

Group Project Proposal: Tool Library

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LIS 6409: Library Administration

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April 26, 2026

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Problem

People living in Cityname and served by the Cityname Library lack equitable access to tools and equipment needed for home maintenance, repairs, and DIY projects. These tools can be very expensive, used infrequently, and are difficult to store. In fact, a recent community needs research assessment found that 62% of residents don't own essential home repair tools, and 48% cited cost as a barrier (Cityname Library, 2026). These findings suggest a notable financial and logistical barrier for community members to these tools. Also, this problem disproportionately impacts lower income households, renters, and first-time homeowners. Furthermore, Cityname Library has an opportunity to expand its role as a community resource by supporting practical needs beyond information resources.

Solution

As a solution to this problem we, the employees of Cityname Library, propose the creation of a Tool Library. A tool library will give the public access to an array of tools for work and home use that can be checked out like our books, museum passes, and ukulele kits.

The Tool Library will include a collection of commonly needed items, including power tools, hand tools, clamps & jigs, measuring tools, electrical equipment, lawn/gardening equipment, bike repair tools, sewing equipment, cookware, crafting tools, and auto repair equipment.

Patrons will be able to reserve any of the items available through our catalog at least one (1) day prior to the day they would be checked out, and those reserved tools may be picked up during the library's open hours. A first-time Tool Library user will be required to complete a

“Membership and Borrower Guidelines Agreement” and sign a release form. All completed paperwork will remain on file and correspond to that user’s library card account.

Cityname Library will provide instructional resources like videos, guides, and workshops that will teach patrons how to use the tools safely and effectively as well as how to maintain them. Community members will also have the opportunity to submit suggestions and special requests for specific tool purchases, if they require certain items not yet available.

Required Resources

Staffing

Librarians will oversee the acquisition, cataloging, and collection development of the tools. Librarians will also work with the city’s legal team in developing the appropriate waivers. Library staff will manage the equipment. This includes circulation activities, maintenance, and patron assistance.

Equipment & Space

The key equipment we need are the tools. For a list of these, see Table 1. Additionally, we will need extra labeling materials. It would also be beneficial to have a binder with materials for patrons to look through in addition to our online catalog. Another needed item is a workbench or area for tool maintenance. For storage, we will need a secure space specifically for the tools. Most likely, this would be a storage shed with sufficient shelving and space.

Technology

Because we won’t be transferring tools between libraries, we may need to consider a separate cataloging system like [MyTurn.com](https://www.myturn.com) or integrate the tools into our current system and block holds on the tools (MyTurn.com, pbc, n.d.).

Training

Staff will receive training on circulation procedures (reserving, checking out, checking in, etc.) Staff will also be trained on how to safely handle, inspect, and maintain tools. Furthermore, they will be briefed on borrower agreements, and liability waivers. Lastly, staff will be trained on assisting patrons in choosing tools and using the instructional resources.

Table 1

Category of Tools, Specific Items, Quantity, Price Per Unit, and Total Cost

CATEGORY	ITEM	QUANTITY	PRICE PER UNIT	TOTAL
Power Tools	Cordless Drill	2	\$155	\$310
	Cordless Impact Driver	2	138	276
	Impact Driver Set	2	22	44
	Drill & Screwdriver Bit Set	2	41	82
	Rotary Tool Kit	1	79	79
	Brad Nailer	3	107	321
	Orbital Sander	2	110	220
	Random Orbit Sander	3	37	111
	Angle Grinder	2	94	188
	Belt Sander	1	64	64
	Corner Sander	2	39	78
	Planer (Electric)	2	159	318
	Fixed-Base Router	1	162	162
	Jig Saw	2	54	108
	Circular Saw	2	70	140

	Reciprocating Saw (Cordless)	2	79	158
	Reciprocating Saw (Corded)	2	119	238
	Miter Saw	1	298	298
	Table Saw	1	400	400
	Tabletop Scroll Saw	1	123	123
	Tile Cutter Saw	2	109	218
	Power Washer/Pressure Washer	3	169	507
	Air Compressor 6 gallon	2	166	332
	Orbital Buffer	1	43	43
	Orbital Floor Scrubber	2	449	898
	Carpet Cleaner	1	124	124
	Shop Vacuum	1	58	58
Hand Tools	Claw Hammer	3	12	36
	Ball Peen Hammer	1	35	35
	Dead Blow Hammer	1	15	15
	Basic Tool Kit	2	25	50
	Rubber Mallet	3	12	36
	Axe	2	55	110
	File Tool Set	2	26	52
	Crosscut Saw	3	24	72
	Hack Saw	2	10	20
	Back Saw	1	19	19
	Bow Saw	3	40	120

Crowbar	1	14	14
Awl	2	7	14
Caulk Gun	2	14	28
Putty Knife Set (4 piece)	2	11	22
Nail Puller	1	8	8
Nail Set/Punches	1	10	10
Pocket Screwdriver	1	15	15
Screwdriver Set	2	25	50
Electric Screwdriver Set	1	45	45
Precision Screwdriver Set	1	11	11
Screw Extractor Set	1	30	30
Drill Bit Set	3	15	45
Socket Set	3	64	192
Adjustable Wrench	3	10	30
Pipe Wrench	2	17	34
Wood Chisel Set	1	14	14
Staple Gun	2	30	60
Plier Set	5	18	90
Bolt Cutter (24 in)	1	31	31
Bolt Cutter (14 in)	1	16	16
Cable Cutter	1	9	9
Tongue & Groove Pliers (9.5 in & 6.5 in)	2	24	48
Hex key Set	3	11	33

	Retrieving Magnet Set	1	9	9
	Dolly/Hand Truck	2	70	140
	Light Bulb Changer Kit	1	28	28
Measuring & Layout	Stud Finder/Sensor	1	60	60
	Tape Measure	2	13	26
	Laser Distance Measurer	2	60	120
	Laser Level	1	79	79
	48 in. Level	1	30	30
	24 in. Level	1	17	17
	T-Square Level	2	27	54
	Combination Square	2	15	30
	Rafter Square	2	15	30
	Universal Square	2	14	28
	Contour Marking Gauge (Set of 2)	1	20	20
Digital Caliper	1	25	25	
Clamps & Jigs	Trigger Clamp (4 pack)	2	32	64
	Bar Clamp (4 pack)	5	32	160
	C-Clamp (Set of 2)	4	13	52
	3-Way Edging Clamp	2	10	20
	Spring Clamp (6 pack)	2	15	30
	Locking Pliers (Vise-Grip)	3	13	39
	Hand Screw Clamp (2 pack)	3	35	105

	Assembly Square (4 pack)	2	46	92
	Angle Clamp	3	14	42
	Pocket Hole Jig	1	49	49
	Sawhorses (Set of 2)	2	85	170
	Worktable	1	110	110
Electrical	Extension Cords 25 ft	2	12	24
	Extension Cords 50 ft	2	21	42
	Extension Cords 100 ft	2	32	64
	LED Work Light	1	25	25
	Circuit Breaker Finder	1	45	45
	Multimeter	2	30	60
	Voltage Detector	1	20	20
	Armored Cable Cutter	1	45	45
	Wire Stripper/Cutter	3	10	30
	Cable/Wire Tacker	1	33	33
Gardening, Digging, & Lawn Care	Pruning Shears	3	13	39
	Hedge Shears	3	42	126
	Pruning Saw	1	18	18
	Trowel	3	7	21
	Bulb Planter	1	10	10
	Cultivator/Hand rake	2	9	18
	Electric Tiller/Cultivator	1	100	100

Garden Hoe	4	22	88
Bow Rake	3	28	84
Leaf Rake	3	22	66
Push Broom	2	28	56
Wheelbarrow	1	140	140
Step Ladder (5 ft.)	1	95	95
Step Ladder (8 ft.)	1	287	287
Seed Spreader	1	58	58
Spade Shovel	3	60	180
Square Shovel	3	40	120
Post Hole Digger	3	80	240
Pump Sprayer	1	28	28
Fruit Picker	1	30	30
Tamper	2	40	80
Lawn Edger (Electric)	1	100	100
Lawn Mower (Electric)	2	280	560
Hedge Trimmer (Cordless)	2	79	158
Hedge Trimmer (Corded)	2	34	68
Pole Pruner	2	55	110
Pole Hedge Trimmer (Electric)	1	129	129
Sprinkler Head Trimmer (6 in.)	1	93	93
Blower	1	90	90
Weed/String Trimmer (Corded)	1	59	59

