

Memo

To: Montana State Library Commission

From: Malissa Briggs, Central Services Manager

Date: April 4, 2022

Re: Request for Use of Trust Funds for MSL Staff Retreat

MSL will be hosting an all staff retreat the first week of May in Butte, MT. We are excited to see each other in person again, many for the first time. Our main focus will be educating staff on MSL's core values and mission and incorporating that into a reveal of our new brand/logo. We want staff to feel like a part of the team and be an effective ambassador of our new brand.

One of the ways we would like to strengthen our team is by having some fun and getting reacquainted with one another post COVID. We would like to include several social/educational events including a field trip to the World Museum of Mining, an underground historical tour, and potentially a speaker to discuss Butte's impressive history. These activities would fall outside of allowable expenses for MSL's budget. For this reason, MSL would like to request \$2,000 from MSL Trust monies. Any unused funding would remain in the MSL Trust.