

National Library of Scotland

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

For the period 1 April 2015 to 31 March 2016

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 = £397,596

2. Overseas travel costs

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

Total = £18,521

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 = £17,489

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 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 = £78,602

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
29/02/2016	£1,200,000	Glasgow City Council	Kelvin Hall
16/09/2015	£408,610	John Graham Construction Ltd.	Valuation 8 - CB external
14/10/2015	£388,438	John Graham Construction Ltd.	Valuation 9 - CB external
13/07/2015	£374,324	John Graham Construction Ltd.	Valuation 6 - CB external
16/11/2015	£374,262	John Graham Construction Ltd.	Valuation 10 - CB external
12/08/2015	£363,008	John Graham Construction Ltd.	Valuation 7 - CB external
31/03/2016	£317,107	John Graham Construction Ltd.	Contingency transfer
29/03/2016	£300,973	John Graham Construction Ltd.	Interim payment no 12 - Stone
22/06/2015	£299,810	John Graham Construction Ltd.	Valuation 5 - CB external
31/05/2015	£212,154	John Graham Construction Ltd.	Valuation 4 - CB external
14/03/2016	£208,711	John Graham Construction Ltd.	Valuation 14 - CB external
22/02/2016	£140,168	John Graham Construction Ltd.	Valuation 13 - CB external
19/08/2015	£139,519	City of Edinburgh Council	CB annual rates 2015/16
15/12/2015	£136,391	John Graham Construction Ltd.	Valuation 11 - CB external
31/03/2016	£135,120	Computacenter UK	Hitachi VSP G200 Array
30/11/2015	£130,216	Bruynzeel Storage Systems	Stage 1 - pre-start survey
29/06/2015	£124,792	John Wiley & Sons Ltd	Ebooks lot 2 2015
27/04/2015	£123,420	M & J Ballantyne Ltd	Val 15 - GB external fabric
07/03/2016	£113,953	Esteem Systems Ltd	2 x Check Point 12400
31/05/2015	£95,420	John Graham Construction Ltd.	Interim payment no 2
31/01/2016	£93,155	John Graham Construction Ltd.	Valuation 12 - CB external
17/06/2015	£90,000	Penelope Jardine	Correspondence and papers, c.1
12/08/2015	£82,569	John Graham Construction Ltd.	Interim payment no 4
15/02/2016	£69,890	Les Enluminures Ltd	Sweetheart Breviary
29/09/2015	£69,318	John Graham Construction Ltd.	Interim payment no 6
14/03/2016	£59,190	Anglian Water Business	LB 2016/17 water and waste water
07/12/2015	£57,386	John Graham Construction Ltd.	Interim payment no 8
27/10/2015	£50,404	John Graham Construction Ltd.	Interim payment no 7
26/10/2015	£50,154	JISC Collections	SHEDL subs
13/07/2015	£49,517	John Graham Construction Ltd.	Interim payment no 3
19/08/2015	£48,166	City of Edinburgh Council	GB annual rates 2015/16
07/03/2016	£47,100	Chubb Fire and Security Ltd	GB - all costs
14/05/2015	£41,357	UK Archiving Ltd, Edinburgh	Books
20/07/2015	£39,813	ALDL	ALDL services Q2

08/02/2016	£39,813	ALDL	ALDL services Q4
15/06/2015	£39,812	ALDL	ALDL services Q1
16/11/2015	£39,812	ALDL	ALDL services Q3
27/07/2015	£39,440	City of Edinburgh Council	PH annual rates 2015/16
31/03/2016	£38,958	Gardiner & Theobald LLP	Interim fee no 33 for PM & DT
31/01/2016	£38,696	ECG Facilities Service	January 2016 routine inspection
22/02/2016	£38,696	ECG Facilities Service	March 2016 routine inspection
24/03/2016	£38,696	ECG Facilities Service	Mar 2016 routine inspection
18/01/2016	£36,924	John Graham Construction Ltd.	Interim payment no 9 - stone
07/05/2015	£36,321	ECG Facilities Service	April 2015 routine inspection
09/06/2015	£36,321	ECG Facilities Service	May 2015 routine inspection
22/06/2015	£36,321	ECG Facilities Service	June 2015 routine inspection
20/07/2015	£36,321	ECG Facilities Service	July 2015 routine inspection
02/09/2015	£36,321	ECG Facilities Service	August 2015 routine inspection
29/09/2015	£36,321	ECG Facilities Service	September 2015 routine inspection
09/11/2015	£35,929	ECG Facilities Service	October 2015 routine inspection
30/11/2015	£35,929	ECG Facilities Service	November 2015 routine inspection
31/12/2015	£35,929	ECG Facilities Service	December 2015 routine inspection
24/04/2015	£35,000	Alan Warner	Literary papers, 1980-2015
09/09/2015	£34,629	John Graham Construction Ltd.	Interim payment no 5 - stone
17/08/2015	£32,094	LANDesk International Ltd	LANDesk Management Suite MNT
27/04/2015	£31,250	Scottish Government	MOTO charges for NLS
22/02/2016	£27,315	John Graham Construction Ltd.	Interim payment no 10 - stone
21/09/2015	£26,214	BBC	Refund invoice SSA 0122-E Bell
04/06/2015	£25,287	BCC Research LLC	BCC research subscription
04/03/2015	£26,513	Network Technology Solutions Ltd	Checkpoint support

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 2015/16 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 0.5 million pages to our existing digitised content during

the year.

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.

The Library's Public Sector Sustainability Report 2015-16 provides comprehensive data relating to the Library's sustainability activity and can be found [on the Library's website](#).