



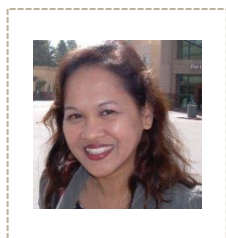
## ANNUAL REPORT 2021-2022

[www.rclawlibrary.org](http://www.rclawlibrary.org)

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Riverside County Law Library Board of Trustees  
Victor Miceli Law Library— 3989 Lemon Street, Riverside CA 92501  
**Phone:** 951-368-0368 **Email:** [lawlibrary.riverside@rclawlibrary.org](mailto:lawlibrary.riverside@rclawlibrary.org)

# Message from the Director



The Riverside County Law Library serves the legal information service needs of its 2.4 million county residents. Its commitment to providing everyone in the county access to high quality legal collection, services and programs remains strong. It seeks opportunities for collaboration with local community groups and public agencies to maintain and expand access to justice for all. On behalf of the Law Library Board of Trustees and staff, I am pleased to present to you this Annual Report of services and accomplishments of the Riverside County Law Library for the fiscal year 2021-2022.

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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 \$2.2 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



**INDIO BRANCH**  
82-995 Highway 111, Indio, CA 92201  
760-848-7151 | 760-863-2022 (fax)  
[Lawlibrary.indio@rclawlibrary.org](mailto:Lawlibrary.indio@rclawlibrary.org)

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



**VICTOR MICELI LAW LIBRARY**  
3989 Lemon Street  
Riverside, CA 92501  
951-368-0368 | 951-368-0185 (fax)  
[Lawlibrary.riverside@rclawlibrary.org](mailto:Lawlibrary.riverside@rclawlibrary.org)

- 13,100 sq. ft. (1<sup>st</sup> floor)
- 4,510 sq. ft. (Mezzanine)
- Seating capacity = 97
- Shelving capacity = 6,826 linear feet



**TEMECULA LAW RESOURCE CENTER**  
(a Partnership between the  
Riverside County Law Library and  
the City of Temecula)

30600 Pauba Road  
Temecula, CA 93592  
951-693-8902  
[Lawlibrary.temecula@rclawlibrary.org](mailto:Lawlibrary.temecula@rclawlibrary.org)

## Victor Miceli Law Library Modernization Project

After years of planning, the project to modernize the Main Library facility located in downtown Riverside came to fruition this fiscal year. This project consisted mainly of replacing and upgrading the Victor Miceli Law Library building's HVAC and electrical systems and a few cosmetic changes in the library portion of the building such as replacing the floor, wall, and window coverings. Additionally, the main reading room was redesigned to create a more open and accessible space to allow for a multi-purpose and flexible meeting and activity center. Additionally, new furniture, computers, copiers, and the

powered-track compact shelving system controls upgrade were installed. The modernization project has brought about an enhanced Victor Miceli Law Library user experience which includes the following:

- **New Information Services Desk** – As soon as you enter the library, you will see a welcoming and open layout of the new main reading room. The Information Services Desk is located directly across from the entrance. This allows visitors and regular patrons to know instantly where to go to ask questions about our services and find friendly and knowledgeable staff to assist them with their legal research.



- **New Copier Center** – Immediately to the left, facing the Information Services Desk, is a Copier Center. This new location separates patrons who are making or printing out copies and purchasing copy cards from those who are conducting their research using the computers and books, thereby maintaining a quiet space for them to work and study.

- **New California Reading Room** – The California collection of primary and secondary sources of law are now located in the main reading room in low-stack bookshelves. Library users are provided with convenient and functional shelf spaces for frequently used California practice guides, form books, finding aids, and subject-specific

treatises.

- **New Patron Computer Workstations** – The public access computers are on adjustable tables that enable users to sit or stand while working.
- **New Multi-Purpose Activity and Learning Center** – At the center of the new California reading room is a multi-function event space with modular tables, whiteboards, and flexible seating that can accommodate large classes, workshops, and special event gatherings.
- **New quiet and comfortable seating area** – Library users, whether they prefer to work or study alone or in groups, will find soft and comfortable seats with tablet arm around the new California reading room. The movable seating allows for individual and/or collaborative quiet work/study space.
- **New Phone Booths** – Mobile phone users will be able to take their calls privately inside one of the two phone booths in the library without disturbing other library users.
- **New Security Guard Station** – A dedicated station for a security guard available during business hours is a welcome addition to the library's security camera and PA system.





