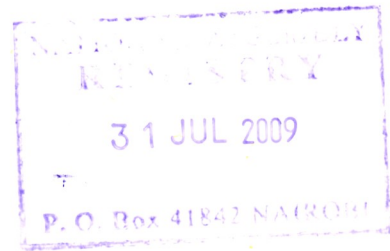




Kenya National Library Service



**ANNUAL REPORT
AND ACCOUNTS
2007/2008**



cl. 020.4



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MESSAGE FROM THE CHAIRMAN



I am pleased to present to you the Annual report and Audit accounts for the financial year 2007/2008. This was a successful year for us as it witnessed real progress and reflected the ongoing growth momentum. In response to the needs of the communities and in line with the Community Library Development (CLD) policy, the KNLS network increased from 44 to 48 branches.

The year under review saw an increase of 8.3% in book stock. We also witnessed the commencement of the construction of two ultra modern libraries in Buruburu and Nakuru. The ambitious journey towards ISO 9001:2008 certification began and the framework for the actual implementation has been set and efforts are being made towards this end.

In our search for a lasting impact for uplifting the living standards of Kenyans through provision of information, KNLS responded to the needs of the Internally Displaced Persons (IDPs) in Eldoret by providing reading forums aimed at upholding healing and reconciliation.

On behalf of my Board, I would like to express my sincere gratitude and appreciation to the KNLS management and staff for their tireless dedication, which has resulted in the delivery of a record performance in 2007. This has also been possible through the spirited support of the Government, our library clientele and other stakeholders.

We look forward to continued growth in the coming year.

A handwritten signature in black ink, appearing to read 'K. Pakia', written over a horizontal line.

**MR. KENNETH PAUL PAKIA
CHAIRMAN**

CHIEF EXECUTIVE'S REPORT



I am pleased to report that the financial year 2007/2008 was another record setting year for Kenya National Library Service. In line with our vision, we have made progress in our growth agenda. Our determination to improve our service delivery and operations as well as expand our network drove us to great heights.

EXPANDING THE NETWORK

Over the past year, we have responded to the needs of the public by opening four community-based libraries in different parts of the country. These are:

Mary Patch Turnbull Library, Werugha

The library which is about 10 Km away from Wundanyi library was constructed and furnished through the generous contribution of Turnbull family in memory of their late mother, Mrs. Mary Patch. A link person, one of Mrs. Turnbull's daughters, Mrs. Conny Nyatta who is married in the area, fronted the involvement of this American family. Mrs. Nyatta says that their mother who died in 2002 was an avid reader. It costed the family a total of Ksh. 4.5 million to have their dream for the community come true. The KNLS Board Chairman Mr. Kenneth P. Pakia officially opened the library on 1st April 2008. In his remarks, the Chairman thanked the Nyatta family for their commendable effort to build a library for the Werugha community.

Isiolo Library

Local youth groups and the Isiolo CDF committee started the project. The KNLS Board provided books and some furniture to facilitate the opening of the library to the public. This library opened its doors in June 2008. It is the only public library in Isiolo and its development was actively co-coordinated by the

community leaders in the area.

Masalani Library in Ijara

The construction of this library was funded by CDF and Arid lands Resource Management, while the KNLS Board helped to stock up with information materials. It opened its doors in June 2008 and is the only public library in Ijara district. Opinion leaders among them the Minister of Defense, Hon. Yussuf Haji, spearheaded the establishment of this library.

Kwale Library in South Coast

This library was initially run by the community on a voluntary basis. It was later handed over to KNLS Board in 2008.

UPCOMING LIBRARIES

Murang'a District Library

In the year 2000, the KNLS Board participated in a fundraising organized by the community to construct the Murang'a District library. A total of Ksh.1.3 million was realized. Nine years later, the Murang'a community can now smile as the government has finally come to their rescue and facilitated the completion of the three-storey building. The uphill task for KNLS Board now is to stock the library. This task could nevertheless be bearable if companies, business people and opinion leaders in Murang'a could mobilize resources to ensure that this facility is open to the public.

Buruburu and Nakuru

Buru Buru and Nakuru libraries are still under construction. The construction progress has so far been impressive and the public are eagerly awaiting their completion.



Buru buru library under construction



Nakuru library under construction

Karatina Library

When KNLS Board adopted the community library initiative in 1990, Karatina library was the first pilot project. The local community responded to the Board's call for community involvement by donating an old building, which was formerly used as a maternity ward. The building was later renovated through funds collected from a fundraising exercise where KNLS Board was represented. Eighteen years down the line, space has become a major challenge and in response to this plight the Mathira CDF committee donated a small tent that is pitched outside the library. To address the issue of space, KNLS Board has embarked on construction of an ambitious

purpose-built library building on the plot where the current library stands. The new building is expected to be complete in October 2008.

EMBRACING ICT

We embarked on the installation of both the library and finance software in order to facilitate automation of library and financial services.

Finance Software

The finance software is expected to be fully operational by July 2008. The automation will cover financial processing operations centralized at the headquarters and will allow for online posting of branch level data for aggregate consolidation of records. Complete implementation of the finance software is expected to achieve the following benefits:

- Increased work productivity.
- Accurate and timely business information for appropriate decision making.
- Efficient and effective utilization of human resource.
- Reduced paper work and improved service delivery.
- Improved security and stability.
- Effective data Management.
- Online budgetary control.

Library Software

The customer satisfaction survey held in June 2007 recommended the introduction and intergration of information communication technology (ICT) in service delivery in order to serve library users more effectively. The Amlib library management system was acquired and installed at the headquarters and is operational in Nairobi Provincial Library and Collection Development and Book Distribution Division (CD&BD). This development will be gradually rolled out to other branches.

SETTING THE STANDARDS

User Manual and Collection Development Policy

During the 2007 customer satisfaction survey, our level of customer satisfaction was rated at 62.9%, which was slightly below the internationally recommended 80%. To address some of the concerns that were raised by our customers, a user manual has been developed to ensure that our library clients optimally and responsibly use the available resources. Other documents that have been developed include the revised collection development policy and Children Reading Tents guidelines. The collection development policy will guide in the acquisition of library materials and facilities with a view to satisfying customer expectations.

ISO 9001:2000 Certification

As KNLS embarked on this exercise, a team of 21 KNLS senior staff were trained. These are expected to roll out the training programme to all other staff through out the KNLS network. The processes, procedures and work instructions have already been documented.

