

Agenda
Cass County Public Library Board of Trustees
Regular Meeting
CCIC – Harrisonville Meeting Room
March 20, 2024 @ 4:45 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

Approval of Minutes – Regular Meeting – February 21, 2024

Financial Reports – February 2024

PUBLIC COMMENTS

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

UNFINISHED BUSINESS

Discussion Items:

Action Items:

NEW BUSINESS

Discussion Items:

1. CCPL 2023 Annual Reports

Action Items:

1. MOU with the City of Peculiar for placement of the self-service kiosk

DIRECTOR'S REPORT

Changes in Staff Positions

Branch Activity Reports

Director Updates

TRUSTEES' REPORT

CCIC Update

CCPL Foundation Update

Trustees' Comments

RECESS TO EXECUTIVE SESSION

Legal – MO Rev. Stat. 610.021.1

Real Estate – MO Rev. Stat. 610.021.2

ADJOURNMENT

The next regular meeting will be held at 4:45 p.m. on April 17, 2024, CCIC-Pearson Hall.

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
CCIC – Pearson Hall
February 21, 2024 @ 4:45pm

DRAFT

Call to Order: 4:45pm

Trustees roll call attendance taken by Board President Tonya Long:

Present: Roger Toomey, Diana Larson, Tonya Long, Jessica Levsen

Absent: Becky Klein

CCPL Staff present: Director Robin Hudson, Business Manager Lori Schneider, Business Assistant Mary Duncan

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

Pledge of Allegiance

President Tonya Long shared that the Trustees are proud to announce Robin Hudson as the new Director of Cass County Public Library.

Approval of Agenda

Jessica Levsen moved, seconded by Diana Larson, to approve the agenda as presented. Motion passed by majority vote.

Consent Agenda

Jessica Levsen moved, seconded by Tonya Long, to approve the consent agenda, including the regular meeting minutes from January 17, 2024, the financial reports for January, and the February 2024 payables. Motion passed by majority vote.

Public Comments

The Board heard comments from Connie Poisal.

Unfinished Business

None.

New Business

None.

Director's Report

Staff changes include:

New Hires/Transfers: Victoria Caron transferred from Pleasant Hill Substitute to Pleasant Hill 20-hour Library Assistant

Open positions: Pleasant Hill Substitute, 12-hour Pleasant Hill Library Assistant, 18-hour Pleasant Hill Teen Specialist, 24-hour Bookmobile Driver/Assistant.

Branch Activity Reports

Director Robin Hudson gave updates about maintenance issues at Harrisonville and NRC, and Outreach Services including Bookmobile and the Peculiar Express Kiosk. Director Hudson also brought Exploration kits to share with the Board.

Trustees' Comments

Jessica Levsen shared she is excited to have Robin on as the new Director, and happy that it was a unanimous vote.

Roger Toomey agreed with Jessica, and shared they had a lot of applications, and it got down to two people, and the final decision was the one they absolutely wanted.

Recess to Executive Session

At 5:00pm, Jessica Levsen moved, seconded by Diana Larson, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues, Missouri Revised Statute 610.021.2 to discuss real estate issues, and Missouri Revised Statute 610.021.11 to discuss competitive bidding. On roll call vote: Toomey-Aye, Larson-Aye, Long-Aye, Levsen-Aye. Motion passed.

At 6:23pm, Jessica Levsen moved, seconded by Roger Toomey, that the closed executive session end and regular session resume. On roll call vote: Toomey-Aye, Larson-Aye, Long-Aye, Levsen-Aye. Motion passed.

Actions from Executive Session

Jessica Levsen moved, seconded by Diana Larson, to approve Special Meeting - Executive Session Personnel Minutes from 2/20/24, Special Meeting - Executive Session Personnel Minutes from 2/15/24, Special Meeting - Executive Session Legal /Real Estate Minutes from 2/8/24, Special Meeting - Executive Session Personnel Minutes from 1/30/24, Special Meeting - Executive Session Personnel Minutes from 1/24/24, Special Meeting - Executive Session Personnel Minutes from 1/4/24, Executive Session Real Estate Minutes from 12/20/23, Special Meeting - Executive Session Real Estate Minutes from 10/25/23, and Executive Session Real Estate Minutes from 8/16/23. On roll call vote: Toomey-Aye, Larson-Aye, Long-Aye, Levsen-Aye. Motion passed.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 6:27pm.

The next regular scheduled meeting will be held Wednesday, March 20, 2024 at 4:45pm.

Approved by the Board on _____, 2024

Secretary

Library Director

DRAFT

FEBRUARY 2024

FINANCIAL REPORTS

CIRCULATION REPORT
REVENUE REPORT
EXPENDITURES REPORT
ACCOUNT REPORTS

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

Circulation

	2024	2023	Change	2022	Change	2021	Change
Archie	2,325	2,206	5.4%	2,118	9.8%	1,400	66.1%
Bookmobile	636	717	-11.3%	178	257.3%	17	3641.2%
Drexel	1,024	1,126	-9.1%	858	19.3%	877	16.8%
Garden City	2,302	2,561	-10.1%	1,637	40.6%	1,567	46.9%
Genealogy	26	29	-10.3%	62	-58.1%	2	1200.0%
Harrisonville	8,324	8,637	-3.6%	6,898	20.7%	4,177	99.3%
Self-Checkout	334	81	312.3%	283	18.0%	163	104.9%
Northern Resource Center	15,084	13,763	9.6%	12,141	24.2%	9,570	57.6%
Self-Checkout	1,125	1,030	9.2%	1,114	1.0%	523	115.1%
Pleasant Hill	6,192	3,165	95.6%	2,670	131.9%	1,883	228.8%
Self-Checkout	573	332	72.6%	127	351.2%	67	755.2%
Outreach	147	136	8.1%	135	8.9%	0	
Library by Mail	147	136	8.1%	135	8.9%		
Peculiar Express	23						
Physical Circulation	36,083	32,340	11.6%	26,697	35.2%	19,493	85.1%

OverDrive	7,795	6,202	25.7%	5,711	36.5%	5,386	44.7%
Hoopla	1,361	698	95.0%	322	322.7%		
Adult eResources	3,318	4,079	-18.7%	2,467	34.5%	1,006	229.8%
Youth eResources	302	510	-40.8%	247	22.3%	351	-14.0%
Digital Circulation	12,776	11,489	11.2%	8,747	46.1%	6,743	89.5%

Total Circulation	48,859	43,829	11.5%	35,444	37.8%	26,236	86.2%
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	11	485	3,172		1	3
Bookmobile	5	270	175			
Drexel	6	254	886			
Garden City	6	501	1,449	1		
Genealogy		3	473			
Harrisonville	58	2,890	3,468	7	1	73
Northern Resource Center	139	5,994	7,409	41		137
Pleasant Hill	74	1,530	1,237	4	47	74
Homebound	1					
Total	300	11,927	18,269	53	49	287

Kiosk		Community Stops	
Returns	13	Total	20
Individual Users	7	Hours	40
		Patrons	175

Consortium Lending	1,085
Consortium Borrowing	2,545

Computer Usage

	2024	2023	Change	2022	Change	2021	Change
Archie	31	17	82.4%	48	-35.4%	5	520.0%
Bookmobile	0	0					
Drexel	23	61	-62.3%	35	-34.3%	20	15.0%
Garden City	36	26	38.5%	15	140.0%	9	300.0%
Genealogy	19	15	26.7%	23	-17.4%	3	533.3%
Harrisonville	409	464	-11.9%	237	72.6%	83	392.8%
Northern Resource Center	478	550	-13.1%	410	16.6%	282	69.5%
Pleasant Hill	150	77	94.8%	73	105.5%	19	689.5%
Library Computer Usage	1,146	1,210	-5.3%	841	36.3%	421	172.2%

	2024	2023	Change	2022	Change	2021	Change
Archie	46	40	15.0%	32	43.8%	31	48.4%
Bookmobile	0	1	-100.0%	0			
Drexel	18	32	-43.8%	9	100.0%	31	-41.9%
Garden City	43	98	-56.1%	122	-64.8%	113	-61.9%
Harrisonville	306	291	5.2%	141	117.0%	109	180.7%
Northern Resource Center	240	309	-22.3%	176	36.4%	236	1.7%
Pleasant Hill	92	29	217.2%	47	95.7%	14	557.1%
Total WiFi Usage	745	800	-6.9%	527	41.4%	534	39.5%

	2024	2023	Change	2022	Change	2021	Change
Archie	77	57	35.1%	80	-3.8%	36	113.9%
Bookmobile	0	1	-100.0%	0		0	
Drexel	41	93	-55.9%	44	-6.8%	51	-19.6%
Garden City	79	124	-36.3%	137	-42.3%	122	-35.2%
Genealogy	19	15	26.7%	23	-17.4%	3	533.3%
Harrisonville	715	755	-5.3%	378	89.2%	192	272.4%
Northern Resource Center	718	859	-16.4%	586	22.5%	518	38.6%
Pleasant Hill	242	106	128.3%	120	101.7%	33	633.3%
Total Computer Usage	1,891	2,010	-5.9%	1,368	38.2%	955	98.0%

Events

	Events	Attendance
Archie	23	157
Bookmobile	4	50
Drexel	17	173
Garden City	13	210
Genealogy	1	0
Harrisonville	52	876
Northern Resource Center	41	743
Pleasant Hill	24	475
Total	175	2684

Reading Programs	Signup	Completion
Archie	74	66
Bookmobile	42	21
Drexel		
Garden City	89	55
Genealogy		
Harrisonville	38	80
Northern Resource Center	142	90
Pleasant Hill	30	27
Total	415	339

Archie	Events	Attendance
Early Literacy (Ages 0-5)	13	116
Children's (Ages 5-12)	1	4
Teen	1	3
Adult	8	34
Senior		
Total	23	157

Genealogy	Events	Attendance
Early Literacy (Ages 0-5)		
Children's (Ages 5-12)		
Teen		
Adult	1	
Senior		
Total	1	0

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	2	23
Children's (Ages 5-12)	2	27
Teen		
Adult		
Senior		
Total	4	50

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	20	344
Children's (Ages 5-12)	12	185
Teen	12	53
Adult	7	121
Senior	1	173
Total	52	876

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	6	69
Children's (Ages 5-12)	5	87
Teen	3	4
Adult	3	13
Senior		
Total	17	173

NRC	Events	Attendance
Early Literacy (Ages 0-5)	16	499
Children's (Ages 5-12)	6	45
Teen	12	79
Adult	4	37
Senior	3	83
Total	41	743

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	4	92
Children's (Ages 5-12)	4	86
Teen	2	14
Adult	3	18
Senior		
Total	13	210

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	9	259
Children's (Ages 5-12)	5	103
Teen	1	9
Adult	9	104
Senior	0	0
Total	24	475

