

Certification and Library Data

Joe Hamlin

Library Data Coordinator

Hamlinj2@michigan.gov

(517) 373-3828





Library Staff Certification

- Offered to all public library personnel
- There are 4 certification levels
- All 4 levels are permanent certificates
- Certification levels change only by application
- Libraries may have local hiring requirements that exceed state established guidance

Find out more by visiting

<http://www.michigan.gov/librarycertification>



The Four Levels of Certification

Level 1 - Permanent Professional

- ALA accredited MLS degree
- four years paid professional full-time employment, or equivalent (7280 hours)

Level 2 - Professional

- ALA accredited MLS degree

Level 3 - Limited Professional

- bachelors or higher degree from accredited college or university (non MLS)
- completion of the Beginning Workshop offered by Library of Michigan

Level 4 - Paraprofessional

- high school diploma or its equivalent
- completion of the Beginning Workshop offered by Library of Michigan
- one year full-time employment or equivalent consisting of library work experience following high school completion (1820 hours)



Classification of Public Libraries

Required certification levels are linked to library class size.

<u>Population Served</u>	<u>Class</u>
0 - 3,999	I
4,000 – 6,999	II
7,000 – 11,999	III
12,000 – 25,999	IV
26,000 – 49,999	V
50,000 or over	VI

Staff Certification Level Guide

<u>Library</u> <u>Class</u>	<u>Director</u> <u>Certification</u>	<u>Support Staff</u> <u>Certification</u>
I	4	No Requirement
II	4	No Requirement
III	3	One Level 4*
IV	2	One Level 4*
V	1	One Level 3 per 20,000 Served
VI	1	One Level 3 per 20,000 Served

*Exclusive of Director

Certification Questions & Web Resources

Certification Questions:

Joseph Hamlin (517) 373-3828 or hamlinj2@michigan.gov

Continuing Education Questions:

Shannon White (517) 373-9489 or WhiteS29@michigan.gov

This information is also available online and can be found here

- www.michigan.gov/librarycertification (Certification)
- www.michigan.gov/libraryce (Workshop Information)

Library Data and the Annual Report

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Survey/Application Time Frame

The survey will be open from
October 1st 2014 thru Midnight February 2nd
2015

Letters with your Username and Passwords
were sent out in July this year.



Fiscal Year Reporting

- Most recent completed library fiscal year prior to October 1.
- Michigan libraries conform to one of nine different fiscal year cycles



3 Categories of Collected Data

- Federally required data elements
 - Public Library Statistics Cooperative now part of IMLS (formerly FSCS)
- State Aid requirements
 - income, personnel certification
- Frequently requested data
 - telecomm speeds, summer reading stats, etc.



Completing the Report

<https://mi.countingopinions.com>

Log in with

- Unique FSCS ID and password
- If you do not have your login information contact me.



Library of Michigan

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Welcome

Please login here to enter data.

Login

Username:

Password:

[Password reminder](#)

Login

Help

Video

F.A.Q.

Help is available from Joseph Hamlin, Library of Michigan at 517-373-3828 or hamlinj2@michigan.gov

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Welcome Addison Township Public Library

Enter

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[Accessibility Policy](#) [Privacy Policy](#) [Link Policy](#) [Security Policy](#)

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ENTER: Will take you to the current year survey to begin inputting data

Input Your Data

Home Menu Help Logout
Reports Prompts Print

Data Input Review Save Reset Previous Next

Review Save Collection Public Library Survey Period FY 2014-2015 Verify Submit/Lock

PUBLIC LIBRARY SURVEY
PART I: ADMINISTRATIVE ENTITY INFO
PART II: OUTLETS
PART III: OPEN HOURS AND SQUARE F
PART IV: PAID STAFF
PART V: OPERATING INCOME
PART VI: CAPITAL INCOME
PART VII: OPERATING EXPENDITURES
PART VIII: CAPITAL OUTLAY
PART IX: LIBRARY COLLECTION
PART X: LIBRARY SERVICES
PART XI: CERTIFICATION OF PUBLIC LI
PART XII: NONRESIDENT FEES INFORM
PART XIII: TECHNOLOGY
PART XIV: SALARY AND BENEFIT INF
PART XV: CURRENT MILLAGE INFORM
PART XVI: TRUSTEES REPORT
PART XVII: CERTIFICATION OF INFORM

