



*The Women's Library
Inc.*

Annual Report

1998

Convenor's Report

This year we've seen a great number of positive changes to TWL.

We said good-bye to our original space in the Alexandria Town Hall. It was sad to close the door to the old space, which was created through many, many hours of hard work by a lot of women over the 3 ½ years that the library was located in Alexandria. It was only through the efforts of all of the TWL volunteers and the support of all of our members that made this space a safe, supportive location for all people interested in women's literature.

However, our new premises in Brown Street, Newtown has brought the library to an expanded group of members and volunteers, due to its proximity to public transport and the centre of Newtown. Our membership has increased by more than 30% in the 6 months since the move. Although a bit smaller in size than our previous space, South Sydney Council arranged for and funded the total renovation of the building, making it into a gorgeous comfortable space. We also have access to the community space upstairs.

This year we also took a great leap in our move to become computerised. Due to some very generous donations, we now have three high speed networked PCs, a scanner and low cost Internet access available to all our members. We continue to work towards a computerised catalogue of our collection, however, this is proving to be a slow process due to the lack of qualified librarians to show us the way. We hope that they will surface over the next year to help us get this great project off the ground!

Again this year, we've worked hard at fundraising. As you are probably aware, The Women's Library Inc. is an unfunded organisation. The only way we can keep the library open is through fundraising and holding our hands out to our generous financial supporters. Fundraising can only happen by volunteers giving their time generously, and this year has been no exception.

Our financial situation as outlined in the attached end of year accounts and Treasurer's report show that we are in the black. However, we are not yet financially stable enough to breathe easy. As with any unfunded volunteer organisation we can never be too cautious with our finances.

Thanks to all those individuals and organisations who assisted the Women's Library over the last year. A big thank you to our hard working volunteers who put in their valuable time to help with staffing the library, running stalls, working on committees, producing our newsletter, running our short story competition, helping in the move to Newtown, processing our accounts, accessioning books and all the other chores that have to be done to make the library successful.

A huge thanks to our sponsors who provide financial and other assistance to keep the library viable. Particularly, The Bookshop at Newtown, which sadly closed just recently, the TAS Foundation, Mary Margaret Cooney, Helen McCormack and SurftheNet.

Finally, to one of our biggest sponsors and supporters – South Sydney Council. The support of the Council, its Councillors and staff has made it so much easier for us to provide a valuable community service.

Gail Wilson

Future Directions

Building up the collection

Since moving to Newtown, we've undertaken a comprehensive stocktaking process as part of our ongoing collection development strategy and as essential groundwork for the planned computerisation of the catalogue.

Over the last 12 months, we've built on our network of publishers and organisations who regularly donate new books to The Women's Library. This has meant that we have been able to offer our members a greater range of new release fiction and non-fiction titles. We've also been inundated with generous donations from local bookshops and individuals. As a result, we need to organise special 'accessioning bees' to process these donations so they can be available to our members as soon as possible.

Bookshop

TWL is moving towards providing constant access to our second hand books for sale by establishing a permanent bookshop on-site. We will still be a presence at community fairs but will not be relying on them as our primary means of fundraising and book disposal. Our experience over the last few years has shown us that we sell the majority of our pre-loved books to existing library members, and some women have even been enticed into membership after buying books at one of our stalls. So, rather than having to wait for the festival season, and to maximise the potential of our sale stock in storage, we have decided to set up a permanent second hand bookshop. We will also have a number of brand new books for sale that are either multiple copies or books that don't meet with collection development policies.

Collection On-line

The process of actually getting the collection on-line is proving a challenge however, we are committed to this process and we are establishing realistic timelines for this project. The first stage of which has been the stocktake mentioned above. The second stage is to clear the backlog of donated books and begin data entry and cross-referencing of all texts.

To be effective and useful, the catalogue must be adequately cross-referenced and structured in a way that is easy and logical to use for both data entry and retrieval.

Patou Clerc will be coordinating this project with volunteers from the Library Processes Sub-Committee. Ultimately, the catalogue will be linked to the membership database and our accounting package so that all transactions can be processed electronically. Careful design and planning will ensure adequate security measures are in place to prohibit browser access of membership or financial records. It is our intention to link the book catalogue to a web page to encourage both catalogue and book review browsing and advertise Library resources.

Art Exhibition Space

In the New Year, an ongoing Art Exhibition space will be established around the walls of The Women's Library to display and sell women's artwork. The Library will receive a commission from the sale of the work, and, at the same time, encourage and support the development of a women's artistic community.

Video Collection

We are further developing our collection of lesbian videos and, in order to promote these, we will be holding fundraising big screen video nights, complete with popcorn and pillow fights in the community space above the library. The aim of these evenings will be to seek ideas for further video collection development and use the funds raised to build on this collection.

Short Story Competition

Once again, The Women's Library will be holding the annual National Short Story Competition in 1999. It's very gratifying to know that each year the Competition builds in status and prestige as well as making a considerable contribution to the launching of many new writing careers.

Staffing

Volunteers continue to be the backbone of the library. Rapid increase in the membership numbers has meant that we have an even greater demand for volunteer staff. Staffing numbers have doubled to cope with demand and additional volunteers have been encouraged to assist with the stocktake, accessioning and cataloguing projects.

Given that the Library's success depends upon the commitment, skill and enthusiasm of our volunteers, 1999 promises to be a year of tremendous achievement.

Beth Eldridge

The Accumulated Surplus Funds carried forward are \$9746.79 compared to \$215.00 in 1997. A very fine result!

Our accounts have been audited this year by Sandra Grollmus, a registered Company and Tax auditor. An audit report has recommended some minor documentation changes to procedures. These changes will be implemented in the 1999 Chart of Accounts.

The financial report for 1998 appears very healthy, however, we need to note, and budget for, additional wage expenses in 1999 and continue to fundraise and actively seek sponsorship during this financial year.

Michelle Bonner

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 affairs 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: 03 December, 1998


Gail Wilson, A/Convenor


Michelle Bonner, Treasurer

THE WOMEN'S LIBRARY INC.

BALANCE SHEET AS AT 30 SEPTEMBER, 1998

	<u>1998</u>	<u>1997</u>
	\$	\$
<u>ASSETS</u>		
<u>CURRENT ASSETS</u>		
Library Float	30.00	117
Cash at Bank - TWL Fund	8,687.28	5,703
- Co-ordinator Sponsorship Scheme	1,058.03	618
() repayment	-	143
	<u>9,775.31</u>	<u>6,581</u>
<u>NON CURRENT ASSETS</u>		
Computers - Cost	5,059.00	
Accumulated Depreciation	<u>(395.00)</u>	-
<u>TOTAL ASSETS</u>	<u>14,439.31</u>	<u>6,581</u>
Less		
<u>LIABILITIES</u>		
<u>CURRENT LIABILITIES</u>		
Prepaid Memberships	50.00	-
Holding Deposits - Note 1 (c)	3,000.00	5,030
Accrued Expenses	1,642.52	1,336
<u>TOTAL LIABILITIES</u>	<u>4,692.52</u>	<u>6,366</u>
<u>NET ASSETS</u>	<u>\$9,746.79</u>	<u>\$ 215</u>
<u>MEMBERS' FUNDS</u>	<u>\$9,746.79</u>	<u>\$ 215</u>

[Signature]
A/c Convenor 22/1/98

THE WOMEN'S LIBRARY INC.

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 SEPTEMBER, 1998

	<u>1998</u>	<u>1997</u>
	\$	\$
<u>INCOME</u>		
<u>Fundraising</u>		
Sales of Books	2,926.50	3,739
Sales of Confectionery	407.25	4,562
Promotional Merchandise	18.00	2,448
Community Stalls	377.70	975
Film Events	-	1,699
Short Story Competition	4,991.10	4,922
Mardi Gras Fair Day	-	2,594
Literary Brunch	-	418
Raffles	646.00	1,178
Annual 'Library Birthday' Event	3,822.48	182
Internet Workshops	216.00	65
Book Launch	-	173
Miscellaneous Fundraising	1,347.70	-
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	14,752.73	22,955
<u>Grants</u>		
D.E.E.T.Y.A.	900.00	-
Gay & Lesbian Mardi Gras - Video Collection	-	2,000
<u>Other</u>		
Membership Fees	8,370.00	8,110
Forfeited Holding Deposits	3,390.00	-
Donations	11,489.23	863
Co-ordinators Sponsorship Scheme	9,060.00	9,200
Advertising	-	450
Interest Received	231.59	259
Telephone Receipts	106.00	326
Miscellaneous Income	7,807.10	1,873
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	56,106.65	46,036
Less		
<u>EXPENDITURE</u> - Schedule	46,574.66	49,033
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Surplus/(Deficit) for the year	9,531.99	(2,997)
Accumulated Funds brought forward	214.80	3,212
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Accumulated Funds carried forward	\$9,746.79	\$ 215
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THE WOMEN'S LIBRARY INC.

SCHEDULE OF EXPENDITURE

	<u>1998</u>	<u>1997</u>
	\$	\$
<u>Fundraising Expenses</u>		
Annual 'Library Birthday' Event	1,638.86	235
Sales of Books	-	134
Short Story Competition	4,148.98	3,172
Confectionery Costs	865.70	4,262
Community Fairs	-	370
Films	-	839
Mardi Gras Fair Day	-	935
Sleaze Ball	-	150
Promotional Goods	153.34	-
Literary Events	310.00	-
Miscellaneous Fundraising Expenses	1,205.95	-
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	8,322.83	10,097
<u>Other</u>		
Salary & Oncosts	17,862.57	19,512
Newsletter - Printing	2,891.76	4,131
- Mailouts	424.00	1,100
Depreciation	395.00	-
Postage	1,826.10	1,311
Computer Expenses	1,092.00	-
Library Supplies	1,474.24	3,001
Rent Expenses	4,338.73	3,825
Audit & Legal Fees	760.00	400
Bank Fees	553.74	401
Annual Report	-	705
Telephone/Fax	2,862.96	1,728
Insurance	1,179.38	790
Refreshments	434.35	774
Publicity	-	160
Library Equipment Rental	1,567.00	-
Subscriptions	50.00	-
Miscellaneous Expenses	510.55	1,098
Maintenance	29.45	-
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<u>Total Expenses</u>	\$46,574.66	\$49,033

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THE WOMEN'S LIBRARY INC.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 SEPTEMBER, 1998

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. 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) 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 and requests a refund. An amount of \$3,000 is held in the accounts to meet this 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 Inc.

3. TAX STATUS

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

John
A/Convener 22/11/98

SANDRA D. GROLLMUS

Registered Company Auditor
Registered Tax Agent

7 BURRANEER CLOSE
HURSTVILLE 2220
TELEPHONE 9546 7366
FAX 9546 2267

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
THE WOMEN'S LIBRARY INC.

SCOPE

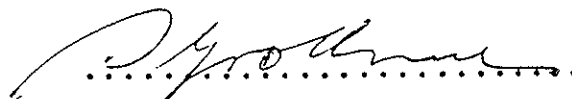
I have audited the attached financial report of THE WOMEN'S LIBRARY INC. as set out on pages 1 to 4 for the year ended 30 September, 1998. The Committee is responsible for the preparation and presentation of the financial statements and the information contained therein. I have conducted an independent audit of the financial statements in order to express an opinion on them to the members.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the requirements of Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view of the Organisation which is consistent with my understanding of its financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

AUDIT OPINION

In my opinion the financial report of THE WOMEN'S LIBRARY INC. presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements, the financial position as at 30 September, 1998 and the results of its operations for the year then ended.

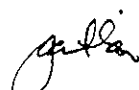


SANDRA GROLLMUS

Registered Company Auditor

Registered No. 1254

Dated 20/11/1998, Hurstville, NSW.



A. Cavenar 22/11/98