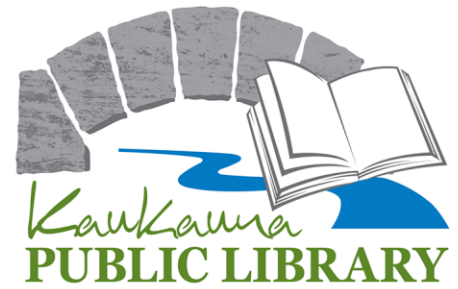


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/21/2023
Re: DPI Report



Here are some notes in regards to our 2022 DPI report:

- Operational hours have not changed because we are reporting open hours for 2022. In 2023, we will be able to claim our five additional hours per week.
- Public Services COVID-19 still has some yes answers because we are still allowing people to register for a library card online, however they still need to come in to verify ID and address. We are also still offering outside service, known as curbside, however it is about one request a month, but it still exists and was listed as a service for all of 2022.
- The section on program attendance changed quite dramatically from the 2021 report to the 2022 report. We had been using a spreadsheet provided to us by the state, which made report data much smoother. However, DPI did change age categories for this report, so we had to go through and reassign the entire year of programs to report the ages correctly on the report. This in turn resulted in a change in the 2023 spreadsheet we use for reporting as well as how we report statistics to you because DPI added additional age categories including a general interest category. We host many intergenerational programs, so we do have a fair amount of general interest programs to report. While we like the further breakdown of age groups, as they finally acknowledged adult programs instead of calling them "other," it is difficult internally to decide who gains the statistics from general programs and who reports about them to the Board.
- Another addition to this section was virtual program statistics both live and pre-recorded. It was quite painstaking to go back and collect the data for the pre-recorded programs that we do, since we are no longer doing live programs.
- In my tenure as Director, we have not had a Capital Improvement to report, but since the City did pay for the Safety & Security Upgrades, those funds needed to be claimed in the report as well.
- It should be noted that while we did increase the materials budget, we were only able to expend \$56,439 on materials because we were largely over budget on seasonal staff. We were only over total budget by \$47.86 this year. The materials line remains the only line large enough and without signed service agreements to compensate with.
- If you are wondering where the Assistant Director position is in the staffing section, we are supposed to report our staffing as of 12-31-22 in the report, at which time the position no longer existed.