | 183 | | 1 | | 2 | | 179 | | 413 | |
| 300—Sociology | 220 | | 2 | | 22 | | 203 | | 226 | |
| 400—Philology | | | | | | | | | | |
| 500—Natural Science | 217 | | | | 2 | | 215 | | 598 | |
| 600—Useful Arts | 271 | | 7 | | 6 | | 272 | | 966 | |
| 700—Fine Arts | 171 | | 7 | | | | 178 | | 337 | |
| 800—Literature | 683 | | 18 | | 8 | | 693 | | 1279 | |
| 900—History, Travel, Biography | 1644 | | 52 | | 69 | | 1627 | | 4681 | |
| Total—Non Fiction | 3669 | 1292 | 110 | 66 | 114 | 21 | 3665 | 1297 | 9913 | 8440 |
| Fiction | 4261 | 1754 | 223 | 99 | 161 | 82 | 4323 | 1771 | 34221 | 14713 |
| Total Books | 7930 | 3046 | 333 | 165 | 275 | 103 | 7988 | 3068 | 44133 | 23153 |
| Pamphlets, clippings | 351 | | | | | | | | 2840 | |
| Files of pictures, maps | | | | | | | | | 3251 | |
| Volumes added as follows: | | | | | Volumes withdrawn as follows: | | | | | |
| Purchase | 480 | | | | Lost | 0 | | | | |
| Gifts | 0 | | | | Sold | | | | | |
| Bound Periodicals | 8 | | | | Discarded | 373 | | | | |
| Total added | 488 | | | | Total withdrawn | 373 | | | | |

160 sent to College
Refining

HOURS LIBRARY IS OPEN EACH WEEK

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

| TOTAL HOURS LIBRARY IS OPEN EACH WEEK | CIRCULATING DEPT. | CHILDREN'S DEPT. | REFERENCE DEPT. | READING ROOMS |
|---|---------------------|---------------------|---------------------|---------------------|
| Monday | From _____ To _____ | From _____ To _____ | From _____ To _____ | From _____ To _____ |
| Tuesday | From _____ To _____ | From _____ To _____ | From _____ To _____ | From _____ To _____ |
| Wednesday | From _____ To _____ | From _____ To _____ | From _____ To _____ | From _____ To _____ |
| Thursday | From _____ To _____ | From _____ To _____ | From _____ To _____ | From _____ To _____ |
| Friday | 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 | 2 | 2 | 2 | | 7 |
| Great Britain | | 1 | 2 | | 3 |
| United States | | | 9 | 1 | 11 |
| Other countries | | | | | |
| Total | 2 | 3 | 14 | 1 | 21 |
| Donated | | | 1 | | |

REGISTRATION OF BORROWERS OR MEMBERS

FREE

Number of borrowers on register, December 31, 1941.

ASSOCIATION

Number of members on register, December 31, 1941.
(a) Over 15 years of age.

(b) Under 15 years of age (See Section 34, Public Libraries Act)

Date of last revision of registration:

Book Com (date revised December 1939 and cleared annually 4648

Total
Other patrons (See Section 36-7, Public Libraries Act)

Amount of insurance carried on books and periodicals, \$ 500.00

Expires June 1, 1943

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

| | NAME | Total Years' Experience in Library Work | CERTIFICATES OF LIBRARIANSHIP Give number and date |
|---------------------|-----------------|---|---|
| Chief Librarian | Paul C. Bentley | | Home Instruction - High School 1942 |
| Assistant Librarian | Miss Davis | | Home Instruction - 1942 |
| " " | | | |
| " " | | | |
| " " | | | |

BOARD AND OFFICERS FOR 1942

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

| BOARD MEMBERS | ORDINARY OCCUPATION | POST OFFICE ADDRESS |
|---------------------------------|---------------------|---------------------|
| 1. Mr. J. J. Brink | Chairman | High School teacher |
| 2. Mrs. P. L. on Brown | Member | High School teacher |
| 3. _____ | Member | |
| 4. Miss P. L. Savage | Member | |
| 5. Mrs. H. C. Higgins | Member | |
| 6. Mr. _____ | Member | |
| 7. _____ | Member | |
| 8. _____ | Member | |
| 9. _____ | Mayor (or Reeve) | |
| (Ex-officio, if Free Pub. Lib.) | | |
| _____ | Secretary | |
| _____ | Treasurer | |

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

Number of Board Meetings held during 1941: Regular 11 Special _____ Day of Meetings First Monday 8 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 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, 1941, 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 1941, 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) W. B. B. B. B. B. Chairman.

