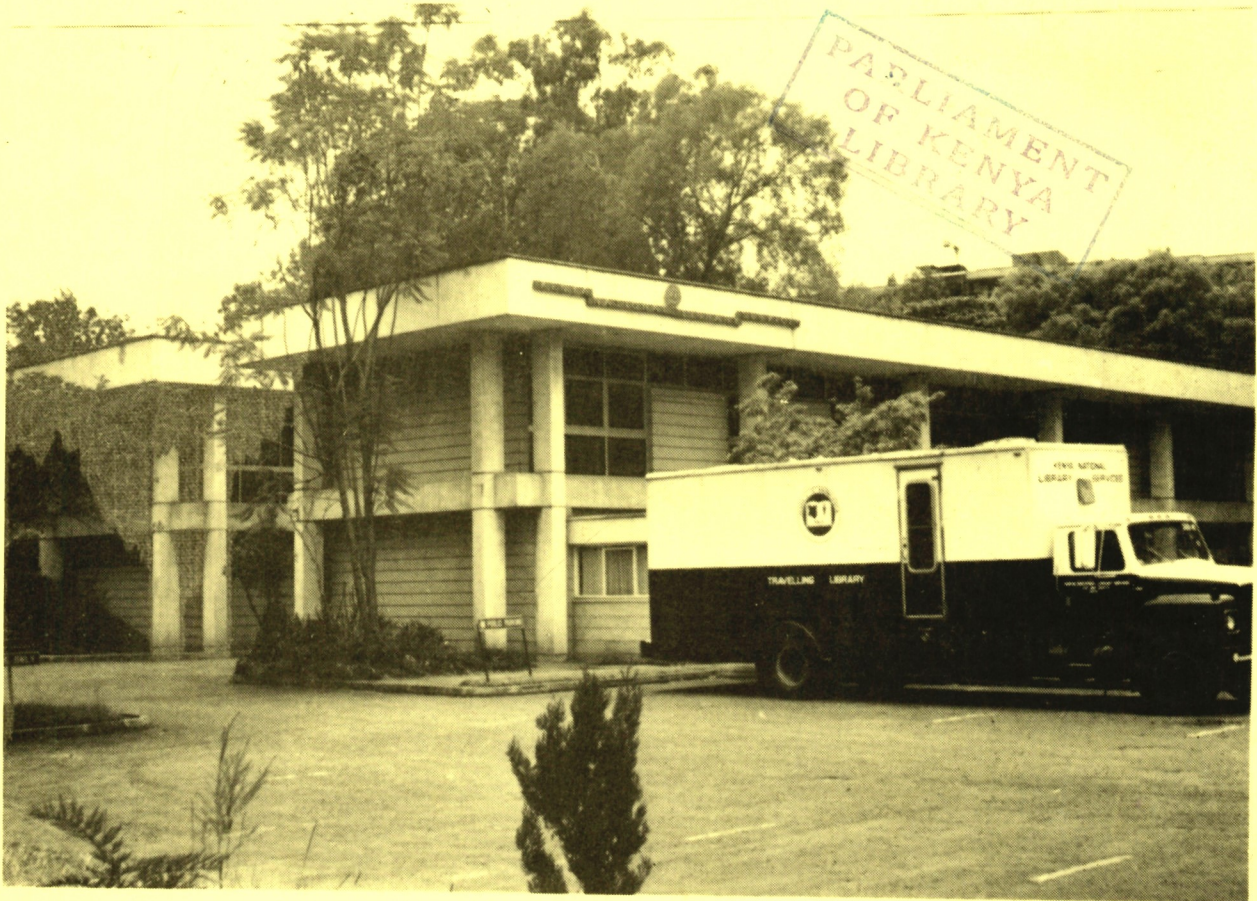


1995/1996 86	
Speaker	Clerk Asssts
D/Speaker	C. H. Editor
Clerk M. A.	Deputies
D/Clerk	Library
P. C. A.	Press

