

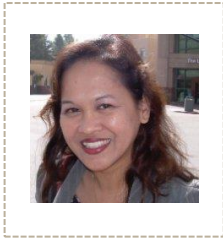


ANNUAL REPORT 2019-2020

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 2019-2020.

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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 | Representing Hon. Dorothy McLaughlin |
| ROBERT DUNN, ESQ. | Vice-President | Representing Hon. Harold Hopp |
| HON. JACKSON LUCKY | Trustee | Riverside Superior Court |
| HON. JACQUELINE JACKSON | Trustee | Riverside Superior Court |
| HON. CHERYL MURPHY | 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 | |

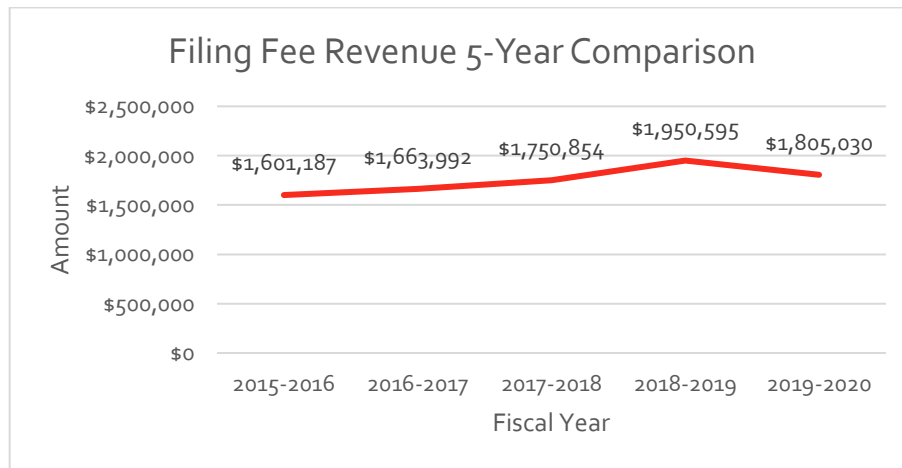
Significant Board Actions:

- ❖ Accepted the 2019-2020 Budget
- ❖ Accepted the 2018-2019 Annual Report
- ❖ Accepted the FYE 6/30/2019 Auditor’s Report
- ❖ Accepted the 2020-2021 Budget
- ❖ Adopted the “No Filming in the Library Policy”
- ❖ Adopted the CalPERS 457 Plan for Library employees
- ❖ Authorized the execution of the Side Letter to the 2018-2021 MOU with SEIU re CalPERS 457 Plan
- ❖ Adopted the “Patron Incident Policies and Procedures”

Funding Source

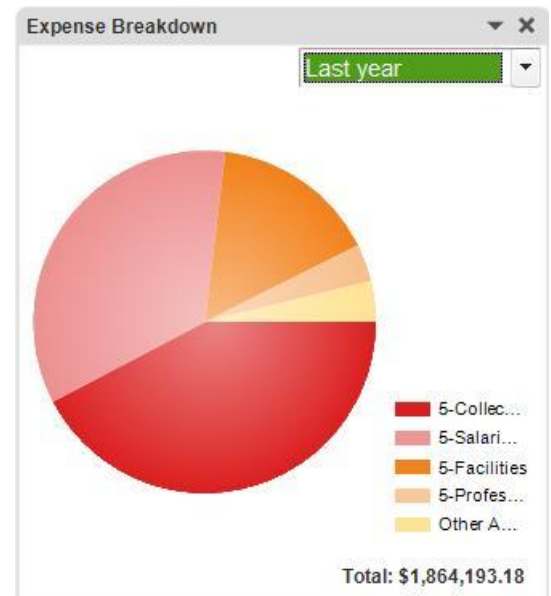
The primary source of funding for California county law libraries comes from a small portion of the county’s civil court filing fee. By law, the Administrative Office of the Courts make monthly distributions from superior court filing fees to the law library fund in each county in the amounts described 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 \$1,805,030, down 7% 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 2020-2021 State Budget signed by Governor Newsom included \$7 million one-time General Fund to backfill the County Law Libraries for lost revenue due to the reduction in civil case filings from the COVID19 Pandemic. The Riverside County Law Library received a percentage of this one-time General Fund based on the percentage lost in its filing fee revenue due to the COVID19 Pandemic.