	Weed/String Trimmer (Cordless)	2	69	138
Bike Repair	Bike Repair Kit	1	25	25
	Bike Pump	1	23	23
	Bike Repair Stand	1	85	85
Clothing Repair	Sewing Machine	2	190	380
	Presser Feet (2 pack)	1	7	7
	Seam Ripper Set	1	9	9
	Soft Tape Measure	2	4	8
	Fabric Scissors	1	12	12
	Thread Snips (2 pack)	1	4	4
	Cutting Mat	1	9	9
	Buttonhole Cutter	1	13	13
	Turner & Pressing Tool	1	8	8
	Tailor's Clapper	1	10	10
	Pressing ham	1	22	22
	Garment Steamer (handheld)	1	70	70
	Garment Steamer (heavy duty)	1	232	232
	Mending Kit	1	7	7
Cooking & Baking	Round Cake Pan (6 in.)	1	12	12
	Round Cake Pan (8 in.)	1	10	10
	Round Cake Pan (9 in.)	1	15	15
	Square Cake Pan (8 in.)	1	27	27
	Cake Pan (9 in. x 13 in.)	1	25	25

	Heart-Shaped Cake Pan (10 in.)	1	19	19
	Springform Pan (10 in.)	2	12	24
	Muffin Tin	3	15	45
	Bundt Pan	2	9	18
	Cookie Cutters (12 piece)	2	9	18
	Holiday Cookie Cutters (7 piece)	3	20	60
	Hand Mixer	1	28	28
Crafting & Creating	Hot Glue Gun	2	25	50
	Engraving Tool	1	27	27
	Cricut Explore 4	1	300	300
	Cricut Basic Tool Set	1	15	15
	Jewelry Making Tool Kit	1	19	19
Auto Repair	Auto Engine Code Reader	1	39	39
	Oil Filter Wrench (2 pack)	1	18	18
	Wrench Set (7 piece)	2	18	36
	Torque Wrench	1	38	38
	Ratchet & Socket Set (46 piece)	2	15	30
	Pry Bar Set (4 piece)	1	22	22
	Utility Jack	1	58	58
	Portable Work Light	1	60	60
	Portable Air Compressor/Tire Inflator	1	128	128
			TOTAL	\$14,783

Project Partners

- ❖ Library Staff (Librarians & Circulation Staff)
- ❖ Library Administration
- ❖ Local Hardware Stores
- ❖ The City's Legal Team
- ❖ The City's IT Department

The project will be led by the Library Administration, while the Library staff would be responsible for daily operations such as managing inventory, assisting patrons, and maintaining the tools. The City's legal team will assist in developing liability waivers and borrower agreements to ensure safe and appropriate use of equipment. Local hardware stores can also help support the project by providing supplies, donations, and assistance with maintaining equipment for the tool library.

Assessment

Success will be measured by increased access to tools for patrons and the community that the library serves, as well as a 15% increase in tool checkouts and overall usage by patrons compared to initial usage data collected at launch, and achieving at least 250 registered users within the first year. Data will be collected through our library catalog along with membership and borrower agreement forms completed before checking out tools. This data will be reviewed by library staff to evaluate effectiveness, while the City's legal team ensures policies and agreements remain appropriate.