## 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
VICTORIA WILLIAMSON	Secretary & Library Director	

### Significant Board Actions:

- ❖ Approved the Security Guard POST Orders for the Victor Miceli Law Library
- ❖ Accepted the OPEB Actuarial Valuation Report (as of 6/30/2021)
- ❖ Approved the Director's Retirement Benefit Contract Provision
- ❖ Adopted the Library Social Media Policy
- ❖ Accepted the 2020-2021 Annual Report
- ❖ Adopted Resolution(s) Authorizing Teleconference Board Meeting(s)
- ❖ Accepted the Carpet and Paint Project Bid
- ❖ Approved the Mamava Lactation Pod Proposal
- ❖ Approved GM's Proposed Interior Design for the new California Reading Room
- ❖ Approved the Renewal of the Lease Agreement with the Riverside Court Self-Help Center
- ❖ Approved the McMurray & Stern Powered-Track Shelving System Replacement & Upgrade
- ❖ Approved the 2021-2023 MOU with SEIU Local 721
- ❖ Accepted the Cost-estimate for the Mechanical Equipment Air Handler Unit 3 Replacement
- ❖ Accepted the FYE 6/30/2021 Audited Financial Statements
- ❖ Accepted the Board Committee's Director's Salary Adjustment Recommendation
- ❖ Accepted Judge Trask and James Rachal's donation of Judge Victor Miceli's Robe

## 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.

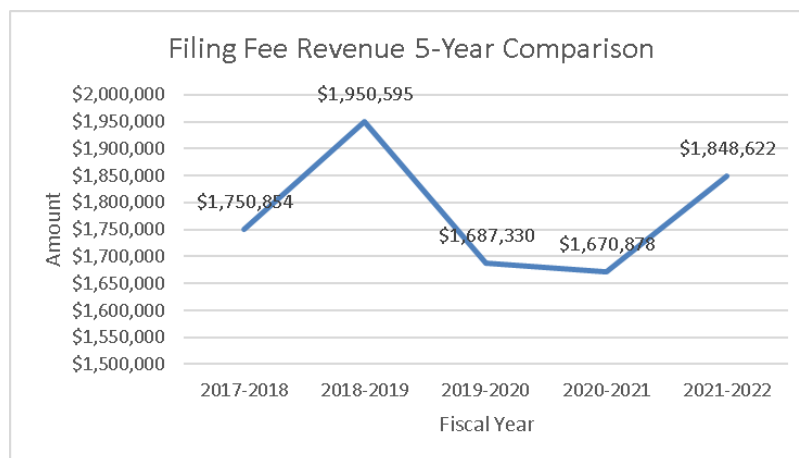




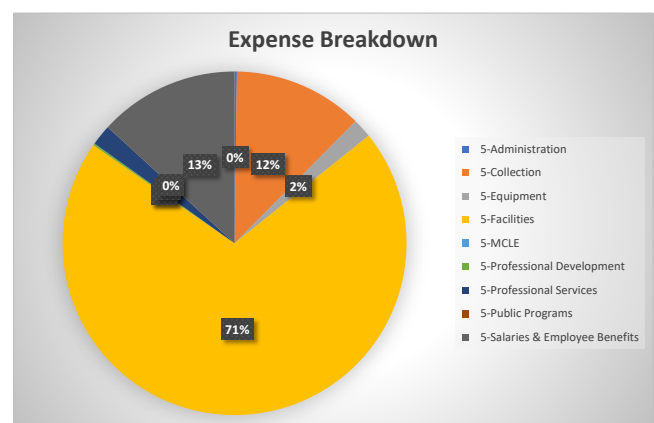
California county law libraries have been experiencing a decline in their filing fee revenue for several years since 2008-2009 fiscal year. While recent numbers have shown a reduction in the rate of decline for many counties including Riverside, 65% of county law libraries in the state are currently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

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 2021-2022 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 during the COVID19 pandemic.

In Riverside County, the total revenue collected through filing fees this fiscal year was \$1,848,622. Additionally, it received \$1.3 State supplemental fund to cover the lost revenue resulting from decreased civil case filings during the COVID-19 pandemic.



Ninety three percent of the law library's total revenue this fiscal year comes from filing fees and the supplemental funding from the State. The other 7% of revenue are from interest income, rental income, copier income, sales, and library services income. This fiscal year, the Law Library began its project to modernize the Victor Miceli Law Library which included the replacement and upgrade of the building's HVAC and electrical systems and new paint and carpet for the library portion of the building. Building improvement costs make up 71% of the law library's total expenditures for this fiscal year.





# Financial Statement\*

	July 1, 2021 - June 30, 2022
<b>Income</b>	
4-Copier Income	797.06
4-Investments	
740020 · Interest - Invested Funds	6,497.93
740100 · Interest Income-Bldg	4,840.19
Total 4-Investments	11,338.12
4-Library Services/Sales	
770970 Fax	6.50
777520 · Conference Room	300.00
780180 · Sale of Books	478.69
Total 4-Library Services/Sales	785.19
4-Other Types of Income	2,637.72
4-Revenue	
731140 · Law Library Fees-Muni Crt	3,063,257.08
741040 · Rental Income (Bldg use)	215,003.06
741041 Parking Lot Revenue	3,323.80
781220 Contributions & Donations	1.25
Total 4-Revenue	3,281,585.19
Total Income	3,297,143.28
Gross Income	3,297,143.28
<b>Expense</b>	
513160 · Pension Expense - GASB No. 68	700.00
5-Administration	
523230 Miscellaneous	100.00
523260 · Sales & Use Tax	142.00
523290 · Bank Charges	835.54
523700 · Office Supplies	3,169.51
523760 · Postage-Mailing	5,946.79
523701 COVID19 Supplies	157.06
527660 · Promotional Material	854.28
527820 · Staff Appreciation	2,035.65
546020 Travel (RCLL Business)	520.60
Total 5-Administration	13,761.43
5-Collection	
523600 · Audiovisual	1,240.31
523620 · New Books	226.20
523621 · Standing Order (Print Cont..)	490,641.07
523622 · Electronic Databases	253,016.82
523820 · Subscriptions	10,127.57
523870 · Material Processing Supplies	2,077.87
Total 5-Collection	757,329.84
5-Equipment	



523880 · Copiers - Staff	22,693.38
521380 Maintenance	1,433.48
523881 · Copiers - Public	30,197.35
521381 Maintenance & Supplies	2,080.01
527580 Furniture Stock	5,723.13
546080 · Computers - Staff	21,212.63
521360 Maintenance Computer Equipment	60.11
521640 Maintenance-Software	1,779.80
546081 · Computers-Public	15,697.18
521641 · Maintenance - Software	1,159.99
546121 Office Equipment (adding mach)	
521321 Maintenance	1,066.94
546140 Library Equipment	8,005.00
521340 Maintenance & Supplies	161.57
<b>Total 5-Equipment</b>	<b>111,270.57</b>
<b>5-Facilities</b>	
542100 · Building Renovation	145,024.35
520200/520330 · Communications (Tel & Internet)	16,881.63
520845 · Trash	5,555.77
520930 · Insurance - Liability	8,455.99
520945 · Property Insurance	74,932.84
522310 · Maintenance & Repair - Rental	63,200.05
524740 · County Support Service	4,212.00
526500 · Burglar Alarm System	2,826.57
526600 · Fire & Alarm System AT&T	43.98
529500 · Electricity	64,191.02
529510 · Heat/Air (Gas)	1,027.23
529540 · Rent, Parking, Utilities	815.55
529550 · Water	7,274.12
542060 · Improvements-Building	3,974,196.35
<b>Total 5-Facilities</b>	<b>4,368,637.45</b>
<b>5-MCLE</b>	
527661 · Promotional Material	119.40
<b>Total 5-MCLE</b>	<b>119.40</b>
<b>5-Professional Development</b>	1,900.00
Travel Expenses	4,127.57
523100 · Memberships	2,754.00
527841 In-House Staff Training	850.74
528140 · Conferences/Registration Fees	1,180.00
<b>Total 5-Professional Development</b>	<b>10,812.31</b>
<b>5-Professional Services</b>	
525840 · RCIT Device Access	1,977.00
524560 · Audit	20,381.80
524562 · Accounting	9,345.00
524563 · Actuarial Services	3,950.00





