



**HARRISON
PUBLIC LIBRARY**

Memo

To: Mayor Ron Belmont and Members of the Town Board
From: Galina Chernykh
CC: Jacqueline Greer, Debra Scocchera
Date: 9/17/2018
Re: Request for approval to attend the New York State Library Association Annual Conference November 7-10

Dear Mayor Belmont and the Members of the Town Board:

I am requesting your permission for Library Assistant Mariella Diaz-Male to attend the New York State Library Association Annual Conference in Rochester from November 7 to 10.

The total cost of registration, lodging, and travel will not exceed \$2,000. The funds are budgeted and available in the Library's operating budget. All receipts will be supplied to the Comptroller's office upon return.

Thank you for your consideration.

Galina Chernykh, Library Director.