Public Library Survey
Addison Township Public Library

PUBLIC LIBRARY SURVEY

PART I: ADMINISTRATIVE ENTITY INFORMATION

1. Report Start Period ✓	10/01/2012
2. Report End Period ✓	09/30/2013
3. FSCS	MI0405 -3
4. Current Legal Name of Main Library	Addison Township Public Library
5. Legal Name of Main Library at Reporting Year End ✓	Addison Township Public Library
6. Street Address	1440 Rochester Road
7. City	Leonard
8. Zip ✓	48367
9. Mailing Address ✓	1440 Rochester Road
10. Mailing City ✓	Leonard
11. Mailing ZIP Code	48367
12. County ✓	Oakland
13. Township	Addison
14. Cooperative	The Library Network
	2486287180
	Jaema Berman
	jberman@tlh.lib.mi.us
	2486286109
	www.addisontwp.michlibrary.org
	Yes
	Class 2: Serve 4,000-6,999
	Administrative Entity with a Single Direct Service Outlet
	Municipal Government
	Township

Review Save

PUBLIC LIBRARY SURVEY
PART I: ADMINISTRATIVE ENTITY INFO
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Prompts

PUBLIC LIBRARY SURVEY

PART I: ADMINISTRATIVE ENTITY INFORMATION

1. Report Start Period	<i>Most recent fiscal year completed prior to October 1, 2013, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, please mail documentation authorizing the change (such as board minutes) to the Library of Michigan.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Most recent fiscal year completed prior to October 1, 2013, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, please mail documentation authorizing the change (such as board minutes) to the Library of Michigan.
2. Report End Period	<i>Most recent fiscal year completed prior to October 1, 2012, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, please mail documentation authorizing the change (such as board minutes) to the Library of Michigan.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Most recent fiscal year completed prior to October 1, 2012, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, please mail documentation authorizing the change (such as board minutes) to the Library of Michigan.
3. FSCS		
4. Current Legal Name of Main Library	<i>Provide the legal name of the main library that is current at the time of filing the annual report.</i>	
5. Legal Name of Main Library at Reporting Year End		LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none."
6. Street Address	<i>The complete street address of the actual physical location of the main library. DO NOT report a post office box or general delivery.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The complete street address of the actual physical location of the main library. DO NOT report a post office box or general delivery.
7. City	<i>The city or town in which the main library is located.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The city or town in which the main library is located.
8. Zip	<i>Include the five-digit postal zip code for the street address of the main library.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Include the five-digit postal zip code for the street address of the main library.
9. Mailing Address	<i>The complete mailing address of the main library. DO NOT complete if this address is the same as the street address.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The complete mailing address of the main library. DO NOT complete if this address is the same as the street address.
10. Mailing City	<i>The city or town for the mailing address.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The city or town for the mailing address.
11. Mailing ZIP Code	<i>Include the five-digit postal zip code for the mailing address of the main library.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Include the five-digit postal zip code for the mailing address of the main library.
12. County	<i>The county in which the main library is located.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The county in which the main library is located.
13. Township	<i>The Township in which the main library is located.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The Township in which the main library is located.
14. Cooperative	<i>Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none."</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none."
15. Phone Number	<i>Area code and telephone number of the main library.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Area code and telephone number of the main library.
16. TDD Number	<i>Area code and telephone number to be used with a Telephone Device for the Deaf (TDD).</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Area code and telephone number to be used with a Telephone Device for the Deaf (TDD).
17. Director's Name	<i>The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.
18. Email Address of Library Director	<i>The email address to be used to contact the library director.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E The email address to be used to contact the library director.
19. Fax	<i>Area code and telephone number for the fax machine used for administrative purposes.</i>	LIBRARY OF MICHIGAN—2013-10-12—CO&B&E Area code and telephone number for the fax machine used for administrative purposes.

