

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

Regular Meeting  
Harrisonville Branch Library Meeting Room  
400 E Mechanic, Harrisonville, MO 64701  
Online at <https://www.youtube.com/@casscolibrary>  
January 21, 2026 @ 4:00 p.m.

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
CONSENT AGENDA

Approval of Minutes – Regular Meeting – December 17, 2025  
Financial Reports – December 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. Municipal Services Advisory Agreement with Stifel (Action Item)
2. Policy Revisions – Conduct and Performance (Action Item)
  - a. 512 Social Media
  - b. 519 Dismissal
  - c. 524 Recognition Awards
  - d. 525 Political Activity of Employees
  - e. 527 Whistleblower Protection
  - f. 528 Compliance & Confidentiality

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*  
*Personnel Records – MO. Rev. Stat. 610.021.13*

ADJOURNMENT



**MINUTES**  
**Cass County Public Library Board of Trustees**  
**Regular Board Meeting**  
**Pleasant Hill Branch - Ledwidge Community Room**  
**December 17, 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, Dennis Minich, Diana Larson, Dianne Hon

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

Business Manager Lori Schneider

CCPL Attorney present: Lindsey Kolisch from Lauber Municipal

**Pledge of Allegiance**

**Approval of Agenda**

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

**Consent Agenda**

Dianne Hon moved, seconded by Diana Larson, to approve the consent agenda, including the regular meeting minutes from November 19, 2025, the financial reports for November, and the December 2025 payables. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

**Public Comments**

There were no public comments.

**Unfinished Business**

None

**New Business**

The Pleasant Hill Story Walk Site Plan was presented via video call by John Gray and Ian Mosier from DuBois Consultants, Inc. Discussion followed. Dianne Hon moved, seconded by Sherri Peters, to accept the preliminary draft from DuBois Consultants and continue to move forward with the project. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

The CCIC representative was discussed. Becky Klein moved, seconded by Diana Larson, to nominate Dennis Minich to be the CCPL Board of Trustees representative on the CCIC Board. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

The Archie current lease three-year extension option was discussed. Dianne Hon moved, seconded by Diana Larson, to accept the Archie lease extension option as is. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

The Harrisonville Operational Fee modification was discussed. Sherri Peters read an excerpt of the original Agreement for the Establishment of a Board of Trustees and for the Operation of the Cass County Information Center. Dennis Minich moved, seconded by Diana Larson, to adopt \$9,307.55 as the monthly Harrisonville operational fee budget for 2026. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

### **Director's Report**

Assistant Director Leigh Hallenberg informed the Board about staff changes, including the retirement of Karen Allen, Harrisonville Branch Manager, on December 2, and the open position of Payroll & Benefits Specialist.

Mr. Hallenberg updated the board about Bookmobile service during the winter, the Genealogy digitization project with FamilySearch, the Winter Reading Challenge being held from December 15 to February 28, the KC Metro theme "Read, Score, Roar!" in preparation for the World Cup Soccer matches in KC next summer, along with an update on the Archie branch damage.

### **Director Updates**

Director Robin Hudson updated the Board about progress on the Harrisonville new location, the NRC tower roof, and a new platform CivicPlus for board meeting preparation and document storage, which will begin in 2026.

### **Trustees' Comments**

Becky Klein announced there was no Foundation update, and the next meeting is scheduled for January.

Dennis Minich informed the board about a CCIC meeting held December 16, but had nothing to report.

### **Recess to Executive Session**

At 4:35pm, Becky Klein moved, seconded by Dianne Hon, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues. Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

At 5:38pm, Dennis Minich moved, seconded by Sherri Peters, that the closed executive session end and regular session resume. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

### **Adjournment**

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 5:39pm.

The next regular scheduled meeting will be held Wednesday, January 21, 2026 at 4:00pm.

Approved by the Board on \_\_\_\_\_

Secretary \_\_\_\_\_

Library Director \_\_\_\_\_

# **DECEMBER 2025**

## **FINANCIAL REPORTS**

### ***CIRCULATION REPORT***

***REVENUE REPORT***  
*+Capital Funds Report*  
*+MOSIP Investments Statement*

### ***EXPENDITURES REPORT***

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	2,101	1,776	18.3%	1,806	16.3%	2,117	-0.8%
Drexel	947	949	-0.2%	994	-4.7%	908	4.3%
Garden City	1,427	1,876	-23.9%	1,911	-25.3%	2,021	-29.4%
Genealogy	111	61	82.0%	35	217.1%	45	146.7%
Harrisonville	7,795	7,001	11.3%	8,067	-3.4%	7,355	6.0%
Self-Checkout	47	95	-50.5%	151	-68.9%	57	-17.5%
Northern Resource Center	13,793	13,797	0.0%	15,019	-8.2%	12,690	8.7%
Self-Checkout	791	868	-8.9%	1,023	-22.7%	1,038	-23.8%
Pleasant Hill	4,858	5,052	-3.8%	6,035	-19.5%	3,178	52.9%
Self-Checkout	238	232	2.6%	428	-44.4%	201	18.4%
Outreach	1,517	1,056	43.7%	582	160.7%	978	55.1%
Bookmobile	966	816	18.4%	409	136.2%	782	23.5%
Library by Mail	488	161	203.1%	135	261.5%	196	149.0%
Peculiar Express	63	79	-20.3%	38	65.8%		
Exploration Library	22						
<b>Physical Circulation</b>	<b>32,549</b>	<b>31,568</b>	<b>3.1%</b>	<b>34,449</b>	<b>-5.5%</b>	<b>29,292</b>	<b>11.1%</b>

OverDrive	8,143	7,522	8.3%	7,378	10.4%	6,045	34.7%
Hoopla	1,717	1,935	-11.3%	1,019	68.5%	559	207.2%
Adult eResources	2,942	2,916	0.9%	1,836	60.2%	3,389	-13.2%
Youth eResources	175	158	10.8%	143	22.4%	397	-55.9%
<b>Digital Circulation</b>	<b>12,977</b>	<b>12,531</b>	<b>3.6%</b>	<b>10,376</b>	<b>25.1%</b>	<b>10,390</b>	<b>24.9%</b>

<b>Total Circulation</b>	<b>45,526</b>	<b>44,099</b>	<b>3.2%</b>	<b>44,825</b>	<b>1.6%</b>	<b>39,682</b>	<b>14.7%</b>
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	2	489	1,021	6		1
Outreach	12	279	183	0		
Drexel	2	230	1,022			
Garden City	4	423	1,156	6	0	
Genealogy	1	5	88			
Harrisonville	48	2,703	1,087	24	1	15
Northern Resource Center	125	5,983	7,054	16	0	174
Pleasant Hill	40	1,780	2,013	12	101	32
Library by Mail	2	43				
<b>Total</b>	<b>236</b>	<b>11,935</b>	<b>13,624</b>	<b>64</b>	<b>102</b>	<b>222</b>

<b>Kiosk</b>		<b>Community Stops</b>		<b>Consortium Lending</b>	978
Returns	49	<b>Total</b>	9	<b>Consortium Borrowing</b>	4,112
Individual Users	20	<b>Hours</b>	28	<b>Family Search Scanned This Month</b>	43
		<b>Patrons</b>	93	<b>Family Search Scanned Total</b>	681



## Computer Usage

	2025	2024	Change	2023	Change	2022	Change
Archie	12	19	-36.8%	35	-65.7%	26	-53.8%
Bookmobile	0	0		1	-100.0%		
Drexel	30	22	36.4%	32	-6.3%	42	-28.6%
Garden City	32	24	33.3%	35	-8.6%	26	23.1%
Genealogy	13	14	-7.1%	19	-31.6%	28	-53.6%
Harrisonville	339	455	-25.5%	337	0.6%	498	-31.9%
Northern Resource Center	491	453	8.4%	550	-10.7%	565	-13.1%
Pleasant Hill	143	181	-21.0%	143	0.0%	78	83.3%
<b>Library Computer Usage</b>	<b>1,060</b>	<b>1,168</b>	<b>-9.2%</b>	<b>1,152</b>	<b>-8.0%</b>	<b>1,263</b>	<b>-16.1%</b>

	2025	2024	Change	2023	Change	2022	Change
Archie	27	29	-6.9%	48	-43.8%	44	-38.6%
Bookmobile	0	1	-100.0%	1	-100.0%		
Drexel	54	41	31.7%	29	86.2%	30	80.0%
Garden City	99	52	90.4%	41	141.5%	64	54.7%
Harrisonville	527	222	137.4%	186	183.3%	142	271.1%
Northern Resource Center	649	343	89.2%	338	92.0%	232	179.7%
Pleasant Hill	403	172	134.3%	224	79.9%	61	560.7%
<b>Total WiFi Usage</b>	<b>1,759</b>	<b>860</b>	<b>104.5%</b>	<b>867</b>	<b>102.9%</b>	<b>573</b>	<b>207.0%</b>

	2025	2024	Change	2023	Change	2022	Change
Archie	39	48	-18.8%	83	-53.0%	70	-44.3%
Bookmobile	0	1	-100.0%	2	-100.0%	0	
Drexel	84	63	33.3%	61	37.7%	72	16.7%
Garden City	131	76	72.4%	76	72.4%	90	45.6%
Genealogy	13	14	-7.1%	19	-31.6%	28	-53.6%
Harrisonville	866	677	27.9%	523	65.6%	640	35.3%
Northern Resource Center	1,140	796	43.2%	888	28.4%	797	43.0%
Pleasant Hill	546	353	54.7%	367	48.8%	139	292.8%
<b>Total Computer Usage</b>	<b>2,819</b>	<b>2,028</b>	<b>39.0%</b>	<b>2,019</b>	<b>39.6%</b>	<b>1,836</b>	<b>53.5%</b>

## Events

	Events	Attendance
Archie	21	218
Bookmobile	31	245
Outreach	8	95
Drexel	20	161
Garden City	23	298
Genealogy	0	0
Harrisonville	32	882
Northern Resource Center	39	616
Pleasant Hill	92	1140
<b>Total</b>	<b>266</b>	<b>3655</b>

Reading Programs	Signup	Completion
Archie	40	7
Outreach	8	1
Drexel	0	0
Garden City	43	2
Genealogy	130	7
Harrisonville	130	7
Northern Resource Center	86	13
Pleasant Hill	0	0
<b>Total</b>	<b>437</b>	<b>37</b>

Archie	Events	Attendance
Early Literacy (Ages 0-5)	7	40
Children's (Ages 5-12)	2	48
Teen	3	7
Adult	6	56
Senior	0	0
<b>Total</b>	<b>18</b>	<b>151</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)	26	217
Children's (Ages 5-12)	5	28
Teen	0	0
Adult	0	0
Senior	0	0
<b>Total</b>	<b>31</b>	<b>245</b>

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	10	260
Children's (Ages 5-12)	5	109
Teen	7	96
Adult	6	67
Senior	0	0
<b>Total</b>	<b>28</b>	<b>532</b>

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	7	95
Children's (Ages 5-12)	4	27
Teen	4	4
Adult	4	17
Senior	0	0
<b>Total</b>	<b>19</b>	<b>143</b>

NRC	Events	Attendance
Early Literacy (Ages 0-5)	15	334
Children's (Ages 5-12)	4	68
Teen	7	42
Adult	11	82
Senior	0	0
<b>Total</b>	<b>37</b>	<b>526</b>

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	10	77
Children's (Ages 5-12)	4	128
Teen	2	8
Adult	7	85
Senior	0	0
<b>Total</b>	<b>23</b>	<b>298</b>

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	24	496
Children's (Ages 5-12)	12	120
Teen	20	80
Adult	26	306
Senior	8	82
<b>Total</b>	<b>90</b>	<b>1084</b>



Outreach	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	1	5
Senior	7	90
<b>Total</b>	<b>8</b>	<b>95</b>

<b>Take Home Kits</b>	157
<b>Literacy Programs</b>	99
<b>Literacy Attendance</b>	1519

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	7	191
Children's (Ages 5-12)	4	350
Teen	1	40
Adult	1	5
Senior	7	90
<b>Total</b>	<b>20</b>	<b>676</b>

On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	99	1519
Children's (Ages 5-12)	36	528
Teen	43	237
Adult	60	613
Senior	8	82
<b>Total</b>	<b>246</b>	<b>2979</b>

# DECEMBER 2025

## CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	822,950	6,240,210
Fees, Bksale, Copier	20,000	3,647	28,473
State Aid			76,782
A & E Tax / Equaliz Funds			83,037
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	10,416	265,731
<b>TOTAL</b>	<b>5,926,067</b>	<b>837,013</b>	<b>6,699,286</b>

### Current Assets as of 12/31/25

Community Bank - General Operating	\$3,406,168	<i>Includes Capital Funds</i>
Community Bank - Payables Acct	\$14,665	
Community Bank - Savings / Invest	\$1,488	
Community Bank - Payroll	\$245,787	
Community Bank - Endowment	\$19,487	
Commerce - Petty Cash	\$597	
Commerce - Donations	\$25,240	
<b>Total</b>	<b>\$3,713,432</b>	

### 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	\$600,000	<i>Maturity Date 10/30/26</i>
<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)

# CAPITAL FUNDS REPORT

## CASS COUNTY PUBLIC LIBRARY

December 2025

**CAPITAL FUNDS BALANCE 12/1/25**

**\$1,601,374**

*(includes 2025 Budget Capital Improvements \$300k)*

12/17/25 Navigate

**-\$3,932**

12/17/25 Clark & Enersen

**-\$121,435**

**CAPITAL FUNDS BALANCE 12/31/25**

**\$1,476,007**



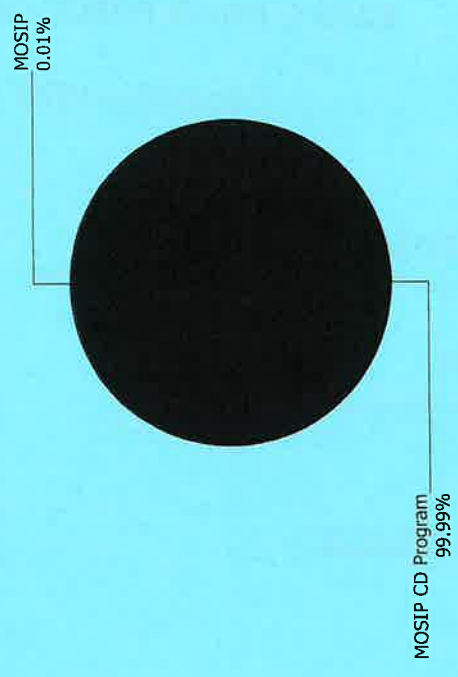
Account Statement - Transaction Summary

For the Month Ending December 31, 2025

Cass County Public Library - Investment Fund - 8500491

MOSIP	
Opening Market Value	66.43
Purchases	0.21
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$66.64</b>
Cash Dividends and Income	0.21
MOSIP CD Program	
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

Asset Summary	
December 31, 2025	
MOSIP	66.64
MOSIP CD Program	750,000.00
<b>Total</b>	<b>\$750,066.64</b>
<b>Total</b>	<b>\$750,066.43</b>
Asset Allocation	







Investment Holdings

For the Month Ending December 31, 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	1,415.34	208,200.00
10/30/25	10/30/25	CD - Financial Federal Savings Bank, TN	10/30/26	4.00	200,000.00	1,380.82	208,000.00
10/30/25	10/30/25	CD - First Guaranty Bank, LA	10/30/26	3.95	150,000.00	1,022.67	155,925.00
10/30/25	10/30/25	CD - First State Bank Of Dequeen, AR	10/30/26	4.05	200,000.00	1,398.08	208,100.00
Total					\$750,000.00	\$5,216.91	\$780,225.00