KENYA NATIONAL LIBRARY SERVICE BOARD

P.O. BOX 30573 TELEPHONE 725550 FAX 721749 CABLE KENLIB NAIROBI KENYA



HEAD OFFICE, NGONG ROAD NAIROBI

Annual and Audit Report
1st July, 1995 – 30th June, 1996



KENYA NATIONAL LIBRARY SERVICE BOARD

P. O. BOX 30573 TELEPHONE 725550 FAX 721740 CABLE KENLIB NAIROBI KENYA

**Annual and Audit Report
1995/96**

**HEAD OFFICE, NGONG ROAD
NAIROBI**



Members of KNLS Board from Left to Right:

1st Row: W.A.J.Tuva, S.K.Ng'ang'a (Director) F.S.Awuor (PSMin.of C & SS) Hon.N.K Mwendwa (Minister for Culture & Social Services), Archbishop S.A. Ondiek (Chairman),A.O.Esilabi (Mrs) J.Chirchir, D.N.Muita, P.M.Mumo

2nd Row: S.M. Maitha (Deputy Director) D.Nyambok, M.O.Warfa, E.K.Cheruiyot, F.E.Khayundi, P.A. Otwani.

3rd Row: H.Amol (PRO-Min.of C & SS), J.Rimui, E.Wan'gombe (Mrs) ,J.N.Kibathi (Mrs) -Rep.Dept. of Adult Education, E.R. Akunja , M .E.Kimani (Mrs),W.Mukunga,



Hon N. K. Mwendwa (Minister for Culture & Social Services on her official visit to KNLS Nairobi Hqs.



Archbishop S..Ondiek (Chairman KNLS Board) addressing Embu Provincial Library Staff on his right is Mr.P.K.Murutetu (Former Chairman) on his left is Mr.S. K. Ng'ang'a (Director KNLS) on the extreme left is Area Librarian - Embu.



Junior leaders in high concentration at children's Section in Nairobi Area Library.



Demonstration of Binding system newly introduced to save the cost of repairing books

KENYA NATIONAL LIBRARY SERVICE BOARD

ANNUAL REPORT 1995/96

The Kenya National Library Service Board was established by the Act of Parliament (Laws of Kenya Chapter 225) in August 1965. The work of the Board began in April 1997 when the Act was gazetted legalizing its authority. According to the Act, the Boards functions are "Promote, Establish, Equip, Manage, Maintain and Develop libraries in Kenya".

During the Financial Year the Board established Community based library in Mutyambua. In accordance with the Act, the following members served in the Board during the year under review:

Archbishop Stephen Ondiek	(Chairman)
M. O. Warfa	(Vice-Chairman)
Mrs. A. Wang'ombe	
D. N. Muita	
F. Khayudi	
D. Kirui	
S. M. Mkalla	
P. Otwani	
J. Chirchir	
E. K. Cheruiyot	
P.M. Mumo	
Permanent Secretary	Min. of Culture & Social Services
Permanent Secretary	Min. of Local Government
Permanent Secretary	Treasury
Permanent Secretary	Min. of Planning & National Dev.
Permanent Secretary	Ministry of Education
Vice Chancellor	University of Nairobi
The Town Clerk	Nairobi City Council

The Board of Directors present the Audited Accounts for the Financial Year ended 30th June 1996.

The Income and Expenditure for the year is set out on page 2.

The Names of the Board members as at 30th June, 1996 are set out above.

SECRETARY TO THE BOARD
S. K. NG'ANG'A

INTRODUCTION

The Kenya National Library Service Board is a service organisation which was created to meet the needs of literate population of Kenya. It has a purpose in society. Its purpose is to serve the Kenyan's needs for education, information, recreation, intellectual development and cultural nourishment, on which national development depends. It is a "Peoples University" open for all to come for education, information and recreation free of charge. The major goals of the Kenya National Library Service Board are :-

1. To supplement formal education, that is, primary, secondary and higher education
2. To support non-formal education, that is, literacy and vocational education.
3. To facilitate reading for knowledge, information and research for the development of nation.
4. To encourage reading in relation to people's jobs and occupations
5. To promote use of books and non-book materials for individual intellectual development.
6. To develop reading habits and capabilities of both children and adults.

