

Keene Public Library Landscaping Gift Proposal Summary

The Board of Trustees shall make the decision as to the acceptance and location of gifts of landscaping items. The major criterion on which the decision shall be based is the appropriateness the offered gift to the existing landscaping, cost of maintenance and consideration of any future building expansion, renovation or similar circumstance.

TO BE COMPLETED BY DONOR:

DATE: _____

Donor Name: _____

Address: _____

Telephone: _____

Email Address: _____

Description: _____

Estimated value of gift: _____

- Donor's estimate
- Independent appraiser (attach appraisal)
- Other basis for valuation _____

Anticipated date of gift: _____

Does the gift require one-time costs?

Delivery ___ Yes ___ No Amount: _____
Installation ___ Yes ___ No Amount: _____
Other ___ Yes ___ No Amount: _____

Are there special ongoing maintenance requirements?

___ Yes ___ No If yes, please describe: _____

If replacement becomes necessary, are you interested in providing financial support?

___ Yes ___ No Amount: _____

Thank you for your proposal.

Please return form to the Trustees in care of Keene Public Library, 60 Winter St., Keene, NH 03431.

It will now go to the next Board of Trustees meeting for consideration. Depending on the type of gift, it may need additional committee review. The Board will be in contact with you.