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**STAFF REPORT
INFORMATION ONLY**

Capital Budget Monitoring Report – September 30, 2023

Date: December 4, 2023

To: Toronto Public Library Board

From: City Librarian

SUMMARY

The purpose of this report is to provide the Toronto Public Library Board with the Toronto Public Library (TPL) capital budget expenditures for the nine-month period ended September 30, 2023, as well as projected expenditures to December 31, 2023.

Capital spending during the first nine months of 2023 totalled \$21.500 million or 42.9% of the gross cash flow budget. The preliminary year-end forecast is approximately 71.4% spent.

Capital expenditures are monitored and managed on an ongoing basis to ensure that spending is within the approved budget.

FINANCIAL IMPACT

Based on the \$21.500 million actual spending, the 2023 gross capital budget of \$50.161 million is 42.9% spent as of September 30, 2023.

The year-end forecast of approximately 71.4% budget spending is preliminary at this time based on how specific projects are currently tracking.

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

ALIGNMENT WITH STRATEGIC PLAN

The 2023 capital budget supports TPL's strategic plan objectives, in particular: provide quality, accessible & inclusive public spaces; increase access to technology & digital literacy; and deliver exceptional customer experiences.

TPL's 2023 capital budget aligns and supports Council's strategic vision to make Toronto a centre of innovation and growth. The capital program builds and maintains beautiful public space in every neighbourhood and leverages digital advances and technology to create smart and efficient services. By enhancing the accessibility and inclusivity of library branches and expanding digital access, the plan supports equitable access to library services for all and enhances investment and quality of life in neighbourhoods across the city.

The capital budget monitoring report is a public-facing reporting and tracking tool that demonstrates openness and accountability and is a key performance indicator to support the Financial Stewardship strategic objective within TPL's 2020-2024 Strategic Plan.

EQUITY IMPACT STATEMENT

The 2023 capital budget is informed by the principles of equity and access and advances the work required under the Accessibility for Ontarians with Disabilities Act (AODA). The capital budget was developed using the facilities master plan with access as one of the key drivers for investment in capital projects. The budget will increase TPL's capacity to align the investment in library facilities and services with need and demand across the city. It seeks to improve equity with respect to facility and service access for all residents, including equity-seeking groups in the city of Toronto.

DECISION HISTORY

At its meeting on February 27, 2023, the Board adopted the [Council-approved 2023-2032 capital budget and plan](#).

ISSUE BACKGROUND

TPL's Council-approved [2023 Capital Budget](#) is \$50.161 million gross, which is comprised of \$48.934 million of new cash flows, \$2.511 million of unspent balances carried forward from 2022 and a decrease of \$1.284 million from a technical adjustment to reduce the 2023 cash flow for two projects that were overspent in 2022.

Capital expenditure results are usually reported to the Library Board and the City on a quarterly basis and also when a financial report is required by the City outside of quarter-ends.

COMMENTS

September 30, 2023 - Capital Budget Spending

Attachment 1 includes a list of all active projects, providing 2023 year-to-date and life-to-date project expenditure status as well as projected expenditures to the end of the year, and comments are provided for those projects spending ahead of or behind schedule. Capital spending during the first nine months of 2023 totalled \$21.500 million or 42.9% of the 2023 approved cash-flow and is projected to be approximately 71.4% spent by the end of the year. The projected spending rate is mainly driven by:

- Construction for the Dawes Road and Centennial projects is now projected to start in 2024 due to delays in receiving site plan approval from the City;
- Changes in scoping for some projects within the Toronto Reference Library (TRL), which will result in lower spending in the TRL Renovation capital project in 2023;
- Later than expected start of construction in the Perth/Dupont 299 Campbell project due to delays in agreement between City and Developer on when TPL can take ownership title and assume occupancy in the building; and
- A few projects within Information Technology Services, including Digital Experiences and Service & Digital Modernization capital projects, are

spending behind schedule mainly due to changes in scope and sourcing of new suppliers.

The [City's Tax Supported Programs and Agencies](#) reported a capital spend rate of 62.3% for the twelve month period ended December 31, 2022 and a five-year average spend rate of 66.7%. TPL's projected 2023 spend rate of 71.4% is well above the City's five-year average spend rate.

Capital expenditures are monitored and managed on an on-going basis to ensure that spending is within the approved budget.

In-Year 2023 Technical Budget Adjustments – Q3

A separate report, *2023 Capital Budget Adjustments*, requesting Board endorsement for in-year budget adjustment, is summarized in the following table.

Table 1: 2023 CAPITAL IN-YEAR BUDGET ADJUSTMENTS (\$ millions)

Project Name	2023	
	Gross	Debt
Budget Transfers		
Albert Campbell Renovation - Construction	0.543	0.543
North York Central Library Phase 2	0.323	0.323
York Woods Renovation	1.109	1.109
Toronto Reference Library Renovation	(0.886)	(0.886)
Maryvale Relocation	(0.335)	(0.335)
Multi-Branch Minor Reno Prog (Accessibility)	(0.754)	(0.754)
Subtotal	0.000	0.000
Total Adjustment	0.000	0.000

There are three capital projects without budget that have incurred expenditures in 2023. TPL is requesting reallocation of the 2023 cash flow funding of \$0.886 million gross and debt from the Toronto Reference Library project, \$0.335 million gross and debt from the Maryvale Relocation project and \$0.754 million from the Multi-Branch Minor Renovation Program Accessibility project to the Albert Campbell Renovation – Construction project (\$0.543 million), North York Central Library Phase 2 project (\$0.323 million), and the York Woods Renovation project (\$1.109 million).

CONTACT

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SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Capital Budget Monitoring Report for the Period Ended
September 30, 2023

Toronto Public Library
2023 Capital Budget Monitoring Report
For the Period Ended September 30, 2023

ATTACHMENT 1

Project/Sub-Project Name	2023 - Year-to-Date										2023 - Year End				Life To Date				Comments					
	2023 Full Year	Spent		Unspent / (Overspent)		Projected Actuals to Year-end				Budget	Actuals	Unspent / (Overspent)		Expected Year of Completion										
		Budget	\$	%	\$	%	\$	% of Budget	On Budget	On Time		\$	%											
	(a)	(b)	(c) = (a) / (b)	(d) = (a) - (b)	(e) = (d) / (a)	(f)	(g)	(h)	(i)	(j)	(k)	(l) = (j) - (k)	(m) = (l) / (j)	(n)										
	(a)	(b)	(c) = (a) / (b)	(d) = (a) - (b)	(e) = (d) / (a)	(f)	(g)	(h)	(i)	(j)	(k)	(l) = (j) - (k)	(m) = (l) / (j)	(n)										
1 299 Campbell Ave - Perth/Dupont Relocation	3,359,000	9,601	0.3%	3,349,399	99.7%	9,601	0.3%	②	②	5,896,776	1,329,873	4,566,903	77.4%	2024	Repeated delays in agreement between City and Developer on when TPL can take ownership title to start the fit out for the branch									
2 Albert Campbell Renovation - Construction	257,060	n.a.	(257,060)	n.a.	543,060	n.a.	③	③		21,468,977	21,725,951	(256,974)	(1.2%)	2022	Branch re-opened on July 25, 2022. Working on deficiencies. An in-year budget adjustment request to transfer funds from underspent projects has been submitted to the City as part of the Q3 capital variance report.									
3 Bridlewood Branch Relocation	4,862,000	4,765,709	98.0%	96,291	2.0%	6,280,709	129.2%	③	③	9,787,000	5,344,299	4,442,701	45.4%	2024										
4 Centennial Reconstruction and Expansion	3,500,000	95,402	2.7%	3,404,598	97.3%	345,402	9.9%	②	②	21,613,266	978,474	20,634,792	95.5%	2026	Construction start is delayed to 2024 due to City delays in providing site plan approval									
5 Dawes Road Reconstruction & Expansion	2,533,504	283,396	11.2%	2,250,108	88.8%	330,396	13.0%	②	④	36,206,045	6,804,892	29,401,153	81.2%	2027	Construction estimated to start in 2024 pending site plan approval									
6 Deer Park - Design	144,000		0.0%	144,000	100.0%	-	0.0%	③	③	144,000		144,000	100.0%	2023										
7 Digital Experiences	2,095,000	205,132	9.8%	1,889,868	90.2%	864,144	41.2%	②	③	8,341,000	3,615,490	4,725,510	56.7%	ongoing	Some projects were re-prioritized									
8 Ethennonnhawahstihnen' Library - Bayview Library Relocation	500,000	-	0.0%	500,000	100.0%	-	0.0%	②	②	15,957,000	15,457,272	499,728	3.1%	2023	Construction completed. Amount to be carryforward to address deficiencies									
9 Etobicoke New Construction - Design	564,000	900,102	159.6%	(336,102)	(59.6%)	1,164,000	206.4%	③	③	1,463,000	1,199,102	263,898	18.0%	2024										
10 Lillian H. Smith - Design	200,000	94,449	47.2%	105,551	52.8%	137,749	68.9%	④	③	3,000,000	94,449	2,905,551	96.9%	2026	Due diligence and feasibility studies completed. Project scoping currently underway.									
11 Maryvale Relocation	435,413	65,940		369,473	84.9%	100,000	23.0%	②	③	3,333,000	2,777,940	555,060	16.7%	2022	Branch re-opened on Sept 12, 2022. Working on deficiencies. Unspent budget will be transferred to overspent projects									
12 Multi-Branch Minor Renovation Program	12,147,389	5,579,708	45.9%	6,567,681	54.1%	11,747,896	96.7%	③	③	34,635,832	23,456,527	11,179,305	32.3%	ongoing										
13 North York Central Library Phase 2	-	322,788	n.a.	(322,788)	n.a.	322,788	n.a.	③	③	13,843,998	14,166,786	(322,788)	(2.3%)	2022	An in-year budget adjustment request to transfer funds from underspent projects has been submitted to the City as part of the Q3 capital variance report.									
14 Northern District Exterior	3,163,654	1,542,262	48.7%	1,621,392	51.3%	2,522,328	79.7%	③	③	3,204,936	1,583,544	1,621,392	50.6%	2023										
15 Parkdale - Design	502,000		0.0%	502,000	100.0%		0.0%	②	②	1,719,000	-	1,719,000	100.0%	2025	Project is put on hold pending funding approval of other City partners									
16 Pleasant View - Design	367,622	253,040	68.8%	114,582	31.2%	282,040	76.7%	③	③	4,774,622	521,040	4,253,582	89.1%	2023										
17 Richview Building Elements (SOGR)	1,211,610	18,193	1.5%	1,193,417	98.5%	138,193	11.4%	②	②	3,546,017	117,811	3,428,206	96.7%	2024	Phase 1 (waterproofing system) will be done in 2023. Phase 2 deferred to 2024 as it requires city approval (permit to discharge the water)									
18 Service and Digital Modernization	6,506,000	2,428,270	37.3%	4,077,730	62.7%	4,292,658	66.0%	④	④	20,628,000	6,815,490	13,812,510	67.0%	ongoing	Some projects within the digital modernization capital project were re-prioritized									
19 St. Lawrence - Design	100,000	25,000	25.0%	75,000	75.0%	25,000	25.0%	②	③	1,932,000	25,000	1,907,000	98.7%	2025	Scope of project is dependent on determining city partnership									

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2023 Capital Budget Monitoring Report
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ATTACHMENT 1

Project/Sub-Project Name	2023 - Year-to-Date						2023 - Year End				Life To Date				Comments	
	2023 Full Year Budget	Spent		Unspent / (Overspent)		Projected Actuals to Year-end				Budget \$	Actuals \$	Unspent / (Overspent)		Expected Year of Completion		
		\$	%	\$	%	\$	% of Budget	On Budget	On Time			\$	%			
		(a)	(b)	(c) = (a) / (b)	(d) = (a) - (b)	(e) = (d) / (a)	(f)	(g)	(h)			(j)	(k)	(l) = (j) - (k)	(m) = (l) / (j)	(n)
20 Technology Asset Management Program	5,070,117	2,766,182	54.6%	2,303,935	45.4%	3,949,526	77.9%	⌚⌚	⌚⌚	25,452,000	15,201,065	10,250,935	40.3%	ongoing		
21 Toronto Reference Library Renovation	2,400,000	774,336	32.3%	1,625,664	67.7%	1,174,147	48.9%	🔴⌚	⌚⌚	10,710,000	3,108,250	7,601,750	71.0%	ongoing	Tender for construction of renovation deferred to 2024 due to rescoping	
22 Wychwood Renovation	500,000	246,126	49.2%	253,874	50.8%	500,000	100.0%	⌚⌚	⌚⌚	15,795,600	14,988,285	807,315	5.1%	2023	Branch re-opened on Oct 3, 2022. Working on deficiencies and lawn bowling.	
23 York Woods Renovation		867,445	n.a.	(867,445)	n.a.	1,109,445	n.a.	⌚⌚	⌚⌚	13,944,620	14,812,065	(867,445)	(6.2%)	2023	Projected opening in July. Construction on the lower level is progressing well. An in-year budget adjustment request to transfer funds from underspent projects has been submitted to the City as part of the Q3 capital variance report.	
Total 2023 Capital Projects Cash Flow Gross	50,161,309	21,500,141	42.9%	28,661,168	57.1%	35,839,082	71.4%	⌚⌚	⌚⌚	277,396,689	154,123,605	123,273,084	44.4%			

On Time

On Budget

On / Ahead of Schedule

⌚ >70% of Approved Cash Flow

Minor Delays < 6 months

⌚⌚ Between 50% and 70% of Approved Cash Flow

Significant Delays > 6 months

🔴⌚ < 50% or >100% of Approved Cash Flow