



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/18/2019

Agenda Placement: 6BB

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Danis Kreimeier - Director
Library

REPORT BY: Michelle Carreon, Staff Services Analyst I - 707-253-4819

SUBJECT: Approval to extend agreement for an additional year with BMI Imaging Systems, Inc. for digitizing and hosting services

RECOMMENDATION

Director of Library Services and Community Outreach requests approval of and authorization for the Chair to sign an agreement with BMI Imaging Systems, Inc. to extend the Library's agreement for one additional year with a maximum of \$10,000 for the term of July 1, 2019 through June 30, 2020 to continue providing hosting of historic Napa County newspapers as well as digitizing and creating searchable files of the Napa Register, the Weekly Calistogan and other local publications for public utilization.

EXECUTIVE SUMMARY

Since 2014 Napa County Library has used BMI Imaging Systems Inc. for digitizing microfilm, creating searchable files and hosting public availability for the Napa Register, the Weekly Calistogan and all earlier name variants thereof. With the upcoming expiration of BMI Imaging Systems agreement #170366B, the library wishes to continue receiving BMI Imaging Services Inc. for one additional year. Currently Napa County's ITS department cannot manage the library's digitizing needs.

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.

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. This database is available remotely.
Is the general fund affected?	No
Future fiscal impact:	BMI will continue to digitize the Napa Register, the Weekly Calistogan and other local publications for the duration of the contracted hosting period.
Consequences if not approved:	If this agreement is not approved, the Library will no longer continue to host and digitize subscriptions of local newspapers and publications that are currently available to the public.
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

BMI Imaging Systems Inc. has been providing the Napa County Library (NCL) with digitizing and hosting services, and is the only digitizing vendor that possesses licensing for all Napa newspapers going back to mid 1850s. This includes the original digitization as well as work performed since 2014, when the contract began. They include all St. Helena Star papers provided by the St. Helena Public Library. These two databases are merged for patron use.

This item meets the Collaborative and Engaged Community pillar from our County's strategic plan.

1. B. Design and implement a person-centered strategy to improve experiences of community members while accessing services and increasing awareness of available resources.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan