

Virginia Church Library Association

Spring 2025 Conference

Planting New Seeds

Friday, March 28 & Saturday, March 29, 2025

First Baptist Church

2709 Monument Avenue

Richmond, VA 23220

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

gkcbasswer@hotmail.com



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

Friday, March 28

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 Overview - Allison Maynard

Classification - Carolyn Walker (In-person only)

3:30-3:45 pm

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

3:45-5:00 pm

Session 2

Patrons & Patron Reports in Atrium - Allison Maynard

Classification Continued - Carolyn Walker (In-person only)

5:00-5:15 pm

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

5:15-5:45 pm

Special Presentation - Laura Hedrick

5:45-6:30 pm

Dinner

6:30-6:45 pm

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

6:45-8:00pm

Session 3

Cataloging & Cataloging Reports in Atrium - Allison Maynard

How to Make Your Library Feel Like Home - Carolyn Walker

Saturday, March 29

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

Circulation & Circulation Reports in Atrium - Allison Maynard

Processing - Carolyn Walker

Let's Talk About Books - Lee Smith

10:30-10:45 am

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

10:45 am-12:00 pm

Session 5

New Features in Atrium - Allison Maynard

Weeding - Carolyn Walker

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12:00-12:15 pm	Break - Fellowship, Swap Area, Auction, & Visit Church Library
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
2:00 pm	Auction Closes
2:00-2:15 pm	Break - Fellowship, Swap Area, & Visit Church Library
2:15-3:30 pm	Session 6 Q & A About Atrium - Allison Maynard Ministry Opportunities - Carolyn Walker
3:30 pm	Conference Ends

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

Church Website: <https://fbcrichmond.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 cataloging to reports. She also serves as the Church Library Director at Signal Crest United Methodist Church, Signal Mountain, TN.

Church Librarians Network Church Library Specialist – Carolyn Walker

Carolyn serves as a Church Library Specialist for the Church Librarians Network. 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, Ministry Opportunities, Processing, Promotion, and Weeding.

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 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 March 15, 2025.

VCLA SCHOLARSHIP APPLICATION

Mail to: Lee Smith, 7605 Sweetbriar Road, Henrico, VA 23229
or **Email to:** vachurchlibrary@gmail.com. **Deadline:** March 15, 2025

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: _____

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, March 28, 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 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.

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 2015-2025.*
- 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.*

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. Also, if you plan on taking the Classification classes, see the class description of items to bring to the class if available.

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

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

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

Cataloging in Atrium can be fun and easy if you know the correct steps and shortcuts. Come and learn not only how to catalog but also how to create and run some cataloging reports.

Circulation & Circulation Reports in Atrium (In-person & Zoom)**Allison Maynard**

We all want to see our circulation numbers increase with more patrons visiting the church library. We will learn some new tips and tricks to help you with circulation along with some circulation reports on how to create and use them in your church library.

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

This is for people not familiar with using 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.

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

This will be an interactive class talking about and reviewing new adult, youth, juvenile, and children's books that he has either read or reviewed. Have you read a good book recently that you really liked? If so, join us for this session and share about your book as well.

Making Your Library Feel Like Home (In-person & Zoom)**Carolyn Walker**

We are not talking about spending lots of money, but ways to make people feel at home in the church library/resource center. Many things you do in your home to make people feel welcome can be done in the library. People go where they feel wanted and loved.

Ministry Opportunities (In-person & Zoom)**Carolyn Walker**

We are not just a resource center for 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.

New Features in Atrium (In-person & Zoom)**Allison Maynard**

Book Systems, Inc. regularly does updates to the Atrium software. Come and see some of the newest features available that will help you in your church library.

Patrons & Patron Reports in Atrium (In-person & Zoom)**Allison Maynard**

Is your patron database up to date? Did you know there are patron reports you can create as well? Let's see which reports we can create that will benefit you in your church library.

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

Consistency is the word of the day! We will discuss ways to process the different kinds of media that come our way while being CONSISTENT.

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Class Information continued**Q & A About Atrium (In-person & Zoom)****Allison Maynard**

Do you still have some questions about Atrium that we haven't covered? This will be the time to bring those questions and let's get you some answers!

Weeding**Carolyn Walker**

Too many church libraries have NEVER weeded and too many people just can't do it. We will look at our collection, and decide what needs to be pulled. Examples of discards will be discussed including books that have served their purpose, authors gone by the wayside and things that are not attractive.

VCLA 2025 Membership Information

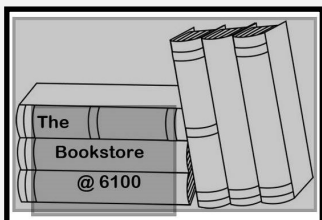
It's time to pay your membership dues. Reminder that the deadline to be included in the printed 2025 membership directory is March 15. The online directory will be updated as needed throughout the year. Membership form and payment information can be found on our website www.vacla.org. Contact Lee Smith at either (804) 306-3862 or Lsmith5471@aol.com, if you are uncertain about your payment of the 2025 fees.

New Bookstores

If you are in the Richmond, Virginia area, there are two new bookstores for you to check out. They are both in the Northside of town. *The Bookstore @ 6100* is a ministry of Good Shepherd UMC at 6100 Chamberlayne Avenue at the old Chamberlayne Heights UMC. It opened the beginning of last year. Their hours are 9-1 pm on the first Saturday of each month. They welcome donations of gently used books. They do not accept textbooks, magazines or encyclopedias. Profits benefit the Youth Ministries of GSUMC.

We offer really good books, really cheap. Come check us out!

The other bookstore is *I Love You So Much Books aka ILUSM Books* just opened in February at 119 W. Brookland Park Blvd. The bookstore carries new and used titles, along with used CDs, vinyl records, and DVDs.



Registration Form

Virginia Church Library Association Spring Conference Friday, March 28 & March 29, 2025 *Planting New Seeds*



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 March 15, 2025. Prices will be \$20 more after this date. (Zoom not included)***
The deadline to guarantee meals is March 24, 2025.

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

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

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!

***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.