FEBRUARY 2024

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2024 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	\$ 5,102,260	134,249	4,098,241
Fees, Bksale, Copier	\$ 20,000	3,259	4,841
State Aid			-
A & E Tax / Equaliz Funds			-
Evergy PILOT	\$ 5,000		5,053
Interest Income <i>Investments</i>	\$ 25,000		-
<i>Bank acct - variable</i>	\$ 25,000	27,152	49,460
TOTAL	\$ 5,177,260	164,660	4,157,595

Current Assets as of 2/29/24

Community Bank - General Oper	\$ 6,679,882
Community Bank - Savings / Invest	\$ 1,112
Community Bank - Payroll	\$ 34,072
Community Bank - Endowment	\$ 12,582
Commerce - Petty Cash	\$ 1,890
Commerce - Utility	\$ 10,863
Commerce - Donations	\$ 21,233

Total \$ 6,761,634

INVESTMENTS - 12-mo CDs @MOSIP purchased 10/27/23 (see attached statement)

Endowment Funds	\$150,000	Maturity Date 10/28/24
Reserve Funds	\$600,000	Maturity Date 10/28/24
<i>Total</i>	<i>\$750,000</i>	

Reserve Funds Notes

Our auditors recommend 6 months of operation expenses from undesignated funds as an operational reserve fund. For 2024, that amount would be approx \$2,055,000. 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)

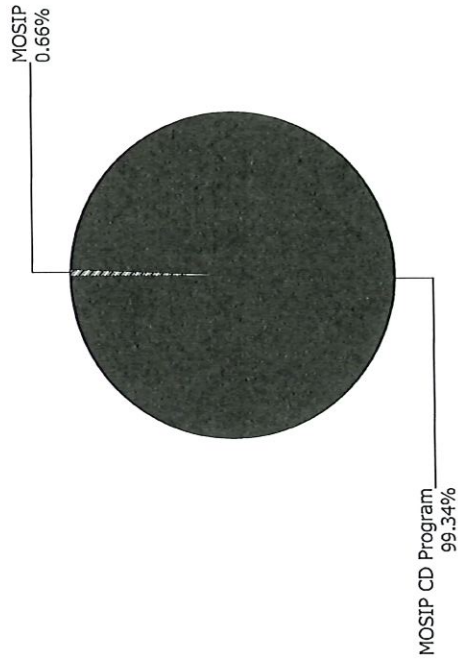


Account Statement - Transaction Summary

For the Month Ending February 29, 2024

Cass County Public Library - Investment Fund - 8500491

MOSIP			
Opening Market Value	3,968.47		
Purchases	993.98		
Redemptions	0.00		
Unsettled Trades	0.00		
Change in Value	0.00		
Closing Market Value	\$4,962.45		
Cash Dividends and Income	16.96		
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		





For the Month Ending February 29, 2024

Investment Holdings

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							
10/27/23	10/27/23	CD - Financial Federal Savings Bank, TN	10/28/24	5.75	200,000.00	3,969.86	211,563.01
10/27/23	10/27/23	CD - T Bank, TX	10/28/24	5.78	150,000.00	2,992.93	158,717.51
10/27/23	10/27/23	CD - Fieldpoint Private Bank & Trust, CT	10/28/24	5.75	200,000.00	3,969.86	211,563.01
10/27/23	10/27/23	CD - First Bank Of Ohio, OH	10/28/24	5.75	200,000.00	3,969.86	211,563.01
Total					\$750,000.00	\$14,902.51	\$793,406.54

* Reserve Funds

FEBRUARY 2024

CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2024 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,060,000	214,346	356,545	1,703,455	17%
602 SOCIAL SECURITY	126,500	13,326	22,178	104,322	18%
603 HEALTH INSURANCE	343,000	21,484	44,906	298,094	13%
604 LIFE/DISABILITY INS.	13,900	1,063	2,151	11,749	15%
607 LAGERS	393,200	22,793	45,055	348,145	11%
608 MEDICARE	29,500	3,116	5,186	24,314	18%
609 EMPLOYEE ASSISTANCE PROG	3,400	-	485	2,915	14%
TOTAL - PERSONNEL	\$ 2,969,500	276,128	476,506	2,492,994	16%
OPERATIONS					
640 RENT	363,200	28,015	56,030	307,170	15%
641 UTILITIES	78,500	5,417	10,379	68,121	13%
642 BUILDING MAINT.	128,500	6,589	13,904	114,596	11%
643 SUPPLIES	71,500	2,265	4,791	66,709	7%
645 ACTIVITIES	50,600	8,392	9,556	41,044	19%
646 POSTAGE / DOC. DELIV.	3,400	364	601	2,799	18%
649 EQUIPMENT RENTAL	33,300	1,265	5,240	28,060	16%
650 VEHICLE OPERATION	32,000	931	2,791	29,209	9%
651.1 TRAVEL & DUES	13,200	679	1,943	11,257	15%
651.2 PROFESSIONAL DEVELOP	26,800	-	5,515	21,285	21%
652 INSURANCE	58,000	756	1,612	56,388	3%
653 MARKETING & PROMO	29,500	417	567	28,933	2%
660 PROFESSIONAL SVCS	105,200	2,949	6,415	98,785	6%
667 AUTOMATION SUPPORT	112,800	204	3,036	109,764	3%
697 TECHNOLOGY	33,500	4,632	5,279	28,221	16%
TOTAL - OPERATIONS	\$ 1,140,000	62,875	127,659	1,012,341	11%
MATERIALS					
670 BOOKS	170,000	13,262	28,723	141,277	17%
671 E-BOOKS & E-AUDIOBOOKS	120,000	8,972	16,345	103,655	14%
672 PERIODICALS	12,800	37	37	12,763	0%
673 MEDIA (AV)	20,000	1,102	1,950	18,050	10%
677 ELECTRONIC RESOURCES	60,000	4,447	4,447	55,553	7%
TOTAL - MATERIALS	\$ 382,800	27,820	51,502	331,298	13%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	586	4,456	95,544	4%
698 BRANCH IMPROVEMENTS	100,000	12,594	13,819	86,181	14%
TOTAL - CAPITAL SERVICES	\$ 200,000	13,180	18,275	181,725	9%
<i>SUB TOTAL w/o Reserves</i>	<i>\$ 4,692,300</i>	<i>\$ 380,003</i>	<i>\$ 673,942</i>	<i>\$ 4,018,358</i>	<i>14%</i>
RESERVE FUNDS					
CAPITAL IMPROVEMENTS					
699 RESERVE - CARRYOVER	484,960	-	-	484,960	0%
TOTAL - RESERVE FUNDS	\$ 484,960	-	-	484,960	0%
GRAND TOTAL	\$ 5,177,260	380,003	673,942	4,503,318	13%

Cass Co Public Library

FEB 2024

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$6,399,681.88

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/01/2024	1026	Journal		-Split-	transfer for Jan PR & benefits	\$203,000.00	
02/06/2024	1024	Journal		-Split-	from Collector		\$134,249.04
02/07/2024	1023	Journal		-Split-	deposit		\$462.43
02/09/2024	1021	Journal		-Split-	deposit		\$441.09
02/12/2024	1022	Journal		-Split-	deposit		\$22.00
02/20/2024	1016	Journal		-Split-	deposit		\$488.53
02/20/2024	1017	Journal		-Split-	deposit		\$116.14
02/20/2024	1020	Journal		-Split-	deposit		\$23.00
02/21/2024	5969	Check	A LOT A CLEAN	642.5 BLDG MAINTENANCE:CLEANING SERVICE / CARPET CLEANING	window cleaning	\$70.00	
02/21/2024	5970	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$446.52	
02/21/2024	5971	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$2,558.08	
02/21/2024	5972	Check	BENNETT & BODINE	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Jan fees	\$630.00	
02/21/2024	5973	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$82.58	
02/21/2024	5974	Check	CHILDREN'S PLUS INC.	670.2 BOOKS:CHILDREN'S & YA	materials	\$803.44	
02/21/2024	5975	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc	\$3,865.00	
02/21/2024	5976	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$81.23	
02/21/2024	5977	Check	FARONICS	697 TECHNOLOGY	annual fee	\$3,937.50	
02/21/2024	5978	Check	HARRISONVILLE ELECTRIC	642.3 BLDG MAINTENANCE:LIGHTING	GC	\$201.40	
02/21/2024	5979	Check	JACKSON MANUFACTURERS CO. INC.	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	NRC bkdrop	\$5,931.00	
02/21/2024	5980	Check	THE LOCK SHOP	642.4 BLDG MAINTENANCE:MISC	maint	\$313.93	
02/21/2024	5981	Check	MASON EXTERMINATING	-Split-	maint	\$545.00	
02/21/2024	5982	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$1,019.34	
02/21/2024	5983	Check	MISSOURI LIBRARY ASSOCIATION	651.11 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:PROF DUES	2024 memb	\$340.00	
02/21/2024	5984	Check	NEWS BANK	677 ELECTRONIC DBASES	annual subscrip	\$4,447.00	
02/21/2024	5985	Check	OVERDRIVE	671 E-BOOKS & E- AUDIOBOOKS	materials	\$8,972.44	
02/21/2024	5986	Check	QUILL CORP	-Split-	supplies	\$690.10	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/21/2024	5987	Check	RJ's IRRIGATION & LANDSCAPING	642.6 BLDG MAINTENANCE:MOWING SERVICE	PH snow / ice	\$890.00	
02/21/2024	5988	Check	SCOTT RICE OFFICE WORKS	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	furniture	\$5,962.69	
02/21/2024	5989	Check	SPRINGSHARE LLC	645.6 ACTIVITIES:GENERAL PROGRAMMING	LibCal - 1yr	\$2,584.00	
02/21/2024	5990	Check	TRIBUNE & TIMES	672.2 PURCHASES - PERIODICALS:Newspaper Subscriptions	NRC 1yr	\$36.96	
02/21/2024	5991	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$247.20	
02/21/2024	5992	Check	U.S. BANK EQUIPMENT FINANCE	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copier lease	\$1,265.00	
02/21/2024	5993	Check	U.S. POSTAL SERVICE	646.3 POSTAGE / DOC. DELIVERY:PO BOXES	PH PO box 1yr	\$180.00	
02/21/2024	5994	Check	ZOOBEAN INC	645.5 ACTIVITIES:YOUTH SERVICES	annual license	\$2,420.15	
02/21/2024	5995	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$4,326.60	
02/21/2024	5996	Check	AG CITY HOLDING COMPANY, LLC	-Split-	MAR '24 rent - AR	\$1,677.50	
02/21/2024	5997	Check	MARSH, CHARLES	640 RENT	MAR '24 rent - DR	\$1,003.85	
02/21/2024	5998	Check	SHANNON O. LESLIE	640 RENT	MAR '24 rent - GC	\$950.00	
02/21/2024	5999	Check	CASS COUNTY INFORMATION CENTER	640 RENT	MAR '24 rent - HA	\$8,772.93	
02/21/2024	6000	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	MAR '24 rent - NRC	\$15,910.97	
02/21/2024	6001	Check	MARION COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$21.00	
02/21/2024	6002	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$10,022.83	
02/21/2024	6003	Check	AMY BURKHOLDER	-Split-	reimbursement	\$29.62	
02/21/2024	6004	Check	DANIELLE GARDNER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$10.72	
02/21/2024	6005	Check	JANA RIGGS	-Split-	reimbursement	\$62.08	
02/21/2024	6006	Check	JOYCE WEBB	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$14.47	
02/21/2024	6007	Check	KIM CROFT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$99.56	
02/21/2024	6008	Check	KRIS LLITERAS	601 WAGES	re-issue payck	\$91.54	
02/21/2024	6009	Check	MARY DUNCAN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$101.14	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/21/2024	6010	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$32.50	
02/21/2024	6011	Check	SHANNON JULIEN	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	reimbursement	\$128.90	
02/21/2024	6012	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$9,790.62	
02/27/2024	1012	Journal		-Split-	deposit		\$434.82
02/27/2024	1013	Journal		-Split-	deposit		\$641.85
02/27/2024	1032	Journal		-Split-	deposit		\$0.25
02/28/2024	1014	Journal		-Split-	deposit		\$8.00
02/29/2024	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned		\$27,151.90

