



**LIBRARIES DIVISION – DIRECTOR’S OFFICE**

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

**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

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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.