

AGENDA
Waukegan Public Library – Board of Trustees Meeting

Wednesday, June 19, 6:30 PM, Board Room

128 N County Street, Waukegan, IL 60085

- | | | |
|------|--------------------|---------------|
| I. | Call to Order | Mary Stickels |
| II. | Roll Call | Mary Stickels |
| III. | Agenda and Minutes | Mary Stickels |

Motion to approve Agenda for WPL Board of Trustees June 19, 2019 meeting

Motion to approve the minutes of the WPL May 13, 2019 meeting

- | | | |
|------------------------------------------|-----------------------------|--------------------|
| IV. | Finance Committee Report | Marge Ferruzzi |
| Motion to approve May 2019 disbursements | | |
| V. | Department Reports | Marilyn McClelland |
| VI. | Director's Report | Selina Gomez-Beloz |
| VII. | Services Report | Jon Gaskill |
| VIII. | President's Report | Mary Stickels |
| IX. | Foundation Report | Alicia Garcia |
| X. | Friends Report | Amanda Civitello |
| XI. | Governance Committee Report | Rachelle Mendez |
| XII. | New Business/Action Agenda | |

a. Policy Review

- i. Internet Access Policy
- ii. Emergency Succession Policy
- iii. Disposal Policy

b. Non-resident Fee Resolution

- c. Bradbury Statue Dedication – Early Closure Memo
- d. Bradbury Statue Proposal
- e. Per Capita Grant Update
- f. Trustee OMA Training
- g. Trustee Facts File - Review of Chapters 12-14

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>

- | | |
|-------|-----------------------------------------------------|
| XIII. | Announcements/Trustee Comments |
| XIV. | Public Comment – Comments limited to three minutes. |
| XV. | Adjourn |
| XVI. | Motion to adjourn at <Time> PM. |

Minutes
Waukegan Public Library – Board of Trustees Meeting
Monday, May 13, 2019, 6:30 PM, Board Room
128 N County Street, Waukegan, IL 60085

I. Call to Order

The meeting was called to order at 6:31pm.

II. Roll Call

Trustees present: Ms. Mary Stickels, Ms. Marge Ferruzzi, Ms. Jean Smith, Ms. Chetara Jenkins, Ms. Rachelle Mendez, and Mr. Larry McShane.

Trustees absent: Ms. Sylvia England (with notice)

Also present were: Ms. Selina Gomez-Beloz, Executive Director; Mr. Jon Gaskill, Assistant Director; Ms. Betsy Jung, Controller; Ms. Debra Jordan, HR Manager; Ms. Amanda Civitello, Marketing and Communications Manager, Ms. Alicia Garcia, Development Manager, Mr. Isaac Salgado, IT Technician, Ms. Pat Mallory, Friends of the WPL and Susan Royer, Executive Assistant.

III. Agenda and Minutes

Motion to approve Agenda for WPL Board of Trustees May 13, 2019 meeting was made by Ms. Marge Ferruzzi and seconded by Mr. Larry McShane. Motion passed.

Motion to approve the minutes of the WPL April 17, 2019 meeting was made by Mr. Larry McShane and seconded by Ms. Marge Ferruzzi. Motion passed.

IV. Email assistance/demo

Mr. Isaac Salgado provided a refresher course in configuring mobile devices and computers to access WPL trustee email.

V. Finance Committee Report

After review of the Controller's report (included in the Board packet), a motion to approve April 2019 disbursements was made by Ms. Jean Smith and seconded by Mr. Larry McShane. Motion passed.

VI. Director's Report

The Director's report is part on the Board Packet.

There was a discussion on the potential for making some changes to staff space to create additional space for patrons of the Library. One idea is to create a "Quiet Space" for patrons. We will be reaching out to design firms that specialize in Libraries to determine what is feasible.

The idea of updating Pat's corner was previously discussed and is still a consideration.

Minutes

Waukegan Public Library – Board of Trustees Meeting

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VII. Services Report

Mr. Jon Gaskill shared information on upcoming programs at the Library. Highlights included were:

- Sandy Sherwood's public retirement celebration
- Therapy dogs on site for student taking finals
- Citizenship classes we are hosting in partnership with Mano A Mano

VIII. President's Report

No report was provided.

IX. Foundation Report

Ms. Alicia Garcia provided an update on fundraising activities and the Volunteer Appreciation Event.

- The first Libations for Literacy event made a little over \$1,300.00 (46 paid tickets were sold). We are looking for a location for the second event. There is a possibility of partnering with a new brewery/distillery coming to downtown Waukegan.
- The Volunteer appreciation event was a success. One hundred and fifty people were invited to celebrate the work our volunteers do and how much their support means to the Library.

X. Friends Report

- The Amazon online bookstore is averaging between \$350-400/month - that's in line with their physical book sale at the Library!
- The AV sale in March brought in \$1,500 and just under \$1,000 was from the book sale.
- New board members were elected at the April 28 annual meeting.
- The friends are supporting the summer concert series and have donated \$8,500 to the Library.
- Ms. Sandy Sherwood will be presented the Waukegan Pride Award on May 20.

XI. Governance Committee Report

The next Governance Committee meeting is on Wednesday, May 22 at 6:00pm.

XII. New Business/Action Agenda

a. Resolution to honor Sandy Sherwood

A motion to vote on the Resolution to honor Ms. Sandy Sherwood was made by Ms. Mary Stickels and seconded by Ms. Rachelle Mendez. Motion passed.

b. Benefits discussion

Memos will be provided to the Board next month to address providing benefits to part-time staff, Parental leave and Vacation procedures.

In addition, to the above new business, we are putting together an RFP for Strategic Plan consultants.

For question or comments, please email the Board at wplboard@waukeganpl.info or visit the Board's website at www.waukeganpl.org/board-of-trustees. For assistance in accessing the meeting, contact 847-775-2551.

Minutes
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- XIII. Announcements/Trustee Comments
Mr. Larry McShane attended the LACONI Trustees banquet and found it very informative. Specifically the “Libraries as Influencers” presentation that highlighted the importance of libraries influence in the community.
- XIV. Public Comment – Comments limited to three minutes.
None
- XV. Motion to adjourn to closed executive session pursuant to code 5 ILCS 120/2 (c) (1) was made by Ms. Mary Stickles and seconded by Mr. Larry McShane at 7:40pm.
- XVI. Motion to end closed executive session and return to open session.
- XVII. Adjourn
Motion to adjourn at 8:45pm.

Draft

Census 2020: Elizabeth Andujar is our new Census Engagement Specialist. Elizabeth has had a productive two weeks learning as much as possible about the Census, becoming familiar with Waukegan, meeting with the city, and attending training for recipients of the Census grant. We have begun looking at previous materials used during the 2010 Census and will be working on adapting those. The work of educating our community and promoting the Census has begun.

RAILS grant: With the help of Gale and Amanda C., we were successful in obtaining a grant for \$5000 from RAILS to help with our Census work. The money will be used to produce, print, and distribute information to the community about the Census.

Bradbury statue: The statue is even closer to completion. Plans are being made for a grand unveiling and improvements to the front landscaping of the building to match the statue area. It is the intention of the committee to have a VIP event at the library on August 22, and a public unveiling (with some activities in the courtyard) on the same day. Details are still being worked out. Included in the board packet is a request to close the library early on August 22 to allow for the set-up of the festivities.

Personnel: Interviews for the Reference Manager and Business Manager are being completed. I hope to make an announcement by the end of June for both positions.

Drive up Book Drop: Our drive up book drop has been moved the parking lot behind the library. It is now truly a drive up book drop! Chuck and his team, along with assistance from the City, were able to move the box quickly and ensure that it is mounted safely. Soon, arrows will be painted on the ground to guide traffic. Chuck and Francisco built a prototype box and placed it outside for at least two weeks so that we could get used to the new traffic pattern and to ensure that there is plenty of room for delivery trucks.

Summer Reading Program: SRP has begun. This year participants can sign up using Beanstack, our online program software. From kids to adults, you can log your reading and activity progress for the summer.

Upcoming projects: We are finalizing some landscaping quotes to coincide with the Bradbury statue unveiling. Due to an unexpected need for upgrading our self-checkouts, and a quote that is not in our budget, I will be reviewing options for self-checkout machines during ALA. A number of libraries in the area who use the same company were also surprised by this information.

ALA Annual Conference: I will be attending the ALA Annual conference in D.C. June 20 – 25 and will be back in the library June 27. Jon will be in charge in my absence.

Waukegan Pride Award: The library was presented with the Waukegan Pride Award for our partnership and support of our LGBTQ+ community and for being an active member of the committee who presented the PrideWauk event on June 15.