Cass Co Public Library

FEB 2024

120 PAYROLL ACCT - COMMUNITY BANK Ending Balance: \$314,272.10

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/01/2024	1008	Journal	PRINCIPAL INS	-Split-	Feb '24 coverage	\$1,233.21	
02/01/2024	1009	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	Feb '24 coverage	\$21,925.64	
02/01/2024	1011	Journal	AFLAC	-Split-	Jan '24 coverage	\$1,422.48	
02/01/2024	1026	Journal		-Split-	transfer for Jan PR & benefits		\$203,000.00
02/02/2024	956	Journal		-Split-	PR 2/02/24	\$17,356.00	
02/02/2024	956	Journal		-Split-	PR 2/02/24	\$59,767.84	
02/08/2024	1010	Journal	LAGERS	-Split-	Jan '24 contributions	\$22,793.05	
02/16/2024	992	Journal		-Split-	PR 02/16/24	\$17,239.70	
02/16/2024	992	Journal		-Split-	PR 02/16/24	\$58,711.38	
02/26/2024	1001	Journal	ADP, INC.	-Split-	pd ADP invoice online	\$2,071.70	
02/29/2024	1002	Journal		-Split-	PR 03/01/24	\$17,783.03	
02/29/2024	1002	Journal		-Split-	PR 03/01/24	\$59,837.84	

Cass Co Public Library

FEB 2024

137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance: \$12,581.99

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
02/20/2024	1019	Journal	-Split-		deposit	\$180.00
02/29/2024	INTEREST	Deposit		820 INTEREST INCOME- ENDOWMENT	Interest Earned	\$50.16

Cass Co Public Library

FEB 2024

102 PETTY CASH ACCOUNT - COMMERCE Ending Balance: \$1,890.43

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/29/2024	1007	Journal		-Split-	STRIPE cred card pmts - Feb		\$748.21

Cass Co Public Library

FEB 2024

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$4,066.79

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/01/2024	947	Journal	AMERICAN WASTE SYSTEMS	-Split-	Adm/HA trash	\$152.60	
02/01/2024	948	Journal	GFL ENVIRONMENTAL	-Split-	NRC Trash	\$237.31	
02/01/2024	949	Journal	360 Document Solutions	-Split-	VOIP system ALL	\$1,124.95	
02/01/2024	950	Journal	SHRED-IT	-Split-	Shredding HA & NRC	\$350.34	
02/01/2024	951	Journal	AMERICAN WASTE SYSTEMS	-Split-	Trash PH	\$87.20	
02/01/2024	952	Journal	EVERGY	-Split-	Electric DR	\$83.03	
02/01/2024	953	Journal	EVERGY	-Split-	electric GC	\$141.92	
02/01/2024	954	Journal	EVERGY	-Split-	electric NRC	\$447.41	
02/01/2024	955	Journal	EVERGY	-Split-	electric PH	\$467.35	
02/09/2024	987	Journal	CITY OF PLEASANT HILL	-Split-	PH water/sewer	\$65.78	
02/09/2024	988	Journal	SPIRE	-Split-	DR gas	\$184.67	
02/09/2024	989	Journal	SPIRE	-Split-	GC gas	\$89.50	
02/09/2024	990	Journal	SPIRE	-Split-	NRC Gas	\$1,280.51	
02/09/2024	991	Journal	DREXEL PUBLIC WORKS	-Split-	DR water/Sewer	\$68.48	
02/21/2024	5995	Check	CCPL-UTILITY ACCOUNT	136 NEW FEB13 - GENERAL OPERATING	reimburse for Util a/p		\$4,326.60

Cass Co Public Library

FEB 2024

108 DONATIONS ACCT - COMMERCE Ending Balance: \$21,233.22

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
02/01/2024	1025	Journal		-Split-	deposit		\$100.00
02/20/2024	1018	Journal		-Split-	deposit		\$1,500.00
02/23/2024	1015	Journal		-Split-	deposit		\$50.00

MARCH 2024

PAYABLES FOR BOARD APPROVAL

General Operating

\$152,198.92

Endowment

\$

Donations

\$

Utilities

\$4,781.05

Cass Co Public Library

3/20/24

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$6,247,482.96

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
03/20/2024	To Print	Check	A LOT A CLEAN	642.5 BLDG MAINTENANCE:CLEANING SERVICE / CARPET CLEANING	window cleaning	\$167.00	
03/20/2024	To Print	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$446.52	
03/20/2024	To Print	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$2,293.90	
03/20/2024	To Print	Check	BARCODES INC	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$1,822.76	
03/20/2024	To Print	Check	BENNETT & BODINE	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Feb fees	\$700.00	
03/20/2024	To Print	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$557.20	
03/20/2024	To Print	Check	THE CASS GAZETTE	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$59.00	
03/20/2024	To Print	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc & carpets	\$10,060.00	
03/20/2024	To Print	Check	CYBRARIAN	667 AUTOMATION SUPPORT	annual subscrip	\$2,650.00	
03/20/2024	To Print	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$175.55	
03/20/2024	To Print	Check	Evergreen Project	651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES	conf registration	\$60.00	
03/20/2024	To Print	Check	FOUNTAIN CITY TINTING	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	NRC window tint	\$3,055.00	
03/20/2024	To Print	Check	HIGHLEY APPRECIATED	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	badges	\$27.45	
03/20/2024	To Print	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$9,574.28	
03/20/2024	To Print	Check	KANSAS CITY STAR	672.2 PURCHASES - PERIODICALS:Newspaper Subscriptions	subscription	\$1,324.95	
03/20/2024	To Print	Check	Lauber Municipal Law, LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Feb statement	\$64.50	
03/20/2024	To Print	Check	LEONE RESTORATION	-Split-	AR, DR, GC carpet cleaning	\$1,845.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
03/20/2024	To Print	Check	THE LIBRARY STORE	690 FURNITURE & EQUIP	Gen cabinets	\$1,799.47	
03/20/2024	To Print	Check	THE LOCK SHOP	-Split-	maint	\$185.25	
03/20/2024	To Print	Check	MASON EXTERMINATING	-Split-	maint	\$6,710.00	
03/20/2024	To Print	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$386.02	
03/20/2024	To Print	Check	MO RURAL SERVICES WORK COMP TRUST	652.2 INSURANCE & BONDS:WORK COMP INS	work comp ins	\$7,890.00	
03/20/2024	To Print	Check	OVERDRIVE	671 E-BOOKS & E-AUDIOBOOKS	materials	\$9,437.89	
03/20/2024	To Print	Check	QUILL CORP	-Split-	supplies	\$597.40	
03/20/2024	To Print	Check	ROYAL CONSTRUCTION SERVICES	698.2 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:NEW PH BLDG PROJECT	PH bldg - final pmt	\$39,426.61	
03/20/2024	To Print	Check	SHELTON PRINTING	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$314.30	
03/20/2024	To Print	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$267.80	
03/20/2024	To Print	Check	U.S. BANK EQUIPMENT FINANCE	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copier lease	\$1,265.00	
03/20/2024	To Print	Check	W.T. COX INFORMATION SVCS	-Split-	subscrip	\$86.71	
03/20/2024	To Print	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$4,781.05	
03/20/2024	To Print	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$15,043.03	
03/20/2024	To Print	Check	WALMART COMMUNITY/Capital One	-Split-	statement	\$157.74	
03/20/2024	To Print	Check	BARRY-LAWRENCE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$17.99	
03/20/2024	To Print	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$35.00	
03/20/2024	To Print	Check	SARA BRUNSVOLD	645.21 ACTIVITIES:BRANCH ACTIVITIES:ARCHIE PROGRAMS	program	\$40.00	
03/20/2024	To Print	Check	AG CITY HOLDING COMPANY, LLC	-Split-	APR '24 rent - AR	\$1,677.50	
03/20/2024	To Print	Check	MARSH, CHARLES	640 RENT	APR '24 rent - DR	\$1,003.85	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
03/20/2024	To Print	Check	SHANNON O. LESLIE	640 RENT	APR '24 rent - GC	\$950.00	
03/20/2024	To Print	Check	CASS COUNTY INFORMATION CENTER	640 RENT	APR '24 rent - HA	\$8,772.93	
03/20/2024	To Print	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	APR '24 rent - NRC	\$15,910.97	
03/20/2024	To Print	Check	AMANDA HALL	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$16.35	
03/20/2024	To Print	Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$112.56	
03/20/2024	To Print	Check	CARRIE GINTHER	645.29 ACTIVITIES:BRANCH ACTIVITIES:GENEALOGY PROGRAMMING	reimbursement	\$84.74	
03/20/2024	To Print	Check	DANIELLE GARDNER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$28.34	
03/20/2024	To Print	Check	KAREN ALLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$65.66	
03/20/2024	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$11.99	
03/20/2024	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$144.52	
03/20/2024	To Print	Check	LORI SCHNEIDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$95.14	

TOTAL = \$ 152,198.92

Cass Co Public Library

FEB. 2024

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$8,847.84

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
02/01/2024	947	Journal	AMERICAN WASTE SYSTEMS	-Split-	Adm/HA trash	\$152.60
02/01/2024	948	Journal	GFL ENVIRONMENTAL	-Split-	NRC Trash	\$237.31
02/01/2024	949	Journal	360 Document Solutions	-Split-	VOIP system ALL	\$1,124.95
02/01/2024	950	Journal	SHRED-IT	-Split-	Shredding HA & NRC	\$350.34
02/01/2024	951	Journal	AMERICAN WASTE SYSTEMS	-Split-	Trash PH	\$87.20
02/01/2024	952	Journal	EVERGY	-Split-	Electric DR	\$83.03
02/01/2024	953	Journal	EVERGY	-Split-	electric GC	\$141.92
02/01/2024	954	Journal	EVERGY	-Split-	electric NRC	\$447.41
02/01/2024	955	Journal	EVERGY	-Split-	electric PH	\$467.35
02/09/2024	987	Journal	CITY OF PLEASANT HILL	-Split-	PH water/sewer	\$65.78
02/09/2024	988	Journal	SPIRE	-Split-	DR gas	\$184.67
02/09/2024	989	Journal	SPIRE	-Split-	GC gas	\$89.50
02/09/2024	990	Journal	SPIRE	-Split-	NRC Gas	\$1,280.51
02/09/2024	991	Journal	DREXEL PUBLIC WORKS	-Split-	DR water/Sewer	\$68.48

TOTAL = \$ 4,781.05

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CASS COUNTY PUBLIC LIBRARY AND THE CITY OF PECULIAR, MISSOURI**

This Memorandum of Understanding ("MOU"), effective as of this ____ day of _____, 2024, by and between the Cass County Public Library ("Library") and the City of Peculiar, Missouri ("City") (collectively, the "Parties"). The Parties acknowledge that their understanding of this relationship is as follows:

1. The Library shall install a self-service library kiosk ("Kiosk") at the entrance of the City's City Hall, which will be located outside of the _____ entrance to City Hall.
2. The Library shall maintain the Kiosk through the date of this MOU. The Library and its employees or contractors shall provide all necessary service, maintenance, installation, and, if any, relocation of the Kiosk. The Kiosk shall be bolted to concrete by the Library at its location at City Hall.
3. The City shall allow such Kiosk to remain installed at such location for five (5) years from the date of this MOU. Unless otherwise agreed in writing signed by both Parties, the Kiosk shall be removed from City Hall within thirty (30) days of the end date of the MOU or if applicable, within thirty (30) days after a notice of termination is received by either Party.
4. The City will provide access to electricity to power the Kiosk and will maintain the existing lighting at the location of the Kiosk. If the Library chooses, it may enhance the lighting and security around the area of the Kiosk. The Library shall pay for such costs.
5. The Library may install a freestanding sign to advertise the location of the Kiosk. The Library shall pay costs to make and install the sign.
6. The Library shall procure and maintain insurance coverage on the Kiosk throughout the duration of this MOU.
7. This MOU shall be effective from the date of execution and will remain in effect for five (5) years unless earlier modified and agreed to in writing by both Parties or earlier terminated by signed writing of either Party.
8. This MOU may be terminated without cause by either party upon thirty (30) days prior written notice.
9. This MOU embodies the entire understanding of the Parties hereto with respect to its subject matter and merges with and supersedes all prior discussion, agreement, commitments, or understandings of any kind and nature relating thereto, whether oral or written, between the Library and the City.
10. This MOU shall be governed by and construed in accordance with the laws of the State of Missouri.

IN WITNESS WHEREOF, the Library and City have executed this MOU as of the effective date written above.

CASS COUNTY PUBLIC LIBRARY

By: _____

Name: _____

Date: _____

CITY OF PECULIAR

By: _____

Name: _____

Date: _____

Monthly Branch Activity Report

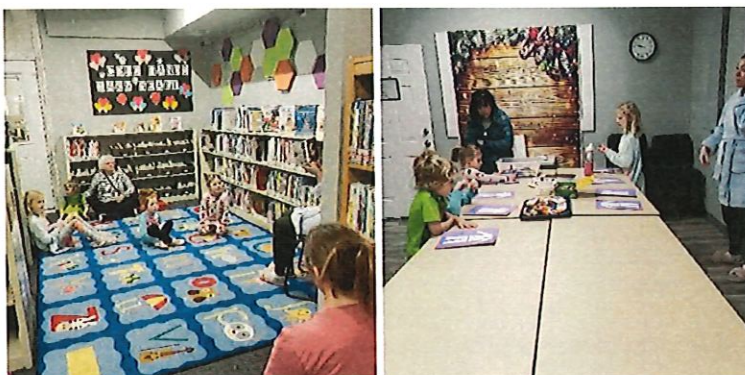
BRANCH:ARCHIE

SUPERVISOR:CHERIE
PEMBERTON

DATE:FEBRUARY 2024

Programs:

Children:
PJ Storytime:



Storytimes

February is Dental Health month so the kiddos got to clean some nasty monster's teeth. We also had to have a storytime that involved hearts for Valentine's Day. Then we finished up with ladybugs, and wide mouth frogs.



Adult:

Gardening: Everyone was loving that we changed the time from 5 to 2. They commented that it worked well with their schedule.



Community Relations:

The quilt that was loaned to us this month was from Ariel Conner. It was a quilt that she created when she was 13 years old.



Our wonderful volunteers!



Staff Activities/ Development:

Cherie attended Busy Bee Quilters on Wednesdays
Cherie attended Adrian Coffee, Tea, & Chat on Thursdays
Rachel attended the Preschool on Wednesdays to read to the children
Rachel met with Neisha from Harrisonville to discuss book boxes revamp
Cherie met with Mary from Administration to discuss how she can better serve the libraries
Cherie met with Pat, Jana, and Ellen to go over the custodian evaluation criteria
Cherie, Glenna, and Rachel met with Danielle to get to know Canva better
Cherie attended the Branch Manager meeting on February 22nd

Looking Ahead:

Tuesdays @ 10 am Coffee & Conversation Adult 18+
Tuesdays @ 11:15 am Playdate 0-4yrs
Wednesdays @ 9:30 am Daycare Storytime 0-6yrs
Wednesdays @ 10:30 am Family Storytime 0-6yrs
Thursday March 7th @ 2 pm Got Me in Stitches Adult 18+
Tuesday March 12th @ 10 am Tai Chi for Arthritis 18+
Monday March 11th @ 2:00 & 3:45 pm Maker Space Club Ages 8-12
Thursday March 14th @ 2 pm Gardening Adult 18+
Tuesday March 19th @ 3:45 pm Legos at the Library Ages 5-12
Monday March 25th @ 2 pm & 3:45 pm Teen Time Ages 13-18

Monthly Branch Activity Report

BRANCH: **DREXEL**

SUPERVISOR: **ELLEN CONNOR**

DATE: FEBRUARY 2024

KIDS AND TEEN PROGRAMS:

Storytime:

Storytime is for the younger kids. We read two books, sign songs/rhymes, and finish up with a craft. Parents are an active part of storytime, they sit with the kiddos, do the actions with the songs and assist with craft. Storytime meets on Wednesdays at 10:00.

On February 7 the theme was snowmen. Amber read *Snowzilla* and *Sneezy the Snowman* to the kids, they sang songs and made a snowman using a paint stick.



On February 14 Amber read *Love Monster* and *Porcupine Cupid* for Valentine's Day. They sang songs and made their own love monster.



On February 21 we



e and the D



O

On February 28 the theme was donuts. Amber read books and sang songs. They finished by making a donut.



Children:

Creative Club is for school age children and includes some type of after school activity.

On February 1 the kids made kindness rocks. The rocks were donated by Semco Outdoor in Belton. Amber painted them white so the kids could color on them.



On February 8 the kids used the LEGOs to make something valentine.



On February 15 the kids made shrink dink animals. A large group kids, each made three animals.

On February the kids made different project with the Straw Connectors.



On February 29 the kids had a new LEGO challenge. They were build a forest or park.



Teens

The group of three teens continued on their paper Mache project. It is a work in progress. Audrey is working on a black cat. She is close to finishing it.



Adult Programs:

Book Club:

The Book Club met February 3 at 11:00 to discuss *Still Alice* by Lisa Genova. The ladies had a lengthy discussion about Alice and early onset Alzheimer's. Next month's book is *Magic Hour* by Kristin Hannah. We had a lengthy discussion of Alzheimer's disease. The ladies found the book interesting.

Stitchin' Time:

We met on February 8 at 9:00. This month they were to bring shades of pink to make a heart block. They have become experts with half square triangles. Katie presented an easy techniques to make multiple half square triangles at one time.

Winter Reading Program:

Program	Sign-ups	Completed
Youth	17	10
Teen	8	6
Adult	25	18

Looking Ahead in Drexel:

March 2024

Adults:

Book Club - at 11:00 on Saturday March 2 - we will be discussing *Magic Hour* by Kristin Hannah

Stitchin' Time – 9:00 on March 15 – We will be making three blocks that will be put together for an Celtic Knot table runner.

Families:

Cookie Decorating - 4:00 on March 20 - five families can sign up to decorate Easter cookies.

Teens:

Teen – The teens will continue to finish their paper Mache projects

Kids:

Storytime (for the younger kids) Wednesdays at 10:00 - Books, songs, and a craft

Creative Club (for school age kids) Thursdays after school at 3:45 – Crafts, building challenges, or LEGO challenges

Monthly Branch Activity Report

BRANCH: GARDEN CITY

SUPERVISOR: JANA RIGGS

DATE: FEBRUARY 2024

Programs:

Children:



We met three times for Storytime this month. The kids made hungry caterpillar hats for the letter C, decorated Valentines on the 12th, and made dogs out of paper hearts for the letter D.



We invited all ages to our Family Spa Night program. We soaked and moisturized feet, painted nails, and added fun (washable) color to the hair of everyone who wanted it.

Lacey led a special Leap Day Storytime and led the kids in several leaping activities. The kids were excited for two Storytimes in one week.

Teen:

It was a small turn out for the Broken Arts craft night. The kids that did show up enjoyed creating mosaics and crafting clay figures.

Our adventurers enjoyed exploring at Dicey Dungeons this month. Our new players from last month joined us again, so we had two tables full of players and a volunteer to lead the second table.



Adult:

A couple of our Dungeons & Dragons players had to work, but we still had a good group meet to play. They were all surprised when they realized they'd gone in a complete circle.

Adult Book Group met to discuss *Lessons in Chemistry* by Bonnie Garmus. This was a selection they had tried to read last year, but couldn't get enough copies. Some of the ladies were disappointed with the book considering how popular it was. Staying with the theme of the book, Julie made brownies that looked and tasted amazing.

We also hosted a party to celebrate the end of the Winter Reading Program. Jana made a winter themed Kahoot, provided a popcorn bar with several flavor options, and they sampled the leftover brownies.

Other:

We provided a Valentine making station for anyone who wanted to come in and make a card. Older kids who were in helped the younger kids with their cards. They all enjoyed meeting each other and having a fun activity.



We divided into three groups at The Meeting Place. Cindy led the younger group in color mixing activities (which is part of her goals), Lacey led the older kids/teens in several rounds of Happy Salmon, and the adults spent time together discussing homeschool issues and supporting each other.



Community Relations:

We've been collecting pop tabs for the Ronald McDonald House since the Build a Better World Summer Reading Program. When Julie gets a full tote, she takes them up to donate. This family was so excited to add their tabs to our collection bucket and they more than filled it up! It's a small thing, but we've gotten such a big response that we'll keep collecting as long as Julie wants to keep delivering them.



