

Project Name	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 co						
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

Finance Template - Guidance Notes here

Brief description of the project and its purpose.

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	NG SUMMA	RY						
		Total	Current Yr	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	
Α	Total Current Expenditure Budget	54,000	54,000	54,000	54,000	54,000	54,000	54,000	
В	Total Current Income Budget	-	-	-	-	-	-	-	
		54,000	54,000	54,000	54,000	54,000	54,000	54,000	
С	Total Option Cost	324,000	54,000	54,000	54,000	54,000	54,000	54,000	
D	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 steams

	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	
		-							
Α	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	
		-							
		-							
		-							
		-							
В	Total Current Income				-	-	-	-	
	Total Current Net Cost	54,000	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.

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	

54,000

54,000

54,000

54,000

54,000

c Total Option Cost

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.

54,000

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.

324,000

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
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	



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BRIEF DESCRIPTION OF OPTION

Option 2

Replace New Library Management System (Open Market)

	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	
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	

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	
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-
В	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.

1 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	Potential Growth
	-								
	-								
	-								
	-								
	40,000		40,000	-	-	-	-		_

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	

С	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	-	-	-	-	



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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
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-							
	-	-	-	-	-	-	-	



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

11113 Libraries Hazel General Smith

4051	IT Repair Installatio n Maintena nce and Training IT	0 Default
4059	Consuma bles	0 Default
4063	IT Software	0 Default
4064	IT Licences	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	£ЗК	
		PatronPoint Customer marketing module	£9К	

		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

/9/23

budgets

115,400.00

1,200.00

19,500.00

900

Dro	iact -	Гуре
110	Jeor	i ype

Enabling Project

Income Generation

Invest to Save Saving

Service Improvement

Service Continuity

-

Additional Funding Yes, Revenue funding

Yes, Capital funding

Yes, both Capital & Revenue funding

No

Council Plan Theme

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

Yes/No

No

Yes

Revenue or Capital Revenue Capital

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!

Risks

1 - Very High12 - High23 - Moderate3

4 - Low Risk 4

5 - No Risk 5

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