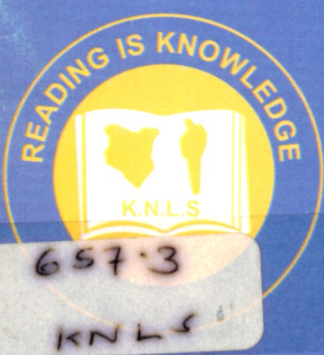
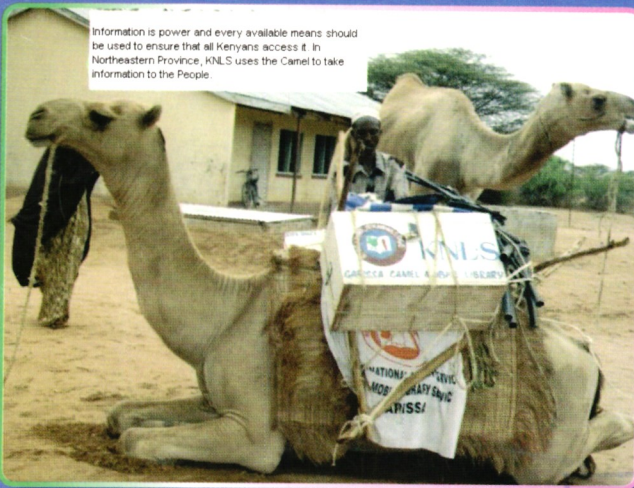


Library  
137

Information is power and every available means should be used to ensure that all Kenyans access it. In Northeastern Province, K.N.L.S uses the Camel to take information to the People.



# ANNUAL REPORT 2003 - 2004



KENYA NATIONAL  
LIBRARY SERVICE

PUBLIC PARKING

KENYA NATIONAL ASSEMBLY  
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Kenya National Library Service Headquarters



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## Message from the Chairman

It is a pleasure for me to present, on behalf of the Kenya National Library Service (KNLS) Board, the annual report and the audit accounts for the period 2003/2004. The accomplishments realized during the year under review are attributed to the sound support given to the Board by the government of Kenya and other KNLS stakeholders. This has enabled us to carry out most of our projected activities targeted at effective service provision to the public.

Like in the previous years however, financial constraints remained a major drawback to KNLS Board's efforts to ensuring that every Kenyan has access to relevant library and information services during the year under review. Nonetheless, this did not deter the KNLS Board from providing the services, using the available resources. The Board engaged various partnership strategies in the provision of library and information services to the public.

To ensure that professionalism and effectiveness are maintained in the delivery of service to the public, the Board dedicated a substantial amount of its financial resources to provided relevant training to its staff. This was also in recognition of the pivotal role played by the human resource in the attainment of the overall organizational goals and objectives.

In the next financial year, the Board is committed to enhance the capacity building of its staff to ensure efficiency and effectiveness in serving the public. The Board's focus will also be the installation of ICTs in its operations in response to the global technological changes. We will also utilize the available resources to replenish our library stock to ensure quality and relevance.



*Ms Mary Stevens, Chairperson KNLS Board*

I would like to take this opportunity to sincerely thank the government of Kenya for the continued support accorded to the KNLS Board. It is my hope that our relationship with the government will continue to grow stronger as we join in eradicating ignorance, which has been a major drawback in national development. I also wish to thank all our stakeholders who have partnered with us in library and information service provision.

To all our readers and other library users, we owe the impact realized in the promotion of a reading culture in this country, to you. Without your positive response to make reading a way of life, our efforts would have been in vain. I therefore urge all Kenyans to embrace reading and information seeking habits for self and national development.

*Ms. Mary Stevens  
Chairperson, KNLS Board*

# KNLS Board Members



KNLS Board



**Front row, left to right:** L. Obidha, Sam Maitha, Farida Bawazir, Mary Stevens–Chair, Hon Najib Balala–Minister for Gender, Rosemary Okello, Reuben Rotich, M. C. Gitary.  
**Back row, left to right:** Deborah Nyabundi, M.M. Gachagua, J. Simiyu, C. Nandain, H. Ngetia, K. Kiteme, Said Omar.



## List of Board Members

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

the following members served in the Board during the financial year 2003/2004.

<b>Name</b>	<b>Area of Representation</b>
Ms. Mary Stevens	Chairperson / Representing Coast Province
Mr. Henry K Ngetich	Nairobi Province
Prof. Kamuti Kiteme	Eastern Province
Mrs. Rosemary Okello	Nyanza Province
Mr. Sylas Chemjor	Rift Valley Province
Mrs. Lucy Muhinga	Central Province
Mr. Joshua N. Simiyu	Western Province
Inspector of State Corporations	Inspectorate of State Corporations
Permanent Secretary	Ministry of Gender, Sports, Culture and Social Services
Permanent Secretary	Ministry of Finance
Permanent Secretary	Ministry of Education
Permanent Secretary	Ministry of Local Government
Permanent Secretary	Ministry of Planning and National Development
Vice Chancellor	University of Nairobi
Mr. Charles Nandain	Kenya Library Association
Mr. Said Abdalla Omar	Nominated
Ms. Farida Bawazir	Nominated
Mr. S. M. Maitha	Ag. Director, Secretary to the Board



