



# Napa County

1195 THIRD STREET  
SUITE 310  
NAPA, CA 94559  
www.countyofnapa.org

Main: (707) 253-4580

## Legislation Text

---

**File #:** 24-866, **Version:** 1

---

**TO:** Board of Supervisors  
**FROM:** Anthony Halstead- Library Director  
**REPORT BY:** Michelle Carreon- Staff Services Analyst  
**SUBJECT:** Agreements with Unity Courier, Inc., and Community Colleges for ILS Services

---

### **RECOMMENDATION**

Approve and authorize Amendment No. 1 to Agreement No. 220018B Unity Courier Service (Unity) for additional courier services and fuel surcharge, and Memorandum of Understanding Agreement No. 250004B with Napa Valley College and Memorandum of Understanding Agreement No. 250005B with Solano Community College to develop a pricing structure and to purchase services and/or products on the colleges' behalf. (Fiscal Impact: \$550,000 Expense; Library Fund; Budgeted, Discretionary)

### **BACKGROUND**

On December 19, 2023, the Board of Supervisors approved an amendment to Agreement No. 210369B with Innovative Interfaces Incorporated for subscriptions to Envisionware and Polaris, which provides point of sale and self-check software, credit card swipes, and other software subscriptions for the Integrated Library System (ILS - "library catalog") software and hosted services. The agreement also includes transference of materials from the ILS to the collection agency utilized by the Library, Unique Management Services.

When the Board signed Agreement No. 8402 with Innovative Interface Incorporated in 2015, the requirement for contracting with Unity Courier Inc. was established. Upon amending the Agreement with Innovative Interface Corporation (January 2016), a consortium was formed amongst Napa County Library (NCL), Napa Valley College (NVC) and Solano Community College (SCC). This consortium recognized discounts could be obtained via purchasing services and items as a unit and splitting the costs amongst the members.

Books are constantly requested by patrons from other locations. Unity Courier Inc. is an interlibrary delivery service, which transports materials among all the locations of the NCL, NVC, and SCC on a daily basis. NCL holds the contract with Unity Courier for all delivery locations. The proposed agreements with NVC and SCC will allow for reimbursement to the NCL for cost of the colleges courier and Polaris fees.

Approval of the agreements will allow NCL and the colleges to continue to participate in Polaris Integrated Library System which offers patrons the ability to request books and materials that aren't available at a particular library. Additionally, Unity Courier Inc. would deliver requested materials throughout each week to the requesting library.

Requested Actions:

Approval and authorization for chair to sign the following:

1. Amendment No. 1 to Agreement 220018B Unity Courier Services Inc. (Unity) for courier services and fuel surcharge to increase the contract maximum to \$550,000 and replace Exhibit B (Compensation) reflecting the increase to the contact maximum, and extend the contract by an additional five-year term through June 30, 2029;
2. Agreement No. 250004B with Napa Valley College for a maximum amount of \$81,225 for the Polaris subscription, courier services and to purchase services and/or products on its behalf for the term July 1, 2024, through June 30, 2029; and
3. Agreement No. 250005B with Solano Community College for a maximum amount of \$78,179 for the Polaris subscription, courier services and to purchase services and/or products on its behalf for the term July 1, 2024, through June 30, 2029.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Napa County Library General Operations Fund 2020, Subdivision 2020000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Unity Courier, an interlibrary delivery service, allows for the transport of materials among all the locations of the NCL, NVC, and SCC on a daily basis. Subsequently, both NVC and SCC have partnered with NCL to provide a shared ILS (library catalog).
Is the general fund affected?	No
Future fiscal impact:	The proposed agreements have a 5-year term. The cost will be included in the recommended budget for future years. The colleges will continue to reimburse NCL for the cost of their Polaris and Unity services.
Consequences if not approved:	If the agreement with Unity Courier is not approved, Napa County Library will be unable to meet patron's requests for books and materials. If the agreements for the colleges are not approved, then Napa County Library will not be able to provide the colleges with discounted services and the libraries would not be able to participate in Polaris Integrated Library System.

**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.