

Agenda
Cass County Public Library Board of Trustees
Regular Meeting
Harrisonville Library Branch Meeting Room
Online at <https://www.youtube.com/@casscolibrary>
May 21, 2025 @ 4:45 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

Approval of Minutes – Regular Meeting – April 16, 2025

Financial Reports – April 2025

PUBLIC COMMENTS

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

UNFINISHED BUSINESS

Discussion Items:

1. Clark and Enersen and Navigate Building Solutions – Harrisonville Branch/Administration Site Plan
2. Capital Improvement Plan 2025-2030 Draft

Action Items:

1. Strategic Plan Revisions

NEW BUSINESS

Discussion Items:

Action Items:

1. Safety and Health Policy Revisions
 - a. 703 Drug-Free Workplace
 - b. 704 Alcohol and Drug Testing

DIRECTOR'S REPORT

Changes in Staff Positions

Branch Activity Reports

Director Updates

TRUSTEES' REPORT

CCIC Update

CCPL Foundation Update

Trustees' Comments

Recess to Executive Session

Legal – MO Rev. Stat. 610.021.1

Personnel Records – Mo. Rev. Stat. 610.021.13

ADJOURNMENT

The next regular meeting will be held at 4:45 p.m. on June 18, 2025, in the Harrisonville Library Branch Meeting Room.

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Harrisonville Branch – Meeting Room
April 16, 2025 @ 4:45pm

DRAFT

Call to Order: 4:45pm

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Becky Klein, Sherri Peters, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg,
Business Manager Lori Schneider
Attorney present: Lindsey Kolisch from Lauber Municipal

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

Pledge of Allegiance

Approval of Agenda

Diana Larson moved, seconded by Becky Klein, to approve the revised agenda. Motion passed by majority vote.

Consent Agenda

Dennis Minich moved, seconded by Becky Klein, to approve the consent agenda, including the regular meeting minutes from March 19, 2025, the financial reports for March, and the April 2025 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

Michael Short from Stifel and Rick McConnell from Kutak Rock, LLP presented information about bond financing and the projected schedule of events. Sherri Peters moved, seconded by Becky Klein, to adopt the Resolution of Intent No. 041625 as revised to retain Kutak Rock, LLP as special counsel related to the issuance of obligations for the Project. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

New Business

Director Robin Hudson explained suggestions for revisions to the Strategic Plan. Director Hudson also presented the Capital Improvement Plan 2025-2030 Draft.

General Workplace Policy Revisions were presented. Becky Klein moved, seconded by Diana Larson, to adopt revisions to Policies 202, 203, 204, 206, 207, 208. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

Director's Report

Assistant Director Leigh Hallenberg announced staff changes:
Transfer: Israel Gulley – NRC Library Assistant 30 hour to 40 hour

New Hires: Madelyne Swackhamer - HA PT Library Assistant, Marty White – Admin PT Courier Driver, John Smith - Admin PT Courier Driver.

Openings: 1 PT NRC Library Assistant

Mr. Hallenberg expressed appreciation to CCPL Foundation for the gift cards given to all staff, announced Jana Riggs was selected to attend the ALA conference in Philadelphia in June, and informed the board about the collaboration with Archie school district.

Director Updates

Director Robin Hudson updated the Board about maintenance issues, upcoming seminar from Lauber, and plans to add another Facilities position.

Trustees' Comments

Becky Klein informed the board about the recent Foundation meeting held Monday 4/14, the gift cards given to 95 CCPL employees, donation to CCPL for SLP award books, and plans to update by-laws and plan for bi-annual book sale in the fall.

Dennis Minich announced the CCIC meets next Thursday at 4:00pm at Troutt Beeman.

Recess to Executive Session

At 5:42pm, Becky Klein moved, seconded by Diana Larson, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues, Missouri Revised Statute 610.021.2 to discuss real estate issues, and Missouri Revised Statute 610.021.13 to discuss personnel issues. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

At 7:02pm, Dennis Minich moved, seconded by Becky Klein, that the closed executive session end and regular session resume. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

Actions from Executive Session

Diana Larson moved, seconded by Dennis Minich, to approve Executive Session Legal Minutes from 3/19/25. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 7:05pm.

The next regular scheduled meeting will be held Wednesday, May 21, 2025 at 4:45pm.

Approved by the Board on _____, 2025

Secretary

Library Director

APRIL 2025

FINANCIAL REPORTS

CIRCULATION REPORT

REVENUE REPORT

EXPENDITURES REPORT

ACCOUNT REPORTS

Cass County Public Library

Administration Office

400 E. Mechanic St.

Harrisonville, MO 64701

(816) 380-4600

Circulation

	2025	2024	Change	2023	Change	2022	Change
Archie	2,297	2,287	0.4%	2,350	-2.3%	1,852	24.0%
Drexel	1,115	990	12.6%	1,338	-16.7%	970	14.9%
Garden City	2,042	2,305	-11.4%	2,763	-26.1%	2,343	-12.8%
Genealogy	36	40	-10.0%	26	38.5%	38	-5.3%
Harrisonville	8,204	8,532	-3.8%	8,399	-2.3%	7,486	9.6%
Self-Checkout	74	293	-74.7%	86	-14.0%	206	-64.1%
Northern Resource Center	14,932	17,036	-12.4%	16,405	-9.0%	11,383	31.2%
Self-Checkout	1,050	1,218	-13.8%	1,283	-18.2%	1,058	-0.8%
Pleasant Hill	5,395	6,327	-14.7%	3,711	45.4%	2,675	101.7%
Self-Checkout	316	459	-31.2%	399	-20.8%	260	21.5%
Outreach	963	1,545	-37.7%	1,007	-4.4%	253	280.6%
Bookmobile	675	1,291	-47.7%	846	-20.2%		
Library by Mail	236	197	19.8%	161	46.6%	253	-6.7%
Peculiar Express	52	57	-8.8%	0			
Exploration Library	27						
Physical Circulation	34,984	39,062	-10.4%	35,999	-2.8%	27,000	29.6%

OverDrive	8,191	7,163	14.4%	6,001	36.5%	5,768	42.0%
Hoopla	2,021	1,476	36.9%	838	141.2%	346	484.1%
Adult eResources	2,581	3,317	-22.2%	2,718	-5.0%	2,955	-12.7%
Youth eResources	366	297	23.2%	238	53.8%	268	36.6%
Digital Circulation	13,159	12,253	7.4%	9,795	34.3%	9,337	40.9%

Total Circulation	48,143	51,315	-6.2%	45,794	5.1%	36,337	32.5%
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	13	437	1,208	4	1	1
Outreach	16	302	115	0		
Drexel	9	214	2,651			
Garden City	20	404	1,314	2	0	
Genealogy	1	1	374			
Harrisonville	125	2,540	1,539	30	3	89
Northern Resource Center	353	5,476	8,688			262
Pleasant Hill	96	1,793	1,932	12	98	59
Homebound	3	41				
Total	636	11,208	17,821	48	102	411

Kiosk		Community Stops	
Returns	44	Total	12
Individual Users	18	Hours	25
		Patrons	113

Consortium Lending	734
Consortium Borrowing	2,414
Family Search Scanned	
Kits	105

Computer Usage

	2025	2024	Change	2023	Change	2022	Change
Archie	22	32	-31.3%	34	-35.3%	33	-33.3%
Bookmobile	0	0		0			
Drexel	19	25	-24.0%	48	-60.4%	39	-51.3%
Garden City	34	36	-5.6%	35	-2.9%	32	6.3%
Genealogy	8	13	-38.5%	20	-60.0%	24	-66.7%
Harrisonville	438	450	-2.7%	483	-9.3%	321	36.4%
Northern Resource Center	602	567	6.2%	574	4.9%	345	74.5%
Pleasant Hill	158	167	-5.4%	77	105.2%	46	243.5%
Library Computer Usage	1,281	1,290	-0.7%	1,271	0.8%	840	52.5%

	2025	2024	Change	2023	Change	2022	Change
Archie	72	102	-29.4%	88	-18.2%	130	-44.6%
Bookmobile	0	0		2	-100.0%		
Drexel	22	29	-24.1%	48	-54.2%	34	-35.3%
Garden City	77	97	-20.6%	129	-40.3%	199	-61.3%
Harrisonville	296	232	27.6%	261	13.4%	187	58.3%
Northern Resource Center	396	298	32.9%	275	44.0%	211	87.7%
Pleasant Hill	222	146	52.1%	78	184.6%	64	246.9%
Total WiFi Usage	1,085	904	20.0%	881	23.2%	825	31.5%

	2025	2024	Change	2023	Change	2022	Change
Archie	94	134	-29.9%	122	-23.0%	163	-42.3%
Bookmobile	0	0		2	-100.0%	0	
Drexel	41	54	-24.1%	96	-57.3%	73	-43.8%
Garden City	111	133	-16.5%	164	-32.3%	231	-51.9%
Genealogy	8	13	-38.5%	20	-60.0%	24	-66.7%
Harrisonville	734	682	7.6%	744	-1.3%	508	44.5%
Northern Resource Center	998	865	15.4%	849	17.6%	556	79.5%
Pleasant Hill	380	313	21.4%	155	145.2%	110	245.5%
Total Computer Usage	2,366	2,194	7.8%	2,152	9.9%	1,665	42.1%

*2020 stats are not included as the library was closed for part of the year and no in-person events were hosted.

Events

	Events	Attendance
Archie	26	285
Bookmobile	15	194
Drexel	15	160
Garden City	23	270
Genealogy	0	0
Harrisonville	49	995
Northern Resource Center	43	706
Pleasant Hill	45	679
Total	216	3289

Archie	Events	Attendance
Early Literacy (Ages 0-5)	11	156
Children's (Ages 5-12)	5	49
Teen	2	6
Adult	8	74
Senior	0	0
Total	26	285

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

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	7	113
Children's (Ages 5-12)	8	81
Teen	0	0
Adult	0	0
Senior	0	0
Total	15	194

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	16	455
Children's (Ages 5-12)	9	135
Teen	14	261
Adult	10	144
Senior	0	0
Total	49	995

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	7	54
Children's (Ages 5-12)	4	76
Teen	0	0
Adult	4	30
Senior	0	0
Total	15	160

NRC	Events	Attendance
Early Literacy (Ages 0-5)	19	550
Children's (Ages 5-12)	4	13
Teen	11	45
Adult	7	52
Senior	2	46
Total	43	706

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	9	105
Children's (Ages 5-12)	6	111
Teen	1	4
Adult	7	50
Senior	0	0
Total	23	270

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	11	269
Children's (Ages 5-12)	8	116
Teen	8	49
Adult	16	164
Senior	2	81
Total	45	679

Outreach Department	Events	Attendance
Early Literacy (Ages 0-5)	12	631
Children's (Ages 5-12)	2	300
Teen	12	59
Adult	0	0
Senior	0	0
Total	26	990

Take Home Kits	101
Literacy Programs	80
Literacy Attendance	1702
Kits	130

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	12	631
Children's (Ages 5-12)	2	300
Teen	12	59
Adult	0	0
Senior	0	0
Total	26	990

On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	80	1702
Children's (Ages 5-12)	44	581
Teen	36	365
Adult	52	514
Senior	4	127
Total	216	3289

APRIL 2025

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	88,871	5,217,845
Fees, Bksale, Copier	20,000	2,406	9,272
State Aid		38,381	38,381
A & E Tax / Equaliz Funds		41,544	41,544
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	26,824	102,359
TOTAL	5,926,067	198,026	5,414,454

Current Assets as of 4/30/25

Community Bank - General Oper	\$7,666,277	current INT 4.10%
Community Bank - Savings / Invest	\$1,112	
Community Bank - Payroll	\$320,568	
Community Bank - Endowment	\$18,389	
Commerce - Petty Cash	\$2,625	
Commerce - Utility	\$16,413	
Commerce - Donations	<u>\$29,367</u>	
Total	\$8,054,751	

INVESTMENTS - 12-mo CDs @MOSIP purchased 10/28/24 (see attached statement)

Endowment Funds	\$150,000	Maturity Date 10/28/25
Reserve Funds	<u>\$600,000</u>	Maturity Date 10/28/25
Total	\$750,000	

Reserve Funds Notes

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



For the Month Ending April 30, 2025

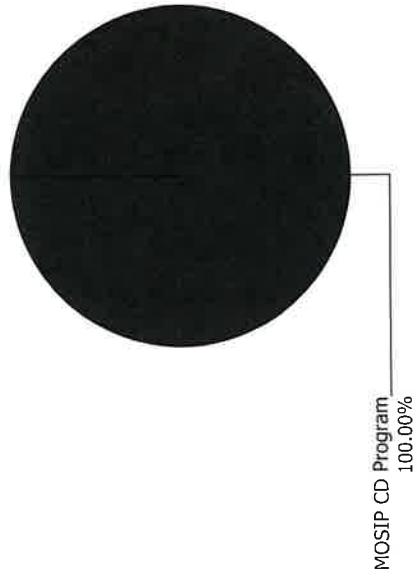
Account Statement - Transaction Summary

Cass County Public Library - Investment Fund - 8500491

MOSIP		Asset Summary	
Opening Market Value	105.57	April 30, 2025	March 31, 2025
Purchases	0.25	0.25	105.57
Redemptions	(105.57)		
Unsettled Trades	0.00		
Change in Value	0.00	750,000.00	750,000.00
Closing Market Value	\$0.25		
Cash Dividends and Income	0.25		
MOSIP CD Program		\$750,000.25	\$750,105.57

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





Investment Holdings

For the Month Ending April 30, 2025

Cass County Public Library - Investment Fund - 8500491

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
MOSIP CD Program							
10/28/24	10/28/24	CD - Gbank, NV *	10/28/25	4.45	200,000.00	4,510.96	208,900.00
10/28/24	10/28/24	CD - T Bank, TX	10/28/25	4.42	150,000.00	3,360.41	156,630.00
10/28/24	10/28/24	CD - North American Banking Company, MN *	10/28/25	4.50	200,000.00	4,561.64	209,000.00
10/28/24	10/28/24	CD - First State Bank Of Healy (The), KS *	10/28/25	4.50	200,000.00	4,561.64	209,000.00
Total					\$750,000.00	\$16,994.65	\$783,530.00

