

**Colorado Council of Medical Librarians
2010/2011 Annual Operating Plan**

GOAL ONE: Optimize cooperation and communication among CCML members

Objectives:

- Maintain accurate membership information by regular updates of the database. (Membership Committee)
- Determine the best way to communicate news with membership. (Council Quotes Task Force)
- 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, 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. (ALL)
- Maintain a budget report on the web site (Treasurer, Internet Committee)
- Allocate time for networking at regular meetings. (President-Elect)
- Support CCML advocacy efforts. (Library Cooperation, Education Committees)

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 Contact)
- Promote the value of library and health information professionals in the provision of knowledge-based information. (Executive Committee, Education Committee)

GOAL FOUR: Maintain an effective organization

Objectives:

- Determine the best fiscal calendar for CCML. (Executive Committee)
- Set forward the fiscal goals of CCML. (Treasurer, Executive Committee, members)
- Streamline the annual budget. (Treasurer, Executive Committee)
- Prepare and present a slate of 2011/2012 officers consisting of President-Elect, Treasurer 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. (Bylaws Committee, Executive Committee)
- Review the CCML bylaws requirements for the composition of CCML committees. (Bylaws Committee, Executive Committee)
- Review and update duties of CCML officers and committee chairs. (Executive Committee)
- Support and encourage Special Interest Groups created by CCML members. (Executive Committee, members)