

**Notice of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, August 15, 2023, at 5:15 P.M.

Agenda

Call to Order*

1. Consent Calendar

1.1 July 2023 Minutes

1.2 August 2023 Warrants

2. Open Time for Public Expression

3. Financial Report

3.1 Filing Fee Schedule – August 2023

3.2 Actuals (Income and Expenses) – August 2023

4. Librarian's Report

5. Committee Reports

5.1 Civic Engagement

5.2 Fundraising Committee

5.3 Budget Committee

5.4 Five Year Plan Committee

6. Old Business

6.1 Discussion and Action Item: Discussion and Action re Meeting to Discuss Equipment and Software Upgrades to Copier System

7. New Business

7.1 Discussion: Discussion re MUNIS reporting in regard to employees' recordkeeping

8. Board Members' Suggestions for Next Month's Agenda

9. Adjournment

Upcoming Events FYI:

Lawyers in the Library Virtual Program – 08/24/2023
First Thursdays at the Law Library on Zoom – TBD
Deadline to Submit Reports for Board Meeting on 09/19/2023: 09/12/2023.

* This meeting may be recorded as authorized by the Government Code.

If requested, pursuant to Government Code Section 54953.2, this agenda shall 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 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact (415) 473-4381 (Voice/TTY) or 711 for the California Relay Service or e-mail disabilityaccess@marincounty.org at least five working days in advance of the meeting.

A complete agenda packet is available at the front desk of the Marin County Law Library, on the Law Library's bulletin board, and on the Law Library website at www.marincountylawlibrary.org. It is also available 24/7 outside the ground floor lobby of the middle archway entrance to the Civic Center (the one allowing access to the Courts floor) at 3501 Civic Center Drive, San Rafael, CA 94903 at least 72 hours prior to the meeting.

Board of Trustees

PRESIDENT
Kristine Fowler Cirby, Esq.
Judicially Appointed

VICE PRESIDENT

Denise Bashline
Judicially Appointed

Jorge Lopez Espindola
Board of Supervisors Appointed

Alexander Johnson, Esq.
Judicially Appointed

Walter Cook, Jr., Esq, MLIS
Judicially Appointed

Stephen Richards
Law Library Director

20 North San Pedro Road
Suite 2007
San Rafael, CA 94903
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www.marincountylawlibrary.org

**Minutes of Regular Monthly Meeting of
Marin County Law Library Board of Trustees
Marin County Law Library
20 North San Pedro Road, Suite 2007
Conference Room
San Rafael, CA 94903**

Tuesday, July 25, 2023, at 5:16 P.M.

**Present: Denise Bashline, Alexander Johnson, Walter Cook,
Jorge Lopez Espindola, and Stephen Richards, Ex Officio-
Secretary**

Absent: President Kristine Cirby

Also Present:

Vice President Bashline called the meeting to order at 5:16 p.m.

1. Consent Calendar

Trustee Cook made a motion to pass the consent calendar. Trustee Lopez-Espindola seconded the motion.

Vote: Motion carried 4-0

AYES: Vice President Bashline, Trustee Johnson, Trustee Cook,
Trustee Lopez-Espindola

ABSENT: President Cirby

2. Open Time for Public Expression

3. Financial Report

3.1 Filing Fee Schedule

– July 2023 \$12,018 (\$5 less than last year) over budgeted by \$8,000
Passports \$8,700.

3.2 Actuals (Income and Expenses) – July 2023

-Over by \$15k but was approved for network costs.

-Overall gained \$600 for the year.

-Network needed is \$13,700 and shouldn't need more funds.

-Asking for monthly report as to what has been done, what is outstanding, now in July hoping for end in sight, is there a way to make what we have operational? Need one piece of firewall to be complete, supply chain issues for equipment, using refurbished parts to save on cost, give a month-month narrative about what Library has, what is lacking and what is left to be done.

-CEB big cost because in June they send in many of their updates, which appears large but it's in budget, comes up twice a year in bigger payments in June/Jan.

-Staffing is on track, staff is happy.

4. Librarian's Report

Librarian attended a conference – one focus from the conference from the county was using meeting rooms for virtual hearing spaces, Minnesota was paying for the tables, great idea, how is going to be funded, library could be used but needs better network.

-Inmate requests- it does vary from state to state, The CDCR – Librarian has some knowledge from previously working at San Quentin, they are working out something, but they may or may not approve librarian.

-Question posed: if Library did have an inmate request program, would there be any reimbursement or grant money from the courts to help cover the cost? American Library Association is offering grants, need to investigate that option.

5. Committee Reports

a. Civic Engagement

-Vice President Bashline made a call to Bonnie Ross of Legal Aid of Marin, not heard back regarding the 4 events they want to hold with the Spar Center and with Vivalon for Estate Planning, might help us better understand when they want their client meetings, extended an invitation to come see library if any of the spaces would it work, possibly late afternoon and could adjust library hours.

-Talking to Senior Services of the West Community, they have made attorneys available to some of their clients for end-of-life planning, they felt they might be too small for library, but there are more folks out there like this.

b. Fundraising Committee

-Vice President Bashline offered the idea of a friendly local broker dealer in case anyone would like to gift any securities, look to find someone who understands not starting with a deposit, but Library is homegrown locals, look for a brokerage that is civic minded.

-will need to draft up receipt templates, as well as possible KickStarter or GoFundMe options.

-People wanted to charge donations but in past only could take checks/cash, all kinds of ways to donate funds from cash to IRA securities.

-Vice President Bashline offered to send email of solicitations from organizations that have solicited to her and for people who come to First Thursday.

-Vice President Bashline is going to volunteer to work with Director to get the update completed on members of the Bar Association, volunteer 8-10 hours a week to help get update completed.

-Vice President Bashline encouraged board to volunteer time at the library.

c. Budget Committee

-Trustee Johnson thanked for supervisor reports, Vice President Bashline signed up for all supervisor reports.

- Vice President Bashline asked if library could invite all the supervisors to come one at a time to First Thursday to discuss what was going on in each of

their own districts, James Kim delighted to come and share about the state of the courts.

- Vice President Bashline wants to do community MCLEs.

6. Old Business

6.1 Discussion and Action Item: Discussion and Action re Donation Letter

-Trustee Johnson reported on a letter submitted: drafted a letter for donations this year, highlighted points for potential donors and need to circulate letter soon, need letterhead, need to do mass mailer.

-Question posed – when to send out letter, maybe wait a month with tax extension coming up, sooner rather than later to able to measure the response and strategize.

-Call for official group approval to the solicitation/donation letter that's been drafted, a motion to approve the letter from Trustee Cook, second made by Trustee Lopez-Espindola with thanks extended to Trustee Johnson.

Vote: motion carried 4-0

AYES: Vice President Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: President Cirby

7. New Business

7.1 Discussion and Action Item: Discussion and Action re Meeting to Discuss Equipment and Software Upgrades to Copier System

-Librarian Richards got 2 bids, KYOCERA Document Solutions Northern California, Inc Plan rep reached out 2 black and white printers, cloud software so people could emails things to library, still responsible for money behind counter, cloud support would be for submitting end and network for releasing end, bid was very inclusive from delivery, installation, parts, labor etc. and travel in case system goes down and maintenance required, this person is also local.

-Xerox was other bid - update systems, offer cloud software, what is different, they offered a cash coin unit for patrons to pay in cash, call for service is a 4-hour window

-other cost difference is cost per page.

-Trustee Johnson made a motion to move a vote for copy machines to next month's meeting pending AS's possible renegotiated rate and Xerox bid timeline extended to Sept 30, 2023; Trustee Cook seconded the motion.

Vote: Motion carried 4-0

AYES: Vice President Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: President Cirby

7.2 Discussion and Action Item: Discussion and Action re Comcast Business Contract Renewal

-Current contract is going to expire, Comcast does not offer current plan going forward, cost for current plan \$224.76 per month and expires end of July.

-Option 1: same plan but on 2-year terms, but speed is faster by about 50mgb of download time, cost is \$234.89 per month.

-Option 2: plan 2 is double upload and download speed and a mobility voice align(?) 2-year plan, get 1 month free per year and is \$259.89.

-Vice President Bashline asked for a revolving calendar to know when bills and contract are due so board will know in advance to be able to negotiate in advance of expired contracts.

-Trustee Johnson noted the option 2 would be better for more speed and bandwidth as a positive and worth the \$25 difference .

-if library moves to using spaces for virtual meetings, more speed is necessary.

Trustee Cook motioned to vote for Option 2, it was seconded by Trustee Johnson

Vote: Motion carried 4-0

AYES: Vice President Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: President Cirby

7.3 Discussion and Action Item: Discussion and Action re Budget Increase for Network Update

-Librarian Richards noted the allocated \$40k and only the \$13,700 left, it does not roll over, need to make a motion to approve up to \$14,000 increase.

-Vice President Bashline gave background, last month Librarian Richards was able to get the county to release part of the funds which carried the library thru end of fiscal year (June 2023) as the county had changed the process; now there is a balance that did not get approved that should have been approved, flipping the unreleased approved amount that was not released to the library last fiscal year and putting it in the new fiscal year budget. Need to call it a new budget increase. County approved the amount 1 day before the new fiscal year.

