



Virginia Church Library Association

Spring 2024 Conference

Renewing Your Church Library

Friday, May 3 & Saturday, May 4, 2024

Mt. Pleasant Baptist Church

3100 Greenwood Avenue

Colonial Heights, VA 23834

vacla.org / vachurchlibrary@gmail.com



For more information
please call or email either

Lee Smith

VCLA Director

804-306-3862

Lsmith5471@aol.com

or

Jewel Barger

Education Director

804-526-4332

jsb0908@aol.com

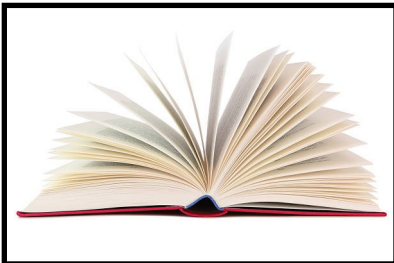
or

Kimberly Sasser

Asst. Education Director

804-481-5181

gkcsasswer@hotmail.com



All classes and meetings will be available either in-person or via Zoom

Friday, May 3

11:00 am-12:30 pm

Executive Committee Lunch & Meeting

This is for all current and past officers, directors and regional advisors.

12:30 pm

Registration

12:30 pm

Fellowship & Swap Area

1:30-2:00 pm

Welcome & Class Information

2:15-3:30 pm

Session 1

Book Care Training with Demco's Book Doctor - Kimberly Young
Concourse vs. Atrium - Allison Maynard
Reading Clubs - Carolyn Walker

3:30-3:45 pm

Break - Fellowship, Swap Area, Auction, & Visit Church Library

3:45-5:00 pm

Session 2

Book Care Training with Demco's Book Doctor - Kimberly Young
(This is a repeat of session 1)

Cataloging Items in Atrium - Allison Maynard

Promotion - Carolyn Walker

5:00-5:30 pm

Fellowship, Swap Area, Auction, & Visit Church Library

5:30-6:15 pm

Dinner

6:15-6:45 pm

Shelf Spark - Kimberly Young

7:00-8:15 pm

Session 3

Cleaning Up Your Atrium Database - Allison Maynard

Beyond Traditional Promotion - Carolyn Walker,

Lee Smith & Various Leaders

Saturday, May 4

8:00-8:45 am

Registration

8:00-8:45 am

Fellowship, Swap Area, Auction, & Visit Church Library

8:45-9:00 am

Welcome and Class information

9:15-10:30 am

Session 4

Atrium Inventory - Allison Maynard

Classification - Carolyn Walker

What Are Bible Reference Books? - Rod Mason

10:30-10:45 am

Break - Fellowship, Swap Area, Auction, & Visit Church Library

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10:45 am-12:00 pm **Session 5**

Atrium Online Public Access Catalog (OPAC) - Allison Maynard
Classification (Continued) - Carolyn Walker
Let's Talk About Books! - Lee Smith & Rod Mason

12:15-2:00 pm **Lunch & VCLA Business Meeting**

Installation of New Officers, Committees, Regional Advisors and any other VCLA business. All are encouraged to attend; only members can vote. Virginia Church Library Association in General Session.

2:15-3:30 pm **Session 6**

Ask Your Questions about Concourse & Atrium – Allison Maynard
Selection – Carolyn Walker
Ask your Library & Conference Questions Roundtable – Lee Smith & Various Leaders

Classes and schedules are subject to change. Church is handicap accessible.

Meet our Conference Leaders

DEMCO - The Book Doctor - Kimberly Young

Your Book Doctor is Kimberly Young from FL. She's worked in a wide variety of library settings across regionally, socially, and culturally diverse areas of the U.S. Her work focuses on collection development, material processing, and book care. As the Book Doctor, she's traveled the country helping hundreds of attendees build a range of new skills, a better understanding of processing books, and confidence. Kimberly loves meeting all the new people who are as passionate about book care as she is.

Book Systems, Inc. - Allison Maynard

Allison brings a wealth of knowledge as a conference leader and expert on the Book Systems, Inc. products. She will be leading an overview of both Concourse and Atrium software. Allison will also be leading additional Atrium classes covering everything from cataloging to inventory. She also serves at the Church Library Director at Signal Crest United Methodist Church, Signal Mountain, TN.

