

**NYCC PROJECT OUTLINE BUSINESS CASE**

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
Recommended Option	Option 2	Value Required	See slides from SRB and put in an average
Finance Contact	Michelle Oates	Funding Source Identified	Revenue Budget

Contract c

**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 extensions. Library Management System allows the Library service to collect fees and charges. Without this an alternative method 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.

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





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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**

-	-	-	-	-	-	-	-	-
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**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 Installation Maintenance and Training	0	Default
4059	IT Consumables	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 Maintenance and Training	Current LMS (ESS)	£56K	£58K
		Bibliotecha Self service machines	£33K	
		Covergold microfilm reader printers maintenance	£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		Lorensburgs		
	IT Software	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



Project Type
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 High	1
2 - High	2
3 - Moderate	3
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