



ANNUAL REPORT 2018-2019

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 2.4 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 2018-2019.

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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

- 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. Harold Hopp
HON. GLORIA TRASK	Trustee	Riverside Superior Court
HON. IRMA P. ASBERRY	Trustee	Riverside Superior Court
HON. JACKSON LUCKY	Trustee	Riverside Superior Court
JOHN BOYD, ESQ.	Trustee	Representing the Chairman, County Board of Supervisors
JOSEPH PETER MYERS, ESQ.	Trustee	Representing the County Bar Association
VICTORIA WILLIAMSON	Secretary & Library Director	

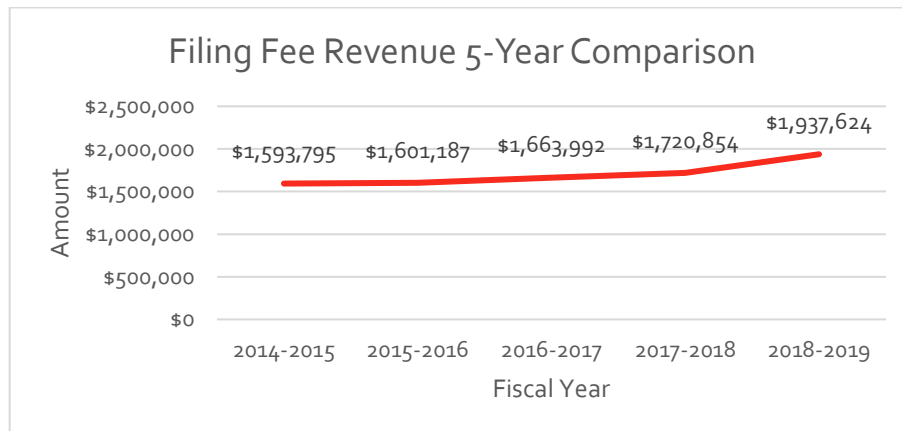
Significant Board Actions:

- ❖ Accepted the 2018-2019 Budget
- ❖ Accepted the 2017-2018 Annual Report
- ❖ Accepted the FYE 6/30/2018 Auditor's Report
- ❖ Accepted the 2019-2020 Budget
- ❖ Adopted the Library Rules of Conduct which superseded the Library Standards of Behavior
- ❖ Approved and Adopted the 2018-2021 MOU with SEIU Local 721
- ❖ Approved the \$1000 donation to the Cal. Judges Foundation's High School Scholarship

Funding Source

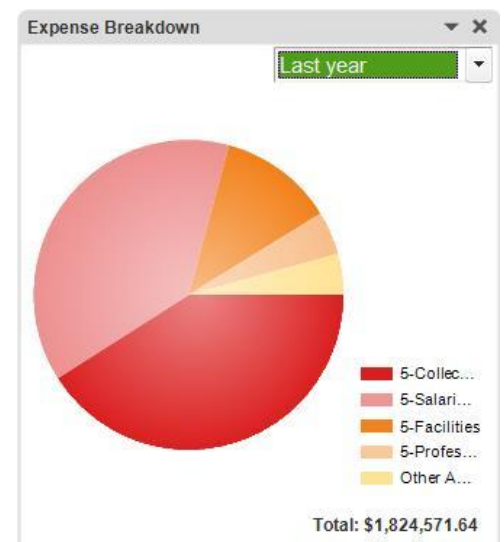
The primary source of funding for California county law libraries comes from a small portion of the county's civil court filing fee. By law, the Administrative Office of the Courts make monthly distributions from superior court filing fees to the law library fund in each county in the amounts described 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 \$1,937,624, up 12.6% from the last fiscal year. Filing fee revenue makes up 90% of the law library’s total revenue this fiscal year. The other 10 % 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. Thanks to the tireless advocacy efforts of the Council and the support of State legislators, the State Budget Act of 2018 (SB 840) signed by Governor Brown included \$16.5 million one-time appropriation for county law libraries to backfill the decline in civil filing fee revenue. The Riverside County Law Library received a percentage of this one-time appropriation based on the percentage decrease in its filing fee revenue from FY 2008-2009 through FY 20016-20017 (\$1,192,092).





