

# **Hospital Libraries Section of MLA**

## **Annual Reports**

**May 2006-April 2007**

### **Bylaws Committee**

The HLS Bylaws Committee members continue to monitor MLA Bylaws activities and model bylaws, and to review the HLS Bylaws for potential changes. No changes are expected from MLA during the upcoming year. The HLS Bylaws are currently in line with MLA Bylaws and with the Section model bylaws.

Bylaws Committee archival material has been forwarded on to the HLS archivist. The Committee continues to work with the Past Chair to update the HLS Section procedure manual as necessary.

Respectfully submitted,

Dena Hanson, Chair

Members: Robin E. Braun, Janet Clinton, Marsha Kmec, Kathleen McCrory, Sherry McGee, Marilyn Pitman, Maura Sostack

### **Governmental Relations Committee**

I have served as a committee of one this year and have faithfully posted to the section listserv all emails of legislative/governmental importance that are forwarded to me from Mary Langman, who is in charge of governmental relations at MLA Headquarters.

Since June, I have made regular postings, covering the following topic areas:

- Orphan works legislation
- U.S. Patriot Act
- EPA Libraries- downsizing and closures + updated information
- Federal Research Public Access Act (FRPAA) – Cornyn/Lieberman Act
- NIH Budget
- National Legislative Day

I continue to monitor actions on these and other relevant governmental issues, and have recently signed onto the ALA issues listserv, called ALAWON. I am especially noting developments involving Open Access and any modifications of the current NIH policy with regard to published scholarly literature, since this could have a significant impact on health sciences libraries.

I will continue communicating issues of importance to the section membership.

Karen M. Albert, Governmental Relations Committee Chair

## **INFORMATION TECHNOLOGY COMMITTEE**

Our crowning achievement this year was, in collaboration with the Standards Committee and the NN/LM Hospital Internet Access Task Force, development of an IT component for the next edition of the MLA Standards for Hospital Libraries. These were unanimously approved by the HLS Board on February 20.

Otherwise we surveyed the membership as to precisely which new technologies they are interested in learning about, with a view toward creating an online encyclopedia; and tried to start a discussion in HLS-L on virtual library services.

Respectfully submitted,

Jerry Carlson, Chair

Members: Carole Chen, Marilyn Teolis, Jeannine Creazzo, Marcy Brown, Marian Morris, Joshua Richardson, Ruth Holst; and Jan Orick, HLS Treasurer, Ex-Officio.

## **JCAHO LIAISON**

I, along with Carla Funk, attended the Fourteenth Annual Invitational Liaison Forum which was held July 20-21, 2006 at the Joint Commission headquarters building in Oakbrook Terrace, IL. A detailed report of the conference was included in my Mid-Year Report.

I continue to monitor JCAHO events via the online monthly issues of *This Month at the Joint Commission*. Any information pertinent to hospital librarians is forwarded via the Hospital Library Section's listserv.

I plan on representing the Medical Library Association / Hospital Library Section at the Fifteenth Annual Invitational Liaison Forum this summer.

Katherine Stemmer Frumento, AHIP  
MLA Member Representative to JCAHO

## Membership Committee

David Dugger, HLS List moderator, identified 283 mystery email addresses on the HLS list. As membership committee chair, I sent an email explaining that their email did not match the HLS membership list. I encouraged them to rejoin or join HLS listing benefits. I have received numerous responses confirming membership or stating an interest to rejoin. We should gain at least 5 new members as a result. We have also identified many bad email addresses, retired librarians, or deceased librarians.

We will also review the Recruit One program and finalize plans to use it in the future.

New member profiles will be submitted the National Network for those who are interested. Several new members have expressed an interest.

Three logos were submitted to the membership for a vote. The winner will be used for stickers or buttons to be handed out at the MLA annual meeting to identify members. A new brochure will also be created with the new logo.

Cheryl Suttles, Chair

Members: Keri R. Swaggart , Marlene Derrick, Danielle Linden, Mary Congleton  
Mary Ann Slocum

## NOMINATING COMMITTEE

The Nominating Committee met its charge by submitting to the Section's Secretary at the end of September, a list of candidates for the 2007 election. The candidates' biographies and picture, if available, were also submitted to the Section's Webmaster for posting on the Section's Web page. The offices and candidates are as follows, with the winners highlighted:

Chair-elect: **Christine Chastain-Warheit**  
Thomas Hill

Secretary: **Rebecca Birr**  
Deb Miller

Section Council **Mary Congleton**  
Representative-Elect Judy Kraemer

MLA Nominating  
Committee Candidate

Karen Albert  
**Katherine Stemmer Frumento**

Respectfully submitted,  
Katherine Stemmer Frumento  
Nominating Chair

## **Professional Development Committee**

Over the last year, the HLS Professional Development Committee collaborated via email to work on a blog and to also utilize Survey Monkey in an attempt to get the Professional Development Survey off the ground. The online survey should be complete by the beginning of May 2007, distributed, and results will be shared during MLA, 2007. Although the blog was implemented, it is our new HLS Wiki that will soon be utilized to promote more outstanding professional development opportunities. Our blog site that was minimally used was <http://www.hls.mlanet.org/otherresources/profdevelopment.html>

I have continued to monitor our link on the HLS homepage and have heard complements regarding all the opportunities that our posted. Although the committee had done little this year regarding the site, it is a valuable site, extremely comprehensive, and I have urged members of our local chapter to take a look in order to gain insight as to what is transpiring locally and nationally.

The HLS Continuing Professional Development webpage continues to shine and provides all members of HLS with a plethora of educational opportunities and/or CE events and meetings to attend locally and nationally. To augment the educational component, MLA information is also provided regarding resources and more educational opportunities. Links to various professional associations provide further information for our members. The site is outstanding and benefits our membership immensely by providing important resources and professional opportunities in a very sophisticated manner.

Marsha Kmec, Chair (2006-9)

Members: Ellen Aaronson, (2006-2009), Beth Carlin (2005-2007), Judy Kraemer (2006-2008), Lisa Marks, (2006-2009), Alexia Estabrook, (2004-2007)  
Jan Haley, (2005-2008), Roumiana Katzarkov, (2005-2008)

## Professional Recognition Committee

After I posted several announcements on the HLS web site and sent them to the National Network as well as various Listservs, the committee received an astounding 12 nominations for the various awards to be given out at MLA conference. It must be the repetition, and possibly the wording, of the announcements that is the inducement.

(With Irene's unexpected illness, and inability to complete her duties as chair, Karin Havens, Kathy Stemmer-Frumento, and Mary Fran Prottzman completed the tasks of the committee. The following were selected for awards: Leadership: Catherine Boss & Alison Clapp; Publications: Misa Mi; Rising Star: Donna McCloskey; Technological Innovation: Mary Wallace Berry & Sheila Hayes; Scroll: Kris Kalina, Elizabeth Mary Killoran, & Joan Zivich)

Respectfully submitted,

Irene Wood, Chair (with edits by Mary Fran Prottzman)

Members: Shirley Gronhold, Karin Havens, Rita Neri, Julie Schneider, Lisa Spadaccinni, Kathy Stemmer-Frumento, exOfficio

## Program Committee

- Primary sponsorship of invited panel program, 4 librarians and 4 vendors: *Improving the Face of Vendor Relationships/Revolutionizing our Bonds*. Secondary sponsors of program: Collection Development Section and Technical Services Section. Program also features a contributed poster.
- Secondary sponsorship of 3 programs:
  - *Declaring our Independence: Ringing in New Practices, New Partners, New Spaces* contributed papers session – Leadership & Management Section
  - *Power to the People: Serving the Underserved* invited panel session – Consumer & Patient Health Information Section
  - *Evidence-Based Librarianship: How EBM Foundation Principles Can Be Applied to Medical Library Operations* contributed papers session – Research Section

- Solicited contributions for Connection Reception from vendors, from which \$3500 has been committed to date
- Solicited names of paper and poster presenters from the Section for posting on Section website.

Respectfully submitted,  
Cathy Boss, Chair

Members: Julie Esparza, Claire Joseph, Keydi Boss, Barbara Platt

### **Standards Committee**

A survey to obtain feedback on the usefulness of the Hospital Library Standards was drafted by committee member Anne Fladger. The HLS Board provided feedback. The survey was distributed to the membership via Survey Monkey between February 14 and March 16, 2007. Three hundred and forty-four respondents submitted their opinions. The standards committee will review and begin analysis at the annual committee meeting in Philadelphia.

The committee received a request from the HLS IT committee to add a standard addressing technology. The IT committee provided a draft standard which the committee revised and submitted to the HLS board. The board approved the standard and the standard was submitted to Section Council for approval. Pending approval by Section Council, the new standard will be submitted to the MLA Board of Directors in May. The committee also is going to update the bibliography and clarify some language in the current standards.

Anne Fladger will become chair after the 2007 Annual Meeting.

Respectfully submitted,  
Margaret Bandy, Chair

Members: Jacque Doyle, Anne Fladger, Linne Girouard, Sheila Hayes, Diane Rourke, Kathy Stemmer-Frumento, MLA Liaison to JCAHO

### **STRATEGIC PLANNING COMMITTEE**

The HLS Executive Board approved the revised Strategic Plan in May, so this year the committee will be evaluating the plan.