Edit Checks, Notes and Prefilled Fields

PART I: ADMINISTRATIVE ENTITY INFORMATION

<input type="checkbox"/>	<u>1. Report Start Period</u> ✓	<input type="text"/>	10/01/2012
<input type="checkbox"/>	<u>2. Report End Period</u> ✓	<input type="text"/>	09/30/2013
<input type="checkbox"/>	<u>3. FSCS</u>	<input type="text" value="MI0405"/>	<input type="checkbox"/> -3
<input type="checkbox"/>	<u>4. Current Legal Name of Main Library</u>	<input type="text" value="Addison Township Public Library"/>	
<input type="checkbox"/>	<u>5. Legal Name of Main Library at Reporting Year End</u> ✓	<input type="text" value="Addison Township Public Library"/>	
<input type="checkbox"/>	<u>6. Street Address</u>	<input type="text" value="1440 Rochester Road"/>	
<input type="checkbox"/>	<u>7. City</u>	<input type="text" value="Leonard"/>	
<input type="checkbox"/>	<u>8. Zip</u> ✓	<input type="text" value="48367"/>	
<input type="checkbox"/>	<u>9. Mailing Address</u> ✓	<input type="text" value="1440 Rochester Road"/>	
<input type="checkbox"/>	<u>10. Mailing City</u> ✓	<input type="text" value="Leonard"/>	
<input type="checkbox"/>	<u>11. Mailing ZIP Code</u>	<input type="text" value="48367"/>	
<input type="checkbox"/>	<u>12. County</u> ✓	<input type="text" value="Oakland"/>	
<input type="checkbox"/>	<u>13. Township</u>	<input type="text" value="Addison"/>	
<input type="checkbox"/>	<u>14. Cooperative</u>	<input type="text" value="The Library Network"/>	
<input type="checkbox"/>	<u>15. Phone Number</u>	<input type="text" value="2486287180"/>	
<input type="checkbox"/>	<u>16. TDD Number</u>	<input type="text"/>	
<input type="checkbox"/>	<u>17. Director's Name</u>	<input type="text" value="Jaema Berman"/>	
<input type="checkbox"/>	<u>18. Email Address of Library Director</u>	<input type="text" value="jberman@tln.lib.mi.us"/>	
<input type="checkbox"/>	<u>19. Fax</u>	<input type="text" value="2486286109"/>	
<input type="checkbox"/>	<u>20. Web Address</u>	<input type="text" value="www.addisontwp.michlibrary.org"/>	
<input type="checkbox"/>	<u>21. Has Friends Group?</u>	<input type="text" value="Yes"/>	
<input type="checkbox"/>	<u>22. Library Class</u>	<input type="text" value="Class 2: Serve 4,000-6,999"/>	
<input type="checkbox"/>	<u>23. Administrative Structure Code</u> ✓	<input type="text" value="Administrative Entity with a Single Direct Service Outle"/>	
<input type="checkbox"/>	<u>24. ReEstablishDate</u>	<input type="text"/>	
<input type="checkbox"/>	<u>25. ReEstablishStatute</u>	<input type="text"/>	
<input type="checkbox"/>	<u>26. Local Governance</u>	<input type="text" value="Municipal Government"/>	
<input type="checkbox"/>	<u>27. Type</u>	<input type="text" value="Township"/>	



Notes

PI Value Notes ✕

1. Report Start Period

Input note here to explain the anomalous value, or select any existing note(s) (shown below, if applicable) to apply the selected note to the PI value.

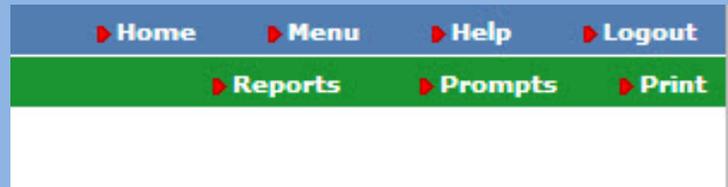
Notes



Sampling Example-Library Visits

- **Count visits during typical week in October**
 - Typical week - a time that is neither unusually busy or unusually slow
 - Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or library
 - A week in which library is open regular hours
 - Include 7 consecutive calendar days (Sun-Sat)
- **Multiply the count by 52**
 - Make a new estimate each year

Navigation Links, Review, Verify and Submit/Lock



Data Input Review Save Reset Previous Next

Collection Public Library Survey Period FY 2014-2015

Library Addison Township Public Library

PART I: ADMINISTRATIVE ENTITY INFORMATION

<input type="checkbox"/>	1. Report Start Period ✓	10/01/2012
<input type="checkbox"/>	2. Report End Period ✓	09/30/2013
<input type="checkbox"/>	3. FSCS	MI0405 -3
<input type="checkbox"/>	4. Current Legal Name of Main Library	Addison Township Public Library
<input type="checkbox"/>	5. Legal Name of Main Library at Reporting Year End ✓	Addison Township Public Library
<input type="checkbox"/>	6. Street Address	1440 Rochester Road
<input type="checkbox"/>	7. City	Leonard
<input type="checkbox"/>	8. Zip ✓	48367
<input type="checkbox"/>	9. Mailing Address ✓	1440 Rochester Road
<input type="checkbox"/>	10. Mailing City ✓	Leonard
<input type="checkbox"/>	11. Mailing ZIP Code	48367

