



Society #:

Name:

Civic Address:

Mailing Address:

City:  Postal Code:

Contact Person:  Alternate Person:

Tel:  Tel:

Email:  Email:

## SOCIETY EXECUTIVES

President:

Vice President:

Treasurer:

## PROJECT COSTS

Total Cost of Project:

Amount Requested per

For how many years? 1 yr 2 yrs 3 yrs

Have you applied to a municipality for funding? Yes No If so, how much did you apply for?

Was your application successful? Yes No If so, how much did you receive? \_\_\_\_\_

**\*\*Note - \$397,000 was received in 2021 from City of FSJ; 2021 funding is not yet confirmed.**

**Describe the project for which your organization is requesting a grant and the reason for your request.**  
*If more space is needed, please add it as an attachment to your application.*

## ATTACHMENTS REQUIRED:

- Project budget, including all sources of funding
- Current financial statements showing expenses, revenues & savings

Signature of Applicant:

Date:

**For Office Use Only**

Fair Share: B C D E  
PRA: B C D E  
BCR/PRA: B C D E

Gas Tax:  
Other: \_\_\_\_\_

November 17<sup>th</sup>, 2020

Dear Peace River Regional District:

Public libraries are the cornerstones of our democratic societies. Their very existence means that the people that they serve have access to information, services and programs that will enrich their lives. Libraries make life more affordable to citizens as they provide free individualized assistance with locating resources and utilizing a wide variety of technology. Every day at the Fort St. John Public Library Association, I hear patrons telling our library staff how grateful they are for their help. Patrons come to the library looking for help with all kinds of things - from scanning documents, filling out forms, using a USB key and even understanding the bus schedule. They come to the library for a warm, safe place to be, where no one is asking you to spend money. Public libraries have to consistently allocate their very tight budgets to train staff in order to keep up with the ever-changing technological demands of our world. The staff at the Fort St. John Public Library is well-known for being there to help patrons when no one else will. For Free! Public libraries improve the quality of life for our community members and strive to provide a strong, but flexible backbone for the economy. As we look toward the future of our libraries and our citizens, we recognize that libraries continue to be the social spine of the community (with programs for new-comers, families, adults, seniors and addressing the Calls to Action from the TRC Report).

We encourage you to visit our website at [www.fsjpl.ca](http://www.fsjpl.ca) and our Facebook page at [www.facebook.com/fsjlibrary](https://www.facebook.com/fsjlibrary) to learn more about our quality programs, information services and upcoming events.

We are planning to launch a virtual literacy series with the United Way. There is a high demand now for technology support to access the new virtual world. We've already had a patron come in and use our technology support staff to access his online video conferencing medical appointment.

Like so many organizations, we were negatively affected by the COVID-19 pandemic and were unable to host a major fundraising event planned for the library to make up the deficit. Our gala was expected to bring in 40,000-50,000\$ to add to our operating budget for 2020. While we continue to apply for other grants, it is difficult to find grants that go towards operating expenses.

We really appreciate the support that the Peace River Regional District provides the library and rely heavily on the money for our operating expense.

Thank you for your consideration in our grant request.

Sincerely,

Karlene Duncan

**2021 proposed**      **2020 Actual\***      **2019 Actual**      **2018 Actual**

## REVENUE

Municipal Funding City of FSJ	\$ 397,000.00	\$ 397,000.00	\$ 397,000.00	\$ 397,000.00
Regional District B	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00	\$ 45,500.00
Regional District C	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
Province of BC	\$ 90,110.00	\$ 90,110.00	\$ 90,110.00	\$ 90,110.00
BC OneCard	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
BC Equity Literacy	\$ 15,266.00	\$ 15,266.00	\$ 15,266.00	\$ 15,266.00
BC Resource Sharing	\$ 5,000.00	\$ 5,000.00	\$ 7,840.00	\$ 5,260.00
Self-Generated Income	\$ 6,000.00	\$ 6,000.00	\$ 16,000.00	\$ 16,415.00
Estimated SRC Donations	\$ 15,000.00	\$ 24,400.00	\$ 18,500.00	\$ 21,022.00
SRC Summer Student Wage Grant	\$ 16,000.00	\$ 11,908.00	\$ -	\$ 14,596.00
Law Matters Grant	\$ 3,500.00	deferred to 2021	\$ 3,500.00	\$ 1,500.00
Fundraising & Donations (inc. Gala)	\$ 15,000.00	\$ 27,850.00	\$ 27,458.00	\$ 12,171.00
Grants: Other (includes tech grant)	\$ 15,000.00	\$ 43,000.00		
<b>Total Revenue</b>	<b>\$ 699,376.00</b>	<b>\$ 742,034.00</b>	<b>\$ 697,174.00</b>	<b>\$ 694,840.00</b>

