A Message from the Membership Chair


The "Preferred Mailing Location Indicator" in the individual member pages of the new directory was inadvertently set to "Home" during formatting. Institution pages correctly indicate the preferred mailing location.

To determine a member's preferred mailing address, please refer to the Institution Directory portion of the 1999-2000 NCNMLG Membership Directory.

Please bear in mind that the mailing indicator is just a shortcut to keep us from having to publish three addresses in the directory: 1) home address, 2) mailing address, and 3) work address. It also helps us ensure the privacy of our member's personal information. For members who choose to publish both home and work addresses, the indicator lets directory users know where to send correspondence.

We carefully protect the privacy of members who elect not to publish home address information. In fact, for members who prefer not to publish their home address, home address information is not recorded in the database at all unless home is the sole mailing address. Mailing address information is not used during directory preparation.

If you have questions or concerns about your directory entry, please call Roger Brudno, Chair, NCNMLG Membership Committee, at 530.532.8657, or send an email message to rbrudno@orohosp.com

Table of Contents

Calendar………………………..2
1999/2000 Officers & Committee Chairs…………3
Call for Papers/ Posters for 2001 Joint Meeting ……………4 - 5
Continuing Education Survey Results…....6 - 7
Vacancy Announcements………………..8
State of the NCNMLG Treasury………9 - 13
Minutes of the February 11, 2000 NCNMLG Meeting………...14 - 15
Geek Speak: Keyboard Equivalents for Netscape ……………14 - 15
NCNMLG Election Results…………….16
AHIP: Why Not? Part III………………16
### Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUNE</td>
<td>10-15</td>
<td>Special Libraries Association Annual Conference, Philadelphia PA</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Transition meeting for incoming NCNMLG officers and committee chairs (California College of Podiatric Medicine, San Francisco CA)</td>
</tr>
<tr>
<td>JULY</td>
<td>2-5</td>
<td>8th International Congress on Medical Librarianship, London, England</td>
</tr>
<tr>
<td></td>
<td>6-13</td>
<td>American Library Association Annual Conference, Chicago IL</td>
</tr>
<tr>
<td>AUGUST</td>
<td>4</td>
<td>Proving Your Worth: Professional, Business, and Political Tools - CE Course with Michelynn McKnight (see enclosed flyer)</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>7-10</td>
<td>NCNMLG / MLG SCA Joint Meeting, San Francisco</td>
</tr>
<tr>
<td>MAY 2001</td>
<td>25-30</td>
<td>MLA 2001: An Information Odyssey, Orlando FL</td>
</tr>
</tbody>
</table>

For more library-related events, see Librarian's Datebook at [http: // www.hsl.unc.edu/ libcal.htm](http://www.hsl.unc.edu/libcal.htm)

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**CE class with Michelynn McKnight on August 4 in San Francisco**

Please join us for an exciting 4-credit CE class presented by the Chair-elect of the Hospital Library Section (HLS) of the Medical Library Association. The course, called *Proving Your Worth: Professional, Business, and Political Tools*, has received rave reviews from those who have taken it in the past.

A flyer is enclosed with this Newsletter issue. Please note that registration will be first-come, first-served. Emails will be sent to other library listservs sometime in late June or early July, so sign up soon!

Susan Ulrich  
Community Hospital of the Monterey Peninsula  
831-625-4550  
susan.ulrich@chomp.org

Candace Walker  
Dominican Santa Cruz Hospital  
831-462-7738  
cwalker@chw.edu
1999/2000 NCNMLG OFFICERS

President: Billie White (530)225-6178  bwhite@chw.edu
President-Elect & Program Chair: Mary Beth Train (650)494-3269  mbt@netmagic.net
Past-President: Andrea Woodruff
Secretary: Gail Persily (415)476-3766  persily@library.ucsf.edu
Treasurer: Leah Anderson (650)367-5880  landerson2@chw.edu
Nominating Committee Chair: Julia Kochi (415)502-7539  kochi@library.ucsf.edu
Nominating Committee Member: Cynthia L. Henderson (510)869-6833  chendrsn@samuelmerritt.edu
MLA Chapter Council Representative: Rebecca Davis (530)752-3271  radavis@uucdavis.edu
MLA Chapter Council Alternate: Sara Pimental (650)742-2540  sara.pimental@ncal.kaiperm.org
MLA Nominating Committee Nominee: Heidi Heilemann (650)725-4582  heilemann@stanford.edu

