

Agenda
Cass County Public Library Board of Trustees
Regular Meeting
Northern Resource Center Meeting Room
Online at <https://www.youtube.com/@casscolibrary>
November 19, 2025 @ 4:00 p.m.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONSENT AGENDA

Approval of Minutes – Regular Meeting – October 15, 2025
Financial Reports – October 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

1. Harrisonville Building Project Update – Joe Dulle, Navigate Building Solutions
2. Tree Removal Estimate Approval – Joe Dulle, Navigate Building Solutions (Action Item)
3. 2026 Budget Approval (Action Item)

NEW BUSINESS

1. PTO Policy Draft (Action Item)

DIRECTOR'S REPORT

Changes in Staff Positions
Branch Activity Reports
Director Updates

TRUSTEES' REPORT

CCPL Foundation Update
Trustees' Comments

ADJOURNMENT

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Northern Resource Center Meeting Room – Belton, MO
October 15, 2025 @ 4:00pm

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

Call to Order: 4:00pm

Trustees roll call attendance taken:

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

Absent: Dianne Hon

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

Business Manager Lori Schneider, HR Generalist Pat Peel

CCPL Attorney present: Lindsey Kolisch from Lauber Municipal

Pledge of Allegiance

Approval of Agenda

Becky Klein noted an addition to the agenda under New Business "MOSIP Investments Renewal".

Becky Klein moved, seconded by Sherri Peters, to approve the meeting agenda as amended. Motion passed by majority vote.

Consent Agenda

Diana Larson moved, seconded by Sherri Peters, to approve the consent agenda, including the regular meeting minutes from September 17, 2025, the financial reports for September, and the October 2025 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

A Harrisonville building project update was given by Joe Dulle from Navigate Building Solutions and Allison Wonder from Clark & Enersen.

4:09pm - Dianne Hon arrived.

The second reading of the 2026 Budget was presented and discussed. A budget work session was scheduled for November 5, 2026 at 12:00pm at the Pleasant Hill branch in the Mary Margaret Ledwidge Community Meeting Room.

New Business

Information about investment funds was presented to the Board and investment CD's were discussed. Sherri Peters moved, seconded by Dianne Hon, to authorize Lori Schneider to re-invest Reserve funds \$600,000 and Endowment funds \$150,000 in

MOSIP 365-day CD's at the best rate available. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Director's Report

Assistant Director Leigh Hallenberg announced staff changes and current job openings, including recent retirements of Ellen Connor, Drexel Branch Manager, and Darla Slocumb, ILL Specialist in Admin.

Mr. Hallenberg updated the board about the Missouri Library Association conference held October 8-9, the 3rd Branch Tour that took place October 2, the annual performance evaluation status, and the successful Drexel renovation and re-opening.

Director Updates

Director Robin Hudson informed the Board about the transition to new Fuelman cards being used to purchase and track fuel usage for the library's 4 vehicles, effects of the Baker & Taylor shut-down, and various facilities updates, including painting of the Annex building.

Trustees' Comments

Becky Klein informed the board she & Sherri Peters visited the Drexel branch and the Annex recently, and reminded everyone about the upcoming Foundation used book sale on October 23, 24, and 25 at 1827 E. North Ave (next door to Furniture Deals) in Belton.

Recess to Executive Session

At 4:43pm, Diana Larson moved, seconded by Becky Klein, 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 5:13pm, Sherri Peters moved, seconded by Diana Larson, 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 5:14pm.

The next regular scheduled meeting will be held Wednesday, November 19, 2025 at 4:00pm.

Approved by the Board on _____, 2025

Secretary

Library Director

OCTOBER 2025

FINANCIAL REPORTS

CIRCULATION REPORT

REVENUE REPORT

+Capital Funds Report
+MOSIP Investments Statement

EXPENDITURES REPORT

ACCOUNT REPORTS

Cass County Public Library
Administration Office
400 E. Mechanic St.
Harrisonville, MO 64701
(816) 380-4600

Circulation

	2025	2024	Change	2023	Change	2022	Change
Archie	2,567	2,488	3.2%	2,468	4.0%	2,427	5.8%
Drexel	1,072	1,584	-32.3%	857	25.1%	1,264	-15.2%
Garden City	1,611	2,264	-28.8%	2,450	-34.2%	2,325	-30.7%
Genealogy	502	22	2181.8%	39	1187.2%	53	847.2%
Harrisonville	8,470	8,624	-1.8%	8,828	-4.1%	9,250	-8.4%
Self-Checkout	44	277	-84.1%	213	-79.3%	124	-64.5%
Northern Resource Center	15,824	15,678	0.9%	18,130	-12.7%	17,054	-7.2%
Self-Checkout	736	1,150	-36.0%	1,407	-47.7%	1,024	-28.1%
Pleasant Hill	6,157	6,379	-3.5%	6,967	-11.6%	4,017	53.3%
Self-Checkout	205	471	-56.5%	734	-72.1%	140	46.4%
Outreach	1,665	1,698	-1.9%	168	891.1%	308	440.6%
Bookmobile	1,390	1,413	-1.6%	1,158	20.0%	740	87.8%
Library by Mail	185	220	-15.9%	168	10.1%	308	-39.9%
Peculiar Express	90	65	38.5%				
Exploration Library	23						
Physical Circulation	37,868	38,737	-2.2%	39,907	-5.1%	36,698	3.2%

OverDrive	8,597	7,163	20.0%	6,001	43.3%	5,768	49.0%
Hoopla	2,069	1,476	40.2%	838	146.9%	346	498.0%
Adult eResources	2,350	3,317	-29.2%	2,718	-13.5%	2,955	-20.5%
Youth eResources	88	297	-70.4%	238	-63.0%	268	-67.2%
Digital Circulation	13,104	12,253	6.9%	9,795	33.8%	9,337	40.3%

Total Circulation	50,972	50,990	0.0%	49,702	2.6%	46,035	10.7%
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	7	485	1,376			0
Outreach	7	312	249	0		
Drexel	3	237	952			
Garden City	5	417	989	1	0	
Genealogy	0	4	488			
Harrisonville	87	2,704	4,805	46	2	39
Northern Resource Center	199	5,887	8,765	9	0	214
Pleasant Hill	35	1,803	2,362	2	127	55
Homebound	3					
Total	346	11,849	19,986	58	129	308

Kiosk	Community Stops	Consortium Lending	1,080
Returns	66	Total	15
Individual Users	23	Hours	34
		Patrons	177
		Consortium Borrowing	4,339
		Family Search Scanned This Month	104
		Family Search ScannedTotal	516

Computer Usage

	2025	2024	Change	2023	Change	2022	Change
Archie	27	32	-15.6%	21	28.6%	38	-28.9%
Bookmobile	0	0		1	-100.0%		
Drexel	29	33	-12.1%	29	0.0%	72	-59.7%
Garden City	9	38	-76.3%	46	-80.4%	36	-75.0%
Genealogy	15	26	-42.3%	23	-34.8%	24	-37.5%
Harrisonville	466	487	-4.3%	522	-10.7%	462	0.9%
Northern Resource Center	663	648	2.3%	604	9.8%	583	13.7%
Pleasant Hill	160	148	8.1%	123	30.1%	99	61.6%
Library Computer Usage	1,369	1,412	-3.0%	1,369	0.0%	1,314	4.2%

	2025	2024	Change	2023	Change	2022	Change
Archie	42	34	23.5%	40	5.0%	32	31.3%
Bookmobile	0	0		2	-100.0%		
Drexel	49	31	58.1%	26	88.5%	22	122.7%
Garden City	31	48	-35.4%	61	-49.2%	52	-40.4%
Harrisonville	262	298	-12.1%	336	-22.0%	221	18.6%
Northern Resource Center	352	377	-6.6%	358	-1.7%	278	26.6%
Pleasant Hill	224	186	20.4%	152	47.4%	66	239.4%
Total WiFi Usage	960	974	-1.4%	975	-1.5%	671	43.1%