During the year under review, the KNLS Network comprised of the following branch libraries:

KNLS Headquarters  
P O Box 30573  
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

Mikumbune Community  
Library  
P O Box 206  
Nkubu

**D**uring the year under review, KNLS continued to point its focus on its primary goal of providing accessible, available and relevant library and information services to the public. Consequently, several measures intended to effectively respond to the diversified needs of the esteemed library clientele and the public in general were undertaken. In addition, various activities were carried out to ensure that provision of services to the public met high quality standards.



*Mrs D. Nyabundi, Ag Director, KNLS*

### 1. Promotion of reading

The Board hosted the National Book Week (NBW) Celebrations from September 22nd to 27th 2003. The celebrations were officially launched at the KNLS Headquarters by Amb. Nancy Kirui, Permanent Secretary, Ministry of Gender, Sports, Culture and Social Services. As part of the celebrations and promotion of reading, a total of 2,000 books valued at Ksh.1.3 million were donated to various institutions in the country. The NBW celebrations were also attended by 12 guests from Uganda and Tanzania.

The NBW Celebrations were characterized by various activities such as lectures and talks espousing the importance of reading, story telling, silent reading, drama and writing competitions, Video shows, etc. The success of the celebrations was made possible by the generous support received from the National Book Development Council of Kenya, who sponsored activities in 17 KNLS branches at a cost of Ksh.510,000 and also provided posters for publicity.

To enhance a reading culture among the children, UNICEF sponsored a camel dance at the KNLS Garissa Library in June 2004. The event comprised of several activities organized with a message of reading promotion. These included: poems and mashairi, reading competition, story telling, and video shows among others. The launching of the event was programmed to coincide with the Day of the African Child. The event was conducted at a cost of Ksh. 110,520.

Book Aid International from UK donated a total of 22,289 books to KNLS. As outlined in the memorandum of understanding between KNLS and BAI, 60% of the donations were retained within the library system while 40% were distributed to needy institutions.





*Mr. Michael Joseph, Safaricom C.E.O flags off a camel caravan after donating it to KNLS, as Hon. Alicen Chelaite looks on.*

## 2. National Library Services

National library division (NLD) is charged with the responsibility of preserving the national imprint through the collection of legal deposits and subsequent publication of Kenya National Bibliography. During the year under review, NLD managed to collect 1846 copies of 923 titles of books written about Kenya. NLD also issued 58 International Standard Book Numbers (ISBN) to Kenya publishers.

