

204 Fourth Street, Suite A
Woodland, CA 95695
530-666-8918
law.library@yolocounty.org
yololawlibrary.org

AGENDA FOR MEETING OF THE BOARD OF TRUSTEES

NOTICE: This agenda can be made available in appropriate alternative formats to persons with a disability.

The Yolo County Law Library Board of Trustees will meet on Thursday, September 30, 2021 at 12:15 pm.

NOTE: This meeting is being agendized to allow Board members, staff and the public to participate in the meeting via teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020). This Order authorizes local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or electronically to the public. Members of the public are encouraged to observe and participate in the teleconference. Further instructions on how to electronically participate and submit your public comments can be found in the PUBLIC PARTICIPATION note at the end of this Agenda.

By PC [Here](#) or By Phone: (408) 638-0968 Meeting ID: 827 5138 2324

Public Comment

This is the opportunity for members of the public to address the Board on subjects relating to Law Library Board business.

Action Items

1. Rollcall
2. Consider approval of routine business
 - a. Approval of minutes (August 26, 2021 meeting)
 - b. Ratification of claims from August-September 2021
3. Financial report
 - a. Court distributions:
 - July 2021: \$9,499.65 (funds available 9/10/21)
 - b. Income/expenditure report
4. Consider approval of Koha contract (library online catalog)
5. Consider approval of County Amazon purchasing program membership
6. Consider approval of purchase of e-mail address list for public survey
7. Consider approval of banner purchase for 204 Fourth Street Suite A entrance
8. Consider approval of LexisNexis Digital Library purchase
9. Director's Report
 - a. Website update
 - b. County Librarian conversation
10. Adjournment

I declare under penalty of perjury that the foregoing agenda was posted at the Law Library Entrance, 204 4th St, Woodland, CA 95695 as required by law.

By: IS/ Janet Coles

If requested, this agenda can be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Law Librarians for further information. In addition, a person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting should telephone or otherwise contact the Law Librarians as soon as possible and preferably at least 24 hours prior to the meeting. Public documents pertaining to the agenda may be viewed or obtained during regular business hours at the Law Library, or on the Law Library's website at <https://yololawlibrary.org>. The Law Librarian may be reached at telephone number 530-666-8918, or email law.library@yolocounty.org or at the following address: Yolo County Law Library, 204 Fourth Street, Suite A, Woodland, CA 95695

PUBLIC PARTICIPATION INSTRUCTIONS:

Based on guidance from the California Department of Public Health and the California Governor's Officer, to minimize the spread of the COVID 19 virus, please do the following:

You are strongly encouraged to observe the live stream of the Board Meeting.

By PC: <https://yolocounty.zoom.us/j/82751382324>

Dial by your location: (408) 638-0968

Meeting ID: 827 5138 2324

If you are joining the meeting via Zoom and which to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3:00 minutes.

If you choose not to observe the Board meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Board meeting. Please submit your comment to hwelton@yolocounty.org. Your comment will be placed into the record at the Board meeting.

If you are watching/listening to the live stream of the Board meeting and wish to make either a general public comment or to comment on a specific agenda item as it is being heard, you may also submit your comment, limited to 250 words or less, to hwelton@yolocounty.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

**Yolo County Law Library Board of Trustees
Minutes of the August 26, 2021 Meeting**

The Yolo County Law Library Board of Trustees held a meeting on Thursday, August 26, 2021, scheduled for 12:15 PM, via Zoom online conferencing.

President Welton called the meeting to order at 12:15 PM.

Present: Trustees Blake, Mack, Maguire, Meyer, Welton, Wolk. Staff: Coles

There was no public attendance, and no public comment was received.

Action items:

1) Consider approval of routine business.

- a. The minutes (revised version) of the July 29, 2021 meeting were approved.
- b. July-August 2021 claims were ratified.

2) Financial report.

- a. Court distributions for June 2021 were reported (\$10,698.95).
- b. Director Coles provided an income and expenditures report, showing a balance of \$2,193.03 for FY21-22 so far.

3) Director's Report.

FY2022 budget update. Coles reported that all required documents for the FY21-22 budget had been submitted to the county. She also reported that the Law Library's FY2022 allocation from the state of California (\$58,814.95) had been received earlier than expected and deposited in the Law Library's account.

Bar association survey. Coles provided a draft library usage survey for Yolo County Bar Association members to the board for feedback and asked if the Board wanted to incentivize it by offering the chance to win a prize, etc. After discussion the Board felt it would be best to send out the survey initially without an incentive, and then reconsider if response is low. Some minor changes were suggested (adding categories for civil litigation and landlord/tenant practice). Coles said that she would incorporate the suggested changes and then work with the Bar Association to send out the survey, which would be online through SurveyMonkey or possibly through the Library website.

The Board asked for an operational report, asking if there had been an uptick in usage and if the Bar Association was planning to return to meet in person. Coles reported that there had been an uptick in usage starting a few months ago, but that it had fallen off over the past several weeks, probably due at least in part to COVID. She also said that the Bar Association had not been in touch about resuming in-person meetings at the Library.

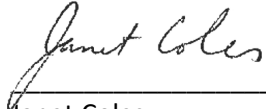
Passport acceptance facility. Coles reported on the requirements for the Library to become a passport acceptance facility and said that she had contacted the State Department to start the application process but had not yet received a response. The Board agreed that becoming an official facility would be good for the Law Library, as it would increase the Library's visibility and also raise some funds, as the Library would keep the \$35 acceptance fee for each application.

Library website. Coles demoed the new Law Library website (yololawlibrary.org) and said that she would open the site on the web so that the Board could review it over the week of August 30, before formally publishing the site. The Board asked if the website would have analytics, and if it would be ADA-accessible. Coles said she would work on the site's ADA compliance (alt-tags and descriptions) and that analytics tools would be used. The board had several suggestions: organizing legal forms by topic; including user instructions for the Nolo Press database; and putting a translation widget on the site. Coles said she would work on all these things and aim for launching the site the week of September 6th, 2021.

Item 2a

- 4) **Next meeting.** The next meeting will be held on Thursday, September 30, 2021, at 12:15 PM.
- 5) **Adjournment.** The meeting was adjourned at 12:47 PM.

Respectfully submitted by,



Janet Coles

Director, Yolo County Law Library

COUNTY OF YOLO LAW LIBRARY

VENDOR NO.	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	ACCOUNTING UNIT				ACCNT#	AMOUNT
				FUND	DEPT#	B/U	C/C		
1 1113	CEB	12154763	8/29/2021	6950	67	6200	7001	501231	\$ 327.17
2 1113	CEB	11030733	8/24/2021	6950	67	6200	7001	501230	\$ 298.66
3 10632	DEMCO	6988988	8/11/2021	6950	67	6200	7001	501110	\$ 176.99
4 10101	LEXIS	27008959	9/1/2021	6950	67	6200	7001	501230	\$ 796.18
5 10167	RICOH	105277974	8/29/2021	6950	67	6200	7001	501190	\$ 211.84
6 10659	THOMSON REUTERS - WEST	844943255	9/1/2021	6950	67	6200	7001	501231	\$ 1,992.19
7 10659	THOMSON REUTERS - WEST	845032946	9/4/2021	6950	67	6200	7001	501230	\$ 1,303.03

7001 total \$ 5,106.06

Prepared By:

Janet Coles

9/13/2021

Approved by the President or Vice President of the Board of Trustees

Hope P. Welton

Dated: 9/13/2021

Janet Coles

Invoice



CEB
2100 Franklin St. Suite 500
Oakland California
94612-3098

CEB | 1-800-232-3444 | CEB.com

Customer 900876
YOLO COUNTY LAW LIBRARY 204 4TH ST STE A
WOODLAND , California 95695 United States 5306668918
janet.coles@yolocounty.org

Invoice	12154763
Invoice amount	\$327.17
Posted Date	August 29, 2021
Due Date	September 28, 2021
Terms	Net30
Outstanding	\$327.17
Status	Dis
PO Number	

Description	Quantity	Unit price	Amount
OnLAW Unlimited Onlaw 2021-2022 Renewal March 2021 - March 2022			
All OnLAW Titles (product) August 29, 2021 - September 28, 2021	1	\$327.17	\$327.17

Notes
Terms & Conditions apply and are available for review at https://www.ceb.com/terms-and-conditions .
Payment by credit card is available online at ceb.com/Account .
Make checks payable to the Regents of University of California. Mail to Continuing Education of the Bar, P.O. Box 741661, Los Angeles, CA 90074-1661

Subtotal	\$327.17
Invoice amount	\$327.17
Payments	\$0.00
Outstanding	\$327.17

**CEB**

University of California
 2100 Franklin Street, Suite 500, Oakland, CA 94612-3098
 Customer Service: 1-800-232-3444 ceb.com

FEDERAL ID #95-6006143

SHIP TO

BILL TO

YOLO COUNTY LAW LIBRARY
 ATTN LAW LIBRARIAN
 204 4TH ST STE A
 WOODLAND CA 95695

900876
 08/24/21
 11030733
 11030733

900876
 84

LINE	ITEM ORDERED	QTY	PRICE	EXTENSION
1	CA EASEMENTS & BOUNDARIES: LAW & LIT UP21 RE31504 PER AUTOMATIC UPDATE	1	211.75	211.75
FOR QUESTIONS CONCERNING AUTOMATIC UPDATES PLEASE CALL (800) CEB-3444.				
2	CA EASEMENTS & BOUNDARIES FORMS CD 21 RE21504 PER AUTOMATIC UPDATE	1	59.00	59.00
INVOICE				
SUBTOTAL				270.75
TAX AT 8.00%				21.66
SHIPPING CHARGE				6.25
ORDER TOTAL				298.66
AMOUNT NOW DUE				298.66
SEE BACK FOR IMPORTANT INFORMATION				

PLEASE RETURN THIS COPY WITH PAYMENT

TERMS--NET 30 DAYS

Method of Payment

Credit card -- Available online at ceb.com/Account or by calling Customer Service at 800-232-3444.

Check -- Make checks payable to The Regents of the University of California. Please write your account number(s) on your check.

Send check to: Continuing Education of the Bar, P.O. Box 741661, Los Angeles, CA 90074-1661.

Thank you

CEB-30 8/20

**INVOICE **

Invoice Number: 6988988
Invoice Date: 8/11/21
Reference Number: 12220591
Bid/Contract:



P.O. Box 8048 | Madison, WI 53708-8048

Page 1 of 1

Billing Customer: 710554408

Shipping Customer: 811648578

YOLO COUNTY LAW LIBRARY
204 4TH ST STE A
WOODLAND CA 95695

JANET COLES
YOLO COUNTY LAW LIBRARY
204 4TH ST STE A
WOODLAND CA 95695-3502

Ordered By: Janet Coles
Purchase Order:



Product	Qty	UOM	Description	Unit Price	Extended
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The following products are shipped:

13723240	2	PKG	Ultra-Aggressive Lbl Protector 1-1/2"H x 3-1/4"W 1000/Pkg	74.49	148.98
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Subtotal	148.98
Shipping and Handling	14.90
Tax amount	13.11
Total	176.99

Terms: Net 30 days, Freight Prepaid and Added

Federal I.D. number: 39-1311089

Invoice Number: 6988988
Invoice Date: 8/11/21
Reference Number: 12220591
Purchase Order:
Billing Customer: 710554408

Payment due on or before 09/10/21
Total 176.99
Customer Service Phone: 1-800-962-4463
Questions on Billing: 1-800-752-7614
email: billing@demco.com

Remit payment to: PO Box 8048, Madison, WI 53708-8048
For additional questions go to www.demco.com



Billing and Invoice Notice: Matthew Bender & Company, Inc.*
 SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Invoice #	Invoice Date	P.O. #	Order Date	Acct. Mgr.	Payment Terms	Ship Method
27008959	09-01-21		08-30-21	IZ4	30 Days	UPS Ground

BILL TO ACCOUNT 0011141400

SHIP TO ACCOUNT 0011141400

YOLO COUNTY LAW LIBRARY
 JANET COLES
 204 4TH ST STE A
 WOODLAND CA 95695

YOLO COUNTY LAW LIBRARY
 JANET COLES
 204 4TH ST STE A
 WOODLAND CA 95695

IAB

This invoice reflects the billing for year 2 of a 3 year contract. The future billing schedule, exclusive of taxes, shipping and handling, is listed below *. If applicable, any change in the number of users will affect future invoice charges. Please refer all inquiries to the Account Manager listed below.

Qty	ISBN	Price	#of Addl Users	User Fees	Discount Amount	Net Amount	S&H	Tax	Extended Price
1	9780820511870	10817.00				4780.00	466.09		5246.09
Current Billing Period: 09-21 08-22 CA LEGAL FORMS TRANSACTION GUIDE FULL SET W/SVC									
*Future Billing Schedule:									
	09-22 - 08-23:	4971.00							
1	9780820553276	13856.00				3734.00	574.05		4308.05
Current Billing Period: 09-21 08-22 CA FORMS OF PLEADING & PRACTICE FULL SET W/SERVICE									
*Future Billing Schedule:									
	09-22 - 08-23:	3883.00							

TOTAL		24673.00				8514.00	1040.14		9554.14
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Payment 01 Amount Due 796.18

CALL YOUR ACCT MGR, KEVIN CONWAY, AT 1 937 247 8176 FOR INFO ABOUT OUR PUBLICATIONS
 Some prices reflected in this Order are contingent on you maintaining all of your existing subscriptions and accounts with LN and its affiliates; if any such existing business is cancelled by you, LN may modify such prices to reduce or eliminate any related discounts.

*Billing and Invoice Notice: Matthew Bender & Company, Inc. (a RELX Group plc./LexisNexis affiliate), is the billing, payment and invoicing agent for selected products and services offered by the LexisNexis division of RELX Group plc. and affiliated companies.

Bill to Account Name:
 YOLO COUNTY LAW LIBRARY

MAKE CHECK PAYABLE TO:
 Matthew Bender & Co., Inc.
 28544 Network Place
 Chicago, IL 60673-1285

INVOICE

ACCOUNT #0011141400
 INVOICE #27008959
 PO#
 AMOUNT DUE \$ 796.18
 AMOUNT ENCLOSED _____

To Change Address Or If Paying By Credit Card Please Note On Reverse

PLEASE RETURN THIS REMITTANCE PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER **1584884-1030470USC**

PLEASE REFER TO ACCOUNT NUMBER
ON ALL INQUIRIES
PLEASE DO NOT STAPLE OR FOLD THIS PORTION



DUPLICATE DATE	09/03/2021
INVOICE DATE	08/13/2021
INVOICE NUMBER	105277974
AMOUNT DUE	\$211.84
AMOUNT ENCLOSED	

7A J

B
I T YOLO COUNTY OF
L O ATTN: ACCOUNTS PAYABLE
L 204 4TH ST STE A
WOODLAND CA 95695-3502

R
E M I T
RICOH USA, INC.
PO BOX 650073
DALLAS TX 75265-0073



01 0000000015848849 0001052779740 0000000000211847

RICOH

Ricoh USA, Inc.

To avoid late charges, all payments must be received by the due date. Late charges will be added to your invoice consistent with the terms and conditions of your contract.

INVOICE NUMBER	105277974
INVOICE DATE	08/13/2021
DUPLICATE DATE	09/03/2021

ACCOUNT NUMBER **1584884-1030470USC** 7A J

For billing inquiries, please call Customer Service at the number printed below. Please refer to your account number on all inquiries.

B
I T YOLO COUNTY OF
L O ATTN: ACCOUNTS PAYABLE
L 204 4TH ST STE A
WOODLAND CA 95695-3502

PLEASE CALL 1-800-595-1011 FOR ACCOUNT INQUIRIES

DESCRIPTION	CURRENT CHARGE	TOTAL
PREVIOUS BALANCE		\$101.03
RENEWAL	96.74	
MODEL : MP2554SP SERIAL: C86179278		
METER FROM: 07/01/2021 TO : 08/01/2021		
METER BEG.: 57,416 END : 58,076		
ADDITIONAL IMAGES 660 @ \$0.00890	5.87	
STATE TAX	6.15	
COUNTY TAX	1.28	
DISTRICT TAX	.77	110.81
MP2554SP C86179278		
CURRENT BILLING PERIOD: 08/03/2021 - 09/02/2021		
BEGIN SERVICING YOUR RICOH ACCOUNT ONLINE AT: WWW.GETMYACCOUNTS.COM		
-YOU WILL NEED YOUR FULL ACCOUNT NUMBER TO REGISTER		
-OBTAIN YOUR INVOICE, PAY HISTORY, AND MORE		
-ELECTRONICALLY MAKE PAYMENTS, SETUP AUTO-PAY		

CURRENT	30 DAYS	60 DAYS	90 DAYS	THANK YOU FOR YOUR PROMPT PAYMENT	AMOUNT DUE
211.84	0.00	0.00	0.00		\$211.84

RETAIN THIS INVOICE PORTION FOR YOUR RECORDS

Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW LIBRARY

Invoice #: 844943255
Account #: 1003332674
Invoice date: September 1, 2021
Purchase order #:

YOLO COUNTY LAW LIBRARY
PATRON ACCESS ACCOUNT
204 4TH ST STE A
WOODLAND CA 95695-3502

Total Due in USD
1,992.19

Payment Due by
October 1, 2021

Summary	Charge USD	Tax USD	Total USD
ONLINE/SOFTWARE SUBSCRIPTION CHARGES	1,992.19	0.00	1,992.19
TOTAL INVOICE AMOUNT	1,992.19	0.00	1,992.19

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For online support contact us at <http://legal.thomsonreuters.com/en/support>

1000800651 A

Include this portion with your payment - Folding and stapling may delay your payment.

YOLO COUNTY LAW LIBRARY

Invoice #: 844943255
Account #: 1003332674
Invoice date: September 1, 2021
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Pay online:

Log on to <http://myaccount.tr.com/westlaw>
to make the payment electronically. Set up your
payment to be withdrawn electronically using direct debit or
credit card.