-Trustee Cook motioned for move to increase budget by \$14,000, Trustee Johnson seconded motion

Vote: Motion carried 4-0

AYES: Vice President Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: President Cirby

7.4 Discussion and Action Item: Discussion and Action re Election for President and Vice-President of the Board

-Vice President Bashline made a motion for Trustee Johnson to be VP, Trustee Cook seconded the motion

Vote: Motion carried 4-0

AYES: Vice President Bashline, Trustee Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: President Cirby

-Vice President Johnson made a motion to nominate Vice President Bashline for president, it was seconded by Trustee Cook

Vote: Motion carried 4-0

AYES: Vice President Bashline, Vice President Johnson, Trustee Cook, Trustee Lopez-Espindola

ABSENT: Trustee Cirby

7.5 Discussion: Discussion and Action re Formation of Committee for Five Year Plan

- President Bashline recounted her time the last 5-year plan was written, they brought in an outsider facilitator, and hammered out the 5yr plan, many things have changed, added the formation of a new non-profit (Friends of the Law Library) a key element in fundraising and moving forward.
- When does the 5yr strategic plan need to be submitted? Is there an official date?
- Suggested to meet in 2 weeks, Aug 8.
- Suggested to bring in someone from the County to give the new board members at an upcoming board meeting about the Brown Act and navigating the process.
- losing the non-profit Friends of the Law Library was a huge loss.
- President Bashline and Librarian Richards need to meet with both Court Admin and the B.O.S. and approaching each group together to discuss the changes to the statute for law library board.
- Committee formed for 5-year plan: President Bashline, Vice President Johnson, Trustee Cook, and Trustee Lopez-Espindola
Any meetings the committee has must be post minutes publicly, it was proposed to meet Monday or Tuesday after 5pm.
- Asked committee to review the previous plan and make points what has changed in past 5 years, fundraising to be an important topic
- meeting set for Aug 8, 2023, at 5:30pm.

8. Board Members' Suggestions for Next Month's Agenda

9. Adjournment

The meeting ended at 7:21 p.m.

Respectfully submitted,

Denis Bashline
President, Board of Trustee

Stephen Richards
Ex-Officio Secretary

DRAFT

MARIN COUNTY LAW LIBRARY
CURRENT PERFORMANCE AND NEXT YEAR FISCAL BUDGET
 Prepared as of

Munis Fund No: 3400 Program: 7960 Subprogram: 7961	Jul 2023 Act	Aug 2023 Act	Sep 2023 Act	Oct 2023 Act	Nov 2023 Act	Dec 2023 Act	Jan 2024 Act	Feb 2024 Act	Mar 2024 Act	Apr 2024 Act	May 2024 Act	Jun 2024 Act
REVENUE												
Fillings	13,861	17,628	-	-	-	-	-	-	-	-	-	-
Passports	1,070	-	-	-	-	-	-	-	-	-	-	-
All Other	69	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	15,000	17,628	-	-	-	-	-	-	-	-	-	-
EXPENSES												
Direct Staffing Expense	8,427	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Membership/Prof Dev	-	-	-	-	-	-	-	-	-	-	-	-
Office Expense	303	-	-	-	-	-	-	-	-	-	-	-
Postage	153	-	-	-	-	-	-	-	-	-	-	-
Projects	-	-	-	-	-	-	-	-	-	-	-	-
Professional Svc/ (ADP)	148	-	-	-	-	-	-	-	-	-	-	-
Copy Machines	-	-	-	-	-	-	-	-	-	-	-	-
Telephone/Internet	792	-	-	-	-	-	-	-	-	-	-	-
Publications	9,038	-	-	-	-	-	-	-	-	-	-	-
Bookings	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSE	18,862	-	-	-	-	-	-	-	-	-	-	-
NET GAIN/(LOSS)	(3,862)	17,628	-	-	-	-	-	-	-	-	-	-
FUND BALANCE												
Unrestricted Fund Balance	235,170	231,308	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936
Income/Loss (from above)	(3,862)	17,628	-	-	-	-	-	-	-	-	-	-
Total Unrestricted Fund Bal	231,308	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936	248,936

CURRENT - Fiscal Year Performance

Full Year 2023-2024 Act/Fcst	Full Year 2023-2024 BUDGET	Full Year 2023-2024 Variance	Key Performance Notes
31,489	145,000	(113,511)	
1,070	20,000	(18,930)	Started program Feb '23
69	87,568	(87,499)	
32,628	252,568	(219,940)	
13,766	23,720	9,954	

NEXT - Fiscal Year Projected and/or Budget Expectation

Full Year 2043 - 2025 Projected	Net Chg. From Prior Yr	Increase/Decrease Key Notes
-	(31,489)	
-	(1,070)	Started charging Feb '23
-	(69)	Assumes State Funding of \$62K
-	(32,628)	
(1,852)	(15,618)	

CURRENT YEAR - Key Messages

- > '22-'23 Fiscal year is projected to have a gain of \$3K
- > Underspent budget by \$38K due to unspent Network Upgrade & lower Staff usage

NEXT YEAR - Key Messages

- > Expected expense of \$233K, which assumes addtl State funding of \$62K. If not recieved a deficit will occur of \$62K
- > Yr-over-Yr remains flat, however there is a shift between of spend

FY 2023-2024 Profit & Loss Statement

August 2023 Board Meeting

-----Input Actual and Forecasts in this section-----
 manually move the Blue Bar to align at intersection of Act/Fcst

		Prev FY	FISCAL YEAR 7/01/2023 through 06/30/2024												FY 2023-2024		
		Jul - Jun '22-'23	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	TOTAL FY	Approved Projected Budget	(Over)/Under Plan
		Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act	Act/Fcst	Plan	Var
REVENUE:																	
451970	Filings	\$ 153,730	\$ 13,861	\$ 17,628	-	-	-	-	-	-	-	-	-	-	\$ 31,489	\$ 145,000	\$ 113,511
441115	Interest	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 450	\$ 450
462650	Photocopies	\$ 1,619	\$ 60	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 60	\$ 1,100	\$ 1,040
470410	Book Sales	\$ 118	\$ 9	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 9	\$ 700	\$ 691
470330	Donations	\$ 35	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 3,000	\$ 3,000
470110	Fax/Paper Sales	\$ 49	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 30	\$ 30
441215	Conference Room	\$ 215	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 100	\$ 100
462610	Proctoring	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
461810	Miscellaneous Receipts	\$ 72,417	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 62,188	\$ 62,188
461710	Classes/Workshops/MCLE	\$ 83	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
462610	Passport Services	\$ 5,745	\$ 1,070	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 1,070	\$ 20,000	\$ 18,930
480210	Transfers In	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
	Revenue Total:	\$ 234,011	\$ 15,000	\$ 17,628	-	-	-	-	-	-	-	-	-	-	\$ 32,628	\$ 232,568	\$ 199,940
EXPENSE:																	
Staff																	
511110	Librarian	\$ 55,560	\$ 4,461	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 4,461	\$ 63,000	\$ 58,539
511220	Extra Hire	\$ 35,159	\$ 2,920	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 2,920	\$ 49,000	\$ 46,080
515110	Social Security	\$ 5,627	\$ 423	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 423	\$ 6,944	\$ 6,521
515115	Medicare	\$ 1,317	\$ 99	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 99	\$ 1,624	\$ 1,525
513215	Health Benefits	\$ 11,102	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 7,000	\$ 7,000
514110	Workers Compensation	\$ 530	\$ 493	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 493	\$ 1,700	\$ 1,207
515120	Unemployment Insur.	\$ 584	\$ 31	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 31	\$ 1,500	\$ 1,469
	Staff Subtotal:	\$ 109,879	\$ 8,427	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 8,427	\$ 130,768	\$ 122,341
ADMINISTRATIVE EXPENSE																	
Insurance																	
	USLI	\$ 1,328	28% \$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 2,572	\$ 2,572
	Complete Equity Markets	\$ 1,589	33% \$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 1,722	\$ 1,722
	Hartford	\$ 1,910	40% \$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 1,706	\$ 1,706
521610	Insurance Subtotal:	\$ 4,827	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 5,600	\$ 5,600
522210	Memberships/Prof Develop.																
	Placeholder	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 4,500	\$ 4,500
	CCLL	\$ 840	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 850	\$ 850
	MCBA	\$ 100	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 105	\$ 105
	MLCPA	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ -	\$ -
	NOCALL	\$ 150	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 155	\$ 155
	MCEAC	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 38	\$ 38
	MBRP/Prof Dev Subtotal:	\$ 1,090	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 5,648	\$ 5,648
522410	Office Expenses	\$ 1,620	\$ 303	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 303	\$ 3,000	\$ 2,697
522440	Postage	\$ 968	\$ 153	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 153	\$ -	\$ (153)
522310	Projects	\$ 1,779	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 2,500	\$ 2,500
522510	Professional Services (ADP Payroll)	\$ 1,846	\$ 148	\$ -	-	-	-	-	-	-	-	-	-	-	\$ 148	\$ -	\$ (148)
522930	Copy Machines																
	DeLage Landen	\$ -	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 777	\$ 777
	HiTech	\$ 192	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 777	\$ 777
	Marin Copier	\$ 213	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 777	\$ 777
	Copy Machines Subtotal:	\$ 405	\$ -	\$ -	-	-	-	-	-	-	-	-	-	-	\$ -	\$ 2,332	\$ 2,332

FY 2023-2024 Profit & Loss Statement

August 2023 Board Meeting

-----Input Actual and Forecasts in this section-----
 manually move the Blue Bar to align at intersection of Act/Fcst