1999/2000 NCNMLG COMMITTEE, APPOINTMENT & TASK FORCE CHAIRS

Archivist: Nancy Zinn (415)753-8483  zinn@itsa.ucsf.edu
Awards/Honors: Betty M. Moore (209)723-8174  moorebe@cell2000.net
Bylaws: Jamie Lamkin (415)206-6639  jlamkin@pacbell.net
CA Library Net Taskforce: Sara Pimental (650)742-2540  sara.pimental@ncal.kaiperm.org
Continuing Education: Candace Walker (408)462-7738  cwalker@chw.edu
Credentialing Liaison: Nancy Firchow (408)947-2647  nfirchow@chw.edu
Documentation: Anne Shew (415)575-6352  shewa@sutterhealth.org
Electronic Resources Committee: Chris Stave (650)725-4580  cstave@lanelib.stanford.edu
Exchange: Ron Schultz (415)292-0409  rschultz@ccpm.edu
Governmental Relations: Florence Jakus (702)878-1394  fjakus@unr.edu
ILL Coupons: Doug Varner (415)923-3240  varnerd@sutterhealth.org
Joint Meeting Planning: OPEN
Long Range Planning: Sara Pimental (650)742-2540  sara.pimental@ncal.kaiperm.org
Membership: Roger Brudno (530)532-8657  rbrudno@orohosp.com
MLA Membership Representative: James Liu (650)725-7471  james@lanelib.stanford.edu
Newsletter: Sharon S. Chadwick (707)826-4955  ssc1@axe.humboldt.edu
Paraprofessional/Professional: OPEN
Parliamentarian: Sally H. Kaufmann (415)567-3535  havner@itsa.ucsf.edu
Programming: Mary Beth Train (650)494-3269  mbt@netmagic.net
PSRML Representative: Ysabel Bertolucci
Public Relations: Janie Grosman (702)522-6883  grosman@wco.com
Research: Terry Henner (702)784-4625  thenner@admin.unr.edu

Items for the NCNMLG Newsletter may be sent in electronic/digital format (text or WORD format preferred) to:
Karen Halverson
Washington Community Health Resource Library
2500 Mowry Avenue
Fremont CA 94538
(510) 494-7009 <voice>
(510) 745-6447 <fax>
Email: karen_halverson@whhs.com

The NCNMLG Newsletter is published 6 times a year.
(July/August, September/October, November/December, January/February, March/April, May/June)

Copy for the July/August newsletter is due by the 15th of July.

The NCNMLG Newsletter is available in PDF format at the NCNMLG Website at: <http://ncnmlg.stanford.edu/> In order to read the newsletter in this format, you will need the Acrobat Reader plug-in which can be downloaded for free from Adobe Systems' web site <http://www.adobe.com/products/acrobat/readstep.html >.

Once Acrobat Reader is installed, click on the PDF file icon for the newsletter and Acrobat Reader will open up on top of your web browser and display the document right on your screen.
Call for Posters and Papers for the 2001 Joint Meeting

2001 Joint MLGSCA/NCNMLG Meeting
February 7-10, 2001
Radisson Miyako Hotel
San Francisco, California

It’s not too soon to start thinking about the 2001 Joint Meeting! Submit an abstract for a contributed paper or poster! All topics are welcome. In what ways is your library preparing for the future? What electronic endeavors has your organization initiated? How have you responded to customized learning environments?

If you don’t think you have enough time to prepare, present with a colleague. For those presenting at MLA next year, polish your presentation skills. Know someone who is working on an interesting project that would make a good contributed paper or poster? E-mail their names to the chairs who will contact them.

Some topics to consider: Electronic document delivery; Electronic journals; Outreach Projects; Copyright; Distance Learning

For PAPERS:
Submit two (2) copies of an abstract (250 words maximum) describing the contributed paper by mail, e-mail, or fax to the appropriate chairperson. E-MAIL IS PREFERRED. The first copy should list all authors and institutional affiliations. The second copy will be used in a blind review process and should not include any information identifying authors or institutions. A WRITTEN PAPER IS NOT REQUIRED. Those whose abstracts are accepted should be prepared to speak for approximately 15 minutes.

Contributed Papers Chair
Elizabeth A. Mason, Medical Librarian
Ismael Medical Library
Regional Medical Center of San Jose
San Jose, CA 95116
(408) 259-5000  x2230
Fax: (408) 729-2881
E-mail: elizabeth.mason@columbia.net

For POSTERS:
One copy of an abstract (250 words maximum) describing the poster and its purpose must be submitted by e-mail, text file on disk, mail, or fax, to the Posters Chair. E-MAIL IS PREFERRED. A copy of all finalized abstracts must be submitted electronically to the Posters Chair by MONDAY, DECEMBER 4, 2000 to be placed in the conference program. Make sure to list all presenters and their organizational affiliations.

If presenters have a longer summary or outline of their poster in electronic format that they would like to share with members that could not attend the meeting, please e-mail it to the Posters Chair just before or immediately after the Joint Meeting. The summary or outline will be mounted on the Joint Meeting web site.

PLEASE NOTE: There are not going to be any live Internet connections for the posters. Please plan to have any Internet presentations "canned" on your laptop or on disk. Contact the Poster Chair for further information.

Poster Session Chair
Debbie Jan
Public Health Library
University of California, Berkeley
42 Warren Hall, #7360
Berkeley, CA 94720-7360
(510) 642-2511
Fax: (510) 642-7623
E-mail: djan@library.berkeley.edu

Please submit your abstract to the appropriate Chair by MONDAY, SEPTEMBER 4.
FORM TO E-MAIL

DEADLINE: MONDAY, SEPTEMBER 4.

Paper e-mail to: elizabeth.mason@columbia.net
Poster e-mail to: djan@library.berkeley.edu

Primary Presenter
Name:
Organization:
Mailing Address:
Phone Number:
Fax Number:
E-mail address:

Other presenter: (if more than 2 presenters, please provide the following information for each presenter)
Name:
Organization:
Mailing Address:
Phone Number:
Fax Number:
E-mail address:

AV Requirements:
No equipment needed:
Not sure what equipment needed:
Overhead projector:
Easel:
Electrical connection for laptop:

Paper or Poster Title:
Abstract: (250 words maximum)
NCNMLG
CHAPTER UNIFORM NEEDS ASSESSMENT
CONTINUING EDUCATION SURVEY
SURVEY RESULTS - HIGHLIGHTS

Last December a survey to assess the continuing education needs of NCNMLG members was included in the newsletter. A similar survey was done in each MLA chapter, and the results are being aggregated nationally for use in improving continuing education. Some of the highlights from our analysis of our own surveys follows. Again, thank you to everyone who participated.

--Candace Walker & Susan Ulrich, NCNMLG CE Co-Chairs

Surveys returned: 43 (16% of the membership)

1. In what type of library do you work?
   Academic (29%); hospital (55%); special, pharm/ biotech, other (16%)

Please tell us about continuing education:

2. How valuable is NCNMLG’s continuing education program to you?
   Very valuable (30%); moderately valuable (36%); slightly valuable (34%)

3. Relative importance of factors in deciding to attend an NCNMLG CE course:
   Most important: course content, location
   Moderately important: faculty/instructors, registration fee, amount of
time away from work
   Not important: time of year

4. Preferred methods for CE:
   Most popular: hands-on training
   Moderately popular: workshops, seminars
   Not popular: journal clubs, teleconferences, self-directed learning

5/6. Most popular CE topics:
   The two most popular (chosen more than 10 times each) were:
   Electronic fulltext delivery (primarily intermediate or advanced)
   Teaching the end user (primarily intermediate or advanced)

   The next grouping (8-10 times) were:
   Evidence-based health care (basic or advanced)
   Internet/Web (intermediate or advanced)
   IGM/PubMed (intermediate or advanced)
   Virtual libraries (basic, intermediate, or advanced)
   Web page development & design (primarily basic or intermediate)
   Alternative medicine (basic or intermediate)

7. Preference for CE courses being before or after the Joint Meeting: none

8. Preferred length of CE courses:
   Most chose “depends on the content of the course.” For specific lengths, 4 hour class was the most popular.

9. Preferred months for CE courses other than at the Joint Meeting:
   April, March, September, October, August (in descending order)
   Preferred day(s) of the week:
   Friday was most popular. The rest of the weekdays were about evenly split. Weekends were not popular.
(continued on page 7)
10. Why do you take CE courses:
   Most take courses simply for continuing professional education. About 25% take courses for MLA academy credentialing.

11. CE sources other than NCNMLG:
   58% take courses from other sources, primarily MLA and SLA

Please tell us about your relationship with NCNMLG.

12. Frequency of attendance at NCNMLG meetings:
   regularly (26%); occasionally (35%); seldom or never (39%)

13. Reasons for not attending NCNMLG meetings:
   The main problem was “too much travel time” followed by “program content does not meet my needs” and “schedule conflict.”

14. How well is NCNMLG performing the following functions?
   Well – directory and newsletter
   OK – CE, chapter meetings
   Not-so-well – public relations, recruiting members, placement services

15. For those attending at least 1 Joint Meeting in the last 4 years, should time spent on the following activities be increased, decreased, or stay the same?
   Almost everyone chose stay the same for all the activities which were career opportunities, CE courses, contributed papers, exhibits viewing time, general sessions/ speakers, NN/ LM regional updates, peer networking, poster sessions, section programming activities, and social activities.

16. Relative importance of factors in deciding to attend the Joint Meeting:
   High: relevance of program overall, general sessions/ speakers
   Medium: location, CE, officer responsibilities, total cost, accommodations, section programming, exhibits
   Low(er): previous meeting experiences, employer’s interest, social activities, opportunity to present paper/poster, career opportunities

17. Amount of information in the Preliminary Program: 70% chose just enough

Please tell us why you joined NCNMLG and offer some additional information to help the Board offer programs and services that might better meet your needs.

18. Relative importance of reasons for joining NCNMLG:
   High: networking opportunities, CE
   Medium: union list, directory, meetings, newsletter, coupons/ ILL, listserv
   Low(er): exchange list

19. Meeting preferences:
   Most popular: Full or half day CE courses; lunch meetings

CONGRATULATIONS!

Cynthia L. Henderson, Newsletter Editor 1998/99 and Nominating Committee member 1999/2000, is the new Deputy Director of the Multi-Media Center at Morehouse School of Medicine in Atlanta, Georgia. Her last day at Samuel Merritt College is June 9. We will miss having Cynthia in NCNMLG but we look forward to seeing her at MLA conferences. We wish her well in her new position.
Vacancy Announcements

John A. Graziano Memorial Library
LIBRARY DIRECTOR

Samuel Merritt College, winner of a 1999 California Governor's Quality Award, seeks a creative and dynamic library professional with excellent interpersonal skills to lead the John A. Graziano Memorial Library through a critical period of transformation and growth beyond the year 2000. Located in Oakland, California, SMC is a growing, regionally accredited institution of higher education, dedicated to preparing outstanding health professionals since 1909. Offering undergraduate programs in health and human sciences and nursing and graduate programs in nursing, occupational therapy, physical therapy and physician assistant studies, SMC’s enrollment is approximately 750 students. The College is affiliated with Sutter Health Systems. The John A. Graziano Memorial Library is home to the largest nursing and allied health collection in the East Bay and serves approximately 150 faculty and staff, as well as physicians and staff of Summit Medical Center. The Director reports to the Academic Vice President and Provost.

The Director is responsible for:
- Vision and leadership for information services to the College.
- Strategic and long range planning.
- Library operations, collection development, and budget.
- Staff supervision of 1 professional, 2 technicians and 2.5 FTE students.
- Computer resources including CD-ROM, computer lab, on-line public access catalog, database searching and coordination with the College network.
- Managing and planning of Library facilities.
- Liaison with faculty to determine resources, services, and bibliographic instruction needed to support the curricula of the College.
- Accreditation functions including evaluation of collections and services.
- Fund raising, grant writing and related development efforts.
- Teaching information literacy and offering course in areas of expertise and interest.
- Committee assignments including Technology Committee, Strategic Planning, and Academic Council.

Minimum Qualifications
- ALA accredited Masters degree.
- Administrative experience including supervision of professional and technical staff.
- Strong interpersonal skills; ability to interact with library's diverse health sciences constituents.
- Leadership and decision making skill; ability to work in a collegial administrative environment.
- Excellent written and oral communication skills.
- Knowledge of information technology and trends.
- Eligibility for faculty appointment

Preferred Qualifications
- Previous experience in an academic health sciences library.
- Membership in the Academy of Health Information Professionals (AHIP).
- Earned doctorate in a field related to health sciences information is highly desirable.

Competitive salary with a midrange of $58,000 commensurate with experience and credentials. Comprehensive benefits package. Anticipated starting date: August 28, 2000.

Review of applications will begin on June 20, 2000 and will continue until the position is filled. Finalists will be asked to furnish transcripts of all earned degrees.

Submit cover letter, vitae, salary history, and names, addresses and telephone numbers of at least three professional references to: Linda Lingelser, Director of Human Resources, Suite 2701, 450 - 30th Street, Samuel Merritt College, Oakland, CA 94609. (llingelser@samuelmerritt.edu) Samuel Merritt College is an Affirmative Action/Equal Opportunity Employer.

MEDICAL LIBRARIAN

Santa Clara Valley Medical Center, a 377-bed hospital located in the heart of Silicon Valley, seeks a medical librarian. The medical librarian, responsible to the medical director, administers the department and directs its operations. Duties include the supervision of staff; management of departmental financial resources; reference assistance, including online searching; and selection of books, journals, etc.

A successful candidate will have a Master's Degree in Library Science, a certificate issued by the Medical Library Association (can be obtained during the first year), and three years of experience in a medical or health science library or equivalent.

Salary: $4,952 to $6,020 effective monthly plus a comprehensive benefits package. Please contact Nancy Young at 408 885-3887 for an application and complete job description, or visit the county website at www.sccjobs.org. Visit our website at www.scvmed.org for information on the hospital.
The State of the NCNMLG Treasury

To: NCNMLG Board and Members
From: Leah Anderson, Treasurer
Date: April 12, 2000
Subject: Financial Report 6/1/99 to 4/12/00

This report provides year-to-date information about the Chapter’s general treasury accounts for FY 1999/2000. The general treasury is designated for the income/expenses generated by the Chapter for regular business and other functions.

The general treasury does not include money associated with coupon activity. Coupon funds are kept in separate bank accounts and are managed and reported by the Chapter’s Coupon Manager.

As always, anyone interested in seeing the financial detail of the Chapter should contact me at 650-367-5880 or landerson2@chw.edu.

General Treasury (excluding coupons) $9,847.76
Checking Account Balance $3,619.01
Money Market Account Balance $6,228.75

Income/Expenses FY 1999/2000

<table>
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<th>Actual YTD</th>
<th>Budgeted</th>
<th>Variance</th>
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<tr>
<td>Income</td>
<td>$5,132.63</td>
<td>$9,445.00</td>
<td>$(3,039.81)</td>
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<tr>
<td>Expenses</td>
<td>$11,474.30</td>
<td>$29,440.00</td>
<td>$(17,965.70)</td>
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</table>

Chapter Programs/CE Course for FY 1999/2000

<table>
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<th></th>
<th>Income</th>
<th>Expenses</th>
<th>Profit/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>March CE Course</td>
<td>$510.00</td>
<td>$856.38</td>
<td>$(346.38)</td>
</tr>
<tr>
<td>August Retreat</td>
<td>$202.50</td>
<td>$462.18</td>
<td>$(259.68)</td>
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<tr>
<td>September Program</td>
<td>$266.00</td>
<td>$244.13</td>
<td>$21.87</td>
</tr>
<tr>
<td>November Program</td>
<td>$253.50</td>
<td>$237.59</td>
<td>$15.91</td>
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Costs of Some Chapter Offices & Committees

<table>
<thead>
<tr>
<th></th>
<th>Income</th>
<th>Expenses</th>
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</thead>
<tbody>
<tr>
<td>Membership</td>
<td>$2885.00</td>
<td>$241.91</td>
</tr>
<tr>
<td>Dues Collected (so far)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage for mailings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsletter Production</td>
<td></td>
<td>$1346.84</td>
</tr>
<tr>
<td>Printing 4 issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postage for 2 issues</td>
<td></td>
<td>$298.32</td>
</tr>
<tr>
<td>Travel Reimbursement</td>
<td>$3073.40</td>
<td></td>
</tr>
<tr>
<td>Board Members &amp; Chairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>$472.52</td>
<td>$104.00</td>
</tr>
<tr>
<td>Taxes &amp; Liability Insurance</td>
<td></td>
<td>$50.40</td>
</tr>
<tr>
<td>Postbox Renewal</td>
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<td></td>
</tr>
<tr>
<td>Supplies/Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awards &amp; Honors</td>
<td>$200.00</td>
<td>$71.43</td>
</tr>
<tr>
<td>Award for Professional Excellence</td>
<td></td>
<td></td>
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</table>

