

CALCULATION OF 1962 GRANT

LIBRARY BOARDS

ATTACHED DIRECTIONS ARE TO BE READ BEFORE COMPLETING THIS FORM
DETAILS OF ASSESSMENT AND POPULATION FOR GRANT PURPOSES

1. NAME THE MUNICIPALITY FOR WHICH THIS BOARD WAS ESTABLISHED (COL. 1)	2. TYPE OF MUNICIPALITY (COL. 2)	3. TOTAL POPULATION OF MUNICIPALITY (COL. 3)	4. TOTAL ASSESSMENT OF MUNICIPALITY ON WHICH TAXES FOR SCHOOL PURPOSES WERE LEVIED (COL. 4)	5. PROVINCIAL EQUALIZING FACTOR (COL. 5)	6. ASSESSMENT FOR GRANT PURPOSES (COL. 4 X COL. 5) (COL. 6)	7. FOR DEPARTMENT (COL. 7)
Town of Weston	Town	9535 9414	22,427,172	.989	22,180,473	
		9535			22,180,473	

2. TOTAL POPULATION

3. TOTAL ASSESSMENT FOR GRANT PURPOSES

4. DIVIDE ITEM 3, COL. 6 (A) BY 1 000

(B) BY 2 000

5. ASSESSMENT PER CAPITA (ITEM 3 DIVIDED BY ITEM 2)

6. GROSS GRANT PAID IN 1959

7. GRANT IN 1959 ON PERMANENT IMPROVEMENTS

8. ITEM 6 LESS ITEM 7

LOCAL LEVY FOR PUBLIC LIBRARY BOARD

9. 1961 DEBENTURE LEVY (A.F.R. SCHED. A, COL. 4)

10. 1961 MAINTENANCE LEVY (A.F.R. SCHED. A, COL. 5)

11. TOTAL OF ITEMS 9 AND 10

12. WHERE ITEM 11 IS LESS THAN ITEM 4 (B) ENTER 90%, WHERE ITEM 11 IS GREATER THAN ITEM 4 (A) ENTER 110%, WHERE ITEM 11 IS GREATER THAN ITEM 4 (B) BUT LESS THAN ITEM 4 (A) ENTER 100%

IN THE CASE OF A DISTRICT OR REGIONAL CO-OPERATIVE LIBRARY BOARD COMPLETE ITEMS 13 AND 14

13. NAME EACH TERRITORIAL DISTRICT INCLUDED IN THE CO-OPERATIVE

14. FEES FROM MEMBER ASSOCIATIONS

IN THE CASE OF A COUNTY LIBRARY CO-OPERATIVE BOARD, COMPLETE ITEMS 15 AND 16

15. COUNTY GRANT

16. COUNTY GRANT PER CAPITA (ITEM 15 DIVIDED BY ITEM 2)

CALCULATION OF APPROVED COST

DO NOT COMPLETE ITEMS 17 TO 46 ON COPY MAILED TO DEPARTMENT.

17. TOTAL EXPENDITURES (A.F.R. SCHED. G, ITEM 25)

18. 1961 DEBT CHARGES (A.F.R. SCHED. G, ITEM 24)

19. REVENUE FROM RENTAL OF FLOOR SPACE (A.F.R. SCHED. G, ITEM 9)

20. REVENUE FROM LIBRARY SERVICE SUPPLIED TO OTHER LIBRARY BOARDS (A.F.R. SCHED. G, ITEM 5)

21. TOTAL OF ITEMS 18, 19 AND 20

22. ITEM 17 LESS ITEM 21

23. 1962 DEBT CHARGES FOR DEBENTURES ISSUED ON OR AFTER JAN. 1, 1960 (A.F.R. SCHED. H, COL. 6)

24. ITEM 22 PLUS ITEM 23

25. (A) FOR A COUNTY CO-OPERATIVE MULTIPLY ITEM 2 BY 30%

(B) FOR A PUBLIC LIBRARY MULTIPLY ITEM 2 X \$1.20

26. ITEM 24 LESS ITEM 25 (ENTER NIL IF ITEM 25 IS GREATER THAN ITEM 24)

27. 50% OF ITEM 26

28. INSERT THE LESSER OF ITEMS 24 AND 25

29. APPROVED COST (ITEM 27 PLUS ITEM 28)

NAME AND ADDRESS OF SECRETARY-TREASURER

NAME OF BOARD

PUBLIC
Public

TYPE OF BOARD (PUBLIC, ASSOCIATION, COUNTY CO-OP, ETC.)

DEPARTMENT OF EDUCATION

RECEIVED

JUN 28 1962

CALCULATION OF GRANT

4. IF ASSOCIATION ESTABLISHED PRIOR TO JAN. 1, 1960, RATE IS 30%, OTHERWISE 15%

GRANTS OFFICE

30. RATE OF GRANT ON APPROVED COST

31. GRANT ON APPROVED COST

32. ITEM 12 TIMES ITEM 31

33. 1962 DEBT CHARGES ON DEBENTURES ISSUED PRIOR TO JAN. 1, 1960

34. RATE OF GRANT IN 1959

35. GRANT ON DEBT CHARGES (ITEM 33 X ITEM 34)

36. SPECIAL GRANT FOR COUNTY LIBRARY CO-OPERATIVE

37. SPECIAL GRANTS FOR REGIONAL OR DISTRICT LIBRARY CO-OPERATIVE

(A) NO. OF TERRITORIAL DIST.

(B) FEES FROM MEMBER ASSOCS. (ITEM 14)

38. GRANTS ON CERTIFICATES OF LIBRARIANSHIP

NO. OF MONTHS OF SERVICE PROVIDED IN 1961 BY LIBRARIANS WITH	GRANT
CERT. TYPE "A" X \$50	
CERT. TYPE "B" 12 X \$40	480.00
CERT. TYPE "C" X \$15	
CERT. TYPE "D" X \$10	
CERT. TYPE "E" X \$5	
FOR CHIEF LIBRARIAN IN COUNTY DISTRICT OR REGIONAL CO-OPERATIVE	
CERT. TYPE "A" X \$150	
CERT. TYPE "B" X \$160	

39. GRANTS FOR SPECIAL SERVICES

40. TOTAL GRANT CALCULATED (TOTAL OF ITEMS 32 TO 39)

41. ENTER ITEM 8 WHERE IT IS GREATER THAN ITEM 40

42. ITEM 41 LESS ITEM 40

43. 50% OF ITEM 42

44. GROSS GRANT (ITEM 40 PLUS ITEM 43)

45. LESS INTERIM PAYMENTS

46. FINAL BALANCE PAYABLE

CERTIFIED FOR PAYMENT
NOV 19 1962

SCHEDULE A

TAX STATEMENT (TO BE COMPLETED BY AUDITOR)

MUNICIPALITY FOR WHICH LIBRARY WAS ESTABLISHED AND WHICH WAS ASSESSED TO SUPPORT THE BOARD (COL. 1)	POPULATION OF MUNICIPALITY (COL. 2)	LOCAL ASSESSMENT OF MUNICIPALITY (COL. 3)	DEBENTURE LEVY IN 1961 (COL. 4)	MAINTENANCE LEVY IN 1961 (COL. 5)	MAINTENANCE LEVY PAID TO BOARD IN 1961 (COL. 6)
Town of Weston	9535	\$22,544,749	NIL.	\$18,660.00	\$18,660.00

SCHEDULE B—STATEMENT OF CURRENT ASSETS
AS AT DECEMBER 31, 1961

ITEM	\$	¢
1. CASH ON HAND AND IN BANK	219	12
2. LEVY RECEIVABLE		
3. OTHER (SPECIFY) Capital Amount due from municipality	500	00
4. TOTAL CURRENT ASSETS	719	12

SCHEDULE C—STATEMENT OF CURRENT LIABILITIES
AS AT DECEMBER 31, 1961

ITEM	\$	¢
1. BANK OVERDRAFT		
2. UNPAID SALARIES		
3. TRADE ACCOUNTS PAYABLE		
4. TEMPORARY A. PRIN. \$		
LOANS: B. INT. \$		
5. OTHER (SPECIFY)		
6. SURPLUS	719	12
7. TOTAL CURRENT LIABILITIES	719	12

SCHEDULE D

CAPITAL (BUILDING) FUND

RECEIPTS				PAYMENTS			
1. BALANCE IN FUND AT DEC. 31, 1960 (AS REPORTED ON THE 1960 ANNUAL FINANCIAL REPORT)				7. LAND AND IMPROVEMENT OF LAND			
2. SALE OF DEBENTURES OR CAPITAL LOAN				8. BUILDINGS			
3. INSURANCE DUE TO LOSSES				9. FURNISHINGS & EQUIPMENT			
4. SALE OF BUILDINGS OR EQUIPMENT				10. OTHER (SPECIFY)			
5. OTHER (SPECIFY)				11. TOTAL OF ITEMS 7 TO 10			
6. TOTAL OF ITEMS 1 TO 5 (SHALL BE THE SAME AS ITEM 13)				12. BALANCE IN FUND AT DEC. 31, 1961			
				13. TOTAL OF ITEMS 11 AND 12 (SHALL BE THE SAME AS ITEM 6)			