Financial Statement*

| | <u>July 1, 2019 - June 30, 2020</u> |
|---|-------------------------------------|
| Income | |
| 4-Copier Income | 8,462.82 |
| 4-Investments | |
| 740020 · Interest - Invested Funds | 111,089.26 |
| 740100 · Interest Income-Bldg | 4,511.24 |
| Total 4-Investments | 115,600.50 |
| 4-Library Services/Sales | |
| 770970 · Fax | 135.50 |
| 777040 · MCLE Programs | 333.00 |
| 777520 · Conference Room | 7,033.00 |
| 777660 · Services - Other | (11.00) |
| 732120 · Library Fines & Fees | 43.00 |
| 780040 · Paper/Supplies | 75.40 |
| 780160 · Other Sales | 11.65 |
| 780180 · Sale of Books | 2,116.00 |
| Total 4-Library Services/Sales | 9,736.55 |
| 4-Other Types of Income | |
| 740040 · Interest Income | 1,796.57 |
| 781360 · Misc Income | 3,217.63 |
| Total 4-Other Types of Income | 5,014.20 |
| 4-Revenue | |
| 731140 · Law Library Fees-Muni Crt | 1,805,030.66 |
| 741040 · Rental Income (Bldg use) | |
| 741041 · Parking Lot Revenue | 18,602.00 |
| 741040 · Rental Income (Bldg use) - Other | 186,063.03 |
| Total 741040 · Rental Income (Bldg use) | 204,665.03 |
| 781220 · Contributions & Donations | 7.45 |
| Total 4-Revenue | 2,009,703.14 |
| Total Income | 2,148,517.21 |
| Gross Profit | 2,148,517.21 |
| Expense | |
| 513160 · Pension Expense - GASB No. 68 | 700.00 |
| 5-Administration | |
| 523230 · Miscellaneous | 0.00 |
| 523260 · Sales & Use Tax | 1,251.00 |
| 523290 · Bank Charges | 1,049.55 |
| 523700 · Office Supplies | 2,503.98 |
| 523760 · Postage-Mailing | 6,105.54 |



| | |
|--|-------------------|
| 523940 · Recruiting | 376.34 |
| 527660 · Promotional Material | 996.72 |
| 527820 · Staff Appreciation | 2,113.01 |
| 528120 · Board Expenses | 705.16 |
| 546020 · Travel (RCLL Business) | 1,033.01 |
| Total 5-Administration | 16,134.31 |
| 5-Collection | |
| 523600 · Audiovisual | 839.75 |
| 523620 · New Books | 976.16 |
| 523621 · Standing Order (Print Cont..) | 505,047.12 |
| 523622 · Electronic Databases | 268,310.34 |
| 523820 · Subscriptions | 11,355.01 |
| 523870 · Material Processing Supplies | 2,179.80 |
| Total 5-Collection | 788,708.18 |
| 5-Equipment | |
| 523880 · Copiers - Staff | 2,895.98 |
| 523881 · Copiers - Public | 2,679.40 |
| 546080 · Computers - Staff | 26,968.01 |
| 546081 · Computers-Public | |
| 521361 · Maintenance & Supplies | 92.10 |
| 546081 · Computers-Public - Other | 9,931.00 |
| Total 546081 · Computers-Public | 10,023.10 |
| 546140 · Library Equipment | 2,142.50 |
| Total 5-Equipment | 44,708.99 |
| 5-Facilities | |
| 542100 · Building Renovation | 50,855.28 |
| 520330 · Communications (Tel & Internet) | 12,809.95 |
| 520845 · Trash | 4,518.88 |
| 520930 · Insurance - Liability | 4,113.19 |
| 520945 · Property Insurance | 43,167.17 |
| 522310 · Maintenance & Repair - Rental | 85,852.00 |
| 524740 · County Support Service | 2,756.00 |
| 526500 · Burglar Alarm System | 675.73 |
| 529500 · Electricity | 80,933.46 |
| 529510 · Heat/Air (Gas) | 272.57 |
| 529540 · Rent, Parking, Utilities | 960.40 |
| 529550 · Water | 4,527.50 |
| 542060 · Improvements-Building | 1,043.80 |
| Total 5-Facilities | 292,485.93 |
| 5-MCLE | 538.31 |
| 5-Professional Development | 9,473.03 |
| 5-Professional Services | |
| 525840 · RCIT Device Access | 1,878.47 |



