

(Library)

To: Library Board of Trustees

From: Mary Lopez-Library Director and Jamie Hernandez

Date: 9/24/26

Subject: 2027 Budget reallocation from Technology Budget for self-checkout machines

Background

We became aware that our 4 self-checkout machines were at the end of their natural life and that our vendor would no longer be supporting the current model. We got a quote for replacement self-checkout machines which was \$24,400 for four machines.

We met with Finance Director, Mark Stevens, and learned what is considered a capital asset. We confirmed with him that the self-checkouts could be considered Capital Assets. We will move \$24, 400 from Technology Budget, (11-58-12-45) to Library Materials (11-58-12-46), Continuing Education (11-58-12-23) and Travel (11-58-12-23).

Budget Goal

Our goal is to fund the needed replacement of four self-checkout machines, and reallocate the cost to capital outlay. We will use these funds to increase funds in Library Materials, Continuing Education which were reduced in 2026.

Financial Impact

By moving this item, we will free up funds totaling \$24,400 needed in other areas

Recommendation

We recommend the Board move the replacement of self-checkout machines to capital expense and free up \$24,400 for other needs, in Library Materials, Continuing Education and Travel.