

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	Fixed Assets		
Approval Date	June 16, 2014	Revision Date	March 18, 2025
Related Policies	Collection Development Procurement Gifts		
Statutory References	RCW 27.12.210 RCW 39.33.020 RCW 39.33.070 RCW 43.09.185		
Other References	2 CFR Part 200		
Purpose	To provide criteria for the identification, verification, protection, and disposition of Spokane County Library District’s (District) Capital Assets and Small Attractive Assets.		

Scope

Real and tangible personal property acquired by the District through purchase, trade, gift, or fabrication which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy. A fair market value will be applied to assets donated to the District to determine if the definitional criteria are satisfied to classify the donation as a Capital Asset or Small Attractive Asset under this policy.

Capital Assets and Small Attractive Assets acquired by grant funds from other governmental agencies will be identified based on the requirements of the grantor. The District is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use, and disposition of assets purchased with these funding sources.

Definitions:

Capital Assets – Capital Assets are all real property or tangible personal property used in operations with an individual, per-unit cost of \$10,000 or more (including installation, accessories, sales tax, and shipping), with an estimated useful life of one (1) year or longer. Capital Assets include, but are not limited to: land and land rights; buildings, their furnishings, fixtures, and furniture; infrastructure assets, intangible assets equipment, machinery, vehicles, and tools.

Small Attractive Assets – Small Attractive Assets are individual assets that do not meet the definition of a Capital Assets threshold but may be susceptible to theft or misuse. Small Attractive Assets have an estimated useful life of one (1) year or longer, and have a per-unit cost less than \$10,000.

Inventoriable Assets – Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable. Capital Assets that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets

Library Reading Materials – Physical materials such as books, DVDs, CDs and other library materials intended for customer use are not considered Capital Assets or Small Attractive Assets for the purposes of this policy.

Implementation

Depreciation

In accordance with the Washington State Budgetary, Accounting and Reporting System (BARS) Manual, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

Risk Assessment

An annual risk assessment will be completed to determine which assets or asset categories are Small Attractive Assets. A list of Small Attractive Assets will be maintained.

Inventory

The District will maintain a Capital Asset Inventory system(s) that includes records for all inventoriable assets. A physical inventory of all Capital Assets and Small Attractive Assets will be conducted at least every two years.

Protection

The District will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

Disposition

When it is determined that a Capital Asset or Small Attractive Asset is no longer needed for the purposes of the District, the District will declare that asset to be surplus.

The Board of Trustees (Board) must approve the disposition of Capital Assets with a value exceeding \$50,000, by resolution following a public hearing in accordance with RCW 39.33.020.

Disposition of Capital Assets with a value of less than \$50,000 do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Disposition of Small Attractive Assets do not need formal approval by the Board, and they may be declared surplus and disposed of by the responsible manager.

Once an asset has been declared surplus, the District can remove the asset from inventory and may then sell or dispose of the asset in the most efficient, cost-effective, and commercially reasonable manner.

The District shall immediately notify the State Auditor's Office of any known or suspected loss of assets due to illegal activity in accordance with RCW 43.09.185.

Board members and District employees are prohibited from purchasing or otherwise receiving any Capital Asset or Small Attractive Assets in the disposition of surplus property.

Disposition of Library Reading Materials

Surplus Library Reading Materials with an estimated value in excess of \$1,000 shall be disposed of at a public auction in accordance with RCW 39.33.070(1). Surplus Library Reading Materials with an estimated value of \$1,000 or less shall be sold in accordance with RCW 39.33.070(2).

Surplus Library Reading Materials determined by the District to have no value will be disposed of in the most efficient, cost-effective, and commercially reasonable manner (RCW 39.33.070(3)).

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner