

DIRECTOR
Jordan Wright

ASST. DIRECTOR
Krocket Hoekstra

BOARD
Judeen Bartos
Meghan Evoy
Kelly Farrah
Adrienne Fazzolara
Amanda Hanlin
Erin Hooper
Kevin Yezbick



*Strengthening the community by
providing access to materials
and services that inform, enrich,
entertain, and empower*

222 East Nine Mile Rd., Ferndale, MI 48220
248-546-2504 fadl.org

Library Board Meeting

AGENDA

March 21, 2024 - 6:30 PM

Board Meeting

1. Call to order
2. Roll call
3. Approval of agenda
4. Minutes: Approve February 15, 2024 regular meeting
5. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
6. Director's report: Jordan Wright
7. City Survey results - informational
8. FOIA policy review
9. Policy Committee recommendation and motion
10. Acceptance of expenditures and finance reports for the month of February
11. Bid review for courtyard and bathroom projects
12. Committee Chairs
13. Board Calendar of Events
14. Committee reports
 - A. Art & Exhibitions – Erin
 - B. Friends of the FPL – Kelly
 - C. Equity, Diversity and Inclusion - Amanda
 - D. Finance – Judeen and Kevin
 - E. Personnel – Adrienne
 - F. Schools – Meghan
15. Committee membership appointments as needed
16. Review action items
17. Announcements/comments from board members
18. Adjourn

Proposed minutes of this meeting will be available for public inspection at the Ferndale Area District Library, located at 222 East Nine Mile Road, Ferndale, eight (8) business days after the meeting. Approved minutes are available within five (5) business days after the meeting at which they are approved (in accordance with Open Meetings Act, Public Act 267.)

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Library Board Meeting

Minutes

February 15, 2024 - 6:30 PM

Board Meeting

1. Call to order: Meeting called to order by Judeen Bartos at 6:32PM.
2. Roll call: Judeen Bartos, Kelly Farrah, Erin Hooper, Kevin Yezbick.
Meghan Evoy, Adrienne Fazzolara and Amanda Hamlin absent with notice.
Assistant Director Kricket Hoekstra also present.
3. Approval of agenda
A MOTION by Farrah and seconded by Yezbick to approve the agenda as presented; passed unanimously
4. Minutes: Approve January 18, 2024 regular minutes
A MOTION by Yezbick and seconded by Hooper to approve the January 18, 2024 regular meeting minutes as presented; passed unanimously
5. Public comment – *Total time not to exceed 30 minutes, 3 minutes per speaker*
6. Director’s Report: Jordan Wright, presented by Kricket Hoekstra, who noted the changes in personnel and the RFP for Fiscal Year 2024 Audit Services. Members commented on the new Story Trail book and the library ice cream, created in partnership with Treat Dreams.
7. Acceptance of expenditures and finance reports for the month of January
A MOTION by Yezbick and seconded by Hooper to accept the finance reports for the month of ; passed unanimously
8. Committee Chairs: Item tabled until the next meeting
9. Board Calendar of Events
10. Committee reports
 - A. Art & Exhibitions – Hooper
 - B. Friends of the FPL – Farrah
Farrah noted: the successful “Dip-Off” held 2/4/2024; that FFL has pledged \$2,250 for the summer concert series; that the “Book it to your Couch 5K is off and running until March 31st, with reading logs due by 4/5/2024 and three prize categories (5K Adult Run, Kids 5K and a Fun Run); and FFL is continuing to waive any fees to join.
 - C. Equity, Diversity and Inclusion – Hanlin
No report.
 - D. Finance – Bartos and Yezbick
No report; see supporting documents.
 - E. Personnel – Fazzolara
No report
 - F. Schools –Evoy
No report; see supporting documents.
11. Committee membership appointments as needed
None.
12. Review action items
None.
13. Announcements/comments from board members

Farrah and Yezbick both expressed gratitude for the thoughtful acknowledgement of the board's dedicated and volunteer work by a community member during the Public Comment.

14. Adjourn

A MOTION by Hooper and seconded by Yezbick to adjourn at 6:53PM; passed unanimously

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Director's Report – 3/21/2024

Staff Updates

New Technical Services Specialist: FADL's new full-time Tech Services Specialist is Sam. Sam has worked in the Circulation Department for just under a year. We had a lot of internal competition for this position, but Sam's excellent interviews and previous professional experience set them apart from the other candidates. Sam is very excited to start their training and hit the ground running.

Job Posting: Circulation Specialists: Because we've pulled someone out of the circulation department, we are going to be hiring their replacement. We've had a few employees reduce their availability and we've also seen an uptick in how busy we've been across the board --particularly on weekends -- and we may end up hiring a 2nd or 3rd person during this round. We have offered one of these positions to an internal candidate and have posted externally.

Job Posting: Adult Services Librarian: We've begun first round interviews for the open Full-Time Adult Services Librarian position. We received 22 applications for this position and will be doing a first round interview with 6 applicants. 2nd round interviews will take place next week.

Staff In-service: Last Friday, March 15th, we hosted a staff in-service. Most of our employees were able to attend. Ferndale Fire Department was on hand to do CPR and fire extinguisher training, and our own Drew Macaulay trained staff on how to identify opioid overdoses and administer Narcan. The library has doses of Narcan at every service desk. Additionally, our Union Stewards and I hosted a Q&A session about the new union contract, as there has been some confusion amongst staff about all the changes regarding the contract.

Building/Library Updates

RFP for Audit Services: We received 2 bids, which will be presented to the finance committee next month.

Courtyard Pavilion/Interior Remodel: The bids for this project were due this morning and will be presented at this meeting.

Staff Area Remodel: We'll look more closely at this once we get through this round of hiring.

We've been busy!

As you can see from our monthly statistics, February was a busy month for us. We had a number of well-attended weekend programs that increased our door count, library card sign ups, and circulation statistics for the month of February by approximately 25% from January. Additionally, both Youth and Adult had a full slate of programs with excellent attendance all around, including a number of events that required us to cap registrations.



February 2024 Statistics

New Items Added

Adult Books: 295
 CDs: 26
 DVDs/Blu-rays: 30
 Audiobooks: 21
 Children's Books: 178
 Teen Books: 41
 Magazines: 84
 Puzzles/Board Games: 19
 Video Games: 8
 Library of Things: 0
Total: 702
 Overdrive Advantage Titles
 added: 34

Library Revenue from Service

Desks

Total earnings (does not include Friends): \$1,332.41
 Fees: \$253.17
 Fax: \$65.50
 Ref Desk – Misc.: \$674.65
 Computer Passes: \$174.50
 Printing & Copier: \$16.40
 Lost Items: \$13.00
 Non-Resident Cards: \$25.00
 Donations: \$104.19
 Earbuds/Flash drives: \$6.00

Total Programs Offered: 38

Total Program Attendance: 1,037

Library Usage

Library Visits: 10,374
 Home Delivery: 1
 New Users Added: 178
 Public Computer Sessions: 1,430
 Web Sessions: 11,192
 Page views: 17,305

Total Friends earnings

Book Store: \$669.20
 Shirts and Bags: \$20.00
 Amazon Sales: \$125.05

Total questions/requests

Reference desk: 1,750
 Youth desk: 637
 Circulation desk: 1,107

Circulation by Media Type

Print Books	8856
Audio Music	854
Audiobooks	84
Visual Media	1961
Magazine	135
Board games/puzzles	346
Video games	234
Library of Things	72
Other	25

Total Library Checkouts: 18,964

Total Digital Checkouts: 5,926

Items Loaned through ILL: 2302

Items Loaned through MelCat: 186

Items Borrowed through ILL: 3140

Items Borrowed through MelCat: 61

Digital Circulation

Overdrive:

Total Downloads: 3,565
Total Users: 889
New Users: 47

Hoopla:

Total Downloads: 1,139
Total Users: 358
New Users: 25

Kanopy:

Video Plays: 922
Total User Accounts: 249

Social Media – December

Insights from our social media...

Podcast – 345 downloads

Main Facebook Page

New Page Likes: 19
New Page Followers: 46
Post Engagement: 2,400
Overall Reach: 37,500
Page/Profile Visits: 1,500
Video Content (minutes viewed): 60
Post Reach: 33,000

Tik Tok

Followers: 5,294
Total Likes: 207,195
Monthly Video Views: 20,000
Monthly Likes: 1,300
Monthly Profile Visits: 115
Monthly Shares: 40

Instagram:

Post engagement: 3500
Story Reach: 870
Overall Reach: 8,300
Interactions: 895
IG Profile Visits: 355
New Followers/Growth Rate: 36 (1%)
Post Reach: 3050

Youth Services Facebook Page

New Page Likes: 5
New Page Followers: 8
Post Engagement: 230
Video Minutes Viewed: 15
Page/Profile Visits: 200
Post Reach: 2,803
Overall Reach: 3,500

Teen Instagram:

Post Engagement: 305
Overall Reach: 1355
Interactions: 105
Profile Visits: 45
New Followers/Growth Rate: 5 (1%)
Post Reach: 650
Story Reach: 105

February 2024 Adult Programs

DATE	PROGRAM	ADULTS	KIDS	ZOOM	TOTAL
2/1/2024	Alcohol ink dyed scarves	22			22 Full Registration
2/4/2024	yoga	17			17 Full Registration
2/5/2024	chess club	5	6		11
2/6/2024	Born Free and Equal	6		6	12
2/8/2024	Art Reception	52	3		55
2/12/2024	trivia	42			42 Full Registration
2/13/24	Film Club: I Am Not Your Negro	10			10 Full Registration
2/14/2024	Sci-Fi Book Club	11		7	18
2/18/2024	Concert	75	10		85
2/20/2024	Graphic Novel Book Club at Drifter	11			11 Full Registration
2/25/2024	Ferndale Garden Club Seed Share	150			150
2/27/2024	Ferndale Project Book Club	32			32 Full Registration
Total	Programs	431		13	444

February 2024 Youth Programs

DATE	PROGRAM	ADULTS	KIDS	TOTAL
2/1/2024	February Take-home Kit		23	23
2/1/2024	Winter Scavenger Hunt (2/1-2/3)		2	2
2/1/2024	Middle Grade Tabletop RPG		6	6
2/2/2024	Baby Storytime	9	9	18
2/4/2024	Winter Scavenger Hunt (2/4-2/10)		17	17
2/7/24	Family Storytime	9	10	19
2/8/2024	Outreach: Drayton		46	46
2/8/24	Middle School Board Game		5	5
2/9/2024	Baby Storytime	10	11	21
2/11/2024	Winter Scavenger Hunt (2/11-2/17)		9	9
2/12/2024	Zine	7	9	16
2/13/2024	Outreach: UHS Reading Riot		3	3
2/14/2024	Outreach: FECC Preschool	20	95	115
2/14/2024	Storytime	9	12	21
2/14/2024	Family Storytime		46	46
2/15/2024	Outreach: Drayton		5	5
2/15/2024	Middle Grade Tabletop RPG	8	8	16
2/16/2024	Baby Storytime			
2/18/24	Winter Scavenger Hunt (2/18-2/24)		28	28
2/20/2024	Teen Tiny Art		9	9
2/20/2024	Reading Rainbow		3	3
2/20/2024	Rainbow Caregiver Club	0		0
2/21/2024	Family Storytime	10	16	26
2/21/2024	Pokemon Club		13	13
2/22/2024	Black Art Library	9	2	11
2/25/2024	Winter Scavenger Hunt (2/25-2/29)		17	17

2/26/2024 Outreach: FMS Rainbow Club	2	17	19
2/29/2024 Outreach: Drayton		46	46
2/29/2024 Hoppy Leap Day	14	19	33
Total Programs / Outreach	107	486	593

MARCH — ADULT EVENTS CALENDAR

March 3 - Exploring Identity Through ZINES - 2:00 pm:

For ages 16+ | A zine-making workshop, with all supplies provided. Sign up at: fadl.org/zine

March 4 - Chess Club - 6:00 pm:

All-ages drop-in-styled event for beginner/intermediate players. No registration required.



March 5 - Native Landscaping - 6:30 pm:

Learn practical and easy tips for landscaping with native plants in your front yard. Sign up at: fadl.org/garden

March 10 - Artist Opening Reception: Boisali Biswas - 2:00 pm:

Versatile mixed-media fiber art on display; meet the artist and enjoy refreshments/live music.

March 12 - Film Club - 7:00 pm:

Discussing 1951's The African Queen. Find more info and sign up at: fadl.org/film-club

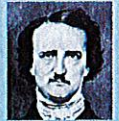


March 13 - Sci-Fi Book Club - 6:30 pm:

Reading/discussing Africa Risen, edited by Sheree Renee Thomas. Sign up at: fadl.org/sfbc

March 14 - Lit-Themed Costumed Model Drawing - 6:30 pm:

Artists of all skill-levels can draw/sketch a posed model wearing a literary-themed costume. Sign up at: fadl.org/draw



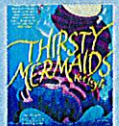
March 17 - A Musical History of Irish Folk Songs - 2:00 pm:

Terry Murphy will lead us in a rousing sing-along of traditional and modern Irish folk songs for Saint Patrick's Day, providing historical tidbits along the way. Sign up at: fadl.org/irish



March 19 - Graphic Novel Book Club at Drifter Coffee - 6:30 pm

Reading/discussing Thirsty Mermaids by Kat Leyh. Find more info and sign up at: fadl.org/gnbc



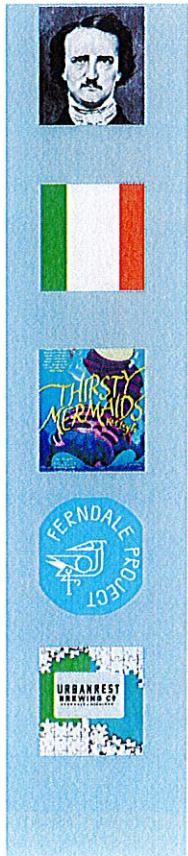
March 26 - Ferndale Project Book Club - 6:30 pm:

Reading/discussing Zero Days by Ruth Ware. Registration required. Sign up at: fadl.org/fpbc



March 27 - Puzzle Tournament at Urbanrest - 6:00 pm: FULL

Teams of four can sign up to compete and see who can complete a 500-piece puzzle the fastest within a one hour time limit. More info at: fadl.org/puzzle



MARCH — YOUTH EVENTS CALENDAR



March 6 - Lower Elementary Book Club - 6:30 pm
For grades K-2: reading/discussing Mother of Sharks by Melissa Cristina Márquez. Kids can be signed up at: fadl.org/lebc



March 13 - Upper Elementary Book Club - 6:30 pm
For grades 3-5: reading/discussing Where the Mountain Meets the Moon by Grace Lin. Kids can be signed up at: fadl.org/uebc



March 14 - Middle School Board Game Club - 6:00 pm
Learn how to play awesome board games!
Grades 6-8 can be signed up at fadl.org/msbg



March 19 - New Kids Corner Scavenger Hunt Starts!
Wallace and Henrietta have planted seeds from Seed Library, and they want help adding more flowers - can you find them?



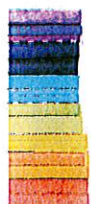
March 20 - Pokemon Club - 6:00 pm
Kids, ages 7-11, can gather, learn, and have fun talking about Pokémon. Bringing cards is optional. Sign up at: fadl.org/pokemon



March 21 - Battle of the Books!
On Battle Day—Thursday, March 21—competing 5th graders will assemble at FUEL and test their Battle Book knowledge against their peers! The winning team will be honored by having their names engraved on a plaque.



March 21 - Middle-Grade Tabletop RPG Group - 6:00 pm
Explore tabletop games similar to Dungeons & Dragons.
Grades 6-8 can be signed up at: fadl.org/rpg



March 26 - Reading Rainbow & Rainbow Caregiver Club - Co-hosted with Affirmations - 6:00 pm:
Social hour with a book discussion included, for kids in grades 4-8; drop-ins welcome: fadl.org/reading-rainbow
Parents/caregivers can also meet during the event: fadl.org/rcc



March 28 - Teen Paint & Pour Craft - 2:00 pm:
Painting class for ages 13-18, paired with some tasty treats!
All supplies provided. Sign up at: fadl.org/paint



Storytimes

Baby Storytime:

Fridays @ 10:30 am

March 1, 8

(Under 2-years-old)

First come, first served.

Learn more at fadl.org/baby

Family Storytime:

Wednesdays at 10:30 am

March 6, 13, 20

(Ages 2-6)

First come, first served.

Learn more at fadl.org/family

Sensory-Friendly Storytime

March 12 at 10:30 am

(Ages 2-10)

Stories, play, and activities geared toward children with sensory sensitivities or needing sensory accommodations.

Sign up at: fadl.org/sensory



Balance Sheet

Ferndale Area District Library
As of February 29, 2024

FEB 29, 2024

Assets

Current Assets

Cash and Cash Equivalents

Capital Projects Account	449,205.16
001.000 - General Account	1,385,741.55
Total Cash and Cash Equivalents	1,834,946.71

Total Current Assets 1,834,946.71

Total Assets 1,834,946.71

Liabilities and Equity

Equity

320.000 - Retained Earnings	935,162.88
Current Year Earnings	899,783.83
Total Equity	1,834,946.71

Total Liabilities and Equity 1,834,946.71

Income Statement (Profit and Loss)

Ferndale Area District Library
For the month ended February 29, 2024

Account	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sep 2023	Aug 2023	Total
Income								
404,000 - Voted Property Taxes	23,145.75	56,806.87	92,090.39	42,036.86	26,846.40	94,912.06	1,721,434.43	2,057,272.76
404,001 - Voted Property Taxes - Personal	0.00	0.00	0.00	0.00	41,374.24	0.00	0.00	41,374.24
567,000 - Library State Aid	0.00	0.00	0.00	0.00	0.00	0.00	9,798.28	9,798.28
607,000 - Fees for Services	225.00	50.00	225.00	225.00	0.00	25.00	125.00	875.00
627,000 - Charge for Services	573.93	1,240.77	459.46	347.92	899.59	395.42	708.98	4,626.07
645,000 - Print Sales & Copies	1,256.80	1,385.80	11.20	443.40	1,389.15	7.85	889.55	5,383.75
656,000 - Other Fees & Fines	0.00	0.00	0.00	25,740.81	0.00	0.00	0.00	25,740.81
660,000 - Fines & Forfeitures	339.26	346.82	280.74	320.73	145.59	48.25	115.79	1,597.18
675,001 - Individual Donations & Honorariums	4.18	13.75	3.50	1,351.80	130.98	1.63	9.00	1,514.84
675,002 - Contributions from Library Friends	0.00	0.00	546.52	0.00	0.00	0.00	0.00	546.52
675,004 - Library Board Fundraising	0.00	0.00	174.00	0.00	0.00	0.00	0.00	174.00
693,000 - Sale of Property	877.88	88.99	800.58	805.26	103.34	0.00	115.99	2,792.04
695,000 - Miscellaneous Income	0.00	0.00	7,172.81	0.00	0.00	0.00	0.00	7,172.81
930,101 - Contributions from General Fund	(450.00)	(107,550.84)	0.00	0.00	0.00	0.00	0.00	(108,000.84)
Total Income	25,972.80	(47,617.84)	101,764.20	71,271.78	70,889.29	95,390.21	1,733,197.02	2,050,867.46
Gross Profit	25,972.80	(47,617.84)	101,764.20	71,271.78	70,889.29	95,390.21	1,733,197.02	2,050,867.46
Operating Expenses								
706,001 - Salaries - Full-time	46,947.03	67,840.71	63,320.12	76,830.80	49,738.96	50,011.62	47,359.92	402,049.16
706,002 - Salaries - Part-time	15,162.37	16,216.48	25,495.43	18,794.51	13,480.13	13,017.79	10,987.67	113,164.38
706,003 - Salaries - Subs	1,741.39	1,441.22	1,242.23	1,876.84	1,694.14	1,542.60	1,324.20	10,862.62
715,001 - Social Security - Employee	5,251.16	7,314.91	7,529.80	10,437.36	2,566.93	5,170.39	4,820.78	43,091.33
715,002 - Social Security - Employer	5,251.14	7,314.85	7,529.78	10,437.17	2,566.91	5,170.37	4,820.72	43,090.94
716,100 - Health Insurance	7,195.70	8,860.27	8,860.27	7,974.74	7,974.74	7,974.74	7,974.74	56,815.20
717,000 - Life Insurance - EE	0.00	718.60	483.65	648.01	648.01	648.01	648.01	3,784.29
718,000 - Pension - ICMA-RC 401	8,979.30	4,733.00	2,056.31	1,487.13	6,114.95	4,065.66	4,002.74	31,439.09
720,001 - Medicare - Employee	1,228.08	1,710.77	1,761.02	2,440.98	600.30	1,209.25	1,127.42	10,077.82
720,002 - Medicare - Employer	1,228.11	1,710.73	1,761.04	2,440.98	600.34	1,209.21	1,127.43	10,077.84
721,001 - Federal Income Tax - Employee	5,689.53	13,440.96	12,329.62	12,561.84	3,031.44	6,105.69	6,031.72	59,190.80
722,001 - MI Income Tax - Employee	3,146.57	4,555.43	4,494.33	6,009.85	1,475.15	2,961.41	2,783.42	25,426.16
722,002 - MI Unemployment - Employee	0.00	0.00	0.00	0.00	1,980.00	0.00	0.00	1,980.00
723,001 - Local Income Tax - Employee	99.84	99.84	148.20	195.64	48.91	97.82	97.82	788.07
730,000 - Postage, Mail Processing	660.00	0.00	2,166.78	0.00	0.00	0.00	2,166.78	4,993.56
740,000 - Operating Supplies	3,585.08	2,397.44	2,167.49	2,227.43	2,829.59	3,362.33	3,764.19	20,333.55