Financial Statement*

	<u>July 1, 2018 - June 30, 2019</u>
Income	
4-Copier Income	11,755.05
4-Investments	
740020 · Interest - Invested Funds	198,563.41
740100 · Interest Income-Bldg	19,943.49
Total 4-Investments	218,506.90
4-Library Services/Sales	
770970 · Fax	258.40
777040 · MCLE Programs	2,266.00
777520 · Conference Room	8,162.50
777660 · Services - Other	54.30
732120 · Library Fines & Fees	120.25
780040 · Paper/Supplies	33.35
780180 · Sale of Books	1,948.90
781800 · Parking Tokens	6.00
Total 4-Library Services/Sales	12,849.70
4-Other Types of Income	
740040 · Interest Income	2,858.79
781360 · Misc Income	226.68
Total 4-Other Types of Income	3,085.47
4-Revenue	
731140 · Law Library Fees-Muni Crt	3,145,783.19
741040 · Rental Income (Bldg use)	
741041 · Parking Lot Revenue	22,799.02
741040 · Rental Income (Bldg use) - Other	197,361.64
Total 741040 · Rental Income (Bldg use)	220,160.66
781220 · Contributions & Donations	34.82
Total 4-Revenue	3,365,978.67
Total Income	3,612,175.79
Gross Income	3,612,175.79
Expense	
513160 · Pension Expense - GASB No. 68	700.00
5-Administration	
523230 · Miscellaneous	274.24
523260 · Sales & Use Tax	3,239.00
523290 · Bank Charges	1,236.21
523700 · Office Supplies	2,497.29
523760 · Postage-Mailing	5,601.94
527820 · Staff Appreciation	2,611.62



528120 · Board Expenses	1,041.77
546020 · Travel (RCLL Business)	3,649.69
Total 5-Administration	20,151.76
5-Collection	
523620 · New Books	965.76
523621 · Standing Order (Print Cont..)	523,189.19
523622 · Electronic Databases	216,248.77
523820 · Subscriptions	6,889.56
523870 · Material Processing Supplies	376.27
Total 5-Collection	747,669.55
5-Equipment	
523880 · Copiers - Staff	4,149.97
523881 · Copiers - Public	2,533.23
546080 · Computers - Staff	13,309.57
546081 · Computers-Public	11,333.54
546121 · Office Equipment (adding mach)	656.00
546140 · Library Equipment	2,331.50
Total 5-Equipment	34,313.81
5-Facilities	
542100 · Building Renovation	158.53
520330 · Communications (Tel & Internet)	11,643.08
520845 · Trash	4,220.28
520930 · Insurance - Liability	4,448.69
520945 · Property Insurance	35,234.72
522310 · Maintenance & Repair - Rental	78,700.31
524740 · County Support Service	4,638.00
526500 · Burglar Alarm System	1,373.52
529500 · Electricity	72,425.45
529540 · Rent, Parking, Utilities	1,236.84
529550 · Water	3,837.98
542060 · Improvements-Building	725.00
Total 5-Facilities	218,642.40
5-MCLE	918.22
5-Professional Development	20,717.67
5-Professional Services	
525840 · RCIT Device Access	1,965.12
524560 · Audit	30,366.79
524562 · Accounting	2,080.00
524680 · Consultants - IT	1,633.70
524681 · Integrated Library System	24,331.91
525440 · Professional Services	
525021 · Human Resources	21,986.00
525440 · Professional Services - Other	450.00



Total 525440 - Professional Services	<u>22,436.00</u>
Total 5-Professional Services	82,813.52
5-Public Programs	1,164.14
5-Salaries & Employee Benefits	<u>697,480.57</u>
Total Expense	<u>1,824,571.64</u>
Net Income	<u><u>1,787,604.15</u></u>

*Final figures from audited financial statements will not be available until Winter 2019.

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 continually finds ways to facilitate and improve access to current collection of legal materials, modern facilities, and knowledgeable staff to assist with legal research and practice for Riverside County residents. The service accomplishments for fiscal year 2018-2019 are as follows:

- ❖ 32,840 people visited or used the Law Library
- ❖ 10,514 questions answered including reference & research related inquiries.
- ❖ 9 MCLE classes held (9 hrs. of participatory credits) with 74 attendees and 200 MCLE materials circulated.
- ❖ 10 Library tours were held for 191 individuals which included students from UCR, Platt College, and Riverside City College, Riverside Superior Court Clerks and the Riverside County Grand Jury.
- ❖ 12 "Lawyers in the Library" programs held in Indio that served 51 individuals.
- ❖ 75 % increase in Instagram followers (from 179 to 314)
- ❖ 14 % increase in Facebook followers (from 375 to 429)
- ❖ 7 % increase in Twitter followers (from 156 to 167)
- ❖ 7 % increase in eNews subscribers (from 963 to 1,027)