The activities and resources of the organisation are therefore directed to fulfilling the above goals. An examination of the KNLS objectives and goals clearly indicate the major target groups that the services are intended to serve. These are:-

- (i) Pupils in primary school students in secondary schools and anyone pursuing formal education.
- (ii) New literates i.e Adults graduating from literacy classes
- (iii) Adults following vocational training in polytechnic, colleges and other training institutions
- (iv) People employed in Public, private and in voluntary organizations for various jobs
- (v) Researches, information seekers and those in pursuit of knowledge leisure readers.

STAFF

The size of the Board personnel continued to grow and the quality improved considerably. By the end of the year under review, the Board had a total of 722 employees in the service. These were 49 professional librarians and 113 para-professional staff. The rest comprised of support staff i.e. Accounts, Secretarial and subordinate staff.

The Board's staff position was as follows:-

	<u>1995/96</u>	<u>1994/95</u>
Director	1	1
Deputy Director	1	1
Senior Principal Librarian	1	-
Principal Librarian	1	2
Senior Librarian	8	8
Librarian	39	28
Assistant Librarian	-	-
Trainee Librarian	3	-
Graduate Assistant	11	18
Senior Library Assistant	20	19
Library Assistant 1 & II	120	94
Library Assistant III	4	27
Library Clerk	88	59
Library Attendant	97	74
Chief Accountant	-	-
Senior Internal Auditor	-	1
Senior Accountant	-	-
Accountant I	-	-
Accountant II	1	1
Accountant III	1	2
Accounts Assistant	-	1
Senior Personnel Officer	2	1
Personnel Officer 1 & 2	3	2
Archives & Records Officer	1	-
Personal Secretary	2	2
Receptionist	3	3
Senior Clerical Officer	2	2
Accounts Clerk	4	2
Higher Clerical Officer	1	1
Clerical Officer	29	27
Copy Typist I,II,III	31	29
Driver	11	10
Chief Security Officer	1	1
Security Officer	14	12
Executive Officer	1	1
Care-Taker	1	1
Subordinate Staff	153	133
Watchman	<u>67</u>	<u>50</u>
	<u>722</u>	<u>613</u>

PROFESSIONAL LIBRARIANS

Director

Mr.S. K. Ng'ang'a -BED(Nairobi).DIP.LIB(Wales)

Deputy Director

Mr.S. M.Maitha -Dip.Lib.(Makerere),
MLS(Loughborough)

Senior Principal Librarians

Mrs. V.Nyabundi -ALA

Principal Librarian

Mr. A.Ogada -BA.LIB.

Senior Librarian

Mrs.E. Yegon -M.ED
Miss G. Kavulani -BA.LIB
Mr. J.R.Amahwa -MLS
Mr.D. Muswii -Bsc. DIP.Lib
Mr.J.M.Ndirangu -BA.Lib
Mr.J. Njeru -BA.Lib
Mr.S.A.Kabiga -BA.Bsc. Lib
Miss J.A Ojuka -BA. Bsc.Lib

Librarian

Mr.R. Osiro -Dip.Lib
Miss C. Kayoro -Bsc.Lib
Miss J. Wambui -BA Soc.P.G.Lib
Miss B. Kalugho -Bsc. Inform.Science
Mr. J. Ngugi -Bsc.Inform.Science
Mr.F. Macharia -Bsc.Inform.Science
Mr.F. Anyenda -Bsc.Inform.Science
Mrs.B. Mbila -Dip. Lib
Miss E. Ataya -MLS
Miss M.K.Siro -B.Lib.Inform Science
Mrs N.E. Tendwa -Dip.Lib
Mrs L. Odoyo -MLS
Mr. E. Ndungu -Bsc.Inform.Science
Mr.K.G. Wandue -Dip.Lib.
Mr.W.Oluoch -Bsc.infor.Science

BOOKSTOCK

The total collection for the entire library was 619,711 books broken by branches as follows:-

<u>STATION</u>	<u>1995/96</u>	<u>1994/95</u>
Nairobi	167,289	168,416
Eldoret	34,797	32,689
Embu	42,774	42,286
Garissa	28,995	23,849
Kabarnet	31,576	32,374
Kakamega	26,232	26,242
Kericho	24,500	25,450
Kisii	24,653	25,975
Kisumu	41,819	40,974
Meru	23,420	24,366
Mombasa	28,256	33,230
Nakuru	28,256	28,058
Nyeri	41,745	40,951
Thika	24,907	24,402
Wundanyi	20,271	23,656
Laikipia	3,794	2,895
Karatina	9,515	7,229
Naivasha	10,490	-
Mutyambua	<u>3,623</u>	-
	<u>619,711</u>	<u>603,042</u>

During the year, the following stock was withdrawn from the general collection owing to heavy wear and tear.

<u>STATION</u>	<u>1995/96</u>	<u>1994/95</u>
Nairobi	6,568	9,612
Kisumu	593	227
Embu	1,146	2,818
Nyeri	1,058	189
Kakamega	3,070	147
Eldoret	1,907	446
Mombasa	2,282	114
Nakuru	2,503	257
Garissa	2,551	426
Thika	2,404	1,423
Kisii	811	2,289
Wundanyi	2,003	119
Kabarnet	1,565	-
Kericho	4,477	-
Meru	3,842	5,553
Karatina	274	73

Laikipia	190	-
Naivasha	<u>113</u>	<u>-</u>
TOTALS	<u>37,366</u>	<u>33,693</u>

LENDING AND MEMBERSHIP

In the year under review a total of 280353 books were lent to registered members, Adult borrowed 159833 books and junior (children/youth) 120520 books.

Station	<u>1995/96</u>	<u>1994/95</u>
Kakamega	9,244	12,664
Mombasa	11,492	12,798
Kericho	13,842	19,608
Karatina	10,635	7,365
Embu	17,319	42,180
Laikipia	14,216	14,216
Garissa	5,419	3,290
Nairobi	26,012	5,629
Kisii	5,246	7,157
Kisumu	7,647	6,858
Eldoret	11,612	1,604
Nakuru	18,624	19,613
Meru	20,270	20,051
Nyeri	33,683	12,450
Thika	15,223	14,660
Kabarnet	28,569	25,020
Wundanyi	27,580	31,686
Naivasha	3,230	--
Mutyambua	<u>490</u>	<u>--</u>
Total	<u>280,353</u>	<u>229,715</u>

The number of registered members in the entire system was recorded as 155,299 members at the close of the year. The adults were 97,672 and the youth/children were 57,627.

Breakdown	<u>1995/96</u>	<u>1994/95</u>
Kakamega	18,521	21,406
Mombasa	18,684	18,473
Kericho	3,120	1,860
Karatina	4,334	3,819
Embu	8,121	6,894
Laikipia	2,996	2,727
Garissa	2,494	5,273
Nairobi	17,981	5,218

Kisii	4,864	4,622
Kisumu	10,133	10,037
Eldoret	13,062	12,260
Nakuru	8,074	7,903
Meru	7,774	7,184
Nyeri	14,794	12,044
Thika	3,012	3,521
Kabarnet	10,239	8,683
Wundanyi	5,121	4,373
Naivasha	1,163	--
Mutyambua	<u>812</u>	<u>--</u>
Total	<u>155,299</u>	<u>136,843</u>

FINANCE

RECURRENT EXPENDITURE

The Board received K£4,709,950 being Recurrent Expenditure and Operational Expenses which was an increase of K£401,131 over the previous year's allocation of K£4,308,819.

