

## **1<sup>st</sup> Session 9:00 am – 10:00 am**

### **Church Library Trends – Morlee Maynard**

The Internet is full of trends in gardening and everything else. Those trends affect how gardeners do their thing. Same is true for us. Let's consider church trends, Bible study trends, and general library trends and their impact on how we carry out our library responsibilities.

### **ADMINISTRATION – Carolyn Walker**

This class is for new leaders as well as "seasoned" leaders and workers. This will cover many of your questions about planting a great church library/resource center that runs efficiently and is a fun place to be.

### **Landscape your Library – Marty Woodall**

Many of us like things the way they are. We don't like change, but times have changed whether we like it or not. We may need to make changes to the library to match the lifestyle of our patrons. They like things simple and sleek.

### **Atrium 101 – 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.

### **Bible and Book Repair – Sandy Shepard**

Bible repair is a great ministry for your library, and book repair is almost a necessity. This class will cover basic book repair and address the ways in which Bibles need special attention. This is a hands-on, two-part class. Bring a book\Bible for repair information; actual repair work will be done as time permits.

### **Bulletin Boards and Card Making – Mandy Campbell & Amanda Thompson**

In this class we'll cover the basics of bulletin boards and ways to create attractive, eye-catching displays for promotion or advertising. We'll also look at cardmaking and how this ministry can be incorporated into your church library.

## 2<sup>nd</sup> Session 10:10 am – 11:10 am

### **Patrons/Customer Service – Morlee Maynard**

When we go to the gardening stores, we experience great service as well as bad service. Let's apply those experiences to how we serve those who use libraries in our churches.

### **BUDGET/FINANCE – Carolyn Walker**

We never have enough money, but we can be efficient with what we have. This will cover other ways of getting money besides the church budget.

### **Changing Libraries Reach Beyond the Walls – Marty Woodall**

We will discuss changing the lives of our patrons and the community around our libraries. We have numerous materials in our libraries that can be of benefit to our local community. How do we share those materials with them.

### **Atrium Inventory – Allison Maynard**

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

### **Bible and Book Repair – Sandy Shepard**

Continuation of session 1.

## 3<sup>rd</sup> Session 12:30 pm – 1:30 pm

### **Planting for the Future – Morlee Maynard**

The best practices in gardening really make a difference in how plants bloom and grow. What are those best practices for planting seeds for the future of your church's library?

### **PROCESSING MEDIA – Carolyn Walker**

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

### **Shelving to Grow More Space – Marty Woodall**

Many of us don't like having to shelve books on the top shelves if they are above our reach or on the Bottom shelves if we must lay on the floor to shelve books. But with a little creative shelving we can utilize that space and free space on the central shelves. I will explain how to do that.

### **Atrium OPAC – 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.

### **Bible and Book Repair – Sandy Shepard**

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## **4<sup>th</sup> Session 1:35 pm – 2:35 pm**

### **Dealing with Values and Priorities – Morlee Maynard**

The quality of the soil makes or breaks your gardening. Let's grapple with the values and priorities of church library administration, collection development, circulation, and promotion that ground the libraries we serve in our churches.

### **READING CLUB IDEAS – Carolyn Walker**

Need some good ideas? This is for you. MANY simple ideas will be shared that will take you way into the future!

### **Producing a Monthly Newsletter – Marty Woodall**

A monthly newsletter is a great way to let people know what is going on in the library but what do I say every month? That is a good question. Let's talk about that problem together.

**Reports in Atrium – 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.

**Bible and Book Repair – Sandy Shepard**

Continuation of session 3.

**Bulletin Boards and Card Making – Mandy Campbell & Amanda Thompson**

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**General Session 2:40 pm – 3:30 pm**

This is a panel-type Q&A session with some of our leaders so bring your questions.

