



# ANNUAL REPORT 2013-2014

[www.rclawlibrary.org](http://www.rclawlibrary.org)

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Riverside County Law Library Board of Trustees  
Victor Miceli Law Library— 3989 Lemon Street, Riverside CA 92501  
**Phone:** 951-368-0368 **Email:** [lawlibrary.riverside@rclawlibrary.org](mailto:lawlibrary.riverside@rclawlibrary.org)



# Law Library Overview

The Riverside County Law Library is the only public law library in the County and serves more than 2.2 million residents. With the current budget of approximately \$1.6 million, the Law Library provides free access to current collection of legal materials, professionally-trained legal information services staff, public education programs, as well as quality continuing legal education classes. The Main library, named after its long-time Board President, the Honorable Victor Miceli, is located in downtown Riverside. The Indio branch is expected to move into the new county law building, currently under construction, in early February 2015. The Temecula Law Resource Center, a satellite branch with a relatively small print collection and a core collection of electronic legal materials, is located inside the Temecula City Public Library.

The Riverside County Law Library, unlike the typical public library, receives no income from taxes, special bond issues or local government appropriations. It is primarily funded by a small portion of the County's civil court filing fee. It is a County Special District effectively functioning as an independent public agency organized under the California Business & Professions Code Section 6300 et.seq.. It is governed by a seven-member Board of Trustees composed of community judges and attorneys who serve without compensation. The Riverside County Board of Law Library Trustees, through its leadership and strong commitment to public service, makes free and open access to legal information resources, programs and services possible for every citizen in the County.

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# Mission Statement

- ❖ To enable everyone in Riverside County to perform the highest level of research and practice through free and open access to the law.

## Highlights of the Year

Fiscal year 2013-2014 has been a year full of positive and exciting changes for the Riverside County Law Library which include the following accomplishments:

- ❖ 39, 274 people visited or used the Law Library and 9,820 patron inquiries answered
- ❖ 524 MCLE materials circulated; 16 hrs. participatory MCLE credits offered through 11 programs that drew 169 attendees
- ❖ 71% increase in the number of library tours given to 114 people who included students from UCR, Cal. Baptist, California Southern Law School, Loma Linda Medical Center, Platt College, Sage College, Riverside City College, home-schooled kids ranging from 8<sup>th</sup> grade through senior high school, and the Riverside Grand Jury.
- ❖ 6% increase in the number of hours the library was kept open after business hours (from 362 to 385 additional hours) to hold evening classes for UCR, Cal. Southern Law School & Cal. Desert Trial Academy
- ❖ 76% increase in the number of proctored (from 25 to 44) exams for online universities generating an additional income of \$845, a 69% increase compared from last year.
- ❖ Offered 15-minute free consultations with volunteer attorneys through 4 free legal clinics which drew 69 attendees.
- ❖ Added CEB OnLaw to Temecula Law Resource Center's electronic collection
- ❖ Launched a new website in March 2014
- ❖ 808% increase in website visits (from 11,151 to 101,345)
- ❖ 66% increase in Facebook followers (from 100 to 166)
- ❖ 107 % increase in Twitter followers (28 to 58)
- ❖ 174% increase in eNews subscribers (230 to 632)

The Law Library expanded its offerings of relevant and practical programs to include Minimum Continuing Legal Education (MCLE) classes held in all of its three locations: Riverside, Indio and Temecula. It actively pursued new opportunities to collaborate with other community groups, public agencies, the courts and local Bar associations. This year, the Law Library participated in the following programs:

- County of Riverside's *Youth in Government Day*
- Desert Bar Association's *Adopt-a-School Law Career Day*
- Greater Inland Empire Municipal Law Association's Meeting
- Inland Counties Association of Paralegals Annual Meeting
- Riverside County Bar Association's *Bridging the Gap*

## PROGRAM OFFERINGS

### ▲ FAMILY LAW WORKSHOPS

Hosted the Riverside County Superior Court's Family Law Facilitator's evening workshops on marital dissolution, default judgments, order to show cause, etc., attracting more than 690 attendees, 13% more than last year's.

### ▲ SMALL CLAIMS CLINIC

Hosted the Inland Empire Latino Lawyers Association's small claims clinic offered once a month which drew a total of 49 attendees.

### ▲ LEGAL RESEARCH CLASSES

Offered 64 hours of legal research instruction to attorneys, paralegals, and the general public, 93% more than last year's.

### ▲ FREE TAX PREPARATION ASSISTANCE W/ AARP

3 IRS certified AARP-TCE volunteers assisted low-income seniors in preparing their tax returns during the months of March & April w/ 47 participants.





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## Board of Trustees

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The Riverside County Board of Law Library Trustees is a local public agency existing and functioning pursuant to Chapter 5 of Division 3, Section 6300 et. seq. of the California Business & Professions Code. It governs the Riverside County Law Library in accordance with said provisions of law and is composed of seven members consisting of five judges of the Superior Court, or their designees, the Chairman of the Board of Supervisors, or his/her designee, and one member of the State Bar, appointed by the County Board of Supervisors, whose principal office is located in the County of Riverside.

The goal of the Board of Law Library Trustees for Riverside County is to make available to the judiciary, State and County officials, members of the State and local Bar, and all County residents, current legal materials, modern facilities and adequate trained staff, which will enable them to perform the highest level of research and practice.

### BOARD MEMBERS

HON. MICHELE D. LEVINE	President	Riverside Superior Court
ROBERT DUNN, ESQ.	Vice-President	Representing Hon. Randall White
HON. GLORIA TRASK		Riverside Superior Court
HON. IRMA P. ASBERRY		Riverside Superior Court
HON. CHARLES FIELD (RET.)		Representing Hon. P. Jackson Lucky
W.W. (BUD) MILLER, ESQ.		Representing the Chairman, County Board of Supervisors
JOSEPH PETER MYERS, ESQ.		Representing the County Bar Association
VICTORIA WILLIAMSON	Secretary & Library Director	

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The Board’s time, energy and dedication made it possible for County residents to have access to the collection, programs and services available in the Law Library at its three locations in downtown Riverside, Indio and Temecula. This year, the Board’s energy was focused on completing the transfer of ownership of the Victor Miceli Law Library building from the County to the Board of Law Library Trustees in exchange for the Law Library’s income properties on Main Street in Downtown Riverside. Other significant Board actions include the following:

- ❖ Directed the development and implementation of a staff performance evaluation system
  - ❖ Approved the 2013-2014 & 2014-2015 Annual Budget
  - ❖ Approved the 2012-2013 Auditor’s Report
  - ❖ Authorized the retention of Bradley Neufeld as legal counsel to assist with labor relations and personnel matters
  - ❖ Authorized the signing of employment contract with the Director
  - ❖ Authorized the signing of 5-year lease extension agreement with Provident Bank
  - ❖ Authorized the retention of John Boyd as legal counsel to assist with real property transfer negotiations
  - ❖ Authorized the Director to be check signatory for the Law Library
  - ❖ Authorized the signing of the Right of Entry agreement with the County for the 4053 Main Street property
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# Financial Statement\*

REVENUE	GENERAL FUND	BUILDING FUND
INTEREST	\$ 14,410.16	\$ 9,956.43
COURT FEES	1,420,410.48	355,102.61
MISCELLANEOUS	20,915.13	233,333.33
<b>SUB TOTAL</b>	<b>1,455,635.77</b>	<b>598,392.37</b>
<b>TOTAL</b>	<b>\$ 2,054,028.14</b>	

## EXPENDITURES:

### SALARIES & EMPLOYEE BENEFITS

510040	Regular Salaries	\$ 484,715.78
513000	Retirement – PERS	27,178.41
513120	Retirement – OASDI	33,507.41
513140	Medicare Tax	7,883.20
515000	Dental Insurance	2,279.96
515040	Flex Benefit Plan	64,834.41
515080	Group Health Insurance	-30,524.46
515100	Life Insurance	811.84
515160	Optical Insurance	527.44
515240	State Disability Insurance	1,345.33
517000	Workers Comp Insurance	3,657.05
	<b>TOTAL</b>	<b>\$ 596,216.37</b>

