



SENT TO COUNCIL:

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City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jane Light

SUBJECT: Library In-Service
June 9, 2011

DATE: May 3, 2011

Approved

Date

5-3-11

INFORMATION

On Thursday, June 9, 2011 all library staff will attend a library in-service training from 3:30pm to 6:00pm. San José Public Library branches will close at 2:00pm. King Library will open at 8:00am 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.