Each committee member is assigned a section activity to monitor throughout the year in relation to the strategic plan:

Section goals and objectives	Jeanne Gittings
Programs/educational activities	Pat Regenberg
Officer Reports	Jeanne Gittings
Committee Reports	Jeanne Gittings
National Network/publications	helen-ann brown
HLS Announce	Lucinda Richards

All Section activities are in accordance with the section's Strategic Plan

The results of the April 2006 HLS needs assessment are posted on the HLS website for members to view.

Gail Hendler resigned from this committee in February 2007.

Submitted by:

Jeanne Gittings, Chair

Members: helen-ann brown, Gail Hendler (May 2006-February 2007), Lucinda Richards, Pat Regenberg, Kathy Stemmer-Frumento, ex-officio

## **TREASURER**

The Hospital Library Section remains in excellent financial shape. Income received in 2006 was \$24,141 while \$34,325 was projected. The disparity was a result primarily of projected budget numbers in the areas of membership dues, National Network ad revenue, and again this year the anticipated activity by the Document Delivery Task force did not happen (\$5000 budgeted as expense and income). The section expenses total \$11,645 down from \$24,547 at this time last year. The net result is a \$20,000 savings. This savings was due for the most part to the overestimate of the publishing costs of the National Network in electronic format.

Highlights:

- The spring dues check was \$13,989. 2005 the spring check was \$11,627.
- Conversion of National Network to electronic format resulted in a substantial savings of approximately \$11,000 over what was budgeted.
- A Silent Auction of items donated by members and vendors held at MLA 2006. Jerry Carlson coordinated. The event raised \$315.00.
- April 2006, the maturing original \$5000 6-month CD converted to a 1-year CD last year was rolled over. It matures again in April 2007.

- Another CD \$5000 6-month CD was purchased in November 2005. This CD was rolled over for another 6 months at the end of Nov 2006.
- The new checking account has been set up and \$1000.00 has been sent to open the new account at MLA's Harris Bank. I will begin transferring the entire account as soon as I get all the information from the bank. This will help to streamline changes to account when new officers are elected. Banks no longer allow this process to be done by mail/fax.

Assets as of March 1, 2007

\$ 23,429.33 Operating (Checking)  
 \$ 1000.00 Operating (acct Harris Bank)  
 \$ 27,672.05 Short-Term Reserve (Savings)  
 \$ 5535.71 Long-Term Reserve (CD 1) 1 year  
 \$ 5307.20 Long-Term Reserve (CD 2) 6 months

Total of \$ 62,944.29

As of Nov 1, 2006 our assets included:

\$25,524.10 Operating (Checking)  
 \$27,624.41 Short-Term Reserve (Savings)  
 \$5435.38 Long-Term Reserve (CD 1; 1 year)  
 \$5215.14 Long-Term Reserve (CD 2; 6 months)

Total of \$ 63,799.03

Respectfully submitted,

Jan Orick  
 HLS Treasurer

## **Section Council Report**

### **Strategic Goal – Recruitment, Membership, and Leadership in the Profession**

**Objective 1:** To promote and continue to advertise Sections membership and activities by revising and updating the Council's bookmark with Sections and SIGs listed, to be distributed at MLA at Section Council booth, at New Members Breakfast, to be sent to all chapter meetings with the MLA booth, and included in packets sent out to all new members from MLA HQ.

**Product Outcome:** Bookmarks distribute during MLA 2007, at chapter meetings, and in packets sent to new members.

**Evaluation:** Increased number of MLA members joining Sections

**Objective 2:** To continue to enhance the Section Council Booth at MLA by using hanging displays, by providing forms for members to register for Sections or to receive additional information, to complete the quilt, and to promote the Booth in the conference daily newsletter.

**Product Outcome:** Members fill out forms; the Section Council quilt is completed.

**Evaluation:** Increased number of MLA members come by the booth, and join Sections.

**The Hospital Library Section gained at least 5 new members from the Section membership promotion at the Section Council Booth at MLA 2006.**

**Objective 3:** To promote Sections memberships by distributing information at MLA Chapter meetings by Section Council Representatives at the MLA booth.

**Product Outcome:** Chapter members fill out forms to receive additional information about Sections.

**Evaluation:** Increased members join Sections; lapsed members re-join MLA; increase in new members.

**Promoting Section memberships was carried out at each of the MLA Chapter meetings.**

**Objective 4:** To promote Lunch with Sections at MLA 2007.

**Product Outcome:** Improve networking among section members and provide opportunities for new members to find out about sections activities.

