

0155-04-01



**Richmond
Public Library**

100 - 7700 Minoru Gate
Richmond
British Columbia
Canada V6Y 1R9

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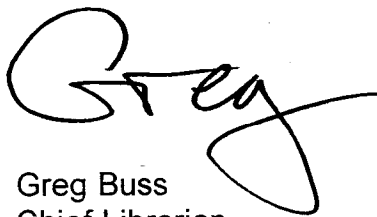
October 4, 2004

J. Richard McKenna, City Clerk
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

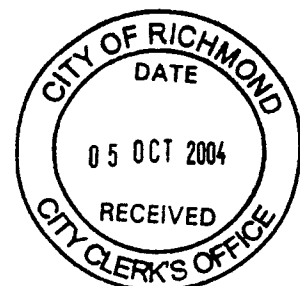
Dear Richard:

This is to confirm that the Richmond Public Library will be making its annual presentation to Council on Monday, November 8, 2004. Library Board Chair Tung Chan and I will be making the presentation and written materials will be provided by Wednesday, November 3, 2004.

Sincerely,



Greg Buss
Chief Librarian





City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1
Telephone (604) 276-4000
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October 6th, 2004
File: 0155-04-01

Mr. Greg Buss, Chief Librarian
Richmond Public Library
#100 – 7700 Minoru Gate
Richmond, BC V6Y 1R9

Dear Sir:

Re: Presentation of 2003 Annual Report

In response to your correspondence dated October 4th, 2004, this is to confirm that arrangements have been made for Board Chair Tung Chan and yourself to appear as a delegation on the above matter at the open Council Meeting scheduled for 7:00 p.m., Monday, November 8th, 2004 in the Council Chambers, Richmond City Hall. Your presentation will be placed at the beginning of the Council Agenda, and your delegation should be in attendance at that time to make the presentation. Please have 17 copies of any brochures or other coloured material you wish to have included in the Council agenda package for that meeting, in this office by 5:00 p.m., Wednesday, November 3rd, 2004.

Yours truly,

J. Richard McKenna
City Clerk

fja