

FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY
Budget for 2022: Approved on 1/23/22

	Budget	Descriptors for 2022 Allocations			
INCOME					
BookCellar Donation box	200	approximately \$17/month x12 months			
BookCellar Sales (net)	31,000	based on anticipated revenue per service hour (see explanation below)			
Online Sales (net)	12,000	based on goal of \$1,000/mo for 12 months; average sale item \$33+			
Shipping	1,440	Charges paid by buyers of online bks (\$4 each x 360 items sold in 2022)			
Donations/memorials	10,000	based on historical amounts and expected Matching Grant Campaign			
Membership	5,000	655 members currently, next year 500 members (+life members) x \$10, and no additional revenue from life time members			
Transfer from savings	13,536	Balancer			
	73,176				
EXPENSES, FOSAPL					
Arts & Letters Awards	500	Yard signs and plaques for up to 4 winners			
Bank chgs, PayPal fees	700	PayPal fees for online memberships and online book sales;			
Board expenses	200	Zoom meetings (\$150) and Annual meeting snacks (\$50)			
Workshop(s)	400	Branch officers' financial procedures & policies workshop; new board orientation			
Contract-accounting	10,500	Professional bookkeeping (\$8K), tax return preparation (\$1K), and CPA (\$1500)			
Insurance-FOSAPL Bd.	1,600	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, #200 per newsletter, same rate for 2022			
Office supplies	500	Checks, envelopes, printer ink for officers			
Postage	1,000	Bulk Mail Permit, PO Box (\$100/year), 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	900	Liability, accident, worker's comp, and dishonesty insurance \$100, for volunteers & manager			
Commodities for resale	400	Tote bags, water & sodas (\$34/month)			
Amazon Store fee	480	Based on \$40/mo charge			
Equipment & maintenance	400	Replacement of existing tables (4 x \$100 each)			
Online sales shipping costs	1,440	Estimated cost of average \$4 each for 360 items/yr shipped			
Online sales shipping supplies	270	Estimated cost of average \$.75 each for 360 items shipped			
Payroll taxes	2,686	7.65% of anticipated salary for 2022			
Online Sales Vendor's salary	15,600	Based on 52 wks x \$15/hr x 20 hrs/wk			
BookCellar Manager's salary	19,500	Based on 52 wks x \$15/hr x25 hrs/wk			
BookCellar Supplies	300	Supplies for marking books, book sales			
Volunteer appreciation	1,000	Aprons, volunteers' patches, annual appreciation luncheon			
LIBRARY SUPPORT	10,000	Donation for support of Library programs, marketing, and staff development			
	73,176				
N.G. 01/05/22					
2019 BkClr open 8 shifts of 4 hr each= 32 hrs/wk; 32 hrs x 50 wks = 1,600 hrs. Net revenue = \$82,601, divided by 1,600 hrs = \$51.63/hr net revenue					
2022 BkClr open 2 shifts of 5 hr each = 10 hrs/wk; 10 hrs x 50 wks = 500 hrs. Add Sun shift in July-Dec.= 100 hrs. Total = 600 hrs/yr. 600 x \$51.63/hr = \$30,978					