742,000 - Books	8,833.48	5,156.87	6,788.51	8,547.41	7,119.95	7,514.58	6,158.97	50,119.77
743,000 - Periodicals	0.00	516.03	56.00	6,461.64	910.97	126.00	390.03	8,460.67
745,000 - Audio-Visual, Video	2,441.47	2,009.48	3,232.09	3,508.07	2,294.87	2,015.30	1,817.44	17,318.72
746,000 - Other Non Book	6,286.09	11,153.78	9,360.06	6,315.10	7,779.95	11,317.66	12,879.30	65,091.94
748,000 - Materials Processing Supplies	460.39	145.20	0.00	540.42	1,118.79	367.69	473.00	3,105.49
775,000 - Repair & Maintenance	948.00	4,157.00	703.70	3,046.00	3,321.77	443.85	3,365.00	15,985.32
802,000 - Audit/Actuarial Fees	0.00	6,825.00	0.00	0.00	0.00	0.00	0.00	6,825.00
803,000 - The Library Network	9,387.84	2,208.92	0.00	0.00	19,456.28	972.80	9,564.62	41,590.46
818,000 - Contractual Services	8,244.12	7,576.32	16,909.39	7,017.76	17,577.97	3,535.97	6,819.59	67,681.12
853,000 - Phone/Communications	541.57	541.61	541.61	541.61	537.57	537.53	537.57	3,779.07
885,000 - Special Programs	2,362.08	1,324.45	605.68	2,665.97	1,420.13	2,093.97	1,268.10	11,740.38
900,000 - Printing & Publishing	20.00	3,838.03	36.00	135.64	361.29	5,808.92	45.00	10,244.88
914,000 - Liability Insurance	0.00	0.00	0.00	0.00	(1,320.00)	0.00	0.00	(1,320.00)
920,000 - Utilities	4,343.79	3,882.47	4,818.35	2,575.48	2,273.93	2,811.02	3,070.91	23,775.95
931,000 - Facilities Maintenance	3,132.06	2,829.74	2,450.00	2,967.52	2,510.50	3,110.50	5,412.02	22,412.34
943,000 - Equipment Rental Alloc- General Fund Motor Pool	622.52	622.52	999.26	594.36	624.36	910.60	609.36	4,982.98
956,000 - Miscellaneous	87.00	100.75	73.25	337.00	342.00	87.00	73.25	1,100.25
957,000 - Training/Education	2,335.00	2,810.76	193.88	3,964.30	6,645.36	1,065.00	616.91	17,631.21
958,000 - Memberships & Dues	1,056.16	1,505.28	261.00	70.00	367.76	85.00	0.00	3,345.20
965,401 - Contributions to Capital Fund	(450.00)	(107,550.84)	0.00	0.00	0.00	0.00	0.00	(108,000.84)
970,000 - County Delinquent Tax Chargeback	0.00	0.00	0.00	0.00	950.00	0.00	0.00	950.00
977,000 - Capital Outlay	450.00	950.00	32,016.02	43,358.00	17,996.50	5,100.00	7,030.32	106,900.84
996,000 - Interest Expense	0.00	0.00	0.00	0.00	27,475.00	0.00	0.00	27,475.00
Total Operating Expenses	157,266.87	88,958.58	220,390.87	247,009.56	215,125.45	150,450.28	159,168.95	1,238,370.56

Operating Income (131,294.07) (136,576.42) (118,626.67) (175,737.78) (144,236.16) (55,060.07) 1,574,028.07 812,496.90

Net Income (131,294.07) (136,576.42) (118,626.67) (175,737.78) (144,236.16) (55,060.07) 1,574,028.07 812,496.90

**FY 2024 Budget
Ferndale Area District Library**

General Fund - 101

February 2024

**FY 2024
YTD
as of 2/29/2024**

**FY 2024
Budget
Amended
1/18/2024**

Revenue

101-271-404.000 - Voted Property Taxes	\$ 23,146	\$ 2,274,396	\$ 2,384,162
101-271-404.001 - Voted Property Taxes - Personal	\$ -	\$ 41,374	\$ 41,350
101-271-567.000 - Library State Aid	\$ -	\$ 9,798	\$ 19,323
101-271-581.000 - Grants	\$ -	\$ -	\$ -
101-271-607.000 - Fees for Services	\$ 225	\$ 900	\$ 750
101-271-627.000 - Charge for Services	\$ 574	\$ 5,228	\$ 7,000
101-271-645.000 - Print Sales & Copies	\$ 1,257	\$ 6,091	\$ 7,600
101-271-656.000 - Other Fees & Fines	\$ -	\$ 25,741	\$ 25,700
101-271-660.000 - Fines & Forfeitures	\$ 339	\$ 1,686	\$ 1,800
101-271-675.001 - Individual Donations & Honorariums	\$ 4	\$ 1,616	\$ 2,000
101-271-675.002 - Contributions from Library Friends	\$ -	\$ 1,547	\$ 4,500
101-271-675.003 - Special Event Proceeds	\$ -	\$ -	\$ -
101-271-675.004 - Library Board Fundraising	\$ -	\$ 174	\$ 300
101-271-693.000 - Sale of Property	\$ 878	\$ 2,835	\$ 3,500
101-271-695.000 - Miscellaneous Income	\$ -	\$ 7,177	\$ 7,100
101-271-699.401 - Contributions from Capital Fund	\$ -	\$ -	\$ -
101-271-930.101 - Contributions from General Fund	\$ (450)	\$ (108,001)	\$ -
Total Revenue	\$ 25,973	\$ 2,270,564	\$ 2,505,085

General Fund - 101

February 2024

**FY 2024
YTD
as of 2/29/2024**

**FY 2024
Budget
Amended
1/18/2024**

Expenses

101-271-706.001 - Salaries - Full-time	\$ (46,947)	\$ (437,924)	\$ (694,550)
101-271-706.002 - Salaries - Part-time	\$ (15,162)	\$ (122,599)	\$ (210,000)
101-271-706.003 - Salaries - Subs	\$ (1,741)	\$ (12,308)	\$ (19,000)
101-271-715.001 - Social Security - Employee	\$ (5,251)	\$ (46,872)	\$ (70,000)
101-271-715.002 - Social Security - Employer	\$ (5,251)	\$ (46,872)	\$ (70,000)
101-271-716.100 - Health Insurance	\$ (7,196)	\$ (73,334)	\$ (120,000)
101-271-717.000 - Life Insurance - EE	\$ -	\$ (4,442)	\$ (8,500)
101-271-718.000 - Pension- ICMA-RC 401	\$ (8,979)	\$ (35,388)	\$ (55,000)
101-271-720.001 - Medicare - Employee	\$ (1,228)	\$ (10,962)	\$ (16,000)
101-271-720.002 - Medicare - Employer	\$ (1,228)	\$ (10,962)	\$ (16,000)
101-271-721.001 - Federal Income Tax - Employee	\$ (5,690)	\$ (64,007)	\$ (90,000)
101-271-722.001 - MI Income Tax - Employee	\$ (3,147)	\$ (27,587)	\$ (43,380)
101-271-722.002 - MI Unemployment - Employer	\$ -	\$ (1,980)	\$ (1,980)
101-271-723.001 - Local Income Tax - Employee	\$ (100)	\$ (865)	\$ (1,300)
101-271-725.000 - Workers Compensation	\$ -	\$ (985)	\$ (1,200)
101-271-730.000 - Postage, Mail Processing	\$ (660)	\$ (4,994)	\$ (8,000)
101-271-740.000 - Operating Supplies	\$ (3,585)	\$ (23,017)	\$ (34,000)
101-271-742.000 - Books	\$ (8,833)	\$ (51,301)	\$ (95,600)
101-271-743.000 - Periodicals	\$ -	\$ (8,461)	\$ (10,000)
101-271-745.000 - Audio-Visual, Video	\$ (2,441)	\$ (18,963)	\$ (33,495)
101-271-746.000 - Other Non Book	\$ (6,286)	\$ (67,713)	\$ (105,000)

General Fund - 101

February 2024

**FY 2024
YTD
as of 2/29/2024**

**FY 2024
Budget
Amended
1/18/2024**

101-271-748.000 - Materials Processing Supplies	\$ (460)	\$ (3,330)	\$ (8,000)
101-271-775.000 - Repair & Maintenance	\$ (948)	\$ (16,596)	\$ (32,000)
101-271-802.000 - Audit/Actuarial Fees	\$ -	\$ (6,825)	\$ (6,825)
101-271-803.000 - The Library Network	\$ (9,388)	\$ (43,902)	\$ (55,000)
101-271-818.000 - Contractual Services	\$ (8,244)	\$ (76,047)	\$ (80,000)
101-271-853.000 - Phone/Communications	\$ (542)	\$ (4,316)	\$ (7,000)
101-271-885.000 - Special Programs	\$ (2,362)	\$ (16,300)	\$ (35,000)
101-271-900.000 - Printing & Publishing	\$ (20)	\$ (10,245)	\$ (24,000)
101-271-914.000 - Liability Insurance	\$ -	\$ (14,593)	\$ (14,600)
101-271-920.000 - Utilities	\$ (4,344)	\$ (26,660)	\$ (44,000)
101-271-931.000 - Facilities Maintenance	\$ (3,132)	\$ (22,867)	\$ (40,000)
101-271-943.000 - Equipment Rental	\$ (623)	\$ (5,592)	\$ (8,400)
101-271-956.000 - Miscellaneous	\$ (87)	\$ (1,160)	\$ (1,500)
101-271-957.000 - Training/Education	\$ (2,335)	\$ (17,694)	\$ (28,000)
101-271-958.000 - Memberships & Dues	\$ (1,056)	\$ (4,693)	\$ (9,000)
101-271-960.000 - County Delinquent Tax Chargeback	\$ -	\$ (950)	\$ (950)
101-271-965.401 - Contributions to Capital Fund	\$ 450	\$ 108,001	\$ -
101-271-977.000 - Capital Outlay	\$ (450)	\$ (108,001)	\$ -
101-271-992.000 - Debt Svc- Principal	\$ -	\$ -	\$ (345,000)
101-271-994.000 - Interest Expense	\$ -	\$ (27,475)	\$ (54,950)
Total Expenses	\$ (157,267)	\$ (1,370,780)	\$ (2,497,230)

Net Income / (Loss): \$ (131,294) \$ 899,784 \$ 7,855

Fund Balance Change: \$ 7,855

Fund Balance at the Beginning of the FY: \$ 365,825

Fund Balance at the End of the FY: \$ 373,680

**FY 2024 Budget
Ferndale Area District Library**

Capital Projects Fund - 401	February 2024	FY 2024 YTD as of 02/29/2024	FY 2024 Budget
Revenue			
401-271-699.101 - Contributions from General Fund	\$0.00	\$0.00	\$0.00
Total Revenue	\$0.00	\$0.00	\$0.00

Capital Projects Fund - 401	February 2024	FY 2024 YTD as of 2/29/2024	FY 2024 Budget
Expenses			
401-271-965.101 - Contributions to General Fund	(\$450.00)	(\$108,000.84)	\$0.00
401-271-977- Capital Outlay	\$0.00	\$0.00	(\$300,000.00)
Total Expenses	(\$450.00)	(\$108,000.84)	(\$300,000.00)
Capital Fund Balance Change:	-\$450.00	-\$108,000.84	-\$300,000.00
Capital Fund Balance at the Beginning of the FY:		\$557,206.00	\$557,206.00
Capital Fund Balance at the End of the FY:		\$449,205.16	\$257,206.00

Income Statement (Profit and Loss)

Ferndale Area District Library
For the month ended February 29, 2024

	FEB 2024	FEB 2023	FEB 2022
Income			
404.000 - Voted Property Taxes	23,145.75	31,079.91	25,261.06
607.000 - Fees for Services	225.00	25.00	-
627.000 - Charge for Services	573.93	1,169.00	835.51
645.000 - Print Sales & Copies	1,256.80	190.25	95.05
660.000 - Fines & Forfeitures	339.26	24.20	64.75
673.000 - Sale of Property (pre-FYE2022)	-	-	55.99
675.001 - Individual Donations & Honorariums	4.18	14.77	3.60
675.002 - Contributions from Library Friends	-	500.00	-
693.000 - Sale of Property	877.88	102.99	-
695.000 - Miscellaneous Income	-	14.09	0.30
930.101 - Contributions from General Fund	(450.00)	-	-
Total Income	25,972.80	33,120.21	26,316.26
Gross Profit	25,972.80	33,120.21	26,316.26
Operating Expenses			
706.001 - Salaries - Full-time	46,947.03	45,527.71	35,688.61
706.002 - Salaries - Part-time	15,162.37	12,541.57	10,133.45
706.003 - Salaries - Subs	1,741.39	1,150.12	745.63
715.001 - Social Security - Employee	5,251.16	4,759.22	3,823.65
715.002 - Social Security - Employer	5,251.14	4,759.29	3,823.65
716.100 - Health Insurance	7,195.70	7,829.29	7,645.89
717.000 - Life Insurance - EE	-	648.01	494.90
718.000 - Pension- ICMA-RC 401	8,979.30	3,815.32	3,954.66
720.001 - Medicare - Employee	1,228.08	1,113.01	894.26
720.002 - Medicare - Employer	1,228.11	1,113.07	894.28
721.001 - Federal Income Tax - Employee	5,689.53	6,043.50	4,707.91
722.001 - MI Income Tax - Employee	3,146.57	2,924.30	2,231.20
723.001 - Local Income Tax - Employee	99.84	95.42	-
725.000 - Workers Compensation	-	38.00	-
730.000 - Postage, Mail Processing	660.00	-	-
740.000 - Operating Supplies	3,585.08	4,905.96	3,235.54
742.000 - Books	8,833.48	8,330.19	8,695.81
743.000 - Periodicals	-	448.90	274.14
745.000 - Audio-Visual, Video	2,441.47	1,692.98	2,560.66
746.000 - Other Non Book	6,286.09	7,936.97	3,201.84
748.000 - Materials Processing Supplies	460.39	190.41	135.72
775.000 - Repair & Maintenance	948.00	487.02	423.15

Income Statement (Profit and Loss)

	FEB 2024	FEB 2023	FEB 2022
803.000 - The Library Network	9,387.84	389.88	-
818.000 - Contractual Services	8,244.12	7,830.41	4,610.76
853.000 - Phone/Communications	541.57	540.44	482.58
873.000 - Training/Education (pre-FYE2022)	-	-	1,514.00
885.000 - Special Programs	2,362.08	1,739.63	1,293.15
900.000 - Printing & Publishing	20.00	2,071.03	981.74
920.000 - Utilities	4,343.79	3,561.47	2,543.52
931.000 - Facilities Maintenance	3,132.06	4,847.00	3,602.09
943.000 - Equipment Rental Alloc.- General Fund Motor Pool	622.52	670.97	568.76
956.000 - Miscellaneous	87.00	87.00	70.00
957.000 - Training/Education	2,335.00	26.98	-
958.000 - Memberships & Dues	1,056.16	118.00	1,610.56
965.401 - Contributions to Capital Fund	(450.00)	-	-
977.000 - Capital Outlay	450.00	29,727.75	32,721.88
Total Operating Expenses	157,266.87	167,960.82	143,563.99
Operating Income	(131,294.07)	(134,840.61)	(117,247.73)
Net Income	(131,294.07)	(134,840.61)	(117,247.73)

FOR IMMEDIATE RELEASE

Contact: Jeff Milo, FADL Media/Marketing

jeff@fadl.org

Ferndale Residents Significantly Satisfied with Library Service, Survey Finds

Recent Study Commissioned by City Government Found High Approval Ratings for the Library

FERNDALE, MI (February 19, 2023—) Ferndale Library is pretty popular with its patrons. The City of Ferndale recently commissioned an Engagement and Priority Assessment, which surveyed a random sample of residents, and it turns out that satisfaction rates are quite high when it comes to Ferndale Area District Library's resources and programming.

Last fall, Ferndale's city government worked with Cobalt Community Research to better understand the community's values and priorities while gauging citizens' overall satisfaction regarding a wide range of services across all demographics. The survey results were presented in early December 2023, showing that people liked Ferndale's diversity, walkability, safety, and its central location in the Metro Area.

But it was also apparent that Ferndalians are significantly satisfied with their local public library: a majority of residents across all age groups showed a prevalingly positive opinion of the library overall, with particular satisfaction for both the quality and variety of programming and the adequacy of library resources to meet the needs of its citizens.

Nearly 75% of residents made at least a few or several visits to the library in 2023, with nearly a quarter visiting 12 times or more. According to Cobalt's research, the Ferndale Library is significantly ahead of the national average regarding residents' approval ratings of their public libraries, particularly regarding programming. Ferndale locals also reported an 87% overall satisfaction rating of the library's resources in 2023, compared to 65% in 2009.

The study revealed high approval ratings from those in the 18-34 age group and notably high ratings from 35-54. Furthermore, Ferndale Library received nearly perfect ratings across the board from surveyed LGBTQ+ residents and very high ratings from Black, Latino, and Asian residents.

In all four major categories—*hours, resources, programming quality, and programming variety*—the library's ratings were higher than in previous years: slightly higher than in 2020 and markedly higher than in 2009. Between 2020 and 2023, the library added several new recurring programs for varying age groups, including new book clubs, craft events, partnerships with local organizations and businesses, and additions to circulating collections like the Library of Things. A library card is not needed, though, to visit or use the library—free WiFi is available to anyone inside the building, and access to private spaces for meetings or studying is available. Meanwhile, ongoing plans for monthly events continue to advance the library's mission of providing programming that educates, entertains, and enriches the community.

More information can be found at: www.fadl.org/

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City of Ferrisdale 2023

Rating Questions

Response=306

+/- 5.6% (95% confidence)

+/- 4.7% (90% confidence)

	Events						Library				
	Events Overall	Strong and vibrant arts community	Variety of festivals	Variety of community events	Activities that interest you	Feeling of safety at community events	Library Overall	Hours of operation	Adequacy of resources to meet your needs	Quality of programming	Variety of programming
Overall 2009	76	81	81	81	-		73	70	66	-	-
Overall 2020	80	84	83	81	72		86	87	87	87	86
Overall 2023	84	84	84	84	76	89	88	87	89	89	88
One year or less*	96	97	99	98	91	93	97	94	93	100	100
1-5 years	86	87	87	87	80	89	91	88	92	92	90
6-10 years	85	88	86	84	77	91	87	84	90	88	84
More than 10 years	82	82	83	83	72	88	86	86	87	87	86
Own	84	84	84	84	76	90	88	86	89	89	87
Rent/Lease	86	90	88	87	79	88	93	93	93	93	93
Yes	87	88	87	89	82	89	86	83	86	89	87
No, a different community	84	84	86	84	77	90	89	86	91	91	89
I am not currently employed*	84	87	87	86	68	93	84	89	91	86	71
I am retired	80	83	83	82	70	82	84	88	83	81	82
18 to 24*	84	89	84	89	71	84	94	78	100	100	100
25 to 34	86	87	87	87	82	90	91	86	94	94	91
35 to 44	84	86	84	84	77	90	88	86	89	89	87
45 to 54	88	90	88	89	79	94	91	88	92	93	91
55 to 64	82	81	84	82	73	88	86	86	87	87	86
65 or over	80	81	83	82	70	84	82	88	82	79	79
Some high school or less*	76	71	80	80	69	78	88	89	89	89	87
High school graduate	78	79	82	79	68	84	77	79	79	76	76
Some college	85	88	87	86	76	90	92	91	91	93	92
College graduate	86	88	87	87	79	91	89	87	91	90	88
Graduate degree(s)	83	82	83	84	77	88	87	84	88	88	87
\$25,000 or less*	77	81	84	82	59	79	81	86	83	80	74
\$25,001 to \$50,000	78	81	79	81	69	82	85	86	86	84	84
\$50,001 to \$100,000	88	89	89	88	82	93	93	91	93	94	92
Over \$100,000	85	84	86	86	79	91	87	83	89	89	88
Single	85	86	87	86	74	91	89	90	90	89	87

