



Today's date

Jennifer Peters, Division Director
Library Development & Networking Division
Texas State Library and Archives Commission
PO Box 12927
Austin TX 78711-2927
Fax: 512/936-2306

Dear Ms Peters:

Below [or attached] is a detailed spreadsheet indicating the indirect support received by the Library from certain departments within the City. This represents the portion of support received by our Library for grounds maintenance and administrative/computer support. The information provided in the spreadsheet is an estimate of resources spent at the Library.

Please accept this information as documentation of certain support provided to the [Name of your] Library during fiscal year 2019.

DEPT	SALARY	HRS/MO	TOTAL
Parks/crew ground maintenance	\$10.35	13.5	\$1,676.70
Administrative/computer support	\$26.03	9	\$2,811.24
Total			\$4,487.94

Sincerely,

City Manager [or County Auditor]
Your City [County]
Address...