

**LIBRARY SERVICES FUND COMMITTEE
ANNUAL REPORT 2021**

Library Services Fund Committee

The LSFC was originally established according to article 5 of the **CSU Library Services Fund Agreement** between the Concordia Student Union and Concordia University signed April 16, 2010. A new agreement was signed in December 2019 renewing the Fund for an additional ten years (see **Appendix 1**).

The Committee met three times in 2021, its twelfth full calendar year of operation: February 19, 2021, March 26, 2021 and November 8, 2021.

Committee Members for the Winter 2021 Semester

Student Representatives

Malcolm Asselin, CSU Loyola Coordinator
Eduardo Malorni, CSU Student Life Coordinator
Margot Berner, CSU Representative
Lauren Perozek, CSU Representative

Other members

Alex Konyari, Manager, Library Budget and Facilities
Guylaine Beaudry, University Librarian (Chair)
Rajiv Johal, Interim 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 2021 Semester

Student Representatives

Shivaane Subash, CSU Loyola Coordinator
Harrison Kirshner, CSU Student Life Coordinator
Lauren Perozek, CSU Representative
Lily Charette, CSU Representative

Other members

Alex Konyari, Manager, Library Budget and Facilities
Dianne Cmor, Associate University Librarian, Teaching and Learning
Guylaine Beaudry, University Librarian (Chair)
Rajiv Johal, Interim Associate University Librarian, Planning & Community Relations
Katia Lorye, Development Officer, Leadership Annual Giving, Advancement & Alumni

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

*Guylaine Beaudry, University Librarian
Library Services Fund Committee (Chair)
February 14, 2022*

Annual Report 2021

The Library Services Fund Committee (LSFC) continued its work in 2021 towards achieving the goals of the CSU Library Services Fund Agreement. Following Quebec Government health guidelines, Concordia Library's spaces remained open for study daily at reduced hours with limited space access during the winter and summer semesters. During this time, the Library continued to offer its virtual services and collections, and additional resources, such as contactless book pick-up, enhanced article/chapter scan and deliver, interlibrary loans, virtual reference, and a study space booking service for students in need of access to a quiet workspace. By fall 2021, the Library was able to return to its 24/7 schedule at both campuses.

- 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 fall 2021 semester, over a 24-hour period, and during the night (11pm – 8am).

Fall semester (2021)	Webster	Vanier	Total both libraries
# of entrances	447,388	90,528	537,916
Average # of entrances per night (11pm-8am)	119	41	160
# of exits	446,069	82,530	528,599
Average # of exits per night (11pm-8am)	319	71	390

Expense to cover for the 24/7 access to both libraries was \$36,006 for security coverage. This number is much lower than in previous years due to the fact that we were only open 24 hours during the fall 2021 semester. Furthermore, this expense only represents the charges until Oct 9, 2021. We expect the remainder of the security charges for 2021 to be billed in 2022.

There was also no extra cleaning expense for 2021. Again, this is due to the Library being open 24 hours during the fall semester only. In October 2021, one extra cleaner was hired, but the Library has yet to be charged for the work. We anticipate to be charged for this extra cleaning in 2022.

- 2) As a consequence of the COVID-19 pandemic and the closed course reserves rooms, the LSFC initiated a **textbook bursary program** in collaboration with Financial Aid & Awards. The bursary was launched in early winter 2021 and offered students in need a one-time award to help cover the costs of textbooks (or other course materials). In all, 400 bursaries of 250\$ each were distributed to students.
- 3) For the start of the fall 2021 semester, 60 **headphones with microphones** were purchased to loan to students. The LSF spent \$2,841 to acquire the headphones. Those headphones were purchased to meet increased student needs for this type of equipment facilitating participation in online classes. The headphones are quite popular, having been loaned 787 times.
- 4) The Fund spent \$504,864 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 2021, this amount was used to purchase 300 new laptops to replace those that were decommissioned: 210 new laptops were sent to Webster and 90 were sent to Vanier.

In 2021, we count a total of 5,087 laptop loans since the reopening of the Library. The tablet
Library Services Fund Committee – Annual Report 2021

loan service remains a popular service in both libraries. We count 1,200 tablet loans during the fall 2021 semester.

