

## **LIBRARY SERVICES FUND COMMITTEE ANNUAL REPORT 2023**

### *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 5 times in 2023, its 15<sup>th</sup> full calendar year of operation: February 7, March 7, April 4, October 30, 2023, and December 5, 2023.

### *Committee Members for the Winter 2023 Semester*

#### *Student Representatives*

Meryem Benallal, CSU Finance Coordinator  
Michael Lecchino, CSU Representative  
Sabrina Morena, CSU Loyola Coordinator

#### *Other members*

Dianne Cmor, Associate University Librarian, Teaching and Learning  
Jared Wiercinski, Associate University Librarian, Research and Graduate Studies  
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

### *Committee Members for the Fall 2023 Semester*

#### *Student Representatives*

Alexandrah Cardona, CSU Academic & Advocacy Coordinator  
Maria Chitoroaga, CSU Sustainability Coordinator  
Michael Lecchino, CSU Representative  
Adam Mills, CSU Representative

#### *Other members*

Amy Buckland, University Librarian  
Dianne Cmor, Associate University Librarian, Teaching and Learning (Chair)  
Danielle Dennie, Head, Vanier Library  
Rajiv Johal, Associate University Librarian, Research & Graduate Studies  
Alex Konyari, Manager, Library Budget and Facilities  
(Development Officer position vacant)

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

*Dianne Cmor, Associate University Librarian, Teaching & Learning*

***Annual Report 2023***

The Library Services Fund Committee (LSFC) continued its work in 2023 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. Expense to cover for the 24/7 access to both libraries was \$354,360 for security coverage and \$59,559 for extra cleaning. The following table shows the total number of visits for the Webster and the Vanier libraries for the winter and fall 2023 semesters, over a 24-hour period, and during the night (11pm – 8am).

Winter semester (Jan. 9 – May 2, 2023)	Webster	Vanier	Total both libraries
# of entrances	640,728	93,732	734,460
Average # of entrances per night (11pm-8am)	210	40	250
# of exits	644,997	90,860	735,857
Average # of exits per night (11pm-8am)	537	77	614

Fall semester (Sept. 4 – Dec. 22, 2023)	Webster	Vanier	Total both libraries
# of entrances	708,739	102,921	811,660
Average # of entrances per night (11pm-8am)	187	36	223
# of exits	714,561	113,169	827,730
Average # of exits per night (11pm-8am)	551	82	634

- 2) Since 2021, purchases of two types of headphones have been made. There are currently 60 **headphones with microphones** and 26 **noise cancelling headphones** available. In 2023, headphones with microphones were loaned out 2,026 times, and the noise canceling headphones were loaned out 1,788 times.
- 3) Thanks to the previous investment of the LSF toward the **laptop and tablet loan program**, 90 laptops and 30 tablets are available for 3-day 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. Minimal funding of just over \$1,600 was spent this year on cases and replacements. In 2023, we count a total of 11,868 one-day laptop loans and 3,188 tablet loans.
- 4) 15 **light therapy lamps** were purchased in two instalments in 2019 and 2022 to help students with the decrease in daylight during the winter months. In 2023, these lamps were loaned 91 times.

- 5) In 2018, the Library purchased **charging cables for mobile phones** for students to borrow. In 2022, the replacement cables, chargers and storage cases were purchased. These devices are heavily used, with 4,051 loans during 2023.
- 6) The **stapling station** at Webster Library was created in 2018 using the fund. This station continues to offer several stapling options to meet student demand and are located alongside the multifunctional devices for printing and photocopying on the first floor. Just under \$500 was spent to offer this service in 2023, after having enough stock in 2022 to spend no funds.
- 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 these books and course packs. They are arranged by call number and are available for free on a 3-hour loan. In 2023 the LSF spent \$95,228. Over the course of the year, materials from the course reserves rooms at both Webster and Vanier libraries were borrowed 12,172 times.
- 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 2023, as in previous years, the LSF paid \$1,242 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 was spent in 2022 and \$59,500 was spent in 2023. This refresh brought an array of new technology to the Sandbox including a 3D scanner, a knitting machine and a wide variety of lendable equipment that had been requested by students. We improved our offering of the most popular items students borrow from us, for example, by adding ten Alienware laptops to our fleet and four DSLR Camera kits. We also expanded our offerings, adding items such as midi keyboards, Meta Quest 2 headsets and precision screwdriver kits (for home repair of electronics).
- 10) Ongoing costs for **consumable supplies** (e.g. filament for 3D printing, wool for knitting) and replacement/repair pieces in the Technology Sandbox are paid for with the fund. This contribution continues to make it possible to equitably offer opportunities to all students to try things like 3D printing, fibre arts and button making at no charge to students participating in workshops and/or dropping into the Technology Sandbox to explore or borrow equipment. In 2023, these supply costs came to \$14,519.
- 11) Between 2019 and 2023, \$60,000 per year or a total of \$300,000 was committed by the LSFC to support the adoption of **open educational resources (OER), specifically open textbooks**. At the end of 2023, there remained \$98,117 from the previous years' commitments which will be carried over into 2024. A total of \$44,327 was spent in 2023 on two new grant-funded projects, on continuing projects not yet completed and on promotional events and activities. To date, eighteen grants have been awarded to Concordia professors as part of this project, and eight open textbooks are in use for courses in a variety of disciplines.