### SERVICES & SUPPLIES

520200	Communications	\$ 3,982.31
520240	Communications Equipment	6,682.04
520260	Computer Lines	673.03
520320	Telephone Service	370.85
520815	Cleaning & Custodial Support	206.52
520930	Insurance – Liability	5,519.65
521600	Maintenance-Service Contracts	2,132.50
521640	Maintenance-Software	19,997.83
523100	Memberships	505.00
523230	Miscellaneous	5,665.58
523600	Audiovisual Materials	155,948.28
523620	Books – New	72.42
523622	Books – Subscriptions-Electronic	10,469.66
523700	Office Supplies	2,820.28
523760	Postage-Mailing	4,954.06
523820	Books – Subscriptions-Print	499,030.04
524560	Auditing & Accounting	4,500.03
524561	Payroll Services	259.20
524680	Consultants-Computer Program	7,520.00
524740	COWCAP (County Support Service)	-19,918.00
524820	Engineering Services (voucher replenishment account)	345,405.60
525300	OASIS (PeopleSoft-Financials)	1,985.76
525440	Professional Services	2,863.34
526420	Advertising	2,817.93
528120	Board Expenses	456.60
528140	Conferences	2,827.97
528920	Carpool Expense	106.40
529000	Travel – Training	7,064.70
	<b>TOTAL</b>	<b>\$ 1,074,919.58</b>

### OTHER EXPENSES

542060	Improvements-Building	\$ 1,690.21
546020	Equipment	2,668.08



TOTAL	\$4,358.29
GRAND TOTAL	\$ 1,675,494.24

\*Figures are from Final County reports as of June 30, 2013; final figures from Christensen & DeGood’s annual audit will not be available until Winter 2014

## Facility Summary



Victor Miceli Law Library  
3989 Lemon Street  
Riverside, CA 92501  
951-368-0368  
951-368-0185 (fax)  
lawlibrary.riverside@rclawlibrary.org

- 13,100 sq. ft. (1<sup>st</sup> floor)
- 4,510 sq. ft. (Mezzanine)
- Seating capacity = 97
- Shelving capacity = 12,700 linear feet

Indio Branch  
46-900A Monroe Street, Suite 101  
Indio, CA 92201  
760-848-7151  
760-347-4500  
lawlibrary.indio@rclawlibrary.org



- 5,000 sq. ft.
- Seating capacity = 40
- Shelving capacity = 2,000 linear feet



Temecula Law Resource Center  
Satellite Branch  
30600 Pauba Road  
Temecula, CA 92592  
951-693-8902

## Collection

The estimated total number of books in the Law Library’s collection is 97,350. This number includes 350 print journals and 150 MCLE programs on audio CD in Riverside; 25,000 volumes in Indio and 350 volumes in Temecula. In addition to Lexis, WestlawNext, CEB OnLaw and CCH Intelliconnect, the Law Library provides free access to 1,863 titles on Hein Online, 1,500 law reviews on LegalTrac, 350 full text publications on EbscoHost including Nolo Press titles.



The Main Library maintains a collection of 85,000 volumes

The Main Library contains the largest print collection which includes California, Federal, and national-scope law resources, as well as superseded and historical materials. It maintains a collection of all 50 state codes. It also houses local materials, including City and County codes and ordinances. The library’s collection of practice materials is limited to California, Nevada and Arizona.

COLLECTION STATISTICS	RIVERSIDE	INDIO	TEMECULA
VOLUME COUNT AS OF 08/18/2014	85,000	12,000	350
TITLE COUNT	7,160	828	90
TITLES ADDED	44	26	6
AUDIO VISUAL ADDED	150	0	0
TOTAL TITLES	8,154		
TOTAL VOLUMES	97,350		

The Indio Branch has a collection of approximately 25,000 volumes of California and selected Federal materials. More than half of the Branch collection, currently housed in a storage facility, will eventually be housed in the new law library inside the new County Law Building that is currently under construction. The collection in Indio, while it does not exactly duplicate the Main Library’s collection, consists of key print and electronic resources needed for effective legal research.