Summer teen jobs: We will be hosting five 14 & 15 year old students from the Job Center this summer in the library. These students will be paid assistants in the Children's, Inventory, Maintenance, and Education and Literacy departments. They are recruited and paid through the Job Center of Lake County and will be with us for the summer only.

TITLE: Internet Access Policy

POLICY NUMBER: 130

EFFECTIVE DATE: 07/19/19

REVIEW DATE: March 2021

SUPERSEDES POLICY NUMBER: none, revised from 2/21/18 & 4/2/18



WAUKEGAN PUBLIC LIBRARY
putting quality in your life ■■■■■

1. Purpose: The Waukegan Public Library (WPL) provides access to the Internet, whether through library computers or wireless access, as a source of information, education and communication. The same standards of intellectual freedom, privacy and confidentiality endorsed by the Library for traditional resources apply to electronic media, including Internet usage. In order to access library computers or the Library's wireless network (hereafter referred to as electronic resources) a patron must accept the terms of use as stated in this policy.
2. Terms of Use:
 - a. Information transmitted through library electronic resources is unfiltered, unencrypted and unsecured. Privacy cannot be guaranteed.
 - b. The Library shall have no liability for any changes, direct or indirect (i.e. viruses, spyware, etc.) occurring as a result of the use of library electronic resources.
 - c. Patrons are prohibited from making any changes or additions to the Library's network or systems. Violators will be subject to suspension or revocation of library privileges, and/or prosecution.
 - d. The Library does not provide direct technical assistance for use of personal electronic resources or equipment. Information that may assist patrons will be provided upon request.
 - e. The Library is not responsible for the content accessed through library electronic resources. Parents and guardians of minor children are responsible for their children's use of all library resources.
 - f. The Library is not responsible for the actions of patrons using library electronic resources. Patrons will be held liable for any damage their actions may cause.
 - g. It is incumbent on each user to avoid using WPL resources to engage in illegal activity. Illegal or prohibited acts shall include but are not limited to: unauthorized copyright use such as unauthorized downloading of copyrighted content; viewing obscene and/or illegal content; falsification of documents; violating software licenses; damaging or attempting to damage to WPL equipment, software, or software configurations; compromising system security; negatively impacting network performance; libel or slander; misrepresentation; solicitation; harassment or cyber-bullying.

TITLE: Internet Access Policy

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SUPERSEDES POLICY NUMBER: none, revised from 2/21/18 & 4/2/18



WAUKEGAN PUBLIC LIBRARY
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3. Provisions and Conditions:

- a. Library patrons have the right to equitable access without charge, as available resources permit.
- b. The Library provides access to leased online resources and identifies a broad range of useful and qualified Internet sites through the Library's website.
- c. Library patrons are responsible for accepting and following the terms of service for sites accessed through library electronic resources.
- d. Should a person be observed by library staff viewing child pornography, which is illegal under local, state and federal statutes, or performing any other illegal act (see 2g), law enforcement authorities will be contacted immediately. When law enforcement authorities are contacted, relevant patron records will be turned over to them. See 720 ILCS 5, Section 11-20.1 Child Pornography.
- e. Library staff has the right to terminate an Internet session for failure to follow the Terms of Use. The Executive Director has the right to restrict or ban a patron for misuse for an amount of time subject to his discretion.

4. Citations and Related References: (720 ILCS 5/11-20.1) Child pornography.

5. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, June 19, 2019.

President, Waukegan Public Library Board of Trustees

Date

TITLE: Emergency Succession Policy

POLICY NUMBER: 310

EFFECTIVE DATE: 06/19/19

REVIEW DATE: March 2021

SUPERSEDES POLICY NUMBER: none, revised 2/15/17

1. Purpose: The Board of Trustees of the Waukegan Public Library recognizes that this is a plan for contingencies due to the disability, death, or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, the Waukegan Public Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

2. Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of more than one week and less than three months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Trustees is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Assistant Director is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board of Trustees to affirm the procedures prescribed in this plan.

At the time that this plan was approved, the position of Acting Executive Director would be: Assistant Director

3. Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director will be offered a temporary salary increase at least to the current starting salary of the executive director position.

