

INSERT DATE

Parent/Guardian of MINOR’S NAME,

I am writing to you today regarding an incident that happened at LIBRARY NAME Library on INSERT DATE OF INCIDENT.

INCIDENT DESCRIPTION

MINOR NAME’s violations are:

INSERT VIOLATIONS CONSISTENT WITH THE RULES OF CONDUCT.

For these reasons, MINOR NAME has been suspended from all library properties for LENGTH OF SUSPENSION, until END DATE. After that date you will need to make an appointment for both of you to meet with Robert Larson, Security Coordinator or the Manager of the location where the violation occurred. MINOR NAME’s library privileges will not be reinstated until this meeting has occurred and the reinstatement is approved by the library representative in the meeting.

I am attaching a copy of the Suspension Form and the Pueblo City County Library District’s “Library Rules of Conduct” for you. Please contact me if you have any questions about this situation or if you want to appeal this suspension.

Sincerely,

Sara Rose

Chief Operating Officer

Pueblo City County Library District

100 E. Abriendo Ave.

Pueblo, CO 81004

(719) 562-5627

Contact Information:

Robert Larson, Security Coordinator

Monday – Friday, 9:00 AM – 4:00 PM

(719) 252-8500

100 E. Abriendo Avenue

Pueblo, CO 81004-4232

(719) 562-5600

(719) 562-5610 Fax

www.pueblolibrary.org

Rawlings Library

Barkman Library

Giodone Library

Greenhorn Valley Library

Lamb Library

Pueblo West Library

Library @ the Y

**Community Satellite Libraries:**

Avondale Elementary

Beulah School

Craver Middle School

Cesar Chavez Academy

North Mesa Elementary

Risley Middle School

Rye Elementary

South Mesa Elementary

Vineland Elementary

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