



Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: MUSEUM OF RIVERSIDE BOARD **DATE: MAY 25, 2022**

FROM: MUSEUM DEPARTMENT **WARDS: ALL**

SUBJECT: DIRECTOR'S UPDATE REGARDING THE MAIN MUSEUM RENOVATION, HISTORIC HOUSES, COLLECTIONS, EXHIBITIONS AND PROGRAMS, BUDGET, ADVISORY TEAMS, VOLUNTEER AND SUPPORT OPPORTUNITIES, MARKETING AND COMMUNICATIONS, AND STAFFING

ISSUE:

Receive and file Director's Update regarding the main museum renovation, historic houses, collections, exhibitions and programs, budget, advisory teams, volunteer and support opportunities, marketing and communications, and staffing.

RECOMMENDATION:

That the Museum of Riverside Board receive and file Director's Update regarding the main museum renovation, historic houses, collections, exhibitions and programs, budget, advisory teams, volunteer and support opportunities, marketing and communications, and staffing.

DISCUSSION:

Main Museum Renovation

Staff are finalizing the package of documents necessary to seek approval from City Council for an amendment to the Museum's agreement with Pfeiffer Partners for services to complete the architectural design of the Museum's renovation and expansion. A reimbursement resolution will be appended, pursuant to eventual financing of the project.

Historic Houses

The agreements for architectural design services for Harada House, Phase I, and the Harada House Interpretive Center near readiness to go before City Council. As these projects are substantially supported by grant funds, executed grant agreements must accompany the Council reports.

The project to repaint Heritage House and complete minor repairs to woodwork was approved by Council on May 17, 2022. This project is funded by Measure Z.

Collections

Progress continues on the project to anchor our new collection storage cabinetry. Old racking has been removed in some areas, and walls painted in preparation for installation of the new cabinets. Minor electrical work was also necessary. As these tasks have progressed, records on the locations of various collections have been updated.

Exhibitions and Programs

Common Threads: Quilts, Clothing, and Textiles from the Hayes Family Collection continues at Heritage House. Because the Hayes collection is fairly large—and to limit these delicate textiles' exposure to light—staff are rotating different selections from the collection for the duration of the exhibition. The exhibition closes when Heritage House closes for the summer on June 26, 2022.

The Museum continues to work toward revising the summer 2022 schedule for installation of the mini-museum about Casa Blanca in the neighborhood's branch library. Design work has been out-sourced.

April's two offerings in the In/VISIBLE, Un/HEARD: Riverside's Civil Rights Stories series went well. The self-guided auto tour to various sites on April 9, 2022, started with a performance on the porch at Harada House. It was noted that seating capacity in the front yard accommodates about forty resulting in the audience of about sixty standing on the sidewalk. It was a good performance and a learning experience regarding how to use the site for programs. "Stories Within," two dance performances on April 23, 2022, were beautifully done. While the audience was not large (approximately a hundred 100 people at each of the two performances), it is recommended a performative element be included in future events. The dancers did a great job of activating the main museum site and using its architectural features.

Insect Fair went well on April 30, 2022, with a slightly expanded presence for the Museum compared to 2019. Staff thank Board members who were able to volunteer at all of our April programs.

As summer approaches, we close Heritage House, and First Sundays conclude until the new school year. Staff continue to adapt to the reality of having several vacant positions; thus, few new programs have been calendared for the summer. Upcoming programs include:

- June 2, 2022 – Artswalk, 6-9 p.m., theme to be decided
- June 3, 2022 – Nights with the Museum featuring Michael Viramontes, "I Protect Detestable Microfauna," 6:30 p.m. at Back to the Grind
- June 4, 2022 – LiTEArature / Alice in Wonderland tea in the gardens for children

Budget

The following are the Museum's preliminary numbers through the third quarter of FY2021-2022:

Expenditure Category	Original Appropriation	Appropriation Adjustments	Total Appropriation	Encumbered	Expenditures through March 31, 2022
Personnel	\$1,441,457	-\$2,528	\$1,438,929	\$0	\$885,384
Non-personnel	\$472,605	\$77,141	\$549,746	\$98,057	\$278,994
Grants and Capital Projects	\$0	\$20,861	\$20,861	\$0	\$18,520
Special Programs	\$78,045	\$132,638	\$210,683	\$10,518	\$22,798
Capital Purchases	\$0	\$38,571	\$38,571	\$38,571	\$0

Charges from others	\$215,783	\$0	\$215,783	\$0	\$162,819
Museum Debt	\$40,110	\$0	\$40,110	\$0	\$30,083
Total	\$2,248,000	\$266,683	\$2,514,683	\$147,146	\$1,398,598

Advisory Teams

The staff-level advisory teams meet intermittently. All of these teams would benefit from broader community participation, and recommendations for new members are welcome.

