Medical Library Group of Southern California & Arizona (MLGSCA)

2014-2015 Annual Report

April 24, 2015

Advisory Council Meetings

June 24, 2014  AC Transition Meeting via Meet Me Conference Call

July 22, 2014  AC Budget Meeting via Meet Me Conference Call

February 4, 2015  AC Meeting via Free Conference Call

Business Meetings

October 15, 2014  Meeting at Quint Essential Chapter Meeting 2014 (MCMLA, MLGSCA, NCNMLG, PNCMLA, SCCMLA)- Denver Marriott Tech Center, Denver, CO Also via Meet Me Conference Call for those not attending in person.

May 18, 2015  Meeting at upcoming MLA 2015 (Austin, TX)

Chapter Activities

The following report summarizes the activities of the MLGSCA chapter for the period of July 2014 through April 2015. As well as the strategic plans and goals of MLA, and the priorities of President Linda Walton.

Note: The MLGSCA chapter year is from July through June.

MLA Goal 1 – Recruitment, Membership, and Leadership in the Profession

2015 MLGSCA Membership as of April 15, 2015:

- Total membership: 160
  - New: 5 (3%)
  - Renewing: 134 (84%)
  - Retired: 10 (6%)
  - Student: 11 (7%)

During the last five years, there has been a noticeable decline in our chapter membership. For example, we experienced 23% decrease in membership during the last year (208 in 2014, 160 in 2015). After reviewing membership records from 2011-2015, we determined there were 177 individuals who were MLGSCA members during 2011-2014, but did not renew their membership in 2015. On April 1, 2015, we launched an online survey that was sent to these lapsed members to determine their reason(s) for not continuing their membership. As of April 15, 2015, we received 30 responses and 13 renewed memberships as a result of the survey. Membership Committee members are investigating alternative ways to contact the remaining lapsed members. The survey is planned to run through April 30, 2015.
The Membership Committee (co-chairs Lori Tagawa and Sunny McGowan) was informed about an opportunity to educate and possibly recruit public and community college librarians in Arizona. The Chapter Membership Committee participated at the Arizona Library Association (AzLA) Annual Conference in Scottsdale/Fountain Hills, Arizona on November 13-15, 2013. Lead by then Membership Committee member Kathleen Carlson, MLGSCA and CABL volunteers distributed a list of Affordable Care Act web resources along with MLGSCA promotional items to conference attendees. Our chapter gained exposure to about 40% of the conference attendees as well as developed relationships with the regional library chapter in Arizona. As a result of the outreach project, MLGSCA received the 2015 Majors/MLA Chapter Project of the Year award for the second year in a row.

Membership Committee promoted MLGSCA at the 2014 Quint Essential Chapter Meeting in Denver, CO during October 12-16, 2014 by displaying the MLGSCA chapter poster and distributing brochure and promotional items to attendees. Membership Committee members will promote MLGSCA at the 2015 MLA Annual Meeting and Exhibition in Austin, TX during May 15-20, 2015. Our chapter poster will be on display in the exhibit area.

Collaborations: Professional Issues Committee sought input from the Membership Committee on clarification of MLGSCA student membership and scholarship eligibility. The Membership Committee will be working with Finance, Continuing Education, and Web Committees to transition from CVENT to Wild Apricot during the next fiscal year.

The Nominating Committee (chair Mary White) needed to identify candidates for the 2015 election. Open offices included: President-Elect, Secretary and two Nominating Committee positions. The committee also needed to put forth a chapter candidate for the MLA Nominating Committee.

2015 Slate: (*=elected)

**President-Elect:**
- Robert Johnson, USC Norris Medical Library, Los Angeles, CA
- *Bryan Nugent, Banner Good Samaritan Medical Center, Phoenix, AZ

**Treasurer:**
- *Gloria Arredondo, Arrowhead Regional Medical Center, Colton, CA
- Judy Kraemer, Consultant, Los Angeles, CA

**Secretary:**
- Kristyn Gonnerman, Kaiser Permanente Medical Center, Baldwin Park, CA
- *Sunny (Sondhaya) McGowan, Scripps Mercy Hospital, San Diego, CA

**Chapter Council Representative and Alternate:**
- *Annie (Hughes) Thompson, USC Wilson Dental Library, Los Angeles, CA
- *Hal Bright, A.T. Still University, Mesa, AZ

