



Policies and Procedures
Policy 0025

Capitalized & Fixed Assets, Small & Attractive Items: Inventory & Disposition	
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It is the policy of the District to prudently manage and maintain accountability over all tangible assets in its possession. These assets are divided into:

Capital and Fixed Assets: These assets are real and personal property the District intends to use or keep for more than one year and have a unit cost greater than \$5,000.00. An inventory of these assets is maintained and updated annually under the supervision of the Director. The Washington Governmental Entity Pool carries insurance coverage for the District’s capital and fixed assets. The Board of Trustees annually allocates funds in the operating budget for the maintenance and repair of the capital and fixed assets and addresses the following:

- How well is the District using the facilities and equipment it already has?
- Which items must be replaced, when and at what cost?
- When will additional facilities or equipment be needed and at what cost?
- Which facilities or equipment will not be needed, and what cost reductions in maintenance, insurance and security will result from liquidating them?

Small and Attractive Items: These assets are easily moveable, desirable items with a unit cost between \$300.00 and \$5,000 and have a life expectancy of more than one year. These items are either (a) concealable – small enough to fit into one's pocket, bag or backpack, (e.g., electronic devices, laptops, software packages), or (b) portable - medium sized assets that can be easily carried, (e.g., computers, printers, power equipment, modems, projectors, lawn mowers). To provide adequate stewardship over these assets, staff shall review and update records sufficient to enable investigation of missing items that would otherwise not be noticed. These records will be verified by a physical inventory at least once a year and staff shall monitor differences among years.