DEVELOPMENT EXPENDITURE

The Board grants for Development was K£120,000, a decrease of K£80,800 over the previous years grants of K£200,800/-.

**REPORT OF THE AUDITOR-GENERAL (CORPORATIONS) ON THE ACCOUNTS
OF KENYA NATIONAL LIBRARY SERVICES BOARD FOR THE YEAR ENDED
30 JUNE 1996**

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INCOME AND EXPENDITURE ACCOUNT	(2)
CASH FLOW STATEMENT	(3)
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**REPORT OF THE AUDITOR-GENERAL (CORPORATIONS) ON THE ACCOUNTS
OF KENYA NATIONAL LIBRARY SERVICES BOARD FOR THE YEAR ENDED
30 JUNE 1996**

I have examined the accounts of the Kenya National Library Services Board for the year ended 30 June 1996 in accordance with Section 29 (2) of the Exchequer and Audit Act, (Cap 412). I have obtained all the information and explanations required for the purpose of the audit. Proper books of account have been kept by the Board and the accounts are in agreement therewith and comply with the Kenya National Library Services Board Act, (Cap 225).

Subject to the matter referred to herebelow, in my opinion, the accounts when read together with the notes thereon, give a true and fair view of the Board's state of affairs as at 30 June 1996 and of its cash flow statement for the year ended on that date.

TITLE DEEDS

The Board did not have title deeds for the land allocated to it by the Government for Libraries in Mombasa, Kakamega, Kabarnet, Nakuru, Naivasha, Laikipia, Garissa, Thika, Meru and Mwingi and the total value of this land is excluded from the Balance Sheet figure of fixed assets. In particular, I have noted that the lease certificate of its plot No.11/101 in Kakamega cannot be issued until the issue of development on that ground and the issuance of title deeds is sorted out as a third party has developed the Library's plot.

Consequently, I am unable to confirm that the value of the assets shown in the Balance Sheet is fairly stated.



**W.K. KEMEI
AUDITOR-GENERAL (CORPORATIONS)**

12 May 1997

KENYA NATIONAL LIBRARY SERVICE BOARD

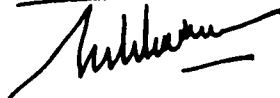
BALANCE SHEET AS AT 30TH JUNE 1996

<u>FIXED ASSETS</u>	NOTE	<u>1995/96</u>	<u>1994/95</u>
		Kshs	Kshs
Fixed Asset	(6)	140,669,876	137,631,394
Stock of books		58,780,444	46,822,155
		<u>199,450,320</u>	<u>184,453,549</u>
<u>CURRENT ASSET</u>			
Debtors/Deposits/Prepayments	(3)	502,705	641,846
Stores		793,238	482,214
Cash and Bank balances	(4)	6,662,807	10,941,984
		<u>7,958,751</u>	<u>12,066,044</u>
<u>CURRENT LIABILITIES</u>			
Creditors/Accruals	(5)	8,125,168	4,073,327
Net Assets		(166,417)	7,992,717
		<u>199,283,903</u>	<u>192,446,266</u>
FINANCED BY:			
Accumulated Fund	(7)	196,307,788	174,808,483
Surplus/(Deficit)		811,115	17,317,783
Motor Vehicle Revaluation A/c		2,165,000	320,000
		<u>199,283,903</u>	<u>192,446,266</u>

BOARD DIRECTOR



BOARD CHAIRMAN



DATE

15/11/96

DATE

15/11/96

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH JUNE

INCOME	NOTE	1995/96	1994/95
		Kshs	Kshs
Government grants		96,599,000	93,804,854
Fines, Overdues & Surchages		236,885	207,023
Kenya National Bibliography sales		9,066	6,116
Miscellaneous income		517,363	297,236
Rent Received Account		459,110	119,500
		97,821,424	94,434,729
EXPENDITURE			
Staff expenses	(1)	69,210,765	57,257,884
Administration expenses	(2)	19,025,598	15,489,061
Transport operating expenses		3,690,795	1,473,355
Vehicle insurances		507,636	302,920
General Insurances		1,450,792	
Depreciation expenses	(6)	3,124,723	2,593,726
		97,010,309	77,116,946
SURPLUS /(DEFICIT) for the year		811,115	17,317,783

