



# NORTHWEST NOTES

Pacific Northwest Chapter of the Medical Library Association

APRIL - JUNE 1996 VOLUME 17 NUMBER 2

## Spotlight on the Budget

Money is a necessary part of running this organization. Vicki Croft has written an article to provide some information on PNC's finances. The article expands upon the dollar figures that you see in the budget statement. Later this year the Board will be conducting an in-depth membership survey to prepare for the revision of the Chapter Map in 1997. The Board wants to find out what PNC does right, what needs to be changed, and how to set objectives to meet member needs. We hope the following article will help with answering survey questions and will serve as the basis of discussion on PNC's financial plan.

*Leilani St. Anna* [lstanna@halcyon.com](mailto:lstanna@halcyon.com)

As you write your dues check each year, have you ever wondered how this money is spent? Have you wondered why the association has a reserves account? Why annual meeting profits are important? The Executive Board felt we'd take this opportunity to share with members some basic information about the PNC budget, not only for informational purposes, but so we can get your input as we start to develop a financial plan for the chapter.

Let's begin with income sources during the past five years. Did you realize that the chapter's major income sources are membership dues and annual meeting profits? From 1992-1995 the average annual income from dues has been \$3,189, compared to \$3,322 average profit for the past five annual meetings. Annual meeting income can and does vary considerably, from as little as \$855 in one year to a whopping \$7,005 in another (1994).

Expenses can be annual, one-time, or occasional expenses. Standard continuing expenses include newsletter printing and mailing, Board meetings, Council Representative travel to MLA, and scholarships. Newsletter expenditures over the past five years have averaged \$1200-\$1300, while Board meetings generally average about \$1800. Annual board meetings, which are usually

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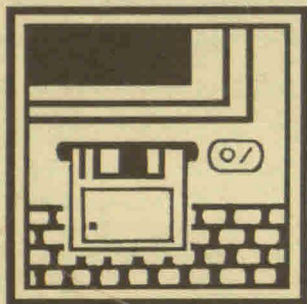
## Lending Library

The RML's lending list is now on the web:

<http://www.nlm.nih.gov/pnr/etc/lendlist.html>

This is a combination of RML, PNC, and WMLA stuff; but all is available for loan through the NN/LM, Pacific Northwest Region. The 1996 MLA tapes have been received and are also listed now!

Thanks to  
**Roberta Allen**  
for this news!



## PNC AHIP Update

**Kay Irvine** (Portland) and **Susan Long** (Kalispell), have been renewed as **Distinguished Members** of the Academy. **Brynn Beals** (Tacoma) has been newly certified as a **Senior Member**.

*Congratulations!*

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## New PNC Members

Please welcome:

**Loretta Andress**  
Anchorage, AK

**Mary Ann Hansen**  
Montana State University

**Eileen J. Kessler**  
Chico, CA  
(relocating to  
the Northwest)

**Liane Lenski**  
American Veterinary  
Medical Association

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## Alaska News

by Jeri van den Top

*I selected to retire June 30, 1996. This will allow me to begin on my third career - 'volunteering.' Peace Corps was a full time commitment. I have already begun volunteering for the Alaska Botanical Gardens and Habitat for Humanity.*

*It's somehow amazing to see how our profession has developed. In 1987 I accepted the challenge of continuing a library service to Alaskan hospitals and healthcare professionals that would be required to be fee-based. [This service had been free to all Alaskan health care professionals -- oil money.] At that time the library had only a dumb terminal, a xerox machine destined for the Smithsonian, and the threat of closure. Today, each staff member has a PC at their desk, the service resides with the University, and has Ariel and Telemedicine in its future. I always envisioned connecting the state electronically. NLM Information Access Grant was the first step; it allowed the library to introduce GRATEFUL MED to all 18 rural Alaskan hospitals. Now, I feel strongly that this library service needs new leadership. I wish to acknowledge and extend my thanks to my many PNC/MLA friends who have provided inspiration and support all these years.*

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## Position Available -- Due North

Jeri van den Top has resigned her position as manager of the Health Sciences Information Services (HSIS) at the University of Alaska Anchorage to pursue other goals. [see below-ed.] Barbara Sokolov, Consortium Library Director, said that Jeri's departure will be a real loss to the state. Under Jeri, HSIS has earned an outstanding reputation for customer service throughout the entire Alaska health care community.

The search for a new manager of HSIS is underway and information concerning the position may be obtained from: *University of Alaska Anchorage, Human Resources Services, Administration Building, Suite 245, 3211 Providence Drive, Anchorage, AK 99508. Telephone: 907.786.460861.5*

The manager of HSIS is responsible for the primary source of specialized medical and health information for Alaska's health care providers, with rural outreach being a major focus of the unit. Only four hospitals in Alaska have professionally staffed libraries and HSIS supports them as sort of a "mini-regional" medical library for Alaska.

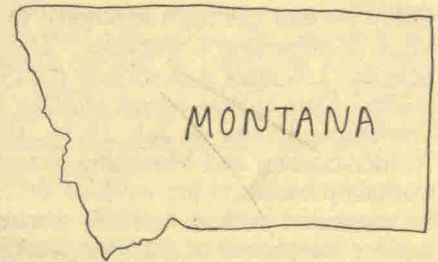
In addition to managing HSIS with a staff of five, this position is responsible for marketing services to both rural and urban users, collecting fees to partially cover the costs of services, and for collaborating with local hospitals and the Regional Medical Library. The HSIS manager is expected to identify and seek outside grant and foundation funding. As a UAA library faculty member, the successful candidate will be expected to serve several hours per week on the main reference desk, to contribute to the Library's educational outreach services, and to serve on appropriate professional and UAA committees. This is a tenure track appointment, but does not include a research requirement for promotion.



**Chapter Annual Meeting - Grouse Mountain Lodge  
Whitefish, Montana  
October 5-8, 1996**

*Registration materials for the annual meeting should be mailed to members by mid-July. Questions before (or after) the mailing should be addressed to:*

*Barbara Crain, Registration Chair  
McLaughlin Research Institute, Great Falls, MT  
Voice: 406.452.6208 Fax: 406.454.6019  
E-mail: bcrain@usa.net*



**Continuing Education**

The Pacific Northwest Chapter/Medical Library Association (PNC/MLA) will hold their annual fall meeting in Whitefish, Montana at Grouse Mountain Lodge, October 5-8, 1996. The CE Committee invites everyone to plan to attend one or more of the CE courses tentatively scheduled for the conference. One full-day class and three half-day classes are planned for Saturday and Sunday before the conference begins.

Saturday, October 5

**"Copyright Law in the Age of Technology"** *Laura Gasaway*, University of North Carolina Law Library, will be presenting her full-day class.

Sunday morning, October 6

**"Alternative Medicine Information Resources"** *Deborah Caplow*, Librarian, Bastyr University, Seattle, will be presenting a half-day class on print and electronic sources of information in the field of alternative medicine.

**"Clinical Genetics for the Medical Librarian"** *Suzy Holt*, Shodair Library, Helena, will be offering a half-day course on basic concepts in medical genetics, sources of information, and searching strategies.

**"Searching the Web and Making Your First Home Page"** Taught by staff of the Pacific Northwest Region, National Network/Libraries of Medicine.

For more information contact *Janice Bacino*, St. Peters Community Hospital, Helena, MT. 406.447.2462 : jbacino@wln.com

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**Position Available - Portland/Vancouver**

Southwest Washington Medical Center Library is currently seeking a library clerk to fill a temporary (90 day) position. The position is being reviewed, may be made permanent, and may be upgraded. The mid-range falls at about \$9.00/hour. It is for 20 hours a week, with flexibility a key factor. Contact Human Resources at 360.256.2097 if interested.

**Alaska News continued**

In other news from Alaska, the National Library of Medicine funded grants were acknowledged at two international conferences held in Anchorage this year. The 10th International Congress on Circumpolar Health, held in May, featured the PHS, Alaska Native Medical Center AIDs Outreach grant in an oral presentation and poster entitled 'HIV/AIDS Prevention Outreach Project for Rural and Alaska Natives.' HSIS presented its poster entitled the 'Rural Alaska Information Access Project' grant. In June, the 16th Polar Libraries Colloquy was held with HSIS presenting the same poster.

**Consumer Health in Yakima**

*Submitted by Anita Cleary*

Providence Yakima Medical Center recently opened the Providence Health Information Center on the 4th floor of the hospital. The Center provides high-quality, easily accessible information on wellness and disease prevention/management to residents of Central Washington.

The Center features a variety of resources for use by patients and the general public. InfoTrac Health Reference Center Gold is available and visitors also have free use of the Internet, a substantial collection of health videos, newsletters, and books. Information is provided in Spanish when available.

The Information Center is staffed daily (Monday-Friday) and Tuesday evening by medical librarians *Anita Cleary* and *Marilyn Jardine*, one volunteer, and one student employee. A number of local citizens and health care providers are working as advisors to the Information Center to enhance its value to the community and to patients.



## News from Oregon

**Cathy Jordan** has been appointed to the national MLA Membership Committee. Oregon Health Sciences Libraries Association (OHSLSA) will be holding their annual retreat meeting at Silver Falls Conference Center on July 18-19, 1996. "Understanding and Managing Transition," a workshop based on the work of William Bridges, will be presented by Kay L. Hall. Participants will explore the phases of personal change and transition and learn methods of assisting themselves through the phases. Contact **Mara Wilhelm** with questions ([wilhelmm@ohsu.edu](mailto:wilhelmm@ohsu.edu), 503.220.8262 x5959) or **Patsy Bacon** to register ([baconp@ohsu.edu](mailto:baconp@ohsu.edu)). The Online Northwest 1997 conference will be held at the Oregon Convention Center in Portland, on January 24, 1997. Contact: **Dolores Judkins** ([judkinsd@ohsu.edu](mailto:judkinsd@ohsu.edu))

## News from Idaho

by Terry Wiggins [wiggterr@isu.edu](mailto:wiggterr@isu.edu)

**Judy Balcerzak** reports that the St. Alphonsus RMC library has new staff, including **Nicole Malmen**, Electronic Services Librarian, and **Anjenette Peterson**, Library Technician. The hospital will break ground for the Kissler Family Health Sciences Library in June. Gifts toward construction are from the Kissler family and also from hospital employees. The facility will include six end-user computers for database searching and computer-assisted instruction programs for nurses and allied health professionals, a consumer health collection, a computer for searching consumer health databases, and a video room.

**Nola Higley** reports that Magic Valley Regional Medical Center's new Maternal-Child Center opened in March. **Jan Beckwith** reports that the Idaho Drug Information Service is compiling resources and information on alternative medicine, herbal medicine, and quackery.

**Kathy Nelson** reports that Madison Memorial Hospital is adding a new building for physicians' offices, enlarged physical therapy and snack bar areas, a classroom for the staff, and new administration offices. It now has Internet access using SISNA for dial up access.

**Terry Wiggins** reports that the Idaho Health Sciences Library (IHSL) is working with one new program at ISU, the Physical Therapist Assistant program in the School of Applied Technology. Funds will be forthcoming for library materials in Public Health, in which there is a new masters program.

**Gordon Carlson** of the Boise VA Library conducted a self-study in 1995 which revealed that his library

ranked 35th in service among the 167 VA hospital libraries in the US.

**Rand Simmons**, consultant to Idaho health sciences libraries for the Idaho State Library, is conducting an extensive assessment of the State Library's retrospective journal collection. A collection development policy, drafted by Simmons and members of the Boise Valley Health Sciences Libraries Consortium is being circulated among the state health sciences libraries for review.

**Jan Walters**, librarian at Mercy Hospital, reports that Mercy is merging with four Oregon hospitals, some of which do not have viable libraries. **Coleen Winward** reports that Eastern Idaho Regional Medical Center has a homepage. **Susan Jones**, formerly a volunteer in the library, is now the librarian at St. Joseph's Regional Medical Center in Lewiston. **Julie Woods**, Bonner General Hospital Medical Library, filed an application to become a DOCLINE participant. **Diane Valdivia**, Administrative Assistant/Medical Librarian at McCall Memorial Hospital, reports that Dr. Eddie Droge of McCall has been recognized as Idaho's Family Physician of the Year.

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## 1996 PNC Board & Committee Chairs

**Chair** Leilani St. Anna [lstanna@halcyon.com](mailto:lstanna@halcyon.com)

**Chair-Elect** Marcia Horner [hornerm@comtch.iea.com](mailto:hornerm@comtch.iea.com)

**Recording Secretary** Terry Wiggins [wiggterr@isu.edu](mailto:wiggterr@isu.edu)

**Membership Secretary** Natalie Norcross [norcross@ohsu.edu](mailto:norcross@ohsu.edu)

**Treasurer** Vicki Croft [croft@wsu.edu](mailto:croft@wsu.edu)

**Past-Chair** Suzy Holt [sholt@wln.com](mailto:sholt@wln.com)

### Chapter Council Representatives

Nancy Press [pressno@u.washington.edu](mailto:pressno@u.washington.edu)

Bonnie Chadbourne (Alt.) [chadbrn@wln.com](mailto:chadbrn@wln.com)

### Committee Chairs

**Archives** Janet Schnall [schnall@u.washington.edu](mailto:schnall@u.washington.edu)

**Automation & Technology** Michael Hurley [hurley@wsu.edu](mailto:hurley@wsu.edu)

**Bylaws** Jan Schueller [schueller@battelle.org](mailto:schueller@battelle.org)

**Education** Carolyn Olson [olsonc@ohsu.edu](mailto:olsonc@ohsu.edu)

**Governmental Relations** Kathy Martin [martink@ohsu.edu](mailto:martink@ohsu.edu)

**Nominating & Elections** Suzy Holt [sholt@wln.com](mailto:sholt@wln.com)

### Program Grouse Mountain '96

Leza Hamby [lsh@rml.niaid.nih.gov](mailto:lsh@rml.niaid.nih.gov) Co-chair

Susan Long [slong@wln.com](mailto:slong@wln.com) Co-chair

Barbara Crain [bcrain@usa.net](mailto:bcrain@usa.net) Registration

**Portland '97** Caroline Mann [cmann@linfield.edu](mailto:cmann@linfield.edu)

**Publications/Newsletter** Mary Wood [marywood@wsu.edu](mailto:marywood@wsu.edu)

**Research** Nancy Griffin [grifnanc@isu.edu](mailto:grifnanc@isu.edu)

**Liaison to MLA/AHIP** Kim Granath [kimb@selway.unt.edu](mailto:kimb@selway.unt.edu)



**Budget** *continued from page 1*

one-day working sessions, are held in central locations (cheap airfares) in the Spring. The Council Representative or Alternate is allocated \$1000 for travel to MLA, although reps do not always ask for the entire amount. A new category, Chapter liability insurance, costs \$250/year. During the past three years, \$1400 has been awarded to PNC members for conference participation. The Lending Library has also been provided with funding to enhance its collection. One-time expenses include organizational costs, such as \$150 spent on incorporation. Future expenses are anticipated for acquiring tax-exempt status. By taking advantage of MLA-sponsored group processes, Chapters have been able to incorporate and qualify for group insurance rates at affordable prices. Lastly, occasional organizational expenses include stationery, membership brochures, note pads, software, labels, postage and other miscellaneous supplies.

Now that you have a basic idea of Chapter revenue and expenses, let's turn to reserves. Reserves are important in order for an organization to maintain cash flow to fall back upon during unexpected expenses or emergencies. The size of an organization's reserves is dependent upon a number of factors, such as organization size, revenue sources, and cash flow. MLA currently has a reserve of 22% of annual operating expenses, with an ultimate goal of 25%. PNC, with 50% of its income dependent upon annual meeting revenues, warrants a higher reserve fund because of its widely fluctuating annual income. Currently the Chapter maintains a contingency fund of \$5000, which is currently invested in short-term Certificates of Deposit with interest rates from 4.25-6%. PNC's annual operating expenses average around \$6,000, so currently our reserves stand at approximately 80%.

While recognizing that PNC should be fiscally responsible, the organization exists to provide member services and be responsive to member needs. In light of PNC's \$10,000 checking account balance in February, the Board recommended a number of new programs and initiatives to utilize some of PNC's accumulated assets (see Northwest Notes, Jan-March 1996 issue for budget details). This spring PNC sponsored a CE Committee retreat in Seattle. The Scholarship fund has been increased to \$600 for 1996. An Ad Hoc Task Force on Conference Planning is planned for Whitefish in October. Other new initiatives include a Collaborative Consumer Health Forum, the PNC Compass Project which will survey the membership, Collaborative Internet Access Grants, and Scholarships for CE Development. The projected cost for these projects is \$4,600 with an additional \$1000 committed to the Centennial Task Force expenses for 1997. Thus, the 1996 budget projects an income of \$4,900 with \$13,020 in our expenses.

We welcome your suggestions, comments, and input in our mission to create a Financial Plan for the Chapter. Size of our contingency funds, management of reserves, correlating expenditures to income sources by cost center--these are just a few of the issues we'll be discussing. Remember, PNC is your organization and to make it work for you, we need your input and your support.

**Vicki Croft, M.S.L.S., AHIP**

**Treasurer, PNC/MLA** [croft@mail.wsu.edu](mailto:croft@mail.wsu.edu) OR [croft@vetmed.wsu.edu](mailto:croft@vetmed.wsu.edu)



## Chapter Council Highlights

Submitted by **Bonnie R. Chadbourne** [chdbnrn@wln.com](mailto:chdbnrn@wln.com)  
**Chapter Council Alternate**

Chapter Council met twice at the annual MLA meeting in Kansas City, MO. Once again compliance was discussed. What is the purpose of compliance and what are the expectations of MLA and the Chapters with compliance? To meet compliance, 50% of MLA members must be chapter members. After a lively discussion, chapter council members voted to recommend the deletion of 5.E from the Special Rules of Order of the Medical Library Association, Inc. which states, "...[MLA] recognition may be withdrawn by the Board of Directors when: *A Chapter for a period of three consecutive years fails to maintain a membership of MLA Voting Members equal to one-half of the Association's Voting Members within the Chapter's boundaries.*" Of course, this recommendation will move through the appropriate channels before any further action is taken.

year the award was presented. The Southern chapter was awarded this for their project to raise money for the Cunningham Memorial International Fellowship Award.

Chapter Centennial activities continue to move forward. Ada Seltzer presented what MLA will be doing throughout the centennial year and what chapters can be doing. Each chapter is encouraged to write their own chapter history. Many centennial ideas were also discussed at the Chapter Roundtable luncheon. PNC/MLA has an established task force that is already collecting ideas for our activities. This task force will meet at the annual PNC/MLA meeting at Grouse Mountain in October.

**October is Medical Library month.**

**Mark your calendars!**

The Chapter Project Award was funded by a generous donation from the Majors company. This is the first



**PLAN AHEAD FOR THE FALL CHAPTER MEETING**  
**October 5-8, 1996 Grouse Mountain Lodge**

**PNC Professional Development Fund**

The PNC Professional Development Fund is designed to encourage participation in PNC sponsored professional programs and courses by our members. The Board recognizes that meetings and courses are often too far away for many members to attend. The aim of the fund is to improve access for members and to equalize opportunities for attendance at programs and courses which improve member's professional development.

All applicants must meet the eligibility criteria. The applications will be reviewed by designated members of the Executive Board, and all applicants will be notified of the Board's decisions. The deadline is at least six weeks before the event. The number of applicants funded will be limited by the amount of funds set aside by the Board at the beginning of each budget year. This year the amount is \$600.00.

NOTE: Funds are generally reimbursed/disbursed to recipients after attendance at their selected meeting/program/course.

**Eligibility:**

1. Applicant must be a current PNC member.
2. Applicant must not have received PNC funding during the past 2 calendar years.
3. The written application must be received by the designated deadline.

**Factors to be considered in awarding of grants:**

1. Distance to be travelled to event (generally greater than 50 miles)
2. Applicant is new or recently returning to profession
3. Applicant's current committee or other PNC involvement
4. Availability/non-availability of other programs in area
5. How attendance will benefit your library/patrons/community
6. Availability of institutional funding for past 2 years

A maximum of \$100 will be awarded per applicant. In cases of multiple applicants, lesser amounts may be awarded to awardees. A copy of the application form appears on page 7.

***The deadline for fall 1996 PNC/MLA applications is August 28, 1996.***



Pacific Northwest Chapter of the Medical Library Association

**Professional Development Fund Application**

Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Library \_\_\_\_\_  
Organization \_\_\_\_\_  
Street Address \_\_\_\_\_ PO Box \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Program/Course/Meeting \_\_\_\_\_

Location \_\_\_\_\_

Fee \_\_\_\_\_ \$ Amount Requested \_\_\_\_\_

Amount your institution contributed to your professional development (CE, travel, meetings) last year: \_\_\_\_\_

Amount your institution will contribute to attendance at this year's meeting: \_\_\_\_\_

Please attach a *brief statement* (no more than 200 words) explaining why this course/program/meeting will be of benefit to you or your organization. Include in your statement other factors that will support your request.

***I have read and agreed to the conditions stipulated by the PNC Professional Development Fund.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send completed application and personal statement to:**

Vicki Croft, PNC/MLA Treasurer  
NW 1840 Hall Dr.  
Pullman, WA 99163-3551

Decision: YES NO

Date Notified \_\_\_\_\_



PROFESSIONAL DEVELOPMENT FUNDS AVAILABLE - SEE INSIDE !  
AUGUST 28 APPLICATION DEADLINE FOR FALL PNC MEETING

*Northwest Notes*  
Mary Wood, Editor  
Intercollegiate Center for  
Nursing Education  
Betty M. Anderson Library  
2917 W. Ft. Wright Drive  
Spokane, WA 99224

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**Mary Wood, Editor:** Intercollegiate Center for Nursing Education, Anderson Library, 2917 W. Ft. Wright Drive, Spokane, WA 99224. 509.324.7346 Fax: 509.324.7349; Internet: marywood@wsu.edu

Statements and opinions expressed in the newsletter do not necessarily represent the official position of the Chapter or the Editor. **News and articles are welcome!** Please include your name, library, address, phone and fax number, and e-mail address (if available). **The editor reserves the right to edit submissions as necessary.**

Articles from *Northwest Notes* may be reprinted without permission; credit would be appreciated.

To join the Pacific Northwest Chapter, send dues to:

Vicki Croft  
PNC/MLA Treasurer  
NW 1840 Hall Dr.  
Pullman, WA 99163-3551

**DUES: \$15.00 U.S.**  
**\$18.00 Canadian**

**MAKE CHECK PAYABLE TO: PNC/MLA**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(You may use home or work address)

Internet/E-mail: \_\_\_\_\_

Circle those that apply:      **Renewal**      **New Member**

Membership type requested: **Individual**      **Institutional**

Are you a member of the Medical Library Association?

Yes      No