ST JOHN’S COLLEGE COUNCIL
MINUTES

For the Meeting of Wednesday November 26, 2003


Regrets: J. Andrew, A. Braid, J. Clarke, R. Ellis, P. Flynn and A. Perry.

1. Opening Prayer
J. Stafford opened the meeting with prayer.

2. Approval of the Agenda
- Correct the spelling of November at the top of the page.
- Item 6. b) - The first sentence should read “....four times” not “four time”.
  - The first paragraph – add the left bracket in front of number 1) to read (1).
  - The second line – add an “s” to ‘committee’ making it read “committees”.
  - The second line – capitalize the “W” on “warden”.
- Item 6. b) (2) this part of the motion was amended by the Finance Committee. The motion that appears on the agenda was the original motion, not the amended motion. Therefore, please cross out “during the month of September” and replace it with “concurrent with its annual Convocation meeting” and in the next line, change the word “approved” to “approve” and then in the next line, change “Auditor” to “Auditors”.

MOTION: That the agenda be approved as corrected.
N. Cameron/P. Cloutier

3. Presentation: Richard Ellis, SJC Librarian
R. Ellis was unable to attend because he was sick. He did have a handout prepared to distribute at the meeting, so the secretary circulated the attached handout in his absence. It was decided that this item be tabled to the next meeting of Council.

MOTION: That the presentation from the librarian be tabled to the next meeting of Council.
J. Burnsted/N. Cameron

4. Approval of the September 24, 2003 minutes (attached to agenda)
- Page 1, - add the name A. Cheatley under the “Present” section at the top of the page.
- Page 1, item 6. a) - The motion should end with the year “2006” not “2003”.
- Page 2, item 7. a) iii – The motion was moved by “G. Baldwin” not “F. Baldwin”.
- Page 2, item 7. b) Chapel Worship, under Wednesday - Correct the spelling of the word “Communion”.
- Page 3, item 7. c) i Exchange Agreements, point 1 – should read “...Faculty of Letters”.
- Page 3, item 7. c) i Matriculation and Convocation, second last line - Replace “the Rev. Canon” with “Archdeacon”.
- Page 3, item 7. c) ii, fourth paragraph, first line – Add the word “for” after the word “courses”.
- Page 4, item 7. c) iii Organ Pipes, second sentence - change “have” to “had”.
- Page 5, item 8 – change the second last sentence to read “however, he may” not “however he can”.

MOTION: that the minutes be approved as corrected.
A. Cheatley/P. Cloutier
5. **Business Arising from the Minutes**
   a) **Membership on Committees of Council**
   
   **MOTION** That the following people be appointed to the Planning and Development Committee: N. Cameron (until June 30, 2004) H. Richardson (until June 30, 2004) and K. Dunlop (until June 30, 2006).
   
   B. Beare on behalf of Council Executive

6. **New Business**
   a) **Audited Financial Statements** (*circulated with the agenda*)
   
   The Finance Committee received and forwarded to Council the Annual Statements prepared for us by the auditors, BDO Dunwoody LLP. In the letter of June 4, 2003 to S. Herwig from BDO Dunwoody, on page two, the date at the end of the first paragraph should read “2002” not “2003”. In this letter the auditors recommend that formal approval of the audited financial statements be documented each year in the Finance Committee minutes, and that the Council minutes be signed and dated by appropriate officials to indicate the accuracy and authenticity of the minutes. The Finance Committee is satisfied with the audited financial statements and Auditor’s Report and recommends:

   **MOTION** That the Audited Financial Statements and the Auditors’ Report as at March 31, 2003 be approved.

   N. Cameron on behalf of the Finance Committee

b) **Amended Council By-Laws**
   
   At the September 24, 2003 meeting of Council, there was some concern about the timeliness of the distribution of the audited financial statements. As a result, a motion was made “that the item of the distribution of the SJC audited financial statement be referred to the Finance Committee”.

   The Finance Committee met and decided that the practical resolution would be to have the audited financial statements come to the September meeting for approval. The field audit is done at the end of June; the College receives a draft early in July and a Finance Committee meeting can be held over the summer to make a recommendation and to have them ready for distribution with the agenda for the September meeting of Council.

