

LIBRARY SERVICES FUND COMMITTEE

ANNUAL REPORT 2012

Library Services Fund Committee

The LSFC was established according to article 5 of the **CSU Library Services Fund Agreement** between the Concordia Student Union and Concordia University signed April 16, 2010 (see **Appendix 1**). The Committee met three times in 2012, its second full calendar year of operation: March 27, October 23 and December 17.

Student Representatives for the Winter Semester were:

Lex Gill (CSU President 2011/12)
Nadine Atallah
Irmak Bahar
AJ West (Student Governor 2011/12)

Student Representatives for the Fall Semester were:

Nadine Atallah (CSU VP, Clubs & Internal Affairs)
Gonzo Nieto (Arts & Science Councillor)
Alexis Suzuki (CSU VP, Student Life)
Chris Webster (Arts & Science Councillor)

Other members of the Committee were:

Caroline Apollon, Development Officer, Special Initiatives, Advancement and Alumni Relations
Gerald Beasley, University Librarian (Chair)
Guylaine Beaudry, Director, Webster Library
Dubravka Kapa, Director, Vanier Library
Alex Konyari, Manager, Libraries Budget and Facilities

On behalf of the Committee, I am pleased to issue the following annual progress report.

*Gerald Beasley, University Librarian
Library Services Fund Committee (Chair)
February 11, 2013*

ANNUAL REPORT 2012

The Committee made good progress in 2012 towards achieving the goals of the CSU Library Services Fund Agreement.

- 1) **24-hour access** to the Webster Library continues to be a greatly-appreciated service and the Libraries continue to highlight CSU support in its publicity campaign. This was the first year when both Libraries were open 24 hours over both Winter and Fall semesters.
- 2) The number of **laptops available for free 6-hour loan** has now risen to 150 at Webster and 60 at Vanier Library. As of Fall 2012, following a successful pilot, laptops borrowed less than 6 hours before service desk closing time may be returned before 11:00 am the following day.
- 3) In January 2012 we received **fifty tablets available for free loan** ordered by the LSFC. These were added to the 25 purchased by the Libraries the previous Fall to pilot this new service. Their arrival led LSFC member AJ West to ask the question: “What would you do with 50 iPads in the same room?” For his entertaining answer, see the video entry he made on his blog, entry for January 16, 2012, at <http://blog.ajwest.ca>

Further orders in response to high demand means that there are now 30 iPads available at Vanier and 95 at Webster, all available for free 3-day loan with carry cases and charge cords. The tablets have built-in apps (Safari, Mail, iBooks, Photos, FaceTime, Maps, Messages, Calendar, Reminders, App Store, iTunes, etc.) plus the iWorks suite of productivity apps (Pages - for word processing; Numbers - for spreadsheets; and Keynote - for presentations). Users are welcome to add more apps during the loan period.

- 4) A major facilities project was completed in February 2012 with the introduction of **electrical outlets throughout study spaces** on both campuses. About 1050 new duplex receptacles were placed on library study furnishings throughout the Vanier and Webster Libraries – that’s 2100 plugs in addition to the several hundred that already existed.
- 5) An important purpose of the Fund is to give students the option of taking out **textbooks and other course materials** on short-term loan periods (depending on the item, either 3 hours, 1 day, or 3 days). Just over \$67,000 was spent in 2012 maintaining and expanding the collection. Located in LB-201 of the J.W. McConnell Library Building, the Webster Library Course Reserve Room contains over 7,000 books and course packs arranged by Course Number and available for free 3-hour loan. Vanier Library Course Reserves contains some 1,500 books and course packs. These are currently still located behind the Information Desk, but the LSFC has approved a plan to install shelving and security in an adjacent area, thereby making Vanier Library’s course materials available throughout opening hours.

- 6) To improve study zones on the Loyola campus, **new furniture for Vanier Library** was ordered, following a trial period when students were invited to leave comments about 12 different types of chair offered by 3 different companies. There was no consensus on what chairs were the most appropriate replacements for Vanier's old and squeaky wooden ones. Therefore a selection of chair designs (with/without wheels, etc.) was made to suit different wishes. In addition, 30 new tables were acquired for Vanier's study hall.
- 7) The Libraries continued to take steps to improve the **Webster Library Study Zones**. In particular, chairs and tables for 350 students were introduced in Fall 2012 on LB-3 after the installation of compact shelving at Vanier Library and the transfer of many long runs of print journals from downtown. The Library Services Fund was not used for this project. However, the LSFC agreed to set aside funds matching the first of three years of Concordia University Capital Projects Funding 2011/12 (i.e., \$266,000) for the larger multi-year library renovation project that the university is actively promoting. This is planned for 2013-17 and will include expansion to LB-5.

