



Museum of Riverside Board Memorandum

City of Arts & Innovation

TO: MUSEUM OF RIVERSIDE BOARD DATE: AUGUST 27, 2025

FROM: MUSEUM DEPARTMENT WARDS: ALL

**SUBJECT: DISCUSS, RECEIVE, AND FILE THE STRATEGIC PLAN STATUS REPORT
FOR THE FISCAL YEAR ENDING JUNE 30, 2025**

ISSUE:

To discuss, receive, and file the Strategic Plan status report for the fiscal year ending June 30, 2025.

RECOMMENDATION:

That the Museum of Riverside Board discuss, receive, and file the Strategic Plan status report for the fiscal year ending June 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 now current identifies specific alignment with the City's Envision Riverside 2025 Strategic Plan, which was approved in October 2020. As of the summer of 2025, the City closed out Envision Riverside. The reference column will remain in the Museum's strategic plan document until the plan is renewed.

DISCUSSION:

This report covers the last quarter of FY2024-2025, closing out the third year of the five-year plan. 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 June 30, 2025. 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 three years into its five-year plan and continues to track well to the goals and schedules, to the extent that schedules have been within the Museum's control. The process to renew and roll the plan forward for an additional five years

will begin at the staff level in the second half of 2025, and will subsequently include key stakeholder groups.

Progress Highlights

1. Regarding the main Museum, a successful groundbreaking event took place on June 27, 2025. The notice-to-proceed to BNBuilders for the main Museum was issued on June 30, 2025.
2. Staff-level activity aimed toward a successful grand reopening continues. This includes planning the reopening exhibitions; examining the fixtures, furnishings, and equipment needs (FF&E); preparing for operational change that will require Council approval (for example, fee assessment); and beginning to make plans for the grand reopening events themselves.
3. K+R Design, our new architectural and engineering team for Harada House, is at work on the “campus” project, making good headway in a short time.
4. The professional services agreement for Holden Films, the firm selected to create the Harada documentary, was prepared for Council approval, which is anticipated in September. The Museum is able to proceed due to generous support from the Riverside Museum Associates and the Harada House Foundation.
5. Summer projects were queued up to take place after the seasonal site closure at Heritage House. They include painting the carriage house kitchen, painting the main house retail space, and site fencing. A second round of design work on site wayfinding signage is under way, although implementation of this project remains unfunded.
6. *First Comes Love: Courtship in the Victorian Era* closed on schedule at the end of June with a lovely musical performance by the Mission Philharmonic.
7. Good progress has occurred on the website now that the City’s new Web Developer, shared by the Museum and Library, has begun. Staff are cautiously optimistic that the website will launch before the end of summer 2025.
8. Strategic plan actions that require starting new relationships (for example, educational partnerships) or other initiatives (for example, new event participation or developing a long-range conservation plan) are paused due to the Museum continuing to manage a 28% department vacancy rate. While the City remains concerned about City revenue, the Museum was given the greenlight to resume recruitment for the Archivist’s position.
9. Steady, meaningful progress occurred on the task to rehouse and improve documentation of collections, as well as the rearrangement of supporting warehouse space.

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 6/30/2025