



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: NOVEMBER 19, 2019**

**FROM: MUSEUM DEPARTMENT      WARDS: ALL**

**SUBJECT: GRANT APPLICATION TO FEDERAL INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR FUNDING THROUGH THE "MUSEUMS FOR AMERICA" PROGRAM IN THE AMOUNT OF \$244,941 TO SUPPORT A TEMPORARY THREE-YEAR POSITION OF COLLECTIONS CATALOGER – SUPPLEMENTAL APPROPRIATION**

**ISSUES:**

Authorize the submission of a grant application to the Federal Institute of Museum and Library Services for competitive funding available through the "Museums for America" program in the amount of \$244,941 to support a temporary three-year position of Collections Cataloger and, upon grant award, authorize the acceptance of the award and a supplemental appropriation in the same amount.

**RECOMMENDATIONS:**

That the City Council:

1. Authorize the Museum Department to submit a grant application to the Federal Institute of Museum and Library Services for competitive funding available through the "Museums for America" program in the amount of \$244,941 to support a temporary three-year position of Collections Cataloger;
2. Authorize, upon grant award, the Chief Financial Officer, or designee, to accept the award, to record an increase in estimated revenues equal to the grant award into a Museum Department Revenue Account, and to appropriate expenditures in the same amount into a Museum Department Expenditure Account assigned by the Finance Department for the Institute of Museum and Library Services grant; and
3. Authorize the City Manager or designee to accept all grant assurances and certifications, including amounts lesser or greater than the amount applied for, and to execute all grant documents including making minor and non-substantive changes to documents associated with the grant application.

**BACKGROUND:**

The Institute of Museum and Library Services (IMLS) is an independent federal agency that

provides library grants, museum grants, policy development, and research to museums and libraries. IMLS offers the “Museums for America” program (MFA) to support “projects that strengthen the ability of an individual museum to serve its public”. MFA has three project categories: Lifelong Learning, Community Anchors and Catalysts, and Collections Stewardship and Public Access. It is a very competitive nationwide grant program that funds projects to a maximum of \$250,000 for a maximum of three years.

## **DISCUSSION:**

IMLS’s “Museums for America” program offers an opportunity for museums to seek funding for core functions and behind-the-scenes operational needs that may not be eligible for other avenues of support. The Museum Department proposes to submit its application under the Collections Stewardship and Public Access category of the “Museums for America” program.

The Museum’s project represents the three-year second phase of a larger project to improve storage and documentation of the Museum’s permanent collections, and facilitate public access to those collections. The first phase, being carried out from 2017 through early 2020, comprises of the assessment of the Museum’s collections storage and collection documentation needs and the implementation of the first steps required most urgently by the impending main Museum site renovation.

The second phase, for which grant funding is now sought, comprises a systematic re-organization of collections and records that will have been relocated to offsite facilities. This phase is essential for the Museum to attain full intellectual and physical control of the collections and facilitate both digital and physical public access.

In order to implement the second phase, the Museum seeks funding for one (1) temporary three-year full-time position of Collection Cataloger. The duties of the Collection Cataloger will be to digitize physical records, improve photo-documentation, assist with collection inventory, and assist in improving the storage conditions of collections, working under the oversight of and in collaboration with the other members of the curatorial staff. The grant will cover salary and benefits for the temporary position for a term of three-years from September 1, 2020 through August 31, 2023.

This application is a revision of an unsuccessful application in 2018; it has been updated to respond to IMLS reviewers’ comments and to include progress made in the past year toward long-term goals. Award and acceptance of the grant funds in the amount of \$244,941 will be a benefit to the Museum Department, which has no feasible alternative for securing the temporary assistance that the three-year Collection Cataloger position would provide.

## **FISCAL IMPACT:**

The IMLS “Museums for America” grant requires a minimum one-to-one agency match. The Museum Department has identified \$348,641 in matching support for the three-year grant period. The match primarily includes permanent staff time currently dedicated to rehabilitating collections storage and improving documentation. The permanent staff positions identified for the grant match are expected to remain intact through future budget periods. Upon grant award, an increase in estimated revenues will be recorded in the amount of \$244,941 to Museum Department Revenue Account No. 9164100881-33110000, and an appropriation of expenditures

in the same amount will be made to Museum Department Expenditure Account No. 9164100881-44011000 by the Finance Department for the Institute of Museum and Library Services support.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director  
Certified as to  
Availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Lea Deesing, Assistant City Manager  
Approved as to form: Gary G. Geuss, City Attorney