



MEMORANDUM

Library Department

TO: LAUREL PREVETTI, TOWN MANAGER *Laurel Prevetti* **MAYOR REVIEW** LRP Reviewed w/ Mayor, Mayor approved 7-21-21

FROM: RYAN BAKER, LIBRARY DIRECTOR

SUBJECT: **EXECUTE AN AGREEMENT WITH LAPTOPS ANYTIME FOR THE PURCHASE AND MAINTENANCE OF LAPTOP VENDING MACHINES**

DATE: JULY 19, 2021

RECOMMENDATION:

It is recommended that the Town Manager execute an agreement with Laptops Anytime in an amount not to exceed \$64,043 for the purchase and maintenance of Library laptop vending machines.

BACKGROUND:

The Library, operating on the regular tech replacement schedule for the department, is due for scheduled replacement of public computers during FY2021-22. The Library will replace 26 public desktop computers and 12 public laptop computers with 36 new public laptop computers. Public use laptops in the Library are checked out, tracked, and returned through Laptops Anytime's laptop vending machines. The Library will need to purchase two additional laptop vending machines with appropriate maintenance plans to accommodate the increased quantity of patron laptops.

DISCUSSION:

The Library has had proven success in using Laptop Anytime's laptop vending machines for the past five years. The use of public laptops has allowed for greater flexibility of space and seating inside the building while maintain a core service that we provide to the community. The two additional laptop vending machines will allow patrons increased access to this service as we continue our reopening process. Funds for this purchase is already included in the FY2021-22 budget as part of the Library's normal tech replacement.

PREPARED BY: RYAN BAKER
Library Director

Reviewed as necessary: Town Manager, Assistant Town Manager, Town Attorney, Finance Director

PAGE 2 OF 2

DATE: JULY 19, 2021

SUBJECT: **EXECUTE AN AGREEMENT WITH LAPTOPS ANYTIME FOR THE PURCHASE
AND MAINTENANCE OF LAPTOP VENDING MACHINES**

FISCAL IMPACT:

Funds have already been allocated in the FY2021-22 budget for this item under program number 2501-61133.

Attachments:

1. Purchase and Service Agreement for Laptops Anytime