

# **ANNUAL REPORT**

## **2021**



## Message of the Chairman

The National Library and Documentation Services Board is a Statutory body that comes under the Ministry of Education (MoE), I am very happy to focus this year on the current and national needs of library sector and achieving goal number (04), “Providing Quality Education” of the United Nations Sustainable Development Goals by utilizing the allocations received from the General Treasury and other earnings of the National Library and Documentation Service Board for the year 2021. The progress of the all divisions and financial progress of the year 2021, to achieve the goals and objectives of the National Library and Documentation Services Board as well as the progress towards achieving the Sustainable Development Goals are included in this report. 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.



**Prof. Nanda Dharmarathna**  
Chairman

## Message of the Director General

The National Library and Documentation Services Board (NLDSB) is the leading institution of the library system in this country and the year 2021, NLDSB completed fifty one (51) years since the establishment. I am pleased with the efforts made to achieve the goals and objectives of the Board during the past period of more than half a century. This report reflects our organization’s achievements, challenges and performance achieved by all divisions throughout the year. In the year 2021 National Library and Documentation Services Board has worked to fulfill many tasks of providing leadership for library professionals, preserving knowledge, promoting literacy and providing access to information to all, as the parent institution of the other libraries in the Sri Lankan library system. I am thankful to the Chairman, the members of Board of Directors, the members of advisory committees for their guidance to serve the public and support the intellectual growth of the national despite the challenges posed globally by the current pandemic situation 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



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## Chapter 01

# Institutional Profile

### 1.1. Introduction

Enhancing the knowledge of the people is a highly significant aspect of development process of a country. The main objective of a library system of a country is ensuring 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 its scope has been expanded in name of National Library & Documentation Services Board.

The role of the National Library & Documentation Services Board is performed under two main areas, namely;

- (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 serves as the apex body of other libraries of Sri Lanka. 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.

### 1.2. Vision, Mission, Objectives and Goals of the Institution

#### **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.

## Goals and 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. (Formulated in accordance with the section 25 of the National Library and Documentation Services Board Act No. 51 of 1998)

## 1.3. Board of Directors

The Board of Directors appointed by Hon. Minister of Education as per section 3 (b) of National Library and Documentation Services Board No. 51 of 1998 is as follows by 31.12.2021.

01. Mr. Sonala Gunawardana - Chairman

### Ex- Officio members

02. Prof. K. Kapila C.K. Perera - Secretary, Ministry of Education (From January 2021 to February) Mr. L M D Dharmasena- Additional Secretary (School Affairs) (From March to December)
03. Mr. N. U. N. Mendis - Additional Secretary (Ministry of Public Administration and Home Affairs)
04. Mrs. Anoja P. Guruge - Additional Secretary- (Ministry of Internal Affairs, Wayamba Development and Cultural Affairs)
05. Dr. Ruwan Gamage - Chairman, (Sri Lanka Library Association) (From January to September) Dr. R.D. Ananda Thissa- Chairman, (Sri Lanka Library Association) (From October to December)

06. Prof. Ranjith Senarathna - Chairman (National Science Foundation)
07. Mrs. D. H. R. D. Wijesingha - Deputy Director (Ministry of Finance)
08. Mr. Mahinda B. Herath - Chief Executive Officer (Information and Communication Technology Agency of Sri Lanka) (ICTA)

### Other Members

09. Dr. A. W. A. Piyanwada Lakmali Wanigasuriya
10. Prof. Kusuma Karunarathna
11. Dr. Rathnapala Wickramasingha
12. Mr. Ramasami Sivarajah
13. Mr. H.D. Premasiri

During the year 2021, 09 Meetings of the Board of Directors had been held as 03 physical meetings and 06 online meetings due to the mobility restrictions and curfew imposed in the face of COVID - 19 pandemic.

## 1.4. Advisory Committees

With a view to obtain necessary instructions and guidelines for the activities performed by each division, 11 consultative committees have been established by National Library and Documentation Services Board. Accordingly, the appointed Consultative Committees have conducted their meetings during the year in the following manner.

Advisory Committee	Division	Date of the meeting
National Library Advisory Committee	Reader Services and Acquisition Division	18.02.2021, 24.05.2021, 08.11. 2021
Bibliographic Control Advisory Committee	Bibliographic Control Division	04.03.2021, 01.12.2021
Information Technology and Digital Library Advisory Committee	Digital Library Division	11.06.2021, 25.06.2021, 02.08.2021, 05.10.2021
Conservation and Preservation Advisory Committee	Conservation and Preservation Division	26.03.2021
Publications Advisory Committee	Publication and Book Development Division	18.02.2021, 05.04.2021, 13.07.2021, 31.12.2021
Printing Advisory Committee		26.11.2021, 14.12.2021
New Publication Purchasing Advisory Committee		02.02.2021, 22.07.2021
Children's and Youth Literature Advisory Committee		27.01.2021, 17.11.2021
Library Grading Advisory Committee	Library Cooperation	16.02.2021, 25.11.2021
Audit and Management Committee	Internal Audit	22.03.2021, 09.12.2021



## Chapter 02

**Functioning and Progress of the Divisions****2.1 Acquisitions Division**

The role and the responsibility of the Acquisitions Division is to acquire books, electronic resources, and other types of information sources suitable for the National Library of Sri Lanka. According to the acquisitions policy of the National Library, priority is given to the acquisition of (i) publications published in Sri Lanka (ii) Overseas publications on Sri Lanka (iii) publications published by Sri Lankans in foreign countries (iv) major reference sources (v) essential reference sources required for researchers which are not available elsewhere and (vi) publications related to the field of Library and Information Sciences. Furthermore, publications for which ISBN, ISSN and ISMN numbers are issued acquired as deposit copies. In acquiring publications for the National Library of Sri Lanka four main methods are followed as bellow:

- (i) Acquisition of copies deposited under the legal deposit scheme, from the Department of National Archives
- (ii) Purchasing
- (iii) Donations
- (iv) Exchange schemes

Particulars of the publications acquired under each acquisition system are as follows.

Serial No	Acquisition system	Number of publications acquired
(i)	Acquisition of copies deposited under the legal deposit scheme, from the Department of National Archives	5846
(ii)	Purchasing	392
(iii)	Donations	297
(iv)	Exchange schemes	125

During year 2021 Rs. 1,438,042.00 has been spent to purchase 392 information sources including annual subscription of Delnet Law Lanka data bases.

**Use of Koha Library Software Package for Accessioning of Publications**

Koha integrated library software package has been used in compiling the computerized catalogue of the National Library of Sri Lanka. During the year under review, data records pertaining to 4,148 publications have been entered in the computerized catalogue. In addition, issues from July - December 2020 and February 2021 of accession registers, which are utilized to obtain bibliographic information from the Koha database, have been completed.

## Use of the RFID - Tag System for Acquisitions Activities

The RFID - Tag system has been introduced as a measure to protect the National Library collection and to enable speedy stock taking. During this year, 2982 publications have been inserted with RFID-Tags.

## 2.2 Reader Services Division

The main role of this division is to provide facilities for readers to use books and other information resources deposited in the National Library. Even amidst the Covid 19 pandemic, Reader Services Division has ensured its service delivery at the optimum level during this year comparatively to the previous year using online as well as physical channels. Three main reading rooms located on three floors and a special information counter located on the ground floor are maintained to satisfy the needs of library users.

### Registration of Users

During the year under review, registration of users have been carried out as follows, thereby making an income of Rs. Rs. 241,150.00.00

Membership category	Number of members
Life membership	70
Annual membership	128
Quarterly membership	160
Free membership (the reading month)	87
Daily membership	1757

### Reference Services and Information Services

During the year under review, reference services and information services have been provided to library users with the use of information sources available in the library. Number of the readers including researchers, who visited the National library for their references during the year, was 3,036 and the number of source materials provided to the users of the library was 107,809. In the meantime, information has been provided to 2,329 readers under enquiries service.

### Reprographic Service

Facilities have been provided to library users to obtain copies of information sources held in various collections of the National Library. This service has generated an income of Rs. 811,858.75 within the year.

### Organization of Readers Awareness Programmes

With a view to make the general public, institutions and various organizations aware of the National Library and its resources, 7 programmes of Meet an Expert programme have been organized by National Library joining with Asia Foundation whilst organizing further 5 programmes of Let's Read Programme (Using Zoom technology and through the face book page)

### **Inter Library Loan Service**

This service has been delivered with several main libraries during the year under inter library loan service. Accordingly, 04, 03 and 04 publications have been provided to the Department of National Archives, University of Visual and Performing Arts and Public Library Colombo under this service.

### **The ‘Friends of the National Library’ Organization**

The Friends of the National Library organization was established with the objective of developing the awareness of the community of the National Library and its services. The third committee meeting of 06<sup>th</sup> session of 2020/2021 has been conducted on 31.03.2021 Under its monthly cinema screening programme, the movie ‘*The boy who harnessed the wind*’ has been screened.

## **2.3 Information Technology Division**

The main function of this division is to provide computer services and library and information science disciplines based information technology applications required for the operation of the National Library. Another function performed by the division is to provide relevant consultancy services at the national level. In addition, assisting the National Digital Library Development Project and development of software related to the library information services was also performed by the division.

### **Maintenance of the National Library Web Server and the Mail Server**

Steps have been taken to maintain the web server and the mail server, and further to maintain and update the existing computerized databases, whilst providing solutions to the issues.

### **Updating the facebook page and home page of the Board**

Multitude of programmes carried out by the National Library and Documentation Services Board, and its services are publicized through the board website accessible from [www.natlib.lk](http://www.natlib.lk) Furthermore, it facilitates remote access to services provided by the National Library. Accordingly, information on research workshops and the souvenir issued for the 50th celebration of the Board have been included in the website and Further Arrangement have been made to provide the access to the Asia Foundation’s Let’s Read Programme and the research papers of the Global Academic Research Institute (GARI) to the National Library’s collection through the National Library website.

### **Maintaining the YouTube channel of National Library of Sri Lanka**

The Board maintains a YouTube channel in order to publicize short promotional videos through internet, which are made on the various programmes launched by National library of Sri Lanka.

## 2.4 Bibliographic Control Division

The main role of the Bibliographic Control Division is its involvement in the national bibliographic control. Accordingly, compilation of following bibliographic tools came under the purview of the Division: the Sri Lanka National Bibliography; the Retrospective National Bibliography; the Periodicals Article Index; Authority lists; and special bibliographies. In addition, the development and maintenance of documentation projects of the National Library and Documentation Services Board.

