

**From:** Guadalupe Ramirez-Herrera <[gramirez@chipublic.org](mailto:gramirez@chipublic.org)>

**Sent:** Thursday, February 23, 2023 9:04 AM

**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>

**Subject:** RE: Official Travel Disclosure February 2023

Good morning Mr. Berlin,

As per your instructions below, I'm writing this email to notify you that Commissioner Brown attended the Knight Library Conference 2023 on February 20-22. As originally stated, his airfare and hotel were covered by the Knight Foundation. All other expenses (ground transportation, meals, etc.) will still be submitted to OBM for payment.

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

**Lupe Ramirez-Herrera**  
**Chicago Public Library**