* Reserve Funds = \$600,000

APRIL 2025

CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,504,550	170,104	728,946	1,775,604	29%
602 SOCIAL SECURITY	153,200	10,507	45,220	107,980	30%
603 HEALTH INSURANCE	387,800	21,952	84,682	303,118	22%
604 LIFE/DISABILITY INS.	15,400	1,222	4,827	10,573	31%
607 LAGERS	369,500	28,165	120,826	248,674	33%
608 MEDICARE	35,850	2,457	10,575	25,275	29%
609 EMPLOYEE ASSISTANCE PROG	3,400	485	970	2,430	29%
TOTAL - PERSONNEL	\$3,469,700	\$234,892	\$996,046	\$2,473,654	29%
OPERATIONS					
640 RENT	376,400	28,301	113,202	263,198	30%
641 UTILITIES	86,100	5,274	24,409	61,691	28%
642 BUILDING MAINT.	154,000	5,331	11,270	142,730	7%
643 SUPPLIES	68,000	6,411	18,255	49,745	27%
645 ACTIVITIES	48,500	2,983	6,829	41,671	14%
646 POSTAGE / DOC. DELIV.	3,400	159	996	2,404	29%
649 EQUIPMENT RENTAL	37,700	2,335	8,779	28,921	23%
650 VEHICLE OPERATION	39,000	643	9,228	29,772	24%
651.1 TRAVEL & DUES	14,000	1,276	3,657	10,343	26%
651.2 PROFESSIONAL DEVELOP	38,900	510	1,826	37,074	5%
652 INSURANCE	66,000	856	12,409	53,591	19%
653 MARKETING & PROMO	26,700	40	285	26,415	1%
660 PROFESSIONAL SVCS	108,000	4,681	17,085	90,915	16%
667 AUTOMATION SUPPORT	133,400	353	23,117	110,283	17%
697 TECHNOLOGY	87,000	685	3,427	83,573	4%
TOTAL - OPERATIONS	\$1,287,100	\$59,838	\$254,774	\$1,032,326	20%
MATERIALS					
670 BOOKS	160,000	12,130	43,575	116,425	27%
671 E-BOOKS & E-AUDIOBOOKS	130,000	9,714	37,904	92,096	29%
672 PERIODICALS	6,500	0	0	6,500	0%
673 MEDIA (AV)	20,000	627	2,577	17,423	13%
677 ELECTRONIC RESOURCES	100,000	0	15,050	84,950	15%
TOTAL - MATERIALS	\$416,500	\$22,471	\$99,106	\$317,394	24%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	1,527	8,488	91,512	8%
698 BRANCH IMPROVEMENTS	100,000	416	12,893	87,107	13%
692 AUTOMOTIVE	65,000	44,805	44,805	20,195	69%
TOTAL - CAPITAL SERVICES	\$265,000	\$46,748	\$66,186	\$198,814	25%
SUB TOTAL w/o Reserves	\$5,438,300	\$363,949	\$1,416,112	\$4,022,188	26%
RESERVE FUNDS					
CAPITAL IMPROVEMENTS	300,000	0	0	300,000	0%
699 RESERVE - CARRYOVER	187,767	0	0	187,767	0%
TOTAL - RESERVE FUNDS	\$487,767	\$0	\$0	\$487,767	0%
GRAND TOTAL	\$5,926,067	\$363,949	\$1,416,112	\$4,509,955	24%

includes reimburse \$14,349 from NRC landlord 4/3/25

Cass Co Public Library

APRIL 2025

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$7,477,957.72

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/04/2025	1553	Journal		-Split-	deposit		\$57,731.02
04/07/2025	1526	Journal		-Split-	transfer for Mar PR & benefits	\$232,600.00	
04/10/2025	1556	Journal		-Split-	deposit		\$469.67
04/11/2025	1554	Journal		-Split-	from State		\$38,381.39
04/16/2025	6679	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$137.00	
04/16/2025	6680	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$535.02	
04/16/2025	6681	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$5,673.57	
04/16/2025	6682	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$379.26	
04/16/2025	6683	Check	BRODART CO.	670.1 BOOKS:ADULT	materials	\$15.77	
04/16/2025	6684	Check	BARCODES INC	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$1,435.00	
04/16/2025	6685	Check	CANON FINANCIAL SERVICES, INC.	-Split-	copier lease	\$1,680.26	
04/16/2025	6686	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc	\$3,920.00	
04/16/2025	6687	Check	CNA Surety	652.4 INSURANCE & BONDS:INS CONTINGENCY	2 - notary bond ins	\$100.00	
04/16/2025	6688	Check	DEMCO	-Split-	supplies	\$712.95	
04/16/2025	6689	Check	HIGHLEY APPRECIATED	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$18.00	
04/16/2025	6690	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$6,278.38	
04/16/2025	6691	Check	Lauber and Associates Municipal Law LLC	-Split-	statement	\$3,295.00	
04/16/2025	6692	Check	LUCET	609 Employee Assistance Program	2nd qtr 2025	\$484.72	
04/16/2025	6693	Check	MASON EXTERMINATING	-Split-	maint	\$460.00	
04/16/2025	6694	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$248.20	
04/16/2025	6695	Check	MISSOURI LIBRARY ASSOCIATION	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	job ad	\$40.00	
04/16/2025	6696	Check	NAVIGATE Building Solutions	-Split-	HA facility	\$27,472.00	
04/16/2025	6697	Check	OVERDRIVE	671 E-BOOKS & E- AUDIOBOOKS	materials	\$9,713.61	
04/16/2025	6698	Check	QUILL CORP	-Split-	supplies	\$901.67	
04/16/2025	6699	Check	SOLID GROUND ENVIRONMENTAL	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA facility - Locust St	\$2,000.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/16/2025	6700	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$654.68	
04/16/2025	6701	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$133.90	
04/16/2025	6702	Check	WALMART COMMUNITY/Capital One	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	statement	\$11.56	
04/16/2025	6703	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$5,361.43	
04/16/2025	6704	Check	Brookfield Public Library	670.1 BOOKS:ADULT	materials	\$17.96	
04/16/2025	6705	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$19.99	
04/16/2025	6706	Check	TRAILS REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$16.00	
04/16/2025	6707	Check	APRIL PRESTON	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	program	\$100.00	
04/16/2025	6708	Check	FRIENDS OF THE KC ZOO	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	prog	\$385.00	
04/16/2025	6709	Check	AG CITY HOLDING COMPANY, LLC	-Split-	MAY '25 rent - AR	\$1,608.62	
04/16/2025	6710	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	MAY '25 rent - DR	\$1,003.85	
04/16/2025	6711	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	MAY '25 rent - GC	\$950.00	
04/16/2025	6712	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	MAY '25 oper fee - HA	\$9,127.30	
04/16/2025	6713	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	MAY '25 rent - NRC	\$15,910.97	
04/16/2025	6714	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$11,847.51	
04/16/2025	6715	Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$144.20	
04/16/2025	6716	Check	COLTIN NUCKOLLS	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$72.80	
04/16/2025	6717	Check	ELIZABETH NACHTIGALL	-Split-	reimbursement	\$53.09	
04/16/2025	6718	Check	JOYCE WEBB	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$22.82	
04/16/2025	6719	Check	KIM CROFT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$33.60	
04/16/2025	6720	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$67.90	
04/16/2025	6721	Check	RHONDA BUSSE	-Split-	reimbursement	\$320.34	
04/16/2025	6722	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND	reimbursement	\$40.25	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/16/2025	6723	Check	SAM FARR SAGASTUME	DUES:MILEAGE 651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$85.33	
04/16/2025	6724	Check	SARA LUELLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$191.52	
04/16/2025	6725	Check	TAYLER BATES	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$68.60	
04/16/2025	6726	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$331.03	
04/17/2025	1552	Journal		-Split-	deposit		\$203.15
04/17/2025	1557	Journal		-Split-	deposit		\$14,348.70
04/18/2025	1555	Journal		-Split-	deposit		\$41,544.07
04/18/2025	1561	Journal		-Split-	deposit		\$766.80
04/23/2025	6727	Check	CORWIN CHRYSLER DODGE JEEP RAM	692 AUTOMOTIVE	Outreach van	\$44,805.00	
04/24/2025	1562	Journal		-Split-	deposit		\$31,139.77
04/25/2025	1568	Journal		-Split-	DEPOSIT		\$403.40
04/28/2025	1569	Journal		-Split-	transfer for Apr PR & benefits	\$241,200.00	
04/29/2025	1570	Journal		-Split-	DEPOSIT		\$567.65
04/30/2025	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned		\$26,823.55

Cass Co Public Library

APRIL 2025

120 PAYROLL ACCT - COMMUNITY BANK Ending Balance: \$228,234.57

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/01/2025	1522	Journal	PRINCIPAL INS	-Split-	Apr '25 coverage	\$1,391.44	
04/01/2025	1523	Journal	AFLAC	-Split-	Mar '25 coverage	\$2,133.72	
04/01/2025	1524	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	Apr '25 coverage	\$22,582.20	
04/07/2025	1526	Journal		-Split-	transfer for Mar PR & benefits		\$232,600.00
04/11/2025	1517	Journal		-Split-	PR 04/11/25	\$20,792.87	
04/11/2025	1517	Journal		-Split-	PR 04/11/25	\$69,341.91	
04/14/2025	1521	Journal		-Split-	e-pmt to MO Div Emp Sec	\$1,061.36	
04/14/2025	1525	Journal	LAGERS	-Split-	Mar '25 contributions 2 x PR	\$28,165.29	
04/25/2025	1540	Journal		-Split-	PR 04/25/25	\$21,132.71	
04/25/2025	1540	Journal		-Split-	PR 04/25/25	\$70,739.04	
04/25/2025	1563	Journal	ADP, INC.	-Split-	pay ADP invoice online	\$2,530.80	
04/25/2025	1571	Journal	DELTA DENTAL	-Split-	May '25 coverage	\$1,309.32	
04/28/2025	1569	Journal		-Split-	transfer for Apr PR & benefits		\$241,200.00

Cass Co Public Library

APRIL 2025

137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance: \$18,389.26

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/16/2025	1795	Check	MISSOURI DOCUMENT SOLUTIONS	849 EQUIP REP/MAINT ENDOWMENT	annual maint microfilm reader	\$695.00	
04/30/2025		INTEREST Deposit		820 INTEREST INCOME- ENDOWMENT	Interest Earned		\$63.63

Cass Co Public Library

APRIL 2025

102 PETTY CASH ACCOUNT - COMMERCE Ending Balance: \$393.74

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/30/2025	1572	Journal		-Split-	STRIPE cred card pmts - Apr		\$415.08

Cass Co Public Library*APRIL 2025***123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$16,711.17**

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/01/2025	1485	Journal	Countywide Disposal	-Split-	ADM TRASH	\$147.00	
04/01/2025	1486	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$83.50	
04/01/2025	1487	Journal	360 Document Solutions	-Split-	VOIP SYSTEM ALL	\$1,224.95	
04/01/2025	1488	Journal	SHRED-IT	-Split-	SHREDDING HA & NRC	\$261.96	
04/01/2025	1489	Journal	Countywide Disposal	-Split-	PH TRASH	\$84.00	
04/01/2025	1490	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$79.56	
04/01/2025	1491	Journal	EVERGY	-Split-	DR ELECTRIC	\$64.32	
04/01/2025	1492	Journal	EVERGY	-Split-	GC ELECTRIC	\$115.60	
04/01/2025	1493	Journal	EVERGY	-Split-	NRC ELECTRIC	\$514.29	
04/01/2025	1494	Journal	EVERGY	-Split-	PH ELECTRIC	\$568.51	
04/01/2025	1495	Journal	SPIRE	-Split-	DR GAS	\$116.29	
04/01/2025	1496	Journal	SPIRE	-Split-	GC GAS	\$89.10	
04/01/2025	1497	Journal	SPIRE	-Split-	ANNEX GAS	\$128.75	
04/01/2025	1498	Journal	SPIRE	-Split-	NRC GAS	\$268.53	
04/11/2025	1518	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER	\$62.25	
04/11/2025	1519	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$82.55	
04/11/2025	1520	Journal	SPIRE	-Split-	PH GAS	\$217.26	
04/16/2025	6703	Check	CCPL-UTILITY ACCOUNT	136 NEW FEB13 - GENERAL OPERATING	reimburse for Util a/p		\$5,361.43

Cass Co Public Library

APRIL 2025

108 DONATIONS ACCT - COMMERCE Ending Balance: \$29,283.75

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
04/16/2025	1484	Check	COMMERCE BANK	679.4 GRANTS:2024 MACAA Ghost Light	statement	\$104.50	
04/16/2025	1485	Check	RHONDA COULTER	644.26 PROGRAMMING FROM DONATIONS:NRC - FROM DONATIONS	NRC	\$400.00	
04/16/2025	1486	Check	LARRY BROWN	679.4 GRANTS:2024 MACAA Ghost Light	program	\$160.00	
04/17/2025	1551	Journal		-Split-	deposit		\$163.99