   **SECRETARY’S NOTE:**
   
   P. Flynn, who could not be present at the meeting asked if the “continuation of its annual meeting” in item (2) below is considered part of the May meeting, or if it is a separate meeting. The revision below says, “Council normally shall meet at least four times each academic year ...”. Council can decide on this issue each year when they set the meetings dates, as long as Council holds at least four meetings.

   **MOTION** (endorsed by Council Exs.) That Council approve the Finance Committee’s recommendation that item A. of the Bylaws of Council be rescinded and replaced with the following:

   “A. Council Meetings
   Council normally shall meet at least four times each academic year and shall:

   (1) at its annual meeting, normally to be held in the period of 15 May to 15 June, receive the Annual Reports of the Assembly, the committees of Council, the Warden and the Dean of Theology. At the same Meeting, the annual budgets of the College, as approved by Assembly, shall be received.

   (2) at the continuation of its annual meeting to be held concurrent with its annual Convocation meeting, consider and approve the Annual Financial Statements of the College for the preceding fiscal year; consider the report of the Auditors with respect to the Annual Financial Statements; appoint the Auditors for the next year; and appoint the College Solicitor.
(3) at its annual Convocation meeting, normally held in the period 15 September to 15 October, consider nominations for degrees, diplomas or certificates of standing in Theology and Divinity.”

P. Cloutier on behalf of the Finance Committee

**c) Investment Sub-Committee of Council**

**MOTION (endorsed by Council Ex):** That Council approve the Finance Committee’s recommendation that the functions of the Investment Sub Committee be assumed by the Finance Committee.

N. Cameron on behalf of the Finance Committee

**d) Jack Gibbons Fund**

George Baldwin submitted the following written report for the minutes:

Extracts from a memo from Mary Lee, Director, Centre for Christian Ministry, to Jacquie Glawson, Assistant Bursar, dated December 8, 1998

“Motion passed by Guild of Health at their Annual Meeting, April 13, 1992:

“A motion that the Winnipeg Branch of the Canadian Guild of Health membership retain the principal amount in the Canon Gibbons Memorial Fund. That the Guild will disburse up to a maximum amount of $500.00 a year to the Centre for Christian Ministry at St John’s College from the interest of that Fund. This interest to be used to further the ministry of healing. That the Centre for Christian Ministry at St John’s College with the Guild of Health will make decisions regarding speakers and/or conferences.”

“The Father Jack Gibbons Memorial Fund was started on December 31, 1989, with the donation of $500.”

Extracts from a letter dated May 27, 2003, from the Guild of Health, Hazel Birt, President to Ivan Frieze [sic].

At the Guild of Health Annual Meeting held on May 8th 2003, it was moved…and passed that:

“The Guild of Health ask St John’s College to return the Father Gibbon’s Fund to the Guild of Health”

“…it is very awkward for our treasurer and our auditor to keep track of our investment funds being in two different places. And each year we have to wait for an audited statement from St John’s – delaying our AGM...Our new Auditor is unhappy that we have not an audited statement from St John’s...

“…the intention of the Father Gibbon’s Fund was to set up Christian Healing teaching at the College with classes...This has not come about. ...a weekend Workshop on Christian Healing took place in 2001 at the College...the Guild felt that our money could be used more effectively in organizing Healing Workshops in the Winnipeg Churches”

“...no fault of the College that our original intent did not bear fruit and appreciate the higher rate of interest we were able to realize from the Father Gibbons Fund...”

There was some question as to what the amount of the residual monies in the Jack Gibbons Fund are, and is it book value or market value. N. Cameron said he thought it would be the principal + additional donations + interest, minus any disbursements. S. Herwig has not discussed this with the Guild of Health, as she was waiting for the go ahead from Council before she begins any discussions or negotiations.
MOTION (endorsed by Council Ex): That Council approve the Finance Committee’s recommendation that the residual monies in the Jack Gibbons Fund be given to the Guild of Health. N. Cameron on behalf of the Finance Committee (1 abstention) CARRIED

SECRETARY’S NOTE:
On November 28, 2003, Ivan Froese, Assistant Bursar, reported that the Jack Gibbons Trust at St John’s College as at March 31, 2003, was Trust Capital: $2040 and Accumulated Surplus (-$14) for a total of $2026.

f) Appoint Auditors
MOTION (endorsed by Council Ex): That Council approve the Finance Committee’s recommendation to re-appoint BDO Dunwoody LLP as the Auditors for the 2003-2004 year. N. Cameron on behalf of the Finance Committee CARRIED

7. a) Reports from Council Committees
   i) Executive Committee
   Other than the items already covered at the Council meeting, Council Executive discussed:
   - the Terms of Reference of and the membership on the Development Committee. (These items should be ready to come to the January meeting of Council); and
   - more detailed information on the Lecture Theatre (See the Warden’s Report in these minutes for details).

   ii) Development Committee
   L. Carson reported that the Development Committee has met twice and is working on revising the Development Committee Terms of Reference, a Gift Acceptance Policy and Deeds of Gifts. The Committee is planning to send these items to Council Executive for consideration at the next Council meeting.

   iii) Finance Committee
   The Finance Committee met and discussed the possibility of recommending to College Council a change in the way in which the value of SJC scholarships is calculated. G. Baldwin had concerns about the return that the College can expect on its investments. Over the past 4 years, the average return (calculated as the Income/Average Book Value of the Trust Assets) has been less than 5% (4.33, 4.51, 5.27, 2.47% respectively). Allocating 5% of the Book value to an annual scholarship, as the College is doing at present, is sure to eat into the Trust Capital in coming years.

   Most investment managers today are looking for a period of low returns. If we assume that the Trust Assets are invested 50:50 in equities and bonds, that bonds will have a coupon of 6% (probably high, 10 year bonds are currently around 5.75%) and that half of the equity holdings will have an annual dividend of 2%, the expected return of the portfolio is only 4%. From the annual statements, the Book Value of the Portfolio is less than the Book Value of the Trust; thus the Trust return may be less yet. For these reasons the finance Committee moved a policy for scholarships that it felt was more prudent.

MOTION: That the value of the scholarship advertised in February of each year shall be equal to the larger of the scholarship’s value in the previous year or 4% of the Trust Capital of the scholarship endowment as of April 1 of that fiscal year. N. Cameron on behalf of the Finance Committee

See motions 2 & 3 below
MOTION 2 to amend: That motion 1 above be amended to read “...year or 4% or such minimum amount as is consistent with Canadian Income Tax regulations”.

N. Cameron/J. Hoskins (1 opposed) CARRIED

MOTION 3 (amended) That the value of the scholarship advertised in February of each year shall be equal to the larger of the scholarship’s value in the previous year or 4% or such minimum amount as is consistent with Canadian Income Tax regulations, of the Trust Capital of the scholarship endowment as a April 1 of that fiscal year.
N. Cameron on behalf of the Finance Committee (1 opposed) CARRIED

SECRETARY’S NOTE:
On November 27, 2003, N. Cameron, Chair of the Finance Committee, emailed me the following information:

“Dear Erin,
This is to report on the issue that arose in the last Council meeting: whether our proposal to set the minimum scholarship amounts as "the larger of the previously announced value or 4% of the value of the scholarship endowment" would contravene the CCRA requirement that disbursements of registered charities be at least 4.5% of the fair market value of investment assets.

I have looked this issue up on the web. The relevant URL is: http://www.ccra-adrc.gc.ca/tax/charities/policy/csp/csp-d14-c.html

The answer for St. John’s College is no, it will not. We currently exceed this requirement by at least two thirds. Here are the details:

Investment assets include the fair market value of all assets not directly used in charitable programs or administration. That excludes all the property assets. The trust assets and operating fund assets amount to $2.6 million at fair market value. 4.5% of that sum is $117,000, which would be our ‘disbursement quota’ under the income tax act. Page 8 of our most recent financial statements show awards paid from just the trust assets of $175,585. Income from the operating fund assets could be added to that. So our disbursements greatly exceed any minimum imposed on us by the Income Tax Act.

Note that the disbursement quota applies to investment assets in total, not to any subcategory of those assets. Our 4% policy applies only to scholarship endowments, which are less than half of all trust assets. The scholarship formula proposed and passed last night by Council can therefore go into operation at the 4% level, and the amendment phrase "or such minimum amount as is required by the Income Tax Act" is an irrelevant, non-binding restriction.

N. Cameron, Chair, Finance Committee. Prof. Norman Cameron”

b) Report from Assembly
Jack Bumsted reported the following:

Award Terms
Assembly approved award terms for the Jean and Fred Bancroft Prize, and the Kevin D. Toyne Prize in Legal Philosophy.

Chamber Orchestra at SJC
Assembly approved a motion to invite the Chamber Orchestra at St John’s College to be housed at St John’s College in the 2003/2004 academic year. The Chamber Orchestra at SJC will hold a Christmas concert on Sunday December 14th at 2:00 p.m. in the Chapel. Admissions is $10, $5 for students and free for SJC students, fellows and staff. It would be nice if we could get attendance numbers up.
c) Reports from College Officers

i) Warden

Janet Hoskins submitted the following written report for the minutes:

Matriculation and Convocation
Since the last Council meeting, our Matriculation and annual Convocation have occurred. Bishop Andrew's address at Convocation was excellent and very well received.

Alumni/Development Trips
The Warden, together with the Development Officer, made three alumni/development trips: to Vancouver and Victoria in September; to Calgary, Red Deer and Edmonton in October; and to Toronto in November.

Dinners
The Warden represented the College at the Chinese Association Golden Dragon Dinner, at which Dr. Emőke Szathmáry was honoured as the "Person of the Year" and at the St Paul's High School annual dinner, at which Honorary Fellow Bill Norrie was honoured.

Visionary Seminar
The Warden attended a "Visionary Seminar" which was simultaneously broadcast to many universities across Canada. A local panel consisting of, Mr. Jim Carr of the Manitoba Business Council and our Senior Fellow, Dr. Norm Cameron, followed the presentation by Dr. David Dodge and answered questions from the audience. The Warden expressed how impressed she was by the work that Norm Cameron did on this panel.

First Year Courses
The Warden and the Dean of Studies are currently working on having enough first year courses timetabled at the College to allow pre-medical, pre-dental, pre-pharmacy students to take their complete first year at St John's. The Warden thanked the Dean of Studies for all of the hard and detailed work that he has done to make this happen.

Lecture Theatre
The Warden and Development Officer will be meeting with Mr. David Perry, of Gaboury, Préfontaine and Perry, to determine the costs of proceeding with detailed working drawings for the lecture theatre. It may be appropriate to proceed to this stage at this time. If this is determined to be the case, a proposal will be forthcoming to Council through its appropriate committees.

November Diocesan Council Meeting
The Nov. 25 Diocesan Council meeting was held at St John's College and the Chaplain organized worship before the meeting. He arranged with the Rev. Dr. Iain Luke to have the Diploma students participate in leading worship.

Former Registrar
Former Registrar, Diane Guilford, was ordained as a priest on Nov. 23 and will be taking up a position as incumbent rector at St. Stephen's church on Feb. 1, 2004.

ii) Dean of Studies

George Baldwin submitted the following written report for the minutes:

Academic
The Warden and I are continuing to negotiate with the Head of the Mathematics Dept. to again offer one or two sections of first year mathematics courses at the College. The Head of the Physics Department has agreed to schedule one section of both General Physics I and General Physics II in the College beginning in September 2004.

Our aim is to be able to provide at the College enough first year courses that those students with an interest in Science or one of the professional faculties can take all of their first year courses at the College.

Chris Trott, Senior Fellow, has been elected to the University Senate from the Faculty of Arts.
Art-Music-Social events at the College
A Dining-In for College Fellows, Administrative Staff and their partners was held on September 26 in the Cross Common Room. Following dinner, six of the attendees entertained the gathering with poems, readings, tunes on the psaltery and with guitar and song.

A second Dining-In was held November 14. Joan McConnell, a former Senior Stick of the College and a past chapter master of the Amici dell'Enotria Wine Society, led a discussion of the Canadian wines provided for tasting.

The annual Robbie Burns dinner at the College will be on Friday, January 23, 2004. Visiting Fellow Amy Karlinsky has agreed to organize the event.

After discussion with Senior Fellow Derek Hum, the Lobster Dinner has been scheduled for Wednesday, May 5.

