

**Revised Agenda**  
**Cass County Public Library Board of Trustees**  
Regular Meeting  
Harrisonville Library Branch Meeting Room  
Online at <https://www.youtube.com/@casscolibrary>  
June 18, 2025 @ 4:45 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

Approval of Minutes – Regular Meeting – May 21, 2025

Financial Reports – May 2025

PUBLIC COMMENTS

*(Anyone wishing to make written or oral comments, please submit your name in writing to the Board. Oral and written comments by any individual or group shall not exceed 3 minutes and total time for public comments shall not exceed 15 minutes. Individuals may not transfer their time to others. The Board of Trustees requests that concerns be initially addressed at the appropriate action level before coming to the Board.)*

UNFINISHED BUSINESS

Discussion Items:

Action Items:

1. Clark and Enersen and Navigate Building Solutions – Harrisonville Branch/Administration Schematic Design
2. Capital Improvement Plan 2025-2030

NEW BUSINESS

Discussion Items:

Action Items:

1. Workplace Matters Policy Revisions
  - a. 601 Library Premises
  - b. 602 Requests for Employment Information
  - c. 603 Employment Medical or Drug Screen
  - d. 605 Health Insurance Portability and Accountability Act (HIPAA)
  - e. 606 Confidentiality of Genetic Information
  - f. 607 Employment of Relatives
2. Approval of New Bank Account

DIRECTOR'S REPORT

Changes in Staff Positions

Branch Activity Reports  
Director Updates

TRUSTEES' REPORT

CCIC Update  
CCPL Foundation Update  
Trustees' Comments

Recess to Executive Session

*Legal – MO Rev. Stat. 610.021.1*  
*Negotiated Contract – MO Rev. Stat. 610.021.12*  
*Personnel Records – MO Rev. Stat. 610.021.13*

ADJOURNMENT

The next regular meeting will be held at 4:45 p.m. on July 16, 2025, in the Harrisonville Library Branch Meeting Room.

**Agenda**  
**Cass County Public Library Board of Trustees**

Regular Meeting

Harrisonville Library Branch Meeting Room

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#### ADJOURNMENT

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**MINUTES**  
**Cass County Public Library Board of Trustees**  
**Regular Board Meeting**  
**Harrisonville Branch – Meeting Room**  
**May 21, 2025 @ 4:45pm**

**DRAFT**

**Call to Order: 4:45pm**

Trustees roll call attendance taken by Board President Tonya Long:  
Present: Dennis Minich, Becky Klein, Sherri Peters, Diana Larson, Tonya Long  
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg,  
Business Manager Lori Schneider  
Attorney present: Lindsey Kolisch from Lauber Municipal

Meeting was streamed via YouTube. The recording can be found on the library's YouTube channel.

**Pledge of Allegiance**

**Approval of Agenda**

Dennis Minich moved, seconded by Becky Klein, to approve the agenda as presented.  
Motion passed by majority vote.

**Consent Agenda**

Diana Larson moved, seconded by Dennis Minich, to approve the consent agenda, including the regular meeting minutes from April 16, 2025, the financial reports for April, and the May 2025 payables. Motion passed by majority vote.

**Public Comments**

There were no public comments.

**Unfinished Business**

Representatives from Navigate Building Solutions (Todd Sweeney) and Clark & Enersen (Allison Wonder and Alysse Pope) presented a slide show of information about the Harrisonville site plan and answered questions from Board members.

Director Robin Hudson presented the updated Capital Improvement Plan 2025-2030 Draft.

Director Robin Hudson presented the revised Strategic Plan. Becky Klein moved, seconded by Sherri Peters, to approve the Strategic Plan 2023-2026 with revisions as presented. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

**New Business**

Safety and Health Policy Revisions were presented. Sherri Peters moved, seconded by Becky Klein, to adopt Policies #703 and #704 with changes as discussed. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

**Director's Report**

Assistant Director Leigh Hallenberg announced staff changes:

*New Hires:* Matthew Porte - NRC PT Library Assistant

Mr. Hallenberg informed the board about a successful Family Fun Day held 5/4, branch personnel budgets tracking, Drexel renovations, and Adult Summer Library Program prizes.

**Director Updates**

Director Robin Hudson updated the Board about the Spring Re-Engagement Campaign, the new Outreach van, and the status of the 2024 audit report.

**Trustees' Comments**

None.

**Recess to Executive Session**

At 5:53pm, Diana Larson moved, seconded by Dennis Minich, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues and Missouri Revised Statute 610.021.13 to discuss personnel issues. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

At 7:17pm, Diana Larson moved, seconded by Dennis Minich, that the closed executive session end and regular session resume. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

**Actions from Executive Session**

Dennis Minich moved, seconded by Becky Klein, to approve Executive Session Legal and Real Estate Minutes from 4/16/25, and Executive Session Personnel Minutes from 4/16/25. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

**Adjournment**

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 7:20pm.

The next regular scheduled meeting will be held Wednesday, June 18, 2025 at 4:45pm.

Approved by the Board on \_\_\_\_\_, 2025

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Secretary

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Library Director

# **MAY 2025**

## **FINANCIAL REPORTS**

***CIRCULATION REPORT***

***REVENUE REPORT***

***EXPENDITURES REPORT***

***ACCOUNT REPORTS***

Cass County Public Library

Administration Office

400 E. Mechanic St.

Harrisonville, MO 64701

(816) 380-4600

## Circulation

	2025	2024	Change	2023	Change	2022	Change
Archie	2,204	2,287	-3.6%	2,350	-6.2%	1,852	19.0%
Drexel	906	990	-8.5%	1,338	-32.3%	970	-6.6%
Garden City	2,101	2,305	-8.9%	2,763	-24.0%	2,343	-10.3%
Genealogy	56	40	40.0%	26	115.4%	38	47.4%
Harrisonville	8,825	8,532	3.4%	8,399	5.1%	7,486	17.9%
Self-Checkout	129	293	-56.0%	86	50.0%	206	-37.4%
Northern Resource Center	15,008	17,036	-11.9%	16,405	-8.5%	11,383	31.8%
Self-Checkout	903	1,218	-25.9%	1,283	-29.6%	1,058	-14.7%
Pleasant Hill	5,818	6,327	-8.0%	3,711	56.8%	2,675	117.5%
Self-Checkout	322	459	-29.8%	399	-19.3%	260	23.8%
Outreach	1,239	1,545	-19.8%	1,007	23.0%	253	389.7%
Bookmobile	815	1,291	-36.9%	846	-3.7%		
Library by Mail	339	197	72.1%	161	110.6%	253	34.0%
Peculiar Express	85	57	49.1%	0			
Exploration Library	29						
<b>Physical Circulation</b>	<b>36,157</b>	<b>39,062</b>	<b>-7.4%</b>	<b>35,999</b>	<b>0.4%</b>	<b>27,000</b>	<b>33.9%</b>
OverDrive	8,190	7,163	14.3%	6,001	36.5%	5,768	42.0%
Hoopla	2,124	1,476	43.9%	838	153.5%	346	513.9%
Adult eResources	2,421	3,317	-27.0%	2,718	-10.9%	2,955	-18.1%
Youth eResources	75	297	-74.7%	238	-68.5%	268	-72.0%
<b>Digital Circulation</b>	<b>12,810</b>	<b>12,253</b>	<b>4.5%</b>	<b>9,795</b>	<b>30.8%</b>	<b>9,337</b>	<b>37.2%</b>
<b>Total Circulation</b>	<b>48,967</b>	<b>51,315</b>	<b>-4.6%</b>	<b>45,794</b>	<b>6.9%</b>	<b>36,337</b>	<b>34.8%</b>

	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	16	452	2,070	1		0
Outreach	23	302	148	0		
Drexel	8	221	1,062			
Garden City	9	404	1,035	7	0	
Genealogy	0	1	507			
Harrisonville	96	2,632	2,230	43	3	44
Northern Resource Center	202	5,594	8,275	15	0	232
Pleasant Hill	52	1,783	2,184	6	127	50
Homebound	1	43				
<b>Total</b>	<b>407</b>	<b>11,432</b>	<b>17,511</b>	<b>72</b>	<b>130</b>	<b>326</b>

Kiosk	Community Stops	Consortium Lending	1,015
Returns	27	Total	9
Individual Users	20	Hours	22
		Patrons	98
		Consortium Borrowing	2,154
		Family Search Scanned This Month	23
		Family Search Scanned Total	324



**Computer Usage**

	2025	2024	Change	2023	Change	2022	Change
Archie	23	32	-28.1%	34	-32.4%	33	-30.3%
Bookmobile	0	0		0			
Drexel	19	25	-24.0%	48	-60.4%	39	-51.3%
Garden City	39	36	8.3%	35	11.4%	32	21.9%
Genealogy	11	13	-15.4%	20	-45.0%	24	-54.2%
Harrisonville	404	450	-10.2%	483	-16.4%	321	25.9%
Northern Resource Center	602	567	6.2%	574	4.9%	345	74.5%
Pleasant Hill	157	167	-6.0%	77	103.9%	46	241.3%
<b>Library Computer Usage</b>	<b>1,255</b>	<b>1,290</b>	<b>-2.7%</b>	<b>1,271</b>	<b>-1.3%</b>	<b>840</b>	<b>49.4%</b>

	2025	2024	Change	2023	Change	2022	Change
Archie	88	102	-13.7%	88	0.0%	130	-32.3%
Bookmobile	0	0		2	-100.0%		
Drexel	15	29	-48.3%	48	-68.8%	34	-55.9%
Garden City	144	97	48.5%	129	11.6%	199	-27.6%
Harrisonville	241	232	3.9%	261	-7.7%	187	28.9%
Northern Resource Center	338	298	13.4%	275	22.9%	211	60.2%
Pleasant Hill	222	146	52.1%	78	184.6%	64	246.9%
<b>Total WiFi Usage</b>	<b>1,048</b>	<b>904</b>	<b>15.9%</b>	<b>881</b>	<b>19.0%</b>	<b>825</b>	<b>27.0%</b>

	2025	2024	Change	2023	Change	2022	Change
Archie	111	134	-17.2%	122	-9.0%	163	-31.9%
Bookmobile	0	0		2	-100.0%	0	
Drexel	34	54	-37.0%	96	-64.6%	73	-53.4%
Garden City	183	133	37.6%	164	11.6%	231	-20.8%
Genealogy	11	13	-15.4%	20	-45.0%	24	-54.2%
Harrisonville	645	682	-5.4%	744	-13.3%	508	27.0%
Northern Resource Center	940	865	8.7%	849	10.7%	556	69.1%
Pleasant Hill	379	313	21.1%	155	144.5%	110	244.5%
<b>Total Computer Usage</b>	<b>2,303</b>	<b>2,194</b>	<b>5.0%</b>	<b>2,152</b>	<b>7.0%</b>	<b>1,665</b>	<b>38.3%</b>

\*2020 stats are not included as the library was closed for part of the year and no in-person events were hosted.

