

## **MEMORANDUM**

TO: Jeff Gilderson-Duwe  
FROM: Tracie Schlaak  
DATE: October 19, 2020  
SUBJECT: September 2020 Personnel Changes

**Alyssa Rates** – New page hired on 9/2/20

**Elizabeth Diol** – Promoted from Page to Library Assistant II in Info Services effective 9/21/20.  
Will receive benefits

**Justine Elliott** – Promoted to Full-Time Digital Services Librarian from Part Time effective 9/27/20.