



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JULY 16, 2024**

**FROM: LIBRARY DEPARTMENT      WARDS: ALL**

**SUBJECT: ACCEPT LIBRARY MINOR GIFT FUNDS IN THE AMOUNT OF \$496,999 AS DESIGNATED FOR LIBRARY MATERIALS, PROGRAMS AND SERVICES – SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$496,999 – FIVE AFFIRMATIVE VOTES REQUIRED**

## **ISSUES:**

Accept \$496,999 from the Library Minor Gift Fund and authorize a supplemental appropriation in the amount of \$496,999 for use by the Library for materials, programs, and services.

## **RECOMMENDATIONS:**

That the City Council:

1. Accept \$496,999 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 \$496,999 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 Grants & Restricted Programs Fund.

## **DISCUSSION:**

The Library Department is requesting to appropriate the gift and trust funds to the Grants & Restricted Programs 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 an increase in revenues and expenditures in the amount of \$496,999. Upon City Council approval, the funds will be moved from the Library Minor Gift Fund to the Grants and Restricted Programs Fund, Library Gift & Trust Expenditure account numbers as reflected in the table below.

**Source of Funds**

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
Library Minor Gift	Library Trust	0000722-225466	\$119,146
	Maxine Tate Library Fund	0000722-225404	\$5,000
	Vanderzyl Fund	0000722-225406	\$5,000
	Friends Revenue	0000722-225401	\$24,000
	Library System	0000722-225405	\$343,853
<b>Total:</b>			<b>\$496,999</b>

**Revenue & Appropriations**

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
<b>Revenue</b>			
Grants & Restricted Programs	Library Gift & Trust	5145001-374222	\$496,999
<b>Expenditure</b>			
Grants & Restricted Programs	Library Trust Expenditures	5145001-450200	\$119,146
	Library Gift Expenditures	5145001-450201	\$377,853
<b>Total Expenditures</b>			<b>\$496,999</b>

Prepared by: Angela Henson, Principal Management Analyst  
 Approved by: Erin Christmas, Library Director  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Kris Martinez, Assistant City Manager  
 Approved as to form: Phaedra A. Norton, City Attorney