



Today's date

Stacey Malek, Program Coordinator  
Library Development & Networking Division  
Texas State Library and Archives Commission  
PO Box 12927  
Austin TX 78711-2927  
Fax: 512/936-2306

Dear Ms Malek:

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 2012.

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
<b>Total</b>			<b>\$4,487.94</b>

Sincerely,

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