

SRI LANKA LIBRARY ASSOCIATION



REPORT OF THE COUNCIL FOR 1994

&

ANNUAL ACCOUNTS AND AUDITORS' REPORT

FOR 1994

**March 1995
Professional Centre,
275/75, Baudhaloka Mawatha,
Colombo 7.**

ANNUAL REPORT OF THE COUNCIL FOR 1994

1. Prologue

The genesis of the Sri Lanka Library Association (SLLA) dates back to 1960 when a few enthusiastic Librarians formed what was then called the Ceylon Library Association (CLA). Thus the SLLA has been in existence for 35 years and it is apposite that we take a peep into the past from the point of view of its significant achievements.

Due to the dearth of qualified library personnel at that time unlike today, even students who enrolled for the SLLA courses were accommodated as members until about one and a half decades ago when membership was confined to fully-fledged Librarians. This action paved the way for the SLLA to become a truly professional body.

From the very outset the SLLA has made its existence felt, in all-quarters where it matters, particularly through its sustained programme of education and training in librarianship. It is gratifying to record that today the qualifications awarded by the SLLA are recognized for recruitment and promotion to positions at middle and higher levels both in the public and private sectors.

In the early 1980s, the SLLA commenced awarding its Associateship to students on successful completion of its three-tiered course and to others on the basis of equivalent qualifications. This has since become the most standard library qualification in Sri Lanka. The SLLA is now in the happy position of being able to award its Fellowship, for the first time, to two members who have duly qualified for the award by pursuing the stipulated courses and by fulfilling the other requirements. It is well known that we have awarded Honourary Fellowships, commencing more than a decade ago, to some individuals who have made significant contributions to the profession of librarianship.

Over the years, the SLLA had the distinction of becoming a founder member of two important associations. In 1974, the SLLA became a founder member of the Commonwealth Library Association (COMLA) and of the Organization of Professional Associations (OPA) in 1975. Our close relationship with the OPA has enabled us to occupy office space in the OPA Centre, for the last decade or so, without paying any rent.

One of the targets the SLLA has not been able to achieve so far, sadly though, is a building of its own. The Building Fund launched a few years ago may be a step in the right direction, but it would perforce be a slow process. A more vigorous and sustained effort aimed at seeking Government support, by way of a lease of suitable land, appears to be a *sine-qua-non*.

2. Highlights During 1994-95

- * First ever Library Technicians' Course was commenced in Negombo during 1994 and the second one inaugurated in Kurunegala a few months later. Arrangements are afoot to initiate a third course in Horana shortly.
- * His Excellency the President, Mr. D. B. Wijetunga invited members of professional associations in Sri Lanka to a meeting and reception at the Queens House held on 24 June 1994. Five representatives from the SLLA attended this reception.
- * For the first time a delegation of SLLA Council members attended the Annual Sessions (7th) of the OPA, held at the BMICH on 23 and 24 September 1994.
- * The first batch of students of the Fellowship Programme, who completed the stipulated course work, submitted their theses in fulfilment of the final component of the programme in order to be eligible for the award of the Fellowship of the SLLA, subject their theses being evaluated by the respective examiners.
- * For the first time in the annals of the SLLA, the Annual Accounts and the Auditors' Report have been incorporated in the Annual Report of the Council.
- * A successful seminar for school librarians in the Western and Southern Regions was held on 09 December 1994, jointly organized by the SLNLSB and the SLLA, as a part of the National Library Week activities.
- * At the 34th Annual General Meeting held on 25 March 1994, all office-bearers who sought re-election were returned uncontested, after more than ten years. It is also noteworthy that the 34th Annual General Meeting was over by 3.30 p.m. having completed every single item of business on the agenda.

3. SLLA 34th Annual Sessions

The 34th Annual Sessions of the SLLA, with the theme "**Professional and Library Development in Sri Lanka**", which preceded the 34th AGM, were held on 25 March 1994 at the SLAAS Auditorium. While Mr. Steve A. Claborne, Acting Representative of the Asia Foundation graced the occasion as the Chief Guest, Dr. N. J. Jayasiri, Director, Management Information Systems, National Institute of Business Management attended as the **Guest of Honour**. Three presentations as listed below constituted the technical session:

1. Modern libraries and information systems: their governance and management challenges.
- by Dr. N. K. Gopalakrishnan

2. Professional and library development in Sri Lanka.

- by Mrs. Sumana Jayasuriya

3. Towards library legislation: plans and prospects in the Central Province.

- by Mrs. D. Ratnayake

Subsequent to the address of welcome by our President, Mr. N. U. Yapa, both Mr. Claborne and Dr. Jayasiri also delivered interesting addresses, the latter being an informative and technical discourse.

4. Composition of the Annual Report

In keeping with the widely accepted practice, the present Annual Report also contains the Annual Accounts and the Balance Sheet in respect of the year ending December 1994 together with the Auditors' Report. This practice adopted in terms of a decision of the Council on the recommendation of the Executive Committee makes it possible to issue one composite Annual Report which will be more useful to the members.

As in the previous year, this Annual Report covers the calendar year ending 31 December 1994. However, cursory reference is made to significant activities that have taken place during the first three months of 1995 in order to have a complete record of the outgoing Council's efforts.

5. Membership

At the time of the last Annual General Meeting, the membership of the SLLA stood at 257. Four new members were enrolled during the year under review while several members defaulted having failed to renew their membership subscriptions by the stipulated date. The Sri Lanka National Library Services Board obtained institutional membership in the course of the year. The total number of members eligible to attend and vote at the 35th Annual General Meeting stands at 170. However, the strength of the current membership is 262, including those who have renewed their membership after the stipulated date. Out of the total membership, there were as much as 74 Life members. A break-down of the total current membership is as follows:-

| | |
|-----------------------|------|
| Hony. Fellows | 07 |
| Hony. Life Members | 05 |
| Personal Members | 75 |
| Institutional Members | 01 |
| Associates | 174 |
| | ---- |
| Total | 262 |
| | == |

6. Office-Bearers

After nearly fifteen years, history was created at the last AGM when all office-bearers who sought re-election were returned uncontested. Mrs. Srma de Soyza and Mrs. Deepali Talagala who held office as the Assistant Secretary and the Publication Officer respectively in the previous year did not seek re-election. In their place, Mr. M. F. Hamid and Mr. L. R. Amarakoon were elected uncontested as the Assistant Secretary and the Publication Officer respectively. Thus the office-bearers listed below constitute the unanimous choice for the year 1994-95:

| | |
|--------------------------------|---------------------------------------|
| President | Mr. N. U. Yapa |
| Vice Presidents | Mr. P. Vidanapathirana |
| | Mrs. Nanda P. Wanasundera |
| General Secretary | Mr. Wilfred Ranasinghe |
| Assistant Secretary | Mr. M. F. Hamid |
| Education Officer | Mr. Harrison Perera |
| Asst. Education Officer | Mr. G. M. Punchi Banda Gallaba |
| Treasurer | Mr. Anton D. Nallathamby |
| Publication Officer | Mr. L. R. Amarakoon |
| Librarian | Mr. M. B. M. Fairouz |

6.1 Council

Apart from the office-bearers elected uncontested at the last AGM, the undermentioned representatives and members comprised the Council.

| | |
|------------------------------|---|
| Mrs. Sumana Jayasuri | Representing Academic Libraries |
| Mr. S. M. Kamaldeen | Representing Public Libraries |
| Mrs. Deepali Talagala | Representing School Libraries |
| Mr. J. Ratnayake | Representing Government Departmental Libraries |
| Mrs. Dharma Diyasena | Representing the Western Region |
| Mr. K. Manickavasagar | Representing the Northern Region |
| Mrs. Ira Mudannayake | Representing the Central Region |

Miss C. L. M. Nethsingha Appointed by the Council
Mrs. K. S. Peiris Appointed by the Council

Miss C. L. M. Nethsingha and Mrs. K. S. Peiris were appointed to the present Council at its first meeting held on 08 April 1994, in terms of the provision under Rule 7(2).

As in the previous year, the Southern Region was not represented in the Council. Our efforts to form a Southern Regional Group did not bear fruit.

In terms of a decision of the Council, its meetings were held on the first Friday of the month once in three months. On this basis the Council met on 05 occasions during 1994/95, excluding 02 meetings held prior to the last AGM.

6.2 Executive Committee

As provided for in the Rules of the SLLA, all office-bearers together with Mrs. Sumana Jayasuriya and Mr. S. M. Kamaldeen comprised the Executive Committee. As per Council decision referred to in para 3.1, the Executive Committee met twice in between two Council meetings. Thus 08 meetings of the Executive Committee were held during the year under review, including two meetings held prior to the last AGM.

6.3 Other Committees

It has been customary for the Council to appoint several regular and *ad hoc* committees in order to facilitate the activities of the SLLA. At its first meeting held on 08 April 1994, the Council appointed the undermentioned committees which functioned throughout the period under review.

These committees met as regularly as was necessary, sometimes in urgent session, and were of great help towards the efficient conduct of the respective activities.

Education Committee

All members who served on the Education Committee during the previous year were reappointed. Three additional members (as indicated by asterisks against their names) were co-opted. A detailed account of the activities of the Education Committee during the period under review is included elsewhere in this report.

Mr. Harrison Perera, Education Officer (Convenor)
Mr. N. U. Yapa
Mr. J. Lankage
Mr. S. M. Kamaldeen
Miss C. L. M. Nethsingha
Mrs. Nanda P. Wanasundera
Mrs. K. S. Peiris
Mr. Punchi Banda Gallaba
Miss K. Kamalambikai
*Mr. S. Rubasingham
*Mrs. Sumana Jayasuriya
*Mr. J. Ratnayake

Fellowship Board

Members who comprised the last year's Fellowship Board were reappointed:

Mr. Harrison Perera (Convenor)
Mr. N. U. Yapa
Mrs. Sumana Jayasuriya
Miss C. L. M. Nethsingha
Mr. J. Lankage

Associateship Committee

The same members who served on this committee during the previous year were reappointed:

Mr. Harrison Perera
Mrs. Nanda P. Wanasundera
Mr. Wilfred Ranasinghe, General Secretary (Convenor)

Fellowship Committee

Here again the same members who served on the Fellowship Committee last year were reappointed with the exception of Mr. Piyadasa Ranasinghe replacing Miss C. L. M. Nethsingha.

Mr. W. R. Gamini de Silva (Convenor)
Mr. S. M. Kamaldeen
Mr. P. Vidanapathirana
Mr. H. M. Gunaratne Banda
Mr. Piyadasa Ranasinghe

Publications and Publicity Committee

Mr. L. R. Amarakoon, Publication Officer (Convenor)
Mr. Wilfred Ranasinghe
Mrs. Deepali Talagala
Mr. P. D. Ranasinghe
Mr. M. B. M. Fairouz

Finance Committee

The same members as in the previous year were reappointed:

Mr. P. Vidanapathirana
Mr. Wilfred Ranasinghe
Mr. Anton D. Nallathamby (Convenor)

Committee on Information Technology (CIT)

Mr. N. U. Yapa (Convenor)
Mrs. Pradeepa Wijetunga
Mrs. Dilamani Warnasuriya
Miss Janaki Fernando
Mrs. Hema Geethananda
Mr. J. A. Amaraweera
Mr. L. R. Amarakoon
Mr. J. Ratnayake

Activities undertaken by CIT are recorded in detail elsewhere in this report.

Professional Affairs Committee

Mr. L. A. Jayatissa (Convenor)
Miss Nalini de Silva
Mr. H. M. Gunaratne Banda
Mr. Wilfred Ranasinghe
Mr. M. D. H. Jayawardhana
Mr. M. F. Hamid
Mr. Anton D. Nallathamby

In the course of the period under review Mr. Jayatissa proceeded overseas on study leave. At the request of the Council Miss C. L. M. Nethsingha consented to function as the Convenor.

Social Affairs Committee

Mrs. Nanda P. Wanasundera (Convenor)
Mr. Wilfred Ranasinghe
Mrs. Srimala de Soysa
Mrs. Dharma Diyasena
Ms. Suvendrini Athukorale

The Social Affairs Committee organized a single-day outing to Uda Walawe on 18 October, 1994 in which about 24 members took part. Mrs. Nanda Wanasundera deserves to be thanked for organizing a free lunch for the participants. Due to the involvement of a large number of members in SLLA activities, the annual get-together was not held.

