



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 15, 2023

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: ACCEPT LIBRARY TRUST FUNDS IN THE AMOUNT OF \$158,086 AND LIBRARY MINOR GIFT FUNDS IN THE AMOUNT OF \$233,797 AS DESIGNATED FOR LIBRARY MATERIALS, PROGRAMS AND SERVICES IN A TOTAL AMOUNT OF \$391,883 – SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$391,883 – FIVE AFFIRMATIVE VOTES REQUIRED

ISSUES:

Accept \$158,086 from the Library Trust Fund and \$233,797 from the Library Minor Gift Fund and authorize a supplemental appropriation in the total amount of \$391,883 for use by the Library for materials, programs, and services.

RECOMMENDATIONS:

That the City Council:

1. Accept \$158,086 from the Library Trust Fund and \$233,797 from the Library Minor Gift Fund; and
2. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record an increase in revenues and a supplemental appropriation in the Grants and Restricted Programs Fund Library Gift & Trust revenue and expenditure accounts in the amount of \$391,883 to pay for Library materials, programs, and services.

BACKGROUND:

The City Charter requires all City funds, including private donations, to be deposited into the City Treasury. Gift and trust funds are held in a Library Minor Gift Fund account pending appropriation to the General Fund.

DISCUSSION:

The Library Department is requesting to appropriate the gift and trust funds to the General Fund for use by the Library for materials, programs, and services.

All trust and gift fund donations are expended on materials, programs, and services to benefit the public use of the Riverside Public Library System.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 1 - Arts, Culture & Recreation** and **Goal 1.1 - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by minimizing the expenditure of City funds through community partnership and involving the community.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community through programs funded by gift and trust funds.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit with no financial implications to the City other than in-kind contributions of staff time.
4. **Innovation** - This item aligns with Innovation by continuing partnerships with the Friends of the Library and Riverside Public Library Foundation to secure funding for programming needs for the community.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by providing fund development opportunity.

FISCAL IMPACT:

The fiscal impact of this action is \$391,883. Upon City Council approval, the funds will be moved from the Special Deposits Fund Library System Accounts to the Grants and Restricted Programs Fund, Library Gift & Trust Expenditure account numbers as reflected in the table below.

Source of Funds

Fund	Program	Account	Amount
Library Minor Gift	Library Trust	0000722-225466	\$148,752
	Library Fund	0000722-225404	\$5,000
	Library Fund	0000722-225406	\$4,334
	Library Gift	0000722-225401	\$35,194
	Library System	0000722-225405	\$198,603
Total:			\$391,883

Revenue & Appropriations

Fund	Program	Account	Amount
Revenue			
Grants & Restricted Programs	Library Gift & Trust	5145001-374222	\$391,883
Expenditure			
Grants & Restricted Programs	Library Trust Expenditures	5145001-450200	\$148,752
	Library Gift Expenditures	5145001-450201	\$243,131
Total Expenditures			\$391,883

Prepared by: Erin Christmas, Library Director

Certified as to

availability of funds: Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer

Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney