Galesburg-Charleston Memorial District Library, Kalamazoo County, MI Detailed Cost Itemization

Library: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Freedom of Information Act Request Detailed Cost Itemization

Date: Prepared for Request Number:	Date Request Received: _	
The following costs are being charged in compliance with Section 4 of the Michiga Information Act, MCL 15.234, according to the Library's FOIA Policies and Guidelines		
1. <u>Labor Cost for Copying / Duplication</u> This is the cost of labor directly associated with duplication or publication, including making making digital copies, or transferring digital public records to be given to the requesting perso physical media or through the Internet or other electronic means as stipulated by the requesting. This shall not be more than the hourly wage of the Library's lowest-paid employee capable duplication or publication in this particular instance, regardless of whether that person is available to the control of	on on non-paper ng person. le of necessary To figure the	
actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time in be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>	increments, take the number of minutes:, divide by	
Hourly Wage Charged: \$ Charge per increment: \$, arrac byminute increments, and	
Hourly Wage with Fringe Benefit Cost: \$	round down. Enter below: No. of 1. increments Lab	or Cost
2. Labor Cost to Locate: This is the cost of labor directly associated with the necessary searching for, locating, and ex records in conjunction with receiving and fulfilling a granted written request. This fee is because failure to do so will result in unreasonably high costs to the Library because of th request in this particular instance, specifically:	being charged are nature of the	
The Library will not charge more than the hourly wage of its lowest-paid employee capable o locating, and examining the public records in this particular instance, regardless of whether available or who actually performs the labor.	r that person is number of increments, take	
These costs will be estimated and charged in 15-minute time increments; all partial time in be rounded down. <i>If the number of minutes is less than 15, there is no labor charge.</i>	minutes:, divide by	
Hourly Wage Charged: \$ Charge per increment: \$		
Overtime rate charged as stipulated by requesting person (overtime is not used to calculat cost)	increments Lab	or Cost

3a. Employee Labor Cost for Separating Exen	npt from Non-Exempt (Redacting):		
(Fill this out if using Library employee. If contracted, use			
The Library will not charge labor directly associated with rec			
previously redacted the record in question and still has the re	dacted version in its possession.		
This fee is being charged because failure to do so will result in			
of the nature of the request in this particular instance,	specifically:		
	·		
This is the cost of labor of a Library employee, includi	no necessary review directly associated with		
separating and deleting exempt from nonexempt information			
of the Library's lowest-paid employee capable of sepa		To figure the	
information in this particular instance, regardless of whether t the labor.	hat person is available or who actually performs	number of	
		increments, take	
These costs will be estimated and charged in 15-minute time be rounded down. <i>If the number of minutes is less than 15, t.</i>		the number of	
	_	minutes: , divide by	
Hourly Wage Charged: \$ OR	Charge per increment: \$	minute	
Hourly Wage with Fringe Benefit Cost: \$	<u>OR</u>	increments, and	
Multiply the hourly wage by the percentage multiplier:	%	round down to:	
(up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate.	Charge per increment: \$	increments	
wage for a total per flour rate.	Charge per increment: \$	Enter below:	
☐ Overtime rate charged as stipulated by requesting person	(overtime is not used to calculate fringe benefit	No. of	3a. Labor Cost
cost)	,	increments	\$
		X	·
		=	
3b. Contracted Labor Cost for Separating Exe			
(Fill this out if using a contractor, such as the attorney. If The Library will not charge for labor directly associated with			
it previously redacted the record in question and still has the			
This fee is being charged because failure to do so will re- because of the nature of the request in this particular instance			
	, specifically.		
As the Library does not employ a person capable of separation		To figure the	
particular instance, as determined by the FOIA Coordinator outside attorney), including necessary review, directly ass		number of	
information from nonexempt information. This shall not		increments, take the number of	
minimum hourly wage rate of (currently \$8.15).	•	minutes:	
Name of contracted person or firm:		, divide by minute	
These costs will be estimated and charged in 15-minute time	e increments: all partial time increments must	increments, and	
be rounded down. If the number of minutes is less than 15, the		round down.	
Handa Wasa Chansal, ¢	Change was in an analysis of	Enter below:	
Hourly Wage Charged: \$ OR	Charge per increment: \$		
Hourly Wage with Fringe Benefit Cost: \$	<u>OR</u>	No. of	3b.
Multiply the hourly wage by the percentage multiplier:	%	increments	Labor Cost
(up to 50% of the hourly wage) and add to the hourly Wage for a total per hour rate.	Charge per increment: \$	X	\$
		=	
☐ Overtime rate charged as stipulated by Requesting person	(overtime is not used to calculate fringe benefit		
cost)			
		i e e e e e e e e e e e e e e e e e e e	