Staff Activities/ Development:

Julie and Jana watched an EAP webinar called Navigating Challenging Workplace Conversations. It offered advice on how to keep the conversation moving in a positive direction.

Jana met with a small group to rewrite the Custodial Evaluation to better reflect the duties of our cleaning staff. It was a productive meeting. She also met with the MLA Conference planning committee again this month. It is in the very early stages of planning, so there wasn't too much to discuss.

Looking Ahead:

Mondays @ 10:00—Storytime—Enjoy stories, songs, and activities! While books and activities are intended for ages 0-6, all families are welcome.

March 2—World Teen Mental Wellness Kits available—Stop in anytime to receive a little something to lift your spirits. Intended for ages 12-18.

March 2 @ 1:00—Switch Saturday—Compete against each other on the big screen! Intended for ages 12+.

March 4 @ 5:00—Elvis's BELATED Birthday Bash—Join us for Elvis themed activities and snacks. Intended for all ages.

March 6 @ 4:30—Toad's Switcheroo—It's the kids' turn to play on the big screen. Kart racing, anyone? Intended for ages 5-11.

March 11 @ 5:00—Cass County Health Department presents: Opioid Awareness and Narcan Training—We'll discuss overdose signs and symptoms, rescue breathing, and resources. Free Narcan will be available for all participants. Intended for ages 16+.

March 14 @ 5:00—St. Patrick's Day Party—Wear your green and come to party! Intended for ages 5-12.

March 16 @ 12:00—Dungeons & Dragons—We're continuing through our adventure! Beginners welcome. Bring your own character, come early to make one, or use one of our premade characters. Please register—Intended for ages 16+.

March 18 @ 5:00—Kids in the Kitchen—Calling all kids 12 to 18 years old! If you like to cook, this class is for you! In this class you will prepare and taste two healthy, tasty recipes. Please register—Intended for ages 12-18.

March 20 @ 4:30—Dicey Dungeons RPG—Beginner Role Playing Game. We're rolling dice and adventuring! Come early and we'll help you make a character or use one of our premade sheets. Please register—Intended for ages 10-15.

March 25-30—The Great Egg Hunt!—We're hunting Easter Eggs in the library all week. Ask a librarian for details. Intended for ages 0-18.

March 25 @ 10:30—Stay-and-Play Easter Egg Hunt—We're hunting eggs in the library immediately following Storytime. Intended for ages 0-6.

March 25 @ 5:00—The Meeting Place—Activities for the kids and encouragement for the parents! Great for families who homeschool. Intended for all ages.

March 27 @ 4:00—Adult Book Group—*The Florence Legacy* by Lauraine Snelling—Intended for ages 18+.

March 27 @ 5:00—Where's the Beef?—Sample jerky varieties from around the world with Sam from the CCPL Genealogy Branch. Please register—Intended for ages 18+.

Monthly Branch Activity Report

BRANCH: **GEN**

SUPERVISOR: **SAM SAGASTUME**

DATE: **JAN 2024**

Programs:

Children: NA

Teen: NA

Adult: 1

Outreach: 1

Community Relations: _ I headed out to present to the Retired Federal Workers at Foxwood Springs. I have reached out to several organizations to offer presentations. I look forward to hearing back from them!

Staff Activities/ Development:

Carrie: This month I worked on designing a genealogy craft program. This will be a project where people can create a photo coaster to cherish their memories! _

Sharon: I had three AskGenealogy questions this month and advised two people with genealogy consultations. I listened to a Lisa Louise Cooke podcast, "Find Ancestral Villages With These 16 Strategies" using ship manifests, naturalization records, etc.

I'm still working on replacing the old labels on our books and putting shelves in order. Family Tree had some interesting articles (1) 7 steps for fact-checking online family trees and (2) 3 essential immigration records for starting your research of those who willfully came to the U.S.

Sam: I did a great deal of self-training in February. For example, I watched webinars entitled "Introduction to Quaker Genealogical Research," and "Welsh Immigration to North America." These offered valuable information about how these respective groups interacted with other cultural groups, as well as how they emigrated throughout North America.

Programming and outreach are starting to take off again. Jana and Karen graciously hosted GEN programs this month. Becky Imhauser came to tell us about a WW1 soldier that she had researched.

Looking Ahead: Next month, GEN will discuss possible programs for the next quarter. I'll reach out with a Menu of events soon!

Monthly Branch Activity Report

BRANCH:HARRISONVILLE

SUPERVISOR:KAREN ALLEN

DATE:FEBRUARY 2024

Programs:

Children:

HA Children's Specialist Report

Outreach/Community Partners

- **Art in the Community** displayed Ocean scenes created by 4th graders at McEowen Elementary
- February 9, **World Read Aloud Day** at HES for teachers Hawkins, Harrigan and Geary
- February 20, **Kiwanis Meeting**
- February 21, **Reading at ECC 12:15**
- February 28, **Reading at ECC 12:15**
- February 28, Harrisonville Schools **Strategic Planning Team**, 6:00-8:30 pm
- February 29, Harrisonville Schools **Strategic Planning Team**, 8:00am-4:00 pm

Staff Development

- February 2, Vector Training - Diversity, Equity and Inclusion (DEI) Practices: Staff-to-Staff
- February 16, Vector Training - Sexual Harassment: Staff-to-Staff

Storytimes

- **Toddler Tuesdays**
 - February 6
 - February 13
 - February 20
 - February 27
- **Preschool Storytime, 9:30 and 11:00**
 - February 7
 - February 14
 - February 21
 - February 28
- **Baby Bounce Storytime**
 - February 1
 - February 8
 - February 15
 - February 22
 - February 29

Programming

- **Mystery Maker Monday** - Monday, February 5 at 6:30pm - Heart Art
- **Michael Wayne Author Visit** - Tuesday, February 6 at 6:30pm
- **Saturday Morning Cartoons** - Saturday, February 10 at 10:30am
- **Lego Build** - Monday, February 12 at 6:30pm - Build Something You Love
- **beTWEEN the Lines Book Club** - Tuesday, February 20 at 6:30pm - I Survived series
- **PJ Storytime - Fairytales** - Monday, February 26 at 6:30pm
- **Minecraft Club** Tuesdays at 4pm
 - February 6 - Create a self-portrait
 - February 13 - Create a treehouse

- February 20 - Create a zoo
- February 27 - Create your favorite Fairytale
- **Kids In the Kitchen (MO Extension Office)** Wednesdays at 4pm
 - February 7 - Smoothies
 - February 14 -
 - February 21 - Pumpkin Pancakes
 - February 28 - Granola Balls

Planning

- Storytime schedule will change in March, moving toddler storytime to Wednesday at 9:30 and 11, and preschool to Tuesdays at 11am. Baby Bounce will not change days, but we will change the time to 10:30am
- Met with Robin, Zach, Karen and Scott to discuss Children's Library plans

Collection Management

- Staff continues to go through Easy and Juv items identifying worn, faded labels
- Weeding out dated and duplicate copies within collection in preparation for shelf relocation

Notary

- Shannon performed 4 notaries for the month of February

Winter Reading Stats

- Total FEB Registrations: 18
- Total FEB Completions: 13
- Total Registrations: 83
- Total Completions: 47



Teen:

Staff Development/Teamwork

- Vector training for Feb
- Visited Rachel at the Archie Branch and collaborated on book boxes
- Amigos seminar on TikTok
- Staff meeting
- MOSL Teen Services forum - Teaching Books and MO Library updates
- Sub for Shannon in Baby Bounce

Community Outreach

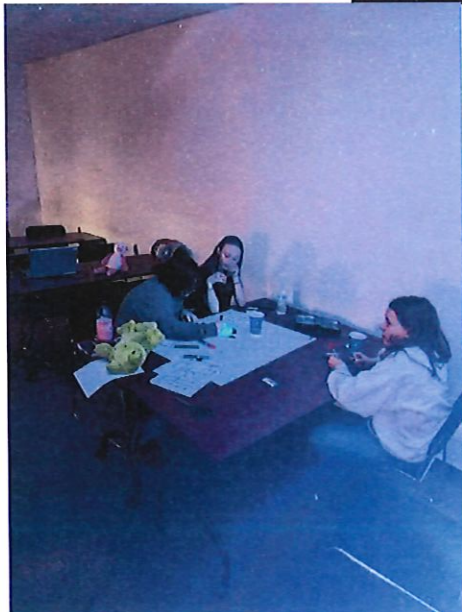
- Kiwanis meeting
- Adopt-a-class 2/27 in Ms. Hasting's class at HES - I made pet adoption posters for a coloring contest using Canva, and we awarded a free Culver's concrete to the winner. Animal control brought a dog named Wilson to help the kid learn about responsible pet ownership and pet adoption.

Teen Programming

- GWC -
 - 5 teens enrolled
 - Started experimenting with Ozo Bots and Makey Makey bots along with Scratch to see how coding language affects the outcome of the bots. The last meeting, we used Makey Makey Bots to create GIANT pianos, game pads etc. This month with the bots has seen new relationships form within the group, and some fun out of the box thinking and experimentation (like making our friend a set of drums)
- Open World Gaming - gaming continues to draw a core group of kids! The Chromecast continues to allow us to cast the Oculus through the projector, and new games we're learning more about each week. Teens were able to watch in real time and help their peers and help strategize.
 - I have had to institute drawing numbers for Oculus sign-ups because the teens started fighting over who went first! We only have (6) 15 min slots.
 - The challenge now is that many don't want to play other games while they wait.
 - 2/7/24 - 9 attended
 - 2/15/24 - 3 attended
 - 2/21/24 - 5 attended
 - 2/28/24 - 0 attended (I was out sick and so was my backup)
- Penguin Potluck- 2 attended- weather played a part in this having low attendance. The new external DVD drive IT got for us was very helpful, as it allowed us to play the dvd and not compete for internet during afternoon hours. We had black and white snacks and watched Happy Feet 2 in the bean bag chairs!
- Stupid Cupid Party - 7 attended - This was a great anti-Valentine's Day party for those teens who aren't into all the lovey-dovey. We had 6 minute-to-win-it style games and one tie-breaker. We had lots of laughs and some stories we'll be telling for some years to come.
- Silent Book Club - 6 attended - This book club has been the highest attended book club since I started at CCPL! The idea is that you bring your own book (or check one out for a raffle ticket!), take a few minutes to chat and get a drink and a snack, then settle in for a time of reading. I had bean bags, LED light projector, a nebula type screen saver on the projector, and lo-fi music. We had tea and cocoa from the Keurig and popcorn for snacking. The teens read at least an hour! It was amazing to see them all settle in and get still (for once) and actually read. I'll be making this a monthly program.
- Bougie Book Club - 4 attended - *ELites of Eden* by Joey Graceffa was the book for this book club. On the last page of the book, readers found a QR code that was their VIP Pass to Bougie Book

Club! Upton entering teens found a VIP lounge with bubbles, black lights, LED light projector, music, glow necklaces/bracelets, and refreshments. Our conversation was interesting as two teens LOVED the book, one saying it was her favorite book ever.

