

ALLEGAN DISTRICT LIBRARY DETAILED ITEMIZATION

LABOR CHARGES	
A. Cost for Searching for, Locating and Examining of Public Records 1. <i>Determination of Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable) ☐ Hourly wage includes a fringe benefit percentage multiplier of _____% 2. <i>Determination of total time using increments of 15 minutes with partial time rounded down:</i> _____ hours; E2 _____; E3 _____. 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: <u>Due to the nature of the request and the time it will take to review the documents, the Library is spending more time than at typical FOIA request and will result in unreasonably high costs if the Library does not charge a fee.</u>	Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3) Total time: _____ hours _____ hours (E2) _____ hours (E3) A. Total Fee (hourly wage x total time): \$ _____
B. Cost for Separating Exempt Information, including Redaction of Documents. 1. <i>For employees, determination of the Hourly wage:</i> \$ _____ \$ _____ (Employee 2 ("E2"), if applicable) \$ _____ (Employee 3 ("E3"), if applicable) ☐ Hourly wage includes a fringe benefit percentage multiplier of _____% 2. <i>Determination of total time using increments of 15 minutes with partial time rounded down.</i> _____ hours; E2 _____; E3 _____. 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: <u>Due to the nature of the request and the time it will take to redact the documents, the Library is spending more time than at typical FOIA request and will result in unreasonably high costs if the Library does not charge a fee.</u> 2. <i>For Contracted Labor Costs:</i> ☐ 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: _____	Hourly wage: \$ _____ \$ _____ (E2) \$ _____ (E3) Total time: _____ hours _____ hours (E2) _____ hours (E3) B1. Total Fee (hourly wage x total time): \$ _____

Approved by the Board of Trustees on: October 20, 2026

a. Determination of the Hourly wage: The hourly wage of the contracted labor (not to exceed 6 times the State of Michigan minimum hourly wage): \$_____ b. Determination of total time using increments of 15 minutes with partial time rounded down. _____ hours. ☐ 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: _____	Contracted labor hourly wage: \$_____ Contracted labor hours: _____ hours B.2 Total Fee for contracted labor (hourly wage x hours): \$_____
C. Cost for Duplication and Publication. 1. Determination of the Hourly wage: \$_____ ☐ Hourly wage includes a fringe benefit percentage multiplier of _____% 2. Determination of total time using increments of one (1) minute with partial time rounded down. _____ hours.	Hourly wage: \$_____ Total time: _____ hours C. Total Fee (hourly wage x hours) \$_____
Other Actual Costs	
D. Costs for Paper Copies. The actual total incremental cost of necessary duplication and publication using the most economical means available: 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 = \$_____. 2. Other paper sizes: \$_____ per sheet x _____ number of sheets = \$_____.	D. Total Fee (add totals for all sizes of paper): \$_____
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 .	E. Total Fee: \$_____
F. Cost of Mailing: 1. The actual cost of mailing: \$_____ 2. Fee for the least expensive postal delivery confirmation: \$_____ 3. Costs for the envelope or box for mailing \$_____. ☐ The requestor has stipulated to expedited shipping and/or insurance and those costs are listed above as the actual costs of mailing.	F. Total Fee: (add all 3 costs): \$_____
Total Fee (If No Deposit) Fee paid on: _____	

Deposit Required	
☐ The Library requires a deposit of \$_____ (1/2 of the estimated fee) and this total estimated fee exceeds \$50.00. ☐ 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: \$_____ Deposit Paid on _____
Total Fee \$_____ - Deposit Amount \$_____ = Remaining Fee Due of \$_____ Fee Paid on _____	Total Fee Due: \$_____

Costs for Providing Documents Available on the Website	
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 \$_____.	Total Fee: _____

Reductions for Late Response	
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. _____ days x 5% of labor costs = \$_____	Subtract \$_____ of labor charges (up to 50% of labor costs).