

Michigan Public Library Class Size Requirements for State Aid

Class 1 public library:

- Serves a population of **3,999 or less**.
- Shall employ a director possessing at least a **level 4 certificate**. The director shall complete **New Director's Workshop** within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed New Director's Workshop prior to his or her appointment as a director.

Class 2 public library:

- Serves a population of **4,000 to 6,999**.
- Shall employ a director possessing at least a **level 4 certificate**. The director shall complete **New Director's Workshop** within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed New Director's Workshop prior to his or her appointment as a director.

Class 3 public library:

- Serves a population of **7,000 to 11,999**.
- Shall employ a director possessing at least a **level 3 certificate**. The director shall complete New Director's Workshop within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed New Director's Workshop prior to his or her appointment as a director.
- Shall employ **at least 1 staff person**, excluding the director, who possesses at least a **level 4 certificate**.

Class 4 public library:

- Serves a population of **12,000 to 25,999**.
- Shall employ a director possessing at least a **level 2 certificate**. The director shall complete **New Director's Workshop** within 1 year of initial directorship appointment and complete **Advanced Director's Workshop** within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.
- Shall employ **at least 1 staff person**, excluding the director, who possesses at least a **level 4 certificate**.

Class 5 public library:

- Serves a population of **26,000 to 49,999**.
- Shall employ a director possessing a **level 1 certificate**. The director shall complete **New Director's Workshop** within 1 year of initial directorship appointment and complete **Advanced Director's Workshop** within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.
- Shall employ **at least 1 staff person**, excluding the director, who possesses at least a **level 3 certificate per 20,000 population served**.

Class 6 public library:

- Serves a population of **50,000 or more**.
- Shall employ a director possessing a **level 1 certificate**. The director shall complete **New Director's Workshop** within 1 year of initial directorship appointment and complete **Advanced Director's Workshop** within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.
- Shall employ **at least 1 staff person**, excluding the director, who possesses at least a **level 3 certificate per 20,000 population served**.

Certification Levels

Level 1 certification qualifications:

- A master's degree or its equivalent from a library school accredited by the American library association.
- Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements.

Level 2 certification qualifications:

- A master's degree or its equivalent from a library school accredited by the American library association.

Level 3 certification qualifications:

- A bachelor's degree from an accredited college or university.
- Completion of the Beginning Workshop offered by the library of Michigan.

Level 4 certification qualifications:

- A high school diploma or its equivalent.
- Completion of the Beginning Workshop offered by the library of Michigan.
- One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements.

From:

State Aid to Public Libraries Application Process

Michigan Department of Education, Library of Michigan, Issued October 1, 2011

https://www.michigan.gov/documents/libraryofmichigan/State_Aid_to_Public_Libraries_Application_Process_544008_7.pdf

And:

Certification Levels Effective October 1, 2009

https://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_18685-226645--,00.html