

**V. Operations Report**

**B. Personnel Report – Information Item**

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**Idaho Commission for Libraries personnel changes since October 8, 2024:**

**New Hire**

- Brian Butkus joined as Grants Specialist on Monday, November 25.

**Promotion**

- Allison Maier was promoted from Management Assistant to Digital Navigator Project Coordinator as of Monday, November 25.

**Retirement**

- Technical Records Specialist Karen LaMotte retired Thursday, October 31.

**Current Vacancies**

- General fund
  - Software Engineer II (0.75 FTE) is currently vacant. A request to shift the position to federal funds is included in the ICfL's FY26 budget submission.
  - The Technical Records Specialist position is vacant. The ICfL management team is reviewing reclassification options.
  - The ICfL plans to start recruiting for the Management Assistant position in December.
- Federal fund
  - The ICfL will recruit for a Digital Navigator Customer Service Representative (0.5 FTE) in spring 2025.

There were no terminations, resignations, lateral transfers, or title changes during this reporting period.

**Board of Library Commissioners (18944)**  
Janet Franklin, David Mecham, Michael Strickland, Dawn Wittman, Norma Staaf

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