7. Meetings

As provided for in the Rules of the SLLA, meetings of both the Council and of the Executive Committee were held, usually on first Friday of each month. There was no occasion to abandon or postpone any meetings for want of a quorum.

8. Membership of other Organizations

SLLA's membership of the International Federation of Library Associations (IFLA), the Commonwealth Library Association (COMLA), and the Organization of Professional Associations (OPA) was continued. In the case of COMLA and the OPA, our relationship stems from the fact that the SLLA is a founder member as mentioned under the heading "Prologue".

8.1 OPA Annual Sessions

A delegation of ten Council members attended the Seventh Annual Sessions of the OPA held at the BMICH, on 23 and 24 September 1994. The President and the Secretary functioned as the Chairman and a Rapporteur of one of the sessions. The names of the delegation are given below:

| | |
|------------------------|---------------------------|
| Mr. N. U. Yapa | Miss C. L. M. Nethsingha |
| Mr. Harrison Perera | Mrs. Nanda P. Wanasundera |
| Mr. P. Vidanapathirana | Mr. Wilfred Ranasinghe |
| Mrs. K. S. Peiris | Mr. Anton D. Nallathamby |
| Mr. S. M. Kamaldeen | Mr. Punchi Banda Gallaba |

9. Professional Activities

While the regular Education Programme of the SLLA constitutes its core activity, which also provides the main source of income to the Association, other professional activities encompass the following:

9.1 Fellowship Programme

The Fellowship Programme was coordinated by Mr. Gamini de Silva. Completed theses were submitted by three candidates during the 1994/95 academic year. However, the Fellowship Board has approved the conferment of the SLLA Fellowship only on the undermentioned two candidates:

Mr. K. G. G. Wijeweera
Mrs. W. G. S. Wimalasena

9.2 Associateships

The Council has been pleased to award Associateships to the undermentioned members of the SLLA who fulfil the stipulated requirements. Formal awards will be made at the forthcoming Annual Sessions.

| | |
|----------------------------|---------------------------|
| Mrs. W. I. Amarasinghe | Mrs. P. R. Gamage |
| Mrs. T. N. Neighsoorei | Mrs. Padmika Ratnamudali |
| Miss H. M. L. K. Wathupola | Miss Asoka Vithanage |
| Miss K. A. D. R. Sepalika | Mrs. A. K. L. S. de Silva |
| Mrs. Srimathie Pathiraja | Miss C. N. Jayawardena |
| Miss Y. K. Kodituwakkuge | Mr. G. R. Pathmasiri |
| Mr. H. Tilakabandu | Mrs. S. C. Gunasekera |

9.3 Sri Lanka ISIS Users' Club (SLISIS)

The Sri Lanka ISIS Users' Club (SLISIS) was organized by the Committee on Information Technology (CIT) to promote the utilization of the micro CDS/ISIS software for library automation. ISIS has become the most popular library software in Sri Lanka for developing library databases. The SLISIS has provided a forum for ISIS users in Sri Lanka to discuss the application of ISIS for developing information systems. While the activities of the SLISIS were coordinated by Mrs. Pradeepa Wijetunga, they came within the purview of and supervision of the CIT whose membership is listed elsewhere in this report.

(1) Membership of SLISIS

Two types of membership were offered viz. personal and institutional. Institutional members could nominate two members of their staff to represent the respective institutions in SLISIS activities. During 1994 there were 6 personal and 18 institutional members.

(2) SLISIS Meetings

Four meetings of the SLISIS members as listed below were held during 1994. They were given the opportunity to submit their ISIS problems. Programmes planned by the CIT were also discussed at these meetings. Demonstrations of user databases were arranged.

06 February 1994 : OPA Centre
Prof. V. K. Samaranyake, Director, Institute of
Computer Technology was the key speaker.

02 May 1994 : National Library of Sri Lanka
The meeting was organized in collaboration
with the National Library and Metropolitan Ltd.

At this meeting the use of the GIST software in
creating ISIS databases in Sinhala was demonstrated.

23 June 1994 : OPA Centre
Mr. J. Ratnayake demonstrated a lecturer's database.

12 October 1994 : OPA Centre
Participants of the Course on Library Automation
(COLA) demonstrated the information systems developed by them.

(3) Panel of ISIS Experts

A panel of experts was appointed to assist in SLISIS activities. The undermentioned members served on this panel:

| | |
|---------------------|---------------------------|
| Mr. K. Nanda Kumar | Mr. B. G. N. Kumarasinghe |
| Miss R. Kariyawasam | Mr. M. S. C. R. Fonseka, |
| Mr. N. U. Yapa | Mrs. Pradeepa Wijetunga |
| Mr. W. Amaradasa | |

(4) ISIS Clinics

ISIS clinics meant to solve problems in the operation of ISIS were held regularly at the SLLA office. These technical problem solving sessions were conducted by members of the panel of ISIS experts. Clinics were held on the 23 different occasions to which SLISIS members were admitted free of charge.

(5) Workshops

ISIS workshops were organized in order to train and educate ISIS users. Concessions in the payment of fees were offered to SLISIS and SLLA members. Two such workshops were held during 1994:

Workshop on Advanced ISIS 19-21 May 1994, held at the OPA Centre
Workshop on ISIS in Sinhala 29 Sept. - 01 October 1994, at the OPA Centre

(6) GIST-ISIS Interface

It was found that GIST, a software package marketed by Metropolitan Ltd. could be used effectively to create ISIS databases in Sinhala. This finding was very helpful in solving the problem of data entry in Sinhala to ISIS databases. An interface was developed by Mr. N. U. Yapa by modifying ISIS system files and menus. At the request of Metropolitan Agencies Ltd., the SLLA agreed to instal the GIST-ISIS interface in the computer systems which use the ISIS software on payment of a consultation fee. Metropolitan Agencies Ltd. donated a copy of the GIST software for the purpose of systems development activities.

