

National Library & Documentation Services Board
(Ministry of Education)

ANNUAL REPORT

2020

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Message of the Chairman

The progress of 2020 of all divisions of the National Library and Documentation Services Board is included in the annual report. The financial allocations received from the General Treasury and other earnings of the national library is utilized productively to achieve the aims and objectives. I am grateful to Honorable Minister of Education, Secretary, Ministry of Education and the members of the Board of Directors for their advice in the implementation of these projects. I am also thankful of Director General, all members of the senior staff, Head of the Division and the other officers of Strategic Planning Division of the NLDSB for their assistance in the compilation of this report.



Prof. Nanda Dharmarathna
Chairman

Message of the Director General

The National Library and Documentation Services Board (NLDSB) is a Statutory body that comes under the Ministry of Education (MoE). The main role of the NLDSB is to maintain the National Library of Sri Lanka and develop and improve library services in other libraries in island wide. The COVID -19 epidemic rapidly spread all over the world during the year the board had to kept closed for a long period of time and a significant number of board employees contacted the disease. Even though It was affected the fruitfulness of the planned works in the institution, steps have been taken to do various projects which are covering different fields during the year 2020. National library in association with the Sri Lanka Foundation Institute have taken steps to introduce Office 365 software in to public Libraries in the country under the working with national institution and organization in the field of information technology. A general policy has been introduced to computerized cataloguing process with the model of MARC21 to ensure homogeneity in the computerized cataloguing activities. Steps have been taken to prepare and submit the proposal paper for the enlisting of Mahawansa Ola leaf manuscript in the UNESCO Conservation Program by considering great historical book and steps was taken to enlisting of Dumbara Tradition of Matt Patterns in the List of world Intangible Cultural heritage. Basayen Anagathayata programme and Ratak Watina Pothak programme-national program for writing 10000 books were introducing to provide a convenient methodology to inculcate reading among School children. In addition, the NLDSB has taken steps to fulfill the various type of programme in this year. I am thankful to the Chairman, the member of the Board of Directors, member of advisory committee for their guidance and support given to us to achieve the goals, and I would like to thank the staff and Head of the Strategic Planning Division in the preparation of this report.



W. Sunil
Director General

National Library & Documentation Services Board

Annual Report- 2020



Vision

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

Mission

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

Aims & Objectives

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

Organize and provide resources and services needed for academic research activities
Prepared as per Section 25 of the National Library & Documentation Services Board Act
No. 51 of 1998)

Institutional Philosophy

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

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

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

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

The Board of Directors appointed by the Hon. Minister of Education as per Section 3(b) of the National Library and Documentation Services Board Act No. 51 of 1998, as at 31.12.2020 was as follows.

- 01. Mr. Sonala Gunawardene - (Chairman) (from 01.01.2020)

Ex-officio Members

- 02. Mr. N.H.M. Chithrananda - (From January to February 2020), Secretary, Ministry of Education, Mr. R.M.M. Rathnayake - Additional Secretary, -(June 2020), Mr. L.M.D. Dharmasena - Additional Secretary, (from July 2020-), For Secretary, Ministry of Education
- 03. Mr. N.U.N. Mendis - Additional Secretary, Ministry of Local Government and Home Affairs
- 04. Mrs. Anoja P. Guruge - Additional Secretary, Ministry of Internal Affairs, North-Western Development and Cultural Affairs(from January 2020)

05. Dr.Mrs. N.D. Wijayasundera - President, Sri Lanka Library Association (from January to August 2020); Dr. Ruwan Gamage, President, Sri Lanka Library Association (from September 2020)
06. Professor Ranjith Senaratne, Chairman, National Science Foundation (from July 2020)
07. Mrs. D.H.R.D. Wijesinghe, Deputy Director, Ministry of Finance (from January 2020)
08. Mr. Mahinda B. Herath, Chief Executive Officer, Information and Communication Technology Agency (from January 2020)

Other Members

09. Dr. Mrs. A.W.A. Priyanwada Wanigasuriya (from February 2020)
10. Professor Mrs. Kusuma Karunaratne (from January 2020)
11. Dr. Rathnapala Wickramasinghe (from January 2020)
12. Mr. Ramasamy Sivaraja (from January 2020)
13. Mr. H.D. Premasiri (from February 2020)
14. Prof. Gamini Samaranayake (from February 2020)

07 monthly meetings of the Board of Directors were held during 2020. Other meetings scheduled for the year could not be convened due to travel restrictions and quarantine curfew imposed to contain the COVID-19 epidemic prevailed in the country.

Conducting of Meetings of Advisory Committees

The meetings of the advisory committees appointed to provide guidance in the activities of respective divisions of the board have been held as follows:

Advisory Committee	Division	Date of the Meeting
National Library Advisory Committee	Reader Services and Acquisitions	25.06.2020, 17.08.2020 22.12.2020
Bibliographic Control Advisory Committee	Bibliographic Control Division	25.02.2020
Sub-committee on Grading of Libraries	Library Cooperation Division	21.07.2020
Committee on Education, Training And Library Cooperation	Library Education, Training and Library Cooperation Divisions	08.09.2020

Publications Advisory Committee	Publications and Book Development Division	12.02.2020, 26.02.2020 12.08.2020, 09.09.2020 31.12.2020
Printing Advisory Committee		12.03.2020, 30.06.2020 22.09.2020, 09.10.2020
Advisory Committee on Purchasing of New Publications		20.11.2020, 07.12.2020
Children's and Youth Literature Advisory Committee		12.03.2020, 22.09.2020, 09.10.2020
Library Research Advisory Committee	Library Research Division	27.02.2020, 27.08.2020
Audit and Management Committee	Internal Audit Division	13.07.2020, 04.12.2020

Staff Information

Resignations		
Mrs. H.W.K.S. Pushpakanthi	Assistant Director Grade ii	31.03.2020
Mrs. Wasana Ellawala	Internal Auditor, Grade ii	29.05.2020
Mrs. H.D.D. de Silva	Information Assistant Grade iii	28.02.2020
Mrs. K.S.S. Gunasinghe		30.06.2020
Mr. C.S. Kannangara	Management Assistant Grade iii	25.08.2020
Mrs. M.A.S. Madurapperuma		11.09.2020
Retirements		
Mr. E.P. Sumathipala	Information Assistant Grade I	01.04.2020
Job Promotions		
Mrs. A.V.S.D. Subasinghe	Management Assistant Grade iii	02.11.2020
Grade Promotions		
Mr. M.E.C.D.E Senevirathne	Information Assistant Grade i	01.04.2020
Mr. P.D.B.S. Perera		
Mr.D.D. Sumanasiri		
Mrs. L.T.U. Vithanage		
Mr. G.I.N. de Silva		
Miss. R.K.D.A.D.MV. Rathnasekera		
Mrs. S.U. Wijethilake		02.05.2020
Mrs. M.T.S. Safaya		09.02.2020
Miss. P.R.Y.M. Priyani	Management Assistant Grade i	01.06.2018
Mrs. L.H.T. Rangika		26.10.2018

Mrs. K.K.S.de Silva	Management Assistant Grade i	04.01.2019
Mrs. M.P. Leelawathie	Library Attendant Grade i	01.05.2020
Mr. D.A.P. Susantha		31.12.2019
Mr. K.H.M. Nilantha		15.08.2016
Mr. K.P. Saman Chandana		02.03.2018
Mrs. A.K. Kusumawathie		16.12.2016
Mr. D.S. Pathirana	Driver Grade i	23.09.2017

The cadre details of the National Library and Documentation Services Board (NLDSB) as at 31.12.2020 was as follows:

Designation of Post	On Duty	Vacancies
Director General	01	--
Director (Finance & Administration)	01	--
Director (Professional)	02	--
Deputy Director (Administration)	01	--
Deputy Director (Professional)	--	03
Assistant Director (Finance)	01	--
Assistant Director	08	01
Assistant Director (Information Technology)	01	--
Assistant Director (Conservation)	01	--
Internal Auditor	--	01
Publication Officer	01	--
Administrative Secretary	--	01
Administrative Officer	01	--
Conservation Officer	--	01
Research Officer	01	--
Extension Officer	--	01
Marketing Promotion Officer	01	--
Training Officer	01	--
Systems Analyst	--	01
Library & Documentation Officer	03	06
Maintenance Officer	01	--
Accounts Officer	--	01
Library Development Assistant	03	09
Information Technology Assistant	01	--
Information Assistant	42	08
Document Conservator	01	01
Management Assistant	28	08
Driver	05	01
Electrician	01	--
Book Binder	04	02
Library Attendant	13	03
Office Attendant	19	07
Total	142	55

Staff Training**Local Training –(Short-term)**

Training programme	Attendees	Venue	Date	Programme Cost (Rs)
Training Programme on Procurement Process	Senior Management Level officers of the Board	NLDSB	29.01.2020	27,840.00

Local Courses (Long-term)

Name of the Course	Name of the Officer	Venue	Date	Course Fee (Rs)
Postgraduate Diploma In Information Technology	Mrs. I.M. Wijesundera (Library & Documentation Officer)	University of Kelaniya	One year	50,000.00

Foreign Training Programmes

Programme	Name of officer	Country	Duration
Network of Emerging Library Innovators and Programme on Capacity Building of South Asian Global Leadership	Mrs. K.S. Pushpakanthi (Assistant Director ii)	India	06.02.2020 - 13.02.2020

FUNCTIONING AND PROGRESS OF VARIOUS DIVISIONS OF THE NATIONAL LIBRARY AND DOCUMENTATION SERVICES BOARD

Acquisitions Division

The mission 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. Two copies of the publications mentioned under (i)(ii) (iii) and (vi) above, and one copy of reference books are acquired. In case of reference books, latest editions are acquired as being required. 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

Acquisition of Legal Deposit Copies from the Department of National Archives

As per the 1976 amendment of the Printers and Publishers Ordinance of 1885, one copy each of every publication published in Sri Lanka is legally entitled to be received at the National Library of Sri Lanka. The agency to enact this provision in Sri Lanka is the Department of National Archives. Accordingly, one copy of each publication deposited by printers at the Department is handed over to the National Library. During the year under review, the National Library has acquired publications as shown below:

Type of publication	Number acquired
Books	2,266
Periodicals	201
Gazettes	1,482
Police gazettes	19
News bulletins	264
Acts	54
Bills	72
Hansards	22

Braille publications	14
Railway notifications	7
Fortnightly announcements	7
Stamp notifications	11
Bibliographies / indexes	6
Daily and weekly newspapers	12,134
Tabloid newspapers	561

Purchasing

Purchasing is one of the main methods of acquiring information sources required for the National Library. Local publications which are not received at the National Library under the legal deposit scheme and additional copies of publications received under legal deposit scheme are purchased. In purchasing foreign publications and basic reference sources, various sources such as local and foreign bibliographies, book lists, newspapers, periodicals, the Internet, etc. are perused. During the year under review a sum of Rs. 524,283.00 spent on acquiring 693 sources of information. There had been a decline in purchasing's due to curfew imposed and the closure of the country to contain COVID-19 epidemic.

Number of Publications Purchased During the Year:

Type of publication	Number acquired
Books	681
Postgraduate degree theses	03
Local and foreign periodicals	09
Total number of publications	693

Donations

Donations received from individuals and institutions are very useful for the development of the National Library collection. This process has been continued in the year 2020 and the publications received by way of donations are as follows:

Donation	Number of books received	Number of periodicals received
Professor Henry Weerasinghe collection	268	-
Professor Michael Roberts collection	700	-
E.T. Kannangara collection	132	-
Proctor S. Thaleysingham collection	20	-
ISBN deposit copies	1,349	-
ISSN deposit copies	-	43
Other donations	71	163

Exchange Services

Exchange service is yet another mode of acquiring publications for the National Library of Sri Lanka. Under this scheme agreements signed with local and foreign institutions, and the board publications are sent to concerned institutions in exchange for publications of those institutions. Under this scheme 19 books, 50 copies of periodicals and 01 compact disc acquired by the library.

Formulation of a Policy to Determine the Price of Unpriced Publications Acquired by the National Library.

A preliminary draft of the general policy to determine the price of unpriced publications acquired by the National Library of Sri Lanka has been finalized. However, it is envisaged to develop it as the national policy effective for all libraries in the country.

