



MICHIGAN HEALTH SCIENCES
LIBRARIES ASSOCIATION

www.mhsla.org

MHSLA Executive Board Meeting Agenda

November 20, 2012

10am

Michigan Library Consortium Conference Board Room

Lansing, MI

Present

Melanie Bednarski , Outreach
Connie Bongiorno, Treasurer
Sheila Bryant, Local Arrangements 2014
Leslie Burke, Immediate Past President
Mary Fitzpatrick, Education 2013
Diane Gardner, President
Mary Hanson, Bylaws
Toni Janik, Local Arrangements 2012
Andrea Kepsel, MMHSLA
Alison Konieczny, Archives
Nadia Lalla, Group Purchasing
Mark MacEachern, Secretary
Stephanie Swanberg, Nominating
Gayle Williams, MDMLG

Absent

Doris Blauet
Nancy Bulgarelli
Gina Hug
Marilyn Kostrzewski
Ellen O'Donnell
Barbara Platts
Merle Rosenzweig
Heidi Schroeder,
Jill Turner
Abe Wheeler

1. Call to order Diane Gardner
President Diane Gardner called the meeting to order at 10:03.

2. President's Remarks Diane Gardner
President Diane Gardner said a few words about the recent conference and that it was generally well-received.

3. Approval of minutes

Mark Mac Eachern

Toni Janik made motion for approval. Andrea Kepsel seconded. All were in favour. Motion passed.

4. Archivist's report

Alison Konieczny

See Appendix A for report. The Board suggested the Archivist recruit student volunteers from the Wayne State program to help digitize & organize the archives. The board also suggested the possibility of recruiting High School students to contribute to this work.

5. Treasurer's report

Connie Bongiorno

Connie reported that the conference cost from the hotel was \$17,156.53. The special event at the Tin Fish was \$750.00, and they did not charge for those who did not show up. Connie also plans to create a simpler online reimbursement form to eliminate the confusion some had while filling out the current one. Connie and Jill Turner will work together to ensure a smooth transition.

6. Review of Committee Reports

Standing Committees:

Audit

Marilyn Kostrzewski (absent)

In Marilyn Kostrzewski's absence, President Diane Gardner noted that MHSLA is not due for audit until March.

Bylaws

Mary Hanson

Mary Hanson revised the bylaws based on the vote at the Annual Business Meeting. Revisions were sent to Mike Simmons and will be sent to Andrea Kepsel, the new webmaster.

Communications

Abe Wheeler

In Abe Wheeler's absence, President Diane Gardner noted that Abe recently sent a message through the list, soliciting items for the upcoming newsletter.

Conference Planning

Merle Rosenzweig (absent)

'12 Local Arrangements

Toni Janik/Gina Hug (absent)

See Appendix B for the final report and Appendix C for the expense report.

'12 Education

Janet Zimmerman/Nancy Bulgarelli

See Appendix D for final report and Appendix E for expense report. Stephanie Swanberg, who was on this committee, suggested that the education committee base CEs on the recommendations from the previous year. Also, if substantial changes are to be made to poster & lightning round presentations, be sure to communicate these changes well in advance.

'13 Local Arrangements

Alison Konieczny

According to Alison Konieczny, the dates (Oct 16-18, 2013) and other major logistical items (i.e., hotel) are finalized. Ali will send Andrea Kepsel the conference video for posting on the site.

'13 Education

Mary Fitzpatrick

See Appendix E for report.

'14 Local Arrangements

Sheila Bryant

Sheila Bryant discussed the possible venue (Soaring Eagle) and tentative dates (Oct 15-17). Smoke was an issue the last time the conference was held there, but this seems to have been resolved. Merle Rosenzweig, the incoming President-Elect, is responsible for selecting the 2014 Education Committee chair. Andrea Kepsel has expressed interest and discussed this possibility with Merle.

'14 Education

????

Membership

Doris Blauet (absent)

In Doris Blauet's absence, President Diane Gardner noted that the incoming and outgoing Membership chairs will connect.

Nominating

Stephanie Swanberg

The 2012-2013 Nominating Committee includes Andrea Kepsel, Sandy Swanson, and Stephanie Swanberg as chair. Stephanie received the committee binder at the Board Meeting and will be drafting a timeline of deadlines for the committee.

Outreach and Advocacy

Melanie Bednarski

Melanie Bednarski reported out on her exhibiting experience at the Michigan Library Association conference. Exhibiting was expensive, but she may have convinced a couple of vendors to exhibit at future MHSLA conferences.

At this point, the meeting shifted to Diane Mitchell's talk in Old Business.

Research

Diane Gardner

The research project is ongoing.

Resource Sharing

Jill Turner (absent)

See Appendix F for the report.

Group Purchasing Subcommittee

Nadia Lalla noted that Brad Long is the new incoming chair. The new committee will have a mix of old and new members for continuity.

Vendor Relations

This committee will have a chair by the January meeting.

7. Regional Group Reports:

ERHSLA

Melanie Bednarski

Doris Blauet is retiring. The celebration will be at Genesis on Dec 20. Send donations to Diane Gardner or Melanie Bednarski for a money wreath.

GRM Regional Council

Barbara Platts (Connie)

See Appendix G for report.

MDMLG

Gayle Williams

See Appendix H for report. Gayle printed report

M-MHSLA
See Appendix I for report.

Andrea Kepsel

UPHSLC
WMHSLA
See Appendix J for report.

Alison Konieczny

8. **Old Business**

a. Vendor Relations Committee?

Alison Konieczny and the other current members will decide on a chair. Toni Janik expressed interest in joining this group.

b. Diana Mitchell discusses pricing structures for StatRef.

After a lengthy discussion, the Board decided to reach out to institutional members to determine how many hospital sites, excluding clinics, have access. The results of this will be discussed at the January Board meeting. Nadia Lalla mentioned that it is important to decide on a pricing model before the next round of negotiations with STAT!Ref.

9. **New Business**

Secretary Mark MacEachern noted that there is a new section in the wiki for the 2012-13 Board meeting documents.

President Diane Gardner distributed the conference survey results, which have been added to the 2012 Annual Conference folder in the wiki.

Andrea Kepsel requested committee chairs send her their members so that the website can be updated.

10. **Adjournment**

Diane

Mary Hanson made a motion to adjourn. Melanie Bednarski seconded. Motion passed. Meeting adjourned at 12:11pm.

Appendix A

Archivist's Report
November 20, 2012

Because of the sizeable task of document conversion, the Archivist would respectfully like to solicit suggestions regarding how the "power of many" could be harnessed to aid with digitization and moving files. As archival materials are received from MHSLA members, this task grows even more daunting.

Prior to disseminating password information to the entire MHSLA membership, instructions for viewing archival materials, tagging photos, and uploading photos are provided below for Board members to review.

Viewing MHSLA Archival Documents:

- 1) Go to the following URL: <http://fir.ferris.edu:8080/xmlui/password-login>
- 2) Sign in to FIR (the Ferris Institutional Repository) using the following credentials:
 - a. **E-mail Address:** mhsaarchives@library.ferris.edu
 - b. **Password:** archives1
- 3) Under Communities in FIR, select **Michigan Health Sciences Libraries Association**
- 4) You may use the browse or search features to find desired documents
- 5) Not all documents are currently digitized, so please contact the Archivist, Alison Konieczny, if there is a document that should receive priority for digitization
- 6) Please note, there is also a link to the photos archive from the documents archive. Below is information for accessing the photo archives.