	2025	2024	Change	2023	Change	2022	Change
Archie	69	66	4.5%	61	13.1%	70	-1.4%
Bookmobile	0	0		3	-100.0%	0	
Drexel	78	64	21.9%	55	41.8%	94	-17.0%
Garden City	40	86	-53.5%	107	-62.6%	88	-54.5%
Genealogy	15	26	-42.3%	23	-34.8%	24	-37.5%
Harrisonville	728	785	-7.3%	858	-15.2%	683	6.6%
Northern Resource Center	1,015	1,025	-1.0%	962	5.5%	861	17.9%
Pleasant Hill	384	334	15.0%	275	39.6%	165	132.7%
Total Computer Usage	2,329	2,386	-2.4%	2,344	-0.6%	1,985	17.3%

Events

	Events	Attendance
Archie	29	181
Bookmobile	29	284
Outreach	17	1067
Drexel	13	338
Garden City	35	976
Genealogy	0	0
Harrisonville	57	2097
Northern Resource Center	47	716
Pleasant Hill	52	840
Total	279	6508

Archie	Events	Attendance
Early Literacy (Ages 0-5)	11	75
Children's (Ages 5-12)	3	14
Teen	2	9
Adult	8	50
Senior	0	0
Total	24	148

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	26	260
Children's (Ages 5-12)	3	24
Teen	0	0
Adult	0	0
Senior	0	0
Total	29	284

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	5	57
Children's (Ages 5-12)	4	70
Teen	1	4
Adult	1	3
Senior	0	0
Total	11	134

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	6	78
Children's (Ages 5-12)	5	24
Teen	2	6
Adult	6	34
Senior	0	0
Total	19	142

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
Total	0	0

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	14	376
Children's (Ages 5-12)	9	84
Teen	15	120
Adult	9	107
Senior	2	16
Total	49	703

NRC	Events	Attendance
Early Literacy (Ages 0-5)	19	511
Children's (Ages 5-12)	4	61
Teen	10	65
Adult	13	79
Senior	0	0
Total	46	716

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	11	348
Children's (Ages 5-12)	8	259
Teen	16	72
Adult	14	119
Senior	1	6
Total	50	804

Outreach	Events	Attendance
Early Literacy (Ages 0-5)	2	352
Children's (Ages 5-12)	14	710
Teen	0	0
Adult	1	5
Senior	0	0
Total	17	1067

Take Home Kits	46
Literacy Programs	92
Literacy Attendance	1705

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	26	1734
Children's (Ages 5-12)	22	1741
Teen	1	84
Adult	1	5
Senior	1	13
Total	51	3577

On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	92	1705
Children's (Ages 5-12)	36	536
Teen	46	276
Adult	51	392
Senior	3	22
Total	228	2931

OCTOBER 2025

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	14,781	5,403,027
Fees, Bksale, Copier	20,000	1,352	22,478
State Aid		38,400	76,781
A & E Tax / Equaliz Funds			41,544
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	11,537	229,876
TOTAL	5,926,067	66,070	5,778,759

Current Assets as of 10/31/25

Community Bank - General Operating	\$3,273,417	<i>Includes Capital Funds</i>
Community Bank - Payables Acct	\$75,077	
Community Bank - Savings / Invest	\$39,513	
Community Bank - Payroll	\$329,804	
Community Bank - Endowment	\$13,014	
Commerce - Petty Cash	\$1,310	
Commerce - Donations	\$27,623	
Total	\$3,759,758	

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>
Total	\$750,000	

Reserve Funds Notes

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

CAPITAL FUNDS REPORT

CASS COUNTY PUBLIC LIBRARY

October 2025

CAPITAL FUNDS BALANCE 10/1/25

\$1,627,954

10/15/25 City of Harrisonville

-\$60

10/15/25 Olsson, Inc.

-\$8,937

10/15/25 Navigate

-\$3,932

10/15/25 Miller Sign

-\$1,055

CAPITAL FUNDS BALANCE 10/31/25

\$1,613,970

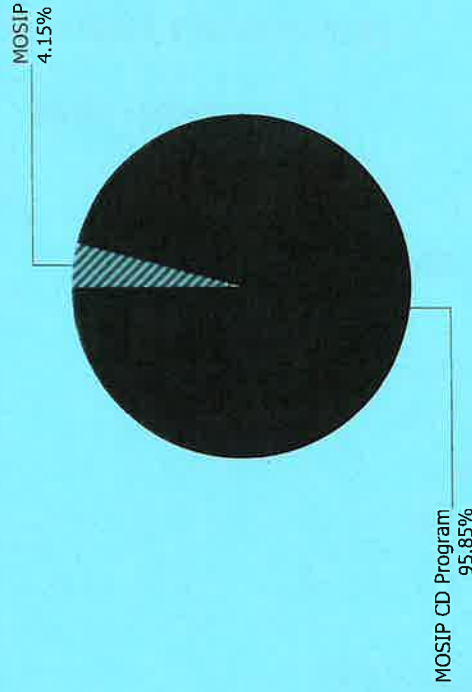


Account Statement - Transaction Summary

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

Cass County Public Library - Investment Fund - 8500491

MOSIP		Asset Summary	
Opening Market Value	0.25	October 31, 2025	September 30, 2025
Purchases	784,049.55		
Redemptions	(751,605.73)	32,444.07	0.25
Unsettled Trades	0.00		
Change in Value	0.00	750,000.00	750,000.00
Closing Market Value	\$32,444.07	\$782,444.07	\$750,000.25
Cash Dividends and Income	183.16		
MOSIP CD Program		Asset Allocation	
Opening Market Value	750,000.00		
Purchases	750,000.00		
Redemptions	(750,000.00)		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$750,000.00		
Cash Dividends and Income	33,530.00		





Investment Holdings

For the Month Ending October 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 - First State Bank Of Dequeen, AR	10/30/26	4.05	200,000.00	44.38	208,100.00
10/30/25	10/30/25	CD - Financial Federal Savings Bank, TN	10/30/26	4.00	200,000.00	43.84	208,000.00
10/30/25	10/30/25	CD - Gbank, NV	10/30/26	4.10	200,000.00	44.93	208,200.00
10/30/25	10/30/25	CD - First Guaranty Bank, LA	10/30/26	3.95	150,000.00	32.47	155,925.00
Total					\$750,000.00	\$165.62	\$780,225.00

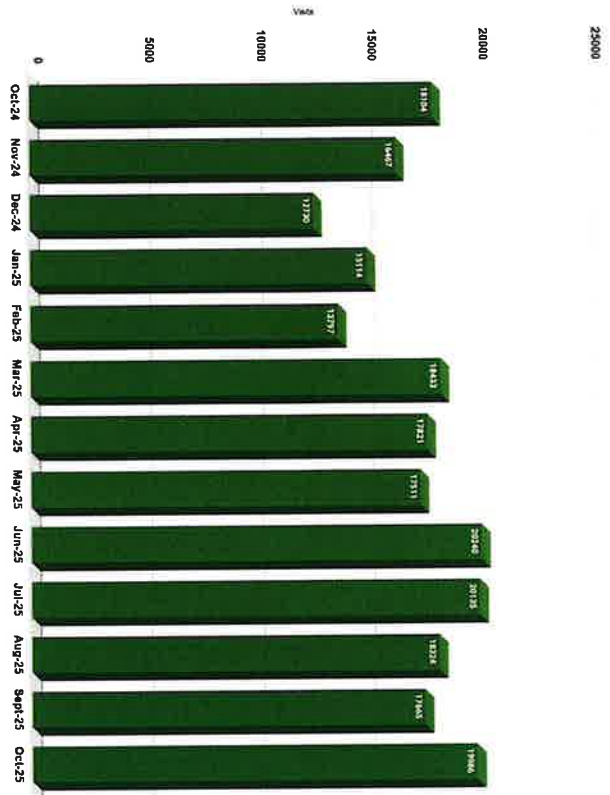
Reserve Funds
#600K
Endowment Funds

OCTOBER 2025

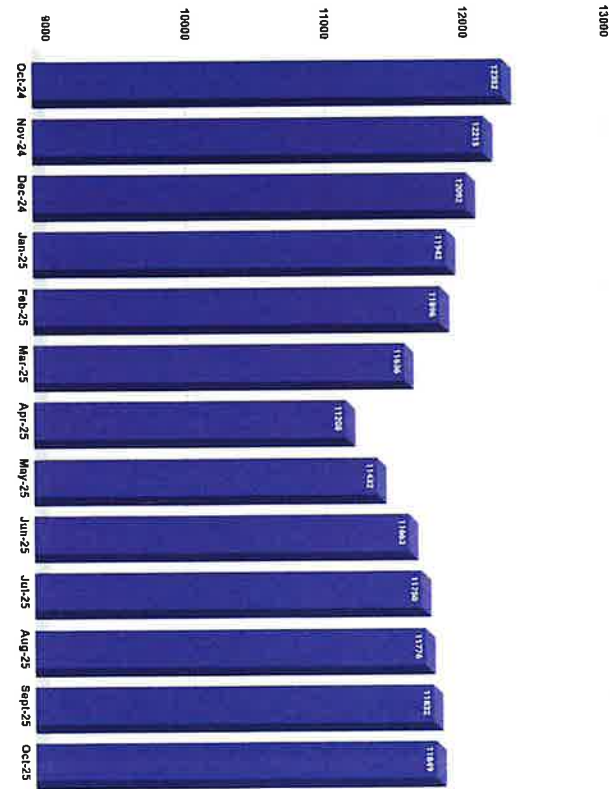
CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,504,550	169,290	1,811,824	692,726	72%
602 SOCIAL SECURITY	153,200	10,516	112,507	40,693	73%
603 HEALTH INSURANCE	387,800	23,907	216,212	171,588	56%
604 LIFE/DISABILITY INS.	15,400	1,134	11,903	3,497	77%
607 LAGERS	369,500	36,675	308,680	60,820	84%
608 MEDICARE	35,850	2,460	26,311	9,539	73%
609 EMPLOYEE ASSISTANCE PROG	3,400	485	1,940	1,460	57%
TOTAL - PERSONNEL	\$3,469,700	\$244,467	\$2,489,377	\$980,323	72%
OPERATIONS					
640 RENT	376,400	28,301	283,008	93,392	75%
641 UTILITIES	86,100	7,063	62,026	24,074	72%
642 BUILDING MAINT.	154,000	7,349	64,229	89,771	42%
643 SUPPLIES	68,000	4,858	45,167	22,833	66%
645 ACTIVITIES	48,500	4,820	31,674	16,826	65%
646 POSTAGE / DOC. DELIV.	3,400	38	1,947	1,453	57%
649 EQUIPMENT RENTAL	37,700	2,012	21,728	15,972	58%
650 VEHICLE OPERATION	39,000	1,353	18,676	20,324	48%
651.1 TRAVEL & DUES	14,000	1,193	8,900	5,100	64%
651.2 PROFESSIONAL DEVELOP	38,900	2,523	10,775	28,125	28%
652 INSURANCE	66,000	5,405	45,807	20,193	69%
653 MARKETING & PROMO	26,700		16,501	10,199	62%
660 PROFESSIONAL SVCS	108,000	8,285	55,620	52,380	52%
667 AUTOMATION SUPPORT	133,400	605	99,530	33,870	75%
697 TECHNOLOGY	87,000	504	69,023	17,977	79%
TOTAL - OPERATIONS	\$1,287,100	\$74,309	\$834,611	\$452,489	65%
MATERIALS					
670 BOOKS	160,000	11,481	113,230	46,770	71%
671 E-BOOKS & E-AUDIOBOOKS	130,000	7,339	100,158	29,842	77%
672 PERIODICALS	6,500	2,897	5,002	1,498	77%
673 MEDIA (AV)	20,000	980	9,311	10,689	47%
677 ELECTRONIC RESOURCES	100,000	5,412	59,706	40,294	60%
TOTAL - MATERIALS	\$416,500	\$28,109	\$287,407	\$129,093	69%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	2,019	23,567	76,433	24%
698 BRANCH IMPROVEMENTS	100,000	4,078	43,773	56,227	44%
692 AUTOMOTIVE	65,000		47,699	17,301	73%
TOTAL - CAPITAL SERVICES	\$265,000	\$6,097	\$115,039	\$149,961	43%
SUB TOTAL w/o Reserves	\$5,438,300	\$352,982	\$3,726,434	\$1,711,866	69%
RESERVE FUNDS					
CAPITAL IMPROVEMENTS	300,000	0	0	300,000	0%
699 RESERVE - CARRYOVER	187,767	0	0	187,767	0%
TOTAL - RESERVE FUNDS	\$487,767	\$0	\$0	\$487,767	0%
GRAND TOTAL	\$5,926,067	\$352,982	\$3,726,434	\$2,199,633	63%

