

FHSLA Annual Report 2009-2010

Officer Reports

President

Nancy Schaefer

The main work of this year involved unusual annual meetings: Allison Howard pulling together “nuggets” from other SPC members’ literature searches in various disciplines on the logistics of events (including annual meetings) jointly planned and executed by two or more professional associations into a set of guidelines in April and researching through archives and past officer memories precedents from past years when FHSLA’s annual meeting was postponed in deference to in-state meetings of the regional (SC/MLA) or national (MLA) professional associations. Much of the President’s work involved beginning arrangements for space, refreshments, the Membership table (see Membership Chair’s reports, 2009 and 2010 annual reports) for the FHSLA Strategic Planning and business meetings at SC/MLA.

In addition, the President led the Executive Committee in a pair of teleconferences (4/8/10 and 5/13/10) to discuss and approve plans (including technologies, pricing, security) for holding a Continuing Education course and an officer election electronically, for FHSLA contributing funds to SC/MLA for its Florida meeting, based on past precedence, and as a good will gesture and for handling scholarships for this unusual year.

By the end of this annual report period, an archivist had recruited and charged with inventorying the FHSLA Archives held a University of Miami in a common electronic data system (such as Excel, so that it could be transferred to another archivist or other institution in case of changes of personnel or venue.)

The President also provided names and contact information for 3 hospital librarians willing to participate in NN/LM’s hospital librarians’ summit in Baltimore in January 2011 in response to a request for contacts from Janice Kelly at NN/LM.

Vice-President

Tanya Feddern-Bekcan

Since there was no annual face-to-face FHSLA meeting in 2010, and because the Nominating Chair was moved to the Immediate Past-President, I have nothing to report. Please see minutes from Executive Committee and Strategic Planning Committee meetings for additional information, if desired.

Treasurer

Kristen Morda

Florida Health Sciences Library Association - 2009 Treasurer's Report

Beginning Balance	January 1, 2009	\$10,726.39
Ending Balance	December 31, 2009	\$13,420.93

Income 2009

Dues 2009	\$1,280.00	
2009 Meeting Vendor Exhibits/Donations	\$4,050.00	
2009 Meeting Registrations	\$6,710.00	
	Total Income	<u>\$12,040.00</u>
		\$22,766.39

Expenses 2009**General**

Uniform Business Report (2009)	\$61.25	
USF Foundation Reimbursement from 2007	\$335.00	
Strategic Planning Meeting Food (Wood)	\$253.29	
	General Expenses Sub Total	\$649.54

2009 Annual Meeting and CE Expenses

Site Visit - Mileage (Wood)	\$127.60	
MLA CE Fee (Bushhousen)	\$75.00	
MARCO Ribbons	\$16.20	
Hilton Garden Inn	\$5,021.92	
Hilton Garden Inn Wine & Cheese Party	\$ 425.96	
Reimbursements	\$150.00	
- Crawford CE (\$15)		
- Randeree CE (\$25)		
- Myers Registration & CE (\$110)		
Miscellaneous Items	\$745.88	
- Wood (\$19.69)		
- Bushhousen (\$80.47)		
- Ferree (\$38.34)		
- University of Florida (\$178.63)		
- Schaefer (\$428.75)		
Honorarium for Guest Speakers	\$550.00	
- Charles Burnell (\$150)		
- Dr. Erin Dunbar (\$400)		
FCHIN Reimbursement	\$920.82	
- Howard (\$108.65)		
- Dee (\$205.80)		
- Shattuck (\$214.70)		
- Feddem-Bekcan (\$391.67)		
CE Course	\$662.54	
- Bart Ragon		
2009 Meeting Expenses	Sub Total	\$8,695.92

January 1, 2009 – December 31, 2009 Total Expenses	
(\$649.54+ \$8,695.92) =	\$9,345.46

Ending Balance December 15, 2009	
(\$22,766.39- \$9,345.46) =	\$13,420.93

Florida Health Sciences Library Association - 2010 Treasurer's Report

Beginning Balance	January 1, 2010	\$13,420.93
Ending Balance	June 28, 2010	\$14,172.13

Income 2010

Dues 2010	\$1,140.00	
Sun Coast Hospital (Returned Check Bank Fee)	\$3.75	
Bioinformatics CE	\$600.00	
	Total Income	<u>\$1,743.75</u>
		\$15,164.68

Expenses 2010

General

Uniform Business Report 2010 (Morda)	\$61.25	
Strategic Planning Mtg. Travel (Schaefer)	\$116.50	
Strategic Planning Mtg. Travel (Haver)	\$24.00	
Hostmonster.com Fee (Howard)	\$190.80	
	General Expenses Sub Total	\$392.55

