

**From:** Guadalupe Ramirez-Herrera <gramirez@chipublib.org>  
**Sent:** Monday, December 4, 2023 8:30 AM  
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>  
**Subject:** RE: Official Travel Disclosure November 2023

Good morning Mr. Berlin,

As per your instructions below, I'm writing this email to notify you that Commissioner Brown traveled to New York City to view an exhibit at the Brooklyn Public Library, tour other library facilities and visit the Schomburg Center on November 29, 2023 – December 2, 2023. As originally stated, his airfare and hotel expenses will be covered by the Chicago Public Library Foundation. Other expenses will be submitted to OBM for payment.

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