**Evaluation:** Increase number of members who are involved in Sections and who aware of Sections' activities.

**Objective 5:** To communicate to the Association Section and SIG activities through MLA News.

**Product Outcome:** 2-3 articles published in MLA News.

**Evaluation:** Increase in Sections membership and visibility.

**Objective 6:** To provide continuing leadership for Section Council, select a Chair-Elect from the ongoing and outgoing Council members, and six potential nominees for the MLA Nominating Committee from candidates chosen by each section during their annual online elections. The voting for Chair-Elect and

nominees will be done online. The slates of the Chair-elect candidates as well as the biographies of the nominees for the MLA Nominating Committee will be posted on the Section Council website.

***Product Outcome:*** Elections completed on schedule.

***Evaluation:*** Successful election.

**The Hospital Libraries Section Council Representative worked with the Hospital Libraries Executive Board to select the six (6) MLA Nominating Committee Candidates.**

### **Strategic Goal – Life Long Learning**

***Objective 1:*** To draw conclusions from data about section membership overlap as it impacts section programming and make recommendations to section program chairs.

***Product Outcome:*** A document analyzing the data.

***Evaluation:*** Increased satisfaction with section programs at annual meeting.

**The Hospital Libraries Section worked with the Liaison to the 2007 and 2008 NPC to incorporate programming appropriate for the Hospital Libraries Section.**

***Objective 2:*** To support and provide direction to the Chapter Council/Section Council Working Group for the joint program on Health Information Literacy at MLA 2007.

***Product Outcome:*** Program at MLA 2007.

***Evaluation:*** Feedback on MLA 2007 evaluation.

### **Strategic Goal – Advocacy**

***Objective 1:*** To serve as the conduit for communication between the Sections and the MLA Board, and between the MLA Board and Sections when requested.

***Product Outcome:*** Channels of communication are open between Sections, Section Council Chair and the Board.

***Evaluation:*** Section members are satisfied that their concerns are being heard and acted upon; the Board is satisfied that their tasks are being accomplished.

**The Hospital Libraries Section Council Representative communicated all Section Council requests, emails and information to the HLS Listserv and to the HLS Executive Board.**

**Strategic Goal – Creating and Communicating Our Knowledge**

**Objective 1:** Continue to evaluate and change Section Council procedures and activities (e.g. orientation), as appropriate, to enable the Council to do its work more effectively.

**Product Outcome:** Updated Section Council Manual; elections held on time and for the correct officers; time at conference is used more effectively; breakfast is provided for the whole day meeting at MLA (one station for both Councils).

**Evaluation:** Feedback from Section Council members.

**The Hospital Libraries Section Council Representative is a member of the Section Council Elections Committee.**

**Objective 2:** Establish and improve communication between Section Council, Section Webmasters and SIG Webmasters. Add SIG Webmasters to the Sections Webmasters listserv.

**Product Outcome:** Increase use of SECWEB Listserv; SIG Webmasters will be able to share information; Section Council Webmaster will be able to connect with all webmasters.

**Evaluation:** Improvement in design and content of Sections and SIGs websites.

**Objective 3:** To improve communication with SIG conveners.

**Product Outcome:** Updated SIG manual; a FAQ document for SIG conveners; liaisons to SIG conveners by committee members; an informal gathering of SIG conveners at MLA 2007.

**Evaluation:** Positive feedback from SIG conveners.

**Objective 4:** Continue to improve the appearance, ease of use and content of the Section Council Website, after conducting a survey of Section Council members regarding their needs.

**Product Outcome:** A website that is easy to navigate, print from, and content meets users' needs.

**Evaluation:** Increase use of the website.

**Objective 5:** Update information on duties and timeline for Section Council Representatives and Representatives-Elect.

**Product Outcome:** Document with duties and responsibilities on Section Council website.

**Evaluation:** Sections have better understanding of Section Council duties and responsibilities and when need to elect a Section Council Representative.

**Objective 6:** To assist in the development or revision of standards, as requested by sections, to keep Sections up to date on national standards relevant to library and information science, and to establish a Section Council framework for standards review.

**Product Outcome:** Standards on Sections websites.

**Evaluation:** Increase number of Sections with standards; increase feedback and review from sections of proposed standards received by MLA's Technical Services Section.

### **Strategic Goal – Building a Network of Partners**

**Objective 1:** Explore possibility of Sections inviting librarians from other associations to attend or participate in their programs.

**Product Outcome:** A recommendation whether to suggest this to Sections.

**Evaluation:** Feedback about suggestion.

Linda Garr Markwell  
Section Council Representative