

**LIBRARY SERVICES FUND COMMITTEE  
ANNUAL REPORT 2019**

***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 2019, its tenth full calendar year of operation: February 4, April 15 and November 14.

***Committee Members for the Winter Semester***

*Student Representatives*

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

*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*

Eduardo Malorni  
Celeste-Melize Ferrus  
Hannah Jamet-Lange  
Esther Morand

*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)  
February 3, 2020*

***Annual Report 2019***

The Library Services Fund Committee (LSFC) continued its work in 2019 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 2019 semesters.

Winter semester (2019)*	Webster	Vanier	Total both libraries
# of entrances	29,948	5,247	35,195
Average # of entrances per night (11pm-8am)	272	48	320
# of exits	65,701	10,338	76,039
Average # of exits per night	597	94	691

\* January 7 – May 3, 2019

Fall semester (2019)**	Webster	Vanier	Total both libraries
# of entrances	25,356	5,587	30,943
Average # of entrances per night (11pm-8am)	235	52	287
# of exits	64,875	10,573	74,448
Average # of exits per night	601	98	699

\*\* September 3 – December 18, 2019

Expenses to cover for the 24/7 access to both libraries were \$176,522 for security coverage, slightly less compared to last year's costs. The amount of \$65,556 was charged for extra cleaning services related to opening at night.

- 2) In 2019, \$227,540 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 2019, this amount was used to purchase 210 new laptops for the Webster Library to replace those that were be retired. The retired laptops were reformatted and given to the CSU for distribution to students.

For this year, we count a total of 45,108 laptop loans that are concentrated during the winter and fall 2019 semesters with, on average, 6,045 loans per month during the academic year. The tablet-loan service is still a very popular service in both libraries. We count 9,931 tablet loans for both libraries in 2019.

- 3) In 2019, 5 **light therapy lamps** were purchased for \$210 and made available for loan near the end of the year. In addition one **walk station** (treadmill with desk) and one **bike station** (stationery bicycle) were purchased for \$6,302 and are located in the student study area of the Vanier Library on VL-3. These purchases are a pilot project contributing to the larger group of wellness initiatives taking place in the Library, including the living walls and plants, the portable standing desks. An evaluation of the utility of is being undertaken to determine if more would be beneficial for students.
- 4) In the winter 2019 term, the LSF paid for massages therapists to offer free 10-minute **massages for students** in Library spaces during the final exam period. Over three afternoons (April 9 to 11, 2019), a total of 6 massage therapists located at Webster and Vanier provided seated massages from 1:00 p.m. to 5:00 p.m. The total cost of providing this services was \$5,381. It is estimated that stress-relieving massages were provided to approximately 400

students.

- 5) 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 2019, these items were borrowed 4 times.
- 6) In 2018, the Library purchased **charging cables for mobile phones** for students to borrow. In 2019, the LSF spent \$63 to replace several of these. These devices are heavily used, with 6,905 loans in 2019.
- 7) In 2018, **stapling stations** in both the Webster and Vanier Libraries were created using the fund. 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. In 2019, the amount of \$221 was spent on supplies to maintain this service.
- 8) 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 2019, \$91,857 was spent in maintaining and expanding the collection and an additional \$3,436 committed. The Webster Library Course Reserve Room contains over 8,700 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 2019, there were over 87,153 loans from Webster and Vanier reserves.
- 9) 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 LB-3 (Webster) and VL-1 (Vanier) floors of our libraries. In 2019, as in the previous year, the LSF paid \$1,131 to cover the Antidote Software Annual Update.
- 10) In 2019, the LSF spent \$28,221 to replace 30 mobile **whiteboards**. Those whiteboards are available for student use throughout Webster and Vanier Libraries.
- 11) The Fund supported the **Library Technology Program** with \$14,247 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. An additional \$2,273 has been committed for further supplies.
- 12) The Library, as part of the **video project**, created 32 educational videos for students on popular topics related to library services and resources. The Library worked with eConcordia on the development of these videos, which were made available online and are promoted throughout the Library's website and by librarians during instruction and reference transactions. The cost of the project was \$26,734. The videos can all be viewed at <https://www.youtube.com/user/ConcordiaLibraries/videos>.
- 13) In 2019, the LSFC made the decision to support the adoption of **open educational resources, specifically open textbooks**. In 2019, the amount of \$5,572 was spent on 4 grants for faculty members to create, adapt, or adopt open textbooks. An additional commitment of \$54,428 was set aside to support ongoing open textbook adoption/development. Eight new grants were awarded in December 2019 which will use these funds in 2020. The Library hired

an Open Educational Resources Librarian to help support this initiative (using library funds not LSF)

14) Finally, the amount of \$125,000 was set aside for the **Vanier Library study space**. This is the second installment of four as part of a commitment toward the renovation of Vanier Library.

### ***Library Service Fund Agreement 2020-2029***

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. In December 2019, the representatives from the University and from the CSU signed a new agreement for this period.

### ***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**

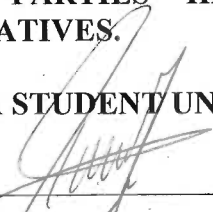
This Agreement shall be governed by and construed in accordance with the laws of Quebec and the laws of Canada applicable therein.


**9. LANGUAGE**

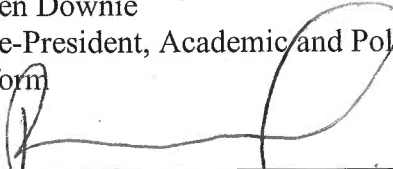
The parties have requested that this Agreement be drawn up in the English language only. Les parties ont exigé par la présente que cette entente soit rédigée en anglais seulement.

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

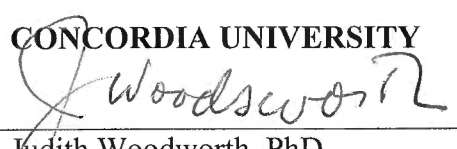
**CONCORDIA STUDENT UNION**

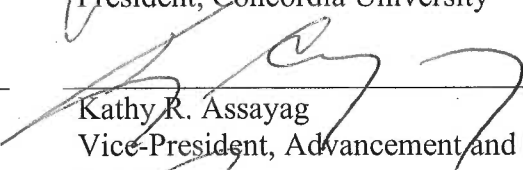
  
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 Amine Dabchy  
 President, Concordia Student Union

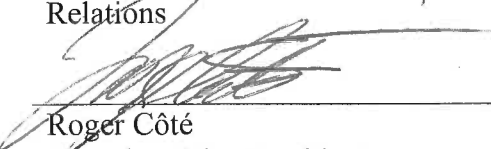
  
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 Helen Downie  
 Vice-President, Academic and Policy Reform

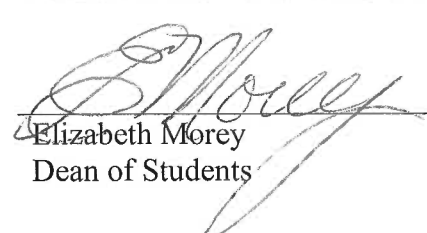
  
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 Prince Ralph Osei  
 Vice-President, Services and Loyola

**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, 2019 to December 31, 2019

<b><u>Opening Balance</u></b>	\$	253,918	
<b><u>Revenue</u></b>			\$ 1,002,836
Agency Revenue	\$	748,918	
<b><u>Expenses</u></b>			
24 HRS – Extra Security Coverage	\$	176,522	
24 HRS – Extra Cleaning Services	\$	65,556	
Stapling Stations	\$	221	
Cell Phone Charging Cables	\$	63	
Laptops and iPads	\$	227,540	
Technology Sandbox Supplies	\$	14,247	
Open Educational Resources	\$	5,572	
Light Therapy Lamps	\$	210	
Stationary Bike and Treadmill	\$	6,302	
Video Project	\$	26,734	
Mobile White Boards	\$	28,221	
Chair Massages	\$	5,381	
Antidote Annual License	\$	1,131	
Vanier Study Space (Second Installment)	\$	125,000	
Textbooks & Course Packs	\$	91,857	
	\$	774,557	
			\$ 834,694
<b><u>Commitments</u></b>			
Open Educational Resources	\$	54,428	
Technology Sandbox Supplies	\$	2,273	
Textbooks & Course Packs	\$	3,436	
	\$	60,137	
			\$ 168,142

Date: January 28, 2020