



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: APRIL 9, 2024

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: ACCEPT LIBRARY MINOR GIFT FUNDS AS DESIGNATED FOR LIBRARY MATERIALS, PROGRAMS AND SERVICES IN A TOTAL AMOUNT OF \$40,000 – SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$40,000 – FIVE AFFIRMATIVE VOTES REQUIRED

ISSUES:

Accept \$40,000 from the Library Minor Gift Fund and authorize a supplemental appropriation in the total amount of \$40,000 for use by the Library for materials, programs, and services.

RECOMMENDATIONS:

That the City Council:

1. Accept \$40,000 from the 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 amount of \$40,000 in the Grants and Restricted Programs Fund, Library Gift revenue and expenditure accounts.

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 and Restricted Programs Fund.

DISCUSSION:

The Library Department is requesting appropriation of gift funds to the Grants and 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/or 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 \$40,000. 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 tables below.

Source of Funds

Fund	Program	Account	Amount
Special Deposits	Library Gift	0000722-225401	\$20,000
	Library System	0000722-225405	\$20,000
Total:			\$40,000

Revenue & Appropriations

Fund	Program	Account	Amount
Grants & Restricted Programs	<i>Revenue</i>		
	Library Gift Revenue	5145001-374222	\$40,000
	<i>Expenditure</i>		
	Library Gift Expenditures	5145001-450201	\$40,000

Prepared by: Angela Henson, Senior Management Analyst
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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