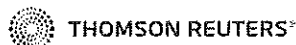
Invoice due date: October 1, 2021
Amount due in USD: 1,992.19

Please make checks payable to:

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

Amount enclosed: _____

0844943255 000000000000000000000000 20210901 ZCPG 000199219 0010 1003332674 4



Self-service online resources

<http://myaccount.tr.com/westlaw>

- Manage payments online and review account balances
- Update addresses and review order status
- View and download invoice details
- Manage online users' access

<http://www.quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

<http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing for time savings and convenience

<https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our Autopay program
- Easily make updates after setup



Contact us online

<https://legal.thomsonreuters.com/en/support>

- Provides answers to commonly asked questions and web forms for submitting account-related requests



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Canadian registration numbers

Canada GST/HST: 13641 8480 RT0001

British Columbia PST: PST-1000-4632

Quebec QST: 1021623993 TQ001

Saskatchewan PST: 1895663

VAT Reg Numbers

EU372021573

GB369490158

Federal Tax ID

41-1426973



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- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
- To ensure accurate processing, simply return merchandise in its original packaging via a trackable shipping method and insure the merchandise for its value. Always enclose a copy of the original delivery or billing document and include a brief explanation of the reason for the return. All expenses associated with returns are the responsibility of the customer. Customers will forfeit any applicable discounts when returning part of a promotional sale. To verify our receipt of your return and any credit applied, access the Returns History section in My Account (<http://myaccount.tr.com/westlaw>).
- The return policy does not apply to online, hosted, software, or Thomson Reuters ProView® eBook products. Please refer to your order form.



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Include your invoice number to assist with applying your payment or email the remittance to west.arpaymentcenter@thomsonreuters.com

Pay online

To make a payment online or sign up for Autopay, please visit <http://myaccount.tr.com/westlaw>

Electronic payments in US currency should be issued to

West Publishing Corporation
 BMO Harris Bank N.A.,
 111 West Monroe Street, 9th Floor West, Chicago IL 60603
 Bank Routing #: 071000288
 Bank Account #: 4445615
 SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

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To make a payment via telephone, please call 1-800-328-4880 Say "Account Services," then provide account number, say "make a payment."

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Check payments should be mailed to the address on the front of invoice in the remittance section. To ensure timely application, return the remittance portion with your check payment.

- Terms: Net 30; products are shipped FOB shipping point
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW LIBRARY

Invoice #: 844943255
Account #: 1003332674
Invoice date: September 1, 2021
Purchase order #:

Account location detail

Product Detail	Units	Charge USD	Tax USD	Total USD
<hr/>				
1003332674 Reference # 6143717912 YOLO COUNTY LAW LIBRARY PATRON ACCESS ACCOUNT 204 4TH ST STE A WOODLAND CA 95695-3502				
Online/Software Subscription Charges				
<hr/>				
August 1, 2021 - August 31, 2021 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier 0000154415) DATABASE CHARGES		1,992.19	0.00	1,992.19
				Online/Software Subscription Charges Total USD 1,992.19
				Location Total USD 1,992.19
<hr/>				
1003332674 Reference # 6143722391 YOLO COUNTY LAW LIBRARY PATRON ACCESS ACCOUNT 204 4TH ST STE A WOODLAND CA 95695-3502				
Online/Software Subscription Charges				
<hr/>				
August 1, 2021 - August 31, 2021 Westlaw Proflex, Multi-Loc Agreement, Enterprise (Unique Identifier 0000154415) DATABASE CHARGES		0.00	0.00	0.00
				Online/Software Subscription Charges Total USD 0.00
				Location Total USD 0.00
<hr/>				
				Total USD 1,992.19

* Indicates system credit

YOLO COUNTY LAW LIBRARY



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

Monthly account summary

Account #: 1003332674

Charges cleared between August 2, 2021 and September 1, 2021

Document date	Document #	Description	Amount USD	Notes
08/01/2021	0844782170	Invoice	1,992.19	
08/27/2021	009580708	Payment Received	-1,992.19	PAYMENT RECEIVED - THANK YOU

Open charges as of September 1, 2021

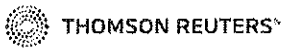
Document date	Document #	Description	Amount USD	Notes	Due Date
09/01/2020	0842921822	Invoice	2,083.80		10/01/2020
11/01/2020	6138175443	Payment Received Partial Balance	1,211.75	+ WN PRO PATRON ACCESS STATE ANLY SEAT	12/01/2020
09/01/2021	0844943255	Invoice	1,992.19		10/01/2021

Open charges in USD as of September 1, 2021 **5,287.74**

The Monthly account summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices or payments.

If you have questions about your outstanding balance, please contact our Accounts Receivable department by calling 1-800-522-0552 and select account information.

Subscription Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW
LIBRARY

Invoice #: 845032946
Account #: 1000800651
Invoice date: September 4, 2021

YOLO COUNTY LAW LIBRARY
204 4TH ST STE A
WOODLAND, CA 95695-3502

Total Due in USD
1,303.03
Payment Due
October 4, 2021

Summary	Charge USD	Tax total USD	Total USD
LIBRARY PLAN CHARGES	157.13	12.57	169.70
SUBSCRIPTION PRODUCT CHARGES	1,049.35	83.98	1,133.33
TOTAL INVOICE AMOUNT	1,206.48	96.55	1,303.03

Billing note:

NEW RESOURCE AVAILABLE: Find information on how to read your invoice and other commonly asked billing questions under the Billing, payment, returns & refunds section online at legal.thomsonreuters.com/en/support.

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A

Include this portion with your payment-Folding and stapling may delay your payment

YOLO COUNTY LAW LIBRARY

Invoice #: 845032946
Invoice date: September 4, 2021
Account #: 1000800651
Federal Tax ID: 41-1426973
VAT reg #: EU372021573/GB369490158

Pay online:

Log on to <http://myaccount.tr.com/westlaw> to make the payment electronically. Set up your payment to be withdrawn electronically using direct debit or credit card.

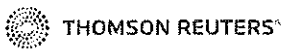
Invoice due date: October 4, 2021
Amount due in USD: 1,303.03

Please make checks payable to:

Thomson Reuters - West
Payment Center
P.O. Box 6292
Carol Stream, IL 60197-6292

Amount enclosed _____

0845032946 000000000000000000000000 20210904 ZCMI 000130303 0010 1000800651 0



Self-service online resources

<http://myaccount.tr.com/westlaw>

- Manage payments online and review account balances
- Sign up for automatic payments
- Update addresses and review order status
- Go Green and sign up for eInvoicing
- View and download invoice details
- Manage online users' access
- Usage reports powered by Quickview+

<http://www.quickview.com>

- Obtain free usage reporting for cost recovery
- Obtain eDiscovery matter details

<http://ebilling.thomsonreuters.com>

- Go Green with eInvoicing for time savings and convenience

<https://mytr.thomsonreuters.com/content/MYTR/autopay.html>

- Easily and quickly enroll in our Autopay program
- Easily make updates after setup



Thomson Reuters tax information

Canadian registration numbers

Canada GST/HST: 13641 8480 RT0001

British Columbia PST: PST-1000-4632

Quebec QST: 1021623993 TQ001

Saskatchewan PST: 1895663

Federal Tax ID

41-1426973

VAT Reg Numbers

EU372021573

GB369490158



Contact us online

<https://legal.thomsonreuters.com/en/support>

- Provides answers to commonly asked questions and web forms for submitting account-related requests



Return policy

- If you are not completely satisfied with the products you purchase from West (Thomson Reuters), you may return them. In order to receive credit, returns must be received within 45 days of the ship date. If a return is received after 45 days, we regret that we cannot issue a refund or send the merchandise back to you. The ship date can be found online at My Account (<http://myaccount.tr.com/westlaw>).
- Please note that products included within programs such as, but not limited to, Library Maintenance Agreement/Library Management Arrangement, Library Savings Plan, West Complete, Assured Print Pricing, WestPack, and Special Offer agreements cannot be separately cancelled or returned and are nonrefundable. These programs provide our most favorable terms, and titles within these programs are not eligible for refund.
- To ensure accurate processing, simply return merchandise in its original packaging via a trackable shipping method and insure the merchandise for its value. Always enclose a copy of the original delivery or billing document and include a brief explanation of the reason for the return. All expenses associated with returns are the responsibility of the customer. Customers will forfeit any applicable discounts when returning part of a promotional sale. To verify our receipt of your return and any credit applied, access the Returns History section in My Account (<http://myaccount.tr.com/westlaw>).
- The return policy does not apply to online, hosted, software, or Thomson Reuters ProView® eBook products. Please refer to your order form.



Payment options and terms

Include your invoice number to assist with applying your payment or email the remittance to west.arpaymentcenter@thomsonreuters.com

Pay Online

To make a payment online or sign up for Autopay, please visit

<http://myaccount.tr.com/westlaw>

Electronic payments in US currency should be issued to

West Publishing Corporation

BMO Harris Bank N.A.,

111 West Monroe Street, 9th Floor West, Chicago IL 60603

Bank Routing #: 071000288

Bank Account #: 4445615

SWIFT Code: HATRUS44

Electronic payment details for other currencies

<http://legal.tr.com/electronic-funds-transfer>

Pay via Phone

To make a payment via telephone, please call 1-800-328-4880

Say "Account Services", then provide account number, say "make a payment."

Check

Check payments should be mailed to the address on the front of invoice in the remittance section. To ensure timely application, return the remittance portion with your check payment.

