

Report to/Rapport au :

**OTTAWA PUBLIC LIBRARY BOARD
CONSEIL D'ADMINISTRATION DE LA BIBLIOTHÈQUE PUBLIQUE D'OTTAWA**

**July 7, 2014
Le 7 juillet 2014**

**Submitted by/Soumis par : Anna Basile
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Ref N°: OPLB-2014-0070

**SUBJECT: 2014 Calendar of Reports, Outstanding Inquiries, Motions, and
Unscheduled Reports**

**OBJET : Calendrier de 2014 des rapports, des demandes de renseignements
non traitées, des motions et des rapports non prévus**

REPORT RECOMMENDATION

That the Ottawa Public Library Board receive this report for information.

RECOMMANDATION DU RAPPORT

**Que le Conseil de la Bibliothèque publique d'Ottawa prenne connaissance de ce
rapport à titre d'information.**

The 2014 Calendar of Reports, Outstanding Inquiries, Motions, and Unscheduled Reports is attached for information in Appendix 1 (Table 1).

OUTSTANDING INQUIRIES

At the May 12, 2014 OPL Board meeting, Trustee Zeidan inquired about the status of online renewal – as a follow up to the availability of online registration. A response to this inquiry is provided below, and is intended to further add to the initial response provided at the May 12th Board meeting:

Response: Plans for implementation of online renewal have been replaced with automatic renewal. This means that customers in good standing (no active fines) now have their cards automatically renewed before their expiration date. Non-resident customers, or customers with active fines require a branch visit to renew their card: We are evaluating options to extend this service to non-resident customers by the end of 2014. A renewal reminder is generated in BiblioCommons sixty days before expiry and is displayed prominently in their online account to allow for adequate notification for customers to ensure their card is in good standing before the expiry date.

At the same meeting, Trustee Bennett asked about a customer's ability to take out digital downloads following the online library card registration process. J. Stirling explained that the activation of an online temporary card allows customers to access content for a limited amount of time. J. Stirling advised that she would investigate the matter in depth, specifically as it relates to digital downloads. The following response is intended to add to the original response provided to the Board on May 12, 2014:

Response: Self registered customers will have active cards for 42 days after registration and will be able to register for programs, and place holds on physical materials. They will not have access to eBooks or databases as license agreements require verification of residency. Verification of residency occurs in branch when customers convert their registration to full card status. We will continue to monitor options to allow for the residency verification to be conducted online for a future rollout.

SUPPORTING DOCUMENTATION

2014 Calendar of Reports, Outstanding Inquiries, Motions, and Unscheduled Reports (July 7, 2014 – Appendix 1).

APPENDIX 1

2014 Ottawa Public Library Board (Calendar of Reports)

Table 1 provides a listing of upcoming Board reports scheduled for review.¹

SEPTEMBER 2014			
SEPTEMBER	REPORT	REQUIREMENT	REFERENCE
	Board Policy Review and Development	Board Governance Review Report dated November 19, 2013	Reference #OPLB-2012-0088
	2013 Audited Financial Statements	Public Libraries Act	
	Q2 2014 Financial Report	Board Rules of Procedure By-law, section 13.3	
	CLA Trustee Conference Report	Board Policy B.23	
	Monitoring Report: Fundraising Suite	Board Motion – Sept. 8/08	Motion # 052-08
OCTOBER 2014			
OCTOBER	REPORT	REQUIREMENT	REFERENCE
	Semi-Annual Performance Measurement Framework Report	Board Approval OPLB Meeting March 18, 2013	Reference #OPLB-2013-0040
	Monitoring Report: A.8 Communication and Counsel to the Board	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.27 (MFIPPA)	Board Motion – Sept. 8/08	Motion # 052-08
NOVEMBER 2014			
NOVEMBER	REPORT	REQUIREMENT	REFERENCE
	2015 Meeting Schedule	<i>Public Libraries Act</i> , S.16(1)	
	Q3 2014 Financial Report	Board Policy A.4	
	Monitoring Report: A.16 Use of Technology	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.17 Records Management	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.31 Strategic Planning	Board Motion – Sept. 8/08	Motion # 052-08

¹ Note: Pending Board approval of motion reference #OPLB-2014-0064, as presented in the July 7, 2014 Ottawa Public Library Board meeting agenda, monitoring reports listed in the month of September, October, November, and December will be discontinued and removed from this report on a go-forward basis.

DECEMBER 2014

DECEMBER	REPORT	REQUIREMENT	REFERENCE
	End of Term Board report / Legacy Report		
	Monitoring Report: A.14 Environmental Sustainability	Board Motion – Sept. 8/08	Motion # 052-08
	Monitoring Report: A.29 Library Facilities	Board Motion – Sept. 8/08	Motion # 052-08