

Colorado Council of Medical Librarians  
2011/2012 Annual Operating Plan  
May 26, 2011

**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 Blog. (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 the CCML membership directory semi-annually in electronic format. (Internet Committee, Membership Committee)
- Recognize long-standing CCML members in Council Quotes Blog. (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>. (Library Cooperation Committee)
- Allocate time for networking at regular meetings. (President-Elect)
- Support CCML advocacy efforts. (Library Cooperation)

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

**GOAL FOUR:** Maintain an effective organization

*Objectives:*

- Prepare and present a slate of 2012 /2013 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. (Bylaws Committee, 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, Committee Chairs)
- Support and encourage Special Interest Groups created by CCML members. (Executive Committee, members)
- Conduct an audit and seek the recommendations of an auditor for smooth financial operation of CCML starting in 2010 and every five years thereafter. (Treasurer)