HIV AND AIDS WORKPLACE POLICY

A team of KNLS staff drawn from headquarters and other branches went on a three-day retreat to finalize the development of the KNLS HIV and AIDS Policy at the workplace. This was a follow-up of the Embu workshop that was co-sponsored by Plan International and Action Aid International Kenya in April 2007. The team also developed a questionnaire to enable KNLS to carry out a baseline survey on issues relating to HIV and AIDS among the KNLS staff. It is envisaged that the findings will aid in determining specific areas of concern and how

best to address them.

SKILLS DEVELOPMENT PROGRAMMES

In trying to achieve effective and efficient service delivery to the public, the Board engaged her staff in several training programmes as outlined in the table below.

No	Course Name	Date	Venue	Number trained
1	Mobilization and Communication Course	23 – 27 July 07	Strathmore University	1
2	Senior Staff Seminar	29 – 31 July 07	Moi International Sports Centre – Kasarani	68
3	World Library and Information Congress (IFLA)	19 – 23 August 07	Durban – South Africa	3
4	E-Selection of Library Materials Seminar	28 September 07	Methodist Guest House – Lavington	23
5	Financial Management Seminar for Non-Finance Managers	8 – 12 October 07	KIA	1
6	Business & Hospitality management Course	15 – 16 October 07	KIE	1
7	Promotion in Children's' Libraries seminar	17 – 19 October 07	Kasarani	23
8	Video – Conference Consultation Report	6 November 07	KIA	1
9	UNESCO Africa Regional Committee of the Memory of the World Programme 4 – 7 March 08	30 – 31 January 08	South Africa	1
10	One day workshop on ISO 9001:2000 Training of Trainers	14 February 08	Nairobi Club	21
11	Seminar on New Labour Laws, 2007	21 February 08	Silver Springs Hotel, Nairobi	2
12	2008 Taxation Seminar	6 March 08 & 12 – 13 March 08	ICPAK (Grand Regency)	1
13	Sensitization Workshop on Public Procurement and Disposal Act: 2005	2 – 7 March 08	Whispering Palms Hotel – Mombasa	1
14	EABD's Strategic Planning Workshop	4 – 7 March 08	Uganda	1
15	2008 Economic Symposium	12 – 13 March 08	Grand Regency (ICPAK)	2
16	Fire Management Course	11 – 13 March 08	KNLS	81
17	Master in Library & Information Science	July 07 – April 08	China	1
18	Work Environment Team	7 – 9 April 08	KARI	12
19	IAS 18 & 21 revenue and Effect of Changes in Foreign Exchange Rates	10 April 08	Safari Park Hotel	2
20	Leadership Dynamics Course	7 – 11 April 08	Kenya Institute of Administration	2

21	Executive Secretaries Management Retreat	6 – 12 April 08	Whispering Palms Hotel – Mombasa	1
22	HIV/AIDS Retreat	13 – 17 April 08	“	10
23	Corruption Prevention	16 – 18 April 08	Moi International Sport Centre – Kasarani	30
24	IAS 12 – Income Taxes	24 April 08	Panafric Hotel	2
25	Workshop on Public Procurement for Good	23 – 25 April 08	Kenya Institute of Education	1
26	Senior Staff Workshop	20 – 26 April 08	Kenya Institute of Education	60
27	Exchange Programme (IT) Based Services	27 April 08–3 May 08	Eritrea	2
28	Re-events Management Workshop	8 – 9 May 08	Voyager Beach Resort – Mombasa	1
29	EABDA 7 th AGM (BAI)	8 – 9 May 08	Tanzania	1
30	24 th Annual Seminar	21 – 24 May 08	ICPAK	1
31	Learn German in Germany	6 May – 26 June 08	Germany	2
32	Implementing IT Security in Enterprise	13 – 16 May 08	Malindi	1
33	Sensitization on Public Procurement and Disposal Act 2005	18 May 2008	KNLS	13

PROMOTING A READING CULTURE

National Book Week Celebrations

The Annual National Book week celebrations, which form a major campaign in the promotion of a reading culture as well as a forum for recognizing authors and publishers, were celebrated in all the 48 branches countrywide, from 22nd to 26th September 2007. They were co-sponsored by KNLS Board and the National Book Development Council (K) who are the initiators of the event.

The climax of the event was a book march from KNLS Headquarters to the Sarit centre, which was the venue for the Nairobi International Book Fair.

Other promotional campaigns included (but not limited to):

- Participation in 12 ASK shows countrywide
- Participation in the Public service week
- Organized 33 children tents countrywide

NETWORKING AND PARTNERSHIPS

Introduction of a Development Information Centre by World Bank

World Bank launched the Development Information Center (DIC) at the Kenya National Library Service (Nairobi) in October 2007. This was an important milestone in the Bank's partnership with the Government and people of Kenya, as well as with other development partners in raising awareness of the role of information in the

development process. World Bank also donated books on various development issues to KNLS during the same period. The launch was presided over by the PS, Ministry of Information & Communication, Dr. Bitange Ndemo and the World Bank Country Director, Mr. Bruce Collins.

Computer Aid International

Computer Aid International (CAI) managed to secure two hundred refurbished computers and twenty-five flat screen TVs and DVDs. The TVs and DVDs will mainly benefit the KNLS community libraries, some of which are in remote areas. The TVs and DVDs will facilitate the establishment of Audio Visual units while the computers will assist in the setting up cyber cafes within the libraries.

A VISIT TO CHINA

The Chinese Embassy in Kenya in conjunction with the National Library of China, hosted a team comprising two board members, the Director and two staff members in September 2007. In the past, we have benefited from the Chinese Government through training organized by the Ministry of Education. The libraries in China are given significant priority and the Government gives 100% financial support for development and sustenance of library services. This has in turn resulted in an elaborate establishment of their library network.

BOARD'S VISIT TO BRANCH LIBRARIES

The KNLS Board embarked on a familiarization tour of libraries and projects in order to keep abreast with the grassroots. Such familiarity has no doubt enhanced decision-making at the Board level. Two trips were undertaken with the first one targeting libraries in Central and part of Eastern Provinces in November 2007. These included: Thika, Karatina, Chinga, Nyeri, Munyu, Laikipia, Meru, Mikumbune and Embu. Projects: Murang'a, Isiolo and Buru Buru. In their tour, the Board noted that where renovations had been completed like in Embu and Thika, the level of readership had grown tremendously. The second trip covered libraries in Coast and part of Eastern. These included: Kinyambu, Kithasyu, Wundanyi, official opening of The Mary Patch Turnbull Library in Werugha, Mombasa, Kwale, Dzitsoni, Kilifi and Malindi.

