

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
MEETING
Dorr Township Library
Time: May 16, 2022 @ 6:30 pm**

Call to Order:

Roll Call:

Changes to the Agenda:

Approval of the Agenda:

Approval of the Minutes: April 18

Treasurer's Report: Credit Card - \$ for April

Public Comment:

Director's Report:

Committee Reports:

NEW BUSINESS:

1. Resolution re: FOIA Policy

OLD BUSINESS:

1. Update on Trustee candidate for open seat
2. Community Room Policy and Application
3. Patron Behavior Policy (pending information from attorney)
4. Internet Use Policy (pending information from attorney)

Township Board Meeting: May 26, 2022 7 pm.

Adjournment:

Next regular meeting: June 20, 2022 at 6:30 pm

**DORR TOWNSHIP LIBRARY
BOARD OF TRUSTEES
Dorr Township Library
Date: April 18, 2022
6:30 P.M.**

MINUTES

Meeting was called to order at 6:37 pm

Pledge of Allegiance: Was said.

Roll Call: Present-Carrie Brooks, Brittany Hunter, Michael Rydman, Shana Dykhuis, Jeffrey Babbitt, Director

Absent: Derrick McLain,

Additions to the Agenda: None

Approval of the Agenda: McLain made a motion to accept the agenda, changing the name of who the March notes were submitted by, and was seconded by Brooks. All yes, motion carried.

Approval of the Minutes: Dykhuis made a motion to accept the minutes from March 21, 2022, and was seconded by McLain. All yes, motion carried.

Treasurer's Report: Treasurer Dykhuis made a motion to pay the credit card bill in the amount of \$4,917.04, and was seconded by Brooks. All yes, motion carried.

Public Comment: None

Committee Report(s): None

Director's Report:

The Bridgerton Tea Party was featured on FOX 17, and although small, it was thoroughly enjoyed. Karen S. storytime has been well attended, the current theme is "Around the World." Reilly's felting programs have been very popular. Some of the May programs were expanded to accommodate the interest. Statistics were up for the month. The Budget is up to date. Mango Languages contract was renewed for the next three (3) years. Ants were seen in the break area and maintenance was informed immediately. Debbie Sewers from the Township has ensured that the Godwin bill has been taken care of. Reilly is applying for a sizable grant. Jeffrey attended an informational meeting about a COVID grant, however, the library probably won't qualify. Reilly attended the Township Board meeting on March 24 and the FY 2022-23 budget was passed including our \$50,000 appropriation, but no increase. Jeffrey met via telephone with Linda and Cathy from Then and Now Historical Society regarding the local history project he is hoping to fund through the Improving Access to Information Grant. The Library has been contacted by a Wayland Union student about possibly volunteering at the library. The library had no closings in the past month.

Committee Report:

The Personnel Committee met to discuss the Director's 90 day evaluation as well as wages for the new budget year. Trustee Vice President Hunter will meet with Jeffrey Personally to deliver the evaluation. Her intent is to interview staff and speak further with Jeffrey before presenting the evaluation.

NEW BUSINESS:

None

OLD BUSINESS:

1. **Update on Trustee Candidate open seat:** No applications have been received
2. **Board Training Options:** The Board agreed that all members should complete, however it will not be required.
3. **FOIA Policy:** Hunter motioned to accept the policy as recommended and was seconded by McLain. All yes, motion carried
4. **Policies from FosterSwift**
 - a. **Internet Policy** - Tabled for more information
 - b. **Meeting Room Policy** - Tabled for more information
 - c. **Patron Behavior Policy** - Tabled for more information
5. **Transferring \$100K from Checking to Savings** - Completed as approved in March 2022 Meeting.

Township Board Meeting: April 28, 2022, at 7:00 p.m. Jeffrey will most likely attend.

Adjournment: Brooks motioned to adjourn at 8:08 pm, and was seconded by Dykhuis. All yes, motion carried.

Next regular meeting: May 16, 2022, at 6:30 p.m.

Submitted by Carrie Brooks

Check Register 2022 - April

Date	Type	Check #	Vender	Memo	Amount
04/01/2022	Check	15917	World Trade Press	Invoice #INV677138; Renewal for Bundle (Global Road Warrior/AtoZ the USA)	-350.2
4/1/2022	Check	15918	Lakeland Library Cooperative	Invoice #PT22-341; Quarterly Overdrive	-450
04/01/2022	Check	15919	Lakeland Library Cooperative	Invoice #22-17175; Quarterly LLC Dues	-3,806.58
04/01/2022	Check	15920	EastWest Library Books	Order #N300773B; YA Nonfiction and Hi-Lo	-153.29
04/04/2022	Check	15923	Modern Marketing	Order #MM022070015; Summer Reading Temp Tattoos	-67.45
04/04/2022	Check	15924	MidAmerica Books	Invoice #550144; Children's state books	-109.75
04/06/2022	Expense			New Checks	-206.39
04/06/2022	Expense			Envelopes	-37.99
04/06/2022	Expense			Pens x2	-21.98
04/08/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/23/2022-04/05/2022	-283.08
04/08/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/23/2022-04/05/2022	-372.61
04/08/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/23/2022-04/05/2022	-331.75
04/08/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/23/2022-04/05/2022	-1,166.30
04/08/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/23/2022-04/05/2022	-662.1
04/08/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 03/23/2022-04/05/2022	-319.68
04/08/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 03/23/2022-04/05/2022	-184.64
04/08/2022	Check	15925	Mango Languages	Invoice #INV010139; Mango Languages 2022-23 subscription	-1,477.45
04/08/2022	Check	15926	UNIQUE MANAGEMENT SERVICES INC	Invoice #6100083; Collections April 2022	-8.95
04/11/2022	Tax Payment		IRS	Tax Payment for Period: 03/01/2022-03/31/2022Federal Taxes (941/944)	-1,205.90
				Acct No. 4246 3153 2871 1542, Mar CC Credits Adult YA/Teen Tween Children's Programs Supplies Mar Quickbooks charge Mar Spectrum Bill Video games Grant Equipment Late fee AV	
04/11/2022	Check	15927	Chase Card Services		-4,917.04
04/12/2022	Check	15928	Jeffrey L. Babbitt	Mileage for March - ACLA & LLC	-64.35
04/14/2022	Check	15929	UNIQUE MANAGEMENT SERVICES INC	Invoice #6099119; March collection agency	-8.95
				Invoice #612510 Customer #J018554; Annual Subscription for Children's Books	
04/19/2022	Check	15930	Junior Library Guild		-1,349.90
04/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 03/01/2022-03/31/2022; MI Income Tax	-259.97
04/21/2022	Check	15931	US Bank Equipment Finance	Invoice #470205568; April copier	-400.59
04/21/2022	Check	15932	Jeffrey L. Babbitt	April mileage reimbursement	-57.33
04/22/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 04/06/2022-04/19/2022	-211.98
04/22/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/06/2022-04/19/2022	-389.98

04/22/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/06/2022-04/19/2022	-1,166.30
04/22/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 04/06/2022-04/19/2022	-271.15
04/22/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/06/2022-04/19/2022	-283.09
04/22/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/06/2022-04/19/2022	-695.66
04/22/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/06/2022-04/19/2022	-294.89
04/27/2022	Check	15933	DEMCO	Invoice #7114635 Reference #20900256; Cataloging supplies	-86.64
04/28/2022	Check	15934	CENTER POINT LARGE PRINT	Invoice #1929442; April large print	-128.24
				Acct ending in 1542 Credits Adult Teen/YA Tween Children Intuit Subscription Supplies GR Press Spectrum Summer Reading ACCF Grant Programming General Programs	
04/30/2022	Expense		Chase Card Services		-5,561.09