MAY 2025

PAYABLES FOR BOARD APPROVAL

General Operating

\$190,550.95

Endowment

\$

Donations

\$83.96

Utilities

\$4,108.42

Cass Co Public Library

5-21-25

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$7,477,957.72

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	To Print	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$212.00	
05/21/2025	To Print	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$535.02	
05/21/2025	To Print	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$8,046.06	
05/21/2025	To Print	Check	BENNETT SIGNS	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	GC sign	\$570.00	
05/21/2025	To Print	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$311.46	
05/21/2025	To Print	Check	BRODART CO.	670.1 BOOKS:ADULT	materials	\$45.12	
05/21/2025	To Print	Check	CANON FINANCIAL SERVICES, INC.	-Split-	copier lease	\$1,613.43	
05/21/2025	To Print	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc - May	\$3,920.00	
05/21/2025	To Print	Check	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	services March	\$27,640.00	
05/21/2025	To Print	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$206.53	
05/21/2025	To Print	Check	DONALDSON HEATING & AC	642.1 BLDG MAINTENANCE:HVAC service	NRC	\$312.28	
05/21/2025	To Print	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$4,000.79	
05/21/2025	To Print	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$7,909.17	
05/21/2025	To Print	Check	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	statement	\$1,703.00	
05/21/2025	To Print	Check	LEGACY LAWNS	-Split-	mowing	\$810.00	
05/21/2025	To Print	Check	THE LIBRARY STORE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$267.80	
05/21/2025	To Print	Check	MASON EXTERMINATING	-Split-	maint	\$430.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	To Print	Check	McHenry Real Estate Services, LLC	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	appraisal Locust St prop	\$900.00	
05/21/2025	To Print	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$261.32	
05/21/2025	To Print	Check	NAVIGATE Building Solutions	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA facility	\$3,932.00	
05/21/2025	To Print	Check	MID-AMERICA LIBRARY ALLIANCE	667 AUTOMATION SUPPORT	annual fee courier	\$16,500.00	
05/21/2025	To Print	Check	OLSSON INC.	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	survey - Locust prop	\$7,350.00	
05/21/2025	To Print	Check	ORANGEBOY, INC.	-Split-	annual subscrip & mailers	\$14,656.00	
05/21/2025	To Print	Check	OVERDRIVE	671 E-BOOKS & E-AUDIOBOOKS	materials	\$9,800.64	
05/21/2025	To Print	Check	PRODIGY FIRE SOLUTIONS, LLC	-Split-	annual inspection AR,GC,DR	\$503.00	
05/21/2025	To Print	Check	QUILL CORP	-Split-	supplies	\$442.57	
05/21/2025	To Print	Check	RIVERSHORE READING STORE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$15.00	
05/21/2025	To Print	Check	ROYAL ROOFING	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	Annex roof	\$11,612.25	
05/21/2025	To Print	Check	SHELTON PRINTING	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$516.20	
05/21/2025	To Print	Check	SHI INTERNATIONAL CORP	697.2 TECHNOLOGY:TECHNOLOGY HARDWARE / SOFTWARE	computers	\$3,689.80	
05/21/2025	To Print	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$467.86	
05/21/2025	To Print	Check	TECH SOUP	697 TECHNOLOGY	technology	\$7,750.00	
05/21/2025	To Print	Check	TOWN SQUARE PUBLICATIONS, LLC	653.1 MARKETING AND PROMOTION:Mkt & PR Coord Budget	Chamber ad	\$575.00	
05/21/2025	To Print	Check	TRIBUNE & TIMES	672.2 PURCHASES - PERIODICALS:Newspaper Subscriptions	annual subscrip 8 Br	\$400.00	
05/21/2025	To Print	Check	ULINE	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$145.94	
05/21/2025	To Print	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$144.20	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	To Print	Check	AMANDA HALL	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$53.48	
05/21/2025	To Print	Check	AMY BURKHOLDER	-Split-	reimbursement	\$622.26	
05/21/2025	To Print	Check	DANIELLE GARDNER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$26.25	
05/21/2025	To Print	Check	IAN ONDERA	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$214.83	
05/21/2025	To Print	Check	ISRAEL GULLEY	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$35.00	
05/21/2025	To Print	Check	LAURA LONG	690.1 FURNITURE & EQUIP:Furniture	reimbursement	\$240.00	
05/21/2025	To Print	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$320.25	
05/21/2025	To Print	Check	LORI SCHNEIDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$102.20	
05/21/2025	To Print	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$51.80	
05/21/2025	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$30.10	
05/21/2025	To Print	Check	SARA LUELLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$22.26	
05/21/2025	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$220.50	
05/21/2025	To Print	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$4,108.42	
05/21/2025	To Print	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$17,089.97	
05/21/2025	To Print	Check	HEARTLAND REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$24.00	
05/21/2025	To Print	Check	RIVERSIDE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$45.97	
05/21/2025	To Print	Check	ROLLA PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$15.99	
05/21/2025	To Print	Check	SCENIC REGIONAL	670.1 BOOKS:ADULT	materials	\$17.99	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	To Print	Check	LIBRARY AG CITY HOLDING COMPANY, LLC	-Split-	JUNE '25 rent - AR	\$1,608.62	
05/21/2025	To Print	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	JUNE '25 rent - DR	\$1,003.85	
05/21/2025	To Print	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	JUNE '25 rent - GC	\$950.00	
05/21/2025	To Print	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	JUNE '25 oper fee - HA	\$9,127.30	
05/21/2025	To Print	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	JUNE '25 rent - NRC	\$15,910.97	
05/21/2025	To Print	Check	MARTY HAHNE	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	program	\$250.00	
05/21/2025	To Print	Check	CCPL - DONATIONS ACCT	6999 Uncategorized Expenses	Apr'25 pmts correction	\$264.50	

TOTAL \$ 190,550.95

Cass Co Public Library

5-21-25

108 DONATIONS ACCT - COMMERCE Ending Balance: \$29,283.75

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
05/21/2025	To Print	Check	COMMERCE BANK	-Split-	statement	\$83.96	

Cass Co Public Library

APRIL 2025

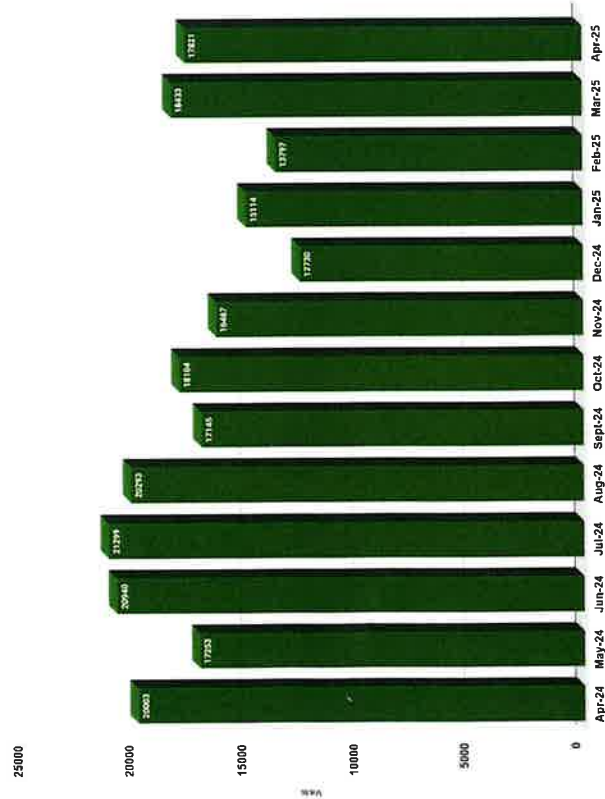
123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$16,711.17

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
04/01/2025	1485	Journal	Countywide Disposal	-Split-	ADM TRASH	\$147.00
04/01/2025	1486	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$83.50
04/01/2025	1487	Journal	360 Document Solutions	-Split-	VOIP SYSTEM ALL	\$1,224.95
04/01/2025	1488	Journal	SHRED-IT	-Split-	SHREDDING HA & NRC	\$261.96
04/01/2025	1489	Journal	Countywide Disposal	-Split-	PH TRASH	\$84.00
04/01/2025	1490	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$79.56
04/01/2025	1491	Journal	EVERGY	-Split-	DR ELECTRIC	\$64.32
04/01/2025	1492	Journal	EVERGY	-Split-	GC ELECTRIC	\$115.60
04/01/2025	1493	Journal	EVERGY	-Split-	NRC ELECTRIC	\$514.29
04/01/2025	1494	Journal	EVERGY	-Split-	PH ELECTRIC	\$568.51
04/01/2025	1495	Journal	SPIRE	-Split-	DR GAS	\$116.29
04/01/2025	1496	Journal	SPIRE	-Split-	GC GAS	\$89.10
04/01/2025	1497	Journal	SPIRE	-Split-	ANNEX GAS	\$128.75
04/01/2025	1498	Journal	SPIRE	-Split-	NRC GAS	\$268.53
04/11/2025	1518	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER	\$62.25
04/11/2025	1519	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$82.55
04/11/2025	1520	Journal	SPIRE	-Split-	PH GAS	\$217.26

