

NOTICE

WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
Warren Civic Center Library
Mark Twain Room
1 City Square, Suite 100
Warren, MI 48093

PLEASE TAKE NOTICE THAT there will be a regular, in-person meeting of the Warren Public Library Commission on **Thursday, March 20, 2025 at 6:00 p.m.**

CONTACT/ACCOMMODATIONS INFORMATION:

Anyone with a disability wishing to request an accommodation for participation in the meeting may do so by contacting Library Administration at 586-574-4564 or sending an email to libraryadmin@cityofwarren.org – 48 hours in advanced.

**WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
March 20, 2025
6:00 p.m.**

1. Call to Order

2. Roll Call

3. Approval of Agenda

4. Approval of Minutes

– Regular Meeting of January 16, 2025

– Special Meeting February 3, 2025

5. Financial Reports

- a. Monthly Line Item Budget Report
- b. Suburban Library Allocation Account
- c. Branch Income Report

6. Director's Report

a. Statistics/Output Measures

- Unique Management report

b. Branch Updates

• **Busch –**

- Electric hand dryers installed in public restrooms
- Branch closed early on February 12, 2025 due to weather conditions

• **Burnette –**

- Trinity Lutheran Church closing March 22, 2025
- Spartan 6 Security Inc. service time frame is March 10, 2025 – April 30, 2025; return for service November 1, 2025 – April 30, 2026
- Electric hand dryers installed in public restrooms

• **Miller –**

- RFID staff badge reader installed on the north door entrance
- Branch closed early on January 22, 2025 due to building issues

- **Civic –**
 - Branch closed early on February 12, 2025 due to weather conditions

c. Current Projects

- State Aid submitted
- Library budget submitted to Mayor Stone
- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch. Design plans completed by Ply+ for the new branch at 13700 Sidonie.
- Planning and Zoning commissions approved the necessary changes for the new library
- Viewed and Selected furniture options for new branch at ISCG
- Request for quote placed on BidNet for landscaping and fertilization services for the Busch and Burnette branches
- Notice posted by HR for search of Library Director

d. Services

- Received check from SLC in the amount of \$318.27 and \$709.35 from ProPay credit transactions in the months of December 2024 through January 2025 totaling \$1,027.62.

e. Staffing

- **New Hires/Departures**
 - L. McCabe, Library Office Assistant hired to fill vacancy; 6 month probation started on February 7, 2025 at the Civic Center branch.
 - M. West, Library Office Assistant hired to fill vacancy; 6 month probation started on February 21, 2025 at the Miller branch and resigned on March 8, 2025.
 - D. Soucy left service on March 3, 2025
 - E. Khan, Library Page, started March 7, 2025 at Busch branch.
- **Staff Transfers –**
- **Extended leave –**
 - J. Robertson, Busch Branch Supervisor is on extended leave
 - A. Libby returning from leave on March 17, 2025
- **Training**
 - Busch FTE staff completed student Trauma Training on Thursday, March 6, 2025, 9:00 am – 11:00 am

f. Marketing/Outreach

- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- Quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.

g. Discussion items:

7. Audience Participation

Members of the audience who would like to address the Library Commission this evening may do so under the audience portion. Patrons have 3 (three) minutes to speak.

8. Action Items:

- Appoint Vice-Chair

9. Friends of the Warren Public Library

10. S.L.C. Report

11. Commissioner's Comments

12. Next Meeting Date – May 15, 2025

13. Adjournment

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

January 16, 2025

1. **Call to Order** The regular meeting was called to order at 6:01 PM by Frank Pasternak.

2. **Role Call:**

Commissioners Present: Frank Pasternak, Lorie Barnwell, Don McIntosh, Zosia Ladak, and Annette Majka.

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney, Henry Newnan, City of Warren Councilman, Laurie Fournier, interim Superintendent, Fitzgerald High School, and Jessica Percy, Director of Communication and Culture, Fitzgerald High School.

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3. **Approval of Agenda:**

Barnwell made a motion to pull ahead the Busch Branch Discussion Item of the Director's Report to follow the Approval of the Regular Meeting of November 21, 2024, Minutes, supported by Majka; motion carried.

4. **Approval of Minutes: Regular Meeting of November 21, 2024:** Barnwell moved to approve the Minutes of the Regular Meeting of November 21, 2024, supported by McIntosh; motion carried.

6. **Director's Report:**

g. Discussion Item: - Busch Branch: On November 21, 2024, the Warren Public Library Commission passed a motion to close the Busch Branch Library on school days from the after-school period of 2:15 PM to 4:00 PM. This was done to prevent the disruptions inside and outside the library caused by the Fitzgerald school students when they left the school at the end of the day's classes. It was further stated that this action would be reviewed February 28, 2025, to determine if the library could be opened again during those hours based on actions taken to resolve the problem.

Fournie indicated that they have had meetings with the high school staff to discuss the issue and possible actions that could be taken to resolve the problem and permit the library to reopen during the hours it has closed. She further noted that some

time ago the district had a “door-to-door” policy in place, but it was replaced by a student code of conduct. Because the other Warren school districts have “door-to-door” policies, comments indicated that a similar policy at Fitzgerald could help. Further, the school plans to have some school personnel presence at the library during those after school hours when the library is reopened.

It was agreed that the Library Commission and the Fitzgerald leadership would meet to develop a plan for implementation of the actions that would permit opening the library to its normal hours of operation.

5. Financial Reports:

a. Monthly Line Item Budget Report

b. Suburban Library Allocation Account

c. Branch Income Report

Barnwell moved to receive and file the Monthly Line Item Budget Report, the Suburban Library Allocation Account, and the Branch Income Report, supported by McIntosh; motion carried.

6. Director’s Report:

a. Statistics/Output Measures:

- Unique Management Report

b. Branch Updates:

- Busch:

- Restroom WiFi buzzer system installed

- Removal of picnic tables

- After school hours: See Director’s Discussion Item, g., following Meeting Agenda item 4.

- Burnette:

-Trinity Lutheran Church opened to accommodate the homeless.

- Miller:

- Updated security camera installed in the children’s area and at the south entrance into the library from Parks & Recreation department.

- Civic:

- We acquired a hippopotamus for Christmas.

- Dual use of Special Collections room.

c. Current Projects:

- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch.
- DSLRT statistics completed and submitted.
- Library Budget 2025-2026.
- Request for Security Guard submitted on Bidnet.
- State Aid in process of being completed.

- d. Services:

- Received checks from SLC in the amounts of \$639.41, \$619.85, and \$305.00 from ProPay credit card transactions in the months of September through November, 2024, totaling \$1,564.26.

e. Staffing:

- New Hires:

- A. Swierczynski, Library Technician hired to fill vacancy; six month probation started December 13, 2024 at the Miller branch.
- Scheduling interviews to fill two vacant OA positions.

- Staff Transfers:

- A. Moss appointed temporary out-of-class supervisor of the Busch branch started December 19, 2024.

- Extended Leave:

- J. Robertson, Busch Branch Supervisor is on extended leave.

- Training:

- All FTE staff completed a Harassment Training Seminar.

f. Marketing/Outreach:

- eNewsletter update: All programs listed in the eNewsletter are for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now.
- Library Programs: All programs are printed on a double-sided sheet (8.5" X 14"), inserted in the monthly Warren water bill, and mailed to 45,600 residences of Warren.
- Outreach program focused on Warren residents: home delivery of materials is provided to persons with disabilities and are homebound.
- Library requested City Council to release funds for the printing of the quarterly Warren Programs booklet.

Mcintosh moved to receive and file the Director's Report, supported by Majka; motion carried.

7. Audience Participation:

- Covered in Item 6 of the Director's Report, g. Discussion Item-Busch Branch.

8. Action Items:

- Busch Branch hours during students release from school: Covered in Item 6 of the Director's Report, g. Discussion Item-Busch Bunch.

- Announcement of Oksana Urban, Warren Library Director, is retiring March 1, 2025, after 13 years of exemplary service. Pasternak, Barnwell, McIntosh, and Urban will work together in search of a new Director.

Urban indicated that the Library Bylaws and Job Descriptions need to be updated.

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report:

- Nothing to report.

11. Commissioner's Comments:

- Several congratulations, "thank you"s, and good wishes given to Urban by the Library Commissioners and meeting participants.

12. Next Meeting Date: March 20, 2025

13. Adjournment: Majka moved to adjourn the meeting at 8:06 PM, supported by McIntosh; motion carried.

Donald J. McIntosh, Secretary

WARREN PUBLIC LIBRARY COMMISSION
Special Meeting
February 3, 2025

1. **Call to Order** The special meeting was called to order at 6:00 PM by Frank Pasternak.

2. **Role Call:**

Commissioners Present: Frank Pasternak, Lorie Barnwell, Don McIntosh, Zosia Ladak, and Annette Majka.

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney, Charles Rushton, City of Warren acting Police Commissioner, and Michael Howard, Macomb County Commissioner District 12.

3. **Approval of Agenda:**

Barnwell made a motion to approve the agenda, supported by McIntosh; motion carried.

4. **Discussion/ Action Items:**

a. Issues surrounding the Burnette Branch Library: The Burnette Branch Library staff presented a number of concerns/issues related to homeless individuals using the library currently as well as over the past year. This includes such deeds as sleeping, eating, drinking, smoking, etc. by these persons which is unacceptable behavior as identified in the Warren Public Library's Patron Code of Conduct. With arguments and fights taking place the staff feels traumatized. This results in patrons being afraid to use the library, especially when they have children. Further, the library staff does not feel safe in approaching the individual causing the disruption, and in addition to handling the problem, it takes time away from the library staff members in performing their normal duties.

It was felt that a process, backed up with defined steps and authoritative actions, is needed to protect the patrons and the library staff.

6. **Next Meeting Date: March 20, 2025**

7. **Adjournment:** McIntosh moved to adjourn the meeting at 7:17 PM, supported by Majka; motion carried.

Donald J. McIntosh, Secretary

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
 PERIOD 07/01/24 - 06/30/25
 as of 2/28/2025

	BUDGETED	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271 70300	119,737.00	119,737.00	76,498.86	0.00	43,238.14	36.11%
9271 70600	1,579,539.00	1,579,539.00	895,631.60	0.00	683,907.40	43.30%
9271 70714	300,000.00	300,000.00	159,105.56	0.00	140,894.44	46.96%
9271 70900	20,000.00	20,000.00	373.86	0.00	19,626.14	98.13%
9271 71000	15,500.00	15,500.00	3,963.96	0.00	11,536.04	74.43%
9271 71302	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%
9271 71303	9,600.00	9,600.00	8,400.00	0.00	1,200.00	12.50%
9271 71500	165,605.00	165,605.00	91,670.48	0.00	73,934.52	44.55%
9271 71900	491,803.00	491,803.00	282,349.02	0.00	209,453.98	42.59%
9271 71904	175,468.00	175,468.00	117,176.00	0.00	58,292.00	33.22%
9271 71905	28,387.00	28,387.00	15,401.55	0.00	12,985.45	45.74%
9271 71906	2,428.00	2,428.00	1,146.66	0.00	1,281.34	52.77%
9271 72100	47,166.00	47,166.00	27,248.38	0.00	19,917.62	42.23%
9271 72101	38,926.00	38,926.00	18,350.31	0.00	20,575.69	52.86%
9271 72200	336,750.00	336,750.00	224,504.00	0.00	112,246.00	33.33%
9271 72201	179,656.00	179,656.00	94,596.36	0.00	85,059.64	47.35%
9271 72401	0.00	0.00	0.00	0.00	0.00	100.00%
9271 72700	90,000.00	90,000.00	18,105.61	36,951.89	34,942.50	38.83%
9271 72702	20,000.00	20,000.00	5,420.37	9,371.56	5,208.07	26.04%
9271 80100	364,200.00	364,200.00	143,516.79	77,297.48	143,385.73	39.37%
9271 80117	225,000.00	225,000.00	144,439.42	0.00	80,560.58	35.80%
9271 80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%
9271 80200	3,000.00	3,000.00	6,166.05	200.00	(3,366.05)	-112.20%
9271 80301	100.00	100.00	0.00	0.00	100.00	100.00%
9271 82201	18,600.00	18,600.00	6,686.09	0.00	11,913.91	64.05%
9271 82202	108,000.00	108,000.00	42,535.44	0.00	65,464.56	60.62%
9271 82207	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%
9271 85300	17,700.00	17,700.00	5,093.89	0.00	12,606.11	71.22%
9271 86100	200.00	200.00	0.00	0.00	200.00	100.00%
9271 86300	3,000.00	3,000.00	804.96	0.00	2,195.04	73.17%
9271 86400	15,000.00	15,000.00	6,349.59	390.00	8,260.41	55.07%
9271 88011	50,000.00	50,000.00	0.00	9,415.00	40,585.00	81.17%
9271 90200	100.00	100.00	0.00	0.00	100.00	100.00%
9271 91000	50,600.00	50,600.00	33,728.00	0.00	16,872.00	33.34%
9271 92000	250,000.00	250,000.00	116,063.42	0.00	133,936.58	53.57%
9271 93000	47,000.00	47,000.00	17,023.44	19,557.33	10,419.23	22.17%
9271 95000	285,400.00	285,400.00	190,264.00	0.00	95,136.00	33.33%
9271 96470	107,503.00	107,503.00	102,402.91	0.00	5,100.09	4.74%
9271 96471	0.00	0.00	0.00	0.00	0.00	100.00%
9271 97400	142,000.00	142,000.00	8,306.00	0.00	133,694.00	94.15%
9271 98000	56,000.00	56,000.00	2,540.00	0.00	53,460.00	95.46%
9271 98100	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%
9271 98200	326,000.00	326,000.00	150,381.08	26.59	175,592.33	53.86%
9271 98500	0.00	233,780.00	136,871.34	0.00	96,908.66	41.45%
9271 98501	0.00	0.00	0.00	0.00	0.00	100.00%
TOTAL	5,875,968.00	6,109,748.00	3,231,590.50	153,209.85	2,724,947.65	47.11%

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY
 PERIOD 07/01/24 - 06/30/25
 as of 1/31/2025