KENYA NATIONAL LIBRARY SERVICE BOARD

CASHFLOW STATEMENT FOR THE YEAR ENDED 30TH JUNE 1996

	Kshs
Cash from operating activities	
Net earnings (loss)	811,115
Adjustements for :-	
Prior year Adjustments	34,622
Depreciation	3,124,723
Income on disposal of motor vehicle	(289,688)
Operating profit before working capital changes	3,680,772
Cash provided (used) by operating activities	
Decrease in trade and other debtors	139,140
Increase in stock	(311,024)
Increase in trade creditors	4,051,841
	3,879,957
Investment transactions	
Increases (decreases)	
Purchase of Books & Periodicals	(8,131,389)
Increase in Buildings and improvements	(1,104,506)
Purchase of Equipment	(2,258,511)
Proceeds from sale of motorvehicle	435,000
Purchase of MotorVehicle	(780,500)
	(11,839,906)
Net increase (decrease) in cash and cash equivalents	(4,279,177)
Cash and Cash equivalents at beginning of period	10,941,984
Cash and cash equivalents at end of period	6,662,807

NOTES

1. STAFF EXPENSES

	1995/96	1994/95
SALARIES & ALLOWANCES SCHEDULE		
PARTICULARS	Kshs	Kshs
Personal Emoluments	36,925,744.30	30,808,933.95
House Allowance	12,394,363.75	12,209,590.55
Other Allowances	8,916,703.65	4,693,265.25
Pension contribution allowances	4,548,282.85	4,218,765.85
Passage & leave	636,497.80	532,687.65
Medical expenses	158,319.00	520,543.40
Travelling & Accomodation	4,154,946.45	3,926,094.00
Purchase of uniforms & clothing	661,533.35	41,832.00
Staff training expenses	814,374.00	306,171.00
	69,210,765.15	57,257,883.65

2. ADMINSTRATIVE EXPENSES SCHEDULE

	Kshs	Kshs
PARTICULARS		
Rents & rates non-residential	78,762.00	42,125.50
Postal & telegram	120,236.80	125,621.70
Telephone expenses	1,700,757.05	1,715,658.90
Official entertainment	810,014.40	668,915.50
Expenses of Board's Committee & Conference	1,314,720.35	994,565.60
Electricity	775,221.65	877,939.95
Water & Conservancy	96,545.75	58,040.65
Purchase of Stationery	1,257,926.25	898,489.00
Publishing & Printing	499,503.25	426,794.05
Library expenses	7,408,332.65	5,615,607.00
Advertising & Publicity	823,276.50	524,379.40
Audit fees	100,000.00	100,000.00
Computer expenses	-	19,900.00
Contracted Proffessional Services	858,370.70	967,988.30
Miscelleneous & other charges	68,677.60	36,062.50
Fees, Commission & Honoraria	62,650.00	75,180.00
Maintenance of Plant & Equipment	535,357.30	652,738.45
Maintenance of Buildings & Stations	1,973,417.85	1,386,354.85
Contribution to International Organisation	311,206.70	62,289.70
Bank charges	170,620.75	160,410.00
National Bibliography Centre	60,000.00	80,000.00
	19,025,597.55	15,489,061.05

3. DEBTORS, DEPOSITS & PREPAYMENTS SCHEDULE

PARTICULARS	1995/96 Kshs	1994/95 Kshs
Deposits -Refundable	137,308.00	142,308.00
Suspense Account	-	9,990.25
Mortgage car loan	25,205.00	34,666.75
Imprest & Advances	305,851.05	350,298.00
miscellaneous debtors	11,164.00	17,164.00
Petty cash suspense	-	86,846.30
Prepayments	20,172.00	
Overdrawn salaries	3,005.30	572.35
	502,705.35	641,845.65