The Temecula Public Library Law Resource Center has a relatively small collection of about 350 volumes and access to core collection of legal databases including Lexis, Westlaw, HeinOnline, LegalTrac, EbscoHost, Forms WorkFlow, and CEB OnLaw. The law books are housed in a designated *Law Resources Collection* within the general circulating collection of the Temecula Public Library. All materials are California specific.



The Law Library has an art collection of more than 50 art pieces including paintings, prints, photographs, and sculptures. The art pieces are on display both in Riverside and Indio. Most of the paintings are watercolor and by California artists, primarily from Riverside County.

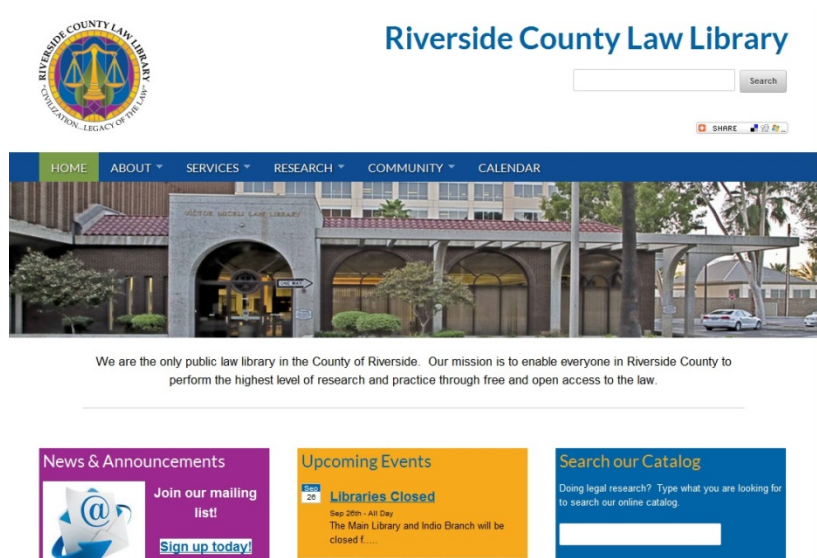
Riverside County Courthouse by Stanley Beck

# Community Engagement

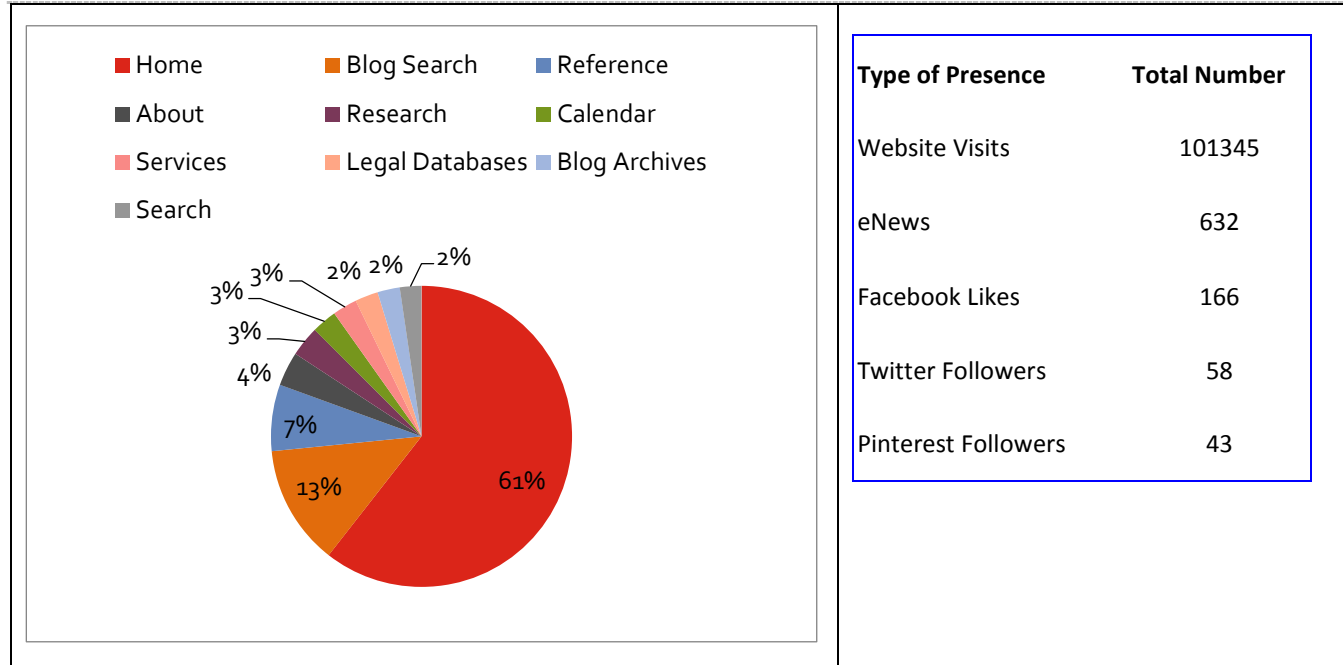
## Web Presence

### New Website

The Law Library's newly redesigned website was launched in March 2014. With a simple, clean design and layout, users can appreciate an easy to navigate structure with added features that include links to Board Meeting Agenda Notices, Meeting Minutes, and Annual Reports; Document Delivery Service; Upcoming Events; Online Catalog; News; and Social Media Networks. This fiscal year, visits to the Law Library's website increased by 808%, from 11,151 to 101,345.



### Top 10 Visited Web Pages



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## Public Programs & Special Events

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In its commitment to provide access to legal information to members of the legal community and the general public, the Riverside County Law Library continued to offer basic legal research classes, public educational programs on law-related topics, and minimum continuing legal education (MCLE) programs for attorneys and paralegals.

- The *Legal Research 101: because you gotta start somewhere* is a seven part series one-hour class designed to teach attorneys, paralegals and pro se litigants how to conduct basic legal research and is held monthly in the library's downtown location from 7:00 p.m. to 9:00 p.m. The Law Library has expanded this offering to its Indio and Temecula branches.
- The *Legal Research 102: for those who have been there and done that but forgot how* is a 9-hour MCLE series of class designed to teach attorneys how to conduct legal research using print and online resources and is held during the months of December and January in the library's downtown location from 6:00 p.m. to 9:00 p.m.
- In collaboration with the Riverside Superior Court Self-Help Center, Family Law Workshops on topics including marital dissolutions, child support, order to show cause, and default judgments were held from 5:00 pm to 9:00 pm in the Victor Miceli Law Library at least twice a month. There were 52 workshops held during fiscal year 2013-2014, with a total of 690 attendees, up 13% from last year.
- In partnership with the Inland Empire Latino Lawyers Association (IELLA), a free Small Claims Clinic was held every fourth Saturday of the month from 9:00 am to 1:00pm in the Victor Miceli Law Library. This three-hour session helped a total of 49 individuals to learn how to present their claims and navigate through small claims court process.
- As in years past, the Law Library hosted free tax preparation assistance clinics during the months of March & April. This fiscal year, 5 clinics were held and a combined total of 47 individuals were assisted by three IRS-certified AARP-TCE volunteers.
- The Victor Miceli Law Library, as in past years, was the venue selected for IELLA's Annual Volunteer Attorney Recognition and Fundraising Event held on December 5, 2013, with more than 90 attendees.
- As a California State Bar approved MCLE provider, the Riverside County Law Library offers free or low-cost MCLE courses on specific topics to help attorneys and paralegals earn continuing legal education credits and meet their MCLE compliance requirements. In addition, the Law Library has subject-specific MCLE programs on audio CDs available for attorneys and paralegals to check out and earn self-study credits.