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 *Bridge 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

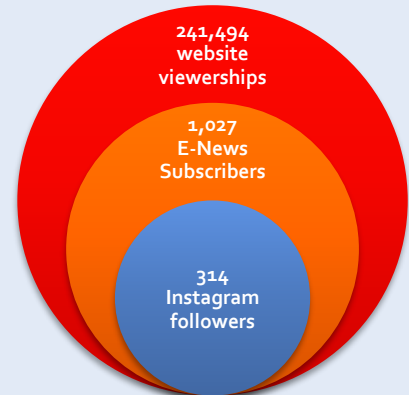
Hosted the Riverside County Superior Court's Family Law Facilitator's evening workshops on marital dissolution, default judgments, order to show cause, etc., attracting more than 375 attendees.

▲ LAWYERS IN THE LIBRARY

Hosted free legal clinics in partnership with Desert Bar Association once a month and assisted 51 individuals.

▲ FREE LEGAL CLINICS

24 free legal aid clinics held which served 242 county residents.



Collection

The estimated total number of books in the Law Library's collection is 44,903. This number includes 30,661 volumes in Riverside; 14,673 volumes in Indio and 569 volumes in Temecula. There were 176 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 local 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 14,673 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 569 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 06/30/2019	30,661	14,673	569
VOLUME ADDED	1,046	508	39
TITLE COUNT	8,353	2,401	97
TITLES ADDED	67	10	0
AUDIO VISUAL ADDED	22	22	0
TOTAL TITLES	10,851		
TOTAL VOLUMES	45,903		

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.

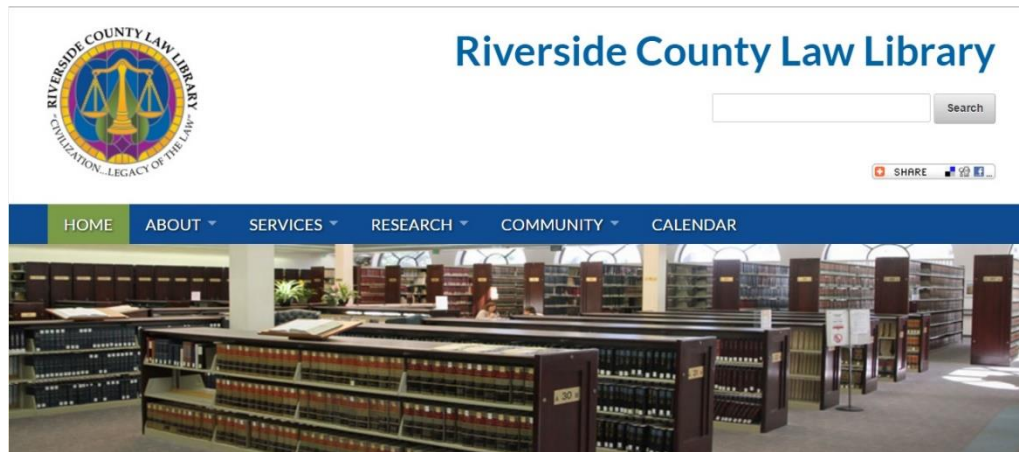
The Riverside County law libraries host six public computer workstations in its downtown Riverside location and six public computer workstations in its Indio branch. The Law Library maintains 12 staff computer workstations and laptops across all branches; 2 servers (1 staff/private, 1 public); copiers/printers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

Successfully balancing information technology 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 next fiscal year. Investing and allocating funds for information technology infrastructure and support continues to be a key investment point for the Riverside County Law Library.

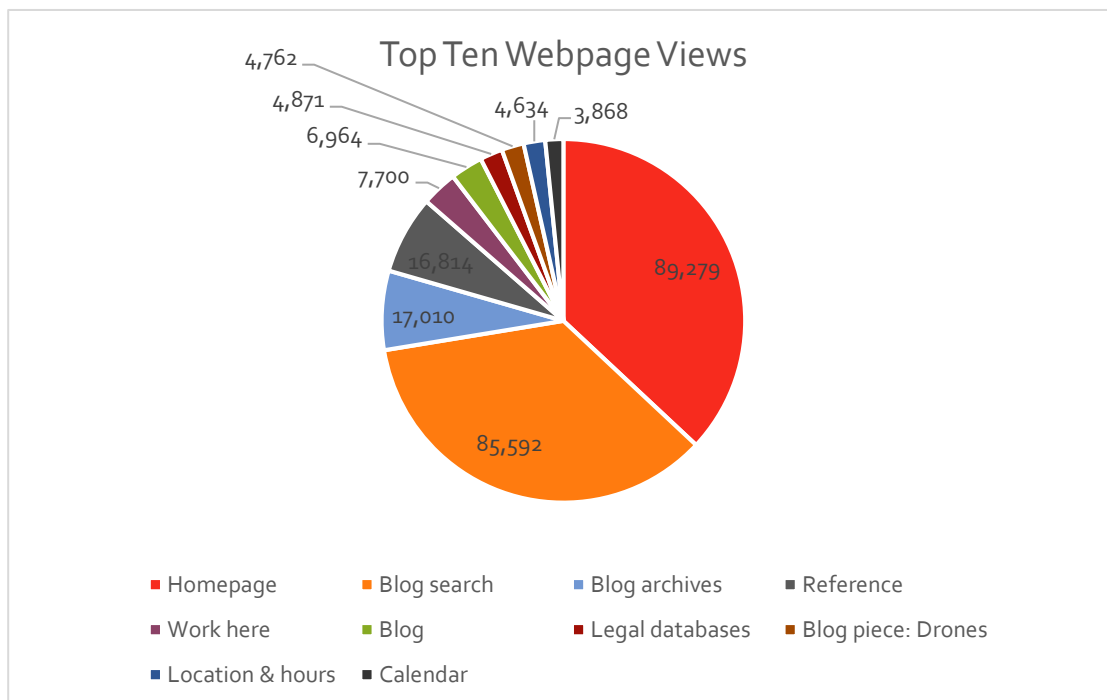
Community Engagement

Website & Social Media

The Law Library website received 241,494 page views this fiscal year.



The number of website visits during fiscal year 2018-2019 shows that 37% are views to the Law Library's homepage and 35% 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 429 Facebook followers and 167 Twitter followers during 2018-2019 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 has 314 Instagram followers, a 75% increase from the previous fiscal year.



Web Presence	Total No.
Website Viewership	241,494
eNews Subscribers	1,027
Facebook Followers	429
Twitter Followers	167
Instagram Followers	314

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.

- ❖ During National Pro Bono Week (October 21-27), the Library hosted a program on *Debunking Child Support Myths*. This free one-hour program presented by Riverside County Superior Court’s Family Law Faciliator Patricia Rich , was held on October 23, 2018 at the Temecula Law Resource Center inside the Temecula City Public Library and had 11 attendees.
- ❖ The *Legal Resources Expo* was held on October 24, 2018 at the Victor Miceli Law Library. Various free legal aid organizations including IELLA, Inland County Legal Services, Family Justice Center, Riverside Superior Court Self-Help Center, Riverside County Department of Child Support Services, and Participatory Defense presented to the public and provided information about free legal services available in the Inland Empire. This expo brought in 25 attendees.
- ❖ *Free Legal Clinics* were held on October 25, 2018 in Riverside, Indio and Temecula which had 42 combined total number of attendees (30 in Temecula, 8 in Riverside, and 4 in Indio).
- ❖ As a California State Bar approved MCLE provider, the Riverside County Law Library offers free and 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



Cultivating Connections at the Legal Resources Expo at the Victor Miceli Law Library.

self-study credits. The total number of MCLE materials that were circulated during fiscal year 2018-2019 is 200, a 98% increase from last fiscal year.

