

## ***MHLS ACTION MEMO***

***#09-03***

TO:	Member Library Directors
FROM:	Merribeth Advocate, Outreach and Education Coordinator
DATE:	April 17, 2009
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 2008 annual report data, we need to know **what services your library received in-kind in 2008, and their estimated dollar value**. These figures will be added to the booklet to create a more accurate per capita statistic for the MHLS annual report compilation.

### **Action**

The in-kind values reported by your library are available at [http://midhudson.org/annual\\_reports/2007/inkind07.pdf](http://midhudson.org/annual_reports/2007/inkind07.pdf). Please fill out the attached form.

### **Deadline**

May 12, 2009.

Return to MHLS, attn: Lena Smolon, MHLS Outreach  
by May 12, 2009

Library Name:

Check either #1 or #2:

#1. The in-kind values of my library, as indicated on the 2007 annual report, **have not changed**. Please use the 2007 values in the 2008 report.

#2. The attached in-kind values of my library **have changed**. I have filled in the form below with the updated values.

	Estimated <b>annual</b> dollar value of in-kind services received by my library in 2008
<b>Building Space</b>	\$ (annual rental value)
<b>Building/Grounds Maintenance</b> (include snow removal, trash collection, lawn & gardening, etc...)	\$
<b>Utilities</b> (include electric, heat, telephone, water, Internet service, etc...)	\$
<b>Graphic Design</b>	\$
<b>Technical support/computer maintenance</b>	\$
<b>Legal work</b>	\$
<b>Other in-kind services that my library received in 2008 that are not listed above:</b>	\$