



STAFF REPORT INFORMATION ONLY

Capital Budget Monitoring Report – June 30, 2024

Date: September 23, 2024

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 six-month period ended June 30, 2024, as well as projected expenditures to December 31, 2024.

Capital spending during the first six months of 2024 totalled \$16.150 million or 42.9% of the gross cash flow budget. The year-end forecast is approximately 88.8% budget spending.

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

FINANCIAL IMPACT

Based on the \$16.150 million actual spending, the 2024 gross capital budget of \$37.606 million is 42.9% spent as of June 30, 2024.

The year-end forecast of approximately 88.8% budget spending is 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 2024 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 2024 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 2024 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 deserving groups in the city of Toronto.

DECISION HISTORY

At its meeting on February 26, 2024, the Board adopted the [Council-approved 2024-2033 capital budget and plan](#).

ISSUE BACKGROUND

TPL's [Council-approved 2024-2033 capital budget and plan](#) is \$33.401 million gross, which is comprised of \$25.202 million for buildings and \$8.199 million for technology and modernization.

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.

The [City's Tax Supported Programs and Agencies](#) reported a capital spend rate of 68.8% for the twelve month period ended December 31, 2023 and a five-year average spend rate of 68.7%. TPL's 2023 spend rate of 72.4% is above the City's spend rate.

COMMENTS

June 30, 2024 - Capital Budget Spending

A list of all active projects is included in Attachment 1, which provides 2024 year-to-date and life-to-date project expenditure status as well as projected expenditures to the end of the year, and comments for those projects spending ahead of or behind schedule. Capital spending during the first six months of 2024 totalled \$16.150 million or 42.9% of the 2024 approved cash-flow and is projected to be approximately 88.8% spent by the end of the year. The projected budget under-spending is mainly driven by:

- Design-specification requirements for some projects within the Toronto Reference Library are still in the planning stage and construction is now expected to start in 2025;
- Phase 1 (waterproofing system) of the Richview Building Elements (SOG) project will be done in 2024 and Phase 2 will be deferred to 2025 as it requires City approval;

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

In-Year 2024 Technical Budget Adjustments – Second Quarter

Several projects require realignment of cash flows to reflect project delivery timelines. The Service and Digital Modernization and the Multi-Branch Minor Renovation Program projects are projected to be spending ahead of schedule, which will require an acceleration of \$9.459 million cash flow, gross and debt, from 2025 to 2024, offset by a deferral of \$5.254 million in cash flow from 2024 to 2025 due to delays in three capital projects (Centennial Branch, Dawes Road Branch and Pleasant View Branch projects).

An in-year budget allocation of \$1.200 million from the Toronto Reference Library project to the Bridlewood Relocation project to complete the construction will increase the Bridlewood total project cost to \$10.987 million.

As part of the Second Quarter Capital Variance report, the following in-year technical budget adjustments have been sent to the City:

Table 1: 2024 CAPITAL IN-YEAR ADJUSTMENTS (\$ millions)

| Description | 2024 | | | | 2025 | | | |
|--|--------------|--------------|----------------|----------------|----------------|----------------|--------------|--------------|
| | Gross | Debt | DC | Other | Gross | Debt | DC | Other |
| Cash flow acceleration/deferral | | | | | | | | |
| Accelerate Service and Digital Modernization cash flow | 2.231 | 2.231 | | | (2.231) | (2.231) | | |
| Accelerate Multi-Branch Minor Renovation Program cash flow | 7.228 | 7.228 | | | (7.228) | (7.228) | | |
| Subtotal - Acceleration | 9.459 | 9.459 | 0.000 | 0.000 | (9.459) | (9.459) | 0.000 | 0.000 |
| Defer Centennial Branch cash flow | (1.400) | (1.400) | | | 1.400 | 1.400 | | |
| Defer Dawes Road Branch cash flow | (1.802) | (1.402) | | (0.400) | 1.802 | 1.402 | | 0.400 |
| Defer Pleasant View Branch cash flow | (2.052) | | (0.060) | (1.992) | 2.052 | | 0.060 | 1.992 |
| Subtotal - Deferral | (5.254) | (2.802) | (0.060) | (2.392) | 5.254 | 2.802 | 0.060 | 2.392 |
| Subtotal - Net Acceleration/(Deferral) | 4.205 | 6.657 | (0.060) | (2.392) | (4.205) | (6.657) | 0.060 | 2.392 |
| Budget transfer | | | | | | | | |
| Toronto Reference Library | (1.200) | (1.200) | | | | | | |
| Bridlewood Branch | 1.200 | 1.200 | | | | | | |
| Subtotal | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Total Adjustment | 4.205 | 6.657 | (0.060) | (2.392) | (4.205) | (6.657) | 0.060 | 2.392 |

CONTACT

Larry Hughsam; Acting Director, Finance & Treasurer; Tel: 416-397-5946;
Email: lhughsam@tpl.ca

