



MHSLSA
EXECUTIVE BOARD MEETING
AGENDA 1996/97
March 18, 1997

Affiliated Groups

- Eastern Regional Health Sciences Libraries Association
Metropolitan Detroit Medical Library Group
Michigan Association of Consumer Health Information Specialists
Mid-Michigan Health Sciences Libraries
Northern Michigan Health Sciences Libraries Group
Upper Peninsula Health Sciences Libraries Consortium
Western Michigan Health Sciences Libraries Association

- 1. Call to order
2. Approval of Minutes
3. Archivist's Report
4. Treasurer's Report
5. Committee Reports

- Deborah Adams
Laura Friesen-Lynn
Rosemary Whelan
Debbie Jankowski

- Standing Committees
Audit
Bylaws
Collection Development
Conference Planning
Education
Local Arrangements

- Lea Ann McGaugh
Mary Hanson
Betty Marshall
Ken Nelson
Stephanie Jehn
Joan Emmluser
Diane O'Keefe
Jane Claytor
Mike Simmons
Doris Blauet
Leslie Behm
Lynda Baker

- Document Delivery
Membership
Nominating
Publications
Research

- Ad Hoc Committees
Technology
Marketing

- Sandra Swansen
Leslie Behm

6. Regional Group Reports

- ERHSLA
MDMLG
MACHS
M-MHSL
NMHSLG
UPHSLC
WMHSLA
GMR Regional Council

- Doris Blauet
Alexia Estabrook
Diane Hummel
Deborah Jankowski
Norma Powers
Ken Nelson
Betty Marshall

7. Old Business

Long Range Plan review

Deborah Adams

8. New Business

9. Adjournment

Deborah Adams

March 18, 1997

Nominating Committee

The committee met via telephone and has formed the following slate of candidates for officers for 1997.

President-Elect : Diane Hummel  
                            Jill VanBuskirk  
Secretary : Jennifer Barlow  
                            Judy Barnes  
Treasurer: Debbie Jankowski

John Coffey - Mid  
Lea Ann McLaughlin - ERHSA  
Mary Henson - West  
MACHS - Robin?  
MDMLG - Barbara Platt?

Respectfully submitted

Doris Blauet, Chair

MHSLA  
EXECUTIVE BOARD MEETING  
AGENDA 1996/97  
June 10, 1997

- |                           |                    |
|---------------------------|--------------------|
| 1. Call to order          | Deborah Adams      |
| 2. Approval of Minutes    | Laura Friesen-Lynn |
| 3. Archivist's Report     | Rosemary Whelan    |
| 4. Treasurer's Report     | Debbie Jankowski   |
| 5. Committee Reports      |                    |
| Standing Committees       |                    |
| Audit                     | Lea Ann McGaugh    |
| Bylaws                    | Mary Hanson        |
| Collection Development    | Betty Marshall     |
| Conference Planning       | Ken Nelson         |
| Education                 | Stephanie John     |
| Local Arrangements        | Joan Emahiser      |
|                           | Diane O'Keefe      |
| Document Delivery         | Jane Claytor       |
| Membership                | Mike Simmons       |
| Nominating                | Doris Blauet       |
| Publications              | Leslie Behm        |
| Research                  | Lynda Baker        |
|                           |                    |
| Ad Hoc Committees         |                    |
| Technology                | Sandra Swanson     |
| Marketing                 | Leslie Behm        |
| 6. Regional Group Reports |                    |
|                           |                    |
| ERHSLA                    | Doris Blauet       |
| MDMLG                     | Alexia Estabrook   |
| MACHIS                    | Diane Hummel       |
| M-MHSL                    | John Coffey        |
| NMHSLG                    | Norma Powers       |
| UPHSLC                    | Ken Nelson         |
| WMHSLA                    | Betty Marshall     |
| GMR Regional Council      |                    |
| 7. Old Business           |                    |
| 8. New Business           |                    |
| 9. Adjournment            | Deborah Adams      |

MHSLSA  
EXECUTIVE BOARD MEETING  
June 11, 1997  
Michigan Athletic Club

<u>P</u>	<u>A</u>		
X		Deborah Adams,	President
X		Ken Nelson,	President Elect, Conference Planning, UPHSLA
	X	Melba Moss,	Immediate Past President
X		Laura Friesen-Lynn,	Secretary
X		Debbie Jankowski,	Treasurer
X		Rosemary Whelan,	Archivist
X		Lea Ann McGaugh,	Audit Committee
	X	Mary Hanson,	Bylaws Committee
	X	Betty Marshall,	Collection Development Committee & WMHSLA
X		Jane Claytor,	Document Delivery Committee
	X	Stephanie John,	Education Committee
X		Joan Emahiser,	Local Arrangements Co- chair
X		Diane O'Keefe,	Local Arrangements Co- chair
X		Diane Hummel,	MACHIS
X		Mike Simmons,	Membership Committee
X		Doris Blauet,	Nominating Committee
X		Leslie Behm,	Publications, Marketing Committees
	X	Lynda Baker,	Research Committee
X		Alexia Estabrook,	MDMLG
X		John Coffey	M-MHSL
	X	Norma Powers,	NMHSLG
	X	Sandra Swanson,	Technology Committee
	X	Ellen Marks,	GMR Representative

### **Call to Order**

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

### **Approval of Minutes**

John Coffey's name was misspelled in page 3. In the minutes for the 1996 annual business meeting, Debbie Adams' name was misspelled. Ken Nelson moved to approve the minutes of the March 18, 1997 meeting and the 1996 annual business meeting minutes as corrected. Doris Blauet seconded; the motion carried. Corrected copies of the minutes will be submitted to the Archivist.

### **Archivist's Report**

Rosemary Whelan suggested that MHSLA purchase a camera similar to one she had purchased herself for around \$235. Discussion included suggestions to buy one which made the process as simple as possible; to get one that included a picture-dating feature; to buy one which uses the new Advantec technology. The board recommended staying within the \$200-300 price range, and to get a camera that includes as many bells and whistles as possible, while making sure it is also as fool-proof as possible.

### **Treasurer's Report**

Debbie Jankowski distributed the treasurer's report, covering 3/8/97 - 6/4/97. A motion was made, seconded and passed to accept this report as submitted.

### **Audit Committee**

Lea Ann McGaugh submitted a written report stating that the audit was completed for the period ending November 1, 1996, and no significant problems were found. There was discussion on how much supporting documentation should be submitted to the treasurer along with checks for deposit. The point of the audit is to check the honesty of the treasurer. Alexia Estabrook made a motion that in the future, any member submitting checks to the treasurer for deposit should include an itemized list of the checks enclosed. Doris seconded the motion, and it carried. Debbie said that the records from the Quicken program were not tagged specifically enough to extract the kinds of detail we need on conference spending. Joan will try to find out precisely all the kinds of costs that are involved in a conference, and thus what fields will need to be set up in the Quicken program.

### **Conference Planning Committee**

Ken reported that the response from sponsors this year has been so good that the conference fees can be reduced. The committee has received \$3200 so far, and possibly \$2000 more will be contributed. There was discussion on what the reduced prices should be. Lea Ann McGaugh, Jane Claytor and Laura Friesen-Lynn supported reducing the fees even without the vendor support, reporting that several MHSLA members had said they would not be attending this year because of the fee hike. Conference committee members stated that they were only shooting for a break-even price. We were reminded that past executive boards had voted to not plan money-losing conferences in the future. Suggestions: to track the overage/underage each year, so that we know how much to raise or lower the price the next year; provide a subsidy of some kind for members who have never attended; charge \$250 for the full conference except the special event, and \$275 with the special event. After much discussion, and much support for a \$275 inclusive fee, Ken moved that the inclusive fee be set at \$250, and Joan Emahiser

seconded. The motion carried. The issue of conference pricing will be thoroughly presented in the next newsletter and at the annual business meeting. There will also be a question specifically on conference pricing on the evaluation form. In addition, the board will, in the coming year, formulate specific plans for the \$35,000 currently in the MHSLA treasury.