	Prev FY Jul - Jun '22-'23	FISCAL YEAR 7/01/2023 through 06/30/2024												TOTAL FY		
		July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024			
521310 Tel/Internet																
Sonic Email	\$ 335	1%	\$ 18	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18
Comcast Internet	\$ 2,732	7%	\$ 466	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 466
AT&T Phone	\$ 1,627	4%	\$ 133	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133
SPTJ	\$ 33,869	88%	\$ 175	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Tel/Internet Subtotal:	\$ 38,563		\$ 792	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 792
522815 Publications Upkeep																
Other (CEB OnLaw, etc.)	\$ 342	1%	\$ 1,598	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,598
CEB	\$ 15,987	28%	\$ 3,349	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,349
Lexis Nexis	\$ 6,004	11%	\$ 730	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 730
WestLaw	\$ 19,824	35%	\$ 2,130	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,130
West Publishing	\$ 14,584	26%	\$ 1,232	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,232
Publications Subtotal:	\$ 56,741		\$ 9,038	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,038
522410 Book Binding	\$ -		\$ -	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expense Total:	\$ 217,717		\$ 18,862	\$ -	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,862
Net Gain/(Loss)	\$ 16,294		\$ (3,862)	\$ 17,628	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,766
Unrestricted Fund Balance	\$ 218,877		\$ 235,170	\$ 231,308	248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936
Income/Loss (from above)	\$ 16,294		\$ (3,862)	\$ 17,628	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Unrestricted Fund Bal	\$ 235,170		\$ 231,308	\$ 248,936	248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936	\$ 248,936

FY 2023-2024 Approved Projected Budget	(Over)/Under Plan
\$ 325	\$ 307
\$ 2,500	\$ 2,034
\$ 1,464	\$ 1,331
\$ ⁽¹⁾ 8,712	\$ 8,537
\$ 13,000	\$ 12,208
\$ 9,503	\$ 7,905
\$ 10,451	\$ 7,102
\$ 6,562	\$ 5,832
\$ 25,362	\$ 23,232
\$ 14,122	\$ 12,890
\$ 66,000	\$ 56,962
\$ 228,848	\$ 209,986

Footnotes

MCLL COURT FILING FEE REVENUE

FISCAL YEAR	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020-2021	2021/2022	2022/2023	2023/2024
MONTH													
JULY	20,540.55	18,553.72	17,112.03	15,325.97	13,394.41	14,436.61	15,423.76	15,732.59	15,504.68	382.26	9,382.59	14,900.57	13,861.08
AUGUST	21,718.70	18,993.11	15,217.06	16,919.18	15,889.49	15,213.24	16,073.88	14,722.11	14,041.18	16,001.89	22,888.81	12,847.78	17,627.93
SEPT.	18,661.46	17,773.96	15,432.17	16,074.18	14,699.61	12,609.37	14,326.47	14,633.61	17,124.24	10,247.04	13,414.73	13,630.59	0.00
OCTOBER	19,906.84	19,163.96	15,217.59	14,560.64	13,726.42	14,303.82	17,267.94	14,745.05	13,045.80	13,344.67	18,388.13	12,059.80	0.00
NOVEMBER	18,609.36	14,605.25	13,983.15	14,926.06	13,529.51	14,026.49	14,651.51	11,844.36	14,564.37	9,890.70	15,930.29	14,023.74	0.00
DECEMBER	19,736.75	17,096.40	16,688.32	13,698.16	14,161.61	14,087.85	13,988.55	13,697.15	14,025.18	9,502.63	14,865.21	14,003.50	0.00
JANUARY	18,939.59	16,072.57	14,588.83	12,812.89	12,802.25	12,149.23	13,808.54	13,949.41	14,580.66	9,573.31	14,193.66	11,628.35	0.00
FEBRUARY	20,767.28	15,160.56	14,836.86	13,448.58	12,273.72	13,625.45	12,072.28	12,332.59	14,227.45	15,886.80	10,942.59	11,673.64	0.00
MARCH	25,481.90	17,544.43	15,218.51	12,840.74	13,942.25	12,325.32	14,378.55	15,424.33	14,612.20	9,205.48	10,184.15	12,713.48	0.00
APRIL	10,562.85	15,398.28	14,144.44	13,292.85	13,097.15	14,099.42	13,045.95	13,634.85	14,828.26	11,416.60	10,927.55	11,817.58	0.00
MAY	17,793.36	17,385.67	15,321.18	14,594.61	15,925.91	14,977.96	13,800.05	13,546.55	8,031.24	16,402.85	15,609.32	12,599.17	0.00
JUNE	17,892.17	16,637.38	14,850.97	16,095.27	16,237.00	12,928.62	14,252.53	15,796.62	11.62	11,634.46	12,125.83	12,018.35	0.00
ANNUAL TOTALS	230,610.81	204,385.29	182,611.11	174,589.13	169,679.33	164,783.38	173,090.01	170,059.22	154,596.88	133,488.69	168,852.86	153,916.55	31,489.01

Each current month's filing fee revenue represents income generated from the Court filings of two months ago. January revenue comes from November filings, etc.

Marin County Law Library July 2023 WARRANTS

Item No.	Vendor	Current Amount Due	Suggested Payment
1	U.S. Bank (Sonic.net, Quill, USPS, Spectra State Comp Insurance fund)	\$ 873.68	\$ 873.68
2	Thomson Reuters (Print)	\$ 1,232.34	\$ 1,232.34
3	SPTJ Consulting Inc. (June 2023 Consulting)	\$ 175.00	\$ 175.00
4	Matthew Bender & Co.	\$729.67	\$ 729.67
5	AT&T CALNET	\$ 133.45	\$ 133.45
6	RELX, Inc. (LexisNexis)	\$ 481.00	\$ 481.00
7	CEB Print	\$ 3,348.65	\$ 3,348.65
8	CEB Onlaw	\$355.25	\$ 355.25
9	ADP Payroll	\$ 147.70	\$ 147.70
10	Ingram Library Services	\$ 32.21	\$32.21
11	Thomson Reuters (Westlaw Patron)	\$2,129.60	\$ 2,129.60
12	Comcast Business	\$ 466.03	\$ 466.03
13		\$ -	0.00
14		\$ -	\$ -
15		\$ -	\$ -
	Totals:	\$ 10,104.58	\$ 10,104.58

Salary Expenses: \$8,427.00

Total Expenses: \$18,531.58

Total Revenue Available:	\$ 251,882.00
Total Expenditures (proposed):	\$ 18,531.58
Remaining Cash Balance:	\$ 233,350.42

Committee Report: Minimum Continuing Legal Education (MCLE) credit

Discussion about the Law Library hosting videos and live presentations of MCLE (Minimum Continuing Legal Education) credits is memorialized in the Marin County Law Library working document “re Development of 5-Year Strategic Plan 2018-2023,” with further discussion noted in the September 4, 2018 Special Meeting Minutes under 4. Item 5 – Host MCLEs.

The attached information from The State Bar of California website and includes the following as of 8/09/2023:

Minimum Continuing Legal Education Providers
Becoming a California MCLE Single Activity Provider
Becoming a California MCLE Multiple Activity Provider
Provider Record Keeping
Qualifying MCLE Activities for Providers
Americans with Disabilities Act

This information is intended to provide the Board of Trustees with a better understanding about the requirements to become and maintain the status of an MCLE Provider. Specific questions should be directed to:

The State Bar of California
MCLE Providers
180 Howard Street
San Francisco, CA 94105
Email: providers@calbar.ca.gov

Respectfully submitted,

Denise Bashline

August 9, 2023

Minimum Continuing Legal Education Providers

The State Bar of California is the only entity authorized to approve providers and education activities for California Minimum Continuing Legal Education (MCLE) credit.

Important terms to know

Provider: An individual or entity approved by the State Bar to grant MCLE credit for an education activity, in California.

Education activity: MCLE that the State Bar approves as meeting standards for MCLE credit.

MCLE credit: The number of credit hours meeting the requirements of these rules that a licensee may claim.

Credit hours: Actual time spent in legal education instruction (i.e., actual time spent speaking, viewing, or listening to recordings of legal education programs, preparing materials for publication, and attending a law school class) less any time spent for breaks or other activities that lack educational content. Hours are to be rounded up or down to the nearest quarter hour and expressed in decimals. MCLE credit also includes time for introduction and concluding remarks and for questions and answers.

California licensees **do not** receive credit for break or lunch periods, and any nonlegal education functions such as networking, company business meetings, tours, demonstrations, etc.

Approved jurisdiction: Entity recognized by the State Bar as having MCLE requirements that substantially meet State Bar standards for MCLE activities and computing MCLE credit hours in a manner acceptable to the State Bar. [View approved jurisdictions.](#)

Participatory activity: An MCLE activity for which the provider must verify attendance. Participatory activities may be presented in person or delivered by electronic means.

Self-study activity: Any MCLE activity identified in [Rule 2.83](#). Self-study activities may be presented in person or delivered by electronic means.

State Bar MCLE activity auditors: Individuals designated by the State Bar to conduct audits of MCLE activities on behalf of the State Bar for the purpose of evaluating compliance by providers with the [State Bar MCLE Provider Rules](#).