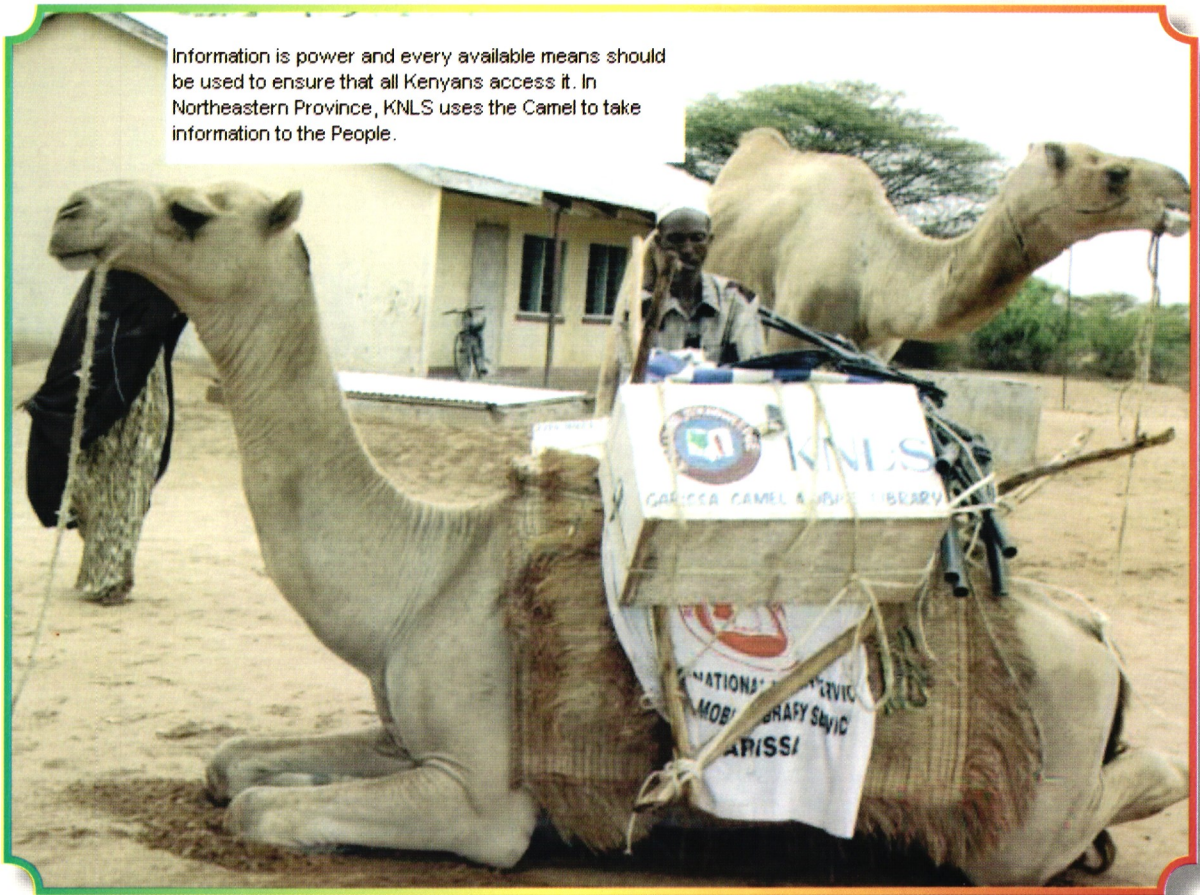
## 3. Training

The development of staff for efficient service delivery continued to be the focus of the Board during the year 2003/2004. Consequently, a total of 43 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 Library and Information Science	Kenya Polytechnic	5	July 03
Masters in Education (Information Studies)	Kenyatta University	2	September 03 and On going
Masters in Communication	Daystar University	1	Graduated in June 2004
Masters in Information Technology	USA	1	Ongoing
BSC (Information Studies)	Moi University	1	Partial August 03
PhD	University of Cape	1	Jan. 03
DPM	Town South Africa		- On going
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
Masters in library Science	Pecking University China	1	September 02 - On going
Masters in Library Science	Pecking University China	1	September 03 - On going
Copy Typist Upgrading	GTI Matuga	1	January 04
Certificate in Library Studies	Kenya Polytechnic	15	April 03
Guidance and Counselling Course	Mombasa	2	August 03
69th IFLA General Conference	German-Berlin	3	August 03
Accounting for donor funds seminar	KIA	1	August 03
Project Development and Management	Nairobi	2	August 03
Community Organization and Mobilization	Nairobi	2	August 03



Information is power and every available means should be used to ensure that all Kenyans access it. In Northeastern Province, KNLS uses the Camel to take information to the People.

## 4. 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 by Ksh. 10 million. KNLS also received book support to Community Based Libraries amounting to Ksh. 10 million. The funds were used to enhance the information resources in various KNLS branches.

## 5. Establishment of library facilities

In partnership with the communities, the KNLS Board established an additional community library in Eastern Province during the year under review. This is the Mikumbune Community Library, the only public library in Nkubu Division of Meru Central. The Board continues to encourage community participation in development and maintenance of library facilities.

## 6. KNLS/Carnegie Project

Implementation of year one activities of the KNLS/Carnegie project targeting five model libraries (i.e. Nairobi, Mombasa, Kisumu, Eldoret, and Nyeri) continued as outlined in the implementation programme. The exercise was however hampered by various technical handles, which also caused delays. As a result, most activities were not completed as scheduled.



A series of workshops and seminars conducted for KNLS staff under this project included: Monitoring and evaluation; Book selection and building user profile; Grantees workshop in Johannesburg; Leadership training programme in Illinois, USA; among others.

Another activity that was undertaken as part of the KNLS/Carnegie project was the conducting of the ICTs survey. This was a baseline survey that was deemed necessary to facilitate the integration of ICTs in the KNLS service provision. From the survey results, an ICTs policy that will guide the installation and maintenance of ICTs in

### *A section of readers at KNLS*

KNLS was developed. Further, a total of 140 computers were bought and installed in all the model libraries and in a few other libraries as well.

To curb the theft of library information materials, 3M surveillance machines were purchased and installed in the five model libraries at a cost of Ksh. 1,919,147. Magnetic strips worth Ksh. 1,719,875 were also purchased for fixing into the books for the model libraries. It is expected that loss of information materials through theft will reduce drastically in these libraries.



### 7. Inauguration of KNLS Board

During the year 2003/2004 the 13th KNLS Board was inaugurated by Hon. Najib Balala, Mp, Minister for Gender, Sports, Culture and Social Services. The function was held at the KNLS headquarters on 28th May 2004.



some of the Nairobi primary schools which benefited from Book Aid International (UK) donations. The books were presented through the National Book Development Council at the KNLS Headquarters.

### 8. Partnerships

The KNLS Board continued to embrace the concept of partnerships as the way for the future of library development in Kenya. In January 2004, the Safaricom Chief Executive Mr. Michael Joseph donated a camel caravan for the Camel Library Service in Garissa valued at Ksh. 486,006.60. The caravan comprised of 3 camels, library books in two book boxes and other accessories used for the camel library service. The caravan was received by Hon. Alicen Chelaite, MP, Assistant Minister for Gender, Sports, Culture and Social Services on behalf of the KNLS Board.

In November 2003, Goethe Institut sponsored a workshop for all the KNLS children librarians. The workshop's

theme was "creativity and innovativeness in the establishment and management of children model libraries in KNLS." The lead facilitator was Mrs. Lioba Bathen, the Director of Books for All during the 69th IFLA conference in Berlin, Germany.

### 9. Sports

After some months of training, the KNLS staff participated in the Ministerial Sports event at the Moi International Sports Centre, Kasarani. The event was organized by the Ministry of Gender, Sports, Culture and Social Services. All the Ministerial departments agreed to make some financial contributions to make the event

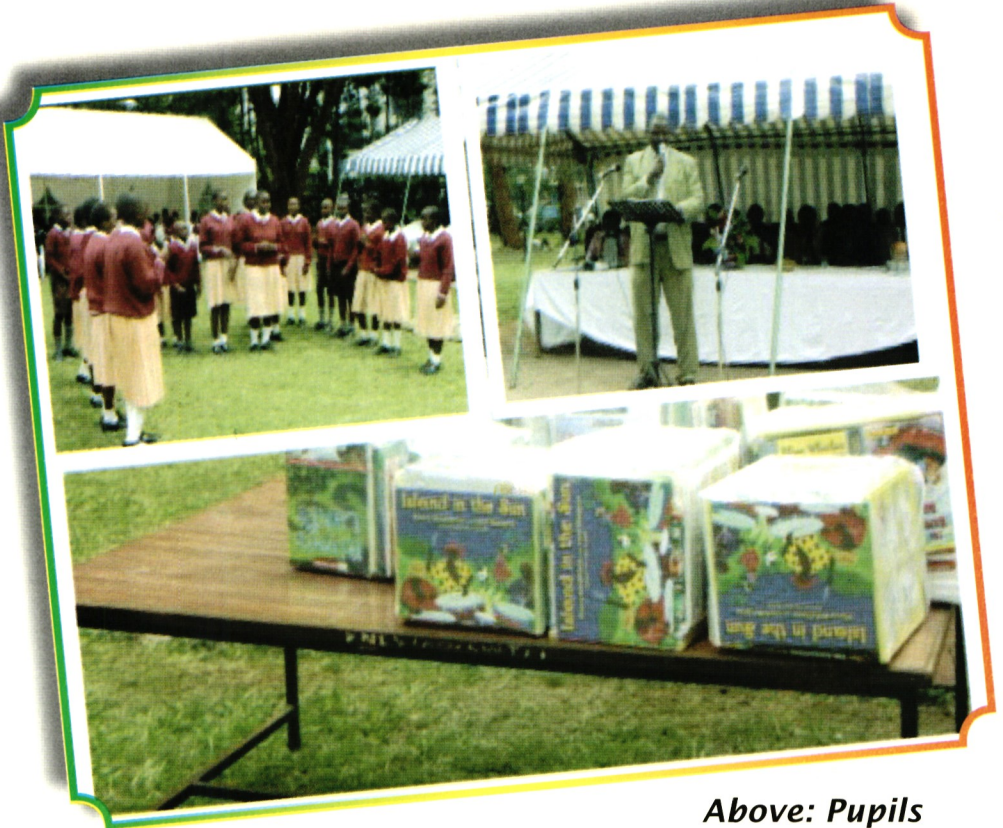


a success. The event was held in October 2003 and KNLS attained the second position over all after winning several trophies.

### Conclusion

In spite of the many challenges experienced during the year under review, KNLS Board strived to ensure that the provision of library and information services to the public went on smoothly. We owe a great deal of success to the KNLS staff who have been expediting significant commitment in course of their duty. This has translated to the achievement of the KNLS Board's objectives.

We also wish to register our appreciation to a number of organizations that made it possible for us to remain on course during the year under review. These include: the Government of Kenya through Ministry of Gender, Sports, Culture and Social Services for their continued support; Carnegie Corporation of New York; Safaricom Kenya; Goethe Institut; and many other institutions/individuals who partnered with the KNLS Board in one or many ways.



*Above: Pupils from a Nairobi School recite a poem during the BAI book presentation at the KNLS Headquarters*

We thank all of them and encourage them to keep the partnership warm as we join together in fostering community empowerment through provision of library and information services in the coming years.

In the next financial year, the KNLS Board is committed to ensuring that accessible and quality library and information services are available to the public.

**Deborah Nyabundi (Mrs)**  
**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 (2003/2004), the Board had a total of 974 employees. There were 103 Professional

Librarians, 232 Para-Professional Staff and 257 Untrained Staff. The rest comprised support staff i.e. Accounts, Secretarial and Subordinate Staff. The Board's staff position was as follows:-

Director .....	-	Senior Human Resource Officer .....	1
Deputy Director .....	1	Human Resource Officers I, II .....	3
Senior Principal Librarian .....	1	Executive Secretary .....	1
Principal Librarian .....	4	Personal Secretaries .....	5
Librarian I & II .....	69	Archives and Records Officers .....	3
Graduate Assistants .....	27	Receptionists .....	4
Senior Library Assistants .....	40	Senior Clerical Officers .....	5
Library Assistant I & II .....	143	Accounts Clerks .....	4
Library Clerks .....	175	Higher Clerical Officer .....	2
Library Attendants .....	130	Clerical Officers .....	36
Chief Accountant .....	-	Copy Typists I, II, III .....	42
Senior Internal Auditor .....	-	Drivers I, II, III .....	17
Senior Accountant .....	1	Chief Security Officer .....	-
Accountant I .....	1	Security Officers I, II .....	22
Accountant II .....	4	Executive Officer .....	1
Accountant III .....	1	Subordinate Staff I, II .....	161
Chief Human Resource Officer .....	1	Watchman I, II .....	70
		<b>TOTAL</b> .....	<b>974</b>



## BOOKSTOCK

## ADDITIONS

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Dzitsoni	1031	1600	-	2631	-	-	-	-
Eldoret	7650	4302	9722	21674	2	62	374	438
Embu	25302	11119	9466	45887	53	115	-	168
Garissa	15736	8774	7677	32187	191	15	-	206
Habaswein	3616	2128	-	5744	2145	-	-	5773
Kabarnet	15189	10738	9679	35606	17	8	3	28
Kakamega	13463	12537	3569	29569	1391	-	-	1391
Kapsabet	3637	4770	-	8407	103	285	-	388
Karatina	8888	11784	-	20672	267	440	-	707
Kericho	20193	8380	-	28573	280	92	-	372
Kilifi	4492	2870	-	7362	3029	3060	-	6089
Kinyambu	4508	2368	-	6876	70	112	-	182
Kisii	13857	10480	-	24337	472	275	-	747
Kisumu	17670	12467	10441	40578	605	403	-	1008
Kithasyu	4307	4941	-	9248	13	87	-	100
Laikipia	5280	3220	-	8500	60	423	-	483
Malindi	769	1549	-	2318	200	171	-	371
Meru	9801	4135	-	13936	576	626	-	1202
Mombasa	12177	7521	6737	26435	1367	270	172	1809
Mutyambua	4549	4247	-	8796	100	117	-	217





## BOOKSTOCK

## ADDITIONS

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Mwingi	4757	4093	-	8850	200	75	-	275
Nairobi Area	19754	12906	13488	46148	1230	648	-	1878
Naivasha	10481	5022	-	15503	528	233	-	761
Nakuru	17840	9385	-	27225	89	150	-	239
Nyeri	11793	13338	4637	29768	-	-	-	-
Nyirima	8698	7881	-	16579	156	166	-	322
Ol-kalou	12160	12698	-	24858	31	352	-	383
Rambula	4876	5128	-	10004	484	380	-	864
Silibwet	5506	3073	-	8579	654	228	-	882
Thika	18923	7353	-	26276	393	693	-	1086
Ukwala	1598	2157	-	3755	2005	684	-	2689
Wajir	7540	4361	-	11901	807	994	-	1801
Wundanyi	16340	7395	-	23735	361	237	-	598
Lagam	3794	5244	-	9038	2399	-	-	2399
Mbalambala	487	564	-	1051	-	-	-	-
National Reference	121559	-	-	121559	-	-	-	-
Acquisition & Processing Dept.	46016	-	-	46016	-	-	-	-
Mikumbune	2437	2585	-	5022	-	-	-	-
<b>TOTAL</b>				<b>815203</b>				<b>35856</b>



## MEMBERSHIP

## ATTENDANCE

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Dzitsoni	3286	1828	425	5539	38720	10200	-	48920
Eldoret	2567	1801	4799	9167	23700	27800	-	51500
Embu	3286	1828	425	5539	37811	9458	510	47779
Garissa	3347	2853	3219	9419	23299	11834	6967	42100
Habaswein	199	293	-	492	-	1393	3108	4501
Kabarnet	4066	2291	-	6357	26750	11502	-	38252
Kakamega	824	409	-	1233	19747	10006	-	29753
Kapsabet	1920	3061	-	4981	14502	21487	-	35989
Karatina	1227	4259	-	5486	28344	15144	-	43488
Kericho	939	466	-	1405	67165	23831	-	90996
Kilifi	446	2393	-	2839	6465	9346	-	15811
Kinyambu	573	1170	-	1743	2510	1002	-	3512
Kisii	1588	395	-	1983	84106	18410	-	102516
Kisumu	4900	2338	-	7238	91627	37828	-	129455
Kithasyu	708	1102	-	1810	23138	3537	-	26675
Laikipia	5280	3220	-	8500	25100	12602	-	37702
Malindi	39	19	-	58	2750	1250	-	4000
Meru	416	524	-	940	26715	10730	-	37445
Mombasa	7081	937	1509	9527	112883	14093	-	126976



