



SENT TO COUNCIL:

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City Manager's Office

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Anne Cain

SUBJECT: Joint Library In-Service

DATE: May 17, 2012

Approved

Date

5-17-12

INFORMATION

On Friday, June 1, 2012, the Dr. Martin Luther King, Jr Library will be closed for joint City-University Staff Development from 8:00am to 1:00pm. The King Library will re-open for business from 1:00pm to 6:00pm. The Library Call Center will be staffed, providing general information about library services. Online services, such as databases, library catalog and personal account access will also be available remotely to customers.

Two weeks in advance we will post announcements to the public via the Library website homepage as well as signs in Chinese, Spanish and Vietnamese.

/s/

Anne Cain

Interim Director, Library Department

For questions please contact Anne Cain, Interim Library Director, at 408-808-2150.