

ANNUAL REPORT -- 1958

Year established

1950

East York Public Library

Public Library

Free or Association?

Free

POPULATION OF MUNICIPALITY

To be filled in by ALL LIBRARIES

68,312

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

Name of County or District

East York

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

Township

FINANCIAL STATEMENT

| RECEIPTS | \$ | c | DISBURSEMENTS | \$ | c |
|---|-------|----|--------------------------------------|-------|----|
| Balance from report of 1957 | 1265 | 84 | Adult Classed Books | 4237 | 79 |
| From Municipality, 1958 | | | Boys' and Girls' Books | 2945 | 50 |
| County grant paid in 1958 | 1123 | 79 | Adult Fiction Books | 2074 | 59 |
| Township grant paid in 1958 | 5313 | 08 | Periodicals and Newspapers | 142 | 97 |
| Regular Legislative grant, 1958 | 7030 | 74 | Bookbinding (not repairing material) | 4000 | 65 |
| Special Legislative grant, 1958 | | | New Equipment, Furniture, etc. | 328 | 58 |
| *Membership fees | 282 | 60 | Repairs to building and furniture | 246 | 83 |
| Fines, reserves, lost and damaged books | 2379 | 46 | Insurance | 74 | 69 |
| Received from debentures | | | Rent - Tax rebate | 67 | 56 |
| Other borrowed money | | | Light, heat and water | 514 | 11 |
| Other receipts itemized as follows: | | | Library cards and stationery | 742 | 66 |
| | | | + other supplies | | |
| | | | Cartage, express, etc. | | |
| Duplicate Services | 320 | 20 | Salaries or Wages | | |
| Insurance | 279 | 42 | Librarian | 12854 | 46 |
| Rental | 90 | 00 | Assistants | 6042 | 61 |
| Security | 20 | 75 | Janitor | 1841 | 78 |
| | | | Secretary (if other than librarian) | | |
| | | | Other expenditures as follows: | | |
| | | | Telephone | 432 | 88 |
| | | | Dup. Service | 290 | 13 |
| | | | Electricity | 2200 | 00 |
| | | | Quinn | 1556 | 65 |
| | | | Insurance | 324 | 97 |
| | | | Debit charges | 6180 | 00 |
| | | | Outstanding receipts | 25572 | 16 |
| | | | Cash on hand, Dec. 31, 1958 | 8182 | 82 |
| Total | 77298 | 47 | Total | 77298 | 47 |

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

| ASSETS | \$ | c | LIABILITIES | \$ | c |
|--|--------|----|-------------------------------|--------|----|
| Value of land | 5000 | 00 | Debentures | | |
| Value of building, if owned by library | 5650 | 25 | Bills payable | 9788 | 02 |
| Value of furniture and equipment | 7553 | 63 | Other liabilities as follows: | | |
| Value of books | 406 | 46 | Reserves for future capital | 21000 | 00 |
| Endowment funds | 1464 | 67 | Equity in capital assets | 2747 | 11 |
| Cash on hand, Dec. 31, 1958 | 8182 | 82 | Surplus | 2965 | 96 |
| Due from Township | 25572 | 16 | | | |
| (Balance of 1958 Township) | | | | | |
| Total | 101225 | 09 | Total | 101225 | 09 |

CERTIFICATE OF AUDITOR

WE HAVE EXAMINED THE BOOKS AND ACCOUNTS OF THIS LIBRARY BOARD FOR THE YEAR ENDED DECEMBER 31ST, 1958, AND HAVE OBTAINED ALL THE INFORMATION AND EXPLANATIONS WHICH WE REQUIRED.