4. Copying / Duplication Cost:		
Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection).		
No more than the <u>actual</u> cost of a sheet of paper, <u>up to maximum 10 cents per sheet</u> for: • Letter (8½ x 11-inch, single- or double-sided): cents per sheet • Legal (8½ x 14-inch, single- or double-sided): cents per sheet	No. of Sheets: x = x	Costs: \$ \$
No more than the actual cost of a sheet of paper:	=	\$
• Other paper sizes (single- or double-sided): cents / dollars per sheet	x	
Actual and most reasonably economical cost of non-paper physical digital media:	=	Ф
• Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item:		\$
The cost of paper copies must be calculated as a total cost per <u>sheet</u> of paper. The <u>Library must utilize the most economical means available for making copies of public records, including using double sided printing, if cost saving and available.</u>	No. of Items: x =	4. Total Copy Cost \$
5. Mailing Cost:		
The Library will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner.		
 The Library <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation. The Library <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requesting person* 	No. of Envelopes or Packages:	Costs:
Actual Cost of Envelope or Package: \$ Actual Cost of Postage: \$ per stamp	x	\$ \$
\$ per pound \$ per package	x	\$
Actual Cost (least expensive) Postal Delivery Confirmation: \$		\$ \$
*Expedited Shipping or Insurance as Requested: \$	=	\$
☐ *Requesting person has requested expedited shipping or insurance	x	5. Total Mailing Cost \$

6a. <u>Copying / Duplication</u> Cost for <u>Records Already on Library's Website</u> :		
If the Library has included the website address for a record in its written response to the requesting person, and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media, the Library will provide the public records in the specified format and may charge copying costs to provide those copies.		
No more than the actual cost of a sheet of paper, up to maximum 10 cents per sheet • Letter (8½ x 11-inch, single and double-sided): cents per sheet • Legal (8½ x 14-inch, single and double-sided): cents per sheet No more than the actual cost of a sheet of paper for other paper sizes: • Other paper sizes (single and double-sided): cents / dollars per sheet Actual and most reasonably economical cost of non-paper physical digital media: • Circle applicable: Disc / Tape / Drive / Other Digital Medium Cost per Item: Requesting person has stipulated that some / all of the requested records that are already on the Library's website be provided in a paper or non-paper physical digital medium.	No. of Sheets: x = x = x = No. of Items:	Costs: \$ \$ \$ \$ 6a. Web Copy Cost \$
6b. Labor Cost for Copying / Duplicating Records already on Library's Website: This shall not be more than the hourly wage of the Library's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor. These costs will be estimated and charged in 15-minute time increments; all partial time increments must be rounded down. If the number of minutes is less than 15, there is no labor charge. Hourly Wage Charged: \$ Charge per increment: \$ OR Hourly Wage with Fringe Benefit Cost: \$ Multiply the hourly wage by the percentage multiplier: % OR and add to the hourly wage for a total per hour rate. The Library 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. Charge per increment: \$ Or Charge per	To figure the number of increments, take the number of minutes:, divide byminute increments, and round down. Enter below: No. of increments x =	6b. Web Labor Cost \$
Actual Cost of Envelope or Package: \$ Actual Cost of Postage: \$ per stamp \$ per pound \$ per package Actual Cost (least expensive) Postal Delivery Confirmation: \$ *Expedited Shipping or Insurance as Requested: \$ *Requesting person requested expedited shipping or insurance	Number: x x x x x x x x x = x x = x x = x	Costs: \$ \$ \$ \$ \$ \$ \$