- Pacman usage - 58
- Once Upon a Book Box Subscription
 - 14 boxes
 - We now have more accurate subscription information, less resources (time and budget) being used, and the hope is teens may just read something they might not normally read!
 - Upon visiting Rachel in Archie, we have now successfully both established our own Google form which auto populates to a spreadsheet for accurate information each month. Robin approved changing the website so that each branch now has a subscription button.
- Passive programming - large table checkers, Uno, coloring pages, CAH Family have all been very engaging. Daily interactions with passive programming averaging 5-15 uses weekdays and up to 3 on Saturdays.
- A group of teens have a D&D campaign and continue meeting 2-3 afternoons a week
- Noteworthy
- The 2024 Reading Raffle has awarded three prizes and each week more teens are engaging. I have also been offering raffle tickets to teens that don't have library cards



Adult:

The Adult Subscription Box program had a total of 12 adults participate.

Four book clubs were held this month.

The Mystery Book Club discussed the book *Moonflower Murders* by Anthony Horowitz.

The Brown Bag Book Club discussed the book *Midnight at the Blackbird Cafe* by Heather Webber.

The Loosely Bound Book Club discussed the book *Love, Hate & Other Filters* by Samira Ahmed.

The Open Minds Book Club discussed the book *An American Marriage* by Tayari Jones.

In February, we hosted entertainment geared towards adults, starting with Bunco at the beginning of the month and concluding with Bingo for Books at the end.

Sam Sagastume from Genealogy did a program titled "Where's the Beef". Patrons sampled a variety of jerky from around the world.



Other: Volunteer hours for January: 19 hours and 5 minutes.

Staff Activities/ Development:

Karen attended the Garden City Staff meeting.

Karen, Shannon and Neisha attended the Kiwanis meetings this month.

Karen and Shannon enjoyed having lunch with their Lunch Buddy this month.
Karen met with Sara, Zach and Dottie to discuss the process of inventory.
Karen attended the branch manager meeting.
We had our monthly branch staff meeting.
Karen attended the McEowen PAA Terrific Kids Award Ceremony.

Looking Ahead:

Preschool Storytime - Tuesdays @ 11 am
Toddler Time – Wednesdays @ 9:30 & 11 am
Minecraft Club– Wednesdays @ 4:30 pm
Cursive Club – Mondays @ 4:30 pm
Lego Club – 4th Monday of the Month @ 6:30 pm
Mystery Maker Monday – 1st Monday of the Month @ 6:30 pm
Between the Lines Book Club – 3rd Monday of the Month @ 6:30 pm
Baby Bounce Storytime – Thursdays @ 10:30 am
Girls Who Code – Tuesdays @ 4:15 pm
Girls Who Game – Tuesdays @ 5:30 pm
Homeschool Hangout – Wednesdays @ 11 am
Open World Gaming – Wednesdays @ 3 pm
Open Play – 2nd Saturdays @ 10 am
AARP Tax Aide February 7- April 12
Bunco – 1st Saturdays @ 10 am
March 11 – Prepare with Pedro @ 6 pm
March 12 – Mystery Book Club @ 4 pm
March 14 – Brown Bag Book Club @ 12 pm
March 15 – National Manga Day @ 3 pm
March 15 – Open Minds Book Club @ 1 pm
March 17 – CCPL Basketball Bracket Challenge begins
March 18 – M.A.Kilpatrick Author Visit @ 3 pm
March 19 – First Day of Spring Planting at the Cabin @ 3 pm
March 20 – Allergies for Beginners @ 6 pm
March 28 – Silent Book Club @ 3 pm

Monthly Branch Activity Report

Branch: NRC

Supervisor: Rod Inman

Date: February 2024

Programs:

Children: Themes for storytime this month were: trucks, Valentine's Day, libraries and birds!



Kids enjoyed our annual Valentine's Day cookie decorating program.

Page Turners Book Club read "Circus Mirandus" and got to look at several optical illusions to go along with the story. →

LEGO Club participants were tasked with building whatever they wanted this month. Creations ranged from pirate ships to graveyards.

Several families enjoyed a showing of Disney's "Elemental" on February 5th.

Kids took the Tallest Tower LEGO Challenge at this month's Boredom Buster Saturday.



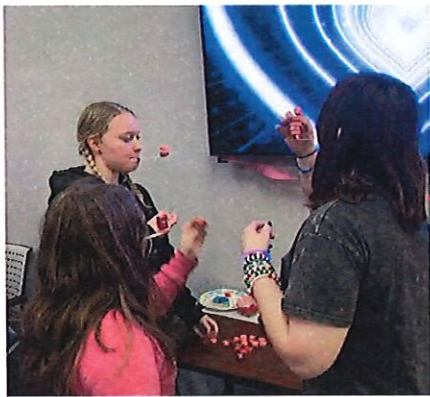
Teen:

February was a very busy month for teens.

Scott, our Youth Services Coordinator, came on the 1st and presented on 3D printing. Teens were able to practice their design skills in Tinkercad, check out the 3D printer in action and leave with an articulated dragon of their own.

The next week, teen volunteer Ariel led another Intro to Crochet class with 7 participants. They had a fun time learning the basics of crochet. →

At Teen Hangout this month, we played several rounds of what ended up being a very intense Bingo competition. Each winner got to choose a prize from our prize bucket.



The Hearty Party on February 13th was really fun! Teens enjoyed decorating cookies, playing minute-to-win-it games and posing for the photo booth.

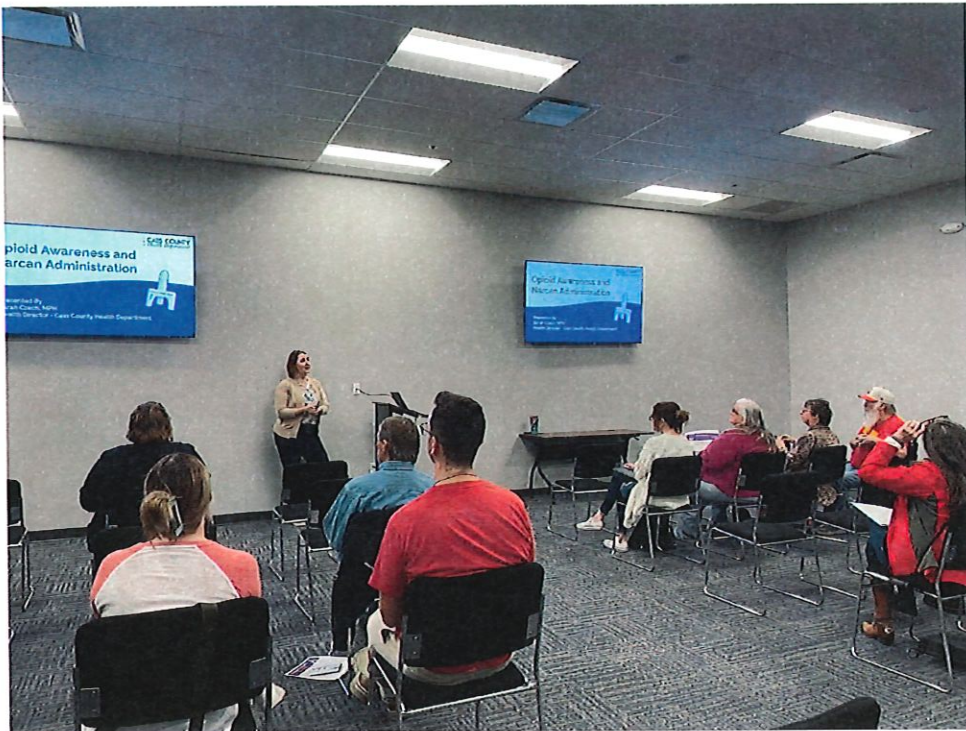


During the Homeschool Hangout this month, those that came had the opportunity to choose from a variety of activities. 15 teens and tweens showed up to play the Nintendo Switch, use the VR headset, make a bookmark, play other board games and/or put together puzzles. Snacks were also provided. It was great to see new faces and new connections being made!

Regular monthly programs this month included: Dungeons and Dragons, Anime Club, Spanish Club and Books and Bites.

Adult:

Sara Czech from the Cass County Health Department gave a presentation on Opioid Awareness and Narcan Training 2/8.



Local author Christina J. Thompson spoke at the NRC on 2/24.



Other:

The front windows of the NRC were tinted on 2/21 and they look awesome! It will be much better for the book spines and our eyes.

The carpets were cleaned in the entire building on 2/25.

Volunteer hours for February = 63.33 YTD = 95.10

Staff Activities/ Development:

Rod participated in the Homeless Training zoom conference Autism: A Conversation with Carly Danesh-Jones 2/8

Rod attended the Cass County Coalition meeting 2/26

Rod participated in the K-12 Reading Trends for 2024 webinar 2/28

Elizabeth visited the RayPec Ninth Grade Center and while there took a tour of the new facility, passed out flyers for upcoming programs and swapped ideas with librarian Brooke Urbina.

Looking Ahead:

Toddler Storytime (Tues, Weds, Fri @ 9:30 am)

Preschool Storytime (Weds @ 11am)

Page Turners Book Club (3/11 @ 6pm)

LEGO Club (3/21 @ 4pm)

Boredom Buster Saturday (3/23 @ 3pm)

Lil' Doodlers (3/4 @ 6pm)

Lil' Writers (3/28 @ 4:30pm)

Leprechaun Hunt (3/15 @ 10am-5pm)

Stuffed Animal Sleepover (3/22 @ 10am-4pm)

Creative Saturdays: Improv Day (3/2 @ 330pm)

Teen Volunteer Night (3/4 @ 6pm)

Intro to 3D Printing 2.0 for Teens (3/5 @ 4pm)

Dungeons & Dragons Teen Edition (3/6 @ 4:30pm)

Teen Hangout (3/8 @ 4pm)

Bishop Brigade Chess Club (3/9 and 3/23 @ 1pm)

Anime Club (3/13 @ 4:30pm)

Intro to Crochet 2.0 for Teens (3/14 @ 4pm)

AUTHOR VISIT! M.A. Kilpatrick (3/18 @ 530pm)

Homeschool Hangout (3/19 @ 2pm)

Spanish Club (3/20 @ 4:30pm)

Books and Bites (3/27 @ 4:30pm)

Music Bingo Teen Edition (3/29 @ 4pm)

AARP Tax Prep (Mar 4, 11, 18 & 25 by appointment)

Open Mic Poetry at the library (3/7 @ 6pm)

Connecting Point Book Club (3/14 @ 1pm)

Bingo for Books (3/14 @ 6pm)

Tea Time Book Club (3/16 @ 3pm)

Murder Among Friends Book Club (3/19 @ 1pm)

Non-Fiction Addiction (3/19 @ 4pm)

The Guys' Book Club (3/21 @ 11am)

Movie Night (3/21 @ 5:30pm)

BUNCO (3/23 @ 10am)

Watercolors by Marcia (3/27 @ 12:30pm)

Book FANatics Book Club (3/27 @ 3pm)

Gardening 101 (3/29 @ 1pm)

Monthly Branch Activity Report

BRANCH: **OUTREACH**

SUPERVISOR: **AMY BURKHOLDER**

DATE: **FEBRUARY 2024**

Programs:



Children: Five children completed the Winter Reading Challenge! Kim added the Bookmobile to the Book Bundles Web page; so we can market to our patrons that we too can do book bundles.

