

National Library & Documentation Services Board

Annual Report- 2019



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Message of the Chairman

The financial allocations received from the General Treasury and other earnings of the National Library and Documentation Services Board (NLDSB) is utilized productively to achieve the objectives of the Board. The progress of all divisions of the National Library and Documentation Services Board is included in the annual report 2019. I am grateful to Honorable Minister of Education, Secretary, Ministry of Education and the members of the Board of Directors for their advice in the implementation of these projects. I am also thankful to Director General, all members of the senior staff, Head of the Division and the other officers of Strategic Planning Division of the NLDSB for their assistance in the compilation of this report.

Prof. Nanda Dharmarathna
Chairman

Message of the Director General

The National Library and Documentation Services Board (NLDSB) is a statutory body that comes under the Ministry of Education (MoE). The main role of the NLDSB is to maintain the National Library of Sri Lanka and to develop and improve library services in other libraries in island wide. The NLDSB has taken action to carry out various kind of projects with the year 2019. Although the renovation work of the National Library Building commenced last year. Still the renovation work in progress, has hampered the proper function of the National Library. However, in the midst of various difficulties, steps have been taken to maintain the services continuously. The National Library of Sri Lanka has also been selected as one of the libraries for the Digital Library Development program implemented by the NLDSB and steps have been taken to add digital library facilities with the necessary computer accessories and equipment. The NLDSB as the National Centre for issuing international standard numbers for Sri Lankan publications, it has taken step to expand the publishing activities and to develop the system for issuing international standard numbers (ISBN, ISSN, ISMN) through online base. The Board has been publishing classical editions for a very long time and was able to complete the editing and publishing of **Buthsarana** this year. In addition, the NLDSB has taken steps to fulfill the various type of programmes in this year. I am thankful to the Chairman, the member of the Board of Directors, members of advisory committee for their guidance and support given to us to achieve the goals, and I would like to thank the staff and Head of the Strategic Planning Division assisted in the preparation of this report.

W. Sunil

Director General

National Library & Documentation Services Board

Annual Report- 2019



Vision

Being the National Knowledge Centre providing access to library and information services for all

Mission

Creating a knowledge society through the preservation of intellectual heritage of the nation, development of national library and information system, encouraging the utilization of information and communication technology for an effective library service, providing bibliographical services and assisting for book publication.

Aims & Objectives

- Providing leadership for library, information and all related services in Sri Lanka.
- Establishment, development and maintenance of a complete national collection of written, printed and non-print media published in Sri Lanka or abroad.
- Establishment and maintenance of Bibliographic and Documentation Services
- Advise the government on library and information science, education and training, extension services and professional matters and formulation of standards.
- Organization of human resources and promotion of physical resources for the development of libraries in Sri Lanka.
- Encourage the local book publication and promotion of reading.
- Encourage utilization of information technology for library and information services.
- Promote co-operation with the institutions and organizations at national, regional and international level related to library and information field.
- Organization of library and information services respecting to the cultural identity and ensuring mutual co-existence of different groups in the society.

- Organize and provide resources and services needed for academic research activities

Prepared as per Section 25 of the National Library & Documentation Services Board Act No. 51 of 1998)

Institutional Philosophy

Improving knowledge of the people is a very important aspect of development process of a country. The basic aim of a library system of a country is providing opportunity to make avail knowledge to difference communities of the society scientifically and systematically. National Library & Documentation Services Board has been established by a Parliamentary Act No. 17 of 1970 with a notion of developing the library system of Sri Lanka and by Parliamentary Act No. 51 of 1998 had extended its scope in name of National Library & Documentation Services Board.

The role of the National Library & Documentation Services Board is implemented under two main areas. They are:

- (a) Maintenance of the National Library & Documentation Centre
- (b) Implementation of Library services and development activities at national level

The National Library & Documentation Centre is the national library of Sri Lanka and it is at the apex of the National Library system. A number of projects are underway such as provision of consultancy services for libraries under library development activities at national level, developing libraries, conducting research and surveys in the library sector, providing library resources, conducting book exhibitions, implementing various projects with the notion of improving reading interest, assisting to start digital libraries at regional level, establishing library conservation centres for book conservation, grading libraries, commemorating special dates related to field of library, interacting with provincial library services boards for improving libraries at provincial council level, developing libraries effected by various disasters, training librarians, organizing library solidarity programs and assisting in book publication, digitalizing information in National Library and running the National Digital Library by using such information.

The Board of Directors appointed by the Hon. Minister of Education as per Section 3 (b) of the National Library & Documentation Services Board Act No. 51 of 1998 as at 31.12.2019 is as follows.

- 01 Mr. P.M. Deepal Chandrarathna - (Chairman) (up to November 2019)
Mr. H. Hewage - (Additional Secretary of the Ministry of Education) Acting Chairman of National Library & Documentation Services Board - from 09 December up to 31 December 2019

Ex officio Members

- 02 Mr. R.H.N. Nandasiri - for Secretary to the Ministry of Education (up to 14th January 2019), Mr. M.K.J.A. Alwis, for Secretary to the Ministry of Education (from January to July 2019)
03. Mrs.B.M.M.M. Basnayaka - Additional Secretary (Ministry of Public Administration and Home Affairs) (from January to November 2019)
04. Mrs. S. Arulanandan - President (Sri Lanka Library Association) (from January to June 2019), Dr. (Mrs.) N.D. Wijayasundara - President (Sri Lanka Library Association) (from July to November 2019),
05. Prof. (Mrs.) Sirimali Fernando - Chairman (National Science Foundation) (up to 28th January 2019), Dr. A.M. Mubarak - Chairman (National Science Foundation) (from February to November 2019),
06. Mrs. Anoja P. Guruge - Additional Secretary (Ministry of Internal Affairs, Wayamba Development and Cultural Affairs) (from January to November 2019)
07. Mr. R.A.T.A. Ranaweera - Accountant (Ministry of Finance) (from January to November 2019)
08. Mr. Shriyananda Rathnayaka - Program Specialist - (Information and Communication Technology Agency of Sri Lanka) from January to November 2019)

Other Members

09. Prof. K.N.O. Dharmadasa (from January to November 2019)
10. Prof. Jayadeva Uyangoda (from January to November 2019)
11. Mr. D.R.K.D. Samarakoon, Attorney at Law (from January to November 2019)
12. Mr. M.K.J.A. Alwis (from July to November 2019)
13. Mr. W.P.P. Karunaratna (from January to November 2019)

During the year 2019, 12 meetings of Director Board had been held. Board of Directors meeting of December was not held in December until reappointing of members of new Board of Directors due to political instability of the country.

Advisory Committees

Advisory Committees appointed for getting directions on functions executed by each section of the Institute have been met as follows.

Advisory Committee	Division	Meeting Dates
National Library Advisory Committee	Reader Service & Acquisition Div.	11.03.2019, 21.03.2019, 24.06.2019, 08.07.2019, 20.07.2019, 16.08.2019, 20.08.2019, 27.12.2019
Bibliographic Control Advisory Committee	Bib. Contr. Div.	15.05.2019
Conservation & Preservation Advisory Committee	Conservation Div.	06.05.2019
Library Grading Sub Committee	Extension Services Div.	26.02.2019, 16.05.2019, 07.11.2019, 13.12.2019
Publications Advisory Committee	Publication & Books Dev.	23.07.2019, 29.08.2019
Printing Advisory Committee		28.08.2019
New Publication Purchasing Committee	Publication & Books Dev.	24.04.2019
Books Translation Advisory Committee		09.05.2019, 18.06.2019, 29.08.2019
Children & Youth Literary Advisory Committee		28.08.2019
Audit & Management Committee	Internal Audit	19.03.2019, 12.06.2019, 23.09.2019, 15.10.2019

Staff details

Resignations		
Name	Designation	Date
Mrs. L.G.C.N Wadasinghe	Deputy Director	01.03.2019
Mrs. W.R.A.S.L.Ranasinghe		10.01.2019

Miss. N.C Kalupahana	Information Assistant Grade iii	10.01.2019
Miss. D.L.A Nadeeka		10.01.2019
Mrs. B. Mohanandi		08.05.2019
Mrs. A.L.P Madhushani		18.09.2019
Mrs. Sinthuja Ganeshlingam		30.10.2019
Miss. K.M.M.U Senevirathna	Management Assistant Grade iii	17.09.2019
Miss. H. A.S. Hapuarachchi		18. 09.2019
Mr. K.V.I Gunatilaka		05. 12.2019
Retirements		
Mr. D. Alahapperuma	Library Attendant Grade ii	11.01.2019
Mr. S.T. Samarasena		06.09.2019
Mr. N.S.J. Edirisinghe	Library & Documentation Officer Grade ii	01.02.2019
New Recruitments		
Miss.A.G.W.A.I. Udeshika	Office Assistant Grade iii	16.09.2019
Mrs.W.P.D.S.G. Thilakasiri		16.09.2019
Mr. A.P.M.S. Aththanayaka		16.09.2019
Mr. H.M.R. Herath		16.09.2019
Mr. L.P.H. Wijewardhana		16.09.2019
Mr. H.P.D.P.S. Thilakaratna		16.09.2019
Miss. R.M.U. Padmasiri	Information Assistant Grade iii	01.10.2019
Miss. G.D.S. Wasana Wijewardana		01.10.2019
Mrs. N.D.A. Dilushika		02.10.2019
Mrs. K.S.S. Gunasingha		07.10.2019
Miss. W.N.P.M.S.H Ranasinghe	Management Assistant Grade iii	01.10.2019
Miss. I.D.U Illukpitiya		01.10.2019
Miss. M.L.S Lakshika Kumari		01.10.2019
Mr. M.A.C Dharmawardhana	Assistant Director Grade ii	02.10.2019
Mrs. D.M.P Bandaranayaka	Director	07.10.2019
Promotions		
Mr. D.G.S.P Abeygunawardana	Administrative Officer Grade ii	01.03.2019
Mrs. A.K Kusumawathie	Library Attendant Grade ii	01.03.2019
Mr. L.D.N Niroshan		01.03.2019
Mrs. D.M.A Dasanayaka	Assistant Director Grade ii	01.10.2019

Mrs. I.M Katipearachchi		16.10.2019
Mrs. U.H.R.S Deshapriya	Information Assistant Grade iii	01.10.2019
Mr. V.G.U.D Priyalal		01.10.2019
Miss. D.G.B.M.C Muthumali		01.10.2019
Grade Promotions		
Mr. E.P Sumathipala	Information Assistant Grade i	01.01.2017
Mrs. H.K.N.S Kumari	Management Assistant Grade iii	03.07.2016

Staff of National Library & Documentation Services Board as at 31.12.2019 is as follows.

Designation	On Duty	Vacancies
Director General	01	--
Director (Finance & Admin)	01	--
Director	02	--
Deputy Director (Admin.)	01	--
Deputy Director (Vocational)	--	03
Asst. Director (finance)	01	--
Asst. Director	09	--
Asst. Director (Information Technology)	01	--
Asst. Director (Conservation)	01	--
Internal Auditor	01	--
Publication Officer	01	--
Administration Secretary	--	01
Administration Officer	--	01
Conservation Officer	--	01
Research Officer	01	--
Extension Officer	--	01
Marketing Promotion Officer	01	--
Training Officer	01	--
System Analyst	--	01
Library & Documentation Officer	03	06
Maintenance Officer	01	--
Account Officer	--	01
Library Development Assistant	03	09
Information Technology Assistant	01	--

Information Assistant	45	05
Document Conservator	01	01
Management Assistant	29	07
Driver	05	01
Electrician	01	--
Book Binder	04	02
Library Attendant	13	03
Office Assistant	20	06
Total	149	48

Staff Trainings

Local Trainings/ Seminars/ Workshops/ Courses (Short term)				
Training / Seminar/ Workshop	Name of officer	Venue	Duration/ Day	Seminar fee (Rs.)
Two day course on Sampling systems	Mr. Uditha Gunasekara (Research Officer) Research Division	Colombo University	20 & 27.01.2019	5000/-
Certificate Course on Govt. Procurement process	Mr. Nuwan Wijerathna (Assistant Director) Finance Division	Skills Development Fund	10 days from Friday 25.01.2019	45000/-
Training on Procurement Audit	Mrs. Wasana Ellawala (Internal Auditor) & Mrs. H. Dilrukshi Shyamali (Management Assistant Grade iii) Internal Audit Division	Sri Lanka Printing Institute	From March to August 2019	18400/-
Course on Microsoft Office	Mrs. K. Menaka Kumari Perera (Document Conservator) Conservation & Preservation Division	Sri Lanka Printing Institute	From March to August 2019	13000/-
Higher Diploma Course on Supply Chain Management	Mr. B.A.N Ayeshan (Management Assistant Grade iii) Finance Division	Supplies & Material Management Institute	One year from 05.05.2019	75000/-

Higher Diploma Course on Communication and Public Relations	Mr. P.L.C Sandaruwan (Information Assistant Grade i) Extension Services Division	University of Kelaniya	One year from 15.09.2019	32125/-
Workshop on Effective Research Proposal Writing	Mr. Uditha Gunasekara (Research Officer) Research Division	National Science Foundation	27.07.2019	3000/-
ULA-ICULA-2019 International Research Seminar	Mr. G.H Mangala (Library Development Assistant) Research Division	University Librarians' Association	09.08.2019	6000/-
KDUIRC - 2019 International Research Seminar	Mr. Uditha Gunasekara (Research Officer) Research Division	Kothalawala Defence University	11-12.09.2019	3000/-
Accounting Systems Training program for Effective Public Service	Mrs. Chamila Gunasekara (Management Assistant Grade iii) Finance Division	Skills Development Fund	15 - 16.08.2019	8500/-
Training Program on Classification	Officers of Bibliographic Control Division	NLDSB	06.08.2019	5625/-
Awareness creation Program on Establishment affairs	Office Assistants (newly recruited)	NLDSB	08.10.2019	3990/-
Outbound Training Program	49 officers of the NLDSB staff	Sigiriya Village Hotel	06-07.12.2019	456,505/-
Training Program on General Office Systems	Newly appointed Information Assistants/ Management Assistants & promoted officers	NLDSB	30.12.2019	3630/-
Local long term courses				
Training/ Seminar/ Workshop	Name of Officer	Venue	Duration/ Day	
Course for acquiring NVQ on Human Resources Management	Mr. Priyantha Abeygunawardana Management Assistant Grade ii	IHRM Sri Lanka	For 8 months from 16.01.2019)	

Foreign training / Seminars / Workshops				
Training/ Seminar/ Workshop	Name of Officer	Country	Duration/ Day	Cost incurred by Board (Rs.)
Digital Publications & Digital Library Seminar	Mr. W. Sunil (Director General)	China	From 07.08.2019 up to 12.08.2019	49,920/-
44 th Convention of ISSN National Centre Directors	Mrs. Senani Bandara (Director)	India	From 12.11.2019 up to 16.11.2019	182,192.49
UNESCO International Symposium on Knowledge Engineering for Digital Library Design – 2019	Mr. Udaya Cabral (Assistant Director)	India	From 09.12.2019 up to 12.12.2019	38,108/-

Functions and Progress of various sections of National Library and Documentation Services Board - 2019

ACQUISITION DIVISION

The mission and responsibility of Acquisition Division is to acquire information sources of books, electronic media sources and other types suiting to National Library of Sri Lanka. According to Acquisition policy of the National Library of Sri Lanka, priority is attached to securing publications on (i) publications published in Sri Lanka (ii) publications published in foreign countries about Sri Lanka (iii) publications published by Sri Lankans in foreign country (iv) leading reference books (v) essential reference sources for researchers which are not available in other libraries and (vi) publications related to library and information science field. In addition, publications submitted for ISBN, ISSN and ISMN numbers are obtained as deposit copies. Action is taken to secure two copies from the afore given (i), (ii), (iii) and (vi) categories and a copy from reference books. In securing reference books, they are purchased with their new editions. In acquiring publications to the National Library of Sri Lanka, four main methods are followed.

- (i) Acquisitions of copies from National Archives Department under the legal deposit scheme
- (ii) Donations
- (iii) Purchasing
- (iv) Availing publications under Exchange Services

Getting copies from National Archives Department under the Legal Deposit Scheme

According to the amendment introduced in year 1976 to the Printers and Publishers Ordinance of 1885, a copy of every publication published in Sri Lanka is legally claimed to Sri Lanka National Library collection. National Archives Department is the body authorized to effect this law in Sri Lanka. A single copy out of copies handed over by printers is given to the National Library and Documentation Centre. In this year, 15712 publications including books, periodicals, tabloid sheets size newspapers, leaflets and gazettes, Acts, Bills under government publications and 7278 newspapers have received by the National Library under the Legal Deposit system.

Purchasing

One of the main ways of acquiring information and publications needed for the Sri Lanka National Library is the purchasing. Under the Legal Deposit system among the local publications, publications that do not reach to the Sri Lanka are purchased even the additional copies. As well, in purchasing foreign publications and basic reference books, various sources such as local and foreign book titles, book lists, newspapers, periodicals, internet are used. Under the purchases, a sum of Rs. 3278,669.35 has been incurred for purchasing books and other library information sources for the National Library in the year 2019.