2018-2019 MCLE CLASSES			
TITLE	SPEAKERS:	DATE	LOCATION
<i>Building a Law Practice in the Digital Age, 1 credit hour, general</i>	Joshua Naggar, Esq.	October 2, 2018	Victor Miceli Law Library (4 attendees)
<i>Effective Use of Technology in the Courtroom, 1 credit hour, general</i>	Hon. Judge Lucky, Riverside Superior Court	October 2, 2018	Victor Miceli Law Library (11 attendees)
<i>Ethical Use of Declarations, 1 credit hour, legal ethics</i>	Brian T. Stuart, Esq.	October 4, 2018	Victor Miceli Law Library (6 attendees)
<i>Ethical Use of Social Media, 1 credit hour, legal ethics</i>	Joseph Jones, Bosco Legal Services, Inc.	October 2, 2018	Victor Miceli Law Library (6 attendees)
<i>QDROs: Tips, Tricks, Traps, 1 credit hour, general</i>	David Ruegg, QDRO Division	October 2, 2018	Victor Miceli Law Library (6 attendees)
<i>Sexual Harassment Law & Litigation in Light of the #Me Too Movement, 1 credit hour, elimination of bias</i>	Toni Jaramilla, Esq.	October 4, 2018	Victor Miceli Law Library (6 attendees)
<i>Smart Evidence, 1 credit hour, general</i>	Albert Marchetti	October 4, 2018	Victor Miceli Law Library (6 attendees)
<i>Vicarious Trauma, Dealing with Stress in the Legal Profession, 1 credit hour, Competency</i>	Christian Bogh	October 4, 2018	Victor Miceli Law Library (4 attendees)
<i>Role of Judicial Independence in a Politically Divided Society, 1 credit hour, general</i>	Justices: Richard T. Fields, Michael J. Raphael, Marsha G. Slough, Judge Emma Smith, and Judge Jack Lucky	May 1, 2019	Victor Miceli Law Library (25 attendees)

- ❖ The Law Library celebrated National Law Day (May 1, 2019) with a week-long program series highlighting the 2019 theme: *Free Speech, Free Press, Free Society*.

- *Free Speech in the Internet Era* was held on April 30, 2019 in Riverside and had 30 attendees. University of La Verne Constitutional Law Professor Charles Duskow discussed whether there is a First Amendment right to receive and impart false and/or misleading statements and what role the law should play in protecting people’s right to free speech.



- An MCLE program on *Role of Judicial Independence in a Politically Divided Society* was held on May 1, 2019 in Riverside and had 25 attendees. A panel of judges composed of Justices Richard T. Fields, Michael J. Raphael, Marsha G. Slough of the Fourth District Court of Appeals, and Riverside Superior Court Judge Emma Smith discussed the judiciary's ability to remain independent in the current climate of political division, moderated by Law Library Board Trustee Judge Jack Lucky. The California Judges Foundation High School Scholarship Award presentation preceded this program.



- *Justice in Plain Sight: How a Small Town Newspaper and Its Unlikely Lawyer Opened America's Courtrooms*, a book discussion and book-signing, was held on May 2, 2019 in Riverside, and had 19 attendees. The author, Dan Bernstein, along with the key players in the book, retired Justice James D. Ward and retired Press-Enterprise editor Mel Opotowsky, discussed how the Press Enterprise fought for its First Amendment rights and belief in the openness in the courts, and won two U.S. Supreme Court cases in the 1980s. This timely examination of the First Amendment and the public trust in the judicial system was moderated by Law Library Board President Judge Michele D. Levine.
- A Free Legal Clinic was held in the Temecula Legal Resource Center on May 23, 2019 which assisted 34 individuals dealing with legal issues including family law, probate, personal injury, and civil litigation matters.



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 28 family law workshops held with 351 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 and Self-Help Probate office. This fiscal year, one family law workshop was held which had 24 attendees and 3 probate law workshops were held which had 14 attendees.



- ❖ **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. Three free legal clinics were held and had a combined total of 65 attendees.
- ❖ **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. Fifty one individuals received free legal aid through this program during 2018-2019 fiscal year.
- ❖ **Legal Aid Clinic with IELLA** – In March 2019, the Law Library started its collaboration with the Inland Empire Latino Lawyers Association, to hold a legal aid clinic every Tuesday of the month, from 4:00 pm to 7:00 pm. IELLA’s volunteer attorneys provide free guidance and assistance with preparing documents in various legal matters including marital dissolutions, custody, visitation, support, paternity, restraining orders, unlawful detainers, and wage garnishments and collections. This fiscal year, 9 legal aid clinics were held with 63 combined total number of attendees.
- ❖ **ICLS Consumer Debt Collection Clinic** – The Law Library, in collaboration with the Inland Counties Legal Services, began hosting a consumer debt collection clinic every 2nd Tuesday of the month, from 4:00 pm to 7:00 pm. ICLS staff attorneys provide free advice and assistance in legal matters involving consumer credits, medical and student loans, and debt collections. This fiscal year, only one clinic was held which served 2 individuals.
- ❖ **Tax Law-related Workshop with ICLS** – In partnership with the Inland Counties Legal Services, the Law Library hosted a workshop on *Tax Rules for Veterans* and *IRS Collections: What are my choices?* This workshop was held in the Temecula Law Resource Center and had 15 attendees.
- ❖ **Pro Se Civil Appeals Workshop** – In collaboration with the Fourth District Court of Appeals, the Law Library has hosted a civil appeals workshop for pro se litigants. This is a free one and a half hour long presentation on how to handle civil appeals. Research attorney Carmela Simoncini provides an overview of the civil appeals process, from determining which cases are appealable and obtaining a record of the trial proceeding to preparing the appellate brief. Two workshops were held this fiscal year which served 6 individuals.
- ❖ **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.

