



CITY OF NATIONAL CITY  
M E M O R A N D U M

DATE: August 26, 2025  
TO: [REDACTED] Scott Huth, Interim City Manager  
FROM: [REDACTED] Alicia Hicks, Human Resources Director  
SUBJECT: EMPLOYEE OF THE QUARTER PROGRAM

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The Employee Recognition Program communicates the City's appreciation for outstanding performance. In doing so, it recognizes employees who maintain high standards of personal conduct and make significant contributions to the workplace and community.

The employee to be recognized for the 3<sup>rd</sup> Quarter of calendar year 2025 is:

**Maria Marmolejo, Library Circulation Supervisor**

*By copy of this memo, the employee is invited to attend the Council meeting on Tuesday, September 16, 2025, to be recognized for her achievement and service.*

Attachment

cc: Maria Marmolejo  
Danielle Ghio, Director of Library Services  
Shelley Chapel, City Clerk  
Mayor's Executive Assistant  
Human Resources – Office File

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AUG 20 2025

CITY OF NATIONAL CITY  
HUMAN RESOURCES DEPARTMENT

August 20, 2025

**Employee of the Quarter Recommendation: Maria Marmolejo**

It is with great pride and enthusiasm that I nominate Maria Marmolejo for Employee of the Quarter. Maria has been a dedicated member of our library team for an incredible 38 years, serving as Circulation Supervisor, and continues to set the highest standard of service, leadership, and community care.

In her role, Maria demonstrates outstanding skill in planning, supervising, and coordinating the circulation of library materials. She expertly manages daily workflows, ensuring that patrons consistently receive efficient and effective service. Maria supports her staff with clear communication, thoughtful scheduling, and a keen ability to identify training needs, which strengthens the entire department. Her team both likes and respects her deeply, a testament to her strong leadership and compassionate approach.

Beyond her departmental duties, Maria regularly assists with events and programs across the library, willingly stepping in to help other supervisors and teams whenever needed. She has stayed late, come in on days off, and always goes the extra mile to support both her colleagues and the library's mission. Her knowledge of circulation practices, regulations, and new technologies is vast, and she uses her expertise to solve complex issues with patience and care.

Maria also exemplifies the library's commitment to community connection. She is loved by the public for her kindness, warmth, and professionalism. Whether addressing a challenging situation, guiding a patron, or supporting her colleagues, she brings a calm, respectful presence that fosters trust and positive relationships.

Her leadership extends beyond technical skills—Maria embodies the values of service, teamwork, and dedication. She models excellence for her staff, collaborates seamlessly with other departments, and ensures our library remains a welcoming and efficient community hub.

For her decades of service, her unwavering commitment to both staff and patrons, and her continued excellence in leadership, I can think of no one more deserving of this recognition than Maria Marmolejo. She truly represents the best of our library and is an ideal candidate for Employee of the Quarter.

Danielle Ghio

Director of Library Services

