

Virginia Church Library Association

Fall 2024 Conference

Renewing the Future of VCLA

Friday, October 18 & Saturday, October 19, 2024

Monument Heights Baptist Church

5716 Monument Avenue

Richmond, VA 23226

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

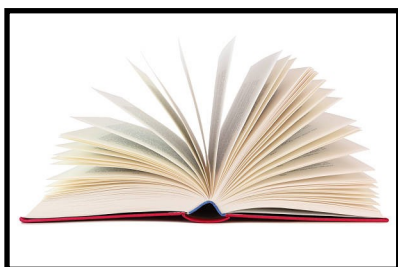
or

Kimberly Sasser

Asst. Education Director

804-481-5181

gkcbsasser@hotmail.com



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

Friday, October 18

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, & Visit Church Library

1:30-2:00 pm

Welcome & Class Information

2:15-3:30 pm

Session 1

Atrium 101 - Allison Maynard

Mission Control - Carol Buckles

3:30-3:45 pm

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

3:45-5:00 pm

Session 2

Reports in Atrium - Allison Maynard

Reading Challenges & Book Clubs - Edie Asbury

5:00-5:15 pm

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

5:15-5:45 pm

Guest Author - Rev. Richard Sandberg

5:45-6:45 pm

Dinner

6:45-7:00 pm

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

7:00-8:30 pm

Session 3

Let's Talk About Our Future

Saturday, October 19

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

Two Scoops of Promotion - Carol Buckles

Book Repair - Jewel Barger *(In-person only)*

10:30-10:45 am

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

10:45-12:00 pm

Session 5

Atrium Online Public Access Catalog (OPAC) - Allison Maynard

Freeware for the Display, Capture, Conversion and

Archiving of Digital Media - Rob Buckles *(In-person only)*

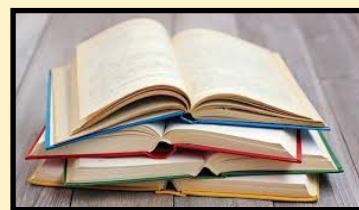
Let's Talk About Books - Lee Smith

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12:00-12:15 pm	Break - Fellowship, Swap Area, Auction, & Visit Church Library
12:15-12:45 pm	Guest Author - Howard Bartholf
12:45-1:30 pm	Lunch
1:30-2:00 pm	VCLA Business Meeting Approve the 2025 budget and any other VCLA business. All are encouraged to attend; only members can vote. Virginia Church Library Association in General Session.
2:00-2:15 pm	Break - Fellowship, Swap Area, Auction Closes, & Visit Church Library
2:15-3:30 pm	Session 6 Creating Bookmarks for Your Library Patrons - Edie Asbury
3:30 pm	Conference Ends

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

For directions to the church: monumentheights.org



Meet our Conference Leaders

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 the Atrium software. Allison will also be leading additional Atrium classes covering everything from reports to inventory. She also serves at the Church Library Director at Signal Crest United Methodist Church, Signal Mountain, TN.

Delaware Valley Congregational Librarians – Edie Asbury

Edie currently serves as librarian at Grantham Brethren in Christ Church, Paxton Ministries (a home for disadvantaged adults), and Holy Spirit Medical Center. She also founded and stocks a Little Free Library at Roxbury Holiness Camp and serves as newsletter editor for the Delaware Valley Congregational Librarians.

VCLA Education Director – Jewel Barger

Jewel has been involved in church library ministry for many years or too many to count. She has also been an active member of VCLA as well as serving in various positions on the Executive Board for many years. She is the church library director at Chester Baptist Church.

VCLA Member – Carol Buckles

Carol has been Library Director for 16 years at Tabernacle Baptist Church which has been merged with Manna Church. Before that, Carol worked as a paraprofessional library director at a private college. The training conferences she attended during her tenure there taught her a great deal about business practice and administration.

VCLA Member – Ron Buckles

Ron is a retired engineer who is spending his retirement working with church AV systems and creating instruction sets and documents to help the non-technical to use the AV systems. His wife, Carol Buckles, is the church librarian.

VCLA Director – Lee Smith

Lee has been working in church library ministry for many years following in his parents' footsteps. He has been active in VCLA both as a member and serving in various positions on the Executive Board. He is church library director at Monument Heights Baptist Church.

We are very grateful to these 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 fall 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 October 11, 2024.

VCLA SCHOLARSHIP APPLICATION

Mail to: Lee Smith, 7605 Sweetbriar Road, Henrico, VA 23229

or **Email to:** vachurchlibrary@gmail.com. Deadline: October 11, 2024

Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home: _____ Cell/Other: _____

Email: _____

Church Name: _____

City/State: _____ Church Association: _____

VCLA Member? Yes No

Are you receiving any other financial assistance towards the conference? Yes No

Comments: _____

Fall 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, October 18, 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.

