

From: Guadalupe Ramirez-Herrera <gramirez@chipublic.org>
Sent: Wednesday, February 19, 2025 9:00 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: RE: Official Travel Disclosure February 2025

Good morning Mr. Berlin,

As per your instructions below, I'm writing this email to notify you that Commissioner Brown attended the Knight Foundation's annual Library Leaders Conference on February 17 and 18, 2025 in Miami, Florida. As originally stated, Commissioner's airfare and hotel were covered by the Knight Foundation. All other expenses (ground transportation, meals, etc.) will be submitted to OBM for payment.

Please let me know if there's anything else needed.

Thank you.

From: Guadalupe Ramirez-Herrera <gramirez@chipublic.org>
Sent: Thursday, December 5, 2024 8:07:52 AM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Subject: Official Travel Disclosure February 2025

Good morning Mr. Berlin,

Commissioner Chris Brown (Chicago Public Library) has been invited to attend the Knight Foundation's annual Library Leaders Conference on February 17 and 18, 2025 in Miami, Florida. Commissioner's airfare and hotel will be covered by the Knight Foundation. All other expenses (ground transportation, meals, etc.) will be submitted to OBM for payment. Does this meet with your approval?

Lupe Ramirez-Herrera

Chicago Public Library

400 S. State Street | Chicago, IL 60605

312-747-4098 | gramirez@chipublic.org