(College Dining-Ins are designed to "break-even" - these events are expected to be "revenue neutral" - neither fund raisers nor asset drains.)

The first art exhibition for the academic year is "The Other Red Green Show: Recent Prints from the Manitoba Printmakers Association". The exhibit opened on November 20, with an opening reception attended by 50, and will run till January 9, 2004. It will be closed over the University Christmas break (from December 22 till January 5). College Fellows Sharon Alward and Amy Karlinsky curated the showing.

Marjorie Ward Lecture
The Committee has extended an invitation to filmmaker Norma Bailey, to deliver the Marjorie Ward Lecture on Thursday, February 12, 2004. Her first film, The Performers, won the Special Jury Award at the Cannes Film Festival in 1980.

I am grateful to Kathryn Young for putting us in touch with Ms Bailey.

Canadian Studies Conference
Planning is well underway for the 3rd College conference on the Prairie theme. The conference, entitled "The Prairies: Lost and Found" will be held September 23 to 25, 2004. A call for papers been sent. We are hoping for a wide participation, with representation from as many disciplines as possible.

The College and the Canadian Studies program, with support from the Winnipeg Foundation, will hold a one-day, multi-disciplinary graduate student colloquium in March 2004 on rural and aboriginal issues. An invitation to graduate students to submit proposals for this colloquium has been issued.

Soup and Bread Lunches
The first soup and bread lunch for 2003-04 was held on Monday November 4. Norm Cameron gave a brief presentation on his work for Manitoba Hydro, described as "Selling Hydro into the US Wholesale Grid". Youngok Kang-Bohr, Visiting Fellow, gave the second lecture on November 17 on "Appeals and complaints: popular reactions to the party purges and the Great Terror in Voronezh, 1935-1939". The third soup and bread lecture for this term will be given at 12:30, Thursday, November 24, in the Faculty Lounge. Rod Clifton, Senior Fellow, will speak on "Using Incentives to Fund University Education". Len Kuffert, Junior Fellow, is organizing soup and bread lunches at the College.
iii) Bursar
Sandi Herwig submitted the following written report for the minutes:

Residence Laundry Equipment
The new laundry equipment is being installed this week.

Chapel
We have several estimates for the cost to install surveillance cameras in the Chapel - ranging from $5800 to $6600. An outline and details will be prepared for the Finance Committee's next meeting so a recommendation can be made either to Assembly or Council.

Our lawyer is still investigating the case of the oboe pipes that were confiscated as evidence in a court case.

iv) Dean of Theology
John Stafford submitted the following written report for the minutes:
The Dean confirmed thirty persons registered for the Currents Conference. The Proceedings will be published in the early new year. The Paul Oslington lecture took place but was rather poorly attended. We now reach the end of the first term of the new Diploma program. It has been successful. All students have remained with the program and the level of work and commitment has been very high. We look forward to the next slate of courses in the second term and Summer Institute.

v) Chaplain
Paul Lampman submitted the following written report for the minutes:

Services
Morning Prayer, Mid-Day Prayer, mid-week and Sunday Eucharist continue to be offered with good numbers of participants. This year an extra service Night Prayers (Compline) on Tues. has been added, thanks to the Diploma in Ministry professors. Choral Evensong continues to be very well attended. The Matriculation Ceremony (a College Event) was held in September and special services were conducted for Homecoming / Harvest Thanksgiving, a Celebration of New Ministry, Founders and Benefactors, as well as a new service "Unity through Prayer," an ecumenical service involving all the Christian student groups on campus and the Chaplain's Association. An Advent Festival of Lessons and Carols service will be held on December the 3rd.

Staff / Worship Team
The Rev. John Stafford is now Honorary Assistant for the Chapel. Thanks to his leadership, Sunday services were offered to students and community members throughout the summer months. Mr. Michael Cutler is our regular musician and is coordinating music with Mr. John Dyck, pianist, and Mrs. Jill Stafford, guitarist. The Chaplain, the Rev. Stafford and the Rev. Dr Iain Luke continue the College tradition of sharing duties for the mid-week Eucharist.

vi) Dean of Residence
Paul Lampman submitted the following written report for the minutes:

Our Student Governance Team "The Dons' Team" includes: Jocelyn Andrew, senior don; Donald Fedus, junior don; Jacinthe Blab, junior don; Brett Madill, junior don; and Bailey Martinuk and Ashley McKenzie, co-presidents. We had our annual training event in August, and the use of the cabin for the weekend was donated. Thanks to the team's leadership, residence life is stable and secure.

