



Mission:

Building a community of
people who discover,
share and belong



Vision:

Inspire Curiosity
Foster Community
Ignite Imaginations
Cultivate Learning



Core Values:

Teamwork
Respect
Access
Curiosity
Kindness

Board Meeting
Thursday, September 17, 2026
6:00pm

AGENDA

i – information | m – motion | p – presentation

1. Call meeting to order & roll call
2. Approval of the agenda (m)
3. Public Comment
4. Approval of the regular minutes from August 27, 2026 (m)
5. Board Correspondence (i)
6. Treasurer's Report (m)
7. Director's Report (i)
8. Ongoing and New Library Business
 - a. Former Library Director's Tree of Recognition (i)
 - b. Approval of FOIA Policy and Appointment of FOIA Officer (m)
 - c. Library Continuity & Emergency Staffing Policy (m)
 - d. Proposed Personnel Policy Update: Chapter 10, Section B (Notice Period PTO, pgs 26-27) (m)
9. Policy Review
 - a. Library Board Bylaws (i)
 - i. Proposed amendment to Bylaws: Transitioning to Two-Year Officer Terms under Article II, Section 1: Officers (m)
10. Positive Patron Interaction (i)
11. Public Comment
12. Adjournment (m)
13. Next Meeting: November 19, 2026 at 6pm

Salem Township Library Board Minutes

Board Meeting

Thursday August 27, 2026

Attending :Amber, Ashley, Joy, Rebecca, Lydia

Library Director: Lisa

Amber called the meeting to order at 6:02PM.

Ashley motioned to update the agenda to include staff update and hiring of temporary staff, seconded by Joy. All ayes.

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Amber motioned approval of the corrected agenda seconded by Rebecca. All ayes.

Public Comment: Staff voiced concern on the delay of hiring more staff.

Motion made by Rebecca to approve the June 18, 2026 minutes, seconded by Ashley. All ayes.

Board Correspondence: None

Ongoing and New Library Business

- a. Lisa updated the board on staff status. Current staff will meet with Carol Dawe on September 14, 2026. Discussion concerning staff change over and plan on hiring.
- b. Discussion concerning the authorizing, pursuit of and drafting of Supplemental Funding Agreement with Salem Township. Rebecca motioned to approve Supplemental Funding Agreement, seconded by Ashley. All Ayes.
- c. Discussion concerning the updates to job descriptions. Rebecca motioned to approve the updated job descriptions, Joy seconded. All ayes

Positive patron interactions were shared by the Director.

Public Comment: Staff commented on staffing issues, job descriptions that include wording concerning grant writing and collaboration by the director and staff members, and PTO usage.

Lydia motioned to adjourn at 7:40; Rebecca seconded. All ayes.

Next meeting: September 17, 2026 at 6:00

2:13 PM

07/16/26

Accrual Basis

Salem Township Library

Balance Sheet

As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
001 - Checking	17,043.12
002 - Savings	55.30
017 - MM Investments	1,025,392.60
Total Checking/Savings	1,042,491.02
Total Current Assets	1,042,491.02
TOTAL ASSETS	1,042,491.02
LIABILITIES & EQUITY	
Equity	
398 - Opening Balance Equity	100,368.68
399 - Net Position Unrestricted	805,191.34
Net Income	136,931.00
Total Equity	1,042,491.02
TOTAL LIABILITIES & EQUITY	1,042,491.02

3:01 PM

08/06/26

Accrual Basis

Salem Township Library

Balance Sheet

As of July 31, 2026

	Jul 31, 26
ASSETS	
Current Assets	
Checking/Savings	
001 - Checking	12,216.67
002 - Savings	55.31
017 - MM Investments	1,020,751.96
Total Checking/Savings	1,033,023.94
Total Current Assets	1,033,023.94
TOTAL ASSETS	1,033,023.94
LIABILITIES & EQUITY	
Equity	
398 - Opening Balance Equity	100,368.68
399 - Net Position Unrestricted	942,122.34
Net Income	-9,467.08
Total Equity	1,033,023.94
TOTAL LIABILITIES & EQUITY	1,033,023.94

7:18 PM

09/10/26

Accrual Basis

Salem Township Library

Balance Sheet

As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
001 - Checking	12,505.79
002 - Savings	55.31
017 - MM Investments	1,026,538.51
Total Checking/Savings	1,039,099.61
Total Current Assets	1,039,099.61
TOTAL ASSETS	1,039,099.61
LIABILITIES & EQUITY	
Equity	
398 - Opening Balance Equity	100,368.68
399 - Net Position Unrestricted	942,122.34
Net Income	-3,391.41
Total Equity	1,039,099.61
TOTAL LIABILITIES & EQUITY	1,039,099.61

Salem Township Library
Reconciliation Detail
03 Petty Cash, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Balance						0.00
Register Balance as of 06/30/2026						0.00
Ending Balance						0.00

Salem Township Library
Reconciliation Detail
03 Petty Cash, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Balance						0.00
Register Balance as of 07/31/2026						0.00
Ending Balance						0.00

Salem Township Library
Reconciliation Detail
03 Petty Cash, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Balance						0.00
Register Balance as of 08/31/2026						0.00
Ending Balance						0.00

1:45 PM

07/16/26

Salem Township Library
Reconciliation Detail
002 - Savings, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55.30
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2026			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	55.31
Register Balance as of 06/30/2026					0.01	55.31
Ending Balance					0.01	55.31

Salem Township Library
Reconciliation Detail
002 - Savings, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55.31
Cleared Balance						55.31
Register Balance as of 07/31/2026						55.31
Ending Balance						55.31

Salem Township Library
Reconciliation Detail
002 - Savings, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						55.31
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	09/30/2026			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	55.32
Register Balance as of 08/31/2026					0.01	55.32
Ending Balance					0.01	55.32

2:04 PM

07/16/26

Salem Township Library
Reconciliation Detail
017 - MM Investments, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,019,014.84
Cleared Transactions						
Deposits and Credits - 4 items						
Deposit	06/11/2026			X	293.28	293.28
Deposit	06/18/2026			X	476.58	769.86
Deposit	06/29/2026			X	3,173.41	3,943.27
Deposit	06/30/2026			X	2,434.49	6,377.76
Total Deposits and Credits					6,377.76	6,377.76
Total Cleared Transactions					6,377.76	6,377.76
Cleared Balance					6,377.76	1,025,392.60
Register Balance as of 06/30/2026					6,377.76	1,025,392.60
Ending Balance					6,377.76	1,025,392.60

2:55 PM

08/06/26

Salem Township Library
Reconciliation Detail
017 - MM Investments, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,025,392.60
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	07/16/2026			X	-10,000.00	-10,000.00
Total Checks and Payments					-10,000.00	-10,000.00
Deposits and Credits - 2 items						
Deposit	07/28/2026			X	2,843.63	2,843.63
Deposit	07/31/2026			X	2,515.73	5,359.36
Total Deposits and Credits					5,359.36	5,359.36
Total Cleared Transactions					-4,640.64	-4,640.64
Cleared Balance					-4,640.64	1,020,751.96
Register Balance as of 07/31/2026					-4,640.64	1,020,751.96
Ending Balance					-4,640.64	1,020,751.96

5:02 PM

09/10/26

Salem Township Library
Reconciliation Detail
017 - MM Investments, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,020,751.96
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	08/10/2026			X	3,029.13	3,029.13
Deposit	08/27/2026			X	241.50	3,270.63
Deposit	08/31/2026			X	2,515.92	5,786.55
Total Deposits and Credits					5,786.55	5,786.55
Total Cleared Transactions					5,786.55	5,786.55
Cleared Balance					5,786.55	1,026,538.51
Register Balance as of 08/31/2026					5,786.55	1,026,538.51
Ending Balance					5,786.55	1,026,538.51

Salem Township Library Reconciliation Detail

001 - Checking, Period Ending 06/30/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,752.80
Cleared Transactions						
Checks and Payments - 17 items						
Bill Pmt -Check	05/12/2026	8984	Marissa Nienhuis	X	-20.00	-20.00
Bill Pmt -Check	05/19/2026	8988	Lakeland Library CO...	X	-30.00	-50.00
Bill Pmt -Check	05/28/2026	8990	Wells Fargo Vendor ...	X	-114.56	-164.56
Bill Pmt -Check	05/28/2026	8989	Lisa VandeBunte	X	-88.63	-253.19
Bill Pmt -Check	06/04/2026	8993	Ingram	X	-1,784.72	-2,037.91
Bill Pmt -Check	06/04/2026	8996	Midwest Tape	X	-798.26	-2,836.17
Bill Pmt -Check	06/04/2026	8991	Consumers Energy	X	-398.23	-3,234.40
Bill Pmt -Check	06/04/2026	8995	Lakeland Library CO...	X	-249.10	-3,483.50
Bill Pmt -Check	06/04/2026	8992	Elite Fund Inc.	X	-154.00	-3,637.50
Bill Pmt -Check	06/04/2026	8994	IPM Services Inc	X	-30.00	-3,667.50
Bill Pmt -Check	06/09/2026	8997	American Express	X	-1,393.31	-5,060.81
Bill Pmt -Check	06/09/2026	9000	Heimler Consulting	X	-845.00	-5,905.81
Bill Pmt -Check	06/09/2026	8998	Charter Communica...	X	-179.98	-6,085.79
Bill Pmt -Check	06/09/2026	9001	Marissa Nienhuis	X	-74.80	-6,160.59
Bill Pmt -Check	06/09/2026	8999	Elliott Nienhuis	X	-20.00	-6,180.59
Bill Pmt -Check	06/16/2026	9004	Mika Meyers	X	-3,742.00	-9,922.59
Bill Pmt -Check	06/16/2026	9002	Lakeland Library CO...	X	-49.46	-9,972.05
Total Checks and Payments					-9,972.05	-9,972.05
Deposits and Credits - 2 items						
Deposit	06/22/2026			X	176.00	176.00
Deposit	06/30/2026			X	19.21	195.21
Total Deposits and Credits					195.21	195.21
Total Cleared Transactions					-9,776.84	-9,776.84
Cleared Balance					-9,776.84	17,975.96
Uncleared Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	06/16/2026	9003	Mabel Brenner		-14.50	-14.50
Bill Pmt -Check	06/24/2026	9007	Lakeland Library CO...		-375.00	-389.50
Bill Pmt -Check	06/24/2026	9005	Brothers Gutters		-192.50	-582.00
Bill Pmt -Check	06/24/2026	9009	West Ottawa Sprinkl...		-136.80	-718.80
Bill Pmt -Check	06/24/2026	9008	Ricoh USA Inc.		-114.56	-833.36
Bill Pmt -Check	06/24/2026	9006	Center Point Large ...		-99.48	-932.84
Total Checks and Payments					-932.84	-932.84
Total Uncleared Transactions					-932.84	-932.84
Register Balance as of 06/30/2026					-10,709.68	17,043.12
New Transactions						
Checks and Payments - 9 items						
Bill Pmt -Check	07/08/2026	9016	Lakeland Library CO...		-5,099.57	-5,099.57
Bill Pmt -Check	07/08/2026	9013	Ingram		-1,746.06	-6,845.63
Bill Pmt -Check	07/08/2026	9010	American Express		-897.79	-7,743.42
Bill Pmt -Check	07/08/2026	9017	Midwest Tape		-790.27	-8,533.69
Bill Pmt -Check	07/08/2026	9011	Consumers Energy		-656.00	-9,189.69
Bill Pmt -Check	07/08/2026	9018	Van's Lawn Mainten...		-250.00	-9,439.69
Bill Pmt -Check	07/08/2026	9012	Elite Fund Inc.		-50.00	-9,489.69
Bill Pmt -Check	07/08/2026	9014	IPM Services Inc		-30.00	-9,519.69
Bill Pmt -Check	07/08/2026	9015	Jennifer Brown		-12.33	-9,532.02
Total Checks and Payments					-9,532.02	-9,532.02
Total New Transactions					-9,532.02	-9,532.02
Ending Balance					-20,241.70	7,511.10

Salem Township Library Reconciliation Detail

001 - Checking, Period Ending 07/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,975.96
Cleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	06/16/2026	9003	Mabel Brenner	X	-14.50	-14.50
Bill Pmt -Check	06/24/2026	9007	Lakeland Library CO...	X	-375.00	-389.50
Bill Pmt -Check	06/24/2026	9005	Brothers Gutters	X	-192.50	-582.00
Bill Pmt -Check	06/24/2026	9009	West Ottawa Sprinkl...	X	-136.80	-718.80
Bill Pmt -Check	06/24/2026	9008	Ricoh USA Inc.	X	-114.56	-833.36
Bill Pmt -Check	06/24/2026	9006	Center Point Large ...	X	-99.48	-932.84
Bill Pmt -Check	07/08/2026	9016	Lakeland Library CO...	X	-5,099.57	-6,032.41
Bill Pmt -Check	07/08/2026	9013	Ingram	X	-1,746.06	-7,778.47
Bill Pmt -Check	07/08/2026	9010	American Express	X	-897.79	-8,676.26
Bill Pmt -Check	07/08/2026	9017	Midwest Tape	X	-790.27	-9,466.53
Bill Pmt -Check	07/08/2026	9011	Consumers Energy	X	-656.00	-10,122.53
Bill Pmt -Check	07/08/2026	9018	Van's Lawn Mainten...	X	-250.00	-10,372.53
Bill Pmt -Check	07/08/2026	9012	Elite Fund Inc.	X	-50.00	-10,422.53
Bill Pmt -Check	07/08/2026	9014	IPM Services Inc	X	-30.00	-10,452.53
Bill Pmt -Check	07/08/2026	9015	Jennifer Brown	X	-12.33	-10,464.86
Bill Pmt -Check	07/22/2026	9023	Mika Meyers	X	-4,481.00	-14,945.86
Bill Pmt -Check	07/22/2026	9024	Stormy's Foam Parti...	X	-360.00	-15,305.86
Bill Pmt -Check	07/22/2026	9020	Center Point Large ...	X	-99.48	-15,405.34
Total Checks and Payments					-15,405.34	-15,405.34
Deposits and Credits - 3 items						
Deposit	07/15/2026			X	391.58	391.58
Transfer	07/16/2026			X	10,000.00	10,391.58
Deposit	07/31/2026			X	14.74	10,406.32
Total Deposits and Credits					10,406.32	10,406.32
Total Cleared Transactions					-4,999.02	-4,999.02
Cleared Balance					-4,999.02	12,976.94
Uncleared Transactions						
Checks and Payments - 3 items						
Bill Pmt -Check	07/22/2026	9022	Heimler Consulting		-345.00	-345.00
Bill Pmt -Check	07/22/2026	9021	Charter Communica...		-222.77	-567.77
Bill Pmt -Check	07/22/2026	9019	Brothers Gutters		-192.50	-760.27
Total Checks and Payments					-760.27	-760.27
Total Uncleared Transactions					-760.27	-760.27
Register Balance as of 07/31/2026					-5,759.29	12,216.67
New Transactions						
Checks and Payments - 8 items						
Bill Pmt -Check	08/06/2026	9028	Ingram		-1,685.50	-1,685.50
Bill Pmt -Check	08/06/2026	9030	Midwest Tape		-799.64	-2,485.14
Bill Pmt -Check	08/06/2026	9027	Consumers Energy		-656.00	-3,141.14
Bill Pmt -Check	08/06/2026	9025	American Express		-531.36	-3,672.50
Bill Pmt -Check	08/06/2026	9031	Ricoh USA Inc.		-363.75	-4,036.25
Bill Pmt -Check	08/06/2026	EFT	Wells Fargo Vendor ...		-114.56	-4,150.81
Bill Pmt -Check	08/06/2026	9026	Burnips Equipment		-59.95	-4,210.76
Bill Pmt -Check	08/06/2026	9029	IPM Services Inc		-30.00	-4,240.76
Total Checks and Payments					-4,240.76	-4,240.76
Total New Transactions					-4,240.76	-4,240.76
Ending Balance					-10,000.05	7,975.91

Salem Township Library Reconciliation Detail

001 - Checking, Period Ending 08/31/2026

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,976.94
Cleared Transactions						
Checks and Payments - 12 items						
Bill Pmt -Check	07/22/2026	9022	Heimler Consulting	X	-345.00	-345.00
Bill Pmt -Check	07/22/2026	9021	Charter Communi...	X	-222.77	-567.77
Bill Pmt -Check	07/22/2026	9019	Brothers Gutters	X	-192.50	-760.27
Bill Pmt -Check	08/06/2026	9028	Ingram	X	-1,685.50	-2,445.77
Bill Pmt -Check	08/06/2026	9030	Midwest Tape	X	-799.64	-3,245.41
Bill Pmt -Check	08/06/2026	9027	Consumers Energy	X	-656.00	-3,901.41
Bill Pmt -Check	08/06/2026	9025	American Express	X	-531.36	-4,432.77
Bill Pmt -Check	08/06/2026	9031	Ricoh USA Inc.	X	-363.75	-4,796.52
Bill Pmt -Check	08/06/2026	EFT	Wells Fargo Ven...	X	-114.56	-4,911.08
Bill Pmt -Check	08/06/2026	9026	Burnips Equipment	X	-59.95	-4,971.03
Bill Pmt -Check	08/06/2026	9029	IPM Services Inc	X	-30.00	-5,001.03
Bill Pmt -Check	08/20/2026	9032	Center Point Larg...	X	-99.48	-5,100.51
Total Checks and Payments					-5,100.51	-5,100.51
Deposits and Credits - 3 items						
Deposit	08/04/2026			X	4,566.16	4,566.16
Deposit	08/26/2026			X	284.00	4,850.16
Deposit	08/31/2026			X	11.82	4,861.98
Total Deposits and Credits					4,861.98	4,861.98
Total Cleared Transactions					-238.53	-238.53
Cleared Balance					-238.53	12,738.41
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	08/20/2026	9033	Charter Communi...		-222.77	-222.77
Bill Pmt -Check	08/20/2026	9034	Unique Managem...		-9.85	-232.62
Total Checks and Payments					-232.62	-232.62
Total Uncleared Transactions					-232.62	-232.62
Register Balance as of 08/31/2026					-471.15	12,505.79
New Transactions						
Checks and Payments - 9 items						
Bill Pmt -Check	09/09/2026	9037	Ingram		-1,624.11	-1,624.11
Bill Pmt -Check	09/09/2026	9039	Midwest Tape		-799.97	-2,424.08
Bill Pmt -Check	09/09/2026	9040	U.S. Bank		-698.87	-3,122.95
Bill Pmt -Check	09/09/2026	9035	Consumers Energy		-656.00	-3,778.95
Bill Pmt -Check	09/09/2026	9036	Heimler Consulting		-225.00	-4,003.95
Bill Pmt -Check	09/09/2026	9043	West Ottawa Spri...		-141.60	-4,145.55
Bill Pmt -Check	09/09/2026	9042	Wells Fargo Ven...		-114.56	-4,260.11
Bill Pmt -Check	09/09/2026	9041	Van's Lawn Maint...		-85.00	-4,345.11
Bill Pmt -Check	09/09/2026	9038	IPM Services Inc		-30.00	-4,375.11
Total Checks and Payments					-4,375.11	-4,375.11
Total New Transactions					-4,375.11	-4,375.11
Ending Balance					-4,846.26	8,130.68

Salem Township Library
Profit & Loss Budget vs. Actual
July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Income				
403 - Property Tax-Millage	86,022.61	80,000.00	6,022.61	107.5%
566 - State Aid	11,477.02	10,000.00	1,477.02	114.8%
581 - Penal Fines	22,042.92	21,000.00	1,042.92	105.0%
582 - Penal Fines Overisel	13,394.22	13,000.00	394.22	103.0%
607 - Printer Fees	1,223.37	1,200.00	23.37	101.9%
626 - Contracted Services	63,999.20	49,000.00	14,999.20	130.6%
658 - Book Fines	2,234.23	2,300.00	-65.77	97.1%
665 - Interest Revenue	28,181.81	23,000.00	5,181.81	122.5%
667 - Rentals	425.00	550.00	-125.00	77.3%
674 - Donations	93.36	50.00	43.36	186.7%
675 - Misc. Revenue	31.09	150.00	-118.91	20.7%
676 - Erate/USF Funds	795.52	1,500.00	-704.48	53.0%
677 - Book Sale Revenue	574.25	700.00	-125.75	82.0%
Total Income	230,494.60	202,450.00	28,044.60	113.9%
Expense				
727 - Office Supplies	3,278.61	4,000.00	-721.39	82.0%
728 - Equipment	7,822.33	15,000.00	-7,177.67	52.1%
791 - Books	20,379.70	23,000.00	-2,620.30	88.6%
792 - Audio Visual	12,303.12	16,000.00	-3,696.88	76.9%
793 - Periodicals	1,150.87	1,200.00	-49.13	95.9%
794 - Mobile Hotspots	1,200.00	1,500.00	-300.00	80.0%
795 - Library of Things	272.83	750.00	-477.17	36.4%
796 - STEAM Kits	63.95	750.00	-686.05	8.5%
801 - Contractual Services	321.88	550.00	-228.12	58.5%
802 - Professional Services	25,837.36	35,000.00	-9,162.64	73.8%
820 - Tech Support	845.00	2,300.00	-1,455.00	36.7%
850 - Telephone	1,115.94	1,300.00	-184.06	85.8%
860 - Mileage	894.98	700.00	194.98	127.9%
880 - Programs	3,953.83	4,800.00	-846.17	82.4%
921 - Electric	3,797.89	4,000.00	-202.11	94.9%
922 - Natural Gas	1,748.34	2,500.00	-751.66	69.9%
931 - Building Repairs & Maint.	8,224.41	12,000.00	-3,775.59	68.5%
955 - Professional Development	353.29	500.00	-146.71	70.7%
960 - Misc	-0.73	100.00	-100.73	-0.7%
Total Expense	93,563.60	125,950.00	-32,386.40	74.3%
Net Income	136,931.00	76,500.00	60,431.00	179.0%

Salem Township Library
Profit & Loss Budget vs. Actual
July 2025 through July 2026

