



DISTRIBUTION DATE: 12/15/11

City Administrator's Office

MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Carmen Martinez

SUBJECT: **MLK BRANCH LIBRARY CLOSING** DATE: December 15, 2011
FOR PHASE II RENOVATION

City Administrator
Approval

Date

12-15-11

INFORMATION

The purpose of the memorandum is to notify the Mayor and City Council that the Martin Luther King, Jr. (MLK) Branch, located at 6833 International Blvd, will begin with its Phase II Renovation starting Tuesday, January 3. **Please note that the last day of operation of the MLK Branch prior to the start of renovation will be Friday, December 23, 2011.** All branches are closed the week of December 26, due to Mandatory Leave Without Out Pay (MLWOP) dates and Holidays. Branch libraries will begin to open on January 2, with the exception of the MLK Branch. Phase II renovations of the MLK branch will include:

- New Automatic Front Door Entry
- New, Open Lobby
- New Lighting
- New Interior and Exterior Paint
- Self-Service Implementation
- Upgraded ADA Accessible Public Restrooms
- New Book Security System
- Additional Computers
- Upgraded Electrical and Cabling

The Phase I renovation of the MLK Branch, completed in January 2008, was an interior makeover and included new carpeting, bookshelves, service desks, public furniture, and a bookdrop. The Phase II renovation of the Branch is scheduled to be completed by May 2012.

It should be noted that nearby branches can help serve patrons' needs while MLK Branch is closed during this time. These include: 81st Avenue Branch, Eastmont Branch, Elmhurst Branch, Melrose Branch, and Brookfield Branch. Please see enclosed flyer for additional details.

Respectfully submitted,

/s/

CARMEN MARTINEZ
Library Director

For questions please contact Carmen Martinez, Library Director, at 238-6608.

Attachment

notice:

Martin Luther King, Jr. Branch Library

notice:

Martin Luther King, Jr. Branch Library

will be closed for renovations

from **January 3, 2012**

until May 2012

To pick up holds: Please visit the **81st Avenue Branch**, 1021 81st Ave.
Call 615-5812 for information.

Other branches nearby:

EASTMONT BRANCH	ELMHURST BRANCH	BROOKFIELD BRANCH
EASTMONT TOWN CENTER, SUITE 211	1427 88TH AVE.	9255 EDES AVE.
7200 BANCROFT AVE.	615-5727	615-5725
615-5726	MELROSE BRANCH	MELROSE BRANCH
	4805 FOOHILL BLVD.	4805 FOOHILL BLVD.
	535-5623	535-5623

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