New conference pricing:

Members: \$250 inclusive	Non-member: (no inclusive)
\$175 2-day	\$200 2-day
\$125 Wed. CE	\$150 Wed. CE
\$75 Thurs.	\$100 Thurs.
\$100 Friday	\$125 Friday
\$50 Special event	\$50 Special event

One student and two new MHSLA members have expressed an interest in the scholarships to the conference. Local arrangements are progressing as planned.

#### **Document Delivery Committee**

Jane Claytor needs to send all changes to OCLC by tomorrow (June 12). Please report any 3-letter code changes to her as soon as possible.

#### **Membership Committee**

Mike contacted all MHSLA members who had not joined thus far this year. Leslie Behm got in touch with all Docline users who had not renewed, of which there were 7. If they don't pay, they are out of Docline.

#### **Nominating Committee**

Doris reported that the slate for this year's election is complete as follows:

President-Elect: Diane Hummel

Jill VanBuskirk

Secretary: Jennifer Barlow

Judy Barnes

Treasurer: Debbie Jankowski

Nominating Committee:

John Coffey

Lea Ann McGaugh

Mary Hanson

Joan Emahiser

Robin Mosher

Norma Powers

Nancy Manninen

### **Publications Committee**

There will not be another issue before the conference, but a special flyer will be included in the conference registration packets to thank the vendors for their support.

### **Research Committee**

The committee had a draft of their final report ready before the MLA conference. The goal is to meet again in June to finalize the report and then write an article on it for MLA Bulletin.

### **Technology Committee**

No report.

### **Marketing Committee**

Pat Moreland has joined this committee. Lea Ann suggested that we put links on our Web pages to the pages of other health care professional organizations to which would be interested in marketing, with their permission, of course. Leslie Behm and Mike Simmons will be presenting a 1-hour condensation of their Basics of the World Wide Web for the Michigan Association of Health Care Quality in the coming weeks.

### **Group Reports**

ERHSLA: no report.

MACHIS: Judy Barnes presented on consumer health resources on the Web on April 18 at the Library of Michigan.

MDMLG: The MDMLG listserv will go up at the summer luncheon June 19th, and the Web page will be ready in the fall. These will be used to advertise MDMLG events and CE opportunities, and link to other associations pages, among other things. The Web class held April 17 was well-received and different from the one at the MHSLA conference.

M-MHSL: John Coffey reported that M-MHSL will be sponsoring a CE course on Evidence Based Medicine this Friday. It will be co-taught by Leslie, and will make use of the most up-to-date editions of the Cochrane database and the Best Evidence-Based Medicine database. This group recently examined whether they wanted to continue to exist; they voted to continue as a group.

NMHSLA: no report.

WMHSLA: This group sponsored a non-Medline pharmaceutical sources CE at Ferris State in May.

UPHSLA: Marquette General is working on a web page. UP Health Care now has a directory of all 350+ physicians in the UP.

### **Announcements:**

Debbie Adams invited Elaine Graham and Cara Wilhelm from the RML to attend the MHSLA conference.

Committee reports, etc. are due in to Diane O'Keefe by August 15 to be included in the conference packet. Reports not received will have to be copied by the reportee.

Debbie Adams reported on Merit's interpretation of the technology discounts available with federal funding, which is that non-profit hospitals are eligible because of the lack of association with schools, and the non-profit status. Libraries can prepare for this application process by putting together a technology plan. The components of a technology plan are listed on the Merit web site. Urban sites stand to save 40% under this program; rural sites can save much more. Joining MICTA (for \$75.00 per year) can also save phone line charges; this is separate from the federal funding discounts.

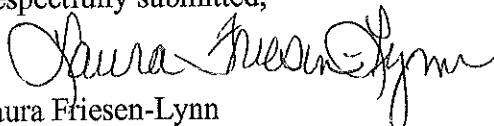
FirstSearch, which includes many databases, some full test, will be available to all Michigan libraries in the coming months. Contact MLC for full details.

Leslie reported some complaints passed on to her about scheduling of CE courses (the support staff workshop was the day after Mother's Day and the Evidence Based Medicine course was the same week as the board meeting. These scheduling problems could be addressed by maintaining a list of events on the MHSLA web page.

Joan Emahiser requested lists of committee members for inclusion in the conference packet.

There being no further business, Diane moved to adjourn the meeting at 12:12, Doris seconded, and the motion carried.

Respectfully submitted,

  
Laura Friesen-Lynn





Michigan Health Sciences Libraries Association

**EXECUTIVE BOARD MEETING  
WEDNESDAY, SEPTEMBER 10, 1997  
DEARBORN INN  
AGENDA**

**Affiliated Groups**

Eastern Regional Health  
Sciences Libraries  
Association

Metropolitan Detroit  
Medical Library Group

Michigan Association  
of Consumer Health  
Information Specialists

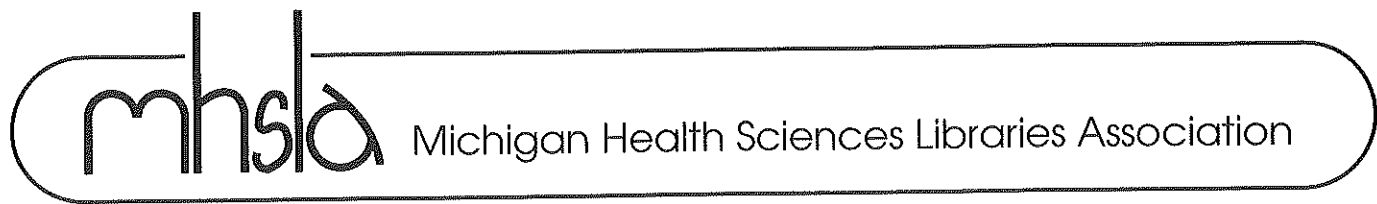
Mid-Michigan Health  
Sciences Libraries

Northern Michigan Health  
Sciences Libraries Group

Upper Peninsula Health  
Sciences Libraries  
Consortium

Western Michigan Health  
Sciences Libraries  
Association

1. Call to order
2. Minutes approval
3. Election results
4. Old business
5. New business
  - A. GMR report
6. Other discussion
7. Adjournment



**MHSLA**  
**EXECUTIVE BOARD MEETING**  
 September 10, 1997  
 Dearborn Inn

	<u>P</u>	<u>A</u>		
<b>Affiliated Groups</b>				
Eastern Regional Health Sciences Libraries Association	X		Deborah Adams,	President
Metropolitan Detroit Medical Library Group	X		Ken Nelson,	President Elect, Conference Planning, UPHSLA
Michigan Association of Consumer Health Information Specialists		X	Melba Moss,	Immediate Past President
Mid-Michigan Health Sciences Libraries	X		Laura Friesen-Lynn,	Secretary
Northern Michigan Health Sciences Libraries Group	X		Debbie Jankowski,	Treasurer
Upper Peninsula Health Sciences Libraries Consortium	X		Rosemary Whelan,	Archivist
	X		Lea Ann McGaugh,	Audit Committee
Western Michigan Health Sciences Libraries Association	X		Mary Hanson,	Bylaws Committee
	X		Betty Marshall,	Collection Development Committee & WMHSLA
	X		Jane Claytor,	Document Delivery Committee
	X		Stephanie John,	Education Committee
	X		Joan Emahiser,	Local Arrangements Co- chair
	X		Diane O'Keefe,	Local Arrangements Co- chair
	X		Diane Hummel,	MACHIS
	X		Mike Simmons,	Membership Committee
	X		Doris Blauet,	Nominating Committee
	X		Leslie Behm,	Publications, Marketing Committees
		X	Lynda Baker,	Research Committee
	X		Alexia Estabrook,	MDMLG
	X		John Coffey	M-MHSL
	X		Norma Powers,	NMHSLG
	X		Sandra Swanson,	Technology Committee
		X	Ellen Marks,	GMR Representative

Guests: Jennifer Barlow, Elaine Graham, Cara Wilhelm.

