



## ANNUAL REPORT 2017-2018

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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)

# Message from the Director



The Riverside County Law Library serves the legal information service needs of its 2.4 million county residents. Its commitment to providing everyone in the county access to high quality legal collection, services and programs remains strong. It seeks opportunities for collaboration with local community groups and public agencies to maintain and expand access to justice for all. 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 2017-2018.

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## Overview

The Riverside County Law Library is the only public law library in the County and serves more than 2.4 million residents. With the current budget of approximately \$1.8 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 Ronald H. Roberts 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](mailto: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



### INDIO BRANCH

82-995 Highway 111, Indio, CA 92201

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

[Lawlibrary.indio@rclawlibrary.org](mailto: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](mailto: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. Otis Sterling
HON. GLORIA TRASK	Trustee	Riverside Superior Court
HON. IRMA P. ASBERRY	Trustee	Riverside Superior Court
HON. 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	

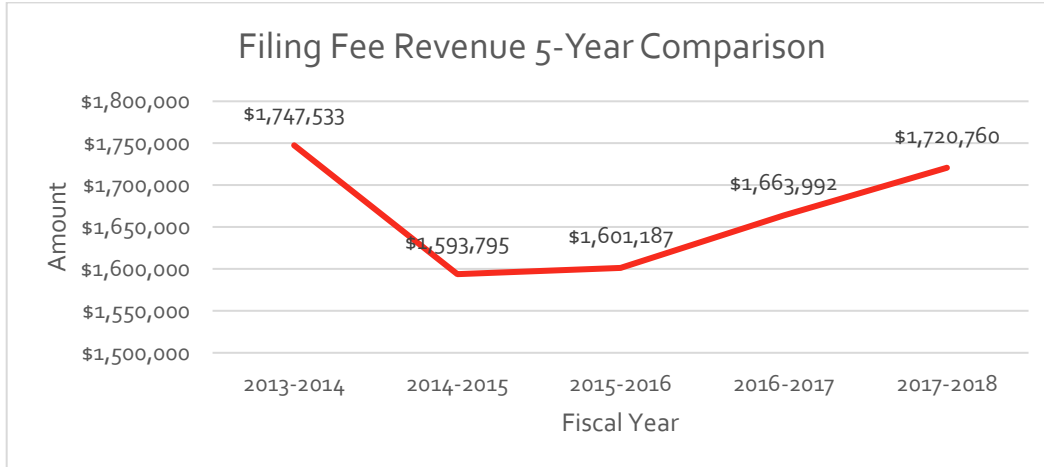
### Significant Board Actions:

- ❖ Accepted the 2017-2018 Budget
- ❖ Extended the honor of Law Library Trustee Emeritus to Bud Miller
- ❖ Agreed to set the Victor Miceli Law Library renovation budget to \$3.5 million with the set priorities of addressing the building's asbestos, HVAC and ADA compliances issues
- ❖ Accepted the recommendation to have IMEG conduct MEP systems evaluation of the law library building
- ❖ Approved the Law Library Parking lot \$8 a day parking rate
- ❖ Accepted the 2016-2017 Annual Report
- ❖ Authorized the Renovation Committee to make decisions at \$50,000 per item up to an aggregate amount not to exceed \$250,000.
- ❖ Approved the proposal to change the staff health benefits provider to CalPERS
- ❖ Accepted the Actuarial Valuation of Post-Retirement Medical Benefits Report (as of June 30, 2018)
- ❖ Accepted the FYE 6/30/2017 Auditor's Report
- ❖ Accepted the 2018-2019 Budget

## Funding Source

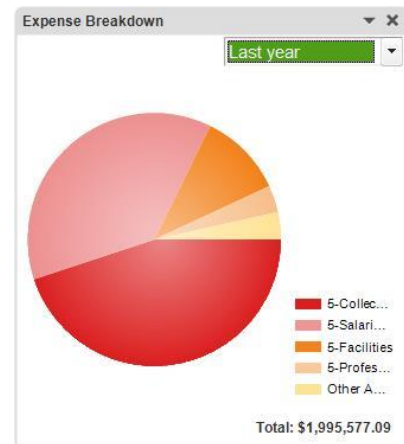
The primary source of funding for California county law libraries comes from a small portion of the county's civil court filing fee. By law, the Administrative Office of the Courts make monthly distributions from superior court filing fees to the law library fund in each county in the amounts described 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.



