



Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: MUSEUM OF RIVERSIDE BOARD DATE: OCTOBER 22, 2025

FROM: MUSEUM DEPARTMENT WARDS: ALL

**SUBJECT: DISCUSS, RECEIVE, AND FILE THE STRATEGIC PLAN STATUS REPORT
FOR THE QUARTER ENDING SEPTEMBER 30, 2025**

ISSUE:

To discuss, receive, and file the Strategic Plan status report for the quarter ending September 30, 2025.

RECOMMENDATION:

That the Museum of Riverside Board discuss, receive, and file the Strategic Plan status report for the quarter ending September 30, 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 first 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 September 30, 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 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 to follow the plan strictly.

The process to refresh and extend the plan has begun with an initial consideration of goals by the Museum Director. The next stages will be staff review and preparation of preliminary details, followed by solicitation of stakeholder input, which will include the Museum Board. 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 began on the main Museum site and is progressing on schedule. Much staff-level work remains to prepare for reopening.
2. Planning continues on the reopening exhibitions. This has been intensive and more time-consuming than anticipated due to short-staffing. The new Nature Lab is the reopening exhibition that has progressed most to date.
3. The new architectural design team for the Harada House projects, K+R Design, has been working well and quickly. They have progressed through the schematic design phase. A construction cost estimate is anticipated by the end of FY25-26, Q2.
4. A professional service agreement was approved by City Council for work with documentarians Holden Films for production of a Harada documentary. Work is anticipated to begin in FY25-26, Q2. The Museum is grateful to the Riverside Museum Associates and Harada House Foundation for assisting with financial support. Approximately half of the necessary costs are yet to be raised.
5. Minor projects continue at Heritage House. Those completed most recently include site fencing and repainting of the gift shop. At the top of the list for next projects are site wayfinding signage and carriage house lighting.
6. The last stage of implementation of the new brand—launching the new website—is imminent. The City's new Web Developer to be shared by the Museum and Library will began his duties in June 2025.
7. The Museum will be due to complete a regular reaccreditation application in 2026. The Director has begun this process, which will include stakeholder input from the Board.
8. Good progress has occurred in the development of exhibition and program planning, scheduling, and tracking tools.
9. Progress has occurred in the recruitment and training of docents.
10. Launch of the new website will speed up the timeline for staff to prepare the online portal to search collections records.
11. Progress continues in warehouse management, that is, storing and organizing the Museum's large supply of pedestals, vitrines, props, and other exhibition "furniture."
12. The 2025 program array is 50% completed, and preliminary 2026 and 2027 program calendars exist. Overall, attendance numbers for the FY to date have been very good.
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.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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

Attachment: Strategic Plan 2022-2027 updates as of 9/30/2025