

VCLA Fall 2021 Conference
Make Your Library a Wonderland
Friday, October 15 & Saturday, October 16, 2021
First Baptist Church
23 Starling Avenue
Martinsville, VA 24112

Session 1

Did You Know You Can Do This in Concourse? – Allison Maynard

This session will cover features and functions that you may not know you could perform in Concourse.

How to Make a Procedures Manual – Carolyn Walker

What on earth is this? Every Procedures Manual will be different, tailor made for your church library situation. We will cover items in our LEGACY as we think about passing knowledge on to others who come after us, as well as new library team members who have no idea what they are supposed to do.

Internet Security Redone – Robert Lewis

Robert has developed a class for teaching adults how to stay safe on the internet.

Bible Journaling – Carol Buckles

Start your Bible Journaling in a few easy steps.

Session 2

Concourse Administrative Functions, Reports, etc. – Allison Maynard

If you are new to Concourse, or just want to know more about the program, this session will be a good overview of features with an emphasis on creating reports.

Ideas for Bulletin Boards & Window Displays – Carolyn Walker

This fun class will help you design bulletin boards and displays, probably the two best ways to advertise what your library has to offer. We will cover the basics of promotion, how to take OK and make it WOW, and give you LOTS of ideas to take home.

Internet Security Redone (continued) – Robert Lewis

Reading Challenges & Book Clubs – Edie Asbury

This class explores creative ways to encourage reading with a purpose through hosting a reading program. We will learn from each other about several types of reading challenges or book clubs that our libraries can offer or support.

Library Essentials Roundtable – Carolyn Walker, Edie Asbury & Carol Buckles

This will be a group session of questions and answers from our panel

Session 3

Did You Know You Could Do This in Atrium? – Allison Maynard

This session will cover features and functions that you may not know you could perform in Concourse.

Ministry Opportunities – Carolyn Walker

We are not just a library of books and movies. We are a ministry/disciple center ready to serve the people in our church and community. How do we do this? Come and let's work on ideas together.

Classification Declassified – Martha Hancock

Come and see how to make order out of disorder so your patrons can locate their materials.

Creating Bookmarks – Edie Asbury

Bring samples of bookmarks you have created for a show and tell time--or just come to see what others have created. Also, bring old greeting cards, scissors, and a paper cutter if you have one, for a hands-on crafty time of cutting out bookmarks from a pattern to take back to your library.

Session 4

Atrium OPAC, Reports, etc. – Allison Maynard

This session will focus on creating reports, how to set up OPAC, and show you some newly added features.

Administration – Carolyn Walker

This class covers the nitty-gritty of running a topnotch church library. Everything from when should the library be open to finding/working with volunteers to making the library one the whole church will be proud of. Designed for Library Team Leaders, but I encourage every church to be represented in this class. You do not have to be the leader to attend. Bring your questions!

Classification Declassified (continued) – Martha Hancock

Fundraising Projects – FBC Staff

Our December fundraiser is a Christmas themed Bake Sale offering sweet and savory desserts and snack treats prepared by FBC members, festively wrapped for gift giving or for Christmas Dinner. You will learn how we contact our church members for donations, plan and schedule the event, then set up and clean up afterwards.