In the meantime, Webster Library Focus Groups held in March have enabled Facilities architects to draw up a plan for the 2nd floor entrance area that will be executed according to student feedback in the Winter 2013 semester.

- 8) New this year was LSFC's support for **ASFA Midnight Breakfasts** at Vanier Library (April 11th) and in the LB Atrium beneath Webster Library (April 18th). The Vanier Library event was especially successful. Committee members Nadine Atallah and AJ West were both present to encourage around 150 students to try out and give feedback on the Library's new chairs. View some photographs: <http://goo.gl/s3nhr>

Budget and Future Projects

The fund incomes and expenditures are accounted for in the **CSU Library Services Fund Statement of Revenues and Expenses** (see **Appendix 2**).

Acknowledgments

The Library Services Fund Committee takes this opportunity to thank the many other parties involved in bringing improvements to the library services as a result of this joint CSU/Libraries initiative. In particular, we owe a huge debt of gratitude to Security, Cleaning Services, Facilities and Campus Bookstore staff who have all adapted to new work patterns. Also, the Committee is grateful to the many library personnel who have demonstrated their capacity to change in response to new, student-driven policies and procedures. Finally, and most importantly, we thank the CSU and its membership for their vital commitment to library service improvements.

CSU LIBRARY SERVICES FUND AGREEMENT made and entered into at Montreal, Province of Quebec, as of April 16, 2010

BETWEEN

CONCORDIA UNIVERSITY, a corporation duly incorporated by the *Concordia University Act*, S.Q. 1948, c. 91 as amended by S.Q. 1959, c. 191 and S.Q. 2006, c. 69, having its head office at 1455 de Maisonneuve Boulevard West, Suite GM-930, Montreal, Quebec, H3G 1M8, (the "**University**"), herein represented by Dr. Judith Woodworth, President, Kathy R. Assayag, Vice-President, Advancement and Alumni Relations, Elizabeth Morey, Dean of Students and Roger Côté, Associate Vice-President, Enrolment and Student Services, duly authorized to sign the present agreement on behalf of the University.

AND

CONCORDIA STUDENT UNION, an incorporated student association having its head office at 1455, de Maisonneuve Boulevard West, Suite H-711, Montreal, Quebec, H3G 1M8 (the "**CSU**"), herein represented by Amine Dabchy, its President, and Helen Downie, Vice-President Academic and Policy reform and Prince Ralph Osei, Vice-President Services and Loyola, duly authorized to sign the present agreement on behalf of the CSU pursuant to a resolution of its Council of Representative adopted on September 16, 2009.

WHEREAS the CSU held a referendum (the "Referendum") on November 24, 25 and 26, 2009 whereupon a majority of votes was obtained in favor of question 1 (see Annex 1), approving contributions by the students to the Concordia University Library Project (the "Library Project") for a duration of ten (10) years;

WHEREAS the Concordia University Board of Governors approved the collection of the Library Services contribution at its meeting on December 10, 2009 (see Annex 1);

WHEREFORE, the parties agree to enter into this Agreement concerning the use and custody of the above contribution as follows:

1. ESTABLISHMENT OF THE FUND

The Parties hereby constitute a fund to be known as the CSU Library Services Fund (the "Fund") to be held, safeguarded and disbursed by the University in accordance with the terms of this Agreement, which Fund shall be comprised of, and include, the contribution of one dollar (\$1.00) per credit (the "Contributions") by the Concordia University undergraduate students, both present students who voted in support of the Contributions and future students, for the Library Project for a duration of ten (10) years commencing in January 2010, together with any interest accrued thereon from time to time.

2. PURPOSE OF THE FUND

The Fund shall be disbursed to enable the University to pay for the Library Project over a ten (10)-year period beginning in January 2010 for the purposes of providing additional or improved library services and resources at the R. Howard Webster Library (the "Webster Library") situated on the Sir George Williams Campus and at the Vanier Library (the "Vanier Library") situated on the Loyola Campus, including, without limiting the generality of the foregoing, and in compliance with the Referendum as well as with the provisions of the *Règle budgétaire sur l'encadrement des frais institutionnels obligatoires dans les universités* (the "Regulation"), the following:

- (a) twenty-four (24)-hour access to the Webster Library;
- (b) increased availability for free loan of laptops and netbooks at both the Webster Library and Vanier Library;
- (c) increased availability of course packs and textbooks, in digital or paper form, at the Webster Library and Vanier Library reserves;
- (d) improved silent and quiet zones;
- (e) additional study space in the Webster Library.

