



Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Agenda  
Thursday, September 19, 2024 @ 5:30 PM  
Hocutt-Ellington Memorial Library

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

- a. Adoption of Minutes
- August 15, 2024
- Presenter:* Sam Johnson-Phillips, Deputy Town Clerk  
[August 15, 2024 DRAFT Minutes](#)

**POTENTIAL ACTION:** Adoption of Minutes

**3. OLD BUSINESS**

**4. NEW BUSINESS**

**5. OBSERVATIONS FROM THE LIBRARY BOARD**

**6. UPDATE ON FRIENDS OF THE LIBRARY**

- a. *Presenter:* Julia Curran

**7. LIBRARIAN'S REPORT**

- a. *Presenter:* Mel Poole, Interim Library Director Gabe Johnson, Cataloging Librarian

**8. OTHER BUSINESS**

**9. ADJOURNMENT**

- a. Motion to Adjourn

**POTENTIAL ACTION:** Motion To Adjourn



**Town of Clayton  
Hocutt-Ellington Memorial Library Advisory Board Minutes  
Thursday, August 15, 2024 at 5:30 PM  
Hocutt-Ellington Memorial Library**

**Board Members Present:**

Eugene Wheeler  
Amber Revels-Stocks  
Gretchen Williams  
Beth Inman  
Jill King  
Makayla Noel Walden  
Victoria Privette  
Lucy Bianchi

**Staff Present:**

Mel Poole, Interim Library Director  
Grace Davis, Youth Service Supervisor  
Sam Johnson-Phillips, Deputy Town Clerk

**Board Members Absent:**

Julia Curran  
Katie Tompkins  
Kathryn Turnbull

**1 CALL TO ORDER**

- a) Mr. Wheeler called the meeting to order at 5:31 p.m.

**2 APPROVAL OF MINUTES**

- a) Adoption of Minutes
- May 16, 2024
  - June 20, 2024

*Presenter:* Sam Johnson-Phillips, Deputy Town Clerk

**Adoption of Minutes**

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Jill King
<b>SECONDER:</b>	Beth Inman
<b>YES:</b>	Eugene Wheeler, Amber Revels-Stocks, Gretchen Williams, Beth Inman, Jill King, Makayla Noel Walden, Victoria Privette, and Lucy Bianchi
<b>NO:</b>	None
<b>ABSENT:</b>	Julia Curran, Katie Tompkins, and Kathryn Turnbull

**3 OLD BUSINESS**

- a) Technology Lending Policy Review  
*Presenter:* Mel Poole, Interim Library Director

Ms. Poole stated that some language has changed to make it more clear and easier to use in the future. For example, previously used words such as "hot spots" would now be referred to as "technology devices." This policy was discussed at the June board meeting.

#### **4 NEW BUSINESS**

#### **5 OBSERVATIONS FROM THE LIBRARY BOARD**

- a) *Presenter:* Mel Poole, Interim Library Director

There was discussion about the successful History Walk that was conducted in June. It was reported there would be another History Walk in October.

Appreciation was expressed of the new circulations. Ms. Poole expressed appreciation of their budget increase on their collection.

#### **6 UPDATE ON FRIENDS OF THE LIBRARY**

- a) *Presenter:* Mel Poole, Interim Library Director

Ms. Poole reported that the next used book sale would be November 1 - November 2.

It was stated they meet four times a year and in October they would begin the selection of the committee. There was discussion on ways to recruit new individuals.

#### **7 LIBRARIAN'S REPORT**

- a) *Presenter:* Mel Poole, Interim Library Director Grace Davis, Youth Services Supervisor

##### **June 2024**

Visits: 6,299; New Patrons: 408; Physical Items Circulated: 14,278; Public Computer Sessions: 440; E-Book Checkouts: 1,135; E-Audio Checkouts: 829; E-Magazine Checkouts: 171; Kanopy/Craftsy Checkouts: 92/8; Early Literacy Programs/Attendance: 0/0; Elementary Programs/Attendance: 13/433; Young Adult Programs/Attendance: 2/16; Adult Programs/Attendance: 7/101; Total Programs and Attendance: 22/550; Outreach Events: 1

##### **Highest Checkouts:**

- Summers at the Saint by Mary Kay Andrew
- The Women by Kristin Hannah
- Happy Place by Emily Henry
- Diary of a Wimpy Kid: The Meltdown by Jeff Kinney

##### **July 2024**

Visits: 7,131; New Patrons: 347; Physical Items Circulated: 15,657; Public Computer Sessions: 499; E-Book Checkouts: 1,511; E-Audio Checkouts: 1,083; E-Magazine Checkouts: 206; Kanopy/Craftsy Checkouts: 83/14; Early Literacy Programs/Attendance: 0/0; Elementary Programs/Attendance: 24/505; Young Adult Programs/Attendance: 2/13; Adult Programs/Attendance: 8/90; Total Programs and Attendance: 34/608; Outreach Events: 0

