



LIBRARIES DIVISION / Administration

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MEMORANDUM

TO: Susan Friend, Director
Accounting Division

FROM: Kelvin Watson, Director
Libraries Division *Kevin Watson*

DATE: April 12, 2018

SUBJECT: **2018 Florida Library Association Annual Conference**

I respectfully request approval for 18 Libraries Division staff listed in the attachment who have submitted travel request through PeopleSoft to attend the Florida Library Association Annual Conference (FLA Conference). The FLA Conference will be held in Orlando, Florida, May 23 through May 25, 2018. This group of travelers includes a combination of five conference planning committee members and conference program presenters.

The Division shared information with all Libraries staff on January 17, 2018, regarding the opportunity to attend this conference. The Division recognizes that the FLA Conference is an exceptional forum for professional development. The FLA Conference provides Libraries Division staff invaluable learning opportunities. Attendance will enable Libraries staff to enhance their skills by networking and exchanging professional information with other public library professionals. Due to its proximity to Broward County, this conference affords all staff a greater opportunity for attendance.

Estimated travel expenses in the amount of \$6,121.00 will be funded through donations made to the Broward County Library Trust Fund account. County funding will also be used to support travel expenses in the estimated amount of \$7,898.00. Total cost is estimated at \$14,019.00.

On April 25, 2017, the Board of County Commissioners authorized travel for 14 Division staff to attend this conference, held in Orlando, Florida; funding was provided by various Friends of the Broward County Library groups and the Libraries Division.

Your consideration of this request is appreciated.

KW/SM/KP