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 10,194 publications have been entered in the computerized catalogue.

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. It is required to install specific electronic gates at the library entrance and exit doors to complete the system. This technology is used in major local and foreign libraries to ensure the security of their collections. This system was introduced in 2019 and 8,723 publications have been inserted with RFID-Tags during the year 2020.

Formulation of a Collection Development Policy for the National Library

The Collection Development Policy of the National Library prepared, and its Sinhala language version is now uploaded in the National Library website. Tamil and English language versions are now in preparation.

Compilation of Accessions Lists

Accessions lists pertaining to the period January 2020 to June 2020 prepared, based on the bibliographic data retrieved from Koha database.

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. There has been an increase in the number of users who have made use of the library facilities despite the ongoing refurbishment process in the library. During the year under review, the National Library collection has been mainly used by researchers attached to higher educational institutions and other research institutions, postgraduate and undergraduate students, media personnel, and readers belonging to various fields of studies. Three main reading rooms located on three floors and a special information desk located on the ground floor are maintained to satisfy the needs of library users. Facilities provided to carry out the library refurbishment project on the first, second and third floors. Maintenance of the book collection on these three floors has become a difficult task due to ongoing refurbishment work.

Registration of Users

During the year under review, registration of users have been carried out as follows, thereby making an income of Rs. Rs. 270,100.00

Membership category	Number of members
Life membership	75
Annual membership	41
Quarterly membership	267
Daily membership	2,131

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. Newspapers, periodicals, and government publications etc. could be identified as the most utilized information sources. Within the year, 122,216 source materials had been provided to the users of the library.

Enquiries Service

Responding to queries made by patrons on various subjects is yet another service provided by the division. This service has been provided in response to the enquiries made through letters, e-mail, telephone calls and by visiting the library. In 2020 the library has generated an income of Rs. 97,500.00 by responding to queries made by 6,342 persons.

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. 1,219,715.00 within the year.

Visits to the National Library

During the year under review, the National Library visits were not allowed due to constraints resulting from the ongoing library refurbishment programme. Steps have been taken to conduct two online workshops as detailed below, under the programme “*Meet an expert*” organized by the National Library.

Date	Topic	Resource person
08.09.2020	“Literacy Teaching and Learning in the COVID– 19 Crisis and Beyond	Dr. Mrs. Namalee Suraweera
30.12.2020	“Bibliotherapy: Enhancing Mental Health for All”	Mrs. Samitha Ethuldoraarachchi

Organization of User Education Programmes

Imparting knowledge related to information search methods and provision of requisite training to the users of the National Library continuously attended.

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. With the patronage of this organization numerous programmes are organized to promote the use of the National Library. The organization celebrated its fifth-year commemoration on the 21 January 2020. Under its monthly cinema screening programme, two cine films have been screened as follows:

Film	Date of screening
“Aakaasakusum”	28.02.2020
The Theory of Everything	29.09.2020

Refurbishment of the National Library Building

Due to ongoing refurbishment of the National Library project, the Government Publications collection was relocated enabling its use by the library users. Furthermore, action taken to facilitate the stocktaking of the foreign books collection. Action was also taken to provide network connections and database access facilities in the ground floor to enable users to make use of available databases and other Internet based services.

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, maintaining and updating of computerized databases, and renewal of registration of the National Library domain address (www.natlib.lk).

Updating of the NLDSB Facebook Page

The Board maintains its Facebook page with the aim of fostering awareness about the activities and services of the National Library among a wider audience. Its home page is uploaded with photographs etc. related to important occasions connected with the projects carried out by the Board. During the year under review, 13,010 users have accessed this page.

Updating Home Page of the Board Website.

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. Furthermore, it facilitates remote access to services provided by the National Library. Access to National Library Online Public Access Catalogue (OPAC) and a few other databases, board publications, photographs, notices, and information on important occasions related to the library sphere publicized in this page. Guidelines pertaining to the measures to be taken by libraries and library users to contain the spread of COVID -19 disease, information related to the grading of libraries, the National Library Collection Development Policy, circular related to the National Reading Month – 2020, information related to the Publications Assistance Project - 2020/2021, ISBN Project related information, the National Digital Library Policy, and Handbook on MARC 21 Framework on Descriptive Catalogue could be accessed from the website.

Training Related to the Use of Information Technology

The Information Technology Division provides services related to the use of information technology required for training programmes conducted by the NLDSB. Furthermore, the services of resource persons also made available to develop the awareness on information technology among library professionals. A training programme on the use of 'Easy Way' software package, which is used by the staff of Reader Services Division, the NL bookshop and the stores conducted.

Functioning in Tandem with the National Institutions related to the Sphere of Information Technology

The NLDSB in association with the Sri Lanka Foundation Institute initiated action to introduce ‘Office 365 software’ in the public library sector.

Supervision of Computer Operations in all Divisions of the Board

Actions have been taken to provide technical assistance to sort out computer hardware and software problems faced by various divisions of the NLDSB. The division also submitted a detailed report regarding the development of a mobile app for smartphones with the aim of introducing a convenient mechanism to make use of the services provided by the NLDSB. In addition, the Division assisted the advertising programme related to the ‘Skills Online Sri Lanka Programme’ operated by the NLDSB in collaboration with the Commonwealth of Learning Canada and actions taken to develop the programme website too. Furthermore, the division carried out the following tasks: compilation of the soft-copies of the National Library Act and the July-December 2019 issue of the “NATNET LANKA” newsletter; preparation of the posters and papers related to the “Workshop on Research Methodology” organized by the Research Division of the Board; composing of the softcopies of the new national library logo and the letterhead; and preparation of the handbills of Reader Services Division and the Digital Library Unit. The division also attended to the development of a new database to enter details of nearly 41,000 manuscripts submitted by children in response to the project entitled ‘*Ratak watina pothak*’ (A book worthy of a country) – writing 10,000 books initiated by the NLDSB. The division designed a specimen Google sheet to enter details of queries made by the National Library users.

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 comes under the purview of this division.

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. From 1962 to 1973, publication of the national bibliography was handled by the Department of National Archives. Accordingly, 12 issues of the Sri Lanka National Bibliography starting from the March 2019 issue to the February 2020 issue 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 March 2020 issue of the national bibliography carried out. Data entry into the Koha database and assimilation of bibliographic data pertaining to the publication of March 2020 has commenced. Bibliographic information contained in all published national bibliographies could be accessed through the National Digital Library at 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 05 issues from the issue number 2018/03 to issue number 2019/03 completed. Furthermore, the issue number 2020/1 readied for computerization and assigning of Dewey Decimal Classification numbers and subject headings for Sinhala and English articles appearing in the issue number 2020/2 completed. Relevant details could be obtained by accessing the National Digital Library at 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. The National Library online catalogue is the only mechanism available for users to retrieve bibliographic information on the collections held

at the National Library. As such, the National Library catalogue is compiled in such a way that bibliographic information can be accessed conveniently and in a scientific manner. 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 2020, bibliographic records pertaining to 8,411 resource materials had been entered in the Koha database. In addition, editing of the Bibliography of postgraduate theses for the period 2011 to 2018 is completed and organized and offered as an online database. To provide remote online access, required technical editing formalities are completed, and uploaded to the National Library website.

Revision of the Editorial Policy of the Sri Lanka National Bibliography

Steps have been taken to convene the committee and to identify requisite revisions to the editorial policy of the Sri Lanka National Bibliography. Actions taken to incorporate required amendments identified by the committee in the editorial policy of the Sri Lanka National Bibliography.

Cataloguing in Publication (CIP) Data

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 2020, authors and publishers have obtained CIP data for 232 titles (Sinhala - 181, Tamil - 17 and English - 34).

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

Five committee meetings have been conducted to formulate the general policy for recording bibliographic data in computerized catalogues according to the MARC 21 format. Accordingly, the **detailed cataloguing framework** related to the compilation of bibliographic data as per the MARC 21 format was publicized in the National Library website.

An online workshop was held on 18 December 2020 to foster awareness among librarians on the use of MARC 21 cataloguing framework, applicable in computerized cataloguing. Dr. Ruwan Gamage, Dr. Mrs. Priyanwada Wanigasuriya, Mr. Nimal Hettiarachchi, Mr. Harsha Balasuriya and Mrs. Waruni Gangabadaarachchi served as resource persons, while about 70 library professionals participated in the programme.

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, the following tasks had been carried out by the Bindery in 2020:

- Binding of 513 books in the national collection and 05 gazettes
- Binding of 322 books of the Soma Jayakody Model Library in Bandaragama
- Making of 34 open pamphlet boxes and 238 covered pamphlet boxes
- Attending to binding of documents and books as required by other divisions.

Conservation and Proper Maintenance of the National Library Collection

Regular cleaning and repairing required for the protection of the National Library collection carried out by the division. In addition, instructions regarding the conservation of library materials provided as and when required.

Fumigation

Fumigation is the main method used in the National Library for conservation of its collection. Accordingly, following activities were carried out during the year: fumigation of 513 books and 05 gazettes with the use of Thymol; Phosphene fumigation of insects affected books in the Sri Lanka collection; Phosphene fumigation of books belonging to the "*Ratak watina pothak*" project for conserving against insect attacks; fumigation of private collections acquired by the Acquisitions Division.

The Document Repairing Unit

De acidification of 2,423 pages of 14 books belonging to the National Library collection and application of tissues to protect 2,416 pages carried out by the division.

Programme for the Conservation of Memory of the World (MoW)

The National Library and Documentation Services Board functions as the focal point for the UNESCO Programme for the Conservation of Memory of the World Programme. The primary function of this programme is to prepare scholarly reports on the knowledge sectors unique in the Sri Lankan perspective and submit at the *UNESCO Memory of the World Programme*. Accordingly, steps have been taken to prepare a scholastic paper 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. The services of Dr. Nilan Cooray, an expert in the relevant subject area, were obtained for the preparation of the report.

A national committee established for the operation of the UNESCO Memory of the World Programme and the committee meetings are held on 06 March 2020 and 26 August 2020.

Programme for the Conservation of Intangible Cultural Heritage (ICH)

The National Library and Documentation Services Board functions as the focal point for the programme on the conservation of Intangible Cultural Heritage (ICH) of Sri Lanka. The basic objective of this programme is to submit details of intangible cultural heritage sources important in the national context to be enlisted in the UNESCO List of Intangible Cultural Heritage which would facilitate the assimilation of knowledge on intangible cultural heritage prevalent in Sri Lanka.

Accordingly, steps have been taken to prepare and submit a scholastic report on ‘Dumbara mats’ to the UNESCO Organization. The assistance of an expert on this subject discipline in the country, Professor B.D. Nandadewa obtained for this purpose.

Furthermore, preliminary discussions with the Ministry of Buddha Sasana, Cultural and Religious Affairs have been held regarding the preparation of a report on ‘*Ritipanna*’ Fishing System, which is a traditional way of fishing in Sri Lanka.

Under the theme of conservation of Sri Lankan intangible cultural heritage, a book titled ‘*Jathika Janakatha Sangrahaya*’ (The compendium of national folktales) is compiled by assimilating ancient indigenous folktales prevalent in the Sri Lankan society. Its final editing phase now underway and details are publicized in the NLDSB website (www.natlib.lk).

Activities of the IFLA PAC Centre

The regional centre of the International Federation of Library Associations and Institutions’ Preservation and Conservation (IFLA-PAC) Centre is established in the National Library of Sri Lanka. The basic objective of this centre is to identify problems related to library materials encountered in Sri Lanka and other countries of the region and to propose remedial measures. Accordingly, a report on the pests prevalent in books and the conservation of ola-leaf manuscripts is prepared and submitted to the IFLA Organization. Furthermore, a report on remedial measures to control fungi and bacteria developed in library materials, prepared and publicized in the NLDSB website with the aim of developing awareness of librarians.

