



ANNUAL REPORT 2016-2017

www.rclawlibrary.org

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

Message from the Director



The Riverside County Law Library serves the legal information service needs of its 2.2 million county residents. While county law libraries throughout the state continue to experience declining filing fee revenue, the Riverside County Law Library's commitment to providing its users access to high quality legal collection, services and programs remains strong. On behalf of the Law Library Board of Trustees and staff, I am pleased to present to you this Annual Report of services and accomplishments of the Riverside County Law Library for the fiscal year 2016-2017.

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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 \$1.9 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 in the first floor of the County Law Building located at 82-995 Highway 111. 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.

Facilities



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. (1st floor)
- 4,510 sq. ft. (Mezzanine)
- Seating capacity = 97
- Shelving capacity = 12,700



INDIO BRANCH

82-995 Highway 111, Indio, CA 92201

760-848-7151 | 760-863-2022 (fax)

Lawlibrary.indio@rclawlibrary.org

- 6,573 sq. ft.
- Seating capacity = 61
- Shelving capacity = 4,700 linear feet



TEMECULA LAW RESOURCE CENTER

(a Partnership between the
Riverside County Law Library and
the City of Temecula)

30600 Pauba Road

Temecula, CA 93592

951-693-8902

Lawlibrary.temecula@rclawlibrary.org



Governance

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 its 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 adequately trained staff, which will enable them to perform the highest level of research and practice.

BOARD OF LAW LIBRARY TRUSTEES

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

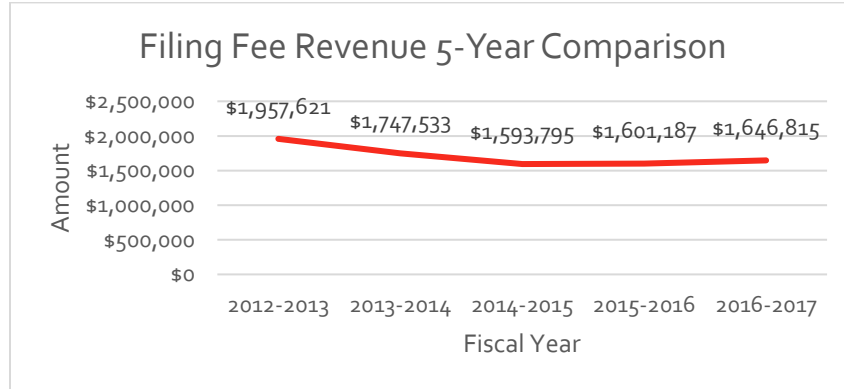
Significant Board Actions:

- ❖ Authorized the suspension of \$150 monthly deposit on the library's RAM account
- ❖ Adopted a new "Public Computer Use Policy"
- ❖ Adopted a new "Suspension of Library Privileges Policy"
- ❖ Accepted the "Actuarial Valuation of Post-Retirement Medical Benefits, As of June 30, 2016"
- ❖ Ratified the "Call-Out Towing Authorization Agreement" with Brother's Towing
- ❖ Adopted the RCLL Personnel Manual
- ❖ Held its inaugural Board Retreat "Focus on the Future"
- ❖ Started planning the renovation of the Victor Miceli Law Library
- ❖ Accepted the 2015-2016 Annual Report
- ❖ Authorized the performance of "HazMat Assessment, Asbestos & Lead Survey" of the Victor Miceli Law Library building.
- ❖ Approved the Library Capitalization Policy
- ❖ Authorized the hiring of Holt Architecture and Marty Greenwood of Tilden-Coil as project manager for the renovation of the Victor Miceli Law Library.

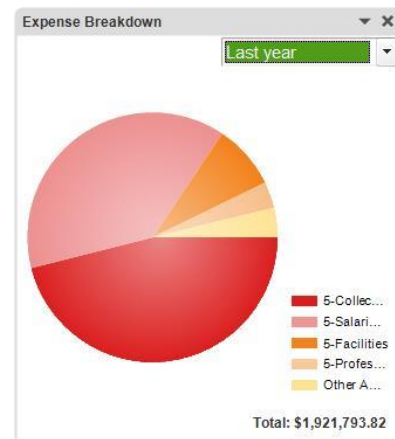
Funding Source

The primary source of funding for California county law libraries comes from a small portion of the county's civil court filing fee. By law, the Administrative Office of the Courts make monthly distributions from superior court filing fees to the law library fund in each county in the amounts described in the California Business & Professions Code §6321 & §6322.1. The amount collected for civil filing fees varies from county to county. In Riverside County, the Law Library receives, in general, \$32 for every civil lawsuit filed. In the past several years, approximately 90% of the total law library revenue is derived from court civil filing fee.

California county law libraries have been experiencing a decline in their filing fee revenue for several years since 2008-2009 fiscal year. While recent numbers have shown a reduction in the rate of decline for many counties including Riverside, 65% of county law libraries in the state are currently operating at a deficit.



For fiscal year 2016-2017, the total revenue collected through filing fees was \$1,646,815, up 3% from the last fiscal year. Filing fee revenue makes up 96% of the law library’s total revenue this fiscal year. The other 4% of revenue are from interest income, rental income, copier income, sales and library services income.



Funding of county law libraries continue to be a major concern in California. The Council of California County Law Librarians, with the help of its lobbyist, continually advocate for legislation to increase the portion of filing fees that fund county law libraries, as well as find alternative sources of funding. As county law libraries continue to experience decrease in filing fee revenues, the cost of legal publications and information technology continues to increase making it especially challenging to continue to provide access to and maintain quality legal information resources and services. The Riverside County Law Library Board of Trustees, its Director and staff remain steadfast in its commitment to maintain the high quality of library collection, programs and services made available to county residents. It will continue to seek new and collaborative ways to enhance service to the public, the Bar, the courts, and all county government agencies.

Financial Statement*

		Jul '16 - Jun 17
Income		
4-Copier Income		13,225.90
4-Investments		46,140.04
4-Library Services		
770970 - Fax		253.50



777040 · MCLE Programs	619.00
777520 · Conference Room	9,920.00
777660 · Services - Other	173.00
781480 · Public Programs	260.00
Total 4-Library Services	11,225.50
4-Other Types of Income	
732120 · Library Fines & Fees	123.00
740040 · Interest Income	1,632.00
Total 4-Other Types of Income	1,755.00
4-Revenue	
731140 · Law Library Fees-Muni Crt	1,646,815.30
741040 · Rental Income (Bldg use)	
741041 · Parking Lot Revenue	10,986.00
741040 · Rental Income (Bldg use) - Other	185,919.16
Total 741040 · Rental Income (Bldg use)	196,905.16
781220 · Contributions & Donations	156.04
Total 4-Revenue	1,843,876.50
4-Sales	
780040 · Paper/Supplies	80.59
780160 · Other Sales	5.00
780180 · Sale of Books	1,730.00
781800 · Parking Tokens	36.25
Total 4-Sales	1,851.84
Total Income	1,918,074.78
Gross Income	1,918,074.78
Expense	
5-Administration	
518040 · Transportation Admin Fee	22.00
523230 · Miscellaneous	141.16
523260 · Sales & Use Tax	1,055.00
523290 · Bank Charges	1,630.43
523700 · Office Supplies	1,157.50
523760 · Postage-Mailing	5,769.00
523940 · Recruiting	130.14
527660 · Promotional Material	257.43
527820 · Staff Appreciation	1,420.56
528120 · Board Expenses	3,465.53
546020 · Travel (RCLL Business)	3,299.97
Total 5-Administration	18,348.72
5-Collection	
523600 · Audiovisual	636.30
523620 · New Books	317.26



523621 · Standing Order (Print Cont..)	647,147.68
523622 · Electronic Databases	203,000.25
523820 · Subscriptions	31,601.45
523870 · Material Processing Supplies	<u>2,312.53</u>
Total 5-Collection	885,015.47
5-Equipment	
523880 · Copiers - Staff	3,310.65
523881 · Copiers - Public	2,879.23
546080 · Computers - Staff	19,630.22
546081 · Computers-Public	12,815.62
546140 · Library Equipment	<u>2,142.50</u>
Total 5-Equipment	40,778.22
5-Facilities	
520330 · Communications (Tel & Internet)	24,828.80
520845 · Trash	4,031.76
520930 · Insurance - Liability	5,447.82
520945 · Property Insurance	31,247.83
522310 · Maintenance & Repair - Rental	1,877.14
524740 · County Support Service	(395.00)
526500 · Burglar Alarm System	788.11
526600 · Fire & Alarm System AT&T	354.51
529500 · Electricity	84,286.38
529510 · Heat/Air (Gas)	5,622.73
529540 · Rent, Parking, Utilities	914.51
529550 · Water	(6,165.34)
542060 · Improvements-Building	<u>8,067.74</u>
Total 5-Facilities	160,906.99
5-MCLE	810.17
5-Professional Development	
523100 · Memberships	3,596.00
527841 · In-House Staff Training	798.31
528140 · Conferences/Registration Fees	3,199.35
528900 · Air Transportation	127.08
528901 · Air Transp-Out of State	708.60
528960 · Lodging	1,109.68
528961 · Lodging-Out of State	2,610.36
528980 · Business Meals	313.65
528981 · Meals-Out of State	144.28
529040 · Private Mileage Reimbursement	549.50
529060 · Public Service Transportation	43.30
529061 · Pub Serv Transp-Out of State	83.26
529101 · Parking Validation	111.00
Total 5-Professional Development	13,394.37



5-Professional Services

525860 · RCIT Device Support	1,062.96
524560 · Audit	11,069.30
524562 · Accounting	22,650.00
524563 · Actuarial Services	1,960.00
524681 · Integrated Library System	21,324.04
525440 · Professional Services	
525021 · Human Resources	5,268.40
525022 · Real Estate	953.53
525440 · Professional Services - Other	1,300.00
Total 525440 · Professional Services	7,521.93

Total 5-Professional Services 65,588.23

5-Public Programs 161.85

5-Salaries & Employee Benefits

510040 · Full Time Salaries	454,461.94
510044 · Part Time Salaries	76,551.28
513000 · Full Time Retirement	49,288.51
513002 · Part Time Retirement	7,335.87
513120 · Social Security	37,225.84
513140 · Medicare	8,802.65
515000 · Full Time Dental Insurance	2,904.86
515002 · Part Time Dental Insurance	66.32
515040 · Full Time Flex Benefit Plan	76,065.61
515080 · Full Time Health Insurance	950.89
515100 · Full Time Life Insurance	1,013.20
515160 · Full Time Vision Insurance	766.92
515162 · Part Time Vision Insurance	55.84
515200 · Retirees Health Insurance	15,922.80
515240 · Temporary Disability	2,281.23
517000 · Workers Comp Insurance	3,096.04
Total 5-Salaries & Employee Benefits	736,789.80

Total Expense 1,921,793.82

Net Income **(3,719.04)**

*Final figures from audited financial statements will not be available until Winter 2017.

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

Service

The Law Library has been successful in bringing about positive changes to ensure that the citizens of Riverside County have access to current collection of legal materials, modern facilities, and knowledgeable staff available to assist with legal research and practice. The service accomplishments for fiscal year 2016-2017 are as follows:

- ❖ 41,724 people visited or used the Law Library
- ❖ 8,023 reference/research questions answered
- ❖ 12 MCLE classes (18.5 hrs. of participatory credits) held with 126 attendees and 214 MCLE materials circulated
- ❖ 170% increase of library tour attendees (from 54 to 146) which included students from UCR, Cal. Baptist, Platt College, Riverside City College, Mt. San Jacinto College, and the Riverside County Grand Jury.
- ❖ 4% increase in the number of individuals who received legal help through the library-hosted free legal clinics.
- ❖ 24% increase in website visits (from 381,492 to 499,776)
- ❖ 4% increase in Facebook followers (from 318 to 330)
- ❖ 14 % increase in Twitter followers (from 118 to 137)
- ❖ 898 total eNews subscribers with 68 more new subscribers

The Law Library continued offering relevant and practical programs to include Minimum Continuing Legal Education (MCLE) programs held in its three locations: Riverside, Indio and Temecula. It continually seeks new opportunities to collaborate with community groups, public agencies, the courts, local Bar and law library associations. This year, the Law Library participated in the following programs:

- Asian Pacific Lawyers of the Inland Empire's *Small Firm Practice MCLE Program*
- City of Temecula *Summer Legal Scholars Program*
- Inland Counties Association of Paralegals Annual Meeting
- Riverside County Bar Association's *Bridging the Gap*
- Riverside County Bar Association's *New Attorneys Academy*
- Riverside County Dept. of Social Services' *Elder & Dependent Adult Abuse Symposium*

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 506 attendees.

▲ SMALL CLAIMS CLINIC

Hosted the Inland Empire Latino Lawyers Association's small claims clinic offered once a month.

▲ LEGAL RESEARCH CLASSES

12 legal research classes with a combined total of 66 attendees.



Collection

The estimated total number of books in the Law Library's collection is 44,310. This number includes 29,615 volumes in Riverside; 14,165 volumes in Indio and 530 volumes in Temecula. There were 173 titles withdrawn from the collection this



fiscal year resulting from titles replaced with newer editions. In addition to LexisAdvance, 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 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.

The Indio Branch has a collection of approximately 14,165 volumes of California and selected Federal materials. 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 Law Resource Center has a relatively small collection of about 530 volumes and access to core collection of legal databases including LexisAdvance, WestlawNext, 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 Ronald H. Roberts 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.

COLLECTION STATISTICS	RIVERSIDE	INDIO	TEMECULA
VOLUME COUNT AS OF 08/18/2015	29,615	14,165	530
TITLE COUNT	8,286	2,339	95
TITLES ADDED	65	30	2
AUDIO VISUAL ADDED	16	16	0
TOTAL TITLES	8,367		
TOTAL VOLUMES	44,310		

Information Technology

The Law Library is committed to providing a cost-effective information technology infrastructure that supports the legal information and research needs of its county residents and enables them to keep up with recent changes in the law, legal research and law practice.

The Riverside County law libraries host six public computer workstations in its downtown Riverside location and six public computer workstations in its Indio branch. The Law Library maintains 12 staff computer workstations and laptops across all branches; 2 servers (1 staff/private, 1 public); copiers/printers in each branch (4 in Riverside, 2 in Indio); and a publicly-accessible wireless network in Riverside and Indio location.

This fiscal year, highlights include:

- Introduction of a cost-effective strategy into the library's telecommunication network, specifically the VoIP telephone system, and begin the transition into a broader cloud-based solution. A change of service contracts with the library's VoIP telephone and Internet service provider has resulted in a substantial reduction in costs – a \$10,000 cost-savings going into the 2017-2018 fiscal year.
- The Riverside location went through a major server upgrade and migration to better support the information technology and work activities of the library staff and public users. This is a necessary upgrade from the server technology investments made in 2010.

Successfully balancing IT costs while designing a strategic roadmap for service upgrades and expansions is an integral part of planning for the future. Library user feedback on the law library's information technology resources remains an

important part of this process. The library looks to address increased wireless capability, increase in the number of public workstations, and a larger footprint in cloud-based services as it moves into the 2017-2018 fiscal year. Investing and allocating funds for IT infrastructure and support continues to be a key investment point for the Riverside County Law Library.

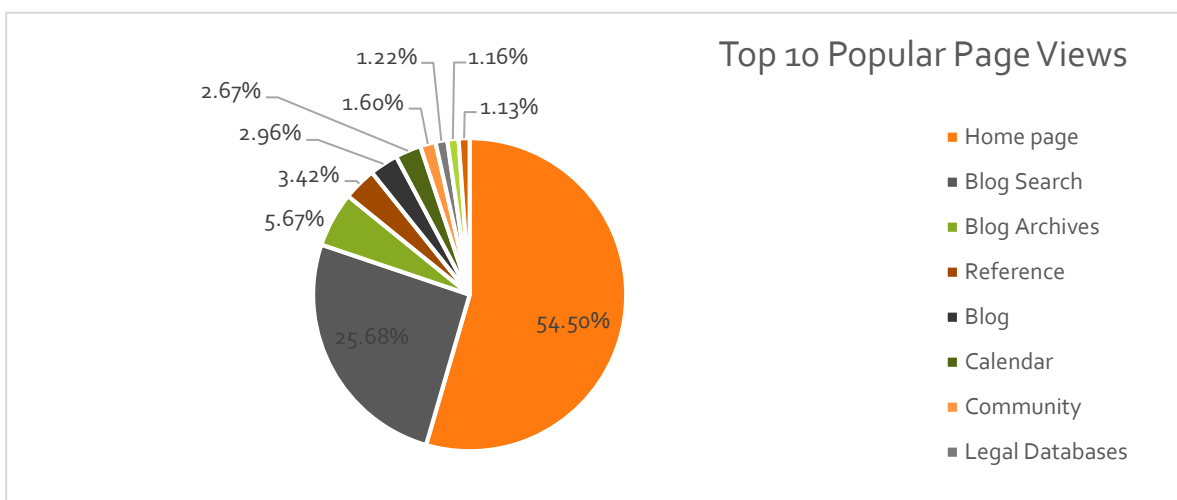
Community Engagement

Website & Social Media

The Law Library website which was redesigned in March 2014 resulted in 808% increase in website visits from 2012-2013 to 2013-2014 fiscal year, only four months after going live. There are 101,345 website visits in fiscal year 2013-2014, 386,308 website visits in fiscal year 2014-2015. There are 381,492 website visits in fiscal year 2015-2016. This fiscal year, there are 499,776 website visits, a 31% increase from last fiscal year.



The number of website visits during fiscal year 2016-2017 shows that 54 % are visits to the Law Library's homepage and 25% are queries to the Law Library's Blog Search page. The chart below shows the top 10 most popular page views of the library's website:



The library stepped up its efforts to increase community engagement through its social media networks and added Instagram in March of 2017 which currently have 25 followers. In May 2017, the Law Library began offering fee-based MCLE classes and launched its online registration system through the Eventbrite page on its website.



Web Presence	Total No.
Website Visits	499776
eNews Subscribers	898
Facebook Likes	330
Twitter Followers	137
Instagram Followers	25

Public Programs & Special Events

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 every 2nd Tuesday of the month in the library's downtown location from 7:00 p.m. to 9:00 p.m.
- ❖ 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 & January in the library's downtown location from 6:00 p.m. to 9:00 p.m.
- ❖ The *Family Law: Help You Help Yourself* is a free two-hour family law orientation class relating to marriage dissolution, legal separation, child support and related issues. This program, presented by Riverside County Superior Court's Family Law Faciliator Patricia Rich , was held on September 22, 2016 at the Temecula Law Resource Center inside the Temecula City Public Library and had 22 attendees.
- ❖ The *Naturalization Information Session* is a free one hour program on the naturalization process including a description of the step-by-step process, the new naturalization test, and the rights and responsibilities of U.S citizenship. This program, presented by Brandon Menancio, United States Citizenship and Immigration Services community relations officer was held on January 9, 2017 at the Temecula Law Resource Center inside the City Public Library and had 36 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 CDs & DVDs



available for attorneys and paralegals to check out and earn self-study credits. More than 200 MCLE materials were circulated during fiscal year 2016-2017.

