

## **National Library of Scotland**

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

**For the period 1 April 2014 - 31 March 2015**

#### **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 = £441,559**

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

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

**Total = £57,341**

#### **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 = £17,023**

#### 4. External consultancy costs

The Library 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 = £108,672**

## 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
30/04/2014	37,159	ALDL	ALDL services Q1 2014-15
30/04/2014	25,811	ECG Facilities Service	April 2014 – NLS facility management
14/05/2014	112,708	John Wiley & Sons Ltd	SHEDL eBooks Lot 2 Wiley
21/05/2014	125,532	M & J Ballantyne Ltd	Val 7 GB refurb
21/05/2014	37,632	ECG Facilities Service	April 2014 – NLS facilities management
29/05/2014	585,945	The Strathmore Trust	Aberdeen Breviary purchase
31/05/2014	36,321	ECG Facilities Service	May 2014 - NLS facility management
30/06/2014	229,642	M & J Ballantyne Ltd	Val 8 refurb
30/06/2014	36,321	ECG Facilities Service	June 2014 – NLS facility management
21/07/2014	30,575	LANDesk International Ltd	LANDesk Management Suite MNT
23/07/2014	26,928	Ex Libris	Migration Voyager databases
28/07/2014	261,637	M & J Ballantyne Ltd	Val 9 GB refurb
31/07/2014	41,042	UK Archiving Ltd, Edinburgh	Newspaper archiving
07/08/2014	136,406	City of Edinburgh Council	CB annual rates 2014/15
07/08/2014	47,091	City of Edinburgh Council	GB annual rates 2014/15
07/08/2014	37,159	ALDL	ALDL services Q2 2014-15
18/08/2014	36,321	ECG Facilities Service	July 2014 – NLS facility management
25/08/2014	136,225	M & J Ballantyne Ltd	Val 10 GB refurb
29/08/2014	36,321	ECG Facilities Service	August 2014 – NLS facility management
15/09/2014	35,500	Jenny Brown Associates	Literary papers of Kathleen Jamie
29/09/2014	208,259	John Graham Construction Ltd	CB façade replacement 2
29/09/2014	36,321	ECG Facilities Service	September 2014 – NLS facility management
13/10/2014	121,282	M & J Ballantyne Ltd	Val 11 GB refurb
27/10/2014	76,078	JISC Collections	SHEDL eBooks
27/10/2014	36,321	ECG Facilities Service	October 2014 – NLS facility management
10/11/2014	214,969	John Graham Construction Ltd	CB façade replacement 4
10/11/2014	52,884	John Graham Construction Ltd	CB façade replacement 3
10/11/2014	37,204	2CQR	Replacement of GB issue hall gates
10/11/2014	37,159	ALDL	ALDL services Q3 2014-15
10/11/2014	31,855	Granada Glazing Ltd	Design, construction, supply of

			secondary glazing
17/11/2014	141,488	M & J Ballantyne Ltd	Val 12 GB refurb
24/11/2014	130,192	John Graham Construction Ltd	September 2014 – Pre-construct
24/11/2014	31,722	NCE Computer Group	Qualstar 85120 Expansion Module
28/11/2014	36,321	ECG Facilities Service	November 2014 – NLS facility management
08/12/2014	49,970	Viglen LTD	HDS HUS 130 Storage array WDB maintenance
22/12/2014	129,060	M & J Ballantyne Ltd	Val 13 GB refurb
19/01/2015	38,647	ALDL	ALDL services Q4 2014-15
19/01/2015	36,321	ECG Facilities Service	December 2014 – NLS facility management
28/01/2015	35,618	A McGillvray	Pentland House – electrical work
31/01/2015	36,321	ECG Facilities Service	January 2015 – NLS facility management
25/02/2015	121,667	John Graham Construction Ltd	Valuation 1 – CB external works
04/03/2015	26,513	Network Technology Solutions Ltd	Checkpoint support consolidation
12/03/2015	91,333	M & J Ballantyne Ltd	Val 14 GB refurb
12/03/2015	84,157	John Graham Construction Ltd	Valuation 2 – CB external works
12/03/2015	49,284	M & J Ballantyne Ltd	Remove existing rear bridge link
12/03/2015	36,323	ECG Facilities Service	February 2015 – NLS facility management
24/03/2015	238,720	John Graham Construction Ltd	Interim payment no1 – stone purchase
24/03/2015	54,407	City of Edinburgh Council	PH annual rates 2014/15
31/03/2015	223,560	Oxford University Press	SHEDL eBooks lot 2, year 2
31/03/2015	184,451	John Graham Construction Ltd	Valuation 3 – CB external works
31/03/2015	126,000	Elsevier	SHEDL eBooks lot 2, year 2
31/03/2015	90,000	MacMillan Distribution	SHEDL eBooks lot 2, year 2
31/03/2015	70,752	NCE Computer Group	Nexsan E60X with 60 x 4TB SATA drives
31/03/2015	51,600	Glasgow City Council	2014/15 – March 2015 – Kelvin Redevelopment
31/03/2015	39,847	Provista	Ethernet routing switch
31/03/2015	36,321	ECG Facilities Service	March 2015 – NLS facility management
31/03/2015	36,000	Sage Publications	SHEDL eBooks lot 2, year 2
31/03/2015	32,198	Pratt Bros (Edin) Ltd	CCTV camera replacement programme
31/03/2015	28,925	Commsworld	PH telephone system

## **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 2014/15 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.

We want to make more of the collection available electronically and have agreed a new contract to digitise more material including Gaelic books, Army lists covering WWI, trade directories, antiquarian Scottish books and printed music collections. This will add a further 1.2 million pages to our existing digitised content.

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

Sharing services and resources within the public sector allows economy of scale cost and efficiency savings. Where sharing does not impact our independence we have done this. The collaboration with the National Galleries of Scotland to create shared IT service continued with a pilot managed service is in place during the year.

We have also continued to use procurement to generate financial savings and quality improvements. 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.

During the year we also implemented the Library's new pay and grading system. This was essential to ensure that the Library is operating at maximum efficiency, given the difficult economic climate facing all public services.

During 2010 the Library committed to reduce CO2 emissions from its operations by 30% by the end of financial year 2014/15 from 2008/09 levels. The Library exceeded this commitment during 2014/15, achieving a reduction in CO2 emissions of 42% compared to its baseline year.

The Library now uses 3.1MwH less energy, consumes 3,792 cubic metres less water, recycles 88% of its waste and travels 182,000 fewer miles than it did four years ago.

The National Library Public Sector Sustainability Report 2014-15 provides comprehensive data relating to the Library's sustainability activity.