

Agenda
Cass County Public Library Board of Trustees
Regular Meeting
Harrisonville Library Branch Meeting Room
Online at <https://www.youtube.com/@casscolibrary>
September 17, 2025 @ 4:00 p.m.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONSENT AGENDA

Approval of Minutes – Tax Levy Public Hearing & Regular Meeting – August 20, 2025
Financial Reports – August 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

NEW BUSINESS

1. Close Utility Account (Action Item)
2. Policy Revisions – Operations and Conduct and Performance (Action Item)
 - a. 105 Denial of Service
 - b. 505 Employee Conduct and Work Rules
 - c. 506 Work Schedules
 - d. 515 Personal Gifts
 - e. 517 Disciplinary Procedures
 - f. 518 Performance Evaluations
 - g. 520 Promotions and Transfers
 - h. 521 Resignation
 - i. 522 Retirement
 - j. 523 Layoff and Recall
 - k. 526 Solicitation and Distribution
3. 2026 Budget 1st Reading
4. Beanstack

DIRECTOR'S REPORT

Changes in Staff Positions
Branch Activity Reports
Director Updates

TRUSTEES' REPORT

CCPL Foundation Update
Trustees' Comments

RECESS TO EXECUTIVE SESSION

Legal – MO Rev. Stat. 610.021.1

ADJOURNMENT

The next regular meeting will be held at 4:00 p.m. on October 15, 2025, Harrisonville Library Branch Meeting Room.

MINUTES

Cass County Public Library Board of Trustees
Tax Levy Public Hearing & Regular Board Meeting
Harrisonville Branch – Meeting Room
August 20, 2025 @ 4:45pm

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

Tax Levy Public Hearing: 4:45pm

The tax levy hearing was held. Library Director Robin Hudson presented the proposed tax rate of .2281 per \$100.00 of the 2025 assessed property valuation. This is the full allowable rate in accordance with Missouri law. Based on tax revenue from the proposed rate, the amount of revenue to be budgeted in 2026 will be \$6,122,161.

Board President Becky Klein asked for public comment. There was none.

At 4:46pm the Public Hearing adjourned.

Call to Order: 5:00pm

Trustees roll call attendance taken:

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

CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, Business Manager Lori Schneider

Pledge of Allegiance

Approval of Agenda

Sherri Peters moved, seconded by Dianne Hon, to add item #4 "Time for Regular Monthly Meeting" under New Business to meeting agenda. Motion passed by majority vote.

Sherri Peters moved, seconded by Diana Larson, 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 July 16, 2025, the financial reports for July, and the August 2025 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

Michael Short from Stifel, Nicolaus & Company Public Finance and Mike Wright with Raymond James & Associates presented information about Certificates of Participation

Series 2025 of the District to Finance Library Facilities, and answered questions from Board members.

Dianne Hon moved, seconded by Sherri Peters, to approve Resolution #082025 as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

New Business

Dennis Minich moved, seconded by Dianne Hon, to approve the recommended tax rate of .2281 per \$100 assessed valuation as presented in the Notice of Public Hearing. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Conduct and Performance policies were presented and discussed. Diana Larson moved, seconded by Becky Klein, to approve Policies #501, 502, 503, 507, 508, 510, 511 and 514 as presented. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

The time of monthly board meetings was discussed. Dennis Minich moved, seconded by Diana Larson, to move the regular monthly third Wednesday meeting time to 4:00pm, starting in September. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Director's Report

Assistant Director Leigh Hallenberg announced staff changes:

Transfer: Jana Riggs - from GC Branch Manager to Youth Services Coordinator

Mr. Hallenberg updated the board about the upcoming Drexel renovation plans, the Staff Development Day scheduled for 10/13, Summer Library Program stats, and a new database HelpNow by Brainfuse.

Director Updates

Director Robin Hudson informed the Board about closing on the Locust property on Monday 8/18, updated bandwidth at Drexel branch, working with OMNI HR for continuing competitive wage strategies, and securing a vendor to complete the strike card systems project.

Trustees' Comments

Becky Klein reminded everyone to be thinking about possible dates for a budget work session after the September board meeting.

Becky Klein informed the board the Foundation found a location for a fall used book sale, but a date and time has not been set yet.

Recess to Executive Session

At 5:55pm, Sherri Peters moved, seconded by Dennis Minich, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues and Missouri Revised Statute 610.021.2 to discuss real estate issues. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

At 6:15pm, Dennis Minich moved, seconded by Sherri Peters, that the closed executive session end and regular session resume. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Actions from Executive Session

Dennis Minich moved, seconded by Sherri Peters, to approve Executive Session Legal Minutes from 7/16/25, Executive Session Personnel Minutes from 7/16/25, Special Meeting Executive Session Legal Minutes from 8/4/25, and Special Meeting Executive Session Legal Minutes from 8/14/25 . On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Dianne Hon moved, seconded by Diana Larson, to sell Pearl Street property for \$70,000 to John Foster and designate Robin Hudson to be the authorized signer at closing. On roll call vote: Klein-Aye, Peters-Aye, Minich-Abstain, Larson-Aye, Hon-Aye. Motion passed.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 6:17pm.

The next regular scheduled meeting will be held Wednesday, September 17, 2025 at 4:00pm.

Approved by the Board on _____, 2025

Secretary

Library Director

AUGUST 2025

FINANCIAL REPORTS

CIRCULATION REPORT

REVENUE REPORT
+Capital Funds Report
+MOSIP Investments Statement

EXPENDITURES REPORT

ACCOUNT REPORTS

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

Circulation

	2025	2024	Change	2023	Change	2022	Change
Archie	2,237	2,861	-21.8%	2,962	-24.5%	2,454	-8.8%
Drexel	945	1,157	-18.3%	1,142	-17.3%	1,262	-25.1%
Garden City	2,379	2,325	2.3%	3,265	-27.1%	3,086	-22.9%
Genealogy	113	46	145.7%	44	156.8%	56	101.8%
Harrisonville	8,914	9,349	-4.7%	11,054	-19.4%	11,180	-20.3%
Self-Checkout	157	197	-20.3%	196	-19.9%	632	-75.2%
Northern Resource Center	16,281	18,918	-13.9%	20,059	-18.8%	21,116	-22.9%
Self-Checkout	1,250	1,516	-17.5%	1,601	-21.9%	1,232	1.5%
Pleasant Hill	6,131	6,323	-3.0%	1,483	313.4%	4,463	37.4%
Self-Checkout	201	390	-48.5%			147	36.7%
Outreach	1,201	1,714	-29.9%	1,101	9.1%	350	243.1%
Bookmobile	926	1,495	-38.1%	874	5.9%		
Library by Mail	204	161	26.7%	227	-10.1%	350	-41.7%
Peculiar Express	71	58	22.4%	0			
Exploration Library	31						
Physical Circulation	38,201	42,693	-10.5%	41,110	-7.1%	43,967	-13.1%

OverDrive	8,345	7,163	16.5%	6,001	39.1%	5,768	44.7%
Hoopla	2,333	1,476	58.1%	838	178.4%	346	574.3%
Adult eResources	1,415	3,317	-57.3%	2,718	-47.9%	2,955	-52.1%
Youth eResources	94	297	-68.4%	238	-60.5%	268	-64.9%
Digital Circulation	12,187	12,253	-0.5%	9,795	24.4%	9,337	30.5%

Total Circulation	50,388	54,946	-8.3%	50,905	-1.0%	53,304	-5.5%
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	14	483	1,059	2		0
Outreach	3	285	211	0		
Drexel	3	237	1,595	0	0	
Garden City	13	432	974		1	
Genealogy	0	3	402			
Harrisonville	113	2,685	2,339	37	1	19
Northern Resource Center	222	5,804	9,937	16	0	158
Pleasant Hill	55	1,800	1,807	12	118	44
Homebound	4	47				
Total	427	11,776	18,324	67	120	221

Kiosk		Community Stops		Consortium Lending		1,214
Returns	50	Total	12	Consortium Borrowing		4,548
Individual Users	16	Hours	28	Family Search Scanned This Month		15
		Patrons	153	Family Search ScannedTotal		385

Computer Usage

	2025	2024	Change	2023	Change	2022	Change
Archie	39	32	21.9%	34	14.7%	33	18.2%
Bookmobile	0	0		0			
Drexel	18	25	-28.0%	48	-62.5%	39	-53.8%
Garden City	34	36	-5.6%	35	-2.9%	32	6.3%
Genealogy	16	13	23.1%	20	-20.0%	24	-33.3%
Harrisonville	440	450	-2.2%	483	-8.9%	321	37.1%
Northern Resource Center	646	567	13.9%	574	12.5%	345	87.2%
Pleasant Hill	179	167	7.2%	77	132.5%	46	289.1%
Library Computer Usage	1,372	1,290	6.4%	1,271	7.9%	840	63.3%

	2025	2024	Change	2023	Change	2022	Change
Archie	98	102	-3.9%	88	11.4%	130	-24.6%
Bookmobile	0	0		2	-100.0%		
Drexel	33	29	13.8%	48	-31.3%	34	-2.9%
Garden City	118	97	21.6%	129	-8.5%	199	-40.7%
Harrisonville	308	232	32.8%	261	18.0%	187	64.7%
Northern Resource Center	338	298	13.4%	275	22.9%	211	60.2%
Pleasant Hill	202	146	38.4%	78	159.0%	64	215.6%
Total WiFi Usage	1,097	904	21.3%	881	24.5%	825	33.0%

	2025	2024	Change	2023	Change	2022	Change
Archie	137	134	2.2%	122	12.3%	163	-16.0%
Bookmobile	0	0		2	-100.0%	0	
Drexel	51	54	-5.6%	96	-46.9%	73	-30.1%
Garden City	152	133	14.3%	164	-7.3%	231	-34.2%
Genealogy	16	13	23.1%	20	-20.0%	24	-33.3%
Harrisonville	748	682	9.7%	744	0.5%	508	47.2%
Northern Resource Center	984	865	13.8%	849	15.9%	556	77.0%
Pleasant Hill	381	313	21.7%	155	145.8%	110	246.4%
Total Computer Usage	2,469	2,194	12.5%	2,152	14.7%	1,665	48.3%

*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	13	94
Bookmobile	32	323
Outreach	2	32
Drexel	6	42
Garden City	21	188
Genealogy	0	0
Harrisonville	27	1362
Northern Resource Center	39	488
Pleasant Hill	42	974
Total	182	3503

Reading Programs	Signup	Completion
Archie	0	0
Outreach		
Drexel	0	0
Garden City	0	1
Genealogy	0	0
Harrisonville	0	0
Northern Resource Center	0	0
Pleasant Hill	0	3
Total	0	4

Archie	Events	Attendance
Early Literacy (Ages 0-5)	4	35
Children's (Ages 5-12)	1	6
Teen	1	5
Adult	7	48
Senior	0	0
Total	13	94

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)	26	247
Children's (Ages 5-12)	6	76
Teen	0	0
Adult	0	0
Senior	0	0
Total	32	323

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	6	152
Children's (Ages 5-12)	3	73
Teen	8	77
Adult	7	60
Senior	0	0
Total	24	362

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	4	36
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	2	6
Senior	0	0
Total	6	42

NRC	Events	Attendance
Early Literacy (Ages 0-5)	17	378
Children's (Ages 5-12)	3	14
Teen	7	20
Adult	12	76
Senior	0	0
Total	39	488

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	8	103
Children's (Ages 5-12)	3	39
Teen	1	0
Adult	9	46
Senior	0	0
Total	21	188

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	9	272
Children's (Ages 5-12)	6	182
Teen	6	74
Adult	19	246
Senior	0	0
Total	40	774

Outreach	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	1	27
Adult	1	5
Senior	0	0
Total	2	32

Take Home Kits	150
Literacy Programs	74
Literacy Attendance	1223
Kits	161

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	3	750
Teen	2	127
Adult	2	355
Senior	0	0
Total	7	1232

On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	74	1223
Children's (Ages 5-12)	22	390
Teen	23	176
Adult	56	482
Senior	0	0
Total	175	2271

AUGUST 2025

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	26,281	5,361,527
Fees, Bksale, Copier	20,000	2,903	18,249
State Aid			38,381
A & E Tax / Equaliz Funds			41,544
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	21,659	199,216
TOTAL	5,926,067	50,843	5,663,970

Current Assets as of 8/31/25

	Community Bank - General Oper	\$0	Closed 8/19/25
opened 6/24/25	Community Bank - NEW General Oper	\$5,978,118	Includes Capital Funds
opened 7/3/25	Community Bank - NEW Payables Acct	\$14,579	
	Community Bank - Savings / Invest	\$1,112	
	Community Bank - Payroll	\$329,562	
	Community Bank - Endowment	\$16,052	
	Commerce - Petty Cash	\$3,083	
	Commerce - Utility	\$14,212	Pending closing
	Commerce - Donations	\$27,006	
	Total	\$6,383,724	

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

Endowment Funds	\$150,000	Maturity Date 10/28/25
Reserve Funds	\$600,000	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)

CAPITAL FUNDS REPORT

CASS COUNTY PUBLIC LIBRARY

August 2025

<u>CAPITAL FUNDS BALANCE 8/1/25</u>	\$3,946,098
8/18/25 Locust Prop closing	-\$187,308
8/20/25 Alpha-Omega GeoTech	-\$3,700
8/20/25 Navigate	-\$3,932
8/20/25 Clark Enersen	-\$60,530
9/30/25 Bond closing FUNDS designated Bond Project	-\$2,000,000
<u>CAPITAL FUNDS BALANCE 8/31/25</u>	\$1,690,628

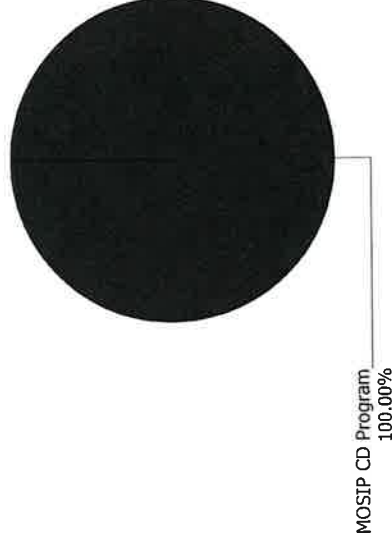


Account Statement - Transaction Summary

For the Month Ending August 31, 2025

Cass County Public Library - Investment Fund - 8500491

MOSIP		Asset Summary	
Opening Market Value	0.25	August 31, 2025	July 31, 2025
Purchases	0.00		0.25
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$0.25		
Cash Dividends and Income	0.00		
MOSIP CD Program			
Opening Market Value	750,000.00		
Purchases	0.00		
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$750,000.00		
Cash Dividends and Income	0.00		





Investment Holdings

For the Month Ending August 31, 2025

Cass County Public Library - Investment Fund - 8500491

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
MOSIP CD Program							
10/28/24	10/28/24	CD - Gbank, NV	10/28/25	4.45	✱ 200,000.00	7,510.14	208,900.00
10/28/24	10/28/24	CD - First State Bank Of Healy (The), KS	10/28/25	4.50	✱ 200,000.00	7,594.52	209,000.00
10/28/24	10/28/24	CD - T Bank, TX	10/28/25	4.42	150,000.00	5,594.63	156,630.00
10/28/24	10/28/24	CD - North American Banking Company, MO	10/28/25	4.50	✱ 200,000.00	7,594.52	209,000.00

Total

\$750,000.00

\$28,293.81

\$783,530.00

✱ Reserve Funds

AUGUST 2025

CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2025 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,504,550	164,138	1,480,173	1,024,377	59%
602 SOCIAL SECURITY	153,200	10,195	91,897	61,303	60%
603 HEALTH INSURANCE	387,800	23,017	171,301	216,499	44%
604 LIFE/DISABILITY INS.	15,400	1,149	9,620	5,780	62%
607 LAGERS	369,500	27,121	232,330	137,170	63%
608 MEDICARE	35,850	2,384	21,490	14,360	60%
609 EMPLOYEE ASSISTANCE PROG	3,400	0	1,455	1,945	43%
TOTAL - PERSONNEL	\$3,469,700	\$228,004	\$2,008,266	\$1,461,434	58%
OPERATIONS					
640 RENT	376,400	28,301	226,406	149,994	60%
641 UTILITIES	86,100	7,392	47,792	38,308	56%
642 BUILDING MAINT.	154,000	7,909	40,568	113,432	26%
643 SUPPLIES	68,000	5,859	37,806	30,194	56%
645 ACTIVITIES	48,500	2,422	26,176	22,324	54%
646 POSTAGE / DOC. DELIV.	3,400	185	1,655	1,745	49%
649 EQUIPMENT RENTAL	37,700	2,094	17,553	20,147	47%
650 VEHICLE OPERATION	39,000	1,140	15,930	23,070	41%
651.1 TRAVEL & DUES	14,000	769	7,322	6,678	52%
651.2 PROFESSIONAL DEVELOP	38,900	495	8,003	30,897	21%
652 INSURANCE	66,000	5,070	35,104	30,896	53%
653 MARKETING & PROMO	26,700	0	16,476	10,224	62%
660 PROFESSIONAL SVCS	108,000	3,755	40,315	67,685	37%
667 AUTOMATION SUPPORT	133,400	32,220	73,595	59,805	55%
697 TECHNOLOGY	87,000	511	67,569	19,431	78%
TOTAL - OPERATIONS	\$1,287,100	\$98,122	\$662,270	\$624,830	51%
MATERIALS					
670 BOOKS	160,000	11,782	92,664	67,336	58%
671 E-BOOKS & E-AUDIOBOOKS	130,000	10,126	84,815	45,185	65%
672 PERIODICALS	6,500	193	2,105	4,395	32%
673 MEDIA (AV)	20,000	462	7,346	12,654	37%
677 ELECTRONIC RESOURCES	100,000	16,676	48,710	51,290	49%
TOTAL - MATERIALS	\$416,500	\$39,239	\$235,640	\$180,860	57%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	4,828	22,465	77,535	22%
698 BRANCH IMPROVEMENTS	100,000	6,331	34,320	65,680	34%
692 AUTOMOTIVE	65,000	0	44,805	20,195	69%
TOTAL - CAPITAL SERVICES	\$265,000	\$11,159	\$101,590	\$163,410	38%
SUB TOTAL w/o Reserves	\$5,438,300	\$376,524	\$3,007,766	\$2,430,534	55%
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	\$376,524	\$3,007,766	\$2,918,301	51%