SCHEDULE E

LIBRARIANS (ATTACH SHEET IF SPACE BELOW IS INSUFFICIENT)

(COL. 1)	NAME (COL. 2)	TYPE & NO. OF CERTIFICATE OF LIBRARIANSHIP (A, B, C, D, OR E) (COL. 3)	IF APPOINTED IN 1961 GIVE ACTUAL DATE (COL. 4)	AMOUNT PAID IN 1961 (COL. 5)	ANNUAL RATE FOR 1962 (COL. 6)
CHIEF LIBRARIAN	Mrs. M. McDougall	A		\$4600.00	\$4800.00
QUALIFIED ASSISTANTS	Miss R. Rothery	B		3700.00	3900.00

* TOTAL SALARIES PAID IN 1961 (TO AGREE WITH SCHEDULE G, ITEM 14 (A).)

\$8300.00

NUMBER OF LIBRARIANS ON STAFF AT DEC. 31, 1961

A B C D E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

AA

AB

AC

AD

AE

AF

AG

AH

AI

SCHEDULE F CERTIFICATE OF CHAIRMAN, SECRETARY, AND TREASURER

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT, TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THIS REPORT CONTAINS A FULL AND CORRECT ACCOUNT OF ALL MATTERS STATED HEREIN.

DATE June 21st 1962

DATE June 21st 1962

24 Mc Master Avenue
(SECRETARY'S ADDRESS) TorontoE.L. McDougall
(CHAIRMAN OF THE BOARD)M. McDougall
(TREASURER)M. McDougall
(SECRETARY)SCHEDULE G—STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 1961

OFFICIAL NAME OF BOARD WESTON PUBLIC LIBRARY BOARD.

CURRENT (OPERATING) FUND					
ITEM NO.	REVENUE	FOR USE OF SECRETARY OR AUDITOR	FOR USE OF DEPARTMENT	ITEM NO.	EXPENDITURE
1. SURPLUS AS AT DEC. 31, 1960	65 13			14. SALARIES:	
2. PROVINCIAL GOVERNMENT GRANTS:	5,169 77			(A) LIBRARIANS (SCHEDULE E, COL. 6)	8300 00
3. MUNICIPAL OR COUNTY GRANT (ASSOCIATION LIBRARIES AND LIBRARY CO-OPERATIVES ONLY)				(B) TECHNICAL AND CLERICAL ASSISTANTS	4890 99
4. TAX LEVY FROM MUNICIPALITY				(C) FRINGE BENEFITS	
(A) MAINTENANCE	18,660 00			15. (A) BOOKS	6736 19
(B) DEBENTURES				(B) PERIODICALS & NEWSPAPERS	362 07
5. LIBRARY SERVICE FURNISHED TO OTHER LIBRARY BOARDS				(C) RECORDS, FILMS, ETC.	315 00
6. MEMBERSHIP FEES	614 05			(d) Projector Maintenance	79 74
7. FEES FROM MEMBER ORGANIZATIONS (DISTRICT OR REGIONAL CO-OPERATIVES ONLY)				16. LIBRARY SUPPLIES	866 40
				17. LIBRARY SERVICE RECEIVED FROM OTHER LIBRARY BOARDS	
				Miscellaneous	339 43
				MAINTENANCE AND OPERATION	920 00
				18. WAGES: JANITOR, ETC.	
				19. LIGHT, HEAT, WATER AND TELEPHONE	1077 88
				20. RENT	
				21. REPAIRS	755 10
				22. INSURANCE	309 78
				23. OTHER MAINTENANCE COSTS	275 00
				PERMANENT IMPROVEMENTS	
				24. INSTALMENTS ON LIBRARY DEBENTURES ISSUED BY MUNICIPALITY	
				25. OTHER EXPENDITURES ON PERMANENT IMPROVEMENTS	
				26. TOTAL OF ITEMS 14 TO 25	25227 58
				27. DEFICIT AS AT DEC. 31, 1960	
				28. TOTAL EXPENDITURE (TOTAL OF ITEMS 26 & 27)	25227 58
				29. SURPLUS FOR YEAR ENDED DEC. 31, 1961	719 12
				30. TOTAL OF ITEMS 28 & 29 (SHALL BE SAME AS ITEM 13)	25946 70
11. TOTAL OF ITEMS 1 TO 10	25,946 70				
12. DEFICIT FOR YEAR ENDED DEC 31, 1961					
13. TOTAL OF ITEMS 11 AND 12 (SHALL BE SAME AS ITEM 30)	25,946 70				

* FOR ASSOCIATION LIBRARIES OR NON-RESIDENT PATRONS OF FREE LIBRARIES.

