FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY
Budget for 2021 [Approved on 1/24/21]

|  | Approved | Descriptors for 2021 Allocations |  |  |
| :---: | :---: | :---: | :---: | :---: |
| INCOME |  |  |  |  |
| BookCellar Donation box | 40 | approximately \$10/month $\times 4$ months [open to public in Sept.] |  |  |
| BookCellar sales (net) | 20,000 | based on goal of \$5,000/mo 4 months [open to public in Se |  |  |
| Online Sales (net) | 20,000 | based on goal of \$2,000/mo for 10 months (March 1-Dec 31, | 2021) |  |
| Shipping | 12,000 | Charges paid by buyers of online sale books |  |  |
| Donations/memorials | 7,000 | based on historical amounts |  |  |
| Interest | 500 | SSFCU CD at 1.3\% until May 1, 2021; bank TBD after May, | \% rate |  |
| Transfer from savings | 15,000 | Income from 2020 donations, Challenge Grant, \& CARES/PP | P Acts |  |
| Membership | 5,000 |  |  |  |
|  | 79,540 |  |  |  |
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| EXPENSES, FOSAPL |  |  |  |  |
| Arts \& Letters Awards | 500 | Yard signs and plaques for up to 4 winners |  |  |
| Bank chgs, PayPal fees | 1,400 | PayPal fees for online memberships and online book sales |  |  |
| Board expenses | 95 | based on Zoom meetings through July;in-person Sept., Nov. |  |  |
| Workshop(s) | 300 | Branch officers' financial procedures \& policies workshop |  |  |
| Contract-accounting | 9,000 | Professional bookkeeping (\$8K), tax return preparation (\$1K |  |  |
| Insurance-FOSAPL Bd. | 1,400 | Professional liability \& accident, for FOSAPL \& Board |  |  |
| Membership recruitment | 1,000 | Membership envelopes, renewal letters |  |  |
| Newsletter expenses | 2,500 | SAPLings editor for 4-page printed issues + online pages; PC Creative fees to mail to those members without email addresses |  |  |
| Office supplies | 500 | Checks, envelopes, printer ink for officers |  |  |
| Postage | 700 | Bulk Mail Permit, PO Box, mailings by Treasurer |  |  |
| President's expenses | 100 | Unspecified expenses |  |  |
| Website maintenance | 750 | Webmaster contract, monthly fees for domain name |  |  |
|  |  |  |  |  |
| EXPENSES, Online \& BookCellar |  |  |  |  |
| Advertising | 450 | Radio, business cards, etc. |  |  |
| Insurance-BookCellar | 700 | Liability \& accident, for volunteers \& manager |  |  |
| Commodities for resale | 400 | Tote bags, water \& sodas sold in BookCellar |  |  |
| Online Sales Iniative Contract | 2,000 | March 1-July 31, 2021 |  |  |
| Equipment \& maintenance | 600 | New cash register, possible new credit card unit |  |  |
| Online sales shipping costs | 12,000 | Estimated cost of \$3 each for 4,000 items |  |  |
| Online sales shipping supplies | 2,000 | Estimated cost of average of \$.50 each for 4,000 items |  |  |
| Payroll tax | 895 | 7.65\% of anticipated salary for 2021 |  |  |
| Manager, Online \& BookCellar sales | 11,700 | Gross salary, based on \$15/hr x $30 \mathrm{hrs} / \mathrm{wk} \times 26$ weeks of 202 |  |  |
| BookCellar Supplies | 250 | Supplies for marking books, book sales |  |  |
| Volunteer appreciation | 300 | Aprons, volunteers' patches, etc. |  |  |
|  |  |  |  |  |
| LIBRARY SUPPORT | 30,000 | Donation for support of Library programs, marketing, and staff development |  |  |
|  | 79,540 |  |  |  |
|  |  |  |  |  |
| * NOTE: Based on plan to advertise position in May, select by July 1; BkClr/Online Manager to recruit \& train volunteers in July and |  |  |  |  |

