

library *n.* 1. Room or building containing books for reading or reference; room in large house devoted to books. 2. A collection of books for use by the public or by some persons; similar collections, films, records, comedies, etc.; public institution charged with care of such collection; **lending** ~ (from which books may be temporarily taken away with or without payment); **reference** ~ (in which books may be consulted but not taken away); **free** ~, **public** ~, (used by public without payment and usually supported by local rates); *circulating library* (see CIRCULATE); **RENTAL library*. 3. A person's book-collection; series of books issued by publisher in similar bindings etc.; being connected in some way. 4. ~ **edition** (of good size and print and strongly bound); *~ **science**, study of librarianship; ~ **school** (teaching librarianship). [ME, *f.* OF *brarie* *f.* L *libraria* (taberna), fem. of *librarius* bookseller's, of books (*liber libri* book; see -ARY¹, -Y¹)]

The Women's Library

1995

annual report



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ERRATA

The Women's Library Annual Report 1995

pages 11 and 13

"Note" should read "The comparative figures are for the 18 months ended 30 September **1994**"

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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 and Torres Strait Islander 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 - Where we have been

During 1995, the Women's Library collection grew to over 11,000 titles, growth of which we are doubly proud because it is indicative of the generosity of our many supporters: all of our titles have been donated. We celebrated the first anniversary of our opening in the middle of this year at another highly successful party and have continually expanded the range of activities offered under the Library's auspices.

South Sydney Council have continued to offer us support and encouragement through their generous provision of subsidised accommodation and an increased number of local residents have expressed their enthusiasm by becoming members.

The Department for Women gave financial support to our project to develop a comprehensive Domestic Violence resources collection and as part of that, funds for the purchase of software for on-line cataloguing, a relief to all of our volunteers who have had to search the shelves in response to phone enquiries for specific subject areas.

As always, thanks goes to the many, many volunteers who staff the library and assist in endless other ways, to our membership and to the publishers and other businesses who have continued to give us material support.

1995 has been a year of challenges and consolidation. During this year we have been able to employ a coordinator part-time, but this has required continuous fundraising work from the committee and volunteers, an exhausting process for people who already work and/or study fulltime. In the next year we hope to extend these hours through the launch of our sponsorship programme. Our level of membership and the demands of running a library six days a week have highlighted more than ever the need for a full-time coordinator to maintain the organisation of the volunteer roster. Our sponsor-a-coordinator scheme will offer the opportunity to members and supporters, who may be too busy to give volunteer hours, to assist financially with the ongoing demands of running a busy library. We on the committees also believe it is time to recognise the enormous number of additional hours already given to the library each week, unpaid, by our coordinator.



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Treasurer's Report

For the financial year ended 30 September, 1995 The Women's Library has recorded a net loss of \$4,428.06. The Management Committee recognises this disappointing result but is encouraged by our achievements outlined in the Convenor's Report.

We are delighted that income from membership has grown by \$3,045 which is a 40% increase, and only after one full year of operation! And of course no work would have been possible on developing a comprehensive Domestic Violence resources collection without the \$6,000 grant from The Department for Women.

During this year the Library Committees and volunteers have co-ordinated 15 fundraising events raising over \$17,000. Although this is only a small increase compared with the last financial period, actual profit from fundraising increased by \$1,800. Overall the profit margin achieved on fundraising activities this year, compared with the last financial period, has increased from 53% to 60%. Our thanks go to all members and volunteers who have generously given of their time, money and donations contributing to the successes of most of our fundraisers. The Management Committee and the Fundraising Sub-committee will continue to seek low cost income generating fundraisers in the coming year.

The operating expenses of the library have increased by \$11,513, this reflects a full year of having a completely operational library, open six days per week staffed by a part-time paid coordinator and a team of volunteers. All operating expenses are met largely through membership fees and fundraising activities. The government grant is applied strictly toward the Domestic Violence Project.

The Management Committee is aware of the need to secure a constant and reliable source of funding. It has become apparent that the library will continue to succeed if we provide a high level of service and maintain visibility in the community. These are high goals which can only be achieved if there is an ongoing focus on funding a full time co-ordinator position. This has led to the launch of sponsor-a-coordinator scheme. The library membership and a number of businesses will have a chance to play an important role in seeing The Women's Library succeed.

