

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

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

Approval of Minutes – Regular Meeting – February 18, 2026
Financial Reports – February 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

1. Pleasant Hill Storywalk® Asphalt Contractor Selection (Action Item)

NEW BUSINESS

1. Consideration of Letter to City of Harrisonville Regarding Permitting Fees (Action Item)
2. Consider Approval of Planning and Site Analysis Services for Potential Raymore Branch (Action Item)
3. Harrisonville Rent Payment (Action Item)
4. Policy Revisions (Action Item)
 - a. 108 Fees
 - b. 109 Gifts
 - c. 110 Library Closings
 - d. 115 Smoke-Free Environment
 - e. 119 Suspension of Privileges for Health Reasons

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

ADJOURNMENT

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Harrisonville Branch - Meeting Room
February 18, 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

Roll Call

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, Facilities Coordinator Ian Ondera

Pledge of Allegiance

Approval of Agenda

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

Consent Agenda

Dennis Minich moved, seconded by Sherri Peters, to approve the consent agenda, including the regular meeting minutes from January 21, 2026, the financial reports for January, and the February 2026 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

None

New Business

The Pleasant Hill Storywalk Asphalt Contractor Bid Opening was presented by Ian Ondera, CCPL Facilities Coordinator. Two sealed bids were opened and presented to the Board. All Pro Asphalt and Maintenance submitted a base bid of \$41,599.25 with an addendum and no bond. Asphalt Paving Services submitted a base bid of \$35,859.98 with an addendum and bond. The board will deliberate and announce the winning bid at the 3/18/26 board meeting.

The Recreational Trails Program Grant Application and Matching Funds for Storywalk Project Phases 2 and 3 was presented. Discussion followed. Dennis Minich moved, seconded by Diana Larson, to authorize Robin Hudson to sign the grant application. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Representatives from Navigate Solutions and Clark & Enersen presented information about the Harrisonville Building Project General Contractor and Bid Alternate Selection. Dianne Hon moved, seconded by Sherri Peters, to choose Crossland Construction as the General Contractor for the new Harrisonville library at a base bid of \$5,417,000. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Dennis Minich moved, seconded by Diana Larson, to approve Bid Alternate #1 Operable Partition for \$23,000. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Diana Larson moved, seconded by Becky Klein, to approve Bid Alternate #2 Lightning Protection for \$26,000. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Sherri Peters moved, seconded by Dennis Minich, to approve Bid Alternate #3 Fencing for \$18,000. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Becky Klein moved to approve Bid Alternate #4 Exterior Sunshade for \$164,000. There was no second. Motion died.

Diana Larson moved, seconded by Becky Klein, to approve Bid Alternate #5 North Patio for \$2,700. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Dianne Hon moved, seconded by Diana Larson, to approve Bid Alternate #6 East Patio for \$11,700. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Revisions for Personnel policies were discussed.

Dennis Minich moved, seconded by Becky Klein, to approve policy revisions A-J, including Policy #301 Insurance Benefits, #303 Payroll, #305 Overtime and Compensatory Time, #310 Holiday Leave, #312 Parental Leave, #313 Jury Duty, #315 Bereavement Leave, #316 Military Leave, #318 Leave Without Pay, #320 Employee Assistance Program. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Branch Activity Report

Assistant Director Leigh Hallenberg informed the Board about staff changes, including three new hires, and the current open positions of Drexel Custodian, and PT DR/Outreach Assistant.

Mr. Hallenberg updated the board about the process of CCPL becoming a fingerprint agency, the Library Advocacy Day held February 3 that he attended in Jefferson City, and maintenance updates from Archie and Drexel branches.

Director's Report

Director Robin Hudson informed the Board about revisions on the monthly Circulation Report, and new telescope kits added to the Exploration Library.

Trustees' Comments

None.

Recess to Executive Session

At 5:00pm, Becky Klein moved, seconded by Dennis Minich, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues, and Missouri Revised Statute 610.021.12 to discuss negotiated contract. Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

At 5:23pm, Dennis Minich moved, seconded by Becky Klein, 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

Dennis Minich moved, seconded by Becky Klein, to approve Executive Session Legal Minutes from 1/21/26, and Executive Session Personnel Records Minutes from 1/21/26. 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 5:25pm.

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

Approved by the Board on _____

Secretary _____

Library Director _____

FEBRUARY 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

February Circulation

Location	2026	Change	2025	2024	2023
Archie	2,743	26.6%	2,167	2,401	2,206
Drexel	971	5.8%	918	922	1,126
Garden City	1,533	-22.8%	1,985	2,280	2,561
Genealogy	106	253.3%	30	25	29
Harrisonville	6,906	-6.0%	7,348	8,010	8,637
Self-Checkout	133	62.2%	82	268	81
Northern Resource Center	14,359	1.1%	14,196	15,808	13,763
Self-Checkout	938	-8.2%	1,022	1,083	1,030
Pleasant Hill	5,639	5.4%	5,352	6,270	3,165
Self-Checkout	426	51.6%	281	456	332
Outreach Services	1,057	214.6%	336	1,121	853
Bookmobile	553	322.1%	131	938	717
Library by Mail	408	187.3%	142	173	136
Peculiar Express	96	52.4%	63	10	
Physical Circulation Total	33,314	3.0%	32,332	36,837	32,340

OverDrive	8,154	7.8%	7,567	8,451	6,202
Hoopla	1,685	-8.6%	1,843	1,216	698
Adult eResources	2,525	6.0%	2,383	2,655	4,079
Youth eResources	488	639.4%	66	223	510
Digital Circulation Total	12,852	8.4%	11,859	12,545	11,489

Total Circulation	46,166	4.5%	44,191	49,382	43,829
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February Patron Activity

Location	New Patrons	Active Patrons	Visits	Notary	Drive up	Study Room	Meeting Room
Archie	5	514	1,022	0	0		1
Outreach	12	289		1	0		
Drexel	4	223	846	0	0		
Garden City	7	416	1,073	4	0		
Genealogy	1	8	80	0	0		
Harrisonville	61	2,755	1,760	30	3	18	1
Northern Resource Center	167	6,127	6,643	26	0	181	15
Pleasant Hill	50	1,788	2,311	6	224	59	6
Library by Mail	0						
Total	307	12120	13735	67	227	258	23

February Miscellaneous

	Totals
Consortium Lending	1,020
Consortium Borrowing	4,735
Exploration Library	27
Family Search Scanned This Month	0
Family Search Scanned Total	718

February Kiosk

Usage	Totals
Returns	46
Individual Users	28

February Library Computer Usage

Location	2026	Change	2025	2024	2023
Archie	24	9.1%	22	40	27
Bookmobile	0	-100.0%	1	0	0
Drexel	30	11.1%	27	42	46
Garden City	29	480.0%	5	36	12
Genealogy	38	22.6%	31	13	22
Harrisonville	412	23.0%	335	306	533
Northern Resource Center	435	-2.5%	446	475	501
Pleasant Hill	140	125.8%	62	108	103
Total	1,108	19.3%	929	1,020	8.6%

February Library Wifi Usage

Location	2026	Change	2025	2024	2023
Archie	74	89.7%	39	112	76
Bookmobile	0	-100.0%	1	0	1
Drexel	101	129.5%	44	28	25
Garden City	97	340.9%	22	138	142
Harrisonville	611	38.5%	441	229	234
Northern Resource Center	704	127.8%	309	208	308
Pleasant Hill	445	300.9%	111	83	47
Total	2,032	110.1%	967	798	154.6%

February Library Computer & Wifi Usage

Location	2026	Change	2025	2024	2023
Archie	98	60.7%	61	152	103
Bookmobile	0	-100.0%	2	0	1
Drexel	131	84.5%	71	70	71
Garden City	126	366.7%	27	174	154
Genealogy	38	22.6%	31	13	22
Harrisonville	509	-34.4%	776	514	841
Northern Resource Center	1,046	38.5%	755	704	735
Pleasant Hill	844	387.9%	173	316	411
Total	2997	11.2%	2695	2636	2636

February Events Totals

Location	Events	Attendance
Archie	13	63
Outreach	58	820
Drexel	15	93
Garden City	23	131
Genealogy	0	0
Harrisonville	49	623
Northern Resource Center	40	853
Pleasant Hill	44	601
Total	242	3184

On-Site Programs	177
On-Site Attendance	2104
Off-Site Programs	65
Off-Site Attendance	1080
Take Home Kits	37

February Reading Challenges

Location	Signup	Completion
Archie	11	20
Outreach	5	12
Drexel	7	13
Garden City	3	10
Genealogy	0	0
Harrisonville	39	58
Northern	26	44
Pleasant Hill	43	40
Total	134	197

On-Site Literacy Programs	58
On-Site Literacy Attendance	1166
Off-Site Literacy Programs	22
Off-Site Literacy Attendance	247

Archie	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	5	19	0	0
Children's (Ages 5-12)	2	3	0	0
Teen	2	8	0	0
Adult	4	33	0	0
Senior (Ages 60+)	0	0	0	0
Total	13	63	0	0

Drexel	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	4	36	0	0
Children's (Ages 5-12)	4	36	0	0
Teen	2	3	0	0
Adult	4	18	0	0
Senior (Ages 60+)	1	0	0	0
Total	15	93	0	0

Garden City	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	9	58	0	0
Children's (Ages 5-12)	5	20	0	0
Teen	3	15	0	0
Adult	6	38	0	0
Senior (Ages 60+)	0	0	0	0
Total	23	131	0	0

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)	16	405	0	0
Children's (Ages 5-12)	6	35	5	132
Teen	11	42	0	0
Adult	6	9	0	0
Senior (Ages 60+)	5	0	0	0
Total	44	491	5	132

NRC	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	15	412	0	0
Children's (Ages 5-12)	4	21	0	0
Teen	8	170	1	100
Adult	6	42	0	0
Senior (Ages 60+)	6	108	0	0
Total	39	753	1	100

Pleasant Hill	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	9	236	1	28
Children's (Ages 5-12)	6	91	0	0
Teen	8	23	0	0
Adult	17	145	0	0
Senior (Ages 60+)	3	78	0	0
Total	43	573	1	28

February Outreach Services

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	4	12
Children's (Ages 5-12)	10	19
Teen	5	12
Adult	7	27
Senior (Ages 60+)	4	12
Total	30	82

February Strategic Plan

Community Partnerships	14
Career Development	0
Financial Literacy	10
Small Business Support	0
Health & Wellness	2

Outreach Services	Events	Attendance
Early Literacy (Ages 0-5)	17	207
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	2	420
Senior (Ages 60+)	9	111
Total	28	738

FEBRUARY 2026

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2026 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	6,122,161	127,887	5,213,501
Lost/Damaged Materials, Copies/Prints, Misc.	25,000	3,160	6,700
State Aid			
A & E Tax / Equaliz Funds			
LOCAL PILOTS & Taxes	20,000	3,083	8,136
Interest Income	\$225,000	20,295	35,195
TOTAL	6,392,161	154,425	5,263,532

Current Assets as of 2/28/26

Community Bank - General Operating	\$7,730,159	<i>Includes Capital Funds</i>
Community Bank - Payables Acct	\$14,637	
Community Bank - Savings / Invest	\$1,488	
Community Bank - Payroll	\$66,523	
Community Bank - Endowment	\$19,593	
Commerce - Petty Cash	\$1,607	
Commerce - Donations	\$20,054	
Total	\$7,854,061	

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

February 2026

<u>CAPITAL FUNDS BALANCE 2/1/26</u>	\$3,271,840
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2/18/26 RFP ads, permit	-\$103
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2/18/26 Navigate	-\$3,932
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2/18/26 Integrity Excavation	-\$15,925
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2/18/26 Clark & Enersen	-\$16,527
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2/18/26 Clark & Enersen	-\$36,845
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2/18/26 City of Harrisonville	-\$104,680
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MONTHLY TOTAL	-\$178,012
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<u>CAPITAL FUNDS BALANCE 2/28/26</u>	\$3,093,828
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Account Statement - Transaction Summary

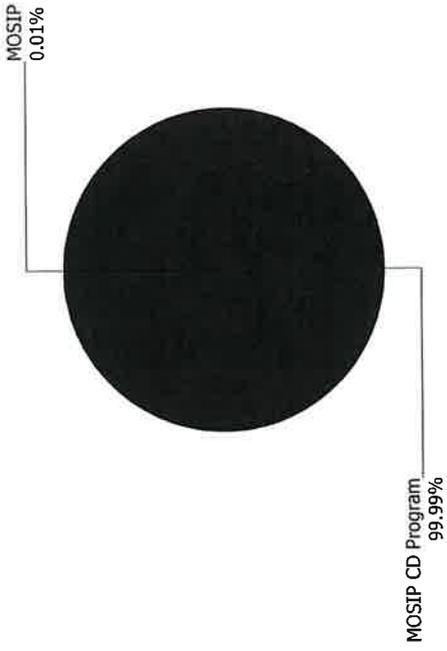
For the Month Ending February 28, 2026

Cass County Public Library - Investment Fund - 8500491

MOSIP	
Opening Market Value	66.85
Purchases	0.18
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$67.03
Cash Dividends and Income	0.18

MOSIP CD Program	
Opening Market Value	750,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$750,000.00
Cash Dividends and Income	0.00

Asset Summary		
	February 28, 2026	January 31, 2026
MOSIP	67.03	66.85
MOSIP CD Program	750,000.00	750,000.00
Total	\$750,067.03	\$750,066.85
Asset Allocation		





Investment Holdings

For the Month Ending February 28, 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 State Bank Of Dequeen, AR	10/30/26	4.05	200,000.00	2,707.40	208,100.00
10/30/25	10/30/25	CD - Financial Federal Savings Bank, TN	10/30/26	4.00	200,000.00	2,673.97	208,000.00
10/30/25	10/30/25	CD - First Guaranty Bank, LA	10/30/26	3.95	150,000.00	1,980.41	155,925.00
10/30/25	10/30/25	CD - Gbank, NV	10/30/26	4.10	200,000.00	2,740.82	208,200.00
Total					\$750,000.00	\$10,102.60	\$780,225.00

* Reserve Funds \$100,000

FEBRUARY 2026

CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2026 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,683,524	177,106	352,734	2,330,790	13%
602 SOCIAL SECURITY	166,300	11,020	21,945	144,355	13%
603 HEALTH INSURANCE	387,900	24,349	49,667	338,233	13%
604 LIFE/DISABILITY INS.	15,900	1,109	2,260	13,640	14%
607 LAGERS	400,900	39,180	64,440	336,460	16%
608 MEDICARE	38,900	2,577	5,132	33,768	13%
609 EMPLOYEE ASSISTANCE PROG	3,400	0	495	2,905	15%
611 TUITION REIMBURSEMENT	3,600	0	0	3,600	0%
TOTAL - PERSONNEL	\$3,700,424	\$255,341	\$496,673	\$3,203,751	13%
OPERATIONS					
640 RENT	387,000	28,481	57,142	329,858	15%
641 UTILITIES	90,100	6,283	12,648	77,452	14%
642 BUILDING MAINT.	155,000	7,654	13,674	141,326	9%
643 SUPPLIES	76,000	5,295	7,642	68,358	10%
645 ACTIVITIES	51,600	3,822	3,938	47,662	8%
646 POSTAGE / DOC. DELIV.	3,400	181	302	3,098	9%
649 EQUIPMENT RENTAL	29,700	2,110	4,174	25,526	14%
650 VEHICLE OPERATION	44,000	6,541	7,903	36,097	18%
651.1 TRAVEL & DUES	13,400	1,500	3,144	10,256	23%
651.2 PROFESSIONAL DEVELOP	43,000	706	2,551	40,449	6%
652 INSURANCE	69,500	5514	10,933	58,567	16%
653 MARKETING & PROMO	22,000	35	35	21,965	0%
660 PROFESSIONAL SVCS	109,400	5,388	10,786	98,614	10%
667 AUTOMATION SUPPORT	124,500	11,907	41,250	83,250	33%
697 TECHNOLOGY	67,000	56,182	60,120	6,880	90%
TOTAL - OPERATIONS	\$1,285,600	\$141,599	\$236,242	\$1,049,358	18%
MATERIALS					
670 / 671 - BOOKS / E-MATERIALS	370,000	21,660	40,680	329,320	11%
672 PERIODICALS	6,200	0	0	6,200	0%
673 MEDIA (AV)	20,000	1019	1,304	18,696	7%
677 ELECTRONIC RESOURCES	35,500	4,719	14,555	20,945	41%
TOTAL - MATERIALS	\$431,700	\$27,398	\$56,539	\$375,161	13%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	80,000	1,870	3,107	76,893	4%
698 BRANCH IMPROVEMENTS	50,000	992	2,412	47,588	5%
702 CAPITAL IMPROVEMENTS	75,000	611	1,744	73,256	2%
710 DEBT SERVICE	466,281	0	0	466,281	0%
TOTAL - CAPITAL SERVICES	\$671,281	\$0	\$5,519	\$664,018	1%
SUB TOTAL w/o Reserves	\$6,089,005	\$424,338	\$794,973	\$5,292,288	13%
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	\$424,338	\$794,973	\$5,595,444	12%

HARRISONVILLE - NEW BUILDING PROJECT - LOCUST ST - Expense Detail as of 2/28/26

Rev. 3/3/26

EXPENSES

2025

USE budget code #698.4 HARRISONVILLE BUILDING capital expense line

PD 1/15/25	Commerce - venue CNA mtg	\$516
PD 1/15/25	Navigate	\$7,620
PD 2/19/25	Commerce - CNA mtgs	\$881
PD 3/5/25	Coffelt - earnest \$ for Locust property	\$10,000
PD 4/16/25	Commerce - Locust prop appraisal 50%	\$933
PD 4/16/25	Solid Ground Environ. - Locust prop	\$2,000
PD 4/16/25	Navigate	\$2,540
PD 4/16/25	Navigate	\$24,932
PD 5/21/25	McHenry RealEst - 50% bal - appraisal	\$900
PD 5/21/25	Navigate	\$3,932
PD 5/21/25	Olsson - survey Locust prop	\$7,350
PD 5/21/25	Clark & Enersen - architects	\$27,640
PD 6/18/25	Navigate	\$3,932
PD 6/18/25	Clark & Enersen - architects	\$27,640
PD 7/16/25	Navigate	\$3,932
PD 7/16/25	Clark & Enersen - architects	\$55,280
PD 8/18/25	Coffelt - earnest \$ for Locust property	\$187,308
PD 8/20/25	Navigate	\$3,932
PD 8/20/25	Clark & Enersen - architects	\$60,530
PD 8/20/25	Alpha Omega Geotech	\$3,700
PD 9/17/25	Navigate	\$3,932
PD 9/17/25	Clark & Enersen - architects	\$55,280
PD 9/17/25	Olsson - traffic study	\$3,438
PD 9/29/25	BOKF - bond closing	\$2,000,000
PD 9/29/25	wire transfer fee	\$25
PD 10/15/25	Navigate	\$3,932
PD 10/15/25	Olsson - traffic study	\$8,937
PD 10/15/25	City of Hville - sign permit	\$60
PD 10/15/25	Miller Sign	\$1,055
PD 11/19/25	Navigate	\$3,932
PD 11/19/25	Olsson - traffic study	\$1,375
PD 11/19/25	North Cass Herald - Ad contractor event	\$289
PD 11/19/25	Clark & Enersen - architects	\$7,000

PD 12/17/25	Navigate	\$3,932	
PD 12/17/25	Clark & Enersen - architects	\$121,435	NOTE: check MIA... reissued 2/2/26

2025 TOTAL **\$2,650,120** used from Capital Funds

2026 *USE budget code #698.4 HARRISONVILLE BUILDING capital expense line*

PD 1/21/26	Navigate	\$3,932
PD 1/21/26	Clark & Enersen - architects	\$82,920
PD 1/21/26	Bid notices - local papers	\$405
PD 2/18/26	RFP ads, permit	\$103
PD 2/18/26	Integrity Excavation - tree clearing	\$15,925
PD 2/18/26	Navigate	\$3,932
PD 2/18/26	Clark & Enersen - architects	\$36,845
PD 2/18/26	Clark & Enersen - for City plan fee	\$16,527
PD 2/18/26	City of Harrisonville - permits & Util	\$104,680

2026 TOTAL **\$265,269** used from Capital Funds

TOTAL Hville NEW Building EXPENSES (running) **\$2,915,389**

Pleasant Hill StoryWalk® Asphalt Contractor Selection

Bids for the asphalt installation portion of the Pleasant Hill StoryWalk® project were opened during the Board's regular meeting on February 18, 2026. Two bids were received and reviewed for responsiveness to the bid specifications and overall cost.

Tandem Paving Services submitted the lowest bid at \$35,859.98. Based on that review, Tandem Paving Services is recommended as the lowest responsive and responsible bidder.

The Library was recently notified that the Goppert Foundation has awarded a \$50,000 grant to support this phase of the Pleasant Hill StoryWalk® project. The Foundation previously supported the Pleasant Hill branch during the construction of the building by providing funding for furnishings.

This phase of the project includes the installation of the asphalt trail and the purchase of the StoryWalk® signage panels and frames, which will be installed by Library facilities staff. If the lowest bid is accepted, the combined cost of the asphalt work and signage (**\$13,785**) is expected to remain within the \$50,000 grant award.

For these reasons, I recommend that the Board authorize the Director to accept the bid from Tandem Paving Services for the Pleasant Hill StoryWalk® asphalt installation in the amount of \$35,859.98.

Consideration of Letter to City of Harrisonville Regarding Permitting Fees

At the February 18, 2026 Board meeting, during discussion of permitting fees for the new Harrisonville branch project, a trustee asked why similar fees had previously been waived for the Harrisonville School District in 2021 but were not waived for the Library.

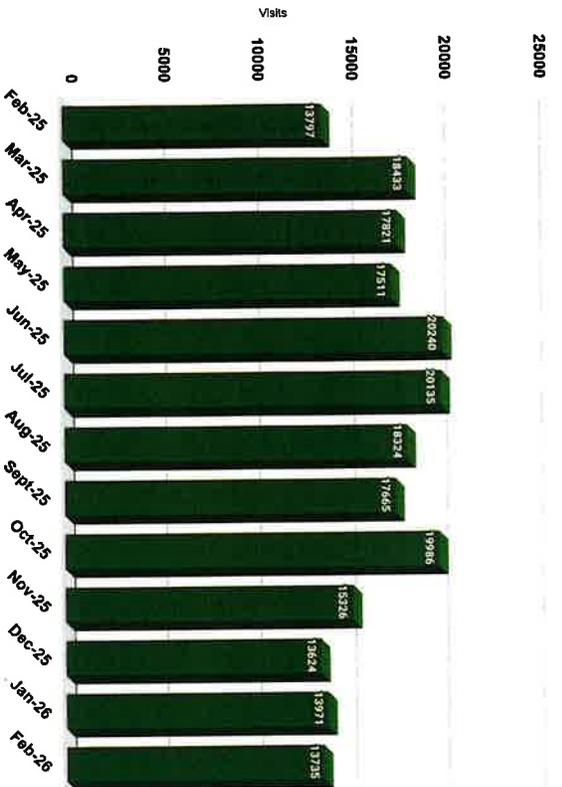
During the early planning stages of the project, the Library's project manager with Navigate Building Solutions asked the City whether permit fees could be waived or reduced due to the Library's status as a political subdivision. At that time, the City advised that the fees could not be waived on that basis, and the project proceeded accordingly.

After the February discussion, the Board President asked that the matter be looked into further. A follow-up conversation with the City's Community Planning Director indicated that if the Board wished to request reconsideration, the appropriate step would be to submit a written request that could then be forwarded to the Mayor and Board of Aldermen for consideration.

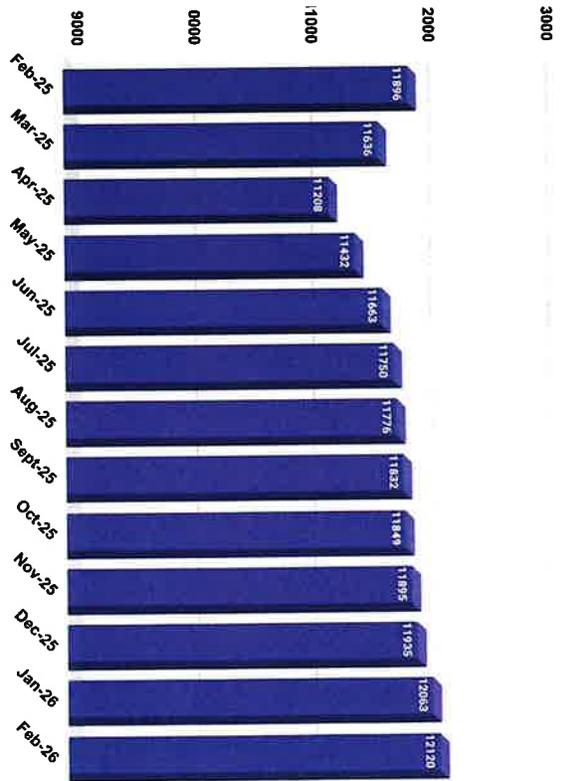
The Library has already paid the permit and inspection fees totaling \$104,680.39, so the project would not be delayed.

A draft letter has been included in the packet for the Board's review and discussion. The Board may suggest revisions and decide whether it wishes to submit the request to the City.

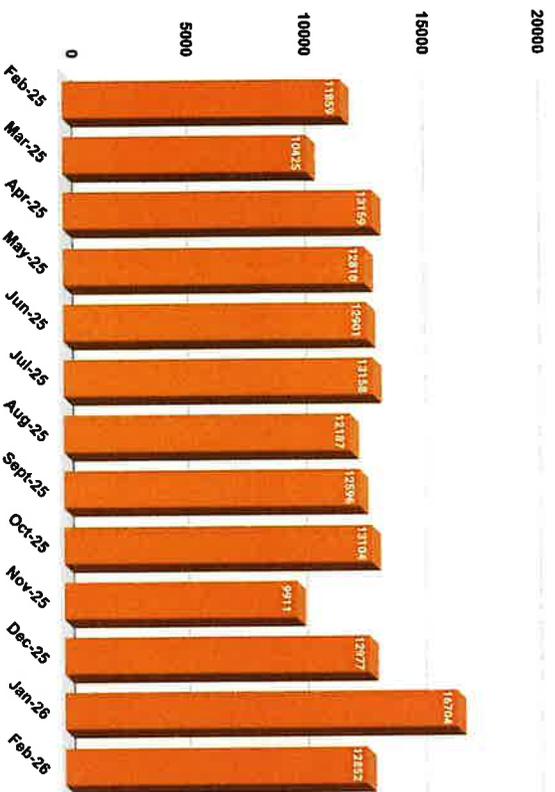
Branch Visits Last 12 Months



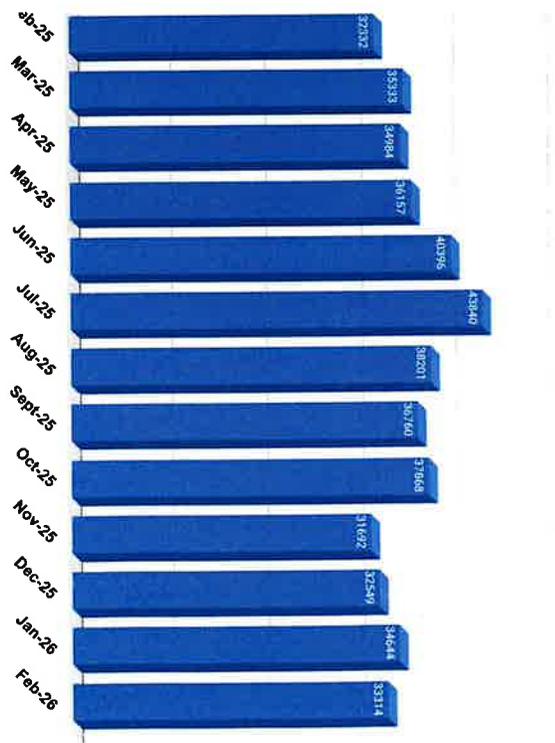
Active Patrons Last 12 Months



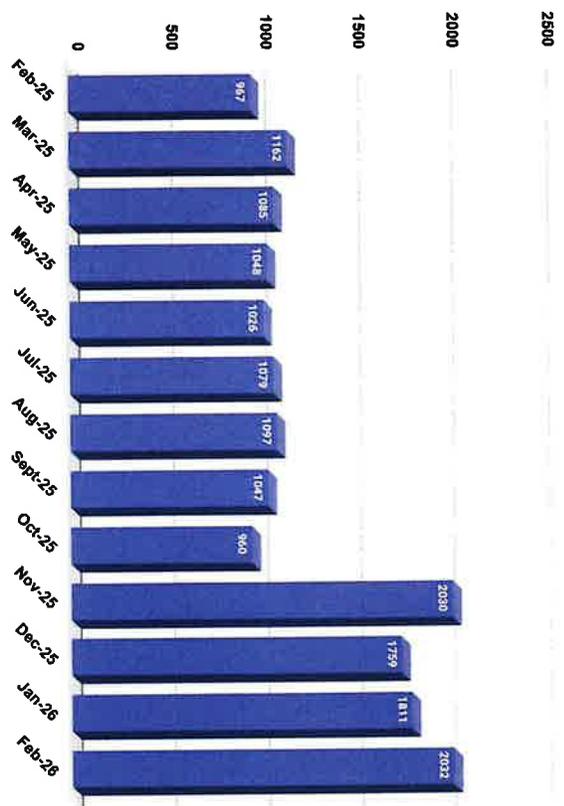
Digital Circulation Last 12 Months



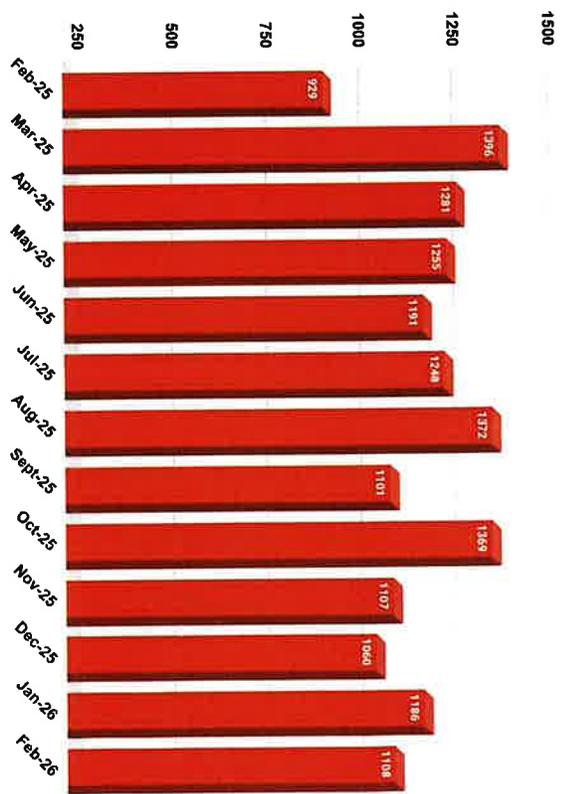
Physical Circulation Last 12 Months



WiFi Usage Last 12 Months

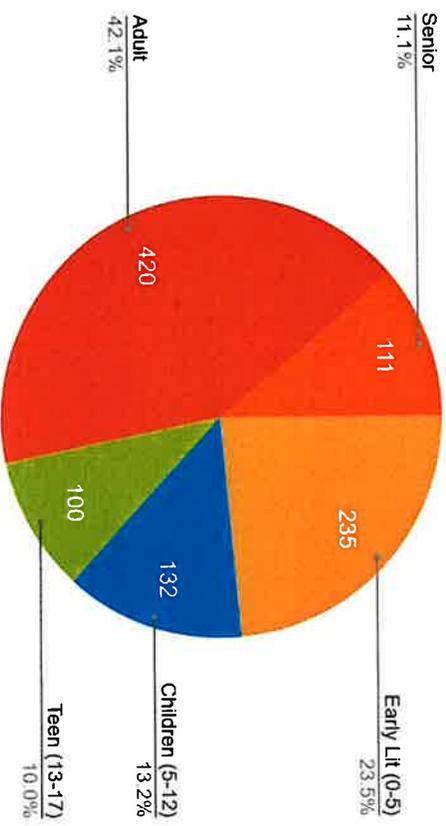


Computer Usage Last 12 Months



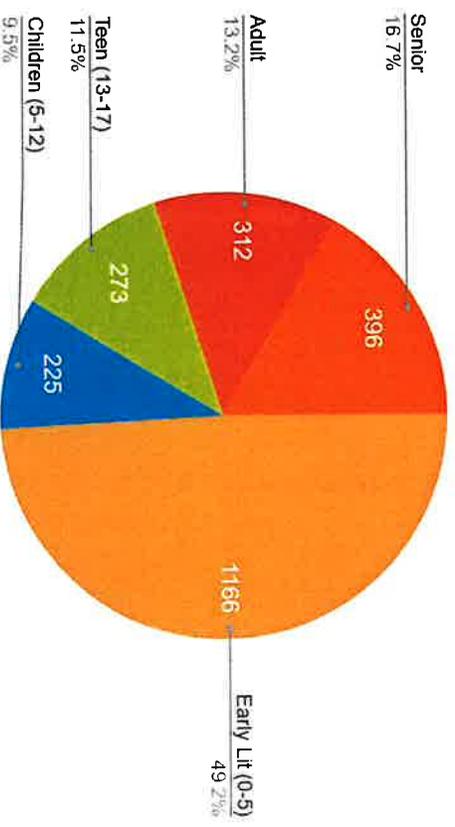
Off-Site Program Attendance - February 2026

February Total - 998



On-Site Program Attendance - February 2026

February Total - 2372



MARCH 2026
PAYMENTS FOR BOARD APPROVAL

Payables Account - Expenses

\$419,968.67 *

Payables Account - Utilities

\$5,205.66 *

Donations Account

\$353.64

Endowment Funds Account

\$0

** Funds will be transferred from General Operating
account*

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$410,537.29

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
03/18/2026	995390	Expense	AG CITY HOLDING COMPANY, LLC	-Split-	AR - Mar '26 rent	\$1,608.62	
03/18/2026	995391	Expense	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	HA oper fee - Mar '26	\$9,307.55	
03/18/2026	995392	Expense	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	DR - Mar '26 rent	\$1,003.85	
03/18/2026	995393	Expense	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC - Mar '26 rent	\$15,910.97	
03/18/2026	995394	Expense	SHANNON O. LESLIE	640.3 RENT:Garden City	GC - Mar '26 rent	\$950.00	
03/18/2026	995395	Expense	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$137.00	
03/18/2026	995396	Expense	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$576.04	
03/18/2026	995397	Expense	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$377.55	
03/18/2026	995398	Expense	BOK Financial	-Split-	4/1/26 pmt	\$307,903.14	
03/18/2026	995399	Expense	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copiers lease	\$1,613.43	
03/18/2026	995400	Expense	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA BLDG PROJ	\$14,813.57	
03/18/2026	995401	Expense	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$7,619.17	
03/18/2026	995402	Expense	DEMCO	-Split-	supplies	\$831.74	
03/18/2026	995403	Expense	EMC INSURANCE COMPANIES	652.1 INSURANCE & BONDS:PKG - LIAB, PROP, AUTO	commercial policy	\$4,530.40	
03/18/2026	995404	Expense	FUELMAN	-Split-	fleet fuel	\$644.81	
03/18/2026	995405	Expense	INGRAM LIBRARY SERVICES	-Split-	materials	\$15,495.05	
03/18/2026	995406	Expense	Insulation Pros	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	NRC	\$2,380.64	
03/18/2026	995407	Expense	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	legal service	\$1,035.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
03/18/2026	995408	Expense	MASON EXTERMINATING	642.7 BLDG MAINTENANCE:EXTERMINATION SERVICE	services	\$380.00	
03/18/2026	995409	Expense	MIDWEST TAPE NAVIGATE	673.1 MEDIA (AV):VIDEOS 698.4 BRANCH IMPROVEMENTS	materials	\$304.01	
03/18/2026	995410	Expense	Building Solutions	/ CAPITAL PROJECTS:HA location	HA project	\$3,930.00	
03/18/2026	995411	Expense	OFFICE PRIDE CLEANING	642.51 BLDG MAINTENANCE:CLEANING SERVICE:Building Cleaning	cleaning svcs	\$5,365.00	
03/18/2026	995412	Expense	OVERDRIVE	-Split-	materials	\$10,178.74	
03/18/2026	995413	Expense	QUILL CORP	-Split-	supplies	\$357.43	
03/18/2026	995414	Expense	ULINE	643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES	totes OR	\$281.30	
03/18/2026	995415	Expense	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	materials recovery	\$123.60	
03/18/2026	995416	Expense	Waters Hardware Stores	643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES	supplies	\$7.91	
03/18/2026	To Print	Check	CAMERON PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$12.00	
03/18/2026	To Print	Check	GRUNDY COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$15.00	
03/18/2026	To Print	Check	JANA RIGGS	645.5 ACTIVITIES:YOUTH SERVICES	reimbursement	\$83.97	
03/18/2026	To Print	Check	KAREN SCOFIELD	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$64.38	
03/18/2026	To Print	Check	KIM CROFT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$68.30	
03/18/2026	To Print	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$117.89	
03/18/2026	To Print	Check	LORI SCHNEIDER	-Split-	reimbursement	\$233.10	
03/18/2026	To Print	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$10.98	
03/18/2026	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$53.00	
03/18/2026	To Print	Check	TAYLER BATES	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$64.96	
03/18/2026	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$328.57	
03/18/2026	To Print	Check	Integrity Excavation	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA	bal due	\$11,250.00	

TOTAL = \$ 419,968.67

Cass Co Public Library

Utilities

141 PAYABLES ACCOUNT Ending Balance: -\$410,537.29

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
03/02/2026	995371	Expense	GFL ENVIRONMENTAL	641.59 UTILITY ACCT:TRASH - Annex 2024-	Annex trash	\$94.21
03/02/2026	995372	Expense	EVERGY	641.22 UTILITY ACCT:ELECTRIC-DR	DR elect	\$54.26
03/02/2026	995373	Expense	EVERGY	641.23 UTILITY ACCT:ELECTRIC-GC	GC elect	\$108.00
03/02/2026	995374	Expense	EVERGY	641.29 UTILITY ACCT:ELECTRIC - NRC (N Cass 2016-)	NRC elect	\$544.32
03/02/2026	995375	Expense	GFL ENVIRONMENTAL	641.50 UTILITY ACCT:TRASH - BELTON / NRC	NRC trash	\$100.50
03/02/2026	995376	Expense	Countywide Disposal Company	641.80 UTILITY ACCT:TRASH - PHILL	PH trash	\$88.20
03/02/2026	995377	Expense	EVERGY	641.26 UTILITY ACCT:ELECTRIC - PH (own 2022-)	PH elect	\$557.67
03/02/2026	995378	Expense	360 Document Solutions Comp	641.90 UTILITY ACCT:Phone System ALL locations	phone system	\$1,224.95
03/02/2026	995379	Expense	Countywide Disposal Company	641.70 UTILITY ACCT:TRASH - HVILLE	Hville trash	\$154.35
03/02/2026	995380	Expense	SHRED-IT	641.92 UTILITY ACCT:Shredding Service	HA & NRC	\$426.11
03/02/2026	995382	Expense	SPIRE	641.39 UTILITY ACCT:GAS - Annex 2024-	Annex gas	\$175.59
03/02/2026	995383	Expense	SPIRE	641.32 UTILITY ACCT:GAS-DR	DR gas	\$145.87
03/02/2026	995384	Expense	SPIRE	641.33 UTILITY ACCT:GAS-GC	GC gas	\$168.06
03/02/2026	995385	Expense	SPIRE	641.38 UTILITY ACCT:GAS - NRC (N Cass 2016-)	NRC gas	\$778.95

Consider Approval of Planning and Site Analysis Services for Potential Raymore Branch

In 2024, the Library engaged Navigate Building Solutions to assist with early planning for the Harrisonville branch project. That work included evaluating service needs, identifying an appropriate design program for a new branch facility, developing preliminary cost estimates, and reviewing potential sites for renovation or new construction. Navigate also evaluated options related to the Library's administrative offices. The information developed through that process ultimately led to the purchase of property in Harrisonville and the design and construction project now underway.

The Library's Capital Improvement Plan also identifies the Raymore community as a future location for expanded library services. As part of the Library's Certificate of Participation financing, funds may be used for the purchase of property in Raymore for a potential branch location.

While construction of a Raymore branch is not anticipated in the near term, this could be an appropriate time to begin the same type of preliminary planning completed for the Harrisonville project. This work would help the Library better understand space and program needs, determine the size and type of property that would be required, and identify potential sites that could support either renovation or new construction.

Navigate Building Solutions has provided a task order to complete this planning and site analysis work for Raymore. The scope mirrors the initial planning phase completed for the Harrisonville project and is offered at the same cost as that original task order.

The task order has been included in the packet for the Board's consideration. If the Board chooses to move forward with this work at this time, the analysis may also identify property opportunities the Board may wish to consider for purchase.

Policy Review - 100 Series

These revisions reflect a periodic review of several policies within the 100 Series Operational Policies. The updates primarily clarify language, improve organization, and align the policies with current library practices and formatting used in other recently updated policies. No substantive changes to operations are proposed.

- 108 – Fees: Updates language to clarify patron responsibility for lost or damaged materials and reorganizes the policy for clearer sections addressing fee assessment, refunds, and waivers.
- 109 – Gifts: Simplifies language related to financial contributions and donated materials, clarifies how donations are evaluated for inclusion in the collection, and updates language related to conditional gifts and donor confidentiality.
- 110 – Library Closings: Clarifies the authority of the Library Director or designee to close facilities or modify operating hours during emergencies and removes detailed operational procedures that are now maintained through internal administrative guidance.

March 2026 Board Packet Notes

- 115 – Smoke-Free Environment: Updates language to more clearly state that the Library maintains a smoke-free and vape-free environment and that the prohibition applies to tobacco products, electronic cigarettes, vaping devices, and similar products in library facilities and near entrances.
- 119 – Suspension of Privileges for Health Reasons: Clarifies that restrictions must be based on objective evidence of a health or infestation risk and confirms that any restrictions are limited in scope and duration until the condition has been resolved.



Project: Pleasant Hill Story Walk Phase 1

Bid Date: February 18th, 2026 – 4:00 pm

Bidders	Addendum	Bond	Base Bid
All Pro Asphalt and Maintenance	yes	no	\$41,599.25
Asphalt Paving Services	yes	yes	\$35,859.98



Prepared By:

Jill Brown
 accounting@allproasphaltkc.com
 All Pro Asphalt & Maintenance LLC
 (816) 249-6800

Prepared For:

Cass County Public Library
 Ian Ondera
 400 E Mechanic Street Harrisonville, MO 64701 US
 ondera@casscolibrary.org

Proposal ID : 5380

Project Summary

JOB SITE: STORYWALK TRAIL

101 Missouri 7,
 Pleasant Hill, Missouri, 64080
 US

PRODUCT

AMOUNT

Grading

All work performed is per plans.
 Excavate grass area approx. 4007 S.F.
 Install geogrid.
 Furnish, place and compact road base at a depth of 6 inches across 4007 square feet in preparation for asphalt paving.

This bid includes finish grading, topsoil, backfilling, & all landscaping.

Asphalt Installation - Surface

Install 4 inches of bm2/bm2b - tax exempt surface course hot mix to 3205 sq ft.
 - Roll surface using a rubber tire steel roller resulting in better compaction, a smoother surface and a longer lasting pavement life.

Job Total

\$41,599.25

Proposal Acceptance

Estimate is valid for 30 days.

All applicable taxes have been applied.

Any additional quantities beyond what is quoted in this estimate will require a change order.

This proposal may be withdrawn if not accepted within 30 days.

-Asphalt Material valid for 30 days unless Missouri Asphalt index increases at which time material pricing is subject to change at the owner's expense.

-All Pro Asphalt & Maintenance, LLC should be held harmless in the event of Supply Chain Shortages

-The owner/property representative is responsible for all tow charges to remove vehicles left in the work area during the scheduled date.

-All Irrigation systems must be turned off 24-36 hours before scheduled work and 24-36 hours after. -Excludes obtaining & furnishing any/all permits

COLD MILLING/PETROMAT DISCLAIMER

COLD MILLING: THIS DISCLAIMER IS IF PETROMAT OR ANY OTHER FABRIC IS FOUND UNDER ASPHALT ADDITIONAL CHARGES WILL APPLY AT THE OWNER EXPENSE.

ASPHALT WITH FABRIC IN IT CANNOT BE RECYCLED AND WILL HAVE TO BE TAKEN TO A PAY DUMP FOR PROPER DISPOSAL. IF WE ENCOUNTER ANY BASE ROCK OR DIRT ADDITIONAL CHARGES WILL BE APPLIED

The following items are excluded unless specifically stated in above proposal.

- Excludes KCMMB concrete mix designs
- Excludes removal of irrigation lines and heads
- Excludes finish grading, topsoil, backfilling, & all landscaping
- Excludes sub-base stabilization/undercutting of unsuitable soils
- Excludes all bollards & signage
- Excludes manhole lid adjustments
- Excludes engineered traffic control
- Excludes relocating existing utilities/ utility kills
- Excludes damage to items embedded in concrete/asphalt or just below the surface
- Excludes furnishing a performance & payment bond
- Excludes survey staking
- Excludes concrete/asphalt & soils testing

Warranties and Terms of Agreement-

All labor and materials carry a one (1) year warranty. *Excluding COLD PATCHING

Warranties and Terms of Agreement: All taxes are included. All Pro Asphalt & Maintenance, LLC is not responsible for losses incurred due to strikes, weather, accidents or other conditions beyond our control. Buyer is solely responsible for obtaining all necessary government approval and permits before construction begins. Milling widths are averaged and determined to aid in positive drain flow. There could be unforeseen sub grade problems that may allow more damage due to arrival of equipment. Contractor is not responsible for damage to buyer's site due to equipment being on site to perform other duties. Back filling is done with onsite dirt unless otherwise specified. All Pro Asphalt & Maintenance, LLC cannot guarantee overlays over broken asphalt. Cracks may reform in the new surface due to freeze and thaw cycles. All Pro Asphalt & Maintenance, LLC cannot be responsible for damage caused by snow, water and ice on asphalt, concrete and seal coated asphalt surfaces.

Payment terms are Net 30. By signing this contract buyer agrees to all terms set forth in this contract. No modification or amendment to this contract will be valid unless in writing and signed by both parties. All terms are applicable unless otherwise specified.

Terms of Services. Customer agrees to the Services to be provided and the Terms and Conditions as outlined in this proposal.

Terms of Payment. Customer agrees to pay the amount indicated above for the Services to be provided upon completion of the Services, within the agreed time period, without any deduction or set-off for any reason.

Terms of Changes. Customer agrees that upon signing, any changes to the Services outlined in this Proposal may result in additional charges.

Click To Enter Signature

Date

02/10/2026

Full Name

Title

Email

AFFIDAVIT for WORK AUTHORIZATION

(as required by Section 285.530, Revised Statutes of Missouri)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge,
(a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or
(b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

State of Missouri)

County of JACKSON) ss:

BEFORE ME, the undersigned notary, personally appeared JOSH SMITH, who, being duly sworn, states on his/her oath or affirmation as follows:

1. My name is Josh Smith and I am currently the CEO of All Pro Asphalt + Maintenance (hereinafter "Contractor"), whose business address is 31910 E Truman Pl Buckner MO 64016, and I am authorized to make this Affidavit.

2. I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.

3. Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the following services contracted between Contractor and the City of Riverside: **2026 STREET MAINTENANCE - ASPHALT** (Project No. 329-026).

4. Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

5. Attached hereto is documentation affirming Contractor's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

Further, Affiant sayeth not.

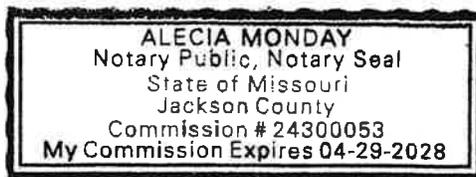
Signature of Affiant

Printed Name: Josh Smith

Subscribed and sworn to before me this 10th day of FEB., 2021.

Alecia Monday
Notary Public

***PLEASE NOTE:** Acceptable enrollment and participation documentation consists of the following 2 pages of the E-Verify Memorandum of Understanding: (1) a valid, completed copy of the first page identifying the Contractor; and (2) a valid copy of the signature page completed and signed by the Contractor, and the Department of Homeland Security - Verification.



ADDENDUM ACKNOWLEDGMENT FORM

IFB PH2026-001

ADDENDUM #1

Cass County Public Library

400 E Mechanic St

Harrisonville MO 64701

816-380-4600

IFB No: IFB PH2026-001
IFB Title: Asphalt Paving Services
Proposal Due Date: February 13, 2026 @ 2:30p.m.
Proposal Opening: February 18, 2026 @ 4:00p.m.

ADDENDUM NO: One (1) Date: 12/11/2026

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE REFERENCED IFB.

Addendum: Update to Construction Legend

Date: 2/11/2026

Following the sealed publication of the construction document for the story walk at the Pleasant Hill Branch, located at 101 MO 7, a change in asphalt type application has been observed. This addendum serves to provide updated information regarding the type of asphalt the civil engineers have recommended using.

Key Updates:

In the existing legend, on Note five (5) it is stated, "asphalt paving to be 4" min. BM2 asphalt" and Note 12. states "Pavement section minimum: compacted subgrade, geotextile fabric, 6" compacted AB3 Base, 4" MODOT BP-2 (or APWA Type 1-01 or equal) asphalt course.

After discussion with the civil engineering group, Note five (5) should state, "asphalt paving to be 4" min. BP-2 asphalt."

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL IFB.

THE ADDENDUM ACKNOWLEDGEMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE DATED AND RETURNED WITH THE RESPONSE.

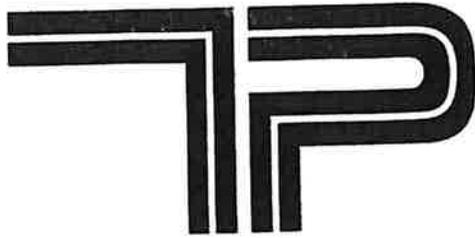
RESPONDENT: All Pro Asphalt & Maintenance, LLC BY: Josh Smith - Owner

ADDRESS: 31910 E Truman Rd PHONE: 816-694-9204

CITY, STATE: Buckne, MO 64016 DATE: 2/11/2026

AUTHORIZED SIGNATURE: _____





TANDEM PAVING CO. INC.
PAVING THE WAY FOR 50 YEARS

PARKING LOTS - DRIVEWAYS - TENNIS COURTS - ROADWAYS

Proposal/Contract

February 18, 2026

Proposal 28004

To: Robin Hudson

Work to be performed at: Cass County Public Library, 101 7 HWY, Pleasant Hill, MO

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of:

BASE BID 1: Cass County Library Storywalk Trail - 10" Removal, Geogrid, 6" Base Rock, 4" Asphalt

- Tear out 4,000 square feet of existing materials to a depth of 10"
- Haul off half of the millings, other half will be used for backfill and stay onsite
- Perform fine grading
- Proof roll the sub grade
- Provide and install 4,000 square feet of Geogrid
- Provide and install 4,000 square feet of AB3 base rock to a depth of 6"
- Roll for compaction and grade
- Provide and install 3,200 square feet of asphalt to a depth of 4"
- Roll for compaction and grade

BASE BID 1 TOTAL: (Thirty-five thousand eight hundred fifty-nine and 98/100 dollars) **\$35,859.98**

Excludes: Concrete, pavement markings, signs.

Initial _____

Notes:

- Excludes prevailing wage rates.
- 1% Performance, 1% Payment, & 5% Bid bonds are included in total price.
- Taxes are excluded in this price.
- Addendum 1 is acknowledged.
- Will provide permits if awarded.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workman-like-manner.

617 SE INDUSTRIAL DRIVE
BLUE SPRINGS, MO 64014

OFFICE:
FAX:

816.229.6398
816.229.3929

Due to the extreme volatility of crude oil prices we can no longer provide advance or firm pricing except on a month-to-month basis. Note: Price provided based on APWA Index for the month of February 2026. Our price will increase or decrease monthly based on the change in the a/c oil price. Our final price will be based off of the a/c oil price for the month in which our work is completed.

If the crew has to return to the lot to finish the job an additional \$4,000.00 mobilization fee will be billed per mobilization.

Subject to availability of material and existing schedule. Work will not start without a signed proposal.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accident or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Tandem Paving Co., Inc., will take out workmen's compensation and public liability insurance on above work.

Notice To Owner: Failure of this contractor to pay those persons supplying material or services to complete this contract can result in the filing of a mechanic's lien on the property, which is the subject of this contract pursuant to chapter 429.RSMo. To avoid this result, you may ask this contractor for "Lien Waivers" from all persons supplying material or services for the work described in this contract. Failure to secure lien waivers may result in your paying for labor and material twice.

*****Please sign this proposal and return. Work will not start until a signed proposal is received.**

With payment to be made as follows: *Net due upon completion*

Respectfully submitted,



Ryan Sexton
Estimator
Cell: 816.409.7815
Fax: 816.229.3929
Email: ryan.sexton@tandempaving.com

Accepted by: _____

Date: _____

AIA Document A310™ - 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Tandem Paving Company, Inc
617 SE Industrial Drive
Blue Springs, MO 64014

SURETY:

(Name, legal status and principal place of business)

Developers Surety and Indemnity Company
1 Park Plaza, Suite 800
Irvine CA 92614

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Gass County Public Library
400 E Mechanic Street
Harrisonville MO 64701

BOND AMOUNT:

Five Percent of the Total Amount Bid (5%)

PROJECT:

(Name, location or address, and Project number, if any)

Asphalt Paving Services

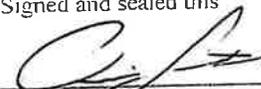
Project Number, if any:
PH2026-001

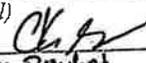
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

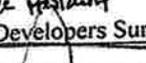
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

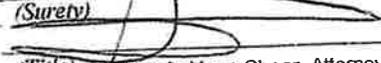
Signed and sealed this 12th day of February, 2026


(Witness)

Tandem Paving Company, Inc
(Principal)  (Seal)


(Title) Vice President
Developers Surety and Indemnity Company (Seal)


(Witness)


(Title) Stephanie Hope Shear, Attorney-In-Fact

init.

**POWER OF ATTORNEY FOR
COREPOINTE INSURANCE COMPANY
DEVELOPERS SURETY AND INDEMNITY COMPANY**
59 Maiden Lane, 43rd Floor, New York, NY 10038
(212) 220-7120

KNOW ALL BY THESE PRESENTS that, except as expressly limited herein, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, do hereby make, constitute and appoint:

Stephanie Hope Shear, Stacey Garcia, Cassandra Calix, and Patrick Famisan of Woodland Hills, CA

as its true and lawful Attorney-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said companies, as sureties, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said company could do, but reserving to each of said company full power of substitution and revocation, and all of the acts of said Attorney-in-Fact, pursuant to these presents, are hereby ratified and confirmed. This Power of Attorney is effective November 14, 2025

This Power of Attorney is granted and is signed under and by authority of the following resolutions adopted by the Board of Directors of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY (collectively, "Company") on February 10, 2023.

RESOLVED, that Sam Zaza, President, Surety Underwriting, James Bell, Vice President, Surety Underwriting, and Craig Dawson, Executive Underwriter, Surety, each an employee of AmTrust North America, Inc., an affiliate of the Company (the "Authorized Signors"), are hereby authorized to execute a Power of Attorney, qualifying attorney(s)-in-fact named in the Power of Attorney to execute, on behalf of the Company, bonds, undertakings and contracts of suretyship, or other suretyship obligations; and that the Secretary or any Assistant Secretary of the Company be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney.

RESOLVED, that the signature of any one of the Authorized Signors and the Secretary or any Assistant Secretary of the Company, and the seal of the Company must be affixed to any such Power of Attorney, and any such signature or seal may be affixed by facsimile, and such Power of Attorney shall be valid and binding upon the Company when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY have caused these presents to be signed by the Authorized Signor and attested by their Secretary or Assistant Secretary this August 7, 2024

By: [Signature]
Printed Name: Sam Zaza
Title: President, Surety Underwriting



ACKNOWLEDGEMENT:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California COUNTY OF Orange

On this 7 day of AUGUST, 2024, before me, Hoang-Quyen Phu Pham, personally appeared Sam Zaza who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to within the instrument and acknowledged to me that they executed the same in their authorized capacity, and that by the signature on the instrument the entities upon behalf which the person acted, executed this instrument.

I certify, under penalty of perjury, under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: [Signature]



CORPORATE CERTIFICATION

The undersigned, the Secretary or Assistant Secretary of COREPOINTE INSURANCE COMPANY and DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby certify that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in this Power of Attorney are in force as of the date of this Certification.

This Certification is executed in the City of Cleveland, Ohio, this August 2, 2024.

DocuSigned by:
By: [Signature] Janie Clark, Assistant Secretary

DocuSign Envelope ID: 5AB920B9-227B-46CB-BD53-C0E3A05A3E46

Signed and sealed this 12th day of February, 2026

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of Los Angeles

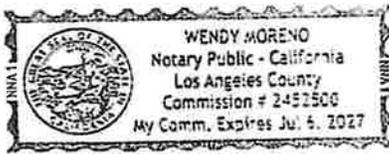
On February 12, 2026 before me, Wendy Moreno, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Stephanie Hope Smeat
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under **PENALTY OF PERJURY** under the laws of the **State** of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Place Notary Seal and/or Stamp Above

Signature [Signature]
Signature of Notary Public

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- Corporate Officer – Title(s): _____
- Partner – Limited General
- Individual Attorney in Fact
- Trustee Guardian or Conservator
- Other: _____

Signer is Representing: _____

Signer's Name: _____

- Corporate Officer – Title(s): _____
- Partner – Limited General
- Individual Attorney in Fact
- Trustee Guardian or Conservator
- Other: _____

Signer is Representing: _____

ADDENDUM ACKNOWLEDGMENT FORM

IFB PH2026-001

ADDENDUM #1

Cass County Public Library

400 E Mechanic St

Harrisonville MO 64701

816-380-4600

IFB No: IFB PH2026-001
IFB Title: Asphalt Paving Services
Proposal Due Date: February 13, 2026 @ 2:30p.m.
Proposal Opening: February 18, 2026 @ 4:00p.m.

ADDENDUM NO: One (1)

Date: 12/11/2026

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE REFERENCED IFB.

Addendum: Update to Construction Legend

Date: 2/11/2026

Following the sealed publication of the construction document for the story walk at the Pleasant Hill Branch, located at 101 MO 7, a change in asphalt type application has been observed. This addendum serves to provide updated information regarding the type of asphalt the civil engineers have recommended using.

Key Updates:

In the existing legend, on Note five (5) it is stated, "asphalt paving to be 4" min. BM2 asphalt" and Note 12. states "Pavement section minimum: compacted subgrade, geotextile fabric, 6" compacted AB3 Base, 4" MODOT BP-2 (or APWA Type 1-01 or equal) asphalt course.

After discussion with the civil engineering group, Note five (5) should state, "asphalt paving to be 4" min. BP-2 asphalt."

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL IFB.

THE ADDENDUM ACKNOWLEDGEMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: Tandem Paving BY: Ryan Sexton

ADDRESS: 617 SE Industrial Drive PHONE: 816 409 815

CITY, STATE: Blue Springs, MO DATE: 02/11/26

AUTHORIZED SIGNATURE: RA



ARCHIE • DREXEL • GARDEN CITY • GENEALOGY • NORTHERN RESOURCE CENTER • HARRISONVILLE • PLEASANT HILL • BOOKMOBILE

March 18, 2026

Christina Stanton
Community Planning Director
City of Harrisonville
Harrisonville, Missouri

Dear Ms. Stanton,

On behalf of the Cass County Public Library Board of Trustees, we respectfully request reconsideration of the permit and inspection fees associated with the construction of the Library's new Harrisonville branch facility.

The assessed fees have been paid in full to avoid any delay to the project timeline. However, following recent discussion and review of information regarding the City's 2021 waiver of permit and inspection fees for the Harrisonville School District, the Board respectfully asks that the City consider issuing a refund of those fees for this project.

The new Harrisonville branch represents a significant public investment funded by local taxpayers and will expand the Library's capacity for programming, community meetings, and public use. As a political subdivision, the Library is committed to careful stewardship of public funds while delivering long-term benefit to the community.

We fully recognize that plan review and inspection services require City staff time and resources. If appropriate, the Board would welcome consideration of a refund aligned with documented municipal costs, consistent with the framework previously applied.

We value the City's partnership throughout this project and appreciate your willingness to forward this request for consideration by the Mayor and Board of Aldermen. Please let us know if any additional information would be helpful.

Thank you for your time and consideration.

Sincerely,

Becky Klein
President, Board of Trustees
Cass County Public Library

Receipt Number: 26-00087

Date: 02/19/2026 **Cashier:** JAMIE MARTIN **Payer/Payee Name:** CLARK & ENERSEN

Permit Number	Parcel	Fee Description	Original Fee Amount	Amount Paid	Fee Balance
25527 1250 Locust Ter Harrisonville	08083300000010.000	INFRASTRUCTURE REVIEW AND INSPECTIONS FEE 3% 01-5231 / 01-5231	\$2,125.39	\$2,125.39	\$0.00
25527 1250 Locust Ter Harrisonville	08083300000010.000	Transformer 50% of Actual Cost 07-5317 / 07-5317	\$9,500.00	\$9,500.00	\$0.00
25527 1250 Locust Ter Harrisonville	08083300000010.000	Utility Connection Fee - Water, based on master fee schedule. 08-5318 / 08-5318	\$16,500.00	\$16,500.00	\$0.00
25527 1250 Locust Ter Harrisonville	08083300000010.000	Building Permit Fee Based off of valuation 01-5231 / 01-5231	\$33,055.00	\$33,055.00	\$0.00
25527 1250 Locust Ter Harrisonville	08083300000010.000	Utility Connection Fee - Sewer, based on master fee schedule. 08-5319 / 08-5319	\$43,500.00	\$43,500.00	\$0.00

Total: \$104,680.39

Payment Method	Reference Number	Payment Amount
CHECK	0000995344	\$104,680.39
Total:		\$104,680.39

Receipt #	Receipt Date	Previous Payment History Fee Description	Amount Paid	Permit #	Parcel
25-01622	12/29/2025	Plan Review	\$16,527.50	25527	08083300000010.000

TASK ORDER NUMBER 01

DATE: March 31, 2026

MASTER AGREEMENT: Owner Representative, On-Call Professional Consulting Services Agreement made between the Cass County Public Library and NAVIGATE Building Solutions, LLC dated October 17, 2024 and utilizing:

COOPERATIVE PURCHASING AGREEMENT:

The Interlocal Purchasing Systems (TIPS):

NAVIGATE Building Solutions Vendor #8613, Contract #240601 – Consulting Services

PROJECTS:

Branch Library - Raymore, Missouri

SCOPE OF SERVICES:

1.0 Define Program

- 1.1 Define the probable square footage requirements of a new Branch Library Building in Raymore, Missouri.
- 1.2 Prepare a list of site requirements associated for the development of a new building.

2.0 Cost Analysis and Schedule

- 2.1 Prepare a construction and total program cost analysis for the proposed building program.
- 2.2 Prepare a milestone schedule for project development.
- 2.3 Prepare Cash Flow projections for financial analysis.
- 2.4 Meet with the CCPL Financial Planning Team to develop funding options.

3.0 Site Analysis

- 3.1 Assist the Owner with the identification of probable development sites.
- 3.2 If required, assist the Owner with the engagement of a real estate broker to identify additional development sites.
- 3.3 Assist the Owner in the prioritization of available properties.
- 3.4 Perform site evaluations on the top three highest ranked properties, including the development cost comparisons for each site.

4.0 Board Presentation

- 4.1 Provide presentation to Library Board to review results of completed planning efforts.



SCHEDULE:

Services shall be completed by July 31, 2026.

COMPENSATION:

NAVIGATE shall be paid Ten Thousand, One Hundred and Sixty Dollars (\$10,160) for services rendered and in accordance with pre-negotiated TIPS-USA Rates.

3/2/2026

Signature

Date

Signature

Date

Name: Todd A. Sweeney

Name: _____

Title: Member

Title: _____

NAVIGATE Building Solutions, LLC.

Cass County Public Library, Missouri

Cass County Public Library strives to maximize access to all library materials for all patrons. Cass County Public Library and its patrons share a responsibility for the collection care and timely return of borrowed materials. ~~and as such, the library expects its patrons to return borrowed materials on time and to treat them with care. To help ensure that materials are available for all, Cass County Public Library charges fees for damaged and lost materials.~~ Fees may be assessed for lost or damaged materials in order to maintain the integrity of the collection and ensure continued access for the community.

