

## 2011-2012 FHSLA Annual Reports

### Officer Reports

#### **President's Report: Ellie Bushhousen, Health Sciences Library, University of Florida**

The President coordinated and served as chair for the FHSLA 2011 Business Meeting held on April 29, 2011 from 1:30 pm to 3:30 pm. This meeting was conducted in a virtual environment using the Northeast Florida Information Network's (NEFLIN) GOTO Meeting service Meeting. The agenda and other meeting reports are on the FHSLA website under Annual Meeting Information.

The discussion during the virtual business meeting led the committees to design a survey of the membership. This survey would ascertain the members' ideas and desires for topics, materials for networking with other FHSLA members and information regarding emerging technologies. The survey was designed in Survey Monkey and open Nov. 18 – Dec. 9, 2011. The survey results were posted in the Winter 2012 issue of the *FHSLAlert* Newsletter.

On January 10, 2012 The Executive and Strategic Committee members met to discuss the survey results and determine if there was enough time to organize an abbreviated Annual Meeting. Some FHSLA members planned to attend the Medical Library Association Annual Meeting in Seattle, Washington. After some discussion, it was decided that a meeting in June seemed the most reasonable. Holding the FHSLA meeting June 7-8, 2012 seemed the best date. President-elect Martin Wood contacted venues in the Orlando area and was successful to make arrangements with the SpringHill Suites at the Marriott Village at Lake Buena Vista in Orlando.

Let the record show that Mr. Wood conducted this meeting location search and negotiating with the hotel's sales office to arrange a reasonable room and conference rate. With few FHSLA members to assist him as well as working on a very short timeline he is to be commended for his outstanding work.

#### **Vice President – Martin Wood, Maguire Medical Library, Florida State University**

Martin Wood (Vice President) and Ellie Bushhousen (President), with input from members of the Executive (EC) and Strategic Planning Committees (SPC), organized and developed the program for the 2012 FHSLA Annual Meeting in Orlando, Florida on June 7-8, 2012.

Meeting location details were decided through a series of conference calls, with primary considerations being based on price estimates, hotel management's willingness to work with FHSLA leadership and member support, and proximity to a centralized location within the state of Florida. The 2012 FHSLA Annual Meeting was held at Marriott's Springhill Suites Orlando Lake Buena Vista in Marriott Village, 8601 Vineland Avenue, in Orlando, Florida.

With a central meeting theme of Emerging Technologies in Medical Libraries, Martin arranged for a keynote address by Nadine Dexter (FHSLA member and Director of the University of Central Florida's Harriet F. Ginsburg Health Sciences Library), a lightning round session to give members from all libraries the opportunity to share, two dedicated opportunities for members to meet with vendors representatives from companies including EBSCO, Inkling, MD Consult, Micromedex, Nature Publishing Group, Ovid Technologies, ProQuest, SAGE Publications, and

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Unbound Medicine, a networking banquet, and an update from Dale Price of the Regional Medical Library arm of the National Library of Medicine. Both Martin and Ellie contacted and secured speakers for the closing Emerging Technologies panel, and in keeping with the theme of the meeting, Ellie taught a class for two (2) hours of MLA Continuing Education credit on Cloud Computing in Medical Libraries.

Communications regarding the 2012 FHSLA Annual Meeting were primarily conducted via email to listservs for FHSLA, Southern Chapter/Medical Library Association, and the Tampa Bay Medical Library Network, as well as one-on-one phone calls and face-to-face interaction as opportunities presented themselves.

### **Treasurer's Report – Denise Shereff, Pediatric Epidemiology Center, University of South Florida**

See end of report

## **Committee Chairs and Appointed Positions**

### **Archivist Report, Brenda Linares, Calder Library, University of Miami**

I still need to go through each file and list the specific documents we have for each year. The boxes are not well organized and there are still documents that are not accounted for. If anyone has any documents they would like to submit for our archiving purposes please send them to me to the Calder Library (1601 NW 10<sup>th</sup> Ave. Miami, FL 33136).

### **Continuing Education – see Vice President's Report**

### **E-List Coordinator**

No report.

### **FHSLAlert Newsletter: Roxann Williams, Maguire Medical Library, Florida State University.**

Two issues of the *FHSLAlert* were published during this time period, on March 29, 2011 and February 10, 2012. The newsletter was distributed electronically to all members of the FHSLA listserv.

### **Honors and Awards Committee: Beth Auten, UF Health Science Center Library**

The committee had the following members in addition to the Chair:  
Gretchen Kuntz, UF Borland Health Sciences Library; Sylvia Kyle, Medical Library—Nemours Children's Clinic; John Orriola, USF Shimberg Health Sciences Library

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

Application forms were updated in February 2012. An announcement about the scholarships and awards appeared in the Winter issue of the *FHSLAlert*, and links to the forms were

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distributed through the email discussion list in February 2012. A reminder was sent through the email discussion list in April 2012.

At the committee chair's request, the deadline for applications was extended until April 23, 2012.

The Committee received two Librarian/Paraprofessional Scholarship applications and no student scholarship applications. The committee received one nomination for Librarian of the Year. No nominations were received for honorary memberships. The Committee chose to grant two Librarian/Paraprofessional scholarships, and to recognize the nominee for Librarian of the Year. One scholarship recipient was unable to accept the award; registration and CE costs will be covered by the applicant's institution.

The Librarian of the Year was awarded to Susan McCullough of Baptist Health, Jacksonville.

The Librarian/Paraprofessional Scholarship was awarded to David Petersen, at Miami Children's Hospital.

Award recipients will be recognized and certificates of service will be distributed to all officers, appointed positions, and committee members at the annual Business Meeting.

