

NAPA COUNTY AGREEMENT NUMBER 260116B

MEMORADUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is made on this 7th day of October, 2025, by and between NAPA COUNTY, a political subdivision of the State of California, hereinafter referred to as "COUNTY" on behalf of Napa County Library CITY OF ST. HELENA, hereinafter referred to as "CITY" on behalf of St. Helena Public Library located at 1492 Library Lane, St. Helena, CA, 94574.

RECITALS

WHEREAS, on December 19, 2023 COUNTY entered into a contract with Innovative Interfaces Incorporated for Polaris, an Integrated Library system "ILS" and Unity Courier; and

WHEREAS, having a ILS system creates the need of courier services for library materials between the COUNTY and the CITY; and

WHEREAS, the CITY requested to have their cost built into the COUNTY's agreement with Innovative Interfaces Incorporated and Unity Courier; and

WHEREAS, the ILS system and cooperation between COUNTY and the CITY creates opportunities to for services and products at cost savings for both libraries; and

WHEREAS, the CITY requests that COUNTY develop a pricing structure for Polaris and Courier services and to purchase services and/or products on its behalf.

TERMS

NOW, THEREFORE, the parties agree as follows:

1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and shall expire on June 30, 2029, unless terminated earlier in accordance with Paragraph 5.
2. **Maximum Amount.** The Maximum payments under this Agreement shall be a total of one hundred and ten thousand, one hundred forty-three dollars and fifty four cents (**\$110,143.54**) for professional services and products based upon services actually rendered and expenses actually incurred.
3. **E-mail or Written Consent Required.** Upon the e-mail or written consent of the persons designated in Paragraph 6, Napa County Library, on behalf of COUNTY, may purchase library courier services and other products and services on behalf of the CITY.

4. **Reimbursement for Services and Products.** Reimbursement for Services and Products will follow the formula outlined in Exhibit "A" attached hereto and incorporated by this reference herein.
5. **Termination.** This Agreement may be terminated by COUNTY or by the CITY for any reason and at any time by giving prior written notice of such termination to the other party specifying the effective date thereof at least 30 days prior to the effective date for Unity Courier services, or by March each fiscal year to cancel Innovative Interfaces Polaris subscription. Innovative Interfaces contract term runs from July 1st thru June 30th of each fiscal year with payment due in July. Innovative Interfaces Incorporated requires 90 days' notice before annual billing to terminate services. However, ST. HELENA PUBLIC LIBRARY shall still be required to pay for the cost of products and services made pursuant to this agreement before the effective termination.
6. **Notices.** All notices required or authorized by this Agreement shall be in e-mail or in writing. Any notice sent by mail in the manner prescribed by this paragraph shall be deemed to have been received on the date noted on the return receipt or five days following the date of deposit, whichever is earlier.

COUNTY

Anthony Halstead
Director of Library Services
580 Coombs Street
Napa, CA 94559

CITY

Mara Strickler
Deputy Director, Community Services - Library
1492 Library Lane
St. Helena CA 94574

7. **Indemnification/Hold Harmless.** To the full extent permitted by law, COUNTY and the CITY shall each defend, indemnify and hold harmless each other as well as their respective officers, agents, employees, volunteers or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising out of or connected with any acts or omissions of that party or its officers, agents, employees, volunteers, or contractors or their subcontractors, when performing any activities or obligations required of that party under this Agreement. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.
8. **Amendments.** Except as specifically provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties.

9. **Insurance.** The CITY shall obtain and maintain in full force and effect throughout the term of this Agreement, and thereafter as to matters occurring during the term of this Agreement, the following insurance coverage:

(a) **Workers' Compensation Insurance.** To the extent required by law during the term of this Agreement, the CITY shall provide workers' compensation insurance for the performance of any of the CITY 's duties under this Agreement, including but not limited to, coverage for workers' compensation and employer's liability and a waiver of subrogation, and shall provide COUNTY with certification of all such coverages upon request by COUNTY's Risk Manager.

(b) **Liability Insurance.** Each party shall obtain and maintain in full force and effect during the term of this Agreement the following liability insurance coverages, **issued by a company admitted to do business in California and having an A.M. Best rating of A:VII or better or equivalent self-insurance:**

(1) **General Liability.** Each party shall obtain and maintain in full force and effect during the term of this Agreement commercial or comprehensive general liability insurance coverage (personal injury and property damage) of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit per occurrence, either issued by a company admitted to do business in the State of California and having an A.M. Best Rating of no less than A:VII or by self-insurance satisfactory to other party's risk manager or employee designated by that party to perform such function, or by a combination thereof, covering liability for any personal injury, including death, to any person and/or damage to the property of any person arising from the acts or omissions of that party under this Agreement except for acts or omissions performed in strict compliance with express direction the other party's governing board, officers or personnel. If the coverage includes an aggregate limit, the aggregate limit shall be no less than twice the per occurrence limit.

(2) **Comprehensive Automobile Liability Insurance.** Each party shall obtain and maintain in full force and effect during the term of this Agreement a comprehensive automobile liability insurance policy (Bodily Injury and Property Damage) on owned, hired, leased and non-owned vehicles used in conjunction with that party's activities under this Agreement of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit per occurrence.

(c) **Certificates of Coverage.** Insurance coverages referenced in 7(b), above, shall be evidenced by one or more certificates of coverage or, with the consent of COUNTY's Risk Manager, demonstrated by other evidence of coverage acceptable to COUNTY's Risk Manager, which shall be filed by the CITY with the Anthony Halstead prior to commencement of performance of any of the CITY 's duties.

