

---

## CONTENTS

---

MEMBERS, DIRECTORS, COMMITTEES, UNILINC STAFF	2
CHAIRMAN'S STATEMENT	4
FINANCIAL STATEMENTS	9
INDEPENDENT AUDIT REPORT	24

---

# UNILINC LIMITED

ACN 001 643 367

---

Level 9, 210 Clarence St, Sydney Australia 2000

Tel: (61-2) 9283 1488 Fax: (61-2) 9267 9247

[www.unilinc.edu.au](http://www.unilinc.edu.au)

Office hours: 9am - 5pm Monday – Friday

---

## MEMBERS OF UNILINC as at 31 December 2000

---

- Australian Institute of Music
  - Australian Catholic University
  - Avondale College
  - Board of Studies NSW
  - Charles Sturt University
  - Jansen Newman Institute
  - National Gallery of Australia
  - NSW Department of Corrective Services
  - NSW Police Academy
  - Southern Cross University
  - Study Group Australia
  - Sydney Church of England Grammar School
  - Tabor College
  - University of Sydney
- 

## BOARD OF DIRECTORS 2000

---

- Mr B Milligan - Chairman
  - Prof P J Drake
  - Mr R Holloway-Tregear (*to 17.1.00*)
  - Mr G Ireland
  - Ms M Macpherson Charles Sturt University
  - Mr B O'Donnell Charles Sturt University
  - Prof. J Rickard (*from 31.6.00*) Southern Cross University
  - Ms A Ransome Southern Cross University
  - Ms M Shaw National Gallery of Australia
  - Mr C Sheargold Australian Catholic University
  - Ms R Wade UNILINC Office
- 

## EXECUTIVE AND PLANNING COMMITTEE 2000

---

- Mr B Milligan - Chairman
- Mr G Ireland
- Ms M Macpherson
- Mr C Sheargold
- Ms R Wade

---

### **TECHNICAL COMMITTEE 2000**

---

- Ms M Macpherson - Convenor Charles Sturt University
- Ms I Evans Charles Sturt University
- Ms B Franklin NSW Department of Corrective Services
- Ms J Frawley Australian Catholic University
- Ms G Henderson UNILINC Office

---

### **CLIENT SERVICES GROUP 2000**

---

- Ms G Henderson - Convenor UNILINC Office
- Ms M Dains University of Western Sydney
- Ms J Lloyd Avondale College
- Ms M Macaulay Charles Sturt University
- Mr S Oakshott Australian Catholic University
- Mr V Sharma NSW Dept of Corrective Services
- Mr D Stewart Southern Cross University

---

### **UNILINC OFFICE as at 31 December 2000**

---

- Executive Director & CEO Rona Wade
- Manager - Client Services & Marketing Glenda Henderson
- Manager - Information Technology Services Moh'd Moh'd
- Office Manager & Receptionist Karell Garcia
- Accounts Clerk Yuli Chan
- Library Support Coordinator Yvonne Long
- Library Support Coordinator Wendy Hazell
- Training & OPAC Coordinator Helen Loosli (p/t)
- Special Projects & Systems Administrator Bronwyn King
- Network and System administrator Brian Kadomi
- Consultant Annette Schryver (p/t)

---

# CHAIRMAN'S STATEMENT

---

---

## INTRODUCTION

---

It gives me considerable pleasure to make my fifth report as Chair of UNILINC. The year 2000 saw UNILINC's support for online learning realised through the creation of Web-ezy, a fully interactive software product for the delivery of web-based information literacy services. It was also a year in which the Company made a major new investment in the future by selecting new software for the Shared System. These initiatives were accompanied by the continued enhancement of member services.

Highlights for 2000 include:

- two new members
- success of Web-ezy
- three fold increase in clients for contract cataloguing services
- new web-site for Web-ezy Solutions Pty Ltd
- development of KINSER
- selection of new software for the Shared System

---

## FINANCES

---

Income for the year was \$1,723,405 (\$2,471,192 in 1999). As budgeted, there was a small loss for the year of \$20,810 (\$1,169 surplus in 1999) required for the development of the Web-ezy software. Cash reserves as at 31 December 2000 stood at \$1,442,672 (\$1,211,255 in 1999).

