

FY 2021 Budget Questions & Answers Finance Committee

Dept. Number, Name + Account	Questioner's Name/Question	Response
610 Library	Greene: Could you give a brief description of what is included in the "office supplies" line item? It seems higher than most other departments.	The "office supply" moniker is actually a misnomer for this department, as the supplies purchased under this line item are predominantly book and genre processing supplies [e.g. book jacket covers, affixing tape, spine labels, CD and DVD cases, genre stickers and labels, hanging bags, custom sequential barcodes for materials]; additionally, they are supplies for circulation and computer use, such as custom barcoded patron key-cards and thermal receipt paper rolls, overdue envelopes and printer paper. A portion of this line does go to traditional office supplies used at public workstations and staff desks, but it also includes Archival quality supplies for the preservation of older materials and documents. As our public employs more text updates and migrates away from receipt print-outs and mailed overdue notices, and as we purchase more "virtual" materials with no physical need for processing, we will see the impact on this line item.
610 Library	Galvin: Please describe the duty of the Library's Office Manager	<i><u>Please see these highlights from the Office Manager Position Description. The full 6-page OPEIU Position Description is attached:</u></i> "Responsible for providing financial, purchasing, and administrative services to the Library Department, Director, Board of Library Trustees and liaison support to the "Friends of the J. V. Fletcher Library, Inc." Organizes and oversees all business office functions, warrant production, MUNIS entries and reconciliations, purchase orders, supply orders, accounts payable, depositing and posting of Gift, Memorial, Restitution, Grant, Petty Cash and Trust Funds [\$250,000+ in books and materials purchases]. Executes weekly payroll and maintains personnel leave accrual documentation for 20+ FTE's. Collates state purchasing and departmental bids. Coordinates and oversees Volunteer and Senior Tax Volunteer programs. Oversees confidential CORI documentation, COI reports, quarterly Sex Offender Registry information and accesses confidential personnel files and patron documentation. Maintains

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		<p>electronic and hard copy updates to Emergency Manuals, Policy Manuals and Administrative Manual; maintains electronic and hard copy administrative files. Oversees inventories, procurement, supplies and business equipment. Collates statistical data from quarterly, state-mandated DATA COLLECTION WEEKS. Records and distributes Staff Meeting minutes. Prepares Board packets for posted Open Board of Library Trustees meetings. Executive-level administrative support to the Director, the Board of Library Trustees, and the Library Foundation. Related administrative, operational and fiscal work as required.”</p>
650 Parks & Grounds – Grounds Maintenance	Greene: Which properties are maintained by the “Ground Maintenance” line item?	<p>Duane: Grounds Maintenance supports maintenance and materials for the grounds and associated infrastructure for all Town buildings, as well as maintenance and repairs of grounds and infrastructure associated outdoor recreation amenities like athletic fields, playgrounds, basketball courts, tennis courts, two beaches, Bruce Freeman and other trails, Veteran’s Monuments, Community Gardens, etc. We also work collaboratively with several other departments to assist with other areas like East Boston Camps and some School athletic fields.</p>
650 Parks and Grounds – water	FitzPatrick: What expenses run thru ground maintenance?	<p>650 Parks & Grounds Maintenance-Water: Funds irrigation water for Forge Village Common.</p>
650 Parks and Grounds – town common	<p>FitzPatrick: Are the town common expenses being paid from farmers market and thus no budget needed? What was the amount of that fund? And what expenses are in town common? Why split that out from other grounds?</p>	<p>Duane: To date, Town Common expenses have not been paid from the Farmers Market Revolving Fund. That fund is specifically associated with Farmers Market operations.</p> <p>The Town Common line provides funding for maintenance and upkeep of the Town Common and its associated infrastructure, including things like electricity, irrigation, grass seed, fertilizer, holiday lights, etc.</p> <p>The Town Managers Office handled receipts associated with the Farmers</p>

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		<p>Market. The Farmers Market raised \$5,225 and the current balance is \$4,129.</p> <p>This line existed in the budget prior to my arrival in February of 2018. I would imagine this was the result of a desire to more specifically categorize expenses at that location. I would defer to others as to the specific reason for that being separated from the other grounds.</p>
660 Land Management	<p>FitzPatrick: What buildings and grounds are covered under maintenance? I know the 3 properties but I'm looking at what specifically in grounds, paths, parking lots, etc? Is there a stormwater charge for these properties?</p> <p>What do you charge to these accounts? Are you expecting the budgeted funds to cover something specific in 2021 or are they general funds that cover everything from the farm stand at hill, the multiple building in EBC or laying gravel at Stony Brook. This is just an example i have no idea if there is gravel at Stony Brook. Is this \$7,000 in building maint. to cover any thing that comes up at x number of buildings including all the out building and bathrooms at EBC and</p>	<p>Gumbart: The 660 budget covers maintenance of all our town conservation lands: 183 individual parcels totaling about 2,186 acres.</p> <p>Three properties have buildings including: Stony Brook (EBC) which has 40 buildings in total, although we do hope to demo or remove 6/7 buildings on the southside of Burge's Pond (a.k.a. the Girls side) in the near future); Hill Orchard has the farm stand and barn; and Slifer has a boat house.</p> <p><u>Building Maintenance:</u> Expenditures out of the Building Maintenance line item cover routine annual expenses and we also try to include some up keep such as painting, window replacement and gutter repair at EBC and Hill Orchard. Some of the routine expenses at EBC have to do with the kitchen at the Dining Hall where we annually service:</p> <ul style="list-style-type: none"> • the Vulcan ranges, the dishwasher, ice machine and walk-in freezer; and • service and inspect fire extinguishers. <p>We have also used this line item to purchase:</p> <ul style="list-style-type: none"> • tools: such as ladders, drill bits, and saws; • replacement light bulbs, locks, wood, and nails; • maintenance of the grease traps and septic system pumping and

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	<p>hill orchard or are you planning to paint building y. Same for the \$5,500 for grounds maint. What is being maintained - x acres of conservation land, just mowing a lot, nothing imparticular but if a tree falls across a trail, making a trail ADA compliant, zip lines and ropes courses (just kidding on that one), etc? BTW, since I'm asking, how many acres are under this department and how many parcels? i only mentioned three because that is what the first bullet point states so i assumed that the expenses related just to those - maybe not. Again an assumption, but I'm assuming whatever properties are charging for electricity and gas are the ones being maintained.</p>	<ul style="list-style-type: none"> • repair at both EBC and Hill Orchard; and • replace doors, sills, rotting wood, leaking roofs and make repairs due to vandalism. <p>At EBC there are 3 bath houses with multiple toilets, sinks and showers, and 6 additional bathrooms in cabins that have water heaters. 3 cabins have showers in addition to those in the bath houses. This line item also covers cleaning supplies, water heater services, toilet fixtures and plumbing repairs.</p> <p><u>Grounds Maintenance:</u> Expenditures out of the Grounds Maintenance line item primarily covers maintenance and management of the grounds at Stony Brook and Hill Orchard but they are also used at other properties when needed.</p> <p>At Stony Brook there are three beaches, a ballfield, overflow parking lot, main parking lot, over 5 miles of woods trails and 1.3 miles of camp roads.</p> <p>Hill Orchard has a parking lot for the farm stand and utilizes a portion of the orchard field for parking as well. There are about 14 acres in orchard and about 6 acres of woods.</p> <p>Slifer has a small parking area and a short trail system of about 1/3 of a mile of trail.</p> <p>There are parking lots at Grassy Pond, Nashoba Brook (2), Greystone, the Day Field and Freedom Park.</p>

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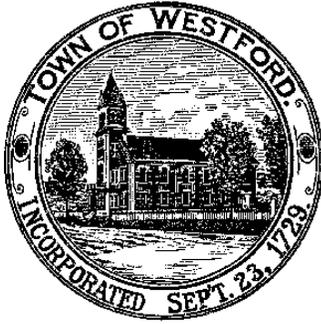
Dept. Number, Name + Account	Questioner's Name/Question	Response
		<p>This line item has been used to purchase and maintain :</p> <ul style="list-style-type: none"> • security cameras (at EBC and Hill Orchard); • signs; • fix the docks at EBC; • replace picnic tables; • make water line repairs; • sand for two of the beaches at EBC; • weekly water quality testing of the beaches at EBC (approximately \$1,200/season); • beaver flow pipes and an annual expenditure towards the maintenance of these structures (approximately \$1,110/per year); • mowing and harrowing and cover crop planting at Day Field; • annual Integrated Pest Management (IPM) program at Hill Orchard; • tree removal when the work can't be performed by either volunteers or the Highway Department; • maintain slopes and control erosion; • repair kiosks; and • fix broken boards on boardwalks and bridges. <p>Most of the road work and parking lot maintenance is performed by the Highway Department. However, this line item would be used to cover replacement of the telephone pole guardrails and to pay for new gravel.</p> <p>In FY21 there will be the same routine and annual expenditures. We have a new Facility Manager starting at EBC in April 2020 and while I hope we are able to take on some improvement projects such as painting the lower cabins and fixing the steps to the lower camp</p>

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		<p>bathhouses, but I will have to see how much the new company can take on as they ramp up in their first season. At Hill Orchard we may have to take on some tree work around the edges of the orchard. If ground conditions and timing works out the Highway Department might be able to help us with this project.</p> <p>There is a stormwater charge for any property with a gravel or paved road, parking lot, sports court or a property with buildings. The towns assessment has been captured in the 199-line item.</p>
670 Historical commission	FitzPatrick: Would the cottage maintenance needs be bigger items that would come out of capital?	Fox: In general, foreseeable items including those generally above \$10,000.00 are presented as capital items and are not expected to come out of operating costs. These projects include larger items, such as construction, alterations, renovations or replacements of critical equipment. Smaller repairs or service provided to support building operations will come out of the operating budget.
630 Recreation Enterprise	FitzPatrick: Is there a cost analysis for the WPC and the summer weekly expense	<p>Duane: We do not code payroll to specific programs due to time constraints with payroll process, use of handwritten timecards and employees working in multiple programs.</p> <p>O'Donnell: Please see the attached 2019 Recreation Enterprise analysis showing the revenue and expenses each month.</p>
630 Recreation Enterprise	FitzPatrick: How does the revolving fund get expended? What are the inflows? What are the revenue projections as a whole and specifically for youth which has a "slight" 25% increase?	<p>Duane: The Recreation Revolving Fund for programming was eliminated beginning in FY19. All programming revenue and expense is now captured in the Enterprise Fund.</p> <p>O'Donnell: The revenue and expense analysis for 2019 is attached.</p> <p>Duane: There is an increase in Youth Expense from \$40,000 to \$50,000 based on FY19 actual expenses of \$47,700. The increase in FY19 actual</p>

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		expenses was the result of increased attendance for some existing programs, as well as some new youth program offerings. As of result of the projected increase in expenses, there is an associated increase in projected revenue from \$45,000 to \$57,000.
630 Recreation Enterprise	FitzPatrick: Why did the cost of the brochure go up so dramatically? Does this include printing and postage? What is in printing if so?	<p>Duane: The Recreation Brochure is our major marketing tool used to attract program participants and generate the majority of our operating revenue.</p> <p>FY19 actual expense for printing and mailing brochures was \$12,500. Recreation Brochure Expense was previously split between multiple accounts. The increase in the Recreation Brochure for FY21 reflects consolidating this expense in one line. There is a decrease of \$4,500 in Printing Services as part of this consolidation.</p> <p>Printing Services funds printing of promotional materials associated special program, events, and services, including flyers, posters, signage, etc.</p>
630 Recreation Enterprise	FitzPatrick: What expenses are expected to run thru supplies other. Nothing spent in FY19, nothing spent to date in FY20	Duane: This line provides funding to purchase replacement equipment for playgrounds and other recreation facilities, including swings, slides, tennis nets, basketball nets, backboards, etc.



OFFICE MANAGER - LIBRARY

Town of Westford Job Description

<u>Position Title:</u> Office Manager-Library	<u>Band/ Step/ Hourly Wage:</u> Non-Exempt Grade A, Step 4	<u>Previous Rev Date:</u> May 2015
<u>Reports To:</u> Library Director	<u>Department:</u> Library	<u>Current Rev Date:</u> August 2014 May 2018

Union Position: Yes / OPEIU
37.5 hrs/week

Position Summary:

Responsible for providing financial, purchasing, and administrative services to the Library Department, Director, Board of Library Trustees and liaison support to the "Friends of the J. V. Fletcher Library, Inc." non-profit corporation. Organizes and oversees all business office functions, warrant production, purchase orders, supply orders, accounts payable, depositing and posting of Gift, Memorial, Restitution, Grant, Petty Cash and Trust Funds. Executes weekly payroll and maintains leave accrual documentation for 20+ FTE's. Coordinates and oversees Volunteer and Senior Tax Volunteer programs. Oversees confidential CORI documentation, and accesses confidential personnel files and patron documentation. Personal executive-level administrative support to the Director, the Board of Library Trustees, and the Library Foundation. Related work as required.

Principal Responsibilities:

1. Organizes and oversees all administrative and business office functions in the Library, including administrative files, reports, warrants, accounts payable, accounts receivable, payroll, purchase orders, supplies and office equipment.
2. Produces Library and Library Board correspondence providing executive-level administrative support to both Boards and Director; transcribes from the dictaphone for Director and Board. Produces file copies of all correspondence, minutes and departmental documents and maintains 30-plus drawers of indexed, accessible hard copy files, plus Board and departmental archives. Maintains invoice, administrative office, personnel, Board and Association and back files in organized and accessible manner through daily filing, annual transfer and maintenance of alphabetical index.
3. Processes, records, posts and proofs weekly budget warrants and deposits for \$1,500,000.00-plus department (MUNIS and EXCEL software). Oversees collection and handling of Memorials, Gifts, Restitution and Grant deposits, Membership donations, procurement and disbursement of Petty Cash. Using MUNIS, produces and inputs bi-weekly Operating Budget expenditure warrants, Restitution Account and Memorial Book and Gift Account warrants, monthly Trust Funds expenditure warrants, deposits, summary sheets and Trustee Authorizations.
4. Generates monthly reconciliation reports on MUNIS for the Operating, Personal Services, Memorial Book and Gift Account, Library Restitution Account, LIG/MEG Account and all Trust Fund Accounts. Performs internal reconciliation of expenditures and warrant production with the Director, Assistant Director, and Acquisitions. Reconciles accounts monthly with the Director and the Finance Department or Town Accountant. Reconciles all yearend reports.

5. Monitors access to and contents of administrative safe. Responsible for distribution and collection of departmental keys and maintains Master copies and index to 70-plus departmental keys as well as an up-to-date employee key list.
6. Performs, under supervision of Library Director, annual supply inventory for seven divisions, coordinating division supply requests and purchase orders. Produces Common Supply order template for divisions. Assists divisions in the preparation of their supply orders (\$35,000). Reviews supply orders to ensure the most cost-efficient vendors are utilized while maintaining product quality. Oversees all orders for Library Department from initial ordering through warrant submission. Checks all supply shipments for accuracy and completeness. Oversees final unpacking and storage of all supply shipments in the proper division storage area. Responsible for Friends' of the J. V. Fletcher Library supply orders and paperwork from initial submission to timely submittal to Friends' Treasurer for payment of Friends' invoices. Reviews monthly vendor statements for accuracy. Directly oversees ordering of all first aid, emergency and kitchen supplies annually.
7. Oversees submittal, approval and execution of all departmental purchase orders via MUNIS, purchase and bid documents. Maintains comprehensive records of all departmental bids, personnel advertisements, vendor correspondence and notices. Disseminates bid specifications; receives and records sealed bids and deposit monies. Acts as departmental liaison with the State Collective Purchasing System and the MLS and MHEC Cooperative Purchasing System.
8. Handles confidential correspondence and files of the Director and the elected Board of Library Trustees. Processes CORI records of all departmental staff and volunteers. Attends state-agency CORI training bi-annually. Functions as the "Administrator" for the Library agency and ensures that the departmental CORI certification is renewed bi-annually. Handles and deposits patron payments, having access to confidential patron personal and financial data.
9. Oversees Sex Offender Registry information for the Library department, securing quarterly updates from the Police Department and distributing same to public divisions for mandated display. Updates Sex Offender photographs and notices on bulletin boards as required.
10. Responsible for departmental supply, vendor and equipment contract management. Maintains records for annual, as well as multi-year contracts, alerting administration to termination date on all leases, options, warranties and contracts.
11. Organizes, assembles and maintains Trustee and Friends' Manuals for all elected Trustees Board members and Friends Executive Board Members. Updates and retains Board directories, election history and signatory and fund information as required. Forwards Orientation Packets to candidates for elected Board of Trustees.
12. Organizes, assembles and maintains Administrative Procedural Manual, reviewing and steadily updating as required.
13. Oversees electronic LAN updates to Policy and Emergency Manuals and distributes hard copy updates to Policy and Emergency Manuals at all workstations.
14. Creates and posts holiday notices on public entrance doors. Responsible for notifying the IT Department of the library service calendar and holiday dates to ensure that the automated telephone "outgoing message" reflects library hours, holidays and closures.

15. Assists in production of all grant proposals seeking funding for enhanced library services, programs or facilities. Coordinates *Annual Report (ARIS)* and *State Aid to Public Libraries* data and materials prior to submittal to the Massachusetts Board of Library Commissioners annually.
16. Contacts professional agencies, individuals, vendors and service organizations as directed or needed to obtain or disseminate information.
17. Oversees functionality and condition of all Office equipment and supplies for same: fax machines; photocopier/scanner; typewriter; personal computer; printers; vend equipment; postal meter, and telephone units. Procures funds and maintains the postal meter. Responsible for metering and mailing daily outgoing mail of department. Performs minor troubleshooting on office equipment. Responsible for contacting vendors for machine repair and supplies when necessary. Maintains warranty documentation and instruction manuals for all equipment, insuring proper maintenance and function.
18. Attends monthly Staff Meetings. Records minutes and transcribes same for dissemination to staff. Utilizes software to post Staff Meeting Minutes on Staff Web Page.
19. Processes, assembles, and posts all agendas, enclosures, notices and reports for all posted Board and special meetings. Notifies Boards regarding the availability of meeting packets and updates minutes boilerplates for meetings. Secures RSVP from Board members to ensure a quorum. Posts approved Trustee Minutes on Town Web Site and files archival hard copy.
20. Assists with the coordination of bulk and town-wide mailings as required for the Library Department, Library Board of Trustees and Friends of the J. V. Fletcher Library, Inc. and Foundation.
21. Procures and maintains petty cash funds and oversees disbursements of same. Receives, records and prepares deposits for cash/check donations, gifts and memorials, and restitution payments on an ongoing basis. Initiates Gift, Memorial and Donation procedures upon receipt of check, cash or gift. Reconciles weekly and monthly with Director, Assistant Director, Acquisitions and Town Accountant.
22. Processes any incoming Friends of the Library memberships, matching gift contributions, donations and invoices received on site, retaining a file record of all documents passed to the Friends' Treasurer, Membership Chair, and President. Collects daily and records Friend's revenue and Library Restitution Funds at each public desk. Coordinates weekly collection and deposit of same. Maintains Excel spreadsheet with daily/monthly departmental revenue.
23. Responsible for the routine assignment and upkeep of staff mailboxes, weekly retrieval and filing of payroll checks in same, and dissemination of staff-wide correspondence as directed by Director.
24. Receives complaints or requests for assistance and refers patron to appropriate Division Head, Assistant Director or Director.
25. Attends meetings and workshops relating to administrative, business, personnel or departmental procedures.
26. Ensures distribution of Leave Use Statement semi-annually to the staff and ensures sign-off and reconciliation of same by library personnel. Per the Director, ensures monthly reconciliation of staff leave usage and earning records with the Town Payroll and MUNIS records.
27. Assists and instructs staff in software applications, i.e. Word, Excel, as well as office and business procedures (such as Voice Mail and Telephone instruction). Develops and conducts administrative instructional workshops.

28. With Director or Assistant Director, performs weekly payroll input, executes weekly payroll, and prepares pay sheets and leave accrual documentation updating leave calculations and use on a weekly basis. Applies all pertinent Town Personnel By-Laws, CWA Bargaining Unit contractual language, federal and state wage provisions and the Fair Labor Standard Act. Maintains payroll filing in keeping with Record Retention regulations.
29. Oversees and coordinates Volunteer and Senior Tax Rebate Volunteer Program for Library Department. Recruits, orients and monitors all volunteers. Assesses applications and distributes same to Division Heads for selection. Maintains all work logs, time sheets, correspondence and references for volunteer positions. Tabulates service hours of volunteers for Director. Oversees termination and resignation process. Sends "Thank-you" and acknowledgement of volunteer support upon termination. As Volunteer Coordinator, assists in the coordination and preparation of the annual staff/volunteer recognition event and annual recognition of Youth Services volunteers.
30. E-mails Board of Trustees, Friends of the Library, Inc., Library Staff and Town Employees when necessary. Maintains departmental email distribution lists and updates same.
31. Per the Director, issues a "First of the Month" prompt to appropriate staff, disseminating alerts, notices and reminders as indicated and required.
32. Performs research, conducts studies and maintains statistics relating to administrative effectiveness, costs, usage and growth: maintains statistical and usage data for pertinent equipment. Collects and prepares data collection results from all divisions on both monthly and quarterly basis. Compiles quarterly and annual statistical data for Director and Commonwealth of Massachusetts Board of Library Commissioners.
33. Receives, posts and files Library Latest and all marketing materials into administrative files.
34. Responsible for routine back-up and maintenance of divisional personal computer. Responsible for divisional supplies, equipment and peripherals budget-.
35. Performs other duties of a similar nature and complexity as requested by the Director or Board.
36. May assist with library programs, events, displays or special projects as indicated.
37. May have first-response responsibility for the staff, facility and public in the absence of a Building Supervisor. Maintains up-to-the minute LAN Personnel and Meeting Room calendars.
38. Based on need, is required to work flexible hours.

Required Experience, Skills, Knowledge and Abilities:

All candidates are required to take a skills test upon application. Must possess a pleasant, positive and informed manner with the public. Must be knowledgeable in dealing with municipal departments, vendors, business representatives, local, regional and state officials. Ability to work independently and accurately in an organized and efficient system and in concert with organizational policies and goals. Requires excellent problem-solving skills and decision-making skills.

Education, Training, Special Licensure/Certification Requirements:

A Bachelor's degree supplemented by business or commercial training with five years prior experience in an automated office or library environment. Proficiency in accounting, payroll and warrant production, word processing, typing, and transcription. Working knowledge of business protocol and library procedures. Proficiency utilizing MUNIS, MS Office and other business and financial software applications. Ability to

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learn and adapt to new business and Municipal software and hardware. A CORI check will be conducted for all employees prior to hiring and at subsequent intervals.

Contacts (boards & committees, vendors, general public, etc.):

Frequent contact with other town departments, boards and governmental agencies as required. Extensive contact with library patrons and staff, and frequent contact with vendors, network, regions and other town departments.

Supervisory Responsibility (Include Positions Supervised):

Works under the direction of the Library Director or his/her designee. Supervises the volunteer and senior tax volunteer program for entire library department, has access to CORI information on all library staff and volunteers. Unusual situations referred to supervisor. Work involves varied and routine duties requiring the exercise of significant independent judgment and initiative but within established procedures. Has access to department related confidential information. Frequent contact with other town departments, boards and governmental agencies as required. Has access to department related confidential information involving personnel and confidential patron information protected under MGL Ch. 78. Errors could result in loss of funds, confusion, delay, administrative problems, technological problems, adverse public relations.

Responsibility for Operating Budget:

Responsible for judicious expenditure of all departmental supply budgets, and all equipment, vehicular and facility maintenance budgets. Oversees all supply, maintenance and repair logs. Oversees all administrative equipment, bids, contracts and fiscal schedules. Oversees submittal, approval and execution of all purchase orders. Oversees successful Volunteer Program and cost value of donated personnel hours.

Primary Physical Requirements:

Ability to operate and view a computer screen for extended periods of time. Depth, color, peripheral, and distance vision routinely required. Regular lifting up to 25 pounds. Manual use of typewriter, telephone, postage meter; calculator, dictaphone, copying and facsimile machines. Ability to hear, talk, walk, sit, bend, reach, grasp. Occasional need to climb, balance, stoop, kneel, or crouch.

***Use F for Frequently, O for Occasionally, R for Rarely, N for Never**

Primary Physical Requirements

Other Physical Considerations

LIFT up to 10 lbs.: F
LIFT 10 to 50 lbs.: O
LIFT over 50 lbs.: N

Twisting: O
Bending: O
Squatting: O
Kneeling: O

CARRY up to 10 lbs.: F
CARRY 10 to 50 lbs.: R

Crouching: O
Keyboarding: F
Repeated wrist rotations; repeated reaching, grasping, and clutching: F

CARRY over 50 lbs.: N

PUSH/PULL: N

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

<u>Consecutive Hours</u>	<u>Total Hours</u>
<u>Sit:</u> 1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Stand:</u> 1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
<u>Walk:</u> 1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

WORK SURFACE(S)
Desktop/Computer Table
Stationary & Rolling Office Chair
Carpeted & Linoleum Floored Offices
Stairs and Elevators

Summary of Occupational Exposures:

Work is performed indoors under general office conditions. Noise fluctuates from low to loud depending upon the volume of patrons utilizing library collections and equipment, attendance at library programmatic offerings and age of patrons within the facility. In lieu of Building Supervisor, is responsible for overseeing and ensuring safety of self, employees and the general public.

Environment:

Inside: 99% Outside: 1%

Position Title: Office Manager-Library
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APPROVALS

<u>Town Manager</u>	<u>Date</u>
<u>Department Head</u>	<u>Date</u>
<u>Union Steward, if applicable</u>	<u>Date</u>
<u>Human Resources Director</u>	<u>Date</u>

Note: The purpose of this job description is to provide an outline of the more significant work elements of the position and to organize and present the information in a standard manner. It is not intended to describe all the elements of the work that may be performed by every individual in this classification, nor should it serve as the sole basis for Human Resource decisions and actions.

The employee's signature below acknowledges receipt and understanding of the above Job Description as a basis of job responsibilities:

Employee

Date _____

Town of Westford													
Calendar Year 2019 Recreation Analysis													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
REVENUE													
EARNINGS ON INVESTMENTS	247.80	272.93	438.83	506.55	615.10	639.37	290.38	362.35	324.14	342.59	309.29	180.00	4,349.33
RECREATION ADULT REVENUE	485.00	1,860.00	10,261.75	1,925.00	2,245.00	1,260.00	175.00	2,170.00	670.00	1,200.00	300.00	180.00	22,731.75
RECREATION BROCHURE REVENUE		1,050.00	850.00	10,166.00			500.00	350.00	850.00	500.00			14,266.00
RECREATION FIELD TRIPS REVENUE	3,588.50	9,933.50	4,607.00	5,217.50						2,050.00	2,101.00		27,497.50
RECREATION PROGRAM CHARGES	(2,459.21)	(4,141.31)	(2,821.88)	(4,678.58)	(3,264.28)	(4,322.11)	(4,214.59)	(1,740.52)	(1,247.03)	373.45	(206.39)	(273.59)	(28,996.04)
RECREATION SQUIRT REVENUE		1,165.00	1,435.00	425.00	270.00			3,195.00	578.00				7,068.00
RECREATION SUMMER WEEKLY REV		450.00	6,443.00	12,071.00	35,971.50	68,704.75	43,504.08	20,347.85	1,400.00	2,500.00			191,392.18
RECREATION WATERFRONT REV		260.00	485.00	585.00	1,050.00	3,834.75	15,564.50	6,120.75		3,120.00			31,020.00
RECREATION WPC/REC CLUB	119,951.40	67,304.37	118,767.90	79,684.55	94,402.90	54,258.05		56,765.20	115,699.85	79,587.50	110,557.70	72,621.40	969,600.82
RECREATION YOUTH REVENUE	2,080.00	5,428.25	7,547.00	6,688.75	3,341.25	9,033.00	9,313.00	10,759.50	3,275.00	2,385.00	4,330.00	2,460.00	66,640.75
Total	123,893.49	83,582.74	148,013.60	112,590.77	134,631.47	133,407.81	65,132.37	98,330.13	121,549.96	92,058.54	117,391.60	74,987.81	1,305,570.29
PAYROLL	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
Total	85,084.74	67,659.19	68,437.00	67,639.70	88,184.41	73,854.73	121,642.44	152,087.07	74,043.74	85,811.72	75,553.81	65,965.56	1,025,964.11
EXPENSES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
BUILDING MAINTENANCE					240.00					70.00			310.00
CONTRACTED SERVICES						232.00	130.20	415.96	711.92	(108.50)			1,381.58
DUES AND MEMBERSHIPS											87.50		87.50
ELECTRICITY	37.04	15.80	23.12	12.84	36.72	48.89	122.72	218.25	192.27	42.34	38.72	24.84	813.55
FIELD TRIPS		1,124.50	5,215.72	2,798.45	1,915.00						533.00	1,624.61	13,211.28
INDIRECT COSTS - TRSF TO GF	20,190.25	20,190.25	20,190.25	20,190.25	20,190.25	20,190.25	9,143.42	9,143.42	9,143.42	9,143.42	9,143.42	9,143.42	176,002.00
MEETINGS & CONFERENCES									377.50	557.29			934.79
OFFICE SUPPLIES	38.32							153.42	62.99	381.04		34.66	670.43
PRINTING SERVICES		2,578.87						60.08			10.61		2,649.56
RECREATION ADULT EXPENSE	1,298.10	429.00	288.00	150.00	624.00	616.24	1,276.50	975.00	1,295.88	113.53	440.00		7,506.25
RECREATION BROCHURE EXP	1,438.30	2,911.13						5,815.27					10,164.70
RECREATION SQUIRT EXPENSE				13.30		108.00	108.00	108.00		1,408.00			1,745.30
RECREATION SUMMER WEEKLY EXP			1,190.00	347.20		985.99	3,725.19	5,070.33	119.37	3,260.00			14,698.08
RECREATION WATERFRONT EXP			110.00	64.48		1,062.06	4,362.64	4,314.28	50.00				9,963.46
RECREATION WPC/REC CLUB EXP	4,203.85	1,836.53	780.93	3,414.21	3,536.02	2,719.00	705.38	17.99	1,578.90	2,050.25	1,555.95	3,542.63	25,941.64
RECREATION YOUTH EXPENSE	1,930.40	2,326.40	4,191.00	2,466.20	3,075.00	7,668.80	5,019.00	17,136.00	514.00	1,209.52	1,891.00	60.00	47,487.32
TRAVEL - MILEAGE	55.02	33.06	44.66	27.26	26.10			284.78	157.76				628.64
WATER	19.28			19.28			25.31				73.55		137.42
Total	29,210.56	31,445.54	32,033.68	29,503.47	29,643.09	33,631.23	24,618.36	43,712.78	14,204.01	18,126.89	13,773.75	14,430.16	314,333.50
Total Expenses	114,295.30	99,104.73	100,470.68	97,143.17	117,827.50	107,485.96	146,260.80	195,799.85	88,247.75	103,938.61	89,327.56	80,395.72	1,340,297.61
Net Cashflow per Month	9,598.19	(15,521.99)	47,542.92	15,447.60	16,803.97	25,921.85	(81,128.43)	(97,469.72)	33,302.21	(11,880.07)	28,064.04	(5,407.91)	(34,727.32)

TOWN OF WESTFORD					
630 RECREATION ENTERPRISE					
FY20 REVENUE WORKSHEETS					
			FY19	FY20	FY21
ORG	OBJECT	ACCOUNT NAME	REVENUE	BUDGET	PROJECTED
63063000	423300	RECREATION ENTERPRISE REVENUE			
	423510	SQUIRT PROGRAM REVENUE	5,660.00	8,000.00	7,000.00
	423520	YOUTH PROGRAM REVENUE	62,546.25	45,000.00	57,000.00
	423530	ADULT PROGRAM REVENUE	23,202.25	14,000.00	18,500.00
	423540	WPC/REC CLUB REVENUE	965,989.29	1,030,000.00	965,000.00
	423550	SUMMER WEEKLY PROGRAM REVENUE	203,228.93	195,000.00	200,000.00
	423560	ROWING/CREW PROGRAM REVENUE	(865.00)	-	-
	423570	WATERFRONT PROGRAM REVENUE	32,448.25	38,000.00	35,000.00
	423580	BROCHURE REVENUE	14,166.00	11,000.00	14,000.00
	423590	FIELD TRIPS/ SPECIAL PROGRAMS REVENUE	29,167.20	30,000.00	30,000.00
63063000	482000	RECREATION ENTERPRISE REVENUE	3,634.39	4,000.00	3,600.00
		REFUNDS	(40,485.20)	(45,000.00)	(45,000.00)
	TOTAL		1,298,692.36	1,330,000.00	1,285,100.00
		TRANSFERS FROM RETAINED EARNINGS	161,000.00	75,000.00	75,000.00
63063000	497001	TRANSFERS FROM GENERAL FUND	93,237.00	45,938.00	47,153.00
	Total		1,552,929.36	1,450,938.00	1,407,253.00