We have a full complement of students this year with a good mix of international and Canadian students. "Jump Start" student orientation helped the first year students integrate into residence and university life. The annual Michaelmas Soccer game had many participants (nearly thirty), and the residence council has had other events (Dons' BBQ, bonfire, opening term banquet, open door night, elections, Halloween decorating, pumpkin carving) and residence council is planning their big term event: the Christmas Banquet.
vii) Development Officer
Derek McLean submitted the following written report for the minutes:
Capital Campaign total is $1.1 million of the $2.0 million goal. This includes $460,000 towards the Lecture Theatre. With a goal of $1.45 million, we are nearly $1 million short. We have had considerable success ‘naming’ seats at $1000 each – over 110 have been sold that way.

Thanks to Registrar Erin and also student Bailey Martinuk for the help in the set up of the Display unit taken to Toronto for the recent U of M alumni reception.

The In Lumine December issue is about to go to press and should be in people’s mailboxes before Christmas.

The Hockey reunion scheduled for Dec 13 has been cancelled and may be re-set in 2004.

A number of us attended the Association of Fundraising Professionals luncheon on Nov 14, 2003. At that time, the College was pleased to successfully nominate Hartley Richardson as Volunteer Fundraiser of the Year.

viii) Registrar
Erin McShane reported that that she had a booth set up at the U of M Evening of Excellence in October to recruit new students.

8. Any Other Business
a) Distribution of Minutes and supporting material for motions
   i) Signing and dating Council Minutes
   As per the auditor’s request, “that the minutes always be signed and dated by appropriate officials to indicate the accuracy and authenticity of the minutes”(166,459),(710,500). At the end of each Council meeting, the Chair and Registrar will sign and date the approved minutes. The signed copy will be kept in a binder in the Registrar’s office.

   ii) Distribution of Minutes from Committees of Council
   P. Cloutier felt that the minutes from each committee of Council should be circulated to Council members. Committees are committees of Council and have been delegated to perform certain tasks on behalf of Council. Given the recent media attention that has come about regarding governance at St Boniface College, finances at the Virginia Fontaine Treatment Centre, etc. Council can give proper oversight by receiving the minutes and seeing the work being done in the Committees of Council on behalf of Council. The auditor has reminded us “The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Council…” [Letter of June 4, 2003 from BDO Dunwoody LLP to the Bursar.] He also pointed out that as the Governing body of the College, Council is ultimately accountable for matters affecting St John’s College.

   Some members felt that it would be far too much paper to circulate and create problems when it comes time to archive all these records, as these minutes will appear is several different places. N. Cameron said the Finance Committee minutes are signed and dated and kept in a binder, which can be viewed at any time when anyone is interested in seeing them. See motion after item iii) below.

   iii) Distribution of Supporting Material for Motions
   J. Ripley said it would be helpful for Council members to receive supporting information with the agenda for motions coming to Council meetings in order to have background information and to make an informed decision. See motion below.
MOTION: That the matters under discussion in items ii) and iii) above be referred to Council Executive, with recommendations to come back to the March 24, 2004 meeting of Council.  
D. Stewart/N. Cameron  

CARRIED

9. Adjournment  
MOTION: That the meeting be adjourned.  
N. Cameron/D. Stewart  

CARRIED

Authentic copy is signed by the Chair and Registrar and kept in the Council Binder in the Registrar's office.  

[Signatures]
Chair, College Council
Secretary, College Council

March 11/04
Date
ATTACHMENT 1 TO THE NOVEMBER 26, 2003
COUNCIL MINUTES

Report to the Council of St. John’s College, Nov. 26, 2003

Richard Ellis
(Librarian, St. John’s College)

A. Space

The St. John’s College Library presently occupies the north side of the third floor of the north wing of the College. The westerly portion of this space was originally intended to be a library. The easterly portion was originally devoted to classrooms and, for that reason, was not designed to bear the weight of great numbers of books and journals. Thus, in the easterly portion of the Library, books may be shelved in quantity only along load-bearing perimeter walls.