Types of providers

Single Activity Provider

A Single Activity Provider (SAP) is approved to grant credit for a single MCLE activity. To be considered for SAP status, the provider must first have an approved application in accordance with State Bar procedures. The application fee for SAP status is \$90. When approved, the provider may either offer the approved activity once or multiple times, without any changes, during a two-year period. [More information on becoming an SAP.](#)

Multiple Activity Provider

A Multiple Activity Provider (MAP) is approved to grant credit for any MCLE activity that complies with the terms of the MAP agreement. To be considered for MAP status, a provider must within a two-year period receive State Bar approval for four different single-activity programs. The four MCLE activities must each be different, not repeat presentations of the same program, and must be held on four different dates.

Additionally, the provider must submit an application for MAP status within the same period. The application fee for MAP status is \$360. Once approved, a provider's MAP status runs on a three-year renewal cycle, expiring on June 30 at the end of the three-year cycle. [More information on becoming an MAP.](#)

Legal Specialist Provider

The State Bar's legal specialization program certifies attorneys as specialists in certain areas of law. Certified specialists must take and report an additional number of Legal Specialization Continuing Legal Education (LSCLE) credits to maintain their certification. Depending on the course content, a provider may have to apply separately for LSCLE credit.

To be a Legal Specialist Single Activity Provider (LS-SAP), a provider must first apply for MCLE credit and, on the same application, select the applicable legal specialization areas. The application fee to obtain an LS-SAP status is a \$90 processing fee plus an additional \$22 for each specialty area.

For example, providers who want to offer a new course for Workers' Compensation Law LSCLE credit, must:

- Complete the [SAP application](#) and select the legal specialization add-on credit for Workers' Compensation Law.
- Complete the [Workers' Compensation Law Single Activity Content Attachment form](#) and submit everything along with a \$112 processing fee (\$90 for the MCLE application plus \$22 for Workers' Compensation add-on credit).

Multiple activity providers are given blanket authorization during their approval period to offer credit in a designated area of law for certified specialist education activities that meet the standards for approval in [Rule 3.114, Title 3, Division 2, Chapter 2](#) of the Legal Specialization rules. [More information on becoming a legal specialist provider.](#)

Related links

- [MCLE Provider Rules](#)
- [Qualifying MCLE Activities for Providers](#)

Contact information

Provider Certification Program

The State Bar of California
MCLE Providers
180 Howard Street
San Francisco, CA 94105
Email: providers@calbar.ca.gov

Legal Specialist Certification Program

The State Bar of California
Department of Legal Specialization
180 Howard Street
San Francisco, CA 94105
Email: legalspec@calbar.ca.gov

Source:

<https://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers>

Becoming a California MCLE Single Activity Provider

What is an MCLE Single Activity Provider?

A Single Activity Provider (SAP) is an entity approved to hold and grant credit for a single Minimum Continuing Legal Education (MCLE) activity during a two-year period, provided that there are no changes made to the program.

To be approved for MCLE credit, an MCLE activity must meet the following State Bar standards:

- The activity must relate to legal subjects directly relevant to licensees of the State Bar or have significant current professional and practical content.
- The presenter of the MCLE activity must have significant professional or academic experience related to its content.
- Promotional material must state that the activity is approved for MCLE credit or that a request for approval is pending; specify the amount of credit offered; and indicate whether any of the credit may be claimed for required MCLE in legal ethics, elimination of bias, or competence issues.
- If the activity lasts one hour or more, the provider must make substantive written materials relevant to the MCLE activity available either before or during the activity. Any materials provided online must remain online for at least 30 calendar days following the MCLE activity.
- Programs and classes must be scheduled so that participants are free of interruptions.
- On and after January 1, 2022, for all training dealing with, or including a component dealing with, implicit bias and the promotion of bias-reducing strategies, an MCLE provider must meet the requirements of [Business and Professions Code section 6070.5](#).

Applying for SAP status

Providers interested in becoming an SAP in California must first complete and submit a [Single Activity Provider application](#) for review, for each activity they plan to provide, along with the \$90 processing fee* for each application. When approved, the provider may either offer the approved single activity once or multiple times, provided that there are no changes made to the program, during a two-year period.

Providers who plan to offer on-demand, multiday or multitrack, subscription-based, or bundled MCLE activities must submit a separate SAP application along with the associated processing fee* for each activity offered as part of that service. Applications listing multiple activities, multitrack programs, or multiday activities will be deemed insufficient and returned to the provider.

In addition to the application and the associated processing fee, **the following supporting materials are required and must be submitted with the application**, otherwise the application will be deemed incomplete and returned to the provider:

- **Agenda:** The proposed agenda must include the title of the activity and its start and end time. The proposed agenda must also include a time breakdown for each topic the activity covers, along with a brief description for each topic.
- **Biographies:** Each speaker's biography must contain their professional credentials, including all relevant work experience and academic achievements. A resumé may be submitted as a biography.
- **Written materials:** If an activity is one hour or more in length, substantive written materials are required and must be included with the application. The required materials must include all syllabi and/or handouts that are made available to all attendees before or during the activity. Written materials must discuss the content and/or legal authorities discussed during the MCLE activity. A PowerPoint presentation may be submitted as written material.
- **Promotional materials:** If retroactive approval for an activity that has been offered is being sought, the promotional materials used for the activity must be submitted with the application.
- **Number of credits:** The total number of hour(s) of credit intending to be issued for the activity must be indicated. The total amount of credit that is being sought must correspond with the times listed on the activity's agenda as submitted. Please note, credit for breaks or lunch is not permitted.
- **Signature:** The application must be signed in the appropriate fields. Failure to sign the application will delay processing.

* Please note that the \$90 application processing fee is nonrefundable and cannot be waived.

Additional tips for completing a [Single Activity Provider application](#):

- The name of the activity should match the activity name field found on the application.
- If there is not a prospective date for the activity, "to be determined" should be inserted in the prospective date field. Please note that if approved, the program or activity has a two-year approval period and may be offered at any time during the approval period, as long as it is presented identically each time. If the date of the activity is not indicated, the approval period will begin as of the date the application is received.
- Only list one contact person.
- Customized [Record of Attendance](#), [Certificate of Attendance](#), and [Evaluation Forms](#) may be created. Each form must include the same fields found on the samples available on the State Bar's [Forms webpage](#). Samples of the customized forms must be included with the application.
- If submitting by mail, do not staple or bind the application or any of the required documents.
- Do not include originals of the [Record of Attendance](#) and [Evaluation Forms](#) with the application. The original forms must be maintained by the provider in the event the State Bar requests copies of those records.
- Biographies and written materials may be submitted on a flash drive.

Once an application is received complete, **the review process is between four to six weeks** and cannot be expedited. During that time, the provider may be contacted if additional information or documentation is needed. Upon conclusion of the review process, a determination letter will be emailed to the provider, to the contact person listed on the application.

A provider may submit their application before or after the activity has taken place but may not offer or grant participants credit for the activity until they have been notified by the State Bar that their activity has been approved. If approval is not received before the activity date, the promotional materials must state that the activity is pending approval from the State Bar of California. Promotional materials must also state the number of credit hours along with the type of credit pending State Bar approval. The provider may take attendance on the State Bar's [Record of Attendance](#) and hand out State Bar [Evaluation Forms](#), but [Certificates of Attendance](#) may not be issued until the activity is approved and the provider has received an approval letter from the State Bar.

Application submittal information

Although electronic submittals are preferred, providers may either send their [Single Activity Provider Application](#) via email or via regular mail. If emailed, a completed and signed [Credit Card Authorization Form](#) must be included with the application and sent to: providers@calbar.ca.gov.

If sent via U.S. mail, please include either a check in the amount of \$90, made payable to The State Bar of California, or a completed and signed [Credit Card Authorization Form](#) with the application and send it to:

The State Bar of California
MCLE Providers
180 Howard Street
San Francisco, CA 94105

Related links

- [MCLE Provider Rules](#)
- [Single Activity Provider Application](#)
- [Credit Card Authorization Form](#)
- [Qualifying MCLE Activities for Providers](#)
- [Provider Record Keeping](#)

Source:

<https://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Single-Activity-Providers>

Becoming a California MCLE Multiple Activity Provider

What is an MCLE Multiple Activity Provider?

A Multiple Activity Provider (MAP) is an approved provider that is given authority to offer and grant credit for any Minimum Continuing Legal Education (MCLE) activity that complies with the terms of the MAP agreement, without having to submit separate applications requesting approval for each program offered.

To be considered for a MAP status, within a two-year period a provider must:

- Receive State Bar approval for four different MCLE single activity programs.
- Ensure that the four approved MCLE activities are each different and not repeat presentations of the same program.
- Hold each of the MCLE activities on four different dates.

Which providers would benefit from MAP status?

Unlike a Single Activity Provider (SAP), a provider holding MAP status is allowed to present new activities and grant California MCLE credit without first having to submit an SAP application for each new activity during their three-year approval period. As such, providers who hold several different educational activities would benefit from MAP status. In addition, as an MAP, providers have the flexibility to change activity length or activity content and are allowed to determine California MCLE credits to be offered based on the California MCLE Rules.

Providers who think that they may be interested in becoming an MAP in the future **should maintain copies of the Notification of Approval letters** they receive from the State Bar for each of their qualifying single educational activities, as they will be required to include a copy of these with their Multiple Activity Provider application.

Applying for MAP status

Providers who meet the above qualifying criteria may apply for MAP status by submitting a Multiple Activity Provider application. The MAP application fee is \$360.* Once approved, a provider's MAP status runs on a three-year renewal cycle, expiring on June 30 at the end of the cycle.

In addition to the application and the associated processing fee, **the following supporting materials are required and must be submitted with the application**, otherwise, the application will be deemed incomplete and returned:

- **Notice of Approval letters:** Copies of Notification of Approval letters received from the State Bar for each of the four qualifying single educational activities.
- **Records of Attendance** for each of the four activities must include the title of the MCLE activity, date, total hours awarded, any credits awarded for legal ethics, elimination of bias, implicit bias, or competence issues as a component of the activity, whether the activity is participatory or self-study, and the name and State Bar number of each California licensee.

- **Promotional material:** Copies of printed or electronic promotional materials for each of the four activities. The materials must state that the activity is approved for MCLE credit or that a request for approval is pending; specify the amount of credit offered and indicate whether any of the credit may be claimed for required MCLE in legal ethics, elimination of bias, implicit bias, or competence issues.
- **Signature:** The application must be signed in the appropriate fields. Failure to sign the application will delay processing.

* Please note that the \$360 application processing fee is nonrefundable and cannot be waived.

MAP status renewal

At the end of the three-year cycle, an approved MAP provider may submit a request to renew their MAP status for another three-year period.

To be eligible for renewal, a provider must submit evidence that it has offered four different MCLE activities that meet the requirements of the MCLE rules within the two years preceding the Multiple Activity Provider Renewal Application.

The provider must submit their renewal application along with the associated processing fee of \$360* **on or before the date that their MAP status expires**. Failure to do so will result in expiration of the provider's MAP status. Once expired, the provider will no longer be eligible to renew their status and must re-apply to become a MAP.

In addition to the timely submittal of the Multiple Activity Provider Renewal Application and the associated processing fee, the following supporting materials for four separate activities are required and must be submitted with the application on or before the deadline set by the State Bar, otherwise, the application will be deemed incomplete and returned to the provider:

- **Agenda:** The agenda for each of the four activities must include the title of the activity and its start and end time. All sessions for which MCLE credit is given must be adequately identified, described, and counted. Credit for concurrent MCLE sessions **cannot be counted more than once**, because licensees are not able to attend more than one session at a time.
- **Written materials:** Substantive written materials are required for each activity one hour or more in length. The required materials must include all syllabi and/or handouts that were made available to all attendees before or during the activity and must discuss the content and/or legal authorities discussed during the MCLE activity. A PowerPoint presentation may be submitted as written material.
- **Records of Attendance** for each of the activities must include the title of the MCLE activity, date, total hours awarded, any credits awarded for legal ethics, elimination of bias, implicit bias, or competence issues as a component of the activity, and whether the activity is participatory or self-study. For activities or programs offered during half-day or multi-day events, each session and its credit must be identified so that the total number of hours of MCLE credit given can be verified.

- **Promotional materials:** Promotional materials must state that the activity is approved for MCLE credit or that a request for approval is pending; adequately identify, describe, and specify the amount of credit offered and indicate whether any of the credit may be claimed for required MCLE in legal ethics, elimination of bias, implicit bias, or competence issues.

Please note that the [MCLE Provider Rules](#) also require that providers seeking to renew their MAP status disclose and submit complaints they have received, if any, regarding their compliance with said rules, along with their MAP renewal application.

* Please note that the \$360 application processing fee is nonrefundable and cannot be waived.

Application information

Regardless of the type of application, once received complete, **the review process is between four to six weeks** and cannot be expedited. During that time, the provider may be contacted if additional information or documentation is needed. Upon conclusion of the review process, a determination letter will be emailed to the provider, to the contact person listed on the application.

Providers interested in becoming a MAP must submit their request for an application in writing and send it via email to: providers@calbar.ca.gov.

Providers interested in renewing their MAP status must complete the Multiple Activity Provider Renewal Application in its entirety and submit it along with all required supporting documents via email to providers@calbar.ca.gov.

Although electronic submittals are preferred, providers may also submit their Multiple Activity Provider Renewal Application via U.S. mail along with either a check in the amount of \$360, made payable to 'The State Bar of California' or a completed and signed [Credit Card Authorization Form](#) with the application and send it to:

The State Bar of California
MCLE Providers
180 Howard Street
San Francisco, CA 94105

To avoid lapse in status, MAP renewal applications are due on or before the date that a provider's MAP status is set to expire.

Related links

- [MCLE Provider Rules](#)
- [Credit Card Authorization Form](#)
- [Qualifying MCLE Activities for Providers](#)
- [Provider Record Keeping](#)

Contact information

The State Bar of California
MCLE Providers
180 Howard Street
San Francisco, CA 94105
Email: providers@calbar.ca.gov

Source:

<https://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Multiple-Activity-Providers>

Provider Record Keeping

Part of a provider's responsibilities include keeping track of the attorneys who participate in a Minimum Continuing Legal Education (MCLE) activity and the certificates they issue to verify attendance.

The State Bar conducts annual audits to verify attorney reports listing their MCLE credits. Open and accessible records are key to conducting these audits. The State Bar also monitors how providers advertise an educational program.

Recordkeeping

Providers need to keep these types of MCLE records:

- **Records of attendance:** Providers must take attendance using the State Bar's record of attendance form. Attorneys must sign in with their name, bar number and signature. For electronically transmitted activities, a signature is not required.
- **Evaluation form:** Providers must make evaluation forms available to all attorneys. If any forms are filled out and returned, you must keep them for one year from the date the program is held.
- **Certificate of attendance:** Providers must issue a certificate of attendance to each attendee who completed a participatory MCLE activity. Preferably, the top portion of the certificates of attendance must be preprinted with provider information and details about the activity. Providers do not need to keep copies of certificates of attendance.

Providers must keep all records, including the records of attendance, agendas, copies of written materials and promotional materials (if any) for four years from the date the program is held.

Providers may create and use their own records of attendance, certificates of attendance and/or evaluation forms. Each form must include the same fields found on the samples. Providers should not send any records to the State Bar unless specifically requested to do so.

If the State Bar audits an attorney, we may request the copies of his/her certificates. To verify that the attorney's name is on a provider's record of attendance, an auditor will look at the certificate to find provider contact information. You may be contacted if there is a question.

Advertising an MCLE activity

Providers also need to understand the requirements regarding listing or advertising an MCLE activity. Here are some rules:

- A provider cannot advertise that a program is MCLE-approved until it receives a statement from the State Bar about an application or program. A provider may state that an activity is "pending approval" if it advertises after submitting an application is submitted and before a decision is made
- Rule 3.601 (C) requires that promotional materials state that the activity is approved or approval is pending, specify the amount of credit or subfield credit

- If an individual education program is denied, the provider must immediately delete any MCLE statement from all materials to be distributed after the denial and inform participants of the denial at the beginning of the program
- In-house promotional materials must contain the information required by Rule 3.601 (C) (that the activity is approved or approval is pending, the amount of credit offered and the amount of subfield credit, if any). However, not all in-house materials must contain the approval statement, for example, a reminder memorandum does not have to contain this information.

Providers are strongly discouraged from co-sponsoring MCLE activities. If you need to make any changes to the provider's name, address or contact information, contact the State Bar at:

MCLE Providers

The State Bar of California
180 Howard St.
San Francisco, CA 94105
Email: providers@calbar.ca.gov

Source:

<https://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Provider-Record-Keeping>

Qualifying MCLE Activities for Providers

Before allowing providers to issue Minimum Continuing Legal Education (MCLE) credit, the State Bar evaluates the provider's plans to present to practicing attorneys.

To qualify as legal education, a program must pertain to rules, regulations, standards, and/or policies and be directly relevant to active attorneys licensed to practice law by the State Bar of California. A significant portion of the program's content must enhance the professional ability to practice law and be directly relevant to attorneys' current knowledge of the law, including their obligations and professional standards.

For example, programs that help an attorney prepare for public speaking may not count because the central theme is something other than the practice of law. But a program on avoiding malpractice does count for MCLE credit because it deals with the professional standards attorneys are expected to maintain.

Additionally, a provider may request MCLE credit for welcoming remarks, introductions of speakers, closing remarks, and question and answer periods.

For a program or activity that is one hour or more in length to be approved, substantive written materials relevant to the program or activity must be prepared and made available to attendees, either before or during the activity. Such materials must be relevant to the program's subject matter and will be considered sufficiently substantive if they offer citations to or a discussion of any legal authority, published case law, statutes, law review articles, or other published research or commentary that augment the educational experience of attorneys.

Types of MCLE credit considered by the State Bar

General credit

Activities that qualify include courses that are directly relevant to active attorneys licensed to practice law in California. A significant portion of the program's content must enhance the attorney's professional ability to practice law and be directly relevant to the attorney's current knowledge of the law, including their obligations and professional standards.

Other activities that may be eligible for general MCLE credit include those that provide education or practical instruction in:

- The practice of law
- Litigation or the management of a solo law practice
- Management of a law firm or corporate legal department
- The ethical management of client trust accounts
- Law firm finances and attorney-client communications
- Case management

- Effective calendaring
- The avoidance of malpractice

Legal ethics—subfield credit

Legal ethics must focus on the professional responsibility of attorneys and not on the ethics of business, corporate or government affairs, or society in general. For example, activities that educate attorneys on the state's [Rules of Professional Conduct](#) are eligible for MCLE legal ethics credit, but programs that focus on ethical dilemmas encountered in society, a business, or a nonlegal profession do not.

Make sure to cite the specific Rules of Professional Conduct for attorneys that the program relates to or discusses.

