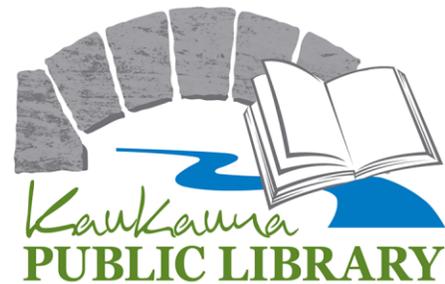


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 2/12/2026
Re: Personnel Updates



James Berven has accepted the Assistant Director position and started in the role in late January. His acceptance of the position opened the Adult Services Librarian position. The open position was posted in early February and requires an MLIS degree. We will accept applications until mid-February and then conduct interviews in the last week in February and first week in March. Typically, librarians give four weeks' notice, so we would not realistically anticipate having anyone in the position until April. We currently have eight interviews scheduled.

It will take some time for staff duties to shift as James will be training in his new role while also training the new Adult Services Librarian. During this time, James will continue to provide Adult Services, while also learning the more crucial elements of my position, like payroll.

As James trains the future hire for Adult Services, we will also be transitioning the staff desk schedule from the Administrative Coordinator to the Directors. We will also be shifting meeting rooms from the Adult Services Librarian to the Administrative Coordinator.

