



Meeting Minutes

Library Board

Tuesday, March 11, 2025

5:00 PM

La Crosse Public Library
Auditorium (Lower Level)

Call to Order

The Chair, Sue Anglehart, called the meeting to order at 4:59 p.m.

Roll Call

PRESENT: Sue Anglehart, Kathy Ivey, Araysa Simpson, Ross Seymour, Aaron Engel, Jessica Thill, Katie Bittner, Mac Kiel

ABSENT: Erin Raymus

STAFF: Shanneon Grant, Dawn Wacek, Daniel Whitmore, Amber Leibundgut-Peterson, Brooke Newberry, Cynthia Arauz, Miranda Greeno

Agenda Items:

1 Approval of Minutes from Regular Board Meeting – February 11, 2025

Motion to approve the minutes from the regular Board meeting of February 11, 2025.
(Aaron Engel/Ross Seymour) Carried

2 Approval of Minutes from Committee of the Whole – March 4, 2025

Motion to approve the minutes from the Committee of the Whole meeting of March 4, 2025.
(Aaron Engel/Kathy Ivey) Carried

3 Approval of Bills & Financial Reports – February 2025

Motion to approve the bills and financial reports from February 2025.
(Aaron Engel/Araysa Simpson) Carried

4 Reports

4.1 Director's Report

4.11 Operation Updates

Director Grant shared highlights of a bustling Saturday at LPL. On March 8, more than 350 participated in the Life Size Candy Land program, others came for the

Friends of the Library Annual Meeting, the Creation Space was full of activity, and a Chapters Book Discussion was held.

On March 13, there will be an all staff meeting to share information about construction phasing and succession planning.

4.12 Facility Updates

The water gate valve was successfully replaced on Friday, March 7.

4.2 Committee of the Whole Report – March 4, 2025

4.21 Staffing Restructure – Approval to grandfather leave amounts for previously exempt employees

Motion to approve the grandfathering of leave amounts for previously exempt employees.

(Kathy Ivey/Ross Seymour) Carried

5 Old Business

5.1 Approval to use unspent Fund balance for architectural fees

Motion to approve the use of unspent Fund balance for architectural fees.

(Ross Seymour/Kathy Ivey) Carried

6 New Business

6.1 Consideration/approval to use Special Trustees Fund for restroom remodel

Motion to approve the use of up to \$6000 of the Special Trustees Fund for architectural and engineering design of the first-floor restrooms.

(Aaron Engel/Jessica Thill) Carried

7 Topics for Future Meetings

7.1 No Committee of the Whole Meeting April 1, 2025

7.2 Job Description Update for Director and Deputy Director

7.3 Composition of Hiring Committee

8 Public Comment / Other

Adjournment at 5:59 p.m.

Motion to adjourn.

(Araysa Simpson/Aaron Engel) Carried

LA CROSSE PUBLIC LIBRARY- FINANCIAL SUMMARY REPORT

March 2025

| | Current Period | Year-to- Date | Percent of Budgeted Amount |
|-----------------------------|-------------------|--------------------|-------------------------------|
| <u>DISBURSEMENTS</u> | | | |
| City Operating Budget | \$398,832 | \$1,126,037 | 23.32% |
| In-House Checking | \$9,387 | \$22,055 | |
| Total Disbursements: | <u>\$408,219</u> | <u>\$1,148,092</u> | |
| <u>RECEIPTS</u> | | | |
| Misc. Income | \$174,304 | \$185,136 | 108.81% |
| WRLS Contract | \$0 | \$0 | 0.00% |
| In-House Checking | \$7,733 | \$98,581 | |
| Total Receipts: | <u>\$182,037</u> | <u>\$283,717</u> | |

25% of the year has elapsed


LA CROSSE
PUBLIC LIBRARY

RECEIPTS DEPOSITED THROUGH CITY HALL

March 2025

| | Current Month Income | Year-to-Date Income | Budgeted Amount | % of Estimated Income for 2024 |
|---|-------------------------|------------------------|-----------------------|-----------------------------------|
| <u>MISC. INCOME</u> | | | | |
| Over/Short | | | | |
| Service Fees | \$191.58 | \$209.38 | \$0.00 | |
| Damage to City Property | \$2,089.89 | \$2,414.22 | \$4,000.00 | 60.36% |
| Out of State Registration | \$1,037.55 | \$1,337.55 | \$2,500.00 | 53.50% |
| Misc. Fees and Fines | \$292.05 | \$292.05 | \$1,300.00 | 22.47% |
| County Contributions | \$170,693.00 | \$180,883.00 | \$180,882.00 | 100.00% |
| Pcard rebates | \$0.00 | \$0.00 | \$5,000.00 | 0.00% |
| Sale of Property/Equipment | \$0.00 | \$0.00 | | |
| Restitution | | | | |
| WRLSWEB | | | | |
| Subtotal Misc. Income | \$174,304.07 | \$185,136.20 | \$193,682.00 | 95.59% |
| <u>INCOME FROM WRLS CONTRACT</u> | \$0.00 | \$0.00 | \$22,654.00 | 0.00% |
| Total Income: | \$174,304.07 | \$185,136.20 | \$216,336.00 | 85.58% |
| City Allocation | | | \$4,984,759.00 | |
| TOTAL BUDGETED INCOME: | | | \$5,201,095.00 | |

CITY OPERATING BUDGET REPORT

March 2025

| | Budgeted | Current | Year-to- | % of Total | |
|--|-------------|-----------|-------------|------------|-------------|
| | Amount | Period | Date | Budget | |
| | 2025 | Expended | Expended | Expended | |
| | | | | | |
| <u>GENERAL ADMINISTRATION</u> | | | | | |
| Recruitment Fees & Services | | \$0 | \$0.00 | | \$0 |
| Salaries (+ \$135,000 unapplied COLA/Step) | \$3,065,612 | \$236,902 | \$636,114 | 20.75% | \$2,429,498 |
| Cell phone reimbursement | | \$145 | \$315 | | (\$315) |
| Health Insurance | \$702,117 | \$42,006 | \$141,532 | 20.16% | \$560,585 |
| Life Insurance | \$16,216 | \$590 | \$2,058 | 12.69% | \$14,158 |
| Social Security/Medicare | \$234,519 | \$17,455 | \$46,876 | 19.99% | \$187,643 |
| Wisconsin Retirement System | \$197,033 | \$15,239 | \$39,559 | 20.08% | \$157,474 |
| Other Benefits | | \$0 | \$480 | | (\$480) |
| Contract Services | \$120,075 | \$13,754 | \$23,906 | 19.91% | \$96,169 |
| Conference/Travel Expenses | \$13,725 | \$814 | \$1,311 | 9.55% | \$12,414 |
| Telephone Expenses | \$23,000 | \$2,005 | \$5,645 | 24.55% | \$17,355 |
| Electricity | \$99,251 | \$5,608 | \$10,712 | 10.79% | \$88,539 |
| Water | \$5,414 | \$0 | \$0 | 0.00% | \$5,414 |
| Natural Gas | \$62,579 | \$6,299 | \$12,062 | 19.27% | \$50,517 |
| Sewer | \$4,930 | \$0 | \$0 | 0.00% | \$4,930 |
| Storm Water | \$3,914 | \$0 | \$0 | 0.00% | \$3,914 |
| Supplies | \$23,232 | \$730 | \$1,312 | 5.65% | \$21,920 |
| Gasoline | \$1,000 | \$0 | \$95 | 9.49% | \$905 |
| Postage | \$2,300 | \$0 | \$129 | 5.60% | \$2,171 |
| Memberships/Subscriptions (WRLS WEB) | \$50,433 | \$0 | \$48,908 | 96.98% | \$1,525 |
| Repair & Maintenance | \$73,885 | \$11,971 | \$26,002 | 35.19% | \$47,883 |
| R&M Equipment Repair | | \$0 | \$0 | | \$0 |
| Building Improvements | \$10,000 | \$0 | \$0 | 0.00% | \$10,000 |
| | | | | | |
| Sub Total: | \$4,709,235 | \$353,517 | \$997,015 | 21.17% | \$3,712,220 |
| | | | | | |
| | | | | | |
| <u>AUTOMATION</u> | | | | | |
| Computer Equipment/Software/Vendor | \$167,560 | \$25,512 | \$70,538 | 42.10% | \$97,022 |
| | | | | | |
| Sub Total: | \$167,560 | \$25,512 | \$70,538 | 42.10% | \$97,022 |
| | | | | | |
| <u>MATERIALS</u> | | | | | |
| Books and Publications | \$324,300 | \$19,803 | \$58,484 | 18.03% | \$265,816 |
| | | | | | |
| Sub Total: | \$324,300 | \$19,803 | \$58,484 | 18.03% | \$265,816 |
| | | | | | |
| | | | | | |
| TOTAL BUDGET: | \$5,201,095 | \$398,832 | \$1,126,037 | 21.65% | \$4,075,058 |

| | | | | | |
|--|-----------------|--|-----------------|----------------|------------------|
| | | | | | ITEM 3B |
| | | | | | |
| | | | | | |
| <u>FUND BALANCE (formerly Carryover)</u> | | | | | |
| | Amount | | Expended | % Spent | Available |
| Fund Balance into 2025 | \$110,317.40 | | | | Balance |
| Architectural fees 2024 (paid in 2025) | \$1,513 | | | | |
| Total available after expenditures - contingency: | \$58,804 | | | | |

DETAIL - CITY OPERATING BUDGET

March 2025

GENERAL LIBRARY ADMINISTRATION**TRAINING/CONFERENCE REG - 1004010-521006**

| | | |
|-----------------------------|-----------|--|
| The Enneagram Institute | \$ 413.56 | Teambuilding tests - Frontline |
| Midwest Archives Conference | \$ 400.00 | Registration - S. Brouwer, J. DeRocher |
| WAPL Conference | \$ 335.00 | Registration - A. Chapes |
| WLA | \$ 120.00 | Membership - A. Chapes |

CONTRACTUAL SERVICES - 1004010-520110

| | | |
|------------------------------------|-------------|--------------------------|
| De Lage Landen | \$84.60 | Monthly copier lease |
| Marco | \$1,944.80 | Printer service contract |
| Talon Protection Agency 2/1 - 2/28 | \$11,725.00 | Security services |

REPAIR & MAINTENANCE - 1004010-540000

| | | |
|---------------------|------------|--|
| Bob's Lock and Safe | \$45.00 | North keys |
| Tractor Central | \$4,874.63 | Tractor snow brush |
| Trane | \$150.70 | Air filters |
| UniFirst | \$359.05 | Mats, mops, & rags |
| Winona Controls | \$6,266.77 | Alarm system service, water gate valve replacement |

SUPPLIES/MISC - 1004010-532000

| | | |
|---------|----------|--|
| Amazon | \$279.72 | Craft paper, laminating paper, wipes, name tags, glue gun, dry erase markers, calendar holders |
| Loffler | \$42.36 | Overage fees |
| Quill | \$174.76 | Paper |

TELEPHONE - 1004010-521101

| | | |
|-------------|------------|------------------------|
| Brightspeed | \$283.13 | Analog phone service |
| Lumen | \$3.26 | Long distance charges |
| Nextiva | \$1,501.89 | Phone service |
| Spectrum | \$170.00 | Phone internet service |
| Verizon | \$46.22 | Cell phone service |

AUTOMATION**COMPUTER EQUIPMENT/SOFTWARE - 1004010-533010**

| | | |
|----------------------|------------|--|
| Adobe | \$244.93 | Creative Cloud all apps |
| Amazon | \$75.98 | Headphones |
| CDW | \$2,745.50 | Helpdesk software |
| Dependable Solutions | \$2,900.00 | Consultation services |
| Envisionware | \$7,489.61 | Patron sign-on, printing, self-checkout |
| Faronics | \$4,600.00 | Security software |
| Microsoft | \$87.10 | Office 365 annual license, software renewal, and monthly payment |
| PDQ | \$1,338.75 | Computer imaging service |
| Userway | \$490.00 | AI widget |

IN-HOUSE CHECKING REPORT
March 2025

RECEIPTS:**1400 ACCOUNT**

| | | |
|------------------------|----------|--|
| Copy Machines/Printing | \$845.42 | |
| Subtotal | \$845.42 | |

3400 ACCOUNT**Purpose of Gift**

| | | |
|---|------------|--------------------|
| Cash donations (various) | \$7.00 | Creation Space |
| \$43.01 Cash donation, \$500 M.J. Greenwald donation, \$300 FOL (in honor of S. Sechrest), \$1000 T. Pyrek/M.E. Stolder (in honor of outgoing FOL board members), \$500 A. Clemons (in memory of Lila Seager), \$2000 Toro Groundmaster sale, \$224.57 Cash donations | \$4,567.58 | Discretionary |
| | | |
| Tote sales | \$45.00 | Fundraising |
| \$220 Tom & Judy Sleik Family Fund, \$1025 Dr. Gunnar and Mary Baldwin Gundersen Memorial Fund | \$1,245.00 | Miscellaneous |
| | | |
| Book Bingo | \$200.00 | Public Experiences |
| T-shirt sales | \$10.00 | Pantry |
| Subtotal | \$6,074.58 | |

4400 ACCOUNT

| | | |
|----------------------|----------|--|
| Credit Card Receipts | \$812.83 | |
| | \$812.83 | |

Total Receipts: **\$7,732.83**

DISBURSEMENTS:**3400 ACCOUNT****Source of Funds - Item Purchased**

| | | |
|-------------------------------|------------|--|
| City of La Crosse | \$290.00 | Pantry - bus tokens |
| Boardmand & Clark LLP | \$1,270.50 | Misc - Architectural contract fees |
| WRLS | \$21.70 | PE - program mug prizes |
| B. Newberry | \$34.92 | PE - Menopause program supply reimbursement |
| Walmart - cardmember services | \$57.31 | PE - Candyland supplies |
| D. Wacek | \$33.75 | FOL - Chicago architect transportation reimbursement (remodel) |
| M. Freedland | \$100.00 | G. Gordon - MM@Main 4/21 Holocaust Survival Story |
| C. Thompson | \$100.00 | G. Gordon - MM@Main 4/28 The Power of Birds |
| B. & K. Wardius | \$300.00 | G. Gordon MM@Main 4/7 WI Lighthouses |
| J. Steinback | \$100.00 | PE - Seed Swap Talk |
| J. Filla | \$100.00 | PE - 4/7 Sound Bowl Meditation |
| J. Pedretti | \$210.00 | G. Gordon - Chair Yoga 4/3. 4/10. 4/24 |
| M. Cashion | \$100.00 | ALA Grant - Poetry Workshop |
| B. Olson-Pollack | \$70.00 | G. Gordon - 4/5 Qigong Class |
| Cardmember Services | \$2,495.96 | Creation Space \$351.55 Poly-Fil, super glue, sewing machine oil, staples, mini USB cables, buttons; G. Gordon \$98.59 popcorn, coffee, coffee creamer; Friends of the Library \$71.10 ALA webinar; Pantry \$453.21 Kwik Trip gift card for bananas, hand warmers, granola bars; General Programming \$160.85 Mailchimp, Zoom, Spotify; Public Experiences \$200.17 felt sheets, sewing needles, playground ball set, snacks, paper food boats, paper cups; Outreach \$737.49 dance scarves, felt boards, play parachute, canvas tote bags, wire storage rack, wrist band jingle bells, plastic egg shakers; Special Trustees \$100.00 pastries and refreshments for A. Doering's retirement celebration, Discretionary \$323 fee/interest |
| | | |
| Cardmember Services | \$564.24 | Friends of the Library - S. Grant, D. Wacek - Amtrak tickets and Holiday Inn Chicago |
| Subtotal | \$5,848.38 | |

4400 ACCOUNT

| | | |
|---------------------------|------------|---|
| Bank Charge/Disbursements | \$3,468.10 | Credit Card moved to city lines 6/1/24-12/31/24 |
| Subtotal | \$3,468.10 | |

Total Disbursements: **\$9,316.48**

IN-HOUSE CHECKING REPORT- SUMMARY

March 2025

MONTHLY ACTIVITY SUMMARY1400 ACCOUNT (COPY)

| | |
|----------------------|-------------|
| End of March Balance | \$21,998.43 |
| Income | \$845.42 |
| Disbursements | \$0.00 |
| End of April Balance | \$22,843.85 |

3400 ACCOUNT (GIFT)

| | |
|----------------------|--------------|
| End of March Balance | \$143,442.79 |
| Income | \$6,074.58 |
| Disbursements | -\$5,848.38 |
| End of April Balance | \$143,668.99 |

4400 ACCOUNT (CREDIT CARD)

| | |
|----------------------|-------------|
| End of March Balance | \$41,193.52 |
| Income | \$812.83 |
| Disbursements | -\$3,537.95 |
| End of April Balance | \$38,468.40 |

YEAR-TO-DATE ACTIVITY SUMMARY1400 ACCOUNT (COPY)

| | |
|---------------|------------|
| Income | \$2,557.80 |
| Disbursements | (\$337.17) |

3400 ACCOUNT (GIFT)

| | |
|---------------|---------------|
| Income | \$93,117.01 |
| Disbursements | (\$16,255.31) |

4400 ACCOUNT (CREDIT CARD)

| | |
|---------------|--------------|
| Income | \$2,906.47 |
| Disbursements | (\$5,462.13) |

GIFT FUND (RESTRICTED) AS OF 3/31/2025

March 2025

| | 1/1/2024 Balance | YTD Debits | YTD Credits | Current Balance |
|---------------------------------------|---------------------|--------------------|--------------------|---------------------|
| Library Materials | | | | |
| Regional Read | \$1,196.00 | \$0.00 | \$0.00 | \$1,196.00 |
| Subtotal: | \$1,196.00 | \$0.00 | \$0.00 | \$1,196.00 |
| Miscellaneous | | | | |
| Archives | \$34,293.06 | \$625.00 | \$2,195.00 | \$35,863.06 |
| Creation Space | \$1,304.24 | \$380.34 | \$2,524.00 | \$3,447.90 |
| Discretionary (Equipment/Furniture) | \$7,002.78 | \$1,519.00 | \$6,058.72 | \$11,542.50 |
| Friends | \$2,370.76 | \$2,153.67 | \$2,500.00 | \$2,717.09 |
| Fundraising | \$25,619.01 | \$0.00 | \$110.00 | \$25,729.01 |
| Donald (Sandy) Gordon Estate | \$801.47 | \$0.00 | \$2,650.87 | \$3,452.34 |
| Gertrude Salzer Gordon Estate | \$10,582.83 | \$2,233.59 | \$6,778.99 | \$15,128.23 |
| Misc. | \$6,073.84 | \$3,100.50 | \$1,556.43 | \$4,529.77 |
| Misc. - Art Fund | \$759.16 | \$0.00 | \$0.00 | \$759.16 |
| Misc. - Banner Project | \$2,010.54 | \$0.00 | \$1,000.00 | \$3,010.54 |
| Misc. - Mobile Library | \$4,011.49 | \$0.00 | \$0.00 | \$4,011.49 |
| North Enhancements | \$0.00 | \$0.00 | \$50,000.00 | \$50,000.00 |
| Pantry | \$9,479.95 | \$1,569.36 | \$118.78 | \$8,029.37 |
| Programming - General | \$868.80 | \$489.83 | \$0.00 | \$378.97 |
| Programming - Public Experiences | \$6,516.42 | \$5,164.16 | \$10,200.00 | \$11,552.26 |
| Programming - Outreach/Marketing | \$2,176.77 | \$1,626.12 | \$5,000.00 | \$5,550.65 |
| Programming - YS Misc | \$2,782.55 | \$0.00 | \$0.00 | \$2,782.55 |
| Spec. Trustees - General | \$1,001.00 | \$0.00 | \$0.00 | \$1,001.00 |
| Spec. Trustees - Board Retreat | -\$462.71 | \$0.00 | \$462.71 | \$0.00 |
| Spec. Trustees - Main Space Audit | -\$271.84 | \$0.00 | \$0.00 | -\$271.84 |
| Spec. Trustees - Retirements | -\$695.51 | \$300.00 | \$695.51 | -\$300.00 |
| Tool Library | -\$218.22 | \$10.77 | \$1,266.00 | \$1,037.01 |
| Washburn | \$14,963.19 | \$25.00 | \$0.00 | \$14,938.19 |
| Subtotal: | \$130,969.58 | \$19,197.34 | \$93,117.01 | \$204,889.25 |
| GRANTS | | | | |
| ALA Grant | 4,282.90 | \$100.00 | \$0.00 | \$4,182.90 |
| Foundation Grant | \$2,256.82 | \$0.00 | \$0.00 | \$2,256.82 |
| World We Live in Grant (Fiscal Agent) | \$4,737.49 | \$0.00 | \$0.00 | \$4,737.49 |
| Subtotal: | \$11,277.21 | \$100.00 | \$0.00 | \$11,177.21 |
| YTD TOTALS | \$143,442.79 | \$19,297.34 | \$93,117.01 | \$217,262.46 |
| BANK BALANCE | | | | \$217,262.46 |