Publications purchased in the year

Publication type	No. Secured
Books	2195
Post graduate thesis	03
Local & foreign periodicals	06
DVDs	<u>18</u>
Total Number of Publications	<u>2222</u>

Donations

Donations from various persons and institutes for developing Sri Lanka National Library collection are very helpful. As donations, 481 local and foreign publications have been received in the year 2019. Under this, 273 books, 08 tabloid newspapers under the ISBN project, 36 books for *Kiyawamu.lk* project, 115 newsletters, 11 numbered gazettes, 33 small size newspapers and 169 periodicals have been received.

Exchange Services

The other way of acquiring publications to the Sri Lanka National Library is the Exchange Services. Under this, agreements are reached with the local and foreign institutes and publications published by the Board are given to such institutes and vice versa is taken place. Under this, 117 foreign periodicals and 05 foreign books have been received.

Determining the prices of unpriced publications

A basic draft for determining prices of publications of which prices had not carried acquired by the National Library of Sri Lanka has been worked out. However, it is expected to accomplish this in the future as this policy to be formed effecting all libraries of this country as a national policy. 04 committee meetings were held in this year to deliberate in this regard.

Acquisition activities through *Koha* library software

The *Koha* library software is used for computer cataloguing of Sri Lanka National Library. During the year 14312 publications have been included for computer cataloguing by using *Koha* software.

Utilizing RFID – Tag system for Acquisition

The RFID –Tag system has been introduced in 25th May 2019 to the National Library of Sri Lanka. For fulfilling this system, e-gates system too to be established at entry and leaving points of the National Library of Sri Lanka. This system is in use in leading libraries as well as in Sri Lanka. In this year, 4000 publications were tagged by using RFID.

Training staff for Acquisition

A workshop has been held on 18th October 2019 for the staff in Acquisition Division regarding the acquisition activities of the National Library.

Working out a Collection Development Policy for the National Library

Collection development Policy for the National Library has been drafted in all three languages and amendments there are being done.

READER SERVICES DIVISION

The basic role of this division is to offer opportunity to readers to use books and other information sources at the National Library. Even in midst of renovating the building, service for the large number of readers have been given by the Reader Services Division of National Library compared with the last year. During this year, readers from a wide spectrum of fields including researchers related to other research institute from higher educational institutes, post graduate seekers, undergraduates, media personal had visited the National library collection. To serve their requirements, three main reading halls in three floors, a special Information Counter in ground floor is run by the Reader Services Division. With commissioning of renovations in the institute, action has taken to provide rooms for modification the first, second and third floors. Due to renovations of the buildings, it is difficult to maintain book collections on the said floors and render reader services.

Visiting the National Library

Though visiting to the National Library has been restricted by renovations of the building, 14 students and two teachers of Galle Branch of Sri Lanka Library Association on 22.08.2019, 14 students and two teachers of Kandy Branch of Sri Lanka Library Association on 29.08.2019, 26 Bikkus and one lecturer Bikku of Buddhashravaka Bikku University of Anuradhapura, 50 students of Vocational Training Institute of Narahenpita on 26.09.2019 had visited National Library and taken part in awareness raising programs on National Library resources and services. A practical training on information searching process too was given to persons so visited.

Reference Services and Information Services

In the year, Reference Services and Information Services have been given to readers by using various information sources of the National Library. Newspapers, periodicals, government publications etc. can be recognized as widely used information sources. In the year 2019, 151959 sources have been given for reference from collection at National Library.

Registration of Readers

Membership of Sri Lanka National Library has been obtained in this year as follows.

Membership Type		No. of Members
Life membership	-	26
Annual membership	-	101
Three months membership	-	274
Daily membership	-	3794

Reprographic Services

Facilities have been provided for readers to obtain information sources contain in various collection of the National Library. During the year, the value of income earns through providing reprographic services was Rs. 1,174,887.00.

Inquiring Service

Responding to persons inquiring on various subjects is also another service provided by this Unit. Under this, replies are given to letters, e-mails, phone calls and visiting the National Library. During this year, information has been given through the Reference service to 9378 readers.

Paper Cuttings Collection

Under the varied subject headings, 348 files comprising with 3466 Sinhala, Tamil and English paper articles are included in to the collection.

Information Repackaging Services

Under this, a set of repackaging kit including information on *Thripitakaya* has been compiled for the use of readers.

Expanding the Digital Library Services

Actions are being taken to developed the digital library facilities with the intention of expanding services provided to readers by the National Library of Sri Lanka. In addition to services render by the Digital Library Unit, actions have been taken to expand computer facilities, photo copying services etc. with the sponsorship of Information and Communication Technology Agency of Sri Lanka.

Inter Library Loan Service

Under the Inter Library Loan Service, the same service is maintained even this year with a number of main libraries. Services has been continued with main libraries. Accordingly, 06 publications have been given to Department of National Archives in the year 2019. In addition, books sculptures and posters on literature, history and cultural items of Sri Lanka have been donated on request of Sri Lankan embassy in Lebanon an exhibitions held in Lebanon National Library in Beirut in line with the Independence Day celebration of Sri Lanka as a special reward.

User Education Programs

Providing education and training required on information searching systems for readers who use National Library of Sri Lanka are being carried out. Accordingly, user education programs have been conducted in this year targeting at 259 readers.

National Library Friends Organization

With the aim of educating public on Sri Lanka National Library and its services, an organization by name of National Library Friends has been set up. By that, a number of various programs have been organized with the intention of promoting National Library of Sri Lanka.

INFORMATION TECHNOLOGY DIVISION

The main function of this division is the computer and information technology services of the National Library and services at national level for utilizing information technology related to computer services and library fields in Sri Lanka. In addition, the National Library provides the IT related consultancy services in national level.

Maintenance of Web Server & Mail Server of the National Library

Running Web and Mail server of the institute and computer data bases, updating data bases on requirement as well as resolving issues have been undertaken.

Updating Face book page of the NLDSB

With the intention of propagating information on various programs and services organized by the National Library and Documentation Services Board to a large number of readers, face book page of the Board is run and 6380 persons have used it in this year.

Updating Home page of the NLDSB

Various programs and services rendered by the National Library and Documentation Services Board is popularized through the Home page (www.natlib.lk) of the Board. This would facilitate distance access to National Library services. This is included with various data bases, publications of the Board, photos, advertisements, in addition to National Library Catalogue (OPAC) and details related to timely incidents in the library sector.

Updating *Koha* database

Computerized catalogue of Sri Lanka National Library is implemented under the *Koha* Library Management Software and facilities needed to include bibliographic details of periodicals. In addition, timely updating has been completed.

Maintaining YouTube channel for National Library of Sri Lanka

A YouTube channel is maintaining for giving propaganda of various programs implemented by the Sri Lanka National Library. By releasing these video clips made under the guidance of Marketing Promotion Officer of the Board. It is expected to popularized the institute itself and its services. Video programs compiled under the following themes.

- A video program on book translation program under the theme of a literary bridge from *Dondra pointto Point Pedro* implemented by the Board
- Program on use of SPSS software concerned on workshop on research methodology
- A video program on Reading Camps held in Kegalle and Hambantota Districts
- Trainer Training program held for Samurdhi Development Officers
- A video related to 19+ exhibition held in the Kuliypitiya Central College

Organizing Computer Education and Training Program

Training programs conducted by the NLDSB for assistance related to the information communication technology. Action has taken to provide resource person for educating librarians on information technology. A training program for the librarians of the Ampara District was held at the Ampara Computer Resource Centre from 25th to 27th September 2019.

Introducing new computer software for libraries

Action has taken to provide information technological facilities including server facilities for the Ancient Technological Museum Library in Polonnaruwa New Town through Sri Lanka Telecom and installing *Koha* library management software in the server. Also action has taken to prepare standards and instrumental in procuring equipment to install *Koha* library management software in Attorney General library and also to install *Koha* library management software for the Soma Jayakody Model Library established in this year by the NLDSB and to equip it with server facilities.

Supervising of computer matters in all divisions of the Board

This unit is responsible in providing technological directions to all computer hardware and software issues of the Board. Steps has taken to work out computer programs related to descriptive bibliography on Library and Information Science Research-2018 compiled by Research Division of the Board. Making arrangements for installing new computer server for the newly constructed server room of the NLDSB.

BIBLIOGRAPHIC CONTROL DIVISION

The main role of the Bibliographic Control Division is to create a bibliographic control in national level. Under this, compilation of Sri Lanka National Bibliography, Compilation of Retrospective National Bibliography, Compilation of Periodical Article Index, Compilation of Authority Lists, Compilation of Special Bibliographies are carried out and documentation projects of National Library and Documentation Centre are developed and maintained.

Sri Lanka National Bibliography

One of the Main responsibilities of National Library is publishing Sri Lanka National Bibliography. National Bibliography is a comprehensive publication including information of all publications published in the country. This is undertaken by the National Library and Documentation Services Board since year 1974. From year 1962 up to 1973 it was handled by the Department of National Archives.

Accordingly, Sri Lanka National Bibliography was successfully issued monthly from July 2018 issue up to February 2019. Thus, 08 issues have been compiled so far. In addition, all Sinhala, Tamil and English books were classified and delivered to the Reader Services

Division of the National Library. Details in the National Bibliography can be obtained by visiting the National Digital Library (www.digilib.lk)

A Seminar on Structural Productivity and Naming of Ministries in Sri Lanka

Compilation of various information sources to facilitate the information searching of Sri Lankan community is a major function of the National Library and Documentation Services Board. Under this, 'The list of Ministries in Sri Lanka' which includes information on changes of ministry names in Sri Lanka from 1931 to May 2018 was compiled. This ministry list compiled including information on changes on ministry names for a period of 87 years is a comprehensive information source for administrators, Politicians, professionals, researchers, scholars, and other interest groups. NLDSB made arrangements to organize a seminar with the objective of making an analytical explanation of this ministry list which reflects the structural productivity of government and political culture of Sri Lanka. This seminar was held on 16th December 2019.

Name of Lecturer

Topic

Mr. Uditha Alahakoon, Assistant Librarian- NILIS

Introduction about the Project on the list of ministries in Sri Lanka

Dr. Nirmal Ranjith Dewasiri, Senior Lecturer
History Academic Section- University of Colombo

The political face to change for the ministries making to the government image

Mr. Gamini Wijesinghe, Former Auditor General

Responsibility and accountability of a government servant for structural productivity of government administration

Mr. G. Hettiarachchi, Former Additional Secretary
Ministry of Public Administration

Method of change to the ministries for public administration Preference

Sri Lanka Periodical Article Index

Periodical Article Index is compiled for easy tracing of articles published in Sinhala, Tamil and English periodicals published in Sri Lanka. This is a quarterly publication and

compiling of two issues from 1st and 2nd in the year 2018 has been completed. Details can be obtained from the NLDSB website (www.natlib.lk)

Cataloguing of Information Sources of the National Library

Another function of this Division is to prepare the computer catalogue by using *Koha* library computer software including bibliographic information of library resources acquired by the National Library. National Library catalogue is the only way to readers to get the information on the National Library collection. So the National Library catalogue is compiled scientifically and easy way to get the information easily. All the resources acquired by the National Library are catalogued, Congress Library Subject Headings as well as computerized with international standards. In 2019, 15,833 library information sources have been included into the *Koha* database. In addition, during 2011-2018 information on 461 Post Graduate thesis submitted by the Sri Lankan scholars to the Universities for their Post Graduate thesis have also been included into this database.

Compilation of National Union Catalogue

Compilation and maintaining the National Union Catalogue is a main duty assigned to the National Library. This catalogue is maintained as an online catalogue and information on books in leading libraries in Sri Lanka can be explored. Many leading libraries of the country have been contributed to the National Union Catalogue.

Compilation of Sri Lanka Newspaper Article Index

Sri Lanka Newspaper Article Index is maintained as a computer data base and information on 344 articles with scholarly value of Sinhala, English and Tamil newspapers have been included this year.

Cataloguing in Publication Data (CIP)

For ensuring uniformity cataloguing and classification of libraries in the country, bibliographic information of publications is printed on the same book itself. Accordingly, CIP data of 254 books (188, Sinhala, 18, Tamil and 48, English) by authors and publishers in the year 2019 have obtained.

Formulation of a General Policy for Computerized Cataloguing System Using MARC 21

National Library and Documentation Services Board have made arrangements to formulate a general policy for computer cataloguing suitable for Sri Lanka with the help of MARC 21. For this, a committee comprising with scholars in the field of library has been appointed and this committee had met and preliminary work has been prepared.

Awareness Seminar on National Bibliography of Sri Lanka

An awareness seminar on National Bibliography for publishers, writers as well as authors was held at the Central Provincial Council auditorium in *Kundasale*, Kandy on 11th July 2019. The theme of the conference was the “Contribution of Writers, Publishers and Printers to create an effective work in nurturing the field of Sri Lankan literature”. The keynote address was delivered by Prof. Piyaseeli Wijemanne, emeritus Professor, Department of Sinhala Studies, University of Peradeniya and 83 Central Province writers, book publishers and printers including Mr. W. Sunil, Mrs. Senani Bandara and Mr Uditha Alahakoon also participated as the resource persons of this seminar.

CONSERVATION AND PRESERVATION DIVISION

The responsibility of this division is to conserve and preserve the library materials belong to the National Library Collection as well as to give necessary instructions for the preservation of books in other libraries of the country. Under this section, activities such as cleaning, fumigation, book binding and repairs are carried out regularly for the preservation and protection of the National Library Collection.

Book Bindery

The main activity of Book Bindery is to preserve and bind books in the National Library. Accordingly, the following activities were performed in 2019.

- Preparation of 95,200 catalogue cards
- Binding of 146 books in Soma Jayakody library, Bandaragama.
- Preparation of 82 open pamphlet boxes and 162 covered pamphlets boxes
- Binding of documents and books according to the requirements of various sections.
- Binding of 313 books of the National Library Collection.

Conservation and proper maintenance of the National Library Collection

Regular cleaning and repairs have been carried out for the protection of National Library Collection. Instructions have been given for preservation activities of the National Library when necessary. Measures have also been taken to take suitable action by convening advisory committees to obtain necessary instructions for protection of information sources.

Fumigation Activities

Book fumigation is one of the activities of the National Library to preserve books. Under this, 797 books were preserved during this year by Phospine Fumigation and 62 books by Thymol Fumigation.

Maintenance of Document Repairing Unit

Under this, 2697 pages of 24 books belonging to the National Library Collection have been de-acidificated and 3066 pages have been prepared using tissue. Also, 2048 sheets of 26 palm leaf books have been black pressed under black pressing.

Memory of the World (MOW) Program

Program to Make the Tripitaka as a World Heritage

- Mr.Udaya Cabral, Head of the Conservation and Preservation Division has been appointed as a member of the expert committee appointed by the HE the President for the program to make the Tripitaka as a world heritage. A field tour has been conducted to temples in Kurunegala area on 01st and 02nd June, 2019 to collect information related to Tripitaka.

Program to make the Mahawansa Ola Leaf Manuscript asa World Heritage

- Engaged in a field trip to the University of Peradeniya and the library of the *Dalada Maligawa* on 21st June, 2019 to examine the sources required to prepare the nomination list for the inclusion of the Mahavamsa ola leaf manuscript in the list of the Memory of the World. In addition, a field trip was conducted on 17th October2019 to check the Mahawansa ola leaf manuscripts in Hanguranketha Pothgul Viharaya. Few members of the national committee of the Memory of the World Program have also participated in this field trip.

Intangible Cultural Heritage (ICH) Conservation Program

The National Library and Documentation Services Board acts as the focal point for the implementation of the Intangible Cultural Heritage Conservation Program of Sri Lanka. The Director General of the NLDSB and Head of Conservation Division also serve as members of the National Committee appointed to implement this program.

Inclusion of String Puppets in the World Heritage List

The nominated report on the String Puppets, a traditional art of Sri Lankan heritage, was submitted to UNESCO in 2017 under the protection of Sri Lanka's Intangible Cultural heritage. Accordingly, string puppets have been recognized by UNESCO as an endemic and protected art form Sri Lanka and steps have been taken to include it in the UNESCO representative list of Intangible Cultural Heritage of Humanity. The Board took the initiative to prepare these documents with the assistance of subject matter experts in the field.

Editing of the National Folklore Series

Steps have been taken to publish a book titled *Jathika Janakatha Sangrahaya*, a collection of indigenous folk tales, under the program to preserve the intangible cultural heritage. A special editorial board has been appointed for this purpose and folklore has been compiled and it is to be published as a printed book.

Project on Conservation Centre Development Program

Arrangements have been made to conduct committee meetings to examine the conservation centre feedback survey for the public libraries in the country and prepare the final report. Awards and certificates have been presented to 23 public libraries which have been selected as the best conservation centres.

Activities of IFLA- PAC Centre

Mr. Udaya Cabral, Assistant Director, Head of Conservation and Preservation Division of the NLDSB participated in the seminar on NDLI – UNESCO International Symposium on Knowledge Engineering for Digital Library Design 2019 organized by UNESCO in association with the National Digital Library of India and the Indian Institute of Technology, New Delhi held from 09th to 11th December, 2019 representing the IFLA Preservation and Conservation Centers (IFLA-PAC) of the Asian Region.

