**SAMPLE SOLICITATION LETTER #2**

Dear **[person’s name]**:

The Illinois Library Luminaries program, sponsored by the Illinois Library Association, honors those who have made a significant contribution to Illinois libraries and whose supporters make a contribution of at least $1,000 **[Note: it’s currently $2,000, increased since the time this letter was written]** to the Illinois Library Association Endowment on their behalf. This is one of the foremost awards in Illinois libraries and it is comprised of an incredibly illustrious group of librarians.

My father, Alex W. Todd Jr. deserves to be among that group, and I am leading the campaign to raise the required funds. Alex spent the vast majority of his library career serving as Fountaindale's Executive Director from 1974-97. During the late 1970s and early 1980s, he traveled Illinois to speak to library boards and encouraging the formation of library districts. He co-wrote "Standards for the Public Library" section of the first edition of the *Trustee Facts File*, which has since become a volume issued to every trustee in the state. His work gained him recognition as the Illinois Library Association's Librarian of the Year in 1986. After his retirement from Fountaindale, he worked with many other libraries as a policy consultant and/or interim director.

I am asking you to donate $50 towards Alex W. Todd's campaign to become an Illinois Library Luminary.

Checks should be made payable to the **Illinois Library Association Endowment** with **Alex Todd Luminary** in the memo field and mailed to:

Illinois Library Association

560 W. Washington Blvd.

Ste. 330  
Chicago, IL 60661

Donations can be made online at www.ila.org/support-ila. Please make sure you enter your amount in the "Illinois Library Luminaries" box and type **Alex Todd Luminary** in the note field. This recognition is my family's Christmas gift for Alex. We would appreciate keeping the campaign a secret until it becomes official for both.

Thank you for your consideration. Sincerely,

Alex C. Todd

Executive Director

Prospect Heights Public Library District