	Jul '25 - Jul 26	Budget	\$ Over Budget	% of Budget
Income				
403 - Property Tax-Millage	86,022.61	165,000.00	-78,977.39	52.1%
566 - State Aid	11,477.02	20,500.00	-9,022.98	56.0%
581 - Penal Fines	23,811.74	41,000.00	-17,188.26	58.1%
582 - Penal Fines Overisel	14,469.03	25,000.00	-10,530.97	57.9%
607 - Printer Fees	1,307.57	2,400.00	-1,092.43	54.5%
626 - Contracted Services	63,999.20	112,000.00	-48,000.80	57.1%
658 - Book Fines	2,420.21	4,400.00	-1,979.79	55.0%
665 - Interest Revenue	30,712.29	48,000.00	-17,287.71	64.0%
667 - Rentals	472.00	950.00	-478.00	49.7%
674 - Donations	109.96	110.00	-0.04	100.0%
675 - Misc. Revenue	34.96	180.00	-145.04	19.4%
676 - Erate/USF Funds	795.52	2,400.00	-1,604.48	33.1%
677 - Book Sale Revenue	576.75	1,300.00	-723.25	44.4%
Total Income	236,208.86	423,240.00	-187,031.14	55.8%
Expense				
727 - Office Supplies	3,751.69	8,000.00	-4,248.31	46.9%
728 - Equipment	7,822.33	27,000.00	-19,177.67	29.0%
791 - Books	22,199.05	46,000.00	-23,800.95	48.3%
792 - Audio Visual	13,704.11	32,000.00	-18,295.89	42.8%
793 - Periodicals	1,150.87	2,400.00	-1,249.13	48.0%
794 - Mobile Hotspots	1,200.00	3,000.00	-1,800.00	40.0%
795 - Library of Things	272.83	1,500.00	-1,227.17	18.2%
796 - STEAM Kits	63.95	1,500.00	-1,436.05	4.3%
801 - Contractual Services	391.86	1,050.00	-658.14	37.3%
802 - Professional Services	35,789.76	70,000.00	-34,210.24	51.1%
820 - Tech Support	845.00	4,300.00	-3,455.00	19.7%
850 - Telephone	1,268.73	2,600.00	-1,331.27	48.8%
860 - Mileage	894.98	1,700.00	-805.02	52.6%
880 - Programs	4,373.65	9,800.00	-5,426.35	44.6%
921 - Electric	4,378.78	8,000.00	-3,621.22	54.7%
922 - Natural Gas	1,823.45	5,000.00	-3,176.55	36.5%
931 - Building Repairs & Maint.	8,461.34	24,000.00	-15,538.66	35.3%
955 - Professional Development	353.29	1,250.00	-896.71	28.3%
960 - Misc	-0.73	200.00	-200.73	-0.4%
Total Expense	108,744.94	249,300.00	-140,555.06	43.6%
Net Income	127,463.92	173,940.00	-46,476.08	73.3%

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Accrual Basis

Salem Township Library

Profit & Loss Budget vs. Actual

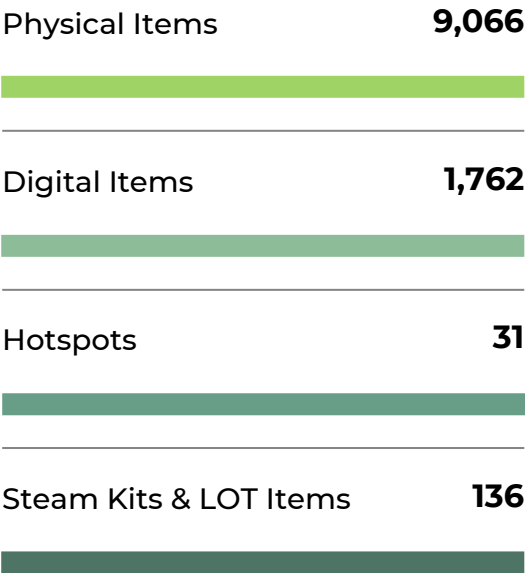
July 2025 through August 2026

	Jul '25 - Aug 26	Budget	\$ Over Budget	% of Budget
Income				
403 - Property Tax-Millage	86,022.61	165,000.00	-78,977.39	52.1%
566 - State Aid	16,284.68	20,500.00	-4,215.32	79.4%
581 - Penal Fines	25,695.95	41,000.00	-15,304.05	62.7%
582 - Penal Fines Overisel	15,613.95	25,000.00	-9,386.05	62.5%
607 - Printer Fees	1,442.03	2,400.00	-957.97	60.1%
626 - Contracted Services	63,999.20	112,000.00	-48,000.80	57.1%
658 - Book Fines	2,534.59	4,400.00	-1,865.41	57.6%
665 - Interest Revenue	33,240.03	48,000.00	-14,759.97	69.3%
667 - Rentals	505.00	950.00	-445.00	53.2%
674 - Donations	119.56	110.00	9.56	108.7%
675 - Misc. Revenue	34.96	180.00	-145.04	19.4%
676 - Erate/USF Funds	795.52	2,400.00	-1,604.48	33.1%
677 - Book Sale Revenue	588.25	1,300.00	-711.75	45.3%
Total Income	246,876.33	423,240.00	-176,363.67	58.3%
Expense				
727 - Office Supplies	4,335.04	8,000.00	-3,664.96	54.2%
728 - Equipment	7,936.89	27,000.00	-19,063.11	29.4%
791 - Books	23,984.03	46,000.00	-22,015.97	52.1%
792 - Audio Visual	14,503.75	32,000.00	-17,496.25	45.3%
793 - Periodicals	1,150.87	2,400.00	-1,249.13	48.0%
794 - Mobile Hotspots	1,200.00	3,000.00	-1,800.00	40.0%
795 - Library of Things	272.83	1,500.00	-1,227.17	18.2%
796 - STEAM Kits	63.95	1,500.00	-1,436.05	4.3%
801 - Contractual Services	461.84	1,050.00	-588.16	44.0%
802 - Professional Services	35,884.61	70,000.00	-34,115.39	51.3%
820 - Tech Support	845.00	4,300.00	-3,455.00	19.7%
850 - Telephone	1,421.52	2,600.00	-1,178.48	54.7%
860 - Mileage	894.98	1,700.00	-805.02	52.6%
880 - Programs	4,600.41	9,800.00	-5,199.59	46.9%
921 - Electric	4,978.91	8,000.00	-3,021.09	62.2%
922 - Natural Gas	1,879.32	5,000.00	-3,120.68	37.6%
931 - Building Repairs & Maint.	8,551.29	24,000.00	-15,448.71	35.6%
955 - Professional Development	353.29	1,250.00	-896.71	28.3%
960 - Misc	18.21	200.00	-181.79	9.1%
Total Expense	113,336.74	249,300.00	-135,963.26	45.5%
Net Income	133,539.59	173,940.00	-40,400.41	76.8%

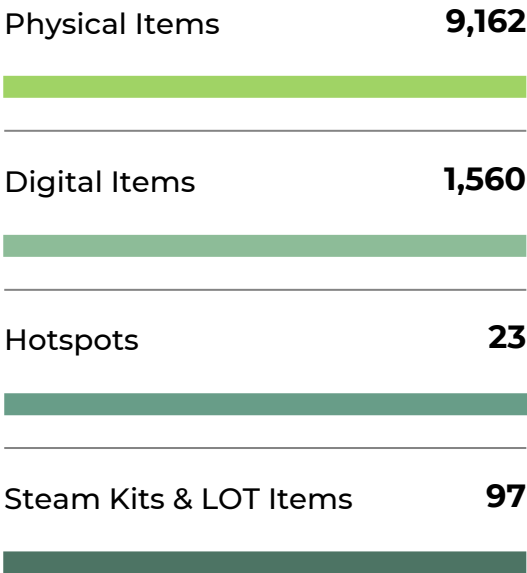


SALEM TOWNSHIP LIBRARY

CHECKOUTS 2026



CHECKOUTS 2025



%

-1%

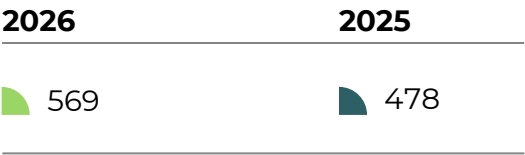
+11%

+26%

+29%

ITEMS LOANED OUT

Number of physical items that
were borrowed by other libraries



283 ITEMS ADDED

Number of physical items that
were added to our collection

33 NEW PATRONS

VISITS

Number of patrons who visited the library

2026

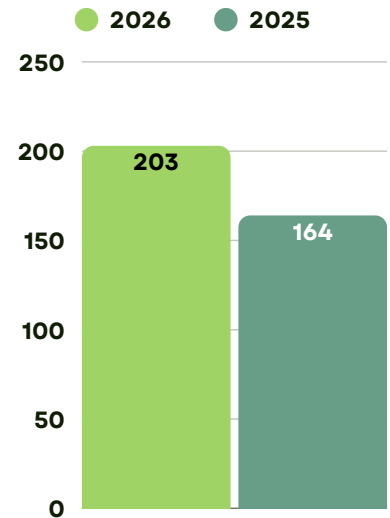
1,137 Adults 1,342 Kids 2,479 Total

2025

1,112 Adults 1,381 Kids 2,493 Total

REFERENCES

When patrons ask for information



JUNE PROGRAMS

Library programs provided and participant counts

- Book Clubs: 21
- Play N' Learn: 25
- Touch a Truck: 157
- Stem Stations: 101
- Escape Room Puzzles: 35

LIBRARY NEWS

What's happening at your library

- Currently Hiring for a Cataloging and Collection Specialist
- Our Adult Services Librarian took another position, so we will be working on posting for that position.

JULY PROGRAMS

Current & upcoming library programs and events

- July 6: PM Book Club @ 7pm
- July 8: Color Run @ 2pm-4pm
- July 8: Dino Scavenger Hunt @ 10am-5pm
- July 9: Play N' Learn @ 11am
- July 15: Candy Land @ 2-4pm
- July 22: Art Prize @ 11am-5:30pm
- July 27: AM Book Club @ 8:30am
- July 29 Foam Party @ 2pm

Salem Township Library

Monthly Report

July 2026

From the Director

by Lisa Vande Bunte

On July 1, the library started its new fiscal year. With this new fiscal year comes our library's Annual Report. It has been published on our website and Facebook. Please check it out to learn more about life at the library and where we are headed in the coming year.

We had our gutters cleaned and looked at for possible repairs. A few places were tightened up and we may need to add an extra downspout in a couple areas. We will be keeping an eye to determine if there's a need.

We officially welcomed Jill Essenburg as our newest employee. She is our new Cataloging and Collection specialist. Some of the main work she will be doing is cataloging our new books, keeping our collection organized in our library software, and running one of our adult book clubs.

Due to a shortage of staff, the library will be closed on Tuesdays, beginning Tuesday, August 18. Hiring for any open positions will begin once the Library Board has approved job descriptions.

The library board and I are working on a Library Continuity & Emergency Staffing Policy as well as a FOIA policy. Once approved, access to our FOIA policy will be located on our website.

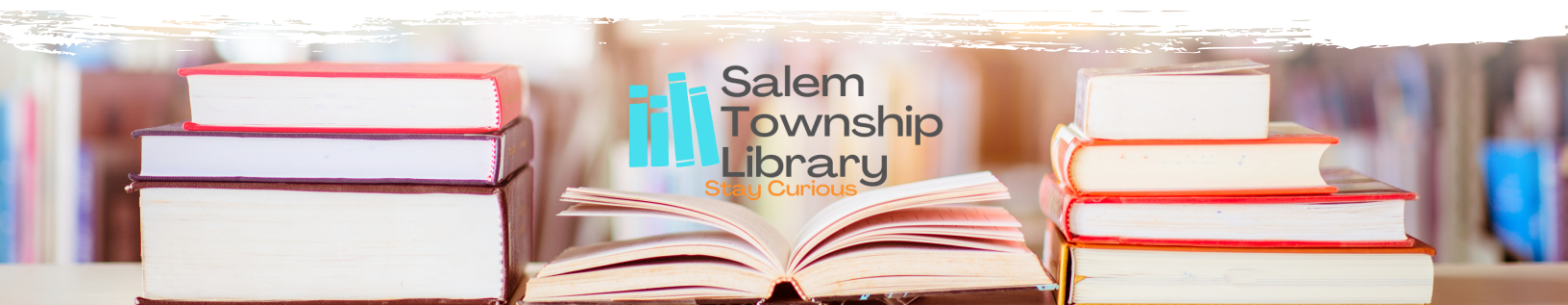
Library Spotlights

by Jennifer Brown

July was a very busy month here at the library with Summer Reading in full swing. The kids enjoyed all of our programs and were busy reading and collecting coupons and entries into our end of program drawings. Finishers received a book and prize from the prize cupboard.