Crafts: We had two crafts this month:

- Groundhog Coloring Craft
- Handprint Eagle

Storytimes: Kim had eight storytimes where she talked about Winter and Polar animals with an attendance of 85 children.



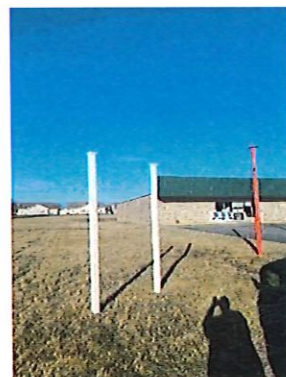
Teen: One teen completed the Winter Reading Challenge! Kim put together a once a month teen event to try and pull in more teen involvement called 10& Up ~ Craft It Up! She had it added to the Websites Teen Group page as well as adding to the LibCal calendar and making fliers to hand out to all of our stops.



Adult: The SFF Book Club members voted last month to keep BC on Feb 14. FB event for SFF Book Club. This month's book was Lock In by John Scalzi. We had 15 adults complete the Winter Reading Challenge!

Outreach: Zach and the team at ILS solved the holds problem at the Kiosk! It is now 100% functional, however, the owner of the business we partnered with moved locations and the kiosk no longer has power. We are working with the City

of Peculiar on a new location for it.



Other: We had a brief mystery this month: our sign at the old Peculiar Dollar General went missing. Our first thought was that the contractors moving DG had grabbed it as well, but we weren't able to get in touch with them. Amy reached out to the City of Peculiar just to see if they knew anything, it turns out they saw that it had fallen, and picked it up for safekeeping. Thanks, Peculiar!



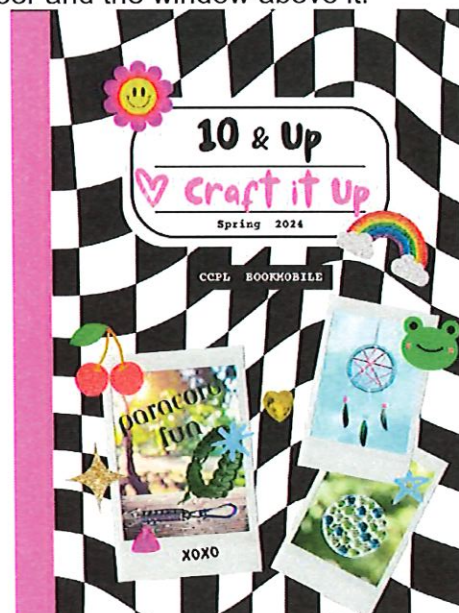
Community Relations:

Amy attended the Raymore Chamber Coffee on 2-9 and the Peculiar Chamber Coffee on 2-16 and delivered new Sci-Fi & Fantasy Book Club posters to our sponsor in Peculiar.



Staff Activities/Development:

- Kim embarked on a project to reorganize all of our storage items
- Kim and Amy submitted all events for the next quarter on LibCal
- still on the hunt for a new driver
- Amy worked with Sara in Tech Services to come up with a better way of handling refresh items instead of using the holds system. Kim is working on the project to switch to the new method.
- Amy and Zach toured a potential location to house Outreach and IT/Facilities.
- Tayler has been making some really great signage on our door and the window above it!



Looking Ahead:

- SLP planning!
- Next month's SFF: Babel by R.F. Kuang
- 10 & Up Craft It Up!

R.F. KUANG
BABEL
AN APOCALYPTIC HISTORY

March 13, 2024: Babel
by R.F. Kuang

BOOKMOBILE
SCI-FI + Fantasy
BOOK CLUB
6pm every 2nd Wednesday
Amanda's Sweet Spot
224 S State Rt C, Peculiar, MO
Intended for ages 18+

The Ship Who Sang

April 10, 2024:
The Ship Who Sang
by Anne McCaffrey

Monthly Branch Activity Report

BRANCH: PLEASANT HILL

SUPERVISOR: MONICA HOENSHELL

DATE: FEBRUARY 2024

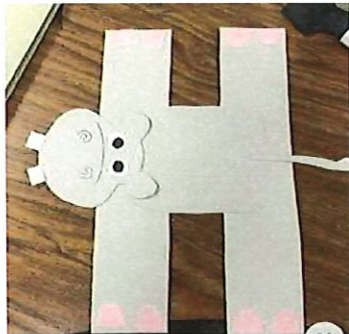
Programs:

Children: Baby Time has become very popular with a dependable regular crowd. It is fun to see the progression of the children from learning to simply sit up alone to crawling and walking. The Mom/Grandma's are forming friendships and enjoy spending time together as much as the children do.



Family Drop In Day is now a family favorite. In February, we offered the supplies and boxes for everything Valentine's Day. Most chose to make a Valentine's Day box for their school party with a few choosing to make valentine cards.

Library 101 in February concentrated on discussing author's purpose and distinguishing between entertain, inform, and educate. The children each picked out books from the shelves and then we discussed which purpose the author intended with each of their books.



Storytime has grown consistently since moving to the new building. Our alphabet theme continued in February with the letters E, F, G, and H. The children enjoyed the stories full of elephants, foxes, giraffes and hippos. They are quick with a reminder about the "treasure box" with the letter of the week. Friend groups have been created and the children look forward to seeing each other each week.



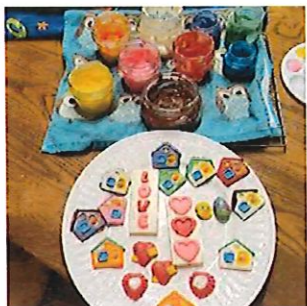
BeTWEEN Time on Feb. 12th brought children together for the fun experiment of chocolate tasting. Choices including dark chocolate, spicy chocolate, white chocolate, and popular candy bars offered. With each item, the children rated on look, smell, texture, and taste. They then gave each item an overall rating. It was fun to see the different opinions and taste preferences.



BeTWEEN Time on Feb. 26th was a fun experiment time making snow with 2 different recipes to see which they liked better. Making mini snowmen on a warm sunny day was quite a treat.



Children Reading to Dogs brings in our favorite dog, Annie, who loves to sit and listen to stories. The children are so excited to bring their favorite book or one that they are trying out for the first time. The parents are happy to see their children excited to read.



Teen:

Teen Time occurred only one time during February on Feb. 5th. Teens experienced making their own molded chocolate using colorful melted chocolate and "painting" the molds. They learned the process and how they could also do this at home using common household items as molds. Some still had chocolate pieces to bring home and some ate theirs right there.

S



Adult: The 1st Monday Evening Readers met February 5th and discussed *Radar Girls* by Sara Ackerman. This book was well received and most found it interesting to find out how the women of Hawaii contributed to military efforts in the Pacific.

In February we had three regular Hooks and Needles on the 6th, 13th and 20th. We had two new people join us who hadn't attended since pre-COVID. We are averaging 13 in attendance each week.

The second meeting of our 2nd Saturday Recipes Book Club brought lots of chocolate into the library. We had 15 different treats to taste from cookies to scones to chocolate covered puffs to gorp, chicken mole' and more! I gave a brief history of "chocolate" and then we all shared our recipes and then left in a chocolate/sugar coma.

The 3rd Thursday Book Club met on February 18th to discuss *My Antonia* by Willa Cather. This was the "classic" chosen for 2024 and is considered historical fiction. The book is set in Nebraska and discusses the hardships and successes of the immigrants and other settlers. A very interesting read.

On February 17th, we held a "Spring Garden Prep" program led by Bree Ore, a local heirloom gardener. She spoke about different gardening methods, working your soil, natural fertilizer, and how different crops need different types of soil. She also brought along 2 baby goats that she is bottle feeding and they were great entertainment as well.

We held our first Adult Game Day on February 26th. This is a new program for us and is intended to gather people at the library for fun and to stretch our brains. We had 6 people come to play Scrabble—some who had never played before. Everyone enjoyed the activity and went home with books from our prize cart.

On February 28th, the 4th Wednesday Craft Menagerie met with five people in attendance. We had 4 crocheters and one working on counted cross-stitch.

Other: I delivered Amish fiction and additional crochet books to one of our patrons at Crown Care in Harrisonville.

Community Relations: I attended the Pleasant Hill Chamber luncheon on February 20th. Many of our county officials were in attendance as they are nearing election time.

Staff Activities/Development: We held our branch staff meeting on February 2nd and Mary Duncan from the Business office attended and discussed various aspects of ordering supplies and what is in stock and what she would need to special order.

Pat received a second delivery of artwork from the Pleasant Hill High School for display at the branch. We've had quite a few families come in to view their children's work and visit the library for the first time.

Victoria worked on new displays for the branch to highlight different celebrations. February's display included items for Valentines, Black History Month and James Herriot books.

I attended the CCPL Managers meeting on Thursday, February 22nd at the NRC branch.

Pat Peel and I conducted interviews the second week of February to fill our open 20 hour position. I reviewed 30 applications near the end of February to fill the 12 hour and sub-positions we still have open.

Looking Ahead:

Children and Teens:

Family Drop In Day – March 2 – Dr. Seuss Birthday Party 10am to Noon

Teen Time Out – March 4 and 18 4pm

Storytime – March 6, 13, 20, 27 10am

Baby Time – March 7, 14, 21, 28 10am

BeTWEEN Time – March 11 and 25 4pm

Children Reading to Dogs – March 19 4pm

Spring Break Party – Tweens – 2pm

Spring Break Party – Teens – 3pm

Read-In Teens and Tweens – 1 – 3pm

Adult Programs

1st Monday Evening Readers – March 4th @ 5:30pm – The Recipe Box by Viola Shipman

Hooks & Needles – March 5th, 12th and 19th @ 5:30 pm

2nd Saturday Recipe's Book Club – March 9th at 1:00pm – Irish Food

BINGO for Books – March 18th @ 2:00pm

3rd Thursday Book Club – March 21st @ 2:00pm – Forever Boy by Kate Swenson

4th Wednesday Craft Menagerie – March 27th @2:00pm

Monthly Report
February 2024
Scott Pagel
Youth Services Coordinator

Ordered new and replacement materials from:

- Baker & Taylor
- Overdrive
- Amazon
- Junior Library Guild

STEAM Kits

- Fixed, repaired, resupplied 5 kits including books and educational materials.