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.*

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 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 101 (In-person & Zoom)**Allison Maynard**

This session will cover the basic features and functions of Atrium. This would be a good time to see the difference between Concourse and Atrium.

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.

Book Repair (In-person)**Jewel Barger**

Learn how to make old books new again, showing you how to make repairs to damaged items.

Creating Bookmarks For Your Library Patrons (In-person)**Edie Asbury**

Come to this hands-on workshop to create bookmarks from old greeting cards. Bring a good pair of scissors or cutting board along with unwanted greeting cards to repurpose -- the more, the better, since some cards are more suitable for this purpose than others. Optional: bring examples of other types of bookmarks you have made for a display.

Freeware for the Display, Capture, Conversion and Archiving of Digital Media (In-person) **Ron Buckles**

This class will be a presentation of free, well-known and proven safe software tools that aids in the capturing, editing and archiving of video, image and audio files. Also included is an introduction in how and why information is converted to digital.

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

This will be an interactive class talking about and reviewing adult, juvenile, and children's books he has either read or reviewed. Those attending the class can also share about books they have read.

Let's Talk About Our Future - Roundtable Discussion (In-person & Zoom)**Lee Smith**

Bring your thoughts and ideas about how you would like to see the future of VCLA. These will help the new Ad Hoc Committee to prepare for and to envision the future for our organization, VCLA. This will be very important information to determine our future. This is your chance for your voice and options to be heard. Please plan on attending this session whether you are a VCLA member or not.

Mission Control (In-person & Zoom)**Carol Buckles**

Mission Control is a business approach to running a church library, for folks who don't necessarily have business training. The tools of business are not just about turning a profit, but serving the customer. First, you have to identify your customer! For lots of ideas about meeting the needs of your church body, learn about controlling the mission.

Reading Challenges & Book Clubs (In-person & Zoom)**Edie Asbury**

Edie Asbury will share her experiences in sponsoring a year-long reading challenge for all ages on themes that change from year to year. Recognizing that one size does not fit all, she will also share many other creative ways to stimulate reading, followed by a focus on various ways to structure book discussion groups. Come to this session prepared to share what has worked well for you in your congregation and to get ideas for the future.

Continued on page 6

Class Information continued**Reports in Atrium (In-person & Zoom)****Allison Maynard**

Review reports that Book Systems created for you. Learn how to create and customize your own reports. You will create reports to help you with weeding, proofreading, and inventorying your collection, as well as reports showing patron and circulation information.

Two Scoops of Promotion (In-person & Zoom)**Carol Buckles**

A barrage of different promotion ideas and how to implement them. A light-hearted approach from which to pick and choose.

Officer Vacancy

We still have the Assistant Development Director position vacant for the 2024-25 year. Below is a description of the job that would be working with Dottie Lewis, Development Director. If you have questions or are interested in accepting the position, please contact Darlene Herod, Nominating Committee Chair at either 804.467.7994 or kingherod@earthlink.net. We need to have all of the officer positions filled to conduct the business of VCLA.

ASSISTANTDEVELOPMENT DIRECTOR

- a. Shares the duties of the Development Director by overseeing this work in designated areas of the state as decided in consultation with the Development Director.
- b. Communicates and coordinates with the Development Director.
- c. Helps, encourages, and inspires the members of the Development Committee in designated areas where they might accomplish their work.

VCLA 2025 Membership Information

It's time to pay your membership dues. Reminder that the deadline to be included in the 2025 membership directory is March 31. 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 2025 fees.

Children's Books for Liberia

Thank you to those who contributed to the Children's Library Project for Liberia. There were 29 boxes of books collected. Nancy King, Julie Grimes and a few other VCLA members helped Calvin Birch catalog the collection of books. She and her dad, Rev. Calvin Birch, traveled to Liberia in July to set up the library in a church school. Congratulations to Calvin on her graduation from Randolph-Macon College and on the success of her leadership project.



Registration Form

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Virginia Church Library Association

Fall Conference

Friday, October 18 & Saturday, October 19, 2024

Renewing the Future of VCLA

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 October 4. Prices will be \$20 more after this date. (Zoom not included)***

The deadline to guarantee meals is October 15, 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:

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 ___ Friday Evening ___ Sat. Morning ___ 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.

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 to keep this website maintained for everyone.

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:
Dottie Lewis, Development Director, (434) 927-5893 or (276) 252-6836 or degewis@gmail.com,
or your regional advisor!