



City of Arts & Innovation

# Board of Library Trustees

**TO: BOARD OF LIBRARY TRUSTEES** **DATE: APRIL 14, 2025**

**FROM: RIVERSIDE PUBLIC LIBRARY** **WARDS: ALL**

**SUBJECT: TRUST FUND EXPENDITURES REPORT FROM DECEMBER 1, 2024, THROUGH JANUARY 31, 2025**

## **ISSUE:**

Accept the trust fund expenditures report in the amount of \$57,015.82 for the purchase of library books, periodicals, and other library materials from December 1, 2024, through January 31, 2025.

## **RECOMMENDATION:**

That the Board of Library Trustees receive and file the trust fund expenditure report.

## **BACKGROUND:**

The Library receives annual funding in various trust fund accounts, and, in accordance with the spending requirements for that specific fund, purchases library materials throughout the year. In accordance with library policy, trust fund purchases are reported to the Library Board of Trustees. Pursuant to the City Charter Section 808 (d), the Board of Library Trustees shall have the power and duty to purchase and acquire books, journals, maps, publications, and other supplies peculiar to the needs of the library; however, subject to the limitations of the budget for such purposes. The expenditure and disbursement of funds for such purchases shall be made and approved as elsewhere in the City Charter.

Trust Fund Expenditures			
Vendor	Account	Description	Amount
Amazon	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	December: Zip Books	\$3,380.60
Amazon	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Local History Books	\$48.94

Trust Fund Expenditures			
Vendor	Account	Description	Amount
Society of American Archivists	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	Subject to Use Tax on Order	\$10.19
OverDrive Inc.	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	OverDrive App for digital collection	\$48,998.00
Amazon	Gladys Pedlow (Wilcox) Memorial Fund and Margaret Morgan and Mary Morgan Pedlow Memorial Fund	January: Zip Books	\$4,578.09
TOTAL			\$57,015.82

### **STRATEGIC PLAN ALIGNMENT:**

The item contributes to Strategic Priority No. 1 *Arts, Culture & Recreation* and Goal 1.1 - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by involving the Board of Library Trustees per City Charter Section 808 (f).
2. **Equity** – Approval of Trust Fund expenditures aligns with equity by ensuring equitable distribution of services to every member of the community depending on the amount of funds received from the trust.
3. **Fiscal Responsibility** – Pursuant to the City Charter Section 808 (d), the Board of Library Trustees shall have the power and duty to purchase and acquire books, journals, maps, publications and other supplies peculiar to the needs of the library; however, subject to the limitations of the budget for such purposes.
4. **Innovation** - This item aligns with Innovation through the establishment of current and future partnership with trust endowments.
5. **Sustainability & Resiliency** - The Library receives annual funding in various trust fund account, and, in accordance with the spending requirements for that specific fund, purchases library materials throughout the year.

### **FISCAL IMPACT:**

The fiscal impact of this action is \$57,015.82. Funds are available in the Grants & Restricted Programs Fund Library Trust Expenditure Account 5145001-450200.

Prepared by:	Christina Hernandez, Accounting Technician
Approved by:	Erin Christmas, Library Director