

Colorado Council of Medical Librarians  
Annual Operating Plan

2005/2006 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)

Paul Blomquist and Stephanie Weldon will be making changes to the Access Database for CCML membership to make updating easier.

Alert members to changes in the Membership Directory 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)

Publish the CCML membership directory in electronic format on the web site (Internet Committee, Membership Committee)

Recognize long-standing CCML members in Council Quotes (Membership Committee, CQ Editor)

Maintain a budget report on the web site (Treasurer, Internet Committee)

Maintain electronic access to the Journal Locator (Journal Locator Committee)

Determine whether institutional membership in CCML or written guidelines or agreements are needed to ensure fair use of CCML members' ILL services.

This issue will be comprehensively reviewed by Sara Katsh and the Library Cooperation Task Force.

Support CCML advocacy efforts (Library Cooperation Task Force).

Foster networking by allocating time for interpersonal communication at regular meetings.  
(Vice President)

GOAL TWO: Strengthen affiliations between CCML and affiliated groups

Objectives:

The PREZ group has been replaced by the SC3 group or the Steering Committee for Colleague Connection. The SC3 group consists of the current Presidents of CAL, RMSLA, CCML AND CoALL. The Presidents meet quarterly by telephone conference call. Minutes of the meetings are sent to the President-Elects and the Colleague Connection representatives from each of the four organizations.

Participate in plans for Colleague Connection events. The SC3 group works with the Colleague Connection Representatives and the Colleague Connection organizer to plan Colleague Connection events. The Colleague Connection Planning Guide, compiled by CCML member Lynne Fox, provides the strategy and timeline for organizing this event.

Maintain relationship with CAL Marketing Committee (CCML Representative to the committee)

Promote volunteer and mentoring opportunities in CCML Libraries with University of Denver and Emporia University library program students (Membership Committee)

Promote formation of a Consumer Health Advocacy Task Force to work with public library librarians to increase public awareness of libraries as sources of accurate and reliable consumer health information.

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

Objectives:

Survey CCML members to determine their educational needs (Education Committee)

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)

Continue to acquire and weed materials for the Isabelle T. Anderson Collection according to guidelines (Education Committee)

Maintain an I.T.A. Collection Recent Acquisitions web page. (Education Committee)

Provide book reviews of selected titles for the I.T.A. Collection (Education Committee)

Raise the members' awareness of legislative issues affecting libraries (Executive Committee, Advocacy Task Force, Members)

Promote the value of library and health information professionals in the provision of knowledge-based information (Executive Committee, Advocacy Task Force, members)

**GOAL FOUR: Maintain an effective organization**

**Objectives:**

Prepare and present a slate of 2005/2006 officers consisting of President-Elect, Secretary and Treasurer (Nominating Committee)

Conduct the annual membership renewal (Membership Committee)

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.

If indicated, make the Library Cooperation Task Force a standing CCML committee with the chair having voting powers in Executive Committee Votes.

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)