



*To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/22/2024
Re: Site Operating Expenditure Reconciliation*

I met with the property owner to go over the 2023 actual operating expenses and the 2024 estimated operating expenses. The City is owed \$3,385 for 2023, as our portion of the operating expenses came under what was paid to the landlord. The funds will be cut as a check to the City. We did budget adequately in our maintenance line this year based on the estimate for 2024.

