

# ANNUAL REPORT - 1951

Year established

1950

Free or Association?

Public Library

## POPULATION OF MUNICIPALITY

To be filled in by ALL Libraries

(Free libraries must give population on which municipal appropriation is based. Association libraries may give approximate figures.)

Name of County or District

State whether library is in a city, town, village, police village, or unincorporated settlement:

Township

62,301

York

## FINANCIAL STATEMENT

RECEIPTS		DISBURSEMENTS	
Balance from report of 1950	1436.58	Adult Classed Books	2336.34
From Municipality, 1951	15122.50	Boys' and Girls' Books	-
County grant paid in 1951	-	Adult Fiction Books	1093.20
Township grant paid in 1951	-	Periodicals and Newspapers	16.08
Regular Legislative grant, 1951	72.50	Bookbinding (not repairing material)	14.05
Special Legislative grant, 1951	-	New Equipment, Furniture, etc.	122.30
*Membership fees	247.15	Repairs to building and furniture	377.36
Fines, reserves, lost and damaged books	1443.14	Insurance	23.54
Received from debentures	-	Rent	-
Other borrowed money	-	Light, heat and water	508.75
Other receipts itemized as follows:		Library cards and stationery	648.07
<i>County grant</i>	82.50	Cartage, express, etc.	-
<i>County reserve</i>	47.50	Salaries	5976.50
<i>Library</i>	106.00	Librarian	-
		Assistants	2117.58
		Janitor	2037.28
		Secretary	-
		Other expenditures as follows:	-
		<i>Telephone</i>	155.40
		<i>Postage</i>	24.00
		<i>Insurance</i>	458.14
		Cash on hand, Dec. 31, 1951	837.60
Total	19,120.00	Total	19,120.00

\* For association libraries or non-resident patrons of free libraries.

ASSETS		LIABILITIES	
Value of land and improvements	3226.45	Debentures	4200.00
Value of building, if owned by library	36312.90	Bills payable	2697.83
Value of furniture	3018.58	Other liabilities as follows:	-
Value of books	11,372.26		
Endowment funds	-		
Cash on hand, Dec. 31, 1951	837.60		
<i>County reserve</i>	516.25		
<i>County reserve</i>	7.50		
		<i>Capital surplus</i>	11,221.63
		<i>Current surplus</i>	3312.49
Total	59,941.97	Total	59,941.97

Amount of insurance carried on books in library \$12,000.00

Have your books been audited as required by Section 28(1) or Section 72 of the Public Libraries Act, Ch. 310, R.S.O. 1950? *Yes*

# **HOURS LIBRARY IS OPEN EACH WEEK**

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

	Number of Hours Circulation Dept. is Open	Number of Hours Reading Room is Open	
Monday	8½	8½	
Tuesday	8½	8½	
Wednesday			
Thursday	8½	8½	
Friday	8½	8½	
Saturday	10½	10½	
Total	44½	41½	

Does library conform to a local weekly half holiday?

## **REGISTRATION**

Number of members on register Dec. 31, 1951

	ADULTS	CHILDREN	TOTAL
If a Free Public Library	5472		5472
If an Association Public Library (include patrons)			

**STAFF** (Attach sheet if space below is insufficient)

	NAME	Total Years Experience in Library Work	Certificate of Librarianship (A, B, C, or E)	If appointed in 1951 give date	ANNUAL SALARY
Chief Librarian	Dorothy S. Ashbridge	20½			\$466.60
Assistants	Miss Margaret Sheridan	1½	B	Sept. 15, 1951 replacing Miss P. Scott B. Cardy.	2621.05
	Miss Margaret Davidson	1½		Sept. 15, 1951	1700.00
	Clare Hughes	1½		Dec. 1, 1951	1650.00
	Miss Sheridan & Miss Davidson		replace Miss	Phyllis Scott and Mrs. Gwen Sloan	

Number of Board Meetings held in 1951. Regular 10

Special

## **BOARD AND OFFICERS FOR 1952**

(For Association Libraries Five Members may constitute a Board, but not more than Nine)

BOARD MEMBERS (State whether "Mr.," "Mrs.," or "Miss")	ORDINARY OCCUPATION	POST OFFICE ADDRESS	Number of Meetings Attended in 1951
1. Harry G. Simpson Mayor or Reeve	Retired	430 O'Connor Dr.	8
2. Mrs. J. J. MacKinnon Chairman		1014 Greenwood Ave.	10
3. Mr. James Fletcher	Retired	266 Glenmont	8
4. Mrs. S. Walter Stewart	Insurance	21 Parkville Dr.	8
5. Mrs. W. Lindsay	Housewife		
6.	Occasional Teacher	491 Ashburn Ave.	
7.			
8.			
9.			
Dorothy S. Ashbridge Secretary	Librarian	1444 Green St. E.	10
" " " " " "	"	"	10
Treasurer			

