

# ANNUAL REPORT-1942

State whether city, town, village, police village, or unincorporated settlement:	<u>Western</u> <i>Public Library</i>		Free or Association? <u>Free</u>
<u>Town</u>	Year established <u>1858</u>	County <u>Yund.</u>	Population of Community <u>6165</u>

## FINANCIAL STATEMENT

RECEIPTS		EXPENDITURES	
Balance from report of 1941	26 36	Adult Classed Books	198 00
From Municipality, 1942	325 00	Boys' and Girls' Books	74 37
County grant paid in 1942		Adult Fiction Books	248 47
Township grant paid in 1942		Periodicals and Newspapers	85 50
Legislative grant paid in 1942	146 35	Bookbinding	30 00
*Membership fees	39 00	Cataloguing supplies	23 83
Fines, reserves, lost and damaged books	117 12	New Equipment	
Received from sale of books		Repairs to building and furniture	105 12
Received from sale of periodicals, etc.		Insurance	46 69
Received from debentures		Rent	17 46
Other borrowed money		Light, heat, water	260 86
Other receipts itemized as follows:		Librarian	1272 00
Humble Heigle School	25 00	Salaries or Wages	750 00
Refund from library plan	24 06	Janitor Secretary (if other than librarian)	276 50
Fire insurance		Stationery, supplies	50 00
		Other expenditures as follows:	63 81
		Miscellaneous	33 71
		Cash on hand, Dec. 31, 1942	44 84
			44 36
		Total	3627 89
* For association libraries or non-resident patrons of free libraries.			
Total	3627 89		
ASSETS		LIABILITIES	
Land	2000 00	Debentures	
Building	10000 00	Bills payable	
Furniture	7000 00	Other liabilities as follows:	
Books	8500 00		
Endowment funds			
Cash on hand, Dec. 31, 1942	44 36		
Total	27044 36		

## BOOK COLLECTION AND CIRCULATION

BOOK COLLECTION	
Number of Adult Classed Books in library, 1942	3748
Number of Adult Fiction Books in library, 1942	4395
Number of Books for Boys and Girls in library, 1942	2957
Total number of books in library, December 31, 1942	11100
CIRCULATION	
Number of Adult Classed Books circulated, 1942	9963
Number of Adult Fiction Books circulated, 1942	30556
Number of Books for Boys and Girls circulated, 1942	21196
Total circulation of books to December 31, 1942	61715
Books of Reference used in library	5921
Books Discarded, 1942	259

# 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	TOTAL HOURS LIBRARY IS OPEN EACH WEEK	2:30-5:30 7-9	2:30-5:30 7-9	2:30-5:30 7-9	2:30-5:30 7-9
Tuesday		From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9
Wednesday	closed	From closed To	From closed To	From closed To	From closed To
Thursday	20	2:30-5:30 7-9	2:30-5:30 7-9	2:30-5:30 7-9	2:30-5:30 7-9
Friday		From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9
Saturday		From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9	From 2:30-5:30 To 7-9

Reduction in service, if any, during summer months.

## PERIODICALS: MAGAZINES, NEWSPAPERS

Paid for—	DAILY	WEEKLY	MONTHLY	QUARTERLY	TOTAL
Canada	3	2	1	2	9
Great Britain		8	3		11
United States		2	18	1	16
Other countries					
Total	3	13	17	3	36
Donated		8	4	2	14

## REGISTRATION OF BORROWERS OR MEMBERS

FREE	ASSOCIATION
Number of borrowers on register, December 31, 1942.	Number of adult members on register, December 31, 1942.
4674	
Date of last revision of registration:	Other patrons (See Section 56-7, Public Libraries Act)
December 1942	

Amount of insurance carried on books and periodicals, \$ 5100.00 Expires June 1, 1943.

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

	NAME	Total Years' Experience in Library Work	CERTIFICATE OF LIBRARIANSHIP Give number and date
Chief Librarian	Alice C. Gurney		Honors Libr. Library School 1919
Assistant Librarian	Jois Ahiss		Honors Libr. 1929.
" "			
" "			
" "			

## BOARD AND OFFICERS FOR 1943

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

BOARD MEMBERS	ORDINARY OCCUPATION	POST OFFICE ADDRESS
1. Mr. H. C. Higgins Chairman	Accountant	147 Queen's Drive
2. Mr. P. E. Quirk Member	Printer	225 Central St.
3. Mr. T. D. Boone Member	High School Teacher	157 King St.
4. Mr. Arthur Rivie Member	Contractor	49 MacDonald Ave.
5. Miss Phyllis Y. Gange Member		199 Main St. Montreal
6. Mrs. M. A. Sullivan Member		2 Thaddeus Ave.
7. Miss Anne Wade Member	Public School Teacher	144 Central St.
8. Member		
9. Mr. W. G. Ward Mayor (Ex-officio, if Free Pub. Lib.)	Journal Director	119 Main St. Montreal
Mr. S. A. Smuck Secretary	Town Hall	30 Central Ave.
Mr. S. A. Smuck Treasurer		30 Central Ave.

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

Number of Board Meetings held during 1942: Regular 11 Special Day of Meetings First Tuesday  
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 Ont. 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, 1942, 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 1942, 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) H. P. Higgins Chairman.  
(Signed) J. J. J. J. J. Treasurer or Secretary.

Declared before me in the Town of Weston in the County of York  
this 10 day of March 1943.

M. J. J. J.

A COMMISSIONER FOR  
TAKING OATHS, ETC.

The Space Below is for Departmental Use Only.

## STATEMENT FOR LEGISLATIVE GRANT

ITEMS	GRANT BASED ON		GRANT RECOMMENDED	
Books—Adult Classed				
Boys and Girls				
Adult Fiction				
Bookbinding, (not repairing)				
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, 1943				
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, 1942, and forward them to the Department of Education, not later than March 15, 1943, with invoices and vouchers showing expenditures for books, periodicals and bookbinding paid for between January 1 and December 31, 1942.

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 1942

PUBLIC LIBRARY

Post Office

### NOTE

The report to be prepared in duplicate.  
ONE COPY to be forwarded to:

The Inspector of Public Libraries,  
Department of Education,  
Parliament Buildings,  
Toronto, Ontario.

THE OTHER to be retained by the  
Library.

## Regulations Governing Grants to Public Libraries

(1) The annual grants to public libraries, branch public libraries, county and township library associations, shall be apportioned from funds appropriated for the purpose as hereinafter 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 preceding 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.