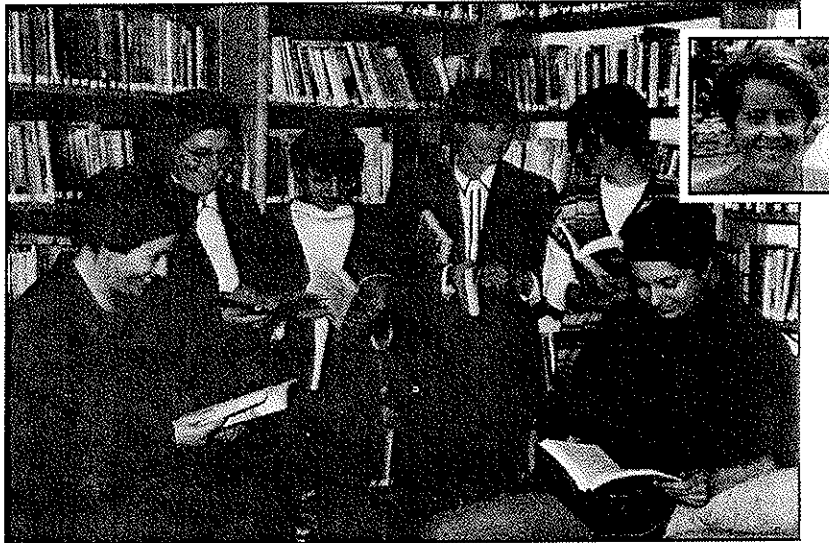


*The
Women's
Library*

1994

Annual Report





THE WOMEN'S LIBRARY COMMITTEE AND CO-ORDINATOR

From left to right:

*HELEN GARNAUT, SUZANNE DELANEY, ELLEN SHENFIELD, ANNE JONES,
ANNELIESE FRENCH, VICKI HARDING and WENDY HOLZ (inset)*

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Contents

■ Convenor's Report	3
■ Library Processes Report	4
■ Treasurer's Report	5
■ The Next Twelve Months	6
■ Statement by the Committee	7
■ Financial Reports	8
■ Auditor's Report	12

The Women's Library Aims

- To house a comprehensive range of feminist and lesbian novels, texts, journals and magazines, and in particular to house all Australian lesbian books and magazines
- To house all required reading for tertiary courses in Sydney that focus on women's issues
- To house the works of Aboriginal women
- To house a collection relevant to women of non-English speaking backgrounds
- To provide a comfortable and accessible space for borrowing, reading and relaxing
- To act as a local women's resource centre
- To provide a children's room with a range of great children's books



Convenor's Report

Locating appropriate premises to house The Women's Library collection has been a long term goal of the Management Committee. In December 1993 a venue was secured and renovated and since June 21 the library has been open to the public.

The library opening was celebrated by hundreds of enthusiastic women at a hugely successful inauguration party.

We have continued to produce our quarterly newsletter which is widely distributed around and outside of Sydney. This keeps our members and others up to date with library activities and news.

Currently the library has a collection of over 7000 books and thousands of magazines, journals and newsletters. The collection has been well utilised by members, tertiary students and others.

It is important to the Management Committee that the library is publicised as widely as possible. Committee members have undertaken radio and print media interviews as well as representing the library at various community events, educational seminars, writers workshops and major events like the International Feminist Bookfair.

The Management committee also believes in the importance of diversifying the collection and users of the library. In line with the aims of The Women's Library, we seek to effectively involve and represent Aboriginal women and women from non-English speaking backgrounds.

As the library is as yet unfunded, fundraising activities have been an important focus. We have recently held a number of successful events including screenings at the Dendy cinemas, a garage sale and bookfair. Donations of furniture, money and library equipment in conjunction with income from membership fees and the tireless efforts of the library committees and volunteers ensure the continuing success of The Women's Library.

The Management committee recognises the importance of obtaining permanent funding and has begun the process of developing and presenting submissions to appropriate government and private bodies.



Library Processes Sub-committee Report

The library Processes Sub-Committee was formed in April with the initial aim of establishing an appropriate method for cataloguing the collection. Since then its focus has expanded to include all issues directly related to the management and development of the collection, circulation and reference services.

Management and Development of the Collection: The collection has been divided into fiction; non-fiction; Women's Studies texts; serials; biographies; Aboriginal works; works in community languages and reference. So far these have not been catalogued, but have been sorted where possible, by author or subject. Cataloguing will commence once funds for the appropriate software and hardware are available.

Circulation: From 21 June to 21 October we have had 594 readers in the library; 584 books have been borrowed (453 fiction and 131 non-fiction).

The committee has established a variety of procedures to ensure the collection is made as accessible as possible. For example, a postal borrowing service has been established for disabled, country and interstate members.

The committee has drawn up a procedure manual and trained staff in all aspects of the circulation system such as registering borrowers, lending procedures, overdues, cash handling and statistics.

Reference Services: The library has also assisted with 190 reference queries, both direct, over the phone and at the desk in the period from June to October. Where we have been unable to satisfy reference queries we have provided users with phone numbers of alternative sources wherever possible.

Automation: The committee established a working party to look into the most appropriate software and hardware for the library's cataloguing requirements and for the automation of the circulation system. A proposal is currently being drafted to cover funding for the purchase of appropriate hardware and software and computers.

Aims for 1995

- to have a computerised library system installed and staff trained in all aspects of circulation and cataloguing
- to draw up a Collection Development Policy which will be used as a guide to actively collect and seek donations in the areas of specialisation as set out in the aims of the library
- to continue to develop new ways to make the collection as accessible as possible
- to establish a government publications section
- to co-ordinate the culling of the collection where needed
- the committee will also examine the possibility of inter-library lending



Treasurer's Report

For the eighteen month financial period to 30 September 1994 The Women's Library has recorded a net surplus of \$1 470.25. Although this is less than the amount raised in the last financial period, the expenses incurred in this financial period have increased significantly. The operating costs of the library are in the vicinity of \$15 700, most of which has been incurred since the library opened. In addition over \$1 700 was spent on renovating the premises currently occupied. The operating expenses are being met largely through fundraising activities and membership fees which have amounted to \$7 440.

Over the last 18 months the Management Committee has made a concerted effort to obtain funding for the library. During this period the Management Committee and volunteers have co-ordinated 12 fundraising events and activities, raising over \$16 000. This effort brought in a profit of \$8 500 to the Library fund. In an effort to fully explore funding opportunities, particularly since the opening, a professional fundraiser has been appointed. To date, a raffle drawn at the Library Launch, was organised by the fundraiser.

The high cost associated with operating a library has alerted the Committee to the necessity of obtaining sponsorship funding. A number of potential organisations have been identified and a submission is currently being prepared to seek funding for a paid position of the Library Co-ordinator. Also a fundraising sub-committee is in a process of being formed to specifically address the issue of funding.

The aim for 1995 is to continue working toward obtaining corporate and/or government funding so that the Library can provide a high level of service to its members.



The Next 12 Months...

The Women's Library will continue with our general activities over the coming year. Various sub-committees have been established to concentrate on those activities:

- The Publicity Sub-committee will continue to monitor the library's public profile and explore opportunities to promote the library and the library resources.
- The Library Processes Sub-committee will continue to devise appropriate systems for the collection, the major aim for 1995 being to install a cataloguing system. In addition this committee will devise a Collection Development Policy which reflects the aims of the library.
1995 will also see the establishment of a video collection as well as a women's music library.
- The Fundraising Sub-committee will develop and implement ideas for ongoing fundraising opportunities. This will compliment the Management Committee's efforts to obtain permanent funding in 1995. Permanent funding will secure the employment of a full-time co-ordinator to supervise the library and its operation.

The Women's Library Management and Publicity Committees are planning to implement discussion and information evenings covering a diverse range of topics. This initiative will ensure that women are aware of and informed about issues that directly impact upon them and will help bring new women into contact with the library.

The Women's Library will continue to maintain a presence at appropriate social, educational and community events. For example, we plan to be actively involved in the 1995 Gay and Lesbian Mardi Gras with a stall at Fair Day, an umbrella reading event and an entry in the parade.

Finally, the Management Committee undertakes to maintain the library's extensive opening hours (which utilise over 5 400 volunteer hours a year), and the integrity of the collection. The Committees will continue to keep members informed of our activities and successes via the quarterly newsletter.



The Women's Library Inc.