Training Courses

The Conservation Division organized training programs for the staff who working in libraries and other institutions on library material conservation and book binding.

Name of the training course	Venue	For whom	No. of participants	Duration
Document Preservation and Book Binding Phase – 1	NLDSB	Officers in charge of the Archives	11	30 – 31 Jan. 2019
		Officers in charge of the Archives	12	27 - 28. Feb. 2019
Document Preservation and Book Binding	Management Development and Training Institute, Wakwella, Galle	Officers in charge of the Archives	40	21 -22 May 2019
		Officers in charge of the Archives		15 - 16 Aug. 2019
Preservation Book Binding Phase – 1	NLDSB	Public Library Staff	11	02- 04 Jul. 2019
Preservation and Book Binding	Biyagama Pradeshiya Sabha	Public Library Staff	19	02 Aug. 2019
Book Binding	North Central Provincial Library Services Board	Public Library staff	42	26 -27 Sep. 2019
Preservation and Book Binding	Nagananda International Buddhist Studies Institute	Undergraduates	08	21 Nov. 2019

Preservation and Book Binding	Public Library Auditorium, Bendiwewa, Polonnaruwa	Public Library staff	22	03 - 04 Dec. 2019
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Extraction of *Dummala* oil for Conservation of Ola Leaf Manuscripts

Dummala oil is used for the black pressing and conservation of ola leaf manuscripts and the *dummala* oil is extracted by the NLDSB. Accordingly, about 23 bottles of *dummala* oil had been extracted in this year according to the requirement.

Library Disaster Management Activities

According to the National Library Disaster Management Plan, possible disasters are constantly monitored and the Disaster Management Committee is convened to provide necessary advice when appropriate. Following the terrorist attack on Easter Sunday, April 21, 2019, a special security arrangement was organized for the security of the Sri Lanka National Library. In addition, on the advice of the Conservation Advisory Committee, advice was sought on the safety of the book collection.

Providing Consultancy Services

In addition to providing conservation advice for the security of the Sri Lanka National Library's book collection, occasional advice is provided on conservation issues arising in libraries belonging to various disciplines in Sri Lanka. Under this consulting service, necessary instructions were provided for the book collection of the library belonging to the Link Natural Products (Pvt) Ltd. Board officials have taken steps to preserve books at the Waddakachchi Public Library of the Karachchi Pradeshiya Sabha in the Kilinochchi District which was damaged due to the floods in January 2019 in the Northern Province of Sri Lanka.

LIBRARY RESEARCH DIVISION

The main functions of this Division are conducting provincial level library research activities, collecting statistical information on library field activities, conducting research and publishing on selected topics in the field of library and information science, collecting information on library activities and conducting research workshops and seminars.

National Level Survey

i. Study on issues faced information needs of visually handicapped readers in Sri Lanka

On 29th June 2019, 50 visually impaired students were called to the Sri Lanka Board for the Blind and a program was conducted to obtain information by conducting interviews on the basis of questionnaires related to study on issues faced by visually impaired readers in Sri Lanka when information needs are fulfilled. Steps have been taken to create a database with the SPSS software to enter the data, complete the data analysis and compile the report.

ii. National Survey on Reading habit

The data collected in connection with the National Survey on Reading habit was included in the database and action was taken to obtain expert advice from the Department of Statistics, University of Colombo to analyze the data and prepare reports.

iii. Survey on Libraries in Teachers' Training Colleges and Colleges of Education

A survey report related to the data has been compiled and a field study of 06 faculties of education and 04 teacher training colleges has been conducted to obtain additional information.

iv. Collection of information related to the compilation of a detailed bibliography (Annotated Bibliography) of research in the field of library and information science in Sri Lanka

Under this, action has been taken to include in the database the bibliographical information of the dissertations (English medium) currently collected.

v. *Updating the Directory of Libraries in Sri Lanka*

The directory of libraries in Sri Lanka is being updated and information on 1033 based on the information obtained libraries has been added to the database.

vi. *Annual Research Symposium*

The annual research symposium – NATLIB SYMPO - 2019, organized annually by the National Library and Documentation Services Board was held in the National Library Auditorium on the 31st October, 2019. The theme was **Library Information and Documentation in the Context of Transformation**. The keynote address of this research seminar was delivered by Prof. Rohan Samarajiva, Chairman, Information and Communication Technology Agency of Sri Lanka. 21 research papers (Sinhala 08, Tamil 02 and English 11) were submitted and conference proceedings with the help of papers were published. The International Federation of Library Association (IFLA) has sponsored for the symposium.

Conducting Workshops on Research Methodology

Workshops on Research Methodology are organized by the Research Division of the Board for the benefits of postgraduate students. Two day workshops on the use of SPSS software for research data analysis have been conducted during this year. Its first and second workshops have been held on 08-09 August 2019 and 18-19 September 2019 respectively at the Board Auditorium. Resource contributions for these workshops were made by the emeritus professor K.A.P. Siddhisena of the University of Colombo.

Other services

Steps have been taken to update the statistical manual on libraries compiled by the Research Division and make it available on the NLDSB website. Necessary steps have been taken to include these statistics in the Central Bank report. In addition, steps have been taken to include this information in the Sri Lanka Economic Data - 2019 publication to be published by the Central Bank of Sri Lanka.

DIGITAL LIBRARY UNIT

The Digital Library Unit has been established with the objective of maintaining the digital library activities of the National Library. This unit identifies information resources for digitization in the National Library Collection. Accesses information currently available to the National Digital Library to DSpace, provides *kiyawamu.lk* project related technical assistance, and provides digital information services to readers.

Formulation of the Open Access Policy for the National Digital Library

The Digital Library Policy has been formulated with the objective of maintaining the functions of the National Digital Library within a specific policy framework. In addition to this policy a National Policy Framework has been formulated on how to access the information in the National Digital Library Information Community. This policy has been renamed as the Open Access Policy, and the policy has been finalized and incorporated into the Digital Library webpage.

Digitization of the National Library Collection

Under this, 235,000 gazettes have been digitized in the old gazette collection of the National Library from October 1956 to April 1975. In addition, the Gazettes, Acts and Bills published in 2016 have been digitized and added to the digital collection.

Kiyawamu.lk project

For this project, the Publications Division of the NLDSB has taken steps to add to the database 99 books that have been converted into electronic books (e-pub) and to edit and add them to the Kiyawamu.lk website. Readers will be able to access these books by visiting this website.

EXTENSION SERVICES DIVISION

The role of this division is to implementing various type of development project such as providing consultancy services, to encourage librarians to develop the interest in reading, to implement the National Reading Month Program, to implement library projects such as library grading, providing book aids to libraries in remote and rural areas and developing physical facilities for libraries, commemorating special days in the field of libraries, recommending suitable books for libraries, and implementing the Digital Library

Development Project. In addition, this division also maintains the National Library Book Shop with the objective of selling library materials and equipment required for libraries as well as books at concessionary prices.

National Reading Month Program

The month of October has been declared *National Reading Month* every year since 2004 with the aim of encouraging book reading among the readers. The circular pertaining to this year's National Reading Month was printed and sent to 385 institutions. Under the National Reading Month 2019, in collaboration with the Associated Newspapers Company through *Mihira* Newspaper, the opportunity had been given to present information on a book they had read so far to students under the theme *do you remember the book*. A newspaper supplement was published to mark the 15th Anniversary of the National Reading Month program. Celebration of the National Reading Month was held on 19.12.2019 at the Duncan White Auditorium of the Ministry of Sports under the patronage of the Hon. Dullas Alahapperuma, Minister of Education. The keynote address at this year's awards ceremony was delivered by veteran writer Dr. W.A. Abeysinghe on *Let's Read with children*. The library evaluation which organized the best level programs in the year 2018 under the National Reading Month program was held concurrently with this event and the first place was won by the Siriwardhana Public Library of the Minuwangoda Pradeshiya Sabha, the second place was won by Kokuwil Public Library of Nallur Pradeshiya Sabha and the third place went to the Wellawaya Public Library which belongs to the Wellawaya Pradeshiya Sabha. In addition, awards were presented to 78 libraries throughout the country that had organized best level reading programs.

Measures have also been taken to implement regional reading promotion programs throughout the island in parallel to the National Reading Month this year. Accordingly, action has been taken to provide resources for the reading camp program organized by the Marawila Public Library on 06.07.2019. Arrangements have been made to conduct 02 trainer training programs on reading camp and 04 entertainment programs for library officers and community development officers covering Kegalle and Hambantota districts on 20 – 21 August 2019. Wethara Kanishta Vidyalaya and Homagama Bandaranaike Public Library belonging to Homagama Pradeshiya Sabha organized 02 reading promotion programs on 22nd November 2019. Arrangements have been made to contribute resource persons to the Reading Promotion Program organized by the Ayagama Pradeshiya Sabha and to conduct an entertainment program for the children of the Sunitha Prison School at Padukka.

Rural Library Development Program

The objective of this program is to develop libraries that are maintained under limited facilities in rural and remote areas of Sri Lanka. Under this, repair of library buildings, provision of books and furniture, training of staff etc. are carried out under the auspices of the Board. Accordingly, 02 libraries representing Kurunegala and Nuwara Eliya Districts were selected under the Rural Library Development in 2019. Accordingly, the Ehetuwewa Public Library belonging to the Galgamuwa Pradeshiya Sabha in the Kurunegala District and the Maskeliya Public Library belonging to the Maskeliya Pradeshiya Sabha in the Nuwara Eliya District were selected for development. Arrangements were made for the purchase of library equipments and books for these two libraries.

Polonnaruwa Ancient Technology Museum Library Development Program

His Excellency the President Maithripala Sirisena inaugurated the Ancient Technology Museum and its affiliated library and information center at the new town of Polonnaruwa on 03rd July 2019 in line with the *Pibidemu Polonnaruwa* District Development Program. Located on the second floor of the building, this library and information center is a well-equipped library with books written on Rajarata area, books on ancient technology and indigenous knowledge of Sri Lanka, as well as modern IT facilities. Instructions have been provided by the Board for all the internal planning for the establishment of this library, for the selection of books as well as all the technical facilities required for the library and information center. This library and information center is managed by the Department of National Museums.

***Kalana Mithuru Poth Sumithuru* program**

This program has been initiated by the Ministry of Education with the objective of promoting book reading among school children. Arrangements have been made to conduct a workshop on the compilation of *Kalana Mithuru Poth Sumithuru* revised circular on 23rd and 24th January 2019. Several senior officials of the Board including officials of the Ministry of Education have participated in this.

Providing Advisory Services for Libraries

One of the main functions of the Board is to provide the necessary advisory services for the various needs of the libraries in the country. Advisory services have been provided this year for the following libraries / institutions.

Name of the library/institute	Services provided
Navinna National Institute of Indigenous Medicine	Giving advices related to the design of the new library building of this institute
Dunagaha Public Library belonging to Divulapitiya Pradeshiya Sabha	Giving instructions to construct the new library building
Godakawela Public Library belonging to Godakawela Pradeshiya Sabha	Provide a report with basic instructions for automating the library and basically provided practical training required for book bar-coding
Maharagama National Youth Services Council library	Giving instructions to solve problems in the library
Sri Lanka Institute of Local Government	Provide professional advice on how to set up an informal library systematically
Construction of Kuliypitiya Model Central Library	Preparing basic plans with the Ministry of Education in connection with construction of the library
J.R. Jayawardhana Center Library	Taking action to represent the Advisory Committee
Department of Local Government, Western Province	Advising to revise the library evaluation criteria

Book Donation Project

The National Library and Documentation Services Board is implementing a program for book donation to libraries as one way of developing library collection in the island. Accordingly, books were donated to libraries during this year in the following way. Under this 6947 books worth Rs. 1,381,374,25 were donated for 64 school libraries, 13 public libraries, 22 dhamma school libraries, 03 ministry libraries, 13 security forces libraries and 10 other libraries.

Conducting Exhibitions

In addition to books purchased by the National Library and Documentation Services Board under various projects and publications published by the NLDSB, the Board participates in various book fairs annually for the purpose of displaying and selling books and library materials. Accordingly, the details of the exhibitions that participated in 2019 are as follows.

Exhibition	Venue	Date
Kandy Book Fair - 2019	Kandy City Center	26-30.06.2019
Colombo Public Library Book Exhibition - 2019	Colombo Public Library	23-29.07.2019
North Central Provincial Book Exhibition	Salgadu Playground, Anuradhapura	25-28.07.2019
Colombo International Book Fair	BMICH	20-29.09.2019

Grading of Libraries

Grading of libraries according to accepted library standards is a major function of the Board. Accordingly, during this year 19 public libraries were graded as follows.

Name of the library	Authority	Grade	Given Date
Vavuniya Public Library	Vavuniya Urban Council	Grade i	26.02.2019
Buttala Public Library	Buttala Pradeshiya Sabha		26.02.2019
Senarath Paranavithana Public Library	Badulla Municipal Council		26.02.2019
Kinniya Public Library	Kinniya Urban Council	Grade ii	26.02.2019
Dambagalla Public Library	Madulla Pradeshiya Sabha		26.02.2019
Godakawela Public Library	Godakawela Pradeshiya Sabha		26.02.2019
Pallepola Public Library	Pellepola Pradeshiya Sabha		26.02.2019
Alawathugoda Public Library	Akurana Pradeshiya Sabha		26.02.2019
Naranwala Public Library	Mahara Pradeshiya Sabha		26.02.2019
Marawila Public Library	Naththandiya Pradeshiya Sabha		26.02.2019
Hanwella Public Library	Seethawaka Pradeshiya Sabha		26.02.2019
Bandarawela Public Library	Bandarawela Pradeshiya Sabha		16.05.2019

Biyagama Public Library	Biyagama Pradeshiya Sabha	Grade ii	07.11.2019
Wennappuwa Public Library	Wennappuwa Pradeshiya Sabha		07.11.2019
Maharroof Nagar Public Library	Kinniya Urban Council	Grade iii	08.01.2019
Galnewa Public Library	Galnewa Pradeshiya Sabha		30.01.2019
Ethiliwewa Public Library	Wellawaya Pradeshiya Sabha		26.02.2019
Punsisigama Public Library	Badalkumbura Pradeshiya Sabha		16.05.2019
Thotillagahawatta Public Library	Divulapitiya Pradeshiya Sabha		16.05.2019

Revising Library Standards

Grading all Public, Schools and Pirivena Libraries and Departmental and Institutional Libraries in Sri Lanka are graded according to the prescribed standards by the National Library and Documentation Services Board. The aim is to line up libraries according to international standards to provide a superior library service to their readers. The library standards also should be amended in line with the changes taking place in the field of libraries as well as in the field of information technology. Action has been taken to prepare drafts for standards of libraries and submit them to the consultative sub-committee. Meanwhile, necessary steps have been taken to revise school library standards.

National Library Bookshop

The National Library Bookshop is located on the ground floor of the National Library Building and the main purpose of maintaining it is to sell library stationery including books and other equipment required for libraries at concessionary prices. Revenue from sales of books and other stationery this year was Rs. 3,749,509.80

Project of Recommending Books for Libraries

By the recommendation project of books suitable to use in libraries, directions are given on better reading materials, 65 books have been recommended in this year.

Registration of Domestic Libraries

Libraries maintained at home as well as non-governmentally and institutionally are registered by the Board under a proper methodology. The following libraries have been registered under this.

Name of the library	Address
Light of the World Library	No. A/04, Housing Scheme, 80 Watta, Lunawa, Moratuwa
Sanasa Model Library	Sanasa Model Library, Mahara Nugegoda, Kadawatha
D.N. Rajapaksa Dhamma Library	Mihindu Dhamma School, Ihalagama, Gampaha
Welfare Society Library, Uva Ambewela	Uva Ambewela Welfare Society, Uva Ambewela, Hewanakumbura
Rural Development Society Public Library, Lavulupitiya	Lavulupitiya Rural Development Society, Lavulupitiya, Wathurugama

Subscription for Board Publications

Institutions have been given the opportunity to get the annual subscription for publications published annually by the Board. Accordingly, annual subscription has been made to the following publications.

Name of the publication	No. of institutions
01. Sri Lanka National Bibliography	75
02. <i>Praleka</i> Magazine	61
03. Sri Lanka Periodical Article Index	31

Special Day Celebrations

To commemorate World Children's Day, a program for school and public librarians at the Colombo Public Library was launched on 02.04.2019 and a program to mark the International School Library Day was held at C.W.W. Kannangara Central College, Borella on 29.10.2019.

Starting Library News SMS Service

This SMS service has been launched to create awareness among the various groups about the programs implemented by the Board based on institutional brand promotion. Under this SMS service, various services provided by the National Library of Sri Lanka are advertised.

EDUCATION AND TRAINING DIVISION

The primary role of the Education and Training Division is to provide continuous vocational training to Librarians by conducting short-term training workshops. Under this, short term training programs are organized for the librarians of various types of libraries such as Public Libraries, Schools and Pirivenas etc. In addition, librarians as well as various professionals will be briefed on the latest trends in the field of libraries.

Workshops/ Seminars for the Public Library staff

Training of staff members to improve the quality of public library service is done at the district and pradeshiya sabha levels. Relevant workshops have been conducted with the assistance of the Local Government Department

- Advising on Shortages of *Koha* Library Management, allocation with dividing Library sections and other services activities of Wellawaya Pulic Library of, the Wellawaya Pradeshiya Sabha.
- Advising on the renovation work of the Weligepola Pradeshiya Sabha Public Library in connection with Digital Library Development Program being carried out jointly by the NLDSB and the Information and Communication Technology Agency (ICTA), and advising on for setting up computer database in the Batticaloa Public Library and reforming activities in the extension services and children section.
- The first program of the Sustainable Library Development Program was held on 25 - 27 June 2019 at the Nuwara Eliya Public Library Auditorium focusing on the Nuwara Eliya District. 75 members of the Public Library staff of the Nuwara Eliya District participated in this event. Arrangements have been made to hold the second program on 10 – 11 September 2019 for the Jaffna and Kilinochchi District Public Library staff at the Jaffna Public Library Auditorium. In addition,

to library management training programs have been organized on conservation and book binding.

Training Workshops /Seminars for School Librarians

Due to the limited number of permanent professional librarians working for school libraries in the island, the teachers of the respective schools were assigned to work in charge of the school libraries to avoid this problem. Training workshops are organized by the National Library and Documentation Services Board with the objective of providing an understanding of library activities to them. Accordingly, in collaboration with the Ministry of Education, steps have been taken to prepare a training module for the training program for librarians working in school libraries. Training programs have been organized in the following areas using this training module.

Education zone	Venue	No. of participants	Duration
Galle Education Zone	Kalegana Piyatissa Vidyalaya, Galle	45	24.05.2019
Kinniya Education Zone	Zonal Education Office, Kinniya	64	06-07.08.2019
Western Provincial Education Department	Ranmagapaya Auditorium, Battaramulla	56	04-05.07.2019 and 21.11.2019
Galle and Udugama Education Zone	Informal Education Training Center, Kalegana, Galle	86	19-21.08.2019
Deniyaya Education Zone	Deniyaya Madya Maha Vidyalaya	54	17-19.09.2019
Nuwaraeliya Education Zone	Painter Memorial Vidyalaya, Nuwaraeliya	70	06.11.2019
Walapane Education Zone	Zonal Education Office, Walapane	46	07.11.2019

Seminars for Pirivena and Religious Libraries

- Although all arrangements had been made to conduct a training program for the library staff of the Colombo District Islamic Religious Schools on 18 -19. June 2019, due to the prevailing situation in the country (due to the influence of the terrorist attack on Easter Sunday) this program was postponed.
- A training program for Galle District Pirivena Librarians was held on the 10-11 October 2019 at the Madakumbura Maha Pirivena premises in Karandeniya, Galle with the participation of 58 laymen and clergymen.

Technical Service Workshops on Library Software

- On 25 - 27 September 2019 a training workshop on *Koha* software for Ampara District Public Librarians was held at the Ampara Computer Resource Center with the 28 participants.

In Service Training Workshops

Under this program, training is imparted to those who wish to receive training from the National Library of Sri Lanka under short-term service through lectures and practical activities. The maximum duration of the in-service training program is five days. The Board also developed a formal training module for in-service training workshops.

Training Area	For whom	Duration
Library Management	Personal applicants	11-15.03.2019
Library Management	Library officials of the National Institute of Non-Communicable Diseases and National Crafts Council	17-21.06.2019
Library Management	Officers in charge of the Library at Panagoda Army Camp and officers in charge of the Library of the Institute of Local Government, Sri Lanka	28.19.2019 – 01.11.2019
Library Management and Training on Book Binding	Officials of the Technical College Library, Maradana	02-06.12.2019

Data entry to <i>Koha</i> Software	Officials of the National Museum Library	23-24.12.2019
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Workshop on Improvement of Interest in Reading

- In conjunction with the 2020 Sustainable Library Development Program, an awareness program was conducted on the 27th June 2019 at Nuwara Eliya Gamini National School for 150 students on literary entertainment, creating child writers and to develop the school children's interest in reading.

Other

- Following the request of the Public Utilities Commission of Sri Lanka (PUCSL) for advice on managing documents and information, action has been taken to prepare a project plan on document management.
- A Memorandum of Understanding (MoU) was signed on 30 August 2019 to provide internships to students engaged in academic activities in the Department of Library and Information Sciences, University of Kelaniya.

PUBLICATIONS AND BOOK DEVELOPMENT DIVISION

The main function of this division is to direct and maintain all the publication assistance projects of the National Library and Documentation Services Board, to publish all the publications of the Board, to edit, translate and publish classical literary works. In addition, under the International Standards Number Project, ISBN/ISSN/ISMN numbers are issued and advice and sponsorship are provided under the Publications and Book Development Division to the writing community at various levels.

Publication Assistance Project

This project has been in operation since 1984 with the aim of sponsoring the publication of the Sri Lankan Writers' Community. Writers will be given the opportunity to submit manuscripts for this project and the manuscripts submitted will be sponsored. Although the project has been given the opportunity to submit manuscripts throughout the year within past few years, the Board has decided to offer manuscripts only from this year to the last quarter of the year as that methodology has hampered the management of the

project. Accordingly, the acceptance of manuscripts was active from 16th September to 16th December 2019. Information on those manuscripts is as follows.

Subject area	Sinhala	Tamil	English	Total
Classic and research books	32	01	01	34
Creative books (Self Creative and translations)	47	02	02	51
Literary work of youth	14	-	01	15
Children's Fiction	18	-	04	22
Total				122

This project is ongoing and for the last few years (2015, 2016, 2017 and 2018) the remaining manuscripts which could not be resolved have been submitted to the Publication Advisory Committee for appropriate solutions. Accordingly, action has been taken to sponsor 47 literary and creative works and 11 children's and youth literary works in the year 2019. Information about the sponsored works is as follows.

Books sponsored in 2019 under the Publication Assistance Project

Ref. No.	Name of the book	Subject	Author
2015/95	Marmageethangal	Novel	A.C. Jereena
2016/J/14	එකැස්බෙරේ කතන්දරේ	Children's Fiction	Iranga Samindani Weerakkody
2016/J/15	අපි මෙහෙමයි බේරෙනේ	Children's Fiction	Thusitha Ranasinghe
2016/J/16	Poem of Young Minds	Poems	Lalitha Somatilake
2016/J/27	අපූරු මිනිසෙක්	Youth Literature	K.A. Kusum Kariyapperuma
2016/J/65	සුදුපැං වා	Children's Fiction	Kumari Neranjana
2016/02	ටිකිරි බණ්ඩා පානබොක්කේ	Biography	Yasapala Wanasinghe
2016/43	Etnirvisaranal	Short Story	T.Malarchelvan
2016/111	සමගියේ පාලම	Novel	Premarathna Senarathpathirana
2016/123	නිති රැකවරණය ඔබයි අම්මේ	Short Story	Neetha Kumudini Mahawatta
2016/139	කරුවලගෙදර පිළිබඳ	Research	S.I.C. Ranasinghe

	විමර්ශනාත්මක අධ්‍යයනයක්	Academic Books	
2016/158	මැදි යම අග	Novel	M.M. Sujith Prasanga
2016/166	පවුල් සං ස්ථාවේඛ්‍යද්වැටීම	Sociology	Suresh Mihira Bandara
2016/172	Buddhist Nikayas in Sri Lanka	Buddhism	Prof. T.G. Kulatunga
2016/173	දස දි ගසැරිය	Novel	L.G.S.M. Dharmarathna
2016/174	හවිකෝ හමුවීම	Short Story	Badra Indrani Amarakoon
2016/178	පඤ්චතන්ත්‍ර ය ලබ්ද ප්‍රණාම	Research Academic Books	Rev. Kanumuldeniye Chandrasoma Thero
2016/181	නයිජීරියානු ජනකතා	Folklore	Athula R. Perera
2016/182	Enpparuweli	Academic	Rameez Abdullah
2017/Y/008	අක්කාර් මිජබල් කතා	Children's Fiction	Athula R. Perera
2017/J/07	මේ අවුරුදු කාලේ	Children's Fiction	Jayatissa Boralugoda
2017/J/23	ලෝකෙට ලොකකා මං තමයි	Children's Fiction	K.de S. Sudasinghe
2017/J/27	ගජ මිතුරා	Children's Fiction	Piyasiri Matarage
2017/J/34	රන් පියුම	Children's Fiction	Ariyapala Rathnayake
2017/J/55	රිදී පැං වි	Children's Fiction	Kumari Abeygunawardhena
2017/07	ජයග්‍රාහි පාසැල් නාට්‍ය සමග සරළ නාට්‍ය විග්‍රහය	Drama	L.B. Weerasinghe
2017/15	කරළිය මත භූමිකා	Drama	Udeni Chandrasiri
2017/18	දහඅට මසක් අහහරු මත	Science Fiction	Ranjith Illuppitiya
2017/19	සුද්දිගේ මළගම	Novel	M.N. Perera
2017/24	ජාතකකතා - අද්භූතය හා යථාර්තය	Sinhala Literature	Gihan Madusanka
2017/26	හතරැස් මුහුණ රවුම්	Novel	Dharmasena Ranasinhaarachchi
2017/27	Kothumalikknai	Novel	U. Nesar
2017/35	අළු කුමාරයාගේ කතාව	Novel	D. Ranga Saman Wijesinghe
2017/42	Wonder of our Forest	Environment	Douglas B. Ranasinghe

2016/47	Realities in life	Poetry	Lalitha Somathilaka
2017/47	19 th Century Political Work and Social Institutions	Research Academic	Rev. Dr. Olaganwatte Chandrasiri Thero
2017/50	මිගමු දු වආශ්‍රිත ජනමාධ්‍ය	Mass Communication	P.M.S.R.K.P. Rathnayake
2017/52	අනන්ත ඉල්ලීම	Short Story	Gunarathna Ekanayake
2017/62	සංක්‍රාන්තිය	Novel	Hemalatha Rajaguru
2017/68	සිංහල ජනවහර	Language	K.B. Manewa
2017/72	වහරමු හොඳින් විමසා	Language	Yasawardena Rodrigu
2017/79	එලිසා	Novel	Nandadasa Wickramarachchi
2017/83	මහාමානව	Research Academic	D.P.A. Samaranayake
2017/84	ජීවාංකුර	Poetry	G. Hashan Weeranga
2017/86	හත්කෝරළය ආශ්‍රිත ජනකතා	Folklore	H.M. Somarathna
2017/89	Journalism in Sri Lanka	Journalism	Thevathas
2017/91	Kanavulsgam	Poetry	R.M.M. Sheriff
2017/Y/03	බෝසත් කතන්දරේ	Fiction	Anurasiri Hettige
2017/Y/10	Delhi Tiger	Poetry	M.M.B.G. Karunarathna
2017/Y/16	ඒදණ්ඩින් එගොඩට	Youth literature	C. Kodituwakku
2017/Y/22	20 Jathaka Stories	Jathaka Story	K. Samaranayake
2017/94	මිනිස්සු කිඹුල්ලු හා නිල්වලාගහ	Research Academic	Jayatissa Tennakoon
2017/102	යකක ලේ වාහෙලා	Novel	Gnanasena Pathirana
2017/111	අනගි දරුවෝ	Novel	Susila Nandani Mayagoda
2017/115	සහෝදර මුහුණුර	Fiction	Ranjith Malliyawadu
2017/124	පස්පං ගුවේපං ගුකාරයෝ	Ayurveda	Prof. Piyasiri Amilasith Yapa
2018/J/03	මේ නිල් අහස හා අපි	Children's Fiction	P.Dharmasena
2018/J/09	කාගෙද බෙරහඩ	Children's Fiction	Vanitha Rathnayake

(J- Children's Fiction) (Y- Youth Literature)

New Publications Purchasing Project

This project is implemented with the aim of sponsoring writers who are engaged in the field of book publishing. This gives the opportunity to submit printed works for the year or two close to the year in which the purchase was made and to purchase a specific number of the selected works and sponsor the authors. Accordingly, action has been taken to purchase books worth Rs. 502,593.00 from 134 titles in 2019. The details of the books purchased according to the language are as follows.

Editing and Reprinting of Classical Books

Pansiya Panas Jathaka Story Book

The revised second edition of *Pansiya Pansa Jathaka* Story Book is in progress under the project of editing and reprinting of classics implemented by the National Library and Documentation Services Board. This five-volumes book is divided into categories i, ii, iii and iv with the introduction. The printing of volumes i and ii with the introduction of this volume, was completed last year. The printing work of volume iii has been completed in the year 2019 and the proof reading of the volume iv is being done. One thousand copies of each volume are printed.

Buthsarana

Arrangements have been made this year to edit and publish the *Buthsarana Granthaya* under the Board's Classical Works Editing and Reprinting Project. Preliminary work on this editing work was started in 2009 and the editing work was entrusted to the Department of Sinhala at the University of Colombo. Prof. Rohini Paranavithana, Prof. Ananda Tissakumara and Dr. Premasiri Nagasinghe of the Department have contributed to the editing work. This book was released on 30th July 2019 at the auditorium of the Ministry of Education under the patronage of the Hon. Minister of Education. Emeritus Prof. K.N.O. Dharmadasa and Prof. Rohini Paranavithana delivered evaluation lectures at the ceremony.

Publishing Library and Information Science Publications

With the aim of expanding the knowledge in the field of library and Information science, new books related to this field are published and books written in other languages are translated into Sinhala and Tamil and published. Under this, arrangements have been

made to translate and publish the 3rd edition of the Guidelines on Library Services for Prisoners, published by the IFLA. This book has been translated by Dr.(Miss) Premila Gamage and Mr. Sunil Walimuni and all its editing work has been finalized and ready for printing.

Other Board Publications

Pralekha Magazine

January-April-June-2019 issue of the Pralekha Quarterly Magazine, published by the Board, has been published under the theme 'Political Literature', July-September 2019 under the theme of 'Translation Literature' and 'October-December 2019' under the theme of 'Poetry'.

Journal of National Library Review

Published as a bi-annual magazine, the magazine has completed its January-June 2019 issue and ready for printing.

NATNET LANKA newsletter

This newsletter is a compilation of various news and current affairs in the field of libraries and is published under the name NATNET LANKA. This year's 1st issue has been published and news editing has been done for the July-December 2019 issue.

Printing of Board Publications

The National Library and Documentation Services Board has published various publications from time to time through the risograph machine. Some of the publications are as follows

Printing of Sri Lanka National Bibliography and Sri Lanka Periodical Articles Index

The Sri Lanka National Bibliography, which contains information on the publications, published in Sri Lanka, is issued monthly. 09 volumes have been printed from April to December in 2019.

Sri Lanka Periodical Article Index is published periodically and 04 volumes are issued annually. 03 volumes from 2nd volume to 4th volume of 2018 have been printed in 2019.

Formulation of basic standards for composing children's books.

Instruction manual written in Sinhala including standards for composing children's books was translated into Tamil. This is a useful resource for authors of children's books in Tamil.

International Standard Book Numbering Project (ISBN/ISSN/ISMN)

The National Library and Documentation Service Board acts as the national hub for issuing international standard numbers for all publications, including books published in Sri Lanka. Accordingly, the International Standard Book Number (ISBN) for all books will be issued along with the International Standard Serial Number (ISSN) for all periodicals and the International Standard Music Number (ISMN) for all musical publications with notes are issued.

International Standard Book Numbering (ISBN) System

Information on publishers who have obtained numbers for books under the ISBN numbering system is published internationally. The Regional Identification Number 624 has been announced by the ISBN International Center since January 2019, replacing the Regional Identification Number 955 that Sri Lanka has held since 1986. In the year 2019, 11627 ISBN numbers have been issued. The information of 516 newly registered publishers for ISBN has been forwarded to the International Center. 1503 printed books voluntarily donated by publishers have been handed over to the National Library of Sri Lanka. Annual Revenue from Issuance of ISBN Numbers for Publishers is Rs. 1,162,700.00.

International Standard Serial Numbering (ISSN) System

This number system was introduced to Sri Lanka in 1993 and sets the standard number for all serial publications in Sri Lanka. Under this project all the privileges and facilities available to books under the aforementioned International Standards Book Number System are provided for the periodicals published in Sri Lanka. In the year 2019, ISSN numbers have been issued for 201 periodicals. The annual income received from it is Rs. 20,100.00. Arrangements have been made to hand over 135 periodicals to the National Library by the periodical publisher. Director Mrs. Senani Bandara attended the 44th Session of the ISSN Directors' Session held in New Delhi, India from 12 to 16 November 2019.

International Standard Music Numbering (ISMN) System

Under this system, numbers are issued for the most popular musical publications with notes. The ISMN number given during that year was 83. The revenue earned by issuing these numbers to publishers is Rs. 8,300.00. 09 printed books, donated voluntarily by the publishers who obtained the numbers, have been submitted to the National Library of Sri Lanka.

Category of Publishers	Name and Number		
	ISBN	ISSN	ISMN
Commercial level publishers	5366	53	33
Publishers in government and Non-government institutions	3838	140	10
Author/private publishers	<u>2423</u>	<u>08</u>	<u>40</u>
Total	<u>11627</u>	<u>201</u>	<u>83</u>

Formulating a Methodology to issue ISBN/ISSN/ISMN online

This method has been proposed to facilitate online payment from any part of the island to get standard numbers. This will facilitate book publishers or authors to easily obtain numbers in online basis.

A software company named *Nekfa Australia* was selected through the bidding process to create a database to be developed to achieve international standards through the online system, and the firm has negotiated with board officials on a number of occasions to establish a database suitable for numbering. The basic structure of that database has been developed during this year.

Literary Bridge from *Dondra Point to Point Pedro*

This program is implemented with the aim of fostering inter-ethnic harmony and creating an inter-ethnic understanding of the creative mindset written in each language. Under the first phase, 14 selected short stories written after the year 2000 will be used as the basis for this project. Of the 14 selected short stories, 07 are in Sinhala and 07 are in Tamil. The Board has also taken steps to obtain the consent of the owners of these short stories by paying the prescribed authorship. The inaugural ceremony of this program was held under the patronage of the Hon. Minister of Education and State Minister of Education on

March 28, 2019 at the Ministry of Education Auditorium. Steps have also been taken to compile a book of selected short stories in Sinhala and Tamil for the second phase of this project.

Kiyawamu.lk Project – Converting Printed Books into e-pub

The National Library and Documentation Services Board, in association with Sri Lanka Telecom, has converted 63 new works into electronic works (e-pub) for reference on this web page.

Name of the book	Author
01. රත්තරන් පුතෙක්	Sumanasiri Pannilahetti
02. අසබැඳි සබැඳි	Hansani Pramuditha
03. මඩුවන්වලට පියමන්	Shantha Dunukara
04. දාග්‍රය විද්‍යාත්මක මානව විද්‍යාව	Suminda Kithsiri Gunarathna
05. මාදනා	Bodhi Vidyarathna
06. දෙලොවක් අතර දෙදෙනෙක්	Sandaruwan Panakaduwa
07. Rose Gutter	W.A.N.A. Wijesuriya
08. ගාන්ධර්වයා අශ්වයා සහ මහල්ලා	Thanuja N. Ayagama
09. ජෛවගතික කෘෂිකර්මය	Wimala Devanarayana
10. නාග මාණික්‍යය	Somarathna Harasgama
11. වොර ප්‍රපාත	M.W. Jinadasa
12. මේ නිවාඩු කාලයයි	Somalatha Waidyarathna
13. අහස් වියන	Somalatha Waidyarathna
14. නැවුම් සුළඟ	Irin Nanayakkara
15. ජෝර්ජ් කීට්	W.B. Gunarathna
16. රත්නපුර දි ස්ත්‍රීකයෝ අභිලේඛන සහ පැරණි ස්මාරක	H.M. Jayantha Wijerathna
17. අවෛදිත දර්ශන හා ජෛන විඥාන විභාගය	Prof. Daya Edirisinghe
18. වසන්ත සිරිත	Thusitha Jayasundara
19. නෙලා	Indrani Rathnasekera
20. එලිසා	Nandadasa Wickramarachchi
21. පියවරු හා පුත්තු	Nandadasa Wickramarachchi
22. හව පුෂ්ප	Dikelle Wijayatilake
23. මහා මානව	Premarathna Samaranayake
24. ජන සං ගීතවිමර්ශන	Iranga Samindani Weerakkody

25. අස්තං ගත	Jayantha Weerakkody
26. දඬුලේනා	Keerthi Welisarage
27. මායා තීර්ථ	Keerthi Welisarage
28. කාල සර්ප	Keerthi Welisarage
29. අත් මිදුම	Keerthi Welisarage
30. දෙබරු	Raja Karunadasa
31. වෝර කර්ම සහ තවත් කතා	Wijaya Mihindukulasuriya
32. හත්කෝරළය ආශ්‍රිත හේන් ගොවිතැන	Somarathna Bogaswewa
33. පස්පං ගුවේපං ගුකාරයෝ	Prof. Piyasiri Amilsith Yapa
34. බයිස්කෝප් උන්මාදය	Piyasena Wickramage
35. කුටුම්භ වක්‍ර	Vanitha Rathnayake
36. ශ්‍රී ලාං කේශමහනුවර සම්ප්‍රදායේ විහාර බිතුසිතුවම් කලාව සහ එහි ප්‍රවණතා	W.M.P. Sudarshana Bandara
37. බිත්තැන්ගේ වැදි බස	Sandaruwan Lokuhewa
38. රොබට් බේඩින් පවල්	Uditha Alahakoon
39. මහත්මා ගාන්ධි	Uditha Alahakoon
40. සිං හබාහුළුනකං	Anurasiri Hettige
41. දි මියා	Anurasiri Hettige
42. හිතුවක්කාරි	H.B.Gunarathna
43. මධුලෝලිත්වය සුවකිරීමේ පහසුමග	DhanushkaNiranga Dissanayake
44. අකාල යාත්‍රා	Cathalin Jayawardena
45. දාදු කැටය	Cathalin Jayawardena
46. ධාරා	Cathalin Jayawardena
47. සත්‍යකුම	Cathalin Jayawardena
48. බලනකඩ තුරා හැරදෑසේ	Cathalin Jayawardena
49. වැද්දා	Chandra Sri Ranasinghe
50. රතුලොව වසන්තය	P.M. Prithi Srikantha
51. සුපිරි මතකය	Ashoka Mahendra Palihawadana
52. සිද්ධාර්ථ	Dr. W.A. Abeysinghe
53. සමාජය නිරුවත් කළ ගැහැණිය	Dr. W.A. Abeysinghe
54. ගාන්ධි ආදර්ශය	Dr. W.A. Abeysinghe
55. වෙස් මුහුණු	Prof. Ariyaratna Ethugala
56. සං ජානනයහා සන්නිවේදනය	Prof. Ariyaratna Ethugala
57. ඊශ්වර විං සතිය	Aruna Lokuliyana

58. ශාන්තිකර්ම හා සන්නිවේදනය	Aruna Lokuliyana
59. සිං දූගෙදරළමයි	Nilanthi Fernando
60. මහසමයම හා එලික් නාට්‍යවේදය	Prof. Ariyaratna Ethugala
61. ඒදණ්ඩන් එගොඩ	Chandrasena Kodituwakku
62. සන්නිවේදනය	Prof. Rohana Lakshman Piyadasa
63. පුස්තකාල හා විඥාපන විද්‍යාව සං කල්ප හඳුන්වාදීම සාමාන්‍ය අවබෝධය	Muthukuda and Maithri Jayasundara

Seminars and Training Programs

The Publications and Book Development Division of the National Library and Documentation Services Board organizes various programs to educate authors, publishers, and those focused on these areas on the methods to be followed in publishing, as well as international standards book numbers. The details of such programs conducted in the year 2019 are as follows.

- Seminar on Basic Methods to be followed in Editing and Publishing
A two day workshop on this was held on 17th and 18th December 2019 at the National Library Auditorium. Prof. J.B. Dissanayake, Prof. Jayadeva Uyangoda, Prof. Rathnasiri Arangala, Mr. Gamage Sumanasekera, Mr. W. Sunil and Mrs. Senani Bandara delivered lectures on the subjects of publishing and printing at this two day seminar.
- Awareness program for Central Province Writers on Book Processing Methodology was held on 11th July 2019 at Central Provincial Council Auditorium, Pallekele, Kandy. Many writers representing Kandy, Matale and Nuwara Eliya Districts participated in this event.
- A one day awareness program for school children in Ratmalana area on writing skills and publishing standards was held on 24th October 2019 at the Auditorium of Ratmalana Divisional Secretariat.

LIBRARY CO-OPERATION DIVISION

The primary role of this division is to maintain inter co-operation with local and foreign libraries. Under this the role of the Library Co-operation is to liaise with national libraries and libraries of other fields in various parts of the world, as well as with

organizations such as the International Federation of Library Association (IFLA), UNESCO, etc., and liaise with various libraries, library organizations and associations locally.

Exchange Services

Copies of the Sri Lanka National Bibliography and NATNET Lanka Newsletter compiled by the National Library of Sri Lanka have been submitted to National Libraries in 27 countries, including SAARC countries under the Publication Exchange Service. Steps have been taken to direct selected publications published in Sri Lanka to national libraries in China, Japan, South Korea and Singapore, at their request. In addition, bibliographies and indexes published by the National Library of Sri Lanka are provided free of charge to selected libraries and institutions in the country through exchange services.

Publications published by various governmental and non-governmental organizations in the country are also obtained by the National Library under this service. Arrangements have been made to obtain publications from the Department of National Planning, Central Environmental Authority, Irrigation Department and Sri Lanka Mahaweli Authority during this year.

Updating the Institutional Membership

- Steps were taken to renew the annual contribution of the International Federation of Library Association (IFLA) in 2019 at a cost of Rs. 102,116.00. Steps have been taken to acquire the 2019 December issue of the IFLA Journal, published by the IFLA.

Update National and International Level Network in the Field of Libraries

Steps have been taken to renew the membership of the Law Lanka Annual Access Network. It facilitates the exploration of acts, bills, legal reports, new legal reports, etc. published in Sri Lanka in three languages.

- Membership of the DELNET (Development of Library Network) maintained by the India International Center, New Delhi, has been obtained and it this network contains articles related to the field of library and information sciences. Measures have been taken to renew the annual subscription of this network for the year 2019 and to obtain access to the database.

- The National Library of Sri Lanka is in constant touch with locally organized networks such as AGRINET (information sector related to the field of agriculture), HELLIS (information networks related to the field of health), etc. and it facilitates access to the latest information for alumni in each field. The Head of the Division has participated in the Annual Conference of the HELLIS Information Network.

Database update

The full text of the Library and Information Science Network LISA (Library and Information Science Full Text) published by ProQuest is an online database that allows to browse the full text of many articles published in the library field. This database is very useful for students studying library science.

Renewal of Subscriptions to International Journals

Action has been taken to obtain an annual subscription for the “National Geographic” magazine published by the International Geographical Society. Copies of this magazine, which is published monthly, are made available for the readers of the National Library.

Contribution to Provincial Library Services Boards

Provincial Library Services Boards are currently functioning in Sri Lanka with the Provincial Councils of Sabaragamuwa, Central, Uva and North Central Provinces. Out of these, Sabaragamuwa Central and Uva Provincial Library Service Boards have also established high level Provincial Central Libraries. The National Library and Documentation Services Board actively contribute to the activities of the Provincial Library Services Board and the Director General of the Board represents all the Boards of Directors. Annual Conference of the Provincial Library Services Board with the participation of the officers was held on 23rd August 2019 at the Central Province Library Services Board. Central Province Governor Keerithi Tennakoon graced the occasion as the Chief Guest. The keynote address was delivered by Prof. K.N.O. Dharamadasa, emeritus Professor, University of Peradeniya, on 'Awakening of Modern Literature and the Contribution of the University of Sri Lanka'. The Provincial Library Services Board was represented by a number of officials including Chairmen and Directors.

Arrangements were also made to distribute a small anthology based on a lecture delivered by Prof. K.N.O. Dharmadasa.

Co-operation with Trade Unions Relevant to the Library Field

There are several trade unions related to the library sector in Sri Lanka. Trade unions are maintained, especially in the state and provincial library services, as well as representing the public and school library sectors. Action will be taken on the requests and suggestions made by these trade unions relating to respective fields. Many requests were made to the Board this year as well and steps have been taken to provide the necessary solutions to those requests.

STRATEGIC PLANNING DIVISION

This Division contributes, supervises and co-ordinates the planning of activities of all divisions of the National Library and Documentation Services Board. In addition, this division is responsible for providing the necessary assistance to carry out the administration properly. Preparation of annual, semi-annual and monthly progress reports based on progress reports submitted by various divisions and organizing monthly senior staff meetings and board meetings are among the duties of this division. In addition, the Strategic Planning Division also facilitates the issuance of air tickets, visas, etc. for officers going abroad.

Organizing Senior Staff Meetings and Board Meetings

Monthly Senior Staff Meetings are organized with the participation of all Heads of Divisions to review the progress of each division. Accordingly, monthly 12 senior staff meetings have been organized for the year 2019. Board Meetings are also organized monthly and 12 Board Meetings have been organized in 2019.

Compilation of Progress Reports and Annual Reports

Steps have been taken to compile monthly progress reports showing the progress of all divisions of the year 2019 including the progress reports for the months of November and December 2018 and submit them to the Board of Directors for approval.

Annual Report- 2014 has been revised and submitted for printing. Steps have been taken to submit Cabinet Memoranda in 3 languages - Sinhala, Tamil and English to the

Ministry of Education on 25.04.2019 to hand over the copies to the relevant institutions and to hand over 20 copies to the Cabinet after printing. Cabinet Memoranda pertaining to the years 2012, 2013 and 2014 have been revised and handed over to the Ministry of Education and 45 hard copies and 352 CDs of each year have been handed over to the Ministry of Education. 2017 Annual Report has been drafted, proofread and revised. 2015 Annual Report was prepared for printing and 20 copies have been handed over to the Ministry of Education to submit to the Cabinet. 2016 Annual Report has been revised and printed and steps were taken to translate the Cabinet Memorandum to English and Tamil and 20 copies have been handed over to the Ministry of Education to submit to the Cabinet. Preliminary steps have been taken to prepare the Annual Report 2018.

Directing Officers for Overseas Training and Seminars

- Organizing activities related to the participation of the Director General and the Chairman in the conference on Digital Publication and Digital Library held in China from 07.08.2019 to 12. (Chairman did not attend due to unavoidable circumstances)
- Making arrangements to participate Director Mrs. Senani Bandara in the 44th Session of ISSN Directors in New Delhi, India from 12-16.11.2019
- Making arrangements for Mr. Udaya Cabral, Assistant Director to participate in UNESCO International Symposium on Knowledge Engineering for Digital Library Design 2019 Conference organized by National Digital Library of India and Indian Institute of Technology, New Delhi. The conference was held from 09 to 12.12.2019 in New Delhi, India.

Preparation of the Action Plan for the Year 2020 and the Revised Action Plan for the Year 2019 of the Board, the work done by the respective divisions is planned using the annual allocations made to the National Library and Documentation Services Board. Accordingly, the revised Action Plan for the year 2018 and the Action Plan for the year 2019 have been prepared and submitted to the institutions and individuals. Preliminary work has been done on the Revised Action Plan for 2019 and the Action Plan for 2020.

Other

Mr. Wijaya Premadarshana, Assistant Director has participated in the workshop held on 18.01.2019 to prepare the relevant guidelines regarding the implementation of the Information Act organized by the Ministry of Finance and Mass Media.

ADMINISTRATION DIVISION

All administrative activities of the National Library and Documentation Services Board are carried out under the Administration Division. Under this, duties relevant to recruitment of employees, leave, loans and advances, control of vehicles, stores control, organization of security activities and supervision, record room management, annual inventory surveys etc. are carried out.

Employee Recruitment, Promotions and Retirement

Steps have been taken to recruit 01 Director, (National Library and Documentation Center), 01 Assistant Director Grade ii, 04 Information Assistants Grade iii, 03 Management Assistants Grade iii and 03 Office Assistants Grade iii. Internal promotions have been given to 01 Assistant Director Grade ii, 01 Administrative Officer Grade ii, 03 Information Assistants Grade iii, 02 Library Assistants Grade ii. Under promotions to Grades 01 Information Assistant Grade I, 01 Management Assistants Grade ii. 03 employees have gone on retirement and 10 employees have resigned during the year.

Improving the Structural Conditions of the Institution - Examination Activities

Efficiency Bar-examinations have been conducted for several posts this year under the conduct of annual Efficiency Bar-Examinations.

Post	Efficiency bar	No. of applicants
Library Assistant i (Sinhala)	iii	02
Library Assistant ii (Sinhala)	ii	02
Management Assistant i. (Sinhala)	iii	01
Information Assistant iii (Tamil medium)	iii	01
Information Assistant iii (Sinhala and Tamil medium)	i	03
Training Officer ii (Sinhala)	i	01
Assistant Director ii (Sinhala)	i	06

Filling of Vacancies

Action has been taken to obtain the approval of the Department of Management Services to recruit for the vacant posts in the Board. Those posts were Administrative Secretary (ii), Library and Documentation Officer (ii), Information Assistant (iii), Management

Assistant (iii), Library Assistant (ii) and Office Assistant (ii). Action has been taken to call for external and open applications for the following vacant posts including these posts. Director (National Library and Documentation Center), Assistant Director (Publications and Book Development), Assistant Director (Strategic Planning), Assistant Director (Acquisition), Preservation Officer (ii), System Analyst (ii), Accounting Officer (ii), Information Assistant (iii), Document Conservator (iii), Management Assistant (iii) and Book Binder (iii) are those posts.

Providing Information under the Right to Information Act

Action has been taken to provide information relevant to two applications submitted under the Right to Information Act.

Issue of Board Circulars

Circulars are issued on various occasions according to the internal requirements of the Board. Accordingly, the following Board circulars have been issued.

