

FRBL Board Meeting Minutes – March 19, 2025

Meeting Call to Order

- **Meeting of the Friends of the Ridgecrest Branch Library (FRBL) Board was called to order at 1:00 PM.**
- **Agenda approved with no additions or deletions.**
- **Minutes from the last meeting approved.**
- **Board Members Jerry Bradley, Nani Banks, Carol Pearson, Jil Richards, Vickie Schauf, and Denise Gorman were in attendance along with Library Branch Supervisor Charissa Wagner and volunteer Kim Metcalf.**

President's Report

Book Storage Status Options

- Discussion of possible facilities.
- 409 West Drummond (Vicki's old office):
 - Commercial building owned by the hospital.
 - Vicki mentioned the building is beautiful with marble countertops and accessible bathrooms.
 - The hospital has been trying to get a permit for it for two years to operate it as a hospice.
 - Currently being used as one office with one person.
 - One room was offered to Friends, but it was not accessible without going through the hospice.
 - There is no garage.
 - There is a parking lot.
 - Concern that the hospital board may not want to give it up because community money went into refurbishing it to be a Hospice facility.
- Church on Grande Way:

- Mary Lundstrom mentioned the church has outgrown the building and is looking for new space.
- Located at the southeast corner of Ridgecrest and China Lake Boulevard.
- Building size is roughly 40x40 (1600 square feet).
- Congregation grew from 10 to 50 people.
- Has two big windows on the front and tons of parking.
- Contingent upon the church finding a new space and reasonable rent.
- Cancer facility:
 - Kim and President toured it 3-4 weeks ago.
 - Close to 4,000 square feet.
 - Breaks up into two roughly equal-sized units.
 - Desert Art Guild is also looking for space and would consider subleasing.
 - Owned by Dr. Shah.
 - Realtor said Dr. Shah had rented half of the building to the hospital, but they moved out.
 - One side of the building was nice, the other had oxygen bottles and equipment.
 - Dr. Shah said he would have the stuff taken out.
 - Asking a little over \$300,000.
 - Realtor was going to get back with them and send blueprints, but they have not heard anything.
 - Not placed on the market yet.
 - It is very cut up inside.
 - A lot of offices or exam rooms.
 - Walls may be temporary.
- Tiny space near the church:
 - Saw it yesterday.
 - Near the insurance company.

- Maybe 6-700 square feet.
- One room with a glass front and a bathroom in the back.
- Located just off China Lake Boulevard on Grande Way.
- James Monroe:
 - Suggestion to sell books at the nearby senior center.
 - Senior center hours are 8-1 daily, not weekends.
 - Tracy Christman, the coordinator, said Friends should set up a table.
 - Checked the school district's website for agendas for the May and June meetings.
 - No real discussion of James Monroe other than something about portable toilets.

James Monroe Decision

- Dave thought the decision would be on the agenda for the May or June meeting, but that information is a month old.
- Kim will reach out to the superintendent to ask when the decision will be made so Friends board can attend.

Man Camp Mobile Status

- The mobiles are not for sale yet, but they may be relocating for use by the government in different locations or under a long-term lease.

Ridgecrest Medical Transport

- Ridgecrest Medical Transport may be moving across the street to a new building.

Insurance

- Insurance is due in May for the next year.
- The insurance costs \$1300 and is based on square footage for liability only.
- It is not the intent to abandon the books in storage yet.
- The plan is to find out what the school district is going to do with Monroe and see if space can be obtained there.

County and Quilt Guild

- John Freeman has been trying to contact Cody Criswell and Phil Peters from the county, but they are unresponsive.
- John is also trying to contact Linda Christensen from the High Desert Quilt Guild.

Old Library Building

- The old library building would be a great asset.
- The county supervisors have a public comment period during their meetings.
- Denny Kline, a Friends member, may know how to work the system.

Potential Donation

- A person contacted John Freeman about a year and a half ago about offering money for a new building.
- The same person called recently and said if the Friends find a building to buy, they would like to give a "substantial amount of money" to purchase it.

A Newsletter

- The newsletter needs to explain the situation to members.
- Include the number of books in storage and the approximate value of valuable books.
- Put a statement on the Facebook page and webpage that access to the books has been limited and they are looking for storage and storefront space.

Charissa's Report

- The In and Out Burger cover to cover challenge is wrapping up -- 208 burger cards have been given out so far.
- The collaborative art project went well -- Two large panels were painted and will be installed after the infrastructure is complete.
- There is no big update with any details regarding the infrastructure.
 - A walkthrough was done with the items being considered, but there is not a final list of projects because it is dependent on funding.

Projects and Budget

- May meeting will provide a clearer picture of which projects will be completed.
- Office licenses are still in progress.

- Two of the same brand 3D printers were purchased on sale to simplify training and usage, remaining under budget.
- The Demco line item was less than anticipated due to sales, but some items are on back order.
- Cheaper furniture options are being considered, but off-gassing needs to be evaluated for both cheaper and more expensive options.
- Grant funding will be used for children's items, likely resulting in remaining under budget.

Summer Programs

- Two temporary positions are being hired for the summer lunch at the library program.
- Summer reading program: 10 books or 10 hours read or listened to.
 - 77 adults participated and finished in 2023, and 80 in 2022.
- Brochures for June and July are being finalized, featuring programs with an electric violinist, baby goats, reptiles, and a falcon.
- A pilot program called Reading Dragons will be introduced for older kids, involving reading/listening for a certain number of minutes per week to collect cards and play games.

Membership

- Seven membership renewals were received since the last meeting.
- Two retroactive thank you letters were prepared and sent for a member needing them for tax purposes related to IRA funds.
 - The member "ghost wrote the letter for her."
 - The donations were for \$200 and \$250..

Treasurer's Report

- Bookstore brought in \$45 in March, dues \$240, donations \$190, and interest from AltaOne was \$64.75.
- Advertising costs were \$245.81 for brochure printing, the newsletter was \$86.07, and there are librarian stipends and summer reading expenses.
- \$15,000 was moved from cash to Edward Jones certificates, leaving \$33,000 in cash/checking.
- Outstanding liabilities are about \$2800, mostly for periodicals.
- The facility fund total is at \$13,000.

- Beginning balance for March was \$162,332.98. Income of \$210.07 and expenses of \$2291.45 resulted in an ending balance of \$167,251.60.
-
- Year-to-date income is halfway to the budget, which is a good situation.

Old Business

- The 2024 financial books were audited on April 5th by Julie Gervais and Jack Davidson.

New Business

- A new fundraiser was unanimously voted in at the last Board meeting.
- There is a capital major campaign that could be brought before the public, which is the building fund.
- Need to determine how many members donate annually and their average age for targeted fundraising efforts.
- Dues vary, with a \$5 membership providing a newsletter and access to sales.
- The library has a website and uses Zeffy for donations, which is free and allows for setting up special projects.
 - Zeffy asks for a tip, which some people may find confusing.
- The website allows donations to be categorized as general fund or building fund.

Branded Event Ideas

- A branded event revolving around books would be fun.
 - Theme each table around a book.
 - Use cookbooks and have the caterer cook from them.
- Publicity is important because people may not know what the event is for.
- Auctions may not be the best option because the donors are usually the same.

Community Outreach

- Pizza Factory and Habit Burger offer a percentage back if enough people participate.
- Need to decide on a brand and promote it.
- Decide if this will be a major capital campaign for a house/building.

Timeline

- Spring is a busy time for non-profit events, so late fall might be better.
- Check the Chamber site for events.

Facilities

- Jim Suver allows non-profits to use the Maturango room for free.
 - Catering and decorating would be the only costs.
- The Marriott might be willing to allow orderly book sales.
 - Downside: books would need to be transported and stored.

Fundraiser Theme

- A possible theme for the fundraiser: "Bucks for Buildings and Books."

Alternative Fundraising

- Book sales have limited potential to help buy a building.
- Consider planned giving and bequests.
 - Some organizations lobby people to set up planned giving before they die.
- Cory Oliver, a local attorney, can guide people in setting up planned giving to benefit the community.
 - He could do a presentation at the library.

Target Demographic

- Need to involve younger people to build for the future.
- Involve parents as volunteers to reach a younger demographic.
- Send a letter to current members about launching a capital campaign for a building.

Building Fund

- If a large donation is received for a specific building and a building is not needed, the money must be used for its intended purpose or returned to the donor.
- The building fund should be for access to a building, whether purchased or rented.
- Building funds can be used for purchase, taxes, licenses, maintenance, acquisition, furnishings, care, and maintenance.

- Concern about clear communication to avoid misunderstandings about fund usage.

Nonprofit Legalities

- Nonprofits must offer donors the option to reclaim donations, if the funds cannot be used for the intended purpose.

Building Search

- A building on Ridgecrest Boulevard, formerly Roger Stein's office, is being considered.
 - Address: 941 Ridgecrest Boulevard.
 - It used to look like a church, then became a law office.
 - The building has a central lobby with a library behind it, and identical spaces on the right and left sides.

Building Search Strategies

- Look for "for rent" signs on buildings, as some owners don't use realtors.
- Repeat ads for space in the newsletter, Facebook page, and webpage.
- Mention the urgency of the need for space to strike a chord with potential donors.

Building Condition and Renovation

- Even a rundown building could work if the rent is cheap enough, with volunteer labor potentially used for refurbishment.

Building Inquiry and Awareness

- Inquiring about buildings increases awareness of the search.
- Contacted Realtor about space but it was too expensive.

Action Items

Kim will Talk to hospital folks.

- John will contact the quilt guild.
- Jerry will check out the building at 941 Ridgecrest Boulevard.

Vicki will Contact Dr. Shah about his building.