In Riverside County, the total revenue collected through filing fees was \$1,720,760, up 3% from the last fiscal year. Filing fee revenue makes up 84% of the law library's total revenue this fiscal year. The other 16 % 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\*

	<u>Jul 1, 2017 – Jun30, 2018</u>
<b>Income</b>	
4-Copier Income	13,161.78
4-Investments	
740020 · Interest - Invested Funds	82,705.19
740100 · Interest Income-Bldg	(8,819.72)
<b>Total 4-Investments</b>	<u>73,885.47</u>
4-Library Services	
770970 · Fax	223.00
777040 · MCLE Programs	1,359.00
777520 · Conference Room	9,685.50
777660 · Services - Other	300.00
781480 · Public Programs	10.00
<b>Total 4-Library Services</b>	<u>11,577.50</u>
4-Other Types of Income	
732120 · Library Fines & Fees	63.90
740040 · Interest Income	10,227.55
781360 · Misc Income	180.00
<b>Total 4-Other Types of Income</b>	<u>10,471.45</u>
4-Revenue	
731140 · Law Library Fees-Muni Crt	1,720,759.97
741040 · Rental Income (Bldg use)	
741041 · Parking Lot Revenue	18,265.00
741040 · Rental Income (Bldg use) - Other	191,556.72
<b>Total 741040 · Rental Income (Bldg use)</b>	<u>209,821.72</u>
781220 · Contributions & Donations	8.01
<b>Total 4-Revenue</b>	<u>1,930,589.70</u>
4-Sales	
780040 · Paper/Supplies	64.65
780160 · Other Sales	1.00
780180 · Sale of Books	1,038.50
781800 · Parking Tokens	42.00
<b>Total 4-Sales</b>	<u>1,146.15</u>
<b>Total Income</b>	<u>2,040,832.05</u>
	2,040,832.05
<b>Expense</b>	
5-Administration	
518040 · Transportation Admin Fee	13.00
523230 · Miscellaneous	(191.78)
523260 · Sales & Use Tax	1,379.58
523290 · Bank Charges	1,104.23



523700 · Office Supplies	2,589.17
523760 · Postage-Mailing	5,495.89
523940 · Recruiting	54.99
527660 · Promotional Material	1,756.98
527820 · Staff Appreciation	1,465.89
528120 · Board Expenses	1,403.21
546020 · Travel (RCLL Business)	2,027.17
<b>Total 5-Administration</b>	<b>17,098.33</b>
<b>5-Collection</b>	
523600 · Audiovisual	697.81
523620 · New Books	(1,093.76)
523621 · Standing Order (Print Cont..)	589,888.47
523622 · Electronic Databases	278,239.51
523820 · Subscriptions	27,413.80
523870 · Material Processing Supplies	1,478.61
<b>Total 5-Collection</b>	<b>896,624.44</b>
<b>5-Equipment</b>	
523880 · Copiers - Staff	3,818.32
523881 · Copiers - Public	2,583.74
546080 · Computers - Staff	10,765.00
546081 · Computers-Public	10,897.00
<b>Total 5-Equipment</b>	<b>28,064.06</b>
<b>5-Facilities</b>	
542100 · Building Renovation	19,013.50
520330 · Communications (Tel & Internet)	15,803.73
520845 · Trash	4,108.80
520930 · Insurance - Liability	5,463.19
520945 · Property Insurance	31,322.39
522310 · Maintenance & Repair - Rental	42,696.59
524740 · County Support Service	3,639.00
526500 · Burglar Alarm System	938.75
526600 · Fire & Alarm System AT&T	221.56
529500 · Electricity	74,222.90
529510 · Heat/Air (Gas)	313.12
529540 · Rent, Parking, Utilities	1,205.60
529550 · Water	4,541.28
542060 · Improvements-Building	11,907.44
<b>Total 5-Facilities</b>	<b>215,397.85</b>
<b>5-MCLE</b>	<b>690.20</b>
<b>5-Professional Development</b>	<b>10,442.41</b>
<b>5-Professional Services</b>	
525840 · RCIT Device Access	1,965.12
524560 · Audit	13,328.74
524562 · Accounting	17,370.00