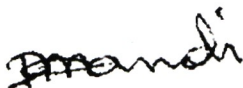
KNLS STAFF ESTABLISHMENT AS AT JUNE 2008

Designation	Scale	No.
Director	1	1
Deputy Director	2	2
Chief Librarian	4	2
Principal Lib/Snr Librarian	5-6	9
Librarian I/ Librarian II	7-8	82
Senior Library Assistant	9	26
Library Ass I/ Library Ass II	10-11	278
Principal Accountant	5	1
Senior Accountant	6	1
Accountant I	7	3
Accountant II	8	2
Accountant III	9	4
Accountant Assistant	10	1
Principal HRO	5	1

HRO I	7	3
HRO III	9	2
Snr. Driver, Driver I/II/III	10-14	13
Clerical Off, Higher/Snr/CO	11-13	17
Artisan (Snr/I/II/III)	10-13	5
ICT Officer (1,II,Ass III/II/I)	7-11	4
Senior Adm Officer	6	1
Admi Officer III	9	1
Adm Ass (Exc Sec/Snr Pers Sec/Shorthand/Typist/Snr CT/CT I,II,III)	6-11	29
Senior PRO	6	1
SCO III	9	1
Supply Chain Assistant	10/11	3
Archives & Rec Officer II	8	3
Archives & Rec Ass/Snr	10/11	2
Snr Telephone Operator	10	1
Telephone Operator I	11	2
Telephone Operator II	12	1
Principal Internal Auditor	6	1
Security Officers I,Snr/Ass Sec Officer II/I, Snr Ass Sec Officer, Sec Officer	10-16	94
Head Mess/Snr Support Staff/Support Staff I/II/III	14-16	127
Library Clerk	12	105
Library Attendant	13	27
Braille Transcriber	12	1
Graduate Assistant	10	3
		860

Conclusion

In recognition of the notable steps we have made, I would like to express my sincere appreciation to the library clientele, staff, development partners and Board of Directors, all of who have been instrumental in the achievement of this success.



IRENE M. KIBANDI (MRS)
DIRECTOR

CORPORATE INFORMATION & ADDRESS

KNLS Board Members as at 30th June 2008

Mr. Kenneth Paul Pakia	-	Chairman
Mr. James C. Odaga	-	Representative Nyanza Province
Mr. Arthur Kemoli	-	Representative Western Province
Mr. Hussein Sheikh Dahir	-	Representative North Eastern Province
Mrs. Marcellina Mwamuye	-	Representative Coast Province
Mrs. Lucy Muhinga	-	Representative Central Province
Mr. Joseph M. Nzuba	-	Representative Eastern Province
Mr. Syllas Chemnjor	-	Representative Rift Valley Province
Ms. Betty Martha Miyandazi	-	Representative Nairobi Province
Mrs. Rose M. Sereti	-	Nominated
Mr. Edward N. Mukundi	-	Nominated
Mr. Noor Aden Noor	-	Alternate Director, Ministry of Education
Ms. Eunice Muthamia	-	Alternate Director, Ministry of Finance
Mr. David Cheruiyot	-	Alternate Director, Ministry Planning & Development
Mrs. Anne Gakuria	-	Alternate Director, Parent Ministry (Ministry of National Heritage & Culture)
Ms. Salome Munavu	-	Alternate Director, University of Nairobi
Mrs. Jacinta Were	-	Alternate Director, Kenya Library Association
Ms. Mary Ngechi Ngethe	-	Alternate Director, City Council of Nairobi

Management

<u>Name</u>	<u>Designation</u>	<u>Department</u>
Mrs Irene M. Kibandi	- Director	
Mrs M. W. Ngovi	- Deputy Director (TS)	
Mr Richard M. Atuti	- Deputy Director (A&F)	
Mrs. Miriam W. Kin'gori	- Principal Human Resource Officer	Human Resource Dept.
Ms. Virginah Kariuki	- Principal Accountant	Finance Dept.
Mr. Cyrus Ndogo	- Librarian I	Planning Dept.
Mrs. Jane Kariuki	- Principal Procurement Officer	Supplies Dept.(Up to June 08)
Mr. David Muswii	- Chief Principal Librarian	Nairobi Area Library
Ms. Carolyne Kayoro	- Senior Principal Librarian	Collection Development & Book Distribution Division
Ms. Esther Ndere	- Librarian I	National Library Division
Mr. Charles Kitendo	- Information Officer I	IT Dept.
Mrs Nancy Ngugi	- Senior Public Relation Officer	Public Relations Dept.
Mr. Geoffrey Ruto	- Senior Admn. Officer	General Office Dept.
Mr. Juma Mwatate	- Principal Internal Auditor	Internal Audit Dept.

Registered Office

Kenya National Library Service (KNLS)
Community Area
Opposite NHIF Building
P O Box 30573 – 00100 NAIROBI
Tel 2725550/1
Fax 2721749
Email knls@kbnet.co.ke, www.knls.or.ke

Auditors

Controller & Auditor General
Kenya National Audit Office
P O Box 30084 – 00100
NAIROBI

Bankers

Kenya Commercial Bank
NSSF Building
P O Box 69695
NAIROBI

BOARD MEMBER'S REPORT FOR THE YEAR ENDED 30TH JUNE 2008

The Board members have the pleasure of submitting their financial statements for the year ended 30th June 2008.

KNLS MANDATE

Kenya National Library service (KNLS) Board is a statutory body of the Government of Kenya established by an Act of Parliament, Cap 225 of the Laws of Kenya in April 1965. The Board's mandate is to develop, promote, establish and equip libraries in Kenya. The State Corporations Act Cap 446 of the laws of Kenya also guides the Board in its operations.

KNLS CORE FUNCTIONS

- To promote, establish, equip, manage and maintain the National and Public libraries services in Kenya;
- To maintain the National Bibliographic Control through publication of the Kenya National Bibliography and Kenya Periodicals Directory and provision of national reference services;
- To promote information, literacy and reading among Kenyans;
- To enhance stakeholders participation for equitable development of libraries throughout the country;
- To advise the Government, local authorities and other public bodies on all matters relating to library, documentation and related services.

VISION:

To be a premier library service provider in Africa.

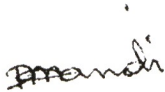
MISSION:

To lead in knowledge management by adopting best technologies and provide access to information materials for a sustained reading culture to facilitate kenyan's participation in national development.

THE STRATEGIC OBJECTIVES OF THE KNLS

1. To promote and establish libraries throughout the country;
2. To enhance community participation in the establishment of community libraries;
3. To manage and maintain existing libraries and facilities;
4. To maintain the National Bibliographic control through publication of the Kenya National Bibliography and preserve copies of all materials published on Kenya as national heritage and for posterity;

5. To integrate ICT in library operations and service delivery;
6. To develop literacy and sustain reading promotion campaigns;
7. To provide specialized library services to the disadvantaged;
8. To engage in income generating activities by using library facilities and not necessarily compromising the library's core functions;
9. To develop and motivate staff for optimum productivity;
10. To review KNLS Act to respond to current challenges;
11. To monitor and evaluate programmes and activities.



Mrs Irene M. Kibandi
Director KNLS/Secretary to the Board
25th August 2008

STATEMENT OF KNLS BOARD MEMBERS' RESPONSIBILITIES




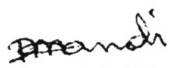
KNLS Board Members

The Kenya National Library Service Board (KNLS) Act CAP 225 requires the Kenya National Library Service Board to prepare financial statements for each financial year, which give a true and fair view of the state of affairs at the end of the financial year. It also requires the Board to ensure that KNLS keeps proper accounting records, which disclose with reasonable accuracy at any time the financial position. They are also responsible for safeguarding the assets of KNLS.

The Board accepts responsibility for the annual financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgment and estimates, in conformity with International Financial Reporting Standards promulgated by International Accounting Standards Board and in the manner required by the KNLS Act. The Board is of the opinion that the financial statements give a true and fair view of the state of the financial affairs of KNLS. The Board further accepts responsibility for the maintenance of accounting records, which may be relied upon in the preparation of financial statements, as well as adequate systems of internal financial control.

Finally, nothing has come to the attention of the Board to indicate that KNLS will not remain a going concern for at least the next twelve months from the date of this statement.


Mr Kenneth P. Pakia
Chairman KNLS Board


Mrs Irene M. Kibandi
Director KNLS

25th August 2008

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Fax: +254-20-311482
E-mail: cag@kenyaweb.com

REPUBLIC OF KENYA



P.O. Box 30084-00100
NAIROBI

KENYA NATIONAL AUDIT OFFICE

REPORT OF THE CONTROLLER AND AUDITOR GENERAL ON THE FINANCIAL STATEMENTS OF KENYA NATIONAL LIBRARY SERVICE BOARD FOR THE YEAR ENDED 30 JUNE 2008

I have audited the financial statements of Kenya National Library Service Board for the year ended 30 June 2008 set out on pages 8 to 23 which comprise the balance sheet as at 30 June 2008, and the income statement, statement of changes in equity and cash flow statement for the year then ended, together with a summary of significant accounting policies and other explanatory notes in accordance with the provisions of Section 14 of the Public Audit Act, 2003. I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of the audit.

Board's Responsibility for the Financial Statements

The Board is responsible for the preparation of financial statements which give a true and fair view of the Board's state of affairs and its operating results in accordance with the International Financial Reporting Standards. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Responsibility of the Controller and Auditor General

My responsibility is to express an independent opinion on the financial statements based on the audit. The audit was conducted in accordance with the International Standards on Auditing. Those standards require compliance with ethical requirements and that the audit be planned and performed with a view to obtaining reasonable assurance that the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the entity's preparation and fair presentation of the financial statements 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 Board's internal controls. An audit also includes evaluating

the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial statements. I believe the audit provides a reasonable basis for my opinion.

1. Property and Equipment

As in the previous year, Property and Equipment figure of Kshs.223,780,843 as at 30 June 2008 includes Kshs.5,352,000 being the value of seven (7) plots without title deeds. It further excludes, seventeen (17) pieces of land valued at Kshs.42,042,350 without title deeds and fourteen (14) unvalued pieces of land without title deeds. It was therefore not possible to confirm the ownership status of these properties. Until all the assets are valued, registered and included in the financial statements, it is not possible to confirm that the property and equipment balance of Kshs.223,780,843 as at 30 June 2008 is fairly stated in these financial statements.

2. Stock of Books

As previously reported, the stock of books figure of Kshs.334,476,936 as at 30 June 2008 relates to stocks of purchased and donated books. The Board's policy is to value each donated book that does not have a cover price at Kshs.500 for junior books and Kshs.800 for adult books. The valuation is however, done arbitrarily without ascertaining the actual cost per book from the donors or ascertaining cost of similar books in the local market. This is contrary to the requirements of International Accounting Standard No.2 on inventories which requires stocks to be valued and stated at the lower of cost and net realizable value. In addition, the stock of books figure of Kshs.334,476,936 as analyzed in note 10 to the financial statements differs with the stock of books schedule figure of Kshs.328,340,468 by an unexplained Kshs.6,136,468. It was further noted that books valued at Kshs.44,447 in Mwingi, Kshs.79,195 in Kericho, Kshs.70,891 in Nyeri and Kshs.58,987 in Embu all totalling Kshs.253,520 were not accounted for as at 30 June 2008. In the circumstances, it was not possible to confirm the accuracy and the validity of the books stock figure of Kshs.334,476,936 as at 30 June 2008.

3. Debtors

The debtors balance of Kshs.5,306,518 as analyzed in note 11 to the financial statements includes staff debtors amounting to Kshs.4,630,162 out of which Kshs.2,316,390, Kshs.800,000 and Kshs.374,374 were owed by three former members of staff respectively. Although the Board had paid its lawyers Kshs.54,500 as at 30 June 2008 to recover the outstanding debt of Kshs.800,000, nothing has been recovered as at the date of this report. It was therefore not possible to confirm that the debtors balance of Kshs.5,306,518 as at 30 June 2008 is fairly stated.

Opinion

Except for the foregoing reservations, in my opinion, proper books of account have been kept and the accompanying financial statements give a true and fair view of the financial position of the Board as at 30 June 2008 and of its surplus and cash flows for the year then ended in accordance with the International Financial Reporting Standards and comply with the Kenya National Library Service Board Act (Cap. 225 of the Laws of Kenya).



**P.N. KOMORA, CBS.
CONTROLLER AND AUDITOR GENERAL**

Nairobi

29 December 2008

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 30TH JUNE 2008

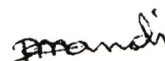
	Notes	2007/08 Kshs	2006/07 Kshs
Income			
Government grants	(2)	594,475,292	603,411,563
Other Grants	(3)	24,535,969	51,727,448
Other incomes	(4)	<u>12,180,256</u>	<u>8,206,386</u>
		<u>631,191,517</u>	<u>663,345,397</u>
Expenditure			
Staff expenses	(5)	334,420,453	352,294,794
Boards expenses	(6)	11,187,980	24,454,253
Operating expenses	(7)	<u>97,474,969</u>	<u>102,965,519</u>
Total Expenditure		<u>443,083,402</u>	<u>479,714,566</u>
Surplus for the year		<u>188,108,115</u>	<u>183,630,831</u>

BALANCE SHEET AS AT 30TH JUNE 2008

	Notes	2007/08 Kshs	2006/07 Kshs
Non Current Assets			
Property and equipment (NBV)	(8)	223,780,843	238,157,355
Capital work in progress	(9)	354,400,042	127,738,005
Stock of books	(10)	<u>334,476,936</u>	<u>296,803,092</u>
		<u>912,657,820</u>	<u>662,698,452</u>
Current Assets			
Debtors	(11)	5,306,518	3,790,011
Stores	(12)	3,658,580	8,631,670
Cash and Cash equivalents	(13)	<u>31,100,945</u>	<u>125,701,075</u>
		<u>40,066,043</u>	<u>138,122,756</u>
Total Assets		952,723,863	800,821,208
Equity & Liabilities			
Fund			
Accumulated Fund	(14)	719,493,179	520,423,951
Deferred income	(15)	907,586	67,332,878
Revaluation account	(16)	4,085,000	-
Surplus		<u>188,108,115</u>	<u>183,630,831</u>
Total Fund		<u>912,593,880</u>	<u>771,387,660</u>
Current Liabilities			
Provisions	(17)	1,803,200	15,938,397
Creditors/Accruals	(17)	<u>38,326,783</u>	<u>13,495,151</u>
Total current liabilities		<u>40,129,983</u>	<u>29,433,548</u>
Total Equity & Liabilities		952,723,863	800,821,208



Mr Kenneth P. Pakia
Chairman KNLS Board



Mrs Irene M. Kibandi
Director KNLS

25th August 2008

25th August 2008

STATEMENT OF CHANGES IN EQUITY

	Accumulated fund Kshs	Deferred income Kshs	Revaluation Kshs	Surplus Kshs	Total Kshs
As at 1st July 2006	569,808,932	47,826,132		-	617,635,064
Surplus for the year	-	-		183,630,831	183,630,831
Additions for the year	-	19,506,746		-	19,506,746
Prior year adjustments	(49,384,981)	-		-	(49,384,981)
Balance as at 30 th June 2007	520,423,951	67,332,878		183,630,831	771,387,660
As at 1st July 2007	704,054,782	67,332,878		-	771,387,660
Surplus for the year	-	-		188,108,115	188,108,115
Prior year adjustments	15,438,397				15,438,397
Additions for the year	-	(66,425,292)		-	(66,425,292)
Revaluation			- 4,085,000	-	4,085,000
Balance as at 30 th June 2008	719,493,179	907,586	4,085,000	188,108,115	912,593,880

- 2006/2007 prior year adjustment refers to unspent recurrent grants as at 30th June 2006 which were used to finance 2006/2007 projects. The amount had been credited in the income and expenditure statement.
- 2007/2008 prior year adjustments refer accumulated provisions for leave days which have now been reversed.

CASH FLOW STATEMENT FOR THE YEAR ENDED 30TH JUNE 2008

	Notes	<u>2007/2008</u> Kshs	<u>2006/2007</u> Kshs
OPERATING ACTIVITIES			
Cash generated from operations	(18)	172,509,793	191,699,376
Investment Income		104,748	101,695
Net cash from operating activities		172,614,540	191,801,071
INVESTING ACTIVITIES			
Purchase of Books & Periodicals		(31,801,328)	(39,324,155)
Purchase of Equipment		(836,010)	(10,705,241)
Purchase of Furniture		(1,628,472)	-
Purchase of Computers		(2,894,228)	-
Sale of motor vehicles		752,000	(23,520,000)
Capital expenditure Rehabilitations		(230,806,633)	(163,394,375)
Net cash from investing activities		(267,214,671)	(236,943,771)
Cash flow from financing activities			
Net increase (decrease) in cash and Cash equivalents		(94,600,131)	(45,142,700)
Cash and Cash equivalents at beginning of period		125,701,075	170,843,775
Cash and cash equivalents at end of period		31,100,944	125,701,075

NOTES TO THE FINANCIAL STATEMENTS

1.0 Significant Accounting Policies

The principal accounting policies adopted in the preparation of these financial statements are set out below.

a) Basis of preparation

The financial statements are prepared in accordance with and comply with International Financial Reporting Standards. The Boards' financial statements have been prepared under the historical cost convention as modified by Revaluation of freehold Land and buildings, fixtures and fittings, plant & equipments which are incorporated in these accounts.

(b) Revenue Recognition

Revenue is realized when existing library services are utilized and when recovery against a lost book is made. Others such as penalties on late return of books, rent, disposal of idle assets, sale of Kenya National Bibliographical and parking fee are recognized when due.

Grants

Unrestricted grants are accounted for in the period when payment is received from donors or the Government of Kenya. Grants received for specific purposes are treated as deferred income and only credited to the income and expenditure statement when the activities for which they were provided for have been undertaken.

Grants received for specific assets purchases projects are treated as deferred income for assets acquisition and only credited to the income and expenditure statement when the activities for which they were provided for have been undertaken.

Donations in Kind

Donations in kind are recognized on a receipt basis and recorded at their estimated market values.

Interest Income

Interest income is recognized on an accrual basis.

c) Foreign Currency

Transactions during the year are converted into Kenya Shillings at exchange rates ruling at the transaction date. Monetary assets and liabilities are expressed in foreign exchange rates ruling at the balance sheet date. The resulting differences from conversion and translation are dealt with in the income statement in the year in which they arise.

d) Property and Equipment

Freehold land and buildings are included in the financial statements at their historical cost or amount of any subsequent valuation. Property, plant and equipment are stated at cost or valuation less accumulated depreciation.

e) Depreciation

Freehold land is not depreciated.

Depreciation is calculated on straight line basis to write off the cost or revalued amount of property and equipment estimated useful as follows:-

- Freehold land	-	Nil
- Buildings	-	2%
- Motor vehicles	-	25%
- Fixtures, furniture & fittings	-	12.5%
- Equipments	-	20%
- Computers	-	33%

Capital work in progress is not depreciated until such a time as the assets is brought into use.

f) Employee Benefits

The KNLS employees are eligible for retirement benefits under a defined contribution scheme. The employer contributes 20% and employee 10% of the monthly basic salary towards an employee pension. KNLS Board's contributions are charged to the income statement in the year to which they relate.

g) Comparatives

Where necessary, comparative figures have been adjusted to take into account the effect of prior year adjustments.

h) Taxation

KNLS is exempted from taxation and therefore no provision for tax liability has been made in the financial statements.

i) Provisions

Specific provisions are made against lost books when in the opinion of the Board recovery is considered doubtful. In addition, general provision is maintained based on management evaluation of obsolence and deterioration of the books. The provisions for doubtful debts are the lower cost of books plus 60% or the actual overdue.

2.0 Government Grants

	<u>2007/08</u>	<u>2006/07</u>
	Kshs	Kshs
Government Grants - Recurrent	395,000,000	472,083,328
Government Grants - Development	199,475,292	131,328,235
	594,475,292	603,411,563

3.0 Other Grants

	<u>2007/08</u>	<u>2006/07</u>
	Kshs	Kshs
Cash Donations	2,566,844	2,040,592
Land Donations	5,140,000	-
Book Donations	15,437,538	45,888,090
Equipment	1,046,586	3,798,766
Computers	300,000	-
Motor vehicles	45,000	-
	24,535,969	51,727,448

4.0 Other Incomes

	<u>2007/08</u>	<u>2006/07</u>
	Kshs	Kshs
Hire of Halls	669,876	1,008,645
KNB & KPD Sales	55,306	21,932
Interests Receivable	104,748	101,695
Miscellaneous Income	858,857	587,618
Photocopier	73,289	92,722
Internet and E-mail	252,233	165,493
Parking Charges	473,576	382,004
Bill Boards	706,978	954,500
Fines and Overdue	399,478	378,757
Discount receivable	5,778,829	4,513,021
Gain on sale of motor vehicles	752,000	-
Rental income	571,730	-
Disposal income	501,532	-
Consultancy	66,000	-
Sale of tender documents	655,500	-
Membership fees	260,325	-
	12,180,256	8,206,386

5. Staff Expenses

	<u>2007/08</u>	<u>2006/07</u>
	Kshs	Kshs
Basic Salaries - Permanent Employees	160,141,431	161,997,912
Casual labour	109,551	275,926
House Allowance	101,887,202	107,736,545
Acting Allowance	7,026	40,840
Hardship Allowance	8,521,829	8,368,528
Medical Allowance	11,625,912	12,101,164
Special Duty Allowance	330,709	430,876
Other Allowances - Bicycle, car & entertainment	400,800	311,400
Refund of Medical Expenses – inpatient	113,750	200,123
Employer Contributions to Pension Scheme	32,460,057	30,824,284
Travel Costs – Domestic	498,352	535,562
Accommodation – Domestic	633,930	4,265,650
Daily Subsistence – Domestic	1,282,990	2,684,897
Sundry Items – Domestic	427,413	84,000
Passage and Transfer Expenses – Domestic	6,415,614	9,903,220
Travel Costs – Foreign	269,883	384,621
Accommodation – Foreign	40,840	181,300
Daily Subsistence – Foreign	601,157	618,685
Training Expenses	7,402,575	10,766,833
Purchase of Uniforms & Clothing – Staff	1,249,434	582,428
Total Staff costs	334,420,453	352,244,794

6.0 Boards Expenses

	<u>2007/08</u>	<u>2006/07</u>
	Kshs	Kshs
Boards Committee, Conference & Services	11,187,980	24,454,253

7.0 Operating expenses

	<u>2007/08</u>	<u>2006/07</u>
	Kshs.	Kshs.
Electricity	1,973,325	1,833,331
Water and Sewerage Charges	705,687	551,961
Telephone & Mobile Phone Services	3,240,891	2,912,695
Internet Connections	788,692	772,398
Courier & Postal Services	1,061,539	1,317,591
Publishing & Printing Services	701,866	1,985,668

Subscription to Newspapers, Magazines & Periodicals	6,621,781	6,647,005
Advertising, Awareness & Publicity Campaigns	2,816,843	5,525,464
Rent & Rates - Non-Residential	48,672	196,810
Catering Services	708,350	1,776,581
Purchase of Coffin & other Misc. Costs	277,103	178,850
Insurance Costs	5,626,511	7,052,582
Trade shows & other Exhibitions	382,565	825,485
General Office Supplies	2,226,925	3,465,778
Supplies & Accessories for Computer & Printers	893,811	977,036
Sanitary & Cleaning Materials	459,170	719,846
Refined Fuels & Lubricants for Transport	1,759,404	3,192,914
Loose assets written off	17,981,190	-
Veterinarian services	78,943	24,800
Bank Service Commission & Charges	966,449	828,049
Membership Fees, Dues, Subscriptions to Prof. Bodies	343,768	399,386
Transport Costs & Charges for Clearing Donated Books	242,615	225,754
Legal Dues, Arbitration & Compensation Payments	54,500	889,661
Contracted Professional Services	781,641	1,305,000
Maintenance Expenses - Motor Vehicles	1,285,937	1,868,856
Maintenance of Plant, Machinery & Equipment	750,378	388,807
Maintenance of Buildings - Non-Residential	3,547,692	2,267,531
Maint. Of Computers, Software, Networks & Comm. Equip.	2,141,120	417,667
Contracted Guards & Cleaning Services	4,651,897	4,431,772
Medals & awards	114,000	196,000
Library Processing Tools, Magnetic Strips, Bindery & Cataloging Tools	7,029,071	742,353
Audit fees	464,000	500,000
With holding tax	15,634	15,254
Withdrawn books	9,565,023	19,187,482
Support to community based libraries		808,556
Purchase of Software	4,788,484	5,343,012
Forex loss	8,872	32,785
Depreciation	12,370,621	23,160,799
Total Operating Expenses	97,474,969	102,965,519