- 12) 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>). Additional leisure books and games, puzzles and colouring books were purchased in 2023 for just over \$1,000. Chair massages were offered during the winter 2023 exam period costing a total of \$9,942. This expense is high relative to the total amount committed for the leisure and wellness project, but always appreciated by those students who participate. An assessment of this project was undertaken, and a request for ongoing funding and a one-time upgrade of the Webster leisure space will be forthcoming in early 2024.
- 13) In order to improve communications about library resources, services and events at Vanier Library, a **mobile digital display screen** was purchased for \$6,841 and put into use in 2023. Such digital display screens are already in place at Webster Library and the LSFC did not want to wait on a full renovation to incorporate such technology. This moveable display is used both to communicate with our users as they enter the Vanier Library and can also allow for interaction, with games and quizzes that engage library users with educational content on areas related to libraries such as open access, diversity of voices in scholarship, etc.
- 14) As the anticipated Vanier Library renovation appears to be on indefinite hold, the LSFC decided to **enhance the study atmosphere at Vanier by engaging with ArtVolt to rent artworks** from recent graduates of our Fine Arts programs. Three paintings were chosen by the Committee and they were installed in the fall of 2023 at a cost of \$4,330, and a vernissage is planned for January 2024 where the artists will speak about their works. There is a plan to update the artwork each year.

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

The fund is in excellent financial condition. Its income and expenditures are accounted for in the **CSU Library Services Fund Statement of Revenues and Expenses** (see **Appendix 1**).

### ***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 are all 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 needs, policies and procedures. Finally, and most importantly, we thank the CSU and its membership for their vital commitment to Library service improve

Appendix 1. Financial Statement 2023

CSU Library Services Fund  
Statement of Revenue and Expenses

Account # T22066  
Period covering January 1, 2023 to Dec 31, 2023

<b><u>Opening Balance</u></b>	\$	853,893	
<b><u>Revenue</u></b>			
Agency Revenue	\$	744,612	\$ 1,598,505
<b><u>Expenses</u></b>			
Stapling Station	\$	428	
24 HRS – Extra Security Coverage	\$	354,360	
24 HRS – Extra Cleaning	\$	13,154	
Open Educational Resources	\$	44,327	
Chair Massages	\$	9,492	
Leisure Space Books	\$	437	
Leisure Space Games	\$	564	
Noise Cancelling Headsets	\$	1,527	
Laptops	\$	356	
Laptop/iPad Cases	\$	1,269	
Antidote	\$	1,242	
Vanier Mobile Display	\$	6,841	
Volt Art	\$	4,330	
Technology Sandbox Supplies	\$	14,519	
Technology Sandbox Equipment	\$	59,500	
Textbooks & Course Packs	\$	95,228	
	\$	607,574	
			\$ 752,166
<b><u>Commitments</u></b>			
Open Educational Resources	\$	98,117	
Stapling Station	\$	70	
24 HRS – Extra Cleaning	\$	46,405	
	\$	144,592	
			\$ 846,339

Date: Dec 31, 2023



**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. PC, PC 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. JB HJK EM E.H. [unclear] NSY AD 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. J.B. H.Y.C. E.M. E.J. S.C. M. A.D. L.W.  
P.C.



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.

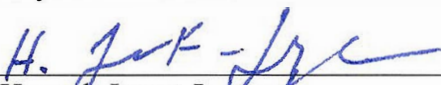
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AND THE PARTIES HAVE SIGNED BY THEIR DULY AUTHORIZED REPRESENTATIVES.

**CONCORDIA STUDENT UNION**

  
\_\_\_\_\_  
Eduardo Malorni  
Student Life Coordinator

  
\_\_\_\_\_  
Celeste-Melize Ferrus  
Loyola Coordinator


  
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Hannah Jamet-Lange  
CSU Representative

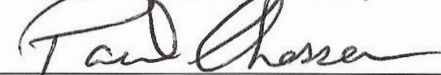
  
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Esther Morand  
CSU Representative


\_\_\_\_\_

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 E.W. E.M. Re Ed. M AJ MJ