

Agenda
Cass County Public Library Board of Trustees

Regular Meeting

Pleasant Hill Branch Library-Mary Margaret Ledwidge Community Room

Online at <https://www.youtube.com/@casscolibrary>

December 17, 2025 @ 4:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

Approval of Minutes – Regular Meeting – November 19, 2025

Financial Reports – November 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

NEW BUSINESS

1. Pleasant Hill StoryWalk ® Site Plan – DuBois Consultants, Inc. (Action Item)
2. CCIC Representative Appointment (Action Item)
3. Archie Lease Extension (Action Item)
4. HA Operational Fee Modification (Action Item)

DIRECTOR'S REPORT

Changes in Staff Positions

Branch Activity Reports

Director Updates

TRUSTEES' REPORT

CCPL Foundation Update

Trustees' Comments

RECESS TO EXECUTIVE SESSION

Legal – MO. Rev. Stat. 610.021.1

ADJOURNMENT

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Northern Resource Center Meeting Room – Belton, MO
November 19, 2025 @ 4:00pm

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

Call to Order: 4:00pm

Trustees roll call attendance taken:

Present: Becky Klein, Sherri Peters, Diana Larson, Dennis Minich, Dianne Hon

CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg,

Business Manager Lori Schneider, HR Generalist Pat Peel

Pledge of Allegiance

Approval of Agenda

Dianne Hon moved, seconded by Diana Larson, to approve the meeting agenda as presented. Motion passed by majority vote.

Consent Agenda

Sherri Peters moved, seconded by Diana Larson, to approve the consent agenda, including the regular meeting minutes from October 15, 2025, the financial reports for October, and the November 2025 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

A Harrisonville building project update was given by Joe Dulle from Navigate Building Solutions. Dennis Minich moved, seconded by Diana Larson, to accept bids for full tree removal. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

The third reading of the 2026 Budget was presented. Dennis Minich moved, seconded by Becky Klein, to approve the 2026 budget as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

New Business

PTO Policy Draft was presented and discussed. Becky Klein moved, seconded by Dianne Hon, to approve the Paid Time Off Policy #322 as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Director's Report

Assistant Director Leigh Hallenberg announced staff changes and current job openings, including the upcoming retirement of Karen Allen, Harrisonville Branch Manager, on December 2, after 21 years with CCPL.

Mr. Hallenberg updated the board about the Winter Reading Challenge and Art Contest, along with the successful annual Staff Development Day held October 13. Drexel also hosted a Grand Re-Opening on October 23.

Director Updates

Director Robin Hudson informed the Board about a recent accident at Archie branch, Drexel front tree removal, and the library's successful use of the State's surplus site GovDeals.

Trustees' Comments

Becky Klein informed the board about the success of the Foundation used book sale held on October 23, 24, and 25, and plans for the proceeds to go toward SLP.

Dennis Minich informed the board about a CCIC meeting held October 23, and the various building maintenance issues they are addressing.

Sherri Peters commented about the Annex building being painted recently, and everyone agreed how nice it looks.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 4:43pm.

The next regular scheduled meeting will be held Wednesday, December 17, 2025 at 4:00pm.

Approved by the Board on _____, 2025

Secretary

Library Director

NOVEMBER 2025

FINANCIAL REPORTS

CIRCULATION REPORT

REVENUE REPORT

+Capital Funds Report
+MOSIP Investments Statement

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	2,062	1,885	9.4%	2,236	-7.8%	2,117	-2.6%
Drexel	888	1,334	-33.4%	1,285	-30.9%	968	-8.3%
Garden City	1,422	2,296	-38.1%	2,556	-44.4%	2,019	-29.6%
Genealogy	285	20	1325.0%	40	612.5%	45	533.3%
Harrisonville	7,409	7,814	-5.2%	8,316	-10.9%	7,354	0.7%
Self-Checkout	74	145	-49.0%	106	-30.2%	51	45.1%
Northern Resource Center	13,500	14,730	-8.4%	16,465	-18.0%	12,708	6.2%
Self-Checkout	702	1,107	-36.6%	1,114	-37.0%	1,154	-39.2%
Pleasant Hill	4,884	5,542	-11.9%	7,070	-30.9%	3,178	53.7%
Self-Checkout	183	219	-16.4%	647	-71.7%	394	-53.6%
Outreach	1,242	1,309	-5.1%	814	52.6%	182	582.4%
Bookmobile	934	1,144	-18.4%	667	40.0%	782	19.4%
Library by Mail	235	128	83.6%	147	59.9%	182	29.1%
Peculiar Express	73	37	97.3%				
Exploration Library	20						
Physical Circulation	31,692	34,930	-9.3%	38,782	-18.3%	28,571	10.9%

OverDrive	7,885	7,163	10.1%	6,001	31.4%	5,768	36.7%
Hoopla	1,827	1,476	23.8%	838	118.0%	346	428.0%
Adult eResources	2,838	3,317	-14.4%	2,718	4.4%	2,955	-4.0%
Youth eResources	199	297	-33.0%	238	-16.4%	268	-25.7%
Digital Circulation	12,749	12,253	4.0%	9,795	30.2%	9,337	36.5%

Total Circulation	44,441	47,183	-5.8%	48,577	-8.5%	37,908	17.2%
--------------------------	---------------	---------------	--------------	---------------	--------------	---------------	--------------

	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	9	490	1,151	1		0
Bookmobile	4	284	169	0		
Drexel	3	235	1,022			
Garden City	2	426	1,136	2		
Genealogy	0	4	82			
Harrisonville	54	2,703	1,794	32	2	27
Northern Resource Center	135	5,951	8,920	18	0	210
Pleasant Hill	29	1,802	2,074	6	102	42
Homebound	2					
Total	238	11,895	16,348	59	104	279

Kiosk		Community Stops		Consortium Lending	1,010
Returns	47	Total	12	Consortium Borrowing	3,599
Individual Users	17	Hours	28	Family Search Scanned This Month	122
		Patrons	99	Family Search Scanned Total	638

Computer Usage

	2025	2024	Change	2023	Change	2022	Change
Archie	11	19	-42.1%	35	-68.6%	26	-57.7%
Bookmobile	0	0		1	-100.0%		
Drexel	26	22	18.2%	32	-18.8%	42	-38.1%
Garden City	21	24	-12.5%	35	-40.0%	26	-19.2%
Genealogy	25	14	78.6%	19	31.6%	28	-10.7%
Harrisonville	389	455	-14.5%	337	15.4%	498	-21.9%
Northern Resource Center	492	453	8.6%	550	-10.5%	565	-12.9%
Pleasant Hill	143	181	-21.0%	143	0.0%	78	83.3%
Library Computer Usage	1,107	1,168	-5.2%	1,152	-3.9%	1,263	-12.4%

	2025	2024	Change	2023	Change	2022	Change
Archie	34	29	17.2%	48	-29.2%	44	-22.7%
Bookmobile	0	1	-100.0%	1	-100.0%		
Drexel	68	41	65.9%	29	134.5%	30	126.7%
Garden City	118	52	126.9%	41	187.8%	64	84.4%
Harrisonville	638	222	187.4%	186	243.0%	142	349.3%
Northern Resource Center	779	343	127.1%	338	130.5%	232	235.8%
Pleasant Hill	393	172	128.5%	224	75.4%	61	544.3%
Total WiFi Usage	2,030	860	136.0%	867	134.1%	573	254.3%

	2025	2024	Change	2023	Change	2022	Change
Archie	45	48	-6.3%	83	-45.8%	70	-35.7%
Bookmobile	0	1	-100.0%	2	-100.0%	0	
Drexel	94	63	49.2%	61	54.1%	72	30.6%
Garden City	139	76	82.9%	76	82.9%	90	54.4%
Genealogy	25	14	78.6%	19	31.6%	28	-10.7%
Harrisonville	1,027	677	51.7%	523	96.4%	640	60.5%
Northern Resource Center	1,271	796	59.7%	888	43.1%	797	59.5%
Pleasant Hill	536	353	51.8%	367	46.0%	139	285.6%
Total Computer Usage	3,137	2,028	54.7%	2,019	55.4%	1,836	70.9%

Events

	Events	Attendance
Archie	22	246
Bookmobile	26	261
Outreach	5	75
Drexel	13	143
Garden City	30	219
Genealogy	4	104
Harrisonville	38	773
Northern Resource Center	32	418
Pleasant Hill	42	542
Total	212	2781

Archie	Events	Attendance
Early Literacy (Ages 0-5)	9	110
Children's (Ages 5-12)	2	13
Teen	2	5
Adult	6	49
Senior	0	0
Total	19	177

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	22	214
Children's (Ages 5-12)	4	47
Teen	0	0
Adult	0	0
Senior	0	0
Total	26	261

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	4	65
Children's (Ages 5-12)	3	45
Teen	3	5
Adult	2	9
Senior	0	0
Total	12	124

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	8	64
Children's (Ages 5-12)	4	36
Teen	2	6
Adult	7	35
Senior	0	0
Total	21	141

Genealogy	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	2	8
Senior	0	0
Total	2	8

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	13	323
Children's (Ages 5-12)	5	30
Teen	9	82
Adult	5	45
Senior	1	4
Total	33	484

NRC	Events	Attendance
Early Literacy (Ages 0-5)	11	293
Children's (Ages 5-12)	2	17
Teen	5	15
Adult	14	93
Senior	0	0
Total	32	418

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	8	233
Children's (Ages 5-12)	6	78
Teen	11	37
Adult	15	157
Senior	0	0
Total	40	505

Outreach	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	5	75
Senior	0	0
Total	5	75

Take Home Kits	70
Literacy Programs	75
Literacy Attendance	1302

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	12	147
Children's (Ages 5-12)	5	324
Teen	2	14
Adult	5	75
Senior	3	103
Total	27	663

On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	75	1302
Children's (Ages 5-12)	26	266
Teen	32	150
Adult	51	396
Senior	1	4
Total	185	2118

NOVEMBER 2025

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	14,233	5,417,260
Fees, Bksale, Copier	20,000	1,649	24,139
State Aid			76,781
A & E Tax / Equaliz Funds		41,493	83,037
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	9,360	268,295
TOTAL	5,926,067	66,735	5,874,565

Current Assets as of 11/30/25

Community Bank - General Operating	\$2,943,844	<i>Includes Capital Funds</i>
Community Bank - Payables Acct	\$28,245	
Community Bank - Savings / Invest	\$113,451	
Community Bank - Payroll	\$329,825	
Community Bank - Endowment	\$13,052	
Commerce - Petty Cash	\$1,615	
Commerce - Donations	<u>\$26,729</u>	
Total	\$3,456,761	

INVESTMENTS - 12-mo CDs @MOSIP purchased 10/30/25 (see attached statement)

Endowment Funds	\$150,000	<i>Maturity Date 10/30/26</i>
Reserve Funds	<u>\$600,000</u>	<i>Maturity Date 10/30/26</i>
Total	\$750,000	

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)

CAPITAL FUNDS REPORT

CASS COUNTY PUBLIC LIBRARY

November 2025

CAPITAL FUNDS BALANCE 11/1/25

\$1,613,970

11/19/25 North Cass Herald (ad - Contractor event)

-\$289

11/19/25 Olsson, Inc.