### **Call to Order**

The meeting was called to order by Deborah Adams at 7:10 p.m. She announce that official reports will be given at the annual business meeting on Thursday, but that this is an opportunity to finalize any business, and for officers and committee chairs to transfer information to their replacements.

### **Approval of Minutes**

Under Audit Committee, the third sentence should read "The point of the audit is to check the accuracy of the treasurer." Corrected copies of the minutes will be submitted to the Archivist.

### **Nominating Committee**

Doris Blauet reported that 120 ballots came back on time for this year's election. 5 additional ballots came back late, but were counted because they were postmarked on time. The results of the election are:

Diane Hummel: President Elect  
Jennifer Barlow: Secretary  
Deborah Jankowski: Treasurer  
John Coffey: Chair, Nominating Committee  
Lea Ann McGaugh: Member, Nominating Committee  
Mary Hanson: Member, Nominating Committee

### **Collection Development Committee**

Betty Marshall, chair of the Collection Development Committee, reported on her project to build a database of unique or nearly unique serial holdings among Michigan health sciences libraries. In a database of 2357 titles (for which the criterion for inclusion was: to be held by six or fewer institutions), 1207 (51%) were unique, and 1669 (70.9%) were held by one or two institutions. Henry Ford holds 733 titles (31.9%) in this database, which we all appreciate. This database has already been useful; when Marquette was making decisions on discarding titles, Ken notified Betty and she was able to let him know which titles were unique, and asked him to hold on to those. She is planning to keep this database updated, based on what appears in MISHULS.

Deborah Adams asked that this database be included in the MHSLA web page in the members-only section instead of distributing printed copies, and that it be sortable by title and/or institution. The institutions who do not have web access could get printed copies. There was discussion on how this information could be put to use.

### **Document Delivery Committee**

Jane Claytor reported that the Mercy hospital in Farmington Hills no longer has a library, but that they are still sending requests on Docline. Cara Wilhelm of the Greater Midwest Region said that participants in Docline agree to both lend and borrow, that this is the basis of Docline. It could be that the former library's holdings still exist in Serhold; that would explain how they are getting access. In order to stop receiving requests from the Farmington Hills Mercy hospital, institutions may ask to be removed from their routing cells.

**Conference Planning Committee**

Joan Emahiser reported that Judy Barnes had a death in her family, and had asked to have her conference fee reimbursed. Betty moved and Doris seconded to reimburse her for her fee. The motion carried.

**New Business**

Cara Wilhelm and Elaine Graham will officially present at the business meeting on Thursday, but passed out a GMR news sheet and said that new staff had been hired (finally!) at the GMR: Jean Sayers is the new Associate Director, Sheila Brown is the new Outreach Coordinator, and Charniel McDaniels is the new Resource Sharing Coordinator. The GMR is in its second year of a 5-year contract with NLM. They announced many grants which are available from the GMR. They also announced that Serhold information is now going to be put on the Web, and that consortiums of libraries will be able to locally update their own holdings. A membership directory will also be on the GMR Web site soon.

**Announcements**

Joan said that the special event on Thursday is casual. Norma Powers said that Craig Mulder (now at a college library in Traverse City) said to say hello to everyone.

There being no further business, Doris moved to adjourn the meeting at 7:50, Jane seconded, and the motion carried.

Respectfully submitted,

Laura Friesen-Lynn

**MHSLSA  
EXECUTIVE BOARD MEETING  
November 17, 1997  
10:00 a.m.**

**AGENDA**

**Affiliated Groups**

Eastern Regional Health  
Sciences Libraries  
Association

Metropolitan Detroit  
Medical Library Group

Michigan Association  
of Consumer Health  
Information Specialists

Mid-Michigan Health  
Sciences Libraries

Northern Michigan Health  
Sciences Libraries Group

Upper Peninsula Health  
Sciences Libraries  
Consortium

Western Michigan Health  
Sciences Libraries  
Association

- |                           |                        |
|---------------------------|------------------------|
| 1. Call to order          | Ken Nelson             |
| 2. Approval of Minutes    | Jennifer Barlow        |
| 3. Archivist's Report     | Rosemary Whelan        |
| 4. Treasurer's Report     | Debbie Jankowski       |
| 5. Committee Reports      |                        |
| Standing Committees       |                        |
| Audit                     | Lea Ann McGaugh        |
| Bylaws                    | Mary Hanson            |
| Collection Development    | Betty Marshall         |
| Conference Planning       | Mary Jo Wyels          |
| Education                 | Diane Hummel           |
| Local Arrangements        | Alexander Lyubechansky |
| Document Delivery         | Sandy Swanson          |
| Membership                | Bonnie Swegles         |
| Nominating                | Jane Claytor           |
| Publications              | Mike Simmons           |
| Research                  | John Coffey            |
| Technology                | Leslie Behm            |
| Ad Hoc Committee          | Leona Williams         |
| Marketing                 | Lea Ann McGaugh        |
|                           | Laura Friesen-Lynn     |
| 6. Regional Group Reports |                        |
| ERHSLA                    | Doris Blauet           |
| MDMLG                     | Alexia Estabrook       |
| MACHIS                    | Marge Kars             |
| M-MHSL                    | John Coffey            |
| NMHSLG                    | Norma Powers           |
| UPHSLC                    | Ken Nelson             |
| WMHSLA                    | Betty Marshall         |
| GMR Regional Council      | Ellen Marks            |
| 7. Old Business           |                        |
| 8. New Business           |                        |
| 9. Adjournment            | Ken Nelson             |



Michigan Health Sciences Libraries Association

MHSLSA  
 EXECUTIVE BOARD MEETING  
 November 17, 1997  
 Northern Michigan Hospital

Affiliated Groups	<u>P</u>	<u>A</u>		
Eastern Regional Health Sciences Libraries Association	X		Ken Nelson	President; UPHSLC
Metropolitan Detroit Medical Library Group	X		Diane Hummel	President Elect; Conference Planning
Michigan Association of Consumer Health Information Specialists		X	Deborah Adams	Immediate Past President
Mid-Michigan Health Sciences Libraries	X		Jennifer Barlow	Secretary
Northern Michigan Health Sciences Libraries Group		X	Rosemary Whelan	Archivist
Upper Peninsula Health Sciences Libraries Consortium		X	Debbie Jankowski	Treasurer
Western Michigan Health Sciences Libraries Association	X		Lea Ann McGaugh	Audit Committee; Research Committee
	X		Mary Hanson	Bylaws Committee
	X		Betty Marshall	Collection Development Committee; WMHSLA
	X		Mary Jo Wyels	Collection Development Committee
		X	Jane Claytor	Document Delivery Committee
	X		Alexander Lyubechansky	Education Committee
	X		Sandy Swanson	Education Committee
		X	Bonnie Swegles	Local Arrangements Committee
		X	Mike Simmons	Membership Committee
	X		John Coffey	Nominating Committee; M-MHSL
	X		Leslie Behm	Publications Committee; Marketing Committee
	X		Leona Williams	Research Committee
		X	Laura Friesen-Lynn	Technology Committee
	X		Doris Blauet	ERHSLA
	X		Joan Emahiser	MDMLG
		X	Marge Kars	MACHIS
	X		Norma Powers	NMHSLG
		X	Stephanie John	GMR Regional Council

### Call to Order

Ken Nelson called the meeting to order at 10:02 a.m.

### Approval of Minutes

Minutes of the September 10 Board meeting were approved as distributed.

### Archivist's Report

Rosemary Whelan sent the following report: she received and serviced two requests for items from the Archives.

### Treasurer's Report

Debbie Jankowski sent an overview of MHSLA finances covering the period 6/5/97 - 10/7/97. The report was distributed and reviewed. Our bank balance as of 10/7/97 was \$44,969.63. Joan Emahiser pointed out that some invoices from the 1997 conference are still outstanding.

### Audit Committee

No report at this time.

### Bylaws Committee

Mary Hanson received no questions concerning the bylaws. Bylaws will soon be going up on the MHSLA web site.

### Collection Development Committee

Betty Marshall is waiting for the 1998 edition of MISHULS. When it's received, she will create a list of unique titles and will pass this to Mike Simmons to be mounted on our web site. Ken Nelson wondered if there might be a wider interest in our data; Betty has met with the GMR and they are indeed interested. They would like to see this sort of data collection done region-wide. Her contact at GMR has been Cara Wilhelm.

Norma Powers asked about the objective of this project. Betty explained it was initially undertaken because of concern about library closings, as a way to find appropriate homes for orphaned collections. The project expanded to become a way we can locate titles to borrow from each other.

There was discussion about using the data to identify specific titles which are regularly requested for loan. Our libraries should consider adding subscriptions to such titles. Leslie Behm reminded the Board that such a study was done by Lea Ann McGaugh in 1989. At that time, there were no titles which stood out as being widely requested; the needs of our member institutions showed little congruency. It might be worth repeating the study as so much time has passed. GMR would definitely be interested in such a project if we undertook it.

### Conference Planning Committee

Joan Emahiser distributed a detailed report on the 1997 conference. Overall, there was a net loss of \$4500. Local Arrangements actually made a profit, but Education lost money. Speakers' travel costs were higher than they should have been, amounting to over \$2000. We need to investigate whether this was due to last minute reservations or first class travel. Our speakers should not be flying first class.

Joan said the Local Arrangements Committee have kept good records of the conference planning process which will be useful for future committees. She expressed regret over the net loss; the Board assured her not to worry, it was a great conference and we will learn from what went wrong as well as what went right. It was exciting to bring in other groups and non-members.

There was discussion of why some members didn't come to the conference. A survey will be going out with the membership renewal forms asking this question. It will also ask what members would like to see at future conferences. Survey results will be in by the end of December.

1998 conference planning was reported by Doris Blauet. The conference will take place at the Thomas Edison Inn in Port Huron on September 16-18. A contract has been signed with the Inn. This will be our 25<sup>th</sup> annual conference and the theme chosen is "Inventing your future: cutting a path to the 21<sup>st</sup> century." It will be a "dress-down" conference, no work clothes. Activities planned include a pool party, an anniversary party for MHSLA, a barbeque event with line dancing, shopping, massages and a trolley ride. Room prices at the Inn are a very reasonable \$89/99.

### Education Committee

Members of this committee have not yet met, but they have had some preliminary discussions via e-mail. They will endeavor to keep speaker travel costs down. There was general discussion of speaker cost vs. value. Alexander Lyubechansky mentioned a Dr. Buchman (sp?) from Toronto who is an engaging lecturer and would not have to travel far.

### Document Delivery Committee

Jane Claytor sent word that the MISHULS orders had gone out. She is having fewer copies printed this time.

### Membership Committee

Leslie Behm reported for Mike Simmons. Membership renewals are going out this week. The mailing includes the member survey on conference attendance. Also, the membership directory for 1997 has finally been completed; it lists members by name only. Leslie asked if the Board wanted this mailed out now, or if we want to wait until May 1998 for a full directory which lists institutions as well. Consensus was that it would be valuable to have the 1997 directory mailed out now. Leslie can add



committee rosters to this interim directory, but only if committee chairs get their member lists to her by the end of the week.

### Nominating Committee

John Coffey reported no action to date; they will start recruiting after the holidays. He urged us to think of names to suggest for Treasurer and President Elect.

### Publications Committee

Leslie Behm said she would be working on the newsletter over the Thanksgiving break and plans to send it out in December. Mike Simmons has put 1998 conference information up on our web site. The listing of unique journal holdings and the MHSLA by-laws will also be going up on the site. Plans to mount a searchable membership database on the web have been delayed (new equipment is needed).

Leslie asked the Board if we need or want to archive the messages which have been posted on our listserv. It was decided that Leslie will save the listserv messages to disk and submit them to the Archivist. We do not see a need to load the old messages onto the web site.

Ken Nelson asked how many members still don't have Internet access, and wondered what we can do to encourage them to get online. Leslie checked her membership records: of 156 members, 112 provided an e-mail address.

### Research Committee

Leona Williams reported that the committee was inactive through the summer. They are now working on compiling the results of their survey on climate changes in *hospital* librarianship. It should be ready to submit for publication by the end of December. Copies of the 20-page report will be sent to all respondents. The Board requested that the report also be mounted on our web site in the members-only area.

Leona asked if any old files on the Research Committee's work were extant (they aren't). She mentioned that the Committee is looking for new members, and inquired about their budget (they need to prepare one and submit it to the Board; this is an appropriate time of year to do so). Leona also asked for suggestions for new research activities. Ken Nelson has proposed a study benchmarking library processes, such as reference assistance, cataloging, searching or document delivery. Interest was expressed in such a study. Norma Powers stated that she has done two benchmarking studies, on searching and document delivery. The data were useful and impressed her administrators.

### Technology Committee

Ken Nelson read a report from Laura Friesen-Lynn. The Technology Committee has not met but has been holding discussions via e-mail. They have come up with a concept for an electronic journal club which would involve an archivable listserv and a moderator. Topics would be discussed for two weeks and then the discussions would be archived. CE credits could be issued for participation. MSU would need to install a

new NT server to make this possible. Leslie Behm informed us that the new NT server has been delayed for quite a while and may not be arriving any time soon. She suggested looking into AOL's Instant Messenger software as another way to run the journal club.

The Technology Committee has drafted a letter to the Michigan Library Consortium inquiring if MHSLA can apply for USF telecommunications discounts as a consortium, with MLC as the Internet provider. The committee has also been looking at the new statewide journal holdings database, SPAN, to examine its usefulness as a possible replacement for MISHULS.

A brief discussion of the USF followed; there is general uncertainty about how, or whether, the discounts will affect our libraries. Sandy Swanson has been following this issue. She thinks the USF would be of most benefit if you are planning a project for library services which involves a substantial outlay for telecommunications hardware (e.g. routers).

### Marketing Committee

Leslie Behm moved that this committee be disbanded. Its major functions can be handled by the Publications Committee. Members have not had time to visit other conferences to recruit for MHSLA, as was originally intended. The motion to disband was approved.

### Regional Group Reports

ERHSLA - Members have been busy planning the 1998 conference.

MDMLG - Two meetings have been held: one with Canadian librarians in September, another with MLC to discuss SPAN. Hospital library members were concerned about their holdings showing up in SPAN, resulting in a flood of ILL requests from schools and public libraries. A solution was devised: the library's symbol will appear with their holdings, but library names will be removed. Any library wishing their name removed from SPAN should contact Aaron Smith at MLC.

MDMLG's Education Committee will offer two PubMed training sessions in March, and a CE class in April on advanced HTML and Java scripting.

MACHIS - They are talking about holding an event in April.

M-MHSL - Leslie will be teaching a half-day class on Internet Grateful Med. She is now the coordinator for health science libraries at MSU (the job formerly held by Craig Mulder). She is also outreach librarian for the GMR. Mike Simmons has obtained a health sciences library position at last! He is working Science Reference at the MSU main library. John Coffey is working half time at the clinical center and half at the main library. M-MHSL members are planning a holiday excursion: dinner theater at Turkeyville.

NMHSLG - Sue Warren has left her position at Mercy in Grayling, a new person is taking over. Mercy Hospitals have been negotiating with Munson regarding shared services. At this point NMHSLG is just Alexander Lyubechansky and Norma Powers. Norma has been busy at Munson getting a new OPAC up. Alexander faces JCAHO this week; he will post a message to the listserv letting us know how it goes.

UPHSLC - They are looking into ways to connect libraries to small hospitals in rural areas of the U.P. Joan Emahiser suggested they contact Nancy Bulgarelli at William Beaumont; she has done some work in this regard.

WMHSLA - Committee assignments have been made for 1999 conference planning. Sandy Swanson is working on setting up CE classes on PubMed and PDQ.