\* Reserve Funds \$ 600,000

# DECEMBER 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	252,901	2,227,469	277,081	89%
602 SOCIAL SECURITY	153,200	15,712	138,332	14,868	90%
603 HEALTH INSURANCE	387,800	20,962	256,083	131,717	66%
604 LIFE/DISABILITY INS.	15,400	1,115	14,115	1,285	92%
607 LAGERS	369,500	25,244	349,575	19,925	95%
608 MEDICARE	35,850	3,674	32,352	3,498	90%
609 EMPLOYEE ASSISTANCE PROG	3,400		1,939	1,461	57%
<b>TOTAL - PERSONNEL</b>	<b>\$3,469,700</b>	<b>\$319,608</b>	<b>\$3,019,865</b>	<b>\$449,835</b>	<b>87%</b>
<b>OPERATIONS</b>					
640 RENT	376,400	28,301	339,610	36,790	90%
641 UTILITIES	86,100	5,450	73,498	12,602	85%
642 BUILDING MAINT.	154,000	8,374	81,259	72,741	53%
643 SUPPLIES	68,000	5,772	54,200	13,800	80%
645 ACTIVITIES	48,500	8,691	44,674	3,826	92%
646 POSTAGE / DOC. DELIV.	3,400	523	2,526	874	74%
649 EQUIPMENT RENTAL	37,700	1,998	25,900	11,800	69%
650 VEHICLE OPERATION	39,000	771	20,525	18,475	53%
651.1 TRAVEL & DUES	14,000	1,327	12,460	1,540	89%
651.2 PROFESSIONAL DEVELOP	38,900	398	15,420	23,480	40%
652 INSURANCE	66,000	5,419	56,698	9,302	86%
653 MARKETING & PROMO	26,700	500	17,104	9,596	64%
660 PROFESSIONAL SVCS	108,000	3,522	62,026	45,974	57%
667 AUTOMATION SUPPORT	133,400	338	102,484	30,916	77%
697 TECHNOLOGY	87,000	463	70,133	16,867	81%
<b>TOTAL - OPERATIONS</b>	<b>\$1,287,100</b>	<b>\$71,847</b>	<b>\$978,517</b>	<b>\$308,583</b>	<b>76%</b>
<b>MATERIALS</b>					
670 BOOKS	160,000	21,790	147,831	12,169	92%
671 E-BOOKS & E-AUDIOBOOKS	130,000	10,285	129,996	4	100%
672 PERIODICALS	6,500		5,027	1,473	77%
673 MEDIA (AV)	20,000	2,293	13,533	6,467	68%
677 ELECTRONIC RESOURCES	100,000	18,244	82,140	17,860	82%
<b>TOTAL - MATERIALS</b>	<b>\$416,500</b>	<b>\$52,612</b>	<b>\$378,527</b>	<b>\$37,973</b>	<b>91%</b>
<b>CAPITAL SERVICES</b>					
690 FURNITURE & EQUIP	100,000	1,445	29,176	70,824	29%
698 BRANCH IMPROVEMENTS	100,000	16,724	62,412	37,588	62%
692 AUTOMOTIVE	65,000		47,699	17,301	73%
<b>TOTAL - CAPITAL SERVICES</b>	<b>\$265,000</b>	<b>\$18,169</b>	<b>\$139,287</b>	<b>\$125,713</b>	<b>53%</b>
<b>SUB TOTAL w/o Reserves</b>	<b>\$5,438,300</b>	<b>\$462,236</b>	<b>\$4,516,196</b>	<b>\$922,104</b>	<b>83%</b>
<b>RESERVE FUNDS</b>					
CAPITAL IMPROVEMENTS	300,000	0	300,000	0	100%
699 RESERVE - CARRYOVER	187,767	0	0	187,767	0%
<b>TOTAL - RESERVE FUNDS</b>	<b>\$487,767</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$187,767</b>	<b>62%</b>
<b>GRAND TOTAL</b>	<b>\$5,926,067</b>	<b>\$462,236</b>	<b>\$4,816,196</b>	<b>\$1,109,871</b>	<b>81%</b>



## Circulation

	2025	2024	Change	2023	Change	2022	Change
Archie	27,759	27,870	-0.4%	28,110	-1.2%	27,069	2.5%
Drexel	11,963	13,768	-13.1%	14,511	-17.6%	13,769	-13.1%
Garden City	24,006	27,407	-12.4%	32,494	-26.1%	28,890	-16.9%
Genealogy	1,595	368	333.4%	602	165.0%	662	140.9%
Harrisonville	100,441	103,635	-3.1%	112,716	-10.9%	106,026	-5.3%
Self-Checkout	1,179	2,677	-56.0%	2,047	-42.4%	3,349	-64.8%
Northern Resource Center	183,000	198,653	-7.9%	215,971	-15.3%	190,800	-4.1%
Self-Checkout	12,317	15,535	-20.7%	16,056	-23.3%	13,438	-8.3%
Pleasant Hill	70,702	76,638	-7.7%	51,656	36.9%	42,762	65.3%
Self-Checkout	3,582	5,429	-34.0%	4,741	-24.4%	2,750	30.3%
Outreach	14,114	17,177	-17.8%	10,085	40.0%	3,558	296.7%
Bookmobile	10,098	8,875	13.8%	5,642	79.0%	4,092	146.8%
Library by Mail	2,963	2,172	36.4%	2,070	43.1%	3,380	-12.3%
Peculiar Express	1,053	595	77.0%	38	2671.1%		
Exploration Library	368						
<b>Physical Circulation</b>	<b>433,580</b>	<b>465,516</b>	<b>-6.9%</b>	<b>466,145</b>	<b>-7.0%</b>	<b>413,536</b>	<b>4.8%</b>
OverDrive	98,444	94,401	4.3%	78,988	24.6%	73,247	34.4%
Hoopla	24,813	19,618	26.5%	10,816	129.4%	4,958	400.5%
Adult eResources	29,011	39,725	-27.0%	39,976	-27.4%	36,808	-21.2%
Youth eResources	1,547	2,510	-38.4%	2,844	-45.6%	4,496	-65.6%
<b>Digital Circulation</b>	<b>153,815</b>	<b>156,254</b>	<b>-1.6%</b>	<b>132,624</b>	<b>16.0%</b>	<b>119,509</b>	<b>28.7%</b>
<b>Total Circulation</b>	<b>587,395</b>	<b>621,770</b>	<b>-5.5%</b>	<b>598,769</b>	<b>-1.9%</b>	<b>533,045</b>	<b>10.2%</b>

	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	114	489	15,008	26	2	6
Bookmobile	102	279	1,921	13	0	
Drexel	60	230	15,170	0	0	
Garden City	110	423	14,395	43	4	
Genealogy	4	5	3,929	0	0	
Harrisonville	920	2,703	26,364	416	26	537
Northern Resource Center	2,340	5,983	106,313	115	0	2,386
Pleasant Hill	665	1,780	25,126	101	1,286	618
Library by Mail	29	43				
<b>Total</b>	<b>4,344</b>	<b>11,935</b>	<b>208,226</b>	<b>714</b>	<b>1,318</b>	<b>0</b>

Kiosk		Community Stops		Consortium Lending		12,013
Returns	634	Total	131	Consortium Borrowing		40,887
Individual Users	145	Hours	285	Family Search Scanned This Year		669
		Patrons	1,748	Family Search Scanned Total		681

## Computer Usage

	2025	2024	Change	2023	Change	2022	Change
Archie	308	359	-14.2%	368	-16.3%	448	-31.3%
Bookmobile	1	2	-50.0%	18	-94.4%	0	
Drexel	300	329	-8.8%	582	-48.5%	506	-40.7%
Garden City	386	391	-1.3%	411	-6.1%	357	8.1%
Genealogy	206	200	3.0%	246	-16.3%	299	-31.1%
Harrisonville	4,807	5,110	-5.9%	5,490	-12.4%	4,251	13.1%
Northern Resource Center	6,654	6,400	4.0%	6,875	-3.2%	5,293	25.7%
Pleasant Hill	1,696	1,912	-11.3%	1,119	51.6%	854	98.6%
<b>Library Computer Usage</b>	<b>14,358</b>	<b>14,703</b>	<b>-2.3%</b>	<b>15,109</b>	<b>-5.0%</b>	<b>12,008</b>	<b>19.6%</b>

	2025	2024	Change	2023	Change	2022	Change
Archie	762	883	-13.7%	851	-10.5%	990	-23.0%
Bookmobile	1	11	-90.9%	24	-95.8%	0	
Drexel	455	384	18.5%	464	-1.9%	311	46.3%
Garden City	1,081	931	16.1%	1,197	-9.7%	1,718	-37.1%
Harrisonville	4,211	3,128	34.6%	3,312	27.1%	2,111	99.5%
Northern Resource Center	4,940	3,470	42.4%	3,612	36.8%	2,627	88.0%
Pleasant Hill	2,633	1,671	57.6%	1,140	131.0%	741	255.3%
<b>Total WiFi Usage</b>	<b>14,083</b>	<b>10,478</b>	<b>34.4%</b>	<b>10,600</b>	<b>32.9%</b>	<b>8,498</b>	<b>65.7%</b>

	2025	2024	Change	2023	Change	2022	Change
Archie	1,070	1,242	-13.8%	1,219	-12.2%	1,438	-25.6%
Bookmobile	2	13	-84.6%	42	-95.2%	0	
Drexel	755	713	5.9%	1,046	-27.8%	817	-7.6%
Garden City	1,467	1,322	11.0%	1,608	-8.8%	2,075	-29.3%
Genealogy	206	200	3.0%	246	-16.3%	299	-31.1%
Harrisonville	9,018	8,238	9.5%	8,802	2.5%	6,362	41.7%
Northern Resource Center	11,594	9,870	17.5%	10,487	10.6%	7,920	46.4%
Pleasant Hill	4,329	3,583	20.8%	2,259	91.6%	1,595	171.4%
<b>Total Computer Usage</b>	<b>28,441</b>	<b>25,181</b>	<b>12.9%</b>	<b>25,709</b>	<b>10.6%</b>	<b>20,506</b>	<b>38.7%</b>



## Events

	Events	Attendance
Archie	278	3,095
Bookmobile	264	3,408
Outreach	75	1,748
Drexel	169	1,847
Garden City	294	4,733
Genealogy	7	121
Harrisonville	586	16,835
Northern Resource Center	497	10,106
Pleasant Hill	603	9,743
<b>Total</b>	<b>2,773</b>	<b>51,636</b>

Archie	Events	Attendance
Early Literacy (Ages 0-5)	95	999
Children's (Ages 5-12)	51	882
Teen	22	88
Adult	79	608
Senior	0	0
<b>Total</b>	<b>247</b>	<b>2577</b>

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	202	2236
Children's (Ages 5-12)	59	977
Teen	1	3
Adult	2	192
Senior	0	0
<b>Total</b>	<b>264</b>	<b>3408</b>

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	61	506
Children's (Ages 5-12)	52	900
Teen	21	40
Adult	29	142
Senior	0	0
<b>Total</b>	<b>163</b>	<b>1588</b>

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	81	912
Children's (Ages 5-12)	72	1572
Teen	23	219
Adult	87	630
Senior	4	18
<b>Total</b>	<b>267</b>	<b>3351</b>

Reading Programs	Signup	Completion
Archie	686	245
Outreach	279	134
Drexel	168	103
Garden City	276	172
Genealogy	1398	563
Harrisonville	2624	666
Northern Resource Center	1740	652
Pleasant Hill	377	248
<b>Total</b>	<b>7548</b>	<b>2783</b>

Genealogy	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	5	25
Senior	0	0
<b>Total</b>	<b>5</b>	<b>25</b>

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	138	4052
Children's (Ages 5-12)	98	1436
Teen	132	1338
Adult	98	1118
Senior	33	779
<b>Total</b>	<b>499</b>	<b>8723</b>

NRC	Events	Attendance
Early Literacy (Ages 0-5)	191	5232
Children's (Ages 5-12)	46	1149
Teen	113	624
Adult	123	957
Senior	11	278
<b>Total</b>	<b>484</b>	<b>8240</b>

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	131	3322
Children's (Ages 5-12)	93	1778
Teen	118	576
Adult	213	2458
Senior	24	443
<b>Total</b>	<b>579</b>	<b>8577</b>

Outreach	Events	Attendance
Early Literacy (Ages 0-5)	28	699
Children's (Ages 5-12)	17	727
Teen	3	31
Adult	20	201
Senior	7	90
Total	75	1748

Take Home Kits	1152
Literacy Programs	1018
Literacy Attendance	22048

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	119	4789
Children's (Ages 5-12)	64	6760
Teen	30	1246
Adult	21	551
Senior	31	1801
Total	265	15147

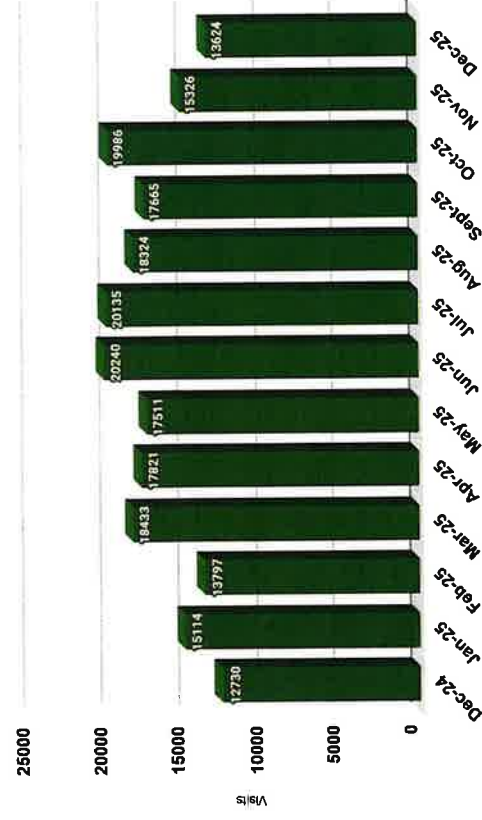
On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	899	17259
Children's (Ages 5-12)	471	8694
Teen	430	2888
Adult	636	6130
Senior	72	1518
Total	2508	36489

	2022	2023	2024	2025	% from 2022	% from 2024
Onsite Events	544	1,684	1,872	2,508	361.03%	33.97%
Onsite Attendance	10,477	33,145	31,021	36,489	248.28%	17.63%
PC	15,109	13,599	15,235	14,358	-4.97%	-5.76%
WiFi	10,600	8,507	10,035	14,083	32.86%	40.34%
Total Computer	25,709	22,106	25,270	28,441	10.63%	12.55%
Physical Circ	466,145	415,902	458,130	433,580	-6.99%	-5.36%
Digital Circ	132,624	119,509	132,624	153,815	15.98%	15.98%
Total Circ	598,769	535,411	590,754	587,395	-1.90%	-0.57%
Database Usage	41,304	42,820	42,235	30,558	-26.02%	-27.65%
New Patrons	3,248	3,714	3,729	4,344	33.74%	16.49%
Branch Visits	196,214	219,836	212,591	208,226	6.12%	-2.05%