Viewing MHSLA Archival Photos:

- 1) You may link out from the MHSLA documents archive, or go directly to the following URL to access the photo archives:
<http://library.ferris.edu/resourcespace/login.php?url=%2Fresourcespace%2F&nocookies=true>
- 2) Enter the following logon info:
Username: mhsaarchives
Password: archives1
- 3) Go to **My Collections**, and select **MHSLA**
- 4) You may browse the photos, or search by keywords
- 5) All MHSLA members have tagging privileges and uploading privileges.

Tagging Photos:

- 1) Consider searching on **unknown** to retrieve photos with individuals/events that were not identified
- 2) Select the photo you wish to take, and under **Resource Tools** that displays to the right of the photo, select **Edit**. Keywords can be the event, etc., and you may add a caption as well. People should be entered in the **Named Person(s)** field.

Uploading Photos

- 1) After logging in as instructed above, click on **Upload**.
- 2) There will be a series of drop-down menus, just change the following:
Add to Collection: MHSLA
- 3) **Resource MetaData** will then show up.... there are many fields that you can leave blank. If possible, fill out the following fields:
 - a. **Title:** *Event Name/Year
 - b. **Keywords:** Feel free to add tags
 - c. **Named Persons** - Please name people left to right. If you don't know somebody, please enter unknown .
 - d. **Date:** Please enter the date of the event

Respectfully submitted,

Alison Konieczny

Appendix B

MHSLA 2012 Conference – Novi, Michigan Local Arrangements Final Report 2012 Submitted by: Toni Janik and Gina Hug – Co-Chairs

Our first planning meeting for the MHSLA 2012 Conference took place in June 2009 with Janet Zimmerman, Nancy Bulgarelli, Gina Hug and Toni Janik after the MDMLG Summer Meeting. The four of us agreed to split the tasks of Education and Local Arrangements and divided up the tasks as Co-Chairs. Janet and Nancy became the Education co-chairs and Gina Hug and Toni Janik became the Local Arrangements co-chairs. For this team having co-chairs made it easier to complete all the preparations necessary for the conference.

A short list of 5 facilities was developed and the co-chairs made inquiries and site visits. The Baronette Renaissance Hotel in Novi was chosen as the conference hotel based on location, meeting rooms, favorable accommodation prices, exclusivity for MHSLA to be the only conference on-site during the three days of our conference, and overall ease to meet our needs within our budget.

We then developed our sub-committees. Our subcommittee chairs were:

Gina Hug -Audiovisuals
Exhibits and Vendors – Mike Simmons
Special Events – Toni Janik
Publicity – Jill Turner
Registration – Ellen O-Donnell
Accommodations – Toni Janik

Accommodations Report MHSLA 2012

Submitted by Toni Janik

The conference hotel room rate was negotiated as part of the initial contract discussions to be \$109.00 per night with free wifi access in the sleep rooms. This was a modest increase over the 2010 conference room rates.

We also negotiated for the wifi in the meeting rooms to be free and the meeting room rental rates were reduced for MHSLA to \$300 per day for all their meeting spaces. This was a significant decrease from their posted rates. To ensure this rate we needed to spend a minimum of \$8000 on food and beverage over the three days.

Lessons learned:

Booking early with the hotel saved us in terms of room costs as compared to booking costs the following year and we were able to get our first choice of dates.

When booking the meeting space also book an appropriate close space to the registration area for the storage of registration materials, signs, audiovisual equipment, etc. We found we needed to do so many months after the initial contract signing and ended up paying extra for that space. Perhaps it could have been negotiated as an included room at the initial contract signing.

Check the event order sheets carefully in the weeks prior to the conference. Once we gave our numbers per meal per day we found many errors in their transcribing and charging on the order form. We ended up working with the hotel, revising the order form 15 times before we signed off prior to the conference. However, in doing so, we saved money and ended up being spot on in our numbers submitted and the real number of meals served at the conference.

Special Events:

Submitted by Toni Janik

The Welcome Reception was initially scheduled to be held in the Toasted Oak Restaurant in the conference hotel. However, a year into the planning, we chose to move it into the hotel proper into a meeting space we had included in our contract. The benefits to this choice were: (1) no additional cost to rent this space, (2) the food and beverage totals would be part of the \$8000 minimum we needed to spend to ensure our low room rental rate, (3) more room for our band, (4) more mingling and networking room for our attendees and (5) lower cost for the meal. We choose to go with a buffet style meal rather than hearty appetizers as it allowed us to offer more choice for lower cost per person. Based on attendee feedback this decision was well received.

The Special Event was planned with the idea in mind that we would ensure we did not need to budget for transportation to the event. This helped keep our budget in line. The Tin Fish restaurant in the Twelve Oaks Mall provided us with their restaurant's second floor dining space, private cash bar and three dedicated wait staff. They

were a delight to work with. The manager, Gina and I put together a six option menu for our attendees to choose their entrée on the evening of the event. Two of the options were vegetarian. We were fortunate that they chose to only charge us for the actual number of meals ordered on the night of the event. (We had a few registrants for the event that did not show.) Prices were reasonable and we would recommend working with this facility again.

Publicity Committee Final Report MHSLA 2012

Submitted by Jill Turner

By the time I came on as Publicity Chair in late June 2011, both the 2012 conference theme and logo had already been chosen.

The MHSLA Board approved sending Save the Date announcements electronically rather than via regular mail in order to save on the cost of postage and printing. Save the Date announcements were sent to the following listservs or newsletters in April 2012: U of M Student listserv, Wayne State student listserv, Midwest Chapter MLA, SLA, SOHLIN, CHLA, Ontario Health Libraries Association, MDMLG, MHSLA, Ohio Health Sciences Library Association, Indiana Health Sciences Librarians, Health Science Librarians of Illinois, GMRLIST (Greater Midwest Region), GMR Blog / Cornflower, MEDLIB-L, MICHLIB-L (MLA), SLIS Alumni, WSULS Librarians, MLA News. Save the Dates announcements were copied and pasted into the messages to the listservs. Announcements included links to the conference website. Several MHSLA members commented that they never received the listserv messages that came through the MHSLA listserv.

Formal conference invitations were sent to the above listservs during the week of July 20, 2012. Reminder invitations were emailed to the listservs on September 17th. A final invitation was sent to the MHSLA and MDMLG listservs on September 25th.

Valerie Reid set up a conference planning wiki (<http://mhsla2012.wikispaces.com/>) for local arrangements members as well as the conference website (<http://www.mdmlg.org/MHSLA2012/>) that launched in June 2012. The conference website was updated throughout the planning process. The original conference website was host on a blog. After several members commented they were unable to access the website due to firewall restrictions in their institutions, Valerie re-created the official conference website as a subpage of the MDMLG website. This new conference site also created access issues for other members, so some members were sent pdf copies of the conference program and registration forms.

Valerie Reid created an interactive conference at a glance web page which used HTML formatting to link out to class descriptions and sponsored events.

A Preliminary conference program was drafted and posted to the conference website on June 4, 2012. Periodic updates to the program were posted until the final conference program was posted on October 5, 2012. Digital copies of the program were forwarded to Gina Hug for distribution to members unable to access the conference website. The preliminary program, conference at a glance, and registration forms were posted to the conference website and the MHLA website. When the final program and final conference at a glance were finished, they replaced the preliminary documents. 100 final programs and 20 extra copies of the conference at a glance were printed at Staples.

