

# MINUTES

Henika District Library  
Planning Committee Meeting  
May 20th, 2026 at 4:30pm

## I. Call to Order - 4:30pm by Brinks

Members Present: Rachel Brinks, Danielle Simmons, Deb VanderSlik  
Staff Present: Cierra Bakovka  
Guests: Meghan Augustin

## II. Approval of Agenda

Motioned by Brinks, Seconded by Augustin. All in favor. Motion carried.

## III. Approval of Meeting Minutes

- March 2026 Minutes - Motioned by Brinks, Seconded by VanderSlik. All in favor. Motion carried.

## IV. Unfinished Business

- Campaign Committee Updates - The Campaign Committee had their kick-off meeting on Monday, May 18th. Communication issues led to only two committee members being present. Jordan is going to have one on one meetings with all committee members to get everyone up to speed and will follow up on meeting dates with committee members via phone moving forward.

## V. New Business

- A. 2026 Planning Survey Results
  - a. Results reviewed. 95 Survey responses received. Discussion ensued. The committee would like to revisit potentially trialing different Saturday hours next summer.
- B. Strategic Plan Drafting/Goal Setting
  - a. The committee began drafting goals, objectives, and actions for Strategic Plan 2027-2030
    - i. Goal #1: Expand the library's physical building
      1. Objective 1.1: Fundraise 1.5 million in private support
        - a. Action 1.1.1: Cultivate and secure lead donors
        - b. Action 1.1.2: Explore and apply for grant funding as available
      2. Objective 1.2: Pass a millage to pay for a bond
        - a. Action 1.2.1: Create information-only campaign material
        - b. Action 1.2.2: Meet legal obligations for millage
        - c. Action 1.2.3: Make sure community is adequately informed

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3. Objective 1.3: Create expansion blueprints
    - a. Action 1.3.1: Solicit design and construction partners
    - b. Action 1.3.2: Consult SHPO
    - c. Action 1.3.3: Ensure community needs are met
  4. Objective 1.4: Construct Building
    - a. Action 1.4.1: Break ground and begin construction
    - b. Action 1.4.2: Install interior furnishing and design
    - c. Action 1.4.3: Move-in
- ii. Goal #2: Expand library outreach services
1. Objective 2.1: Offer homebound delivery services
    - a. Action 2.1.1: Assess staff availability and community need to create schedule and radius
    - b. Action 2.1.2: Create procedures and train staff
    - c. Action 2.1.3: Advertise to community
  2. Objective 2.2: Expand adult outreach opportunities
    - a. Action 2.2.1: Continue regular adult outreach with Sawmill Estates and Green Acres
    - b. Action 2.2.2: Explore other opportunities with local groups and venues (examples: golf course, Harding's cafe, Carpentry and Millwright Training Center, etc).
  3. Objective 2.3: Expand youth outreach opportunities
    - a. Action 2.3.1: Continue regular youth outreach with local elementary schools, head start, and St. Therese
    - b. Action 2.3.2: Explore other opportunities with local groups and venues (examples: City Park, Middle and High Schools, areas in the township)

## VI. Around the Table

- Brinks - Nothing to add
- VanderSlik- Nothing to add
- Augustin - Excited for Summerfest
- Bakovka - Excited for Summerfest
- Simmons - Pleased with work done so far. Wondering if the library would want a life-sized Dobby statue that is currently inhabiting her basement.

**VII. Adjournment** - Motioned by Augustin, Seconded by Brinks. Adjourned at 5:45pm