A handwritten signature in cursive script, followed by a rectangular box with an arrow pointing from the signature to the box.

Sub-Committee Reports

LIBRARY PROCESSES SUB-COMMITTEE

The focus of the Library Processes Sub-Committee is to provide optimum access of the Library's collection to its members. One of our main functions is to establish and maintain appropriate systems for managing and developing the Library's collection, circulation and reference services.

Collection: In 1995 the collection has expanded considerably, due mainly to continual donations from the public. The Sub-Committee has culled the collection where needed on a regular basis. The library currently houses over 11,000 books, 250 serial titles and 150 Government Publications.

The collection now includes a section of works by Aboriginal and Torres Strait Islander women, and a section relevant to women of non-English speaking backgrounds.

The library has continued to pursue its aim of housing all required readings for tertiary courses in Sydney that focus on women's issues. However, in order to make these resources more accessible to all members, the books have been interfiled with other non-fiction books of the same broad subject area.

The serials collection has been developed with the aim of housing complete series of all of our titles which include an extensive range of Australian feminist and lesbian journals and magazines as well as many international publications.

The Government publications collection was established at the beginning of this year and has proved to be an effective resource for students or clients with specific reference enquires.

The Collection Development Policy (CDP) for the library has been finalised. The CDP is a statement which, supported by the aims of Library, provides guidelines for the Library's acquisition and maintenance of materials for the Library. A condensed version of the CDP is set out on page 7 of the Annual Report.

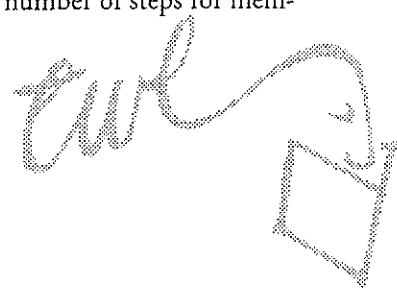
Circulation: From 22 October 1994 to 22 October 1995, 4,418 books were borrowed, comprised of 3,460 fiction books (a weekly average of 67) and 958 non-fiction books (a weekly average of 18). There were 2,141 visits from library members (a weekly average of 41 visits).

Reference Services: During the above period library staff assisted clients with 237 direct reference queries (a weekly average of 5) and 710 telephone reference queries (a weekly average of 14).

Automation: In June 1995 the library received funding from The Department for Women for the purchase of INMAGIC computer software to be used for cataloguing the collection, and ultimately for implementing an automated circulation system.

One of the major tasks for the Library Processes Sub-Committee during the second half of 1995 has been to establish an efficient system for the on-going process of cataloguing the library's extensive collection. This process has involved a number of steps for members of the sub-committee:

- mastering the applications and functions of INMAGIC

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- adopting or modifying cataloguing rules in establishing procedures in line with the library's specialist collection and its varied range of clients
- devising and testing procedures to be used by staff in cataloguing, data entry and end-processing the collection
- training and supervising staff in all aspects of the cataloguing process
- coordinating all of the above steps

The Government Publications section has been the first to be catalogued and to date over 3/4 of the publications have been catalogued. The non-fiction section is currently being catalogued.

AIMS FOR 1996:

- to catalogue the entire collection of books, serials and Government publications
- to upgrade to the latest version of INMAGIC and to train data entry operators accordingly
- to build an online public access catalogue for members' use
- to implement an automated circulation system and to train staff in all of its operations
- to be online to the Internet, especially to organisations and interest groups providing information for women
- to establish and catalogue an audio visual collection
- n to continue to develop the non-fiction, reference, serials and Government publications sections and to make all of these materials more accessible to members

FUNDRAISING SUB-COMMITTEE

The primary aim of the Fundraising Sub-Committee is to contribute towards meeting the cost of running The Women's Library through the initiation and coordination of regular fundraising events. Closely aligned with this is the need to provide events which fit in with the aims of the library and are likely to appeal not only to the current membership but attract new members.

PUBLICITY/OUTREACH SUB-COMMITTEE

The Publicity/Outreach Sub-Committee has pursued dual aims during 1995:

- The ongoing work of raising profile of the library in the general community; and
- Encouraging the use of library's premises for a range of other activities.

Activities this year included the organisation of a highly successful Reading Event in February and a series of Women's Studies Forums.

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Collection Development Policy

Along with the public management and fundraising activities of the past year, a major project for the Library Processes Sub-committee has been the writing of the "Collection Development Policy". Just as our books and materials are the real backbone of the library, the Collection Development Policy is the backbone of the whole collection, in that it defines who we are.

THE AIM OF THE COLLECTION DEVELOPMENT POLICY

The Collection Development Policy is proposed as a "statement of the operating guidelines used by The Women's Library in its acquisition and maintenance of materials for the library". It

- outlines the objectives of The Women's Library
- informs users, interested authorities and other libraries of the scope and nature of the collection
- serves as an explanatory tool concerning acquisition, acceptance and rejection of specific titles and types of material
- enables those who select resource material to work with greater consistency toward the defined objectives of the library

THE COLLECTION DEVELOPMENT GOALS STATEMENT

The primary goal of the library with regard to the maintenance and development of the collection is:

to acquire and make available a range of resources "specifically of relevance to women".

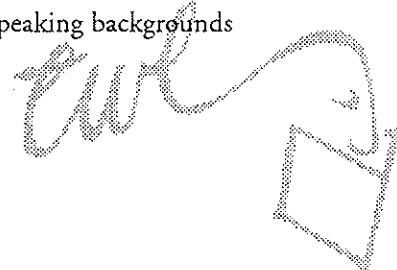
This is defined as:

- Feminist and lesbian writing and theory
- Material about the lives of women/lesbians, both contemporary and historical
- Material about issues deemed able to assist increasing women's
 - equal participation in society
 - autonomy
 - self determination

Material about related issues which may assist in this endeavour, eg. issues about men which may affect the lives of women (ie. male sexuality in relation to women)

Toward this end, broad library acquisition guidelines will include:

- to acquire a comprehensive range of feminist and lesbian novels, texts, journals and magazines, and in particular, Australian lesbian books and magazines
- to acquire all the required reading for the tertiary courses in Sydney that focus on women's issues
- to house the works of Aboriginal and Torres Strait Islander women
- to house a collection relevant to women of non-English speaking backgrounds



SELECTION RESPONSIBILITY

Select volunteers will take charge of each of the following sections within the library.

Fiction
Non-fiction
Anthologies
Biography
Poetry
Government publications
Aborigine and Torres Strait Islander collection
"Required reading"
Videos
Music
Reference
NESB collection

SPECIFIC SELECTION GUIDELINES

Selection/acceptance of all items for The Women's Library will centre around the criteria set out in the Collection Development Goals Statement.

As well as the overall criteria, *specific* considerations in choosing *individual* items will include some of the following:

- contemporary or permanent value of the content (including social significance)
- strength of present holdings in same or similar subject area
- authoritativeness of the author or reputation of the publisher with regard to the subject matter
- public demand
- potential use
- budgetary limitations
- space limitations

SPECIFIC FORMAT STATEMENTS

For each of the collection areas, guidelines and limitations are set out in the Collection Development Policy. For example:

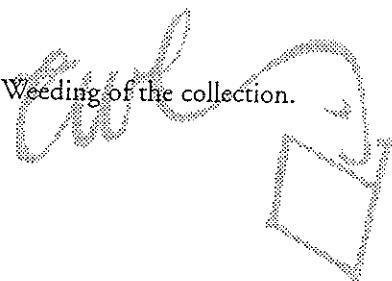
Non-fiction:

At present the library collects material "of relevance to women" in the subject areas such as "Sexual and Gender Identities", "Environment and Peace", "90s Feminist Theory", "Women's Liberation Movement", "Representations of Women", "Sport and Fitness" and many others.

Guidelines are also provided for *formats* such as : Newspapers, Slides and filmstrips, Cassettes, CD's and records, Printed music, Serials/ Journals/ Magazines, Foreign language material

ADDITIONAL GUIDELINES

These include: Gifts and donations, Duplication of material, Weeding of the collection.



Future Directions - The Next 12 Months...

Throughout 1996, The Women's Library will focus on building upon the achievements of the past 12 months.

Focus groups held during late 1995 and targeted at women from varied sectors of the community indicated that there are many women who strongly support the aims of The Women's Library, yet were unaware of our existence. Through concentrated publicity drives and outreach activities we hope not only to raise the profile of the library in the local community but also in the business, academic and literary world. In particular, we will be targeting publishers in the hope of ensuring a steady stream of donations of new books and periodicals relevant to the library. We are also committed to exploring, in consultation with members from representative groups, how the library can better serve the local Aboriginal and Torres Strait Islander community and persons from non-English speaking backgrounds.

After the success of shared events, we will continue to forge closer ties with other local community groups and organisations for fundraising and special events. These, combined with regular social functions will offer a range of alternative activities for our members.

During 1995, through the acquisition of a number of second hand computers, the library made tentative steps into the world of technology. During the next 12 months, we plan to further embrace technology by moving from a manual card system to a fully computerised catalogue, install CD-Rom facilities, offer library users access to word-processing facilities and establish our first connection to the Internet.

1995 saw our first successful submission for funding. Throughout the first half of 1996, work will continue on this project; The Domestic Violence resources collection. We will also be preparing further grant applications for special projects.

In terms of the general collection; special focus will be concentrated on expanding the reference collection, material relevant to Women's Studies students and audio/visual resources. We hope to establish a specialist Women's Music Collection - the first of its kind in Australia.

Finally, perhaps the most important initiative for 1996 is the "sponsor-a-coordinator" scheme. As the Library has grown over the past 18 months both in terms of reach and activities, it has become apparent that the library requires a full time coordinator for our ongoing operation. The establishment of this key position will allow us to focus on achieving the above aims.

The potential success of these initiatives, combined with the continuing support of our loyal membership, suggest that 1996 will be a successful year for The Women's Library.



The Women's Library Inc.

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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 INCORPORATED

In the opinion of the members of the committee:

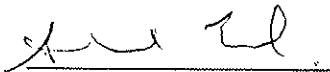
- (a) the accompanying income and expenditure statement is drawn up so as to give a true and fair view of the loss of the association for the last financial year;
- (b) the accompanying balance sheet is drawn up so as to give a true and fair view of the state of affairs of the association at the end of the financial year;
- (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.

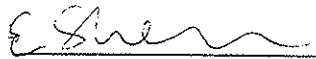
Signed in accordance with a resolution of the committee.

Place: Sydney, NSW

Date: 8 December, 1995



Anneliese French, Convenor



Eleanore Shenfield, Treasurer

THE WOMEN'S LIBRARY INCORPORATED

Statement of Income and Expenditure for the year ended 30 September, 1995

1994		1995
\$		\$
1,645.00	Film fundraisers	1,357.00
484.00	Mardi Gras Fair Day Stall	981.84
701.95	Raffle	345.00
0.00	Cloakroom fundraisers	44.05
2,131.54	Annual "Library Birthday" Event	1,395.50
396.00	Chocolate sales	792.00
31.70	IFBF - stall expenses	0.00
0.00	Community fairs	110.00
0.00	IWD - stall expenses	197.33
27.20	Garage Sale	25.35
0.00	Shopping Tour fundraiser	366.00
0.00	Government Grant expenditure	5,645.17
	Domestic Violence Project - software	2,610.00
	Domestic Violence Project Coordination	3,035.17
2,723.00	Newsletter printing	3,114.00
2,893.12	Newsletter mailouts	1,280.37
261.00	Fundraiser costs - advertising and fees	0.00
1,458.64	Publicity	838.55
1,296.84	Printing, postage and stationary	1,640.75
0.00	Annual Report	319.00
0.00	Library supplies	307.26
1,005.44	Employee expenses - wages and on-costs	14,259.86
1,900.00	Rent	2,600.00
0.00	Lease preparation fees	410.00
1,331.80	Telephone	1,268.00
522.83	Insurances	582.75
1,719.45	Library renovations	0.00
269.00	Library equipment & signage	0.00
59.60	Refreshments	537.58
74.40	Bank fees and charges	159.60
460.00	Depreciation	170.00
90.00	Audit fees	375.00
1,382.37	Other expenses	1,097.57
25,035.48	Total Expenses	41,333.58
	Net surplus/(deficit) transferred to accumulated surpluses	(4,428.06)
1,470.25		36,905.52
26,505.73		