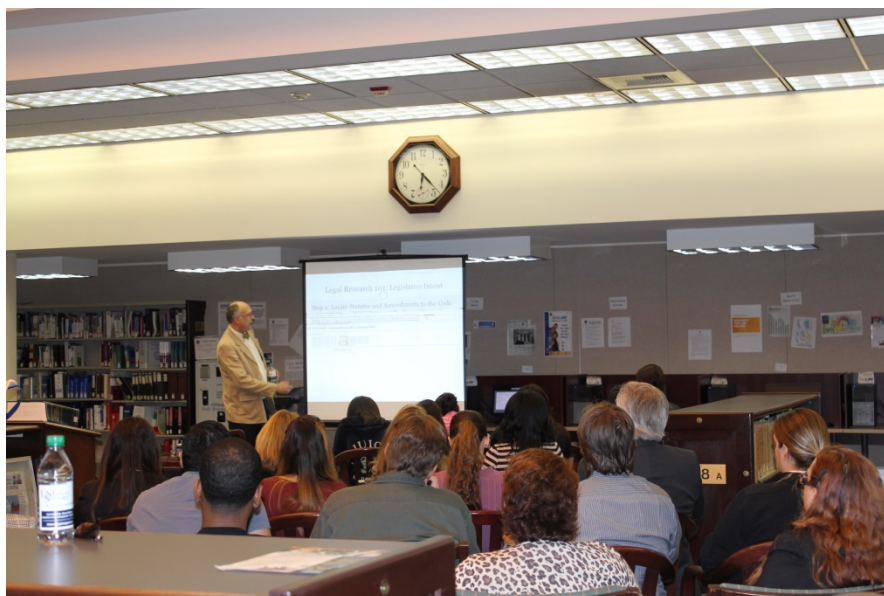
**MCLE Class on Substance Abuse & the Legal Profession**

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## 2013-2014 MCLE CLASSES

TITLE	DATE	LOCATION
<i>Substance Abuse and the Legal Profession.</i> Presented by James Heiting and Michael Razo. 1 hr. credit, substance abuse	December 4, 2013	Victor Miceli Law Library (14 attendees)
<i>Legal Research 102: for those who have been there and done that (but forgot how).</i> Presented by Bret Christensen. 3 hrs. credit, general	December 2, 2013	Victor Miceli Law Library (6 attendees)
	December 9, 2013	Victor Miceli Law Library (6 attendees)
	December 14, 2013	Victor Miceli Law Library (6 attendees)
<i>How To Do An Online California Legislative Intent Search.</i> Presented by Bret Christensen. 1 hr. credit, general	February 19, 2014	Victor Miceli Law Library (36 attendees, ICAP members)
<i>How to Do An Online Legislative Intent Search.</i> Presented by Bret Christensen. 1 hr. credit, general	March 13, 2014	San Bernardino Golf Club (18 attendees, GIEMLA members)
<i>Online Resources at the RCLL.</i> Presented by Bret Christensen. 1 hr. credit, general	June 18, 2014	Lewis, Brisbois, Bisgaard & Smith LLP (22 attendees, ICAP members)
<i>Research with WestlawNext.</i> Presented by Kylee Otto. 1 hr. credit, general	August 5, 2013	Law Library, Indio Branch ( 5 attendees)
<i>Substance Abuse and the Legal Profession.</i> Presented by James Heiting and Greg Dorst. 1 hr. credit, substance abuse	January 21, 2014	Law Library, Indio Branch (27 attendees)
<i>CEBOnLaw Research Tutorial.</i> Presented by Suzanne Smith. 1 hr. credit, general	April 15, 2014	Temecula Law Resource Center (13 attendees)



**MCLE class on *How to Do an Online California Legislative Intent Search***

- The Law Library celebrated *National Library Week* (April 14-18, 2014) with countywide programs and events which included:
  - ❖ Social Mixer & Ribbon Cutting Ceremony celebrating the official opening of the Temecula Law Resource Center, with over 40 people in attendance including local dignitaries including County Board Supervisor Jeff Stone, Presiding Judge Mark Cope, and Foreign Trade Commissioner Tom Freeman.
  - ❖ Presentation of Certificate of Recognition by County Board of Supervisor Jeff Stone and State Senator Joel Anderson honoring the successful partnership between Temecula City Public Library and Riverside County Law Library in setting up the Temecula Law Resource Center enabling residents in the south western region of the county to have access to legal materials.

