

LIBRARY SERVICES FUND COMMITTEE ANNUAL REPORT 2018

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 four times in 2018, its ninth full calendar year of operation: January 18, March 8, April 12 and November 14.

Committee Members for the Winter Semester

Student Representatives

Asma Mushtaq
Julia Sutera Sardo
Leyla Sutherland
Mikaela Clark-Gardner

Other members

Alex Konyari, Manager, Library Budget and Facilities
Guylaine Beaudry, Vice-Provost, Digital Strategy and University Librarian (Chair)
Dianne Cmor, Associate University Librarian, Teaching & Learning
Lorie Kloda, Associate University Librarian, Planning and Community Relations
Trizana Parillo, Development Officer, Leadership Annual Giving, Advancement & Alumni

Committee Members for the Fall Semester

Student Representatives

Akira De Carlos
Alexis Searcy
Jad Abi Semaan
Sami Al-Hanbali

Other members

Alex Konyari, Manager, Library Budget and Facilities
Dianne Cmor, Associate University Library, Teaching and Learning
Guylaine Beaudry, Vice-Provost, Digital Strategy and University Librarian (Chair)
Lorie Kloda, Associate University Librarian, Planning and Community Relations
Trizana Parillo, Development Officer, Leadership Annual Giving, Advancement & Alumni

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

*Guylaine Beaudry, Vice-Provost, Digital Strategy and University Librarian
Library Services Fund Committee (Chair)
March 5, 2019*

Annual Report 2018

The Library Services Fund Committee (LSFC) continued its work in 2018 towards achieving the goals of the CSU Library Services Fund Agreement.

- 1) **24-hour access to the Vanier and Webster** libraries is a greatly appreciated service and the Library continues to highlight CSU support in its publicity campaign. The following table shows the number of visits for the Webster and the Vanier libraries for the winter and fall 2018 semesters.

Winter semester (2018)*	Webster	Vanier	Total both libraries
# of entrances	33,947	8,988	42,935
Average # of entrances per night**	300	88	388
# of exits	50,043	7,612	57,655
Average # of exits per night	443	75	518

* January 8 – April 30, 2018

** 11:00 p.m. to 8:00 a.m.

Fall semester 2018***	Webster	Vanier	Total both libraries
# of entrances	36,458	9,961	46,419
Average # of entrances per night	341	93	434
# of exits	51,799	8,710	60,509
Average # of exits per night	484	81	565

*** September 4 – December 19, 2018

Expenses to cover for the 24/7 access to both libraries were \$250,679 for security coverage, slightly more compared to last year's costs. The amount of \$72,848 was charged for extra cleaning services related to opening at night.

- 2) In 2018, \$91,498 was spent to cover the **laptop and tablet loan program**. Thanks to previous investment of the LSF, 90 laptops and 30 tablets are available for loans at the Vanier Library and 210 laptops and 95 tablets at the Webster library, for a grand total of 300 laptops and 125 tablets. In 2018, this amount was used to purchase 89 new laptops for the Vanier Library and 25 iPads to replace those that were be retired and to make repairs.

For this year, we count a total of 52,070 laptop loans that are concentrated during the winter and fall 2018 semesters with, on average, 6,010 loans per month during the academic year. The tablet-loan service is still a very popular service in both libraries. We count 10,737 tablet loans for both libraries in 2018.

- 3) In 2017, 8 Oristand **portable standing desks** (5 at Webster Library and 3 at Vanier Library) were purchased and made available for loans of up to 8 hours. In 2018, these items were borrowed 19 times.
- 4) An amount of \$67,481 was spent on 253 **chairs** at the Vanier Library to be used on the 2nd floor public area and another \$125,000 in order to create new study spaces for students.
- 5) An amount of \$1,242 was spent to supply **stapling stations** in both the Webster and Vanier Libraries. These stations offer several stapling options to meet student demand and are located alongside the multifunctional devices for printing and photocopying on the first floor of each Library.