Commented [PP1]: The revisions to Policy 108 were made to modernize the language, improve clarity, and ensure the policy accurately reflects current library practices. These updates do not change the Library's approach to charging fees; they primarily clarify the language, remove unnecessary requirements, and align the policy with current practice and the formatting of other Library policies.

Assessment of Fees

~~Cass County Public Library will notify patrons when they accrue a fee. Patrons may choose from available methods of notification.~~

Commented [PP2]: The policy was reorganized to:

- Separate sections for assessment of fees, refunds, and fee waivers;
- Improve readability and consistency with other updated Library policies

~~Cass County Public Library charges fees to all patrons who damage or lose library material. If any damage is caused by a pest infestation and/or that damage causes an infestation or further damages to library materials or property, the patron is responsible for any costs related to the damage of materials, property, and the remediation of the subsequent infestation.~~

~~Patrons are required to provide Cass County Public Library with accurate contact information when completing a library card application and to update that information when necessary. Cass County Public Library may use a third-party collection agency for those patrons who do not promptly pay their fees.~~

Patrons are responsible for the replacement cost of lost materials and for damage that renders materials unusable or unsuitable for circulation.

Commented [PP3]: The revised policy clarifies that patrons are responsible for the replacement cost of lost materials and for damage that renders materials unusable. The language was simplified to make expectations clearer and easier for patrons to understand.

If damage to returned materials is determined to have resulted from a pest infestation, and that damage requires additional remediation or causes further damage to Library materials or property, the patron may be responsible for reasonable costs associated with the remediation and replacement of affected materials.

Patrons will be notified when fees are assessed. Notification will be made using the contact information provided by the patron.

Patrons are responsible for maintaining accurate and current contact information.

The Library may refer unpaid accounts to a third-party collection agency in accordance with applicable law.

Refunds

Cass County Public Library will refund any fees paid, excluding processing fees, when a lost item is returned within ninety (90) days of payment, and is in circulating condition, ~~and with proof of payment.~~ Refunds will be issued based on Library records

Waiving Fees

At its discretion, ~~Cass County Public~~ the Library may waive some fees in cases of documented hardship, including but not limited to long-term hospitalization, incarceration, eviction, fire, or theft. It is the patron's responsibility to provide the requested documentation supporting the hardship.

~~for patrons who have experienced extreme hardship such as long-term hospitalization, imprisonment, eviction, fire, or theft. It is the patron's responsibility to provide requested supporting documentation verifying the hardship.~~

Revised 3/16/2022

DRAFT

Cass County Public Library ~~accepts~~ welcomes gifts that support the Library's mission and enhance services for the community. Gifts may include financial contributions or donations of materials. ~~of either materials or financial contributions.~~

Financial Gifts

Financial contribution gifts may be made ~~either~~ directly to the Cass County Public Library, an individual library branch, ~~Cass County Public Library~~, or the Cass County Public Library Foundation.

Financial gifts which are intended for the purchase of specific items, subject areas, or ~~are other designated in other ways purposes~~, may be ~~negotiated through~~ accepted at the discretion of the library administration.

Commented [Hr1]: The Financial Gifts section was revised to improve clarity and remove redundant wording. The updated language more clearly identifies the entities through which financial contributions may be made and simplifies the description of designated gifts. The revisions also clarify that gifts intended for specific items or subject areas may be accepted at the discretion of library administration. These changes improve readability without altering the Library's existing practice for accepting financial contributions.

Gifts of Materials

~~Gifts of specific items such as Cass County Public Library may accept donations of books, media materials, periodicals, and other materials. may be accepted by Cass County Public Library.~~

~~These Donated materials shall be subject to the same procedural consideration that is utilized when considering an item for purchase will be evaluated using the same criteria applied to materials considered for purchase. Factors considered may include:~~

~~Specific donations will be considered with the explicit understanding that such factors as physical condition of the material, duplication of material, lack of community interest, processing costs, or inadequate space may prevent the addition or permanent retention of an item in the collection.~~

- Physical condition of the material
- Duplication within the collection
- Community interest
- Processing and storage costs
- Available space within the collection

Acceptance of donated materials does not guarantee that the item will be added to the Library's collection.

Disposition of Donations

Materials donated to the Library become the property of Cass County Public Library. Materials not added to the collection may be sold, donated, recycled, or discarded in accordance with established Library practices.

~~Cass County Public Library accepts material donations with the understanding that~~

Commented [Hr2]: The Gifts of Materials section was revised to simplify the language and clearly explain how donated materials are evaluated. The updated wording removes redundant phrasing and clarifies that donated materials are considered using the same criteria applied to items being considered for purchase. The policy now lists the primary factors used in evaluating donations, including physical condition, duplication within the collection, community interest, processing costs, and available space. The revisions also clarify that acceptance of donated materials does not guarantee the item will be added to the Library's collection. These updates improve clarity and organization without changing the Library's existing practices regarding donated materials.

Commented [Hr3]: The Disposition of Donations section was revised to simplify the language. The updated wording clearly states that materials donated to the Library become the property of Cass County Public Library and may be added to the collection or otherwise disposed of in accordance with established Library practices. The revisions clarify the possible outcomes for donated materials, including sale, donation, recycling, or disposal, while maintaining the Library's existing practice for managing materials that cannot be added to the collection.

~~any material that the library cannot use may be discarded following accepted practices and established procedures.~~

Conditions on Gifts

Cass County Public Library generally does not accept gifts with externally imposed conditions.

In limited circumstances, gifts with specific conditions may be considered with the approval of Library administration

~~While it is Cass County Public Library generally does not the practice of Cass County Public Library to accept any material gifts with externally imposed conditions; the library does recognize that certain instances may arise which might warrant the inclusion of materials with some negotiated conditions. Any such conditions must be negotiated with library administration. In limited circumstances, gifts with specific conditions may be considered with the approval of Library administration~~

Acknowledgment of Gifts

~~Donors may wish choose to remain anonymous for a variety of reasons. The Library will honor their wishes by reporting the amount of money or designated property only to appropriate individuals.~~

The library will respect donor confidentiality and limit disclosure of gift information to individuals who require it for administrative or financial purposes.

Commented [Hr4]: The Conditions on Gifts section was revised to remove redundant language and improve clarity. The updated wording simplifies the explanation that the Library generally does not accept gifts with externally imposed conditions (ie An externally imposed condition is a requirement placed on the gift by the donor that limits how the Library can use, manage, or dispose of the donation) while maintaining the ability to consider limited exceptions when approved by library administration. These revisions clarify the Library's authority to evaluate and accept gifts in a manner consistent with its policies and operational needs without changing the Library's existing practice regarding conditional gifts.

Commented [Hr5]: The Acknowledgment of Gifts section was revised to clarify the Library's approach to donor anonymity and confidentiality. The updated language simplifies the wording and clearly states that donors may choose to remain anonymous. The revisions also clarify that the Library will respect donor confidentiality and limit disclosure of gift information to individuals who require it for administrative or financial purposes. These changes improve clarity and remove redundant language without changing the Library's existing practice regarding donor recognition or anonymity.

Revised 4/20/2022

It is the policy of Cass County Public Library maintains regular to remain open during posted hours of operation. However, on occasion, it may become necessary to close a library branch under an unusual cCircumstances such as inclement weather, hazardous conditions, building issues, or other emergencies may require the closure of library facilities or modification of normal operating hours as determined by the Library Director or designee.

Authority to Close or Modify Hours

The Library Director or designated staff will have the right is authorized to close the any Cass County Public Library facilities because of due to inclement weather (i.e. snowstorms, tornados, etc.) or hazardous situations- (i.e. gas leak, fire, etc.). conditions, public safety concerns building issues or other emergency situations. In the event of any emergency closing, the Library Director or their designee will notify the Board of Trustees.

Library administration will notify managers and/or staff that the library will close due to inclement weather two (2) hours before the first shift is to start.

If the Library Director or designated staff member determines that it is necessary to close a library branch that is already open for normal hours or to not open a library branch for a period of time, the Library Director or designated staff member will notify employees. Branch managers should call their staff members to ensure all scheduled staff are aware of the closing with plenty of notice.

The Library Director or designee may also delay opening, close early, or modify services when conditions warrant such action.

Branch Managers, with approval from the Library Director or designee, may delay opening or close early if hazardous conditions develop or if sufficient staff are not available to safely operate the facility.

In the event a library branch has opened for business but is then closed, the employee in charge of the library branch will post a sign on the public entrance doors and then proceed to empty the library of patrons in an orderly and friendly manner, following any specific instructions from Library Administration. The Library Director or designated staff member will determine when it is appropriate to either open or reopen the branch library.

Any change in the normal operation of any location will be posted by the Facilities & Technology Coordinator or the PR & Marketing Coordinator on the Cass County Public Library website and social media.

Communication of Closures

When a closure or schedule modification occurs, the Library will make reasonable efforts to notify staff and the public through official communication channels.

Commented [PP1]: The policy was updated to clearly state that the Library Director or designee has the authority to close library facilities, delay opening, or close early when circumstances such as inclement weather, hazardous conditions, or other emergencies occur. This clarification ensures the policy clearly identifies the administrative authority responsible for closure decisions.

Commented [PP2]: Several portions of this policy included detailed operational instructions, such as board and staff notification procedures, branch-level responsibilities, and website posting responsibilities. These operational steps were removed from the policy and will instead be maintained through internal administrative procedures

Employee Compensation During Closures

~~All full-time employees, part-time employees, or substitutes who are either at work or scheduled to work at the library branch that is closed for an unusual circumstance will be paid at their regular hourly rate for the hours they were scheduled to work that day. Employees who have scheduled the day off as vacation, holiday, sick leave or other paid leave will be charged with those leaves. Any staff member who is unable to get to their assigned workplace that is open for business may use vacation time if available, may make up the time during the same work week, if approved by their immediate supervisor, or may take leave without pay with approval from the Library Director.~~

Employees who are scheduled to work at the time of an emergency closure will be paid for their scheduled hours.

Employees who were not scheduled to work will not receive compensation for the closure.

Employees who had previously approved leave will be charged the appropriate leave category.

Flex and substitute employees will be compensated only for shifts for which they were scheduled at the time of the closure.

Attendance When Facilities Remain Open

Any staff member who is unable to report to their assigned workplace while the library remains open may elect to use available PTO, may make up the missed time within the same work week with approval from their immediate supervisor, or may request leave without pay with approval from the Library Director.

Commented [PP3]: The employee compensation section was clarified to reflect the Library's current practice during emergency closures. The revised language specifies that employees who are scheduled to work at the time a closure occurs will be paid for their scheduled hours, while employees who were not scheduled will not receive compensation for the closure. The revisions also clarify how previously approved leave and flex staff scheduling are handled during closures. No substantive changes were made to the Library's existing compensation practices; the revisions were made to clarify and update the language.

Commented [PP4]: The attendance section was clarified to explain the options available when a library facility remains open but an employee is unable to report to work. The updated language reflects the Library's current leave structure by referencing PTO rather than vacation time. No substantive changes were made to existing practice; the revision simply updates the terminology and clarifies the available options for employees.

Revised 4/20/2022

~~Smoking and the use of tobacco is prohibited in all library facilities, including patios, vehicles, and within 25 feet of public entrances. Smoking includes use of all forms of tobacco, electronic cigarettes, vaping, and any other products that may be used to smoke or mimic smoking.~~

Cass County Public Library maintains a smoke-free and vape-free environment. Smoking and the use of tobacco or vaping products are prohibited in all library facilities, including patios, library vehicles, and within 25 feet of public entrances.

Smoking includes the use of tobacco products, electronic cigarettes, vaping devices, or any other product that produces smoke or vapor intended for inhalation.

Commented [Hr1]: The revisions to Policy 115 were made to clarify that the Library maintains a smoke-free environment and that the prohibition applies to tobacco products, electronic cigarettes, vaping devices, and similar products. The update improves clarity while maintaining the Library's existing practice regarding smoking and tobacco use.

Revised 3/16/2022

DRAFT

~~It is the responsibility of~~ The Cass County Public Library is committed to maintaining a healthy and clean environment for all library users and to protecting taxpayers' investment in library collections, equipment, and property. In order to fulfill this responsibility, ~~Cass County Public~~ the Library may restrict a patron's ability to borrow physical materials and/or ~~visit~~ access library facilities when ~~objective evidence indicates that~~ such use may jeopardize:

- ~~t~~ The integrity of library facilities and collections. ~~or~~
- ~~t~~ The health of other patrons or staff.

~~Restrictions~~ under this policy shall be based on objective evidence of a health or infestation risk and shall not be based on a patron's appearance, housing status, disability, or any other protected characteristic. This policy shall be applied consistently and in a content-neutral and viewpoint-neutral manner.

Suspension of Borrowing Privileges

~~An example of a situation where~~ Borrowing of physical materials may be suspended ~~includes, but is not limited to:~~ when materials returned to the Library show ~~Evidence that items on loan to a patron may have been returned with~~ of insects or conditions that are known to be damaging to library materials, or that can result in pest infestations within library facilities, ~~e.g.~~ including but not limited to roaches, silverfish, and ~~some~~ certain types of beetles.

~~An example of a situation where access to library facilities may be suspended~~ include, but are not limited to:

- ~~Patrons or patron possessions found to have fleas, lice, or bed bugs.~~

Suspension of Facility Access

Access to library facilities may be suspended when a patron or a patron's possessions are found to contain fleas, lice, bed bugs, or other infestations that present a documented risk to library facilities, collections, patrons, or staff.

Scope and Duration of Restrictions

~~Any~~ restriction imposed under this policy shall be limited in scope and duration to what is reasonably necessary to protect library facilities, collections, and the health and safety of patrons and staff.

~~Suspensions~~ under this policy are temporary and may be lifted upon verification that the identified condition has been resolved.

Commented [Hr1]: The proposed revisions to Policy 119 do not change the intent or authority of the policy. The updates are designed to clarify language, strengthen legal defensibility, and ensure consistent application in alignment with public library standards.

Commented [Hr2]: Added language stating that restrictions must be based on "objective evidence of a health or infestation risk." This ensures that decisions are grounded in observable conditions rather than subjective impressions. Public libraries operate as limited public forums, and access decisions must be based on clear, neutral standards. This language reinforces that the policy is condition-based, not perception-based.

Commented [Hr3]: Added language stating that restrictions shall not be based on appearance, housing status, disability, or other protected characteristics, and that the policy will be applied consistently and in a content-neutral and viewpoint-neutral manner. As a public entity, the Library must ensure equal access under the First Amendment and Equal Protection principles. This addition strengthens the policy against discrimination claims and affirms the Library's commitment to fairness and neutrality.

Commented [Hr4]: Added language specifying that any restriction shall be limited in scope and duration to what is reasonably necessary. This clarifies that suspensions are not punitive or indefinite, but protective and temporary. It reinforces proportionality and ensures the policy is narrowly tailored to protect facilities and public health.

Commented [Hr5]: Clarified that suspensions are temporary and may be lifted once the condition has been resolved. This ensures transparency and due process by clearly stating that patrons have a pathway to reinstatement.

Reinstatement of Privileges

~~Any patron whose has privileges have been suspended under the terms of this policy may request to have privileges reinstated when evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company, or a written statement from the owner or property manager of a multi-family residence. In some instances, proof of a change of residential address may also be accepted.~~ by providing reasonable documentation demonstrating that the infestation or condition has been addressed. Acceptable documentation may include:

- Receipts for professional treatment;
- A letter from a licensed pest control company;
- A written statement from a property owner or property manager in the case of multi-family residences; or
- In certain circumstances, proof of a change of residential address.

The Library may determine, based on the documentation provided, whether reinstatement is appropriate

Commented [Hr6]: Minor restructuring for clarity; no substantive change to acceptable documentation. Improves readability and consistency with other policies without expanding authority.

Revised April 17, 2024

February Hiring

- New Hires - 2
- Moved Positions - 1
- Retirements - 0
- Ceased Employment - 0

Current Openings

Part-Time (0-30) Library Assistant - Archie & Harrisonville

2026 Winter Reading Challenge Completion

CCPL's Winter Reading Challenge wrapped up on February 28. Of the 752 participants, 466 earned a prize by reading five books during the winter to complete the challenge.

Programming & Summer Library Program Preparation

Branches have created Spring programming and are planning Summer ideas too. Branches are looking forward to performances by Dino O'Dell in June and Mr. Stinky Feet in July.

NRC recently hosted a MiniCon featuring local and regional artists, authors and illustrators. More than 100 people attended. Additionally, they hosted the final of a chess tournament between Ray-Pec East and South Middle Schools on February with 40 people in attendance watching the action.



NRC hosted a Ray-Pec middle school chess championship on February 7.

Harrisonville Kiwanis Lunch

Leigh Hallenberg and Shannon Julien presented to the Harrisonville Kiwanis Club on March 3; answering questions about the progress of and showing renderings of a new Harrisonville branch and Administrative offices.

Harrisonville and Administration staff met with Clark & Enerson to review furniture, flooring, and finish options for the new Harrisonville branch.



CCPL

Monthly Review

February 2026

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Mini Comic Con Northern Resource Center

For the 3rd year in a row, NRC hosted a mini comic convention where library patrons had the opportunity to interact with several local artists, authors, and craftsmen. There were 14 different tables and over 100 guests in attendance.



Winter Olympics Bash Garden City

Patrons competed in a variety of Olympic themed games and decorated sugar cookies to celebrate the 2026 Winter Olympics.



Crochet Day Pleasant Hill

Teens took a break from studying to learn a new type of crochet stitch and have some stress-free fun with their friends.



Creation Station

Archie

Families participated in Creation Station where they made bracelets and other various perler bead crafts.



Stitchin' Time

Drexel

Drexel's Stitchin' Time group focused on a quilting project where each member had a chance to sew their own quilt block.



Photo Contest

Pleasant Hill

To honor the Dr. Fred L Seevers Memorial Bridge before its upcoming replacement, community members submitted their best photo to be voted on by PH patrons.



Valentine's Day Cookies

Northern Resource Center

Families stopped by before Valentine's Day weekend to decorate their own heart-shaped sugar cookies.



Classroom Visit

Harrisonville

Harrisonville staff provided an activity for Mrs. Hastings' second-grade class through the Classroom Partner program.



Teen Meet-Up

Outreach Services

Teens visited Peculiar Games and Hobbies for their monthly meet-up and played the Exchange board game.



Adult Book Club

Garden City

Adult Book Group was well attended as they gathered to discuss "The Frozen River" by Ariel Lawhorn.



Chess Championship

Northern Resource Center

RayPec East and South Middle School students competed in a final chess tournament, and the winner earned a \$20 gift card to Peculiar Games and Hobbies.



Teddy Bear Sleepover

Pleasant Hill

Children dropped off their stuffed animals with host teddy bear, Mr. Stuff, for a night of fun. They crafted, ate snacks, went on a book cart ride, and participated in storytime, before their owners picked them up the next day.

12,120

Active Customers

46,166

Circulation

84.6

Net Promoter Score

02

COLLECTION MANAGEMENT

147

Adult Print
Titles Ordered

103

Adult eMedia
Items Ordered

958

Items Cataloged

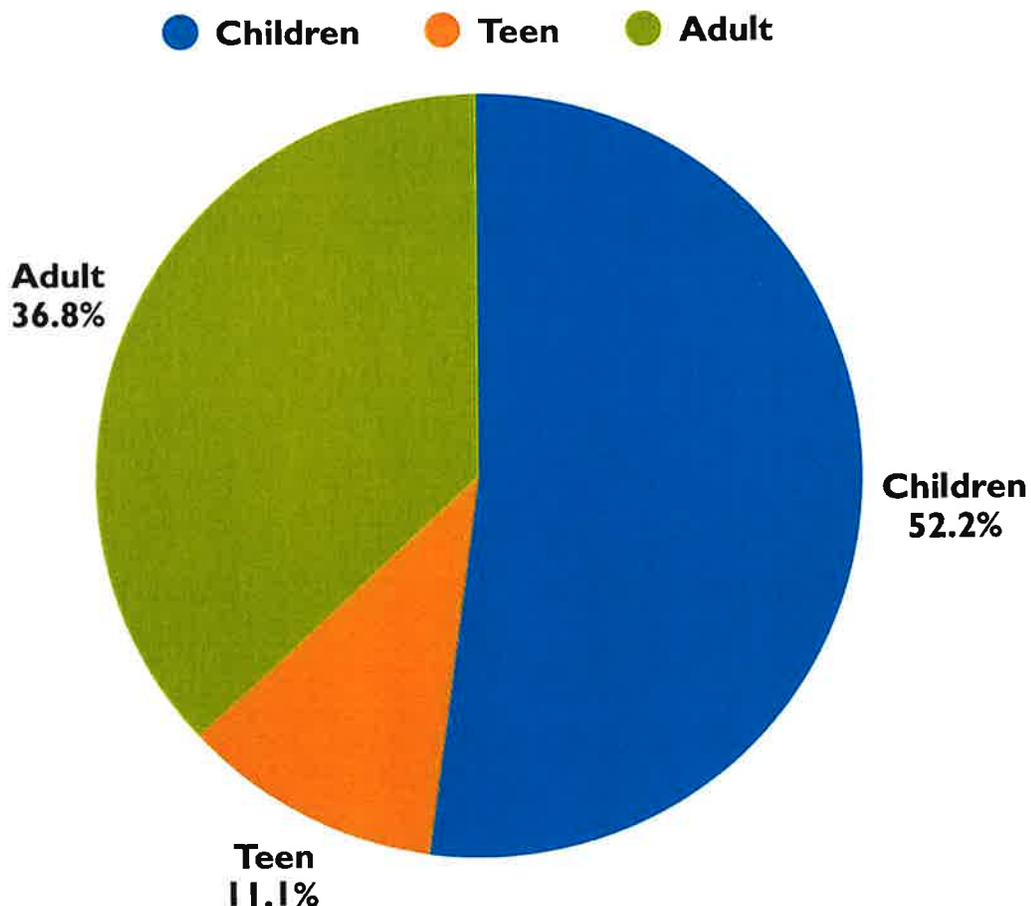
Program Highlights

February featured several Valentine's Day themed activities for the younger crowd including cookie decorating, card making, and friendship bracelet crafting. Adults and teens gravitated towards events such as NRC's Mini-Con, Pleasant Hill's photo contest, and Garden City's Winter Olympic Bash. Book clubs were also a popular stop this month, along with chess clubs and storytimes. In addition, CCPL staff attended a number of community events to engage with present and future patrons.

242
Programs

3,370
In-Person Attendees

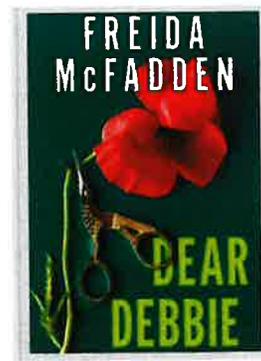
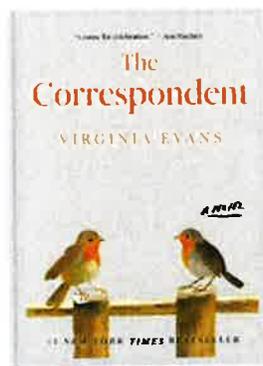
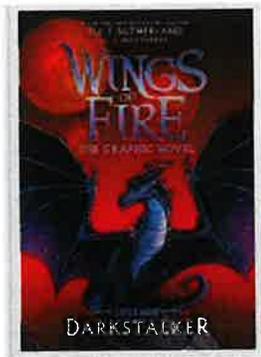
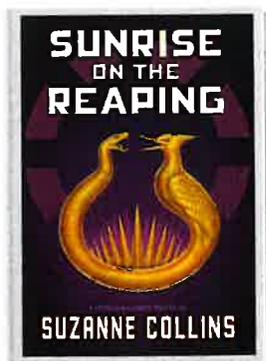
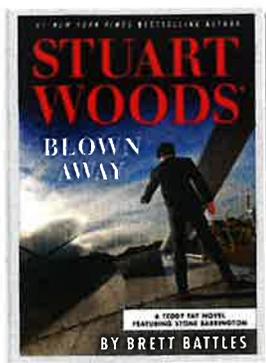
Attendance by Age Group



CUSTOMER FAVORITES

Top Checkouts

	Adult Fiction	Adult Non Fiction	YA Fiction	Juvenile Fiction	eBooks	eAudio Books
1	<i>Stuart Woods' Blown Away</i>	<i>The 30-Day Inflammatory Reset</i>	<i>Sunrise on the Reaping</i>	<i>Wings of Fire Legends</i>	<i>The Correspondent</i>	<i>Dear Debbie</i>
2	<i>The Color of Hope</i>	<i>The Pioneer Woman Cooks</i>	<i>Betting on You</i>	<i>Dog Man and Cat Kid</i>	<i>Theo of Golden</i>	<i>The Correspondent</i>
3	<i>The First Time I Saw Him</i>	<i>Spanish in 3 Months</i>	<i>Immortal Consequences</i>	<i>Hard Luck</i>	<i>The Widow</i>	<i>The Housemaid</i>



04 YOUTH SERVICES



80

Storytimes

1,413

Storytime Attendees

The Winter Reading Challenge wrapped up at the end of the month, while planning continued for the Summer Library Program. Guest performances were solidified for each of the branches for both June and July, and various promotional materials were discussed. Additionally, a children's specialist meeting was held to share ideas about other possible SLP activities, games, storytimes, and events.

05 TECHNOLOGY SUPPORT

IT completed 27 support tickets, addressing website updates, software issues, equipment installations, and more. Key project work included setting up AARP equipment for tax season, installing new patron PC's at several branches, repairing printer and laptop software issues, updating blocked websites on the firewall, and updating online job postings.

2,032

WiFi Sessions

1,108

Computer Sessions

06 COMMUNITY OUTREACH



In February, CCPL staff made several stops at elementary schools around Cass County to provide storytimes and educational programs to students. Outreach Services also visited senior living facilities, churches, daycares, and other community centers to provide materials to people with limited access to the library. Additionally, staff participated in a Bingo Trivia event at RayPec South Middle School and manned a table at the Peculiar Vendor Fair to better connect with members of the community.

07 FACILITIES COORDINATOR



The Facilities team completed 31 work orders this month. Notable projects included several fire/fire extinguisher inspections, replacement bathroom flooring and light fixture installations at Drexel, and soundproofing installations at NRC in community and study rooms. Additionally, progress was made on Story Walk planning, and deep carpet cleanings were scheduled for May.

08 COMMUNITY SPACES

23

Community Room
Reservations

258

Study Room
Reservations

09 COMMUNITY ENGAGEMENT

CCPL engaged with the community through events such as NRC's Mini-Con and middle school chess competition, Pleasant Hill's bridge photo contest, and Archie's student art display and quilt of the month, loaned by Christie Feild, displaying an intricate elephant design. Throughout the month, staff also continued to attend several events in the Cass County area.



0

Marketing Emails
Sent

5,670

Social Media
Reach

7,539

Total Website
Users

0

Marketing Emails
Opened

72

Social Media
Engagements

22,724

Total Website
Pageviews

COMMUNITY ENGAGEMENT

“

The library provides something fun and accessible for every age and stage in life.

– **Survey Response**

”



“

I love the auto-renewals and the lack of fines for overdue materials!

– **Google Review (Ellie C.)**

”

“

The staff seems to be very helpful and kind. There are a bunch of resources available. I like that they have a shredding box option.

– **Google Review (Andreana D.)**

”



“

Extremely happy with staff & book selection. So helpful & easy to order.

– **Survey Response**

”

10 STAFF ACTIVITIES

Archie

Staff shadowed storytimes at both the Harrisonville and the Drexel Branch, and attended a Garden City book club meeting to get ideas for their own new book club.

Outreach Services

Outreach Services added new members to the Outreach team and revamped the Bookmobile to make it more accessible for patrons.

Drexel

Staff visited several daycares to provide storytimes and fun, educational activities to students.

Garden City

Staff began an inventory of both reusable and consumable programming items, and mounted fishing poles on the side of the shelf next to the Exploration Library kits, making them more visible and tidy.



Genealogy

Staff helped a patron to locate their great-grandfather's grave, and helped another view negatives of their family that were saved from a house fire.

Harrisonville

Staff attended a Youth Specialist meeting on February 2nd where the Youth Coordinator discussed the Summer Library program and handed out Dino-themed activities for the branches to use.

Northern Resource Center

Staff manned a table at the Peculiar Vendor fair and participated in the Niche Academy webinar: College Student Actually Do Read.

Pleasant Hill

Staff held a Storytime on the Go at a local daycare, and participated in a branch staff meeting on February 6th.

Archie

Archie is looking forward to bringing back their Lego program and starting a new RPG program for ages 10+ called Archie Adventurers.

Outreach Services

Outreach Services is looking forward to bringing back Bookmobile stops and continuing with their storytimes/new teen group meetings.

Drexel

Drexel will be collaborating with Genealogy to host an event where patrons will have the opportunity to learn how to use online family research databases.

Garden City

Garden City has invited the Missouri Conservation Department to present programs on animal fur and fish this summer.

Check out the



events page!

Genealogy

Genealogy will be hosting an event called: Underground Railroad Quilt Codes, where patrons will have the opportunity to learn about the symbols that helped enslaved people escape to freedom.

Harrisonville

Harrisonville is acquiring a chick incubator again this year, and the staff is looking forward to seeing the eggs start to hatch around mid-March.

Northern Resource Center

NRC will be having a leprechaun hunt in March to celebrate St. Patrick's Day where patrons have the chance to win a prize if all shamrocks in the library are found.

Pleasant Hill

Pleasant Hill is looking forward to their upcoming event, Rollin' Down the River: Exploring the Missouri River from Start to Finish.

12 OURTEAM



Staff from NRC and Outreach attended the Peculiar Vendor Fair on February 7th.



Teen Specialists held a share meeting to discuss summer programming.



2

New Hires

1

Position Changes

Harrisonville Project Groundbreaking Event

We have begun coordinating with Navigate Building Solutions on a groundbreaking event to mark the start of construction for the new Harrisonville branch. The goal is to keep the event simple, with a brief ceremony and photo opportunity to recognize the beginning of the project.

One option that may work well is Wednesday, April 15th, at approximately 2:30 or 3:00 p.m., before the regularly scheduled Board meeting that afternoon. This would allow trustees and administration to attend the event at the construction site and then proceed directly to the meeting afterward.

The event would include ceremonial shoveling of dirt, hard hats, and photographs, with brief remarks from the Board President and the Library Director. We would also plan to invite the Mayor or another City representative. Navigate, Crossland Construction, and Clark & Enersen would participate as project partners.

Navigate and Crossland will assist with preparing the site and providing items such as shovels and hard hats. Library staff will coordinate invitations, communications, and any minimal setup if a podium or sound system is needed.

If April 15th does not work for the Board, other possible dates include April 6th, April 8th, April 9th, April 14th, or April 16th.

2025 Annual Report

The Library's 2025 Annual Report summarizes library activity and major initiatives from the past year, including service statistics, financial information, and progress toward Strategic Plan goals.

In 2025, the library offered 2,371 programs with more than 42,000 attendees across the system. Staff also continued expanding the collection, adding 2,449 print titles and 1,487 eMedia titles, and cataloging more than 9,000 items during the year. Genealogy digitization efforts also increased significantly, with 716 local history items digitized, helping expand online access to Cass County historical materials.

The report also highlights participation in systemwide reading programs, including nearly 3,000 signups across seasonal reading challenges, as well as continued growth in outreach services and Library by Mail.

As required, the report has been filed with the Cass County Clerk and the Missouri State Library. It is also available on the Library's website and in hard copy at each branch location.

ADA Title II Digital Accessibility Requirements

The U.S. Department of Justice has adopted updated regulations under Title II of the Americans with Disabilities Act, establishing accessibility standards for the digital content of state and local governments. These rules require public entities to ensure that their websites, mobile applications, and other digital services meet the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standard.

March 2026 Library Director's Report

Based on guidance from legal counsel, the Library is considered a special district government for purposes of these regulations. As a result, our compliance deadline is April 26, 2027.

The rule applies not only to content hosted directly on the Library's website, but also to digital services we provide through vendor platforms and other contractual arrangements, such as the online catalog, electronic databases, event and room management tools, and other web-based services that patrons use to access library programs and resources.

At this stage, we are focusing on understanding the scope of the requirements and identifying the areas that will need attention over time. We have begun reviewing our website content, evaluating vendor platforms for accessibility compliance, and considering ways to simplify and prioritize core information on the website so that the most commonly used services are addressed first. The goal is to work toward compliance in a practical and phased way ahead of the 2027 deadline.

Pleasant Hill Access Control Project

We have begun planning the access control project for the Pleasant Hill branch. Ian has been working with ECC, the vendor on the State of Missouri's cooperative procurement contract that is currently installing access control systems at Drexel and the Annex, to develop the scope for the Pleasant Hill installation.

