



Project Name	4021	4021 Library Management System Procurement				
Project Sponsor		Hazel Smith	Project Manager	Abigail Burns		
Council Plan Theme #1						
Council Plan Theme #2						
North Yorks Programme #1						
North Yorks Programme #2						
Project Type		Service Improvement	New Funding Required	No	Contract of	
Recommended Option		Option 2	Value Required	See slides from SRB and put in an average		
Finance Contact		Michelle Oates	Funding Source Identified	Revenue Budget		

OVERVIEW

Brief description of the project and its purpose.

Finance Template - Guidance Notes here

To procure a new Library Management System as the current contract has reached an end and has utilised all extentions. Library Management Sytstem allows the Library service to collect fees and charges. Without this an alternative methid would need to be explored which may be less efficient and incur other costs. Current fees and charges approx £91K that the LMS helps to manage. If we do nothing then we would be working out of contract.

ASSUMPTIONS & CONSTRAINTS

Detail key assumptions, such as expected funding, and constraints, such as the need for special equipment or technical resources. Issues around costings

Expectation that the current budget will meet the procurement of a new Library Management System. Existing budget is £54,000k per annum. Assuming that any inflationary increases linked to the contract would be met through annual budget setting inflation process. Implementation costs are based on the average from information gathered through the Discovery Days. One off implementation costs that may be able to be absorbed by the service this needs to be reviewed ahead of the final business case. For example the highest implementation costs from the Discovery Day would be a corporate ask of £55,000 one off funding.

RECOMMENDED OPTION

Describe the preferred option derived from the previous analysis

Option 2

Replace New Library Management System (Open Market)

BUDGET

Describe the current funding and budget including its make-up i.e. Base budget, Grants etc. and current spending levels. Really important to note where service may already have budget pressures. Also indicate the identified sources of funding for the project.

The current budget meets the current costs of the Library Management System and following Discovery Days it is anticipated that NYC will be able to procure a future service within this budget footprint.

ADDITIONAL INFORMATION

Used to capture any extra information that is relevant to the financial business case.

Potential extra finance required for implementation costs.



ost from Discovery Days £33,000-£70,000

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BRIEF DESCRIPTION OF OPTION

Option 1

Do Nothing (Current Contract Expires)

OPTION COSTS & FUND	ING SUMMA	IRY						
	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
Total Current Expenditure Budget	54,000	54,000	54,000	54,000	54,000	54,000	54,000	
Total Current Income Budget	-	-	-	-	-	-	-	
	54,000	54,000	54,000	54,000	54,000	54,000	54,000	
Total Option Cost	324,000	54,000	54,000	54,000	54,000	54,000	54,000	
Total Option Savings & Income	-	-	-	-	-	-	-	
	324,000	54,000	54,000	54,000	54,000	54,000	54,000	
Total Requirement	270,000	-	-	-	-	-	-	
	Accum:	-	-	-	_	-	-	
								Exceeds 5yrs
								•

CURRENT COSTS & FUNDING

Please identify current budget codes	and funding steam	ns .					
Expenditure Budget	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
Revenue budget	54,000	54,000	54,000	54,000	54,000	54,000	54,000
	-						
Total Current Expenditure	54,000	54,000	54,000	54,000	54,000	54,000	54,000
				•			
Income Budget	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
	-						
	-						
	-						
	-						
Total Current Income				-	-	-	-
			54,000	54,000	54,000		54,000
	Expenditure Budget Revenue budget Total Current Expenditure Income Budget Total Current Income	Expenditure Budget Total Revenue budget 54,000 Total Current Expenditure 54,000 Income Budget Total	Revenue budget 54,000 54,000 Total Current Expenditure 54,000 54,000 Income Budget Total Current Yr	Expenditure Budget Total Current Yr Yr 1	Total Current Yr Yr 1 Yr 2	Expenditure Budget	Expenditure Budget

OPTION COSTS

Please include all the costs associated with running the new option. It is not for any additional requirement to current level of costs.