Administrative (*)	\$ 75,000.00	\$ 82,755.00	\$51,247.00	\$60,119.00
Staff T & T Expense	\$ 1,500.00	\$ 1,253.00	\$5,039.00	\$3,361.00
Facility	\$ 80,000.00	\$ 92,190.00	\$80,966.00	\$83,338.00
Collection & Programming Expense	\$ 86,000.00	\$ 75,121.00	\$86,958.00	\$81,595.00
Trustee Expenses	\$ 1,500.00	\$ 763.00	\$763.00	\$3,392.00
Wages & Benefits	\$ 570,000.00	\$ 568,000.00	\$557,574.00	\$504,823.00
<b>Total Expenses</b>	<b>\$ 814,000.00</b>	<b>\$ 820,082.00</b>	<b>\$785,318.00</b>	<b>\$736,628.00</b>

\* includes insurance, accounting, computer maintenance, furniture, licences, photocopier, office supplies

# FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION

## Comparative Income Statement

	Budget 01/01/2020 to 12/31/2020	Actual 01/01/2020 to 11/16/2020	Difference
<b>REVENUE</b>			
<b>REVENUE</b>			
Grants - City FSJ	397,000.00	397,000.00	0.00
*Grants - PRRD B	45,500.00	45,500.00	0.00
*Grants - PRRD C	65,000.00	65,000.00	0.00
*Grants - BC Operating Grant	90,110.00	90,110.00	0.00
*Grants - Prov. Equity Literacy	15,266.00	15,266.00	0.00
*Grants - BC Resource Sharing	5,000.00	7,840.00	-2,840.00
*Grants - Other	5,000.00	43,053.36	-38,053.36
*Grants - SRC Wages	16,000.00	10,408.00	5,592.00
*Grants - BC One Card	11,000.00	11,000.00	0.00
Grants - IMAGINE (Recreation)	0.00	0.00	0.00
Grant - Law Matters	3,500.00	0.00	3,500.00
Technology Lending Library	0.00	5,000.00	-5,000.00
Copier	4,000.00	0.00	4,000.00
Fax	1,000.00	0.00	1,000.00
Fines	6,000.00	0.00	6,000.00
Interest Revenue	0.00	2.87	-2.87
Laminator	50.00	0.00	50.00
Merchandise	400.00	0.00	400.00
Lost Books	500.00	0.00	500.00
Miscellaneous Income	50.00	0.00	50.00
Donations	12,000.00	13,107.75	-1,107.75
Donations - Summer Reading Club	25,000.00	24,408.00	592.00
Donations - Friends of the Library	0.00	0.00	0.00
Fundraising	0.00	0.00	0.00
Fundraising - Gala 2020	40,000.00	0.00	40,000.00
<b>TOTAL REVENUE</b>	<b>742,376.00</b>	<b>727,695.98</b>	<b>14,680.02</b>
<b>TOTAL REVENUE</b>	<b>742,376.00</b>	<b>727,695.98</b>	<b>14,680.02</b>
<b>EXPENSE</b>			
<b>ADMINISTRATIVE EXPENSES</b>			
Advertising	800.00	2,766.64	-1,966.64
Office Related Supplies	8,000.00	5,310.29	2,689.71
Computer Tech. Maint.	12,000.00	9,826.34	2,173.66
Audit & Accounting	5,300.00	6,300.00	-1,000.00
Electronic Pmt & Bank Chrg	200.00	208.08	-8.08
Furniture Purchases	1,000.00	4,484.40	-3,484.40
Equipment Purchases	1,000.00	3,325.89	-2,325.89
Equipment Repairs	1,000.00	1,013.83	-13.83
Computer Purchases	1,000.00	6,518.11	-5,518.11
Internet and Hosting	1,500.00	1,084.49	415.51
Interest Expense	0.00	195.33	-195.33
Insurance	7,000.00	6,092.31	907.69
Membership, Fees & Licences	2,000.00	607.75	1,392.25
Photocopier	3,000.00	4,105.43	-1,105.43
Staff Criminal Record Checks	200.00	50.00	150.00
Telephone	5,000.00	833.12	4,166.88
Staff Appreciation	2,000.00	2,373.71	-373.71
Admin Budget	0.00	0.00	0.00
<b>TOTAL ADMINISTRATIVE EXPENS...</b>	<b>51,000.00</b>	<b>55,095.72</b>	<b>-4,095.72</b>
<b>STAFF T&amp;T EXPENSE</b>			
Staff Training	0.00	1,253.41	-1,253.41
<b>TOTAL STAFF T&amp;T</b>	<b>0.00</b>	<b>1,253.41</b>	<b>-1,253.41</b>
<b>FACILITY EXPENSE</b>			
Supplies	0.00	115.40	-115.40
Cleaning	0.00	48.50	-48.50

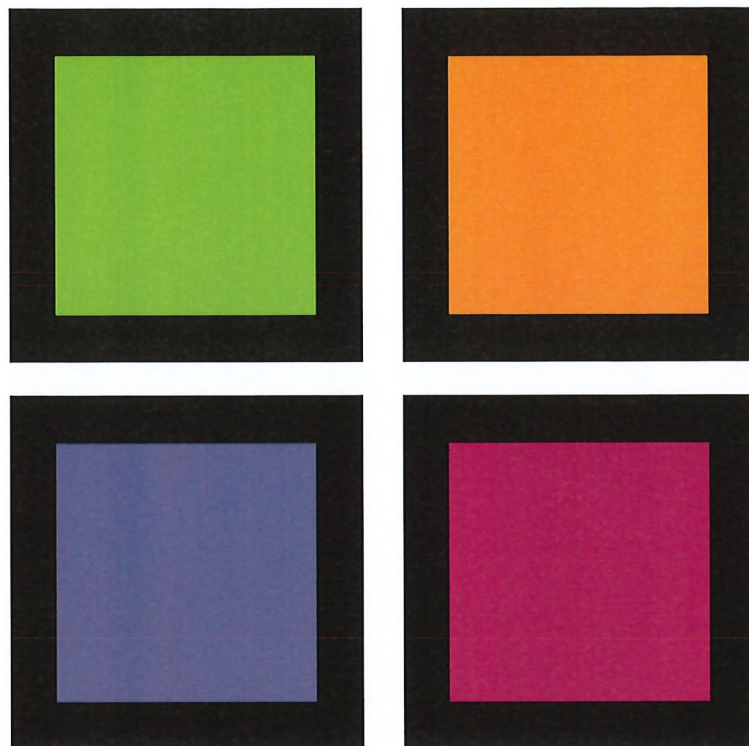
Printed On: 11/17/2020

# **FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION** **Comparative Income Statement**

	Budget 01/01/2020 to 12/31/2020	Actual 01/01/2020 to 11/16/2020	Difference
COVID-19 Expenses	0.00	227.74	-227.74
Rent	80,266.00	67,443.67	12,822.33
Rental - Rooms for Events	0.00	2,033.19	-2,033.19
Rent - Summer Reading Club	0.00	0.00	0.00
Facility Repairs & Maintenance	0.00	4,083.24	-4,083.24
<b>TOTAL FACILITY EXPENSE</b>	<b>80,266.00</b>	<b>73,951.74</b>	<b>6,314.26</b>
<b>COLLECTION &amp; PROG EXPENSES</b>			
Books	10,000.00	14,315.62	-4,315.62
Musicand Audio CD's	0.00	136.10	-136.10
DVD's	1,000.00	488.00	512.00
Technology Lending Library	0.00	2,790.82	-2,790.82
Material Processing	3,800.00	2,180.56	1,619.44
Database Subs & Service Agreements	8,500.00	15,779.70	-7,279.70
Lost Books Expense & ILL Fees	0.00	0.00	0.00
Games	0.00	0.00	0.00
Office (USE COLLECTIONS ACCOU...	0.00	496.12	-496.12
Magazine & Newspaper Subscriptions	2,500.00	3,257.82	-757.82
Postage & Shipping	4,000.00	2,397.86	1,602.14
Sundry	1,200.00	1,937.59	-737.59
Service Agreements	10,000.00	2,473.40	7,526.60
Sitka/Evergreen Contract	10,000.00	10,072.98	-72.98
Programs	2,500.00	3,578.80	-1,078.80
Summer Reading Club Expenses	0.00	3,514.39	-3,514.39
Libraries & Beyond Programming	1,500.00	0.00	1,500.00
Law Matter Expenses	0.00	977.23	-977.23
<b>TOTAL LIBRARY EXPENSES</b>	<b>55,000.00</b>	<b>64,396.99</b>	<b>-9,396.99</b>
<b>TRUSTEES EXPENSES</b>			
Membership - Trustee	0.00	375.00	-375.00
Travel - Trustee	0.00	222.20	-222.20
Trustee Expense Budget	0.00	0.00	0.00
<b>TOTAL TRUSTEES EXPENSES</b>	<b>0.00</b>	<b>597.20</b>	<b>-597.20</b>
<b>WAGES EXPENSES</b>			
Payroll Charges	0.00	4,138.93	-4,138.93
Wages	0.00	413,160.07	-413,160.07
Wages - INDEM	0.00	0.00	0.00
Wages - Benefits - MSP & Group Plan	0.00	20,373.22	-20,373.22
Wages - Benefits - RRSP	0.00	2,344.90	-2,344.90
CPP Expense	0.00	17,463.58	-17,463.58
CPP Expense - SRC	0.00	0.00	0.00
EI Expense	0.00	7,871.30	-7,871.30
WCB Expense	0.00	1,282.71	-1,282.71
Wages & Benefits Budget	560,000.00	0.00	560,000.00
<b>TOTAL WAGES EXPENSES</b>	<b>560,000.00</b>	<b>466,634.71</b>	<b>93,365.29</b>
<b>TOTAL EXPENSE</b>	<b>746,266.00</b>	<b>661,929.77</b>	<b>84,336.23</b>
<b>NET INCOME</b>	<b>-3,890.00</b>	<b>65,766.21</b>	<b>-69,656.21</b>



# 2019 Annual Report



## FORT ST JOHN PUBLIC LIBRARY

### Board of Trustees

Andy Ackerman — Chair

Lenita Choi — Vice Chair

Nick Zhang—Treasurer

Gord Klassen— Municipal Rep

Lenita Choi — PRRD Area B Rep

Debbie Hoza

Jessica Kalman

Stacey Nimmo

Matt Preprost



A WORD FROM OUR

## LIBRARY DIRECTOR

The Fort St. John Public Library's strategic plan (2019-2021) helped guide us with direction for our outcomes and initiatives throughout 2019. We are particularly proud of our continued partnerships with School District #60, the City of Fort St. John and the Fort St. John Literacy Society to bring quality programs and events to our community.

Other outcomes from the Strategic Plan include updating staff computers, adding a workstation to the circulation desk, exploring long term space opportunities and recognizing our Indigenous connections in our community.

This report highlights the library's 2019 statistics, our donors and our community connections. The library is an essential part of our social infrastructure that makes life more affordable through shared resources and free access to information. We are proud to showcase our well-

attended programs, high number of in-person visits, in-person computer sessions and increased online usage of our digital resources. \*Please note that our days of operation in 2019 only amounted to 252 days. This is below average for previous years.

We acknowledge that none of our accomplishments would be possible without the exceptional staff, Board of Trustees, volunteers, donors and support from the BC Government and the City of Fort St. John.

I am looking forward to another successful year at the FSJPL and would like to take this opportunity to thank the dedicated staff for all of their hard work serving our community.

Karlene Duncan

Director of Library Services

FSJPL's

## ALL-STAR TEAM

**Director of Library Services**

**Children's Services & Program Coordinator**

**Library Technician**

**Access Services Coordinator**

**Lead Library Assistant**

**Accounting & Office Administrator**

Karlene Duncan

Morgan Churchill

Lorraine Brooks

Jill Baccante

Tanya Boyd

Elisha-Rae Reed

**Circulation Services Coordinators**

Mary Murphy Carlos Yu Amy von Stackelberg Marilyn Lovejoy  
Kalyon Johnston Christy Jordan-Fenton Christian Pearson Amrita Bal

**Library Assistants**

Chris Aylward Ellie Temple Heather Stark

FSJPL THANKS OUR

## SUPPORTERS

BC Courthouse Library Society

BC Hydro

Burgers & Brew

Casey's Pub

City of Fort St John

ConocoPhillips Canada

Enbridge Inc.

Esteem Cleaning

Friends of the Library Society

Law Matters

Northern Health

Northern Metallic

Northeast Library Federation

Peace Country Rentals & Sales Inc.

Peace River Regional District, Areas B & C

Pembina Pipeline Corporation

Province of BC - Libraries Branch

School District 60

Settlement Workers in Schools

Shell Canada

W.L. Construction

United Way of Northern BC

Thank you to our individual donors:

Robert Bachelor

Maurice Fines

Karlene & Cam Duncan

Nancy & Kevin Maxfield

Lorna & Glenn Pomeroy

Naomi Pomeroy

Elisha Reed

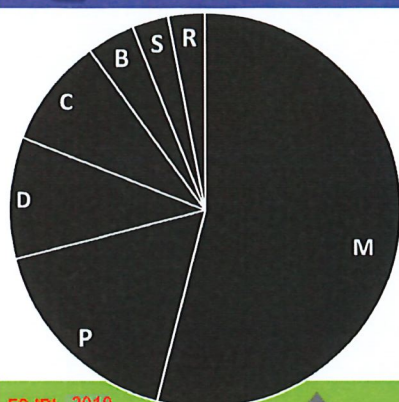
Jill Sutton

Mary & Terry Tylosky



HEY LOOK AT THESE

# FACTS & FIGURES



<b>M</b> unicipal	54%
<b>P</b> rovincial	18%
<b>D</b> onations & Grants	10%
<b>C</b> Regional	9%
<b>B</b> Regional	4%
<b>S</b> elf Generated	3%
<b>R</b> eserves	2%

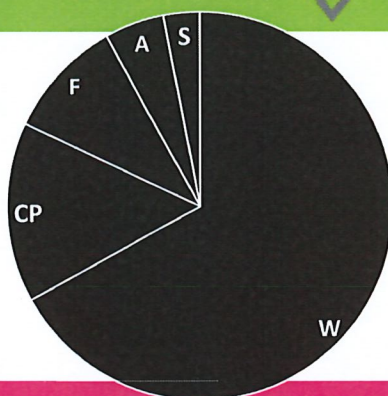
FSJPL 2019

## REVENUE

FSJPL 2019

## EXPENSE

<b>W</b> ages & Benefits	75%
<b>C</b> ollection & <b>P</b> rogramming	10%
<b>F</b> acility	12%
<b>A</b> ministration	2%
<b>S</b> pecial Projects	1%



Population Served  
34,159 (2016 Census)

