

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>
February 18, 2026 @ 4:00 p.m.

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONSENT AGENDA

Approval of Minutes – Regular Meeting – January 21, 2026
Financial Reports – January 2026

PUBLIC COMMENTS

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

UNFINISHED BUSINESS

NEW BUSINESS

1. Pleasant Hill Storywalk® Asphalt Contractor Bid Opening
2. Authorization of Recreational Trails Program Grant Application and Matching Funds for StoryWalk Project: Phases 2 and 3 (Action Item)
3. Harrisonville Building Project General Contractor and Bid Alternate Selection (Action Item)
4. Policy Revisions – Personnel 300 Series (Action Item)
 - a. 301 Insurance Benefits
 - b. 303 Payroll
 - c. 305 Overtime and Compensatory Time
 - d. 310 Holiday Leave
 - e. 312 Parental Leave
 - f. 313 Jury Duty
 - g. 315 Bereavement Leave
 - h. 316 Military Leave
 - i. 318 Leave Without Pay
 - j. 320 Employee Assistance Program

BRANCH ACTIVITY REPORT

Assistant Director's Updates

DIRECTOR'S REPORT

Director's Updates

TRUSTEES' REPORT

CCIC Report
Trustees' Comments

RECESS TO EXECUTIVE SESSION

Legal – MO. Rev. Stat. 610.021.1
Negotiated Contract – MO. Rev. Stat. 610.021.12

ADJOURNMENT

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Harrisonville Branch - Meeting Room
January 21, 2026 @ 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, HR Generalist Pat Peel
CCPL Attorney present: Nicholas Purifoy from Lauber Municipal

Pledge of Allegiance

Approval of Agenda

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

Consent Agenda

Diana Larson moved, seconded by Becky Klein, to approve the consent agenda, including the regular meeting minutes from December 17, 2025, the financial reports for December, and the January 2026 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

None

New Business

The Municipal Services Advisory Agreement with Stifel was presented. Discussion followed. Dennis Minich moved, seconded by Sherri Peters, to approve the Municipal Services Advisory Agreement with Stifel as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Revisions for Conduct and Performance policies were discussed.

Becky Klein moved, seconded by Sherri Peters, to approve revised Policy #512 Social Media as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Becky Klein moved, seconded by Sherri Peters, to approve revised Policy #519 Dismissal as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Becky Klein moved, seconded by Sherri Peters, to approve revised Policy #524 Recognition Awards as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Becky Klein moved, seconded by Sherri Peters, to approve revised Policy #525 Political Activity of Employees as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Nay, Hon-Aye. Motion passed.

Becky Klein moved, seconded by Sherri Peters, to approve revised Policy #527 Whistleblower Protection as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Becky Klein moved, seconded by Sherri Peters, to approve revised Policy #528 Compliance and Confidentiality as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Director's Report

Assistant Director Leigh Hallenberg informed the Board about staff changes, including three new hires, and the current open position of Drexel Custodian.

Mr. Hallenberg updated the board about branch budget approvals, the process of CCPL becoming a fingerprint agency, and the Bookmobile maintenance schedule during the winter months.

Director Updates

Director Robin Hudson informed the Board about a recent grant received, progress on the new Harrisonville location, the Pleasant Hill StoryWalk updates, the impact of the senior citizen tax freeze on the library's 2025 tax revenue, and Drexel maintenance issues.

Trustees' Comments

Becky Klein announced there was a Foundation meeting in January, attended by Director Hudson, who gave an update about the Foundation electing officers, seeking out new members, and reviving the Friends group.

Diana Larson commented in appreciation of the percentage of the 2025 budget spent.

Recess to Executive Session

At 4:45pm, Dianne Hon moved, seconded by Diana Larson, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues, and Missouri Revised Statute 610.021.13 to discuss personnel records. Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

At 5:33pm, Becky Klein 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.

Actions from Executive Session

Becky Klein moved, seconded by Sherri Peters, to approve Executive Session Legal Minutes from 9/17/25, Executive Session Legal and Personnel Records Minutes from 9/30/25, Executive Session Legal Minutes from 10/15/25, Executive Session Legal

Minutes from 12/17/25. 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 5:36pm.

The next regular scheduled meeting will be held Wednesday, February 18, 2026 at 4:00pm.

Approved by the Board on _____

Secretary _____

Library Director _____

JANUARY 2026 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

January Circulation

Location	2026	Change	2025	2024	2023
Archie	2,263	-1.4%	2,296	2,325	2,206
Drexel	1,271	34.8%	943	1,024	1,126
Garden City	1,366	-34.6%	2,088	2,302	2,561
Genealogy	165	258.7%	46	26	29
Harrisonville	7,703	5.3%	7,318	8,324	8,637
Self-Checkout	41	-64.0%	114	334	81
Northern Resource Center	14,902	2.3%	14,564	15,084	13,763
Self-Checkout	1,111	14.2%	973	1,125	1,030
Pleasant Hill	5,700	1.4%	5,620	6,192	3,165
Self-Checkout	385	-8.1%	419	573	332
Outreach Services	1,274	87.1%	681	806	853
Bookmobile	648	69.2%	383	636	717
Library by Mail*	512	206.6%	167	147	136
Peculiar Express	114	-13.0%	131	23	
Physical Circulation Total	34,644	3.2%	33,556	36,083	32,340

OverDrive	9,273	8,464	9.6%	7,795	6,202
Hoopla	2,030	1,941	4.6%	1,361	698
Adult eResources	4,134	2,409	71.6%	3,318	4,079
Youth eResources	1,267	179	607.8%	302	510
Digital Circulation Total	16,704	12,993	28.6%	12,776	11,489

Total Circulation	51,348	46,549	10.3%	48,859	43,829
-------------------	--------	--------	-------	--------	--------

*Current year includes Lobby stop statistics

January Patron Activity

Location	New Patrons	Active Patrons	Visits	Notary	Drive up	Study Room	Meeting Room
Archie	14	503	1,120	2	0		0
Outreach	15	284		0	0		
Drexel	4	223	1,410	0	0		
Garden City	6	418	960	1	0		
Genealogy	2	7	85	0	0		
Harrisonville	80	2,750	1,765	28	2	24	1
Northern Resource Center	178	6,059	6,536	14	0	167	20
Pleasant Hill	37	1,776	2,095	8	134	47	3
Library by Mail	1	43					
Total	337	12063	13971	53	136	238	24

January Miscellaneous

	Totals
Consortium Lending	1,238
Consortium Borrowing	4,988
Exploration Library	27
Family Search Scanned This Month	37
Family Search Scanned Total	718

January Kiosk

Usage	Totals
Returns	46
Individual Users	19

January Library Computer Usage

Location	2026	Change	2025	2024	2023
Archie	21	-34.4%	32	31	17
Bookmobile	9		0	0	0
Drexel	37	-27.5%	51	23	61
Garden City	37	-7.5%	40	36	26
Genealogy	16	-11.1%	18	19	15
Harrisonville	335	-10.2%	373	409	464
Northern Resource Center	596	47.5%	404	478	550
Pleasant Hill	135	3.1%	131	150	77
Total	1,186	13.1%	1049	1,146	3.5%

January Library Wifi Usage

Location	2026	Change	2025	2024	2023
Archie	58	-14.7%	68	46	40
Bookmobile	9		0	0	1
Drexel	65	97.0%	33	18	32
Garden City	122	38.6%	88	43	98
Harrisonville	509	106.1%	247	306	291
Northern Resource Center	598	107.6%	288	240	309
Pleasant Hill	450	354.5%	99	92	29
Total	1,811	120.0%	823	745	143.1%

January Library Computer & Wifi Usage

Location	2026	Change	2025	2024	2023
Archie	79	-21.0%	100	77	57
Bookmobile	18		0	0	1
Drexel	102	21.4%	84	41	93
Garden City	159	24.2%	128	79	124
Genealogy	16	-94.0%	265	325	306
Harrisonville	844	27.7%	661	649	773
Northern Resource Center	1,194	137.4%	503	570	579
Pleasant Hill	585	-38.7%	954	895	78
Total	2997	11.2%	2695	2636	2636

January Events Totals

Location	Events	Attendance
Archie	20	181
Outreach	16	195
Drexel	17	131
Garden City	22	169
Genealogy	0	0
Harrisonville	35	314
Northern Resource Center	43	530
Pleasant Hill	43	495
Total	196	2015

On-Site Programs	173
On-Site Attendance	1681
Off-Site Programs	23
Off-Site Attendance	334
Take Home Kits	93

January Reading Challenges

Location	Signup	Completion
Archie	19	34
Outreach	8	7
Drexel	4	12
Garden City	27	21
Genealogy	0	0
Harrisonville	70	57
Northern	37	39
Pleasant Hill	31	31
Total	196	201

On-Site Literacy Programs	54
On-Site Literacy Attendance	984
Off-Site Literacy Programs	13
Off-Site Literacy Attendance	203

Archie	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	5	32	3	72
Children's (Ages 5-12)	3	11	0	0
Teen	2	8	0	0
Adult	7	58	0	0
Senior (Ages 60+)	0	0	0	0
Total	17	109	3	72

Drexel	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	4	53	0	0
Children's (Ages 5-12)	6	49	1	14
Teen	3	7	0	0
Adult	2	6	0	0
Senior (Ages 60+)	1	2	0	0
Total	16	117	1	14

Garden City	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	6	37	0	0
Children's (Ages 5-12)	6	58	2	33
Teen	3	11	0	0
Adult	5	30	0	0
Senior (Ages 60+)	0	0	0	0
Total	20	136	2	33

Genealogy	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	0	0	0	0
Children's (Ages 5-12)	0	0	0	0
Teen	0	0	0	0
Adult	0	0	0	0
Senior (Ages 60+)	0	0	0	0
Total	0	0	0	0

Harrisonville	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	12	226	0	0
Children's (Ages 5-12)	6	16	0	0
Teen	9	47	0	0
Adult	7	25	0	0
Senior (Ages 60+)	1	0	0	0
Total	35	314	0	0

NRC	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	18	401	0	0
Children's (Ages 5-12)	3	8	0	0
Teen	12	27	1	20
Adult	6	49	0	0
Senior (Ages 60+)	3	25	0	0
Total	42	510	1	20

Pleasant Hill	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	9	235	0	0
Children's (Ages 5-12)	5	79	0	0
Teen	7	29	0	0
Adult	18	131	0	0
Senior (Ages 60+)	4	21	0	0
Total	43	495	0	0

January Outreach Services

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	0	0
Senior (Ages 60+)	0	0
Total	0	0

Outreach Services	Events	Attendance
Early Literacy (Ages 0-5)	10	131
Children's (Ages 5-12)	2	25
Teen	3	34
Adult	1	5
Senior (Ages 60+)	0	0
Total	16	195

January Strategic Plan

Community Partnerships	6
Career Development	0
Financial Literacy	2
Small Business Support	0
Health & Wellness	1

January 2026

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2026 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	6,122,161	5,085,614	5,085,614
Lost/Damaged Materials, Copies/Prints	25,000	3,540	3,540
State Aid			
A & E Tax / Equaliz Funds			
LOCAL PILOTS & Taxes	20,000	5,053	5,053
Interest Income	\$225,000	14,900	14,900
TOTAL	6,392,161	5,109,107	5,109,107

Current Assets as of 1/31/26

Community Bank - General Operating	\$7,895,827	<i>Includes Capital Funds</i>
Community Bank - Payables Acct	\$62,379	
Community Bank - Savings / Invest	\$1,488	
Community Bank - Payroll	\$329,846	
Community Bank - Endowment	\$19,543	
Commerce - Petty Cash	\$1,125	
Commerce - Donations	\$20,054	
Total	\$8,330,262	

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 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)

CAPITAL FUNDS REPORT

CASS COUNTY PUBLIC LIBRARY

January 2026

CAPITAL FUNDS BALANCE 1/1/26

\$1,476,007

2025 Reserve line, excess revenue, unexpended budget

\$1,883,090

1/21/26 N Cass Herald - bid notice

-\$108

1/21/26 Tribune & Times - bid notices

-\$297

1/21/26 Navigate

-\$3,932

1/21/26 Clark & Enersen

-\$82,920

MONTHLY TOTAL

-\$87,257

CAPITAL FUNDS BALANCE 1/31/26

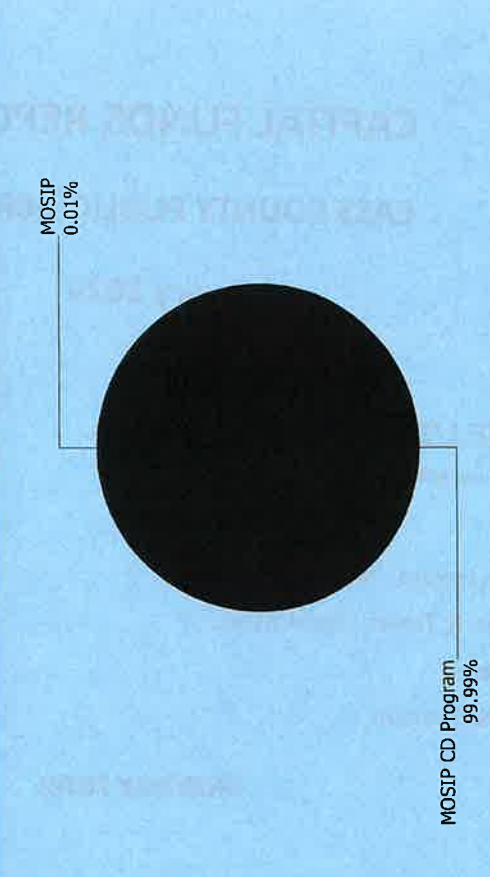
\$3,271,840



Account Statement - Transaction Summary

For the Month Ending January 31, 2026

Cass County Public Library - Investment Fund - 8500491				
MOSIP				
Opening Market Value	66.64			
Purchases	0.21			
Redemptions	0.00			
Unsettled Trades	0.00			
Change in Value	0.00			
Closing Market Value	\$66.85			
Cash Dividends and Income	0.21			
MOSIP CD Program				
Opening Market Value	750,000.00		January 31, 2026	December 31, 2025
Purchases	0.00		66.85	66.64
Redemptions	0.00			
Unsettled Trades	0.00			
Change in Value	0.00		750,000.00	750,000.00
Closing Market Value	\$750,000.00			
Cash Dividends and Income	0.00			
Total		\$750,066.85		\$750,066.64
Asset Allocation				





Investment Holdings

For the Month Ending January 31, 2026

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 Guaranty Bank, LA	10/30/26	3.95	150,000.00	1,525.89	155,925.00
10/30/25	10/30/25	CD - Gbank, NV	10/30/26	4.10	200,000.00	2,111.78	208,200.00
10/30/25	10/30/25	CD - Financial Federal Savings Bank, TN	10/30/26	4.00	200,000.00	2,060.27	208,000.00
10/30/25	10/30/25	CD - First State Bank Of Dequeen, AR	10/30/26	4.05	200,000.00	2,086.03	208,100.00
Total					\$750,000.00	\$7,783.97	\$780,225.00

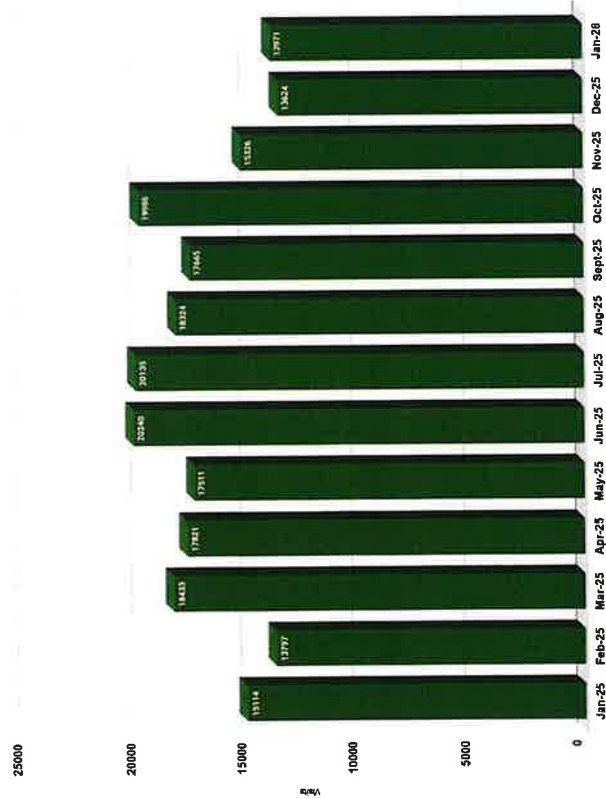
Endowment Funds
 Reserve Funds
 \$600K

JANUARY 2026

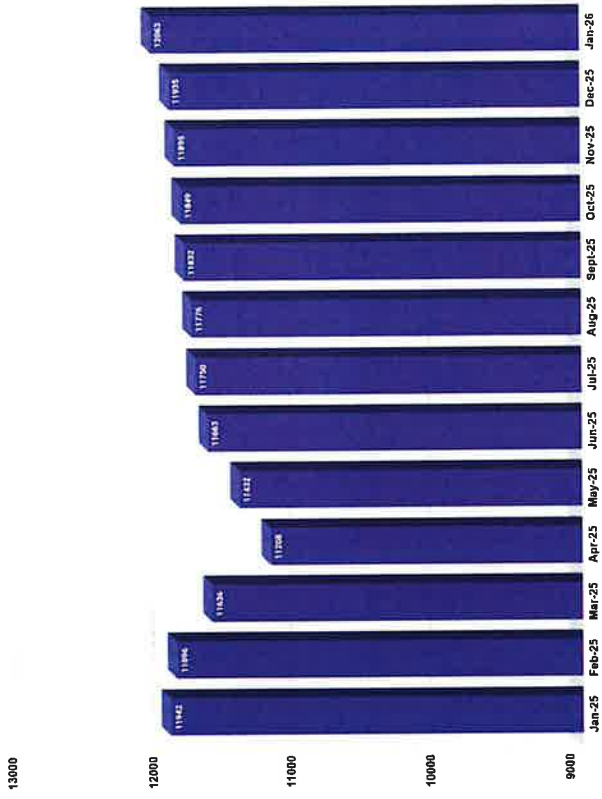
CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2026 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,683,524	175,628	175,628	2,507,896	7%
602 SOCIAL SECURITY	166,300	10,925	10,925	155,375	7%
603 HEALTH INSURANCE	387,900	25,318	25,318	362,582	7%
604 LIFE/DISABILITY INS.	15,900	1,151	1,151	14,749	7%
607 LAGERS	400,900	25,260	25,260	375,640	6%
608 MEDICARE	38,900	2,555	2,555	36,345	7%
609 EMPLOYEE ASSISTANCE PROG	3,400	495	495	2,905	15%
611 TUITION REIMBURSEMENT	3,600	0	0	3,600	0%
TOTAL - PERSONNEL	\$3,700,424	\$241,332	\$241,332	\$3,459,092	7%
OPERATIONS					
640 RENT	387,000	28,661	28,661	358,339	7%
641 UTILITIES	90,100	6,365	6,365	83,735	7%
642 BUILDING MAINT.	155,000	6,185	6,185	148,815	4%
643 SUPPLIES	76,000	3,105	3,105	72,895	4%
645 ACTIVITIES	51,600	3,205	3,205	48,395	6%
646 POSTAGE / DOC. DELIV.	3,400	337	337	3,063	10%
649 EQUIPMENT RENTAL	29,700	2,064	2,064	27,636	7%
650 VEHICLE OPERATION	44,000	1,383	1,383	42,617	3%
651.1 TRAVEL & DUES	13,400	1,644	1,644	11,756	12%
651.2 PROFESSIONAL DEVELOP	43,000	2,203	2,203	40,797	5%
652 INSURANCE	69,500	5419	5,419	64,081	8%
653 MARKETING & PROMO	22,000	0	0	22,000	0%
660 PROFESSIONAL SVCS	109,400	5,398	5,398	104,002	5%
667 AUTOMATION SUPPORT	124,500	29,343	29,343	95,157	24%
697 TECHNOLOGY	67,000	4101	4,101	62,899	6%
TOTAL - OPERATIONS	\$1,285,600	\$99,413	\$99,413	\$1,186,187	8%
MATERIALS					
670 / 671 - BOOKS / E-MATERIALS	370,000	19,020	19,020	350,980	5%
672 PERIODICALS	6,200	0	0	6,200	0%
673 MEDIA (AV)	20,000	285	285	19,715	1%
677 ELECTRONIC RESOURCES	35,500	9,386	9,386	26,114	26%
TOTAL - MATERIALS	\$431,700	\$28,691	\$28,691	\$403,009	7%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	80,000	1,237	1,237	78,763	2%
698 BRANCH IMPROVEMENTS	50,000	1,420	1,420	48,580	3%
702 CAPITAL IMPROVEMENTS	75,000	1,133	1,133	73,867	2%
710 DEBT SERVICE	466,281	0	0	466,281	0%
TOTAL - CAPITAL SERVICES	\$671,281	\$0	\$2,657	\$667,491	0%
SUB TOTAL w/o Reserves	\$6,089,005	\$369,436	\$372,093	\$5,715,779	6%
RESERVE FUNDS					
RESERVE FOR DEBT SERVICE	80,000	0	0	80,000	0%
RESERVE - CARRYOVER	223,156	0	0	223,156	0%
TOTAL - RESERVE FUNDS	\$303,156	\$0	\$0	\$303,156	0%
GRAND TOTAL	\$6,392,161	\$369,436	\$372,093	\$6,018,935	6%

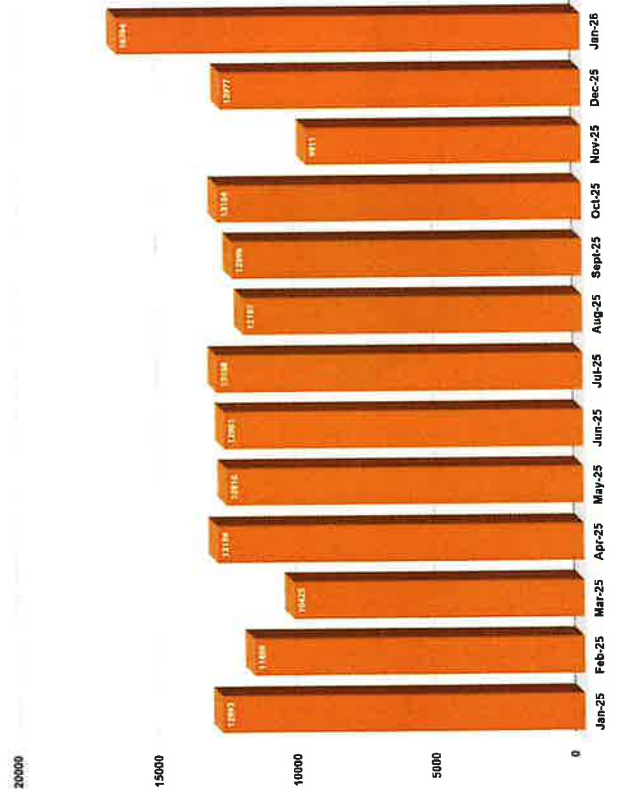
Branch Visits Last 12 Months



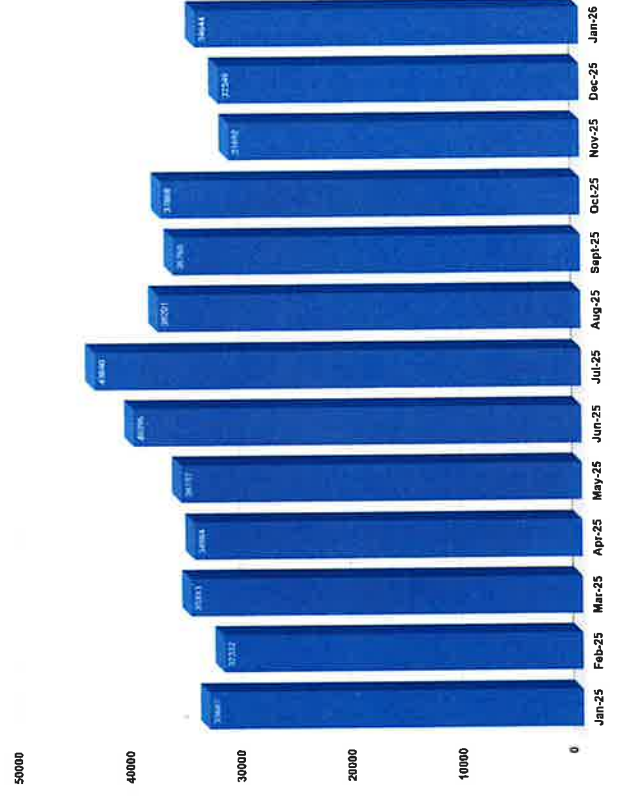
Active Patrons Last 12 Months



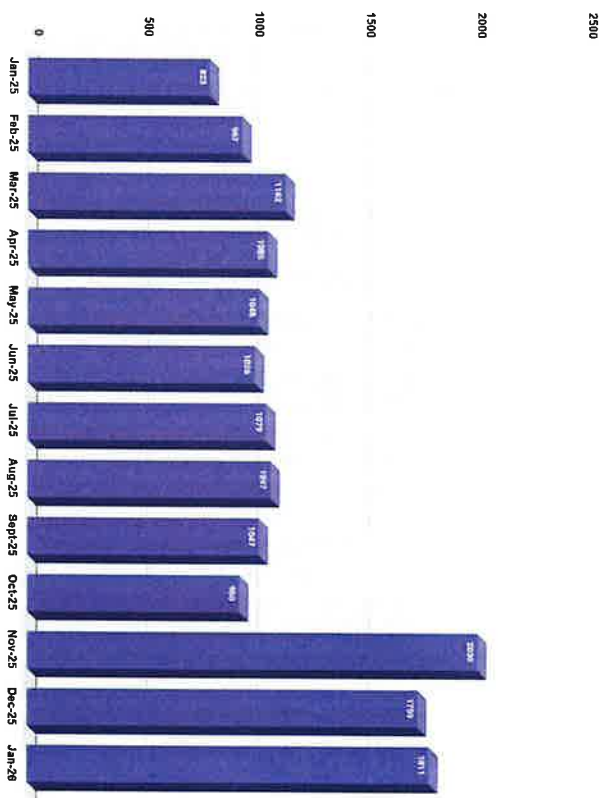
Digital Circulation Last 12 Months



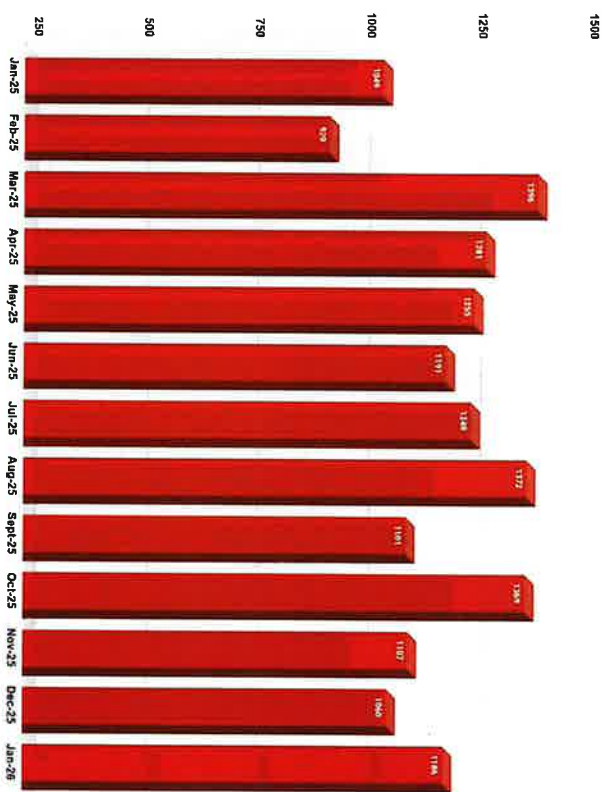
Physical Circulation Last 12 Months



WiFi Usage Last 12 Months

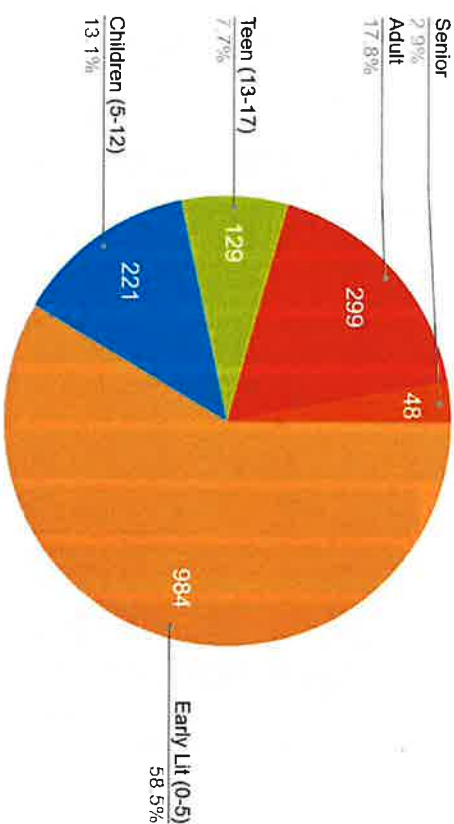


Computer Usage Last 12 Months



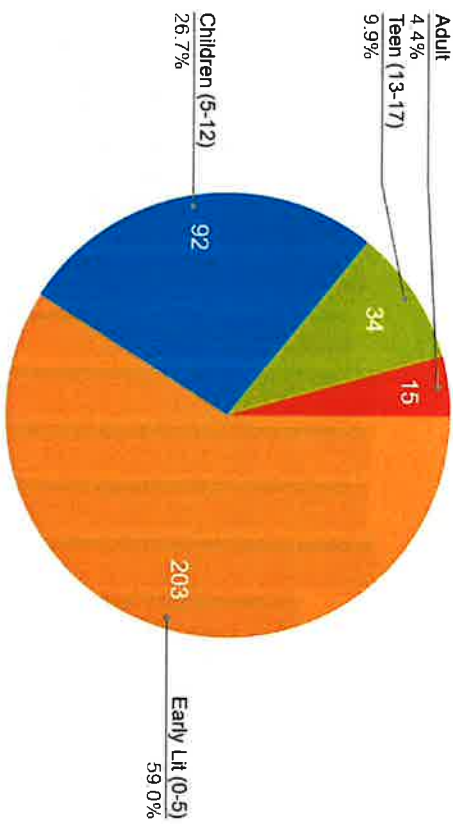
On-Site Program Attendance - January 2026

January Total - 1681



Off-Site Program Attendance - January 2026

January Total - 334



FEBRUARY 2026

PAYMENTS FOR BOARD APPROVAL

Payables Account - Expenses

\$342,164.29 *

Payables Account - Utilities

\$5,077.86 *

Donations Account

\$0

Endowment Funds Account

\$0

** Funds will be transferred from General Operating
account*

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$163,427.92

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/18/2026		Expense	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$167.00	
02/18/2026		Expense	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$567.85	
02/18/2026		Expense	Altitude Imaging & Repair	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	DR	\$585.00	
02/18/2026		Expense	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$236.66	
02/18/2026		Expense	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copiers lease	\$1,613.43	
02/18/2026		Expense	CITY OF HARRISONVILLE	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	permit & util connect	\$104,680.39	
02/18/2026		Expense	CLARK & ENERSEN	-Split-	HA proj - Dec	\$53,372.50	
02/18/2026		Expense	CYBRARIAN	667 AUTOMATION SUPPORT	annual renewal	\$2,650.00	
02/18/2026		Expense	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$174.86	
02/18/2026		Expense	DuBois Consultants	702 CAPITAL IMPROVEMENTS	PH Storywalk	\$611.00	
02/18/2026		Expense	EMC INSURANCE COMPANIES	652.1 INSURANCE & BONDS:PKG - LIAB, PROP, AUTO	commercial policy	\$4,615.20	
02/18/2026		Expense	FUELMAN	-Split-	fleet fuel	\$582.23	
02/18/2026		Expense	INGRAM LIBRARY SERVICES	-Split-	materials	\$9,365.72	
02/18/2026		Expense	INTERNATIONAL LIBRARY SERVICES, INC.	667 AUTOMATION SUPPORT	annual - Kiosk	\$6,300.00	
02/18/2026		Expense	Integrity Excavation	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	Locust St prop	\$15,925.75	
02/18/2026		Expense	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	legal service	\$2,812.50	
02/18/2026		Expense	Levata US LLC	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$1,904.26	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/18/2026		Expense	MASON EXTERMINATING	642.7 BLDG MAINTENANCE:EXTERMINATION SERVICE	services	\$220.00	
02/18/2026		Expense	MIDWEST TAPE	673.1 MEDIA (AV):VIDEOS	materials	\$782.93	
02/18/2026		Expense	NAVIGATE Building Solutions	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA project	\$3,932.00	
02/18/2026		Expense	NEWS BANK	677 ELECTRONIC DBASES	annual renewal	\$4,719.00	
02/18/2026		Expense	OFFICE PRIDE CLEANING	642.51 BLDG MAINTENANCE:CLEANING SERVICE:Building Cleaning	cleaning svcs	\$5,365.00	
02/18/2026		Expense	OVERDRIVE	-Split-	materials	\$12,061.48	
02/18/2026		Expense	PRODIGY FIRE SOLUTIONS, LLC	642.4 BLDG MAINTENANCE:MISC	inspections PH	\$566.00	
02/18/2026		Expense	QUILL CORP	-Split-	supplies	\$337.51	
02/18/2026		Expense	SHI INTERNATIONAL CORP	697 TECHNOLOGY	computers	\$53,693.28	
02/18/2026		Expense	SHELTON PRINTING	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$90.00	
02/18/2026		Expense	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copiers - usage	\$496.82	
02/18/2026		Expense	TRANSWEST TRUCK TRAILER RV	650.4 VEHICLE OPERATION:BKM - MAINT	Bkm maint	\$5,886.53	
02/18/2026		Expense	ULINE	690.1 FURNITURE & EQUIP:Furniture	furniture	\$404.13	
02/18/2026		Expense	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	materials recovery	\$206.00	
02/18/2026		Expense	ZOOBEAN INC	667 AUTOMATION SUPPORT	annual renewal	\$2,619.75	
02/18/2026		Expense	AG CITY HOLDING COMPANY, LLC	-Split-	AR - Mar '26 rent	\$1,608.62	
02/18/2026		Expense	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	DR - Mar '26 rent	\$1,003.85	
02/18/2026		Expense	SHANNON O. LESLIE	640.3 RENT:Garden City	GC - Mar '26 rent	\$950.00	
02/18/2026		Expense	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	HA oper fee - Mar '26	\$9,307.55	
02/18/2026		Expense	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC - Mar '26 rent	\$15,910.97	
02/18/2026		Expense	COMMERCE BANK -	-Split-	statement	\$14,341.10	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
			COMMERCIAL CARDS				
02/18/2026	To Print	Check	RIVERSIDE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$15.30	
02/18/2026	To Print	Check	SCENIC REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$34.94	
02/18/2026	To Print	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$53.99	
02/18/2026	To Print	Check	PEGGY YOAKUM	645.22 ACTIVITIES:BRANCH ACTIVITIES:DREXEL PROGRAMS	program	\$75.00	
02/18/2026	To Print	Check	AMY BURKHOLDER	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	reimbursement	\$4.68	
02/18/2026	To Print	Check	ELIZABETH NACHTIGALL	-Split-	reimbursement	\$40.30	
02/18/2026	To Print	Check	IAN ONDERA	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$78.37	
02/18/2026	To Print	Check	Jennifer Reed	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	reimbursement	\$8.48	
02/18/2026	To Print	Check	KAREN SCOFIELD	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$74.82	
02/18/2026	To Print	Check	KASEY GILBERT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$197.20	
02/18/2026	To Print	Check	KIM CROFT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$110.56	
02/18/2026	To Print	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$359.46	
02/18/2026	To Print	Check	Rebecca Thomas	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$34.95	
02/18/2026	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$11.60	
02/18/2026	To Print	Check	ROD INMAN	-Split-	reimbursement	\$297.50	
02/18/2026	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$100.27	

TOTAL = \$ 342,164.29

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$163,427.92

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
02/05/2026	2146	Journal	SPIRE	-Split-	PH GAS #5332	\$532.56
02/05/2026	2145	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER #5330	\$62.25
02/05/2026	2144	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER CK#5331	\$74.94
02/02/2026	2137	Journal	SPIRE	-Split-	NRC GAS	\$676.95
02/02/2026	2136	Journal	SPIRE	-Split-	ANNEX GAS	\$205.68
02/02/2026	2135	Journal	SPIRE	-Split-	GC GAS	\$157.46
02/02/2026	2134	Journal	SPIRE	-Split-	DR GAS	\$199.91
02/02/2026	2133	Journal	EVERGY	-Split-	PH ELECTRIC	\$495.23
02/02/2026	2132	Journal	EVERGY	-Split-	NRC ELECTRIC	\$565.40
02/02/2026	2131	Journal	EVERGY	-Split-	GC ELECTRIC	\$112.79
02/02/2026	2130	Journal	EVERGY	-Split-	DR ELECTRIC	\$46.70
02/02/2026	2129	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$284.74
02/02/2026	2128	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$100.50
02/02/2026	2127	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$95.21
02/02/2026	2126	Journal	Countywide Disposal (deleted)	-Split-	TRASH PH	\$88.20
02/02/2026	2125	Journal	Countywide Disposal (deleted)	-Split-	TRASH ADM	\$154.35
02/02/2026	2124	Journal	360 Document Solutions (deleted)	-Split-	VOIP SYSTEM ALL	\$1,224.95

TOTAL = \$ 5077.86

Pleasant Hill StoryWalk® Asphalt Contractor Bid Opening

The Library issued a request for bids for asphalt work to construct the pathway for Phase 1 of the Pleasant Hill StoryWalk® project. A pre-bid meeting was held on February 4th at the Harrisonville Branch, led by Ian, to allow interested contractors to ask questions and review project requirements. Four contractors attended.

Sealed bids are due by February 13th at 2:30 p.m. and will remain sealed until the February 18th board meeting. Ian will conduct the bid opening in open session. A closed session for negotiated contract is included on the agenda, should the trustees want to discuss specifics of the potential asphalt contract. Discussion of the bids themselves should happen in open session. Board action to select an asphalt contractor is anticipated at the March regular meeting, allowing construction to begin in April. The goal is to complete the pathway and install signage before the Summer Library Program begins.

Authorization of Recreational Trails Program (RTP) Grant Application and Matching Funds for StoryWalk® Project: Phases 2 and 3

Ian has identified the Missouri Recreational Trails Program administered by Missouri State Parks as a potential funding source for the next phases of the Pleasant Hill StoryWalk® project. In Missouri, RTP grants are available to local and state governments, school districts, and nonprofit organizations for publicly accessible trail projects. Awards are made annually, with a maximum grant amount of \$250,000 and a required local match of at least 20 percent.

For the StoryWalk® project, the required match would be 21.20 percent of the total cost of an ADA-compliant walkway connecting the path to the library building, along with a parking area serving the StoryWalk® site on the Independence Street side. Grant applications and supporting documentation are due this month. The state selection process extends into the fall, with award announcements typically made in October or November. If the Library is awarded funding, construction would be scheduled for 2027, consistent with the Capital Improvement Plan.

I am requesting that the Board adopt Resolution No. 021826, authorizing submission of the Recreational Trails Program grant application, committing the required matching funds, and approving the project obligations necessary to proceed with the application.

Harrisonville Building Project – General Contractor and Bid Alternate Selection

General contractor bids for the Harrisonville building project were opened on February 3rd, 2026. Five firms submitted bids, with base bids ranging from \$5,417,000 to \$6,812,000. Crossland Construction submitted the lowest base bid at \$5,417,000, while Wright Construction submitted the highest.

Following the bid opening, Library staff and Navigate conducted interviews with the three lowest bidders, Crossland Construction, Straub Construction, and Monarch Build, on February 5th. Navigate also completed reference checks and reviewed recent projects of similar size and scope for each firm. Based on this review, all three firms were determined to be qualified to perform the work. Joe from Navigate will be present at the Board meeting to update us on the process and to answer questions.

Crossland Construction's proposal combines the lowest cost, the shortest construction schedule, and demonstrated experience delivering similar projects. Their references and project history indicate that they are capable of completing the Harrisonville project in accordance with the design, schedule, and contract requirements. Given the scale of the project and the use of public funds, selecting the lowest responsible bidder that meets all qualifications represents the most practical and appropriate course of action.

Selecting the lowest base bid also provides the flexibility to include all proposed bid alternates while remaining within the projected construction budget. These alternates enhance the functionality, durability, and long-term usability of the building for both patrons and staff:

- Alternate #1 Community Room Operable Partition: Allows the large community room to be divided for simultaneous programs or meetings, increasing space availability and flexibility.
- Alternate #2 Lightning Protection: Provides additional protection against lightning-related damage and may offer long-term insurance or risk mitigation benefits.
- Alternate #3 Fencing: Establishes a clear boundary with adjacent properties and improves security along the drive-through lane.
- Alternate #4 Exterior Sunshade: Reduces heat and glare in the southwest-facing community room while adding architectural interest.
- Alternate #5 North Patio: Creates an outdoor break area for staff, supplementing the shared indoor break room.
- Alternate #6 East Patio: Provides additional outdoor seating and gathering space for patrons adjacent to the adult collection.

I recommend that the Board approve Crossland Construction as the general contractor for the Harrisonville Building Project and authorize inclusion of Bid Alternates #1 through #6 as part of the construction contract.

Personnel Policy Review - 300 Series

These revisions complete the review of the Library's Personnel Policies. Updates clarify eligibility and administrative language, align policies with current practices and legal requirements, and improve consistency. No material reductions to employee benefits were made.

- 301 – Insurance Benefits: Clarifies eligibility, enrollment, and COBRA language; updates administrative references.
- 303 – Payroll: Updates roles, clarifies payroll deadlines and authorization, and aligns with current systems.
- 305 – Overtime and Compensatory Time: Clarifies approval, exempt status, and compensatory time use to support FLSA compliance.
- 310 – Holiday Leave: Clarifies proration, scheduling rules, floating holidays, and New Year's Eve treatment.
- 312 – Parental Leave: Clarifies eligibility, FMLA coordination, and alignment with PTO policy.

February 2026 Board Packet Notes

- 313 – Jury Duty: Clarifies procedures, documentation, and payroll handling; confirms separation from PTO.
- 315 – Bereavement Leave: Clarifies eligible relationships and approval standards.
- 316 – Military Leave: Updates administrative responsibility and aligns procedures with USERRA.
- 318 – Leave Without Pay: Clarifies applicability, approval authority, job protection limits, and FMLA coordination.
- 320 – Employee Assistance Program: Removes vendor-specific references while preserving confidential access.



RESOLUTION NO.021826

A RESOLUTION OF THE CASS COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES AUTHORIZING GRANT APPLICATION, MATCHING FUNDS, AND PROJECT COMMITMENTS FOR RECREATIONAL TRAILS PROGRAM FUNDING

WHEREAS, the Cass County Public Library is applying for federal assistance from the Recreational Trails Program for the purpose of Cass County Public Library Storywalk Phase 2 and 3.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CASS COUNTY PUBLIC LIBRARY, that

1. Robin Hudson of Cass County Public Library is authorized to sign the application for federal assistance and any other official project documents that are necessary to obtain such assistance, including any agreements, contracts or other documents that are required by the State of Missouri or the Federal Highway Administration.
2. The Cass County Public Library currently has the written commitment for the 21.2% matching share for the project elements that are identified in the application and will allocate the necessary funds to complete the project.
3. In the event a grant is awarded, the Cass County Public Library will commit the necessary financial resources to operate and maintain the completed project in a safe and attractive manner for public access for a minimum of 25 years.
4. In the event a grant is awarded, the Cass County Public Library is prepared to complete the project within the time period identified on the signed project agreement.
5. In the event a grant is awarded, the Cass County Public Library will comply with all rules and regulations of the Recreational Trails Program, applicable Executive Orders, all state laws that govern the grant applicant during the performance of the project, and stewardship requirements after the project is completed.

PASSED AND RESOLVED BY THE BOARD OF TRUSTEES OF THE CASS COUNTY PUBLIC LIBRARY

The undersigned hereby certifies that he/she is the duly authorized Secretary to the Board of Trustees and custodian of the books and records of the Cass County Public Library Board of Trustees, duly formed pursuant to the laws of the State of Missouri, and that the foregoing is a true record of a resolution duly adopted at a meeting of the Cass County Public Library Board of Trustees, that said meeting was held in accordance with state and local laws on _____, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as Secretary to the Board of Trustees this ____ day of _____, 20__.

ATTEST

By:

Print Name:



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 1 OF 12)

DIVISION OF STATE PARKS USE ONLY

PROJECT #

PROJECT CATEGORY

If the vendor provides any "personal information" as defined in Section 105.1500, RSMo concerning an entity exempt from federal income tax under Section 501(c) of the Internal Revenue Code of 1986, as amended, the vendor understands and agrees that it is voluntarily choosing to seek a state contract and providing such information for that purpose. The state will treat such personal information in accord with §105.1500, RSMo.

QUESTIONS 1-9: GENERAL INFORMATION (see OPSP, Section V, pg. 16)

1. NAME OF AGENCY OR ORGANIZATION REQUESTING GRANT FUNDS

Cass County Public Library

MAILING ADDRESS

400 E Mechanic St.

CITY

Harrisonville

STATE

Missouri

ZIP

64701

NAME AND TITLE OF RECEIVING OFFICIAL

Ian Ondera Facilities Coordinator

EMAIL ADDRESS

onderi@casscolibrary.org

PHONE

(816) 573-2252

2. AGENCY/ORGANIZATION UEI NUMBER

43-1124574

3. APPLICATION PREPARER

Ian Ondera

EMAIL ADDRESS

onderai@casscolibrary.org

PHONE

(816) 573-2252

4. PROJECT CONTACT PERSON

Ian Ondera

TITLE OF PROJECT CONTACT PERSON

Facilities Coordinator

EMAIL ADDRESS

onderi@casscolibrary.org

PHONE

(816) 573-2252

AN LPA PROJECT-CERTIFIED PERSON IN RESPONSIBLE CHARGE

☒ NO

☐ YES

5. U.S. REPRESENTATIVE

Mark Alford

DISTRICT

5

6. STATE REPRESENTATIVE

Bill Irwin

DISTRICT

55

7. STATE SENATOR

Rick Brattin

DISTRICT

31

8. REGIONAL PLANNING COUNCIL

Clay Kohler

9. LOCATION OF PROJECT: COUNTY IN WHICH THE PROJECT IS LOCATED

Cass County

CITY OR TOWN IN WHICH THE PROJECT IS LOCATED (if project is not located within city limits, indicate nearest city or town)

Pleasant Hill

TOWNSHIP, RANGE, SECTION

41 North, 14 West, Section 08

LATITUDE

38.7854554

LONGITUDE

-94.2632729

QUESTIONS 10-11: PROJECT SPONSOR'S BACKGROUND (see OPSP, Section V, pg. 16)

10. PROJECT APPLICANT IS:

☐ STATE ☒ LOCAL GOVERNMENT ☐ NOT-FOR-PROFIT ☐ FEDERAL AGENCY

11. DESCRIBE PROJECT SPONSOR'S ORGANIZATION:

HOW LONG HAS THE ORGANIZATION BEEN IN EXISTENCE?

(indicate number of years; If less than a year, give date organization was established)

79

WHAT IS THE ORGANIZATION'S ANNUAL OPERATING BUDGET (please indicate)?

\$6,392,161.00

DOES THE ORGANIZATION EMPLOY FULL-TIME STAFF?

☐ NO ☒ YES (if yes, designate how many)

24

DOES THE ORGANIZATION EMPLOY PART-TIME STAFF?

☐ NO ☒ YES (if yes, designate how many)

68

DOES THE ORGANIZATION HAVE A BOARD WITH OVERSIGHT RESPONSIBILITIES?

☐ NO ☒ YES (if yes, designate how many members)

5

DOES THE ORGANIZATION HAVE VOLUNTEERS?

☐ NO ☒ YES (if yes, designate how many)

18

SUMMARIZE THE ORGANIZATION'S MISSION

Our mission is to provide informational, educational, and enrichment services and resources to the community through a comprehensive and efficient library system.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 2 OF 12)

QUESTION 12: PREVIOUS PERFORMANCE [UP TO 10 POINTS] (see OPSP, Section V, pg. 16)

12. HAS THE PROJECT SPONSOR RECEIVED A MoDNR GRANT WITHIN THE LAST 10 YEARS? ☒ NO ☐ YES (if yes, designate how many)

IF YES, DOES THE SPONSOR HAVE A MoDNR GRANT CURRENTLY OPEN? ☒ NO ☐ YES (if yes, designate how many projects)

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO WITHDRAW A MoDNR PROJECT AND DE-OBLIGATE FUNDING? ☒ NO ☐ YES

WITHIN THE LAST 10 YEARS, HAS THE SPONSOR HAD TO ASK FOR AN EXTENSION TO COMPLETE THEIR PROJECT? ☒ NO ☐ YES (if yes, indicate how many)

IF THE PROJECT SPONSOR HAS HAD TO REQUEST AN EXTENSION OR WITHDRAW A PROJECT WITHIN THE PAST 10 YEARS, PLEASE PROVIDE AN EXPLANATION.

QUESTIONS 13-22: PROJECT DESCRIPTION [UP TO 20 POINTS] (see OPSP, Section V, pg. 17-20)

13. PROJECT CATEGORY IS (please select one)

☐ NONMOTORIZED SINGLE USE [1 point]

☐ MOTORIZED SINGLE USE* [1 point]

☒ NONMOTORIZED DIVERSE USE [3 points]

☐ MOTORIZED DIVERSE USE* [3 points]

☐ BOTH NONMOTORIZED & MOTORIZED DIVERSE USE* [5 points]

*At least 60% of total project costs must be motorized-related costs.

14. PROJECT TYPE IS: (Check either new development OR rehabilitation/repair AND property and equipment acquisition, if applicable)

☒ NEW DEVELOPMENT (if 60% of total project costs)
(if new development, indicate subtype below; check all that apply)

OR

☐ REHABILITATION/REPAIR (if 60% of total project costs)
(if rehab./repair, indicate subtype below; check all that apply)

☐ NEW TRAIL CONSTRUCTION

☐ REHABILITATION/REPAIR OF EXISTING TRAIL(S)

☒ NEW TRAILSIDE AND/OR TRAILHEAD AMENITIES

☐ REHABILITATION/REPAIR OF EXISTING AMENITIES

☒ NEW TRAIL CONNECTOR(S) TO EXISTING TRAIL(S)

☐ REHABILITATION/REPAIR OF EXISTING CONNECTORS

☐ PROPERTY/EASEMENT ACQUISITION OR LEASE FOR TRAIL DEVELOPMENT

15. PROJECT WILL BE CONSTRUCTED ON (for trail-related construction/rehabilitation projects): ☒ PUBLIC LAND ☐ PRIVATE LAND ☐ COMBINATION

16. INDICATE IF PROJECT SPONSOR OWNS, LEASES OR HAS ACCESS TO PROJECT LAND* (check all that apply)

☒ OWN

☐ PERMANENT TRAIL EASEMENT

☐ OTHER (please explain)

☐ LEASE (minimum of 25 years, and signature of owner/other holders acknowledging 25 year commitment to maintain in outdoor recreation use, required)

☐ TEMPORARY CONSTRUCTION EASEMENT

*Additional documentation required. Refer to Supporting Documentation Checklist in the application guide.

17. LIST ALL PRESENT EXISTING AND REASONABLY ANTICIPATED LIENS OR MORTGAGES OR BOTH, ON THE PROPERTY, AND THE EFFECT ON THE RECREATIONAL EASEMENT THAT WILL BE REQUIRED.

18. ARE THERE ANY RIGHT-OF-WAYS, EASEMENTS, OR REVERSIONARY INTERESTS ASSOCIATED WITH THE PROPERTY? ☒ NO ☐ YES (if yes, please explain)

19. INTENDED USES OF THIS PROJECT (check all that apply)

☒ BICYCLING

☐ CANOEING/KAYAKING

☐ OTHER (please specify)

☒ WALKING/JOGGING

☐ MOTORIZED BOATING

☐ HIKING

☐ ATV/UTV (four-wheel)

☐ BACKPACKING

☐ OFF-HIGHWAY MOTORCYCLING

☐ EQUESTRIAN

☐ OFF-ROAD VEHICLE

20. PROJECT TITLE (a 6 word or less title is encouraged)

Cass County Public Library Story Walk, Phase 2 & 3



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 3 OF 12)

21. PROVIDE A DETAILED PROJECT NARRATIVE.

(include specific information about what is being constructed, rehabilitated/repared and/or acquired; see application guide for clarification; answer within the space provided; a 400 word limit is encouraged)

The existing Pleasant Hill Story Walk is a 500-foot trail that encompasses 1 acre of the library's lot. We are requesting funding to complete the final 2 phases of this trail project, which, phase 2, will add a 200-foot ADA ramp of 8-foot wide concrete, with handrails, a 50-foot staircase of 6-foot wide concrete, with handrails, which will connect the current trail to the library building and, phase 3, install a 7 space parking lot, creating a trail head on the west side of the current trail, with a 50-foot ADA ramp of 8-foot wide concrete, with handrails, connecting the parking lot to the current trail. (a map of the project has been included to show the existing trail and the proposed trail extensions, and parking lot). If awarded, funding will be used to hire an engineer to design the trail to comply with the American's with Disabilities Act and oversee the construction, and to hire a concrete and asphalt installation contractor to complete the project.

22. DESCRIBE THE BENEFITS OF THIS PROJECT (include how the project is beneficial and who it benefits; answer in the space provided).

The Pleasant Hill Story Walk is apart of the Cass County Public Libraries mission to provide informational, educational, and enrichment services and resources to the community. It encourages discovery, by presenting a follow along story that is spread out around the trail, and strengthens community engagement by providing a recreational trail for the local populace, and encourages use of the library. The trail is used by our library staff to teach children engagement with others, to learn about nature, and to establish a safe environment.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 4 OF 12)

QUESTIONS 23-30: PROJECT PLANNING AND IMPLEMENTATION [UP TO 35 POINTS] (see OPSP, Section V, pg. 20-22)

23. HOW DOES THIS PROJECT MEET A NEED IDENTIFIED IN A LOCAL OR REGIONAL MASTER PLAN OR THE STATEWIDE COMPREHENSIVE MASTER PLAN (SCORP)? [up to 5 points]

The Pleasant Hill 2040 Comprehensive Plan focuses on quality development, small town character, and trail connectivity. There is a major focus on enhancing the "Trail Town" identity, and public safety. The Pleasant Hill Story Walk adds to these components, keeping the small town character by providing recreation in close proximity to homes, enhancing the "trail town" identity by increasing the available recreational amenities, and adding to public safety by providing accessible recreation in a highly visible and secure location.

24. DID THE PROJECT SPONSOR SOLICIT PUBLIC OPINION CONCERNING THIS PROJECT WITHIN THE PAST 12 MONTHS? [up to 5 points]

☐ YES (if yes, describe how and provide the documentation outlined in the Supporting Documentation Checklist)

☒ NO (if no, indicate if the public will be given opportunity to comment and how)

The public has not be given the opportunity to comment. This project is apart of the libraries capital improvement plan, and we are providing a unique feature that was otherwise unused land. We feel these trail additions will be very welcome and beneficial to our patrons and the community.

25. IDENTIFY WHICH ACCESSIBILITY STANDARDS WILL BE USED IN THE PROJECT (ADA, ABA, U.S. ACCESS BOARD, USFS). DESCRIBE WHAT ACCESSIBILITY CHALLENGES EXIST AND HOW YOU INTEND TO OVERCOME THEM. [up to 5 points]

The project will have ADA accessibility, with ramps from the library to the trail and from the west parking lot to the trail. For the ramps connecting the library to the trail, we will ensure that the running slope does no exceed 1:12, and that adequate handrails are installed on both sides. For the parking lot accessibility, we will ensure that there is at least 1 handicap parking space at least 8 feet wide, with an access aisle at least 5 feet wide, that will adjoin an accessible route through a curb ramp that is no steeper than 1:48, and is at least 36 inches wide.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 5 OF 12)

26. HOW WILL THIS PROJECT ADD VALUE TO YOUR CURRENT/FUTURE TRAIL PLANS? PLEASE EXPLAIN THE ROLE OF TRAILS IN YOUR COMMUNITY. PLEASE INCLUDE MAPS. [up to 4 points]

The Pleasant Hill Story Walk will enhance current trail work by adding accessibility to the current trail with direct access from the library, and access from the street trail head for those who do not wish to enter the trail through the library, avoiding possible interruptions with our programs. Our goal is to have increased community engagement with the library and its resources. We believe the library is fundamental in every community for development through all ages, and would like to offer something unique that most libraries don't have. This trail highlights that uniqueness and shows the community that we are working to make every avenue of engagement and learning a better experience for them.

27. WHAT DESIGN ELEMENTS ARE INCLUDED THAT CONTRIBUTE TO PRESERVING ENVIRONMENTAL RESOURCES AS PART OF ENSURING A QUALITY OUTDOOR RECREATION EXPERIENCE? WHAT OTHER ENVIRONMENTAL CONCERNS WILL YOU HAVE TO ACCOUNT FOR IN REGARD TO THE PROJECT? [up to 5 points]

The project has no impact on cultural or historical resources. There are no threatened endangered species or habitats, water resources, or farmlands. We will be including a butterfly garden, and planting various tree species to give the trail a more park-like feel, and provide learning engagement for our children's programs.

28. DESCRIBE WHAT LONGTERM SUSTAINABILITY CONSIDERATIONS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN AND CONSTRUCTION. [up to 5 points]

Due to the steep grade surrounding the staircase and the ramps connecting the library to the trail, and the parking lot to the trail, we will be installing retaining walls where necessary to minimize soil erosion around the concrete.
We will also do annually aeration and over-seeding, to improve turf quality, reducing the impact of soil erosion.

29. DESCRIBE WHAT SAFETY CONCERNS HAVE BEEN ADDRESSED OR WILL BE ADDRESSED BY THE PROJECT DESIGN (include photo). [up to 4 points]

The trail ramps will be designed to be 8-feet wide to allow adequate space between passing bystanders, either with strollers, bicycles, wheelchairs, or wagon style strollers. No vegetation will be planted in a way that would obscure visual line of sight from the library to the parking lot trail head. The parking lot parking spaces will have vehicle stops to prevent any vehicle from driving onto the trail.

