

Law Library Board of Trustee Meeting Minutes from August 18, 2021 meeting. Those in attendance were Emmalie Brudzinski, Jacob Grussing, and Barbara Weckmann Brekke.

At the meeting we reviewed the 2021 Law Library Operating Statement, comparing to previous years 2019 and 2020. Historically, nearly all of the Law Library's revenue comes from court fees. In 2019, the Law Library also generated \$1713.65 from charging for printing, copying, and form packets. In 2020, this number dropped to \$213.27 because the Law Library (in conjunction with the rest of the Scott County Library system) discontinued charging for copies and printing during the COVID-19 pandemic. The Law Library has continued to not charge for copies, printing, and forms throughout 2021, and this is something Law Librarian, Emmalie Brudzinski, would like to continue indefinitely. The arguments that support this are 1) providing copies, printing, and forms for court-related matters directly supports the Law Library's mission to provide low-barrier access to justice to the Scott County community, 2) the Law Library only ever generated <\$2000 annually from charging for copies, printing, and forms – a revenue amount negligible when compared to other revenue sources, 3) the Law Library account continues to consistently net positive at year-end, as evidenced by the 2020 and 2021 statements, even absent revenue from copying, printing, and forms. Whether the Law Library charges for copying, printing, and forms will decide whether the printers rented for the new Law Library space need to have vending units incorporated or not. The members discussed whether this decision would be something that the board needed to approve, or whether the board's role is strictly advisory. This will be something investigated in the interim and discussed at the next board meeting.

Another budget line item discussed was that the Law Library's largest expense next to personnel expenses is usually contract/professional services. The budget is for an administration fee paid to the Scott County Library system for ILS integration, mail delivery, supplies, and general administrative support. The administration fee is 11.5% of the Law Library's total expenses at year-end.