8. Property & Equipment

	Land	Buildings	Furniture & Fittings	Equipments	Computers	Motor vehicles	Total
	Kshs	Kshs	Kshs	Kshs	Kshs	Kshs	Kshs
Cost / valuations as at 1/7/07	123,278,600	97,279,209	35,776,827	21,386,331	24,679,243	41,105,539	343,505,749
Additions during the year- Donations	5,140,000	-	-	1,046,586	300,000	45,000	6,531,586
Purchases	-	-	1,628,472	836,010	2,894,228	-	5,358,710
Disposal	-	-	-	-	-	(2,015,000)	(2,015,000)
Devaluations	-	(2,735,290)	(30,711,528)	(18,665,985)	(19,219,093)	(8,368,839)	(79,700,735)
Revaluations	-	-	-	-	-	4,085,000	4,085,000
Cost / valuation	128,418,600	94,543,919	6,693,771	4,602,942	8,654,378	34,851,700	277,765,310
Accumulated depreciation b/fwd	-	24,732,033	24,848,698	14,085,613	20,341,934	21,340,115	105,348,393
Depreciation for the year	-	1,890,878	203,559	336,727	901,533	9,037,924	12,370,621
Depreciation of disposal	-	-	-	-	-	(2,015,000)	(2,015,000)
Depreciation on revaluation	-	(251,380)	(23,582,375)	(12,957,683)	(16,559,270)	(8,368,839)	(61,719,547)
Accumulated depreciation c/fwd	-	26,371,531	1,469,884	1,464,657	4,684,197	19,994,200	53,984,467
Net Book Value 30/6/2008	128,418,600	68,172,388	5,223,887	3,138,285	3,970,181	14,857,500	223,780,843
Net Book Value 30/6/2007	123,278,600	72,547,176	10,928,129	7,300,718	4,337,309	19,765,424	238,157,356

The financial statements omit land and building in respect to community based library projects, which were established by the Board in partnership with the communities and donated to the KNLS Board. Their value is omitted from the accounts since the Board does not have ownership documents (title deeds). The board is in the process of obtaining ownership documents and valuing them for inclusion in the Boards Assets' Register.

Devaluation in buildings refers to fencing of Machakos & Kajiado library plots and old bills of quantity for Buruburu library which had been recognized as assets and were being depreciated at 2% p.a.

Devaluation in respect to furniture & fittings, equipment & computers refers to reclassification of assets which had been recognized as fixed assets previously and whose per item value is less than Kshs.3000/-. Whereas the Board's policy is to recognize fixed assets as assets whose value per item is more than 3000/- . Assets whose value is less than 3000/- should be expenses during the year of purchase.

Devaluation in motor vehicles refers to cost of motor vehicles which were revalued by AA during the year 2007/08 (see note 16).

Advice

9.0 Capital work In Progress

These are valued on going works as at 30th June 2008.

Movement of CWIP

	Opening Balance (kshs)	Total Additions (kshs)	Closing balance (kshs)
Nairobi- Buruburu	63,248,951	107,431,937	170,680,888
Nakuru	30,020,716	70,508,175	100,528,891
Karatina	2,026,293	3,922,297	5,948,590
Muranga	5,276,343	22,280,612	27,556,955
Kisii	1,754,945	4,327,908	6,082,853
Mombasa	2,785,852		2,785,852
kericho	2,007,064	721,031	2,728,095
Wundanyi	869,901	1,392,059	2,261,960
Kakamega	3,160,829	380,878	3,541,707
Nairobi	239,594	546,897	786,491
Embu	2,519,929	3,711,752	6,231,681
Kisumu	3,099,042	1,571,945	4,670,987
Nyeri	2,029,896	5,110,163	7,140,059
Garissa		1,839,556	1,839,556
Thika	4,251,724	574,033	4,825,757
Mwingi		1,662,485	1,662,485
Meru	1,513,818	680,307	2,194,125
Lusumu	2,933,112		2,933,112
	127,738,009	226,662,033	354,400,042

10.0 Stock of books

Movement of Book Stocks for the year 2007/08

	No.(PCs)	Value(kshs)
Opening Balance	910,333	296,803,092
Add		
Gok purchases & donations	116,534	47,238,867
Less		
Withdrawn books	33,478	9,565,023
TOTAL	993,389	334,476,936

The withdrawn books represents the net effect of value of books weeded from the system, lost books (including stolen books), and resurfaced books. It also includes books donated to needy institutions. KNLS is an agent of Book Aid International (BAI). The Board receives books from BAI on behalf of other institutions and distributes them.

The stock of books consists of reading materials for users of all levels. Books purchased are valued at cost price where as books donated to KNLS are valued at cover price. Where no value is indicated, the books are valued at Kshs 800/- per copy for adult books and kshs 500 for children.

As at 30th June 2008, the non book materials which included periodicals, toys and tapes were valued at kshs

5,315,274.00 Their figure has not been included as stock of books because of their fast deteriorating nature.

11.0 Debtors

	<u>2007/08</u> Kshs	<u>2006/07</u> kshs
Deposits –Refundable	377,916	377,916
Imprest & Advances	298,440	225,882
Debtors	4,630,162	24,650,788
Less provisions	-	<u>(21,464,575)</u>
	<u>4,630,162</u>	<u>3,186,213</u>
Total	<u>5,306,518</u>	<u>3,790,011</u>

Contingent Asset

- Deposits include Kshs 112,000 held by petrol stations whose management has changed hands severally rendering their recoverability doubtful. The issues have been submitted to the company's lawyer for perusal and their status is not yet known.
- Miscellaneous debtors include Kshs 2,313,474 paid to the former Ag KNLS Director (Mrs. Deborah Nyabundi) which had not been recovered as at 15th June 2007 when she retired.
- Included also is Kshs 7,000 owed by the Mr Kimiri a former KNLS employee who was dismissed by the Board on account of desertion on 12th November 2004.
- Debtors also include Kshs 1,864,454.50 for ex-staff who have left KNLS. Their recovery is doubtful.

12.0 Stores

The items mainly comprise consumables whose turnover is very high. First in first out valuation method is used and inventories are stated in the financial statements at cost, which is lower than net realized value.

	<u>2007/08</u> kshs	<u>2006/07</u> kshs
General office	2,584,622	1,175,518
Uniform materials	481,944	272,791
Library processing tools	7,603	6,533,590
Advertising & publicity	166,020	96,046
Maintenance of plant & equipments		131,394
Maintenance of Building & stations	2,436	114,904
Computer accessories	295,137	307,424
Sanitary & cleaning material	120,818	
Total	<u>3,658,580</u>	<u>8,631,670</u>

13.0 Cash & Cash Equivalents

	<u>2007/08</u> Kshs	<u>2006/07</u> kshs
Cash in hand	41,527	14,381
Bank main account	13,064,673	79,769,063
Bank Development Account	17,143,095	32,170,903
Bank Savings & Reserve A/C	522,041	13,436,384
Bank Savings & Reserve -foreign A/C	329,609	310,344
Total	<u>31,100,945</u>	<u>125,701,075</u>

14.0 Accumulated Fund

	<u>2007/08</u> Kshs	<u>2006/07</u> kshs
Accumulated fund at beginning of the year	520,423,951	569,808,932
Surplus for 2006/2007	183,630,831	
Prior year adjustments	15,438,397	(49,384,981)
Accumulated fund at end of the year.	<u>719,493,179</u>	<u>520,423,951</u>

15.0 Deferred income

PROJECT	BAL BF	2007/08 allocations	Total funds available	EXPENDITURE	AMOUNT DIFFERED
NAIROBI BURUBURU	12,762,809	65,000,000	77,762,809	92,285,189	(14,522,380)
NAKURU	14,755,407	48,172,125	62,927,532	63,878,058	(950,526)
KARATINA	1,224,886	5,000,000	6,224,886	3,530,067	2,694,819
MURANGA	13,716,627	7,200,000	20,916,627	19,506,420	1,410,207
KISII	4,305,074	869,121	5,174,195	3,842,505	1,331,690
MOMBASA		(15,234)	(15,234)		(15,234)
KERICHO	1,381,514	-	1,381,514	720,581	660,933
WUNDANYI	1,668,549	3,000,000	4,668,549	1,392,059	3,276,490
KAKAMEGA	530,516	200,000	730,516	380,878	349,638
NAIROBI	93,838		93,838	-	93,838
EMBU	5,344,407	(1,572,503)	3,771,904	3,711,752	60,152
KISUMU	1,155,609	800,000	1,955,609	1,423,674	531,935
NYERI	4,021,919	778,081	4,800,000	4,718,278	81,722
GARISSA	1,600,000	500,000	2,100,000	1,680,697	419,303
THIKA	1,673,449	(200,000)	1,473,449	574,033	899,416
MWINGI		2,000,000	2,000,000	1,218,824	781,176
MERU	2,616,684	400,000	3,016,684	612,277	2,404,407
MOBILE VAN	606,371	(606,371)	-		-
MOMBASA	(124,781)	124,781	-		-
Support to CBLs		1,400,000	1,400,000		1,400,000
	67,332,878	133,050,000	200,382,878	199,475,292	907,586

16.0 Revaluations

The motor vehicles were revalued by AA of Kenya in May 2008. The motor vehicles had been fully depreciated but they still had economic value.

The cost of the vehicles was Kshs.8,368,839/- and were revalued by AA at Kshs.4,085,000/-.

17. Provisions Creditors/Accruals

	<u>2007/08</u> kshs	<u>2006/07</u> kshs
<u>Provisions</u>		
Provision for Audit fees	464,000	464,000
Provision for staff leave days		15,474,397
Provision for Directors gratuity	1,339,200	
Total provisions	1,803,200	15,938,397
<u>Creditors/accruals</u>		
Creditors/accruals	38,326,783	13,495,151
Total provisions , creditors/accruals	40,129,983	29,433,548

The provisions include charges for audit fees and Director's gratuity (31% of basic pay) accrued as at 30/6/08.

18.0 Notes to Cash flow Statement

	<u>2007/08</u> kshs	<u>2006/07</u> Kshs
Cash flow from Operating activities		
Operating surplus for the period	188,108,115	183,630,831
Adjustments for;		
Depreciation	12,370,621	23,160,799
Interest income	(104,748)	(101,695)
Forex exchange loss	8,872	-
Gain on sale of motor vehicle	(752,000)	-
Loose assets	(17,981,190)	-
Other grants-Grants in kind	(21,969,125)	(49,686,856)
Provisions	1,803,200	
Withdrawn books	9,565,023	19,187,482
Deferred income	-	19,506,746
Discount received	(5,778,829)	(4,513,021)
Operating surplus before working capital changes	<u>165,269,941</u>	<u>191,184,286</u>
Increase (Decrease) in debtors	1,516,507	(19,595,715)
Increase(Decrease) in stores	(4,973,090)	(3,940,785)
Increase(Decrease) in creditors	10,696,435	24,051,589
	<u>7,239,852</u>	<u>515,090</u>
Net cash generated from operations	172,509,793	191,699,376

19.0 Staff

The KNLS Board had a total of 869 employees as at 30th June 2008 as follows:-

• Professional staff	-	40
• Para professional staff	-	213
• Other support staff	-	616

CONTACT INFORMATION

Kenya National Library Service
 P.O. box 30573-00100, NAIROBI
 Community Area (Opposite NHIF Building)
 Tel. 254 - 20 – 2725550/1, 2158352, 0722860567;
 Fax: 2721749
 Email: knls@nbnet.co.ke www.knls.or.ke

NAIROBI PROVINCE

Nairobi Provincial Library
 P.O. box 30573-00100, NAIROBI
 Tel. 254 - 20 – 2725550/1, 020-2158352

COAST PROVINCE

1. Mombasa KNLS Provincial Library
 P O Box 90283
 Mombasa.
 Tel: 041-2226380, 020-2158397
2. Wundanyi KNLS Library
 P O Box 1096
 Wundanyi.
 Tel: 043-42359, 020-2134196
3. Kilifi KNLS Library
 P O Box 639
 Kilifi.
 Tel: 041-522380, 020-2158398
4. Malindi KNLS Library
 P O Box 5424
 Malindi.
 Tel: 042-30372, 020- 2158395
6. Dzitsoni KNLS Library
 P O Box 1028
 Kilifi
 Tel: 020-2158399
7. Kwale KNLS Library
 P.O Box 256
 Ukurda
 Tel: 020-2134195
8. Mary Patch Turnbull Memorial Library
 P. O. Box 58
 Werugha

NYANZA PROVINCE

1. Kisumu KNLS Provincial Library
 P O Box 1727
 Kisumu.
 Tel: 057-2022003, 020-2158368
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8 Kapsabet KNLS Library
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5. Olkalo KNLS Library
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