73 Garden Street, Alexandria NSW
PO Box 271, Newtown 2042 NSW AUSTRALIA ■ Phone (02) 319 0529



STATEMENT BY THE COMMITTEE OF THE WOMEN'S LIBRARY INC.

In the opinion of the members of the committee:

- (a) the accompanying income and expenditure statement is drawn up so as to give a true and fair view of the profit of the association for the last financial period;
- (b) the accompanying balance sheet is drawn up so as to give a true and fair view of the state of affairs of the association as at the end of the financial period;
- (c) at the date of this statement there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

The accounts of the Association have been made out in accordance with Statements of Accounting Concepts and applicable Australian accounting standards.

Signed in accordance with a resolution of the committee.

Place: Sydney, NSW

Date: 28 October, 1994

Member: 
Suzanne Maree Delaney, Convenor

Member: 
Eleanor Shenfield, Treasurer



AUDITED INCOME & EXPENDITURE

THE WOMEN'S LIBRARY INC

Statement of Income and Expenditure for the eighteen months ended 30 September 1994

1993

\$

1994

\$

		1993	1994
		\$	\$
	Revenue		
3,505.95	Gross Proceeds from fundraising		16,115.48
		\$	
	Book Fair 1993		2,009.55
	T-shirt sales		540.00
	Bingo		1,080.00
	"Joy Luck Club" Film fundraiser		570.00
	Mardi Gras Fair Day Stall		1,018.60
	New Year's Eve Pride Party Cloakroom		389.08
	Book sales		43.00
	Raffle		2,112.70
	Library Launch		2,003.00
	Chocolate Sales		614.00
	IFBF-sale of post cards, bookmarks etc		193.85
	"Go Fish" Film fundraiser		2,743.60
	Garage Sale		1,354.90
	Book Fair 1994		<u>1,443.20</u>
	Membership fees		7,440.00
1,758.76	Donations		2,542.82
5.04	Interest received		79.90
	Other income received		<u>327.53</u>
<u>5,269.75</u>	Total Revenue		<u>26,505.73</u>
	Expenses		
872.90	Total costs of fundraising		7,587.99
	Book Fair 1993		218.00
	T-shirts		825.00
	Bingo		900.65
	"Joy Luck Club" Film fundraiser		20.00
	Mardi Gras Fair Day Stall		484.00
	Raffle tickets printing		225.00
	Raffle - fundraiser commission & expense		476.95
	Library Launch		2,131.54
	Chocolate Sales		396.00
	IFBF - stall expenses		31.70
	"Go Fish" film fundraiser		1,625.00
	Garage Sale		27.20
	Book Fair 1994		<u>226.95</u>
	Newsletter printing		2,723.00
1,426.37	Newsletter mailouts		2,893.12
	Fundraiser costs - advertising & fees		261.00
	Publicity		1,458.64



309.40	Postage & stationary	1,296.84
	Salary	1,005.44
	Rent	1,900.00
	Telephone	1,331.80
331.16	Insurances	522.83
	Library renovations	1,719.45
	Library equipment & signage	269.00
	Refreshments	59.60
70.10	Bank fees and charges	74.40
	Depreciation	460.00
	Audit fees	90.00
<u>570.00</u>	Other expenses	<u>1,382.37</u>
3,579.93	Total Expenses	25,035.48
	Net surplus transferred to	
1,689.82	accumulated surpluses	1,470.25
5,269.75		26,505.73

THE WOMEN'S LIBRARY INC

Balance Sheet as at 30 September 1994

1993		1994
\$		\$
	Current Assets	
	Petty cash & Library float	32.60
1,689.82	Cash at Bank	4,020.47
	Sundry debtors & prepayments	320.00
1,689.82	Total Current Assets	4,373.07
	Non-current Assets	
	Plant & equipment at cost	460.00
	Less: Accumulated depreciation	460.00
	Total Non-Current Assets	0.00
1,689.82	TOTAL ASSETS	4,373.07
	Current Liabilities	
	Holding deposits	800.00
	Sundry Creditors and accruals	413.00
	Total Current Liabilities	1,213.00
	Non-Current Liabilities	Nil
Nil	TOTAL LIABILITIES	1,213.00
	Members' Equity	
	Reserves	Nil
1,689.82	Accumulated surpluses	3,160.07
1,689.82	TOTAL MEMBERS' EQUITY	3,160.07

Note: The comparative figures are for the 13 months ended 31 March, 1993.



NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the period ended 30 September 1994

1. Summary of significant accounting policies

- (a) Basis of accounting
The financial statements have been prepared under the historical cost convention using the accruals basis of accounting and have not been adjusted to take account of changing values in the Australian dollar.
- (b) Plant and equipment
Plant and equipment is brought to account at cost less accumulated depreciation. Plant and equipment which has been donated to the Library has not been valued and has not been brought to account.

Plant and equipment has been fully depreciated in the first year as the cost of each of these assets was less than \$300.
- (c) Library Collection
Library collection comprises over 7,000 fiction and non-fiction titles. All titles have been donated. The estimated value of the collection, based on an average of \$30 per title (including processing costs), is \$210,000. Journals and subscription material has not been valued.
- (d) Holding Deposits
Certain categories of members are required to lodge a holding deposit in order to borrow from the library. Holding deposits are refundable if a member ceases to be a member of the library or becomes an active member as defined in the Constitution. Given that the above events can occur at any time Holding Deposits have been disclosed as a current liability.
- (e) Change in accounting policy
Accounts for the period ended 31 March, 1993 were prepared on a cash basis.

2. Committee Members Remuneration

No amounts were paid by way of a remuneration to any member of The Management Committee. During the period, a member of the Committee of the Library has become a paid employee of the Library and has resigned from the Committee.

3. General Fund

	1994	1993
Balance brought forward at the beginning of the period	\$1,689.82	0.00
Add transfer from income and expenditure statement	\$1,470.25	1,689.82
Balance at the end of the period	\$3,160.07	1,689.82



THE WOMEN'S LIBRARY INC

Statement of Cash Flows for the period ended 30 September 1994

1993 \$		1994 \$
	Cash flows from operating activities	Inflows (Outflows)
	Membership fees	7,440.00
1,758.76	Donations received	2,542.82
	Holding deposits	800.00
5.04	Interest received	79.90
	Other income received	327.53
-1,426.37	Newsletter production & mailing	-5,616.13
-1,210.56	Administrative expenses	-10,877.96
	Payments for plant & equipment	-460.00
	Audit fees paid	-90.00
<u>-70.10</u>	Bank fees paid	<u>-74.40</u>
<u>-943.23</u>	Net cash flow from operating activities	<u>-5,928.24</u>
	Cash flows from fundraising activities	
3,505.95	Proceeds from fundraising	15,845.48
<u>872.90</u>	Fundraising expenses paid	<u>-7,553.99</u>
<u>2,633.05</u>	Net cash flow from fundraising activities	<u>8,291.49</u>
1,689.82	Net increase in cash held	2,363.25
<u>0.00</u>	Cash at the beginning of the reporting period	<u>1,689.82</u>
<u>1,689.82</u>	Cash at the end of the reporting period	<u>4,053.07</u>

Note: The comparative figures are for the 13 month period ended 31 March, 1993.

Notes to the statement of cash flows

1. Reconciliation of cash

For the purposes of the statement of cash flows, cash includes cash on hand and at bank. Cash at the end of the reporting period as shown in the statement of the cash flows is reconciled to the related items in the statement of financial position as follows:

1993 \$		1994 \$
	Cash on hand	32.60
<u>1,689.82</u>	Cash at bank	<u>4,020.47</u>
<u>1,689.82</u>		<u>4,053.07</u>

2. Tax status

The activities of the entity are exempt from taxation under sec 23(e) of the Income Tax Assessment Act.



SANDRA D. GROLLMUS

Registered Company Auditor
Registered Tax Agent

7 BURRANEER CLOSE
HURSTVILLE 2220
TELEPHONE 546 7366

THE WOMEN'S LIBRARY INCORPORATED

AUDITOR'S REPORT

I have audited the Accounts which have been prepared under the historical cost basis in accordance with Australian Auditing Standards.

In my opinion, the Financial Statements of THE WOMEN'S LIBRARY INCORPORATED are properly drawn up so as to give a true and fair view of the state of affairs of the said ORGANISATION as at 30 September, 1994 and of its results for the eighteen month period then ended, and are in accordance with Statements of Accounting Concepts and Australian Accounting Standards.

Dated:- 11/11/94


SANDRA GROLLMUS

Registered Company Auditor

Registered No. 11041

Sydney, N.S.W.