Organization of Training Programmes on Conservation and Preservation of Library Materials

Name of the training programme	Location	Trainees	Number of participants	Period
Workshop on Practical and Theoretical Training in Conservation and Preservation of Library Materials – Stage II	National Library and Documentation Services Board	Officers in-charge of archives	15	11-12,02.2020
Training Programme on Conservation of Documents and Book Binding	Management Development and Training Institute, Wakwella, Galle	Office employees	30	13-14,02.2020
Training Programme on Conservation of documents and Book Binding	National Library and Documentation Services Board	Officers in-charge of archives	16	15-16,09.2020
Training Programme on Conservation of documents and Book Binding	Management-Development and Training Institute, Trincomalee	Library attendants	28	22-23,12.2020

Extraction of “Dummala” Resin Oil for Conservation of Ola-leaf Manuscripts

As required, 17 bottles of Dummala resin oil extracted during the year. To Dummala resin oil, steps have been taken to publish the registered trademark titled ‘*Panhinda*’ on the Government Gazette.

Provision of Consultancy Services Related to Conservation Activities and Preparation of Standards

The National Library and Documentation Services Board performs the key role in assisting the conservation of library materials held in the country and establishing relevant standards. Accordingly, consultancy services have been provided as follows:

- Inspection of the Refinery Technical Library of the Ceylon Petroleum Corporation and submission of a report.
- Contributing to the preparation of an instruction manual regarding the opening of libraries during the period of COVID-19 pandemic. This manual is published with the title ‘*Exit Strategy from COVID-19 for Libraries in Sri Lanka*’. This instruction manual was published by the National Institute of Library Sciences (NILIS) of the University of Colombo. Furthermore, general instruction on the opening of libraries during the period of COVID-19 was issued as intermittent circulars.

- Inspection of the Presidential Secretariat Library and the provision of consultancy service for the conservation of its book collection, and supervision of the Phosphine fumigation process.
- Inspection of the Headquarters Library of the George Stuart Company and provision of consultancy service for conservation of the collection
- Visiting the historic Sri Panditharathne Pirivena of BentotaWanavasee Rajamaha Viharaya on 29.07.2020 and provision of consultancy services for conservation of books and ola-leaf manuscripts collection.
- Preparation and publicizing through social media of an advisory poster containing instructions on the steps to be taken in reopening public libraries which were closed due to COVID-19 pandemic .

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 National Level Surveys

One of the primary functions of the Research Division is to conduct national level surveys in the library sector in Sri Lanka. Accordingly, the preliminary preparation of the survey report on *Reading Habit of Public Library Users* finalized and referred to the Department of Statistics, University of Colombo for experts' advice on analysis and interpretation of data. Once requisite editorial work is completed, it is due to be published.

Organization of Conferences and Workshops

i. Organization of the Annual Research Conference

One of the primary functions of the NLDSB is to conduct the annual research conference. The aim of conducting the conference is to provide a platform to provide an opportunity to present research outcomes. Under this programme, the annual research conference was organized under the title '*IC NATLIB 2020*'. However, it could not be conducted as planned due to COVID-19 epidemic situation prevailed in the country.

ii. Conducting of Workshops on Research Methodology

It was envisaged to conduct five two-day workshops on research methodology during the year. However, two workshops as detailed below, were conducted due to COVID -19 epidemic conditions prevailed.

Period	Location	Number of participants	Income (Rupees)
07-08, 09.2020	Board Auditorium	27	120,000.00
24-25, 09.2020	Board Auditorium	31	147,500.00

Publication of Books Related to the Field of Research

i. Compilation of the Statistical Handbook on Libraries in Sri Lanka -2020

Annual compilation and publication of the Statistical Handbook on Libraries in Sri Lanka is carried out with the aim of updating information pertaining to libraries in the country. Under this aspect, information related to all public libraries, university libraries,

school libraries, Piriven libraries and other libraries operated by public and private sector organizations are included in the compendium. Furthermore, a database on public libraries was created and data collected with the aim of facilitating convenient access to information on public libraries.

ii. Preparation of a Set of Ethical Guidelines Related to the Field of Libraries

ii. The aim of preparing a set of guidelines applicable in the field of libraries is to introduce ethical aspects to be followed in conducting research in the field of library sciences. The preliminary draft prepared after the scrutiny of ethical guidelines operational in foreign countries and the ethical guidelines followed in Sri Lanka in other fields of studies. This draft submitted in the Library Research Advisory Committee for further investigation.

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

Steps have been taken to revise the Policy on National Digital Library. In addition, steps have been taken to finalize the **Open Access Policy** applicable in releasing the materials assembled in the digital library on open access.

Digitalization of the National Library Collection

Steps have been taken to enter digitized information related to the government gazettes published during the period 1950 to 1957 in the DSpace database. Steps have also been taken to download 8,187 government gazettes published in 2017 and 2018 and to input 3,050 records in the DSpace database.

Other

Steps have been taken to provide access to National Library publications through the digital library. Accordingly, facilities for access to following documents now provided: circular pertaining to the National Reading Month- 2020; circular related to the lost library materials; the Digital Library Policy and the policy of providing open access to the digital library. Furthermore, open access provided to the issues of the National Bibliography published to date.

A memorandum of understanding has been signed with the Global Academic Research Institute (GARI) for obtaining copies of research articles. Soft copies of articles published by the institute added to the digital library. Furthermore, steps have been taken to enter into an agreement with the Information and Communication Technology Agency of Sri Lanka (ICTA) pertaining to the hosting of various databases maintained by the National Library of Sri Lanka.

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; 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

In 2004, the month of October has been declared as the “National Reading Month”. Marking the beginning of the reading month, busses refurbished with mobile library facilities were handed over to schools representing five districts of Sri Lanka, at a ceremony held on 01 October 2020 presided over by H.E. the President. These busses belonged to the Sri Lanka Transport Board and remained in condemned condition. They were refurbished and provided for this purpose. This project named ‘*Basayen anagathayata bas ratha pusthakala vyapruthiya*’ (Stepping to the Future by Bus- A Bus Library Project) . The Derana Media Network, Sri Lanka Transport Board and Sri Lanka Telecom sponsored the project in association with the National Library and Documentation Services Board. These buses are equipped with a collection of books required for the library, a TAB computer with Internet access facilities and a television. The details of schools which have been provided with bus libraries are as follows:

No.	Name of the school	District	Date of donation
1	Dolosbage Sinhala Maha Vidyalaya	Kandy	05.10.2020
2	PilanaVidyarthodaya Vidyalaya, Galle	Galle	07.10.2020
3	Lunuwila Central College	Puttalam	09.10.2020
4	Vijaya Kumaranathunge Vidyalaya, Kuruwita	Ratnapura	13.10.2020
5	Dharmapuram, Kilinochchi no. 1 Tamil College	Kilinochchi	21.10.2020

Other Activities Related to the Reading Month

The National Reading Month programme was organized in 2020 under the theme of ‘*Kiyawamu pothak –nanwamu ratak*’ (Read a Book – Uplift a Country). However, most of the programmes scheduled could not be conducted due to the COVID-19 epidemic situation that prevailed in the country since the end of March 2020. Steps were taken to issue the advisory circular on the conducting of the Reading Month to all libraries and the specimen of the designed poster carrying instructions publicized through social media. Related regional programmes were conducted by organizing reading campaigns to commemorate the National Reading Month in selected schools in the Kebithigollawa Educational Zone of Anuradhapura District on 11 March 2020 and Readers’ Clubs of the Medawachchiya Public Library on 12 March 2020.

Operation of the National Library Bookshop

The primary aim of the National Library bookshop which is maintained on the ground floor of the National Library building is to make available books, library stationery and library equipment required for libraries at a concessionary price. Furthermore, the bookshop has taken steps to issue books published by the NLDSB to other bookshops in the country based on reimbursing payment after sales. In addition, the NLDSB Bookshop took steps to conduct sale of books at special rates of discounts to commemorate the Literary Month. The annual income of the bookshop for the year 2020 was Rs. 1,044,438.75.

Conducting of Exhibitions

Conducting of book exhibitions envisaged by the NLDSB could not be realized due to COVID-19 pandemic prevalent throughout the year. The Colombo International Book Fair organized by the Book Publishers' Association of Sri Lanka held in the Bandaranaike Memorial International Conference Hall premises during the period 18 to 27 September 2020 and the NLDSB maintained a sales booth.

The Book Aid Project

The National Library and Documentation Services Board conduct a programme of providing book aids to libraries as a means of developing library collections. Accordingly, several libraries were donated with books as follows:

Type of institution	Number of libraries	Number of books	Value (Rs.)
School libraries	63	3,776	711,751.76
Public libraries	03	141	30,288.75
Dhamma School libraries	18	2,150	469,727.30
Ministerial libraries	03	328	70,177.50
Defense Sector libraries	01	38	9,995.75
Other libraries	17	2,340	473,139.50
Total	105	8,773	1,765,080.56

In addition, 244 books belonging to the NLDSB, donated to the Soma Jayakody Model Library.

Registration of Home Libraries

The NLDSB recently started a special programme to identify libraries maintained at households and other small scale organizations and to register.

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 have been provided with advisory services during the year under review.

Name of the library	Services provided
Padiyathalawa Public Library, Padiyathalawa Pradeshiya Sabha	Advising regarding the construction of new library building
Subhuti Public Library, Kaluthara Pradeshiya Sabha	Advising on renovation of the library building
Ch/Nath/Widyarathne Maha Piriven Library	Observation of the renovation work and submission of a report
Colombo National Hospital Library	Observation of the hospital library and submission of a report
Dharmasoka College Library, Ambalangoda	Inspection of the library building and providing advice

Rural Libraries Development Programme

The objective of this programme is to develop libraries situated in rural and remote areas which are functioning with meagre resources. Under this programme repairing of library buildings, provision of books and furniture, and training of library staff etc. are carried out with assistance provided by the Board. Accordingly the development work related to the Maskeliya Public Library was initiated by the NLDSB while the renovation work was undertaken by the Maskeliya Pradeshiya Sabha. The Board donated a consignment of books and the refurbished library opened on 01 January 2020. Subsequently, the development programme related to the Ehetuwewa Public Library in Kurunegala District and the Board made a donation of books, furniture and library equipment. Preliminary investigations pertaining to the Karuwalagaswewa Public Library in Puttalam District which is envisaged to develop under this programme and the proposed new library to be established under Madulla Pradeshiya Sabha in Monaragala District carried out during the year.

Project on Recommending Books for Libraries

The aim of this project is to recommend books suitable for library users. Under the programme, guidance is provided by recommending books suitable for library users. During the year under review recommendations pertaining to 67 titles have been provided. In addition, 52 titles published under the Publications Assistance Programme also recommended. List of recommended books suitable for acquisitions during the year 2019/2020 has been submitted to the Ministry of Education. Publicizing of the information related to the recommended books also carried out

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. Colombo, Kurunegala, Batticaloa and Badulla public libraries and Kirimetiyana Public Library in Puttalam District and Opanayake Public Library in Rathnapura District have been selected for the Pilot Project. Accordingly, each of the selected libraries has been provided with following equipment and furniture.

Item donated	Quantity
Computer	10
Laptop computer	01
TAB computer	15
Photocopier	02
Barcode reader	02
Sticker printer	02
Sticker roll	72
Chair for children	16
Table for children	04
Set of sofas	01
Computer table	08
Computer chair	09

Furthermore, steps have been taken to provide computer network facilities in the libraries selected for the project. Under this project a sum of around Rs. five million expected to spend on each of these libraries. Funding for this project has been provided by the Information and Communication Technology Agency of Sri Lanka.

The first phase of the project commenced during the year and the board was in the process of identifying suitable libraries and training of library staff.

Commemoration of Special Days

- The commemoration of the International Mother Language Day was conducted in the board auditorium with lectures delivered by Professor Sandagomi Coperahewa and Mr. Thilakarathne Kuruwita Bandara. A group of participants which included school children, teachers, writers, and media personnel took part in this event.
- In commemorating the Public Library Day which falls on the month of July each year, a special lecture was organized. A lecture on 'How to keep open libraries in the backdrop of COVID-19' delivered by Mr. Udaya Cabral, Assistant Director of the board using the Zoom platform

Other

Steps have been taken to introduce the COVID Tracer programme devised by the ICTA to identify COVID-19 disease carriers during the period COVID-19 epidemic prevailed in the country, to public libraries through respective Commissioners of Local Government.

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 training programmes are organized and conducted for librarians serving in public, school and piriven libraries etc. Furthermore, Librarians and other professionals informed of current trends in library and information science disciplines.

Organization of Programmes for School Library Staff

Submission of the project proposal for development of skills of school teachers required in promoting the habit of reading and its enjoyment among primary school students to the Ministry of Education. This programme was due to be functional in 2020.

Training programmes have been conducted for following school libraries in the year 2020:

- Delivering a lecture on authorship and poetic creations under the programme '*Sithuwillenpanhindata*' (*from a thought to the pen*) for the students and staff of the Sirimavo Bandaranaike College on 30.01.2020.
- Availing the services of resource persons for the workshop on preparing criteria for deciding excellence in library services, organized by the Western Province Education Department on 20.02.2020.
- A training programme for school librarians in Vavuniya North and Vavuniya South educational zones planned for 10-11, November 2020 along with a concurrent programme in the Tamil medium at the Vavuniya North Zonal education office. However, these programmes could not be conducted due to COVID-19 epidemic situation.

Organization of Programmes for Public Library Staff

In order to improve the quality of public library services, training of library staff is undertaken at provincial, district and Pradesiya Sabha levels. The concerned workshops are organized with the assistance of the Department of Local Government.

- The Board officials have taken part in inspecting the progress made in library automation activities of the Kirimetiyan Public Library of Wennappuwa Pradeshiya Sabha on 05 February 2020.
- A training workshop on library automation conducted on 17-18 February 2020 for the staff of Wennappuwa and Weligepola public libraries. Fifteen participants, including librarians and other officers participated in the programme.
- The succeeding training programme envisaged under the Sustainable Public Libraries by the year 2030 project conducted for the library staff in Puttalam District on 31 August 2020 and 01- 02 September 2020 at the auditorium at the Assistant Local

Government Commissioner office in Puttalam. This programme was conducted in Sinhala and Tamil languages, whereas 53 and 09 attendees taking part in Sinhala and Tamil programmes respectively. A concurrent Programme on Library Book Binding and Conservation held on 01 September 2020 at the Puttalam Public Library. Action initiated to introduce Microsoft 365 software to public library staff. Accordingly, corresponding email address and passwords were issued to public libraries in Puttalam district.

Organization of Programmes for Staff of Piriven Libraries and Libraries Belonging to Other Religious Centers

- A training programme to train school librarians of Islamic Religious Schools planned for 23-24 March 2020 at the Nalimiya Arabic college, Beruwala. However, this programme could not be conducted due to COVID-19 epidemic situation.
- The Chairman of the Board and a group of officers made an inspection visit to Vanavasi Rajamaha Viharaya, Benthota and four other Rajamaha Viharasto explore the possibility of conserving ola-leaf manuscripts and old manuscripts held in their collections.

Training workshops for Staff of Other Libraries

On the request made by the Ministry of Public Administration, Home Affairs and Local Government, the NLDSB contributed towards the preparation and delivery of course modules for training of officers of the Sri Lanka Librarians' Service and relevant coordination activities.

National Library Lecture Series

Two hundred and sixty fourth lecture in the National Library Lecture Series was to be delivered by Mr. Lochandaka Ranathunga of the Department of Information Technology, University of Moratuwa in association with Dr. Chathura Rajapaksha of the Department of Industrial Management, University of Kelaniya under the theme "The amalgamation of the industrial revolution along with the data revolution". However, this event could not be held due to COVID-19 epidemic situation.

Organization of Technical Services Workshops on Library Software Packages(in Association with the Information Technology Division)

The Chairman, Director General and Head of the Department participated in the Local Government Commissioners' quarterly progress review meeting held in Hector Kobbekaduwa Agrarian Research and Training Institute (HARTI) on 27 February 2020. Participants were informed of the networking of local government institutions and library automation.

Training of Board Officials

In order to develop professional skills required to discharge official duties effectively, the board officials are continuously directed to undergo relevant training programmes. Steps have been taken to formulate the staff training and development policy and to obtain approval of the Board of Directors. Furthermore, staff officers are kept informed of this policy.

- A training programme on the procurement process conducted for the senior officials of the board on 29.01.2020. The Auditor of the Special Task Force of the Department of Police, Mr. Lasantha Gamage functioned as the resource person.

Skills online Sri Lanka Programme

A large number of employees worldwide lost their jobs due to COVID -19 epidemic and needed to develop new skills to mitigate damage. Skills Online Sri Lanka Programme introduced with the aim of providing opportunities to follow world recognized study courses free of charge, thereby enabling them to develop new skills. This programme is sponsored by the Commonwealth of Learning – Canada. Under this programme opportunities are provided to follow about 3,500 short courses conducted by world recognized universities on online. The National Library and Documentation Services Board has been selected as the national coordination agency. Preliminary publicizing about this programme and coordination and operation of the programme is overseen by the Education and Training Division while Dr. Ms. Premila Gamage functioning as the National Coordinator. Sri Lanka secured the first position according to the number of persons who have followed courses in the first stage of the programme. A media briefing was held at the main auditorium of the National Library and Documentation Services Board on 19 August 2020 to publicize about the awarding of 2,000 scholarships under the second stage of the programme. The second stage of the programme is envisaged to operate in collaboration with the Sri Lanka Vocational Training Institute and will be operational till 31 March 2024.

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

Work related to the manuscripts submitted to the Board during the period 2015 to 2018 which included the signing of agreements and release of writers' aid payments attended. Accordingly, agreements pertaining to 36 manuscripts signed on 27 January 2020 and 03 March 2020. Payments totaling a sum of Rs. 2,109,902.00 made to 29 authors as writers' aid.

Acceptance of manuscripts for the year 2020 seeking writers' aid under the project carried out. Acceptance of manuscripts for the year 2021 conducted during the period 02 October 2020 to 31 December 2020 and writers have submitted nineteen manuscripts. As the number of manuscripts received was not adequate, the deadline for submission was extended.

Details of Books Accepted for Writers' Aid Programme During the Year 2020

No.	File no.	Subject	Author	Title
01	2016/28	Short stories	Karuna Kumarsinghe	<i>Mangala gamana</i>
02	2016/49	Academic	Wimala Devanarayana	<i>Sampradayika helagovithena</i>
03	2016/59	Academic	Nanda Wanasundara	Mosaic of the Woman
04	2016/168	Academic	Ananda Dissanayake	<i>James Bond: Sada nomiyena supiri rahasduthaya</i>
05	2016/184	Academic	Chinthaka Ranasinghe	<i>Hansadeepaniya</i>
06	2017/37	Short stories	G. A. Naline	Folk tales of ancient Sri Lanka
07	2017/39	Short stories	R. M. Ashokananda	<i>Pem hasuna ha thawath katha</i>
08	2017/55	Short stories	Sampath Wijewardene	<i>Kanduluiwara ne</i>
09	2017/56	Academic	G. D. S. Perera	Fables of Esof age
10	2017/71	Poetry	J. J. Wickramasena	<i>Kandulu ha meepeni</i>
11	2017/74	Poetic composition	Jayantha Ga. Jothiyarathne	<i>Sihina iwarai</i>
12	2017/100	Novel	D. B. Rambodagethara	<i>Saraswatheege diyaniya</i>
13	2017/105	Academic	M. W. Jinadasa	<i>Vishmayajanaka maranaya</i>
14	2017/114	Poetry	Tharanga Lakmal Jayasuriya	<i>Varsitigiyaduwa</i>

15	2017/131	Novel	K. G. Sirisena	<i>Mihikathaginigane</i>
16	2017/132	Short stories	Malkanthi Perera	<i>Obai mage sanda</i>
17	2017/135	Short stories	Ranaweera Wanasinghe	<i>Thimirangane</i>
18	2017/137	Translations	Shashini Chandrasekera	<i>Champi</i>
19	2017/143	Academic	N. Parthiepan	<i>Arivulaham</i>
20	2017/157	Poetry	W. M.T. N. Wickramasinghe	<i>Sandakinnaree</i>
21	2017/159	Research	K. K. E. Perera	<i>Sri Lankawe warshapathanaya ha rubber wagawa</i>
22	2018/05	Advisory stories	Athula R. Perera	<i>Denamuthu muthu</i>
23	2018/09	Short stories	Sumedha Navarathne	<i>Marthage dawas kala</i>
24	2018/10	Academic	Thushara Dharma Sri Senevirathne	<i>Rata sabhawa hewath wariga sabhawa</i>
25	2018/14	Short stories	Kanthi LokuNarangoda	<i>Ilaththattuwa</i>
26	2018/21	Poetry	H. L. Abdul Guthous	<i>Ethauerayiru</i>
27	2018/29	Novel	S. Shantha Dunukara	<i>Boradiya</i>
28	2018/38	Science fiction	Jayarathne Ihala Kodippili	<i>Angaharu prathyantha deshaya</i>
29	2018/43	Poetry	Ariyapala Rathnayake	<i>Mathakagira besa giyemi</i>

Juvenile and Youth Literature Manuscript Project

Finalization of Processing and signing of agreements and the release of writers' aid pertaining to the manuscripts received under the Juvenile and Youth Literature Manuscript Project for the period of 2015 to 2018 attended. Accordingly, agreements pertaining to 25 manuscripts signed with the authors on 27 January 2020. Steps have been taken to pay a sum of Rs. 1,467,015.15 as writers' aid for twenty authors whose manuscripts have been approved. Steps taken to collect juvenile and youth literature manuscripts intended for the year 2020 resulting in the receipt of 37 manuscripts. Out of the manuscripts received by the Board, 18 manuscripts were selected and forwarded to reviewers.

Collection of manuscripts for the project for the year 2021 carried out from 02nd October to 31st December 2020 and subsequently extended till 05th March 2021. The project for the year 2021 started on 02 October 2020 and manuscripts were accepted till 31 December 2020. Subsequently, the validity period was extended till 05 March 2021. Accordingly, eight manuscripts were received during this period.

Details of books for which writers' aids were paid for the year 2020

No.	File no.	Subject	Author	Title
01	2018/J/01	Juvenile fiction	R. A. S. Lalanee	<i>Apuru pambaya</i>
02	2018/J/07	Juvenile Fiction	J. A. S. S. Gunawardene	<i>The Nightingale and other stories</i>
03	2017/J/09	Juvenile Fiction	M. W. M. Raseena	<i>Pusi saha napuru mehella</i>
04	2018/J/10	Juvenile Fiction	Ivan Alwis	Blue, yellow and green
05	2018/J/11	Juvenile Fiction	Sunil Godage	<i>Mal wage lamayi</i>
06	2018/J/12	Juvenile Fiction	J. A. Nalanee	<i>Kadisara kuumbichchi</i>
07	2017/J/15	Juvenile Fiction	Soma Jayakody	<i>Appachchi puthu nalawai</i>
08	2017/J/31	Juvenile Fiction	Siriyalatha Paranavithana	<i>Kathikage charikawa</i>
09	2017/J/36	Juvenile Fiction	M. D. C. P. Saparamadu	<i>The Fairy & Samanala Kanda</i>
10	2017/J/37	Juvenile Fiction	Chandrasena Kodithuwakku	<i>Ran Samanala pencha</i>
11	2017/J/46	Juvenile Fiction	Anura Sri Kumari Weerasinghe	<i>Kumbi kumbi kiyana katha</i>
12	2017/J/50	Juvenile Fiction	M. Dayani Sisira Kanthi	<i>Anunta kala de thamanta palade</i>
13	2017/J/51	Juvenile Fiction	V. Nanda Perera	<i>Irahamita mokada une</i>
14	2016/J/56	Juvenile Fiction	Padma Menike Udawaththa	<i>Megic pena</i>
15	2017/Y/008	Youth Literature	Athula R. Perera	<i>Mulla Nazrudeen katha</i>
16	2018/Y/08	Youth Literature	D. A. P. S. Gunawadene	<i>Banti</i>
17	2018/Y11	Youth Literature	K. L. P. A. Rambidigala	<i>Adambarakaara puthek</i>
18	2017/Y/18	Youth Literature	Gnanasena Pathirana	<i>Diya ellehapannu</i>
19	2017/Y/20	Youth Literature	Kumari Abeygunawardene	<i>Pahan eliyak</i>
20	2017/Y/54	Youth Literature	A. M. P. Muthubanda	<i>Raththaran duwak</i>

Key- J - Juvenile Fiction Y - Youth Literature

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 taken to purchase copies of 97 titles recommended by the advisory committee, out of a total of 329 titles received under the project. As such, actions taken to purchase books from ninety-seven writers by spending a sum of Rs. 364,837.00.

Reprinting of Classical Books

‘Pansiya Panas Jathaka Potha’ (550 Jathaka Stories) - Second Print.

Under the project on editing and reprinting classical works operated by the board, the *Pasnsiya panas jathaka potha* was edited and published. However, steps were taken to reprint it again as all copies of the first print were sold out. Steps have been taken to correct spelling mistakes and other defects observed in the first print and reprint it. Accordingly, the Board was able to complete the second reprint with an introduction and in five volumes.

Publication of Library and Information Sciences Books Translated into Vernacular Languages

In order to popularize publications on library and information science discipline, publishing of library and information science titles or translation and publication of selected international titles into Sinhala or Tamil language is carried out each year. Under this project Dr. Ms. Premila Gamage translated the ‘Guidelines for Library Services to Prisoners (3rd edition)’ published by the International Federation of Library Associations and Institutions (IFLA) under the title ‘*Sirakaruwan sandaha wu pusthakala pilibanda margopadesa*’ as a Board publication. This Sinhala translation is uploaded at the IFLA website.

Pralekha magazine

The October/December issue of the ‘Pralekha’ magazine, a quarterly publication of the board, published under the theme ‘*Kaviya*’ (Poem). Steps taken to merge two issues pertaining to the first two quarters and publish as a single issue due to disturbances encountered owing to COVID-19 epidemic conditions prevailed in the country.

Natnet Lanka newsletter

Natnet Lanka newsletter which publicizes various events related to the sphere of libraries normally published as a semi-annual publication. Steps have been taken to publish as a single issue for the year, in consideration of the impacts of COVID-19 epidemic.

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

National Library and Documentation Services Board functions as the national center 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.

Establishment of an Online Payment Gateway for the Issuance of International Standard Numbers

Online payment methodology introduced with the aim of facilitating any publisher or a writer engaged in the publishing industry to submit application and make payment from the place where he resides and to obtain relevant international standard number. This online system was developed by an institute engaged in developing software packages for personal use. An agreement with the People's Bank signed on 02 June 2020 enabling online payments through their payment gateway. Another agreement was signed with the software developer on 03 July 2020. Issuance of ISBN, ISSN and ISMN through the online system commenced on 17 November 2020. Accordingly, facilities provided to obtain international standard numbers online through the website www.isbn.lk.

International Standard Book Numbering System (ISBN)

Submission of applications for ISBN numbers and its issuance is carried out online since November this year and the system has issued 7,071 ISBN numbers. 1,020 new publishers registered for this scheme. Details of publishers who have obtained ISBN numbers for books are publicized internationally. Publishers who have obtained ISBN numbers have voluntarily handed over 1,201 printed books to the board. Annual income generated from the issuing of ISBN numbers to publishers is Rs. 707,100.00.

International Standards Serial Numbering System (ISSN)

International Standard Serial Numbers (ISSN) are issued to all periodical publications published in the country. The National Library and Documentation Services Board functions as the national center which issues these numbers. Online issuance of ISSN numbers commenced in November this year. During the year ISSN numbers have been issued for 165 periodical publications. The board has generated an income of Rs. 16,500.00 by issuing ISSN numbers during the year. The income earned through this scheme is Rs. 16,500.00.

International Standard Music Numbering (ISMN) Project

Under the International Standard Music Numbering project, ISMN numbers are issued to music publications with music scores. Similar to the issuing of other standard numbers, the issuing of ISMN numbers carried out online, since November 2020. During the year eight ISMN numbers were issued, and an income of Rs. 800.00 generated.

The issuing of ISBN, ISSN and ISMN numbers has taken place as follows:

Type of publisher	Number of titles		
	ISBN	ISSN	ISMN
Commercial publishers	3,737	25	01
Government and non-government institutional publishers	1,195	109	01
Author/private publishers	2,139	31	06
Total	7,071	165	08

Books Translation Project

This project is envisaged with a view to promote the harmony between ethnic communities in the country and to impart and awareness about the works published in different languages among them. This project is titled ‘*Devundarathuduwe sita peduruthuduwatera sahithya palamak*’ (A literary bridge from Point Dondra to the Point Pedro). Under this project, selected number of Tamil short stories are translated into Sinhala language and published, and a selected number of Sinhala short stories are translated into Tamil language and published. Identification of suitable titles and translation work carried out during the year, and such publications are expected to be published by the Board.

Printing of Board Publications

Under this project the following publications have been printed.

Title of publication	Number of copies printed
Sri Lanka National Bibliography - 2019/1 to 2019/12 issues	2,118
Sri Lanka Periodical Article Index - 2019/1 and 2019/2 issues	156
Index to Postgraduate Theses	103

Kiyawamu.lk Project

This project is initiated in collaboration with the Sri Lanka Telecom with the aim of facilitating online reading by the user community. Under this project selected publications are transformed as e-publications and uploaded in the Kiyawamu.lk web portal. Several titles have been identified for transformation into e-format and inclusion in the portal. However, there have been a few obstacles appeared due to issues related to the application of copyright laws and technical issues pertaining to transformation of Sinhala/Tamil publications into e-copies.

‘*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 commenced at the Ministry of Education on 09 April 2020 under the leadership of the then Minister of Education. During this period around 41 lakhs of school students were confined at homes due to the COVID-19 pandemic spread all over the world and the project was envisaged with the aim of enhancing their mind power and the ability to meet challenges. Opportunities were provided to write under variety of categories as follows: children’s stories, poetic compositions, youth literary compositions, short stories, novels, drama stories, translations, historical stories, illusionary stories, mythical stories, detective stories, fable stories, folk stories, science fiction, environmental discourses, autobiographies, fairy tales, hyperbole stories, religious stories, heroic stories, subject related compositions and legends. Contributions first evaluated and selected at the school level by a school committee and then submitted to the Zonal Office of Education. Subsequently selected works forwarded to the provincial office of education, and then to the National Library and Documentation Services Board. Identification of manuscripts received, and categorization work carried out during the year while the board officials attended to preliminary round of surveying.

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, and the UNESCO Organization. The role of the Library Cooperation Division includes the maintaining relationships at the local level with libraries, library associations and other relevant societies.

Publication Exchange Service

Publications received from local and foreign institutions under the exchange programmes are added to the National Library. During the year 2020, 09 books, 59 issues of periodicals, 05 DVD packs received from 07 foreign institutions. Furthermore, thirty-seven Chinese books received from the Chinese National Library donated to the Chinese Language Unit of the Department of Modern Languages, University of Kelaniya. Steps have been taken to dispatch copies of the 2019 February to June issues of the Sri Lanka National Bibliography published by the Board to the National Libraries of Japan, Korea, Singapore, China, Thailand, Pakistan, Bangladesh, Australia, India, Malaysia, Maldives, Hong Kong, Russia, Switzerland, Türkiye, and Britain. In response to a request made by the Embassy of Sri Lanka to the Republic of Türkiye, the following publications published in Sri Lanka have been sent to the Türkiye National Library.

- The Mahawamsa - the Great Chronicle of Ceylon— by Wilhelm Geiger; Published by Buddhist Cultural Center.
- Dhammapada – by Ven. Narada Thero; Published by Buddhist Cultural Center.
- The Prehistory of Sri Lanka: An Ecological Perspective – by S.U. Deraniyagala; Published by Department of Archaeology.
- Environment, Town, Village and Monastic Planning – by Roland Silva; Published by Department of Archaeology.
- Ancient Ceylon: The Journal of the Department of Archaeology, Sri Lanka : No. 25, July 2016 .
- Ancient Ceylon: The Journal of the Department of Archaeology, Sri Lanka : No. 24, July 2015.
- Ancient Ceylon: The Journal of the Department of Archaeology, Sri Lanka : No. 23, July 2012.
- History of the Kingdom of Rohana (From the Earliest to 1500 A.C.) – by SirimalRanawella; Published by Ministry of Higher Education and Department of Archaeology.
- The Faithful Foreigner: Thilo Hoffman, the Man who Saved Sinharaja – by Douglas B. Ranasinghe; Published by A. Baur & Co.
- A History of Sri Lanka – by K.M.de Silva.
- Collection of Drawings and Paintings – by L.K.Karunaratne.
- The Art of Mask Making in Sri Lanka – by Lionel Bentharage.

Renewal of Subscriptions to International Journals

Steps have been taken to renew subscription for a period of one year for the magazine “National Geographic” published by the National Geographic Society. Copies made available for reference at the National Library.

Renewal of Institutional Membership

The National Library and Documentation Services Board obtained institutional membership of the International Federation of Library Associations and Institutions (IFLA) in 1993 and has continued its membership to date. Steps have been taken to renew the institutional membership for the year 2020.

Renewal of Membership for Databases

The National Library obtained the membership of the Developing Library Network (DELNET) information network operated by the India International Center in New Delhi, India. A host of important articles and other sources of information in library and information sciences disciplines are available in this database. Steps have been taken to renew annual membership and to provide access facilities for the database.

Joining with National and International Information Networks

The National Library constantly maintains relationships with formal national information networks such as the Agricultural Information Network (AGRINET), THE Health Literature, Library, and Information Network (HELLIS) etc. These networks facilitate quick access to the latest information on given fields of study by academics in respective fields.

Procurement of Copies of Progress Reports and Plans for Development Other Libraries

With a view to getting an insight into how the organizational structure could be further developed, steps have been taken to procure copies of annual progress reports and future development plans prepared by foreign national libraries. Under this programme, action initiated to obtain copies of reports prepared by national libraries in Australia, Seychelles, Singapore, Maldives, Ireland, New Zealand, India, Japan, Philippines and South Korea.

Coordination With Provincial Library Services Boards

Provincial library services boards are currently operational in Sabaragamuwa, Central, Uva, and North Central provinces. The National Library and Documentation Services Board provides an active contribution towards their functioning and the Director General of the NLDSB represents all Boards. Board publications are sent to provincial boards and their annual plans for development and annual reports are obtained by the NLDSB.

Formulation of a Policy on Recruitment of Personnel for Positions in the Library Sector

The Board has taken the initiative to formulate a policy on the recruitment of personnel for libraries functioning in different sectors. The aim of this endeavor is to create a homogeneous environment in the recruitment process across all types of libraries. Accordingly, several rounds of discussions with relevant institutions and library professional associations were held and a preliminary plan prepared.

Other Co-operative Programmes

Steps have been taken to have discussions with concerned parties regarding the issues related to the recruitment of personnel for the Librarian's position in the government sector. Furthermore, discussions were held with the Director General of Combined Services and the Department of Management Services regarding the issues related to the Government Librarians' Service Minute.

Grading of Libraries

Development of standards for all libraries in the country and grading according to the set standards is one of the major responsibilities of the Board. Accordingly, steps have been taken to grade following libraries.

Name of the Library	Governing Institution	Grade award	Date of Awarded
Kuliyapitiya Technical College Library	Kuliyapitiya Technical College	Grade ii	21.07.2020
Thelijjawila Public Library	Telijjawila Pradeshiya Sabha	Grade ii	21.07.2020
Sri Gunananda Public Library	Balapitiya Pradeshiya Sabha	Grade ii	21.07.2020
Oddamaawadi Public Library	Koralepaththu West Pradeshiya Sabha	Grade ii	21.07.2020
Hakmana Public Library	Hakmana Pradeshiya Sabha	Grade ii	21.07.2020
Medagama R.A.M. Gunasekera Public Library	Medagama Pradeshiya Sabha	Grade ii	21.07.2020
Diyathalawa Public Library	Diyathalawa Pradeshiya Sabha	Grade ii	21.07.2020

Steps have been taken to dispatch the questionnaire prepared for the collection of data pertaining to grading libraries of national schools, to 250 national schools. Furthermore, steps also taken to translate the questionnaire into Tamil language and to print. In addition, steps taken to make observations related to the elevation of the grade of the Attorney General's Department Library. The drafting of criteria for determination of grade iii libraries in Sinhala and English languages are underway. Steps have already been taken to revise the fees charged in grading of libraries. Committee meetings to revise public library and school library standards also organized. Inputting of data pertaining to 274 national schools completed. It is envisaged to submit the district-wise list of graded libraries to the Department of Management Services.

