

PEACE LIBRARY SYSTEM		ALLOTMENT FUND	
CATEGORY:	Finance	POLICY:	F5-16
DATE APPROVED:	November 26, 2016	REVIEW IN:	2021

Background

Library System Services outlined in Schedule C, Clause 1.2 of the Peace Library System Master Agreement include a fund account [materials allotment] for member libraries.

The purpose of the materials allotment is to ensure that all member libraries contribute a minimum amount toward the purchase of library materials for resource sharing in the System.

Policy

Peace Library System provides a per capita materials allotment to public libraries based on municipal population. The public library per capita rate is set by the Board with municipal approval and is outlined in Schedule B, Clause 2.

In consultation with member library boards, designated public library allotment funds may be pooled to purchase digital resources that are available electronically to residents of all member municipalities.

Peace Library System provides a materials allotment to school libraries based on school enrolment and the formula outlined in the School Services Policy. The school library allotment formula is set by the Board.

Peace Library System will supply school and public libraries with library materials, as detailed in their agreements, within the amount of their allotment funds.

Allotment funds can only be used to purchase materials that will be housed in libraries, including supplies necessary to make library materials shelf-ready. School allotment funds may not be used to purchase textbooks, classroom sets of books (ie. more than five copies of one title), or capital items such as furniture.

Libraries are responsible for ensuring that their accounts are not overdrawn. However, since a certain percentage of book orders are eventually canceled, a library may over-encumber its allotment funds up to 15 per cent of its total allotment for a year. Libraries should be aware that over-encumbering an allotment account may prevent System staff from purchasing some standing order materials on behalf of the library.

Libraries may contribute additional funds to their book allotments within the following guidelines.

Public Libraries - Additional Funds

The levy paid by member municipalities helps to cover the cost of purchasing library materials with allotment funds on behalf of member library boards. If additional funds are added to a member allotment account, a 10 per cent technical services fee will be deducted from these funds. This technical services fee will cover some of the cost of purchasing and processing library materials. Since the Peace Library System receives some provincial funding to serve public libraries, it allows each public library to deposit up to \$2,000 or 10 per cent of its annual book allotment, whichever is greater, into its Peace Library System book allotment account without being charged the 10 per cent technical services fee. The Peace Library System reserves the right to limit additional allotment fund deposits in any fiscal year.

Schools Libraries - Additional Funds

When additional funds are deposited in a school allotment account, the current Seed Package formula will be applied to determine what percentage of the funds will be retained by the Peace Library System to cover purchasing and processing costs (currently 31 per cent), and what percentage of the funds will be added to the allotment (currently 69 per cent).

Voucher Purchases

Member libraries may authorize the payment of an invoice for the purchase of library materials out of allotment funds by signing a voucher and submitting it to Peace Library System, along with the invoice to be paid. Library materials purchased with allotment funds will be catalogued and processed by the Peace Library System. (Note: Mass market fiction and paperback fiction books under \$10 in value will not be processed.) Actual freight costs and other handling charges associated with a voucher purchase will be deducted from the library's allotment fund, rather than being paid for by the Peace Library System, in order to encourage members to order through the Peace Library System.

Staff Purchasing

As a benefit of working for the System, freight and handling costs are not passed along to Peace Library System staff that order materials through the System.

Chair's Signature:

Jessica Ziska