

Colorado Council of  
Medical Librarians  
2016/2017  
Annual Operating Plan  
February 28, 2016

**GOAL ONE:** Optimize cooperation and communication among CCML members

*Objectives:*

- Highlight news through Facebook (Social Media Committee) and CCML Listserv..
- Publish the CCML annual report and operating plan, membership meeting minutes, treasurer's report, calendar, lists of officers and committee chairs, CCML bylaws, CCML listserv information, CCML awards and award process, 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)
- Archive significant CCML documents on the University of Colorado Health Sciences Library Digital Archive (Executive Committee, Internet Committee)
- Maintain the CCML membership directory in electronic format. (Internet Committee, Membership Committee)
- Maintain a budget report on the web site (Treasurer, Internet Committee)
- Allocate time for networking at regular meetings. (President-Elect)
- Support CCML advocacy efforts. (Awards Committee)

**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

**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, Social Media Committee)

- Raise membership' 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 annual slate of officers consisting of President-Elect and Secretary. (Nominating Committee)
- Conduct the annual Awards nomination, selection and presentation processes (Awards Committee)
- Conduct the annual membership renewal starting in early January with a deadline of early March. (Membership Committee, Internet 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, Social Media 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)