

Notice of Brainstorming Session

Dear [Library Staff/Team],

We are excited to announce a brainstorming session focused on developing sustainable practices for our library. This initiative aims to enhance our environmental responsibility and ensure our resources are utilized efficiently.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please come prepared to share your ideas and suggestions. Your input is invaluable as we work towards making our library a greener space.

Light refreshments will be provided.

Thank you for your commitment to sustainability!

Sincerely,
[Your Name]
[Your Position]
[Library Name]