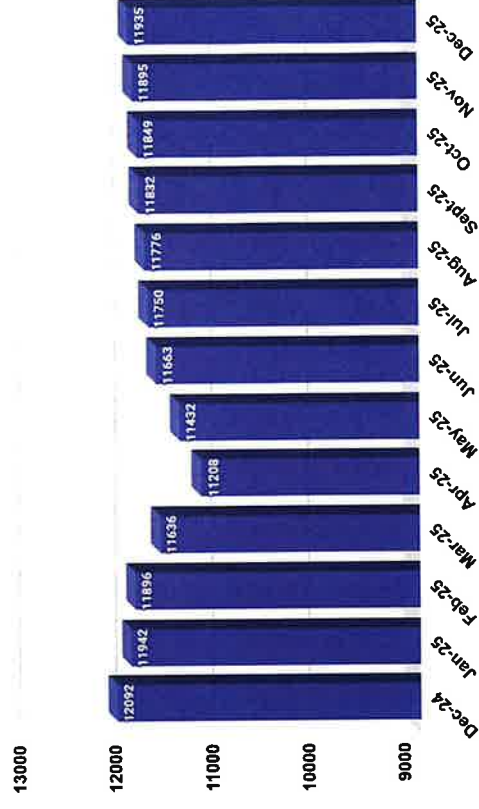




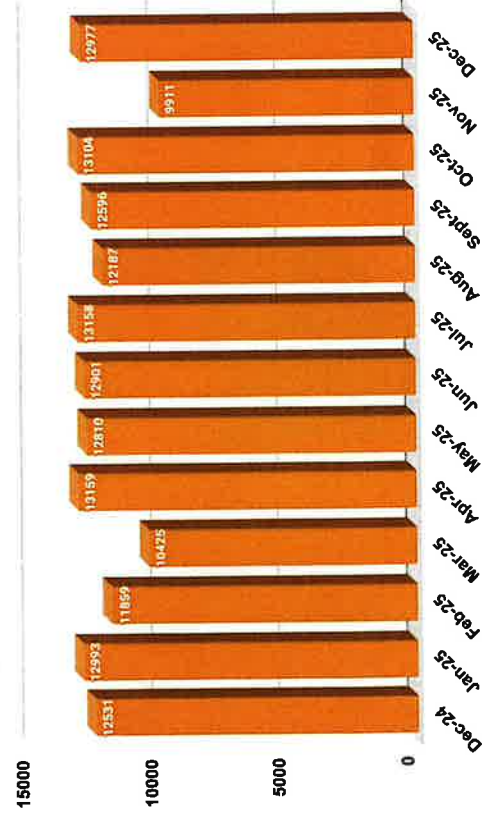
### Branch Visits Last 12 Months



### Active Patrons Last 12 Months



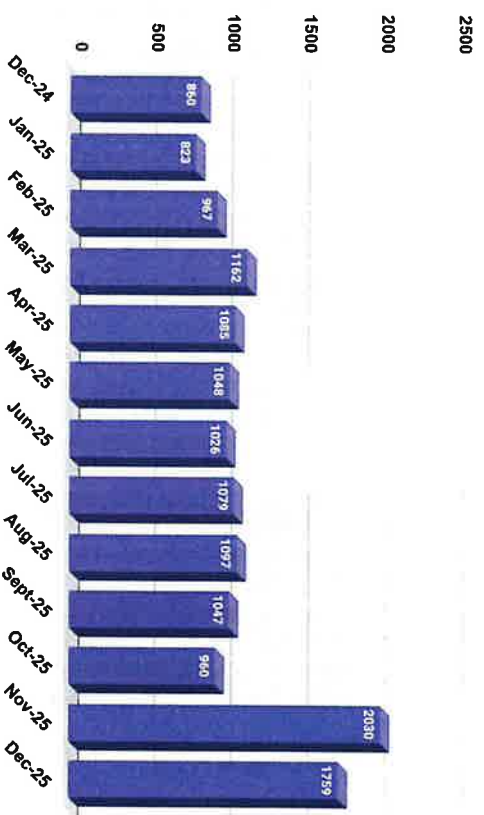
### Digital Circulation Last 12 Months



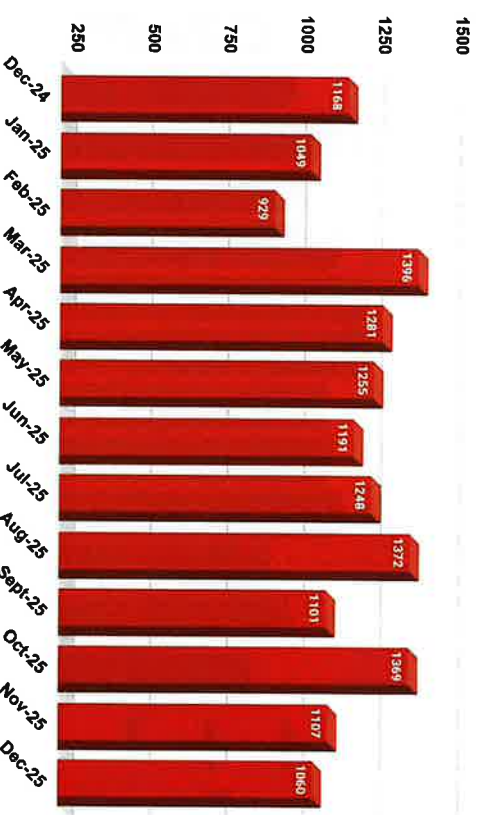
### Physical Circulation Last 12 Months



## WiFi Usage Last 12 Months

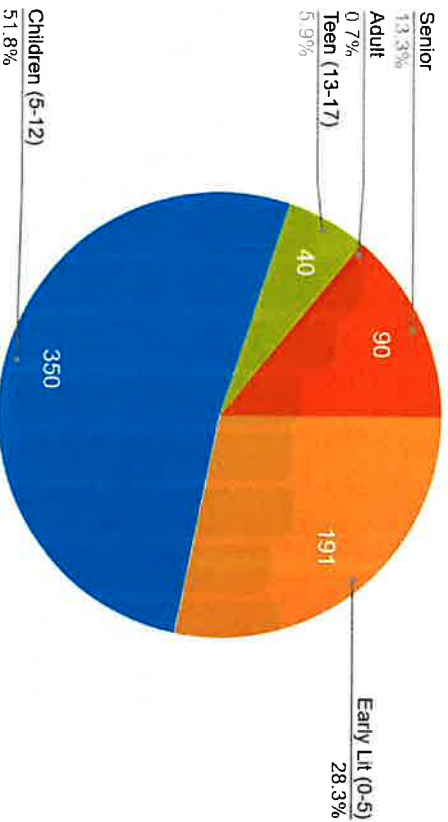


## Computer Usage Last 12 Months



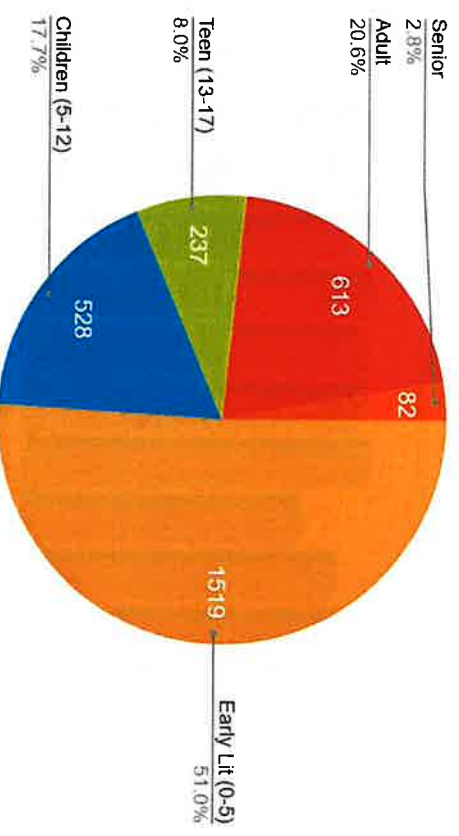
## Off-Site Program Attendance - December 2025

December Total - 676



## On-Site Program Attendance - December 2025

December Total - 2978



# **JANUARY 2026**

## **PAYMENTS FOR BOARD APPROVAL**

### **Payables Account - Expenses**

\$207,456.00 \*

### **Payables Account - Utilities**

\$5,178.23 \*

### **Donations Account**

\$5,211.00

### **Endowment Funds Account**

\$0

*\* Funds will be transferred from General Operating  
account*

# Cass Co Public Library

**141 PAYABLES ACCOUNT Ending Balance: -\$197,968.81**

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
01/21/2026	2041	Journal	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$4,769.53	
01/21/2026	2072	Journal	A LOT A CLEAN	-Split-	window cleaning	\$45.00	
01/21/2026	2073	Journal	ACE IMAGEWEAR	-Split-	mat service	\$609.62	
01/21/2026	2074	Journal	ALLIED PRODUCTS	-Split-	prog supp	\$50.00	
01/21/2026	2075	Journal	BELTON CHAMBER OF COMMERCE	-Split-	2026 memb	\$175.00	
01/21/2026	2076	Journal	BRAINFUSE, LLC	-Split-	2026 renewal	\$9,800.00	
01/21/2026	2077	Journal	CANON FINANCIAL SERVICES, INC.	-Split-	copiers lease	\$1,613.43	
01/21/2026	2078	Journal	THE CASS GAZETTE	-Split-	biz cards - new hires	\$295.00	
01/21/2026	2079	Journal	CivicPlus LLC	-Split-	annual fee	\$10,700.00	
01/21/2026	2080	Journal	CLARK & ENERSEN	-Split-	HA project - Nov	\$82,920.00	
01/21/2026	2081	Journal	DEMCO	-Split-	supplies	\$829.02	
01/21/2026	2082	Journal	EBSCO	-Split-	2026 renewal	\$5,348.00	
01/21/2026	2083	Journal	EMC INSURANCE COMPANIES	-Split-	commercial policy	\$4,519.80	
01/21/2026	2084	Journal	FARONICS	-Split-	Deep Freeze renewal 2/16/26 - 2/15/27	\$3,937.50	
01/21/2026	2085	Journal	FUELMAN	-Split-	fuel	\$603.47	
01/21/2026	2086	Journal	HARRISONVILLE AREA CHAMBER OF COMMERCE	-Split-	2026 memb	\$275.00	
01/21/2026	2087	Journal	INGRAM LIBRARY	-Split-	materials	\$11,111.27	



Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
			SERVICES			
01/21/2026	2088	Journal	KC Tent & Awning	-Split-	Annex awning	\$1,420.00
01/21/2026	2089	Journal	KIWANIS CLUB	-Split-	2026 dues	\$197.00
01/21/2026	2090	Journal	Lauber and Associates Municipal Law LLC	-Split-	legal service	\$3,598.50
01/21/2026	2091	Journal	LIBRARY PASS, INC.	-Split-	Comics Plus 2026	\$3,108.10
01/21/2026	2092	Journal	LUCET	-Split-	2026 - Q1	\$495.51
01/21/2026	2093	Journal	MIDWEST SUPPLY	-Split-		\$155.71
01/21/2026	2094	Journal	MIDWEST TAPE	-Split-	materials	\$285.06
01/21/2026	2095	Journal	MISSOURI LIBRARY ASSOCIATION	-Split-	2026 memb	\$80.00
01/21/2026	2096	Journal	NAVIGATE Building Solutions	-Split-	HA project	\$3,932.00
01/21/2026	2097	Journal	THE NORTH CASS HERALD	-Split-	bid notice	\$108.00
01/21/2026	2098	Journal	OFFICE PRIDE CLEANING	-Split-	cleaning service	\$5,366.00
01/21/2026	2099	Journal	OVERDRIVE	-Split-	materials	\$7,900.25
01/21/2026	2100	Journal	PECULIAR AREA CHAMBER OF COMMERCE	-Split-	2026 dues	\$100.00
01/21/2026	2101	Journal	PLEASANT HILL CHAMBER OF COMMERCE	-Split-	2026 dues	\$110.00
01/21/2026	2102	Journal	QUILL CORP	-Split-	supplies	\$258.34
01/21/2026	2103	Journal	RAYMORE CHAMBER OF COMMERCE	-Split-	2026 dues	\$300.00
01/21/2026	2104	Journal	SCENARIO LEARNING LLC	-Split-	Vector Trng - annual fee	\$741.60
01/21/2026	2105	Journal	SUMNER ONE	-Split-	copiers - usage	\$450.33
01/21/2026	2106	Journal	TRANSWEST TRUCK TRAILER RV	-Split-	Bkm - generator svc & oil change	\$738.75

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
01/21/2026	2107	Journal	TRIBUNE & TIMES	-Split-	bid notice	\$112.12
01/21/2026	2108	Journal	UNIQUE MANAGEMENT SVCS	-Split-	materials recovery	\$154.50
01/21/2026	2109	Journal	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$5,630.01
01/21/2026	2110	Journal	AG CITY HOLDING COMPANY, LLC	-Split-	rent - Feb '26	\$1,608.62
01/21/2026	2111	Journal	CHARLES WILLIAM MARSH TRUST	-Split-	rent - Feb '26	\$1,003.85
01/21/2026	2112	Journal	SHANNON O. LESLIE	-Split-	rent - Feb '26	\$950.00
01/21/2026	2113	Journal	CASS COUNTY INFORMATION CENTER	-Split-	oper fee - Feb'26 & shortage Jan'26	\$9,487.80
01/21/2026	2114	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	rent - Feb '26	\$15,910.97
01/21/2026	To Print	Check	COLLECTION HQ	667 AUTOMATION SUPPORT	annual renewal	\$8,505.50
01/21/2026	To Print	Check	MONTGOMERY CITY PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$13.99
01/21/2026	To Print	Check	NEVADA PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$10.00
01/21/2026	To Print	Check	SCENIC REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$18.99
01/21/2026	To Print	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$10.99
01/21/2026	To Print	Check	AMY BURKHOLDER	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	reimbursement	\$12.49
01/21/2026	To Print	Check	KAREN SCOFIELD	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL	reimbursement	\$52.08

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
				AND DUES:MILEAGE		
01/21/2026	To Print	Check	LEIGH HALLENBERG	-Split-	reimbursement	\$175.69
01/21/2026	To Print	Check	ROBIN HUDSON	-Split-	reimbursement	\$446.84
01/21/2026	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$41.30
01/21/2026	To Print	Check	DuBois Consultants, Inc.	702 CAPITAL IMPROVEMENTS	PH StoryWalk	\$1,133.00

TOTAL = \$ 207,456.00

# Cass Co Public Library

**141 PAYABLES ACCOUNT Ending Balance: -\$197,968.81**

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
01/02/2026	2043	Journal	360 Document Solutions	-Split-	VOIP SYSTEM-ALL	\$1,224.95
01/02/2026	2044	Journal	Countywide Disposal	-Split-	ADM TRASH	\$154.35
01/02/2026	2045	Journal	Countywide Disposal	-Split-	PH TRASH	\$88.20
01/02/2026	2046	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$95.01
01/02/2026	2047	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$153.00
01/02/2026	2048	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$273.40
01/02/2026	2049	Journal	EVERGY	-Split-	DR ELECTRIC	\$54.53
01/02/2026	2050	Journal	EVERGY	-Split-	GC ELECTRIC	\$129.02
01/02/2026	2051	Journal	EVERGY	-Split-	NRC ELECTRIC	\$564.20
01/02/2026	2052	Journal	EVERGY	-Split-	PH ELECTRIC	\$563.66
01/02/2026	2053	Journal	SPIRE	-Split-	DR GAS	\$177.48
01/02/2026	2054	Journal	SPIRE	-Split-	GC GASS	\$153.42
01/02/2026	2055	Journal	SPIRE	-Split-	ANNEX GAS	\$247.88
01/02/2026	2056	Journal	SPIRE	-Split-	NRC GAS	\$671.08
01/07/2026	2062	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$81.62
01/07/2026	2063	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER	\$56.75
01/07/2026	2064	Journal	SPIRE	-Split-	PH GAS	\$489.68

TOTAL = \$ 5,178.23



# Cass Co Public Library

108 DONATIONS ACCT - COMMERCE Ending Balance: \$20,054.82

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
01/21/2026	To Print	Check	DuBois Consultants, Inc.	644.56 PROGRAMMING FROM DONATIONS:YOUTH SVCS - FOUNDATION	PH StoryWalk	\$5,211.00



**Stifel Municipal Services Advisory Agreement**

The library's advisory services agreement with Stifel expired on December 31, 2025. Staff have found ongoing value in this relationship over the past several years, including Stifel's in-depth financial projections for capital planning and their support in facilitating the bond issuance for the Harrisonville building project. The updated agreement carries no fixed cost and allows the library to access advisory services as needed, though hourly rates have increased modestly since the 2021 agreement. Both the proposed agreement and the agreement executed in 2021 are included in the board packet for review.

I recommend that the Board authorize the execution of the updated Municipal Advisory Services Agreement with Stifel to continue financial advisory services on an as-needed basis.

