



Yolo County Library

Diana Lopez, County Librarian and Chief Archivist

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April 9, 2026

Jesse Capitanio - Fire Chief
Capay Valley Fire Protection District
P.O. Box 6
Brooks, CA 95606

Dear Jesse,

Thank you for reaching out to the Yolo County Archives regarding possible digitization of the Capay Valley Fire Protection District's records.

We charge \$25 for every 15 minutes of work on special digitization projects, based on Yolo County's Master Fee schedule. After a review of the ledgers based on the photos and information that you provided, we estimate the *average* time to scan, post-process, and perform quality control checks will be 2 hours of staff time per ledger.

Here is the estimated breakdown of the work that we will perform.

Quantity	Notes	Estimated Time per item	Cost per hour	Total
5 Ledgers	1 three-ring binder, and 4 bound volumes (approximately 100 pages each) of Capay Valley FPD meeting minutes.	2 hours	\$100	\$1,000
				\$1,000

Total for digitization of all ledgers: \$1,000

The ledgers will be temporarily loaned to the Yolo County Archives to complete the digitization project. Upon completion of the project all ledgers will be returned unless the Capay Valley Fire Protection District decides to transfer the original ledgers to the Yolo County Archives for permanent storage, preservation, and community access.

Thank you for considering us for your digitization project. Please feel free to call us if you have any questions at all.

Sincerely,

A handwritten signature in black ink, appearing to read "Heather Lanctot". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Heather Lanctot

Archives/Record Center Coordinator

heather.lanctot@yolocounty.gov

530-666-8025