DORR TOWNSHIP LIBRARY

General Ledger

April 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
	Beginning Balance						353,617.69
04/01/2022	Check	15917	World Trade Press	Invoice #INV677138	703-728. Operations:711. databases	-350.20	353,267.49
04/01/2022	Check	15918	Lakeland Library Cooperative	Invoice #PT22-341	703-728. Operations:725. LLC Costs:721.2 Other LLC fees	-450.00	352,817.49
04/01/2022	Check	15919	Lakeland Library Cooperative	Invoice #22-17175	703-728. Operations:725. LLC Costs	-3,806.58	349,010.91
04/01/2022	Check	15920	EastWest Library Books	Order #N300773B	703-728. Operations:703. Books	-153.29	348,857.62
04/04/2022	Check	15923	Modern Marketing	Order #MM022070015	703-728. Operations:710. Programs (Community Promotions)	-67.45	348,790.17
04/04/2022	Check	15924	MidAmerica Books	Invoice #550144	703-728. Operations:703. Books	-109.75	348,680.42
04/06/2022	Expense			Envelopes	729-734. Facilities and Equipment:731. Computer Equipt.	-37.99	348,642.43
04/06/2022	Expense			Pens x2	729-734. Facilities and Equipment:731. Computer Equipt.	-21.98	348,620.45
04/06/2022	Expense			New Checks	729-734. Facilities and Equipment:731. Computer Equipt.	-206.39	348,414.06
04/08/2022	Check	15925	Mango Languages	Invoice #INV010139	703-728. Operations:711. databases	-1,477.45	346,936.61
04/08/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-331.75	346,604.86
04/08/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-372.61	346,232.25
04/08/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-283.08	345,949.17
04/08/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-319.68	345,629.49
04/08/2022	Check	15926	UNIQUE MANAGEMENT SERVICES INC	Invoice #6100083	800. Professional and Contract Services:803. Unique Management Costs	-8.95	345,620.54
04/08/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-662.10	344,958.44
04/08/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-184.64	344,773.80
04/08/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 03/23/2022-04/05/2022	Direct Deposit Payable	-1,166.30	343,607.50
04/11/2022	Transfer			Board Approved Transfer 3/21/2022	390. Savings	-	243,607.50
						100,000.00	
04/11/2022	Check	15927	Chase Card Services	Acct No. 4246 3153 2871 1542, Mar CC	-Split-	-4,917.04	238,690.46
04/11/2022	Tax Payment		IRS	Tax Payment for Period: 03/01/2022-03/31/2022	Payroll Liabilities:Federal Taxes (941/944)	-1,205.90	237,484.56
04/12/2022	Check	15928	Jeffrey L. Babbitt		703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings:709.2 Conference, Convention, Meeting	-64.35	237,420.21
04/12/2022	Deposit				404. Penal Fines	2,917.97	240,338.18
04/14/2022	Check	15929	UNIQUE MANAGEMENT SERVICES INC	Invoice #6099119	800. Professional and Contract Services:803. Unique Management Costs	-8.95	240,329.23
04/19/2022	Check	15930	Junior Library Guild	Invoice #612510 Customer #J018554	703-728. Operations:703. Books	-1,349.90	238,979.33
04/20/2022	Tax Payment		MI Department of Treasury	Tax Payment for Period: 03/01/2022-03/31/2022	Payroll Liabilities:MI Income Tax	-259.97	238,719.36
04/21/2022	Check	15931	US Bank Equipment Finance	Invoice #470205568	729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-400.59	238,318.77
04/21/2022	Check	15932	Jeffrey L. Babbitt		703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-57.33	238,261.44
04/22/2022	Payroll Check	DD	Karen K. Shaffer	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-294.89	237,966.55
04/22/2022	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-695.66	237,270.89
04/22/2022	Payroll Check	DD	Shera Van Goor	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-211.98	237,058.91
04/22/2022	Payroll Check	DD	Alexis Adrianse	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-389.98	236,668.93

DORR TOWNSHIP LIBRARY

General Ledger

April 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
04/22/2022	Payroll Check	DD	Reilly J. Brower	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-283.09	236,385.84
04/22/2022	Payroll Check	DD	Karen E. Brower	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-271.15	236,114.69
04/22/2022	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 04/06/2022-04/19/2022	Direct Deposit Payable	-1,166.30	234,948.39
04/27/2022	Check	15933	DEMCO	Invoice #7114635 Reference #20900256	703-728. Operations:720. Supplies:720.1 Collection/Office Supplies	-86.64	234,861.75
04/28/2022	Check	15934	CENTER POINT LARGE PRINT	Invoice #1929442	703-728. Operations:703. Books	-128.24	234,733.51
04/29/2022	Deposit		Interest		405-407. Other Types of Income:406. Interest Income Dor	33.19	234,766.70
04/30/2022	Expense		Chase Card Services	Acct ending in 1542	-Split-	-5,561.09	229,205.61
04/30/2022	Deposit				-Split-	19,181.17	248,386.78
Total for Checking						\$ -	105,230.91

DORR TOWNSHIP LIBRARY

Profit and Loss

April 2022

	TOTAL
Income	
402. Millage	4,519.59
404. Penal Fines	2,917.97
405-407. Other Types of Income	
405. Miscellaneous Revenue	
405.1 Copies	36.90
405.2 Fines	10.20
405.3 Meeting Room Rental	30.00
405.4 Faxes	1.50
405.5 Book Sales	17.75
405.6 Unique Management Fees	8.95
405.9 Uncategorized Income	8.11
Total 405. Miscellaneous Revenue	113.41
406. Interest Income Dor	60.54
407. Reimbursements	
407.1 Credit Card Credits	464.45
407.2 Book Replacement	16.97
Total 407. Reimbursements	481.42
Total 405-407. Other Types of Income	655.37
581. Township Appropriation	12,500.00
583. Direct Public Support	
583.3 Legacies and Bequests	
583.3.1 Annuity	356.20
Total 583.3 Legacies and Bequests	356.20
583.4 Donations	
583.4-2 Summer Reading Donation	1,675.00
Total 583.4 Donations	1,675.00
Total 583. Direct Public Support	2,031.20
Total Income	\$22,624.13
GROSS PROFIT	\$22,624.13
Expenses	
702. Payroll Expenses	146.00
703-728. Operations	
703. Books	4,963.24
705. Periodicals	22.45
708. AV	359.06

DORR TOWNSHIP LIBRARY

Profit and Loss

April 2022

	TOTAL
709. Ed. & Train Dor	
709.1 Travel and Meetings	57.33
709.2 Conference, Convention, Meeting	64.35
Total 709.1 Travel and Meetings	121.68
Total 709. Ed. & Train Dor	121.68
710. Programs (Community Promotions)	3,488.98
711. databases	1,827.65
720. Supplies	88.89
720.1 Collection/Office Supplies	616.99
Total 720. Supplies	705.88
725. LLC Costs	3,806.58
721.2 Other LLC fees	450.00
Total 725. LLC Costs	4,256.58
Total 703-728. Operations	15,745.52
729-734. Facilities and Equipment	
729. Rent, Parking, Utilities	
729.1 Telephone, Telecommunications	529.90
Total 729. Rent, Parking, Utilities	529.90
730. Equip Rental and Maintenance	400.59
731. Computer Equipt.	266.36
732. Technology	369.83
Total 729-734. Facilities and Equipment	1,566.68
800. Professional and Contract Services	
802. Accounting Fees	40.00
803. Unique Management Costs	17.90
Total 800. Professional and Contract Services	57.90
970. Maint. & Services Dor	
977. Equipment	2,212.51
Total 970. Maint. & Services Dor	2,212.51
Payroll Expenses	
Taxes	589.97
Wages	7,656.50
Total Payroll Expenses	8,246.47
Total Expenses	\$27,975.08
NET OPERATING INCOME	\$ -5,350.95
NET INCOME	\$ -5,350.95

DORR TOWNSHIP LIBRARY

Balance Sheet
As of April 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
390. Savings	253,862.17
Checking	248,386.78
Huntington CD	6,418.26
Total Bank Accounts	\$508,667.21
Other Current Assets	
019. Audit Accts Receivable	10,226.61
Total Other Current Assets	\$10,226.61
Total Current Assets	\$518,893.82
TOTAL ASSETS	\$518,893.82
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
202. Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
203. Audit Accts Payable	3,345.67
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	191.25
211. Federal Unemployment (940)	-859.26
212. MI Income Tax	326.14
213. Federal Taxes (941/944)	705.18
214. MI Income Tax	-68.88
215. MI Unemployment Tax	0.00
216. Blue Cross Dental	250.04
217. Blue Cross Vision	1,287.16
Blue Cross Dental	5.48
Blue Cross Vision	40.66
Federal Taxes (941/944)	616.48
Federal Unemployment (940)	58.82
MI Income Tax	424.26
MI Unemployment Tax	0.00
Total Payroll Liabilities	2,977.33
Total Other Current Liabilities	\$6,323.00
Total Current Liabilities	\$6,323.00
Total Liabilities	\$6,323.00
Equity	
012. Opening Bal Equity	120,892.09
013. Fund Balance	397,029.68
Net Income	-5,350.95
Total Equity	\$512,570.82
TOTAL LIABILITIES AND EQUITY	\$518,893.82

FY 2022-2023 Budget															
	Month											Total Spent	Remaining	2022-2023 Budget	
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	2022-2023 Budget
															\$241,400.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Custodial wages	\$396.62												\$396.62	\$5,203.38	\$5,600.00
Emp. Wages	\$6,309.59												\$6,309.59	\$83,190.41	\$89,500.00
Payroll taxes	\$1,613.26												\$1,613.26	\$25,036.74	\$26,650.00
Health Insurance													\$0.00	\$3,000.00	\$3,000.00
Total	\$8,319.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,319.47	\$116,430.53	\$124,750.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Audit fee													\$0.00	\$3,000.00	\$3,000.00
Collection Agency	\$17.90												\$17.90	\$32.10	\$50.00
Legal Fees													\$0.00	\$2,000.00	\$2,000.00
Professional Dues	\$121.68												\$121.68	\$678.32	\$800.00
Library Board Bonding													\$0.00	\$350.00	\$350.00
Workers Comp													\$0.00	\$600.00	\$600.00
Total	\$139.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$139.58	\$6,660.42	\$6,800.00
	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Budgeted
Books	\$3,879.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,879.30	\$12,520.70	\$16,400.00
Adult	\$562.49												\$562.49	\$5,337.51	\$5,900.00
Childrens	\$1,963.25												\$1,963.25	\$1,646.75	\$3,610.00
Tween	\$445.99												\$445.99	\$2,344.01	\$2,790.00
YA	\$907.57												\$907.57	\$3,192.43	\$4,100.00
DVD													\$0.00	\$1,500.00	\$1,500.00
Audiobooks													\$0.00	\$1,200.00	\$1,200.00
Video Games													\$0.00	\$1,000.00	\$1,000.00
Games to Go													\$0.00	\$250.00	\$250.00
Kits													\$0.00	\$500.00	\$500.00
Binge Boxes													\$0.00	\$500.00	\$500.00
Periodicals	\$22.45												\$22.45	\$1,477.55	\$1,500.00
Programs	\$2,984.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,984.68	\$9,015.32	\$12,000.00
General Programming	\$708.51												\$708.51	\$8,291.49	\$9,000.00
Summer Reading	\$565.00												\$565.00	\$2,435.00	\$3,000.00
Grant Purchases	\$1,711.17												\$1,711.17	-\$1,711.17	
Advertising													\$0.00	\$1,000.00	\$1,000.00
Office/General Supplies	\$950.80												\$950.80	\$3,549.20	\$4,500.00
Employee Training													\$0.00	\$8,000.00	\$8,000.00
Library Board Training													\$0.00	\$400.00	\$400.00
Transportation													\$0.00	\$400.00	\$400.00
Coop Fees	\$3,806.58												\$3,806.58	\$14,193.42	\$18,000.00
Databases	\$2,636.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,636.58	\$10,163.42	\$12,800.00
emagazines, e-	\$450.00												\$450.00	\$3,050.00	\$3,500.00
Mango Languages	\$1,477.45												\$1,477.45	\$22.55	\$1,500.00
Ancestry.com													\$0.00	\$1,500.00	\$1,500.00
Movie License													\$0.00	\$400.00	\$400.00
Hoopla (ebooks)	\$358.93												\$358.93	\$2,641.07	\$3,000.00
World Trade Press	\$350.20												\$350.20	\$49.80	\$400.00
Learning/Lynda.com													\$0.00	\$2,500.00	\$2,500.00
Total	\$14,280.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,280.39	\$65,669.61	\$79,950.00

	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total Spent	Remaining	Proposed 2022-2023 Budget
Building Ins.															
General Liability Insurance													\$0.00	\$3,000.00	\$3,000.00
Utilities	\$264.95	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.95	\$3,235.05	\$3,500.00
Internet/phone	\$264.95												\$264.95		
Trash													\$0.00		
Recycling													\$0.00		
Building Maintenance and Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00	\$2,700.00
Tables													\$0.00	\$500.00	\$500.00
Equipment (children)													\$0.00	\$300.00	\$300.00
Security system													\$0.00	\$900.00	\$900.00
Other building maint. ceiling fans?)													\$0.00	\$0.00	\$0.00
(schedule)													\$0.00	\$0.00	\$0.00
Update Bathrooms													\$0.00	\$0.00	\$0.00
new hand dryers													\$0.00		
Services (window)													\$0.00	\$1,000.00	\$1,000.00
Equipment	\$400.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.59	\$16,799.41	\$17,200.00
funded until August	120.4												\$120.40	\$1,379.60	\$1,500.00
Sound System													\$0.00	\$0.00	\$0.00
AED													\$0.00	\$500.00	\$500.00
Firewall													\$0.00	\$200.00	\$200.00
Computer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$8,000.00
General Grant Funds													\$0.00		
													\$0.00		
Copier	\$400.59												\$400.59	\$4,599.41	\$5,000.00
Website													\$0.00	\$1,000.00	\$1,000.00
Misc													\$0.00	\$1,000.00	\$1,000.00
Grant Funds													\$0.00		
Equipment Mant.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.00	\$3,400.00
Computer Maint.													\$0.00	\$2,000.00	\$2,000.00
CD/DVD Cleaner													\$0.00	\$400.00	\$400.00
Software													\$0.00	\$1,000.00	\$1,000.00
Misc													\$0.00	\$100.00	\$100.00
Total	\$665.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$665.54	\$29,234.46	\$29,900.00
Projected Revenue	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Total	Budgeted	
INTEREST	60.54												\$60.54	\$600.00	
PENAL FINES	2721.42												\$2,721.42	\$25,000.00	
STATE AID													\$0.00	\$3,500.00	
MILLAGE	4519.59												\$4,519.59	\$160,000.00	
FRIENDS													\$0.00	\$200.00	
Annuities, grants, etc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,274.40	
Allainz													\$0.00		
LSTA Grant													\$0.00		
ACCF Grant													\$0.00		
Misc. Grants													\$0.00		
MISC INCOME	\$2,231.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,231.92	\$1,000.00	
Fines	10.2												\$10.20		
Copies	36.9												\$36.90		
Room Rental	30												\$30.00		
summer reading	1675												\$1,675.00		
Misc.	8.11												\$8.11		
Craft													\$0.00		

	Bus trip																	\$0.00	
	Water Color Classes																	\$0.00	
	Sales	17.75																\$17.75	
	Faxes	1.5																\$1.50	
	Credit Card Credits	452.46																\$452.46	
	Misc Cash out																	\$0.00	
	Carry over from last years budget																	\$0.00	
	TOWNSHIP APPROPRIATION	12500																\$12,500.00	\$50,000.00
	Total	22033.47	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00	0.00	0.00		\$22,033.47	\$244,574.40

Director's Report, May 2022

Library Operation Updates

Karen Shaffer's Storytime theme this month is I Am Unique, and attendance has consistently been around 10 children and their parents. Lexi's Star Wars Day (May the 4th) TikTok video, shared to all of our social media accounts, was a huge hit, as was the Star Wars Sensory Bottles program on May 2. Attendance at programs is generally very strong. We are talking with Willard Sharp and trying to involve Match-E-Be-Nash-She-Wish's cultural programming head James "Bud" Day in planning a pow wow (Native American celebration of music, dance, and culture as well as a way to honor Native veterans of the US armed forces) for mid-October to be held on Library grounds, outdoors. Township Board Supervisor Jeff Miling advised me to contact PCI regarding any permit issues. Lori Castello at PCI has assured me she considers the event to be an "occasional and incidental part of library operations" that needs no special permit.

Statistics

Circulation and database usage statistics are steady and strong. See the charts and graphs below.

Budget Items

The budget is up to date. The annual subscription for the Junior Library Guild has been paid, ensuring us a variety of specially selected books sent every month and reducing the number of staff hours spent in book selection. The proposal for a \$7,225 Improving Access to Information grant is in the works, due on May 31.

Staff and Building Items

Ants were reported coming out of a small hole in the concrete near a Juvenile Nonfiction shelf. Randy sprayed the area and sealed the hole, and I directed staff to inform me if any more specific points of entry were discovered.

Meetings, Workshops, etc.

On May 21, I attended the monthly Allegan County Library Association meeting in Holland. Rebecca Huberty from the Great Start Collaborative was the guest speaker, and I made several notes to check on our involvement with them. (Karen Shaffer later reported to me that she is in touch with Rebecca, and we are on track with their program.) We discussed the October 10 countywide staff training, which will run from 9:30am until about 4pm, with keynote presentations, breakout sessions, and table talks. I am planning on attending.

On April 27, I stopped by the American Legion hall next door and told them we want to serve veterans better. I dropped off a survey to see what kinds of programming they would like to see us offer and asked if they would like to help us throw the pow wow in mid-October. Lyle Shanks, who I believe is an officer on the Board there, offered to deliver the completed surveys in a few weeks. On April 28, I attended the Township Board meeting. Most of it was focused on the upcoming July 4 celebration. Something incidental that caught my interest was a statement from one of the trustees that public comment occurs after any changes are made to the Agenda in order that further changes may be made if a member of the public wants to add an item.

Many of the meetings I participated in in the past month were focused on the local history project we are seeking to fund through the Improving Access to Information Grant. On April 20, I met with Roy Serrao of BiblioBoard, a platform some have found useful for local history collections. It is an amazing platform and offers a lot of possibilities in local history and other community-driven curation kinds of programs, but the free services offered by Library of Michigan and Digital Library of America are sufficient for what we're planning now. These were explained to me in detail during a Zoom meeting with Chelsea Denault of Michigan Digital Preservation Network, Biz Gallo of LM, and Rick Adler of DPLA on the morning of April 27. The day before, I had attended Biz's webinar on Copyright Considerations for digitized historical photos. On May 4, I presented my ideas for the grant proposal to the LM Grant Coordinator Karren Reish over Zoom and she encouraged me and provided some guidance. Finally, last week, I had another Zoom meeting with Biz Gallo to nail down some of the details for the grant application.

Volunteers

Elijah Kincaid has contacted us to say that his schedule was too full for him to volunteer. Recently, a woman called to find out about volunteer opportunities for her daughter, but we kept missing each other.