- Terms: Net 30; products are shipped FOB shipping point
- Please do not enclose cash or additional correspondence
- Payments marked "paid in full," or with any other restrictive language, shall not operate as an accord and satisfaction without the prior written approval of West (Thomson Reuters).

Subscription Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

**YOLO COUNTY LAW
LIBRARY**

Invoice #: 845032946
Account #: 1000800651
Invoice date: September 4, 2021

Library Plan Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000800651 YOLO COUNTY LAW LIBRARY 204 4TH ST STE A WOODLAND CA 95695-3502 Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
West's Complete Library, Print and Proview, Subscription~ (Unique identifier 0000716553)	6143779779					
BOOKS & BOUND VOLUMES				146.19	11.69	157.88
TANGIBLE PERSONAL PROP.				10.94	0.88	11.82
Subtotal				157.13	12.57	169.70

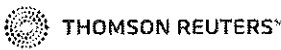
Library Plan Charges Total USD
169.70

Subscription Product Charges

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
1000800651 YOLO COUNTY LAW LIBRARY 204 4TH ST STE A WOODLAND CA 95695-3502 Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
CA CRIMINAL LAW SUB	6143483034	1	27.99	27.99	2.24	30.23
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA MOTIONS IN LIMINE SUB	6143483036	1	19.00	19.00	1.52	20.52

Continued on next page

Subscription Invoice



Thomson Reuters
West Publishing Corporation
610 Opperman Drive
Eagan MN 55123-1396

YOLO COUNTY LAW
LIBRARY

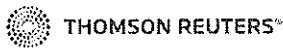
Invoice #: 845032946
Account #: 1000800651
Invoice date: September 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE BANKRUPTCY SUB	6143483039	1	63.96	63.96	5.12	69.08
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE CIVIL APPEALS AND WRITS CH 1-16 TABLES AND INDEX SUB	6143483040	1	43.97	43.97	3.52	47.49
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE CIVIL PROCEDURE TRIAL FORMS SUB	6143483042	1	24.98	24.98	2.00	26.98
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE CIVIL PROCEDURE BEFORE TRIAL STATUTES OF LIMITATION SUB	6143483044	1	23.99	23.99	1.92	25.91
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
Civil Procedure Before Trial, The Rutter Group California Practice Guide, Subscription	6143483046	1	53.97	53.97	4.32	58.29
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE CIVIL TRIALS AND EVIDENCE CH 1-18 TABLES AND INDEX SUB	6143483047	1	53.97	53.97	4.32	58.29

Continued on next page

Subscription Invoice



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West Publishing Corporation
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**YOLO COUNTY LAW
LIBRARY**

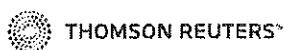
Invoice #: 845032946
Account #: 1000800651
Invoice date: September 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE CORPORATIONS CH 1-8 TABLES AND INDEX SUB	6143483050	1	38.97	38.97	3.12	42.09
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE FAMILY LAW FORMS SUB	6143483052	1	24.98	24.98	2.00	26.98
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
CA TRANSACTIONS FORMS FAMILY LAW SUB	6143483053	1	111.92	111.92	8.95	120.87
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE INSURANCE LITIGATION SUB	6143483055	1	53.97	53.97	4.32	58.29
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG CA PRACTICE GUIDE PERSONAL INJURY CH 1-10 TABLES AND INDEX SUB	6143483057	1	53.97	53.97	4.32	58.29
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG FEDERAL CIVIL PROCEDURE TRIAL SUB	6143483058	1	53.97	53.97	4.32	58.29
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						

Continued on next page

Subscription Invoice



Thomson Reuters
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Eagan MN 55123-1396

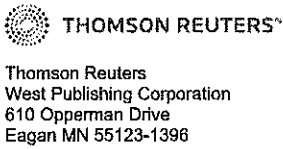
**YOLO COUNTY LAW
LIBRARY**

Invoice #: 845032946
Account #: 1000800651
Invoice date: September 4, 2021

Subscription Product Charges continued

Product Detail	Reference #	Quantity	Unit Price USD	Charge Price USD	Tax USD	Total USD
MILLER AND STARR CA REAL ESTATE FORMS SUB	6143483061	1	60.95	60.95	4.88	65.83
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
MILLER AND STARR CA REAL ESTATE DIGEST SUB	6143483062	1	34.98	34.98	2.80	37.78
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
MILLER AND STARR CA REAL ESTATE SUB	6143483064	1	177.89	177.89	14.23	192.12
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG FEDERAL 9TH CIRCUIT APPELLATE PRACTICE LOOSELEAF CHAPTERS 1-7 AND CHAPTERS 8-14 TABLES AND INDEX SUB	6143483065	1	46.97	46.97	3.76	50.73
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG FEDERAL CIVIL TRIALS AND EVIDENCE SUB	6143483066	1	53.97	53.97	4.32	58.29
Ship/Post date: September 1 September 1, 2021 - September 30, 2021						
TRG SEX CRIMES:CA LAW AND PROCEDURE SUB	6143483067	1	24.98	24.98	2.00	26.98

**Subscription Product Charges Total USD
1,133.33**



YOLO COUNTY LAW
LIBRARY

Monthly Account Summary

Account #: 1000800651

Cleared Charges within August 5, 2021 to September 4, 2021

Document date	Document #	Description	Amount USD	Notes
08/27/2021	009580708	Payment Received	-1,303.03	PAYMENT RECEIVED - THANK YOU
08/04/2021	0844863791	Subscription Invoice	1,303.03	

Open Balance Through September 4, 2021

Document date	Document #	Description	Amount USD	Notes	Due Date
09/04/2021	0845032946	Subscription Invoice	1,303.03		10/04/2021

Open Balance in USD as of September 4, 2021 **1,303.03**

The Monthly Account Summary is a comprehensive report of all account activity for the current subscription billing period. Payments made within the last 48 hours may not be included. Go to <http://myaccount.tr.com/westlaw> if more details are needed around these invoices and payments.

If you have questions about your outstanding balance, please contact our Account Receivable area by calling 1-800-522-0552 and select account information.

Item 3b

GL293 Date 09/27/21 Company 1000 - YOLO COUNTY USD Page 1
 Income Statement For Period 1 Through 3 Ending September 30, 2021 Fiscal Year 2022

6950-0067-06200-7001	<u>69506762007001</u>	LAW LIBRARY			
Account Nbr	Description	Period Amount	Year To Date	Last Year Period	
<u>NETFUND/POST</u>	NET FUND BALANCE				
<u>REVENUES</u>	REVENUES				
<u>REVUSEMONEY</u>	REVENUE FROM USE OF MONEY AND				
400705-0000	GASB 31 FMV - DFS ONLY	0.00	0.00	2,698.00	
	Total REVENUE FROM USE OF MONE	0.00	0.00	2,698.00	2,698.00
<u>CHG FOR SVCS</u>	CHARGES FOR SERVICES				
403130-0000	COURT FEES AND COSTS	9,499.65-	9,499.65-	9,370.60-	9,370.60-
	Total CHARGES FOR SERVICES	9,499.65-	9,499.65-	9,370.60-	9,370.60-
	Total REVENUES	9,499.65-	9,499.65-	6,672.60-	6,672.60-
<u>EXPENDITURES</u>	EXPENDITURES				
<u>SALARY&BEN</u>	SALARIES AND EMPLOYEE BENEFITS				
<u>SALARY&WAGES</u>	SALARY AND WAGES				
500110-0000	EXTRA HELP	7,801.41	7,801.41	1,044.00	1,044.00
	Total SALARY AND WAGES	7,801.41	7,801.41	1,044.00	1,044.00
<u>EMPBENEFITS</u>	EMPLOYEE BENEFITS				
500320-0000	OASDI	483.68	483.68	64.72	64.72
500330-0000	FICA/MEDICARE	113.12	113.12	15.13	15.13
	Total EMPLOYEE BENEFITS	596.80	596.80	79.85	79.85
	Total SALARIES AND EMPLOYEE BE	8,398.21	8,398.21	1,123.85	1,123.85
<u>SERVSUPPLIES</u>	SERVICES AND SUPPLIES				
501020-0000	COMMUNICATIONS	0.00	0.00	105.76	105.76
501041-0000	HOUSEHOLD EXPENSE-CONTRACTS	0.00	0.00	227.06	227.06
501042-0000	GEN SERV JANITORL INTERNAL CHR	492.80	492.80	0.00	0.00
501110-0000	OFFICE EXPENSE	134.32	134.32	105.24	105.24
501190-0000	RENTS AND LEASES - EQUIPMENT	312.87	312.87	314.16	314.16
501230-0000	SPEC DPT EXP-CIRC LIB BKS&PERI	6,747.96	6,747.96	2,530.87	2,530.87
501231-0000	SPEC DPT EXP-OLINE LIB BKS&PERI	9,041.88	9,041.88	3,463.76	3,463.76
	Total SERVICES AND SUPPLIES	16,729.83	16,729.83	6,746.85	6,746.85
	Total EXPENDITURES	25,128.04	25,128.04	7,870.70	7,870.70
	Total NET FUND BALANCE	15,628.39	15,628.39	1,198.10	1,198.10

Item 3b

GL293 Date 09/27/21
Time 12:44

Company 1000 - YOLO COUNTY USD
Income Statement
For Period 1 Through 3 Ending September 30, 2021

Fiscal Year 2022

6950-0067-06200-7002

69506762007002 LAW LIBRARY SUPPLEMENTAL FNDG

YOLOCOUNTY

Account Nbr	Description	Period Amount	Year To Date	Last Year Period	Last Year To Date
<u>NETFUND/POST</u>	NET FUND BALANCE				
<u>REVENUES</u>	REVENUES				
<u>INTGOVREVENU</u>	INTERGOVERNMENTAL REVENUES				
<u>STATEREV</u>	STATE REVENUE				
401340-0000	ST-OTHER	58,814.95-	58,814.95-	0.00	0.00
	Total STATE REVENUE	58,814.95-	58,814.95-	0.00	0.00
	Total INTERGOVERNMENTAL REVENU	58,814.95-	58,814.95-	0.00	0.00
	Total REVENUES	58,814.95-	58,814.95-	0.00	0.00
	Total NET FUND BALANCE	58,814.95-	58,814.95-	0.00	0.00

Briefs on Agenda Items 4-8

Agenda Item 4. Koha contract. This contract is for the Koha online public access catalog that was included in the FY2022 budget approved by the Board in July. Amount is \$6,425.

