



**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	8 1/2	8 1/2
Tuesday	8 1/2	8 1/2
Wednesday		
Thursday	8 1/2	8 1/2
Friday	8 1/2	8 1/2
Saturday	10 1/2	10 1/2
Total	44 1/2	44 1/2

Does library conform to a local weekly half holiday? .....

**REGISTRATION**

Number of members on register Dec. 31, 1953

	ADULTS	CHILDREN	TOTAL
Free Public Library	693 2		
Association Public Library			

**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 1953 give date	ANNUAL SALARY
Chief Librarian	Miss Dorothy S. Colbridge	22 1/2	B		2935.
Assistants	Miss Margaret Stafford	3 1/2	B		2650.
	Miss Thomas M. J. Cross	6	A. L. C. (England) (C) for Cont. (?)		2500
	Miss Ruth Riddell	13		Dec 22/53	2500
	Miss Margaret Daniels	2 1/2			2060.

Number of Board Meetings held in 1953. Regular. 11 Special .....

**BOARD AND OFFICERS FOR 1954**

(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 1953
1. Harry G. Simpson Mayor or Reeve	Retired	432 O'Connor Dr	10
2. James J. Letcher Chairman	Retired	266 Glenmount	11
3. J. J. McManus		1214 Greenwood	11
4. Walter Stewart	Insurance	21 Don Valley Dr.	9
5. Mrs. L. Garland	Housewife	34 Bolventon	6
6. Resigned in Feb.			
7. Mrs. M. D. Hagen	Housewife	65 Warden	
8. Appointment not satisfied until April			
9.			
D. A. Secretary			
D. A. Treasurer			

COLLECTION AT END OF 1953

Adult classed books.....		7611 <del>7519</del>
Adult fiction books.....		5298
Boys' and girls' books.....		
Total number of books in library.....		12809
Films .....		
Records .....		
Pictures (Approximate number).....		
Books discarded in 1953.....	745	

CIRCULATION, 1953  
Books or bound periodicals only

Adult classed books.....		46575	47.
Adult fiction books.....		52496	
Boys' and girls' books.....			
Total circulation of books for home use.....		99071	
Reference books used in library (Approximate).....	750		
Films loaned .....			
Records loaned .....			
Pictures loaned .....			

Does your library have Art Exhibits?.....

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, 1953.

(Signed) ..... Chairman

(Signed) ..... Treasurer or Secretary

## ANNUAL REPORTS

All Public Libraries shall make their reports to December 31, 1953, and forward them to the Department of Education, not later than March 15, 1954. The Department does not assure payment of grants on late reports.

<p><b>PUBLIC LIBRARY ANNUAL REPORT</b></p> <p style="text-align: center;">For 1953</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;"><b>PUBLIC LIBRARY</b></p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">.....Post Office</p>	<p><b>NOTE</b></p> <p>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.</p>	<p>THE OTHER to be retained by the Library.</p>
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Form P.L. 1  
1-500-53-2115

### 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.

Most noticeable in circulation this year has been the drop in fiction reading and the increase in non-fiction. Although the trend was noticed the year before, this year the change continued at a greater rate until by the end of the year the circulation was divided equally between fiction and non-fiction.

In June we put posters in the junior and senior high schools notifying the students that the Public Library would be open all through the summer when their own school libraries would be closed. Our "Young Peoples" section was well patronised during that period and we feel the posters aided in the work.

Publicizing the library was also done by setting up a booth at the East York Fall Fair in September. Books on many subjects were displayed, and registrations were taken. About 40 people became members. Many of them were new to the district and not previously aware of the library.

A "Peg-board" displayer which was used at the Fall Fair has proved very useful in the library as it allows two medium sized displays at a time and takes up very little room - a definite consideration in a small building.

Two fans bought this year helped to make the library more comfortable during the summer for staff and borrowers.



3M-MAR 53  
52-4242

DEPARTMENT OF EDUCATION

STATEMENT OF PUBLIC LIBRARY LEGISLATIVE GRANT FOR 1953

NAME OF LIBRARY: EAST YORK FREE ASSOCIATION 

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NAME AND ADDRESS OF SECRETARY: Miss Dorothy Ashbridge, Librarian,  
833 Coxwell Ave., Toronto 6.

REGULATION REFERENCE	EXPENDITURE	GRANT EARNED
Reg. 20 ADULT CLASSED BOOKS	\$ _____	
CHILDREN'S BOOKS	\$ _____	
TOTAL OF ABOVE	\$ _____	
ADULT FICTION: (NOT TO EXCEED 45% OF EXPENDITURE FOR NON-FICTION BOOKS)	\$ _____	
BOOKBINDING	\$ _____	
CARDS & STATIONERY	\$ _____	
TOTAL	\$ _____	
GRANT ON ABOVE; 50% of \$ _____		\$ <u>100.00</u>
Reg. 21 CERTIFICATES HELD:		
"A" _____ @ \$600	\$ _____	
"B" <u>2</u> @ \$500	\$ <u>1,000.00</u>	
"C" <u>1</u> @ \$300	\$ <u>29.58</u> (36 days)	
"D" _____ @ \$150	\$ _____	
"E" _____ @ \$100	\$ _____	
TOTAL AMOUNT FOR CERTIFICATES HELD:		\$ <u>1,029.58</u>
Reg. 23 GRANT FOR READING ROOM		\$ <u>5.00</u>
Reg. 24 GRANT ON ANNUAL RECEIPTS		\$ _____
Reg. 25 GRANT ON MUNICIPAL APPROPRIATION: _____ % ON RATE PER CAPITA OF \$ _____		\$ _____
Reg. 26(1) GRANT ON MEMBERSHIP FEES:		\$ _____
Reg. 26(2) GRANT ON MUNICIPAL, TOWNSHIP OR COUNTY ASSISTANCE:		\$ _____
Reg. 28 SPECIAL GRANT (IF APPLICABLE)		\$ _____
TOTAL GRANT		\$ <u>1,134.58</u>
NET GRANT PAYABLE PRO RATA _____ % OF TOTAL ABOVE		\$ _____
LESS DEDUCTION FOR ONTARIO LIBRARY REVIEW		\$ <u>1.00</u>
TOTAL GRANT RECOMMENDED		\$ <u>1,133.58</u>

CERTIFIED CORRECT AND IN ACCORDANCE WITH REGULATIONS. A cheque for the above amount will be forwarded from the Treasury Office.

Director of Public Library Service

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Date Certified for Payment

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Date Passed for Payment by Director