

The background of the slide is a light gray gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# **MAKING A GRACEFUL EXIT**

## **HOW TO SMOOTH THE PATH FOR YOUR SUCCESSOR**

MARK AREND

ASSISTANT DIRECTOR (RETIRED), WINNEFOX LIBRARY SYSTEM

[MWAREND@GMAIL.COM](mailto:MWAREND@GMAIL.COM)



WHY SHOULD WE PUT OURSELVES OUT  
OF OUR WAY TO DO ANYTHING FOR  
POSTERITY? FOR WHAT HAS POSTERITY  
EVER DONE FOR US?

❖ SIR BOYLE ROCHE

# CONTACT LIST

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- PLUMBER
- ELECTRICIAN
- BOARD TRUST FUND
- MUNICIPAL CONTACTS
- PEST CONTROL
- INSURANCE AGENT
- COMPUTER STUFF
- HVAC
- FIRE ALARM

# ANNUAL TASK SCHEDULE

- JANUARY
  - GATHER ANNUAL REPORT STATISTICS
  - RENEW HVAC SERVICE CONTRACT BY END OF MONTH
  - STAFF BIRTHDAYS
    - PAT 8<sup>TH</sup>
    - MARIAN 25<sup>TH</sup>
- FEBRUARY
  - CONTACT EXPIRING TRUSTEES ABOUT REAPPOINTMENT
- MARCH
  - STRATEGIC PLAN EXPIRES NOV. 2024

# MONTHLY TASK SCHEDULE

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- FIRST WEEK
  - BEGIN PREPARING BOARD PACKET
  - LAST MONTH'S STATISTICS
- SECOND WEEK
  - TIMESHEETS TO CITY HALL MONDAY MORNING
  - BOARD AGENDA OUT BY WEDNESDAY



# CAPITOL PROJECTS

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- BOILER
- ROOF
- CARPET

# CAPITOL PROJECTS

- WHEN WAS IT INSTALLED?
- BY WHOM?
- HOW LONG IS IT EXPECTED TO LAST?

# STEP-BY-STEP FOR COMPLEX TASKS

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- COUNTY PLANS & FUNDING
- SPREADSHEETS

PUT IT ALL TOGETHER

# FILES

- CLEAN OUT
  - GET RID OF OLD STUFF
- LABEL FILES WITH DATE AND HOW TO DISPOSE







*That's all Folks!*