To: Executive Team

From: Maria Guzman

Subject: Annual Summary – 2016

We had a good year with our recycling collection sites for fiscal year 2016 with over 45,000 pounds of recyclable materials collected. Richmond, Indiana had the highest overall collection 15,707 pounds. Marion, Iowa came in as the second with 15,287 pounds and Columbia was third with 14,873 pounds.

As we discussed in our recent off-site planning meeting, we will focus more attention increasing the collection at the Columbia site and possibly add a fourth site (Paris, Illinois) next year.

Here are charts showing each site’s statistics for 2016: