



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 4, 2018**

**FROM: RIVERSIDE METROPOLITAN MUSEUM      WARDS: ALL**

**SUBJECT: FEDERAL INSTITUTE OF MUSEUM AND LIBRARY SERVICES – GRANT ASSISTANCE THROUGH THE “MUSEUMS FOR AMERICA” PROGRAM IN THE AMOUNT OF \$244,079 TO SUPPORT A COLLECTIONS CATALOGER**

## **ISSUE:**

Approve 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 \$244,079 to support a collections cataloger.

## **RECOMMENDATION:**

That the City Council:

1. Authorize the Museum Department to prepare and submit a grant application to the Institute of Museum and Library Services for competitive funding available through the “Museums for America” program in the amount of \$244,079 to support a collections cataloger;
2. Authorize, upon grant award, an increase in estimated revenues in the amount of \$244,079 into Revenue Account No. 9164100881-33110000, and appropriate expenditures in the same amount into Museum Department Account No. 9164100881-44011000 by the Finance Department for the Institute of Museum and Library Services support; and
3. Authorize the City Manager, or his designee, to accept all grant assurances and certifications and 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, carried out in 2017 and 2018, comprised 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 of 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 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 benefitted position of Collection Cataloger. The duties of the Collection Cataloger will be to digitize physical records, prepare records for public release through the website, improve photo-documentation, centralize physical records, 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 in full for the temporary position for a term of three-years from December 1, 2019 through November 30, 2022.

Award and acceptance of the grant funds, in the amount of \$244,079, 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 1:1 agency match. The Museum Department has identified \$275,984 in matching support for the three-year grant period of December 1, 2019 through November 30, 2022, which will be funded through in-kind staff time of existing Museum positions that are dedicated to rehabilitating collections storage and improving documentation. These positions are currently funded in the Museum personnel budget for FY 2018/19 and FY 2019/20.

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Availability of funds: Edward Enriquez, Interim Chief Financial Officer/Treasurer  
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