Totals $2885.00 $5858.82
NCNMLG Financial Analysis Report
Prepared by
Leah Anderson, Treasurer and Mary Beth Train, President-Elect
April 17, 2000

Following is a financial analysis of the activities of NCNMLG from FY 1992/1993 through 1999/2000 to date. This report was prepared at the request of the NCNMLG membership at the February business meeting held during the 2000 Joint Meeting of the NCNMLG/MLGSCA in San Diego, CA. Mary Beth Train, President-Elect, and Leah Anderson, Treasurer, assembled the report. Assistance in data gathering was provided by Nancy Zinn, NCNMLG Archivist, and Roger Brudno, Membership Chair.

This report will be posted on the Chapter’s web site and will be printed in the May/June newsletter. Members will have an opportunity to discuss the report at the Transition Meeting on June 30, 2000, at the California College of Podiatric Medicine (CCPM) in San Francisco. It is also hoped that discussions will take place over the listserv. Proposals and actions derived from discussions among members and the Board will be presented at the business meeting on August 4, 2000, also at the CCPM.

This report provides an overview of the Chapter’s financial activities. While observations are given, suggestions for specific proposals or actions are beyond the scope of this report.

Contents

The report is composed of three documents. The first summarizes how the report was prepared and provides observations and conclusion drawn from the analysis. The second is a chart providing the financial detail for each fiscal year. The types of information conveyed in the chart are outlined below. The third document contains explanatory notes for the financial detail found in the chart. These notes provide clarification on many aspects of the financial information.

The chart provides figures for total membership as well as the balance of the general treasury through the years. Total income and expenses are reported for each year, and the final margins of profit/loss.

Major income sources are detailed in the chart. These include dues, revenues from Joint Meeting and union list sales. In addition, the coupon surplus is reported for each fiscal year available. Surplus is the amount of money left over if all coupons were redeemed simultaneously.

Expenses were broken down into five categories: operating, variable, newsletter, membership/directory, and travel. Operating expenses include such categories as taxes, insurance, audit costs, PO box rental, stationery, and costs of mailings. Variable expenses were broadly interpreted to mean any expense not needed for the Chapter’s basic existence. These expenses include programs, CE courses, web site development and enhancements, public relations, donations, and special Chapter activities such as the 50th anniversary celebration.

How the Data was Gathered

Financial archives held by the Treasurer were searched for end-of-the-year financial reports from previous Treasurers and final reports from Committees. We each took different fiscal years to categorize. Variations in the categorizations of the financial information made by past Treasurers and Officers made this task difficult. We tried to retain consistency in our approach but at times we simply had to guess.
The Treasurer’s archives did not contain all the information needed. Nancy Zinn was asked to search the Chapter’s archives at the University of California, San Francisco. Unfortunately, Nancy discovered that final reports and archives from offices and committees are not present in the archives for most years. As a result, there are some gaps in the chart.

Observations

1. Quality of reporting by the Chapter’s Officers and Committee Chairs has declined dramatically over the years. Sufficient detail about the activities of offices and committees were not always provided. Also, these important documents are not being forwarded to the archivist in a timely manner for permanent storage.

2. Typically, the Chapter runs at a deficit in the non-Joint Meeting years. However, the Chapter ran at a loss for three consecutive years (1995-1998). This reduced the Chapter’s treasury by 60%. Special activities during this period were the Chapter’s 50th anniversary celebration; the development of the Chapter’s web site; a public relations effort that included posters for each member; and the redesign of the Chapter’s logo.

3. Revenue from the Chapter’s main income sources are declining dramatically. Main income sources are membership dues and revenues from the Joint Meeting and union list sales. Revenue from the Joint Meeting appear to be relatively constant ranging from $5000 to $8000. Membership has declined by 28% in the past six years, and the membership fee has not been changed in over a decade. The union list provides significant income in the years around a new edition. However, with the recent developments of web-based interfaces for SERHOLD data, the decision was made to no longer produce the union list.

4. Revenues from dues and union list sales are realized annually while revenue from the Joint Meeting arrive bi-annually. The elimination of the union list and declining membership revenue hurt the Chapter on an annual basis, making it more critical and difficult for the Joint Meeting profits to carry the activities of the Chapter. Increasing membership and dues would help curb this dramatic decline. Generating ideas for other sources of income could help make-up for the loss of union list sales.

5. In every year but FY 1994/95 and the current FY 1999/2000, programs ran a deficit. CE courses have always lost money except for FYs 1993/1994 and 1994/1995. The Chapter needs to decide whether to continue to offer these activities at a loss, reduce the number given, and/or concentrate on cost recovery.

6. Reimbursement for travel by Officers and Committee Chairs was approved by the Board on January 31, 1995. The amount spent on travel has varied over the years and has been quite significant in some years. Placing limits or restrictions on travel reimbursement could work to contain these costs.

7. Costs for producing the newsletter were high when 10 issues per year were published. Costs have gone down with the reduced number of issues. Switching to an electronic version only could save $2000-$3000 per year.