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

Although senior staff meetings could not be convened each month as scheduled due to COVID-19 epidemic, 09 senior staff meetings with the participation of all heads of departments convened to monitor the progress achieved by each division. In addition, 07 meetings of the Board of Directors convened.

Preparation of the Annual Operational Plan, Monthly Progress Reports and Annual Reports

The operational plan for the year 2020 and monthly progress reports were prepared and submitted to the Board of Directors. Annual reports for the years 2016 and 2017 prepared and handed over to the Ministry of Education to submit to the Parliament of Sri Lanka. In addition, a draft annual report for the year 2018 was also prepared.

Directing of Officials for Overseas Training and Conferences

- Attending to the organizational aspects related to the participation of Mrs. Kusala Sajeewanie, Assistant Director, Extension Services Division in the Capacity Building Programme on Emerging Library Innovators Networks and South Asian Global Library Leaders held in Tamil Nādu State, India during 06 to 13 February 2020.

Although the organizational work related to the participation of Mr. W. Sunil, Director General at the 28th Conference of the Directors of National Libraries in the Asia Pacific Region due to be held in Indonesia during the period 17 to 20, February 2020 carried out, the conference was temporarily postponed due to COVID-19 epidemic spread across the globe. As such, the Director General was not able to attend the conference.

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.

Promotions to Grades and Posts, and Retirements

One promotion to the post of Management Assistant, grade iii position made under promotions to the post scheme. Under the grade-promotions scheme, following promotions were made: 08 officers to the post of Information Assistant, Grade i, 03 officers to the post of Management Assistant, Grade i, 05 officers to the post of Library Attendant, Grade i, 01 promotion to the post of Driver, Grade i. One officer left on retirement while six officers resigned from service.

Development of the Institutional Structure /Examination Activities

Efficiency Bar Examinations for a number of posts have been conducted under the scheme of conducting annual Efficiency Bar Examinations.

Post	Efficiency bar	Number of applicants
Assistant Director ii	i	03
Administrative Officer ii	i	01
Information Assistant i	iii	02
Information Assistant iii	i	05
Management Assistant i	iii	04
Management Assistant iii	i	03
Library Attendant i	iii	01
Office Attendant iii	i	06

Maintenance Division

Steps have been taken to supervise the refurbishment project carried out in the National Library building and to convene relevant meetings. Steps have been also taken in respect of the following: Signing of maintenance agreements in respect of office equipment and attending to repairs; directing unserviceable items to disposal and attending to necessary activities related to the procurement of furniture for renovated section; maintenance of motor vehicles and carrying out repairs as required; maintenance of the garden and procurement of requisite materials and equipment; daily cleaning of the building by the external cleaner service; payment of bills pertaining to telephone, electricity and Internet services; insuring board properties towards the end of the year. Further, a sum of Rs. 865,000.00 earned from renting the board auditorium and the conference hall during the year 2020.

Furthermore, the following tasks too attended by the division: taking steps to acquire the plot of land occupied by the board under a free warrant order; attending to incidental maintenance requirements as being required during the ongoing refurbishment programme; calling of quotations for disposal of redundant items and sale by auctions; convening of respective committees and removal of items which require repairs and providing of space for repairing; preparation of plans and bill of quantities for the refurbishment of the building; obtaining plans through the Urban Development Authority; preparation of bill of quantities for the furniture to be procured for the refurbished sections and related work.

Finance Division

Steps have been taken to submit the budget for the year 2020 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 have 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, travel 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 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 particulars during the year; making EPF, ETF and other statutory salary deductions; preparation of deduction documents; updating of the loan register; taking action to obtain approval of the Board of Directors for the final accounts report for the year 2018; preparation of the draft copy of the final accounts report for the year 2019; submission of salary particulars, bond deposits and other requisite information; preparation of semiannual reports pertaining to the Employee Provident Fund and the Employee Trust Fund for the year 2019 and submission to the Central Bank of Sri Lanka. In addition, steps have 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 bookbinding.

Procurement Activities

The following expenses incurred during the year 2020: A sum of Rs. 1,267,750.00 spent on purchasing office equipment; Rs. 524,283.00 on buying books and periodicals for the National Library; Rs. 805,500.00 for buying computers and peripherals; and Rs. 527,754.00 for Rural Libraries Development Project.

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.

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 July 2020 and raised one internal audit query. Payment vouchers and payment registers related to the Peoples' Bank Town Hall and the Bank of Ceylon accounts scrutinized and raised one internal audit query.

Responses related to five audit queries raised by the Government Audit Division and one audit report sent by the Auditor General coordinated. During the year under review 02 Audit and Management Committee meetings convened. However, due to COVID -19 epidemic, all envisaged number of meetings could not be convened as scheduled.



W. Sunil
Director General



Professor Nandha Dharmarathne
Chairman

National Library and Documentation Services Board
No. 14
Independence Avenue
Colombo 07

National Library & Documentation Services Board
(Ministry of Education)

FINANCIAL STATEMENT 2020

STATEMENT OF FINANCIAL POSITION, AS AT 31ST DECEMBER 2020

		31.12.2020 (Rs.)	31.12.2019 (Rs.)
ASSETS	Note		
<u>Current Assets</u>			
Cash and Cash Equivalents	1	13,818,978.00	10,766,828.00
Receivables	2	14,853,670.00	14,442,008.00
Inventories	3	16,445,512.00	16,624,477.00
Prepayments	4	1,734,355.00	854,835.00
Deposits	5	385,716.00	361,942.00
		47,238,231.00	43,050,090.00
<u>Non - Current Assets</u>			
Infrastructure, Plant and Equipment	6	51,493,522.00	54,144,090.00
Land & Buildings	7	106,158,477.00	108,880,489.00
Other Non-Current Assets	8	41,237,807.00	45,274,294.00
		198,889,806.00	208,298,873.00
Total Assets		246,128,037.00	251,348,963.00
LIABILITIES			
<u>Current Liabilities</u>			
Payables	9	1,603,960.00	4,724,284.00
Accrued Expenses	10	5,563,126.00	9,581,712.00
Employee Benefits	11	340,716.00	314,942.00
Other Current Liabilities	12	1,521,852.00	754,612.00
		9,029,654.00	15,375,550.00
<u>Non - Current Liabilities</u>			
Provision for Gratuities		45,578,972.00	38,975,663.00
Total Liabilities		54,608,626.00	54,351,213.00
NET ASSETS		191,519,411.00	196,997,750.00
NET ASSETS / EQUITY			
Capital / Grants Contributed by other Entities	13	7,030.00	7,030.00
Reserves	14	3,138,634.00	959,147.00
Accumulated Surpluses / (Deficits)	15	188,373,747.00	196,031,573.00
Total Net Assets / Equity		191,519,411.00	196,997,750.00

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

Head of Finance

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

Director General
NLDSB

Chairman
NLDSB

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31st DECEMBER 2020

	Note	31.12.2020 (Rs.)	31.12.2019 (Rs.)
Revenue			
Trade Account of Book Shop	16	804,042.00	2,755,085.00
Hire of Auditorium		828,000.00	561,045.00
Fees & Hire Charges	17	2,310,513.00	3,006,065.00
Interest Income	18	502,457.00	557,543.00
Subscriptions for Publications	19	440,408.00	916,487.00
Other Revenue	20	891,490.00	1,772,227.00
Govt. Grant for Recurrent Expenses		144,300,000.00	138,700,000.00
Capital as Recurrent Nature Expenses		-	2,162,277.00
Deferred Income - Foreign Grants / Aids		153,560.00	-
Total Revenue		150,230,470.00	150,430,729.00
Expenses			
Library Services Expenses	21	7,322,457.00	13,286,101.00
Administration & Establishment Expenses	22	153,958,393.00	148,584,176.00
Finance Cost	23	20,410.00	33,112.00
Total Expenses		161,301,260.00	161,903,389.00
Surplus / (Deficit) for the Period		(11,070,790.00)	(11,472,678.00)
Other Revenue			
Profit / (Loss) of Sales Proceeds of PPE		(887,251.00)	14,235.00
Profit / (Loss) of Disposal of PPE		(5,661.00)	(6,657.00)
Net Surplus / (Deficit) for the Period		(11,963,702.00)	(11,465,100.00)

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31st DECEMBER 2020

	(Rs. 000)		
	Accumulated Fund	Govt. Grant for Capital Expenses	Capital Grant Contributed by Other Entities
Balance as at 31 st Dec. 2018	194,486	2,882	7
Prior Year Adjustments	-	-	-
Adjusted Balance as at 31st Dec. 2018	194,486	2,882	7
Adjustments During the Year	-	-	-
Net Surplus / (Deficit)	(11,465)	-	-
Grant for Capital	-	13,250	-
Acquisition of Capital Assets	13,010	(13,010)	-
Capital as Recurrent Nature Expenses	-	(2,162)	-
Balance as at 31 st Dec. 2019	196,031	960	7
Prior Year Adjustments	80	-	-
Adjusted Balance as at 31st Dec. 2019	196,111	960	7
Net Surplus / (Deficit)	(11,964)	-	-
Grant for Capital	-	6,405	-
Acquisition of Capital Assets	4,226	(4,226)	-
Balance as at 31st Dec. 2020	188,373	3,139	7

CASH FLOW STATEMENT
FOR THE YEAR ENDED 31st DECEMBER 2020

31-12-2020

Rs.

Cash Flows from Operating Activities

Net Surplus / (Deficit)

Adjustment for

- Depreciation

12,787,062.00
 - 12,787,062.00

(11,963,702.00)

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

892,912.00

Provision for Retiring Gratuity

7,383,974.00

21,063,948.00

Operating profit before working capital changes

9,100,246.00

(Increase)/ Decrease in Inventories

178,965.00

(Increase)/ Decrease in Receivables

(411,662.00)

(Increase)/Decrease in Prepayments

(879,520.00)

(Increase)/ Decrease in Deposits

(23,774.00)

Increase/(Decrease) in Payables

(3,030,824.00)

Increase/(Decrease) in Accrued Expenses

(4,018,587.00)

Increase / (Decrease) in Employee Benefits

25,774.00

Increase / (Decrease) in Other Current Liabilities

767,240.00

(7,392,388.00)

Cash Generated from Operations

1,707,858.00

Retiring Gratuity - Paid

(780,665.00)

Net Cash Flows from Operating Activities

927,193.00

Cash Flows from Investing Activities

Government Grant for Capital Expenditure

6,405,000.00

Investments during the year

-

Acquisition of Property, Plant & Equipment

(4,315,013.00)

Cash Received on Disposal of Property, Plant &
 Equipment

34,970.00

Net Cash Flows from Investing Activities

(2,124,957.00)

Cash Flows from Financial Activities

Repayment of Long Term Borrowings

-

Net Cash Flows from Financing Activities

-

Net Increase / (Decrease) in Cash & Cash
 Equivalents

3,052,150.00

Cash & Bank Balance at the Beginning of the year

10,766,828.00

Cash & Cash Equivalents at the End of the year

13,818,978.00

Cash & Cash Equivalents at the End of the year

Cash at Bank - 31.12.2020

13,818,978.00

SIGNIFICANT ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST DECEMBER 2020

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 2020.

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 Valuation of the Land & Building

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

	<u>Rs.</u>
Land (318 perches @ Rs. 800,000.00 each)	254,400,000.00
Building (Main Bldg, Garage, Security Room, Water Tank & Pump House and Power House Building)	<u>84,807,400.00</u>
	<u>339,207,400.00</u>

02.03 Inventories

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

02.04 Receivables

Receivables are stated at the amounts estimated to be realized.

02.05 Fixed Assets Verification

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

The physical assets, worth of Rs. 96,512.16 in the Library Equipment were identified as physically non-existent assets as at 31/12/2020. The annual depreciation was not calculated as they were identified as physically non-existent assets.