**LA CROSSE PUBLIC LIBRARY TRUSTEES
SPECIAL FUND AGENCY**

Statement of Receipts & Expenditures
For Quarter Ended March 31, 2025

| | | |
|----------------------------|--------------|-----------------------|
| BALANCE 12-31-2024 | | \$1,025,289.06 |
| <u>INCOME</u> | | \$24,632.34 |
| Revenue | \$10,390.51 | |
| Disbursements | (\$3,018.56) | |
| Realized Gain/Loss | (\$3,414.62) | |
| Change in Market Value | \$20,675.01 | |
| <u>EXPENDITURES</u> | | \$0.00 |
| Fees | \$0.00 | |
| BALANCE 3-31-2025 | | \$1,049,921.40 |

ACCOUNT STATEMENT

ACCOUNT NUMBER: **1045001021**

JANUARY 01, 2025 TO MARCH 31, 2025

TRUST POINT WEB PORTAL STATEMENT

ACCOUNT NAME: **LA CROSSE PUBLIC LIBRARY
TRUSTEES SPECIAL FUND AGENCY**

FINANCIAL TEAM: **JENNIFER GANDER
608-791-2273
jgander@trustpointinc.com**

FINANCIAL TEAM: **JEN SAMPSON
608-791-2260
jsampson@trustpointinc.com**

PORTFOLIO MANAGER: **YAN ARSENAULT
608-791-2279
yarsenault@trustpointinc.com**

Are you tired of paper statements? Contact your Relationship Manager to receive electronic statements.



ACTIVITY SUMMARY

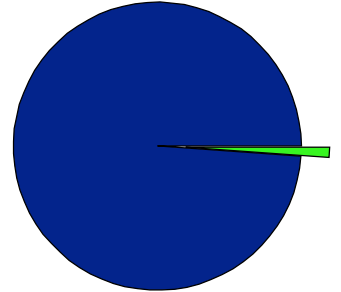
| | THIS PERIOD | YEAR TO DATE |
|-------------------------------|---------------------|---------------------|
| BEGINNING MARKET VALUE | 1,025,289.06 | 1,025,289.06 |
| INCOME | 10,390.51 | 10,390.51 |
| DISBURSEMENTS | 3,018.56- | 3,018.56- |
| REALIZED GAIN/LOSS | 3,414.62- | 3,414.62- |
| CHANGE IN MARKET VALUE | 20,675.01 | 20,675.01 |
| ENDING MARKET VALUE | 1,049,921.40 | 1,049,921.40 |

ACCOUNT NUMBER: **1045001021**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET ALLOCATION

| MARKET VALUE AS OF | 01/01/2025 | 03/31/2025 | % OF ACCOUNT |
|---|------------------------|------------------------|----------------|
|  BOND FUNDS | 1, 013, 251. 01 | 1, 037, 355. 72 | 98. 8% |
|  CASH AND EQUIVALENTS | 12, 038. 05 | 12, 565. 68 | 1. 2% |
| Total | 1, 025, 289. 06 | 1, 049, 921. 40 | 100. 0% |



ACCOUNT NUMBER: **1045001021**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT

| DESCRIPTION | | | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|-----------------------------------|-------|------------|------------------------------|--------------------------------|--------------------------------------|------------------|
| CASH AND EQUIVALENTS | | | | | | |
| 31607A703 | | | | | | |
| FIDELITY INVESTMENTS GOVT INST | | | 12,565.68 | 1.00 | 536.55 | 4.27 |
| MONEY MARKET PORTFOLIO | | | 12,565.68 | 1.00 | 44.71 | |
| CASH | | | 0.00 | | | |
| TOTAL CASH AND EQUIVALENTS | | | 12,565.68 | | 536.55 | 4.27 |
| | | | 12,565.68 | | 44.71 | |
| DESCRIPTION | | | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
| BOND FUNDS | | | | | | |
| 024525727 | | | | | | |
| AMERICAN BEACON DEVELOPING WORLD | AGEYX | 3,728.962 | 26,326.47 | 7.06 | 3,259.11 | 12.38 |
| INCOME Y | | | 31,510.23 | 8.45 | | |
| 316146356 | | | | | | |
| FIDELITY U.S. BOND INDEX FUND | FXNAX | 42,406.984 | 441,456.70 | 10.41 | 14,927.26 | 3.38 |
| | | | 492,637.84 | 11.62 | 1,243.94 | |
| 31635T104 | | | | | | |
| FIDELITY INFLATION-PROTECTED | FIPDX | 9,159.645 | 84,818.31 | 9.26 | 3,050.16 | 3.60 |
| BOND INDEX FUND | | | 82,803.19 | 9.04 | 254.18 | |
| 46432F859 | | | | | | |
| ISHARES CORE 1-5 YEAR BOND ETF | ISTB | 2,705.000 | 130,786.75 | 48.35 | 5,061.06 | 3.87 |
| | | | 128,720.10 | 47.59 | | |
| 72201F490 | | | | | | |
| PIMCO INCOME FUND I | PIMIX | 26,309.166 | 281,508.08 | 10.70 | 17,364.05 | 6.17 |
| | | | 290,277.71 | 11.03 | 1,447.00 | |
| 92206C755 | | | | | | |
| VANGUARD MORTGAGE-BACKED | VMBSX | 3,925.212 | 72,459.41 | 18.46 | 2,861.48 | 3.95 |
| SECURITIES INDEX | | | 83,009.01 | 21.15 | 255.92 | |
| TOTAL BOND FUNDS | | | 1,037,355.72 | | 46,523.12 | 4.48 |
| | | | 1,108,958.08 | | 3,201.04 | |
| GRAND TOTAL ASSETS | | | 1,049,921.40 | | 47,059.67 | 4.48 |
| | | | 1,121,523.76 | | 3,245.75 | |

ACCOUNT NUMBER: **1045001021**

JANUARY 01, 2025 TO MARCH 31, 2025

TRANSACTION STATEMENT

| DATE | DESCRIPTION | PRINCIPAL CASH | INCOME CASH | COST | GAIN / LOSS |
|----------|--|-------------------|----------------|--------------|----------------|
| 01/01/25 | BEGINNING BALANCE | 170,005.07- | 170,005.07 | 1,117,566.43 | |
| | AMERICAN BEACON DEVELOPING WORLD | | | | |
| | INCOME Y | | | | |
| 01/02/25 | DIVIDEND ON 3,728.962 SHS AT .0818 PER SHARE PAYABLE 12/31/2024 | | 305.03 | | |
| 02/04/25 | DIVIDEND ON 3,728.962 SHS AT .0724 PER SHARE PAYABLE 02/03/2025 | | 269.98 | | |
| 03/04/25 | DIVIDEND ON 3,728.962 SHS AT .0611 PER SHARE PAYABLE 03/03/2025 | | 227.84 | | |
| | FIDELITY INVESTMENTS GOVT INST | | | | |
| | MONEY MARKET PORTFOLIO | | | | |
| 01/02/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 42.91 | | |
| 02/03/25 | INTEREST PAYABLE 02/03/2025 | | 50.54 | | |
| 03/03/25 | INTEREST PAYABLE 03/03/2025 | | 59.21 | | |
| | NET CASH MANAGEMENT | 527.63- | | 527.63 | |
| | FIDELITY U.S. BOND INDEX FUND | | | | |
| 01/02/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 1,160.96 | | |
| 02/03/25 | INTEREST PAYABLE 02/03/2025 | | 1,168.98 | | |
| 02/20/25 | PURCHASED 4,517.936 SHS ON 02/19/2025 AT 10.26 | 46,354.02- | | 46,354.02 | |
| 03/03/25 | INTEREST PAYABLE 03/03/2025 | | 1,132.56 | | |
| | FIDELITY INFLATION-PROTECTED | | | | |
| | BOND INDEX FUND | | | | |
| 02/20/25 | PURCHASED 9,159.645 SHS ON 02/19/2025 AT 9.04 | 82,803.19- | | 82,803.19 | |
| | ISHARES CORE 1-5 YEAR BOND ETF | | | | |
| 02/06/25 | DIVIDEND ON 4,884 SHS AT .163154 PER SHARE PAYABLE 02/06/2025 | | 796.84 | | |
| 02/19/25 | SOLD 2,179 SHS ON 02/18/2025 AT 47.90 THRU NATL FINANCIAL SERVICES CORP COMMISSIONS PAID 34.86 EXPENSES PAID 2.90 | 104,336.34 | | 106,065.60- | 1,729.26- |
| 03/06/25 | DIVIDEND ON 2,705 SHS AT .156778 PER SHARE PAYABLE 03/06/2025 | | 424.08 | | |
| | PIMCO INCOME FUND I | | | | |
| 01/06/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 1,131.08 | | |
| 02/04/25 | INTEREST PAYABLE 02/03/2025 | | 1,131.02 | | |

ACCOUNT NUMBER: **1045001021**

JANUARY 01, 2025 TO MARCH 31, 2025

TRANSACTION STATEMENT (CONTINUED)

| DATE | DESCRIPTION | PRINCIPAL CASH | INCOME CASH | COST | GAIN / LOSS |
|-----------------|---|--------------------|-------------------|---------------------|------------------|
| 02/20/25 | PURCHASED 5,743.267 SHS ON 02/19/2025 AT 10.63 | 61,050.93- | | 61,050.93 | |
| 03/04/25 | INTEREST PAYABLE 03/03/2025 | | 1,254.71 | | |
| 01/06/25 | VANGUARD SHORT TERM TREASURY ADM INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 280.11 | | |
| 02/04/25 | INTEREST PAYABLE 02/03/2025 | | 282.20 | | |
| 02/20/25 | SOLD 8,055.808 SHS ON 02/19/2025 AT 9.81 | 79,027.48 | | 80,712.84- | 1,685.36- |
| 03/04/25 | INTEREST PAYABLE 03/03/2025 | | 176.31 | | |
| 02/03/25 | VANGUARD MORTGAGE-BACKED SECURITIES INDEX DIVIDEND ON 3,925.212 SHS AT .0633 PER SHARE PAYABLE 02/03/2025 | | 248.47 | | |
| 03/03/25 | DIVIDEND ON 3,925.212 SHS AT .0631 PER SHARE PAYABLE 03/03/2025 | | 247.68 | | |
| 01/15/25 | PAID TO LA CROSSE PUBLIC LIBRARY DISTRIBUTION PER BOARD APPROVAL ON 12/10/2024 | 1,062.71- | | | |
| | NET TRUST POINT FEE FOR THE PERIOD | 977.93- | 977.92- | | |
| 03/31/25 | ENDING BALANCE | 179,417.66- | 179,417.66 | 1,121,523.76 | 3,414.62- |

For your protection, orders or instructions regarding your account will not be accepted via voicemail or email. Please contact a member of your Financial Team if you have questions or instructions related to your account.

**LA CROSSE PUBLIC LIBRARY TRUSTEES
TRUST UNDER THE WILL OF
DONALD A. GORDON, JR.**

Statement of Receipts & Expenditures
For Quarter Ended March 31, 2025

| | | |
|----------------------------|--------------|---------------------|
| BALANCE 12-31-2024 | | \$247,242.50 |
| <u>INCOME</u> | | (\$6,215.11) |
| Income | \$1,032.81 | |
| Disbursements | (\$3,428.71) | |
| Realized Gain/Loss | (\$123.74) | |
| Change in Market Value | (\$3,695.47) | |
| <u>EXPENDITURES</u> | | \$0.00 |
| Fees | \$0.00 | |
| BALANCE 3-31-2025 | | \$241,027.39 |

**LA CROSSE PUBLIC LIBRARY TRUSTEES
TRUST UNDER THE WILL OF
GERTRUDE SALZER GORDON**

Statement of Receipts & Expenditures
For Quarter Ended March 31, 2025

| | | |
|----------------------------|--------------|----------------------|
| BALANCE 12-31-2024 | | \$623,480.11 |
| <u>INCOME</u> | | (\$15,584.59) |
| Income | \$2,602.93 | |
| Disbursements | (\$8,550.27) | |
| Realized Gain/Loss | (\$315.05) | |
| Change in Market Value | (\$9,322.20) | |
| <u>EXPENDITURES</u> | | \$0.00 |
| Fees | \$0.00 | |
| BALANCE 3-31-2025 | | \$607,895.52 |

ACCOUNT STATEMENT

ACCOUNT NUMBER: **1045000228**

JANUARY 01, 2025 TO MARCH 31, 2025

TRUST POINT WEB PORTAL STATEMENT

ACCOUNT NAME: **DONALD A. GORDON, JR.
PRIVATE FOUNDATION FBO
LA CROSSE PUBLIC LIBRARY**

FINANCIAL TEAM: **LUKE BAUMGARTNER
608-791-2262
lbaumgartner@trustpointinc.com**




FINANCIAL TEAM: **LAURA CAMPBELL
612-416-3884
lcampbell@trustpointinc.com**

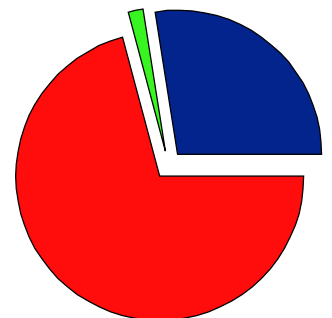
PORTFOLIO MANAGER: **YAN ARSENAULT
608-791-2279
yarsenault@trustpointinc.com**

ACTIVITY SUMMARY

| | THIS PERIOD | YEAR TO DATE |
|-------------------------------|-------------------|-------------------|
| BEGINNING MARKET VALUE | 247,242.50 | 247,242.50 |
| INCOME | 1,032.81 | 1,032.81 |
| DISBURSEMENTS | 3,428.71 - | 3,428.71 - |
| REALIZED GAIN/LOSS | 123.74 - | 123.74 - |
| CHANGE IN MARKET VALUE | 3,695.47 - | 3,695.47 - |
| ENDING MARKET VALUE | 241,027.39 | 241,027.39 |

ASSET ALLOCATION

| MARKET VALUE AS OF | 01/01/2025 | 03/31/2025 | % OF ACCOUNT |
|---|-------------------|-------------------|---------------|
|  BOND FUNDS | 64,094.59 | 66,519.19 | 27.6% |
|  CASH AND EQUIVALENTS | 7,614.74 | 3,876.23 | 1.6% |
|  EQUITY | 175,533.17 | 170,631.97 | 70.8% |
| Total | 247,242.50 | 241,027.39 | 100.0% |

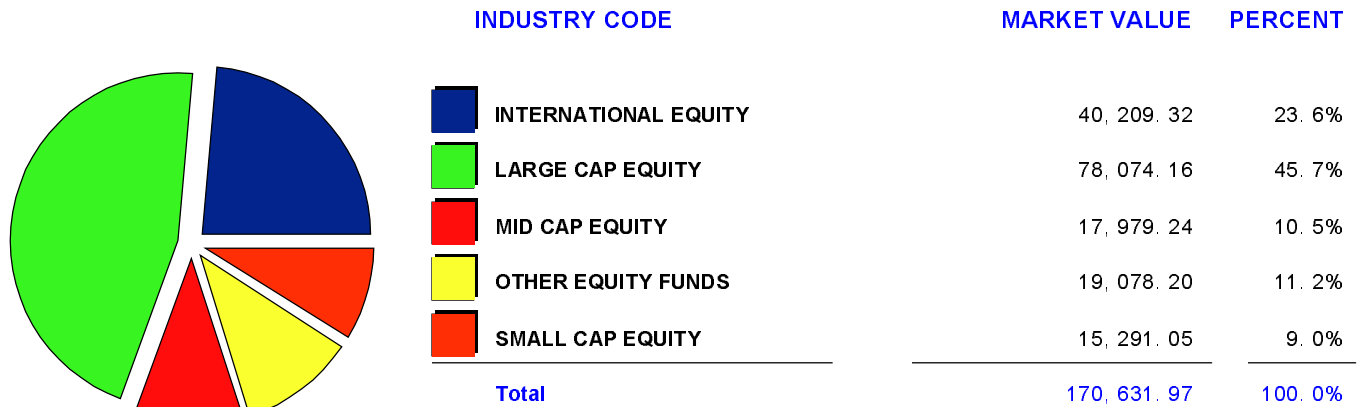


ACCOUNT NUMBER: **1045000228**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT

EQUITY DIVERSIFICATION SUMMARY



| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|--|--------|-----------------------|--------------------------------|--------------------------------|--------------------------------------|------------------|
| EQUITY | | | | | | |
| INTERNATIONAL EQUITY | | | | | | |
| 00771X419 GQG PARTNERS EMERGING MARKETS EQUITY I | GQGIX | 436.494 | 7,197.79 7,595.22 | 16.49 17.40 | 123.09 | 1.71 |
| 00775Y207 ARGA EMERGING MARKETS VALUE FUND | ARMIX | 608.899 | 6,649.18 5,942.86 | 10.92 9.76 | 211.90 | 3.19 |
| 298706110 AMERICAN FUNDS EUROPACIFIC FUND F3 | FEUPX | 231.669 | 12,785.81 9,695.73 | 55.19 41.85 | 200.16 | 1.57 |
| 413838574 OAKMARK INTERNATIONAL R6 | OAZIX | 504.329 | 13,576.54 12,401.76 | 26.92 24.59 | 358.58 29.88 | 2.64 |
| TOTAL INTERNATIONAL EQUITY | | SUB- TOTAL | 40,209.32 35,635.57 | | 893.73 29.88 | 2.22 |
| LARGE CAP EQUITY | | | | | | |
| 921908844 VANGUARD DIVIDEND APPRECIATION ETF | VIG | 116.000 | 22,502.84 16,874.66 | 193.99 145.47 | 411.57 | 1.83 |
| 922908579 VANGUARD LARGE CAP INDEX ADM | VLCAH | 314.298 | 40,777.02 15,819.76 | 129.74 50.33 | 536.19 | 1.31 |
| 97717Y477 WISDOMTREE US QUALITY GROWTH ETF | QGRW | 337.000 | 14,794.30 13,714.55 | 43.90 40.70 | 23.59 | 0.16 |
| TOTAL LARGE CAP EQUITY | | SUB- TOTAL | 78,074.16 46,408.97 | | 971.35 0.00 | 1.24 |

