

**State Aid to Public Libraries Application Process**  
**Michigan Department of Education, Library of Michigan**  
**Issued October 1, 2011**

**Part A: PROCESS**

***I. Application process for state aid***

- a. Applications for state aid shall be submitted as follows:
  - i. Each applicant for state aid shall submit an application for state aid by electronic means using an online form that transfers input data into the Library of Michigan's 4<sup>th</sup> Dimension database. This submission shall be filed annually with the department between October 1 and not later than February 1.
  - ii. After the application for state aid is electronically submitted to the department, an authorized representative of the applicant shall sign an original signature page and mail it to the department postmarked not later than February 5.
- b. The department shall not approve any application for state aid submitted after the dates specified above.

***II. Contract area populations***

- a. State aid for a public library furnishing library service under a library service contract shall be calculated as follows:
  - i. A public library's state aid service population shall include a contract area population if the library has served the contract area for 6 months or longer during the library's state aid reporting year, which is a library's most recently completed fiscal year prior to October 1, 2011.
  - ii. If 2 or more public libraries have each served the same contract area for less than 6 months during their respective reporting years, the library with the greatest time of service to the contract area within its reporting year shall include the contract area in its legal service area population.
  - iii. If 2 public libraries have served the same contract area for the same length of time but for less than 6 months during the reporting year, the public library whose contract was in force the nearest to October 1 of the year of state aid distribution shall include the contract area in its legal service population.
  - iv. If a contract area is served by only 1 public library for less than 6 months in its reporting year and no other public library furnished service during the same reporting year, the public library shall include the contract area in the calculation of its legal service area population.
  - v. A public library may require a contracting municipality to pay a reasonable fee based on the contracting municipality's population in addition to state aid funds and penal fine monies that may be paid as library service contract consideration.

- vi. If a public library has contracted with a municipality for the provision of library service and the total local support for the legal service area population is less than the minimum local support requirement under section 5(a) of the State Aid to Public Libraries Act (The Act), MCL 397.555(a), each governmental unit comprising the legal service area population may be treated as a separate unit and each unit shall meet the minimum support requirement The Act.

## **Part B: REQUIREMENTS**

### ***I. Basic requirements unrelated to staffing***

- a. The requirement for local financial support under section 5(a) of The Act, MCL 397.555(a).
- b. Legal establishment as a public library under section 2(d) of The Act, MCL 397.552(d).

### ***II. Personnel Requirements for Public Libraries***

- a. To receive disbursements of state aid a public library shall employ the requisite number of paid certified persons subject to the following exceptions:
  - i. The personnel requirements do not apply with respect to personnel with valid certificates who were employed by a public library as of October 1, 2009. When a person employed as of October 1, 2009 leaves the position, the position shall be filled in compliance with the minimum requirements for the library to receive state aid.
  - ii. A public library that does not comply with personnel requirements due to a change in class level following the application of a decennial census may receive state aid if the personnel continue to present valid certificates and were employed before the library received notification of the change in class level. When a person employed before the change in class level leaves the position, the position shall be filled in accordance with the personnel requirements in order for the library to receive state aid.
- b. A public library that shifts to a higher class level because of a change in its legal service area population shall meet the higher level of requirements for personnel not later than the beginning of its next reporting year after the library has received notice from the department of the change in library class.

### ***III. Class Size Requirements***

- a. Class 1 public library.
  - i. A class 1 public library serves a population of 3,999 or less.
  - ii. A class 1 public library shall employ a director possessing at least a level 4 certificate. The director shall complete beginning director training within 1 year of initial directorship appointment. This sub-requirement does not apply

to a director who has completed beginning director training prior to his or her appointment as a director.

b. Class 2 public library.

- i. A class 2 public library serves a population of 4,000 to 6,999.
- ii. A class 2 public library shall employ a director possessing at least a level 4 certificate. The director shall complete beginning director training within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed beginning director training prior to his or her appointment as a director.

c. Class 3 public library.

- i. A class 3 public library serves a population of 7,000 to 11,999.
- ii. A class 3 public library shall employ a director possessing at least a level 3 certificate. The director shall complete beginning director training within 1 year of initial directorship appointment. This sub-requirement does not apply to a director who has completed beginning director training prior to his or her appointment as a director.
- iii. A class 3 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 4 certificate.

d. Class 4 public library.

- i. A class 4 public library serves a population of 12,000 to 25,999.
- ii. A class 4 public library shall employ a director possessing at least a level 2 certificate. The director shall complete beginning director training within 1 year of initial directorship appointment and complete advanced director training within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed beginning director and advanced director training prior to their appointment as a director.
- iii. A class 4 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 4 certificate.

e. Class 5 public library.

- i. A class 5 public library serves a population of 26,000 to 49,999.
- ii. A class 5 public library shall employ a director possessing a level 1 certificate. The director shall complete beginning director training within 1 year of initial directorship appointment and complete advanced director training within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed beginning director and advanced director training prior to their appointment as a director.

- iii. A class 5 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 3 certificate per 20,000 population served.
- f. Class 6 public library.
  - i. A class 6 public library serves a population of 50,000 or more.
  - ii. A class 6 public library shall employ a director possessing a level 1 certificate. The director shall complete beginning director training within 1 year of initial directorship appointment and complete advanced director training within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed beginning and advanced director training prior to their appointment as a director.
  - iii. A class 6 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 3 certificate per 20,000 population served.