We had a color run race around the park. The kids loved getting covered in colored powder. The dinosaur scavenger hunt was both inside and outside around the park. It was a hot day so popsicles at the end was super fun. Candy Land and Art Prize were both held at the Township Hall. Many members of the community came out to enjoy different stations and treats and vote for their favorite art piece in different age categories. Our final July event was a foam party with a snow cone truck. It is a fan favorite that we have done the last few years. We had one little boy say that it was the best day ever!

Check out our pictures of all these fun events on our Facebook Page. It's so fun to see the kids and community engaging in these events. Prize winners for summer reading were so excited. Some of the Prizes were passes to Allegan Event Center, Frederick Meijer Garden, The Lost City and the Critter Barn. Our Grand Prize winner won a pass to Urban Air. Adults won passes to the GRAM or a Meijer gift card. Fun was had by all!



Activity

1,996 Patron Visits

937 Program Attendees

35 New Patrons

290 Items Added to Collection

Checkouts

9,066 Physical Items

1,685 Digital Items

26 Hotspots

116 STEAM Kits and LOT Items

Trending at the Library

- Theo of Golden by Allen Levi
- The Calamity Club by Katheryn Stockett
- Hotspots
- Hallmark Movies Binge Pass on Hoopla

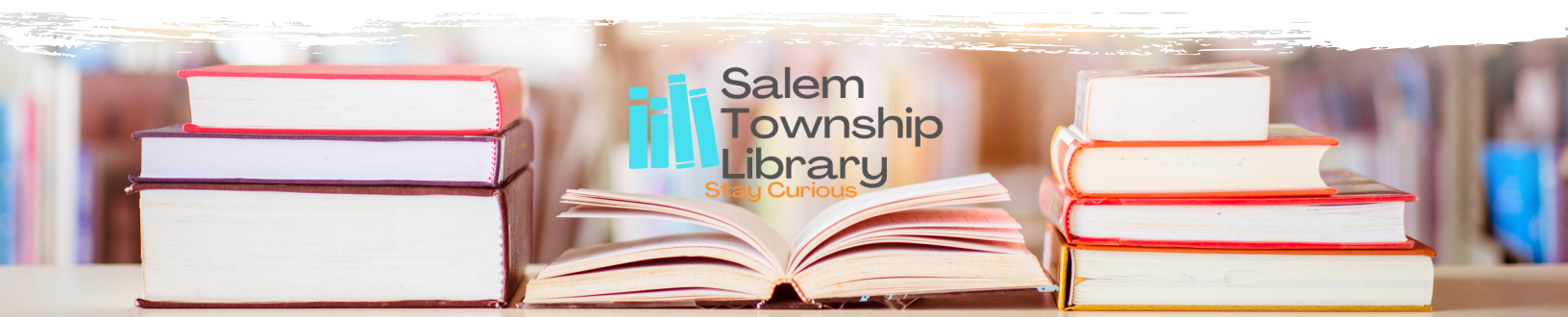
Mark your calendar

- **September:**
 - Annual book sale begins. Date is TBD.
- **September 3:**
 - Play-Doh Fun @ 11am

Check our Recurring Programs below for seasonal programs starting up again this fall.

Recurring Programs

- **Story Time** @ 11am; Every Wednesday (September-May)
- **Lego Club** @ 11am; Second Saturday of each month (September-May)
- **Play n' Learn** @ 11am; Second Thursday of each month at the Township Hall
- **Board Game Afternoons** @ 1pm; Third Wednesday of each month (September-May)
- **Adult Book Clubs:**
 - AM Group meets @ 8:30am the last Monday of each month
 - PM Group meets @ 7pm the First Monday of each month



Salem Township Library

Monthly Report

August 2026

From the Director

by Lisa Vande Bunte

At the end of July, we wrapped up our Summer Reading Program with great community participation. Throughout the summer, 937 people attended our events, and we were thrilled to give away over 300 books to readers.

August gave us a brief opportunity to reflect on the past year as we prepare for the year ahead. Looking forward, we are gearing up for our upcoming library book sale and hiring for two open positions:

- Circulation & Adult Services Librarian
- Circulation, Social Media & Marketing Librarian

Also this month, we cleaned up our landscaping and had a leak repaired in our lawn irrigation system.

As we navigate these transitions and updates, we are extremely grateful to the wonderful volunteers who have stepped in to assist us. We have a great year ahead of us and look forward to continuing to serve our community.

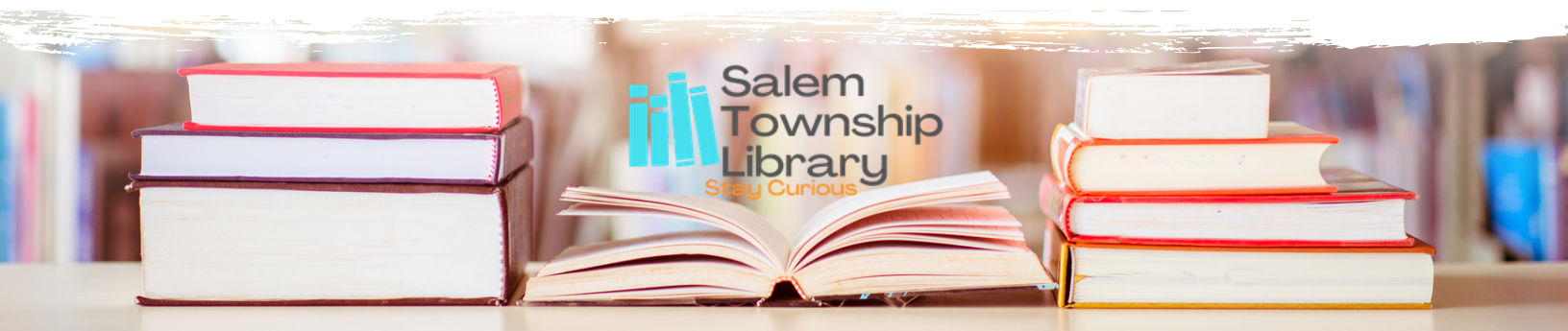
Library Spotlights

by Lisa Vande Bunte

If there's one thing that's stood out to the staff recently, it's just how incredible our community is at showing up for the library and each other.

At the park, it's been fantastic seeing so many people out enjoying the pickleball courts! We've received a lot of great comments, alongside a fresh surge of interest in frisbee golf. For the library, watching what the community is enjoying outdoors actually helps us behind the scenes. It gives us great inspiration for future programming, new collection additions, and different resources to consider offering.

That same community spirit has meant the world to us inside the building, too. With our recent staffing transitions, several community members have stopped in to ask how they can help and show their support. Patrons have been inquiring about open positions, asking about volunteering, and even bringing in special treats. That kind of neighborly support is what makes working here so special, and all of us at the library thank you for it!



Activity

1,268 Patron Visits

34 Program Attendees*

15 New Patrons

268 Items Added to Collection

**We typically have very few programs right after summer reading, this number reflects two book clubs and one Play N' Learn gathering.*

Checkouts

6,578 Physical Items

1,618 Digital Items

24 Hotspots

59 STEAM Kits and LOT Items

Trending at the Library

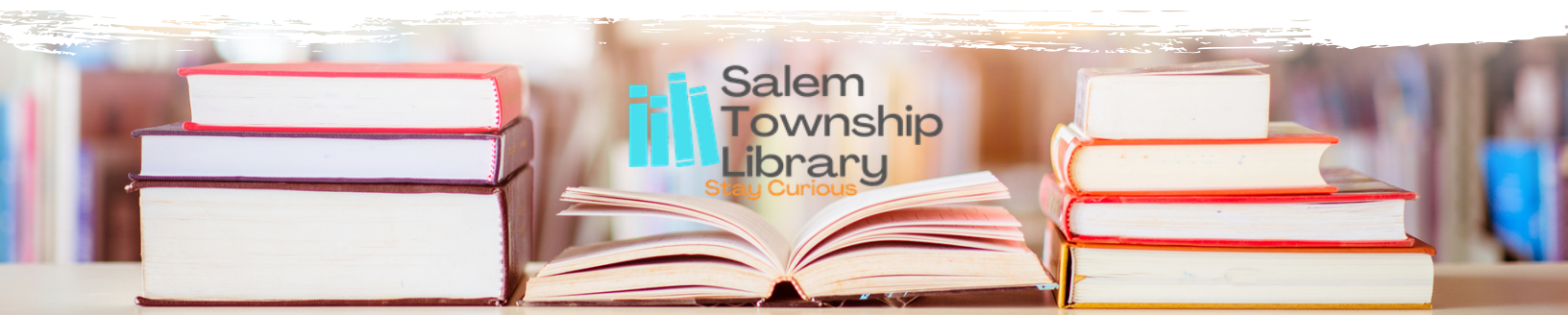
- World Travels TV Series: Bolivia
- The Calamity Club by Katheryn Stockett
- Harry Potter
- Pickleball

Mark your calendar

Check our Recurring Programs below for seasonal programs.

Recurring Programs

- **Story Time** @ 11am; Every Wednesday (September-May)
- **Lego Club** @ 11am; Second Saturday of each month (September-May)
- **Play n' Learn** @ 11am; Second Thursday of each month at the Township Hall
- **Board Game Afternoons** @ 1pm; Third Wednesday of each month (September-May)
- **Adult Book Clubs:**
 - AM Group meets @ 8:30am the last Monday of each month
 - PM Group meets @ 7pm the First Monday of each month



SALEM TOWNSHIP LIBRARY
COUNTY OF ALLEGAN, MICHIGAN

Minutes of a regular meeting of the Salem Township Library, County of Allegan, Michigan, held at the Salem Township Library, 3007 142nd Avenue, Burnips, Michigan on the ____ day of _____ 2026, at 6:00 p.m.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by _____ and supported by _____:

**RESOLUTION ADOPTING FREEDOM OF INFORMATION ACT
PROCEDURES AND GUIDELINES AND SUMMARY THEREOF**

WHEREAS, pursuant to the Michigan Freedom of Information Act, Act 442 of the Michigan Public Acts of 1976, as amended (“Act 442”), which was amended by Act 563 of the Public Acts of Michigan of 2014 (“Act 563”), (collectively, Acts 442 and 563 are referred to as the “Act”), the Board of Trustees desires to implement the provisions of the Act to the extent it is applicable to the Salem Township Library (“STL”); and

WHEREAS, Section 3(3) of the Act permits a public body to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions; and

WHEREAS, Section 4 of the Act requires STL to adopt procedures and guidelines and prepare, utilize and make available a summary of the procedures and guidelines to aid STL in implementing the Act and persons requesting STL’s records pursuant to the Act.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT:

1. **FOIA Coordinator.** Unless the Board of Trustees of STL (the “Board”) appoints another person, the Director of STL shall be the FOIA Coordinator. In the event the Director is

unavailable, the Circulation Specialist of STL, or the Circulation Specialist’s designee may serve as FOIA Coordinator. Further, the FOIA Coordinator is authorized to appoint temporary designees as deemed necessary to respond to requests in accordance with the Act.

