TO: WHOM IT MAY CONCERN - FCC

FROM: JEAN A. Melton, LIBRARY DIRECTOR

MCKENZIE MEMORIAL LIBRARY

RE: LATE FILING OF FORM 471

McKenzie Memorial Library is a small rural library in West Tennessee and our staff consists of a Library Director and Library Assistant. We are open 32 hours each week – Monday, Tuesday, Thursday and Friday. Our staff is not cross trained

on reports – all reports and E-Rate is completed by the Library Director.

I, Jean A. Melton am the Library Director and had to have 2 different surgeries which was totally unexpected. I was on a medical leave and under my Doctor’s care and not available when the 470 and 471 were due. I have returned to work and filed all necessary paperwork for our E-rate. We are not cross trained in our Library and that is something we are working on presently. Please accept the 470 and 471 for our E-rate funding.

I do not want the Library to suffer or lose its E-Rate funding due to my illness and

I sincerely hope that a waiver can be granted for McKenzie Memorial Library.

If there is anything I can do to help this process, please let me know as soon as possible.

Thank you in advance for your consideration. This was very unexpected.

Sincerely,

Jean A. Melton

McKenzie Memorial Library Director

731-352-5741

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