(7) Course on Library Automation (COLA)

The second course on library automation was held during the period February to October 1994 which was attended by twenty students. SLLA and SLISIS members were offered a special course fee. The COLA examination was held on 11 September 1995 and ISIS database presentations were made at a seminar held on 12 October 1994.

While the third COLA programme was inaugurated on 06 March 1995, the first anniversary of the Sri Lanka ISIS Users' Club was also celebrated on the same day at the OPA auditorium.

10. Education Programme

The 1994/95 Education Programme mainly through its three-tier level curriculum and the Library Technicians' Course targeted -

- * a market-oriented student customer care approach to personnel, curriculum and resource management;
- * innovation and change in training para-professionals; and
- * continuing its critical study of curriculum to update and upgrade in par with national circumstances, aspirations, needs and current trends in the field of library and information science.

The terms of reference drawn and agreed in 1993/94 inspired and guided the following members of the Education Committee to discuss, critically examine, advise and recommend to the Council to implement decisions with regard to standards, procedures and guidelines on professional education and training:

Mr. N. U. Yapa
Miss C. L. M. Nethsingha
Mr. S. M. Kamaldeen
Mr. J. Lankage
Mrs. N. P. Wanasundera
Miss K. Kamalambikai
Mrs. K. S. Peiris
Mr. P. B. Gallaba (Assistant Education Officer)
Mr. Harrison Perera (Chairperson - Education Officer)
Mr. S. Rubasingham (Invitee)
Mrs. S. Jayasuriya (Invitee)

Mr. J. Ratnayake (Coordinator, LTC - Invitee)

10.1 Courses

Our customer universe in the three-tier programme was approximately 348 students serviced at the Centres in Colombo, Kandy, Galle and Jaffna. Compared with 1993/94 statistics this shows a 70% increase. It is with pride and appreciation that we record that our professional colleagues in Jaffna successfully conducted and completed the First Year course during 1994/95 despite civil disturbances in that region. Due to repeated requests from the student population in Kandy, the Education Committee recommended to the Council that it should consider conducting Final Year lectures in Kandy during 1995/96.

10.2 Examinations

The undermentioned examinations were held during the year:

| <u>Level</u> | <u>Date</u> | <u>Candidates</u> | <u>Success Rate</u> |
|-----------------------|-------------|-------------------|---------------------|
| Intermediate (Repeat) | June 1994 | 24 | 33% |
| Final | July | 45 | 38% |
| First Year (Repeat) | August | 78 | 55% |
| Intermediate | November | 58 | 29% |

Awards

- Final Year Level - No award
- Intermediate Level - Bloc Memorial Award to Ms. T. M. Damayanthi Kumari (Sinhala)

10.3 Library Technicians' Course

The Library Technicians' Course as an objective for innovation and change to train para-professionals inaugurated at the Municipal Council, Negombo with 23 students was successfully completed. The SLLA was invited to conduct a similar course in Kurunegala by the Provincial/Municipal authorities. As much as 37 students are registered and the

course is expected to end by June 1995. After preliminary discussions, plans are under way to extend the LTC programme to Pokunuwita, Horana in March 1995. We expect approximately 30 students.

10.4 Fellowship Programme

During the 1994/95 academic year completed theses of three candidates were presented to the Co-ordinator. The Fellowship Board has approved the conferment of the SLLA Fellowship on the following persons:

Mr. K. G. G. Wijeweera
Mrs. W. G. S. Wimalasena

They deserve the congratulations of the Council.

10.5 Curriculum Development Committee (CDC)

The Chairperson, Miss C. L. M. Nethsingha with the undermentioned colleagues of the Curriculum Development Committee "continued its critical study of curriculum to update and upgrade in par with national circumstances, aspirations, needs and current trends in the field of library and information science".

Miss C. L. M. Nethsingha (Chairperson)
Mr. N. U. Yapa
Mr. S. M. Kamaldeen
Mrs. Nanda Wanasundera
Mr. S. Rubasingham
Mrs. Sumana Jayasuriya
Mr. Harrison Perera
Mr. Gunaratne Banda
Mr. Punchi Banda Gallaba
Mrs. K. S. Peiris

10.6 Epilogue

A marketing orientation approach was introduced at the First Year level during 1994/95 through:

- * improving the quality of the current course (e.g. new modules introduced with more emphasis on practical training).
- * diversification (e.g. role play, outside speakers, library visits/tours).

An "information orientation package" was distributed to all First Year Level students on the first day of the course at the Colombo, Kandy and Galle Centres.

The marketing prospective was concerned with enhancing the corporate image of our organization and the services we could develop into a Quality Standard Level.

11. Government Librarians' Group (GLG)

Mr. J. Ratnayake who was elected as Representative of the Government Department Libraries at the last AGM represented the interests of the GLG in the Council along with Mr. L. R. Amarakoon. Here is a brief report on its activities during the period under review.

During the period under review, the Committee of the GLG met on several occasions to discuss various matters relating to the welfare and betterment of the Librarians in the Government sector. Members of the Committee met officials of the Ministry of Public Administration, in deputation, to discuss the implementation of the recommendations of the Committee appointed by the Director/Establishment.

We took the opportunity to point out that at present there are Librarians in Grades III, II and I stagnating for 10-20 years in the same grade despite the fact they have acquired the professional qualifications stipulated for the next higher grade or even the highest grades. The position taken up by the SLLA was that Librarians should be paid a salary commensurate with their professional qualifications and experience which are on par with other professions. The SLLA has recommended the following salary scales for Government Librarians and has requested the Director/Establishment to implement these scales on the basis of step by step conversion in order to avoid further anomalies.

| | |
|-------------|---|
| Supra Grade | Rs. 80,400 - 7 x 3000 - 101,400 |
| Grade I | Rs. 53,880 - 15 x 1560 - 77,280 |
| Grade II | Rs. 42,720 - 12 x 1260 - 57,120 |
| Grade III | Rs. 32,520 - 10 x 780 - 2 x 1200 - 42,720 |

Representations have also been made to the Secretary, Ministry of Public Administration on various other matters requesting him to expedite the implementation of our suggestions and recommendations.

12. Publications and Publicity

One issue of the *Sri Lanka Library Review* (Vol.8, No.2) was published in March 1994 and the next issue (Vol.9, No.1), which will also be the 35th Anniversary Commemorative Issue, is expected to be released in time for the forthcoming Annual Sessions.

While two issues of the *SLLA Newsletter* were released by December 1994, a third one has been planned for release in February 1995. Action is also being taken to issue a Press Release in connection with the 35th Anniversary of the SLLA.

13. Library

During the period under review the Library continued to serve the SLLA lecturers and students. Some of the highlights relating to the Library are as follows:-

1. A physical verification of the of library books was carried out and on the recommendation of the Board of Survey, several books were taken out of the Accession Register.
2. Two sets of the DDC, 20th edition were donated by the Asia Foundation.
3. Retrospective cataloguing was continued and 435 cards were accordingly prepared.
4. Maintenance of the paper clippings files were continued.
5. A computer database for the Library using the CDS/ISIS software package has been planned and the initial items of work have been completed.
6. Donations of books were received from the Asia Foundation, the British Council and the CRI to whom the SLLA extends its grateful thanks.

14. Outreach Programmes

Organizational work towards holding a National Library Week in September/October 1994, initiated by the Western Region, did not bear fruit due to certain limitations. Instead, a seminar for school librarians in the Western and Southern Regions was held on 09 December 1994, jointly organized by the SLNLSB and the SLLA.

15. SLLA Secretariat

All members of the office staff whose names are given below were on duty throughout the year:

Mrs. V. S. N. de Alwis ... Administrative Secretary
Miss Edna Malkanthi ... Accounts Clerk
Mrs. Dhammika Nissanka ... Clerk/Typist

Miss W. A. Wilma ... Library Assistant
Mr. K. U. R. Perera ... Office Aide/Messenger

The Administrative Secretary, Mrs. V. S. N. de Alwis was given a training in the use of the GIST software package for the purpose of Sinhala word processing. Our thanks go to Metropolitan Agencies Ltd. for providing this training free of charge.

As a part of streamlining the office procedure, a detailed note was issued to all members of the staff, after approval by the Executive Committee, in regard to working hours, leave and overtime. This type of clear instructions relating to office procedure had never existed in the SLLA. A Manual of Procedure is in preparation at the moment which will facilitate the administrative process to a great extent.

The present salary scales of the office staff did not properly fit into either the Government or the private sector. Therefore the Council decided to rectify this anomaly by adopting salary scales applicable in the private sector after obtaining particulars from institutions such as the TRI, CRI, RRI, ARTI, CISIR and the OPA. This action on the part of the Council has benefitted the staff.

While some of the unserviceable steel cabinets and typewriters were disposed of, a much-needed face-lift was given to the SLLA office by painting its walls and providing new curtains.

A new computer printer was purchased during the year, utilizing the profits from the COLA programme, in view of the heavy workload.

16. SLLA Representatives on Committees of other Organizations

As in previous years, members of the SLLA served on various committees of other organizations during the period under review:

| | | |
|---------------------------|-----|--|
| Mr. N. U. Yapa | ... | Representative of member associations on the OPA Council |
| Mrs. Nanda P. Wanasundera | ... | Association member of the OPA |
| Mr. Anton D. Nallathamby | ... | Forum member of the OPA |
| Mrs. K. S. Peiris | ... | Forum member of the OPA |
| Mr. Wilfred Ranasinghe | ... | (1) Member of the Advisory Committee for the Promotion of Reading Habits, SLNLSB |

(2) Member of the Advisory Group of the Information Network in Social Sciences - APINESS

17. Strengthening Links

The newly appointed Chairman of the Sri Lanka National Library Services Board (SLNLSB) was hosted to tea by the SLLA on 21 October, 1994 as a gesture of good relations between the SLLA and the SLNLSB as well as to provide him an opportunity to meet the members of the Council.

18. Acknowledgements

During its tenure of office, the Council received the unstinted support and cooperation of many SLLA members in the implementation of the large volume of activities undertaken during the period under review. All of them, too numerous to be mentioned individually, deserve a word of thanks.

Many institutions and business establishments have helped the SLLA by way of handsome donations and advertisements to make its 35th Anniversary a memorable event. Without their generous support we would not have been able to achieve such remarkable results. The list of our benefactors is too long to be enumerated. Be that as it may, we sincerely say "thank you" to all of them for their support and look forward to their continued patronage.

All members of the office staff deserve a special word of thanks for giving of their best in the performance of their duties, amidst difficulties, throughout the year.

Epilogue

Looking back in retrospect, the SLLA can be proud of its contribution to the profession of librarianship in Sri Lanka during its thirty five years of existence. From a modest beginning, the SLLA has grown from strength to strength despite occasional setbacks and has gained due recognition over the years. All its achievements are attributable to the cooperation of the members in general and the dedication and the steadfastness of the office bearers in particular. Above all, the spirit of team effort, which is a *sine-qua-non*, has always been evinced by everybody concerned. However, much remains to be done in the years ahead. So, it behoves every single member, particularly the younger and more energetic ones, to intensify his/her involvement in the SLLA activities thereby allowing the grey-haired and older colleagues to take a back seat and perhaps offer useful advice, if the need arises.

SOMESWARAN JAYEWICKREME & CO.

AUDIT REPORT

03 March, 1995.

The President,
Sri Lanka Library Association,
275/75, Bauddhaloka Mawatha,
Colombo 7.

Dear Sir,

The accompanying memorandum includes suggestions for improvement of internal controls and other business matters that came to our attention as a result of our examination of the financial statements of the Sri Lanka Library Association for the year ended 31st December, 1994. The accompanying memorandum also includes comments and suggestions with respect to other financial, general and administrative matters that came to our attention.

In accordance with generally accepted auditing standards, we have performed a study and evaluation of existing internal accounting controls for the purpose of providing a basis for reliance thereon in determining the nature, timing and extent of the audit tests applied in connection with our audit of the Association's financial statements. While certain matters that came to our attention during the study are presented in the accompanying memorandum, our study was not designed for the purpose of making detailed recommendations.

These matters are offered as constructive suggestions for the consideration of the management as part of the ongoing process of modifying and improving accounting controls and other financial and administrative practices and procedures.

We take this opportunity to express our appreciation for the courtesies and co-operation extended to our representatives during the course of our audit. We would be pleased to discuss further our suggestions and comments and assist in their implementation, if appropriate.

Yours faithfully,

**SOMESWARAN JAYEWICKREME & COMPANY,
CHARTERED ACCOUNTANTS.**

SRI LANKA LIBRARY ASSOCIATION

1. FIXED ASSETS NOT INSURED

FACTS

- The Assets have not been insured.

RISKS/IMPLICATIONS

- In case of a loss of Assets the claim if any will have to be borne by the Association itself.

RECOMMENDATIONS

- The Association should ensure that all its Assets are insured at replacement value.
- The adequacy of the insurance cover to be obtained should be checked by obtaining an independent report from any insurance broking company.

KEY BENEFITS

- In case of loss an insurance claim will be available and the losses recouped.

2. INADEQUATE CONTROL OF FIXED ASSETS

FACTS

- Fixed Assets do not carry identification numbers and there are no cross references in the Fixed Assets Register.

RISKS/IMPLICATIONS

- The use of identification numbers on Assets could enable the management to strengthen controls on Fixed Assets.

RECOMMENDATIONS

- Use code numbers for every Asset.

KEY BENEFITS

- Efficient usage of Fixed Assets and safeguarding same.

3. GENERAL

UNREALISED CHEQUES (MONEY ORDERS)

- We noted that the following were outstanding for almost an year.

| <u>Receipt No:</u> | <u>Amount</u> |
|--------------------|---------------|
| 5949 | Rs: 100.00 |
| 6259 | 60.00 |

SRI LANKA LIBRARY ASSOCIATION
BALANCE SHEET AS AT 31st DECEMBER, 1994.

| <u>NOTES</u> | <u>1994</u> | <u>1993</u> |
|---------------------------|--------------|-------------|
| | <u>Rs.</u> | <u>Rs.</u> |
| <u>ACCUMULATED FUND</u> | | |
| Balance as at 1.1.94 | 1,257,852.58 | 997,754 |
| Add: | | |
| Income over expenditure | 187,495.67 | 260,099 |
| | ----- | ----- |
| | 1,445,348.25 | 1,257,853 |
| | ===== | ===== |
| <u>Reserves</u> | | |
| Building | 13,366.45 | 10,828 |
| | ----- | ----- |
| | 1,458,714.70 | 1,268,681 |
| | ===== | ===== |
| <u>REPRESENTED BY</u> | | |
| Fixed Assets | 2 266,917.51 | 237,858 |
| Investments | 3 639,126.84 | 558,561 |
| | ----- | ----- |
| | 906,044.35 | 796,419 |
| | ===== | ===== |

CURRENT ASSETS

| | | | |
|---------------------------------|---|------------|---------|
| Staff Debtors | 4 | 10,200.00 | 16,934 |
| Receivables and pre-payments | 5 | 119,195.99 | 94,788 |
| Stock of Publications | | 862.50 | 0 |
| Over-Provision for Taxation | | 0.00 | 6,523 |
| Treasury Bills | | 100,000.00 | 0 |
| Cash and Bank Balance | 6 | 393,050.86 | 382,032 |
| | | ----- | ----- |
| | | 623,309.35 | 480,277 |
| | | ===== | ===== |

CURRENT LIABILITIES

| | | | |
|-----------------------------------|---|--------------|-----------|
| Creditors and Accrued Expenses | 7 | 8,504.00 | 8,015 |
| Provision for Gratuity | | 62,135.00 | 0 |
| | | ----- | ----- |
| | | 70,639.00 | 8,015 |
| | | ===== | ===== |
| Net current Assets | | 552,670.35 | 472,262 |
| | | ----- | ----- |
| | | 1,458,714.70 | 1,268,681 |
| | | ===== | ===== |

SRI LANKA LIBRARY ASSOCIATION
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR
ENDED 31st DECEMBER, 1994

| <u>INCOME</u> | <u>NOTES</u> | <u>1994</u> Rs: | <u>1993</u> Rs: |
|---|--------------|--------------------|--------------------|
| Membership Subscriptions and Associateships | | 24,275.00 | 32,500 |
| Course fees and Examination fees | 8 | 811,127.00 | 728,420 |
| Registration fees | | 23,500.00 | 30,600 |
| | | ----- | ----- |
| | | 858,902.00 | 791,520 |
| Less: | | | |
| Direct expenses | 9 | 374,791.25 | 294,712 |
| | | ----- | ----- |
| | | 484,110.75 | 496,808 |
| Add: | | | |
| Other income | 10 | 386,683.33 | 276,683 |
| | | ----- | ----- |
| | | 870,794.08 | 773,491 |
| Less: | | | |
| Administration expenses | 11 | 677,487.11 | 520,802 |
| | | ----- | ----- |
| Excess of income over expenditure | | 193,306.97 | 252,689 |
| | | | |
| Add/(less) : | | | |
| Prior year adjustments | 12 | 5,181.70 | 15,209 |
| | | ----- | ----- |
| | | 198,488.67 | 267,898 |
| | | (10,993.00) | (4,949) |
| | | ----- | ----- |
| | | 187,495.67 | 262,949 |
| Less: | | | |
| Amount transferred to Building fund (2,850) | | 0.00 | |
| | | ----- | ----- |
| Excess of Income over Expenditure | | 187,495.67 | 260,099 |
| | | ===== | ===== |

SRI LANKA LIBRARY ASSOCIATION

NOTE 1

ACCOUNTING POLICIES

1.1 GENERAL

The Balance Sheet and related statements of income and retained earnings of the Association have been prepared in conformity with the generally accepted accounting principles and applied consistently on a historical cost basis. The revenue and cost have been accrued and recorded in the financial statement of the period to which they relate. Where appropriate the policies are explained in the succeeding notes.

1.2 ASSETS AND THE BASIS OF THEIR VALUATION

1.2.1 FIXED ASSETS

Depreciation of Fixed Assets has been provided on a straight line basis at the following rates.

| | |
|------------------------|-----|
| Furniture and fittings | 10% |
| Office equipment | 10% |
| Book shelves and books | 10% |

Full depreciation is provided on Fixed Assets purchased during the year and no depreciation is charged in the year of disposal.

NOTE 2

FIXED ASSETS

| Cost | Leasehold Building Rs. | Furniture & fittings Rs. | Office equipment Rs. | Bookshelves & Books Rs. | Total Rs. |
|------------------------------|------------------------------|--------------------------------|----------------------------|-------------------------------|--------------|
| Balance as at 01.01.94 | 47,500.00 | 8,259.00 | 185,652.06 | 9,822.98 | 251,235.03 |
| Additions during the year | 0.00 | 8,334.01 | 26,594.13 | 5,134.05 | 40,062.19 |
| Balance as at 31.12.94 | 47,500.00 | 16,594.00 | 212,246.19 | 14,957.03 | 291,297.22 |

Depreciation

| | | | | | |
|---------------------------|------|----------|-----------|----------|-----------|
| Depreciation for the year | 0.00 | 1,659.40 | 21,224.61 | 1,495.70 | 24,379.71 |
|---------------------------|------|----------|-----------|----------|-----------|

Written Down value

| | | | | | |
|------------------------|-----------|-----------|------------|-----------|------------|
| Balance as at 31.12.94 | 47,500.00 | 14,934.60 | 191,021.58 | 13,461.33 | 266,917.51 |
|------------------------|-----------|-----------|------------|-----------|------------|

| | | | | | |
|-------------------------|-----------|----------|------------|----------|------------|
| Balance as at 31.12.93. | 47,500.00 | 7,434.00 | 173,597.00 | 9,327.00 | 237,858.00 |
|-------------------------|-----------|----------|------------|----------|------------|

NOTE 3

1994

1993

INVESTMENTS

Rs:

Rs:

| | | |
|---|-------------------|-------------------|
| Organisation of Professional Associations | 1,000.00 | 1,000.00 |
| National Savings Bank Fixed Deposits | 638,126.84 | 557,561.00 |
| | <u>639,126.86</u> | <u>558,561.00</u> |

NOTE 4

| | | |
|------------------------|------------------|------------------|
| Motorcycle Loan | 9,000.00 | 15,000.00 |
| Staff Advances | 1,200.00 | 1,800.00 |
| Salary Control Account | 0.00 | 134.00 |
| | <u>10,200.00</u> | <u>16,934.00</u> |

NOTE 5

RECEIVABLES AND PREPAYMENTS

| | | |
|---------------------------------|-------------------|------------------|
| Withholding Tax | 9,747.17 | 0.00 |
| Annual General Meeting Expenses | 7,350.00 | 0.00 |
| Interest on Fixed Deposit | 102,098.82 | 94,788.00 |
| | <u>119,195.99</u> | <u>94,788.00</u> |

NOTE 6

CASH AND BANK BALANCES

| | | |
|------------------------------------|------------|------------|
| Bank of Ceylon - Torrington Square | | |
| A/c No: 4530200979 | 33,202.80 | 109,055.00 |
| Bank of Ceylon - | | |
| Savings Account | 344,731.61 | 241,312.00 |
| Stamps Imprest | 750.00 | 750.00 |
| Petty Cash Control | 1,000.00 | 87.00 |
| Building fund account | 13,366.45 | 10,828.00 |
| | ----- | ----- |
| | 393,050.86 | 362,032.00 |
| | ===== | ===== |

NOTE 7

CREDITORS AND ACCRUED EXPENSES

| | | |
|---------------------------|----------|----------|
| Audit fees | 5,000.00 | 5,000.00 |
| Employees' Provident Fund | 0.00 | 2,365.00 |
| Employees' Trust Fund | 0.00 | 50.00 |
| Janitorial Charges | 600.00 | 600.00 |
| Municipal Rate | 664.00 | 0.00 |
| Service charges | 1,740.00 | 0.00 |
| | ----- | ----- |
| | 8,504.00 | 8,015.00 |
| | ===== | ===== |

NOTE 8

COURSE FEES AND EXAMINATION FEES

| | | |
|-----------------------------|------------|------------|
| First year course '94 | 322,942.00 | 265,700.00 |
| Intermediate course 1994 | 81,285.00 | 110,520.00 |
| Final year course | 68,850.00 | 95,550.00 |
| Computer course (1) | 12,000.00 | 77,700.00 |
| First year course 1993 | 48,250.00 | 34,900.00 |
| Examination 1993 | 98,700.00 | 38,250.00 |
| Examination 1994 | 67,900.00 | 19,100.00 |
| Library Technicians' Course | 111,200.00 | 0.00 |
| Computer Course (2) | 0.00 | 86,700.00 |
| | ----- | ----- |
| | 811,127.00 | 725,240.00 |
| | ===== | ===== |

NOTE 9

DIRECT EXPENSES

| | | |
|-----------------------------|------------|------------|
| Lecturers' Fees | 162,601.00 | 173,380.00 |
| Examination Expenses | 27,130.00 | 14,815.00 |
| Advance ISIS Workshop | 22,587.50 | 37,697.00 |
| Study tour | 0.00 | 5,114.00 |
| ISIS Users Club | 3,150.00 | 375.00 |
| Hall hire | 17,293.75 | 31,050.00 |
| Advertisements | 27,475.00 | 16,935.00 |
| Hall arranging | 4,855.00 | 6,280.00 |
| Seminar and Guide Tour | 2,610.00 | 0.00 |
| Co-ordinators fees | 0.00 | 1,350.00 |
| Library Technicians' course | 27,373.50 | 4,537.00 |
| Computer course | 46,767.00 | 0.00 |
| ISIS Sinhala Workshop | 24,100.00 | 0.00 |
| Get Together expenses | 2,108.50 | 0.00 |
| Customer Care workshop | 6,740.00 | 0.00 |
| | ----- | ----- |
| | 374,791.25 | 291,532.00 |
| | ===== | ===== |