Agenda Item 5. County Amazon purchasing program membership. The Board may not be aware that the Law Library has no ability to purchase except by agreement with a few vendors that will invoice us. This means that if we need to purchase something that is only available outside of those few avenues, staff members have to pay up front and be reimbursed. The county offers both an Amazon purchasing program and a CalCard (Visa) program; I have inquired about both. I was told that it would be best for us to deal directly with the state on getting a CalCard, but that I could apply to use the county's Amazon business account. Ideally I would like to have both a CalCard and access to Amazon, but am requesting that for now, the Board consider approving our applying for the Amazon program. We would be invoiced for Amazon purchases and would process them as we do our other claims. We would adhere to the same policies that we use for all other purchasing.

Agenda Item 6. Consider approval of e-mail address list purchase for public survey. Our survey for the Bar Association members is underway, and I'd like to start on the survey for the general public. Originally I thought it would be good to have some focus groups, but given the way the pandemic is going, I think it's best if we try an online approach. We can purchase a list of 2,500 e-mail addresses for \$279.00; these would be randomly selected from Yolo County zip codes. The addresses are obtained from sources that contain privacy policies that allow for third-party marketing, and all of the users have elected to provide their e-mails for this purpose.

Agenda Item 7. Consider approval of banner purchase for 204 Fourth Street Suite A. We currently have no signage for the fence outside the library that gives the street address. The address appears on the front door, which is blocked by the fencing. The one sign on the fence that mentions the library is small and difficult to read. I propose purchasing a weatherproof banner (3 x 4) that can be mounted on the fence (cost around \$30). We would just use our existing logo and would not have to pay additional costs for design.

Agenda Item 8. Consider approval of Lexis/Nexis Digital Library purchase. The Lexis/Nexis Digital Library is a relatively new offering. It's a partnership with Overdrive (you may be familiar with Overdrive if you use the public library to access digital books) where Matthew Bender and other legal titles can be made available online at the library site but also can be accessed remotely by registered users. The cost would be the same as what we pay for Lexis-Matthew Bender print subscriptions, and they will give us the print as well as the online access for no additional cost.

Right now our only Matthew Bender subscription is for California Forms of Pleading and Practice. If we convert our print subscription to the Lexis/Nexis Digital Library, it would mean we could offer Pleading and Practice online to our users both in the library and remotely, and we would still have the print available for those who prefer it, for not additional cost. We also may be able to convert some of our other print to online remote access.



CONTRACT FOR SERVICES

This Contract for Services ("Contract") is made effective as of 9/30/2021, by and between Yolo County Law Library of Woodland, CA 95695 ("Client"), and ByWater Solutions LLC, of Santa Barbara, California 93102 ("ByWater").

1. TERM. The service term shall be effective from 1/31, 2022 to 1/31 2024. Upon completion of this initial term, the Contract will renew for additional two-year terms. Either party must notify the other in writing sixty (60) days prior to the end of the then-current Term of their intention to modify or discontinue the Contract. Renewal Contract will reflect no more than a 3% increase to annual support and hosting costs. This contract will expire if not executed within 60 days of the effective date listed above.

2. DESCRIPTION OF SERVICES. ByWater will provide the Client the following services (collectively, the "Services"):

- (a) Installation and Implementation of Koha Integrated Library System ("Koha"), including the initial migration of no more than 2,000 Bibliographic Records to Koha. Records delivered that total more than the referenced Bibliographic record count will result in higher initial and ongoing fees.
 - (1) Data extraction from current legacy system is the responsibility of the Client.
 - (2) Testing of initial migration is the responsibility of the Client.
 - (3) OPAC customization will include application of Client logos, preferred fonts and colors to ByWater template.
 - (4) Database size increases by more than 50% throughout the life of this Contract will result in pricing increases.
- (b) Terms regarding technical support for the Client are as follows:
 - (1) Critical support will be available (24) hours per day, 7 days per week. Critical support includes system failure or complete loss of access to the Koha system. Other support calls during hours in which the Client's facility is closed will be addressed by level of importance; i.e. system failure dictates immediate response time, training questions will be addressed within 24 hours;
 - (2) The support package will also cover software updates and Koha enhancements that may be applicable to the Client.
- (c) Hosting for the Client's data will be located in a remote cloud, and Service providers may change at any time, at the absolute and sole discretion of ByWater. ByWater will not be responsible for force majeure events including natural disasters and communication line failures that may cause data corruption.
- (d) Training is required and will be provided for a minimum of three (3) days onsite or via webinar. Onsite training will include one educator for up to 40

participants per session. Additional training will be provided upon request of Client. Clients not previously using Koha as the library's primary ILS must receive training.

3. PAYMENT FOR SERVICES. In exchange for the Services the Client will pay ByWater according to the following schedule:

- (a) Installation/Data Migration: \$1,625.00 payment due on or before 1/31/2022.
- (b) Annual support and hosting fee: \$2,200.00, due on or before 1/31 of each year, beginning on 1/31, 2022.
- (c) Live Webinar Training: \$2,600.00 for the first 3 days (24 hours) payment due on or before 1/31/2022.

Payments not received within 60 days of the due date will result in termination of support services until receipt of payment. Payment not received within 90 days of due date shall result in termination of hosting services until receipt of payment. Payments may be made via check and direct deposits (ACH). Alternate payment methods will result in a convenience fee based on a sliding scale. For avoidance of doubt, any delay in implementation of the Software requested or caused by the Client shall not be grounds for the Client to likewise delay payment of any fees then due and owing.

4. WORK PRODUCT OWNERSHIP. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the "Work Product") developed in whole or in part by ByWater solely in connection with the Services will be the exclusive property of the Client. Upon request, ByWater will execute all documents necessary to confirm or perfect the ownership of the Client to the Work Product. All such Work Product developed on behalf of the Client will be made available under the terms of the open source license in effect for Koha at the time the code is written (currently GPL v3). A copy of the code will be given to the Client even though the code may be hosted. A good faith effort will be made both by the Client, and by ByWater at the coding stage, to integrate all code into the public, koha-community.org code base, or wherever the public code base may subsequently be located. Upon expiration or termination of this Contract, ByWater will: (a) return to the Client all records, notes, documentation and other items owned by the Client that were used, created, or controlled by ByWater during the term of this Contract; and (b) assist Client in exporting data from ByWater's data cloud to Client, at no additional charge.

5. CONFIDENTIALITY. ByWater, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of ByWater, or divulge, disclose, or communicate in any manner, any information that is proprietary to the Client, except (a) if and to the extent the information is already a matter of public knowledge; (b) such disclosures as may be necessary to ByWater's attorney or accountant (collectively,

“Permitted Confidants”); or (c) such disclosures as are required by law or by any litigation between the parties hereto with respect to this Contract. ByWater shall also timely require each of its Permitted Confidants to keep that information confidential. Before making any disclosure required by law, ByWater, or the Permitted Confidant, as the case may be, shall give Client as much notice thereof as is legally permitted, along with a copy of the proposed disclosure. The foregoing duties of confidentiality shall survive the termination of this Contract.

6. RELATIONSHIP OF PARTIES. Client and ByWater agree that the status of ByWater is that of independent contractor, and not that of employee, principal, agent or joint venture partner of Client. Neither party has authority to enter into contracts or assume any obligations for or on behalf of the other party or to make any warranties or representations for or on behalf of the other party.

7. WARRANTY. ByWater shall provide the Services and meet its obligations under this Contract in a timely and workmanlike manner, using knowledge and recommendations for performing the Services which meet generally accepted standards in ByWater's industry. Aside from the express warranties stated in this Contract, ByWater hereby disclaims any and all other warranties related to the products and services offered under this Contract, including but not limited to warranties of non-infringement, merchantability or fitness for a particular purpose, and whether such warranties are oral or written, express or implied. ByWater does not in any way warrant that Koha will operate without interruption or be error free. ByWater shall have no liability for damages resulting from the following, including, but not limited to: hosting inoperability, interruption due to product or delivered software malfunction (provided that regular daily backups are conducted by ByWater), loss of profits, goodwill, damage or loss of data, or any other indirect, special or consequential damages suffered by Client.

