

## Put It in Writing

If an email or a letter is more your style, here is a template to consider. You can use this as a base for completing the contact forms on legislators' websites. Please note that regular mail can take more time to get to them. Copy/paste the following onto your own letterhead to start, but be sure to personalize it for your library.

Date

Senator [Full Name]

Home District Address Closest to You

City, State Zip

Dear Senator [Last Name Only],

As the [insert position] at [library name], I wanted to urge you to support the Public Library Subsidy for Pennsylvania public libraries.

When Pennsylvania's public libraries closed their buildings to help stop the spread of COVID-19, library staff quickly came up with ways to continue to serve their communities. Libraries across the Northwest region adapted their services rapidly by launching virtual programs, expanding digital collections and keeping Pennsylvanians connected with internet access. Our library was able, and continues, to serve your constituents by [talk about what your library is doing].

[Library name] is currently facing a cut of \$[7/12 of state aid]. This would mean our library would lose [describe what your library could lose if not level funded].

Within PA's Department of Education, K-12 has already received full funding for the current funding year, but libraries have not. We can continue to provide strong library services to your constituents when we have strong funding and support from our local officials. I encourage you to support libraries by voting to fully fund the Public Library Subsidy in November.

Thank you for your consideration on these matters. Libraries are valuable to their communities and part of the key to a strong future. Your continued support of libraries will help Northwestern Pennsylvanians help themselves. As always, we welcome you to visit our library when you are nearby or take a virtual tour. I may be reached at [Phone] or [Email] to arrange a visit.

Sincerely,

[signature]

[full name]