

**Michigan Health Sciences Libraries Association  
Executive Board Meeting Minutes  
September 13, 2011  
Midwest Collaborative for Library Services, Lansing**

*DRAFT MINUTES – Not Yet Approved*

**Present**

|                   |  |
|-------------------|--|
| Jennifer Barlow   | Secretary  |
| Melanie Bednarski | ERHSLA; Outreach & Advocacy; 2011 Local Arrangements |
| Sheila Bryant     | Immediate Past President                             |
| Leslie Burke      | President-Elect                                      |
| Diane Gardner     | Audit; Research                                      |
| Mary Hanson       | Bylaws   |
| Ellen O'Donnell   | MDMLG  |
| Heidi Schroeder   | Nominating; Resource Sharing                         |
| Jill Turner       | Treasurer  |
| Abe Wheeler       | M-MHSL   |

**Not Present**

|                  |  |
|------------------|--|
| Nancy Bulgarelli | 2012 Education Co-Chair                      |
| Mary Fitzpatrick | 2011 Education                               |
| Gina Hug         | 2012 Local Arrangements Co-Chair             |
| Toni Janik       | 2012 Local Arrangements Co-Chair             |
| Susan Kendall    | Group Purchasing                             |
| Alison Konieczny | WMHSLA; Archivist                            |
| Barbara Platts   | GMR Representative (via teleconference link) |
| Michael Simmons  | President                                    |
| Sharon Williams  | Membership                                   |
| Janet Zimmerman  | 2012 Education Co-Chair                      |

**Quorum:** Yes

**1. Call to Order**

The meeting was called to order at 10:10 a.m.

**2. President-Elect's Remarks**

Leslie Burke chaired the meeting in Mike Simmons' absence. She is looking forward to leading MHSLA in the coming year. She's counting on our Parliamentarian, Mary Hanson, for assistance with bylaws adherence and procedural matters.

Leslie presented the following report:

Conference 2011

Deferring to Local Arrangements and Education Committees for detailed reports.

Leslie has created a sample conference planning master template which will allow the future Conference Chairs to pull together details from all conference related committees and determine the financial potential of the conference. This master template has been uploaded to the MHSLA board wiki for use.

#### Conference 2012

Deferring to Local Arrangements and Education Committees for their reports.

#### Meeting Schedule for 2012 - all board meetings to be held at MCLS

November 8, 2011 (off cycle by one week)  
January 17, 2012  
March 20, 2012  
May 15, 2012  
July 17, 2012  
September 18, 2012  
MHSLA Conference - October 17-19, 2012, Novi, MI  
November 20, 2012

#### Appointed Officers for 2011-2012

Leslie contacted all of the present appointed officers and standing committee chairs to determine if they wished to continue or whether they would like to change or end their service. The following are the new or continuing officers:

Archivist - Alison Konieczny  
Greater Midwest Region Rep. - Barbara Platts  
Parliamentarian - Mary Hanson

#### Chairs of Standing Committees

Audit – open (pending response)  
Bylaws - Mary Hanson  
Communications - Abe Wheeler  
Conference Chair - Diane Gardner  
Conference Local Events – Toni Janik, Gina Hug, co-chairs  
Education - Nancy Bulgarelli, Janet Zimmerman, co-chairs  
Membership - Sharon Williams  
Outreach & Advocacy - open (pending response)  
Research - Diane Gardner  
Resource Sharing - Heidi Schroeder  
Group Purchasing - Susan Kendall  
Nominating - Robin Sabo

Leslie has ordered a gift for Mike Simmons in recognition of his service as President, to be presented at the conference. It is not a plaque. Leslie asks that, when her term is up, we acknowledge her with something other than a plaque.

### **3. Approval of Minutes**

Header on the July minutes needs to be corrected: it reads May. Mary Hanson made a motion to approve as corrected. Heidi Schroeder seconded; motion passed.

#### **4. Archivist's Report**

Alison Konieczny submitted an annual report to be shared with membership at the conference.

#### **5. Treasurer's Report**

Jill Turner presented her ledger report. The checking account balance is \$32,229.92 and balance on the CD is \$12,500.48. The detailed ledger entries are appended to these minutes.

The Board discussed PayPal fees. To date in 2011 we've paid \$203.49. It is important to offer members this convenience, but we could consider raising conference and membership fees across the board to recoup costs.