2. ***FOIA Procedures and Guidelines.*** The Freedom of Information Act Procedures and Guidelines, attached hereto as **Attachment 1** (the “Procedures”), are hereby adopted by the Board. The FOIA Coordinator is hereby authorized and directed to establish and publish such further policies or amendments to the Procedures as may be necessary or appropriate to implement the Act.

3. ***Summary of Procedures.*** The summary of the Procedures (the “Summary”), in the form attached as **Attachment 2**, is hereby adopted by the Board. The FOIA Coordinator is hereby authorized and directed to establish and publish the Summary and any amendments as may be necessary or appropriate to implement the Act and the Procedures.

4. ***Calculation of Fees.*** Fees for retrieving and copying public records and for otherwise responding to FOIA requests in the manner prescribed by the Act shall be calculated in accordance with the Procedures. The FOIA Coordinator is hereby authorized and directed to establish and publish such further procedures for the calculation of costs and fees as may be necessary or appropriate to implement the Act and Procedures.

5. All resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Trustees: _____

NAYS: Trustees: _____

ABSENT: Trustees: _____

RESOLUTION DECLARED ADOPTED.

Lydia Bouman, Secretary
Salem Township Library Board of Trustees

STATE OF MICHIGAN)
) ss.
COUNTY OF ALLEGAN)

I, the undersigned, the duly qualified and acting Secretary of the Salem Township Library Board of Directors, County of Allegan, Michigan (“STL”), do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of STL at a regular meeting on _____, 2026, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereto affixed my official signature on this _____ day of _____, 2026.

Lydia Bouman, Secretary
Salem Township Library
Board of Trustees

ATTACHMENT 1

SALEM TOWNSHIP LIBRARY

FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES (THE "PROCEDURES")

I. Introduction

The Michigan Freedom of Information Act, 1976 PA 442 (MCL 15.231 to 15.246), as amended ("FOIA"), mandates disclosure of most public records. To fulfill this mandate, Salem Township Library ("STL") has established this policy and procedure for handling FOIA requests to ensure that members of the public receive full and complete information requested regarding the affairs of government, while not unduly burdening STL. These Procedures are established to implement FOIA and to comply with the requirements of Section 4(4) of the FOIA.

II. FOIA Coordinator

The Board of Trustees of STL (the "Board") has designated the Director of STL to serve as the FOIA Coordinator for STL. Any questions regarding compliance with FOIA should be directed to the FOIA Coordinator. An employee of STL who receives a request for a public record must promptly forward that request to the FOIA Coordinator. The FOIA Coordinator is responsible for accepting, processing and providing written responses to FOIA requests. For administrative convenience, the FOIA Coordinator may designate an individual to act on his or her behalf in accepting and processing requests for the records of STL. In the event that the Director is unavailable, the Circulation Specialist or the Circulation Specialist's designee may serve as the FOIA Coordinator.

III. FOIA Requests

A. *Requirements for Requests for Public Records.* A person, as defined by Section 2 of FOIA, may submit requests for the public records from STL. "Public Record" has the meaning as defined in Section 2 of the FOIA.

1. Name, Address and Contact Information Required. Requests must include the complete name, address and contact

information of the individual making the request. If the request is made by a person other than an individual, the complete name, address and contact information of the person's agent who is an individual must be included. The address must be written in compliance with the United States Postal Service addressing standards. Contact information must include a valid telephone number and/or email address for the individual.

2. Written Request Required. All requests for public records (whether to receive copies of such records or to inspect such records) made pursuant to FOIA must be in writing.
3. Description of Requested Public Records. Requests must sufficiently describe the requested public record(s) to enable STL to identify and locate the requested public record(s). Forms for utilization FOIA requests made be available from the FOIA Coordinator.

B. *Submission of FOIA Requests.* A request can be submitted by mail, in person, or by electronic mail (e-mail), facsimile (fax), or other electronic means.

1. Where to Send the Request. Requests for public records should be directed to the FOIA Coordinator. Requests may be submitted to the following:

By mail:

Salem Township Library
Attn: FOIA Coordinator
3007 142nd Avenue
Burnips, MI 49323

and/or

PO Box 58
Burnips, MI 49314

In person at:

Salem Township Library
3007 142nd Avenue
Burnips, MI 49323

By e-mail: foiarequest@STL.org

By fax: 616-896-9035

2. Requests Made by Fax, E-Mail or other Electronic Means. Requests that are submitted by fax, e-mail or other electronic means shall be deemed received by the FOIA Coordinator one (1) business day after the date the electronic transmission is made and shall be handled in the same manner as a physical written request. If the request is submitted by e-mail and the e-mail request is held or quarantined in STL's "spam" or "junk" e-mail folder (or other similar virus protection software), the request shall be deemed received one (1) business day after STL first becomes aware of the request. The FOIA Coordinator shall maintain a written log of when a request is delivered to the spam or junk e-mail folder and when STL first becomes aware of the request in such spam or junk e-mail folder. The FOIA Coordinator shall be responsible for routinely monitoring STL's spam and junk e-mail folders for any FOIA requests.
3. Specify Format. The requestor may specify whether he or she would like to inspect, receive paper copies, or receive the public records on nonpaper physical media. STL is only required to comply with the request for specified nonpaper physical media if it has the technological capability necessary to provide the public records on the requested nonpaper physical media in the particular instance.

C. Types of Requests

1. Requests for Copies of Public Records. All requests to receive copies of public records shall be made in writing.
2. Requests to Review Records. If a request is received to review records, facilities should be made available to inspect records during STL's normal business hours and when the records can be reasonably made available. The person who wishes to inspect records shall submit a written request describing the requested documents prior to STL allowing the inspection of the records.
3. Subscription. A person has a right to subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to 6 months, at the request of the subscriber, and shall be renewable.

D. Informal Requests

1. The FOIA Coordinator or STL's staff may provide limited, readily identifiable public records without a written request in the case of easily fulfilled, non-repetitive requests for information. Examples of documents which may be provided without the necessity of a written FOIA request include, but are not limited to:
 - (a) A single set of meeting minutes for a meeting of the Board held within the prior twelve (12) months which are requested by specific date.
 - (b) Resolutions which are identified by specific name or number.
 - (c) Similar records which can be readily provided.
2. The FOIA Coordinator or STL's staff have the discretion to require a formal FOIA request.

3. If a person makes a verbal request for information believed to be available on STL's website, where practicable and to the best ability of the FOIA Coordinator or other employee receiving the request, the requester shall be informed of the relevant website address where the information may be found.
4. Oral requests fulfilled under this Section III.D are not considered made under or subject to FOIA. Requesters have the option to make a written FOIA request, if so desired, in accordance with these Procedures.

IV. Processing FOIA Requests

The FOIA Coordinator shall maintain a log of all written FOIA requests received showing the nature and date of the request, determination of disposition, date of disposition and manner of the final response to the FOIA request.

A. *Time for Response.* The FOIA Coordinator shall, no more than five (5) business days after the request has been deemed received, unless a single extension of not more than ten (10) business days has been issued, provide one of the following responses to the requester:

1. Grant the Request.
2. Issue a Written Notice Denying the Request.
3. Grant the Request in Part and Issue a Written Notice to Denying the Request in Part.

If STL issues a ten-business day extension, STL's written notification of the ten-business day extension shall include an estimate as to when the STL will provide a written response to the request. STL's written response shall be considered the final determination regarding the FOIA request.

B. STL's Response to Requests

1. Requests that are Granted or Granted in Part. If a request is granted, or granted in part, the FOIA Coordinator shall notify

the requester if a fee will be charged under Article V of these Procedures.

2. Requests that are Denied or Denied in Part. If a request is denied or denied in part, the FOIA Coordinator shall issue a written notice stating the reasons for the denial, including an explanation of the requesting person's right to seek a non-mandatory appeal from the FOIA Coordinator's decision to the Board or a judicial review of the decision with the Allegan County Circuit Court. Requests may be denied because, among other reasons, the requesting party failed to provide a complete name and contact information, the requested record does not exist, the request does not sufficiently describe the requested record to enable STL to identify and locate the requested records, or if all or a portion of the requested record is exempt from disclosure under Section 13 of FOIA. The denial notice shall be signed by the FOIA Coordinator.
 - (a) If the request is denied on the basis that all or a portion of the requested records do not exist in STL's possession, the FOIA Coordinator shall include in the written response a certification that the requested records do not exist as requested by that person or by another name reasonably known to STL.
3. Separation of Exempt Records or Information. If all or a portion of the requested records are exempt from disclosure under Section 13 of FOIA, STL shall separate exempt information or records from non-exempt information or records. STL shall identify the exemption(s) under Section 13 of FOIA that apply in the particular instance.
4. Notice of Appeal Rights. STL's written responses to FOIA requests shall include notice of the requesting party's appeal rights, including, but not limited to, the remedies available if

the requesting person prevails or prevails in a civil action as provided in Section 10 of the FOIA, MCL 15.240.

C. *FOIA Requests for Inspection of Public Records.* FOIA requests for inspection of public records shall be handled as follows:

1. If a request for inspection of STL's public records is granted, STL shall provide a reasonable opportunity and facilities for inspecting and taking notes from the records to the requesting person. The inspection shall be subject to rules promulgated by the FOIA Coordinator to regulate the manner in which the records may be viewed so as to protect STL's records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal STL operations. In addition, the following general rules shall apply to inspections:
 - (a) Original records shall not be marked, defaced, destroyed or otherwise altered. Any person examining public records shall bring to the examination only an erasable pencil with which to make notes or lists, etc. No pens or indelible writing instruments are allowed. No notes or writing of any kind shall be made on the documents themselves.
2. The FOIA Coordinator, or another STL official or employee designated by the FOIA Coordinator, must be present at all times during the inspection of STL records if any original records are involved, to protect the records from loss, unauthorized alteration, mutilation, or destruction. In order to defray STL's cost of this monitoring service, a fee may be required by STL for personnel time, as provided in Article V of these Procedures.
3. Original records shall not be removed from the area provided for inspection and note taking. Original documents may be removed from and replaced in STL files only by the

FOIA Coordinator or other authorized STL officials or employees.

4. A requesting person may not remove records or files from the area provided for inspection unless those documents are copied specifically for the requesting person by authorized officials or personnel of STL.
5. The FOIA Coordinator will determine, on a case-by-case basis, whether a requesting person may inspect an original public record, or only a copy of the record. A fee may be charged for copies made to enable public inspection of records, in accordance with Article V of these Procedures. Situations where original records are likely to require copying prior to inspection include the following:
 - (a) The records include exempt information that must be redacted.
 - (b) The records are old or delicate, or contain information that could not easily be replicated.
 - (c) The records are in digital format or are part of a database that is not available for public inspection.
 - (d) Providing copies would be less disruptive to the performance of STL's functions than providing the necessary staffing for oversight required for inspection of original records.
6. A person requesting to inspect STL's records must make an appointment with the FOIA Coordinator. Appointments will be scheduled during STL's normal business hours. The date and time of appointments for inspection will be determined by the FOIA Coordinator.
7. The FOIA Coordinator will make reasonable efforts to allow a requesting person to inspect records for up to four hours per

appointment; provided, however, that inspections will be cut short, postponed or rescheduled when necessary to avoid unreasonable interference with STL's staff's performance of their primary functions.