524680 • Consultants - IT	100.00
524681 Integrated Library Services	30,707.49
525320 Security Guard Services	8,260.98
525440 • Professional Services	
524682 • OCLC Deposit Account	10,707.97
525021 • Human Resources	34,243.20
525440 • Professional Services - Other	
Total 525440 • Professional Services	<b>44,951.17</b>
Total 5-Professional Services	<b>119,673.44</b>
5-Public Programs	<b>403.05</b>
5-Salaries & Employee Benefits	
510040 • Full Time Salaries	461,866.58
510044 • Part Time Salaries	84,719.47
513000 • Full Time Retirement	119,938.54
513120 • Social Security	37,446.60
513140 • Medicare	8,991.88
515000 • Full Time Dental Insurance	3,424.02
515040 • Full Time Flex Benefit Plan	75,567.30
515080 • Full Time Health Insurance	(4,237.57)
515100 • Full Time Life Insurance	1,698.04
515160 • Full Time Vision Insurance	1,059.12
515200 • Retirees Health Insurance	13,931.74
515260 • Unemployment Insurance	1,329.44
517000 • Workers Comp Insurance	5,647.56
518121 • SEIU Dues	6,387.19
524561 Payroll Processing	344.66
Total 5-Salaries & Employee Benefits	<b>818,114.57</b>
5-Transfers	0.00
Total Expense	<b>6,200,822.06</b>
Net Income	<b>(2,903,678.78)</b>

\*Final figures from audited financial statements will not be available until Winter 2022.

## 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 seeks 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 Law Library reopened to the public mid-June 2021 and continued to offer online services that enabled library patrons to have remote access to legal databases, reference assistance, public programs, legal research and MCLE classes.

- ❖ 2,761 total number of patron visits
- ❖ 154% increase in total number of patron inquiries from last fiscal year's 1,161 to 2,947 this fiscal year
- ❖ 10 MCLE classes held (10 hrs. of participatory credits) with 64 combined total number of attendees
- ❖ 7 Legal research classes with 29 combined total number of attendees
- ❖ 7 Library tours held with 68 combined total number of attendees including students from UCR and Riverside City College
- ❖ 266 YouTube subscribers and 1,172 views of library's YouTube videos
- ❖ 3% increase in eNews subscribers (from 1,045 to 1,079)
- ❖ 16 % increase in Instagram followers (from 565 to 655)
- ❖ 20 % increase in Facebook followers (from 523 to 627)
- ❖ 14 % increase in Twitter followers (from 202 to 231)

The Law Library continued offering various legal research classes and Minimum Continuing Legal Education (MCLE) programs for attorneys and paralegals, as well as the general public. It continually seeks new opportunities to collaborate with community groups, public agencies, the courts, local Bar associations and law library associations. This fiscal year, the Law Library continued to hold legal research and MCLE classes, as well as public education programs virtually using the Zoom meeting platform. Most of the annual in-person programs sponsored by the local Bar Associations, the courts and county agencies that the Law Library had participated that was cancelled due to COVID-19 had not been offered this fiscal year.

### PROGRAM OFFERINGS

#### ▲ FAMILY LAW WORKSHOPS

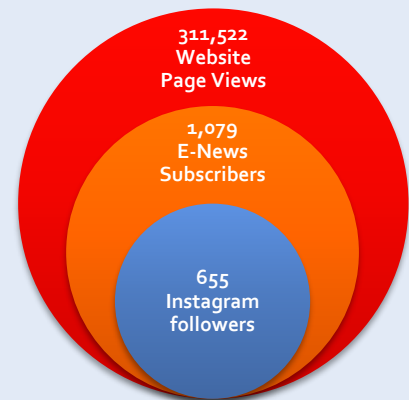
The Riverside County Superior Court's Family Law Facilitator's evening workshops on marital dissolution, default judgments, order to show cause, etc., were held online due to COVID-19 restrictions.

#### ▲ 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

16 online legal aid clinic by ICLS and 1 clinic held in-person which served 12 county residents.



### Collection

The total number of volumes in the Law Library's collection is 62,170, a 13% decrease from last fiscal year's 71,775. The decrease in the number of volumes in the collection is reflective of the Law Library's transition from a physical collection to a digital collection. A total of 25,587 volumes were withdrawn from the collection in fiscal year 2021-2022, including Federal case reporters, statutes, and state annotated codes, all of which are available online. Of the total number of volumes withdrawn, 25,449 volumes were withdrawn from the Victor Miceli Law Library collection; 131 volumes from the Indio branch collection; and 7 volumes from the Temecula Law Resource Center's collection.



