



MEMO

To: Montana State Library Commission
From: Sharon Hardwick, HR Specialist
Subject: Fiscal Year 2025 4th Quarter Staffing
Date: 7/22/2025

Personnel Report: 4th Quarter of Fiscal Year 2025 (April 1, 2025 – June 30, 2025)

Recruitments:

Administrative Specialist – replacement due to resignation

New Hires:

No New Hires occurred during 4th Quarter, FY2025

Transfers:

No transfers occurred during 4th Quarter, FY2025

Separations:

No separations occurred during 4th Quarter, FY2025

NOTE:

The [HR Dashboard](#) has been updated to reflect current information as of 7/1/2025. This includes a new tab for job descriptions.