

FLORIDA DEPARTMENT OF STATE
DIVISION OF LIBRARY AND INFORMATION SERVICES
STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials – Single Library Administrative Head

The County of Manatee,

(Name of library governing body)

governing body for the Manatee County Public Library System,

(Name of library)

hereby certifies that the incumbent single library administrative head,

Andrew Sulavik

(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

Tal

Chair, Library Governing Body

Tal Siddique, Chairperson

Name (Typed)



09/22/2026

Date

**ATTEST: MANATEE COUNTY
CLERK OF CIRCUIT COURT AND
COUNTY COMPTROLLER**

BY:

Tal Siddique
DEPUTY CLERK

ANDREW T. SULAVIK, MLIS, THD

5122 Barnett Circle Lakewood Ranch, Florida 34211 • Digital Portfolio: www.sulavik.info

WORK EXPERIENCE

County LIBRARIAN

Manatee County Public Library - 1301 Barcarrota Boulevard / West Bradenton, FL 34205 2026 to present

TECHNOLOGY & COLLECTION SERVICES LIBRARIAN

Manatee County Public Library - 1301 Barcarrota Boulevard / West Bradenton, FL 34205 2021 to 2026

Responsibilities:

- Supervise seven direct reports with a focus on recruiting, performance, and coaching
- Manage technical services and administrate all functions in the integrated library system (Polaris)
- Monitor and troubleshoot all library technology, equipment, and related software
- Work with nearly all library vendors to establish best pricing and contracts for databases, technology, and material books
- Train staff concerning all technology applications
- Supervise acquisitions, collection development, and cataloging
- Develop plans and goals for technology in support of library services and serve as liaison with vendors

Achievements:

- Implemented RFID tagging and RFID technology, e.g., self-loan machines, sorting, and check-in
- Implemented PC management system, remote mobile printing, and point of sale management systems
- Created two three-year strategy plans: one for technology and the other for collection development
- Rebuilt and restructured the entire Technical Services Department

UNIVERSITY LIBRARIAN

Macdonald-Kelce Library - The University of Tampa - 401 W. Kennedy Blvd. / Tampa, FL 33606 2019 - 2021

Responsibilities:

- Cataloged and maintained integrity of bibliographic records
- Created and maintained metadata in digital repository
- Served as liaison to philosophy and religion department, and as representative on the Faculty Senate

HEAD OF METADATA & RESOURCE DESCRIPTION SERVICES

Howard University / Washington, District of Columbia 2010 to 2019

Responsibilities:

- Supervised three direct reports with a focus on recruiting, performance, and mentoring
- Created and edited metadata in the University's digital repository, Digital Howard



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- Served as liaison to the Classics and Philosophy Departments
- Configured Alma and work with vendors to see that databases and e-resources function smoothly
- Troubleshot issues in the system and manage many aspects of technical services
- Created analytical reports for circulation, acquisitions, cataloging and data usage
- Configured discovery layer, Primo VE, to display properly
- Managed automated loads and updates of DDA ebooks

Achievements:

- Supervised the data migrations from III Millennium to Voyager, and Voyager to Alma
- Oversaw the retrospective conversion of 90,000 catalog cards to MARC digital format for the Moorland-Spingarn Special collection
- Assisted in implementing digital repository and directed yearbook digitization project (BePress)
- Encoded finding aids into xml format and according to DAC standards to store them in ArchivesSpace
- Developed and coordinated the building of a relational database, "Portal to the Black Experience," as part of an IMLS National Leadership grant that I co-wrote
- Created metadata for an NEH grant funded project, "J. Clay Smith, Jr. Papers Project"

LIBRARY ASSISTANT

ASIS International, Information Resources Center, Alexandria, Virginia

June 2007 to June 2010

Responsibilities:

- Managed many aspects of technical services, such as maintaining serials and subscriptions
- Supervised all functions of circulation, and acquiring, copy-cataloging and accessioning items

Achievements:

- Revised Library Assistant Manual
- Used knowledge of basic preservation and protection practices and techniques of archival materials to produce ASIS Archives Collection Preservation Assessment Report

CATALOGING INTERN

The Folger Shakespeare Library, Washington, District of Columbia

September 2008 to January 2009

Responsibilities:

- Enhanced descriptive metadata to bibliographic records following the guidelines established in *Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early Modern Manuscripts*.

