

Revised 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>
April 15, 2026 @ 4:00 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

Approval of Minutes – Regular Meeting – March 18, 2026
Financial Reports – March 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. Harrisonville Rent Payment (Action Item)

NEW BUSINESS

2. 2026 Budget Amendment and Allocation of Settlement Funds (Action Item)
3. Policy Revisions (Action Item)
 - a. 102 Code of Conduct
 - b. 111 Lost and Found Items
 - c. 113 Postings
 - d. 114 Public Records and Retention

BRANCH ACTIVITY REPORT

Assistant Director's Updates

DIRECTOR'S REPORT

Director's Updates

TRUSTEES' REPORT

CCIC Report
CCPL Foundation Report
Trustees' Comments

RECESS TO EXECUTIVE SESSION

Real Estate – MO Rev. Stat. 610.021.2
Personnel Records – MO Rev. Stat. 610.021.13

ADJOURNMENT

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Harrisonville Branch - Meeting Room
March 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

Trustees roll call attendance taken:

Present: Becky Klein, Sherri Peters, Dennis Minich, Diana Larson, Dianne Hon
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg,
Business Manager Lori Schneider, HR Generalist Pat Peel
CCPL Attorney present: Lindsey Kolisch from Lauber Municipal

Pledge of Allegiance

Approval of Agenda

Becky Klein moved, seconded by Dianne Hon, to approve the revised meeting agenda as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Consent Agenda

Diana Larson moved, seconded by Dennis Minich, to approve the consent agenda, including the regular meeting minutes from February 18, 2026, the financial reports for February, and the revised March 2026 payables. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Public Comments

There were no public comments.

Unfinished Business

The Pleasant Hill Storywalk Asphalt Contractor bids were discussed. Dennis Minich moved, seconded by Diana Larson, to accept the bid from Asphalt/Tandem Paving Services for the Pleasant Hill Storywalk for \$35,859.98. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

New Business

A letter to the City of Harrisonville regarding permit fees was discussed. Dennis Minich moved, seconded by Sherri Peters, for Becky Klein to sign the letter and send it. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Todd Sweeney and Joe Dulle from Navigate Building Solutions presented information regarding planning and site analysis services for a potential Raymore Branch. Discussion followed. Becky Klein moved, seconded by Diana Larson, to proceed with planning and site analysis with Navigate Building Solutions for a potential Raymore Branch. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

The Harrisonville rent payment was discussed. Dennis Minich moved, seconded by Diana Larson, to pay \$11,000 for April 2026 rent for Harrisonville building to Cass County Historical Society. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Revisions for Operational policies were discussed.

Becky Klein moved, seconded by Sherri Peters, to approve policy revisions to Policy #108 Fees, #109 Gifts, #110 Library Closings, #115 Smoke-Free Environment, #119 Suspension of Privileges for Health Reasons. 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 two new hires and one transfer, and the current open positions of PT Library Assistant at Archie and Harrisonville.

Mr. Hallenberg updated the board about the planned celebration on April 7 for Archie's 5-year anniversary in the new location, along with the Winter Reading Challenge completion and the Kiwanis lunch he attended March 3.

Director's Report

Director Robin Hudson planned the new location groundbreaking, now scheduled for Wednesday, April 15, at 2:30pm. Director Hudson also provided an update on the Strategic Plan and pointed out the library's success in 2025, as seen in the 2025 Annual Report, which was included in board packets.

Trustees' Comments

Dennis Minich reported the CCIC would be meeting Thursday, March 19. The CCIC also met March 2, and a new board member was seated. Dennis also has current CCIC by-laws and financial statements.

Becky Klein reported the CCPL Foundation would be meeting again in April.

Recess to Executive Session

At 4:57pm, Becky Klein moved, seconded by Dennis Minich, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues. Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

At 5:22pm, Becky Klein moved, seconded by Dennis Minich, that the closed executive session end and regular session resume. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Actions from Executive Session

Becky Klein moved, seconded by Dennis Minich, to approve Executive Session Legal and Negotiated Contract Minutes from 2/18/26, and Special Meeting Executive Session Legal Minutes from 3/12/26. 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 5:23pm.

The next regular scheduled meeting will be held Wednesday, April 15, 2026 at 4:00pm.

Approved by the Board on _____

Secretary _____

Library Director _____

MARCH 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

March Circulation

Location	2026	Change	2025	2024	2023
Archie	2,621	17.3%	2,234	2,659	2,787
Drexel	1,187	11.1%	1,068	968	1,519
Garden City	1,708	-21.7%	2,182	2,136	2,933
Genealogy	107	23.0%	87	26	97
Harrisonville	7,412	-7.3%	7,992	8,803	10,626
Self-Checkout	134	131.0%	58	226	179
Northern Resource Center	15,602	2.5%	15,217	16,611	17,556
Self-Checkout	1,007	-19.5%	1,251	1,335	1,205
Pleasant Hill	5,760	1.3%	5,688	6,899	4,345
Self-Checkout	552	23.8%	446	535	342
Outreach Services	1,562	101.0%	777	1,369	1,044
Bookmobile	1,059	123.4%	474	1,187	870
Library by Mail	423	96.7%	215	182	174
Peculiar Express	80	-9.1%	88	0	
Physical Circulation Total	35,959	2.0%	35,245	39,471	40,907

OverDrive	8,828	6.7%	8,277	8,137	7,225
Hoopla	1,715	-17.4%	2,077	1,506	821
Adult eResources	3,954	45.6%	2,715	4,183	4,385
Youth eResources	884	1145.1%	71	295	268
Digital Circulation Total	15,381	17.1%	13,140	14,121	12,699

Total Circulation	51,340	6.1%	48,385	53,592	53,606
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March Patron Activity

Location	New Patrons	Active Patrons	Visits	Notary	Drive up	Study Room	Meeting Room
Archie	7	500	1,148	3	0		0
Outreach	8	285	679	1	0		
Drexel	4	226	839	0	0		
Garden City	12	414	1,209	6	0		
Genealogy	0	8	116	0	0		
Harrisonville	64	2,813	1,852	38	4	35	6
Northern Resource Center	163	6,142	7,852	13	0	212	22
Pleasant Hill	34	1,792	2,325	16	103	114	8
Library by Mail	2	42					
Total	294	12222	16020	77	107	361	36

March Miscellaneous

	Totals
Consortium Lending	1,168
Consortium Borrowing	5,072
Exploration Library	35
Family Search Scanned This Month	0
Family Search Scanned Total	718

March Kiosk

Usage	Totals
Returns	40
Individual Users	21

March Library Computer Usage

Location	2026	Change	2025	2024	2023
Archie	24	20.0%	20	22	17
Bookmobile	0		0	0	0
Drexel	44	100.0%	22	38	74
Garden City	42	-42.5%	73	28	41
Genealogy	14	-22.2%	18	17	29
Harrisonville	372	-19.8%	464	471	481
Northern Resource Center	640	4.2%	614	501	670
Pleasant Hill	187	1.1%	185	156	94
Total	1,323	-5.2%	1396	1,233	7.3%

March Library Wifi Usage

Location	2026	Change	2025	2024	2023
Archie	88	83.3%	48	71	86
Bookmobile	0		0	2	1
Drexel	64	255.6%	18	32	48
Garden City	103	12.0%	92	104	98
Harrisonville	626	41.0%	444	396	362
Northern Resource Center	857	150.6%	342	227	290
Pleasant Hill	551	152.8%	218	142	61
Total	2,289	97.0%	1162	974	135.0%

March Library Computer & Wifi Usage

Location	2026	Change	2025	2024	2023
Archie	112	64.7%	68	93	103
Bookmobile	0		0	2	1
Drexel	108	170.0%	40	70	122
Garden City	145	-12.1%	165	132	139
Genealogy	14	-22.2%	18	17	29
Harrisonville	475	-47.7%	908	698	771
Northern Resource Center	1,266	32.4%	956	897	1,032
Pleasant Hill	1,044	159.1%	403	383	384
Total	2997	11.2%	2695	2636	2636

March Events Totals

Location	Events	Attendance
Archie	16	73
Outreach	62	714
Drexel	16	157
Garden City	31	194
Genealogy	1	27
Harrisonville	59	1566
Northern Resource Center	40	645
Pleasant Hill	47	777
Total	272	4153

On-Site Programs	201
On-Site Attendance	3080
Off-Site Programs	71
Off-Site Attendance	1073
Take Home Kits	162

March Reading Challenges

Location	Signup	Completion
Archie	1	1
Outreach	23	22
Drexel	0	0
Garden City	2	3
Harrisonville	2	4
NRC	1	1
Pleasant Hill	1	2
Total	30	33

On-Site Literacy Programs	69
On-Site Literacy Attendance	1435
Off-Site Literacy Programs	9
Off-Site Literacy Attendance	156

Archie	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	5	13	0	0
Children's (Ages 5-12)	3	8	0	0
Teen	2	10	0	0
Adult	6	42	0	0
Senior (Ages 60+)	0	0	0	0
Total	16	73	0	0

Drexel	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	4	65	1	16
Children's (Ages 5-12)	4	56	0	0
Teen	4	5	0	0
Adult	3	15	0	0
Senior (Ages 60+)	0	0	0	0
Total	15	141	1	16

Garden City	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	16	122	0	0
Children's (Ages 5-12)	2	14	1	12
Teen	3	10	0	0
Adult	9	36	0	0
Senior (Ages 60+)	0	0	0	0
Total	30	182	1	12

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	1	27	0	0
Senior (Ages 60+)	0	0	0	0
Total	1	27	0	0

Harrisonville	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	17	515	0	0
Children's (Ages 5-12)	12	694	3	87
Teen	13	44	3	190
Adult	6	36	0	0
Senior (Ages 60+)	5	0	0	0
Total	53	1289	6	277

NRC	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	17	484	0	0
Children's (Ages 5-12)	3	56	0	0
Teen	9	20	0	0
Adult	8	61	0	0
Senior (Ages 60+)	3	24	0	0
Total	40	645	0	0

Pleasant Hill	On-Site Events	On-Site Attendance	Off-site Events	Off-Site Attendance
Early Literacy (Ages 0-5)	10	236	1	54
Children's (Ages 5-12)	6	130	0	0
Teen	6	33	0	0
Adult	19	203	0	0
Senior (Ages 60+)	5	121	0	0
Total	46	723	1	54

March Outreach Services

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	7	86
Children's (Ages 5-12)	15	113
Teen	8	94
Adult	10	128
Senior (Ages 60+)	6	86
Total	46	507

March Strategic Plan

Community Partnerships	17
Career Development	0
Financial Literacy	10
Small Business Support	1
Health & Wellness	1

Outreach Services	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	5	64
Teen	0	0
Adult	0	0
Senior (Ages 60+)	11	143
Total	16	207

MARCH 2026

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2026 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	6,122,161	86,858	5,300,359
Lost/Damaged Materials, Copies/Prints, Misc.	25,000	2,142	8,842
State Aid			
A & E Tax / Equaliz Funds			
LOCAL PILOTS & Taxes	20,000	26,620	34,756
Interest Income	\$225,000	22,097	57,292
CCHS Settlement		50,000	50,000
TOTAL	6,392,161	187,717	5,451,249

Current Assets as of 3/31/26

Community Bank - General Operating	\$7,913,482	<i>Includes Capital Funds</i>
Community Bank - Payables Acct	\$14,637	
Community Bank - Savings / Invest	\$1,490	
Community Bank - Payroll	\$330,039	
Community Bank - Endowment	\$19,649	
Commerce - Petty Cash	\$922	
Commerce - Donations	<u>\$19,701</u>	
Total	\$8,299,920	

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

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

Reserve Funds Notes

Our auditors recommend 6 months of operation expenses from undesignated funds as an operational reserve fund. For 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

