



**LIBRARIES**

**LIBRARY SERVICES FUND COMMITTEE  
ANNUAL REPORT 2013**

*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 2013, its third full calendar year of operation: March 12, April 15 and December 3.

*Committee Members for the Winter Semester*

*Student Representatives*

Alexis Suzuki – VP Student Life  
Chris Webster – Arts & Science Councilor  
Gonzo Nieto – Arts & Science Councilor  
Nadine Atallah – VP Clubs and Internal Affairs

*Other members*

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

*Committee Members for the Fall Semester*

*Student Representatives*

Melissa Kate Wheeler - CSU President  
Gene Morrow - VP Academic & Advocacy  
Terry Wilkings  
Charles Bourassa

*Other members*

Caroline Apollon, Senior Dev Officer, Special Initiatives, Advancement and Alumni Relations  
Guylaine Beaudry, Interim University Librarian (Chair)  
Dubravka Kapa, Director, Vanier Library  
Alex Konyari, Manager, Libraries Budget and Facilities  
David Thirlwall, Associate University Librarian, Personnel & Communications

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

*Guylaine Beaudry, Interim University Librarian  
Library Services Fund Committee (Chair)  
February 24, 2014*

## *Annual Report 2013*

The Committee made good progress in 2013 towards achieving the goals of the CSU Library Services Fund Agreement.

- 1) **24-hour access** to the Vanier and Webster libraries continues to be a greatly-appreciated service and the Libraries continue to highlight CSU support in its publicity campaign. A total of 158,508 visits to the Webster Library were counted between 11:00 p.m. and 8:00 a.m. over the course of the Winter and Fall 2013 semesters, in addition to the two exam periods, each of one week, of the Summer semester. Expenses to cover for the 24-access to both libraries are of \$176,228 for security coverage and \$62,315 for extra cleaning services.



*Figure 1 - Webster Library Housekeeping Team with Line Robidoux, Senior Budget/Financial Assistant*

- 2) The number of **laptops available for free 6-hour loan** has now risen to 180 at Webster and 90 at Vanier Library. As of Fall 2013, following a successful pilot, 30 laptops are available at the Vanier Library for a 3-day loan period. As started last year, all other laptops borrowed less than 6 hours before service desk closing time may be returned any time before 11:00 a.m. the following day. \$135,041 was spent for the acquisition of 90 laptops in 2013. For this year,

we count a total of over 84,000 laptop loans that are most concentrated on the academic year period during which, there is an average of 11,000 loans per month.

- 3) In 2013, the very popular tablet-loan service has continued. An amount of \$3,585 was spent to purchase to **replace carry cases and pay for extended warranty**. Thanks to previous investment from the LSF, 95 tablets at Webster and 30 tablets at Vanier are available for 3-day loan. In 2013, our tablet fleet generated 12,500 loans (for an average of 1200 loans per month during the academic year).
- 4) An amount of \$7,111 was allotted to complete the major 2012 project consisting in the installation of **electrical outlets throughout study spaces** on both campuses.



*Figure 2 - Electrical outlets are now available in both libraries*

- 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). This year, \$101,434 was spent in maintaining and expanding the collection. Located in LB-201, the Webster Library Course Reserve Room contains close to 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 Circulation Desk, but the LSFC has approved a plan to create the Vanier Library Course Reserve Room that will be available throughout opening hours. This project has been identified as a commitment of \$85,000.



*Figure 3 - The Webster Reserve Room*

Following good management practises for our reserve collections, extra copies of books that have not been used for courses in more than two years and which the library has chosen not to keep in its collection were identified and offered for free to students at the beginning of the Fall Semester. A total of 215 books were given away (188 from Webster's collection and 27 from Vanier).

- 6) The first phase of the **improvement of study zones project at the Vanier Library** was completed with the purchase of new study tables for \$16,941.

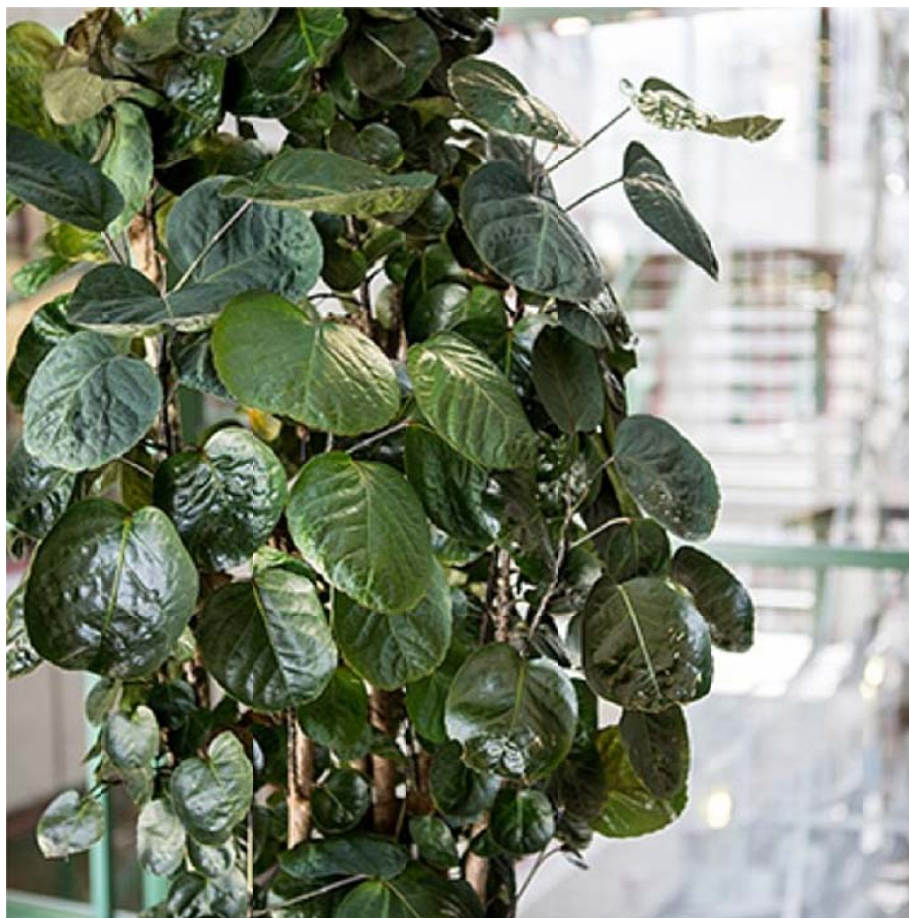


*Figure 4 - New furniture at the Vanier Library*



*Figure 5 - The food zone at the Vanier Library*

- 7) At the request of students from a general consultation and the LSFC student representatives, **nearly 50 plants are now part of the environment of both libraries.** The amount of \$10,544 covered the purchase of plants along with their weekly maintenance. A recent university-wide plant maintenance contract will free the LSF to spend on plant maintenance for future years as the library spaces are covered by this new plan.



*Figure 6 - Plants paid by the Library Services Fund make both Concordia Libraries more environmentally friendly*

- 8) The Libraries continued to take steps to improve the **Webster Library Study Zones**. In June, the Board of Governors has approved the preparation of the plans for a major renovation and expansion project. This is planned for 2014-17 and includes the renovation of all three floors (LB2, LB3 and LB4) plus the expansion of the Webster Library to the LB5 floor. The LSFC was presented the plans and updated on the project at every meeting. The LSFC agreed again this year to set aside funds matching the second of three years of Concordia University Capital Projects Funding (i.e., \$380,000) for the larger multi-year library renovation project.

In the meantime, following Webster Library Focus Groups held last year, plans were developed by Facilities architects to draw up a plan for the **2<sup>nd</sup> floor entrance area** and were executed according to student feedback. **New books, newspapers and magazines displays** are now presenting latest acquisitions to students. A **series of banquette seats**, some with tables, were installed along the atrium wall. A **food area, composed of a counter and six stools**, is now available nearby the library entrance, on LB2. Finally, **four big red armchairs** are distributed in the library for quiet phone conversation or simply, another seating option.



*Figure 7 - The new books display at Webster Library*





*Figure 8 - The new zone for food, at the entrance of the Webster Library*

### ***Budget and Future Projects***

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

### ***Acknowledgments***

On October 22, 2013, the Libraries organized an event that took place, at noon, in the atrium of the LB building to thank undergraduate students for their contributions to the Library Services Fund. The music of a jazz trio composed of student musicians brought joy to the event. Library staff members serviced more than 1000 pieces of pizza. Members of the Library team and LSFC members took this occasion to inform students of the Fund's achievements, presenting the new services and projects made possible thanks to the students' contributions. All expenses related to this event were covered by the Libraries' budget.



*Figure 9 - October 22, 2013 - Event organized in the atrium of the LB Building to thank Concordia undergraduate students for their contribution to the LSFC*



*Figure 10 - October 22, 2013 event - More than 1000 pieces of pizza were offered by the Libraries to students*

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**

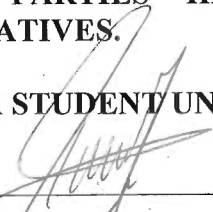
This Agreement shall be governed by and construed in accordance with the laws of Quebec and the laws of Canada applicable therein.


**9. LANGUAGE**

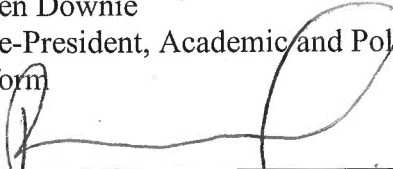
The parties have requested that this Agreement be drawn up in the English language only. Les parties ont exigé par la présente que cette entente soit rédigée en anglais seulement.

**AND THE PARTIES HAVE SIGNED BY THEIR DULY AUTHORIZED REPRESENTATIVES.**

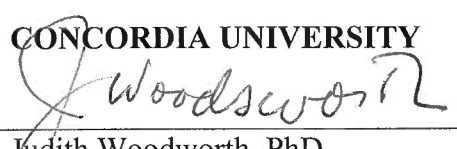
**CONCORDIA STUDENT UNION**

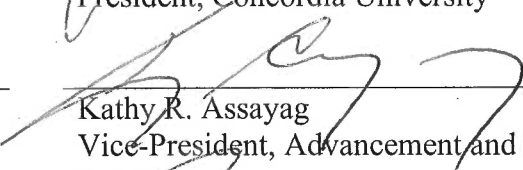
  
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 Amine Dabchy  
 President, Concordia Student Union

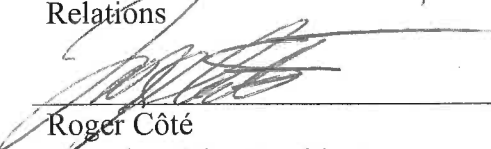
  
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 Helen Downie  
 Vice-President, Academic and Policy Reform

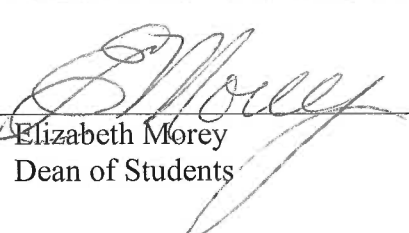
  
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 Prince Ralph Osei  
 Vice-President, Services and Loyola

**CONCORDIA UNIVERSITY**

  
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 Judith Woodworth, PhD  
 President, Concordia University

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

  
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 Roger Côté  
 Associate Vice President  
 Enrolment and Student Services

  
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 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, 2013 to December 31, 2013

<b><u>Opening Balance</u></b>	\$	408,708	
<b><u>Revenue</u></b>			\$ 1,139,538
Agency Revenue	\$	726,809	
Interest	\$	4,021	
		<hr/>	
	\$	730,830	
<b><u>Expenses</u></b>			
24 HRS - Security Coverage	\$	176,228	
24 HRS – Cleaning Services	\$	62,315	
iPads	\$	3,585	
Plants	\$	10,544	
Electrical Outlets	\$	7,111	
Vanier Furniture	\$	16,941	
Study Space Matching Funds 2012/13	\$	380,000	
Webster Library Entrance Furniture	\$	48,322	
Laptops	\$	135,041	
Vanier Course Reserves Room	\$	258	
Textbooks & Course Packs	\$	101,434	
		<hr/>	
	\$	941,779	
			\$ 1,028,845
<b><u>Commitments</u></b>			
Webster Library Entrance Furniture	\$	2,066	
Vanier Course Reserves Room	\$	85,000	
		<hr/>	
	\$	87,066	
			<hr/> <hr/>
<b><u>Remaining Balance</u></b>			\$ 110,693

Date: Jan 22, 2014