

LIBRARY SERVICES FUND COMMITTEE ANNUAL REPORT 2010

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 has met three times since its formation: May 13 and September 27, 2010; February 16, 2011.

Committee membership for the period has consisted of the following:

Gerald Beasley, University Librarian (Chair)

Hassan Abdullah, Student Representative (CSU VP, Loyola & Advocacy 2010/11)

Helen Downie, Student Representative (CSU VP, Academic & Policy Reform 2009/10)

Rasim Hafiz, Student Representative

Terry Seminara, Student Representative (Senator 2010/11)

Caroline Apollon, Development Officer, Special Initiatives, Office of Advancement and Alumni Relations (replacing Nicole Saltiel)

Guyline 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, which incorporates the accounting of the Fund separately issued to the Committee in advance of its meeting of February 16, 2011.

LIBRARY SERVICES FUND COMMITTEE

ANNUAL REPORT 2010

The Committee believes that good progress was made in 2010 towards achieving the goals of the CSU Library Services Fund Agreement.

- 1) In particular, **24-hour access** to the Webster Library has become a greatly-appreciated service throughout the Fall and Winter terms as well as during the Summer examination periods. 24-hour access to Webster was granted as soon as feasible after the CSU Referendum, i.e. January 2010, and has probably had the greatest impact of any of the Fund initiatives to date. The Libraries acknowledged CSU support in its publicity campaign and word-of-mouth rapidly led to widespread knowledge of this service within the student community. *The Concordian* initially doubted the value of this service, but by the end of 2010 it had made the top-ten list of Concordia initiatives in both that newspaper and in *The Concordia Journal*. The Director, Webster Library reports the following statistics for Webster Library use during the extended, night-time period:

For the period of January 4th to December 31st 2010, the night-time attendance count totals 90,534 people, between midnight and 8:00 am. In 2010, an average of 6% of the library visits happen during the night. The proportion goes up to nearly 10% for the months of April and December.

Following up on the Committee's recommendations, a successful pilot was conducted at Vanier Library during the Fall 2010 examination period. As a result, Vanier Library began 24-hour opening as of March 1, 2011.

- 2) Also as a result of the Agreement, the number and quality of **laptops available for free loan** at Webster and Vanier Library have been vastly increased. 130 new laptops have been acquired using Library Service Funds accrued in 2009 and 2010, increasing the total numbers of laptops from 90 to 190 laptops, after recycling the old ones. The new model "Lenovo T400" is lighter than the older laptop loan model. Each laptop has a specially-designed sticker advertising the CSU's support for this service.

An analysis by the Libraries Systems Division concluded that the netbooks available in 2010 did not represent good value for money, being too fragile and too limited in their functionality to compete with laptops. The Committee will however continue to review what comes onto the market that students might like to have available for free loan.

- 3) One important purpose of the Fund is to give students the option of taking out **textbooks and other course materials** on short-term (3-hour) loan periods. Over the course of 2010 the Libraries made considerable progress with the provision of course packs and textbooks at Webster and Vanier Library reserves, including duplicate copies of titles needed for large classes. The complexity of responding to needs for timeliness and quantity of material has involved substantial reorganization in the Collection Services Division.

At Vanier Library, all course packs and textbooks that were adopted through the Bookstore are available, using the Course Reserves system already in place. Some 212 coursepacks and over 400 textbooks are available there. At its February 16, 2011 meeting the Director, Vanier Library, was able to report to the Committee that the average cost per use of course reserves material at Vanier is approx. \$4. This represents very good value for money in the first year of this expanded service.

Because of space constraints at Webster Library Circulation, only the most expensive textbooks and titles needed for large classes were acquired. Some 1500 textbooks are currently in Webster Reserves with the support of this Fund. Beginning summer 2011, a comprehensive collection of course packs and textbooks will be available to students in Webster as a result of the early decision to use the Fund to share the cost with the university of equipping an entirely new 'assisted self-service' operation, Webster Library Course Reserves Room (LB-201). This ambitious and innovative project will come to fruition when the Reserves Room opens in March 2011. The Committee has reviewed plans and discussed extensively the services and support that undergraduates will find in this room. It will be fully operational for the summer. A plaque has been designed by the Committee for placement within the Room in recognition of CSU support.

- 4) The Libraries have also taken steps to **improve "silent" and "quiet" study zones**. To date, these improvements have been paid for by the university and not by the Library Services Fund. Specifically, summer 2010 saw a major project to replace the carpet in all the public areas of Webster Library. Sustainability was one of the main considerations governing selection of the carpet. In addition, both Libraries inaugurated a messaging and signage campaign to emphasize the importance of keeping study zones free from food and food garbage, and for liquids to be in spill-proof mugs. Some reorganization of carrel placement was also piloted at Webster Library to improve the noise management in silent study areas.

No Library Services Funds were used to provide additional study space in Webster Library. The university remains committed to giving the Libraries the 5th floor of the LB Building in its Master Plan, but no timetable has been announced to date. In the meantime, however, the university has funded conversion of LB-211 to a mixed-use classroom/silent study space with 30 locked laptops. This has proven to be a very popular study space for students.

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**). The anticipated average annual income of the Fund is approx. \$650,000 but the Revenues reported are about 50% higher because this first year of operations actually covers student contributions over 2 Fall terms as well as 1 Winter term.

From the \$983,673 revenue for the 2010 calendar year, \$624,825 has been spent or committed to provide the enhanced and expanded services described above. At its February 16, 2011 meeting, the Committee approved spending the remaining envelope of \$358,848 on 2 projects that will continue to improve study spaces at both Libraries, i.e. (i) the installation of more and better-located electrical outlets and (ii) the replacement of broken and squeaky chairs at Vanier Library.

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.

Gerald Beasley
University Librarian
Library Services Fund Committee (Chair)
April 4, 2011

CSU Library Services Fund
Statement of Revenue and Expenses

Libraries

Account # T22066

Period covering January 1, 2010 to December 31, 2010

Revenue

Agency Revenue 2009-10	\$	354,343	
Agency Revenue 2010-11	\$	627,039	
Interest *	\$	2,291	
			\$ 983,673

Expenses

Cleaning Services	\$	66,685	
Security Coverage	\$	63,893	
Laptops	\$	154,220	
Textbooks & Course Packs	\$	108,508	
			\$ 393,306

Commitments

Security Coverage	\$	42,968	
Textbooks & Course Packs	\$	23,077	
Reserve Room Equipment	\$	45,474	
Laptops (20 new + 60 to replace old ones)	\$	120,000	
			\$ 231,519