#### **IV. Application for Professional Certification**

- a. Certification application and renewal.
  - i. A candidate seeking professional certification shall submit an application and credentials to the department for evaluation and approval. Proof of educational credentials may be made by submission of a sealed, certified transcript from a college or university or a statement from an authorized official of the accredited institution granting the credits.
  - ii. A certification level of 2 to 4 may be upgraded if an individual completes the requirements to achieve the next certification level as described in these requirements. To request a change in certification level an applicant shall complete the following:
    - (1) Contact the department in writing describing the reason for requesting the change in certification level and to verify the name on the existing record.
    - (2) Complete and submit an upgrade request form.
    - (3) Submit a sealed and certified transcript to the department that demonstrates that the requisite degree has been obtained.
  - iii. Professional experience for level 1 certification shall be documented through completion and submission of an upgrade request form and by letters from current or previous employers verifying the job title or responsibilities assigned the individual and documenting the hours worked following receipt of the master of library science degree or its equivalent. The employer shall mail each verification letter to the department.
  - iv. An aggrieved applicant may appeal a certification decision as specified in the last section of these requirements.

b. Levels of Professional Certification.

i. Level 1 certification.

- (1) The Library of Michigan shall grant a level 1 professional certificate to a person possessing all of the following qualifications:
  - (a) A master's degree or its equivalent from a library school accredited by the American Library Association.
  - (b) 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.

ii. Level 2 certification.

- (1) The Library of Michigan shall grant a level 2 professional certificate to a person possessing a master's degree or its equivalent from a library school accredited by the American Library Association.

iii. Level 3 certification.

- (1) The Library of Michigan shall grant a level 3 professional certificate to a person possessing all of the following qualifications:
  - (a) A bachelor's degree from an accredited college or university.
  - (b) Completion of the beginning workshop offered by the Library of Michigan.

iv. Level 4 certification.

- (1) The Library of Michigan shall grant a level 4 professional certificate to a person possessing all of the following qualifications:
  - (a) A high school diploma or its equivalent.
  - (b) Completion of the beginning workshop offered by the Library of Michigan.
  - (c) One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements.

v. Certification revisions.

- (1) As of October 1, 2009, an individual possessing a professional certification level of either 4 or 5 shall be recognized by the department as possessing a level 3 professional certification. An individual possessing a professional certification level of either 6 or

7 shall be recognized by the department as possessing a level 4 professional certification.

*c. Professional certification review*

- i. A person may request a review of a denial of her or his application for professional certification submitted under these requirements.
- ii. To file a review under this requirement, a requestor shall submit a written request that specifically states the word "review" and states the reasons for reversal of the denial. All information, records, and other materials that the requestor wants to be considered shall accompany the written request for review.
- iii. For the requestor's review to be considered, the requestor shall file his or her review request within 60 days of the requestor's receipt of the decision subject to review. The request for review shall be addressed to the State Librarian:

Nancy R. Robertson  
Library of Michigan  
702 W. Kalamazoo St.  
P.O. Box 30007  
Lansing, MI 48909-7507  
Email: [robertsonn@michigan.gov](mailto:robertsonn@michigan.gov)

**V. School Public Library Requirements**

- a. Penal fines, library millage proceeds, money donated to or collected by the school public library, payments of state aid to the school public library, and interest on these funds shall be used for public library service only.
- b. Library funds described in this sub-requirement shall be kept in accordance with section 1215(2) of 1976 PA 451, MCL 380.1215(2) and section 20 of The Act, MCL 397.570.

**VI. Cooperative Library Requirements**

- a. Personnel
  - i. The cooperative library shall employ a director possessing all of the following:
    - (1) A level 1 professional certificate as described in Part B.IV.b.i. of this document.
    - (2) At least 2 years of full time professional management experience.
    - (3) Completion of advanced director training within 1 year of appointment.

b. Plan of Service

- i. A cooperative shall submit a plan to the department for approval under sections 4, 9 and 14 of The Act, MCL 397.554, MCL 397.559, MCL 397.564.
- ii. The cooperative library plan may include the following information, such as:
  - (1) A description of the basic services offered by the cooperative library, as approved by the department.
  - (2) A description of the cooperative library services offered by a participating library and furnished to members of the cooperative library.
  - (3) A description of the cooperative library services furnished by contracting third party to members of the cooperative library.
  - (4) A specification of services that shall be paid for by members.

**VII. Waiver and Appeal**

a. Waiver of state aid personnel requirements.

- i. The department, through the Superintendent of Public Instruction or the state librarian as his or her designee, may grant a limited waiver to a cooperative library or public library for particular personnel requirements prescribed by these requirements for the receipt of state aid funds, if the public library or cooperative library requests the waiver in writing and the public library board or cooperative board shows that the failure to meet a requirement was not a continuing violation but a temporary condition.
- ii. The department shall not grant a waiver unless the applicant submits an action plan for compliance before the end of the next reporting year.
- iii. A separate waiver request is required for each state aid filing year.
- iv. All waiver requests should be submitted in writing to:

Nancy R. Robertson  
Library of Michigan  
702 W. Kalamazoo St.  
P.O. Box 30007  
Lansing, MI 48909-7507  
Email: [robertson@michigan.gov](mailto:robertson@michigan.gov)