2016-2017 MCLE CLASSES

TITLE	DATE	LOCATION
<i>Legal Research 102: Primary Authorities</i> , Presented by Bret Christensen, 3 hrs credit, general	December 5, 2016	Victor Miceli Law Library (10 attendees)
<i>Legal Research 102: Primary Authorities</i> , Presented by Bret Christensen, 1 hr. credit, general	December 8, 2016	Temecula Law Resource Center (6 attendees)
<i>Legal Research 102: Secondary Authorities</i> , Presented by Bret Christensen, 3 hrs. credit, general	December 12, 2016	Victor Miceli Law Library (9 attendees)
<i>Legal Research 102: Online Resources</i> , Presented by Bret Christensen, 3 hrs. credit, general	December 19, 2016	Victor Miceli Law Library (7 attendees)
<i>Legal Research 102: Secondary Authorities</i> , Presented by Bret Christensen, 1 hr. credit, general	January 10, 2017	Temecula Law Resource Center (8 attendees)
<i>Legal Research 102: Online Resources</i> , Presented by Bret Christensen, 1 hr. credit, general	February 9, 2017	Temecula Law Resource Center (9 attendees)
<i>The Small Firm Practice</i> , Presented by Jennifer Gerard, Biran Pearcy, Gret Rizio, Ami Sheth Sagel, 1.5 hrs. credit, general	February 23, 2017	Victor Miceli Law Library (31 attendees)
<i>Substance Abuse: Prevention, Detection and Treatment</i> , Presented by Greg Dorst J.D. CADC II, 1 hr. credit, Substance Abuse	April 12, 2017	Law Library, Indio Branch (28 attendees)
<i>Marijuana and the Law</i> , Presented by Jay Kiel, Mike Donaldson, 1 hr. credit, general	April 12, 2017	Victor Miceli Law Library (12 attendees)
<i>OnLaw Database Tutorial</i> , Presented by Suzanne Smith, 1 hr. credit, general	April 13, 2017	Victor Miceli Law Library (7 attendees)
<i>Westlaw Online Database Tutorial</i> , Presented by Dan Feller, 1 hr. credit, general	April 13, 2017	Law Library, Indio Branch (17 attendees)
<i>Lexis Online Database Tutorial</i> , Presented by Cynthia Hrabac, 1 hr. credit, general	April 13, 2017	Temecula Law Resource Center (4 attendees)

- ❖ In celebration of National Library Week (April 10-14, 2017), the Law Library held continuing legal education programs and free legal clinics:
 - *Marijuana & the Law* held on April 12 at noon in the Victor Miceli Law Library was presented by Deputy District Attorney Jay Kiel and Mike Donaldson, Esq. This program provided an overview of California's new regulatory scheme designed to control, regulate, and tax the production and sale of marijuana, as well as the changes it made to the criminal penalties for marijuana offenses.
 - *Substance Abuse: Prevention, Detection and Treatment* held on April 12 at noon in the Law Library, Indio Branch was presented by Greg Dorst. This program discussed alcoholism and addiction to other drugs and the effects that alcohol, illicit and prescription drugs have on brain chemistry. The speaker offered insights on what should be done to bring about change and protect professional careers and the integrity of the legal profession.
 - *Legal Database Tutorials: Westlaw, Lexis and CEBOlaw* held on April 13 at noon in the Riverside, Indio and Temecula locations.
 - The ever popular *15 Minutes of Fame Free Legal Clinics* were held on April 11, 2017, from 10am to 2pm in Riverside and in Temecula which helped 57 individuals dealing with legal issues including family law, probate, personal injury, and civil litigation matters.



Free Legal clinic held at the Temecula Resource Center drew more than 54 participants during National Library Week.

