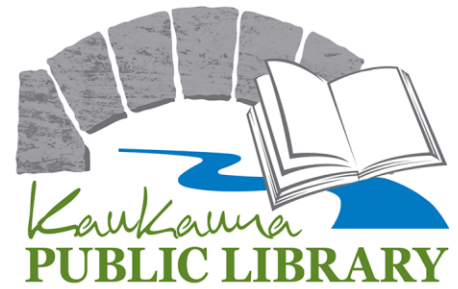


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/22/2023
Re: Maintenance Reconciliation



As indicated in the newest lease amendment, the landlord has reconciled with the City. There was an overpayment of \$25,224 for maintenance and a check has already been cut to the City in the amount. The landlord also provided us with an estimated budget for this year, and according to his figures, we did estimate the correct amount for our maintenance budget. The new lease amendment does provide that we should now receive this information for the budget cycle in August, which is helpful as our budgets are often due the first or second week in September. This year's estimate does plan for an increase in insurance, as well as the lawn/snow removal based in increases from his other properties.