Classroom signage was created and emailed to Toni who delivered it to the hotel for printing and placement. Poster-sized signage was created for Lunch and Learns and Breakfast and Learns and printed at the University of Detroit Mercy School of Architecture for about \$2.00/sign.

Jill T. took photos of the Lunch and Learn, Breakfast and Learn, and Sponsored break signs. Photos will be emailed to Mike Simmons for inclusion with sponsor thank yous.

It was decided not to print special event tickets. Instead attendance was monitored through the use of stickers on attendee name badges. The stickers were handled by the local arrangements co-chairs.

**REGISTRATION COMMITTEE REPORT
2012 MHSLA CONFERENCE – Ellen O'Donnell**

Registration income: **\$15,980**

Two checks from institutions are still outstanding (\$670 total). We had one cancellation and refund due to a death in the family.

PayPal was used by 38 of the registrants.

**FINAL REGISTRATION COUNTS - MHSLA 2012
CONFERENCE**

	Registrants	Speakers	Vendors	Totals
Full Conference (35 pd, 7 no charge)	42			42

Wednesday only	2	4		6
Thursday only (1 no charge)	11	2	19	32
Friday only	6	2		8
Wednesday / Thur	4		1	5
Thursday Friday	3		2	5
Totals	68	8	22	98
Welcome Reception (indicated intent to attend)	38			38
Special Event (indicated intent to attend)	45		2	47

Notes:

Did not count poster/LR presenters in speaker numbers

Did not include speakers in Welcome or Special Event count

Welcome Reception number includes 5 from band

Vendor and Speaker numbers are approximate

Conference fees were waived for:

President, Secretary, Treasurer, President Elect, 2 student scholarships, 1 member scholarship, A-V technician

MEAL COUNTS
(estimated)

Wednesday	52
Thursday	85
Friday	53
Welcome	44
Special Event	47
Class Counts	
Epidemiology	29
Nurse's Shoes	16
IRB	24

The registration form was converted into to a “fillable” PDF and posted to the conference website by the end of July, to coincide with the email announcements of the conference.

Although we requested that all registrants email or fax a copy of the registration form to the registration chair, there were several that did not, requiring follow-up, especially for those paying via PayPal.

In the future, it would be helpful to have the additional non-member fee listed as a separate fee on the registration form and on the PayPal form, rather than rolled into the conference price.

Registrations were recorded on an Excel spreadsheet, which was used to track missing checks, forms or information, create class lists, badges and raffle tickets, track income and pull numbers to aid in the food counts. A separate Excel list was kept for vendors and speakers – primarily to aid in badge making and registration packet assembly.

An attendee list with names and institutions (no emails) was also pulled from the Excel spreadsheet and included in the registration packet for attendees, speakers and vendors.

It was helpful to have a room set aside at the hotel for storage durring the conference. We used the room to assemble the registration packets, store registration items overnight and store A-V equipment.

Some people requested payment receipts on MHSLA stationery – have a few available at the conference.

A computer and printer at the registration desk were useful for emergencies.

2012 MHSLA Conference AV Committee Final Report
Submitted by Gina Hug

Henry Ford Health System supplied 4 projectors and 4 laptops for use during the 2012 MHSLA Annual Education Conference. St. John Providence Health System provided 1 projector as a back-up. The Baronette Renaissance Hotel provided screens, microphones, AV carts, 1 podium and the extension cords. No MHSLA funds were used for the projectors and the laptops. The total cost for the equipment provided by the Baronette Renaissance Hotel was \$1055.

Vendor Committee Final Report

Submitted by Mike Simmons

The prices for vendors/exhibitors were as follows: \$250 for a table (number of representatives that could attend at this price was not stipulated), \$1000 for a lunch and learn (3 available), \$800 for a breakfast (2 available), \$500 for breakfast sponsor (1 available – Wed. 10/17/12) \$500 for a break (5 available), \$750 for Welcome Reception sponsor, and \$1000 for Special Event sponsor. Vendors who wanted to attend the special event were charged \$50 each.

A list of vendors/exhibitors for the MHSLA 2010 conference follows this report. Also included in this report is the entire vendor registration packet. Exhibit tables were offered free of charge to the Library of Michigan/Mel and to NNLM/GMR.

Known vendor representatives were contacted early in 2012. Reminders, follow ups and in person invitations were also made at the 2012 Medical Library Association Conference in Seattle.

Registration forms did not have a deadline stipulated. Vendors continued to donate funds or sign up for sponsorship up until the very last week prior to the conference. Many showed interest much nearer to the time of the conference. Follow up in the form of personal, individual contacts or phone calls were key to getting commitments. It seems important to let vendors know of the conference in advance, but more follow-up may be necessary to get vendor support committed early. It is also very important to understand the difference between those who plan for the vendor participation (marketing) and those who actually attend (sales representatives).

Vendors ultimately contributed a total of \$9,600 in support of the 2012 MHSLA Conference.

Positives:

- Our final amount of support dollars and variety of vendors was very good this year.
- There was a lot of interest in lunch and learns and breakfast and learns—more than available spots.
- A place on the form asking for bag and raffle items was very successful. We received a large number of items from the vendors for both the bags and the raffle.

Details:

· Details had not been worked out for what to charge a company to send multiple representatives. This option needs to be added to future forms.

More clarity that we need the name of the representative actually attending and their email address would be helpful in order to send them pertinent information regarding the conference. Sometimes the only name on the registration form was the marketing personnel, not the attendee.

Respectfully,
Michael Simmons, MLIS November 19, 2012

**Michigan Health Sciences Libraries Association
Annual Education Conference Invitation
October 17-19, 2012
Novi, Michigan**

Dear Vendor Representative,

You are cordially invited to participate in the 39th Annual Michigan Health Sciences Libraries Association (MHSLA) Education Conference. The 2012 Conference is being held at the Baronette Renaissance Hotel, October 17-19, 2012 in Novi, Michigan. The conference theme is, "Librarians Driving Medical Education."

The Detroit Metropolitan area is home to a large number of hospitals and medical schools including the University of Michigan, Wayne State University, Henry Ford Health System, Oakland University William Beaumont School of Medicine and many others. Additionally, the MHSLA conference is attended by health sciences librarians from across the State of Michigan.

This will be an attractive venue that is advantageous to all concerned.

We are encouraging all of our vendor partners to showcase their products and services.

Exhibits will be open Thursday, October 18, 2012 from 9:00am – 5:00pm. We also invite your participation as a conference sponsor. There is a variety of sponsorship opportunities available that permit you to highlight your product line in unique ways. There is also the highly sought after opportunities to sponsor and present at a breakfast or lunch & learn. These slots go quickly and are provided on a first response basis. The registration form and list of the various levels of participation is attached.

Rooms at the Novi Baronette Renaissance Hotel may be reserved at the special conference rate of \$109.00. Be sure to mention the Michigan Health Sciences Libraries Association for the group rate. Reservations may be made by phone (248) 349-7800, or online at:

<https://www.marriott.com/reservation/availability.mi?propertyCode=dtwdn>

Conference materials may be shipped for arrival a couple of days prior to the conference to:

The Baronette Renaissance Hotel, 27790 Novi Road, Novi, MI 48377. Toll free: (800) 395-9009;

Fax (248) 349-7467. Please indicate on your shipping boxes, Michigan Health Sciences Libraries

Association.

We hope you can join us at the MHSLA 2012 conference. We appreciate your support and involvement with the Michigan Health Sciences Libraries Association.