1 TOTAL IMPLEMENTATION & ONE-OFF COSTS

One-Off Costs	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	

2 TOTAL RECURRING COSTS

Recurring Costs	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
Running Costs	324,000	54,000	54,000	54,000	54,000	54,000	54,000	•
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	324,000	54,000	54,000	54,000	54,000	54,000	54,000	
Total Option Cost	324,000	54,000	54,000	54,000	54,000	54,000	54,000	

3 INTERNAL COSTS (For Illustration only) These will not be used in any calculations, but an illustration of costs already incurred elsewhere, but associated with this option.

Use of Internal Resources	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	-							•
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	

OPTION SAVINGS & INCOME

Please include all the costs associated with running the new option. It is not any additional to current.

4 TOTAL CASHABLE SAVINGS

Saving Description	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	

5 TOTAL INCOME GENERATION

D Total Savings & Income

TOTAL INCOME GENERATION	N							
Income Stream	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	-							
	-							
	-							
	-							
	-							
	-							
	-					_		
	-	-	-	-	-	•	-	

6 NON-CASHABLE SAVINGS (For Illustration only) These will not be used in any calculations, but an illustration of savings incurred elsewhere, but associated with this option.

Saving Description	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-		

Project Name	4021		Library Management System Procurement					
Project Sponsor		Hazel Smith		Project Manager	Abigail Burns			

BRIEF DESCRIPTION OF OPTION

Option 2

Replace New Library Management System (Open Market)

OPTION COSTS & FUNDIN		,						
OF HON COOTS & FONDIE		-						
	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
Total Current Expenditure	324,000	54,000	54,000	54,000	54,000	54,000	54,000	
Total Current Income	-	-	-	-	-	-	-	
	324,000	54,000	54,000	54,000	54,000	54,000	54,000	
	·	•	<u> </u>	<u> </u>	•	•	, , , , , , , , , , , , , , , , , , ,	
Total Option Cost	40,000	54,000	94,000	54,000	54,000	54,000	54,000	
Total Option Savings & Income	-	-	-	-	-	-	-	
	40,000	54,000	94,000	54,000	54,000	54,000	54,000	
							_	
Total Requirement	(284,000)	-	40,000	-	-	-	-	
	Accum:	-	40,000	40,000	40,000	40,000	40,000	
								Exceeds 5yrs

CURRENT COSTS & FUNDING

Please identify current budgets and funding steams

Expenditure	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
Revenue funding	324,000	54,000	54,000	54,000	54,000	54,000	54,000	-
	-	-	-	-	-	-	-	•
	-	-	-	-	-	-	-	•
	-	-	-	-	-	-	-	•
	-	-	-	-	-	-	-	-
Total Current Expenditure	324.000	54.000	54.000	54.000	54.000	54.000	54.000	

Income	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
	-	-	ı		-	ı	ı	-
	-	-	•	-	•	•	•	-
	-	ı	•	-	•	•	-	-
	-	ı	ı	-	•	ı	ı	-
	-	ı	ı	-	•	ı	ı	-
Total Current Income	-	-	-	-	-	-	-	

 Total Current Net Cost
 324,000
 54,000
 54,000
 54,000
 54,000
 54,000
 54,000

OPTION COSTS

Please include all the costs associated with running the new option. It is not for any additional requirement to current level of costs.

TOTAL IMPLEMENTATION & ONE-OFF COSTS

One-Off Costs	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap	
Implementation	40,000		40,000					Revenue	Potent
	-								
	-								
	-								
	-								
	40.000		40.000	-	-	_	-		_

Potential Growth

2 TOTAL RECURRING COSTS

Recurring Costs	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
Running costs of contract		54,000	54,000	54,000	54,000	54,000	54,000	Revenue
	-							
	-							
	-							
	-							
	-							
	-							
	-	54,000	54,000	54,000	54,000	54,000	54,000	

c Total Option Cost 40,000 54,000 94,000 54,000 54,000 54,000 54,000

3 INTERNAL COSTS (For Illustration only)

These will not be used in any calculations, but an illustration of costs already incurred elsewhere, but associated with this option.

		_	•		•			
Use of Internal Resources	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
Project Management	19,453		19,453					-
Corporate Systems Team Finance Systems Dev Officer	13,183		13,183					
Corporate Systems Team Finance- Product Owner	6,996		6,996					
UCS/CIA/EUC	7,023		7,023					
Finance	1,133		1,133					
Business Support	1,324		1,324					
Communications	2,162		2,162					
Library Managers	38,907		38,907					
Category Procurement Officer	1,734		1,734					
Digital UX	1,387		1,387					
Development Team	4,817		4,817					
Digital Service Designer	2,378		2,378					
Data & Intelligence	432		432					_
	100,929	-	100,929	-	-	-	-	

Project Name	4021		Library Management System Procurement				
Project Sponsor		Hazel Smith F		Project Manager	Abigail Burns		

OPTION SAVINGS & INCOME

Please include all the costs associated with running the new option. It is not any additional to current.

4 TOTAL CASHABLE SAVINGS

Saving Description	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	_	_		_	_	_	_	

5 TOTAL INCOME GENERATION

Income Stream	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	•							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	

D Total Savings & Income

6 NON-CASHABLE SAVINGS (For Illustration only)

These will not be used in any calculations, but an illustration of savings incurred elsewhere, but associated with this option.

Saving Description	Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Rev / Cap
	1							
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	

The IT activity within Libraries can be found (Received from Karen Hornsey 28.

11113 Libraries Hazel General Smith

IT Repair
Installatio

4051 n 0 Default
Maintena
nce and
Training
IT

4059 Consuma
bles

IT

4063 IT
Software

4064 IT
Licences

0 Default
0 Default

Breakdown of above budget received from Head of Service- 5th October 2023 IT
Spending
22-23

			2022-23	2023-24 – items/cost if known
4051	IT Repair Installation Maintenanc e and Training	Current LMS (ESS)	£56K	£58K
		Bibliotecha Self service machines	£33K	
		Covergold microfilm reader printers maintenanc e	£3K	
		PatronPoint Customer marketing module	£9K	

		Connect licences for Patronpoint	£3.2K	
		Illion telephone and SMS	£300	
4059	IT Consumable s			RFID till rolls, handheld scanners
4063	IT Software	Lorensburgs Netloan (Bytes)	£13.5K	£14K
		Collection HQ stock managemen t software	£14K	
4064	IT Licences			TV licences needed for Smart TVs

budgets

115,400.00

1,200.00

19,500.00

900

Project Type
Enabling Project
Income Generation
Invest to Save
Saving
Service Improvement
Service Continuity
-

Option No		Sorter	Option Ranking
Option 1	1	#REF!	#REF!
Option 2	2	#REF!	#REF!
Option 3	3	#REF!	#REF!
Option 4	4	#REF!	#REF!
Option 5	5	#REF!	#REF!

Additio	onal Funding
Yes, F	Revenue funding
Yes, C	Capital funding
Yes, b	ooth Capital & Revenue funding
No	

Risks	
1 - Very High	1
2 - High	2
3 - Moderate	3
4 - Low Risk	4
5 - No Risk	5

Council Plan Theme

Additional Funding

Every child and young person has the best possible start in life.

Every adult has a longer, healthier and independent life.

North Yorkshire is a place with a strong economy and a commitment to sustainable growth that enables our citizens to fulfil their ambitions and aspirations.

We are a modern council which puts our customer at the heart of what we do.

2020 NY Programme Link

Stronger Communities

Partnership, Commercial and Alternative Delivery Methods

Customer

Property

Organisational Development

Combination

			/1		
v	\sim	0	/	N	\sim
	┖	2	/	N	U

No

Yes

Revenue or Capital

Revenue

Capital

Option No	£	£ Score	Option No Description
#REF!	#REF!	#REF!	Do Nothing (Current Contract Expires)
#N/A	#N/A	#N/A	Replace New Library Management System (Open Market)
#N/A	#N/A	#N/A	Develop In-House Solution
#N/A	#N/A	#N/A	Purchase Off the Shelf Solution
#N/A	#N/A	#N/A	Purchase Bespoke Solution