30. FOR CONSTRUCTION AND/OR REHABILITATION/REPAIR PROJECTS, INDICATE WHO WILL BE DOING WHAT WORK. IF YOU INTEND TO USE IN-HOUSE LABOR FOR THE CONSTRUCTION OF THE PROJECT, SUBMIT A COST ANALYSIS THAT COMPARES IN-HOUSE LABOR VS. CONTRACT LABOR. [up to 2 points]

The completion of both phase 2 and phase 3 for engineering and design/ and the construction will be through local contracts.



QUESTION 31: PROJECT MAINTENANCE AND MANAGEMENT [UP TO 5 POINTS] (see OPSP, Section V, pg. 22)

31. PROVIDE A DETAILED POST-COMPLETION PLAN OF HOW THE PROJECT WILL BE MANAGED AND MAINTAINED FOR 25 YEARS.

Our long term maintenance plan will be in-house preventive management. We will accomplish this by:

- Doing monthly inspections on all handrail and fixed fixtures.
- Power washing and re-sealing the concrete every 3 years.
- Setting up a budget for concrete repair.
- Re-painting parking lot lane lines annually.
- Performing bi-annual inspections on retaining walls to check for cracking, shifting, or bowing.
- Performing annual aeration and over-seeding in turf areas to reduce soil erosion.

By performing the above preventive maintenance management, with a dedicated budget to allow for repairs, we will provide the necessary user safety and project sustainability that will ensure the trail is accessible to the public for 25 years.

QUESTIONS 32-33: PARTNERSHIPS AND DONATIONS [UP TO 5 POINTS] (see OPSP, Section V, pg. 22-23)

32. WILL QUALIFIED YOUTH CONSERVATION OR SERVICE CORPS BE INVOLVED WITH THE PROJECT?

☒ NO ☐ YES (if yes, list the group/groups that will be contributing in the below box)

33. LIST ANY CONTRIBUTING PARTNERS OR DONORS INVOLVED WITH THIS PROJECT AND THEIR INTENDED CONTRIBUTIONS.

(a letter of intent to donate from each donor must accompany the application packet; see Supporting Documentation Checklist in the application guide)

PARTNERS/DONORS		CONTRIBUTION/VALUE	
A.		A.	
B.		B.	
C.		C.	
D.		D.	
E.		E.	
F.		F.	
G.		G.	
H.		H.	
I.		I.	
J.		J.	



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 7 OF 12)

QUESTION 34-36: PROJECT BUDGET ESTIMATE AND BUDGET DETAILS [UP TO 15 POINTS] (see OPSP, Section V, pg. 23-26)

34. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THERE IS ADEQUATE FUNDING TO COMPLETE THE PROJECT WITHIN THREE YEARS? [up to 3 points]

The Cass County Public Library maintains fiscal responsibility in all of its operations. An account of reserve funds is established and has enough carryover year over year to meet the financial needs of this project. See attached financial assurance letter from our Business Manager. We believe we are very capable of completing this project within the necessary time frame, having already worked with the appropriate civil engineers for design and planning, and working with local contractors for the construction of our current trail.

35. FOR EACH PHASE OF THE PROJECT, FILL OUT THE BUDGET TABLE BELOW WITH THE GRANT AMOUNT REQUESTED AND THE MATCHING AMOUNT PROVIDED BY THE PROJECT SPONSOR AND/OR DONOR (use whole dollar amounts only; the maximum grant request is \$250,000, and the minimum match percentage is 20%). [up to 7 points for quality and accuracy of budget]

COST CATEGORY	GRANT REQUEST	MATCHING FUNDS		TOTAL PROJECT COST
		PROJECT SPONSOR	DONATION (by 3rd party)	
Phase 1. Planning/ Engineering/Environmental Review Process (≤ 10% of total project cost)	\$ 14,000	\$ 4,000	\$	\$ 18,000
Phase 2. Right-of-Way Acquisition	\$	\$	\$	\$ 0
Phase 3. Construction	\$ 71,500	\$ 19,000	\$	\$ 90,500
TOTALS	\$ 85,500 (Not to exceed \$250,000)	\$ 23,000	\$ 0	\$ 108,500
Percent of matching funds: 21.20%		MATCHING FUNDS POINT VALUES		
		% Match		Points
		40% and up		5
		30% to 39%		3
		20% to 29%		1

Projects with a Federal Award \$500,000 or less: USDOT issued a public interest waiver for Buy America requirements effective 8/16/23 for specific projects of \$500,000 or less, subject to the following limitations. The waiver is from Buy America (BABA) requirements for De Minimis Costs and Small Grants to prepare for full compliance with the BIL's new Made in America standards for construction materials. The public interest waiver of BABA's domestic preferences is for projects funded under DOT-administered financial assistance programs, including the Recreational Trails Program administered in Missouri by the Missouri Department of Natural Resources, for iron, steel, manufactured products, and construction materials under a single financial assistance award for which the total amount of Federal financial assistance applied to the project, through awards or subawards, is below \$500,000. The waiver is applicable only to awards that are obligated, or subawards that are made, on or after the effective date of the waiver, 8/16/23.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 8 OF 12)

36. FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (assuming a start date of Oct, 15, 2025; if eligible costs were incurred prior to the projected start date, please provide the date of completion for the expense).

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
1. PLANNING/ ENGINEERING/ ENVIRONMENTAL REVIEW PROCESS (≤ 10% OF TOTAL PROJECT COST)	ENVIRONMENTAL		6 months Environmental/ 6 months Planning/ Engineering	
	ENGINEERING Contracted trail design - phase 2 - \$9,000 Contracted trail design - phase 3 - \$9,000	\$18,000		January 2027
	OTHER			
2. RIGHT-OF-WAY ACQUISITION	LEASE/EASEMENT/LAND ACQUISITION		6 months	
	APPRAISALS, FILING			
	OTHER			



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 9 OF 12)

36. FILL OUT THE TABLE BELOW TO PROVIDE DETAILED INFORMATION ABOUT THE BUDGET ITEMS WITHIN EACH PHASE OF THE PROJECT. INCLUDE THE ESTIMATED COMPLETION DATE IN MONTH AND YEAR (assuming a start date of Oct. 15, 2025; if eligible costs were incurred prior to the projected start date, please provide the date of completion for the expense).

Phase:	Detailed Expenditures	Total Expense	Maximum Timeframe	Projected Schedule
3. CONSTRUCTION	LABOR		18 months	March 2028
	MATERIALS			
	EQUIPMENT			
	SIGNAGE RTP acknowledgement sign for trailhead = \$500	\$500		
	OTHER			
	OTHER			



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS
FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 10 OF 12)

DISCRETIONARY BOARD MEMBER CRITERIA [UP TO 10 POINTS]

CONSISTENT WITH RTP REQUIREMENTS, THE EIGHT-MEMBER MISSOURI TRAILS ADVISORY BOARD (MTAB) REVIEWS AND SCORES THE RTP GRANT APPLICATIONS. BOARD MEMBERS MAY AWARD THE PROJECT POINTS BASED UPON THEIR SUBJECTIVE EVALUATION OF THE APPLICATION.

SUPPORTING DOCUMENTATION CHECKLIST

USE THE BELOW CHECKLIST TO ENSURE THE PROJECT APPLICATION IS COMPLETE (for information specific to each item, refer to the RTP Application Guide).

<input checked="" type="checkbox"/> SPECIFIC LOCATION MAP	<input type="checkbox"/> DRAFT MEMORANDUM OF AGREEMENT* (if project is on public land)
<input checked="" type="checkbox"/> AERIAL PHOTO WITH PROJECT SITE PLAN	<input checked="" type="checkbox"/> FINANCIAL ASSURANCE LETTER
<input type="checkbox"/> SCHEMATIC PLAN	<input checked="" type="checkbox"/> RESOLUTION FROM GOVERNING BODY
<input type="checkbox"/> SIGNED LETTERS OF COMMITMENT OR INTENT TO DONATE	<input type="checkbox"/> LETTERS OF INTENT TO LEASE/SELL/DONATE REAL PROPERTY
<input type="checkbox"/> SIGNED LETTER OF SUPPORT (if project is on public land)	<input checked="" type="checkbox"/> PROOF OF LAND OWNERSHIP OR LEASEHOLDER/EASEMENT RIGHTS
<input checked="" type="checkbox"/> BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION, AND AFFIDAVIT OF WORK AUTHORIZATION (State and Federal E-Verification)	<input type="checkbox"/> PROOF OF PUBLIC INVOLVEMENT
<input type="checkbox"/> PHOTOGRAPHS OF PROJECT AREA	<input checked="" type="checkbox"/> COPY OF RELEVANT PORTION OF COMPREHENSIVE OR MASTER PLAN
<input checked="" type="checkbox"/> EXISTING TRAIL MAP	<input type="checkbox"/> ENVIRONMENTAL REVIEW (if applicable)

*If recommended for funding, a signed Memorandum of Agreement will have to be executed.

CERTIFICATION OF RESPONSIBLE PERSON

A RESPONSIBLE OFFICIAL FROM THE SPONSORING ORGANIZATION MUST SIGN AND DATE THE APPLICATION. APPLICATIONS WITHOUT SIGNATURE WILL NOT BE SCORED.

"I hereby certify that the information contained in this application packet is true and correct to the best of my knowledge. I understand that the application will be rated solely on the information provided on the application and in the enclosed supporting documentation. The submission of incorrect information and the lack of required documentation can result in this application being withdrawn from consideration for funding."

SIGNATURE	TITLE Library Director	
PRINTED NAME Robin Hudson	DATE	

SUBMIT COMPLETED APPLICATION

Submit two (2) copies of the application and supporting documentation to the Grants Management Section (address below):

Missouri Department of Natural Resources Division of State Parks
Grants Management Section Attn: RTP Planner
P.O. Box 176
1659 E. Elm St.
Jefferson City, MO 65102-0176

Application packets must be submitted or postmarked on or before Feb. 20, 2026. For questions about an application packet or the process, call 573-522-8773 or 573-751-8661 or email msspgrants@dnr.mo.gov.



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 11 of 12)

THIS SECTION OF THE FORM MUST BE COMPLETED FOR ALL REQUESTS TO PURCHASE/REPAIR/REPLACE TRAIL CONSTRUCTION/ REPAIR/ MAINTENANCE EQUIPMENT UNDER THE RECREATIONAL TRAILS PROGRAM. **PROCUREMENTS MUST BE IN ACCORDANCE WITH 2 CFR 200.319 AND 200.320.**

QUESTIONS 1-5: REPAIR OF EXISTING EQUIPMENT (COMPLETE IF EQUIPMENT REPAIR IS A PART OF THIS GRANT)
(see OPSP, Supplemental Sheet, pg. 27)

1. WHAT IS THE MAKE, MODEL, YEAR, TYPE, AND HOURS OF THE PIECE(S) OF EQUIPMENT THAT WILL BE REPAIRED AS PART OF THE GRANT?

2. WAS IT ORIGINALLY PURCHASED USING FEDERAL FUNDS?

☐ NO

☐ YES (if yes, please provide the name of the grant program, project number, and year it was acquired.

Provide a copy of any commitment you have agreed to as it relates to the equipment. (i.e. disposition instructions)

3. DESCRIBE THE EXISTING CONDITION OF THE EQUIPMENT AND ITS ESTIMATED MILEAGE/HOURS.

4. DESCRIBE WHAT REPAIRS/MAINTENANCE AND OTHER ASSOCIATED COSTS WILL BE COMPLETED USING GRANT FUNDS.

5. DESCRIBE HOW THIS EQUIPMENT IS INTEGRAL TO MAINTAINING YOUR TRAIL SYSTEM.
(i.e., How is the equipment used? How many miles of trail and/or trailhead amenities are constructed/repared/maintained using this equipment?).

QUESTIONS 6-12: PROJECT SPONSOR'S BACKGROUND (see OPSP, Supplemental Sheet, pg. 27-28)

6. WHAT IS THE TYPE OF THE PIECE(S) OF EQUIPMENT AND/OR ATTACHMENT(S) THAT WILL BE PURCHASED AS PART OF THE GRANT?

7. IS THIS RTP GRANT REQUEST FOR REPLACEMENT OF EQUIPMENT OR ATTACHMENTS PREVIOUSLY PURCHASED WITH RTP FUNDS?

☐ NO (If no, skip to question 12) ☐ YES (If yes, go to question 10)

8. IF YES, WILL THE OLD EQUIPMENT BE SOLD AND THE REVENUE USED TO OFFSET THE PURCHASE OF THE NEW EQUIPMENT?

☐ NO (If no, skip to question 12) ☐ YES (If yes, go to question 11)

9. IF YES, CALCULATE THE NET PURCHASE VALUE OF THE NEW EQUIPMENT BY SUBTRACTING THE ESTIMATED TRADE VALUE OF THE OLD EQUIPMENT FROM THE PURCHASE PRICE OF THE NEW EQUIPMENT:

NEW EQUIPMENT PURCHASE PRICE

TRADE VALUE OF OLD EQUIPMENT

NET PURCHASE VALUE



MISSOURI DEPARTMENT OF NATURAL RESOURCES
DIVISION OF STATE PARKS

FEDERAL RECREATIONAL TRAILS PROGRAM CFDA 20.219
TRAIL PROJECT APPLICATION (PAGE 12 of 12)

10. DESCRIBE THE NEW EQUIPMENT OR ATTACHMENTS IN DETAIL.

11. DESCRIBE HOW THE NEW EQUIPMENT OR ATTACHMENTS WILL IMPROVE TRAIL FACILITIES AND BENEFIT TRAIL USERS.

12. WHAT ASSURANCES CAN THE PROJECT SPONSOR PROVIDE THAT THE EQUIPMENT OR ATTACHMENT WILL BE STORED ADEQUATELY AND MAINTAINED IN GOOD REPAIR FOR ITS USEFUL LIFE?
(please include a maintenance schedule)

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?

☐ YES
☐ NO

May the agency share your contact information with the Missouri Veterans Commission to provide with information regarding available veterans benefits and services?

☐ YES
☐ NO

Would you like to receive information and assistance regarding veteran benefits and services?

