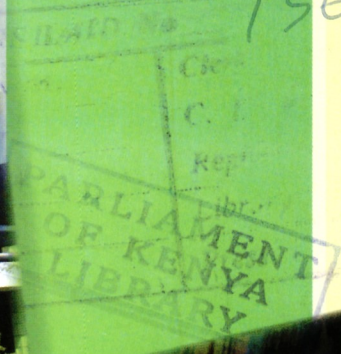




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ANNUAL REPORT 2002 - 2003



KENYA NATIONAL
LIBRARY SERVICE

PUBLIC PARKING

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Kenya National Library Service Headquarters



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Message from the Chairman

For the past financial year, the KNLS Board, in pursuit of its mandate, has upheld a prescribed behavior that has been geared towards efficiency and effectiveness in service delivery to the public. This has also been integrated to the Government's Poverty Reduction and Wealth Creation Strategies.

As a Board, we have placed our focus on empowering communities through dissemination of information to enable individuals to make informed decisions and actively participate in self and national development. In doing this, the Board has continued to enhance the provision of relevant and accessible library and information services to the rural areas and the disadvantaged communities. This has been made possible by the continued government and stakeholders' support, and community participation in the establishment of libraries.

The quest to fulfill the KNLS Board's mandate has nonetheless not been without challenges. Inadequate financing has continued to be a major drawback for the successful attainment of the KNLS goals. This has contributed to lack of sufficient relevant and accessible library and information materials. The introduction of free primary education has also had a strenuous impact on our library service provision. This has led to increased usage of our library materials and enormous demand for reading space especially during weekends and school holidays. Additionally, the inadequate capabilities experienced by some of the communities in contributing towards library development have further curtailed the provision of accessible and equitable distribution of library and information services by the Board.

In view of these challenges, the KNLS Board wishes to adopt deliberate efforts to strengthen partnerships with various stakeholders and well wishers to facilitate efficiency and effectiveness in library and information service provision to the public.



Ms Mary Stevens, Chairperson KNLS Board

The achievements and the successes that we have attained during the year would however not have been realized apart from the commitment and patience portrayed by the KNLS staff. Their tireless efforts to ensure the successful running of KNLS operations has enabled us to serve the public with the available resources. The efforts made by staff would on the other hand, have gone to waste without the commitment rendered by my Board. It was gratifying to witness the dedication and enthusiasm with which the Board members handled the organizational issues. With such commitment and dedication, and continued valuable support from the government and other stakeholders, the KNLS Board's vision, which is "To be the leading public library service in Africa" will certainly be realized.

Thank you.

Ms. Mary Stevens
Chairperson, KNLS Board



List of Board Members

In accordance with the KNLS Board Act Cap 225, paragraph 1 (l) of the schedule as amended by Legal Notice No. 86 of 1970,

the following members served in the Board during the year under review.

Name	Area of Representation
Mary Stevens (Ms)	Chairperson
Mohamed O. Warfa	Vice Chairman / Representing North Eastern Province
Marjorie Oludhe Macgoye (Mrs)	Nairobi Province
Joseph Chirchir	Rift Valley Province
Abishag W. Wang'ombe (Mrs)	Central Province
P. N. Mumo	Eastern Province
Tom Sitima	Western Province
Julius Katana Mwakisho	Coast Province
Lorna Maruti	Nairobi City Council
Mr. R. Onyuna	Inspector of State Corporations
Permanent Secretary	Ministry of Home Affairs, Heritage and Sports
Permanent Secretary	Ministry of Finance
Permanent Secretary	Ministry of Education
Permanent Secretary	Ministry of Local Government
Permanent Secretary	Ministry of Economic Planning and Development
Vice Chancellor	University of Nairobi
Symphrose Ouma (Mrs)	Kenya Library Association
J. Kebathi (Mrs)	Director Adult Education
Omaari Gichogo	Kenya Publishers Association
S. K. Ng'ang'a	KNLS Director and Secretary to the Board



KNLS Libraries Countrywide

KNLS Headquarters
P O Box 30573 – 00100
Nairobi
Tel.: 2725550/1,
2718013, 2725859
E-Mail: knls@nbnet.co.ke
Website: www.knls.or.ke

Embu Provincial Library
P O Box 201
Embu
Tel. : 068/30847

Garissa Provincial Library
P O Box 245
Garissa
Tel. : 046/3319/2233

Kakamega Provincial Library
P O Box 736
Kakamega
Tel. : 056/30094

Mombasa Provincial Library
P O Box 90283
Mombasa
Tel. : 041/2226380

Kisumu Provincial Library
P O Box 1727
Kisumu
Tel. : 057/2022003

Nakuru Provincial Library
P O Box 253
Nakuru
Tel. : 051/2216023

Nyeri Provincial Library
P O Box 1312
Nyeri
Tel. : 061/2030972

Wundanyi District Library
P O Box 1096
Wundanyi
Tel. : 043/42359

Meru District Library
P O Box 1692
Meru
Tel. : 064/30683

Kericho District Library
P O Box 634
Kericho
Tel. : 052/30536

Kisii District Library
P O Box 388
Kisii
Tel. : 058/31094

Eldoret District Library
P O Box 82
Eldoret
Tel.: 053/2033394

Kabarnet District Library
P O Box 487
Kabarnet
Tel. : 053/22300

Thika District Library
P O Box 1558
Thika
Tel. : 067/22883

Kithasyu Community Library
P O Box 425
Kibwezi

Mutyambua Community Library
P O Box 51
Sultan Hamud

Kinyambu Community Library
P O Box 425
Kibwezi

Naivasha Community Library
P O Box 319
Naivasha
Tel. : 050/2021500

Laikipia Community Library
P O Box 166
Nanyuki
Tel. : 062/32018

Karatina Community Library
P O Box 990
Karatina
Tel. : 061/72160

Wajir Community Library
P O Box 217
Wajir
Tel: 046/421424

Nyilima Community Library
P O Box 1
Nyilima
Tel: 63 Asembo Bay

Rambula Community Library
P O Box 64
Ugunja
Tel: 057/34222

Kapsabet Community Library
P.O. Box 75
Kapsabet
Tel: 053/52344

Mwingi Community Library
P O Box 630
Mwingi
Tel: 044/822533

Olkalou Community Library
P O Box 527
Olkalou
Tel: 065/72117

Kilifi Community Library
P O Box 29
Tel: 041/522380
Kilifi

Malindi Community Library
P O Box 975
Malindi
Tel: 042/30372

Habaswein Community Library
P O Box 20
Habaswein
Tel: 046/421103

Dzitsoni Community Library
P O Box 1028
Kilifi

Ukwala Community Library
P O Box 115
Ukwala
Tel.: 057/34098

Silibwet Community Library
P O Box 10
Silibwet
Tel: 052/21981



It is a pleasure for me to present, on behalf of the Kenya National Library Service (KNLS) Board, the annual and the audit report for the period 2002/2003.

In striving to provide effective and efficient library and information services, I wish to recognize the unequivocal commitment portrayed by the KNLS staff. Through their efforts, we were able to move progressively despite the many challenges that we faced. It is my hope that with greater commitment, we shall be able achieve more in the next financial year.

During the year under review, KNLS engaged in various diversified activities geared towards improving the library and information services to the public, as outlined here below.

1. Promotion of reading

In 2002/2003 the KNLS Board acquired a total of 56,228 books, most of which were donations from various development partners who included Book Aid International and International Book Bank. The rest were acquired through Government funding.

Book Aid International (BAI) from UK continued to be the leading donor of

books to the KNLS Board. During the year, the organization donated 46,534 books out of which 13,188 were distributed to various local institutions. The remaining 45,737 books were absorbed within the KNLS network of branches.

In September 2002 and April 2003, the Board hosted the National Book Week and the World Book and Copyright Day Celebrations respectively. The National Book Development Council (Kenya) donated funds to facilitate the Book Week celebrations in 15 KNLS branches. The other branches were catered for by the KNLS Board. The celebrations were marked with various activities such as reading and writing competitions for children, story telling, book exhibitions, dance and drama, among others.

Promotion of reading was also extended to the Agricultural Society of Kenya Shows, where some of the branch libraries participated in the event within their regions.

In its quest to provide accessible library and information services to the public, the KNLS Board in partnership with the communities established an additional three community based libraries in Coast Province during the year under review. These were Malindi, Kilifi and Dzitsoni



A section of readers at KNLS

Libraries. Prior to that, the entire Coast Province was only being served by two KNLS libraries; the Mombasa Provincial and Wundanyi District Libraries. This was therefore a major milestone in the provision of library services to the Coast Province publics.

2. Training

The development of staff for efficient service delivery continued to be the focus of the Board's attention during the year 2002/2003. Consequently, a total of 148 staff were trained by the Board at various levels both locally and in overseas training institutions as follows:-



From the Chief Executive's Desk

Course Attended	Institution/Country	No. of staff	Month/Year /Remarks
Diploma in Personnel Management	Institute of Personnel Management	1	Ongoing
Masters in Education (Information Studies)	Kenyatta University	2	September 03 - Ongoing
Masters in Communication	Daystar University	1	Ongoing
Masters in Information Technology	USA	1	Ongoing
BSC (Information Studies)	Moi University	1	Partial August 03
Master in Information Studies	West Cape University, South Africa	1	25.2.2003 Partial
PhD	University of Cape Town, South Africa	1	Jan. 03 DPM - Ongoing
Diploma in Archives and Records Mgt.	Kenya Polytechnic	1	January 03
PhD Information Technology	USA	1	January 03 partial
MSC Information Science	UK Loughborough	1	September 03 partial
Secretarial Course	Mombasa TTI	1	May 04
Computer Training	Vick Computers	1	December 02
PABX course (1030)	KCCT Mbagathi	1	July 03
Masters in library Science	Pecking University, China	1	September 02 - On going



Course Attended	Institution/Country	No. of staff	Month/Year /Remarks
Strategic Communications Workshop	Dar-es-salaam	6	July 02
Certificate in Library Studies	Kenya Polytechnic	15	April 03
Integrity Assurance Officers Workshop	Mombasa	3	December 02
Book Selection, Monitoring and Evaluation Workshop	KIA	35	November 02
KLA/KNLS Strategic Management Workshop	KIA	10	November 02
Stores and Stock Management Seminar	Silver Springs Hotel	1	February 03
Human Resources Management	Silver Springs Hotel	1	February 03
Workshop on conduct of meetings, recording of minutes and report writing	KIA	24	January 03
Workshop on Advocacy and Lobbying	KIA	28	February 03
Carnegie Corporation Grantees Meeting	Johannesburg, South Africa	8	February 03
3rd Induction Course for Procurement/Supplies Officers	KIA	2	August 03

3. Government support

The achievements attained by the Board were made possible by the continued government support. During the year under review, the government increased its support to KNLS in terms of book grant to by Ksh. 10 million. KNLS also received support to Community Based Libraries (CBLs) amounting to Ksh. 10 million. This was in recognition of the important role that KNLS is playing in empowering communities through information dissemination.



This junior reader prefers to have dolls seated by her side as she enjoys a variety of books at the library.

KNLS also received Ksh. 5 million being part of the government's commitment towards the establishment of the National Library for the Visually Impaired Persons, at the KNLS headquarters. The co-funder of the project is the Desai Memorial Foundation. It is hoped that the two partners will honor their pledges to facilitate the commencement of the project. The total cost of the project is estimated at Ksh. 110 million.

4. KNLS/Carnegie Project

During the year under review, the actual implementation of the 3-year KNLS/Carnegie project was commenced in the

five model libraries, which are Nairobi, Mombasa, Kisumu, Nyeri and Eldoret. The broad project activities for year one were:

- Establishment of a Development Office
- Upgrading of book stock
- Integration of ICTs
 - ✓ ICT survey
 - ✓ Development of ICT policy
 - ✓ Networking
- Staff training

It is expected that the five selected model libraries will be comprehensively revitalized at the end of the three-year period and that they would be replicated both locally and regionally.



5. Partnerships

In order to strengthen partnerships with various stakeholders and well-wishers, the KNLS hosted several partners/visitors both local and from overseas. The Board encourages relationships with various groups and individuals for purposes of enhancing efficiency and effectiveness in information and library service provision to all Kenyans.



"Of all human relaxations free of guilt, none is so dignified as reading"

May I also state here that the challenge to inculcate a reading culture among Kenyans is quite an uphill task. This is due to financial constraints hindering efficient provision of library and information services to the public. The inability by a majority of the communities to substantially participate in the community based library projects has also resulted to the uneven development of libraries countrywide.

KNLS Board therefore makes a passionate appeal to organizations, individuals and all well-wishers to assist in whatever way possible to ensure accessibility of quality library and information services to all Kenyans. Previous assistance received by KNLS has been in terms of:

- ✓ Donation of books and other reading materials
- ✓ Donation of library plots
- ✓ Donation of and construction of library buildings
- ✓ Donation of computers and library furniture
- ✓ Sponsorship for staff training, among

other things.

As we move into the next financial year, it's our hope that more groups and individuals will find it a worthy course to partner with KNLS Board in promoting a reading culture among the Kenyan society.

In conclusion, I take this opportunity to convey our sincere thanks to all our library users country wide, for making use of the materials and facilities that the KNLS Board has availed to them. We appreciate that we have not been able to meet all their information needs. We however wish to assure them and in deed all Kenyans that we will optimally use the resources available to us to address the library user's requirements.

S. M. Maitha
Ag. Director, KNLS



STAFF

With the expansion of the Library network the size of the KNLS workforce has continued to grow. By the end of the year under review (2002/2003), the Board had a total of 971 employees. They comprise of

Professional Librarians, Para-Professional Staff and Untrained Staff. The rest are support staff i.e. Accounts, Secretarial and Subordinate Staff. The Board's staff position was as follows:-

Director	1	Human Resource Officers I, II	3
Deputy Director	1	Executive Secretary	1
Senior Principal Librarian	1	Personal Secretaries	5
Principal Librarian	4	Archives and Records Officers	3
Librarian I & II	70	Receptionists	4
Graduate Assistants	26	Senior Clerical Officers	5
Senior Library Assistants	39	Accounts Clerks	4
Library Assistant I & II	147	Higher Clerical Officer	2
Library Assistant III	-	Clerical Officers	36
Library Clerks	149	Copy Typists I, II, III	42
Library Attendants	131	Drivers I, II, III	18
Chief Accountant	-	Chief Security Officer	-
Senior Internal Auditor	-	Security Officers I, II	22
Senior Accountant	1	Executive Officer	1
Accountant I	1	Care Taker	-
Accountant II	4	Subordinate Staff I, II	164
Accountant III	1	Watchman I, II	83
Chief Human Resource Officer	1		
Senior Human Resource Officer	1		
		TOTAL	971



Statistical Information on the KNLS Services

CURRENT BOOK STOCK

ADDITIONS

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Dzitsoni	-	-	-	-	-	-	-	-
Eldoret	12,001	10,046	10,881	32,928	235	129	-	364
Embu	25,127	11,121	9,547	45,795	643	437	246	1,326
Garissa	15,651	8,834	5,934	30,419	1,410	1,274	550	3,234
Habasweni	2,340	3,404	-	5,744	-	-	-	-
Kabarnet	14,796	10,669	9,711	35,176	270	167	25	462
Kakamega	15,062	6,027	7,129	28,218	332	158	-	490
Kapsabet	3,570	4,446	-	8,016	-	-	-	-
Karatina	8,656	11,358	-	20,014	699	638	-	1,337
Kericho	20,023	8,478	-	28,501	485	347	-	832
Kilifi	446	2,393	-	2,878	-	-	-	-
Kinyambu	4,035	1,371	-	5,406	1,489	357	-	1,846
Kisii	13,454	1,034	-	23,795	716	327	-	1,043
Kisumu	18,596	21,614	-	40,210	-	-	-	-
Kithasyu	4,345	4,873	-	9,218	808	1,710	-	2,518
Laikipia	5,280	3,220	-	8,500	434	436	-	870
Malindi	1,520	584	-	2,104	500	315	-	815
Meru	14,863	8,286	-	23,144	-	-	-	-



Statistical Information on the KNLS Services

CURRENT BOOK STOCK

ADDITIONS

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Mombasa	12,799	7,822	7,125	27,746	939	573	309	1,821
Mutyambu	4,476	4,153	-	8,629	647	527	-	1,174
Mwingi	4,489	4,013	-	8,502	-	-	-	-
Nairobi Area	19,595	16,125	13,488	49,208	2,792	930	-	3,722
Naivasha	10,096	5,174	-	15,270	1,234	281	-	1,515
Nakuru	17,822	10,984	-	28,806	1,177	513	-	1,690
NR & BD	119,126	-	-	119,126	5,392	-	-	5,392
A & P	-	-	-	-	-	-	-	-
Nyeri	17,228	8,203	6,645	32,076	1,958	755	-	2,713
Nyilima	8,611	5,928	-	14,539	1,086	619	-	1,705
Ol-kalou	5,958	3,532	-	9,490	1,257	614	-	1,871
Rambula	4,888	4,228	-	9,116	447	180	-	627
Silibwet	3,420	4,370	-	7,790	-	-	-	-
Thika	17,476	10,265	-	27,741	796	725	-	1,521
Ukwala	649	387	-	1,036	-	-	-	-
Wajir	6,800	3,515	-	10,315	360	24	-	384
Wundanyi	15,959	7,047	-	23,006	101	84	-	185
TOTAL				742,462				38,957



Statistical Information on the KNLS Services

MEMBERSHIP

ATTENDANCE

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Dzitsoni	-	-	-	-	-	-	-	-
Eldoret	2,495	1,556	2,891	6,942	58,469	39,204	-	97,673
Embu	3,190	1,741	-	4,931	46,257	12,395	-	58,652
Garissa	6,633	-	-	6,633	37,560	21,876	-	59,436
Habasweni	150	79	-	229	111,578	17,520	-	29,098
Kabarnet	4,140	2,240	4,728	11,108	24,926	38,088	-	63,014
Kakamega	9,653	9,717	236	19,606	35,491	-	-	35,491
Kapsabet	4,006	2,105	-	6,111	32,560	20,467	-	53,027
Karatina	1,141	4,158	-	5,299	31,741	21,175	-	52,916
Kericho	818	438	-	1,256	95,316	50,561	-	145,877
Kilifi	420	150	-	570	15,250	17,520	-	32,770
Kinyambu	471	1,051	-	1,522	18,881	17,408	-	36,289
Kisii	1,480	295	-	1,775	53,262	25,762	-	79,024
Kisumu	-	9,061	-	9,061	53,496	58,555	-	112,051
Kithasyu	614	1,159	-	1,773	20,415	35,235	-	55,650
Laikipia	3,007	2,538	-	5,545	20,334	15,966	-	36,300
Malindi	-	-	-	-	-	-	-	-
Meru	193	289	-	482	28,006	17,861	-	45,867
Mombasa	6,891	758	1,568	9,217	100,913	21,273	-	122,186



Statistical Information on the KNLS Services

MEMBERSHIP

ATTENDANCE

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Mutyambua	2,167	8,625	-	10,792	10,241	26,729	-	36,970
Mwingi	1,088	388	-	1,476	9,108	7,821	-	16,929
Nairobi Area	17,222	5,389	369	22,980	104,184	31,062	-	135,246
Naivasha	1,872	687	-	2,559	-	123,819	-	123,819
Nakuru	3,782	4,205	-	7,987	34,600	14,468	-	49,068
NR & BD	-	-	-	-	-	-	-	-
A & P	-	-	-	-	-	-	-	-
Nyeri	7,463	3,679	3,333	14,475	70,864	24,101	-	94,965
Nyilima	546	2,932	-	3,478	24,993	18,104	-	43,097
Oi-kalou	599	296	-	895	6,472	4,514	-	10,986
Rambula	1,086	2,704	-	3,790	7,853	11,087	-	18,940
Silibwet	-	-	-	-	8,240	12,478	-	20,718
Thika	1,386	1,249	-	2,635	31,496	11,854	-	43,350
Ukwala	308	-	-	308	1,280	978	-	2,258
Wajir	506	838	132	1,476	54,839	45,856	16,759	117,454
Wundanyi	3,892	3,557	-	7,449	-	-	-	45,393
TOTAL				172,360				1,874,514



Statistical Information on the KNLS Services

WITHDRWAN BOOKS

BOOK ISSUES

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Dzitsoni	-	-	-	-	-	-	-	-
Eldoret	-	-	-	-	4,991	13,147	6,042	14,180
Embu	175	137	-	312	5,276	4,526	-	9,802
Garissa	-	-	-	-	3,725	4,560	1,521	9,806
Habasweni	-	-	-	-	-	-	-	-
Kabarnet	-	-	-	-	6,389	13,518	2,595	22,502
Kakamega	173	522	72	767	2,490	1,796	-	4,286
Kapsabet	-	-	-	-	2,560	2,170	-	4,730
Karatina	6	90	-	96	3,337	9,850	-	13,187
Kericho	47	136	-	183	5,287	6,372	-	11,659
Kilifi	-	-	-	-	-	-	-	-
Kinyambu	1	12	-	13	1,401	1,554	-	2,955
Kisii	220	120	-	340	13,454	10,341	-	23,795
Kisumu	-	-	-	-	14,475	11,456	-	25,931
Kithasyu	10	-	-	10	4,567	2,890	-	7,457
Laikipia	-	130	-	130	5,668	9,801	-	15,469
Malindi	-	-	-	-	-	-	-	-
Meru	19	98	-	117	2,361	10,090	-	12,451



Statistical Information on the KNLS Services

WITHDRWAN BOOKS

BOOK ISSUES

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Mombasa	3,999	1,866	1,502	7,367	5,283	6,538	-	11,821
Mutyambua	-	163	-	163	1,480	2,520	-	4,000
Mwingi	-	-	-	-	7,016	6,685	-	13,701
Nairobi Area	7,535	99	-	7,634	6,088	17,962	-	24,050
Naivasha	14	525	-	539	365	905	-	1,270
Nakuru	232	31	-	263	6,873	3,274	-	10,147
NR & BD	-	-	-	-	-	-	-	-
A & P	-	-	-	-	-	-	-	-
Nyeri	2	281	31	314	7,154	9,991	1,691	18,836
Nyilima	-	-	-	-	5,550	10,534	-	16,084
Ol-kalou	116	-	-	116	6,814	3,543	-	10,357
Rambula	1	4	-	5	7,858	11,087	-	18,945
Silibwet	-	-	-	-	2,581	1,150	-	3,731
Thika	13	14	-	27	4,431	2,684	-	7,115
Ukwala	-	-	-	-	-	-	-	-
Wajir	1	12	-	13	6,081	9,124	2,478	17,683
Wundanyi	160	69	-	229	7,847	10,130	-	17,977
TOTAL				18,638				353,927



To be denied information is to be deprived!



REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE FINANCIAL STATEMENTS OF THE KENYA NATIONAL LIBRARY SERVICE FOR THE YEAR ENDED 30 JUNE 2003

I have examined the financial statements of Kenya National Library Service for the year ended 30 June 2003 in accordance with the provisions of Section 29 of the Exchequer and Audit Act (Cap 412). I have obtained all the information and explanations considered necessary for the purpose of the audit. Proper books of account have been kept and the financial statements, which have been prepared under the historical cost convention as modified by the revaluation of leasehold land and buildings, fixtures, fittings and equipment are in agreement therewith and comply with the Kenya National Library Services Act, (Cap 225)

FIXED ASSETS

The fixed Assets figure of Kshs.208, 911,067 as at June, 2003 does not include value for seven (7) and nine (9) developed and undeveloped plots respectively situated in various parts of the country for which no ownership documents were availed for audit verification. The Kenya National Library Service has however, explained that the applications for ownership documents have been made to the Commissioner of Lands. However, until the plots are registered in the Kenya Library Service name and valued, it will not be possible to confirm the ownership of the assets or the carrying value of fixed assets.

Except for the foregoing reservation, in my opinion, the financial statements when read together with the notes, present fairly the financial state of affairs of the Kenya National Library Service as at 30 June,2003 and of its surplus and cash flow for the year then ended.