2010 CE Expenses

Gale Hannigan – CE Instructor	\$200	
Janis Brown – CE Instructor	\$200	
MLA CE Fee	\$200	
	2009 CE Expenses Sub Total	\$600.00

January 1, 2010– June 28, 2010	Total Expenses	
(\$392.55+ \$600.00) =		\$992.55

Ending Balance June 28, 2010		
(\$15,164.68- \$992.55) =		\$14,172.13

Committee Reports

Continuing Education Committee

Chair: John Orriola

Members: Rebecca Harrington, Marina Salcedo, Daniel Wright

This committee was charged with providing CE without a regular yearly meeting, due to the SC/MLA meeting scheduled to be held in FL in November 2010. The committee sought to provide the least expensive CE (previously-approved CE credit) with online asynchronous delivery for equal access to all members. It surveyed the membership with a menu of courses. Ultimately, one class was selected: Incorporating Informatics into the Curriculum, with Gale Hannigan and Janis Brown as instructors. This class was web-based but not asynchronous.

The class was held over a 3 week period and required individual students to develop on their own time a work plan to implement an informatics program at their institution. It was approved by MLA for 6 CE credits for a fee of \$75.00 per student. Six members registered for the class and two additional individuals joined to take advantage of the excellent value (total of 8 students.) There was no monetary gain or loss for FHSLA. An exit survey was planned but not executed.

The committee wishes to acknowledge Allison Howard's valuable support throughout the year.

Honors and Awards Committee

Chair: Kathy Moeller, Chair

Member: Sylvia Kyle

The Honors and Awards Committee has responsibility for four types of award: Honorary Memberships, Student Scholarships, Librarian/Paraprofessional Scholarships, and Librarian of the Year.

Due to the fact that Southern Chapter/MLA will meet in Florida this year, FHSLA will not have a separate annual meeting but rather will hold a brief business meeting during the SC/MLA conference. The Committee's usual timetable, with deadlines in March, was changed to accommodate the November SC/MLA meeting. The FHSLA Executive Committee decided to continue with the Librarian/Paraprofessional scholarship, giving the money for attendance at SC/MLA. Librarian of the Year Nominations will also be sought, as well as nominations for Honorary Membership. Accordingly, the Committee is just beginning to solicit nominations.

Certificates of participation will be surface-mailed to all committee chairs members after the electronic election and annual reports are collected.

Membership Committee

Chair: Rose Bland

As of this report (June 30, 2010), FHSLA includes 75 regular members.

Membership Renewal Drive:

As was done last year we held a membership renewal drive to encourage members to renew early by submitting their renewals by January 22, 2010 to be eligible to win a \$25.00 American Express/Visa gift card. Deanna Stevens of the Florida Hospital College of Health Sciences was the winner of the gift card that was donated anonymously by a FHSLA member.

An e-mail was sent on December 18, 2009 announcing the drive to the members with a follow-up reminder on January 11, 2010. By January 11th 19 renewals had been received.

Non-Renewing Members:

In April, 28 individuals were identified as former regular members and contacted in May and June to ensure their renewal was not misplaced and that they wanted to continue membership.

SC/MLA Members who are not FHSLA Members:

19 SC/MLA members were identified as not being FHSLA members (several had been former FHSLA members) and were invited to join/rejoin FHSLA. An e-mail was sent to them stating the benefits of membership and notifying them that we would be meeting at the November SC/MLA meeting in St. Petersburg and hoped to meet them there.

Nominating Committee

Chair: Barbara A. Wood, Chair

Members: Claire Keneally, Dottie Kelly

The Committee obtained Strategic Planning Committee approval to hold the 2010 election electronically, on condition that the IP-tracking feature be de-activated. Voting was open from June 18-June 30, 2010. Nominees for the following offices were recruited:

- Vice-President /President/Immediate Past President-Strategic Planning and Nominating Committees Chairperson 2010-2013: Maria Melssen & Ellie Bushhousen
- Treasurer 2010-2012: Denise Shereff

Ballots were tabulated by Sue Felber, Moffitt Cancer Center.

Ellie Bushhousen will be the VP and Denise Shereff the Treasurer.

Thanks to all who considered serving in these positions.

Strategic Planning Committee

Chair: Barbara A. Wood

Members: Nadine Dexter, Rebecca Harrington, Mary Kate Haver, Allison Howard, Roumiana Katzarkov, Sylvia Kyle, Kaye Robertson, Nancy Schaefer, Tanya Feddern-Bekcan

Meetings were held on December 18, 2009 & March 26, 2010.

