

Minutes

Henika District Library
Planning Committee Meeting
September 4th, 2025 at 4pm

I. Call to Order - Called to order at 4:05 by Brinks

Members Present: Brinks, Simmons, VanderSlik

Members Absent: None

Staff Present: Bakovka

Guests: Augustin

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

III. Approval of Meeting Minutes - Motioned by Augustin, seconded by Brinks

- August 2025 Minutes

IV. Unfinished Business

A. Fundraising Initiatives

a. T-Shirts

- i. Discussed Recent sales. Started to get sales for Sweatshirts

b. Yard Signs

- i. Lowest price offered by Sticker Mule at \$6 per sign and lower for bulk. Design review, notes made regarding font readability. Decided to order 20 signs to start and sell at \$12 each.

c. MonsterMash

- i. Committee decided to go with Haunted Stacks (haunted library) fundraiser idea. Library to close for regular service on October 25th to set up for special event. Volunteers needed for setup, scaring, and cleanup. Bakovka to borrow decorations. Route through library discussed. Admission set to \$5 per person. Must be 12 or older to enter without an adult.

B. Professional Fundraiser

a. Update

- i. 2 proposals received so far. Bakovka not opening until committee review

b. Draft Interview Questions

- i. How does your firm define the success of a campaign?
- ii. What are potential roadblocks to a successful campaign?
- iii. After completing a feasibility study, have you ever told a client not to do a campaign and what were the circumstances?
- iv. Based on your experience, what do you foresee as challenges for us?
- v. Can you describe a successful fundraising campaign you led?

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- vi. How do you identify and approach potential donors?
- vii. Describe a challenging situation you faced during a fundraising campaign and how you handled it
- viii. How do you stay informed about new trends and best practices in fundraising?
- ix. How do you balance investment vs return in fundraising campaigns?
- x. How many campaigns have you led/consulted on? What percentage of them met their goal?
- xi. What makes a successful client/consultant relationship and what makes one challenging?
- xii. What will we accomplish in the first six months?
- xiii. What strategies do you have if a campaign gets stuck?
- xiv. Have you worked with similar sized communities?
- xv. Have you worked with organizations with similar fundraising history and experience as ours?
- c. Set Interview Meeting availability
 - i. Tuesday, September 30th 4:15pm - 8pm
 - ii. Thursday, October 2nd 4:15pm - 8pm

V. New Business

None

VI. Around the Table

Bakovka - Haunted house!

Simmons - Yay!

Brinks - Nothing to add.

VanderSlik - Nothing to add.

Augustin - Nothing to add.

VII. Adjournment - 5:08pm Motioned by Brinks, seconded by Augustin