Recognition and elimination of bias—subfield credit

Activities that qualify include courses on any form of bias found in the legal profession or society in general. Activities that qualify for credit include education in the recognition and elimination of impermissible bias in the courtroom, law office, attorney-client relationships and relationships with other attorneys, legal and nonlegal employment, the workplace, hiring, managing, and terminating employees, and in housing, accommodations, and services.

Courses required by [AB 1825](#)—mandatory sexual harassment awareness and prevention training for personnel managers—are approved for elimination of bias credit.

Implicit bias—subfield credit

Activities that qualify include courses with a focus on implicit bias and the promotion of bias-reducing strategies to address how unintended biases regarding race, ethnicity, gender identity, sexual orientation, socioeconomic status, or other characteristics undermine confidence in the legal system.

Please see Section [6070.5 of the Business and Professions Code](#) for additional information and detailed requirements.

Competence issues—subfield credit

Approved activities must consist of education that identifies and discusses the detection of substance abuse, mental illness, or other mental or physical issue that impairs an attorney's ability to perform legal services with competence.

Courses that discuss or provide treatment for any of the mental, emotional, or physical issues that affect professional competence do not qualify for credit in this area. This includes programs primarily about alcohol and drug treatment, meditation, or other forms of stress management.

Legal Specialist—add-on credit

Activities that also focus on certain areas of law may be eligible for Legal Specialist Continuing Legal Education (LSCLE) in addition to MCLE credit, if they provide high-quality content in any of these 11 areas of the law:

- Admiralty & Maritime
- Appellate
- Bankruptcy

- Criminal
- Estate Planning, Trust & Probate
- Family
- Franchise & Distribution
- Immigration & Nationality
- Legal Malpractice
- Taxation
- Workers' Compensation

Online activities

Online activities may be eligible for either self-study or verified (participatory) credit. Providers must ensure that:

- Activities offer attendees a reasonable opportunity to both view and participate in the program.
- Credit is limited to the actual time spent in an online legal education activity.
- Attorneys can claim MCLE credit for speaking at or instructing in accordance with [Rule 2.81](#). For example, an attorney who is an instructor of an online course may receive credit for the actual time spent speaking, multiplied by four.
- Attendees are provided with written materials for all activities that are one hour or more in length.
- Attendees are provided with an [Evaluation Form](#) along with information on how to return them, and the forms are retained for one year from the date of the activity.*
- Attendees who successfully complete the online activity are provided with a [Certificates of Attendance](#) form that can be printed. The certificate must include the provider's name, title of the MCLE activity, date of activity, total hours awarded, any credits awarded for legal ethics, elimination of bias, implicit bias, or competence issues as a component of the topics of the online activity, and whether the activity is participatory or self-study.
- Attendees receive adequate advance written or electronic notification about accessing course materials.
- Materials provided remain available and accessible online for at least 30 calendar days following the activity.
- [Record of Attendance](#) is collected and retained for four years from the date of the activity.*
- Copies of all written materials, agendas, and promotional materials are retained for four years from the date of the activity. *

* Please note: copies of these documents may be requested by the State Bar at any time during the specified retention period.

Helpful hints to get your MCLE activity qualified for MCLE credit

Make sure that:

- The activity is primarily aimed at attorneys admitted to practice law in California. Courses intended for paralegals or other professionals do not qualify.
- The activity relates to legal subjects relevant to licensees of the State Bar or has significant current professional or practical content.
- The presenters of the MCLE activity have significant professional or academic experience related to its content.
- The promotional material state that the activity is approved for MCLE credit or that a request for approval is pending; specify the amount of time credits offered; and indicate whether any of the credit may be claimed for required MCLE in legal ethics, elimination of bias, implicit bias, or competence issues.
- The written or electronic materials used are suitable and easily understood. All activities that are one hour or more must have substantive written materials available either before or during the activity.
- Materials provided online remain online for at least 30 calendar days following MCLE activity.

Note: On and after January 1, 2022, providers are also required to meet, at a minimum, all of the following requirements, before they are approved to offer credit for activities addressing implicit bias ([Business and Professions Code Section 6070.5 \(a\)](#)):

- The MCLE provider shall make reasonable efforts to recruit and hire trainers who are representative of the diversity of persons that California's legal system serves.
- The trainers shall have either academic training in implicit bias or experience educating legal professionals about implicit bias and its effects on people accessing and interacting with the legal system.
- The training shall include a component regarding the impact of implicit bias, explicit bias, and systemic bias on the legal system and the effect this can have on people accessing and interacting with the legal system.
- The training shall include actionable steps licensees can take to recognize and address their own implicit biases.

Activities not acceptable for MCLE credit

- A legal subject taught to nonattorneys
- Programs or portions of an activity that teach attorneys how to improve marketing, develop new clients or increase revenue
- Nonlegal functions such as business development, team building, committee meetings or any recreational activity

- Writing for, to, or on behalf of a client in the regular practice of law
- Programs that teach or enhance a person's ability to prepare and present an MCLE activity
- Review and evaluation of the legal work of associates or other attorneys by more experienced attorneys (for example, performance evaluations or a mentoring program)
- Programs that discuss pending court case or litigation, an appeal, or any client matter by the participants in the pending case, litigation appeal, or client matter
- Activities primarily intended to market or sell the presenter's technology, products, services, or skills
- Time spent in conducting a roll call or connecting to the teleconference
- Online discussions or written comments posted on public forums
- Courses on general business writing or basic English grammar
- Informal discussion groups
- Preparation for admission to practice law in any state, the District of Columbia, any territory of the U.S., or any foreign jurisdiction, or for time spent actually taking such examinations
- Educational programs on mentoring new attorneys
- Registering for a program or viewing vendor exhibits and demonstrations
- Breaks or rest periods lasting more than five minutes, mealtimes without a scheduled speaker, receptions, evaluations, tours, certificates and awards, or vendor demonstrations
- Networking, the use of social media to network or for marketing

Related links

- [MCLE Provider Rules](#)

Contact information

For questions contact the State Bar at:

The State Bar of California
MCLE Providers
180 Howard Street
San Francisco, CA 94105
Email: providers@calbar.ca.gov

Source:

<https://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/Qualifying-Activities>

Americans with Disabilities Act

Requirements in public accommodations fact sheet

On January 26, 1992, the Americans with Disabilities Act (ADA), (42 U.S.C. Section 12101 et seq.) went into effect. As a provider of education activities approved for California MCLE credit, we urge you to investigate your duties under the ADA.

General

Public accommodations such as restaurants, hotels, theaters, doctors' offices, pharmacies, retail stores, museums, libraries, parks, private schools, and day care centers, may not discriminate on the basis of disability. Private clubs and religious organizations are exempt. Reasonable changes in policies, practices, and procedures must be made to avoid discrimination.

Auxiliary Aids

Auxiliary aids and services must be provided to include individuals with vision or hearing impairments or other individuals with disabilities, unless an undue burden would result.

Physical Barriers

Physical barriers in existing facilities must be removed, if removal is readily achievable. If not, alternative methods of providing the services must be offered, if they are readily achievable.

All new construction in public accommodations, as well as in "commercial facilities" such as office buildings, must be accessible. Elevators are generally not required in buildings under three stories or with fewer than 3,000 square feet per floor, unless the building is a shopping center, mall, or a professional office of a health care provider.

Alterations must be accessible. When alterations to primary function areas are made, and accessible path of travel to the altered area (and the bathrooms, telephones, and drinking fountains serving the area) must be provided to the extent that the added accessibility costs are not disproportionate to the overall cost of the alterations. Elevators are required as described above.

Entities such as hotel that also offer transportation must generally provide equivalent transportation service to individuals with disabilities. New fixed-route vehicles capable of carrying more than 16 passengers must be accessible.

Remedies

Individuals may bring private lawsuits to obtain court orders to stop discrimination, but money damages cannot be awarded. Individuals can also file complaints with the Attorney General who may file lawsuits to stop discrimination and obtain money damages and penalties.

This information is available in the following accessible formats:

Braille

Audiotape

Electronic Bulletin Board

Large Print

Electronic File on Computer

202-514-6193

For more information on the ADA contact:

US Department of Justice/Civil Rights Division/Disability Rights Section

P.O. Box 66118

Washington DC 20035-6118

202-514-0301 (Voice)

202-514-0383 (TDD)

Source:

<https://www.calbar.ca.gov/Attorneys/MCLE-CLE/MCLE-Providers/ADA>



Proposed Solution Prepared For:



Kyocera Complete Print & Copy Coin Op System

- (2) Mono Multifunction Printers
 - 32 Pages Per Minute
 - 140 Sheet Reversing Automatic Document Feeder
 - (2) 500 Sheet Paper Drawers & Copier Cabinet
 - 4,000 b/w images per month (.0085 overage)
 - Security Package
 - Ultimate Care
- (2) EX2000 Series Multi-Vend Coin Op Unit
- Delivery, Installation, & Networking - INCLUDED
- ALL Parts, Labor, Travel, & Toner – INCLUDED

60 Month Lease \$286.78 per month

(Kyocera is County approved vendor with OMNIA contract)

*Pricing good through September 30th, 2023

[Competitive quote: \$333.25 plus .0066 per print]

Brad Honsberger
Senior Account Executive
Direct: (415) 637-3623
Main: (800) 862-7001



acdi CoinOps



EX2000 SERIES MULTI-VEND

The EX 2000 Series is the most reliable and aesthetically pleasing unit on the market today. With its unmatched functionality, it is the solution for all your print and copy needs. Printing reports has never been easier. You can output directly from the EX2000 to the MFP it's attached to, without the need for a separate printer. They are compatible with most copiers on the market today. Control your overhead by reducing your paper and equipment costs with the EX2000.



