

COMMUNICATION & COUNSEL

Subject: Capital Projects Status Update Report - 2009

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Background

In 2008, the Office of the Auditor General (AG) conducted audits with respect to the governance and budget of OPL. In the budget audit the AG recommended that *"OPL expand its reporting to the Board to include regular reports on the status of efficiency targets and capital projects"*. At the October 27, 2008 meeting of the Board, they received a staff report entitled "Facilities Status Update Report". This report provided information on new facilities, current branch renovations and 2009 planned renovations.

By way of explanation, the 2009 OPL capital budget approved by the Board and Council provided for the following:

Renewal of Assets	2,200,000
Strategic Initiatives	1,560,000
Growth related (development charges)	<u>10,750,000</u>
Grand Total	\$14,510,000

The purpose of this report is not to report on OPL's capital expenditures. This work will be undertaken by the Finance and Budget Committee of the Board who will be reviewing the capital budget as part of their work plan and reporting back to the Board at a later date. Instead, the purpose of this report is to provide a current status update of the work being done on facilities within OPL as outlined in the above-noted audit recommendation.

Capital Projects Status Update

There are eleven facilities projects provided in the attached OPL summary chart (Appendix A). The chart provides a summary of the capital projects currently in progress as well as those that are in the planning stages. The chart also provides a high-level project description, a project status, and describes the project type. To assist in tracking project types, terminology for construction work types has been used. It is hoped that in using these standard terms a more consistent reporting approach will result. Appendix B provides a detailed description of the terminology and what is meant by each project type.

OPL and Predecessor Systems' Facilities

The nature of the project work being performed on facilities within OPL can vary. In some cases the renovations are extensive and in some cases they are minor. Since the mid seventies OPL has been making changes, upgrading and expanding its facilities. The attached chart (Appendix C) provides a historical view of all libraries and indicates the changes that were made to these facilities within the last 15 years.

Future Growth & Facilities Plans

The Board approved the recommendations in the Ottawa Public Library Facility Growth Planning Study, November 2006 prepared by IBI. The purpose of the report was to establish a strategy for growth-related library facility planning over the period to 2021. More specifically, this study details the growth and distribution of population and new households expected to occur in urban and rural areas. It serves as a guide to OPL in determining possible library locations. This study is updated regularly by OPL.

OPL is also in the process of applying for funding under the Federal Stimulus Fund and is seeking funds of \$15 million in order to access monies for the following renovation and new build projects:

New Construction:

- | | |
|-----------------|--------------|
| ▪ Greely | \$1,000,000 |
| ▪ West District | \$11,000,000 |

Renovation and Retrofit:

- | | |
|--------------------------|-------------|
| ▪ Cumberland & Sunnyside | \$1,500,000 |
| ▪ Vanier & Alta Vista | \$1,500,000 |

Next Steps

In keeping with the Audit recommendation to keep the Board current on capital projects, a status report similar to this one will be coming to the Board meeting September 2009. OPL will also be working on a communications plan to ensure that key milestones related to each capital project are captured, reported and celebrated, if required.

References

- Governance and Budget Development Audit of OPL,
- 2009 OPL Calendar of Reports, Outstanding Inquiries, Motions & Unscheduled Reports
- Finance & Budget Committee
- IBI Report entitled: "Ottawa Public Library Facility Growth Planning Study", November 2006
- **Report to the Board:**
<http://www.bibliottawalibrary.ca/archive/board/2006/061120/06111.pdf> and the report itself:
<http://www.bibliottawalibrary.ca/archive/board/2006/061120/06111a.pdf>