MHSLA should develop a fiscal policy, e.g. some agreed-upon limit on conference losses and/or a minimum bank balance that we need to protect. Jill Turner will work with the incoming Audit chair to draft a policy for the Board.

#### **6. Review of Committee Reports**

- **Audit** – no report.
- **Bylaws** – Mary Hanson has submitted an annual report for the membership.
- **Communications** – Abe Wheeler will prepare an annual report.
- **Conference Planning 2011** – Leslie Burke has posted a master conference budget template to the wiki. This is a first draft; revisions welcome.
- **Local Arrangements 2011** - Melanie Bednarski presented the following report:  
We have 61 registrants as of September 12, 2011. Only three registrants have not yet paid. Menu for the conference has been completed, including pricing. Diane Gardner has set the menu with the Bavarian Inn, and the welcoming event and special event are also set. Diane went around the Frankenmuth shops in search of discounts and/or coupons for MHSLA attendees.

The *Preliminary costs* for Local Arrangements come in at around \$15,000. Please keep in mind everything is based on 70 people and we are paying for extra scholarships this year. We have received about \$13,000 from registrants thus far. PayPal has taken approximately \$173 from the revenue.

We have \$6100 in vendor support, and another \$600 still to be received. Thanks to Jill Van Buskirk for working so hard on that portion. We are really excited to get this conference underway.

- **Education 2011** – Mary Fitzpatrick was not present but submitted the following report:  
The Education Committee has been busy finalizing the program, speaker arrangements, and the Final Program for the MHSLA Conference 2011.

We are pleased to provide attendees with the choice of 6 different CE classes over the course of the conference. The following classes are offered on Wednesday: Effective Survey Design, The Agile Librarian, Information Anywhere, and Health Issues in the Headlines. Thursday conference attendees will have the opportunity to hear Warren Graham, the Black Belt Librarian, speak on security, safety, patrons, and other library issues. Our vendors will be available for us to talk to on Thursday as well as a number of our peers with poster presentations. Then on Friday the conference will close with the opportunity for 2 more CE classes: The Beauty of Some Rights Reserved or Emergency Preparedness for Libraries. As a send off from three days of networking, 15 of our peers will present Lightning Rounds covering a wide range of topics and for the first time our GMR Update will be presented as a Lightning Round.

- **Conference Planning 2012** – Ellen O'Donnell reported. Hotel rooms at the Baronette will be \$109. They had a logo developed for free by local talent, illustrating the theme "Librarians Driving Medical Education."

Ellen asked if they could forego the traditional save-the-date postcard. The Board determined it would be all right to send emails with a link to a printable reminder note. Ellen also asked if it's still necessary to mail paper registration forms. We decided to poll members via the 2011 conference evaluation survey. Mike will add the question "Do you want to receive a printed registration form in the mail for the 2012 conference?"

- **Membership** – Sharon Williams has submitted an annual report for the membership. We are currently at 52 institutional, 62 personal, and 15 dual members for a total of 129.
- **Nominating** – Heidi Schroeder reviewed the ballot and presented the following election summary:  
Jennifer Barlow distributed the final MHSLA ballot to MHSLA Members on August 1, 2011. The ballot closed September 1, 2011 and results were tallied by the members of the Nominating Committee before the September 12 deadline. Mike Simmons, MHSLA President, will announce the results to the candidates on September 16. The election results will be reported to the MHSLA Membership on September 22, 2011.

The results from the 2011 MHSLA Election are:

President-Elect:

Diane Gardner - McLaren

Secretary:

Mark MacEachern - University of Michigan

Nominating Committee:

Jennifer Barlow - Borgess (WMHSLA)

Diane Piskorowski - Botsford (MDMLG)

Robin Sabo - Central Michigan University (MMHSL) **\*\*Chair\*\***

- **Outreach** – Melanie Bednarski has submitted an annual report for the membership. We are still trying to locate the MHSLA banners.
- **Research** – Diane Gardner is doing some ground work for the planned research project, a statewide library survey.
- **Resource Sharing** - Heidi Schroeder presented the following report:

#### NLM Duplicates

Six boxes containing 84 new NLM Duplicate books were received in August. A list containing 123 NLM Duplicate items (84 new titles, 39 carry over titles from previous shipments) was distributed to the MHSLA listserv on August 22, 2011. Because quite a few items were claimed within the first few hours, Heidi posted updated lists of remaining titles to the MHSLA website as needed. As of September 9, 2011, 81 of the 123 items were claimed by 17 MHSLA member libraries (67 new titles, 14 carry over titles). Some titles will be distributed at the 2011 MHSLA Conference; the rest will be shipped in late September or early October.

The Resource Sharing Committee and the Group Purchasing Committee will be presenting a poster at MHSLA 2011. Heidi will have left-over NLM Duplicate Books on display during the poster session at MHSLA 2011 for conference attendees to take. Anything not claimed at the conference will be sent to MSU Surplus.

An article on MHSLA's involvement in the NLM Duplicates Program was recently published in the July-September 2011 issue of the *Journal of Hospital Librarianship* (vol. 11, no. 3 p. 235-241).

#### MHSLA DOCLINE Group

With the help of Max Anderson from the GMR, the MHSLA DOCLINE group was updated this month. Eleven MHSLA libraries that didn't renew their institutional memberships in 2011 were removed. Four new MHSLA institutional member libraries were added. There are currently 52 MHSLA institutional members included in the MHSLA DOCLINE Group.

#### ***Group Purchasing (Susan Kendall)***

49 libraries are participating in STAT!Ref for 2011-2012. This is one more than last year. Genesys Regional Medical Center dropped out, and Baker College and Hurley Medical Center joined the group. Each member will pay \$2089.74 this year (a small credit from last year when new members joined in the middle of the year lowered everyone's price somewhat for this year).

## 7. Regional Group Reports

- **ERHSLA** - Melanie Bednarski has submitted an annual report to the membership. She also reported that Ingham Regional Medical Center has to close its consumer health library. Judy Barnes is donating all the books to Genesys – 13 boxes.
- **GMR Regional Council** – Barbara Platts was not present but submitted the following report:

### **NN/LM GMR Current Funding Opportunities**

The GMR provides funding for network members to assist them in conducting outreach and technology projects. Funding is at two levels: awards and subcontracts. The [Current Calls for Applications and Requests for Proposals](#) page shows funding amount, eligibility, availability and deadline for each of the awards and subcontracts. The GMR occasionally funds special projects that do not fall within the scope of the established awards programs. If you have a project that relates to the mission of NN/LM, but is not addressed by one of the awards or subcontracts, please contact the GMR. Sometimes additional funds are available near the end of the contract year. Please contact the [GMR](#) office for further information.

### **GMR Lake Effects Archive – Online Educational Programs**

- **Health Literacy: Why is It Important and What You Can Do About It** ([Recording](#)) (August 18, 2011)
  - Presenter: Paul D. Smith, MD, Associate Professor, University of Wisconsin Department of Family Medicine
  - Resources: [Health Literacy Presentation](#) **PDF**, [Health Literacy Resources](#) **PDF**
- **Summer Update: What's New at the RML?** ([Recording](#)) (July 21, 2011)
  - Presenter: Kathryn Carpenter, Director of the Regional Medical Library (RML)
  - Links from this webcast: PHPartners [Healthy People 2020 Structured Evidence Queries](#), [MLA Educational Clearinghouse](#) and the [Healing Totem Journey](#)
- **Researching Drugs, Environmental and Toxicology Topics** ([Recording](#)) (June 16, 2011)
  - Presenter: Holly Burt, GMR Outreach and Exhibits Coordinator
  - Trifold brochure: [All About Drugs @ NLM](#)
- **Caring for the Mind: Providing Mental Health Information at Your Library** ([Recording](#)) (May 19, 2011)
  - Presenters: Jacqueline Leskovec, GMR Outreach, Planning and Evaluation Coordinator, and MCR Health Information Literacy Coordinator, Siobhan Champ-Blackwell

- Presentation: [Caring for the Mind: May 2011](#); and [Additional Resources](#).
- **What's Up with PubMed?** ([Recording](#)) (March 17, 2011)
  - Presenter: Holly Burt, GMR Outreach and Exhibits Coordinator
- **Don't Know Much About eScience?** ([Recording](#)) (January 20, 2011)
  - Presenter: Sally Gore
  - Note: the audio did not work properly, but it was captioned.
  - [Resources](#) supplied by Sally Gore

### **GMR Lending Library**

The GMR Lending Library has a robust collection of resources available to member libraries at no cost. If you were unable to participate in the most recent MLA Webcast, or are unable to participate in upcoming webcasts, you can borrow a copy of the program from the GMR lending library. MLA credit is available. Use the program at a staff meeting, gain MLA credit without traveling, and engage staff in a lively topical conversation. To reserve library resources, go to <http://nnlm.gov/gmr/> and click on the Member Services drop down menu. Click on GMR Lending Library and search the online catalog. For additional information contact Max Anderson at 312-996-2464 or [max@UIC.EDU](mailto:max@UIC.EDU).

