

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
SPECIAL MEETING MINUTES – SEPTEMBER 30, 2025**

**CALL TO ORDER**

Pamela Duncan, Chair called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 4:00 pm. Board members present were Pamela Duncan, Neesha Patel, Ryan Wheaton, Abby Sloan, and Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

**1. FISCAL MANAGEMENT AND LEVY SUSTAINABILITY FUND**

**a. Staff Presentation**

Executive Director Gretchen Caserotti and Finance Director Mary Stimson presented a comprehensive overview of the Library's Levy Sustainability Fund (LSF), financial impacts and challenges facing the Library, and the financial outlook of the fund.

Executive Director Caserotti provided a recap of the establishment of the LSF and the three phases when 1) revenues exceeded expenditures, 2) revenues matched expenditures and 3) expenditures will exceed revenues. The Fund is currently in phase 3, in which the Library must draw down funds to prevent significant reductions in services and operations.

During last year's study session, the Board asked that the Library find ways to extend the life of the Levy Sustainability Fund. At the end of 2025, the LSF balance will be approximately \$17.5M. New projections now anticipate the fund lasting until 2029, made possible by administrative cost-control measures. Library administrators have undertaken several cost control strategies thus far and continue exploring additional strategies, including seeking alternative revenues, investment interest, annexation and ballot measures.

Executive Director Caserotti announced the Comprehensive Capital Plan is almost finished. She outlined the planning timeline and stated that the Facilities team is handling urgent repairs and maintenance. Estimates for the capital needs are substantial and will require additional planning.

**b. Discussion**

Executive Director Caserotti invited a discussion on the Board's priorities. When asked what information would be helpful that administrators can share in 2026 to help them make sound budgetary decisions, responses included more information on ballot funding and the community's appetite for a ballot measure, understanding of the service desires in the community, and a clear understanding of when contingency plans would need to be in place.

Executive Director Caserotti will present public opinion poll results at an upcoming meeting to discuss community engagement and Library perception among users and non-users.

Ballot measure costs were discussed. Executive Director Caserotti shared details on the Library's narrowly approved 2018 measure.

There was discussion about alternative revenue streams, including annexation and interest investments. Additionally, the Foundation has plans to apply for new funding in 2026 and is also looking for partnerships within the community to aid in being considered for federal appropriations.

Trustees questioned the impact on service due to shorter branch hours. They also sought examples of innovative practices at other libraries. Executive Director Caserotti will provide information on national trends at a future meeting.

Executive Director Caserotti informed the Board that the Library is continually advancing its efforts toward fiscal transparency and will enhance the visibility of budget information for the wider community.

New metrics are being developed to evaluate core programs and services, supporting decisions that match the Library's strategic goals.

The unbalanced budget will be presented at the October Regular meeting.

Trustees were invited to bring additional questions to Executive Director Caserotti and Director Stimson.

**ADJOURNMENT**

The meeting adjourned at 5:13 pm on motion by Trustee Jenkins, seconded by Trustee Wheaton.

*Gretchen Caserotti*

Gretchen Caserotti (Nov 13, 2025 17:19:59 PST)

Gretchen Caserotti, Secretary

*Pamela E. Duncan*

Pamela E. Duncan (Nov 13, 2025 16:15:01 PST)

Pamela Duncan, Chair