



Memorandum

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
Re: Manitowoc Public Library Fee Schedule
Date: October 27, 2025

Please see the attached Fee Schedule for Manitowoc Public Library. The money collected from patrons in these ways directly affects the Library's Budget as Revenue.

I have highlighted a couple areas for changes to the Fee Schedule for 2026. If approved, these changes would go into effect on January 2, 2026.

- Removal of Fines
- Increase the cost of Printing and Photocopying to \$0.20/page b&w and \$0.50/page color.

Because of the removal of Fines, another Revenue suggestion is to include a "Processing Fee" for any item that is lost or damaged, in addition to the cost of the item, to cover the lost cost of labor and materials that goes into preparing the item for public circulation. This fee would be \$2.00 per item; this addition is included on the attached Fee Schedule.

Manitowoc Public Library Fee Schedule

Library Card Replacements

The initial library card is free. There is a \$2.00 fee to replace a library card.

Collection Agency Fee

When a customer's account is submitted to the collection agency, a \$10.00 non-refundable collection agency fee will be added to the account balance.

Materials Replacement Fee

If an item becomes lost or damaged, the cost of the item and a \$2.00 processing fee will be added to the patron's account.

Fines

ITEM TYPE	LOAN PERIOD	Fine per day, per item*
Books	21 Days	\$0.20
Books on CD	21 Days	\$0.20
Playaways	21 Days	\$0.20
DVDs	7 Days	\$1.00
Lucky Day DVDs	3 Days	\$1.00
Lucky Day Books	14 Days	\$0.20
Video Games	7 Days	\$1.00
Wi-Fi Hotspots	14 Days	\$1.00
Music CDs	21 Days	\$0.20
Magazines/Comics	21 Days	\$0.20
Toys	21 Days	\$0.20
Happy Lamps	21 Days	\$1.00
Cake Pans	21 Days	\$0.20
Memory Kits	21 Days	\$1.00
Discussion Kits	6 Weeks	\$1.00

*Maximum overdue fines are as follows: \$5.00 maximum for an item with a \$.20 per day overdue charge, \$10.00 maximum for an item with a \$1.00 per day overdue charge.

Self Service: Printing, Photocopying, Faxing, Scanning

Printing and Photocopying		
Cost per page black and white	\$0.10	\$0.20
Cost per page color	\$0.25	\$0.50
Faxing		
Cost per page - Domestic	\$1.00	
Cost per page - International	\$2.00	
Scanning	None	

Meeting Room Fee Structure for Social Gatherings & For-Profit Entities

	1-4 Hours	5-8 Hours	9+ Hours
Board Room	\$30	\$60	\$100
Franklin Street Room	\$30	\$60	\$100
Balkansky A	\$40	\$80	\$120
Balkansky BC	\$40	\$80	\$120
Balkansky ABC	\$80	\$160	\$200

Local History and Genealogy Services

Informational Article	\$3.00
Obituary	\$3.00

IdeaBox Consumables

Cost of materials; varies per item; see Staff for current list