



## STAFF REPORT ACTION REQUIRED

### Apple Equipment – Commitment of Funds

**Date:** April 24, 2023

**To:** Toronto Public Library Board

**From:** City Librarian

#### SUMMARY

---

The purpose of this report is to seek Toronto Public Library Board approval to enter into a commitment with Apple Canada Inc. for the supply of Apple hardware and software including but not limited to workstations, laptops, monitors and peripherals. The term of this commitment is for approximately four years with an estimated value of up to \$4,034,436, excluding applicable Harmonized Sales Tax (HST). The amount of this commitment is to cover projected expenditures for hardware refresh cycles, break/fixes, and new services or programming introduced by Toronto Public Library (TPL).

#### RECOMMENDATIONS

---

**The City Librarian recommends that the Toronto Public Library Board:**

1. approves a commitment with Apple Canada Inc. for the supply of Apple hardware, software and peripherals for approximately four years with an estimated value of up to \$4,034,436, excluding HST.

## FINANCIAL IMPACT

The value of the commitment with Apple Canada Inc. is approximately \$4,034,436, excluding HST, and will be funded from both the multi-year Technology Asset Management Program (TAMP) capital project budget, which funds lifecycle replacements of current assets, and the Service and Digital Modernization capital project budget, which funds IT infrastructure projects within TPL's Digital Strategy. The estimated spending based on anticipated needs and planned projects is shown in the following table.

	2023	2024	2025	2026	Total
Replacement Costs (incl. annual inflationary estimate)	\$ 1,244,174	\$ 588,849	\$ 552,071	\$ 1,282,575	\$ 3,667,669
Contingency, new initiatives, growth	\$ 124,417	\$ 58,885	\$ 55,207	\$ 128,258	\$ 366,767
<b>Total</b>	<b>\$ 1,368,591</b>	<b>\$ 647,734</b>	<b>\$ 607,278</b>	<b>\$ 1,410,833</b>	<b>\$ 4,034,436</b>

Annual spending varies based on product lifespans and availability as well as timing of new initiatives and other than planned purchases.

The Director, Finance & Treasurer has reviewed this financial impact statement and agrees with it.

## ALIGNMENT WITH STRATEGIC PLAN

TPL's Strategic Plan (2020-2024): *Vital to Toronto* includes broadening Toronto's digital access and inclusion as one of five priorities. TPL is well-positioned to take a leading role in advancing digital inclusion and digital literacy by offering access to technology in its network of 100 branches and through outreach to advance the outcome that all residents have access to technology and the skills to use it. The provision of Apple technology supports the outcomes of the Digital Strategy and enables delivery of Digital Literacy programming and services to TPL customers.

## EQUITY IMPACT STATEMENT

TPL's strategic plan has the City's equity lens embedded. This lens supports the understanding and addressing of barriers to TPL services by equity-deserving groups

Apple Equipment – Commitment of Funds

April 24, 2023

Page 2 of 4

and vulnerable populations in the City of Toronto to advance equitable outcomes for all. Access to information technology and telecommunications is a requirement for daily life. A 2019 study, [\*Technology Access in Public Libraries: Outcomes and Impacts for Ontario Communities\*](#), highlights the importance of library technology in addressing a fundamental barrier to access and advancing digital inclusion and digital literacy for all.

## DECISION HISTORY

At its meeting on January 25, 2021, the Library Board considered the [\*Digital Strategy 2020-2024\*](#) and approved TPL's digital strategy. Enterprise Technology leadership is integral to the delivery of the Digital Strategy.

## ISSUE BACKGROUND

TPL has an extensive technology infrastructure and offers technology as a service to customers. As a best practice, TPL is doing more detailed planning for technology procurements with a multi-year view, and this report captures expected purchases of Apple equipment for the next four years. The included capital budget forecast is a summary determined from estimations of current inventory life cycle management and prediction of future growth and service development.

TPL is eligible to be an Education Customer with Apple Canada Inc. To leverage lower Education pricing, TPL must purchase from Apple Canada Inc. directly. Authorized Apple Resellers are prohibited by the terms of their agreement with Apple from selling to Education Customers. Apple Canada Inc. is the sole manufacturer of Apple Products.

## COMMENTS

Apple Canada Inc. provides TPL with exclusive discounted pricing via the Apple Education Pricing Program. TPL currently maintains a sizeable fleet of Apple products, many of which are due for a refresh. Apple Canada Inc. maintains a sole source direct sales model for its Education Customers through the Apple Direct Customer Agreement. Therefore, this is the most cost-effective method to procure Apple products.

Pricing is based on the 2023 Apple Education Pricing Program rates and product offerings and are subject to change as product lines are refreshed, upgraded, and changed by Apple Canada Inc. Actual spending may also vary due to variable factors such as changing or augmenting Library service needs in the future. Provisions for inflation and additional or changing needs are included in the spending estimates included in this report.

Apple Equipment – Commitment of Funds

April 24, 2023

Page 3 of 4

## CONTACT

Steve Till-Rogers, Director, Digital Strategy & CIO, Tel: 416-395-5577;  
Email: [stillrogers@tpl.ca](mailto:stillrogers@tpl.ca)

Larry Hughsam; Director, Finance and Treasurer; Tel: 416-397-5946;  
Email: [lhughsam@tpl.ca](mailto:lhughsam@tpl.ca)

## SIGNATURE

---

Vickery Bowles  
City Librarian