Achievements:

- Completed descriptive cataloging of 22 bibliographic records of Latin medieval/renaissance manuscripts



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ASSOCIATE EDITOR / INDEXER

Alexander Street Press / Alexandria, Virginia

September 2004 to May 2007

Responsibilities:

- Collaborated to produce two major digital libraries: *The Digital Library of Classic Protestant Texts* and *The Digital Library of the Catholic Reformation*
- Developed search strategies to standardize Latin orthography
- Encoded descriptive and structural metadata into a proprietary html and xml based editing software
- Indexed hundreds of works composed in Latin, French and English

Achievements:

- Developed search strategies to identify Latin abbreviations and correctly expand them

LIBRARY MANAGER

Dominican College Library / Washington, District of Columbia

September 2002 to July 2004

Responsibilities:

- Hired, managed and evaluated four full-time employees
- Oversaw all administrative functions of the library, including creating and monitoring a \$350,000 budget
- Supervised collection development

Achievements:

- Initiated and oversaw the transition from card catalog to digital online catalog (OPAC)
- Negotiated library's membership into the Higher Education Library Information Network (HELIN) Consortium
- Invited to lecture on historical research at six international conferences

Competencies

Librarian / Scholarly Endeavors

- **Subject expertise:** Latin, Classics and Philosophy
- **Data analysis:** creating reports in Alma ILS
- **Liaison:** working with faculty of the Classics and Philosophy departments to determine collection development
- **Instruction/presentations:** teaching staff on use and functionality of Alma ILS, as well as presenting to wider library audiences on digital services
- **Writing/editing:** publishing peer-reviewed articles on Library Science and Medieval Latin (Religion), and grant writing
- **Digital Repository:** creating professional scholarly profiles, and metadata for digital collections



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Metadata Standards

- MARC
- NACO
- RDA
- Dublin Core
- DAC
- CONSER

Technical

- MarcEdit 6
- Authority Toolkit
- OCLC Connexion Client
- WinSCP
- ArchivesSpace
- Oxygen XML editor

Administrative

- Microsoft Office
- Microsoft SharePoint
- Notepad++
- Adobe Acrobat
- Basecamp

PROFESSIONAL SERVICE

- Two-year term on the American Library Association's, Association for Library Collections & Technical Services (ALCTS) Publishing Committee.
- Chair of the Washington Research Library Consortium's Metadata Committee. I have served as member of this committee since 2011.
- Served on the Washington Research Library Consortium's Alma Implementation Management Team Alma, and afterwards on its Alma Coordination Team (ACT).
- Served on the Washington Research Library Consortium's Collaborative Technical Services Advisory Group.
- Co-Chair of the American Library Association's, Association for Library Collections & Technical Services (ALCTS), Cataloging and Metadata Management Section, Catalog Management Interest Group.

MARK OF EXCELLENCE

Awarded:

- NACO trained and certified by Ana Lupe Cristan, Cataloging Policy Specialist, Library of Congress (now retired)
- \$210,000 IMLS National Leadership Grant
- The Leonard Rapport Modern Archives Institute Scholarship
- ALA Rare Books and Manuscripts Preconference Scholarship Award
- H.W. Wilson Fellowship (for demonstrated academic potential), University of Tennessee, School of Information Sciences



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ANDREW T. SULAVIK, MLIS, THD

EDUCATION

Master of Library and Information Sciences (3.9 GPA), May 2009
University of Tennessee / Knoxville, Tennessee

Doctor of Theology – summa cum laude, May 2001
Pontificia Universitas A. S. Thomae in Urbe, Rome, Italy

Bachelor of Arts – magna cum laude, May 1986
University of Connecticut / Storrs, Connecticut

PUBLICATIONS

Books

- *The University Sermons of William of Luxi, OP.* The Fathers of the Church Mediaeval Continuation Series. Washington, DC: Catholic University of America Press, (in contract, expected publication date 2026)
- *Postilla super Baruch, Postilla super Ionam*, in *Guillelmi de Luxi Opera*. Corpus christianorum continuatio mediaevalis 219. Turnhout: Brepols, 2006.