# COLLECTION AT END OF 1951

Adult classed books.....	5138
Adult fiction books.....	3898
Boys' and girls' books.....	
Total number of books in library.....	9036
Films .....	
Records .....	
Pictures (Approximate number).....	
Books discarded in 1951.....	118

## CIRCULATION, 1951

Adult classed books.....	36571
Adult fiction books.....	47729
Boys' and girls' books.....	
Total circulation of books for home use.....	84300
Reference books used in library (Approximate).....	650
Films loaned .....	
Records loaned .....	
Pictures loaned .....	
Does your library have Art Exhibits?.....	no.

## CERTIFICATE

We, the officials of the.....Public Library

do hereby certify 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, 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, are true and correct for the year ended December 31, 1951.

(Signed) .....Chairman

(Signed) .....Treasurer or Secretary



## ANNUAL REPORTS

All Public Libraries shall make their reports to December 31, 1951, and forward them to the Department of Education, not later than March 15, 1952. The Department cannot assure payment of grants on late reports.

<b>PUBLIC LIBRARY</b> <b>ANNUAL REPORT</b>  <b>For 1951</b>	<i>Public Library</i>  <b>PUBLIC LIBRARY</b>	..... Post Office	<b>NOTE</b> The report to be prepared in duplicate. ONE COPY to be forwarded to: The Director of Public Library Service, Department of Education, 206 Huron St., Toronto, Ontario.	THE OTHER to be retained by the Library.
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### PROGRESS REPORT

Include here any special developments in the library during the year, such as alterations to building, establishment of film or record collection, publicity, etc. Also comment on trends in circulation.

1951 the first full calendar year of operation, necessarily entailed a good deal of adjusting and enlargement of stock. Biography and technical books were the most popular of the non-fiction books, with travel and history following closely. Art books also were much in demand.

Early in the year a very useful addition was made to the library. A Neon sign was erected on a corner of the building facing two main thoroughfares.

The library has cooperated with various groups by arranging displays of books, preparing lists, etc. During the C. L. A. convention in June the Trustees Group included the library in its tour.

At the end of April, the date of the library's first anniversary was made the focal point for increased publicity. The "Globe and Mail" and the "East York Times" printed articles, and Mrs. Aitken used information about the library in one of her Tamblin broadcasts. Outside the library a sign invited people to come in and visit their library, which was decorated with flowers and plants from the Township greenhouse. Leatherette book marks with library hours and phone number were distributed as useful souvenirs of the event. Publishers had generously donated a dozen books which were given away in a draw presided over by Reeve Harry A. Simpson.

STATEMENT RE LEGISLATIVE GRANT

A.F. 19.51...

Library .... East York .....

Name and address of Sec'y. .... Miss Dorothy Ashbridge, Librarian

..... 833 Coxwell Avenue, Toronto 6.

Regulation	Expenditure	Grant
19 Adult classed books.....	\$.....	
Children's Books.....	_____	
Total of above.....	.....	
Adult fiction (45%).....	.....	
Bookbinding.....	.....	
Cards and stationery.....	_____	
Total of above.....	.....	
Grant earned on Reg. 19 @ 50%.....		\$..... 100.00.
24 (2) Grant on municipal appropriation ( % on per capita rate of ).....		.....
22 Grant on reading room.....		5.00
23 Grant on annual receipts.....		.....
20 Grant on certificates:		
"A" ..... @ \$600 .....	\$.....	
"B" 1.6/12 @ 500 .....	750.00	
"C" ..... @ 300 .....	.....	
"D" ..... @ 150 .....	.....	
"E" ..... @ 100 .....	.....	
Total of above.....		750.00
25 (1) Grant on membership fees.....		.....
25 (2) Grant on municipal, township or county assistance (50%).....		.....
TOTAL GRANT EARNED .....		855.00
Net grant at 85. % pro rata .....		725.75
Deduct for Ontario Library Review .....		1.00
27 Special Grant .....		.....
TOTAL GRANT RECOMMENDED .....		\$725.75

.....  
Director of Public Library Service

.....  
Date passed for payment by Director

A cheque for the above amount  
will be forwarded from the  
Treasury Office.

.....  
Date certified for payment