



**Memo**

From: Sarah Glogowski

Date: July 15, 2024

Re: Satisfactory Completion of Aimee Dorward's Probationary Period

I recommend that Aimee's employment status be changed from probationary to regular. Since starting this April as a page for FLLS, Aimee has been a quick learner and dedicated employee. Aimee is extremely knowledgeable about our libraries thanks to her work at the Cortland Free Library and this is extremely beneficial in her work with us at FLLS. Aimee constantly strives to offer the best professional help to other sorting room and delivery staff and is a valuable asset to our staff here at FLLS.

Thank you,

A handwritten signature in black ink that reads "Sarah Glogowski". The signature is written in a cursive, flowing style.

Sarah Glogowski