NOTARY SERVICES POLICY

PURPOSE
The mission of Thomas Branigan Memorial Library is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. The Library also offers notary services as a courtesy to the residents of our community.

POLICY:
1. Notary Services are generally available Monday through Friday between 10:00 am and 4:30 pm.

2. Credentialed notaries are the only staff allowed to perform these services.

3. The individual requesting notary service must appear in person and have his/her valid government-issued photo I.D. available.

4. The Notary and the customer requesting this service must be able to communicate clearly with each other.

5. The Notary may at her/his sole discretion, decline to provide Notary service.

INFORMATION:
The City may add a fee for notaries now or in the future.
### UPDATES

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### PEER REVIEW

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<thead>
<tr>
<th>Title: Library Administrator</th>
<th>Title: Library Manager</th>
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<tr>
<td>Renee Payne Frankel</td>
<td>Catherine Christmann</td>
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<tr>
<td>Title: Library Manager</td>
<td>Title: Library Supervisor</td>
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<td>Bonnie Hobbs</td>
<td>Elise Vidal</td>
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<tr>
<td>Title: Librarian</td>
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<td>Lori Batchelor</td>
<td>Stephanie Midwood</td>
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<tr>
<td>Title: Library Assistant Senior</td>
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<td>Carlos Gonzalez</td>
<td>Denise Espinoza</td>
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<tr>
<td>Title: Library Advisory Board, President</td>
<td>Title: Library Advisory Board, Vice President</td>
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<td>Ellen Young</td>
<td>Debora Rindge</td>
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<tr>
<td>Title: Library Advisory Board, Secretary</td>
<td>Title: Library Advisory Board, Friends Liaison</td>
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<td>Susan Pinkerton</td>
<td>Sue Fletcher</td>
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<td>Title: Library Advisory Board, Member</td>
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<td>Paula Sharon</td>
<td>Jose Aranda</td>
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