



**To: Library Board**

**Fr: Shellie Anderson, Adult Library Supervisor and Robert Trunley, Assistant Director**

**May 20, 2026**

**Re: Wauwatosa Public Library Foundation Support Request: New coin bill acceptors and credit card terminals**

**Purpose/Need**

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Coin bill acceptors (CBA) and credit card terminals for the print release stations

**Background**

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The Adult Library currently has

- A cash-only print release station with a CBA for in-person and remote printing.
- A document station with a CBA and a credit card terminal. This station supports scanning, faxing, and in-person and remote printing

In 2025, the Foundation provided funding for the library's document station and a credit card terminal to use with one of our existing CBAs and an existing printer. This allowed the library to accept credit cards for printing and offer improved services for faxing and scanning.

The document station has been well-received and is very popular for faxing and scanning. Since the document station is the only station that accepts credit card payments, it is also very popular for printing. In addition, the two CBAs are each over ten years old and are no longer supported under maintenance contracts; staff have noticed a rapid increase in malfunctioning and jamming.

Library staff is proposing to split the faxing and scanning from the printing station, and have all stations accept both cash and credit cards. This would require three new CBAs and two credit card terminals. The library would then have:

- Two print release stations with a new CBA and a credit card terminal for in-person and remote printing.
- A document station with a new CBA and a credit card terminal for faxing and scanning.

### **Project Costs**

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Three Coin Bill Acceptors	\$8,640
Two Credit Card Terminals	\$1,000
Two Credit Card Terminal Brackets	\$270
Installation/Setup/Freight	\$2,450
<b>Project total:</b>	<b>\$12,360</b>

### **Recommendation**

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A motion for the Library Board to approve submitting the proposal to the Wauwatosa Public Library Foundation Board for consideration.