#### **Highest Checkouts:**

- The Women by Kristin Hannah
- Fourth Wing by Rebecca Yarros
- Still See You Everywhere by Lisa Gardner
- Smile by Raina Telgemeier

#### **FY2024 Recap**

- Total circulation for the year was 163,195 items. This was a 22.5% increase from FY23.
- 138,713 physical checkouts
- 24,482 digital checkouts
- 3,177 new library accounts were created (76% Adult, 15% Youth, 9% Digital Only)
- 64,112 Library Visitors; 17% increase from FY23
- 6,167 Attendees; 260 Programs
- 33% Adult, 8% Teen, 20% Children, 39% Early Literacy

#### **Goals**

- Create Standard Operation Procedures (SOPs) to define processes and increase efficiency.
- Utilize community partnerships in library programming.
- Provide customer service and other training opportunities to staff.
- Connect patrons to library resources to increase usage and awareness.

#### **Popular Reads**

- Iron Flame by Rebecca Yarros
- Happy Place by Emily Henry
- Diary of a Wimpy Kid: The Meltdown by Jeff Kinney
- None Of This Is True by Lisa Jewell
- Verity by Colleen Hoover
- Fourth Wing by Rebecca Yarros
- Throne Of Glass by Sarah J. Maas
- Hello Beautiful by Ann Napolitano

#### **Summer Reading**

- 867 Participants: 294 Children Ages 0-6; 324 Children Ages 7-12; 44 Teens; 205 Adults
- 204 Total Completed Reading Challenges
- 133 Super Readers (Read 2x Challenge Requirements of More)
- 123,084 Minutes Logged
- 681 Books Logged

- 10,584 Visitors; 23,574 Physical Circulations; 3,826 Digital Circulations
- 557 New Library Cards
- 55 Programs: 4 Teens; 15 Adults; 36 Children
- 1,151 Attendees: 29 Teens; 191 Adults; 931 Children
- 10,965 Virtual Raffle Tickets Entered

#### **Highlights & Coming Soon**

- The summer reading was sponsored by the Clayton Friends of the Library.
- Community Partners: Clayton Clovers, Victory Power Yoga, ecoExplore, NC Symphony, Read to Grow Joco, Clayton Historical Association.
- Outreach: Attended the outdoor concert in Town Square on September 6th and promoted library services and library card signup month.
- There was a PT Library Assistant vacancy that has closed. The position should be filled by mid-September.

#### **Fall Programs**

- G Force Robotics - September 7
- Crockpot Meal Prep - September 25
- Banned Books Week - September 22-28
- Howell Woods Animal Program - October TBA
- Halloween Costume Swap - October 17
- Downtown History Walk - October 19
- Bad Art Night - October 23
- All Hallows Eve - October 30

Ms. Davis provided highlights of the Summer Reading program that ran from June 15 - July 31. Last year the total enrollment was 620 people, and this year was 867 people. The circulation, new card sign ups, visitors to the library and minutes logged all increased during that time. It was reported close to the same number of programs were done this year as last year and they were well attended and well received. Ms. Davis stated that books and library bags were given out during enrollment as an incentive.

There were discussions held about the different summer programs. Ms. Davis stated during the month of August there wouldn't be any programs so to allow the Programmers to prepare and prep for the fall and winter. It was stated the programs would begin again in September. G Force Robotics will return in September. Ms. Davis stated in October, there would be a costume collection held for the Halloween Costume Swap. Parents would be able to bring in Halloween costumes and swap it for a different one. Ms. Davis informed the board that the day before Halloween, there would be story time held in the library. It was stated that candy and books would be given. Mr. Wheeler inquired if costumes could be donated for the Halloween Costume Swap. Ms. Davis replied yes.

### **8 OTHER BUSINESS**

### **9 ADJOURNMENT**

- a) With nothing further, the meeting was adjourned at 6:02 p.m.

<b>RESULT:</b>	<b>CARRIED</b>
<b>MOVER:</b>	Jill King
<b>SECONDER:</b>	Beth Inman
<b>YES:</b>	Eugene Wheeler, Amber Revels-Stocks, Gretchen Williams, Beth Inman, Jill King, Makayla Noel Walden, Victoria Privette, and Lucy Bianchi
<b>NO:</b>	None
<b>ABSENT:</b>	Julia Curran, Katie Tompkins, and Kathryn Turnbull

Duly adopted this the 19<sup>th</sup> day of September 2024

\_\_\_\_\_  
Julia Curran, Chair

ATTEST:

\_\_\_\_\_  
Sam Johnson-Phillips  
Deputy Town Clerk