Collaborations

- ❖ **Family Law Workshops** – The Victor Miceli Law Library has for several years made its meeting space, equipment and staff available to the Riverside Superior Court Self-Help Center to hold its Family Law Facilitator evening workshops on marital dissolution, child support, order to show cause, and default judgments. The workshops are held at least twice a month from 4:30 pm to 7:30 pm. This fiscal year, there were 41 family law workshops held with 506 combined total number of attendees, a 7% increase from last fiscal year.
 - ❖ **Legal Consultation Clinic** – The Law Library continued working with local attorneys including members of the Southwest Riverside County Bar Association in providing free 15-minute legal consultations to county residents dealing with issues in the areas of family law, landlord-tenant, personal injury, probate, and civil litigation matters. Four free legal clinics were held and had a combined total of 119 attendees, up 11% from last fiscal year.
 - ❖ **Lawyers in the Library** – In April 2017, the Law Library began offering a free legal clinic in collaboration with the Desert Bar Association. This program, held at the Law Library's Indio Branch every second Thursday of the month, from 3:00pm to 5:00pm is designed to provide free 15-minute legal consultations to county residents dealing with issues in the areas of family law and general civil litigation matters.
 - ❖ **Small Claims Clinic** - In partnership with the Inland Empire Latino Lawyers Association (IELLA), a free Small Claims Clinic are held every third Saturday of the month from 9:00 am to 1:00pm in the Victor Miceli Law Library. This three-hour session is designed to help the members of the public learn how to present their claims and navigate through the small claims court process.
 - ❖ **Temecula Law Resource Center** – Established in November 2011, the Law Library's partnership with the City of Temecula made it possible to provide the Southwest Riverside County residents access to current collection of legal materials, legal reference service, legal research and continuing legal education classes, and public legal
-

education programs. The continued success of this partnership has raised the level of public's awareness of the Law Library's value to the communities in the Southwestern region of the County.

- ❖ **UCR, Extension Paralegal Program** – For the past several years, the Victor Miceli Law Library has made its legal resource materials, services and staff available to support the legal research education needs of the UCR Extension Paralegal Program students. This fiscal year, the Law Library was kept open for an additional 42.5 hours, up 254% from last fiscal year.
- ❖ **Asian Pacific American Lawyers of the Inland Empire (APALIE) MCLE Program** – The Law Library began a partnership with APALIE and hosted an MCLE program on *The Small Firm Practice: Stories, Challenges, and Inspirations*. This program presented by a panel of speakers including Jennifer Gerard, Esq., Gerard Rizio, Esq., Ami Sheth, Sagel, Esq., and Brian Percy, Esq. was held on February 23, 2017 at the Victor Miceli Law Library.



APALIE's MCLE program on *Small Firm Practice* had 31 attendees.

Staff Activities

The Riverside County Board of Law Library Trustees considers its law library staff an important asset critical to providing excellent customer service. Hence, the trustees completely support the staff's professional development and community outreach activities. The staff's diverse educational and cultural backgrounds is an important element in ensuring that the Law Library meets the legal information service needs of a community of library users as diverse as the communities of Riverside County. Keeping the Law Library running efficiently for a combined total of 6,260 hours each fiscal year and maintaining the quality of its collection, services, and programs is a team effort. An all-staff professional development retreat is held annually. This year's retreat was held on March 24, 2017 in the Victor Miceli Law Library. This one-day *Have You Been Served* workshop included a morning program on *Best Practices of Reference Desk Services* presented by Bret Christensen, Legal Research Instructional Services Librarian and a facilitated group discussion on the future direction of the law library's use of space and design plan for the Victor Miceli Law Library renovation. The afternoon program started with a presentation and group discussion facilitated by Mahum Shere, User Experience Librarian and Alex Valdivia, Technical Services Librarian on plans for enhanced programs and services for the law library's underserved segments of user community, and strategies to support the transition to a more digital-based collection of legal materials. The afternoon program concluded with a *Real-life Escape Room* game experience at the Curiosity Shop in downtown Riverside, designed to challenge the staff's observation and critical thinking skills and ability to work as a team.