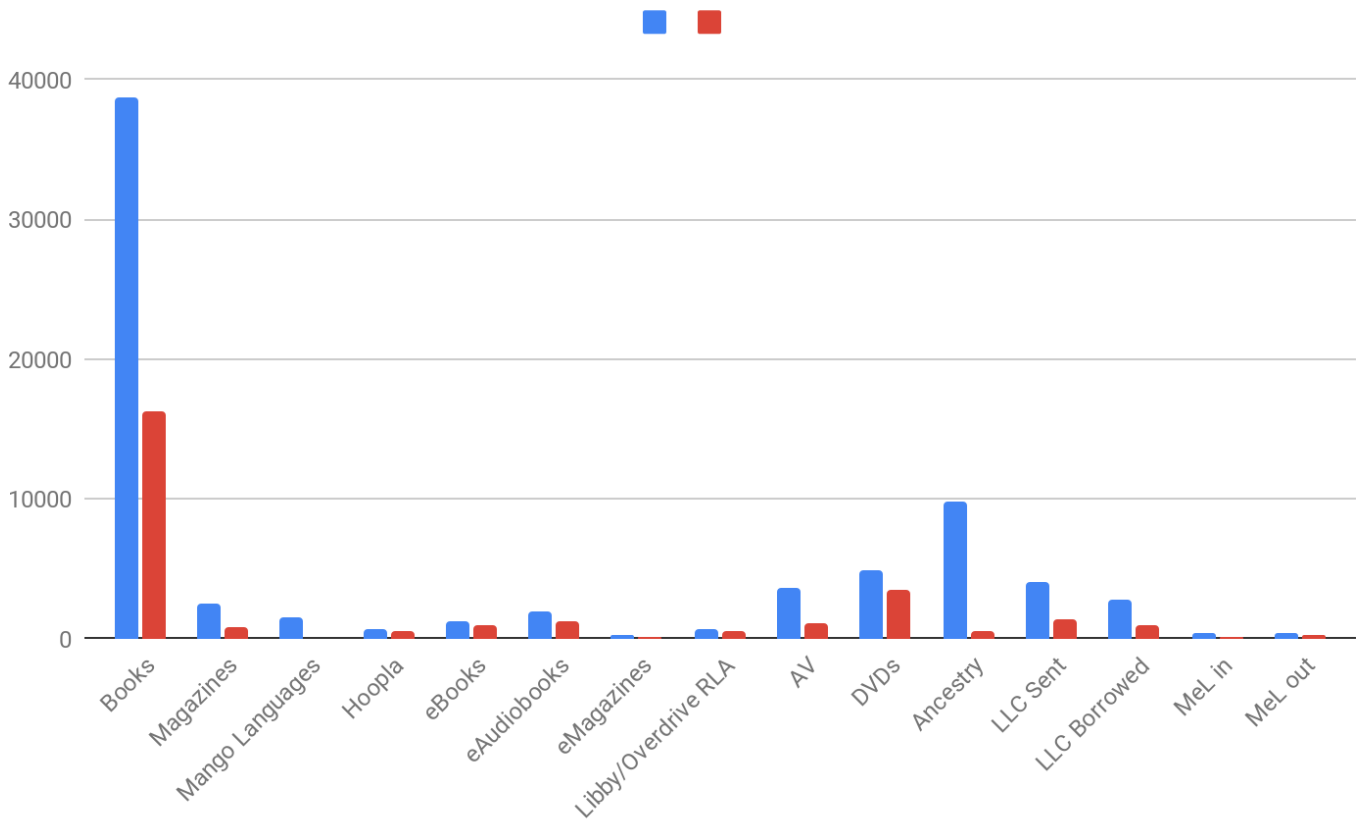
Library Closings

The library had no closings over the past month.

Completed May 13, 2022, 7:20AM

	2021											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	1982	2056	2267	2191	2951	4101	4274	4314	3886	3745	3802	3121
Magazines	130	214	119	115	260	222	203	301	244	232	280	173
e-Magazines/Audio/Hoopla	187	144	104	73	189	767						
Hoopla							102	122	99	94	159	83
eBooks							257	220	200	200	202	185
eAudiobooks							300	350	331	358	348	302
eMagazines							39	49	42	49	24	22
Libby/Overdrive RLA Loans							152	118	92	134	130	
AV	547	727	566	420	179	160	184	176	208	133	172	174
DVDs	102	115	128	79	518	282	657	627	583	700	626	491
Ancestry	710	1398	1063	335	1176	359	1048	375	762	1660	817	73
LLC Sent	438	405	368	234	302	362	297	314	361	315	342	259
LLC Borrowed	293	179	153	310	143	248	241	282	243	291	188	250
MeL in	33	53	33	36	28	36	38	49	39	35	39	37
MeL out	35	47	30	41	29	40	36	44	43	33	41	35

	2022											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4006	3461	4590	4258								
Magazines	188	172	242	170								
Mango Languages	0	13	3	4								
Hoopla	110	134	131	173								
eBooks	254	198	233	236								
eAudiobooks	336	257	335	348								
eMagazines	39	60	52	35								
Libby/Overdrive RLA Loans	148	123	136	177								
AV	278	235	293	291								
DVDs	826	705	963	934								
Ancestry	3	0	230	362								
LLC Sent	391	333	367	321								
LLC Borrowed	299	223	176	257								
MeL in	57	50	44	38								
MeL out	63	54	47	40								



DORR TOWNSHIP LIBRARY

**RESOLUTION TO APPROVE FOIA PROCEDURES AND GUIDELINES,
A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

At a regular meeting of the Library Board of the Dorr Township Library (“Library”), Allegan County, Michigan, held at the Library on the 16th day of May, 2022 at 6:30 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the Library is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended (“FOIA”);

WHEREAS, in the performance of its function as trustees for the Library, it is necessary and appropriate for the Library Board to establish and adopt policies for the operation of the Library;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Library shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Library and explaining how to understand the Library’s written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

NOW THEREFORE, the Library Board of the Dorr Township Library, Allegan County, resolves as follows:

1. The Library hereby adopts and approves the amended Library Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.
2. The Library also adopts and approves the amended Written Public Summary (attached as Exhibit B to this Resolution).
3. The Library also adopts and approves the amended Detailed Itemization Sheet (attached as Exhibit C to this Resolution). The Library also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Library and do not conflict with the FOIA.

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DORR TOWNSHIP LIBRARY

FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

I. PURPOSE.

The Dorr Township Library (“Library”) adopts the public policy set forth in the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”), that all persons, except those persons incarcerated in state, county or federal correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, consistent with the FOIA. Access to information is important so that people may fully participate in the democratic process. These Procedures and Guidelines are enacted in compliance with the requirements set forth in Section 4(4) of the FOIA.

II. FOIA COORDINATOR.

The Library Director shall be the FOIA Coordinator. The FOIA Coordinator will respond to requests in accordance with the FOIA. An employee of the Library who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and approving a denial of a request and signing the written notice of denial. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing requests for the Library’s public records, and in approving a denial.

III. REQUEST REQUIRED.

A. *Requestor; Public Record.* An individual, corporation, limited liability company, partnership, firm, organization, association, governmental entity, or other legal entity, except those persons incarcerated in state, county or federal correctional facilities, may request public records from the Library. “Public Record” has the meaning as defined in Section 2(e) of the FOIA.

B. *Verbal Requests.* The Library may, but is not required to, provide public records in response to a verbal request, unless such verbal request is for information that the Library believes is available on its website. In such case, an employee, where practicable and to the best of his or her knowledge, shall inform the requestor about the pertinent website where the information is available.

C. *Written Requests.* Except as provided in Section III.B above, a person desiring to inspect, copy or receive a copy of a public record shall make a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission.

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1. Where to Send the Request. Whenever possible, requests for public records should be directed to the following recipients so that the information can reach the FOIA Coordinator:

a. By mail or in person:

Dorr Township Library
Attn: FOIA Coordinator
Address: Dorr Township Library
1804 Sunset Dr.
Dorr, MI 49323

b. By e-mail: dorrlibrary.mi@gmail.com

c. By fax: 616-681-5650

2. Sufficient Description. Requests in writing must identify the public record sufficiently to allow the Library to find the requested record. If not, the request may be denied on that basis.

3. Requestor Contact Information Required. A request from a person must include the following (unless the request is from an individual who qualifies as indigent under Section 4(2)(a) of the FOIA):

a. the requesting person's complete name, address, and contact information, and

b. if the request is made by a person other than an individual, the complete name, address, and contact information of the person's agent who is an individual.

An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

4. Electronic Transmissions. For requests sent by electronic transmission, the following shall apply:

a. Electronic Transmissions. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the Library's FOIA coordinator until 1 business day after the electronic transmission is made.

b. Spam or Junk Mail Folder. If a written request is sent by electronic mail and delivered to the Library's spam or junk mail folder, the request is not received until 1 day after the Library first becomes aware of

EXHIBIT A

the written request. The Library shall note in its records both the time a written request is delivered to its spam or junk mail folder and the time the Library first becomes aware of that request. The FOIA Coordinator shall be responsible for routinely monitoring the spam and junk mail folders in order to determine whether they contain any FOIA requests.

5. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. The Library is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

6. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

IV. PROCEDURES FOR RESPONDING TO WRITTEN FOIA REQUESTS .

A. *Response.* Unless otherwise agreed to in writing by the person making the request, the Library shall respond to a request within 5 business days after it receives the request by:

1. Granting the request (which would include notifying the requestor that all or a portion of the public records requested are available on the website, if applicable);

2. Issuing a written notice to the requesting person denying the request;

3. Granting the request in part and issuing a written notice to the requesting person denying the request in part (which would include notifying the requestor that all or a portion of the public records requested are available on the website if applicable); or

4. Issuing a notice extending for not more than 10 business days the period during which the Library shall respond to the request.

The Library's written response shall be considered the final determination regarding the FOIA request.

B. *Understanding the Library's Response.* The Library has an obligation to respond as required under the FOIA. If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted. However, if the request is denied or denied in part, the Library shall provide the following information:

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1 Pursuant to Section 13 of the FOIA, the Library may exempt certain documents from disclosure. The FOIA Coordinator will review the request to determine if any exemptions apply. The FOIA Coordinator may request assistance from the Library's Attorney regarding the application of exemptions. If exempt, the Library shall provide an explanation of the basis under this act or other statute for the determination that the public record, or portion of that public record, is exempt from disclosure, if that is the reason for denying all or a portion of the request.

2. A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library, if that is the reason for denying the request or a portion of the request. The denial letter may indicate that the letter serves as the certificate as required by the FOIA.

3. A description of a public record or information on a public record that is separated or deleted pursuant to Section 14 of the FOIA, if a separation or deletion is made.

4. A full explanation of the requesting person's right to do either of the following:

a. Submit to the Library Board a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial; or

b. Seek judicial review of the denial under Section 10 of the FOIA.

5. Notice of the right to receive attorneys' fees and damages as provided in Section 10 of the FOIA, MCL 15.240, if, after judicial review, the court determines that the Library has not complied and orders disclosure of all or a portion of a public record.

C. *No Obligation to Create Records.* The FOIA does not require the Library to make a compilation, summary, or report of information. Further, the Library is not required to create a new public record in order to respond to a request.

D. *Documents Available on Website.* If the FOIA Coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the Library shall notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the

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public records in the specified format. On the detailed itemization, the Library shall separate the requested public records that are available on its website from those that are not available on the website and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

V. FEES.

The Library may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record because it has established, made publicly available, and follows these Procedures and Guidelines and the FOIA. The fee shall be limited to actual mailing costs and to the actual incremental cost of duplication or publication including labor; the cost of search, examination and review; and the deletion and separation of exempt information from non-exempt information as set forth more fully in these Procedures and Guidelines. The FOIA Coordinator shall provide a detailed itemization of costs on a standard form, as required under Section 4(4) of the FOIA (“Detailed Itemization”). The total fee shall not exceed the sum of the following components:

A. *Labor Costs:*

1. Searching for, Locating and Examining.

a. The Library may charge for searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance regardless of whether that person is available or who actually performs the labor.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

2. Separating and Deleting Exempt from Non-Exempt:

a. For services performed by an employee of the Library, the Library shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from non-exempt information in the particular instance, regardless of whether that person is available or who actually performs the labor. All references in these Procedures and Guidelines to separating and deleting exempt information from non-exempt information shall refer to the separation and deletion requirements set forth in Section 14 of the FOIA, MCL 15.244.

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b. If the Library does not employ a person capable of separating and deleting exempt information from non-exempt information in the particular instance, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from non-exempt information in the same manner as employee labor costs when calculating charges under this subdivision if all of the following occur:

1) The Library's FOIA Coordinator determines on a case-by-case basis that the Library does not employ a person capable of separating and deleting exempt information from non-exempt information.

2) The Library clearly notes the name of the contracted person or firm on the Detailed Itemization.

3) Total labor costs calculated for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate.

c. These labor costs shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

d. The Library shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the Library's possession.

e. If the Library directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from this labor charge.

3. Duplication or Publication Labor Charges.

a. The Library may charge labor costs for duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

b. The Library shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance, regardless of whether that person is available or who actually performs the labor.

c. Labor costs shall be estimated and charged in increments of one (1) minute, with all partial time increments rounded down.

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4. Fringe Benefit Costs. The Library may also add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits in the Detailed Itemization. Subject to the 50% limitation, the Library shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits.

If all or a portion of the requested records are available on the website and the Library has included the website address in its written response but the requestor wants the public records in a paper format or other nonpaper physical media, the Library shall provide the public records in the specified format but may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.

5. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.

6. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

7. Unreasonably High Costs. The labor fee shall not be charged for (1) searching for, locating and examining of public records, or (2) the cost of the deletion and separation of exempt information from non-exempt information, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs. The FOIA Coordinator has authority to determine when the costs are unreasonably high in a particular instance, including, but not limited to, instances when the costs would be excessive and beyond the normal or usual amounts for responding to a request. In doing so, the FOIA Coordinator may take into account considerations such as the volume and complexity of the FOIA request as well as the Library's particular fiscal condition at the time of the request or any other conditions authorized by law.

B. *Other Costs.*

1. Nonpaper Physical Media. Costs for providing records on nonpaper physical media.

a. The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. The Library is not required to provide the documents on nonpaper physical media if it

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lacks the technological capability necessary to provide records on the requested particular nonpaper physical media.

b. For public records provided to the requestor on nonpaper physical media, the Library may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The Library may use (but is not required to) a computer disc, thumb drive or other nonphysical media provided by the requestor but only if it is provided in its original packaging. Because the safety and security of the Library's computers and network is of important public interest, the Library may take that security interest into account when determining the means of providing the documents on nonpaper physical media.

2. Costs for Providing Paper Copies.

a. For paper copies of public records provided to the requestor, the Library may charge the actual total incremental cost of necessary duplication or publication, not including labor.

b. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the number of sheets provided.

c. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8½ by 11 inch paper or 8½ by 14 inch paper. For all other paper sizes, the Library may charge the actual total incremental cost of duplication or publication, not including labor.

d. The Library shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

3. Mailing Costs.

a. The Library shall charge the actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

b. The Library shall not charge more for expedited shipping or insurance unless specifically stipulated by the requestor, but may otherwise charge for the least expensive form of postal delivery confirmation when mailing public records.

C. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public

EXHIBIT A

records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

- D. *Fees Paid Before Providing Documents.* The Library shall require that all fees be paid in full before providing records in response to granted or granted in part written requests.

VI. DEPOSIT.

A. *Deposit.* In either the Library's initial response or subsequent response as described under Section 5(2)(d), the Library may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed $\frac{1}{2}$ of the total estimated fee, and the Library's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by the Library regarding the time frame it will take the Library to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon the Library, but the Library shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy under Section 1 and the nature of the request in the particular instance. If the Library does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve the Library from any of the other requirements of this act.

B. *Increased Deposit For Prior Unpaid Requests.* After the Library has granted and fulfilled a written request from an individual under this act, if the Library has not been paid in full the total amount for the copies of public records that the Library made available to the individual as a result of that written request, the Library may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

1. The final fee for the prior written request was not more than 105% of the estimated fee.
2. The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
3. The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
4. Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
5. The individual is unable to show proof of prior payment to the Library.

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6. The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit from an individual described above if any of the following apply:

1. The individual is able to show proof of prior payment in full to the Library;
2. The Library is subsequently paid in full for the applicable prior written request; or
3. Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.

C. *Payment of Deposit; Abandonment of Request.* If a deposit that is required under Subsection 4(8) or 4(11) of the FOIA (as described in Subsections VI.A and B above) is not received by the Library within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the public body is no longer required to fulfill the request. This notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent.

VII. WAIVER OR REDUCTION OF FEES.

- A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:
 1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.
 - a. If the requestor is eligible for a requested discount, the Library shall fully note the discount on the Detailed Itemization.
 - b. If a requestor is ineligible for the discount, the Library shall inform the requestor specifically of the reason for ineligibility in the Library's written response. An individual is ineligible for this fee reduction if any of the following apply:
 - 1) The individual has previously received discounted copies of public records from the Library twice during that calendar year.

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2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request, as verified by an affidavit executed by the requestor.

2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

- a. Is made directly on behalf of the organization or its clients.
- b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- c. Is accompanied by documentation of its designation by the state, if requested by the Library.

B. *Public Interest Reduction or Waiver*. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

C. *Reduction for Late Responses*. If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall do the following:

1. Reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:
 - a. The late response was willful and intentional.
 - b. The written request:
 - (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
 - (ii) specifically included the words, characters, or abbreviations for “freedom of information”, “information”, “FOIA”, “copy”, or a recognizable misspelling of such, or appropriate legal code reference for

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this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

2. If a charge reduction is required, the Library shall fully note the charge reduction on the Detailed Itemization.

VIII. INSPECTION.

Upon request, the Library must furnish a requesting person a reasonable opportunity for inspection and examination of its public records, and must furnish reasonable facilities for making memoranda or abstracts from its public records during the usual business hours. Pursuant to Section 4(1) of the FOIA, the Library may charge a fee for the public record search, for the necessary copying of a public record for inspection or for providing a copy of the public record after inspection.

The FOIA permits the Library to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions. The Library must protect public records from loss, unauthorized alteration, mutilation, or destruction. As such, the Library authorizes the FOIA Coordinator to determine whether in a particular circumstance an employee or agent of the Library must be present at any inspection of documents to protect the public records, and in such cases may assess charges as appropriate under law.

IX. CERTIFIED COPIES.

The Library must, upon written request, furnish a requesting person a certified copy of the public record disclosed in whole or in part by the Library.

X. APPEALS.

A. *Appeal of a Final Determination to Deny All or a Portion of the Request.*

1. Submit an Appeal. If a requestor desires to appeal all or part of a final determination to deny a request, the requestor must submit to the Dorr Township Library Board ("Library Board") a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.
2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.
3. Response to Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:
 - a. Reverse the disclosure denial.

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- b. Issue a written notice to the requesting person upholding the disclosure denial.
- c. Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.
- d. Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Library Board shall respond to the written appeal. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).*

1. Submit an Appeal. If the Library requires a fee that exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA, the requesting person may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under these Procedures and Guidelines or Section 4 of the FOIA.

2. Receipt of Appeal. The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Library Board following submission of the written appeal.

3. Response of Appeal. Within 10 business days after receiving a written appeal, the Library Board shall do 1 of the following:

- a. Waive the fee.
- b. Reduce the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 of the FOIA that supports the remaining fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available Procedures and Guidelines and Section 4 of the FOIA.
- c. Uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee. The determination shall include a certification from the Library Board that the statements in the determination are accurate and that the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA.
- d. Issue a notice extending for not more than 10 business days the period during which the Library Board must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the

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extension is necessary. The Library Board shall not issue more than 1 notice of extension for a particular written appeal.

XI. CIVIL ACTION.

A. Civil Action for Non-Disclosure or Denial of Public Records.

1. Civil Action After Appeal: If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library's final determination to deny a request.
2. Civil Action Directly After Denial. A requestor may also commence a civil action in the circuit court to compel the Library's disclosure of the public records within 180 days after the Library's final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
3. Remedies; Fines. If the court determines a public record is not exempt from disclosure, it shall order the Library to cease withholding or to produce all or a portion of a public record wrongfully withheld. If the person prevails, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Library prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines that the Library has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Library to pay a civil fine of \$1,000.00 and shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00.

