

MCMLA Website Editor Annual Report 2004/05 - Russ Monika

- I assumed the duties of Web Editor in September 2004.
- I implemented my redesign of the web site and re-ordering of the files in September 2005.
- New content was added and updated on request.
- New issues of the MCMLA Express were added to the site.
- New editions of the Membership Directory were added to the site and links to it were removed from the site. The Directory's URL was disseminated through the MCMLA Listserv or by request to me from members.
- The site's main page changed three times during the past year. Each page lasted for three to four months. The first one was about the 2004 Annual Meeting. The next page had links to all of the pages in the site. The current page concerns the 2005 Annual Meeting.
- I contacted the web developers at the MLA to have them change our URL on various pages in their site.

Questions or Concerns

- Essentially, not much new content has been added to the site this year.
- The only pictures that were posted to the site from the Annual Meeting were mine. I didn't receive any pictures from Ken to add to the gallery for the meeting. I'm sure he got a lot more people to pose for him than I did. It would have been great to get those pictures on the web.

New Business

- Revise and upgrade the chapter directory.
- We should consider doing our elections online via the web site.

Archivist' s Annual Report 2004/2005 - Sue Fleming

Summary:

I gathered and placed in notebooks all the materials (Programs, Photos, and Meeting Minutes, etc.) for the six times MCMLA was held in Kansas City. I am working on the same for Meetings in Utah (1971, 1978, 1983, and 1996).

I was asked to chair a Task Force to set up standards/procedure guidelines for the digitization of the MCMLA Archives.

Goals/Objectives

1. Develop a procedural plan for the digitization of the MCMLA Archives.
 - A. Communicate with the members of the Task Force (email, conference calls) to determine action plan -what should be digitized, how it should be digitized, and where this digital information will be stored.
(By November 30, 2005)
 - B. Contact the Universities (KU-Kansas City, Creighton) offering D-Space for more information.
2. Begin digitization of MCMLA Archives.
 - A. Test procedure among Task Force members to determine an estimate of how much time involved and an estimated Timeline for completion.
(By March 1, 2006)
 - B. Develop ideas for sharing this Project with the MCMLA membership.
(By October 1, 2006)

Expenses

I think any purchases involving the “Digital Project” should wait until the Archives Task Force has determined the procedure for digitization, the amount of time involved, and what type of equipment/software is needed.

MCMLA 2006 Report to the MCMLA Board – Jackie Hittner

MCMLA2006 – Gateway to Re-Discovery

Date: October 11 – October 14, 2006

- A Local Arrangements Committee, Program Committee, Registration Committee, Vendor Committee and Finance Committee have been formed and are active.
- Two joint meetings of all the committees have been held. The next meeting will be held in October 2005.
- Jackie Hittner and Cheryle Cann will be attending the wrap up meeting of MCMLA2005.

Hotel Information:

- Crowne Plaza St. Louis-Clayton Hotel
- Cost of Room: \$119/night
- Contracts have been signed for the hotel and for catering.

Website Information:

- The website for MCMLA2006 is: <http://slml.org/mcmla06/index.htm>.
- The website will be edited after MCMLA2005 – additions to include the preliminary schedule and the CE Survey.
- Russ Monika has done preliminary setup for online registration payment for MCMLA2006.

Conference Expenses:

- The SLML board has approved \$3000 for preliminary MCMLA2006 expenses. SLML is not yet asking MCMLA for money for MCMLA2006.
- Ellen Dickman, SLML Treasurer, has developed a way to handle MCMLA2006 expenses.

Promotion for MCMLA2006 at MCMLA2005:

- MCMLA2006 will have a table at MCMLA2005. It will be staffed by SLML members who will be attending the meeting in Utah. On the table will be various items from the St. Louis Convention and Visitors Commission. Also at the table will be a survey for CE ideas.
- 3 baskets of items from St. Louis will be raffled at the MCMLA Business Meeting.
- A slide presentation of different spots in St. Louis and the SLML libraries will be shown at the MCMLA Business Meeting on Tuesday, September 20, 2005.
- A logo has been chosen and is on the website.

Annual Report of the Executive Secretary – Peggy Mullaly-Quijas

Membership - Members in good standing: 236 total; 34 new; 14 students.

Sent membership renewals.

Recorded all received renewals; updated database.

Sent non-renewals to Membership Chair.

Sent list of new members to Membership Chair and Chapter Chair, as received.

Sent list of paid members to MCMLA Listserv once this year.

Sent electronic membership file to Directory Producer for creation of directory.

Organization

Answered member and vendor inquiries in a timely manner.

Responded to officers and committee chairs in a timely manner.

Supplied mailing labels to officers and committee chairs by date requested.

Completed W-9 forms and other requests for federal ID number.

Finances

Filed 2004 tax report with MLA

Filed 2005 Annual Report with State of Illinois (to maintain not-for-profit status).

Submitted to MCMLA Board and Leaders: 2006 Budget; 2005 Statement of Assets & 2005 Income/Expense Summaries

MCMLA Assets August 2005						
				<u>Sep 2004</u>	<u>Aug 2005</u>	
<u>Bank</u>	<u>Account Type</u>	<u>Account #</u>	<u>Maturity</u>	<u>Beg Balance</u>	<u>End Balance</u>	
Bank of Lee's Summit	Checking	1533219		\$19,780.89	\$21,831.00	
US Bank	CD-KC	500009960	12/16/2004	\$6,796.60	\$6,835.11	
Bank of Lee's Summit	CD	1200022760	11/17/2004	\$5,039.41	\$5,103.30	
Bank of Lee's Summit	CD	1200033778	11/17/2004	\$5,047.06	\$5,113.30	
	Totals				\$38,882.71	

Assets: as of 2005 Aug 11 - \$38,882.71 (Please see attached spreadsheet for detail breakdown of income and expenses from Sep. 1, 2004 to Aug 11, 2005.)

Recommendations:

1. Discuss investment strategies; i.e., how much should be in CDs, how long, etc.

Note: Membership and finances are based on a calendar year.

MCMLA Executive Committee Report: Listserv Management – Thomas Gibbs

The MCMLA-L (and the MCMLAexec) listserv is hosted at no cost by the University of Kansas Medical Center and run by the Technology Liaison located at the Archie R. Dykes Medical Library. The listserv is a way for biomedical librarians to maintain contact, keep aware of activities in the region, and exchange health related information though out the MidContinental Region The listserv members consists mostly of professional health librarians, with a mix of students and interested third party members.

Past Year Activities

The main activity this past year (2004-2005) was KUMC upgrading the server and listserv software on May 17th, 2005. The new software allows the manger more options in the area of list management. Furthermore, a list archive is now available to all members. Unfortunately, this upgrade erased all data pertaining to the listserv.

Current Membership: 385 active members

Issues

The KUMC also hosts the MCMLAexec listserv. This listserv was created for the use of the executive committee, but has remained inactive to this time. If there is no interest in this listserv, I suggest that the listserv should be removed.

Projected Budget

None. The listserv is hosted at no cost by the University of Kansas Medical Center.

Future Goals

I would be nice to make the MCMLA-L listserv more prominent while filling out the membership form. I would like to eventually have all members on the listserv (whether they actively use it or not).

Benchmarking Chapter Liaison - Annual Report 2004-05

The MLA Benchmarking Network collected data on hospital and special library members of MLA for the second time between March and July, 2004. The members of the MCMLA Research Committee and others called all MCMLA/MLA members and encouraged them to participate. Thanks go to Cam Gentry (KS), Cindy Schmidt (NE), Jeanne LeBer (UT), Michelle Beattie (MO), Pat Hamilton (SD), and Rosalind Dudden (CO-WY).

Twenty-nine MLA members from the Midcontinental region participated. The break down by state was: KS – 3; NE – 2; UT – 4; MO – 6; SD – 1; CO – 13; WY – 0. The break down by institutional type was: Hospitals - 12; Hospitals that are part of a system - 8; Research Institutions - 2; Associations - 2; Colleges - 2; Consumer Health libraries. Nation-wide there were 325 participants, 281 of which were hospital libraries.

In September 2005, the interactive site should be available for these 29 participants and by October the aggregate tables should be available for all MLA members. Some interesting totals for MCMLA follow. Not all 29 reported every measure but these summary totals are interesting.

Physicians in the Hospital.....	86,338
Institutional Full Time Equivalent(FTE) Employees	54,188
Staffed Beds	8,941
Institutional Total Operating Expenses.....	\$4,108,589,390
Library Total Annual Expenditures	\$2,704,898
Total Library FTE.....	77
Library Square Footage.....	91,976
Reference Questions	33,519
Mediated Searches	16,575
Educational Program Sessions.....	163
Monographs Circulated.....	37,659
Item Received from Outside Sources (Borrows).....	29,569
Item Sent to Outside Sources (Lends)	35,444
Print Monographs.....	152,637
Current Print Serials Titles with or without electronic	6,054
Serials Titles with Electronic Full-Text Access.....	12,125
Monographic Titles with Electronic Full-Text Access.....	751

Respectfully submitted,
Rosalind Dudden
Benchmarking Chapter Liaison

AHIP Liaison Report -- Lynne M. Fox, MCMLA AHIP Liaison, Fall 2004-Fall 2007

I want to begin by thanking Anna Beth Crabtree for asking me to assume the Liaison position and for setting excellent groundwork for AHIP activities in our chapter. My term began with training at the 2004 MCMLA Meeting in Kansas City, where I observed Anna Beth counseling several members interested in pursuing AHIP credentials. I also received training at the MLA meeting in San Antonio. The MLA meeting of AHIP liaisons was very helpful because I got a number of good ideas for activities to promote AHIP.

AHIP Membership: There are currently 64 MCMLA members who are AHIP members. This means that approximately 30% of our members are AHIP members. Most of these are members at the Senior and Distinguished level. However, a note of concern is that about 15% of the 64 are members who have recently retired or will retire soon. It is essential that we add new names to the Academy roster from our chapter! We can do this by encouraging application at the provisional level, ensuring that new members of the profession are paired with a mentor who will guide them toward activities that will build a portfolio that is appropriate for full membership.

Contacts from members: During the year I fielded questions from 13 chapter members on the following topics:

- ALA accreditation and how to document graduation from an ALA accredited MLS program
- How many points for participation in a journal club offered in IM chat format
- How to organize/present the application materials
- Can pre-MLS experience in a health sciences library be applied toward the 5 years before application for full membership? (3 different members asked some form of this question.)
- Where to list and how many points to count for an MLA CE teleconference presentation and audited academic course
- How to find a mentor
- Does AHIP send renewal reminders?
- What counts in Provisional level (would 2004 service apply)
- Is a public library consumer health job considered a "health information professional" job.
- What can be done if you miss your renewal deadline
- Is an article in the Consumer Health column of MLA News worth one point?
- Can students apply as provisional members?

Promotional activities: Materials were posted to the MCMLA discussion list in December 2004 and a web page was created and posted in March 2005.

A label maker file and an Excel spreadsheet for tracking points was distributed to 18 members in August 2005. These files were distributed to the MLA AHIP Credentialing Committee. UNYOC and MAC chapters have distributed these materials to their members. Special thanks are due to Lilian Hoffecker, UCHSC Denison Memorial Library, for creating and sharing the Excel spreadsheet.

Future activities: I plan to offer individual counseling sessions for members at the MCMLA 2005 meeting. I hope to provide a short newsletter item for a future issue of the Express on "Is AHIP for the Real World?", based on an article by the UNYO Chapter's Elizabeth Irish.