In addition to Lexis Advance, Westlaw, CEB OnLaw and Wolters Kluwer VitalLaw, the Law Library provides free access to 42,941 U.S. Core Collection Titles on Hein Online, 2,162 indexed publications on LegalTrac, 299 full text publications on EbscoHost including Nolo Press titles.

The Law Library has a subscription to Fastcase which allows county residents to have remote access to cases, statutes, regulations, court rules, constitutions, and other primary law materials for all 50 states. It also subscribes to the Lexis Digital Library which allows county residents remote access to full-text and searchable eBook collection of LexisNexis treatises, desk books, practice guides, formbooks, and statutes.

The Main Library maintains 48,000 volumes 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 13,728 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 442 volumes and access to core collection of legal databases including Lexis Advance, Westlaw, HeinOnline, LegalTrac, EbscoHost, Forms WorkFlow, CEB OnLaw, Fastcase, Wolters Kluwer's VitalLaw, 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 reopened to the public in mid-June 2021. However, the main library had to close its doors to the public shortly thereafter due to the renovation of the Victor Miceli Law Library building. During this fiscal year, the Law Library continued to offer county residents remote access to its online services and legal databases including Lexis Advance, Westlaw, HeinOnline, Nolo Titles on EbscoHost, CEB OnLaw, Fastcase, and Lexis eBooks.

COLLECTION STATISTICS	RIVERSIDE	INDIO	TEMECULA
VOLUME COUNT AS OF 06/30/2022	48,000	13,728	442
VOLUME ADDED	47,623	1,993	103
TITLE COUNT	5,629	1,934	98
TITLES ADDED	340	35	5
AUDIO VISUAL ADDED	24	24	0
TOTAL TITLES	8,089		
TOTAL VOLUMES	62,170		

The Law Library also 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.

## 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 developments in the law, legal research and practice.

This fiscal year, the Law Library migrated its ILS (Integrated Library System) to OCLC WMS (WorldShare Management Services). With the implementation of this cloud-based library services platform, the Law Library's print and electronic resources workflows including acquisitions, circulation, discovery, eResource management, and analytic reporting are integrated within a single Web-based interface, with access to WorldCat data and knowledge base and OCLC's latest cataloging tools. It enables staff to easily configure and manage tasks, as well as provide them with all the functionality, flexibility, and a robust platform that will help improve library services, realize cost efficiency, and enhance cooperative

collection development, and collaborative approaches to technical services. It provides patrons with a single search that connects them to the Law Library's print, electronic, and digital resources as well as those held by thousands of libraries worldwide.

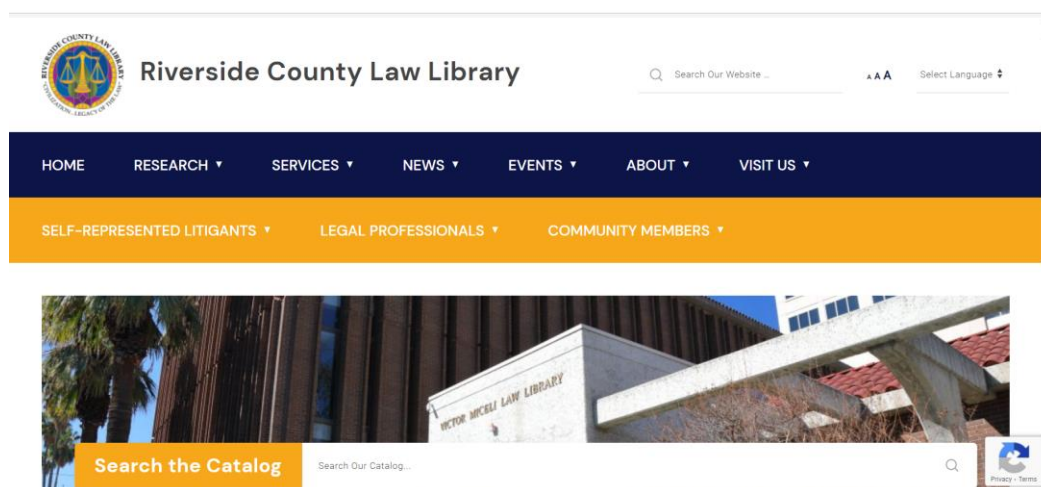
The Riverside County Law Library hosts six public computer workstations in its downtown Riverside location and six public computer workstations in its Indio branch. The Law Library maintains 12 staff computer workstations and laptops across all branches; 3 servers (1 staff/private, 1 public, 1 remote); and a publicly accessible wireless network in Riverside and Indio locations. All new computers were purchased last fiscal year and a remote server was added to support staff working remotely from home during the COVID-19 pandemic. This fiscal year, new copiers/printers were purchased for Riverside (3 patron copiers & 2 staff copiers) and Indio (2 patron copiers & 1 staff copier), as well as two new vending card machines and credit card readers to allow for a more efficient handling of sales transactions in both locations. With the new copiers and vending card machines, patrons can easily buy and make copies on their own with minimal assistance from library staff.