☐ YES
☐ NO

General information may also be found on the Missouri Veterans Commission's website: <https://veteranbenefits.mo.gov/events/>



Project: Cass County Public Library - New Harrisonville Location

Bid Date: February 3, 2020 - 2:00 pm

Item	BID ITEM	ADDITIONAL (+)	BASE BID (including MEP, Hard & Allowances) (\$)	DIFFERENCE FROM LOW BID	ALTERNATE #1 (Lighting Fixtures) (\$)	ALTERNATE #2 (Exterior Furniture) (\$)	ALTERNATE #3 (Furniture) (\$)	ALTERNATE #4 (Exterior Furniture) (\$)	ALTERNATE #5 (Ground Paving) (\$)	ALTERNATE #6 (Ground Paving) (\$)	DIFFERENCE FROM LOW BID with all alternates	Structure Days	Schedule Days
Crosslink Construction Company, Inc.	✓	✓	\$ 8,417,000.00		\$ 23,000.00	\$ 38,000.00	\$ 15,000.00	\$ 184,000.00	\$ 2,700.00	\$ 11,700.00	\$ 6,882,400.00	342 Days	Start 2/18/2020 - 1/27/2021
Stash Construction Company, Inc.	✓	✓	\$ 5,839,615.00	\$ 522,615.00	\$ 91,018.00	\$ 47,708.00	\$ 10,382.00	\$ 157,593.00	\$ 4,820.00	\$ 18,132.00	\$ 8,214,748.00	366 Days	Start 3/18/2020 - 4/7/21
Moneth Build, Inc.	✓	✓	\$ 5,898,719.00	\$ 581,719.00	\$ 24,341.00	\$ 48,018.00	\$ 25,932.00	\$ 133,716.00	\$ 6,296.00	\$ 31,408.00	\$ 6,265,419.00	301 Days	
Icon Structures, Inc.	✓	✓	\$ 6,241,377.00	\$ 824,377.00	\$ 28,000.00	\$ 27,900.00	\$ 23,900.00	\$ 142,000.00	\$ 3,800.00	\$ 28,000.00	\$ 6,460,677.00	361 Days	Start 2/3/2020 - 3/1/2021
Wright Construction	✓	✓	\$ 8,812,000.00	\$ 1,395,000.00	\$ 28,000.00	\$ 42,900.00	\$ 19,500.00	\$ 172,000.00	\$ 3,050.00	\$ 44,050.00	\$ 7,118,000.00	365 Days	

Cass County Public Library provides eligible employees with access to insurance benefits designed to support their health, financial security, and well-being.

Health Insurance: Medical, Dental, and Vision Eligibility

~~All~~ Employees ~~that are who are~~ regularly scheduled to work thirty (30) hours or more ~~per week~~ and their eligible dependents are provided the opportunity to participate in the group health, dental, and vision insurance ~~plans~~ benefit programs. ~~An employee that works thirty (30) hours or more a week becomes eligible to participate in the group health~~ Eligibility for insurance benefits program begins on the first (1st) day of the month following sixty (60) days of employment, ~~provided all required enrollment documentation is submitted in accordance with enrollment deadlines established by the insurance carrier. Those employees who choose to participate must provide all documentation required by the insurance carrier.~~

Health Insurance Benefits

Eligible employees and their qualified dependents are offered the opportunity to participate in the Library's group:

- Medical insurance
- Dental insurance
- Vision insurance

Cass County Public Library subsidizes individual ~~employee~~ insurance coverage through the ~~library's~~ group insurance plan for eligible employees.

Employees ~~may insure~~ who elect coverage for a ~~their~~ spouse and/or eligible dependents ~~are responsible for the associated premium costs, which and these~~ premiums will be paid through payroll deductions.

Continuation of Coverage (COBRA)

Employees and their eligible dependents may be entitled to continue health insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) as follows:

- Up to **eighteen (18) months** following resignation, layoff, or termination of employment (except in cases of termination due to gross misconduct)
- Up to **thirty-six (36) months** for a spouse and/or dependent children in the event of:
 - Employee death

Commented [PP1]: Clarified eligibility language

- The phrase "All employees that are thirty (30) hours or more" was revised to "employees who are regularly scheduled to work thirty (30) hours or more per week."
- This clarification eliminates ambiguity related to temporary or fluctuating hours and aligns eligibility language with standard HR and benefits practices.

Removed redundant and repetitive wording

- The revised language consolidates eligibility timing into a single, clear statement.

Improved enrollment language

- The phrase "provided all required enrollment documentation is submitted" was refined to specify that documentation must be submitted in accordance with insurance carrier deadlines.
- This change replaces vague language with a clear reference to carrier requirements and reduces disputes related to missed enrollment deadlines.

Commented [PP2]: This section was revised to ensure the policy accurately reflects federal law, improves readability, and removes duplicative language, without altering employee or dependent rights. The revised section consolidates this information into a single, clear list for ease of understanding. The language aligns with standard COBRA descriptions used by plan administrators and insurers.

- Divorce or legal separation
- Employee's entitlement to Medicare
- A dependent child losing eligibility under the plan

~~Options for continued health insurance coverage under the COBRA Act are available for up to eighteen (18) months in the event of an employee's resignation, layoff, or termination (except where termination results from gross misconduct) and for up to thirty-six (36) months for an employee's spouse and/or dependent children in the event of the employee's death, divorce, or separation, coverage under Medicare, or a covered child who ceases to be a dependent as defined in the Plan.~~

Life Insurance, Short-Term Disability, and Long-Term Disability

~~All employees that~~ Employees who are regularly scheduled to work thirty (30) or more hours a week are provided the following benefits:

- ~~†~~ Life insurance
- ~~s~~ Short-term ~~d~~ Disability Insurance, and
- ~~†~~ Long-term ~~d~~ Disability Insurance coverage.

Coverage begins on the **first day of the month following sixty (60) days of employment.**

~~An employee that works thirty (30) hours or more a week becomes eligible to participate on the first (1st) of the month following sixty (60) days of employment.~~

Cass County Public Library pays 100% of the ~~employee coverage premium cost of for:~~

- Basic Life Insurance (\$50,000)
- Short-Term Disability
- Long-Term Disability

for eligible employees.

Administration

Insurance benefits are administered in accordance with applicable plan documents, insurance carrier requirements, and governing laws. Plan provisions, coverage details, limitations, and enrollment requirements are controlled by the applicable insurance plans.

~~Further information on Cass County Public Library insurance benefits is available from the Business Manager.~~

~~Specific plan details, coverage provisions, limitations, and enrollment requirements~~ are governed by the applicable insurance plan documents. Employees should contact the Payroll and Benefits Specialist for additional information regarding insurance benefits.

Commented [PP3]: This section was revised to improve clarity, consistency, and professional policy formatting, while maintaining the same eligibility requirements and benefit coverage. Revised language standardizes eligibility as employees who are regularly scheduled to work thirty (30) or more hours per week, consistent with other benefits sections in Policy 301. The list of benefits was reformatted into clear bullet points to improve readability.

Commented [PP4]: The Administration section was added to clarify that insurance benefits are governed by plan documents and applicable law. This protects the Library from unintended guarantees and aligns the policy with standard legal and HR practices. No benefits were added, removed, or changed.

Commented [PP5]: This revision updates the point of contact to reflect current staffing responsibilities and clarifies that insurance plan documents control benefit details. The change improves accuracy and accountability without altering benefits or eligibility.

Revised 11/16/2022

Payroll is disbursed bi-weekly by direct deposit to a bank account of the employee's choice. It is the responsibility of each employee to report any bank account changes to the ~~Business Manager Payroll and Benefits Specialist~~ in enough time to allow the needed changes in the direct deposit procedure sufficiently in advance to allow processing prior to the applicable payroll deadline.

Bank routing and bank account information are required to establish the service. ~~Upon request, employees may be able to receive pay through an alternative method.~~ Direct deposit is the standard and required method of wage payment. Alternative payment methods may be approved only when required by law.

Cass County Public Library will deduct Social Security Tax, Medicare Tax, Federal Income Tax, State Income Tax, and any additional insurance plan premiums from all employees' paychecks as required by law or so authorized by eligible employees. ~~If requested by the employee, specific charitable donations can be deducted. With the exception of court-ordered garnishments, Cass County Public Library will not make any other payroll deductions without the employee's signed authorization for each deduction during a pay period. At the employee's request, approved charitable donations may be deducted from pay.~~ Except for court-ordered garnishments and legally required deductions, Cass County Public Library will not make payroll deductions without the employee's written or electronic authorization.

All requests for changes in the payroll status must be reported to the ~~Business Manager Payroll and Benefits Specialist~~ by the first of the month in which the change is desired. This includes changes in marital status, residence, W4 allowances, and additional withholding requests regarding taxes.

It is the responsibility of the each employee to accurately record all of the time they worked and any benefit time that is taken using the Library's timekeeping system. Employees and their supervisors are required to verify time worked in accordance with payroll procedures.

Commented [PP1]: Policy 303 was revised to clarify payroll administration, reflect updated roles and systems, remove vague or outdated language, and strengthen compliance. No changes were made to pay schedules, compensation, or legally required payroll practices.

Commented [PP2]: References to the Business Manager were replaced with Payroll and Benefits Specialist to reflect the creation of a dedicated payroll and benefits position.

The phrase "in enough time" was replaced with language tied to payroll processing deadlines, removing ambiguity and setting clear expectations.

Commented [PP3]: Open-ended language allowing alternative payment methods "upon request" was removed.

Direct deposit is now clearly stated as the standard and required method of wage payment, with alternatives permitted only when required by law.

Commented [PP4]: The revisions clarify employee authorization requirements and modernize deduction language without changing what deductions are permitted.

Commented [PP5]: All payroll status changes are now directed to the Payroll and Benefits Specialist, aligning responsibility with the appropriate role.

Commented [PP6]: The revision reflects current timekeeping practices while preserving accountability and supervisory oversight.

Revised 11/16/2022

Business demands may occasionally require some employees to work **compensatory time**, which means overtime, defined as more than forty (40) hours in a work week. ~~Overtime work is generally discouraged for Library employees. Overtime work should be limited.~~ In the rare instance that an employee works **compensatory overtime**, time, it ~~must~~ **should first** be approved **in advance** by the Library Director, **whenever feasible**.

Commented [Hr1]: The revisions to Policy 305 clarify and update language and strengthen compliance with federal wage and hour law without changing overtime eligibility, compensation, or current operational practices.

Unless there is an unexpected change in scheduling, **extra** time worked by most staff should be customer service-related. Employees should make every effort to keep to the hours scheduled, so **compensatory time overtime** occurs only when there are circumstances beyond the control of the staff member, such as serving patrons after closing time or work-related deadlines.

The Library Director shall designate, for the purpose of eligibility for overtime payments, all library classified positions as either "non-exempt" or "exempt" under the guidelines put into effect by the United States Department of Labor and the provisions of the Fair Labor Standards Act (FLSA).

Responsibilities

It is the responsibility of the Library Director and their designees to limit overtime work whenever feasible.

It is also the responsibility of the Library Director and their designees to maintain accurate payroll time sheets for all their employees which depict all hours worked weekly.

Non-exempt classified employees shall accurately report all hours worked to their immediate supervisor and will not work overtime hours without prior approval by Library Director and their designee.

Procedures

Non-Exempt Employees

1. Computation of hours worked for purposes of determining overtime hours will not include hours paid, but not worked. Examples of hours paid but not worked include vacation, sick, holiday, etc.
2. When a staff member has to work additional time Monday through Thursday, that would cause their time to be over 40 hours if they worked their normal schedule on Friday and Saturday, effort should be made to take the time off during the same week. With the approval of their supervisor and if staff

scheduling permits, this time may be taken by extending a meal break, coming in late, or leaving early.

3. Employees classified as non-exempt, who work beyond the standard 40-hour work week, must be compensated at the rate of 1½ times their regular hourly rate of pay for all overtime hours worked; **OR**
4. ~~In accordance with applicable law, compensatory time-off~~ may be granted instead of overtime payments at the discretion of the Library Director. Such compensatory time shall be granted at the rate of 1½ hours off for each hour worked beyond 40, in a given work week.
5. Compensatory time-off must be taken by ~~the end of the pay period~~ immediately following the pay period in which it was earned. ~~If compensatory time cannot be taken due to operational needs, the overtime hours will be paid in accordance with the FLSA.~~
6. Accrued overtime and/or compensatory time ~~must be~~ paid to an employee before a position transfer or promotion, or upon ~~their~~ termination from employment.

Exempt Employees

1. Employees ~~classified~~ as exempt, due to ~~the nature of the work they perform~~, are not eligible for overtime payments or compensatory time off.
2. If an inordinate number of hours are worked beyond an exempt employee's normal work schedule in a work week, the employee may be awarded flexible time off at the rate of one hour for each hour worked beyond 40, in a given work week. This time-off should be utilized as soon as possible by the exempt employee, should not be documented as compensatory time, nor should it be accrued.

All work performed in an overtime or compensatory time status must be approved in advance by the Library Director unless such overtime or compensatory time is a result of extenuating circumstances in which case the Library Director must be notified that ~~compensatory~~ such time has been incurred.

It is the intent of Cass County Public Library to fully comply with all applicable state and federal laws, including the FLSA. If an employee believes they have not been paid for work, they must immediately contact their supervisor so that corrective action can be taken.

Revised 11/16/2022

Employees who are regularly scheduled for twenty (20) hours or more per week will be paid for the Holidays listed on a pro-rated basis, based upon the number of hours ~~worked~~ regularly scheduled per week.

~~When~~ a holiday falls on a scheduled day off for an eligible employee, the employee will be given holiday time off that must be taken after the holiday has occurred. Holiday time off may be scheduled within the pay period in which the holiday occurs or the pay period immediately following the holiday. ~~Time off is scheduled by the immediate supervisor.~~ Holiday time off may not be taken in advance of the holiday.

~~Holiday~~ hours granted will be based on the employee's regularly scheduled weekly hours, as shown below. If an employee normally works a longer shift than the designated holiday time off, the employee will need to make up the additional hours on another day, as agreed upon with their supervisor, or take ~~vacation~~ PTO time for the hours missed.

~~Time~~ off is requested by the employee through the Library's time and attendance system and is subject to supervisory approval

~~Employee~~ holiday rates pay will be prorated based on the employee's regularly scheduled hours worked per position.

- 20 hours per week = 4 hours holiday pay
- 24-25 hours per week = 5 hours holiday pay
- 30-32 hours per week = 6 hours holiday pay
- 40 hours per week = 8 hours holiday pay

Cass County Public Library is **closed** on the following holidays:

New Year's Day	January 1st
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Friday Following Thanksgiving	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

In the event the holiday falls on a Sunday, it is observed on the following Monday.

Commented [Hr1]: The eligibility language was clarified to confirm that holiday pay is prorated based on an employee's regularly scheduled weekly hours, rather than hours worked in a given week, ensuring consistent and equitable application.

Commented [Hr2]: This section was clarified to ensure that holiday time off granted when a holiday falls on a scheduled day off is taken after the holiday has occurred and not in advance, promoting consistent scheduling and payroll practices.

Commented [Hr3]: Language was refined to clarify how employees with longer scheduled shifts may address hours not covered by holiday time, either through schedule adjustments or the use of PTO.

Commented [Hr4]: This was updated to reflect current timekeeping and approval processes and ensure consistent documentation

Commented [Hr5]: The proration table was expanded to reflect current scheduling patterns and provide clearer guidance for employees and supervisors

~~When New Year's Eve falls on a day a branch has evening hours, the branch will close at 5. Scheduled staff will be rescheduled by their supervisor for other hours in the pay period or the following pay period.~~

New Year's Eve

New Year's Eve is not a designated Library holiday. On New Year's Eve, the Library will close at 5:00 p.m. No holiday pay is provided for New Year's Eve.

Employees who are regularly scheduled to work beyond 5:00 p.m. on New Year's Eve may be scheduled to work an equivalent number of hours on another day within the same workweek, or the next pay period, subject to operational needs. If an employee is not scheduled to make up the time, the employee may use Paid Time Off (PTO) for any hours not worked after 5:00 p.m.

Commented [Hr6]: This section was clarified to confirm that New Year's Eve is not a paid holiday and to explain how early closure is handled for scheduling and payroll purposes

~~Paid floating~~ holiday time is also provided for:

Juneteenth	June 19th	Library Open
Columbus Day	2nd Monday In October	Library may be closed for In-Service Day
Veteran's Day	November 11th	Library Open

Commented [Hr7]: Floating holiday language was clarified to distinguish these days from full closure holidays and to confirm usage and forfeiture requirements. Columbus Day reflects current practice and clarifies that the Library may be closed for Staff Development Day.

~~Juneteenth (June 19th), Columbus Day (2nd Monday in October) and Veteran's Day (November 11), when Cass County Public Library is open to the public.~~

Employees who work on Juneteenth, Columbus Day, or Veteran's Day are given holiday time off that must be used before the end of the year. Floating holidays not taken by the end of the year will be forfeited.

Revised 11/16/2022

Cass County Public Library allows up to six (6) weeks of paid parental leave to benefits-eligible employees **who are regularly scheduled to work thirty (30) hours or more per week** for the day of and following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, a newly adopted, or newly placed child. The amount of paid parental leave does not increase with multiple births or adopted children. An employee will not receive more than six weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that twelve (12) month period.

Commented [Hr1]: The eligibility language was clarified to reflect that paid parental leave applies only to employees regularly scheduled to work 30 hours or more per week. This aligns the policy with existing benefit eligibility standards and current practice. No benefit expansion or reduction occurred.

Paid parental leave will run concurrently **with** Family and Medical Leave Act (FMLA) leave as applicable.

Eligibility

~~This policy applies to full-time (exempt and non-exempt) and benefits-eligible part-time employees.~~

This policy applies to employees who are regularly scheduled to work thirty (30) hours or more per week.

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a spouse's child is excluded from this policy (stepparent adoption).

Amount, Time Frame, and Duration of Paid Parental Leave

- Employees must take paid parental leave in no less than one-week increments and use all paid parental leave during the 12-month period indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month period.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, weekly pay. Paid parental leave will be applied per week on the employee's timecard and paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month period.

- Paid parental leave must be applied before using ~~sick leave or vacation~~ PTO (Paid Time Off). An employee who qualifies for paid parental leave must use it before taking any unpaid time.
- Upon termination of an individual's employment at the library, they will not be paid for any unused paid parental leave for which they were eligible.

Commented [Hr2]: Updated wording to reflect new PTO policy

Approved 12/21/2022

DRAFT

An important part of a person's civic responsibility is to serve on jury duty when called. After receiving notice of an employee's obligation to the court, the employee must show the jury duty summons to their immediate supervisor as soon as possible so that they may make arrangements to accommodate the employee's absence. An employee is expected to report for work when reasonably practicable based on ~~whenever~~ the court schedule permits.

Commented [Hr1]: Policy 313 was revised to clarify procedures, update administrative roles, and align terminology with current payroll and PTO practices, without changing the underlying jury duty benefit.

Paid jury duty leave ~~time-off~~ up to ten (10) days each calendar year will be granted for the shifts the employee would have otherwise worked on the day of absence, along with additional unpaid time off required for jury duty. Paid jury duty leave is provided separately from Paid Time Off (PTO). Pay for jury duty and other court commitments will not be considered hours worked for purposes of computing overtime pay.

Commented [Hr2]: The policy now clearly identifies paid jury duty leave as a distinct benefit, separate from Paid Time Off (PTO). This avoids confusion following the implementation of the PTO program and confirms that jury duty does not reduce an employee's PTO balance.

Upon dismissal from jury duty, an employee is to bring to their immediate supervisor notice from the Court associated with the time off for jury duty. A certificate of service and a receipt for payment received from the court must be presented to their immediate supervisor and the Business Manager Payroll and Benefits Specialist. The employee will receive pay for their regularly scheduled hours ~~minus the payment offset by jury service pay received~~ for up to ten (10) days of service. Accrual for benefits calculations, such as paid time off benefits, will not be affected during jury duty leave.

Commented [Hr3]: References to the Business Manager were updated to the Payroll and Benefits Specialist, reflecting current administrative responsibility for payroll documentation and processing.

Commented [Hr4]: Language was refined to confirm that employer-paid jury duty leave is offset by jury service pay received from the court, for up to ten (10) days. This reflects existing practice and ensures consistent payroll administration.

Revised 12/21/2022

Cass County Public Library employees will be eligible for paid leave up to five (5) regularly scheduled days in the case of the death of the employee's immediate family.

Immediate Family Defined (5 Days)

- Any family member living in the employee's household
- Spouse / Partner
- Parent
- Step-parent
- Parent-in-law
- Child
- Step-child

Employees will be granted up to three (3) regularly scheduled days in the case of the death of the employee's other close relative. Other persons living in the same household may also be included. ~~Other persons living in the same household may also be included when a significant personal relationship exists.~~

Other Close Relatives Defined (3 Days)

- Sister
- Brother
- Grandparents
- Grandchildren
- Step relative in the above categories

Depending on work schedules and the availability of other employees, bereavement leave of one (1) day per occurrence may be granted by an employee's immediate supervisor when the death is of a close friend or relative not mentioned above. Employees should notify their immediate supervisor as soon as possible for bereavement leave approval. Approval of such leave must be reported to Human Resources for payroll tracking purposes.

Commented [Hr1]: The reference to "other persons living in the same household" was removed to ensure the bereavement policy remains **clear, consistent, and equitably applied**.

While the intent was compassionate, the phrase was **too broad and subjective**, requiring supervisors to evaluate personal relationships and household arrangements, which can vary widely and change over time. This creates the potential for inconsistent application, employee disputes, and unequal treatment. Limiting the policy to **close relatives** provides:

- **An objective, easily understood standard**
- **Consistent administration** across departments
- **Reduced pressure** on supervisors to make judgment calls about personal relationships
- **Clear expectations** for employees during emotionally difficult situations

Commented [Hr2]: HR notification language was added solely for payroll tracking and consistency, not to add an additional approval layer.

Revised 12/21/2022

Active employees or reserve members of the U.S. Armed Forces will be granted leaves of absence for military service, training, or other obligations in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). The leave will be unpaid. An employee may use any accrued paid time off for the absence, but is not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to a position with equivalent seniority, pay, and benefits. Advance notice to the ~~Business Manager Payroll and Benefits Specialist, and Human Resources, and Library Director~~ of military service is required, unless military necessity prevents such notice or it is otherwise impossible. In addition, unpaid leave may also be available to military spouses for certain reasons under the Library's FMLA policy.

Commented [Hr1]: Added new Payroll and Benefits Specialist for point of contact. References to the Library Director were removed to reflect that military leave is administered through Human Resources for compliance purposes and does not require executive approval

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

If an employee is on military leave for up to thirty (30) days, they are required to return to work for their first regularly scheduled shift after the end of their service, allowing reasonable travel time. If an employee is on longer military leave, they must apply for reinstatement in accordance with USERRA and all applicable state laws.

If an employee is returning from military leave, they will be placed in the position they would have attained had they remained continuously employed in, or a comparable position depending on the length of military service, in accordance with USERRA. An employee will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the ~~Business Manager Payroll and Benefits Specialist, or Human Resources, or the Library Director~~ for more information or questions about military leave.

Revised 12/21/2022

Leave without pay (LWOP) is for employees who will be absent of more than three (3) working days from their regular work schedule, may be granted after an employee has exhausted exhausted all applicable leave, including sick, vacation, and holiday Paid Time Off (PTO), unless otherwise required by law. Leave without pay may be requested for periods of family leave, illness, educational needs, or for other unusual situations, as approved and administered in accordance with applicable law and Library policy.

Commented [Hr1]: This section was revised to align the policy with the Library's Paid Time Off (PTO) program, clarify when leave without pay applies, and ensure compliance with applicable leave laws.

A written request for a leave of absence without pay shall be submitted to the employee's supervisor thirty (30) days prior to the leave. Emergency situations may not allow for thirty (30) days' notice and will be handled on an individual basis.

1. The request must indicate the beginning and ending dates for the leave.
2. The request must include the reason the leave is necessary. A doctor's statement may be required for medical leave.
3. ~~If employee is eligible for Family and Medical Leave, the guidelines in the Family and Medical Leave Policy shall be followed, including submitting Family and Medical Leave Request Form.~~
If an employee is eligible for leave under the Family and Medical Leave Act (FMLA), the request will be administered by Human Resources in accordance with the Family and Medical Leave policy, including submission of required FMLA documentation.
3. ~~Employee will not earn accrue~~ benefits during the leave period, except as otherwise required by law.

Commented [Hr2]: The FMLA-related language was placed within the request requirements section to clarify that Human Resources administers leave only when federal FMLA provisions apply, without altering approval authority for other leave without pay requests

Commented [Hr3]: Wording clarification

The Library Director shall approve/disapprove leave without pay up to sixty (60) calendar days. Whether leave is granted is solely at the Library Director's discretion. Leave without pay is discretionary unless otherwise required by law.

Commented [Hr4]: Approval language was clarified to reflect that leave without pay is discretionary, except where approval is required by law, while preserving the Library Director's existing authority.

~~An employee's return from a leave of absence is contingent upon an opening for which they are qualified.~~ For leave without pay that does not qualify under the Family and Medical Leave Act (FMLA), the Library may hold the employee's position for the duration of the approved leave period, up to sixty (60) calendar days. Continued position availability beyond the approved leave period is not guaranteed unless required by law.

Commented [Hr5]: Language was added to clarify that while the Library may hold a position during an approved leave without pay, job protection is limited to the approved leave period and is not guaranteed beyond that timeframe unless required by law

If the employee is unable to return to work on the established date, they may request an extension in writing two (2) weeks before the expiration of the leave. The extension must be reviewed and approved/disapproved or denied by the employee's supervisor and the Library Director in accordance with existing policies and procedures. Failure to return to work at the end of the approved leave, or failure to request an extension, may be treated as a voluntary resignation.

Commented [Hr6]: Extension request language was clarified to ensure consistent application and to confirm that resignation provisions apply only after the conclusion of an approved leave.

320

Employee Assistance Program

For the welfare of its employees as well as for effective business operations, Cass County Public Library provides access to an Employee Assistance Program (EAP) for all employees and their family members. EAP provides confidential and voluntary assistance to individuals who may be faced with challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, and more.

Employees and their family members can refer themselves to the [Employee Assistance Program \(EAP\)](#). ~~New Directions~~. The program may be reached 24 hours a day on weekdays and weekends.

All contact between an employee and ~~New Directions~~ the [Employee Assistance Program \(EAP\)](#) is held strictly confidential. Information given to the ~~New Directions~~ EAP counselor may be released to Cass County Public Library only if requested by the employee in writing. All counselors are guided by a professional code of ethics.

Commented [Hr1]: The reference to a specific Employee Assistance Program vendor was removed to keep the policy vendor-neutral. This allows the Library to change service providers as needed without requiring a policy amendment, while preserving employee access to EAP servicesdraft

Revised 12/21/2022

CCPL

Monthly Review

January 2026

816-380-4600 | casscolibrary.org



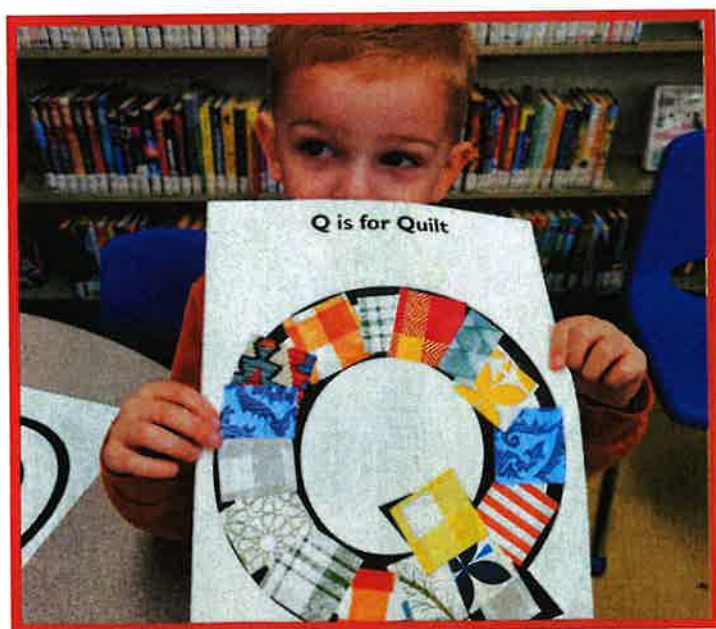
Cass County
PUBLIC LIBRARY



Chess Tournament **Northern Resource Center**

NRC staff partnered with RayPec to host a chess tournament for South and East Middle School students.

Players who qualified for the district finale will compete for the championship title at the NRC in February.



Toddler Time **Harrisonville**

Both Toddler and Preschool storytimes continued working through the alphabet with letter-themes crafts, exploring Q, R, S, and T.



Puzzle Challenge **Pleasant Hill**

Teams competed to finish the same Valentines Day puzzle in the shortest amount of time. All teams took home the puzzle and the winners received a prize.



Button Making

Garden City

Teens participated in a fun button making activity, drawing and crafting up their very own button designs to take home.



Scrabble Club

Archie

Scrabble Club members got out in the cold to compete against each other for this quarter's Scrabble championship.



Paper Mache

Drexel

Teen groups continued to make progress on their various paper mache artworks.



Hide & Seek Storytime

Outreach Services

During storytime, kids read "Ploof" by Ben Clanton, and participated in a correlating hide and seek activity.



Teen Money Workshop

Northern Resource Center

Financial advisor, Brenda Schuppe, held an interactive workshop to help teens learn the essentials of money management.



Adult Book Club

Garden City

Several patrons joined together to discuss Margaret Mizushima's "Killing Trail" for this month's Adult Book Club meeting.



Family Drop In

Pleasant Hill

After the holidays, families stopped by for board games and crafts to temporarily escape the cold weather.



