

LIBRARY SERVICES FUND COMMITTEE ANNUAL REPORT 2022

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 four times in 2022, its 13th full calendar year of operation: February 14, 2022, March 28, 2022, April 25, 2022, and November 7, 2022.

Committee Members for the Winter 2022 Semester

Student Representatives

Shivaane Subash, CSU Loyola Coordinator

Harrison Kirshner, CSU Student Life Coordinator

Lauren Perozek, CSU Representative

Lily Charette, CSU Representative

Other members

Guylaine Beaudry, University Librarian (Chair)

Dianne Cmor, Associate University Librarian, Teaching and Learning

Rajiv Johal, Interim Associate University Librarian, Planning & Community Relations

Alex Konyari, Manager, Library Budget and Facilities

Katia Lorye, Development Officer, Leadership Annual Giving, Advancement & Alumni

Committee Members for the Fall 2022 Semester

Student Representatives

Sabrina Morena, CSU Loyola Coordinator

Meryem Benallal, CSU Finance Coordinator

Michael Lecchino, CSU Representative

Other members

Dianne Cmor, Associate University Librarian, Teaching and Learning

Danielle Dennie, Head, Vanier Library

Lorie Kloda, Associate University Librarian, Planning & Community Relations (Chair)

Alex Konyari, Manager, Library Budget and Facilities

Katia Lorye, Development Officer, Leadership Annual Giving, Advancement & Alumni

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

Lorie Kloda, Associate University Librarian, Planning & Community Relations

Annual Report 2022

The Library Services Fund Committee (LSFC) continued its work in 2022 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 at the outset of the winter semester, and returned to the usual 24/7 opening hours beginning a month later, on February 7, 2022.

- 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 total number of visits for the Webster and the Vanier Libraries for the winter and fall 2022 semesters, over a 24-hour period, and during the night (11pm – 8am).

Winter semester (Jan. 6 – May 1, 2022)	Webster	Vanier	Total both libraries
# of entrances	397,287	65,480	462,767
Average # of entrances per night (11pm-8am)	111	36	147
# of exits	396,060	63,642	459,702
Average # of exits per night (11pm-8am)	269	54	322

Fall semester (Sept. 6 – Dec. 22, 2022)	Webster	Vanier	Total both libraries
# of entrances	647,809	104,622	752,431
Average # of entrances per night (11pm-8am)	181	40	221
# of exits	648,728	99,292	748,020
Average # of exits per night (11pm-8am)	496	80	576

Expense to cover for the 24/7 access to both libraries was \$161,560 for security coverage. This amount reflects the fact that the Library began to be open 24 hours as of February 7, 2022.

There was no extra cleaning expense for night cleaning in 2022. We anticipate being charged for extra cleaning in 2023 as an extra cleaner was hired for the current year.

- 2) Since the start of fall 2021, 60 **headphones with microphones** have been available for loan courtesy of the Library Services Fund. The headphones are quite popular, having been loaned 2,078 times in 2022.
- 3) Thanks to previous investment of the LSF toward the **laptop and tablet loan program**, 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. No funding

was required to replace any of these devices this year. In 2022, we count a total of 12,267 one-day laptop loans. The tablet loan service remains a popular service in both libraries with 3,578 loans.

- 4) **5 light therapy lamps** were purchased in 2019 to help students with the decrease in daylight during the winter months. In 2022, these lamps were loaned 87 times. Due to their popularity, an additional 10 lamps were purchased for \$460 at the end of 2022 and are now available for loan at both libraries, for a total of 11 at Webster and 4 at Vanier. This amount will be charged to the Fund in early 2023.
- 5) In 2018, the Library purchased **charging cables for mobile phones** for students to borrow. In 2022, the Fund spent \$534 to purchase replacement cables, chargers and storage cases. These devices are heavily used, with 2,778 loans during the year.
- 6) The **stapling stations** in both the Webster and Vanier Libraries were created in 2018 using the fund. These stations continue to 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 2022, the LSF did not spend any funding on supplies to maintain this service.
- 7) 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. In 2022 the LSF spent \$93,406 to purchase new course packs and textbooks. Over the course of the year materials from the course reserves rooms at both Webster and Vanier Libraries were borrowed 10,248 times. Compared to years pre-pandemic, this represents a reduction in loans, likely the result of many course instructors transitioning to the use of electronic course reserves during the campus closure in 2020 and 2021.
- 8) 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 the libraries. In 2022, as in previous years, the LSF paid \$1,131 to cover the Antidote Software annual update.
- 9) In 2022, the LSFC approved a commitment of \$140,000 towards a **refresh of the equipment and software in the Technology Sandbox**. Of this, \$79,550 has been spent to cover the cost of several supplies and equipment. These funds were used to purchase, among other things, **3D printers and the plastic filament used for students' 3D printing**. (More equipment has been ordered in the amount of \$43,288 but not yet paid for.) This contribution continues to make 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, and to borrow equipment.
- 10) In 2019, the LSFC made the decision to support the adoption of **open educational resources (OER), specifically open textbooks** and committed \$60,000 per year to this initiative. In 2022, there remained \$82,444 from the previous years' commitments. A total of

\$39,048 was spent in 2022 on several grants for faculty members to create, adapt, or adopt open textbooks. These grants are used to hire undergraduate students to work in the Library as part of this initiative. For 2022, an additional commitment of \$60,000 was set aside to support ongoing open textbook adoption/ development and this is being carried over to 2023. 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.

- 11) In 2022, the LSFC made the decision to extend the Library's current offering of wellness services to create **leisure and wellness collections and spaces** at both Webster and Vanier Libraries. An amount of \$20,000 was committed to this initiative. The spaces and collections, one located at the Webster Library on LB-3 and the other at Vanier Library on VL-1, were launched during the fall 2022 semester along with an accompanying website (<https://www.concordia.ca/library/guides/leisure-reading.html>). In 2022, the LSF spent \$3,418 on the acquisition of leisure reading materials (120 books), along with games, puzzles, colouring books, and other recreational features of the space. Further programming and resources are planned for these spaces.

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

Appendix 1. LSF Agreement from 2020

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Appendix 2. Financial Statement

CSU Library Services Fund
Statement of Revenue and Expenses

Account # T22066

Period covering January 1, 2022 to December 31, 2022

<u>Opening Balance</u>	\$	501,042	
<u>Revenue</u>			\$ 1,241,222
Agency Revenue	\$	740,180	
<u>Expenses</u>			
24 HRS – Extra Security Coverage	\$	161,560	
Open Educational Resources	\$	39,048	
Calculators	\$	308	
Cables, Adaptors, Cases	\$	534	
Technology Sandbox Supplies	\$	8,374	
Leisure Space	\$	3,418	
Antidote Licence	\$	1,131	
Technology Sandbox Equipment	\$	79,550	
Textbooks & Course Packs	\$	93,406	
	\$	387,329	
			\$ 513,061
<u>Commitments</u>			
Open Educational Resources	\$	82,444	
Technology Sandbox Equipment	\$	43,288	
	\$	125,732	
			\$ 728,161

Date: March 2, 2023