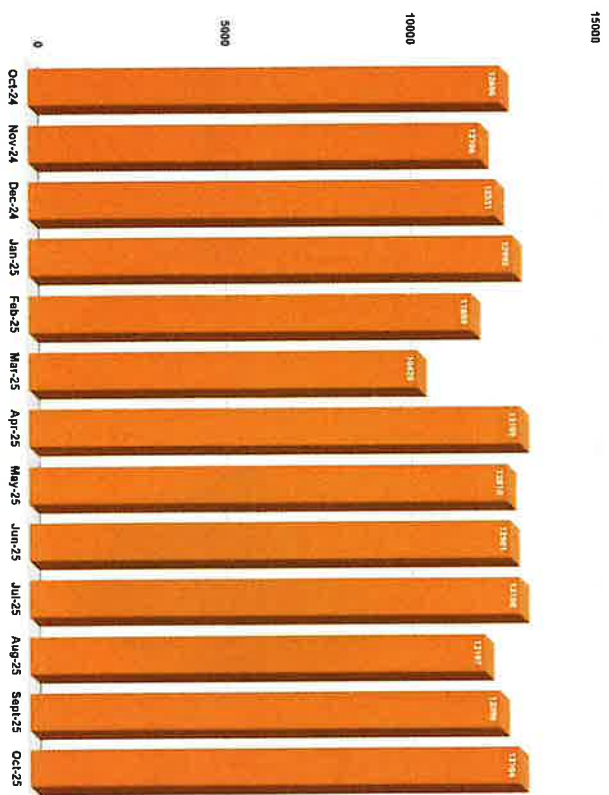
Branch Visits Last 12 Months



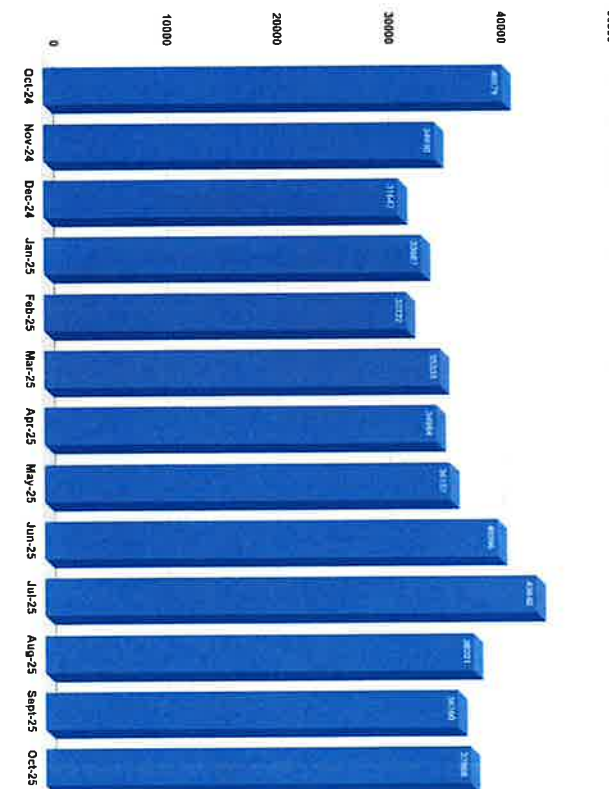
Active Patrons Last 12 Months



Digital Circulation Last 12 Months



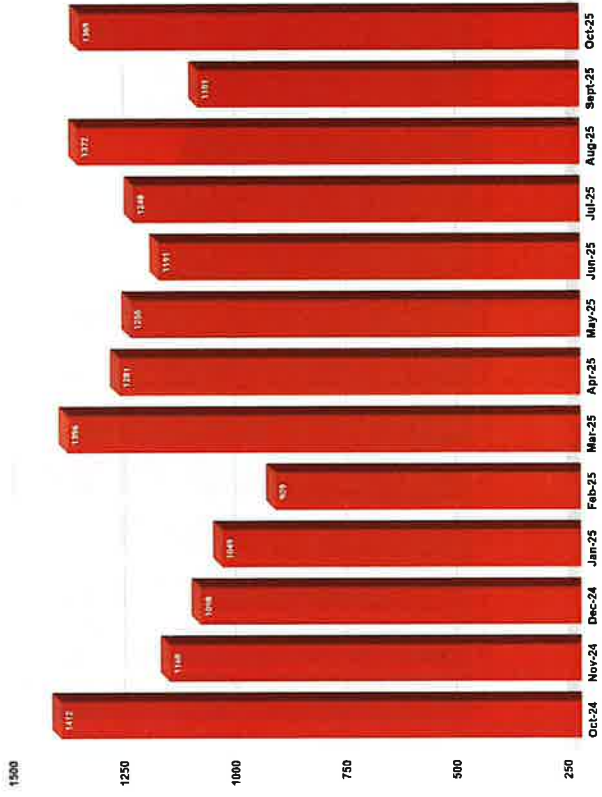
Physical Circulation Last 12 Months



WiFi Usage Last 12 Months

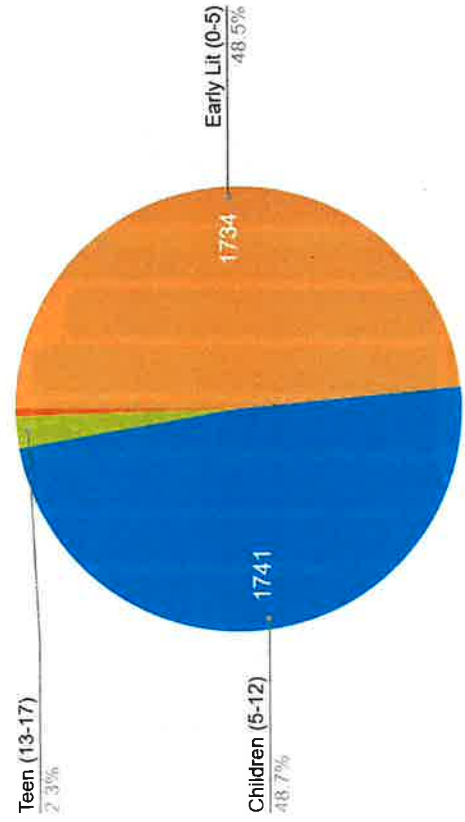


Computer Usage Last 12 Months



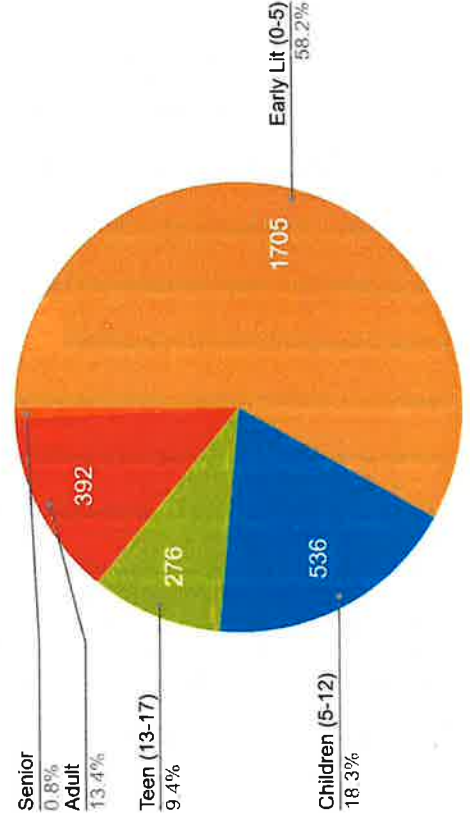
Off-Site Program Attendance - October 2025

October Total - 3577



On-Site Program Attendance - October 2025

October Total - 2931



NOVEMBER 2025

PAYMENTS FOR BOARD APPROVAL

Payables Account - Expenses

\$119,946.27 *

Payables Account - Utilities

\$4,787.05 *

Donations Account

\$1,043.50

Endowment Funds Account

\$0

** Funds will be transferred from General Operating account*

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$109,974.10

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
11/19/2025	1903	Journal	A LOT A CLEAN	-Split-	window cleaning	\$237.00
11/19/2025	1904	Journal	ACE IMAGEWEAR	-Split-	mat service	\$758.50
11/19/2025	1905	Journal	BLACKSTONE PUBLISHING	-Split-	materials	\$1,090.18
11/19/2025	1906	Journal	CANON FINANCIAL SERVICES, INC.	-Split-	copiers lease	\$1,613.43
11/19/2025	1907	Journal	CNA Surety	-Split-	notary	\$50.00
11/19/2025	1908	Journal	DEMCO	-Split-	supplies	\$181.04
11/19/2025	1909	Journal	EMC INSURANCE COMPANIES	-Split-	commercial policy	\$4,528.30
11/19/2025	1910	Journal	CLARK & ENERSEN	-Split-	HA project - Sept	\$7,000.00
11/19/2025	1911	Journal	First Class Heating	-Split-	Bkm bay	\$400.00
11/19/2025	1912	Journal	FUELMAN	-Split-	fuel	\$820.94
11/19/2025	1913	Journal	HIGHLEY APPRECIATED	-Split-	supplies	\$36.00
11/19/2025	1914	Journal	HOOPLA INGRAM	-Split-	e-content	\$4,189.81
11/19/2025	1915	Journal	LIBRARY SERVICES	-Split-	materials	\$12,306.97
11/19/2025	1916	Journal	LEGACY LAWNS	-Split-	mowing PH, HA, Annex	\$880.00
11/19/2025	1917	Journal	Lauber and Associates Municipal Law LLC	-Split-	legal service	\$1,327.50
11/19/2025	1918	Journal	MASON EXTERMINATING	-Split-	exterm service	\$430.00
11/19/2025	1919	Journal	MIDWEST SUPPLY	-Split-		\$232.25
11/19/2025	1920	Journal	MIDWEST TAPE	-Split-	materials	\$838.67
11/19/2025	1921	Journal	MISSOURI EVERGREEN	-Split-		\$1,691.05
11/19/2025	1922	Journal	NAVIGATE Building	-Split-	HA project	\$3,932.00

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
11/19/2025	1923	Journal	Solutions THE NORTH CASS HERALD	-Split-		\$289.00	
11/19/2025	1924	Journal	OFFICE PRIDE CLEANING	-Split-	cleaning service	\$5,365.00	
11/19/2025	1925	Journal	OLSSON INC.	-Split-	HA proj - traffic study FINAL pmt	\$1,375.00	
11/19/2025	1926	Journal	OVERDRIVE	-Split-	materials	\$19,553.24	
11/19/2025	1927	Journal	PRODIGY FIRE SOLUTIONS, LLC	-Split-	PH annual inspect	\$126.00	
11/19/2025	1928	Journal	QUILL CORP	-Split-	supplies	\$749.76	
11/19/2025	1929	Journal	SUMNER ONE	-Split-	copiers - usage	\$560.09	
11/19/2025	1930	Journal	UNIQUE MANAGEMENT SVCS	-Split-	materials recovery	\$164.80	
11/19/2025	1931	Journal	WATERS HARDWARE	-Split-		\$7.99	
11/19/2025	1932	Journal	W.T. COX INFORMATION SVCS	-Split-		\$24.86	
11/19/2025	1933	Journal	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$17,435.15	
11/19/2025	1934	Journal	BARRY-LAWRENCE REGIONAL LIBRARY	-Split-	materials	\$16.99	
11/19/2025	1935	Journal	CAMDEN COUNTY LIBRARY	-Split-	materials	\$34.00	
11/19/2025	1936	Journal	MEMPHIS PUBLIC LIBRARY	-Split-	materials	\$18.95	
11/19/2025	1937	Journal	SCENIC REGIONAL LIBRARY	-Split-	materials	\$35.98	
11/19/2025	1938	Journal	St. JOSEPH PUBLIC LIBRARY	-Split-	materials	\$85.97	
11/19/2025	1939	Journal	AG CITY HOLDING COMPANY, LLC	-Split-	rent - Dec '25	\$1,608.62	
11/19/2025	1940	Journal	CHARLES WILLIAM MARSH	-Split-	rent - Dec '25	\$1,003.85	