The project will add keycard access to several exterior doors, including the main entrance. This will improve building security and better support community use of the Mary Margaret Ledwidge Community Room outside of regular library operating hours.

This work is consistent with the facility improvements identified in the Capital Improvement Plan and included in the FY2026 budget.



2025

CASS COUNTY PUBLIC LIBRARY



ANNUAL REPORT

816-380-4600 | casscolibrary.org



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LOCATIONS



Administration

400 E Mechanic St.
Harrisonville, MO 64701
816-380-4600



Archie

207A S Main St.
Archie, MO 64725
816-293-5579



Drexel

211 E Main St.
Drexel, MO 64742
816-819-5050



Express Library Kiosk

250 S Main St.
Peculiar, MO 64078
816-258-2244



Garden City

201 Date St.
Garden City, MO 64747
816-819-5060



Genealogy

400 E Mechanic St.
Harrisonville, MO 64701
816-884-6285



Harrisonville

400 E Mechanic St.
Harrisonville, MO 64701
816-884-3483



Northern Resource Center

1741 E North Ave.
Belton, MO 64012
816-331-0049



Pleasant Hill

101 MO-7
Pleasant Hill, MO 64080
816-987-2231



Outreach Services

816-258-2244



BOARD OF TRUSTEES



**Becky
Klein**

PRESIDENT



**Diana
Larson**

VICE PRESIDENT



**Sherri
Peters**

TREASURER



**Dennis
Minich**

TRUSTEE



**Dianne
Hon**

TRUSTEE

The Cass County Public Library system is governed by a five-member board of trustees, appointed by the County Commission to serve a four-year term. The board meets the third Wednesday of each month at 4:00 p.m. in the Harrisonville Branch Meeting Room, unless otherwise stated. Regular board meetings are live-streamed on the Cass County Public Library YouTube Channel.

MISSION & VALUES

Mission Statement

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

Vision

The vision of Cass County Public Library is to encourage discovery, community, and collaboration through quality collections and connections.

Values

Patron needs come first:

We place the highest priority on service to our patrons and treat every request with equal value.

Respect for people:

We recognize the contributions of our staff and we treat all our patrons and each other with respect.

Learning organization:

We commit to the professional growth and enrichment of our staff.

Access to information:

We ensure access to information for people of all ages, abilities and means.

MISSION & VALUES CONT.

Freedom of information:

We protect our patrons' freedom to read and view all library information.

Privacy and confidentiality:

We safeguard our patrons' right to request and obtain information in confidence.

Quality:

We strive to deliver the highest quality service possible. We strive to provide up-to-date library materials for our service population.

Stewardship of community resources:

We respect the contributions of the community to its library. We hold ourselves accountable for the efficient and effective use of all resources – people, time, assets, and funds.

Integrity:

We follow the highest ethical standards, which have been adopted by Cass County Government and our profession.



LETTER FROM DIRECTOR

Dear Cass County Community,

2025 was a year of meaningful progress and thoughtful investment for Cass County Public Library. Much of what we accomplished was made possible by the voter-approved levy passed in 2020, which provided the foundation to expand services, improve facilities, and plan responsibly for long-term growth.

Library service remained strong throughout the year. Circulation, program attendance, technology use, and outreach activity continued at robust levels, reflecting the library's role as both a physical destination and a digital access point. Based on year-end activity, the Library delivered an estimated \$13 million in direct service value in 2025. This reflects the return residents receive through access to materials, programs, technology, and welcoming public spaces, and underscores our commitment to responsible stewardship of public funds.

To guide long-term investment decisions, we conducted two community needs assessments in 2025, one in the northern portion of the county and one in the southern region. The input gathered directly informed the 2025–2030 Capital Improvement Plan, which the Board of Trustees formally adopted during the year.

Progress toward a new Harrisonville branch and administrative facility advanced significantly, including site due diligence, design development, and financing preparation. Bond financing was secured within the existing levy authority, without requiring any additional increase to the tax rate. The Drexel branch also underwent renovation to improve accessibility and functionality. To strengthen systemwide facility care, we hired a dedicated Facilities Coordinator focused on maintenance, safety, and long-term asset management.

Service enhancements continued as well. We expanded free notary services across all staffed locations, launched the Aspen search layer for the online catalog to improve discovery of materials and programs, and added a dedicated outreach vehicle to expand services beyond our buildings, including increased engagement with older adults.

Looking ahead, construction on the new Harrisonville branch and administrative facility is scheduled to break ground in 2026. We are also preparing for future growth in Raymore and will partner with Kansas City metropolitan library systems to promote our 2026 summer program, Read, Score, Roar!, celebrating the region's role in hosting World Cup matches. Staff will develop a new Strategic Plan in 2026 to guide services beginning in 2027.

None of this progress would be possible without the dedication of library staff, the Board of Trustees' responsiveness to staff planning and recommendations, and the continued trust of Cass County residents. Stewardship of the resources entrusted to us guides our work each day, ensuring that the library remains a strong and sustainable asset for the community.

With appreciation,

Robin Hudson, MLS
Cass County Public Library Director

STRATEGIC PLAN

GOAL #1: Provide quality library services to more residents throughout the community.

Objective A: Increase active cardholders by 10% by the end of 2026

2023	2024	2025
12,201	12,092	11,935

Objective B: Increase annual visitors by 10% by the end of 2026

2023	2024	2025
219,836	212,591	208,226

Objective C: Increase physical item circulation by 19,000 by the end of 2026

2023	2024	2025
458,130	465,516	433,580

Objective D: Increase digital item circulation by 30,000 by the end of 2026

2023	2024	2025
132,624	156,254	153,815

GOAL #2: Enhance the library's collection to best serve the county's growing population.

Objective A: Ensure the collection is representative of all members of the community

Objective B: Increase circulation of Exploration Library items to exceed 600

2023	2024	2025
264	508	368

STRATEGIC PLAN CONT.

Objective C: Increase digitization of Cass County Genealogy items

2023	2024	2025
280	289	716

GOAL #3: Increase program offerings to inform, educate, and enrich library visitors.

Objective A: Increase number of events by 10% by the end of 2026

2023	2024	2025
1,872	2,300	2,371

Objective B: Increase event attendance by 10% by the end of 2026

2023	2024	2025
31,021	35,671	42,294

Objective C: Prioritize community partnership for program development and execution in areas of career development, financial literacy, small business support, and health and wellness topics

GOAL #4: Create and maintain designated and welcoming library spaces throughout the county.

Objective A: Launch key facility upgrades and construction projects scheduled in the 2025-2026 Capital Improvement timeline

Objective B: Ensure all library branches are open an appropriate number of hours for each community

STRATEGIC PLAN CONT.

 **GOAL #5: Expand the library's reach beyond its physical buildings by offering enhanced outreach services to reach residents who may not be able to visit a branch.**

Objective A: Increase Outreach events and attendance by 15% by the end of 2026

2023	2024	2025
421	196	339

2023	2024	2025
4,266	3,223	5,156

Objective B: Increase Library by Mail patrons by 50% by the end of 2026

2023	2024	2025
39	28	43

Objective C: Establish at least 2 additional points of service throughout Cass County by the end of 2026

Objective D: Expand access to library services by enhancing mobile outreach with high-need resources, increasing support for underserved communities, and partnering with schools to provide student access to library resources

 **GOAL #6: Cass County Public Library will remain fiscally responsible.**

Objective A: The library will receive clean audits annually.

Objective B: The library will achieve and maintain an unrestricted/unassigned fund balance at fiscal year-end of not less than 20% of the previous fiscal year's expenditures.

CCPL FOUNDATION

The Cass County Public Library Foundation is an independent, nonprofit organization dedicated to working with Cass County Public Library in a partnership to enrich collections and programs.

To learn more about the Cass County Public Library Foundation:

- Call 816-380-4600
- Email foundation@casscolibrary.org



\$3,492.67

Amount Raised



USED BOOK SALE

The Cass County Public Library Foundation hosted a 3-day Used Book Sale event in October, where patrons had the opportunity to purchase popular books at a discounted price. The sale took place at the North Cass Shopping Center in Belton, and was well attended. All proceeds were collected to benefit CCPL branch activities and programming.



LIBRARY VISITS



60,636

Total Website Users

183,963

Total Website Views

208,226

In-Person Visits

131

Community Stops

LIBRARY CARDS



4,344

New Cards Issued

11,935

Active Users

BORROWING & LENDING

“

So convenient to have a
"well stocked" library
sooo close to home!
– **Survey Response**

”



40,887

Consortium Borrowing

12,013

Consortium Lending



“

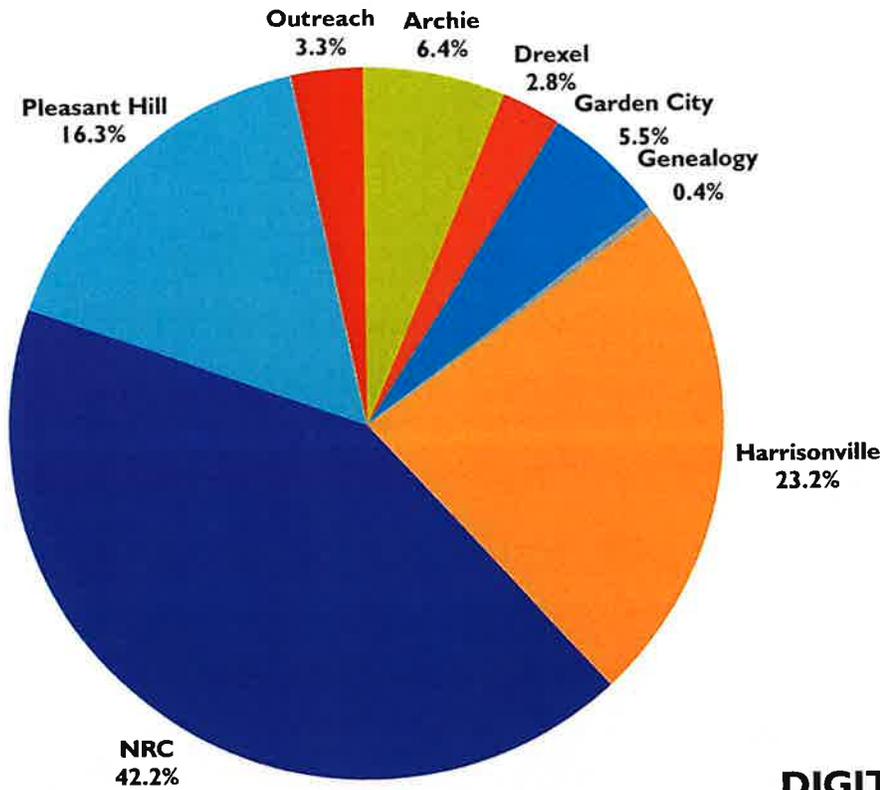
Excellent selection of
books within the system
and friendly, helpful
librarians.

– **Survey Response**

”

CIRCULATION

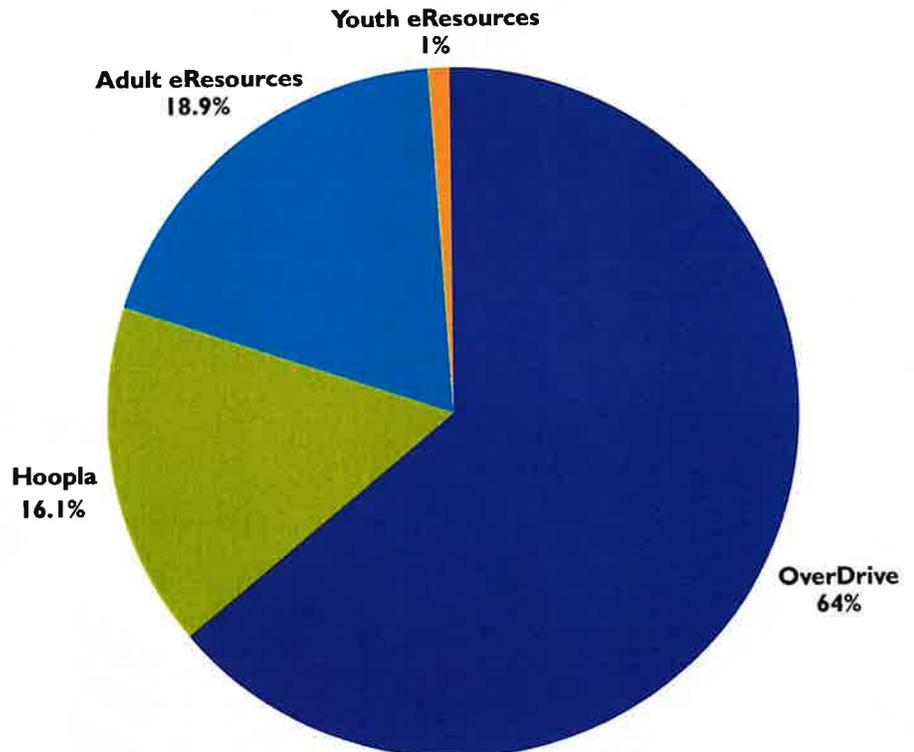
PHYSICAL CIRCULATION



433,580

Total Physical Circulation

DIGITAL CIRCULATION



153,815

Total Digital Circulation

EXPLORATION LIBRARY

250

Items

368

Total Checkouts



LIBRARY



The Exploration Library at CCPL offers a variety of things for patrons to check out and explore. The collection supports lifelong learning and creativity all while giving patrons the opportunity to explore interests and try new things.

816-380-4600 | casscolibrary.org



MEETING ROOMS

3,547

Meeting Room Reservations



“

The staff over the years have always been very friendly and helpful. I love my hometown library! I'm glad it's getting some new work done to the place. It's well deserved for everything the library does for the community!

– Trae R., Google Review

”

COMPUTER USAGE

14,358

Library Computer Usage

28,441

Total Computer Usage

14,083

Total WiFi Usage



816-380-4600 | casscolibrary.org

ON-SITE BRANCH EVENTS

6,584

Youth Events



37,351

Youth Attendance



2,537

Adult Events

6,862

Adult Attendance



OFF-SITE BRANCH EVENTS

76

Youth Events

3,285

Youth Attendance



“

They offer a good amount of book clubs and activities for kids, teens and seniors.