Cass Co Public Library

AUGUST 2025

140 GENERAL OPERATING FUNDS 2025 Ending Balance:

\$5,978,851.81

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/06/2025	1700	Journal	-Split-		deposit		\$26,280.57
08/13/2025	1703	Journal	-Split-		deposit		\$178.57
08/13/2025	1704	Journal	-Split-		deposit		\$167.50
08/14/2025	1709	Journal	-Split-		DEPOSIT		\$576.13
					transfer		
08/15/2025	1738	Journal	-Split-		for Locust prop closing	\$187,283.00	
08/18/2025	1710	Journal	-Split-		DEPOSIT		\$799.25
08/18/2025	1711	Journal	-Split-		deposit		\$132.00
					bank correcting error -		
08/20/2025	1740	Journal	-Split-		transf closing bal		\$188,360.89
					transfer for Aug payables approved by Board		
08/21/2025	1713	Journal	-Split-		transfer for Aug payables approved by Board	\$212,037.00	
08/21/2025	1714	Journal	-Split-		Deposit - proceeds from sale of 403 E Pearl St lot	\$16,825.00	
08/26/2025	1731	Journal	-Split-				\$69,000.00

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/28/2025	1737	Journal		-Split-	transfer for Aug PR & benefits	\$235,600.00	
08/31/2025	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned		\$21,658.89

Cass Co Public Library

AUGUST 2025

141 PAYABLES ACCOUNT Ending Balance: -\$176,006.35

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/21/2025	1714	Journal		-Split-	transfer for Aug payables approved by Board		\$16,825.00
08/21/2025	1713	Journal		-Split-	transfer for Aug payables approved by Board		\$212,037.00
08/20/2025	7103	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$118.30	
08/20/2025	7102	Check	SARA LUELLEN	651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES	reimbursement	\$220.00	
08/20/2025	7101	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$51.94	
08/20/2025	7100	Check	PAM GOUGH	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$68.30	
08/20/2025	7099	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$28.84	
08/20/2025	7098	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$176.89	
08/20/2025	7097	Check	LAURA LONG	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$43.74	
08/20/2025	7096	Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$95.90	
08/20/2025	7095	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	SEPT '25 rent - NRC	\$15,910.97	
08/20/2025	7094	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	SEPT '25 oper fee - HA	\$9,127.30	
08/20/2025	7093	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	SEPT '25 rent - GC	\$950.00	
08/20/2025	7092	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	SEPT '25 rent - DR	\$1,003.85	
08/20/2025	7091	Check	AG CITY HOLDING COMPANY, LLC	-Split-	SEPT '25 rent - AR	\$1,608.62	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/20/2025	7090	Check	TRAILS REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$15.95	
08/20/2025	7089	Check	TEXAS COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$14.99	
08/20/2025	7088	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$75.89	
08/20/2025	7087	Check	SCENIC REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$52.96	
08/20/2025	7086	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$14,314.50	
08/20/2025	7085	Check	UNIVERSITY OF MISSOURI	667 AUTOMATION SUPPORT	MOREnet annual fees	\$15,658.20	
08/20/2025	7084	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$185.40	
08/20/2025	7083	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$480.41	
08/20/2025	7082	Check	SHELTON PRINTING	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$130.00	
08/20/2025	7081	Check	SETH HERSHBERGER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	re-issued lost chk	\$227.36	
08/20/2025	7080	Check	QUILL CORP	-Split-	supplies	\$605.77	
08/20/2025	7079	Check	OVERDRIVE	671 E-BOOKS & E-AUDIOBOOKS	materials	\$10,125.59	
08/20/2025	7078	Check	ORANGEBOY, INC.	-Split-	annual subscrip & mailers (re-issue ck)	\$14,656.00	
08/20/2025	7077	Check	OFFICE PRIDE CLEANING	-Split-	cleaning svc	\$5,365.00	
08/20/2025	7076	Check	THE NORTH CASS HERALD	-Split-	7 subsc	\$192.50	
08/20/2025	7075	Check	NAVIGATE Building Solutions	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	HA facility	\$3,932.00	
08/20/2025	7074	Check	MISSOURI LIBRARY ASSOCIATION	-Split-	MLA fees	\$330.00	
08/20/2025	7073	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$264.26	
08/20/2025	7072	Check	MASON EXTERMINATING	-Split-	maint	\$420.00	
08/20/2025	7071	Check	LEGACY LAWNS	-Split-	mowing	\$960.00	
08/20/2025	7070	Check	Lauber and Associates	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	statement	\$2,193.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/20/2025	7069	Check	Municipal Law LLC INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$10,287.43	
08/20/2025	7068	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$5,788.80	
08/20/2025	7067	Check	EMC INSURANCE COMPANIES	652.1 INSURANCE & BONDS:PKG - LIAB, PROP, AUTO	POLICY - pmt	\$4,314.30	
08/20/2025	7066	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$93.93	
08/20/2025	7065	Check	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	services HA project	\$60,530.00	
08/20/2025	7064	Check	THE CASS GAZETTE	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$118.00	
08/20/2025	7063	Check	CARPET FOR LESS	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	DR renovation	\$5,048.10	
08/20/2025	7062	Check	CANON FINANCIAL SERVICES, INC.	-Split-	copier lease	\$1,613.43	
08/20/2025	7061	Check	BRAINFUSE, LLC	677 ELECTRONIC DBASES	dbase fee	\$4,083.00	
08/20/2025	7060	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$197.64	
08/20/2025	7059	Check	BARCODES INC	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$2,493.59	
08/20/2025	7058	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$1,062.59	
08/20/2025	7057	Check	AMIGOS	-Split-	annual fees	\$16,209.00	
08/20/2025	7056	Check	AGE OF LEARNING, INC.	677 ELECTRONIC DBASES	ABCmouse 2 yr	\$6,804.29	
08/20/2025	7055	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$535.02	
08/20/2025	7054	Check	ALPHA-OMEGA GEOTECH	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	geotech report	\$3,700.00	
08/20/2025	7053	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$187.00	
08/20/2025	1740	Journal		-Split-	bank correcting error - transf closing bal	\$188,360.89	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/18/2025	1741	Journal		-Split-	wire pmt - Locust prop closing	\$187,282.97	
08/18/2025	1741	Journal		-Split-	wire fee - Locust prop closing	\$25.00	
08/18/2025	1739	Journal		-Split- (closed old Gen Oper Acct)	bank error - transfer closing bal		\$188,360.89
08/15/2025	1738	Journal		-Split-	transfer for Locust prop closing		\$187,283.00
08/07/2025	1697	Journal	SPIRE	-Split-	PH GAS	\$65.88	
08/07/2025	1696	Journal	DREXEL PUBLIC WORKS	-Split-	DR WATER/SEWER	\$62.25	
08/07/2025	1695	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$86.08	
08/01/2025	1688	Journal	SPIRE	-Split-	NRC GAS	\$61.77	
08/01/2025	1687	Journal	SPIRE	-Split-	ANNEX GAS	\$70.85	
08/01/2025	1686	Journal	SPIRE	-Split-	GC GAS	\$60.77	
08/01/2025	1685	Journal	SPIRE	-Split-	DR GAS	\$60.77	
08/01/2025	1679	Journal	EVERGY	-Split-	PH ELECTRIC	\$1,836.09	
08/01/2025	1678	Journal	EVERGY	-Split-	NRC ELECTRIC	\$1,374.11	
08/01/2025	1677	Journal	EVERGY	-Split-	GC ELECTRIC	\$352.28	
08/01/2025	1676	Journal	EVERGY	-Split-	DR ELECTRIC	\$208.61	
08/01/2025	1675	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$306.80	
08/01/2025	1674	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$83.50	
08/01/2025	1673	Journal	GFL ENVIRONMENTAL	-Split-	ANNEX TRASH	\$93.81	
08/01/2025	1672	Journal	Countywide Disposal	-Split-	PH TRASH	\$88.20	
08/01/2025	1671	Journal	Countywide Disposal	-Split-	ADM TRASH	\$154.35	
08/01/2025	1670	Journal	360 Document Solutions	-Split-	VOIP SYSTEM - ALL	\$1,224.95	

Cass Co Public Library

AUGUST 2025

**120 PAYROLL ACCT - COMMUNITY BANK Ending Balance:
\$263,099.13**

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/01/2025	1698	Journal	AFLAC	-Split-	July '25 coverage	\$1,824.06	
08/01/2025	1716	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	Aug '25 coverage	\$23,477.04	
08/01/2025	1717	Journal	DELTA DENTAL	-Split-	Aug '25 coverage	\$1,356.61	
08/01/2025	1718	Journal	PRINCIPAL INS	-Split-	Aug '25 coverage	\$1,306.38	
08/11/2025	1701	Journal		-Split-	ADP credit		\$22.17
08/12/2025	1702	Journal	LAGERS	-Split-	JULY '25 contributions	\$27,121.12	
08/15/2025	1699	Journal		-Split-	2 x PR		
08/15/2025	1699	Journal		-Split-	PR 8/15/25	\$20,253.40	
08/15/2025	1699	Journal		-Split-	PR 8/15/25	\$67,718.35	
08/20/2025	420	Check	Blitt and Gaines, P.C.	209 EMPLOYEE INCOME WITHHOLDING	garnishment order pmt	\$127.27	
08/22/2025	1715	Journal		-Split-	e-pmt to MO Div Emp Sec	\$245.20	
08/25/2025	1720	Journal	ADP, INC.	-Split-	pay ADP invoice online	\$2,621.05	
08/26/2025	1742	Journal		-Split-	ADP credit		\$21.36
08/28/2025	1737	Journal		-Split-	transfer for Aug PR & benefits		\$235,600.00
08/29/2025	1719	Journal	DELTA DENTAL	-Split-	Sept '25 coverage	\$1,168.77	
08/29/2025	1736	Journal		-Split-	PR 8/29/25	\$20,642.11	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/29/2025	1736	Journal		-Split-	PR 8/29/25	\$67,901.87	

Cass Co Public Library

AUGUST 2025

137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance:
\$16,052.66

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
08/31/2025		INTEREST	Deposit	820 INTEREST INCOME- ENDOWMENT	Interest Earned		\$55.70

Cass Co Public Library

AUGUST 2025

**102 PETTY CASH ACCOUNT - COMMERCE Ending Balance:
\$3,083.79**

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
08/14/2025	1708	Journal		-Split-	transfer from PayPal	\$862.07
08/14/2025	2987	Check	SHERO ALLOUSH	690.1 FURNITURE & EQUIP:Furniture	Annex	\$150.00
08/14/2025	2988	Check	IAN ONDERA	690.1 FURNITURE & EQUIP:Furniture	reimbursement	\$50.00
08/31/2025	1744	Journal		-Split-	cred card pmts - Aug	\$533.21

Cass Co Public Library

AUGUST 2025

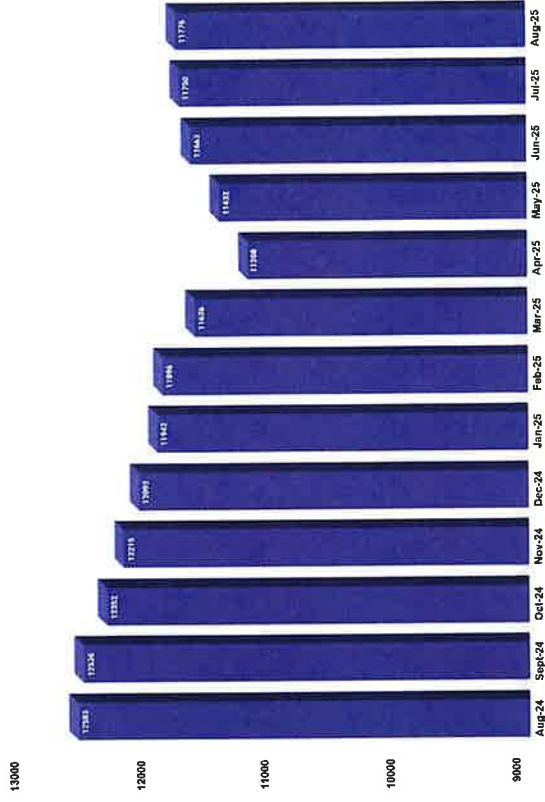
108 DONATIONS ACCT - COMMERCE Ending Balance: \$26,702.41

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
08/13/2025	1706	Journal		-Split-	DEPOSIT	\$170.00
08/13/2025	1707	Journal		-Split-	DEPOSIT	\$500.00
08/18/2025	1712	Journal		-Split-	DEPOSIT	\$200.00
08/20/2025	1493	Check	COMMERCE BANK	-Split-	statement	\$321.80
				644.25		
				PROGRAMMING		
08/20/2025	1494	Check	LAURA LONG	FROM	reimbursement	\$32.76
				DONATIONS:PH		
				- FROM		
				DONATIONS		