**Policy Revisions**

This completes the staff review of the 500-series Conduct and Performance policies. Draft revisions requiring updates are presented for Board review and approval. Where appropriate, revisions were reviewed by legal counsel, and care was taken throughout the process to ensure compliance with applicable federal and Missouri law.

- 512 – Social Media: clarifies expectations for social media use and reinforces confidentiality and professional standards.
- 519 – Dismissal: clarifies dismissal procedures and aligns the policy with existing discipline processes.
- 524 – Recognition Awards: clarifies eligibility, timing, and administration of employee service recognition.
- 525 – Political Activity of Employees: defines political activity and clarifies permitted and prohibited conduct while on duty or acting in an official capacity.
- 527 – Whistleblower Protection: clarifies reporting processes and responsibilities, and aligns the policy with applicable law.
- 528 – Compliance and Confidentiality: clarifies compliance expectations, confidentiality responsibilities, and internal reporting processes.





# STIFEL

November 17, 2021

Becky Klein, Board President  
Cass County Public Library  
400 E. Mechanic St.  
Harrisonville MO 64701

RE: MUNICIPAL ADVISORY SERVICES AGREEMENT

Dear Mrs. Klein:

We are so pleased to have been informed of the District's decision to retain our services as Municipal Advisor. Stifel, Nicolaus & Company, Incorporated ("Stifel") presents for your acceptance this Agreement to retain Stifel as municipal advisor/financial advisor to the Cass County Library District (the "Issuer" or "District"), specifically to perform the scope of services outlined below for a period effective from the date this agreement is signed by the parties and ending December 31, 2025 ("Agreement"), at which time this Agreement will terminate. This Agreement may also be terminated on thirty (30) days written notice by either party. Stifel and the Issuer agree that during the term of this Agreement, Stifel will serve as the Issuer's municipal advisor for the issuance of bonds, notes, refunding bonds and/or the use of other financial instruments (such as bank loans and municipal leases and other non-municipal security financings) ("Transactions" and each a "Transaction") as well as the Issuer's municipal advisor between and outside of Transactions.

1. Scope of Work. Stifel agrees to perform the following services for the Issuer during the term of the Agreement:
  - a. Assume overall responsibility for the financial analysis and structuring recommendations for Transactions and provide financial advice regarding market conditions and trends, financial products and credit analysis with all financing options;
  - b. Conduct an independent analysis of costs, benefits and drawbacks of financing alternatives including annual appropriation financing and general obligation bonds;
  - c. Provide recommendations based on market based data regarding structure and terms of debt including amortization period, timing, call provisions, and other relevant terms;
  - d. Where necessary assist the District in selection of Bond Counsel, Disclosure counsel, Underwriter, Direct Purchaser, Paying Agent/Trustee and such other professionals in all aspects of bond issuance;

- e. Coordinate and assist in all aspects of the financing process from creating and maintaining a schedule; preparing or reviewing official statements; review of legal documents; continuing disclosure requirements; assistance in selecting of and monitoring underwriters or coordinating competitive bids; providing post-issuance analysis and all relevant tasks during the financing process;
  - f. Assist the District in decisions regarding credit rating or insurance, coordinate the District's credit strategy, communications with the credit rating agencies, if any, and in preparing information for rating agencies or insurers;
  - g. Attend meetings of the Board and staff as needed or requested;
  - h. Coordinate with consultants, accountants, bond counsel, other attorneys and staff in connection with Transactions;
  - i. Coordinate financing time schedules, distribution of documents, preliminary and final official statement printing, wire-transfers of funds, deliveries of bonds and bond closings;
  - j. Coordinate pre-pricing discussions of bond pricing and structuring, supervise the sale process, and advise on acceptability of offer to purchase bonds by the underwriters;
  - k. If requested, assist the Issuer in procuring any appropriate ancillary financing-related products and services including, credit enhancement (e.g., bond insurance), paying agent/registrar/trustee, escrow agent (if applicable), escrow investments, and other such products and services as Issuer may deem necessary or desirable in connection with any financing;
  - l. Assist the District with its preparation of financial management policies to guide decision making; and
  - m. Provide such other services as are mutually agreed upon in writing by the Issuer and Stifel, including ongoing monitoring of refinancing as well as other future market opportunities.
2. Issuer's Obligations. The Issuer agrees that its staff and consultants will cooperate with Stifel and make available any data in the possession of the Issuer necessary to perform Stifel's financial advisory services and regulatory obligations as described in Exhibit A to this agreement.
3. Regulatory Disclosures:
- a. Issuer is aware of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Securities and Exchange Commission's adopted



rule commonly known as the "Municipal Advisor Rule" (SEC Rule 15Ba1-1 to 15Ba1-8 - "the Rule"). Stifel will be serving as a municipal advisor to the Issuer under the Rule and this agreement documents the municipal advisory relationship between Stifel and the Issuer.

- b. MSRB Rule G-42 requires that a municipal advisor provide its client with certain written disclosures. Please see Exhibit A to this agreement for those disclosures.

#### 4. Compensation:

Transaction Fee: For Stifel's financial advisory services in processing Transactions, Stifel shall be paid a fee to be set by mutual agreement of the parties once the structure, size and credit analysis of any potential transaction is ascertained. [This amount does not include out of pocket expenses.]

All fees will be paid at the completion and closing of the sale of the Bonds.

Ongoing Services Fee: Stifel's fee for analysis and consulting work under this agreement outside of Transactions will be computed at the following hourly rates and will be paid by the Issuer within thirty (30) days of receipt of an invoice from Stifel:

Hourly rate for: Managing Director	\$150.00
Hourly rate for: Director	\$125.00
Hourly rate for: Associate/Analyst	\$75.00
Hourly rate for: Administrative	\$40.00

Fees from ongoing services that become transactions and end with a Transaction Fee paid to Stifel will be net of related Ongoing Services Fees.

#### 5. Authority to Direct Financial Advisor:

The following individuals have the authority to direct Stifel's performance of its scope of work under this agreement: The President of the Board of Trustees of the Cass County Public Library District and/or his/her designee.

Respectfully submitted this 17<sup>th</sup> day of November.

STIFEL, NICOLAUS & COMPANY, INCORPORATED



By:

Name: Michael L. Short, Managing Director

ACCEPTANCE

I, Becky Klein, acting in my capacity as President of the Board of Trustees, upon approval by the governing body of the Issuer, hereby accept the agreement as submitted by Stifel, Nicolaus & Company, Incorporated relative to the municipal advisory services, as described herein.

By: Rebecca L Klein

Name: Rebecca L Klein

Title: President, Board of Trustees

Date: Nov 18, 2021

**EXHIBIT A**  
**CASS COUNTY PUBLIC LIBRARY DISTRICT**  
**Financial Advisory Engagement**

**MSRB Rule G-42 Disclosures**

As municipal advisor to the Cass County Public Library District ("you"), Stifel Nicolaus ("Stifel" or "we") is subject to the rules of the Municipal Securities Rulemaking Board (MSRB), including MSRB Rule G-42. The rule directs us to make certain disclosures to you. Please review the following disclosures and contact your Stifel municipal advisor if you have any questions.

**Our Duties as Your Municipal Advisor**

Rule G-42 describes our basic duties to you. Most importantly, we owe you a fiduciary duty, the principal element of which is a duty of loyalty. Under the duty of loyalty, we are required to deal honestly and in the utmost good faith with you and to act in your best interests without regard to our financial or other interests. We may not serve as your municipal advisor if we believe that we have any conflicts of interest that we cannot manage or mitigate so that we can act in your best interests.

Rule G-42 also provides that we owe you a duty of care. As part of that duty, we must possess the degree of knowledge and expertise needed to provide you with informed advice. Also, under that duty, when we make recommendations to you or help you to evaluate the recommendations of others, we may need to ask questions to make sure that we have all the relevant facts.

**Disclosure of Conflicts**

Rule G-42 requires us to disclose to you any known material, actual or potential conflicts of interest that could reasonably be expected to impair our ability to provide you with advice, including any conflicts associated with contingent fee arrangements. As described in our engagement letter, the payment of our fee will be contingent on the closing of the bond issue described in the engagement letter and the amount of compensation could be based on a percentage of the principal amount of the bond issue. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since we may have an incentive to recommend a transaction to you that is unnecessary or to recommend that the size of the bond issue be larger than is necessary. We would, of course, be willing to discuss an alternative fee arrangement, if that is your preference.

Stifel has not identified any additional potential or actual material conflicts that require disclosure.



## Legal and Disciplinary Event Disclosures

Each firm that is registered as a municipal advisor with the U.S. Securities and Exchange Commission (SEC) is required to file Form MA with the SEC and update that form periodically and as events change. The firm is also required to file a Form MA-1 for each of its employees who is engaged in municipal advisory activities. Stifel's most recent Form MA and the Form MA-1 for each current Stifel municipal advisor employee may be found on the SEC's EDGAR website using the following hyperlink: <http://www.sec.gov/cgi-bin/browse-edgar?CIK=0000094403&owner=exclude&action=getcompany&Find=Search>.

Item 9 of Form MA requires each municipal advisor firm to disclose any criminal, regulatory violations, or self-regulatory violations and certain civil litigation. Because we are a broker-dealer firm, Form MA permits us to cross-reference to our Form BD, which is available on the website of the Financial Industry Regulatory Authority (FINRA), and our Form ADV, which is available on the SEC website. For your convenience, you may access our Form BD by using the following hyperlink: <http://brokercheck.finra.org/Firm/Summary/793>. You may access our Form ADV by using the following hyperlink: <https://www.adviserinfo.sec.gov/IAPD/IAPDSearch.aspx> and entering Firm 793 in the search field. Item 6 of each Form MA-1 requires comparable disclosure about a municipal advisor individual, as well as customer complaint, arbitration, investigation, termination, financial, and judgment/lien disclosure. When an individual has a disciplinary history, Form MA-1 permits us to cross-reference to that individual's Form U-4. The disciplinary history on an individual's Form U-4 is accessible entering the individual's name in FINRA's "Broker-Check" service, using the following hyperlink: <http://brokercheck.finra.org/>.

In May 2020, Stifel, Nicolaus & Company, Incorporated (the Firm) entered into a Letter of Acceptance, Waiver and Consent (AWC) with the Financial Industry Regulatory Authority (FINRA) whereby the Firm without admitting or denying any specific findings, consented to findings that, from January 2012 through December 2016, the Firm failed to establish, maintain and enforce written supervisory procedures (WSPS) that were reasonably designed to achieve compliance with FINRA's suitability rule as it pertains to early rollovers of unit investment trusts (UITs). As a result the Firm violated NASD Rule 3010, FINRA Rule 3110, and FINRA Rule 2010. Additionally, the Firm consented to a further violation of FINRA Rule 2010 in connection with the sending of "switch letters" to customers containing inaccurate information about the costs they incurred as a result of the early UIT rollovers. The Firm agreed to pay a fine of \$1.75 million and restitution in the amount of \$1,891,188.13, plus interest. The FINRA staff did not require any remedial undertakings by the Firm in the AWC. The Firm has implemented various enhancements to its supervision and compliance oversight of early rollovers of UITs which it believes addresses the alleged deficiencies identified by FINRA. Those enhancements include implementation of a switch alert notification for early rollovers, a risk-based approach of compliance oversight for early rollover activity and a periodic "look-back" by the compliance department of early rollover activity by selected financial advisors.

None of the activities addressed in the AWC were municipal advisory services provided to our municipal entity or obligated person clients. We do not believe that any of the legal or disciplinary event disclosures described in our Form MA is material to our ability to serve as your municipal advisor.

## **Evaluation of Recommendations/Suitability**

As provided in our engagement letter, we will assist you in evaluating recommendations, whether made by Stifel or, upon your written request, by third-parties, such as underwriters. We will provide you with our evaluation of the material risks, potential benefits, structure, and other characteristics of the transaction or product. We will discuss with you why we think a recommendation we make is suitable for you. In the case of recommendations made by an underwriter or other third-party that you request in writing that we review, we will discuss with you why we think the recommended transaction or product is or is not suitable for you. We will also inform you of any other reasonably feasible alternatives considered.

In order for us to evaluate whether we think a recommendation is suitable for you, we are required to consider the following factors and we may need information from you about those factors, much as if you were opening a brokerage account:

- financial situation and needs,
- objectives,
- tax status,
- risk tolerance,
- liquidity needs,
- experience with municipal securities transactions or municipal financial products generally or of the type and complexity being recommended,
- financial capacity to withstand changes in market conditions during the term of the municipal financial product or the period that municipal securities to be issued in the municipal securities transaction were reasonably expected to be outstanding, and
- any other material information known by the municipal advisor about the client and the municipal securities transaction or municipal financial product, after reasonable inquiry.

## **Additional Information**

We also wish to inform you that Stifel is registered as a municipal advisor with both the SEC and the MSRB. Information about the duties of a municipal advisor, as well as the procedures for

filing a complaint, may be found on the MSRB's website by clicking on the following link: <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure.ashx?la=en>. The general website for the MSRB is [www.msrb.org](http://www.msrb.org). If you have any questions, please contact your municipal advisor.

# STIFEL

December 17, 2025

Becky Klein  
Cass County Public Library District  
400 E. Mechanic St.  
Harrisonville, MO 64701

RE: MUNICIPAL ADVISORY SERVICES AGREEMENT

Dear Mrs. Klein:

Stifel, Nicolaus & Company, Incorporated ("Stifel") presents for your acceptance this Agreement to retain Stifel as municipal advisor/financial advisor to the Cass County Public Library District (the "Issuer"), specifically to perform the scope of services outlined below for a period effective from the date this agreement is signed by the parties and ending December 31, 2028 ("Agreement"), at which time this Agreement will terminate. This Agreement may also be terminated on thirty (30) days written notice by either party. Stifel and the Issuer agree that during the term of this Agreement, Stifel will serve as the Issuer's municipal advisor for the issuance of bonds, notes, refunding bonds and/or the use of other financial instruments (such as bank loans and municipal leases and other non-municipal security financings) ("Transactions" and each a "Transaction") as well as the Issuer's municipal advisor between and outside of Transactions.

As new Transactions arise, the parties will document in writing (including email) Stifel's role in the Transaction and the scope of services and compensation terms related to the Transaction.

1. Scope of Work. During the term of the Agreement, Stifel agrees to provide general advice to the Issuer related to the Issuer's prior borrowings or potential financings, including financing recommendations submitted to you. Such services include, but are not limited to, the following:
  - a. Review of financing recommendations, whether made by underwriters or otherwise, to the extent requested in writing by the Issuer;
  - b. Coordinate the Issuer's credit strategy, communications with the credit rating agencies, if any, and preparation of materials related to communications with the credit rating agencies related to agency surveillance, as applicable;
  - c. Attend Issuer meetings as requested, with reasonable advance notice;
  - d. Provide such other services as are mutually agreed upon in writing by the Issuer and Stifel, including ongoing monitoring of refinancing as well as other future market opportunities.



2. Issuer's Obligations. The Issuer agrees that its staff and consultants will cooperate with Stifel and make available any data in the possession of the Issuer necessary to perform Stifel's financial advisory services and regulatory obligations as described in Exhibit A to this agreement.

3. Regulatory Disclosures:

- a. Issuer is aware of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Securities and Exchange Commission's adopted rule commonly known as the "Municipal Advisor Rule" (SEC Rule 15Ba1-1 to 15Ba1-8 -"the Rule"). Stifel will be serving as a municipal advisor to the Issuer under the Rule and this agreement documents the municipal advisory relationship between Stifel and the Issuer.
- b. MSRB Rule G-42 requires that a municipal advisor provide its client with certain written disclosures. Please see Exhibit A to this agreement for those disclosures.

4. Compensation:

Stifel's fee for providing general advice under this Agreement ("Ongoing Services Fees") will be computed at the following hourly rates and will be paid by the Issuer within thirty (30) days of receipt of an invoice from Stifel:

Hourly rate for: Managing Director	\$175.00
Hourly rate for: Director	\$150.00
Hourly rate for: Vice President	\$125.00
Hourly rate for: Associate/Analyst	\$100.00

Fees from ongoing services that become transactions and end with a transaction-based-fee paid to Stifel will be net of related Ongoing Services Fees.

