

**FRIENDS OF THE SAN ANTONIO PUBLIC LIBRARY**  
**Budget for 2023 APPROVED 11/20/22**

	<b>Budget</b>	<b>Descriptors for 2023 Allocations</b>		
<b>INCOME</b>				
BookCellar Donation box	240	estimate of about \$20/month x 12 months		
BookCellar Sales (net)	60,000	estimate of \$5,000 per month [cash and Square payments]		
Commodities for Resale	600	sale of tote bags, water and sodas		
Online sales	24,600	Revenue after tax has been paid by Amazon customers		
Online Shipping income	4,800	costs paid by Amazon store customers, est. 480 items shipped		
Donations/memorials	10,000	based on historical amounts and expected Matching Grant Campaign		
Membership	5,000	Estimate based on 500 members, at \$10 each		
Transfer from savings	17,500	Balancer: amount to be drawn from savings		
<b>Total Income</b>	<b>122,740</b>			
<b>EXPENSES, FOSAPL</b>				
Arts & Letters Awards	570	Yard signs and plaques for up to 4 winners		
Bank chgs, PayPal fees	500	Paypal fees for online memberships, etc.		
Board expenses	325	Zoom account (\$150); six board meetings/yr		
Branch Stipend for Life Members	500	\$5/branch for each Life Member		
Workshop(s)	400	Branch officers' financial procedures & policies workshop; new board orientation		
Contract-accounting	11,500	Professional Bookkeeping (\$9K);tax return preparation (\$1K) and CPA (\$1,500)		
Insurance FOSAPL Board	1,600	Professional liability & accident policy for Board		
Membership recruitment	3,300	Printing of membership envelopes & renewal letters = \$1,500; Nat'l Friends of Lib's Week (Oct. 15-21, 2023)event at each branch & Central (30 locations x \$60 each) = \$1,800		
Newsletter expenses	2,500	SAPLings editor for 4-page printed issues + online pages(\$200/issue x 6 issues= \$1,200/yr); also PC Creative fees to mail to those members without email addresses		
Office supplies	475	Checks, envelopes, printer ink for officers		
Postage	1,300	Bulk Mail Permit, PO Box (\$100/year), mailings by Treasurer		
President's expenses	670	Possible expenses for the "Future FoSAPL/SAPL" project (eg.focus group water, etc.)		
Website maintenance	750	Webmaster contract (\$50/month), plus monthly fees for domain name		
<b>EXPENSES, Online &amp; BookCellar</b>				
Advertising	150	Business cards		
Insurance-BookCellar	900	Liability, & accident, dishonesty insurance for volunteers and manager		
Commodities for resale	600	Cost of water, sodas and tote bags		
Amazon Store fee	480	Based on \$40/mo charge		
Amazon sales fees	5,370	Referral fee (15% of sales income + shipping income), plus \$2 for <u>each</u> item sold		
Equipment & maintenance	150	Stands for directional and informational signs		
Online sales shipping costs	4,800	Estimated cost of \$10 per item shipped		
Online sales shipping supplies	360	Estimated cost of \$.75 per item for shipping supplies x 480 items		
Online Sales Vendor's salary	18,300	\$17.56/hr x 20 hrs/wk x 52 wks		
BookCellar Manager's salary	22,830	\$17.56/hr x 25 hrs/wk x 52 wks		
Payroll tax	3,150	7.65% of anticipated salaries		
Supplies (BookCellar)	660	Supplies for marking books, labels for shipping, etc.		
Volunteer appreciation	600	Aprons, volunteers' patches, annual appreciation luncheon		
<b>LIBRARY SUPPORT</b>	<b>40,000</b>	Donation for support of Library programs, marketing, and staff development		
<b>Estimated expenses</b>	<b>122,740</b>			