EX2000 Series Multi-Vend



7000EFS: standard base



ACDL-114: paper drawer lock



Size and Weight

- Height: 27.25"
- Width: 13"
- Depth: 5.5"
- Weight: 45-55 lbs

Display

- 2x16 backlit LCD
- Alphanumeric
- Editable text on screen

Processor

- EXTechnology control board
- Multiple prices: differentiates between b/w, color, and premium paper sizes (on most copier models)
- Field programmable (copier models selected via external keypad)

Internal Components

- Coinco 3-tube changer
- (Optional) Coinco 4 or 6-tube changer
- Coinco bill stacker: \$1's, \$5's, \$10's & \$20's
- Euro Coinco 3-tube changer and bill stacker

Capacities

- Nickels: 86, Dimes: 125, Quarters: 95
- Cashbox: approximately \$500 in change
- 100 User codes

Power

- 24VAC

External buttons and controls

- 10 digit numeric keypad
- Forward, Backward, Enter, Eject
- Coin return
- 2-bypass keys

Sensors

- Use exact change (when coin-tubes are low)
- Minimum copy vend (requires a "vended" copy before making change)
- Auto detect coin count

Copy system requirements

- Copier interface: H20-"Copier OEM"
- Smart interface required on select models

Print system requirements

- Pay-for-print software
- Annual License
- Release Station interface Software

Environments

- University Library
- Public Library
- Court House
- Grocery Store
- Convenience Store
- Copy Shop

Languages

- Supports English

In the Box

- EX2000 Series coin-op
- H20-Copier OEM (copy harness)
- Stand (optional)
- Power Supply
- 3 sets of keys (door, cashbox, bypass)
- Owner's manual

Configuration Options

- EX2000: coins only
- EX2000B: coins & bills
- EX2000BC: coins, bills & stored-value cards
- EX2000CCB: coins, bills, credit cards
Apple Pay, Android Pay
- EX2000SW: coins & account cards
- EX2000SWB: coins, bills & account cards

Stands & Accessories

- 7000EFS: standard base
- 7000LEFS: standard base and coin-op security plate
- 7000LP: coin-op security plate (requires 7000EFS)
- 2015PD: pedestal style base
- ACDL-114: paper drawer lock
- Extractor Software: manage coin-op meters from central PC
- Phantom Print: print reports directly to MFP (requires Ethernet connection)

Assembly & Warranty

- Made in USA
- Standard 1 Year Warranty
- Extended Warranty (optional)



Kyocera Ultimate Care

Kyocera Document Solutions Northern California customers who are enrolled in the Ultimate Care Plan enjoy these additional features.

1. Remote troubleshooting and repair of network connectivity issues related to the device on contract.
 - A. New computer needs to be setup for printing and scanning.
 - B. New Internet Service Provider and need your IP addresses as well as your email settings updated.
 - C. Everyone in the office can print except for one user.
 - D. Scan to email stopped working and now getting an error.
2. Remote training/support on features such as
 - A. Job Accounting
 - B. Custom/Job boxes
 - C. Private Print
 - D. Managing Address Book
 - E. Managing One Touch Keys
3. Network Fax setup
4. Hard Drive erase when device is removed
5. Moves* for equipment within same building where no stairs, and no disassembly is required.

Brad Honsberger
Senior Account Executive


Direct: (415) 637-3623
Main: (800) 862-7001






Kyocera security is Keypoint certified

Security, Kyocera's signature dish, is at the heart of all our innovative devices.


 The Evolution Series has been awarded BLI Validation.


 Kyocera is an industry leader in this field.




Our signature features


When it comes to security, we take no risks. The Kyocera-dubbed K-Level is available as standard with our Evolution Series fleet and is another example of why security is our forte. Discover some of its state-of-the-art features:

 **Stick to the rules!**
End-of-life sanitization compliantly removes data when you choose.

 **Watch like a hawk!**
The Evolution Series detects unapproved changes or access.



 **Hit the ground running!**
Set up MFPs with the highest level of protection quickly and easily.

 **Leave nothing to chance!**
Our complete security stops hackers through encrypted networks.

They say the secret to success is a solid foundation and **K-Level** has the strongest defense:



- 1** Work together securely without cybersecurity threats.
- 2** Boost your reputation as a reliable and compliant firm.
- 3** Avoid costly data breach penalties and save money.
- 4** Get industry-leading security available from day one.

TASKalfa MZ3200i: A revolutionary versatile printer

The Kyocera TASKalfa MZ3200i is a complete A3 MFP that blends outstanding security with unbeatable quality to match the needs of the modern workplace both today and tomorrow.



TASKalfa MZ3200i



Up to 32 pages per minute

Standard 1,100-sheet capacity

Intuitive display

Enhanced security

Proven reliability



TASKalfa MZ3200i

BASIC SPECIFICATIONS

Configuration: BW MFP - Print/Scan/Copy/Optional Fax
Speed (print only):

Letter: 32 ppm, Legal: 17 ppm, Ledger: 17 ppm

Warm Up Time: 18 seconds or less (power on)

First Page Out: Copy: 4.3 seconds / Print: 4.9 seconds

Display: 10.1" Color Touch Screen Control Panel

Memory/Hard Disk Drive: Std. 4GB RAM/32GB SSD/
320GB HDD, 1TB HDD (option)

Duplex: standard stackless duplex supports 5.5" x 8.5" to
11" x 17", 16 lb. Bond - 90 lb. Index (60 - 163gsm)

Standard Output Tray: 5.5" x 8.5" - 11" x 17"/250-sheets

Electrical Requirements:

120V/60Hz/9.9A; 220-240V, 50/60Hz, 6.3A

Typical Electricity Consumption (TEC):

120V: .37 kWh/week; 220V: .40 kWh/week

Dimensions: 23.3" W x 27.4" D x 26.8" H

Weight: 178.5 lbs

Maximum Monthly Duty Cycle: 150,000 pages per month

PAPER SUPPLY

Paper Capacity: Standard 1,100-sheets;

Maximum 4,100-sheets

Standard Paper Sources: Dual 500-sheet trays,

100-sheet MPT, Auto Selection/Switching

Standard Paper Size:

Tray 1 - 5.5" x 8.5" - 11" x 17"

Tray 2 - 5.5" x 8.5" - 11" x 17"

MPT: 5.5" x 8.5" - 11" x 17"

OPTIONAL PAPER SOURCES

PF-791 Dual 500-sheet tray option - 5.5" x 8.5" - 11" x 17"

PF-810 Dual 1,500-sheet tray option - 8.5" x 11"

PAPER WEIGHT

Trays: 16 lb. Bond - 90 lb. Index (60 - 163gsm)

MPT: 12 lb. Bond - 140 lb. Index (45 - 256gsm)

Input Materials: Standard/Optional Trays: Plain, Bond,
Recycled, Transparency (OHP), Cardstock, Envelopes

SECURITY SPECIFICATIONS

Local Authentication, Network Authentication,

Encryption Communication (IPsec, HTTPS, TLS 1.3, LDAPS,

SMTP/POP/FTPS over TLS, SNMPv3),

TPM chipset (Trusted Platform Module), S/MIME,

SCEP (auto certificate issuance/renewal),

OCSP/CRL (certificate validation),

Secure Boot (firmware authenticity verification),

Run Time Integrity Check, HDD and Memory Overwrite (7x) Mode

and HDD Data Encryption (256 bit),

Common Criteria (ISO/IEC-15408/EAL2), IEEE 2600.2,

FIPS 140-2 for storage, HCD-PP and FIPS 140-2 for communication

require Data Security Kit 10 option which provides enhanced IPsec

encrypted communication

PRINT SPECIFICATION

Standard Controller: ARM Cortex-A53/1.6GHz

PDLs/Emulations: PRESCRIBE, PCL6, KPDL3 (PS3),

XPS, OPEN XPS, PDF; Optional (UG 34): IBM ProPrinter,

Line Printer, LQ-850

Print Resolution: Up to 1200 x 1200 dpi

Fonts: KPDL3, PCL6, Bitmap

OS Compatibility: Windows: 10/11/Server 2012/Server 2012

R2/Server 2016/Server 2019; Mac OS X v10.0 or later; Chrome OS

Mobile Printing: Apple AirPrint®, Mopria Print Service®,

KYOCERA Mobile Print, KYOCERA MyPanel remote access

Interfaces: Standard: 1000 Base-T/100-Base-Tx/10BASE-T

(IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0,

4 USB 2.0 Host Interfaces, 2 eKUIO Expansion Slots,

IEEE 802.11b/g/n Wireless LAN (supports up to 98.5 feet)

Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz),

10/100/1000BaseTX (IB-50 for Dual NIC); IEEE 802.11b/g/n

(IB-51 for Wireless LAN Interface (supports up to 328.1 feet)

