PEACE RIVER REGIONAL DISTRICT

GRANT APPLICATION FORM

Society #: 107395964RR0001

Name: Fort St. John Public Library Association

Civic Address: 10015 100th Ave

Mailing Address: 10015 100th Ave

City: Fort St. John   **Postal Code:** V1J 1Y7

Contact Person: Karlene Duncan   **Alternate Person:** Andy Ackerman

Tel: ▮   **Tel:** ▮

Email: ▮   **Email:** ▮

SOCIETY EXECUTIVES

President: Andy Ackerman

Vice President: Lenita Choi

Treasurer: Nick Zhang

PROJECT COSTS

Total Cost of Project: 38,310.00

Amount Requested per 10,000.00

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?

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.

The Project we are applying for is called CLICK (Creating Literacy in Computer Knowledge). This program is offered in the library for free. It helps all patrons who drop in or make an appointment with one-on-one service. We have 60% of our users in this program who are seniors.
Navigating important websites (accessing government forms and information, city water bills & legal information)
Setting up and accessing email accounts
Performing online banking set-up and transactions; arranging travel for medical appointments
Performing employment searches and creating profiles; completing online forms and orientations
Creating or editing spreadsheets and documents
Virus protection and installation on personal laptops
Connecting with friends and family over social media
Using video chat programs with family, or for remote interviews
Understanding personal devices and smart phones
Accessing online continuing education courses.

ATTACHMENTS REQUIRED:

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

Signature of Applicant: ▮   **Date:** January 11, 2021

For Alaska Highway News online/print

November 2020

Fort St. John Public Library

A popular program that provides free computer literacy training is in danger of shutting down.

The Fort St. John Public Library's free CLICK computer literacy program helps community members with basic computer skills like accessing government forms, searching for employment, connecting with friends and family online, and navigating our increasingly digital world. But more funding is needed for the program to continue into 2021.

The CLICK program expanded in September with a full-time instructor. In addition to CLICK, the library's new Connectivity Library is nearly ready to begin lending devices like iPads, e-readers and robotics to seniors and families who may not be able to afford them.

Karlene Duncan, FSJPL's Director of Library Services emphasizes that the CLICK program fills an essential, mandated need for free computer training.

"Many of our community members do not have basic computer literacy skills or access to technology and the internet. The new Connectivity Library helps to bridge the gap for them. Together the CLICK program and Lending Library are housed in our new Connectivity Centre which provides a safe and private space for individualized learning," Duncan says.

CLICK's computer literacy instructor Amy von Stackelberg notes, "Many of the people using the CLICK program have no where else to go for this kind of support. I've helped people who've barely used a mouse before, who need to get online to connect with family or pay their city water bills. I've had people come back and say thank because they got a job we helped them apply for."

"There is no replacement for having a patient, knowledgeable instructor to help you on the computer. Connectivity is more important than ever right now," says von Stackelberg.

The library thanks the supporters of CLICK and the Connectivity Library, like Shell Canada, Enbridge, the BC Hydro Go Fund, RBC Foundation, Prince George United Way, and Community Foundations of Canada.

Duncan's goal is to keep up to pace with other libraries and their services in the province. She hopes to garner long-term support for the Connectivity Centre as an integral part of technology services for the community.

For free computer training, call the library at 250-785-3731, email click@fsjpl.ca, or visit www.fsjpl.ca. To help support the CLICK program, contact Karlene Duncan at director@fsjpl.ca.

FORT ST JOHN
PUBLIC
LIBRARY
A S S O C I A T I O N

2021 Proposed

REVENUE

PRRD (proposed)		$	10,000.00
NDIT (proposed)		$	5,000.00
Total Revenue		**$**	**15,000.00**

Wages (30 hours a week for one year)		$37,310.00
Advertising & Marketing		$500.00
Cleaning Supplies		$500.00
Total Expenses		**$38,310.00**

