**FLORIDA DEPARTMENT OF STATE**

**DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES GRANT APPLICATION**

16B**Certification of Credentials – Single Library Administrative Head**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Name of library governing body)

governing body for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Name of library)

hereby certifies that the incumbent single library administrative head,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Name of incumbent)

* Has completed a library education program accredited by the American Library Association.
* Has at least two years full-time paid professional experience, after completing the library education program, in a public library open to the public for a minimum of 40 hours per week.
* Is employed full time by the library’s governing body.
* Is responsible for the overall management or coordination of the library within the framework established by interlocal or other agreements, plans, policies and budgets.
* Is responsible for developing a single long-range plan for all library outlets, a single annual plan of service and a budget.
* Is responsible for implementing the long-range plan, annual plan of service and budget as well as preparing reports on behalf of the library.

**Signature**

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Chair, Library Governing Body Date

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Name (Typed)