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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 2, 2013

Approved

Date

5/2/13

INFORMATION

On Friday, May 31, 2013, the Dr. Martin Luther King, Jr Library will be closed for a joint Staff In-Service from 9:00 a.m. to 1:00 p.m. The Library Call Center will remain active, providing general information about library services. Our online services, such as databases, library catalog and personal account access will also be available to customers. The King Library will re-open for business from 1:00 p.m. to 6:00 p.m.

We will post announcements to the public via the Library website homepage as well as signage in Chinese, Spanish and Vietnamese.

/s/

Anne Cain

Interim Director, Library Department

For questions please contact Katie DuPraw, Division Manager at 408-808-2192.