



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/18/22
Re: DPI Report

Our annual report is due on March 1 to the Department of Public Instruction. The report has been approved by OWLS and the next step will be approval by the Library Board. As part of our submission, we also have to include a letter to DPI listing funds the Library Board retains control of. The DPI report has to be signed by the Library Board President and the financial letter has to be signed by the Treasurer.

At this time, the only funds that are held outside the municipality are the two funds we hold within the Community Foundation. State Statute 43 does dictate how the Library Board may hold their funds and in an effort to not have to bond our Treasurer, we ensure that funds are only held by the municipality and within the Community Foundation, which is in compliance of the law.