		BUDGETED	CURRENT	YTD	YTD	YTD	YTD	YTD	%
			BUDGET	EXPENDITURE	ENCUMBERED	UNENCUMBERED	REMAINING		
9271	70300	119,737.00	119,737.00	67,445.74	0.00	52,291.26	43.67%		
9271	70600	1,579,539.00	1,579,539.00	789,535.86	0.00	790,003.14	50.01%		
9271	70714	300,000.00	300,000.00	139,994.56	0.00	160,005.44	53.34%		
9271	70900	20,000.00	20,000.00	84.42	0.00	19,915.58	99.58%		
9271	71000	15,500.00	15,500.00	3,963.96	0.00	11,536.04	74.43%		
9271	71302	25,000.00	25,000.00	22,000.00	0.00	3,000.00	12.00%		
9271	71303	9,600.00	9,600.00	8,400.00	0.00	1,200.00	12.50%		
9271	71500	165,605.00	165,605.00	81,264.20	0.00	84,340.80	50.93%		
9271	71900	491,803.00	491,803.00	257,513.72	0.00	234,289.28	47.64%		
9271	71904	175,468.00	175,468.00	102,529.00	0.00	72,939.00	41.57%		
9271	71905	28,387.00	28,387.00	13,706.64	0.00	14,680.36	51.72%		
9271	71906	2,428.00	2,428.00	999.24	0.00	1,428.76	58.85%		
9271	72100	47,166.00	47,166.00	27,248.38	0.00	19,917.62	42.23%		
9271	72101	38,926.00	38,926.00	18,350.31	0.00	20,575.69	52.86%		
9271	72200	336,750.00	336,750.00	196,441.00	0.00	140,309.00	41.67%		
9271	72201	179,656.00	179,656.00	84,318.46	0.00	95,337.54	53.07%		
9271	72401	0.00	0.00	0.00	0.00	0.00	100.00%		
9271	72700	90,000.00	90,000.00	16,222.09	38,835.41	34,942.50	38.83%		
9271	72702	20,000.00	20,000.00	4,993.74	9,798.19	5,208.07	26.04%		
9271	80100	364,200.00	364,200.00	127,989.21	90,625.06	145,585.73	39.97%		
9271	80117	225,000.00	225,000.00	144,439.42	0.00	80,560.58	35.80%		
9271	80130	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%		
9271	80200	3,000.00	3,000.00	31.05	200.00	2,768.95	92.30%		
9271	80301	100.00	100.00	0.00	0.00	100.00	100.00%		
9271	82201	18,600.00	18,600.00	5,417.64	0.00	13,182.36	70.87%		
9271	82202	108,000.00	108,000.00	36,895.63	0.00	71,104.37	65.84%		
9271	82207	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00%		
9271	85300	17,700.00	17,700.00	4,589.98	0.00	13,110.02	74.07%		
9271	86100	200.00	200.00	0.00	0.00	200.00	100.00%		
9271	86300	3,000.00	3,000.00	804.96	0.00	2,195.04	73.17%		
9271	86400	15,000.00	15,000.00	5,018.09	1,065.00	8,916.91	59.45%		
9271	88011	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%		
9271	90200	100.00	100.00	0.00	0.00	100.00	100.00%		
9271	91000	50,600.00	50,600.00	29,512.00	0.00	21,088.00	41.68%		
9271	92000	250,000.00	250,000.00	99,664.23	0.00	150,335.77	60.13%		
9271	93000	47,000.00	47,000.00	17,023.44	10,919.48	19,057.08	40.55%		
9271	95000	285,400.00	285,400.00	166,481.00	0.00	118,919.00	41.67%		
9271	96470	107,503.00	107,503.00	102,402.91	0.00	5,100.09	4.74%		
9271	96471	0.00	0.00	0.00	0.00	0.00	100.00%		
9271	97400	142,000.00	142,000.00	3,665.00	4,641.00	133,694.00	94.15%		
9271	98000	56,000.00	56,000.00	2,540.00	0.00	53,460.00	95.46%		
9271	98100	64,000.00	64,000.00	56,475.50	0.00	7,524.50	11.76%		
9271	98200	326,000.00	326,000.00	136,019.10	0.00	189,980.90	58.28%		
9271	98500	0.00	233,780.00	109,194.54	0.00	124,585.46	53.29%		
9271	98501	0.00	0.00	0.00	0.00	0.00	100.00%		
TOTAL		5,875,968.00	6,109,748.00	2,883,175.02	155,084.14	3,070,488.84	52.81%		

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 2/8/2025

\$ 55,412.48

VENDOR	PURPOSE	AMOUNT
Hoopla service for month of February 2025 (invoice# 506823897)		\$ 3,500.74
		\$
		\$
		\$
		\$
		\$

TOTAL EXPENSE REQUESTS

\$ 3,500.74

NEW BALANCE AS OF : Mar 3, 2025

\$ 51,911.74

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE



DATE 3/3/2025

**SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM**

LIBRARY NAME: Warren Public Library
BALANCE AS OF : 01/10/2025

\$ 58,983.93

VENDOR	PURPOSE	AMOUNT
Hoopla service for month of January 2025 (invoice# 506692357)		\$ 3,571.45
		\$
		\$
		\$
		\$
		\$

TOTAL EXPENSE REQUESTS

NEW BALANCE AS OF : Feb 6, 2025

\$ 3,571.45

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE

Sharon Wilson

DATE 2/6/2025

\$ 55,412.48

BRANCH INCOME REPORT

2024/2025 Fiscal Year

INCOME	July	August	September	October	November	December	TOTAL
Copy Machine	\$ 998.53	\$ 2,814.02	\$ 2,498.80	\$ 2,560.69	\$ 2,052.16	\$ 2,051.57	12,975.77
Video/DVD	\$ 50.21	\$ 102.00	\$ 60.00	\$ 166.52	\$ 36.00	\$ 4.00	418.73
Non-resident Fee	\$ 74.00	\$ 220.00	\$ 168.00	\$ 161.25	\$ 196.33	\$ 141.00	960.58
Fines	\$ 543.76	\$ 1,049.10	\$ 709.08	\$ 907.76	\$ 980.36	\$ 506.10	4,696.16
Lost Materials	\$ 547.61	\$ 908.95	\$ 469.80	\$ 1,114.76	\$ 568.06	\$ 430.66	4,039.84
Miscellaneous	\$ 276.75	\$ 566.50	\$ 440.60	\$ 467.70	\$ 505.40	\$ 399.55	2,656.50
Room Rental	\$ -	\$ 170.00	\$ 80.00	\$ 10.00	\$ 200.00	\$ 120.00	580.00
Referral Fees	\$ 130.00	\$ 264.22	\$ 115.00	\$ 144.53	\$ 224.22	\$ 129.00	1,006.97

INCOME	January	February	March	April	May	June	TOTAL
Copy Machine	\$ 2,735.41	\$ 2,620.37					18,331.55
Video/DVD	\$ 7.00	\$ 21.00					446.73
Non-resident Fee	\$ 201.41	\$ 247.00					1,408.99
Fines	\$ 1,045.95	\$ 926.64					6,668.75
Lost Materials	\$ 615.11	\$ 310.62					4,965.57
Miscellaneous	\$ 403.00	\$ 478.80					3,538.30
Room Rental	\$ 70.00	\$ -					650.00
Referral Fees	\$ 286.41	\$ 155.00					1,448.38

TOTAL REVENUE

37,458.27

UNIQUE MANAGEMENT SERVICES, INC.

2016 - 2024 Fiscal Years

TOTALS	7/1/16-6/30/17	7/1/17-6/30/18	7/1/18-6/30/19	TOTAL	
Accounts Submitted	14,403	566	501	447	15,917
Cash Recovered	106,203.65	11,149.21	8,863.82	8,335.96	134,552.64
Materials Recovered	91,749.34	9,399.06	9,072.92	5,955.13	116,176.45
Waived Amount*	29,959.55	2,420.28	3,101.64	2,686.17	38,167.64
Expenditures	69,684.70	4,065.70	3,203.40	3,669.50	80,623.30

TOTALS	7/1/19-6/30/20	7/1/20-6/30/21	7/1/21-6/30/22	TOTAL	
Accounts Submitted	15,917	297	388	207	16,809
Cash Recovered	134,552.64	4,885.58	8,204.81	8,451.74	156,094.77
Materials Recovered	116,176.45	4,805.46	8,436.61	3,995.44	133,413.96
Waived Amount*	38,167.64	1,197.50	3,105.39	1,606.91	44,077.44
Expenditures	80,623.30	3,158.75	3,424.60	2,106.90	89,313.55

TOTALS	7/1/22-6/30/23	7/1/23-6/30/24	7/1/24-6/30/25	TOTAL	
Accounts Submitted	16,809	408	458	311	17,986
Cash Recovered	156,094.77	5,100.81	6,082.21	3,579.20	170,856.99
Materials Recovered	133,413.96	9,717.18	11,367.17	7,624.12	162,122.43
Waived Amount*	44,077.44	5,390.80	3,428.84	2,117.54	55,014.62
Expenditures	89,313.55	4,202.40	4,717.40	3,234.20	101,467.55

*Waived amount reflects the \$5.00 processing fee that is cancelled once the patron returns the materials or pays for the lost item. Amounts as of 3/1/2025