



LIBRARIES DIVISION / DIRECTOR'S OFFICE

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

MEMORANDUM

DATE: May 11, 2023

TO: William O'Reilly, Director
Accounting Division

FROM: Allison Grubbs, Director
Libraries Division **Allison H. Grubbs** Digitally signed by Allison H. Grubbs
Date: 2023.05.12 09:17:47 -04'00'

SUBJECT: Request for approval of eight (8) Libraries Division employees to attend the 2023 American Library Association Conference in Chicago, IL on June 22 – 27, 2023

This is a request for approval of travel for eight (8) Broward County Libraries Division ("Libraries") employees to attend the 2023 American Library Association Conference and Exhibition on June 22 – 27, 2023.

The Division recognizes the importance of this national annual conference as an excellent framework for bringing together library professionals to share knowledge, enhance skills, strengthen advocacy, and increase awareness in the areas of diversity, information literacy, technology, and more to improve their personal and professional development. As a conference exhibitor, Libraries administrative staff will have the opportunity to network with hundreds of library professionals and potential candidates for employment with the Division.

Costs for registration, flights, hotel accommodations, ground transportation and meals are estimated at an amount of \$23,377.00 and will be paid from the Libraries' operating budget. Attached is a summary of employees attending and estimated costs.

Thank you for your consideration of this request.

AG/EL/SM
Attachment

Summary of Travel

Conference Travel Dates: June 22 – 27, 2023

Location: Chicago, Illinois

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

Purpose of Travel: Participation in the 2023 American Library Association Conference and Exhibition

Libraries Division employees traveling

Delecia Kim Butler, Human Resources Officer

Candice Collins, Librarian, Senior

Eric Gomez, Community Library Manager

Allison Grubbs, Director

James Jones, Library Regional Manager

Sebastian Perez, Library Specialist, Supervisor

Jill Sears, Assistant Director

Rebecca Stanfield, Librarian, Supervisor

Estimated average travel cost per employee: \$2,922.00

Total estimated cost: \$23,377.00