

***** , 2016

Mr*. **** *****

***** Board Member

City, MO *****

Dear *** *****:

The purpose of this letter is to briefly (re)introduce myself as the librarian at *****.
Having worked in the ***** District for ***** years, I have {list of positions/roles you have filled in your tenure.} In all of these roles I have focused on {insert your core belief regarding your role in education.} I have also worked diligently to provide our students and staff with an effective school library program. Over the years our district, and many others in our state, have made difficult decisions due to a shortage of funds. As a result our library program, and as a consequence our students, have suffered. With the implementation of the Every Student Succeeds Act that does not have to be the case moving forward. ESSA provides our state and school district with a variety of grant and funding opportunities that can be used to develop or strengthen school library programs.

In view of ESSA, I would like to meet with you personally, for about 20 minutes or so, to discuss your concerns regarding public education and how a strong library program can help address those concerns. It is my desire provide our students and staff with the best library program possible.

School librarians transform student learning, and every child deserves the services of a certified school librarian and an effective school library program.

Please feel free to contact me via email ***** or phone ***** to set up an appointment. I will follow up by the end of the month.

Thank you for your time and consideration. I look forward to meeting with you.

Sincerely,