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Date: October 13, 2017

To: Kevin Murphy, City Manager

From: Victoria Woodley, Director, Pollard Memorial Library

Re: Permission to attend an out of state cohort meeting for:
Bridget Cooley, Community Planning Librarian, Pollard Memorial Library

Bridget Cooley is requesting permission to attend a cohort meeting, which is a requirement for the Community Webs grant awarded to the Pollard Memorial Library. The cohort meeting will take place on November 3, 2017 in San Francisco, CA at the Internet Archive facility.

The Community Webs grant will assist the library in preserving over 0.5 terabytes of community heritage materials each year over the course of 2 years for long-term access (all material will be maintained in perpetuity by Internet Archive and the grant may be potentially extended beyond the initial 2-year period), create open educational resources relating to web archiving and digital preservation, and explore new forms of local engagement and partnerships through public programming support.

The meeting will include an overview of the grant goals and objectives, models for building community and collaborative development, planning for future and ongoing work, as well as meeting the other cohort members. We are one of 2 institutions selected to participate in the state of Massachusetts.

The total cost for the entire travel is approximately \$1,000.00 and receipts will be submitted directly to the Community Webs grant contacts for direct reimbursement of Bridget's expenses. I asked Bridget to put per diem on her expenses, just in case there are some small fees that the grant cannot reimburse her. If we need to reimburse Bridget for anything it will be from Account # 18100005-572300-00018 (State Aid – Out of State Travel).

Anticipated expenses

Airfare:	\$350.00
Travel to/from meeting (taxi):	\$100.00
Mileage to/from airport:	\$26.25
Parking at local airport:	\$51.00
Hotel: \$159/night + tax for 2 nights:	\$318.00
Per Diem max. \$50/day for 3 days:	\$150.00 (paid by Library, if needed)

Thank you in advance for your assistance.