

CHECKLIST FOR THE EXITING DIRECTOR

A library director who leaves a position should accept the responsibility for maintaining continuity in the library's administration during the period of transition.

In some cases items on this list are managed by other staff members. In other situations, leave written instructions on whom to see for what. The director, in addition, may oversee the compiling of the packet for final candidate.

DATE COMPLETED**FISCAL MANAGEMENT**

- | | |
|---|-------|
| 1. Arrange for a complete audit of the books. | _____ |
| 2. Make sure all bills are paid. | _____ |
| 3. Mail a detailed list of all accounts payable | _____ |
| 4. Develop a complete fiscal file, including: | _____ |
| - Past year's budget | |
| - Present budget | |
| - Proposed (next) budget | |
| - Latest operating statement | |
| - Balance sheet | |
| 5. Document any outside fiscal commitment and other sources of revenue. | _____ |

BOARD OPERATIONS

- | | |
|--|-------|
| 6. Organize a set of board minutes for the years you have been director. | _____ |
| 7. Update a complete board roster, including names, business position terms, addresses and phone and fax numbers, e-mail, addresses. | _____ |
| 8. Organize a set of minutes of each committee for which you have had responsibility during last two years | _____ |
| 9. Update a complete roster for each committee, including names, business position, home and business addresses, and phone numbers. | _____ |
| 10. Organize the charge and charts of work for each committee to which you have provided staff leadership during the past two years. | _____ |

DATE COMPLETED

GENERAL MANAGEMENT

11. List all library documents and where they may be found, _____
such as:
 - Articles of incorporation, by laws, etc.
 - Ownership papers (building, vehicles, property, etc.)
 - Loan and other bank papers
 - Insurance policies
 - Tax reports and rulings
 - Agreements
12. . Organize all written policies of the board. _____
13. Organize a set of procedures for all areas of operation, _____
such as:
 - Purchasing
 - Building operation
 - Program operations
 - Record keeping systems
14. Organize a complete inventory of all library owned _____
equipment
15. Organize a long range planning documents and _____
progress reports.
16. Prepare a comprehensive memorandum to the new _____
executive covering the status of all current
programs and projects with evaluations and
recommendations. Include the names, phone numbers
etc. of the key people involved in each program
and project.
17. Bring program reports up to date for annual report _____
and provide latest program reports.
18. Prepare a calendar for the next six months to _____
includes items such as:
 - Board and other meetings
 - Special events
 - Major programs activities
 - Budget meeting
 - A schedule of professional and library related meetings
 - Important community/regional events
 - Reports, application deadlines

DATE COMPLETED

PERSONNEL

19. Update the personnel file for each employee, including:

- Job description and performance standards
- performance appraisals records

20. Document the staff chart of the organization showing all lines of authority.

21. Develop a "who does What" list, i.e., who keeps the library running list

COMMUNITY RELATIONS

22. Document key community area, and regional organizations and resources of importance to the library including the names, phone numbers, etc., of the contact people.

23. Document names of key community leaders (elected officials, government staff, service and business organizations heads), and any relationships important to the library.

24. Prepare a confidential memo covering the community/area climate (political, racial attitudes, economic situation, religious attitudes, etc.)

PROFESSIONAL COMMITMENTS

25. Compile a list of professional and network organizations with names, etc., of contact persons of interest to library.

26. Outline library's place and relationship to others in the state.

FINALLY...

27. Leave for your new position feeling good about how you left this one!