# Statistical Information on the KNLS Services

## MEMBERSHIP

## ATTENDANCE

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Mutyambua	2320	8263	-	10583	7878	25207	-	33085
Mwingi	1330	490	-	1820	2442	1632	-	4074
Nairobi Area	17401	5600	369	23370	119232	15782	-	135,014
Naivasha	1881	605	-	486	132474	115006	-	247480
Nakuru	4045	4210	-	8255	38958	14937	-	53895
Nyeri	7645	3777	3118	14540	79075	15370	-	94445
Nyirima	519	2581	-	3100	27807	34351	-	62158
Ol-kalou	929	835	-	1764	22565	16122	-	38687
Rambula	1299	2816	-	4115	7248	10508	-	17756
Silibwet	1419	-	-	1419	9520	10250	-	19770
Thika	1489	955	-	2444	41472	10718	-	52190
Ukwala	1574	2139	-	3713	15200	10204	-	25404
Wajir	636	1118	173	1927	12544	10946	-	23490
Wundanyi	4107	2067	-	6174	21989	23178	-	45167
Lagam	72	307	-	379	210	500	-	710
Mbalambala	86	159	-	245	10621	5572	-	16,193
Mikumbune	66	234	-	300	3882	3446	-	7328
<b>TOTAL</b>	<b>89510</b>	<b>67343</b>	<b>14037</b>	<b>170,890</b>	<b>1209842</b>	<b>576897</b>	<b>7477</b>	<b>1794216</b>



## WITHDRAWN DISCARDS

## BOOK ISSUES

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Dzitsoni	-	-	-	-	1520	1000	-	2520
Eldoret	-	-	-	-	3421	2789	-	6210
Embu	22	42	16	80	1021	231	124	1376
Garissa	-	-	-	-	1163	882	2526	4571
Habaswein	3	1	-	4	1384	518	-	1902
Kabarnet	-	-	-	-	1020	750	270	1940
Kakamega	-	-	-	-	11,120	14310	2501	27,931
Kapsabet	-	-	-	-	13189	11013	-	24202
Karatina	1	36	-	37	2872	4156	-	7028
Kericho	2	103	-	105	4620	2669	-	7289
Kilifi	22	3	-	25	1824	7772	-	9596
Kinyambu	-	-	-	-	3421	2560	-	5981
Kisii	-	-	-	-	3237	1737	-	4974
Kisumu	393	-	159	552	4594	1621	4840	11055
Kithasyu	1	11	-	12	2674	4349	-	7023
Laikipia	-	-	-	-	2871	2611	-	5482
Malindi	-	-	-	-	347	220	-	567



## WITHDRAWN DISCARDS

## BOOK ISSUES

Branch	Adult	Junior	Mobile	Total	Adult	Junior	Mobile	Total
Meru	5503	4689		10192	2756	6227	-	8983
Mombasa	14	74	48	136	11396	6363	74	17833
Mutyambua	-	-	-	-	672	1000	-	1672
Mwingi	-	-	-	-	955	988	-	1943
Nairobi Area	5600	4562	-	10162	6088	17962	-	24050
Naivasha	286	26	-	312	9203	3180	-	12383
Nakuru	1	31	-	32	6026	2028	-	8054
Nyeri	224	-	1636	1860	8321	5539	-	13860
Nyirima	64	111	-	175	2570	7881	-	10451
Ol-kalou	-	-	-	-	12160	12698	-	24858
Rambula	12	-	-	12	4876	5128	-	10004
Silibwet	-	-	-	-	7829	10296	-	18125
Thika	29	193	-	222	3976	2479	-	6455
Ukwala	-	-	-	-	1210	1520	-	2730
Wajir	-	-	-	-	4662	7913	-	12575
Wundanyi	33	76		109	7835	12656		20491
<b>TOTAL</b>	<b>12198</b>	<b>9958</b>	<b>1859</b>	<b>24,027</b>	<b>149813</b>	<b>163046</b>	<b>10335</b>	<b>323194</b>



*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 2004

I have audited the financial statements of Kenya National Library Service for the year ended 30 June 2004 in accordance with the provisions of Section 14 of the public Audit Act 2003. 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 historical cost convention, are in agreement therewith and comply with the Kenya National Library Service Act (Cap 225).

### **Respective Responsibilities of the Directors and Controller an auditor General**

The Directors are responsible for the preparation of financial statements which give a true and fair view of the service's financial state of affairs and it's operating results. My responsibility is to express an independent option on the financial statements based on my audit.

### **Basis of Opinion**

The audit was conducted in accordance with the International Standards on Auditing. Those standards require that the audit be planned and performed with a view to obtaining reasonable assurance that the financial statements are free from material misstatements. An audit includes an examination, on a test basis, of evidence supporting the amount and disclosures in the financial statements. It also includes an assessment of the accounting principles used and significant estimates made by the Directors as well as evaluating the overall financial statements presentation.