ACCOUNT NUMBER: **1045000228**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT (CONTINUED)

| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|---|--------|-----------------------|------------------------------------|--------------------------------|--------------------------------------|------------------|
| MID CAP EQUITY | | | | | | |
| 922908645 VANGUARD MID CAP INDEX ADMIRAL | VIMAX | 56 .136 | 17,979 .24 11,991 .25 | 320 .28 213 .61 | 285 .73 | 1 .59 |
| TOTAL MID CAP EQUITY | | SUB- TOTAL | 17,979 .24 11,991 .25 | | 285 .73 0 .00 | 1 .59 |
| OTHER EQUITY FUNDS | | | | | | |
| 378690580 GLENMEDE SECURED OPTIONS I | GLSOX | 1,404 .875 | 19,078 .20 16,305 .52 | 13 .58 11 .61 | 102 .56 | 0 .54 |
| TOTAL OTHER EQUITY FUNDS | | SUB- TOTAL | 19,078 .20 16,305 .52 | | 102 .56 0 .00 | 0 .54 |
| SMALL CAP EQUITY | | | | | | |
| 207019704 CONESTOGA SMALL CAP INST | CCALX | 110 .869 | 7,765 .26 7,203 .66 | 70 .04 64 .97 | | |
| 969251487 WILLIAM BLAIR SMALL CAP VALUE CLASS I | ICSCX | 277 .091 | 7,525 .79 7,464 .76 | 27 .16 26 .94 | 73 .98 6 .17 | 0 .98 |
| TOTAL SMALL CAP EQUITY | | SUB- TOTAL | 15,291 .05 14,668 .42 | | 73 .98 6 .17 | 0 .48 |
| TOTAL EQUITY | | | 170,631 .97 125,009 .73 | | 2,327 .35 36 .05 | 1 .36 |
| | | | | | | |
| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
| CASH AND EQUIVALENTS | | | | | | |
| 31607A703 FIDELITY INVESTMENTS GOVT INST MONEY MARKET PORTFOLIO | | | 3,876 .23 3,876 .23 | 1 .00 1 .00 | 165 .52 13 .79 | 4 .27 |
| CASH | | | 0 .00 | | | |
| TOTAL CASH AND EQUIVALENTS | | | 3,876 .23 3,876 .23 | | 165 .52 13 .79 | 4 .27 |
| | | | | | | |
| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
| BOND FUNDS | | | | | | |
| 024525727 AMERICAN BEACON DEVELOPING WORLD INCOME Y | AGEYX | 330 .066 | 2,330 .27 2,698 .18 | 7 .06 8 .17 | 288 .48 | 12 .38 |
| 316146356 FIDELITY U.S. BOND INDEX FUND | FXNAX | 2,253 .587 | 23,459 .84 24,252 .67 | 10 .41 10 .76 | 793 .26 66 .11 | 3 .38 |

ACCOUNT NUMBER: **1045000228**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT (CONTINUED)

| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|--|--------|-----------|----------------------------------|--------------------------------|--------------------------------------|------------------|
| BOND FUNDS | | | | | | |
| 31635T104 FIDELITY INFLATION-PROTECTED BOND INDEX FUND | FIPDX | 560.070 | 5,186.25 5,063.03 | 9.26 9.04 | 186.50 15.54 | 3.60 |
| 46432F859 ISHARES CORE 1-5 YEAR BOND ETF | ISTB | 211.000 | 10,201.85 10,052.50 | 48.35 47.64 | 394.78 | 3.87 |
| 72201F490 PIMCO INCOME FUND I | PIMIX | 1,906.500 | 20,399.55 21,497.09 | 10.70 11.28 | 1,258.29 104.86 | 6.17 |
| 92206C755 VANGUARD MORTGAGE-BACKED SECURITIES INDEX | VMBSX | 267.683 | 4,941.43 4,975.31 | 18.46 18.59 | 195.14 17.45 | 3.95 |
| TOTAL BOND FUNDS | | | 66,519.19 68,538.78 | | 3,116.45 203.96 | 4.69 |
| GRAND TOTAL ASSETS | | | 241,027.39 197,424.74 | | 5,609.32 253.80 | 2.33 |

ACCOUNT NUMBER: **1045000228**

JANUARY 01, 2025 TO MARCH 31, 2025

TRANSACTION STATEMENT

| DATE | DESCRIPTION | PRINCIPAL CASH | INCOME CASH | COST | GAIN / LOSS |
|----------|---|-------------------|----------------|------------|----------------|
| 01/01/25 | BEGINNING BALANCE | 2,535.98- | 2,535.98 | 199,944.38 | |
| | AMERICAN BEACON DEVELOPING WORLD | | | | |
| | INCOME Y | | | | |
| 01/02/25 | DIVIDEND ON 330.066 SHS AT .0818 PER SHARE PAYABLE 12/31/2024 | | 27.00 | | |
| 02/04/25 | DIVIDEND ON 330.066 SHS AT .0724 PER SHARE PAYABLE 02/03/2025 | | 23.90 | | |
| 03/04/25 | DIVIDEND ON 330.066 SHS AT .0611 PER SHARE PAYABLE 03/03/2025 | | 20.17 | | |
| | FIDELITY INVESTMENTS GOVT INST | | | | |
| | MONEY MARKET PORTFOLIO | | | | |
| 01/02/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 18.84 | | |
| 02/03/25 | INTEREST PAYABLE 02/03/2025 | | 20.04 | | |
| 03/03/25 | INTEREST PAYABLE 03/03/2025 | | 16.28 | | |
| | NET CASH MANAGEMENT | 3,738.51 | | 3,738.51- | |
| | FIDELITY U.S. BOND INDEX FUND | | | | |
| 01/02/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 69.05 | | |
| 02/03/25 | INTEREST PAYABLE 02/03/2025 | | 69.53 | | |
| 03/03/25 | INTEREST PAYABLE 03/03/2025 | | 64.86 | | |
| | FIDELITY INFLATION-PROTECTED | | | | |
| | BOND INDEX FUND | | | | |
| 02/20/25 | PURCHASED 560.07 SHS ON 02/19/2025 AT 9.04 | 5,063.03- | | 5,063.03 | |
| | ISHARES CORE 1-5 YEAR BOND ETF | | | | |
| 02/06/25 | DIVIDEND ON 402 SHS AT .163154 PER SHARE PAYABLE 02/06/2025 | | 65.59 | | |
| 02/19/25 | SOLD 191 SHS ON 02/18/2025 AT 47.90 THRU NATL FINANCIAL SERVICES CORP COMMISSIONS PAID 3.06 EXPENSES PAID 0.26 | 9,145.58 | | 9,269.32- | 123.74- |
| 03/06/25 | DIVIDEND ON 211 SHS AT .156778 PER SHARE PAYABLE 03/06/2025 | | 33.08 | | |
| | PIMCO INCOME FUND I | | | | |
| 01/06/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 76.78 | | |
| 02/04/25 | INTEREST PAYABLE 02/03/2025 | | 76.78 | | |
| 02/20/25 | PURCHASED 510.363 SHS ON 02/19/2025 AT 10.63 | 5,425.16- | | 5,425.16 | |
| 03/04/25 | INTEREST PAYABLE 03/03/2025 | | 87.78 | | |

ACCOUNT NUMBER: **1045000228**

JANUARY 01, 2025 TO MARCH 31, 2025

TRANSACTION STATEMENT (CONTINUED)

| DATE | DESCRIPTION | PRINCIPAL CASH | INCOME CASH | COST | GAIN / LOSS |
|-----------------|--|-------------------|----------------|-------------------|----------------|
| | VANGUARD DIVIDEND APPRECIATION ETF | | | | |
| 03/31/25 | DIVIDEND ON 116 SHS AT .9377 PER SHARE PAYABLE 03/31/2025 | | 108.77 | | |
| | VANGUARD MORTGAGE-BACKED SECURITIES INDEX | | | | |
| 02/03/25 | DIVIDEND ON 267.683 SHS AT .0633 PER SHARE PAYABLE 02/03/2025 | | 16.94 | | |
| 03/03/25 | DIVIDEND ON 267.683 SHS AT .0631 PER SHARE PAYABLE 03/03/2025 | | 16.89 | | |
| | VANGUARD LARGE CAP INDEX ADM | | | | |
| 03/28/25 | DIVIDEND ON 314.298 SHS AT .4451 PER SHARE PAYABLE 03/28/2025 | | 139.89 | | |
| | VANGUARD MID CAP INDEX ADMIRAL | | | | |
| 03/28/25 | DIVIDEND ON 56.136 SHS AT 1.4365 PER SHARE PAYABLE 03/28/2025 | | 80.64 | | |
| 01/06/25 | DISTRIBUTION TO LA CROSSE PUBLIC LIBRARY QUARTERLY PAYMENT OF NET INCOME | | 2,650.87- | | |
| | NET TRUST POINT FEE FOR THE PERIOD | 388.93- | 388.91- | | |
| 03/31/25 | ENDING BALANCE | 529.01 - | 529.01 | 197,424.74 | 123.74- |

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ACCOUNT STATEMENT

ACCOUNT NUMBER: **1045000353**
 JANUARY 01, 2025 TO MARCH 31, 2025

TRUST POINT WEB PORTAL STATEMENT

ACCOUNT NAME: **GERTRUDE S. GORDON
PRIVATE FOUNDATION FBO
LA CROSSE PUBLIC LIBRARY**

FINANCIAL TEAM: **LUKE BAUMGARTNER
608-791-2262
lbaumgartner@trustpointinc.com**




FINANCIAL TEAM: **LAURA CAMPBELL
612-416-3884
lcampbell@trustpointinc.com**

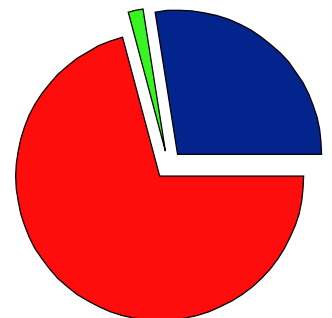
PORTFOLIO MANAGER: **YAN ARSENAULT
608-791-2279
yarsenault@trustpointinc.com**

ACTIVITY SUMMARY

| | THIS PERIOD | YEAR TO DATE |
|-------------------------------|-------------------|-------------------|
| BEGINNING MARKET VALUE | 623,480.11 | 623,480.11 |
| INCOME | 2,602.93 | 2,602.93 |
| DISBURSEMENTS | 8,550.27- | 8,550.27- |
| REALIZED GAIN/LOSS | 315.05- | 315.05- |
| CHANGE IN MARKET VALUE | 9,322.20- | 9,322.20- |
| ENDING MARKET VALUE | 607,895.52 | 607,895.52 |