E.N. MWAI
CONTROLLER AND AUDITOR GENERAL
Nairobi

26 August, 2004



BALANCE SHEET AS AT 30TH JUNE 2003

	Note:	2002/2003	2001/2002
		Kshs	Kshs
Fixed Assets	(6)	20,911,067	200,896,342
Stock of books		191,616,320	171,846,631
		400,527,387	372,742,973
Current Assets			
Debtors	(3)	1,943,220	2,230,419
Stores		1,511,330	1,571,090
Cash and Bank balances	(4)	65,819,352	15,386,799
		69,273,903	19,188,308
Current Liabilities			
Creditors/Accruals	(5)	6,390,563	9,458,846
Net Assets		62,883,339	9,729,462
		463,410,726	382,472,435
Financed By:			
Accumulated Fund			
Revaluation Account	(7)	395,979,889	362,484,324
Revaluation Account			5,491,500
Carnegie Corporation Fund Account		53,556,343	80,400
Surplus for the year		13,874,494	14,416,211
		463,410,726	382,472,435

AG EXECUTIVE DIRECTOR

Signature 28/5/04

BOARD CHAIRMAN

M. Stevens 17/3/05



Income and Expenditure Account for the period ended 30th June 2003

	Note:	2002/2003	2001/2002
		Kshs	Kshs
Income			
Government grants-----Recurrent		281,213,424	239,986,605
-----Development		8,800,000	11,300,000
Fines & Overdue		504,837	543,381
Kenya National Bibliography Sales		162,882	90,938
Interest Received		14,820	33,735
Miscellaneous income		1,776,274	939,691
Rent Received Account		1,138,189	1,699,645
		293,310,427	254,593,994
Expenditure			
Staff expenses	(1)	213,460,871	178,025,698
Administration expenses	(2)	47,148,785	46,762,799
Transport operating expenses		5,069,164	5,103,628
With holding tax		2,223	5,000
Insurance		7,007,003	5,147,334
Depreciation expenses		6,747,886	5,133,323
		279,435,933	240,177,782
Surplus for the year		13,874,494	14,416,212



Cash flow Statement for the year ended 30th June 2003

	2002/2003	2001/2002
	Kshs	Kshs
Cash from operating activities		
Net earnings (loss) ---Boards Account	13,874,494	14,416,211
--Carnegie Corp fund	53,556,343	80,400
Adjustment for:-		
Depreciation	6,747,886	5,133,323
Operating profit before working Capital changes	74,178,723	19,629,934
Cash provided (used) by Operating activities		
Increase (Decrease) in debtors	287,199	(813,869)
Increase (Decrease) in stock	59,760	183,386
Increase(Decrease) in creditors	(3,068,283)	1,148,115
	(2,721,324)	517,632
Investment transactions		
Increase (decreases)		
Purchase of Books & Periodicals	(6,123,484)	(4,955,424)
Purchase of Equipment	(4,672,138)	(1,526,715)
Construction of buildings	(5,875,384)	(6,942,808)
Purchase of Motor Vehicles	(4,353,839)	-
	(21,024,845)	(13,424,947)
Net increase (decrease) in cash And Cash equivalents	50,432,554	6,722,619
Cash and Cash equivalents at Beginning of period	15,386,799	8,664,180
Cash and cash equivalents		
At end of period	65,819,352	15,386,799



KNLS Financial Statements

Notes

	2002/2003	2001/2002
	Kshs	Kshs
1. Staff Expenses		
Personal Emoluments	112,605,737	85,867,507
Pension contribution expenses	12,214,215	11,425,315
House Allowance	54,246,197	47,368,351
Medical Allowance	10,591,091	10,353,360
Other Allowance	5,899,541	5,355,533
Passage & Leave	1,287,730	781,768
Medical Expenses	85,762	188,620
Traveling & Accommodation	12,817,345	15,155,396
Purchase of uniforms & clothing	716,031	156,185
Staff training expenses	2,997,223	1,373,664
	213,460,871	178,025,698
2. Administration Expenses		
Rents & rates non-residential	18,550	6,100
Postal & telegram	774,083	704,302
Telephone expenses	3,257,436	3,859,622
Official entertainment	389,311	367,972
Exp. of Board's Committee & Conference	9,971,647	9,801,741
Electricity	1,639,328	2,052,851
Water & Conservancy	282,232	244,181
Purchase of Stationery	2,011,663	1,829,747
Publishing & Printing	2,873,591	4,082,307
Library expenses	14,403,199	13,395,868
Advertising & Publicity	1,785,147	1,016,072
Computer expenses	322,321	858,575
Contracted Professional Services	332,760	1,424,806
Miscellaneous & other charges	492,189	432,831
Fees, Commission & Honoraria	180,000	180,000
Maintenance of Plant & Equipment	1,289,591	844,258
Maintenance of Buildings & Stations	6,317,988	4,807,895
Contribution to International Organization	33,089	38,907
Bank charges	258,662	364,763
Grants to community libraries	516,000	450,000
	47,148,785	46,762,799



