

## THE LEGACY DOCUMENT

The *Legacy Document* is a communiqué to the future leadership of the library. It provides an opportunity for the outgoing board to review its work over the past term; reflect on triumphs and strengths; and ponder fortunate opportunities and lost chances. Probing deeper, the board can contemplate how to overcome limitations and increase success in the future.

### Ways to Use Your Library Board's Legacy Document...

#### 1. A letter addressed to the future board

- a. To identify trends and issues that will face the library in the coming years and assist the new board during its transition
- b. To reinforce continuity which is critical to a smooth transition and ultimately, to board success.

#### 2. An advocacy tool

- a. Share it with Municipal Council prior to appointment of the new board
  - “Looking for your support in renewing our library board. These are the issues that the library board faces in 2010....”
  - To achieve excellence in library leadership in our community, these are the skills that we would like you to consider as you appoint the new library board...”
- b. Promote library board membership to interested and qualified candidates
- c. Highlight the library in an election year by giving a copy to electoral candidates

### What Your Board's Legacy Document Should Cover...

#### 1. The library and its community partners

- a. Provide a synopsis of how the library and board are viewed by key partners.
  - How does the community describe the library?
  - How has the library aligned with Council over the term?
  - How do other community partners view the library?

**2. Issues/areas of concern faced by the board during its current term**

- a. Describe those issues that the board believes will carry over to the next term.
- b. Identify what the board did during the term to deal with the issue or concern.
  - What was accomplished? Not accomplished?
  - Was the board able to take advantage of any fortunate opportunities? *e.g. good positioning for a special grant; a well-matched partnership*
  - Did the board miss out on such a chance? How could the board avoid missing out again?

**3. Leadership growth over the term: CEO; Board Chair; Entire Board**

- a. Reflect on how the CEO and the board, as individuals and a team, were instrumental in building their respective skills and strengthening their leadership capacity

**NOTE:** *Governance as Leadership & My Library Leadership Capacity Checklist* may be helpful *Leadership by Design* references when completing this section.

**4. Challenges facing the new board during the coming term**

- a. Suggest where emphasis might be placed to address challenges
- b. Suggest what governance and leadership skills are needed

**5. Wishes for the new board's success**