



## ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Contra Costa County Public Law Library Board of Trustees  
Advisory Body Meeting Time/Location: 12:15 p.m.; monthly on pre-scheduled dates  
Chair (during the reporting period): Hon. Terri Mockler, President, Board of Trustees  
Staff Person (during the reporting period): Carey Rowan, Library Director  
Reporting Period: January 1-December 31, 2023

### I. Activities

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

- The Law Library provides access to legal information, court forms, referrals to other services and agencies, as well as workshops and clinics. There are computers for use in legal research, online workshops and completing court forms.
- Our Lawyer in the Library clinic remains extremely popular with self-represented individuals. Lawyer in the Library provides a free legal consultation to persons with a legal problem or question who need information, direction or advice from an experienced attorney. Clinics were held 1-2 times per month throughout the year.
- We have also partnered with the Congress of Neutrals to assist people with landlord tenant questions.
- Court Accounting workshops were held 6 times during the year, usually bimonthly.
- We continue to work the Contra Costa County and its contracted professionals in the planning of the much-anticipated new building at the corner of Main Street and Pine Street which will house the main branch of the county law library, now housed in the A.F. Bray Courthouse.

### II. Accomplishments

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

The Law Library serves approximately 100 in-person patrons per day. Law Library staff serve both legal professionals and the lay public, most of whom are unrepresented as they attempt to navigate the complexities of the legal system. Topics frequently requested are Family Law, Landlord/Tenant, Domestic Violence, Elder Abuse, Emancipation, Estate Planning, Civil Litigation, Conservatorship, Guardianship, and Name Change. We continue to offer Lawyer in the Library, which has been redesigned to better serve those needing assistance. Our Conservatorship Training and Resources program has been redesigned with a detailed Question and Answer section added to the library's website. We now use an updated, safe, and user-friendly method of accessing the requisite training for family Conservators. COVID forced libraries to change the way that some of services are delivered and create a new and improved format in many cases. The Law Library continues to offer material which can be accessed remotely by patrons, including Matthew Bender treatises and Nolo Press books. These services are very popular with by our users.

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

The Law Library Board of Trustees consists of 5 judges and two attorneys, making up a 7 member board. There were no vacancies during the past year, and achieving a quorum for monthly meetings has not been a problem. Trustees on the board during 2023 were Hon. Terri Mockler, President; Hon. Virginia George, Vice-President; Nolan Armstrong, Esq., Secretary; Hon. Wendy Coats, Trustee; Hon. John Devine, Trustee; Hon. Jill Fannin, Trustee and Joshua Klein, Trustee. The Board of Trustees is one of the strengths of our Law Library because our trustees are all seasoned professionals, and have a strong dedication to their service on the board.

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

The 7 members of the Contra Costa County Public Law Library Board of Trustees are all either sitting judges or practicing attorneys in good standing with the state bar. Therefore, they all complete mandatory training, including training on Implicit Bias, on a regular basis.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*

- Conduct monthly open board meetings in compliance with state law and local ordinances;
- Continue serving our users, both in-person and remote, where indicated;
- Continue participating in planning for relocation to the new building in the 1st quarter of 2024, with anticipated move into the new library space in May;
- Continue the library's long-standing practice of evaluation of all library materials so as to balance service needs with the operating budget;
- Participate in the annual Richmond Senior Health and Information fair in Spring of 2024;
- Exercise fiscal responsibility and collaborative advocacy for an updated funding mechanism for California's county law libraries.