**FEASIBILITY CONTACT LETTER**

Name

Address

Dear:

The ABC Public Library is conducting a study to determine community opinions regarding plans to conduct a fundraising campaign to support necessary renovation of the 2nd floor of the Library, provide full handicapped accessibility and make needed repairs and modifications to better serve the community. The study will also seek opinions about the Library's effectiveness in the community and the services that can be offered in the future.

Specifically, we want to determine:

* Community attitudes toward the Library and its programs and services;
* Current image of the Library in the community;
* How the Library can best continue serving the community;
* Opinions about the proposed project;
* If the Library can successfully conduct a fundraising appeal to support the project.

The Library has engaged the consulting firm of ABC Associates of Madison to interview a carefully selected representative sampling of key individuals to obtain their confidential opinions regarding the Library and its plans.

We would especially appreciate your participating. We will be in touch with you shortly to arrange an interview that should take no more than thirty minutes of your time.

We want to emphasize that we are not seeking funds at this time...we need your advice and counsel as to how we should proceed.

If you have any questions or concerns about the study, please do not hesitate to call any of us.

We look forward to receiving your comments and opinions.

Cordially,

Library Board President Library Board Library Director

Date