SCHEDULE H STATEMENT OF DEBENTURES (TO BE COMPLETED BY AUDITOR)

USE A SEPARATE LINE FOR EACH DEBENTURE BY-LAW					
NAME OF MUNICIPALITY WHICH ISSUED DEBENTURES FOR THIS BOARD (COL. 1)	DEBENTURE BY-LAW NO. (COL. 2)	PRINCIPAL AND INTEREST PAID OR SET ASIDE IN 1961 FOR 1961 DEBENTURE INSTALMENTS BY THE AUTHORITY WHICH ISSUED DEBENTURES (COL. 3)	*PRINCIPAL UNMATURED ON DECEMBER 31, 1961 (COL. 4)	ARREARS OF PRINCIPAL AND INTEREST ON DECEMBER 31, 1961 (COL. 5)	*PRINCIPAL AND INTEREST DUE AND PAYABLE IN 1962 (COL. 6)

NO DEBENTURES

* INCLUDE DATA FOR ANY DEBENTURES ISSUED IN 1961 AND PREVIOUSLY.

SCHEDULE I

CERTIFICATE OF AUDITOR*

WE HAVE EXAMINED THE BOOKS AND ACCOUNTS OF THIS LIBRARY BOARD FOR THE YEAR ENDED DECEMBER 31, 1961, 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 31, 1961, 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.

DATE June 25 1962

(AUDITOR)

J. R. Roberts & Co 1857
(LICENSE NO.)

* 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. THE AUDITOR IS TO INITIAL ANY ALTERATIONS ON THIS REPORT.

WESTON PUBLIC LIBRARY

1961 STATISTICS

Circulation:

	<u>Adult</u>		<u>Juvenile</u>	
	<u>1961</u>	<u>1960</u>	<u>1961</u>	<u>1960</u>
Fiction	40,119	40,836	25,837	23,874
Non-Fiction	22,539	19,593	13,690	13,421
	62,658	60,429	39,637	37,295
	Increase of 2,249		Increase of 2,342	

Total Number of Books Circulated

	<u>1961</u>	<u>1960</u>
Adult	62,678	60,429
Juvenile	39,637	37,295
Periodicals	871	1,333
	103,186	99,057

Number of Non-Resident Borrowers

1961 - 506
1960 - 430

New Registrations in 1961

Adult - 1,268
Juvenile - 410

New Books Added

	<u>1961</u>	<u>1960</u>
Adult	1670	1839
Juvenile	1300	855
	2970	2694

Book Stock

Adult	15,460
Juvenile	7,500
	22,960

DESK RECEIPTS

	<u>1961</u>	<u>1960</u>
Adult Fines	\$ 791.79	\$ 727.33
Adult Fees	573.70	481.80
Duplicate Pay	97.35	100.70
Reserves	3.70	4.65
Juvenile Fines	136.91	137.25
Juvenile Fees	40.35	41.80
Miscellaneous	17.20	14.30
	<u>\$1,661.00</u>	<u>\$1,517.83</u>

FILM LIBRARY

	<u>1961</u>	<u>1960</u>
Number of Showings	249	185
Number of Films Used	286	260
Number of Times Projector Used	128	110
Attendance	9976	8736

Revenue - \$ 402.56

Expenditures

Lamps	\$ 23.86
Metropolitan Toronto Film Pool	310.00
Repairs	55.88
Ontario Assoc. Film Councils	5.00
	<u>\$ 394.74</u>

WESTON PUBLIC LIBRARY

1961 STATISTICS

	<u>EXPENDITURES</u>	<u>BUDGETED</u>
Salaries	\$ 13,190.99	\$ 13,000.00
Books	6,736.19	5,500.00
Periodicals	362.07	300.00
Fuel	623.74	700.00
Insurance	309.78	300.00
Light & Water	223.34	230.00
Building	2,423.10	3,000.00
New Equipment	27.00	400.00
Library Supplies	866.40	700.00
Telephone	230.80	180.00
Films	394.74	350.00
Miscellaneous	298.63	300.00
U. I. Stamps	40.80	-
	<u>\$ 25,724.58</u>	<u>\$ 24,960.00</u>
Cash in Bank Dec. 31/61	\$1,308.15	
Less o/s cheques	<u>1,104.03</u>	
	<u>204.12</u>	
	<u>\$ 25,928.70</u>	

	<u>RECEIPTS</u>
Town of Weston Grant	\$ 18,660.00
Province of Ontario Grant	5,169.77
Desk Receipts	1,649.24
Films	402.56
Miscellaneous	24.48
	<u>\$ 25,906.05</u>
Cash in Bank Jan. 1/61	\$1,802.11
Less o/s cheques	<u>1,779.46</u>
	<u>22.65</u>
	<u>\$ 25,928.70</u>