– Survey Response

”



41

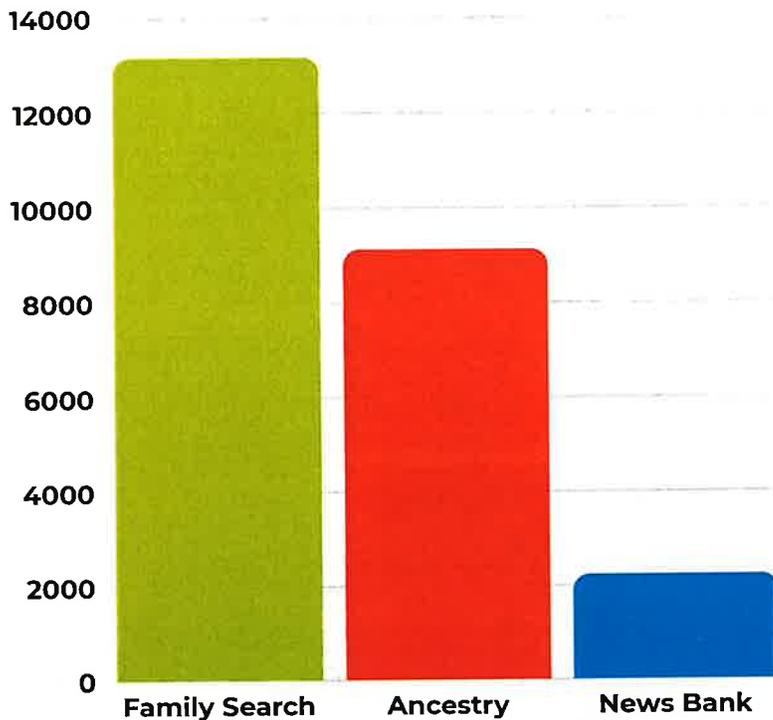
Adult Events

1,835

Adult Attendance

DATABASE USAGE

Top Adult Resources

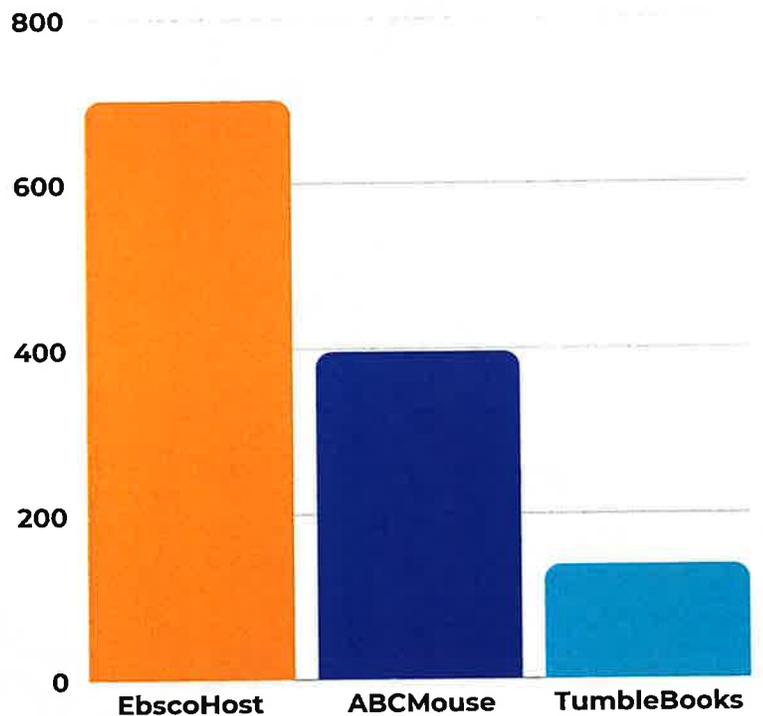


NEW RESOURCES ADDED IN 2025



30,558
Total Usage

Top Youth Resources



COLLECTIONS



9,151

Items Cataloged

2,449

Print Titles Added

1,487

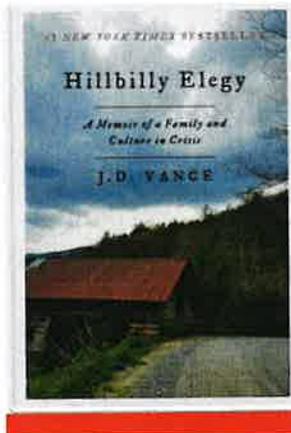
eMedia Titles Added

MOST CHECKED OUT TITLES

FICTION



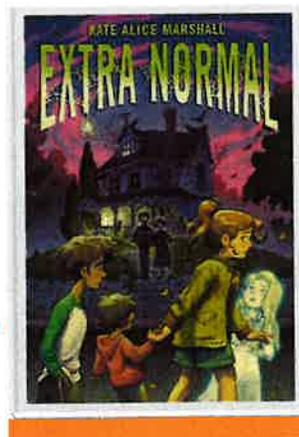
NON-FICTION



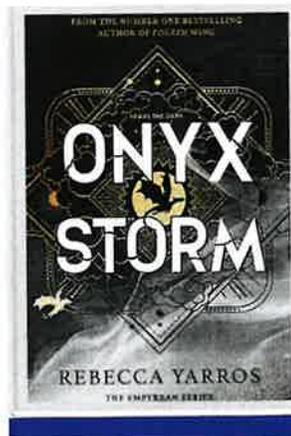
YOUNG ADULT



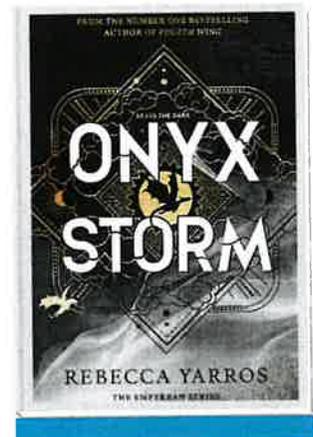
JUVENILE



EBOOK



AUDIO

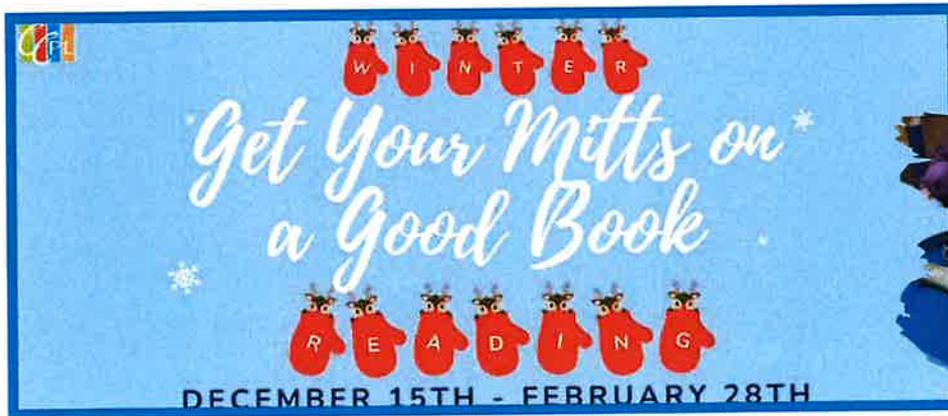


READING PROGRAMS

SUMMER LIBRARY PROGRAM



WINTER READING CHALLENGE



2,975

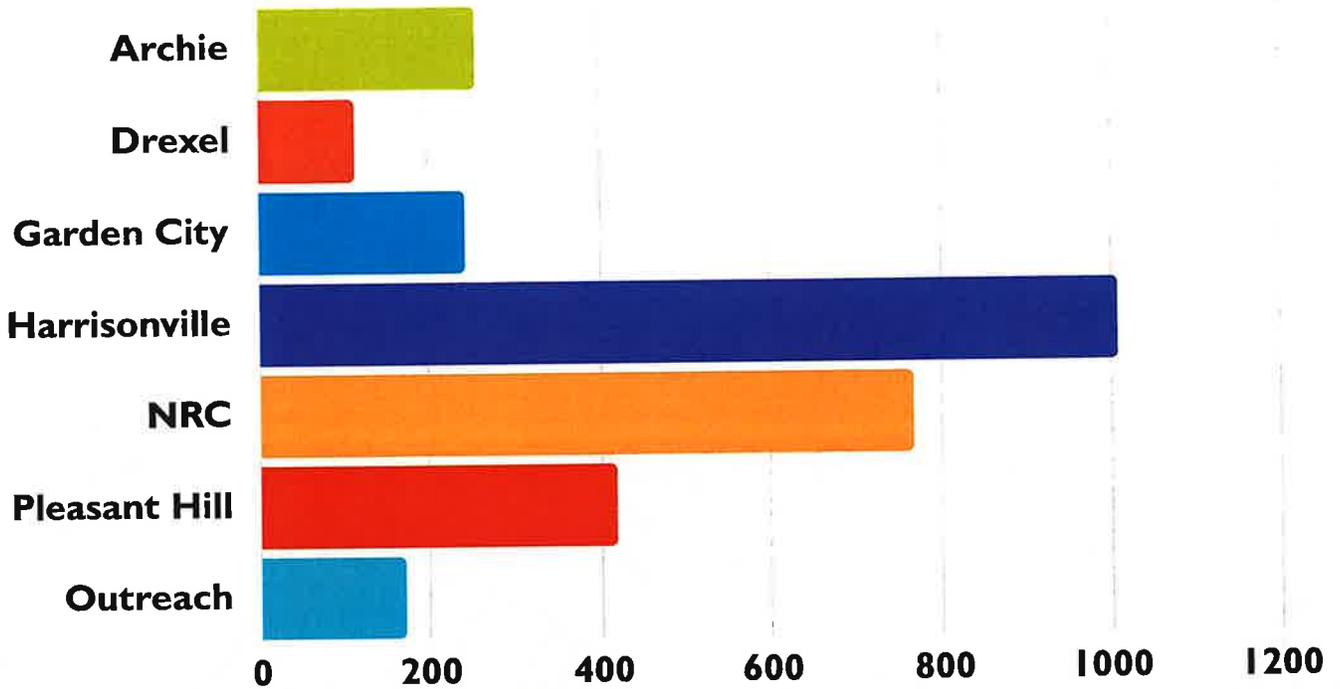
Total Signups Across All Reading Challenges

1,754

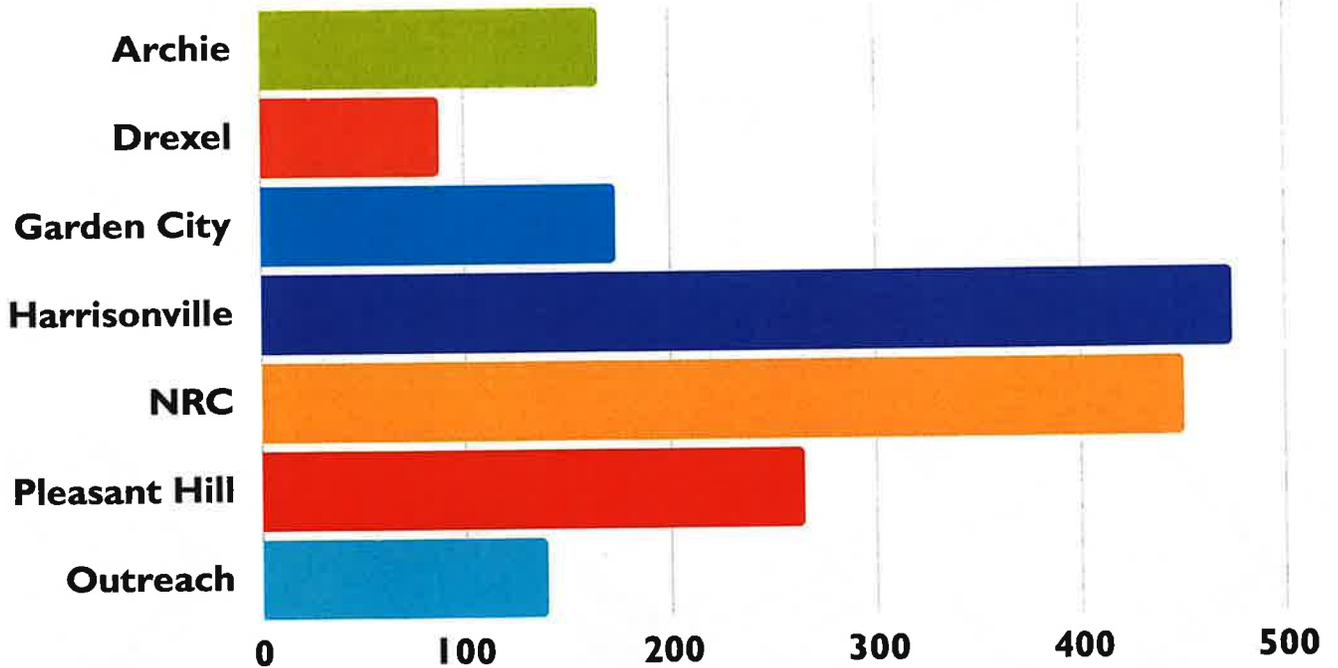
Total Completions Across All Reading Challenges

READING PROGRAMS CONT.

TOTAL SIGNUPS



TOTAL COMPLETIONS



I,000 BOOKS BEFORE KINDERGARTEN



1,000 Books Before Kindergarten is an ongoing program that encourages parents and caregivers to read with their children early and frequently. The program is based on research showing that the more books children ages 0-5 hear read aloud, the more prepared they will be to begin reading on their own.



LIBRARY BY MAIL

29

New Patrons

43

Total Patrons



“

I love my library, everyone is extremely helpful and friendly and when I order books, they arrive quickly, and I like the reminder messages I get to remind me to either renew or bring my books back.

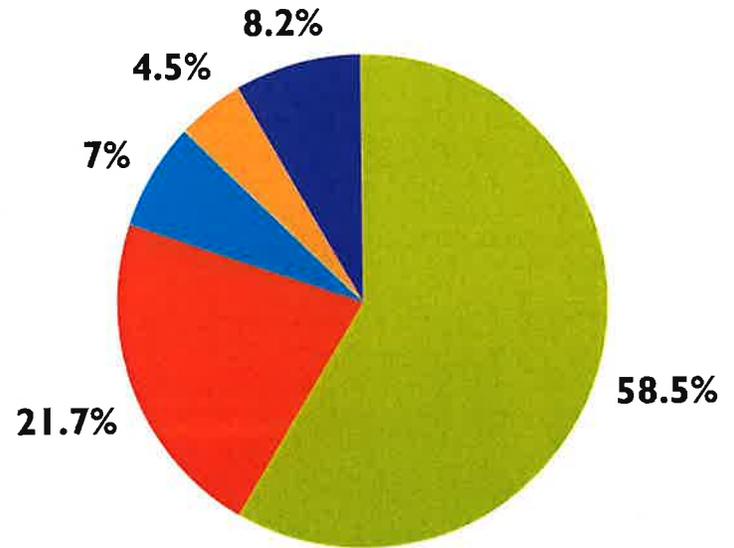
– Survey Response

”

FINANCIALS

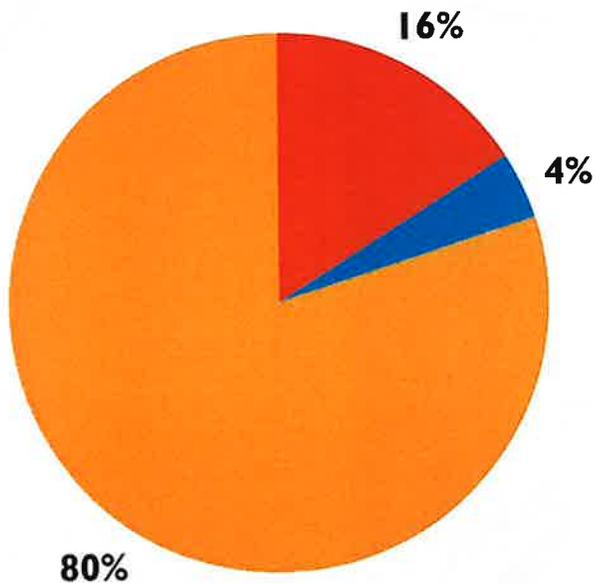
EXPENDITURES

PERSONNEL	\$3,469,700
OPERATIONS	\$1,287,100
MATERIALS	\$416,500
CAPITAL SERVICES	\$265,000
RESERVE FUNDS	\$487,767
TOTAL	\$5,926,067



REVENUE

TAX LEVY FUNDS	\$5,801,067
FEES & COPIER	\$20,000
EVERGY PILOT	\$5,000
INTEREST INCOME	\$100,000
TOTAL	\$5,926,067



**Most funding is sourced by local taxes*

COMMUNITY ENGAGEMENT

42

Marketing Emails Sent

79,298

Marketing Emails Opened

32,522

Social Media Reach

6,395

Social Media Engagements



NRC welcomed the Raymore-Peculiar High School choir to carol at the library during the holiday season.



Harrisonville staff attended the local vendor market.



Patrons had the chance to meet local comic book artists at NRC's Mini-Con.



Drexel staff participated in the annual Halloween parade, dressed in their best spooky costumes.

OUR TEAM



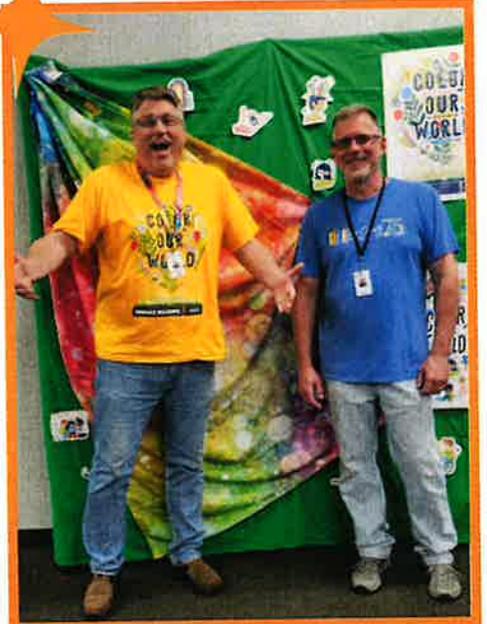
Harrisonville staff dressed up in spooky costumes for the annual Halloween parade.



CCPL Pleasant Hill was awarded Business of the Month by the PH Chamber of Commerce.



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



Scott and Rod celebrated at NRC's Summer Library Program Kick-Off Party.

YEAR IN REVIEW

2025



NEW PATRONS

4,344



VISITS

208,226



EVENT ATTENDANCE

42,294