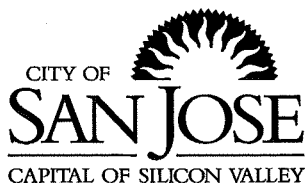


SENT TO COUNCIL:

Distributed on:



MAY 20 2010

by City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jane Light

SUBJECT: Library In-Service

DATE: May 20, 2010

Approved

Date

5-20-10

INFORMATION

On Friday, June 24, 2010 all library staff will attend a library in-service training from 1:00 PM to 6:00 PM. San José Public Library branches will close at 1:00 PM. King Library will open at 9:00 AM and services will be available as usual.

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

/s/

Jane Light

Director, Library Department

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