Subtotal Fees Before Waivers, Discounts or Dep		Labor Cost for Copying:	\$
Estimated Time Frame to Provide Records:		2. Labor Cost to Locate: a. Labor Cost to Redact:	\$ \$
(days or date)	3b. Contract	ct Labor Cost to Redact:	\$
The time frame estimate is nonbinding upon the Library, but the Library is providing the estimate in good faith. Providing an estimated time frame does not relieve the Library from any of the other requirements of the Freedom of Information Act.	6a. Copying/Duplication 6b. Labor Cost for Copy	ing Records on Website: for Records on Website:	\$
W. D.II. I.		Subtotal Fees:	
Waiver: <u>Public Interest</u> A search for a public record may be conducted or copies of public or at a reduced charge if the Library determines that a waiver of because searching for or furnishing copies of the public record the general public.	or reduction of the fee is in the public inte	rest	
☐ All fees are waived <u>OR</u> ☐	All fees are reduced by:%	Subtotal Fees After Waiver or Reduction:	\$
Discount: Indigence			
A public record search must be made and a copy of a public re the first \$20.00 of the fee for each request by an individual Freedom of Information Act and who:			
 Submits an affidavit stating that the individual is inc If not receiving public assistance, stating facts she indigency. 			
If a requestor is ineligible for the discount, the Library shall inf for ineligibility in the Library's written response. An individu of the following apply:			
 The individual has previously received discounte twice during that calendar year, OR 	ed copies of public records from the Lib	rary	
ii. The individual requests the information in conjuntion or providing payment or other remuneration to the may require a statement by the requestor in the affection conjunction with outside parties in exchange for parties.	individual to make the request. The Lib ffidavit that the request is not being mad	e in Subtotal Fees After Discount	
	☐ Eligible for Indigence Disco	unt (subtract \$20):	\$
Discount: Nonprofit Organization			
A public record search must be made and a copy of a public rethe first \$20.00 of the fee for each request by a nonprofit organizary out activities under subtitle C. of the Developmental Diof 2000 and the Protection and Advocacy for Individuals with 1 of the following requirements:	anization formally designated by the statisabilities Assistance and Bill of Rights	e to Act	
i. Is made directly on behalf of the organization or	its clients.		
 Is made for a reason wholly consistent with the section 931 of the Mental Health Code, 1974 PA 			
iii. Is accompanies by documentation of its designati	on by the state, if requested by the Libra	Subtotal Fees After Discount	¢
	☐ Eligible for Indigence Disco	(\$

Deposit: Good Faith		Deposit
The Library may require a good-faith deposit <u>before providing the public records to the requestor</u> if the entire fee estimate or charge exceeds \$50.00, based on a good-faith calculation of the total fee. The deposit cannot exceed ½ of the total estimated fee. Percent of Deposit:%	Date Paid:	Amount Required: \$
Deposit: Increased Deposit Due to Previous FOIA Fees Not Paid In Full		
After a Library has granted and fulfilled a written request from an individual under the Freedom of Information Act, if the Library has not been paid in full the total amount of fees 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 an increased estimated fee 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: (a) The final fee for the prior written request was not more than 105% of the estimated fee. (b) The public records made available contained the information being sought in the prior		
written request and are still in the Library's possession. (c) The public records were made available to the individual, subject to payment, within the time frame estimate given on Page 5 of this form. (d) Ninety (90) days have passed since the Library notified the individual in writing that the public records were available for pickup or mailing. (e) The individual is unable to show proof of prior payment to the Library. (f) The Library calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.		Percent Deposit Required:
A Library can no longer require an increased estimated fee deposit from an individual if ANY of the following apply: (a) The individual is able to show proof of prior payment in full to the Library, OR (b) The Library is subsequently paid in full for the applicable prior written request, OR (c) Three hundred sixty-five (365) days have passed since the individual made the written	Date Paid:	Deposit Required: \$
request for which full payment was not remitted to the Library.		
Late Response <u>Labor Costs</u> Reduction If the Library does not respond to a written request in a timely manner as required under MCL 15.235(2), the Library must do the following:		Total Labor Costs
 (a) Reduce the charges for labor costs otherwise permitted by 5% for each day the Library exceeds the time permitted for a response to the request, with a maximum 50% reduction, if EITHER of the following applies: i. The late response was willful and intentional, OR ii. The written request 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 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 to MCL 15.231 et seq. or 1976 Public Act 	Number of Days Over Required Response Time: Multiply by 5% = Total Percent	\$Minus Reduction \$ = Reduced Total Labor Costs
442, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.	Reduction:	\$
The Public Summary of the Library's FOIA Procedures and Guidelines is available free of charge from: Website: Email: Phone: Address: Request Will Be Processed, But Balance Must Be Paid Before Copies May Be Picked Up, Delivered or Mailed	Date Paid:	Total Balance Due:
Copies May be ricked Up, Denvered or Mailed		Ψ