STATUS REPORT -- OPL CAPITAL PROJECTS (as of April 2009)¹

#	Project Name	Project Type	Description/Scope	Project Status
1.	Ruth E. Dickinson	Retrofit	New double door entry with security gates into ground floor of RED and expansion of self-check units.	Project Completed This project work was undertaken in 2008 and completed in April 2009.
2.	Main Library – Newcomers Centre	Renovation	Create a newcomers centre by re-using the existing computer room space on ground floor.	Project to be tendered All 3 Main Library projects will be combined into one project and tendered in April 2009 on Merx. The anticipated completion date in September 2009
3.	Main Library – Ottawa Room Expansion	Renovation	Rearrange furniture and shelving units within the Ottawa Room and upgrade finishes.	Project to be tendered All 3 Main Library projects will be combined into one project and tendered in April 2009 on Merx. The anticipated completion date in September 2009
4.	Main Library – Computer Room	Renovation	Relocate computer room from ground floor to 3 rd floor.	Project to be tendered All 3 Main Library projects will be combined into one project and tendered in April 2009 on Merx. The anticipated completion date in September 2009
5.	Nepean CentrepoinTE – Circulation Area	Retrofit	Redesign counter and circulation area and expand the number of self-check units.	Project in progress Renovations currently underway.
6.	City of Ottawa Central Archives & Ottawa Public Library Materials Centre	New Construction	Facility to accommodate the City's Archives and the Library's materials handling, Collection Access and Development functions.	Project in Progress Site Plan to be circulated for review. RFID Materials Handling RFP results being reviewed.
7.	Rideau	Restoration	Restore ceiling, walls, historic wood shelving & interior steps. Reconfigure layout including new circulation area and security system.	Project in Progress Anticipated date of completion for the renovations is June 2009.
8.	Cumberland	Retrofit	Reconfigure entrance and circulation area to permit addition of self-check units and security system	Working drawings in preparation for the project going to tender.
9.	Sunnyside	Renovation	Remodel the children's program area on the lower level.	Project being Planned
10.	New Central Library	New Construction	A multi-storey NCL to be located in the downtown area of the City. Includes facilities and parking area.	Functional building program 95% completed. Site analysis completed.
11.	West District Branch	New Construction	A 2-storey District Library with approximately 30,000 square feet of space.	Site has been chosen. Initial work begun on functional building program.

¹ The budget for each project has not been identified as each of these projects are have been or will be tendered.

Construction Work Types: Terminology

New Construction:

The process of creating a new facility through architectural design and construction from the ground up.

Expansion:

The process of adding new additional floor area space to an existing building structure. This includes modifying the existing building structure to which the expansion is added.

Renovation:

The process of improving an older structure through alterations and upgrades.

Restoration:

The process of renewing and refurbishing the fabric of a building.

Retrofit:

The process of adding new technology or features to an older building system.

Tenant Fit-Up:

The process of moving an existing tenant out of a leased space and altering the space to meet the functional requirements of the new tenant.

Capital Projects Summary			
Branches	Year Built	Building Modifications and Project Types	Capital Projects Funding Status
Alta Vista	1976		2009 ISF List for renovations
Beaverbrook	1996	2008 - Retrofit	
Blackburn Hamlet	1960	1992 - Renovation	
Carlingwood	1966	2008 - Retrofit	
Carp	1993	1997 - Renovation	
Centennial	1967	1990 - Renovation	
Constance Bay	1968		
Cumberland	1999	2009 - Retrofit	Approved funding & 2009 ISF List for renovations
Elmvale Acres	1989	2003 - Expansion	
Emerald Plaza	1988		
Fitzroy Harbour	1977		
Greely	1976		2009 ISF List for new facility
Greenboro District	2006		
Hazeldean	1981	2000 - Renovation	Approved funding
Main Library	1971	2004 - Retrofit; 2009 - Renovation	Approved funding
Main Library (new central)			Approved funding for planning. LRFP - 2015 opening yr.
Manotick	1982		
Metcalfe	1950	1988 - Renovation	
Munster	1877	1982 - Rentrofit	
Nepean Centrepointe	1988	1999 - Expansion; 2009 - Retrofit	Approved funding
North Gloucester Nord	1997		
North Gower	1972		
Orléans	1995		Approved funding
Osgoode	1990		
Richmond	1976	1986 - Renovation	
Rideau	1934	2009 - Restoration	Approved funding
Rockcliffe Park	1993		
Rosemount	1918	1982 - Renovation	
Ruth E. Dickinson	1980	1998 - Renovation; 2009 - Retrofit	Approved funding
St-Laurent	1995		
Stittsville	1954	2000 - Expansion	
Sunnyside	1951	1985 - Renovation; 2009 - Renovation	Approved funding & 2009 FISF List
Vanier	1950	1976 - Renovation	2009 FISF List
Vernon	1882	2007 - Renovation	
West District	2011/2012		Approved funding & 2009 FISF List