



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: October 13, 2020

Subject: Waiver of Printing Charges at County Libraries During Pandemic Emergency

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian to temporarily waive printing charges at County Libraries on a limited basis for the duration of the Public Health Emergency.

FISCAL IMPACT:

If approved, this will result in an annual cost of approximately \$4,200 to the Library Fund. There will be no fiscal impact to the County General Fund.

BACKGROUND:

Due to the global pandemic and public health emergency, Contra Costa County Libraries are currently only offering Front Door Service (FDS) to the public. FDS does not allow the public to enter library facilities. However, library patrons may order materials online and pick them up at the front door. Since the public is not allowed to enter Library facilities, the public does not have access to the libraries' computers or printers. Though, one of the most frequent requests library staff have received during the public health emergency is the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/13/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor

Candace Andersen, District II
Supervisor

Diane Burgis, District III
Supervisor

Karen Mitchoff, District IV
Supervisor

Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 13, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: 925-608-7790

cc:

request to be able to print and or copy documents.

BACKGROUND: (CONT'D)

To address this need, the Library will temporarily waive printing costs, and allow the public to email documents to be printed at no cost. The public will also have the option of asking staff to scan a document and print it out for them. This service will be limited to 10 black and white double sided pages per day, per person. Initially, the service will pilot for at least two weeks at the following community libraries, based on the highest need: Antioch, Bay Point, Concord, Hercules, Pittsburg, San Pablo. During the pilot period, staff will refine procedures and work flow. After the initial pilot period, the service will then be implemented countywide at all community library branches.

CONSEQUENCE OF NEGATIVE ACTION:

Contra Costa County residents, especially those in low income areas, who do not have access to a printer and or copier will experience significant barriers to having their documents printed or copied.