



The Women's
Library
Inc.

**Annual Report
2002**

2002

Management Committee 2001/2002

Convenor	Beth Eldridge
Treasurer	Robyn Mah
Secretary	Susan McGuckin
Volunteer Coordinator	Danielle Warby
Membership Processing	Fiona Davidson
Wolf Sponsorship	Bronwyn Vost
Committee Members	Anish Carmyn Megan Stolberg Donna Richards Rhiannon Ramsey
Public Officer	

The Women's Library 2002/2003 AGM (2002)
Convener's Report

Overview of the Library's Operations

In October 2002 a Special General Meeting was called to determine the future of the Women's Library. At that point volunteer and committee numbers had dropped to the point where not only library opening hours, but constitutional requirements for committee quorums were at risk, and so too was the future of the library itself. From that meeting an Interim committee was formed through a combination of co-options and nominations, so that this group of women could make decisions about the library's future until a properly convened AGM could be held.

Ironically at that point in time the library's financial situation was, and continues to be extremely healthy. Unfortunately decisions about the utilisation of these funds to improve library services had been delayed because of the overwhelming difficulties of just trying to maintain basic library operations. We were extremely fortunate that amongst this new committee, we had members of the previous committee which not only gave the library a sense of continuity it so desperately needed, but shared their knowledge and experience with those coming on board for the first time.

For the new members it was an opportunity to be involved in the decision making process and all that involves: the choices, the questions, the proposals, the budgets, the analysis and of all the above, and of course, the responsibility. Mercifully, not yet exhausted by the process, the new committee members brought new ideas, methods, and an energy that the library so desperately needed. They even brought their friends! In the last four months there has been a steady increase in new memberships, a renewal of old memberships, since October there have been 78 memberships in four months, with new memberships coming in every week, and an exponential growth in the number of volunteers working at the library.

Volunteers have always been the lifeblood of the Women's Library. Without them we could not open the doors, loan the books, raise the funds or make the world aware of our existence. Any organisation that relies solely on Volunteers for it's workforce must invest time and energy developing strategies for recruitment, training, mentoring and support in order to maintain consistency in operations. The Women's Library has an obligation to our Volunteers who are donating their time and energy and skill to our cause. We must acknowledge their contribution by giving them work that is meaningful, training that will allow them independence, and provide them with the most effective systems within our economic means, to make their work both efficient and enjoyable.

This philosophy has been the cornerstone of the decision making process of the Interim Committee over the last four months.

Prior to this Committee being convened the library had been seriously considering folding, and distributing the collection. We had voted unanimously against this decision, and to continue operations under a new regime. Having analysed why membership and volunteer numbers had fallen, we decided to utilise the existing funds to revitalise library operations. October has been the month for Annual Membership Renewals for the last two years. We decided to combine this mail out process with a strategy for introducing the new committee, and making the membership aware of the up coming projects in the library, new books, and our intention to revive some 'shelved' projects of the past. Subcommittees were formed and various projects came to life:

- The Bookshop
We now have a secondhand bookshop, where you can browse by subject and the books are sorted and priced ready to go to market, a great time saver.
- Newtown Festival
Sold a stack of unwanted books that we're converting to wanted texts, and put us in the public arena again.
- The Computer Catalogue
Our largest current project, to get all our books barcoded and computer catalogued. A major Technology with Volunteers Training program.

- The Journals Room
Reclaiming this space as a journals archive, and rationalizing storage spaces within the library.
- Library Sponsors
Consolidating Library sponsorship
- Installation of Credit Card facilities
We can now take Memberships, Sponsorships, Donations or make sales using Bankcard, Mastercard or Visa.
- The TWL Web Page
TWL has a web page, we have yet to establish internet facilities at the library
- Volunteer Training – Procedures Manual
We are developing a series of training modules for volunteers to enable them to achieve various competencies before being expected to lead a shift.
- Members Survey
A members survey is being conducted to explore issues around opening times
- Membership
Since the inception of the new committee's strategies membership has continued to increase steadily, and with it volunteer numbers.
- The Christmas Party
The Christmas Party was an opportunity for members and volunteers to gather socially.
- Technology Overhaul
We do have a fax. We do have a copier. We bought a vacuum cleaner. Much of the technology we had just needed servicing. Some needed minor upgrades.
- Presentation
With more volunteers, it's now possible to maintain a higher standard of building maintenance. Floors the kitchen and bathroom are cleaned regularly. Bins are emptied. Surfaces wiped. Overall this gives the library a much better presentation. When the place is clean, and music is playing, women come in to check it out. It is important that volunteers realize how significant these first impressions are, and that their interaction, their interest, and their welcome may be vital in securing a new member for the library.

This new committee met; sometimes additional meetings were called to decide on funding for special projects. Their commitment and enthusiasm was and continues to be admirable. The decisions made have proved to be sound and the Library Membership base is growing, our assets in terms of technology are now functional, and we are moving forward with a sense of excitement and energy as opposed to despair and exhaustion.

Examination of the Financial Report

Financially the Library remains in a secure position as long as we continue to receive Rental Subsidy Assistance from South Sydney Council. The application for this was lodged in January, and it appears that there will be no problem with our application.

The Library continues to hold \$3,000.00 in holding deposits for members. This figure was set at a time when our membership base was around 300. It is currently at 103 financial members with only 165 having lodged holding deposits in the period since October 31st 2001. In theory this frozen asset could be lowered to \$1,650.00. We currently have a balance around \$10,972.00, having just purchase new computer equipment for the computer Book Barcoding Cataloguing Project. This is the biggest project the library has undertaken in some years, the aim being to put our entire estimated 25,000 books on computer catalogue, so that loans can be automated by a barcoding system. It has taken around two years to data enter 6,000 fiction titles onto the system. With better resources, more terminals, and a program of volunteer training we hope to have the entire system operational within 12-18 months.

Consideration should be given to renewing the maintenance contract for the photocopier. We do own it, and it's cheaper than buying another one.

We need to consider passing on the cost of credit card transactions to customers. Perhaps for purchases under \$200 and give sponsors an exemption.

Future Directions

When the new committee takes its place it will in effect take over the projects started by the Interim Committee. Those of us who decide to continue on will endeavor to maintain a sense of continuity, just as the previous committee granted us. The Strategic Plan for 2003 would ideally incorporate the work of the two previous committees and provide a strong and unified vision. Ultimately at stake is the future of The Women's Library, we need to know that it's in safe hands, and that there are enough hands to carry the load. It has been a pleasure to work with such an energetic and visionary group of women.

Beth Eldridge

Convenor

TWL Interim Committee

SANDRA D. GROLLMUS

Registered Company Auditor
Registered Tax Agent

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HURSTVILLE 2220
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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 3 for the year ended 30 June, 2002. 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 June, 2002 and the results of its operations for the year then ended.



SANDRA GROLLMUS

Registered Company Auditor

Registered No. 1254

Dated 22 Nov 2002, Hurstville, NSW.

THE WOMEN'S LIBRARY INC.

BALANCE SHEET AS AT 30 JUNE, 2002

	<u>2002</u>	<u>2001</u>
	\$	\$
<u>ASSETS</u>		
<u>CURRENT ASSET</u>		
Cash at Bank - St. George	12,798.61	9,616
<u>NON CURRENT ASSET</u>		
Computer - Cost	2,126	
Accumulated Depreciation	(1,245)	1,306
<u>TOTAL ASSETS</u>	<u>13,679.21</u>	<u>10,922</u>
Less		
<u>LIABILITIES</u>		
<u>CURRENT LIABILITY</u>		
Holding Deposits - Note 1 (c)	3,000.00	3,000
<u>NET ASSETS</u>	<u>\$10,679.21</u>	<u>\$ 7,922</u>
<u>MEMBERS' FUNDS</u>	<u>\$10,679.21</u>	<u>\$ 7,922</u>

THE WOMEN'S LIBRARY INC.

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE, 2002

	<u>2002</u>	<u>2001</u>
	\$	\$
<u>INCOME</u>		
<u>Fundraising</u>		
Sales of Books	1,338.00	1,502
Community Stalls	1,706.00	2,711
Literary Events	-	165
<u>Other</u>		
Membership Fees	4,707.50	5,186
Donations/Sponsorship	5,320.31	13,933
Grant - SSC Fair Day	-	500
Interest Received	83.97	98
Other Income	1,592.60	-
Telephone/Internet/Photocopier Receipts	37.60	160
Miscellaneous Income	15.35	744
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	14,801.33	24,999
Less		
<u>EXPENDITURE</u>		
<u>Book Purchases</u>	1,225.98	-
<u>Fundraising Expenses</u>		
Short Story Competition	-	25
Stall Expenses	195.65	80
Open Day Expenses	96.65	229
<u>Other</u>		
Audit/Legal Fees/Insurance	2,739.54	2,692
Bank & Financial Fees	393.92	556
Computer Expenses	110.00	259
Depreciation	425.00	425
Miscellaneous Expenses	252.90	230
Newsletter Expenses	225.00	124
Office Supplies/Stationery	221.30	71
Photocopier Expenses	-	160
Postage	535.70	683
Refunds/Loss/Theft	59.00	36
Rent Expenses	4,470.96	4,277
Repairs & Maintenance	-	77
Salary & Oncosts	-	8,869
Staff Amenities	-	114
Subscriptions	5.00	73
Telephone/Fax/Internet	885.15	1,320
Volunteers Expenses	202.54	-
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	12,044.29	20,300
Surplus for the year	2,757.04	4,699
Accumulated Funds brought forward	7,922.17	3,223
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Accumulated Funds carried forward	\$10,679.21	\$ 7,922
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THE WOMEN'S LIBRARY INC.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE, 2002

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.

(d) Book Valuation

No valuation has been placed on the Library stock as most of the books are donated.

2. TAX STATUS

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