At the December meeting Rose Bland, Membership Chair, reported on the Membership Committee's American Express gift card incentive for early renewal for existing members. To recruit Florida librarians not currently affiliated with the organization, Nadine Dexter will send a list of SC/MLA members who are not currently FHSLA members so that the Membership Committee can send them an informational brochure outlining the benefits of joining FHSLA. In addition, President Nancy Schaefer will investigate the possibility of FHSLA staffing a membership table at the Southern Chapter/Medical Library Association meeting scheduled for November 12-16 in St. Pete Beach (FL). SPC members also discussed possibly focusing recruitment efforts on librarians in the Panhandle and library schools. Additionally, the Strategic Planning Committee will forward the recommendation to the Executive Committee to establish a reduced meeting registration rate for honorary members analogous to that currently offered to library school students.

Rose Bland and Nadine Dexter followed up on publishing a vendor's enquiry about the possibility of FHSLA member discounts or consortial agreements. Rose reported that 3 vendors (R2, Ovid, BMJ) were unable to offer a per-member discount (similar to AAA motor club's system) and the voluntary, independent, small nature of FHSLA and the state university system's current acquisitions consortial arrangements do not permit FHSLA to act as a consortium as the vendors would prefer.

The committee discussed ways to increase the value of the FHSLA email list, including posting and discussion by membership of the proposed SPC meeting agenda and regular postings by SPC members.

Discussion at both the December and March meetings concerned creating joint meetings guidelines to prepare FHSLA for possible joint events with other professional associations in the future. At the March meeting various SPC members reported their findings on FHSLA's past joint events and the experiences of people from other organizations with jointly hosting events. Allison Howard reviewed honorary member Pat Cole's files and spoke with FHSLA's archivist and reported that FHSLA has participated in the following joint meetings:

Year	Partner	Location
1998	Georgia Health Sciences Library Association	Jacksonville, FL
1992	Southeastern Conference of Hospital Librarians (no longer extant)	Orlando, FL
1988	Georgia Health Sciences Library Association	Jacksonville, FL
1985	Georgia Health Sciences Library Association	Jekyll Island, GA
1982	Special Libraries Association	Kissimmee, FL

Allison completed a "Guidelines for Joint Meetings" white paper on April 20, 2010. This will be submitted to Executive Committee for vote before being posted on the organization's website.

The SPC also discussed paring down the duration of our annual meeting, increasing the frequency of events (meetings and/or CEs), and/or holding social gatherings and CEs separately from the business meeting. Nancy Schaefer is working on guidelines for years in which FHSLA's face-to-face annual meeting is deferred due to the MLA or SCMLA annual meetings being held in state. SPC members also noted the need for revision of Policies and Procedures manual to reflect available technologies.

Appointed Position Reports

FHSLAlert

Editor: Hannah Norton

One issue of the *FHSLAlert* was published during the time period April 24, 2009 – June 25, 2010 (on March 9, 2010.) The newsletter was distributed electronically to all members of the FHSLA listserv and a print copy mailed to one member. A policy distinguishing acceptable from unacceptable copy for the newsletter is being drafted.

FHSLA Electronic List

Coordinator: Allison Howard

All new members up through 6/22/10 have been added to the list. Members who have renewed but have had email addresses changes have also been updated in the E-list software. Several requests were received from members to use an alternate email than the one listed on their membership forms. One email addressed bounced after several attempts to deliver. The Membership Chair is contacting that person to see if they still are receiving FHSLA news and renewing their membership. The Membership Chair is also in the process of contacting a number of people whose membership has lapsed to invite them to renew before they are deleted for non-payment of dues. As of 6/22/10 there are 106 people on the email list.

FHSLA Website

Webmaster: Allison Howard

Updates have been ongoing on the FHSLA website, specifically the bylaw changes and corresponding changes to the Policy and Procedures Manual. The Officers and Committees contact information pages have been kept up-to-date. I'm reviewing how to best have a membership only section and whether to do this via email addresses or creating a password for everyone. After talking with other web designers to get their suggestions, I'll be trying a few options soon. HostMonster.com, the company that hosts our site, updated some additional security features which required the creation of new passwords. A complimentary email was received from the Communications Officer for the Southeastern Wisconsin Health Science Libraries regarding our site and requesting additional information about our host site, etc. If anyone has suggestions for the FHSLA site, please feel free to contact me!