Marital Status	Married/living with partner	84	84	86	84	84	77	88	88	86	86	89	90	88
	Widowed/separated/divorced	84	88	84	83	74	91	86	87	86	91	92	87	88
Household Composition	Child(ren) age 12 or under	86	84	86	86	82	90	90	86	86	91	92	90	
	Child(ren) over age 12	85	88	87	86	77	88	86	82	84	89	89	89	
	Spouse/partner	84	86	84	84	77	89	88	87	89	90	88	88	
	Roommate*	84	87	87	84	74	89	86	84	87	87	87	87	
	Parent age 65 or older*	81	76	87	87	61	96	89	89	89	89	89	89	
Gender	Other*	84	88	87	84	78	82	82	97	76	78	78	86	
	None of these	84	84	86	84	74	91	87	86	91	87	86	86	
	Male	85	87	88	86	76	91	87	88	88	88	88	86	
	Female	84	86	84	86	79	88	88	84	89	89	89	88	
	Gender queer/ Gender non-conforming*	82	88	86	86	71	82	100	100	100	100	100	100	
	Straight	86	86	87	86	79	92	87	84	89	88	88	86	
	Gay or Lesbian*	84	87	87	87	73	84	88	88	90	88	88	88	
	Bisexual*	88	90	89	89	87	88	96	91	98	98	98	98	
	Transgender, transsexual, r. non-conforming*	86	94	96	97	74	69	100	100	100	100	100	100	
	Prefer not to say*	65	69	64	67	48	78	85	80	89	87	87	84	
Ethnicity	Different identity*	86	92	92	86	67	94	91	92	70	100	100	100	
	Asian*	89	90	88	88	89	89	89	90	89	89	89	89	
	White/Caucasian	84	84	86	84	76	89	87	86	88	88	88	86	
	Black/African American*	88	89	88	87	83	94	96	94	99	96	96	93	
	Hispanic/Latino*	85	86	81	89	78	93	97	96	96	98	98	98	
	Indigenous*	75	78	74	74	70	78	76	72	78	78	78	78	
Sample	Other*	85	88	87	86	76	89	95	93	93	97	97	97	
	Sample	84	84	84	84	76	89	88	87	89	89	89	88	
	Non-Sample*	80	76	82	81	64	94	85	81	87	86	88	88	

Question	National	National 10-25k	Midwest	Midwest 10-25k	MI	MI 10-25k	Ferndale 2009	Ferndale 2020	Ferndale 2023
Library Overall	73	76	71	73	70	74	73	86	88
Hours of operation	75	78	72	77	71	78	70	87	87
Adequacy of resources to meet your needs	76	79	74	77	73	77	66	87	89
Quality of programming	71	74	69	69	68	71	-	87	89
Variety of programming	71	74	69	69	68	71	-	86	88



Preserving Voice: Looking Into Detail

City of Ferrndale 2023
Rating Questions
 Response=306
 +/-5.6% (95% confidence)
 +/-4.7% (90% confidence)

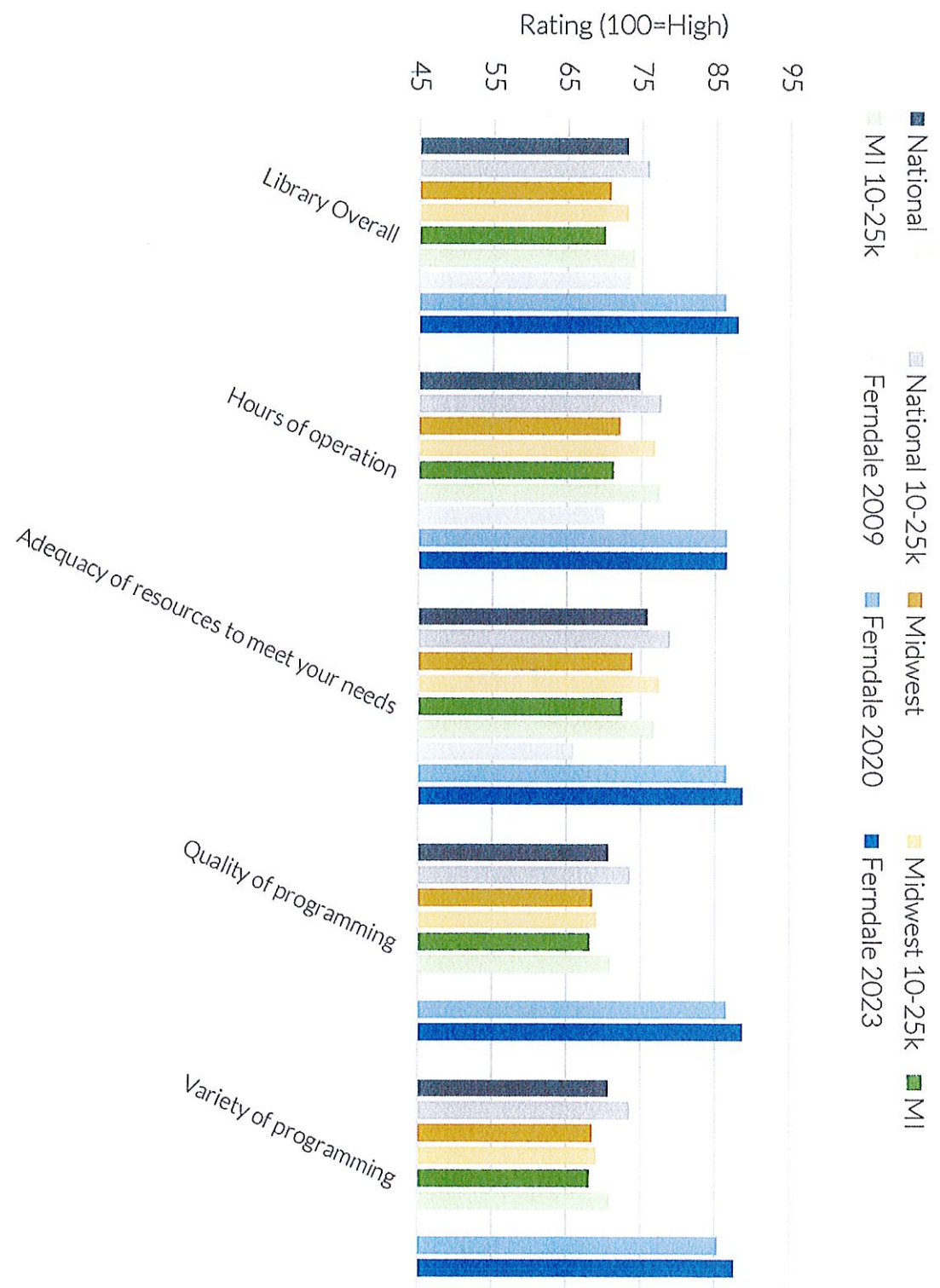
	Schools					Events					
	Schools Overall	Meeting the needs of the community	Preparation of students for solid careers	Preparation of students for college	Communication with the public	Events Overall	Strong and vibrant arts community	Variety of festivals	Variety of community events	Activities that interest you	Feeling of safety at community events
Overall 2009	51	52	50	51	51	76	81	81	81	-	
Overall 2020	69	71	69	70	64	80	84	83	81	72	
Overall 2023	65	70	63	63	62	84	84	84	84	76	89
Age											
18 to 24*	29	50	22	22	22	84	89	84	89	71	84
25 to 34	65	70	64	64	61	86	87	87	87	82	90
35 to 44	63	71	59	58	63	84	86	84	84	77	90
45 to 54	68	70	67	69	64	88	90	88	89	79	94
55 to 64	64	66	63	63	62	82	81	84	82	73	88
65 or over	65	72	64	63	59	80	81	83	82	70	84
Education											
Some high school or less*	71	72	67	67	78	76	71	80	80	69	78
High school graduate	60	67	59	59	57	78	79	82	79	68	84
Some college	76	80	77	77	70	85	88	87	86	76	90
College graduate	63	69	62	64	58	86	88	87	87	79	91
Graduate degree(s)	62	67	60	59	63	83	82	83	84	77	88

Consistent Scores Regardless of Demographics

Checked Scores that Vary by Demographics

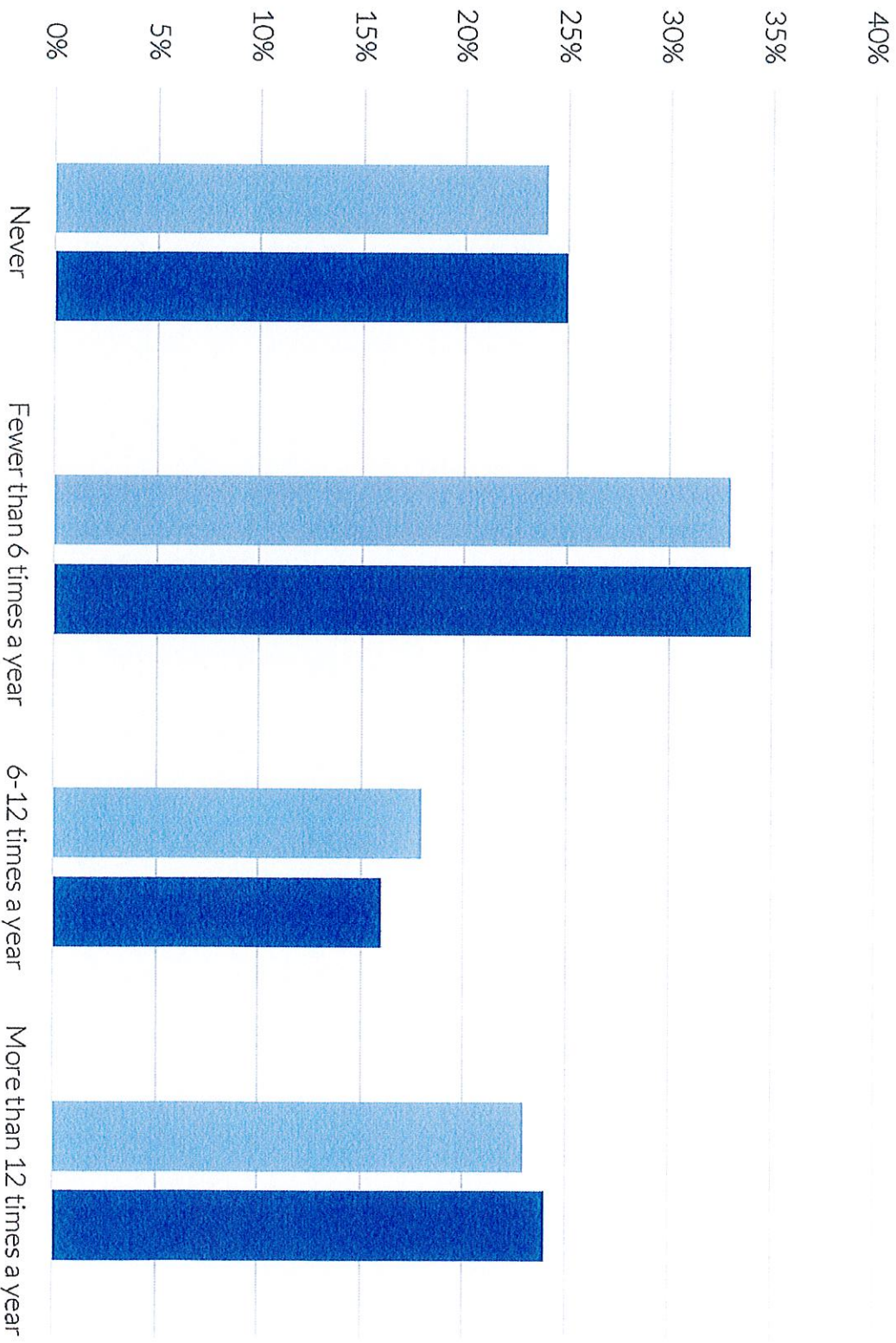


Drivers of Satisfaction and Behavior: Library





Library Use





FERNDALE AREA DISTRICT LIBRARY
Written Public Summary of FOIA Procedures and Guidelines

Consistent with Public Act 563 of 2014 amending the Michigan Freedom of Information Act (FOIA), the following is the Written Public Summary of the Library's FOIA Procedures and Guidelines relevant to the general public.

1. How do I submit a FOIA request to the Library?

- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Library must be submitted in writing.
- A request must sufficiently describe a public record so as to enable the Library to find it.
- No specific form to submit a written request is required. However a FOIA Request form for your use and convenience is available on the Library's website at www.ferndale.lib.mi.us
- Written requests can be made in person by delivery to the Library or by mail: 222 East Nine Mile Rd, Ferndale, MI 48220/Attn: FOIA Coordinator
- Requests can also be made by facsimile by calling 248-545-5840.
- A request may also be submitted by e-mail. To ensure a prompt response, e-mail requests should contain the term "FOIA" or "FOIA Request" in the subject line and be sent to info@ferndalepubliclibrary.org

Note: If you are serving a sentence of imprisonment in a local, state or federal correctional facility you are not entitled to submit a request for a public record.

2. What kind of response can I expect to my request?

- Within 5 business days of receipt of a FOIA request the Library will issue a response. If a request is received by facsimile or e-mail the request is deemed to have been received on the following business day. The Library will respond to your request in one of the following ways:
 - Grant the request.
 - Issue a written notice denying the request.
 - Grant the request in part and issue a written notice denying in part the request.
 - Issue a notice indicating that due to the nature of the request the Library needs an additional 10 business days to respond.
 - Issue a written notice indicating that the public record requested is available at no charge on the Library's website.
- If the request is granted, or granted in part, the Library will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available. If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Library will require a deposit before processing the request.

3. What are the Library's fee deposit requirements?

- If the Library has made a good faith calculation that the total fee for processing the request exceeds \$50.00, the Library will require that you provide a deposit in the amount of 50% of the total estimated fee. When the Library requests the deposit it will provide you a non-binding best efforts estimate of how long it will take to process the request following receipt by the Library of your deposit.
- If the Library receives a request from a person who has not paid the Library for copies of public records made in fulfillment of a previously granted written request, the Library will require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when all of the following conditions exist:
 - the final fee for the prior written request is not more than 105% of the estimated fee;
 - the public records made available contained the information sought in the prior written request and remain in the Library's possession;
 - the public records were made available to the individual, subject to payment, within the time frame estimated by the City to provide the records;
 - 90 days have passed since the Library notified the individual in writing that the public records were available for pickup or mailing;
 - the individual is unable to show proof of prior payment to the Library; and
 - the Library has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Library will not require the 100% estimated fee deposit if any of the following apply:
 - the person making the request is able to show proof of prior payment in full to the Library;
 - the Library is subsequently paid in full for all applicable prior written requests;
or
 - 365 days have passed since the person made the request for which full payment was not remitted to the Library.

4. How does the Library calculate FOIA processing fees?

- A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt from nonexempt 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 the unreasonably high costs.
- The Michigan FOIA statute permits the Library to assess and collect a fee for six designated processing components. The Library may charge for the following costs associated with processing a request:
 - Labor costs associated with searching for, locating and examining a requested public record.
 - Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.

- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media.
 - The cost of duplication or publication, not including labor, of paper copies of public records.
 - Labor costs associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
 - The cost to mail or send a public record to a requestor.
- Labor Costs
 - All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down.
 - Labor costs will be charged at the hourly wage of the lowest-paid Library employee capable of doing the work in the specific fee category, regardless of who actually performs work.
 - Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
 - Non-paper Physical Media
 - The cost for records provided on non-paper physical media, such as computer discs, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
 - This cost will only be assessed if the Library has the technological capability necessary to provide the public record in the requested non-paper physical media format.
 - Paper Copies
 - Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets will reflect the actual cost of reproduction.
 - The Library may provide records using double-sided printing, if cost-saving and available.
 - Mailing Costs
 - The cost to mail public records will use a reasonably economical and justified means.
 - The Library may charge for the least expensive form of postal delivery confirmation.
 - No cost will be made for expedited shipping or insurance unless requested.

5. How do I qualify for a reduction of the processing fees?

- The Library may waive or reduce the fee associated with a request when Library determines that to do so is in the public interest because release of the information is considered as primarily benefitting the general public.

- The Library will waive the first \$20.00 of the processing fee for a request if you submit an affidavit stating that you are:
 - indigent and receiving specific public assistance; or
 - if not receiving public assistance, stating facts demonstrating an inability to pay because of indigency.
- You are not eligible to receive the \$20.00 waiver if you:
 - have previously received discounted copies of public records from the Library twice during the calendar year; or
 - are requesting information on behalf of other persons who are offering or providing payment to you to make the request.
- An affidavit is sworn statement. For your convenience the Library has provided an Affidavit of Indigency form for the waiver of FOIA fees on its website.
- The Library will waive the fee for an nonprofit organization which meets all of the following conditions:
 - the organization is designated by the State under federal law to carry out activities under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act;
 - the request is made directly on behalf of the organization or its clients;
 - the request is made for a reason wholly consistent with the provisions of federal law under Section 931 of the Mental Health Code; and
 - the request is accompanied by documentation of the organization's designation by the State

6. How may I challenge the denial of a public record or an excessive fee?

- Appeal of a Denial of a Public Record
 If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may file an appeal of the denial with the Library Board. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the Board will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Board, you may file a civil action in Oakland County Circuit Court within 180 days after the Library's final determination to deny your request. Should you prevail in the civil action the court will award you reasonable attorneys' fees, costs and disbursements. If the court determines that the Library acted arbitrarily and capriciously in refusing to disclose or provide a public record, the court shall award you damages in the amount of \$1000.00

- Appeal of an Excessive FOIA Processing Fee

If you believe that the fee charged by the Library to process your FOIA request exceeds the amount permitted by state law, you must first submit a written appeal for a fee reduction to the Board. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the Board will respond in writing by:

- waiving the fee;
- reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Board will respond to the written appeal.

Within 45 days after receiving notice of the Board's determination of the processing fee appeal, you may commence a civil action in Oakland County Circuit Court for a fee reduction. If you prevail in the civil action by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements. If the court determines that the Library acted arbitrarily and capriciously by charging an excessive fee, court may also award you punitive damages in the amount of \$500.00.

Need more details or information?

This is only a summary of the Library's FOIA Procedures and Guidelines. For more details and information, copies of the Library's FOIA Procedures and Guidelines are available at no charge at the Library and on the Library's website, www.ferndalepubliclibrary.org.

June, 2015

FREEDOM OF INFORMATION ACT POLICY AND GUIDELINES

1. Statement of Principles

A. It is the policy of the Ferndale Area District Library that all persons, except those who are serving a sentence of imprisonment, consistent with the Michigan Freedom of Information Act (FOIA), 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 employees. The people shall be informed so that they fully participate in the democratic process.

B. The Library's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

C. The Library acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Library acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

D. The Ferndale Area District Library will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Library's policy is to disclose public records consistent with and in compliance with State law.

2. General Policies

A. The Library Board, acting pursuant to the authority at MCL 15.236, designates the Library Director as the FOIA Coordinator. He or she is authorized to designate other Library staff to act on his or her behalf to accept and process written requests for the Library's public records and approve denials. The Board shall also appoint an Alternate FOIA Coordinator, to act in the place of the Director if needed.

B. If a request for a public record is received by facsimile or e-mail, the request is deemed to have been received on the following business day. If a request is sent by e-mail and delivered to a Library spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder, and the date the FOIA Coordinator became aware of the request. The FOIA Coordinator shall review Library spam and junk mail folders on a regular basis.

C. The FOIA Coordinator may, in his or her discretion, implement administrative rules consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

D. The Library is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Library staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

E. The FOIA Coordinator shall keep a copy of all written requests for public records received by the Library on file for a period of at least one year.

F. The FOIA Coordinator shall keep the Board informed of all actions taken relative to a FOIA request as it proceeds.

3. Requesting a Public Record

A. A person requesting to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Library must do so in writing. The request must sufficiently describe a public record so as to enable Library personnel to identify and find the requested public record.

B. No specific form to submit a request for a public record is required. However, the FOIA Coordinator may make available a FOIA Request Form for use by the public.

C. Written requests for public records may be submitted in person or by mail. Requests may also be submitted electronically by facsimile and e-mail. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

D. A person may request that public records be provided on non-paper physical media, electronically mailed or otherwise provided to him or her in lieu of paper copies. The Library will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

E. A person may subscribe to future issues of public records that are created, issued or disseminated by the Library on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

F. A person who makes a verbal, non-written request for information believed to be available on the Library's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

G. A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

4. Processing a Request

A. Unless otherwise agreed to in writing by the person making the request, within 5 business days of receipt of a FOIA request the Library will issue a response. If a request is received by facsimile, e-mail or other electronic transmission, the request is deemed to have been received on the following business day. The Library will respond to the request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Library needs an additional 10 business days to respond. Only one such extension is permitted.