March 2026

<u>CAPITAL FUNDS BALANCE 3/1/26</u>	\$3,093,828
3/18/26 Navigate	-\$3,930
3/18/26 Integrity Excavation	-\$11,250
3/18/26 Clark & Enersen	-\$14,814
MONTHLY TOTAL	-\$29,994
<u>CAPITAL FUNDS BALANCE 3/31/26</u>	\$3,063,834

HARRISONVILLE - NEW BUILDING PROJECT - LOCUST ST - Expense Detail as of 3/31/26

Rev. 4/7/26

EXPENSES

2025 Budget code #698.4 HARRISONVILLE BUILDING capital expense line

PD 1/15/25	CNA mtg - Creekmoor venue	\$400
PD 1/15/25	Navigate	\$7,620
PD 2/19/25	CNA mtgs - Cider House venue +food both mtgs	\$859
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 - balance \$ 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 - geotech report	\$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 - sign on prop	\$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 (note: check re-issued 2/2/26)	\$121,435
		Reimbursed 3/18/26 from BOKF - Total \$649,932.31

2025 TOTAL **\$2,649,982** used from Capital Funds

2026		
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	City of Hville - permit	\$103
PD 2/18/26	Integrity Excavation - construct ent & tree clearing	\$15,926
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 connect	\$104,680
		Sub-Total
PD 3/18/26	Integrity Excavation - tree clearing - bal due	\$11,250
PD 3/18/26	Navigate	\$3,930
PD 3/18/26	Clark & Enersen - architects	\$14,814
		Reimbursed 3/18/26 from BOKF - Total \$265,270.76

Budget code #698.4 HARRISONVILLE BUILDING capital expense line

2026 YTD TOTAL **\$295,264** used from Capital Funds

TOTAL Hville NEW Building EXPENSES (running) **\$2,945,246**



Account Statement - Transaction Summary

For the Month Ending **March 31, 2026**

Cass County Public Library - Investment Fund - 8500491

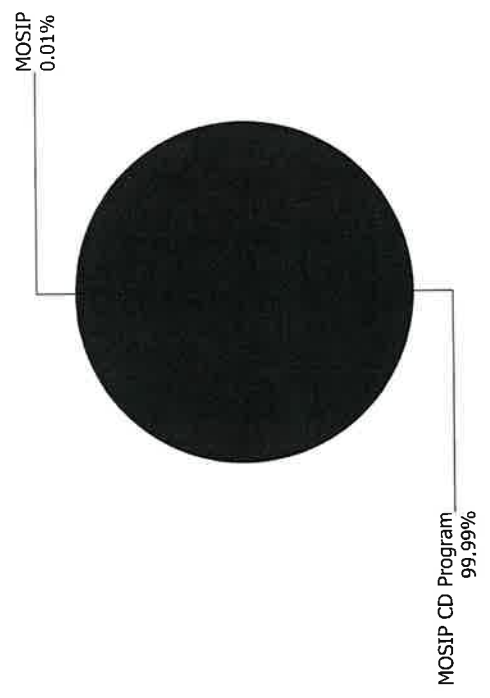
MOSIP	
Opening Market Value	67.03
Purchases	0.21
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$67.24
Cash Dividends and Income	0.21

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

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

Asset Summary		
MOSIP	March 31, 2026	February 28, 2026
	67.24	67.03
MOSIP CD Program	750,000.00	750,000.00
Total	\$750,067.24	\$750,067.03
Asset Allocation		





Investment Holdings

For the Month Ending March 31, 2026

Cass County Public Library - Investment Fund - 8500491

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
MOSIP CD Program							
10/30/25	10/30/25	CD - First State Bank Of Dequeen, AR ✖	10/30/26	4.05	200,000.00	3,395.34	208,100.00
10/30/25	10/30/25	CD - Gbank, NV ✖	10/30/26	4.10	200,000.00	3,437.26	208,200.00
10/30/25	10/30/25	CD - First Guaranty Bank, LA Endowment Funds	10/30/26	3.95	150,000.00	2,483.63	155,925.00
10/30/25	10/30/25	CD - Financial Federal Savings Bank, TN ✖	10/30/26	4.00	200,000.00	3,353.42	208,000.00
Total					\$750,000.00	\$12,669.65	\$780,225.00

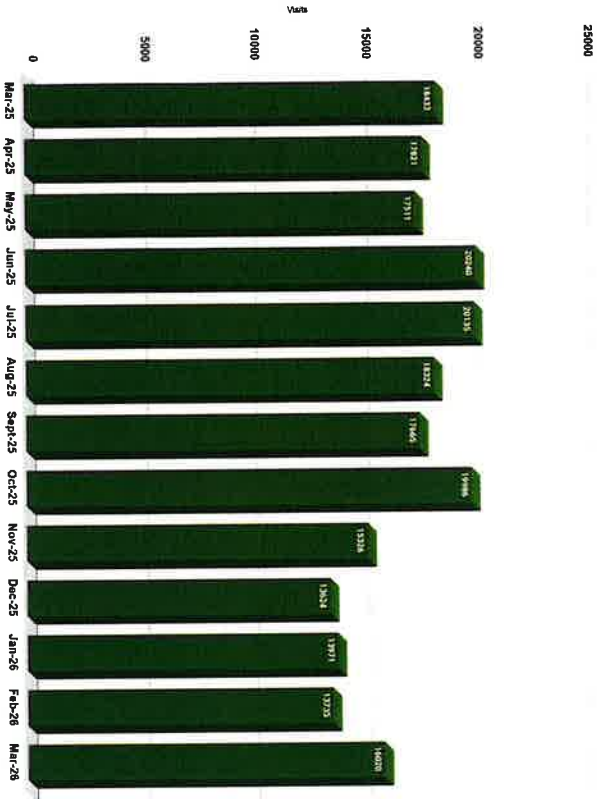
✖ Reserve Funds \$600,000

MARCH 2026

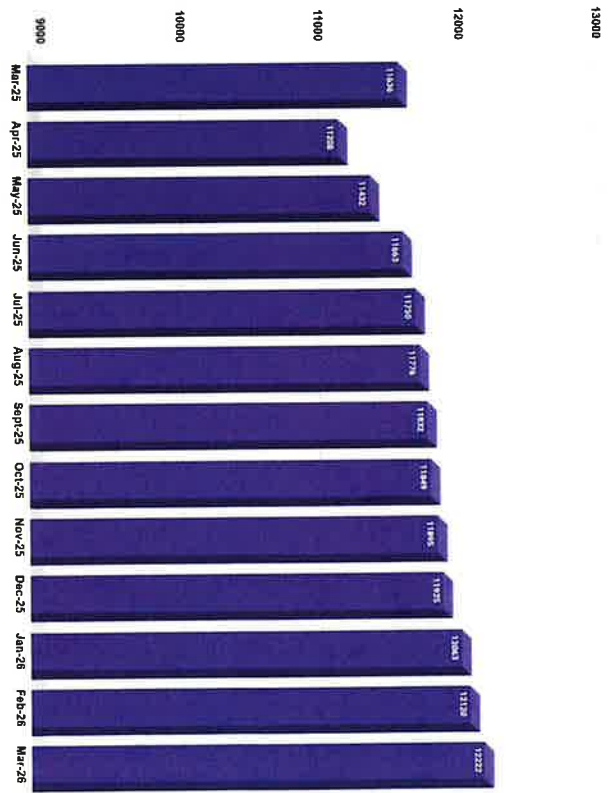
CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2026	CURRENT		BUDGET	% BUDGET
	BUDGET	MONTH	YEAR-TO-DATE	BALANCE	USED
PERSONNEL					
601 SALARIES	2,683,524	178,117	530,852	2,152,672	20%
602 SOCIAL SECURITY	166,300	11,076	33,021	133,279	20%
603 HEALTH INSURANCE	387,900	24,382	74,049	313,851	19%
604 LIFE/DISABILITY INS.	15,900	1,314	3,574	12,326	22%
607 LAGERS	400,900	26,672	91,113	309,787	23%
608 MEDICARE	38,900	2,590	7,723	31,177	20%
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	\$244,151	\$740,827	\$2,959,597	20%
OPERATIONS					
640 RENT	387,000	30,173	87,315	299,685	23%
641 UTILITIES	90,100	6,408	19,056	71,044	21%
642 BUILDING MAINT.	155,000	6,529	20,204	134,796	13%
643 SUPPLIES	76,000	3,166	10,808	65,192	14%
645 ACTIVITIES	51,600	1,521	5,459	46,141	11%
646 POSTAGE / DOC. DELIV.	3,400	164	466	2,934	14%
649 EQUIPMENT RENTAL	29,700	1,613	5,787	23,913	19%
650 VEHICLE OPERATION	44,000	741	8,644	35,356	20%
651.1 TRAVEL & DUES	13,400	941	4,085	9,315	30%
651.2 PROFESSIONAL DEVELOP	43,000	495	4,351	38,649	10%
652 INSURANCE	69,500	5479	16,413	53,087	24%
653 MARKETING & PROMO	22,000	20	55	21,945	0%
660 PROFESSIONAL SVCS	109,400	3,148	13,934	95,466	13%
667 AUTOMATION SUPPORT	124,500	337	31,788	92,712	26%
697 TECHNOLOGY	67,000	190	60,311	6,689	90%
TOTAL - OPERATIONS	\$1,285,600	\$60,925	\$288,676	\$996,924	22%
MATERIALS					
670 / 671 - BOOKS / E-MATERIALS	370,000	25,392	66,072	303,928	18%
672 PERIODICALS	6,200	0	0	6,200	0%
673 MEDIA (AV)	20,000	681	1,986	18,014	10%
677 ELECTRONIC RESOURCES	35,500	0	24,355	11,145	69%
TOTAL - MATERIALS	\$431,700	\$26,073	\$92,413	\$339,287	21%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	80,000	2,273	5,380	74,620	7%
698 BRANCH IMPROVEMENTS	50,000	2,380	4,793	45,207	10%
702 CAPITAL IMPROVEMENTS	75,000		1,744	73,256	2%
710 DEBT SERVICE	466,281	307,903	307,903	158,378	66%
TOTAL - CAPITAL SERVICES	\$671,281	\$312,556	\$319,820	\$351,461	48%
<i>SUB TOTAL w/o Reserves</i>	<i>\$6,089,005</i>	<i>\$643,705</i>	<i>\$1,441,736</i>	<i>\$4,647,269</i>	<i>24%</i>
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	\$643,705	\$1,441,736	\$4,950,425	23%