### Sri Lanka National Bibliography

Compilation of the Sri Lanka National Bibliography is one of the major responsibilities of the National Library. National Bibliography is an authoritative publication which includes bibliographic information on all publications published in the country. This task is carried out by the National Library and Documentation Services Board since 1974. 06 issues of Sri Lanka National Bibliography starting from March 2020 to August have been compiled. Work related to the assignment of Dewey Decimal Classification Numbers and Library of Congress subject headings for the legal deposit copies in Sinhala / Tamil/ English languages which were included in the issue of the national bibliography from January to March 2021 have been commenced. Bibliographic information contained in all published national bibliographies could be accessed through the National Digital Library at [www.natlib.lk](http://www.natlib.lk).

### Sri Lanka Periodical Articles Index

Periodical Articles Index is compiled to enable readers to conveniently locate information about the articles contained in Sinhala, Tamil and English periodicals published in Sri Lanka. It is a quarterly publication. Compilation of 04 issues from the issue number 2019/04 to issue number 2020/03 have been completed. Relevant details could be obtained by accessing the National Digital Library at [www.natlib.lk](http://www.natlib.lk).

### Cataloguing of Information Sources of the National Library

Entering bibliographic information pertaining to the items acquired by the National Library in the catalogue database maintained in the Koha integrated library management software platform and the maintenance of the computerized National Library catalogue is one of the major functions of the division. All library materials acquired by the National Library are catalogued, classified, Library of Congress subject headings assigned, and inputted into the computerized database conforming to international standards. In the year 2021, 3896 information sources and 675 periodical articles have been entered in Koha data base.

### Cataloguing in Publication Data (CIP)

Under this project the bibliographic information of publications is printed in them to enable uniform cataloguing and classification practice across all libraries in the country. During the year 2021, authors and publishers have obtained CIP data for 172 titles (Sinhala - 106, Tamil - 17 and English - 49).

## **Formulation of the General Policy for Recording of Bibliographic Data in Computerized Catalogues According to the MARC 21 Format**

Action has been taken by the National Library and Documentation Services Board to formulate a general policy suit to Sri Lanka for computerized cataloguing related to the MARC 21. 03 zoom meetings have been held by the committee of scholars on the detailed cataloguing framework introduced for the purpose. A seminar has also been conducted to make the Librarians aware of the detailed cataloguing framework formulated related to MARC21 and completion of the editing part of the same.

## **2.5 Conservation and Preservation Division**

The role of this division is to conserve and preserve library materials of the National Library collection and to provide advice on the conservation and preservation of library materials held by other libraries in Sri Lanka. Accordingly, cleaning, fumigating, binding, and repairing of library materials held in the National Library collection were carried out by the division. In addition, control of air conditioning system and the control of humidity by installing hygrometers in the areas where the National Library collection is housed is carried out. Furthermore, consultancy services are provided to carry out the conservation and preservation programme at the national level. The '*Memory of the World*' (MOW) programme and the 'Conservation of Intangible Cultural Heritage Programme' (ICH) carried out by the NLDSB are handled by the Division.

### **The Book Bindery**

The main role of the book bindery is to conserve and bind books in the National Library collection.

Accordingly, action was taken to bind 410 books of the national collection, 174 gazettes, 09 circulars whilst making 70 covered pamphlets boxes.

### **Fumigation**

Fumigation is the main method used in the National Library for conservation of its collection. Under the fumigation process, 465 books, 12 circulars, 169 gazettes have been fumigated with the application of Thymol and further 653 books have been fumigated with the application of Phosphene.

### **Programme for the conservation of Memory of the World (MOW) and Intangible Cultural Heritage ICH)**

The National Library and Documentation Services Board functions as the focal point for the implementation of the UNESCO Programme for the Conservation of Memory of the World Programme and programme on the conservation of Intangible Cultural Heritage (ICH) of Sri Lanka. Accordingly, steps have been taken to prepare a nomination from on the 'Mahavamsa' which is considered as one of the most ancient historic document of the country and submit to the MOW programme for consideration for inclusion in the MOW.

Under this Programme, the nomination paper related to the tradition of “Dumbara Rata Kalala”, Which is traditional Art in Sri Lanka, was prepared together with the Ministry of Buddhasasana, Religious and Cultural Affairs and forwarded to UNESCO in this year. According to this , at the 16th Intergovernmental Conference on Safeguarding the Intangible Cultural Heritage which held at the UNESCO headquarters on 13th to 16th December 2021, in France, Sri Lanka have been taken steps to include the tradition of “Dumbara Rata Kalala” in the UNESCO representative List of Intangible Cultural Heritage of Humanity. Through this, of “Dumbara Rata Kalala” “Dumbara Rata Kalala” tradition related to Dumbara Mats, which is traditional Art of Sri Lanka has been confirmed as a world heritage.

### **Provision of Consultancy services on conservation Activities and formulation of standards**

In addition to the provision of consultation for the conservation of the books collection of the National Library of Sri Lanka, necessary instructions are given depending on the situation for the issues arisen in the libraries in various fields of Sri Lanka.

- Issuance of circulars and instructions for the maintenance of Public Libraries in the face of COVID -19 pandemic.
- Provision of instructions for the conservation of library of the ‘*Arisen Ahubudu Foundation*’.
- Provision of instructions for the conservation of books under Dr. Gamini Corea
- Designing a poster in Sinhala and Tamil media on reopening of Public Libraries controlling the spreading of COVID -19 pandemic and publishing it in the facebook page and web page of the National Library

## **2.6 Library Research Division**

The main functions of this Division are the conducting of provincial level library surveys, collecting statistical information related to activities in the sphere of libraries, conducting research on selected topics in the library and information sciences subject field and publishing of research findings, collecting information on library activities as reported on media, and the conducting of research workshops and research symposia.

### **Conducting of Workshops on Research Methodology**

Research Division of the National Library and Documentation Services Board organize workshops for the benefit of undergraduates and other students who are interested in the field of Research Methodology. Under this process, 03 workshops have been conducted in year 2021 on the application of SPSS software for the collection and analyzing the data of researches.

## **Conducting the Annual Research Symposium**

The Research Symposium organized annually by the National Library and Documentation Services Board has also been organized in year 2021 under the theme ‘Libraries for a Better World: Achieving Sustainable Development Goals’ Due to the Covid-19 pandemic, action was taken to conduct this symposium through online.

## **2.7 Digital Library Unit**

The Digital Library Unit was established in 2017 with the objective of maintaining digital library activities of the National Library. It is running under the supervision of the Information Technology and Reader Services Divisions. The Digital Library Unit performs the following tasks: identification of information resources desirable for digitization; Inputting of collected information in the DSpace database; Assimilation of digital publications and information suitable for the National Library; and Provision of digital information services to readers.

### **Formulation of a Policy for the National Digital Library**

Action has been taken to formulate a policy for accession in order to obtain e publications to the National Library of Sri Lanka. Accordingly measures have been taken to submit the draft of the policy paper for harvesting e publications for the digital library to the Advisory committee and then to call revisions from the committee members.

### **Digitalization of the National Library Collection**

Under this process, digital resources are identified for the National Library through various sources and action has been taken to input digitized information related to 6,271 old gazettes fallen under the period from 1958 to 1962 from the collection of the National Library of Sri Lanka in the DSpace. In the meantime, action has been taken to include 891 e newspapers, 16 publications of the Board and 593 other publications in the digital library.

### **Other**

With a view to promote the National Library of Sri Lanka, two zoom lectures have been delivered by Mr. Nimal Hettiarachchi, Librarian of the University of Ruhuna under the theme ‘**Automation Digitization and Networking of Libraries in Sri Lanka**’ and Mr. Manuja Karunarathna Chief Information officer of National Science Foundation under the theme ‘**Usage and development of digital library services**’.

A memorandum of understanding has been signed with the Global Academic Research Institute (GARI) and The Asia Foundation, which are connected to Sri Lanka and organize research workshops in Sri Lanka and various other countries. As per a decision taken accordingly, digital sources have been connected to national digital library collection on 17.02.2021 with the participation of Hon. Prof. G. L. Peiris, Minister of Education.

## 2.8 Extension Services Division

Multiple roles played by this division include the provision of assistance and advice to various libraries in their development programmes; motivating librarians to promote the reading habit among their users; organization of activities related to the National Reading Month Programme; donation of books and provision of assistance to the development of libraries situated in rural and underprivileged areas; organization of book exhibitions at national and divisional levels, commemoration of special days related to the sphere of libraries; recommendation of books suitable for libraries; and implementation of the digital library development project.

### National Reading Month Programme

The government has declared the month of October of every year as the ‘National Reading Month’ with a view to promote reading as a habit in the Sri Lankan community. Accordingly ‘*Durastha novena kiyaweema*’ (Reading as a habit) has been selected as the theme of the programme of national reading month of this year. Concurrently to the programmes organized in the national reading month, 144 libraries were evaluated, which have organized programmes at optimum level (2019) and accordingly the first, second and third places were won by Chunnakam Public Library, Hendala Public Library and Alaweddi Public Library respectively. Ceremony for awarding prizes and certificates to the winners was held on 29 December 2021 at the auditorium of National Library under the patronage of Hon. Suren Raghawana, M.P. In addition to the above, 10 online zoom programmes have been organized concurrently to the programme of national reading month 2021 with a view to promote reading and to introduce Sri Lankan community to have the taste of literature.

Date	Guest Speaker	Title	Participation
01.01.2021	Sammani Wijesingha	Entertaining the children’s literature	210
06.10.2021	Dr.Priyanwada Wanigasuriya	Online reading and Sri Lankan Reader	184
08.10.2021	Prof. Rohini Paranawithana	Contemporary common reader and reading of classic literature	75
12.10.2021	Senior Lecturer Hansamala Ritigahapola	Modern poetry and reader	191
15.10.2021	Veteran Writer Jayathilaka Kammellaweera	Entertaining short stories	175
18.10.2021	Dr. Praneeth Abeysundara	Folklore and Sinhala Literature	112
22.10.2021	Prof. S J Yogarajah	Literary works of contemporary Sri Lankan Tamils and usage of language	45
25.10.2021	Vetran Writer Kamal Perera	The responsibility of the writers for young adults	71
27.10.2021	Dr. Nirosha Paranawithana	Reading literature in translation	37
28.10.2021	Prof. Liyanage Amarakeerthi	Modern Sinhala novel	127

### Stepping to the future by bus – A Bus Library project

With a view to provide facilities for reading to the school children under ‘*Basayen anagathayata bas ratha pusthakala vyapruthiya*’ (Stepping to the future by bus – A Bus Library project) establishing a library in an environment so as to induce children, this programme has been launched by selecting a school of the Island. Sri Lanka Telecom, Derana Media Network and Sri Lanka Transport Board have extended their sponsorship for this programme commenced concurrently to the national reading month of the previous year and accordingly, action has been taken this year to provide library buses to following schools.