Pajama Storytime

Archie

During Pajama Storytime, kids got the chance to play with toy trains in homemade rice sensory bins.



Teen Meet-Ups Outreach Services

New Outreach group, Teen Meet-Ups, met at Peculiar Games and Hobbies for a lively game of Poetry for Neanderthals. The group allows teens to decide what they'd like to do each month in the Cass County area.

12,063

Active Customers

51,348

Circulation

84.6

Net Promoter
Score

02

COLLECTION MANAGEMENT

205

Adult Print
Titles Ordered

94

Adult eMedia
Items Ordered

1,104

Items Cataloged

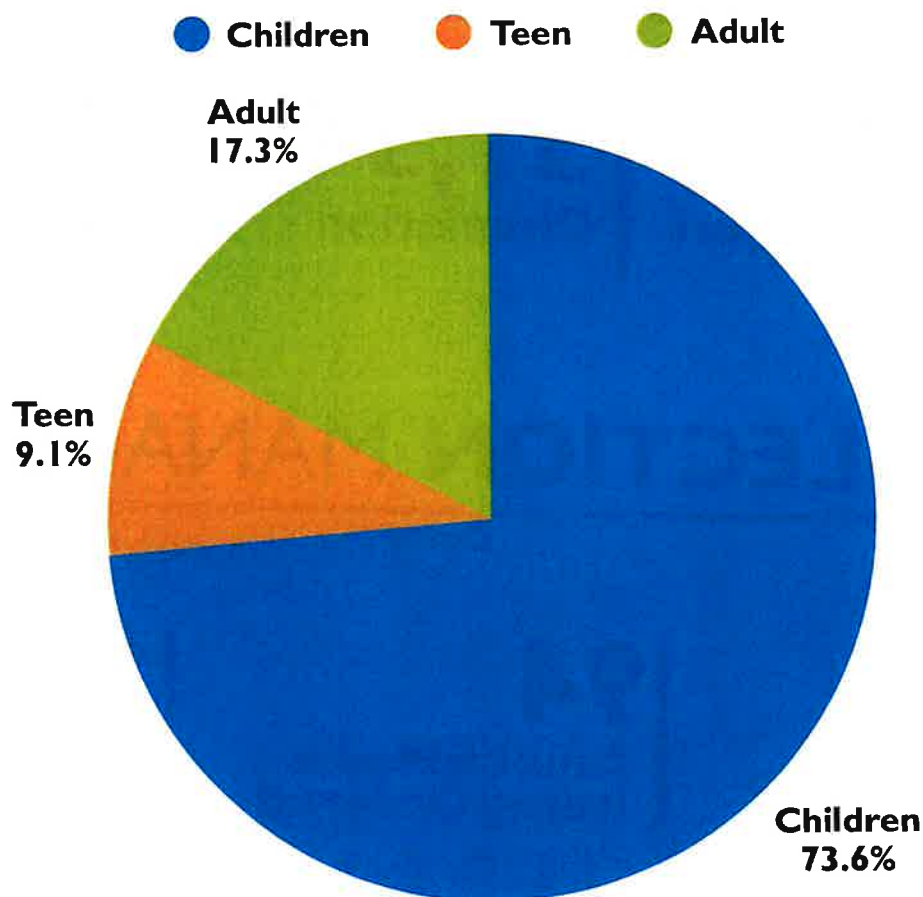
Program Highlights

The month was filled with a number of cozy, indoor activities to help patrons escape all the freezing weather that January had to offer. Book club meetings and puzzle challenges were a hit with the adults, while teens stuck to board games and various creativity groups. Storytimes continued to be the most popular activity amongst children and their families, as well as crafts and sensory play. While many of the events revolved around the winter season, there were also several other entertaining programs for patrons of all ages and interests.

196
Programs

2,015
In-Person
Attendees

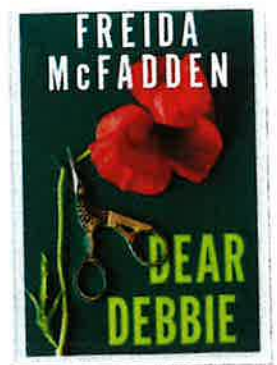
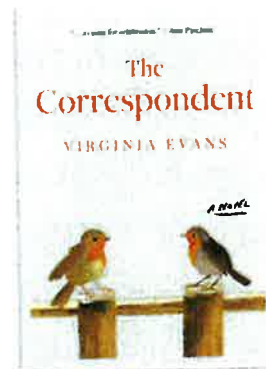
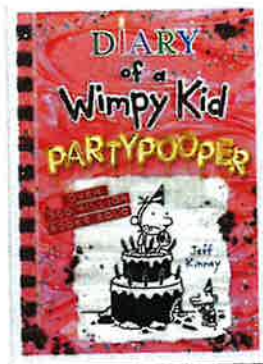
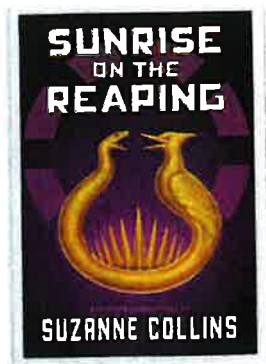
Attendance by Age Group



CUSTOMER FAVORITES

Top Checkouts

	Adult Fiction	Adult Non Fiction	YA Fiction	Juvenile Fiction	eBooks	eAudio Books
1	Return of the Spider	Skinnytaste: High Protein	Sunrise on the Reaping	Partypoooper	The Coore-spondent	Dear Debbie
2	The Picasso Heist	Nobody's Girl	The Book Thief	The Scarlet Shedder	Atmosphere	The Housemaid
3	The Intruder	Teach Yourself Visually Quilting	Pride and Pre-meditation	Jessi Ramsey, Pet Sitter	The Women	The Housemaid's Secret



04 YOUTH SERVICES



67

Storytimes

1,187

Storytime Attendees

The Winter Reading Challenge continued, and extra teen prizes were purchased for future completions. Meanwhile, planning progressed with the Summer Library Program, including acquiring supplies, performers, and prizes. Additionally, several replacement materials were added to the catalog from Ingram, Amazon, and Overdrive.

05

TECHNOLOGY SUPPORT

IT completed 22 support tickets, addressing printer issues, website updates, internet access, and more. Key project work included starting the setup process for new patron computers, updating links and job postings on the CCPL website, setting up Eduroam internet access for students at all branches, fixing gear issues on the Express Library Kiosk, and providing phone routing for AARP at the Harrisonville branch.

1,811

WiFi Sessions

1,186

Computer Sessions

06 COMMUNITY OUTREACH



In January, CCPL staff continued to bring engaging storytimes to elementary schools throughout the community. Outreach Services also made stops at various senior living facilities to provide library resources to those who were unable to make it to the library on their own. Additionally, staff at the Northern Resource Center visited RayPec's South and East middle schools and hosted a lively chess tournament for the students. The championship will be held at the NRC in February.

07 FACILITIES COORDINATOR



Archie's interior south wall was repaired by the landlord after being hit by a vehicle in November.

The Facilities team completed 27 work orders this month, providing several building repairs and additions to each of the branches. Notable projects included replacing ceiling tiles at NRC, adding a filtration system to Garden City's water fountain, and installing a new furniture display at Drexel. Additionally, HVAC filters were changed branch wide and an inventory list was created for all branches.

08 COMMUNITY SPACES

24

Community Room
Reservations

238

Study Room
Reservations

09 COMMUNITY ENGAGEMENT

CCPL engaged with the community through collaborative events such as the Red Cross blood drive and the First Student school bus storytime held at NRC. Archie was given their quilt of the month by The Quilted Cow store in Raymore, and various staff attended the Cass County Coalition Meeting to learn more about how to help unhoused community members.



0

Marketing Emails
Sent

14,790

Social Media
Reach

8,282

Total Website
Users

0

Marketing Emails
Opened

1,067

Social Media
Engagements

18,245

Total Website
Pageviews

COMMUNITY ENGAGEMENT

“

The staff at NRC and HV are super friendly and helpful. The displays of new and seasonal books have inspired me to choose new genres of books to read.

– **Survey Response**

”



“

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

– **Google Review (Sherie H.)**

”

“

Great employees, a lot of variety, my son loves the LEGO club.

– **Google Review (Bruce F.)**

”



“

I love the Cass County Library events email! I honestly had no idea there was that much going on around us.

– **Survey Response**

”

STAFF ACTIVITIES

Archie

Staff continued storytimes at Archie Preschool on Wednesdays and collaborated with The Quilted Cow store in Raymore to receive a quilt to display in the library for the month of January.

Outreach Services

Annual maintenance and repairs were completed on the Bookmobile and interviews were conducted in the hopes of adding new staff members to the Outreach team in the near future.

Drexel

As poor weather persisted, the Youth Specialist collaborated with local kindergarten classes to bring storytimes to their schools.

Garden City

Staff signed thank you cards for a patron who donated several graphic novels, and participated in various maintenance projects such as changing smoke alarm batteries and taking inventory of supplies.



Genealogy

Due to multiple patron research requests, staff spent the month diving deep into the history of Western Kansas and Colorado.

Harrisonville

The new branch manager led her first staff meeting and conducted a fun activity to help attendees get to know each other better.

Northern Resource Center

Staff hosted the Cass County Coalition meeting on the 16th and attended the Missouri Building Block selectors meeting in Columbia, MO on the 30th.

Pleasant Hill

Staff participated in a branch meeting on the 9th and continued discussing various Vector trainings. Staff also spoke with Aspire and planned out future visits for February.

Archie

Apart from their familiar storytimes and group meetings, Archie will be focusing on planning events for the Summer Library Program.

Outreach Services

Outreach will be attending both, the Peculiar Vender Fair and the Galentine's Book Fair. They will also be having their second game night at Peculiar Games and Hobbies with their Teen Meet-Up group.

Drexel

Drexel is focusing on the Winter Reading Challenge, and is looking forward to handing out prizes to patrons who complete it in February.

Garden City

Garden City will be holding a Winter Olympics bash and a bracelet making activity for children and teens in February.

Check out the



events page!

Genealogy

Genealogy will be hosting, Kelp Yeah!, a program for patrons to try international dishes featuring seaweed. They are also in the process of creating a book club for the upcoming Summer Library Program.

Harrisonville

Harrisonville will be rolling out a new Teen Positive Behavior initiative with the hopes of encouraging more teens to be leaders in good behavior, and encourage more positive interactions with other library staff.

Northern Resource Center

The NRC will host the third annual Mini-Con at the library, featuring artists and craftsman from all over Kansas City and surrounding areas.

Pleasant Hill

Pleasant Hill will be holding a photo contest throughout the month of February for the Dr. Fred L Seevers Memorial Bridge before the local landmark is demolished.

12 OUR TEAM



Human Resources Generalist, Pat Peel celebrated 10 years with CCPL.



CCPL's Youth Services Coordinator filled in for storytime at the Harrisonville branch.



3

New Hires

0

Position Changes

November Hiring

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

Current Openings

- Custodian - Drexel
- Youth Specialist - Archie
- Library Assistant - Drexel & Outreach

Anniversaries

5 Years - Michaela C and Sky R at NRC; Tonya O at Harrisonville
10 years - Pat P at Admin

Library Advocacy Day

Leigh attended Library Advocacy Day on February 3 in Jefferson City. Public librarians from throughout the state met to discuss the active bills that could affect libraries and library funding. Most have to do with property assessment and tax reform. The Missouri Library Association hosted a morning discussion with legislative advocate Randy Scherr and a prepared video from Secretary of State Denny Hoskins. In the afternoon, librarians made appointments with their local representatives and senators to discuss library-related topics. Leigh met with Representatives Bill Irwin (District 55) and Carolyn Caton (District 33) and aides for Michael Davis (District 56) and Roger Reedy (District 57).



Library Advocacy Day at Missouri State Capitol

Fingerprinting

Staff at Northern Resource Center continue working toward becoming the only current IdentoGo fingerprinting location in Cass County. Staff training will begin once staff members' vetting process is complete.

Archie and Drexel Repairs

Repairs were made to Archie's interior wall caused by November's car accident. Interior painting and siding replacement is expected soon. Repairs to remove tree roots from Drexel's plumbing system took place February 5-7, causing the branch to be closed. CCPL Facilities staff reinstalled the flooring and the branch reopened Monday, February 9.



Archie's current Community Quilt

Harrisonville Building Project

City permit fees totaling \$104,680.39 are currently in accounts payable. Paying these directly avoids contractor markup and positions us to move forward promptly once the general contractor is selected.

Monthly Statistics Report Update

We have been streamlining the monthly statistics reporting process to improve efficiency for both branch and administrative staff and to address data accuracy issues. As part of this effort, we have also revised the format of the report to make it clearer, easier to review, and more directly aligned with the Strategic Plan.

ADP HRIS Expansion

In addition to payroll and time clock services, we are expanding our use of ADP to include its Human Resource Information System. This will allow us to centralize and digitize HR documentation and workflows, including hiring, benefits administration, personnel records, and performance management, which are currently handled manually. The system integrates with our existing ADP services and supports improved recordkeeping and compliance.

NRC

New roof leaks have been identified at the Northern Resource Center. Block Management engaged a roof inspector to assess the issue. Damaged ceiling tiles in the community room have been replaced.

Soundproofing insulation is scheduled for installation in the study room walls on February 13. This improvement should significantly reduce sound transfer between rooms.

Access Control at Pleasant Hill

Ian has begun developing the scope of work for access control upgrades at the Pleasant Hill branch. The Capital Improvement Plan includes funding for card reader security access enhancements at this location in 2026. We are continuing to work with Electrical Contracting Company, a Missouri state procurement cooperative vendor, which is currently completing access control work at Drexel and the Annex.

Eduroam

The Library is now participating in eduroam through MOREnet at no cost. MOREnet recently began implementation in Missouri, and we have joined as a participating hotspot location.

Eduroam is a secure, global Wi-Fi network that allows students, faculty, and staff from participating schools to access their institution's network resources using their existing credentials. When users connect at one of our branches, their device authenticates through their home institution's system and connects in an encrypted manner while still operating within our firewall rules.

No additional hardware was required to implement this service, as it integrates with our existing firewall and access point infrastructure. Participating institutions must have an active directory

February 2026 Director's Report

system in place. Any school district, college, or university that is a MOREnet member may participate, meaning students from institutions such as UCM or local school districts can potentially access their school resources while at our library.

Patron PC Replacement Project

The replacement of patron-use computers at all branch locations was planned as part of the approved 2026 budget. We have received the new equipment and have begun installing the updated PCs at each branch. The computers were sourced through SHI, a vendor on the Missouri State Procurement Contract, and the same vendor used for staff computer replacements last year. While additional quotes were obtained, SHI provided the most competitive pricing at \$53,093.28. The 2026 budget allocated \$60,000 for this project.