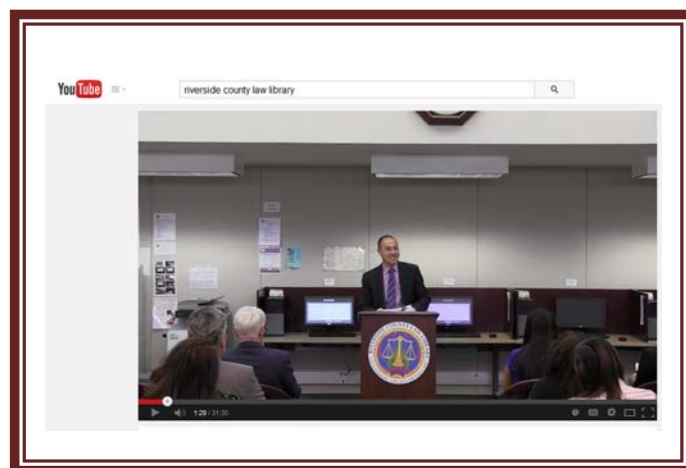


**Temecula Law Resource Center Ribbon Cutting Ceremony held on April 14, 2014**



**Certificate of Recognition from the Office of State Senator Joel Anderson**

- ❖ The ever popular *15 Minutes of Fame* Free Legal Clinics were held on April 16, 2014, from 10am to 3pm in Riverside, Indio & Temecula which reached out to and assisted 49 individuals dealing with legal issues including family law, landlord-tenant, estate planning and civil litigation.
  - ❖ Luncheon Presentations held in Riverside included *Criminal Expungement & Its Implications* by Public Defender Steve Harmon, *Tree Law & Its Impact on Neighbor Law*, by Attorney, Arborist & Author Randall Stamen, Riverside Superior Court Self-Help Resources by Self-Help Center Managing Attorney, Sue Ryan. The combined total number of attendees was 91.
- ❖ Public programs held in Indio included *Estate Planning 101* by Helene P. Dreyer Koch, *CEB OnLaw Research Tutorial* by CEB Representative Suzanne Smith, and *Bare Bone Basics of Legal Research* by RCLL Staff, Mahum Shere, with a combined total of 31 attendees.
- The Law Library hosted a luncheon presentation on the 2014 National Law Day theme – *American Democracy and the Rule of Law: Why Every Vote Matters* held on May 1<sup>st</sup>, with the Honorable Jackson Lucky as speaker which had 37 attendees. This program was video-recorded and was viewed 26 times on YouTube.



**Judge Lucky discussed *American Democracy and The Rule of Law: Why Every Vote Matters***



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## Staff Activities

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The Staff is the Law Library's most valuable asset; hence the Riverside County Board of Law Library Trustees supports the staff's professional development and community outreach activities. The Law Library is fortunate to have a staff with diverse backgrounds and rich with skills, talents and experience. Keeping the Law Library running efficiently for a combined 121 hours per week and maintaining the quality of its collection, services, and programs is a team effort. Staff's professional development and community outreach activities include:

**Law Library Director**, Victoria Williamson – Attended the 2013 American Association of Law Libraries (AALL) Conference "Rethink Your Value" held on July 13-16 in Seattle, Washington; Council of California County Law Librarians 2013 Fall Meeting held on October 11 in San Jose; Southern California Association of Law Libraries (SCALL) Institute "Privacy: Current Legal Trends" held on April 11-12, 2014 in Ventura; Served as Chair of Bylaws Committee of the AALL's Asian American Law Librarians Caucus; Member of Riverside County Bar Association's (RCBA) Committee on Lawyer Referral Services; and Mentor for the Inland Empire Librarians Educated to Advance Diversity & Services (IE LEADS). Participated as speaker in RCBA's *Bridging the Gap* Program held on January 31, 2014 in Riverside and Desert Bar Association's *Adopt-a-School Law Career Day* held on April 28, 2014 in Thermal City.

