

# Minutes

Henika District Library  
Planning Committee Meeting  
August 4th, 2025 at 1:15pm

## **I. Call to Order - 1:19pm by Brinks**

Members Present: Danielle Simmons, Deb VanderSlik, and Rachel Brinks

Members Absent:

Staff Present: Cierra Bakovka

Guests: Meghan Augustin

## **II. Approval of Agenda - Motioned by Augustin, seconded by VanderSlik**

## **III. Approval of Meeting Minutes - Motioned by Brinks, seconded by VanderSlik**

- June 2025 Minutes

## **IV. Unfinished Business**

### **A. Fundraising Initiatives**

#### **a. T-Shirts**

- i. Tshirts continue to be sold, no new orders needed at this time.

#### **b. Summerfest**

- i. Dunk tank was successful. \$762.13 gross, \$342.13 net. Saw an increase in large donations after event, \$500 for one and \$1000 for another

#### **c. Direct Mail**

- i. Many mailings were returned with complaints of wrong addresses. Cause of discrepancy unknown. Will use "to current resident" on future mailings.

### **B. Professional Fundraiser**

#### **a. Draft RFP**

- i. Will recycle some portions of previous RFPs. Goal will be to raise 1.5 million for expansion by December 1st, 2026. Expectations discussed and questions suggested. Current timeline proposed:

1. Advertising date: 9/2/25
2. Proposals due: 9/19/25
3. Interview dates: 9/29/25 - 10/3/25
4. Contract award date: 10/15/25
5. Completion date 12/1/25

## **V. New Business**

### **1. New idea Brainstorm**

#### **a. Yard Signs**

#### **b. Monster Mash**

# Minutes

- i. Apple bobbing
- ii. Haunted House
- iii. Hayride
- iv. Professional Murder Mystery Dinner

## **VI. Around the Table**

No one had anything to add

## **VII. Adjournment - 2:39pm, motioned by Augustin, seconded by Brinks**