5. Authority to Direct Financial Advisor:

The following individuals have the authority to direct Stifel's performance of its scope of work under this agreement: the President of the Board of Trustees and/or the Library Director.

Respectfully submitted this 17th day of December, 2025.

STIFEL, NICOLAUS & COMPANY, INCORPORATED

By: Michael Short

Name: Michael L. Short, Managing Director

ACCEPTANCE

I, \_\_\_\_\_, acting in my capacity as \_\_\_\_\_, upon approval by the governing body of the Issuer, hereby accept the agreement as submitted by Stifel, Nicolaus & Company, Incorporated relative to the municipal advisory services, as described herein.

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
**Cass County Public Library District**  
**Financial Advisory Engagement**

**MSRB Rule G-42 Disclosures**

As municipal advisor to the Cass County Public Library District (“you”), Stifel Nicolaus (“Stifel” or “we”) is subject to the rules of the Municipal Securities Rulemaking Board (MSRB), including MSRB Rule G-42. The rule directs us to make certain disclosures to you. Please review the following disclosures and contact your Stifel municipal advisor if you have any questions.

**Our Duties as Your Municipal Advisor**

Rule G-42 describes our basic duties to you. Most importantly, we owe you a fiduciary duty, the principal element of which is a duty of loyalty. Under the duty of loyalty, we are required to deal honestly and in the utmost good faith with you and to act in your best interests without regard to our financial or other interests. We may not serve as your municipal advisor if we believe that we have any conflicts of interest that we cannot manage or mitigate so that we can act in your best interests.

Rule G-42 also provides that we owe you a duty of care. As part of that duty, we must possess the degree of knowledge and expertise needed to provide you with informed advice. Also, under that duty, when we make recommendations to you or help you to evaluate the recommendations of others, we may need to ask questions to make sure that we have all the relevant facts.

**Disclosure of Conflicts**

Rule G-42 requires us to disclose to you any known material, actual or potential conflicts of interest that could reasonably be expected to impair our ability to provide you with advice, including any conflicts associated with contingent fee arrangements. As described in our engagement letter, the payment of our fee for any bond transaction will be contingent on the closing of the bond issue described in the engagement letter. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since we may have an incentive to recommend a transaction to you that is unnecessary or to recommend that the size of the bond issue be larger than is necessary. We would, of course, be willing to discuss an alternative fee arrangement, if that is your preference.

Stifel has identified the following actual or potential material conflicts of interest:

Stifel and its affiliates comprise a full service financial institution engaged in activities which may include sales and trading, commercial and investment banking, advisory, investment management, investment research, principal investment, hedging, market making, brokerage and other financial and non-financial activities and services. Stifel and its affiliates may have provided, and may in the future provide, a variety of these services to the Issuer and to persons

and entities with relationships with the Issuer, for which they received or will receive customary fees and expenses.

In the ordinary course of these business activities, Stifel and its affiliates may purchase, sell or hold a broad array of investments and actively trade securities, derivatives, loans and other financial instruments for their own account and for the accounts of their customers, and such investment and trading activities may involve or relate to assets, securities and/or instruments of the Issuer (directly, as collateral securing other obligations or otherwise) and/or persons and entities with relationships with the Issuer.

Stifel and its affiliates may also communicate independent investment recommendations, market color or trading ideas and/or publish or express independent research views in respect of such assets, securities or instruments and may at any time hold, or recommend to clients that they should acquire such assets, securities and instruments. Such investment and securities activities may involve securities and instruments of the Issuer.

### **Legal and Disciplinary Event Disclosures**

Each firm that is registered as a municipal advisor with the U.S. Securities and Exchange Commission (SEC) is required to file Form MA with the SEC and update that form periodically and as events change. The firm is also required to file a Form MA-1 for each of its employees who is engaged in municipal advisory activities. Stifel's most recent Form MA and the Form MA-1 for each current Stifel municipal advisor employee may be found on the SEC's EDGAR website using the following hyperlink: <http://www.sec.gov/cgi-bin/browse-edgar?CIK=0000094403&owner=exclude&action=getcompany&Find=Search>.

Item 9 of Form MA requires each municipal advisor firm to disclose any criminal, regulatory violations, or self-regulatory violations and certain civil litigation. Because we are a broker-dealer firm, Form MA permits us to cross-reference to our Form BD, which is available on the website of the Financial Industry Regulatory Authority (FINRA), and our Form ADV, which is available on the SEC website. For your convenience, you may access our Form BD by using the following hyperlink: <http://brokercheck.finra.org/Firm/Summary/793>. You may access our Form ADV by using the following hyperlink: <https://adviserinfo.sec.gov/firm/summary/793>. Item 6 of each Form MA-1 requires comparable disclosure about a municipal advisor individual, as well as customer complaint, arbitration, investigation, termination, financial, and judgment/lien disclosure. When an individual has a disciplinary history, Form MA-1 permits us to cross-reference to that individual's Form U-4. The disciplinary history on an individual's Form U-4 is accessible entering the individual's name in FINRA's "Broker-Check" service, using the following hyperlink: <http://brokercheck.finra.org/>.

On September 24, 2024, the U.S. Securities and Exchange Commission ("SEC") issued a Cease-and-Desist Order (the "Order") against Stifel, Nicolaus & Company, Incorporated ("Stifel"). The Order was a part of a larger enforcement sweep brought against many brokerage firms for violations of the SEC's recordkeeping obligations that apply to broker-dealers and investment



advisers. In the Order, the SEC stated that Stifel personnel sent and received off-channel communications in violation of certain recordkeeping provisions of the Securities Exchange Act and the Investment Advisers Act. In addition, the SEC charged that Stifel failed to reasonably supervise its personnel with a view to preventing and detecting these violations.

Stifel admitted the facts set forth in the Order, acknowledged its conduct violated recordkeeping provisions of the federal securities laws, and agreed to pay a monetary fine of \$35 million. In addition, Stifel agreed to retain an independent compliance consultant to conduct a comprehensive review of Stifel related to electronic communications, and to implement improvements to its compliance policies and procedures to address these violations. The SEC imposed similar requirements on the other firms included in the larger recordkeeping enforcement sweep.

Stifel is committed to conducting its business in full compliance with legal and regulatory requirements. The firm has policies and procedures in place designed to ensure compliance with Stifel's supervisory and books-and-records obligations relating to electronic communications. These policies prohibit the use of unapproved communications platforms and require all employees to communicate via their Stifel-issued e-mail address or recorded line when possible. Stifel permits text messaging only where employees follow the specific procedures set out in Stifel Nicolaus's Policies and Procedure Manual.

While Stifel takes this matter very seriously, the firm does not consider this matter to be material to our ability to perform municipal advisory services for our clients.

### **Evaluation of Recommendations/Suitability**

As provided in our engagement letter, we will assist you in evaluating recommendations, whether made by Stifel or, upon your written request, by third-parties, such as underwriters. We will provide you with our evaluation of the material risks, potential benefits, structure, and other characteristics of the transaction or product. We will discuss with you why we think a recommendation we make is suitable for you. In the case of recommendations made by an underwriter or other third-party that you request in writing that we review, we will discuss with you why we think the recommended transaction or product is or is not suitable for you. We will also inform you of any other reasonably feasible alternatives considered.

In order for us to evaluate whether we think a recommendation is suitable for you, we are required to consider the following factors and we may need information from you about those factors, much as if you were opening a brokerage account:

- financial situation and needs,
- objectives,

- tax status,
- risk tolerance,
- liquidity needs,
- experience with municipal securities transactions or municipal financial products generally or of the type and complexity being recommended,
- financial capacity to withstand changes in market conditions during the term of the municipal financial product or the period that municipal securities to be issued in the municipal securities transaction were reasonably expected to be outstanding, and
- any other material information known by the municipal advisor about the client and the municipal securities transaction or municipal financial product, after reasonable inquiry.

## **Additional Information**

We also wish to inform you that Stifel is registered as a municipal advisor with both the SEC and the MSRB. Information about the duties of a municipal advisor, as well as the procedures for filing a complaint, may be found on the MSRB's website by clicking on the following link: <http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure.ashx?la=en>. The general website for the MSRB is [www.msrb.org](http://www.msrb.org). If you have any questions, please contact your municipal advisor.



Cass County Public Library recognizes that social media can be a valuable tool for communication, outreach, and engagement with the community. This policy establishes guidelines for the appropriate use of social media in a manner that supports the Library's mission, protects patron confidentiality, ensures compliance with applicable laws, and respects the rights of employees.

This policy applies to all employees, volunteers, interns, and other individuals performing services for the Library. It governs social media use when speaking on behalf of the Library, using Library-owned equipment or systems, or when such use materially interferes with job performance or violates law or Library policy. This policy does not seek to regulate lawful off-duty speech made in a personal capacity.

Nothing in this policy is intended to restrict or interfere with an employee's rights under the First Amendment, applicable federal or state labor laws, or whistleblower protection laws, including §105.055, RSMo. Employees may lawfully express personal opinions, including criticism of policies or practices, when speaking in a personal capacity and not representing the Library.

#### Official Library Social Media Use

Only employees authorized by the Library Director or designee may create, manage, or post content on official Library social media accounts or represent the Library on social media platforms. Posts made on behalf of the Library must follow professional standards and use approved branding, including the Library logo. Authorized users must post accurate, respectful, and professional content and comply with all applicable Library policies.

Only the Library Director or an individual authorized by the Library Director may:

- i) delete or remove any post, comment, or other activity on official library social media accounts; or ii) block accounts from engaging with official library social media accounts. All requests for deletion, removal, or blocking shall be submitted to the Library Director for review.

#### Personal Social Media Use

Cass County Public Library recognizes that employees maintain personal social media accounts and may use those accounts to express their own views in a

**Commented [Hr1]:** The Board's feedback regarding neutrality and inclusiveness in social media was reviewed and considered during the revision of Policy 512. Elements of that feedback were incorporated where legally permissible, particularly as they apply to official Library social media accounts and communications made on behalf of the Library.

As a public entity, Cass County Public Library is subject to federal and Missouri laws that protect employees' lawful off-duty speech when acting in a personal capacity. Accordingly, certain proposed restrictions could not be included, as they would conflict with constitutional free speech protections, labor laws, and state whistleblower statutes.

The revised Policy 512 clarifies the distinction between official Library social media use, which the Library may regulate to ensure professionalism and neutrality, and personal social media use, which the Library may not regulate beyond existing legal limits. This approach ensures compliance with applicable law while minimizing legal risk to the Library and the Board.

The attached revised Policy 512 reflects this balance and is intended to protect the Library, its employees, and the Board.

**Commented [LK2]:** This is a new development from the Supreme Court, last summer. While the law on these issues are still in development, the latest analysis is that for the Library itself to not be responsible for an employee deleting/removing/blocking, the policy should state who does and who does not have authority to do so. Here, only the Library Director would have that ability, and it would of course go through legal analysis as well. Generally, we won't be able to remove/delete/block, but there are situations in which we can. This could be the Assistant Director, Branch Managers, etc., but generally it's recommended to be one individual and for that individual to know that it's a high bar to do so and that legal review will be necessary.



personal capacity. When discussing Library-related topics in a personal capacity, employees should make clear they are speaking for themselves and not on behalf of the Library. Employees may not claim or imply that they represent the positions, strategies, or opinions of Cass County Public Library unless authorized to do so.

Use of a disclaimer (such as *"The postings on this site are my own and do not represent Cass County Public Library's position, strategies, or opinions."*) is encouraged but not required.

#### **Confidentiality and Patron Privacy**

Employees may not, at any time, disclose confidential or proprietary Library information. Employees may not disclose patron records, employee information, or other Library records protected by law, including but not limited to §182.817, RSMo., Chapter 610, RSMo. (Missouri Sunshine Law), as applicable.

These obligations apply regardless of whether social media use is official or personal.

#### **Use of Library Resources**

Limited personal use of social media during authorized breaks is permitted, consistent with other Library policies. Personal social media use during work time that interferes with job duties is prohibited. Employees have no expectation of privacy when using Library-owned equipment, systems, or networks.

#### **Prohibited Conduct**

This policy does not prohibit lawful speech. However, employees may not use social media, whether in an official or personal capacity, to engage in conduct that materially disrupts Library employee workspaces or working hours or knowingly make false statements presented as fact about the Library or its patrons, or misrepresent themselves as speaking on behalf of the Library without authorization.

#### **Enforcement and Discipline**

Violations of this policy may result in corrective action, up to and including discipline, consistent with applicable law. Discipline will not be imposed for lawful speech protected by the First Amendment, labor laws, or whistleblower statutes.

#### **Legal Compliance**

This policy is intended to comply with all applicable federal and state laws. In the event of a conflict between this policy and applicable law, the law shall prevail.

~~Cass County Public Library endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration, and~~

Commented [Hr3]: Revised as above

information exchange between Cass County Public Library staff, library users, and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the library and its users.

The library recognizes that technology advancements are continuous and that new tools will emerge which have useful applications in the library setting. Therefore, this policy addresses social media in general, and not specific programs, websites, or technology platforms.

### **General Guidelines**

In order to maintain the library's reputation and legal standing and to protect confidential and proprietary information of Cass County Public Library and its patrons, the following guidelines apply to all employees, and volunteers of Cass County Public Library when using the Library's internet, computer, related systems or devices, and when using their personal systems or devices outside of work.

#### **Employees should:**

- Be aware of liability. Employees are responsible for what they post on their own site and on the sites of others. Individual bloggers have been liable for commentary deemed to be a copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts).
- Respect Cass County Public Library's time and property. While at work during normal work hours, excluding breaks, employees may only engage in social media conversations related to their job duties.
- Maintain transparency and honesty. The line between professional and personal business is sometimes blurred. Employees need to be thoughtful about their postings and potential audiences. In personal posts, employees must be clear that they are sharing their views as an individual, not as a representative of Cass County Public Library.

#### **Employees should not:**

- Post as a representative of Cass County Public Library without first acquiring permission from the Assistant Director or the Public Relations and Marketing Coordinator.
- Unlawfully reveal confidential and/or proprietary information

regarding Cass County Public Library:

- ~~Reveal patron information.~~
- ~~Participate in personal social media conversations while at work.~~
- ~~Approve recommendations or testimonials.~~
- ~~Post obscenity, profanity, sexual references, or references to illegal drugs.~~
- ~~Engage in any discriminatory conduct of any nature or form as prohibited under State and Federal law.~~

#### **Posting as an individual**

- ~~Employees must use a disclaimer. If an employee publishes content on any website outside of Cass County Public Library and it has something to do with the work they do or topics associated with Cass County Public Library, employees should use a disclaimer such as, "The postings on this site are my own and do not represent Cass County Public Library's position, strategies, or opinions."~~
- ~~Employees cannot illegally use Cass County Public Library's logo or copyrighted material.~~

~~Employees are also cautioned that they should have no expectation of privacy or confidentiality using Cass County Public Library's equipment or facilities.~~

~~Failure to comply with this policy may lead to disciplinary action up to and including termination. If appropriate, Cass County Public Library will pursue all available legal remedies. Cass County Public Library will also report suspected unlawful conduct to the appropriate law enforcement authority.~~

Adopted 1/25/2023



**Dismissal** is the termination of employment by the Library of any employee with due to unsatisfactory conduct or job performance. Dismissal may result from the Progressive Discipline process or may occur immediately in cases of serious misconduct, as defined below. The Library Director will determine the appropriate period of notice if any. The Library Director has the authority to determine whether dismissal will take effect immediately or with a period of notice. Generally, dismissals for misconduct are immediate, while dismissals related to performance may follow progressive discipline steps.

Immediate dismissal without prior notice may be made for misconduct, which includes, but is not limited to:

- Criminal activity
- Theft
- Intoxication
- Substance abuse
- Insubordination
- Refusal to perform assigned tasks
- Misrepresentation of facts to obtain leave
- Willful endangerment of persons or property.
- ~~Actions in opposition to or~~ Violation of the Library regulations, policies, purposes or programs of the organization.

### **Insubordination**

Insubordination is defined as any action or inaction in that directly violations of the policy manual or a supervisor's lawful orders directive. Staff members may question any instruction, but upon being directed to take a certain action after the question has been addressed, the staff member must comply. Employees may seek clarification or raise questions about instructions; however, once the directive has been addressed and confirmed, they are expected to comply. A refusal to follow a lawful directive may be considered insubordination. However, a staff member may refuse a directive if it falls within the exceptions listed under this policy. In such cases, refusal must be consistent with compliance protections outlined in Policy 528 Compliance and Confidentiality.

A staff member may refuse if the directive would:

**Exceptions would be:**

- Any action or inaction which might cause harm to befall the staff member or another person. Place the staff member or another person at risk of imminent physical harm or safety hazard.
- Any action or inaction which violates the staff member's religion; sincerely held religious beliefs.
- Any action or inaction which is immoral or illegal. Require the staff member to engage in an unlawful or unethical act.

**Commented [PP1]:** Removed Redundancy

The old language repeated itself — first saying the Director determines notice, then restating that the Director has authority over notice. The revision combines this into a single, streamlined statement that's easier to follow.

**Commented [PP2]:** Linked to Progressive Discipline  
Previously, dismissal was described in isolation. The new draft ties dismissal to the Progressive Discipline process, showing that termination is usually the last step in a fair, consistent process — except when serious misconduct requires immediate action. This strengthens transparency and fairness.

**Commented [PP3]:** Director's Authority and Notice Period

- The Library Director retains discretion to determine whether a dismissal will take effect immediately or with a period of notice.
- This ensures flexibility to address both serious misconduct (requiring immediate action) and performance issues (which may allow notice or progressive discipline).
- Clarifies that not all dismissals are handled the same, reducing risk of inconsistency.

These revisions protect the Library by giving the Director discretion to act swiftly in cases of serious misconduct, while ensuring fairness through progressive discipline for performance-related issues. The examples provided set clear expectations for staff and reinforce the Library's standards of conduct.

**Commented [PP4]:** The revised insubordination section tightens the definition, allows for clarification without undermining authority, and ensures any refusal of a directive is tied to legally recognized protections. This provides a stronger, more defensible standard for both supervisors and staff.



- ~~Any action~~ ~~constituting~~ unlawful discrimination, ~~or~~ harassment, or direct retaliation against an employee or patron for opposing such practices.

Employees dismissed from employment with the Library will receive payment for unused leave time as outlined in the Library's leave policies.

An employee may appeal a dismissal or a demotion ~~to the Library Board of Trustees~~ by following the Library's Employee Grievance process.

Revised 1/25/2023

**Commented [PP5]:** These exceptions define the very limited circumstances in which an employee may lawfully refuse a directive. The intent is not to undermine supervisory authority, but to ensure the Library complies with federal and Missouri law and avoids liability if a directive would require unlawful conduct. This section does not weaken the insubordination rule. It simply ensures that staff may only refuse a directive if the directive itself would cause the Library to break the law or violate compliance standards. These clarifications anchor the policy in safety laws, Title VII, Missouri Human Rights Act, and professional ethics codes, making it more defensible and preventing misuse of vague terms like "harm" or "immoral."

**Commented [PP6]:** The approved Grievance Policy 516 outlines the process to be followed for all employee grievances.

DRAFT

Cass County Public Library recognizes employees ~~are recognized~~ for their completed years of service based on five-year increments. Recognition ~~is awarded~~ at the end of 5, 10, 15, 20, 25, 30, and 35 years of continuous service. ~~as follows:~~

Years of Service (Completed)	Recognition Award
5 years	\$25 cash
10 years	\$50 cash and a framed certificate of appreciation
15 years	\$75 cash and a plaque of appreciation
20 years	\$100 cash and a plaque of appreciation
25 years	\$125 cash and staff choice of flowers, a plant, a cake, or a plaque of appreciation
30 years	\$150 cash and staff choice of flowers, a plant, a cake, or a plaque of appreciation
35 years	\$175 cash and staff choice of flowers, a plant, a cake, or a plaque of appreciation

~~Presentations will be made once a year annually or upon resignation.~~

- **Presentation:** Recognition may be presented at the time the milestone is reached, during periodic staff events (at least annually), or upon resignation if the milestone has already been reached.
- **Taxability:** Cash awards are taxable and subject to applicable withholdings.

**Commented [Hr1]:** This version:

- Makes it clear recognition is for completed years of service, not partial.
- Uses a table for readability.
- Clarifies presentation timing and treatment.

**Commented [Hr2]:** Cash, gift cards, or cash equivalents (like prepaid debit cards) are always considered taxable wages — no exceptions, even if given for years of service or employee recognition. They must be included in the employee's gross income, reported on the W-2, and subject to income tax, Social Security, and Medicare withholding. (Reference: IRS Publication 525 – "Taxable and Nontaxable Income")

Revised 1/25/2023



**Definition**

Political activity means engaging in conduct while on duty, in an official capacity, or using Library resources that is directed toward supporting or opposing a political party, a candidate for public office, or a ballot measure. This includes, but is not limited to, soliciting votes or political contributions, campaigning, fundraising, or using official authority, the Library's name, or Library-owned equipment, systems, or platforms for such purposes.

**Commented [Hr1]:** A definition of political activity was added to Policy 525 to ensure the policy is applied consistently and in compliance with the law. Without a clear definition, the term political activity can be interpreted too broadly, which increases the risk of inconsistent enforcement or unintended restrictions on employees' lawful, off-duty speech. The definition clarifies that the policy applies only to political activity conducted while on duty, in an official capacity, or using Library resources, which is the full extent of what the Library is legally permitted to regulate. This protects the Library by preventing overreach, provides clear guidance to employees and supervisors, and reduces the risk of legal challenges based on vague or subjective interpretation. ... [1]

**Neutrality in Employment**

Cass County Public Library ~~employees will not be appointed or retained on the basis of employment decisions are not based on an employee's~~ their political activity or affiliation. Cass County Public Library employees shall not coerce other employees to take part in political campaigns, ~~to solicit votes, to levy, contribute or solicit funds or support, for the purpose of supporting or opposing the appointment or election of candidates for any municipal office,~~ or fundraising activities. Refusal to take part in political campaigns or fundraising activities will not affect an employee's position.

**Commented [Hr2]:** Policy 525 was updated to clarify employee rights and responsibilities regarding political activity. The revisions do not weaken restrictions on political campaigning in the workplace; instead, they align the policy with constitutional protections, federal law, and Missouri election statutes. The revisions strengthen legal compliance, clarify employee rights and restrictions, and make the policy more precise and defensible. The Library remains politically neutral in its operations while protecting the constitutional rights of employees as private citizens. ... [2]

~~No Cass County Public Library employee shall take any action during work hours regarding political activity and shall not use the Library's name or their employment status in any public display of support, opposition, endorsement, or other directed political stance other than as a separate private citizen. An employee may participate in political affairs, provided such participation does not adversely affect their performance as a Cass County Public Library employee.~~

**Commented [Hr3]:** Neutrality in Employment  
Why updated:

- Keeps the longstanding rule that employment decisions are not based on political affiliation.
- Affirms protection against coercion to participate in campaigns

This ensures fair employment practices and avoids any appearance of the Library pressuring employees for political involvement.

**Permitted Political Activity (Private Capacity)**

Employees retain the right to participate in political activity as private citizens, consistent with the **First Amendment of the U.S. Constitution** and the **Missouri Constitution**, provided they:

- Engage in such activity on their own time, outside of scheduled work hours
- Do not use Library resources, equipment, or paid work time for political activities
- Do not represent their personal views as official positions of the Library

**Commented [Hr4]:** Permitted Political Activity (Private Capacity)

Why updated:

- Explicitly affirms that employees retain their First Amendment rights and protections under the Missouri Constitution.
- Clarifies that private political activity is allowed, provided it is done off work time and without use of Library resources

This protects the Library from legal challenges the ... [3]

**Prohibited Political Activity (Official Capacity)**

While on duty, or when acting in their official capacity, employees may not:

- Use their job title, position, or the Library's name, logo, or resources to support, oppose, or endorse a political party, candidate, or ballot issue.

**Commented [Hr5]:** Prohibited Political Activity (Official Capacity)

Why updated:

- Refined language so restrictions apply only to official capacity and on-duty conduct.
- Adds a specific prohibition on soliciting votes, contributions, or support in line with Missouri law.
- Replaces vague terms ("public display") with precise, legally defensible wording.

This maintains a clear separation between the Lib ... [4]



- Solicit votes, contributions, or other support for or against a candidate, party, or ballot issue.
- Engage in political campaigning, fundraising, or solicitation of support while representing the Library.
- Allow political activity to interfere with job performance or Library operations.

This policy is consistent with **Missouri law**, including:

- **§115.646, RSMo.**, which prohibits the use of public funds to advocate for or against candidates or ballot measures.
- **§115.637 RSMo.**, which makes it unlawful to use official authority to interfere with elections or to coerce or solicit political support.

#### **Disciplinary Action**

Violations of this policy may result in disciplinary action, up to and including dismissal, consistent with **Policy 518 Progressive Discipline** and **Policy 519 Dismissal**.

*Revised 1/25/2023*

#### **Commented [Hr6]: Missouri Law References**

Why updated:

- Added references to RSMo §115.646 (prohibits use of public funds for political advocacy).
- Added references to RSMo §115.637 (makes coercion or solicitation of votes a criminal election offense).

By tying the policy directly to Missouri election statutes, the Library demonstrates legal compliance and removes any ambiguity about why these restrictions exist.

#### **Commented [Hr7]: Disciplinary Action**

Why updated:

- Changed "immediate dismissal" to: "disciplinary action, up to and including dismissal, consistent with Policy 518 Progressive Discipline and Policy 519 Dismissal."

This ensures consistency across Library policies and avoids legal challenges by showing that discipline for political activity violations follows the same fair process as other misconduct.

**Page 1: [1] Commented [Hr1]      Human resources      1/13/2026 12:34:00 PM**

A definition of political activity was added to Policy 525 to ensure the policy is applied consistently and in compliance with the law. Without a clear definition, the term political activity can be interpreted too broadly, which increases the risk of inconsistent enforcement or unintended restrictions on employees' lawful, off-duty speech.

The definition clarifies that the policy applies only to political activity conducted while on duty, in an official capacity, or using Library resources, which is the full extent of what the Library is legally permitted to regulate. This protects the Library by preventing overreach, provides clear guidance to employees and supervisors, and reduces the risk of legal challenges based on vague or subjective interpretation. This policy is consistent with Missouri law, including RSMo §§ 115.637 and 115.646, which prohibit the use of public authority or public resources for political advocacy or coercion.

**Page 1: [2] Commented [Hr2]      Human resources      9/29/2025 1:36:00 PM**

Policy 525 was updated to clarify employee rights and responsibilities regarding political activity. The revisions do not weaken restrictions on political campaigning in the workplace; instead, they align the policy with constitutional protections, federal law, and Missouri election statutes. The revisions strengthen legal compliance, clarify employee rights and restrictions, and make the policy more precise and defensible. The Library remains politically neutral in its operations while protecting the constitutional rights of employees as private citizens.

**Page 1: [3] Commented [Hr4]      Human resources      9/29/2025 1:37:00 PM**

Permitted Political Activity (Private Capacity)

Why updated:

- Explicitly affirms that employees retain their First Amendment rights and protections under the Missouri Constitution.
- Clarifies that private political activity is allowed, provided it is done off work time and without use of Library resources.

This protects the Library from legal challenges that could arise if the policy was interpreted to restrict employees' lawful, personal activities as private citizens.

**Page 1: [4] Commented [Hr5]      Human resources      9/29/2025 1:38:00 PM**

Prohibited Political Activity (Official Capacity)

Why updated:

- Refined language so restrictions apply only to official capacity and on-duty conduct.
- Adds a specific prohibition on soliciting votes, contributions, or support in line with Missouri law.
- Replaces vague terms ("public display") with precise, legally defensible wording.

This maintains a clear separation between the Library's neutral public role and employees' personal political activity. It prevents misuse of Library name, resources, or authority in politics while avoiding overreach into private rights.



As used in **527 Whistleblower Protection**, "public employee" shall mean any employee, volunteer, intern, or other individual performing work or services for the Cass County Public Library.

All public employees of the Cass County Public Library are subject to 105.055, RSMo., which affords protections to public employees who disclose alleged prohibited activity under investigation or any related activities, or who disclose information which the public employee reasonably believes evidences:

- a) A violation of any law, rule, or regulation; or
- b) Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, alteration of technical findings or communication of scientific opinion, breaches of professional ethical canons, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law.

Activities protected under this policy are those described in §105.055, RSMo., including but not limited to disclosures of violations of law, mismanagement, waste of public resources, abuse of authority, or dangers to public health or safety, as defined by statute.

As used in this policy, "whistleblower" shall mean the public employee making such disclosure. The whistleblower is not responsible for investigating the alleged activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.

If a public employee has knowledge of or is concerned about activities described above, the public employee may contact Human Resources. This policy in no way infringes upon the public employee's right to disclose such information to any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public, or any state official or body charged with investigating any alleged misconduct described in this policy. This policy in no way requires the public employee to make a disclosure to Human Resources, the Library Director, any other supervisor, or the Board of Trustees prior to making a disclosure to any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public, or any state official or body charged with investigating any alleged misconduct described in this policy.

**Commented [LK1]:** This is from the whistleblower statute, 105.055, RSMo. Because these are statutory protections, I reworked the policy to align with statutory terms and protections.

**Commented [PP2]:** Formatting and Readability  
•The revised version organizes the policy into clear sections (Definition, Reporting Procedure, Protections, Responsibility for Investigation, Legal Compliance). This improves readability for staff and transparency for the Board.

#### Disclosure Procedure if Disclosing to the Library



- If the alleged wrongdoing concerns Human Resources, then the public employee must contact the Library Director.
- If the alleged wrongdoing concerns the Library Director or any other employee or a Trustee, the public employee must contact Human Resources. If the alleged wrongdoing concerns the Library Director, the matter will be reviewed with Human Resources and the Board of Trustees in accordance with governance procedures.
- Human Resources, or the Library Director, as applicable, will be responsible for coordinating an investigation.
- Public employees are expected to exercise sound judgment to avoid reckless or knowingly false allegations. A public employee who intentionally or recklessly discloses a false accusation of wrongdoing is not a whistleblower and may be subject to discipline up to and including termination.

Cass County Public Library will not prohibit a public employee from or take disciplinary action against a public employee who, in good faith, makes a disclosure of any activity described above.

- **Good Faith Disclosure:** A public employee who makes a disclosure in good faith is protected even if the disclosure is not substantiated.
- **Definition of Disciplinary Action:** Disciplinary action includes dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work, regardless of whether the withholding of work has affected or will affect the employee's compensation.
- **Confidentiality:** The identity of the public employee will be kept confidential to the fullest extent permitted by law. However, identity may have to be disclosed as necessary to conduct a thorough investigation, comply with legal requirements, or provide accused individuals their legal rights of defense.

**Commented [PP3]: Confidentiality Improvements**  
 •The new draft specifies that confidentiality will be maintained to the fullest extent permitted by law, which better reflects legal requirements and protects the Library during investigations.

## Responsibility for Investigation

If disclosing to the Library, all disclosures of activities described above by an employee or Trustee of Cass County Public Library must be promptly submitted to Human Resources, who is responsible for coordinating an investigation and corrective action. If the Library Director or Board of Trustees is involved, Human Resources will ensure the matter is elevated to the appropriate level of oversight.

## Legal Compliance

**Commented [PP4]: Legal Alignment**  
 •These laws protect employees from retaliation when reporting unlawful, unsafe, or dishonest activities in good faith. By referencing them directly, the Library demonstrates that its policy is legally grounded and compliant.



