



Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: MUSEUM OF RIVERSIDE BOARD DATE: FEBRUARY 4, 2026

FROM: MUSEUM DEPARTMENT WARDS: ALL

**SUBJECT: DISCUSS, RECEIVE, AND FILE THE STRATEGIC PLAN STATUS REPORT
FOR THE QUARTER ENDING DECEMBER 31, 2025**

ISSUE:

To discuss, receive, and file the Strategic Plan status report for the quarter ending December 31, 2025.

RECOMMENDATION:

That the Museum of Riverside Board discuss, receive, and file the Strategic Plan status report for the quarter ending December 31, 2025.

BACKGROUND:

At its meeting on April 27, 2022, the Museum of Riverside Board recommended approval by City Council of a new five-year Strategic Plan for the Museum Department for the fiscal years 2022-2023 through 2026-2027. At its meeting on July 5, 2022, City Council approved a revised and renewed five-year Strategic Plan for the Museum Department for the years 2022-2023 through 2026-2027. The plan identifies alignment with the City's Envision Riverside 2025 Strategic Plan, which was approved in October 2020, but concluded as of summer 2025.

DISCUSSION:

This report covers updates through the second quarter of FY2025-2026. While the column referring to alignment with the City's Envision 2025 plan remains in the Museum's strategic plan document, no references are made to it, as it has sunsetted.

For detail on individual actions, please refer to the status lines in red on the attached copy of the plan. All status reports are current as of December 31, 2025. Progress continues to be reported only on strategic actions in the plan; regular programming and standard operating procedures are not included.

The Museum has now completed three-and-a-half years of its five-year plan. Staff continue to track well to the goals and schedules, to the extent that schedules have been within the Museum's control, but as time passes and priorities are revised, it becomes more difficult and occasionally ill-advised to follow the plan strictly.

The process to refresh and extend the plan is under way. The next stages include soliciting stakeholder input, which includes the Museum Board at this meeting. The final draft will be presented to the Board to seek a recommendation to send it to City Council for approval. Because a strategic plan is a Core Document, as defined by the American Alliance of Museums, it is required to be approved by the governing body.

Progress Highlights

1. Construction continues on the main Museum site. Delays relating to discoveries within the historic site have occurred, but the project remains at present on schedule, of which 25% has passed. Much staff-level work remains to prepare for reopening. A grand reopening steering committee has begun to meet.
2. Planning continues on the reopening exhibitions. All four of the exhibitions themes have reached the stage of 100% design development (DDs). More work remains to confirm objects, source images, refine video and audio elements, and more.
3. The architectural design team for the Harada House projects, K+R Design, has made much progress and presented staff with 50% construction drawings (CDs) and project cost estimates. Staff are analyzing both and preparing for some additional fundraising. Selection of a pre-qualified panel of general contractors nears completion.
4. Holden Films has begun their work on the production of a feature-length Harada documentary. Museum is grateful to the Riverside Museum Associates and Harada House Foundation for assisting with financial support. More than half the necessary costs are yet to be raised.
5. Minor projects continue at Heritage House. Aside from small fixes and the rearrangement of some storage areas, a review of future needs occurred. Site wayfinding signage, carriage house lighting, and upgrades to the restrooms are high on the list.
6. Some progress occurred on fleshing out the new website. Much work remains.
7. Good progress has occurred in the development of exhibition and program planning, scheduling, and tracking tools.
8. Staff continue to participate as able in Citywide events. For example, participation in Día de los Muertos in November 2025 resulted in 2,512 contacts over two days.
9. Progress has occurred in the recruitment and training of docents.
10. Progress continues in warehouse management, that is, storing and organizing the Museum's large supply of pedestals, vitrines, props, and other exhibition "furniture."
11. Plans to launch the online portal to collections records have been postponed to the budget for the 2026-2028 biennium.
12. The 2025 program array is 100% completed. Plans for 2026 and 2027 programs are under way. Overall, attendance numbers for the FY to date have been good, although total numbers will be lower than the prior FY due to fewer programs being offered.
13. Of the Museum's 14.5 FTEs in FY25-26 (this number includes permanent staff only, not temps) three are vacant, or about a 21% vacancy rate. The three positions are Marketing Assistant, Curator of History, and Exhibition Designer. Recruiting for these positions will occur sequentially in the order listed. Interviews for the Marketing Assistant will take place in FY25-26, Q3.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Robyn G. Peterson, Museum Director
Reviewed by: Ann Lovell, Manager of Operations

Attachment: Strategic Plan 2022-2027, updates as of 12/31/2025