524563 · Actuarial Services	4,330.00
524680 · Consultants - IT	23,264.27
524681 · Integrated Library System	320.00
525440 · Professional Services	
525021 · Human Resources	5,418.00
525022 · Real Estate	1,223.30
525440 · Professional Services - Other	1,180.00
<b>Total 525440 · Professional Services</b>	<b>7,821.30</b>
<b>Total 5-Professional Services</b>	<b>68,399.43</b>
<b>5-Public Programs</b>	<b>163.04</b>
<b>5-Salaries &amp; Employee Benefits</b>	<b>745,341.55</b>
<b>5-Transfers</b>	<b>13,355.78</b>
<b>Total Expense</b>	<b>1,995,577.09</b>
	<b>45,254.96</b>

\*Final figures from audited financial statements will not be available until Winter 2018.

## 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 2017-2018 are as follows:

- ❖ 33,362 people visited or used the Law Library
- ❖ 12,054 reference/research questions answered, a 50% increase from last fiscal year
- ❖ 7 MCLE classes (7 hrs. of participatory credits) held with 67 attendees and 101 MCLE materials circulated
- ❖ 41% increase of library tour attendees (from 146 to 206) which included students from UCR, Platt College, and Riverside City College, Riverside Superior Court Clerks and the Riverside County Grand Jury.
- ❖ "Lawyers in the Library" program held monthly in Indio.
- ❖ 179 new Instagram followers
- ❖ 10% increase in website visits (from 499,776 to 547,279)
- ❖ 13% increase in Facebook followers (from 330 to 375)
- ❖ 13 % increase in Twitter followers (from 137 to 156)
- ❖ 7 % increase in eNews subscribers (from 898 to 963)

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 MCLE Program on *Ethics in Mediation*
- 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

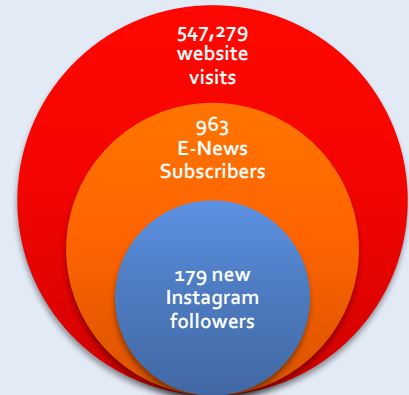
Hosted the Riverside County Superior Court's Family Law Facilitator's evening workshops on marital dissolution, default judgments, order to show cause, etc., attracting more than 426 attendees.

#### ▲ LAWYERS IN THE LIBRARY

Hosted free legal clinics in partnership with Desert Bar Association once a month and assisted 46 individuals.

#### ▲ LEGAL RESEARCH CLASSES

4 legal research classes with a combined total of 40 attendees.



### Collection

The estimated total number of books in the Law Library's collection is 44,350. This number includes 29,615 volumes in Riverside; 14,165 volumes in Indio and 530 volumes in Temecula. There were 145 titles withdrawn from the collection this fiscal year resulting from titles replaced with newer editions. In addition to LexisAdvance, Westlaw, 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, 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 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	2,391	97
TITLES ADDED	31	22	1
AUDIO VISUAL ADDED	22	22	0
<b>TOTAL TITLES</b>	<b>8,421</b>		
<b>TOTAL VOLUMES</b>	<b>44,350</b>		

## Information Technology

The Law Library is committed to providing 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 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 locations.

