



LIBRARIES DIVISION - DIRECTOR'S OFFICE

100 S. Andrews Avenue • Fort Lauderdale, Florida 33301 • 954-357-7377 • FAX 954-357-7843

MEMORANDUM

DATE: April 25, 2022

TO: William O'Reilly, Director
Accounting Division

FROM: Allison Grubbs, Director
Libraries Division

Allison H. Grubbs

Digitally signed by Allison H.
Grubbs
Date: 2022.04.29 09:50:12 -0400

SUBJECT: Request for approval of nine (9) Libraries Division employees to attend the American Library Association Conference and Exposition in Washington, D.C. from June 23-28, 2022

This is a request for approval of travel for nine (9) Broward County Libraries Division ("Libraries") employees to attend the 2022 American Libraries Association ("ALA") Conference and Exposition ("Conference") in Washington, D.C. from June 23-28, 2022.

The Division recognizes the importance of this international annual conference and exhibits as an exceptional forum for the development of professional librarians, which provides Libraries Staff invaluable learning and networking opportunities to exchange professional information that will enhance their skills. ALA will host library professionals at the ALA Annual Conference & Exhibition in Washington, D.C., June 23-28, 2022. The conference will offer top- quality education that provides solutions and strategies that many library professionals face today and thought leaders and celebrity speakers who will motivate and challenge attendees to think boldly. The Library Marketplace includes 550+ exhibitors; 80 established and new authors who will discuss their recent and upcoming books; multi-media resources, popular stages, Meet the Authors, and much more. Furthermore, the conference provides an opportunity for administrative staff to network with a diverse population of library professionals with whom they could potentially recruit for employment with the Broward County Libraries Division.

Costs for registration, air travel, hotel accommodations and meals are estimated in the amount of \$24,030 and will be paid from Libraries' operating budget. Attached is a summary of employees attending and estimated costs.

Thank you for your consideration of this request.

AG/EAL/KLP
Attachment

Summary of Travel

Meeting travel dates: June 23-28, 2022

Location: Washington, D.C.

Reason for Agenda Item: More than five employees are traveling from Libraries Division

Purpose of Travel: Participation in Annual ALA Conference and Exposition

Libraries Division employees traveling:

- Allison Grubbs, Director
- Jill Sears, Assistant Director
- Elsie Lewin, Administrative Officer, Sr.
- Kim Butler, Human Resources Officer
- Aneatra King, Community Library Manager, Sr.
- Nina Fernandez, Community Library Manager
- Andra Mentore, Library Services Coordinator
- Anthony Guilarte, Librarian
- Tiffany Abrams, Library Specialist

Estimated travel cost per employee: \$2,670

Total estimated cost: \$24,030