Circular No; 1/2019 - Minimize the resignation of NLDSB staff

Circular No; 2/2019 - Taking leave informally of NLDSB staff

Circular No; 3/2019 - Poor responding for the telephone calls

Circular No; 4/2019 - Providing resource person for the training programs

Circular No; 5/2019 - Uniforms of government officers

Circular No; 6/2019 - Use the institute e-mail address for official purposes

General Administration

Steps have been taken to carry out all the administrative activities of the institution properly including issue of train season tickets to the officers in need, supervising and maintaining the security services, settle foreign parcels, making arrangements for the welfare of the employees, updating leave registers, posting ordinary / registered letters, carrying out stock survey, warehouse management, disciplinary matters.

MAINTENANCE DIVISION

As the National Library building is undergoing renovations, arrangements have been made to supervise the work and hold relevant meetings. Signing maintenance agreements for office equipment, repairing, disposal of unusable equipment and maintenance and repair of motor vehicles as required. Steps have been taken to carry out garden

maintenance and procure the necessary materials and equipment and to clean the Board building daily by the relevant external agency. Arrangements have been made to pay telephone bills, electricity bills, water bills, internet bills and arrangements have also been made for property insurance at the end of the year.

The main auditorium has not been rented out due to renovations and the conference hall has earned an income of Rs. 489,500.00 by renting it out.

Necessary action was taken to obtain the land through a free grant. Maintenance of the building was carried out occasionally due to internal renovations. Arrangements were made for calling quotations and auctioning of items to be disposed of in modernization activities, gathering committees as required during the renovation work and providing facility by removing the goods from the required positions. Action was taken to hold meetings and keep records of necessary discussions relevant to modernization work to be carried out. Activities were carried out in this year regarding the plan and quantity bills for the new building and obtaining the plans from the UDA and preparation of the quantity bills to obtain the furniture required for the refurbished part.

FINANCE DIVISION

Action was taken to submit the budget for the year 2019 to the Ministry of Education and obtain approval in this year. Monthly financial forecast reports including receipts and payment details were submitted to the Ministry for approval. Cash forecast report including details of cash receipts and payments was submitted to the Secretary to the Ministry of Education to obtain the funds to be received on time from the Treasury. In addition, the receipts and payments, cash books were computerized and analytical reports were prepared to facilitate the preparation of monthly reports and final accounts. Funds received for the recurrent expenditure from the General Treasury and the income of the Board were also utilized for payments under the budgetary limits and replied for inquiries made by the Government Audit Division. Action was taken to update and maintain the receipts and payments cash books relevant to all the bank accounts.

Payments of wages, overtime, travel expenses and other allowances were made on time. The income earned by the Board has also been used to make payments within budgetary

limits in the event of non-receipt of dues from the General Treasury for recurrent expenditure.

The cash forecast report with receipts and payments was prepared and submitted monthly to the Department of Public Enterprises through the Secretary to the Ministry and action was taken to obtain receivables from the General Treasury. Steps have been taken to properly collect the other income of the Board and to direct the Ministry of Education to prepare monthly accounts and submit them to the relevant institutions. In addition, receipts and payments books were computerized and bank reconciliation reports and final account files were updated based on that information.

Preparation of monthly Salary Reports relevant to this year, payment of premium for Employees Provident Funds Employees Trust Funds and Statutory Deductions, preparation of deduction lists, updating the loan register, taking action to obtain the approval of the Board of Directors for the final account report for the year 2017 and 2018 providing necessary salary details, security deposits and other information, preparation of 2018 biannual reports of Employees Provident Fund and Employees Trust Fund and sending to the Central Bank of Sri Lanka were among the duties performed. In addition, steps have been taken to supply stationery for the requirement of the Board and the Bookshop and book binding equipment and chemicals to the Binding Section.

Procurement activities

Rs. 1,076,438.00 for development of rural libraries program, Rs. 653,833.00 capacity building for the staff, Rs. 3,840,015.00 to purchase furniture and office equipment, Rs. 2,106,802.00 to purchase library material and Scanning, Rs. 618,400.00 to purchase Computer & Computer equipment, Rs. 3,339,950.00 for digitalization of Library books, Rs. 1,727,122.00 for the Kiyawamu.lk project has been spent during the year 2019.

INTERNAL AUDIT DIVISION

Checking the daily receipt register relevant to People's Bank and Bank of Ceylon, cash book for receipts, receipts and payment slips for bank deposit maintained by the Finance Division. Checking payment vouchers and cash books for payment, checking advance payments and settlements, checking documents relating to distress loan payments, under

salary deduction, checking the accuracy of bank reconciliation statements, examination of files and salary registers related to the payment of salaries of the officers of the Board has been carried out by the Internal Audit Division.

Checking the daily receipt register relevant to People's Bank (Town Hall Branch), People's Bank (Hyde Park Corner Branch) and Bank of Ceylon (Independence Square Branch), cash book for receipts, receipts and payment slips for bank deposit maintained by the Finance Division, checking payment vouchers and cash books for payment (from January to June in 2019) has been carried out. Checking the advance payment register and advance issued and settlement of advance (from March to December in 2018), checking the payment of distress loan (2018 and up to March 2019), checking procurement activities and purchase of office equipment (2018 and 2019) has been carried out during the year 2019.

The payments made to the employees who resigned and retired from the service in the year 2015, 2016, 2017 and 2018 under the Board administration and the payments due from them to the Board and accounting were checked. Digitization of National Library Collection by Digital Library Unit under inspection of other divisions of the Board, inspection of the activities of the Acquisition Division, inspecting the activities of the Extension Services Division, inspecting the Bibliographic Control Division and inspecting the renovation of the National Library building under the special investigation were carried out.

As mentioned above, 13 internal audit queries have been issued during the year after conducting internal inspections and made the necessary audit recommendations along with those audit queries. Also, 09 Audit inquiries and 03 Auditor General's Reports have been submitted by the Government Audit Division and the coordination of replying reports has been made. The Board has held 04 Audit and Management Committee Meetings for the year 2019. In addition, as the final accounts for the year 2018 of the Employees' Welfare Society of the NLDSB provisions and employees' contribution for the year 2018 were not passed, all the transactions of the Employees' Welfare Society for that year were examined and the final accounts were prepared.

CONCLUSION

The National Library and Documentation Services Board is a statutory body under the Ministry of Education whose primary function is to maintain the National Library of Sri Lanka and to provide other services related to the field including development of other libraries in the country. Under this, arrangements have been made to implement various projects in the year 2019 covering a number of areas. With the rapid growth of the IT sector, the library sector has also been directly influenced. Libraries use modern methods to prevent books from being misplaced, and one of the most widely used methods in the world is the RFID (Radio Frequency Identification) system for books. The National Library of Sri Lanka has also been able to introduce this system in this year.

Although the renovation work of the National Library building commenced last year, the renovation work, still in progress, has hampered the proper functioning of the National Library. However, in the midst of various difficulties, steps have been taken to maintain the reader services continuously. The National Library of Sri Lanka has also been selected as one of the libraries for the Digital Library Development Program implemented by the Board and steps have been taken to add digital library facilities with the necessary computer accessories and related equipment. In addition, steps have been taken to obtain furniture and tabs for the proposed children's section under this project. This year, an SMS service called *Library News* was launched with the aim of expeditiously communicating information about the Board's activities to the general public, and also providing extensive publicity about the Board's activities as a marketing promotion method. The National Library of Sri Lanka serves as the focal point in Sri Lanka for the Memory of the World (MOW) Preservation Program and has contributed to program of converting the *Tripitaka* into a World Heritage implemented by the Presidential Secretariat on a concept of His Excellency the President. The Board has also made a significant contribution to the construction of the Information Center and Library affiliated to the Ancient Technology Museum in the New Town, Polonnaruwa, in line with the *Pibidemu Polonnaruwa* Development Program implemented during this period. This library is one of the foremost libraries in the country with modern technology facilities, including books on the Rajarata area as well as the subjects of ancient technology.

The National Library and Documentation Services Board plays a pivotal role in training the staff of libraries throughout the country and has contributed to the training of library

staff in the Central and Northern Provinces under the Sustainable Library Development Program 2020.

Book translation project under the name Literary Bridge from *Dondra Point to Point Pedro* to create a literary circulation among the nations with the aim of developing inter-ethnic harmony in Sri Lanka was initiated and it is expected to translate selected short stories written in Sinhala into Tamil and short stories written in Tamil into Sinhala. The board has been publishing classic editions for a very long time and was able to complete the editing a classical book of *Buthsarana* this year and published. In addition, the Board has taken steps to expand its publishing activities and to develop a system for issuing International Standard Numbers (ISBN, ISSN, ISMN) through new technologies. Steps have been taken to recruit new staff to fill the vacancies that have arisen this year as well due to retirement of some employees. It should be noted that although approval was obtained from the Department of National Planning to implement several new projects planned for the year 2019. It was difficult to implement some of the major projects due to the lack of funds from the General Treasury.

However, we would like to thank the Board of Directors for their support in implementing the programs planned by the Board and we are very grateful for the support received from the Hon. Minister of Education and the Secretary to the Ministry. We also appreciate the support of the Board and all other staff, including the Senior Staff, for the year 2019. In spite of various issues and obstacles, and we would like to thank the Heads of the Strategic Planning Division who assisted in the preparation of this report.

W. Sunil

Director General

Prof. Nandha Dharmarathne

Chairman

National Library and Documentation Services Board

No. 14

Independence Avenue

Colombo 7

National Library & Documentation Services Board
(Ministry of Education)

FINANCIAL STATEMENT 2019

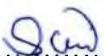
**NATIONAL LIBRARY AND DOCUMENTATION SERVICES BOARD
STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER 2019**

<u>ASSETS</u>	<u>Note</u>	<u>31.12.2019</u> Rs.	<u>31.12.2018</u> Rs.
<u>Current Assets</u>			
Cash and Cash Equivalents	1	10,766,828.00	23,170,555.00
Receivables	2	14,442,008.00	13,376,535.00
Inventories	3	16,624,477.00	13,070,819.00
Prepayments	4	854,835.00	810,327.00
Deposits	5	361,942.00	350,579.00
		43,050,090.00	50,778,815.00
<u>Non - Current Assets</u>			
Infrastructure, Plant and Equipment	6	54,144,090.00	55,337,414.00
Land & Buildings	7	108,880,489.00	111,881,818.00
Other Non-Current Assets	8	45,274,294.00	41,164,809.00
		208,298,873.00	208,384,041.00
Total Assets		251,348,963.00	259,162,856.00
<u>LIABILITIES</u>			
<u>Current Liabilities</u>			
Payables	9	4,724,284.00	5,478,500.00
Accrued Expenses	10	9,581,712.00	7,761,354.00
Employee Benefits	11	314,942.00	303,579.00
Other Current Liabilities	12	754,612.00	12,958,980.00
		15,375,550.00	26,502,413.00
<u>Non - Current Liabilities</u>			
Provision for Gratuities		38,975,663.00	35,285,316.00
Total Liabilities		54,351,213.00	61,787,729.00
NET ASSETS		196,997,750.00	197,375,127.00
<u>NET ASSETS / EQUITY</u>			
Capital / Grants Contributed by other Entities	13	7,030.00	7,030.00
Reserves	14	959,147.00	2,881,696.00
Accumulated Surpluses / (Deficits)	15	196,031,573.00	194,486,401.00
TOTAL NET ASSETS / EQUITY		196,997,750.00	197,375,127.00

These financial statements are in compliance with requirements of the Sri Lanka Public Sector Accounting Standards (SLPSAS)


Head of Finance

The Board of Directors are responsible for the preparation and presentation of these financial statements. Signed for on behalf of the Board by:


Director General
NLDSB


Chairman
NLDSB

FOR THE YEAR ENDED 31ST DECEMBER 2019

<u>REVENUE</u>	<u>Note</u>	<u>31.12.2019</u>	<u>31.12.2018</u>
		Rs.	Rs.
Trade Account of Book Shop	16	2,755,085.00	1,900,258.00
Hire of Auditorium		561,045.00	2,132,800.00
Fees & Hire Charges	17	3,006,065.00	2,405,733.00
Interest Income	18	557,543.00	537,871.00
Subscriptions for Publications	19	916,487.00	844,326.00
Other Revenue	20	1,772,227.00	2,159,918.00
Govt. Grant for Recurrent Expenses		138,700,000.00	141,389,989.00
Capital as Recurrent Nature Expenses		2,162,277.00	.
		150,430,729.00	151,370,895.00
<u>EXPENSES</u>			
Library Services Expenses	21	13,286,101.00	15,859,720.00
Administration & Establishment Expenses	22	148,584,176.00	149,149,194.00
Finance Cost	23	33,112.00	42,219.00
Total Expenses		161,903,389.00	165,051,133.00
Surplus / (Deficit) for the Period		(11,472,678.00)	(13,680,238.00)
<u>OTHER REVENUE</u>			
Profit / (Loss) of Sales Proceeds of PPE		14,235.00	(753,062.00)
Profit / (Loss) of Disposal of PPE		(6,657.00)	(1,080,644.00)
Net Surplus / (Deficit) for the Period		(11,465,100.00)	(15,513,944.00)

STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31ST DECEMBER 2019

	Accumulated Fund	Govt. Grant for Capital Expenses	Capital Grant Contributed by Other Entities
Balance as at 31 st Dec. 2017	171,642	23,679	7
Prior Year Adjustments	765	(1,230)	-
	-----	-----	-----
Adjusted Balance as at 31st Dec. 2017	172,407	22,449	7
Adjustments During the Year	-	-	-
Net Surplus / (Deficit)	(15,514)	-	-
Grant for Capital	-	18,026	-
Acquisition of Capital Assets	37,593	(37,593)	-
	-----	-----	-----
Balance as at 31 st Dec. 2018	194,486	2,882	7
Prior Year Adjustments	-	-	-
	-----	-----	-----
Adjusted Balance as at 31st Dec. 2018	194,486	2,882	7
Net Surplus / (Deficit)	(11,465)	-	-
Grant for Capital	-	13,250	-
Acquisition of Capital Assets	13,010	(13,010)	-
Capital as Recurrent Nature Expenses	-	(2,162)	-
Balance as at 31st Dec. 2019	196,031	960	7

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31ST December 2019

31.12.2019s

Cash Flows from Operating Activities

Net Surplus / (Deficit) (11,465,100.00)

Adjustment for

- Depreciation 12,865,617.00

- Adjustments in respect of PPE 209,521.00

- Adj; in respect of Capital as Recurrent Nature (2,162,278.00)

Expenses

10,912,860.00

Profit / (Loss) on Disposal of Property, Plant & Equipment	(7,578.00)	
Provision for Retiring Gratuity	6,830,283.00	
		<u>17,735,565.00</u>
Operating Profit before working capital changes		6,270,465.00
(Increase)/ Decrease in Inventories	(3,553,658.00)	
(Increase)/ Decrease in Receivables	(1,065,473.00)	
(Increase)/ Decrease in Prepayments	(44,508.00)	
(Increase)/ Decrease in Deposits	(11,363.00)	
Increase / (Decrease) in Payables	(183,475.00)	
Increase / (Decrease) in Accrued Expenses	612,634.00	
Increase / (Decrease) in Employee Benefits	11,363.00	
Increase / (Decrease) in Other Current Liabilities	(234,760.00)	
		<u>(4,469,240.00)</u>
Cash Generated from Operations		1,801,225.00
Retiring Gratuity - Paid		<u>(3,139,935.00)</u>
Net Cash Flows from Operating Activities		(1,338,710.00)
<u>Cash Flows from Investing Activities</u>		
Government Grant for Capital Expenditure	13,250,000.00	
Investments during the year	-	
Acquisition of Property, Plant & Equipment	(24,342,897.00)	
Cash Received on Disposal of Property, Plant & Equipment	27,880.00	
		<u>(11,065,017.00)</u>
Net Cash Flows from Investing Activities		(11,065,017.00)
<u>Cash Flows from Financing Activities</u>		
Repayment of Long Term Borrowings	-	
		<u>-</u>
Net Cash Flows from Financing Activities		-
Net Increase / (Decrease) in Cash & Cash Equivalents		(12,403,727.00)
Cash & Bank Balance at the Beginning of the year		<u>23,170,555.00</u>
Cash & Cash Equivalents at the End of the year		<u>10,766,828.00</u>
Cash & Cash Equivalents at the end of the year		-
Cash at Bank - 31. 12. 2019		<u>10,766,828.00</u>

SIGNIFICANT ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST DECEMBER 2019.

The National Library and Documentation Services Board (NLDSB) was established by the Parliament Act, no. 51 of 1998 by repealing The Ceylon National Library Services Board (CNLSB) Act, No. 17 of 1970.

The main objectives of the NLDSB are plan and assist in the organization and development of library services, Establish and maintain the National Library, Advise and assist in the promotion and development of the Public Libraries, School Libraries, Promotion of reading habits, Book development, Engage in documentation activities etc.

The address of the Board registered office is 14, Independence Avenue, Colombo 07.

01. GENERAL

01.01 Basis of Preparation

- a) The Statement of Financial Position, Statement of Financial Performance, Statement of Changes in Equity, Statement of Cash Flow, Accounting Policies & Notes to the Accounts and Variance Analyze of Budgetary Allocation & Actual Expenditure of the Board are Prefixed in accordance with the Sri Lanka Public Sector Accounting Standards (SLPSAS) as laid down by the Institute of Chartered Accountants of Sri Lanka.
- b) The Financial Statements of the Board are prepared under the historical cost convention.
- c) No adjustments Statement has been made for inflationary factors affecting the Financial Statements.
- d) The Financial Statements of the Board are presented in Sri Lankan Rupees rounded to the nearest Rupee.
- e) The Financial Statements of the Board have been drawn up in conformity with the National Library and Documentation Services Board (NLDSB) Act, No. 51 of 1998.
- f) The Financial Statements of the Board are prepared according to the Going Concern Concept.

01.02 Comparative Information

The Accounting Policies has been consistently applied and previous year figures and phrases have been re-arranged whenever necessary to confirm to the current year's presentation

01.03 Consistency of Presentation

The presentation and classification of items in the financial statements has not been changed in year 2019.

SIGNIFICANT ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST DECEMBER 2019.

02. ASSETS AND BASIS OF VALUATION

Assets Classified as Current on the Statement of Financial Position are cash and cash equivalent and those which are expected to be realized in cash during the normal operating cycle or within one year from the normal operating cycle or within one year from the balance sheet date whichever is shorter.

02.01 Property, Plant & Equipment and Depreciation

02.01.01 Property, Plant & Equipments

Property, Plant and Equipment are stated at Cost Less Accumulated Depreciation. The cost of Property, Plant and Equipment is the cost of purchase or construction together with any incidental expenses incurred in bringing the assets to its working condition for its intended use.

Expenditure incurred for the purpose of acquiring, extending or improving assets of a permanent nature by means of which to carry on the services provided or to increase the capacity of the services provided has been treated as Capital Expenditure.

02.01.02 Depreciation

Depreciation is provided on the assets using diminishing method at the rates as state below.

Buildings	02 ½%
Motor Vehicles	10%
Office Furniture & Equipment	10%
Computer & Computer Equipment	10%
Library Equipment	10%
Book Binding Equipment	10%
Equipment at Folk Art Centre	10%
Plant & Machinery	10%
Books Stock – National Library	10%
Digital Collection – National Library	10%
Kiyawamu.lk	10%

Fixed Assets purchased prior to 01/01/2014 have been depreciated over the remaining useful life and no depreciation is provided in the year of purchase /acquisition, full year depreciation is provided in the year of disposal. Fixed Assets purchased after 01/01/2014 has been depreciated from the Date of purchase / acquisition except Books Stock – National Library. Books Stock – National Library purchased after 01/01/2014 has been depreciated from the Month of purchase / acquisition.

**SIGNIFICANT ACCOUNTING POLICIES
FOR THE YEAR ENDED 31ST DECEMBER 2019.**

02.02 Valuation of the Land & Building

The land and building of National Library were valued by Shokman & Samarawikrama Company, Independence valuers on 16th November 1995 and their valuation in as follows.

Rs.

Land (318 perches @ Rs. 800,000.00 each)
254,400,000.00

Building (Main Bldg, Garage, Security Room, Water Tank
& Pump House and Power House Building)

84,807,400.00

339,207,400.00

02.03 Inventories

Inventories are stated at cost. However, donations are stated at estimated cost.

02.04 Receivables

Receivables are stated at the amounts estimated to be realized.

02.05 Fixed Assets Verification

Fixed Assets verification such as Office Furniture & Equipment, Library Equipment, Book Binding Equipment, Equipment of the Folk Art Centre and Motor Vehicles was carried out on 31/12/2014 and by deducting their purchase value & by adding the dispose value, the above assets were valued as at 31/12/2011 accordingly.

The physical assets, worth of Rs. 96,512.16 in the Library Equipment were identified as physically non-existent assets as at 31/12/2019. The annual depreciation was not calculated as they were identified as physically non-existent assets.

02.06 Amortization of Capital Grants

Total Utilization of the Capital Grants has been transferred to the Accumulated Fund during the Year.

02.07 Disposal & Donation of Fixed Assets

Recognized as a disposable / donation Fixed Assets worth of Rs. 253,088/- have been disposed / donated during the year.

**SIGNIFICANT ACCOUNTING POLICIES
FOR THE YEAR ENDED 31ST DECEMBER 2019.**

3. LIABILITIES & PROVISIONS

3.01 Liabilities classified as Current Liabilities on the Statement of Financial Position are those which fall due for payment on demand of within one year from the Statement of Financial Position date.

Non – current Liabilities are those balances that fall due for payment after one year from the Statement of Financial Position date.

All known liabilities have been accounted for in preparing the Financial Statements.

3.02 Retirement Benefits

Provisions have been made for retiring gratuities from the completion of the first year of service for all employees in the Board. However, according to the payment of Gratuity Act No.12 of 1983 the liability to an employee arises only on completion of five years of continued service. The liability is not externally funded.

3.03 Defined Contribution Plans - EPF and ETF

All employees are eligible for Employees' Provident Fund Contributions and Employees' Trust Fund Contributions in line with the respective statutes

and regulations. The Board contributes 12% and 3% of gross emoluments of employees to Employees' Provident Fund and Employees' Trust Fund respectively.

3.04 Hire of Vehicle on Operational Lease

The NLDSB has acquired a motor van and a double cab on the base of operational lease. The agreement was started on 5th September 2018 and it will be completed with 60 month period. The board is paying monthly hire charge of the sum of Rs. 169,369/- + Tax, and Rs. 164,300/- + Tax, respectively.

SIGNIFICANT ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST DECEMBER 2019.

4. STATEMENT OF FINANCIAL PERFORMANCE

4.01 Revenue

- a). The revenue of the Board represents the Revenue from Book Shop, Hire charges of Auditoriums, Interest Income and other Miscellaneous Income.
- b). All revenue has been recognized on an Accrual Basis.
- c). Government Grant (Recurrent Grant – Rs. 138,700,000/= & Capital Grant – Rs. 13,250,000/=) has been received for Recurrent & Capital Expenditure respectively for the year 2019.

4.02 Revenue Recognition

- a). The above Revenue is on an accrual basis and matched with the related expenditure
- b). Interest Income is accrued on a time basis.

4.03 Expenditure

All expenditure incurred in the operation of the Board activities and in maintaining the capital assets in a state of efficiency has been charged to revenue on an accrual basis in arriving at the surplus or deficit for the year.

05. GOVERNMENT GRANT

Government Recurrent Grant has been recognized as an income over the periods necessary to match them with the related cost which they are intended to compensate on systematic basis.

06. CASH FLOW STATEMENT

The Cash Flow Statement has been presented using the indirect method in accordance with the Sri Lanka Public Sector Accounting Standard – 02 Cash Flow Statement.

SIGNIFICANT ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST DECEMBER 2019.

07. EVENTS OCCURRING AFTER THE STATEMENT OF FINANCIAL POSITION DATE

All material post Statement of Financial Position events have been considered, disclosed and adjusted where Applicable.

08. BANK ACCOUNT

Current Account No; 100113398963 of People's Bank is kept for dealing with the Capital Transactions received from the Treasury & other Entities and keep up other two bank accounts for the operational activities.

09. EXTRA NOTE

The National Library Building has been renovating since last year and estimated cost is Rs. 211 mn. plus, Tax.

NOTES TO THE FINANCIAL STATEMENTS

	<u>31.12.2019</u>	<u>31.12.2018</u>
	Rs.	Rs.
<u>NOTE 01 - CASH AND CASH EQUIVALENTS</u>		
A/C No. 2323283 - BOC	3,385,131.00	4,009,444.00
A/C No. 100113398963 - P/B/H	3,641,271.00	16,458,960.00
A/C No. 100163170315 - P/B/T	3,520,663.00	2,485,638.00
Deposits for Book Exchange Services - NSB	219,763.00	216,513.00
	<u>10,766,828.00</u>	<u>23,170,555.00</u>
<u>NOTE 02 - RECEIVABLES</u>		
Festival Advance	71,750.00	65,500.00
Distress Loan	14,034,822.00	13,061,388.00
Special Advance	4,000.00	4,800.00
Petty Cash Advance	4,714.00	4,713.00
Miscellaneous Advance	286,722.00	220,134.00
Receivables - Staff	40,000.00	20,000.00
	<u>14,442,008.00</u>	<u>13,376,535.00</u>
<u>NOTE 03 - INVENTORIES</u>		
Book Stock - Inal Book Exchange Service	106,435.00	106,435.00
Book Stock - Sales & Distribution	4,625,048.00	4,581,263.00
Book Stock - Classical Books	4,606,132.00	2,683,459.00
Stationary Stock - Library	1,271,600.00	826,682.00
Stationary Stock - Office	1,476,952.00	1,553,656.00
Trading Stock at Book Shop	4,367,633.00	2,774,993.00
WIP - Buth Sarana	-	544,331.00
WIP - Pansiya Panas Jathakaya iv	170,677.00	-
	<u>16,624,477.00</u>	<u>13,070,819.00</u>
<u>NOTE 04 - PREPAYMENTS</u>		
Repair & Main. - Office Equipment	387,309.00	455,454.00
Railway Tickets	77,503.00	93,860.00
Insurance & License - Motor Vehicles	72,822.00	86,347.00
Insurance - Properties	104,600.00	110,105.00
Prepayment - Others	212,601.00	64,561.00
	<u>854,835.00</u>	<u>810,327.00</u>
<u>NOTE 05 - DEPOSITS</u>		
Deposits for Fuel	50000.00	50,000.00
Employees Security Deposits - at NSB	311,942.00	300,579.00
	<u>361,942.00</u>	<u>350,579.00</u>

NOTE 06 - INFRASTRUCTURE, PLANT AND EQUIPMENT

Library Equipment	6.I	26,206.00	26,206.00
Equipment of the Folk Art Centre	6.II	3,603.00	4,003.00
Book Binding Equipment	6.III	5,365,013.00	5,468,421.00
Office Furniture & Equipment	6.IV	19,450,056.00	17,936,620.00
Computer & Computer Equipment	6.V	9,774,154.00	10,207,655.00
Plant & Machinery	6.VI	2,647,759.00	2,941,955.00
Motor Vehicles	6.VII	16,877,299.00	18,752,554.00
		<u>54,144,090.00</u>	<u>55,337,414.00</u>

NOTE 07 - LAND & BUILDINGS

National Library Building	7.I	108,442,968.00	111,433,078.00
Main Stores Building	7.II	437,521.00	448,740.00
		<u>108,880,489.00</u>	<u>111,881,818.00</u>

NOTE 08 - OTHER NON-CURRENT ASSETS

Book Stock - National Library	8.I	33,892,847.00	34,007,394.00
National Library - Digital Collection	8.II	8,852,375.00	6,166,937.00
Kiyawamu.lk	8.III	2,529,072.00	990,478.00
		<u>45,274,294.00</u>	<u>41,164,809.00</u>

NOTE 9 - PAYABLES

Tender Deposits - Refundable		378,000.00	393,000.00
Retention Money		3,582,977.00	3,251,118.00
Stamp Fee Payable		-	11,125.00
Tax Payable		87,551.00	87,551.00
VAT Payable		249,056.00	1,028,739.00
WHT Payable		426,700.00	362,500.00
Trade Creditors		-	135,988.00
Gratuity Payable		-	208,479.00
		<u>4,724,284.00</u>	<u>5,478,500.00</u>

NOTE - 6, 7, 8**PLANT, PROPERTY & EQUIPMENT AS AT 31ST DECEMBER 2019**

NOTE	DESCRIPTION	DEP ^{''} RATE (%)	COST AS AT 1 ST JANUARY, 2019	ADDITION	(DISPOSALS)	TOTAL COST	ACCUMULATE D DEP : AS AT 1 ST JANUARY, 2019	(DISPOSALS)	DEPRECIATIO N FOR THE YEAR - 2019	TOTAL DEPRECIATIO N	NET VALUE
6.I	LIBRARY EQUIPMENT	10%	96,512.16	-	-	96,512.16	70,305.92	-	-	70,305.92	26,206.24
6.II	EQUIPMENT OF THE FOLK ART CENTRE	10%	46,874.00	-	-	46,874.00	42,871.11	-	400.29	43,271.40	3,602.60
6.III	BOOK BINDING EQUIPMENT	10%	8,639,007.00	483,000.00	-	9,122,007.00	3,170,586.07	-	586,408.40	3,756,994.47	5,365,012.53
6.IV	OFFICE FURNITURE & EQUIPMENT	10%	36,327,118.80	3,357,014.50	(253,808.70)	39,430,324.60	18,390,499.04	(233,507.15)	1,823,277.47	19,980,269.36	19,450,055.24
6.V	COMPUTER & COMPUTER EQUIPMENT	10%	17,912,692.68	618,400.00	-	18,531,092.68	7,705,038.28	-	1,051,900.24	8,756,938.52	9,774,154.16
6.VI	PLANT & MACHINERY	10%	7,120,653.72	-	-	7,120,653.72	4,178,699.26	-	294,195.45	4,472,894.71	2,647,759.01
6.VII	MOTOR VEHICLE	10%	32,270,761.74	-	-	32,270,761.74	13,518,207.80	-	1,875,255.39	15,393,463.19	16,877,298.55
7.I	NATIONAL LIBRARY BUILDING	2.5%	144,647,434.78	-	(209,521.22)	144,437,913.56	33,214,356.61	-	2,780,588.92	35,994,945.53	108,442,968.03
7.II	MAIN STORES BUILDING	2.5%	803,320.09	-	-	803,320.09	354,580.08	-	11,218.50	365,798.58	437,521.51
8.I	BOOK STOCK – NATIONAL LIBRARY	10%	108,431,271.41	3,484,786.00	-	111,916,057.41	74,423,876.87	-	3,599,332.81	78,023,209.68	33,892,847.73
8.II	NATIONAL LIBRARY – DIGITAL COLLECTION	10%	7,036,661.30	3,339,950.35	-	10,376,611.65	869,724.03	-	654,512.62	1,524,236.65	8,852,375.00
8.III	kiyawamu.lk	10%	998,880.00	1,727,121.60	-	2,726,001.60	8,401.53	-	188,528.03	196,929.56	2,529,072.04
	TOTAL		364,331,187.68	13,010,272.45	(463,329.92)	376,878,130.21	155,947,146.60	(233,507.15)	12,865,618.12	168,579,257.57	208,298,872.64

Sp. Note :- 6.I Value of the Library Equipment not depreciated for the year, due to the physically non-identified from verification.

