

Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Kimberly K Manzano
First Name Middle Initial Last Name

Honoree's Job
Title: Law Librarian

Department: Law Library

Years of Service with the County: 3 years

Why the Honoree is receiving a GEM Award including dates:

Kimberly was promoted in May this year to Law Librarian. Before taking the position Kimberly had already stepped up and started taking on more responsibilities and she proved she is up for the challenge. Since taking on the role Kimberly has worked hard to improve processes and communication within the department as well as other departments within the county. Kimberly re-vamped the newsletter to better reflect the Law Library patrons and made it more widely available. She has hired and trained staff and developed a training and procedures manual for new employees. The Law Library has a new position to assist Self Representing Litigants in FY 2026. Kimberly has worked with Judges, her supervisors and her staff to come up with additional handouts and helpful checklists as well as a job description. Kimberly always lets me know what she is working on and is always open to feedback. I am truly grateful for her dedication and hard work. The leadership she has shown in the last several months deserves recognition. THANK YOU KIMBERLY!

Approved by elected official or department head on
the September day of 22, 20 25

Monika Arris

Digitally signed by Monika Arris
Date: 2025.09.22 16:49:58
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Signature of Elected Official
Or Department Head

Monika Arris

Printed Name