## Events

	Events	Attendance
Archie	19	468
Bookmobile	24	463
Drexel	12	99
Garden City	21	626
Genealogy	0	0
Harrisonville	44	2070
Northern Resource Center	48	2628
Pleasant Hill	50	1116
<b>Total</b>	<b>218</b>	<b>7470</b>

Reading Programs	Signup	Completion
Archie	101	0
Outreach	45	0
Drexel	30	0
Garden City	57	0
Genealogy	0	0
Harrisonville	468	0
Northern Resource Center	253	0
Pleasant Hill	98	0
<b>Total</b>	<b>1052</b>	<b>0</b>

Archie	Events	Attendance
Early Literacy (Ages 0-5)	4	64
Children's (Ages 5-12)	5	322
Teen	2	6
Adult	7	55
Senior	0	0
<b>Total</b>	<b>18</b>	<b>447</b>

Genealogy	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	0	0
Senior	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	18	234
Children's (Ages 5-12)	2	27
Teen	0	0
Adult	2	192
Senior	0	0
<b>Total</b>	<b>22</b>	<b>453</b>

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	14	620
Children's (Ages 5-12)	11	629
Teen	5	47
Adult	11	109
Senior	0	0
<b>Total</b>	<b>41</b>	<b>1405</b>

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	6	39
Children's (Ages 5-12)	3	45
Teen	1	3
Adult	2	12
Senior	0	0
<b>Total</b>	<b>12</b>	<b>99</b>

NRC	Events	Attendance
Early Literacy (Ages 0-5)	18	504
Children's (Ages 5-12)	4	635
Teen	9	50
Adult	11	79
Senior	0	0
<b>Total</b>	<b>42</b>	<b>1268</b>

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	6	51
Children's (Ages 5-12)	3	36
Teen	1	2
Adult	9	67
Senior	0	0
<b>Total</b>	<b>19</b>	<b>156</b>

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	12	320
Children's (Ages 5-12)	11	265
Teen	8	53
Adult	14	171
Senior	0	0
<b>Total</b>	<b>45</b>	<b>809</b>

<b>Outreach</b>	<b>Events</b>	<b>Attendance</b>
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	1	4
Adult	1	6
Senior	0	0
<b>Total</b>	<b>2</b>	<b>10</b>

<b>Take Home Kits</b>	93
<b>Literacy Programs</b>	80
<b>Literacy Attendance</b>	2063

<b>Off-Site Programs</b>	<b>Events</b>	<b>Attendance</b>
Early Literacy (Ages 0-5)	2	231
Children's (Ages 5-12)	7	1760
Teen	7	813
Adult	1	6
Senior	2	23
<b>Total</b>	<b>19</b>	<b>2833</b>

<b>On-Site Programs Total</b>	<b>Events</b>	<b>Attendance</b>
Early Literacy (Ages 0-5)	78	1832
Children's (Ages 5-12)	39	1959
Teen	26	161
Adult	56	685
Senior	0	0
<b>Total</b>	<b>199</b>	<b>4637</b>

# MAY 2025

## CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	49,609	5,267,454
Fees, Bksale, Copier	20,000	1,947	11,219
State Aid			38,381
A & E Tax / Equaliz Funds			41,544
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	26,742	129,101
<b>TOTAL</b>	<b>5,926,067</b>	<b>78,298</b>	<b>5,492,752</b>

### Current Assets as of 5/31/25

Community Bank - General Oper	\$7,310,490	current INT 4.18%
Community Bank - Savings / Invest	\$1,112	
Community Bank - Payroll	\$322,225	
Community Bank - Endowment	\$18,453	
Commerce - Petty Cash	\$722	
Commerce - Utility	\$14,111	
Commerce - Donations	\$29,818	
<b>Total</b>	<b>\$7,696,931</b>	

### INVESTMENTS - 12-mo CDs @MOSIP purchased 10/28/24 (see attached statement)

Endowment Funds	\$150,000	Maturity Date 10/28/25
Reserve Funds	\$600,000	Maturity Date 10/28/25
<b>Total</b>	<b>\$750,000</b>	

### Reserve Funds Notes

Our auditors recommend 6 months of operation expenses from undesignated funds as an operational reserve fund. For 2025, that amount would be approx \$2,337,800. The Missouri Public Library Standards "recommends the library district maintains an operational reserve fund to cover up to one year of expenses and a separate capital fund for maintaining facilities and the replacement of furniture and equipment." Standard # 4 (p. 14)



For the Month Ending **May 31, 2025**

**Account Statement - Transaction Summary**

**Cass County Public Library - Investment Fund - 8500491**

<b>MOSIP</b>		<b>Asset Summary</b>	
Opening Market Value	0.25	<b>May 31, 2025</b>	<b>April 30, 2025</b>
Purchases	0.00	0.25	0.25
Redemptions	0.00		
Unsettled Trades	0.00	750,000.00	750,000.00
Change in Value	0.00		
<b>Closing Market Value</b>	<b>\$0.25</b>	<b>\$750,000.25</b>	<b>\$750,000.25</b>
Cash Dividends and Income	0.00		
<b>MOSIP CD Program</b>		<b>Asset Allocation</b>	
Opening Market Value	750,000.00		
Purchases	0.00		
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
<b>Closing Market Value</b>	<b>\$750,000.00</b>		
Cash Dividends and Income	0.00		



MOSIP CD Program  
100.00%



For the Month Ending May 31, 2025

Investment Holdings

Cass County Public Library - Investment Fund - 8500491

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
MOSIP CD Program							
10/28/24	10/28/24	CD - North American Banking Company, MN	10/28/25	4.50	200,000.00	5,326.03	209,000.00
10/28/24	10/28/24	CD - First State Bank Of Healy (The), KS	10/28/25	4.50	200,000.00	5,326.03	209,000.00
10/28/24	10/28/24	CD - T Bank, TX	10/28/25	4.42	150,000.00	3,923.51	156,630.00
10/28/24	10/28/24	CD - Gbank, NV	10/28/25	4.45	200,000.00	5,266.85	208,900.00
Total					\$750,000.00	\$19,842.42	\$783,530.00

\* Reserve Funds \$600,000

# MAY 2025

## CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
<b>PERSONNEL</b>					
601 SALARIES	2,504,550	170,156	899,102	1,605,448	36%
602 SOCIAL SECURITY	153,200	10,569	55,789	97,411	36%
603 HEALTH INSURANCE	387,800	22,899	107,581	280,219	28%
604 LIFE/DISABILITY INS.	15,400	1,263	6,090	9,310	40%
607 LAGERS	369,500	28,177	149,003	220,497	40%
608 MEDICARE	35,850	2,471	13,046	22,804	36%
609 EMPLOYEE ASSISTANCE PROG	3,400	0	970	2,430	29%
<b>TOTAL - PERSONNEL</b>	<b>\$3,469,700</b>	<b>\$235,535</b>	<b>\$1,231,581</b>	<b>\$2,238,119</b>	<b>35%</b>
<b>OPERATIONS</b>					
640 RENT	376,400	28,301	141,503	234,897	38%
641 UTILITIES	86,100	4,929	29,338	56,762	34%
642 BUILDING MAINT.	154,000	7,125	18,395	135,605	12%
643 SUPPLIES	68,000	4,973	23,228	44,772	34%
645 ACTIVITIES	48,500	4,609	11,438	37,062	24%
646 POSTAGE / DOC. DELIV.	3,400	66	1,062	2,338	31%
649 EQUIPMENT RENTAL	37,700	2,014	10,793	26,907	29%
650 VEHICLE OPERATION	39,000	1,188	10,416	28,584	27%
651.1 TRAVEL & DUES	14,000	1,247	4,904	9,096	35%
651.2 PROFESSIONAL DEVELOP	38,900	163	1,989	36,911	5%
652 INSURANCE	66,000	3356	15,765	50,235	24%
653 MARKETING & PROMO	26,700	15231	15,516	11,184	58%
660 PROFESSIONAL SVCS	108,000	3,190	20,275	87,725	19%
667 AUTOMATION SUPPORT	133,400	16,853	39,970	93,430	30%
697 TECHNOLOGY	87,000	11,440	14,867	72,133	17%
<b>TOTAL - OPERATIONS</b>	<b>\$1,287,100</b>	<b>\$104,685</b>	<b>\$359,459</b>	<b>\$927,641</b>	<b>28%</b>
<b>MATERIALS</b>					
670 BOOKS	160,000	16,134	59,709	100,291	37%
671 E-BOOKS & E-AUDIOBOOKS	130,000	9,801	47,705	82,295	37%
672 PERIODICALS	6,500	400	400	6,100	6%
673 MEDIA (AV)	20,000	573	3,150	16,850	16%
677 ELECTRONIC RESOURCES	100,000	4,000	19,050	80,950	19%
<b>TOTAL - MATERIALS</b>	<b>\$416,500</b>	<b>\$30,908</b>	<b>\$130,014</b>	<b>\$286,486</b>	<b>31%</b>
<b>CAPITAL SERVICES</b>					
690 FURNITURE & EQUIP	100,000	6,490	14,978	85,022	15%
698 BRANCH IMPROVEMENTS	100,000	12,819	25,712	74,288	26%
692 AUTOMOTIVE	65,000	0	44,805	20,195	69%
<b>TOTAL - CAPITAL SERVICES</b>	<b>\$265,000</b>	<b>\$19,309</b>	<b>\$85,495</b>	<b>\$179,505</b>	<b>32%</b>
<b>SUB TOTAL w/o Reserves</b>	<b>\$5,438,300</b>	<b>\$390,437</b>	<b>\$1,806,549</b>	<b>\$3,631,751</b>	<b>33%</b>
<b>RESERVE FUNDS</b>					
CAPITAL IMPROVEMENTS	300,000	0	0	300,000	0%
699 RESERVE - CARRYOVER	187,767	0	0	187,767	0%
<b>TOTAL - RESERVE FUNDS</b>	<b>\$487,767</b>	<b>\$0</b>	<b>\$0</b>	<b>\$487,767</b>	<b>0%</b>
<b>GRAND TOTAL</b>	<b>\$5,926,067</b>	<b>\$390,437</b>	<b>\$1,806,549</b>	<b>\$4,119,518</b>	<b>30%</b>

# Cass Co Public Library

MAY 2025

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$7,310,490.07

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/06/2025	1585	Journal		-Split-	deposit		\$49,608.91
05/08/2025	1576	Journal		-Split-	deposit		\$2,231.28
05/09/2025	1591	Journal		-Split-	DEPOSIT		\$319.25
05/20/2025	1593	Journal		-Split-	deposit		\$66.83
05/21/2025	1598	Journal		-Split-	DEPOSIT		\$388.40
05/21/2025	6728	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$212.00	
05/21/2025	6729	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$535.02	
05/21/2025	6730	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$8,046.06	
05/21/2025	6731	Check	BENNETT SIGNS	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	GC sign	\$570.00	
05/21/2025	6732	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$311.46	
05/21/2025	6733	Check	BRODART CO.	670.1 BOOKS:ADULT	materials	\$45.12	
05/21/2025	6734	Check	CANON FINANCIAL SERVICES, INC.	-Split-	copier lease	\$1,613.43	
05/21/2025	6735	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc - May	\$3,920.00	
05/21/2025	6736	Check	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	services March	\$27,640.00	
05/21/2025	6737	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$206.53	
05/21/2025	6738	Check	DONALDSON HEATING & AC	642.1 BLDG MAINTENANCE:HVAC service	NRC	\$312.28	
05/21/2025	6739	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$4,000.79	
05/21/2025	6740	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$7,909.17	
05/21/2025	6741	Check	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	statement	\$1,703.00	
05/21/2025	6742	Check	LEGACY LAWNS	-Split-	mowing	\$810.00	
05/21/2025	6743	Check	THE LIBRARY STORE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$267.80	
05/21/2025	6744	Check	MASON EXTERMINATING	-Split-	maint	\$430.00	
05/21/2025	6745	Check	McHenry Real Estate Services, LLC	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	appraisal Locust St prop	\$900.00	



Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	6746	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$261.32	
05/21/2025	6747	Check	NAVIGATE Building Solutions	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA facility	\$3,932.00	
05/21/2025	6748	Check	MID-AMERICA LIBRARY ALLIANCE	667 AUTOMATION SUPPORT	annual fee courier	\$16,500.00	
05/21/2025	6749	Check	OLSSON INC.	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	survey - Locust prop	\$7,350.00	
05/21/2025	6750	Check	ORANGEBOY, INC.	-Split-	annual subscrip & mailers	\$14,656.00	
05/21/2025	6751	Check	OVERDRIVE	671 E-BOOKS & E- AUDIOBOOKS	materials	\$9,800.64	
05/21/2025	6752	Check	PRODIGY FIRE SOLUTIONS, LLC	-Split-	annual inspection AR,GC,DR	\$503.00	
05/21/2025	6753	Check	QUILL CORP	-Split-	supplies	\$442.57	
05/21/2025	6754	Check	RIVERSHORE READING STORE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$15.00	
05/21/2025	6755	Check	ROYAL ROOFING	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	Annex roof	\$11,612.25	
05/21/2025	6756	Check	SHELTON PRINTING	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$516.20	
05/21/2025	6757	Check	SHI INTERNATIONAL CORP	697.2 TECHNOLOGY:TECHNOLOGY HARDWARE / SOFTWARE	computers	\$3,689.80	
05/21/2025	6758	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$467.86	
05/21/2025	6759	Check	TECH SOUP	697 TECHNOLOGY	technology	\$7,750.00	
05/21/2025	6760	Check	TOWN SQUARE PUBLICATIONS, LLC	653.1 MARKETING AND PROMOTION:Mkt & PR Coord Budget	Chamber ad	\$575.00	
05/21/2025	6761	Check	TRIBUNE & TIMES	672.2 PURCHASES - PERIODICALS:Newspaper Subscriptions	annual subscrip 8 Br	\$400.00	
05/21/2025	6762	Check	ULINE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$145.94	
05/21/2025	6763	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$144.20	
05/21/2025	6764	Check	AMANDA HALL	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$53.48	
05/21/2025	6765	Check	AMY BURKHOLDER	-Split-	reimbursement	\$622.26	
05/21/2025	6766	Check	DANIELLE GARDNER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$26.25	
05/21/2025	6767	Check	IAN ONDERA	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$214.83	
05/21/2025	6768	Check	ISRAEL GULLEY	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND	reimbursement	\$35.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	6769	Check	LAURA LONG	DUES:MILEAGE 690.1 FURNITURE & EQUIP:Furniture	reimbursement	\$240.00	
05/21/2025	6770	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$320.25	
05/21/2025	6771	Check	LORI SCHNEIDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$102.20	
05/21/2025	6772	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$51.80	
05/21/2025	6773	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$30.10	
05/21/2025	6774	Check	SARA LUELLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$22.26	
05/21/2025	6775	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$220.50	
05/21/2025	6776	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$4,108.42	
05/21/2025	6777	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$17,089.97	
05/21/2025	6778	Check	HEARTLAND REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$24.00	
05/21/2025	6779	Check	RIVERSIDE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$45.97	
05/21/2025	6780	Check	ROLLA PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$15.99	
05/21/2025	6781	Check	SCENIC REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$17.99	
05/21/2025	6782	Check	AG CITY HOLDING COMPANY, LLC	-Split-	JUNE '25 rent - AR	\$1,608.62	
05/21/2025	6783	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	JUNE '25 rent - DR	\$1,003.85	
05/21/2025	6784	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	JUNE '25 rent - GC	\$950.00	
05/21/2025	6785	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	JUNE '25 oper fee - HA	\$9,127.30	
05/21/2025	6786	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	JUNE '25 rent - NRC	\$15,910.97	
05/21/2025	6787	Check	MARTY HAHNE	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	program	\$250.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	6788	Check	CCPL - DONATIONS ACCT	679.4 GRANTS:2024 MACAA Ghost Light	Apr'25 pmts correction	\$264.50	
05/29/2025	1595	Journal		-Split-	transfer for May PR & benefits	\$244,000.00	
05/29/2025	1599	Journal		-Split-	DEPOSIT		\$1,000.00
05/30/2025	1600	Journal		-Split-	DEPOSIT		\$866.46
05/31/2025	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned		\$26,742.50

# Cass Co Public Library

MAY 2025

120 PAYROLL ACCT - COMMUNITY BANK Ending Balance: \$229,443.82

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/01/2025	1586	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	May '25 coverage	\$23,477.04	
05/01/2025	1587	Journal	AFLAC	-Split-	Apr '25 coverage	\$2,133.72	
05/01/2025	1588	Journal	PRINCIPAL INS	-Split-	May '25 coverage	\$1,439.51	
05/08/2025	1589	Journal	LAGERS	-Split-	Apr '25 contributions 2 x PR	\$28,177.49	
05/09/2025	1577	Journal		-Split-	PR 05/09/25	\$21,430.43	
05/09/2025	1577	Journal		-Split-	PR 05/09/25	\$70,903.71	
05/09/2025	1592	Journal		-Split-	ADP credit		\$21.88
05/21/2025	1584	Journal	ADP, INC.	-Split-	pay ADP invoice online	\$2,561.70	
05/23/2025	1583	Journal		-Split-	PR 05/23/25	\$21,261.90	
05/23/2025	1583	Journal		-Split-	PR 05/23/25	\$69,496.12	
05/27/2025	1603	Journal		-Split-	ADP credit		\$21.42
05/28/2025	1594	Journal		-Split-	e-pmt to MO Div Emp Sec	\$148.68	
05/29/2025	1595	Journal		-Split-	transfer for May PR & benefits		\$244,000.00
05/29/2025	1605	Journal	DELTA DENTAL	-Split-	June '25 coverage	\$1,355.93	

# Cass Co Public Library

MAY 2025

137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance: \$18,453.29

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
05/31/2025	INTEREST	Deposit		820 INTEREST INCOME- ENDOWMENT	Interest Earned	\$64.03

# Cass Co Public Library

MAY 2025

102 PETTY CASH ACCOUNT - COMMERCE Ending Balance: \$722.47

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/01/2025	2986	Check	CCPL	6999 Uncategorized Expenses	reimburse STRIPE pmts Dec'24-Apr'25	\$2,231.28	
05/31/2025	1597	Journal		-Split-	cred card pmts - May		\$328.73

# Cass Co Public Library

MAY 2025

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$14,111.17

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/01/2025	1541	Journal	Countywide Disposal	-Split-	ADM HA TRASH	\$147.00	
05/01/2025	1542	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$83.50	
05/01/2025	1543	Journal	360 Document Solutions	-Split-	VOIP SYSTEM ALL	\$1,224.95	
05/01/2025	1544	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$260.76	
05/01/2025	1545	Journal	Countywide Disposal	-Split-	PH TRASH	\$84.00	
05/01/2025	1546	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$79.56	
05/01/2025	1547	Journal	EVERGY	-Split-	DR ELECTRIC	\$52.92	
05/01/2025	1548	Journal	EVERGY	-Split-	GC ELECTRIC	\$108.57	
05/01/2025	1549	Journal	EVERGY	-Split-	NRC ELECTRIC	\$491.50	
05/01/2025	1550	Journal	EVERGY	-Split-	PH ELECTRIC	\$555.58	
05/01/2025	1564	Journal	SPIRE	-Split-	DR GASS	\$89.96	
05/01/2025	1565	Journal	SPIRE	-Split-	GC GAS	\$65.33	
05/01/2025	1566	Journal	SPIRE	-Split-	ANNEX GAS	\$88.53	
05/01/2025	1567	Journal	SPIRE	-Split-	NRC GAS	\$183.87	
05/09/2025	1578	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER	\$62.25	
05/09/2025	1579	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$86.08	
05/09/2025	1580	Journal	SPIRE	-Split-	PH GAS	\$146.32	
05/21/2025	6776	Check	CCPL-UTILITY ACCOUNT	136 NEW FEB13 - GENERAL OPERATING	reimburse for Util a/p		\$4,108.42

# Cass Co Public Library

MAY 2025

108 DONATIONS ACCT - COMMERCE Ending Balance: \$29,818.25

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/08/2025	1590	Journal		-Split-	deposit		\$250.00
05/21/2025	1487	Check	COMMERCE BANK	-Split-	statement	\$83.96	
05/29/2025	1601	Journal		-Split-	deposit		\$264.50
05/29/2025	1602	Journal		-Split-	deposit		\$20.00



**JUNE 2025**

**PAYABLES FOR BOARD APPROVAL**

**General Operating**

\$191,442.75

**Endowment**

\$

**Donations**

\$3,320.60

**Utilities**

\$6,410.68

# Cass Co Public Library

6-18-25

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$7,119,047.32

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
06/18/2025	To Print	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$137.00	
06/18/2025	To Print	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$769.88	
06/18/2025	To Print	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$2,599.13	
06/18/2025	To Print	Check	BERRY'S LOCK SERVICE	642.4 BLDG MAINTENANCE:MISC	maint	\$348.06	
06/18/2025	To Print	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$163.44	
06/18/2025	To Print	Check	BOOK PAGE	672.3 PURCHASES - PERIODICALS:Direct Order Subscriptions	annual subscrip	\$1,512.00	
06/18/2025	To Print	Check	CANON FINANCIAL SERVICES, INC.	-Split-	copier lease	\$1,613.43	
06/18/2025	To Print	Check	THE CASS GAZETTE	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$59.00	
06/18/2025	To Print	Check	THE CIDER HOUSE	651.21 PROFESSIONAL DEVELOPMENT:STAFF DEV & APPRECIATION	Staff Dev Day hall rental	\$1,050.00	
06/18/2025	To Print	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc - June	\$1,809.38	
06/18/2025	To Print	Check	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	services HA project	\$27,640.00	
06/18/2025	To Print	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$268.18	
06/18/2025	To Print	Check	EMC INSURANCE COMPANIES	-Split-	POLICY - pmt	\$4,979.30	
06/18/2025	To Print	Check	HIGHLEY APPRECIATED	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$19.00	
06/18/2025	To Print	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$5,099.52	
06/18/2025	To Print	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$7,117.14	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
06/18/2025	To Print	Check	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	statement	\$2,042.50	
06/18/2025	To Print	Check	LEGACY LAWNS	-Split-	mowing	\$810.00	
06/18/2025	To Print	Check	MASON EXTERMINATING	-Split-	maint	\$265.00	
06/18/2025	To Print	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$2,541.07	
06/18/2025	To Print	Check	NAVIGATE Building Solutions	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA facility	\$3,932.00	
06/18/2025	To Print	Check	OVERDRIVE	671 E-BOOKS & E-AUDIOBOOKS	materials	\$16,424.71	
06/18/2025	To Print	Check	QUILL CORP	-Split-	supplies	\$428.94	
06/18/2025	To Print	Check	RIVERSHORE READING STORE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$5.00	
06/18/2025	To Print	Check	SHI INTERNATIONAL CORP	697.2 TECHNOLOGY:TECHNOLOGY HARDWARE / SOFTWARE	computers	\$51,283.40	
06/18/2025	To Print	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$909.64	
06/18/2025	To Print	Check	SWANK MOVIE LICENSING USA	645.7 ACTIVITIES:MOVIE LICENSING (PROGRAMMING)	annual license	\$3,006.00	
06/18/2025	To Print	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$92.70	
06/18/2025	To Print	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$6,410.68	
06/18/2025	To Print	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$13,735.25	
06/18/2025	To Print	Check	FAMILY CENTER FARM & HOME	643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES	supplies	\$99.92	
06/18/2025	To Print	Check	AG CITY HOLDING COMPANY, LLC	-Split-	JULY '25 rent - AR	\$1,608.62	
06/18/2025	To Print	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	JULY '25 rent - DR	\$1,003.85	
06/18/2025	To Print	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	JULY '25 rent - GC	\$950.00	
06/18/2025	To Print	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	JULY '25 oper fee - HA	\$9,127.30	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
06/18/2025	To Print	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	JULY '25 rent - NRC	\$15,910.97	
06/18/2025	To Print	Check	BARTON COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$12.95	
06/18/2025	To Print	Check	RIVERSIDE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$48.97	
06/18/2025	To Print	Check	BRAD SMITH	645.22 ACTIVITIES:BRANCH ACTIVITIES:DREXEL PROGRAMS	program	\$150.00	
06/18/2025	To Print	Check	BRAD SMITH	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$150.00	
06/18/2025	To Print	Check	BRAD SMITH	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	program	\$100.00	
06/18/2025	To Print	Check	JANE CHRISTISON	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	program	\$250.00	
06/18/2025	To Print	Check	FRIENDS OF THE KC ZOO	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	program	\$350.00	
06/18/2025	To Print	Check	MARK PAGANO	645.5 ACTIVITIES:YOUTH SERVICES	programs 6 loc	\$2,400.00	
06/18/2025	To Print	Check	ROBIN OSBORNE	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$50.00	
06/18/2025	To Print	Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$179.20	
06/18/2025	To Print	Check	IAN ONDERA	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$98.70	
06/18/2025	To Print	Check	JANA RIGGS	651.24 PROFESSIONAL DEVELOPMENT:Tuition Reimbursement	reimbursement	\$1,004.00	
06/18/2025	To Print	Check	LAURA LONG	-Split-	reimbursement	\$62.59	
06/18/2025	To Print	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$185.50	
06/18/2025	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$329.14	
06/18/2025	To Print	Check	SARA LUELLEN	651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES	reimbursement	\$80.00	
06/18/2025	To Print	Check	SCOTT BLOCK	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	reimbursement	\$8.99	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
06/18/2025	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement \$210.70		