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
11/19/2025	1941	Journal	TRUST SHANNON O. LESLIE	-Split-	rent - Dec '25	\$950.00
11/19/2025	1942	Journal	CASS COUNTY INFORMATION CENTER	-Split-	oper fee - Dec '25	\$9,127.30
11/19/2025	1943	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	rent - Dec '25	\$15,910.97
11/19/2025	To Print	Check	PRISCILLA HOWE	645.5 ACTIVITIES:YOUTH SERVICES	ST wkshop	\$367.00
11/19/2025	To Print	Check	PEGGY YOAKUM	645.21 ACTIVITIES:BRANCH ACTIVITIES:ARCHIE PROGRAMS	program	\$50.00
11/19/2025	To Print	Check	PEGGY YOAKUM	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$50.00
11/19/2025	To Print	Check	PEGGY YOAKUM	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	program	\$50.00
11/19/2025	To Print	Check	ACHALA TIWARI	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$22.40
11/19/2025	To Print	Check	AMY BURKHOLDER	-Split-	reimbursement	\$276.95
11/19/2025	To Print	Check	COLTIN NUCKOLLS	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$8.54
11/19/2025	To Print	Check	JANA RIGGS	-Split-	reimbursement	\$74.30
11/19/2025	To Print	Check	KATHY WRAY	-Split-	reimbursement	\$277.18
11/19/2025	To Print	Check	LAURA LONG	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$113.00

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
11/19/2025	To Print	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$51.52
11/19/2025	To Print	Check	NEISHA HANDLEY	-Split-	reimbursement	\$51.03
11/19/2025	To Print	Check	PAT PEEL	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$201.61
11/19/2025	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$79.52
11/19/2025	To Print	Check	SARA LUELLEN	-Split-	reimbursement	\$740.48
11/19/2025	To Print	Check	SKY REAM	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$334.60
11/19/2025	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$210.98

TOTAL = \$ 119,946.27

Cass Co Public Library

NOV - Utilities

141 PAYABLES ACCOUNT Ending Balance: -\$109,974.10

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
11/03/2025	1875	Journal	360 Document Solutions	-Split-	ALL VOIP SYSTEM	\$1,224.95
11/03/2025	1876	Journal	Countywide Disposal	-Split-	ADM TRASH	\$154.35
11/03/2025	1877	Journal	Countywide Disposal	-Split-	PH TRASH	\$88.20
11/03/2025	1878	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$94.81
11/03/2025	1879	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$208.50
11/03/2025	1880	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$261.27
11/03/2025	1881	Journal	EVERGY	-Split-	DR ELECTRIC	\$99.01
11/03/2025	1882	Journal	EVERGY	-Split-	GC ELECTRIC	\$159.74
11/03/2025	1883	Journal	EVERGY	-Split-	NRC ELECTRIC	\$870.66
11/03/2025	1884	Journal	EVERGY	-Split-	PH ELECTRIC	\$1,148.11
11/03/2025	1891	Journal	SPIRE	-Split-	DR GAS	\$71.84
11/03/2025	1892	Journal	SPIRE	-Split-	GC GAS	\$64.97
11/03/2025	1893	Journal	SPIRE	-Split-	ANNEX GAS	\$71.72
11/03/2025	1894	Journal	SPIRE	-Split-	NRC GAS	\$61.74
11/10/2025	1895	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$79.39
11/10/2025	1896	Journal	SPIRE	-Split-	PH GAS	\$127.79

TOTAL = \$4,787.05

Cass Co Public Library

108 DONATIONS ACCT - COMMERCE Ending Balance: \$26,489.41

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
11/19/2025	To Print	Check	Prairie Dulcimer Club	644.25 PROGRAMMING FROM DONATIONS:PH - FROM DONATIONS	prog	\$150.00
11/19/2025	To Print	Check	DuBois Consultants, Inc.	644.56 PROGRAMMING FROM DONATIONS:YOUTH SVCS - FOUNDATION	PH StoryWalk	\$893.50

TOTAL = \$ 1043.50

Harrisonville Building Project

Joe Dulle from Navigate Building Solutions will provide an update on the Harrisonville project, covering recent progress on site development plans, construction documents, and permitting. He will also review the upcoming bid schedule and outline key board engagement opportunities.

Topics include the tree-clearing decision scheduled for board action at this meeting, preparations for the contractor engagement event, and next steps leading to the public bid opening and general contractor approval. Joe will also explain the rationale for completing tree clearing during the approved seasonal window.

2026 Budget Approval

The proposed final budget draft is included for review. This version incorporates final compensation adjustments based on performance evaluation results and reflects all known operational, capital, and debt-service commitments.

The budget has been under review since September, with updates incorporated throughout the process. The upcoming budget work session will provide an additional opportunity for review and clarification before the November regular meeting.

Proposed PTO Policy (#322)

The proposed Paid Time Off (PTO) policy consolidates the library's current Vacation Leave (#308), Sick Leave (#309), and PTO for Part-Time Flex (#311) policies into one comprehensive policy (#322). It combines vacation and sick leave into a single PTO bank that can be used for any purpose, while maintaining the same accrual rates and eligibility as the current structure.

Veteran Trustees may recall the board's December 2024 approval of the PTO for Part-Time Flex policy, when the long-term plan to transition all employees to a unified PTO system in 2026 was discussed. This proposal follows through on that plan.

Under the transition, existing vacation and sick balances will be frozen as of December 31, 2025, and new PTO accruals will begin January 1, 2026. Employees will be required to use their frozen balances before using newly accrued PTO. Frozen balances will retain their original payout values (Vacation 100%, Sick 20%), while new PTO balances will pay out at 75% of the employee's regular hourly rate upon separation.

Staff have already received an overview of the transition, and feedback has been very positive. Adoption at the November meeting will allow adequate time for system updates and employee notification before the January 1 effective date.

I recommend that the board approve adoption of the proposed Paid Time Off (PTO) Policy (#322), replacing existing Policies #308 (Vacation Leave), #309 (Sick Leave), and #311 (PTO for Part-Time Flex Employees), effective January 1, 2026.

2026 REVENUE Cass County Public Library Budget

DESCRIPTION	2024 BUDGET	2025 BUDGET	2026 DRAFT
Tax Levy Funds	5,102,260	5,801,067	6,122,161
Fines, Fees, Booksale, Copier	20,000	20,000	25,000
State Aid			
Athlete's & Entertainer's Tax			
LOCAL PILOTS & Taxes	5,000	5,000	20,000
Interest Income	50,000	100,000	225,000
Total	5,177,260	5,926,067	6,392,161

RESERVE / INVESTMENTS

MOSIP - Reserve Funds CD	\$600,000	\$600,000	\$600,000
Savings / Investment Acct	\$2,235	\$1,112	\$1,112
<i>Note: acct used for investment transactions</i>			
Reserve Payroll Funds - in PR Acct	\$125,000	\$125,000	\$125,000
Total Reserve / Investments	\$727,235	\$726,112	\$726,112

CAPITAL FUNDS balance 8/31/25 **\$1,690,628**

MOSIP - ENDOWMENT FUNDS CD (designated for Genealogy Branch)	\$150,000	\$150,000	\$150,000
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Reserve Funds Notes

Our auditors recommend 6 months of operation expenses from undesignated funds as an operational reserve fund. For 2026, that amount would be approx \$2,556,450. 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)

