

## Real Property - Acquisition and Disposition

### Policy Statement

The Pierce County Library System Board of Trustees (the “Board”) approves real property for current and future library service needs.

### Definition

*Real Property:* Any land or property that is fixed in location, which may include improvements, such as a building.

### Policy

In accordance with RCW 27.12.210(2) or other applicable Washington State law, the Board reviews and approves transactions involving real property. Such transactions may include ownership, disposition, rent, exchange, gift receipt, and sale of real properties.

For all real property transactions, The Board authorizes the Executive Director, or designee, to conduct transactions involving real property, including but not limited to: negotiations, executions of property deeds, titles, escrow, rights-of-ways, memos of understanding, appraisals, leases and their renewals, amendments, purchase and sale agreements, lease terminations; and other legal or financial documents related to real property.

The following guidelines apply to Library transactions involving real property:

- Transactions involving real property are guided by site selection criteria developed by the Library.
- All real property agreements shall be handled in accordance to the Library’s purchasing policies.
- The Library may acquire real property for future use, including in advance of readiness to fund construction

The Board reviews and determines by resolution whether any real property is surplus to the needs of the Library and, if so, the manner of disposition of such surplus real property. The resolution shall authorize the Library to surplus such land and any improvements, in whole or in part. Disposition methods include but are not limited to sales, leases, interlocal agreements, equitable exchanges, removal of improvements, or any other means available to or required by the Library under chapter 39.33 RCW or other applicable Washington State law.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.