



Society #: 106912439

Name: Chetwynd Public Library

Civic Address: 5012 46th Street

Mailing Address: PO Box 1420

City: Chetwynd

Postal Code: V0C 1J0

Contact Person: Melissa Millsap

Alternate Person: Jocelyn Disher

Tel: 250-788-2559

Tel: 250-788-2559

Email: librarydirector@chetwynd.bclibrary.ca

Email: jdisher@chetwynd.bclibrary.ca

SOCIETY EXECUTIVES

President: Dana Bergen

Vice President: Sara Hoehn

Treasurer:

PROJECT COSTS

Total Cost of Project: 5500

Amount Requested per 3000

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 Chetwynd Public Library usually hosts an Annual Community Christmas Dinner for our Elders and seniors. This is a heartfelt event where our Elders and seniors come together to enjoy a turkey dinner with all of the fixings. Even though we are unable to have them all join together for fun Christmas songs, games and the turkey dinner this year, we still want to do something to let them know they are thought of during this time of Covid. We came up with the idea of Elder/Senior Christmas Pen Pals. We have partnered with our local schools and will drop 225 Christmas cards off at the schools with a little note telling a bit about each Elder/Senior for the students to write them a Christmas letter. The library staff will collect the letters and cards and would like to put a gift card in each one before mailing them out. Sauteau First Nations has 114 Elders and West Moberly First Nations has 13 Elders. We would like to decorate some Christmas tea box's to take out to them. We have a few seniors that are residents at the Chetwynd General Hospital and would like to deliver to them some Poinsettias. Although this is not the social atmosphere they typically look forward to, we are still reaching all our Elders and seniors and trying to keep it heartfelt by including our students to write the personalized Christmas letters wishing them a Merry Christmas during this very unique time. Your consideration in contributing to the spread of Christmas cheer for our Elders and seniors is greatly appreciated. Thank you and please feel free to contact me if you require any further information. Sincerely, Melissa



ATTACHMENTS REQUIRED:

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

Signature of Applicant

Date: DEC 07/20

For Office Use Only

Fair Share: B C D E

Gas Tax:

PRA: B C D E

Other:

BCR/PRA: B C D E

Senior/Elder Christmas Pen Pals 2020
December 07, 2020

Chetwynd Public Library
PO Box 1420
Chetwynd, BC V0C 1J0

EXPENSES	
Christmas Cards and Postage	<u>\$ 450.00</u>
Gift Cards	<u>\$ 4,500.00</u>
Tea for the Elders	<u>\$ 500.00</u>
Poinsettia's for the hospital residents	<u>\$ 50.00</u>
TOTAL	<u><u>\$ 5,500.00</u></u>

Chetwynd Public Library
Trial Balance As at 10/31/19

Ac...	Account Description	Debits	Credits
1010	Cash to be deposited	57.50	-
1040	Equity Shares	56.09	-
1045	HISA 48121	449,122.36	-
1050	Petty Cash	-	3,097.53
1055	HISA Fundraising	67,426.32	-
1056	HISA Contingency Fund	506,366.39	-
1060	Chequing Account - Operating	63,642.22	-
1200	Accounts Receivable	8,900.90	-
1220	Payroll Advances	500.00	-
1300	Purchase Prepayments	6,357.74	-
1320	Prepaid Expenses	14,803.77	-
1810	Leasehold Improvements	809,261.30	-
1811	Accum. Amort - Leasehold improvemen	-	319,047.74
1820	1820 Office Furniture & Equipment	204,847.47	-
1825	Accum. Amort. -Furn. & Equip.	-	171,810.52
1840	Computer Equipment	235,712.31	-
1845	Accum. Amort. - Computer Equipment	-	215,419.06
1851	Equipment-Bistro	3,704.28	-
2010	Accounts Payable - Trade	-	4,750.00
2100	Accounts Payable	-	1,337.31
2105	Damage Deposit Payable	-	250.00
2110	Credit Union Mastercard DO NOT USE	-	14.81
2112	Credit Union Mastercard 0081	-	3,608.31
2170	Vacation payable	-	471.17
2180	EI Payable	-	841.32
2185	CPP Payable	-	1,947.40
2190	Federal Income Tax Payable	-	2,869.76
2234	Municipal Pension Payable - CPL	-	3,093.94
2235	Pacific Blue Cross Payable	-	4,379.93
2236	MSP Payable	-	75.00
2240	Municipal Pension Payable	-	2,719.63
2250	Dental EHB	-	825.78
2310	GST Charged on Sales	-	1,005.05
2315	GST Paid on Purchases	8,583.03	-
3400	Equity in Assets	-	571,273.42
3560	Retained Earnings - Previous Year	-	1,020,091.16
4020	Peace River Regional District	-	344,886.48
4030	Province of BC - Operating Grant	-	16,720.00
4040	Province of BC - Resource Sharing	-	1,958.00
4050	Province of BC Literacy Equity	-	9,680.00
4060	BC One Card Grant	-	7,400.00
4071	Province of BC Early Years Service	-	6,650.00
4305	BC Courthouse Library Grant	-	2,500.00
4322	United Way	-	1,666.64
4325	Other Grants	-	500.00
4330	CALP Fund	-	10,450.00
4360	Decoda Fund	-	18,865.20
4370	Arts Council Grant	-	1,670.20
4405	Book Sales	-	170.05
4410	Lost & Damaged Books	-	136.24
4420	Donations	-	2,438.50

