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City Manager's Office

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jill Bourne

SUBJECT: Library In-Service

DATE: November 13, 2013

Approved

Date

11/13/13

INFORMATION

On Thursday, December 12, 2013 all library staff will attend a library in-service training from 8:30 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/

Jill Bourne

Director, Library Department

For questions please contact Jill Bourne, Library Director, at 408-808-2150.