A new Company Web-ezy Solutions Pty Ltd was formed on 17 May 2000 for the purposes of developing and marketing the Web-ezy software.

Yuli Chan, the Accounts Officer, achieved a smooth implementation of the GST and completion of the Business Activity Statements at an estimated cost of more than \$12,000 for staff-time, accountant fees and computer upgrade costs.

---

## NEW MEMBERS

---

**The Jansen Newman Institute.** The Institute is accredited under the Higher Education Act (1988) for a Graduate Diploma and Diploma in Counselling and Psychotherapy. Its library became fully online with UNILINC in May.

**The Australian Institute of Music.** AIM was established in 1968 as the Sydney School of Guitar. AIM now offers degree courses as well as short courses in management, music, theatre, audio technology, performance and composition. By August, the AIM library holdings were fully on the UNILINC database and the library was online to the Shared System.

---

## BOARD OF DIRECTORS

---

The Board met four times and the Executive Committee twice during 2000. The Company held its Twenty Second Annual General Meeting on 31 May. At that time two Directors, Ms Margaret Macpherson and Ms Alison Ransome, retired in accordance with Section 28 of the Articles of Association. Both Directors made themselves available for re election and were duly elected. Professor John Rickard from Southern Cross University was also elected having earlier been invited to fill a casual vacancy.

---

## THE SHARED SYSTEM

---

The provision of the one shared integrated library management system remains the core activity for UNILINC. The Shared System uses the Data Research Associates (DRA) software. Libraries are connected to the system via dedicated data lines backed up by a UNILINC connection to the Internet. A single bibliographic database underpins the Shared System and supports the cataloguing activities of member libraries by allowing the re-use of records contributed by members and brought in from outside sources under favourable pricing arrangements negotiated by UNILINC.

**Uptime.** The system continued to be very reliable with 99.9% uptime.

**Load to NBD.** After a hiatus resulting from system changes at both UNILINC and the National Library of Australia, UNILINC was able to recommence loading its bibliographic and holdings data to the NBD (National Bibliographic Database). The NBD contains the holdings of all the contributing libraries in Australia and is owned and operated by the National Library of Australia. In August, UNILINC received notification from the Director General of the National Library that our contribution of holdings over the twelve months ranked first in the nation.

**KINSER.** UNILINC was pleased to announce the availability of a new service for users of the Ovid Current Contents database. Using the Shared System software and journal holdings data from the NBD, UNILINC has been able to develop a simple and easy way for researchers and librarians to locate holdings for the journal titles in articles retrieved from Current Contents.

**Replacement Software.** By the end of 2001, the DRA software will have been in use for seven years. In early 2000 UNILINC set about reviewing the available software options and in January 2001 a contract was signed with Ex Libris (Aust) Pty Ltd for the supply of the ALEPH software.

---

## ELECTRONIC DATABASE SERVICE

---

UNILINC member libraries benefit from institutional subscriptions to a wide range of electronic databases at considerable cost saving. These are mounted on high speed servers at UNILINC Office and accessed via the same leased lines as the Shared System and the Internet.

---

## CONSULTANCY SERVICES

---

**Australian Catholic University.** The Executive Director and the Manager - Client Services & Marketing were commissioned to undertake a review of the Technical Services operations in all six ACU libraries.

**CAUL.** The Executive Director was engaged to work with the Executive of the Council of Australian University Librarians (CAUL) on finalising work on the Janus project.

**University of Wollongong.** In October, the Executive Director and the Manager - Client Services & Marketing were engaged to conduct a follow up review of the cataloguing operations of the library of University of Wollongong. The initial costing study was undertaken in October 1999.

---

## WEB-EZY

---

Promoting information literacy and providing services that support information literacy are key aspects of any library's role. Traditionally most information literacy has been delivered by face-to-face instruction in class groups and in the form of brochures on how to use the various library and other information resources. With the availability of more information services on the world wide web many libraries responded by providing brochures and other printed material as static text on the web. However, with the move to online learning with its emphasis on interactivity and a self-paced approach, this was no longer a sufficient response. There were a number of separate federally funded university projects to develop interactive information literacy programs but these proved to be more costly to do than the funding allowed.

UNILINC had identified support for members' online learning initiatives as being a priority for the Company. It seemed to UNILINC that here was an ideal opportunity for it to meet this objective and in the process develop something that other institutions would find of value. In mid 1999, UNILINC in association with Charles Sturt University began work on an interactive software shell that could be used by different libraries to provide information literacy services to meet local requirements. This shell was to be named Web-ezy.

The first release of the software was made available in early 2000. Within this first year, copies of the Web-ezy software were purchased and implemented in five universities, the Australian Catholic University, Charles Sturt University, Southern Cross University, the Higher Colleges of Technology (Dubai) and Deakin University.

Charles Sturt and Southern Cross have each launched their versions of Web-ezy and attracted excellent media attention.

Deakin University has called its version of Web-ezy, Smart Searcher Tutorial. Deakin purchased a second copy of the Web-ezy software to be incorporated into the Deakin Learning Toolkit, a collection of information and software programs distributed on CD-ROM to all new students.

Web-ezy Solutions Pty Ltd a fully owned subsidiary of UNILINC was formed in May 2000 for the purposes of developing and marketing the Web-ezy software.

---

## OTHER SERVICES

---

**Wincat.** Two issues of the UNILINC database were put to CD-ROM using this software.

**Strategic Purchasing.** Some \$300,000 worth of online services was made available to members at discount rates.

**Contract Cataloguing.** UNILINC has for many years carried out cataloguing for member libraries. In the early 1990s this was extended to other libraries and in 1999 UNILINC approached a number of commercial book suppliers to offer this service. Through 2000 three major Australian book suppliers selected UNILINC as their provider of cataloguing services. Twenty libraries across Australia now receive cataloguing services from UNILINC.

**Facilities Hire and Training.** UNILINC continued to provide system support and networking services for the Ovid Australia Service. In May 2000, the business school June Dally-Watkins contracted with UNILINC to provide network and systems administration services.

Training services were also in demand. In early 2000 the National Library of Australia authorised a second UNILINC staff member as Training Agent for the Kinetica software. UNILINC was engaged by the National Library to provide a training program for various libraries in Canberra. The Parliamentary Library also engaged UNILINC to train staff in March.

---

## **PROMOTIONAL AND MARKETING ACTIVITIES**

---

The monthly Newsletter remained in regular production.

A new web-site for Web-ezy.com went live in August 2000. The UNILINC web-site was revamped with new graphics and easier navigation.

A new version of the UNILINC brochure was produced as was a postcard for Web-ezy.

The Manager - Client Services and Marketing presented a paper at the Australian Library and Information Association (ALIA) Distance Education Special Interest Group conference in February as well as several demonstrations of the Web-ezy software including one to a gathering of Australian, Canadian and UK University Librarians at the University of Sydney.

---

## **COMMITTEES AND STAFFING**

---

The Technical Committee met twice in the year. The principal initiative undertaken was a project to reduce duplicate catalogue entries for full-text journals. The Australian Catholic University, Charles Sturt University and Southern Cross University funded this valuable cooperative project known as the Electronic Serials Project. The Committee also participated in the evaluation of the new software for the Shared System, as did the Client Services Group.

Andrew Main resigned in July. His responsibilities were taken over by Helen Loosli (also the UNILINC Training Coordinator) and Wendy Hazell on a job-share basis. Trevor Unwin was engaged in April to work on the further development and customisation of Web-ezy, as well as the creation of the Web-ezy.com web site.

---

## **CONCLUSION**

---

2000 was another challenging year for UNILINC. In a continuing tight budget climate, UNILINC succeeded in maintaining its high quality of service and professional leadership and invested its resources in the exciting and innovative Web-ezy software.

I appreciate the support I have had from my colleagues on the Board and the efforts that staff at all levels have made to ensure the success of our operations.

The Company's success in the year was due to the energy, enterprise and hard work of the staff of member libraries and of the Executive Director and her enthusiastic and committed staff in the UNILINC Office. On behalf of the Board I wish to congratulate all concerned.

---

# **FINANCIAL STATEMENTS**

## **FOR THE PERIOD ENDED 31 DECEMBER 2000**

---

### **UNILINC LIMITED**

ACN 001 643 367

AND ITS CONTROLLED ENTITY

---

### **DIRECTORS' REPORT**

---

The Directors submit the statutory report in respect of the results of the Company and its controlled entity for the financial year ended 31 December 2000 and the state of affairs of the Company and its controlled entity as at that date.

The names of the Directors in office at the date of this report are:

- B. Milligan. Chairman. BA (Hons), MA, DipEd.
- P. J. Drake. BCom, PhD
- G. R. Ireland. LLB
- M. H. Macpherson. Deputy Chairman. BA, DipLib, AALIA
- B. R. O'Donnell. DipEd, MCom
- A. M. Ransome. BA (Hons), DipLib, MA, AALIA
- J. Rickard. BSc, PhD, FIMA, FAIM, FANZAM
- C. W. Sheargold. BA, AALIA
- J.M Shaw. BA (Hons), DipLib, AALIA
- R. D. Wade. Company Secretary. BA, DipLib, MLib, AALIA

The principal activities of the Company in the course of the financial year were library reference services. There was no change in the nature of these activities during the financial year.

The Company is a non-profit organisation which complies with the terms of sections 50-55 of the Income Tax Assessment Act 1997. Consequently, it is not necessary to provide for income tax or dividends. During the year the Company incorporated a subsidiary Web-Ezy Solutions Pty. Ltd. to market and develop products developed by the Company.

The consolidated operating result of the Company and its controlled entity for the financial year was a loss of \$20,810 after providing \$203,237 for depreciation (1999 surplus \$1,169).

No matter or circumstance has arisen subsequent to the end of the financial year and to the date of this report that has significantly affected or may significantly affect the operations of the Company and its controlled entity, the result of those operations or the state of affairs of the Company and its controlled entity in subsequent financial years. The activities of the Company and its controlled entity in 2000 are discussed in the Chairman's Statement in the Annual Report. There are no significant developments which have been proposed for the immediate future.

During and since the end of the financial year, no Director of the Company or its controlled entity has received, or has become entitled to receive a benefit, other than a benefit included in the aggregate amount of emoluments received or due and receivable by Directors and the fixed salary of a full-time employee of the Company, because of a contract made by the Company, or a related company with a firm of which the Director is a member, or an entity of which the Director has a substantial financial interest.

Every member of the Company undertakes to contribute to the assets of the Company in the event of the Company being wound up during the time that it is a member or within one year of ceasing to be a member, for payments of debts and liabilities contracted before the time at which it ceased to be a member to the extent of \$20. The total guarantee in favour of the Company stands at two hundred and eighty dollars (\$280.00).

For the year ended 31 December 2000, the number of meetings at which Directors were in attendance is as follows:

<b>Name of Director</b>	<b>No. of Meetings Held while in Office</b>	<b>Meetings Attended</b>
P Drake	4	3
G Ireland	4	4
M Macpherson	4	4
B Milligan	4	4
B O'Donnell	4	4
A Ransome	4	2
J Rickard	2	2
C Sheargold	4	4
M Shaw	4	3
R Wade	4	4

During the financial year the Company insured all of the Directors against liabilities for costs and expenses in any legal proceedings arising out of their conduct while acting in the capacity of director of the company, other than conduct involving a wilful breach of duty in relation to the company.

Signed at Sydney on 27 March 2001 for and on behalf of the Board in accordance with its Resolution.

..... Director

..... Director

B Milligan

R Wade

**UNILINC LIMITED**  
ACN 001 643 367  
**AND ITS CONTROLLED ENTITY**

---

**STATEMENT BY MEMBERS OF THE BOARD**  
**for the year ended 31 December 2000**

---

Pursuant to Section 41C (1B) and (1C) of the Public Finance and Audit Act 1983 and in accordance with a resolution of the Board of UNILINC Limited, we declare on behalf of the Board of the Directors that in our opinion:

- (a) The accompanying financial statements exhibit a true and fair view of the financial position of the Company and its controlled entity as at 31 December 2000 and transactions for the year then ended.
- (b) The financial statements have been prepared in accordance with the Provisions of the Public Finance and Audit Act 1983 as amended, and its accompanying Regulations.

Further we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or materially inaccurate.

Signed at Sydney on 27 March 2001 for and on behalf of the Board in accordance with its Resolution.

_____ Director	_____ Director
B Milligan	R Wade

---

**DIRECTORS' DECLARATION**  
**for the year ended 31 December 2000**

---

In the opinion of the Directors of the Company:

- 1) The financial statements and notes comply with accounting standards.
- 2) The financial statements and notes give a true and fair view.
- 3) At the date of this statement there are reasonable grounds to believe the Company will be able to pay its debts as and when they become due and payable and that the controlled entity will have the continued support of the Company.
- 4) The financial statements and notes are in accordance with the law.

Signed at Sydney on 27 March 2001 for and on behalf of the Board in accordance with its Resolution.

_____ Director	_____ Director
B Milligan	R Wade

## 20. Financial Instruments

- (a) **Interest Rate Risk.** Interest rate risk is the risk that the value of the financial instrument will fluctuate due to changes in market interest rates. The exposure of the Company and its controlled entity to interest rate risks and the effective interest rates of financial assets and liabilities, both recognised and unrecognised at the balance date are as follows:

Financial Instruments	1999					2000						
	Floating Interest Rates	Fixed interest rate Maturing in 1999		Non-interest bearing	Total carrying Amount as per financial statements	Weighted average effective interest rate*	Floating Interest Rate	Fixed interest rate Maturing in 2000		Non-interest bearing	Total carrying Amount as per financial statements	Weighted average effective interest rate*
		1 year or less	Over 1 to 5 years					1 year or less	Over 1 to 5 years			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Financial Assets</b>												
Cash	532,843	-	-	-	532,843	3.56*(1)	686,542	-	-	-	686,548	4.26*(1)
Investments	-	675,296	-	-	675,296	5.4*(2)	-	756,130	-	-	756,130	6.07*(2)
Receivables	-	-	-	65,750	65,750	N/A	-	-	-	163,700	163,700	N/A
<b>Total financial assets</b>	<b>532,843</b>	<b>675,296</b>	-	<b>65,750</b>	<b>1,273,889</b>	-	<b>686,548</b>	<b>756,130</b>	-	<b>163,700</b>	<b>1,606,378</b>	-
<b>Financial Liabilities</b>												
Creditors	-	-	-	509,375	509,375	N/A	-	-	-	884,063	884,063	-
<b>Total Financial Liabilities</b>	-	-	-	<b>509,375</b>	<b>509,375</b>	-	-	-	-	<b>884,063</b>	<b>884,063</b>	-

\*(1) Weighted average effective interest rate was computed on a monthly basis. \*(2) Weighted average effective interest rate was computed on an annually basis.

- (b) **Credit Risk.** Credit risk is the risk of financial loss arising from another party to a contract/or financial position failing to discharge a financial obligation thereunder. The maximum exposure of the Company and its controlled entity to credit risk is represented by the carrying of amounts of the financial assets in the financial statements. Credit Risk by classification of counterparty.

	1999				2000			
	Governments	Banks	Other	Total	Governments	Banks	Other	Total
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial Assets</b>								
Cash		532,843		532,843		686,542		686,542
Investments		675,296		675,296		756,130		756,130
Receivables			65,750	65,750			163,700	163,700
<b>Total Financial Assets</b>		<b>1,208,139</b>	<b>65,750</b>	<b>1,273,889</b>		<b>1,442,672</b>	<b>163,700</b>	<b>1,606,372</b>

END OF AUDITED FINANCIAL STATEMENT