

[SAMPLE LETTER TO STATE/LOCAL OFFICIAL]

[Date]

Dear [State/local official]:

With the recent passage of the American Rescue Plan Act (ARPA), [State/City] can leverage federal funding to positively impact our communities now and well into the future. Librarians of all types **[or public librarians]** in [State/City] are already at work addressing urgent community recovery needs.

Yet, there is more work to be done.

Strong libraries – and a well-supported library workforce – are essential to the recovery of communities devastated by the impact of the COVID-19 pandemic. Throughout the pandemic, librarians have worked diligently to provide resources within the community, often absorbing budget cuts, furloughs, layoffs and limited access to our facilities. Librarians have been challenged to adapt quickly and creatively in order to best serve members of our community, providing access to information and the internet, supporting K-20 students with distance learning needs, assisting the unemployed and jobseekers, aiding small businesses, and helping patrons complete Census forms. The work of libraries extends far beyond the walls of our physical space. **[Add details or a story about how your library assisted their communities during the pandemic.]**

[Introduce your proposed use of ARPA funds specifically and succinctly and explain why it will benefit the community.]

The need for library services in our communities increases in times of crisis. At this critical time, when residents are turning to their local libraries for urgently needed resources and services that they cannot access elsewhere, state and local support is needed now more than ever. ARPA funding will ensure libraries are positioned to meet our local COVID-19 recovery needs in the coming months and years. This funding is critical to the success of libraries and our community.

As you make plans for the ways in which ARPA funding will be dedicated in [State/City], consider how a small investment in libraries, such as **[Your Library]**, ensures an equitable allocation of resources, strengthens the fabric of our community, and moves the needle towards **[State/City]’s** shared visions for residents’ ability to realize their full potential within our community.

Please allocate funding for **[Summary of proposal]** and empower our residents with the resources they need to **[Summary of impact]**.

Sincerely,

[Name], [Title]

[Library]