Please feel free to contact me with any questions.

Michael Simmons, MLIS

Manager, Library Information Services

1200 East Michigan Ave., Suite 111

Sparrow Health Sciences Library

Sparrow Health System

Lansing, MI 48912

Tel: 517-364-5656 Email: simmon11@msu.edu

Michigan Health Sciences Libraries Association

Annual Education Meeting

October 17-19, 2012

Registration for Exhibitors and Sponsors

Exhibition Day Thursday, October 18, 2012 Baronette Renaissance Hotel, Novi, Michigan

Name: _____ Email: _____ Company

Name/Organization: _____

Address: _____ Phone: _____ Fax:

Company Contact(if different from above): _____ Address:

Phone: _____ Fax: _____ Email:

Please select from the following options (circle choices)

Wednesday, 10/17/12 Thursday, 10/18/12 Friday, 10/19/12

Breakfast Sponsor-----(\$500) Breakfast & Learn-----(\$800) Breakfast & Learn-----
-----(\$800)

AM Break Sponsor-----(\$500) AM Break Sponsor-----(\$500) AM Break Sponsor-----
-----(\$500)

Lunch & Learn-----(\$1000) Lunch & Learn-----(\$1000) Lunch & Learn-----
-----(\$1000)

PM Break Sponsor-----(\$500) PM Break Sponsor-----(\$500)

Welcome Reception Sponsor-----(\$750) *Exhibit Table-----(\$250)

Special Event Sponsor-----(\$1000)

A. Daily Totals from above: \$ _____

B. Other sponsorship amount: \$ _____

C. Special Event, Thursday Evening (\$50.00/individual exhibitor): \$ _____

Grand Total (U.S. dollars, add amounts from lines A-C above) \$ _____

(Please make your check payable to **Michigan Health Sciences Libraries Association** and send to Michael Simmons. We regret that we cannot accept credit card payments at this time. Opportunities for presentations at lunch or breakfast are limited and will be reserved on first request basis.)

***Please see next page for more information**

Additional Information

***Exhibit Table at MHSLA 2012 is inclusive of:**

- 6 ft. skirted table w/1 chair
- Wireless Internet Access
- Electricity
- Single day conference registration for Thursday for one vendor representative/exhibitor
- Thursday breakfast and lunch
- Listing in the Conference program
- Link to company site on conference web page

All sponsorships will also be promoted with prominent signage at sponsored event.

All exhibitors and sponsorships will be acknowledged in the official conference program and on the conference web page.

Lunch / Breakfast & Learns are an opportunity to present your content.

Presenters will be provided with audio-visual equipment as needed. Contact Mike Simmons as to what equipment you may need to be successful. Presentations are to conference attendees during lunch.

Exhibitors may send advance promotional materials to conference planners for inclusion in attendee conference bags.

Send your promotional items to Mike Simmons (address below).

Donate material for vendor raffle on Thursday afternoon, 10/18/12.

In past years, vendors have contributed a variety of items to be raffled to attendees. This too is a great way to promote your product line and gain awareness of services. Attendees must be present to win.

Exhibitors may ship materials to the conference hotel a few days ahead of time to avoid delays.

The Baronette Renaissance Hotel

Attn: MHSLA Conference

27790 Novi Road,

Novi, MI 48377

What is the Special Event?

The MHSLA 2012 Special Event is at the Tin Fish, an upscale eatery at the Twelve Oaks Mall (largest mall in Michigan). This is a chance to mingle with librarian partners at an informal gathering. Please join us!

All correspondence, questions, comments, concerns, to:

Michael Simmons, MLIS

Manager, Library Information Services

1200 East Michigan Ave., Suite 111

Sparrow Health Sciences Library

Sparrow Health System

Lansing, MI 48912

Tel: 517-364-5656 Email: simmon11@msu.edu

Budget Analysis:

Income: \$25,720.00

Local Arrangements Expenses: \$18,097.94

Local Arrangements Profit: \$7,622.06

Education Expenses: \$4,381.80

Total Profit: \$3240.26

Appendix A

Site Proposal
Site Proposal for MHSLA 2012

Dates: Wednesday, October 16 – Friday, October 19, 2012

Hotel: The Baronette Renaissance, 27790 Novi Road, Novi, Michigan 48377

Guest Room Rate: \$109 per night

Meeting room space rental not attached to number of room nights but rather is dependant on the Food and Beverage total of at least \$8000.

Room Block for Standard Rooms

	Tues Oct 16	Wed Oct 17	Thurs Oct 18
Standard Rooms	10	30	30

Nights booked on Monday and Friday also count towards our number of rooms.
These rooms are also available at the conference rate.

- Complimentary Guest Room Internet
- \$125.00 per-day for Wireless Internet in the Ballrooms and Gallery meeting rooms (\$75 for the Ballroom and \$50 for the Gallery)
- Exclusivity Event (Only Group in House)
- Meeting Room Rental reduced to \$300 per day (by 78%) with a Food and Beverage minimum of \$8,000 for the 3 days.
- **Meeting space:** One large ballroom on the main level that divides into 4 rooms, one meeting room that seats 40 classroom style with private washroom facilities on the first floor, a board room that seats 10, outdoor seating and gathering places, and sunny indoor pre-function spaces.
- Complimentary 24 hour Workout Facility Access
- Food and drink for the Opening Reception on Wednesday evening counts towards our minimum of \$8000
- Easy walk to Special Event Location
- We are welcome to use our own computers, projectors, technical equipment and support personnel to reduce costs. An AV company is in place if we need to rent their equipment, etc.
- within walking distance of Twelve Oaks Mall with 150 stores and VIP shopping passes

The Baronette has put our guest rooms and event space on a first option hold until November 23, 2010.

We look forward to the board's approval of our proposed site for MHSLA 2012.

Submitted for your approval by:

Toni Janik & Gina Hug
Local Arrangements 2012 Co-Chairs
tjanik@hdgh.org & ghug1@hfhs.org

Appendix C

MHSLA 2012 - Local Arrangements Expense Report

COMMITTEE	EXPENSE	INCOME	TOTAL	NOTES
Exhibits / Vendors				
14 booths at \$250 each		\$3,500.00		
Vendor sponsorships		\$5,950.00		2 breakfast & learns, 1 additional breakfast, 3 lunches, 1 break, welcome reception
One extra rep				
3 vendor Special Event Tickets		\$150.00		
Vendor Posters/Signs	\$43.27			
<i>Subtotal</i>			\$9,600.00	
Welcome Reception/Special Event				
Welcome Reception Food Detroit Wheels (44 people including 5 band members)	\$1,717.76			
Musicians (Irish) Odd Enough	\$250.00			
Decorations for Welcome Reception	\$5.30			
Bartender (Cash Bar)	\$0.00			
Special Event Tin Fish (47 people)	\$1,250.55			
Thursday Night Room Rental Group Networking	\$0.00			
Snacks/Beverages Networking Event	\$119.00			
<i>Subtotal</i>		\$3,342.61		
Accommodations (Food, AV, Room Rental)				
Tuesday Room Rental - Board Room - Registration & AV Committee	\$300.00			
Wed Podium for CE Speaker	\$50.00			
Wed Microphones - 2	\$250.00			
Wednesday - 2 -	\$105.00			