Budget*Initial startup budget for first year*

	<i>Quantity</i>	<i>Expenses</i>	<i>Comments</i>
Salaries			
Tool Librarians 3FTE	3	\$162,240	40 hours a week x 52 weeks x 3 employees = 6,240 hours x \$26 an hour
Benefits			
Tool Librarians 3FTE	3	48,672	1FTE at 2080 hours per year x \$26 per hour = 54,080 x 30% benefits = 16,224, 3 FTE x 16,224 = 48,672
Space & Facilities			
Building	1	0	Owned by City
Pegboard 4' x 8'	45	9,450	210 per unit
Pegboard Hooks	3	180	60 per 100 pack
Shelving: Metal Shelving Units	12	1,440	120 per unit x 12
Shelving: Wire Racks	6	774	129 per unit x 6
Tool Chest	4	1,816	454 per unit x 4
Computer Workstations	3	2,541	847 per unit x 3
Cash Register/POS	1	985	985 per unit
Safe	1	1,677	1677 per unit
Phones	3	315	105 per unit x 3
Tool Bins	3	894	298 per unit
Checkout Counter	1	2,700	2,700 per unit
Overhead Office Cabinet	1	373	373 per unit
Desk	1	1,259	1,259 per unit
Tools	294	15,000	See Table 1
Supplies			
Thermal Receipt Paper	1	100	50 roll/case
Totals	385	\$250,416	

Timeline

Deadline	Activity
May 1, 2026	Cityname Library Director (“Director”) approves implementation of a Tool Library.
May 4, 2026	Library Administration (“Admin”) begins the planning process for researching, acquiring, and cataloguing new tools.
May 5, 2026	Admin provides a finalized project timeline and estimated funding request to the Director for approval.
May 8, 2026	Director approves funding for Admin to begin purchasing necessary materials, including displays and storage.
May 11, 2026	Admin creates a step-by-step guide (“Project Plan”) for Staff to follow that outlines how exact funds will be allocated for the new Tool Library according to the budget developed in the initial project proposal and how all materials will be acquired.
May 11, 2026	Admin engages Library Staff (“Staff”) to prepare a space in the library for the new Tool Library section.
May 12, 2026	Staff is assigned different categories of tools, as outlined in the Project Plan, to either procure or purchase the tools and materials for stocking the Tool Library.
May 13, 2026	Admin engages with the City’s IT department (“IT”) to start building the new Tool Library selection catalogue into the library’s computer database software/collection and inventory program.
May 14, 2026	Admin and Director approach the City’s Legal Team for best practices on obtaining, requiring, and keeping Liability Waiver forms in the library for patrons utilizing the Tool Library once it opens.
May 15, 2026	Deadline for any specially requested items to be ordered, if not readily available for purchase the same day.
May 20, 2026	Progress report requested from IT on new collection implementation.
May 25, 2026	Deadline for all Tool Library collection items to be stocked/held in library storage, awaiting cataloguing.

May 29, 2026	Progress report given to Director on Tool Library Project as a whole.
June 1, 2026	Admin and Staff begin preliminary testing of the new Tool Library online catalogue. Notes and bugs are reported to IT for corrections.
June 8, 2026	Deadline for the Tool Library collection to be catalogued and labeled/tagged as needed, both within the digital catalogue database as well as physically.
June 10, 2026	Admin engages Staff (specifically members who assist with marketing for the library, if available) to develop a marketing campaign to advertise the new Tool Library.
June 17, 2026	Director approves all marketing materials for distribution.
June 19, 2026	Promotional marketing campaign begins—Staff begins disseminating flyers, posters, and online marketing materials regarding the new Tool Library.
June 29, 2026	Opening Day of Tool Library.
July 3, 2026	Admin develops two surveys to collect: (1) information of user experience utilizing the new Tool Library, and (2) feedback from Staff regarding the management of the Tool Library.
July 8, 2026	Surveys sent to the Director for approval.
July 10, 2026	Approved surveys are distributed to all impacted populations within the library.
July 17, 2026	Deadline for collecting all survey data. Admin begins the review and analysis process of the results.
July 20, 2026	Admin pulls Tool Library utilization information to incorporate statistical performance data to the ongoing project analysis.
July 24, 2026	All survey results, along with a comprehensive analysis of the Tool Library's impact on library performance, are shared with the Director and associated Cityname Library Board for overall impressions.
July 27, 2026	Admin begins the process to incorporate any notes for improvement obtained from the Director and Board.

References

Cityname Library. (2026). *Community needs assessment report* (Unpublished internal document).

MyTurn.com, pbc. (n.d.). *MyTurn*. <https://myturn.com/>