Church Librarians Network Church Library Specialist - Carolyn Walker

Carolyn not only serves as a Church Library Specialist for the Church Librarians Network but is also the Church Library Director at First Baptist, LaFayette, GA. She brings a wealth of knowledge as a conference leader and church library expert. Carolyn leads conferences in AL, TN, VA and around the country on various church library topics but especially on administration and promotion. She will be leading classes on Classification, Promotion, Reading Clubs, and Selection.

VCLA Director - Lee Smith

Lee not only serves as the Director of VCLA but is also the Church Library Director at Monument Heights Baptist, Richmond, VA. He brings a wealth of library knowledge in many different areas. He will be leading classes on Book Reviews, Promotion, & a Roundtable Session.

VCLA Member - Rod Mason

Rod is a longtime VCLA member and serves on the church library staff at Monument Heights Baptist, Richmond, VA. He knows all about the Bible reference books like Bible dictionaries, commentaries, encyclopedias, and more and will be quizzing you to see how much you know. He will be leading a class on how to use all of the books mentioned and Book Reviews.

We are very grateful to these five people for coming and leading classes for us.

About the Event

This training event for church librarians is planned and hosted by Virginia Church Library Association, a non-profit organization of volunteers dedicated to the support and advancement of Christian ministry through the local church library. The organization started in 1958 and continues to provide training and networking of church library workers twice a year at spring and fall conferences.

Please share this with anyone interested in church library ministry.

Memberships, conference fees and occasional special projects provide funding for the organization's work. Consequently, it is essential that interested persons become members and attend conferences so these services can continue and keep this ministry alive.

Please visit our website www.vacla.org for additional information regarding the organization, this conference and helpful links to other related sites and organizations. We can also be found on Facebook - VCLA/Virginia Church Library Association and Instagram - vachurchlibrary.

VCLA Scholarships

VCLA is pleased to announce that we are going to be offering for the spring conference scholarships for **first-time** conference attendees. The scholarships are intended to bring church library workers to our conferences for training and networking. This will also introduce them to everything VCLA has to offer. Financial assistance is available to help offset some of the conference cost. Below is the scholarship application that must be completed and returned no later than April 15, 2024.

VCLA SCHOLARSHIP APPLICATION

Mail to: Lee Smith, 7605 Sweetbriar Road, Henrico, VA 23229 or **Email to:** vachurchlibrary@gmail.com.

Deadline: April 15, 2024

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home: _____ Cell/Other: _____

Email: _____

Church Name: _____

City/State: _____ Church Association: _____

VCLA Member? Yes No

Book Swap

The Book Swap area will also be set up in the Welcome Center. If you have any duplicate books, DVDs, or any items that you are getting rid of from your library like supplies, promotional items, etc., please bring them to the Book Swap to share with others.

Guidelines for the Book Swap

- 1) *Must be within 10 years of publication ONLY 2014-2024.*
- 2) *If it is yellowed, torn, written in, or something you wouldn't want in your library, DO NOT bring it to the swap area.*
- 3) *If you bring items that fall outside of these guidelines, they will be discarded.*

Spring Craft & Baked Goods Auction

Are you a person who likes to make crafts such as quilts, afghans, needle point, floral arrangements & wreaths, woodworking, etc.? Do you like to work in the kitchen baking homemade goodies? We are looking for donations for our auction. Please bring your items to the Welcome Center on the afternoon of Friday, May 3, to the designated tables.

The team will organize all the items to be ready to start bidding on Friday evening thru Saturday afternoon. All winners will be announced at the end of the VCLA business meeting.

We will accept cash or checks (made payable to VCLA) for the purchases.

* All proceeds will go to benefit the future work of VCLA, while keeping our membership fee and other fees low.

* Funds are not tax deductible.

VCLA Mailing List

If your email address, mailing address, or phone number has changed, please let us know so we can update our records. We are trying to use email as much as possible to save money.

If you are no longer the church librarian, serving on the library staff, or contact person, please let us know also.

Send all corrections to vachurchlibrary@gmail.com or call 804-306-3862.

VCLA uses contact information strictly for sending news and information about the organization, conferences and events. We do not share information.