- Issue a written notice indicating that the public record requested is available at no charge on the Library's website.

B. If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request. A copy of these Procedures and Guidelines shall be provided to the requestor with the response to a written request for public records, provided however, that if these Procedures and Guidelines, and its Written Public Summary are maintained on the Library's website, then a website link to those documents may be provided in lieu of providing paper copies.

C. If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

D. If based on a good faith calculation by the Library, the cost of processing a FOIA request is expected to exceed \$50, or if the requestor has not fully paid for a previously granted request, the Library will require a good-faith deposit before processing the request. In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Library to process the request and also provide a best efforts estimate of a time frame it will take the Library to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Library, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

E. If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Library; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the Library Board President or seek judicial review in the Oakland County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

F. If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is

deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

G. The Library shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Library records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Library operations.

H. The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

5. Fee Deposits

A. If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation by the Library, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

B. If a request for public records is from a person who has not fully paid the Library for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- the final fee for the prior written request is not more than 105% of the estimated fee;
- the public records made available contained the information sought in the prior written request and remain in the Library's possession;
- the public records were made available to the individual, subject to payment, within the time frame estimated by the Library to provide the records;
- 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- the individual is unable to show proof of prior payment to the Library; and
- the FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

C. The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- the person making the request 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
- 365 days have passed since the person made the request for which full payment was not remitted to the Library.

6. Calculation of Fees

A. A fee will not be charged for the cost of search, examination, review and the deletion and separation of exempt 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 the unreasonably high costs.

B. The following factors shall be used to determine an unreasonably high cost to the Library:

- The particular request incurs costs greater than incurred from the typical or usual request received by the Library. See *Bloch v Davison Community Schools*, 2011 Mich App Lexis 771, 2011 WL 1564645
- Volume of the public record requested.
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

C. The Library may charge for the following costs associated with processing a FOIA request:

- Labor costs directly associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure of information which is disclosed.
- The actual cost of computer discs, computer tapes or other digital or similar media.
- The cost of duplication of publication, not including labor, of paper copies of public records.
- The cost of labor associated with duplication or publication, including making paper copies, making digital copies or transferring digital public records to non-paper physical media or through the internet or other electronic means.
- The actual cost of mailing or sending a public record.

D. Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15 minute increments with all partial time increments rounded down .
- Labor costs will be charged at the hourly wage of the lowest-paid Library employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits. The Library may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs until agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.

E. The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Library has the technological capability necessary to provide the public record in the requested non-paper physical media format.

- In order to ensure the integrity and security of the Library's technological infrastructure, the Library will procure any requested non-paper media and will not accept non-paper media from the requestor

F. The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 1/2 x 11) or legal (8 1/2 x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Library may provide records using double-sided printing, if cost-saving and available.

G. The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Library may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless requested.

H. If the FOIA Coordinator does not respond to a written request in a timely manner, the following shall be required:

- Reduce the labor costs by 5% for each day the Library exceeds the time permitted under FOIA up to a 50% maximum reduction, if any of the following applies:
 - The late response was willful and intentional.
 - The written request, within the first 250 words of the body of a letter facsimile, e-mail or e-mail attachment conveyed a request for information
 - The written request included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231 et seq or 1976 Public Act 442 on the front of an envelope or in the subject line of an e-mail, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form

7. Waiver of Fees

A. The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because such can be considered as primarily benefitting the general public. May wish to establish and set forth the conditions a requestor must meet to so as to "benefit the general public" in order to obtain a waiver of fees.

B. The FOIA Coordinator will waive the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- indigent and receiving specific public assistance; or
- if not receiving public assistance stating facts demonstrating an inability to pay because of indigency.

C. An individual is not eligible to receive the waiver if:

- the requestor has previously received discounted copies of public records from the City twice during the calendar year; or
- the requestor requests information in connection with other persons who are offering or providing payment to make the request.

D. An affidavit is a sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

E. A nonprofit organization designated to by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 200 and the Protection and Advocacy for Individuals with Mental Illness Act, or their successors, if the request meets all of the following requirements:

- is made directly on behalf of the organization or its clients;
- is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, MCL 330.1931;
- is accompanied by documentation of its designation by the State.

8. Appeal of a Denial of a Public Record

A. When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal of the denial with the Office of the Board President. The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial.

B. Within 10 business days of receiving the appeal the Board President will respond in writing by:

- reversing the disclosure denial;
- upholding the disclosure denial; or
- reverse the disclosure denial in part and uphold the disclosure denial in part.
- Under unusual circumstances, such as the need to examine or review a voluminous amount of separate and distinct public records or the need to collect the requested records from numerous facilities located apart from the office receiving or processing the request, the Board President may issue not more than one notice of extension for not more than 10 business days to respond to the appeal.

C. Whether or not a requestor submitted an appeal of a denial to the Board President, he or she may file a civil action in Oakland County Circuit Court within 180 days after the Library's final determination to deny the request.

D. If the court determines that the public record is not exempt from disclosure, the court will award the appellant reasonable attorneys' fees, cost and disbursements. If the court determines that the appellant prevails only in part, the court in its discretion may award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements.

E. If the court determines that the Library arbitrarily and capriciously violated the FOIA by refusing or delaying the disclosure of copies of a public record, it shall

award the appellant punitive damages in the \$1,000. Court shall also order that the public body pay a civil fine of \$1000 to the general fund of the State treasury.

9. Appeal of an Excessive FOIA Processing Fee

A. If a requestor believes that the fee charged by the Library to process a FOIA request exceeds the amount permitted by state law, he or she must first submit a written appeal for a fee reduction to the Office of the Board President. The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

B. Within 10 business days after receiving the appeal, the Board President will respond in writing by:

- waive the fee;
- reduce the fee and issue a written determination indicating the specific basis that supports the remaining fee, accompanied by a certification by the Board President that the statements in the determination are accurate and the reduced fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA;
- uphold the fee and issue a written determination indicating the specific basis under Section 4 of the FOIA that supports the required fee, accompanied by a certification by the Board President that the statements in the determination are accurate and the fee amount complies with these Procedures and Guidelines and Section 4 of the FOIA; or
- issue a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Board President will respond to the written appeal.

C. Within 45 days after receiving notice of the Board President's determination of a fee appeal, a requestor may commence a civil action in Kalamazoo County Circuit Court for a fee reduction. If a civil action is filed appealing the fee, the Library is not obligated to process the request for the public record until the Court resolves the fee dispute.

D. If the court determines that the Library required a fee that exceeds the amount permitted, it shall reduce the fee to a permissible amount. If the appellant in the civil action prevails by receiving a reduction of 50% or more of the total fee, the court may award all or appropriate amount of reasonable attorneys' fees, costs and disbursements.

E. If the court determines that Library has acted arbitrarily and capriciously by charging an excessive fee, the court shall also award the appellant punitive damages in the amount of \$500.

10. Conflict with Prior FOIA Policies and Procedures; Forms

A. To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Library Board or the Library Administration, these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Library Board or the

Library Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

B. To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Library Board or the Library Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Library Board of any change these Policies and Guidelines.

C. Relevant forms for FOIA requests, denials, etc. will be on file with the Director and available to the public upon request.

Effective June 30, 2015.

Records Located on Website

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 any labor charges to redact (*separate exempt information from non-exempt information*).

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 must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the Library must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the Library has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the Library must provide the public records in the specified format (if the Library has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on Library Website

I stipulate that, even if some or all of the records are located on the Library website, I am requesting that the Library make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature

Date

Overtime Labor Costs

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 cost itemization form.

Consent to Overtime Labor Costs

I agree and stipulate to the Library using overtime wages in calculating the following labor costs as itemized in the following categories:

- 1. Labor to copy/duplicate
- 2. Labor to locate
- 3a. Labor to redact
- 3b. Contract labor to redact
- 6b. Labor to copy/duplicate records already on City's website

Requestor's Signature

Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- (i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
- (ii) 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. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: Affidavit Received Eligible for Discount Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request:

Date:

Requestor's Signature:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by a nonprofit 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, if the request meets **ALL** of the following requirements:

- (i) Is made directly on behalf of the organization or its clients.
- (ii) 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.
- (iii) Is accompanied by documentation of its designation by the state, if requested by the Library.

Office Use: Documentation of State Designation Received Eligible for Discount Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and 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:

Date:

Requestor's Signature:

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

Ferndale Area District Library, Oakland County

222 East Nine Mile Rd.
Ferndale, MI 48220
Phone: 248-546-2504

Request Form
Note: Requestors are not required to use this form. The Library may complete one for recordkeeping if not used.

Notice to Extend Response Time for FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the City: _____

Record(s) You Requested: (Listed here or see attached copy of original request) _____

We are extending the date to respond to your FOIA request for no more than ten (10) business days, until _____ (month, day, year). Only one extension may be taken per FOIA request. If you have any questions regarding this extension, contact _____ at _____

Estimated Time Frame to Provide Records: _____ (days or date)
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 a public body from any of the other requirements of this act.

Reason for Extension:

1. The Library needs to search for, collect, or appropriately examine or review a voluminous amount of separate and distinct public records pursuant to your request. Specifically, the Library must:

2. The Library needs to collect the requested public records from numerous field offices, facilities, or other establishments that are located apart from the City Hall office. Specifically, the City must coordinate documents from the following locations:

3. Other (describe): _____

Signature of FOIA Coordinator:	Date:
---------------------------------------	--------------

[This page left blank on purpose.]

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

Ferndale Area District Library, Oakland County

Denial Form

222 East Nine Mile Rd.
Ferndale, MI 48220
Phone: 248-546-2504

Notice of Denial of FOIA Request
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the Library: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

All OR **Part** of your request for records has been denied. Please refer to this form for an explanation. If you have any questions regarding this denial, contact _____ at _____

Reason for Denial:

1. Exempt from Disclosure: This item is exempt from disclosure under FOIA Section 13, Subsection _____ *(insert number)*, because: _____

2. Record Does Not Exist: This item does not exist under the name provided in your request or by another name reasonably known to the City. A certificate that the public record does not exist under the name given is attached. If you believe this record does exist, provide a description that will enable us to locate the record: _____

3. Redaction: A portion of the requested record had to be separated or deleted (redacted) as it is exempt under FOIA Section 13, Subsection _____ *(insert number)*, because: _____

A brief description of the information that had to be separated or deleted: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Library Board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Library has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. *(See back of this form for additional information on your rights.)*

Signature of FOIA Coordinator: _____

Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within one hundred eighty (180) days after a public body's final determination to deny a request.