8. Placing the membership directory on the Chapter’s web site could also save between $1500-$2000 per year.
## Financial Analysis: NCNMLG

### Membership/Total Treasury

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Membership</th>
<th>Total Treasury</th>
<th>Total Income</th>
<th>Total Expenses</th>
<th>Profit/Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992/1993</td>
<td>273</td>
<td>Figures not available</td>
<td>$47,794</td>
<td>$45,886</td>
<td>$1,909</td>
</tr>
<tr>
<td>1993/1994</td>
<td>313</td>
<td>Figures not available</td>
<td>$11,924</td>
<td>$14,710</td>
<td>$(2,786)</td>
</tr>
<tr>
<td>1994/1995</td>
<td>324</td>
<td>$38,689</td>
<td>$62,050</td>
<td>$58,484</td>
<td>$3,566</td>
</tr>
<tr>
<td>1995/1996</td>
<td>300</td>
<td>$33,843</td>
<td>$15,946</td>
<td>$17,977</td>
<td>$(2,032)</td>
</tr>
<tr>
<td>1996/1997</td>
<td>270</td>
<td>$25,368</td>
<td>$59,119</td>
<td>$65,633</td>
<td>$(6,514)</td>
</tr>
<tr>
<td>1997/1998</td>
<td>286</td>
<td>$13,484</td>
<td>$20,144</td>
<td>$30,737</td>
<td>$(10,593)</td>
</tr>
<tr>
<td>1998/1999</td>
<td>253</td>
<td>$16,491</td>
<td>$67,072</td>
<td>$61,115</td>
<td>$5,957</td>
</tr>
<tr>
<td>1999/2000*</td>
<td>233</td>
<td>$9,848</td>
<td>$5,133</td>
<td>$11,474</td>
<td>$(6,342)</td>
</tr>
</tbody>
</table>

### Major Income Sources

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Dues</th>
<th>Jt. Meeting**</th>
<th>Union List**</th>
<th>Coupon Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992/1993</td>
<td>$5,684</td>
<td>$5,945</td>
<td>$753</td>
<td>Figures not available</td>
</tr>
<tr>
<td>1993/1994</td>
<td>$4,437</td>
<td>NA</td>
<td>$(64)</td>
<td>Figures not available</td>
</tr>
<tr>
<td>1994/1995</td>
<td>$4,300</td>
<td>$5,104</td>
<td>$4,508</td>
<td>Figures not available</td>
</tr>
<tr>
<td>1995/1996</td>
<td>$4,210</td>
<td>NA</td>
<td>$306</td>
<td>$11,313</td>
</tr>
<tr>
<td>1996/1997</td>
<td>$4,081</td>
<td>$8,128</td>
<td>$0</td>
<td>$8,705</td>
</tr>
<tr>
<td>1997/1998</td>
<td>$3,775</td>
<td>NA</td>
<td>$2,260</td>
<td>$7,403</td>
</tr>
<tr>
<td>1998/1999</td>
<td>$3,525</td>
<td>$7,603</td>
<td>$2,021</td>
<td>$11,240</td>
</tr>
<tr>
<td>1999/2000*</td>
<td>$2,885</td>
<td>NA</td>
<td>$269</td>
<td>$10,444</td>
</tr>
</tbody>
</table>

### Expense Categories

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Operating</th>
<th>Variable</th>
<th>Newsletter</th>
<th>Mbrship/Directory</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992/1993</td>
<td>$3,948</td>
<td>$5,059</td>
<td>$4,761</td>
<td>$2,612</td>
<td>NA</td>
</tr>
<tr>
<td>1993/1994</td>
<td>$2,267</td>
<td>$6,952</td>
<td>$2,812</td>
<td>$1,943</td>
<td>NA</td>
</tr>
<tr>
<td>1994/1995</td>
<td>$4,445</td>
<td>$4,321</td>
<td>$1,048</td>
<td>$1,649</td>
<td>$1,636</td>
</tr>
<tr>
<td>1995/1996</td>
<td>$3,153</td>
<td>$8,251</td>
<td>$4,745</td>
<td>$0</td>
<td>$903</td>
</tr>
<tr>
<td>1996/1997</td>
<td>$3,603</td>
<td>$5,526</td>
<td>$6,124</td>
<td>$4,250</td>
<td>$3,525</td>
</tr>
<tr>
<td>1997/1998</td>
<td>$3,025</td>
<td>$14,077</td>
<td>$1,367</td>
<td>$2,628</td>
<td>$2,143</td>
</tr>
<tr>
<td>1998/1999</td>
<td>$4,057</td>
<td>$4,889</td>
<td>$170</td>
<td>$1,998</td>
<td>$1,854</td>
</tr>
<tr>
<td>1999/2000*</td>
<td>$1,596</td>
<td>$1,801</td>
<td>$1,645</td>
<td>$242</td>
<td>$3,073</td>
</tr>
</tbody>
</table>

*Incomplete year: 6/1/99 through 4/7/00  
**Expressed in amount of profit/loss
Explanatory Notes for Financial Detail

Membership/Total Treasury

- Membership figures were taken from annual reports from the Membership Chair when possible. In most cases, they were derived from the directories by counting the entries. The membership figure for FY 1996/1997 is an estimate based on dues reported by the Treasurer for that year.

- Total treasury does not include coupon monies. After June 1993, coupon funds were kept separate from the general treasury bank accounts.