| | |
|---|---------------------|
| 521600 · Contract Services-Bldg | 1,645.45 |
| 524560 · Audit | 15,845.82 |
| 524562 · Accounting | 16,005.00 |
| 524563 · Actuarial Services | 2,615.00 |
| 524680 · Consultants - IT | 2,303.05 |
| 525440 · Professional Services | |
| 524682 · OCLC Deposit Account | 2,790.83 |
| 525021 · Human Resources | 22,915.42 |
| Total 525440 · Professional Services | 25,706.25 |
| Total 5-Professional Services | 65,999.04 |
| 5-Public Programs | 246.13 |
| 5-Salaries & Employee Benefits | |
| 518170 · Staff Edu Incentive | 1,353.00 |
| 510040 · Full Time Salaries | 366,851.20 |
| 510044 · Part Time Salaries | 82,468.86 |
| 513000 · Full Time Retirement | 67,225.71 |
| 513002 · Part Time Retirement | 1,040.36 |
| 513120 · Social Security | 31,504.15 |
| 513140 · Medicare | 7,369.89 |
| 515000 · Full Time Dental Insurance | 4,139.24 |
| 515040 · Full Time Flex Benefit Plan | 58,950.00 |
| 515080 · Full Time Health Insurance | (4,608.19) |
| 515100 · Full Time Life Insurance | 872.10 |
| 515160 · Full Time Vision Insurance | 566.74 |
| 515200 · Retirees Health Insurance | 17,268.91 |
| 515260 · Unemployment Insurance | 181.79 |
| 517000 · Workers Comp Insurance | 6,923.65 |
| 518121 · SEIU Dues | 3,091.85 |
| Total 5-Salaries & Employee Benefits | 645,199.26 |
| Total Expense | 1,864,193.18 |
| Net Income | 284,324.03 |

*Final figures from audited financial statements will not be available until Winter 2020.

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 2019-2020 are as follows:

- ❖ 12,672 people visited or used the Law Library
- ❖ 1,490 questions answered including reference & research related inquiries
- ❖ 6 MCLE classes held (7.75 hrs. of participatory credits) with 114 attendees and 1,472 MCLE materials circulated
- ❖ 9 Library tours were held for 202 individuals which included students from UCR, Platt College, and Riverside City College, Riverside Superior Court Clerks and the Riverside County Grand Jurors
- ❖ 18 "Lawyers in the Library" programs held in Indio that served 112 individuals; 4 free legal clinics in Riverside with 22 attendees
- ❖ 250 YouTube subscribers and 1,655 views of library's YouTube videos
- ❖ 813 eNews subscribers with 25% engagement rate
- ❖ 40.5 % increase in Instagram followers (from 314 to 441)
- ❖ 17.5 % increase in Facebook followers (from 429 to 504)
- ❖ 10 % increase in Twitter followers (from 167 to 184)

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. However, due to the COVID-19 Pandemic, the annual programs sponsored by the local Bar Associations, the courts and county agencies, that the Law Library had participated in past years, did not materialize. The Law Library began offering its public programs, legal research and MCLE classes virtually using Webex and Zoom meeting platforms.

PROGRAM OFFERINGS

▲ FAMILY LAW WORKSHOPS

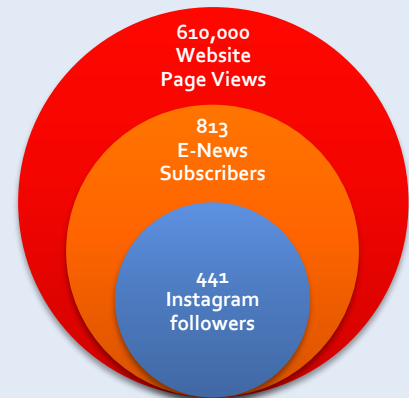
Hosted the Riverside County Superior Court's Family Law Facilitator's evening workshops on marital dissolution, default judgments, order to show cause, etc., attracting more than 250 attendees.

▲ LAWYERS IN THE LIBRARY

Hosted free legal clinics in partnership with Desert Bar Association once a month and assisted 112 individuals.

▲ FREE LEGAL CLINICS

4 free legal aid clinics held which served 22 county residents.



Collection

The total number of books in the Law Library's collection is 42,742, a 7% decrease from last fiscal year's 45,903. This number includes 27,578 volumes in Riverside; 14,718 volumes in Indio and 446 volumes in Temecula. There were 1,411 items withdrawn from the collection this fiscal year resulting from titles replaced with newer editions. In addition to LexisAdvance, Westlaw, CEB OnLaw and Wolters Kluwer Cheetah, 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 14,718 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 446 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 was closed to the public from March 14, 2020 through fiscal year ending June 30, 2020 due to the COVID-19 Pandemic. However, the Law Library rapidly implemented changes to allow county residents remote access to its legal databases including LexisAdvance, Westlaw, HeinOnline, Nolo Titles on EbscoHost, and CEB OnLaw. It also acquired a subscription to Fastcase and converted its Lexis Titles print subscription to the Lexis Digital Library subscription, thereby allowing county residents remote access to and the ability to check-out Lexis eBooks.

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 | 27578 | 14,718 | 446 |
| VOLUME ADDED | 5230 | 513 | 46 |
| TITLE COUNT | 5218 | 2,549 | 106 |
| TITLES ADDED | 38 | 148 | 9 |
| AUDIO VISUAL ADDED | 55 | 33 | 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.

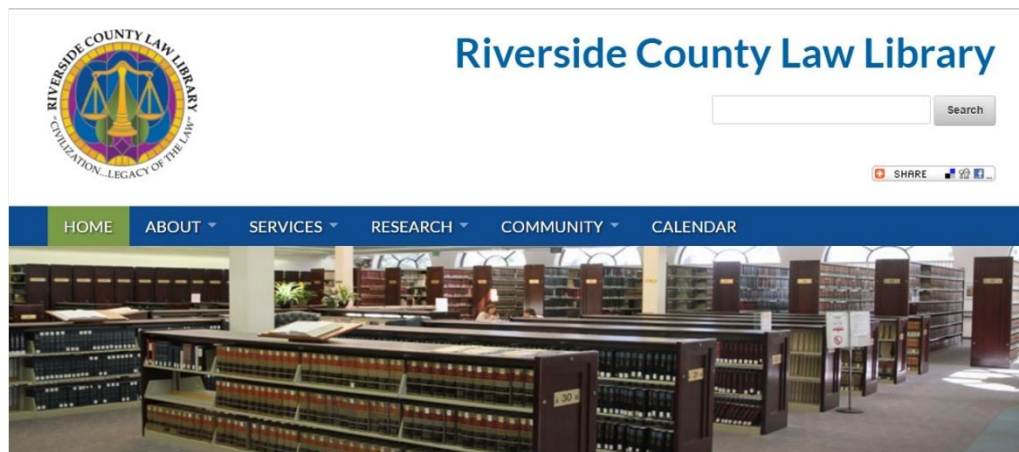
The Riverside County law libraries host six public computer workstations in its downtown Riverside location and six public computer workstations in its Indio branch. The Law Library maintains 12 staff computer workstations and laptops across all branches; 2 servers (1 staff/private, 1 public); copiers/printers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

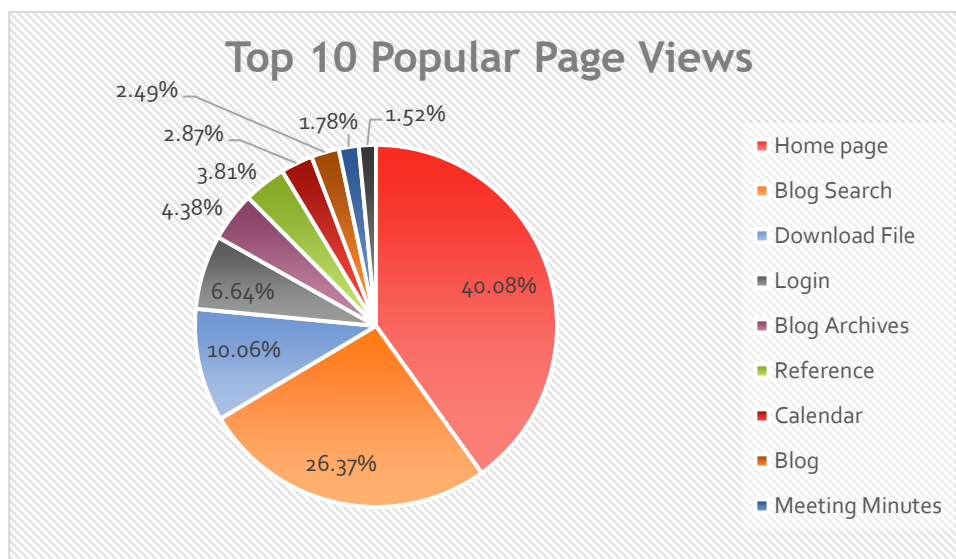
Community Engagement

Website & Social Media

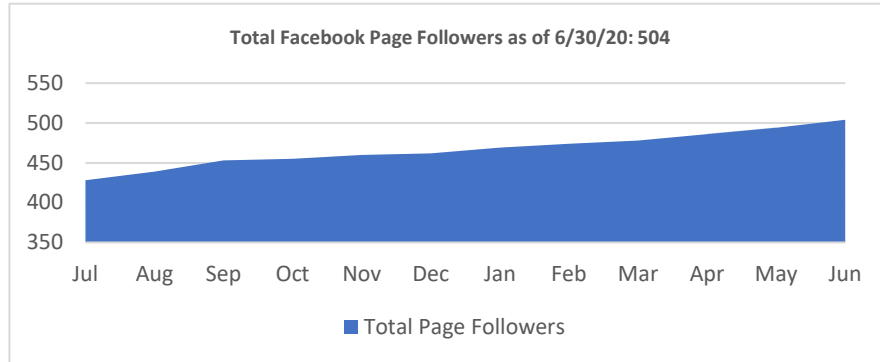
The Law Library website received 610,000 page views this fiscal year, 152% increase from the last fiscal year.



The number of website visits during fiscal year 2019-2020 shows that 40% are views to the Law Library's homepage and 26% 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 504 Facebook followers and 184 Twitter followers during 2019-2020 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 441 Instagram followers, a 40.5% increase from the previous fiscal year.

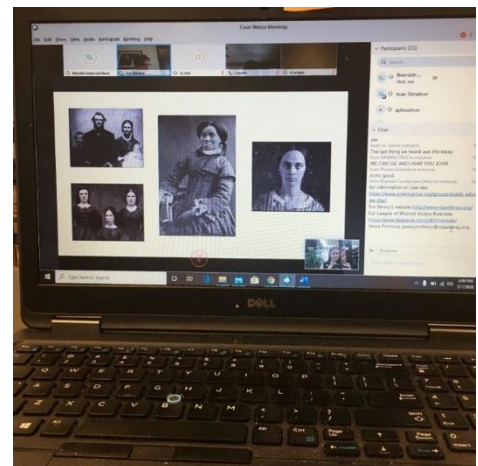


| Web Presence | Total No. |
|---------------------|-----------|
| Website Page Views | 610,000 |
| eNews Subscribers | 813 |
| Facebook Followers | 504 |
| Twitter Followers | 184 |
| Instagram Followers | 441 |

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 RCLL librarians participated as speakers at the Temecula Legal Scholars Program “Alternatives to the Law” held on July 29, 2019 which had 29 students in attendance, and again on August 7, 2019 which had 16 students in attendance.
- ❖ The Law Library celebrated National Law Day (May 1st) with an online essay writing contest – “What Voting Means to You?” for 9th thru 12th graders and a virtual program highlighting the 2020 theme: *Your Vote, Your Voice, Our Democracy: the 19th Amendment at 100*” which celebrated the 100th year anniversary of women’s right to vote. Joan Donahue, President of the League of Women Voters, Riverside, did a presentation on the “History of Women’s Suffrage” via the Webex meeting platform. Her thought-provoking and inspiring presentation drew 34 attendees including someone who tuned in from London, England.
- ❖ 22 *Free Legal Clinics* were held during 2019-2020 fiscal year in Indio and Riverside which had 134 combined total number of attendees, a 219% increase from last fiscal year (42).
- ❖ The Law Library, in partnership with Cultivating Connections, held the *Digital LSAT 101* program presented by Steve Schwartz on



RCLL’s Virtual Program on *History of Women’s Suffrage* reached viewers beyond Riverside County, including London, UK.



March 12, 2020 in Riverside. This free program was designed to provide prospective law students a general overview of the newly redesigned digital LSAT exam.

- ❖ 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 self-study credits. The total number of MCLE materials that were circulated during fiscal year 2019-2020 is 1,472, a huge increase from last fiscal year's 200.

| 2019-2020 MCLE Classes | | | |
|---|---------------------------------------|--------------------|--|
| TITLE | Instructor/Speaker | DATE | LOCATION |
| <i>Domestic Violence Restraining Orders: From Beginning to End., 1 credit hour, general</i> | Aruna P. Rodrigo, IELLA | July 18, 2019 | Victor Miceli Law Library (20 attendees) |
| <i>Cal. Family Law: Post-Judgment Support Modification, 1 credit hour, general</i> | Aruna P. Rodrigo, IELLA | September 26, 2019 | Victor Miceli Law Library (17 attendees) |
| <i>Basic Fee Arbitrator Training, 1 credit hour legal ethics, 1.75 general</i> | Desert Bar Association | October 25, 2019 | Indio Branch (28 attendees) |
| <i>Westlaw MCLE, 1 credit hour, general</i> | Dan Fuller, Westlaw Representative | April 23, 2020 | Virtual class (16 attendees) |
| <i>Lexis Advance MCLE, 1 credit hour, general</i> | Stephan Shields, Lexis Representative | April 28, 2020 | Virtual class (14 attendees) |
| <i>Fastcase Training MCLE, 1 credit hour, general</i> | Erin Page, Fastcase Representative | May 12, 2020 | Virtual class (20 attendees) |

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 three times a month from 4:30 pm to 7:30 pm. This fiscal year, there were 25 family law workshops held with 233 combined total number of attendees. Similar workshops were held in the Indio Branch in coordination with the Larson Justice Center, Family Law Facilitator's office and Self-Help Probate office. This fiscal year, two family law workshops were held which had 17 attendees and 9 probate law workshops were held which had 75 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 consultation to county residents dealing with issues in the areas of family law, landlord-tenant, personal injury, probate, and civil litigation matters. Two free legal clinics were held and 11 individuals received free legal assistance.
- ❖ **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 20-minute legal consultations to county residents dealing with issues in the areas of family law and

general civil litigation matters. There were 112 individuals that received free legal assistance through this program during 2019-2020 fiscal year, a 119% increase from the last fiscal year (51).

- ❖ **Legal Aid Clinic with IELLA** – The Law Library continued 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, 5 legal aid clinics were held with 44 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, the workshop was cancelled due to COVID-19.
- ❖ **Tax Law-related Workshop with ICLS** – In partnership with the Inland Counties Legal Services, the Law Library hosted a workshop on *Low-income Taxpayer Clinic on IRS Innocent Spouse Relief & How to Petition for Relief*. The workshop was held in the Victor Miceli Law Library and 9 individuals received free legal aid.
- ❖ **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. Five workshops were held this fiscal year which served 26 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. The annual staff retreat that was planned for March 2020 did not materialize due to the Statewide Stay-at-Home order issued by Governor Newsom. The Law Library was closed to the public from March 14, 2020 through the end of the fiscal year 2019-2020. However, the staff continued to work tirelessly to provide County residents access to law library programs and services and quickly shifted its focus on providing them with remote access to legal research databases, online reference services, and virtual programs and MCLE classes.



All Staff Virtual Meeting with RCLL Board President Hon. Michele D. Levine

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 *Internet Librarian Conference* held on October 21-23, 2019, in Monterey, 2020 SCALL Institute “Legal Ethics in Legal Research” held on March 6-7, 2020 at the Horton Grand Hotel in San Diego, Council of California County Law Librarians 2020 Fall Virtual Meeting held on October 13, 2020; served as Co-Chair of the Council of California County Law Librarians Statistics & Needs Assessment Committee, and serves on the Riverside County Bar Association’s (RCBA) Committee on Lawyer Referral Services.

Public Services Librarian, Vanessa Christman did a presentation about the Law Library’s programs and services at the *Bridge the Gap* program held on February 7, 2020 which had 20 attorneys in attendance. She attended the 2020 SCALL Institute “Legal Ethics in Legal Research” held on March 6-7, 2020 at the Horton Grand Hotel in San Diego.

Reference and Instruction Librarian, Jenna Pontious attended the 2020 SCALL Institute “Legal Ethics in Legal Research” held on March 6-7, 2020 at the Horton Grand Hotel in San Diego, the Virtual CALI Conference “Pandemic + Legal Education + Tech” held on June 3-5, 2020, ALA Virtual Conference “Community Through Connection” held on June 24-26, 2020, and completed the Legal Research course through the UCR extension Paralegal Program. She serves as Vice-Chair of the Public Relations and Recruitment Committee of the Research Instruction & Public Services Special Interest Section of the AALL (American Association of Law Libraries).

Staff Members: Administrative Officer, Lauren Patterson attended the *I.E. Society of Human Resources Management Conference* held on October 17, 2019 in Riverside, the 2019 *CalPERS Educational Forum* held on October 28-30, 2019 in Oakland, is currently in the San Jose State MLIS Degree program, and received RCLL Tuition Reimbursement in 2019. Library Information Specialist in Indio, Theresa Schwake attended the 2019 CLA Conference held on October 26 in Pasadena.

Organizational Chart, 2019-2020