(Signed) J. A. Smith Treasurer or Secretary.

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

this 12 day of April 1942.

M. J. M.

A COMMISSIONER FOR
TAKING OATHS 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, 1941, and forward them to the Department of Education, not later than March 15, 1942, with invoices and vouchers showing expenditures for books, periodicals and bookbinding paid for between January 1 and December 31, 1941.

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 1941

PUBLIC LIBRARY

Post Office

NOTE

This report to be prepared in duplicate.
ORIGINAL to be forwarded to:

The Inspector of Public Libraries,
Department of Education,
Parliament Buildings,
Toronto, Ontario.

DUPPLICATE 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 books or materials for the purpose of the purchase of books or materials 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 a public library in a community of less than two thousand inhabitants.

f. Fifty dollars to a public library of branch public libraries in a community 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 the use of the public library in a community of less than two thousand inhabitants, 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

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 grant 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 weekly or monthly periodicals or pamphlets or list of publications approved by the Minister.

d. All numbers of periodicals upon which a grant is to be claimed for 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, 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) Received 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 they have reported, until the balance is exhausted. 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 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.

Education Statistics Branch

PUBLIC LIBRARY STATISTICS FOR 1941

Or for the Library Year ending in 1941

1. Name of library..... Weston Public Library
2. Post Office address..... Weston Toronto 15, Ont.
3. Name of librarian (legibly please)..... Ruth C. Rothery
4. Number of branches (within meaning of A.L.A. definition).....
5. NUMBER OF VOLUMES AT END OF YEAR AND CIRCULATION DURING YEAR:

| CLASSIFICATION | VOLUMES | CIRCULATION |
|---|---------|-------------|
| Adult Fiction Books..... | 4323 | 34221 |
| Adult Non-Fiction (a) Books..... | 3019 | 9512 |
| (b) Bound periodicals and any others that are catalogued..... | 01 | 401 |
| (c) Unbound periodicals..... | 340 | 3251 |
| Juvenile Books..... | 3068 | 23108 |
| Books for Reference only..... | 95 | XXXXXXXXX |
| TOTAL..... | 11396 | 70643 |

6. NUMBER OF BORROWERS REGISTERED AT END OF YEAR: Adults.....

Boys and Girls.....

Total.....

7. STAFF:

- (a) Is there a full-time librarian? Yes..... How many full-time librarian assistants? 1.....

Clerical assistants?..... Student help or pages?.....

- (b) How many of the staff have attended a school of library science?.....1.....

8. RECEIPTS DURING THE YEAR:

9. PAYMENTS DURING THE YEAR:

- | | | | |
|--|------------|--|-----------|
| Balance from preceding year..... | \$ 1828 | Books and periodicals..... | \$ 680.26 |
| From city, town or village..... | 3250.00 | Binding and book repair (including salaries of bookbinders and repairers)..... | 54.90 |
| From local school board..... | | Salaries of library staff..... | 2025.00 |
| From township or rural municipality..... | | Wages of building staff..... | 320.00 |
| From county..... | | All other expenditures, including fuel, light, rent, etc..... | 480.86 |
| Provincial Government grant..... | 1945.2 | Balance on hand at end of year..... | 2636 |
| Other grants or donations..... | 25.00 | | |
| Under the <i>Heigl's Honor Scholarship</i> | 99.63 | | |
| All other receipts (fees, fines, etc.)..... | | | |
| Total..... | \$ 3587.43 | Total..... | 3587.43 |

[OVER]

10. Number of schools to which book loans are made: (a) rural..... (b) urban.....

11. What other forms of co-operation with schools are practised? Supplement supplies are made by myself for the schools. Teachers are used to read and essays or articles. Some have home assignments. All classes visit the library.

12. With what community organizations does the library co-operate particularly? Religious club. Denial. Home at school. Quaker. Baptist. United. Social. Some. Public. Civil. Young. Civil. League.

13. Does the library receive books from a travelling library service? No.

14. What are the most conspicuous effects of the war on the work of the library to date? Any change in the kind of reading most in demand? Any new services begun or former services discontinued?

There is less demand in school fiction but a demand in technical and particularly scientific.

Signature of person making report