8. REMEDIES. If Client or ByWater fails to perform its obligations under this Contract, the non-breaching party shall have the right to terminate the Contract and to seek whatever remedy may be available to it, either in law or in equity. In the event that a claim or cause of action arises out of the interpretation, performance, or breach of this contract, the prevailing party shall be entitled to a reasonable attorney's fee in addition to costs of suit. The parties hereto hereby consent to the personal jurisdiction and venue of the State of Connecticut with respect to any claim or cause of action arising from this Contract, and hereby waive any objection to such venue based upon the doctrine of forum non conveniens.

9. LIMITATION OF LIABILITY. BYWATER WILL HAVE NO LIABILITY FOR ANY INDIRECT, CONSEQUENTIAL, EXEMPLARY, SPECIAL, INCIDENTAL, OR PUNITIVE DAMAGES FOR ANY MATTER ARISING FROM OR RELATING TO THIS CONTRACT OR THE PRODUCTS AND SERVICES, INCLUDING BUT NOT LIMITED TO ANY UNAUTHORIZED ACCESS TO, OR ALTERATION, THEFT, LOSS, INACCURACY, OR DESTRUCTION OF INFORMATION OR DATA COLLECTED, STORED, DISTRIBUTED, OR MADE AVAILABLE VIA THE PRODUCTS AND SERVICES, CLIENT'S USE OR INABILITY TO USE THE PRODUCTS AND SERVICES, ANY CHANGES TO OR

INACCESSIBILITY OF THE PRODUCTS AND SERVICES, ANY DELAY OR FAILURE OF THE SERVICES, OR FOR LOST PROFITS, OR COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, EVEN IF BYWATER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, BYWATER'S LIABILITY TO CLIENT FOR ANY REASON AND UPON ANY CAUSE OF ACTION WILL BE LIMITED TO THE AMOUNT CLIENT ACTUALLY PAID BYWATER FOR THE INDIVIDUAL BYWATER PRODUCTS OR SERVICES COVERED UNDER THIS CONTRACT OVER THE 12 MONTHS PRIOR TO WHICH SUCH CLAIM AROSE. THIS LIMITATION APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING, BUT NOT LIMITED TO, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, MISREPRESENTATIONS, AND OTHER TORTS. FEES UNDER THIS CONTRACT ARE BASED UPON THIS ALLOCATION OF RISK. THIS SECTION WILL NOT APPLY TO DAMAGES THAT CANNOT BE LIMITED OR EXCLUDED BY LAW (IN WHICH EVENT THE LIABILITY SHALL BE LIMITED TO THE FULLEST EXTENT PERMITTED).

10. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other Contract whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral Contracts between the parties.

11. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable, provided that no party is, as a result thereof, deprived of its substantial benefits under this Contract. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

12. AMENDMENT. This Contract may only be changed, modified, amended or discharged by a Contract in writing executed by the parties hereto.

13. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Connecticut.

14. NOTICE. Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

15. ASSIGNMENT. The Client may not assign or transfer this Contract without the prior written consent of ByWater.

16. BINDING EFFECT. This Contract shall inure to the benefit of and be binding upon the parties named herein and their respective heirs, successors and assigns.

17. EXECUTION. This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or “.pdf” signature page were an original hereof.

18. INDEMNIFICATION. The parties hereto shall fully indemnify, hold harmless and defend one another from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney’s fees and costs) (collectively, “Claims”) which arise out of or relate to (1) any breach of any representation or warranty of a party hereto contained in this Contract, (2) any breach or violation of any covenant or other obligation or duty of a party hereto under this Contract or under applicable law, in each case whether or not caused by the negligence of a party hereto and whether or not the relevant Claim has merit. Neither ByWater nor Client shall be liable to the other for loss, damage, or delay in the work caused by war, riot, the act or order of any competent civil or military authority, strikes, unauthorized work stoppage or by rain, fire, flood, act of God, epidemic, and CDC recognized pandemic or by any cause which is unavoidable and beyond its reasonable control. In addition, ByWater is not liable for loss or damage suffered by the Client or any third party not caused by the employees, agents or equipment of ByWater.

YOLO COUNTY LAW LIBRARY

By: _____

Name: _____

Title: _____

BYWATER SOLUTIONS LLC

By:  _____

Name: Brendan Gallagher

Title: Chief Executive Officer

Duly Authorized

Date: _____

AMAZON BUSINESS ACCOUNT SETUP

Revision 08/2018

User's Name	Requesting Department
User's Email	User's Phone Number

Request Type (Check only one)

- New User Modify an Existing User's Account Delete User

If the request is a New User or Modify an Existing User, complete Sections 1 through 4 below.

1. Role (Check only one)

- Requisitioner Approver Both

2. Copy User's group/subgroup assignment and ship-to address(es) from the following existing user:

(Skip to Section 3 and 4 if this is not applicable; otherwise complete this Section and then submit the signed form)

--

3. Add User to the following Amazon Business Groups/Subgroups

--

4. Allow User to ship orders to the following address(es)

--

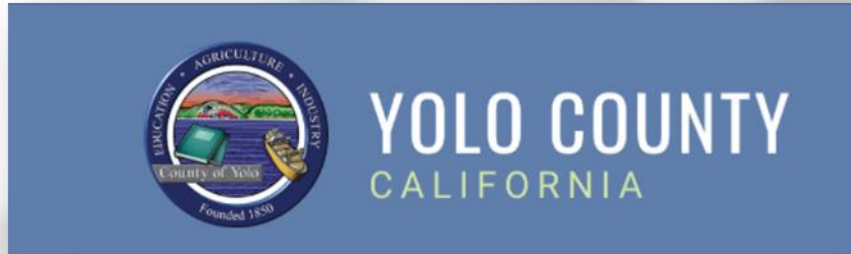
Approval of Department Head, Assistant Department Head or Department Fiscal Officer

Signature	Date
Approver's Name	Approver's Title

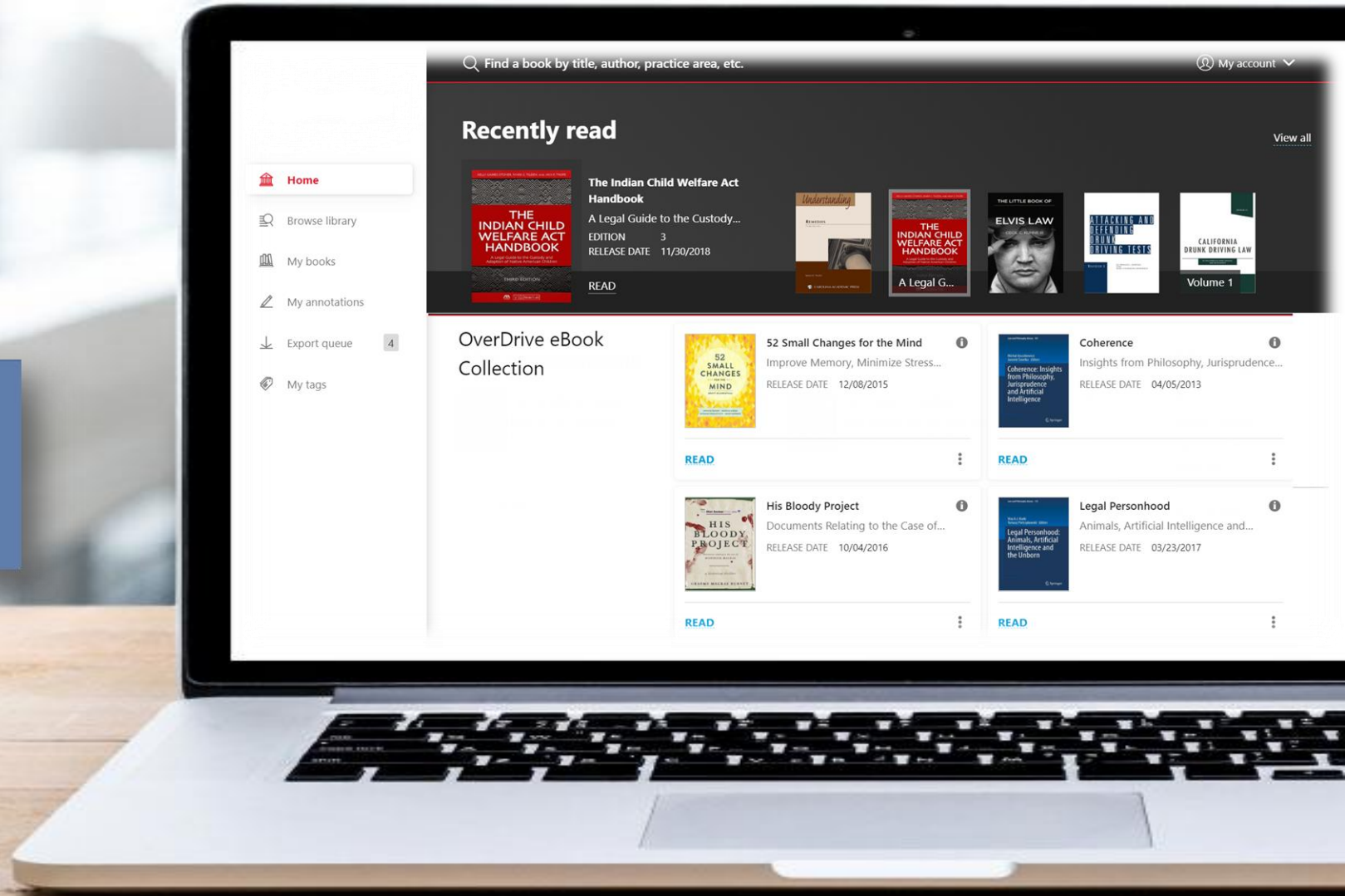
Return the completed form to procurement@yolocounty.org

