

# DANIEL BOONE REGIONAL LIBRARY

**SUBJECT: Capital Outlays**

**ADMIN 2-702**

**BOARD**

**SECTION:**

**700 – Fiscal Management**

**Approved: 01-15-98**

**Revised: 10-14-04**

**Revised: 05-12-05**

**Revised: 05-12-11**

## **POLICY**

Capital Outlay is defined as purchases of individual items that cost in excess of \$500 per item and have a useful life of three (3) years or more, except for chairs, desks and tables, which will be capitalized no matter what the cost per item. The Director or Director's designee shall annually compile a list of Capital Outlay and perform an inventory. A list of other sensitive items not meeting the capitalization threshold will also be maintained and included in the inventory. These lists shall describe the assets, dates of acquisition, original costs and locations. Book carts will not be included on either list.

Library collection assets are typically purchased in groups and are capitalized on that basis. Library collection assets include books, CDs, DVDs, videos Playaways and cassettes.

All items capitalized will be depreciated using the straight-line depreciation method over an estimated useful life. The useful life of each capitalized item will be determined using the table below:

<b><u>Asset Type</u></b>	<b><u>Estimated Useful Life (Years)</u></b>
Buildings and Improvements	10-50
Equipment, Furniture, and Fixtures	5-20
Computer Equipment	3-10
Library Vehicles	7-15
Library Collection	7

## **GUIDELINES**

This policy shall apply to the following specific item categories:

- Furniture
- Equipment
- Buildings and improvements
- Fixtures
- Computer workstations
- Software licenses in excess of \$5,000 per license
- Other items as appropriate