TOTAL = \$ 191,442.75

# Cass Co Public Library

6-18-25

108 DONATIONS ACCT - COMMERCE Ending Balance: \$26,497.65

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
06/18/2025	To Print	Check	COMMERCE BANK	644.56 PROGRAMMING FROM DONATIONS:YOUTH SVCS - FOUNDATION	statement \$3,320.60	

TOTAL \$ 3,320.60

# Cass Co Public Library

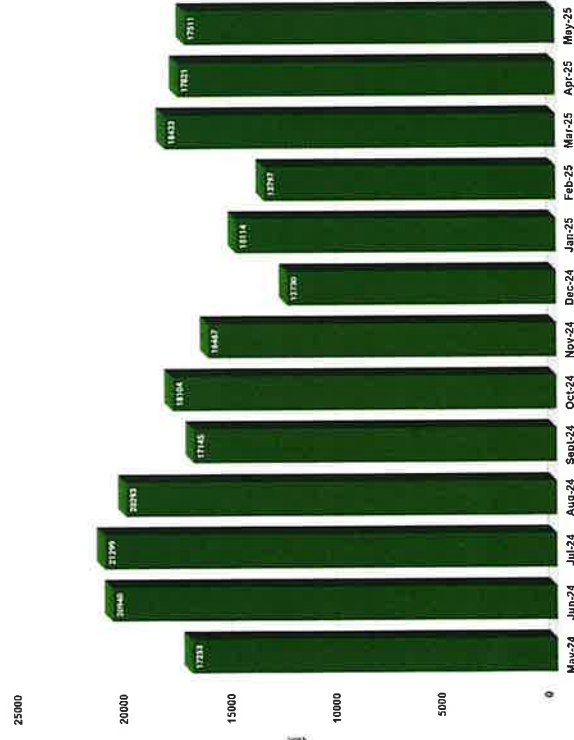
MAY 2025

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$20,521.85

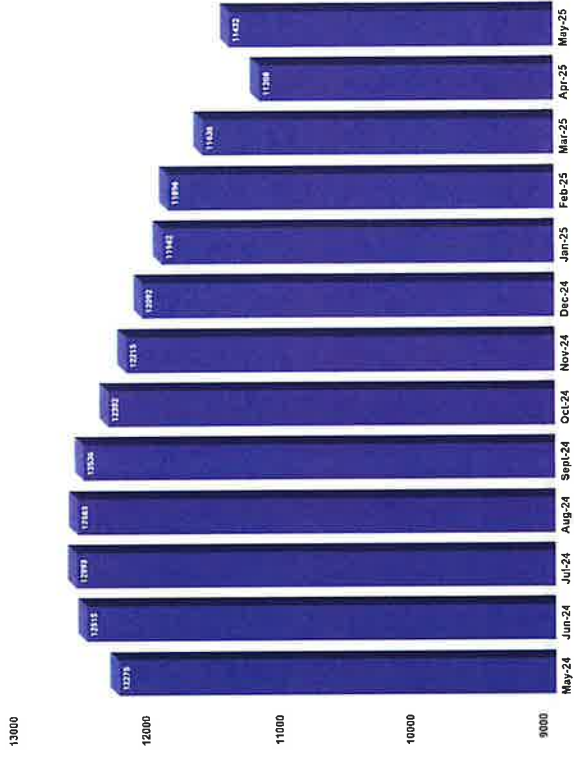
Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
05/01/2025	1541	Journal	Countywide Disposal	-Split-	ADM HA TRASH	\$147.00
05/01/2025	1542	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$83.50
05/01/2025	1543	Journal	360 Document Solutions	-Split-	VOIP SYSTEM ALL	\$1,224.95
05/01/2025	1544	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$260.76
05/01/2025	1545	Journal	Countywide Disposal	-Split-	PH TRASH	\$84.00
05/01/2025	1546	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$79.56
05/01/2025	1547	Journal	EVERGY	-Split-	DR ELECTRIC	\$52.92
05/01/2025	1548	Journal	EVERGY	-Split-	GC ELECTRIC	\$108.57
05/01/2025	1549	Journal	EVERGY	-Split-	NRC ELECTRIC	\$491.50
05/01/2025	1550	Journal	EVERGY	-Split-	PH ELECTRIC	\$555.58
05/01/2025	1564	Journal	SPIRE	-Split-	DR GASS	\$89.96
05/01/2025	1565	Journal	SPIRE	-Split-	GC GAS	\$65.33
05/01/2025	1566	Journal	SPIRE	-Split-	ANNEX GAS	\$88.53
05/01/2025	1567	Journal	SPIRE	-Split-	NRC GAS	\$183.87
05/09/2025	1578	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER	\$62.25
05/09/2025	1579	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$86.08
05/09/2025	1580	Journal	SPIRE	-Split-	PH GAS	\$146.32
05/23/2025	1604	Journal	THE QUIPU GROUP, LLC	-Split-	online pmt	\$2,600.00