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, 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

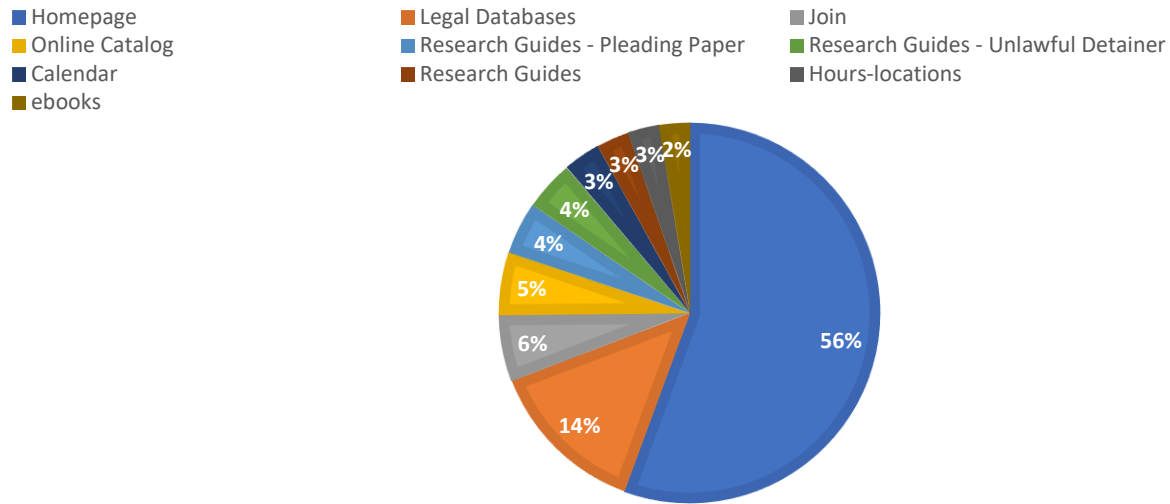
The Law Library website which was completely redesigned in March 2021 has an integrated web-accessibility compliant features, easy to navigate user-interface, as well as relevant and up-to-date content. As the Law Library continues to transition from a physical collection to a digital collection, it is adding more content to its website including links to online legal reference chat service, legal research guides and video tutorials, legal research and MCLE classes, and remote access to legal research databases and digital library. County residents have access to the Law Library online catalog and search for titles in its print and electronic collection, as well as those held by thousands of libraries worldwide via OCLC WorldCat.



The RCLL website received 311,522 (289,686) pageviews this fiscal year, a 7.5% increase from the last fiscal year's 289,686. The number of website visits during fiscal year 2021-2022 shows that 52% are views of the Law Library's homepage and 15% are views of the Legal Database page.



### TOP 10 POPULAR PAGEVIEWS



The library had 627 Facebook followers, 655 Instagram followers, 231 Twitter followers, and 10 TikTok followers during 2021-2022 fiscal year.

## 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, all in-person programs and classes that were halted the previous fiscal year due to COVID-19 pandemic did not resume this fiscal year due partly because a majority of local residents were reluctant to attend in-person events held in public indoor spaces and the Victor Miceli Law Library in downtown Riverside was closed to the public during its renovation. The Law Library however, held a few virtual public programs such as the *Introduction to Naturalization with USCIS*, Tax Clinic with the Inland Counties Legal Services (ICLS), library tours, and all its legal research and MCLE classes.

The Riverside County Law Library is a California State Bar approved MCLE provider and during this fiscal year, it held free virtual MCLE courses on legal research and law-related 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. This fiscal year, the Law Library added digital MCLEs to its collection and there were 36 MP3 MCLE files checked out by patrons.