Usage of Library Space

There are three primary usages to which Library space is put: shelving for books and journals; staff work areas; and study / work space for Library users.

1. shelving for books and journals – College Library books and journals are shelved in two locations: the Library proper and a storage area in the basement of the Engineering Building. Items in the latter location may be requested via the University of Manitoba Libraries’ online catalogue, Bison, and are available for those who place a request on the day after the request is made. As of November 2003, there are 55,600 books housed in the Library proper and another 12,650 housed in the Library’s storage area.

2. staff work areas – these are primarily confined to one part of the Library adjacent to the Library entrance.

3. study / work space for Library users – the Library has seating for 42 people spread around the Library.

Space ‘Problems’

New books and journals are purchased by the Library and occupy space on shelves. Older materials must be continually removed from the Library to make way for these new materials. The older materials are moved to the Library’s storage area. To prevent complete filling of the storage area, materials from storage must be sold, given away or re-cycled.

Study / work seating for users is limited to tables that seat, for the most part, four people. The Library could do with some individual seating. To introduce such seating, however, would necessitate a reduction in number of seats. This we do not want.
B. Journals

The Library collects journals (and other materials) primarily in certain subject areas. These are: Canadian literature (English and French); certain aspects of religion (Old and New Testament studies, practical theology, Biblical theology, Anglicanism); and Canadian history. The Library’s journal subscriptions reflect this.

The Library now subscribes to 67 journals. The Library’s journal budget also pays for subscriptions to seven other ‘services’ (annual publications, indexes and one organization membership fee). Subscriptions to seven journal are provided free of charge to the Library by various Library users.

The Library has recently placed subscriptions for thirteen new journals. It is expected that these subscriptions will take effect in January of 2004.

Of the grand total of 67 + 7 + 13 = 87 journals or services to which the Library has committed its budget for journals, roughly 42 are in the area of religion, 35 are in the area of Canadian literature and, 10 are in the area of Canadian history.

The Library’s acquisitions budget (for purchase of books, journals, videocassettes, etc.) for 2003 -- 2004 is $45,933. Of that amount, $10,437 is committed to journals, $33,696 to books and $1,800 to binding.

C. College Archives

On May 18, 1993, the College signed an agreement with the University Library’s Department of Archives and Special Collections naming that Department as the entity that would house the College Archives. At that time, material which had been stored in the Provincial Archives was transferred to the Department of Archives and Special Collections. Material has been added at irregular intervals since that time.

College archival material is indexed in a paper finding aid kept in the Department of Archives and Special Collections. A copy is retained in the St. John’s College Library. The finding aid enables one to locate specific material in the collection.

The College archival collection includes material dating back to 1855. The collection consists of College records (minutes of Council and Assembly meetings, papers of the warden and Dean of Studies, financial records and so on), videotapes, ledgers, blueprints, newspaper articles, etc.

I understand that it is the responsibility of the College to send material to the Department of Archives and Special Collections on an ongoing basis. The last batch of material was sent in

D. College Rare Books Collection

What Constitutes the College Rare Book Collection?

The answer to this question may not be clear. Is the Collection comprised of:

1. all the books now on deposit in the University of Manitoba Libraries’ (UML) Archives and Special Collections Department that either have a Bison record that includes the note “St. John’s College Rare Book” or are shelved on four or five shelves labelled St. John’s College?

Or

2. all the extant books listed in the various lists in the 19th century College minute book housed in the UML Archives and Special Collections Department?

Or

3. something else?

If the rare book collection is 1. above, then it is reasonably accurately identifiable. Interested persons simply enter a keyword search in Bison using the words ‘St. John’s College rare book’ to retrieve records for titles (some 290 at the present time) which it is agreed are part of the College rare book collection. As noted above, there are also four or five shelves of College material which is not catalogued in Bison and which is situated on clearly marked shelves in the UML Archives and Special Collections Department.

If the rare book collection is 2. above, then a person or persons would have to compare the items listed in the minute book with the holdings of the University of Manitoba Libraries.