02.06 Amortization of Capital Grants

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

02.07 Disposal & Donation of Fixed Assets

Recognized as a disposable / donation Fixed Assets worth of Rs. 2,640, 900/- have been disposed / donated during the year.

3. LIABILITIES & PROVISIONS

3.01 Liabilities

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

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

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

3.02 Retirement Benefits

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

3.03 Defined Contribution Plans - EPF and ETF

All employees are eligible for Employees' Provident Fund Contributions and Employees' Trust Fund Contributions in line with the respective statutes and regulations. The Board contributes 12% and 3% of gross emoluments of employees to Employees' Provident Fund and Employees' Trust Fund respectively.

3.04 Hire of Vehicle on Operational Lease

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

Operational Lease Liability (with Tax) as follows;

2021	(Current Liability)	-	Rs. 4,324,000/-
2022 – 2023	(Non-Current Liability)	-	Rs. 7,640,000/-

4. STATEMENT OF FINANCIAL PERFORMANCE

4.01 Revenue

- a). The revenue of the Board represents the Revenue from Book Shop, Hire charges of Auditoriums, Interest Income and other Miscellaneous Income.
- b). All revenue has been recognized on an Accrual Basis.
- c). Government Grant (Recurrent Grant – Rs. 144,300,000/= & Capital Grant – Rs. 6,405,000/=) has been received for Recurrent & Capital Expenditure respectively for the year 2020.

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

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

08. BANK ACCOUNT

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

09. EXTRA NOTE

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

NOTES TO THE FINANCIAL STATEMENTS

31.12.2020 (Rs.) 31.12.2019 (Rs.)

Note 01- Cash and Cash Equivalents

A/C No. 2323283-BOC	7,535,967.00	3,385,131.00
A/C No. 100113398963-P/B/H	888,096.00	3,641,271.00
A/C No. 100163170315-P/B/T	5,175,152.00	3,520,663.00
Deposits for Book Exchange Services - NSB	219,763.00	219,763.00
	13,818,978.00	10,766,828.00

Note 02 - Receivables

Festival Advance	11,750.00	71,750.00
Distress Loan	14,489,584.00	14,034,822.00
Special Advance	6,000.00	4,000.00
Petty Cash Advance	4,714.00	4,714.00
Miscellaneous Advance	341,622.00	286,722.00
Receivables - Staff	-	40,000.00
	14,853,670.00	14,442,008.00

Note 03 - Inventories

Book Stock - Inal Book Exchange Service	106,435.00	106,435.00
Book Stock - Sales & Distribution	5,165,147.00	4,625,048.00
Book Stock - Classical Book	5,231,161.00	4,606,132.00
Stationary Stock - Library	552,783.00	1,271,600.00
Stationary Stock / Office	1,632,769.00	1,476,952.00
Trading Stock at Book Shop	3,757,217.00	4,367,633.00
WIP - Pansiya Panas Jathakaya IV	-	170,677.00
	16,445,512.00	16,624,477.00

Note 04 - Prepayments

Repair and Maintenance - Office Equipment	622,040.00	387,309.00
Railway Tickets	103,890.00	77,503.00
Insurance & License - Motor Vehicles	65,028.00	72,822.00
Insurance - Properties	96,277.00	104,600.00
Information Technology	847,120.00	-
Prepayment - Others	-	212,601.00
	1,734,355.00	854,835.00

Note 05- Deposits

Deposits for Fuel	50,000.00	50,000.00
Employees Security Deposits - at NSB	335,716.00	311,942.00
	385,716.00	361,942.00

Note 06 -Infrastructure, Plant and Equipment

Library Equipment	6.I	26,206.00	26,206.00
Equipment of the Folk Art Centre	6.II	3,242.00	3,603.00
Book Binding Equipment	6.III	4,828,511.00	5,365,013.00
Office Furniture & Equipment	6.IV	20,142,523.00	19,450,056.00
Computer & Computer Equipment	6.V	9,109,592.00	9,774,154.00
Plant & Machinery	6.VI	2,193,879.00	2,647,759.00
Motor Vehicles	6.VII	15,189,569.00	16,877,299.00
		51,493,522.00	54,144,090.00

Note 07 - Land & Buildings

National Library Building	7.I	105,731,894.00	108,442,968.00
Main Stores Building	7.II	<u>426,583.00</u>	<u>437,521.00</u>
		<u>106,158,477.00</u>	<u>108,880,489.00</u>

Note 08 - Other Non - Current Assets

Book Stock - National Library	8.I	30,994,504.00	33,892,847.00
National Library - Digital Collection	8.II	<u>7,967,138.00</u>	<u>8,852,375.00</u>
Kiyawamu.lk		<u>2,276,165.00</u>	<u>2,529,072.00</u>
		<u>41,237,807.00</u>	<u>45,274,294.00</u>

Note 09 - Payables

Tender Deposits - Refundable		309,500.00	378,000.00
Retention Money		548,461.00	3,582,977.00
Stamp Fee Payments		21,725.00	-
Tax Payable		-	87,551.00
VAT Payable		15,192.00	249,056.00
WHT Payable		64,200.00	426,700.00
Trade Creditors		<u>644,882.00</u>	<u>-</u>
		<u>1,603,960.00</u>	<u>4,724,284.00</u>

Note 10 - Accrued Expenses

Over Time & Holiday Pay		66,016.00	250,052.00
Auditorium Allowances		1,200.00	5,600.00
Entertainment Expenses		79,480.00	42,750.00
Travelling - Employees' Local		12,615.00	8,470.00
Welfare Expenses		7,130.00	123,347.00
Sp. Committee Expenses		1,000.00	-
Office Stationary		1,875.00	-
Fuel & Lubricants		24,040.00	49,760.00
Cleaning Expenses		286,070.00	271,205.00
Telephone		160,010.00	87,016.00
Electricity		814,119.00	1,179,206.00
Water		30,038.00	46,909.00
Postage		18,000.00	-
I T - Internet Expenses		17,353.00	18,024.00
Security Expenses		323,720.00	324,772.00
Repair & Main. - Office Equipment		6,000.00	143,570.00
Maintenance of Board Premises		-	6,000.00
Advertisement Expenses		6,394.00	-
Library Consultancy & Extension Services		1,500.00	-
National Reading Month Expenses		-	2,040.00
Purchase of New Publications		75,852.00	16,112.00
Conservation & Preservation Expenses		675,270.00	-
Development of Rural Libraries		-	527,755.00
Book Stocks - National Library		-	1,207,724.00
Stocks of Library Stationary		-	796,950.00
Photo Copy Services		39,894.00	-
Other Accrued Expenses		-	14,000.00
Audit Fees		<u>2,915,550.00</u>	<u>4,460,450.00</u>
		<u>5,563,126.00</u>	<u>9,581,712.00</u>

Note 11 - Employee Benefits

Employee Initial Security Deposits	189,253.00	175,253.00
Interest on Employee Security Deposits	151,463.00	139,689.00
	340,716.00	314,942.00

Note 12 - Other Current Liabilities

Reimbursable Expenses from other Institutions	-	(234,760.00)
General Creditors	989,372.00	989,372.00
Common Wealth of Learning Project	532,480.00	-
	1,521,852.00	754,612.00

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	-	-
	7,030.00	7,030.00

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

Balance B/F	959,147.00	2,881,696.00
Adjustments	-	-
	959,147.00	2,881,696.00
Add ; Capital Received From Treasury	6,405,000.00	13,250,000.00
	7,364,147.00	16,131,696.00
Less ; Acquisition of Capital Assets	(4,225,513.00)	(13,010,272.00)
Capital as Recurrent Nature Expenses	-	(2,162,277.00)
	3,138,634.00	959,147.00

Note 15 -Accumulated Fund

Balance B/F	196,031,572.00	194,486,401.00
Adjustments During the Year	80,364.00	-
	196,111,936.00	194,486,401.00
Add / (Less)		
Total Revenue over Expenditure	(11,963,702.00)	(11,465,100.00)
Acquisition of Capital Assets	4,225,513.00	13,010,272.00
	188,373,747.00	196,031,573.00

Note 16 - Trade Account of Bookshop

Sales of Library Stationeries	868,056.00	1,315,345.00
Sales of Bindery Materials	357,825.00	98,690.00
Sales for Book - Book Development Project	128,728.00	(399,215.00)
Dummala Oil	32,500.00	12,500.00
Sales of Stationery	27,349.00	135,125.00
Trade Account of Book Shop - Other	(610,416.00)	1,592,640.00
	804,042.00	2,755,085.00

Note 17 -Fees, Hire Charges

Fees for Manuscript Reading	14,016.00	156,172.00
Fees for Reg. of Readers	254,155.00	366,592.00
Fees for ISBN Project	905,232.00	1,295,868.00
Fees for Library Services	1,137,110.00	1,187,433.00
	2,310,513.00	3,006,065.00

Note 18 -Interest Income

Distress Loans	498,303.00	548,156.00
Special Advances	4,154.00	6,137.00
Other Interest	-	3,250.00
	502,457.00	557,543.00

Note 19 -Subscriptions for Publications

Sales of National Bibliography	164,295.00	361,491.00
Sales of Board Publications	276,113.00	554,996.00
	440,408.00	916,487.00

Note 20 -Other Revenue

Photo Copy Services	144,389.00	144,514.00
Sales of Tender Forms	176,762.00	52,500.00
Fees for Application - Book Development Project	30,950.00	21,900.00
Receipts for Grading of Libraries	109,200.00	153,500.00
Other Grants	-	50,000.00
Sales of Surplus & Condemned Items	185,265.00	923,675.00
Sundry Income	244,924.00	426,138.00
	891,490.00	1,772,227.00

Note 21 - Library Services Expenses

Membership Fees - International Libraries	128,044.00	180,342.00
International Exchange Service	11,175.00	27,461.00
Acquisition Expenses	7,330.00	35,712.00
Reader Education & Publicity Expenses	214,472.00	425,400.00
Publication of National Bibliography	145,371.00	540,453.00
Library Consultancy & Extension Services	34,862.00	183,489.00
Books Donated to Libraries	2,273,808.00	2,023,052.00
National Reading Month Expenses	229,960.00	1,437,659.00
Development of Rural Libraries	97,998.00	37,165.00
Library Special Days Celebrations	185,630.00	297,409.00
Information Technology Expenses	219,684.00	70,426.00
Internet Expenses	146,616.00	234,276.00
Digital Library Expenses	28,698.00	6,000.00
Library Education Seminars	144,616.00	924,370.00
Seminars, Lectures & Training	86,340.00	279,843.00
Fees for Special Courses	77,840.00	215,758.00
Common Wealth of Learning Project Expenses	153,560.00	-
Fees for Evaluation of Manuscripts	393,610.00	312,281.00
Editing & Publication of Classical Books	-	689,627.00
Library Literature & Publication Expenses	94,335.00	474,293.00
International Standard Book Numbering	270,183.00	382,183.00
Conservation & Preservation of Books	2,208,516.00	1,572,441.00
Library Research Expenses	156,688.00	612,019.00
Library Cooperation Expenses	13,121.00	162,165.00
Capacity Building of Staff	-	450,700.00
Development of Rural Libraries	-	1,711,577.00
	7,322,457.00	13,286,101.00

Note 22 - Administration and Establishment Expenses

Wages, Salaries & Employee Benefits	22.1	105,169,892.00	96,985,444.00
Supplies & Consumable used	22.2	29,445,032.00	32,762,865.00
Repair & Maintenance of Capital Assets	22.3	5,387,787.00	4,885,568.00
Depreciation & Amortization Expenses	22.4	12,787,062.00	12,865,617.00
Other Expenses	22.5	<u>1,168,620.00</u>	<u>1,084,682.00</u>
		<u>153,958,393.00</u>	<u>148,584,176.00</u>

Note 23 - Finance Cost

Bank Charges		<u>20,410.00</u>	<u>33,112.00</u>
		<u>20,410.00</u>	<u>33,112.00</u>

NOTES TO THE FINANCIAL STATEMENTS
NOTE - 6, 7, 8 - PLANT, PROPERTY & EQUIPMENT AS AT 31ST DECEMBER 2020

NOTE - 6, 7, 8 - PLANT, PROPERTY & EQUIPMENT AS AT 31ST DECEMBER 2020											Rs.
Note	Description	Dep. Rate (%)	Cost as at 1 st January, 2020	Addition	(Disposals)	Total Cost	Accumulated Dep: As at 1st January 2020	(Disposals)	Depreciation for the Year 2020	Total Depreciation	Net Value
6.I	Library Equipment	10%	96,512.16	-	-	96,512.16	70,305.92	-	-	70,305.92	26,206.24
6.II	Equipment of The Folk Art Centre	10%	46,874.00	-	-	46,874.00	43,271.40	-	360.26	43,631.66	3,242.34
6.III	Book Binding Equipment	10%	9,122,007.00	-	-	9,122,007.00	3,756,994.47	-	536,501.25	4,293,495.72	4,828,511.28
6.IV	Office Furniture & Equipment	10%	39,430,324.60	2,885,830.00	(287,562.06)	42,028,592.54	19,978,239.20	(198,916.62)	2,106,747.33	21,886,069.91	20,142,522.63
6.V	Computer & Computer Equipment	10%	18,531,092.68	895,000.00	(1,392,400.00)	18,033,692.68	8,756,938.52	(763,278.78)	930,441.65	8,924,101.39	9,109,591.29
6.VI	Plant & Machinery	10%	7,120,653.72	-	(960,946.00)	6,159,707.72	4,472,894.71	(750,830.37)	243,764.34	3,965,828.68	2,193,879.04
6.VII	Motor Vehicle	10%	32,270,761.74	-	-	32,270,761.74	15,393,463.19	-	1,687,729.86	17,081,193.05	15,189,568.70
7.I	National Library Building	2.5%	144,437,913.56	-	-	144,437,913.56	35,994,945.53	-	2,711,074.20	38,706,019.73	105,731,893.83
7.II	Main Stores Building	2.5%	803,320.09	-	-	803,320.09	365,798.58	-	10,938.04	376,736.62	426,583.47
8.I	Book Stock - National Library	10%	111,916,057.41	444,682.75	-	112,360,740.16	77,944,876.05	-	3,421,360.36	81,366,236.41	30,994,503.75
8.II	National Library - Digital Collection	10%	10,376,611.65	-	-	10,376,611.65	1,524,236.65	-	885,237.50	2,409,474.15	7,967,137.50
8.III	Kiyawamu.lk	10%	2,726,001.60	-	-	2,726,001.60	196,929.56	-	252,907.20	449,836.76	2,276,164.84
	Total		376,878,130.21	4,225,512.75	(2,640,908.06)	378,462,734.90	168,498,893.78	(1,713,025.77)	12,787,061.99	179,572,930.00	198,889,804.90

Sp. Note :-

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

Note 22.1 - Wages, Salaries & Employee Benefits

Salaries & Wages	83,120,976.00	73,976,599.00
E P F	9,250,274.00	8,316,789.00
E T F	2,312,569.00	2,079,197.00
Overtime & Holiday Pay	904,910.00	2,348,969.00
Gratuity	7,383,974.00	6,830,283.00
Board Members Remunerations	782,000.00	1,182,400.00
Committee Members Remuneration	192,800.00	246,100.00
Auditorium Allowances	53,000.00	45,100.00
Travelling Expenses	96,243.00	297,424.00
Foreign Travel & Educational Programmes	30,398.00	292,211.00
Employee Uniforms	24,000.00	45,750.00
Medical Inspection Fees	1,750.00	24,500.00
Welfare Expenses	344,133.00	380,099.00
Entertainment Expenses	124,582.00	207,240.00
Railway Concessionary Tickets	547,583.00	610,477.00
Competitive Examination Fees	700.00	102,306.00
	105,169,892.00	96,985,444.00

Note 22.2 - Supplies & Consumables Used

Office Stationary	1,568,354.00	2,202,174.00
Insurance of Board Properties	136,692.00	144,972.00
Insurance of Vehicles	441,400.00	498,095.00
Fuel & Lubricants	693,348.00	1,305,695.00
Telephone Expenses	2,091,629.00	1,829,803.00
Electricity Expenses	11,615,049.00	11,658,894.00
Water Bill Expenses	599,303.00	527,895.00
Security Expenses	3,718,470.00	4,161,542.00
Cleaning Expenses	3,107,318.00	3,078,825.00
Rental of Operational Lease	4,284,288.00	4,896,942.00
Printing Expenses	186,828.00	40,044.00
Newspapers & Publications	196,500.00	196,060.00
Advertisement Expenses	181,204.00	1,259,834.00
Postage Expenses	402,847.00	476,873.00
Stamp fees on Receipts	-	1,650.00
Planning Expenses / Translation Fees	219,302.00	423,567.00
Sp. Committee Expenses	2,500.00	60,000.00
	29,445,032.00	32,762,865.00

Note 22.3 - Repairs & Maintenances Of Capital Assets

Maintenance of Buildings	2,448,433.00	680,836.00
Maintenance of Office Equipment	2,164,406.00	2,412,761.00
Maintenance of Board Premises	223,980.00	350,851.00
Maintenance of Motor Vehicle	550,968.00	1,441,120.00
	5,387,787.00	4,885,568.00

Note 22.4 - Depreciation & Amortization Expenses

Depreciation	12,787,062.00	12,865,617.00
	12,787,062.00	12,865,617.00

Note 22.5 - Other Expenses

Audit Fees	975,000.00	975,000.00
Legal Fees	188,156.00	92,940.00
	5,464.00	16,742.00
Sundry Expenses	<u>1,168,620.00</u>	<u>1,084,682.00</u>

**STATEMENT OF BUDGETARY ALLOCATION & ACTUAL EXPENDITURE -
FOR THE YEAR ENDED 31ST DECEMBER 2020**

Rs.

Description	Approved Re-budget	Actual Expenditure	Variance	Reasons
Recurrent				
Personal Emolument	105,465,000.00	105,019,008.00	445,992.00	Actual imprest received on actual expenses for Personal Emolument
Travelling Expenses	261,000.00	127,000.00	134,000.00	Unexpected situation arisen due to COVID 19
Supplies & Consumables	4,104,000.00	2,285,000.00	1,819,000.00	Unexpected situation arisen due to COVID 19
Maintenance Expenses	5,308,000.00	5,387,000.00	(79,000.00)	Marginal (Variance is less than 1.4%)
Other Services	29,984,000.00	28,372,000.00	1,612,000.00	Unexpected situation arisen due to COVID 19
Library Services	7,911,000.00	7,323,000.00	588,000.00	Good. Actual Progress is 93% during the COVID 19 Pandemic
	153,033,000.00	148,513,008.00	4,519,992.00	
Capital				
Acquisition of Fixed assets	5,750,000.00	3,781,000.00	1,969,000.00	Delay in completion of Projects within the year due to unexpected situation arisen due to COVID 19
Acquisition of Library Resources	1,750,000.00	445,000.00	1,305,000.00	Delay in completion of Projects within the year due to unexpected situation arisen due to COVID 19
	7,500,000.00	4,226,000.00	3,274,000.00	

Audit Report- 2020

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

1. Financial Statements

1.1 Qualified Opinion

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

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

1.2 Basis for Qualified Opinion

- (a) One of the main functions of the National Library and Documentation Services Board was to establish, preserve and administration a national book reserve. Accordingly, the Board had received books as donations, procurements, and exchange services etc. to the regular reserve, but only the total procurement value of Rs.111,916,057 had been included in the book stock of the financial statements. However, according to the main objectives of the institution, the accounting policy in relation to the categorization of the books, the recognizing the value of the books or the books which the value have not been recognized, and the policy in relation to the books classified as a national heritage was not disclosed in the financial statements.
- (b) As per the section 43 (b) of the Sri Lanka Public Sector Accounting Standard 12, the minimum payable lease value excluding taxes as on 31 December 2019 for two vehicles acquired by the board under the operating lease method on the basis of pay within 60 months from 05 September 2018 amounted to Rs.14,681,436 had not been disclosed in the financial statements.
- (c) Direct credits amounting to Rs.296,643 received by the bank during the year under review had omitted from the financial statements.
- (d) As per the board of survey reports and financial statements as on 31 December 2019, although a shortage of Rs.187,686 and Rs.1,922,912 was observed in the physical book stock in the store and the physical book stock under the reprinting project of classic books, the shortage had not been adjusted to the final stock. As such, the value of book stock as on 31 December of the year under review was overstated by Rs.2,110,598 in the financial statements.
- (e) According to the financial statements of the Board for the year ended 31 December 2019 the cost of books procured under property, plant and equipment was stated as Rs.111,916,057, the cost of the book stock in the reference register was stated as Rs. 45,524,068. Although a difference of Rs.66,391,989 was observed thereon, the difference had not been recognized and necessary remedied had not been taken.

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

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

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

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

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

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

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

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause to cease to continue as a going concern.

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

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

2. Report on Other Legal and Regulatory Requirements

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

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

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

2.1.3 Except paragraph (d) given in the Basis for Opinion section, the financial statements presented includes all the recommendations made by me in the previous year as per the requirement of section 6 (1) (d) (iv) of the National Audit Act, No. 19 of 2018.

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

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

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

<i>Reference to law/ direction</i>	<i>Observations</i>
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(a) Financial Regulations of Democratic Socialist Republic of Sri Lanka	

Financial Regulation 756 and 757	The stock of books procured for Rs.111,916,057 included in the financial statements as on 31 December 2019 and the stock of archived books of the National Library had not been verified.
(b) Section 16(1) of the National Audit Act No. 19 of 2018	The ledger entries related to the transactions of the board had not been recorded in the ledger accounts continuously since 2018 and on time, as financial statements had been prepared by the Quick Book computer software. Meanwhile, it was observed in the audit that the transactions of January 2020 were being entered into the computer software even by 20 July 2022.
(c) Section 6.5.1 of Public Enterprises Circular No. PED/12 dated 02 June 2003	Although the financial statements and draft annual report should be submitted to the Auditor General within 60 days of the end of the financial year, the financial statements for the year under review had been submitted for audit on 08 March 2022, after a delay of 738 days.
(d) Treasury Circular No. 842 dated 19 December 1978	An updated fixed asset register had not been maintained in respect of property, plant and equipment costing for Rs.376,878,130 as on 31 December of the year under review.

- (e) Decision of the Committee on Public Enterprises published on 22 May 2012
- Although the Chief Accounting Officer was ordered to recover Rs. 247,500 which was illegally overpaid as salaries to the former Director General of the Board in 2010 and then report to the Public Business Committee, action had not been taken as per the order even by 15 July 2022.

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

Powers, Functions and Activities	Observation
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National Library and Documentation Services Board Act No. 51 of 1998	
(a) Sections 12(2) (a), (b) and (e)	<p>The progress of the execution of the functions assigned to the board regarding the make available a national collection of library and documentation resources and the establishment and preservation of local and foreign publications reserves were not reflected in the monthly progress reports of the Conservation and Preservation, Acquisition and Bibliographic Control division of the Board and a sufficient workload was in hand in those divisions.</p> <p>According to the information submitted to the audit, it was confirmed that 5,288 and 1,880 books and publications were in hand since 2018 in the Acquisition and Bibliographic Control divisions and according to the estimated data of the Conservation and Preservation division it was identified that 33,353 units of books and publications were in hand as on 30 June 2022 which need minor, medium and complete remediation.</p>

(b) Section 12 (2) (b) The modernization works of the National Library building had been commenced in the year 2018 and the laboratory with the equipment costing Rs.3,660,547 under the Conservation and Preservation Division was removed from its' established location from August 2018. As such, the activities of the laboratory had been suspended until 30 September 2022. As a result, the conservation function of the book reserve of the National Library had not been performed sufficiently due to the processing activities of decayed books (tissue) in the laboratory had not been performed sufficiently for a period of 04 years from 2018 to 2022

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

2.3 Other Matters

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

W.P.C. Wickramaratne

Auditor General



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NATIONAL
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OF SRI LANKA

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நேசிய நூலக ஆவணவாக்கல் சேவைகள் சபை

National Library & Documentation Services Board

අංක 14 නිදහස් මාවත කොළඹ 07/ இல 14, சுதந்திர வழி, கோழம்பு 07 /14, Independence Avenue, Colombo 07

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