Projection Screens - 1- 8 feet, 1 6 feet						
Wednesday - Meeting Room Rental Fee	\$300.00					
Wed Internet - Free negotiated with contract	\$0.00					
Wed All Day Beverages - Coffee, Tea, Soft Drinks and Bottled Water 31 People	\$329.00					
Wed Breakfast 47 people (Executive Continental)	\$752.00					
Wed Lunch 52 people (Deli Lunch Buffet)	\$1,144.00					
Wed am Break - Ballroom	\$56.00					
Wed am Break - Gallery	\$42.50					
Wed aft Break - Ballroom	\$49.00					
Wednesday Service Charge on Meeting Rooms/Food	\$677.05					
Pres Room, Scholarship (2) Rooms, Speakers Rooms (2)	\$1,241.02					Sleep rooms for President, 2 Student Scholarship winners, 2 of the speakers
Thursday - 1 - Projection Screen - 8 feet	\$75.00					
Thursday - Meeting Room Rental Fee	\$300.00					
Thurs Microphones	\$250.00					
Thursday Service Charge on Meeting Rooms/Food	\$1,107.18					
Thursday All Day Beverages - Coffee, Tea, Soft Drinks and Bottled Water 72 people	\$504.00					
Thurs Breakfasts 72 people	\$1,584.00					
Thus Am Break 72 people	\$125.00					
Thurs Lunch 82 people	\$1,804.00					
Thurs Aft Break	\$390.00					

Friday - 1 - Projection Screen - 8 feet	75.00				
Service Charge on Meeting Rooms/Food	\$717.86				
Friday - Meeting Rooms Rental Fee	300.00				
Fri Microphones	250.00				
Fri Internet - free	0.00				
Friday All Day Beverages - Coffee, Tea, Soft Drinks and Bottled Water 50 people	\$350.00				
Fri Breakfast (40 people)	920.00				
Fri Lunch 50 People	1,302.00				
Fri AM Break - Bagels and Fruit	66.00				
		\$14,410.61			
<i>Subtotal</i>					
Publicity					
Save the Date Cards & Postage	\$0.00				
Programs	\$191.12				
LOGO	\$0.00				
Giveaways - Cars	\$111.25				
<i>Subtotal</i>		\$302.37			
Registration / Hospitality					
Desk Supplies, Apples, & Badge Holders	\$140.00		\$140.00		Donated
Name badges	\$0.00				
Registration (68 People)			\$15,980.00		
Registration for Officers (4) + 3 scholarship winners	\$2,170.00				MHSLA Expense
Choc Pretzels for Registration Bags	\$240.00				
Registration Bags (Donated)	\$0.00				
<i>Subtotal</i>			\$16,120.00		
Misc					

President Plaque	\$42.35				
Librarian Award Plaques					
<i>Subtotal</i>		\$42.35			
TOTAL		\$18,097.94		\$25,720.00	
Profit / (Loss)					\$7,622.06

Last Revised: 11/01/12 by Toni Janik, MHSLA 2012 Local Arrangements co-chair

Appendix D

**Michigan Health Sciences Libraries Association
Fall Educational Conference
Baronette Renaissance Hotel
Novi, MI
October 17-19, 2012
Final Report of the Education Committee**

Committee Roster:

Nancy Bulgarelli, Co-Chair
Janet Zimmerman, Co-Chair
Mary Fitzpatrick

Christopher Hunt
Cheryl Putnam
Stephanie Swanberg

Continuing Education Course

Continuing education courses were selected from recommendations submitted via evaluation forms from the previous year's MHSLA conference and from committee member recommendations. The following MLA-approved CE courses were all offered on Wednesday, October 17, 2012:

Introduction to Epidemiology

Instructor: Kristine Alpi, North Carolina State University

CE credits: 4

Attendance: 26

Average grade given by attendees (4-point scale, see appendix for MLA course evaluation summaries): 3.64

Institutional Review Board (IRB) for the Protection of Human Subjects

Instructor: Merle Rosenzweig & Irina Zeylikovich, University of Michigan

CE credits: 4

Attendance: 20

Average grade given by attendees (4-point scale, see appendix for MLA course evaluation summaries): 3.75

Walking in Nurses' Shoes: Information Needs from Novice to Expert

Instructor: Pamela Sherwill-Navarro, Remington College of Nursing; Joy Kennedy, Northwest Community Healthcare

CE credits: 6

Attendance: 15

Average grade given by attendees (4-point scale, see appendix for MLA course evaluation summaries): 3.85

Speakers and Conference Sessions

In keeping with the theme "Librarians Driving Medical Education," the committee offered programming on Thursday and Friday that covered the different types of clientele and educational needs supported by medical libraries. Dr. Ernst Yoder, founding dean of the Central Michigan University Medical School, and one of two keynote speakers on Thursday, presented "CMED: A New Approach to Medical Education."

In the afternoon, we heard from Irene Williams, GMR Michigan Liaison, who presented the "GMR Update." She was followed by our second keynote speaker of the day, Jane Blumenthal, director of the Taubman Library at the University of Michigan and current president of the Medical Library Association. Ms. Blumenthal shared with us her "Perspectives of an Academic Health Sciences Library Director" and led a discussion about MLA's priorities and direction.

The program continued Friday morning with presentations that covered our health consumer and nursing populations. Jamie Verdi JD, Attorney for Michigan Patient Advocacy, presented on "Patient Advocates in the New Reform Arena." Caroline Medcoff CNS, Chair of Beaumont Health System's Nursing Research and Magnet Committees, spoke on "Nurses and Librarians: Research Partners."

The Education Committee had made a *conscious decision not to offer concurrent sessions, but to keep the group together during the sessions in order increase and enhance networking opportunities.*

Posters / Lightning Rounds

The committee tried a new format this year, offering a session that alternated between poster presentations and lightning rounds (formerly called Pecha Kucha). Each presenter was given seven minutes to present their work. The 15 presentations are listed below.

Posters:

- Sustaining Librarian Vitality: Embedded Librarianship Model for Health Sciences Librarians – Misa Mi, OUWB School of Medicine
- Architecting Learning Contexts to Support First-Year Medical Students in Learning Fundamental Library Information Skills – Keith Engwall, Misa Mi, & Stephanie Swanberg, OUWB School of Medicine
- Library Services to a New Distance Medical School Campus – Andrea Kepsel, MSU
- LibGuides: Going from Ordinary to Extraordinary – Mark Bremel & Carol Shannon, University of Michigan

- Show Us Your Heart! A State-wide Library Initiative to Increase Organ Donation Registration – Carol Shannon, Jean Song, Kate Saylor, University of Michigan
- Sharehousing: Adopting a Household Model in the Establishment and Integration of a New Virtual Medical Library – Stephanie Swanberg, Shawn Lombardo, Nancy Bulgarelli, & Misa Mi, OUWB School of Medicine
- Availability of eBooks in the Vision Sciences: A Snapshot in Time – Gale Oren University of Michigan
- Hitting a Moving Target: Resource Access in a Mobile World – Whitney Townsend & Carol Shannon, University of Michigan

Lightning Rounds

- Designing a Medical School Library – Jennifer Barlow, Borgess Medical Center
- Free, as in Kittens! – Jennifer Bowen, DMC
- Quality Improvement Tools for Health Sciences Libraries – Toni Janik & Orien Duda, Hotel Dieu Grace Hospital
- Expanding a Librarian’s Role through Building and Managing a Faculty Learning Community – Misa Mi, OUWB School of Medicine
- Strengthening the Librarian’s Role in an Online Public Health Program – Abe Wheeler, MSU
- Leverage Mobile Resources for Medical Students’ Success – Wendy Wu, WSU
- Going Green – Janet Zimmerman, Beaumont Health System

The new format received mixed reviews in the “MHSLA 2012 Conference Survey Results.” Some members reported enjoying it very much; while others did not see the purpose of having the posters presented in this way. If subsequent Education Committees decide to continue with this format, we recommend that the posters be displayed ahead of time, so attendees have time to view them in more detail.

