

# National Library of Scotland

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

For the period 1 April 2011 to 31 March 2012

### 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 and evaluation, promotional events and sponsorship, publications and printing, advertising, digital marketing and staff.

**Total = £287,149**

### 2. Overseas travel costs

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

**Total = £16,216**

### 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 = £13,971**

### 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, 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 = £107,293**

#### **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

<b>Date</b>	<b>Amount</b>	<b>Supplier</b>	<b>Description</b>
04/04/2011	£109,680.00	Hewlett Packard	Hp Compaq 8000
12/04/2011	£111,459.60	Hugh Ls Mcconnell Ltd	CB roof - Interim Payment No 4
12/04/2011	£33,642.55	Proquest Information And Learn	Hist News Scotland
12/04/2011	£30,518.40	University Of Edinburgh	Facility Management
12/04/2011	£25,567.68	Insight Direct (Uk) Ltd	HP ULTRIUM
14/04/2011	£97,772.00	Viglen Ltd	Hitachi Ams2100
14/04/2011	£77,746.50	Viglen Ltd	Buying Solution Hitachi Ams210
14/04/2011	£58,615.72	Fujitsu	Checkpoint For NLS
26/04/2011	£32,898.59	Business Stream	CB Supply of water and waste
03/05/2011	£37,745.66	ECG Facilities Service	NLS Facility Management Contract
19/05/2011	£92,820.00	Hugh Ls Mcconnell Ltd	CB Replacement Roof
25/05/2011	£104,201.39	Insight Direct (Uk) Ltd	Nls Ngs Network Core Switches
25/05/2011	£63,213.00	Genus	Kiosk Book Scanner, 40MP Senso
25/05/2011	£62,940.60	Insight Direct (Uk) Ltd	NLS/NGS network edge switches
31/05/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
07/06/2011	£54,529.64	ALDL	ALDL first quarter payment
08/06/2011	£45,441.36	ALDL	ALDL service April - June
14/06/2011	£41,475.60	Hugh Ls Mcconnell Ltd	CB Replacement Roof
20/06/2011	£39,157.20	Uk Archiving Ltd, Edinburgh	standing orders/original filmi
29/06/2011	£99,723.60	National Galleries Of Scotland	MDGP - finance system
29/06/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
13/07/2011	£30,695.00	Allander Consultancy	Contract Advice for Projects
29/07/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
11/08/2011	£41,113.20	Hugh Ls Mcconnell Ltd	CB Replacement Roof
11/08/2011	£36,615.60	Forth Stone Ltd	LB Stone Repairs in 2011/12
22/08/2011	£42,269.49	Thomson Scientific	Web of Science
23/08/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
31/08/2011	£27,063.60	Frost&Sullivan	Frost & Sullivan 2011
08/09/2011	£122,539.00	City Of Edinburgh Council	CB Annual Rates 2011/12
08/09/2011	£42,304.10	City Of Edinburgh Council	GB Annual Rates 2011/12
16/09/2011	£45,441.36	ALDL	ALDL service July-September
28/09/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
28/09/2011	£28,378.02	Volkerlaser Ltd	GB Paropa Tile & Asphalt Roofing
10/10/2011	£59,400.00	Chubb Fire Ltd	Supply & Install new Fire Alarms
17/10/2011	£45,441.36	ALDL	ALDL service, October to December
24/10/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
14/11/2011	£32,463.60	Hugh Ls Mcconnell Ltd	CB Replacement Roof
14/11/2011	£26,400.00	Lothian Heating Services Ltd	George IV Bridge - Humidifier
14/11/2011	£25,334.40	Forth Stone Ltd	LB Stone Repairs in 2011/12
23/11/2011	£28,965.00	Studio Mb	Design & build of Beyond Macbeth
29/11/2011	£46,026.62	Livingston Mechanical Services Ltd	LB Replacement Heating Plant
29/11/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
30/12/2011	£38,775.05	ECG Facilities Service	NLS Facility Management Contract

