

**Board of Trustees Meeting
December 8, 2025**

The Knoxville Public Library Board of Trustees met at the library on Monday, December 8, 2025 at 5:00 p.m. Members present were Lindsey Carlson, Elly Shaw, Dave Garcia, Laura Kendrick, Jan Evans, and John Mertz. Erin McBride was absent. Staff present were Ashley Miller, Holly Shelford, and Cari Meissner.

The meeting was called to order by Lindsey Carlson. Mertz moved; Evans seconded to approve the minutes of the November 10, 2025 meeting as mailed. Motion passed unanimously. There were no public comments. The only correspondence was from the Department of Natural Resources thanking the library for hosting them for two days.

Ashley gave the librarian's report for November 2025. Total circulation for the month was 5,252. There were 503 uses of public access computers and 1,097 wireless internet access uses. There were 4,070 visits averaging 209 people a weekday. Libby usage remains high with 1,911 checkouts in November.

The library had 24 programs throughout the month of November with 354 participants. Storytime had great numbers with an average of 18 attendees per storytime. DIY remained fully-booked with 24 patrons decorating cookies in partnership with the Buttery Crumb. The numbers in Geri-Fit classes continue to be steady with 69 patrons attending throughout the month. 16 patrons attended Family Literacy Night and 21 patrons took part in the Thanksgiving themed storytime.

For outreach, over 300 students were reached by our outreach librarian at the elementary school, and fourteen patrons received homebound delivery services. Adventure Pass is continuing to be beneficial for the community; 13 families benefitted from this service in November.

Under Media Strategy Plan, the staff will continue to promote events in December through local news sources and social media with the publications of press releases to promote upcoming programming.

Garcia moved; Shaw seconded that the financial report for November be approved. Motion was unanimous. Mertz moved; Kendrick seconded the city trust financial report for November be accepted. Motion was unanimous. Garcia moved; Evans seconded the approval for payment of bills for December. Motion passed unanimously, and a copy is attached to the minutes.

Under New Business, the board read the first reading of the 3D Printing Policy. Small edits are to be made, but the 3D Printer will begin being a usable service in the coming month.

Under Miscellaneous Business, the board completed their board learning for the month of November. Discussion surrounded the two board learning sessions that were open to board members. An online meeting through Polk County on Oct. 22 and an in-person county-wide learning session on Nov. 17 at the Webb Shadle Library in Pleasantville. Board members discussed their takeaways about advocacy at the local, state, and national level and what they can do to better spread the word of the library and its resources.

There being no further business, the meeting was adjourned at 5:50 p.m. The next regular meeting will be held Monday, January 12, 2025 at 5:00 PM at the Knoxville Public Library.

Ashley Miller,
Secretary