TOTAL = \$ 6,410.68

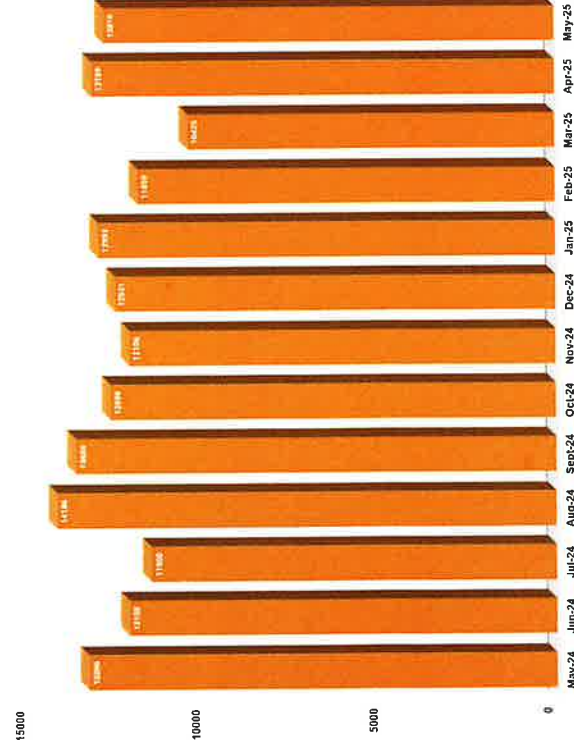
### Branch Visits Last 12 Months



### Active Patrons Last 12 Months



### Digital Circulation Last 12 Months

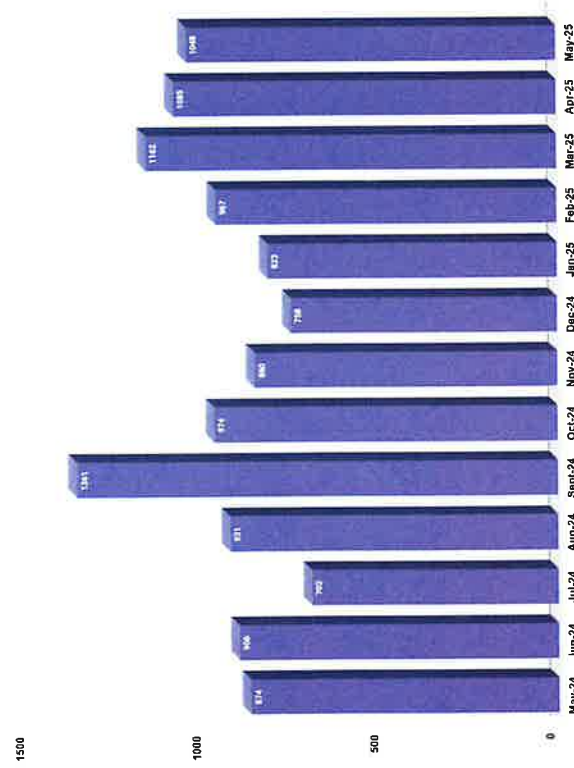


### Physical Circulation Last 12 Months

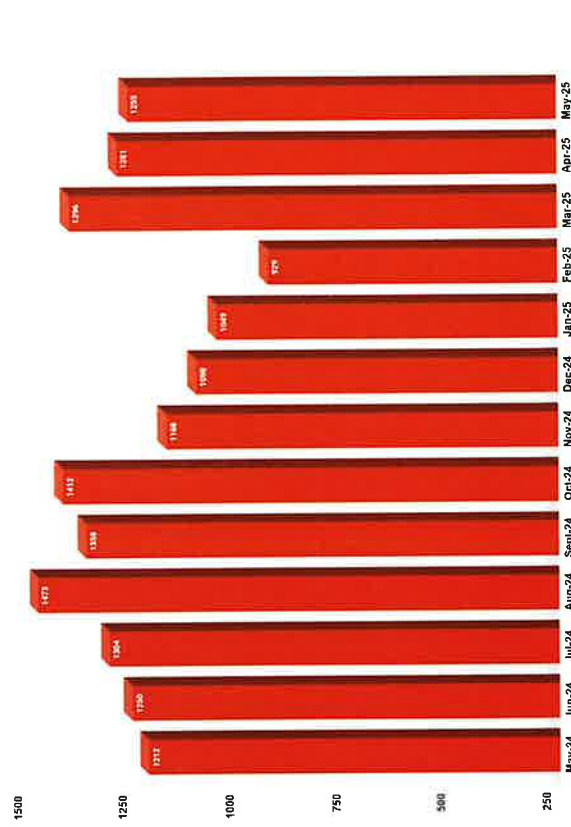




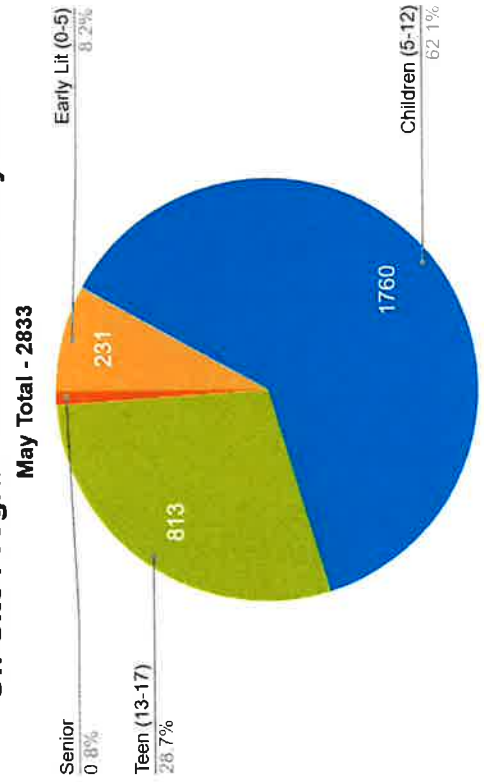
### WiFi Usage Last 12 Months



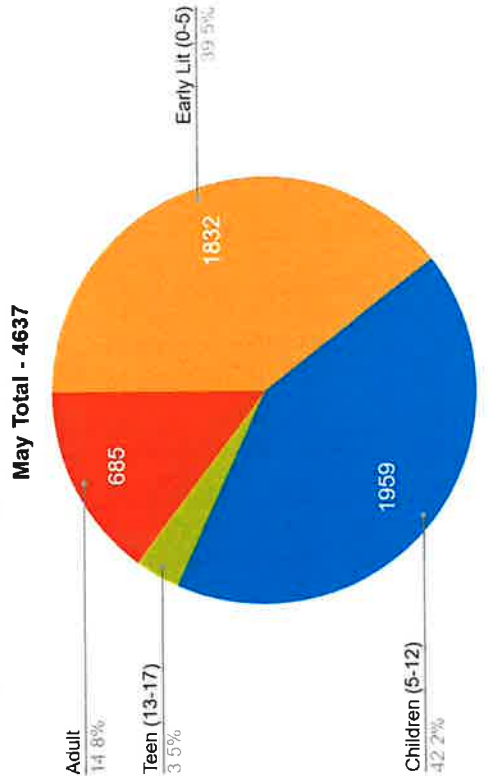
### Computer Usage Last 12 Months



### Off-Site Program Attendance - May 2025



### On-Site Program Attendance - May 2025



### **Schematic Design and Budget Presentation**

Clark & Enersen and Navigate Building Solutions will present the schematic design, building massing, and updated budget estimates for the new Harrisonville Branch and Administrative Offices. This marks a key milestone in the project and reflects the work that's been done over the past several months to develop a functional layout and prepare realistic cost projections.

The board will be asked to review and approve the schematic design and preliminary budget so the project can move into the design development phase. These materials will also serve as the foundation for our upcoming financing work with Stifel, which is currently scheduled to resume at the July board meeting with the selection of a bond underwriter.

### **Capital Improvement Plan Approval**

The final draft of the Cass County Public Library Capital Improvement Plan (CIP) 2025–2030 is presented for board review and approval. This five-year plan outlines our priorities for major facility improvements, new construction, and capital investments, all developed in alignment with the 2020 voter-approved levy and the Library's Capital Financing and Debt Management Policy.

The CIP includes estimated costs, project timelines, and likely funding sources for each initiative. Some of the key priorities include building the new Harrisonville Branch and Administrative Offices, making upgrades to existing branches, improving ADA compliance and building security, and being more intentional with facilities staffing so we can manage capital investments effectively and reduce our reliance on outside contractors. We'll continue to evaluate staffing needs as projects move forward.

The plan also includes a proposed new branch in Raymore, with land acquisition and early planning tentatively scheduled for 2028. I know there's concern about the timing of that project given the scope of the Harrisonville build and the potential financing implications. Including it in the plan helps us think ahead and reflect long-term service goals, but the timeline and funding will ultimately depend on district revenues, debt capacity, and future board direction.

This plan supports several goals from the Strategic Plan 2023–2026, especially:

- Goal 1: Provide quality library services to more residents throughout the community
- Goal 4: Create and maintain designated and welcoming library spaces throughout the county

It also reflects our continued commitment to public transparency—outlining how we intend to use capital funds in a way that is responsible, strategic, and focused on the long-term success of the library system.

### **Workplace Matters Policy Revisions**

The following workplace-related policies have been reviewed and updated to reflect current legal requirements, improve clarity, and align with Cass County Public Library's operational practices. These updated policies are presented for board approval:

## June 2025 Board Packet Notes

601 – Library Premises: Clarifies that the Library is not responsible for the loss, theft, or damage of personal property or vehicles on library grounds. Emphasizes individual responsibility and reporting procedures.

602 – Requests for Employment Information: Specifies that only Human Resources or Library Administration may respond to employment information requests. Limits information disclosed to factual details, restricts references, and clarifies procedures for legal or law enforcement inquiries.

603 – Employment Medical or Drug Screen: Outlines when screenings may be required (e.g., post-offer, return-to-work) and emphasizes that results will be kept confidential in compliance with the ADA, GINA, and HIPAA.

605 – Health Insurance Portability and Accountability Act (HIPAA): Reaffirms that employee health information must be kept confidential, gives examples of inappropriate disclosures, and directs employees to HR with compliance concerns.

606 – Confidentiality of Genetic Information: Brings policy into alignment with the Genetic Information Nondiscrimination Act (GINA). Clearly states that genetic information will not be requested or used in employment decisions, defines what qualifies as genetic information, and outlines secure handling.

607 – Employment of Relatives: Strengthens rules prohibiting relatives from working in the same department or direct reporting line. Affirms case-by-case review and compliance with Missouri law prohibiting employment of relatives of trustees within the third degree.

Note that Policy 604 – Crime Victim Protection has been reviewed, and no changes are recommended at this time. It is not included in this packet.

Board approval is requested to adopt the revised policies as presented.



# **Capital Improvement Plan**

## **2025-2030**

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## **Executive Summary**

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### **A Promise to the Community**

In 2020, the residents of Cass County demonstrated their support for a brighter future by passing a tax levy dedicated to enhancing library services and facilities. This levy came with a promise: to provide updated library facilities and additional service points that would enrich our community for years to come. The Cass County Public Library's Capital Improvement Plan (CIP) for 2025 through 2030 is the realization of that promise. This CIP is adopted in accordance with the Capital Financing and Debt Management Policy adopted by the Cass County Public Library on March 16, 2022.

### **Planning Process**

This comprehensive plan is the product of a meticulous planning process that included touring existing facilities, gathering valuable insights from library staff, leveraging professional consulting expertise, and integrating findings from community needs assessments and feasibility studies. Each step of this process was guided by the library's mission to provide informational, educational, and enrichment services through a comprehensive and efficient library system.

### **Responsible Financial Stewardship**

The library is committed to making sound financial decisions, utilizing the revenue now generated as a result of the voters' approval of the 2020 tax levy to invest responsibly in library facilities. By aligning our financial strategy with our community's vision, we aim to deliver modern, accessible, and welcoming library spaces without the need for additional tax increases.

## **Plan Objectives**

The 2025-2030 CIP sets forth clear objectives:

- To provide safe, secure, and inviting facilities that meet the needs of both patrons and staff.
- To establish greater control over maintenance quality and build the library district's assets by moving toward facility ownership.
- To create flexible spaces that support community use, programming, education, and access to services.
- To bring facilities into compliance with ADA standards.

## **Vision for the Future**

This plan is not merely about constructing and renovating buildings—it is about building library district assets, enhancing community engagement, and creating vibrant spaces that adapt to the evolving needs of Cass County residents. We look forward to working with our community partners, stakeholders, and patrons as we bring these exciting projects to life and continue to build a library system that supports learning, engagement, and community connection for all.

## Summary List of Projects

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Project	Estimated Cost
Outreach Vehicle	\$44,805
Drexel Branch Renovation	\$20,000
Royal Street Annex Upgrades	\$48,000
Harrisonville Branch/Admin Offices	\$8,300,000
Pleasant Hill Security Upgrades and StoryWalk®	\$102,200
Garden City Expansion	\$400,000
Raymore Branch (Proposed)	\$8,600,000
Archie Branch Security Upgrades	\$1,000
Northern Resource Center Security	\$12,000
Facilities Staff Development	\$180,000
Estimated Total Cost (Excluding Pending)	\$17,708,005



## Outreach Vehicle

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**Year:** 2025

**Vehicle:** Chrysler Pacifica Select

**Procured from:** Corwin Chrysler Dodge Jeep Ram of Springfield via the State of Missouri Cooperative Procurement Purchasing Program

Expand the library's vehicle fleet by acquiring a van to support outreach services transportation throughout Cass County.<sup>1</sup>

- Timeline: Completed May of 2025
- Final Cost: \$44,805 (vehicle cost plus delivery)
- Funding Year: 2025
- Funding Source: Allocated revenue from Capital Services-Automotive Budget Line in the approved 2025 Budget.

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<sup>1</sup> Completed prior to formal CIP adoption in alignment with planned initiatives.

## Drexel Branch

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**Year Built:** 1989

**Status:** Lease

**Additions/Renovations:** None

**Gross Square Footage:** 2,000 SF

Update finishes and fixtures and improve the layout of the branch to include interior and exterior paint, new exterior signage and landscaping, carpet replacement, add electric strike lock system, and update the bathroom to comply with ADA standards.<sup>2</sup>

- **Timeline:**
  - Exterior: Completed in June of 2025
  - Interior: Fall of 2025
- **Estimated Cost:** \$20,000
- **Funding Year:** 2025
- **Funding Source:** Allocated revenue from Branch Improvements Budget Line in the approved 2025 Budget.

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<sup>2</sup> Exterior renovations began in April 2025 and were completed in June 2025, prior to formal adoption of this Capital Improvement Plan.

## Royal Street Annex

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**Year Built:** 1986

**Status:** Own

**Additions/Renovations:** 2024 garage door modification

**Gross Square Footage:** 4,800 SF

Seal metal roof, upgrade technology security and infrastructure, renovate the 2nd floor into shared office space to include a staff break room and meeting room, update restrooms to ADA-compliance, paint the exterior, add signage, and install electric strike lock system.<sup>3</sup>

- Timeline: 2025
- Estimated Cost: \$48,000
- Funding Years: 2025
- Funding Source: Allocated revenue from Branch Improvements and Furniture and Equipment Budget Lines in the approved 2025 Budget.

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<sup>3</sup> Roof sealing was completed in April 2025, prior to formal adoption of this Capital Improvement Plan.

## Harrisonville Branch/Administrative Offices

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**Year Built:** 1985

**Status:** Lease

**Additions/Renovations:**

2014 Branch Computer Lab  
2022 Branch Renovation with study rooms,  
meeting room, juvenile area, and new furniture;  
Admin office expansion

**Gross Square Footage:** 23,456 SF

Build a new 15,000 square foot building to house a branch library and administrative offices to include drive-up services, flexible meeting and study spaces, and outdoor space.<sup>4</sup>

- Timeline: 2025 - 2028
- Estimated Cost: \$8.3 million
- Funding Year: 2025
- Funding Source: Proceeds from 2025 Lease Purchase financing in the municipal capital markets.

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<sup>4</sup> A preferred site has been identified and is under due diligence pending a purchase contract. Platting and zoning are complete, schematic design is complete, and the site plan is currently under review with the City of Harrisonville as of June 2025.

## Garden City Branch

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**Year Built:** 1987

**Status:** Lease

**Additions/Renovations:** 2022/2023 renovation

**Gross Square Footage:** 3,000 SF

Expand the branch by adding a flexible meeting and programming space, public restrooms, two study rooms, and renovate the existing programming space to accommodate a staff break room, bring the existing restroom into ADA compliance, and add a security camera system and electric strike lock system.

- Timeline: 2026
- Estimated Cost: \$400,000
- Funding Year: 2026
- Funding Source: Allocated revenue from Branch Improvements and Furniture and Equipment Budget Lines in the approved 2026 Budget and landlord-funded improvements negotiated through lease revisions.<sup>5</sup>

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<sup>5</sup> The landlord has expressed willingness to cover some or all improvement costs as part of a revised lease agreement. Final contribution amounts will be determined through negotiation.

## Pleasant Hill Branch

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**Year Built:** 2023

**Status:** Own

**Additions/Renovations:** None

**Gross Square Footage:** 9,343 SF

Create a permanent StoryWalk® that includes landscaping to establish a park-like setting, ADA-compliant access from the branch building, and a small parking lot to support access from S. Independence Street; add an electric strike lock system and expand the security system to encompass the building exterior.

- Timeline:
  - Phase 1: 2025 - StoryWalk® path and signage
  - Phase 2: 2026 - Branch security upgrade; StoryWalk® landscaping
  - Phase 3: 2027 - ADA walkway from the branch to the StoryWalk®
  - Phase 4: 2028 - StoryWalk® parking
- Estimated Cost: \$102,200
- Funding Years: 2025-2028
- Funding Source: \$7949 donation from the CCPL Foundation and allocated revenue for Branch Improvements and Furniture and Equipment in the approved annual budgets for 2025 through 2028.

*The StoryWalk® Project was created by Anne Ferguson and developed in collaboration with the Kellogg-Hubbard Library in Montpelier Vermont. Storywalk® is a registered service mark owned by the Kellogg-Hubbard Library.*

## Raymore Branch

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**Year Built:** N/A (new construction)

**Status:** Proposed

**Gross Square Footage:** 13,500 SF

Build a new 13,500 square foot building to house a library branch to include drive-up services, flexible meeting and study spaces, and outdoor space.

- Timeline: 2028 - 2030
- Estimated Cost: \$8.6 million
- Funding Year: 2028<sup>6</sup>
- Funding Source: Immediate Term - Land purchase from unassigned/Capital Reserve funds; Long Term - Design from reserve funds as available. Construction from future financing in the municipal capital markets dependent on growth and projections in district revenues and expenditures.

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<sup>6</sup> The timeline and funding will ultimately depend on district revenues, debt capacity, and future board direction.

## Archie Branch

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**Year Built:** 2005

**Status:** Lease

**Additions/Renovations:** 2021 renovation for library

**Gross Square Footage:** 3,300 SF

Upgrade security camera system.

- Timeline: 2029
- Estimated Cost: \$1000
- Funding Year: 2029
- Funding Source: Allocated revenue from the Furniture and Equipment Budget Line in the approved 2029 Budget.



## Northern Resource Center

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**Year Built:** 1978

**Status:** Lease

**Additions/Renovations:**

2017 renovation for the library  
2023 expansion and renovation

**Gross Square Footage:** 16,687 SF

Add an electric strike lock system.

- Timeline: 2029
- Estimated Cost: \$12,000
- Funding Year: 2029
- Funding Source: Allocated revenue from the Furniture and Equipment Budget Line in the approved 2029 Budget.

## **Facilities Staff Development**

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Increase maintenance staffing capacity to effectively manage ongoing facility needs and reduce reliance on external contractors for routine projects.

- Timeline: 2025-2030
- Estimated Cost: \$180,000
- Funding Year: Ongoing
- Funding Source: Allocated revenue for Personnel in each year's approved annual budget.

## Proposed Project Schedule

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2025

Outreach Vehicle  
Drexel  
Royal Street Annex  
Harrisonville/Administrative Offices  
Pleasant Hill Phase 1  
Facilities Staff Development

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2026

Harrisonville/Administrative Offices ongoing  
Facilities Staff Development ongoing  
Garden City  
Pleasant Hill Phase 2

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2027

Facilities Staff Development ongoing  
Harrisonville/Administrative Offices completion  
Pleasant Hill Phase 3

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2028

Facilities Staff Development ongoing  
Pleasant Hill Phase 4  
Raymore

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2029

Facilities Staff Development ongoing  
Raymore ongoing  
Northern Resource Center  
Archie

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2030

Facilities Staff Development ongoing  
Raymore completion

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*This Capital Improvement Plan represents current priorities and best-available estimates. Project timelines, scopes, and budgets may adjust based on funding availability, community needs, and board direction.*

~~Cass County Public Library assumes no responsibility for damage or loss to vehicles or personal property while on Cass County Public Library premises, including parking areas.~~

Cass County Public Library is not responsible for the loss, theft, or damage of personal property belonging to employees, patrons, volunteers, or visitors while on Library premises, including parking areas.

Commented [P1]: Completely new to ensure clarity

Employees and visitors who bring personal items, including vehicles, do so at their own risk. This applies to all areas of the Library, including offices, break rooms, lockers, and parking lots.

Parking and common areas are provided for convenience, but are used at the individual's discretion. The Library does not accept liability for damage to or theft of vehicles or their contents while on Library premises or in the public parking areas.

The Library has limited-use security cameras that may cover portions of the building, front entrance, and parking lot; however, these cameras are not continuously monitored and are not intended to provide comprehensive surveillance. Their presence should not be interpreted as a guarantee of safety, security, or protection from theft or damage. Individuals are encouraged to take reasonable precautions to secure their belongings.

In accordance with Missouri's **Sunshine Law (Chapter 610 RSMo)**, the Library may be required to make certain records available to the public. However, this does not include responsibility for securing or monitoring personal property, nor does it imply the existence of video surveillance or recorded footage.

All incidents involving theft or damage should be reported promptly to a supervisor or Library Administration.

*Revised 1/25/2023*

~~If employees receive a call or written request to release information about any current or former employee, they must refer that request to the Business Manager or Human Resources.~~

Cass County Public Library will release only the following information about a current or former employee:

- Verification of employment.
- Date of hire.
- Current or last job title.
- Current or last rate of pay. (only disclosed with the written consent of the employee, unless required by law).

**Commented [P1]:** Removed and added new paragraph at the end.

**Commented [P2]:** Added for an extra layer of protection due to privacy concerns.

~~Cass County Public Library does not provide personal references or evaluations of employee performance, attendance, or conduct. All employment verification is limited to factual information as listed above. Additional information, including performance-related details, may only be released with the employee's prior written consent, which must specifically authorize the disclosure of such information.~~

~~Other requests for information may be answered if sought by investigative or law enforcement representatives and will be answered to the extent required by law, by a subpoena, or by order of a court of a government agency. Employee information will not be disclosed to any third party unless legally required. Requests for additional information—beyond basic employment verification—will only be considered when submitted by a verified investigative or law enforcement representative and will only be fulfilled to the extent strictly required by law, such as through a valid subpoena, court order, or directive from a government agency.~~

For the purposes of this policy, "investigative or law enforcement representative" refers specifically to:

- Officers or agents acting in an official capacity from local, state, or federal law enforcement agencies (police departments, sheriff's offices, FBI),
- Officials from regulatory agencies authorized to conduct employment-related investigations (Equal Employment Opportunity Commission, Department of Labor), or
- Legal counsel or officers of the court presenting a valid, enforceable subpoena or court order.

**Commented [P3]:** Added for an extra layer of protection due to privacy concerns. If a former employee believes that negative comments made about their performance are false and caused them harm (they didn't get a job), they could potentially sue for defamation. Even if the information is true, if it's not well documented or if it sounds like opinion rather than fact, it can still lead to legal complications. Also, if the disclosed performance feedback touches on protected categories (medical leave, disability, age, etc.), it could be used to allege discrimination or retaliation, even if that was not the intent. Once performance details are shared with a third party, we have no control over how that information will be used, interpreted, or spread.

**Commented [P4]:** Inserted a new paragraph to clarify who can get additional information. Missouri statutes mandate the disclosure of certain records when legally required. By specifying the conditions under which information can be released, the policy safeguards employee privacy rights. Ensuring that disclosures are made only when legally obligated protects the organization from potential legal repercussions. Reference Missouri Statutes 610.21 and 610.100.

~~Employees cannot release information on their own. Library administration will respond to all requests for employee information. To ensure consistency and protect employee privacy, only Library administration is authorized to respond to requests for employment information. Employees are not permitted to release any employment-related information on their own. All such requests must be referred to Human Resources. Unauthorized disclosure may result in disciplinary action.~~

**Commented [P5]:** Removed the first paragraph at the beginning, plus this sentence, and inserted this clarifying paragraph.

As part of Cass County Public Library's employment procedures, employees and prospective employees may be required to undergo certain post-offer, internal transfer, return-to-work (due to on or off the job injury or illness), or work-related medical examinations and/or drug and/or alcohol screens. **These screenings are conducted to ensure workplace safety, verify the individual's ability to perform essential job functions, and comply with applicable laws.**

**Any** ~~An~~ offer of employment, internal transfer, or return-to-work ~~is~~ **may be** contingent upon, among other things, satisfactory completion of the applicable examinations and/or screens. ~~The test results and related information will be treated as confidential.~~ **All** test results and related medical information will be **treated** as confidential and maintained in accordance with the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act (GINA), other applicable laws, and Library policy.

Employee medical records will be:

- **Retained for at least seven years** after the employee's termination. This duration aligns with both federal and Missouri state guidelines.
- **Stored separately from general personnel files** to ensure confidentiality, in full compliance with ADA and GINA.

*Revised 1/25/2023*

**Commented [P1]:** Clarifies the purpose. Stating that screenings are done to comply with laws and ensure safety reinforces that your policy aligns with ADA, EEOC, and other relevant regulations. If ever challenged, this purpose statement helps show that your intent is consistent with best practices and nondiscriminatory standards.

**Commented [P2]:** Removed the word "Any" and replaced with "An" and removed the word "is" and replaced with "may" to give more discretion in this area. Not every offer needs to include exams or screens, so this language gives the Library the ability to apply conditions only when appropriate (return-to-work after injury, safety-sensitive roles). Avoids the rigid implication that all offers will require screenings.

**Commented [P3]:** Removed and clarified in the sentence below.

**Commented [P4]:** Added because this directly references our obligation under the Americans with Disabilities Act (ADA) and other laws like the Genetic Information Nondiscrimination Act (GINA) and HIPAA (where applicable). It shows that we understand and follow legal requirements for confidential handling of medical records, which is a key protection for employees and applicants. It can help protect the Library from claims of mishandling private information.



## 605 Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA Privacy Rule provides the first comprehensive federal standard to protect an individual's personal health information in any form - electronic, written, or oral. As a general rule, Protected Health Information (PHI) cannot be disclosed to third parties without authorization. Cass County Public Library shall comply with HIPAA's confidentiality protections that relate to its employees and their PHI.

Employees must keep all records and other confidential information secure and confidential at all times. Specifically:

- All employee medical information is to be held in the strictest of confidence. Confidential information is not to be discussed with anyone except in the context of the work related situation.
- Incoming confidential telephone calls or confidential-related conversations should be held quietly and discretely in order to minimize the possibility that discussion regarding confidential information is overheard by others.
- A person's medical condition or medical information is private and will not be discussed with any staff member or office visitor.
- Violating confidentiality is a serious offense and is grounds for disciplinary action, including immediate termination.

All Protected Health Information (PHI)—which includes medical and financial information, employee records, financial and operating data of Cass County Public Library, and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any employee unless pertaining to his or her specific job requirements. Examples of inappropriate disclosures include:

- Employees discussing or revealing PHI or other confidential information to friends or family members.
- Employees discussing or revealing PHI or other confidential information to other employees without a legitimate need to know.

The unauthorized disclosure of PHI or other confidential information by employees can subject each individual employee and Cass County Public Library to civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.

[For questions regarding HIPAA compliance, or to report concerns about the handling of Protected Health Information, employees should contact Human Resources.](#)

**Commented [P1]:** Added so employees know who to contact with questions or concerns.

*Revised 1/25/2023*

The Genetic Information Nondiscrimination Act (GINA) of 2008 protects individuals against discrimination based on their ~~or their family members'~~ genetic information in health coverage and ~~in~~ employment. ~~This law generally prohibits most employers, including Cass County Public Library, from requiring employees to disclose any genetic information. Cass County Public Library will~~ not request or require employees or applicants to provide genetic information, and any such information obtained inadvertently (through medical leave requests or casual conversation ) will not be used in any employment decisions, including but not limited to hiring, firing, promotion, demotion, compensation, or job assignments. All genetic information received will be treated as confidential and stored separately from personnel files.

