

# Library Materials Levy/Allotment

Every year, the Shortgrass Library member library managers decide on a per capita materials levy. For example, in 2022 this was \$5.08 per capita. This is the **minimum** commitment each member library board must make towards purchasing library materials throughout the calendar year.

Each library will receive an invoice based on this total allotment (levy \* population in their municipality = total allotment), and then sends a payment to Shortgrass Library System in that amount. This is referred to as the "annual materials allotment".

After a \$1.00 per capita deduction for Shortgrass operating expenses, the allotment is used to cover library materials and resources that Shortgrass member libraries have decided to purchase as a group throughout the year. This includes e-resources, such as Consumer Reports, Tumblebooks and eBooks from Overdrive (for a complete list of electronic resources available see the eResources section of this manual). Each library contributes to the cost of these resources proportionally, based on the size of its service population.

After these deductions are made, Shortgrass holds each library's remaining allotment money in trust. Library managers are then informed how much they have left to spend on materials for the year. As library staff select materials for their collection to purchase through Shortgrass throughout the year, allotment money is used to pay the vendors which supply those materials.

[Policy Policy G.6: Acquisitions: Allotment Funds for Library Purchases \(see Appendix A\)](#) provides additional information on the materials allotment.

Member libraries may spend their materials allotment throughout the year as they see fit. Shortgrass staff can provide assistance in collection development, but the final selection is always left up to member libraries.

Once their materials allotment is fully spent, member libraries may overspend by up to 25% of their annual materials allotment. These costs will be deducted from the following year's allotment for that library. [Policy G. 07 Acquisitions: Member Library and Additional Resources \(Donations\) \(see Appendix B\)](#) applies to all materials purchased with funds exceeding the 25% threshold. If a library wishes to spend more than 25% above their materials allotment, they will be invoiced for the difference and must pay this invoice before the end of the calendar year.

The materials allotment is generally raised by 2% every year, in the assumption that material costs increase by about that much year over year. The increase in allotment should allow libraries to purchase approximately the same number of materials every year.