Branch Visits Last 12 Months



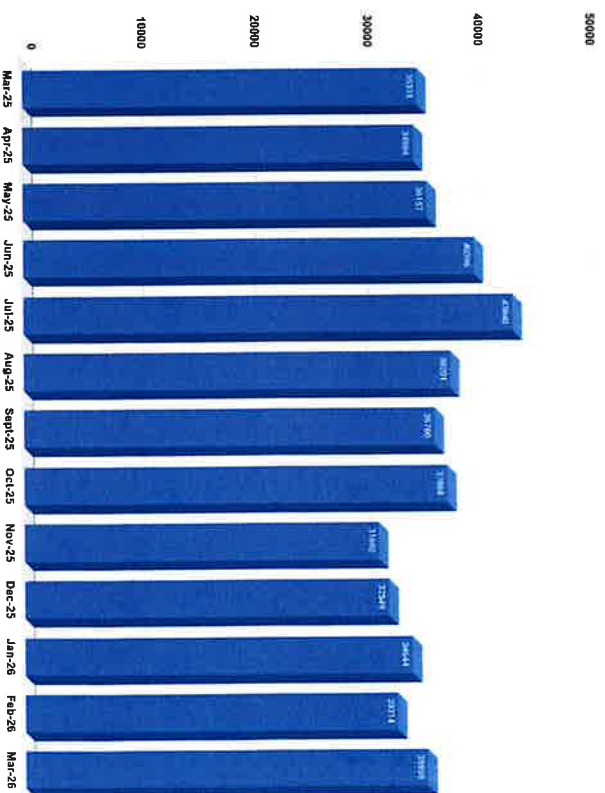
Active Patrons Last 12 Months



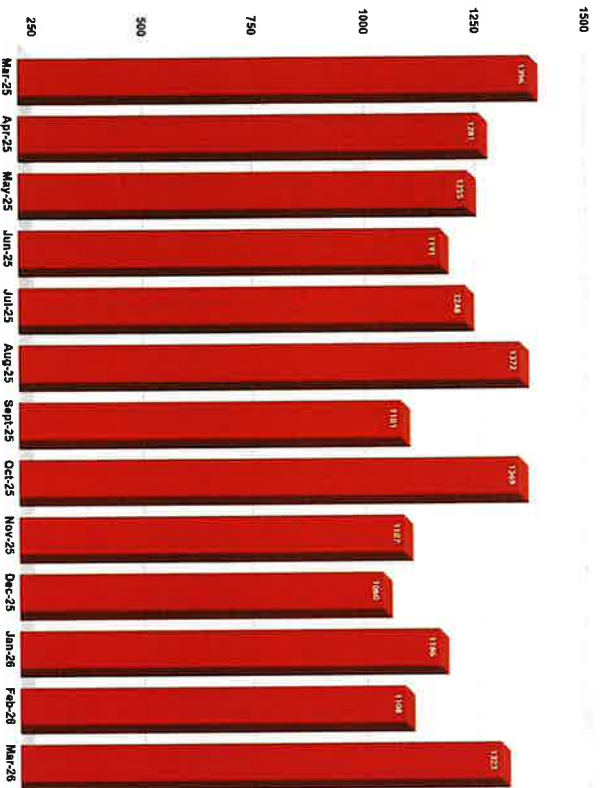
Digital Circulation Last 12 Months



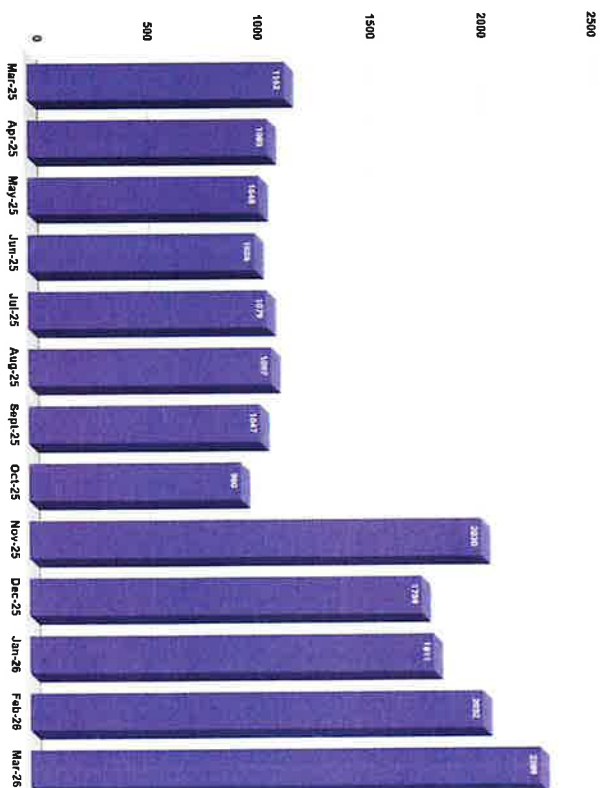
Physical Circulation Last 12 Months



Computer Usage Last 12 Months

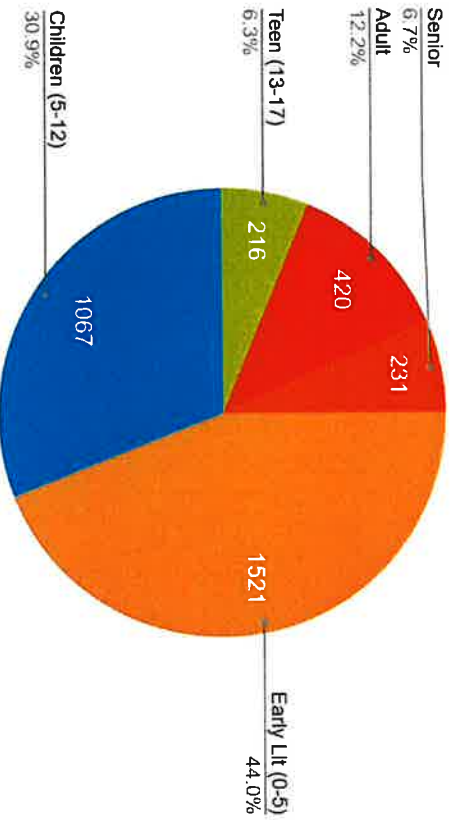


WiFi Usage Last 12 Months



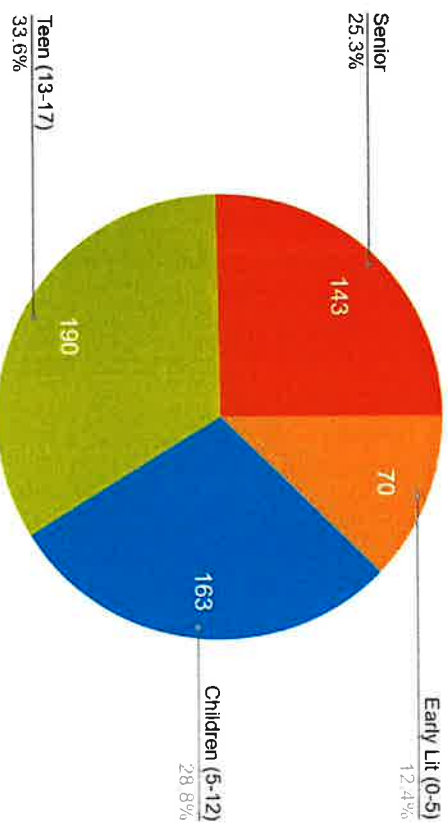
On-Site Program Attendance - March 2026

March Total - 3455



Off-Site Program Attendance - March 2026

March Total - 566



APRIL 2026

PAYMENTS FOR BOARD APPROVAL

Payables Account - Expenses

\$284,351.68 *

Payables Account - Utilities

\$4,127.51 *

Donations Account

\$450.00

Endowment Funds Account

\$695.00

** Funds will be transferred from General Operating
account*

Cass Co Public Library

141 PAYABLES ACCOUNT Ending Balance: -\$273,841.93

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/15/2026		Expense	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$122.00	
04/15/2026		Expense	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$567.85	
04/15/2026		Expense	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$367.75	
04/15/2026		Expense	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copiers lease	\$1,613.43	
04/15/2026		Expense	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA BLDG PROJ	\$15,969.50	
04/15/2026		Expense	DEMCO	-Split-	supplies	\$405.51	
04/15/2026		Expense	FUELMAN	-Split-	fleet fuel	\$1,094.40	
04/15/2026		Expense	INGRAM LIBRARY SERVICES	-Split-	materials	\$19,020.32	
04/15/2026		Expense	LIGHTBOX LEARNING INC.	645.5 ACTIVITIES:YOUTH SERVICES	from Grant	\$4,400.00	
04/15/2026		Expense	LUCET	609 Employee Assistance Program	qtrly fee	\$495.51	
04/15/2026		Expense	Max Electric, Inc.	642.4 BLDG MAINTENANCE:MISC	bldg maint	\$315.00	
04/15/2026		Expense	MIDWEST SUPPLY	643.22 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES:Facilities Supplies	bldg supplies	\$52.53	
04/15/2026		Expense	MIDWEST TAPE	673.1 MEDIA (AV):VIDEOS	materials	\$394.50	
04/15/2026		Expense	OFFICE PRIDE CLEANING	642.51 BLDG MAINTENANCE:CLEANING SERVICE:Building Cleaning	cleaning svcs	\$5,365.00	
04/15/2026		Expense	NAVIGATE Building Solutions	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA project	\$13,251.00	
04/15/2026		Expense	OVERDRIVE	-Split-	materials	\$12,431.67	
04/15/2026		Expense	QUILL CORP	-Split-	supplies	\$956.02	
04/15/2026		Expense	SPRINGSHARE LLC	667 AUTOMATION SUPPORT	LibCal annual renewal	\$2,768.00	
04/15/2026		Expense	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	materials recovery	\$154.50	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/15/2026		Expense	WORLD BOOK SCHOOL AND LIBRARY	645.5 ACTIVITIES:YOUTH SERVICES	from Grant	\$2,327.90	
04/15/2026		Expense	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$11,328.52	
04/15/2026		Expense	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	legal service	\$3,248.43	
04/15/2026		Expense	AG CITY HOLDING COMPANY, LLC	-Split-	AR - Apr '26 rent	\$1,608.62	
04/15/2026		Expense	SHANA COOPER	640.2 RENT:Drexel	DR - Apr '26 rent	\$1,003.85	
04/15/2026		Expense	SHANNON O. LESLIE	640.3 RENT:Garden City	GC - Apr '26 rent	\$950.00	
04/15/2026		Expense	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC - Apr '26 rent	\$15,910.97	
04/15/2026		Expense	CROSSLAND CONSTRUCTION COMPANY, INC.	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA proj Gen Contractor	\$128,393.45	
04/15/2026	To Print	Check	TANDEM PAVING CO.	698.9 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:CAPITAL PROJECTS from DONATIONS	PH StWalk - asphalt	\$35,859.98	
04/15/2026	To Print	Check	Bowling Green Public Library	670.1 BOOKS:ADULT	materials	\$15.00	
04/15/2026	To Print	Check	UNION STATION KC, INC.	645.5 ACTIVITIES:YOUTH SERVICES	SLP performances	\$1,980.00	
04/15/2026	To Print	Check	AMANDA HALL	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$55.39	
04/15/2026	To Print	Check	IAN ONDERA	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$88.52	
04/15/2026	To Print	Check	JANA RIGGS	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$152.98	
04/15/2026	To Print	Check	KASEY GILBERT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$82.65	
04/15/2026	To Print	Check	LAURA LONG	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$58.71	

Cass Co Public Library

Utilities

141 PAYABLES ACCOUNT Ending Balance: -\$273,841.93

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
04/01/2026	995417	Expense	GFL ENVIRONMENTAL	641.59 UTILITY ACCT:TRASH - Annex 2024-	Annex trash	\$111.30
04/01/2026	995418	Expense	EVERGY	641.22 UTILITY ACCT:ELECTRIC-DR	DR elect	\$48.68
04/01/2026	995419	Expense	EVERGY	641.29 UTILITY ACCT:ELECTRIC - NRC (N Cass 2016-)	GC elect	\$570.34
04/01/2026	995420	Expense	GFL ENVIRONMENTAL	641.50 UTILITY ACCT:TRASH - BELTON / NRC	NRC trash	\$100.50
04/01/2026	995421	Expense	Countywide Disposal Company	641.80 UTILITY ACCT:TRASH - PHILL	DR trash	\$88.20
04/01/2026	995422	Expense	EVERGY	641.26 UTILITY ACCT:ELECTRIC - PH (own 2022-)	PH elect	\$576.89
04/01/2026	995423	Expense	360 Document Solutions Comp	641.90 UTILITY ACCT:Phone System ALL locations	phone system	\$1,224.95
04/01/2026	995424	Expense	SHRED-IT	641.92 UTILITY ACCT:Shredding Service	HA & NRC	\$279.44
04/01/2026	995425	Expense	SPIRE	641.39 UTILITY ACCT:GAS - Annex 2024-	gas	\$135.70
04/01/2026	995426	Expense	SPIRE	641.32 UTILITY ACCT:GAS-DR	gas	\$151.57
04/01/2026	995427	Expense	SPIRE	641.33 UTILITY ACCT:GAS-GC	gas	\$80.80
04/01/2026	995428	Expense	SPIRE	641.38 UTILITY ACCT:GAS - NRC (N Cass 2016-)	gas	\$377.27
04/08/2026	995429	Expense	DREXEL PUBLIC WORKS	641.42 UTILITY ACCT:WATER/SEWER-DR	DR water/sewer	\$62.25
04/08/2026	995430	Expense	CITY OF PLEASANT HILL	641.47 UTILITY ACCT:WATER/SEWER - PH (own 2022-)	PH water/sewer	\$83.85
04/08/2026	995431	Expense	SPIRE	641.36 UTILITY ACCT:GAS - PH (own 2022-)	gas	<u>\$235.77</u>

TOTAL = \$ 4,127.51

Cass Co Public Library

DONATIONS

**108 DONATIONS ACCT - COMMERCE Ending Balance:
\$19,251.18**

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/15/2026	To Print	Check	RHONDA COULTER	644.26 PROGRAMMING FROM DONATIONS:NRC - FROM DONATIONS	NRC	\$450.00	
						<u> </u>	
						TOTAL =	\$ 450.00

Cass Co Public Library

Genealogy

**137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance:
\$18,954.28**

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
04/15/2026	To Print	Check	MISSOURI DOCUMENT SOLUTIONS	849 EQUIP REP/MAINT ENDOWMENT	annual maint microfilm reader	\$695.00
						<u> </u>
						TOTAL = \$ 695.00

Harrisonville Rent Payment (Action Item)

The library has entered into a lease agreement with the Cass County Historical Society for the Harrisonville branch location at 400 E. Mechanic. Under the terms of the lease, monthly rent is calculated based on the library's proportional share of the building's actual operational expenses.

At the March meeting, detailed expense information was not yet fully compiled due to the timing of the lease transition. As a result, the Board approved April rent at the not-to-exceed amount of \$11,000, as outlined in the lease, to allow time for additional information to be gathered and reviewed.

Updated expense information has since been provided for Board review. The Board is asked to review the available information and provide direction on the rent amount to be paid for May, and, if appropriate, establish a monthly rent amount moving forward.

2026 Budget Amendment and Allocation of Settlement Funds (Action Item)

As part of a recently concluded legal settlement, the library has received \$50,000. With the conclusion of the case, the anticipated need for expenditures in the Professional Services budget line has also decreased, as that line was originally budgeted to cover potential litigation costs.

Based on this, a budget amendment is proposed with two components.

First, allocate the \$50,000 in settlement funds to the Reserve for Debt Service budget line. While the funds are not directly tied to the Harrisonville construction project, they are related to the Harrisonville location, and allocating them to the Reserve for Debt Service aligns with the Board's broader investment in that facility and long-term financing strategy. If approved, total funds in that reserve would be approximately \$130,000. These funds could be placed in a MOSIP investment CD, consistent with how we are managing other reserves, to earn interest and support long-term debt reduction.

Second, reallocate \$25,000 from the Professional Services budget line to the Activities budget line. Based on a review of typical legal expenses for ongoing operational needs, this amount can be reallocated while still maintaining adequate funding for routine legal, audit, and advisory services. This adjustment would allow for expanded investment in programming and events, including additional support for branch-level programming, outreach efforts, and systemwide initiatives.

The Board is asked to consider and approve these budget amendments.

Policy Revisions (Action Item)

The policy updates presented for review and approval this month continue our review of operational policies. Where appropriate, policies have been reviewed by legal counsel, language has been updated for clarity and accuracy, and cross-references have been aligned to ensure consistency with other updated policies.

April 2026 Board Packet Notes

- Policy 102 – Code of Conduct: Clarifies expectations, improves enforcement structure, and aligns language with current best practices without changing standards or authority.
- Policy 111 – Lost and Found Items: Simplifies language, clarifies handling timelines and procedures, and improves consistency in how items are managed.
- Policy 113 – Community Postings: Clarifies posting locations, timeframes, and approval process, and aligns political signage language with applicable law.
- Policy 114 – Public Records & Retention: Updates references to the Missouri Sunshine Law, simplifies retention language, and aligns fee structure with statutory requirements.

Initial Expense Summary Provided by CCHS

City of Harrisonville	27000
Spire	5250
Internet for security	950
Insurance	31000
Custodial Supplies	8000
Yard	8000
General	15090
Contractor Services	19284
Professional Fees	13500
Miscellaneous	200
Wages	11000
Payroll Taxes	880
General Repairs	<u>10000</u>
	150154

$150154 * 88.5\% =$	132886.3
$132886.30 / 12 =$	11,075

The following reflects currently available operating expense information provided by the Cass County Historical Society, including category totals and associated vendor costs used to calculate the library's proportional share of rent.

General and General Repairs (Included Vendors) – \$25,521

- Xterminators (Pest Control)
- UniFirst (Commercial Mats)
- Boshaw's (Lawn Care and Snow Removal)
- C & C Group
- Cintas Fire (Alarm & Sprinkler Service)
- Letcher's ECI (Hydraulic Door System)
- MEI Elevator (Elevator Service)
- Baker Fire (Fire Extinguishers)
- Comfort Solutions (HVAC)
- Four Season Electric
- Consolidated Trash

Contractor Services – \$19,284

- ServiceMaster (Cleaning Services)

Payroll & Wages – \$11,200

- Maintenance Staff

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

Cass County Public Library is ~~charged with~~ committed to providing a welcoming, safe, quiet, and respectful pleasant place environment for every patron and staff member. ~~Everyone has the right to use the building undisturbed, and every staff member has the right to work without undue interference.~~ CCPL Patrons and staff members should be free of any from threats of harm, invasion of property, or gross indignity conduct that materially disrupts library services.

The CCPL Board has adopted the following policy so that CCPL may provide an atmosphere conducive to appropriate use of the facilities. Libraries are for everyone's enjoyment.

~~Any conduct that disrupts the use of Cass County Public Library's facilities, collections, and services or is defined as unacceptable is not allowed. Any other conduct that violates Federal, State or local law, ordinance, regulation, or Cass County Public Library policy is not allowed.~~

To support this environment, all individuals are expected to use library spaces, services, and resources in a manner that respects others and does not interfere with library operations.

Examples of unacceptable conduct include, but are not limited to:

The following behaviors are not permitted:

- ~~Offensive, threatening, harassing, or abusive behavior, language, or gestures.~~ Behavior, language, or gestures that are threatening, harassing, or abusive and that materially interfere with library operations or another person's use of the library.
- ~~Loud or disruptive conversations, including those on cell phones that interfere with others' use of the library.~~
- Damaging, defacing, or misusing library materials, equipment, or facilities.
- Smoking, tobacco use, or e-cigarette use in the library or within 25 feet of building entrances.
- Sleeping and/or dozing, and the misuseing, or rearranging of library furniture that interferes with others' use of library space.
- Possessing, consuming, or being under the influence of alcohol, or illegal drugs or controlled substances, on library property.
- ~~Food and beverages not consumed responsibly while seated at a table or in a booth. Eating/drinking is discouraged near library computer equipment.~~ Consuming food or beverages in a manner that damages materials or equipment or disrupts others' use of the library.
- ~~Inappropriate attire:~~ Shirts and shoes must be worn inside the library.

Commented [Hr1]: The proposed revisions to Policy 102 do not expand the Library's authority or create new behavioral standards. The updates clarify enforcement structure, improve legal defensibility, and align the policy with current best practices for public libraries. These revisions improve clarity, consistency, and tone while maintaining the Library's existing expectations and enforcement practices. The updates align the policy with current best practices and ensure it is easy to apply consistently across all locations.

Commented [Hr2]: Overall Impact

- No new prohibited behaviors added
- No reduction in authority to remove disruptive patrons
- No relaxation of standards
- Greater clarity in enforcement structure
- Improved legal defensibility
- Increased consistency across branches

The revisions reflect preventative risk management and align the Code of Conduct with current public library best practices.

Commented [Hr3]: Behavior, language, or gestures that are threatening, harassing, or abusive and that materially interfere with library operations or another person's use of the library are not permitted.

9. Personal hygiene that disrupts others from using library facilities, collections, or services.
10. Misusing library restrooms (e.g. bathing, washing/drying of clothes or utensils, meal or food preparation).
11. Remaining in the library after closing hours. (See Unattended Children Policy regarding children in the library after closing hours).
12. ~~Loitering, or panhandling, or soliciting patrons on library property in a manner that disrupts library use, interferes with access, or involves approaching or following patrons is not permitted. Soliciting patrons to sign petitions or giving patrons information, unless at least 25 feet away from CCPL entrances. Solicitors may not approach patrons, but may display signs on their own cars or tables and make themselves available for inquiry outside the 25-foot limit.~~ ~~Solicitation and distribution of materials on library property are not permitted without prior written authorization from Library Administration. Such activities are not permitted in public areas of the library or within 25 feet of library entrances and exits.~~
13. Solicitation and distribution of materials on library property are not permitted without prior written authorization from Library Administration. Such activities are not permitted in public areas of the library or within 25 feet of library entrances and exits.
14. Playing audio equipment without headphones or ~~so loud~~ at a volume that it disrupts others.
15. Bringing animals, except for ~~guide dogs and other~~ service animals as defined by the Americans with Disabilities Act (ADA), into the library.
16. Using skateboards, roller skates, and other sports equipment in a manner that ~~creates a safety hazard~~ on library property. They may be brought into the library while the owner is looking for materials. Bicycles are not allowed in the library or entrance areas and must be parked in designated areas outside the library.
17. Obstructing library entrances, exits, aisles, program areas, sidewalks, stairways, or railings in any manner, which impedes or restricts public access or presents a safety hazard.
18. ~~More than 2 individuals at one computer at the same time, or any other unauthorized computer use.~~ Unauthorized use of library computers, including more than two individuals using a single workstation at one time. (See the Acceptable Use of Electronic Resources Policy).

Commented [Hr4]: The solicitation section was revised to align with Policy 526 regarding solicitation and distribution on Library property. The updated language ensures consistency across policies by clarifying that solicitation activities require prior administrative authorization and are not permitted in public areas or within 25 feet of entrances. These revisions improve clarity and consistency without changing current practice.

Patrons are not allowed to enter staff-only areas without permission. These areas include, but are not limited to, any staff work area, including the workroom, behind service desks, staff break room, and mechanical areas of the building.

~~Personal possessions belongings should not be left unattended in the library, or at public service points for safekeeping. The library is unable to guarantee the security of such items. The Library is not responsible for lost or stolen items.~~

Commented [Hr5]: The language regarding personal belongings was revised to improve clarity and remove unnecessary wording. The updated statement more clearly communicates expectations to patrons and simplifies the message while maintaining the Library's existing practice that it is not responsible for unattended items.

~~Failure to comply with CCPL's Code of Conduct may result in permanent expulsion from the property and/or in arrest and prosecution.~~

Enforcement

Library staff are authorized to address violations of this policy. Depending on the severity or frequency of the behavior, enforcement actions may include:

- Verbal warning
- Request to modify behavior
- Removal from the building for the remainder of the day
- Temporary suspension of library privileges
- Longer-term exclusion from library property

Serious violations may result in immediate removal, involvement of law enforcement, and/or arrest and prosecution as permitted by law.

The Library Director or designee has the authority to determine the appropriate level and duration of suspension or exclusion.

Appeal

A patron who has been suspended or excluded from library property may submit a written request for review to the Library Director within a reasonable period of time.

~~If a child's behavior violates the Code of Conduct, staff may ask the child to leave. Before the child can return to the library, the branch manager or branch children's specialist, after consulting with library administration, may develop an action plan for the child and family.~~

See Policy 117: Unattended Children & Vulnerable Adults for additional guidance regarding minors.

Commented [Hr6]: Added a graduated enforcement section outlining possible responses to violations (warning, removal for the day, temporary suspension, longer-term exclusion).

The prior version referenced permanent expulsion and arrest but did not outline intermediate enforcement steps. The updated language:

- Provides proportional response options
- Improves consistency across branches
- Reduces risk of arbitrary enforcement claims
- Reflects current operational practice

This is a clarification of process, not an expansion of authority.

Commented [Hr7]: Added language specifying that the Library Director or designee determines the level and duration of suspension or exclusion.

This ensures consistent application across branches and confirms administrative oversight for significant disciplinary actions.

Commented [Hr8]: Added a clear pathway for patrons to request review of a suspension or exclusion.

This enhances transparency and procedural fairness. Providing a review mechanism strengthens the Library's position if enforcement decisions are challenged.

Commented [Hr9]: The Minors section was removed from the Code of Conduct to eliminate duplication and ensure consistency with Policy 117 (Unattended Children & Vulnerable Adults), which more fully addresses supervision, safety, and staff response procedures.

This change clarifies the purpose of each policy and ensures that expectations related to minors are addressed in a single, comprehensive policy.

Approved April 20, 2022

Cass County Public Library is not responsible for personal items left in the library by patrons.

When an item is left in the library by a patron, a reasonable attempt will be made to return the lost item to its owner.

~~In most cases, items that are lost and found in the library or turned into library personnel by the public are~~ Lost and found items may be held for up to a ~~ninety (90)~~ thirty (30) days. ~~period. If items that are not claimed in a timely manner, within that time may be they are disposed of by being discarded, turned over to the Police Department, or donated, or turned over to the appropriate authority to charity, as appropriate.~~

Hazardous ~~personal care, and~~ perishable items, and items that pose a health or safety risk, ~~Including those containing mold or bugs,~~ are discarded immediately.

Items of obvious value, including (but not limited to) , wallets, cell phones, jewelry, cash, and credit cards, are held in a secure location. ~~Financial items such as cash or credit cards may be transferred to the appropriate authority when necessary.~~

~~If the owner of the item can be determined identified,~~ staff will ~~make a reasonable effort attempt~~ to contact the owner ~~in a timely manner. Staff will make a reasonable effort to help identify the owner of the property.~~

~~If the owner of a Lost and Found item visits the library and satisfactorily identifies the item, the item will be returned to its owner.~~ Items will be returned to individuals who satisfactorily identify the property.

Commented [PP1]: The policy was revised to simplify the language and improve clarity while maintaining the Library's practices for handling lost and found property. The updated wording clarifies how long items may be held, how valuable items are secured, and how unclaimed property may be disposed of. These revisions improve readability and align the policy structure with other updated Library policies without changing the Library's current procedures.

Commented [Hr2]: The policy now more clearly identifies items that pose a health or safety risk and should be discarded immediately. This improves clarity for staff and supports consistent handling of hazardous or perishable items.

Commented [Hr3]: The language was simplified to clarify that staff will make reasonable efforts to identify and contact the owner and that items will be returned upon satisfactory identification. This improves consistency and removes redundant phrasing.

Revised 3/16/2022

~~Depending on available space, Cass County Public Library may offer bulletin boards, display tables, or racks with community information. Postings may be of a civic, educational, or cultural nature with other information being posted within the limitations of space available. Postings may not be posted on the desk, door, window, or any other place other than the community posting area.~~

~~Postings may not promote the use of alcohol, illegal drugs, or tobacco products, nor contain any information or subject matter which violates city, state, or federal statutes.~~

~~Bulletin boards, tables, and racks may be cleared on a regular basis to conserve space. Signs should be dated in a corner on the day they go up and taken down and thrown away no more than 1 month later in most cases. The branch manager or designated staff must approve all postings from the public before they are posted.~~

~~Posting of campaign or political signs on buildings or grounds rented or owned by Cass County Public Library are limited to those properties which are polling places and shall be allowed twenty-four hours before the election and in accordance with federal, state, and local law. All such signage must be removed within twenty-four hours following the election.~~

Community Postings

Cass County Public Library may provide bulletin boards for community postings. Postings are accepted on a space-available basis and may include information of interest to the community. Materials must be displayed only in designated community posting areas. Multiple postings for different events may be displayed when space allows; however, staff will limit the number of postings from any individual or organization as necessary to ensure fair access and maintain an orderly display area. Distribution of multiple copies (brochures or flyers for removal) is not permitted. Postings may not contain content that violates local, state, or federal law.

Bulletin boards may be cleared on a regular basis to manage space. Postings will be dated at the time of display and removed after thirty (30) days or earlier to accommodate space limitations. -

Library staff will review postings for compliance with this policy prior to display.

Political Signage on Library Property

Posting of campaign or political signs on Library property is governed by applicable federal, state, and local laws, including Missouri Revised Statutes §115.637 governing electioneering at polling places. Where a Library facility serves as a polling place, signage will be permitted only as required by and in accordance with those legal requirements. -

Commented [Hr1]: Designated Posting Areas
Language was clarified to specify that materials must be displayed only in designated community posting areas. This improves consistency in how postings are managed across branches while maintaining a clear and enforceable standard for placement.

Commented [Hr2]: The section addressing posting duration was revised to provide a clear and consistent timeframe for removal of materials. The updated language standardizes expectations by specifying that postings will be dated and removed after a set period or as needed to manage space.

Commented [Hr3]: The approval process was clarified to indicate that staff review postings for compliance with policy rather than subjective content. This ensures consistent application of the policy across all locations.

Commented [Hr4]: The political postings section was revised to remove specific timing requirements and instead defer to applicable federal, state, and local laws. This change ensures the policy remains accurate over time, avoids conflicts with election law, and maintains consistency across Library locations that may serve as polling places.

Administration

The Library Director or designee has final authority regarding the interpretation and administration of this policy.

Revised 5/25/2022

DRAFT

Public Records & Retention

Cass County Public Library meetings, records, votes, actions, and deliberations of this body shall be open to the public unless otherwise provided by law. Cass County Public Library shall comply with the Missouri Sunshine Law Chapter 610, RSMo, as amended. ~~Missouri Revised Statutes Chapters 610.010 to 610.030, commonly referred to as the Sunshine Law, as now existing or hereafter amended.~~

Commented [Hr1]: Sunshine Law Reference
The policy was updated to clearly reference the Missouri Sunshine Law (Chapter 610, RSMo) as the governing authority for public meetings and records. This ensures the policy remains aligned with current law as it is amended.

Public Meetings and Records

Public meetings may be audio and/or video recorded by the Library, with and such recordings being will be made accessible to the public in accordance with Missouri law. ~~No one is allowed to record a closed meeting if they are not given prior permission by the Library to do so. The Library is authorized to close meetings to extent that they relate to the reasons outlined in the Missouri Sunshine Law and this policy.~~

Commented [Hr2]: Recording of Meetings
Language regarding the recording of meetings was clarified and reorganized. The policy now distinguishes between public meetings, which may be recorded, and closed meetings, where recording is prohibited except as authorized by law. This improves clarity and aligns the policy with legal requirements.

Closed Meetings and Records

The Library may close meetings, records, and votes only as permitted under the Missouri Sunshine Law (Chapter 610, RSMo), as amended.

Commented [Hr3]: Closed Meetings and Records
The detailed statutory list of closed records was removed and replaced with a direct reference to the Missouri Sunshine Law. This change avoids duplication of statute, ensures the policy remains accurate over time, and improves clarity while maintaining full legal compliance.

Recording of closed meetings is prohibited except as authorized by law.

~~The Library Director, located at 400 E. Mechanic Street, Harrisonville, Missouri, or designee, serves is appointed as the custodian of records of Cass County Public Library and shall respond to all requests for access to or copies of a public record within the time period required by statute, except in those circumstances authorized by statute is responsible for responding to requests for access to or copies of public records within the timeframes required by Missouri law.~~

Commented [Hr4]: Removed Address

Fees

Fees for copies and research time will be charged in accordance with the Missouri Sunshine Law and will reflect the actual cost of duplication and staff time.

Commented [Hr5]: Fees
The fee structure was updated to reflect the requirements of the Missouri Sunshine Law by referencing actual cost and staff time rather than fixed amounts. This ensures ongoing compliance and flexibility.

~~Fees to be charged for access to or furnishing copies of records shall be as provided:~~

- ~~• Charges for copies shall be 10 cents (\$0.10) per page.~~
- ~~• Research fees shall be free for the first 10 minutes. After the first 10 minutes, \$5.00 shall be charged for each following 30 minutes or part thereof.~~

Records Retention

Cass County Public Library ~~adopts as its follows Rrecords Rretention Policy schedules approved by the Missouri Local Records Board the specific time frames and categories set forth in~~ including the General Records Retention Schedule and the

Commented [Hr6]: Records Retention
The records retention section was simplified to reference the approved retention schedules of the Missouri Local Records Board. This removes unnecessary detail while maintaining alignment with state requirements.

Public Libraries Records Retention Schedule. ~~approved by the Missouri Local Records Board, published by the Office of the Secretary of State, State of Missouri.~~

- General Records Retention Schedule: <https://www.sos.mo.gov/CMSImages/LocalRecords/General.pdf>
- Public Libraries Records Retention Schedule: <https://www.sos.mo.gov/CMSImages/LocalRecords/Library.pdf>

~~Retention schedules of electronic records are based on *Electronic Communications Records Guidelines for Missouri Government*, approved and recommended by the State Records Commission, published by the Office of the Secretary of State, State of Missouri.~~

Electronic records are retained in accordance with applicable state guidelines and approved retention schedules, including guidance issued by the Missouri Secretary of State.

Administration

The Library Director or designee has final authority regarding the interpretation and administration of this policy.

~~All emails to, from, or among library managers, and library trustees that document decisions, policies, procedures, resource expenditures, operations, or delivery of services shall be copied to the Library Director, who shall appropriately store, organize, schedule, and dispose of in compliance with the *General Records Retention Schedule* and the *Public Libraries Records Retention Schedule*.~~

Commented [Hr7]: Procedure and not policy.

- ~~Electronic Communications Records Guidelines for Missouri Government: <https://www.sos.mo.gov/CMSImages/RecordsManagement/CommunicationsGuidelines.pdf>~~

Closed Records

~~Except to the extent disclosure is otherwise required by law, Cass County Public Library, a public governmental body, is authorized to close meetings, records, and votes, to the extent they relate to the following:~~

- ~~1. Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys. However, any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving a public governmental body or any agent or entity representing its interests or acting on its behalf or with its authority, including any~~

Commented [Hr8]: Closed Records – Explanation of Revisions

The detailed list of closed records was removed and replaced with a direct reference to the Missouri Sunshine Law (Chapter 610, RSMo). This change was made to ensure the policy remains accurate and current as state law is updated. Because the list of allowable closed records is established and periodically amended by statute, including the full text within the policy creates a risk that the policy could become outdated or inconsistent with current law. The revised language simplifies the policy while maintaining full compliance by deferring directly to the governing statute. This approach improves clarity, reduces redundancy, and ensures the Library's practices remain aligned with Missouri law without requiring future policy updates for statutory changes.

~~insurance company acting on behalf of a public government body as its insured, shall be made public upon final disposition of the matter voted upon or upon the signing by the parties of the settlement agreement, unless, prior to final disposition, the settlement agreement is ordered closed by a court after a written finding that the adverse impact to a plaintiff or plaintiffs to the action clearly outweighs the public policy considerations of section 610.011, however, the amount of any moneys paid by, or on behalf of, the public governmental body shall be disclosed; provided, however, in matters involving the exercise of the power of eminent domain, the vote shall be announced or become public immediately following the action on the motion to authorize institution of such a legal action. Legal work product shall be considered a closed record;~~

- ~~2. Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefor. However, any minutes, vote or public record approving a contract relating to the leasing, purchase or sale of real estate by a public governmental body shall be made public upon execution of the lease, purchase or sale of the real estate;~~
- ~~3. Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded. However, any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body shall be made available with a record of how each member voted to the public within seventy-two hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice of such decision during the seventy-two-hour period before such decision is made available to the public. As used in this subdivision, the term "personal information" means information relating to the performance or merit of individual employees;~~
- ~~4. The state militia or national guard or any part thereof;~~
- ~~5. Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, or alcoholism or drug dependency diagnosis or treatment;~~
- ~~6. Scholastic probation, expulsion, or graduation of identifiable individuals, including records of individual test or examination scores; however, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years;~~
- ~~7. Testing and examination materials, before the test or examination is given or, if it is to be given again, before so given again;~~
- ~~8. Welfare cases of identifiable individuals;~~
- ~~9. Preparation, including any discussions or work product, on behalf of a public~~

- governmental body or its representatives for negotiations with employee groups;
- ~~10. Software codes for electronic data processing and documentation thereof;~~
 - ~~11. Specifications for competitive bidding, until either the specifications are officially approved by the public governmental body or the specifications are published for bid;~~
 - ~~12. Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected;~~
 - ~~13. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of public agencies once they are employed as such, and the names of private sources donating or contributing money to the salary of a chancellor or president at all public colleges and universities in the state of Missouri and the amount of money contributed by the source;~~
 - ~~14. Records which are protected from disclosure by law;~~
 - ~~15. Meetings and public records relating to scientific and technological innovations in which the owner has a proprietary interest;~~
 - ~~16. Records relating to municipal hotlines established for the reporting of abuse and wrongdoing;~~
 - ~~17. Confidential or privileged communications between a public governmental body and its auditor, including all auditor work product; however, all final audit reports issued by the auditor are to be considered open records pursuant to this chapter;~~
 - ~~18. Operational guidelines, policies and specific response plans developed, adopted, or maintained by any public agency responsible for law enforcement, public safety, first response, or public health for use in responding to or preventing any critical incident which is or appears to be terrorist in nature and which has the potential to endanger individual or public safety or health. Financial records related to the procurement of or expenditures relating to operational guidelines, policies or plans purchased with public funds shall be open. When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records;~~

19. Existing or proposed security systems and structural plans of real property owned or leased by a public governmental body, and information that is voluntarily submitted by a nonpublic entity owning or operating an infrastructure to any public governmental body for use by that body to devise plans for protection of that infrastructure, the public disclosure of which would threaten public safety:
 - a. Records related to the procurement of or expenditures relating to security systems purchased with public funds shall be open;
 - b. When seeking to close information pursuant to this exception, the public governmental body shall affirmatively state in writing that disclosure would impair the public governmental body's ability to protect the security or safety of persons or real property, and shall in the same writing state that the public interest in nondisclosure outweighs the public interest in disclosure of the records;
 - c. Records that are voluntarily submitted by a nonpublic entity shall be reviewed by the receiving agency within ninety days of submission to determine if retention of the document is necessary in furtherance of a state security interest. If retention is not necessary, the documents shall be returned to the nonpublic governmental body or destroyed;
20. The portion of a record that identifies security systems or access codes or authorization codes for security systems of real property;
21. Records that identify the configuration of components or the operation of a computer, computer system, computer network, or telecommunications network, and would allow unauthorized access to or unlawful disruption of a computer, computer system, computer network, or telecommunications network of a public governmental body. This exception shall not be used to limit or deny access to otherwise public records in a file, document, data file or database containing public records. Records related to the procurement of or expenditures relating to such computer, computer system, computer network, or telecommunications network, including the amount of moneys paid by, or on behalf of, a public governmental body for such computer, computer system, computer network, or telecommunications network shall be open;
22. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between a public governmental body and a person or entity doing business with a public governmental body. Nothing in this section shall be deemed to close the record of a person or entity using a credit card held in the name of a public governmental body or any record of a transaction made by a person using a credit card or other method of payment for which reimbursement is made by a public governmental body;
23. Records submitted by an individual, corporation, or other business entity to a public institution of higher education in connection with a proposal to license

~~intellectual property or perform sponsored research and which contains sales projections or other business plan information the disclosure of which may endanger the competitiveness of a business; and~~

~~24. Records relating to foster home or kinship placements of children in foster care under section 210.498.~~

5/17/2023

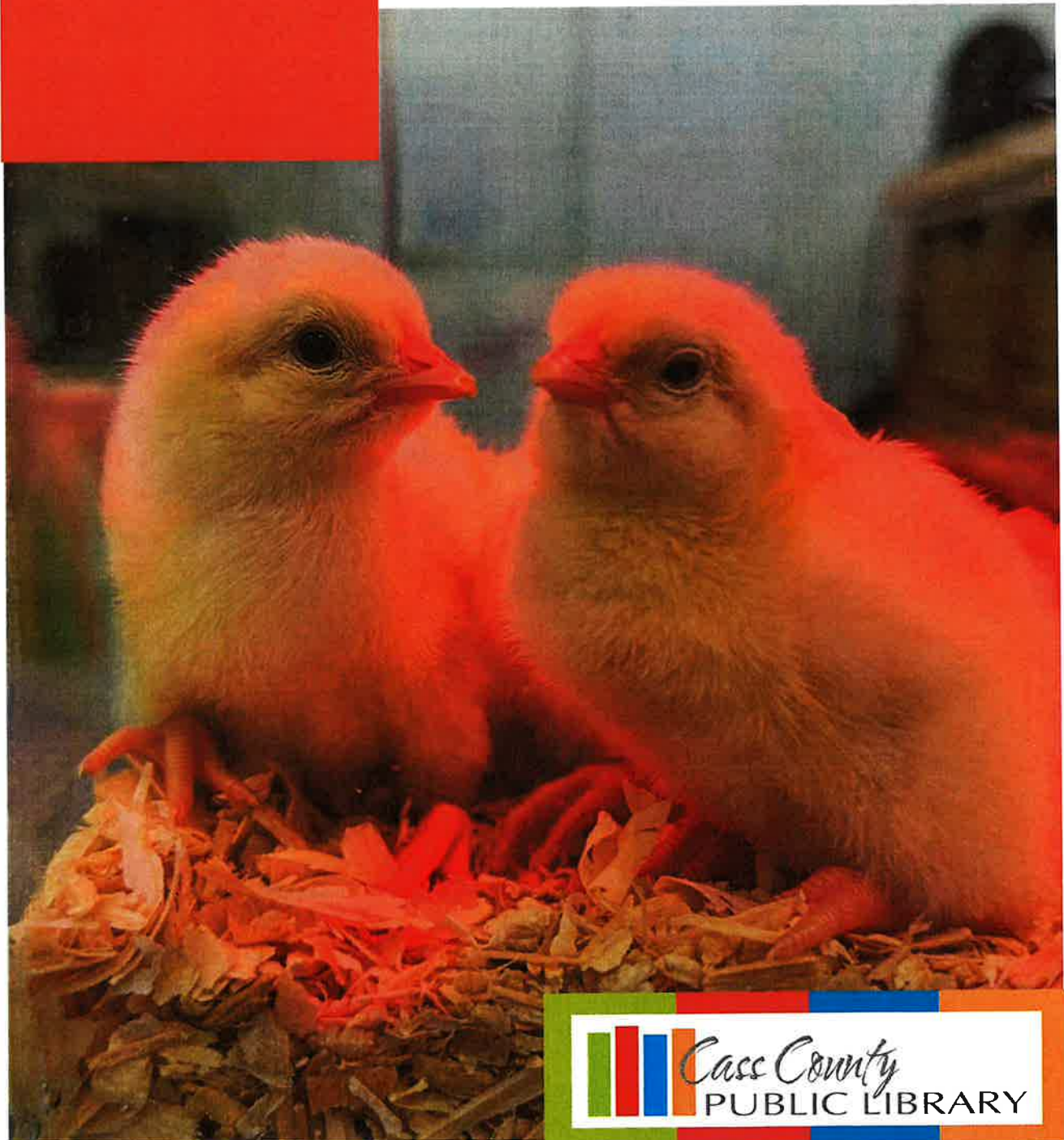
DRAFT

CCPL

Monthly
Review

March 2026

816-380-4600 | casscolibrary.org



Cass County
PUBLIC LIBRARY



Chick Hatching Harrisonville

From March 16th to March 28th, patrons had the opportunity to observe and learn about the life cycle of a chicken. The program began with the incubation of eggs, and continued with a number of chicken themed activities until the eggs hatched, and the chicks were moved to the farm.



Leprechaun Hunt Northern Resource Center

NRC held their annual leprechaun hunt to celebrate St. Patrick's Day. Participants searched the library for hidden shamrocks in order to win a special prize.



Easter Cards Garden City

Adult Book Group met to discuss "The Rose Arbor" by Rhys Bowen, and several stayed after to make Easter cards.



Stitchin' Time

Drexel

The Stitchin' Time sewing group had 9 participants this month, each crafting their own, unique bags from handkerchiefs.



Junk Journals

Archie

Teens enjoyed junk journaling for the first time this month, and plan on continuing with the activity in April.



Teen Meet-Up

Outreach Services

Teens enjoyed paracord crafting and magnetic rock game play during this month's Teen Meet-Up.



Service Dog Education

Harrisonville

Staff attended a classroom partner visit where service dogs were introduced to Mrs. Hasting's 2nd grade class, providing students with an engaging and educational experience.



Crafternoon

Garden City

13 patrons ranging in age from 6 to 90 joined for March's very first Crafternoon to work on different creative projects.



Giant LEGO Build

Archie

Giant bricks were brought out for this month's LEGO Build, allowing kids to get creative with designs and structures.



Indoor Camping

Pleasant Hill

A tent was set up in the children's area for a change of scenery, and it didn't take long for young patrons to make it their new favorite reading spot.



Creative Club

Drexel

Many patrons gathered for Creative Club, taking part in coloring activities, drawing, building kits, and more.



Outreach Lobby Stops

Outreach Services

Outreach staff made stops at several assisted living facilities in the area to provide library services to individuals who are unable to visit their local CCPL branch in person.

12,222

Active Customers

51,340

Circulation

84.7

Net Promoter Score

02

COLLECTION MANAGEMENT

133

Adult Print Titles Ordered

104

Adult eMedia Items Ordered

1506

Items Cataloged

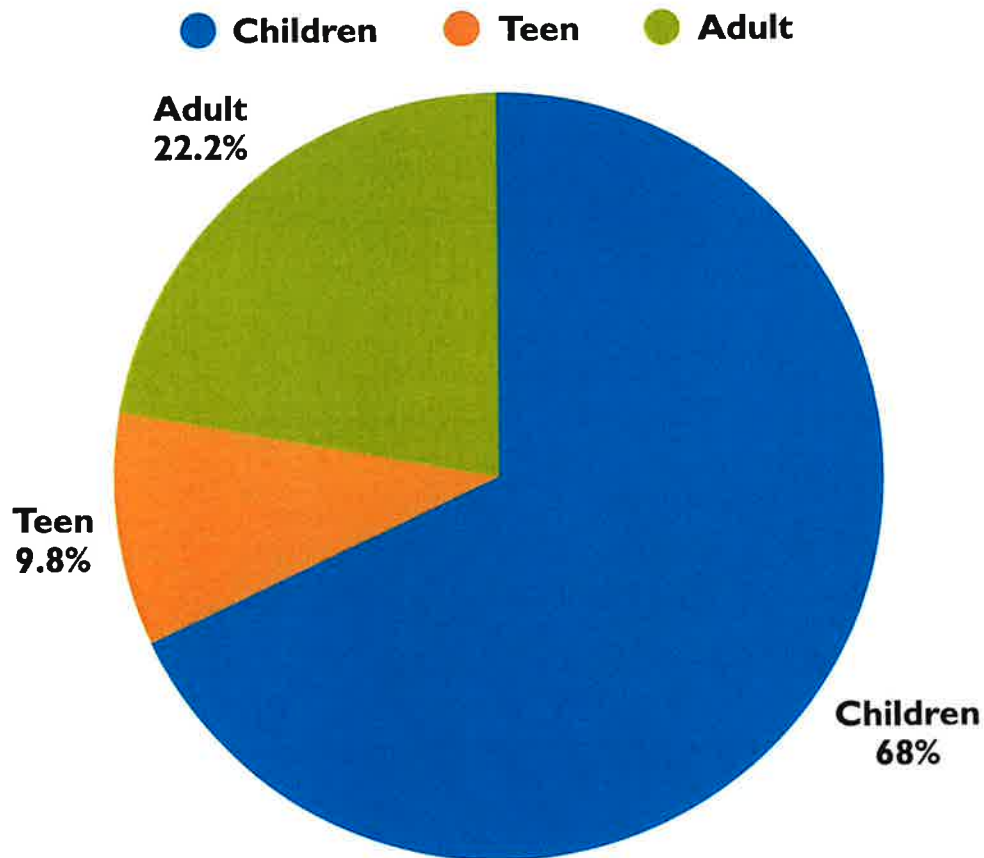
Program Highlights

Spring and Easter themed events were a huge hit with the younger crowd during March, such as egg crafts, holiday cards, and chick hatching. Kids also enjoyed St. Patrick's Day activities like NRC's leprechaun hunt and Outreach Services' shamrock craft. Book clubs and conversation groups were well attended by adults at many of the branches, and teens had fun participating in new creative projects and games. Additionally, staff hosted several outreach events in March that attracted new patrons to CCPL.

272
Programs

4,153
In-Person Attendees

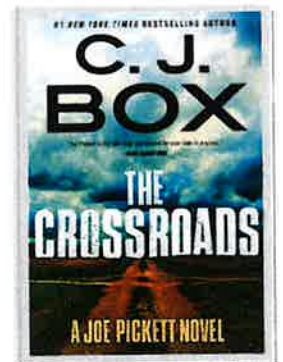
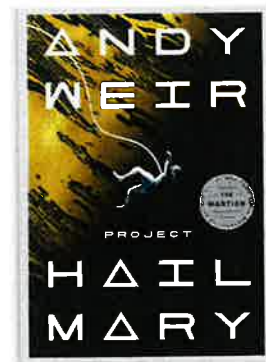
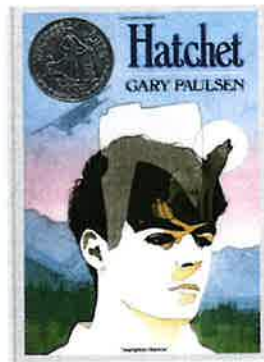
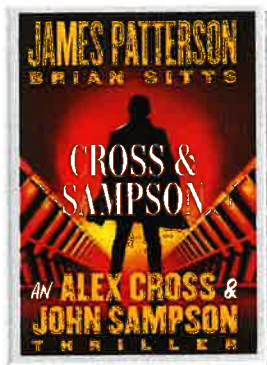
Attendance by Age Group



CUSTOMER FAVORITES

Top Checkouts

	Adult Fiction	Adult Non Fiction	YA Fiction	Juvenile Fiction	eBooks	eAudio Books
1	<i>Cross & Sampson</i>	<i>Anatomy of a Con Artist</i>	<i>Hatchet</i>	<i>Four Eyes</i>	<i>Project Hail Mary</i>	<i>The Crossroads</i>
2	<i>Nash Falls</i>	<i>Eisenhower: Soldier and President</i>	<i>A Year to the Day</i>	<i>Charlie and the Chocolate Factory</i>	<i>Theo of Golden</i>	<i>Theo of Golden</i>
3	<i>One & Only</i>	<i>Rebel Girl</i>	<i>Call it What You Want</i>	<i>Minecraft: The Dragon</i>	<i>The Correspondent</i>	<i>The Correspondent</i>



04 YOUTH SERVICES



78

Storytimes

1,591

Storytime Attendees

Summer Library Program planning has been in full swing, with several materials, performances, and special guests being secured for the event. Additionally, CCPL's youth specialists joined the Youth Services Coordinator for the Children's Literature Festival at the University of Central Missouri and the Innovation Summit at Raymore-Peculiar High School.

05 TECHNOLOGY SUPPORT

IT completed 57 support tickets, addressing PC upgrades, printer malfunctions, internet connectivity issues, and more. Key work included finishing installing new patron PCs at all branches, adding new ethernet cables and Access Point to Pleasant Hill to improve Wi-Fi coverage, fixing Outreach and Admin printer issues, and adding an HDMI wall plug at Drexel.

2,289

WiFi Sessions

1,323

Computer Sessions

06 COMMUNITY OUTREACH



In March, Outreach Services was able to bring back the Bookmobile, and had several successful stops throughout the county. They also visited assisted living facilities and elementary schools to provide various library services with their Lobby Stops. In addition, CCPL staff hosted/attended outreach events such as the Innovation Summit at RayPec, the Terrific Kid Awards at Harrisonville Elementary, and button making at the 4H Club in Garden City.

07 FACILITIES COORDINATOR

The Facilities team completed 56 work orders this month. Key projects included installing a new thermostat, emergency light, and TV at NRC, clearing out the storm shelter at Pleasant Hill to make it more accessible for occupants, repairing an exterior light at Archie, and welding plates to Peculiar's City Hall book drop box for Outreach Services. Additionally, planning on Pleasant Hill's StoryWalk continued, with construction to begin mid-April.

08 COMMUNITY SPACES

36

Community Room
Reservations

361

Study Room
Reservations

09 COMMUNITY ENGAGEMENT

CCPL engaged with the community through events such as the Red Cross Blood Drive at NRC, visits from Journey Outpost at Harrisonville, and partnerships with Outreach Services and local elementary schools for Read Across America and Touch-a-Truck. Additionally, members of the community provided homemade quilts to display at both NRC and Archie.



1

Marketing Emails
Sent

2,652

Social Media
Reach

7,339

Total Website
Users

5,582

Marketing Emails
Opened

128

Social Media
Engagements

26,514

Total Website
Pageviews

COMMUNITY ENGAGEMENT

“

Great selection of books, friendly workers, easy to request books, convenient location.

– **Survey Response**

”



“

For being a guest from out of town the staff here are very kind and helpful ready to help you with any questions you may have!!

– **Google Review (Luke F.)**

”

“

We love it, so much to do.

– **Google Review (Jacob M.)**

”



“

The staff were very friendly & helpful. The library is arranged nicely & is neat & clean. Good selection of books & materials!

– **Survey Response**

”

10 STAFF ACTIVITIES

Archie

Staff held storytimes for preschoolers on Wednesday mornings and afternoons, and hosted an art show for Archie students at the library.

Outreach Services

Two Outreach staff members participated in training with the Genealogy branch manager to better their understanding on how to assist patrons with genealogical research.

Drexel

Staff participated in a branch meeting this month and hosted storytimes at Drexel elementary schools to prevent students from having to get out in the cold, stormy weather.

Garden City

Staff organized the adult DVDs and shifted them so there are none remaining on the bottom shelf. They also updated all shelf labels to accurately reflect the call number ranges.



Genealogy

Staff helped a patron locate a grandparent's birthplace, assisted Harrisonville High School students with their community project, and helped a patron use the computer to access Family Search for their genealogy research.

Harrisonville

Staff attended the Children's Literature Festival at the University of Central Missouri and had the opportunity to meet participating authors and librarians.

Northern Resource Center

Staff attended the Children's Literature Festival at the University of Central Missouri and the Innovation Summit at Raymore-Peculiar High School.

Pleasant Hill

Staff participated in a branch meeting this month and spent time altering the teen area to make it more inviting for patrons aged 12-18.

Archie

Archie is looking forward to celebrating their 5 year anniversary of being in their current location, and will be hosting a party for patrons and staff.

Outreach Services

Bookmobile will be attending a special night at Kentucky Hills Elementary School, and are excited to be training two new staff members.

Drexel

Staff will be participating in Evergreen Refresh training, inventory, and planning for SLP.

Garden City

Garden City is looking forward to seeing the Zoomobile this summer, which will allow patrons to meet animal ambassadors from the Kansas City Zoo.

Check out the



events page!

Genealogy

Staff have been reading a historical fiction book to prepare for their brand new book club.

Harrisonville

Harrisonville is looking forward to participating in the Neighborhood Forest tree giveaway in conjunction with Earth Day. Registered participants will receive free tree seedlings to plant and enjoy.

Northern Resource Center

NRC is looking forward to hosting another escape room: Crimes of Fashion, based off of the movie "The Devil Wears Prada."

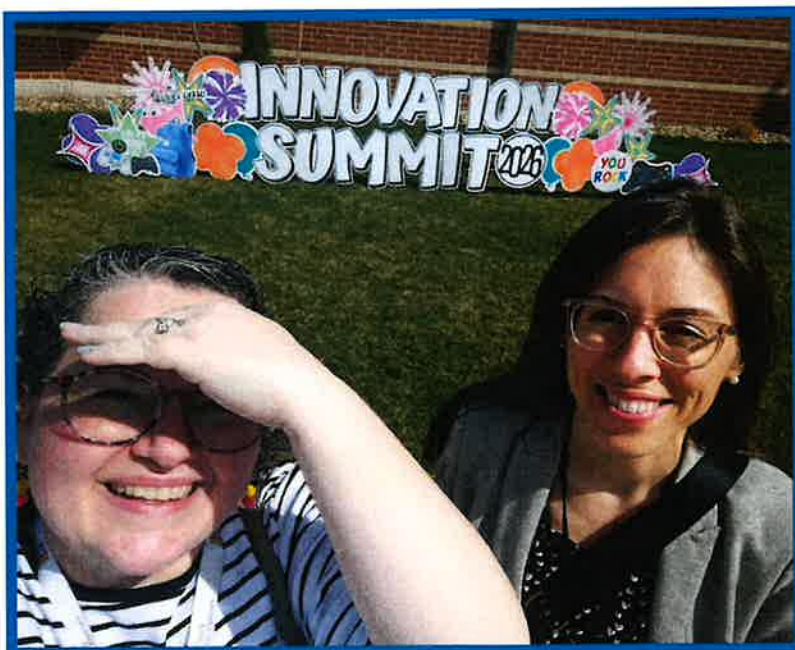
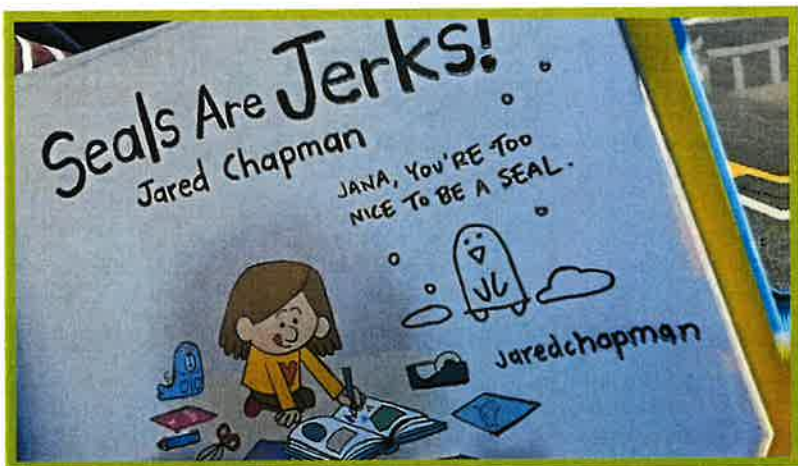
Pleasant Hill

Pleasant Hill will be partnering with the Pleasant Hill Art League April 17th - 25th for a special youth art exhibit, showcasing the creativity of young artists in the community.

12 OUR TEAM



Youth Specialists from each branch attended the Children's Literature Festival at the University of Central Missouri and had the opportunity to chat with/get autographs from participating authors.