Scholarships

Three scholarships were awarded – two to WSU students and one to a MHSLA member.

The committee received four applications for the student scholarships, which covered full conference registration, lodging and mileage. The recipients were selected by Mary Fitzpatrick and Diane Gardner, who used a blinded process to read the essays and reach consensus on the winners. All four applications were from Wayne State University; we did not receive any applications from the University of Michigan program. Scholarship awardees were expected to write a brief summary of their conference experience for the MHSLA newsletter and to assist at the registration/hospitality desk.

The committee also offered two scholarships for MHSLA members. The first covered the full-cost (registration and hotel) for a member who had never before attended the conference. The second scholarship covered either the registration or the hotel fees for a member who needed assistance with the costs of attending. We received no applications for the first-time attendee scholarship and only one application for the second scholarship.

The conference scholarship winners:

- 1.) Raynitra Pugh, Wayne State University student
- 2.) Laura Bollman, Wayne State University student
- 3.) Jennifer Bowen, MHSLA member. Jennifer chose to have her registration covered and presented in the lightning rounds.

Appendix
MLA-accredited Courses – Summary of Attendees' Evaluations

Course Evaluation – Institutional Review Board (IRB) – Merle Rosenzweig & Irina Zeylikovich
MHSLA Annual Conference
October 17, 2012
Novi, MI
Attendees: 20

1.) On a scale of 1 to 4 (with 4 being the highest), rate the instructors

- Merle Rosenzweig
 - i. Knowledgeable
 - 1. 4 – 14; 3 – 0; 2 – 0; 1 – 0
 - ii. Well-prepared / organized
 - 1. 4 – 14; 3 – 0; 2 – 0; 1 – 0
 - iii. Effective Presenter
 - 1. 4 – 13; 3 – 1; 2 – 0; 1 – 0
 - iv. Responsive to questions
 - 1. 4 – 14; 3 – 0; 2 – 0; 1 – 0
- Irina Zeylikovich
 - i. Knowledgeable
 - 1. 4 – 12; 3 – 2; 2 – 0; 1 – 0
 - ii. Well-prepared / organized
 - 1. 4 – 14; 3 – 0; 2 – 0; 1 – 0
 - iii. Effective Presenter
 - 1. 4 – 14; 3 – 0; 2 – 0; 1 – 0
 - iv. Responsive to questions
 - 1. 4 – 14; 3 – 0; 2 – 0; 1 – 0

2.) Please check the appropriate rating for each of the following aspects of this session.

Instructional Materials

- Were used effectively
 - Agree – 15
 - Somewhat Agree – 12
- Were relevant/useful
 - Agree – 14
 - Somewhat Agree – 3
- Hands-on sessions were useful
 - Agree – 13
 - Somewhat Agree – 4

Session objectives met my expectations

- Agree – 14
- Somewhat Agree – 4

Session content was well organized

- Agree – 16
- Somewhat Agree – 2

Length was appropriate for course content

- Agree – 14
- Somewhat Agree – 3

I acquired knowledge & skills I can use

- Agree – 15
- Somewhat Agree – 2
- Somewhat Disagree – 1

Facility was conducive to learning

- Agree – 16
- Somewhat Agree – 2

3.) Identify the major strengths of this session (check one or more)

Instructors-13 Demos/Hands-on-6 Networking-4 Creative Ideas-1
Information gained-11 Support materials-4 Other-0

4.) What part of this session was most helpful?

- Hands on IRB scenario
- Creating an actual IRB
- Hands-on exercise to develop an IRB application for a library-specific project
- Excellent course!
- IRB handouts
- The hands-on group activity
- Content, activity, instructors
- Having access to the slides so I could follow along on my laptop during the class, being able to make our own IRB application
- The background overview information
- Creating an IRB
- Very good overall presentation on topic
- Understand the IRB process better

5.) What part of this session was least helpful?

- Maybe not so much history of IRB
- Could have been a little more instructor assistance during hands-on session
- The content is not very relevant to my professional responsibilities, so in general the course was not incredibly useful. More for personal curiosity.
- The online system for submitting IRB at U of M may not be applicable to people from another institution.
- Needed a little more focus for the hands-on project. I think we spent too long on that.

6.) Overall, I would give this session a grade of:

- A – 12
- B – 4

7.) Additional comments:

- Good
- Great job, especially with the historical perspective.
- I was not interested in this course, but for lack of better options took it. I learned a little, but don't plan to use this information much.
- This was an amazing session!
- Interesting. Was definitely worth my time!

Course Evaluation – Introduction to Epidemiology – Kristine Alpi

MHSLA Annual Conference

October 17, 2012

Novi, MI

Attendees: 26

1.) On a scale of 1 to 4 (with 4 being the highest), rate the instructors

- Kristine Alpi
 - i. Knowledgeable
 - 1. 4 – 21; 3 – 1; 2 – 0; 1 – 0
 - ii. Well-prepared / organized
 - 1. 4 – 17; 3 – 4; 2 – 0; 1 – 0
 - iii. Effective Presenter
 - 1. 4 – 16; 3 – 2; 2 – 3; 1 – 0
 - iv. Responsive to questions
 - 1. 4 – 19; 3 – 3; 2 – 0; 1 – 0

2.) Please check the appropriate rating for each of the following aspects of this session.

Instructional Materials

Were used effectively

Agree – 19

Somewhat Agree – 1

Somewhat Disagree – 2

Disagree - 1

Were relevant/useful

Agree – 19

Somewhat Agree – 5

Somewhat Disagree - 1

Hands-on sessions were useful

Agree – 18

Somewhat Agree – 3

Somewhat Disagree – 0

Disagree – 2

N/A – 1

Session objectives met my expectations

Agree – 20

Somewhat Agree – 3

Somewhat Disagree – 1

Disagree – 1

Session content was well organized

Agree – 21

Somewhat Agree – 3

Somewhat Disagree – 1

Length was appropriate for course content

Agree – 15

Somewhat Agree – 9

Somewhat Disagree – 1

I acquired knowledge & skills I can use

Agree – 18
Somewhat Agree – 6
Somewhat Disagree – 1

Facility was conducive to learning

Agree – 24
Somewhat Agree – 1

3.) Identify the major strengths of this session (check one or more)

Instructors-17 Demos/Hands-on-8 Networking-1 Creative Ideas-
Information gained-18 Support materials-13 Other-1: She was very well-spoken

4.) What part of this session was most helpful?

- The handout with all the info and links
- The instructor did seem very knowledgeable and her handouts are extensive.
- Articles included
- Careful explanation of complex topic
- Examples of types of studies and definitions
- Group work
- Group analysis of articles
- The handouts provided good references and definitions.
- Relevant and informative
- Instructor knowledge, hands-on, connection to librarianship
- Group work and detailed handout
- Support materials
- The information. I knew very little about this topic.
- Hands-on assignment
- The examples of actual studies
- Very dynamic instructor
- Group exercise. However overlong, 1-2 papers would be better to allow more discussion time.
- Extensive handouts

5.) What part of this session was least helpful?

