



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: APRIL 22, 2025  
FROM: LIBRARY DEPARTMENT      WARD: ALL  
SUBJECT: ACCEPT \$10,000 DONATION FROM RIVERSIDE PUBLIC LIBRARY  
FOUNDATION FOR TOOL LENDING LIBRARY – SUPPLEMENTAL  
APPROPRIATION

**ISSUE:**

Accept a \$10,000 donation from the Riverside Public Library Foundation for the Riverside Public Library’s Tool Lending Library and appropriate expenditures in the same amount.

**RECOMMENDATIONS:**

That the City Council:

1. Accept \$10,000 from the Riverside Public Library Foundation, and
2. With at least five affirmative votes, authorize the Chief Financial Officer, or his designee, to record an increase in revenues in the amount of \$10,000 and appropriate expenditures in the same amount in the Grants and Restricted Programs Fund Library Gift & Trust revenue and expenditure accounts to pay for Library materials, programs, and services related to the Tool Lending Library.

**BACKGROUND:**

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

The Tool Lending Library at the Riverside Public Library is a community resource where people can borrow tools, equipment, and sometimes instructional materials, allowing access to tools without the need for purchase or storage. Some examples of Tool Lending items include portable solar charging devices and iFixit repair kits.

**DISCUSSION:**

The Library Department is requesting that the City Council accept a \$10,000 donation from the Riverside Public Library Foundation, a 501(c)(3) organization, and an appropriation of \$10,000 to the expenditure gift account for use by the Library for materials, programs, and services related to the Tool Lending Library.

Funds were raised by Riverside Chamber of Commerce Leadership Riverside, Class of 2024 and the Riverside Public Library Foundation. The Leadership Class raised funds for the project as part of their class project.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority No. 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 total fiscal impact of this action is an increase in revenues and expenditures in the amount of \$10,000. Upon City Council approval, revenues and expenditures will be recorded and appropriated in the Grants and Restricted Programs Fund, Library Gift revenue and expenditures account as reflected in the table below.

**Table 1.**

Fund	Program	Account	Amount
Grants & Restricted Programs	Library Gift & Trust	<i>Revenue</i>	
		5145001-374222	\$10,000
		<i>Expenditures</i>	
		5145001-450201	\$10,000

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: Jack Liu, Interim City Attorney