



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 5, 2025

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: ACCEPT LIBRARY MINOR GIFT FUNDS IN THE AMOUNT OF \$533,763 AS DESIGNATED FOR LIBRARY MATERIALS, PROGRAMS AND SERVICES – SUPPLEMENTAL APPROPRIATION

ISSUES:

Accept \$533,763 from the Library Minor Gift Fund and authorize a supplemental appropriation in the total amount of \$533,763 for use by the Library for materials, programs, and services.

RECOMMENDATIONS:

That the City Council:

1. Accept \$533,763 from the Library Minor Gift Fund to pay for Library materials, programs, and services; and
2. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record an increase in revenue and a supplemental appropriation in the amount of \$533,763 in the Grants & Restricted Programs Fund, Library Gift & Trust revenue and expenditure accounts, sourced from the Special Deposits Fund from various Library donation accounts.

BACKGROUND:

The City Charter requires all City funds, including private donations, to be deposited into the City Treasury. Gift and trust funds are held in a Library Minor Gift Fund account pending appropriation.

DISCUSSION:

The Library Department is requesting to appropriate the gift and trust funds to the General Fund for use by the Library for materials, programs, and services.

All trust and gift fund donations are expended on materials, programs, and services to benefit the public use of the Riverside Public Library System.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 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.**

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

1. **Community Trust** - This item aligns with Community Trust by minimizing the expenditure of City funds through community partnership and involving the community.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community through programs funded by gift and trust funds.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit with no financial implications for the City other than in-kind contributions of staff time.
4. **Innovation** - This item aligns with Innovation by continuing partnerships with the Friends of the Library and Riverside Public Library Foundation to secure funding for programming needs for the community.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by providing fund development opportunities.

FISCAL IMPACT:

The fiscal impact of this action is an increase in revenues and expenditures in the amount of \$533,763. Upon City Council approval, an increase in revenue and a supplemental appropriation in the amount of \$533,763 will be recorded in the Grants and Restricted Programs Fund, Library Gift & Trust revenue and expenditure accounts as indicated in Table 1 below. The source of the funds is donations held within the Special Deposits Fund as indicated in Table 2 below.

Table 1. Supplemental Appropriation

Fund	Account Name	Account	Amount
Grants & Restricted Programs Fund	<i>Revenue</i>		
	Library Gift & Trust Revenue	5145001-374222	\$533,763
	<i>Expenditures</i>		
	Library Trust Funds Expenditures	5145001-450200	\$147,903
	Library Gift Funds Expenditures	5145001-450201	\$385,860
	Total Expenditures		\$533,763

Table 2. Funding Source

Fund	Account Name	Account	Amount
Library Minor Gift	Library Trust	0000722-225466	\$147,903
	Maxine Tate Library Fund	0000722-225404	\$12,000
	Vanderzyl Fund	0000722-225406	\$5,000
	Friends Revenue	0000722-225401	\$13,222
	Library System	0000722-225405	\$355,638
Total			\$533,763

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: Rebecca McKee-Reimbold, Interim City Attorney