- The totals from the income and expenses sections below will not equal the figures found in this section. This is due to the following factors:
  1. Major income sources are listed in this analysis as simple profit or loss;
  2. Other income sources not shown separately were interest, mailing labels, programs, and CE’s;
  3. Expenses listed below do not include specific amounts for Joint Meetings, union list production, or funds going in/out for journal exchange.

Income Sources

- The dollar amounts for dues do not equal the total number of members multiplied by $15. This is likely due to the timing of deposits over fiscal years and/or the total number of members printed in the directory versus the total number actually gained throughout the fiscal year (please see above note on derivation of membership figures).

- Revenues from the Joint Meetings and union lists are expressed in terms of profit or loss.

- Coupon surplus is a derived figure. If/When the coupon system is eliminated, libraries will be able to redeem their coupons from the funds in the coupon accounts. Surplus would be the money leftover and would be net income for the Chapter. To date, the Chapter has not touched the coupon surplus for any Chapter expenses.

- Income sources not included are: program attendance; CE attendance; interest earned; journal exchange.

- Coupon surplus reported for 1999/2000 is based on figures through February 2000.

Expense Categories

- Operating expenses were broadly defined as expenses necessary for the existence of the Chapter. Examples include taxes/insurances; audit costs; PO box rental; stationery; honors/awards; mailing costs for voting and other business. Costs of the newsletter, membership directory, and travel are reported in separate categories.

- Conversely, variable expenses were defined as non-operating expenses. These expenses tended to vary from year to year depending on the activity. Examples of such expenses include CE programs; meeting programs; web site development and enhancements; public relations; donations, and special Chapter activities like the 50th anniversary celebration. Joint Meeting expenses were not included.

- Variable expenses for 1997/1998 were uncharacteristically high due to the Chapter’s 50th anniversary celebration; web site development; Chapter logo redesign; and public relations activities.

- Newsletter costs for 1998/1999 were uncharacteristically low because Samuel Merrit College Library kindly absorbed the costs of printing and mailing the newsletter.

- Travel reimbursements did not begin until January 31, 1995.

- Membership/directory expenses were reported as $0 in the final financial report for 1995/1996.
Minutes - NCNMLG Board Meeting
February 11, 2000
San Diego, CA

Present: Billie White, Mary Beth Train, Andrea Woodruff, Heidi Heileman, Gail Persily, Sharon Chadwick, Dorrie Slutzker, Candace Walker, Susan Ulrich, Cynthia Henderson  (10)

Meeting called to order 3:45 PM by Billie White.

Secretary: Gail Persily distributed minutes for September 24 and November 19 meetings. Minutes for both meetings accepted.

Treasurer’s Report: Leah Anderson distributed a financial report for 6/1/99 to 2/7/00, which also included a summary of the costs of chapter activities. Comment from member Joan Zenan regarding the length of time it takes to clear checks sent in by members for chapter activities. This topic will be placed on the agenda for the April meeting.

Nominating Committee: Cynthia Henderson reported that we have a full slate of nominees for next year. Slate was accepted as follows:

Vice-President/President-Elect
Doug Varner

Secretary
Ed Bierman
Terri Malmgren

Treasurer
Leah Anderson

NCNMLG Nominating Committee
Dena Sehr
Ron Schultz
Dorrie Slutzker

MLA Nominating Committee Nominee
Mary Buttner
Gail Persily

Awards & Honors Committee: This year’s NCNMLG Award for Professional Excellence has been awarded to George McGregor. Billie White read a summary of George’s many contributions to the profession.

Old Business

CE Committee: Candace Walker reported on the User Needs Assessment Survey. Candace thanked members for returning the surveys. MLA is tallying the results, which will be included in the newsletter.

New Business

Proposed changes to Chapter dues, activities, and programs:
Mary Beth Train summarized a number of issues that were raised at the November meeting. These included a motion to increase the dues from $15 to $30 per year. Other issues pertained to the structure of chapter activities, specifically the number of meetings and events and various strategies to increase membership attendance and participation. (See November minutes for outline of these suggestions).

Members expressed concern that a dues increase was being raised for discussion without providing adequate advance notice. Bylaws state that members need to be notified three weeks in advance of such discussions so that they can attend the meeting or otherwise participate in the discussion.
Suggested discussion points to address at April meeting:
- Provide information to members about why a dues increase is being discussed
- Increased expense of covering board members travel expenses was identified as one reason for the chapter's budget problems
- If increased expenses and decreased revenues are the reason, provide analysis of how expenses and revenues have changed over the past year or two and what options, including a dues increase, are available to address the issues.
- Discuss how the figure of $30 per year was derived (this is the highest dues of any chapter)
- Discuss what our options would be if this dues increase was not approved by the membership
- Would moving to an electronic newsletter save money?
- Revisit decision to reimburse officers for travel
- If we move to 2 day-long meetings which combine business meetings with programs and CE, would that decrease our expenses, and how much?
- Decrease travel expenses for everyone by holding meetings near public transportation
- Consider holding board meetings by telephone conference call
- Consider cost recovery strategies for some chapter activities - selling ads, sponsorship of events, fee-based activities
- Consider reaching out to dot coms in our field who could benefit from membership in the chapter

Announcements:
Next meeting, April 12
Transition meeting, June 23

Heidi Heileman announced that she was not elected to the MLA Nominating Committee, but JoAnn Boorkman is serving on the Board of Directors, so our region will be well-represented at MLA.