Verify Submit/Lock

Verify vs. Submit/Lock

Verify

C. Operating Income Summary		
<input type="checkbox"/>	37, Total Local Government Income E1 + E2 ✓	\$165,926
<input type="checkbox"/>	38, Total Other Local Operating Income F1 + F2 ✓	\$0
<input type="checkbox"/>	39, Total Local Operating Income E1 + E2 + F1 + F2	\$165,926
<input type="checkbox"/>	40, State Government Operating Income ✓	\$3,109
Required: a value is required!		
<input type="checkbox"/>	41, Federal Government Operating Income ✓	\$0
Required: a value is required!		
<input type="checkbox"/>	42, Total Operating Income ✓	\$169,095
Required: a value is required!		
PART VI: CAPITAL INCOME		
<input type="checkbox"/>	1, Federal Capital Income ✓	\$0
Required: a value is required!		
<input type="checkbox"/>	2, State Capital Income ✓	\$0
Required: a value is required!		
<input type="checkbox"/>	3, Local Capital Income ✓	\$0
Required: a value is required!		
<input type="checkbox"/>	4, Private Capital Income ✓	\$1,000
Required: a value is required!		
<input type="checkbox"/>	5, Total Capital Income ✓	\$1,000
<input type="checkbox"/>	6, Total Population Served ✓	6,351
CRITICAL EDIT - The POPULATION OF LEGAL SERVICE AREA is not reported or is equal to zero. POPULATION OF LEGAL SERVICE AREA (administrative entity data element #208) is less than or equal to zero.		
EDIT CHECK FAILED:	TotalPopServed > 0	0 > 0

Submit/Lock

Lock Failed

- (1.) Report Start Period: no valid value for REQUIRED indicator!
- (2.) Report End Period: no valid value for REQUIRED indicator!
- (34.) Was there a legal service area boundary change during the reporting period?: no valid value for REQUIRED indicator!
- (11.) Number of Bookmobiles: no valid value for REQUIRED indicator!
- (17.) Total Annual Scheduled Public Service Hours: no valid value for REQUIRED indicator!
- (40.) State Government Operating Income: no valid value for REQUIRED indicator!
- (41.) Federal Government Operating Income: no valid value for REQUIRED indicator!
- (42.) Total Operating Income: no valid value for REQUIRED indicator!
- (1.) Federal Capital Income: no valid value for REQUIRED indicator!
- (2.) State Capital Income: no valid value for REQUIRED indicator!
- (3.) Local Capital Income: no valid value for REQUIRED indicator!
- (4.) Private Capital Income: no valid value for REQUIRED indicator!
- 6. Total Population Served: EDIT CHECK FAILED: 0 > 0

Cancel



Accessing The Data

- After the Annual Report Data is collected, the Library Data Coordinator reviews the statistics to identify out of range data errors and will consult with public library staff
- The data is then submitted to IMLS and the Census Bureau
- The statistics are then posted to <http://www.michigan.gov/librarystatistics>
Statistics from 2009 to the present are available,
- You can also create your own custom reports using the LibPAS software, login at <https://mi.countingopinions.com>



Interpreting Data

- Analyze measures in terms of library mission, goals, and objectives
- Performance measures are not absolutes
- Keep performance measures in context
- Patience and planning are required to improve performance measures



What Picture Emerges From The Data ?

- Is library attendance growing or shrinking?
- What is the trend in library salaries?
- What is the average collections expenditure per capita for each library class?
- How does the collection size/composition compare to similar libraries in its class?



Data and Advocacy

- Demonstrate effective use of public funds
- Help with long-range planning
- Plan for effective use of technology
- Provides feedback on effectiveness of specific library services
- Help create the vision of the public library of the future and a plan for making that vision a reality



What Else?

- Justify statements of need
- Identify library rankings
- Identify weaknesses
- Provide historical record
- Accurate, complete, and timely reporting makes data effective



Funding Increases Can Provide:

- Additional public service hours
- Expanded services
- A wider selection of materials
- Technology upgrades
- Expanded and/or improved space