

MHLS ACTION MEMO

#07-04

TO:	Member Library Directors
FROM:	Merribeth Advocate, Outreach and Education Coordinator
DATE:	April 2, 2007
RE:	In-kind Service

Background

Each year MHLS prints a booklet of the member library annual report information, compiled from the information required by the NYS Division of Library Development. The booklets are used in several ways, including as comparison of financial receipts and disbursements among libraries.

Issue

Sometimes libraries receive services in-kind (a non-cash item / service of value) instead of money. In preparing the 2006 annual report data, we need to know **what your library received in-kind in 2006**. These figures will be added to the booklet to create a more accurate per capita statistic for the MHLS annual report compilation.

Action

We have attached the in-kind values reported by your library for the 2005 report for your reference. Please check on the following form:

- **Box #1** if in-kind values for your library **have not changed**. Return the form to us and we will use the 2005 values in the report.
- **Box #2** if in-kind values for your library **have changed**. Complete the information on the attached form, then return it to us. We will use your updated values in the report.

Deadline

April 22, 2007. If we have not heard from you by the end of April, we will use the attached 2005 values.

**Return to MHLS, attn: Lena Smolon, MHLS Outreach
by April 22, 2007**

Library Name:

Check either #1 or #2:

#1. If the in-kind values of the library **have not changed**, check this box and return this form to us. We will use the 2005 values in the report.

#2. If the in-kind values of the library **have changed**, check this box and fill in the information below with the **updated** values:

	Estimated annual dollar amount of in-kind services received by my library in 2006
Building Space (please use annual rental value)	
Building/Grounds Maintenance (include snow removal, trash collection, lawn & grounds maintenance)	
Utilities (include electric, heat, telephone, water, Internet service)	

List & explain any other in-kind services that your library received in 2006 that are not listed above: (include pro-bono work from a lawyer, graphic designer, etc...)	Estimated annual dollar amount of in-kind services received by my library in 2006