- Collections Committee – This Team will now meet every other month, rather than monthly. In April, an item of discussion was a large donation of framed agricultural crate labels; a selection of these will likely come to the Board with a recommendation to accession into the permanent collection. The next regularly scheduled meeting is June 8, 2022.
- Harada House Project Team – The Team's next regularly scheduled meeting is June 3, 2022. At its April meeting, this Team provided information to staff on professional documentarians.
- Branding and Marketing Team – This Team's work continues to await the opportunity to review the first iteration of the overhauled website. The Marketing Department has indicated that this project has been delayed and has not yet issued a new schedule.
- Design Team – A meeting of this Team will be scheduled as soon as architectural design work resumes for the main museum renovation and expansion.
- Program Team – This Team will begin to follow an every-other-month meeting schedule. The next meeting will be July 6, 2022.

Volunteer and Support Opportunities

Two vacancies (Wards 3 and 4) continue on the Museum Board as of the preparation of this report. Interested residents of those wards may make application through the City's website (<https://www.riversideca.gov/cityclerk/boards-commissions>).

Marketing and Communications

Staff continue to obtain day-to-day supplies branded with our new mark: tents, table covers, shirts, letterhead, notecards, folders, name badges, and business cards are all in hand or on press. These materials will continue to roll out incrementally, and staff are working on determining the degree to which discrete programs may have unique graphics. "Standard" PowerPoint presentations on certain topics (Harada House, for example) are in preparation and can be made available for Board members to present themselves to service clubs or other organizations.

Staffing

Recruitments continue for the positions of Curator of Historic Structures and Office Specialist (half-time), both vacated in January. The job description for the education position vacated in March is under review; update of the job description is necessary before staff can launch a successful recruitment process.

Staff continue to be hopeful of recruiting a larger corps of volunteers, and we appeal to Board members to share the word about this need. High priorities are Heritage House touring docents, event volunteers, and collection support volunteers.

Staff look forward to hosting intern Brianna Brizuela, a history student at UCR, for the summer.

STRATEGIC PLAN ALIGNMENT:

The activities of the Museum of Riverside align with Strategic Priority No. 1 *Arts, Culture and Recreation*. Specific programs and activities mentioned in this report support, in particular, Goal No. 1.1 (strengthening Riverside's portfolio of arts, culture, recreation, senior, and lifelong learning programs and amenities), Goal No. 1.2 (enhancing equitable access to arts, culture, and recreational service offerings and facilities), and Goal No. 1.5 (supporting programs and amenities to further develop literacy, health, and education of children, youth, and seniors throughout the community).

Museum programs further support the Strategic Priority No. 2 *Community Well-Being*. Specific goals supported by Museum programs and partnerships include Goal No. 2.3, which includes strengthening neighborhood identities, and Goal No. 2.5, which points to fostering relationships between community members and partner organizations.

1. **Community Trust** – The Director's Report comprehensively familiarizes the Board with operating conditions and invites Board input, providing information on volunteer opportunities and involvement on community advisory teams. This Report describes partnerships the Museum is pursuing. Advancement of the Harada House projects restores trust in the City's commitment to preserving and opening the house to the public.
2. **Equity** – The Director's Report describes the diverse range of programs Museum staff and partners are implementing to study and celebrate the full diversity of Riverside. Spring 2022 programs explicitly foregrounding historically marginalized populations support equity and social justice.
3. **Fiscal Responsibility** – The Director's Report updates the board on the transparent and rigorous process to select contractors and steward the Museum's resources well. The Director's Report reflects staff efforts to secure best value for the City in the selection of both goods and services. Budget reports demonstrate efficient use of taxpayer dollars.
4. **Innovation** – The Director's Report reflects the development of original, locally relevant programming, as well as methods to achieve programmatic ends through proactive cultural partnerships. Projects designed to extend the Museum's reach beyond its walls during the main museum closure employ innovative techniques and designs.
5. **Sustainability & Resiliency** – The Director's Report reflects staff emphasis on cultural sustainability. The Report includes efforts to streamline operations, preserve Museum assets, deliver value to the taxpayer during the extended closure, model and teach cultural and environmental preservation, develop solidly researched and affirming interpretation, and give voice and visibility to those who made and make Riverside what it is today.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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