The Fixed Assets figure of Kshs. 407,514 002 as at 30 June 2002 includes Kshs. 5,664,600 being the value of 7 developed plots whose ownership documents have not been availed for audit verification. Further, the Fixed Assets figure excludes 6 plots with title deeds and 33 plots with no title deeds whose values have not been determined. Although Kenya National Library Service has explained that applications for ownership documents are currently with the Commissioner of lands, until the plots are registered in Kenya National Library Service's name and valued, it would not be possible to confirm the ownership of the assets or the correctness of carrying value of Fixed Assets stated in the financial statements.

### **Opinion**

Except for foregoing reservation, in my opinion, the financial statements when read together with the notes thereon present fairly the state of financial affairs of the Library Service and of its surplus and cash flows for the year then ended.

**E. N. MWAI**  
**CONTROLLER AND AUDITOR GENERAL**

Nairobi

08 March, 2005



## BALANCE SHEET AS AT 30TH JUNE 2004

	Notes	2003/2004 Kshs	2002/2003 Kshs
<b>Non Current Assets</b>			
Property and equipment	(6)	207,984,984	208,911 067
Capital work in progress		3,998,128	-
Stock of books		195,530,889	191,616,320
		<b>407,514,002</b>	<b>400,527,387</b>
<b>Current Assets</b>			
Debtors	(3)	1,482,966	1, 943,220
Stores		1,753,948	1,511,330
Cash and Bank balances	(4)	37,541,983	65,819,352
		<b>40,778,897</b>	<b>69,273,903</b>
<b>Current Liabilities</b>			
Creditors/ Accruals	(5)	10,897,851	6,390,563
		<b>29,881,046</b>	<b>62,883,339</b>
<b>Net Assets</b>			
		<b>437,395,048</b>	<b>463,410,726</b>
<b>Financed By:</b>			
Accumulated Fund	(8)	409,854,383	395,979,889
Carnegie Corporation Fund account		17,544,915	53,556,343
Surplus for the year		9,995,750	13,874,494
		<b>437,395,048</b>	<b>463,410726</b>

AG. EXECUTIVE DIRECTOR -----

*Onyabundi*

BOARD CHAIRMAN -----

*MSt 28/5/04*





## Income and Expenditure Account for the period ended 30th June 2004

	Notes	2003/2004 Kshs	2002/2003 Kshs
<b>Income</b>			
Government grants---			
Recurrent		333,832,897	281,213,424
---Development		7,650,000	8,500,000
---Book grant		5,000,000	-
Fines & Over dues		252,708	504,837
Kenya National Bibliography sales		50,295	162,882
Cash Donations		1,199,824	-
Interest Received		15,809	14,820
Miscellaneous income		1,704,998	1,776,274
Rent Received Account		1,451,634	1,138,189
		<b>351,158,165</b>	<b>293,310,427</b>
<b>Expenditure</b>			
Staff expenses	(1)	266,429,054	213,460,871
Administration expenses	(2)	54,062,839	47,148,785
Transport operating expenses		5,947,196	5,069,164
With holding tax		2,058	2,223
Insurance		7,507,015	7,007,003
Depreciation expenses		7,214,253	6,747,886
		<b>341,162,415</b>	<b>279,435,932</b>
Surplus for the year		<b>9,995,750</b>	<b>13,874,495</b>



## Cash flow statement for the year ended 30th June 2004

	2003/2004 Kshs	2002/2003 Kshs
Cash from operating activities		
Net earnings -- Boards Account	9,995,750	13,874,495
-- Carnegie Corp fund	17,544,915	53,556,343
Adjustments for: -		
Depreciation	7,214,253	6,747,886
<b>Operating profit before working Capital changes</b>	<b>34,754,917</b>	<b>74,178,724</b>
<b>Cash provided (used) by Operating activities</b>		
Increase (Decrease) in debtors	460,254	287,199
Increase (Decrease) in stock	(242,618)	59,760
Increase (Decrease) in creditors	4,507,288	(3,068,283)
	<b>4,724,924</b>	<b>(2,721,324)</b>
<b>Investment transactions Increases (decreases)</b>		
Purchase of Books & Periodicals	(3,914,569)	(6,123,484)
Purchase of Equipment	(3,042,675)	(4,672,138)
Capital work in progress	(3,998,128)	
Construction of buildings	(3,245,496)	(5,875,384)
Purchase of Motor Vehicles		(4,353,839)
	<b>(14,200,868)</b>	<b>(21,024,845)</b>
Carnegie Corporation opening balance	53,556,343	80,400
Net increase (decrease) in cash And Cash equivalents	<b>(28,277,369)</b>	<b>50,432,555</b>
Cash and cash equivalents at Beginning of period	65,819,352	15,386,799
Cash and cash equivalents at End of period	<b>37,514,983</b>	<b>65,819,352</b>