Serial No	Name of school	District	Date of the donation
01	Sri Saranathissa Vidyalaya, Matugama	Kalutara	06.04.2021
02	Model Junior school, Mawathgama	Colombo	08.04.2021
03	Katunayaka Maha Vidyalaya	Gampaha	16.07.2021
04	Hemamali Maha Vidyalaya	Anuradhapura	20.07.2021
05	Borawewa Maha Vidyalaya	Kurunegala	28.07.2021
06	Walgamwewa Junior School	Matale	30.07.2021
07	Polonmaru Model Junior School	Hambanthota	03.08.2021
08	Rathmalgahaella Maha Vidyalaya	Monaragala	04.08.2021
09	Beramana Maha Vidyalaya	Nuwaraeliya	10.08.2021
10	Dematamalpalassa Maha Vidyalaya	Ampara	13.08.2021
11	Deniyaya, Pattigala Junior School	Matara	03.11.2021
12	Saraswathi Vidyalaya, Sundarapuram	Vavuniya	26.11.2021
13	Kaleimahala Vidyalaya, Ampilanthurei	Battocaloa	13.12.2021
14	Iyankakulam Vidyalaya	Mullativu	30.12.2021

### Operation of the Bookshop of National Library

The primary aim of the National Library bookshop is to make available books, library stationery and library equipment required for libraries at a concessionary price. The bookshop of the Board has recorded an income of Rs. 1,299,583.34 during the year.

### Books Donation Programme

With a view to enhance the collection of books in the libraries in rural and remote areas of the Island programmes are implemented for donating books to the libraries. Accordingly, books have been donated during the year in the following manner. Programme for donating sets of books to 43 school libraries and 6 piriven libraries in the Thanamalwila education zone of Monaragala district has been conducted at Thanamalwila Central Collage on 10<sup>th</sup> December 2021. An awareness programme has also been conducted for the benefit of the teachers, who work at libraries, concurrently this arrangement.

Type of library	No of libraries	No of books	Value (Rs.)
School libraries	147	10888	2,183,014.65
Public libraries	09	384	90,554.25
Dhamma school/ Pirivena libraries	18	1087	258,735.42
Libraries of security forces	07	372	75,253.25
Libraries of Ministries	06	536	125,090.50
Other	07	526	129,014.00

### Commemoration of special days in the library field

- In order to mark the World Book and Copyright Day, which falls on April 23 of every year, Mrs. Geethanjalee Ranawaka, Director General of the Intellectual Property Office has delivered a lecture on '*Intellectual Property Law of Sri Lanka and practical situation*' and Dr. D. M. Karunaratna Former DG of the Intellectual Property Office, of Sri Lanka has delivered a lecture on '*Intellectual Property Law and its new tendencies*'.
- A lecture has been delivered by Dr. Ruwan Gamage Senior Lecture, NILIS through zoom on 17.11.2021 on the theme '*The changes to be made in school libraries during post COVID period*' to mark the International School Libraries Day, which falls in October every year.

### Provision of Advisory Services to Libraries

One of the main roles of the Board is to provide advisory services to the multitude of libraries in Sri Lanka at times they need it. Accordingly, the following libraries advisory services have been provided to the libraries at Department of Pensions, Department of Labour, Public Library Nagoda, Kalutara, Public Library, Homagama, Channakai Public Library of Walikamam West Pradeshiya Sabha, and all Public Libraries of Mullativu district during the year under review.

### Project on Recommending Books for Libraries

The objective of this project is to recommend books suitable for library users, which are published by the publishers of Sri Lanka. Accordingly, guidance is provided by recommending books suitable for library users. During the year, recommendations have been made for 112 books during the year and 13 books have been rejected.

### Digital Libraries Project

The National Library and documentation Services Board in association with the Information and Communications Technology Agency in Sri Lanka embarked on a project to develop 25 digital libraries in 25 administrative districts in the country. On completion of the pilot phase of the project successfully, selection works pertaining to 18 libraries under phase one has been concluded during the first quarter of the year. During the year under review network facilities have been provided to selected libraries along with required electronic appliances.

### **School Libraries development Project**

It is expected to develop 05 selected school libraries under this project collaboration with MAS Active, a well-known business organisation of Sri Lanka. Accordingly, a preliminary study has been made on the equipment and books required by such libraries and then it has been submitted to MAS Active. Accordingly, 05 of the selected school libraries have been developed. Under this Project Siri Devamiththa Vidyalaya, Rambewa, Anuradhapura, Mudupurippu Vigneshvara Vidyalaya, Killinochchi, Dompe Maha Vidyalaya, Mangedara Kanishta Vidyalaya, Thulhiriya, and Panana Vidyalaya, Balangoda have been selected under the project.

### **Soma Jayakody Model Library and Training Centre**

It has been planned to provide services to the readers of the area by this library, which is maintained as a branch library affiliated to National Library and Documentation Services Board. Therefore action has been taken to collect books for the library whilst completing basic technical works pertaining to the project. Accordingly registrations of readers and lending services have been commenced on 28<sup>th</sup> October 2021 and 22 readers have obtained membership by the end of the year.

## **2.9 Education and Training Division**

The key role of the Education and Training Division is to impart professional training among librarians who are in service by conducting short term training workshops. Accordingly, short term training programmes are organized for the benefit of librarians working in libraries such as public, school, Piriven libraries etc. In addition to the above, Librarians as well as the various professionals are also made aware of the timely changes and tendencies of the library field.

### **Organization of Training Programmes for School Library Staff**

Training programmes are organized annually with a view of provide an understanding to the school librarians and their staff on the usage of information and libraries. Accordingly one day training programme has been conducted on 18 February 2021 at Zonal Education Office, Hambantota for the teachers in charge of school libraries and librarians so as to represent 123 schools of the educational zone of Hambantota.

### **Organization of Training Programmes for Public Libraries Staff**

In order to improve the quality of public library services, training of library staff is undertaken continuously by National Library. Accordingly, following programmes have been conducted.

- Two days training programme on library management and conservation of library materials and book binding has been conducted on 24, 25 February 2021 at National Institute of Education, Maharagama for the benefit of Librarians of the Public Libraries and their staff of Eastern province.
- Concurrently to the Sustainable Development programme-2030, a training programme aiming at the Librarians of Public Libraries of Killinochchi and Mullativu districts has been conducted from 06<sup>th</sup> to 08<sup>th</sup> April 2021 at the office of the Assistant Commissioner of Local Government, Killinochchi.

- Two training programmes have been conducted at the auditorium of the office of the Assistant Commissioner of Local Government, Battaramulla on 02<sup>nd</sup> and 03<sup>rd</sup> December 2021 for the benefit of the Librarians of Public libraries of Kalutara, Colombo and Gampaha by the National Library and Documentation Services Board collaboration with the Department of Local Government, Western Province.

## **2.10 Publications and Book Development Division**

Administration and conducting of all projects coming under the writers' aid programme carried out by the National Library and Documentation Services Board, publishing of all publications of the NLDSB, and editing, translating and publishing of classical works of literature become the main role of this division. In addition, allocation of ISBN/ISSN/ISMN numbers, and assisting the writers' community by way of advisory services and other means also carried out by the division.

### **Publications Assistance Project**

Manuscripts are called from 1984 from Sri Lankan writers by the National Library and Documentation Services Board with a view to provide sponsorship to writers to publish their works and accordingly financial assistance is extended to publish manuscripts with standards, which are selected by a reviewing board. Under this project, 124 manuscripts have been accepted and the value of the financial assistance provided for approved 15 manuscripts during the year is Rs. 710,885.00. 02 works out of the works, for which sponsorships were granted, have been transformed to e publications and action has been taken to include them in the collection of digital library.

### **Publications Assistance Project - Children's and Young Literature**

Under the Publications Assistance Project implemented by the National Library and Documentation Services Board, sponsorships are granted to the works written in the field of children's and young adult literature in order to promote children's and young adult literature. During the year 2021, 25 manuscripts were submitted in the field of children's and young literature and survey of 44 works received during the previous has also been concluded in this year.

16 works out of the works submitted under children's and young adult's literature has been approved during this year under this project and agreements were signed with 11 writers on 08 February 2021. Rs. 376,075.00 has been granted by the Board to the writers of 09 works, of which printing has been completed out of the works for which agreements have been signed.

### **New Publications Purchasing Project**

Under this project, a limited number of copies of new publications published by writers were purchased by the Board with the aim of providing some assistance to those who are committed in the industry of book publishing. Accordingly, Actions was taken to purchase copies to the value of Rs. 959,494.00 from 232 titles recommended by the advisory committee, out of a total of 329 titles, which could not be purchased during the previous two years due to lack of allocations.

### **NATNET Lanka News Letter**

Action has been taken to publish the issue of NATNET Lanka news letter (January - June) which is published as a biannual reports as an e publication.

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

National Library and Documentation Services Board functions as the national centre for issuing International Standard Book Numbers for all publications inclusive of books, published in Sri Lanka. Accordingly, International Standard Book Numbers (ISBN) are issued for all books, International Standard Serial Numbers (ISSN) are issued for all serial publications and International Standard Music Numbers (ISMN) are issued for all music publications with music scores.

Accordingly, issuances of ISBN/ISSN/ISMN numbers during the year 2021 are as follows. Annual Revenue earned by this project is Rs,725,400.00.

Type of the publication	Number of the titles		
	ISBN	ISSN	ISMN
Commercial Publishers	4272	36	03
Government and Non Government Institutional Publishers	1556	199	-
Author/ Private Publishers	2891	42	17
<b>Total</b>	<b>8719</b>	<b>277</b>	<b>20</b>

### **‘Ratak Watina Pothak’ (A Book Worthy of a Country) - National Programme on Writing 10,000 Books**

‘Ratak Watina Pothak’ – National Programme on Writing 10,000 Books was launched islandwide by National Library and Documentation Services Board the Ministry of Education with a view to enhance the mental stability of nearly 4.1 million school children who were confined at homes due to the COVID -19 pandemic. Accordingly, instructions were given to the students on creative writing and those who submitted their works were awarded certificates on 21<sup>st</sup> April 2021 at Temple Trees under the patronage of H.E.the President.

## **2.11 Library Co-operation Division**

The main role of this division is to maintain co-operation with local and foreign libraries as well as the institutions related to the sphere of libraries. Accordingly, co-operation is maintained at the international level with national libraries and other overseas libraries, International Federation of Library Associations and Institutions(IFLA). The role of the Library Cooperation Division includes the maintaining relationships at the local level with libraries, library associations and other relevant societies, carrying out works relating to the grading of libraries etc.