-\$1,375

11/19/25 Navigate

-\$3,932

11/19/25 Clark & Enersen

-\$7,000

CAPITAL FUNDS BALANCE 11/30/25

\$1,601,374



Account Statement - Transaction Summary

For the Month Ending **November 30, 2025**

Cass County Public Library - Investment Fund - 8500491

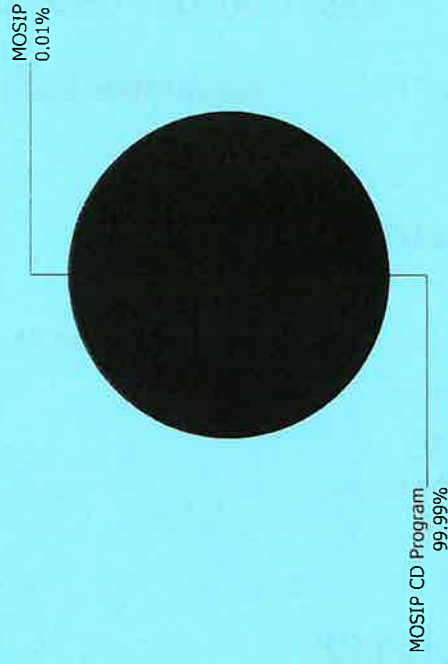
MOSIP	
Opening Market Value	32,444.07
Purchases	66.43
Redemptions	(32,444.07)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$66.43
Cash Dividends and Income	66.43

MOSIP CD Program	
Opening Market Value	750,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$750,000.00
Cash Dividends and Income	0.00

Asset Summary	
MOSIP	November 30, 2025 October 31, 2025
	66.43 32,444.07
MOSIP CD Program	750,000.00 750,000.00
Total	\$750,066.43 \$782,444.07
Asset Allocation	





Investment Holdings

For the Month Ending November 30, 2025

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							
10/30/25	10/30/25	CD - Gbank, NV *	10/30/26	4.10	200,000.00	718.90	208,200.00
10/30/25	10/30/25	CD - First Guaranty Bank, LA	10/30/26	3.95	150,000.00	519.45	155,925.00
10/30/25	10/30/25	CD - Financial Federal Savings Bank, TN *	10/30/26	4.00	200,000.00	701.37	208,000.00
10/30/25	10/30/25	CD - First State Bank Of Dequeen, AR *	10/30/26	4.05	200,000.00	710.14	208,100.00
Total					\$750,000.00	\$2,649.86	\$780,225.00

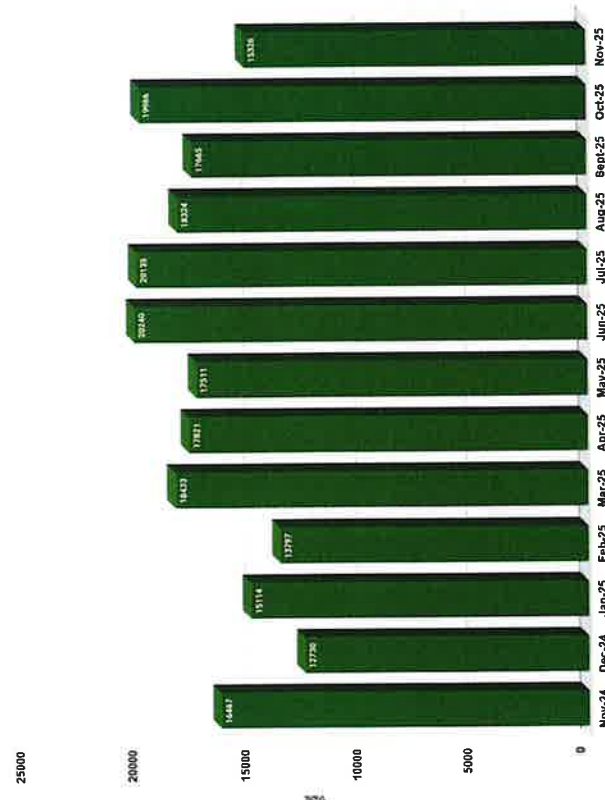
* Reserve CDs = \$600,000 funds

NOVEMBER 2025

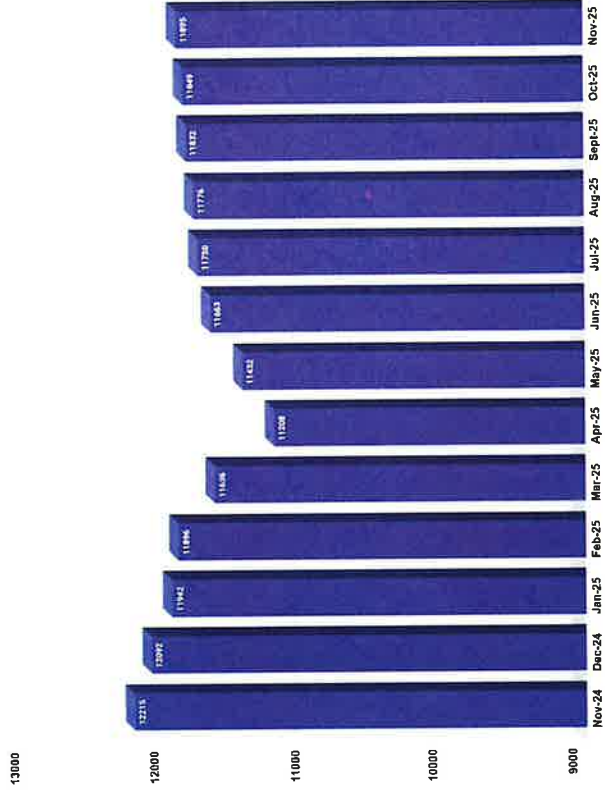
CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,504,550	162,744	1,974,568	529,982	79%
602 SOCIAL SECURITY	153,200	10,113	122,620	30,580	80%
603 HEALTH INSURANCE	387,800	20,957	235,121	152,679	61%
604 LIFE/DISABILITY INS.	15,400	1,116	13,000	2,400	84%
607 LAGERS	369,500	25,661	337,342	32,158	91%
608 MEDICARE	35,850	2,365	28,676	7,174	80%
609 EMPLOYEE ASSISTANCE PROG	3,400		1,940	1,460	57%
TOTAL - PERSONNEL	\$3,469,700	\$222,956	\$2,713,267	\$756,433	78%
OPERATIONS					
640 RENT	376,400	28,301	311,309	65,091	83%
641 UTILITIES	86,100	6,022	68,048	18,052	79%
642 BUILDING MAINT.	154,000	8,656	72,885	81,115	47%
643 SUPPLIES	68,000	3,261	48,428	19,572	71%
645 ACTIVITIES	48,500	4,309	35,983	12,517	74%
646 POSTAGE / DOC. DELIV.	3,400	155	2,102	1,298	62%
649 EQUIPMENT RENTAL	37,700	2,174	23,902	13,798	63%
650 VEHICLE OPERATION	39,000	1,078	19,754	19,246	51%
651.1 TRAVEL & DUES	14,000	2,233	11,133	2,867	80%
651.2 PROFESSIONAL DEVELOP	38,900	4,247	15,022	23,878	39%
652 INSURANCE	66,000	5,472	51,279	14,721	78%
653 MARKETING & PROMO	26,700	691	17,192	9,508	64%
660 PROFESSIONAL SVCS	108,000	2,855	58,475	49,525	54%
667 AUTOMATION SUPPORT	133,400	2,029	101,559	31,841	76%
697 TECHNOLOGY	87,000	647	69,670	17,330	80%
TOTAL - OPERATIONS	\$1,287,100	\$72,130	\$906,741	\$380,359	70%
MATERIALS					
670 BOOKS	160,000	12,709	125,939	34,061	79%
671 E-BOOKS & E-AUDIOBOOKS	130,000	19,553	119,711	10,289	92%
672 PERIODICALS	6,500	25	5,027	1,473	77%
673 MEDIA (AV)	20,000	1,929	11,240	8,760	56%
677 ELECTRONIC RESOURCES	100,000	4,190	63,896	36,104	64%
TOTAL - MATERIALS	\$416,500	\$38,406	\$325,813	\$90,687	78%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	2,146	27,731	72,269	28%
698 BRANCH IMPROVEMENTS	100,000	1,915	45,688	54,312	46%
692 AUTOMOTIVE	65,000		47,699	17,301	73%
TOTAL - CAPITAL SERVICES	\$265,000	\$4,061	\$121,118	\$143,882	46%
SUB TOTAL w/o Reserves	\$5,438,300	\$337,553	\$4,066,939	\$1,371,361	75%
RESERVE FUNDS					
CAPITAL IMPROVEMENTS	300,000	0	0	300,000	0%
699 RESERVE - CARRYOVER	187,767	0	0	187,767	0%
TOTAL - RESERVE FUNDS	\$487,767	\$0	\$0	\$487,767	0%
GRAND TOTAL	\$5,926,067	\$337,553	\$4,066,939	\$1,859,128	69%

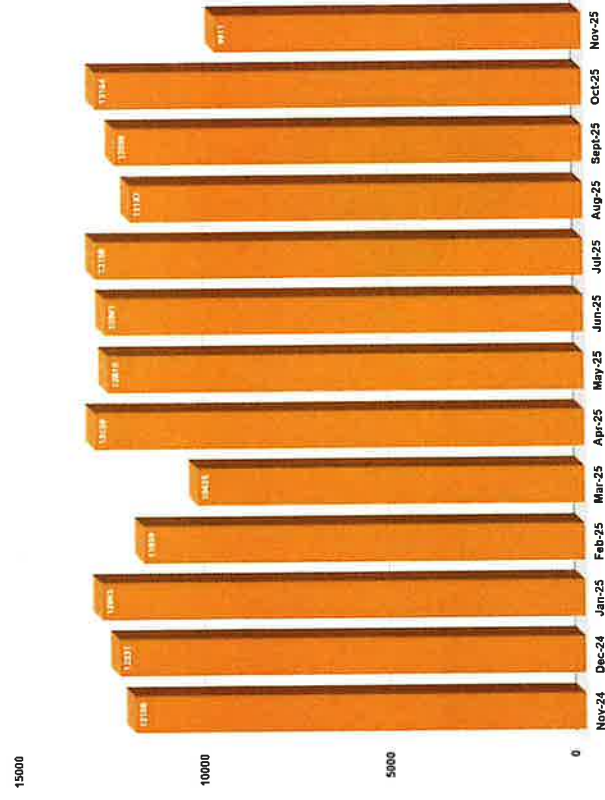
Branch Visits Last 12 Months



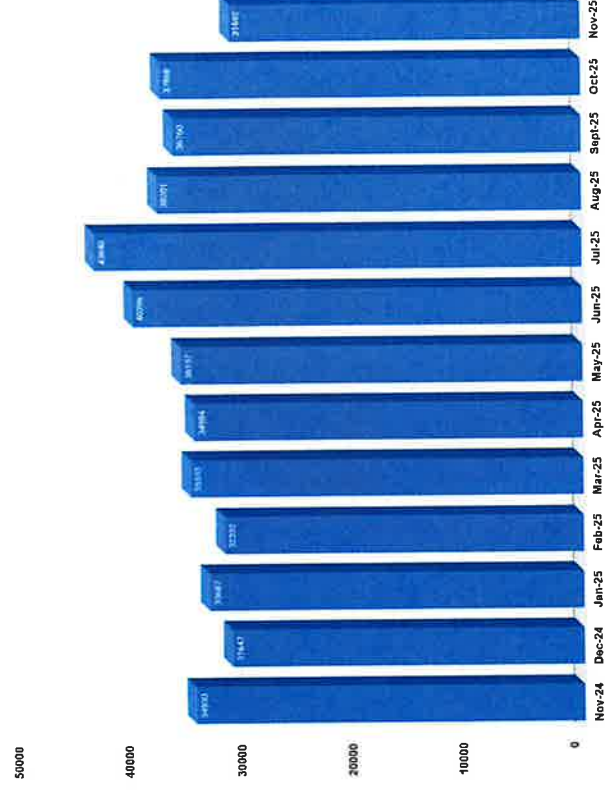
Active Patrons Last 12 Months



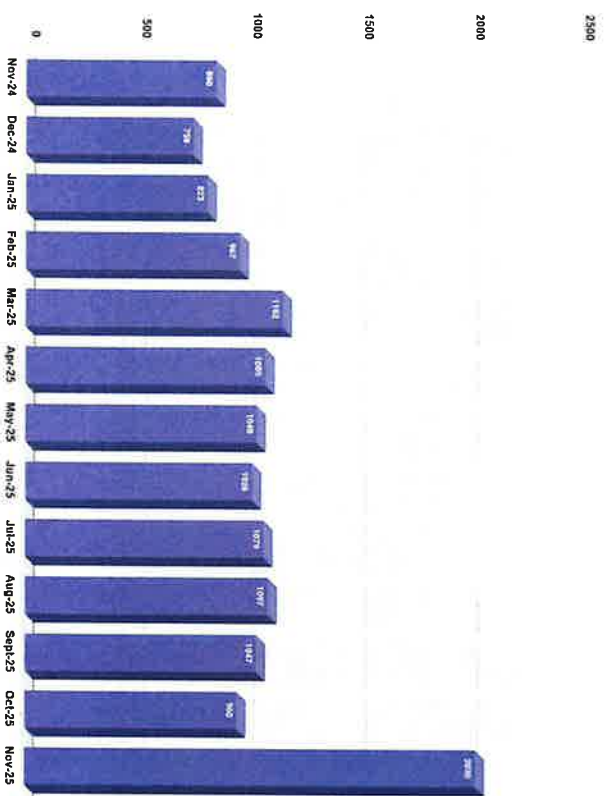
Digital Circulation Last 12 Months



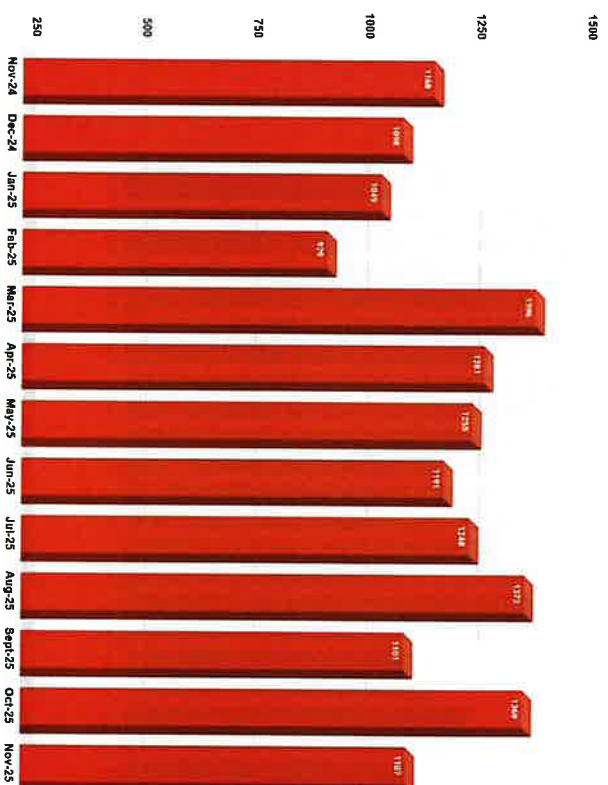
Physical Circulation Last 12 Months



WiFi Usage Last 12 Months

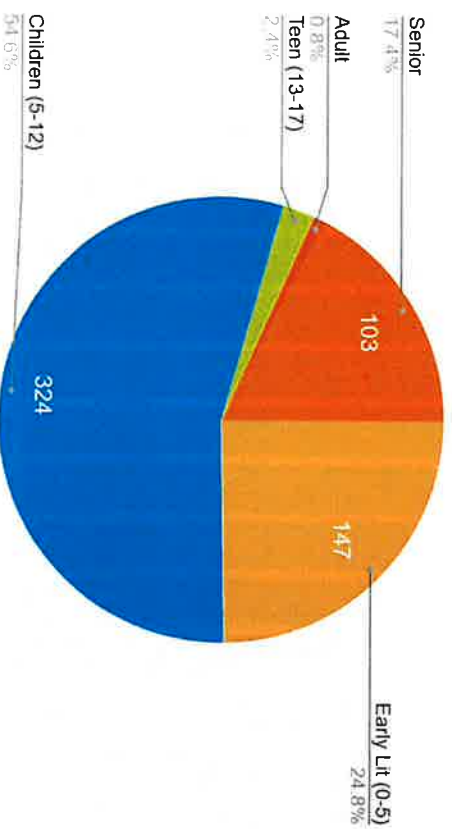


Computer Usage Last 12 Months



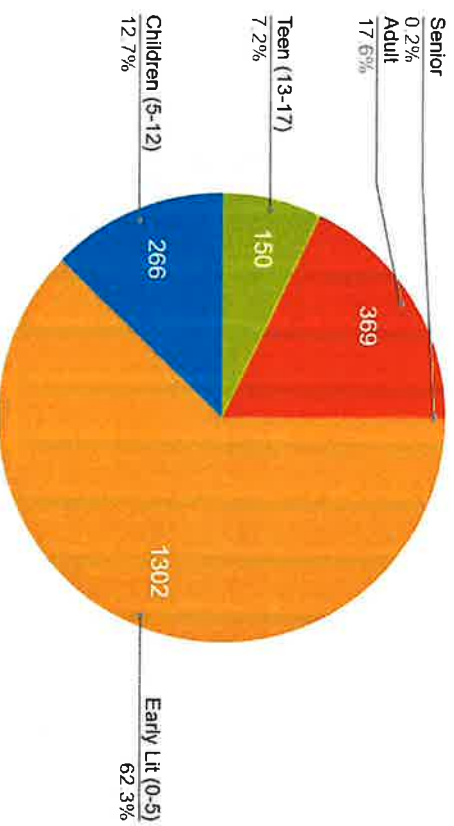
Off-Site Program Attendance - November 2025