# KNLS Financial Statements

Notes	2003/2004 Kshs	2002/2003 Kshs
<b>1. Staff Expenses</b>		
Personal Emoluments	141,224,582	112,605,737
Pension contribution expenses	22,276,305	12,214,215
House Allowance	65,661,023	54,246,197
Other Allowances	6,063,978	5,218,258
Transfer Allowances	1,283,286	681,283
Medical Allowance	11,884,414	10,591,091
Passage & leave	792,503	1,287,730
Medical expenses	118,427	85,762
Traveling & Accommodation	13,110,805	12,817,345
Purchase of uniforms & clothing	771,164	716,031
Staff training expenses	3,242,569	2,997,223
	<b>266,429,054</b>	<b>213,460,871</b>
<b>2. Administration Expenses</b>		
Rents & rates non-residential	2,356	18,550
Postal & telegram	898,795	774,083
Telephone expenses	3,076,044	3,257,436
Official entertainment	614,823	389,311
Exp. Of Board's Committee & Conference	7,166,715	10,151,647
Electricity	1,476,825	1,639,328
Water & conservancy	636,663	282,232
Purchase of Stationery	3,364,535	2,011,663
Publishing & Printing	3,788,403	2,873,591
Library expenses	7,342,583	14,403,199
Advertising & Publicity	1,511,081	1,785,147
Computer expenses	317,443	322,321
Contracted Professional Services	3,161,577	332,760
Miscellaneous & other charges	1,366,158	492,189
Maintenance of Plant & Equipment	1,798,743	1,289,591
Maintenance of Building & Stationery	6,484,709	6,317,988
Contribution to International Organization	116,230	33,089
Grants to Carnegie	7,400,500	-
Bad Debts	36,000	-
Audit fee	1,400,000	-
Donated books	1,199,824	-
Bank charges	299,606	258,662
Grants to Community lib	576,226	516,000
	<b>54,062,839</b>	<b>47,148,785</b>



# KNLS Financial Statements

	2003/2004 Kshs	2002/2003 Kshs
<b>3. Debtors</b>		
Deposits – Refundable	577,916	567,916
Imprest & Advances	283,605	465,635
Miscellaneous debtors	621,445	909,669
	<b>1,482,966</b>	<b>1,943,220</b>
<b>4. Cash &amp; Bank Balances</b>		
Cash in hand	5,966	211,782
Bank main account	4,711,095	1,442,702
Bank Development Account	13,729,416	9,599,802
Bank Savings & Reserve A/C	1,245,740	736,352
Bank Savings & Reserve – foreign A/C	304,853	272,371
Bank Carnegie Corp Planning	17,544,915	53,556,343
	<b>37,541,983</b>	<b>65,819,352</b>
<b>5. Creditors &amp; Accruals</b>		
Sacco payable	11,349	50,954
Miscellaneous deductions	83,320	5,182
Net salary payable–	–	20,158
Union Dues	35,146	–
Creditors & other provisions	10,068,037	5,964,269
Provision for Audit fees	700,000	350,000
	<b>10,897,851</b>	<b>6,390,563</b>

## 6. Property & Equipment

	Land & Buildings Kshs	Motor Vehicles Kshs	Furniture Fittings & Equipments Kshs	Total Kshs
Cost / valuations as at 30/6/2003	212,005,743	9,708,839	29,275,092	250,989,674
Additions during the year	3,245,496	–	3,042,675	6,288,171
Cost / valuation	<b>215,251,239</b>	<b>9,708,839</b>	<b>32,317,767</b>	<b>257,277,845</b>
Accumulated depreciation b/fwd	17,004,834	3,765,960	21,307,814	42,078,608
Depreciation for the year 2003/2004	1,890,447	2,427,210	2,896,596	7,214,253
Accumulated depreciation c/fwd	<b>18,895,281</b>	<b>6,193,170</b>	<b>24,204,410</b>	<b>49,292,861</b>
Net Book Value 30/6/2004	<b>196,355,958</b>	<b>3,515,669</b>	<b>8,113,358</b>	<b>207,984,984</b>
Net Book Value 30/6/2003	<b>195,000,909</b>	<b>5,942,879</b>	<b>7,967,279</b>	<b>208,911,067</b>



## 7. Accumulated Fund

The increase in Accumulated fund was caused by books that were donated by international bodies in the year 2003/2004 and capitalized.

Balance carried forward	<b>409,854,383</b>
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## 8. Carnegie Corporation grant year one

Balance B/fwd	53,556,343
Less expenses to date	36,011,429
Fund balance as at 30/6/2004	<u>17,544,914</u>

## 9. Accounting policies

The income and Expenditure Account and Balance sheet for the year ended 30th June, 2004 are shown together with the figures for the year ended 30th June 2003 for comparison.

### (a) Accounting Convention

The Board's financial statements have been prepared under the historical cost convention as modified by the Revaluation of freehold Land and buildings fixtures fittings and equipments, 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 consumable items.

### (d) Foreign Currency Accounts

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	Ukwala
Mutyambua	Nyahururu
Kinyambu	Muranga
Rambula	Kwale
Dero	Kitale
Wajir	Kibera
Kapsabet	Iten
Kilifi	Busia

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

## 11. Contingent Liability

The former Director, Mr. S.K. Nganga has sued the Board for wrongly transfer. The outcome of this case is not known.



*To be denied information is to be deprived!*

