

## COMMUNICATION & COUNSEL

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**Subject:** 2011 OPL Capital Works In Progress (WIP)  
Closure Report

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**Prepared for:** Ottawa Public Library Board

**Meeting of:** September 10, 2012

**Date of preparation:** August 27, 2012

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### BACKGROUND

Each year the OPL, through its Financial Services Unit, reviews all capital accounts (orders) to exercise due diligence in the maintenance and monitoring of capital projects and programs as well as their state of completion.

Generally, annual budget and status adjustments to capital projects are required to:

- Initiate a review of all accounts for validity and status;
- Close completed capital project accounts;
- Close or adjust balances of overspent accounts; and/or
- Adjust completion dates for accounts (projects) that have been delayed.

On July 11, 2012 Council approved [FEDCO Report 22, Item 6, Capital Adjustments and Closing of Projects](#). Document 1 in this report contained all Library accounts suggested for closure and completion date changes.

## **DISCUSSION**

### **1. Capital Projects Recommended For Closure**

OPL has eleven capital accounts with a combined balance of \$21,093 which have been closed.

- 903950 OPL Foundation Capital Campaign
- 904360 Smart Bins 2011
- 904620 General Repairs and Maintenance 2008
- 904625 Vehicles Replacement 2008
- 904859 IT Library Kiosk Project
- 904860 General Repairs and Maintenance 2009
- 904863 IT ILS/Desktop Maintenance 2009
- 905622 IT Self Check-out Systems 2010
- 905624 Growth Planning Studies
- 905776 OPL Foundation Capital Campaign 2012
- 905778 Vehicles Replacement 2011

All surplus account funds have been returned to the original funding source. Details are provided in Appendix 1.

### **2. Capital Projects Requiring Completion Date Changes**

OPL has three capital accounts, with balances totaling \$229,457 that qualify for closure but have been approved to remain open.

- 903908 IT Adaptive Technology
- 904352 IT ILS Desktop Maintenance 2007
- 904359 Library Retrofits 2009

Details are provided in Appendix 2. The year of completion for these projects has been revised accordingly.

**Appendix 1: Capital Projects Recommended for Closure**

Order	Committee	Completion Date	Plan Exp	Net Actual Spent	Surplus/(Deficit) as at March 31, 2012	Action
903950 OPL Foundation Capital Campaign	Ottawa Public Library	2011	\$50,000	\$50,000	\$0	Close - Project
904360 Smart Bins 2011	Ottawa Public Library Board	2014	\$100,000	\$100,000	\$0	Close - Project
904620 General Repairs & Maintenance - 2008	Ottawa Public Library Board	2012	\$554,000	\$554,000	\$0	Close - Project
904625 Vehicles Replacement - 2008	Ottawa Public Library Board	2011	\$ 45,000	\$ 45,011	(\$11)	Close - Project
904860 General Repairs & Maint. 2009	Ottawa Public Library Board	2012	\$350,000	\$336,110	\$13,890	Close - Project
904863 IT ILS/Desktop Maintenance 2009	Ottawa Public Library Board	2012	\$250,000	\$248,832	\$1,168	Close - Project

Order	Committee	Completion Date	Plan Exp	Net Actual Spent	Surplus/(Deficit) as at March 31, 2012	Action
904859 IT Library Kiosk Project	Ottawa Public Library Board	2012	100,000	96,419	\$3,581	Close - Project
905622 IT Self Checkout Systems 2010	Ottawa Public Library Board	2012	\$270,000	\$270,000	\$0	Close - Project
905778 Vehicles Replacement 2011	Ottawa Public Library Board	2013	\$ 75,000	\$ 75,000	\$0	Close - Project
905624 Growth Planning Studies	Ottawa Public Library Board	2012	\$50,000	\$47,535	\$2,465	Close - Project
905776 OPL Capital Campaign 2012	Ottawa Public Library Board	2012	\$50,000	\$50,000	\$0	Close – Project
		Totals	\$1,894,000	\$1,872,907	\$21,093	

**Appendix 2: Capital Projects Requiring Completion Date Changes**

Order	Committee	Completion Date	Plan Exp	Net Actual	Surplus/(Deficit) as at Mar 31, 2012	Action	New Completion Date	Explanation of Date Change
903908 IT Adaptive Technology	Ottawa Public Library Board	2011	\$19,000	\$13,544	\$5,456	Date Change - See Explanation	2013	plans to purchase assistive desks for new stations rolling out in 2012
904352 IT ILS Desktop Maintenance 2007	Ottawa Public Library Board	2011	\$517,000	\$509,529	\$7,471	Date Change - See Explanation	2013	remaining funds will be required for the implementation of the Virtual Desktop Initiative
904359 Library Retrofits 2009	Ottawa Public Library Board	2011	\$375,000	\$158,471	\$216,529	Date Change - See Explanation	2014	project still in progress, funds are required for continuing work at Vernon as well as future planned expenditures on Hazeldean and West District projects.
		Totals	\$911,000	\$681,543	\$229,457			