

## **National Library of Scotland**

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

**For the period 1 April 2019 – 31 March 2020**

#### **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, NLS 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. NLS's flagship publication is our award winning 'Discover NLS' 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 & Evaluation, Promotional Events and Sponsorship, Publications & Printing, Advertising Digital Marketing and Staff.

**Total = £465,836**

#### **2. Overseas travel costs**

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

**Total = £19,835**

### **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 = £12,287**

### **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 = £21,021**

### **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	Value (£)
23/04/2019	Ex Libris	Hosting and licensing	129,584.58
30/04/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
30/04/2019	Computacenter UK	IT Equipment	67,463.30
30/04/2019	Computacenter UK	IT Equipment	57,008.00
13/05/2019	Glasgow Life	2018/19 Rent & Service Charge	65,550.00
13/05/2019	Glasgow Life	Rent & Service Charge	33,250.00
04/06/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
24/06/2019	Private Sale	Literary and personal papers	34,400.00
25/06/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
31/07/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
26/08/2019	Microbox Gmbh	Camera Equipment	65,881.58
27/08/2019	Frost And Sullivan Ltd	Subscription to E-resources	28,687.50
27/08/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
17/09/2019	City Of Edinburgh Council	Annual Rates	149,640.00
17/09/2019	City Of Edinburgh Council	Annual Rates	60,475.20
17/09/2019	Institute Of Conservation	Internship Costs	25,171.00
24/09/2019	Lothian Heating Services Ltd	Boiler Replacement	47,595.15
30/09/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
08/10/2019	Glasgow Life	2019/20 Rent & Service Charge	32,734.30
08/10/2019	ECG Facilities Service	Boiler Replacement	79,027.75
23/10/2019	Private Sale	Literary and personal papers	45,000.00
23/10/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
23/10/2019	ECG Facilities Service	Boiler Replacement	47,096.55
30/10/2019	Lothian Heating Services Ltd	Boiler Replacement	38,107.42
27/11/2019	Glasgow Life	2019/20 Rent & Service Charge	34,617.89
27/11/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
30/11/2019	Proquest Information And Learn	Subscription to E-resources	56,907.00
10/12/2019	Private Sale	Literary and personal papers	125,000.00
31/12/2019	ECG Facilities Service	Facilities Management Charge	36,907.14
31/01/2020	XMA Scotland Ltd	IT Equipment	57,053.85
31/01/2020	Trustmarque Solutions	IT Equipment	31,724.72
10/03/2020	Proquest Information And Learn	Subscription to E-resources	49,988.00
10/03/2020	ECG Facilities Service	Facilities Management Charge	36,907.14
10/03/2020	ECG Facilities Service	Facilities Management Charge	36,907.14
17/03/2020	BSI	Subscription to E-resources	25,793.00
17/03/2020	Private Sale	Literary and personal papers	60,000.00
17/03/2020	Glasgow Life	2019/20 Rent & Service Charge	46,547.53
31/03/2020	ECG Facilities Service	Facilities Management Charge	33,350.42

## 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 2019/20 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 200k items to our existing digitised content during the year and there were over 5 million visits to the Library's website.

The NLS Public Sector Sustainability Report 2019-20 provides comprehensive data relating to the Library's sustainability activity and can be found on 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.