

Memo

To: Montana State Library Commission
Jennie Stapp, State Librarian

From: Jennie Stapp, State Librarian
Malissa Brigg, Central Services Manager
Evan Hammer, Digital Library Administrator

Date: August 5, 2021

Re: Trust Fund Request

Staff request \$5,000, annually, to implement an ongoing staff recognition program. The intent of the program is for staff to recognize the accomplishment of their peers and the relative value those accomplishments bring to our patrons, partners, and the agency. Recipients will select from pre-selected awards that will not exceed \$50 in value. The program will be implemented according to a process documented in agency internal controls and complies with 2 Code of Federal Regulations 200.