Meeting adjourned 4:38 PM.

Respectfully submitted,

Gail L. Persily

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**GEEK SPEAK**

Mary Buttner of Stanford University's Lane Medical Library sent this list of Keyboard Equivalents for Netscape:

- **Alt→** Go Forward
- **Alt←** Go Back
- **Alt g h** Go Home
- **Esc** Stop
- **Ctrl-r** Reload page
- **Ctrl-f** Find in page
- **Ctrl-g** Find again
- **Ctrl-[Home]** Move to top of document
- **Ctrl-[End]** Move bottom of document
- **PageUp** Page up
- **PageDown** Page down
- **↓** Down a few lines
- **↑** Up a few lines
- **Ctrl-]** Increase font
- **Ctrl-{** Decrease font
- **Tab** Move to next
- **Shift-tab** Move to previous
- **Return** Select highlighted item/link
- **Ctrl-n** New navigator window
- **Ctrl-s** Save as
- **Ctrl-p** Print
- **Ctrl-w** Close current window
- **Ctrl-o** Open another page
- **Ctrl-q** Quit Netscape
- **Alt-F4** Quit current browser
- **Ctrl-c** Copy
- **Ctrl-v** Paste
- **Ctrl-a** Select all
- **Ctrl-h** Show history
- **Ctrl-i** Page Info
- **Ctrl-u** Page Source
- **Ctrl-Shift-i** Security info
- **F1** Help
The NCNMLG Nominating Committee, Cynthia Henderson, Len Shapiro, and I, are pleased to announce the results of the election of officers for 2000-2001 as follows:

Valid ballots returned: 121

Vice-president/president-elect: Doug Varner
Secretary: Terri Malmgren
Treasurer: Leah Anderson
NCNMLG Nominating Committee Chair: Dorrie Slutsker
NCNMLG Nominating Committee Member: Ron Schultz
MLA Nominating Committee Nominee: Mary Buttner

Many thanks to everyone who volunteered to run for office. All candidates received strong support and some races were quite close.

If you're interested in becoming involved and the Nominating Committee overlooked you this year, let Dorrie or Ron know you're interested.

Julia K. Kochi
Email: kochi@library.ucsf.edu

AHIP: Why Not? Part III
by Justine Roberts

"The lyf so short, the craft so long to learn..." (Chaucer ~1380)

AHIP (Academy of Health Information Professionals) provides many paths to membership, of which continuing education is arguably the most important. An aspirant to provisional membership must have completed an MLS (or equivalent), which has covered the essential areas of knowledge. Advancement to regular membership calls for 50 points of "professional accomplishment" during the preceding 5 years, all of which may be in continuing education.

Many kinds of learning qualify:

**Sponsored instruction - academic courses**
courses taken for credit, including internships or fellowships that award academic credit, and courses for which you register to audit. Each semester credit hour counts as 15 points (e.g., a two unit course would count as 30 points). Each registered audit hour counts as 8 points.

**Sponsored instruction - CE activities**
institutes, seminars, workshops, correspondence courses, etc. One point is assigned for each hour of participation.

**An MLA Journal Club series**, each one counting for 7.5 points (with a maximum of 14). Any 3 to 10 MLA members, conveniently located either geographically or electronically, may "convene" a Club at any time (with the Convenor earning extra points), and choose a topic of interest. Six meetings constitute a "series".

**Individual learning activities**
Both MLA and non-MLA self-study programs are counted, though the latter require extra documentation. You choose a topic of interest, set objectives for learning it, and may choose a mentor to assist. A "learning contract" is developed to document your learning plan, and list the sources to be used. These can include interviews with experts, literature searches, and specific books or articles.

**Individual learning accomplishments**
It's a given that teaching is likely to teach the teacher as much or more than the student. Academy points are earned if you've developed or helped develop an MLA course, or taught or been a guest lecturer at an MLA or academic credit course. (However, teaching that is a normal part of one's work responsibilities doesn't count here).
DIRECTIONS FOR JOINING THE NCNMLG LISTSERVS

General listserv: ncnmlg@krypton.stanford.edu  Board listserv: ncnmlgbd@krypton.stanford.edu
Everyone is encouraged to subscribe to the general listserv and board members should subscribe to the board listserv. These are very low-volume lists designed for communication of important information from NCNMLG to its members. The only time you will need to unsubscribe is when your e-mail address changes. In this case two actions are necessary. You will need to unsubscribe your old e-mail address and then subscribe the new address. This keeps our listserv current!

TO SUBSCRIBE:
send a message to: majordomo@krypton.stanford.edu
leave the subject line blank
type in body of the message: subscribe ncnmlg  or  subscribe ncnmlgbd

TO UNSUBSCRIBE:
send a message to: majordomo@krypton.stanford.edu
leave the subject line blank
type in body of the message: unsubscribe ncnmlg xxxxx  or  unsubscribe ncnmlgbd xxxxx
where xxxxx = old e-mail address

TO SEE WHO IS ON THE LIST:
send a message to: majordomo@krypton.stanford.edu
leave the subject line blank
type in body of message: who ncnmlg  or  who ncnmlgbd

TO SEND A MESSAGE:
send a general e-mail: ncnmlg@krypton.stanford.edu
send a Board e-mail: ncnmlgbd@krypton.stanford.edu

Sharon S. Chadwick
The Library
Humboldt State University
Arcata CA 95521

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