**Commented [P1]:** Inserted to comply with the GINA ACT of 2008

**Commented [P2]:** All new wording. This makes it clearer that we will not request or require this information. The previous wording was vague. This wording is more specific in accordance with the law.

**Genetic information** includes:

- Information about an individual's genetic tests,
- The genetic tests of family members,
- The manifestation of a disease or disorder in family members (i.e., family medical history),
- Requests for, or receipt of, genetic services, and
- Participation in clinical research that includes genetic services.

**Commented [P3]:** Added to clarify what is considered genetic information

However, the law recognizes that there may be occasions when an employer acquires genetic information inadvertently or legitimately. Employees may be assured that Cass County Public Library will not take any adverse action on the basis of such information and will make every effort to maintain its confidentiality. ~~Any genetic information obtained will be maintained in a separate confidential medical file, apart from the general personnel record. Access to such information will be strictly limited to those who need it for compliance with federal or state law.~~

**Commented [P4]:** Added for clarity on where any genetic information will be maintained and who can access this information.

**Employee medical records will be:**

- **Retained for at least seven years** after the employee's termination. This duration aligns with both federal and Missouri state guidelines.
- **Stored separately from general personnel files** to ensure confidentiality, in full compliance with ADA and GINA.

**Commented [P5]:** Added retention period



Cass County Public Library strives to hire the best-qualified individual for each job opening. Although relatives of active employees will not be given preference, they will be allowed to participate in Cass County Public Library's selection and employment process like any other applicant, and if they satisfactorily meet Cass County Public Library's employment standards and are qualified for the position, they will be considered for employment. ~~Related employees cannot be employed in the same department or branch.~~

Commented [P1]: Moved to the bullet points below

~~The following guidelines will apply to the employment of relatives of Cass County Public Library employees:~~ To avoid conflicts of interest, the appearance of favoritism, adverse effects on workplace morale or performance, or other issues that may arise from the employment of family members, the following conditions apply:

Commented [P2]: Removed and clarified in the next sentence.

- Each case of employment of a relative will be evaluated on its own merit.
- No person shall be employed at Cass County Public Library who is related, within the third degree, by blood or marriage to the Library Director, Assistant Director, Business Manager, or Human Resources employees.
- ~~Related employees cannot be employed in the same department, or branch, or in administration~~
- No person shall be employed for a position that is under the direct supervision of a relative.
- If the relative relationship is established after employment, the individuals concerned may recommend who is to be transferred. If that recommendation is not made within 30 calendar days, the Library Director will decide.

Commented [P3]: Moved from first paragraph

Commented [P4]: Moved the word "or" to include administration.

~~However, an employee's immediate family may not be hired if it would:~~

Commented [P5]: Removed as it avoids redundancy.

- ~~• Create a supervisor/subordinate relationship with a family member,~~
- ~~• Have the potential for creating an adverse impact on work performance, or~~
- ~~• Create either an actual conflict of interest or the appearance of a conflict of interest.~~

This policy must also be considered when hiring, assigning, or promoting an employee.

For purposes of this policy, immediate family includes any individual related within the third degree, by blood, ~~or~~ marriage, adoption, or legal guardianship.

Commented [P6]: Removed the word or so adoption and legal guardianship could be added. While Missouri law (RSMo 182.050) is specific to "blood or marriage," our internal policy for defining family for other purposes (leave, conflicts of interest) can be broader.

In compliance with Missouri Law (182.050), no person who is related within the third degree by blood or by marriage to any trustee of the board shall be employed by Cass County Public Library. Library Trustees are not eligible for consideration as a prospective employee until one year beyond their date of last service.

Revised 11/16/2022







# Around **CCPL**



## **Storytime on the Bookmobile** Outreach

Kids have loved reading stories and exploring the Bookmobile.



## **SLP Kick-Off Carnival**

### Pleasant Hill

This year's Kick-Off party was a carnival theme with games, a cake walk, farm animals to pet and hold, face painting, yard activities, and more!





## **Stop and Taste the Flowers** Garden City

The group enjoyed all of the samplings and learned several things about other cultures.



## **Teen Game Zone** Pleasant Hill

This event took off with the end of the school year. Lots of new faces and regulars coming in each week.



## **Adult Book Club** Drexel

The group read *The Glass Ocean* by Beatriz Williams.



## **Summer Library Kick-Off** Northern Resource Center

Over 600 people attended this year's SLP Kick-Off event.



# Around **CCPL**



## **Self Portrait Painting**

Northern Resource Center

Kids had so much fun painting mini self portraits.



## **Larry Brown Storyteller**

Archie

Larry told stories and sang songs for the attendees.



## **Summer Library Promo**

Harrisonville

Neisha created a Bob Ross inspired promo video for SLP to share with Harrisonville, East Lynne, and Cass Midway School Districts.



## **Escape Room**

Garden City

Teens gathered to solve a murder in the library, following clues, solving puzzles and riddles, and working together to unearth the culprit.



# Around **CCPL**



## **Herbal Medicine Chest** Harrisonville

Emily Bichel, from Life Thyme Botanicals shared how to cultivate a thriving herb garden to address minor ailments.



## **Homeschool Hangout** Archie

Teens enjoyed hanging out, playing games, and eating food.



## **Mario Kart Tournament** Northern Resource Center

The winner went home with a trophy and \$25 gift card. Thanks to the Belton Cyber Pirates for helping run the event.



## **Scavenger Hunt** Garden City

The kids worked together to solve riddles that led to clues hidden around the library.





## **Summer Library Promo**

Harrisonville

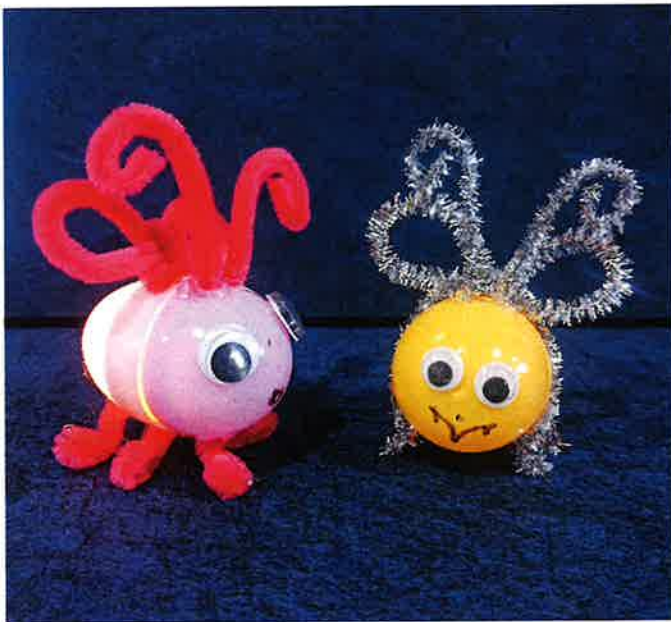
Shannon and Kristen (as the Wacky Wavy Inflatable Tube Man) shared the excitement of SLP to over 870 students and teachers in the Harrisonville School District.



## **Bingo for Books**

Pleasant Hill

Patrons always look forward to the bi-monthly bingo activity and the selection of books as prizes.



## **Craft Kit: Fireflies**

Outreach

We handed out 18 kits for all to enjoy.



## **Creation Station**

Archie

Kids painted tile magnets this month.

# Around**CCPL**



## **Teen Craft**

### **Drexel**

Teens made decorations using embroidery hoops and beads. They are now hung up in the branch for SLP.

11,432

**Active Customers**

48,967

**Circulation**

90

**Net Promoter Score**

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## Technical**Services**

244

**Adult Print  
Titles Ordered**

153

**Adult eMedia  
Items Ordered**

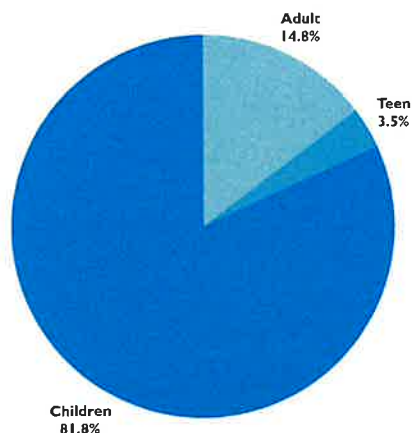
937

**Items  
Cataloged**



# Customer Favorites

## Program Highlights



The community came together for book clubs, storytimes, crafting, and more! While regular programming continued as scheduled, staff began gearing up for Summer Library Program: Color Our World with school visits across the county and kick-off parties at the end of the month.

## Attendance by Age Group

218  
Programs

7,470  
In-Person Attendees

## Top Checkouts

### Print

#### Adult Fiction

*The Perfect Son*  
*Ward D*  
*Fahrenheit 451*

#### Adult Nonfiction

*The Highly Sensitive Person's Guide...*  
*Braids, Buns, and Twists!*  
*Joyfull*

#### Young Adult Fiction

*Sunrise on the Reaping*  
*Long Way Down*  
*Six of Crows*

#### Juvenile Fiction

*The Wild Robot*  
*Dog Man and Cat Kid*  
*Big Jim Begins*

### eBooks

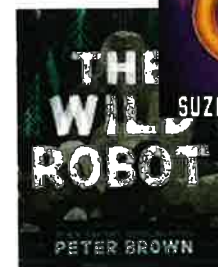
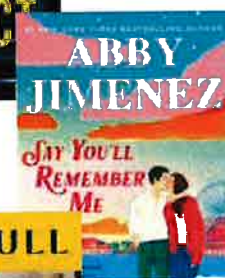
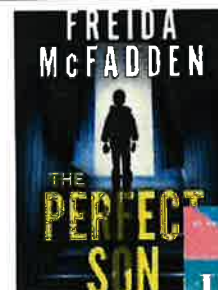
*Say You'll Remember Me*  
*Onyx Storm*  
*Great Big Beautiful Life*  
*Fourth Wing*

*The Let Them Theory*  
*The Perfect Divorce*  
*Iron Flame*

*The Wedding People*

### eAudiobooks

*The Tenant*  
*The Perfect Divorce*  
*Great Big Beautiful Life*  
*Onyx Storm*  
*Fourth Wing*  
*The Nightingale*  
*Broken Country*



# Youth**Services**



After storytime activity at Garden City Branch.

In May, Youth Services focused on preparing for the Summer Library Program.

Completion prizes, including books and age-appropriate items for pre-readers, readers, and teens, were distributed to all branches over several days. Additional prize books were ordered, and the option of offering two prize books per completion instead of one was considered. Professional development included attending the Penguin Random House Spring Book & Author Festival on May 8th and SLJ's Day of Dialog on May 22nd.

68

**Storytimes**

1,351

**Storytime Attendees**

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## Technology**Support**

Significant technology upgrades were completed, including new ethernet cabling and network infrastructure improvements, including enhanced wireless coverage, firewalls, and switches at all branches. New equipment was inventoried, and staff computer setups are nearly finished, with deployment planned for early June. Cybrarian software was also updated on all patron PCs. On the support side, 39 service tickets were completed, addressing a range of issues such as replacing broken peripherals, updating Bookmobile patron PCs, fixing a faulty receipt printer, and resolving print control issues on the Genealogy microfilm PC.

1,048

**WiFi**

**Sessions**

2,303

**Computer**

**Sessions**

# Community**Outreach**

During the month of May, Archie Branch hosted field trips with the school district to promote SLP with grades PreK through 5th. The branch saw over 300 students and teachers!

Jana and Kathy at the Garden City Branch visited Sherwood Elementary to promote SLP which included reading books, handing out a colorful crepe paper challenge, and sending everyone home with an events calendar. They also connected with the art teacher at the school to have a rotating display of student artwork at the branch all summer.



Nine Harrisonville students took part in Senior Day of Service. They assisted with preparing bags for the Summer Library Program, helped with cleaning, and folded boxes. Four students from East Lynne also came on May 16th for their service day.

Emily and Rhonda at the Pleasant Hill Branch attended the city's Farmers Market on May 17th to promote Summer Library Program. The Bookmobile was there, and many people stopped to pick up flyers and check out the Bookmobile for the first time.

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## Facilities**Coordinator**

Facilities:

Key Log and Inventory was completed at all CCPL locations with all staff. The Pleasant Hill Branch's basement leak was repaired. Exterior renovations at the Drexel Branch were completed (power wash, new paint, railing installation, landscaping improvements, new security lights, and new sign). Harrisonville Branch's Children's Area had their bubble machine installed. At the Annex, floor plan renderings for the remodel have been finalized, de-construction has been completed, and the remodel will begin in June.



Drexel Branch Before & After

# Community**Spaces**

17

**Community Room  
Reservations**

309

**Study Room  
Reservations**

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## Community**Engagement**

Outreach began its new initiative: Lobby Stops. This month, Outreach went to 3 Cass County Senior Communities: Greenleaf Estates, Carnegie Village, and Beautiful Savior Lutheran Home. It was a very successful first month with high turn out, positive patron response and wonderful circulation and requests for more library services like bringing puzzles and book club books.



9

**Marketing Emails Sent**

119,039

**Marketing Emails Opened**

2,404

**Social Media Reach**

314

**Social Media Engagements**

7,420

**Total Website Users**

16,462

**Total Website Pageviews**



# Community **Engagement**

“Thanks to CCPL - NRC, your staff and artist who painted this summer’s theme on the front of the library.

Doing art is smart.”

**-Harris D.,**

**Facebook Comment**

“The library is exceptional, especially considering the town’s size. My book, *Guild of Four* by C.R. Guardian, is also there, which makes it even better!”

**-Aaron M., Google Review**

**Archie Branch**



**-Cheryl M., Google Review**

**Garden City Branch**

“The best library ever!”

**-Dora R., Google Review**

**Northern Resource Center**

# Staff**Activities**

## **ARCHIE**

Cherie attended Adrian Library's Coffee, Tea & Talk on Thursdays. Rachel read stories at the preschool on Wednesday mornings and afternoons. Andrea R. joined the branch as a PT Flex Library Assistant.

## **GENEALOGY**

Staff supported patrons with historical and genealogical research, including projects on Spanish treasure, military history, and forensic genealogy. Julie advanced the digitization project and trained new volunteers, while Carrie and Sam assisted with local and family history inquiries.

## **DREXEL**

Staff got geared up for SLP and all the exciting events planned for the summer months.

## **HARRISONVILLE**

Karen and Neisha attended the Community Public Relations meeting. Karen and Kris attended the Schematic Design meeting for the new building. Karen and Madelyne attended the Family Fun Day at Red Barn Ranch. Neisha reached her 2025 SMART Goals at the end of May.

## **OUTREACH**

The department's monthly staff meeting contained a presentation on the Safety and Security manual as well as links and information on training through the Niche Academy.

## **GARDEN CITY**

Staff put up colorful decorations for SLP and planned the start of SLP for June 1st. Jana completed an Information Technology class and started a Resources and Services for YA class.

## **NORTHERN RESOURCE CENTER**

Kasey and Elizabeth visited 5 schools to discuss SLP. Rod proctored one test and participated in the webinar: Building Community Based Wellbeing or 'Social Prescribing' in the Library. NRC Volunteers completed 48 hours.

# Looking**Ahead**

## **ARCHIE**

June will be a busy month with the SLP Kickoff party, Tiny Art Show, Hunger Games Tribute Tokens, and more!

## **DREXEL**

Ellen Bloomer-Thornton from the University Extension Office will come to talk about eating colorful foods. July 28th will be the SLP closing party.

## **GARDEN CITY**

Spots are filling up for the visit from the KC Zoo Zoomobile. There will be performances from Marko Polo Music and Mr. Brad. And returning programs like LEGO club, Dicey Dungeons, and a new Scavenger Hunt!

## **GENEALOGY**

Sam is conducting research for a program happening later in the summer - using AI in Genealogy.

## **HARRISONVILLE**

Neisha is excited for the community partnerships that SLP programs have this summer starting with author JPS Stalder who joined the kickoff party, Lena from Amazingly Ageless Medspa, and Nina from Baked by Nina!

## **NORTHERN RESOURCE CENTER**

The branch will be conducting a supply drive June 16th through 26th to benefit Belton Free Hot Soup. The drive will end with a program on Homeless Awareness given by Rose Abrams on Thursday, June 26th at 6 PM.

## **OUTREACH**

The Sci-Fi & Fantasy Book Club will meet on Tuesday, June 10th, and Tuesday, July 8th. A new adult program will happen in June: Read My Lips: DIY Lip Gloss, and in July: Noir Nibbles. For kids, the Craft & Snack in June is Cut, Fold, Make, & Decorate! Dragons, Unicorns, & So Much More!

## **PLEASANT HILL**

The branch staff are excited for Teen Still Life painting happening in June.

Check out the events page for more!



# Our **Team**



Scott, YS Coordinator, and Rod, NRC Branch Manager, at the Summer Library Program Kick-Off Party at NRC.

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|  
**New Hires**

2  
**Position Changes**



### April Hires & Transfers

- Andrea Rosanske - Archie - Part-Time Library Assistant
- Kristen Kimbrell - Harrisonville - Transfer from 30 Hour Library Assistant to Part-Time Library Assistant

### Current Openings

- Branch Manager - Pleasant Hill

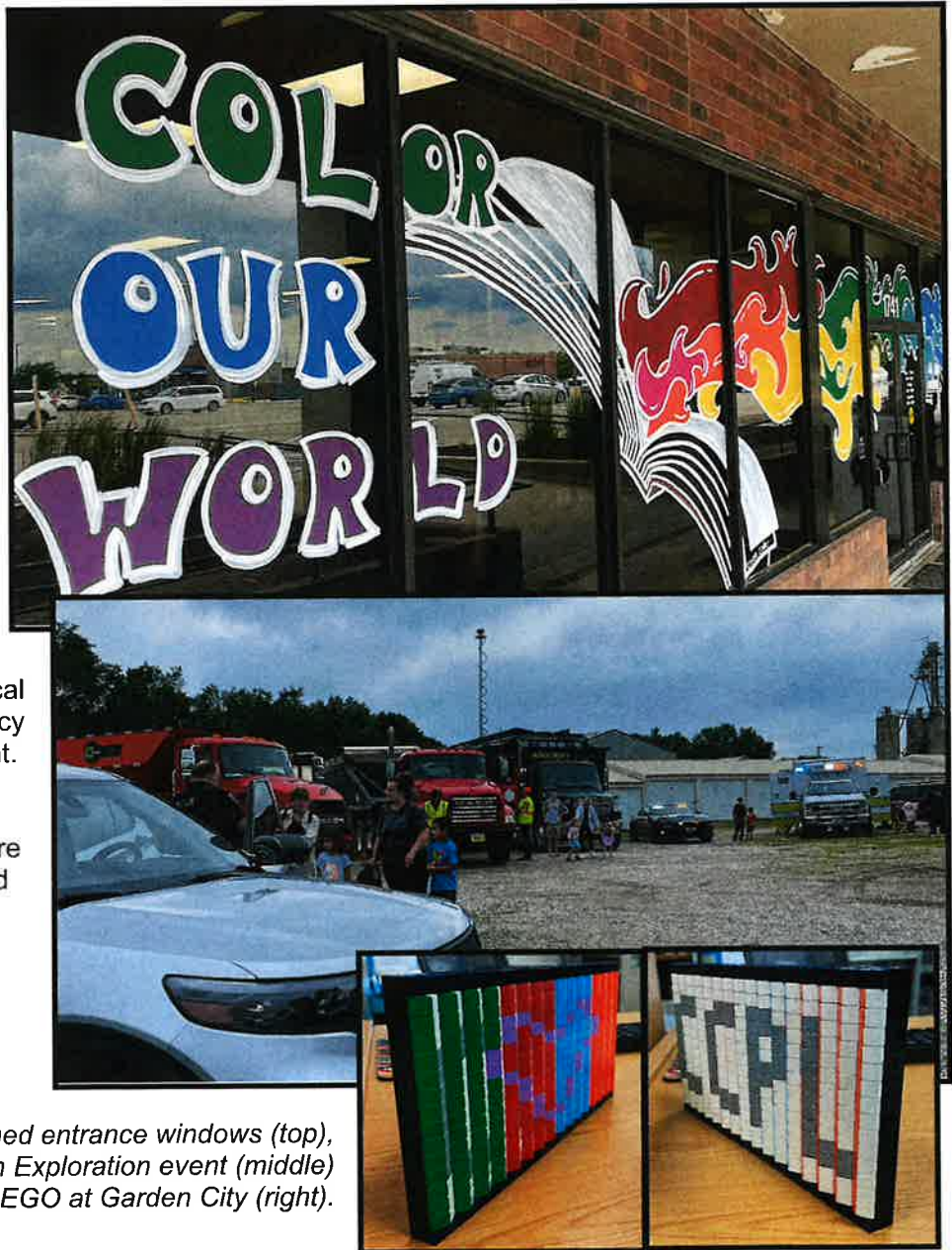
### SLP Kickoffs!

Each branch had a Summer Library Program kickoff event: NRC and Pleasant Hill on May 31; Garden City, Drexel and Harrisonville on June 2; and Archie on June 4.

This year's theme is "Color Our World".

Branches signed up families for the Summer Library Program while offering various carnival games, crafts, 3D printing, balloon animals, face painting, food, petting zoos, and opportunities to climb in local law enforcement, emergency and construction equipment.

Each branch offered a unique experience and more than 1000 patrons attended the CCPL kickoff events.



*NRC's SLP-themed entrance windows (top),  
Archie's Transportation Exploration event (middle)  
Lenticular LEGO at Garden City (right).*

**Fraudulent Check**

Lori has found a fraudulent check for \$2,460 has cleared our account through a bank in Indiana. We noted that it was a counterfeit check as it was dated Sunday, May 25th, the check register number was way off, and it didn't match up to any of our pay records. We have notified the bank and are waiting to find out what next steps to take.

**Bookmobile Issue**

The Bookmobile is having issues with the slideout working properly again. The Outreach team can keep up with the scheduled stops for now, but Amy is going to get an estimate for repairs and see if this may be a warranty issue from the last time it was repaired.

**Locust Terrace Due Diligence Update**

The Harrisonville Board of Alderman passed the zoning request for the property after the 2nd reading on Monday, June 2nd. We are working on getting the geotech information, which will require some boring for soil samples to determine what kind of soil is on the lot which will determine how the building will be constructed. The site plan will be provided for city review on June 17th.

**2024 Audit Update**

The audit wrap-up meeting is scheduled for Thursday, June 12th. We should have the audit report to provide to the board at the June meeting.

**Technical Services Transition to Collection Management**

We've renamed Technical Services to Collection Management. Sara Luellen is now our Collection Management Coordinator; our Technical Services Specialists are now Collection Management Specialists, while Cataloging Specialists will retain their current title. This change better reflects their work—acquiring adult print and digital collections, processing interlibrary loans, and cataloging—and removes confusion with IT. All duties and compensation remain unchanged.