



January 29, 2019

Dear Jaimie Hicks,

Congratulations! You have been selected as the Employee of the Quarter for the First Quarter of 2019. The Employee Awards Committee selected you for the following abbreviated reasons:

- Jaimie goes above and beyond the call of duty, is always suggesting new ideas and take initiative if she sees something needs to be taken care of...
- Knows Spanish and can help our Spanish speaking public. Puts up new displays for seasonal book and movies...
- We have a children's physics program from A&M scheduled for this summer reading program thanks to Jaimie.
- Keeps the front desk area of the public library running efficiently!
- Jaimie is a kind and hardworking, always helpful, nice, cheerful with coworkers and our patrons.

As Employee of the Quarter you may choose one day of paid leave, which needs to be taken within the next thirty days, or \$100 less payroll deductions. Please let your supervisor and Finance Department know if you select the day off or the cash option. Please plan to attend the City Council meeting on Tuesday, February 5, 2019 at 7 pm where Mayor Chris Cannon will present a Certificate of Appreciation to you. Each Employee of the Quarter will be considered for Employee of the Year.

Thank you for your service to the City of Elgin.

Sincerely,

Tom Mattis
City Manager

cc: Laura Schwartz, Assistant to Finance Director
Charles Cunningham, Finance Director

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