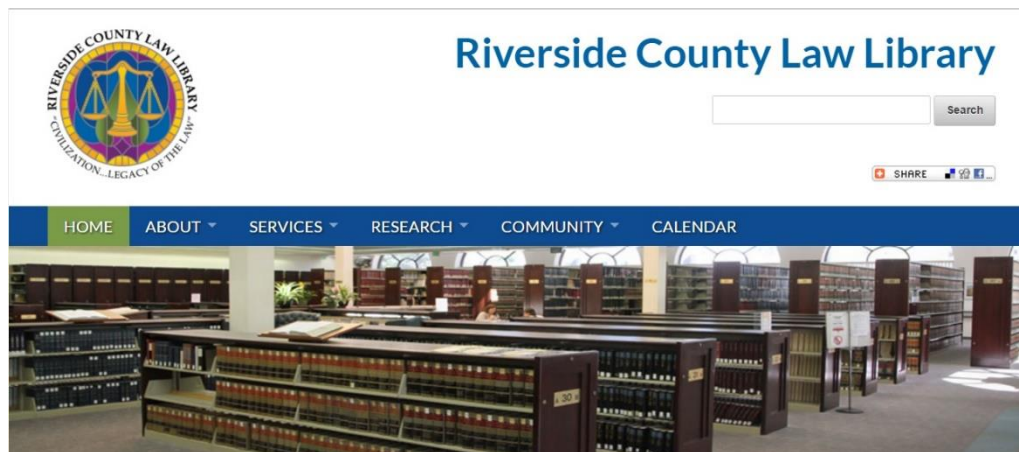
This fiscal year, the Law Library successfully transitioned to a new VoIP system for the Riverside and Indio locations. The switch to a new VoIP telephone and Internet service provider resulted in \$10,000 cost-savings.

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 2018-2019 fiscal year. Investing and allocating funds for IT infrastructure and support continues to be a key investment point for the Riverside County Law Library.

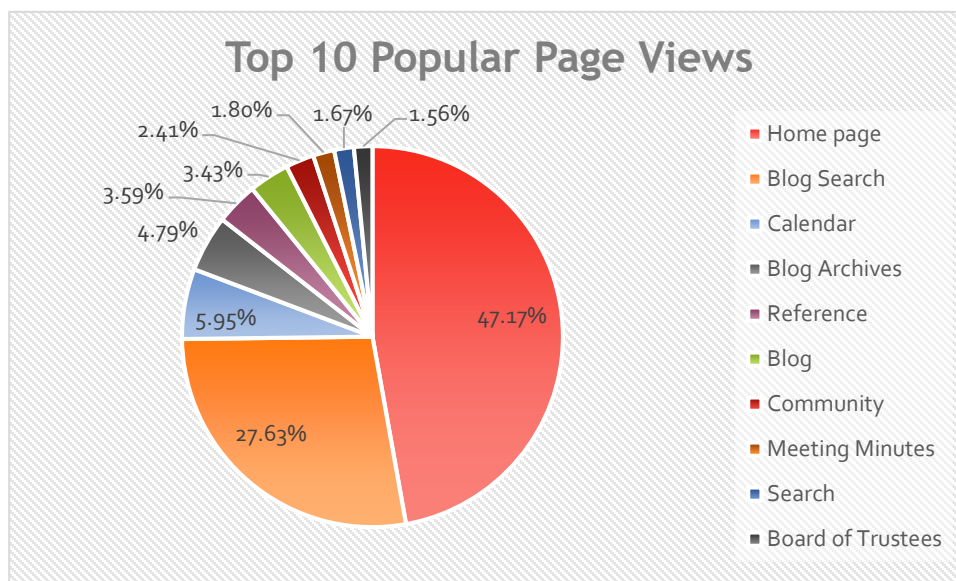
# Community Engagement

## Website & Social Media

The Law Library website received 547,279 visits this fiscal year, a 10% increase from last fiscal year.



The number of website visits during fiscal year 2017-2018 shows that 47 % are visits to the Law Library’s homepage and 27% 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 had 375 Facebook followers and 156 Twitter followers during 2017-2018 fiscal year. The library stepped up its efforts to increase community engagement through its social media networks. In addition to Facebook and Twitter accounts, the Library currently have 179 Instagram followers, a 616% increase from when its Instagram account was created in March 2017.



