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 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 3 certificate per 20,000 population served.

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
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Certification Levels Effective October 1, 2009
https://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_18685-226645--,00.html