

# ANNUAL REPORT - 1939

If incorporated, state whether city, town or village:	<u>Weston</u> _____ <i>Public Library</i>		Free of Association? <u>X</u> <i>Free</i>
If unincorporated settlement or police village, state township:	Year established <u>1858</u>	County <u>York</u>	Population of Community <u>2102</u>

## FINANCIAL STATEMENT

RECEIPTS		EXPENDITURES	
Balance from report of 1938	26 62	Books—Adult Classed	160 77
From Municipality, 1939	32 00 00	Juvenile	38 7 75
County grant paid in 1939		Adult Fiction	213 13
Township grant paid in 1939		Periodicals	73 75
Legislative grant paid in 1939	18 7 25	Bookbinding	24 60
*Membership fees	30 20	Cataloguing supplies	26 60
Fines, reserves, lost and damaged books	73 75	New Equipment <i>slater</i>	330 00
Received from sale of books		Repairs to building and furniture	12 64
Received from sale of periodicals		Insurance	28 80
Received from debentures		Rent	
Other borrowed money		Light, heat, water	157 34
Other receipts itemized as follows:		Librarian	1080 00
<i>Contribution from</i>		Salaries } Assistants	600 00
<i>Humboldt High School</i>	25 00	or } Janitor	260 00
		Wages } Secretary	30 00
		(if other than librarian)	96 96
		Stationery, supplies	34 00
		Other expenditures as follows <i>slater</i>	34 00
		<i>Miscellaneous</i>	17 20
		Cash on hand, Dec. 31, 1939	30 03
Total	35 43 62	Total	35 43 62
* For association libraries or non-resident patrons of free libraries.			
ASSETS		LIABILITIES	
Land	2000 00	Debentures	
Building	10000 00	Bills payable	
Furniture	700 00	Other liabilities as follows:	
Books	7500 00		
Endowment funds			
Cash on hand, Dec. 31, 1939	30 03		
Total	20230 03	Total	

## BOOKS AND SUPPLEMENTARY MATTER

CLASSES	INVENTORY PREVIOUSLY REPORTED		VOLUMES* ADDED DURING 1939		VOLUMES† WITH- DRAWN IN 1939		VOLUMES IN LIBRARY DECEMBER 31, 1939		CIRCULATION, 1939	
	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile	Adult	Juvenile
000—General, Periodicals.	124		4				128		304	
100—Philosophy	141		3		1		142		741	
200—Religion	182		1		1		182		700	
300—Sociology	213		6		2		217		638	
500—Natural Science	238		8		17		229		724	
600—Useful Arts	246		17		11		253		906	
700—Fine Arts	154		8				162		667	
800—Literature, Philology	649		33		5		677		1254	
900—History	527		13		5		532		890	
910—Travel	271		22		19		274		2123	
B or 920—Biography	498		24		8		514		1911	
Total—Non Fiction	3543	1157	141	184	69	104	3618	1237	11218	8886
Fiction	4545	1708	260	212	577	135	4228	1782	31910	11760
Total Books	8088	2865	401	396	646	239	7843	3022	43128	20646
Pamphlets, clippings	331								5049	
Files of pictures, maps									3203	
							Circulation, Reference Books			
							Circulation, Unbound Magazines			

\* Comprised as follows:

Purchase 793

### Gifts.

Bound Periodicals.....4

Total added

† Comprised as follows:

Lost 2

Sold\_\_\_\_\_

Discarded 883 Total withdrawn 882

# **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	From <u>23-5</u> To	From To	From To	From To
Tuesday	From To	From To	From To	From To
Wednesday	From To	From To	From To	From To
Thursday	From To	From To	From To	From To
Friday	From To	From To	From To	From To
Saturday	From To	From To	From To	From To

Service given on Statutory holidays? Reduction in service, if any, during summer months.

## **PERIODICALS: MAGAZINES, NEWSPAPERS**

Paid for—	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
Canada	2	2 and 1 <i>library</i>	2	1	8
Great Britain	1		1		2
United States			9 and 1 <i>library</i>		9
Other countries					
Total	3	3	12	1	19
Donated		1	3		4

## **REGISTRATION OF BORROWERS OR MEMBERS**

FREE	ASSOCIATION
Number of borrowers on register, December 31, 1939.	Number of members on register, December 31, 1939. (a) Over 15 years of age.
<u>4230</u>	(b) Under 15 years of age (See Section 54, Public Libraries Act)
Date of last revision of registration: <u>Complete Dec. 29, 1939</u> <u>was annual check</u>	Total Other patrons (See Section 56-7, Public Libraries Act)

Amount of insurance carried on books and periodicals, \$ Expires

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

	NAME	Total Years' Experience	CERTIFICATES OF LIBRARIANSHIP Give number and date
Chief Librarian			
Assistant Librarian			
" "			
" "			
" "			
* Insert letter C before the name of the assistant in charge of children's work.			

## **BOARD AND OFFICERS FOR 1940**

(For Association Libraries 5 Members may constitute a Board. See Section 58, Public Libraries Act)

BOARD MEMBERS	ORDINARY OCCUPATION	POST OFFICE ADDRESS
1 Chairman		
2 Member		
3 Member		
4 Member		
5 Member		
6 Member		
7 Member		
8 Member		
9 Mayor (Ex-officio, if Free Pub. Lib.) (or Reeve)		
Secretary		
Treasurer		

(For Free Public Libraries. See Section 25, Public Libraries Act)

Number of Board Meetings held during 1939: Regular Special Day of Meetings  
If a board member acts as secretary or treasurer, repeat the name. Always state whether "Mr.," "Mrs.," or "Miss."  
For clergyman, give denomination.

# 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, 1939, 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 1939, 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) A. H. Keay Chairman.

(Signed) S. A. Smuck Treasurer or Secretary.

Declared before me in the Town of Weston in the County of York  
this 15 day of March 1940.

The Space Below is for Departmental Use Only.

## STATEMENT FOR LEGISLATIVE GRANT

ITEMS	GRANT BASED ON	GRANT RECOMMENDED
Books—Adult Classed		
Juvenile		
Adult Fiction		
Bookbinding		
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		
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, 1939, and forward them to the Department of Education, not later than March 15, 1940, with invoices and vouchers showing expenditures for books, periodicals and bookbinding paid for between January 1 and December 31, 1939.

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 1939

Weston  
PUBLIC LIBRARY

Weston Post Office

DUPLICATE COPY

To be retained  
by the Library.

## Regulations Governing Grants to Public Libraries

(1) The annual grants to public libraries, branch public libraries and county library associations, shall be apportioned from funds appropriated for the purpose as herein-after 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 payment 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. All numbers of periodicals upon which a grant is to be claimed or to be paid shall be kept in the library for at least twelve months after the date of publication.

e. Every board shall insure its library's books for an amount not less than the sum of the Legislative grants for the last ten preceeding 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.