## Publication Exchange Service

Publications received from local and foreign institutions under the exchange programmes are added to the National Library. Accordingly, 72 publications which were received during the year 2021 from Korea, Australia, Japan, Thailand, and China have been handed over to the Publications and Books Development Division. In the meantime, action has been taken to donate the book 'Slave in a palanquin' written by Dr. Neera Wickramasingha to 10 libraries under the project for donating works which highlight the historical and cultural importance of Sri Lanka.

Further, assistance of various institutions is obtained to develop the collection of National Library of Sri Lanka. Under this measure, the soft copy of ICARE Proceeding 2020 donated by the University of Kelaniya to build the collection of National Library has been included in the collection of national digital library and further action has been taken to obtain 50 copies of Conference Proceedings donated by University of Sri Jayewardenepura. Steps have been taken to renew subscription for a period of one year for the magazine "National Geographic" published monthly by the National Geographic Society. 12 issues for the 12 months of the year have been obtained and they have been added to the collection of the National Library.

## International Relations

Action has been taken to send publications to the value of Rs. 26,051.00 to the library of the Sri Lankan Embassy in Australia and Urban Library of Egypt. Further, action has been taken to renew the membership of International Federation of Library Associations and Institutions (IFLA) and the Board holds the membership of this institute since 1993.

## Grading of Libraries

During year 2021, 30 public libraries have been graded and 22 out of the above have been included in Grade iii whilst including 08 in Grade ii. In addition to the above, initiatives have been made to revise the standards applied at present in grading public and school libraries. The income earned from grading of public libraries during year 2021 is Rs. 99,500.00. Particulars of the graded libraries are as follows.

Serial No	Name of the Local Institution	Public Library	Grade
01	Kandy Four Gravets and Gangawata Korale Pradeshiya Sabha	Public Library, Thennekumbura	ii
02	Pradeshiya Sabha, Beliaththa	Public Library, Beliaththa	ii
03	Municipal Council, Polonnaruwa	Public Library, Buddhimandapa	ii
04	Pradeshiya Sabha, Akmeemana	Public Library, Pinnaduwa	ii
05	Pradeshiya Sabha, Weligepola	Public Library, Opanayaka	ii
06	Pradeshiya Sabha, Kundasale	Public Library, Menikhinna	ii
07	Pradeshiya Sabha, Kundasale	Public Library, Digana	ii
08	Pradeshiya Sabha, Meerigama	Public Library, Pallewela	ii
09	Pradeshiya Sabha, Kelaniya	Public Library, Dalugamgoda	iii

10	Municipal Council, Dehiwala Mount Lavinia	Public Library, Mount Lavinia	iii
11	Municipal Council, Dehiwala Mount Lavinia	Public Library, Aththidiya	iii
12	Pradeshiya Sabha, Gangawata Korale	Public Library, Ulapane	iii
13	Pradeshiya Sabha, Welivitiya Divitura	Public Library, Ethkandura	iii
14	Pradeshiya Sabha, Eravur Paththu	Public Library, Kalavankeni Udayanilla	iii
15	Pradeshiya Sabha, Eravur Paththu	Public Library, Kithul	iii
16	Pradeshiya Sabha, Pudukuduyirippu	Public Library, Pudukuduyirippu	iii
17	Pradeshiya Sabha, Pudukuduyirippu	Public Library, Oddusuddan	iii
18	Pradeshiya Sabha, Karachchi	Public Library, Skandapuram	iii
19	Pradeshiya Sabha, Karachchi	Public Library, Murusumodeih	iii
20	Pradeshiya Sabha, Maritime Paththu	Public Library, Mullativu	iii
21	Pradeshiya Sabha, Manthai	Public Library, Manthai West	iii
22	Pradeshiya Sabha, Siyambalanduwa	Public Library, Kotiyagala	iii
23	Pradeshiys Sabha, Thanamalwila	Public Library, Kalawelgala	iii
24	Pradeshiya Sabha, Balapitiya	Most Ven. Ahungalle Wimalanandathissa Thero Memorial Public Library,	iii
25	Urban Council, Ambalangoda	Sri Dhammawansa Memorial Public Library	iii
26	Municipal Council, Batticaloa	Public Library, Bendari	iii
27	Municipal Council, Batticaloa	Public Library, Bharathilane	iii
28	Municipal Council, Batticaloa	Public Library, Maddakkuli	iii
29	Municipal Council, Batticaloa	Public Library, Nawathkuda	iii
30	Municipal Council, Batticaloa	Public Library, Sinnaurani	iii

## 2.12 Strategic Planning Division

The Strategic Planning Division takes part in the planning activities of all divisions of the board and necessary supervisory and coordination work. In addition, assisting other divisions to manage their functions properly is also carried out by this division. Preparation of annual, semi-annual, and monthly progress reports of the institution based on the progress reports submitted by respective divisions and organizing of monthly senior staff meetings and board meetings are conducted by this division. Furthermore, this division attends to activities related to the requirements of board officials who are planning overseas visits, which includes the obtaining of air tickets and Visas.

### **Organization of Senior Staff Meetings and the Board of Directors' Meetings**

In the face of the quarantine curfew COVID - 19 pandemic, 12 meetings of the Senior Staff and 09 meetings of the Board of Directors have been conducted within several months in year 2021 through online system in order to review the progress of each division.

### **Preparation of the Annual Plans, Progress Reports and Annual Reports**

The annual plan for year 2021, action plan for year 2022 and 09 monthly progress reports in brief have been prepared to reflect the progress of all the divisions and they have been referred for the approval of the Board of Directors. Further, the first and second biannual reports pertaining to the year 2020 and first biannual report have been drafted. The annual report of 2018 has been prepared and forwarded to Ministry of Education along with the Cabinet Memorandum.

### **Directing of Officials for Overseas Training and Conferences**

The Board participated in the 16th session of the Committee for the protection of intangible cultural heritage under UNESCO, which was organized via zoom by UNESCO in Paris, France from 12.12.2021 to 18.12.2021.

## **2.13 Administration Division**

The Administration Division manages all administration functions of the National Library and Documentation Services Board. Recruitment of staff, employee leave procedures, payment of salaries, loans and salary advances, control of board vehicles, control of the stores, organization and supervision of the security services, record room management and annual stock taking etc. are handled by this division.

### **General Administration Activities**

Issuance of railway season tickets for the board staff, activities related to the provision of security services, clearance of foreign parcels, attending to matters related to the welfare of staff, awarding salary increments, updating of leave records, dispatch of letters under ordinary and registered mail, issuance of staff uniforms, issuance of official identity cards, stock taking, control of stores, and conducting all administrative operations of the board carried out by this division.

### **Establishments Activities of the Staff**

Taking action to call applications from the internal staff for the posts fallen vacant out of the posts in the approved cadre in the service category of Management and Junior Management obtaining approval of the Department of Management Service and to call applications from both internal as well as outside candidates for 09 posts fallen vacant in the Board. Further action has been taken to appoint two Heads of Divisions of the Board and relevant steps have been taken for the trainees and apprentices of the Board.

## **2.14 Maintenance Division**

In addition to the repairs and maintenance activities of the building of the National Library, action has been taken to carry out maintenance and repairs of the vehicles under the Board. In the meantime necessary steps have also been taken to maintain the garden and further to purchase materials and equipments for the purpose. Further the cleaning works of the building have been performed by the relevant external institute. Electricity, water and internet connection bills have been duly settled and action has been taken to insure the properties at the end of the year. In the meantime an amount of Rs. 443,000.00 has been earned by way of providing the auditorium and seminar hall of the Board.

In addition to the above, action has been taken to obtain the land of the Board by a free awarding certificate and accordingly the Cabinet Memorandum has been prepared for the purpose. Ad hoc maintenance has also been carried out as the renovation of the inner parts of the Building is in process. Arrangements have been made to conduct meetings of committees for auctioning the items to be disposed in the renovation process after calling quotations. BOQs and plans have been prepared for the building lay out of the Board and calling designs from the Urban Development Authority. In the meantime BOQs have been prepared to purchase furniture required for the renovated part of the building.

## **2.15 Finance Division**

Steps have been taken to submit the budget for the year 2021 to the Ministry of Education and to obtain their approval. Monthly financial forecast reports inclusive of details of cash receipts and payments, submitted to the Ministry for their approval. In order to ensure the timely release of funds from the Government Treasury, financial forecast reports inclusive of information on cash receipts and payments have been submitted to the Ministry of Education. In addition, cash receipts and payments and the cash books of the Board have been computerized. 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 generated by the board has been used for payments within the limits set in the budget. All audit queries raised by the Government Audit Section answered and action taken to update and maintain receivables and payables cashbooks pertaining to all bank accounts.

Payment of wages, overtime, travels expenses and other allowances etc. made on time. In occasions where the board did not receive funds earmarked for recurrent expenditure from the Government Treasury as scheduled, the board earnings utilized to make payments subject to the limits imposed in the budget. Actions have been taken to submit monthly financial forecast report inclusive of details on receivables and payables to the Public Enterprises Department through the Secretary to the Ministry of Education and to obtain government funds from the General Treasury. Steps were taken to duly recover other dues to be received by the board, and to prepare monthly financial reports and to submit them to other relevant bodies and to the Ministry of Education. Furthermore, the receivables and payables cash books computerized and based on them the bank reconciliation reports and final accounts files updated.

This division attended to the following matters too: preparation of the monthly salary reports during the year; making EPF, ETF and other statutory salary deductions; preparation of deduction documents; updating of the loan register; providing salary particulars, security deposits, and other required information. In the meantime action has been taken to supply stationary items as required by the board, to supply requirements of the sales outlet, and to supply book binding kits and chemicals required for the bookbindery.

## **2.16 Internal Audit Division**

The Internal Audit Division has attended to the following: checking of the daily receipt registers, cash books for receipts, receipts and bank deposit slips maintained for the Peoples' Bank and the Bank of Ceylon by the Finance Division; checking of the payment vouchers and payment cash registers; checking of the advance payments and settlements; checking of the salary deductions related to distress loan payments; checking of the accuracy of bank reconciliation statements; and checking of files related to the payment of staff salaries, and salary particulars of board employees.

During the year 2021, the Internal Audit Division has examined daily receipt registers, cash books for receipts, receipts related to the accounts maintained by the Finance Division in the People's Bank, Town Hall and the Bank of Ceylon for the period January to November 2021 and raised one internal audit query. Payment vouchers and payment registers related to the Peoples' Bank, Town Hall branch and the Bank of Ceylon, Independence square branch accounts for the period from January to November 2021 have been scrutinized and raised one internal audit query. Further 02 audit queries and 02 reports have been submitted by the Government Audit Division. Accordingly coordination was made to ensure that answers were submitted. 02 meetings of the Audit and Management Committee of the Board have been held during the year 2021. However 02 meetings of the Committee could not be held due to the situation arisen in the face of COVID -19 pandemic.