4. Board Oversight

The board member responsible for monitoring the work of the Acting Executive Director shall be: Board of Trustees President

The above named person will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

5. Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board

TITLE: Emergency Succession Policy

POLICY NUMBER: 310

EFFECTIVE DATE: 06/19/19

REVIEW DATE: March 2021

SUPERSEDES POLICY NUMBER: none, revised 2/15/17

President will notify members of the Board of Trustees and key volunteers of the delegation of authority. The Executive Assistant will notify staff.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of Waukegan Public Library. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors and others.

6. Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Trustees will give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position left vacant by the Acting Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

7. Completion of Short- or Long-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the Waukegan Public Library should be determined by the Executive Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working the way up to a full-time commitment.

8. Succession Plan in Event of a Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Trustees will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

TITLE: Emergency Succession Policy

POLICY NUMBER: 310

EFFECTIVE DATE: 06/19/19

REVIEW DATE: March 2021

SUPERSEDES POLICY NUMBER: none, revised 2/15/17



WAUKEGAN PUBLIC LIBRARY
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9. Citations or References: None.

10. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, June 19, 2019.

President, Waukegan Public Library Board of Trustees

Date

DRAFT

TITLE: Disposal Policy

POLICY NUMBER: 510

EFFECTIVE DATE: 07/19/19

REVIEW DATE: March 2021

SUPERSEDES POLICY NUMBER: none, revised 03/15/17



WAUKEGAN PUBLIC LIBRARY

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1. Purpose: Library property (i.e., print and non-print materials, equipment, and supplies) which in the judgment of the Executive Director is no longer necessary or useful for library purposes may be disposed of in accordance with 75 ILCS 5/4-16.
2. No favoritism shall be shown to members of the Board of Trustees, library staff members, or members of their immediate families who make bids on or purchase any library item declared surplus.
3. The Library does not hold discarded items for individuals or notify individuals upon the decision to dispose of such items.
4. Citations and Related References: None.
5. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, June 19, 2019.

President, Waukegan Public Library Board of Trustees

Date

RESOLUTION NO. 2019-02

RESOLUTION AUTHORIZING FY 2020 PUBLIC LIBRARY NON-RESIDENT CARD PARTICIPATION AND FEES

WHEREAS, the State of Illinois has enacted the Illinois Local Library Act 75 ILCS 5/4-7(12), which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to non-residents and the power to charge a fee for non-resident use thereof;

WHEREAS, the Board of Trustees of the Waukegan Public Library has determined for its 2019-2020 fiscal year, commencing May 1, 2019 and ending April 30, 2020, to participate in the non-resident reciprocal borrowing program of its regional library system and to issue non-resident library cards;

WHEREAS, the Illinois Administrative Code 23 Adm. Code 3050.60(b), sets forth the tax-bill method for calculating a non-resident fee so as to ensure the fee charged is equal to the cost paid by residents of Waukegan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Waukegan Public Library, Lake County, Illinois, as follows:

Section 1: Individuals residing beyond the jurisdictional boundaries of the Waukegan Public Library whose closest public library is the Waukegan Public Library and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Waukegan Public Library, may purchase a non-resident fee card for the price of \$125.00 calculated according to the General Mathematical Formula (23 Ad. Code 3050.60(a)).

Section 2: Individuals residing beyond the jurisdictional boundaries of the Waukegan Public Library, but owning (as an individual, a partner, the principal stockholder, or other joint owner) taxable property within the jurisdictional boundaries of the Waukegan Public Library, or serving as a Senior Administrative Officer of a firm, business or other corporation owning taxable property within the jurisdictional boundaries of the Waukegan Public Library, notwithstanding anything to the contrary in this Resolution, may obtain one (1) non-resident library card without payment of the non-resident fee upon presentation of the most recent tax bill upon that taxable property; provided however, that in no event shall the privileges and use of the Library be extended to more than one (1) individual non-resident for each parcel of taxable property. Each non-resident library card issued pursuant to this Section is limited to the exclusive use of the individual whose name appears on its face.

Section 3: The President of the Board of Library Trustees shall notify the regional library system in writing within 30 days of the adoption of this Resolution, stating (a) the effective date of the Resolution, (b) the beginning and ending dates of the 12- month period of validity for non-resident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

Section 4: The Waukegan Public Library shall continue to honor all non-resident library cards heretofore issued by the Library, for the full term of purchase.

Section 5: The Waukegan Public Library shall cooperate with other participating area public libraries and the regional library system and adjacent regional library systems to determine the appropriate non-resident service areas, as stated in 23 Ad. Code 3050.25.

