

St. Louis Medical Librarians

2004-2005 Strategic Plan

Mission:

The mission of the St. Louis medical librarians is to:

- Promote excellence in the professional achievement and leadership of its members by offering the appropriate educational and learning opportunities.
- Foster the exchange of ideas and information among and between its members and those of similar organizations.
- Promote the value of health science librarians, especially within our geographic area.

Vision

SLML is the professional organization of choice for individuals in the library and information profession who live or work within our geographic area.

SLML is responsive to its member needs.

SLML promotes collaboration and networking.

SLML helps its members become leaders and valued professionals in their respective organizations.

Values

Excellence

Education and learning

Collaboration, networking and mentoring

Commitment to library & the information profession

Diversity

Goals

1. Professional Development:

SLML provides opportunities for the professional development of its members.

a. Offers a variety of educational and learning opportunities which reflect the needs of the membership. (Education/Program)

Objective 1.a.1. Offer a variety of continuing education opportunities which reflect the needs of the membership.

b. Provides opportunities for networking and mentoring. (Education/Program)

Objective 1.b.1. Plan and host social events as a means of networking with other members.

c. Collaborates with other information professionals, the graduate school at the University of Missouri-Columbia, and library organizations interested in professional development. (Education/Program)

Objective 1.c.1. Contact library schools to inform students of upcoming CE opportunities as well as social events, providing them with an opportunity to meet current SLML members.

2. Advocacy:

SLML is an advocate for its members.

a. Recognizes members who contribute to the profession and SLML. (Recognition & Awards)

Objective 2.a.1. Create and establish criteria for additional awards (i.e. vendors, professional or technician/clerk membership, library/information science school student, etc.) for presentation to the board by October 2004.

Objective 2.a.2. Actively promote the SLML Leadership and Outstanding Service Awards to the membership by: (1) Posting previous SLML Leadership and Outstanding Service Award winners on the SLML web site by December 2004; (2) Posting award criteria on SLML web site by December 2004; and (3) Soliciting membership for nominations beginning February, 2005.

b. Publicizes the significant achievements of its members. (Recognition & Awards)

Objective 2.b.1. Submit articles about the achievements of SLML members for posting on the SLML web site and for publication in the SLML newsletter and other professional library organization newsletters within two weeks of the award or achievement.

c. Promotes the recruitment and retention of qualified individuals to its organization and to the library and information profession. (Membership)

Objective 2.c.1. Keep membership stable at its 2004 level.

Objective 2.c.2. Establish an outreach program with local area schools of library/information science to encourage students interested in health sciences librarianship to join SLML by December, 2004.

Objective 2.c.3. Establish a scholarship to be awarded to a student to pay for the registration fee and expenses to attend MCMLA 2006 in St. Louis.

3. Organization:

SLML continuously improves its operations and services to its members.

a. Provides opportunities for leadership within the organization. (Nominating/Chair-Elect/Chair)

Objective 3.a.1. By April, 2005 the Nominating Committee will submit a slate of officers for the 2005-2006 business year to the membership by mail. The slate of officers will also be posted to the SLML web page.

Objective 3.a.2. Complete the election of officers by April, 2005.

b. Maintains a continuous strategic planning process. (Chair-Elect/Chair)

Objective 3.b.1. Provide progress reports on the objectives of SLML 2004-2005 Strategic Plan at SLML Board meetings.

Objective 3.b.2. Per the procedural manual the President-Elect will evaluate the organization's overall progress in meeting the goals of its strategic plan. Based upon that evaluation, the President-Elect will make recommendations to the Board for revisions to the next business year's strategic plan and/or possible objectives to reach the plan's goals.

Objective 3.b.3. Board members will review their sections of the SLML Procedure Manual and submit recommended changes to the Governance Committee by September, 2004.

c. Operates in a fiscally sound matter. (Treasurer/Board)

Objective 3.c.1. The Treasurer will develop the annual budget and present it to the Board for approval by September 15, 2004.

d. Maintains and distributes accurate records of the organization's business. (Secretary/Archives)

Objective 3.d.1. The Secretary will have the minutes of Board meetings posted to the SLML website within one week after approval by the Board.

e. Communicates with its members. (ALL board members & Communications)

Objective 3.e.1. Communications Committee will keep current the SLML website by (1) adding current information to the SLML website in a timely manner; (2) removing outdated information from the SLML website and sending appropriate information to the Archive Committee; (3) educating all Communication Committee members on how to update the SLML website and (4) writing an instruction manual on proper website maintenance.

Objective 3.e.2. Board members and committee chairs will submit information to Communications in a timely manner to correct inaccurate information and to provide current information for the SLML website.

Objective 3.e.3. Board members will utilize the slml-I listserve to communicate information to the membership.

Objective 3.e.4. Communications Committee will publish an SLML newsletter twice during the current business year.

f. Maintains a current membership directory. (Membership)

Objective 3.f.1. Membership Committee will send out membership renewal information by October 15, 2004.

Objective 3.f.2. An updated membership directory will be distributed by January, 2005.

Objective 3.f.3. The Membership Committee will work with the Communications Committee to update and maintain the online membership directory.

Objective 3.f.4. The Membership Committee Chair will utilize the slml-I listserve to inform members of updated membership information.

g. Governs itself by adhering to and revising its bylaws and operating manual as needed. (Governance)

Objective 3.g.1. Revise SLML Procedure Manual by June 2005:

- *By December 2004, request from current and previous Board members suggestions for possible changes to the Procedure Manual.*
- *By March 2005, place a complete and updated paper copy of the 2001 revised Procedure Manual in the SLML Archives. The document is currently available on the SLML web site.*
- *By April 2005, review and consider 2001/2002; 2002/2003; 2003/2004 committee chairs' suggested revisions of the Procedure Manual.*
- *By April 2005, make revisions to appropriate sections of the Procedure Manual as needed.*
- *By May 2005, present these revisions to the Board for approval.*

- *By July 2005, inform the membership of Board approved changes, provide instructions for deletion and insertion of their copies of the Procedure Manual, and for using the SLML web page.*

4. History of SLML:

SLML will commission a SLML member to write a comprehensive history of SLML.

- *Objective 4.a.1. The writer will update the board every three months on the progress made on writing the history.*
- *Objective 4.b.2. The history will be completed by June 2005.*

5. MCMLA2006:

SLML will host the annual MCMLA meeting in 2006.

- *Objective 5.a.1. Form committees to handle the details of hosting MCMLA2006 by January 2005.*