## Chapter 03


**Financial Performance of the year****STATEMENT OF FINANCIAL POSITION, AS AT 31<sup>ST</sup> DECEMBER 2021**

		31.12.2021 (Rs.)	31.12.2020 (Rs.)
<b>ASSETS</b>	<b>Note</b>		
<b><u>Current Assets</u></b>			
Cash and Cash Equivalents	1	18,378,206.00	13,818,978.00
Receivables	2	15,231,322.00	14,853,670.00
Inventories	3	13,824,956.00	16,445,512.00
Prepayments	4	658,744.00	1,734,355.00
Deposits	5	378,373.00	385,716.00
		<b>48,471,601.00</b>	<b>47,238,231.00</b>
<b><u>Non - Current Assets</u></b>			
Infrastructure, Plant and Equipment	6	46,988,708.00	51,493,522.00
Land & Buildings	7	103,504,516.00	106,158,477.00
Other Non-Current Assets	8	38,530,957.00	41,237,807.00
		<b>189,023,551.00</b>	<b>198,889,806.00</b>
<b>Total Assets</b>		<b>237,495,152.00</b>	<b>246,128,037.00</b>
<b>LIABILITIES</b>			
<b><u>Current Liabilities</u></b>			
Payables	9	835,085.00	1,603,960.00
Accrued Expenses	10	4,554,229.00	5,563,126.00
Employee Benefits	11	335,373.00	340,716.00
Other Current Liabilities	12	5,292,079.00	1,521,852.00
		<b>11,016,766.00</b>	<b>9,029,654.00</b>
<b><u>Non - Current Liabilities</u></b>			
Provision for Gratuities		48,049,078.00	45,578,972.00
<b>Total Liabilities</b>		<b>59,066,474.00</b>	<b>54,608,626.00</b>
<b>NET ASSETS</b>		<b>178,428,678.00</b>	<b>191,519,411.00</b>
<b>NET ASSETS / EQUITY</b>			
Capital / Grants Contributed by other Entities	13	7,030.00	7,030.00
Reserves	14	8,719,917.00	3,138,634.00
Accumulated Surpluses / (Deficits)	15	169,701,731.00	188,373,747.00
<b>Total Net Assets / Equity</b>		<b>178,428,678.00</b>	<b>191,519,411.00</b>


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

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 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;

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**W. Sunil**  
 Director General

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**Dr. R. Wickramasinghe**  
 Board Member

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**Prof. Nanda Dharamarathna**  
 Chairman

**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

	Note	31.12.2021 (Rs.)	31.12.2020 (Rs.)
<b>Revenue</b>			
Trade Account of Book Shop	16	452,899.00	804,042.00
Hire of Auditorium		308,500.00	828,000.00
Fees & Hire Charges	17	2,706,683.00	2,310,513.00
Interest Income	18	615,632.00	502,457.00
Subscriptions for Publications	19	428,197.00	440,408.00
Other Revenue	20	855,583.00	891,490.00
Govt. Grant for Recurrent Expenses		126,405,000.00	144,300,000.00
Deferred Income - Foreign Grants / Aids		1,079,000.00	153,560.00
<b>Total Revenue</b>		<b>132,851,494.00</b>	<b>150,230,470.00</b>
<b>Expenses</b>			
Library Services Expenses		12,424,862.00	7,322,457.00
Administration & Establishment Expenses	21	141,164,419.00	153,958,393.00
Finance Cost	22	36,893.00	20,410.00
<b>Total Expenses</b>	23	<b>153,626,174.00</b>	<b>161,301,260.00</b>
<b>Surplus / (Deficit) for the Period</b>		<b>(20,774,680.00)</b>	<b>(11,070,790.00)</b>
<b>Other Revenue</b>			
Profit / (Loss) of Sales Proceeds of PPE		-	(887,251.00)
Profit / (Loss) of Disposal of PPE		-	(5,661.00)
<b>Net Surplus / (Deficit) for the Period</b>		<b>(20,774,680.00)</b>	<b>(11,963,702.00)</b>

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

	(Rs. 000)		
	Accumulated Fund	Govt. Grant for Capital Expenses	Capital Grant Contributed by Other Entities
Balance as at 31 <sup>st</sup> Dec. 2019	196,031	959	7
Prior Year Adjustments	80	-	-
<b>Adjusted Balance as at 31<sup>st</sup> Dec. 2019</b>	<b>196,111</b>	<b>959</b>	<b>7</b>
Adjustments During the Year	-	-	-
Net Surplus / (Deficit)	(11,964)	-	-
Grant for Capital	-	6,405	-
Acquisition of Capital Assets	4,226	(4,226)	-
Balance as at 31 <sup>st</sup> Dec. 2020	188,373	3,138	7
Prior Year Adjustments	(16)	-	-
<b>Adjusted Balance as at 31<sup>st</sup> Dec. 2020</b>	<b>188,357</b>	<b>3,138</b>	<b>7</b>
Net Surplus / (Deficit)	(20,775)	-	-
Grant for Capital	-	7,700	-
Acquisition of Capital Assets	2,119	(2,119)	-
<b>Balance as at 31<sup>st</sup> Dec. 2021</b>	<b>169,701</b>	<b>8,719</b>	<b>7</b>

**CASH FLOW STATEMENT**  
**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

31.12.2021

Rs.

***Cash Flows from Operating Activities***

**Net Surplus / (Deficit)** (20,774,680.00)

**Adjustment for**

- Depreciation

11,968,918.00  
 -----  
 11,968,918.00

Profit / (Loss) on Disposal of Property, Plant  
& Equipment

-

Provision for Retiring Gratuity

3,884,225.00  
 -----

15,853,143.00  
 -----

**Operating profit before working capital changes**

(4,921,537.00)

(Increase)/ Decrease in Inventories

2,620,556.00

(Increase)/ Decrease in Receivables

(377,652.00)

(Increase)/Decrease in Prepayments

1,075,611.00

(Increase)/ Decrease in Deposits

7,343.00

Increase/(Decrease) in Payables

(768,875.00)

Increase/(Decrease) in Accrued Expenses

(1,008,895.00)

Increase / (Decrease) in Employee Benefits

(5,343.00)

Increase / (Decrease) in Other Current Liabilities

3,770,227.00

5,312,972.00  
 -----

**Cash Generated from Operations**

391,435.00

Retiring Gratuity - Paid

(1,413,490.00)

**Net Cash Flows from Operating Activities**

(1,022,055.00)

***Cash Flows from Investing Activities***

Government Grant for Capital Expenditure

7,700,000.00

Investments during the year

-

Acquisition of Property, Plant &amp; Equipment

(2,118,717.00)

Cash Received on Disposal of Property, Plant &  
Equipment

-

-----

**Net Cash Flows from Investing Activities**

5,581,283.00

***Cash Flows from Financing Activities***

Repayment of Long Term Borrowings

-----

Net Cash Flows from Financing Activities

-

Net Increase / ( Decrease) in Cash &amp; Cash

4,559,228.00

Equivalents

Cash &amp; Bank Balance at the Beginning of the year

13,818,978.00  
 -----

**Cash & Cash Equivalents at the End of the year**

**18,378,206.00**  
 -----

**Cash at Bank 31-12-2021**

**18,378,206.00**  
 -----  
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## **SIGNIFICANT ACCOUNTING POLICIES FOR THE YEAR ENDED 31<sup>ST</sup> DECEMBER 2021**

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 2021.

## 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.

### 02.02 Inventories

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

### **02.03 Receivables**

Receivables are stated at the amounts estimated to be realized.

### **02.04 Fixed Assets Verification**

The physical assets, worth of Rs. 96,512.16 in the Library Equipment were identified as physically non-existent assets as at 31/12/2021. But, the annual depreciation was calculated based on book value if they were identified as physically non-existent assets.

### **02.05 Amortization of Capital Grants**

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

### **02.06 Disposal & Donation of Fixed Assets**

Recognized as a disposable / donation Fixed Assets worth of Rs. =/-(Zero) have been disposed / donated during the year.

## **3. LIABILITIES & PROVISIONS**

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.

### **3.01 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.

### **3.02 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.

### 3.03 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 5<sup>th</sup> 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.

Operational Lease Liability (with Tax) as follows;

2022	(Current Liability)	-	Rs. 4,492,000/-
2023	(Non-Current Liability)	-	Rs. 3,148,000/-

## 4. STATEMENT OF FINANCIAL PERFORMANCE

### 4.01 Revenue

- a). The revenue of the Board represents the Revenue from ISBN Project, Book Shop income, 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. 126,405,000/= & Capital Grant – Rs. 7,700,000/= ) has been received for Recurrent & Capital Expenditure respectively for the year 2021.

### 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.
- c). Foreign Grants has been treated as Deferred Income and charge to the Financial Performance Statement as and when incurred on actual expenditure.

### 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.

## **07. EVENTS OCCURRING AFTER THE STATEMENT OF FINANCIAL POSITION DATE**

### **07.01 Valuation of the Land & Building**

- a). The land of the National Library & Documentation Services Board were valued by Department of Government Valuation, Independence valuers on 15th August 2023 and their valuation in as follows.

Land (1.0783 Hectare)	Rs. 6,392,100,000.00
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The land has been given to the board as a free of charge by the approval of cabinet paper on 06th December, 2021.

- b). Soma Jayakodi Library Building with land, Madagama, Bandaragama has been donated to the National Library & Documentation Services Board on 23rd July, 2019.

Nominal value of the Property (Land - Perch 12)	Rs. 2,000,000.00
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### **07.02 Value of the Book Stock – National Library**

Accounting value of the Book Stock as at 31st Dec. 2021 is Rs. 112,360,740.00 But, this figure doesn't represents Library Document Resources which received free of charge. Therefore, the board has decided to value them and represent in the statement of Financial Position from the year of 2023.

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 2018 and estimated cost is Rs. 211 mn. plus, Tax.

**NOTES TO THE FINANCIAL STATEMENTS**

31.12.2021 (Rs.) 31.12.2020 (Rs.)