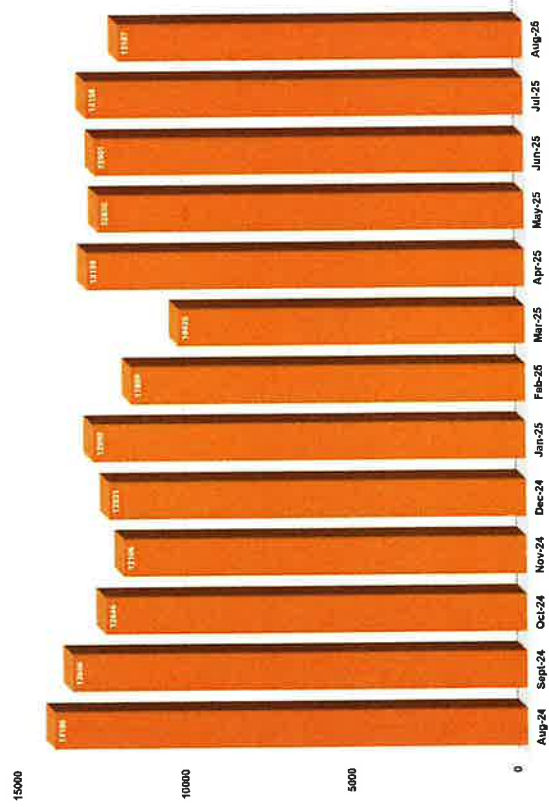
Branch Visits Last 12 Months



Active Patrons Last 12 Months



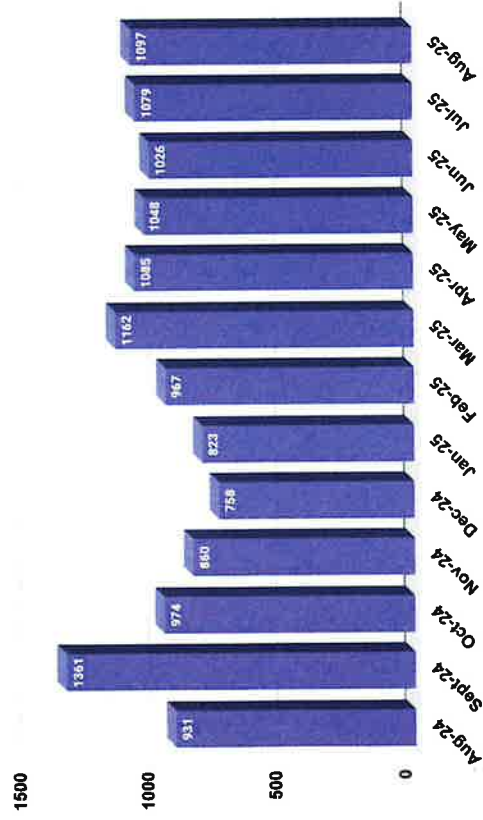
Digital Circulation Last 12 Months



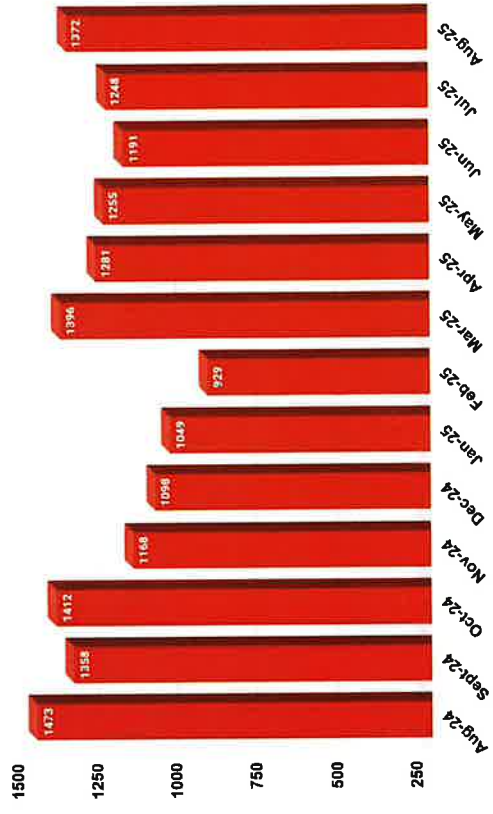
Physical Circulation Last 12 Months



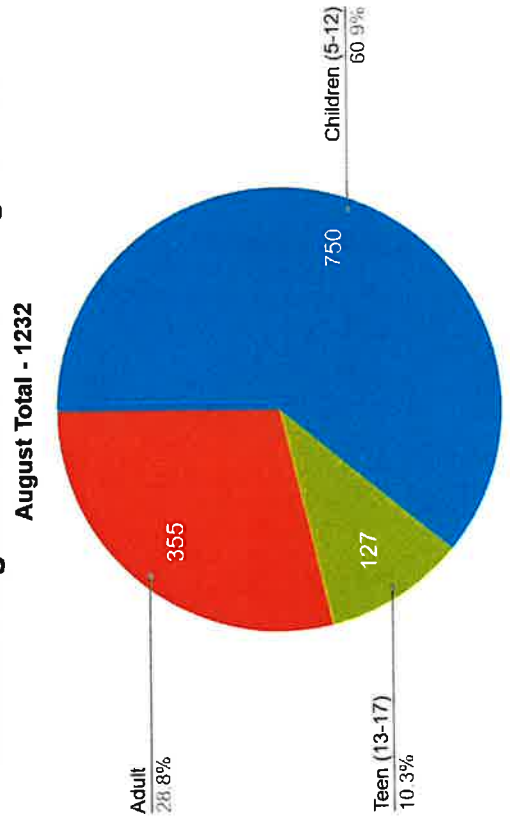
WiFi Usage Last 12 Months



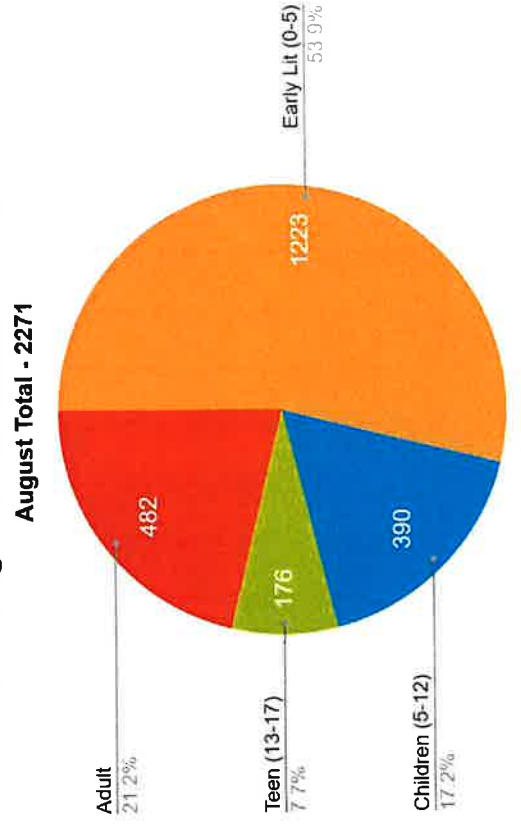
Computer Usage Last 12 Months



Off-Site Program Attendance - August 2025



On-Site Program Attendance - August 2025



Closing Utility Account

We are requesting board approval to close the account currently designated as the “utility account.” This account was originally established to ensure that utility payments were made separately from the library’s general operating funds. Following the fraudulent check incident, Lori has been working to streamline our bank accounts and strengthen safeguards for operational funds. With the establishment of a dedicated payables account at Community Bank of Raymore, we can now process utility payments securely through that account. Closing the separate utility account will simplify our process while still protecting library funds.

Proposed Policy Revisions

The following policies are presented for Board approval with proposed updates.

- 105 Denial of Service: Replaces “fines” with “fees”; aligns thresholds with consortium settings; clarifies appeal process.
- 505 Employee Conduct and Work Rules: Modernizes conduct rules; reorganized into seven clear expectations with examples.
- 506 Work Schedules: Clarifies schedules, timekeeping, and no-call/no-show standards; simplifies attendance rules.
- 515 Personal Gifts: Prohibits personal gifts but allows small tokens valued under \$20; clarifies recognition and gifts from the Library and Foundation.
- 517 Disciplinary Procedures: Updates discipline process with modern HR language, emphasizing fairness and correction.
- 518 Performance Evaluations: Defines evaluations as feedback and goal-setting; ties merit increases and promotions to good standing.
- 520 Promotions and Transfers: Clarifies internal promotion/transfer process; requires six months in position and no active discipline.
- 521 Resignation: Updates the separation process; defines job abandonment; clarifies property return and notice expectations.
- 522 Retirement: Expands notification process; sets recognition eligibility; standardizes leave payout and retirement gifts.
- 523 Layoff and Recall: Clarifies layoff and recall factors, including seniority; ensures service credit is retained when recalled.
- 526 Solicitation and Distribution: Updates solicitation/distribution rules; restricts outside solicitations; modernizes staff bulletin board use.

Cass County Public Library services will be denied to any person with ~~finer~~ fees owed in the amount of \$25 or more.

Commented [Hr1]: The term "finer" was replaced with "fees" to align with current circulation guidelines.

Cass County Public Library reserves the right to refer persons in denial status to a collection agency, which may report their debts to applicable credit bureaus. A patron with an open collection account will remain in service denial until such time as the account ~~balance~~ is cleared in full under \$25 (twenty-five dollars).

Commented [Hr2]: Inserted for clarification

~~In extreme circumstances of loss or theft, Cass County Public Library may work with law enforcement authorities.~~

Commented [Hr3]: The policy language was revised to state that accounts must be brought under \$25 rather than cleared in full before service is restored. This change aligns Cass County Public Library's practice with the consortium's system settings, which no longer block accounts with balances under \$25. The adjustment ensures that our policy reflects how the circulation system actually functions, avoids unnecessary confusion for patrons, and keeps procedures consistent across all consortium libraries..

Service may also be denied for other reasons, including, but not limited to, unverified address, abuse of services, failure to provide adequate identification, or disruptive behavior within the library.

Branch managers and/or personnel in charge will have the right to modify this denial of service for hardship and will be able to restore library service to a patron ~~or family~~ if a good faith effort to return materials and pay ~~finer~~ fees is shown. Any such adjustments will be fully documented and forwarded to the Assistant Director – Head of Public Services.

Commented [Hr4]: The reference to working with law enforcement in cases of loss or theft under this policy was removed. This change reflects the Library's actual practice of handling overdue, lost, or damaged materials through established civil processes such as n, fees and collections rather than criminal enforcement. Removing the reference avoids the perception that patrons could be criminalized for routine issues and keeps the policy consistent with the Library's service-oriented mission.

Library ~~cardholders~~ ~~account~~ holders have the right to appeal any decisions made under this policy to the Assistant Director – Head of Public Services. If the person is unsatisfied with the results of that appeal, the appeal may be taken to the Library Director ~~for the final resolution or to the Cass County Public Library Board of Trustees for a final decision.~~

Commented [Hr5]: The original language referenced restricting an entire family's accounts when one member had outstanding charges. This was removed to keep the focus on the individual patron's responsibility. Penalizing family members for another person's account activity is not consistent with current circulation guidelines, creates unnecessary barriers to access, and could discourage library use. The revision ensures accountability remains with the individual patron only.

Revised 4/20/2022

Commented [Hr6]: The wording was updated from "library cardholders" to "account holders" for clarity and inclusiveness. Not all patrons use a physical library card, but every user of library services has an account in the circulation system. This update modernizes the language and better reflects how access is managed today.

Commented [Hr7]: The appeals process was clarified so that decisions under this policy conclude with the Library Director. While the Board of Trustees retains ultimate authority over Library policy, day-to-day service issues are most appropriately resolved at the administrative level. This adjustment ensures consistency, timely resolution for patrons, and proper separation between governance and operations, while still affirming the Board's oversight role through policy review rather than individual appeals.

To ensure orderly operations and provide the best possible work environment, Cass County Public Library expects employees to follow rules of conduct that will protect the interests, ~~and safety,~~ **and integrity** of all employees and the Library. ~~Cass County Public Library believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the area. If employees have concerns about work conditions or compensation, they are encouraged to voice these concerns openly and directly to their supervisor.~~

~~Cass County Public Library's experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent; communications can be clear, and attitudes can be positive. Cass County Public Library believes that they amply demonstrate their commitment to their employees by responding effectively to their concerns.~~

An eEmployee must conduct themselves with honesty, integrity, and good faith. They are required to comply fully with applicable laws, to deal fairly ~~and honestly with the public and private sectors,~~ **and respectfully with coworkers, patrons, and partners,** and to seek guidance from their supervisor when questions arise. They must be vigilant in ensuring compliance with applicable federal, state, and local laws affecting other employees, business relationships, and those we serve. ~~The eEmployees must avoid situations involving, or which could involve, conflicts of interest, must maintain the confidentiality of records, data, and other proprietary information, and be in compliance with all HIPAA regulations. Employers are held to strict confidentiality rules when it comes to acquiring and disclosing an employee's medical information, and safeguard the Library's reputation in all business relationships.~~

~~Repeated infractions, violation of more than one infraction in a single act, or violations of different rules at different times shall be cause for accelerated or compound disciplinary action including termination. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment:~~

~~Repeated or serious violations may result in accelerated disciplinary action, up to and including termination. Circumstances where this may apply include:~~

- Violation of more than one infraction in a single act.
- Multiple violations arising from a single incident.
- Repeated violations of different rules at different times.
- A single severe violation.

Depending on the circumstances, the Library may bypass one or more steps of progressive discipline.

Commented [Hr1]: Adding "integrity" emphasizes that expectations cover not only physical safety and organizational interests but also the ethical and professional reputation of the Library. This small change makes the opening broader and more consistent with modern HR standards.

Commented [Hr2]: This language, while positive, was more appropriate for a compensation or employee relations section rather than a conduct policy. Including it here distracted from the purpose of Policy 505, which is to set behavioral expectations and define disciplinary standards. Removing it keeps the policy focused, professional, and consistent with the rest of the 500-series policies.

Commented [Hr3]: This language was more of a narrative about workplace culture than a policy statement. While the sentiment is positive, it was not enforceable or instructional for employees. Policy 505 is intended to define standards of conduct and disciplinary expectations, not describe the Library's past experiences or attitudes. Removing it helps keep the policy clear, concise, and focused on behavioral expectations, while culture-building messages can be addressed in orientation materials or internal communications instead.

Commented [Hr4]: Added "respectfully" to emphasize civility, not just fairness.

- Added "partners" to reflect the Library's work with community organizations.
- Strengthens inclusivity and aligns with the "courtesy and respect" theme in Expectation 1.

Commented [Hr5]: Corrected redundancy. Simplifies language while retaining meaning.

Commented [Hr6]: Expands the expectation beyond compliance and confidentiality to include **protecting the Library's public image**. This explicitly connects personal conduct to the Library's reputation, which is critical for community trust.

Commented [Hr7]: The language on repeated violations was updated to make the policy clearer and more comprehensive. The original wording referred only to "repeated infractions" and "violations of different rules at different times." The revision adds explicit recognition that:

- Multiple violations may arise from a single incident.
- A single severe violation can warrant immediate action.
- The Library may bypass steps of progressive discipline depending on circumstances.

These changes ensure the policy is easier to understand, covers a wider range of situations, and allows Administration to respond appropriately to both repeated issues and serious one-time incidents, while still maintaining fairness and consistency.

The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including immediate termination of employment:

1. ~~Engaging in or threatening acts of workplace violence, including but not limited to:~~
 - ~~Unauthorized possession of firearms or other weapons on Library property.~~
 - ~~Fighting or assaulting a coworker, patron, manager, or member of the public.~~
 - ~~Threatening or intimidating a coworker, patron, manager, or member of the public.~~
2. ~~Stealing, removing without permission, destroying, defacing, or using Cass County Public Library's property, another employee's property, or a member of the public's property for purposes other than intended or permitted.~~
3. ~~Falsifying or altering any Library record or report, such as employment applications, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records.~~
4. ~~Reporting to work under the influence of alcohol, illegal drugs, or narcotics, or using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on Cass County Public Library premises.~~
5. ~~Instigating or participating in insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor.~~
6. ~~Pleading guilty to or being convicted of any crime other than a minor traffic violation.~~
7. ~~Using Library technology or communications systems, including email, computers, Internet access, and telephones, for purposes other than intended or permitted.~~
8. ~~Any abuse of library services by employees. Employees must follow the same circulation policies as Library patrons. Employees are subject to damaged and lost item charges. All materials taken will be checked out in a manner allowing identification of the borrower.~~
9. ~~Disclosing confidential Library information (MO statute 182.817), trade secrets, or medical information in violation of the Library's HIPAA Policy.~~
10. ~~Failure to adhere to Cass County Public Library procedures regarding safety and OSHA compliance.~~
11. ~~Failing to immediately report any work-related accident, injury, illness, damage, or threat to any property or person.~~
12. ~~Failing to immediately report any work-related traffic law violation, fine, ticket, or damage to a company vehicle.~~
13. ~~Language or behavior in a manner that offends or shocks, is intended to insult, injure or defame, or is recognized as profanity.~~

Commented [Hr8]: Policy 505: *Employee Conduct and Work Rules* was updated to modernize the format, improve readability, and align with the positive, values-based tone used throughout the 500-series policies. The revisions reorganize the original 28 prohibitions into seven clear expectations, each supported by examples. This ensures employees understand both the standards of conduct and the specific behaviors that are unacceptable, while preserving the full scope of the original policy.

Explanation of Changes

The original policy contained 28 separate prohibitions written in negative form (e.g., "do not engage in..."). While thorough, this format was lengthy, repetitive, and sometimes difficult for employees to follow.

The revised policy reorganizes those 28 items into **seven broad expectations** written in positive language (e.g., "Treat coworkers with courtesy, fairness, and respect"). Each expectation is supported by examples that incorporate the original prohibitions, ensuring that **all prior content remains intact and enforceable**.

Key Reasons for the Changes

• **Clarity and Readability:** Consolidating into seven expectations makes the policy easier for employees to understand and remember, while still covering the same content.

• **Positive Tone:** Shifting from a long list of "don'ts" to broad statements of expected behavior reinforces the Library's supportive culture, while examples provide clarity on unacceptable conduct.

• **No Loss of Content:** A crosswalk was created to map each of the 28 original prohibitions into the new framework. This ensures that nothing was removed—each original rule is represented under the appropriate expectation.

• **Consistency with Other Policies:** The modernized format aligns with the updated style of other 500-series policies, which emphasize professionalism, integrity, and fairness while still allowing clear accountability.

Summary

This restructuring improves the policy's readability and tone without weakening its enforceability. Employees are guided by clear, positive expectations, and supervisors retain the ability to address any of the specific behaviors outlined in the original policy. The Library now has a modern, professional code of conduct that protects both the organization and its employees.

- ~~14. Smoking or using tobacco products where prohibited by local ordinance.~~
- ~~15. Failing to adhere to the employee's work schedule. Employees are responsible for being on the job, on time, every scheduled workday and should not leave Cass County Public Library premises or the work area during work hours without obtaining permission or notifying their supervisor.~~
- ~~16. Excessive absenteeism, tardiness, or any absence without notice. Taking too much time at lunch, being tardy or absent from work, or being absent from the work area.~~
- ~~17. Wearing attire or having a personal appearance that is perceived as inappropriate for the workplace.~~
- ~~18. Sleeping while on duty.~~
- ~~19. Working unauthorized overtime.~~
- ~~20. Engaging in any unethical conduct or in any behavior that creates an actual, potential, or perceived conflict of interest.~~
- ~~21. Communicating any false, disparaging, vicious, or malicious statements concerning the Library, another person, or other organizations.~~
- ~~22. Sexual or other unlawful or unwelcome harassment or discrimination.~~
- ~~23. Photographing, videotaping, or electronically recording any Library property, employees, business operations, meetings, or other communications or activities except for public meetings and/or normal documentation of operations without the advance, written consent of the Library Director.~~
- ~~24. Unauthorized use of any Cass County Public Library issued credit cards, petty cash funds, or telephone accounts.~~
- ~~25. Knowingly permitting unauthorized persons to be in Library facilities or on Library premises.~~
- ~~26. Violation of or failure to report any violation of any Cass County Public Library policy or procedure.~~
- ~~27. Any activity that is prohibited on Library premises in violation of Library policies, including gambling, solicitation, and distribution of materials.~~
- ~~28. Any behavior which disrupts the daily operation of the Library or creates an abusive environment for others.~~

Expectation 1: Treat coworkers, patrons, and community partners with courtesy, fairness, and respect.

Examples of unacceptable behaviors include intimidation, harassment, violence, insubordination, profane or abusive language, malicious statements, or disruptive

Commented [Hr9]: The numbers currently shown alongside the bullet points are included only for comparison purposes during the revision process. They match each expectation to the corresponding rule in the original 28-point list and were used to ensure that no content was lost in the restructuring. In the final adopted policy, these numbers will be removed, leaving a clear, streamlined, and well-aligned policy organized around the seven expectations.

behavior that creates a hostile environment.

- 1. Engaging in or threatening acts of workplace violence, intimidation, or harassment
- 5. Insubordination or improper conduct toward a supervisor
- 13. Profane, offensive, or abusive language or behavior
- 17. Disorderly conduct or inappropriate behavior, including but not limited to unprofessional, disruptive, or disrespectful conduct
- 21. False, disparaging, or malicious statements about the Library, coworkers, or partners
- 22. Sexual or other unlawful harassment or discrimination
- 28. Behavior that disrupts operations or creates an abusive/hostile environment
- **Added:** Retaliating against employees, patrons, or partners who report concerns, harassment, or violations

Commented [Hr10]: Retaliation – Added under Expectation 1 to make clear that employees, patrons, or partners who report concerns must be free from retaliation. This aligns with federal and state employment protections and reinforces a culture of fairness..

Expectation 2: Act with honesty, integrity, and good faith in all work activities.

Examples of misconduct include theft, falsifying records, misuse of time, unauthorized financial use, or failing to report policy violations.

- 2. Theft, removal, destruction, or misuse of Library, employee, or patron property
- 3. Falsifying or altering Library records or reports
- 24. Unauthorized use of Library-issued credit cards, petty cash, or accounts
- 26. Violating or failing to report violations of Library policies or procedures
- 27. Prohibited activities on Library premises (gambling, solicitation, etc.)
- **Added:** Engaging in fraud, dishonesty, or misrepresentation in Library matters (including financial transactions, reporting, or vendor dealings)
- **Added:** Careless or negligent misuse of Library property or resources, even if not intentional theft

Commented [Hr11]: Fraud, Dishonesty, and Misrepresentation – Added under Expectation 2 to cover situations beyond falsifying records, such as dishonesty in financial dealings or vendor relationships. This helps protect the Library from reputational and legal risks.