NOTE 10 - ACCRUED EXPENSES

Over Time & Holiday Pay	250,052.00	147,690.00
Auditorium Allowances	5,600.00	3,600.00
Entertainment Expenses	42,750.00	28,655.00
Travelling - Employees' Local	8,470.00	27,070.00
Welfare Expenses	123,347.00	-
Office Stationary	-	33,700.00
Fuel & Lubricants	49,760.00	10,372.00
Cleaning Expenses	271,205.00	222,606.00
Telephone	87,016.00	285,988.00
Electricity	1,179,206.00	1,270,680.00
Water	46,909.00	55,952.00
I T - Internet Expenses	18,024.00	18,877.00
Security Expenses	324,772.00	309,901.00
Repair & Main. - Office Equipment	143,570.00	9,000.00
Maintenance of Board Premises	6,000.00	-
Library Consultancy & Extension Services	-	5,000.00
National Reading Month Expenses	2,040.00	71,500.00
Publication Assistance Project	-	1,443,913.00
Purchase of New Publications	16,112.00	-
Conservation & Preservation Expenses	-	14,357.00
Development of Rural Libraries	527,755.00	-
Book Stocks - National Library	1,207,724.00	-
Stocks of Library Stationary	796,950.00	-
Other Accrued Expenses	14,000.00	317,043.00
Audit Fees	4,460,450.00	3,485,450.00
	<u>9,581,712.00</u>	<u>7,761,354.00</u>

NOTE 11 - EMPLOYEE BENEFITS

Employee Initial Security Deposits	175,253.00	175,253.00
Interest on Employee Security Deposits	139,689.00	128,326.00
	<u>314,942.00</u>	<u>303,579.00</u>

NOTE 12 - OTHER CURRENT LIABILITIES

Reimbursable Expenses from other Institutions	(234,760.00)	-
General Creditors	989,372.00	12,958,980.00
	<u>754,612.00</u>	<u>12,958,980.00</u>

NOTE 13 - CAPITAL / GRANTS CONTRIBUTED BY OTHER ENTITIES

Grants & Donation Account		
Balance B/F	7,030.00	7,030.00
Add ; Capital Received From Other Entities	-	-
	<u>7,030.00</u>	<u>7,030.00</u>

Adjustments During the Year	-	-
	<u>7,030.00</u>	<u>7,030.00</u>
<u>NOTE 14 - RESERVES</u>		
<u>Govt. Grant for Capital Expenses</u>		
Balance B/F	2,881,696.00	23,678,741.00
Adjustments	-	(1,229,954.00)
	2,881,696.00	22,448,787.00
Add ; Capital Received From Treasury	<u>13,250,000.00</u>	<u>18,025,511.00</u>
	16,131,696.00	40,474,298.00
Less ; Acquisition of Capital Assets	(13,010,272.00)	(37,592,602.00)
Capital as Recurrent Nature Expenses	(2,162,277.00)	
	<u>959,147.00</u>	<u>2,881,696.00</u>
<u>NOTE 15 - ACCUMULATED FUND</u>		
Balance B/F	194,486,401.00	171,642,467.00
Adjustments During the Year	-	765,276.00
	<u>194,486,401.00</u>	<u>172,407,743.00</u>
<u>Add / (Less)</u>		
Total Revenue over Expenditure	(11,465,100.00)	(15,513,944.00)
Acquisition of Capital Assets	13,010,272.00	37,592,602.00
	<u>196,031,573.00</u>	<u>194,486,401.00</u>
<u>NOTE 16 - TRADE ACCOUNT OF BOOK SHOP</u>		
Sales of Library Stationeries	1,315,345.00	-
Sales of Bindery Materials	98,690.00	-
Sales for Book - Book Development Project	(399,215.00)	-
Dummala Oil	12,500.00	-
Sales of Stationery	135,125.00	-
Trade Account of Book Shop - Other	1,592,640.00	1,900,258.00
	<u>2,755,085.00</u>	<u>1,900,258.00</u>
<u>NOTE 17 - FEES, HIRE CHARGES</u>		
Fees for Manuscript Reading	156,172.00	85,929.00
Fees for Reg. of Readers	366,592.00	599,950.00
Fees for ISBN Project	1,295,868.00	1,075,050.00
Fees for Library Services	1,187,433.00	644,804.00
	<u>3,006,065.00</u>	<u>2,405,733.00</u>
<u>NOTE 18 - INTEREST INCOME</u>		
Distress Loans	548,156.00	531,667.00
Special Advances	6,137.00	2,730.00
Other Interest	3,250.00	3,474.00
	<u>557,543.00</u>	<u>537,871.00</u>

NOTE 19 - SUBSCRIPTIONS FOR PUBLICATIONS

Sales of National Bibliography	361,491.00	95,255.00
Sales of Publications of Board	554,996.00	749,071.00
	<u>916,487.00</u>	<u>844,326.00</u>

NOTE 20 - OTHER REVENUE

Photo Copy Services	144,514.00	104,711.00
Sales of Tender Forms	52,500.00	91,000.00
Fees for Application - Book Development Project	21,900.00	33,273.00
Receipts for Grading of Libraries	153,500.00	94,500.00
Other Grants	50,000.00	-
Sundry Income	1,349,813.00	1,836,434.00
	<u>1,772,227.00</u>	<u>2,159,918.00</u>

NOTE 21 - LIBRARY SERVICES EXPENSES

Membership Fees - International Libraries	180,342.00	319,473.00
International Exchange Service	27,461.00	-
Acquisition Expenses	35,712.00	38,727.00
Reader Education & Publicity Expenses	425,400.00	1,023,920.00
Library Research Expenses	612,019.00	449,935.00
Publication of National Bibliography	540,453.00	228,309.00
Social Science Documentation Expenses	-	30,705.00
Library Consultancy & Extension Services	183,489.00	301,796.00
Books Donated to Libraries	2,023,052.00	3,697,965.00
National Reading Month Expenses	1,437,659.00	1,098,275.00
Development of Rural Libraries	37,165.00	2,880,905.00
Library Special Days Celebrations	297,409.00	145,985.00
Expenses on Information Technology	70,426.00	58,308.00
Internet Expenses	234,276.00	244,843.00
Library Education Seminars	924,370.00	421,153.00
Seminars, Lectures & Training	279,843.00	437,510.00
Fees for Special Courses	215,758.00	456,993.00
Fees for Evaluation of Manuscripts	312,281.00	775,008.00
Editing & Publication of Classical Books	689,627.00	255,074.00
Library Literature & Publication Expenses	474,293.00	588,479.00
International Standard Book Numbering	382,183.00	374,122.00
Conservation & Preservation of Books	1,572,441.00	2,011,285.00
Library Cooperation Expenses	162,165.00	20,950.00
Digital Library Expenses	6,000.00	-
Capacity Building of Staff	450,700.00	-
Development of Rural Libraries	1,711,577.00	-
	=	<u>15,859,720.00</u>
	<u>13,286,101.00</u>	<u>15,859,720.00</u>

NOTE 22 - ADMINISTRATION & ESTABLISHMENT EXPENSES

Wages, Salaries & Employee Benefits	22.1	96,985,444.00	101,823,574.00
Supplies & Consumable used	22.2	32,762,865.00	31,484,755.00
Repair & Maintenance of Capital Assets	22.3	4,885,568.00	3,898,184.00
Depreciation & Amortization Expenses	22.4	12,865,617.00	10,945,013.00
Other Expenses	22.5	1,084,682.00	997,668.00
		<u>148,584,176.00</u>	<u>149,149,194.00</u>

NOTE 23 - FINANCE COST

Bank Charges		33,112.00	42,219.00
		<u>33,112.00</u>	<u>42,219.00</u>

NOTE 22.1 - WAGES, SALARIES & EMPLOYEE BENEFITS

Salaries & Wages		73,976,599.00	78,505,936.00
E P F		8,316,789.00	8,231,604.00
E T F		2,079,197.00	2,058,514.00
Overtime & Holiday Pay		2,348,969.00	1,898,690.00
Gratuity		6,830,283.00	7,011,403.00
Board Members Remunerations		1,182,400.00	883,800.00
Committee Members Remuneration		246,100.00	349,600.00
Auditorium Allowances		45,100.00	157,900.00
Travelling Expenses		297,424.00	389,937.00
Foreign Travel & Educational Programmes		292,211.00	623,385.00
Employee Uniforms		45,750.00	34,311.00
Medical Inspection Fees		24,500.00	21,250.00
Welfare Expenses		380,099.00	831,392.00
Entertainment Expenses		207,240.00	203,224.00
Railway Concessionary Tickets		610,477.00	505,860.00
Competitive Examination Fees		102,306.00	116,768.00
		<u>96,985,444.00</u>	<u>101,823,574.00</u>

NOTE 22.2 - SUPPLIES & CONSUMABLES USED

Office Stationary		2,202,174.00	1,902,269.00
Insurance of Board Properties		144,972.00	146,506.00
Insurance of Vehicles		498,095.00	469,503.00
Fuel & Lubricants		1,305,695.00	1,417,335.00
Telephone Expenses		1,829,803.00	1,919,383.00
Electricity Expenses		11,658,894.00	15,622,419.00
Water Bill Expenses		527,895.00	553,848.00
Security Expenses		4,161,542.00	3,229,485.00
Cleaning Expenses		3,078,825.00	3,104,890.00
Rental of Operational Lease		4,896,942.00	1,534,880.00
Printing Expenses		40,044.00	257,721.00
Newspapers & Publications		196,060.00	181,320.00
Advertisement Expenses		1,259,834.00	604,181.00

Postage Expenses	476,873.00	491,535.00
Stamp fees on Receipts	1,650.00	-
Planning Expenses / Translation Fees	423,567.00	49,480.00
	<u>32,762,865.00</u>	<u>31,484,755.00</u>
<u>NOTE 22.3 - REPAIRS & MAINTENANCES OF CAPITAL ASSETS</u>		
Maintenance of Buildings	680,836.00	179,227.00
Maintenance of Office Equipment	2,412,761.00	1,773,126.00
Maintenance of Board Premises	350,851.00	232,496.00
Maintenance of Motor Vehicle	1,441,120.00	1,713,335.00
	<u>4,885,568.00</u>	<u>3,898,184.00</u>
<u>NOTE 22.4 - DEPRECIATION & AMORTIZATION EXPENSES</u>		
Depreciation	12,865,617.00	10,945,013.00
	<u>12,865,617.00</u>	<u>10,945,013.00</u>
<u>NOTE 22.5 - OTHER EXPENSES</u>		
Audit Fees	975,000.00	975,000.00
Legal Fees	92,940.00	7,276.00
Sundry Expenses	16,742.00	15,392.00
	<u>1,084,682.00</u>	<u>997,668.00</u>

**STATEMENT OF BUDGETARY ALLOCATION & ACTUAL
EXPENDITURE
FOR THE YEAR ENDED 31ST DECEMBER
2019**

Rs.

DESCRIPTION	APPROVED RE - BUDGET	ACTUAL EXPENDITURE	VARIANCE	REASONS
<u>RECURRENT</u>				
Personal Emolument	107,434,000.00	96,350,000.00	11,084,000.00	Actual imprest received on actual expenses for Personal Emolument
Travelling Expenses	800,000.00	589,000.00	211,000.00	Necessary domestic travelling for the national library activities.
Supplies & Consumables	5,429,000.00	3,554,000.00	1,875,000.00	Due to Control of Pointless Usages according to the Government instructions.
Maintenance Expenses	5,215,000.00	4,886,000.00	329,000.00	No Material Variances (Variance is less than 7%)
Other Services	41,073,200.00	30,373,000.00	10,700,200.00	Due to shortage of imprest received from treasury, Control of Usages
Library Services	16,548,800.00	13,286,000.00	3,262,800.00	Due to shortage of imprest received from treasury and delay in completion of Projects within the year due to unexpected circumstance
	176,500,000.00	149,038,000.00	27,462,000.00	
<u>CAPITAL</u>				
Acquisition of Fixed Assets	6,750,000.00	4,458,000.00	2,292,000.00	Due to the Non Completion of only one Capital work.
Acquisition of Library Resources	9,500,000.00	8,552,000.00	948,000.00	According to the Procurment plan Capital works have been done over 90% .
	16,250,000.00	13,010,000.00	3,240,000.00	

Report of the Auditor General on the Financial Statements and Other Legal and Regulatory Requirements of the National Library and Documentation Services Board for the year ended 31 December 2019 in terms of Section 12 of the National Audit Act, No. 19 of 2018.

1. Financial Statements

1.1 Qualified Opinion

The audit of the financial statements of the National Library and Documentation Services Board for the year ended 31 December 2019 comprising the statement of financial position as at 31 December 2019 and the statement of financial performance, statement of changes in equity, cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read in conjunction with Section 22 of the New Amendment Act No. 51 of 1998 and National Audit Act No. 19 of 2018. My report to Parliament in pursuance of provisions in Article 154 (6) of the Constitution will be tabled in due course.

In my opinion, except for the effects of the matters described in the basis for qualified opinion section of my report, the accompanying financial statements give a true and fair view of the financial position of the Board for the year ended 31 December 2019 and of its financial performance and its cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

1.2 Basis for Qualified Opinion

- (a) One of the main functions of the National Library and Documentation Services Board was to establish, preserve and administration a national book reserve. Accordingly, the Board had received books as donations, procurements, and exchange services etc. to the regular reserve, but only the total procurement value of Rs.111,916,057 had been included in the book stock of the financial statements. However, according to the main objectives of the institution, the accounting policy in relation to the categorization of the books, the recognizing the value of the books or the books which the value have not been recognized, and the policy in relation to the books classified as a national heritage was not disclosed in the financial statements.
- (b) As per the section 43 (b) of the Sri Lanka Public Sector Accounting Standard 12, the minimum payable lease value excluding taxes as on 31 December 2019 for two vehicles acquired by the board under the operating lease method on the basis of pay within 60 months from 05 September 2018 amounted to Rs.14,681,436 had not been disclosed in the financial statements.
- (c) Direct credits amounting to Rs.296,643 received by the bank during the year under review had omitted from the financial statements.
- (d) As per the board of survey reports and financial statements as on 31 December 2019, although a shortage of Rs.187,686 and Rs.1,922,912 was observed in the physical book stock in the store and the physical book stock under the reprinting project of classic books, the shortage had not been adjusted to the final stock. As such, the value of book stock as on 31 December of the year under review was overstated by Rs.2,110,598 in the financial statements.
- (e) According to the financial statements of the Board for the year ended 31 December 2019 the cost of books procured under property, plant and equipment was stated as Rs.111,916,057, the cost of the book stock in the reference register was stated as

Rs. 45,524,068. Although a difference of Rs.66,391,989 was observed thereon, the difference had not been recognized and necessary remedied had not been taken.

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities, under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

1.3 Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with Sri Lanka Public Sector Accounting Standards, and for such internal control as management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

As per Section 16(1) of the National Audit Act No. 19 of 2018, the Board is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable annual and periodic financial statements to be prepared of the Board

1.5 Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material

uncertainty exists related to events or conditions that may cast significant doubt on the ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

2. Report on Other Legal and Regulatory Requirements

2.1 National Audit Act, No. 19 of 2018 includes specific provisions for following requirements.

2.1.1 Except for the effects of the matters described in the basis for qualified opinion section of my report, I have obtained all the information and explanation that required for the audit and as far as appears from my examination, proper accounting records have been kept by the Board as per the requirement of section 12 (a) of the National Audit Act, No. 19 of 2018.

2.1.2 The financial statements presented is consistent with the preceding year as per the requirement of section 6 (1) (d) (iii) of the National Audit Act, No. 19 of 2018.

2.1.3 Except paragraph (d) given in the Basis for Opinion section, the financial statements presented includes all the recommendations made by me in the

previous year as per the requirement of section 6 (1) (d) (iv) of the National Audit Act, No. 19 of 2018.

2.2 Based on the procedures performed and evidence obtained were limited to matters that are material, nothing has come to my attention to state the followings;

2.2.1 To state that any member of the governing body of the Board has any direct or indirect interest in any contract entered into by the Board which are out of the normal cause of business as per the requirement of section 12 (d) of the National Audit Act, No. 19 of 2018

2.2.2 To state that the Board has not complied with any applicable written law, general and special directions issued by the governing body of the Board per the requirement of section 12 (f) of the National Audit Act, No. 19 of 2018 except for;

Reference to law/ direction

Observations

(a) Financial Regulations of Democratic Socialist Republic of Sri Lanka

Financial Regulation 756 and 757

The stock of books procured for Rs.111,916,057 included in the financial statements as on 31 December 2019 and the stock of archived books of the National Library had not been verified.

(b) Section 16(1) of the National Audit Act No. 19 The ledger entries related to the transactions of the board had not been recorded in the

of 2018

ledger accounts continuously since 2018 and on time, as financial statements had been prepared by the Quick Book computer software. Meanwhile, it was observed in the audit that the transactions of January 2020 were being entered into the computer software even by 20 July 2022.

- (c) Section 6.5.1 of Public Enterprises Circular No. PED/12 dated 02 June 2003 Although the financial statements and draft annual report should be submitted to the Auditor General within 60 days of the end of the financial year, the financial statements for the year under review had been submitted for audit on 08 March 2022, after a delay of 738 days.
- (d) Treasury Circular No. 842 dated 19 December 1978 An updated fixed asset register had not been maintained in respect of property, plant and equipment costing for Rs.376,878,130 as on 31December of the year under review.
- (e) Decision of the Committee on Public Enterprises published on 22 May 2012 Although the Chief Accounting Officer was ordered to recover Rs. 247,500 which was illegally overpaid as salaries to the former Director General of the Board in 2010 and then report to the Public Business Committee, action had not been taken as per the order even by 15 July 2022.

2.2.3 To state that the Authority has not performed according to its powers, functions and duties as per the requirement of section 12 (g) of the National Audit Act, No. 19 of 2018 except to the following observations.

Powers, Functions and
Activities

Observation

National Library and
Documentation Services
Board Act No. 51 of
1998

- (a) Sections 12(2) (a), (b) and (e) The progress of the execution of the functions assigned to the board regarding the make available a national collection of library and documentation resources and the establishment and preservation of local and foreign publications reserves were not reflected in the monthly progress reports of the Conservation and Preservation, Acquisition and Bibliographic Control division of the Board and a sufficient workload was in hand in those divisions.

According to the information submitted to the audit, it was confirmed that 5,288 and 1,880 books and publications were in hand since 2018 in the Acquisition and Bibliographic Control divisions and according to the estimated data of the Conservation and Preservation division it was identified that 33,353 units of books and publications were in hand as on 30 June 2022 which need minor, medium and complete remediation.

- (b) Section 12 (2) (b) The modernization works of the National Library building had been commenced in the year 2018 and the laboratory with the equipment costing

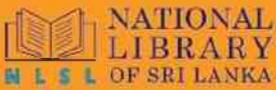
Rs.3,660,547 under the Conservation and Preservation Division was removed from its' established location from August 2018. As such, the activities of the laboratory had been suspended until 30 September 2022. As a result, the conservation function of the book reserve of the National Library had not been performed sufficiently due to the processing activities of decayed books (tissue) in the laboratory had not been performed sufficiently for a period of 04 years from 2018 to 2022

2.2.4 To state that the resources of the Authority had not been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws as per the requirement of section 12 (h) of the National Audit Act, No. 19 of 2018.

2.3 Other Matters

A stock of 8,053 board publications worth Rs. 2,084,167 printed by the board from 2014 to 2018 had not been distributed even by 03 October 2022.

W.P.C. Wickramaratne
Auditor General



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National Library & Documentation Services Board

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