



# Museum of Riverside Board Memorandum

*City of Arts & Innovation*

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**TO: MUSEUM OF RIVERSIDE BOARD                      DATE: JUNE 26, 2024**

**FROM: MUSEUM DEPARTMENT                      WARDS: ALL**

**SUBJECT: DISCUSS, RECEIVE, AND FILE THE STRATEGIC PLAN STATUS REPORT  
FOR THE QUARTER ENDING MARCH 31, 2024**

**ISSUE:**

To discuss, receive, and file the Strategic Plan status report for the quarter ending March 31, 2024.

**RECOMMENDATION:**

That the Museum of Riverside Board discuss, receive, and file the Strategic Plan status report for the quarter ending March 31, 2024.

**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 now current identifies specific alignment with the City's Envision Riverside 2025 Strategic Plan, which was approved in October 2020.

**DISCUSSION:**

This report covers the first three quarters of FY2023-2024. Due to Museum Board meeting cancellations, there was no report on Q1. For details on individual actions, please refer to the status lines in red on the attached copy of the plan. All status reports are as of March 31, 2024. Progress continues to be reported only on strategic actions in the plan; established regular programming and standard operating procedures are not included. The Museum is two years into its five-year plan and is tracking reasonably closely to the goals and their anticipated schedules. There is not as yet a need to revise the plan.

### Progress Highlights

1. Staff continue to examine the 95% construction drawing set for the main museum project. Details in many areas remain to be resolved, some of which have minor budgetary impact.
2. The Museum is under contract with Riggs Ward Design for development of the four exhibition themes planned for reopening the main Museum. The program team will meet with Riggs Ward every other week through the design development process.
3. Construction documents are in preparation for Harada House, Phase I, and the initial phase of the Interpretive Center. The pre-qualification process in advance of selecting a contractor for Phase 1 of the Harada House Interpretive Center project will begin in Q4. Removal of the historically important inscription wall on the second floor of Harada House will take place in Q4.
4. 100<sup>th</sup> anniversary programming has been keeping staff very busy. About a quarter of the programs were completed as of the end of Q3, with a couple of cancellations due to rain. Replacement programs will ensure that 100 programs are offered by the close of 2024.
5. Progress was made on the new website, although the learning curve for staff is steep. The Museum's brand is being applied appropriately. A date for the website to go live has not been set.
6. An interim report to the American Alliance of Museums' Accreditation Commission is in preparation and will be submitted before its Q4 deadline.
7. Cabinet anchoring in collection storage was completed, enabling collections to be moved into the cabinets and long-awaited storage reconfigurations to begin.
8. Objects requiring conservation treatments in order to be included in the 100<sup>th</sup> anniversary exhibition have been treated and returned.
9. The Curator of History resigned, and a new recruitment is under way.
10. Staff finalized a vision statement in Q3 for presentation to the Board in Q4.

### STRATEGIC PLAN ALIGNMENT:

The activities of the Museum of Riverside align with the Envision Riverside 2025's Strategic Priority, "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, "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 Museum's department-specific strategic plan guides staff to adhere to the Museum's mission; keep promises to share and interpret the collections and stories that stem from that mission; and build collaborative programs, relationships, and volunteer opportunities.
2. **Equity** – The Museum's department-specific strategic plan articulates a range of approaches to ensuring diverse, inclusive, and equitable programming that examines,

shares, and celebrates the full diversity of Riverside.

3. **Fiscal Responsibility** – The Museum’s department-specific strategic plan limits the range of activity to what the Museum can support within its allocated budgets and contributed revenues. Transparent processes to select contractors protect taxpayer interests and reflect staff efforts to secure best value for the City in the selection of both goods and services.
4. **Innovation** – The Museum’s department-specific strategic plan includes a range of actions that are original, one-time activities designed to reflect unique local histories and circumstances. The plan guides staff to achieve programmatic ends through proactive cultural partnerships. Innovative approaches to reaching audiences while the main museum remains closed are continuing to be developed.
5. **Sustainability & Resiliency** – The Museum’s department-specific strategic plan includes actions that reflect staff efforts to streamline operations; conserve the Museum’s assets; model and teach cultural and environmental preservation; and give voice and visibility to those who made Riverside what it is today whether recognized in their time or not.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director

Attachment: Strategic Plan 2022-2027 updates as of 3/31/2024