3. TERM

The term of this Agreement shall be ten (10) years commencing in January 2010 from the date of execution hereof. Upon termination of this Agreement, any funds remaining in the Fund which have not been disbursed for the purposes herein described shall be applied in accordance with the written instructions of the CSU, which instructions shall be in compliance with the Regulation.

4. CUSTODY AND ADMINISTRATION OF THE FUND

The University shall be the administrator of the Fund to collect, hold, safeguard, invest and disburse the Fund strictly and exclusively in accordance with the terms and conditions of this Agreement for the Library Project and without limiting the generality of the foregoing, the University shall:

- 4.1 collect the Contributions in accordance with its tuition and refund policy;
- 4.2 not use or disburse any portion of the Fund for any purpose other than expressly provided in this Agreement and within the terms and conditions of the Regulation;
- 4.3 hold and treat the Fund as a separate fund for accounting purposes and the Fund shall be entered in the University's books and records as the "CSU Library Services Fund", but may be merged, for investment purposes, with any of the investment assets of the University;

- 4.4 immediately following the receipt of any funds comprising the Fund until the final disbursement thereof in accordance with the terms of this Agreement, invest the Fund and reinvest any and all interest earned thereon, only in:
- 4.4.1 investments in securities issued or guaranteed by the Government of Canada or a province thereof, with maturities of not more than 30 days;
 - 4.4.2 term deposits or certificates of deposits with any Canadian chartered bank listed on Schedule 1 of the Bank Act (Canada), with maturities of not more than 30 days; or
 - 4.4.3 if necessary due to timing of disbursements of all or any portion of the Fund, daily interest bearing account(s) with any Canadian chartered bank listed on Schedule 1 of the *Bank Act* (Canada);
- 4.5 comply with all reporting requirements prescribed in the Regulation.

5. LIBRARY SERVICES FUND COMMITTEE

A committee is hereby constituted for the fiscal stewardship of the Fund. This committee shall be called the Library Services Fund Committee ("the Committee"). The Committee shall be comprised of the following:

- Four (4) student representatives to be selected from time to time by the CSU;
- The Directors of the Webster Library and Vanier Library (or their delegates);
- The Manager, Libraries' Budget and Facilities;
- A representative from the Office of Advancement and Alumni Relations;
- The University Librarian (as Chair)

In addition, with the prior approval of the Chair, representatives from Security and other relevant divisions and departments of the University may from time to time be invited to join the Committee as observers.

The quorum of the Committee is a majority of its members, with at least half of those present (excluding the Chair) being student representatives. A decision of the majority of the members of the Committee present at a meeting, which majority shall include at least two (2) student representatives, shall be binding.

The committee shall meet as often as its responsibilities and functions warrant over the ten (10)-year period of the Library Project, and in any event at least once per academic year.

6. ACCOUNTING AND REPORTS

The Chair in collaboration with the Committee shall issue an accounting of the Fund within thirty (30) days of the end of each calendar year consisting of the following:

- (a) the aggregate amount of the Contributions collected during such period;
- (b) details regarding the investments of the Fund during such period;

- (c) the aggregate amount of any interest accrued on the Fund for such period;
- (d) the aggregate amount of the disbursements made by the University from the Fund;

The Chair of the Committee shall also issue an annual progress report with respect to the implementation and achievements of the Fund and Library Project.

The reports shall be made available on the University Libraries Website and made available to the CSU for distribution for such purposes as it deems advisable in its discretion.

7. AMENDMENT

This Agreement may be amended by the mutual consent of the University and the CSU.

8. GOVERNING LAW

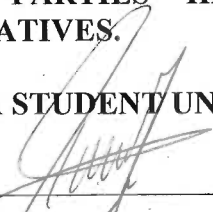
This Agreement shall be governed by and construed in accordance with the laws of Quebec and the laws of Canada applicable therein.

9. LANGUAGE


The parties have requested that this Agreement be drawn up in the English language only. Les parties ont exigé par la présente que cette entente soit rédigée en anglais seulement.

