



Memorandum

DATE: February 21, 2025

TO: Nicholas Mullins, Senior Management Analyst &
Christina Crosby, Deputy Director of Finance

FROM: Lindsey Vien, Deputy Director of Library Services
(Acting for Jayanti Addleman, Director of Library Services)

SUBJECT: FY 26 Master Fee Schedule

The purpose of this memo is to request that the Library Department’s FY26 Master Fee Schedule be updated to include recently added equipment available to the public for check-out. The recently added collection is referred to as the Library of Things, which includes grant-funded equipment commonly requested by the public. The chart below includes the equipment/item, catalog category, and actual cost of each item. Charges will occur when items are lost, broken, or returned damaged.

Library of Things

Item	LOT Category	Actual Cost	Fee Schedule
Puzzles	LOT GAME	\$16.99	Original cost of item plus processing fee
Ukuleles	LOT MUSIC	\$50.00	Original cost of item plus processing fee
Binoculars	LOT RECREATION	\$59.99	Original cost of item plus processing fee
Backpacks (Hiking)	LOT RECREATION	\$112.86	Original cost of item plus processing fee
Stargazing Kits	LOT RECREATION	\$504.38	Original cost of item plus processing fee
Trekking Poles	LOT RECREATION	\$34.99	Original cost of item plus processing fee
SunJack Solar Chargers	LOT TECHNOLOGY	\$79.95	Original cost of item plus processing fee
iFixit Pro Tech Kits	LOT TOOLS	\$94.94	Original cost of item plus processing fee

Should you have any questions, please feel free to contact Lindsey Vien, Deputy Director of Library Services.

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