



LIBRARIES DIVISION – DIRECTOR’S OFFICE

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MEMORANDUM

TO: William O'Reilly, Director
Accounting Division

FROM: Allison Grubbs, Director
Libraries Division

Allison H.
Grubbs

Digitally signed by Allison
H. Grubbs
Date: 2024.01.29
09:56:57 -05'00'

DATE: January 26, 2024

SUBJECT: 2024 Public Library Association Conference

This is a request for approval of travel for (13) Broward County Libraries Division employees to attend the 2024 Public Library Association Conference (PLA) on April 2-6, 2024, in Columbus, Ohio.

The Division recognizes the importance of this national biennial conference as an excellent forum that brings together Library professionals to improve their skills, knowledge, and awareness in the areas of advocacy, personal and professional development, diversity, technology, and more. 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, transportation, hotel accommodations, and meals are estimated in the amount of \$29,219 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
Attachment

Summary of Travel

Conference Travel Dates: April 2-6, 2024

Location: Columbus, Ohio

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

Purpose of Travel: Participation in 2024 Public Library Association Conference

Libraries Division employees traveling

Delecia Kim Butler, Human Resources Officer
Adrienne Chadwick, Library Regional Manager
Alina de la Barrera, Community Library Manager
Kristin Delacoste, Community Library Manager
Nancy Donnelly, Library Specialist, Supervisor
Koreen Duncan, Librarian, Senior
Allison Grubbs, Director
Elizabeth Lambert, Community Library Manager, Senior
Elsie Lewin, Administrative Officer, Senior
Hayley St. John-Ayre, Library Specialist, Supervisor
Deanna J. Simmons, Librarian
Ann Wenger, Community Library Manager
Kimberly White, Community Library Manager, Senior

Estimated average travel cost per employee: \$2,248.

Total estimated cost: \$29,219.