LEXISNEXIS® DIGITAL LIBRARY

for:



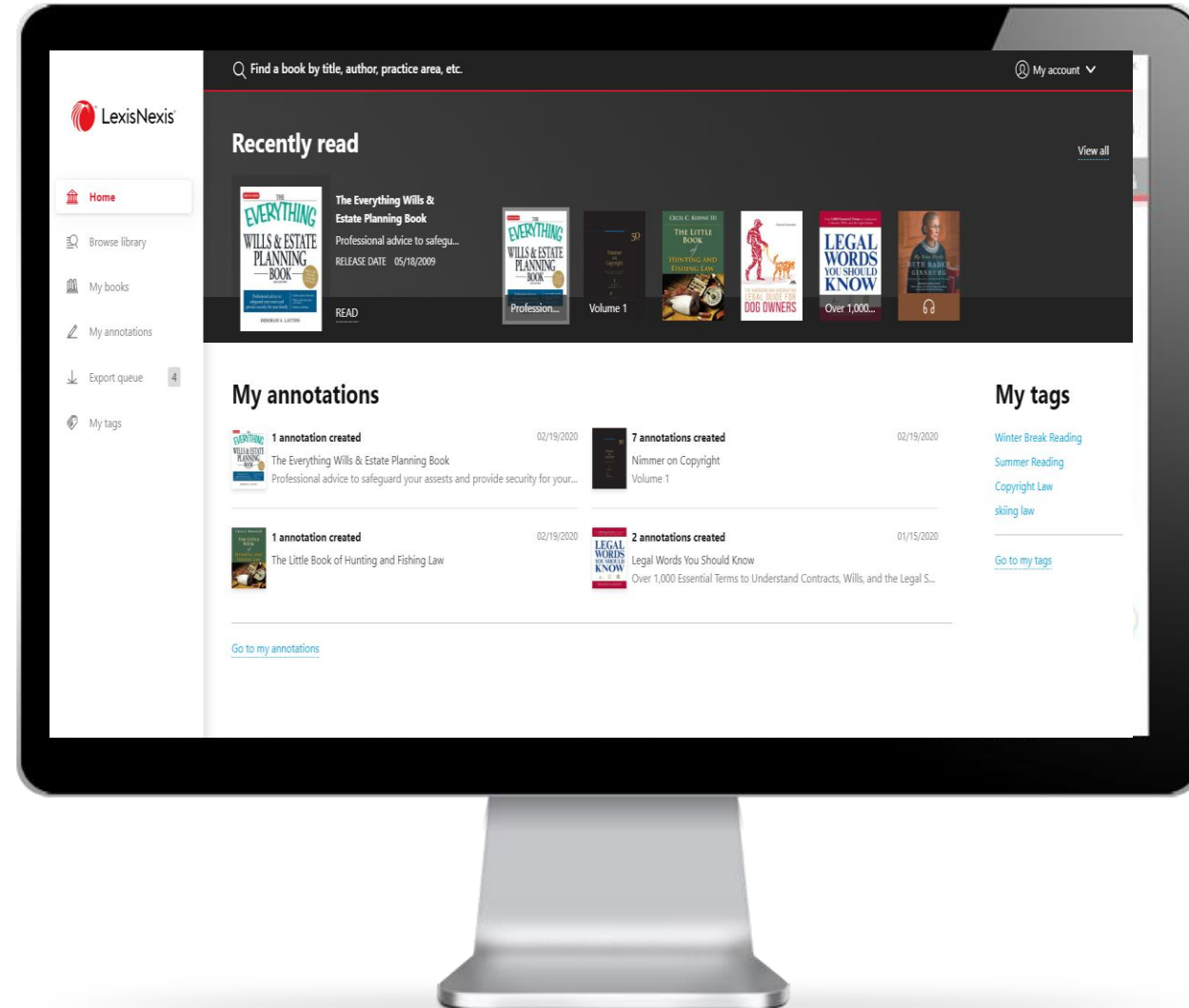
Presented by
Paige Hren, Esq.
LexisNexis Digital Library Specialist
August 19th, 2021



What is the LexisNexis Digital Library?

Powered by OverDrive®—a Proven eLending Solution for Libraries Worldwide, Supporting:

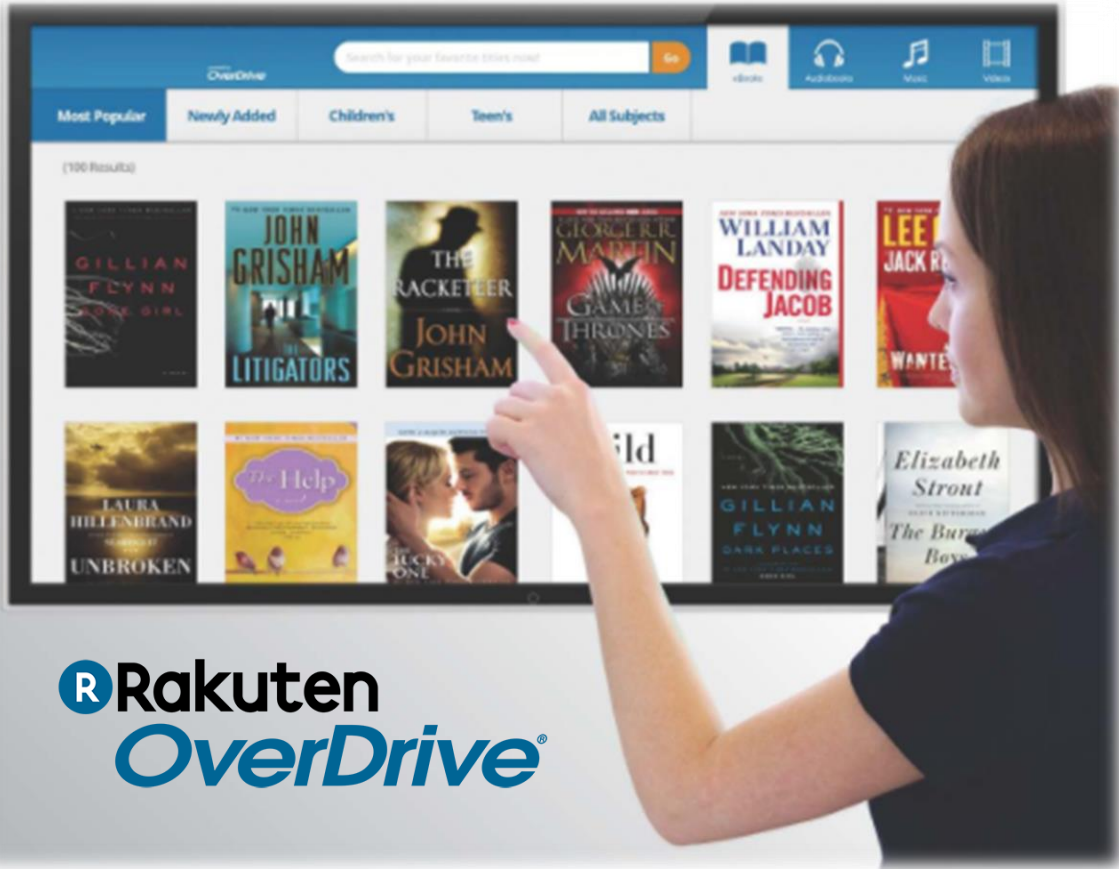
- 43,000 libraries, schools, colleges, and corporations in 75 countries worldwide
- Digital Library partner with LexisNexis since inception in 2012
- Millions of titles: 5,000+ publishers



Enrich your Digital Library with eBooks from Overdrive, LexisNexis, and LexisNexis' partner publishers

Add titles from Overdrive's catalog of over 4 million titles from 5000 publishers
Visit <https://www.overdrive.com/explore>

Add titles from LexisNexis' catalog of over 4,000+ titles from LexisNexis and LexisNexis' partner publishers
Visit <https://store.lexisnexis.com/>



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CAROLINA ACADEMIC PRESS

ALM

AHLA

80,000 LexisNexis Digital Library Users:

- Judges, clerks, law librarians, and attorneys at Federal, State, and Local courts and agencies
- State and county public law libraries.
- Attorneys, paralegals, and librarians at large and small law firms
- Over half of all ABA-accredited law schools




Customized for Legal Research:

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- Seamless filing of eBook updates
- Link to cited sources in Lexis Advance & Lexis+
- Integrates with your library's ILS
- Highlight, bookmark, and annotate eBooks; export work product to CSV, PDF, or Google Drive anytime.

Benefits & Features

Cost Savings









		Print Library	Digital Library
	Environmentally Friendly: reduce carbon and paper footprints	✘	✓
	Annotate, bookmark, highlight, translate, and define words. Link directly into Lexis Advance (with subscription), Google, and Wikipedia. New! Search multi-volume sets	✘	✓
	Streamline library operations: simplify buying, updating, and distributing publications electronically. Get easy access to title usage reports and strategic tools.	✘	✓
	Remote employee (including county employees) : unlimited simultaneous access to LexisNexis titles In-library public patron access: unlimited simultaneous access to LexisNexis titles New! Remote public patron access: One User/One Copy access to LexisNexis titles New! Download eBooks for offline reading with no additional software needed	✘	✓
	Add to your collection from Overdrive's catalog of millions of eBooks, audiobooks, and videos from thousands of publishers. Free storage and circulation of your own content.	✘	✓
	New! 100% matching print discount on all single LexisNexis print copies	✘	✓
	LexisNexis Shipping Cost Savings : flat 5%	✘	✓
	Potential Real Estate Cost Savings	✘	✓
	New! Low & Fixed Annual Contract Increases	✘	✓
	Shelving, File Service, and Updating Savings	✘	✓



LexisNexis®

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	Print Only	Print PLUS Digital	Impact
<p>Receive current library collection* in BOTH PRINT FORMAT (hard copy books) AND eBOOK FORMAT (on the Overdrive® Digital Library Platform).</p> <p><small>*Titles not available in Digital Library remain as print-only</small></p>			Cost neutral: Current print spend moves to digital spend
<p>Flat 5% S&H fees on matching print & FREE duplicate print material: Single print copies: 100% discount Multiple print copies: 100% discount on 60% of each title's copy count</p>			Free print material & S&H savings
<p>Access to the <i>Overdrive</i>® Digital Library Platform, including:</p> <ul style="list-style-type: none"> • Unlimited simultaneous access to the library's <i>Matthew Bender</i> subscription content (both current release and archived content to ~2012) • FREE: custom site build, ILS Integration, MARC Express Records & local storage • Administrator access to Overdrive Marketplace: gain critical analysis to maximize collection value: view checkouts, most popular titles, turnover rate, & more • Ability to add titles from Overdrive's 4M title catalog to circulate at the library 			\$3,000 Year 1 \$3,090/Year 2 \$3,183 Year 3
<p>Receive a 10% spending credit to use towards new eBook purchases of LexisNexis/Matthew Bender titles in Year 1.</p>			Spending Credit
<p>Annual Contract Increase</p>	~3-15%	3%	Save on annual increases



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LexisNexis®

Digital Library Inclusions

Full Support & Training

Your dedicated Digital Library and Overdrive account team is available to support you and your end users throughout our partnership together



Introducing your LexisNexis® and OverDrive® account team.

- **OverDrive** builds your customized Digital Library solution, conducts OverDrive Marketplace training/support and adds any other publisher materials available through OverDrive that you may subscribe to.
- Your **LexisNexis Digital Media Consultant (DMC)** will help with launch initiatives, share resources to drive awareness and usage, notify you of product enhancements, and support training needs.
- Your **LexisNexis Client Manager (CM)** will assist you with content needs, billing/invoicing questions and other account maintenance activities.



Complimentary Promotional Materials

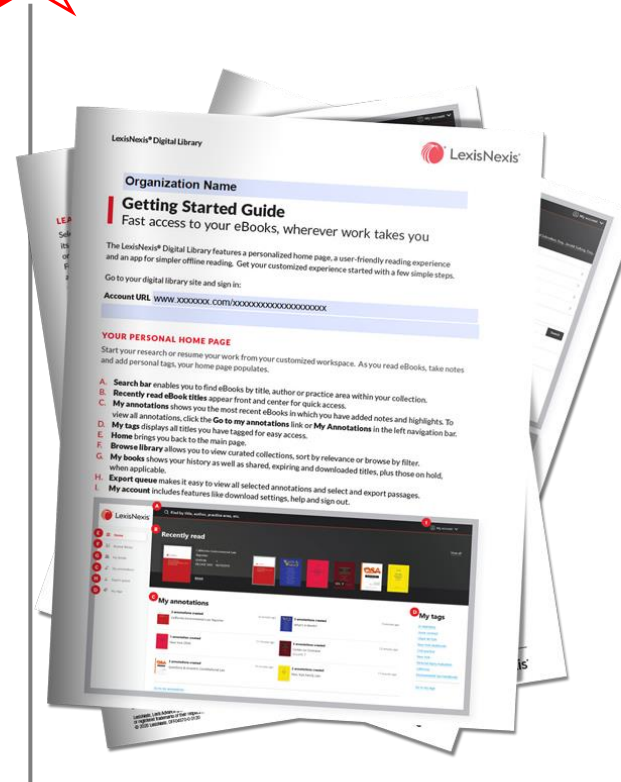
LexisNexis helps you get the word out to build a strong base of users with an effective communications plan and complimentary promotional materials



Posters & Signs



Business Cards



Launch & Quick Start Guides



Book Stickers, Icons, Sample Social Media Posts

Add a title



If your organization holds the necessary ownership rights, licenses, and/or permissions to upload and distribute a title, you can add it as local content and circulate it at your OverDrive website. Start by clicking the Add a title button.

Audiobook eBook Video

Administrator Access to Overdrive Marketplace

Optimize your collection's value with insights from analytical data, curate featured collections, pull back borrowed titles, upload organization-owned content and publish your own videos, audio files, eBooks, and PDFs to your Digital Library.

All collections

Create curated collections of titles you own and publish them on your OverDrive website. "Published collections" are collections that are currently live on your site. To begin creating a curated collection, click the Create collection button.

CREATE COLLECTION

Little Book Series

Published collections

Page 1 of 1 | 50

<input type="checkbox"/>	Name
<input type="checkbox"/>	1 Bankruptcy Collection
<input type="checkbox"/>	2 Little Book Series
<input type="checkbox"/>	3 Moore's Federal Practice: All V...
<input type="checkbox"/>	4 Special Interest
<input type="checkbox"/>	5 Understanding series

User Statistics

SEARCH CHECKOUTS

NEW USER REGISTRAT

USER TRAFFIC View view

UNIQUE USER ACTIVITY View unique users' checkouts by day, month, year, and/or branches (if applicable).

Collection Usage

CURRENT WAITING LIST View titles your users have on hold

CIRCULATION ACTIVITY View circulation data for One Copy, Metered Access, and Simultaneous

RECOMMENDATIONS If you're using RTL (Recommend to List) on the OverDrive website, use this report to view users' recommendations and convert recommended titles into a

TITLE STATUS & USAGE View details and circulation data for One Copy, Metered Access, Cost Per Circ, and/or Simultaneous Use titles.

LIBRARY STATISTICS View an overview of your Digital Library including overall and current checkout

Easy Set-Up with Minimal IT Resources Required

LexisNexis and Overdrive is with you every step of the way: we build your custom Digital Library site to your preferences and upload your eBook content, then we launch and optimize your Digital Library with unlimited training and ongoing technical support!

Step 1: [Sign Digital Library Agreement](#) & Complete Overdrive Site Build Form

Step 2: Overdrive builds your LexisNexis Digital Library website:

Overdrive will begin working on building your site in preparation for your Digital Library implementation kick-off call (see step 3).

Step 3: Digital Library implementation kick-off call:

The kick-off call takes place between LexisNexis, Overdrive, and the Digital Library Administrator(s) at the library. During this call, you will get to preview your new Digital Library site, meet your Digital Library support team, preview complimentary promotional materials to order (posters, book stickers, user guides, etc.), review your authentication options, learn about the Overdrive Marketplace site, and much more!

Step 4: Complete kick-off call follow-up items in preparation for the official launch:

Until the official launch, your Digital Library website is under a protected development site. During this time, Overdrive and your Digital Media Consultant from LexisNexis will follow up with you to complete the following items:

- Set up authentication preferences
- Review your Digital Library website to confirm logo, colors, and layout.
- Set up Marketplace access for administrators to run reports, view content for purchase, curate collections, and much more.
- Select your MARC record option, or if you already have records, we can also provide you with the links to import into the 856 field of your existing records.
- Order complimentary marketing materials, set a “go live” date, and plan for the official launch.

Step 5: Your Digital Library is set live! Official launch of your LexisNexis Digital Library:

We have a goal to set your Digital Library website live as soon as possible after the kick-off call!





LexisNexis®

Thank you!

For questions about this presentation,
please contact:

Paige Hren, Esq.

LexisNexis Digital Library Specialist

Voice/Text: 949-212-7655

Paige.Hren@lexisnexis.com

Item 9

Yolo County Law Library Board of Trustees

Director's Report—September 30, 2021

Website update. Our website has been up since September 6. So far we have had 120 visitors. The top three pages accessed are the Nolo Press, legal forms, and Westlaw access pages (about 25 percent of visitors have used these three pages).

County Librarian conversation. I had a conversation with the Yolo County Librarian (Mark Fink) about the possibility of collaborating on some projects. We talked about a lawyers in the library program (he is experienced in implementing this type of program) and also about the possibility of establishing a legal self-help kiosk at one of the county library branches. I will do some more research and bring the kiosk idea before the Board for discussion at the next meeting.

Survey. The survey for legal professionals was launched last Friday. As of September 27, we have 20 responses. The survey will be open until October 25; we'll send out a reminder in a few weeks.