

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT
411 S. Main St. • Lombard, IL 60148

LILAC PARADE COMMITTEE MEETING MINUTES

February 17, 2026
5:30pm
Conference Room

- I. Call to order
 - a. Chair Aasmundstad Walsh called the meeting of the Lilac Parade Committee to order at 5:41pm in the Conference Room.

- II. Pledge of Allegiance
 - a. All present recited the Pledge of Allegiance.

- III. Chair Aasmundstad Walsh read the Land Acknowledgement Statement: The Helen Plum Library Board of Trustees unanimously acknowledges that many indigenous groups once lived on the land where the Library now resides. The Library invites all to learn their histories, cultures, and peoples. The Library Board encourages our neighbors to explore learning opportunities through local, Indigenous-based organizations such as Midwest SOARRING Foundation.

- IV. Roll call, recording both present and absent members, with approved virtual attendance noted with an *
 - a. Present: Chair Kristin Aasmundstad Walsh, Trustee Allison Pinkett-Floyd, Trustee Kelly Simms
 - b. Absent: Helen Plum Library Foundation Director Mark Geiger, Community Engagement Coordinator Kimberly Sipek
 - c. Staff members present: Executive Director Anne Luzeniecki, Executive Assistant Jenn Ferguson
 - d. Visitors: None

- V. Public Comment
 - a. No members of the public were present.

- VI. ACTION ITEM: Adoption of the Agenda
 - a. Trustee Simms moved to adopt the agenda, seconded by Trustee Pinkett-Floyd. All ayes, no nays. Motion passed.

- VII. Unfinished Business
 - a. DISCUSSION: 2026 Lilac Parade Participation
 - i. Quotes/estimates for giveaways and shirts

1. Executive Director Luzeniecki noted that firm quotes for shirts will be obtained after a theme is decided at this meeting. Giveaways will be purchased to pass out at the parade, and any unused stock would be given away at the Library over the summer. She noted the following options were researched by the Marketing Department:
 - a. Plantable seed notecard - qty. 500 for \$580
 - i. It was briefly discussed and agreed that the seed cards would not be utilized for giveaways at the parade.
 - b. Color-changing pencils - qty. 1000 for \$350
 - i. Trustee Simms noted that color-changing pencils were a popular giveaway at Pride Fest.
 - c. Custom sticker - qty. 500 for \$142
 - i. Anne suggested that the stickers be themed around the book bike, which would keep additional stock evergreen for future Library giveaways. It also further highlights the debut of the book bike at the parade.
 - ii. There was brief discussion on the material, sizing, and ease of distribution of stickers.
 - d. It was agreed that pencils and stickers would be obtained for the parade, with designs done by the Library's Marketing Department.
- ii. Volunteer signups and count limits
 1. After discussion with Youth Services Manager Tabatha Anderson, Anne advised that the Teen Advisory Board (TAB) should be contacted, as they often provide 8–12 teen volunteers at large events. Summer volunteering registration for Volunteens can also include a check box for parade participation interest.
 2. A public event for patron volunteers will be created on the Library's events calendar for interested families who wish to participate.
 - a. The registration capacity limit would be established based on:
 - i. The count of participating Board, Foundation, Staff, and TAB members
 1. Anne stated that she will follow up with the Foundation regarding whether volunteers were sought at their last meeting.
 - ii. Remaining budget for shirts after the above committed volunteer shirt order cost is calculated.

- b. To accommodate the shirt ordering timeline, registration would close by April 1.
- iii. Anne confirmed that the Library and Foundation can register as one group.
 1. It was briefly discussed that the Library already has banners, but the Foundation needs to order a banner if they wish to carry one. Anne was informed that there is no banner/sign count limit provided our volunteers are carrying them.
- iv. Theme
 1. After consideration, it was agreed that the theme would be “Read, White, and Blue.”
- v. The book bike, book carts, and volunteer bikes
 1. The book bike will be used to carry extra giveaways stock and water for parade volunteers. As such, no additional vehicle will be needed.
 2. It was agreed to not have book carts pushed by staff.
 3. It was discussed whether bikes should be allowed for child volunteers. Anne noted that it should be fine, provided they can control the bike and are with their families.
- vi. Shirts
 1. As it is not cost-effective to distinguish participants with different colored shirts, the same shirts will be offered to all participants. Navy shirts will be designed as they align with both the “Read, White, and Blue” theme and brand colors of the Library. In addition to providing visual consistency across the parade group, it allows staff, Board, and Foundation members to wear the shirts at future Library events.
 2. Designs will be drafted and presented for the Committee’s review at the March meeting.
- vii. Costs
 1. Current slated expenses include the above-mentioned giveaways, shirts (estimated at \$12-16/shirt), and the registration fee of \$100.
 - a. The Foundation will be requested to cover the registration fee while the Library covers all other expenses.
 - b. Water will come from the Library’s Supplies Budget.
 - c. As the intent is to use additional giveaway items at the Library, overage (if applicable) can be absorbed by the Publicity Budget.
- viii. It was asked if signs promoting Summer Reading Program (SRP) should be carried in the parade. Anne said no as the SRP has its own promotional materials, and a focus on the Library and the new book bike would be preferred.

ix. Next meeting: 6:00pm on March 18

1. At the next meeting the following will be discussed/decided:
 - a. T-shirt graphic design
 - b. Availability of book-shaped balloons
 - c. Volunteer information
 - d. Whether an April meeting is required

VIII. Adjournment: 6:16pm

- a. Chair Aasmundstad Walsh moved to adjourn. Trustee Pinkett-Floyd seconded the motion. All ayes, no nays. Meeting adjourned.

Notes taken by Jenn Ferguson.

Approved: _____

Julie Kowalski-Schmidt
Board Secretary