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Memorandum
City Manager's Office

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Anne Cain

SUBJECT: Library In-Service

DATE: November 29, 2012

Approved

Date

11/29/12

INFORMATION

On Thursday, December 13, 2012 all library staff will attend a library in-service training from 8:00 a.m. to 1:00 p.m. San José Public Library branches will open from 1:00 p.m. to 6:00 p.m. King Library will open at its regularly scheduled time of 8:00 a.m. and all services will be available.

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/

Anne Cain

Interim Director, Library Department

For questions please contact Anne Cain, Interim Library Director, at 408-808-2150.