D. FOIA Requests for Copies of Public Records

1. If a FOIA request for copies of public records is granted, or granted in part, STL shall provide copies of the non-exempt requested records. If a fee is not charged, STL shall provide copies of the requested records, subject to potential separation of exempt information, to the requester with STL's response to the FOIA request, to the extent possible in the particular instance. If it is not possible to provide the records with STL's FOIA response, STL's response will include an estimate of when STL expects it will be able to provide the records to the requester. If a fee is charged and STL is requiring payment of a deposit as provided in Article V of these Procedures, STL shall not begin processing of the request until the required deposit is paid.
2. If STL requests a good-faith deposit and the deposit is not received within forty-eight (48) days of the date the notice that a deposit is required is sent to the requesting person, and the requesting person has not filed an appeal of the deposit amount, the FOIA request shall be considered abandoned by the requesting person. In such case, STL is no longer required to fulfill the request.
3. On a request for records are issued on a subscription basis (e.g. Board of Trustees' meeting minutes, on a six-month renewal subscription basis), a listing of the requesting person's name, address, records subscribed to, charge and expiration date of subscription shall be maintained by the FOIA Coordinator or his or her designee. STL shall provide the requested records to the requester during the six-month

subscription period, unless the requester submits a written request for renewal of the subscription to STL.

4. The FOIA Coordinator shall, upon written request, provide a certified copy of the requested public records.

E. Miscellaneous Procedures regarding FOIA Responses

1. No Obligation to Create Records. FOIA does not require STL to make a compilation, summary, or report of information. Further, STL is not required to create a new public record in order to respond to a request.
2. Documents Available on Website. In accordance with Section 4(5) of FOIA, if a requesting person requests STL records that are publicly available on STL's website, STL will, to the extent practicable in the particular instance, notify the requesting person of the specific webpage address where the requested records are located on STL's website. If the requesting person requests copies of these records, notwithstanding that the records are available on STL's website, STL shall provide copies of such records, and will charge for such records in accordance with Article V of these Procedures.

V. Fees

A. *In General.* STL may charge the requesting person a fee for a public record search, actual mailing costs, copying charges, and the cost to separate exempt from non-exempt records in accordance with this Article V, where the failure to charge a fee would result in unreasonably high costs to STL because of the nature of the request in the particular instance, and STL specifically identifies the nature of the unreasonably high costs. It is hereby determined that devoting more than one half-hour to responding to a FOIA request will result in unreasonably high costs to STL, unless the cost of such response is borne by the requesting person.

The FOIA Coordinator shall provide a detailed written estimate of such charges (in the form attached to these Procedures as "Attachment A", subject to amendment from time to time), to the requesting person.

B. Labor Costs

1. Searching for, Locating and Examining. STL may charge for the labor costs directly associated with searching for, locating and examining public records in conjunction with receiving and fulfilling a granted written request.
2. Separating and Deleting Exempt from Non-Exempt. STL may charge for the labor costs, including necessary review, if any, directly associated with separating and deleting of exempt information from non-exempt information. The review and separation of exempt information from non-exempt information may be performed by a STL official or employee or, if necessary, outside legal counsel.
 - (a) For services performed by an employee or official of STL, STL will charge in accordance with Article V.A.4 (below) of these Procedures.
 - (b) For services performed by outside legal counsel, as determined by the FOIA Coordinator on a case-by-case basis, STL may charge for the legal counsel's time; provided, however, that such time to be charged shall not exceed an amount equal to 6 times the then-current state minimum hourly wage rate determined under Section 4 of the Improved Workforce Opportunity Act, Public Act 337 of 2018, as amended ("Act 332"), as that rate may change from time to time. If the rate increases under Act 337, the rate charged under these Procedures shall automatically change without action by the Board or amendment of these Procedures. In charging such time for outside legal counsel, STL will provide notice to the requesting

person of the name of the contracted person or firm in STL's Detailed Itemization of costs required by FOIA. The charges for such services will be billed in increments of 15 minutes and all partial time increments will be rounded down.

- (c) STL shall not charge for labor directly associated with the separation and deleting of exempt information if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in STL's possession. STL shall also not charge for the separation and deleting of exemption information within any public records that are available to the general public on its website.

3. Cost of Duplication or Publication of Records.

- (a) STL may charge labor costs directly associated with duplication and publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on nonpaper physical media or through the internet or other electronic means as stipulated by the requestor.

4. Calculation of Labor Costs. STL shall charge the hourly rate of its lowest-paid employee capable of performing the tasks identified above, regardless of whether that person is available or who actually performs the labor. STL shall estimate such labor charges, which will be billed in increments of 15 minutes, with the exception of the labor charges for copying, with all partial time increments rounded downward. STL will itemize both the hourly wage rate and the number of hours charged for these costs. Labor charges for copying shall be estimated and charged in increments of one (1) minute or more, with all partial time increments rounded down.

5. Fringe Benefit Costs. STL may include in the applicable labor charge an amount not to exceed one-half (50%) of the applicable hourly wage rate to cover (or partially cover) the cost of fringe benefits (if any) for the lowest-paid employee; provided, however, that such amount shall not exceed the actual costs of the fringe benefits. Overtime wages shall not be used in calculating the cost of fringe benefits. The 50% multiplier used to account for the lowest-paid employees' fringe benefits will be included in the Detailed Itemization provided to the requesting person.
 - (a) If all or a portion of the requested records are available on the website and STL has included the website address in its written response, but the requestor nevertheless requests that STL provide copies of the public records in paper form or another form, STL shall provide the public records to the requester in the specified format. In that case, STL may use a fringe benefit multiplier greater than the 50% limitation, not to exceed the actual costs of providing the information in the specified format.
6. Overtime Wages. Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the Detailed Itemization.
7. Itemization. All labor fee components shall be itemized using both the hourly wage and the number of hours charged on the Detailed Itemization.

C. Other Costs

1. Copies of Specialty Documents/Formats and Nonpaper Physical Media. STL has limited in-house capabilities for copying photographs, audio or videotapes, microforms, maps or plans. If a person requests that copies be made of

these or large documents which must be copied off-site or reproduced in electronic means (and on an electronic storage device, such as a USB drive, CD-ROM, or other device for storage of electronic data, the FOIA Coordinator will determine and assess those costs, subject to compliance with Section 4 of FOIA and these procedures.

- (a) The requestor may stipulate that the public records be provided on nonpaper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. STL is not required to provide the documents on the particular type of nonpaper physical media stipulated by the requester if STL lacks the technological capability to do so.
- (b) For public records provided to the requestor on nonpaper physical media, STL may charge the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. STL will procure any form of nonpaper physical media and will not accept nonpaper physical media from the requester in order to ensure the integrity of STL's technology infrastructure.

2. Copying Charges for Paper Copies. STL may charge the actual total incremental costs of duplication or publication, in addition to labor costs. The amount charged for duplication or publication shall not exceed ten cents per 8 1/2" by 11" or 8 1/2" by 14" sheet of paper. STL may copy records using double-sided printing, if such capability is available to STL and cost effective for STL. If the public records cannot be printed on 8 1/2" by 11" or 8 1/2" by 14" sheets of paper, and the records must be sent to a commercial copy center for copying, the requesting person shall reimburse STL for STL's actual total incremental cost of copying, not including labor.

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

3. Costs for Mailing of Records. STL may charge STL's actual cost of mailing, if any, for sending the records in a reasonably economical and justifiable manner, to the requested person. STL will not send documents to the requesting person via overnight delivery service or expedited shipping (or obtain shipping insurance on such mailing) unless the requesting person specifically request such services in writing and agrees to pay for such costs.

D. *Statutory Fees.* The fees set forth in this Section V do not apply to public records prepared under an act or statute specifically authorizing the sale of those public records to the public, or if the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

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

VI. Deposit

A. *Deposit.* In either STL's initial response or subsequent response as described under Section 5(2)(d), STL may require a good-faith deposit before providing the public records to the requestor if the entire fee estimate or charge authorized the FOIA exceeds \$50.00, based on a good-faith calculation of the total. The deposit shall not exceed 1/2 of the total estimated fee, and STL's request for a deposit shall be included in the Detailed Itemization. The response shall also contain a best efforts estimate by STL regarding the time frame it will take STL to comply with the law in providing the public records to the requestor. The time frame estimate is nonbinding upon STL, but STL shall provide the estimate in good faith and strive to be reasonably accurate and to provide the public records in a manner based on this state's public policy and the nature

of the request in the particular instance. If STL does not respond in a timely manner as required by the FOIA, it is not relieved from its requirements to provide proper fee calculations and time frame estimates in any tardy responses. Providing an estimated time frame does not relieve STL from any of the other requirements of this act.

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

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

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

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

VII. Waiver or Reduction of Fees

A. *Waiver of Fees of First \$20.00.* A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either of the following:

1. Indigency. An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency.
 - (a) If the requestor is eligible for a requested discount, STL shall fully note the discount on the Detailed Itemization.
 - (b) If a requestor is ineligible for the discount, STL shall inform the requestor specifically of the reason for ineligibility in STL's written response. An individual is ineligible for this fee reduction if any of the following apply:
 - (c) The individual has previously received discounted copies of public records from STL twice during that calendar year.
 - (d) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to

make the request, as verified by an affidavit executed by the requestor.

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

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

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

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

1. Reduce the charges for labor costs by 5% for each day STL exceeds the time permitted, with a maximum 50% reduction, if either of the following applies:
 - (a) The late response was willful and intentional.
 - (b) The written request:

- (i) included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or
- (ii) specifically included the words, characters, or abbreviations for "freedom of information", "information", "FOIA", "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.

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

VIII. Exemptions to FOIA Request

The FOIA Coordinator may exempt from disclosure any records or information that are identified as exempt from disclosure in Section 13 of FOIA. In that case, the FOIA Coordinator shall identify the relevant exemption(s) and explain what information or records were exempted from disclosure. The FOIA Coordinator shall exempt from disclosure:

- A. That portion of any public record disclosing a person's social security number.
- B. Information protected under the Family Educational Rights and Privacy Act of 1974.
- C. Minutes of any closed session meeting, disclosure of which is prohibited by the Open Meetings Act.
- D. Records that STL is prohibited from disclosing under the Michigan Library Privacy Act, as detailed in Article X of these Procedures.
- E. Any other material, disclosure of which is prohibited by law.

IX. Michigan Library Privacy Act

Under the Michigan Library Privacy Act, 1982 PA 455 (MCL 397.601 to MCL 397.606), as amended ("Act 455"), prohibits disclosure of library records, as that term is defined in Section 2 of Act 455, to all third parties without the written consent of the person liable for payment for or return of the materials identified in that library record. The only exceptions to the general prohibition on disclosure of library records are provided in Section 3(2) and (5) of Act 455, which do not include FOIA requests. Accordingly, the term "public records" used in these Procedures shall not include library records that STL is prohibited from disclosing under Act 455. If STL receives a FOIA request for library records and the person liable for payment for or return of the materials identified in the library record has not provided written consent for the disclosure, the FOIA Coordinator shall deny such request, and shall notify the requesting person that the library records are exempt from disclosure under Section 13(1)(d) of FOIA because the records are specifically described and exempted from disclosure under Section 3(1) of Act 455.

X. Appeals

A. *Appeal of Denial of Request.* If a person's request for a public record is denied, in whole or in part, the person may file a written appeal of the decision in accordance with the following process:

1. Submission of Appeal. The appeal must be submitted in writing to the Board, to the attention of the FOIA Coordinator. The written appeal must specifically state the word "appeal" and identify the reason or reasons for reversal of the denial.
2. Receipt of Appeal. In accordance with FOIA, the Board is not considered to have received a written appeal until the first regularly scheduled meeting of the Board following submission of the written appeal to STL. Where a written appeal is received by the FOIA Coordinator consistent with these Procedures and FOIA, the Board shall either (a) place the appeal on the agenda for its next regularly scheduled meeting, to be decided within ten (10) business days

thereafter; or (b) schedule a special meeting to consider the appeal, which special meeting should be held no later than ten (10) business days following the next regularly scheduled meeting after the written appeal is submitted to STL.

3. Response to Appeal. The Board shall deliberate and shall take one of the following actions in response to the filing of an appeal:
 - (a) Reverse the denial.
 - (b) Issue a written notice to the requesting person upholding the denial.
 - (c) Reverse the denial in part and issue a written notice to the requesting person upholding the denial in part.
 - (d) Under unusual circumstances, issue a notice extending for not more than ten (10) business days the period during which the Board shall respond to the written appeal. The Board shall not issue more than one notice of extension for a particular written appeal.

B. *Appeals of Fees (Including Deposits).* A person may appeal the amount of a fee charged to respond to a FOIA request if that fee exceeds the amount permitted under these Procedures and FOIA. In accordance with Section 4(13) of FOIA, a deposit required to be paid by STL is considered a "fee."

1. Submission of Appeal. A written appeal of the amount of the fee charged by STL for a request may be made to the Board in accordance with the provisions of Article XI.A, above. In the fee appeal, the requesting person must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted under these Procedures or FOIA.
2. Receipt of Appeal. The Board is not considered to have received a written appeal under until the first regularly

scheduled meeting of the Board following submission of the written appeal.

3. Response of Appeal. Within ten (10) business days after receiving a written appeal, the Board shall do one of the following:

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

XI. Civil Action

A. *Civil Action to Appeal Denial of Request.* An appeal from a determination by the FOIA Coordinator or a decision of the Board may be taken to Allegan County Circuit Court.

1. Civil Action After Appeal to the Board. If the Board has issued a notice upholding, in whole or in part, the FOIA Coordinator's denial of a written request, the requesting person may seek judicial review of the Board's determination by commencing a civil action in the Allegan County Circuit Court within one hundred and eighty (180) days after the Board has issued the notice upholding the denial. If the Board fails to respond to a written appeal within ten (10) business days after the appeal is deemed received by the Board, the requesting person may seek judicial review of the nondisclosure by commencing a civil action within 180 days after STL's final determination to deny the request.
2. Civil Action Directly After Denial of Request. A requestor may also seek judicial review of the FOIA Coordinator's denial, in whole or in part, of a written request by commencing a civil action in the Allegan County Circuit Court to compel STL's disclosure of the public records within one hundred and eighty (180) days after STL's final determination to deny a request. A requesting person is not required to appeal the FOIA Coordinator's denial to the Board before commencing the civil action.

B. Civil Action Regarding Fees

1. Civil Action for Fee Reduction. In accordance with FOIA, because these Procedures provide for appeal of a fee to the Board, a requesting person may commence a civil action in the Allegan County Circuit Court for a fee reduction only if the person first submits a written appeal of the fee to the Board, and the Board has either issued a determination

denying, in whole or in part, the appeal of the fee, or the Board has failed to respond to the appeal of the fee within ten (10) business days after the date the appeal was deemed received by the Board. The civil action for a fee reduction must be filed within forty-five (45) days of the determination of the fee appeal by the Board, or within forty-five (45) days after the requesting person receives notice of the required fee if the Board has failed to respond to the fee appeal within ten (10) business days after the appeal was deemed received by the Board.

2. If a civil action is commenced against STL, STL will not complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

XII. FOIA Request Retention

The FOIA Coordinator shall maintain copies of all written FOIA requests on file for at least one (1) year.

XIII. Amendments to Procedures

The Board of Trustees may amend or supplement these Procedures, from time to time, in the Board of Trustees' sole discretion.

XIV. Availability of Procedures; Summary

A copy of these Procedures and a summary of these Procedures shall be available at STL's office and posted on STL's website at <https://salemtownshiplibrary.org/>.

XV. Severability; Enforceability

If any clause, provision or section of these Procedures shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections of these Procedures.

XVI. Effective Date

The effective date of these Procedures is _____, 2026.

ATTACHMENT 2

Salem Township Library

SUMMARY OF FREEDOM OF INFORMATION ACT PROCEDURES AND GUIDELINES

The Michigan Freedom of Information Act, Public Act 442 of 1996 (“FOIA” or the “Act”), provides for disclosure of public records that are not exempt from disclosure. To fulfill this mandate, the Board of Trustees (the “Board”) of Salem Township Library (“STL”) adopted the “Salem Township Library Freedom of Information Act Procedures and Guidelines” (the “Procedures”) for handling FOIA requests. This document summarizes STL’s Procedures in accordance with FOIA.

I. Submitting a FOIA Request

A FOIA request for public records must be submitted in writing to STL. You may request either (a) to obtain copies of STL records, or (b) to inspect STL records. No specific form to submit a FOIA request is required, although STL may decide to make a standard FOIA request form available for the convenience of requesters, which would be available at no cost. Please include the words “FOIA” or “FOIA Request” in your request to assist STL in providing a prompt response.

You may submit the FOIA request for records in person, by mail to STL’s offices at the Salem Township Library, 3007 142nd Avenue, Burnips, Michigan, by e-mail to the FOIA Coordinator at foiarequest@STL.org, by fax, or by other electronic means. Requests submitted in person or by mail are deemed received as of the date of receipt. Requests submitted to STL via electronic means are deemed received by the FOIA Coordinator one business day after the date the electronic transmission is made.

A request must sufficiently describe a public record so as to enable STL to find the requested public record. A request from a person, other than an individual who qualifies as indigent under MCL 15.234(4)(2)(a), must include the requesting person’s complete name, address and contact information (either a valid telephone number or email address). If the requesting person is an entity, the request must include the complete name, address and contact information (either a valid telephone number or email address) of the person’s agent who is an individual. An address must be written in compliance with the United States Postal Service’s addressing standards.

II. STL’s Response to a FOIA Request

Once STL receives your FOIA request, STL will respond to your request within five business days, unless STL extends the period to respond to the request by not more than ten business days, in addition to the original five business days.

In response to a FOIA request, STL will respond to your request in one of the following ways: (1) grant the request; (2) deny the request; or (3) grant the request in part and deny the request in part.

If the request is denied, or denied in part, because the request is not proper under FOIA, or if the requested records or portions of the requested records are exempt pursuant to one of the exemptions from disclosure under Section 13 of FOIA, STL's written response will explain the basis for the denial.

If the request is denied, or denied in part, on the basis that STL does not have records that are responsive to the request do not exist in STL's possession, the written response will include a certification that the requested records do not exist as requested by your or by another name reasonably known to STL.

If the request is granted, or granted in part, and the cost of processing the request is expected to exceed \$50, STL's written response to the request will include a notification that STL is requiring a deposit prior to processing the request. The response will include the following: 1) a detailed cost itemization of the estimated cost to respond to the request and 2) a best efforts estimate of when STL expects to be able to provide the requested records upon payment of the good-faith deposit.

Please note that FOIA does not require STL to make a compilation, summary or report of public records or other information.

Inspecting STL's Public Records

You may request to inspect STL's public records. If you make such a request and it is granted by STL, STL will make facilities available to inspect the requested records during STL's normal business hours and when the records can reasonably be made available. You must submit a written request to inspect records that describes the requested documents prior to STL allowing the inspection of the records.

You cannot write on, mark or alter any original STL records that you are reviewing. You will be allowed to have only an erasable pencil with you, if you wish to take notes. No pens or indelible writing instruments are allowed. An STL official will be present during your inspection of STL's records if original records are involved; you may be charged a fee to defray STL's cost of the monitoring service to protect the records from loss, unauthorized alteration, mutilation, or destruction. Original records cannot be removed from the location provided for inspection and note taking.

Requesting Copies of STL's Public Records

You may request copies of STL's public records. STL will review the available records and provide you with copies of the records unless the records do not exist, are not in possession of STL, or exempt from disclosure under FOIA. If a portion of a requested record is exempt from disclosure under FOIA, STL will separate the information that is exempt from disclosure under FOIA before providing copies of the record to you, generally by redaction of the exempt information.

If the request is denied, or denied in part, on the basis that STL does not have records that are responsive to the request do not exist in STL's possession, the written response will include a

certification that the requested records do not exist as requested by your or by another name reasonably known to STL.

If the request is granted, or granted in part, and the cost of processing the request is not expected to exceed \$50, STL will, to the extent possible in the particular instance, provide copies of the requested records with the written response. If it is not possible for STL to provide copies of the requested records with the written response, STL will include an estimate of when it expects to be able to provide the records.

If the request is granted, or granted in part, and the cost of processing the request is expected to exceed \$50, STL's written response to the request will include a notification that STL is requiring a deposit prior to processing the request and the deadline to pay the deposit to STL (48 days from the date of submission of STL's written response). STL shall also provide a best efforts estimate of when it expects to be able to provide the requested records, upon payment of the required deposit. If the deposit is paid on or prior to the 48-day deadline to pay the deposit, STL will, to the extent possible in the particular instance, provide the requested records by the estimated date. If the deposit is not paid on or prior to the 48-day deadline, your request will be deemed abandoned and STL will not be required to fulfill your request, as provided under Section 4(14) of FOIA.

Calculation and Payment of Fees; Deposit

Under FOIA, STL may charge a fee for the processing of a FOIA request, including labor costs, if the failure to charge a fee would result in unreasonably high costs to STL because of the nature of your request. STL has determined that devoting more than one-half hour to responding to a FOIA request will result in unreasonably high costs to STL. In its written response to a FOIA request, STL will provide you with a written estimate of the applicable fees (if any). STL may require the payment of a deposit if the expected costs to process the FOIA request exceed \$50, or, in certain circumstances, may waive payment of the fee.

a. Calculation of Fee

STL may charge you a fee for the necessary searching, reviewing, redacting, copying and mailing requested public records. The fee will be limited to actual mailing costs, and to the actual incremental cost of duplication, including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt material pursuant to Section 13 of FOIA. The fees charged by STL for responding to your request may include:

- A fee for STL's labor costs directly associated with (1) making copies (including paper or digital copies), (2) searching for, locating, and examining the requested records if this will require more than 30 minutes, and (3) the necessary review of and separation and redaction of exempt material from nonexempt material. You will not be charged for the redaction of documents if STL previously redacted the public record in question and the redacted version is still in STL's possession.
- The actual cost of mailing for sending the records to you, if paper copies are requested. STL will not send documents via overnight delivery service or expedited shipping (or

obtain shipping insurance on such mailing) unless you specifically request such services in writing and agree to pay for such costs.

- A copy charge of 10 cents per 8 1/2" x 11" or 8 1/2" x 14" sheet of paper, if paper copies are requested. The actual total incremental cost of necessary duplication or publication will be charged for copies of paper records that cannot be made on 8 1/2" x 11" or 8 1/2" x 14" sheet of paper, which may include photographs, maps or plans.
- You may stipulate that the requested public records be provided electronically mailed, provided on nonpaper physical media, or otherwise electronically provided in lieu of paper copies. For public records that are provided on any form of nonpaper physical media, the actual and most reasonably economical cost of the nonpaper physical media will be charged. Please note that STL is not required to provide requested records on the particular type of nonpaper physical media stipulated in the particular instance if STL lacks the technological capability to provide the records on that type of nonpaper physical media.