### **Regional Events and Meetings**

For a list of regional events and meetings, visit the GMR website at: <http://www.eventkeeper.com/code/events.cfm?curOrg=NNLMGMR>

- **MDMLG** – Ellen O'Donnell presented the following report:

#### **MDMLG Executive Board 2011-2012**

|                             |                  |
|-----------------------------|------------------|
| <b>President:</b>           | JoAnn Krzeminski |
| <b>President Elect:</b>     | Barbara LeTarte  |
| <b>Past President:</b>      | Toni Janik       |
| <b>Secretary:</b>           | Jennifer Bowen   |
| <b>Treasurer:</b>           | Diane LeBar      |
| <b>Public Relations:</b>    | Doris Blauet     |
| <b>Membership Services:</b> | Jill Turner      |

#### **MDMLG Committee Chairs 2011-2012:**

|                                     |                   |
|-------------------------------------|-------------------|
| <b>Compensation &amp; Benefits:</b> | Nancy Bulgarelli  |
| <b>Newsletter:</b>                  | Marilyn Dow       |
| <b>Nominating:</b>                  | Melanie Bednarski |
| <b>Professional Development:</b>    | Gina Hug          |
| <b>Program:</b>                     | Barbara LeTarte   |
| <b>Webmaster:</b>                   | Valerie Reid      |
| <b>Archivist :</b>                  | Sandra Martin     |

**Auditor:** Patty Scholl  
**MHSLA Representative:** Gayle Williams / Ellen O'Donnell, Alternate  
**MHSLA 2012 Conference**  
**Local Arrangements Co-chairs:** Gina Hug and Toni Janik

**The MDMLG Executive Board held their transitional board meeting on 8/10/2011.  
Topics discussed included:**

- Executive Board meeting dates were distributed. Goals and budgets are due by September 6.
- The MDMLG bank balance is over \$10,000. Expenses were about \$800 more than income for the last fiscal year.
- There was a discussion involving the sales tax status of MDMLG. Clarification is being sought.
- There was discussion regarding the Compensation and Benefits committee. This committee may be disbanded, discussion will continue at the next board meeting due to the small number of respondents to the survey.
- The Professional Development Committee is in the process of identifying CE classes for next year. A survey will be sent out to the membership in September. Classes under consideration in the survey include:
  1. *Behind Closed Doors: Politics in the Library*
  2. *Clinical Application of Evidence-Based Practice*
  3. *Community Engagement 101*
  4. *Valuing Your Library: Needs Assessment, Program Development, Program Evaluation*
  5. *Decision Support, Infobuttons and Beyond: Deeply Integrating Library Services into New Information Systems and Clinician Workflows*
  6. *The Ropes: Planning Instruction for the Adult Learner*
  7. *Effective Survey Design: Ask the right questions, get the right answers*
  8. *Health information literacy & librarians*
  9. *Patient Safety resource seminar: librarians on the front lines*
  10. *PubMed Rediscovered: Hidden Treasures in Searching*
- Several updates were made to the MDMLG website.
- Discussed the policy regarding sympathy cards and flowers.
- Discussed imposing a deadline for membership renewals for the current year. The deadline will be August 19<sup>th</sup> for 2011. New members will be accepted at any time. Only members in good standing as of Jan 1 may vote in the election.



## Upcoming Program and General Membership Meetings

- The next MDMLG general business meeting and program will be held on **October 6<sup>th</sup> at the new Oakland University William Beaumont Medical School** in Rochester Michigan from 11:30am – 3:30pm. The program will be a panel discussion on “hot topics” culled from a survey of the membership. Topics and speakers are: Space planning (Janet Zimmerman), Branding your library (Gayle Williams) and Training (Toni Janik)
- Below are the upcoming general business/program meetings dates and locations with tentative topics

**February 9, 2012** at Henry Ford Macomb Hospital, Clinton Township  
Electronic Health Record and Cloud Computing / Geoff Patterson

**April 12, 2012** at the Baldwin Public Library, Birmingham, Michigan  
Lightning Rounds (6)

Summer Luncheon, **June 7, 2012** (tentative)

**September 2012** (TBA), William Beaumont Hospital

- **M-MHSL** – Abe Wheeler reported that Heidi revamped their web page. Elections will be held this month for 2012. They’re looking at how to expand membership, increase programming, provide value. They’ll try to get physicians involved. They plan to check out the changes at CMU – there should be opportunities there to recruit new members.
- **UPHSLC** – no report.
- **WMHSLA** – Alison Konieczny was not present but submitted the following report:  
The WMHSLA officers are:  
President: Alison Konieczny  
President-Elect: Mary Hanson  
Secretary: Leslie Burke  
Treasurer: Sandy Swanson

We have already begun discussing the 2013 conference that will be hosted by WMHSLA and are fortunate to have members with much local knowledge who have already made steps towards picking a location and facility. A meeting was held in Grand Rapids on August 18<sup>th</sup> at the Twisted Rooster with discussion centering on the upcoming conference in Frankenmuth, MHS LA membership, and the 2013 conference planning.

## 8. Old Business

- **Stat!Ref** – No update on non-renewing SR participants.
- **Conference Honorees** – Mike Simmons has ordered the Librarian of the Year plaque for Doris Blauet. Jennifer Barlow will order flowers for retiree Marilyn Kostrzewski and Lifetime Achievement awardee Marge Kars.
- **SurveyMonkey Password Change** – was implemented as agreed.

## 9. New Business

- **Vendor Committee** – Mary Hanson revisited the question of making the Vendor Committee a statewide standing committee, instead of a subcommittee of Local Arrangements. It might make sense to merge this work with Group Purchasing and create a Vendor Relations Committee. Mary observed that soliciting conference support from vendors takes a certain talent, and it's easier if you have a relationship with the vendor as an existing customer. Also, some continuity in this committee would be useful; it can be hard to keep track of who the vendor reps are and when they plan their budgets.

It was agreed that, if we are truly concerned about finances, we should be cultivating better relations with vendors. They can help underwrite conference costs. Also, group purchase opportunities might roll out of these enhanced communications. The question was tabled for further Board discussion.

- **Bylaws Change** – Sharon Williams sent a question to the Board regarding the change of membership renewal date. Bylaws currently state that when you pay your MHSLA dues, member benefits go into effect. So members who renewed in August should be entitled to the lower conference rate. We had announced we would not allow conference rates if membership was renewed after August 1. The Board agreed to be lenient for this conference. We will plan to revise bylaws via an online vote next spring to establish a renewal deadline for receiving member benefits.
- **Encourage Volunteering** – Heidi Schroeder suggested we provide an opportunity for online submission of offers to volunteer. A web page could explain what each committee entails and let members select what they'd like to do. We could create a "get involved" link from the home page. Outreach & Advocacy will pursue this idea after the conference.

## 10. Adjournment

The meeting was adjourned at 12:11.

