



**INDIAN RIVER COUNTY, FLORIDA**  
**AGENDA ITEM**  
**Assistant County Administrator /**  
**Department of General Services**  
**Library Services Division**

---

**Date:** August 15, 2019  
**To:** The Honorable Board of County Commissioners  
**Thru:** Jason E. Brown, County Administrator  
Michael C. Zito, Assistant County Administrator  
**From:** Tracey L. Wehking, Director, Library Services  
**Subject:** Indian River County Library System Certification of Credentials for Single Library Administrative Head

---

**DESCRIPTIONS AND CONDITIONS:**

In order to comply with the State Division of Library Information Services State Aid Grant Application, the Indian River County Library System must have a Commission Approved Certification of Credentials on file at the State.

The Certification of Credentials states that the Single Library Administrative Head:

- 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; and
- Is responsible for implementing the long-range plan, annual plan of service and budget as well as preparing reports on behalf of the library.

Tracey L. Wehking was hired by the Board of County Commissioners to be the Library Services Director and began in this position on January 18, 2019. Ms. Wehking has a Masters in Library and Information Science from the University of South Florida (2010). This program is accredited by the American Library Association. Ms. Wehking has been working as a full-time paid, professional Librarian in public libraries open to the public for a minimum of 40 hours per week for over six years. Ms. Wehking is responsible for the overall management and coordination of the library as well as responsible for developing and implementing the long range plan, annual plan of service, and budget.

**FUNDING:**

No funding is required.

**RECOMMENDATION:**

Staff respectfully requests that the Board of County Commissioners certify the credentials of Tracey L. Wehking as the Single Library Administrative Head for the Indian River County Library System and authorize the Chairman to sign the document.

**ATTACHMENTS:**

Certification of Credentials

Resume of Tracey L. Wehking

**AGENDA ITEM FOR SEPTEMBER 10, 2019**