2021-2022 MCLE Classes			
TITLE	Instructor/Speaker	DATE	# of Attendees
Lexis Advance MCLE: <i>Understanding Legislation</i> . 1 credit hour, general	Stephan Shields, Lexis Representative	July 27, 2021	6 attendees
Westlaw MCLE: <i>Legal Ethics-Model 1.1: Attorney Competency</i> . 1 credit hour, legal ethics	Dan Fuller, Westlaw Representative	August 25, 2021	21 attendees
Lexis Advance MCLE: <i>The Contemporary Yellow Pages: Ethics of</i>	Stephan Shields, Lexis Representative	September 28, 2021	7 attendees



<i>Online Profiles and Advertising. 1 credit hour, legal ethics</i>			
Lexis Advance MCLE: <i>Structure of the U.S. Government and Regulatory Compliance. 1 credit hour, general</i>	Stephan Shields, Lexis Representative	October 26, 2021	3 attendees
Westlaw MCLE: <i>Statutes and Legislative History. 1 credit hour, general</i>	Dan Fuller, Westlaw Representative	November 16, 2021	1 attendee
Lexis Advance MCLE: <i>Public Ways to Locate the Law and to Understand it from a Compliance Perspective. 1 credit hour, general</i>	Stephan Shields, Lexis Representative	November 23, 2021	9 attendees
Lexis Advance MCLE: <i>Diving Deeper into Legal Research Potential: Advance Online Legal Research Concepts. 1 credit hour, general</i>	Stephan Shields, Lexis Representative	December 21, 2021	2 attendees
Fastcase MCLE: <i>Intro into Fastcase. 1 credit hour, general</i>	Erin Page, Fastcase Representative	January 18, 2022	6 attendees
Lexis Advance: <i>Breached! An Inside Look at Cybersecurity for Law Firms, 1 credit hour, general</i>	Stephan Shields, Lexis Representative	April 12, 2022	1 attendee
Lexis Advance MCLE: <i>Diving Deeper into Legal Research Potential. 1 credit hour, general</i>	Stephan Shields, Lexis Representative	May 24, 2022	8 attendees

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## Collaborations

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- ❖ **Family Law Workshops** – The Victor Miceli Law Library has for several years made its meeting space, equipment, and staff available to the Riverside Superior Court Self-Help Center to hold its Family Law Facilitator evening workshops on marital dissolution, child support, order to show cause, and default judgments. The workshops 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. 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. These free legal clinics were not held in the previous fiscal year due to the COVID-19 pandemic. This fiscal year, a free legal clinic was held on October 25, 2021, in partnership with SWRCBA members and assisted 12 individuals with their legal issues.
- ❖ **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 which was suspended in the previous fiscal year due to the COVID-19 pandemic, has not resumed this fiscal year.



- ❖ **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. These legal aid clinics that were put on hold in the previous fiscal year due to the COVID-19 pandemic remained on hold this fiscal year.
- ❖ **ICLS Consumer Debt Collection Clinic** – The Law Library, in collaboration with the Inland Counties Legal Services, began hosting a consumer debt collection clinic every 2<sup>nd</sup> 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 remained on hold 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 offered in Spanish. There were 16 individuals who attended these clinics this fiscal year.
- ❖ **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 hour and a half 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.

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## Staff Activities

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The Riverside County Board of Law Library Trustees considers its law library staff an important asset critical to providing excellent customer service. Hence, the trustees completely support the staff's professional development and community outreach activities. The staff's diverse educational and cultural 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. The Law Library held its Annual Staff Retreat in person on June 21-22, 2022 which included a *Teambuilding Workshop* facilitated by Gary Kramer of Workplace Interactive Teambuilding Seminars (WITS), a Webinar by Steve Albrecht on *Tools for Tense Situations: Reducing Conflicts with Patrons as Libraries Return to the New Normal*, and a refresher training on library procedures and policies, legal reference vs. legal advice, in preparation for the Main Library's reopening to the public.



**Participants at WITS Teambuilding Workshop held during the 2022 All Staff Retreat.**

Staff kept themselves up to date with recent developments and best practices in legal information services and legal research by attending free webinars throughout this fiscal year including the following topics:

- How to access maximum ARPA funds: A live keynote with EveryLibrary.
- ABA "21st Century Lawyer" How Bar Associations Can Advance the Rule of Law-Now.
- OCLC WMS (World Management Service) presentation. 3-hour program explaining their system from the staff and patron perspective.
- Civil Court E-filing. Carrie Snuggs, Chief Deputy of Operations, covered e-filing requirements for Riverside County.
- Crisis Prevention Training.
- Orientation to Legal Research Webinar Series: The Constitution Annotated on Congress.gov.
- Emergency Connectivity fund: things you need to know.
- Law Library of Congress Online Collection and Services.
- Forum on Increasing Access to Justice.
- IEHP Community Resources RCBA MCLE virtual event
- Cheetah (Wolters Kluwer) Training.
- Dare to Lead - An Introduction with Katie Fredricksen
- Post-Pandemic Staff Development and Training from Library 2.0
- "The Right to be Safe": An Upstander & Self-Defense response to Anti-Asian Harassment & Violence [CAE Training]
- Discussion: Post-Pandemic Staff Development and Training follow-up
- ILS WMS 1st training with Christina Boggs.
- Library of Congress: Legal Research Federal Statutes
- AALL session Library Infrastructure 101: Technical Services' Role in Building Your Public Service Foundation and Bridges to Patron Success
- Legal Research Skills and Resources Video (Cambridge University Law)
- Gentle Art of Persuasion course (California Libraries Learn)
- Camtasia Certification course (Techsmith)



In addition, staff attended annual meetings and conferences held by the American Association of Law Libraries and its Southern California Chapter and participated in community outreach, committee and volunteer work including the following:

**Law Library Director, Victoria Williamson** – Attended the AALL 2021 *Leading with Wisdom & Insight* Virtual Conference held on July 19-23, 2021; CalPERS Pathways for Women Conference held on August 26, 2021; 50<sup>th</sup> Annual SCALL Institute *History and Future of Legal Research* held on February 11-12, 2022 in Palm Springs; Council of California County Law Librarians (CCCLL) 2021 Fall Virtual Meeting on *Expanding Access to Justice For All Californians* held on November 1, 2021; CCCLL Spring Virtual Meeting held on March 21, 2022; and serves on the AALL Government Law Libraries Special Interest Section Standards Committee and the Riverside County Bar Association's (RCBA) Committee on Lawyer Referral Services.

**User Experience Librarian, Jenna Pontious** attended the AALL 2021 *Leading with Wisdom & Insight* Virtual Conference held on July 19-23, 2021; received a SCALL grant which funded her attendance to the 50<sup>th</sup> Annual SCALL Institute *History and Future of Legal Research* held on February 11-12, 2022 in Palm Springs; and various training on topics including Coaching, Project Management, Accident Incident Investigation Cal/OSHA, and Injury and Illness Prevention Programs. She served as Secretary/Treasurer of Research Instruction & Public Services Special Interest Section of the AALL and served on the City of Riverside Public Law Library Board of Trustees.

**Reference & Instruction Librarian, Andrea Valencia** participated in the California Libraries Learn (CALL) *Dare to Lead Immersive Series* virtual workshop held August 8 thru September 17. Participated in *Ask a Law Librarian* program at the LOUIS ROBIDOUX Public Library, funded by a grant received by the Riverside County Library System. Participated as RCLL representative in the Annual Elder Abuse Symposium held on June 1, 2022 by the County of Riverside Department of Public Social Services.

**Administrative Officer, Lauren Patterson** attended the Annual CalPERS Forum held online on October 20-21, 2022; CDF Webinars: *COVID-19 Compliance for California Employers – New Vaccine Mandates (plural) and Ongoing Administrative Concerns* held on September 28, 2021 and *The Intersection of California and Federal Leave of Absence Laws as Workplaces Struggle with COVID-19* held on October 21, 2021; and completed the State Fund's - *Safety Culture: Safety Training & Recognition (STAR)* Program.

**Staff members: Michael Van Aken**, attended *Cultural Competence for Librarians* course (Library Juice Academy); earned a Paralegal Certificate (UCR Extension); and earned a Master of Library and Information Science (San Jose State University School of Library and Information Science). **Eldy Gutierrez** served as a volunteer judge for the Riverside County Migrant Education Program's speech and debate team. **Victor Landa** served as a volunteer for the Coachella Valley Housing Coalition.

## Organizational Chart, 2021-2022

