



LIBRARIES DIVISION - DIRECTOR'S OFFICE

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

MEMORANDUM

DATE: April 10, 2025

TO: William O'Reilly, Director
Accounting Division

FROM: Allison Grubbs, Director
Libraries Division

A handwritten signature in black ink that reads "Allison Grubbs".

SUBJECT: 2025 Florida Library Association Conference

This is a request for approval of travel for seven (7) Broward County Libraries Division employees to attend the 2025 Florida Library Association Annual Conference (FLA) on May 13 – 16, 2025, in Orlando, Florida.

The Division recognizes the importance of this statewide annual 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, information literacy, 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, auto travel, hotel accommodations, and meals are estimated in the amount of \$7,840 and will be paid from unrestricted funds in the Libraries' Donation Trust Account. 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: May 13 – 16, 2025

Location: Orlando, Florida

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

Purpose of Travel: Participation in 2025 Florida Library Association Annual Conference

Libraries Division employees traveling

Caffina Archer, Librarian

Allison Grubbs, Director

Diane Reed, Librarian, Senior

Hadi Sheikhnia, Librarian, Senior

Deanna Simmons, Librarian

Jerdaine Sterling, Community Library Manager

Maria Vega, Senior Librarian

Estimated average travel cost per employee: \$1,120.

Total estimated cost: \$7,840.