Printed On: 11/01/19

Chetwynd Public Library
Trial Balance As at 10/31/19

Ac...	Account Description	Debits	Credits
4425	Overdue Fees	-	3.50
4430	Photocopies	-	4,481.60
4435	Fundraising	-	5,371.50
4440	Interest Revenue	-	5,840.52
4445	Bistro Rent	-	9,000.00
4450	Exam Revenue	-	145.00
4455	3-D Printing Revenue	-	28.80
4460	Misc Revenue	-	339.25
4705	Community Room Rental	-	1,672.50
5030	Capital purchases: Technical	13,186.40	-
5070	Imagination Library	5,770.12	-
5130	Adjustment Write-off	0.50	-
5200	Books	17,899.19	-
5206	Digital Subscriptions & Databases	6,571.74	-
5209	Books - Processing	918.79	-
5215	Audiobook & Visual	107.60	-
5410	Wages	-	6.38
5415	Municipal Pension Expense	14,150.66	-
5420	EI Expense	4,785.11	-
5430	CPP Expense	9,143.54	-
5451	Assistant Library Director	45,256.83	-
5452	Community Librarian: Cataloging	14,733.47	-
5453	Community Librarian: Circulation	32,604.88	-
5455	Summer Students	3,630.90	-
5457	Library Clerk I	17,526.89	-
5458	Resource Corner Coordinator	11,973.17	-
5459	Library Director	49,420.00	-
5461	Library Clerk II	6,973.64	-
5463	Children's Coordinator	28,525.39	-
5464	Bookkeeper	1,748.30	-
5470	Medical Service Plan	1,050.00	-
5471	Pacific Blue Cross Extended Health	10,739.92	-
5485	Professional Development	615.00	-
5510	Bistro Equipment	2,275.62	-
5610	Accounting & Legal	6,040.54	-
5615	Advertising & Promotions	4,494.62	-
5625	Memberships	761.40	-
5630	Cash Short/Over	-	81.50
5640	Postage & Freight	1,509.46	-
5685	Insurance - Directors	225.00	-
5690	Interest & Bank Charges	388.05	-
5695	Penalties & Interest	37.10	-
5700	Office Administration	448.47	-
5701	Internet Access	741.51	-
5702	Office Supplies	1,963.56	-
5703	IT Support	18,634.83	-
5706	Security	1,049.33	-
5745	Meals & Gifts	381.74	-
5750	Photocopier	7,870.22	-
5765	R & M - Buildings	1,214.05	-
5770	R & M - Equipment	792.95	-

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Chetwynd Public Library
Trial Balance As at 10/31/19

Ac...	Account Description	Debits	Credits
5780	Telephone & Fax	2,009.83	-
5782	Training & Conferences	976.43	-
5784	Travel	684.90	-
5789	Sitka, Webpage & Email fees	1,965.92	-
5790	Utilities	10,501.82	-
5795	Janitorial	18,139.41	-
5800	Insurance	3,853.65	-
5810	Program Supplies	14,043.26	-
5811	Contractors	3,734.99	-
5814	Food	178.32	-
		<u>2,781,590.70</u>	<u>2,781,590.70</u>