**MLGSCA Nominating Committee:**
- *Amy Chatfield, USC Norris Medical Library, Los Angeles, CA
- David Keddle, Kaiser Permanente Medical Center, Woodland Hills, CA
- *Norma Layton, Los Angeles County, Dept. of Health, Los Angeles, CA

**MLGSCA Nominee to the MLA Nominating Committee**

Ellen Aaronson, West Hills Hospital & Medical Center
was approved by the MLGSCA Advisory Council as MLGSCA’s nominee to the MLA Nominating Committee.
The election was held over a two week period beginning Friday, March 20, 2015 and ending Friday, April 3, 2015. Of the 145 members, 75 members participated and voted which is a rate of 52%. Previous years’ participation rates were as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
<th>Members Participated</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>52%</td>
<td>75 out of 145 members</td>
</tr>
<tr>
<td>2014</td>
<td>59%</td>
<td>107 out of 180 members</td>
</tr>
<tr>
<td>2013</td>
<td>22%</td>
<td>43 out of 196 members</td>
</tr>
<tr>
<td>2013</td>
<td>Fall Special Election</td>
<td>52% (101 out of 190 members)</td>
</tr>
<tr>
<td>2012</td>
<td>59%</td>
<td>89 out of 150 members</td>
</tr>
</tbody>
</table>

A total of 70 members were “notified who hadn’t voted” in this year’s election. The fourth consecutive year the election software used was Ballot Bin. The nominating committee continues to seek out chapter members who want to actively participate in chapter leadership roles. This helps develop opportunities for chapter members to build their leadership skills and prepares them for roles within MLA.

The Awards Committee (chair Laura Stubblefield) awarded two professional awards and one paraprofessional award for 2014-2015:

- **Norma Layton** ($500.00) to fund attendance at MLA 2015 (Austin, TX - her first conference)
- **Ellen Aaronson** ($500.00) to fund attendance at Quint Essential Chapter Meeting 2014 (Denver, CO)
- Outstanding Health Sciences Library Paraprofessional of the Year Award was presented to **Nancy Olmos**, ($250.00) Wilson Dental Library, USC

The committee disseminates all awards information to the [MLGSCA Link](#) (chapter newsletter) and LIST with deadline reminders and winners. The committee is working on creating a webpage honoring retired chapter members. Award information on student scholarships are sent to five universities. They are: San Jose State, UCLA, USC, University of Arizona, and University of North Texas. In 2015 there were no viable candidates for (1) student scholarships (2) Louise Darling Award and (3) Life Time Achievement Award.

The Professional Issues Committee (chair Susan Shelly): committee activities were conducted via e-mail since Mid-Year Report (October 2014)

1. The Committee has not met in 2015.
2. The Committee participated in the updating of MLGSCA website language regarding student scholarships.
3. As Chair, Susan Shelly has also contacted webmaster, Tim Ream, regarding updating language on the website about the mentorship program.
4. As Chair, Susan Shelly has contacted those known to be participating or interested in participating in the mentorship program. This is ongoing, as only a few responses have come in so far. This process will not only match new colleagues but will update and correct the records.

Anecdotal comments from two current participants so far:

*Example 1:* “I reached out to my protégé as soon as the assignment was made and received one response. I responded to that, trying to negotiate how we would work together, and I never heard from her. I think the mentoring program can be extremely beneficial if both mentor and protégé are committed to it. Unfortunately, with this and other mentoring programs I’ve been involved with, it seems like people sign up, then get too busy to keep it going. Maybe it would help to make expectations more clearly to participants – but then again maybe it wouldn’t matter.”
Example 2: “I am technically still mentoring, but have run into a few snags. My mentee [and I] both had family health issues that have made it difficult for us to connect as frequently as we initially agreed to during our “set the stage” conversation this fall.

We’ve emailed and talked on the phone a few times and plan to meet up in May after the annual MLA conference. I do see the mentoring program as beneficial, from my point of view—I’ve appreciated learning about issues facing other librarians and [my mentee’s] perspectives and thoughts have made me re-think my approaches to my work. I think this program should continue in the future.”

