

MHLS ACTION MEMO

#08-05

TO:	Member Library Directors
FROM:	Merribeth Advocate, Outreach and Education Coordinator
DATE:	April 10, 2008
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 2007 annual report data, we need to know **what your library received in-kind in 2007**. 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 2006 report for your reference. Please fill out the attached form.

Deadline

April 30, 2008.

**Return to MHLS, attn: Lena Smolon, MHLS Outreach
by April 30, 2008**

Library Name:

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Estimate the annual number of volunteer hours received by the library in 2007:	
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- | | |
|---|--|
| <ul style="list-style-type: none"> • For data entry or circulation desk work | |
| <ul style="list-style-type: none"> • For all other volunteer work | |

Check either #1 or #2:

#1. If the attached in-kind values of the library **have not changed**, check this box and return this form to us. We will use the 2006 values in the report.

#2. If the attached 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 2007
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 2007 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 2007