December 7, 2020

Bayard City Council
800 Central Ave.
Bayard, NM 88023

Dear Council Members;

I am writing this letter on behalf of Jenny Castanon, Library Assistant, and to make the recommendation that she be removed from introductory/probation status effective December 19, 2020. As of that date, she will have completed a 120 day probation period since her date of hire which was August 19, 2020.

Jenny has been quick to learn the ropes of library science; is capable of working independently and as a team, is respectful to me, the staff and supervisors at City Hall, and the patrons she has encountered. Jenny is also punctual and maintains a level of maturity beyond her years.

I recommend without hesitation that Jenny be removed from probation status. As soon as the library is open to patrons, I would also like to recommend that Jenny be allowed to work a 30 hour weekly schedule.

Sincerely,

Sonya Dixon
Director, Bayard Public Library
bayardlibrary@cityofbayardnm.com