



To: Toronto Public Library Board – July 15, 2002

From: City Librarian

Subject: **Interim Leasing Agent**

Purpose:

To provide the Toronto Public Library Board with an interim leasing agent for the leasing of information technology (IT) hardware and software.

Funding Implications and Impact Statement:

There are no direct financial implications with this report.

The financial implications and impacts for all Request for Proposals/Request for Quotes (RFP/RFQ's) for the leasing of IT hardware and software will be incorporated in the reports referred to the Toronto Public Library Board for authorization.

All leases will be capital leases and the title for the hardware and software will be transferred to the Library at the expiration of the leases.

Recommendation:

It is recommended that the Toronto Public Library Board:

- (1) authorize Library staff to negotiate an interim leasing agreement with the TD Asset Finance Corporation for the leasing of IT hardware and software; and
- (2) request Library staff to report back to the Board after a leasing alternative is approved by the City.

Background:

The City of Toronto's current policy is to lease IT hardware and software. The leasing costs for the acquisition of IT hardware and software have been provided for in the operating budget as instructed by the City. The Library has a number of initiatives underway that require leasing of hardware and software including a program for replacing PC desktops, laptops, servers, and printers that has been delayed for more than a year. The Library is in a position to proceed with the replacement program for these items with the interim leasing agent.

The current interim financing arrangements at the City do not meet the Library's needs. They are intended only for emergency acquisitions, and the available fund balance is not adequate for the Library's needs.

Comments:

The Library has obtained quotes from different banking institutions at various times over the past year, and in each case, the TD Asset Finance Corporation has provided a lease rate that is equal to or better than the other institutions.

In addition, the TD bank is the operating bank for the Library.

The TD Asset Finance Corporation will provide an interim leasing solution for the Library to proceed with the acquisition of IT hardware/software.

The City is investigating a financing and acquisition alternative for IT hardware and software which may include Agencies, Boards and Commissions. Library staff will report back to the Board after a policy is approved by the City.

Conclusion:

Library staff are to negotiate an interim leasing agreement with the TD Asset Finance Corporation for the leasing of IT hardware and software. Library staff are to report back to the Board after the City adopts a policy for the financing and acquisition of IT hardware and software.

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City Librarian

List of Attachments:

Not applicable.