(2) Within ten (10) business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(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 head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) The City Council that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of City Council following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body 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 under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body 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 public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015

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

Ferndale Area District Library, Oakland County

Denial Appeal Form

222 East Nine Mile Rd.
Ferndale, MI 48220
Phone: 248-546-2504

FOIA Appeal Form—To Appeal a Denial of Records
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis
Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the Library: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

City Response:

The Library must provide a response within 10 business days after receiving this appeal, including a determination or taking one (1) ten (10) day extension.

Library Extension: We are extending the date to respond to your FOIA fee appeal for no more than ten (10) business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Library Determination:

Denial Reversed Denial Upheld Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the Library Board or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the Library has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____ **Date:** _____

FREEDOM OF INFORMATION ACT (EXCERPT)

Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within one hundred eighty (180) days after a public body's final determination to deny a request.

(2) Within ten (10) business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(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 ten (10) business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) The City Council that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of the City Council following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body 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 under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body 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 public body to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

Ferndale: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Ferndale Area District Library, Oakland County

222 East Nine Mile Rd. Ferndale, MI 48220

Phone: 248-546-2504

Fee Appeal Form

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Request No.: _____ **Date Received:** _____ **Check if received via:** Email Fax Other Electronic Method
Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
(Please Print or Type) **Date discovered in junk/spam folder:** _____
Request for: Copy Certified copy Record inspection Subscription to record issued on regular basis

Name	Phone
Firm/Organization	Fax
Street	Email
City	State Zip

Delivery Method: Will pick up Will make own copies onsite Mail to address above Email to address above
 Deliver on digital media provided by the Ferndale: _____

Record(s) You Requested: *(Listed here or see attached copy of original request)* _____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

Library Response:

The Library must provide a response within ten (10) business days after receiving this appeal, including a determination or taking one (1) ten (10) day extension.

Library Extension: We are extending the date to respond to your FOIA fee appeal for no more than ten (10) business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: _____

Library Determination: Fee Waived Fee Reduced Fee Upheld

Written basis for Library determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the Library's written Procedures and Guidelines to the Library Board or to commence an action in the Circuit Court for a fee reduction within forty-five (45) days after receiving the notice of the required fee or a determination of an appeal to the Library Board. If a civil action is commenced in court, the Library is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the Library required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.

Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body 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 public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within forty-five (45) days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within ten (10) business days after receiving a written appeal under subsection (1)(a), the head of a public body 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 that supports the remaining fee. The determination shall include a certification from the head of the public body 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.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under Section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and Section 4.

(d) Issue a notice extending for not more than ten (10) business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) The City Council that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of the City Council in following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section 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. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body 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. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under Section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015

— Part One —

BYLAWS

I. NAME, AUTHORITY AND PURPOSE

The name of this body shall be the Ferndale Area District Library Board (“Board”). The Board’s authority is established and defined under the District Library Establishment Act, 1989 PA 24, MCL 397.171, et seq. The Library Board is officially responsible for setting policy for the Library, overseeing the budget and finances of the Library and the operation of the Library. The Board has adopted a mission statement and has implemented long- and short-range plans for Library services and administration.

II. BOARD AND ELECTION

1. Permanent Elected Board. The District Library shall be governed by a Board which shall consist of seven (7) members to be elected at large from the Library District. Board Members shall be elected on nonpartisan ballots.

A. First Election. The first election of the Library Board Members (“Board Members”) shall take place at the same time as the first regularly scheduled election of School District Board Members occurring on or after the thirteenth Monday following the appointment of the first member of the Provisional Library Board as set forth in Paragraph A.2 below.

B. Terms. The four (4) persons receiving the most votes at the first election of Board Members shall have four (4) year terms, and the three (3) remaining persons elected to the Board shall have two (2) year terms. After the first election, Board Members shall be elected at general elections for four (4) years.

C. Beginning of Terms. The term of office of the Board Members shall begin at the same time as the term of a School District Board Member elected at the same election.

~~2. Provisional Library Board. From the Effective Date of the Agreement, December 31, 2014, until the permanent Library Board is elected and qualified, the Provisional Library Board shall consist of seven (7) members appointed by the City.~~

2. Each Board Member shall have one vote on any matter under consideration.

Policy 4
PROCEDURE FOR FILLING VACANCY ON ELECTED BOARD

1. **Vacancy.** A vacancy shall occur as follows:

a. *Vacancy Due to Resignation.* A Board member resignation shall be acknowledged and announced at the next meeting of the Board. The Board shall vote on accepting the resignation.

b. *All other Vacancies.* An office shall become vacant upon the event (i.e., death, conviction of a felony, removal from office by the governor pursuant to section 10 of Article V of the State Constitution of 1963, or ceasing to be a resident of the district).

2. **Candidates to Fill the Vacancy:** The following process shall be followed to solicit interest from candidates to fill the vacancy.

a. *Information.* If the meeting at which a vacancy occurs or at the first meeting following a vacancy, the Library shall provide information on how interested persons may submit materials to apply to fill the vacancy. When appropriate, information shall also be added to the library website. Also, the information shall include the deadline for applications.

b. *Application.* Candidates shall complete an *Application for Appointment to Vacant Board Member Position*. Application and resume shall be submitted to the Board email at board@fadl.org.

c. *Acknowledgment.* Applications from candidates shall be acknowledged, as soon as practicable, by the Board.

3. **Committee.** The Board President shall appoint an ad hoc committee to secure applications and make available to the Board.

a. *Review.* The committee shall review all applications.

b. *Recommendation.* The Ad Hoc committee shall review and recommend to the full Board candidates to be interviewed.

4. **Board Consideration.**

- a. The Library Board shall determine which, if any, candidate they desire to interview. The Library Board shall schedule interviews which shall be held at an open meeting of the board.
- b. If no candidates are chosen to be interviewed by the Board, the Board shall start this procedure over.
- c. After conducting the interviews, the Board may vote to select a candidate or table the appointment for further discussion. Upon selection, the chosen candidate shall be notified and confirmation established. An announcement of the appointment shall be placed on the Library website and will include information on the length and expiration of the appointee's term. The Board President or designee shall reach out to all other candidates to let them know of the Board's decision.
- d. As soon as practicable, the Secretary shall forward a copy of the Board's minutes from the meeting at which the appointment took place to the Ferndale City Clerk. The newly appointed Board Member shall present themselves to the City Clerk for swearing in.

Adopted on January 28, 2010

Revised on July 26, 2012

Revised on January 15, 2015

Revised March 21, 2024

Policy 4

PROCEDURE FOR FILLING VACANCY ON ELECTED BOARD

1. Once a Board Member's resignation has taken place and his or her seat is vacant, a press release announcing the resignation shall be issued. This may include a quote from the Board President, and from the resigned member. The press release shall include information on how interested persons may submit materials to apply to fill the vacancy, and a deadline for doing so.
2. Candidates shall submit a letter of application, which includes background, residency, their reasons for wanting to serve as a Board Member, and how they can be contacted. The letters can be by email or regular post.
3. Letters from candidates shall be acknowledged, as soon as practicable, by the Board Secretary by regular post or email. The Secretary shall at that point schedule an interview with the candidate at a date and time already agreed upon by the board, or later when the board has set a date and time for interviews. Interviews may take place at a special meeting or a regular meeting.
4. Letters from candidates shall be forwarded to Board Members by the Secretary as they come in.
5. Each interview shall be kept to less than fifteen (15) minutes, if possible. The President shall pose the following questions to each candidate:
 - A. Why do you want to serve on the Board?
 - B. What special skills, interests, and/or concerns would you bring to the Board?
 - C. What do you see as the biggest challenges facing the library, now and in the near future?

Each trustee shall have the chance to ask follow-up questions of the candidate(s).

6. A discussion and vote on the candidates may take place on the day of the interviews, or tabled to another meeting.
7. If there is just one candidate, and the appointment has not been tabled per #6 above, there shall be a roll call vote. Each Board Member's vote must be noted in the minutes. If there is more than one (1) candidate, voting shall be on paper ballots, and

each trustee's vote recorded in the minutes. If there are more than two (2) candidates, voting shall be as follows:

A. Each trustee shall write the names of their top two (2) choices on a paper ballot, the Secretary shall collect these, and tally the votes.

B. Of the two remaining candidates, each Board Member shall then write the name of their top choice on a paper ballot, and the secretary shall tally these votes.

C. If, at any point in the voting process there is a tie, a subsequent vote shall take place in order to break it. If, after two attempts a tie remains, the President shall decide the winner.

8. A press release announcing the appointment shall be issued. It may contain quotes from the Board President and the appointee, and shall include information on the length and expiration of the appointee's term.

9. As soon as practicable, the Secretary shall forward a copy of the Board's minutes from the meeting at which the appointment took place to the Ferndale City Clerk. The newly appointed Board Member shall present themselves to the City Clerk for swearing in.

Adopted on January 28, 2010 Revised on July 26, 2012 Revised on January 15, 2015



Ferndale Public Library
Big Results
 March 21, 2024

Contractor	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5	Full-Time Site Supervision	Base Bid + Recommended Alt 4 and Alt 5	Charge for change orders of work under subcontract	Charge for change orders of work NOT under subcontract	Construction Start Date	Duration	Notes
The Alan Group Inc.	Remove projection screen \$2,741	Toilet room full height wall \$5,025	Bid repelling spikes \$1,919	Alternate Roofing \$19,510	Trap Primer \$815	\$16,800	\$440,040	15%	9%	TBD	60 Days	Base bid includes CEI Roofers, Alt. 4 adds cost for Mohar Roofing. Add Performance Bond Estimated at \$6,330.
AZ Shmina, Inc.	\$3,300	\$11,000	\$3,300	\$27,500	N/A		\$511,500	10%	15%	TBD	120 Days	Provided 5% bid bond.
Bloom General Contracting, Inc.	NO BID											
DesignStruct	\$2,500	\$5,000	\$3,100	\$25,000	\$2,500	?	\$437,655	20%	20%	MAY 1st	180 Days	Alt. 4 if added will deduct from the base bid. Does not include performance bond.
Frank Rewoldt & Sons Inc.	\$500	\$5,450	\$15,000		\$2,084	included in base bid	\$523,817	N/A	N/A	OCT. 7th	80 Days	