2017 Staff Retreat – *Have You Been Served?*



The staff's involvement in professional development, volunteer work and community outreach activities this year included the following:

Law Library Director, Victoria Williamson – Attended the 2016 American Association of Law Libraries (AALL) Conference "Make It New, Create The Future" held on July 15-19 in Chicago, Illinois; the Council of California County Law Librarians 2016 Fall Meeting held on August 17-18 in Sacramento; served on the Board, as immediate Past President of the Southern California Association of Law Libraries (SCALL) for 2016-2017 and attended the 45th Annual SCALL Institute "ConLaw Conundrum: Constitutional Law & Challenges in Today's Environment" held on March 3-4, 2017 in the Horton Grand Hotel in San Diego; and currently serves on the Riverside County Bar Association's (RCBA) Committee on Lawyer Referral Services.

Research Instructional Services Librarian, Bret Christensen – Attended the 2016 AALL Conference "Make It New, Create the Future" held on July 15-19 in Chicago, Illinois; served as Chair of the 2017 SCALL Technology Support Subcommittee and attended the 2017 SCALL Institute "ConLaw Conundrum: Constitutional Law & Challenges in Today's Environment"; currently serves as Chair of the SCALL Public Relations Committee and as Editorial Board Member of the AALL Spectrum Magazine.

User Experience Librarian, Mahum Shere joined the professional staff in March 2017 and filled the position left vacant by Angela Wang in January 2017. She attended, as representative of the Riverside County Law Library, the 4th Annual Elder & Dependent Adult Abuse Symposium held on June 28, 2017 at the Riverside Convention Center.

Staff Members: Part-time library assistant, Willa Henshaw earned a Master's degree in Library and Information Science (MLIS) from Drexel University online. Administrative Assistant, Mariah Clark attended the 2017 CalPERS Education Forum held on October 24-26, 2017 at the Riverside Convention Center; completed a UCR extension course on *Principles of Accounting* with an A+ grade; and attended a class on *Human Resources for Anyone with Newly Assigned HR Responsibilities* and the *Essentials of HR Law* (12.1 CEU credit). Library Assistant, Efrén Nava spoke at a panel discussion on *Alternatives to the Law* which is part of the Summer Legal Scholars Program hosted by the City of Temecula held on July 12, 2016 at the Temecula Law Resource Center. He did a presentation on the Temecula Law Resource Center's collection of legal materials, programs and services to paralegal students at Mount San Jacinto Community College, Menifee campus.

The Law Library's **Internship and Volunteer Program** which was established in 2013 continued to provide learning opportunities, on-the-job training, and exposure to real world legal research and library work for students interested in pursuing a career in law and/or library and information services. The students' internship and volunteer experience helped them in deciding whether a career in law or library and information science is right for them. This year, the Law Library was fortunate to have worked with two interns and two volunteers who contributed a combined total of 273 hours:

Domonique Abrantes worked 140 hours as an intern in the Victor Miceli Law Library. She worked on projects involving social media postings, event flyer production, and content creation for the *What Is it* Wednesday posts which highlighted a resource from the library collection and shared on the library's Facebook page. She wrote several articles for the library's blog and assisted with historical and superseded materials collection inventory project. **Serene Salgado** worked 80 hours as an intern at the Temecula Law Resource Center. She worked on projects involving National Library Week event planning and promotion through social media. She assisted with the free legal clinic registration and patron-intake forms, the MCLE materials collection inventory, Emergency/Disaster Pocket Response Plan for Collections and emergency supplies inventory, as well California materials collection inventory and shelving space needs assessment. **Ming Lung** worked 8 hours and **Suzanne Dombkowski** worked 45 hours as a volunteer in the Temecula Resource Center. Both Ming and Suzanne worked on a special project involving planning and coordinating free legal clinics and assisted with registration and intake process for waivers and participants' survey at the free legal clinic.



Organizational Chart, 2016-2017