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
REVENUE			
REVENUE			
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
TOTAL REVENUE	742,376.00	727,695.98	14,680.02
TOTAL REVENUE	742,376.00	727,695.98	14,680.02
EXPENSE			
ADMINISTRATIVE EXPENSES			
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
TOTAL ADMINISTRATIVE EXPENS...	51,000.00	55,095.72	-4,095.72
STAFF T&T EXPENSE			
Staff Training	0.00	1,253.41	-1,253.41
TOTAL STAFF T&T	0.00	1,253.41	-1,253.41
FACILITY EXPENSE			
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
TOTAL FACILITY EXPENSE	80,266.00	73,951.74	6,314.26
COLLECTION & PROG EXPENSES			
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
TOTAL LIBRARY EXPENSES	55,000.00	64,396.99	-9,396.99
TRUSTEES EXPENSES			
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
TOTAL TRUSTEES EXPENSES	0.00	597.20	-597.20
WAGES EXPENSES			
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
TOTAL WAGES EXPENSES	560,000.00	466,634.71	93,365.29
TOTAL EXPENSE	746,266.00	661,929.77	84,336.23
NET INCOME	-3,890.00	65,766.21	-69,656.21

Margaret Little   250-785-5365   mackeno@xplornet.ca
Jim Collins   250-785-5505   beef300_828@hotmail.com
SS #2 Site 13, Comp. 23
Fort St. John, BC V1J 4M7
FB page: **SONS or Save Our Northern Seniors**

January 6, 2021

To Whom It May Concern:

Re: BC Recovery Benefit Plan and Fort St. John Public Library Canceled CLICK (Creating Literacy in Computer Knowledge) Programme

On behalf of SONS – Save Our Northern Seniors, I am writing this letter in support of the CLICK programme so that those in our community who do not have computer skills will be able to benefit from this programme. Since the BC Recovery Benefit Plan is mainly done on-line, I am requesting that money be provided immediately for our community so that our Library can continue providing these services.

After spending almost an hour applying for the BC Recovery Benefit Plan, I fully understand the necessity of having the CLICK programme at our Fort St. John Public Library**. I can only imagine those people who do not have my computer skills, access to a computer, and nobody to help them through the maze of directions must feel!** Internet access in many parts of the province is not the high-speed system as one would enjoy in the larger centres. In fact, many areas of the Peace do not have adequate internet access.

Many CLICK users are members of marginalized groups, including those experiencing homelessness, low-income folks, and people with cognitive, mental health and physical challenges. This program, which is unique to the community, helps to bridge that gap by providing personalized support, and devices and internet access.

In 2020, 60% of CLICK users were Seniors!

Before Christmas 2020, the CLICK programme had to be cancelled due to lack of funding. Staff has been very diligent about applying for grants, but to date have not been successful. The Library provided the following information. "We currently have a "very well designed, safe and modern Connectivity Centre that is ready for serving patrons. We just need the operational funds to staff it!" The following information from the Library tells us what the CLICK programme does for our community.

CLICK ensures that everyone has access to essential computer literacy and meets the ongoing needs of the community by providing the computer skills required to interact fluently and safely online and perform essential tasks. Our popular one-on-one sessions help people in many ways such as:
   • Navigating important websites (accessing government forms and information, city water bills &
      legal information)
   • Setting up and accessing email accounts

- Performing online banking set-up and transactions; arranging travel for medical appointments
- Performing employment searches and creating profiles; completing online forms and orientations
- Creating or editing spreadsheets and documents
- Virus protection and installation on personal laptops
- Connecting with friends and family over social media
- Using video chat programs with family, or for remote interviews
- Understanding personal devices and smart phones
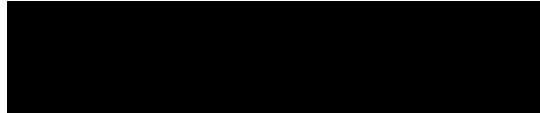- Accessing online continuing education courses.

Inquiries about financial support can be directed to the Director of Library Services at director@fsjpl.ca or 250-785-3731
The Fort St. John Public Library Association
10015-100 Avenue, Fort St. John, BC, V1J 1Y7

I have attached a letter from one of the patrons who uses the CLICK program and she has given permission to share it publicly.

Again, funding must be made available immediately now and for the future.

Thank you for your support and I look forward to hearing that there will be funding made available to continue this important project which benefits so many.

Signed by Margaret A. Little, signature removed for privacy.

President, SONS – Save Our Northern Seniors