- 5) **5 light therapy lamps** were purchased in 2019. In 2021, these lamps were loaned 22 times.
- 6) In 2018, the Library purchased **charging cables for mobile phones** for students to borrow. In 2021, the Fund spent \$3,285 to purchase new cables, chargers and storage cases. These devices are heavily used, with 1,180 loans during the year.
- 7) The **stapling stations** in both the Webster and Vanier Libraries were created in 2018 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 2021, the amount of \$160 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. The Library Course Reserve Rooms contain books and course packs arranged by call number and available for free on a 3-hour loan. For the winter and summer semesters, when the reserves rooms were closed due to the pandemic, funds were allocated to help purchase additional e-book and film streaming packages to support student learning. The reserve rooms reopened in time for the fall 2021 semester and during that time there were 4,994 loans from the rooms.

There is a credit of \$23,982 for textbook and course packs in 2021. The amount is a credit because we were reimbursed for the Covid expenses that we incurred in fall 2020 and winter 2021. We received reimbursements for the two semesters in 2021, but only have one semester (fall 2021) worth of expenses. Therefore, we ended the year with a credit.

- 9) In 2016, **123 licenses 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 2021, as in the previous year, the LSF paid \$1,131 to cover the Antidote Software annual update.
- 10) The LSF supported the **Library Technology Program** with \$5,345 to cover the cost of supplies for the Technology Sandbox. These funds were used to purchase, among other things, **100 cardboard VR Headsets, new software and the 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.
- 11) In 2019, the LSFC made the decision to support the adoption of **open educational resources (OER), specifically open textbooks**. In 2021, the amount of \$8,374 was spent on several grants for faculty members to create, adapt, or adopt open textbooks. These grants are used to hire students to assist faculty in their OER project. An additional commitment of \$61,492 was set aside to support ongoing open textbook adoption/ development. To date, 14 grants have been awarded to Concordia professors as part of this project, and 6 open textbooks are already in use for courses in a variety of disciplines.
- 12) The amount of \$125,000 was set aside for the **Vanier Library study space**. This is the fourth and final instalment as part of a commitment toward the renovation of Vanier 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

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 January 1, 2020

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 Graham Carr, President, Paul Chesser, Vice-President, Advancement, Andrew Woodall, Dean of Students, Guylaine Beaudry, Vice Provost, Digital Strategy & University Librarian, and Anne Whitelaw, Interim Provost & Vice-President Academic, 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 Eduardo Malorni, Student Life Coordinator, Celeste-Melize Ferrus, Loyola Coordinator, Hannah Jamet-Lange, CSU Representative, and Esther Morand, CSU Representative duly authorized to sign the present agreement on behalf of the CSU pursuant to a resolution of its Council of Representatives adopted on November 27th, 2019.

WHEREAS the CSU held a referendum (the “Referendum”) on March 27, 28 and 29, 2018 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 April 18, 2018 (see Annex 1);

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

Initials: C.F. JB HJC E.M. E.N. RD, RE MY AD W

1. SUPPORT OF THE CSU LIBRARY SERVICES FUND

The Parties hereby agree that the CSU will contribute to the 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 2020, 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 2020 for the purposes of providing additional or improved library services and resources at the R. Howard Webster Library (the "Webster Library") and Grey Nuns Reading Room and Group Study Rooms (the "Grey Nuns") situated on the Sir George Williams Campus and at the Vanier Library (the "Vanier Library") situated on the Loyola Campus (the Webster Library, the Grey Nuns and the Vanier Library shall collectively be referred to as the "Library"), 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 at least one of the libraries during the fall and winter terms;
- (b) laptop and tablet loan services at the Webster Library and Vanier Library;
- (c) availability of course packs and textbooks, for all undergraduate courses, at the Webster Library and Vanier Library reserves;
- (d) improved study spaces and services for undergraduate students at the Library;
- (e) free eTextbook publishing program;
- (f) technology equipment and supplies, including book scanners, in the Library, equipment for the Technology Sandbox at the Webster Library, and a technology program for the Vanier Library;
- (g) program to support student health and wellbeing;
- (h) additional services to be specified by mutual agreement of the parties.

3. TERM

The term of this Agreement shall be ten (10) years commencing in January 2020 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.

Initials: C.F. CB HJK EM E.H Dep. NSY AW W
TC

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";
- 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;
- Two (2) Associate University Librarians (or their delegates) appointed by the University Librarian;
- The Manager, Library Budget and Facilities;
- A representative from the University Advancement;
- The University Librarian (as Chair) (or their delegate).

