

National Library of Scotland

Disclosures of expenditure under Public Services Reform (Scotland) Act 2010, sections 31 And 32

For the period 1 April 2020 – 31 March 2021

1. Public relations costs

The amounts disclosed in relation to Public Relations include the amounts spent on Media Relations, Marketing Research & Evaluation, Promotional Events and Sponsorship, Publications & Printing, Advertising Digital Marketing and Staff.

Total = £370,704

2. Overseas travel costs

This includes travel, accommodation, subsistence, conference fees, and any other expenditure incurred whilst on overseas business travel.

Total = £2,676

3. Hospitality and entertainment costs

This includes money spent on lunches and hospitality for visitors and guests, and catering at fundraising and customer events and exhibition launches.

Total = £2,610

4. External consultancy costs

NLS uses external consultants only where it lacks expertise or capacity among its own staff.

We have used the Scottish Government guidance on the definition of consultancy, which identifies the following activities and areas as constituting consultancy: policy development; feasibility and scoping exercises; research and evaluation; environmental consultancy; organisational development (including training); business strategy; marketing consultancy; programme management; functional development; financial and economic advice services; accountancy advice and services; audit / forensic accounting advice and services; functional IT strategy design and advice (function specific IT solution eg eHR systems, eTendering); organisational IT Strategy Design and Advice (eg Cross-Business Re-engineering); construction; infrastructure and transport (post-occupancy and benefits review); construction, infrastructure and transport (feasibility and scoping exercises).

The following are not defined in the guidance as constituting external consultancy: technical or specialist service (including construction, infrastructure and transport, IT etc.); outsourcing; interim management / staff substitution; permanent recruitment services and advice.

Total = £123,381

5. Members or employees who received remuneration in excess of

£150,000

No members or employees received remuneration in excess of £150,000.

6. Payments with a value in excess of £25,000

Date	Supplier	Description	Amount
21/04/2020	Studio MB	Exhibition Design	£52,500.00
21/04/2020	ECG Facilities Service	Facilities Management Charge	£37,634.53
14/05/2020	XMA Scotland Ltd	IT Equipment	£94,811.76
14/05/2020	HP Inc UK Ltd	IT Equipment	£25,533.60
21/05/2020	ECG Facilities Service	Facilities Management Charge	£37,634.53
29/05/2020	Softcat	IT Equipment	£35,722.08
09/06/2020	Glasgow Life	Rent & Service Charge	£41,257.67
09/06/2020	Ex Libris	Hosting and licensing	£133,472.00
25/06/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
30/06/2020	Lyon and Turnbull	Literary Papers	£54,094.00
09/07/2020	XMA Scotland Ltd	IT Equipment	£27,772.50
23/07/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
13/08/2020	Frost and Sullivan Ltd	Subscription to E-resources	£28,687.50
27/08/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
24/09/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
08/10/2020	Studio MB	Exhibition Design	£30,000.00
22/10/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
19/11/2020	Glasgow Life	Rent & Service Charge	£39,741.80
19/11/2020	DTEK Digital Solutions Ltd	Camera Purchase	£32,790.00
26/11/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
03/12/2020	ProQuest Information and Learn	Subscription to E-resources	£29,873.00
10/12/2020	Studio MB	Exhibition Design	£37,500.00
17/12/2020	ECG Facilities Service	Facilities Management Charge	£40,833.33
14/01/2021	Exchange Communications Installations Ltd	Telecom Systems	£26,565.00
28/01/2021	ECG Facilities Service	Facilities Management Charge	£40,833.33
04/02/2021	ProQuest Information and Learn	Subscription to E-resources	£40,000.00
25/02/2021	ECG Facilities Service	Facilities Management Charge	£40,833.33
25/02/2021	HP Inc UK Ltd	IT Equipment	£31,372.50
10/03/2021	BSI	Subscription to E-resources	£25,425.00
16/03/2021	ECG Facilities Service	Shelving Supply	£112,298.87
16/03/2021	Phoenix Software Ltd	IT Equipment	£62,026.71
23/03/2021	ECG Facilities Service	Facilities Management Charge	£40,833.33
23/03/2021	ICAM Archive Systems	Camera Purchase	£32,600.00
25/03/2021	ECG Facilities Service	Supply of Environmental Equipment	£90,375.71
31/03/2021	Glasgow Life	Rent & Service Charge	£36,300.44
31/03/2021	ECG Facilities Service	Humidifier Work	£63,959.17

7. Statement on the steps taken to promote and increase sustainable growth through the exercise of our functions

The National Library of Scotland continued to develop its collections and services during 2020/21 to support the Scottish Government's aim of creating a more

prosperous and successful country. The Library also continued to work as a major research institution for the people of Scotland and took part in sixty research collaboration over the year.

We added a further 46k items to our existing digitised content during the year and there were almost 7 million visits to the Library's website.

During the year the Library also agreed a Climate Action Plan for the years up to 2025.

8. Statement on the steps taken to improve efficiency, effectiveness and economy in the exercise of our functions

Over the year we have continued to generate financial and operational efficiencies to help support the work of the Library. As well as releasing cash savings this work has also generated a number of non-cash savings such as reductions in the number of invoices received and better contract terms.