Remaining Balance

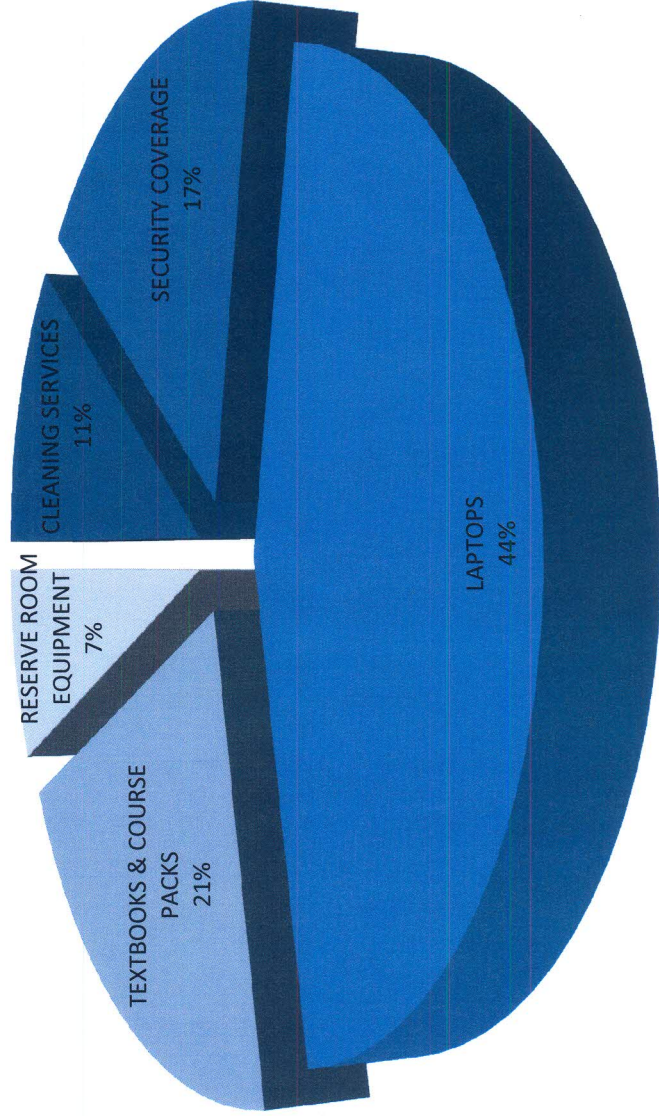
\$ 358,848

*Calculated at the University's monthly average cost of funds

Date: January 31, 2011

ITEM	EXPENDITURES & COMMITMENTS
CLEANING SERVICES	\$ 66,685
SECURITY COVERAGE	\$ 106,861
LAPTOPS	\$ 274,220
TEXTBOOKS & COURSE PACKS	\$ 131,585
RESERVE ROOM EQUIPMENT	\$ 45,474
TOTAL	\$ 624,825

CSU LIBRARY SERVICES FUND 2010 Expenditures & Commitments



Date: Jan 31, 2011
By: Alex Konyari
Library Budget &
Facilities Manager

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

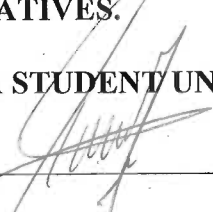
This Agreement shall be governed by and construed in accordance with the laws of Quebec and the laws of Canada applicable therein.

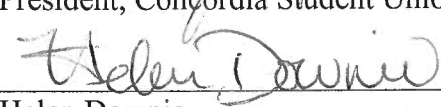
9. LANGUAGE

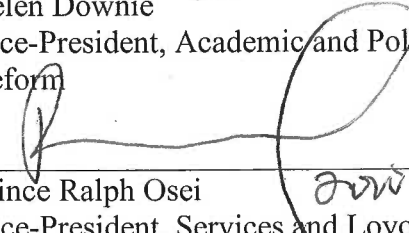
The parties have requested that this Agreement be drawn up in the English language only. Les parties ont exigé par la présente que cette entente soit rédigée en anglais seulement.

AND THE PARTIES HAVE SIGNED BY THEIR DULY AUTHORIZED REPRESENTATIVES.

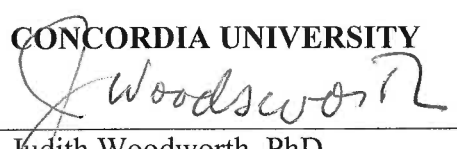
CONCORDIA STUDENT UNION

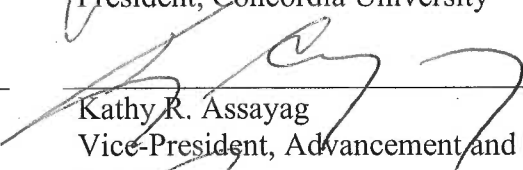

Amine Dabchy
President, Concordia Student Union

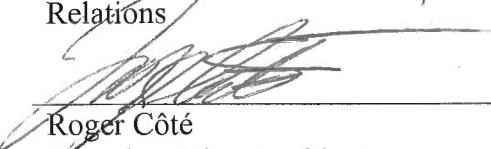

Helen Downie
Vice-President, Academic and Policy Reform

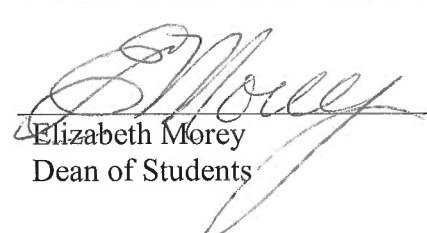

Prince Ralph Osei
Vice-President, Services and Loyola

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.