This policy is consistent with protections provided under applicable federal law and 105.055, RSMo. In the case that this policy conflicts with applicable federal or state laws, such federal or state law shall prevail.

Commented [LK5]: 285.575 applies to private employers, while 105.055 applies to political subdivisions. That 105.055 applies to political subdivisions (not just the State) is relatively new and is difficult for a political subdivision to defend against.

### Current 527

~~A whistleblower, as defined by this policy, is an employee of Cass County Public Library who reports an activity of an employee or trustee of Cass County Public Library that they consider being illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. Appropriate management officials are charged with these responsibilities.~~

Commented [Hr6]: As revised above per legal to comply with 105.055 RSMo.

~~Examples of illegal or dishonest activities include but not limited to violations of federal, state, or local laws; billing for services not performed or for goods not delivered; fraudulent financial reporting; forgery, and other related illegal acts.~~

~~If an employee has knowledge of or is concerned about illegal or dishonest fraudulent activity by an employee or trustee of Cass County Public Library, the employee must contact Human Resources. If the alleged wrongdoing concerns Human Resources, then the employee must contact the Library Director instead. If the alleged wrongdoing concerns the Library Director, the employee must contact the Library Board of Trustees President and Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally or recklessly files a false report of wrongdoing is not a whistleblower and is subject to discipline up to and including termination.~~

~~Whistleblower protections are provided in two important areas: confidentiality and against retaliation. To the extent possible, the confidentiality of the whistleblower is maintained. However, identity may have to be disclosed to conduct a thorough investigation, comply with the law, and provide accused individuals their legal rights of defense. Cass County Public Library will not retaliate against a whistleblower. Any whistleblower who believes they are being retaliated against must contact Human Resources immediately.~~

~~All reports of illegal and dishonest activities by an employee of Cass County Public Library must be promptly submitted to Human Resources, who is responsible for investigating and coordinating corrective action. Employees with any questions regarding this policy should contact Human Resources.~~

Adopted 1/25/2023



### Commitment to Compliance

Cass County Public Library is committed to creating an environment that ensures full compliance with all federal, state, and local laws, and all Library policies.

In the event ~~that an instance~~ of non-compliance ~~should occur, the program detailed below is designed to detect it and correct it in a timely manner.~~ the Library will promptly detect, investigate, and correct the issue through corrective action plans and periodic reassessment to ensure ongoing compliance.

### Detection and Correction

~~Should any instance of non-compliance be identified by the library's administration, the library's annual financial audit, through audits, or the library's employee-reporting program discussed below:~~

When non-compliance is identified by the library's administration, the library's annual financial audit, through other audits, or the library's employee-reporting program discussed below, a corrective action plan will be developed and implemented to resolve the issue in a timely manner. ~~The library will continue to perform periodic reassessments to ensure ongoing compliance.~~

### Reporting Concerns

Cass County Public Library encourages all employees to raise compliance concerns, ~~and demands that all compliance issues be raised, investigated, and promptly resolved.~~ When reported as instructed below, Reported concerns will be reviewed, investigated as appropriate, and addressed in a timely manner. ~~If desired, those reporting compliance concerns will receive a report of the investigation and corrective action. Cass County Public Library will not take disciplinary action against anyone solely because they have submitted a compliance incident report or otherwise expressed a concern.~~ Employees who report concerns in accordance with this policy may receive confirmation that the concern was reviewed; however, specific details of investigations or corrective actions may not be shared due to confidentiality and privacy considerations.

- Employees will not face disciplinary action solely for submitting a compliance report or expressing a concern in good faith.
- Retaliation protections are provided under Policy 527 Whistleblower Protection.

### Disciplinary Action for Non-Compliance

Any employee or member of Cass County Public Library who participates in an activity

**Commented [PP1]:** The Compliance and Confidentiality policy was updated to improve clarity, ensure consistency with related personnel policies, and to better align the content of the policy with its title. The revisions do not alter the Library's commitment to compliance and confidentiality but make the policy more transparent, enforceable, and aligned with best practices. In summary: The revisions strengthen legal compliance, ensure consistency with other Library policies, and provide a clear framework for both compliance and confidentiality. The changes are structural and clarifying in nature, not substantive shifts in practice.

**Commented [PP2]:** Clarity and Organization  
 • The previous version was written in long paragraphs. The updated draft breaks the policy into clear subsections: *Commitment, Detection and Correction, Reporting Concerns, Disciplinary Action, Confidentiality Obligations, Training, and Privacy.*  
 • This format improves readability for employees and makes it easier to reference for enforcement.

### Commented [Hr3]: Reporting Concerns Language Change

The reporting concerns section was revised to remove language promising that employees would receive a report of the investigation or corrective action. While the Library encourages employees to raise compliance concerns and commits to reviewing and addressing those concerns promptly, the Library is often legally restricted from sharing details of investigations or personnel actions due to confidentiality and privacy requirements. The revised language maintains strong protections against retaliation and ensures that concerns are investigated, while avoiding an unintended promise that the Library may not always be able to fulfill. This change protects the integrity of investigations, preserves employee privacy, and reduces legal risk to the Library.

**Commented [Hr4]:** This section was revised to clarify disciplinary standards, remove ambiguity, and ensure decisions are based on objective, defensible factors rather than automatic penalties. It is clear and enforceable. It preserves managerial discretion. It aligns with progressive discipline. It avoids vague or absolute language. It treats employees fairly and consistently.



that does not comply with federal, state or local laws or Library policies, may be subject to disciplinary action, up to and including termination from employment, consistent with applicable Library disciplinary policies. ~~Appropriate disciplinary action will depend upon:~~

In determining appropriate action, consideration will be given to:

- ~~t~~The nature and seriousness of the activity;
- ~~w~~Whether the employee could reasonably be expected to identify the activity as non-compliant;
- ~~w~~Whether the employee was in a position to take appropriate corrective action, and/or
- ~~w~~Whether the employee was unduly influenced to participate in the activity.

~~Discipline will be administered in accordance with Policy 518 Progressive Discipline and Policy 519 Dismissal.~~

### Confidentiality Obligations

In addition to compliance responsibilities, all employees are expected to safeguard confidential information, including but not limited to:

- Patron records protected under §182.817 RSMo.
- Personally identifiable or medical information protected by federal and state laws (e.g., HIPAA, GINA).
- Personnel and financial information designated as confidential by Library policy.

Unauthorized access, use, or disclosure of confidential information, whether intentional or negligent, may result in disciplinary action consistent with other library policies.

#### Commented [PP5]: Legal and Policy Alignment

- The revised policy explicitly cross-references Policy 527 Whistleblower Protection, Policy 518 Progressive Discipline, and Policy 519 Dismissal, ensuring consistency across related policies.
- Confidentiality obligations are now clearly tied to legal requirements such as RSMo §182.817 (patron records) and HIPAA or GINA, giving the policy stronger legal grounding.

#### Commented [PP6]: Strengthened Confidentiality

- The prior version emphasized compliance but did not explicitly detail confidentiality responsibilities, despite the policy title. The updated version now includes clear expectations for handling patron records, personnel information, and other legally protected data.

### Training

~~Cass County Public Library is committed to ensuring that all supervisors and employees receive training appropriate for their job duties and responsibilities.~~

#### Commented [PP7]: Training Commitment

- The updated version specifies that compliance training may cover privacy, records management, financial accountability, and IT security. This ensures staff receive practical guidance aligned with their roles.

The Library is committed to providing supervisors and employees with training appropriate to their job duties and responsibilities. Training may include, but is not limited to:

- Compliance with laws and Library policies.
- Patron privacy and confidentiality.
- Records management and financial accountability.
- Information technology and data security.

### Privacy and Monitoring

~~Employees have no expectation of privacy with regard respect to computers, Internet use, telephones, desks, lockers, and/or other storage devices provided to employees.~~

Employees should have no expectation of privacy in their use of Library provided equipment, email, voicemail, internet access, files, or physical storage. Any recordings, messages, or other communications on these systems are the exclusive property of Cass County Public Library. Cass County Public Library, in its sole

#### Commented [PP8]: Privacy and Monitoring

- The original statement that employees have no expectation of privacy with library-provided resources has been preserved but clarified to note that monitoring may occur to ensure compliance, and that any personal information accessed will be handled appropriately. This provides legal defensibility and fairness. This guidance is also in policies 514 Equipment Use and 504 Cybersecurity.

discretion, reserves the right to monitor, access, and review these systems and records at any time to ensure compliance with Library policies.

*Revised 1/25/2023*





### **November Hiring**

- 3 New Hires
- 0 Moved Positions
- 1 Retirements
- 0 Ceased Employment

### **Current Openings**

- Custodian - Drexel

### **Year-End Programming**

Branches wrapped up the calendar year with holiday-themed programming, including snow-themed escape rooms, a Prairie Dulcimer Club performance, Christmas crafts, and Santa and Mrs. Claus' visits to five branches.

### **Budget Approvals**

Branch personnel, programming, and supply budgets have been formalized and will be shared with managers for the 2026 fiscal and calendar year. These amounts will be based on purchase requests and 2025 personnel and programming expenditures, which came in well under budget.



*Graham cracker gingerbread house*

### **Adding Services**

CCPL has been in communication with Idemia, the biometrics company with the current contract for fingerprinting services in Missouri, to discuss providing a branch location offering patron fingerprinting for background checks and employment verification.



*CCPL staff visit Drexel during the quarterly branch tour*

### **Bookmobile Maintenance**

The Outreach

Branch will use the van to do its Lobby Stops at retirement communities through February while the Bookmobile

Monthly Report – December  
Leigh Hallenberg

Assistant Director – Head of Public Services

is in for maintenance. The Bookmobile maintenance is scheduled to include service and repairs to the slide out, air conditioner, entry steps, door latches, seals and battery replacement.

### **2025 Budget Highlights**

The Library closed 2025 in a strong financial position, with operating expenditures well within planned limits and revenues coming in slightly higher than projected. Operating costs remained controlled and consistent with prior years, reflecting the Library's long-standing practice of conservative budgeting and careful fiscal stewardship.

#### **Key Highlights:**

- Revenues exceeded projections, primarily due to slightly higher-than-expected property tax receipts and strong interest income. State aid is intentionally excluded from budgeted revenue due to legislative uncertainty, which also contributed to the variance between projected and actual revenues.
- Personnel costs came in below budget, as positions are budgeted at 100% staffing with full benefits for the entire year, a level that is rarely realized in practice.
- Operations spending was lower than anticipated due to several factors, including:
  - Budgeting for potential increases to the Drexel lease that remain subject to landlord negotiations, and HA rent based on mid-year reporting.
  - No major HVAC expenditures were required due to effective preventative maintenance.
  - A \$14,000 refund related to damages caused by roof leakage at the Northern Resource Center.
  - Reduced automation and courier costs following a pricing reclassification that lowered fees without service impact.
  - Full internet connectivity costs were budgeted in the event E-Rate subsidies were not federally approved; subsidies were received as expected.
  - Outreach vehicle expenses were lower due to the bookmobile being out of service early in the year and the outreach van not being purchased until May.
  - Marketing and promotions spending was limited due to staffing timing and the existing inventory of branded materials.
- Collections spending remained strong, particularly in digital materials, where usage and demand remain consistently high year over year.
- Capital spending was restrained, as the budget predated the adoption of the Capital Improvement Plan and included broad allowances that were later refined; use of in-house facilities staff for larger projects helped mitigate costs.
- Reserve funds reflect planned set-asides, including capital contributions and carryover balances, not underspending.

Overall, the Library expended approximately 81% of its total planned budget across operations, capital, and reserves, consistent with recent years. This conservative approach has strengthened the Library's financial position, demonstrating continued responsible stewardship of public funds.

### **Northern Resource Center Water Leaks**

Over the past week, several water leaks at the NRC were identified, including saturated and newly stained ceiling tiles in the Easy Reader and meeting room areas, as well as water



observed running down the wall in the Large Print area. Building management was notified promptly.

Roofing contractors have since responded and are addressing the new leaks affecting the Easy Reader and meeting room areas. The water intrusion observed in the Large Print area appears to be related to the unresolved tower roofing issue, which has not yet been repaired.

### **Harrisonville Project Update**

The land disturbance permit has been received, and tree removal on the property is ongoing. Once this work is complete, a construction entrance will be installed, after which the remaining site work will be performed by the general contractor.

The public notice for general contracting bids was published on Friday, January 9th, through multiple channels, including the Library's website, Dodge Construction Central, an industry-standard construction bidding website, and the two local county newspapers. In addition, Navigate Building Solutions conducted direct outreach to several dozen general contractors and has been responding to bidder inquiries. A pre-bid meeting was held at the NRC branch on Thursday, January 15th.

Bids are due by 2:00 p.m. on Tuesday, February 3rd. Following review and interviews by Navigate and Library staff, a recommendation and request for Board approval of a general contractor will be presented at the February 18th regular Board meeting.

The official street address for the project site has been confirmed as 1250 Locust Terrace, Harrisonville, MO 64701.

### **Pleasant Hill Storywalk Update**

Construction documents for the StoryWalk® pathway are expected from DuBois Consultants by January 16th, and will be shared with asphalt contractors and other qualified vendors as part of the bidding process. Staff have been preparing to obtain bids through the state procurement program for asphalt installation; however, only one participating contractor performs new asphalt installation rather than repairs. To ensure competitive pricing, a request for bids will also be issued once the construction documents are available.

Staff are also preparing to order the StoryWalk® signage. Lark Signs, based in Wichita, Kansas, specializes in StoryWalk® signage that can be designed to align with Library branding and is weather-resistant, secure, and easy to update without additional lamination. The goal is to complete both pathway construction and signage installation by summer.

Phases 2 and 3 of the project are already identified in the Library's Capital Improvement Plan. Phase 2 provides an accessible connection between the StoryWalk® and the Pleasant Hill branch, and Phase 3 includes a parking area along Independence Street. Staff are applying for the Missouri Recreation Trail Program Grant, which could fund up to 80% of eligible construction costs for these phases, with award announcements expected in October. If awarded, we would plan to proceed with the next phases in 2027.

## January 2026 Library Director's Report

### **GovDeals Revenue**

The Library received \$1,463.00 in revenue from the sale of surplus technology and facilities items through GovDeals this month.

### **Drexel and Annex Access Control**

Network and power lines have been installed at Drexel and the Annex in preparation for access control installation at both locations later this month.

### **Annex Replacement Awning**

The replacement awning, with CCPL branding, was installed on Tuesday, January 6th.



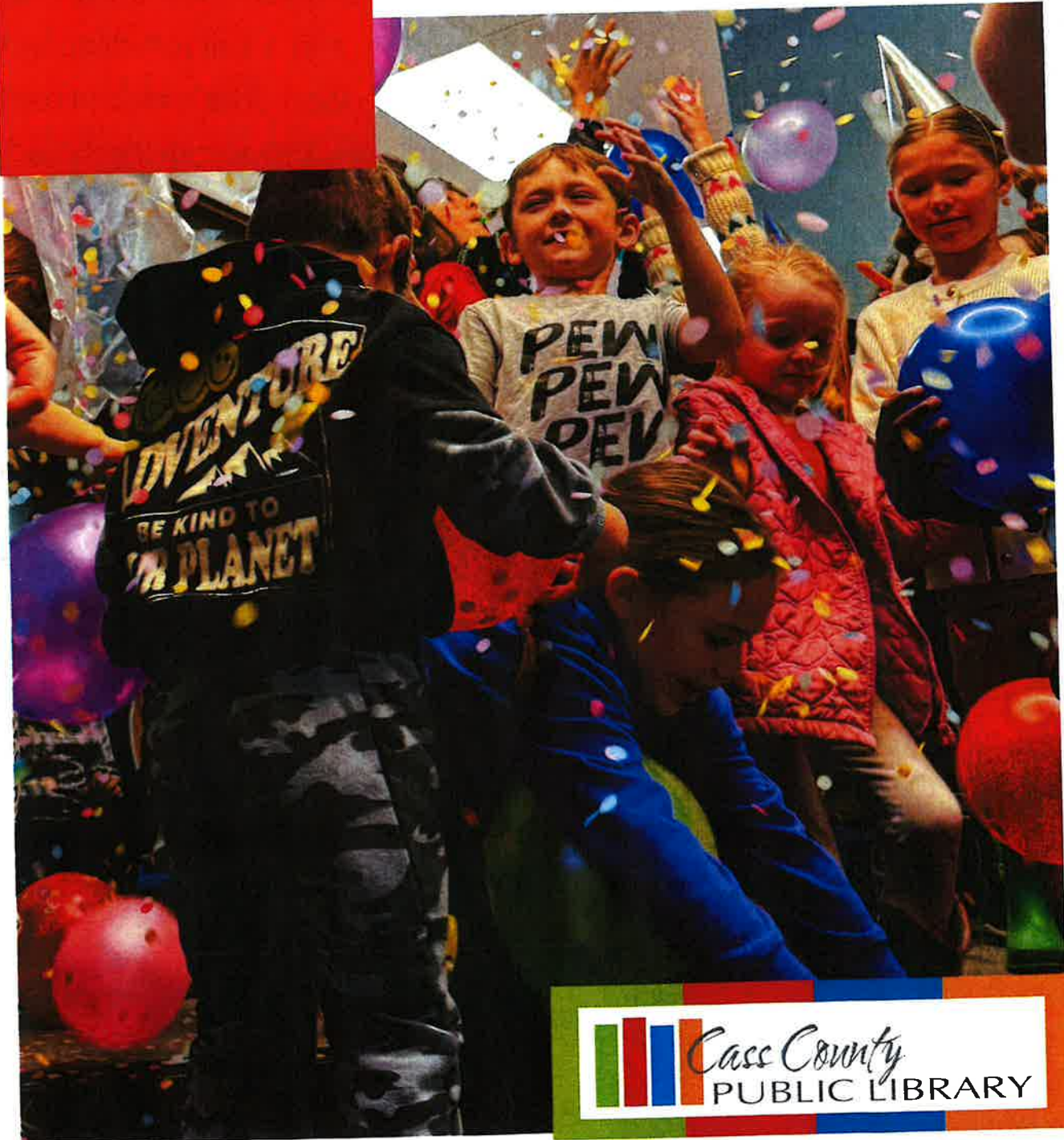


# CCPL

# Monthly Review

December 2025

816-360-4600 | [casscolibrary.org](http://casscolibrary.org)



*Cass County*  
PUBLIC LIBRARY





## Noon Year's Eve Harrisonville

Patrons of all ages came together to celebrate New Year's Eve with loads of snacks and activities, a themed storytime, and a balloon drop at the stroke of noon. The event provided a fun and safe way for children and caregivers to enjoy the holiday during daytime hours.



## Santa & Mrs. Claus Drexel

Santa and Mrs. Claus stopped by to share stories, take photos, and hand out treats before heading back to the North Pole in time for Christmas.



## Gingerbread Houses Northern Resource Center

Teens participated in a festive gingerbread house building and decorating competition. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners were awarded with gift certificates.

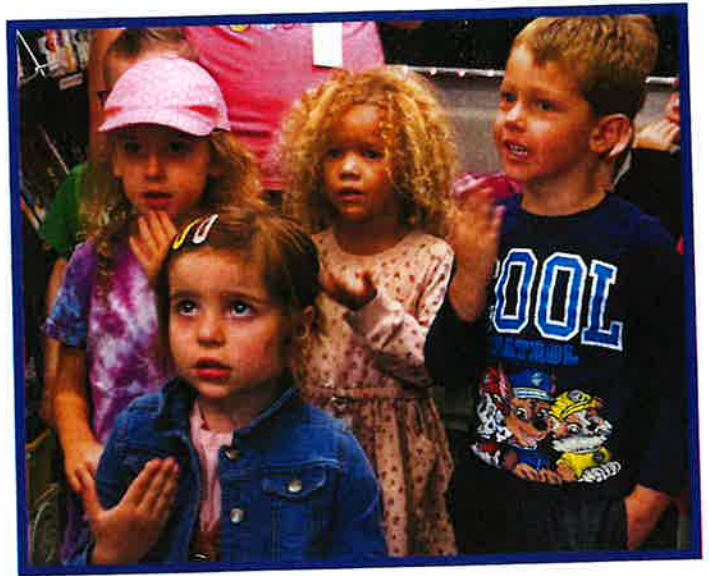




## Gingerbread Crafts

Archie

While waiting to tell Santa what they wanted for Christmas, kids participated in making their very own gingerbread friends.



## Storytime Signing

Bookmobile

Kids learned to use sign language while participating in a fun storytime activity.



## Watercolors By Marcia

Northern Resource Center

Participants were taught the basics of watercolor techniques and got to take home their very own gold foil holiday paintings.



## Christmas Crafts

Garden City

After taking pictures with Santa, kids hung out and crafted up some Christmas themed artwork with their families.





## **Gingerbread Decorating** **Pleasant Hill**

Families participated in gingerbread house decorating, however some of the children preferred to have a taste test.



## **Storytime Songs** **Bookmobile**

Kids danced and sang along to catchy songs during a musical storytime activity.



## **Christmas Crafternoon** **Harrisonville**

Teens spent Christmas Crafternoon week making homemade gifts including bookmarks, ornaments, picture frames, hand sanitizer, and more.



## **Winter Storytime** **Northern Resource Center**

Librarians visited Shull Early Childhood Center for the Parents As Teachers annual Winter Storytime. After, the children got to play, make crafts, and decorate cookies.





## Prairie Dulcimer Club Concert

### Pleasant Hill

The Prairie Dulcimer Club preformed a heartwarming holiday concert for community members, showcasing traditional Christmas music played on both mountain and hammered dulcimers.

**11,924**

Active Customers

**45,526**

Circulation

**84.7**

Net Promoter  
Score

**02**

## COLLECTION MANAGEMENT

**202**

Adult Print  
Titles Ordered

**127**

Adult eMedia  
Items Ordered

**1,050**

Items Cataloged



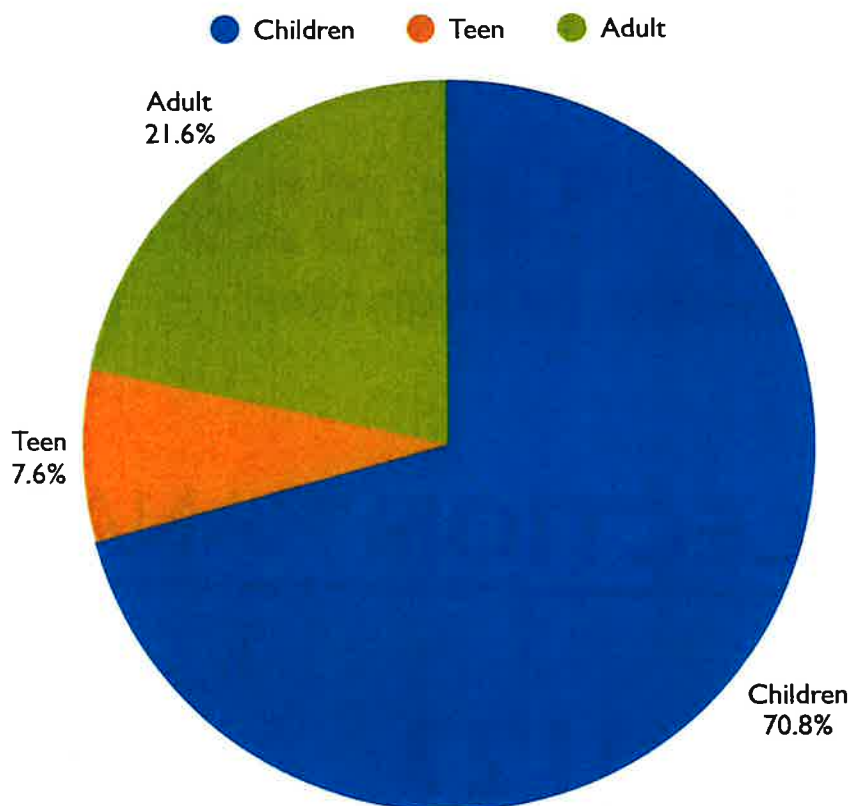
## Program Highlights

December featured a variety of engaging programs, with a large number revolving heavily around the holiday season. Santa's appearance was a huge hit with kids and parents alike, and teens enjoyed hanging out at several of the branches for their winter themed craft and movie nights. Other events such as book clubs, storytimes, puzzles, and game zones filled the month with entertaining programming for patrons of all ages and interests.

**266**  
Programs

**3,655**  
In-Person  
Attendees

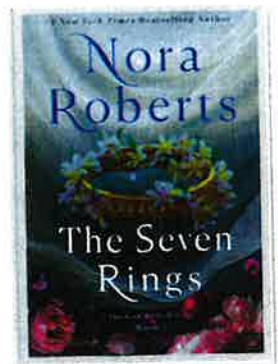
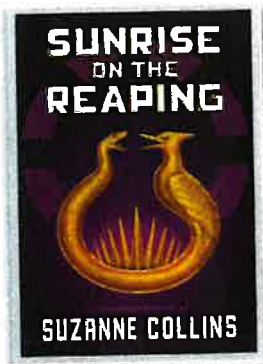
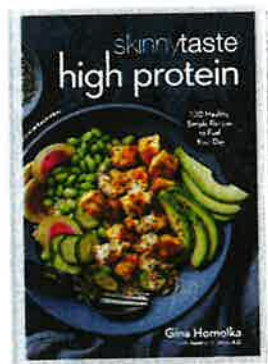
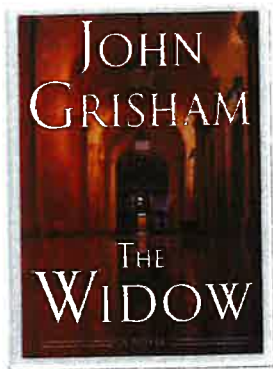
Attendance by Age Group



# CUSTOMER FAVORITES

## Top Checkouts

	Adult Fiction	Adult Non Fiction	YA Fiction	Juvenile Fiction	eBooks	eAudio Books
1	<i>The Widow</i>	<i>Skinnytaste: High Protein</i>	<i>Sunrise on the Reaping</i>	<i>Dog Man and Cat Kid</i>	<i>The Seven Rings</i>	<i>Brimstone</i>
2	<i>The Picasso Heist</i>	<i>The Gifts of Christmas</i>	<i>The Selection</i>	<i>Dog Man, Brawl of the Wild</i>	<i>The Women</i>	<i>The Housemaid</i>
3	<i>The Impossible Fortune</i>	<i>The Radium Girls</i>	<i>Don't Ask if I'm Okay</i>	<i>Jessi Ramsey, Pet-Sitter</i>	<i>The Widow</i>	<i>Quicksilver</i>



## 04 YOUTH SERVICES



**146**

**Storytimes**

**2,588**

**Storytime Attendees**

The annual Winter Reading Challenge went live and prizes, as well as hats, gloves, and stuffies, were distributed for future winners. Several new games were added to the library's catalog, along with 2 new STEAM kits. Additionally, the Youth Services Coordinator assisted in planning efforts for the Summer Library Program and attended the CSLP Summer Symposium.

## 05 TECHNOLOGY SUPPORT

IT completed 35 support tickets, addressing webpage updates, TV display issues, printing errors, broken equipment, and more. Key project work included updating outdated website links, preparing for patron desktop replacements, installing cabling for new door card systems, adding equipment to inventory for tracking, selling surplus devices on GovDeals, and revamping the 2026 circulation report.

**1,759**

**WiFi Sessions**

**1,060**

**Computer Sessions**



## 06 COMMUNITY OUTREACH



In December, CCPL staff provided outreach to the community by collaborating with local Archie schools to display students' artwork in the library, visiting various preschool locations for storytime, and implementing new destinations for the Bookmobile and lobby stops. Harrisonville and Pleasant Hill staff members also attended the Mill Walk Mall Vendor Market, Terrific Kids Awards, and Kidz Inc. to interact and strengthen relationships with local families.

## 07 FACILITIES COORDINATOR



The Facilities team completed 23 work orders this month, providing several repairs and equipment installations throughout the branches. Notable projects included providing branches with ice melt and snow removal equipment, planning for Pleasant Hill's Storywalk installation, repairing various light fixtures, doors, shelves, and walls, and installing new network lines. Additionally, several surplus items were sold through GovDeals, and a preliminary draft of the Storywalk was presented to the Board.



## 08 COMMUNITY SPACES

23

Community Room  
Reservations

262

Study Room  
Reservations

## 09 COMMUNITY ENGAGEMENT

CCPL engaged with Cass County community members through events and programs, and collaborated with several local organizations on public activities. Notably, NRC welcomed the Ray-Pec choir to carol at the library, Garden city invited the Historical Society for an ornament making class, and Bookmobile set up 3 new lobby stops in various senior living facilities.



0

Marketing Emails  
Sent

8,299

Social Media  
Reach

6,178

Total Website  
Users

0

Marketing Emails  
Opened

223

Social Media  
Engagements

12,932

Total Website  
Pageviews

# COMMUNITY ENGAGEMENT

“

They have a wide variety of books, and I like the activities they have for young children.

– **Survey Response**

”



“

I go to this library at least twice a week. Good selection of new books and large print. They always have fun incentives to encourage all ages to read.

– **Google Review (Becky C.)**

”

“

1. Good selection
2. Good atmosphere
3. Ample amount of computers
4. Courteous staff

– **Google Review (Shawn M.)**

”



“

So convenient to have a "well stocked" library sooo close to home!

– **Survey Response**

”

# STAFF ACTIVITIES

## **Archie**

Storytimes continued at the elementary school on Wednesdays, and staff participated in the “Can You De-Escalate” webinar through Niche Academy.

## **Bookmobile**

Several new locations have been contacted about being added as stops. Outreach staff have also been training and mentoring a new team member.

## **Drexel**

The Youth Specialist visited local preschool and kindergarten classes to bring storytime to students while the chilly weather persisted.

## **Garden City**

Staff have been working hard on the faded labels project by acquiring missing pieces and labeling games with spine labels, bar codes, game summaries, and contents.



## **Genealogy**

Staff supported patrons with specialized research assistance, collaborated with community partners, and assisted children with creating their own family trees.

## **Harrisonville**

Staff members attended various community events such as the Mill Walk Mall Vendor Market, the Terrific Kids Awards, and local classrooms for storytime.

## **Northern Resource Center**

Staff participated in the Niche Academy Webinar: The Efficient Library, and visited Shull Early Childhood Center for a holiday themed storytime.

## **Pleasant Hill**

Staff participated in various vector trainings for the month, visited Kidz Inc. for storytime, and attended the Pleasant Hill Chamber of Commerce Luncheon.

# LOOKING AHEAD

## **Archie**

Archie will be implementing a Scrabble Club, and a Puzzle Exchange program that will be carried out through the final two weeks of January.

## **Bookmobile**

Bookmobile will be going in for yearly maintenance at the start of the New Year, so staff will be unloading most of the books, cleaning and preparing to do some stops without it.

## **Drexel**

Drexel is adding a new gaming program and snacking social to help improve adult engagement in library activities.

## **Garden City**

Garden City is looking forward to bringing back their highly requested LEGO club for the New Year.

Check out the



events page!

## **Genealogy**

Genealogy is looking forward to continuing helping patrons with research projects.

## **Harrisonville**

Harrisonville is looking forward to introducing a new branch manager at the start of the New Year.

## **Northern Resource Center**

NRC is looking forward to their in-library escape room, and having a table at the Peculiar Vendor Fair.

## **Pleasant Hill**

Pleasant Hill is looking forward to several exciting Teen programs such as their Teen-Read-A-Thon and Super Smash Bros Tournament, and will be holding a Winter Puzzle Challenge for Adults.



# 12 OUR TEAM



New and veteran staff visited each CCPL location on December 18<sup>th</sup> for the quarterly branch tour.



**3**

**New Hires**

**0**

**Position Changes**