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 background are important elements 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 collective effort. An all-staff professional development

retreat is held annually. This year's retreat was held on February 15, 2019 in the Victor Miceli Law Library. The theme was *Safety First*, a day long program designed to focus on RCLL's commitment to provide a safe and supportive work environment and to ensure that everyone on staff has the necessary tools and training to ensure the safety of all employees and library users. The Staff Retreat included a morning program on *Mental Illness and Crisis Intervention* presented by Tiffany Ross (Sr. Clinical Therapist and CIT Coordinator & Trainer at Riverside University Health System, Behavioral Health) and *LEAP (Listen, Emphasize, Agree, Partner) Training Workshop* led by Sarah Cranbury (Clinical Therapist II and CIT/Law Enforcement Collaborative). The afternoon program started with a presentation of *Emergency Action Plan* by the library's Safety Committee followed by viewing the training videos on *Earthquake Emergency (Drop, Cover, Hold On)* and *Active Shooter Preparedness (Run, Hide, Fight)*. The afternoon program concluded with an art painting workshop led by Natalee of Lady Nouveau.



2019 Annual Staff Retreat @ RCLL

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 Council of California County Law Librarians 2018 Fall Meeting held on September 17 in Los Angeles; served as Co-Chair of the Council of California County Law Librarians Statistics & Needs Assessment Committee, attended the 2019 SCALL Institute "Artificial Intelligence and Machine Learning Demystified" held on February 22-23, 2019 in Santa Barbara; attended the 2019 SHRM California State Legislative and HR Conference held on April 3-5, 2019 in Sacramento, and currently serves on the Riverside County Bar Association's (RCBA) Committee on Lawyer Referral Services.

User Experience Librarian, Mahum Shere attended the 2018 AALL Conference "From Knowledge to Action" held on July 14-17, 2018 in Baltimore, the 2019 SCALL Institute "Artificial Intelligence and Machine Learning Demystified" held on February 22-23, 2019 in Santa Barbara, the *5th Annual Elder & Dependent Adult Abuse Symposium* held on June 5, 2019 at the Riverside Convention Center. The symposium, hosted by the Riverside County Department of Social Services, Adult Services Division, had more than 500 participants. Mahum also did a presentation about the Riverside County Law Library's programs and services at the Beaumont Public Library in November which had 7 public librarians in attendance.

Reference and Instruction Librarian, Jimmy Pak participated as scorer for the Riverside County Mock Trial Competition held on February 20, 2019; attended the 2019 AALL Meeting & Conference "Capitalizing On Our Strengths" held on July 13-16, 2019 in Washington, D.C.; and 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 29, 2019. Jimmy also did a presentation about the Riverside County Law Library's programs and services during the Bridge the Gap program held on February 8, 2019 which had 17 new attorneys in attendance.

Staff Members: Administrative Assistant, Lauren Patterson attended the *2018 CalPERS Educational Forum* held on October 22-24, 2018 in Indian Wells; CalPERS Training on *Business Rules for Public Agency*, and a seminar on *Strategic Goal Setting, Payroll Law, Excel Basics, Human Resources for Anyone with Newly Assigned HR Responsibilities, and Comprehensive Guide to Human Resource Management*. Library Assistant II, Theresa Schwake attended the *5th Annual Elder & Dependent Adult Abuse Symposium* held on June 5, 2019 at the Riverside Convention Center. Theresa also did a presentation about the Riverside County Law Library's programs and services at the Conference for the Public Libraries Managers of the Desert Region held on August 20, 2019 which was attended by 12 library managers. Library Assistant I, Katie Phan attended the Temecula State of the City event held in May as a representative for the Temecula Law Resource Center.

Organizational Chart, 2018-2019

