

# ANNUAL REPORT - 1943

State whether city, town, village, police village, or unincorporated settlement: <u>Town</u>	<u>Weston</u> <small>Public Library</small>		Free or Association? <u>Free</u>
	Year established <u>1858</u>	County or District <u>York</u>	Population of Community <u>6383</u>

## FINANCIAL STATEMENT

RECEIPTS			EXPENDITURES		
Balance from report of 1942	<u>54</u>	<u>36</u>	Adult Classed Books	<u>244</u>	<u>98</u>
From Municipality, 1943	<u>3750</u>	<u>00</u>	Boys' and Girls' Books	<u>207</u>	<u>75</u>
County grant paid in 1943			Adult Fiction Books	<u>237</u>	<u>49</u>
Township grant paid in 1943			Periodicals and Newspapers	<u>100</u>	<u>25</u>
Legislative grant paid in 1943	<u>246</u>	<u>75</u>	Bookbinding	<u>44</u>	<u>50</u>
*Membership fees	<u>47</u>	<u>15</u>	Cataloguing supplies	<u>20</u>	<u>86</u>
Fines, reserves, lost and damaged books	<u>124</u>	<u>48</u>	New Equipment		
Received from sale of books			Repairs to building and furniture	<u>166</u>	<u>07</u>
Received from sale of periodicals, etc.			Insurance	<u>39</u>	<u>70</u>
Received from debentures			Rent		
Other borrowed money			Light, heat, water	<u>277</u>	<u>36</u>
Other receipts itemized as follows:	<u>1</u>	<u>00</u>	Stationery, supplies	<u>72</u>	<u>15</u>
<u>Rent for books</u>			Librarian	<u>1380</u>	<u>00</u>
			Assistants	<u>900</u>	<u>00</u>
			Salaries or Wages	<u>320</u>	<u>00</u>
			Janitor	<u>60</u>	<u>00</u>
			Secretary	<u>33</u>	<u>71</u>
			(if other than librarian)	<u>9</u>	<u>63</u>
			Other expenditures as follows: <u>Travel</u>	<u>41</u>	<u>29</u>
			<u>Books</u>	<u>40</u>	<u>00</u>
			Cash on hand, Dec. 31, 1943		
			<u>Paid</u>		
Total	<u>4223</u>	<u>74</u>	Total	<u>4223</u>	<u>74</u>
* For association libraries or non-resident patrons of free libraries.					
ASSETS			LIABILITIES		
Value of land	<u>2000</u>	<u>00</u>	Debentures		
Value of building, if owned by library	<u>10000</u>	<u>00</u>	Bills payable		
Furniture	<u>7120</u>	<u>00</u>	Other liabilities as follows:		
Books	<u>8000</u>	<u>00</u>			
Endowment funds					
Cash on hand, Dec. 31, 1943	<u>51</u>	<u>29</u>			
Total	<u>27551</u>	<u>29</u>	Total		

## BOOK COLLECTION AND CIRCULATION

BOOK COLLECTION		
Number of Adult Classed Books in library, 1943		<u>3706</u>
Number of Adult Fiction Books in library, 1943		<u>3693</u>
Number of Books for Boys and Girls in library, 1943		<u>2904</u>
Total number of books in library, December 31, 1943		<u>10303</u>
CIRCULATION		
Number of Adult Classed Books circulated, 1943		<u>9602</u>
Number of Adult Fiction Books circulated, 1943		<u>31061</u>
Number of Books for Boys and Girls circulated, 1943		<u>21414</u>
Total circulation of books to December 31, 1943		<u>62077</u>
Books of Reference used in library	<u>6601</u>	
Books Discarded, 1943	<u>740</u>	

# 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	TOTAL HOURS CIRCULATING DEPARTMENT IS OPEN EACH WEEK	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9
Tuesday		From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9
Wednesday		From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9
Thursday		From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9
Friday		From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9
Saturday	2 1/2	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9	From 230-530 To 7-9

Reduction in service, if any, during summer months closed for one month. extra book issued

## PERIODICALS: MAGAZINES, NEWSPAPERS

Paid for—	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
Canada	3	3 and 1/2	6	2	10 1/2
Great Britain		7	6	2	15
United States		3	11		14
Other countries					
Total	3	14	23	4	44
Donated		6	9	2	17

## REGISTRATION

FREE	ASSOCIATION
Number of Borrowers on Register, December 31, 1943:	Number of Adult Members on Register, December 31, 1943:
Total 4817	Total

Amount of insurance carried on books and periodicals, \$ 5100.00 Policy Expires June 1, 1946

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

	NAME	Total Years' Experience in Library Work	CERTIFICATE OF LIBRARIANSHIP Give number and date
Chief Librarian	<u>Paul C. Givens</u>		<u>Honorary Librarian 1919</u>
Assistant Librarian	<u>Miss Olin</u>		<u>Honorary Librarian 1929</u>
"			
"			
"			

## BOARD AND OFFICERS FOR 1944

(For Association Libraries 5 Member may constitute a Board, but not more than 9)

BOARD MEMBERS (State whether "Mr.," "Mrs.," or "Miss," and for clergyman, give denomination)	ORDINARY OCCUPATION	POST OFFICE ADDRESS
1. <u>Mr. H. C. Higgins</u> Chairman	<u>Accountant</u>	<u>147 Queen Street</u>
2. <u>Mr. Arthur Lutz</u> Member	<u>Comedian</u>	<u>49 McDonald Ave.</u>
3. <u>Mr. P. Z. Ouel</u> Member	<u>Lawyer</u>	<u>225 Church St.</u>
4. <u>Dr. Josephine Hugel</u> Member	<u>Doctor - Med. Sup.</u>	<u>Trinity Hospital for Clergymen</u>
5. <u>Miss Edith Savage</u> Member		<u>199 Main St. - New</u>
6. <u>Miss Anne Wade</u> Member	<u>Public School Teacher</u>	<u>144 Church St.</u>
7. <u>Mr. T. D. Burne</u> Member	<u>High School Teacher</u>	
8. <u>Mr. Robert C. Henson</u> Member		<u>195 Duffin St. - New</u>
9. _____ Mayor (or Reeve)		
<u>Mr. S. A. Smuck</u> Secretary	<u>Town Hall</u>	<u>3 Church Ave.</u>
<u>Mr. S. A. Smuck</u> Treasurer		

# 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, 1943, 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 1943, 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) H. C. Hoffins Chairman.

(Signed) S. J. Emuck Treasurer or Secretary.

Declared before me in the Town of Weston in the County of York  
this 16<sup>th</sup> day of March 1944.

Munson

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				
Boys and Girls				
Adult Fiction				
Bookbinding, (not repairing)				
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, 1944				
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, 1943, and forward them to the Department of Education, not later than March 15, 1944, with invoices and vouchers showing expenditures for books, periodicals and bookbinding paid for between January 1 and December 31, 1943.

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 1943

PUBLIC LIBRARY

Post Office

### NOTE

The report to be prepared in duplicate.  
ONE COPY to be forwarded to:

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

THE OTHER to be retained by the  
Library.

## Regulations Governing Grants to Public Libraries

(1) The annual grants to public libraries, branch public libraries, county and township 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.

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 pay-

ment 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 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. 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.

S T A T E M E N T

WESTON PUBLIC LIBRARY BOARD -- 1943

Expenditures

Salaries and Tax Deductions - Rothery	\$1,380.00 )	
Akins	900.00 (	
Phillips	325.50 )	
Smuck	60.00 (	
Books	740.22	
Periodicals	100.25	
Binding	44.50	
Secretary's Supplies	8.81	
Fuel	228.30	
Insurance	39.70	
Taxes	33.71	
Water and Light	49.06	
Building Maintenance	166.07	
Miscellaneous	8.00	
Janitor's Supplies	9.63	
Librarian's Supplies	78.70	
Petty Cash	10.00	
Cash on Hand December 31st, 1943	41.29	<u>\$4,223.74</u>

Receipts

Cash Balance January 1st, 1943	54.36	
Town of Weston Grant	3,750.00	
Ontario Government Grant	246.75	
Fines and Fees	171.63	
Rent for Basement	1.00	<u>\$4,223.74</u>