Section 6: The Policy of the Waukegan Public Library for service to non-residents, including a description of the Library's service areas and the methods of calculating fees, shall be available for public inspection at the Library.

Section 7: A valid non-resident library card issued by the Waukegan Public Library pursuant to this Resolution shall accord a non-resident library cardholder all the services which this Library provides to its residents, including reciprocal borrowing privileges.

Section 8: No non-resident is eligible to receive a "local use" library card from the Waukegan Public Library.

President, Board of Library Trustees of the
Waukegan Public Library

Date

Board Memo

RE: Early closure 8/22/19

DATE: 06/19/2019

Action required:



The Waukegan Public Library Foundation Ray Bradbury committee has been working for a number of years to bring a statue of Ray Bradbury to the Library. This summer, the statue will be installed at the corner of County and Clayton, just in front of the library.

The unveiling of the statue, and celebration, is scheduled for August 22, Ray Bradbury's 99th birthday. Included in the celebrations is a request for a VIP celebration. Due the level of celebration, the space needed for staff and public, and for a VIP reception, I am requesting that we close the library at 2PM on Thursday, August 22.

Closing early will allow time for staff to help set up and participate in the late afternoon celebration, allow staff to finish their shifts, provide plenty of time to set up the interior of the library for a VIP reception, and will not interfere with Children's summer reading programs that day.

Action requested: Motion to approve closing at 2PM on August 22, 2019 for Ray Bradbury statue dedication.

June 19, 2019

Waukegan Public Library Board of Trustees:

The Ray Bradbury Statue Committee has labored for 4 years to find and engage a world-renowned artist and raise the necessary funds to honor Ray Bradbury with a tribute to his life's work and the important place it holds in American Literature. That tribute will be unveiled on August 22, 2019 (Ray's 99th birthday), in the form of a monumental 12' stainless steel sculpture.



RAY BRADBURY MEMORIAL STATUE

The sculpture will sit prominently right out the main doors of the library on the corner of Clayton and County Streets. It is the hope of the committee that it will provide not only a destination for area residents and visitors but also serve as an inspiration to Waukegan's young people as they pass by on their way into the library. Maybe, just maybe, one of them will decide to write their own stories and become the next Ray Bradbury!

The committee has spoken to local governmental bodies, area clubs, local businesses and corporations, financial institutions, service organizations, civic groups, and more. With a \$125,000 price tag, we are proud to say we've collected 85% and have also enlisted the valuable in-kind assistance of a number of professionals to help us reach 90% of our goal. Local contractor Ed Stuckey is furnishing the concrete base, Mecos Steel Erection is providing a crane and operator, Product Architecture + Design is consulting on site design and finishes, Townline Design is helping with landscaping; and others. But we're still not quite there. A total of 233 donors have all contributed to the project, including the Waukegan Park District, School District #60, City of Waukegan, Waukegan Township...and now we need your help.

It is the hope of the committee that the WPL Board of Trustees will recognize the value of this project and how it will increase the value of the Library in the community. We are asking the Board to help us fund the remaining \$11,148, plus the cost of the site preparation, hardscape, landscaping, benches, lighting, etc. for a total not to exceed \$30,000.

Thank you for your consideration.

Richard Lee, *Co-Chair* Ray Bradbury Statue Committee
Lori Nerheim, *Co-Chair* Ray Bradbury Statue Committee

Budget

\$120,000 sculpture

\$ 5,000 stainless steel cap for base

\$125,000 Total Budget for Sculpture

Cash Contributions

\$ 96,352 cash contributions received

\$ 10,500 pledged contributions not yet received

\$106,852 Subtotal

In-Kind Donations

\$ 5,000 Stuckey Construction engineering, drawings, excavation, and concrete for base

\$ 1,000 Mecco Steel Erectors for crane and operator

\$ 1,000 Product Architecture + Design for consulting on site design and finishes

\$ 7,000 In-Kind Donations

\$113,852 Total Funds Raised

\$ 11,148 Remaining Funds Needed

Additional Budget for Site

\$ 6,200 Unilock gray pavers for hardscape around sculpture base and installation

\$ 6,100 Concrete benches, gray finish, sealant and anchors

\$ 1,500 Landscaping

\$ 1,809 Lighting

\$ 2,500 Donor recognition

\$ 18,109 Total for Site