The Finance Committee: In January 2015, Ellen Aaronson and Kathy Zeblisky stepped down as Finance Committee co-chairs. Irene Lovas was appointed Finance Chair. She was asked to do the following:

- Rectify monthly bank account with QuickBooks (back to July 2014)
- Rectify quarterly investment accounts with QuickBooks (back to 2010)
- Create quarterly budgets within QuickBooks that are sent to the chapter Advisory Council (AC)
- Work with the chapter treasurer on presenting a balanced budget to the AC
- Advisory Council has voted on and passed the hiring of a paid bookkeeper

MLA Goal 2 - Life Long Learning

Quint Liaison for MLGSCA (Rebecca Birr). The 2014 Quint Essential Chapter meeting was held at the Denver Tech Center in Colorado. Collaborating and participating in this meeting were five MLA chapters including: Midcontinental Chapter (MCMLA), the Medical Library Group of Southern California and Arizona (MLGSCA), the Northern California and Nevada Medical Library Group (NCNMLG), the Pacific Northwest Chapter (PNCMLA), and the South Central Chapter (SCC). The meeting theme was Quint Essential: Convergence & Collaboration. The conference was the first time five chapters participated at a regional meeting. There were 308 registered attendees, 39 from MLGSCA and 87 exhibitors. RegOnline software was used for conference registration. The all-inclusive conference registration was $340.00 for members and there were several additional packages to select from and $310.00 for non-members (excluding the hospital libraries luncheon). The $2,000 seed money was returned to MLGSCA in December 2014. The Quint Meeting made a profit of $5,242.50. Of that, MLGSCA’s portion was $972.98 which was 18.20%. That amount was calculated according to the Memorandum of Understanding and related to having the net profit be divided by the relative percentage contributed by each chapter. There were 27 papers, 49 posters, 13 STAT talks, and seven trends in technology talks. The reported evaluations were positive overall and there was nothing glaringly negative. Attendees seemed to appreciate the smallness of the Quint meeting despite being five chapters. For those that took the survey and did not attend the Quint meeting, it was a mix of personal reasons, staffing, and no budget. Some cited that they thought the meeting would be too big and similar to MLA. In conclusion it is recommended that the MLGSCA Advisory Council consider a larger meeting like this every four to five years with other chapters. It helps with the work load as multiple chapters share the burden of planning. Other chapters have less expensive city options as well.

CE Committee (chair Danielle Linden): Chapter members were given the following opportunity to attend 15 CE opportunities in 2014-2015 via webinars at multiple locations in southern California and Arizona. The CE Committee chose to promote and support those opportunities as opposed to hosting our traditional Fall & Spring CE courses.

The following CE opportunities were made available to MLGSCA members this year (October 2014-April 2015):
1. MLA Quint Chapter Meeting, Denver, CO - October 12-16, 2014
   - Innovation and Lean Process Improvement Demystified - Instructors: Jean Shipman, John Langell, and Erica Lake.
   - EBP Beyond the Basics: Systematic Reviews and Qualitative Studies - Instructor: Connie Schardt
   - Applying information expertise to the challenge of diagnostic error reduction - Instructors: Barbara Jones and Rebecca Graves
   - Communicating Clinically - Instructor: Julia Esparza
   - Fundamentals of Data Visualization - Instructor: Jackie Wirz

2. MLA Fall Webcasts, October – December 2014
   - Beyond the Search I: Protocol Development and Methodology for Systematic Reviews (October 2014)
   - Beyond Citation Counts: Practical Skills for Measuring Research Impact (October 2014)
   - Communicate your Value through Marketing and Advocacy (November 2014)
   - Beyond the Search II: Data Management for Systematic Reviews (December 2014)
   - APPSense makes the Patrons Grow Fonder: Mobile Resources in the Health Sciences (December 2014)

   The PSR NN/LM sponsored 6 sites in the MLGSCA region for members to view these Fall Webcasts
   - Arizona Health Sciences Library
   - Arizona Health Sciences Library - Phoenix
   - Norris Medical Library, University of Southern
   - Del E. Webb Memorial Library
   - St Joseph’s Hospital of Orange Burlew Medical Library
   - University of California Los Angeles, UCLA Biomedical Library

3. MLA Spring Webcasts, March & April 2015
   - Limitations and Critical Appraisal of Systematic Review (March 18, 2015)
   - The Diversity of Data Management: Practical Approaches for Health Sciences Librarianship (April 22, 2015)

   Various institutions and professional associations including MLGSCA sponsored sites for MLGSCA members to view the March Webcast
   The PSR NN/LM sponsored 4 sites in the MLGSCA region for members to view the April Webcast
   - Southwest College of Naturopathic Medicine, Phoenix, AZ
   - Arizona Health Sciences Library - Tucson, AZ
   - Norris Medical Library, University of Southern
   - University of California Los Angeles, UCLA Biomedical Library
   - Fortis College, Phoenix, AZ

4. Various CE opportunities were made available through the PSR NN/LM and other National Networks of Libraries of Medicine offices. These were promoted through the MLGSCA LIST and MLGSCA Link.

The Research Committee (chair Deb Schneider) continues to work on the research resource web page with a goal of a summer/fall launch. The committee also discussed the current structure of the research award grant and elected not to solicit applications this Spring in favor of further discussion about whether the
application guidelines need to be revised for 2015-16. The committee will also be exploring future options to highlight MLGSCA members’ research efforts at the MLA conference.” Currently it is in its preliminary stages and the committee hopes to open discussion with the chapter advisory committee regarding recognition or a nominal monetary prize.

MLA Goal 3 – Advocacy

Government Relations/Bylaws Committee (chair Kristyn Gonnerman) reported that things were quiet this year (2014-2015) and had nothing to report. When pending legislation, and calls for action do occur the information is distributed to chapter members via the MLGSCA LIST, and web blog. The Advisory Council manual will have to be updated (2015) with the approval and addition of a paid bookkeeper to assist the treasurer in the chapter finances. The bylaws will then have to be reviewed 2015-2016 to identify any pending or necessary revisions.

MLA Goal 4 – Knowledge Creation and Communication

Web/Blog Committee (chair Kelli Hines): This was a busy year for the Web/Blog committee. The main project was migrating the chapter website from Dreamweaver to Joomla, which was completed in February 2015. The website now has responsive design for easy viewing on tablets and mobile devices. Since Joomla is not a proprietary software like Dreamweaver, it will be easier to transition control of the website to future webmasters and allow a wider number of committee members to make edits to the website.

Most of the existing MLGSCA social media accounts were moved over to the control of current members of the Web/Blog committee and they were linked to the new website for easier access. Chair Kelli Hines runs the blog, Caroline Marshall runs the Facebook page, Kristyn Gonnerman and Daisy Nip run the Twitter feed, and Deborah Farber has volunteered to run the LinkedIn site if the current moderators, Andrea Harrow and Andrea Lynch, do not wish to continue.

Future plans include a survey of MLGSCA members’ social media use and preferences. In late April, the chapter’s webmaster, Tim Ream, announced he will be stepping down and will be leaving the medical library world for a new position in Los Angeles. Kelli Hines will be taking on the webmaster role. Many thanks to Tim for all his hard work over the years!

Archivist (Marsha Kmec)

Archivist has been working closely with the president of this chapter in order to electronically provide missing minutes from chapter meetings and/or Advisory Council. The archivist will continue to scan information regarding reports/transactions on to an external drive and provide our chapter members with electronic information that is deemed needed, essential, or lacking. The archivist has shred materials that contain sensitive information such as social security numbers and other sensitive material.

Discussions will ensue regarding the need to retain paper documents that are provided electronically to our membership. We will also continue to assess storage needs for paper archives and where these archives will be housed in the very near future. Although many of our archived materials are housed in the storage facility at UCLA, this particular project may need to be revisited shortly. Access of this information has become more tedious and discussion has ensued regarding student assistance for the archive project. Our 2014-2015 MLGSCA president has been overly supportive regarding archive assistance and future impending ideas and strategies.
Archives Priorities for 2015

1. Evaluate archive guidelines and provide assistance to president of chapter in obtaining electronic information to be archived
2. Assess holdings in older archives to differentiate records that are unnecessary from crucial holdings.
3. Transfer any/old electronic records on to external drive

MLA Priorities for 2015-2016

With the assistance from members of MLGSCA, archivist will determine which information is essential and which information needs to be forwarded to Advisory Council for further discussion.

MLA Strategic Plan for 2016

Maintain liaisons with other archivists from chapters nationally in order to ascertain necessity of retaining documents and information.

MLA Goal 5 – Partnerships

The Exchange Committee (chair Monique Liston) During the 2014-2015 fiscal year, the chair of the committee collected and distributed journal exchange lists electronically. Three lists were sent out (July 2014, December 2014 and April 2015) and a fourth distribution is scheduled for July 2015. Participation in the journal exchange has been fairly consistent this year, with 7-15 institutions participating regularly. Hundreds of extra journal issues have been added to the exchange over the 2014-2015 fiscal year. The Exchange Committee is still in the process of achieving its goal of establishing a Web-based database for duplicate journals. The committee chair is working on creating a web-based database that members will be able to update on an as needed basis. This will eliminate the “waiting period” between published lists. The test version of the database is set to be completed by July 2015.

The 2016 Joint Meeting will be hosted by the Northern California and Nevada chapter at Stanford in Palo Alto, CA January 21-23, 2016. Several MLGSCA chapter members hold chair positions with this collaborative joint meeting. Chairs are meeting monthly to discuss logistics, speakers, exhibits, and registration details.

MLA President Linda Walton’s Strategic Priority: “Librarians without Limits”

I see myself and many of my colleagues as ‘librarians without limits.’ I believe without many of my dedicated colleagues many of the things we accomplished in 2014-2015 would not have been possible. I want to thank all advisory council committee chairs and members for their dedication.

- The hard work of our Web team in rebuilding and moving our website from Adobe Dreamweaver to Joomla. Information is easier to find and the website looks fresher and professional.
- The Professional Issues committee for examining some of the posted information on our website and collaborating with other committees and updating the information especially on student scholarships.
- The Research committee for bringing in new ideas of honoring chapter colleagues who are creating posters, papers, and lightning talks for the annual MLA conference.
- The Awards committee for honoring members that need to be recognized for professional development grants and the chapter paraprofessionals who do a lot of the day-to-day work in the hospital libraries.
• The Membership committee for looking at different software programs that are more sustainable for our future. And for the second year in a row the chapter received the EBSCO/MLA Chapter Award for outreach to community college health science librarians.
• The Exchange committee for moving from paper to an electronic lists that users can update easier.
• Irene Lovas for stepping in as Finance chair and working very hard with our bank and investment statements to balance in QuickBooks.
• Planning and collaboration of the 2016 Joint Meeting members and the understanding of the Advisory Committee that future chapter meetings may involve multiple chapters which may help with job distribution and meeting locations.
• Discussion by the AC and the entire membership of the merging of the two California chapters.
• The Archivist and the adding of the AC meeting minutes on the website under password protection.

All of these activities show that through the members’ hard work and dedication they are ‘librarians without limits.’ They all find new ways to do things and improve themselves and the chapter as well as MLA.

**Motion**

This report is informational and requires no action by the Board of Directors.

Respectfully submitted by:

Kathleen Carlson, MLGSCA Chapter President, 2014-2015

April 24, 2015

**MLGSCA Advisory Council**

**Officers 2014-2015**

President
Kathleen Carlson

Past President/Nominating Committee
Mary White
Nita Mailander
Lisa Marks
Lori Tagawa
Kathy Zeblisky

Secretary
Norma Layton

Treasurer
Janet Hobbs

President-Elect/CE Committee
Danielle Linden

MLA Chapter Council Representative
Alan Carr

MLA Chapter Council Representative Alternate
Sondhaya Sritongsook McGowan
# Chapter Advisory Council

**Awards Committee**
- Laura Stubblefield
  - Hal Bright
  - Steve Clancy
  - Marsha Henry
  - DeDe Leshy
  - Nita Mailander
  - Lisa Marks
  - Mary Riordan

**Connections Committee**
- Amy Nadell

**Exchange Committee**
- Monique Liston

**Finance Committee**
- Irene Lovas

**Government Relations/Bylaws Committee**
- Kristyn Gonnerman

**Membership Committee**
- Lori Tagawa & Sondhaya Sritongsook McGowan
  - Adele Dobry
  - Sue Espe
  - Bryan Nugent

**Professional Issues Committee**
- Susan Shelly
  - Laura Brown
  - Andrea Harrow
  - Irene Lovas

**Research Committee**
- Debra Schneider
  - Steve Clancy
  - Marcia Henry
  - Lynn Kysh
  - Caroline Marshall
  - Tiffany Moxham
  - Kevin Pardon
  - Janene Wandersee

**Web Committee**
- Kelli Hines
  - Deborah Farber
  - Kristyn Gonnerman
  - Caroline Marshall
  - Daisy Nip
  - Tim Ream-Webmaster

## Ex-Officio
- **Archivist**
  - Marsha Kmec
- **NN/LM PSR Advisory Committee Representative**
  - Irene Lovas
- **Internal Auditor**
  - Molly Harrington
- **MLA Credential Committee Liaison (AHIP)**
  - Kathy Zeblisky
- **2016 Joint Meeting Liaisons:**
  - Arizona
    - Lisa Marks
  - California
    - Lynn Kish