

Minutes

Henika District Library
Planning Committee Meeting
April 28th, 2025 at 4:15pm

I. Call to Order - 4:18pm by Brinks

Members Present: Rachel Brinks, Deb VanderSlik, Danielle Simmons
Members Absent:
Staff Present: Cierra Bakovka
Guests: None

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

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

- March 2025 Minutes

IV. Unfinished Business

A. Fundraising Initiatives

a. T-Shirts

- i. 8 Tshirts had been sold so far. Patrons have been requesting darker color options and youth sizing. The first round of Tshirts designed were made using sublimation (the design is dyed into the fabric), which is not conducive to darker colored shirts. New designs discussed. Bakovka to discuss options for Vinyl or DTF transfers with new design to allow for darker colored shirts. New designs chosen for print were "BRB Maxing Out My Library Card", "Check Me Out", and a print of one of the Summer Reading Postcards. Committee suggests purchasing around \$1,000 worth of designs to have at the Book Sale during Summerfest, including youth sizes. Inquiring about library pickup/pre orders.

b. Summerfest

- i. Dunk Tank fundraiser planning continues. Seeking volunteers for dunking from Wayland City Hall, local schools, law enforcement, etc. Danielle Simmons already signed up
- ii. Tshirts/Sweatshirts available for purchase during Summerfest

c. Direct Mail

- i. Bakovka obtained the addresses of everyone who owns residential property in Wayland City and Wayland Township. Bakovka to narrow list and start with the first 200 names for direct mail initiative as time permits. Mail campaign will include library brochures and a short note to residents. Committee to assist with envelope stuffing.

d. Other ideas/Brainstorming

- i. None discussed. Committee to run through current initiatives first

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V. New Business

A. Professional Fundraiser?

- a. Discussed briefly cost/benefit of professional fundraising assistance and notes from previous finance committee research over a year prior. Decided to gather more info with hopes of presenting to board in June

VI. Around the Table

-Nothing to add

VII. Adjournment, 5:25pm motioned by Simmons, seconded by VanderSlik