B. Civil Action Regarding Fees.

1. Civil Action After Appeal. A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) made a determination on a written appeal. A requestor must submit an appeal to the Library Board for a fee reduction before commencing a civil action. If a civil action is commenced against the Library, the Library is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board.
2. Remedies; Fines. If the requesting person prevails by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. If the court determines the Library has arbitrarily and capriciously

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violated this act by charging an excessive fee, the court shall order the Library to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction.

XII. FOIA RECORD RETENTION.

The FOIA Coordinator must keep a copy of all written requests and documents sent in response to the request for public records on file for no less than 1 year, unless a longer retention time has been specified in a record retention policy applicable to the Library.

XIII. PUBLICATION AND NOTIFICATION OF PROCEDURE AND GUIDELINES.

Because the Library maintains a website, these Procedures and Guidelines and the summary shall be posted and maintained on the website. The Library shall make these Procedures and Guidelines and summary publicly available by providing free copies both in the response to a written request and upon request by visitors at the Library. However, the Library may include the website link instead of providing paper copies in its response to a written request.

XIV. SEVERABILITY; ENFORCEABILITY.

If any clause, provision or section of these Procedures and Guidelines shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections. If any of the Procedures and Guidelines is determined by the FOIA Coordinator to be in conflict with the FOIA or other law after adoption, the FOIA Coordinator has the authority to process FOIA requests in conformance with the FOIA and shall seek to amend these Procedures and Guidelines as soon as possible.

XV. EFFECTIVE DATE.

These Procedures and Guidelines shall become effective upon approval.

EXHIBIT B

DORR TOWNSHIP LIBRARY

**WRITTEN PUBLIC SUMMARY OF THE
FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES**

The Dorr Township Library (“Library”) adopts this written public summary pursuant to the requirements of Section 4(4) of the Michigan Freedom of Information Act, 1976 PA 442 (“FOIA”) so that the public will understand the Library’s Procedures and Guidelines for processing FOIA requests. This is a summary of the Procedures and Guidelines. A complete copy of the Procedures and Guidelines is available at the Library located at 1804 Sunset Dr., Dorr, MI 49323 or on the website at <https://www.dorrlibrary.michlibrary.org>.

A. How Can I Request a Public Record?

- A person (except those persons incarcerated in state, county or federal correctional facilities), may request public records.
- The requestor must send a written request for the public record to the Library. A request can be made through a letter, in person, or sent by electronic transmission. The requests should be directed to the FOIA Coordinator. The contact information is as follows:

a. By mail or in person:

Dorr Township Library
Attn: FOIA Coordinator
Address: Dorr Township Library
1804 Sunset Dr.
Dorr, MI 49323

b. By e-mail: dorrlibrary.mi@gmail.com

c. By fax: 616-681-5650

- A request from a person must include (unless the request is from an individual who qualifies as indigent) the person’s complete name, address (in compliance with United State Postal Service standards), and contact information, and if made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. Contact information must include a valid telephone number or electronic mail address.
- The requestor will not be required to use a specific form or format, but requests must identify the public record sufficiently to allow the Library to find the requested record.
- The Library may, but is not required to, respond to a verbal request. However, if the Library believes the information is available on its website, the Library will inform the requestor of the website location where practicable and to the best of his or her knowledge.

B. When Can I Expect a Response?

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- Unless otherwise agreed to in writing, the Library will respond or seek a deposit within 5 business days after it receives the request. However, the Library may extend that time period by 10 business days.
- Please keep in mind that a request sent by e-mail or other electronic means is not considered received until 1 business day after it is transmitted. If the request is sent to a spam or junk mail folder, it is not considered received until 1 day after it is discovered.

C. **How Can I Understand the Response?**

- If the Library grants a written request in full, the requestor will receive a notice indicating that it has been granted.
- However, if the request is denied or denied in part, the Library shall provide any or all of the following information, depending upon the reason for the denial:
 - An explanation of the basis that the public record, or portion of that public record, is exempt from disclosure, including a description of the information that is separated or deleted.
 - A certificate that the public record does not exist under the name given by the requestor or by another name reasonably known to the Library.
 - A full explanation of the requesting person's right to (1) submit to the Library Board a written appeal; or (2) seek judicial review of the denial under Section 10 of the FOIA. (See below for more details).
 - Notice of the right to receive attorneys' fees and damages if a court determines that the Library has not complied and orders disclosure of all or a portion of a public record.
- If a request is granted in part or granted in full, the Library will require payment before providing documents.

D. **What if I Request Documents Available on the Website?**

- If documents are available on the website, to the degree practicable, the response will include a specific webpage address where the requested information is available.
- The Library will inform the requestor of the additional charge to receive copies of the public records that are available on its website.

E. **What Fees Will the Library Charge?**

- The FOIA Coordinator will provide a detailed itemization of costs.
- For labor costs, the fee shall not exceed the sum of the following components:
 - Hourly Wage. The Library will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records; separating and deleting exempt information from non-exempt information; and for duplication and publication regardless of whether that person

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is available or who actually performs the labor, except if the Library does not employ a person capable of separating and deleting exempt information from non-exempt information, it may treat necessary contracted labor costs for that purpose in the same manner as employee labor costs but may not exceed 6 times the State minimum hourly wage.

- Time Increments: The fee will be charged in fifteen (15) minute increments, with all partial time rounded down, except the labor fee for duplication and publication, which shall be charged in one (1) minute increments.
 - Determination of Unreasonably High Labor Costs: The fee for searching for, locating and examining public records and separating exempt information from non-exempt information (including redacting) will not be charged, unless failure to charge a fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance, and the Library specifically identifies the nature of these unreasonably high costs.
 - Overtime: Overtime wages shall not be included unless agreed to by the requestor.
 - Description of Charge: The detailed itemization will include both the hourly wage and the number of hours charged.
 - Fringe Benefit Costs: The Library may also add up to 50% to the applicable labor charge amount (but may not exceed actual costs) to cover or partially cover the cost of fringe benefits if it clearly notes the percentage multiplier used to account for benefits, unless a requestor wants records that are available on the website. In which case, the fringe benefit multiplier can be greater than the 50% limitation.
- For public records provided to the requestor on nonpaper physical media (discs, flash drives, e-mails), the Library may charge the actual and most reasonably economical cost of the media.
 - For paper copies, the Library may charge the actual total incremental cost of necessary duplication or publication not to exceed \$.10 per page (single or double sided) for 8½ by 11-inch paper or 8½ by 14 inch paper. The Library will charge the actual cost of copies made on paper of a different size. The Library will use double-sided printing, if cost saving and available.
 - The Library may charge the actual cost of mailing and the least expensive form of postal delivery confirmation.

F. Will a Deposit be Required? When do I have to Pay the Deposit?

- The Library may require a good-faith deposit of ½ of the estimated fee if the entire fee estimate or charge authorized under the FOIA exceeds \$50.00, based on a good-faith calculation of the total estimated fee.
- The Library will also provide a best efforts, nonbinding estimate of the time frame it will take the Library to provide the public records to the requestor.
- If the Library has granted a prior request but has not been paid in full, the Library may require a deposit of up to 100% of the estimated fee if all of the following apply:

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- The final fee for the prior written request was not more than 105% of the estimated fee.
- The public records made available contained the information being sought in the prior written request and are still in the Library's possession.
- The public records were made available to the individual, subject to payment, within the time frame estimate described Section 4(7) of the FOIA.
- Ninety days have passed since the Library notified the individual in writing that the public records were available for pick up or mailing.
- The individual is unable to show proof of prior payment to the Library.
- The Library calculates a Detailed Itemization that is the basis for the current written request's increased estimated fee deposit.

The Library shall no longer require an increased estimated fee deposit if **any** of the following apply:

- The individual is able to show proof of prior payment in full to the Library;
 - The Library is subsequently paid in full for the applicable prior written request; or
 - Three hundred sixty-five days have passed since the individual made the written request for which full payment was not remitted to the Library.
- If a deposit is not received within 45 days from receipt of the deposit notice letter (it is considered received 3 days after it is sent), and no appeal of the deposit amount is filed, the request is abandoned. The notice of a deposit will include the date by which the deposit must be received (48 days after notice is sent).

G. Am I Entitled to a Wavier or Reduction of Fees?

- A reduction of the fee by \$20.00 is available to certain individuals who submit an affidavit stating they are indigent and receiving public assistance, or if not receiving public assistance, stating facts showing inability to pay because of indigency. For this reduction to apply, the individual may not have received discounted fees twice during that calendar year and the person may not be requesting on behalf of parties who are paying to make the request.
- A reduction of the fee by \$20.00 is also available to certain non-profit organizations formally carrying out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act, provided that the request is made on behalf of the organization or its clients, is made for a reason consistent with the laws under Section 931 of the mental health code and is accompanied by documentation of its designation by the state.
- The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
- If the Library does not respond to a written request in a timely manner as required by the FOIA, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction, if the late response was

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willful and intentional or the written request included specific language as set forth more fully in the Procedures and Guidelines.

H. How Can I Appeal a Decision to Deny All or Part of My Request?

- If a requestor desires to appeal all or part of a decision to deny a request, the requestor must submit to the Dorr Township Library Board (“Library Board”) a written appeal that specifically states the word “appeal” and identifies the reason or reasons for reversal of the denial.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by reversing the disclosure denial, upholding the denial, revising in part and upholding in part the denial or issuing a 10-business day extension.

