

C - Appropriation Organization Summary

Agency Name: SUPREME COURT Approp. Org. Name: LAW LIBRARY		Agency Number: 101 Division Number: 0400						
1	2	3	4	5	6	7	8	9
Description	Actual Expenditures 2009-2010	Base Budget	Adjustments to Base	Budget Reductions	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	Supreme Court Recommendation
LAW LIBRARY 0401-001-401	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316
TOTAL BY EXPENSE ORGS	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316
PERSONAL SERVICES 0100	615,943	628,010	24,192	0	652,202	0	652,202	652,202
SUPPORTIVE SERVICES 0200	874,205	863,693	0	0	863,693	71,200	934,893	934,893
CENT.SERV./DATA SERV. 0400	4,429	6,388	-167	0	6,221	0	6,221	6,221
CONTRACTUAL SERVICES 0900	0	0	0	0	0	0	0	0
TOTAL BY OBJECT SERIES	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316
GENERAL FUND G	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316
SPECIAL REVENUE R	0	0	0	0	0	0	0	0
FEDERAL FUNDS X	0	0	0	0	0	0	0	0
TOTAL BY FUNDS	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316
FULL TIME EMPLOYEE COUNT	0	3	0	0	3	0	3	3
PART TIME EMPLOYEE COUNT	0	1	0	0	1	0	1	1
TOTAL AUTHORIZED EMPLOYEES	0	4	0	0	4	0	4	4

Agency Name: SUPREME COURT	Agency Number: 101
Approp. Org. Name: LAW LIBRARY	Division Number: 0400
Expense Org. Name: LAW LIBRARY	Unit Number: 0401

EXPENSE ORGANIZATION OVERVIEW

LAW LIBRARY

2013-2014 STANDARD BUDGET REQUEST

The Wyoming State Law Library continues to strive to be an active, vital legal information resource for the citizens of Wyoming. The services the Law Library provides are virtually unduplicated by any entity in the state. Although the Law Library finds its home in the Judicial Branch and provides legal information services for the Wyoming Supreme Court and all courts within Wyoming, it also serves as a primary source of legal research materials for both the Legislative and Executive branches of state government. A number of state agencies rely on the Law Library as their sole source of legal information. Local members of the Wyoming Bar Association continue to be heavy in-house users of the Law Library's materials. The Law Library also loans or copies and transmits by mail or fax, materials directly to non-Cheyenne Bar members. A minimal fee is imposed by the Law Library for copy and fax services for purposes of cost recovery. Although the Law Library would like to be able to transmit copies of requested items by e-mail, the publishers will not sell licenses to permit that as yet. Law Librarians nationwide who serve the public are lobbying for that and it is hoped that this service may become available in the next biennium.

With the assistance of the state-wide interlibrary loan network, persons from all over the state have access to materials from the Law Library collection. The state-wide computer library catalog (WYLDCAT) allows access to information about Law Library materials by those not living in the Cheyenne area. Information about the Law Library's holdings is placed in WYLDCAT and each person is able to access this information using a home computer or from terminals available at their county library. Residents of Cheyenne may borrow materials directly from the Law Library. Non-Cheyenne Wyoming residents merely need to make requests through the automated interlibrary loan system and their local county library will receive the material on loan from the Law Library within several days. There is no charge for these loans. During the 2011-2012 biennium, the Law Library received quite a number of requests for the loan of legal materials from citizens living in all geographic areas of the state. The Law Library continues to experience an increase in the number of non-attorneys coming into the library or requesting materials through interlibrary loan to do their own legal research connected with litigation.

The Law Library maintains a strong public service philosophy. A high level of customer satisfaction has been achieved since most people are able to locate information on their topics of interest. There is a high emphasis placed on collection development and access. New materials are carefully selected and existing materials are maintained to provide a strong collection in areas of heavy litigation, to provide information on emerging areas of the law, and to supply information on areas of the law where the Law Library may have little or outdated material. In addition the Law Library has a very valuable historical collection and is working to preserve these items.

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As well as keeping abreast of developments using the paper collection, the Law Library staff keeps current on legal resources being placed on the Internet. The Law Library has a webpage (<http://www.courts.state.wy.us/LawLibrary/>) with links to what the Law Librarians consider to be reliable sources of legal information on the Internet. These links are used to assist patrons to access information which has previously not been available in the Law Library (e.g. out of state administrative regulations). Additional links are added as they are discovered by the library staff so that the public has access to the widest possible number of legal materials available. Statistics show that the law library website is accessed several thousand times each month. Providing links to the public is a double-edged sword for libraries since it tends to reduce the number of people who actually come into the physical library. These people are using the skills of the librarians to be able to find the information they want but it reduces the foot traffic and can make it appear as if a library is not being used when in actuality more people than ever are using its resources.

The reference staff is still entertaining as many questions as they ever have (if not more) but the nature of the answers being provided is changing. Instead of always being referenced to a paper resource, the answer now may be a reference to an address on the Internet. Many of these questions are being handled over the telephone or through an “Ask a Librarian” link on the Law Library homepage. Often the librarian is able to walk a requester through the steps necessary to access the needed materials on a home computer. It should be noted that, although a valuable resource, the Internet does not replace the need for a fully supplied and properly staffed Law Library, it is merely a supplemental tool. Many needed resources are not currently available online and may never be. In addition, there are certain types of research that are more efficiently accomplished using traditional paper resources. However, as material prices continue to rise, knowledge of what is accessible will be used to guide collection development decisions. Items which are permanently needed in a law collection and which are not likely to remain permanently accessible on the Internet will be of highest priority.

The Wyoming State Law Library continues to work on a joint project with the Oklahoma Supreme Court Network to create a searchable database of Wyoming case law. Currently, the full texts of all Wyoming decisions from 1990-Present are available and the staff is working to add the decisions of the late 1980s. Current decisions are added the day they are decided and retrospective decisions are being added as time permits. The eventual goal is to incorporate every Wyoming Supreme Court decision. There are internal hot links in each document to any cited document that is also in the database--so one can move from the document one is working with to any document it may cite with the click of a mouse. An advantage to working on the project with Oklahoma is that a researcher can search multiple jurisdictions at the same time. The system has every Oklahoma decision and decisions from several other jurisdictions besides Wyoming. These multi-jurisdiction capabilities are what makes the project special and different from anything the Law Library could do on its own. This project allows everyone in the state no cost access to the Wyoming Supreme Court decisions from any computer with access to the Internet. Since there are few paper copies of the opinions available for general use outside of Cheyenne and Laramie, this is a great service to the people of Wyoming. To view the site go to: <http://wyomcases.courts.state.wy.us/applications/oscn/index.asp>.

The Law Library also assists in ensuring that the Wyoming Court Rules are kept current on the web. This allows those persons who are remote from any library to have access to court procedure information they might need for a lawsuit or information they might want regarding ethics and disciplinary actions as regards to lawyers and judges.

Given the high level of positive feedback by its users, the Law Library continues to maintain the currency of the Quick Index to Wyoming Statutes Annotated. County librarians have indicated that the Quick Index permits their patrons to find the laws they need with fewer difficulties than they

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encountered in the past. The Quick Index is available on the Law Library's webpage. The Law Library is continually exploring other methods to make its collection and legal information more easily accessible to everyone.

The Law Library has continued to act as owner (no cost involved) of the Wyoming Attorneys-L listserv. Ownership means that the Law Library monitors the list for problems and calls for help when necessary. The listserv is based on the Washburn University computer server where it was created. The Law Library has been using the list as a current awareness tool for the Wyoming bench and bar. The major service the Law Library is providing is a summary service. Law Librarians are writing summaries of the Wyoming Supreme Court decisions on the day they are issued and posting them to the listserv. This has been very well received and the Law Library has heard many positive comments. The listserv has grown from 3 members to over 500 members and new members are added on a regular basis. The Law Library also maintains a weblog (commonly referred to as a blog) called the Law Library Letter. The Law Library Letter acts as an online newsletter. It provides an alternate access to the court summaries as well as technical hints and other information that could be valuable to the readers. The blog can be accessed at: <http://wyolawlibrary.blogspot.com/>

The Law Library has maintained free public access to Westlaw. The cost for adding this service is being offset by discounts offered by Thomson West on the paper copies. The library also has an electronic service from William S. Hein called HeinOnline. This service provides easy access to law reviews and federal materials with many additional materials being added on a regular basis. Westlaw access is limited to terminals located in the law library. HeinOnline is available in the Law Library and to members of the Supreme Court at their desktops. Hein also offered a special promotion through the Law Library's subscription that has made HeinOnline available in 17 of the 23 County Libraries at a greatly reduced price.

During the next biennium, the Law Library intends to:

- continue both current and retrospective collection development to keep the collection at acceptable law library standards, with emphasis being placed on collecting current materials in highly used and developing areas.
- continue the outreach program and working with other libraries around the state to ensure that individuals requesting legal materials have access to them.
- continue to increase direct public outreach through use of the electronic communications systems available through the Internet.
- increase the offering of educational opportunities to the Bench, Bar and Public.
- continue processing and cataloging the Law Library's rare book collection.

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STANDARD BUDGET REQUEST

100 Series – Personal Services: Funds in this category are used for the payment of the 3 full-time trained library professionals and one part-time librarian. Adjustments reflect changes in personnel and the increased contribution to the state retirement and health insurance plans.

200 Series – Supportive Services: The 200 series funds are used to cover the necessary operating costs for the Law Library, which covers everything from postage, dues and registrations in order for library personnel to remain current with developments in the law library profession, office supplies, forms, cataloging and indexing supplies and photocopy charges, and the costs of binding law journals for the permanent collection. The largest category is 236.00 Educational and Instructional Supplies, which is used to acquire books, periodicals and other formatted material (i.e., microforms) to meet the legal information needs of the courts, state agencies, the legal community and the public at large.

400 Series – Central Services/Data Services: The 400 series funds are used to provide access to the WOLFS and State Internet system. Funds are also used to cover telecommunication costs.

Total Standard Budget Request \$1,522,116

EXCEPTION BUDGET REQUEST

\$9,200 – Equipment Repair & Maintenance 0202: We are requesting \$9,200 to be able to purchase a maintenance contract for the Law Library’s electronic compact shelving.

\$50,000 – Education-Recreational Supplies 0236: The electronic subscription vendor that is the source of approximately 70% of available legal materials has historically raised their prices 11%-12% annually. In order for the Law Library to enjoy the same purchasing power it had during the 2011-2012 biennium, we are requesting an additional \$50,000 for subscription materials. The Library experienced a budget reduction of \$158,222 in this category during the 2011-2012 biennium.

\$12,000 – DP Reproduction Other Equipment 0242: In order to purchase new copy machines for the Law Library, we are requesting an additional \$12,000.

Total Exception Budget Request **\$71,200**

Total Program Budget Request **\$1,593,316**

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				AGY DIVISION		UNIT	FUND	APPR UNIT
Approp. Org. Name: LAW LIBRARY		Ch. 17 Base to Standard Reconciliation				101	0400	0401	001	401
Expense Org. Name: LAW LIBRARY										
1		2	3	4	5	6	7	8	9	
Description	Code	Actual Expenditures 2009-2010	Base Budget	Adjustments to Base	Budget Reductions	Standard Budget Col. 3+4+5	Exception Request	Total Agency Request	Supreme Court's Recommendation	
EXPENDITURES										
SALARIES CLASSIFIED	0103	454,192	415,638	-3,374	0	412,264	0	412,264	412,264	
SALARIES OTHER	0104	0	31,972	0	0	31,972	0	31,972	31,972	
EMPLOYER PD BENEFITS	0105	161,751	180,400	27,566	0	207,966	0	207,966	207,966	
PERSONAL SERVICES	0100	615,943	628,010	24,192	0	652,202	0	652,202	652,202	
EQUIPMENT REP & MNTC	0202	594	3,365	0	0	3,365	9,200	12,565	12,565	
COMMUNICATION	0204	1,939	7,025	0	0	7,025	0	7,025	7,025	
DUES-LICENSES-REGIST	0207	100,383	6,002	0	0	6,002	0	6,002	6,002	
DATA PROCESSING	0209	0	9,840	0	0	9,840	0	9,840	9,840	
TRAVEL IN STATE	0221	143	4,000	0	0	4,000	0	4,000	4,000	
TRAVEL OUT OF STATE	0222	3,040	10,040	0	0	10,040	0	10,040	10,040	
PERMANENTLY ASSIGNED VEHICLES	0223	0	0	0	0	0	0	0	0	
OFFICE SUPPL-PRINTING	0231	11,546	13,416	0	0	13,416	0	13,416	13,416	
MEDICAL-LAB SUPPLIES	0235	0	0	0	0	0	0	0	0	
EDUCA-RECREATNL SUPP	0236	756,560	810,005	0	0	810,005	50,000	860,005	860,005	
DP REPRODUCT OTHER EQ	0242	0	0	0	0	0	12,000	12,000	12,000	
MNTC CONTRACTS EXTERNAL	0292	0	0	0	0	0	0	0	0	
SUPPORTIVE SERVICES	0200	874,205	863,693	0	0	863,693	71,200	934,893	934,893	
CENTRAL-SER DATA-SER	0410	0	0	0	0	0	0	0	0	
TELECOMMUNICATIONS	0420	4,429	6,208	13	0	6,221	0	6,221	6,221	
EQUIPMENT SERVICE CENTER	0430	0	180	-180	0	0	0	0	0	
CENT. SERV./DATA SERV.	0400	4,429	6,388	-167	0	6,221	0	6,221	6,221	
PROFESSIONAL FEES	0901	0	0	0	0	0	0	0	0	
SPECIAL PROJ & SVCS	0903	0	0	0	0	0	0	0	0	
CONTRACTUAL SERVICES	0900	0	0	0	0	0	0	0	0	
EXPENDITURE TOTALS		1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316	
MEANS OF FUNDING										
GENERAL FUND	1001	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316	
GENERAL FUND	G	1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316	
TOTAL FUNDING		1,494,577	1,498,091	24,025	0	1,522,116	71,200	1,593,316	1,593,316	
AUTHORIZED EMPLOYEES										
FULL TIME EMPLOYEE COUNT		0	3	0	0	3	0	3	3	
PART TIME EMPLOYEE COUNT		0	1	0	0	1	0	1	1	
AUTHORIZED EMPLOYEES		0	4	0	0	4	0	4	4	
TOTAL AUTHORIZED EMPLOYEES		0	4	0	0	4	0	4	4	