ASSET ALLOCATION

| MARKET VALUE AS OF | 01/01/2025 | 03/31/2025 | % OF ACCOUNT |
|---|-------------------|-------------------|---------------|
|  BOND FUNDS | 161,613.48 | 167,670.56 | 27.6% |
|  CASH AND EQUIVALENTS | 19,090.76 | 9,813.80 | 1.6% |
|  EQUITY | 442,775.87 | 430,411.16 | 70.8% |
| Total | 623,480.11 | 607,895.52 | 100.0% |

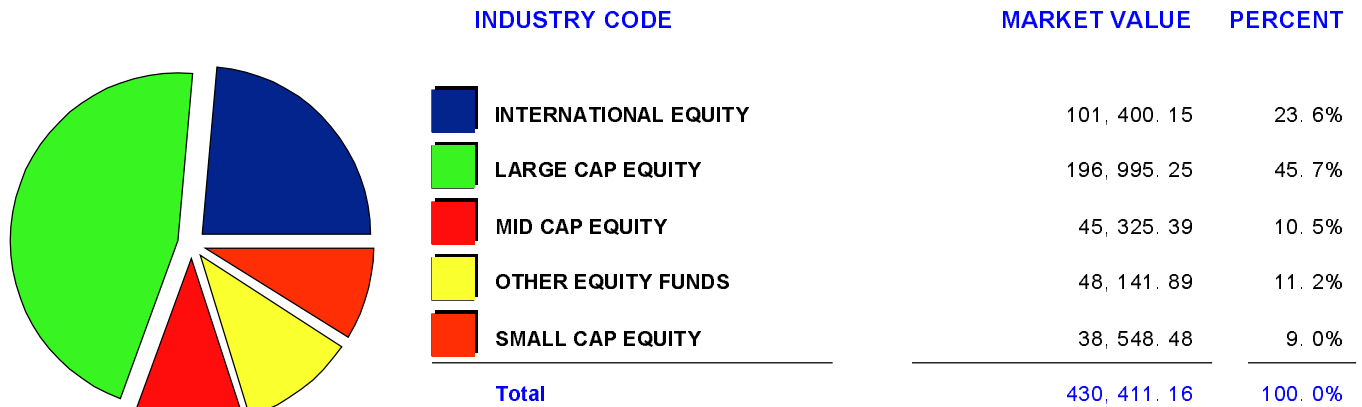


ACCOUNT NUMBER: 1045000353

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT

EQUITY DIVERSIFICATION SUMMARY



| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|--|--------|-----------------------|----------------------------------|--------------------------------|--------------------------------------|------------------|
| EQUITY | | | | | | |
| INTERNATIONAL EQUITY | | | | | | |
| 00771X419 GQG PARTNERS EMERGING MARKETS EQUITY I | GQGIX | 1,101.448 | 18,162.88 19,167.43 | 16.49 17.40 | 310.61 | 1.71 |
| 00775Y207 ARGA EMERGING MARKETS VALUE FUND | ARMIX | 1,536.508 | 16,778.67 14,996.32 | 10.92 9.76 | 534.70 | 3.19 |
| 298706110 AMERICAN FUNDS EUROPACIFIC FUND F3 | FEUPX | 584.030 | 32,232.62 24,103.61 | 55.19 41.27 | 504.60 | 1.57 |
| 413838574 OAKMARK INTERNATIONAL R6 | OAZIX | 1,271.396 | 34,225.98 31,257.78 | 26.92 24.59 | 903.96 75.33 | 2.64 |
| TOTAL INTERNATIONAL EQUITY | | SUB- TOTAL | 101,400.15 89,525.14 | | 2,253.87 75.33 | 2.22 |
| LARGE CAP EQUITY | | | | | | |
| 921908844 VANGUARD DIVIDEND APPRECIATION ETF | VIG | 293.000 | 56,839.07 42,623.06 | 193.99 145.47 | 1,039.56 | 1.83 |
| 922908579 VANGUARD LARGE CAP INDEX ADM | VLCAH | 792.333 | 102,797.28 39,761.95 | 129.74 50.18 | 1,351.72 | 1.31 |
| 97717Y477 WISDOMTREE US QUALITY GROWTH ETF | QGRW | 851.000 | 37,358.90 34,632.29 | 43.90 40.70 | 59.57 | 0.16 |
| TOTAL LARGE CAP EQUITY | | SUB- TOTAL | 196,995.25 117,017.30 | | 2,450.85 0.00 | 1.24 |

ACCOUNT NUMBER: **1045000353**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT (CONTINUED)

| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|---|--------|------------------|----------------------------------|--------------------------------|--------------------------------------|------------------|
| MID CAP EQUITY | | | | | | |
| 922908645 VANGUARD MID CAP INDEX ADMIRAL | VIMAX | 141.518 | 45,325.39 30,213.16 | 320.28 213.49 | 720.33 | 1.59 |
| TOTAL MID CAP EQUITY | | SUB-TOTAL | 45,325.39 30,213.16 | | 720.33 0.00 | 1.59 |
| OTHER EQUITY FUNDS | | | | | | |
| 378690580 GLENMEDE SECURED OPTIONS I | GLSOX | 3,545.058 | 48,141.89 41,154.83 | 13.58 11.61 | 258.79 | 0.54 |
| TOTAL OTHER EQUITY FUNDS | | SUB-TOTAL | 48,141.89 41,154.83 | | 258.79 0.00 | 0.54 |
| SMALL CAP EQUITY | | | | | | |
| 207019704 CONESTOGA SMALL CAP INST | CCALX | 279.499 | 19,576.11 18,153.14 | 70.04 64.95 | | |
| 969251487 WILLIAM BLAIR SMALL CAP VALUE CLASS I | ICSCX | 698.541 | 18,972.37 18,812.32 | 27.16 26.93 | 186.51 15.54 | 0.98 |
| TOTAL SMALL CAP EQUITY | | SUB-TOTAL | 38,548.48 36,965.46 | | 186.51 15.54 | 0.48 |
| TOTAL EQUITY | | | 430,411.16 314,875.89 | | 5,870.35 90.87 | 1.36 |
| DESCRIPTION | | | | | | |
| CASH AND EQUIVALENTS | | | | | | |
| 31607A703 FIDELITY INVESTMENTS GOVT INST MONEY MARKET PORTFOLIO | | | 9,813.80 9,813.80 | 1.00 1.00 | 419.05 34.92 | 4.27 |
| CASH | | | 0.00 | | | |
| TOTAL CASH AND EQUIVALENTS | | | 9,813.80 9,813.80 | | 419.05 34.92 | 4.27 |
| DESCRIPTION | | | | | | |
| BOND FUNDS | | | | | | |
| 024525727 AMERICAN BEACON DEVELOPING WORLD INCOME Y | AGEYX | 832.892 | 5,880.22 6,796.79 | 7.06 8.16 | 727.95 | 12.38 |
| 316146356 FIDELITY U.S. BOND INDEX FUND | FXNAX | 5,681.226 | 59,141.56 61,122.88 | 10.41 10.76 | 1,999.79 166.65 | 3.38 |

ACCOUNT NUMBER: **1045000353**

JANUARY 01, 2025 TO MARCH 31, 2025

ASSET STATEMENT (CONTINUED)

| DESCRIPTION | TICKER | SHARES | MARKET VALUE/ TAX COST | MARKET PRICE/ COST PRICE | EST ANNUAL INCOME/ ACCRUED INC | CURRENT YIELD |
|--|--------|-----------|----------------------------------|--------------------------------|--------------------------------------|------------------|
| BOND FUNDS | | | | | | |
| 31635T104 FIDELITY INFLATION-PROTECTED BOND INDEX FUND | FIPDX | 1,412.285 | 13,077.76 12,767.06 | 9.26 9.04 | 470.29 39.19 | 3.60 |
| 46432F859 ISHARES CORE 1-5 YEAR BOND ETF | ISTB | 531.000 | 25,673.85 25,296.78 | 48.35 47.64 | 993.50 | 3.87 |
| 72201F490 PIMCO INCOME FUND I | PIMIX | 4,807.473 | 51,439.96 54,211.80 | 10.70 11.28 | 3,172.93 264.41 | 6.17 |
| 92206C755 VANGUARD MORTGAGE-BACKED SECURITIES INDEX | VMBSX | 674.822 | 12,457.21 12,540.36 | 18.46 18.58 | 491.95 44.00 | 3.95 |
| TOTAL BOND FUNDS | | | 167,670.56 172,735.67 | | 7,856.41 514.25 | 4.69 |
| GRAND TOTAL ASSETS | | | 607,895.52 497,425.36 | | 14,145.81 640.04 | 2.33 |

ACCOUNT NUMBER: **1045000353**

JANUARY 01, 2025 TO MARCH 31, 2025

TRANSACTION STATEMENT

| DATE | DESCRIPTION | PRINCIPAL CASH | INCOME CASH | COST | GAIN / LOSS |
|----------|---|-------------------|----------------|------------|----------------|
| 01/01/25 | BEGINNING BALANCE | 6,489.83- | 6,489.83 | 503,687.75 | |
| | AMERICAN BEACON DEVELOPING WORLD | | | | |
| | INCOME Y | | | | |
| 01/02/25 | DIVIDEND ON 832.892 SHS AT .0818 PER SHARE PAYABLE 12/31/2024 | | 68.13 | | |
| 02/04/25 | DIVIDEND ON 832.892 SHS AT .0724 PER SHARE PAYABLE 02/03/2025 | | 60.30 | | |
| 03/04/25 | DIVIDEND ON 832.892 SHS AT .0611 PER SHARE PAYABLE 03/03/2025 | | 50.89 | | |
| | FIDELITY INVESTMENTS GOVT INST | | | | |
| | MONEY MARKET PORTFOLIO | | | | |
| 01/02/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 46.95 | | |
| 02/03/25 | INTEREST PAYABLE 02/03/2025 | | 49.92 | | |
| 03/03/25 | INTEREST PAYABLE 03/03/2025 | | 40.73 | | |
| | NET CASH MANAGEMENT | 9,276.96 | | 9,276.96- | |
| | FIDELITY U.S. BOND INDEX FUND | | | | |
| 01/02/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 174.08 | | |
| 02/03/25 | INTEREST PAYABLE 02/03/2025 | | 175.28 | | |
| 03/03/25 | INTEREST PAYABLE 03/03/2025 | | 163.51 | | |
| | FIDELITY INFLATION-PROTECTED | | | | |
| | BOND INDEX FUND | | | | |
| 02/20/25 | PURCHASED 1,412.285 SHS ON 02/19/2025 AT 9.04 | 12,767.06- | | 12,767.06 | |
| | ISHARES CORE 1-5 YEAR BOND ETF | | | | |
| 02/06/25 | DIVIDEND ON 1,014 SHS AT .163154 PER SHARE PAYABLE 02/06/2025 | | 165.44 | | |
| 02/19/25 | SOLD 483 SHS ON 02/18/2025 AT 47.90 THRU NATL FINANCIAL SERVICES CORP COMMISSIONS PAID 7.73 EXPENSES PAID 0.65 | 23,127.32 | | 23,442.37- | 315.05- |
| 03/06/25 | DIVIDEND ON 531 SHS AT .156778 PER SHARE PAYABLE 03/06/2025 | | 83.25 | | |
| | PIMCO INCOME FUND I | | | | |
| 01/06/25 | INTEREST PAYABLE 01/02/2025 TAX EFFECTIVE 12/31/2024 | | 193.57 | | |
| 02/04/25 | INTEREST PAYABLE 02/03/2025 | | 193.56 | | |
| 02/20/25 | PURCHASED 1,287.853 SHS ON 02/19/2025 AT 10.63 | 13,689.88- | | 13,689.88 | |
| 03/04/25 | INTEREST PAYABLE 03/03/2025 | | 221.31 | | |

ACCOUNT NUMBER: **1045000353**

JANUARY 01, 2025 TO MARCH 31, 2025

TRANSACTION STATEMENT (CONTINUED)

| DATE | DESCRIPTION | PRINCIPAL CASH | INCOME CASH | COST | GAIN / LOSS |
|-----------------|--|-------------------|-----------------|-------------------|----------------|
| | VANGUARD DIVIDEND APPRECIATION ETF | | | | |
| 03/31/25 | DIVIDEND ON 293 SHS AT .9377 PER SHARE PAYABLE 03/31/2025 | | 274.75 | | |
| | VANGUARD MORTGAGE-BACKED SECURITIES INDEX | | | | |
| 02/03/25 | DIVIDEND ON 674.822 SHS AT .0633 PER SHARE PAYABLE 02/03/2025 | | 42.72 | | |
| 03/03/25 | DIVIDEND ON 674.822 SHS AT .0631 PER SHARE PAYABLE 03/03/2025 | | 42.58 | | |
| | VANGUARD LARGE CAP INDEX ADM | | | | |
| 03/28/25 | DIVIDEND ON 792.333 SHS AT .4451 PER SHARE PAYABLE 03/28/2025 | | 352.67 | | |
| | VANGUARD MID CAP INDEX ADMIRAL | | | | |
| 03/28/25 | DIVIDEND ON 141.518 SHS AT 1.4365 PER SHARE PAYABLE 03/28/2025 | | 203.29 | | |
| 01/06/25 | DISTRIBUTION TO LA CROSSE PUBLIC LIBRARY QUARTERLY PAYMENT OF NET INCOME | | 6,778.99- | | |
| | NET TRUST POINT FEE FOR THE PERIOD | 885.65- | 885.63- | | |
| 03/31/25 | ENDING BALANCE | 1,428.14- | 1,428.14 | 497,425.36 | 315.05- |

For your protection, orders or instructions regarding your account will not be accepted via voicemail or email. Please contact a member of your Financial Team if you have questions or instructions related to your account.



LA CROSSE PUBLIC LIBRARY

Library Director

Department: Library
Division: Administration
Status: Exempt
Grade: 18
Report to: Board of Trustees

Summary:

The Library Director acts as the Chief Executive of the La Crosse Public Library (LPL) and ensures the mission and strategic goals of LPL are realized. Plans, organizes, develops, analyzes, implements, and defends library policies, procedures, plans, and operations.

Reporting Relationships and Team Work:

The position reports to the Board of Trustees and the Library Director is reviewed annually by the group in accordance with the bylaws and Wisconsin State Statutes. Supervises Deputy Director, managerial and supervisory staff in Archives, Business Services and Infrastructure teams and support services.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Serve as a visionary leader and continue to move the library forward to best serve the needs of the community, be innovative and adapt to the changing role of public libraries.
2. Report to the Board of Trustees twice monthly and additionally as needed, including intermittent meetings with the Board President to keep the Board apprised of library needs and updates.
3. Serve as the liaison between library management and the Board of Trustees.
4. Directly manage library leadership and directly/indirectly provide support, guidance, and development opportunities for all staff.
5. Advocate for the library and actively participate in community events and organizations, while fostering partnerships.

6. Develop annual operating and capital budgets in collaboration with the Board of Trustees and library managers presenting annually to the City of La Crosse, working within budget parameters.
7. Manage the budget of the library as well as have a strong understanding of the fiscal operations of city budgeting and accounting.
8. Develop and increase secondary and tertiary lines of income for the library.
9. Maintain and develop relations with city departments and officials.
10. Manage the development and implementation of the LPL goals, objectives, priorities, policies and procedures.
11. Provide leadership in the external affairs of LPL including fundraising, community relations and outreach to community organizations through ongoing library advocacy.
12. Oversee and direct library operations including public services, current collection management, local archives department, technology, administration and facilities management.
13. Oversee the writing, distribution and filing of the annual reports including LPL annual report.
14. Responsible for compliance with corresponding laws and policies pertaining to public libraries.
15. Ensure appropriate policies and work practices are in place and well understood by the organization.
16. Foster collegial relationships with other library directors and professionals.
17. Participate regularly in continuing education activities to maintain all certifications needed for the position of Public Library Director in Wisconsin.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, external organizations, and the general public.
2. Positively reflect LPL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit initiative, inclusivity and acceptance of diverse ideas and people, and decisiveness.
7. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent onsite and offsite attendance.
8. Demonstrate a positive attitude and flexibility.
9. Work well with others, show respect, contribute to the team.

Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Oversight and coordination of public library operations, programs and services.

2. Principles and practices of library science and information services.
3. Experience facilitating high-quality, customer-focused and innovative public library service.
4. Library technology, resources, databases and software.
5. Preparing and administering budgets; fiscal stewardship.
6. Principles, practices and methods of supervising others.
7. Efficiency in decision-making and prioritization with operational and procedural concerns.
8. Sound judgement and the ability to identify complex problems, evaluate solutions and implement change to the benefit of the organization.
9. Maintain all certifications needed for the position of Library Director, Grade 1 Certification from Wisconsin DPI.
10. Facilitation of task forces, committees and council meetings.

Technology Requirements:

Required:

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform analysis, information retrieval and tracking.
- Library technology, resources, databases and software.
- Intermediate keyboard and data entry skills.
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate (or Basic) Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Desired:

- Basic (or Intermediate) SharePoint skills.

Education and Experience:

Master of Library & Information Science from an ALA-accredited institution and proven work experience is required.

Five or more years of progressively responsible public library experience with at least three years of supervisory experience; knowledge of management techniques and the ability to direct the work of others.

Licenses, Certifications, and Special Requirements:

- State of Wisconsin Librarian Certification is required.
- Must pass and maintain a criminal background check.
- Must have a valid Wisconsin State driver's license and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings, and related job sites.

Physical and Environmental Conditions:

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.

- Occasional travel is required to attend meetings

Work Schedule

Full-time, frequently including evenings and additional hours related to meetings, programs, and special projects. May include rotating evening and weekend hours.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all LPL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. La Crosse Public Library is also an Equal Opportunity Employer.

Department: Library
Title: **Library Director**
Division: Administration
Reports To: La Crosse Public Library Board of Trustees
Date: March 2022
Status: Exempt

The library reserves the right to modify this and every job description in whole or in part at any time.

Work Schedule

Full-time, frequently including evenings and extra hours related to meetings, events, and special projects. May include rotating evening and weekend hours.

General Job Description:

The Library Director acts as the Chief Executive of the La Crosse Public Library (LPL) and ensures the mission of LPL is realized (outstanding library services, public programming, preservation of the history and uniqueness of the institution, maintenance and supervision of three locations). This position is responsible for planning, organization, supervision, development, and administration of all library services, personnel, operations, collections, resources, and programs. Responsible for conveying and carrying out of the Library's mission and vision statements, and strategic plan. The position reports to the Board of Trustees and the Library Director is reviewed annually by the group in accordance with the bylaws and Wisconsin State Statutes.

Primary Duties

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned based on ongoing and changing needs of the La Crosse Public Library.

Administration:

- Serve as a visionary leader and continue to move the library forward to best serve the needs of the community.
- Keep on top of trends, be innovative and adapt to the changing role of public libraries.
- Report to the Board of Trustees twice monthly and additionally as needed, including intermittent meetings with the Board President to keep the Board apprised of library needs and updates.
- Serve as the liaison between library management and the Board of Trustees.
- Directly manage library leadership and directly/indirectly provide support, guidance, and development opportunities for all staff.
- Advocate for the library and actively participate in community events and organizations, while fostering partnerships.