2026 EXPENDITURES

Cass County Public Library Budget

	2024	2025	2026 DRAFT
PERSONNEL			
601 SALARIES	2,060,000	2,504,550	2,683,524
602 SOCIAL SECURITY	126,500	153,200	166,300
603 HEALTH INSURANCE	343,000	387,800	387,900
604 LIFE/DISABILITY INS.	13,900	15,400	15,900
607 LAGERS	393,200	369,500	400,900
608 MEDICARE	29,500	35,850	38,900
609 EMPLOYEE ASSISTANCE PROG	3,400	3,400	3,400
611 TUITION REIMBURSEMENT	NOTE: moved from #651		3,600
TOTAL - PERSONNEL	\$2,969,500	\$3,469,700	\$3,700,424
OPERATIONS			
640 RENT	363,200	376,400	387,000
641 UTILITIES	78,500	86,100	90,100
642 BUILDING MAINT.	128,500	154,000	155,000
643 SUPPLIES	71,500	68,000	76,000
645 ACTIVITIES	50,600	48,500	51,600
646 POSTAGE / DOC. DELIV.	3,400	3,400	3,400
649 EQUIPMENT RENTAL	33,300	37,700	29,700
650 VEHICLE OPERATION	32,000	39,000	44,000
651.1 TRAVEL & DUES	13,200	14,000	13,400
651.2 PROFESSIONAL DEVELOPMENT	26,800	38,900	43,000
652 INSURANCE	58,000	66,000	69,500
653 MARKETING & PROMOTION	29,500	26,700	22,000
660 PROFESSIONAL SERVICES	105,200	108,000	109,400
667 AUTOMATION SUPPORT	112,800	133,400	124,500
697 TECHNOLOGY	33,500	87,000	67,000
TOTAL - OPERATIONS	\$1,140,000	\$1,287,100	\$1,285,600
COLLECTIONS			
670&671 BOOKS / E-BOOKS & E-AUDIOBKS	290,000	290,000	370,000
672 PERIODICALS	12,800	6,500	6,200
673 MEDIA (AV)	20,000	20,000	20,000
677 ELECTRONIC RESOURCES	60,000	100,000	35,500
TOTAL - COLLECTIONS	\$382,800	\$416,500	\$431,700
CAPITAL SERVICES			
690 FURNITURE & EQUIPMENT	100,000	100,000	80,000
698 BRANCH IMPROVEMENTS	100,000	100,000	50,000
692 AUTOMOTIVE		65,000	
702 CAPITAL IMPROVEMENTS		300,000	75,000
710 DEBT SERVICE			466,281
TOTAL - CAPITAL SERVICES	\$200,000	\$565,000	\$671,281
RESERVE FUNDS			
RESERVES FOR DEBT SERVICE			80,000
RESERVE - CARRYOVER	484,960	187,767	223,156
TOTAL - RESERVE FUNDS	\$484,960	\$187,767	\$303,156
GRAND TOTAL	\$5,177,260	\$5,926,067	\$6,392,161

Paid Time Off (PTO)

Cass County Public Library recognizes the importance of paid time away from work for rest, illness, and personal needs. This policy establishes a unified Paid Time Off (PTO) policy. PTO provides flexibility, simplifies administration, and aligns with best practices.

Eligibility

Paid Time Off (PTO) applies to employees assigned a fixed weekly schedule of 10 or more hours, as determined at hire. These positions maintain consistent hours and do not exceed their assigned schedule.

PT Flex employees, those who may work variable schedules up to 30 hours per week and not more than 950 hours per calendar year, are covered under the "PTO for PT Flex Employees" section of this policy and accrue PTO at a different rate.

PTO does not apply to temporary, seasonal, or substitute staff who do not have a fixed weekly schedule.

Accrual of PTO

PTO accrues each pay period based on years of service and hours worked per week, as shown in the tables. Accrual begins with the first pay period worked.

PTO does not accrue during unpaid leaves of absence or while an employee is receiving Worker's Compensation or short- or long-term disability benefits. The maximum PTO balance is 480 hours. Accrual stops when this limit is reached and resumes only for the amount of time used below the maximum.

PTO Accrual Charts

Full-Time Employees (40 Hours/Week)

Completed Years of Service	PTO Hours per Pay Period
0-5 years	8
6-10 years	9
11-15 years	10
16+ years	11

Part-Time Employees (10–39 Hours/Week)

30–39 Hours/Week

Completed Years of Service	PTO Hours per Pay Period
0-5 years	6
6-10 years	7
11-15 years	8
16+ years	9

20–29 Hours/Week

Completed Years of Service	PTO Hours per Pay Period
0-5 years	4
6-10 years	5
11-15 years	6
16+ years	7

10–19 Hours/Week

Completed Years of Service	PTO Hours per Pay Period
0-5 years	2
6-10 years	3
11-15 years	4
16+ years	5

Use of PTO

PTO may be used for any reason that would have previously been covered under vacation or sick leave, including but not limited to:

- Personal illness or medical appointments
- Family member illness or caregiving
- Vacation or personal time
- Family emergencies or bereavement

New employees may begin using accrued PTO after 30 days of employment.

Requests for planned PTO should be made in ADP as early as possible. Supervisors may deny requests when necessary to maintain adequate staffing. The minimum PTO usage is ¼ hour (15 minutes).

Conversion from Sick and Vacation

To ensure no employee loses earned value:

- All existing sick and vacation balances as of December 31, 2025, will be frozen.
- Beginning January 1, 2026, employees will accrue PTO under this new policy.
- Frozen balances must be used before newly accrued PTO.
- Frozen balances retain their original payout values:
 - Vacation: 100% payout at termination
 - Sick: 20% payout at termination

PTO Payout Upon Termination

- New PTO balances accrued on or after January 1, 2026 will be paid at 75% of the employee's regular hourly rate upon termination.
- Frozen balances from prior vacation/sick leave will be paid at their original rates (Vacation 100%, Sick 20%) if any remain at termination.
- No accruals occur after termination.

PTO for PT Flex Employees (0–30 Hours/Week)

Accrual of PTO

- PT Flex employees accrue 2 hours of PTO for every 30 hours worked, up to a maximum of 180 hours.
- PTO does not accrue during unpaid leaves of absence or while an employee is receiving Worker's Compensation or short- or long-term disability benefits.
- The maximum PTO balance is 180 hours. Accrual stops when this limit is reached and resumes only for the amount of time used below the maximum.

Use of PTO

- PT Flex employees may use PTO for the same purposes described in the "Use of PTO" section above, including personal illness, family care, vacation, or other personal needs.

New employees may begin using accrued PTO after 30 days of employment. Requests for planned PTO should be made in ADP as early as possible. Supervisors may deny requests when necessary to maintain adequate staffing. The minimum PTO usage is ¼ hour (15 minutes).

PTO Payout Upon Termination

- PTO balances accrued will be paid at 75% of the employee's regular hourly

- rate upon termination.
- No accruals occur after termination.

Policies 308, 309, and 311 are now consolidated into **Policy 322: Paid Time Off (PTO)**.

New November 2025

October Hiring

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

Current Openings

- Marketing and Design Specialist
- Part-Time (0-30) Library Assistant opening
- Part-Time (3 hrs/wk) Custodian

Retirements

Karen Allen, Harrisonville Branch Manager and CCPL employee for 21 years, has announced her retirement. Her last day will be December 2.

Winter Reading Challenge and Art Contest

This year's Winter Reading Challenge will take place from December 15 through February 28, 2026. The Archie branch hosted a community art contest using this year's theme, "There's Snow Better Thing Than a Book". Patrons across the system voted on the winner, who was Ben Palmer. Ben's art will be featured on this year's prize mug.

Staff Development Day

70 staff members attended CCPL's 2025 Staff Development Day on October 13 at Still Meadow in Garden City. Staff chose two of eight training sessions to attend and everyone attended a fire safety training facilitated by the Garden City Fire Protection District. There was also a trivia contest and a drawing for prizes.



Drexel Grand Re-Opening

Drexel staff hosted a celebration and open house to show off the branch's renovations on October 23. Numerous patrons visited, took a tour of the branch, and enjoyed cake and refreshments, including City Clerk Patty Dreher and Police Chief Bill Downey.



Staff Development Day (above) and Drexel re-opening celebration (right).



Around **CCPL**



Halloween Parade

Drexel

Library staff participated in the annual Drexel Halloween parade, handing out goodie bags to 183 children.



Lego Challenge

Pleasant Hill

The Great Pumpkin Cup Lego Challenge drew twice as many entries this year. The winning design, How the Grinch Stole Halloween, earned the top prize after 10 hours of creative work.



PJ Storytime

Archie

Pajama Storytime was filled with hands-on fun, including sensory play to accompany the stories.



Storytime on the Bookmobile Outreach Services

Children listened to *Let's Be Bees!* by Shawn Harris.



Storytime Garden City

Children enjoyed making bear masks during a themed Storytime craft.



8th Annual Monster Mash Parade

Northern Resource Center

Costumed children listened to spooky stories and trick or treated around the library.



Homeschool Hangout Archie

The teens had to find their way off of the Forbidden Island or perish.



House of Hollow Escape Room

Northern Resource Center

Eighteen participants worked together to solve clues and escape the room.



Spooky Stories at the Cabin with Priscilla Howe

Harrisonville

Families enjoyed campfire tales, laughter, and tours of the historic Sharp-Hopper Cabin.



Jerry DeCaire

Northern Resource Center

This Marvel artist had a great turnout of 47 teens, kids and adults.



