



FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

November 3, 2025

Kenneth Wall, Chair
Library Board of Governance
West Florida Public Library System
239 North Spring Street
Pensacola, Florida 32502-4822

Dear Mr. Wall:

Subject: State Aid to Libraries Grant Program Eligibility

It has come to my attention that the position of Single Library Administrative Head of the West Florida Public Library System, which was held by Todd Humble, is now vacant. As set forth in Subsection 257.17(2)(a), *Florida Statutes*, and in Rule 1B-2.011(2)(a), *Florida Administrative Code*, in order for the West Florida Public Library System to remain eligible to receive State Aid to Libraries grant funding, this position must be filled by a person who meets the following qualifications:

- Has completed a library education program accredited by the American Library Association.
- After completing a library education program, has had at least two years of full-time, paid, professional experience in a library open to the public for a minimum of 40 hours per week.
- Is employed full time by the West Florida Public Library System.
- 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. They must also implement the long-range plan, annual plan of service, and budget, as well as prepare reports on behalf of the library.



Division of Library and Information Services
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By December 3, 2025, please provide the Division of Library and Information Services the following information in writing:

- Plans for filling the position.
- Anticipated timeline for filling the position.
- Any steps already taken in this process.

Bureau of Library Development staff are available to assist you as you work to fill this position. Please contact Thomas Peña, Grant Programs Supervisor, at 850.245.6620 or Thomas.Pena@dos.fl.gov for assistance.

Sincerely,



Amy L. Johnson, Director
Division of Library and Information Services

ALJ/nn

cc: Christal Bell-Rivera, Interim Director, West Florida Public Library System
Thomas Peña, Grant Programs Supervisor, Bureau of Library Development