**Note 01- Cash and Cash Equivalents**

A/C No. 2323283-BOC	5,869,856.00	7,535,967.00
A/C No. 100113398963-P/B/H	6,424,764.00	888,096.00
A/C No. 100163170315-P/B/T	5,863,823.00	5,175,152.00
Deposits for Book Exchange Services - NSB	219,763.00	219,763.00
	<b><u>18,378,206.00</u></b>	<b><u>13,818,978.00</u></b>

**Note 02 - Receivables**

Festival Advance	61,750.00	11,750.00
Distress Loan	15,001,372.00	14,489,584.00
Special Advance	4,000.00	6,000.00
Petty Cash Advance	4,714.00	4,714.00
Miscellaneous Advance	159,486.00	341,622.00
	<b><u>15,231,322.00</u></b>	<b><u>14,853,670.00</u></b>

**Note 03 - Inventories**

Book Stock - Inal Book Exchange Service	106,435.00	106,435.00
Book Stock - Sales & Distribution	3,239,548.00	5,165,147.00
Book Stock - Classical Book	5,180,082.00	5,231,161.00
Stationary Stock - Library	335,247.00	552,783.00
Stationary Stock / Office	1,519,141.00	1,632,769.00
Trading Stock at Book Shop	3,444,503.00	3,757,217.00
	<b><u>13,824,956.00</u></b>	<b><u>16,445,512.00</u></b>

**Note 04 - Prepayments**

Repair and Maintenance - Office Equipment	422,558.00	622,040.00
Railway Tickets	51,660.00	103,890.00
Insurance & License - Motor Vehicles	88,250.00	65,028.00
Insurance - Properties	96,276.00	96,277.00
Information Technology	-	847,120.00
	<b><u>658,744.00</u></b>	<b><u>1,734,355.00</u></b>

**Note 05- Deposits**

Deposits for Fuel	50,000.00	50,000.00
Employees Security Deposits - at NSB	328,373.00	335,716.00
	<b><u>378,373.00</u></b>	<b><u>385,716.00</u></b>

**Note 06 -Infrastructure, Plant and Equipment**

Library Equipment	6.I	9,137.00	26,206.00
Equipment of the Folk Art Centre	6.II	2,918.00	3,242.00
Book Binding Equipment	6.III	4,345,660.00	4,828,511.00
Office Furniture & Equipment	6.IV	18,786,628.00	20,142,523.00
Computer & Computer Equipment	6.V	8,198,632.00	9,109,592.00
Plant & Machinery	6.VI	1,974,491.00	2,193,879.00
Motor Vehicles	6.VII	13,670,612.00	15,189,569.00
		<b><u>46,988,078.00</u></b>	<b><u>51,493,522.00</u></b>

**Note 07 - Land & Buildings**

National Library Building	7.I	103,088,597.00	105,731,894.00
Main Stores Building	7.II	415,919.00	426,583.00
		<u>103,504,516.00</u>	<u>106,158,477.00</u>

**Note 08 - Other Non - Current Assets**

Book Stock - National Library	8.I	29,292,799.00	30,994,504.00
National Library - Digital Collection	8.II	7,189,609.00	7,967,138.00
Kiyawamu.lk	8.III	2,048,549.00	2,276,165.00
		<u>38,530,957.00</u>	<u>41,237,807.00</u>

**Note 09 - Payables**

Tender Deposits - Refundable		194,738.00	309,500.00
Retention Money		527,461.00	548,461.00
Stamp Fee Payments		10,550.00	21,725.00
VAT Payable		15,192.00	15,192.00
WHT Payable		64,200.00	64,200.00
Trade Creditors		22,944.00	644,882.00
		<u>835,085.00</u>	<u>1,603,960.00</u>

**Note 10 - Accrued Expenses**

Over Time & Holiday Pay		78,913.00	66,016.00
Auditorium Allowances		15,600.00	1,200.00
Entertainment Expenses		86,500.00	79,480.00
Travelling - Employees' Local		4,812.00	12,615.00
Welfare Expenses		-	7,130.00
Sp. Committee Expenses		-	1,000.00
Office Stationary		-	1,875.00
Newspapers & Publications		78,000.00	-
Fuel & Lubricants		-	24,040.00
Cleaning Expenses		280,825.00	286,070.00
Telephone		163,079.00	160,010.00
Electricity		7,331.00	814,119.00
Water		37,179.00	30,038.00
Postage		-	18,000.00
I T - Internet Expenses		29,482.00	17,353.00
Security Expenses		372,603.00	323,720.00
Repair & Main. - Office Equipment		13,310.00	6,000.00
Advertisement Expenses		-	6,394.00
Library literature & Publication Expenses		71,000.00	-
Publication of National Bibliography		271,000.00	-
Library Consultancy and Extention Services		-	1,500.00
Purchase of New Publications		10,976.00	75,852.00
Conservation & Preservation Expenses		190,000.00	675,270.00
Photo Copy Services		58,010.00	39,894.00
Other Accrued Expenses		278,509.00	-
Audit Fees		2,507,100.00	2,915,550.00
		<u>4,554,229.00</u>	<u>5,563,126.00</u>

**Note 11 - Employee Benefits**

Employee Initial Security Deposits	173,253.00	189,253.00
Interest on Employee Security Deposits	162,120.00	151,463.00
	<u>335,373.00</u>	<u>340,716.00</u>

**Note 12 - Other Current Liabilities**

General Creditors	989,372.00	989,372.00
Common Wealth of Learning Project	885,393.00	532,480.00
ICHCAP Vedio Production project	3,417,314.00	-
	<u>5,292,079.00</u>	<u>1,521,852.00</u>

**Note 13 - Capital / Grants Contributed by Other Entities**

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

**Note 14 - Reserves****Govt. Grant for Capital Expenses**

Balance B/F	3,138,634.00	959,147.00
Adjustments	-	-
	<u>3,138,634.00</u>	<u>959,147.00</u>
Add ; Capital Received From Treasury	7,700,000.00	6,405,000.00
	<u>10,838,634.00</u>	<u>7,364,147.00</u>
Less ; Acquisition of Capital Assets	(2,118,717.00)	(4,225,513.00)
	<u>8,719,917.00</u>	<u>3,138,634.00</u>

**Note 15 -Accumulated Fund**

Balance B/F	188,373,747.00	196,031,572.00
Adjustments During the Year	(16,053.00)	80,364.00
	<u>188,357,694.00</u>	<u>196,111,936.00</u>
Add / (Less)		
Total Revenue over Expenditure	(20,774,680.00)	(11,963,702.00)
Acquisition of Capital Assets	2,118,717.00	4,225,513.00
	<u>169,701,731.00</u>	<u>188,373,747.00</u>

**Note 16 - Trade Account of Bookshop**

Sales of Library Stationeries	578,003.00	868,056.00
Sales of Bindery Materials	109,780.00	357,825.00
Sales for Book - Book Development Project	(13,123.00)	128,728.00
Dummala Oil	82,500.00	32,500.00
Sales of Stationery	8,317.00	27,349.00
Trade stock adjustment accounts	(312,578.00)	(610,416.00)
	<u>452,899.00</u>	<u>804,042.00</u>

**Note 17 -Fees, Hire Charges**

Fees for Manuscript Reading	215,772.00	14,016.00
Fees for Reg. of Readers	200,290.00	254,155.00
Fees for ISBN Project	1,136,533.00	905,232.00
Fees for Library Services	1,154,088.00	1,137,110.00
	<u>2,706,683.00</u>	<u>2,310,513.00</u>

**Note 18 -Interest Income**

Distress Loans	611,536.00	498,303.00
Special Advances	4,096.00	4,154.00
	<u>615,632.00</u>	<u>502,457.00</u>

**Note 19 -Subscriptions for Publications**

Sales of National Bibliography	47,200.00	164,295.00
Sales of Publication of Board	380,997.00	276,213.00
	<u>428,197.00</u>	<u>440,408.00</u>

**Note 20 -Other Revenue**

Photo Copy Services	230,620.00	144,389.00
Sales of Tender Forms	63,054.00	176,762.00
Fees for Application - Book Development Project	31,150.00	30,950.00
Receipts for Grading of Libraries	110,800.00	109,200.00
Sales of Surplus & Condemned Items	-	185,265.00
Sundry Income	419,959.00	244,924.00
	<u>855,583.00</u>	<u>891,490.00</u>

**Note 21 - Library Services Expenses**

Membership Fees - International Libraries	194,700.00	128,044.00
International Exchange Service	44,012.00	11,175.00
Acquisition Expenses	7,925.00	7,330.00
Library Grading & Standed Expenses	156,569.00	-
Reader Education & Publicity Expenses	192,095.00	214,472.00
Publication of National Bibliography	360,350.00	145,371.00
Library Consultancy & Extension Services	244,921.00	34,862.00
Books Donated to Libraries	4,298,379.00	2,273,808.00
National Reading Month Expenses	174,263.00	229,960.00
Development of Rural Libraries	43,334.00	97,998.00
Library Special Days Celebrations	25,518.00	185,630.00
Information Technology Expenses	853,620.00	219,684.00
Internet Expenses	348,995.00	146,616.00
Digital Library Expenses	82,420.00	28,698.00
Library Education Seminars	436,074.00	144,616.00
Seminars, Lectures & Training	120,799.00	86,340.00
Fees for Special Courses	32,340.00	77,840.00
Common Wealth of Learning Project Expenses	929,000.00	153,560.00
Ratak Watina Pothak Project Expenses	397,610.00	-
Fees for Evaluation of Manuscripts	492,812.00	393,610.00
Library Literature & Publication Expenses	226,750.00	94,335.00
International Standard Book Numbering	373,472.00	270,183.00
Conservation & Preservation of Books	1,632,592.00	2,208,516.00
Library Research Expenses	743,047.00	156,688.00
Library Cooperation Expenses	13,265.00	13,121.00
	<u>12,424,862.00</u>	<u>7,322,457.00</u>

**Note 22 - Administration and Establishment Expenses**

Wages, Salaries & Employee Benefits	22.1	100,774,428.00	105,169,892.00
Supplies & Consumable used	22.2	23,994,246.00	29,445,032.00
Repair & Maintenance of Capital Assets	22.3	3,449,832.00	5,387,787.00
Depreciation & Amortization Expenses	22.4	11,968,918.00	12,787,062.00
Other Expenses	22.5	976,995.00	1,168,620.00
		<u><b>141,164,419.00</b></u>	<u><b>153,958,393.00</b></u>

**Note 23 - Finance Cost**

Bank Charges		36,893.00	20,410.00
		<u><b>36,893.00</b></u>	<u><b>20,410.00</b></u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**NOTE - 6, 7, 8 - PLANT, PROPERTY & EQUIPMENT AS AT 31ST DECEMBER 2021**

Rs.