For labor costs to comply with a request, STL will charge the hourly rate of its lowest-paid employee capable of performing the necessary task regardless of whether that person is available or who actually performs the labor. The labor charges will be billed in increments of 15 minutes, with all partial time increments will be rounded down. The labor charges will also include an amount equal to one-half of the applicable hourly rate to cover (or partially cover) the cost of the fringe benefits (if any) for the lowest-paid employee; provided, however, that such amount will not exceed the actual costs of the fringe benefits.

The review and separation of exempt from non-exempt information may be performed by an STL official or employee or, if necessary, outside legal counsel. For services performed by outside legal counsel, STL may charge for the legal counsel's time; but the rate for the legal counsel's time will not exceed an amount equal to six times the then-current state minimum hourly wage rate. The charges for such services will be billed in increments of 15 minutes, and all partial time increments will be rounded down.

b. Fee Waiver

STL may, in its sole discretion, waive all or a portion of the fees for the search and copying of records if STL determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request by either: (a) a person who submits an affidavit stating that they are indigent and is receiving specific public assistance, or (b) certain nonprofit agencies operating under the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000.

Under the Procedures, you may be ineligible for a fee reduction or waiver if: (a) you previously received discounted copies of public records from STL twice during the same calendar year; (b) you are making the records request in conjunction with outside parties who are offering

or providing payment or other remuneration to you to make the request; or (c) you are a specific type of nonprofit corporation (as provided in FOIA and the Procedures).

c. Deposit

If it is anticipated that a charge will exceed \$50.00, you may be required to pay a good-faith deposit prior to STL fulfilling the request for the records, but the deposit will not exceed one-half of the total anticipated fee. STL's will not begin processing of the request unless the deposit is paid by the deadline, which is 48 days from the date of notice by STL that a deposit is required. In certain circumstances, STL may require payment of a deposit equal to 100% of the estimated charge for fulfilling your request for records, if you previously failed to pay the total amount due from a prior FOIA request to STL.

If STL requests a good-faith deposit from you and the deposit is not received within 48 days of the date STL sent the notice requesting the deposit, STL will consider your FOIA request abandoned and will no longer be required to fulfill your request, pursuant to Section 4(14) of FOIA.

III. Rights to Appeal

You can appeal decisions made with respect to the public records that you requested, if the request was denied or denied in part, or the amount of the calculated fee for responding to your request. An appeal from a determination by the FOIA Coordinator or from a decision of the Board may be taken to the Allegan County Circuit Court.

d. Appeal of Denial of Public Records (in whole or in part)

You have the right to submit to the Board, a written appeal that specifically states the word "appeal" and identifies the reason or reasons that you assert in support of reversal of the failure of disclosure of the public records that were not disclosed. In the alternative, you have the right to seek judicial review of the denial or nondisclosure.

Under Section 10 of FOIA, you have the right to receive attorney fees and damages, if, after judicial review, the Allegan County Circuit Court determines that STL has not complied with Section 5 of FOIA and if the court orders disclosure of all or a portion of a public record that had not been disclosed to you by STL.

e. Appeal of Calculation of Fee

You may appeal the amount of a fee or requested deposit to the Board. An appeal of the amount of the fee to the Board must specifically include the word "appeal" and identify how the required fee exceeds the amount permitted under the Procedures or the Act. You may also file an appeal with the Allegan County Circuit Court if the Board upheld the fee, or upheld the fee in part, within 45 days of STL's determination regarding your written appeal. You may also file an appeal with the Allegan County Circuit Court if you submitted a fee appeal to the Board and the Board failed to respond to the appeal within 10 business days after your appeal was deemed received. In that case, you may file an appeal with the Allegan County Circuit Court within 45 days after receiving notice from STL of the required fee. If you file a fee appeal with the Allegan County

Circuit Court, STL will not complete the processing of the request for the public record at issue until the court resolves the fee dispute.

Within 10 business days after receiving a written appeal of the fee, STL Board is required to: (1) waive the fee; or (2) reduce the fee and provide written notice as to the basis for the remaining fee; or (3) uphold the fee and provide written notice as to the basis for the fee; or (4) issue a notice extending for not more than 10 business days the period during which STL Board will respond to the appeal (the notice will include the reason or reasons why the extension is necessary).

Any appeal will be deemed received as of the date of the first regularly scheduled meeting of STL Board following submission of the written appeal.

IV. Additional Information; Revisions to Summary and Procedures

Additional information may be found in STL's Procedures, which may be obtained by writing or visiting STL's offices at the Salem Township Library, 3007 142nd Avenue, Burnips, Michigan, at no charge.

This Summary and the Procedures may also be found on STL's website at <https://salemtownshiplibrary.org/>.

This Summary and the Procedures may be modified from time to time by STL Board and without notice.

This Summary is effective as of _____, 2026.

Library Continuity & Emergency Staffing Policy

I. PURPOSE

This Policy establishes the procedures for ensuring the continuity of Library operations and safeguarding of the Library's public assets in the event of a significant and sudden loss of personnel, including mass resignations, a coordinated departure, or other staffing emergency.

II. SCOPE AND APPLICABILITY

This Policy applies to all Library operations and may be activated when staffing levels unexpectedly and suddenly fall below operational thresholds or when, in the judgment of the Library Director or the Board of Trustees, a staffing emergency materially impairs the Library's ability to provide services. The following staffing conditions may trigger activation of this Policy:

- A. Loss of approximately 50% or more of staff.
- B. Loss of all staff, including the Library Director.

These conditions do not include situations where the Library terminates the employment of staff and operational employees.

The Library Director shall formally activate this Policy when available and able to act. If the Director has resigned, is unavailable, or is otherwise unable to act, the Board of Trustees may activate this Policy at a properly noticed regular or special meeting. In any circumstance requiring activation, the first order of business for the Library Director or Board of Trustees shall be to contact the Lakeland Library Cooperative Director and, as appropriate, the Library of Michigan.

Upon activation of this Policy by the Library Director, the Director retains operational authority over the Library and may take immediate action to: (1) modify or reduce Library services; (2) implement emergency staffing measures; and (3) authorize expenditures necessary to address immediate operational needs, subject to any applicable budgetary limits, purchasing policies, and later Board review or ratification when required.

Upon activation of this Policy by the Board of Trustees, the Board may designate an interim Library Director or emergency administrative contact, authorize necessary operational steps, and direct the Library's IT/Tech Company to secure servers, financial data, and administrative accounts. Any action requiring Board approval shall be taken at a properly noticed regular or special meeting in accordance with the Open Meetings Act, unless the Board has previously delegated authority for the action.

Regardless of which scenario triggers this Policy, the Board shall ensure that a public notice is posted at the Library entrance, on the Library's website, and on any official social media page used for public announcements. The notice should include, as applicable: (1) any temporary closure or reduced hours; (2) services that remain available; (3) anticipated duration, if known;

(4) contact information for urgent Library matters; and (5) a statement that the Library is implementing its continuity procedures to maintain essential operations.

III. CONTINUITY OF OPERATIONS

Based on the triggering scenario for the activation of this Policy, the Library Director or the Board may do the following to ensure that the Library continues to operate as necessary:

- A. Reduce Library hours or close the facility to the public to manage essential administrative duties.
- B. Suspend certain Library programming and outreach services
- C. Reassign and cross-utilize remaining personnel
- D. Authorize overtime work
- E. Rehire retired or former employees on a short-term basis
- F. Engage temporary staff, contractors, volunteers, or cooperative resources as appropriate and legally permissible.
- G. Initiate and agree upon an emergency hiring plan
- H. Authorize emergency expenditures for immediate operational needs.
Expenditures that are not immediate, or that exceed delegated authority or applicable purchasing limits, require Board approval or ratification at a properly noticed Board meeting.

IV. SECURITY

The following must be prioritized to ensure the safety and security of the Library's assets by either the Library Director, the Board of Trustees, or an individual designated by the Board upon the activation of this Policy:

- A. Review administrative access to the Library's digital systems and coordinate with the Library's IT provider to disable or remove resigning staff access, including email, integrated library systems, financial platforms, cloud storage, software accounts, and administrator privileges.
- B. Retrieve all resigning employees' keys, access cards, equipment, devices, credit cards, records, and other Library property, and restrict physical access as necessary.

Additional security steps shall include changing shared passwords, securing multi-factor authentication methods, preserving backup access for Board-authorized users, preserving Library records and data, and verifying that administrative credentials are stored through a secure password-management or sealed-access protocol.

V. EMPLOYEE RESIGNATION

The Library Director or an individual designated by the Board shall ensure that each resigning employee receives final payment in accordance with Michigan's Payment of Wages and Fringe

Benefits Act and any applicable Library policy or employment agreement. The Library Director or designated individual shall also address return of Library property, termination or transfer of access credentials, continuation-of-benefits notices when applicable, preservation of Library records, and any exit procedures required by law or Library policy.

VI. ACCESS TO CRITICAL INFORMATION

To ensure the Library can function during a total vacancy or other staffing emergency, a Master Continuity Folder or secure continuity repository shall be maintained and updated regularly.

Location: Office, middle cabinet, top drawer.

Contents:

- Contact information for the Lakeland Library Cooperative Director and the Library of Michigan.
- Account details and contact info for the IT/Tech Company.
- Instructions for accessing administrative credentials through a secure password-management system, sealed-access protocol, or other Board-approved controlled-access method. Passwords should not be listed directly in the Master Continuity Folder.
- A list of all physical key holders.
- Vendor list for essential building utilities.
- Current copies of essential policies, vendor contacts, insurance contacts, banking contacts, payroll contacts, emergency procedures, and records-retention schedules.

The Library shall preserve records, emails, financial documents, personnel records, operational documents, and other public records consistent with applicable law, records-retention schedules, and Library policy. No Library record shall be destroyed, removed, or transferred except as authorized by law and applicable retention procedures.

The Library Director, or the Board's designee if the Director position is vacant, shall review this Policy and the Master Continuity Folder or secure continuity repository at least annually and update emergency contacts, vendor information, access procedures, and other critical information as needed.

Proposed Personnel Policy Update: Chapter 10, Section B (Notice Period PTO), pages 26-27

Termination of Employment: Upon termination of employment for any reason, and regardless of whether the STL or the employee ends the employment relationship, all unused PTO will be forfeited without compensation. If, however, an employee is rehired within two (2) months of separation of employment, the STL will restore to the employee all unused PTO. Employees who are re-hired more than two (2) months after separation of employment will not have their unused PTO restored.

PTO Usage During Resignation Notice Period:

- Pre-Approved PTO: Previously scheduled PTO that was formally approved prior to the submission of a resignation notice will be honored, provided it does not leave the library understaffed during the transition.
- New PTO Requests: No new PTO requests will be granted during a resignation notice period.
- Unworked Shifts: Shifts reduced or missed during the notice period will be recorded as unpaid leave. Employees may not apply PTO to unworked or dropped shifts during their notice period.

FMLA: Employees may have the right in certain circumstances to make leave requests under the Family and Medical Leave Act (FMLA). Employees on an approved FMLA leave may choose to use available PTO concurrently with that FMLA leave.

Proposed updated language to library board bylaws under Article II, Section 1: Officers

The officers of the Library Board shall be a President, Secretary, and Treasurer, elected by the Trustees at the November meeting of the Board in even-numbered years to serve for a two-year term, or until their successors are elected.