- 6) 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. In 2018, \$124,251 was spent in maintaining and expanding the collection. The Webster Library Course Reserve Room contains close to 8,000 books and course packs arranged by course number and available for free 3-hour loan. The Vanier Library Course Reserves contains more than 1,000 books and course packs. In 2018, there were over 97,717 loans from Webster and Vanier reserves.
- 7) In 2016, **123 licences of Antidote** (French and English corrector) were bought and installed on library public computers. Students have access to the corrector on all workstations on the LB3 (Webster) and VL1 (Vanier) floors of our libraries. In 2018, the LSF paid \$1,131 to cover the Antidote Software Annual Update.
- 8) The Fund supported the **Library Technology Program** with \$13,035 to cover the cost of supplies for the Technology Sandbox. These funds were used to purchase, among other things, **plastic filament used for students' 3D printing**. This contribution made it possible to offer 3D printing at no charge to students participating in 3D printing workshops and those dropping into the Technology sandbox to explore this emerging technology.
- 9) Two KIC CLICK MINI TOUCH & VIEW tabletop system **book scanners** were purchased for the Vanier Library with \$23,098 of funds. These scanners are already heavily used by students at the Webster Library as they allow for user-friendly, free scanning and saving to a USB drive, cloud service, or emailing. One of the scanners is installed in the Vanier Library course reserves room, and the other in the express workstation area, both on the first floor.
- 10) Finally, a commitment of \$229,126 was made for the purchase of **210 laptops to replace those at the Webster Library** which are being retired. The retired laptops will be reformatted and given to the CSU for distribution to students.

Library Service Fund Student Referendum

On March 27, 28 and 29, 2018, a referendum was held by the CSU approving contributions by the students to the Concordia University Library Services Fund for an additional 10 years.

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

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/Library initiative. In particular, we owe a huge debt of gratitude to Security, Cleaning Services, Facilities, IITS and Campus Bookstore staff who all are contributing to the LSFC projects. 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

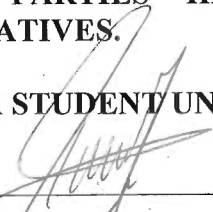
This Agreement shall be governed by and construed in accordance with the laws of Quebec and the laws of Canada applicable therein.

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.

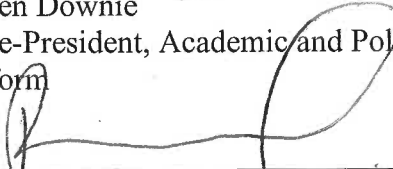
CONCORDIA STUDENT UNION



 Amine Dabchy
 President, Concordia Student Union

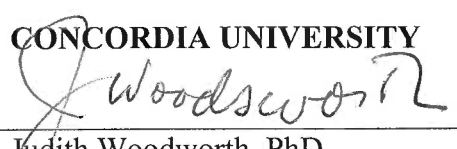


 Helen Downie
 Vice-President, Academic and Policy Reform

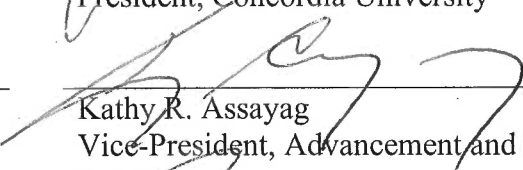


 Prince Ralph Osei
 Vice-President, Services and Loyola

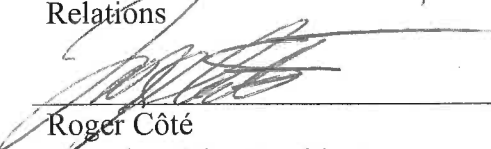
CONCORDIA UNIVERSITY



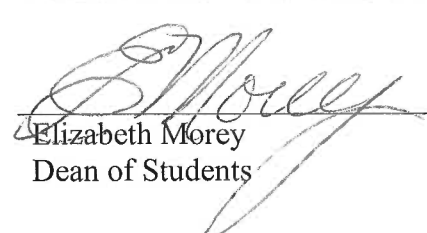
 Judith Woodworth, PhD
 President, Concordia University



 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, 2018 to December 31, 2018

<u>Opening Balance</u>	\$	266,271	
<u>Revenue</u>			\$ 1,024,181
Agency Revenue	\$	756,428	
Interest	\$	1,482	
<u>Expenses</u>			
24 HRS - Security Coverage	\$	250,679	
24 HRS – Cleaning Services	\$	72,848	
Scanners for Vanier	\$	23,098	
Vanier Furniture	\$	67,481	
Stapling Stations	\$	1,242	
Antidote Software Annual Update	\$	1,131	
Laptops and iPads	\$	91,498	
Technology Sandbox Supplies	\$	13,035	
Vanier Study Space (First Installment)	\$	125,000	
Textbooks & Course Packs	\$	124,251	
		\$ 770,263	
			\$ 999,729
<u>Commitments</u>			
Scanners for Vanier	\$	340	
Laptops and iPads	\$	229,126	
		\$ 229,466	
<u>Remaining Balance</u>			\$ 24,452

Date: February 1, 2019