



ANNUAL REPORT 2020-2021

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 2020-2021.

CONTENTS

Message from the Director	2
Overview	3
Facilities	3
Governance	4
Funding Source	4
Financial Statement*	6
Mission Statement	8
Highlights of the Year	9
Service	9
Collection	9
Information Technology	10
Community Engagement	11
Website & Social Media	11
Public Programs & Special Events	12
Collaborations	14
Staff Activities	15
Organizational Chart, 2020-2021	18

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. JACKSON LUCKY (RET.)	President	Representing Hon. Johnnetta Anderson
HON. JACQUELINE JACKSON	Vice-President	Riverside Superior Court
HON. CHERYL MURPHY	Trustee	Riverside Superior Court
HON. HAROLD HOPP	Trustee	Riverside Superior Court
HON. KIRA KLATCHKO	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
HON. MICHELE D. LEVINE (RET.) EX. OFFICIO	Trustee	
ROBERT DUNN ESQ. EX. OFFICIO	Trustee	
VICTORIA WILLIAMSON	Secretary & Library Director	

Significant Board Actions:

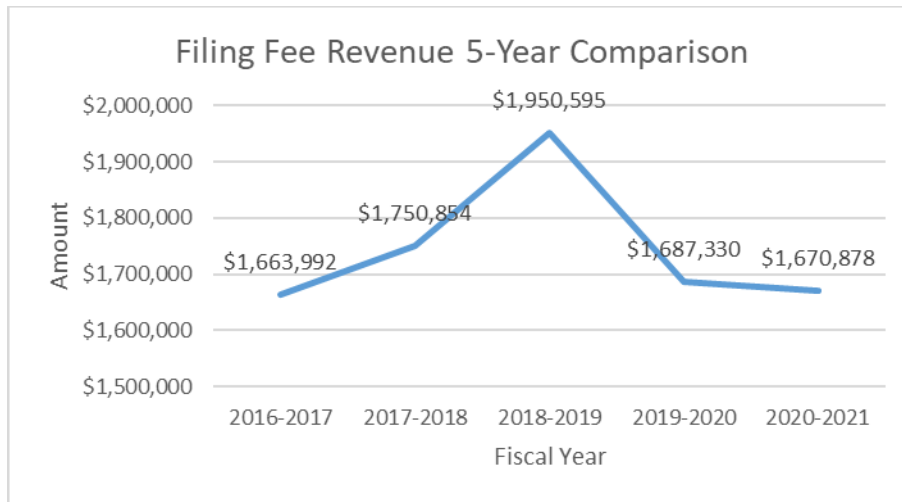
- ❖ Accepted the 2020-2021 Budget
- ❖ Accepted the 2019-2020 Annual Report
- ❖ Accepted the FYE 6/30/2020 Auditor's Report
- ❖ Accepted the 2021-2022 Budget
- ❖ Approved the Change to CalPERS Health Plan & adopted the PEMHCA Resolution
- ❖ Approved the Revised Personnel Manual (December 2020)
- ❖ Elected the Hon. Jackson Lucky as Board President
- ❖ Elected the Hon. Jacqueline Jackson as Board Vice-President
- ❖ Approved the COVID19 Prevention Plan
- ❖ Approved the CalPERS Health Resolution No. 2021-05-14
- ❖ Approved the HVAC & Electrical Upgrade Project Contracts
- ❖ Approved the Salary Review Committee's Recommendation for Director's Merit Raise

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,

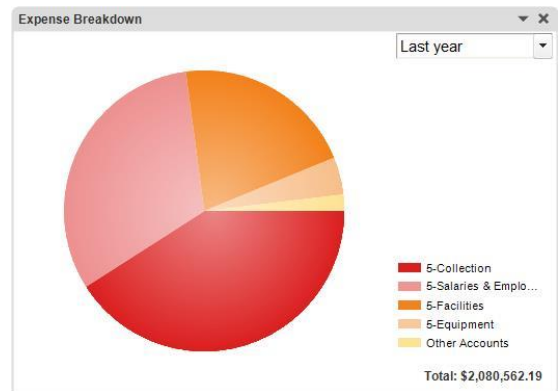
\$32 for every civil lawsuit filed. In the past several years, approximately 90% of the total law library revenue is derived from court civil filing fee.

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 \$1,670,878, 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 \$640,612.00, 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, 2020 - June 30, 2021</u>
Income	
4-Copier Income	91.12
4-Investments	
740020 · Interest - Invested Funds	5,120.36
740100 · Interest Income-Bldg	(7,337.21)
Total 4-Investments	(2,216.85)
4-Library Services/Sales	
777520 · Conference Room	(150.00)
780180 · Sale of Books	155.00
Total 4-Library Services/Sales	5.00
4-Other Types of Income	2,274.30
4-Revenue	
731140 · Law Library Fees-Muni Crt	2,197,088.82
741040 · Rental Income (Bldg use)	218,614.80
Total 4-Revenue	2,415,703.62
Total Income	2,415,857.19
Gross Income	2,415,857.19
Expense	
513160 · Pension Expense - GASB No. 68	700.00
5-Administration	
523260 · Sales & Use Tax	64.00
523290 · Bank Charges	590.84
523700 · Office Supplies	643.44
523760 · Postage-Mailing	5,125.67
527660 · Promotional Material	6,530.68
527820 · Staff Appreciation	1,479.80
528120 · Board Expenses	161.99
5-Administration - Other	143.56
Total 5-Administration	14,739.98
5-Collection	
523600 · Audiovisual	1,102.50
523620 · New Books	1,554.66
523621 · Standing Order (Print Cont..)	748,610.52
523622 · Electronic Databases	90,451.58
523820 · Subscriptions	7,562.95
523870 · Material Processing Supplies	3,007.83
Total 5-Collection	852,290.04
5-Equipment	
523880 · Copiers - Staff	2,312.71
523881 · Copiers - Public	2,186.00



546080 · Computers - Staff	44,434.61
546081 · Computers-Public	
521641 · Maintenance - Software	1,237.26
546081 · Computers-Public - Other	39,354.65
Total 546081 · Computers-Public	40,591.91
Total 5-Equipment	89,525.23
5-Facilities	
542100 · Building Renovation	31,429.28
520330 · Communications (Tel & Internet)	12,234.63
520845 · Trash	4,769.64
520930 · Insurance - Liability	3,408.22
520945 · Property Insurance	54,167.65
522310 · Maintenance & Repair - Rental	68,308.11
524740 · County Support Service	3,964.00
526500 · Burglar Alarm System	1,839.23
526600 · Fire & Alarm System AT&T	508.98
529500 · Electricity	88,911.10
529510 · Heat/Air (Gas)	9,192.84
529540 · Rent, Parking, Utilities	462.59
529550 · Water	4,698.04
542060 · Improvements-Building	151,254.15
Total 5-Facilities	435,148.46
5-MCLE	
527661 · Promotional Material	119.40
Total 5-MCLE	119.40
5-Professional Development	
Travel Expenses	773.32
523100 · Memberships	2,530.00
528140 · Conferences/Registration Fees	1,313.00
Total 5-Professional Development	4,616.32
5-Professional Services	
525840 · RCIT Device Access	1,977.00
524560 · Audit	16,457.92
524562 · Accounting	12,660.00
524563 · Actuarial Services	3,833.00
524680 · Consultants - IT	24.75
525440 · Professional Services	
524682 · OCLC Deposit Account	116.46
525021 · Human Resources	3,308.80
525440 · Professional Services - Other	582.40
Total 525440 · Professional Services	4,007.66
Total 5-Professional Services	38,960.33



5-Public Programs	149.88
5-Salaries & Employee Benefits	
510040 · Full Time Salaries	400,551.57
510044 · Part Time Salaries	49,075.18
513000 · Full Time Retirement	70,458.54
513120 · Social Security	33,115.80
513140 · Medicare	7,655.50
515000 · Full Time Dental Insurance	3,108.56
515040 · Full Time Flex Benefit Plan	69,339.16
515080 · Full Time Health Insurance	1,124.28
515100 · Full Time Life Insurance	1,191.02
515160 · Full Time Vision Insurance	599.21
515200 · Retirees Health Insurance	14,627.36
515260 · Unemployment Insurance	5,787.86
517000 · Workers Comp Insurance	4,947.68
518121 · SEIU Dues	2,730.83
Total 5-Salaries & Employee Benefits	<u>664,312.55</u>
Total Expense	<u>2,080,562.19</u>
Net Income	<u><u>335,295.00</u></u>

*Final figures from audited financial statements will not be available until Winter 2021.

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. Fiscal year 2020-2021 is a year like no other, the Law Library was closed to the public from mid-March 2020 through mid-June 2021. However, the Law Library effectively transitioned to online services that enabled library patrons to have remote access to legal databases, reference assistance, public programs, legal research and MCLE classes.

- ❖ 1,161 patron inquiries answered including reference & research related questions
- ❖ 8 MCLE classes held (7 hrs. of participatory credits) with 101 attendees
- ❖ 2 Library tours were held for 36 individuals which included students from UCR and Riverside City College
- ❖ 266 YouTube subscribers and 1,172 views of library's YouTube videos
- ❖ 1,045 eNews subscribers with 28% engagement rate
- ❖ 28 % increase in Instagram followers (from 441 to 565)
- ❖ 3.7 % increase in Facebook followers (from 504 to 523)
- ❖ 9.7 % increase in Twitter followers (from 184 to 202)

The Law Library continued offering relevant and practical programs to include Minimum Continuing Legal Education (MCLE) programs for the legal community. It continually seeks new opportunities to collaborate with community groups, public agencies, the courts, local Bar Associations 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

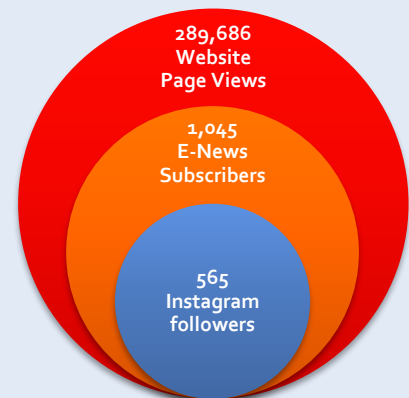
The Riverside County Superior Court's Family Law Facilitator's evening workshops on marital dissolution, default judgments, order to show cause, etc., were held online due to COVID-19 restrictions.

▲ LAWYERS IN THE LIBRARY

The free legal clinics held once a month, in partnership with the Desert Bar Association were suspended due to COVID-19 pandemic.

▲ FREE LEGAL CLINICS

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



Collection

This fiscal year, the Law Library completed the bar coding of its collection in its downtown Riverside location. The total number of books in the Law Library's collection is 71,775, a 68% increase from last fiscal year's 42,742. The huge difference in the number of books between these two fiscal years reflects the number of books that were bar coded and added into the system. The total collection includes 57,033 volumes in Riverside; 14,305 volumes in Indio and 437 volumes in Temecula. There were 2,519 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.

This fiscal year, the Law Library acquired a subscription to FastCase which enabled county residents remote access to cases, statutes, regulations, court rules, constitutions, and other primary law materials for all 50 states. It also added to its



collection the Lexis Digital Library which allows county residents remote access to full-text and searchable eBook collection of LexisNexis treatises, deskbooks, practice guides, formbooks and statutes.

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 14,304 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 437 volumes and access to core collection of legal databases including LexisAdvance, Westlaw, HeinOnline, LegalTrac, EbscoHost, Forms WorkFlow, CEB OnLaw, Wolters Kluwer’s Cheetah, and Lexis Digital Library. 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 print materials are California-specific.

The Law Library was closed to the public from March 14, 2020 through fiscal year ending June 30, 2021 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, CEB OnLaw, and FastCase. It also converted its Lexis Titles print subscription to Lexis Digital Library subscription, thereby enabling county residents to access and check-out Lexis eBooks remotely.

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 06/30/2021	57,033	14,305	437
VOLUME ADDED	32,626	921	50
TITLE COUNT	5,520	921	50
TITLES ADDED	157	53	8
AUDIO VISUAL ADDED	20	18	6
TOTAL TITLES	6,491		
TOTAL VOLUMES	71,775		

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.

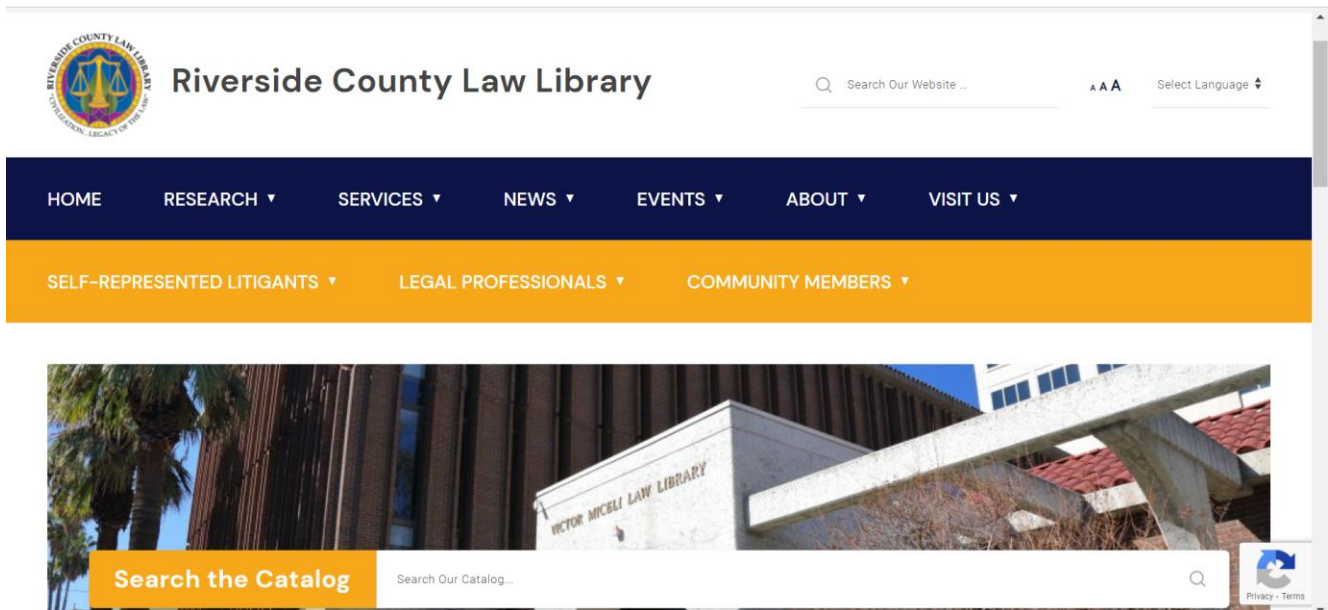
The Riverside County Law Library hosts six public computer workstations in its downtown Riverside location and six public computer workstations in its Indio branch. The Law Library maintains 12 staff computer workstations and laptops across all branches; 2 servers (1 staff/private, 1 public); copiers/printers 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. This fiscal year, the library upgraded its staff and public computers, and added a server to support staff working remotely from home. Investing and allocating funds for information technology infrastructure and support continues to be a key investment point for the Riverside County Law Library.

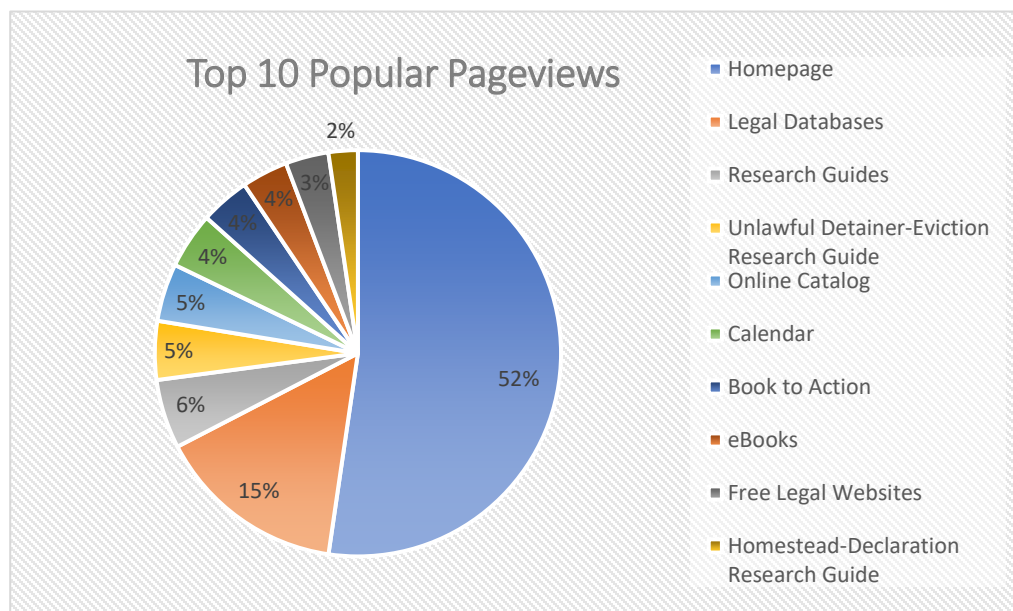
Community Engagement

Website & Social Media

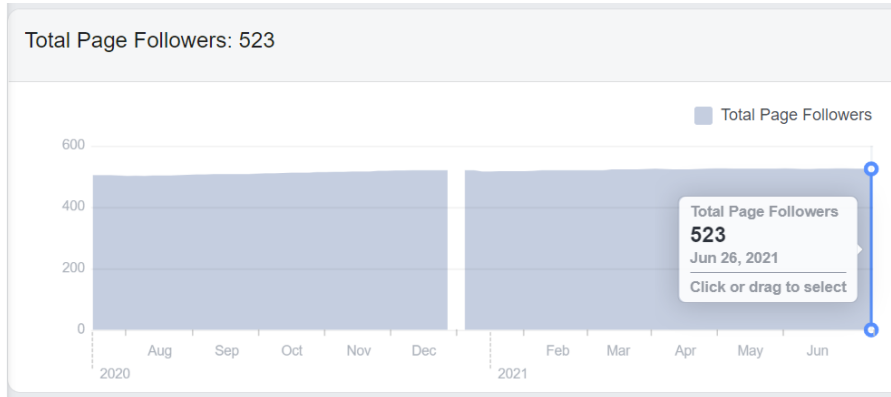
The Law Library launched its new website in March 2021. The completely redesigned website has an integrated web-accessibility compliant features, easy to navigate user-interface, as well as relevant and up-to-date content.



The new website received 289,686 pageviews this fiscal year, 66.5% increase from the last fiscal year. The number of website visits during fiscal year 2020-2021 shows that 52% are views of the Law Library’s homepage and 15% are views of the Legal Database page. The chart below shows the top 10 most popular pageviews of the library’s website:



The library had 523 Facebook followers and 202 Twitter followers during 2020-2021 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 565 Instagram followers, a 28% increase from the previous fiscal year.



Web Presence	Total No.
Website Page Views	289,686
eNews Subscribers	1,045
Facebook Followers	523
Twitter Followers	202
Instagram Followers	565

Public Programs & Special Events

The Law Library is committed to providing access to legal information to members of the legal community and the public, and will continue to offer legal research classes, public educational programs on law-related topics, and minimum continuing legal education (MCLE) programs for attorneys and paralegals. However, during fiscal year 2020-2021, all in-person programs and classes were halted due to the COVID-19 pandemic. The Law Library made a quick transition to offering online programs and classes. The following online programs held in 2020-2021 fiscal year includes the following:

- ❖ RCLL librarians hosted a *Virtual Legal Trivia* held on July 15, 2020 with 8 registrants and 4 attendees.
- ❖ *Oh No! I Got a DUI, What is Going On?* Presented by Robin Johnson was held on August 17, 2020 and had 5 attendees.
- ❖ *Estate Planning: Beyond the Basics* presented by Andrea Shoup was held on August 26, 2020 and had 10 attendees
- ❖ *Voting Basics* program presented by the Riverside County Registrar of Voters' office was held on September 22.
- ❖ *Investigate the Internet*, a media literacy program presented by Jenna Pontious was held on September 29, 2020 and had 11 attendees.
- ❖ *Virtual Ballot Measure Info Session* presented by League of Women Voters of Riverside was held on October 1, 2020 and had 12 attendees.
- ❖ *Our Time is Now (by Stacey Abrams) Virtual MCLE Book Talk and California Voting Rights Act* presentation by Naree Chan, Deputy City Attorney for Oakland was held on October 16, 2020 and had 10 attendees.



Virtual presentation on the **California Voting Rights Act** by Naree Chan highlighted the importance of voting in the 2020 Presidential Election.

- ❖ The Law Library celebrated National Law Day (May 1st) with a week-long series of program promoting the 2021 theme: *Advancing the Rule of Law NOW*. The celebration included the following events:
 - *Just Mercy (by Bryan Stevenson) Book Discussion* held on April 26 had 9 attendees. One hundred and one copies of the book were handed out to *Book to Action* program participants.
 - National Law Day Proclamation presented by County Board of Supervisor Chair Karen Spiegel at the April 27 Board Meeting.



- *A Post-Conviction Relief Program* presented by Joshua Knight of the Riverside County Public Defender's Office, was held on April 29.
- *True Justice: Bryan Stevenson's Fight for Equality*, an HBO Documentary film screening held on April 30 had 8 attendees.
- *An Afternoon with Obie Anthony*, Founder & Executive Director of Exonerated Nation, shared his story of transforming his experience as an exonerate to building a community that provide safety, stability, and healing to wrongfully convicted Californians. This program, made possible by the *Book to Action* grant was held on May 1st and had 8 attendees.
- ❖ 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. Only a few MCLE materials was circulated during fiscal year 2020-2021, a huge drop from last fiscal year's number of 1,472, due to COVID-19.

2020-2021 MCLE Classes			
TITLE	Instructor/Speaker	DATE	# of Attendees
<i>Professional Responsibility & Legal Technology: What Every Legal Team Needs to Know. 1 credit hour, general</i>	Michael Swarz & Nicole Clark, Trellis Research	July 8, 2020	28 attendees
<i>Wolters Kluwer Cheetah Training, 1 credit hour, general</i>	Rhonda Schnipper, WK Cheetah Representative	September 15, 2020	12 attendees
<i>Our Time is Now by Stacey Abrams Book Talk & Cal. Voting Rights Act, .5 credit hour, general</i>	Naree Chan, Oakland Deputy City Attorney	October 16, 2020	10 attendees
<i>Westlaw MCLE, Intermediate, 1 credit hour, general</i>	Dan Fuller, Westlaw Representative	November 17, 2020	21 attendees
<i>Lexis Advance MCLE, 1 credit hour, general</i>	Stephan Shields, Lexis Representative	January 26, 2021	15 attendees



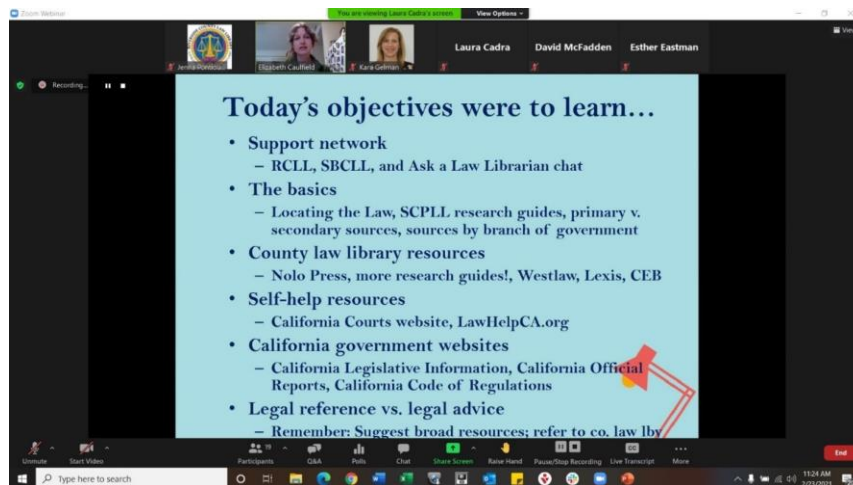
<i>Leveraging Technology to Prepare Briefs with Greater Efficiency and Accuracy, 1 credit hour, general</i>	Stephan Shields, Lexis Representative	March 30, 2021	2 attendees
<i>Just Mercy Book Discussion, .5 credit hour, general</i>	Andrea Valencia, RCLL Librarian	April 26, 2021	9 attendees
<i>Lexis Advanced: Breached! An Inside Look at Cybersecurity for Law Firms, 1 credit hour, general</i>	Stephan Shields, Lexis Representative	May 25, 2021	4 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 were held at least three times a month from 4:30 pm to 7:30 pm. 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, these workshops were held online due to the COVID-19 pandemic.
- ❖ **Legal Consultation Clinic** – The Law Library has for many years collaborated 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. Due to the COVID-19 pandemic, these free legal clinics were not held during this fiscal year.
- ❖ **Lawyers in the Library** – In collaboration with the Desert Bar Association, the Law Library’s Indio Branch has in past years 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. This program was suspended this fiscal year due to the COVID-19 pandemic.
- ❖ **Legal Aid Clinic with IELLA** – The Law Library has for several years partnered 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, these legal aid clinics were put on hold due to the COVID-19 pandemic.
- ❖ **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 free *Taxpayer Clinic* every fourth Tuesday of the month at 3:00 p.m. to assist low-income taxpayers with tax-related matters such *IRS Innocent Spouse Relief & How to Petition for Relief*. This fiscal year these clinics were held online and 23 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

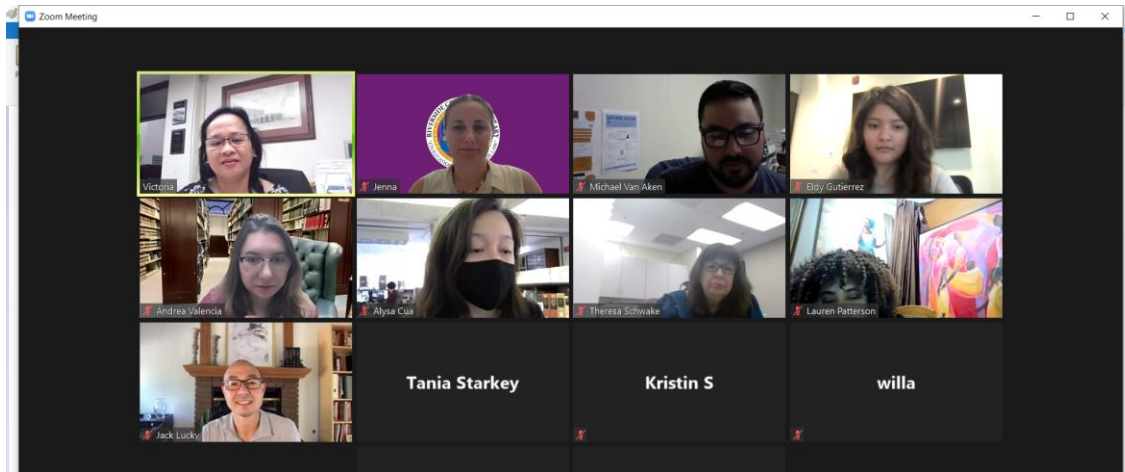
determining which cases are appealable and obtaining a record of the trial proceeding to preparing the appellate brief. No workshop was held this fiscal year due to COVID-19.

- ❖ **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 held virtual tours for the paralegal program students.
- ❖ **Legal Research for non-law librarians** – In collaboration with the Southern California Association of Law Libraries, Public Access to Legal Information Committee (PALI) members, the Law Library held a virtual legal research program designed specifically for librarians and staff of public librarians in the Inland Southern California region. The program was held on February 23, 2021 and had 13 attendees.



Staff Activities

The Riverside County Board of Law Library Trustees considers its law library staff an important asset critical to providing excellent customer service. Hence, the trustees completely support the staff’s professional development and community outreach activities. The staff’s diverse educational and cultural 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 annual staff retreat which is usually held in early Spring was not held this fiscal year because indoor gatherings were restricted due to COVID-19. However, on March 31st, an all-staff training was held via Zoom to prepare for the reopening of the library to the public for in-person services. Staff was updated on recent changes in library procedures including *Express/Contactless Checkout* procedures of MCLE materials, *Emergency Action Plan*, *Safe Reopening Plan*, and *COVID-19 Prevention Plan*.



Board President Jackson Lucky gave the opening remarks at the March 31st All Staff Training.



Staff Training on *Crisis Intervention & De-escalation Techniques* held on May 18, 2021 with Tiffany Ross and Reba Eshanzada of Riverside University Health Systems, Behavioral Health Department.

Staff kept up with their professional continuing education and participation in various library association's committee, volunteer work, and community outreach activities that included the following:

Law Library Director, Victoria Williamson – Attended the "AALL 2020 Reimagined: Unmasking Our Potential" Virtual Conference held on July 13-17, 2020; Stanford Law School's "Legal Tech and the Future of Civil Justice," a four session virtual event held on February 10, 17, 24 and March 3, 2021; 2021 Virtual SCALL Institute "Data Privacy in the Age of the Cloud" held on February 18, 2021; CalSHRM Virtual State HR Advocacy & Legislative Conference held on April 14-16, 2021; Into the Unknown: Information Services in the Next Normal with Richard Hulser," a Soutron Global Webinar held on April 20, 2021; Council of California County Law Librarians 2021 Spring Virtual Meeting held on May 13, 2021; 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, A 2020 SCALL Grant recipient, Jenna Pontious attended the "AALL 2020 Reimagined: Unmasking Our Potential" Virtual Conference held on July 13-17, 2020; She did a presentation on library services at the SCALL Virtual Fall Meeting; attended 2021 Virtual SCALL Institute "Data Privacy in the Age of the Cloud" held on February 18, 2021, and served on the SCALL Institute Bibliography Committee. She served as Secretary/Treasurer of Research Instruction & Public Services Special Interest Section of the AALL (American Association of Law Libraries). A CALL (CAL. Libraries Learn) Grant recipient, Jenna attended the *ALA Director Crash Course* held in February 2021 and the *ALA Conference* held in June 2021. She also secured RCLL staff participation in the *Crisis Prevention Institute* held in March and June of 2021, through a CALL Grant

Reference and Instruction Librarian, Andrea Valencia attended the "American Government: Constitutional Foundations" class through Harvard Edx held in Nov-Dec 2020; participated in "My Leadership Journey," a Developing Leaders in California Libraries series held in February 2021 by CLA Leadership.org; and the Virtual SCALL Institute "Data Privacy in the Age of the Cloud" held on February 18, 2021. She completed the Legal Research course through the UCR extension Paralegal Program in Spring 2021.

Staff Members: Administrative Officer, Lauren Patterson attended the CDF Webinars on "The Tidal Wave of Litigation California Employers Should Expect From the COVID-19 Crisis" (July 19, 2020); "The Legal & Practical Issues to Discussing Diversity & Inclusion in the Workplace" (August 13, 2020); and "New Challenges – Investigating Racial Discrimination and Harassment Complaints (September 30, 2020). She attended the SCIF Webinar on "Ergonomics for Employees Working from Home (August 12, 2020); Wolters Kluwer webinar on "ADA, FMLA, and the "COVID-19 pandemic: How do they all come together" (September 23, 2020); and the CalPERS Forum Online (October 14-15, 2020). Lauren secured for the law library a SCIF "Returning California to Work: COVID-19 Safety Protocol Fund of \$8,168. Michael Van Aken attended the "Rural Libraries Create Pathways to Civil Legal Justice" program during the Association of Rural and Small Libraries' Conference held on September 28-October 2, 2020; participated in the CLA's Developing Leaders "New Leaders" cohort in January 2021; and completed the *Technology in Libraries*, a 6-week online course by InfoPeople held on May 4 thru June 14, 2021. Matthew Palacios and Alysa Cua attended the *Crisis Prevention Institute* through a CALL Grant.

Organizational Chart, 2020-2021