November Total - 593



On-Site Program Attendance - November 2025

November Total - 2118



DECEMBER 2025

PAYMENTS FOR BOARD APPROVAL

Payables Account - Expenses

\$256,114.40 *

Payables Account - Utilities

\$4,262.26 *

Donations Account

\$1,248.59

Endowment Funds Account

\$0

** Funds will be transferred from General Operating account*

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$245,684.05

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
12/17/2025	1985	Journal	A LOT A CLEAN	-Split-	window cleaning	\$204.00	
12/17/2025	1986	Journal	ACE IMAGEWEAR	-Split-	mat service	\$559.66	
12/17/2025	1987	Journal	BEACHNER LAWN CARE	-Split-	snow removal	\$800.00	
12/17/2025	1988	Journal	BLACKSTONE PUBLISHING	-Split-	materials	\$1,913.30	
12/17/2025	1989	Journal	CADUCEUS USA	-Split-	exams for duty	\$91.00	
12/17/2025	1990	Journal	CANON FINANCIAL SERVICES, INC.	-Split-	copiers lease	\$1,613.43	
12/17/2025	1991	Journal	CARTHAGE PUBLIC LIBRARY	-Split-	materials	\$37.99	
12/17/2025	1992	Journal	CLARK & ENERSEN	-Split-	HA project - Oct	\$121,435.00	
12/17/2025	1993	Journal	DEMCO	-Split-	supplies	\$420.70	
12/17/2025	1994	Journal	ELECTRONIC CONTRACTING COMPANY	-Split-	access control	\$15,249.50	
12/17/2025	1995	Journal	EMC INSURANCE COMPANIES	-Split-	commercial policy	\$4,519.80	
12/17/2025	1996	Journal	FUELMAN	-Split-	fuel	\$750.73	
12/17/2025	1997	Journal	HOOPLA	-Split-	e-content	\$18,244.40	
12/17/2025	1998	Journal	INGRAM LIBRARY SERVICES	-Split-	materials	\$16,431.14	
12/17/2025	1999	Journal	Lauber and Associates Municipal Law LLC	-Split-	legal service	\$1,485.00	
12/17/2025	2000	Journal	LEGACY LAWNS	-Split-	mowing PH, HA, Annex	\$880.00	
12/17/2025	2001	Journal	LIBRARY IDEAS LLC	-Split-	materials	\$2,186.58	
12/17/2025	2002	Journal	MASON EXTERMINATING	-Split-	extern service	\$170.00	
12/17/2025	2003	Journal	MIDWEST TAPE	-Split-	materials	\$379.67	
12/17/2025	2004	Journal	NAVIGATE Building Solutions	-Split-	HA project	\$3,932.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
12/17/2025	2005	Journal	OFFICE PRIDE CLEANING	-Split-	cleaning service	\$5,365.00	
12/17/2025	2006	Journal	OVERDRIVE	-Split-	materials	\$13,294.87	
12/17/2025	2007	Journal	QUILL CORP	-Split-	supplies	\$796.60	
12/17/2025	2008	Journal	SUMNER ONE	-Split-	copiers - usage	\$384.30	
12/17/2025	2009	Journal	UNIQUE MANAGEMENT SVCS	-Split-	materials recovery	\$175.10	
12/17/2025	2010	Journal	AG CITY HOLDING COMPANY, LLC	-Split-	rent - Jan '26	\$1,608.62	
12/17/2025	2011	Journal	CHARLES WILLIAM MARSH TRUST	-Split-	rent - Jan '26	\$1,003.85	
12/17/2025	2012	Journal	SHANNON O. LESLIE	-Split-	rent - Jan '26	\$950.00	
12/17/2025	2013	Journal	CASS COUNTY INFORMATION CENTER	-Split-	oper fee - Jan '26	\$9,127.30	
12/17/2025	2014	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	rent - Jan '26	\$15,910.97	
12/17/2025	2015	Journal	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$14,819.15	
12/17/2025	To Print	Check	DULANY MEMORIAL LIBRARY	670.1 BOOKS:ADULT	materials	\$15.00	
12/17/2025	To Print	Check	AMY BURKHOLDER	-Split-	reimbursement	\$28.57	
12/17/2025	To Print	Check	CARRIE GINTHER	645.29 ACTIVITIES:BRANCH ACTIVITIES:GENEALOGY PROGRAMMING	reimbursement	\$17.54	
12/17/2025	To Print	Check	ELIZABETH NACHTIGALL	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	reimbursement	\$4.52	
12/17/2025	To Print	Check	IAN ONDERA	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$125.86	
12/17/2025	To Print	Check	JANA RIGGS	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$61.88	
12/17/2025	To Print	Check	JULIE M. DENNIS	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$56.42	
12/17/2025	To Print	Check	KATHY WRAY	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND	reimbursement	\$37.80	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
12/17/2025	To Print	Check	KIM CROFT	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND reimbursement		\$26.46	
12/17/2025	To Print	Check	LEIGH HALLENBERG	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND reimbursement		\$513.10	
12/17/2025	To Print	Check	MARY DUNCAN	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND reimbursement		\$3.78	
12/17/2025	To Print	Check	NEISHA HANDLEY	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND reimbursement		\$39.48	
12/17/2025	To Print	Check	ROBIN HUDSON	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND reimbursement		\$189.63	
12/17/2025	To Print	Check	ZACH WALSH	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND reimbursement		\$154.70	
12/17/2025	To Print	Check	BURROUGHS AUDUBON SOCIETY OF KC	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL prog PROGRAMS		\$50.00	
12/17/2025	To Print	Check	PEGGY YOAKUM	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE program PROGRAMS		\$50.00	

TOTAL = \$ 256,114.40

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$245,684.05

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
12/01/2025	1955	Journal	360 Document Solutions	-Split-	VOIP SYSTEM ALL	\$1,224.95
12/01/2025	1956	Journal	Countywide Disposal	-Split-	ADM TRASH	\$154.35
12/01/2025	1957	Journal	Countywide Disposal	-Split-	PH TRASH	\$88.20
12/01/2025	1958	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$94.81
12/01/2025	1959	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$107.86
12/01/2025	1960	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$262.76
12/01/2025	1961	Journal	EVERGY	-Split-	DR ELECTRIC	\$55.45
12/01/2025	1962	Journal	EVERGY	-Split-	GC ELECTRIC	\$120.83
12/01/2025	1963	Journal	EVERGY	-Split-	NRC ELECTRIC	\$628.78
12/01/2025	1964	Journal	EVERGY	-Split-	PH ELECTRIC	\$583.21
12/01/2025	1966	Journal	SPIRE	-Split-	DR GAS	\$117.81
12/01/2025	1967	Journal	SPIRE	-Split-	GC GAS	\$87.11
12/01/2025	1968	Journal	SPIRE	-Split-	ANNEX GAS	\$101.47
12/01/2025	1969	Journal	SPIRE	-Split-	NRC GAS	\$185.89
12/05/2025	1972	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$79.39
12/05/2025	1973	Journal	SPIRE	-Split-	PH GAS	\$260.24
12/05/2025	1974	Journal	Countywide Disposal	-Split-	DR TRASH	\$109.15

TOTAL = \$4,262.26

Cass Co Public Library

108 DONATIONS ACCT - COMMERCE Ending Balance: \$25,240.82

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
12/17/2025	To Print	Check	COMMERCE BANK	644.25 PROGRAMMING FROM DONATIONS:PH - FROM DONATIONS	statement	\$106.34
12/17/2025	To Print	Check	DuBois Consultants, Inc.	644.56 PROGRAMMING FROM DONATIONS:YOUTH SVCS - FOUNDATION	PH StoryWalk	\$1,092.25
12/17/2025	To Print	Check	PEGGY YOAKUM	644.25 PROGRAMMING FROM DONATIONS:PH - FROM DONATIONS	program	\$50.00

TOTAL= \$ 1,248.59

Pleasant Hill Storywalk® Site Plan

In early November, DuBois Consulting met with Scott, Ian, and me after reviewing the Pleasant Hill site survey and researching StoryWalk design options. They presented several ideas for the layout based on the characteristics of the site, and after discussing the goals for the project, we agreed on the proposed plan included in the packet, as it makes the best use of the available space and provides a leisurely trail that can accommodate a full picture book experience from start to finish.

Next steps will include working with the City of Pleasant Hill on permit approval and receiving the final construction documents from DuBois. Our Facilities Coordinator, Ian, will cover these details during the meeting, as he has been managing the project. DuBois Consulting will join by video call to review the plan, and I recommend that the board vote to approve the proposed site plan so we can move forward with the permitting and preparation work.

Archie Lease Extension

The five-year lease for our Archie branch expires on January 31, 2026. The existing lease includes a three-year extension option at the current terms, which maintains the monthly rent of \$1,308.62 plus \$300 for utilities. No new agreement is required; we simply need to notify the landlord that we would like to exercise the extension.

This location has served the library and the Archie community well since we moved there in 2021. I recommend that the board vote to approve extending our lease agreement under the three-year option outlined in the current lease document.

**PRELIMINARY - NOT
FOR CONSTRUCTION**

LEGEND

POTENTIAL LOCATIONS OF STORYWALK PLACARDS



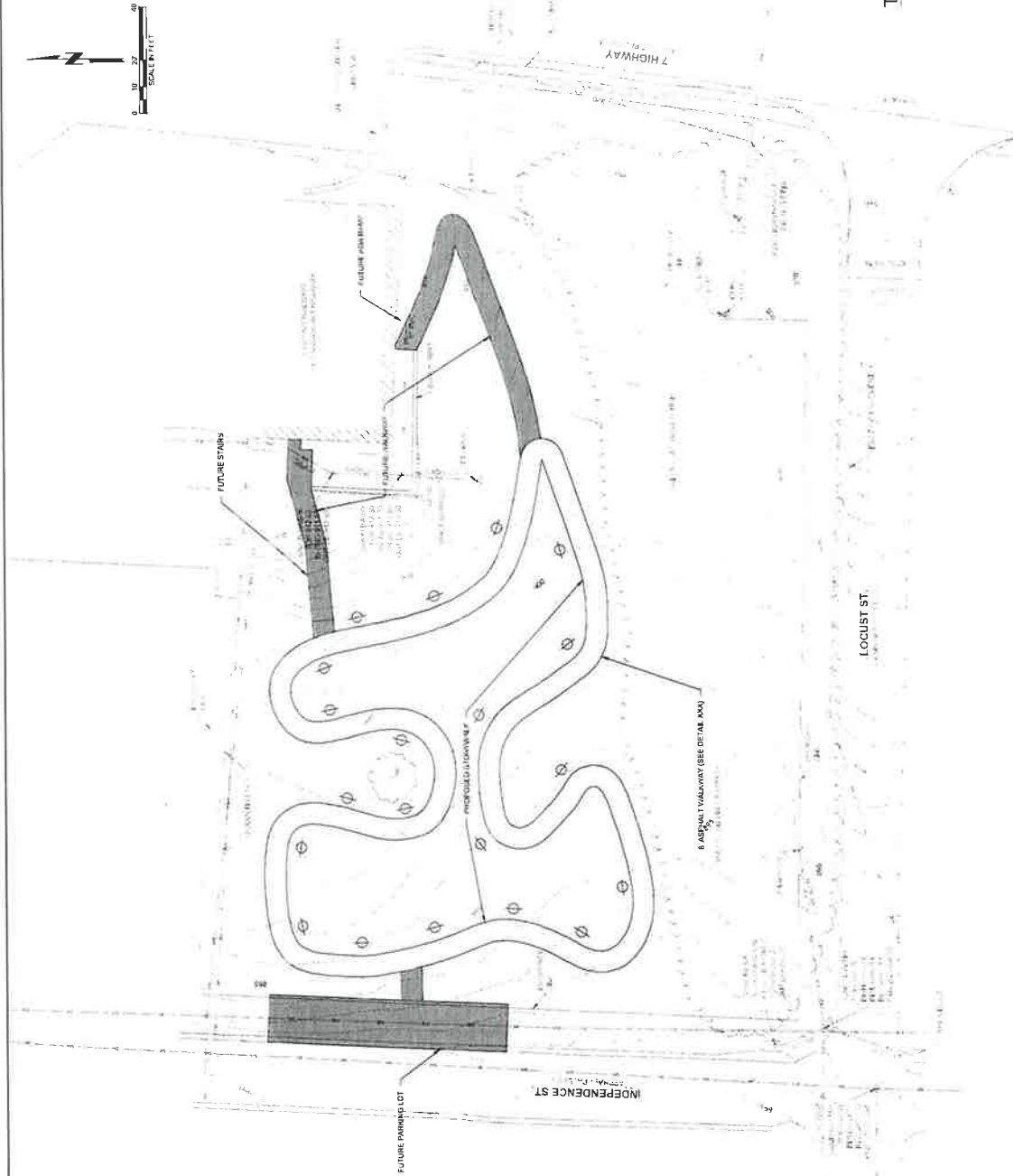
NOTES:

TO BE ADDED PENDING REVIEW

TYPICAL 2% CROSS SLOPE FULL DEPTH ASPHALT SECTION



NOT TO SCALE

[illegible]

LEASE AGREEMENT

THIS LEASE, made and entered into as of the first day of February, 2021, by and between Ag City Holding Company, LLC, with a mailing address of P.O. Box 316, Archie, Missouri 64725, hereinafter referred to as Lessor, and CASS COUNTY PUBLIC LIBRARY, with a mailing address of 400 E. Mechanic, Harrisonville, Missouri 64701, hereinafter referred to as Lessee.

WITNESSETH:

Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor,

That portion of Lessor's real estate located in Archie, Missouri, and commonly referred to by street address as 207 A, South Main Street, Archie, Missouri 64725, together with the parking area adjacent thereto.

The term of this Lease shall be for a period of five (5) years, and shall commence on February 1, 2021 and shall terminate on January 31, 2026, unless earlier terminated as hereinafter provided or as the Lease may be extended pursuant to Lessee having an Option to renew and extend the Lease for an additional three (3) year term from said termination date, as provided below. The rent due hereunder shall be payable monthly, payable in advance on the first day of each calendar month throughout the Lease term. The monthly rental for each calendar year, not including additional costs of utilities as found in paragraph ten (10) below, of the five (5) year term and the three (3) year Option term will be as follows:

FIVE YEAR INITIAL LEASE TERM:

1. For the periods of 2/1/2021 to 1/31/2022; 2/1/2022 to 1/31/2023 and 2/1/2023 to 1/31/2024 the monthly rental SHALL BE \$1,450.00;
2. For the period of 2/1/2024 to 1/31/2025 rental shall DECREASE five (5%) percent and SHALL BE \$1,377.50; and
3. For the period of 2/1/2025 to 1/31/2026 monthly rental shall decrease five (5%) percent from the Period 2 rent, and SHALL BE \$1,308.62

THREE YEAR OPTION TO RENEW:

In the event of exercise of Lessee's option for 3 year renewal, the rent from Rental Period shall be applied to each year of the 3 year renewal such that the monthly rental cost shall be \$1,308.62.

Rental shall be payable Ag City Holding Company, LLC, with a mailing address of P.O. Box 316, Archie, Missouri 64725, Lessor hereinabove, or at such other place as Lessor may designate from time to time in writing.

IT IS FURTHER MUTUALLY AGREED AS FOLLOWS:

1. **POSSESSION:** Lessor shall deliver possession of the premises to Lessee at the commencement of this Lease and shall continue to provide uninterrupted possession

throughout the term of the Lease hereinabove established. Lessee shall redeliver peaceful possession of the premises to Lessor upon the termination of this Lease, as herein provided.

2. **INSURANCE:** Lessee shall comply with all insurance regulations so the lowest fire, lightning, explosion, extended coverage and liability insurance rates may be obtained; and nothing shall be done or kept in or on the premises by Lessee which will cause an increase in the premium for any of such insurance on the premises or on any building of which the premises are a part or on any contents located therein, over the rate usually obtained for the proper use of the premises permitted by this Lease or which will cause cancellation of any such insurance. Lessor shall be responsible for maintaining insurance on the building in amounts determined by Lessor to be adequate from a company of Lessor's own choosing. Lessee shall be responsible for maintaining insurance on contents and personal property owned by Lessee.

3. **ASSIGNING OR SUBLEASING:** Lessee shall not assign, transfer or encumber this Lease or any part thereof, without written consent of Lessor; and shall not sublet or allow any other tenant to come in with or under Lessee, without like consent; provided, however, Lessor shall not arbitrarily withhold Lessor's consent. Lessee shall remain liable in the event of assignment or subletting.

4. **LESSOR'S RIGHT OF ENTRY:** Lessor or Lessor's agent may enter the premises at reasonable hours to examine the same and to do anything Lessor may be required to do hereunder, or which Lessor may deem necessary for the good of the premises or any building of which they are a part; and, during the last thirty (30) days of this Lease, Lessor may display a "For Rent" sign on, and show the premises. Lessor or Lessor's Agent may, likewise, enter the premises at reasonable hours for purposes of showing the property to any prospective purchaser in the event the Lessor should at any time place the property on the market for sale during the Lease term.

5. **SIGNS AND ADVERTISEMENTS:** Lessee, at Lessee's sole expense, shall be entitled to place one (1) lighted or unlighted sign on the building, advertising Lessee's business; provided, however, that Lessor reserves the right to approve the design and size of any contemplated sign, and to further approve the method of attachment of any sign to the building. Lessee agrees that all permitted signs shall be attractive in design, and properly maintained in a good state of repair so that the same will not be detrimental to the appearance of Lessor's building. Lessee shall remove permitted signs at the expiration of this Lease, or any extension thereof; provided, however, that Lessee will repair any damage to said building resulting from the erection, maintenance or removal of such signs. Lessor reserves the right to approve the location of permitted signs so that the same shall not interfere with or block the advertisement of Lessor's other tenants.

6. RESPONSIBILITIES FOR NORMAL MAINTENANCE: Lessor shall keep in repair, ordinary wear and tear excepted, the roof, exterior walls (exclusive of inside surfaces), glass in doors and windows, gutters and down spouts of the premises and any building of which they are a part, except as to damage arising from negligence of Lessee, including any repairs for which Lessor may become obligated under the Paragraph covering Damage by Casualty hereof. Lessor shall be responsible for maintenance of the electrical system, heating, air conditioning and plumbing systems within the building. Lessor shall be under no obligation to make any such repairs until and unless Lessee notifies Lessor, in writing, of the necessity thereof, in which event Lessor shall have a reasonable time thereafter to make such repairs. Lessee shall be responsible for the cleaning of the interior of the leased premises, and Lessee shall further be responsible for any interior wall painting and floor covering cleaning or replacement which may from time to time be necessary. Any interior wall painting or floor covering replacement must be done only after approval of Lessor as to colors selected and type of materials contemplated. Lessor shall provide all work to be in conformance with local, County, State, and Federal regulations.

7. LESSOR'S FAILURE TO PERFORM'S MAINTENANCE: Lessor understands that failure to provide regular maintenance may be detrimental to Lessee's purpose for use of premises. Lessor consents that failure to perform regular maintenance within 60 days of written request by Lessee for the same shall entitle Lessee to seek alternative remedy and that the costs for the same expended by Lessee shall become immediately due and owing from Lessor to Lessee, with lawful interest, and that Lessor understand that said rate shall be based upon Lessee's obligations as a public employer regarding costs of work and compliance with all laws and regulations for the same. Lessor consents that Lessee may first deduct sums paid from rents owed, which shall be communicated by Lessee to Lessor in writing. Lessor further consents that any costs for collection of such sums expended hereunder by Lessee for those obligations which are Lessor's under paragraph 6 herein above shall be taxed against Lessor including court costs, reasonable attorney fees, and interest at a lawful rate.

8. LESSOR'S LIABILITY: All merchandise and property in or about the premises shall be at Lessee's sole risk, and Lessee does hereby now and forever release Lessor from any claims for damages, unless such damage sustained is due to the negligence of Lessor and Lessor's agents, servants or employees.

9. ALTERATIONS: Lessee shall not make any structural alterations or additions in or to the premises without written consent of Lessor excepting the following items which Lessor represents have been complete or shall be completed prior to the date of inception of this agreement:

- Update of ceiling in building as appropriate based on engineer assessments
- Carpet in building excepting restroom, kitchen, and storage areas
- Removal of two (2) office built areas in front of building as communicated by Lessor prior to agreement
- Removal of electrical box on north wall that only powers the one ceiling outlet
- Updating and remodel of bathroom spaces
- Replace french doors on back storage area with single extra-wide door for better access and use of space
- Cover and/or seal access vent in back corner by kitchen and restrooms as discussed with Lessor and lessee prior to agreement
- Seal opening between south and north end of building

10. UTILITIES: Lessor shall provide utility service for the premises, to include electricity, internet, natural gas, water, sewer, trash receptacle and trash removal. Lessee shall be responsible for its own phone service, and any trash receptacle shall be maintained at the rear of the building. In consideration of Lessor providing such utility service for the premises, Lessee shall pay to Lessor as additional rent hereunder, the sum of \$300.00 per month, due and payable on the first day of each month during the lease term.

11. PARKING FACILITIES: Lessee shall have the right of ingress and egress across the parking lot and Lessee, its employees, and patrons shall be entitled to utilize the parking facilities which are adjacent to the portion of the building which is the subject of this Lease. Lessee shall be responsible for all snow removal of leased premises including but not limited to parking lot and sidewalk.

12. PUBLIC REQUIREMENTS: Lessee shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the premises or use thereof, and save Lessor harmless from expense or damage resulting from failure to do so. Lessee shall conduct its business activities in such a way as to cause no contamination of the building or land with any hazardous or environmentally sensitive materials, and Lessee shall at all times conduct its business activities so as to be in compliance with all laws, rules and regulations of the Environmental Protection Agency, the Missouri Department of Natural Resources and any other regulatory agency of Federal, State, County or local government. Lessee shall save and hold Lessor harmless from the violation of any activities pertaining to the usage, storage or disposal of hazardous or environmentally sensitive materials, and this indemnity shall include the cost of cleanup and proper disposal of said materials and the cost of defense of any Citation or Suit, together with the cost of reasonable attorney fees in the defense of same by Lessor. Upon the termination of this Lease Lessee shall remove all product or materials

Page 4 - Agreement of Cass County Library Board of Trustees & Ag City Holding Company, LLC

from the premises which could be deemed to be hazardous or environmentally sensitive.

13. CARE OF PREMISES: Subject to obligations of Lessor set forth in the Paragraph covering Responsibilities for Normal Maintenance hereof, Lessee shall take good care of the premises and appurtenances thereto and keep them in good repair, free from filth, overloading, danger of fire, explosion or any nuisance, and return the same to Lessor, at the expiration of this Lease, in as good condition as when received by Lessee, usual wear and use, damage by fire, explosion, providential means or any other casualty excepted. If Lessee fails to do anything required by Lessee in this paragraph or elsewhere in this Lease, within a reasonable time after it should be done, Lessor may, at Lessor's option, perform the same, and Lessee shall repay Lessor the actual cost thereof on demand.

14. DAMAGE BY CASUALTY. If, during the term hereof or previous thereto, the premises, or any building of which the premises are a part, shall suffer damage by fire, explosion, providential means or any other casualty to the extent that the premises or building cannot reasonably be repaired within sixty (60) days after date of such damage, or to such an extent that under the then existing laws, orders, ordinances or other public requirements the same cannot be repaired to substantially the same form and with substantially the same materials as before such damage, then the term hereby created shall terminate as of the date of such damage, and rent shall cease as of the date of such damage, with proportionate refund of any prepayment, on condition Lessee forthwith surrenders the premises to Lessor. If, in such event, this Lease is not so terminated, then Lessor shall repair the premises as soon as practicable with due diligence, placing the same in as good condition as they were just before such damage, and rent shall abate pro rata and in proportion to unsuitability of the premises from the time of such damage until restoration of the premises by Lessor. In case of such damage, whether this Lease is thereby terminated or not, Lessee shall remove all of the rubbish and debris of Lessee's property within five (5) days after written request by Lessor and, if this Lease is not thereby terminated, Lessee shall not do anything to hinder or delay Lessor's work of repair, and will cooperate with Lessor in such work. Lessor shall not be liable for inconvenience to Lessee by making repairs to any part of the premises or building nor for the restoration of any improvements made by Lessee, nor for the restoration of any property of Lessee.

15. DEFAULT: If there be default in payment of any rent or in any other of Lessee's obligations hereunder, or if the premises be abandoned or vacated, and if such default or condition shall continue after ten (10) days' notice, in writing, from Lessor to Lessee to make good such default or correct such condition, Lessor may, at Lessor's option, at any time thereafter while such default or condition continues, without further notice or

demand, declare this Lease terminated and enter upon and repossess the premises free of this Lease; or Lessor may, at Lessor' option, enter upon and repossess the premises, as aforesaid, and, as agent of Lessee, relet the same for the balance of the term of this Lease, or for a shorter or a longer term, and may receive the rents therefor, applying the same, first to the payment of the expense of such reletting, and second to the payment of rent due and to become due by this Lease, Lessee remaining liable for and agreeing hereby to pay Lessor any deficiency. Provided, however, if any such default be other than for nonpayment of money, and it would take more than ten (10) days to cure the same, Lessor shall not forfeit this Lease or enter upon the premises for such default if Lessee begins the cure of such default within said ten (10) days, and prosecutes the cure thereof with due diligence to completion. If any proceedings under the present or any future Bankruptcy Act be instituted by or against Lessee, or if a receiver or trustee be appointed for or ordered to dispose of Lessee's business or property, or if Lessee makes any assignment or conveyance for benefit of creditors, the same shall constitute a breach of this Lease, and Lessor shall forthwith on such breach be entitled to collect damages therefor as provided by law, and in addition thereto, Lessor shall have the rights of termination, entry and repossession as above, in the paragraph, set forth

16. LEGAL EXPENSES: If one party shall at any time be in default hereunder, and if the other party shall deem it necessary to engage attorneys to enforce its rights hereunder, the party against whom judgment is entered will reimburse the prevailing party for the reasonable expenses thereby, including but not limited to, court costs and reasonable attorney's fees.

17. WAIVER: A waiver of Lessor of any default or breach hereunder shall not be construed to be a continuing waiver of such default or breach, nor as a waiver of permission, expressed or implied, of any other or subsequent default or breach.

18. PUBLIC LIABILITY: Lessee shall maintain public liability and property damage insurance on the leased premises during the term of this Lease, and shall include in said policy the name of Lessor as additional insured in amounts not less than \$100,000/\$300,000/\$50,000. Lessee shall furnish Lessor with Certificate of Insurance evidencing compliance with this paragraph.

19. FIXTURES, EQUIPMENT, ETC.: At the termination of this Lease, Lessee may remove any equipment, trade fixtures and furnishings, but Lessee agrees, at Lessee's expense, for repair any damage or injury to the premises caused by such removal.

20. NOTICES: Any notice hereunder shall be sufficient if sent by certified mail, addressed to Lessee at the premises, and to Lessor where rent is payable.

21. SUCCESSORS: The provisions, covenants and conditions of this Lease shall bind and insure to the benefit of the heirs, legal representatives, successor and assigns of

each of the Parties hereto, except that no assignment, encumbrance or subletting by Lessee, without written consent of Lessor, shall vest any right in the assignee, encumbrancer or sublessee of Lessee. The singular herein, when referring to Lessor or Lessee, shall be deemed plural if the context requires.

22. SEVERABILITY: Should any provision of this agreement be found to be unenforceable or made impossible by operation of law that provision shall be severed from the agreement and the remaining terms shall constitute the entire agreement of the parties.

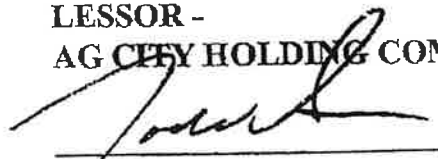
23. NOTICES IN WRITING: Prior to any filing of litigation each party agrees that they shall first attempt resolution of issues directly with the other party. Both parties shall provide to the other mailing address for purposes of providing such written notice of defect, claim, or other potential issues requiring action. Such notice shall be sent via certified mail, receipt requested.

24. ENTIRE AGREEMENT: This document includes the entire agreement of the parties hereto.

25. AMENDMENTS: Any amendments, changes, addendums, or other agreements effecting the terms of this agreement shall be made in writing and signed by the proper authority of both parties. Lessor understands that Lessee cannot provide consent to change of terms without compliance with needs of public body having been met.

CONSENTS

LESSOR -
AG CITY HOLDING COMPANY, LLC

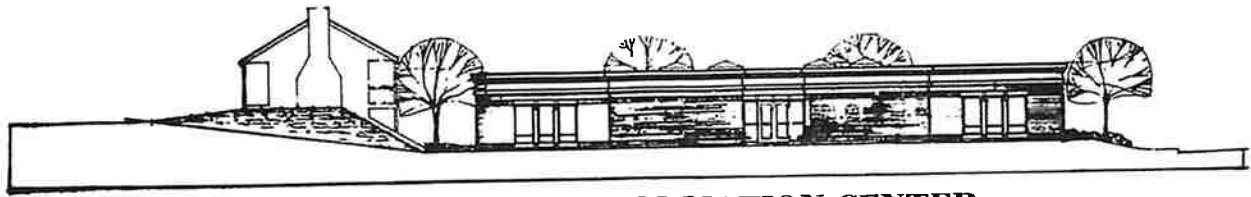

TODD SEARS, Member

DATE: 1-19-21

LESSEE - CASS COUNTY LIBRARY


PRESIDENT, BOARD OF
TRUSTEES

DATE: 1-20-21



CASS COUNTY INFORMATION CENTER

BOARD OF TRUSTEES

P.O. BOX 624 • HARRISONVILLE, MISSOURI 64701

May 12, 2025

Ms. Robin Hudson, Library Director
Cass County Public Library
400 E. Mechanic
Harrisonville, Missouri 64701

Dear Robin:

The Cass County Information Center Board of Trustees met on April 24, 2025, and approved the budget for the fiscal year 2026.

This budget reflects total expenses of \$138,504. Therefore, your payment will be \$10,214.67 per month effective January 1, 2026. For your information, this translates to \$5.19 per square foot, including utilities.

Please be advised that the Library continues to have an arrearage of \$18,572.89 through March 31, 2025. Your prompt attention to rectifying this shortfall would be greatly appreciated.

If you have any questions regarding this information, please contact me.

Sincerely,

Rhita Zaroor, Secretary
CASS COUNTY INFORMATION CENTER

Enclosure

cc: Lynn Dudley, CCIC President

CASS COUNTY INFORMATION CENTER

BELOW IS THE BUDGET FOR 2026 AS APPROVED BY THE BOARD OF TRUSTEES
ON APRIL 24, 2025.

CITY OF HARRISONVILLE	27,000
SPIRE	5,250
BRIGHTSPEED	950
INSURANCE	17,000
CUSTODIAL SUPPLIES	8,000
MAINTENANCE - YARD	8,000
MAINTENANCE - GENERAL	15,090
PURCHASED SERVICES	19,284
PROFESSIONAL FEES	13,500
MISCELLANEOUS	250
WAGES	11,000
PAYROLL TAXES	880
BUILDING REPLACEMENT FUND	7,100
BUILDING MAINTENANCE RECOVERY FUND	<u>5,200</u>
BUDGET TO BE PAID BY TENANTS	<u><u>138,504</u></u>

THEREFORE, THE MONTHLY RENT PAYMENTS FOR 2026 WILL BE AS FOLLOWS:

CASS COUNTY LIBRARY	10,214.67
HISTORICAL SOCIETY	<u>1,327.33</u>
	<u><u>11,542.00</u></u>

CASS COUNTY INFORMATION CENTER

BELOW IS THE BUDGET FOR 2026 AS APPROVED BY THE BOARD OF TRUSTEES ON APRIL 24, 2025.

CITY OF HARRISONVILLE *water, sewer, electric*
 SPIRE
 BRIGHTSPEED
 INSURANCE
 CUSTODIAL SUPPLIES
 MAINTENANCE - YARD
 MAINTENANCE - GENERAL
 PURCHASED SERVICES
 PROFESSIONAL FEES
 MISCELLANEOUS
 WAGES
 PAYROLL TAXES
 BUILDING REPLACEMENT FUND *deduct*
 BUILDING MAINTENANCE RECOVERY FUND *deduct*

27,000	
5,250	
950	
17,000	
8,000	
8,000	
15,090	
19,284	
13,500	
250	
11,000	
880	
<hr/>	
7,100	<i>126,204 total</i>
5,200	<i>x 88.5% occupancy</i>
<hr/>	
138,504	<i>111,690.54</i>
<hr/>	
	<i>÷ 12 months</i>

BUDGET TO BE PAID BY TENANTS

THEREFORE, THE MONTHLY RENT PAYMENTS FOR 2026 WILL BE AS FOLLOWS:

CASS COUNTY LIBRARY
 HISTORICAL SOCIETY

10,214.67	<i>9307.55</i>
1,327.33	<i>2026 adjusted limit.</i>
<hr/>	
11,542.00	
<hr/>	

* no details of purchased services and maintenance as done in the past

* I suggest the board ask for this

remember:
 library still
 paying for trash
 monthly
 fee



Secretary of State

Around **CCPL**



Stuffy Sleepover Garden City

Kids came to drop off their stuffies and enjoy a storytime with cookies and milk, and when the library closed, the stuffies ran around, having the time of their lives.



Christmas Card Class Archie

Creating beautiful Christmas cards each year is always a big hit among our adult patrons. It allows them to find their creative side.



Storytime Harrisonville

The Early Childhood Center's 4-year-old preschool classes visited, walking over from the school to enjoy a Thanksgiving-themed storytime.

Around **CCPL**



From Ewww to Oooh! Garden City

Patrons had a great time exploring "foods" like clay and crickets with Sam from Genealogy.

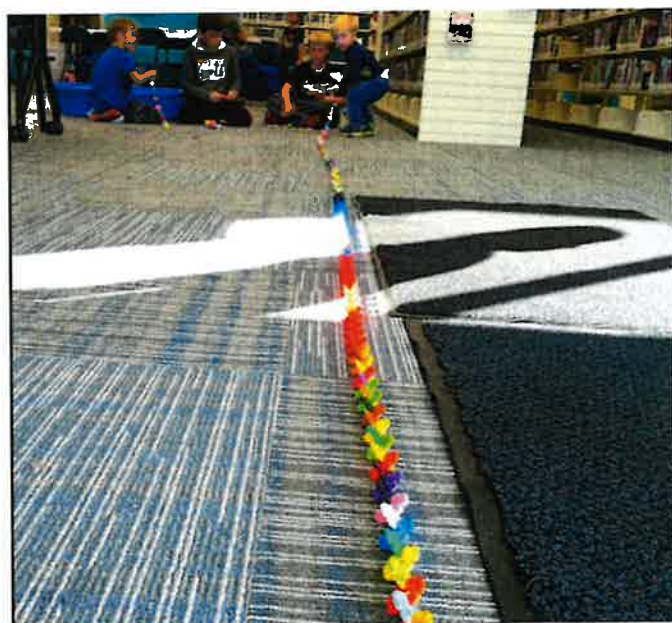


Storytime Bookmobile



Bingo for Books Pleasant Hill

Attendees enjoy both classic and creative bingo variations.



Creative Club Drexel

Kids built a long, colorful HyperTiles trail through the library.

Around **CCPL**



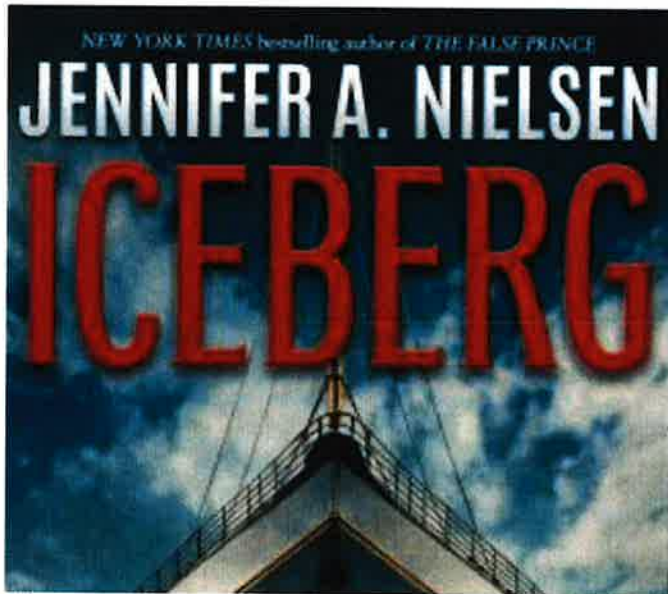
The Gobble Games Harrisonville

Teens competed in Minute-to-Win-It challenges that brought plenty of laughs and treats.



Creation Station Archie

Participants ages 8-12 enjoyed making one-of-a-kind crafts with provided materials and guidance.



Page Turners Book Club Northern Resource Center

The group explored the Titanic through the book Iceberg and had fun creating and testing paper lifeboats.



Around **CCPL**



PJ Storytime

Archie

Archie's Parents as Teachers leading a fun shaving-cream activity the kids loved.



Family Photos at the Cabin Harrisonville

Over 20 families enjoyed holiday photos at the decorated cabin, and many stopped into the branch afterward.



Storytime

Drexel

Families enjoyed making a special Thanksgiving craft.



Art Display

Garden City

Artwork from Sherwood students is featured in the branch.

Around **CCPL**



1000 Books Before Kindergarten Archie

Henry completed 1000 Books Before Kindergarten.



Middle School Art Display Pleasant Hill

A young artist stands proudly beside their work in the middle school art display.



Blood Drive Northern Resource Center

The branch hosted a Red Cross blood drive on November 25th.



November Quilt Display Drexel

A Stitchin' Time patron loaned this beautiful quilt for the wall display.

Around**CCPL**



Teddy Bear Day Outreach Services

Staff hosted storytime, giveaways, and book checkouts in Belton, complete with photos with a “live teddy bear.”

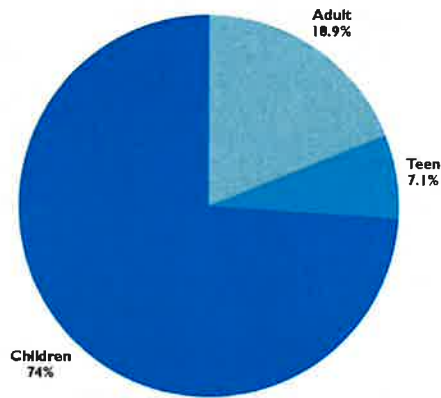
11,895	44,441	84.6
Active Customers	Circulation	Net Promoter Score

Collection**Management**

126	76	1,188
Adult Print Titles Ordered	Adult eMedia Items Ordered	Items Cataloged

Customer Favorites

Program Highlights



November featured a wide range of engaging programs across CCPL branches. Archie's Pajama Storytime and Garden City's Stuffie Sleepover delighted young readers, while Drexel's Creative Club explored new HyperTiles activities. Adult offerings included NRC's popular Bingo for Books and Garden City's well-attended "From Ewww to Oooh!" food program. Teens stayed active with Harrisonville's Gobble Games, Pleasant Hill's Teen Game Zone, and NRC's anime and chess clubs, making it a strong month of in-house programming.

Attendance by Age Group

185 Programs 2,118 In-Person Attendees

Top Checkouts

Print

Adult Fiction

The Picasso Heist
The Impossible Fortune
Hidden Nature

Adult Nonfiction

Guinness World Records 2026
Chanel : A Woman of Her Own
Talking to My Angels

Young Adult Fiction

Sunrise on the Reaping
Divine Rivals
It Found Us

Juvenile Fiction

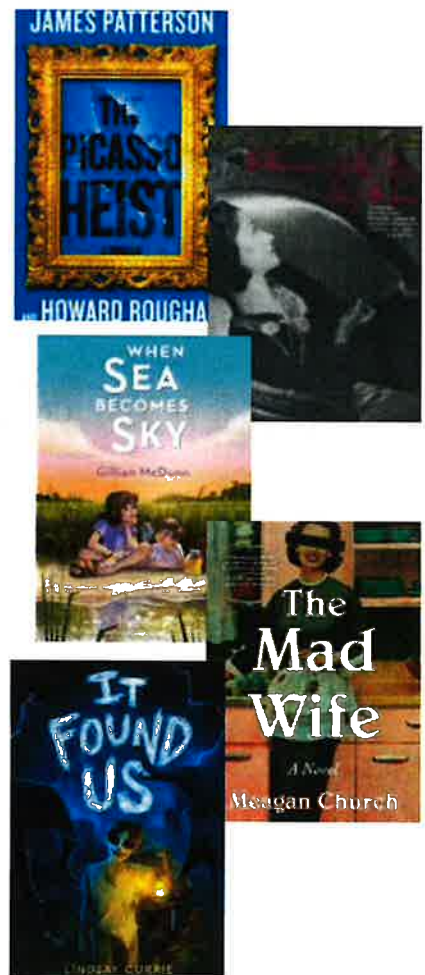
Extra Normal
When Sea Becomes Sky
Big Jim Begins

eBooks

The Widow
The Seven Rings
Gone Before Goodbye
Onyx Storm
The Let Them Theory
Atmosphere
The Women
Mate

eAudiobooks

Brimstone
The Mad Wife
Pride and Prejudice
The Nightingale
My Friends
The Housemaid's Secret
The Intruder



Youth**Services**



Storytime at Archie

**75
Storytimes**

**1,302
Storytime Attendees**

The Youth Services Coordinator led major planning efforts for the Summer Library Program and Winter Reading Challenge, including preparing the State Library's SLP grant application and coordinating preliminary performer schedules and themed materials. She supported branch staff through trainings, quarterly meetings, onboarding, and the distribution of new resources, while also repairing and expanding STEAM kits. Additional work included ordering youth materials, collaborating with RayPec Academy students, and assisting with the State Library's SLP workshop.