AND THE PARTIES HAVE SIGNED BY THEIR DULY AUTHORIZED REPRESENTATIVES.

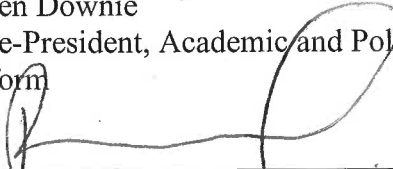
CONCORDIA STUDENT UNION



 Amine Dabchy
 President, Concordia Student Union

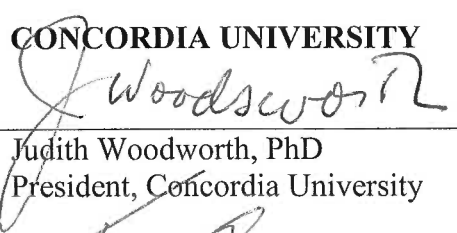


 Helen Downie
 Vice-President, Academic and Policy Reform

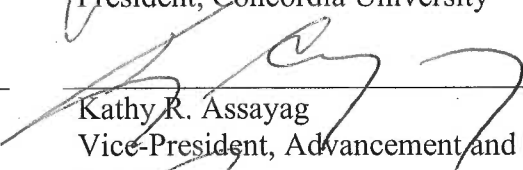


 Prince Ralph Osei
 Vice-President, Services and Loyola

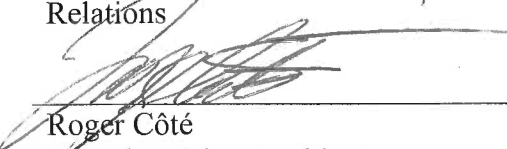
CONCORDIA UNIVERSITY



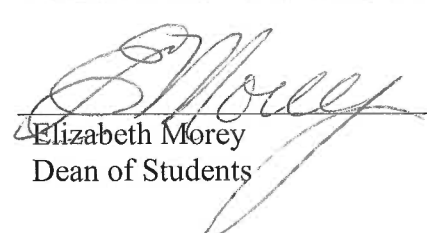
 Judith Woodworth, PhD
 President, Concordia University



 Kathy R. Assayag
 Vice-President, Advancement and Alumni Relations



 Roger Côté
 Associate Vice President
 Enrolment and Student Services



 Elizabeth Morey
 Dean of Students

ANNEX 1

CSU Referendum Question 1:

Do you agree to contribute 1\$ per credit through the CSU for a 10 year Library Project?

The Library project will ensure the following improvements to take effect January 2010: a 24hour access to the Webster Library, more laptops and netbooks available for free loans at both the Vanier and Webster libraries, more course packs and textbooks, digital or paper, available at Library reserve, improved silent and quiet zones and more study space in the Webster library. The contribution will be collected in accordance with the university's tuition and refund policy.

Extract from the Minutes of a Meeting of the Board of Governors Held on December 10, 2009

Student contribution of \$1 per credit for the Library Project (Document BG-2009-8-D19)

Upon motion duly moved and seconded (Dabchy, Vineberg), it was unanimously RESOLVED:

R-2009-8-14 That the Board of Governors authorize the University to collect a student contribution of \$1 per credit from all undergraduate students to support the 10-year Library Project, to be implemented with registration for the Winter term of 2010 (2009/4) until the end of the Fall term of 2019 (2019/2), in accordance with the University billing, refund and withdrawal policy.