Respectfully submitted,

Jennifer Barlow  
MHSLA Secretary

Appendix  
Treasurer's report

Report: General Ledger

<https://qbo.intuit.com/qbo28/reports/316375071/execute?rptid=3163...>

**Michigan Health Sciences Libraries Association**  
**General Ledger**  
July 6 - September 6, 2011

| Date                                    | Type    | Num   | Name                               | Memo/Description                                | Split                           | Amount            | Balance   |
|---|---------|-------|------------------------------------|---|---------------------------------|-------------------|-----------|
| <b>Checking</b>                         |         |       |                                    |   |                                 |                   |           |
| Beginning Balance                       |         |       |                                    |   |                                 |                   | 25,222.44 |
| 07/22/2011                              | Check   | 801   | Heidi Schroeder                    | Resource Sharing                                | Shipping, Freight & Delivery    | -139.47           | 25,082.97 |
| 07/25/2011                              | Check   | 802   | Medical Libraries Association      |   | 2011 Conference                 | -225.00           | 24,857.97 |
| 07/25/2011                              | Deposit |       | Cash                               | \$800 sponsorship - bkfst; \$1250 vendor tables | 2011 Conference Income - Vendor | 2,050.00          | 26,907.97 |
| 08/12/2011                              | Deposit |       | Cash                               |   | Membership Dues                 | 330.00            | 27,237.97 |
| 08/12/2011                              | Check   | 804   | Sharon Williams                    |   | 2011 Conference                 | -132.00           | 27,105.97 |
| 08/12/2011                              | Check   | 803   | Sheila Bryant                      |   | Meals and Entertainment         | -85.48            | 27,020.49 |
| 08/12/2011                              | Check   | Debit | PayPal                             |   | Office Expenses                 | -1.95             | 27,018.54 |
| 08/12/2011                              | Deposit |       | PayPal                             |   | -SPLIT-                         | 1,945.97          | 28,964.51 |
| 08/18/2011                              | Check   | 805   | Larry Cushion Trophies & Engraving |   | 2011 Conference                 | -70.00            | 28,894.51 |
| 08/26/2011                              | Check   | 806   | MCLS                               |   | Rent or Lease                   | -150.00           | 28,744.51 |
| 08/26/2011                              | Check   | Debit | QuickBooks Online                  | Yearly subscription to online accounting system | Dues & Subscriptions            | -113.91           | 28,630.60 |
| 08/29/2011                              | Check   | 807   | Doris Blauet                       |   | 2011 Conference                 | -119.30           | 28,511.30 |
| 09/02/2011                              | Check   | 808   | Gina Hug                           |   | 2012 Conference - Expense       | -111.25           | 28,400.05 |
| 09/02/2011                              | Deposit |       | Membership                         |   | Membership Dues                 | 120.00            | 28,520.05 |
| 09/02/2011                              | Deposit |       | PayPal                             |   | 2011 Conference Income          | 3,709.87          | 32,229.92 |
| <b>Total for Checking</b>               |         |       |                                    |   |                                 | <b>\$7,007.48</b> |           |
| <b>Certificate of Deposit</b>           |         |       |                                    |   |                                 |                   |           |
| Beginning Balance                       |         |       |                                    |   |                                 |                   | 12,500.48 |
| <b>Total for Certificate of Deposit</b> |         |       |                                    |   |                                 |                   |           |
| <b>Opening Balance Equity</b>           |         |       |                                    |   |                                 |                   |           |
| Beginning Balance                       |         |       |                                    |   |                                 |                   | 59,960.12 |

| Date  | Type              | Num | Name                          | Memo/Description                                | Split    | Amount   | Balance    |
|---|-------------------|-----|-------------------------------|---|----------|----------|------------|
| <b>Total for Opening Balance Equity</b>           |                   |     |                               |   |          |          |            |
| <b>2010 Conference - Income</b>                   |                   |     |                               |   |          |          |            |
|   | Beginning Balance |     |                               |   |          |          | 250.00     |
| <b>Total for 2010 Conference - Income</b>         |                   |     |                               |   |          |          |            |
| <b>2010 Conference income - Vendors</b>           |                   |     |                               |   |          |          |            |
|   | Beginning Balance |     |                               |   |          |          | 300.00     |
| <b>Total for 2010 Conference income - Vendors</b> |                   |     |                               |   |          |          |            |
| <b>Retained Earnings</b>                          |                   |     |                               |   |          |          |            |
|   | Beginning Balance |     |                               |   |          |          | -27,205.20 |
| <b>Total for Retained Earnings</b>                |                   |     |                               |   |          |          |            |
| <b>2011 Conference Income</b>                     |                   |     |                               |   |          |          |            |
| 08/12/2011  | Deposit           |     | PayPal                        |   | Checking | 1,743.00 | 1,743.00   |
| 09/02/2011  | Deposit           |     | PayPal                        | conference fees                                 | Checking | 3,709.87 | 5,452.87   |
| <b>Total for 2011 Conference Income</b>           |                   |     |                               |   |          |          |            |
| <b>2011 Conference Income - Vendor</b>            |                   |     |                               |   |          |          |            |
|   | Beginning Balance |     |                               |   |          |          | 3,500.00   |
| 07/25/2011  | Deposit           |     | Cash                          | \$800 sponsorship - bkfst; \$1250 vendor tables | Checking | 2,050.00 | 5,550.00   |
| <b>Total for 2011 Conference Income - Vendor</b>  |                   |     |                               |   |          |          |            |
| <b>Membership Dues</b>                            |                   |     |                               |   |          |          |            |
|   | Beginning Balance |     |                               |   |          |          | 3,064.40   |
| 08/12/2011  | Deposit           |     | PayPal                        |   | Checking | 201.02   | 3,265.42   |
| 08/12/2011  | Deposit           |     | Cash                          |   | Checking | 330.00   | 3,595.42   |
| 09/02/2011  | Deposit           |     | Membership                    |   | Checking | 120.00   | 3,715.42   |
| <b>Total for Membership Dues</b>                  |                   |     |                               |   |          |          |            |
| <b>2011 Conference</b>                            |                   |     |                               |   |          |          |            |
|   | Beginning Balance |     |                               |   |          |          | 281.54     |
| 07/25/2011  | Check             | 802 | Medical Libraries Association | CE fees Kim Barber                              | Checking | 225.00   | 506.54     |
| 08/12/2011  | Check             | 804 | Sharon Williams               | postage   | Checking | 132.00   | 638.54     |
| 08/18/2011  | Check             | 805 | Larry Cushion                 | Librarian of the Year plaque                    | Checking | 70.00    | 708.54     |
| 08/29/2011  | Check             | 807 | Doris Blauet                  | Registration materials                          | Checking | 119.30   | 827.84     |
| <b>Total for 2011 Conference</b>                  |                   |     |                               |   |          |          |            |
| <b>2012 Conference - Expense</b>                  |                   |     |                               |   |          |          |            |
| 09/02/2011  | Check             | 808 | Gina Hug                      | promotional give-aways                          | Checking | 111.25   | 111.25     |
| <b>Total for 2012 Conference - Expense</b>        |                   |     |                               |   |          |          |            |

