



BROWARD COUNTY LIBRARIES DIVISION / Administration
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MEMORANDUM

TO: Susan Friend, Director
Accounting Division

FROM: Kelvin Watson, Director
Libraries Division

Kelvin A.
Watson

Digitally signed by Kelvin A.
Watson
Date: 2018.05.16 14:53:54
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DATE: May 15, 2018

SUBJECT: **2017 American Library Association -Annual Conference and Exhibition**

I respectfully request approval for 11 Libraries Division staff listed in the attachment who have submitted travel request through PeopleSoft to attend the annual American Library Association Conference and Exhibition (ALA Conference). The ALA Conference will be hosted in New Orleans, Louisiana, from June 21 through June 26, 2018. Staff will travel to attend the conference from June 22 through June 26, 2018.

The Division shared information with all Libraries staff on January 26, 2018, regarding the opportunity to attend this conference. The Division recognizes that the ALA Conference is an exceptional forum for professional development. The ALA 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.

Estimated travel expenses in the amount of \$5,000.00 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 \$15,295.00. Total cost is estimated at \$20,295.00.

On April 25, 2017, the Board of County Commissioners authorized travel for 11 Division staff to attend this conference, held in Chicago, Illinois; funding was provided by various Friends of the Broward County Library groups, the Broward Public Library Foundation, and the Libraries Division.

Your consideration of this request is appreciated.

KW/SM/KP