(1) The certificate(s) or other evidence of coverage shall reference this Agreement by its COUNTY number or title and department; shall be kept current during the term of this Agreement; shall provide that COUNTY shall be given no less than thirty (30) days prior written notice of any non-renewal, cancellation, other termination, or material change, except that

only ten (10) days prior written notice shall be required where the cause of non-renewal or cancellation is non-payment of premium; and shall provide that the inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, the coverage afforded applying as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(2) Waiver of Subrogation and Additional Insured Endorsements. The CITY shall file with the evidence of coverage an endorsement from the insurance provider naming COUNTY, its officers, employees, agents and volunteers as additional insureds and waiving subrogation for the Workers Compensation insurance coverage,

(3) The certificate or other evidence of coverage shall provide that if the same policy applies to activities of the CITY not covered by this Agreement, then the limits in the applicable certificate relating to the additional insured coverage of COUNTY shall pertain only to liability for activities of the CITY under this Agreement, and that the insurance provided is primary coverage to COUNTY with respect to any insurance or self-insurance programs maintained by COUNTY.

(4) Upon request by COUNTY's Risk Manager, the CITY shall provide or arrange for the insurer to provide within thirty (30) days of the request, certified copies of the actual insurance policies or relevant portions thereof.


(5) Deductibles/Retentions. Any deductibles or self-insured retentions shall be declared to COUNTY's Risk Manager.

10. **Interpretation.** This Agreement shall be governed by the laws of the State of California without regard to the choice of law or conflicts. This Agreement is made in Napa County, California. The venue for any legal action in state court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement shall be in the Superior Court of California, County of Napa, a unified court. The venue for any legal action in federal court filed by either party to this Agreement for the purpose of interpreting or enforcing any provision of this Agreement lying within the jurisdiction of the federal courts shall be the Northern District of California.
11. **Conflict of Interest.** By executing this Agreement, the COUNTY hereby determines that the CITY has been hired to perform a range of duties so limited in scope as to not be required to comply with such disclosure obligation.
12. **Third Party Beneficiaries.** Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.
13. **Attorney's Fees.** In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

14. **Severability.** If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.
15. **Entirety of Contract.** This Agreement, including any documents expressly incorporated by reference whether or not attached hereto, constitutes the entire agreement between the parties relating to the subject of this Agreement and supersedes all previous agreements, promises, representations, understandings and negotiations, whether written or oral, among the parties with respect to the subject matter hereof.

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IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

By  _____
Anil Comelo (Sep 19, 2025 10:58:00 PDT)
ANIL COMELO, City Manager

“CITY”

NAPA COUNTY, a political subdivision of
the State of California

By _____
ANNE COTTRELL, Chair, Board of Supervisors

“COUNTY”

<p>APPROVED AS TO FORM Office of County Counsel</p> <p>By: <i>Susan B. Altman</i>, Deputy County Counsel</p> <p>Date: September 18, 2025</p>	<p>APPROVED BY THE NAPA COUNTY BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____ Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS Clerk of the Board of Supervisors</p> <p>By: _____</p>
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EXHIBIT "A"
COMPENSATION

Unity Rate Schedule		Year1	Year2	Year3	Year4
Location Name & Days:		7/1/2025	7/1/2026	7/1/2027	7/1/2028
St. Helena Public Library (M thru F)		\$ 740.00	\$ 777.00	\$ 800.00	\$ 837.00
Monthly Courier Cost		\$ 740.00	\$ 777.00	\$ 800.00	\$ 837.00
Annual Courier Cost		\$ 8,880.00	\$ 9,324.00	\$ 9,600.00	\$ 10,044.00
Annual Fuel Surcharge (Estimate)		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
Total Cost:		\$ 10,080.00	\$ 10,524.00	\$ 10,800.00	\$ 11,244.00
Polaris Rate Schedule					
Term:	Polaris	NCL	NVC	SCC	SHPL
7/1/2024-6/30/2025	\$104,213.03	\$85,277.52	\$9,754.34	\$9,181.17	
7/1/2025-6/30/2026	\$106,667.26	\$87,285.82	\$9,984.06	\$9,397.39	\$8,000.00
7/1/2026-6/30/2027	\$110,400.61	\$90,340.82	\$10,333.50	\$9,726.29	\$8,280.00
7/1/2027-6/30/2028	\$114,264.63	\$93,502.75	\$10,695.17	\$10,066.71	\$8,569.80
7/1/2028-6/30/2029	\$118,263.91	\$96,775.36	\$11,069.50	\$10,419.05	\$8,869.74
Totals	\$553,809.44	\$453,182.26	\$51,836.56	\$48,790.61	\$33,719.54
SHPL Cost for Services:					
	Year 1	Year 2	Year 3	Year 4	Maximum
Unity Cost	\$ 10,080.00	\$ 10,524.00	\$ 10,800.00	\$ 11,244.00	\$ 42,648.00
Polaris Cost	\$8,000.00	\$8,280.00	\$8,569.80	\$8,869.74	\$ 33,719.54
Polaris Implementation	\$31,800.00				\$31,800.00
Reimplement Link +	\$9,926.00				\$9,926.00
Napa Library credit Polaris Implementation (25%)	(\$7,950.00)				(\$7,950.00)
	\$ 51,856.00	\$ 18,804.00	\$ 19,369.80	\$ 20,113.74	\$ 110,143.54

The Library Director or their designee are authorized to approve changes in categorical expenditures as long as the total contract amount does not exceed the Agreement Maximum






AATF St Helena_Napa_MOU

Final Audit Report

2025-09-19

Created:	2025-09-19
By:	Erika Opp (eopp@cityofsthelena.org)
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-  Document created by Erika Opp (eopp@cityofsthelena.org)
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-  Email viewed by Anil Comelo (acomelo@cityofsthelena.org)
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