GMR - We still need a representative to the GMR who can keep us informed of what's going on in the NN/LM. We are not sure who our representative is at this point. Betty Marshall volunteered to take this on.

### Old Business

Sandy Swanson reported on planning for the 1999 fall conference. This will be a joint venture with the Midwest Chapter MLA. Sandy has persuaded MC/MLA to hold the conference Wednesday through Saturday, rather than Saturday through Tuesday as they normally do. The conference theme is still under discussion; MC/MLA will be 50 years old in 1999 so there are some possibilities there. Contract with the Amway Grand Hotel has been signed and meeting rooms reserved. The conference bank account is in MHSLA's name. Sandy recommended setting up an Education Committee now for 1999; Joan Emahiser told us that some current members are willing to stay on to offer continuity.

MC/MLA conference sessions don't offer CE credit but our sessions normally do. The Board discussed the difficulties in arranging for CE credits for the concurrent sessions, the main problem being the length of the sessions planned at this joint conference. It was decided not to try for CE for the Thursday and Friday sessions.

Sandy has some questions regarding the conference's financial arrangements. There will be duplicate expenses with two groups meeting together, and separate funds and documentation will be needed. Also, MC/MLA offers a \$1000 grant toward the cost of a speaker; Sandy wondered if MHSLA could offer some financial support toward general conference expenses, to help keep fees down. A motion was made and approved that MHSLA provide \$1000 in unrestricted funds for the 1999 conference.

### New Business

The next Board meetings will be held at the Michigan Athletic Center on January 20, March 17, and May 19, 1998.

Sandy Swanson attended the Michigan Rural Health Association conference in Gaylord last month. This new association is still finding its direction; a main goal is to keep rural health practitioners abreast of legislation and other developments affecting them. Institutional memberships are available for \$100 and allow four personal members to participate in meetings and conferences. After discussion, it was moved that MHSLA become an institutional member of the MRHA. The motion carried. Ken Nelson and Leslie Behm will be two of our representatives to MRHA, the other two to be determined. Leslie will place an item in the newsletter inviting interested parties to participate.

Sandy distributed some statistics on use of Access Michigan databases. Medical libraries received 1300 free searches through this statewide project (a small fraction of the total). Sandy is on the Access Michigan Steering Committee, feel free to contact her with questions or concerns.

Norma Powers asked what our plans are for support staff education this year. FirstSearch and QuickDoc were mentioned as possible topics.

There being no further business, the meeting adjourned at 1:25 p.m.

Respectfully submitted,

Jennifer Barlow  
MHSLA Secretary

**MEDICAL LIBRARY COMMUNICATION**

**November 14, 1997**

**TO: Ken Nelson**  
**FROM: Janice Heather**  
**SUBJECT: MHSLA Representation**

**Dear Ken,**

**Since it is not possible for me to attend MHSLA meetings as a representative from the Upper Peninsula section of the organization, this communication will serve to give you the right to represent me on all matters that take place at such meetings and to vote in my place.**

**Janice Heather, Hospital Librarian  
Keweenaw Medical Center**


Signed Janice Heather  
Date November 19, 1997

**MHSLA Treasurer's Report**  
6/5/97 Through 10/7/97

Category	6/5/97- 10/7/97
<b>Inc/Exp</b>	
Income	
Conference	13,960.00
Dues	700.00
Exhibitors	1,620.00
Interest	310.59
MACHIS	211.00
MISHULS	295.00
Income - Other	5.00
	<hr/>
Total Income	17,101.59
Expenses	
Debit Conf.	6,207.14
Debit Luncheon	357.89
Debit Misc.	9.00
Newsletter	58.94
REIMBURSEMENT	400.70
STATIONERY	212.00
Workshop	-313.09
	<hr/>
Total Expenses	6,932.58
	<hr/>
<b>Total Inc/Exp</b>	<b>10,169.01</b>

Beginning Balance	34,800.62
Total Income/Expenses	10,169.01
Ending Balance	44,969.63

Respectively submitted,

  
Debbie Jankowski  
MHSLA Treasurer

**MHSLA Conference Planning Committee**  
**1997/18**  
**Goals**  
**Monday November 17, 1997**  
**Northern Michigan Hospital Health Sciences Library**

To conduct a successfully state educational conference in Port Huron September 1998

- Sign a contract for a site
- Select a key note speaker
- Arrange program content options
  - CE courses
  - Presented Papers
  - Posters
  - Vendor exhibits
  - Panel presentations
- Plan a special event
- Coordinate publicity
- Follow-up program evaluation

***MHSLA***  
**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**  
**LOCAL ARRANGEMENTS COMMITTEE-1997**  
**FINAL REPORT**

**ROSTER :**

Joan Emahiser, Co-Chair Hospitality/Special Event & Publicity	William Beaumont Hospital-Royal Oak
Diane O'Keefe, Co-Chair Hospitality/Special Event & Publicity	Henry Ford/Wyandotte Hospital
Doris Blauet Audio-Visuals	Genesys Regional Medical Center
Doreen Bradley Post-Conference Evaluation & Registration	U of Michigan/Taubman Medical Library
Alexia Estabrook Mailing	Providence Hospital
Christopher Hunt Room Share Clearing House & Gophering	Garden City Hospital
Ellen O'Donnell Printing & Registration	St. John Hospital & Medical Center
Diane Piskorowski Exhibits/Vendors	Botsford General Hospital
Sue Skoglund Accommodations	Riverside Hospital
Peggy Zorn Printing	Parke-Davis

**GOALS & OBJECTIVES :**

1. Visit and evaluate local area hotels for the annual conference. Select a facility which will meet the conference needs.
2. Select conference dates in September or October of 1997. Check the dates so they do not conflict with the MC/MLA fall conference.
3. Make arrangements with the hotel for guest rooms, meeting rooms, audio-visuals, phone connections and food for breaks/breakfasts/lunches/dinners.



4. Select and make arrangements for the special event.
5. Estimate the expenses related to the facility and related costs of the conference. Include meeting rooms, food service, audio-visuals, phone lines, printing, mailing, door prizes (?) and conference bags.
6. Propose a registration fee which will recover the costs of the conference, both Local Arrangements and Education Committee expenses.
7. Have regular meetings with the Local Arrangements Committee.
8. Communicate with the Education Committee on a regular basis to ensure the instructors needs are met.
9. Meet with the President-Elect and the Chair of the Education Committee prior to every MHS LA Board meeting.

#### **TIMETABLE**

See attachment labeled (A)

#### **MEETINGS**

The Local Arrangements Committee met :

June 19, 1996	June 24, 1997
October 10, 1996	August 19, 1997
January 21, 1997	September 8, 1997
March 3, 1997	October 15, 1997
May 15, 1997	

Meeting announcements were mailed out 2-3 weeks prior to the scheduled date. Agendas were distributed. Minutes were kept and distributed at the following meeting, with the exception of the September 8th packet stuffing meeting.

#### **SUBCOMMITTEE SUMMARIES**

#### **ACCOMMODATIONS**

Meeting Rooms : \$3,000.00

Wednesday	full day	2 room(s)	CE courses	\$ 500.00
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Thursday	full day	1	Vendors & Breakfast	\$1,500.00
Thursday	morning	1	Business Meeting	\$ 500.00
Thursday	afternoon	2	Concurrent Sessions	\$ ---
Friday	full day	2	Concurrent Sessions	\$ 500.00

Food Service : \$6,527.35

Wednesday	Pre-Mtg	42 people	2.95/person (123.90)	\$ N/C
	AM-Break	42	4.75/	\$ 199.50
	Lunch	42 people	16.95/person	\$ 711.90
	PM-Break	42	5.75/	\$ 241.50
			Food & Beverage Service Charge	\$ 207.52
	Bd Dinner	25	24.50/	\$ 612.50
			Food & Beverage Service Charge	\$ 110.25
Thursday	Breakfast	90	9.95/	\$ 877.50
	Box Lunch	29	14.95/(pd-attendee)	\$ 433.55
	PM-Break	90	5.75/	\$ 517.50
			Food & Beverage Service Charge	\$ 329.14
Friday	Pre-Mtg	66	2.95/	\$ 194.70
	AM-Break	66	4.75/	\$ 313.50
	Luncheon	60	17.50/	\$1,050.00
	PM-Break	66	5.75/	\$ 379.50
			Food & Beverage Service Charge	\$ 348.79

Audio-Visuals :

Arrangements were made for the following types of audio-visual equipment :

Lavaliere microphone	Outside phone lines
Overhead projector	VCR
Flipchart	LCD Panel
Screen (8x8 & 10x10)	Hi-intensity overhead projector

For cost break-down on each piece of equipment, see the Audio-Visual section of this report.

Guest Rooms :

No data was available on the number of guest rooms booked for the 1992 conference in Plymouth. An approximation of 25 rooms for Tuesday, Wednesday, Thursday, with a small contingent expected to stay on Friday. The hotel did not block enough rooms for Tuesday night, whereas some attendees were booked into another Marriott Hotel nearby.

The actual number guest rooms booked were :

Tuesday	14
Wednesday	37
Thursday	37
Friday	4

Guest rooms for the President and President -Elect are provided by MHSLA. If the hotel provides one or more free rooms due to the number of bookings, these will be used for the two officers. Otherwise the rooms are added to the MHSLA hotel bill.

Guest rooms for the President, President-Elect, and the number of rooms needed for speakers should be booked to the specific person/position at the time the contract is signed. This is to ensure that these people will have a room at the conference site.

Room charges for speakers/instructors are itemized on the Education Committee's budget.

Dearborn Inn Room Rates :

\$109.00 per night.
\$139.00 per night /Concierge Level.
6% sales tax
8% occupancy tax
Deadline was August 20, 1997

## AUDIO-VISUALS

Wednesday

8x8 Screen	\$ 30.00
Lavaliere Microphone (2)	\$ 0.00
Overhead Projector	\$ 35.00
Flipchart & Markers	\$ 20.00
A-V Service Charge	\$ 15.30

Thursday

8x8 Screen (4)	\$ 90.00	(1 screen n/c)
Lavaliere Microphone (3)	\$ 0.00	
Overhead Projector (2)	\$ 35.00	(1 projector n/c)
Outside Phone Line (4)	\$300.00	(75.00/line + tax)**vendors** vendors billed individually not included in A-V total
A-V Service Charge	\$ 76.50	

Friday

8x8 Screen (2)	\$ 60.00	
Lavaliere Microphone (2)	\$ 0.00	
Overhead Projector	\$ 35.00	
VCR & Monitor	\$165.00	
10x10 Screen	\$ 45.00	**OVID**
Hi-Intensity Overhead Projector	\$ 75.00	**OVID**
LCD Panel	\$125.00	**OVID**
Lavaliere Microphone	\$ 30.00	**OVID**
A-V Service Charge	\$ 96.30	

Total Charges \$ 933.10

### EXHIBITS/VENDORS

The Exhibitor/Vendor fees were increased for this year's conference. The reasoning behind the decision is due to several factors, fees have not been increased for approximately 10 years, the costs for running a conference has increased, and the association has lost money on the conference over the past few years.

The new fee structure is as follows :

Booth	\$120.00
Send Materials Only	\$ 60.00
Sponsor a Break	\$200.00
Co-Sponsor Lunch/Dinner	\$300.00
Sponsor Lunch/Dinner	\$600.00

An added feature to entice vendors was to link their web site to MHSLA's web site. Once a check had been received from the vendor, the link was created. For those vendors sponsoring a break or lunch/dinner, a sign was printed with the company's name and placed on an easel by the food.

A total of 31 vendors were contacted about the conference. Fifteen vendors attended the conference. Fourteen booths were paid for, one was free as a result of a drawing at the 1996 conference. A total of \$2,980.00 was received.

A note should be added to the vendor letters stating that the company is responsible for their phone line charges. This year's phone connections were \$75.00 per line plus tax.

## HOSPITALITY/SPECIAL EVENT

The Hospitality Desk was set-up with the Registration Desk. The Hospitality/Registration table was manned each day of the conference at various times as well as Tuesday night. Each of the scholarship recipients spent a block of time at the desk. Various local attraction brochures, the special event car pool sign-up sheet, extra post-conference evaluation forms and etc. were located at this table.

The Special Event was held at Greenfield Village in Dearborn. The event included entrance into the village, a carriage ride around the village, cheese & cracker appetizers, cash bar with one free drink, a five course dinner by candle light and entertainment. 58 people attended the event. The total cost was \$1,274.75.

## MAILING

Several groups of membership lists were used this year in an attempt to pull in more participants. Labels were obtained from Michigan Chapter of SLA, MDMLG, MHSLA, the Northwestern Ohio Health Sciences Libraries group, and prospective exhibitors/vendors.

### Mailing labels

Avery Ink Jet Labels (8160)  
30 per sheet / 25 sheets per box  
1 box  
\$9.00/Providence Hospital paid

### Envelopes

9x12 / 100 count / box  
3 boxes  
\$31.77

### Publicity Flyer :

Mailed April 8, 1997  
250 postcard size flyers  
.20 cents per card postage  
\$50.00/Parke-Davis paid for the postage

### Pre-Registration Packets :

Packet included:  
Preliminary conference brochure  
Conference registration form  
Special Event flyer  
Hotel registration form  
Hotel map & directions  
Price reduction flyer

Member Registration :

Mailed July 1, 1997  
211 packets.  
.55 cents per packet  
\$116.05/paid by Providence Hospital

Instructor Registration :

Mailed July 1, 1997  
10 packets  
.78 cents per packet  
\$7.80/paid by Providence Hospital

Exhibitor/Vendor Mailings : \$39.32

Initial letter mailed January 1997.

31 letters  
.32 cents per letter  
\$9.92

Second letter mailed May 1997.

30 letters  
.32 cents per letter  
\$9.60

Registration packets mailed July 1, 1997

15 packets  
1.00 per packet  
\$15.00

Vendor room diagram/map mailed August 15, 1997

15 letters  
.32 cents per letter  
\$4.80

Exhibitor/Vendor mailings paid for by Botsford General Hospital

## POST-CONFERENCE EVALUATION

The Post-Conference evaluations were included in the Registration Packet. Copies were also available at the Hospitality/Registration Desk. Attendees had the choice of handing in the forms at the conference or mailing them to Doreen Bradley.

150 evaluation forms were copied.

.10 cents per copy  
\$15.00

Photocopy costs were paid for my the University of Michigan/Taubman Medical Library.

42 evaluation forms were returned. See attachment B 1-3 for details.

## **PRINTING, PHOTOCOPYING and SUPPLIES**

### Publicity Flyer/Kinkos

300 postcard flyers  
\$92.22

### Pre-Registration Packet/American Speedy

250 preliminary programs  
250 conference registration forms  
250 hotel maps  
\$335.48

250 hotel registration forms

Photocopied at .10 cents per page  
\$25.00

Paid for by Botsford General Hospital

250 special event flyers

Color printed at .10 cents per page  
\$25.00

Paid for by Henry Ford/Wyandotte Hospital

250 price reduction flyer

Color printed at .10 cents per page  
\$25.00

Paid for by Henry Ford/Wyandotte Hospital

### Conference/Registration Packets/American Speedy Printing Centers

150 conference programs  
\$133.95

150 conference attendees list

Photocopied at .10 cents per page  
\$15.00

Paid for by St. John Hospital & Medical Center

125 copies of the following reports :

Agenda

Business Meeting Minutes from 1996

Treasurer's Report

Executive Board Decisions

Archives

Audit Committee

Bylaws Committee

Collection Development Committee

Document Delivery Committee

Education Committee

MACHIS

Nominating Committee

Publications Committee

Technology Committee  
Ad Hoc Marketing Committee

Missing Reports for :

Local Arrangements

Membership

Research

Voting Procedure

15 reports photocopied

125 copies at .10 cents per copy

\$187.50 paid for by Henry Ford/Wyandotte Hospital

150 Greenfield Village maps/directions

Photocopied at .10 per page

\$15.00 paid for by Henry Ford/Wyandotte Hospital

150 voting paddles (institutional & member) were printed from a laser printer. Enough were made for the 1997 and 1998 conferences. The only cost was for the heavier paper stock.

2 reams of paper at 6.99/each

\$14.82

Conference Ribbons :

There were left over ribbons from the previous conference. Some more ribbons needed to be printed for this conference. Enough were printed for the 1997 and 1998 conferences. Ribbons included :

Officer

Committee Chair

Representative

Speaker

Exhibitor

Local Arrangements

Education

\$72.70

Conference Tote Bags

No one exhibitor/vendor wanted to sponsor the purchasing and printing of the conference tote bags this year.

The logo was printed in the center of the bag, a computer terminal with a light bulb in the middle of the monitor. The conference theme was "Information, Innovation, Illumination" was printed above the computer. "Hosted by the Metropolitan Detroit Medical Library Group" was printed in small letters below the computer. "MHLSA" was in the lower left corner and "Dearborn Inn, Dearborn, Michigan September 10-12, 1997" was in the lower right corner.

150 tote bags were ordered.

\$1,074.21



#### Conference Folders

The folders which held all of the registration and conference materials were donated by Henry Ford Health Systems. Cost is estimated at .50 cents per folder.

150 folders

\$75.00

#### Name Badge Holders

Clip style conference/meeting name badges and holders were purchased. Printing was completed on a laser printer.

150 name badges/holders were purchased (3 boxes of 50).

\$74.70

#### Envelopes (6 x9)

Registrant specific items such as a copy of the registration form, tickets, name tags, ribbon(s) and voting paddles were enclosed in the envelope. Each envelope had the attendee's name, institution and position (ie. officer, speaker, vendor) printed on a label on the outside.

150 envelopes were donated by St. John Hospital & Medical Center at .12 cents each.

\$18.00

### **PUBLICITY**

Two articles were written for the MHSLA and MDMLG newsletters. An abbreviated version of one article was published in the Northwestern Ohio Health Sciences association newsletter.

Publicity flyers were mailed to special and medical librarians from Michigan, Ohio and Canada. The SLA members contacted the person in charge of registration to receive a pre-registration packet. There were several SLA members in attendance at the conference.

The MHSLA web page provided another means of communicating information about the conference and hotel to the membership. Links to participating exhibitor/vendor web sites were included on the page as well.

A flyer was included with the registration information stating that there would be a drawing for one inclusive registration fee for the 1998 conference in Port Huron. Vicki Smith from the VAMC-Ann Arbor won the drawing.

### **REGISTRATION**

The registration fees for this year's conference were increased to help cover the actual expenses. Following is a breakdown of the registration fees :

\$250.00	Inclusive Registration	Includes : Wednesday CE, Thursday & Friday meetings & workshops, Wednesday lunch, Thursday breakfast, Special Event, Friday lunch. MHSLA members only can register for the Inclusive.
\$175.00	2-Day/Member	Includes : Thursday & Friday meetings & workshops and Special Event.
\$200.00	2-Day/Non-Member	
\$ 75.00	Thursday/Member	Includes : Thursday meeting & workshops only. Excludes the Special Event.
\$100.00	Thursday/Non-Member	
\$100.00	Friday/Member	Includes : Friday workshops and lunch.
\$125.00	Friday/Non-Member	
\$125.00	C.E./Member	Includes : Wednesday C.E. course and lunch.
\$150.00	C.E./Non-Member	
\$ 20.00	MACHIS	Box lunch paid by attendee at the time of registration for the luncheon meeting.
\$ 50.00	Special Event	Extra tickets could be purchased at the time of registration to attend the Special Event.

Each lunch/dinner provided for the attendees included a choice of meat or vegetarian entree.

Pre-registration packets were mailed out the first of July.  
The early registration deadline was set for August 15, 1997.  
Late registration fee was set at \$25.00.  
Refund deadline was set for September 3, 1997.

Total Registrants:	75	Paid
	3	Scholarships
	1	Cancellation & refund issued
	15	Vendors
	13	Instructors

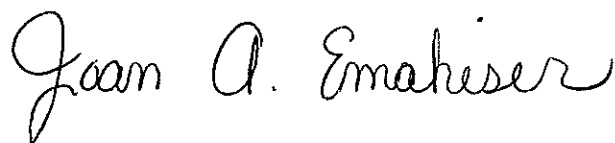
Types of Registration :	34	Inclusive (3 days)
	20	2-Day
	6	C.E. course only
	12	Thursday only
	8	Friday only

Class/Event :

22	Information Management
17	Assertiveness Training
67	Business Meeting/Keynote
24	MACHIS luncheon & meeting
37	Internet Policies
25	Leadership Academy
61	Special Event
40	Digital Journals
21	Computer Basics
48	Ovid Lunch & Learn
23	MHA Aggregate Data
27	Knowledge Management

Total Proceeds from Registration :           \$14,665.00

Respectfully Submitted,



Joan A. Emahiser  
Co-Chair  
1997 Local Arrangements Committee

**MHSLA**  
**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**  
**LOCAL ARRANGEMENTS COMMITTEE - 1997**  
**FINANCIAL SUMMARY**

ITEM/ ACTIVITY	MHSLA FUNDS	INSTITUTIONAL DONATION	TOTAL EXPENSES	INCOME
Accommodations				
Meeting Rooms	3,000.00		3,000.00	
Food Service	6,527.35		6,527.35	
Audio-Visuals	933.10		933.10	
Exhibitors/Vendors				2,980.00
Hospitality/ Special Event	1,274.75		1,274.75	
Mailing	31.77	222.17	253.94	
Post-Conference Evaluation		15.00	15.00	
Printing, Photocopying and Supplies	576.47	292.50	868.97	
Ribbons	72.70		72.70	
Tote Bags	1,074.21		1,074.21	
Folders		75.00	75.00	
Name Badges	74.70		74.70	
Envelopes		18.00	18.00	
Publicity	00.00		00.00	
Registration				14,665.00
	13,565.05	622.67	14,183.72	17,645.00
			(+3,461.28 total)	
			(+4,079.95 actual)	

\*\*Education Committee expenses are not included

***MHSLA***  
**MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION**  
**CONFERENCE FINANCIAL SUMMARY**  
**NOVEMBER 14, 1997**

SPEAKER EXPENSES	6,923.69	
GUEST ROOM & SCHOLARSHIP EXPENSES	1,702.65	
LOCAL ARRANGEMENTS EXPENSES (actual)	13,565.05	
REGISTRATION INCOME		14,665.00
VENDOR INCOME		2,980.00
TOTALS	22,191.39	17,645.00
NET LOSS		-4,546.39

MHSLA 1997 EDUCATIONAL CONFERENCE  
 LOCAL ARRANGEMENTS COMMITTEE  
 CALENDAR OF EVENTS

SUBCOMMITTEE	1997																		
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	
Local Arrg. Comm	mtg 6/19				mtg			mtg			mtg			mtg			mtg		final rep.
Accommodations				resv hotel	mhsla board														final rep.
Audio-Visuals								inv equip						conf equip			onsite mgt.		final rep.
Exhibits/Vendors				list of poten. exhib	1st letters - mail		2nd letters & hotel broch.						layout exhibits & assign space				onsite mgt.		final rep.
Hospitality Special Event & Transportation				plan & arran spec event	plan & arran spec event	plan & arran spec event	plan & arran spec event						arg for transp				mgt spec event & reg desk		final rep.
Mailing					updt mail list					mail publ filer			mail pre- regis forms						final rep.
Post Conference Evaluation										design form				prt form			distr & coll	analyz	final rep.
Printing									prt pub filer			plan signs- order ribbons						prt final prog. & signs	final rep.
Publicity				annou mcm/g mtg	idea gener- get on calend		design pub filer		design pre- regis form	news releases			design final prog.				arg photogr apher		final rep.
Registration					ar/ge p/ct or folder									rec pre- regis forms		stuff regis p/cts	stuff regis desk		final rep.

(7)

B-1

### Michigan Health Sciences Libraries Association 1997 CONFERENCE EVALUATION

Please return to an MHSLA instructor, staff member or at the hospitality desk.

1. Please indicate your **professional status**:

- Librarian 39
- Support staff 1
- Library student 2
- Other: \_\_\_\_\_

2. Please indicate your organizational **affiliation**:

- hospital 34
- academic medical library 4
- Other: \_\_\_\_\_ 4 technical, GMR, gov't, student

3. Please indicate the **distance** you traveled to this meeting:

- 1 to 75 miles 22
- 76 to 200 miles 15
- 201 or more miles 4

4. Please tell us your MHSLA **local group** affiliation:

- ERHSLA 6
- M-MHSLA 4
- NMHSLG 0
- WMSHLA 4
- MDMLG 21
- Other 2 (1 from SLA)

5. What was your **overall** impression of this year's conference?

- Excellent 32
- Fair 1
- Good 7
- Poor 0

6. How well did the programming meet your **expectations**?

- Excellent 22
- Fair 2
- Good 15
- Poor 0

7. What was the **highli ght** of the meeting for you?

networking/colleagues-4  
 nternet security-2  
 Dr. Mika-1  
 MHA Info-2  
 Membership meeting-1  
 GMR Contacts-1  
 exceeded expectations

Paul Groll-2 . 1  
 Assertive class-2  
 Dearborn Inn-1  
 Special Event-8  
 Computer class-1  
 Everything was excellent  
 good selection of CE courses (relevant)

8. Please **rate** the individual sessions:

SESSION	EXCELLENT	GOOD	FAIR	POOR
CE: Assertiveness	8	1		
CE: JCAHO Standards	6	9		
Keynote	6	15	8	
MACHIS meeting	9	4	2	
Internet Workshop	17	4		
Leadership Academy	5	4	1	
Digital Journals Panel	15	7	1	
Computer Basics	10			
MHA Aggregate Data	4	7	1	
Knowledge Mgmt	3	6	1	

We find that the comments you make are of most help in improving MHSLA offerings.  
**Please make specific comments on sessions, instructors, handouts, or logistics:**

B-2

Digital Jouranls great  
JCAHO-informative but dry, needs more discussion-3  
MACHIS-excellent

Great hotel staff  
Randy Bauer very good  
Very pleased with Friday

Internet workshop outstanding, security part expecially good

Keynote-heard before, downer, could not hear-4

Leadership Academy did not address leadership, dull-2

How to work for a jerk

Get speakers from outside local library community for keynote-professors are boring, maybe somone from government or public health

Make speakers keep to time limits, specifically GMR representative

Maybe we need a GMR update session

We need more time for discussion at business meetings because we don't take time to recognize people who work all year on meeting and association

Plain lectures w/overheads are not good enough anymore-need to be interactive with role playings or team activities

Great job to education and conference planning committees!

Got a great deal out of most education sessions

Knowledge management-a good topic and thought provoking but not enough time

Should be more explanation or programs/projects during committee reports at business meeting, i.e. Access Michigan.

9. Did you miss not having a poster session?  No  Maybe a little  Yes  
If yes, why? What would you like to see in future posters?

Sorry this question did not print out on the Mac version of Word.

10. Please evaluate the following items:

	EXCELLENT	GOOD	FAIR	POOR
Hotel sleeping rooms	13	7		
Hotel meeting rooms	15	15	2	1
Conference meals	24	9		
Conference breaks	23	9	1	
Special Event	25	2		
Thursday Dinner	24		1	
Breakfast with Vendors	14	12	2	

Comments:

Vendors set up too late

Meeting room noisy-3 could not hear CEs

Vendor breakfast needs more hot foods

Need sugar free & caffeine free pop

Eaten enough to supply 3rd world country for a month

Rooms too cold-5

Loved Greenfield Village-3

Lovely hotel-2

Good tea

Great hotel staff-friendly and helpful



11. We always need suggestions for **future** CE classes and workshops. Here are some topics we're considering. Please rank them and add your own ideas below:

POSSIBLE TOPIC	DEFINITELY WANT	INTERESTED	PROBABLY NOT	NOT INTERESTED
Update On Digital Journals	13	16	3	
Grant Writing CE	5	13	8	3
Intro To Competitor Intelligence CE	5	16	7	1
Health Science Informatics	20	10	1	
Hospital Intranets	20	11	1	1
Search Engines On The Net	13	14	3	
Giving Users What They Really Want	12	15	3	1
MEDLINE For Paraprofessionals	5	12	9	2
Teaching Internet Grateful Med	11	11	6	
Teaching Pubmed To Patrons	14	11	4	
Key Trends In Healthcare	9	22	2	1
Negotiating License Agreements/Prices	9	12	7	
Drug Info CE	6	12	7	3

**ADDITIONAL COMMENTS:**

<p>Thanks to Ellen for registration          Nice to meet other librarians          Advanced Internet skills          Wonderful, outstanding, very good-3          Well timed-little empty time          Impressed with classes          Evidence based medicine          Marketing to upper management          Boss who doesn't understand libraries          Leadership skills          Negotiating          Teambuiding          Adjunct skills for hospital librarians who must move into areas outside of the library          Keynote speaker did not give us much credit for adapting to change. He should get out into some of our hospital libraries. did not tell us anything new          MHA presenter did not present clearly though content was good          QuickDOC for support staff, both beginning &amp; advanced          Value driven services-what can we eliminate from out traditional roles so we have time to change our roles w/in our organizations.</p>	<p>Managing 1 person library          Need a PubMed session          Great conference atmosphere          Beautiful facility          Basic comp. programming skills          Writing a business plan          Organizational psychology          A dynamic, supportive association          Management &amp; budgeting-2          Marketing-2          Training the trainer          Customer satisfaction</p>
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If returned after the conference, please send to: Doreen Bradley  
 Taubman Medical Library  
 University of Michigan  
 1135 E. Catherine  
 Ann Arbor, MI 48109-0726

**Subject: Technology Committee Report**

**Date:** Fri, 14 Nov 1997 15:27:19 -0500

**From:** Laura Friesen-Lynn (Laura Friesen,,Lynn) <LFriesel@HURLEYMC.COM>

**To:** knelson@mgh.org

Hi Ken,  
I'm going to send this to you, but it occurs to me maybe you're already in Petoskey! Yikes!  
\*\*\*\*\*

Technology Committee Report  
November 97

The Technology Committee has not met, but has been discussing via E-mail and working on implementing the following projects:

**Electronic Journal Club:**  
After a lot of MHSLA listserv discussion on the best vehicle for an electronic journal club, we've come up with an archivable listserv, on which a moderator or rotating moderators present an article to be discussed for a two-week period (actually we have not yet settled on a time period) and monitor/moderate the discussion for that time period. At the end of the (hypothetical) two weeks all the discussion is archived, where it accessible to all MHSLA members. CE credit will be offered for a specified level of participation in the Electronic Journal Club. The implementation of this project is currently dependent on the MSU library putting in place a new NT server which would enable Mike Simmons to do the work involved in archiving. We hope to be able to put the Electronic Journal Club in motion in January 98.

**USF Discounts for MHSLA members:**  
We've drafted a letter to MLC to solicit their reaction to the idea of MHSLA applying for USF discounts as a 'consortium' of libraries, making them (MLC) the Internet service provider. If they agree that this is feasible, we will then survey the MHSLA membership to find out how many members would be interested in applying for these discounts, understanding that there would be some work (assessing inventories and staff training, etc.) involved in the application process.

**SPAN**  
We are going to examine the usefulness of SPAN, the Michigan periodicals union list made available on the Web as part of the AccessMichigan project as a replacement for MISHULS. !!! This one is in a very preliminary stage (that is, it only exists in my mind)!

Thanks, Ken.

Laura