4. CASH & BANK BALANCES SCHEDULE

PARTICULARS	Kshs	Kshs
Cash in hand	74,763.40	92,901.95
Bank main account	3,038,898.05	7,874,226.00
Bank Development Account	2,839,872.20	2,216,236.30
Bank pension Account	597,315.50	738,619.80
Bank Reserve & Deposit A/C	111,958.30	20,000.00
	6,662,807.45	10,941,984.05

5. CREDITORS & ACCRUALS

PARTICULARS	kshs	Kshs
Pension-Receipts/Refunds	369,631.50	509,735.80
Kensis receipt	119,321.00	116,900.00
Pension payable - staff	997,063.30	791,590.70
Sacco payable	1,271,256.70	16,971.20
Miscellaneous deductions	127,994.25	19,502.60
Local Authority Service charge	107,199.00	77,559.30
Union dues	21,023.00	-
Net salary payable	2,710,524.05	190,976.20
Insurance payable - staff	43,340.05	7,399.35
Creditors control account	1,278,932.50	722,016.20
Other provisions/staff claims/accruals	469,005.55	556,657.50
Maktaba welfare	63,459.00	5,358.50
PAYE/NHIF	346,418.00	30,580.00
Provision for pending litigation	-	704,632.55
Rentention Account	-	123,446.70
Provision for Audit fees	200,000.00	200,000.00
	8,125,167.90	4,073,326.60

6. FIXED ASSETS	NARRATION	Kshs		MOTOR VEHICLES	Kshs		TOTAL Kshs
		LAND & BUILDINGS	WORK IN PROGRESS		FURNITURE FITTINGS & EQUIPMENT	FURNITURE FITTINGS & EQUIPMENT	
	Cost / valuations as at 30/6/95	132,812,027.10	5,406,131	2,933,312.00	10,788,525.00	151,939,995.10	
	Additions during the year	6,510,637.00	1,104,506	780,500.00	2,258,511.10	10,654,154.10	
	Capitalisation		(6,510,637)			(6,510,637.00)	
	Disposals			(465,000.00)		(465,000.00)	
	Increase [+] Decrease [-] in valuation			2,165,000.00		2,165,000.00	
	Cost / valuations	139,322,664.10	0.00	5,413,812.00	13,047,036.10	157,783,512.20	
	Accumulated depreciation b/fwd	5,523,323.00		2,541,313.00	6,243,965.00	14,308,601.00	
	Depreciation for the year 1995/96	1,317,935.20		307,270.80	1,499,517.30	3,124,723.30	
	Depreciation on Disposal			(319,688.00)		(319,688.00)	
	Accumulated depreciation c/fwd	6,841,258.20		2,528,895.80	7,743,482.30	17,113,636.30	
	NET BOOK VALUE 30/6/96	132,481,405.90		2,884,916.20	5,303,553.80	140,669,875.90	
	NET BOOK VALUE 30/6/95	127,288,704.00		391,999.00	4,544,560.00	137,631,394.00	

7. Accumulated Fund

The increase in Accumulated fund was caused by books that were donated by international bodies in the year 1995/96 and capitalised.

	kshs
Balance brought forward	192,446,266
Add Back	
Prior year adjustment	34,622
Donation of books	3,826,900
Balance carried forward	196,307,788

KENYA NATIONAL LIBRARY SERVICES

Accounting Policies and Notes

The income and Expenditure Account and Balance Sheet for the year ended 30th June , 1996 are shown together with the figures for the year ended 30th June, 1995 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 equipments which are incorporated in these accounts.

(b) Depreciation

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

Motor vehicles	25%
Fixtures furniture Fittings & Equipments	12.5%
Buildings	2%

It is the Board's policy to depreciate revaluation reserve at the above rates.

(c) Stores Stock

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