THE WOMEN'S LIBRARY INCORPORATED

Balance Sheet as at 30 September, 1995

1994		1995
\$		\$
	CURRENT ASSETS	
32.60	Petty Cash and Library Float	43.50
4,020.47	Cash at Bank - TWL Fund	1,786.30
0.00	Cash at Bank - Domestic Violence Project	1,140.37
320.00	Sundry debtors and prepayments	139.40
4,373.07	Total Current Assets	3,109.57
	NON-CURRENT ASSETS	
460.00	Plant and equipment at cost	170.00
460.00	Less : Accumulated depreciation	170.00
0.00	Total Non-Current Assets	0.00
4,373.07	TOTAL ASSETS	3,109.57
	CURRENT LIABILITIES	
800.00	Holding deposits	2,660.00
413.00	Sundry creditors and accruals	1,717.56
1,213.00	Total Current Liabilities	4,377.56
Nil	NON-CURRENT LIABILITIES	Nil
1,213.00	TOTAL LIABILITIES	4,377.56
	MEMBERS' EQUITY	
	Reserves	Nil
3,160.07	Accumulated surplus/(deficit)	(1,267.99)
3,160.07	TOTAL MEMBERS' EQUITY	(1,267.99)

Note: The comparative figures are for the 18 months ended 30 September, 1995.

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THE WOMEN'S LIBRARY INCORPORATED

Notes to and forming part of the financial statements for the year ended 30 September, 1995

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. The accounting policies have been consistently applied unless otherwise stated.

(b) Plant and equipment

Plant and equipment is brought to account at cost less accumulated depreciation. Plant and equipment donated to the Library has not been valued and has not been brought to account.

(c) Library Collection

Library collection comprises 11,000 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 \$330,000. Journals and subscription material and the video collection 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. Holding deposits for borrowing from the video collection are refundable upon return. Given that the above events can occur at any time, holding deposits have been disclosed as a current liability.

2. Committee Members Remuneration

No amounts were paid by way of a remuneration to any member of the Management Committee of The Women's Library Incorporated.

3. General Fund

	1995	1994
Balance brought forward at the beginning of the period	\$3,160.07	\$1,689.82
Add transfer from income and expenditure statement	\$(4,428.06)	\$1,470.25
Balance at the end of the period	\$(1,267.99)	\$3,160.07

4. Subsequent Events

Since the end of the financial year The Women's Library has held a successful Book Fair which raised \$2,300 and has maintained a continuous fundraising activity by selling chocolate. All funds raised are applied toward the cost of maintaining the library.

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THE WOMEN'S LIBRARY INCORPORATED

Statement of Cash Flows for the year ended 30 September, 1995

1994		1995
\$		\$
Inflows (Outflows)	Cash flows from operating activities	Inflows (Outflows)
7,440.00	Membership fees	10,485.00
2,542.82	Donations received	984.50
800.00	Holding deposits (net)	1,860.00
0.00	Advertising	275.00
0.00	Government Grant	6,000.00
79.90	Interest received	150.94
327.53	Other income received	1,908.15
(5,616.13)	Newsletter production and mailing	(4,394.37)
	Government Grant spent	(4,903.08)
(10,877.96)	Administrative expenses	(23,118.25)
(460.00)	Payments for plant and equipment	(170.00)
(90.00)	Audit fees paid	(375.00)
(74.40)	Bank fees paid	(159.60)
(5,928.24)	Net cash flow from operating activities	(11,456.71)
	 Cash flows from fundraising activities	
15,845.48	Proceeds from fundraising	17,101.93
(7,553.99)	Fundraising expenses paid	(6,728.12)
8,291.49	Net cash flow from fundraising activities	10,373.81
2,363.25	Net increase/(decrease) in cash held	(1,082.40)
1,689.82	Cash at the beginning of the reporting period	4,053.07
4,053.07	Cash at the end of the reporting period	2,970.17

Note: The comparative figures are for the 18 months period ended 30 September, 1994

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:

1994		1995
\$		\$
32.60	Cash on hand	43.50
4,020.47	Cash at bank - TWL Fund	1,786.30
0.00	Cash at bank - Domestic Violence Project	1,140.37
4,053.07		2,970.17

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, 1995 and of its results for the year then ended, and are in accordance with Statements of Accounting Concepts and Australian Accounting Standards.

8/12/95

Dated at Hurstville



SANDRA GROLLMUS

Registered Company Auditor

Registered No. 1254