- Too much text on slides. Need to spend more time describing the basics of epidemiology
- The hands-on session as I could have used more time to read the article. (I am just slow.)
- Lots of black on screen, rushed, should have had more and longer group work
- Too little time for group work
- Not enough time to cover topic
- Group discussion on articles only one group had read. Would have been nice to have been provided this info ahead of time to familiarize myself so I could understand the discussion.
- None. I enjoyed all of it.
- The handouts need to be redone. I did not find them useful or easy to understand. Tables/charts should be utilized to better present the data.
- Nothing of import

6.) Overall, I would give this session a grade of:

- A – 20
- B – 3

- C – 2

7.) **Additional comments:**

- I thought she was a little cold. Group work was kind of pointless. The handout will be useful. Kristine knows her stuff, but needs to work on being a little more personable and interesting when presenting.
- Break up slides with color, less on screen, more group work
- Some of the handouts were not organized and easy to follow.
- Stop saying “Does that make sense?” – Just presume it does.
- I think it would be helpful to email articles to participants ahead of time. Thank you!
- Additional time for group work.
- I could have used a slightly slower pace. I felt rushed.
- Great information; well-organized handouts
- Great job in delivering the class which could be very dry and complicated.
- Wonderful and engaging speaker; content was extremely relevant to our field.
- I wish it was longer.
- Kris did a fantastic job with a complex topic.
- Good class
- More time covering analysis of papers

Course Evaluation – Walking in Nurses Shoes – Joy Kennedy & Pamela Sherwill-Navarro

MHSLA Annual Conference

October 17, 2012

Novi, MI

Attendees: 15

1.) On a scale of 1 to 4 (with 4 being the highest), rate the instructors

- Joy Kennedy
 - i. Knowledgeable
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0
 - ii. Well-prepared / organized
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0
 - iii. Effective Presenter
 - 1. 4 – 13; 3 – 2; 2 – 0; 1 – 0
 - iv. Responsive to questions
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0
- Pam Sherwill-Navarro
 - i. Knowledgeable
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0
 - ii. Well-prepared / organized
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0
 - iii. Effective Presenter
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0
 - iv. Responsive to questions
 - 1. 4 – 14; 3 – 1; 2 – 0; 1 – 0

2.) Please check the appropriate rating for each of the following aspects of this session.

Instructional Materials

Were used effectively

Agree – 14

Somewhat Agree – 1

Were relevant/useful

Agree – 14

Somewhat Agree - 1

Hands-on sessions were useful

Agree – 7

Somewhat Agree – 4

Somewhat Disagree – 1

Disagree – 1

N/A – 2

Session objectives met my expectations

Agree – 12

Somewhat Agree – 3

Session content was well organized

Agree – 13

Somewhat Agree – 2

Length was appropriate for course content

Agree – 12

Somewhat Agree – 3

I acquired knowledge & skills I can use

Agree – 12

Somewhat Agree – 3

Facility was conducive to learning

Agree – 13

Somewhat Agree – 1

Disagree – 1

3.) Identify the major strengths of this session (check one or more)

Instructors-13 Demos/Hands-on-2 Networking-2 Creative Ideas-3

Information gained-12 Support materials-1 Other-0

4.) What part of this session was most helpful?

- Instructors
- The history & license information very helpful & concise
- Learning how nursing profession and education is organized
- Evidence based nursing
- Really liked the credentialing mix and well-rounded mix of the presenters
- Explanation of state of nursing and how they do their jobs
- Direct applications to library
- Information needs of nurses
- Learning viewpoint and needs of nurses in relation to their experience & job title
- Information about nursing profession

5.) What part of this session was least helpful?

- Kind of read from slides
- The gloves! I'm sensitive to latex and it bothered my nose and skin.
- Could have focused on Magnet more
- History of nursing, but it was interesting
- Nurses and social media
- Felt hour of history and licensing section too long

6.) Overall, I would give this session a grade of:

- A – 12
- B – 2

7.) Additional comments:

- The grade is my fault – most of presented info I already knew – not much has changed in nursing
- Gave me a good overview of nursing profession and information needs of nurses. Thank you!
- Room used – continually smelled of cigarette smoke from ventilation system. Not enough soft pretzels for all in the room. Names of instructors not on program!
- Excellent. Very much exceeded my expectations.
- Creative ways to present information
- Great! Thanks!
- A bit long
- Very helpful class – knowledgeable speakers

- Would like more information on how nurses in the hospital access information and what librarians can do to help with that

MHSLA 2012 - Education Committee Expense Report

WEDNESDAY		
CE Course	Expense	Notes
CE - Institutional Review Board (IRB) for the Protection of Human Subjects (4 CEU)		
Honorarium	\$ 400.00	
M. Rosenweig Expenses		Hotel expenses included on Local Arrangements Expense Report; Note: Speaker has not yet submitted reimbursement form
I. Zeylikovich Expenses	\$ 40.16	
CE - Introduction to Epidemiology (4 CEU)		
Honorarium	\$ 200.00	
K. Alpi Expenses	\$ 368.80	Hotel expenses included on Local Arrangements Expense Report
CE - Walking in Nurses' Shoes: Information Needs from Novice to Expert (6 CEU)		
Honorarium	\$ 500.00	
J. Kennedy Expenses	\$ 170.60	Hotel expenses included on Local Arrangements Expense Report
P. Sherwill-Navarro Expenses	\$ 489.99	Hotel expenses included on Local Arrangements Expense Report; Includes \$125 for MLA CE certification
THURSDAY		
Program	Expense	Notes
CMED: A New Approach to Medical Education		
Honorarium	\$ 500.00	
E. Yoder Expenses	\$ 141.30	
GMR Update		
Perspectives of an Academic Health Sciences Library Director		
Honorarium	\$ 250.00	
J. Blumenthal Expenses	\$ 39.96	
FRIDAY		
Program	Expense	Notes
Patient Education: Patient Advocates in the New Reform Era		
Honorarium	\$ 250.00	
J. Verdi Expenses	\$ 49.39	
Nurses and Librarians: Research Partners		
Honorarium	\$	

	250.00	
C. Medcoff Expenses		Declined reimbursement for expenses
Posters & Lightning Rounds		
B&N Gift Cards - 15 @ \$15	\$ 225.00	Reimbursed to Janet Zimmerman
Thank You Cards	\$ 10.58	Reimbursed to Nancy Bulgarelli
Poster Session Supplies	\$ 85.80	Reimbursed to Janet Zimmerman
MISCELLANEOUS		
Misc - Easels & Name Badges	\$ 189.17	Reimbursed to Janet Zimmerman
Misc - Transportation for Speakers To and From Hotel	\$ 221.05	Reimbursed to Nancy Bulgarelli
TOTAL	\$ 4,381.80	

Appendix E

Education Committee Report November 20, 2012

The Education Committee for the 2013 Conference held a brief meeting in Novi on October 18th just to get general ideas for the conference. Mary Fitzpatrick had a list of classes offered through the NLM Education Clearinghouse as ideas for the conference. Andrea Kepsel was going to find out the education pathways used by MLA as a way to guide the programming on Friday. The Committee will be meeting today after the board meeting at McAlister's Deli. At this time we will review the conference surveys and look at suggestions from those surveys as well as suggestions from a September meeting of the Western group. Our goal is to incorporate suggestions from the survey as well as the Western meeting into the program for 2013.

