

C - Appropriation Organization Summary

1		2	3	4	5	6
Description		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court Recommendation
LAW LIBRARY 0401-001-401		1,440,538	1,398,308	0	1,398,308	1,398,308
TOTAL BY EXPENSE ORGS		1,440,538	1,398,308	0	1,398,308	1,398,308
PERSONAL SERVICES	0100	652,202	618,615	0	618,615	618,615
SUPPORTIVE SERVICES	0200	782,115	770,115	0	770,115	770,115
CENT.SERV./DATA SERV.	0400	6,221	9,578	0	9,578	9,578
CONTRACTUAL SERVICES	0900	0	0	0	0	0
TOTAL BY OBJECT SERIES		1,440,538	1,398,308	0	1,398,308	1,398,308
GENERAL FUND	G	1,440,538	1,398,308	0	1,398,308	1,398,308
SPECIAL REVENUE	R	0	0	0	0	0
FEDERAL FUNDS	X	0	0	0	0	0
TOTAL BY FUNDS		1,440,538	1,398,308	0	1,398,308	1,398,308
FULL TIME EMPLOYEE COUNT		3	3	0	3	3
PART TIME EMPLOYEE COUNT		1	1	0	1	1
TOTAL AUTHORIZED EMPLOYEES		4	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

#### 2015-2016 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 unduplicated by any entity in the state. 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 frequent 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 State Bar members. A minimal fee is imposed by the Law Library for copy and fax services for purposes of cost recovery.

With the assistance of the state-wide interlibrary loan network, patrons 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 patrons are able to access this information from their terminals available at their county library, home or work. Residents of Cheyenne may borrow materials directly from the Law Library. Non-Cheyenne Wyoming residents 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. 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.

The reference staff continues to fulfill all information requests. We receive information requests electronically, by telephone, fax, and in-person. Many of these questions are being handled over the telephone or through an "Ask a Librarian" link on the Law Library homepage. 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 a supplemental tool. As material prices continue to rise, knowledge of what is accessible will be used to guide collection development decisions. The Law Library continues to update and monitor the Wyoming Attorneys-L listserv. 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. 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 blog called the Law Library Letter. The Law Library Letter acts as an online newsletter and 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 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

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desktops. Hein also offered a special promotion through the Law Library’s subscription that has made HeinOnline available in 15 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 our education and outreach initiatives to keep libraries, every day citizens, and Wyoming State Bar members aware of our services and print/electronic resources.
- Continue to increase direct public outreach through use of the electronic communications systems available through the Internet.
- Continue to bring the law library to current standards and best practices

**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.

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                      \$1,398,308

**NO EXCEPTION BUDGET REQUEST**

**Total Program Budget Request                      \$1,398,308**

CE Expense Organization Budget Request

Agency Name: SUPREME COURT		Wyoming On-Line Financial System Code				
Approp. Org. Name: LAW LIBRARY		AGY DIVISION		UNIT	FUND	APPR UNIT
Expense Org. Name: LAW LIBRARY		101 0400		0401	001	401
1		2	3	4	5	6
		Base Budget	Standard Budget	Exception Request	Total Agency Request	Supreme Court's Recommendation
Description	Code					
EXPENDITURES						
SALARIES CLASSIFIED	0103	412,264	426,696	0	426,696	426,696
SALARIES OTHER	0104	31,972	0	0	0	0
EMPLOYER PD BENEFITS	0105	207,966	104,807	0	104,807	104,807
EMPLOYER HEALTH INS BENEFITS	0196	0	87,112	0	87,112	87,112
PERSONAL SERVICES	0100	652,202	618,615	0	618,615	618,615
EQUIPMENT REP & MNTC	0202	12,565	12,565	0	12,565	12,565
COMMUNICATION	0204	7,025	2,525	0	2,525	2,525
DUES-LICENSES-REGIST	0207	6,002	25,842	0	25,842	25,842
ADVERTISING-PROMOT	0208	0	0	0	0	0
DATA PROCESSING	0209	9,840	0	0	0	0
MISCELLANEOUS	0210	0	0	0	0	0
TRAVEL IN STATE	0221	4,000	4,000	0	4,000	4,000
TRAVEL OUT OF STATE	0222	10,040	10,040	0	10,040	10,040
BD/COMM TRAVEL REIMBURSE	0227	0	0	0	0	0
OFFICE SUPPL-PRINTING	0231	13,416	7,916	0	7,916	7,916
MEDICAL-LAB SUPPLIES	0235	0	0	0	0	0
EDUCA-RECREATNL SUPP	0236	707,227	707,227	0	707,227	707,227
OFFICE EQUIP-FURNISH	0241	0	0	0	0	0
DP REPRODUCT OTHER EQ	0242	12,000	0	0	0	0
MNTC CONTRACTS EXTERNAL	0292	0	0	0	0	0
SUPPORTIVE SERVICES	0200	782,115	770,115	0	770,115	770,115
CENTRAL-SER DATA-SER	0410	0	0	0	0	0
TELECOMMUNICATIONS	0420	6,221	9,578	0	9,578	9,578
EQUIPMENT SERVICE CENTER	0430	0	0	0	0	0
CENT. SERV./DATA SERV.	0400	6,221	9,578	0	9,578	9,578
PROFESSIONAL FEES	0901	0	0	0	0	0
SPECIAL PROJ & SVCS	0903	0	0	0	0	0
CONTRACTUAL SERVICES	0900	0	0	0	0	0
EXPENDITURE TOTALS		1,440,538	1,398,308	0	1,398,308	1,398,308
MEANS OF FUNDING						
GENERAL FUND	1001	1,440,538	1,398,308	0	1,398,308	1,398,308
GENERAL FUND	G	1,440,538	1,398,308	0	1,398,308	1,398,308
TOTAL FUNDING		1,440,538	1,398,308	0	1,398,308	1,398,308
AUTHORIZED EMPLOYEES						
FULL TIME EMPLOYEE COUNT		3	3	0	3	3
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AUTHORIZED EMPLOYEES		4	4	0	4	4
TOTAL AUTHORIZED EMPLOYEES		4	4	0	4	4