***If you plan on taking any of the Atrium classes, please bring a laptop if possible.
This way you will be working in your own database.***

Atrium Inventory (In-person & Zoom)**Allison Maynard**

You will learn how to set up an inventory, as well as answer questions.

Atrium's Online Public Access (OPAC) (In-person & Zoom) Allison Maynard

This session will cover OPAC. OPAC is what your patrons use to access your database. We will cover how to customize OPAC for your library, as well as answer questions.

Beyond Traditional Promotion (In-person)**Carolyn Walker & Various Leaders**

Need some new ideas for promotion besides bulletin boards and displays? Join us in this session and we will explore different ways to do promotion and think outside the box for ideas.

Book Care Training with Demco's Book Doctor (In-person)**Kimberly Young**

Book Doctor Workshops provide book care training with the aim of helping you keep your collection in circulation longer. Training includes protection and repair techniques and offers:

- * A hands-on experience
- * Ideas for protecting books ahead of circulation
- * Tried-and-true methods for a variety of repairs

Your training will be tailored to your specific needs, but workshops typically cover how to do basic page repairs, tip-ins, hinge and spine repairs, book jacket and laminate applications, and how to reinforce spines. Course notes with links to other free resources such as how-to videos, product directories, and a repair guide will be provided.

Course materials : Hard cover and soft cover books, and small tools will be supplied for you.

Cataloging Items in Atrium (In-person & Zoom)**Allison Maynard**

Learn how to catalog items using Quick Cataloging, as well as manually. Learn how to print barcodes and spine labels. Learn about some reports that Book Systems created for you that shows your collection in various ways.

Classification (In-person)**Carolyn Walker**

This is for people not familiar with the Dewey Decimal System or who need a review. You will learn how to choose the Dewey number from the subject of the book. ***Please bring your Dewey, 200 Dewey, and Classification System for Church Libraries, if you have these.***

Cleaning Up Your Atrium Database (In-person & Zoom)**Allison Maynard**

In this session we will create/modify reports to help with analyzing and weeding your collection, proofreading your records, look at consolidating records, and using Quick Cataloging to add missing information to item records, as well as answer questions.

Concourse vs. Atrium (In-person & Zoom)**Allison Maynard**

If you are considering upgrading from Concourse to Atrium, or you are just gathering information about the two programs, come see what the differences are between Book System's Concourse (windows-based) program and Atrium (web-based) program. Learn about differences in navigating the programs, cataloging items, reports, OPAC, and more.

Let's Talk About Books! (In-person & Zoom)**Lee Smith & Rod Mason**

This will be an interactive class talking about and reviewing books we have read. Those attending the class can share about books they have read.

Promotion (In-person & Zoom)**Carolyn Walker**

Q & A About Concourse & Atrium (In-person & Zoom)

Allison Maynard

Do you still have questions about Concourse or Atrium? Need clarification on something presented in one of the classes? This is the time to bring all your questions and Allison will do her best to get you the answers.

Reading Clubs (In-person & Zoom)

Carolyn Walker

Need ideas for something new? This is the class for you. You will go home with enough ideas to last a lifetime!

Roundtable Discussion (In-person)

Lee Smith & Various Leaders

Is there a general question you have about your library? Wanting ideas how to handle it? Was your question not answered in one of the other classes? Still have questions? We will do our best to get you answers to your questions.

Selection (In-person & Zoom)

Carolyn Walker

How to select with the whole church in mind...all ages, needs of the congregation, church ministries and programs. Not always an easy task, but we shouldn't just select what a certain group of people check out....mostly fiction.

What Are Bible Reference Books? (In-person & Zoom)

Rod Mason

Most church libraries have a reference section which contains Bible dictionaries, encyclopedias, commentaries, and more. Do you know how to use and promote them to your congregation? Come and learn how and test your Bible knowledge.

VCLA 2024 Membership Information

It's time to pay your membership dues. Reminder that the deadline to be included in the 2024 membership directory is April 15. Membership form and payment information can be found on our website www.vacla.org. Contact Lee Smith at either (804) 306-3862 or Lsmith5471@aol.com, if you are uncertain about your payment of the 2024 fees.

Children's Books for Liberia
Children's Books Wanted!!

