



LIBRARIES DIVISION

Director's Office

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



MEMORANDUM

DATE: February 6, 2019

TO: Kristin Carpenter, Acting Director
Accounting Division

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

SUBJECT: International Travel – Libraries Division Director Kelvin Watson

I respectfully request approval for international travel to attend the Public Library Association (PLA) Board Meeting to be held in Calgary, Alberta, Canada, from April 6 to April 9, 2019. PLA is the largest association dedicated to supporting the unique and evolving needs of public library professionals.

I am an elected Director at Large for the PLA Board of Directors. This board meets four times per year. PLA Bylaws require attendance to the Board meetings. This meeting is the first meeting in 2019 and is expected to be the only international travel.

PLA will reimburse some travel costs associated with attending this board meeting. PLA estimated travel reimbursement \$1,300 to cover airfare and 3 hotel nights. County funding will also be used to support travel expenses in the estimated amount of \$800.

Your consideration of this request is appreciated.

KW/EAL/MM