Network Print and Supported Protocols: HTTPS, FTPS,

SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6,

DHCP LPR, DNS, WSD Scan/Print

Drivers: KX Driver, PCL Uni-Driver, KPDL Uni-Driver,

Microsoft Universal Print Driver, Network Fax Driver,

TWAIN Driver, WIA Driver, Status Monitor,

Common Profile, Output to PDF, Security Watermark,

KYOCERA Print Center, MAC Driver, Chrome Print Driver,

Linux Driver, KX PRESCRIBE Macro Generator,

Windows Inbox Driver, Linux SANE Driver

Utilities: KYOCERA Net Viewer, KYOCERA Device Manager, Quick
Setup, ID Register, Software Management Service,
Upgrade Studio, Web Package Maker, Removal Tool,
Wi-Fi Setup Tool, PDF Direct Print, Command Center RX;
Kyocera Net Manager (option)

SCAN SPECIFICATIONS

Scan Type: Color and Black & White Scanner

Scan Resolution: 600/400/300/200 dpi, 200 x 100 dpi,

200 x 400 dpi

File Formats: TIFF, JPEG, XPS, OpenXPS, PDF/A-2.0

(MMR/JPG Compression/High Compression PDF);

Option: Scan Extension Kit Text Searchable PDF;

MS Office File Types

Connectivity: 10 BASE-T/100 BASE-TX/1000 BASE-T

(IPv4, IPv6, IPsec) TCP/IP, Hi-Speed USB supported protocols

Scanning Functions: Scan-to-Folder (SMBv3), Scan-to-Email,

Scan-to-FTPS over TLS, Scan-to-USB, PDF Digital Signatures,

WSD Scan, Linux SANE Scan, TWAIN Scan, Specified Color Removal,

Border Erase, Preview

Original Size: Up to 11" x 17" (Glass)

Drivers: TWAIN/WIA/Linux SANE Driver/WSD Scan

OPTIONAL DOCUMENT PROCESSORS¹

Acceptable Originals: 5.5" x 8.5" - 11" x 17"

DP-7140: Reverse Auto Document Processor/50-sheets

Speed: Simplex: 50 ipm; Duplex: 16 ipm (BW/Color)

Weight: Simplex: 13 lb. Bond - 90 lb. Index (35 - 160gsm)

Duplex: 16 lb. - 32 lb. Bond (50 - 120gsm)

DP-7150: Reverse Auto Document Processor/140-sheets

Speed: Simplex: 80 ipm; Duplex: 48 ipm (BW/Color)

Weight: Simplex: 13 lb. Bond - 90 lb. Index (35 - 160gsm)

Duplex: 16 lb. - 32 lb. Bond (50 - 120gsm)

DP-7160 (with multi-feed detection):

Dual Scan Document Processor/320-sheets

Speed: Simplex: 100 ipm; Duplex: 200 ipm (BW/Color)

Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)

Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

DP-7170 (with multi-feed and staple detection):

Dual Scan Document Processor/320-sheets

Speed: Simplex: 100 ipm; Duplex: 200 ipm (BW/Color)

Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)

Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

COPY SPECIFICATIONS

Copy Resolution: 600 x 600 dpi

Image Mode: Text, Photo, Text/Photo, Graphic/Map

Continuous Copy: 1 - 9,999

Additional Features: Auto Magnification, Auto Paper Select,

Combine Copy, Mirror Image, Rotate Copy, Border Erase,

Margin, Page Number, Form Overlay, Blank Page Skip,

Specified Color Removal, Proof Copy, Preview, ID Card Copy

Job Management: 1,000 User Codes, Job Build, Shortcut Keys,

Repeat Copy

Magnification/Zoom: Full Size, 4 Reduction,

4 Enlargement Preset Ratios, 25 - 400% in 1% Step Increments

Document Box: Custom/Job

OPTIONAL FAX SPECIFICATIONS

Fax Type: Fax System 12 (option)

Type/Data Compression: G3 Fax/MMR, MR, MH, IBIG

Transmission Speed/Modem Speed:

Less than 3 seconds/33.6 Kbps

Fax Memory: Standard 170 MB

Driver: Network Fax Driver

Fax Functions: Network Fax, Duplex Transmission and Reception,

Encrypted Transmission and Reception, Polling Transmission and

Reception, Broadcast, Fax Server Integration,

Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

OUTPUT & FINISHING OPTIONS²

OPTIONAL 1,000 SHEET FINISHER DF-7120³

Stack/Staple Capacity: Main Tray: 1,000-sheets/50-sheets,

(up to 24 lb. Bond [90gsm])

Paper Size: 5.5" x 8.5" - 11" x 17"

Paper Weight: 14 lb. Bond - 140 lb. Index (52 - 256gsm)

Edge Staple Position: Top Left, Bottom Left, Center Bind

Optional Punch PH-7A: 2/3 Hole Punch Unit,

supports 8.5" x 11" - 11" x 17"; 14 lb. Bond - 140 lb. Index

Dimensions: 21.6" W x 24.4" D x 41.3" H

OPTIONAL 3,000 SHEET FINISHER DF-791³

Stack/Staple Capacity: Main Tray (A): 3,000-sheets;

Sub Tray (B): 200-sheets; Sub Tray (C): 50-sheets/65-sheets

Paper Size: 5.5" x 8.5" - 11" x 17"

Paper Weight: 16 lb. Bond - 140 lb. Index (60 - 256gsm)

Edge Staple Position: Top Left, Bottom Left, Center Bind

Dimensions: 29" W x 26" D x 42" H

Optional Punch PH-7A: 2/3 Hole Punch Unit,

supports 8.5" x 11" - 11" x 17"; 14 lb. Bond - 140 lb. Index

Optional Multi-Bin Mailbox MT-730(B): (DF-791)

7 Trays; supports: 16 lb. Bond - 90 lb. Index (60 - 163gsm);

Stack Capacity per bin: 100-sheets: 5.5" x 8.5", 8.5" x 11";

50-sheets: 8.5" x 14", 11" x 17"

ADDITIONAL OPTIONS

AK-740 Bridge Unit Attachment Kit,

HD-16 Large Capacity HDD (1TB), Internet Fax Kit (A),

Card Authentication Kit (B), Data Security Kit 10,

2.4GHz/5GHz Multi-band Wi-Fi option (IB-37), Dual NIC (IB-50),

Extended Range Wireless LAN NIC (IB-51),

Thin Print option (UG-33), Printer Emulation option (UG-34),

DT-730(B) Document Tray, Scan Extension Kit (A) for Text Searchable

PDF; Keyboard Holder 10, Numeric Keypad (NK-7130), Cabinet Stand

¹ Only 1 Document Processor can be installed

² Only 1 Output Option can be installed

³ Requires Bridge Unit Attachment Kit (AK-740)

SOLUTIONS AND SERVICES

Remote Management: Kyocera Fleet Services ready! A highly

secure cloud-based monitoring solution that offers real-time

visibility into your fleet. Optimize device uptime and be notified

when to replenish supplies. Streamline billing with seamless 3rd

party application integration, allowing you to focus solely on

your business.

Printing Software: Cost Control & Security, Cloud & Mobile,

Printer Management

Content Services: Scanning Applications and Connectors,

Intelligent Process Automation, Enterprise Content Management

IT Solutions: Technology Solutions (incl. Data Centers and Cloud),

Network Infrastructure, Cybersecurity Solutions,

Collaboration Solutions

Consulting Services: IT Health Check, CIO as a Service,

Healthcare Compliance, Backup and Recovery Planning





Professional Services: Design and Architecture, Project

Implementation, Project Management

Managed Services: Help Desk Services,

Retainer Services and Onsite Support

Document Processing Options

 <p>DP-7170 Dual Scan Document Processor 320-sheet capacity w/ multi-feed & staple detect 100 ipm simplex / 200 ipm duplex</p>	 <p>DP-7160 Dual Scan Document Processor 320-sheet capacity w/ multi-feed detection 100 ipm simplex / 200 ipm duplex</p>	 <p>DF-7150 Reversing Auto Document Processor 140-sheet capacity 80 ipm simplex / 48 ipm duplex</p>	 <p>DP-7140 Reversing Auto Document Processor 50-sheet capacity 50 ipm simplex / 16 ipm duplex</p>
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Document Finishing Options

PH-7A
2/3 Hole Punch Unit for the DF-7120 Finisher
Resides in the Finisher



DF-7120
1,000-sheet Finisher
Staples up to 50-sheets



AK-740
Attachment Kit required for both the DF-7120 and DF-791 Finishers



TASKalfa MZ3200i



DT-730 (B) Original Holder
Optional platform that holds originals prior to copying



NK-7130 Numeric Keypad
Provides additional hard key option for the User Interface

Additional Paper Feeding Options

MT-730 (B)
7-Bin Mailbox Option
Installed on top of the DF-791 Finisher
Holds 100-sheets/Bin



DF-791
3,000-sheet Finisher
Staples up to 65-sheets

PH-7A
2/3 Hole Punch Unit for the DF-791 Finisher
Resides in the Finisher



PF-791
Dual 500-sheet Paper Tray Option
5.5" x 8.5" to 11" x 17"



PF-810
Dual 1,500-sheet Paper Tray Option
8.5" x 11"

IB-37 Wi-Fi 2.4 GHz/5GHz	HD-16 1 TB HDD option	Data Security Kit I0	FAX System I2	Internet FAX Kit (A)	Card Authentication Kit (B)	IB-50 Gigabit Ethernet Board for Dual NIC
IB-51 Wireless LAN NIC (extended range)	PLATEN TYPE E	UG-33 Thin Print	UG-34 Optional Printer Emulation	Scan Extension Kit (A)	Keyboard Holder I0	DT-730 (B) Original Hard Copy Holder



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Kyocera Document Solutions Partner

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