WE HEREBY CERTIFY THAT, IN OUR OPINION, ALL TRANSACTIONS OF THE BOARD WHICH HAVE COME UNDER OUR NOTICE HAVE BEEN FOR LIBRARY PURPOSES AND WITHIN THE POWERS OF THE BOARD, AND THAT THE STATEMENTS AND SCHEDULES HEREIN ARE PROPERLY DRAWN UP SO AS TO SHOW A TRUE AND CORRECT VIEW OF THE BOARD'S TRANSACTIONS FOR THE YEAR ENDED DECEMBER 31ST, 1958, AND OF THE STATE OF ITS AFFAIRS AT THAT DATE, ACCORDING TO THE BEST OF OUR INFORMATION AND THE EXPLANATIONS GIVEN US AND AS SHOWN BY THE BOOKS AND RECORDS OF THE BOARD.

DATED

1959

(AUDITOR)

To be signed by the Municipal Auditor in the case of a Public Library or by the Board's Auditor in the case of a Public Library Association.

The auditor is to attach hereto a statement of any qualifications contained in his report, amending the above certificate to make it subject to such qualifications.

HOURS LIBRARY IS OPEN EACH WEEK

| | Number of Hours Circulation Dept. is Open | Number of Hours Reading Room is Open | |
|-----------------|--|---|--|
| Monday | 8 1/2 | | |
| Tuesday | 8 1/2 | | |
| Wednesday | | | |
| Thursday | 8 1/2 | | |
| Friday | 8 1/2 | | |
| Saturday | 8 | | |
| Total..... | 42 | | |

Does library conform to a local weekly half holiday?

REGISTRATION

Number of members on register Dec. 31, 1958

| | ADULTS | CHILDREN | TOTAL |
|---------------------------------|--------|----------|-------|
| Free Public Library..... | 7384 | | 7384 |
| Association Public Library..... | | | |

STAFF (Attach sheet if space below is insufficient)

| | NAME | Total Years Experience in Library Work | Certificate of Librarianship (A, B, C, D, or E) | If appointed in 1958 give date | ANNUAL SALARY Rate at Dec. |
|----------------------|---------------------------|---|---|-----------------------------------|-------------------------------|
| Chief Librarian..... | Mrs. Dorothy S. Ashbridge | 28 1/2 | B | | \$ 5,100. |
| Assistants | Mrs. Yvonne Hearst | 9 1/2 | B | | 4600. |
| | Mrs. Willis Seymour | 5 1/2 | B | | 3600. |
| | Mrs. Ailba Phillips | | C & A Eng | Sept. 29 - Jan. 15 | 3000. |
| | Mrs. Madeline Hoadley | 1 1/4 | | | 2624. |
| | Mrs. Kaye Woodhym | | | Jan. 6/58 | 2498. |

Number of Board Meetings held in 1958, Regular..... 10 Special..... 9

BOARD AND OFFICERS FOR 1959

(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 1958 |
|---|----------------------|------------------------|--|
| 1. Jack R. Allen | Landscape gardener | 85 Ferris Rd. (16) | 8 |
| 2. Walter Stewart Mayor or Reeve | Insurance | 21 Donnelly Dr. (6) | 19 |
| 3. C. Howard Chandler Chairman | Office Manager | 64 Larkin Blvd (6) | 17 |
| 4. Fred J. Madanara | | 1014 Greenwood Ave (6) | 19 |
| 5. Mrs. J. D. Morgan | Housewife and supply | 48 Alder Rd. (6) | 19 |
| 6. | Teacher | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| Dorothy S. Ashbridge Secretary | Librarian | 1444 Lucan St. E | 17 |
| " " | " | " | " |
| Treasurer | | | |

COLLECTION AT END OF 1958

| | |
|--|--------------|
| Adult classed books..... | 12034 |
| Adult fiction books..... | 7009 |
| Boys' and girls' books..... | |
| Total number of books in library..... | 19043 |
| Films | |
| Records | 503 |
| Pictures (Approximate number)..... | |
| Books discarded in 1958 | 1035 |
| Amount of insurance carried on books in library..... | \$ 12 000.00 |

CIRCULATION, 1958 Books or bound periodicals only

| | |
|--|--------------------------|
| Adult classed books..... | Photocopy used. |
| Adult fiction books..... | |
| Boys' and girls' books..... | |
| Total circulation of books for home use..... | 126070 |
| Reference books used in library (Approximate)..... | 1500 |
| Films loaned..... | |
| Records loaned..... | 955 |
| Pictures loaned..... | |
| Does your library have Art Exhibits?..... | yes - on a limited scale |

CERTIFICATE

We, the officials of the..... **East York Public Library**..... 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, 1958.

(Signed) Chairman

(Signed) Dorothy S. Ashbridge..... Treasurer or Secretary

ANNUAL REPORTS

All Library Boards are to make their reports to December 31, 1958, and forward them to the Department of Education, not later than March 15, 1959. Where the audit has not been completed prior to March 15, 1959, unaudited reports will be accepted. In such cases, signed and audited statements must be mailed to the Department as soon as they are available.

The Department does not assure payment of grants on late reports.

| | | | |
|--|---------------------------------|---|---|
| PUBLIC LIBRARY ANNUAL REPORT FOR 1958 | East York Public Library | PUBLIC LIBRARY <i>8373 Bayview Ave. Post Office</i> <i>Toronto 6</i> | NOTE The report is to be prepared in duplicate. ONE COPY is to be forwarded to: The Director of Public Library Service, Department of Education, 206 Huron St., Toronto, Ontario. THE OTHER is to be retained by the Library. |
|--|---------------------------------|---|---|

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.

Early in the year the Library Board approved a resolution allowing residents of all the Metro municipalities to use the East York Public Library on the same basis as residents of the Township. Toronto and Scarborough are giving reciprocal service, and Leaside has agreed to accept East York residents who live north of the Don Valley.

The "Encyclopaedia of the social sciences" is an example of the many reference books being added to stock. Students from a number of educational institutions have used the library increasingly this year.

Our art collection had three notable additions this year. Two small early paintings by S.Y. Jackson were presented to the library by the former Reeve Mr. R.M. Leslie. Mr. Walter Stewart, Chairman of the Board also gave us a painting by this outstanding artist.

Board and staff were chiefly preoccupied with planning to build. In preparation, visits were made to new libraries in Oshawa, London, Hamilton, Windsor and Detroit. In August we were encouraged by having township property approved by Council as a site for the library.



DEPARTMENT OF EDUCATION

STATEMENT OF PUBLIC LIBRARY LEGISLATIVE GRANT FOR 1958.

NAME OF LIBRARY: EAST YORK TOWNSHIP FREE ASSOCIATION

X

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

REGULATION
REFERENCE

| | EXPENDITURE | GRANT EARNED |
|--|-------------|--------------|
| Reg.21 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 \$..... | | \$ 100 00 |
| Reg.22 CERTIFICATES HELD: | | |
| "A" @ \$600 | \$ | |
| "B" 3 @ \$500 | \$ 1,500 00 | |
| "C" @ \$300 | \$ | |
| "D" @ \$150 | \$ | |
| "E" @ \$100 | \$ | |
| TOTAL AMOUNT FOR CERTIFICATES HELD: | | \$ 1,500 00 |
| Reg. 24, 25 GRANT ON MUNICIPAL APPROPRIATION: 12% ON RATE PER CAPITA OF \$.73 | | \$ 6,043 20 |
| 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 | | \$ 7,643 20 |
| NET GRANT PAYABLE PRO RATA 92% OF TOTAL ABOVE | | \$ 7,031 74 |
| LESS DEDUCTION FOR ONTARIO LIBRARY REVIEW | | \$ 1 00 |
| TOTAL GRANT RECOMMENDED | | \$ 7,030 74 |

CERTIFIED CORRECT AND IN ACCORDANCE WITH
REGULATIONS.

Director of Public Library Service

Date Certified for Payment

Date Passed for Payment by Director