



PO Box 201800 • Helena, Montana 59620-1800 • 406-444-3115  
FAX: 406-444-0266 • <http://msl.mt.gov>

TO: Jennie Stapp  
State Librarian

TO: Montana State Library  
Commission

FROM: Kris Schmitz *(MS)*  
Central Services Manager

FROM: Jennie Stapp  
State Librarian

SUBJECT: Trust Expenditure Request for Volunteer Appreciation Event

DATE: July 20, 2017

Central Services is requesting authority to use Montana State Library trust funds to host a Volunteer Appreciation Luncheon. The luncheon is an annual event to show appreciation for the great contributions of the donated time, skills, and talents of our nearly 100 volunteers.

Cost estimate: \$4,300. This amount includes a catered luncheon to be held at the Radisson Red Lion with awards, gifts and commendations to our volunteers and guests from the MLS/MTBL staff.

The luncheon is scheduled for Thursday, October 12, 2017 from 11:30-1:30pm.

Please let me know if I can answer any questions.