Deepak Sharma; Senior Manager, Budget & Financial Reporting; Tel: 416-393-7003; Email: dsharma@tpl.ca

SIGNATURE

Vickery Bowles
City Librarian

ATTACHMENTS

Attachment 1: Capital Budget Monitoring Report for the Period Ended June 30, 2024

Toronto Public Library
2024 Capital Budget Monitoring Report
For the Period Ended June 30, 2024

ATTACHMENT 1

| | 2024 - Year-to-Date | | | | | | | 2024 - Year End | | | | Life To Date | | | | | Comments | | |
|---|---------------------|--------------|-------------------|----------------|----------------|-----------------------|--------|----------------------------------|----------------|--------------|------------|--------------|-----------------|-----------------------|-------|-----------------------------------|---|----|---|
| Project/Sub-Project Name | 2024 Full Year | Q2 Budget | 2024 Full Year | Spent | | Unspent / (Overspent) | | Projected Actuals to Year-end | | | | Budget | Actuals | Unspent / (Overspent) | | Expected Year of Completion | | | |
| | Budget | Adjustment | Adj Budget | \$ | % | \$ | % | \$ | % of Budget | On Budget | On Time | | | \$ | \$ | | | \$ | % |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| (a) | (a) | (a) | (b) | (c) =(b) / (a) | (d) =(a) - (b) | (e) = (d) / (a) | (f) | (g) | (h) | (i) | (j) | (k) | (l) = (j) - (k) | (m) = (l) / (j) | (n) | | | | |
| 299 Campbell Ave - Perth/Dupont Relocation | 1,879,095 | | 1,879,095 | 234,075 | 12.5% | 1,645,020 | 87.5% | 1,554,075 | 82.7% | Ⓢ | Ⓢ | 5,918,000 | 1,703,252 | 4,214,748 | 71.2% | 2025 | Construction underway | | |
| Bridlewood Branch Relocation | 2,795,263 | 1,200,000 | 3,995,263 | 2,480,781 | 62.1% | 1,514,482 | 37.9% | 3,388,981 | 84.8% | Ⓢ | Ⓢ | 9,787,000 | 9,472,518 | 314,482 | 3.2% | 2024 | An in-year adjustment request for additional funding of \$1.2M from the Toronto Reference Library project to complete the project will be done in Q2 | | |
| Centennial Reconstruction and Expansion | 3,110,102 | (1,400,000) | 1,710,102 | 135,854 | 7.9% | 1,574,248 | 92.1% | 1,710,102 | 100.0% | Ⓢ | Ⓢ | 21,744,000 | 1,981,171 | 19,762,829 | 90.9% | 2027 | Recently received demolition permit. Construction is anticipated to start in August. An in-year adjustment request to defer \$1.400M to future year will be done in Q2. | | |
| Dawes Road Reconstruction & Expansion | 1,946,240 | (1,802,000) | 144,240 | 31,065 | 21.5% | 113,175 | 78.5% | 143,865 | 99.7% | Ⓢ | Ⓢ | 37,757,045 | 7,658,870 | 30,098,175 | 79.7% | 2028 | Awaiting site plan approval. Construction is anticipated to start in 2025. An in-year adjustment request to defer \$1.802M to future year will be done in Q2. | | |
| Digital Experiences | 1,215,837 | | 1,215,837 | 66,387 | 5.5% | 1,149,450 | 94.5% | 881,227 | 72.5% | Ⓢ | Ⓢ | 3,700,127 | 66,387 | 3,633,740 | 98.2% | ongoing | | | |
| Ethennonnhawahstihnen' Library - Bayview Library Relocation | 317,343 | | 317,343 | 20,269 | 6.4% | 297,074 | 93.6% | 317,343 | 100.0% | Ⓢ | Ⓢ | 15,957,272 | 15,660,198 | 297,074 | 1.9% | 2023 | | | |
| Etobicoke Civic Centre - Construction | 1,736,000 | | 1,736,000 | 1,109,103 | 63.9% | 626,897 | 36.1% | 1,736,000 | 100.0% | Ⓢ | Ⓢ | 33,687,000 | 1,109,103 | 32,577,897 | 96.7% | 2028 | | | |
| Lillian H. Smith - Design | 45,412 | | 45,412 | - | 0.0% | 45,412 | 100.0% | - | 0.0% | Ⓢ | Ⓢ | 3,000,000 | 154,588 | 2,845,412 | 94.8% | 2026 | Project is still in planning phase | | |
| Multi-Branch Minor Renovation Program | 5,787,846 | 7,228,000 | 13,015,846 | 6,016,442 | 46.2% | 6,999,404 | 53.8% | 13,015,846 | 100.0% | Ⓢ | Ⓢ | 24,920,846 | 6,016,442 | 18,904,404 | 75.9% | ongoing | Cash flow spending is projected to be ahead of schedule. An in-year adjustment request to accelerate cash flows from 2025 will be done in Q2 | | |
| Northern District Exterior | 1,342,554 | | 1,342,554 | 649,152 | 48.4% | 693,402 | 51.6% | 1,342,554 | 100.0% | Ⓢ | Ⓢ | 3,504,936 | 2,811,534 | 693,402 | 19.8% | 2024 | | | |
| Pleasant View - Construction | 2,081,000 | (2,052,000) | 29,000 | 12,313 | 42.5% | 16,687 | 57.5% | 28,813 | 99.4% | Ⓢ | Ⓢ | 4,189,000 | 12,313 | 4,176,687 | 99.7% | 2025 | Awaiting site plan approval. Construction is anticipated to start next year. An in-year adjustment request to defer \$2.052M to future year will be done in Q2. | | |
| Richview Building Elements (SOG) | 978,316 | | 978,316 | 166,429 | 17.0% | 811,887 | 83.0% | 489,615 | 50.0% | Ⓢ | Ⓢ | 3,546,017 | 499,341 | 3,046,676 | 85.9% | 2025 | Phase 1 (waterproofing system) will be done in 2024. Phase 2 deferred to 2025 as it requires city approval (permit to discharge the water) | | |
| Service and Digital Modernization | 2,233,308 | 2,231,000 | 4,464,308 | 3,336,122 | 74.7% | 1,128,186 | 25.3% | 4,464,262 | 100.0% | Ⓢ | Ⓢ | 11,696,802 | 3,336,122 | 8,360,680 | 71.5% | ongoing | Cash flow spending is projected to be ahead of schedule. An in-year adjustment request to accelerate cash flows from 2025 will be done in Q2 | | |
| St. Lawrence - Design | 80,000 | | 80,000 | - | 0.0% | 80,000 | 100.0% | - | 0.0% | Ⓢ | Ⓢ | 1,932,000 | 100,000 | 1,832,000 | 94.8% | 2025 | Continue to work with Councilor and CreateTO | | |

Toronto Public Library
2024 Capital Budget Monitoring Report
For the Period Ended June 30, 2024

ATTACHMENT 1

| Project/Sub-Project Name | 2024 - Year-to-Date | | | | | | | 2024 - Year End | | | | Life To Date | | | | Expected | Comments |
|---|---------------------|-------------|----------------|------------|----------------|-----------------------|-----------------|-------------------------------|-------------|-----------|---------|--------------|------------|-----------------------|-----------------|------------|---|
| | 2024 Full Year | Q2 Budget | 2024 Full Year | Spent | | Unspent / (Overspent) | | Projected Actuals to Year-end | | | | Budget | Actuals | Unspent / (Overspent) | | Year of | |
| | Budget | Adjustment | Adj Budget | \$ | % | \$ | % | \$ | % of Budget | On Budget | On Time | \$ | \$ | \$ | % | Completion | |
| | (a) | (a) | (a) | (b) | (c) =(b) / (a) | (d) =(a) - (b) | (e) = (d) / (a) | (f) | (g) | (h) | (i) | (j) | (k) | (l) = (j) - (k) | (m) = (l) / (j) | (n) | |
| Technology Asset Management Program | 4,750,032 | | 4,750,032 | 1,574,134 | 33.1% | 3,175,898 | 66.9% | 3,328,984 | 70.1% | ⓐ | ⓐ | 8,718,968 | 1,574,134 | 7,144,834 | 81.9% | ongoing | |
| Toronto Reference Library Renovation | 3,002,347 | (1,200,000) | 1,802,347 | 317,627 | 17.6% | 1,484,720 | 82.4% | 1,002,347 | 55.6% | Ⓢ | Ⓢ | 17,002,347 | 317,627 | 16,684,720 | 98.1% | ongoing | Design-specification requirements for the Building Envelope and Re-Imagine projects are in planning stage. Construction anticipate to start in 2025. An in-year adjustment request to transfer \$1.2M to the Bridlewood Relocation project to complete the construction will be done in Q2. |
| Yorkville Renovation - Design | 100,000 | | 100,000 | - | 0.0% | 100,000 | 100.0% | | 0.0% | Ⓡ | Ⓡ | 597,000 | - | 597,000 | 100.0% | 2026 | Project is still in planning phase |
| Total 2024 Capital Projects Cash Flow Gross | 33,400,695 | 4,205,000 | 37,605,695 | 16,149,753 | 42.9% | 21,455,942 | 57.1% | 33,404,014 | 88.8% | ⓐ | ⓐ | 207,658,360 | 52,473,600 | 155,184,760 | 74.7% | | |

On Time

On / Ahead of Schedule

Minor Delays < 6 months

Significant Delays > 6 months

| |
|---|
| ⓐ |
| Ⓢ |
| Ⓡ |

On Budget

>70% of Approved Cash Flow

Between 50% and 70% of Approved Cash Flow

< 50% or >100% of Approved Cash Flow