NOTE 10

OTHER INCOME

| | | |
|-----------------------------------|------------|------------|
| Sale of Journals and Publications | 13,687.00 | 5,792.00 |
| Annual General Meeting income | 14,450.00 | 8,758.00 |
| Study tour | 4,600.00 | 4,680.00 |
| Application fees | 10,725.00 | 8,945.00 |
| Fixed deposits income | 74,185.48 | 94,785.00 |
| Library Bureau (Project income) | 37,488.00 | 37,500.00 |
| Interest on savings accounts | 63,407.35 | 21,837.00 |
| Advertisements | 13,030.00 | 13,300.00 |
| Roneo Income | 1,028.50 | 398.00 |
| ISIS Advance workshop | 71,381.00 | 69,875.00 |
| ISIS users club registration | 5,000.00 | 10,000.00 |
| Sundry income | 3,250.00 | 812.00 |
| Get-together | 1,790.00 | 0.00 |
| Customer Care Workshop | 5,950.00 | 0.00 |
| Sinhala Workshop | 65,711.00 | 0.00 |
| Institutional Membership | 1,000.00 | 0.00 |
| | ----- | ----- |
| | 386,683.33 | 276,683.00 |
| | ===== | ===== |

NOTE 11

ADMINISTRATION EXPENSES

| | | |
|--|-------------------|-------------------|
| Salaries and Wages | 169,537.00 | 173,364.00 |
| Overtime | 29,120.61 | 25,249.00 |
| Employees' Provident Fund | 36,680.00 | 25,487.00 |
| Employees' Trust Fund | 5,502.00 | 5,657.00 |
| Bonus for Office staff | 9,801.25 | 5,580.00 |
| Library Bureau | 42,958.00 | 11,100.00 |
| Allowances to office bearers | 22,000.00 | 12,000.00 |
| Travelling and subsistence | 12,856.00 | 6,549.00 |
| Printing | 69,212.50 | 65,525.00 |
| Postage | 8,584.25 | 7,811.00 |
| Telephone | 13,021.66 | 9,316.00 |
| Stationery | 26,650.95 | 34,774.00 |
| Press Registration | 250.00 | 100.00 |
| Subscriptions to other institutes | 16,666.00 | 22,879.00 |
| Staff tea expenses | 5,676.50 | 3,162.00 |
| Gratuity | 62,135.00 | 0.00 |
| Bank charges | 1,516.00 | 1,629.00 |
| Repairs and Maintenance - Office | 705.00 | 2,350.00 |
| Audit fees | 5,500.00 | 9,138.00 |
| Sundry expenses | 5,375.50 | 3,082.00 |
| Depreciation | 24,379.72 | 13,377.00 |
| Expenses on Annual General Meeting and Council Meetings | 31,562.50 | 59,583.00 |
| Janitorial services | 2,400.00 | 2,400.00 |
| Office Expenses | 11,814.50 | 4,300.00 |
| Entertainment | 0.00 | 1,000.00 |
| Photocopying Expenses | 9,293.00 | 3,268.00 |
| Insurance | 0.00 | 469.00 |
| Machine Service Agreement | 11,171.90 | 1,200.00 |
| Seminar and welcome party | 0.00 | 2,010.00 |
| Municipal Rates | 3,320.00 | 4,644.00 |
| Service charges | 8,700.00 | 5,800.00 |
| Exco and Council expences | 9,029.27 | 0.00 |
| Donations | 5,000.00 | 0.00 |
| Advertising | 8,420.00 | 0.00 |
| Fellowship Programme | 1,500.00 | 0.00 |
| OPA Annual Sessions | 3,350.00 | 0.00 |
| Annual Trip | 6,000.00 | 0.00 |
| | <u>677,487.11</u> | <u>520,802.00</u> |

NOTE 12

PRIOR YEAR ADJUSTMENTS

| | | |
|-----------------------------------|-----------------|------------------|
| Under-provision of Audit Expenses | 925.00 | 0.00 |
| Cancellation of State Cheques | (3,825.00) | 0.00 |
| Over-provision of Expenses | (2,281.70) | 0.00 |
| | <u>5,181.70</u> | <u>15,209.00</u> |

SRI LANKA LIBRARY ASSOCIATION

JOURNAL ENTRIES

- Audit fee Dr: 5,500.00
To: Someswaran Jayewickreme & Co. 5,500.00
(Being provision of audit fee for 94)
- Taxation 10,993.00
To: Provision for Taxation 10,993.00
(Being tax on interest income)
- Provision for Taxation 4,470.34
To: Withholding Tax 4,470.34
(Being accounting of Withholding Tax paid at source)
- Interest 6,380.38
Interest Receivable 6,380.38
(Being over-provision of Fixed Deposit interest)
- Staff salaries 2,281.70
To: Prior year adjustment 2,281.70
(Being writing off of previous year balances erroneously posted to salary now adjusted)
- E.P.F. 36,680.00
E.T.F. 5,502.00
To: Salaries 42,182.00
(Being E.P.F., E.T.F. erroneously to salaries account now adjusted)

TREASURER'S REPORT FOR THE YEAR ENDED 1994

The total profit for the year was approximately Rs.265,000/- compared with that of Rs.187,495/- for the previous year. Income from membership subscriptions was Rs.24,275/- (1992/93 - Rs.32,500/-) and there has been a drop of 25% in membership subscriptions. Income from course fees was Rs.815,447/- (1992/93 - Rs.728,420/-), an increase of 12%. The direct expenses for the year were Rs.398,031/- (1992/93 - Rs.294,712/-), an increase of 35%. Administration expenses for the year were Rs.596,925/- (1992/93 - Rs.520,802/-), an increase of 15%.

The profit for the year includes Rs.143,973/- as interest from fixed deposit and savings account (1992/93 - Rs.116,622/-), an increase of 23%.

The following investments were made during the year:-

1. Rs.100,00/- was invested in Treasury Bills.
2. Fixed assets for the value of Rs.53,439/- were purchased during the year.
3. The Fixed Deposit as at 31.12.1994 was Rs.738,126/- (1992/93 - Rs.557,560/-)
4. The cash balance in the current and saving accounts was Rs.377,933/- (1992/93 - Rs.350,367/-)

In conclusion there had been no significant change in the total profit compared with that of last year. The profit earned during the year amounting to Rs.265,000/- was invested in fixed deposits Rs:187,000/- (Rs.100,000/- invested during the year and Rs.81,000/- interest savings capitalized) account Rs.28,000/- and Fixed Assets Rs.54,000/-.

Anton D. Nallathamby
Treasurer