Commented [Hr12]: Negligent Misuse of Property – Added under Expectation 2 to hold employees accountable for carelessness or neglect that damages Library assets, even if not intentional theft. This protects Library resources.

Expectation 3: Comply with all federal, state, and local laws, as well as Library policies and procedures.

Examples of unacceptable behaviors include substance abuse, criminal conduct, safety violations, failure to report accidents, unauthorized overtime, or allowing unauthorized persons in Library facilities.

- 4. Reporting to work under the influence of alcohol, illegal drugs, or narcotics, or using, selling, dispensing, or possessing such substances on Library premises
- 6. Criminal convictions (other than minor traffic violations)
- 10. Failure to adhere to safety requirements
- 11. Failure to report work-related accidents, injuries, or illnesses
- 12. Failure to report traffic violations or damage to Library vehicles
- 19. Working unauthorized overtime
- 25. Permitting unauthorized persons in Library facilities
- ~~Added: Failing to maintain regular attendance, reporting late without notice, or abandoning scheduled work assignments without approval~~

Commented [Hr13]: Attendance and Punctuality –
Added under Expectation 3 to ensure that chronic tardiness, absenteeism, or job abandonment is clearly identified as unacceptable. This supports operational efficiency and accountability

Expectation 4: Protect confidential information, including patron records (RSMo §182.815 and §182.817), employee records, and medical information (HIPAA).

Examples of unacceptable behaviors include sharing confidential data, disclosing Library business information, or unauthorized recording.

- 9. Disclosing confidential Library information, trade secrets, or medical records
- 23. Photographing, videotaping, or recording without authorization (except public meetings/approved uses)

Expectation 5: Avoid conflicts of interest or activities that may compromise the Library's reputation.

Examples of misconduct include accepting gifts, unethical conduct, misuse of position, personal business during work hours, or unauthorized solicitation.

- 8. Accepting gifts or gratuities from vendors, patrons, or outside parties
- 14. Conducting personal business during work hours
- 15. Soliciting contributions or selling goods/services on Library premises without authorization
- 20. Unethical conduct or activities creating a conflict of interest

Expectation 6: Maintain a professional appearance appropriate to the workplace.

Examples of unacceptable appearance include improper dress, grooming, or hygiene.

- 16. Improper dress, grooming, or personal hygiene that does not present a professional appearance

Expectation 7: Use good judgment in personal use of Library resources, technology, and social media.

Examples of misconduct include excessive personal use of phones/computers, unauthorized use or removal of property, or posting inappropriate/confidential information online.

- 7. Unauthorized use of technology, email, internet, or telephones
- 18. Unauthorized use, removal, or possession of Library property, records, or equipment
- **Added:** Unauthorized access to or misuse of Library systems, data, or accounts
- **Added:** Issuing statements or communications on behalf of the Library without authorization.

The examples of ~~prohibited behavior~~ misconduct described above in this policy are not intended to be an all-inclusive list. At Cass County Public Library's discretion, any violation of the Library's policies or any other conduct ~~considered deemed~~ inappropriate or unsatisfactory may ~~subject the employee to result in~~ disciplinary action, up to and including termination of employment.

Since eEmployment with Cass County Public Library is based on mutual consent, eEither the employee or Cass County Public Library ~~has the right to may~~ terminate the employment relationship at will, with or without cause or advance notice, at any time.

DISCLAIMER: Nothing in ~~these policies this policy~~ shall be construed to ~~restrict limit an employee's employees'~~ rights under Sections 7 and 8(a)(1) of the National Labor Relations Act-. ~~No policy set forth, shall be construed or understood to prevent an employee including the right~~ to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions.

Commented [Hr14]: Unauthorized access to or misuse of Library systems, data, or accounts – Added to reflect modern IT and data security standards. This ensures employees understand their responsibility to protect patron records, internal systems, and account security.

Commented [Hr15]: The added language was included to clarify that only authorized individuals may issue statements or communications on behalf of the Library. This protects the Library's credibility and ensures that official positions come from the Library Director or other designated staff, rather than being implied through informal conversations or postings.

Commented [Hr16]: Several wording changes were made in the closing section to improve clarity, readability, and consistency without altering the meaning of the policy. Terms such as "prohibited behavior" were updated to "misconduct." phrases like "shall be construed" were simplified to "shall be construed to limit," and redundancies were removed. These edits modernize the language, align it with the rest of the 500-series policies, and make the policy easier for employees to understand while preserving all legal and compliance requirements, including the at-will employment statement and National Labor Relations Act disclaimer.

Revised 11/16/2022

~~Employees are responsible for being on the job, on time, every scheduled workday. Regular attendance as scheduled is a mandatory function of employment at Cass County Public Library. Every employee is expected to be at their assigned area and ready to work at the start of their shift.~~

~~An employee should not work any hours outside of their scheduled workday unless their supervisor has authorized the unscheduled work in advance. Employees are not to start work early, finish work late, work during a meal break, or perform any other extra work unless authorized to do so, with that time recorded on the employee's time card. Employees are prohibited from performing any "off-the-clock" work. "Off the clock" work refers to work an employee may perform but fail to report on their time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination of employment.~~

Employees are expected to be at their assigned work area, on time, and ready to begin at the start of each scheduled shift. Regular attendance and punctuality are essential to providing consistent Library services.

Employees may not work outside of their scheduled hours unless authorized in advance by their supervisor. This includes starting early, staying late, or working during unpaid breaks. All hours worked must be accurately recorded in the Library's timekeeping system. Performing "off-the-clock" work (working without reporting the time) is strictly prohibited under the Fair Labor Standards Act. Failure to accurately record time worked may result in disciplinary action under the Library's progressive discipline process.

Absenteeism and Tardiness

~~Absenteeism and tardiness (arriving to work after the time the employee is scheduled to report to duty) place an excess burden on co-workers and disrupt service excellence. An employee with a record of excessive absenteeism or tardiness may be subject to disciplinary action, up to and including termination.~~

Regular attendance and punctuality are essential to maintaining consistent service and avoiding disruptions for coworkers and patrons. Excessive absenteeism or tardiness places a burden on the organization and may result in corrective action under the Library's progressive discipline process.

~~If an employee f~~Failing to report to work without notifying a supervisor ("no call/no show") is considered a serious violation. A single incident may result in corrective action, and for two (2) shifts, no call/no show absences in a rolling twelve (12) month period ~~without notifying their supervisor, they will be considered job abandonment and treated as a voluntary resignation. to have voluntarily terminated employment with Cass County Public Library. After the first (1st) no-call-no-show, the employee~~

Commented [Hr1]: • **Simplified language:** Removed redundant and legalistic phrases ("mandatory function of employment") to make the policy clearer and easier for staff to understand.

• **Aligned with other policies:** Instead of saying violations "will result in termination," the wording now ties discipline to the Library's **progressive discipline process (Policy 517)**, ensuring consistency and fairness.

• **Professional tone:** The revisions keep the rule strict but frame it in a more professional, less punitive way, reflecting the modernized tone of other 500-series policies.

• **Clarity:** "Off-the-clock" work is still clearly prohibited, but explained once in plain language instead of repeated.

Commented [Hr2]: The original policy stated that a first no call/no show resulted in a written warning, and a second no call/no show in a rolling twelve (12) month period resulted in termination. While this structure was clear, the phrasing was rigid and punitive in tone. The revised wording retains the same standard of two no call/no shows in twelve months resulting in separation but presents it in a more professional and modern format. The policy now:

• Defines any single no call/no show as a serious violation, making clear that discipline can occur immediately.

• States explicitly that two no call/no shows in a twelve-month period will be considered job abandonment and treated as a voluntary resignation, ensuring there is no ambiguity for employees or supervisors.

• Aligns with the Library's progressive discipline process, while still providing a firm and specific standard to guide decision-making and ensure consistent application.

This revision maintains the Library's strong stance on attendance and accountability while improving clarity and consistency across the 500-series policies.

~~will receive a written warning. The second (2nd) no-call no-show will result in termination.~~

~~Medical Documentation~~

~~When an e~~Employees has who have been hospitalized, they must have documentation from provide a physician's releasing release the employee to before returning to work.

~~Cass County Public Library administration reserves the right to request~~ may require documentation from a physician releasing them to return to work and/or other documentation from a physician if an employee has been absent from work for three (3) or more consecutive scheduled workdays due to illness or injury. Documentation from a physician citing confirming an illness or injury to the employee or an immediate family member will excuse an absence.

Notification

~~When~~ an employee is absent from work, and the absence has not been previously scheduled, they employees must notify their immediate supervisor as soon as they are aware that they will be unable to report to work. Notification should be provided before the start of the scheduled shift. If this is not possible due to an emergency, employees must contact their supervisor at the earliest opportunity.

~~Sending an email or text message, with verification back from the supervisor, does qualify as notification for an absence. Notification may be made by phone, text, or email, but the employee must receive confirmation that the supervisor has received the message.~~

When an employee realizes that they will be late for a scheduled shift, ~~it they are expected that the employee calls~~ to notify their supervisor prior to the shift start that they will be tardy. Ideally, notification will occur prior to the beginning of a shift; if not, notification should occur as soon thereafter as possible. If advance notice is not possible, the employee is required to notify their supervisor at the earliest opportunity. ~~Sending an email or text message, with verification back from the supervisor, does qualify as notification for lateness.~~

~~When an employee is not able to give notice of absence until after the start of a scheduled shift, the employee must provide notice of absence to their supervisor at the earliest possible time, including an anticipated return to work date. Only under extenuating circumstances will an employee be excused for not providing prior notice of absence for a shift.~~

If notice cannot be given before the start of a scheduled shift, the employee must notify their supervisor as soon as possible. Only emergencies will excuse a lack of prior notice.

Commented [Hr3]: The original wording was lengthy, repetitive, and in places unclear. For example, phrases like "Employees has who have been hospitalized" and "documentation from a physician releasing them to return to work" were grammatically awkward and unnecessarily complicated.

The revised wording simplifies and clarifies the requirements while keeping the meaning unchanged:

- Hospitalization:** Updated to "Employees who have been hospitalized must provide a physician's release before returning to work." This corrects the grammar, makes the requirement clear, and reflects common HR practice.

- Extended illness:** Changed "reserves the right to request" to "may require," making the policy more direct and consistent in tone.

- Documentation language:** Simplified "documentation from a physician citing an illness" to "documentation from a physician confirming an illness." This is clearer and easier to interpret.

Overall, these edits preserve the intent of the policy — to ensure employees are medically cleared before returning to work — while removing redundancies and making the section more professional, precise, and consistent with the style of the updated 500-series policies.

Commented [Hr4]: The Notification section was revised to improve clarity, reduce redundancy, and align expectations with the Library's broader attendance and discipline framework.

- Clarity of timing:** The phrase "as soon as they are aware" was simplified to "before the start of the scheduled shift." This sets a clear standard while still allowing an emergency exception.

- Emergency exception:** Language was added to clarify that if advance notice is not possible due to an emergency, employees must notify their supervisor at the earliest opportunity. This balances accountability with fairness.

- Consistent communication methods:** The original version repeated the email/text requirement multiple times. This was consolidated to: "Notification may be made by phone, text, or email, but the employee must receive confirmation that the supervisor has received the message." This makes the rule clearer and easier to apply while ensuring valid notice.

- Lateness notifications:** The old wording required a phone call specifically, while also allowing text/email in other places. The revision streamlines this so all methods are acceptable as long as the supervisor confirms receipt.

- Removed unnecessary return-to-work requirement:** The prior version required employees to provide an anticipated return-to-work date when notifying of an absence. This was removed as it does not apply to routine absences and created confusion. Overall, these changes preserve the intent of the policy — employees must notify supervisors promptly of absences or tardiness — but the section is now ... [1]

Job Abandonment

~~If the supervisor has not been notified by the employee of the reason for their absence prior to the scheduled shift, the supervisor will attempt to contact the employee to obtain information regarding the absence.~~

~~If an employee is absent from their shift or leaves a shift without notifying their supervisor, Cass County Public Library may have the absence declared job abandonment (resignation) and the employee may not be eligible for rehire. Absences will only be excused for illness, family emergencies, or medical emergencies.~~

If an employee fails to notify their supervisor prior to the start of a scheduled shift, the supervisor may attempt to contact the employee to obtain information about the absence.

Failing to report to work or leaving a shift without notifying a supervisor is considered a serious violation. Repeated incidents may be treated as job abandonment and result in separation of employment. Only emergencies beyond the employee's control will excuse a lack of prior notice.

Making Up Time

~~Full-time and part-time employees will be permitted to make up time that they have been away from work for an emergency or unscheduled absence. A full-time employee's time must be made up during the same week as the time was lost. A part-time employee's time must be made up during the same pay period.~~

~~An employee will not be allowed to make up time that would result in more than forty (40) hours being worked in a week. The makeup time must be approved in advance by the Library Director or Assistant Director and will be at the discretion of the Library Director or Assistant Director. **Compensatory time must always be approved by the Library Director.**~~

Employees will be permitted to make up time missed due to emergencies or unscheduled absences.

- Full-time employees must make up lost hours within the same workweek.
- Part-time employees must make up lost hours within the same pay period.
- Make-up time may not result in more than forty (40) hours worked in a week.

All make-up time must be approved in advance by the employee's supervisor before it is worked. Approval of make-up time does not remove or excuse the original absence or tardiness for attendance purposes. Compensatory time arrangements, if applicable, must be approved by the Library Director.

Commented [Hr5]: The original policy described job abandonment in rigid, legalistic terms, stating that an absence "may be declared job abandonment" and that the employee "may not be eligible for rehire." It also limited excused absences to illness or medical emergencies. The revised policy improves clarity, consistency, and fairness by:

• **Simplifying the language:** Outdated legal phrasing ("declared job abandonment") was replaced with direct, professional wording.

• **Removing punitive language:** The blanket statement that employees "may not be eligible for rehire" was removed, as rehire eligibility is better determined on a case-by-case basis by Administration.

• **Aligning with other attendance policies:** The updated version uses consistent language with the Notification and No Call/No Show rules, reinforcing that failure to notify is a serious violation.

• **Fairness in exceptions:** Instead of listing only certain types of emergencies, the policy now recognizes "emergencies beyond the employee's control" as valid exceptions. This ensures flexibility while still holding employees accountable. These changes preserve the Library's ability to act when employees fail to report to work but make the policy clearer, fairer, and more consistent with the rest of the 500-series updates.

Commented [Hr6]: The Make-Up Time section was updated to improve clarity, simplify approval processes, and ensure accountability:

• **Simplified structure:** The original version used long sentences and repeated references to approval. The revised version organizes the rules into short bullet points for clarity and ease of reference.

• **Approval process:** Approval authority for routine make-up time was shifted from the Library Director/Assistant Director to the employee's supervisor. This change makes the process more practical for day-to-day scheduling while still requiring Director approval for compensatory time.

• **Attendance accountability:** A new sentence was added to specify that making up time does not remove or excuse the original absence or tardiness. This prevents confusion and ensures attendance records remain accurate.

• **Professional tone:** Phrasing was modernized to be more concise and consistent with other 500-series policies (e.g., "may not result in more than forty hours" instead of "will not be allowed").

These revisions preserve the intent of the original policy — to allow employees to make up lost time under defined conditions — while making the section clearer, more consistent, and easier to apply.

Revised 12/21/2022

~~Employees and volunteers of Cass County Public Library may not personally receive or accept gifts, favors, prizes, premiums, or any other consideration from any individual, firm, business, or organization doing business with Cass County Public Library or capable of doing business with Cass County Public Library. This is not to apply to trivial or nominal gifts.~~

Cass County Public Library is committed to maintaining the highest standards of integrity and public trust. To avoid any appearance of favoritism, conflict of interest, or improper influence, employees and volunteers must not accept personal gifts or favors from outside individuals or organizations. This is intended to avoid any appearance of impropriety or conflict of interest.

General Restriction

Employees and volunteers may not accept personal gifts of more than nominal value from vendors, patrons, or other outside parties. This restriction does not apply to nominal gifts valued under \$20. Employees may not accept cash, checks, gift cards, or equivalent forms of monetary compensation from patrons, vendors, or other outside parties under any circumstances. Any gift exceeding \$20 must be reported to the employee's supervisor. Gifts intended for the benefit of the Library must be directed through official donation channels.

Examples of Acceptable Nominal Gifts

- Promotional items such as pens, notepads, calendars, tote bags, keychains, coffee mugs, or similar tokens.
- Light refreshments offered at meetings or public events.

Gifts from the Library or the Library Foundation

This restriction also does not apply to gifts, tokens of appreciation, or recognition provided directly by Cass County Public Library as part of official programs, or to appreciation gifts provided by the Cass County Public Library Foundation. Examples include staff recognition awards or the Foundation's annual appreciation gift card.

Violations

Violations of this policy may result in corrective or disciplinary action, up to and including termination of employment or dismissal from volunteer service.

Revised 1/25/2023

Commented [Hr1]: Professional and Balanced Tone

The revised policy continues to prohibit the acceptance of gifts, money, or compensation from patrons, vendors, or outside organizations, maintaining strict ethical standards. At the same time, it allows for nominal tokens of appreciation (like homemade treats or small thank-you cards) when they are clearly not intended to influence decisions. This reflects a realistic and community-friendly approach while safeguarding against undue influence. These changes strengthen the Library's ethical standards, create consistency between staff and volunteers, and clarify that internal recognition programs remain permissible. This ensures the policy is fair, transparent, and practical for daily operations.

Commented [Hr2]: The new General Restriction section was added to clearly define the limits around employee and volunteer acceptance of gifts:

- **Clarity and consistency:** The prior policy did not include a specific dollar threshold. Adding the \$20 limit establishes a clear standard that is easy to follow and enforce.
- **Cash and gift cards:** Language was added to explicitly prohibit acceptance of cash, checks, or gift cards from outside parties under any circumstances, reflecting IRS rules that treat such items as taxable income.
- **Transparency and accountability:** Requiring gifts over \$20 to be reported to a supervisor ensures transparency and avoids the appearance of favoritism or conflicts of interest.
- **Examples added:** Concrete examples (pens, mugs, refreshments, etc.) were included so employees understand what qualifies as "nominal" and permissible.

Commented [Hr3]: Library and Library/Foundation carve-out: A new section clarifies that recognition gifts from the Library or the Library Foundation, such as the Foundation's annual appreciation gift card, are not subject to the \$20 restriction. This distinction ensures staff can continue receiving small tokens of appreciation while keeping external gift restrictions intact.

Commented [Hr4]: Accountability: A violations clause was included to align with other 500-series policies and reinforce that misconduct has consequences.

Cass County Public Library may use progressive discipline at its discretion. If a performance problem exists with an employee, the supervisor ~~may~~ **will** discuss the problem with the employee and offer appropriate assistance needed to remedy the situation.

~~The library believes that the best disciplinary measure is one that does not have to be enforced and~~ comes from good leadership and fair supervision at all **employment** levels. It is ~~also~~ in the best interest of Cass County Public Library to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, ~~uniform,~~ **consistent** and impartial. The primary purpose of any disciplinary action is to correct the problem, prevent a recurrence, and prepare the employee for satisfactory performance in the future.

~~Through the library's progressive discipline process, certain steps may include: be followed, such as~~ Verbal Warning, ~~First and Second~~ Written Warning(s), Probation, Suspension, ~~and or~~ Dismissal. Any progressive discipline will be communicated with Human Resources before any discussion with the employee.

~~An employee's v~~Violations of work rules, misconduct, or continued unsatisfactory performance, may result in progressive **disciplinary discipline steps**. The severity of the ~~penalty imposed for unacceptable conduct or job performance may increase with each occurrence.~~ **response will depend on the seriousness of the issue and the number of occurrences.** ~~Each incidence depending on its severity and number of occurrences will dictate which steps are taken. In S~~Some circumstances, ~~may require one or more steps to be may be~~ bypassed, **and immediate action taken.**

~~Two reprimands written warnings~~ in any twelve (12) month period ~~will may~~ automatically place the employee on probation for ~~a maximum of up to~~ ninety (90) days. A further ~~reprimand violation~~ during the probationary period ~~is likely to may~~ result in dismissal. If an employee successfully completes a probationary period but ~~later reverts to repeats~~ the same problem ~~that warranted the probation, they may be terminated. termination may result.~~

If more than twelve (12) months have elapsed since the last disciplinary action, the process will begin again.

~~Certain types of employee~~ problems are serious enough to justify immediate suspension or termination of employment, without going through all progressive steps.

Cass County Public Library's approach to ~~correcting unacceptable behavior or unsatisfactory job performance will normally consist of~~ discipline **may include** the following actions:

Commented [Hr1]: For HR policies, "will discuss" is usually the safest and clearest. It sets the expectation that supervisors are expected to talk with employees about performance problems, while leaving room for judgment on how that discussion happens.

Commented [Hr2]: This section was retained but updated for clarity and tone. The language emphasizes that effective discipline stems from good leadership and fair supervision, and that the Library's goal is correction and improvement rather than punishment. The wording was modernized to highlight fairness, consistency, and impartiality while keeping the focus on helping employees succeed. This ensures the policy reflects both best HR practice and the Library's supportive workplace culture.

Commented [Hr3]: The steps were updated to "Verbal Warning, **Written Warnings**, Probation, Suspension, or Dismissal," which simplifies the process, modernizes terminology, and makes the policy easier to follow.

Commented [Hr4]: This section was significantly streamlined to remove repetitive and legalistic wording. The original policy described discipline as "penalties" that "may increase with each occurrence" and included several overlapping sentences about severity and number of violations. The revised version now states more directly that discipline may result from violations of work rules, misconduct, or continued unsatisfactory performance, and that the Library's response will depend on the seriousness of the issue and the number of occurrences. It also clarifies that while discipline is usually progressive, the Library may bypass steps and take immediate action in cases of serious misconduct. These changes make the policy clearer, easier to understand, and more consistent with current HR best practices, while still preserving fairness and flexibility.

Commented [Hr5]: This section was revised to modernize terminology and make the process fairer and clearer. The word "reprimand" was replaced with "written warning" to better reflect current HR language and to emphasize that probation should only be triggered by more serious, documented actions. The word "will" was changed to "may" to avoid rigid, automatic consequences and give supervisors and Administration the flexibility to consider circumstances. Language about termination was also clarified to remove redundant or overly punitive phrasing, while still making clear that repeated violations or failure to improve during probation can result in dismissal. These changes ensure that discipline remains consistent ... [1]

Commented [Hr6]: The words "types of employee" were removed to simplify and clarify the sentence. The phrase was unnecessary and could cause confusion by suggesting that the policy applied differently to certain categories of staff. The revised wording now applies consistently to all employees, making the statement clearer and more direct while keeping the Library's authority to act immediately in cases of serious misconduct.

1. ~~Verbal Reprimand~~. This is a verbal warning to the employee that the conduct is unacceptable and that further infractions will lead to more severe penalties. A record of this discussion will be maintained by the supervisor but will not be put into the employee's personnel file unless further disciplinary action is taken.

1. **Verbal Warning**. A discussion with the employee to clarify unacceptable conduct or performance. A record of the conversation will be kept by the supervisor but not placed in the employee's personnel file unless further action is taken.

Commented [Hr7]: The term warning replaced reprimand to reflect modern HR language and avoid punitive connotations. The description was simplified to emphasize a discussion that clarifies expectations rather than a penalty. This keeps the tone corrective and supportive while still documenting the concern.

2. ~~Written Reprimand~~. This is a written record of a reprimand that is sometimes preceded by an oral reprimand. The written reprimand will describe the unacceptable conduct or performance and specify the improvement needed. Both supervisor and employee must sign. Employee's signature indicates receipt and review of the form and its contents. It does not indicate agreement with the contents. Employees may attach their own comments to the document. A copy of this reprimand will be retained in the employee's personnel file.

2. **Written Warning**. A formal written record of the problem describing the behavior or performance issue and the required improvement. Both supervisor and employee will sign to acknowledge receipt. The employee's signature confirms receipt, not agreement. Employees may attach their own written comments. A copy will be retained in the personnel file.

Commented [Hr8]: This section was modernized by replacing reprimand with warning and simplifying the description of signatures and attachments. The revised wording keeps the emphasis on documentation and improvement, while removing redundant phrases and legalistic tone. It also clarifies that the employee's signature indicates receipt, not agreement, which is clearer and more in line with current HR practice.

3. ~~Demotion~~. This is the movement of an employee to a position with a lower pay grade. An employee may be demoted when their annual or other performance evaluation reveals that their job performance has fallen below the requirements of their position. Demotions for reason of unsatisfactory performance may be appealed to the Board of Trustees in the same manner as appeals for dismissals.

3. **Demotion**. A demotion is the placement of an employee into a position with a lower pay grade when job performance does not meet the requirements of the current position.

Commented [Hr9]: The demotion section was streamlined to remove outdated and repetitive language. The phrase "movement of an employee" was replaced with "placement of an employee" for clarity and a more professional tone. The explanation was simplified to focus directly on performance, not meeting the requirements of the current position. The separate appeals language was removed from this section to avoid redundancy. Appeals are addressed consistently in the concluding section of the policy, rather than repeated under each disciplinary action. This makes the policy clearer, easier to follow, and more consistent in application.

4. ~~Disciplinary Probation~~. This is the placement of an employee to a status to determine if the employee possesses or exhibits the acceptable behaviors or qualifications to perform fully the requirements of the position. This status change would normally be used in conjunction with a demotion or another disciplinary action. Disciplinary probation must be approved by the Library Director. The employee may not be placed on disciplinary probation for more than two months and may be dismissed at any time within the disciplinary probation period. While on disciplinary probation, the employee is not eligible

to receive any increase in compensation. At the conclusion of the disciplinary probation period, the supervisor will complete a written evaluation recommending that the employee be retained in the position, transferred, or dismissed.

4. **Disciplinary Probation.** Placement of an employee on probationary status to determine whether they can meet the requirements of the position. This action must be approved by the Library Director and normally may not exceed sixty (60) days. Employees on disciplinary probation are not eligible for pay increases. At the end of probation, the supervisor will submit a written evaluation recommending retention, transfer, or dismissal.

Commented [Hr10]: This section was rewritten to be shorter, clearer, and more consistent. The probation period was capped at sixty days instead of "two months" for precision, and the requirement for a final written evaluation was retained but rephrased in simpler terms. References to combining probation with other actions and dismissing "at any time" were removed to avoid confusion or overly harsh tone. The revised wording maintains fairness while making expectations easier to understand.

5. **Suspension Without Pay.** The Library Director may, for disciplinary reasons, suspend without pay an employee for repeated instances of minor misconduct or for single occurrences resulting in unacceptable conduct or behavior. The suspension will not exceed thirty (30) calendar days for any one offense and will not be imposed for an indefinite period. Any suspension without pay for more than five (5) days will be stayed at the request of the employee until all authorized appeals, up to and including the Board of Trustees, are final.

5. **Suspension Without Pay.** The Library Director may suspend an employee without pay for repeated minor misconduct or a single serious incident. Suspensions will not exceed ten (10) working days for any one offense.

Commented [Hr11]: This section clarifies that suspension without pay is a corrective option for situations more serious than a written warning but not warranting immediate dismissal. The maximum length was reduced from 30 calendar days to 10 working days to ensure suspensions remain fair, proportional, and not excessively punitive. This keeps suspension as a meaningful disciplinary tool while providing reasonable limits to protect both employees and the Library.

6. **Suspension with Pay.** If an employee's behavior or actions are such that the continued presence on the job is not in the Library's, the public's, or the employee's best interest, then the employee may be suspended with pay pending the outcome of the investigation relating to the violation. Under these conditions, the Library Director will have the authority to make these types of suspensions immediately. A fact-finding administrative hearing will be conducted within the next 2 working days. Suspensions with pay pending the outcome of the investigation are not disciplinary suspensions if the employee is exonerated.

6. **Suspension With Pay.** If an employee's continued presence is not in the best interest of the Library, the public, or the employee, they may be suspended with pay pending investigation. The Library Director has authority to impose this action immediately. A fact-finding review will normally be conducted within two (2) working days. If the employee is exonerated, the suspension will not be considered disciplinary.

Commented [Hr12]: This section was updated to reduce the maximum suspension from thirty calendar days to ten working days, aligning with modern HR standards and preventing excessive unpaid leave. The appeal process was clarified so that suspensions longer than five days can be appealed through the grievance process. The wording was simplified to make it clear, fair, and consistent with other policies.

7. **Dismissal.** This is a last resort action for employees who fail to improve their performance or conduct after imposition of progressive disciplinary actions previously taken, or for a single serious instance of unacceptable conduct, or for the good of Cass County Public Library.

7. **Dismissal.** Termination of employment may occur when an employee fails to improve after corrective action or for a single serious instance of misconduct.

Commented [Hr13]: The dismissal section was shortened to remove redundant or overly broad phrases like "for the good of Cass County Public Library." The new wording makes clear that termination may occur if an employee fails to improve after corrective action or for a single serious incident of misconduct. This phrasing is more professional, precise, and consistent with disciplinary standards.

An employee may place explanatory statements in their personnel file in response to disciplinary action. ~~The employee has the option to appeal their case before the Library Board of Trustees through the~~ Employees also have the right to appeal disciplinary action through the use of the Library's Employee Grievance process.

Commented [Hr14]: This section was revised to clarify that employees may appeal through the Library's established grievance process. The reference to appealing directly to the Board was removed to keep all appeals consistent under one procedure. This ensures fairness and transparency for employees, avoids confusion over multiple appeal tracks, and reinforces that the Library already has a clear grievance policy in place that provides due process protections. The Board continues to provide oversight through its role in reviewing and approving Library policies, rather than becoming involved in individual personnel cases.

By using progressive discipline, it is the hope that most employee problems can be corrected at an early stage, benefiting both employees and the Cass County Public Library.

Revised 1/25/2023

~~Cass County Public Library endeavors to employ individuals whose abilities best reflect the Library's commitment to the mission of service to citizens. Such employees show loyalty, dedication, courtesy, dependability, drive, adaptability, and cooperation with other employees and the public. Employees of Cass County Public Library are expected to put forth their best effort daily. If employees encounter problems in performing their job, they are encouraged to discuss them with their immediate supervisor. Cass County Public Library values ongoing communication and feedback as part of employee development. Annual evaluations for branch staff need to be clear and accurately reflect each staff member's performance. Communication needs to take place with employees all year long on issues. Supervisors are expected to provide coaching and guidance throughout the year to support employee success. Performance evaluations are intended to provide constructive feedback, recognize accomplishments, identify opportunities for improvement, and set goals for the coming year. Employees must be in good standing, with no active progressive discipline on file, to be eligible for merit-based pay adjustments or promotions tied to performance evaluations.~~

The formal written Annual performance evaluations will be completed annually for every employee by their immediate supervisor, and signed copies sent to Human Resources no later than December 1st. Signed evaluations must be submitted to Human Resources no later than December 1 each year and will be maintained in the employee's personnel file.

The Library Board of Trustees is responsible for the performance evaluation of the Library Director, to be completed by June 30th.

~~Performance evaluations become a part of the employee's permanent record.~~

Commented [Hr1]: Several updates were made to Policy 518 to modernize the language, eliminate redundancy, and align with current HR best practices:
Removed aspirational traits: The original policy listed personal qualities such as "loyalty, dedication, courtesy, adaptability, and cooperation." These were removed so the policy focuses on measurable standards and expectations, while employee values continue to be emphasized in training and culture.
Communication clarified: The original wording said "communication needs to take place with employees all year long." This was replaced with: "Supervisors are expected to provide coaching and guidance throughout the year to support employee success." This sets a clear standard while maintaining a professional tone.

Commented [Hr2]: A new sentence was included to define the goals of evaluations — providing feedback, recognizing accomplishments, identifying opportunities for improvement, and setting goals. This aligns evaluations with development, not just compliance.

Commented [Hr3]: Discipline requirement added for clarity: Employees must be in good standing, with no active progressive discipline on file, to be eligible for merit-based pay adjustments or promotions tied to performance evaluations. This ensures that advancement opportunities are limited to employees meeting performance and conduct expectations.

Commented [Hr4]: Included in the above paragraph. "The formal..."

Revised 1/25/2023

Cass County Public Library values the growth and development of its employees and seeks to promote from within whenever possible. ~~Whenever a job becomes open or is created, Current employees of Cass County Public Library are usually~~ are given first consideration for open positions when they possess the requisite skills and qualifications. ~~Cass County Public Library attempts to promote within whenever possible. However, being an internal candidate does not guarantee selection; all hiring decisions are based on the overall qualifications of the candidate pool.~~

~~Promotions are available from within Cass County Public Library staff whenever an employee possesses and displays the requisite skills to handle an open position of more complexity. Cass County Public Library endeavors to hire the best applicants based on their job-related qualifications. Candidates being promoted may be required to undergo renewed background checks, testing, and other requirements. Full consideration is given to all qualified individuals in accordance with applicable law.~~

Employees wanting to promote or transfer to another branch or department must apply for the open position. ~~Cass County Public Library only allows transfers after an employee has been in a position for six (6) months. Employees must have been in their current position for at least six (6) months and must not have any active progressive discipline on file.~~

~~A new e~~Employees newly appointed or promoted to a position shall be paid at the beginning of the salary range unless the applicant's education or experience warrants the payment of a higher salary rate.

All pPromotions may include a salary increase—,which must fall within the established salary range for the position. ~~The salary increase must be within the appropriate salary range for the position title in accordance with the Cass County Public Library salary ranges. The amount of any Ppromotional increases are dependent will depend on the employee's current pay level, the pay range of the new job, position, and the employee's qualifications. for the new job, and the compensation of similarly situated employees.~~

Revised 11/16/2022

Commented [Hr1]: The overall section was edited into plain, professional language consistent with the rest of the revised 500-series policies. The result is clearer, easier to read, and more directly tied to Library practice. These revisions preserve the intent of the original policy — supporting internal advancement while ensuring fair and consistent hiring practices — but remove outdated wording, redundancy, and ambiguity.

Removed repetition: The original policy repeated multiple times that CCPL "seeks to promote from within whenever possible." This was condensed into one clear statement that employees are given first consideration if qualified, while noting that internal candidates are not guaranteed selection. This avoids redundancy and clarifies that promotions are based on qualifications, not tenure alone.

Clarified internal promotions: The phrase "Promotions are available from within CCPL staff whenever an employee possesses and displays the requisite skills" was simplified. The intent remains, but the revision emphasizes that the Library hires the most qualified applicant, balancing internal opportunities with fair competition.

Commented [Hr2]: Testing reference removed: The original policy stated that employees "may be required to undergo renewed background checks, testing, and other requirements." Since CCPL does not use testing in its hiring process, this reference was deleted. The background check language was retained.

Commented [Hr3]: Transfer eligibility strengthened: The original language required employees to serve six months before transferring. The revision keeps this but adds that employees must not have any active progressive discipline on file, ensuring that only employees in good standing are eligible for transfers or promotions.

Commented [Hr4]: Compensation language streamlined: The phrase "A new employee" was changed to "Employees newly appointed or promoted" to reflect that promotions often involve existing staff moving into new roles. The pay language was reorganized for clarity: new appointees/promotees normally start at the beginning of the range unless education or experience warrants higher placement. The promotional increase section was simplified to state that increases must fall within the established salary range and will depend on the employee's current pay level, the pay range of the new position, and the employee's qualifications. This eliminates repetition and makes the process more transparent.

~~Library~~ **e** Employees planning to retire should notify **Human Resources** and the Business Manager at least four weeks prior to the **intended** retirement date. **This notice allows time** to review retirement benefits **and finalize the necessary paperwork**.

To be eligible for Missouri Local Government Employee Retirement System (LAGERS), retirement must conform to their regulations.

Leave Payout

Upon retirement, ~~E~~employees will receive payment for unused leave time as outlined in the library's leave policies. These amounts will be reflected in the employee's final paycheck.

Retirement Recognition

~~An employee may choose to have~~ **Employees who retire and meet the criteria below are eligible for** a retirement reception held in their honor at their branch or department location ~~if they meet both criteria below.~~

- ~~t~~The employee is vested in LAGERS, **and**
- ~~t~~The employee has **either:**
- ~~worked for the library for~~ **Completed** at least **twenty (20) years of service with Cass County Public Library;** **or the employee has**
- ~~Reached the age of fifty (50) when they retire at the time of retirement.~~

~~A gift of \$100.00 cash and a plaque thanking the employee for their years of service will also be given. Eligible retirees will also be presented with a commemorative plaque and a \$100 cash gift in appreciation of their service.~~

Revised 1/25/2023

Commented [PP1]: The word "Library" was removed because it was redundant and unnecessary — the entire policy manual applies only to Cass County Public Library employees. Removing it streamlines the language, avoids repetition, and makes the policy consistent with the tone used in other 500-series policies, which begin with "Employees" rather than "Library employees." This keeps the policy professional, concise, and uniform.

Commented [PP2]: Clarified Notification Process
The original language required notice to the Business Manager only. The revision adds Human Resources to the notification process. This ensures both the benefits side (Business Manager) and personnel/records side (HR) are informed, so retirement paperwork, leave payouts, and benefit coordination are handled efficiently without delays.

Commented [PP3]: Leave Payout Language
The original language: "Employees will receive payment for unused leave time..." These amounts will be reflected in the employee's final paycheck." Was streamlined to "Payment... will be included in the employee's final paycheck." This simplifies the language, eliminates redundancy, and aligns with the style of other leave-related policies.

Commented [PP4]: Retirement Recognition Eligibility
The original language made the reception optional ("an employee may choose to have..."), while the revision reframes it as **eligibility-based** recognition, with clear criteria. This creates consistency and fairness across the system. Employees who meet the criteria are automatically eligible for recognition; it avoids uneven practices where some staff might be celebrated and others overlooked. Employees may still decline if they do not wish to participate.

Eligibility Criteria Restated More Clearly
The original phrasing: "worked for the library for at least 20 years OR the employee has reached age 50 when they retire." This was revised to "Completed at least twenty (20) years of service with Cass County Public Library; or reached the age of fifty (50) at the time of retirement." This clarifies the requirements in plain, policy-consistent wording and aligns with how other personnel policies list service/age thresholds.

523

Layoff and Recall

Cass County Public Library ~~attempts to schedule its jobs in such a way as to provide regular~~ strives to provide employees with steady and consistent work. However, ~~at certain times in rare circumstances~~, due to economic conditions or organizational needs, it may become necessary to reduce work hours or eliminate positions.

When making layoff decisions, the Library will consider a combination of factors, including employee qualifications, ~~factors such as~~ education and experience, job performance, and ~~absenteeism will be considered~~, attendance, and seniority.

If this situation should occur, Cass County Public Library will give as much advance notice as reasonably possible of the reduced hours and/or layoffs. Employees will also be given Reasonable estimates ~~of the prospects for a return to full schedule will be provided~~ regarding the expected duration of reduced hours and the likelihood of recall to their regular schedule.

Full-time employees who are laid off due to lack of work and subsequently recalled will be ~~credited with have their~~ prior continuous service ~~for certain Cass County Public Library benefits~~ credited toward benefit eligibility in accordance with the Library's benefit policies.

Commented [Hr1]: Policy 523 was revised to improve clarity, ensure fairness in decision-making, and align the wording with current HR best practices. The entire policy was streamlined into plain, professional language consistent with the updated style of the 500-series, while keeping the original intent intact. These changes do not alter the Library's fundamental approach to layoffs or recalls but make the policy clearer, fairer, and easier to apply consistently.

Commented [Hr2]: The original policy listed only education, experience, job performance, and absenteeism. The revision broadens this to include seniority as one of several factors considered. This provides a more balanced approach and ensures layoff decisions are fair and transparent.

Commented [Hr3]: The phrase "as much advance notice as possible" was updated to "as much advance notice as reasonably possible." The revision also merges two separate sentences into a clearer statement: employees will be given advance notice and reasonable estimates of the duration of reduced hours or likelihood of recall. This makes the Library's commitment to communication more concrete.

Commented [Hr4]: The original wording stated that employees recalled would receive credit for "certain benefits." This was vague and could create confusion. The revised wording specifies that "prior continuous service will be credited toward benefit eligibility in accordance with the Library's benefit policies." This avoids ambiguity while ensuring consistency with existing benefit rules.

Revised 1/25/2023

An employee's employment with Cass County Public Library should prove to be a long and mutually beneficial association. However, if it becomes necessary or desirable to leave, the following procedures should be observed in order to make an employee's separation efficient and amicable for all concerned. Cass County Public Library values long-term employment relationships and seeks to make each employee's service both productive and rewarding. When an employee chooses to resign, the following procedures help ensure an orderly and professional transition.

Notification

Employees who intend to resign are requested to provide written notice to their supervisor and Human Resources.

- Non-exempt employees should give at least two (2) weeks' notice. ~~of intent to resign.~~
- Exempt employees ~~are requested to~~ should give at least one (1) calendar months' notice. ~~of their intent to resign.~~

Return of Library Property

- ~~Keys to Cass County Public Library buildings or other property, as well as all passwords used in library business operations, credit and/or purchase cards, when entrusted to an employee, must be turned in on the day an employee gives notice, unless other arrangements are made with Library Administration.~~
- ~~Arrangements to turn in all other Cass County Public Library property must be made on the day an employee gives notice with Library Administration.~~

Upon resignation, employees must return all Library property, including keys, ID badges, credit/purchase cards, technology, and any passwords or system access, no later than their last day worked, unless alternative arrangements are approved by Library Administration. Personal belongings must be removed from Cass County Public Library premises on or before the last day of employment.

Final Paycheck and Benefits

Employees must provide forwarding address information and instructions for the disposition of their final paycheck before their last day ~~must be given to the Business Manager on or before the last day of employment to Human Resources.~~ After separation from employment, the ~~employee will be furnished a notice concerning their~~ Library will provide information regarding COBRA continuation rights. ~~It is the employee's responsibility to seek additional information if they have any questions regarding insurance continuation.~~ Employees are responsible for contacting the provider if they have questions regarding continuation of coverage.

~~In some cases, the services of an employee who has given notice of resignation~~

Commented [PP1]: The opening statement was updated from "should prove to be a long and mutually beneficial association..." to "Cass County Public Library values long-term employment relationships and seeks to make each employee's service both productive and rewarding. When an employee chooses to resign, the following procedures help ensure an orderly and professional transition." This change provides a modern, professional tone while still expressing appreciation for employee service and ensures consistency with other 500-series policies.

Commented [PP2]: The notice requirements for exempt and non-exempt employees were streamlined to clarify expectations and align with common HR practices.

Commented [PP3]: Duplicative instructions for turning in keys, passwords, and other Library property were consolidated into one clear section to improve readability and reduce redundancy. The revised language requires that Library property be returned no later than the last day worked unless arrangements are approved by Administration, which both protects Library assets and gives flexibility where appropriate. It also specifies that personal belongings must be removed on or before the last day of employment, which helps ensure an orderly transition and avoids administrative or security issues after separation.

Commented [PP4]: This section was updated to streamline responsibilities and improve clarity:

- **Forwarding address and paycheck instructions:** Responsibility for collecting this information was moved from the Business Manager to Human Resources, aligning with current practice and centralizing personnel records in one department.
- **COBRA notice language:** The outdated phrasing "furnished a notice concerning their COBRA rights" was replaced with plain language stating the Library will provide information on COBRA continuation. This ensures compliance while making the policy easier to understand.
- **Employee responsibility:** The wording was clarified so employees understand they are responsible for contacting insurance providers if they have questions, rather than relying solely on the Library.

These changes modernize the policy, reflect current administrative practices, and ensure compliance with federal COBRA requirements. The updated language also clarifies that employees are responsible for contacting the provider directly if they have questions about continuation of coverage, which helps avoid confusion and ensures employees receive accurate information.

Commented [PP5]: See below

~~may cease immediately. In such cases, Cass County Public Library may, at its option, pay the employee for the balance of the notice period or any portion thereof.~~

~~The Library reserves the right to waive all or part of the notice period and pay the employee for the balance of the period.~~

~~Failure to report to work for two (2) shifts in a rolling twelve (12) month period, without the employee notifying their supervisor, will be considered to have voluntarily terminated employment with Cass County Public Library.~~

~~Failure to report to work without notice may be considered job abandonment and treated as a voluntary resignation, as outlined in Policy 506 (Work Schedules)."~~

The ~~Business Manager~~ Library may conduct an exit interview or ~~offer provide~~ an opportunity for ~~departing employees exit interview feedback with resigning employees~~ to share feedback regarding their employment experience.

Commented [PP6]: The language around waiving the notice period was simplified while preserving the Library's flexibility to pay employees for the balance of the period. This update makes the policy easier to read while clearly affirming that the Library may release an employee immediately after notice is given if it is in the best interest of operations, without penalizing the employee financially.

Commented [Hr7]: Policy 506 (Work Schedules) already governs attendance, absenteeism, tardiness, and job abandonment. Keeping the rule there ensures all attendance-related expectations live in one place. **Policy 521 (Resignation)** is meant to address voluntary separations and the process around notice, final pay, and return of property. If we duplicate job abandonment rules here, we risk creating conflicting standards.
By simply referencing 506 in 521, we preserve consistency while still making employees aware that failing to report to work without notice can be treated as resignation.

Revised 1/25/2023

Employees

Cass County Public Library recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit contributions, sell merchandise, or distribute literature for non-Library purposes concerning these activities during working time. (Working time does not include lunch-meal periods, work rest breaks, or any other periods in which other times when employees are not on duty.) expected to be working.

Commented [Hr1]: Clarity of working vs. non-working time: Retained and modernized the distinction to ensure compliance with federal law while making the rule clear for employees.

In addition, the posting of written solicitations on Cass County Public Library boards is prohibited property is not permitted except in designated spaces authorized for official Library communications. Staff bulletin boards are reserved for official organization communications Library use, including items on such items as:

Commented [Hr2]: Bulletin board usage updated: Replaced dated references with broader categories (internal memos, policy notices, HR information) to keep the list flexible and professional.

- Party Sheets
- Affirmative Action statement
- Internal memoranda
- Organization announcements
- Workers' compensation insurance information Policy statements and legal notices (e.g., workers' compensation, unemployment insurance)
- State disability insurance/unemployment insurance information
- Human Resources information or official schedules

Commented [Hr3]: Our equal employment / anti-discrimination policies already include language about compliance with affirmative action and EEO law. Having a line here about posting the "affirmative action statement" was unnecessary duplication.

Non-Employees: Vendors, patrons, or outside groups may not solicit employees or distribute materials on Library property unless they have prior written authorization from Library Administration. Solicitation and distribution are not permitted in staff work areas, in any public areas of the Library, or within 25 feet of Library entrances and exits. This standard ensures safe access for employees and provides a consistent guideline across all branches.

Commented [Hr4]: The policy was updated to include a clear restriction on where non-employees may engage in solicitation or distribution. The new language prohibits such activity in staff areas, any public area of the Library, and within 25 feet of Library entrances and exits. This change provides managers with a consistent, enforceable standard across all branches. Without a set distance, interpretations of what is "reasonable" could vary, leading to confusion or uneven enforcement. The 25-foot buffer ensures employees have safe, unobstructed access to Library facilities while maintaining a welcoming environment.

DISCLAIMER: Nothing in this policy shall be construed to restrict an employee's rights under Sections 7 and 8(a)(1) of the National Labor Relations Act. No policy set forth in this policy shall be construed or understood to prevent an employee to engage in discussions or activities involving the terms and conditions of employment, wages, hours, and working conditions. This policy does not prevent employees from engaging in discussions or activities involving the terms and conditions of employment, wages, hours, or working conditions.

Commented [Hr5]: The NLRA disclaimer has been updated and remains to protect employees' legal rights regarding workplace discussions.

Adopted 1/25/2023

Cass County Public Library 2026 Budget Narrative

The annual budget needs to be approved by the end of November, as the fiscal year runs from January 1st through December 31st, and adequate time to process salaries and benefit expenditures is required.

Budget Total: \$6,392,161 (2025 \$5,926,067)

Personnel: \$3,827,300

The largest expenditure in the library's annual budget is personnel. While the biggest chunk of personnel is employee salaries, it also includes the library's cost for associated benefits available for eligible employees. Those benefits include health insurance, social security and medicare, employee access to an employee assistance program, payouts for longevity pay and unused leave, and retirement through LAGERS (Missouri Local Government Employees Retirement System).

Salaries: \$2,725,700 (2025: \$2,504,550)

The library conducted a comprehensive compensation study in 2022 and refreshed the data this year to obtain updated salary information and to prepare for the state minimum wage increase to \$15.00 per hour in 2026. To remain competitive in the market, aligned with wage trends, and in compliance with legislation, the library is proposing a 3% market adjustment to all salaries. In addition, a performance-based increase of 3–5% is included for staff whose evaluation scores meet or exceed expectations. Final figures will be updated following the completion of this year's evaluations.

This budget also provides for the addition of two new full-time, benefits-eligible positions, an HR Manager and a Payroll and Benefits Generalist, along with an allowance for several part-time flex positions anticipated in Outreach Services and Facilities.

The HR Manager role is a carryover position that was planned but not filled in 2025. As the library system grows, the complexity of HR responsibilities has outpaced the capacity of the current departmental structure. The Payroll and Benefits Generalist will oversee the day-to-day administration of payroll processing, employee benefits enrollment and management, and compliance reporting. This position will provide dedicated support to staff while allowing the Business Manager to concentrate on overall financial management and the HR Manager to focus on strategic organizational planning and staff development. In addition, projected workload increases in Outreach Services and the Facilities department justify the inclusion of additional part-time flex staff to sustain service levels and operational efficiency.

Benefits: \$1,101,600 (2025: \$965,150)

This category includes health insurance, Social Security and Medicare contributions, the Employee Assistance Program, and LAGERS retirement benefits. The Tuition Reimbursement budget line has been moved here from Operations to more accurately reflect the nature of that expenditure. Several components of this expense fluctuate from year to year based on overall salary levels and the number of full-time equivalent staff eligible for benefits. Health insurance costs are currently estimated with a projected 25% increase based on feedback received from the library's insurance broker. Final rates will not be available until mid-October.

Cass County Public Library 2026 Budget Narrative

Operations: \$1,285,600

Typically, the next largest expense in the library's annual budget is operations. Essentially, operations cover the costs associated with the library's day-to-day functions. This includes the upkeep of physical library outlets, tangible supplies and equipment, hardware and software needs, subscriptions to services that facilitate various staff tasks, and staff training and recognition.

Rent: \$387,000 (2025: \$376,400)

The library will continue to rent space for the NRC, Archie, Harrisonville, Drexel, and Garden City branches. At Drexel, the lease remains on a month-to-month basis, though a rent increase is anticipated once a new lease is finalized; however, the landlord has continued to defer this action for the time being. This budget line also includes projected operating expenses for the Harrisonville branch in 2026, estimated at approximately \$10,000 per month.

Utilities: \$90,100 (2025: \$86,100)

Utilities include gas/electric, water/sewer, the phone system, Wi-Fi hotspots, and staff mobile phones. The library projects a 10% cost increase in utilities based on expenditures from January through August of 2025, except for the Northern Resource Center, where actual spending during the first eight months of the year was lower than anticipated, and the projection has been adjusted accordingly. For 2026, the budget also includes two new phone lines to support the assistant manager positions at the Northern Resource Center and Harrisonville branches, as well as the addition of document shredding services for the Pleasant Hill branch.

Building Maintenance: \$155,000 (2025: \$154,000)

This includes expenses associated with HVAC service and maintenance, mowing, pest control, snow removal, window and carpet cleaning, and unforeseen maintenance needs such as plumbing repairs. This budget line is projected for 2026 based on expenditures through August of this year. The amount has been adjusted upward for cleaning services, as the library contracted with a new vendor in 2025 at higher rates rather than hiring a custodian as initially planned. This change has resulted in improved cleanliness at the three locations covered by the contract. Additional funds are also allocated for snow and ice removal, with the intent of securing a quality vendor that offers more comprehensive pre-treatment services to enhance safety for staff and patrons. At the same time, anticipated costs for miscellaneous maintenance have been reduced, as the Facilities department has expanded its ability to manage many repairs in-house and has implemented a preventative maintenance schedule to limit the need for outside service calls. Taken together, these adjustments offset one another, and the overall budget line reflects only a modest increase of \$1,000 from last year.

Supplies: \$76,000 (2025: \$68,000)

Supplies include general office supplies, paper products, cleaning supplies, copier paper and toner, and general building and maintenance items. This year, the library is seeing supply costs trending upward, so the budget allows for adequate funding to meet system-wide needs. With more maintenance now handled in-house, there is an increased demand for facilities supplies; however, this still results in cost savings compared to hiring outside contractors. In addition, the

Cass County Public Library 2026 Budget Narrative

library last purchased cards in 2022 and anticipates placing another large order before the end of 2026, so that expense is also accounted for in this budget line.

Activities: \$51,600 (2025: \$48,500)

The activities budget funds branch program supplies and presenters, reading challenges, Youth Services programming needs, and movie licensing. Branches have not received a substantial increase in their programming budget allowance in several years. With the rising cost of programming materials and the library's goal of providing more quality presenters, this budget line has been increased for 2026.

Postage and Document Delivery: \$3,400 (2025: \$3,400)

This line pays for the library's postage expense and PO Box fees for Drexel, Archie, and Garden City. There is no change anticipated for 2026.

Equipment Rental: \$29,700 (2025: \$37,700)

This funds the lease for the printer/copiers in Administration and all branch locations, as well as the fees associated with usage, including the number of pages printed in black and white and in color. Actual expenditures for copies in 2025 were lower than anticipated, so the budgeted amount for 2026 has been adjusted downward to better reflect actual costs.

Vehicle Operation: \$44,000 (2025: \$39,000)

The library currently operates a courier van, an IT/Facilities van, a bookmobile, and now an outreach van. This budget line funds the gas and maintenance for all of these vehicles. For 2026, it includes anticipated fuel and maintenance costs for the new outreach van, which also helps reduce wear on the bookmobile by providing another option for outreach services. The budget also continues to account for bookmobile maintenance and repairs, which remain an ongoing need.

Travel and Dues: \$13,400 (2025: \$14,000)

The library reimburses mileage for staff travel between library locations and for training, which makes up the majority of this budget line. Memberships in professional organizations, such as Missouri Library Association (MLA) and local chambers of commerce, are also included. For 2026, the amount has been adjusted slightly downward after assessing actual requirements and activity in 2025, to more accurately reflect anticipated needs.

Professional Development: \$43,000 (2025: \$38,900)

Training and conference fees and travel are funded on this budget line, along with Leadership Institute enrollment and the annual Staff Development Day. For 2026, this allocation will support the Director and Assistant Director's attendance at the American Library Association and Public Library Association conferences and provide a scholarship for one staff member to attend a national conference, as was done in 2025. It also funds staff participation in the Missouri Library Association conference in Springfield, the MOREnet conference attended annually by our IT Coordinator, and several Evergreen consortium meetings and the annual conference, where our Circulation Coordinator and Collection Management Coordinator serve as committee chairs.

Cass County Public Library 2026 Budget Narrative

This budget ensures broad opportunities for professional growth through conferences, trainings, and webinars.

Insurance: \$69,500 (2025: \$66,000)

The library's insurance coverage includes commercial property and casualty, auto, and crime policies. The annual premium renews in July, and this projection is based on an increase consistent with the premium adjustment experienced at the July 2025 renewal. This line also includes fees for compliance products that facilitate the library's ability to comply with Sunshine Laws through archiving information.

Marketing and Promotion: \$22,000 (2025: \$26,700)

This line funds library participation in local events such as festivals and chamber of commerce gatherings, and it purchases the branded items that staff hand out to promote the library in the community. It also covers the Savannah platform, which provides marketing insights and supports email and postcard marketing. The plan includes another postcard marketing campaign in 2026; however, because the library has an adequate stock of branded promotional materials, the budget line has been lowered to reflect the reduced need for new purchases.

Professional Services: \$109,400 (2025: \$108,000)

This includes professional fees for contracted services such as legal and consulting, financial and payroll, and auditing services fees. The only change in this budget line is an increase in auditing fees, as outlined in the library's three-year contract with the auditing firm.

Automation Support: \$124,500 (2025: \$133,400)

This category encompasses costs associated with access to programs and resources that facilitate the everyday functions of library service. The library is a member of the Evergreen consortium for the integrated library system and lending of physical materials and MOLib2Go through Amigos for electronic collections. Mid-America Library Alliance supports interlibrary loan courier services and professional development, and MOREnet provides negotiated pricing for internet connectivity. The Peculiar Express Kiosk requires an annual software maintenance fee. This line also funds Collection HQ, the collection management software used by the Collection Management Department, formerly known as Technical Services. The decrease in this budget line for 2026 is primarily due to a reclassification of our library by the MALA courier service, which resulted in a favorable adjustment and lowered our membership fees by about \$9,000.

Technology: \$67,000 (2025: \$87,000)

The technology budget includes hardware and software expenses, such as the purchase of technology equipment, and also funds the patron computer workstation management software, Deep Freeze. In 2025, all staff computers across the system were replaced. For 2026, the plan is to replace all public computers. There are fewer public workstations than staff computers, and the budget uses pricing from the cooperative buying contract through the State of Missouri established during the staff computer replacement project, with an estimated 10% markup to account for potential inflation. This replacement schedule helps standardize equipment across

Cass County Public Library 2026 Budget Narrative

the system and ensures that both patrons and staff have access to reliable, up-to-date technology.

Collections (formerly Materials): \$430,700

The Collections budget, formerly referred to as the Materials budget, is used to acquire print and electronic materials for lending as well as access to information through subscription platforms (e.g., databases). The name change better reflects the scope of this category, as “materials” suggests only physical items, while the library’s modern collections also encompass a wide range of digital resources. The entirety of this budget line is intended to provide resources for direct use by library patrons through both physical and digital access methods.

Books/E-Books and E-Audiobooks: \$360,000 (2025: \$290,000)

The budget lines previously divided between print books and digital collections (e-books and e-audiobooks) have been combined into a single line titled “Books/E-Books & E-Audiobooks.” This change allows staff greater flexibility to allocate funds between print and digital formats throughout the year, aligning expenditures more closely with patron demand. Demand for digital collections has consistently grown, so this adjustment ensures resources can be directed where they are most needed, while still fully supporting print collections as a vital part of the library’s offerings. Hoopla has also been moved into this category from Electronic Resources, as it is a provider of e-collections rather than a subscription database service. Usage of Hoopla continues to rise, with August expenditures reaching approximately \$5,700. At this time, \$70,000 is budgeted for Hoopla in 2026, pending updated projections from the vendor based on specific usage patterns.

Periodicals: \$6,200 (2025: \$6,500)

All magazine and periodical subscriptions are included in this budget. We do not anticipate much change in this line for 2026, as the number of available periodical choices continues to decline each year. Magazine subscriptions are projected to remain generally level, while many newspaper publications are now accessed electronically through the library’s Newsbank subscription, which is funded under the Electronic Resources budget.

Media: \$20,000 (2025: \$20,000)

This budget line funds physical media for all ages, including CDs, DVDs, Blu-rays, and audiobooks. Costs and demand have remained stable, with a core group of patrons continuing to rely on these formats. Keeping this line level for 2026 provides predictable expenses while maintaining access to the formats valued by these users.

Electronic Resources: \$44,500 (2025: \$100,000)

All of the library’s subscription databases that are not supplied by the Missouri State Library are included in this budget line. For 2026, the library chose not to renew several underutilized resources, including Scholastic, Chilton, Audiobook Cloud, and TumbleBooks. At the same time, new resources have been added to better meet patron needs, such as HelpNow, which provides online tutoring, and ComicsPlus, which will launch in 2026. Hoopla, previously included here, has been moved to the Books/E-Books & E-Audiobooks line, as it is a purveyor of e-collections

Cass County Public Library 2026 Budget Narrative

rather than a traditional subscription database. These adjustments reflect the library's strategy of reallocating funds away from low-use products and toward higher-value resources that directly respond to patron demand.

Capital Services: \$666,281

The Capital Services budget encompasses investments in the library's capital, including upgrades and enhancements to locations and services. Each year, departments and branches submit budget requests for the following year, and approved items, such as furniture, new equipment, and building improvements, are funded through this line. Beginning in 2026, this category will also incorporate debt service payments related to the Harrisonville building project and a focused line for projects outlined in the Capital Improvement Plan.

Furniture and Equipment: \$100,000 (2025: \$100,000)

The Furniture and Equipment line of the budget is set aside to fund upgrades and enhancements identified by departments and branches through their annual budget requests. Approved items, such as furniture, shelving, and equipment, are funded through this line. Examples of typical requests include display items like acrylic sign holders, step ladders, and soft seating. Because furniture and shelving that can withstand heavy public use represent a significant investment, maintaining adequate funding ensures the library can meet both anticipated requests and unexpected needs that arise during the year. This amount is not a direct total of all requests submitted, but rather an allowance to address identified priorities while preserving flexibility for unplanned needs.

Branch Improvements: \$50,000 (2025: \$100,000)

This budget line funds building enhancements and larger-scale repairs that fall outside of the Capital Improvement Plan. It reflects a lower amount than in prior years, as projects identified in the plan are intended to be covered by the Capital Improvements line. This line functions much like the Furniture and Equipment budget, providing resources to fulfill specific requests from branches or departments as well as items identified by Facilities. For example, a project under consideration is adding insulation in the walls between the study rooms and meeting rooms at the NRC to improve sound quality and user experience.

Automotive: \$0 (2025: \$65,000)

In 2025, the library budgeted for and purchased an outreach van to support services and reduce wear on the bookmobile. For 2026, no additional vehicle purchases are planned, so this budget line has no allocation. Ongoing fuel and maintenance costs for the outreach van, along with the courier van, IT/Facilities van, and bookmobile, are reflected under the Vehicle Operation budget line.

Capital Improvements: \$50,000 (2025: \$300,000 in Reserves)

The Capital Improvements budget line was previously included under Reserves to designate funds being set aside for future capital projects. Beginning in 2026, it has been moved under Capital Services to reflect funds that will be actively spent on projects identified in the Capital Improvement Plan throughout the year. For 2026, this includes the access control upgrade at

Cass County Public Library 2026 Budget Narrative

Pleasant Hill and Phase 2 of the StoryWalk at Pleasant Hill. The budget also factors in potential cost increases for these projects, as well as the possibility that expenses from Phase 1 of the StoryWalk may carry over into 2026. In future years, this budget line will continue to follow the priorities established in the Capital Improvement Plan.

Debt Service: \$466,281 (2025: \$0)

The Debt Service line has been added to the Capital Services budget to account for principal and interest payments on the financing for the Harrisonville building project. The library is funding this project through the issuance of bonds, which provide the upfront capital needed for construction and must be repaid over time. The projected amount for 2026 was provided by the library's financial advisor, Stifel, as part of the bond process. These payments will be made semi-annually according to the debt service schedule ((April 1 and October 1 of each year), which extends beyond 2026, representing the library's long-term commitment to investing in capital improvements.

Reserve Funds: \$182,280

These funds are set aside for specific financial events, such as emergencies or unforeseen contingencies. Beginning in 2026, the library has also designated a portion of reserves to aid in the early payment of debt service related to the Harrisonville building project.

Reserves for Debt Service: \$50,000 (2025: \$0)

This line designates funds to be invested in a separate MOSIP account, where they can accrue interest over time. These reserves are intended to support the library's long-term debt service structure by building resources that will allow for early payment. The goal is to begin calling some Certificates of Participation in eight years, reducing overall debt obligations and interest costs. This approach also provides flexibility in managing future budgets by lessening the impact of debt payments in later years.

Reserve Carryover: \$132,280 (2025: \$187,767)

This amount would be designated for the general reserve fund.

2026 REVENUE

Cass County Public Library Budget

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

RESERVE / INVESTMENTS

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

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

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

Our auditors recommend 6 months of operation expenses from undesignated funds as an operational reserve fund. For 2026, that amount would be approx \$2,556,450. The Missouri Public Library Standards "recommends the library district maintains an operational reserve fund to cover up to one year of expenses and a separate capital fund for maintaining facilities and the replacement of furniture and equipment." Standard # 4 (p. 14)

2026 EXPENDITURES

Cass County Public Library Budget

	2024	2025	2026 DRAFT
PERSONNEL			
601 SALARIES	2,060,000	2,504,550	2,725,700
602 SOCIAL SECURITY	126,500	153,200	169,000
603 HEALTH INSURANCE	343,000	387,800	450,800
604 LIFE/DISABILITY INS.	13,900	15,400	17,200
607 LAGERS	393,200	369,500	418,000
608 MEDICARE	29,500	35,850	39,600
609 EMPLOYEE ASSISTANCE PROG	3,400	3,400	3,400
611 TUITION REIMBURSEMENT	NOTE: moved from #651		3,600
TOTAL - PERSONNEL	\$2,969,500	\$3,469,700	\$3,827,300
OPERATIONS			
640 RENT	363,200	376,400	387,000
641 UTILITIES	78,500	86,100	90,100
642 BUILDING MAINT.	128,500	154,000	155,000
643 SUPPLIES	71,500	68,000	76,000
645 ACTIVITIES	50,600	48,500	51,600
646 POSTAGE / DOC. DELIV.	3,400	3,400	3,400
649 EQUIPMENT RENTAL	33,300	37,700	29,700
650 VEHICLE OPERATION	32,000	39,000	44,000
651.1 TRAVEL & DUES	13,200	14,000	13,400
651.2 PROFESSIONAL DEVELOPMENT	26,800	38,900	43,000
652 INSURANCE	58,000	66,000	69,500
653 MARKETING & PROMOTION	29,500	26,700	22,000
660 PROFESSIONAL SERVICES	105,200	108,000	109,400
667 AUTOMATION SUPPORT	112,800	133,400	124,500
697 TECHNOLOGY	33,500	87,000	67,000
TOTAL - OPERATIONS	\$1,140,000	\$1,287,100	\$1,285,600
COLLECTIONS			
670&671 BOOKS / E-BOOKS & E-AUDIOBKS	290,000	290,000	360,000
672 PERIODICALS	12,800	6,500	6,200
673 MEDIA (AV)	20,000	20,000	20,000
677 ELECTRONIC RESOURCES	60,000	100,000	44,500
TOTAL - COLLECTIONS	\$382,800	\$416,500	\$430,700
CAPITAL SERVICES			
690 FURNITURE & EQUIPMENT	100,000	100,000	100,000
698 BRANCH IMPROVEMENTS	100,000	100,000	50,000
692 AUTOMOTIVE		65,000	
700 CAPITAL IMPROVEMENTS		300,000	50,000
710 DEBT SERVICE			466,281
TOTAL - CAPITAL SERVICES	\$200,000	\$565,000	\$666,281
RESERVE FUNDS			
RESERVES FOR DEBT SERVICE			50,000
RESERVE - CARRYOVER	484,960	187,767	132,280
TOTAL - RESERVE FUNDS	\$484,960	\$187,767	\$182,280
GRAND TOTAL	\$5,177,260	\$5,926,067	\$6,392,161

August Hires & Transfers

- Amy Burkholder - Branch Manager I (Garden City)

Current Openings

- Branch Manager I (PT Flex) - Drexel
- Branch Manager I (40 Hours) - Outreach

Celebrations

Julie Allee of the Garden City branch celebrated her 10 year anniversary with CCPL on August 21. Jana Riggs, the Garden City manager until recently, presented her with a certificate and gift.

Budget Requests & Reviews

Branches and Departments have submitted budget requests for the 2026 fiscal year and these are being reviewed by Administration as part of building the 2026 CCPL budget plan.

Passport Update

CCPL filed paperwork to become a Passport Acceptance Facility. The US Department of State only designates new facilities when additional acceptance locations are needed. The Department of State replied that "currently, Cass County does not require additional acceptance locations. The existing facilities in the area are meeting passport demand".

HelpNow Database Usage

In its first month, CCPL patrons used our new database 182 times. More than 80% used the BrainFuse database for help with Elementary math, reading, and early literacy.

Margaret McIntyre Quilt

NRC is the new home of a Cass County-themed quilt made by Margaret McIntyre of the Raymore Quilt Guild. CCPL's Facilities Department built a display case for the quilt (see below) and it was presented to Margaret at her birthday party on August 23 at the Quilted Cow. It is currently on display at NRC and may travel to other CCPL branches in the future.



Payables

Mary, our Business Specialist, has transitioned most of our payables to ACH or electronic payments directly from the payables account, significantly reducing the need for printed checks. This change addresses both security following the fraudulent check incident earlier this year and efficiency by modernizing and streamlining our process. Printed checks will still be used for program presenters, staff reimbursements, and payments from the donations account, but this adjustment will reduce the treasurer's monthly check signatures from 60 to 80 to just 5 to 10. All supporting payment documentation will continue to be provided for review.

NRC Moisture Updates

I have been in contact with the building management company regarding the continued efflorescence on the exterior concrete walls at the NRC. They confirmed this will be an ongoing issue that requires periodic cleaning, and they have sent a request for their maintenance team to handle the current buildup. A contractor will also be on-site next week to address the problem. The company is exploring the use of a blocker to help prevent the crystals from rising to the surface.

Harrisonville Project Update

The bond sale has been completed, with closing tentatively scheduled for September 30. The final Design Development meeting with Clark & Enersen and Navigate was held on September 9. The site plan has been submitted to the City of Harrisonville and is moving through the review process, with preliminary notes already received. The site address is 1250 Locust Terrace.

"Coming Soon" signs will soon be on display at the Harrisonville branch and outside the administrative offices, and a larger sign will be installed at the Locust property in the coming weeks. Clark & Enersen and Navigate are currently updating the project pricing to ensure the project stays within budget. Additional meetings on furniture, doors and hardware, and in-branch wayfinding/signage will be scheduled. Navigate will attend next month's board meeting to provide further updates.

2026 Summer Library Program Collaborative Theme

CCPL is planning to participate in a metro-wide collaborative summer library theme that ties into the excitement of the 2026 World Cup, a major global event happening in our area, along with the national Collaborative Summer Library Program's dinosaur theme. The shared theme will be "Read, Score, Roar!" Libraries across the region will use shared artwork and promotional materials, with flexibility for each system to adapt for its own programming. Leigh and Jana will be working with representatives from other libraries on this project.

Drexel Branch Renovation

On Monday, September 8, staff from NRC, Pleasant Hill, Archie, Drexel, and Administration began emptying out the Drexel branch and taking down shelving. By mid-day, the Facilities team had taken over to demo the wall paneling and remove the carpet, and they have continued to make steady progress since then.

Director's Report September 2025

The walls required a third coat of mudding, which had been anticipated in the timeline, and this has not caused any delays. Painting is scheduled to begin on Friday, September 12.

An issue was discovered with the restroom plumbing, which had been planned as the connection point for adding a new water fountain and drain line. To correct this, drywall on one wall was removed so the plumbing could be properly rerouted. That work was being completed at the time of this report, and the wall will be reinstalled once the plumbing is finished.





Around **CCPL**



Back to School Bash Harrisonville

The Back to School Bash drew nearly 100 attendees for popsicles, a photo booth, raffles, and library card sign-ups.



Noir Nibbles Garden City

Sam from the Genealogy branch hosted. Everybody loved tasting everything except the century egg.



Hooks and Needles Pleasant Hill

Participants showed off their latest handmade projects and shared inspiration with fellow crafters.

Around **CCPL**



Storytime

Drexel

The children listened to stories, sang songs, and made stick puppets.



Creation Station

Archie

The kids created friendship bracelets.



Julie Mulhern, Author Meet & Greet Pleasant Hill

The author of the Country Club Murders series discusses her books, being an author, and where she finds her inspiration.

Around **CCPL**



Page Turners Book Club

Northern Resource Center

Book club members created personal care kits for the unhoused, inspired by their reading of *How to Stay Invisible* by Maggie C. Rudd.



Take and Make Crafts

Outreach Services

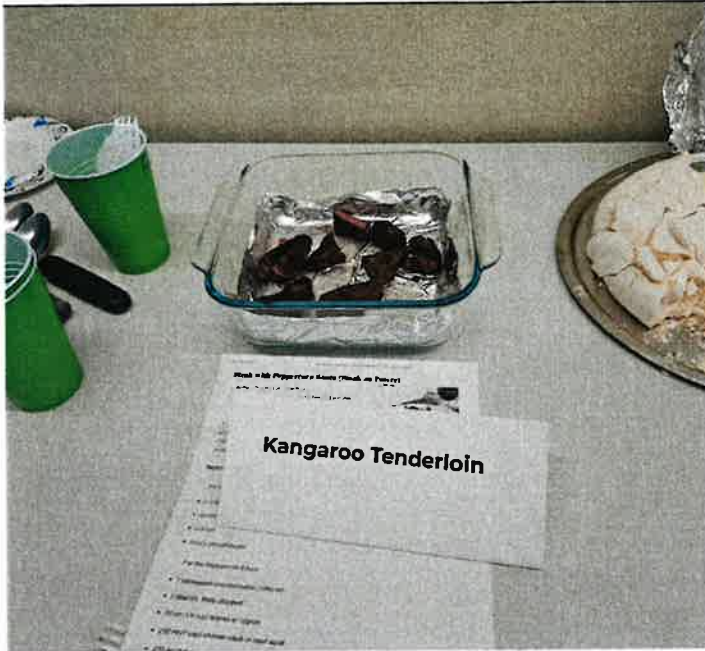
Kids made paper rainbow flowers. They were all very creative and got some awesome cutting and drawing practice in.



Book Club

Drexel

Book Club members enjoyed discussing *Frozen River*, a historical novel about a midwife in the 1700s, and gave it glowing reviews.



2nd Saturday Recipes

Pleasant Hill

One participant brought a steak with peppercorn sauce dish called “kangaroo tenderloin” to share at our cookbook-inspired program.



Teen Dungeons & Dragons

Northern Resource Center

Teens gathered for an adventurous round of Dungeons & Dragons at the library.



Plants & Bingo

Archie

All Bingo winners went home with a plant or two. Thanks to Ben Palmer for the donation of all the plants



1000 Books Before Kindergarten Garden City

The branch celebrated another completion of 1000 Books Before Kindergarten



Splash Bash Pleasant Hill

A record crowd of families enjoyed a wet and wonderful end to the Summer Library Program!



Mystery Maker Monday Harrisonville

Fifteen creative kids decorated notebooks and crafted colorful duct tape pencil pouches, leaving with school supplies that were both fun and functional!

Around**CCPL**



Bicentennial Quilt

Northern Resource Center

Margaret McIntyre visited the NRC to see her Bicentennial quilt, which depicts historical Cass County landmarks, in its new home. The quilt box was built by Scott from CCPL Facilities, and Margaret was interviewed by Allen Edmonds of the North Cass Herald.

11,776

Active Customers

50,388

Circulation

84.6

Net Promoter Score

Collection**Management**

283

**Adult Print
Titles Ordered**

137

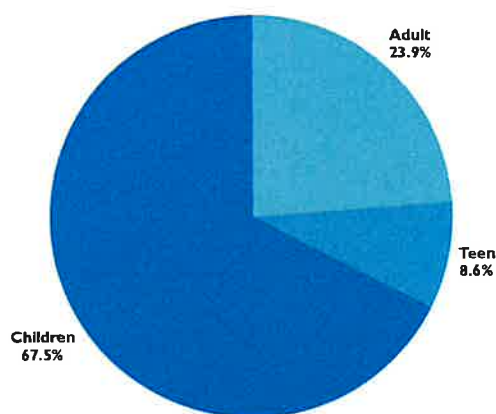
**Adult eMedia
Items Ordered**

732

**Items
Cataloged**

Customer Favorites

Program Highlights



In August, CCPL branches offered a variety of programs for all ages. Highlights included Bingo for Books, Hobby Club, and a Back to School Bash at Harrisonville that drew nearly 100 attendees. Drexel held Book Club and Cook the Book along with interactive storytimes, while Garden City hosted Noir Nibbles, Back to School Survival Kits, and Bad Guys Day. Archie featured Plants & Bingo and kids' crafts, NRC's book clubs and teen D&D continued to grow, and the Bookmobile engaged patrons with craft kits and a Sci-Fi & Fantasy Book Club discussion.

Attendance by Age Group

182 Programs 3,503 In-Person Attendees

Top Checkouts

Print

Adult Fiction

The Hamptons Lawyer

A Mother's Love

The Unraveling of Julia

Adult Nonfiction

Atomic Habits

Hungry Girl Sheet Pan Cookbook

1000 Hours Outside

Young Adult Fiction

Good Different

The Black Queen

Mockingjay

Juvenile Fiction

Lord of the Fleas

Rodrick Rules

Grime and Punishment

eBooks

Atmosphere

Project Hail Mary

The Let Them Theory

Don't Let Him In

A Witch's Guide to Magical Innkeeping

Accomplice to the Villain

The Hamptons Lawyer

Fourth Wing

eAudiobooks

Want to Know a Secret

Atmosphere

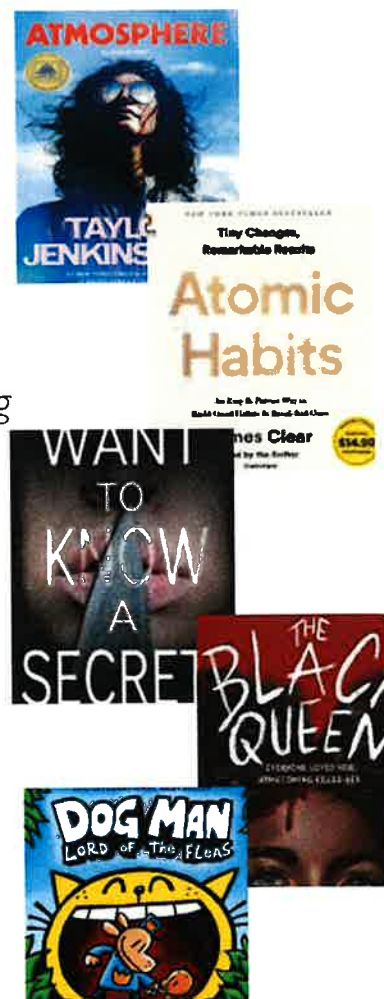
Great Big Beautiful Life

Accomplice to the Villain

The Housemaid's Secret

The Housemaid

Brain Damage



Youth**Services**



In August, Jana began her role as Youth Services Coordinator while also supporting the Garden City branch manager transition. Work focused on wrapping up the Summer Library Program, touring branches to meet with specialists, and beginning to organize a systemwide youth staff meeting. Additional efforts included setting up vendor accounts, approving youth events submissions, preparing fall program calendars and schedules, participating in Staff Development Day planning, attending systemwide meetings, and mentoring the new Garden City manager through a four-week training plan.

74

Storytimes

1,223

Storytime Attendees

Technology**Support**

In August, IT prepared for the Drexel renovation by ordering security cameras, an AV audio upgrade, and a new network rack, while also improving the internet speed to 50 mbps. Systemwide efforts included reimaging older staff computers to clear them for resale through the GovDeals website, verifying ADA compliance on the library's website, organizing IT storage at the Annex, and assisting staff with estimated pricing for 2026 budget requests. A total of 46 support tickets were completed, covering a range of issues including network configurations, equipment repairs, and system updates.

1,097

WiFi

Sessions

2,469

**Computer
Sessions**

Community Outreach

This month, Lobby Stops reached nearly 60 patrons across 4 stops at 3 locations. For many such as residents at Carnegie Village and Greenleaf Estates, this is their only access to library resources. Feedback has been overwhelmingly positive, with patrons expressing deep appreciation and giving the service a glowing 5/5 stars..



Tayler added new art to the bookmobile door.

CCPL Lobby Stop:	CCPL Lobby Stop:	CCPL Lobby Stop:
Stop: <u>Carmegie</u>	Stop: <u>Warren Village</u>	Stop: <u>Carmegie</u>
Name: <u>Pat Hood</u>	Name: <u>Shirley Koss</u>	Name: <u>Shirley Koss</u>
Hate it! Love it!	Hate it! Love it!	Hate it! Love it!
☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆
Why:	Why:	Why:
THANK YOU for coming. It is wonderful to have you come.	YOU ROCK! The new wing in library books for the book club is just amazing. Love Taylor and Joyle and making helpful track books and Bridal jobs.	To accommodate and offering at kind therapy of books Welcome to Carnegie
Pat Hood		

Lobby Stops continue to go well, with the only suggestion being to visit more often. Four new Library by Mail patrons also signed up this month through various referrals.

Facilities **Coordinator**

In August, Facilities focused heavily on preparations for the Drexel renovation, including securing temporary storage, a dumpster, staging purchases, and coordinating necessary staff duties and bookmobile services during the closure. Routine maintenance continued systemwide with carpet cleanings, HVAC filter replacements, and pest control. Additional improvements included installing new display and brochure racks in branches, completing vegetation trimming to resolve a city citation at Pleasant Hill, and repairing the automatic door at NRC. The Annex was fully furnished and occupied, and planning moved forward on access control upgrades for both Drexel and the Annex, along with preparations for winter readiness through the purchase of electric snowblowers for all branches.

Community**Spaces**

12

**Community Room
Reservations**

209

**Study Room
Reservations**

Community**Engagement**

CCPL staff carried out a wide range of community engagement activities in August. Harrisonville staff signed up nearly 30 new cards at Cass Midway and shared resources with over 350 teachers, while NRC staff engaged with veterans and civic groups, securing support for future programs. Outreach services received glowing Lobby Stop feedback and added new Library by Mail patrons, and staff at other branches participated in back-to-school nights, art partnerships, and program planning.



Archie's August Quilt

0

Marketing Emails Sent

0

Marketing Emails Opened

2,932

Social Media Reach

608

Social Media Engagements

6,908

Total Website Users

14,406

Total Website Pageviews

CommunityEngagement1

“They are very helpful and nice.”

-Survey Response

“I love the library!”

-Survey Response

NRC is small but mighty! My daughter enjoys toddler story time and I always find something good to check out. If they don't have the book I am looking for, I've never had an issue getting it from another branch or from another library across the state. I love the auto-renewals and the lack of fines for overdue materials!



-Ellie C., Google Review

“The staff is friendly and [the] environment is pretty nice.”

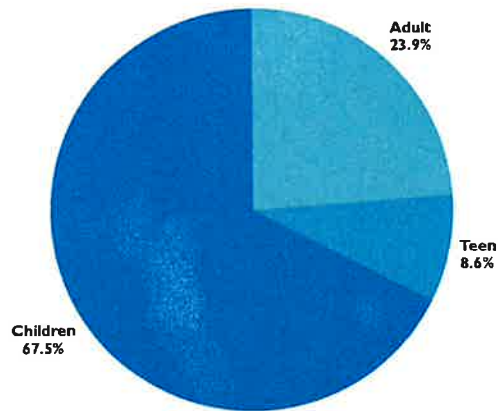
-Survey Response

“The staff is incredibly friendly & helpful. The kids programs are great and exciting. The online access to checking out & reading books is awesome. This makes it so easy to keep reading alive in our family. I love our library.”

-Survey Response

Customer Favorites

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Programs	In-Person Attendees

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A Mother's Love
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Rodrick Rules
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eBooks

Atmosphere
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The Hamptons Lawyer
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eAudiobooks

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Accomplice to the Villain
The Housemaid's Secret
The Housemaid
Brain Damage



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1,097

WiFi

Sessions

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**Computer
Sessions**

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CCPL Lobby Stop?	CCPL Lobby Stop?	CCPL Lobby Stop?
Stop: <u>Carnegie</u>	Stop: <u>Carnegie Village</u>	Stop: <u>Carnegie</u>
Name: <u>Pat Hood</u>	Name: <u>Shirley Kuylen</u>	Name: <u>Shirley Kuylen</u>
Hate it! Love it!	Hate it! Love it!	Hate it! Love it!
☆☆☆☆☆	☆☆☆☆☆	☆☆☆☆☆
Why:	Why:	Why:
THANK YOU for coming.	you rock! The fast you bring the library books for the book club I am thinking of you Taylor and you are extremely helpful and patient patrons Gwen who	So accommodating and offering of kind variety of books Welcome to Carnegie!
Face County PUBLIC LIBRARY	Face County PUBLIC LIBRARY	Face County PUBLIC LIBRARY

Lobby Stops continue to go well, with the only suggestion being to visit more often. Four new Library by Mail patrons also signed up this month through various referrals.

Facilities Coordinator

In August, Facilities focused heavily on preparations for the Drexel renovation, including securing temporary storage, a dumpster, staging purchases, and coordinating necessary staff duties and bookmobile services during the closure. Routine maintenance continued systemwide with carpet cleanings, HVAC filter replacements, and pest control. Additional improvements included installing new display and brochure racks in branches, completing vegetation trimming to resolve a city citation at Pleasant Hill, and repairing the automatic door at NRC. The Annex was fully furnished and occupied, and planning moved forward on access control upgrades for both Drexel and the Annex, along with preparations for winter readiness through the purchase of electric snowblowers for all branches.

Community**Spaces**

12

**Community Room
Reservations**

209

**Study Room
Reservations**

Community**Engagement**

CCPL staff carried out a wide range of community engagement activities in August. Harrisonville staff signed up nearly 30 new cards at Cass Midway and shared resources with over 350 teachers, while NRC staff engaged with veterans and civic groups, securing support for future programs. Outreach services received glowing Lobby Stop feedback and added new Library by Mail patrons, and staff at other branches participated in back-to-school nights, art partnerships, and program planning.



Archie's August Quilt

0

Marketing Emails Sent

0

Marketing Emails Opened

2,932

Social Media Reach

608

Social Media Engagements

6,908

Total Website Users

14,406

Total Website Pageviews

Community **Engagement**

“They are very helpful and nice.”

-Survey Response

“I love the library!”

-Survey Response

NRC is small but mighty! My daughter enjoys toddler story time and I always find something good to check out. If they don't have the book I am looking for, I've never had an issue getting it from another branch or from another library across the state. I love the auto-renewals and the lack of fines for overdue materials!



-Ellie C., Google Review

“The staff is friendly and [the] environment is pretty nice.”

-Survey Response

“The staff is incredibly friendly & helpful. The kids programs are great and exciting. The online access to checking out & reading books is awesome. This makes it so easy to keep reading alive in our family. I love our library.”

-Survey Response

Staff**Activities**

ARCHIE

Archie staff attended Back to School Night and also prepared for the return of Pajama Storytime.

GENEALOGY

Genealogy staff prepared fall programs with the Historical Society, advanced digitization and research projects, and continued work on Underground Railroad quilt history.

OUTREACH

Outreach staff continued popular Lobby Stops with glowing feedback, signed up new Library by Mail patrons, prepared for the arrival of a new manager, and began developing a new teen program.

DREXEL

Staff have been preparing for the renovation by completing extensive weeding, clearing walls and removing displays.

HARRISONVILLE

Staff supported multiple back-to-school and community events, promoted new resources like HelpNow, and continued collaborations with local schools and organizations.

PLEASANT HILL

The branch manager attended the Chamber of Commerce luncheon featuring U.S. Congressman Mark Alford, and the library was recognized as Business of the Month for September.

GARDEN CITY

Staff coordinated the return of student artwork displays, welcomed new Branch Manager Amy, and celebrated Julie's 10th anniversary with CCPL.

NORTHERN RESOURCE CENTER

Staff engaged with veterans and civic groups, hosted the unveiling of the Bicentennial quilt, and received community support for next year's Summer Library Program.

ARCHIE

- September 4:
Pajama Storytime
returns
- September 18 @
5pm: Gather
Together Cook
Club

DREXEL

- Storytime resumes
September 24 @ 10
am
- Teen Activities will
return in October

Looking**Ahead**

GARDEN CITY

- September 24 @ 6
pm: Medicare
Information Session
with Mize Drug

HARRISONVILLE

- October 27 @ 6:30 pm:
Spooky Storytelling at
the Cabin with Priscilla
Howe

NORTHERN RESOURCE CENTER

- September 25 @ 6 pm:
Creative Writing Program
- September 27 @ 2 pm:
Hiking Tips & Hidden Trails
Around Kansas City

OUTREACH

- October 7 @ 11 am:
Lobby Stop – Greenleaf
Estates

PLEASANT HILL

- September 27 @ 2
pm: History of
Pleasant Hill with Pete
Shortridge



Our **T**eam

Milestone Service Anniversaries

10 Years

Julie Allee

Garden City



0

New Hires

2

Position Changes