**Public Services Librarian**, Bret Christensen – Attended the 2013 American Association of Law Libraries (AALL) Conference "Rethink Your Value" held on July 13-16 in Seattle, Washington; Southern California Association of Law Libraries (SCALL) Institute "Privacy: Current Legal Trends" held on April 11-12, 2014 in Ventura; Served on AALL Bylaws and Resolutions Committee; and chaired the Law Library's *National Library Week's* Planning Committee and Collection Development Policy Revision Committee.

**Community Engagement & Digital Services Librarian**, Daisy Cortes – Attended the Internet Librarian Conference *Community Engagement: Strategies, Services & Tools* held on October 28-30 in Monterey; California Library Association *Spring Fling – In the Branding: It's Never Been More Personal* held on April 25, 2014 in Rancho Cucamonga. She joined the American Association of Law Libraries in June 2014. She served as mentor for the IE LEADS. She also participated as mentor during the County of Riverside's *Youth in Government Day* held on October 24, 2013. She served as the coordinator and team leader of the Law Library's Internship and Volunteer Program.

**Staff Members**, Legal Information Specialist Janice Searle participated as speaker in RCBA's *Bridging the Gap* Program held on January 31, 2014 in Riverside. Library Assistant, Mahum Shere is pursuing a Master's Degree in Library & Information Science at Drexel University's online program. She attended the Southern California Association of Law Libraries (SCALL) Institute "Privacy: Current Legal Trends" held on April 11-12, 2014 in Ventura. She participated in the Desert Bar Association "*Adopt-A-School*" *Law Career Day* program held on April 28, 2014 and spoke about law librarianship to a group of 60 students. She is the 2014 recipient of the *LexisNexis John R. Johnson Memorial Scholarship* and the *AALL & Thomson Reuters George A. Strait Minority Scholarship* awards. Theresa Schwake started in September 2013 as part-time library assistant in the Indio Branch and Olga Barrientos started in February 2014 as part-time library assistant in the main library.

In summer 2013, the Law Library instituted its **Internship and Volunteer Program** whose goal is to offer on-the-job training opportunities to students interested in pursuing a career in library and information services. The program is designed to provide interns and volunteers a valuable learning experience and an opportunity to gain real-world law library work experience to help them explore the field of law librarianship or start a career in library and information services. The Law Library was fortunate to have worked with three interns and three volunteers who contributed a combined total of 710

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hours of work on special projects ranging from planning a special event and launching a social media campaign to assisting with information service requests and processing materials discarded/withdrawn from the collection.

**Brenda Freeman** began her internship in fall 2013 and completed 110 hours. Her assigned project focused on compiling a contact list of key people in Riverside County to begin outreach to communities and community groups and planning a networking mixer in the Temecula branch.

**Selene Bailon** began her internship in summer 2014 and completed 107 hours. Her assigned projects focused on creating research guides and collection highlights for the *What is it Wednesday?* social media campaign.

**Melina Reyes** began her internship in summer 2014 and completed 120 hours. Her assigned projects focused on creating *This Day in History* blog posts and collection highlights for the *What is it Wednesday?* social media campaign.

**Mahum Shere** volunteered and completed 74.25 hours of work assisting with reference services and creating research guides. She now works as full time library assistant in the Indio branch.

**Drew Williamson** began his volunteer work in spring 2014 and completed 109 hours. His assigned projects focused on assisting with technology set-ups for special programs and events including creating videos for the RCLL YouTube channel.

**Mariah Clark** started as a volunteer in summer 2014 and completed 190 hours. Her assigned projects focused on assisting with cataloging and technical services including processing the discards/withdrawn materials in the Main Library collection.