The Honors and Awards Committee proposes that lists of Librarian of the Year honorees and scholarship recipients be added to the FHSLA website, and that new recipients be added to the list each year. The committee also proposes adding a reminder about the requirement that nominees for Librarian of the Year and the Librarian/Paraprofessional Scholarship applicants must be current members of FHSLA to the application forms to avoid any confusion.

### **Membership – Kathleen Moller, Health Sciences Library, University of Florida**

No report

### **Nominating Committee – Nancy Schaefer, Health Sciences Library, University of Florida**

Nominees for Treasurer and Vice President/President/Immediate Past President were called for in the Winter 2012 *FHSLA* alert, via the FHSLA email distribution list in March 22 and April 5 and via Strategic Planning/Executive Committee emails. An electronic vote on SurveyMonkey was open to members from April 13 through the morning of April 23. 42 members voted. Candidates for both positions ran unopposed and both were unanimously elected despite the possibility for write-in candidates: Rebecca Harrington as Vice President and Deedra Walton as Treasurer. Current FHSLA President Ellie Bushhousen confirmed the votes and new officer names were immediately sent to the current FHSLA treasurer in order to avoid additional fees for updating the organization's account authority information after the Not-for-Profit Corporation Uniform Business Report May 1 deadline.

### **Program Committee – see Vice President's Report**

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### **Strategic Planning Committee – Nancy Schaefer, Health Sciences Library, University of Florida**

The committee did not meet face-to-face this autumn. FHSLA President Ellie Bushhousen called and conducted combined Strategic Planning and Executive Committee conference call meetings on December 13, 2011 and February 1, 2012 at which the program and local arrangements for this year's face-to-face meeting were discussed. Chairs and officers were requested to update their respective sections of the Policies and Procedures Manual by the Annual Meeting 6/8/12. Revisions to the Strategic Plan that had been agreed upon by members of the Strategic Planning Committee in November, 2010 at the SC/MLA meeting were put in final format by Allison Howard and Nancy Schaefer to be distributed prior to FHSLA's annual meeting June 8, 2012.

A presentation and internal guidelines for arranging joint meetings with other professional associations--worked on in 2010-2011 were distributed to current President Ellie Bushhousen, current Vice-President Martin Wood and newly-elected/incoming Vice-President Rebecca Harrington in May 2012 for possible use in planning FHSLA's 2013 meeting with Florida Library Association or other groups.

### **Webmaster- Allison M. Howard, Shimberg Health Sciences Library, University of South Florida**

Our webhosting account with Hostmonster was renewed for another two years along with our domain name, fhsla.org.

The Officers and Committee pages were updated as was the letterhead and all other pages that contain Officers and Committee Chair information. All the scholarship award pages were updated twice with revised due dates and scholarship amounts. The 2012 Annual Meeting page was created. Thank you to Martin Wood for creating the graphics in PDF which made creating the page very easy. The Strategic Planning Minutes page was also updated. The newest *FHSLAlert* Newsletters were added to the webpage and a dead link for one of the newsletters was reported and fixed. The member institution page was updated to reflect the current membership.

New pages were created for the Executive Committee Meeting Minutes and the Business Meeting Minutes to facilitate easier access. Another newly created page contains a list of our past presidents and the year(s) they served and was linked to the General tab. A page listing our Honorary Members was also linked to the General tab.

Google Analytics and some other analytic programs available from Hostmonster were implemented in November 2011. While most of our hits come from the United States, there were also hits from 28 other countries in April 2012, the last full month available before submitting this report. Some of these were most likely from various bots and spiders hitting our site. According to Awstats, during April 2012 there were 295 unique visitors and 1,450 pages were viewed. Not surprisingly given the timeframe, the pages most often viewed were: annual meeting, committees, membership, honor and awards, and the procedures and policy manual pages.

**Florida Health Sciences Library Association - 2012 Treasurer's Report**

**Beginning Balance Jan 1, 2012**

**Ending Balance April 30, 2012**

**Calculation Notes**

From Bank of America Statement \$13,767.17

From Bank of America Statement (dates 2/01/2012-2/29/2012) \$13,845.12

**Income 2012**

Dues 2012 (received in 2011)

Membership Activity 2012 Tab (Sum of Deposits in 2011, cells J2 J9 ) \$120.00

Dues 2012

Membership Activity 2012 Tab (Sum of Deposits 2012, cells J10-end) \$800.00

Conference Registrations 2012

(sum of Conference Registration Deposits) \$5,900.00

**Total Income**

**\$6,820.00**

**Expenses 2012**

**General Expenses 2012**

Allison Howard (3/14/12) - Ck# 1201

Web Hosting \$190.80

Florida Department of State Annual Report (4/23/2012) - Ck #1202

Annual Report Submission Fee \$61.25

Denise Shereff (05/12/12) - Ck # 1205

Postage Stamps \$16.20

**General Expenses Sub Total**

Sum of General Expenses

**\$268.25**

**Conference Expenses 2012**

Orlando Airport Marriott (3/22/12) - Ck # 1203

Deposit \$1,500.00

Orlando Airport Marriott (3/22/12) -Ck # 1204

Deposit 2 \$1,500.00

Beth Auten (05/10/12) - Ck # 1206

Postage-Librarian of Year Plaque \$9.44

**Conference Expenses Sub Total**

Sum of Conference Expenses

**\$3,009.44**

**CE Expenses 2012**

**CE Expenses Sub Total**

Sum of CE Expenses

**Total Expenses January 1, 2012– December 30, 2012**

**Total Expenses**

Sum of subtotals of Expenses, Conference Expenses, and CE Expenses \$3,277.69

**Ending Balance May 31, 2012**

Subtotal YTD minus Total Expenses

**\$17,309.48**