Calvina Birch, member of Lighthouse International Church in Richmond and daughter of Pastor Calvin Birch is a graduating senior at Randolph Macon College. As part of a leadership project, she is hoping to establish a library for a church school in Liberia this summer. The VCLA would like to support her in this project by collecting new and gently used books for the elementary (Pre-K to 6th grade) children. Several volunteers plan to assist with cataloging the books before sending them to Liberia. As computer and internet service are not reliable, we will need to use traditional processing with cards & pockets, spine labels and accession pages. Calvina and her dad will be traveling there to create a library environment in a small available space, so in addition to books and library supplies, she will welcome a few promotional items like posters. Please bring any donations to the Spring Conference. Questions can be directed to Nancy King, VCLA Secretary at either (804) 366-9195 or allenandnancy@yahoo.com.



Registration Form

**Virginia Church Library Association
Spring Conference
May 3 & 4, 2024
Renewing Your Church Library**

Conference Cost - \$80 VCLA Members & \$90 Non-Members
Fee Includes Registration, Dinner, Lunch, Snacks & Facility Fees

Saturday only - \$60 VCLA Members & \$70 Non-Members
Fees include Registration, Lunch, Snacks & Facility Fees

Zoom Cost - \$40 VCLA Members & \$50 Non-members

****If registered by April 15. Prices will be \$20 more after this date. (Zoom not included)
The deadline to guarantee meals is May 1, 2024.***

The cost for any additional guest attending for meals/snacks only will be \$35 Friday & Saturday and \$20 Saturday only.

Payment Options - either by check, PayPal or Zelle.

**You can search by name Virginia Church Library Association, email vachurchlibrary@gmail.com
or phone number 804-306-3862 to find us. (Transaction fees apply for PayPal & Zelle)**

Please send a registration form for each attendee with one total check made payable to:

VCLA, c/o Lee Smith, 7605 Sweetbriar Road, Henrico, VA 23229.

If you pay online, please either email the registration form for each person to vachurchlibrary@gmail.com.
or mail the registration form for each person to the address above.

Payment (Check one option): Check _____ PayPal _____ Zelle _____

Name: _____)

Home Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Other Phone: _____

Email: _____

Church Name: _____

Church Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Check all that apply for planning and food purposes:

Attending In-Person: - ___ Fri. Afternoon ___ Fri. Dinner ___ Friday Evening ___ Sat. Morning ___ Sat. Lunch ___ Sat. Afternoon

Attending Via Zoom: ___ Fri. Afternoon ___ Fri. Evening ___ Sat. Morning ___ Business Meeting ___ Sat. Afternoon

Vegetarian Option? ___ Yes

***There are no upcoming events or conferences scheduled.
If you are interested in hosting a Coffee & Chat or hosting a
conference, please let Lee Smith know and he will talk to you
about what is involved with both events.***

For Your Information

Find us four ways: Like us on our Facebook & Instagram pages to keep up with the most current VCLA news and events! We can be found at Virginia Church Library Association. Check us out on the web at www.vacla.org and find information about us on the Church Librarians Network at churchlibrarians.ning.com.

VCLA Development Committee News

The VCLA Development Committee consists of a director, assistant director, and regional advisors. Their focus is to assist the local church libraries of any denomination in starting, re-starting, and maintaining existing libraries. We maintain contact information on these regional libraries so that upcoming state-wide events may be shared. VCLA has created a New Start Kit that is useful for new libraries, but also has articles of interest for any library, for example, "Operating on a Shoestring Budget," "Weeding A Church Library," "Planning for Promotion," and "Emergency Supply List." This kit is available at our conferences and in a pdf format that can be sent to you by email.

If you have any questions concerning your library ministry, do not hesitate to contact:

Toni Everard, Development Director, (540) 949-7947 or 1annette@ntelos.net,
Dottie Lewis, Assistant Development Director, (434) 927-5893 or (276) 252-6836 or deglewis@gmail.com,
or your regional advisor!

Don't forget to check out NING

Have you checked out churchlibrarians.ning.com website? This is an excellent and free resource for all librarians. You can get promotion ideas, training videos, chat with other librarians, ask questions plus see the events page with conferences in your area and more. We are grateful to Morlee Maynard for all she does keep this website maintained for everyone.