13/01/2012	£38,878.29	Campbell & Smith Construction	Lawnmarket Stone Render
13/01/2012	£32,724.65	Lothian Heating Services Ltd	CB Replacement Condenser Pumps
16/01/2012	£33,516.00	Allander Consultancy	Contract Advice for Projects
30/01/2012	£29,560.80	Hugh Ls Mcconnell Ltd	CB Replacement Roof
31/01/2012	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
06/02/2012	£27,090.77	Lothian Heating Services Ltd	George IV Bridge - Humidifier
07/02/2012	£53,382.00	Richard Irvin Building Services	1st Valuation (January 2012)/Chillers
08/02/2012	£45,441.36	ALDL	1 January - 31 March 2012
20/02/2012	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
20/03/2012	£212,310.00	Richard Irvin Building Services	2nd Valuation (February 2012)/Chillers
20/03/2012	£41,216.58	Computacenter Uk	Checkpoint Maintenance Contract
20/03/2012	£36,738.00	Computacenter Uk	Procurement of DLS Expansion
28/03/2012	£133,308.00	Richard Irvin Building Services	3rd Valuation (March 2012)/Chillers
28/03/2012	£55,388.91	Business Stream	CB Supply of water and waste
28/03/2012	£48,380.16	J Halliday Electrical Contractor	PMI No1 2/12/11 CB Alterations
28/03/2012	£38,775.05	ECG Facilities Service	NLS Facility Management Contract
28/03/2012	£35,822.40	Powerperfactor	Supply & Installation of Voltage Optimisation
28/03/2012	£34,620.00	Lothian Heating Services Ltd	CB - DHW Rationalisation
30/03/2012	£28,200.00	Mwa Nova Gmbh	MWA sound follower
31/03/2012	£104,082.00	G4S Technology Ltd	Installation of Access Control
31/03/2012	£82,432.80	RTI Group	For purchase,delivery of film equipt
31/03/2012	£42,077.53	Senator International	Furniture for new SCRR
31/03/2012	£36,304.80	James Strang Ltd	KP work
31/03/2012	£35,912.40	Insight Direct (Uk) Ltd	SSA Sonnet Fusion Raid
31/03/2012	£31,794.00	Allander Consultancy	Contract Advice for Projects
31/03/2012	£30,954.90	J Halliday Electrical Contractor	PMI No2 2/12/11 CB Alterations
31/03/2012	£30,823.14	PPE Finishes Ltd	Supply and Deliver Newspaper S

## **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 2011/12 to support the Scottish Government's aim of creating a more prosperous and successful country. We are helping to build a better educated, better skilled Scotland by maintaining and developing links with Scottish universities, colleges and schools. During the year our learning team worked with schools in Moray on an educational project to develop a unique travel guide that has been made available as a mobile app.

The Business Information Service continues to support business growth and development throughout Scotland by providing companies with access to information and knowledge they need.

We are continuing to make more of our collections available online to make it easier for people throughout Scotland and beyond to benefit from the knowledge we hold. More than 500,000 new digital objects were created from material in

our collections throughout the year.

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

During the year the Library embarked on a major management restructuring to ensure it has the right staff in the right place to face the challenges of the future. This has resulted in a slimmed down structure that has halved the number of management posts. It will produce cost savings while also creating clearer accountability and better, quicker decision making. New responsibilities for managing risk, review and audit have also been put in place as part of the restructuring.

We also continued to develop the shared services with the National Galleries of Scotland which are producing further efficiencies. The present focus of this is on the integration of information technology functions with an overall aim of creating an extended IT infrastructure and support service across both organisations. During this initial transitional period, achievements include:

- Implementation of shared finance software
- Integration of the two organisations' domains
- Implementation of a help desk covering both organisations
- NLS providing storage space and server maintenance services to NGS for their Digital Asset Management System.

We continued to make good progress in reducing our energy use and achieving ambitious targets set in 2009 with the Carbon Trust to cut our carbon emissions. We undertook to reduce emissions by 30% by 2014-15. A cumulative reduction of 28% was achieved by the end of 2011-12 and, with further improvements planned, we are on course to exceed the target. This will produce savings of £620,000 over the course of the project and annual recurring savings of £160,000 thereafter.

Our Attendance Management policy has successfully kept levels of absence to below the national average.