I. How Can I Appeal a Determination of the Fee or Deposit Amount?

- The requestor may submit to the Library Board a written appeal for a fee reduction that specifically states the word “appeal” and identifies how the required fee exceeds the amount permitted under the Procedures and Guidelines or Section 4 of the FOIA.
- The Library Board is not considered to have received a written appeal until the first regularly scheduled meeting after submission of the written appeal.
- The Library will respond within 10 business days by waiving the fee, reducing the fee and explaining the basis for the remaining fee, upholding the fee or issuing a 10-business day extension.

J. Can I File a Lawsuit Regarding the Denial of a FOIA Request?

- If the Library Board fails to respond to a written appeal or if the Library Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requestor may seek judicial review of the nondisclosure by commencing a civil action within 180 days after the Library’s final determination to deny a request. A requestor may also commence a civil action in the circuit court to compel the Library’s disclosure of the public records within 180 days after the Library’s final determination to deny a request. The requestor is not required to appeal the denial to the Library Board before commencing the civil action.
- If a person prevails in an action regarding the denial of a request, the court shall award reasonable attorneys fees, costs and disbursements. If the person prevails in part, the court may award all or a portion of the attorneys’ fees, costs and disbursements. If the court determines the FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$1,000.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

K. Can I File a Lawsuit Regarding the Fee Charged For a FOIA Request?

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- A requestor may commence a civil action in the circuit court for a fee reduction if the Library (1) failed to respond to a written appeal or (2) issued a determination of a written appeal. This action must be filed within 45 days after receiving notice of the determination of an appeal to the Library Board. The requestor must file an appeal for a fee reduction before commencing a circuit court action.
- If a person prevails in an action by receiving a reduction of 50% or more of the total fee, the court may award all or a portion of the reasonable attorneys' fees. If the court determines FOIA was arbitrarily or capriciously violated, the court shall order a civil fine of \$500.00 to be paid to the state treasury. The court may also award actual, compensatory or punitive damages.

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EXHIBIT C

DORR TOWNSHIP LIBRARY DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records</p> <p>1. <i>Determination of Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down:</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons: _____ _____</p>	<p>Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3)</p> <p>Total time: _____ hours _____ hours (E2) _____ hours (E3)</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information, including Redaction of Documents.</p> <p>1. <i>For employees, determination of the Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable)</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. <i>Determination of total time using increments of 15 minutes with partial time rounded down.</i> _____ hours; E2 _____; E3 _____.</p> <p>The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons: _____ _____</p> <p>2. <i>For Contracted Labor Costs:</i> <input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm: _____</p> <p>a. <i>Determination of the Hourly wage:</i></p>	<p>Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3)</p> <p>Total time: _____ hours _____ hours (E2) _____ hours (E3)</p> <p>B1. Total Fee (hourly wage x total time): \$ _____</p>

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<p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$ _____</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Contracted labor hourly wage: \$ _____</p> <p>Contracted labor hours: _____ hours</p> <p>B.2 Total Fee for contracted labor (hourly wage x hours): \$ _____</p>
<p>C. Cost for Duplication and Publication.</p> <p>1. Determination of the Hourly wage: \$ _____</p> <p><input type="checkbox"/> Hourly wage includes a fringe benefit percentage multiplier of _____%</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$ _____</p>
<p>Other Actual Costs</p>	
<p>D. Costs for Paper Copies.</p> <p>The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <p>1. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>2. Other paper sizes: \$ _____ per sheet x _____ number of sheets = \$ _____.</p>	<p>D. Total Fee (add totals for all sizes of paper): \$ _____</p>
<p>E. Costs for Nonpaper Physical Media.</p> <p>The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$ _____ per item x _____ number of items .</p>	<p>E. Total Fee: \$ _____</p>
<p>F. Cost of Mailing:</p> <p>1. The actual cost of mailing: \$ _____</p> <p>2. Fee for the least expensive postal delivery confirmation: \$ _____</p> <p>3. Costs for the envelope or box for mailing \$ _____.</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>F. Total Fee: (add all 3 costs): \$ _____</p>
<p>Total Fee (If No Deposit) Fee paid on: _____</p>	

EXHIBIT C

Deposit Required		
<p><input type="checkbox"/> The Library requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00.</p> <p><input type="checkbox"/> The Library requires a deposit of \$_____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA.</p> <p>The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.</p>		<p>Deposit Amount:</p> <p>\$_____</p> <p>Deposit Paid on _____</p>
<p>Total Fee \$_____</p> <p>- Deposit Amount \$_____</p> <p>= Remaining Fee Due of \$_____</p> <p>Fee Paid on _____</p>		<p>Total Fee Due:</p> <p>\$_____</p>

Costs for Providing Documents Available on the Website		
<p>The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The Library has determined that the detailed itemization of the cost of the information that is available on the website is \$_____.</p>		<p>Total Fee:</p> <p>_____</p>

Reductions for Late Response		
<p>Reduction for Late Response: If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction.</p> <p>_____ days x 5% of labor costs = \$_____</p>		<p>Subtract \$_____ of labor charges (up to 50% of labor costs).</p>

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EXHIBIT C

DORR TOWNSHIP LIBRARY DETAILED ITEMIZATION

LABOR CHARGES	
<p>A. Cost for Searching for, Locating and Examining of Public Records in Conjunction with Receiving and Fulfilling a <u>Granted Written Request</u>.</p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier=\$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>2. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; for 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>Hourly wage: \$ _____</p> <p>Total time: _____ hours</p> <p>A. Total Fee (hourly wage x total time): \$ _____</p>
<p>B. Cost for Separating Exempt Information from Non-Exempt, including Redaction of Documents.</p> <p>1. For <u>Employee Labor Costs</u>:</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours). _____ hours.</p>	<p>1.a Hourly wage for employees: \$ _____</p> <p>1.b Total time for employees: _____ hours</p> <p>1.c Total Employee labor charge (hourly wage x hours): \$ _____</p>

EXHIBIT C

<p>2. <i>For Contracted Labor Costs:</i></p> <p><input type="checkbox"/> The FOIA Coordinator has determined that the Library does not employ a person capable of deleting exempt information from non-exempt information in the particular instance and the work is being performed by the following person or firm:</p> <p>_____</p> <p>a. Determination of the Hourly wage:</p> <p>The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$_____</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>b. Determination of total time using increments of 15 minutes with partial time rounded down. (So, for 15 minutes, use .25 hours; 30 minutes, use .5 hours; 45 minutes use .75 hours). _____ hours.</p> <p><input type="checkbox"/> The FOIA Coordinator has determined that failure to charge this fee would result in unreasonably high costs to the Library because of the nature of the request in the particular instance because of the following reasons:</p> <p>_____</p> <p>_____</p>	<p>2.a Contracted labor hourly wage: \$_____</p> <p>2.b Contracted labor hours: _____ hours</p> <p>2.c Total Fee for contracted labor (hourly wage x hours): \$_____</p>
<p>C. Cost for Duplication and Publication.</p> <p>1. Determination of the Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$_____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a percentage multiplier of _____% (hourly wage x percentage multiplier = \$_____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour.</p> <p>2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.</p>	<p>Hourly wage: \$_____</p> <p>Total time: _____ hours</p> <p>C. Total Fee (hourly wage x hours) \$_____</p>
<p>Other Actual Costs</p>	

EXHIBIT C

<p>D. Costs for Paper Copies. The actual total incremental cost of necessary duplication and publication using the most economical means available:</p> <ol style="list-style-type: none"> Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$_____ per sheet x _____ number of sheets = \$_____. Other paper sizes: \$_____ per sheet x _____ number of sheets = \$_____. 	<p>D. Total Fee (add totals for all sizes of paper): \$_____</p>
<p>E. Costs for Nonpaper Physical Media. The actual and most reasonably economical cost of the computer disc, flash drives, computer tape or other similar media: \$_____ per item x _____ number of items .</p>	<p>E. Total Fee: \$_____</p>
<p>F. Cost of Mailing:</p> <ol style="list-style-type: none"> The actual cost of mailing: \$_____ Fee for the least expensive postal delivery confirmation: \$_____ Costs for the envelope or box for mailing \$_____. <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>F. Total Fee: (add all 3 costs): \$_____</p>
<p>Costs for Providing Documents Available on the Website</p>	
<p>G. <input type="checkbox"/> The Library has notified the requestor in its written response that all or a portion of the requested information is available on its website. The following is a detailed itemization of cost of the information that is available on the website:</p> <ol style="list-style-type: none"> Labor Costs – Searching for, locating and examining: <ol style="list-style-type: none"> Determination of Hourly wage: The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$_____ <ul style="list-style-type: none"> <input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$_____) <input type="checkbox"/> This fee is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$_____ per hour. Determination of total time using increments of 15 minutes with partial time rounded down _____ hours. 	<p>1. Total fee (hourly wage x hours): \$_____</p>