Web Presence	Total No.
Website Visits	547,279
eNews Subscribers	963
Facebook Likes	375
Twitter Followers	156
Instagram Followers	179

## Public Programs & Special Events

In its commitment to provide access to legal information to members of the legal community and the 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 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 was held during the months of November and December 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 October 23, 2017 at the Temecula Law Resource Center inside the Temecula City Public Library and had 22 attendees.
- ❖ During National Pro Bono Week (October 21-27), the Library hosted three programs on immigration law topics: *Current Immigration Issues* presented by Russell Jauregui was held on October 26, 2017 in Riverside; *Immigration Law, Naturalization Process* presented by Brandon Menancio was held on October 24, 2017 in Indio; and *Immigration: Mistakes to Avoid* presented by Marie Wood was held on October 24, 2017 in Temecula.
- ❖ 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



Mahum Shere receiving the 2018 AALL Excellence in Marketing Award for Best Campaign for the 2017 National Pro Bono Week at RCLL.

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 100 MCLE materials were circulated during fiscal year 2017-2018.

## 2017-2018 MCLE CLASSES

TITLE	DATE	LOCATION
<i>Dealing with Depression in the Legal Profession</i> , 1 credit hour, general	September 13, 2017	Victor Miceli Law Library (10 attendees)
<i>Disability Law &amp; Discrimination</i> , 1 credit hour, general	October 23, 2017	Victor Miceli Law Library (22 attendees)
<i>Starting from Scratch: How to start your business by giving free advice</i> , 1 credit, hour, general	October 26, 2017	Law Library, Indio Branch (11 attendees)
<i>Legal Research 102: Online California Legislative Intent</i> , 1hr. credit, general	November 1, 2017	Victor Miceli Law Library (10 attendees)
<i>Legal Research 102: Primary Authorities</i> , 1 hr. credit, general	December 4, 2017	Victor Miceli Law Library (10 attendees)
<i>Legal Research 102: Secondary Authorities</i> , 1 hr. credit, general	December 11, 2017	Victor Miceli Law Library (10 attendees)
<i>Legal Research 102: Online Resources</i> , 1 hr. credit, general	December 18, 2017	Victor Miceli Law Library (10 attendees)
<i>Ethics in Mediation (APALIE)</i> , 1 hr. credit, general	January 18, 2018	Victor Miceli Law Library (17 attendees)
<i>Preventing and Defending Malpractice for the Small Firm Attorney</i> , 1 hr., legal ethics	January 26, 2018	Law Library, Indio Branch (11 attendees)

❖ During National Library Week (April 8-14, 2018), the Law Library held continuing legal education programs and free legal clinics:

- *Westlaw Training* sessions were held in Riverside, Temecula and Indio which had 28 combined total number of participants.
- *Law School Experience: A Perspective from a Recent Law School Graduate* program was held in Riverside and had 17 attendees.
- Free Legal Clinics were held in Riverside, Temecula and Indio which assisted 45 individuals dealing with legal issues including family law, probate, personal injury, and civil litigation matters.



Westlaw training held during 2018 National Library Week at the Temecula Law Resource Center.



- *Elder Abuse: Signs, Facts & Solutions* program presented by Estate Planning attorneys Jeff Nickerson and Amy Fisher was held in the Temecula Law Resource Center which had 12 attendees.

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## Collaborations

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- ❖ **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 426 combined total number of attendees. Similar workshops are held quarterly in the Indio Branch in coordination with the Larson Justice Center, Family Law Facilitator's office.
- ❖ **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 178 attendees, up 50% from last fiscal year's 119.
- ❖ **Lawyers in the Library** – In collaboration with the Desert Bar Association, the Law Library's Indio Branch hosted a Lawyer in the Library program every second Thursday of the month, from 3:00pm to 5:00pm which 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. Sixty individuals received free legal aid through this program during 2017-2018 fiscal year.
- ❖ **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. The Law Library has extended its opening hours to accommodate the program's legal research evening classes.
- ❖ **Desert Bar Association's *Interested in the Bench* Program**  
The Law Library in Indio hosted DBA's program "Interested in the Bench" where a panel of eight judges and attorneys discussed eligibility requirements, the judicial appointment application process, and the Commission on Judicial Nominee evaluation, moderated by the DBA President, Karen Sloat.
- ❖ **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 *Ethics on Mediation*. This program was held on January 18, 2018 at the Victor Miceli Law Library and had 16 attendees.

