

**CONTRA COSTA COUNTY PUBLIC LAW LIBRARY
ADVISORY BODY 2010 ANNUAL REPORT
TO CONTRA COSTA COUNTY BOARD OF SUPERVISORS**

ADVISORY BODY: Contra Costa County Public Law Library Board of Trustees

MEETING TIME: Noon (12 p.m.) on the last Thursday of each month is the normal meeting time. In the case of a meeting date conflicting with a holiday, the meeting is scheduled one week earlier in the month.

LOCATION: Contra Costa County Public Law Library
1020 Ward Street, Floor 1
Martinez, CA 94553

PRESIDENT DURING REPORTING PERIOD: Hon. Susanne Fenstermacher

STAFF PERSON: Carey Rowan, Library Director

REPORTING PERIOD: January 1- December 31, 2010

I. ACTIVITIES / ACCOMPLISHMENTS:

Activities and accomplishments are in accordance with the Law Library's mission statement: "It is the mission of the Contra Costa County Public Law Library to render the highest quality of service to judicial officers, members of the bar, members of the public, and the community by providing a current, balanced collection of materials and resources along with trained staff dedicated to assisting users in meeting their legal information needs."

Summary of activities and accomplishments for 2010:

- After considerable research and discussion, the Library submitted payment for GASB 45 to Cal PERS in the amount of \$388,000.
- Staff assisted patrons with more than 5,000 information requests.
- More than 10,000 books were used by patrons in the law library during 2010.
- More than 18,000 people visited the Law Library between January and December of 2010.
- The Library's website was visited approximately 8,000 times during 2010.
- More than 1,000 new books were added to the Law Library's collection during the year.
- Staff proctored 4-5 exams per month for distance learning students.
- The Library developed an internship program and hosted a student intern during in 2010.
- The new branch opened November 15, 2010 in the new Pittsburg Courthouse.
- In January a monthly Lawyer-in-the-Library clinic opened to assist unrepresented individuals attempting to navigate the legal system.
- Guardianship workshops were offered several times a month throughout the year, and a monthly Guardianship Clinic was started to assist unrepresented individuals seeking guardianship of minor children.
- Beginning in October bimonthly workshops covering Conservatorship of the Person and Conservatorship of the Estate were offered in the Law Library.

- Library outreach during the year targeted senior citizens and residents of west county.
- The Law Library worked with the community in an ongoing program of collecting cell phones for donation to STAND! with distribution to victims or potential victims of domestic violence.

Trustee	II. ATTENDANCE/REPRESENTATION				III. TRAINING/CERTIFICATION		
	Monthly Board Meetings Attendance				County-Mandated Training for Trustees		
	Cancelled	Attended	Absent		Completed	Date	Certificate
Mark Armstrong, Esq.	1	7	4		Yes	12-2006	Completed
Hon. Joyce Cram	1	5	6		Yes	11-2006	Completed
David Del Simone, Esq.	1	7	4		Yes	10-2006	Completed
Hon. Susanne Fenstermacher	1	11	0		Yes	11-2006	Completed
Hon. Barry Goode	1	9	2		Yes	9-2006	Completed
Hon. Harlan Grossman	1	9	2		Yes	11-2006	Completed
Hon. John Sugiyama	1	1	10		Yes	11-2010	Completed

IV. PROPOSED WORK PLAN / OBJECTIVES FOR 2011

The Library's goals for 2009-2012 are specified in the Strategic Plan:

- Provide free access to legal information throughout the county and work with the courts, government, public libraries, educational institutions and the community to expand services to all users groups.
- Provide a relevant, integrated, balanced collection of material in a variety of formats designed to meet the needs of all user groups, and provide trained staff to assist users in accessing the using the material.
- Ensure adequate infrastructure within the Library, including providing and maintaining reliable, up-to-date technology to meet the diverse needs of library staff and library users.
- Develop and implement specific collections, programs and services designed to meet the needs of self-represented litigants.
- Strengthen community awareness of the role and value of the Law Library.
- Work with public libraries throughout the county to make certain that all libraries are equipped to provide basic legal reference and research assistance to users.
- Ensure long-term funding for the county Law Library system.

The following areas have been identified for concentrated effort during 2011:

- Public service and outreach (ongoing);
- Staff training, particularly cross-training;
- Collaboration with other agencies and departments;
- Fiscal responsibility in an uncertain world (ongoing);

The Law Library looks forward to a busy, productive year.