Select Articles

- "New Uses for New Standards," in *Reference & User Services Quarterly* (RUSQ), 56.3 (2017): 189-197.
- "Report of the ALCTS Catalog Management Interest Group Meeting. American Library Association Midwinter Meeting, Atlanta, January 2017" in *Technical Services Quarterly*, vol. 34, 2017 - Issue 4.
- "Protestant Theological Writings on Angels in Post-Reformation Thought from 1565 to 1739," in *Renaissance and Reformation Review* 8.2 (2006): 208-221.
- "An Annotated Bibliography of Protestant Theological Writings on Angels in Post-Reformation Thought from 1565 to 1739," in *Renaissance and Reformation Review* 8.2 (2006): 222-245.

PRESENTATIONS

- AMERICAN LIBRARY ASSOCIATION MIDWINTER CONFERENCE, ASSOCIATION FOR LIBRARY COLLECTIONS & TECHNICAL SERVICES (ALCTS): "How and Why Catalogers Can and Should Contribute to the Development of a Discovery Chart that Navigates Hidden Domains of Knowledge for their Users". Atlanta, GA January 2017



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- THE ASSOCIATION FOR THE STUDY OF AFRICAN AMERICAN LIFE AND HISTORY (ASALH) ANNUAL CONVENTION 2015: 'Digitizing the Black Experience: The Building of "Digital Howard" and the "Portal to the Black Experience"'. Atlanta, GA
24 September 2015
- THE 2015 VIRGINIA LIBRARY ASSOCIATION PROFESSIONAL ASSOCIATES FORUM CONFERENCE: "The Portal to the Black Experience". Richmond, VA
18 May 2015
- 2015 UNIVERSITY OF SAN DIEGO DIGITAL INITIATIVES SYMPOSIUM: "Digitizing the Black Experience: The Building of 'Digital Howard' and 'The Portal to the Black Experience'". San Diego, CA
29 April 2015
- THIRTY-NINTH INTERNATIONAL CONGRESS ON MEDIEVAL STUDIES: "*Postillae et Praedicatio*: The Direct and Intermediate Influence of Medieval Biblical Exegesis upon Preaching". Sponsored by the Franciscan Institute, Saint Bonaventure University. Kalamazoo, MI
6-9 May 2004
- INTERNATIONAL SYMPOSIUM, LA BIBBIA DEL XIII SECOLO: "*Principia and Introitus* in Thirteenth Century Biblical Exegesis with Related Texts". Sponsored by the Fondazione Ezio Franceschini and the Società Internazionale per lo Studio del Medioevo Latino (S.I.S.M.E.L.). Florence, Italy
1-2 June 2001
- FOURTH INTERNATIONAL STUDY WEEK FOR DOMINICAN FAMILY IN FORMATION: "Can Dominicans Read St. Thomas Aquinas Today? "Reading Aquinas According to the Four Senses of Scripture". Sponsored by the Croation Dominican Province and the International Centre of Croation Universities. Dobrovnik, Croatia
3-8 September 2001
- TWELFTH INTERNATIONAL MEDIEVAL SERMON STUDIES SOCIETY SYMPOSIUM, Preaching and Society in the Middle Ages: Ethics, Values and Social Behaviour: "The Preaching of William of Luxi, O.P. at the Paris Schools between 1267 and 1275". Sponsored by the International Medieval Sermon Studies Society and the Centro Studi Antoniani. Padua, Italy
14-18 July 2000
- INTERNATIONAL SYMPOSIUM, HUGUES DE SAINT-CHER, O.P., bibliste et theologien, le principal bibliste du xiiiie siècle, "Hugh of St. Cher's Postill on the Book of Baruch: The work of a Medieval Compiler or Biblical Exegete?" Sponsored by the Centre d'études des religions du Livre and the Centre d'études du Saulchoir. Paris, France
13-15 March 2000

PROFESSIONAL DEVELOPMENT

- Online RUSA course, "Project Management in Libraries," taught by Debra Lucas-Alfieri, Oct. 2-31, 2017.
- The Advanced Serials Cataloging Workshop: two full-day workshops covering CONSER guidelines and standards, sponsored by OCLC in Washington, DC, 2013.



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- Two-week training at the Modern Archives Institute, conducted at the National Archives from January 28 to February 8, 2013.
- Name Authority Cooperative Program (NACO) Training January 28 to February 8, 2013.

PROFESSIONAL ASSOCIATIONS

- American Library Association
- Association for Library Collections & Technical Services
- Florida Library Association



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DIVISION OF LIBRARY AND INFORMATION SERVICES**

**STATE AID TO LIBRARIES GRANT APPLICATION
Certification of Credentials – Single Library Administrative Head**

The Manatee County Board of County Commissioners
(Name of library governing body)

governing body for the Manatee County Public Library System
(Name of library)

hereby certifies that the incumbent single library administrative head,
Tammy Parrott
(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; 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.

Signature


Chair, Library Governing Body
Kevin Van Ostenbridge, Chairman
Name (Typed)



3/8/2022
Date
Attest: Manatee County Clerk of the Circuit
Court and County Comptroller
By: 
Deputy Clerk



September 22, 2026 - Regular Meeting

Subject

Execution of Certification of Credentials – Single Library Administrative Head, Molly White, Director – Countywide.

Category

CONSENT AGENDA

Briefings

Briefing Provided Upon Request

Contact and/or Presenter Information

Molly White, Director, Sports & Leisure Services x6007

Andy Sulavik, County Librarian, x6301

Action Requested

Authorization for the Chairperson to Execute a Certification of Credentials to notify the Florida Department of State, Division of Library and Information Services, about Manatee County Public Library's current County Librarian.

Enabling/Regulating Authority

Florida Statute 257.14 - 257.25

Applicable Advisory Board

N/A

Background Discussion

The State Library provides annual operating grants to libraries under provision of Florida Statutes 257.14 – 257.25. It is a requirement of the Florida Division of Library and Information Services to have a single library administrative head responsible for the overall management and coordination of library services throughout the County.

On May 30, 2026, Andy Sulavik was promoted from Librarian III, Technical Services Supervisor to County Librarian, within the Manatee County Public Library System. His predecessor, Tammy Parrott, resigned from her position in April 2026. Mr. Sulavik has over two decades of professional experience, that spans from academic, theological and public libraries. Andy has a Doctoral Degree in Medieval Theological Studies, and a master's degree in information science. Mr. Sulavik is responsible for implementing the library long range plan, annual plan of service, and budget.

The revised Certification of Credentials form reflecting Andrew Sulavik as Single Library Administrative Head will be submitted to the Florida Department of State, Division of Library and Information Services following board approval. The prior executed Certification

of Credentials from March 8, 2022, is also attached for reference when Ms. Parrott assumed the County Librarian role.

Attorney Review

Not Reviewed (No apparent legal issues)

Instructions to Board Records

Please email approved agenda item to; molly.white@mymanatee.org, andy.sulavik@mymanatee.org, brooke.frasca@mymanatee.org, ashley.schnitker@mymanatee.org and mark.dillon@mymanatee.org

Cost and Funds Source Account Number and Name

N/A

Amount and Frequency of Recurring Costs

N/A

Duplicate, executed copies of Certification was forwarded to A. Sulivak by courier mail 9/25/26, RT