Technology**Support**

IT completed 31 support tickets in November, addressing print release errors, device jams, website updates, and equipment replacements. Key project work included preparing for 2026 patron desktop replacements, coordinating internet installation planning for the new Harrisonville building, posting surplus devices on GovDeals, and installing network cabling and security cameras at the Annex in partnership with Facilities.

**2,030
WiFi Sessions**

**1,107
Computer Sessions**

Community**Outreach**

In November, CCPL staff provided outreach across the county, highlighted by Harrisonville's presence at the Mill Walk Mall Vendor Market, where children created Thanksgiving-themed crafts and families connected with library staff. Branches also visited local schools and Parents as Teachers groups, delivered preschool storytimes, and wrapped up Building Block Award activities at Sherwood. Outreach added a new lobby stop at Benton House in Raymore and continued reorganizing services to strengthen Bookmobile, Library by Mail, and kiosk support for the community.



Facilities**Coordinator**

The Facilities team completed winter preventive maintenance at every branch and closed 32 work orders while advancing capital and infrastructure projects systemwide. Highlights included sidewalk sealing at Pleasant Hill, network line installation for exterior cameras at the Annex, a new water fountain in Garden City, and structural assessment and repair coordination after a vehicle strike in Archie. Additional work included thermostat relocation in Drexel, quarterly extermination services, the new snow-removal contract with Beachner Lawn Care, and continued planning for Pleasant Hill's StoryWalk and systemwide access control upgrades.



New Water Fountain at Garden City

Community**Spaces**

20
**Community Room
Reservations**

259
**Study Room
Reservations**

Community**Engagement**

CCPL actively participated with the Cass County community through events and partnerships across the region. Pleasant Hill welcomed more than 30 local business and civic leaders for a program presented by Major John Schwent, USMC (ret.), founder of Camp Valor Outdoors. Staff also took part in school and civic activities, including mock interviews at Harrisonville Middle School and Kiwanis programs recognizing Terrific Kids.



Pleasant Hill chamber lunch.

0
Marketing Emails Sent

0
Marketing Emails Opened

693
Social Media Reach

20
Social Media Engagements

6,312
Total Website Users

12,744
Total Website Pageviews

Community **Engagement**

“Super helpful and friendly staff. Great selection of materials to check out and many different events offered.”



Google Review

-Sara B.

“Extremely helpful staff, great selection of books, and I appreciate the amount of other materials available like Stem Kits, Libby, and Hoopla. I also love to promote all the amazing programs that this library offers.”

-Survey Response

“The library was easy to use, the staff went above and beyond to assist.”

-Survey Response

“Helpful staff, quiet setting.

-Survey Response

“Learned a lot of helpful ways to use my computer in my every day book keeping.”



Google Review

-D.B.

Staff**Activities**

ARCHIE

School storytimes continued throughout the month, along with mentoring for new staff and professional development focused on self-care and trauma-informed service.

DREXEL

Storytimes were held at the school due to weather, and the team updated safety materials and added a patron-loaned quilt to the display space.

GARDEN CITY

Staff focused on onboarding and training, prepared seasonal updates around the branch, and continued developing programming skills, including creating new flyers and planning upcoming events.

GENEALOGY

Staff supported patrons with specialized research assistance, collaborated with community partners, and completed cataloging projects with the help of FamilySearch volunteers, who finished reviewing the book and periodical collections.

HARRISONVILLE

This month, staff participated in community events, supported mock interviews at local schools, and remained active in civic groups through Kiwanis and PR lunches.

NORTHERN RESOURCE CENTER

The NRC partnered with the Raymore Quilt Guild for a new rotating display, and continued professional development through webinars and outreach meetings.

OUTREACH

Outreach reorganized service areas, added a new lobby stop at Benton House in Raymore, and continued preparations for Winter Reading. The team also welcomed a new staff member and updated workspaces to better support Bookmobile and Lobby Stop services.

PLEASANT HILL

Staff facilitated a Thanksgiving-themed visit at Aspire Senior Living, hosted the Chamber of Commerce luncheon, and continued regular trainings and branch meeting activities.

Looking**Ahead**

ARCHIE

Archie will continue holiday programming throughout December, with seasonal activities and family events planned for the coming weeks.

DREXEL

Drexel is preparing for upcoming holiday events, including visits from Santa and Mrs. Claus, along with family movie and storytime programs planned for December.

GARDEN CITY

Garden City is preparing for upcoming holiday events, including a visit from Santa and Mrs. Claus and an all-ages wooden ornament craft class with the Cass County Historical Society.

GENEALOGY

Genealogy is planning an in-house Underground Railroad Quilt program and preparing for an upcoming Golden Girls Trivia event.

HARRISONVILLE

Harrisonville is preparing for a week of teen Christmas Crafternoons, a “Very Hogwarts Holiday” program, and a visit from Santa later in the month.

OUTREACH

Outreach is preparing for Winter Reading, upcoming Bookmobile maintenance, and planning service adjustments while the vehicle is down, including evaluating potential new Bookmobile stops for early 2026.

NORTHERN RESOURCE CENTER

The NRC is looking ahead to January’s winter spy-themed escape room and continuing preparations for Winter Reading.

PLEASANT HILL

Pleasant Hill is planning a snowman-themed circulation desk display, along with programs such as the MODiscovery App workshop, a community blood drive, and Family Drop-In Day.

Check out the events
page for more!



Our **Team**

Milestone Service Anniversaries

15 Years
Peggy Olson
Northern Resource Center



816-380-4600 • casscolibrary.org

November Hiring

- 0 New Hires
- 0 Moved Positions
- 0 Retirements
- 2 Ceased Employment

Current Openings

- Branch Manager II - Harrisonville
- Payroll & Benefits Specialist - Administration

Retirements & Celebrations

- Karen Allen, former Harrisonville and Garden City branch manager, had a retirement party on her last day, December 2. Many community members, former co-workers, and family members attended.

- On December 5, Peggy Olsen celebrated 15 years of working for CCPL at the Northern Resource Center.

Performance Evaluations Complete

Managers and supervisors administered staff performance evaluations and submitted them to Human Resources. These will be used, in part, to calculate 2026 wages.



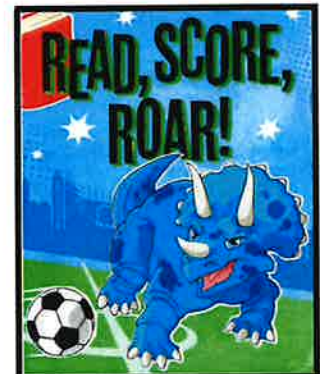
Genealogy Digitization

Sam Farr, Julie Dennis, and Jennifer Reed have been working since April with volunteers from FamilySearch, a database of digital genealogy resources, to digitize unique materials owned by CCPL and the Cass County Historical Society. In the past six months staff has added 353 volumes to the database.

Family, friends, and co-workers celebrated Harrisonville manager Karen Allen's retirement.

Reading Challenges

CCPL's Winter Reading Challenge runs from December 15 through February 28. This summer, CCPL will be participating in the KC Metro-wide Summer Library Program theme of "Read, Score, Roar!" which combines Dinosaurs and soccer in hopes of capitalizing on the excitement of World Cup matches being held in Kansas City.



Archie Branch Damage

On Wednesday, November 19, a car jumped the parking block and drove into the south side of the branch, damaging the exterior siding and interior wall near the public computers. Administration and Facilities are working with our landlord on repairs.

Comics Plus

CCPL added LibraryPass's *Comics Plus* to its list of databases in November. We will be using their children and teen libraries, which offer manga and graphic novels without checkout limits.

Wifi Statistics Change

This month's WiFi numbers are noticeably higher, but the increase is due to improved data collection rather than a major rise in actual use. When MOREnet upgraded our firewalls and access points this summer, they enabled a new connection-tracking feature in the online portal. The previous system often failed to capture certain device types, and the data it produced was inconsistent and incomplete.

After a coding update and a stabilization period, all devices that connect to our network can now be counted, and the reporting is consistent. We are now receiving full data for the first time. Zach can also pull this information directly from the portal instead of relying on manual reports from each branch.

Access Control for Drexel and Annex Update

Electronic Contracting Company (ECC) will install access control at the Drexel branch and the Annex at the end of January, with all materials expected to arrive in mid-January. Ian is coordinating installation dates that align with Drexel's closed days and its late Friday start, with the understanding that weather may require adjustments. We have paid 70 percent of the project cost, totaling \$15,249, to secure the work and materials, and the remaining balance will be remitted upon completion. Both locations are expected to have fully operational access control by the end of January.

Annex Awning

The replacement awning for the Annex is scheduled to be installed by the end of the year.

Pleasant Hill Lighting

There is an eight-foot section of lighting out at the Pleasant Hill branch, located where the public computer area transitions into the print collection. The fixture is still under warranty, and we expect it to be replaced soon.

Northern Resource Center Tower Roof

As of early December, no work has been completed on the tower roof at the NRC. During their recent visit, the City of Belton confirmed the lack of progress and indicated to us that they will be issuing a citation to the property owner.

MPLD (Missouri Public Library Director) Winter Conference Report

In early December, I attended the Missouri Public Library Directors Conference in Columbia, MO. Directors from across the state participated, offering a good opportunity to share ideas and compare approaches to common challenges. Sessions focused on disaster preparedness, including case studies such as the tornado that impacted the Poplar Bluff area, as well as legal issues relevant to public libraries, including Sunshine Law questions and updates from the Missouri State Library. Networking throughout the conference continued to be especially valuable, as that is how I learned about OPUS, a centralized platform that provides discounted contract pricing from vendors we already use, such as Quill, and can support purchasing needs across office, technology, and maintenance categories. We have already signed up to use this resource.

Local Contractor Engagement Event for HA Building Project

The contractor engagement event, designed to introduce local firms to the upcoming Harrisonville building project, was held in the Harrisonville Branch meeting room on the afternoon of Wednesday, December 10th. Leigh, Ian, and I attended on behalf of library staff; Trustee Sherri Peters represented the Library Board. Project Manager Allison Wonder attended on behalf of Clark & Enersen, and Joe Dulle from Navigate Building Solutions facilitated the session. Approximately 8–9 attendees representing five local contractors participated and received an overview of the project before reviewing the preliminary site plan and the architectural materials that outline the building layout, design features, and overall construction scope. This allowed contractors to ask questions, understand the project's requirements, and prepare for the formal bid process.