KNLS Financial Statements

	2002/2003	2001/2002
	Kshs	Kshs
3. Debtors		
Deposits – Refundable	567,916	550,616
Imprest & Advances	465,635	340,562
Miscellaneous debtors	909,669	1,339,242
	1,943,220	2,230,419
4. Cash & Bank Balances		
Cash in hand	211,782	200,609
Bank main account	1,442,702	3,811,606
Bank Development Account	9,599,802	9,956,976
Bank Savings & Reserve A/C	736,352	1,224,569
Bank Savings & Reserve –foreign A/C	272,371	112,639
Bank Carnegie Corp planning	53,556,343	80,400
	65,819,352	15,386,799
5. Creditors & Accruals		
Kenisis		80,423
Sacco payable	50,954	109,571
Miscellaneous deductions	5,182	181,006
Net salary payable	20,158	142,075
Insurance payable – staff		90,796
Creditors & other provisions	5,964,269	8,504,976
Provision for Audit fees	350,000	350,000
	6,390,563	9,458,846



6. Fixed Assets

	Land & Buildings	Motor Vehicles	Furniture Fittings & Equipments	Total
	Kshs	Kshs	Kshs	Kshs
Cost / valuations as at 30/6/2002	206,130,359	5,734,000	24,602,954	236,467,313
Additions during the year	5,875,384	4,353,839	4,672,138	14,901,361
Disposal	-	(379,000)	-	(379,000)
Cost/valuation	212,005,743	9,708,839	29,275,092	250,989,674
Accumulated depreciation b/fwd	15,179,297	1,579,000	18,812,674	35,570,971
Depreciation on disposal	-	240,250	-	240,250
Depreciation for the year 2002/2003	1,825,537	2,427,210	2,495,140	6,747,886
Accumulated depreciation c/fwd	17,004,834	3,765,960	21,307,814	42,078,607
Net Book Value 30/6/2003	195,000,909	5,942,879	7,967,279	208,911,067
Net Book Value 30/6/2002	190,951,062	4,155,000	5,790,280	200,896,342



7. Accumulated Fund

The increase in Accumulated fund was caused by books that were donated by international bodies in the year 2002/2003 and capitalized.

	Kshs
Balance brought forward	382,253,286
Add	
Donation of books	<u>13,726,603</u>
Balance carried forward	<u>395,979,889</u>

8. Carnegie Corporation grant year one

	Kshs
Balance B/fwd	80,400
Receipt from Carnegie International	71,915,874
Interest from fixed deposits	<u>1,941,136</u>
Total Receipts	73,937,411
Less Expenses to date	<u>20,381,068</u>
Fund balance as at 30/6/2003	<u>53,556,343</u>

9. Accounting Policies

The Income and Expenditure Account and Balance Sheet for the year ended 30th June 2003 are shown together with the figure for the year ended 30th June 2002 for comparison.

(a) Accounting Convention

The Board's financial statements have been prepared under the historical cost convention as modified by the Revaluation of Leasehold Land and buildings fixtures, fittings and equipment's, which are incorporated in these accounts.

(b) Depreciation

Depreciation is charged to write off the cost of fixed assets over their useful life using the straight line method at the following rates: –

Motor Vehicles	25%
Fixtures Furniture Fittings & Equipment's	12.5%
Buildings	2%

(c) Stores

These are shown at cost and no provision for obsolescence and deterioration has been provided for, since the items involved are mainly stationery.

(d) Foreign currency Account

The expenses have been converted at an average rate.

Opening Rate	78.88
Closing Rate	74.32
Average rate	76.54

10. Donation of land and buildings

The following Land and building are community based library projects which have been established by the Board in partnership with the communities and donated to the KNLS Board.

Land & Building	Land Only
Naivasha	Kilifi
Mutyambua	Ukwala
Kinyambu	Nyahururu
Rambula	Muranga
Dero	Kwale
Wajir	Kitale
Kapsabet	Kibera
	Iten
	Busia

The value for these donations have been excluded in the final accounts. The board is the process of valuing them for inclusion in the Boards Assets' Register.



To be denied information is to be deprived!

