

FIXED ASSET POLICY

The Wells County Public Library shall maintain a fixed asset inventory report. Fixed assets are relatively permanent and are needed for the normal operation of the library. They include property, furnishings and equipment. All assets are regularly recorded within the same inventory program but are separated into classes according to their criteria. All assets are considered fixed assets but the Library is required by the State Board of Accounts to define which fixed assets are considered capital assets for annual financial statements. Capital assets are defined as items such as land, buildings, furnishings and equipment with an estimated useful life in excess of one year and an original value greater than \$5000. For insurance and informational purposes, the library keeps an inventory list with a lower threshold of \$100 separate from the one required by the State Board of Accounts; this is called the fixed asset inventory list. The inventory system shall be maintained to ensure the availability of adequate insurance coverage, to provide an inventory control, and to guarantee accountability. Library materials (books, media material, software, etc.), property, and structures are inventoried and valued within our fixed asset inventory system. Whenever possible, fixed assets shall be labeled with an asset sticker with the WCPL logo and asset number.

Responsibility

The accountant and IT manager are responsible for maintaining the fixed asset inventory.

- Assets are added and deleted on a regular basis throughout the year.
- Value reports by asset category are printed at the end of each year.
- Each department and branch will physically inventory the fixed asset lists every 2 years.

Removal

When **library material** assets are no longer usable or needed, they are discarded according to the collection management policy. **Equipment and furniture are discarded according to usability and function. When viable, equipment and furniture are offered for sale to the public at Friends of the Library sales. All discarded assets are** marked with a discard date on the fixed asset inventory. Following the annual report to the State Board of Accounts, these items are deleted from the inventory.

Storage

The fixed asset inventory is stored in the following manner:

- A current database is stored on the network.
- Annually, hard copies or computer file copies are generated and stored
 - in the on-site fire safe.
 - in the bank deposit box.

- at the insurance company.