

Colorado Council of Medical Librarians
2009/2010 Annual Operating Plan
May 07, 2009

GOAL ONE: Optimize cooperation and communication among CCML members

Objectives:

- Maintain accurate membership information by regular updates of the database. (Membership Committee)
- Highlight news through Council Quotes. (Membership Committee)
- Publish the CCML annual report and operating plan, membership meeting minutes, treasurer's report, calendar, lists of officers and committee chairs, CCML bylaws, information regarding CCML's listserv, links to other library organizations, and information about the Professional Development Fund on the CCML web site. (Internet Committee)
- Post CCML information on the web site in a timely matter. (Internet Committee)
- Publish quarterly the CCML membership directory in electronic format. (Internet Committee, Membership Committee)
- Update electronic email list on the web site quarterly or as needed. (Membership Committee, Internet Committee)
- Recognize long-standing CCML members in Council Quotes. (Membership Committee, CQ Editor)
- Maintain a budget report on the web site (Treasurer, Internet Committee)
- Revise the interlibrary loan guidelines and links at <http://www.ccmlnet.org/ILL/index.html>. Create written agreements for CCML members to sign to ensure equitable use of interlibrary loan services. (Library Cooperation Committee)
- Allocate time for networking at regular meetings. (President-Elect)
- Support CCML advocacy efforts. (Library Cooperation, Advocacy)

GOAL TWO: Strengthen affiliations between CCML and affiliated groups

Objectives:

- Participate in plans for Colleague Connection events. (President, CCML Liaison to Colleague Connection)
- Promote volunteer and mentoring opportunities in CCML Libraries with University of Denver and Emporia University library program students. (Membership Committee)
- Cross-post information and announcements to peer library group discussion lists. (members)

GOAL THREE: Respond to the educational and professional needs of CCML members

Objectives:

- Sponsor at least one MLA credit course for the CCML Membership. (Education Committee)
- Coordinate programs of interest to CCML members at the membership meetings. (Education Committee, President-Elect)
- Maintain an education page of the CCML web site, including continuing education information. (Education Committee, Internet Committee)
- Promote CCML's Professional Development Fund to the membership. (Education Committee, Internet Committee)
- Raise the members' awareness of legislative issues affecting libraries. (Executive Committee, Advocacy Committee)
- Promote the value of library and health information professionals in the provision of knowledge-based information. (Executive Committee, Advocacy Committee)
- Plan and present a program and continuing education at the 2009 MCMLA meeting in Breckenridge, Colorado. (Education Committee)

GOAL FOUR: Maintain an effective organization

Objectives:

- Prepare and present a slate of 2010 /2011 officers consisting of President-Elect and Secretary. (Nominating Committee)
- Conduct the annual membership renewal starting in early January with a deadline of early March. (Membership Committee, Database Coordinator)
- Recruit new members using a variety of methods, including marketing CCML to library professionals and Colorado library school students, and advertising CCML CE events to same. (Membership and Education Committees)
- Review CCML's bylaws and mission statement and present recommended changes to the membership prior to a call for approval at the annual meeting. (Past President, Executive Committee)
- Review the CCML bylaws requirements for the composition of CCML committees. (Executive Committee)
- Review and update position descriptions and handbooks for CCML officers and committee chairs. (Executive Committee)
- Support and encourage Special Interest Groups created by CCML members. (Executive Committee, members)
- Explore reorganization or redesign for the CCML web site to improve ease of update for current and future web editors. (Internet Committee)
- Conduct an audit and seek the recommendations of an auditor for smooth financial operation of CCML. (Treasurer)