



# Safety, Wellness and Youth Committee

City of Arts & Innovation

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**TO: SAFETY, WELLNESS, AND YOUTH COMMITTEE DATE: MARCH 19, 2025**  
**FROM: LIBRARY WARDS: ALL**  
**SUBJECT: WORKPLAN FOR THE LIBRARY/BOARD OF LIBRARY TRUSTEES**

## **ISSUE:**

Review and discuss the Library/Board of Library Trustees workplan.

## **RECOMMENDATION:**

That the Safety, Wellness and Youth Committee:

1. Review and discuss the Library/Board of Library Trustees Workplan, and
2. Provide recommendations for the 2025 Library/Board of Library Trustees workplan.

## **BACKGROUND:**

The role and responsibilities for the Library is to work with the Board of Library Trustees in the development of a work plan for 2025 and provide an update on accomplishments for 2024.

## **DISCUSSION:**

To assist with aligning goals to the purview of the Board of Library Trustees, annual workplans will be developed for the Board of Library Trustees. The workplan will both assist the Library and the Board of Library Trustees with staying aligned with the purview outlined by the City Council and will assist in ensuring the Board of Library Trustees is working toward outlined goals/tasks approved by the City Council.

The outlined workplan approved by the Board of Library on December 11, 2023, is attached to this report and includes the Strategic Priorities to ensure alignment of Library operations with the City of Riverside's Strategic Plan. Updates to the progress of the workplan are outlined below.

1. Supporting the New SPC Jesus S. Duran Eastside Library - **Strategic Priority No. 1 Arts, Culture & Recreation** and **Goal No. 1.1**
  - a. \$10 million secured through the California State Library (SB 101) Building Forward Library Infrastructure Grant

- b. \$4.5 million secured through California State Library Budget Act of 2023 (AB 102) State Targeted Grant
  - c. \$3.5 million General Fund Infrastructure Reserves as the City Match required for the project
  - d. Development Review Committee conducted an internal review on February 14, 2024, for the Architectural Design Services from CannonDesign
  - e. Numerous project meetings with Library, Parks and General Services
  - f. Construction documents in preparation for open bids
  - g. Cultural Heritage Board August 21, 2024, to consider a Certificate of Appropriateness for demolition of a non-historic secondary structure on the site of the Cesar Chavez Center
2. Reviewing the annual library budget and making recommendations with respect to the City Council and City Manager - **Strategic Priority No. 1 Arts, Culture & Recreation and Goal No. 1.1 and 1.4; Strategic Priority No. 2 Community Well Being and Goal No. 2.4; Strategic Priority No. 5 High Performing Government and Goal 5.4**
    - a. Proposed preliminary budget reviewed on April 8 and final budget adoption on June 25, 2024
3. Making and enforcing policies unique to the library such as Materials Selection Policy and Code of Conduct – **Strategic Priority No. 1 Arts, Culture & Recreation and Goal No. 1.1, 1.2, and 1.5**
    - a. On May 13, 2024, Trustees received a report on audiovisual and physical collection. In response to increased demand for free streaming media and a decline in demand for physical audiovisual media the Library utilized the Materials Selection Policy that the Board approved on February 13, 2022, to establish policies governing the scope and content of the Library’s collection and responsibility for selection and withdrawal of materials from the collection.
    - b. On June 10, 2024, Trustees reviewed the annual Code of Ethics and Conduct.
4. Measuring the number of incident reports to determine effectiveness of security guard services and ensure safety of library customers - **Strategic Priority No. 1 Arts, Culture & Recreation and Goal No.1.4**
    - a. There were approximately 262 incidents reported from January through December 2024, compared to 289 incidents in 2023. This reflects a 9% reduction of incidents compared to last year.
5. Accept money, real estate or personal property donations to the City for library purposes subject to the approval of the City Council - **Strategic Priority No. 1 Arts, Culture & Recreation and Goal No.1.1 and 1.5**
    - a. The Board of Library Trustees accepted \$337,414 in donations from the Friends of the Library and the Riverside Public Library Foundation.
    - b. Trustees supported and recommended City Council approval to apply and accept \$14,628,970 in grant funding from January to December 2024.
6. Purchasing and acquiring books, journals, maps, publications, and other supplies peculiar to the needs of the library - **Strategic Priority No. 1 Arts, Culture & Recreation and Goal No.1.1 and 1.5**
    - a. The Board of Library Trustees approved the Trust Fund expenditure in the amount of \$80,664 for materials.

**DISCUSSION:**

There is no fiscal impact related to receiving this report.

Prepared by: Angela Henson, Principal Management Analyst  
Approved by: Erin Christmas, Library Director  
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 by: Jack Liu, Interim City Attorney

Attachments:

1. Outlined Work Plan
2. Presentation