

National Library of Scotland

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

For the period 1 April 2016 to 31 March 2017

1. Public relations costs

The National Library of Scotland is committed to making its world-class collections accessible to as many people as possible. By doing so, we support education, research, business and innovation and help to enhance the reputation of Scotland as a country with a rich cultural heritage and a vibrant future. Like most organisations, the Library sees the media as an important means of communicating information to a wide audience. We work with journalists across Scotland and beyond to promote our general work, exhibitions and events. We also use social media such as Twitter and Facebook to reach people with information.

Listening to people who use our services is vital in helping us meet their needs. We carry out regular surveys of users' experiences to help us tailor our services. This provides evidence of the Library's performance and is reported to the Scottish Government. We also track and analyse media coverage of issues of relevance to the Library to inform and support our work.

We run an annual series of events at the Library and in other parts of Scotland which have proved popular. We also sponsor specific events at book festivals across Scotland. The Library's flagship publication is our award winning 'Discover' magazine which is published three times a year as well as being made available via our website. We also publish a newsletter and a range of information leaflets to communicate what is happening at the Library and how to use our services.

The amounts disclosed in relation to public relations include the amounts spent on media relations, marketing research and evaluation, promotional events and sponsorship, publications and printing, advertising, digital marketing and staff.

Total = £395,263

2. Overseas travel costs

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

Total = £25,951

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 = £23,097

4. External consultancy costs

The National Library of Scotland 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, e.g. eHR systems, eTendering); organisational IT strategy design and advice (e.g. 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 = £21,754

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	Amount (£)	Supplier	Description
19/09/2016	42,629	Jisc Services Ltd Subscription Account	Literary & Archival Items
10/10/2016	86,604	Cengage Learning (Emea) Ltd	Literary & Archival Items
27/02/2017	43,302	Cengage Learning (Emea) Ltd	Literary & Archival Items
26/04/2016	30,000	Private Sale	Literary & Archival Items
15/07/2016	28,500	Sotheby's	Literary & Archival Items

18/07/2016	33,800	Christies	Literary & Archival Items
08/12/2016	166,000	Sotheby's	Literary & Archival Items
08/12/2016	87,500	Private Sale	Literary & Archival Items
06/03/2017	72,500	Private Sale	Literary & Archival Items
30/06/2016	1,700,000	Glasgow City Council	Kelvin Hall
07/11/2016	83,736	CBRE	Kelvin Hall
09/05/2016	72,835	Computacenter Uk	Kelvin Hall
23/05/2016	26,506	Computacenter Uk	Kelvin Hall
10/06/2016	87,589	Wavetek Ltd	Kelvin Hall
11/07/2016	65,692	Wavetek Ltd	Kelvin Hall
15/08/2016	26,866	Creative Video Productions Ltd	Kelvin Hall
12/09/2016	42,623	Flexiform	Kelvin Hall
26/09/2016	35,706	Senator International	Kelvin Hall
14/11/2016	188,682	University Of Glasgow	Kelvin Hall
31/03/2017	177,500	NLS Foundation	Grant Payment
31/03/2017	3,422,500	Private Sale	Literary & Archival Items
30/04/2016	40,800	City Of Edinburgh Council	Non Domestic Rates

12/09/2016	144,330	City Of Edinburgh Council	Non Domestic Rates
12/09/2016	49,827	City Of Edinburgh Council	Non Domestic Rates
23/05/2016	32,777	ECG Facilities Service	Facilities Management Charge
23/05/2016	32,777	ECG Facilities Service	Facilities Management Charge
28/06/2016	32,832	ECG Facilities Service	Facilities Management Charge
08/08/2016	32,795	ECG Facilities Service	Facilities Management Charge
24/08/2016	32,795	ECG Facilities Service	Facilities Management Charge
26/09/2016	32,795	ECG Facilities Service	Facilities Management Charge
24/10/2016	32,795	ECG Facilities Service	Facilities Management Charge
08/12/2016	32,795	ECG Facilities Service	Facilities Management Charge
30/12/2016	32,795	ECG Facilities Service	Facilities Management Charge
07/02/2017	32,795	ECG Facilities Service	Facilities Management Charge
27/02/2017	32,795	ECG Facilities Service	Facilities Management Charge
27/03/2017	32,795	ECG Facilities Service	Facilities Management Charge
09/05/2016	64,361	John Graham Construction Ltd	Causewayside Refurbishment
09/05/2016	53,690	A McGillivray	Causewayside Refurbishment
16/05/2016	365,344	John Graham Construction Ltd	Causewayside Refurbishment

10/06/2016	381,803	John Graham Construction Ltd	Causewayside Refurbishment
11/07/2016	139,845	John Graham Construction Ltd	Causewayside Refurbishment
25/07/2016	30,113	A McGillivray	Causewayside Refurbishment
15/08/2016	196,807	John Graham Construction Ltd	Causewayside Refurbishment
05/09/2016	36,359	John Graham Construction Ltd	Causewayside Refurbishment
12/09/2016	228,689	John Graham Construction Ltd	Causewayside Refurbishment
26/09/2016	28,378	John Graham Construction Ltd	Causewayside Refurbishment
30/09/2016	44,392	A McGillivray	Causewayside Refurbishment
10/10/2016	303,999	John Graham Construction Ltd	Causewayside Refurbishment
31/10/2016	74,245	John Graham Construction Ltd	Causewayside Refurbishment
14/11/2016	362,326	John Graham Construction Ltd	Causewayside Refurbishment
12/12/2016	385,310	John Graham Construction Ltd	Causewayside Refurbishment
30/12/2016	253,618	John Graham Construction Ltd	Causewayside Refurbishment
30/12/2016	45,127	John Graham Construction Ltd	Causewayside Refurbishment
07/02/2017	52,404	John Graham Construction Ltd	Causewayside Refurbishment
13/02/2017	272,390	John Graham Construction Ltd	Causewayside Refurbishment
06/03/2017	31,781	John Graham Construction Ltd	Causewayside Refurbishment

06/03/2017	198,048	John Graham Construction Ltd	Causewayside Refurbishment
31/03/2017	33,666	Nicholson Bros(Electrical Contractors) Ltd	Causewayside Refurbishment
31/03/2017	222,090	John Graham Construction Ltd	Causewayside Refurbishment
31/03/2017	63,971	John Graham Construction Ltd	Causewayside Refurbishment
30/05/2016	32,317	ALDL	ALDL Charges
31/07/2016	32,317	ALDL	ALDL Charges
24/10/2016	32,317	ALDL	ALDL Charges
23/01/2017	27,730	ALDL	ALDL Charges
21/04/2016	35,098	M & J Ballantyne Ltd	George IV Bridge Work
31/03/2017	33,450	XMA Scotland Ltd	IT equipment
31/03/2017	84,524	XMA Scotland Ltd	IT equipment

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 2016/17 to support the Scottish Government's aim of creating a more prosperous and successful country.

The Business Information Service continues to support business growth and development throughout Scotland by providing companies with access to information and knowledge they need. The Library continued to work as a major research institution for the people of Scotland.

We added a further 0.8 million pages to our existing digitised content during the year and there were over 4 million visits to the Library's website.

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.

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The National Library of Scotland's Public Sector Sustainability Report 2016-17 provides comprehensive data relating to the Library's sustainability activity and can be found on the Library's website.

<https://www.nls.uk/media/1496740/2016-2017-public-sector-sustainability.pdf>