



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 11/25/2014

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Danis Kreimeier - Director
Library
REPORT BY: ANTHONY HALSTEAD, ASST DIRECTOR OF LIBRARY SVCS - 253-4061
SUBJECT: Agreement with BMI Imaging Systems, Inc.

RECOMMENDATION

Director of Library Services and Community Outreach requests approval of and authorization for the Chairman to sign an agreement with BMI Imaging Systems, Inc. for a maximum of \$125,000 for the term of November 25, 2014 through June 30, 2019 to digitize microfilm of the Napa Register, the Daily Calistogan and all earlier name variants, create searchable files and host for public availability.

EXECUTIVE SUMMARY

The Napa County Library (NCL) issued a request for proposals to identify an expert to digitize microfilm, create searchable files and host public availability for the Napa Register, the Weekly Calistogan and all earlier name variants thereof. These two publications are currently microfilmed each month for archival purposes. After receiving and reviewing several proposals, NCL chose BMI Imaging Systems, Inc. (BMI) to complete this project. After the completion of contract negotiations, an agreement was prepared between Napa County and BMI. The Director of Library Services and Community Outreach requests approval of and authorization for the Chairman to sign this agreement.

No local vendors responded to the request for proposals for this project. Hence, BMI is not a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	This agreement is budgeted in the Library operating budget, Other Professional Services, line item 52490, and will be funded by the bequest from the Kunasek estate.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Napa Register, Weekly Calistogan and their historical counterparts will be made available to the public for full searching and retrieval of information from the beginning runs in the mid-1850's until present day no matter where they are located.
Is the general fund affected?	No
Future fiscal impact:	BMI will continue to digitize newly microfilmed editions of the Napa Register and the Weekly Calistogan on a monthly basis for the duration of the contacted hosting period, five years. The bulk of the cost will be expended during the first year for the initial 160 year runs.
Consequences if not approved:	If this agreement is not approved, the Library will continue to make microfilm of local newspapers available to one user at a time, on site.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Napa County Library (NCL) currently microfilms two local newspapers: Napa Valley Register, Weekly Calistogan. There are two other papers of record owned by Lees, the American Canyon Eagle and St Helena Star. The St Helena Public Library microfilms the Star. The American Canyon Eagle is a newer publication that does not include a great deal of content not already included in the Register and, due to the relative newness of the publication, is virtually complete and available through Lees' website.

In order to make our archive more accessible, NCL issued a request for proposals to identify an expert to digitize microfilm, create searchable files and host public availability for the Napa Register, the Weekly Calistogan and all earlier name variants thereof. After receiving and reviewing several proposals, NCL chose BMI Imaging Systems, Inc. (BMI) to complete this project. After the completion of contract negotiations, an agreement was prepared between Napa County and BMI. The St Helena Public Library will utilize the vendor of our choosing to digitize their own collection of local newspapers so that one database captures the entirety of our historical record. The Director of Library Services and Community Outreach requests approval of and authorization for the Chairman to sign this agreement.

No local vendors responded to the request for proposals for this project.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi