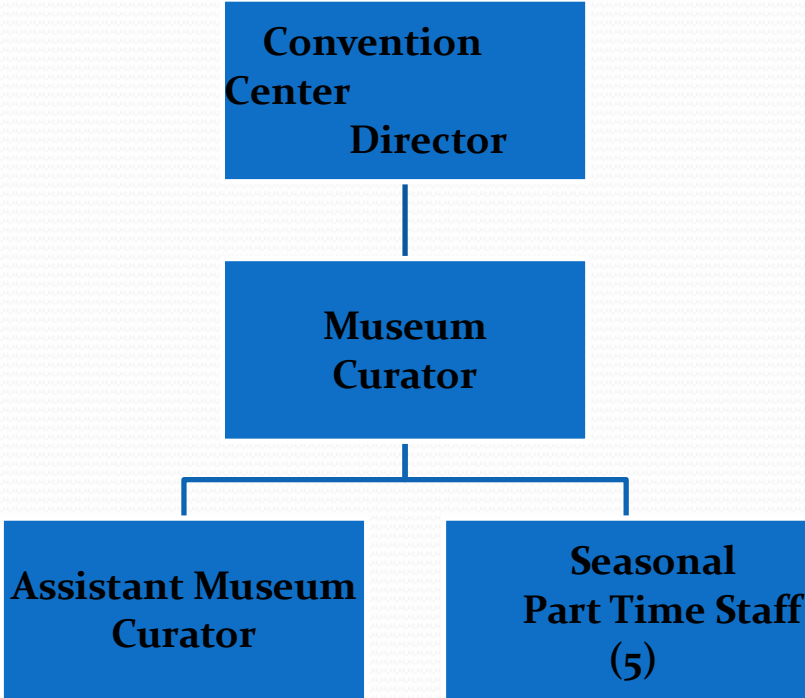


Museum Division

- FY 2020 Budget Presentation



**OCEAN CITY LIFE SAVING STATION MUSEUM
Organizational Chart**



Role of the Museum

- In conjunction with the O. C. Museum Society, operates a year-round municipal museum that serves as the showplace of our town's history and culture
- Provides quality educational programs and events which are enjoyed by residents and vacationers
- Serves as an ambassador for the town, especially in the downtown area
- Offers assistance to researchers, the media, and the general public requesting archival photographs and information on Ocean City and surrounding area.

Items Funded in Budget

• Salaries & Wages:	\$142,327
• Employee Benefits:	\$64,131
• Building Maintenance/Repairs:	\$25,771
• Communications:	\$800
• Advertising, Printing, other Services:	\$8,200
• Energy & General Supplies:	\$7,200
• IT Services and Insurance:	\$3,474

(Total budget increased by \$1,581 from FY 19)

Office Associate III Duties

- ❖ Bookkeeping – paying bills, making deposits, reconciling accounts
- ❖ Managing Museum Store – purchasing and tracking inventory via point of sale software
- ❖ Public Relations – Answering phone, email, social media inquiries
- ❖ Processing Donations/Loans of artifacts and Museum memberships
- ❖ Scheduling tours, programs, and events
- ❖ Coordinating with Museum Society board of directors in regards to meetings, events, and programing

** Increase in part time salaries is due to converting one Museum Aide position to Office Associate III*

The Museum has 2 full time and 5 part time staff who are responsible for operating the museum as well as overseeing the south end of the boardwalk including displays, fencing, landscaping, and historic Coast Guard lookout tower.



Challenges

- ❖ Maintaining the level of quality programs and events with only two full-time staff members
- ❖ Retaining/recruiting part-time staff for a low grade position
- ❖ Lacking adequate office/meeting/program space