

COMMUNICATION & COUNSEL

Subject: Q2 Report on Major Capital Projects

Prepared by: Elaine Condos, Division Manager, Facilities and Business Services
Monique Désormeaux, Division Manager, Service Excellence
Jennifer Stirling, Acting Division Manager, System-Wide Services and Innovation

Prepared for: Ottawa Public Library Board

Meeting of: September 10, 2012

Date of preparation: August 30, 2012

Purpose

The purpose of this report is to provide quarterly updates on OPL's capital projects and their progress; as well as to continue to ensure that the Board receives regular updates on work being done regarding key OPL projects pertaining to facilities, major technology projects and collection development supported through development charges.

References

- 2012 OPL Calendar of Reports, Outstanding Inquiries, Motions and Un-scheduled Reports (issued for each regular board meeting)
- Document 2, Adoption of 2012 OPL Budget, November 14, 2011.

Background

The total OPL capital budget program approved for 2011 was \$3,712,000 and for 2012 it is \$4,430,000. These amounts include monies for renewal of assets, strategic initiatives and growth related projects funded via development charges.

	2011	2012
Renewal of Assets	1,325,000	1,980,000
Strategic Initiatives	1,285,000	1,450,000
Growth Related (development charges)	<u>1,102,000</u>	<u>1,000,000</u>
Total	\$3,712,000	\$4,430,000

Renewal of Assets includes funds required to support and maintain existing assets in the areas of fleet, general repairs and maintenance and technology. Strategic Initiatives include funds to support planning, development and implementation of new initiatives primarily for library retrofits and technology. Growth related funds support the construction of new facilities in growth areas and the purchases of collections, as per Council approved by-law.

For the purposes of this report, major capital projects have been grouped by facilities, technology and collections.

Capital Facilities Projects Status Update

1. West District Library

\$10,000,000 was approved in the growth portion of the 2009 capital budget to build this new facility. At its November 15, 2010 meeting, the OPL Board approved the selection of the existing Beaverbrook Branch site as the preferred location for the new West District Library. At its October 17, 2011 meeting, the OPL Board awarded the professional architectural services contract award to Moriyama and Teshima Architects for this building project.

OPL had a successful Public Information Session on the West District Library on June 20, 2012. (Details on this session were included in the CEO's August 3rd Special Summer Release Monthly Report.) This marked the end of the Schematic Design Phase of the project with the Site Plan Application being submitted to the City's Planning Department later in June.

The site plan approval process has been proceeding through the summer slower than anticipated. This has negatively impacted our ability to tender the parking lot

construction in a timely manner and it is no longer possible to phase the project with the new parking lot installed before the end of this year. It also became apparent that the tendering of the parking lot project separately from the building construction phase was going to lead to significant additional design and engineering fees which would negatively impact the project's overall budget. It should be noted that earlier project design direction changes along with other ongoing delays in resolving critical parking issues, as previously reported to OPL's Facilities Planning Committee and Board, have already resulted in additional fees to date.

Consequently, the project team recognized that these risks led to no other option than delaying the parking lot until the spring and including it as part of the building project tender. This means that the full project will now go to a single tender early next year. Initial construction will be staged so that the parking lot will be completed prior to the contractor beginning significant work on the building construction. This will minimize the negative impact on available parking to the Mlacak Centre.

Moriyama and Teshima Architects have continued working on detailed design work throughout the summer and have been directed to plan based on a single tender for construction of both the parking lot and the building. Current projections are that the construction for this project will begin in early spring 2013 with its completion anticipated in Q2 2014. These timeline projections will become more defined as the project works its way through its Design Development Phase in the upcoming months.

2. Beaverbrook Depot & Other Services Offered During the Branch Closure

Library services to north Kanata will be severely impacted by the extended closure of Beaverbrook while West District is built. To this end a Depot location has been secured at the Beaverbrook Mall located at 2 Beaverbrook Road.

This service location will open prior to the closure of the Beaverbrook Branch. Current plans call for this location to offer holds pickup, express reads and a small collection of children's picture books. Further discussion will take place with the Mall owner to see if additional reading space can be provided outside of the storefront location for users wanting to spend some time at that location.

Outreach activities will be critical while the Beaverbrook Branch is closed for construction. Planning is underway in that regard. Similarly, programming activities will be significantly increased at all surrounding branches to ensure that Beaverbrook customers have access to important services during this extended

closure. Branches that will be offering increased programming include Hazeldean, Stittsville, Carp and Centennial.

3. Hazeldean

The reopening of Hazeldean has been a huge success. The branch also saw a large turnout for the official reopening celebration on July 7th. Details have been previously reported in the CEO's August 3rd Special Summer Release Monthly Report.

In late July work was undertaken to replace the sidewalk and curbing along the parking lot side of the branch. The contractor was able to complete this work in a timely manner with minimal disruption to public parking. The space between this new sidewalk and the branch itself will see new plantings installed later in the fall.

Capital Facilities 2012 Lifecycle Projects

Lifecycle Projects are ongoing facility repairs, upgrades and investigations that need to be made to ensure buildings are maintained up to appropriate standards. The following is the list of the lifecycle projects that were planned for OPL facilities in 2012 and an update as to the phase or status of the project at this time. These projects are managed on OPL's behalf through the City's Infrastructure Services Asset Management Branch.

OPL Branch	Lifecycle Project	Phase
Nepean Centreponte	Replace Carpet (Phase 3 Of 3)	Scheduled
Alta Vista	Study Of Piping Condition	Scheduled
Main	Upgrade Escalator To Code (Phase 2 Of 2)	Underway
Rideau	Restore Windows - East Elevation, Phase 3	Completed
Rockcliffe Park	Cedar Shingle Replacement	Completed
Sunnyside	Replace Asphalt In Parking Lot	Postponed
Sunnyside	Replace Concrete Curbs As Required	Postponed
Vanier	Type II Building Condition Audit	Scheduled
Vanier	Replace Boiler #1 & #2	Scheduled

Capital Technology Projects Status Update

Technology capital projects support web, ILS and desktop projects, replacement of core technological assets and provide additional equipment to expand existing programs and services. Key technology projects include:

1. Radio Frequency Identification (RFID)

In April 2012 the Library Board approved the purchases for RFID tags, RFID tagging services and RFID equipment for the Hazeldean branch through 3 discrete purchasing competitions undertaken in conjunction with Supply Management. Through to the end of Q2, actual expenditures against existing commitments totalled \$514,858 for Hazeldean equipment, tags, tagging services, and change management consulting. As of June 30, 2012, outstanding commitments totalled \$843,718, for tags and tagging services, as well as project management and change management consulting.

Additional spending in 2012 is expected to purchase inventory wands and to process new materials.

Projections for 2012 RFID Additional Expenditures	Budget
Tag Costs For New Materials	\$92,000
Inventory Wands	\$150,000
Total	\$242,000

2. Virtual Desktop Infrastructure (VDI)

The Virtual Desktop Infrastructure (VDI) project is identified as one of the core projects on the City's Information Technology Services 5 year Technology Roadmap. This project will shift the computing power from desktop computing to server-based computing and will result in significant power and software licensing savings for the library in the years ahead. A joint project team completed a Request for Information (RFI) followed by a Request for Standing Offer (RFSO) in 2011. The project's proof of solution successfully tested the technological solutions in a lab environment. The next step will be to continue to build the public interface in development to ensure that all core technical and service requirements are met before rolling out the Initial Phase – which would pilot this technology at the Nepean Centrepointe Branch. The proof of solution and initial phase are being funded through ITS project funding. Budget projections are expected to be available for the remainder of the sites by Q3 2012 once the official conclusion of the proof of solution is completed.

3. Other Second Quarter Capital Technology Project Expenditures and Commitments

In addition to the major capital projects, the OPL expended funds in Q2 2012 on smaller projects to streamline operations through the holds process improvements project and to improve the BiblioCommons catalogue interface. These smaller projects include holds labels for the 8-up label project, hardware for web development and BiblioCommons custom interface development.

Collections Funded by Development Charges

Funding allocations for the collections listed below have been increased through Development Charges in 2012, using development charges collected between 2004 and 2010. Purchasing has occurred in the course of Q2 and will continue through 2012. Development charges spending accelerates in Q3 and Q4 once the operating budget for collections has been committed.

Collection	Budgeted	Spent
Adult English Nonfiction	\$100,000	\$15,338
Adult English Fiction (including Graphic Novels)	\$100,000	\$5,802
Adult DVDs (French and English)	\$60,000	\$24,003
eBooks (English)	\$38,000	\$19,440
eBooks (French)	\$37,000	\$0
Children & Teen English Print (including Graphic Novels)	\$100,000	\$12,734
Children & Teen French Print (including Bandes dessinées)	\$25,000	\$8,238
Children DVDs	\$25,000	\$3,107
Children & Teen Games	\$15,000	\$0
Total	\$500,000	\$88,662

According to the OPL Materials Purchasing policy, the OPL board delegates all spending authority for Library materials to the Chief Executive Officer up to the annual approved operating and capital budgets for Library materials.