EXHIBIT C

<p>2. <i>Labor Costs: Copying or Duplication:</i></p> <p>a. Determination of Hourly wage:</p> <p>The hourly wage of the lowest paid public employee capable of searching for, locating and examining the public records in this particular instance regardless of who actually performs the labor. \$ _____</p> <p><input type="checkbox"/> This labor charge includes fringe benefit costs (up to 50% of the applicable labor charge but not more than the actual costs of fringe benefits) using the hourly wage identified above and a multiplier of _____% (hourly wage x percentage multiplier = \$ _____)</p> <p><input type="checkbox"/> This hourly wage is an overtime rate that <u>was agreed to by the requestor</u> in the amount of \$ _____ per hour.</p> <p>b. Determination of total time using increments of ___ minutes with partial time rounded down. _____ hours.</p> <p>3. The actual total incremental cost of necessary duplication and publication:</p> <p>a. Not to exceed \$.10 per sheet for 8 ½ by 11 or 8 ½ by 14 in paper: \$ _____ per sheet x _____ number of sheets = \$ _____.</p> <p>b. Other paper sizes: \$ _____ per sheet x _____ number of sheets = _____.</p> <p>4. Costs for Nonpaper Physical Media \$ _____ per item x _____ number of items.</p> <p>5. Cost of Mailing:</p> <p>a. The actual cost of mailing in a reasonably commercial and justifiable manner: \$ _____</p> <p>b. The charge for the least expensive postal delivery confirmation: \$ _____</p> <p>c. Costs for the envelope or box for mailing. \$ _____</p> <p><input type="checkbox"/> The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.</p>	<p>2. Total fee (hourly wage x hours): \$ _____</p> <p>3. Total cost for paper copies: \$ _____</p> <p>4. Total cost for nonpaper physical media: \$ _____</p> <p>5. Total cost of Mailing: \$ _____</p> <p>G. Total Cost for Providing Documents: \$ _____</p>
<p>1. Subtotal Charges: Add Items A – F Above:</p> <p>2. Subtotal with Website Document Charges from G above if applicable</p>	<p>Total Fee: \$ _____</p> <p>Total Fee with website records included if applicable \$ _____.</p>

EXHIBIT C

Waivers or Reductions								
Public Interest Reduction or Waiver. The FOIA Coordinator may reduce or waive the imposition of fees if the FOIA Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. <input type="checkbox"/> Fee waiver granted or granted in part for a reduction of \$ _____		Subtract \$ _____						
Waiver of Fees of First \$20.00. A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following: 1. Indigency: Certain individuals who submit an affidavit stating that the individual is indigent or receiving public assistance as stated more fully in the FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver. 2. Certain Non-Profit Organizations. A non-profit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, and the protection and advocacy for individuals with mental illness act as stated more fully in FOIA and the Library's Procedures and Guidelines. <input type="checkbox"/> FOIA Coordinator Approves the Waiver.		Subtract Waiver of Fee: \$ _____						
Reduction for Late Response: If the Library does not respond to a written request in a timely manner, the Library shall reduce the charges for labor costs by 5% for each day the Library exceeds the time permitted, with a maximum 50% reduction. However, this reduction only applies (1) if the late response was willful and intentional or (2) if the request contained the language required by the FOIA for such reduction (See Procedures and Guidelines). _____ number of days x 5% of labor costs = \$ _____		Subtract \$ _____ of labor charges (up to 50% of labor costs).						
Final Total After Any Applicable Reductions or Waivers:		\$ _____						
Deposit: <input type="checkbox"/> The Library requires a deposit of \$ _____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. <input type="checkbox"/> The Library requires a deposit of \$ _____ (100% of the estimated fee) because this request meets the statutory requirements for failing to pay for prior requests under Section 4(11) of the FOIA. The deposit must be received on or before _____. If the deposit is not received by this date, the request will be considered abandoned.		Deposit Amount: \$ _____ <input type="checkbox"/> Deposit Paid on _____						
<table border="0"> <tr> <td>Total Fee</td> <td>\$ _____</td> </tr> <tr> <td>- Deposit Amount</td> <td>\$ _____</td> </tr> <tr> <td>= Remaining Fee Due of</td> <td>\$ _____</td> </tr> </table> <input type="checkbox"/> Fee Paid on _____		Total Fee	\$ _____	- Deposit Amount	\$ _____	= Remaining Fee Due of	\$ _____	Total Fee Due: \$ _____
Total Fee	\$ _____							
- Deposit Amount	\$ _____							
= Remaining Fee Due of	\$ _____							

EXHIBIT C

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Community Room Policy

I. Introduction and Purpose of Policy

The mission of the Dorr Township Library (“Library”) is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Community Room Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Community Room

A. General Use. **If no Library event or program is scheduled,** any person, group or organization may use the Community Room, pursuant to the requirements of this Policy (“Users”). The Community Room is available during regular Library hours and available after-hours pursuant to the after-hours policy provisions below.

B. Community Room. This policy applies to the Community Room. The capacity of the Community Room is fifty (50) people.

C. Scheduling.

1. Applications shall be accepted on a first-come, first-served basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. **If no events of these types are tentatively or officially scheduled, the Community Room may also be used for purely social events.**

2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.

3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled in the Community Room more than two months in advance. The Library will not accept reservations until the Library programming has been completed. The Library will accept same day reservations upon approval of Library staff.

4. The Library is responsible for scheduling use of the Community Room. The program and meeting schedule will be posted and updated regularly.

5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a time any day not to begin before 7:00 AM or to conclude after 10:00 PM.

6. No User may use the Community Room more than **five (5)** times per month.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Community Room. Applications should be emailed to dorrlibrary.mi@gmail.com or mailed or delivered in person to 1804 Sunset Dr., Dorr, MI 49323.

2. An applicant may tentatively reserve the Community Room by calling (616) 681-9678 and speaking to staff/leaving a voicemail. However, the reservation will not be considered official until the form is signed and returned and applicable fees and deposits paid.

3. Persons applying for use of the Community Room outside of regular Library hours must indicate this at the time of application, pick up the Library key during regular Library hours, and pay a deposit of \$10.00, refundable upon return of the key within 24 hours (not counting Sunday) of the end of the event.

4. Persons applying for ongoing use of the Community Room (*i.e.*, on behalf of groups with regular meeting schedules) must follow the application procedure to secure the first meeting. Thereafter, payment for subsequent meetings will be due at the beginnings of those meetings.

5. Persons, groups, or organizations unduly burdened by the \$25.00 room fee and/or the refundable deposits may petition the Board for a reduction of fees at the next scheduled Board meeting. Special consideration will be given to Applicants whose planned use of the Community Room will benefit the community. The Applicant must receive the Board's decision prior to finalizing the Application and confirming the scheduled use. Certain groups regularly using the Community Room prior to this revision of Policy will be allowed to continue paying \$5.00 per use.

6. If you need to cancel the Reservation, you must provide the Library a minimum of twenty-four (24) hours notice in order to receive a full refund of the \$25.00 room fee.

7. The application contains a statement waiving the Library's liability for all loss and damages. Thus, the Applicant's signature acts as an acknowledgment of this Waiver of Liability.

III. General Guidelines Affecting all Library Community Room

A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.

B. Use by Persons Under the Age of 18. Users of the Community Room **under the age of 18** must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will oversee the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.

C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Community Room.

D. Food and Beverages. Users of the Community Room may serve light refreshments. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food.

E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Community Room.

F. Equipment Requests. Tables and chairs are available for use in the Community Room. Requests for use of audio or visual equipment, additional tables and chairs, and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the Community Room in the future as well as forfeiting the \$25.00 cleaning deposit. Staff hours beyond the first hour required for cleaning the room will result in a cleaning charge of \$25.00 per hour. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 minutes before the Library closing time, unless arrangements have been made for use outside of Library hours.

H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.

I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.

J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.

K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors, or other surfaces unless approved by the

Library. If such approval is granted, any such material must be removed at the close of the scheduled time.

M. Open and Accessible Use. All activities in the Community Room must be free of admission fees or other charges.

N. Room Access. Users should allow adequate time to set up before and clean up after the event in their scheduled time.

IV. Fees

A. Clean Up and Damage Fee. In addition to forfeiting the \$25.00 cleaning deposit, a fee of \$25.00 per hour for cleanup will be charged for any additional time required for cleaning beyond the first hour if the Community Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Community Room.

B. Key Deposit. Any failure to return the Library key during regular Library hours and within 24 hours (not counting Sunday) after the end of the scheduled event will result in forfeiting the \$10.00 key deposit.

V. Library Disclaimer

A. No Endorsement. Use of the Community Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Community Room must state that "Dorr Township Library does not sponsor or endorse this event."

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Community Room or move the meeting to a different Community Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Community Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless. The Dorr Township Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

The Library Director or the Library Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2. *Subsequent Violations:* The Library Director or the Library Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

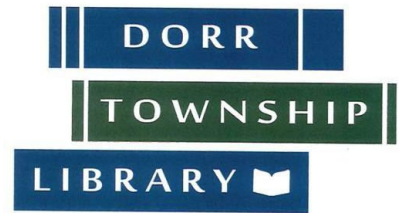
D. Reinstatement. The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Library Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

E. Damages. If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal. Users may appeal a decision in writing to the Library Director within 10 business days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

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Community Room Use Application

Name: _____

Date: _____

Address: _____

Phone: _____

ID: _____

- ID Type Library Card
 Driver's License State ID
 Other _____

Email: _____

Date & Time Needed

Date: _____

Time: _____

- \$25 fee for Community Room use, refundable *only* with 24 hours cancellation notice
- \$_____ non-refundable fee for Community Room use (with Board permission)
- \$25 cleaning deposit, refundable (on inspection of rooms)
- \$10 key deposit for use outside of library hours, refundable (on return of key)
- This is a recurring meeting on (the) _____ day of the week month

I acknowledge that I am responsible for the clean and intact condition of the room and the public restrooms and the furniture and equipment therein when I leave the library, and the return of the key (if applicable) within 24 hours of end of use (not counting Sunday). The cleaning deposit is forfeit and I shall be charged \$25 per hour after the first hour of time necessary to clean the Community Room and restrooms should the rooms be in unacceptable condition. The key deposit is forfeit if I am unable to return the key. **The Library is not responsible for any loss or damage to persons or belongings during Community Room use.**

Patron Signature

Date

Staff Signature

Date