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.

Initials: C.F. JB HJC EM. E.H. SEL. M AD hw
PC

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 twice per calendar 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 Library 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.

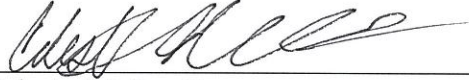
Initials: C.F. JB HJC EM E.N. Re MM AD hw

AND THE PARTIES HAVE SIGNED BY THEIR DULY AUTHORIZED REPRESENTATIVES.

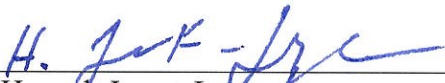
CONCORDIA STUDENT UNION



Eduardo Malorni
Student Life Coordinator



Celeste-Melize Ferrus
Loyola Coordinator



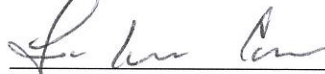
Hannah Jamet-Lange
CSU Representative



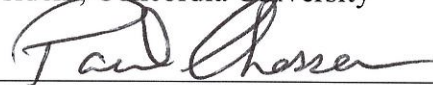
Esther Morand
CSU Representative

Date: 12 XII 2019

CONCORDIA UNIVERSITY



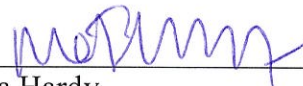
Graham Carr
President, Concordia University



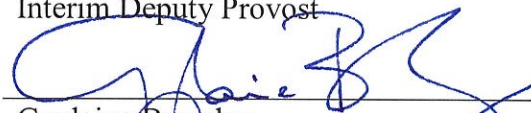
Paul Chesser
Vice-President, Advancement



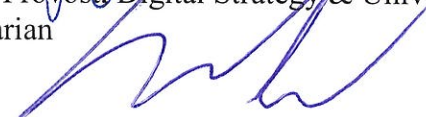
Anne Whitelaw
Interim Provost and
Vice-President Academic



Nadia Hardy
Interim Deputy Provost



Guylaine Beaudry
Vice Provost, Digital Strategy & University
Librarian



Andrew Woodall
Dean of Students

ANNEX 1

CSU Referendum Question from March 27, 28, and 29, 2018:

Do you agree to contribute \$1 per credit to the CSU for the Library Services Fund for the next ten years (2019-2029), in order to maintain and increase existing services funded through the Library Services Fund? The contribution would be collected in accordance with the university's tuition and refund policy.

Election Results Ratified on April 11 2018

Library Services Fund Fee Levy—PASSED

Do you agree to contribute \$1 per credit to the CSU for the Library Services Fund for the next ten years (2019-2029), in order to maintain and increase existing services funded through the Library Services Fund? The contribution would be collected in accordance with the university's tuition and refund policy.

Yes: 724

No: 321

Abstain: 237

Extract from the Minutes of a Meeting of the Board of Governors Held on April 18, 2018

R-2018-2-8 Library Services Fund Project

That the Board of Governors authorize the University to collect a contribution of \$1 per credit from all undergraduate students to support the Library Services Fund Project for ten years (2020-2029), to be implemented with registration for the Winter 2020 (2019/4) term until the end of the Fall 2029 (2029/2) term, in accordance with the University's tuition, refund and withdrawal policy.

Initials: CF B HJC EW E.M Ed. M AW MV

CSU Library Services Fund
Statement of Revenue and Expenses

Account # T22066

Period covering January 1, 2021 to December 31, 2021

<u>Opening Balance</u>	\$	473,650	
<u>Revenue</u>			\$ 1,264,066
Agency Revenue	\$	781,358	
Interest	\$	9,058	
<u>Expenses</u>			
24 HRS – Extra Security Coverage	\$	36,006	
Stapling Stations	\$	160	
Open Educational Resources	\$	8,374	
Technology Sandbox Supplies	\$	5,345	
Cables, Chargers, Cases	\$	3,285	
Headphones	\$	2,841	
Vanier Study Space (Final Installment)	\$	125,000	
Textbook Bursaries	\$	100,000	
Laptops	\$	504,864	
Antidote License	\$	1,131	
Textbooks & Course Packs	\$	-23,982	
	\$	763,024	
			\$ 831,200
<u>Commitments</u>			
Open Educational Resources	\$	61,492	
Textbooks & Course Packs	\$	6,684	
	\$	68,176	
			\$ 432,866

Date: February 8, 2022