Note	Description	Dep. Rate (%)	Cost as at 1 <sup>st</sup> January, 2021	Addition	(Disposals)	Cost as at 31st Dec. 2021	Accumulated Dep: As at 1st January 2021	(Disposals)	Depreciation for the Year 2021	Accumulated Dep. as at 31st Dec. 2021	Net Value
6.I	Library Equipment	10%	96,512.16	-	-	96,512.16	86,359.33	-	1,015.28	87,374.61	9,137.55
6.II	Equipment of The Folk Art Centre	10%	46,874.00	-	-	46,874.00	43,631.66	-	324.23	43,955.89	2,918.11
6.III	Book Binding Equipment	10%	9,122,007.00	-	-	9,122,007.00	4,293,495.72	-	482,851.13	4,776,346.85	4,345,660.15
6.IV	Office Furniture & Equipment	10%	42,028,592.54	667,095.00	-	42,695,687.54	21,886,069.91	-	2,022,990.05	23,909,059.96	18,786,627.58
6.V	Computer & Computer Equipment	10%	18,033,692.68	-	-	18,033,692.68	8,924,101.39	-	910,959.13	9,835,060.52	8,198,632.16
6.VI	Plant & Machinery	10%	6,159,707.72	-	-	6,159,707.72	3,965,828.68	-	219,387.90	4,185,216.58	1,974,491.14
6.VII	Motor Vehicle	10%	32,270,761.74	-	-	32,270,761.74	17,081,193.05	-	1,518,956.87	18,600,149.92	13,670,611.82
7.I	National Library Building	2.5%	144,437,913.56	-	-	144,437,913.56	38,706,019.73	-	2,643,297.35	41,349,317.08	103,088,596.48
7.II	Main Stores Building	2.5%	803,320.09	-	-	803,320.09	376,736.62	-	10,664.59	387,401.21	415,918.88
8.I	Book Stock - National Library	10%	112,360,740.16	1,430,842.70	-	113,791,582.86	81,366,236.41	-	3,132,547.25	84,498,783.66	29,292,799.20
8.II	National Library - Digital Collection	10%	10,376,611.65	20,778.93	-	10,397,390.58	2,409,474.15	-	798,307.75	3,207,781.90	7,189,608.68
8.III	Kiyawamu.lk	10%	2,726,001.60	-	-	2,726,001.60	449,836.76	-	227,616.48	677,453.24	2,048,548.36
	<b>Total</b>		<b>378,462,734.90</b>	<b>2,118,716.63</b>	-	<b>380,581,451.53</b>	<b>179,588,983.41</b>	-	<b>11,968,918.01</b>	<b>191,557,901.42</b>	<b>189,023,550.11</b>

	31.12.2021 Rs.	31.12.2020 Rs.
<b>Note 22.1 - Wages, Salaries &amp; Employee Benefits</b>		
Salaries & Wages	82,081,615.00	83,120,976.00
E P F	9,122,687.00	9,250,274.00
E T F	2,280,672.00	2,312,569.00
Overtime & Holiday Pay	869,782.00	904,910.00
Gratuity	3,884,225.00	7,383,974.00
Board Members Remunerations	637,000.00	782,000.00
Committee Members Remuneration	164,000.00	192,800.00
Auditorium Allowances	32,600.00	53,000.00
Travelling Expenses	118,709.00	96,243.00
Foreign Travel & Educational Programmes	3,447.00	30,398.00
Employee Uniforms	24,000.00	24,000.00
Medical Inspection Fees	11,450.00	1,750.00
Welfare Expenses	664,329.00	344,133.00
Entertainment Expenses	137,897.00	124,582.00
Railway Concessionary Tickets	518,040.00	547,583.00
Competitive Examination Fees	223,975.00	700.00
	<b>100,774,428.00</b>	<b>105,169,892.00</b>

**Note 22.2 - Supplies & Consumables Used**

Office Stationary	1,449,444.00	1,568,354.00
Insurance of Board Properties	128,369.00	136,692.00
Insurance of Vehicles	472,780.00	441,400.00
Fuel & Lubricants	969,729.00	693,348.00
Telephone Expenses	2,012,189.00	2,091,629.00
Electricity Expenses	5,180,152.00	11,615,049.00
Water Bill Expenses	325,109.00	599,303.00
Security Expenses	4,178,227.00	3,718,470.00
Cleaning Expenses	3,328,000.00	3,107,318.00
Rental of Operational Lease	4,324,356.00	4,284,288.00
Printing Expenses	9,010.00	186,828.00
Newspapers & Publications	180,120.00	196,500.00
Advertisement Expenses	798,472.00	181,204.00
Postage Expenses	391,529.00	402,847.00
Planning Expenses / Translation Fees	234,010.00	219,302.00
Sp. Committee Expenses	12,750.00	2,500.00
	<b>23,994,246.00</b>	<b>29,445,032.00</b>

**Note 22.3 - Repairs & Maintenances Of Capital Assets**

Maintenance of Buildings	535,191.00	2,448,433.00
Maintenance of Office Equipment	2,196,186.00	2,164,406.00
Maintenance of Board Premises	123,929.00	223,980.00
Maintenance of Motor Vehicle	594,526.00	550,968.00
	<b>3,449,832.00</b>	<b>5,387,787.00</b>

**Note 22.4 - Depreciation & Amortization Expenses**

Depreciation	11,968,918.00	12,787,062.00
	<b>11,968,918.00</b>	<b>12,787,062.00</b>

**Note 22.5 - Other Expenses**

Audit Fees	975,000.00	975,000.00
Legal Fees	-	188,156.00
Sundry Expenses	<u>1,995.00</u>	<u>5,464.00</u>
	<u><b>976,995.00</b></u>	<u><b>1,168,620.00</b></u>

**STATEMENT OF BUDGETARY ALLOCATION & ACTUAL EXPENDITURE -  
FOR THE YEAR ENDED 31ST DECEMBER 2021**

Rs.

Description	Approved Re-budget	Actual Expenditure	Variance	Reasons
<b>Recurrent</b>				
Personal Emolument	105,000,000.00	100,628,000.00	4,372,000.00	Actual imprest received on actual expenses for Personal Emolument
Travelling Expenses	750,000.00	122,000.00	628,000.00	Unexpected situation arisen due to COVID 19 & controled expenses by the Treasury
Supplies & Consumables	4,695,000.00	2,443,000.00	2,252,000.00	Unexpected situation arisen due to COVID 19 & controled expenses by the Treasury
Maintenance Expenses	5,600,000.00	3,450,000.00	2,150,000.00	Unexpected situation arisen due to COVID 19 & controled expenses by the Treasury
Other Services	36,157,000.00	22,589,000.00	13,568,000.00	Unexpected situation arisen due to COVID 19 & controled expenses by the Treasury
Library Services	9,310,000.00	12,425,000.00	(3,115,000.00)	Good. Actual Progress is greater than budjeted expenses under the COVID 19 Pandemic
	<b>161,512,000.00</b>	<b>141,657,000.00</b>	<b>19,855,000.00</b>	
<b>Capital</b>				
Acquisition of Fixed assets	7,500,000.00	688,000.00	6,812,000.00	Delay in completion of Projects within the year due to unexpected situation arisen due to COVID 19
Acquisition of Library Resources	2,500,000.00	1,431,000.00	1,069,000.00	Delay in completion of Projects within the year due to unexpected situation arisen due to COVID 19
	<b>10,000,000.00</b>	<b>2,119,000.00</b>	<b>7,881,000.00</b>	

## **Audit Report**

**Chairman,**

**National Library and Documentation Services Board**

**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 2021 in terms of Section 12 of the National Audit Act, No. 19 of 2018.**

Certified accounts and the above mentioned report are sent herewith.

W. M. P. A. Fonseka

Deputy Auditor General

For Auditor General

**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 2021 in terms of Section 12 of the National Audit Act, No. 19 of 2018.**

## **1. Financial Statements**

### **1.1 Adverse Opinion**

The audit of the financial statements of the National Library and Documentation Services Board for the year ended 31 December 2021 comprising the statement of financial position as at 31 December 2021 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, due to the significance of the matters described in the basis for adverse opinion section of my report, the accompanying financial statements do not give a true and fair view of the financial position of the Board for the year ended 31 December 2021 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 the adverse opinion**

- (a) One of the main tasks of the Board is the establishment, conservation and administration of a national reserve for the National Library and Documentation Resources of the Board. Accordingly, only legal deposit, donations, and purchases of Rs. 113,791,583 have been included in the book stock of Financial Statements. However, in terms of the main objectives of the institute, a policy on the books classified as national heritage and the account policy applied for the classification of books, identification of the value of books, or reveal the books, for which action has not taken to identify the value, in the Financial Statement have not been revealed in Financial Statements.
- (b) No identification and measuring have been made on a capital grant of Rs. 2,119,000 received from the General Treasury and foreign grants of Rs. 1,079,000 as per standard no 11 of Sri Lanka Public Sector Accounting Standards.
- (c) The computer software system for ISBN, which has been obtained spending Rs. 895,000 in year 2020, has not been accounted under intangible assets as per section 20 of standard no 20 of Sri Lanka Public Sector Accounting Standards

- (d) Even though the patent certificate issued for the methodology for pest control has been handed over to the Board on 09 May 2023, when the financial statements of the year under review were submitted for the audit on 24 November 2023, action has not been taken to reveal the patent certificate as per para 11 (b) of standard no 6 of Sri Lanka Public Sector Accounting Standards considering it as an incident occurred after the date of the balance sheet.
- (e) Even though the land, where the office of the Board has been established, has been alienated to the Board on 06 December 2021 as a free grant, no action has been taken to account at least the valuation of Rs. 254,400,000 of it in year 1995.
- (f) Either bank pass book or confirmation on balances have not been submitted to the audit for verifying the accuracy of the balance of Rs. 219, 763 in bank account as per financial statements.
- (g) Even though the value of the books purchased is Rs. 113,791,583 as per financial statements, the value of the same is Rs. 43,135,921 as per the Accession Register. However no action has been taken to identify the difference of Rs. 70,655,662 and to rectify the defect accordingly.
- (h) The books to the value of Rs. 264,303 and publications of the Board to the value of Rs. 452,972 and 10,746 publications, of which value has not been indicated, at the sales outlet of the Board have not been accounted in the financial statements as at 31 December 2021.
- (i) When the book stock under sales and distribution, balance as per the financial statements as at 31 December 2021 were compared with the report of the stock verification, a difference to the value of Rs. 115,979 was observed.
- (j) Even though the land in extent of 12 p and the two storied house with furniture situated at Bandaragama, which has been alienated to the Board by a deed of gift on 19 July 2019, has been valued to the amount of Rs. 11,406,800 on 18 May 2021, only Rs. 2,000,000 has been revealed in the financial statements of the year under review. Further, the stock of furniture and the library books stock to the value of Rs. 183,817 have not been accounted.
- (k) No action has been taken to reveal the KOHA system applied for the indexing of documentation resources of the Board since year 2015 in the financial statements.

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. Other information included in the Annual Report - 2021 of the Board**

Other information mean the information which are included in the Annual Report-2021 of the Board to be submitted to me after the date of this audit report but not included in the financial statements and my audit report on the financial statements. The Management of the Board should be responsible for the other information.

My opinion on the financial statements does not cover the other information and I do not make any certification or express any opinion on other information.

My responsibility pertaining to the audit carried out by me on financial statements is to read other information, whenever it is possible to obtain other information identified as above, and to consider as to whether other information are not tallied quantitatively with financial statements as per my knowledge obtained in other way or in audit.