| Date  | Type    | Num   | Name              | Memo/Description                          | Split    | Amount          | Balance |
|---|---------|-------|-------------------|---|----------|-----------------|---------|
| <b>Dues &amp; Subscriptions</b>                   |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 326.75  |
| 08/26/2011  | Check   | Debit | QuickBooks Online |   | Checking | 113.91          | 440.66  |
| <b>Total for Dues &amp; Subscriptions</b>         |         |       |                   |   |          | <b>\$113.91</b> |         |
| <b>Education - Professional</b>                   |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 740.00  |
| <b>Total for Education - Professional</b>         |         |       |                   |   |          |                 |         |
| <b>Insurance</b>                                  |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 190.00  |
| <b>Total for Insurance</b>                        |         |       |                   |   |          |                 |         |
| <b>Meals and Entertainment</b>                    |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 199.20  |
| 08/12/2011  | Check   | 803   | Sheila Bryant     | Board lunch                               | Checking | 85.48           | 284.68  |
| <b>Total for Meals and Entertainment</b>          |         |       |                   |   |          | <b>\$85.48</b>  |         |
| <b>Office Expenses</b>                            |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 41.31   |
| 08/12/2011  | Check   | Debit | PayPal            | Re-imbursable                             | Checking | 1.95            | 43.26   |
| <b>Total for Office Expenses</b>                  |         |       |                   |   |          | <b>\$1.95</b>   |         |
| <b>Promotional</b>                                |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 300.00  |
| <b>Total for Promotional</b>                      |         |       |                   |   |          |                 |         |
| <b>Rent or Lease</b>                              |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 50.00   |
| 08/26/2011  | Check   | 806   | MCLS              | Board meeting room fee (3-11; 5-11; 7-11) | Checking | 150.00          | 200.00  |
| <b>Total for Rent or Lease</b>                    |         |       |                   |   |          | <b>\$150.00</b> |         |
| <b>Shipping, Freight &amp; Delivery</b>           |         |       |                   |   |          |                 |         |
| Beginning Balance                                 |         |       |                   |   |          |                 | 17.60   |
| 07/22/2011  | Check   | 801   | Heidi Schroeder   | NLM duplicate shipping                    | Checking | 139.47          | 157.07  |
| <b>Total for Shipping, Freight &amp; Delivery</b> |         |       |                   |   |          | <b>\$139.47</b> |         |
| <b>Reimbursed Expenses</b>                        |         |       |                   |   |          |                 |         |
| 08/12/2011  | Deposit |       | PayPal            | Reimbursed from Debit card charge         | Checking | 1.95            | 1.95    |
| <b>Total for Reimbursed Expenses</b>              |         |       |                   |   |          | <b>\$1.95</b>   |         |

Tuesday, Sep 06, 2011 12:10:48 PM PDT GMT-7 - Cash Basis

**Michigan Health Sciences Libraries Association  
Treasurer Board Report Sept. 2011  
(Part 2)**

**Certificate of Deposit**

09/06/11               \$ 15,247.68

**Total Paid to PayPal:**

July 6 – Sept. 6, 2011 = \$181.11

Total for 2011 = \$203.49

Respectfully submitted,  
Jill Turner  
MHSLA Treasurer