3

New Hires

0

Position Changes

Monthly Report – March
Leigh Hallenberg

Assistant Director – Head of Public Services

February Hiring

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

Current Openings

Facilities Specialist - Admin (0-30 hours)
Library Courier - Admin (0-30)

Family Fun Day

CCPL's Family Fun Day will be on Sunday, May 31 at Shelter 2 of City Park in Harrisonville. Staff and their families are invited to have an afternoon of BBQ and sides from several local restaurants, outdoor activities, and passes to the Harrisonville Pool.

Adult Programming

In an effort to add to adult programming options, CCPL is working to book regional authors and historians for upcoming programs, including Walter Lantz, LTC (Ret.) of the Gen. Omar Bradley Memorial, Library and Museum in Moberly to discuss the Army General's local ties and impact; and author Larry Wood (*Murder & Mayhem in Missouri, Gangster Queen Bonnie Parker*) to discuss his work and local crime histories.

Q1 Personnel Budgets

Through March, CCPL has 77.25% of its personnel budget remaining and is nearly fully staffed.

PLA Conference

Robin and Leigh attended the Public Library Association conference in Minneapolis. They attended sessions on programming for seniors, teens and rural communities; improving internal communications; library and faith community partnerships; and current legal issues facing public libraries, among others.

*Pleasant Hill families
enjoy a Storytime.*



*Staff took a quarterly Branch Tour
on March 11, visiting each CCPL
location.*

Pleasant Hill StoryWalk®

On Monday, April 6, Board President Becky Klein and I met with leadership from the Goppert Foundation to accept a \$50,000 gift supporting the installation of the permanent pathway and signage for the StoryWalk® at the Pleasant Hill branch. Pathway installation is scheduled to begin April 16, weather permitting.

We are currently finalizing the design of the signage frames and anticipate installation will be completed by the end of May, aligning with the start of the Summer Library Program.

This project originated with a gift from the CCPL Foundation, which funded the engineering and design work necessary to plan the project. It is also a component of the library's Capital Improvement Plan. Future phases include the addition of an ADA-accessible walkway connecting the StoryWalk® to the branch building, as well as a small parking area to allow direct access from Independence Street.

The StoryWalk® will provide an opportunity for the Pleasant Hill community to engage in literacy, physical activity, and outdoor experiences. We anticipate it will become a valued community asset, complementing Pleasant Hill's recently updated park system.

The StoryWalk® Project was created by Anne Ferguson of Montpelier, Vermont, in collaboration with the Kellogg-Hubbard Library. StoryWalk® is a registered service mark owned by Anne Ferguson.

Public Library Association Conference (April 1 - 3, 2026, Minneapolis)

Leigh and I attended the 2026 Public Library Association Conference in Minneapolis from April 1 through April 3. There was strong representation from Missouri libraries, and the conference offered over 100 educational sessions, along with guest speakers, author events, vendor demonstrations, and networking opportunities.

I attended several sessions within the leadership and library administration track focused on improving internal communications, capital funding strategies, foundation development, and administrative leadership. These sessions reinforced the importance of clear, system-wide communication and staying aligned as an organization as we grow, as well as the need to be thoughtful and creative in how we approach funding and long-term planning. Additional sessions touched on practical operational and administrative considerations relevant to day-to-day library management.

The conference also provided an opportunity to meet with several of our current vendors in person and explore new products and services. This included the Charlie Cart Project, a mobile cooking and nutrition program designed for hands-on learning, and Springshare's CareerShift platform, which offers tools to support job seekers with job searching, resume development, and career exploration. I also connected with potential print materials vendors, including Midwest Library Systems and Follett, both of which are expanding services to fill gaps left by Baker & Taylor.

April 2026 Director's Report

I have not yet had much time to fully reflect on everything from the conference, but I am looking forward to taking a closer look at what is most relevant for our library and community and determining where it makes sense to apply or explore further.

CivicPlus

As previously shared, CivicPlus was selected to replace our current fragmented process for preparing, managing, and publishing board agendas, packets, and minutes. This system is designed to centralize those functions, improve workflow efficiency, and strengthen records management, transparency, and public access.

Staff have now completed initial training and onboarding. The April meeting materials have been prepared using both our existing process and the CivicPlus system, serving as a practice, or “dress rehearsal,” ahead of full implementation.

Our goal is to launch CivicPlus with the May meeting. At that time, agendas, board packets, and minutes will be accessible, searchable, and archived moving forward through a public-facing portal. The board will continue to receive hard copy packets unless otherwise requested. While the content will remain consistent, the formatting of some documents may look different.

This aligns with my goal of strengthening our governance systems and internal processes so things are more consistent, easier to manage, and better organized over time. For now, we are focused on getting the system in place for current and future materials. Going back and adding older documents is something we can look at later, but it will take additional time and resources and is not part of this initial rollout.

Drexel Branch Ownership Update

We have been notified that ownership of the Drexel branch building has transferred from the Charles Marsh Trust to Shana Cooper, daughter of former owner Bill Marsh, effective April 1. Shana Cooper and her husband, Jeff, will serve as points of contact, maintaining continuity from Jeff's prior role managing the trust. Rent payments will be directed to the new owner moving forward. Operations will continue under the existing lease terms at this time.

Raymore Study

On March 26, I met with Todd and Joe from Navigate Building Solutions to begin work on the Raymore branch study. We started with a discussion of projected space needs for collections, programming, public seating, and staff workspace. I also passed along information I have received on potential sites for their review.

This study builds on prior planning and direction from the Board. Raymore has already been identified in both the Capital Improvement Plan and prior financing discussions as a future service area, so this is not a new initiative, but the next step in evaluating how and where to establish a branch.

Currently, approximately 30% of North Cass Library Center users are Raymore residents, which represents a significant portion of our existing service base. Raymore also continues to see

steady population growth, with projections showing continued expansion over time. As we saw in Pleasant Hill, when the library moved into a newly renovated facility with expanded space and additional public amenities, usage and engagement increased significantly.

Navigate will also be able to draw on data and experience from the Pleasant Hill project, the ongoing Harrisonville project, and operations at the Northern Resource Center to help inform recommendations for this study.

The purpose of this study is to determine what level of service makes sense to establish in Raymore. That includes right-sizing an initial facility while also thinking ahead about how the space could adapt over time. Given the continued growth in that area, it will be important to balance current needs with flexibility for future expansion.

As part of this process, we will also be looking at opportunities to identify and secure a property, even if building design and construction need to be phased or deferred until it is financially feasible.

This follows the same approach we used for Harrisonville, starting with a feasibility study to give the Board the information needed to evaluate options and make informed decisions.

Harrisonville Project

Navigate, Crossland, Clark & Enersen, and library administration met at the new Harrisonville branch construction site on Wednesday, April 8. This kickoff meeting focused on establishing communication and approval processes, as well as reviewing procurement status, trade coordination, and overall construction progress. The project is progressing as planned, and these meetings will continue on a biweekly basis throughout construction.

The groundbreaking ceremony is scheduled for Wednesday, April 15 at 2:30 p.m., prior to the regular board meeting. We have received confirmation of attendance from City Administrator Brad Ratliff and anticipate a small number of additional guests. Information has been shared publicly for awareness, and a press release with photos will follow the event.

Harrisonville Permit Fee Request

The library received correspondence from the City of Harrisonville regarding the Board of Aldermen's review of the request for reconsideration of permit and inspection fees for the new Harrisonville branch. Following discussion at their April 6 work session, the request was denied. Correspondence and draft meeting minutes are attached for reference.



THE CITY OF HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

DRAFT

**MINUTES
CITY OF HARRISONVILLE
BOARD OF ALDERMEN
WORK SESSION
CITY HALL
APRIL 6, 2026
6:00 PM**

1. Call to Order

The meeting was called to order at 7:03 PM by Mayor Mike Zaring.

2. Present

A. Roll Call

Attendee Name	Organization	Title	Status	Arrived
Bill Mills	Harrisonville	Board Member	Present	
Sandy Franklin	Harrisonville	Board Member	Present	
Larry Pfautsch	Harrisonville	Board Member	Present	
Matt Turner	Harrisonville	Board Member	Present	
Dave Doerhoff	Harrisonville	Board Member	Excused	
Marcia Milner	Harrisonville	Board Member	Present	
Gary Davidson	Harrisonville	Board Member	Excused	
Kile Chaney	Harrisonville	Board Member	Present	
Mike Zaring	Harrisonville	Mayor	Present	

Others present: City Administrator Brad Ratliff, Public Works Director Matt Carver, Community Development Director Christina Stanton, Economic Development Director Jim Clarke, Fire Chief Rusty Sullivan, Police Chief Darla Harris, Assistant Parks Director Nichole Franklin, City Engineer Carl Brooks, Executive Secretary to the City Administrator Theresa West, Cass County Public Library Board of Trustees member Dennis Minnich and City Clerk Daniel Barnett – recording.

3. Discussion Items

A. Various Fees Discussion - Cass County Public Library and East Elm Estates

Community Development Director Stanton said City staff have received a letter from the President of the Board of Trustees for the Cass County Public Library, requesting the "reconsideration of the permit and inspection fees associated with the construction of the CCPL's new Harrisonville branch facility."

Stanton says the letter claims that the fees were paid in full to avoid any delay to the project timeline.

Stanton said the CCPL Board of Trustees is asking that the City consider issuing a refund of the fees for the project, based upon previous waivers of fees for other organizations within the community, namely the Harrisonville School District.

Stanton spoke about differences between the CCPL project and projects completed by the Harrisonville School District.

Stanton said, since the CCPL project is new construction, the only fees that can be considered are the Building Permit Fee, which is based on valuation, and the Plan Review Fee, which is 50-percent of the Building Permit Fee.

Stanton said a minimum of \$2,550 of the plan review fee must be retained to offset the cost of a third-party plan reviewer.

Stanton said the building permit fee, with a valuation estimated at \$6 million dollars, was \$33,055.00.

Stanton said the plan review fee was \$16,527.50.

Dennis Minnich, a member of the CCPL Board of Trustees, spoke on behalf of the CCPL Board.

Minnich spoke to the value of the project to the entire Harrisonville community.

Minnich asked for a waiver of at least a portion of \$48,000 worth of fees.

A consensus of the Board was reached to deny a request from Board of Trustees for the Cass County Public Library, for the "reconsideration of the permit and inspection fees associated with the construction of the CCPL's new Harrisonville branch facility."

City Engineer Brooks spoke to the Board about a request from the developer of the East Elm Estates property to waive the stormwater in lieu of fee.

Brooks said the fee amounts to \$10,780.

A consensus of the Board was reached to deny a request from the developer of the East Elm Estates property to waive the stormwater in lieu of fee.

B. U.S. Department of Treasury Opportunity Zone Program Overview

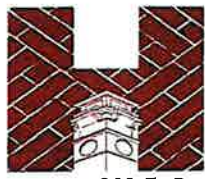
Economic Development Director Clarke presented an educational overview of the U.S. Department of Treasury Opportunity Zones 2.0 – Capital Gains Tax Benefit Program.

A motion was made by Alderwoman Milner to adjourn from the Work Session. The motion was seconded by Alderman Chaney. The motion carried with a unanimous vote. The meeting adjourned at 8:12 p.m.

Mike Zaring, Mayor & Ex-Officio
Chairmen of the Board of Alderman

ATTEST:

Daniel Barnett, City Clerk



THE CITY OF
HARRISONVILLE

WHERE TRADITION MEETS INNOVATION

300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

April 9, 2026

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

Re: Fees Request for the Construction of the Library's New Harrisonville Branch Facility

Ms. Klein:

The Board of Aldermen discussed the request for a refund of fees pertaining to the new Harrisonville Branch Facility during their Work Session on Monday, April 6, 2026. Staff presented the request and the comparison to the 2021/2022 waiver of fees for the Harrisonville School District. After discussion about the differences between the two projects the Board voted to deny the request for a refund of fees.

Sincerely,

Christina Stanton, AICP
Community Development Director

Attachment: Draft Minutes