



MEMO

To: Montana State Library Commission
From: Sharon Hardwick, HR Specialist
Subject: Fiscal Year 2025 2nd Quarter Staffing
Date: 02/04/2025

Personnel Report: 2nd Quarter of Fiscal Year 2025
(October 1, 2024 – December 31, 2025)

Recruitments:

Administrative Specialist – replacement hire

- Posted 11/22/2024 – 12/17/2024
- Selection process completed in late January 2025

New Hires:

No new hires occurred during 2nd Quarter, FY2025

Transfers:

11/29/2024 Administrative Specialist

- Genevieve Lighthiser: Department of Military Affairs

Separations:

No separations occurred during 2nd Quarter, FY2025