

# Meeting Notice

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Dear Library Staff,

You are hereby invited to attend the upcoming Library Workforce Meeting. The agenda will include updates on library policies, staff development opportunities, and community outreach programs.

Please make it a priority to attend as your input is valuable in shaping our library's future.

Thank you,

[Your Name]

[Your Position]

[Library Name]