I should communicate with the Administration Authority the material misstatements for rectification, if I determine that such material misstatements are found in the Annual Report when reading the Annual Report 2021 of the Board. If there are misstatements, which have not been rectified further, I would take action to include them in the report to be tabled at the Parliament in due course as per Article 154 (6) of the Constitution.

### **1.4. Responsibilities of the 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 General'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 skepticism 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. I have not obtained all the information and explanation that required for the audit and as far as appears from my examination, proper accounting records have not 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 the observations indicated in (a),(e), (f), (g), (h), (i), (j) and (k) given in the Basis for Adverse 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**

#### **Description**

Circular of the Department of External Resources No. SC & PMU/Grant/20 dated 14 August 2020

Without the knowledge of Department of External Resources and without obtaining its concurrence, agreements have been signed to obtain foreign grants to the value of Rs. 15,689,163 (82,500 USD) for 02 projects from year 2020 up to 31 December 2021 and Rs. 2,117,953 has been obtained out of the above for a project .

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

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**

Capital Grants of the Government to the value of Rs. 5,581,000 received by the Board during the year under review have not been utilized.

**W.P.C. Wickramaratne**  
Auditor General

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 2021 in terms of Section 12 of the National Audit Act, No. 19 of 2018.		
Number	Audit Observation	Answer
1.2	Basis for the adverse opinion	
(a)	One of the main tasks of the Board is the establishment, conservation and administration of a national reserve for the National Library and Documentation Resources of the Board. Accordingly, only legal deposit, donations, and purchases of Rs. 113,791,583 have been included in the book stock of Financial Statements. However, in terms of the main objectives of the institute, a policy on the books classified as national heritage and the account policy applied for the classification of books, identification of the value of books, or reveal the books ,for which action has not taken to identify the value, in the Financial Statement have not been revealed in Financial Statements.	<p>Action has been taken to disclose and accounted all the publications which added to National Library collection from January 2023.</p> <p>Under the recognition of the value of the National Library Collection, the price determination of the non-price publications which are acquired for the National Collection is currently underway from October 2022.</p>
(b)	No identification and measuring have been made on a capital grant of Rs. 2,119,000 received from the General Treasury and foreign grants of Rs. 1,079,000 as per standard no 11 of Sri Lanka Public Sector Accounting Standards.	Related information regarding the recognition and measurement of capital grants and foreign grants in financial statements, will be included in financial statements of the year 2023 according standard no 11 of Sri Lanka Public Sector Accounting Standard.
(c)	The computer software system for ISBN, which has been obtained spending Rs. 895,000 in year 2020, has not been accounted under intangible assets as per section 20 of standard no 20 of Sri Lanka Public Sector Accounting Standards	The computer software system for ISBN, accounted under computer and devices. In 2022, it will be processed to be accounted for under the correct classification of intangible assets through financial statement.
(d)	Even though the patent certificate issued for the methodology for pest control has been handed over to the Board on 09 May 2023, when the financial statements of the year under review were submitted for the audit on 24 November 2023, action has not been taken to reveal the patent certificate as per para 11 (b) of standard no 6 of Sri Lanka Public Sector Accounting Standards considering it as an incident occurred after the date of the balance sheet.	In 2022, disclosure of the patent certificate issued for the methodology for pest control will be made in the financial statements.

(e)	Even though the land, where the office of the Board has been established, has been alienated to the Board on 06 December 2021 as a free grant, no action has been taken to account at least the valuation of Rs. 254,400,000 of it in year 1995.	Although this land was assessed in the year 1995, it was not disclosed in the financial statements of the year 2020 and 2021 due to lack of written evidence however on 15.08.2023, the Valuation Department of the government has assessed a value of Rs. 6,392,100,000.00 for this land and it will be disclosed in the financial statements of the year 2022 and accounted for in the financial statements of the year 2023.
(f)	Either bank pass book or confirmation on balances have not been submitted to the audit for verifying the accuracy of the balance of Rs. 219, 763 in bank account as per financial statements.	This bank account has been suspended due to no transactions have been done through for many years. This account will be converted into an active account and a balance confirmation certificate will be obtained.
(g)	Even though the value of the books purchased is Rs. 113,791,583 as per financial statements, the value of the same is Rs. 43,135,921 as per the Accession Register. However no action has been taken to identify the difference of Rs. 70,655,662 and to rectify the defect accordingly.	As indicated in the audit query, the difference between the cost of book stock under property, plant and equipment in financial statement and the cost of book stock according to the Accession Register are currently being worked on to identify the difference of Rs.70,655,662.00. Accordingly, to identify the publications that are not included in the Koha data base and get the necessary financial allocation to include those publications in the Koha data base , a new project proposal is being forwarded to the National Planning Department through the Ministry of Education as approved by the Board of Directors.
(h)	The books to the value of Rs. 264,303 and publications of the Board to the value of Rs. 452,972 and 10,746 publications, of which value has not been indicated, at the Bookshop of the Board have not been accounted in the financial statements as at 31 December 2021.	Necessary accounting corrections will be made in this regard in the financial statements of the year 2022.

(i)	When the book stock under sales and distribution, balance as per the financial statements as at 31 December 2021 were compared with the report of the stock verification, a difference to the value of Rs. 115,979 was observed.	In the year 2022, efforts will be made to check this difference necessary arrangement will take to make the difference Zero.
(j)	Even though the land in extent of 12 p and the two storied house with furniture situated at Bandaragama, which has been alienated to the Board by a deed of gift on 19 July 2019, has been valued to the amount of Rs. 11,406,800 on 18 May 2021, only Rs. 2,000,000 has been revealed in the financial statements of the year under review. Further, the stock of furniture and the library books stock to the value of Rs. 183,817 have not been accounted.	The Value of the land and two storied house with furniture will be disclosed in the 2022 financial statements. The stock of library books worth Rs.183,817.00 will be accounted for financial statements in 2022.
(k)	No action has been taken to reveal the KOHA system applied for the indexing of documentation resources of the Board since year 2015 in the financial statements.	The Koha system is open source software and it will be disclosed in the financial statement in 2022.
2.2.2	Without the knowledge of Department of External Resources and without obtaining its concurrence, agreements have been signed to obtain foreign grants to the value of Rs. 15,689,163 (82,500 USD) for 02 projects from year 2020 up to 31 December 2021 and Rs. 2,117,953 has been obtained out of the above for a project	A report has been prepared and forwarded to the Ministry of finance to obtain the consent of the Department of External Resources for all foreign projects implemented by the Board.
2.3	Other Matters  Capital Grants of the Government to the value of Rs. 5,581,000 received by the Board during the year under review have not been utilized.	Although the procurement activities were started according to the procurement plan for the year 2021, Due to the situation of COVID -19 epidemic and the quarantine rules in the country, it was not possible to complete the activities, so the payment activities could not be done. Therefore, this amount has not been utilized.

## Chapter 04

## Performance of the achievement of Sustainable Development Goals

### 4.1 Sustainable Development Goals

Ensuring a perfect, high quality and fair education and providing all opportunities to have education for the whole life time.

Programmes organized by the institute are implemented aiming at the above 04 sustainable development goals.

### 4.2. Achievements and challenges of Sustainable Development Goals

Task/programme/ project	Financial Source	Applicable sustainable development goals
<b>Bibliographic Control Division</b> Publishing Sri Lanka National Bibliography Publishing Sri Lanka Periodical Article Index	General Treasury and earnings from the institute	4
<b>Acquisition Division</b> Maintaining a national reserve on library and documentation resources to suit to the needs of all communities	General Treasury and earnings from the institute	4
<b>Conservation and Preservation Division</b> Contributing to the qualitative development of the education of the country by way of guiding for the conservation of the documental heritages of National Library and library resources belonging to the National Library  Contributing to preserve the cultural heritages by UNESCO Memory of the World and Intangible Cultural Heritage	General Treasury and earnings from the institute	4

<p><b>Digital Library Division</b> Digitization of the old gazette collection belonging to the National Library (From October 1956 to April 1975)</p>	General Treasury and earnings from the institute	4
<p><b>Publication Division</b> Publication Assistance Project New publication purchasing project Books translation project Ratak Watina Pothak project</p>	General Treasury and earnings from the institute	4
<p><b>Research Division</b> Conducting researches under selected topics Conducting researches and seminars in the field of library science Conducting workshops on research methodology</p>	General Treasury and earnings from the institute	4
<p><b>Reader Service Division</b> Maintaining a national reserve on library and documentation resources to suit to the needs of all communities  Organizing educational programmes for the benefit of readers  Organizing awareness programmes on contemporary themes obtaining the services of scholars in different fields  (Meet the expert and let's read programmes)  Development and organization of the collection of the National Library  Performing the tasks pertaining to the modification of the Board  Conservation and protection of library resources</p>	General Treasury and earnings from the institute	4
<p><b>Education and Training Division</b> Training the staff of Public, School, and other libraries  Launching library automation programme under the sponsorship of United Nations Development Project (UNDP) and Information and Communication Technology Agency (ICTA) in selected districts</p>	General Treasury and earnings from the institute	4

Providing opportunity to follow short time courses in relation to different subject fields under Skills Online Sri Lanka project free of charge	Commonwealth Of Learning (COL) and provisions of the Board	4
<p><b>Extension Services Division</b></p> <p>Providing books to the libraries in order to promote reading</p> <p>Organizing reading camps in order to promote reading</p> <p>Organizing the programme 'National Reading Month' every year to promote reading at national level</p> <p>Implementing g library grading programme to establish a library system in the country with higher standards</p>	General Treasury and earnings from the institute	4

## Chapter 05

**Human Resources Profile****5.1 Cadre Management**

	Approved Cadre	Existing Staff	Vacancies/ cadre in excess
Senior	21	17	04
Tertiary	20	12	08
Secondary	101	68	33
Primary	55	42	13
Total	197	139	58

**5.2 Effect of the dearth or excess of human resource of the institute for the performance**

Various obstacles had arisen in the performance of duties to be performed by each division as per the annual plan owing to the vacancies in the staff.

**5.3 Human Resources Development**

Training Plan – 2021

Training/seminar/workshop	Officers participated	Venue	Duration/Date
Workshop on indexing and deciding subject headings	Staff of the National Library	Auditorium of the National Library	23.01.2021
Training programme on accession process	Staff of the National Library	Auditorium of the National Library	26.03.2021
Training Programme for applying sustainable development concepts establishment activity	Staff of the National Library	Auditorium of the National Library	01.04.2021
Online training on indexing and MARC 21 format	Staff of the National Library	Online	28.09.2021



**W.Sunil**

Director General

National Library and Documentation Services Board

No 14,

Independence Mawatha,

Colombo 07