CSU Library Services Fund
Statement of Revenue and Expenses

Account # T22066

Period covering January 1, 2012 to December 31, 2012

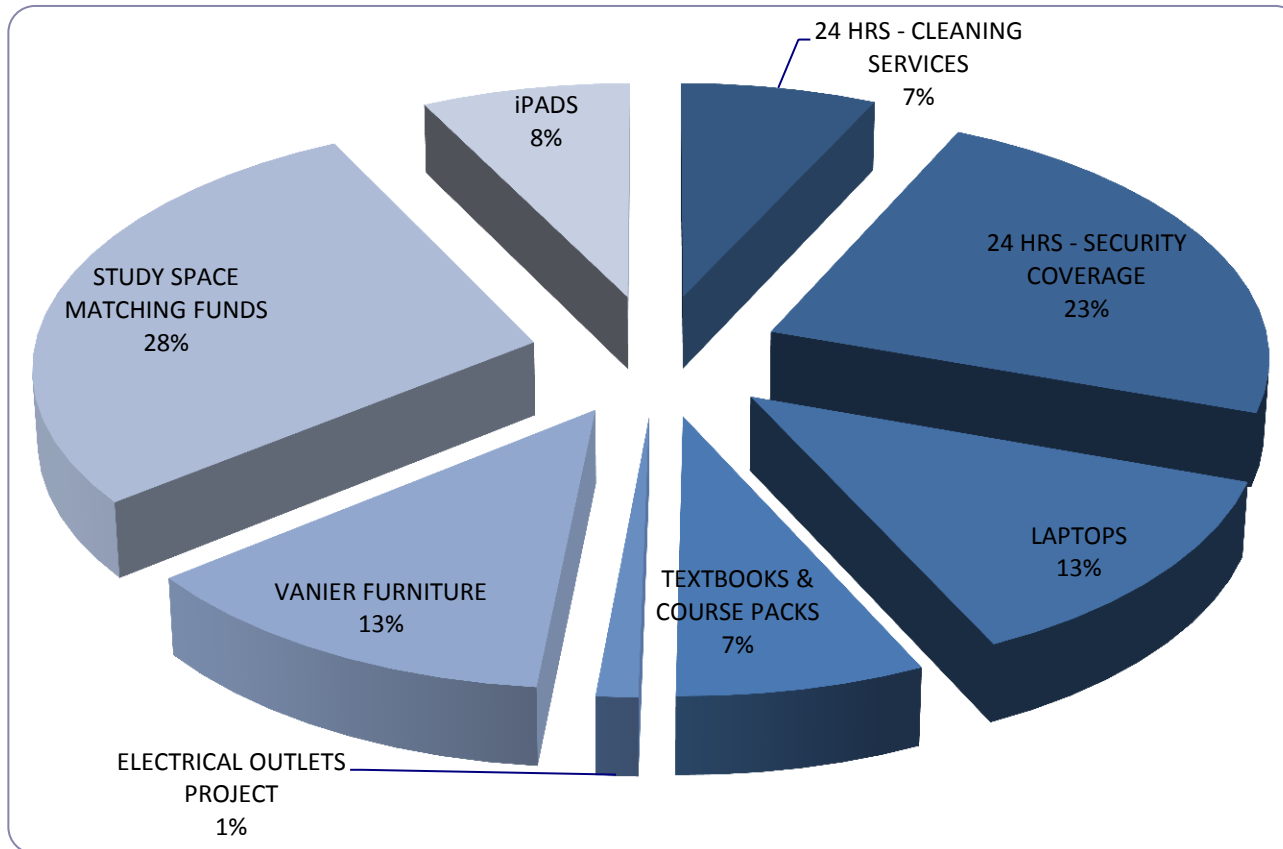
<u>Opening Balance</u>	\$	588,022	
<u>Revenue</u>			\$ 1,331,189
Agency Revenue	\$	737,690	
Interest	\$	5,477	
		<hr/>	
	\$	743,167	
<u>Expenses</u>			
24 HRS - Security Coverage	\$	219,248	
24 HRS – Cleaning Services	\$	66,030	
iPads	\$	70,193	
Laptops	\$	119,248	
Study Space Matching Funds 2011/12	\$	266,000	
Electrical Outlets Project	\$	11,425	
Vanier Furniture	\$	102,441	
Textbooks & Course Packs	\$	67,895	
		<hr/>	
	\$	922,480	\$ 939,610
<u>Commitments</u>			
Vanier Furniture	\$	17,130	
Study Space Matching Funds 2012/13	\$	To Be Determined	
Webster Library Furniture	\$	To Be Determined	
		<hr/>	
	\$	17,130	
<u>Remaining Balance</u>			<hr/> <hr/> \$ 391,579

Date: December 31, 2012

CSU LIBRARY SERVICES FUND

JAN 2012 - DEC 2012 Expenditures & Commitments

ITEM	EXPENDITURES & COMMITMENTS
24 HRS - CLEANING SERVICES	\$ 66,030
24 HRS - SECURITY COVERAGE	\$ 219,248
LAPTOPS	\$ 119,248
TEXTBOOKS & COURSE PACKS	\$ 67,895
ELECTRICAL OUTLETS PROJECT	\$ 11,425
VANIER FURNITURE	\$ 119,571
STUDY SPACE MATCHING FUNDS	\$ 266,000
iPADS	\$ 70,193
TOTAL	\$ 939,610



Date: Dec 31, 2012
 By: Alex Konyari
 Library Budget &
 Facilities Manager