

Library Services Fund Committee

Annual Report 2024

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 3 times in 2024, its 16th full calendar year of operation: February 5, April 2, and November 27, 2024.

Committee Members for the Winter 2024 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
Paul Blouin, Manager, Library Budget and Facilities
(Development Officer position vacant)

Committee Members for the Fall 2024 Semester

Student Representatives

Maria Chitoroaga, CSU Academic & Advocacy Coordinator
Michael Lecchino, CSU Representative
Leen Al-Hijawi, CSU Representative

Other members

Amy Buckland, University Librarian (Chair)
Dianne Cmor, Associate University Librarian, Teaching and Learning
Rajiv Johal, Associate University Librarian, Research & Graduate Studies
Paul Blouin, Manager, Library Budget and Facilities
(Development Officer position vacant)

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

*Dianne Cmor, Associate University Librarian, Teaching & Learning
Library Services Fund Committee (Chair)
October 9, 2025*

Annual Report 2024

The Library Services Fund Committee (LSFC) continued its work in 2024 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 \$241,620 for security coverage and \$64,236 for extra cleaning. The following table shows the total number of visits for the Webster and the Vanier libraries for the winter and fall 2024 semesters, over a 24-hour period, and during the night (11pm – 8am).

Winter semester (Jan. 9 – May 2, 2024)	Webster	Vanier	Total both libraries
# of entrances	648,797	102,750	751,547
Average # of entrances per night (11pm-8am)	185	37	222
# of exits	655,986	100,617	756,603
Average # of exits per night (11pm-8am)	513	73	587

Fall semester (Sept. 4 – Dec. 22, 2024)	Webster	Vanier	Total both libraries
# of entrances	691,216	111,575	802,791
Average # of entrances per night (11pm-8am)	177	41	218
# of exits	695,806	107,788	803,594
Average # of exits per night (11pm-8am)	523	80	603

- 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 2024, headphones with microphones were loaned out 2414 times, and the noise canceling headphones were loaned out 1848 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 2024, we count a total of 10539 one-day laptop loans and 1926 tablet loans.
- 4) 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 4435 loans during 2024.
- 5) 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 2024 the LSF spent \$115,091. Over the course of the year, materials from the course reserves rooms at both Webster and Vanier libraries were borrowed 12,172 times.
- 6) For 2024, LSFC approved the budget request for 4 additional 3D printers for the sandbox due to their popularity and near constant use. Minor renovations are required to accommodate the new printer installations planned for 2025.

- 7) 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 2024, these supply costs came to \$10,243
- 8) 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**.
 - a. At the end of 2024, there remained \$51,543 from the previous years' commitments which will be carried over into 2024.
 - b. A total of \$46,574 was spent in 2024 on two new grant-funded projects, on continuing projects not yet completed and on promotional events and activities.
 - c. To date, eighteen grants have been awarded to Concordia professors as part of this project, and ten open textbooks are in use for courses in a variety of disciplines.
- 9) The *Leisure and Wellness Pilot Project* of 2022/2023 aimed to enhance student wellbeing by creating dedicated **leisure spaces** at Vanier and Webster Libraries, offering leisure reading materials, games, and comfortable spaces to take a break from studying. Students appreciated these spaces but noted the Webster space was hidden and thus less used than the very visible space at Vanier. To enhance and commit to these spaces going forward, an ongoing funding of \$3,000 per year was requested to maintain collections, along with a one-time \$50,000 investment to upgrade furniture and signage, with a focus on moving the Webster space to a new area near the entrance on LB2. Planning and design began in 2024 and will be completed in 2025. LSF spent \$8745 on tables delivered in 2024.
- 10) LB2 – Main entrance: New furniture was purchased and installed in 2024, located at the top of the main entrance stairs on LB2. In the amount of \$19,676.
- 11) A need that was articulated by students was individual study spaces for online meetings, phonecalls, exams, job interviews, etc. Preliminary research was undertaken and the LSFC approved funding for 10 **individual study pods**: 8 at Webster Library and 2 at Vanier Library. This project will be undertaken in 2025.
- 12) The ArtVolt contract will end in January 2025. The 3 art pieces are displayed at Vanier Library. The extension of the contract for one more year was approved. The students love this project and requested more art to be included in the project. Therefore, Paul Blouin agreed to look for more space at Webster Library, as well as for more art to be displayed.
- 13) The Anatomy models project was purchased for Loyola campus. LSF contributed \$9,103.28.

Budget

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 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 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 improvement.

Appendix 1. Financial Statement 2024

2024 Annual Report

Library Services Fund

Jan 2024-Dec 2024	Fee Levy		\$751,927.50
EXPENSES			
24hr Security Charges	\$ 241,620.00		
Cleaning Services	\$ 64,236.96		
Open Educational Resources	\$ 46,574.89		
Reserves	\$ 115,091.40		
Supplies – Technology Sandbox	\$ 10,243.00		
Leisure Space Furniture	\$ 8,745.91		
LB2 Entrance	\$ 19,676.36		
Software (Druid)	\$ 1,241.54		
Anatomy Models	\$ 9,094.84		
Other	\$ 10,365.00		
	\$ 526,889.90		
2024 Revenue vs Expenses			\$225,037.60

Available Balance in the fund as of Year End 2024

\$ 1,746,495.00

*Other includes. Freight and Shipping, cost of sales, printing expenses, and taxes on goods and services.