Submitted by,

Mary Fitzpatrick
Education Chair 2013

Appendix F

RESOURCE SHARING COMMITTEE BOARD REPORT November 19, 2012

NLM Duplicates:

A shipment of 63 NLM Duplicate books was received in late October. A list of these titles was advertised to MHSLA Members via a message sent to the MHSLA listserv on November 16, 2012. Distribution is ongoing.

Resource Sharing webpage:

I have contacted Mike and Andrea and requested that the Resource Sharing webpage be updated at their convenience.

Respectfully Submitted,
Jill Turner
Chair, Resource Sharing

Appendix G



**GMR Regional Council
MHSLA Board Report
November 20, 2012**

Current Funding Opportunities: The GMR has funding available for the new contract year which began May 1, 2012. For more information go to <http://nmlm.gov/gmr/funding/>.

Funding for the following award is still available:

- Exhibit Award – rolling submission date – up to \$1500

Online Courses

The following courses are available in an online format from the GMR:

- [Making PubMed Work for You](#)
Instructor: Holly Burt; 3.5 MLA CE - self-paced online
- [Patient Safety Resource Seminar: Librarians on the Front Lines](#)
Instructor: Holly Burt; 6.0 MLA CE - self-paced online
- [PubMed Basics](#),
Instructor: Holly Burt; 2.0 MLA CE - live online
- [PubMed Update](#)
Instructor: Holly Burt; 1.0 MLA CE - live online
- [TOXNET: Toxicology & Environmental Information](#)
Instructor: Holly Burt; 1.0 MLA CE - live online

For additional information related to the classes listed above contact: Holly Burt at 312-996-2464 or haburt@uic.edu.

GMR Webinars – Lake Effects

PubMed and MeSH Updates (January 17, 2013)

- What changes have 2013 brought to PubMed and to MEDLINE? Don't be surprised!
- Registration: To be announced

Lending Library: The GMR Lending Library has a robust collection of resources available to member libraries at no cost. To reserve library resources, go to the [GMR Lending Library](#).

Regional Events and Meetings:

Visit the GMR website at: <http://www.eventkeeper.com/code/events.cfm?curOrg=NNLMGMR> for additional information on GMR exhibits, educational events and state library association meetings.

Submitted by,
Barbara Platts, MLIS, AHIP
GMR Regional Council

Appendix H

Metropolitan Detroit Medical Library Group (MDMLG) Representative Report

MDMLG Executive Board 2012-2013

President: Barbara LeTarte (Henry Ford Hospital)
President-Elect: Jill Turner (U of D Mercy)
Past-President: JoAnn Krzeminski (Henry Ford Hospital)
Secretary: Jennifer Bowen (Detroit Medical Center Children's)
Treasurer: Donna Marshall (Beaumont Hospital)
Public Relations: Doris Blauet (Genesys Hospital)
Membership Services: Misa Mi (Oakland U/Beaumont School of Med)

MDMLG Committee Chairs 2012-2013

Compensation and Benefits: (Inactive)
Newsletter: Marilyn Dow (U of D Mercy)
Nominating: Karin Werner (Henry Ford Macomb Hospital)
Professional Development: Toni Janik (Hotel Dieu Grace Hospital)
Program Committee: Jill Turner (U of D Mercy)
Webmaster: Valerie Reid (Oakwood Hospital)
MHSLA Co-Representatives: Gayle Williams (Henry Ford Hospital)
Ellen O'Donnell (St. John Hospital)
Archivist: Sandra Martin (WSU Shiffman Medical Library)
Auditor: Patti Scholl

- An MDMLG General Membership Meeting was held on September 20, 2012 at Beaumont Hospital in Royal Oak. The program centered on reference management software. Nandita Mani discussed EndNote, while Stephanie Swanberg talked about RefWorks. A Lunch and Learn preceded the meeting. Deb Charbonneau of WSU presented on "Effective Survey Design".
- The MDMLG Executive Board Meeting was held on November 7, 2012. Topics discussed included:

Upcoming MDMLG Meetings:

- General Membership Meeting: Thursday, December 13 at Henry Ford Hospital. There will be a Lunch & Learn (Box lunch available for \$7.00) featuring Nadia Lalla from the University of Michigan discussing Mendeley reference management software. The program will center on aspects of electronic books in the medical and academic library setting. Nadia Lalla, who recently authored a book chapter on e-book publishing, will address e-book challenges in an academic environment. Audrey Bondar and Joseph Escibano from Henry Ford Hospital

will discuss their involvement with the OCLC project, WorldShare Metadata. This project works to solve the problem of keeping e-book URLs current.

- Very Tentative: Date: TBD; Topic: Social Media and the Professional; Location: Ann Arbor.
- Very Tentative: Summer Luncheon: Date: TBD; Topic: Jane Blumenthal (UM) on Mentoring; Location: Rattlesnake Club.
- Very Tentative: Sept Meeting: Date: TBD; Topic: The Librarian's Role in Systematic Reviews.

Webmaster:

Valerie Reid reported that she would be using MHSLA's subscription to SurveyMonkey for MDMLG. This should be transparent to the membership. MHSLA has the Professional version which 'talks' to PayPal. The downside is that any MHSLA member could login and alter the survey. Valerie also reported that she should have Dreamweaver loaded soon on her computer at her new location and will be able to update web pages faster after this is completed.

Professional Development Committee:

It was reported that the committee would begin to look at providing programming after the first of the year. There was some discussion about the possibility of having the NLM trainers present PubMed. It was noted having the actual NLM trainers hadn't been done in awhile.

Membership Services:

It was reported that there are 17 Institutional memberships and 43 Individual memberships.

Respectfully submitted:

Gayle Williams, MDMLG Co-Representative

Appendix I

M-MHSLA Rep Report
November 2012
Respectfully submitted by Andrea Kepsel

The last M-MHSLA meeting was held November 16, 2012. Topics discussed included:

- Our officers for 2013 are as follows:
 - President – Brad Long
 - Treasurer – Susan Kendall
 - Secretary – Andrea Kepsel
 - Representative to MHSLA Board – Andrea Kepsel
- Dues for 2013 are due by the end of the year. Membership is \$10.
- Planning for 2014 conference is ongoing. It is likely the conference will be held at the Soaring Eagle Casino in Mt. Pleasant, as this venue has the most favorable availability of dates and prices are similar to venues in East Lansing.
 - Shelia Bryant, Brad Long, and Robin Sabo are going to schedule a meeting at Soaring Eagle to tour the facility, negotiate dates and prices, and finalize the agreement.
- We are still working on developing a Consumer Health series. Sherri McConnell will be holding a session on how to find reliable health information at the Meridian Senior Center on December 5.
- Mike Simmons has been invited by McGraw-Hill to be on the Library Advisory Committee. If anybody has suggestions for issues to bring to the board, please contact him.
- Our holiday party and ornament exchange will be held in December. Our next business meeting will be held in January.

Appendix J

WMHSLA Report
November 20, 2012

The WMHSLA officers are:
President: Alison Konieczny
President-Elect: Mary Hanson
Secretary: Leslie Burke
Treasurer: Sandy Swanson

The next WMHSLA meeting will be held in late November or early December. An online survey has been disseminated to determine the best date for most WMHSLA members to attend a meeting. It is time to instate Mary Hanson as the WMHSLA President. Also, the Hospitality Committee has news to share regarding prospects for the special event for the 2013 MHS LA Conference.

Respectfully submitted,

Alison Konieczny, WMHSLA President