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AUG 20 2009

by City Manager's Office  
*Memorandum*

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Jane Light

**SUBJECT:** Branch Library In-Service

**DATE:** August 20, 2009

Approved

Date

8/20/09

**INFORMATION**

On Friday, September 18, 2009 all branch library staff will attend a library in-service training from 9:00a.m. – 1:00p.m. Branches will be open from 1:00p.m – 6:00p.m. The Dr. Martin Luther King, Jr. Library will be open regular hours with full-services offered from 8:00a.m. – 6:00p.m.

Three weeks in advance we will post announcements to the public via the Library website homepage as well as signage in Chinese, Spanish and Vietnamese at all branch entries.

Jane Light  
Director, Library Department

For questions please contact Jane Light, Library Director, at 408-808-2150.