Costume Storytime

Harrisonville

Little readers showed off their costumes during the Costume Storytime and parade.



Storytime

Drexel

Ms. Amber reads a witchy-good book during storytime.



October Quilt of the Month

Archie

The monthly quilt was on loan from 13 year old Clara Greer. Perfect for Fall!

Around**CCPL**



Paint Café

Garden City

Adults gathered for a relaxing evening at Paint Café, enjoying coffee, tea, and step-by-step instruction from artist Andrea in a creative, social setting.

11,849

Active Customers

50,972

Circulation

84.7

Net Promoter Score

Collection**Management**

202

**Adult Print
Titles Ordered**

119

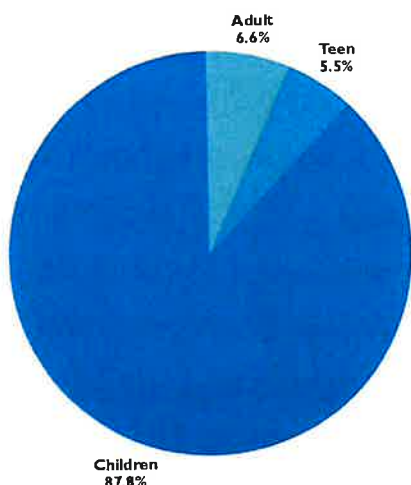
**Adult eMedia
Items Ordered**

898

**Items
Cataloged**

Customer Favorites

Program Highlights



Attendance by Age Group

279

6,508

Programs In-Person Attendees

Top Checkouts

Print

Adult Fiction

Fourth Wing
The Nightingale
For Richer for Poorer

Adult Nonfiction

Guinness World Records 2026
I'll Start Again Monday
The Plantagenets

Young Adult Fiction

Sunrise on the Reaping
The Giver
We'll Always Have Summer

Juvenile Fiction

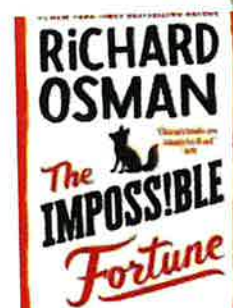
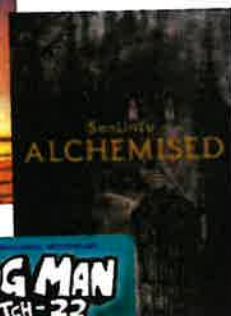
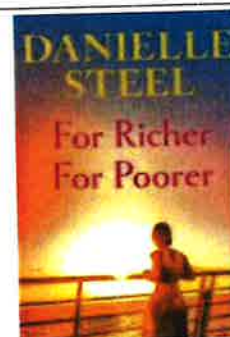
Big Jim Begins
Rodrick Rules
Fetch-22

eBooks

Mate
Alchemised
The Let Them Theory
The Widow
The Impossible Fortune
The Secret of Secrets
Project Hail Mary
Atmosphere

eAudiobooks

The Intruder
Atmosphere
The Housemaid is Watching
The Housemaid
The Impossible Fortune
My Friends
The Thursday Murder Club



Youth**Services**



Library staff pose for a super-hero photo with guest artist Jerry DeCaire at Pleasant Hill.

The Youth Services department hosted three programs with Marvel artist Jerry DeCaire and collected participant feedback on promotional effectiveness. New materials and program supplies were purchased for branches, and flyers for new Lightbox books were created. Staff resources and LibCal training materials were updated, and the coordinator participated in Staff Development Day, the Drexel open house, and professional development webinars.

92

Storytimes

1,705

Storytime Attendees

Technology**Support**

The IT department completed installation of updated print release software system-wide and provided AV setup for Staff Development Day. Website updates and phone system adjustments were completed, and work continued on surplus equipment disposal. Initial planning also began for internet service at the future Harrisonville branch, with sixty support tickets resolved during the month.

960

WiFi Sessions

1,369

Computer Sessions

Community Outreach

Library staff engaged in wide-ranging community outreach throughout October, representing CCPL at schools, fairs, and local events across the county. Highlights included Storytimes at Peculiar Elementary and Sherwood preschool, trick-or-treat events in Harrisonville, Garden City, and Archie, and the Bookmobile's participation in Raymore-Peculiar's Touch-a-Truck. Staff also partnered with local organizations for scholarship workshops, senior living visits, and student programs, strengthening community connections and expanding library visibility beyond branch walls.



Facilities Coordinator

The Facilities department completed seasonal landscaping, winterized flower beds, and repainted the Annex exterior and added new signage. Safety work included fire extinguisher inspections and staff training, access control quotes for the Annex and Drexel, and a new exterior light at Drexel. Interior updates included lighting repairs in Harrisonville and furniture replacements at NRC. Surplus furnishings were sold on GovDeals, and preparation began for winter snow removal contracts.



Community**Spaces**

24
**Community Room
Reservations**

284
**Study Room
Reservations**

Community**Engagement**

CCPL strengthened community connections in October through partnerships with local organizations, including hosting the Cass County Coalition at NRC, collaborating with the Elks on a scholarship workshop, coordinating fire and police safety trainings, and supporting a community blood drive at the Archie Branch.

0
Marketing Emails Sent

0
Marketing Emails Opened

12,778
Social Media Reach

1,202
Social Media Engagements



Blood drive set-up at the Archie branch.

7,199
Total Website Users

15,294
Total Website Pageviews

Community Engagement

"I recommend the library because reading is the next best thing to traveling for expanding people's world views beyond the place they live. Plus everyone I have dealt with at this library has been kind and helpful."

-Survey Response

"Love my library!"

-Survey Response



Google Review

-Ashley B.

"I am disabled and they were very helpful with me getting around."

-Survey Response

"Great people, very helpful, well organized place. Lots to do for everyone."



Google Review

-Sherie H.



Google Review

-Jay E.

"Librarian was very helpful... got a card that day."

-Survey Response

Staff**Activities**

ARCHIE

All Archie staff attended Staff Development Day on October 13. Staff also continued regular outreach to the local preschool, with mentoring and training activities supporting branch operations.

DREXEL

The branch celebrated its grand reopening after renovation with members of the library, community leaders, and regular patrons.

GARDEN CITY

Garden City staff continued preschool Storytimes at Sherwood, conducted interviews for open positions, and applied for Arts Everywhere/Ghost Light funding to support future programs.

GENEALOGY

Staff assisted researchers, collaborated with the Historical Society, and advanced the FamilySearch digitization project, completing over 50 books.

HARRISONVILLE

Staff participated in community events, including Trunk-or-Treat on the square and local school visits, and represented the library at the Mill Walk Vendor Fair and Kiwanis awards presentations.

NORTHERN RESOURCE CENTER

Staff hosted the Cass County Coalition meeting, coordinated active shooter training with Belton Police, and supported ongoing community partnerships and volunteer efforts.

OUTREACH

Attended community events across the county, including Trunk-or-Treats, Touch-a-Truck, and school visits, while refining Bookmobile and lobby stop schedules to better serve patrons.

PLEASANT HILL

Conducted outreach at local preschools and senior living facilities, attended chamber meetings, and continued active participation in community events.

Looking**Ahead**

ARCHIE

Archie is preparing for an adult Christmas card class and continuing to plan winter programs for the community.

DREXEL

The adult Stitchin' Time group, which will create festive YoYo trees in November.

GARDEN CITY

The branch will welcome Collection Development in November to catalog remaining board games and is preparing for a Santa visit on December 8.

GENEALOGY

Collaboration with FamilySearch to advance the digitization project and expand access to local history materials will continue.

HARRISONVILLE

is preparing for the busy holiday season and planning upcoming winter programs for all ages.

OUTREACH

Outreach will participate in the Teddy Bear Fair at High Blue Fitness in Belton and review Bookmobile and lobby stop schedules to better serve patrons.

NORTHERN RESOURCE CENTER

NRC is conducting a food drive to benefit Heart-N-Hand Ministries and preparing to host a Red Cross community blood drive on November 25.

PLEASANT HILL

Staff are preparing for several November programs, including Feeding Winter Birds, Bingo for Books, Movie Night at the Library, and a Stardew Valley Cookbook Co-Op for teens.

Check out the events
page for more!



Our **T**eam



The quarterly branch tour visited all CCPL locations on October 2nd.

4

New Hires

|

Position Change

Outreach Van Accident

The outreach van was rear-ended on November 4 on Highway 58 in Belton and sustained minor damage. Both staff members in the vehicle are fine, and the van remains drivable. Police responded to the scene and filed a report. Repairs will be managed through the other party's insurance.

Drexel Tree Removal

An inspection determined that the ash tree in front of the Drexel Branch was deteriorating and posed a risk to the building due to its angle and condition. The city confirmed that the tree was on library property and that no permit was required for removal. Ian obtained an estimate for the work, and I notified the landlord, who has arranged for the tree's removal.

Archie HVAC Replacement

Issues with the HVAC system at the Archie Branch prompted the landlord to replace the unit early in the month.

Pleasant Hill StoryWalk®

A planning meeting was held with DuBois Engineers, Ian, and Scott Pagel to begin work on the StoryWalk®. The site survey had been delayed for an extended period due to surveyor availability, which postponed discussion of the site plan until last week. With the survey now complete, DuBois has shared initial pathway concepts and is coordinating with the City of Pleasant Hill to confirm site approval requirements. While this phase is simpler than a building project, focused mainly on pathway layout and story sign placement, it will still require site evaluation and city review.

Missouri Evergreen Annual Report FY 25

The Missouri Evergreen Consortium, now serving more than half of Missouri's public libraries, continues to grow and strengthen statewide resource sharing. The FY25 report highlights steady progress in membership, data cleanup, and shared item circulation, along with strong satisfaction ratings from participating libraries. The report was presented at the October general membership meeting by the Evergreen Executive Director, as the consortium's fiscal year runs from September 1 to August 31.

Collaborative Summer Library Program Grant Award

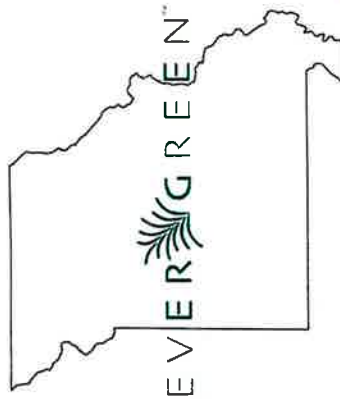
The Library has received a \$745.09 grant from the Missouri State Library to help cover the cost of Summer Library Program promotional materials from the Collaborative Summer Library Program online store. The grant is reimbursement-based for eligible purchases made before January 30, 2026, with reimbursement requests due by May 1, 2026. Our Youth Services Coordinator, Jana Riggs, will oversee these purchases as part of her Summer Library Program planning.

Member Libraries

- Adair County Library (ADAIR)
- Albany Carnegie Public Library (ACPL)
- Barry Lawrence Regional Library (BLRL)
- Barton County Library District (BARTON)
- Bollinger County Public Library (BCPL)
- Bonne Terre Memorial Library
- Bowling Green Public Library (BGPL)
- Brentwood Public Library (MLC-BR)
- Brookfield Public Library (BPL)
- Camden County Library District (CVIDN)
- Cameron Public Library (CAMPL)
- Cape Girardeau Public Library (CAPE)
- Carrollton Public Library (CPL)
- Carthage Public Library (CGPL)
- Caruthersville Public Library (CVPL)
- Cass County Library (CASS)
- Cedar County Library (CEDAR)
- Centralia Public Library
- Crawford County Library District (CC)
- Crystal City Public Library
- De Soto Public Library (DSPL)
- Doniphan - Ripley County Library (DR)
- Douglas County Library (DC-PL)
- Duane Memorial Library (DML)
- Ferguson Municipal Public Library (MLC-FE)
- Festus Public Library (FEST-PL)
- Grundy County Jewett Norris Library (GCJN)
- Heartland Regional Library (HEART)
- Henry County Library (HENRY)
- Howard County Public Library (HCPL)
- James Memorial Public Library (JMLP)
- Jefferson County Library (JCL)
- Keller Public Library (KPL)
- Kirkwood Public Library (MLC-K)
- Lebanon-Laclede County Library (LEB)
- Lewis Library of Glasgow
- Little Dixie Regional Libraries (LDXRL)
- Livingston County Library (LVG-CL)
- Maplewood Public Library (MLC-MA)
- Marion County Library Subdistrict #1 (MCL)
- Marshall Public Library (MPL)
- Mississippi County Library (MSCLD)
- Montgomery City Public Library (MONTC)
- Morgan County Library (MOCO)
- Mountain View Public Library (MV-PL)
- Neosho-Newton County Library (NNCL)
- Nevada Public Library (NEVADA)
- North Kansas City Public Library (NKC-PL)
- Oregon County Library (OCLD)
- Ozark Regional Library
- Polk County Library (PLK)
- Poplar Bluff Municipal Library (PBPL)
- Pulaski County Library (PLSK)
- Purolator County Public Library (PCPL)
- Ralls County Library District (RALLS)
- Ray County Library (RAY-CL)
- Reynolds County Library District (RCLD)
- Richmond Heights Memorial Library (MLC-R)
- Riverside Regional Library (RR)
- Rock Hill Public Library (MLC-RO)
- Rolla Public Library (RPL)
- Salem Public Library (SLMPL)
- Sarcoxi Public Library (SAR)
- Scenic Regional Library (SRL)
- Schuyler County Library District (SCVCL)
- Sedalia Public Library
- Seymour Community Library (SEY-CL)
- Sikeston Public Library (SKPL)
- St. Joseph Public Library (SJPL)
- Ste. Genevieve County Library (STGEN-CL)
- Stone County Library (SCG, SCC, SCBE)
- Texas County Library (TX)
- Trelius Regional Library (TRL)
- University City Public Library (MLC-UC)
- Valley Park Community Library (MLC-VP)
- Washington Public Library (WPL)
- Webb City Public Library (WBCPL)
- Webster County Library (WC)
- Webster Groves Public Library (MLC-WG)
- West Plains Public Library (WPPL)
- Willow Springs Public Library (WSPPL)
- Wright County Library (WRC)

Missouri Evergreen Consortium
www.moevergreenlibraries.org

1190 Meramec Station Rd. #207
 Ballwin, MO 63021



Annual Report FY25



The Missouri Evergreen project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

About Us

The Missouri Evergreen Consortium (MEC), a collective effort founded in 2012, is a nonprofit resource-sharing consortium for Missouri's public libraries. It is the fastest-growing consortium of its type in the nation. From its humble beginnings of 7 libraries in 2012, it now encompasses 82 libraries, more than half of Missouri Public Libraries.



Key Achievements

2025 Percentage Increases over 2020



Over the last 5 years, MEC has made significant advancements in cleaning up the shared data; hence the -1% growth in patrons and 2% growth in item records.

In FY25, 9 libraries of the MLC consortium migrated to MEC, and 6 libraries signed MOUs and are awaiting migration.

In FY25, A discovery layer, Aspen, was launched that enables libraries to add electronic content to catalog. K-PAC, a new children focused catalog was also developed. Finally, a new text message system was implemented. These innovations provide a better patron experience.

Patron Focus

Growth

Sustainability

With rapid growth, challenges emerged. MEC strove to meet those challenges. In FY25, MEC hired its first employee, a cataloger and a director. An employee handbook was adopted, and a payroll firm was hired. The MEC also updated its bylaws to expand the current board from 9 to 12 for FY26. With the uncertainty of funding, MEC put together a plan to become financially sustainable if grant funding is lost.

Financial Highlights

Income		Expenses	
Fees	\$288,735.77	Operating	\$59,554.17
Grant	\$176,731.00	Payroll	\$78,429.77
Interest	\$2,119.00	Program	\$285,135.14
Total	\$467,586.77	Total	\$423,119.08

Survey Results and Numbers

95% ranked MEC as Excellent or Satisfactory

96% ranked Equinox support as Excellent or Satisfactory

100% felt they get the support they need from MEC community

Training Needs

Reports 87%
Admin 4.3%

Cataloging /Circulation 30%

FY25 Stats	
Patrons	739,453
Item Records	1,289,845
Individual Items	4,964,673
Shared	740,892

Teachers cannot afford to purchase all the books they need for their classrooms and Evergreen allows them a vast system of libraries to choose material from.

We have several homeschoolers that use MO Evergreen to obtain books that they would not have available to them otherwise.

Almost every day, a patron is grateful that they are able to receive a book or item from the consortium. Those who read book series love it..

How MEC Serves Missouri