



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 2/19/25  
Re: DPI Report

A significant amount of time this month has been spent filling out the annual DPI report. The report site opened officially on January 22 and is due to the state no later than February 28.

Some of the data continues to be painstaking to compile, such as the distinction of what is spent on print, electronic, audiovisual, and other material as that is not fully distinguished in the general ledger, especially if we purchase multiple items from one vendor, like Amazon, which requires going through expenditures by hand. As several staff order materials on their credit cards from many different vendors, it requires staff to go through expenditures throughout the entire year to differentiate between the item types. To streamline this for next year we have added another spreadsheet for staff to fill out after they purchase using their credit card.

There were several changes to the report this year, the largest coming in the areas of finances and electronic offerings.