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## Staff Activities

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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

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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 May 11, 2018 in the Victor Miceli Law Library. The theme was *Empowering Learning @ RCLL*, a day long program designed to renew RCLL's commitment to encourage and support staff development and growth within the organization. The Staff Retreat reinforces the Library's expectation of its staff to continually learn, share their knowledge, and facilitate the transfer of knowledge to action and behavioral changes that lead to improvement of individual staff members and the Library. It included a morning program on *Sexual Harassment: Everything You Wanted to Know (But Were Too Afraid to Ask About)* presented by Bret Christensen, Legal Research Instructional Services Librarian and a Librarians Panel discussion on *Customer Service in the Public Sector: Challenges and Best Practices*. The afternoon program started with a presentation on *Library Services for Patrons Experiencing Homelessness* followed by group discussion regarding short and/or long-term action plans directed towards addressing issues related to library users who are experiencing homelessness, facilitated by Mahum Shere, User Experience Librarian. The afternoon program concluded with a group discussion on *Continuous Learning: Tools & Resources*.



### **2018 Staff Retreat – Empowering Learning @ RCLL**

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

**Law Library Director**, Victoria Williamson – Attended the 2017 American Association of Law Libraries (AALL) Conference "Forgo the Status Quo." held on July 15-18 in Austin, Texas; the Council of California County Law Librarians 2017 Fall Meeting held on September 11 in Sacramento; served as Vice Chair of the Council of California County law Librarians Statistics & Needs Assessment Committee, attended the 46<sup>th</sup> Annual SCALL Institute "Inside Job: The Best-Kept Secrets of Employment Law" held on March 23-25, 2018 in the Riverside Mission Inn Hotel & Spa; and currently serves on the Riverside County Bar Association's (RCBA) Committee on Lawyer Referral Services.

**Research Instructional Services Librarian**, Bret Christensen – Attended the 2017 AALL Conference "Forgo the Status Quo" held on July 15-18 in Austin, Texas; served as Chair of the 2018 SCALL Technology Support Subcommittee and attended the 2018 SCALL Institute "46<sup>th</sup> Annual SCALL Institute "Inside Job: The Best-Kept Secrets of Employment Law"; currently serves as Chair of the SCALL Public Relations Committee.

**User Experience Librarian**, Mahum Shere attended, as representative of the Riverside County Law Library, the 4<sup>th</sup> Annual Elder & Dependent Adult Abuse Symposium held on June 6, 2018 at the Riverside Convention Center. The symposium, hosted by the Riverside County Department of Social Services, Adult Services Division, had more than 500 participants.

**Staff Members:** Administrative Assistant, Lauren Patterson attended the May 2018 *CalPERS Enrollment and Reporting Training* and completed the *QuickBooks Training* course held on May 3 and 4, 2018. Library Assistant, Efren 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 in July 2017 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 three interns who contributed a combined total of 389.5 hours: **Chance Douglas** worked 200 hours as an intern in the Victor Miceli Law Library. He wrote a collection development report focusing on the Law Library collection of Legal History materials, including recommended list of publications to be added in the current collection. **Isaac Juarez** worked 90.5 hours as an intern at the Indio Branch. He created a criminal record expungement process instructions packet which includes a coversheet, petition for dismissal order, proof of services, and declaration. **Stephanie Nava-Angeles** worked 99 hours as an intern in the Victor Miceli Law Library. She drafted an Environmental Law Research Guide, created “Meet the Staff” social media and eNews postings, assisted with filing of the CEB materials and responding to patron inquiries relating to outside legal resources such as Self-Help and IELLA.

## Organizational Chart, 2017-2018