- Manage the budget of the library as well as have a strong understanding of the fiscal operations of city budgeting and accounting.
- Develop and increase secondary and tertiary lines of income for the library.
- Maintain and develop relations with city departments and officials.
- Actively participate and serve as a member/liaison to several community groups and boards.
- Manage the development and implementation of the LPL goals, objectives, priorities, policies and procedures.
- Provide leadership in the external affairs of LPL including fundraising, community relations and outreach.
- Supervise public relations, marketing, and media.
- Oversee and direct library operations including public services, current collection management, local archives department, technology, administration, and facilities management.
- Ensure the delivery of high-quality library programs and services to the community.
- Oversee the writing, distribution and filing of the annual reports including LPL annual report.
- Serve as a representative of LPL to Winding Rivers Library System (WRLS) and other boards/groups as requested.
- Foster collegial relationships with other library directors and professionals.
- Responsible for compliance with corresponding laws and policies pertaining to public libraries.
- Participate regularly in continuing education activities to maintain all certifications needed for the position of Public Library Director, Grade 1 Certification from Wisconsin DPI.
- All other duties as assigned.

Finance:

- Develop annual operating budget in collaboration with the Board of Trustees and library managers.
- Present budget to City of La Crosse, working within city budget parameters.
- Expend funds based on an approved budget.
- Ensure accounting/forecasting system is accurate and timely through monthly reports to the Board.
- Maintain complete and accurate financial records.
- Develop and administer budgets and monitor expenditures.

Human Resources:

- Recruit, hire, on-board, train, manage and annually evaluate library staff based upon well-defined job descriptions and expectations.
- Manage leadership team comprised of library department managers who supervise daily staff operations.
- Ensure appropriate policies and work practices are in place and well understood by the organization.
- Participate in meaningful professional development opportunities as approved through the budget and encourage additional training and development of staff.

- In accordance with the board approved Classification and Compensation Plan, recommend salary adjustments, merit increases, and promotions to the Board.
- Consult with city Human Resources Director as necessary or requested.

Development / Fundraising:

- Work closely with the Board on the process of effective donor management including identification, cultivation, solicitation and stewardship of current and potential donors.
- Oversee giving campaigns and develop fundraising programs.
- Act as a point person for Special Trustee's Fund.

Board Management:

- Develop a collegial and constructive working relationship with all Board members.
- Attend all Board meetings with written reports on library activities, attend library committee meetings, and bring pertinent items to the committee's attention.
- Develop monthly Board agendas and distribute and post as needed.
- Lead Board orientation in collaboration with an executive member of the Board of Trustees.

Qualifications:

- Master of Library and Information Science degree from an ALA-accredited institution.
- Grade 1 Public Library Certification issued by the Wisconsin Department of Public Instruction, Division for Libraries and Technology, in accordance with Chapter 43 of Wisconsin Statute.
- Seven or more years of progressively responsible public library experience with at least five years of supervisory experience; knowledge of management techniques and the ability to direct the work of others.
- Demonstrated experience of strong presentation/teaching skills.
- Ability to effectively interact and work with the public, the media, outside organizations, library staff, and a diverse user population with tact and diplomacy.
- Demonstrated ability to project a positive public service perspective, skill in facilitating change and the capacity to work effectively in a collaborative team environment.
- Fluency with main Microsoft Office applications.
- Demonstrated experience with Internet and other electronic information resources including familiarity with wikis, blogs, RSS feeds and other emerging technologies.
- High degree of cultural literacy and current events with demonstrated engagement in and awareness of activities both in the community and the larger world.
- Excellent oral and written communications skills; fluent in English.
- Personable, with excellent professional image and superior planning/organizational skills.
- Excellent collaborative and problem-solving skills.
- Valid driver's license. Ability to travel multiple locations, and travel occasionally for work.

Physical Demands:

- Frequent movement through the spaces, frequently holds stationary positions (upwards of 2 hours at a time).
- Position involves moving objects that weigh at least thirty (30) pounds and the ability to transport at least one hundred (100) pounds on wheels.
- Extensive movement is required to reach and adjust items at floor level and at or above standard desk height.
- Ability to operate computer keyboard and mouse.
- Able to assess written communication in a variety of formats including print or digital.
- Able to communicate effectively with staff or patrons, exchanging information as needed.

Service Expectation for All Library Employees

Service, both to our public and internally, is the highest priority for the organization. For positions in public service roles, employees are expected to be scheduled at a public service point for up to 50% of their workweek. For positions where providing programming is a primary duty, up to 25% of work time may be scheduled at a public service point. On occasions of staffing shortages employees may be required to cover desk shifts beyond the basic percentages listed. Employees in roles without regular public-facing duties may be called upon to assist with tasks outside of their usual work, including but not limited to working public service points or providing support in another way so that coverage may be achieved.

General Requirements for All Library Employees

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff, department & management team meetings.

Job Performance Standards

- Actively supports La Crosse Public Library's mission.
- Maintains patron confidentiality and library rights.
- Adheres to library guidelines, work rules and other employee policies.
- Conveys a courteous and professional attitude.
- Fosters and maintains positive public relations for the library within the community.

Required Talents & Leadership Competencies

Talents: service, ethics, arranger, responsibility, creativity, empathy, persuasion

Leadership Competencies: vision, strategic thinking, conflict management, continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

DEFINITIONS FOR REQUIRED COMPETENCIES

Talents

- **Service:** a drive to be of service to others
- **Ethics:** a clear understanding of right and wrong which guides actions
- **Arranger:** an ability to orchestrate
- **Responsibility:** a need to assume personal accountability for work
- **Creativity:** ability to break existing configurations in favor of more effective/appealing ones
- **Empathy:** an ability to identify the feelings and perspectives of others
- **Persuasion:** an ability to persuade others logically

Leadership

- **Vision:** Takes a long-term view and acts as a catalyst for organizational change; builds a shared vision with others. Influences others to translate vision into action.
- **Strategic thinking:** Formulates effective strategies consistent with the business and competitive strategy of the organization. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities; anticipates potential threats or opportunities.
- **Conflict management:** Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.
- **Continuous learning:** Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.
- **Flexibility:** Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.
- **Team building:** Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust.
- **Customer service:** Balances interests of a variety of clients. Readily readjust priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients. Is committed to continuous improvement of services.
- **Interpersonal skills:** Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

- **Oral communications:** Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open communications.
- **Written communications:** Expresses facts and ideas in writing in a clear, convincing and organized manner.



LA CROSSE PUBLIC LIBRARY

Deputy Library Director

Department: Library
Division: Administration
Status: Exempt
Grade: 15
Report to: Director

Summary:

Directs, manages, oversees, and provides leadership in relation to library operations, activities, programs, services, and personnel for La Crosse Public Library. The Deputy Director serves on the La Crosse Library Administrative Leadership Team and assumes responsibility for operations when designated by or in the absence of the Director.

Reporting Relationships and Team Work:

This position is supervised by and reports to the Library Director. Supervises managerial, supervisory, professional, paraprofessional and other assigned staff in public and operational services.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Oversees library operations and directs the development, implementation, delivery and assessment of patron programs and services, library-wide initiatives, policies and procedures.
2. Hire, supervise, and monitor the performance of assigned personnel; monitors and ensures staff compliance with library policies and procedures.
3. Assist Library Director in communication of official plans, policies and procedures to staff, general public, and Library Board as appropriate.
4. Provide leadership and assistance with performance conversations.
5. Analyze and oversee work structure and output measures, updates and develops job descriptions.
6. Support organization by cultivating an inclusive workplace, counseling managers on candidate selection, interviews, and personnel budget requests.
7. Develop plans and assess library planning and operational progress in conjunction with Library Managers and Supervisors.

8. Provide leadership and support to Public Services and Operations; develops, coordinates and chairs meetings for assigned committees as needed.
9. Manage the safety of the facility, staff, and patrons through collaboration with contract services, city departments and ongoing staff training.
10. Ensure the effective and efficient utilization of library resources and the delivery of high-quality library programs and services.
11. In conjunction with the Director, serve as primary communication channel for the library; facilitates communication between stakeholders when needed for complex, difficult or sensitive situations requiring mediation and diplomacy. Responds to and resolves patron inquiries and complaints.
12. Participate in budget planning, development and allocation. Ensures allocated resources are used effectively and identifies alternative funding opportunities that may benefit the library.
13. Collaborate with other departments and community stakeholders to recommend and develop library resources and programming that respond to current library trends and emerging technologies.
14. Participate in long range and strategic planning for the future development and operation of the district.
15. Represent the library in interactions with community groups, outside organizations and the general public; builds and maintains productive community partnerships.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect LPL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit initiative, inclusivity and acceptance of diverse ideas and people, and decisiveness.
7. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent onsite and offsite attendance.
8. Demonstrate a positive attitude and flexibility.
9. Work well with others, show respect, contribute to the team.

Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Oversight and coordination of public library operations, programs and services.
2. Principles and practices of library science and information services.
3. Experience facilitating high-quality, customer-focused and innovative public library service.
4. Library technology, resources, databases and software.

5. Preparing and administering budgets; fiscal stewardship.
6. Principles, practices and methods of supervising others.
7. Efficiency in decision-making and prioritization with operational and procedural concerns.
8. Sound judgement and the ability to identify complex problems, evaluate solutions and implement change to the benefit of the organization.
9. The ability to analyze data, processes and procedures to develop meaningful fact-based reports and recommendations to improve service.
10. Facilitation of task forces, committees and council meetings.

Technology Requirements:

Required:

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform analysis, information retrieval and tracking.
- Library technology, resources, databases and software.
- Intermediate keyboard and data entry skills.
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate (or Basic) Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

Desired:

- Basic (or Intermediate) SharePoint skills.

Education and Experience:

Master of Library & Information Science from an ALA-accredited institution and proven work experience is required.

Five or more years of progressively responsible public library experience with at least three years of supervisory experience; knowledge of management techniques and the ability to direct the work of others.

Licenses, Certifications, and Special Requirements:

- State of Wisconsin Librarian Certification is required.
- Must pass and maintain a criminal background check.
- Must have a valid Wisconsin State driver's license and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings, and related job sites.

Physical and Environmental Conditions:

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Occasional travel is required to attend meetings

Work Schedule

Full-time, frequently including evenings and extra hours related to meetings, programs, and special projects. May include rotating evening and weekend hours.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all LPL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. La Crosse Public Library is also an Equal Opportunity Employer.