



Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: MUSEUM OF RIVERSIDE BOARD **DATE: MARCH 25, 2020**

FROM: MUSEUM DEPARTMENT

SUBJECT: DIRECTOR'S UPDATE REGARDING THE MAIN MUSEUM RENOVATION AND EXPANSION, HISTORIC HOUSES, STAFFING, COLLECTIONS, EXHIBITIONS AND PROGRAMS, MARKETING AND COMMUNICATIONS, VOLUNTEER AND SUPPORT OPPORTUNITIES, AND BUDGETS YEAR-TO-DATE

ISSUE:

Receive and file Director's Update regarding main museum renovation and expansion, historic houses, staffing, collections, exhibitions and programs, marketing and communications, volunteer and support opportunities, and budgets year-to-date.

RECOMMENDATION:

That the Museum of Riverside Board receive and file Director's Update regarding main museum renovation and expansion, historic houses, staffing, collections, exhibitions and programs, marketing and communications, volunteer and support opportunities, and budgets year-to-date.

DISCUSSION:

Main Museum Renovation and Expansion

At the conclusion of the Museum Departments (Museum) presentation to the City's Budget Engagement Commission (BEC) on February 13, 2020, the BEC requested financing scenarios for the two (2) versions of the renovation and expansion project that include a one-story and a two-story expansion. This information will be presented to the BEC at its March 12, 2020 meeting. The Museum remains unable to resume planning and advance to Phase II of the architectural design process until a specific approach is chosen. Staff believes that the strong showing of public support has made a difference as the Museum works toward a new and renewed facility that will meet all needs.

Historic Houses

The carriage house and tank house at Heritage House were expertly painted in February 2020. Other small site repairs were also undertaken, and planning continues for a long list of additional repair and maintenance needs.

In response to the discovery of new termite and wood-boring beetle damage in Harada House, tenting of the house is scheduled for early March 2020. The Museum also submitted Harada

House for consideration by the National Trust for Historic Preservation for its "11 Most Endangered Historic Places" list. A determination as to whether the Harada House is successfully placed on the list will be made by late May 2020. A listing is not accompanied by funding, but sites placed on the list are aggressively brought to the attention of funders who support the rehabilitation and restoration of historic sites.

Staff have identified an engineer who has agreed to perform a structural assessment of Robinson House. Upon receipt of this firm's report, the Museum will be in a better position to define the approach to work on the house.

Staffing

Three (3) student interns from California Baptist University (CBU) have been integrated into curatorial, behind-the-scenes, and program planning activities for this term. In addition, the Museum is benefiting from the assistance of three (3) dedicated new volunteers helping in collections care.

Collections

Each Museum of Riverside Board (Board) member who has not toured the Museum's secure storage facilities is invited to make an appointment to do so with Collections Registrar Katie Gove (kgove@riversideca.gov, 951-826-2556). Apart from Tuesday mornings, Katie is regularly available during regular business hours. The Board cannot be hosted as a group at this site, but individual visits are encouraged.

The freezer semi-trailer has been successfully emptied of the dry biological collections, which have been moved to the Museum's secure storage facilities. The interns and volunteers mentioned above are assisting in the next time-consuming stage of unpacking specimens into permanent storage locations.

Exhibitions and Programs

Fancy That: Appliqué Quilts 1850-2007, a small exhibition drawn from the permanent collections, is on view at Heritage House through the end of March 2020. The traditional spring teas will take place at Heritage House on April 5 and May 3, 2020, and Ice Cream Social will take place on Sunday, May 17, 2020, from noon to 4:00 p.m.

As part of several gestures the Museum will undertake in recognition of the centenary of ratification of the 19th Amendment giving U.S. women the right to vote, a small exhibit of historic photographs recognizing women in the citrus industry is going on view at the Arlington branch of the Library. The citrus history installation the Museum originally prepared for the Convention Center in 2019 will travel next to the Arlanza Community Center.

A special tea in the Heritage House gardens will take place on June 6, 2020 from 2:00 to 4:00 p.m. with an Alice in Wonderland literary theme. This "delightful day of nonsense" is recommended for ages 6 to 106. Tickets will be available through Eventbrite.

Marketing and Communications

Museum staff continue to work through the process toward selection of a new brand for the Museum. Members of the staff and advisory group at work on this project are scheduled to speak to several neighborhood groups to gather public feedback. The final selection of a new brand direction is expected before the end of the fiscal year. A specific report on progress toward a selection will be included in the Board's April 2020 meeting packet.

The Museum has submitted information about its summer programs for inclusion in the City's *Explore Riverside* pamphlet that's direct mailed to all City residents.

A reminder to all to sign up for the city's newsletters and event updates at:

<https://public.govdelivery.com/accounts/CARIVERSIDE/subscriber/new?preferences=true#tab1%22>

Volunteer and Support Opportunities

Board members who are registered as City of Riverside volunteers are encouraged to assist in the delivery of upcoming programs. Note: Board members are not automatically registered as volunteers. To register as a volunteer, visit <https://riversideca.gov/human/employee-hub/training-development/volunteering>. Asterisks in the chart below indicate large events for which assistance would be most appreciated.

| Upcoming program | Date and time | Volunteer opportunity |
|--|-------------------------------|---|
| First Sunday, "Reptile Round-Up" | April 5, 1:00 – 4:00 p.m. | Assist in set-up and program delivery |
| * Tamale Festival | April 18, 11:00 a.m. – 7 p.m. | 2- or 3-hour shift assisting at Museum's booth |
| * Insect Fair | April 25, 10:00 a.m. – 4 p.m. | 2- or 3-hour shift in butterfly tent or bug booth |
| Let's Explore Riverside Together (Harada House) | May 2, time TBD | 2-hour shift to orient public to Harada story |
| First Sunday, "Captain Carl and His Mobile Tidepool" | May 3, 1:00 – 4:00 p.m. | Assist in set-up and program delivery |
| * Inlandia Institute's "Conversations at the Culver" – topic: Harada House | May 3, 1:30 – 3:00 p.m. | Please attend this program |
| * Ice Cream Social | May 17, noon – 4:00 p.m. | Many volunteer opportunities |
| Alice in Wonderland Literary Tea | June 6, 2:00 – 4:00 p.m. | Day-of event support |

Board members are encouraged to check in regularly with their Council members. The chart below includes Council Assistants' contact information:

| Council Member | Assistant | Assistants' emails | Assistants' phones |
|--------------------------|---------------|--|--------------------|
| Ward 1 – Erin Edwards | Paloma Montes | pmontes@riversideca.gov | 951-826-5242 |
| Ward 2 – Andy Melendrez | Miguel Lujano | mlujano@riversideca.gov | 951-826-5419 |
| Ward 3 – Ronaldo Fierro | Caleb Ragan | cragan@riversideca.gov | 951-826-5905 |
| Ward 4 – Chuck Conder | Frank Arreola | farreola@riversideca.gov | 951-826-2318 |
| Ward 5 – Gaby Plascencia | Araceli Ruiz | aruiz@riversideca.gov | 951-826-5328 |
| Ward 6 – Jim Perry | Sandy Garcia | sgarcia@riversideca.gov | 951-826-2528 |
| Ward 7 – Steve Hemenway | Lizeth Vega | lvega@riversideca.gov | 951-826-5024 |

Budgets Year-to-Date

The Museum is working within its budgets.

| Expense Category | Original Appropriation | Appropriation Adjustments | Total available budget | Encumbered | Expenditures (through January 31, 2020) | % of budget spent or encumbered | % of year elapsed |
|---------------------------|------------------------|---------------------------|------------------------|------------------|---|---------------------------------|-------------------|
| Personnel | \$1,575,201 | -\$59,182 | \$1,516,019 | \$0 | \$690,104 | 46% | 58% |
| Non-Personnel | \$424,897 | \$186,124 | \$611,021 | \$203,072 | \$203,465 | 67% | 58% |
| Grants & Capital Projects | \$50,000 | \$30,811 | \$80,811 | \$18,675 | \$9,950 | 35% | 58% |
| Special Programs | \$40,056 | \$71,499 | \$111,555 | \$0 | \$1,200 | 1% | 58% |
| Capital Purchases | \$0 | \$142,855 | \$142,855 | \$142,855 | \$0 | 100% | 58% |
| Charges from Others | \$360,036 | \$2,137 | \$362,173 | \$0 | \$205,266 | 57% | 58% |
| Museum Debt | \$66,549 | \$0 | \$66,549 | \$0 | \$38,820 | 58% | 58% |
| Total | \$2,516,739 | \$374,244 | \$2,890,983 | \$364,602 | \$1,148,806 | 52% | 58% |

| Other Revenues | FY2019-2020 Actual |
|---|--------------------|
| Riverside Museum Associates project support | \$29,189 |
| Restricted sales of deaccessions | \$9,160 |
| Donations to Harada House restricted fund | \$3,000 |

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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| Prepared by: | Robyn G. Peterson, Ph.D., Museum Director |
| Certified as to availability of funds: | Edward Enriquez, Chief Financial Officer/Treasurer |
| Approved by: | Lea Deesing, Assistant City Manager |
| Approved as to form: | Gary G. Geuss, City Attorney |