New Cardholders  
915

In-Person Library Visits  
76,842

Physical Items Borrowed  
103,019

Days Open in 2019  
252

Children's Books Borrowed  
29,396

Homebound Visits  
48

FRIENDS OF FSJPL



*President; Donna Stolk*

*Treasurer; Nick Fauset*

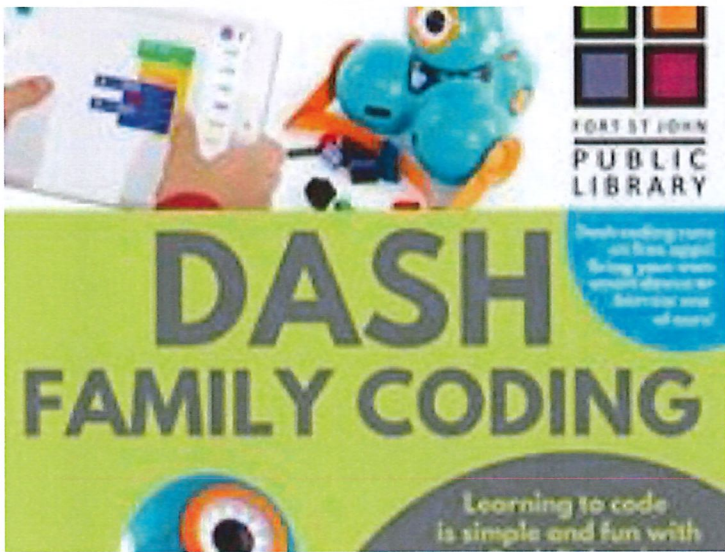
### Board of Trustees:

Andy Ackerman, Chair	Lenita Choi, Vice Chair
Nick Zhang, Treasurer	Gord Klassen, Municipal Rep
Stacey Nimmo, Trustee	Matt Preprost, Trustee
Debbie Hoza, Trustee	Jessica Kalman, Trustee

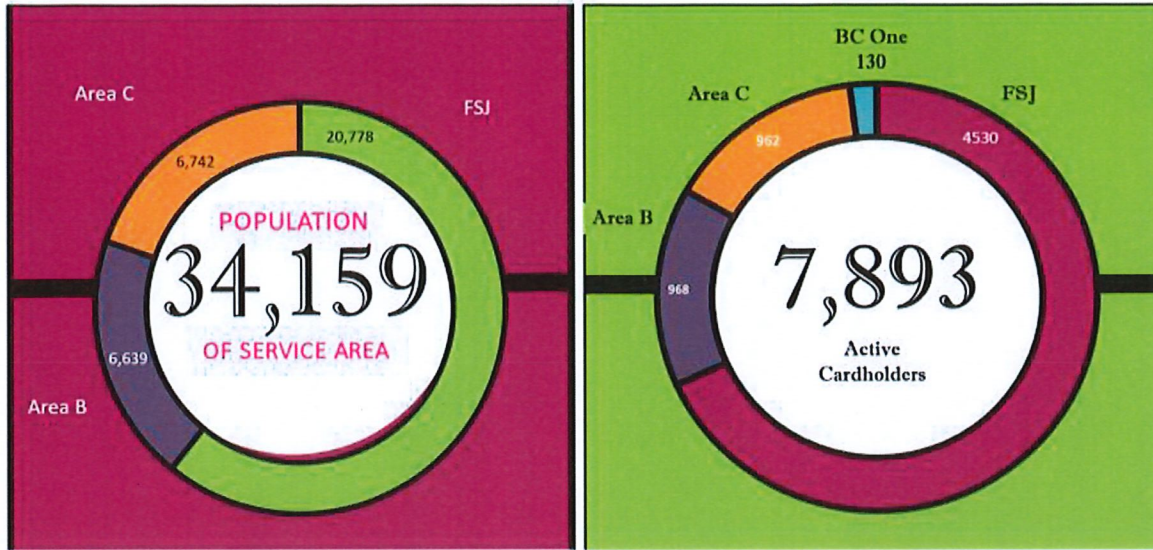
FSJPL works to create an inspired, connected and empowered community. As always, we remain passionate about providing the citizens of Fort St. John and its surrounding area with innovative and inclusive services. FSJPL will continue to uphold our promise to our community to connect, create, inspire, empower and collaborate.

	2014	2015	2016	2017	2018	2019
Total Active Cardholders	6,482	6,569	6,631	6,601	7,893	7,344
Program Attendance	5,810	7,748	8,215	13,399	13,068	13,107
Digital Materials Circulation	14,491	13,585	17,636	18,886	20,156	26,214
Physical Materials Circulation	108,328	124,085	119,633	111,405	106,294	103,019
Website Visits	20,264	21,576	20,224	19,507	22,412	23,733
Public Computer Use	13,906	13,812	14,123	13,001	10,959	10,182
In-Person Library Visits	85,578	88,277	89,349	82,812	79,769	72,249









## Profile of our patrons - 2019