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City Manager's Office

# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Anne Cain,

**SUBJECT:** Library In-Service

**DATE:** March 27, 2013

Approved

Date

3/27/13

## INFORMATION

On Friday, April 12, 2013, all library staff will attend a library in-service training from 9:00 a.m. to 1:00 p.m. San José Public Library branches will open at 1:00 p.m. King Library will open as usual at 8:00 a.m.

Two-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.