TOTAL

\$4108.42

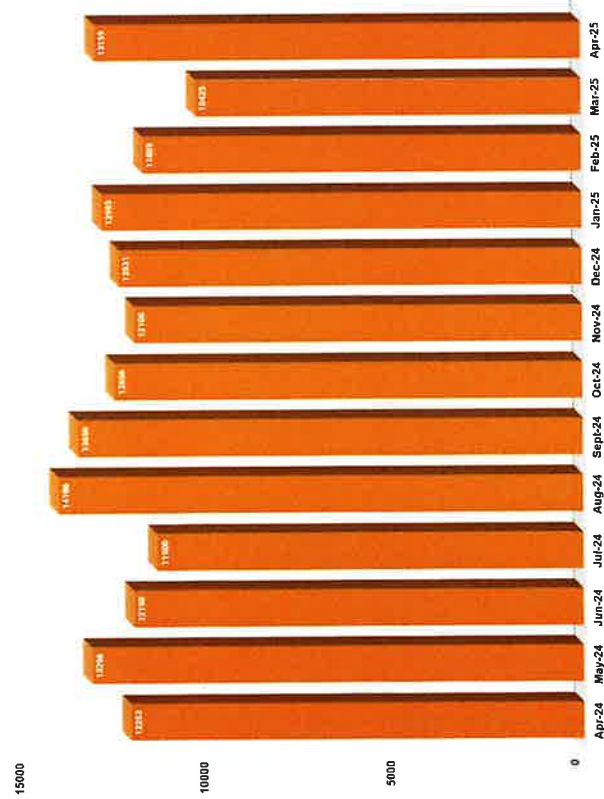
Branch Visits Last 12 Months



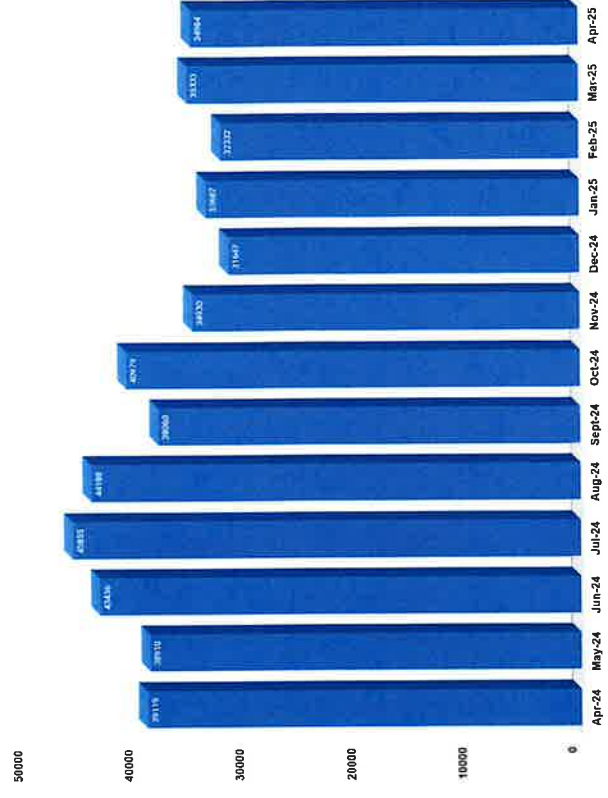
Active Patrons Last 12 Months



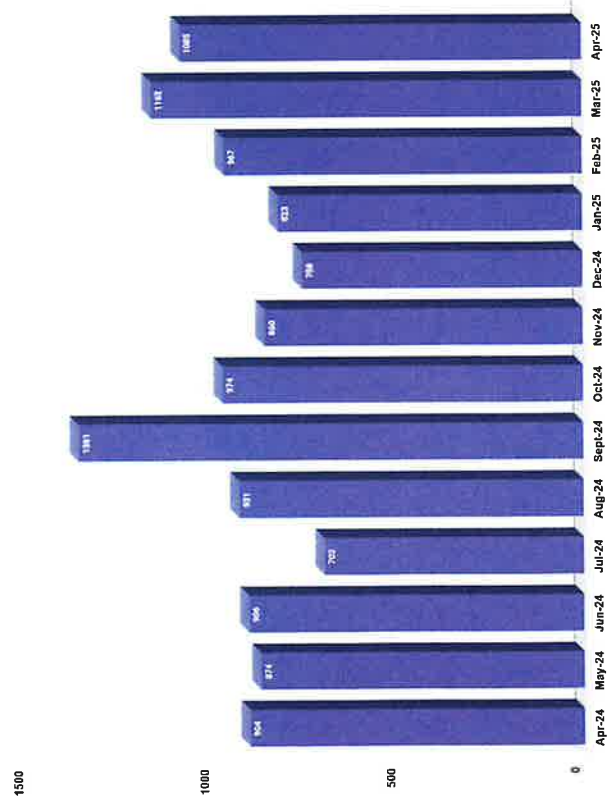
Digital Circulation Last 12 Months



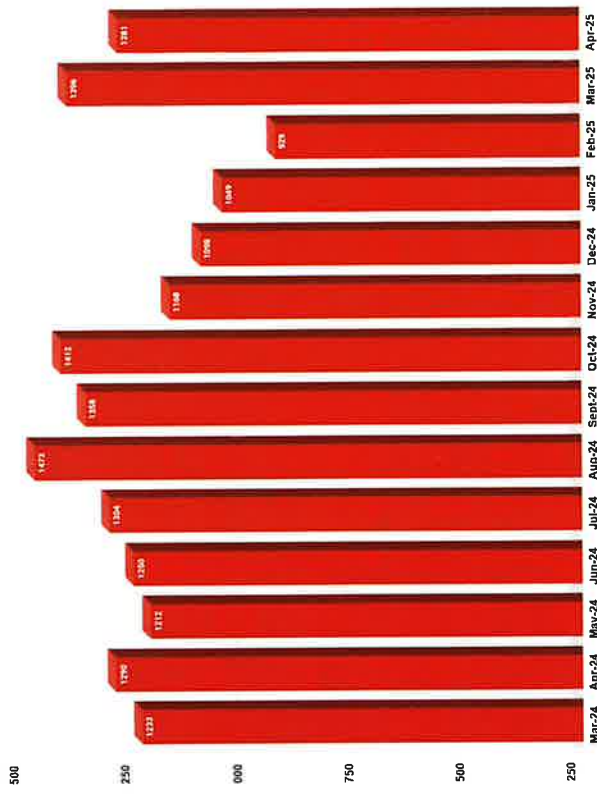
Physical Circulation Last 12 Months



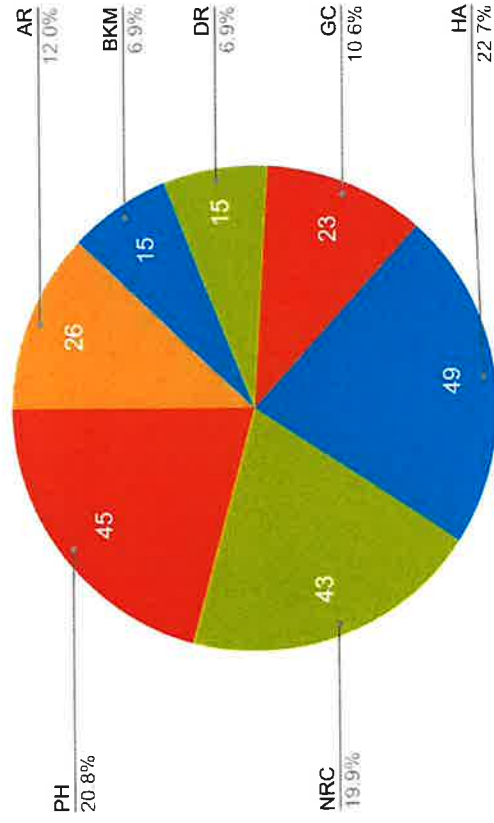
WiFi Usage Last 12 Months



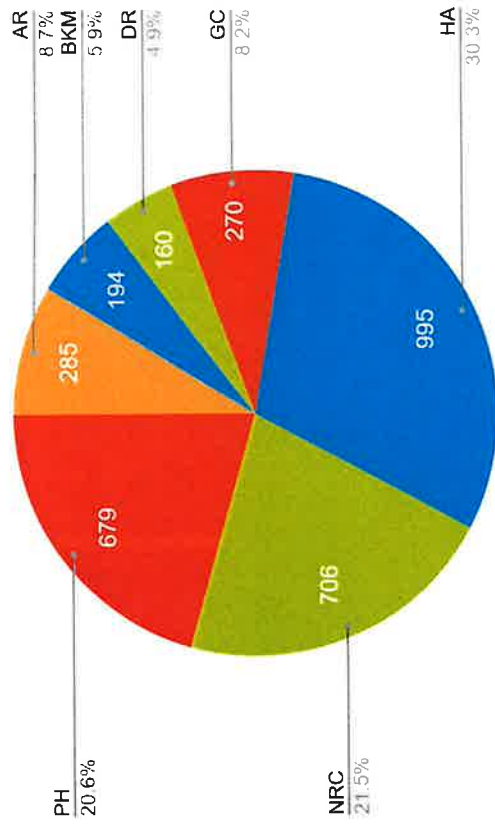
Computer Usage Last 12 Months



Programs by Branch - April 2025



Program Attendance by Branch - April 2025



Harrisonville Branch/Administrative Offices Relocation Site Plan

Clark & Enersen and Navigate Building Solutions will present the preliminary site plan for the new Harrisonville Branch and Administrative Offices, proposed for the 2-acre portion of land on Locust Terrace that the library is in the process of acquiring. The plan includes 49 parking spaces, outdoor spaces, a drive-through window, and a dedicated drop-off and pick-up lane at the main entrance. The building is strategically positioned for visibility from both Locust and Commercial Streets and allows for future expansion of up to 4,000 square feet to the south.

Capital Improvement Plan Draft Updates

The Capital Improvement Plan has been updated to reflect adjustments to project scope, current pricing, and revised timelines. The content has been organized into a formal capital plan format. I will continue refining the document with the goal of presenting a finalized version for board adoption at the June meeting.

Strategic Plan Revisions

This draft update of the Strategic Plan reflects feedback from the April board meeting and incorporates insights from the community needs assessment and capital improvement planning process. The revised plan includes targeted adjustments to align with current priorities. I recommend the board adopt the updated Strategic Plan as presented. Following adoption, I will work with staff to determine how best to track progress and what reporting formats to use.

Safety and Health Policy Review and Suggested Revisions

Pat Peel and I, along with our attorney, have completed a review of the 700s – Safety and Health Policies. Policies 701-Compliance with Applicable Law on Safe Workplaces and 702-Vehicle Operation did not require any updates.

Significant revisions were made to Policies 703 and 704, including reassigning their numbers to improve the logical sequence of policies related to drugs and alcohol. With both medical and recreational marijuana now legal in Missouri, updates were made to ensure legal compliance. The drug testing policy was revised to clarify that it applies to all employees, not just those who operate library vehicles. References to drug testing were moved from the Drug-Free Workplace policy to the updated Alcohol and Drug Testing policy to consolidate related content. Other edits were made to improve clarity and consistency.



Capital Improvement Plan

2025-2030

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Executive Summary

A Promise to the Community

In 2020, the residents of Cass County demonstrated their support for a brighter future by passing a tax levy dedicated to enhancing library services and facilities. This levy came with a promise: to provide updated library facilities and additional service points that would enrich our community for years to come. The Cass County Public Library's Capital Improvement Plan (CIP) for 2025 through 2030 is the realization of that promise. This CIP is adopted in accordance with the Capital Financing and Debt Management Policy adopted by the Cass County Public Library on March 16, 2022.

Planning Process

This comprehensive plan is the product of a meticulous planning process that included touring existing facilities, gathering valuable insights from library staff, leveraging professional consulting expertise, and integrating findings from community needs assessments and feasibility studies. Each step of this process was guided by the library's mission to provide informational, educational, and enrichment services through a comprehensive and efficient library system.

Responsible Financial Stewardship

The library is committed to making sound financial decisions, utilizing the revenue now generated as a result of the voters' approval of the 2020 tax levy to invest responsibly in library facilities. By aligning our financial strategy with our community's vision, we aim to deliver modern, accessible, and welcoming library spaces without the need for additional tax increases.

Plan Objectives

The 2025-2030 CIP sets forth clear objectives:

- To provide safe, secure, and inviting facilities that meet the needs of both patrons and staff.
- To establish greater control over maintenance quality and build the library district's assets by moving toward facility ownership.
- To create flexible spaces that support community use, programming, education, and access to services.
- To bring facilities into compliance with ADA standards.

Vision for the Future

This plan is not merely about constructing and renovating buildings—it is about building library district assets, enhancing community engagement, and creating vibrant spaces that adapt to the evolving needs of Cass County residents. We look forward to working with our community partners, stakeholders, and patrons as we bring these exciting projects to life and continue to build a library system that supports learning, engagement, and community connection for all.

Summary List of Projects

Project	Estimated Cost
Outreach Vehicle	\$44,805
Drexel Branch Renovation	\$20,000
Royal Street Annex Upgrades	\$48,000
Harrisonville Branch/Admin Offices	\$8,300,000
Pleasant Hill Security Upgrades and StoryWalk®	\$102,200
Garden City Expansion	\$400,000
Raymore Branch (Proposed)	\$8,600,000
Archie Branch Security Upgrades	\$1,000
Northern Resource Center Security	\$12,000
Facilities Staff Development	\$180,000
Estimated Total Cost (Excluding Pending)	\$17,708,005

Outreach Vehicle



Year: 2025

Vehicle: Chrysler Pacifica Select

Procured from: Corwin Chrysler Dodge Jeep Ram of Springfield via the State of Missouri Cooperative Procurement Purchasing Program

Expand the library's vehicle fleet by acquiring a van to support outreach services transportation throughout Cass County.¹

- Timeline: Completed May of 2025
- Final Cost: \$44,805 (vehicle cost plus delivery)
- Funding Year: 2025
- Funding Source: Allocated revenue from Capital Services-Automotive Budget Line in the approved 2025 Budget.

¹ Completed prior to formal CIP adoption in alignment with planned initiatives.

Drexel Branch



Year Built: 1989

Status: Lease

Additions/Renovations: None

Gross Square Footage: 2,000 SF

Update finishes and fixtures and improve the layout of the branch to include interior and exterior paint, new exterior signage and landscaping, carpet replacement, add electric strike lock system, and update the bathroom to comply with ADA standards.²

- Timeline:
 - Exterior: In Progress Spring of 2025 (expected completion May 2025)
 - Interior: Fall of 2025
- Estimated Cost: \$20,000
- Funding Year: 2025
- Funding Source: Allocated revenue from Branch Improvements Budget Line in the approved 2025 Budget.

² Exterior renovations began in April 2025 and are expected to be completed in May 2025, prior to formal adoption of this Capital Improvement Plan.

Royal Street Annex



Year Built: 1986

Status: Own

Additions/Renovations: 2024 garage door modification

Gross Square Footage: 4,800 SF

Seal metal roof, upgrade technology security and infrastructure, renovate the 2nd floor into shared office space to include a staff break room and meeting room, update restrooms to ADA-compliance, paint the exterior, add signage, and install electric strike lock system.³

- Timeline: 2025
- Estimated Cost: \$48,000
- Funding Years: 2025
- Funding Source: Allocated revenue from Branch Improvements and Furniture and Equipment Budget Lines in the approved 2025 Budget.

³ Roof sealing was completed in April 2025, prior to formal adoption of this Capital Improvement Plan.

Harrisonville Branch/Administrative Offices



Year Built: 1985

Status: Lease

Additions/Renovations:

2014 Branch Computer Lab

2022 Branch Renovation with study rooms, meeting room, juvenile area, and new furniture; Admin office expansion

Gross Square Footage: 23,456 SF

Build a new 15,000 square foot building to house a branch library and administrative offices to include drive-up services, flexible meeting and study spaces, and outdoor space.⁴

- Timeline: 2025 - 2028
- Estimated Cost: \$8.3 million
- Funding Year: 2025
- Funding Source: Proceeds from 2025 Lease Purchase financing in the municipal capital markets.

⁴ A preferred site has been identified and is under due diligence pending a purchase contract. Schematic design is in process, and platting and zoning are currently under review with the City of Harrisonville as of spring 2025.

Garden City Branch



Year Built: 1987

Status: Lease

Additions/Renovations: 2022/2023 renovation

Gross Square Footage: 3,000 SF

Expand the branch by adding a flexible meeting and programming space, public restrooms, two study rooms, and renovate the existing programming space to accommodate a staff break room, bring the existing restroom into ADA compliance, and add a security camera system and electric strike lock system.

- Timeline: 2026
- Estimated Cost: \$400,000
- Funding Year: 2026
- Funding Source: Allocated revenue from Branch Improvements and Furniture and Equipment Budget Lines in the approved 2026 Budget and landlord-funded improvements negotiated through lease revisions.⁵

⁵ The landlord has expressed willingness to cover some or all improvement costs as part of a revised lease agreement. Final contribution amounts will be determined through negotiation.

Pleasant Hill Branch



Year Built: 2023

Status: Own

Additions/Renovations: None

Gross Square Footage: 9,343 SF

Create a permanent StoryWalk® that includes landscaping to establish a park-like setting, ADA-compliant access from the branch building, and a small parking lot to support access from S. Independence Street; add an electric strike lock system and expand the security system to encompass the building exterior.

- Timeline:
 - Phase 1: 2025 - StoryWalk® path and signage
 - Phase 2: 2026 - Branch security upgrade; StoryWalk® landscaping
 - Phase 3: 2027 - ADA walkway from the branch to the StoryWalk®
 - Phase 4: 2028 - StoryWalk® parking
- Estimated Cost: \$102,200
- Funding Years: 2025-2028
- Funding Source: \$7949 donation from the CCPL Foundation and allocated revenue for Branch Improvements and Furniture and Equipment in the approved annual budgets for 2025 through 2028.

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

Raymore Branch



Year Built: N/A (new construction)

Status: Proposed

Gross Square Footage: 13,500 SF

Build a new 13,500 square foot building to house a library branch to include drive-up services, flexible meeting and study spaces, and outdoor space.

- Timeline: 2028 - 2030
- Estimated Cost: \$8.6 million
- Funding Year: 2028
- Funding Source: Immediate Term - Land purchase from unassigned/Capital Reserve funds; Long Term - Design from reserve funds as available. Construction from future financing in the municipal capital markets dependent on growth and projections in district revenues and expenditures.

Archie Branch



Year Built: 2005

Status: Lease

Additions/Renovations: 2021 renovation for library

Gross Square Footage: 3,300 SF

Upgrade security camera system.

- Timeline: 2029
- Estimated Cost: \$1000
- Funding Year: 2029
- Funding Source: Allocated revenue from the Furniture and Equipment Budget Line in the approved 2029 Budget.

Northern Resource Center



Year Built: 1978

Status: Lease

Additions/Renovations:
2017 renovation for the library
2023 expansion and renovation

Gross Square Footage: 16,687 SF

Add an electric strike lock system.

- Timeline: 2029
- Estimated Cost: \$12,000
- Funding Year: 2029
- Funding Source: Allocated revenue from the Furniture and Equipment Budget Line in the approved 2029 Budget.

Facilities Staff Development

Increase maintenance staffing capacity to effectively manage ongoing facility needs and reduce reliance on external contractors for routine projects.

- Timeline: 2025-2030
- Estimated Cost: \$180,000
- Funding Year: Ongoing
- Funding Source: Allocated revenue for Personnel in each year's approved annual budget.

Proposed Project Schedule

2025

Outreach Vehicle
Drexel
Royal Street Annex
Harrisonville/Administrative Offices
Pleasant Hill Phase 1
Facilities Staff Development

2026

Harrisonville/Administrative Offices ongoing
Facilities Staff Development ongoing
Garden City
Pleasant Hill Phase 2

2027

Facilities Staff Development ongoing
Harrisonville/Administrative Offices completion
Pleasant Hill Phase 3

2028

Facilities Staff Development ongoing
Pleasant Hill Phase 4
Raymore

2029

Facilities Staff Development ongoing
Raymore ongoing
Northern Resource Center
Archie

2030

Facilities Staff Development ongoing
Raymore completion

This Capital Improvement Plan represents current priorities and best-available estimates. Project timelines, scopes, and budgets may adjust based on funding availability, community needs, and board direction.

Cass County Public Library Strategic Plan 2023-2026

Cass County Public Library's mission is to provide informational, educational, and enrichment services and resources to the community through a comprehensive and efficient library system.

To fulfill this mission, the library has established six strategic goals based on community feedback, community needs, and analysis of the library's activities and services. Each goal has supporting measurable objectives that contribute to the success of the overall goal.

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

- a. Increase Active Cardholders by 10% by the end of 2026.
- b. Increase number of annual library visitors by 10% by the end of 2026.
- c. Increase annual circulation of physical items by 19,000 items by the end of 2026.
- d. Increase annual circulation of digital items by 30,000 items by the end of 2026.

Key Performance Indicators:

Number of active of cardholders, branch activity data, circulation of physical items, circulation of digital items

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

- a. Ensure the collection is representative of all members of the community.
- b. Increase circulation of Exploration Library items to exceed 600 circulations annually by 2026.
- c. Increase access to Cass County Genealogy items through digitization.

Key Performance Indicators:

Annual collection diversity audit, circulation of Exploration Library items, number of Genealogy items made available online through digitization, and usage statistics for digitized Genealogy items

3. Increase program offerings to inform, educate, and enrich library visitors. The library will offer informative, thought-provoking, uplifting opportunities to enhance a person's interaction with the information they are engaging in.

- a. Increase number of events offered annually by 10% by the end of 2026.
- b. Increase attendance at events annually by 10% by the end of 2026.
- c. Prioritize community partnership for program development and execution in areas of career development, financial literacy, small business support, and health and wellness topics.

Cass County Public Library Strategic Plan 2023-2026

Key Performance Indicators:

Number of events offered, event attendance, number and type of programs offered, community partner involvement

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

- a. ~~Adopt a capital improvement plan by the end of 2023 to create modern library spaces for the county.~~ Adopt a capital improvement plan by June 2025 to create safe, updated modern library spaces for the county.
- b. Launch key facility upgrades and construction projects scheduled in the 2025–2026 Capital Improvement timeline.
- c. Ensure all library branches are open an appropriate number of hours for each community.

Key Performance Indicators:

Capital Improvement Plan, MO Public Library Standards for hours of operation, completion of 2025 - 2026 capital projects on schedule, ADA compliance benchmarks for updated facilities, facilities departmental staffing

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

- a. Increase number of annual outreach events and outreach event attendance by 15% by the end of 2026.
- b. Increase number of Library by Mail patrons by 50% by the end of 2026.
- c. Establish at least 2 additional points of service throughout Cass County by the end of 2026.
- d. Increase circulation through all outreach avenues by 50% by the end of 2026.
- e. Expand access to library services by enhancing mobile outreach with high-need resources, increasing support for underserved communities, and partnering with schools to provide student access to library resources.

Key Performance Indicators:

Number and types of outreach events offered, outreach event attendance, number of Library by Mail patrons, number of additional points of service, and usage statistics

6. Cass County Public Library will remain fiscally responsible.

- a. The library will receive clean audits, according to GASB standards.
- b. The library will achieve and maintain an unrestricted/unassigned fund balance at fiscal year-end of not less than 20% of the previous fiscal year expenditures.

Reference for above changes.

Cass County Public Library has an obligation to provide quality and safe services through a policy prohibiting the use and possession of alcohol, marijuana, illegal drugs, and controlled substances in the workplace. Cass County Public Library has a vital interest in providing all employees with a safe, healthy, and efficient work environment. The Library recognizes that their employees are valuable. The Library strives to have a safe, drug-free workplace and maintain standards of high-performance in its business.

Dependence on alcohol and/or drugs can interfere with an employee's health and job performance and may pose serious safety, health, or security risks not only to the user but to those who work with the user. The possession, use, sale, or presence of an illegal drug, marijuana, or alcohol in the workplace poses unacceptable risks for safe, healthy, and efficient operations, and is illegal. There is zero-tolerance for illegal drug use, marijuana use, and/or alcohol abuse in the workplace or while an employee is working.

Definitions

- a) **Alcohol or alcoholic beverages** refers to any beverage that may be legally sold and consumed and that has an alcoholic content.
- b) **Legal drugs** refers to prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured and pursuant to and in accordance with a valid prescription or according to manufacturer's instructions. As used in this policy, legal drugs does not include marijuana.
- c) **Illegal drug** refers to any drug that is (a) not legally obtainable, or (b) not legally obtained by the user, or (c) an otherwise legal drug or other substance which is used inappropriately. This term includes prescribed drugs not being used for prescribed purposes, or not being used as prescribed dosages, or not being used by the person to whom the drugs were prescribed. It also includes, but is not limited to, controlled substances as defined below.
- d) **Marijuana** means Cannabis indica, Cannabis sativa, and Cannabis ruderalis, hybrids of such species, and any other strains commonly understood within the scientific community to constitute marijuana, as well as resin extracted from the marijuana plant and marijuana-infused products. "Marijuana" does not include industrial hemp, as defined by Missouri statute, or commodities or products manufactured from industrial hemp.
- e) **Controlled substance** as used in this policy refers to any narcotic drug, hallucinogenic drug, amphetamine, marijuana or any other controlled substance. The term does not include the use of a controlled substance pursuant to a valid prescription or other use authorized by law.

Alcoholic Beverages

- No alcoholic beverages may be brought on to or consumed on Library premises or

Commented [P1]: Changed policy 703 (testing) to 704 and 704 (Drug Free) to 703 for better flow of the policy listing.

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Commented [P2]: Included for policy clarity that shows prohibiting use and possession of.

Commented [P3]: Added marijuana in the use and possession of list

Commented [P4]: Added marijuana to this policy also for consistency and clarity.

Commented [P5]: It is legal to have marijuana and alcohol in the workplace, but illegal to possess illegal drugs. Removed the word illegal from the end of the sentence to eliminate confusion.

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Commented [P6]: The sentence "As used in this policy, 'legal drugs' does not include marijuana" was added to clarify how marijuana is treated under the Library's drug and alcohol policy. This distinction ensures that marijuana is not mistakenly included under the category of "legal drugs" (such as prescribed medications and over-the-counter remedies), which are permitted when used appropriately. The Library maintains a clear and consistent standard for workplace conduct

Commented [P7]: Inserted definition for marijuana

adjacent parking areas.

- Being "under the influence" of alcohol while on duty, or in conjunction with Cass County Public Library's work-related business is prohibited. "Under the influence" means that an employee is affected by alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor of the obvious impairment of physical or mental abilities such as slurred speech or difficulty in maintaining balance. The determination of being under the influence can be established by a professional opinion, a scientifically valid test, and in some instances, by a reasonable layperson's objective, documented opinion.
- Drinking, reasonable evidence of drinking, including having alcoholic beverages on their breath, having slurred speech, inability to stand or walk, or displaying other signs of drinking on Library premises or otherwise engaged in performing Cass County Public Library work-related duties is strictly prohibited.
- Impaired job performance as a result of drinking alcoholic beverages is prohibited.

Prescription and/or Legal Drugs

- a) Use of prescription or legally obtained drugs, including over-the-counter drugs, by an employee while performing Library business or while in a Library facility is permitted when used in accordance with directions or prescription and when it does not pose a safety threat to the employee or others.
- b) If the employee's use of prescription drugs or over-the-counter drugs may affect their capacity to perform job duties or may create a danger to themselves or other employees, they are required to report such use to their supervisor and Human Resources.
- c) No prescription drugs may be brought onto Library premises by any person other than the person for whom the drug has been prescribed by a licensed medical practitioner, and will be used only in the manner, combination, and quantity prescribed.

Illegal Drugs

The use, possession, manufacture, distribution, or sale of illegal drugs on Library property, as well as the presence of an illegal drug in an employee's system, in any detectable amount while on Library premises or performing Library business, is strictly prohibited. An employee need not be affected by usage or "under the influence" of an illegal drug to be subject to disciplinary action, up to and including termination, under this policy.

Marijuana

While marijuana has been legalized under Missouri law, it remains a controlled substance under federal law. The use, possession, distribution, sale, or presence of marijuana on Library premises is strictly prohibited and will be treated in accordance with this policy. Employees are prohibited from working on Library premises and otherwise engaging in performing Cass County Public Library work-related duties while under the influence or impaired by marijuana.

Safety of Workforce; Work Rules; Drug and/or Alcohol Tests

In order to ensure the safety of all personnel, as a condition of employment, all employees

Commented [P8]: Added for clarity. The presence of illegal drugs in an employee's system may be determined through drug testing

Commented [P9]: Added the clarification of the use of marijuana to this policy 703 Drug Free Workplace to align with policy 704 Alcohol and Drug Testing. These updates ensure clarity, reinforce our drug-free workplace standards, and align our internal policies with both legal requirements and best practices in personnel management.

Commented [P10]: Moved to policy 704 Drug Testing to keep the drug testing together

- Avoid duplication or confusion around when and why drug/alcohol testing occurs.
- Centralize all testing-related procedures and consequences in a single policy, making it easier for staff (and HR) to find and understand expectations and processes.
- Clarify the distinction between the general workplace conduct (covered in the Drug-Free Workplace policy) and testing protocols for both safety-sensitive and non-safety-sensitive roles (covered in the Alcohol and Drug Testing policy).

may be required to submit to tests to determine alcohol use, marijuana use, abuse of prescription drugs and/or illegal drug use in the following circumstances:

- a) **Reasonable Suspicion:** Reasonable suspicion means suspicion based on specific personal observations by the supervisor or a reliable witness concerning such factors as the appearance, behavior, speech, or breath odor of an employee who is on Library premises or otherwise engaged in performing Cass County Public Library work-related duties. If the employee is acting in an abnormal manner and/or a supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol, marijuana, or illegal drugs, the employee may be required to provide an appropriate specimen for laboratory testing by a medical or testing facility designated by Cass County Public Library.
- b) **Post-Accident Illness/Injury:** Any employee with a work-related accident or illness resulting in personal injury (necessitating medical treatment) or substantial damage to property may be required to submit to testing for marijuana use, illegal drug use, or alcohol use or abuse **immediately or as soon thereafter** as allowed by the employee's medical condition. For purposes of this provision, the employee will only be required to submit to drug/alcohol testing for incidents for which employee's drug/alcohol use is likely to have contributed to the incident or there is a reasonable basis to investigate whether drug or alcohol use may have caused or contributed to the injury or illness, and for which the drug/alcohol test can accurately identify impairment caused by drug/alcohol use.
 - The provider of the test will be determined by Cass County Public Library and the cost of the test will be paid by Cass County Public Library.
 - For purposes of this policy, reasonable suspicion means that the employer reasonably believes that the incident was caused in part or in whole because the employee was under the influence of or impaired by drugs or alcohol.
 - The purpose of this provision is to ensure compliance with OSHA's requirements regarding drug testing.

Refusal to Comply with Management Request for Screening

Refusal to comply with a management request to a drug or alcohol screening will be viewed as insubordination and an employee may be terminated.

Examples of behaviors that constitute refusal to submit to an alcohol or controlled substance screen are as follows:

1. Refusing to provide a specimen. This includes providing an insufficient volume of urine without a valid medical explanation.
2. Tampering with, adulterating, or substituting a specimen.
3. Failing to appear for testing within two hours of being notified.
4. Leaving the scene of an accident without just cause prior to submitting to a test.
5. Leaving collection facility before submitting to a test.
6. Failing to permit an observed or monitored collection when required.
7. Failing to take a second test when required.

- ~~8. Failing to undergo a medical examination when required with a reasonable time frame.~~
- ~~9. Failing to cooperate with any part of the testing process.~~
- ~~10. Once the test is underway, failing to remain at the site and provide a specimen.~~

Disciplinary Action

~~Violation of any portion of this policy may result in disciplinary action, up to and including termination, even for the first offense.~~

Testing and Discipline

For detailed procedures on testing for drugs and alcohol, including the circumstances under which testing may occur, consequences of refusal, and disciplinary actions, refer to:

Policy 704: Alcohol and Drug Testing

Commented [P11]: Added as a reference to policy 704 for Drug testing policy.

Revised 1/25/2023

703 704

Alcohol and Drug Testing for Drivers

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Reference for above changes.

Cass County Public Library is committed to providing a safe, healthy, and productive work environment for all employees and patrons. The misuse of alcohol, marijuana, and controlled substances can impair judgment, performance, and safety, and may pose serious risks to individuals and the public. This policy outlines the circumstances under which employees may be subject to alcohol and drug testing, especially in safety-sensitive positions, and establishes clear expectations regarding substance use in the workplace. Compliance with this policy is a condition of employment and an essential part of maintaining a safe and effective organization.

Commented [P1]: Changed policy 703 (testing) to 704 and 704 (Drug Free) to 703 for better flow of the policy listing. Removed the words for Drivers as the policy applies to all employees with emphasis on safety-sensitive positions.

Commented [P2]: Added a purpose statement

Any employee that who is required to operate a commercial motor vehicle, delivery van, or bookmobile, or Library-owned vehicle for Cass County Public Library or transport hazardous materials for the Library will be considered to be performing a safety-sensitive function and will be subject to alcohol and drug testing in accordance with federal law. The purpose of this policy is to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of library vehicles, thereby contributing to providing a safe work environment for employees and improving the safety of the citizens of Cass County.

Commented [P3]: Fixed grammatical wording

Commented [P4]: Removed the words delivery van and bookmobile. Added the wording library-owned vehicle. This will encompass all of our current or future vehicles

Commented [P5]: Inserted for clarity

Responsibilities

It is the responsibility of the employee to abide by this policy as a condition of employment and to report violations of this policy to supervisors.

It is the responsibility of the employee to report any involvement in a vehicle accident occurring while performing job duties.

It is the responsibility of the supervisor to distribute this policy and educational materials to employees in a safety-sensitive position.

Scope

This policy is applicable to all employees who operate Library-owned vehicles or vehicles rented for Library purposes. For the purpose of this policy, alcohol use is the consumption of any beverage, mixture, or preparation, including medication containing alcohol. Controlled substances or drugs for the purposes of testing mean marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). Marijuana use is the consumption of any form of marijuana, as defined by the Missouri Constitution.

Commented [P6]: Inserted for clarity on owned vehicles and rented vehicles for Library purposes.

Commented [P7]: Removed the word marijuana for policy clarification since it is not a controlled substance for drug testing purposes.

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Commented [P8]: Added for clarification as defined under the Missouri Constitution.

Commented [P9]: Added a paragraph to include using marijuana on Library premises.

Employees are prohibited from using marijuana while on Library premises or otherwise engaged in performing Library work-related duties. Persons with valid medical marijuana identification cards are encouraged to disclose such card in advance.

Definitions Related to Testing Circumstances

Commented [P10]: Moved from the Drug Free Workplace policy to keep all testing in one policy.

- a) **Reasonable Suspicion:** Reasonable suspicion means suspicion based on

specific personal observations by the supervisor or a reliable witness concerning such factors as the appearance, behavior, speech, or breath odor of an employee who is on Library premises or otherwise engaged in performing Cass County Public Library work-related duties. If the employee is acting in an abnormal manner and/or a supervisor has reasonable suspicion to believe that an employee is under the influence of alcohol, marijuana, or illegal drugs, the employee may be required to provide an appropriate specimen for laboratory testing by a medical or testing facility designated by Cass County Public Library.

Commented [P11]: Added about being on premises or engaged in performing duties

Commented [P12]: Added marijuana

- b) **Post-Accident-Illness/Injury:** Any employee with a work-related accident or illness resulting in personal injury (necessitating medical treatment) or substantial damage to property may be required to submit to testing for marijuana use, illegal drug use, or alcohol use or abuse immediately or as soon thereafter as allowed by the employee's medical condition. For purposes of this provision, the employee will only be required to submit to drug/alcohol testing for incidents for which employee's drug/alcohol use is likely to have contributed to the incident or there is a reasonable basis to investigate whether drug or alcohol use may have caused or contributed to the injury or illness, and for which the drug/alcohol test can accurately identify impairment caused by drug/alcohol use.

Commented [P13]: Added marijuana use

Commented [P14]: Added the word use for clarification.

- o The provider of the test will be determined by Cass County Public Library and the cost of the test will be paid by Cass County Public Library.
- o For purposes of this policy, reasonable suspicion means that the employer reasonably believes that the incident was caused in part or in whole because the employee was under the influence of or impaired by drugs or alcohol.
- o ~~The purpose of this provision is to ensure compliance with OSHA's requirements regarding drug testing. Although Cass County Public Library is not regulated by OSHA, as a best practice, this provision is intended to align with OSHA's recommended standards for workplace drug testing.~~

Commented [P15]: Added for clarity.

Commented [P16]: The Library is not governed by OSHA regulations; however, this policy reflects OSHA's testing standards to promote fairness, safety, and consistency.

Prohibited Conduct

A. Alcohol

No employee shall report for duty or remain on duty requiring the performance of a safety-sensitive function while having an alcohol concentration of 0.02% or greater.

Commented [P17]: Removed this section of the sentence from the policy because it applies to all employees instead of only those in safety-sensitive positions.

No employee shall be on duty or operate a commercial motor vehicle while possessing alcohol.

No employee shall consume alcohol while performing safety-sensitive functions.

No employee shall perform safety-sensitive functions within four hours of using alcohol.

No employee required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she has undergone a post-accident alcohol test, whichever occurs first. No employee shall refuse to submit to a post-accident alcohol test.

B. Controlled Substances

No employee shall report for duty or remain on duty ~~requiring the performance of safety-sensitive functions~~ when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a library vehicle. In this case, the employee must provide a doctor's certificate stating that the use of the prescribed medication will not impair the employee's ability to safely and effectively perform the assigned duties.

Commented [P18]: Removed this section of the sentence from the policy because it applies to all employees instead of only those in safety-sensitive positions.

No employee shall refuse to submit to a post-accident controlled substance test, a random controlled substance test, a reasonable suspicion controlled substance test, or a follow-up controlled substance test.

No employee shall report for duty, remain on duty, or perform a safety-sensitive function if the employee tests positive for controlled substances.

C. Marijuana

No employee shall report for duty or remain on when the employee is impaired by the use of marijuana, whether for medical or recreational purposes. This includes marijuana in any form, whether smoked, vaped, or consumed as an edible or extract.

Commented [P19]: Again, to clarify the policy. These updates ensure clarity, reinforce our drug-free workplace standards, and align our internal policies with both legal requirements and best practices in personnel management.

No employee shall refuse to submit to a post-accident marijuana test, a reasonable suspicion marijuana test, or a follow-up marijuana test.

No employee shall report for duty, remain on duty, or perform a safety-sensitive function if the employee tests positive for marijuana and is impaired by the use of marijuana.

No employee required to take a post-accident marijuana test shall use marijuana for eight hours following the accident, or until he/she has undergone a post-accident marijuana test, whichever occurs first.

Drug and Alcohol Testing

~~To ensure the safety of all personnel, and as a condition of employment, employees may be required to submit to tests to determine alcohol use, marijuana use, abuse of prescription drugs, and/or illegal drug use in the following circumstances: reasonable suspicion, post-accident or illness/injury, and as otherwise outlined in this policy.~~

Commented [P20]: Inserted wording from Drug Free workplace policy.

Commented [P21]: Added marijuana use

~~Cass County Public Library is required by the Department of Transportation to test an employee in a~~

Commented [P22]: We no longer have vehicles that require a CDL. The new paragraph is inclusive of all employees but still addresses safety-sensitive positions.

~~safety-sensitive position or those applying for a safety-sensitive position for the use of drugs and alcohol under the following circumstances:~~

The Library may conduct drug and alcohol testing under the circumstances outlined below.

Commented [P23]: New inclusive paragraph.

All employees are subject to testing; however, those in safety-sensitive positions may be given higher priority due to the nature of their responsibilities. Job descriptions and/or Library policies will indicate whether a position is classified as safety-sensitive. Any employee who operates a commercial motor vehicle or Library-owned vehicle, or who transports hazardous materials on behalf of Cass County Public Library, shall be considered to hold a safety-sensitive position. Employees with questions about the safety-sensitive designation of their role should contact Human Resources for clarification.

1. When hired;
2. When the Supervisor suspects that an employee's work performance or on-the-job behavior may have been affected in any way by drugs or alcohol;
3. If selected for testing in accordance with a random selection process;
4. Within eight (8) hours after a vehicle accident involving a fatality, bodily injury or property damage, or if the driver receives a citation under State or local law for a moving traffic violation arising from an accident, or any time the supervisor believes that an employee could have contributed to a work related vehicle accident;
5. ~~When returning to duty after engaging in conduct prohibited by this policy, provided the employee has not been terminated. When returning to duty after engaging in conduct prohibited by this policy, if the employee is retained, they must first receive a negative drug and/or alcohol test demonstrating fitness for duty.~~
6. When following a determination from a substance abuse professional that an employee is in need of assistance in resolving problems associated with misuse of alcohol or drug use, the employee will be subject to unannounced follow-up testing.

Commented [P24]: Reworded for better clarity of what will need to be done before an employee is allowed to return.

Adulterated tests will be considered as a refusal to test.

Refusal to Comply with Management Request for Screening

Refusal to comply with a management request to a drug or alcohol screening will be viewed as insubordination and an employee may be terminated.

Examples of behaviors that constitute refusal to submit to an alcohol or controlled substance screen are as follows:

- Refusing to provide a specimen. This includes providing an insufficient volume of urine without a valid medical explanation.
- Tampering with, adulterating, or substituting a specimen.
- Failing to appear for testing within two hours of being notified.
- Leaving the scene of an accident without just cause prior to submitting to a test.
- Leaving collection facility before submitting to a test.
- Failing to permit an observed or monitored collection when required.
- Failing to take a second test when required.
- Failing to undergo a medical examination when required within a reasonable time frame.
- Failing to cooperate with any part of the testing process.

- Once the test is underway, failing to remain at the site and provide a specimen.

Consequences

An employee who notifies their supervisor regarding the use of over the counter or prescription medicine which would result in a positive drug test or an alcohol test of 0.02% or greater but less than 0.04% prior to engaging in a safety-sensitive function will be reassigned to a non-safety function and will not be subject to disciplinary action.

An employee who, as a result of testing, is found to have alcohol concentration of 0.02% and greater but less than 0.04% shall be removed from a safety-sensitive function and reassigned for at least twenty-four hours. It may be recommended that the employee seek an evaluation from related health professionals. If a non-safety-sensitive function is not available, the employee will be removed from service for twenty-four (24) hours and is eligible for accrued sick or vacation leave. An employee's **repeated** inability to perform safety-sensitive duties **during a performance year** due to a test of 0.02% and greater but less than 0.04% may be subject to disciplinary action which may include termination.

While not subject to federal DOT regulations, the Library uses DOT-aligned thresholds for consistency and to ensure the safety of staff.

Commented [P25]: The phrase "repeated inability to perform safety-sensitive duties during a performance year" was simplified to "inability to perform safety-sensitive duties". This allows for greater managerial discretion in assessing the severity or frequency of incidents, rather than tying disciplinary action to a specific timeframe (i.e., a performance year), which could be restrictive or unclear in practice.

Commented [P26]: inserted to clarify standards used.

Positive Test

An employee who as a result of testing is found to have **been on Library premises of otherwise engaged in Library-related work and to have** engaged in the use of controlled substances, **been impaired by the use of marijuana**, or having an alcohol concentration in the blood or breath of .04% or greater shall be removed from service and shall be subject to disciplinary action, which may include termination.

An employee's refusal to submit to alcohol or drug testing will be treated the same as an employee who has a positive test and the employee will be subject to the provisions stated above.

Commented [P27]: inserted for clarity of being on library premises or engaging in library-related work. This also includes being impaired by marijuana to keep consistent throughout the policy.

Drug and Alcohol Rehabilitation

Employees who voluntarily admit a problem and request assistance with a drug or alcohol rehabilitation program prior to the Library identifying a drug or alcohol problem may be granted a leave of absence to participate in such a program. The employee will be eligible to utilize sick and vacation leave benefits according to Library policy. Participation in the program will be at the employee's cost. The employee may return to work upon a successful completion of the program and passing a return to duty test under this policy. The employee must agree to submit to additional, unannounced testing at the discretion of the Library for a period of up to sixty (60) months after the employee has returned to work. A minimum of six tests must be completed during the first twelve (12) months after return to duty.

Repeated request for drug or alcohol rehabilitation may result in conditions placed on the employee at the time of reinstatement regarding the opportunity for future approved

rehabilitation leave.

Education and Notification

Every employee performing a safety-sensitive function shall **receive and acknowledge** ~~be provided~~ educational materials **outlining that explain** the requirements of the Library's Alcohol and Drug Testing policy prior to the start of employment. **This ensures that employees understand their responsibilities and supports a safe and compliant work environment for all.**

Commented [P28]: The revised sentence makes minor edits to clarify intent, improve readability, and strengthen accountability. Specifically:

The phrase "**shall receive and acknowledge**" replaces "be provided" to emphasize that employees must not only receive but also formally acknowledge the policy. This helps protect the Library by ensuring there is a documented record of compliance.

A second sentence was added to affirm the purpose of the requirement: supporting employee understanding and maintaining a safe, compliant workplace.

These adjustments reflect the Library's dual commitment to employee education and public safety, especially in roles classified as safety-sensitive.

Related Policy: Drug-Free Workplace

This policy should be read in conjunction with **Policy 703: Drug-Free Workplace**, which outlines the Library's commitment to maintaining a workplace free from illegal drug use and the general expectations for all employees regarding substance use.

Commented [P29]: Added this reference since the Drug Free Workplace and the Alcohol and Drug Testing policies go hand in hand.

Revised 1/25/2023

April Hires & Transfers

- Matthew Porte - NRC - Part-Time Library Assistant

Current Openings

- Archie - Part-Time Library Assistant - *interviews scheduled*

Celebrations

Victoria Caron, Pleasant Hill, celebrated her 10 Year work anniversary in April and was presented with a certificate and Gift.

Family Fun Day

More than 60 CCPL staff members and their families visited Red Barn Ranch in Harrisonville on Sunday, May 4. A cookout was catered by HyVee and families enjoyed the corn pit, tractor train rides, animal feeding, slides, and plenty of outdoor activities.



2025
Family
Fun
Day



Personnel Budgets

Branch managers are tracking their own personnel budgets this year and a review of the first quarter showed them all pacing responsibly; CCPL has more than 78% of its budget remaining at the start of April.

Drexel Exterior Renovation

Ian Ondera and Scott Block worked, during days Drexel is closed, to renovate the exterior of the building. They painted, added handrails to the entrance, hung new signage, improved traction of the entryway, and refreshed the landscaping in front of the building. A renovation of the interior is scheduled for early September.

Adult SLP Prizes

As branches prepare for the 2025 Summer Learning Program, CCPL is receiving prize donations for the Adult SLP program. So far we have received grand prize donations from Powell Gardens, Starlight Theater, Kansas City Zoo, and more expected to come. The Kansas City Chiefs donated a football signed by Jawaan Taylor. Additionally, each branch will have a prize pack of CCPL-branded BBQ kits, aprons, measuring cups, and a selection of local barbecue sauces and seasonings. All will be randomly awarded adults who complete this year's program.

Harrisonville staff hosted and helped hatch chickens to celebrate Earth Day



Locust Terrace Property Update

As I mentioned in my email to you last week, we're entering a more public-facing phase of the Harrisonville Branch project. The first Planning & Zoning meeting is scheduled for the day of this writing, May 15. This meeting is required as part of the property purchase process and will be attended by the seller and our project team—representatives from Clark & Enersen and Navigate Building Solutions. The project team will also be present at the May board meeting to review the preliminary site plan with you before presenting it to city staff. Looking ahead, proposed floor plans and building elevations will be shared with the Board at the June 18 meeting.

Clark and Enersen Architectural Design Meetings

Clark & Enersen has begun the schematic design phase. Recent meetings have included input from branch leadership, youth services, technical services, facilities, and IT to ensure the design reflects operational needs and service priorities.

Stifel Bond Update

Our financial advisor, Stifel is expecting to receive the first drafts of bond documents from bond counsel, Rick McConnell, this week. They will then proceed with the review and comments.

MOREnet Firewall Upgrade

Work is underway to complete the library's systemwide network upgrades by the end of May. This project—valued between \$60,000 and \$70,000—is funded through our participation in the REAL (Remote Electronic Access for Libraries) Program, administered by the Missouri State Library and supported by state-appropriated funding. The upgrades will significantly enhance our connectivity and network security across all branches.

Outreach Services



The new outreach van was purchased for \$44,805 (\$44,505 plus a \$300 delivery fee) from Corwin Chrysler Dodge Jeep Ram in Springfield using the state cooperative procurement program—well under the \$65,000 budgeted for this purchase. It is now insured and titled and it will be parked in the Annex garage on the maintenance bay side.

May 2025 Director's Report

A branded wrap is also in development to coordinate with the look of the bookmobile and ensure consistent CCPL branding across our outreach vehicles.

The bookmobile was out of service from the end of April through the first week of May for steering and suspension repairs, including a loose battery box and u-bolt replacement. It is now back on the road.

Drexel Exterior Renovations



The Facilities team has been making steady progress on the exterior improvements at the Drexel branch. The project includes a fresh coat of paint, installation of a new sign, an acid etching treatment on the front porch to improve traction, new mulch in the front flower bed, and the addition of a handrail. Some final painting and landscaping work remain, but the project is on track to be completed within the next few weeks.



Around **CCPL**



Trees through Neighborhood Forest Harrisonville

Parents had the opportunity to sign their kids up for Free Trees through Neighborhood Forest, a program that provides free trees to children every Earth Day. We distributed 160 trees in total.



Storytime

Drexel

Amber read books and sang songs that went along with the theme Frogs! Parents are always involved in storytime.



Trivia Avengers

Garden City

The group enjoyed Kahoot trivia on the library laptops and using the big screen to play.



Family Drop-in Day

Pleasant Hill

We made bunny ear head bands to provide giggles and fun to those around us.



Homeschool Hangout

Archie

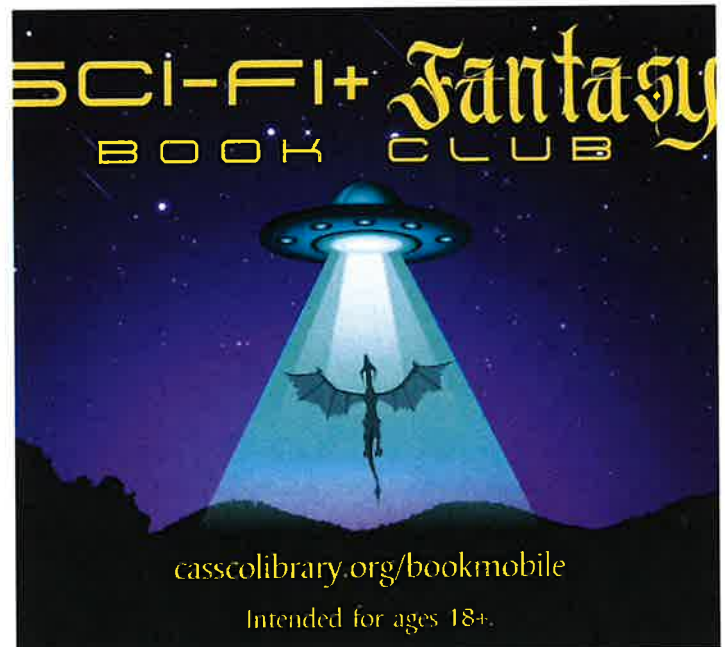
Teens played an assortment of fun games and ate lots of food.



Earth Day Storytime

Garden City

The kids were excited for something new and different with Earth Day Storytime at the park.



Sci-Fi & Fantasy Book Club Outreach

This month, 6 attendees came and discussed George R.R. Martin's *Wild Cards*.



Pizza & Paint

Northern Resource Center

Teens could use templates or create their own paintings. Lots of pizza was eaten, new friendships were made, & fun was had by all.



Rec Room Activities

Garden City

Folks from Casco visited and created a magnet craft and foam chickens.



Mammals of Missouri

Archie

The Missouri Conservation Department did a presentation on mammals of Missouri to over 20 people in attendance.



MUGnificent Cakes Program

Harrisonville

Everyone loved learning how to quickly and easily make different flavors of mug cakes at home.



Stained Glass Style Art Project Drexel

Mirinda showed a video of what the final art project would look like and then put the 12 participants to work.



Craft & Snack Outreach

April's Outreach Craft & Snack was Easter suncatchers, and the kids had a great time working on their scissor skills.



Teen Workshop at Press Monkey Studio Pleasant Hill

The owner of Press Monkey Studio introduced teens to different kinds of coffee and the history of different drinks.



Chickens Hatching Harrisonville

We celebrated the hatching of eight chicks. The chicks were live-streamed on our YouTube channel so everyone could enjoy the excitement.

Puzzle Exchange

Get yourself some new puzzles! Drop off puzzles during the first half of April and return on Wednesday, April 16 or Thursday, April 17 with your voucher to get the number of puzzles you dropped off.

DROP OFF: APRIL 1-15
SHOP: APRIL 16 OR 17



Puzzle Exchange Program Harrisonville

Patrons donated puzzles in return for exchange vouchers to pick up new-to-them puzzles.

Spring Storytimes Northern Resource Center

Storytimes this month focused on spring, bugs, rain, & airplanes. We had a great month of stories, songs, & play.



2nd Saturday Recipe Book Club Pleasant Hill

April's theme was Soups and Stews. This event continues to be one of the branch's favorite to host.

Around**CCPL**



Playdough Play Archie

A new event this quarter, the branch supplied playdough and accessories for families to have fun and get out of the house.

11,208
Active Customers

48,143
Circulation

83
Net Promoter Score

Technical**Services**

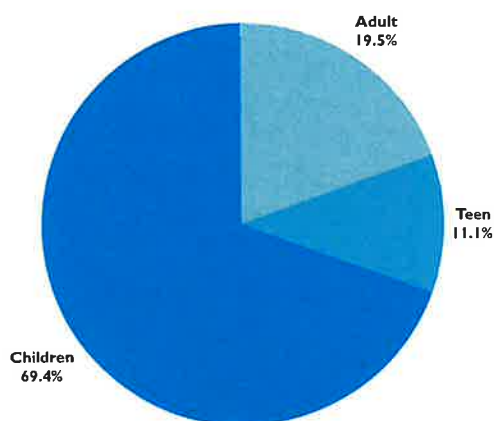
216
Adult Print
Titles Ordered

112
Adult eMedia
Items Ordered

831
Items
Cataloged

Customer Favorites

Program Highlights



Attendance by Age Group

Puzzles, Snacks, Paintings, Chickens - OH MY! Spring brought a fresh burst of excitement to CCPL with fun programs and events for all. Families were excited to gather for storytimes in the park where kids enjoyed books and sunshine all at once. Indoors, the branches have been buzzing with creativity through painting and craft activities, puzzle exchanges, and watching chickens hatch.

216
Programs

3,289
In-Person Attendees

Top Checkouts

Print

Adult Fiction

Three Days in June
Paranoia
Shattering Dawn

Adult Nonfiction

The JFK Conspiracy
Battlefield of the Mind
Guinness World Records 2025

Young Adult Fiction

Catching Fire
Long Way Down
Red Rising

Juvenile Fiction

The Knight at Dawn
Anne of Green Gables
Diary of a Wimpy Kid

eBooks

Onyx Storm
Fourth Wing
Great Big Beautiful Life
The Let Them Theory
The Wedding People
Broken County
Iron Flame
The Nightingale

eAudiobooks

The Perfect Divorce
Onyx Storm
All the Colors of the Dark
Broken County
Deep End
Fourth Wing
The Frozen River



Youth**Services**



Pleasant Hill Branch staff went to Creative Kids Preschool for Storytime On the Go. The children were very excited to have a special storytime just for them.

76

Storytimes

1,627

Storytime Attendees

In Youth Services, preparations for Summer Library Program included creating Beanstack challenges and paper logs for all age groups, distributing sign-up and system-wide prizes, and coordinating CSLP promotional items. A trial of ComicsPlus was also organized for staff use in April 2025. Outreach activities included reading at the Early Childhood Center in Harrisonville, participating in a staff development meeting at Archie School District, assisting with Interview Week at Cass Career Center, providing translation support at NRC, and attending a staff meeting at the Harrisonville branch. Professional development included webinars and discussions on the First Amendment, youth and teen book previews, and library service roundtables.

Technology**Support**

Key initiatives this month included finalizing computer use agreements and securing competitive pricing on the replacement of all staff computers through state cooperative procurement program, keeping the project under budget. Ethernet was run at Harrisonville and Admin in preparation for the upcoming MOREnet network and firewall upgrade, scheduled for completion in May. A hardware issue in Pleasant Hill was resolved, and a Harrisonville High School student completed an IT-focused internship with the library. For the month, 52 IT support tickets were addressed.

1,085

WiFi

Sessions

2,366

**Computer
Sessions**

Community**Outreach**

This month's Quilt of the Month at Archie is on loan from Lisa Swigart who also works for the City of Archie.

Kasey and Elizabeth at Northern Resource Center started outreach to the local schools in preparation for the Summer Library Program. Between the two of them over 330 kids were contacted! Kasey and Elizabeth also went to the Ray-Pec 9th grade center and met with the media teacher and have been assisting the media students with their final project. Eight students came to the NRC to film their final project for the semester. NRC hosted the Cass County Coalition in-person meeting on April 28th.



Outreach held their first lobby stop at Greenleaf Estates on April 1st. Amy gave a presentation about library services to the Peculiar Senior Group luncheon.

Facilities**Coordinator**

Facilities: Several facility updates and improvements were completed across multiple branches. At Harrisonville, the bike rack was repaired, a bubble machine was installed in the children's area, and the employee break room and Teen walls were painted. At the Annex, a TV mount for the Book Mobile was installed, renovations continued upstairs, and a dust collector was added for woodworking projects. Pleasant Hill's front door was repaired and new shelving was built for basement storage. Drexel's exterior renovations began including the installation of a new sign reflecting the updated logo and location identifier. Archie's fire extinguishers were inspected and updated, and its interior door issues were resolved. At Garden City, new pillars were installed around the existing support pillars, posts and an accent wall were painted blue, fire extinguishers were inspected and updated, and plans for a building expansion are currently in progress. Ian also collected bids for a new cleaning service for the NRC, PH, and HA (Admin) branches.

Courier: Our second courier driver, John Smith, started on April 14th.

Community**Spaces**

31

**Community Room
Reservations**

380

**Study Room
Reservations**

Community**Engagement**

At the Garden City Branch, one of the patrons was very excited to finish the last step for the Community LEGO build that was started last summer.



7

Marketing Emails Sent

6,697

Total Website Users

91,839

Marketing Emails Opened

15,518

Total Website Pageviews

4,971

Social Media Reach

907

Social Media Engagements

Community**Engagement**

“What a wonderful service you are doing for our community. I hope many are able to take advantage of it.”

**-Denise H.,
Facebook Comment**

“These all turned out amazing!!

Beautiful job to everyone!
Thanks so much for sharing.”

**-Emily Seilhamer Art,
Facebook Comment**

“I love our libraries.”

**-Amber P.,
Facebook Comment**



**-America,
Harrisonville Branch
Google Review**



**-Warner Law Office,
Harrisonville Branch
Google Review**

“This is a very nice library.
You can feel the love.”

**-Patron Visit,
Harrisonville Branch**

Staff**Activities**

ARCHIE

Cherie and Scott, YS Coord., presented information about what CCPL has to offer to teachers and students at Archie School District's staff work day. Rachel went to the preschool on Wednesday mornings and afternoons to read stories.

DREXEL

Amber visited the Drexel preschool classes. Mirinda worked with a group of ladies on their stain glass style art projects.

GARDEN CITY

Kathy planned several spring themed activities for the kids. Jana finished up Summer Library Program planning and also filled in for a Storytime with Scott from Youth Services as a surprise guest.

GENEALOGY

The FamilySearch digitization project advanced significantly. Julie reviewed over 250 books and coordinated with others to prepare 24 titles for scanning. A surprising family connection emerged during a patron interaction, reminding staff of the deep human connections their work can uncover.

HARRISONVILLE

Karen attended the Bright Futures Advisory meeting, watched "Emergency & Crisis Management" webinar, and proctored an exam. Shannon attended the "Baby's Brain Gets Lit" webinar and "Time Management for Librarians" webinar on April 30. Branch staff attended Missouri Evergreen refresher training.

NORTHERN RESOURCE CENTER

Rhonda, Circ. Coord., conducted Missouri Evergreen refresher training with 11 NRC staff members in attendance.

OUTREACH

Amy created a booking calendar and pre-trip/pro-trip checklist for the new Outreach van, reviewed job descriptions for the Outreach Department, met with Sara Luellen, Tech Services Coord., about Memory Lane collection, and added cover art and synopses to the PCX items that had failed to load.

PLEASANT HILL

Monica helped the Pleasant Hill CARES with an event they hosted. She also attended the Pleasant Hill Chamber Board meeting and assisted in the Texas Hold 'em Tournament preparations. Branch staff attended Missouri Evergreen refresher training.

Looking**Ahead**

ARCHIE

Larry Brown from Columbia, MO will be coming to Archie for an Adult Storytelling Program. He will be sharing scary stories and stories about Lake of the Ozarks.

DREXEL

Storytime on Wednesday mornings happening at 10 AM. Creative Club meets after school on Thursdays at 3:45 PM. Teens will be making a project with leather.

GARDEN CITY

The branch is planning an Oreo Activities/Tasting event for children and excited for Genealogy's presentation of Stop and Taste the Flowers

HARRISONVILLE

Neisha is finishing up the Bob Ross promo video for Summer Library Program. Author JPS Stalder will be doing a meet-n-greet during Summer Library kickoff party. Shannon will be doing school visits to promote Summer Library. Herbal Chest Medicine program will be at 6 PM on May 28th.

OUTREACH

Three additional Lobby Stops will be added during May. Outreach will also be joining the Pleasant Hill Farmers Market, and NRC's SLP kick-off party.

NORTHERN RESOURCE CENTER

The Summer Library Program kick-off event is scheduled for 5/31. We will have a large truck event in the parking lot, and the Belton and Ray-Pec robotics teams will have their robots at the library. The event is scheduled from 12-3 PM rain or shine!

PLEASANT HILL

The Summer Library kick-off event will be on 5/31 with carnival games, face painting, a crawl through fort, chalk drawings and more!

Check out the events
page for more!



Our **T**eam

Milestone Service Anniversaries

20 Years

Rhonda Busse
Administration

10 Years

Victoria Caron
Pleasant Hill Branch



Rhonda Busse, Circulation Coordinator

2

New Hires

1

Position Changes

Cass County Public Library is committed to attracting and retaining superior employees in order to enhance its continued dedication to service excellence. It is the policy of Cass County Public Library to have a wide variety of recruiting resources available in order to have a selection of candidates for each position to select the best candidate for the position. The employment functions are centralized and coordinated with Human Resources.

Applicants for positions must complete an application for employment. Completed applications for employment will be accepted at any time and should be sent to the Administrative Office. Employment applications for those not hired will be kept on file for one (1) year, after which time they will be properly discarded. Applications of those hired become part of the personnel file of the employee.

Cass County Public Library relies upon the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

All openings for positions will be posted on the Library's website and advertised in appropriate venues as Cass County Public Library deems necessary.

Any current staff member interested in an open position must fill out an application and go through the interview process as any other applicant. Staff members must meet the minimum requirements of skills, experience, and education specified in the job description to be considered for the opening. Interested staff will have five (5) business days to apply for a position posted internally. An interested staff member should contact Human Resources prior to the internal application deadline. When a position has been posted internally and there are not two (2) or more qualified internal applicants, the position may be posted externally, at the discretion of the Library Director.

Cass County Public Library is an Equal Opportunity Employer (EOE). It is the library's policy to extend equal opportunity to all qualified staff members and applicants for employment without respect to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, pregnancy, or any other protected class under the law. We do not condone and will not tolerate discrimination, intimidation, or harassment based on these factors, and sexual harassment is prohibited. Such conduct will subject any employee to disciplinary action, up to and including immediate termination.

All candidates may be subject to post-offer employment screenings. These screenings may include, but are not limited to, drug screens, criminal history background checks, medical examinations (in those positions where this is required), and Social Security Administration verifications. In addition, prior to an offer of employment, candidates may be subject to reference checks regarding previous work history, where available. Further, all offers of employment are contingent on verification of the employee's right to work in the United States.

On the first day of work, Cass County Public Library will request the employee to provide original documents verifying their right to work and to sign a verification form required by federal law. If at any time the employee cannot verify their right to work in the United States, Cass County Public Library may be obliged to terminate their employment.

A new employee will be paid at the minimum rate of the position's salary range unless the applicant's education or experience warrants the payment of a higher salary rate.

Revised 11/16/2022
Revised 4/16/2025

Cass County Public Library makes all employment decisions based on each person's qualifications, performance, and abilities. Cass County Public Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, pregnancy, or any other protected class under the law.

Cass County Public Library's policy is to recruit, hire, train, promote, and administer all employment-related matters on the basis of an individual's qualifications, abilities, and efforts without regard to protected status. This policy addresses Cass County Public Library's commitment to providing equal opportunity employment for all employees and applicants and to promoting diversity in the workplace. In all hiring and employment practices, Cass County Public Library makes every effort to ensure that it does not discriminate against employees and applicants.

If any staff member feels they have been subjected to any form of discrimination, they should refer to the Non-Discrimination and Anti-Harassment Policy and contact their immediate supervisor as soon as possible after the incident.

Revised 11/16/2022

Revised 4/16/2025

Cass County Public Library is committed to creating and maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Any unlawful discrimination against any employee, applicant, vendor, or contractor based on race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability, veteran status, pregnancy, childbirth, related medical conditions, marital status or any other protected class will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination.

Harassment Basics

While not all harassing behavior meets the standard of illegal conduct, **any workplace harassment is inappropriate and should not be tolerated.** If the employee feels harassed at work or another employee is aware of incidents of workplace harassment, they have a right and a responsibility to address the situation. The employee may confront the harasser if they feel comfortable doing so, **and** report the harassment **immediately** to their immediate supervisor and Human Resources. If the supervisor, Assistant Director, or Human Resources are not available or appropriate under the circumstances, please notify the Library Director. If an employee reports an incident of harassment, the library will conduct a fair, discreet investigation, and appropriate corrective action will be taken.

It is illegal to retaliate in any way against an employee for complaining about, reporting, or participating in a complaint regarding workplace harassment.

Harassment and Discrimination

Harassment based on the other protected categories such as race, color, sex, religion, national origin, genetic information, age, disability, veteran status, pregnancy, childbirth, related medical conditions, marital status or any other status protected by applicable law will not be tolerated. This prohibited conduct may include, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on Cass County Public Library premises or circulated in the workplace, on company time, or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites, or other means.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws and will not be tolerated at Cass County Public Library. Sexual harassment is prohibited because it is intimidating, often is the result of an abuse of power, and is wholly inconsistent with Cass County Public Library policies, practices, and

management philosophy. Sexual harassment is defined, generally, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, express or implied. Sexual harassment can take the following forms:

- Sexual conduct that interferes with another employee's work performance or creates an intimidating, hostile, uncomfortable, or offensive work environment.
- Personnel decisions (e.g., promotion, raises, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual advances.
- Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo, and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. These behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Employee Recourse

Any employee who feels subjected to discrimination or harassment (sexual or non-sexual), or who witnesses any conduct which appears to involve sexual harassment, must immediately report it, in writing, directly to Human Resources who will undertake the investigation. Such reports will be investigated promptly and thoroughly. If the report is proven, disciplinary action will be taken against the offender. Depending on the severity of the misconduct, the disciplinary action could range from a warning to termination of employment.

Complaints of this nature will be maintained in confidence and divulged only to the extent necessary to complete the investigation and determine the appropriate resolution. Cass County Public Library prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in complaint investigation. However, if Cass County Public Library determines that false information was provided regarding a complaint, disciplinary action may be taken against that individual up to and including termination. An employee may also report any complaint of discrimination to the EEOC, www.eeoc.gov.

Retaliation is prohibited by federal law and Cass County Public Library policy. It is defined as any adverse or negative action against a person participating in any reporting, investigation, or proceeding that is perceived as: intimidating, threatening, coercing, hostile, harassing, retribution, or violence that occurred in connection to the making and follow-up of the report. This also includes actions against an individual who has:

- Complained about alleged discrimination, harassment, or retaliation.
- Participated as a party or witness in an investigation relating to such allegations.
- Participated as a party or witness in a court proceeding or administrative investigation relating to such allegations.

Federal civil rights laws, including Title VII, make it unlawful to retaliate against an individual for the purpose of interfering with any right or privilege secured by these laws.

Revised 11/15/2023

Revised 4/16/2025

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law specifically for individuals with disabilities. It gives certain protection to qualified individuals with disabilities. Cass County Public Library complies with the requirements of the Americans with Disabilities Act (ADA).

As described by law, qualified individuals with disabilities include, but are not limited to: individuals who have a physical or mental impairment that substantially limits one or more major life activities, and who meet the skill, experience, education, and other job-related requirements of the position. These individuals, with or without reasonable accommodation, must be able to perform the essential functions of the position.

Cass County Public Library shall not discriminate against qualified disabled individuals in regard to hiring, firing, compensation, training, advancement, and all other terms, conditions, or privileges of employment.

In addition, an employee may make a request for a reasonable accommodation pursuant to their rights under the ADA by contacting Human Resources. To submit a request, employees should complete the ADA Accommodation Request Form, available through Human Resources. If the employee has any questions about this policy, the meaning of terms used in this policy, or the application of this policy or the ADA, please contact Human Resources, the US Department of Labor, or the EEOC for guidance.

<https://www.dol.gov/general/topic/disability/ada>

<https://www.eeoc.gov>

Revised 12/21/2022

Revised 4/16/2025

Cass County Public Library is committed to employing only persons who are authorized to work in the United States. All employees of Cass County Public Library are required by federal law to verify their authorization to work in the United States. Every newly hired employee shall be E-Verified prior to hiring. Cass County Public Library prohibits discrimination in hiring and/or recruiting on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 (IRCA), each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility to work in the U.S. Employees and applicants are entitled to provide any of the acceptable documents specified by the U.S. Citizenship and Immigration Services (USCIS) to verify their eligibility for employment. The library will not mandate the submission of a specific document if alternative documents are legally acceptable. In accordance with the IRCA, the I-9 should be completed within three (3) days of first reporting to work. Employees with temporary work authorization must provide updated documentation before their current authorization expires. Human Resources will notify affected employees in advance to ensure compliance.

Cass County Public Library believes in strict compliance with I-9 policies. Cass County Public Library will not accept any deviation in compliance with the I-9 processes. An employee that fails to comply with the I-9 requirements will be immediately terminated.

Identity can be established by providing documentation such as a current state-issued driver's license, state-issued identification card, or similar documents such as a school I.D. with a photograph, voter's registration card, or military service record.

An employment eligibility document is a valid Social Security card, a birth certificate, or any immigration document.

All I-9s will be maintained in a central location and will be accessible in a manner that allows them to be produced in accordance with government and Cass County Public Library requests. I-9 forms will be stored separately from personnel files to ensure confidentiality. Records will be retained for at least three years after the date of hire or one year after termination, whichever is later, in compliance with federal regulations.

Any requests from government agencies regarding employment verification or work authorization status should be directed to Human Resources immediately. No information should be released without proper review and legal consultation. Human Resources will conduct periodic self-audits of I-9 records to ensure compliance and identify any potential discrepancies.

Revised 12/21/2022
Revised 4/16/2025

Cass County Public Library adopts as its Record Retention Policy the specific time frames and categories set forth in the *General Records Retention Schedule* and the *Public Libraries Records Retention* approved by the Missouri Local Records Board, published by the Office of the Secretary of State, State of Missouri, and attached to this policy except as such schedules are amended in the future.

The Custodian of Public Records for Cass County Public Library shall be the Library Director, and all records shall be maintained in the Cass County Public Library Administrative Office. All requests to view public records shall be addressed by the Director or their designee, in compliance with the requirements of the Missouri Sunshine Law (Revised Missouri Statutes Chapter 610, as amended).

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>

Cass County Public Library's Board of Trustees recognizes that communications sent via electronic media are included as records. Records sent via electronic media shall be categorized according to the subject matter therein and retained pursuant to the General Records Retention Schedule and Public Libraries Retention Schedule for said subject matter pursuant to the county's procedure for storage of electronic media.

Cass County Public Library Procedures for Retention of Electronic Records

Procedures for the retention of the 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, and attached to 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 them in compliance with the *General Records Retention Schedule* and the *Public Libraries Records Retention Schedule*.

Electronic Communications Records Guidelines for Missouri Government:

<https://www.sos.mo.gov/CMSImages/RecordsManagement/CommunicationsGuidelines.pdf>

Cass County Public Library Human Resources will periodically review personnel records for compliance with the Missouri General and Public Libraries Records Retention Schedules. The Library Director or designee will oversee reviews, ensuring proper storage, categorization, and disposal of records. Findings and corrective actions will be documented as needed.

Revised 12/21/2022

Revised 4/16/2025

May Board Packet

1 message

Robin Hudson <hudsonr@casscolibrary.org>
To: Mary Duncan <duncanm@casscolibrary.org>
Cc: Lori Schneider <schneidl@casscolibrary.org>

Thu, May 15, 2025 at 3:14 PM

Hi!

I have attached the information for the board packet. Please put in this order:

Agenda

Draft April Meeting Minutes

April 2025 Financial Reports

May 2025 Payables

April 2025 Statistical Charts & Graphs Page

2025 May Packet Notes

Capital Improvement Plan Draft May 2025

Strategic Plan May 2025 Revision

Drafts of Policy Revisions: 703 and 704 (please make sure the comments print in the right margin and the edits are shown in red)

Assistant Director Report

2025 May Director's Report

Monthly Review

Revised Policies 202, 203, 204, 206, 207, and 208 printed on 3-hole punched paper for the trustee's policy binder



April 2025 Monthly Review Report (1).pdf

Robin Hudson, MLS
Library Director
Administrative Office



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

hudsonr@casscolibrary.org

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13 attachments



204 Non-Discrimination and Anti-Harassment 4-2025.pdf

81K



207 Immigration Law Compliance 4-2025.pdf

13K



203 Equal Employment Opportunity 4-2025.pdf

57K



206 Americans with Disabilities Act 4-2025.pdf

96K



208 Personnel Records Retention 4-2025.pdf

104K



202 Applications for Employment 4-2025.pdf

102K