



# STAFF REPORT

AGENDA NO: 8f

MEETING DATE: January 6, 2020

**To:** Honorable Mayor and City Council

**Date:** January 6, 2020

**From:** Bradley McCulley, City Librarian – (650) 558-7404

**Subject:** Approval of Library Staff Out of State Travel

---

## **RECOMMENDATION**

Staff recommends that City Council approve the out-of-state travel request of Librarian Elaine Tai.

## **BACKGROUND**

The Public Library Association's (PLA) annual conference will be held in Nashville, TN. Adult Services Librarian Elaine Tai is a full-time employee with PLA membership and has requested to attend this conference for professional development. As part of the Library's Strategic Plan, employees are encouraged to take advantage of the opportunities these conferences provide for staff professional growth and overall job satisfaction.

## **DISCUSSION**

The early bird registration fee for the conference is \$305, the room rate will be \$239/night for four nights, and air travel will be approximately \$383.

## **FISCAL IMPACT**

Sufficient funds have been budgeted in the Library's travel, conference, and meetings account for attendance at this conference.