Outreach

- Participated in World Read aloud day by reading in 3 classes at Harrisonville Elementary.
- StoryWalk®
 - Located the original signs in Pearson Hall.
 - Began investigating ways to upgrade and enhance the project.
 - Opened conversation with Peculiar Parks and Recreation about SLP StoryWalk®

Staff

- Worked with the Human Resources department to examine the potential need for a teen specialist position at PH and edited the interview questions.

Youth Services Events

- Approved youth events for March through May
- Presented at the initial 3d printing event at NRC for teens.
- Planned SLP collaboration with Youth Services specialists for March 7, 2024.

Exploration Library

- Worked with the Tech Services Coordinator to supply items and packaging for the new Microscope and Bird Watching kits.

Education

- Joined a webinar about AI - Google Gemini and Microsoft Copilot

Monthly Report
February 2024
Zach Walsh
Technology and Facilities Coordinator

Below please find my activity in support of Cass County Public Library for February 2024

Technology

- Installed new security camera set up at NRC
- meeting with printing companies for printer lease quotes
- Setting up quotes for new patron use laptops
- Changed update rules on Patron PC's to allow windows updates to work again automatically
- Replaced and fixed several computers at several branches

Facilities

- Setup NRC and Harrisonville for AARP services
- Facilitate Kiosk future space
- Had carpets cleaned at all branches this month
- Painted Harrisonville managers office
- received plumbing repair quotes for Pleasant Hill
- Had window tint installed at NRC
- Fixed the Bookmobile sign at Dollar General in Peculiar
- Had fire extinguishers inspected at all south branches and Harrisonville
- Had one new stair tread installed at Harrisonville
- Received estimates for building

2023 CCPL Annual Report

The 2023 Annual Report is complete. This year we recognized the CCPL Foundation and their fall book sale which generated funding for the purchase of this year's Summer Library Program incentive books for children and teens. We have highlighted some major projects from the year including opening of the new Pleasant Hill branch, the expansion of the Northern Resource Center, the reorganization of the Harrisonville adult collection, and the procurement of the Peculiar Express Kiosk (PCX).

Financially, we are very strong. Our total revenue for the year came to \$6.1 million, which adequately covered our budgeted expenses and provided us with a healthy balance of funds to devote to investments or expenditures necessary to fulfill our capital improvement needs.

Over the course of the year, we were able to invest in the completion of the Pleasant Hill branch construction project which included increasing our bandwidth at that location from 50 mbps to 80 mbps. Both Pleasant Hill and the Northern Resource Center received programming laptops and upgraded audiovisual equipment. In addition, we were able to refresh the paint throughout the NRC in conjunction with the branch expansion. The administrative offices received new cubicles that enhanced the layout to better accommodate the number of staff working there. We also purchased a new courier van, which allowed us to repurpose the old transit van to an IT/Facilities vehicle.

Statistically, library usage is up overall. Circulation of print and electronic resources increased 12.9% over 2022. Computer and wifi usage increased 9.1% from the previous year and patron visits increased by 7%. Considering that our Pleasant Hill branch was completely closed for a full quarter of the year, these increases reflect a robust upward trend in usage system-wide. When I first came to CCPL in 2022, we were using 2019 as our baseline comparison year, because it was reflective of a highly successful year for the library system prior to the impacts of Covid. It is safe to say that the library has fully recovered from those impacts and we should continue to build upon this progress moving through 2024 and beyond.

Peculiar Express Kiosk

Zach and I visited with the Peculiar City Administrator about moving the self-service kiosk to City Hall. There is a space in the front of the building that would provide an accessible, secure spot for the kiosk, and this area is walkable from nearby neighborhoods. Upon agreement to the proposed MOU by both the library and the city, the move can be done within a couple of weeks. The estimated cost to hire a moving company to transport the kiosk is \$675.



ANNUAL REPORT 2023



MISSION

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

VISION

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

CONNECT



@CassCoLibrary



@CassCoLib



[casscolibrary.org/youtube](https://www.casscolibrary.org/youtube)

www.casscolibrary.org

asklib@casscolibrary.org

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VALUES

Patron needs come first:

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

Respect for people:

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

Learning organization:

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

Access to information:

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

Freedom of information:

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

Privacy and confidentiality:

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

Quality:

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

Stewardship of community resources:

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

Integrity:

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



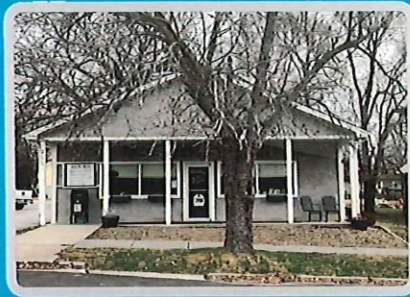
BOARD OF TRUSTEES

Tonya Long, President
Becky Klein, Vice President
Jessica Levsen, Treasurer
Roger Toomey
Diana Larson

LOCATIONS



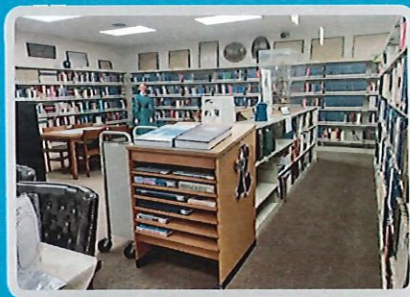
Archie



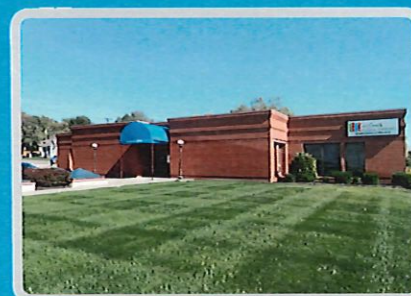
Drexel



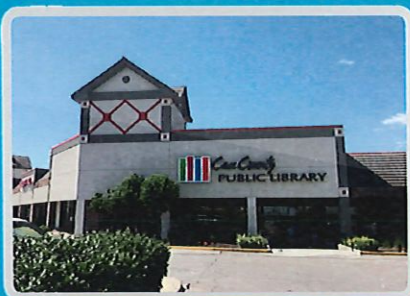
Garden City



Genealogy



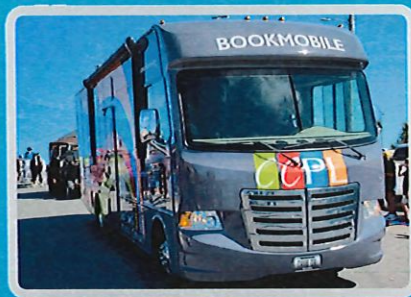
Harrisonville &
Administrative Offices



Northern Resource Center



Pleasant Hill



Bookmobile



Express Library (Kiosk)

CASS COUNTY PUBLIC LIBRARY FOUNDATION

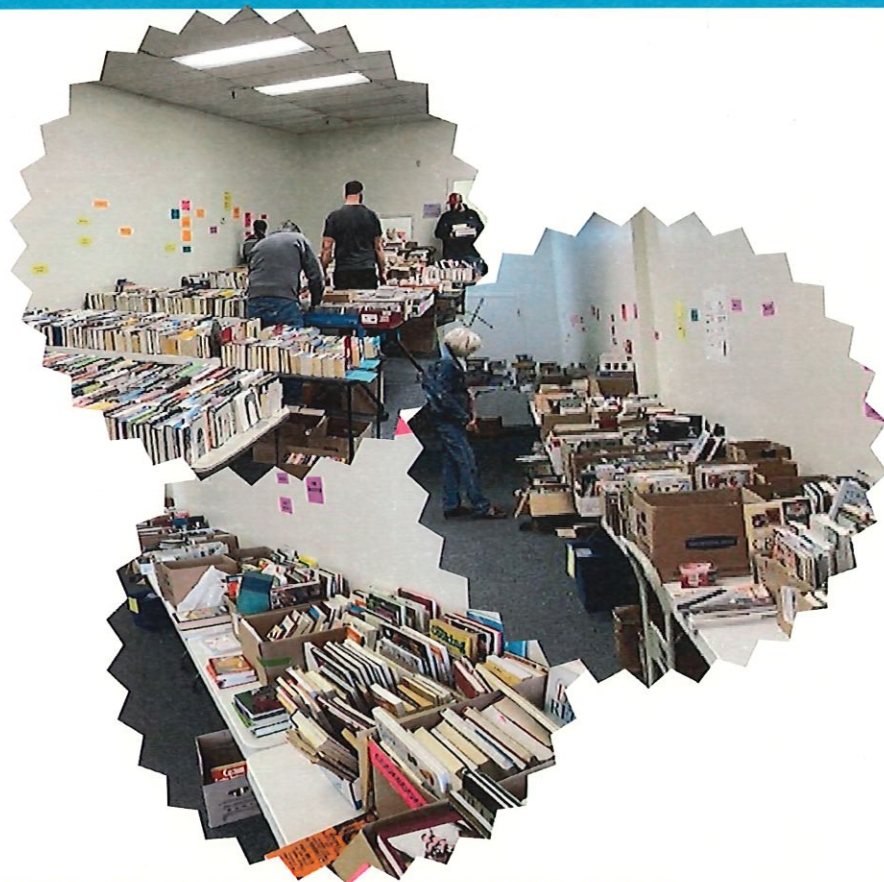
OFFICERS

Brenda Jurgens, President
Karla Stoval, Vice-President
Kathy Dains, Secretary
Tiffany Henschel, Treasurer

MEMBERS

Rita Benson
June Ford
Pam Hatcher
Alvin Poisal
Connie Poisal
Barbara Robertson
Denise Wiskur

Becky Klein, Board of Trustees
Representative
Robin Hudson, Ex-Officio
Scott Pagel, Ex-Officio



USED BOOK SALE - NOVEMBER 2023

The CCPL Foundation and Friends of the Library were very appreciative of the donations of books, puzzles, and games from residents all over the county. Books not sold during the book sale were donated to nursing homes for residents to read. Other books were sold to a used book seller with proceeds going back to the library directly.

From the book sale, \$2,400 was raised and \$1,500 was awarded to the library by the Foundation for the Youth Services Specialist to purchase award books for the Summer Library Program in 2024.

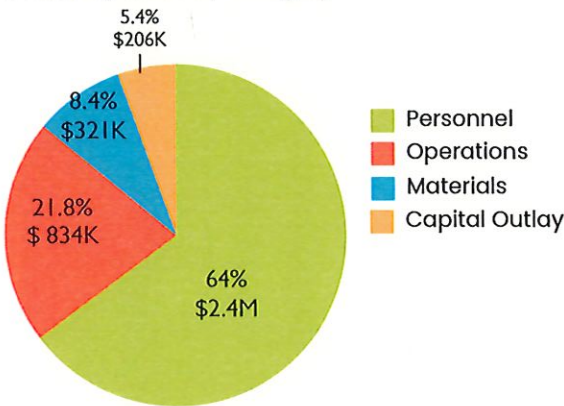
Financials

2023

WHAT DOES IT COST TO RUN THE LIBRARY?



Actual Expenses by Category



EXPENDITURES

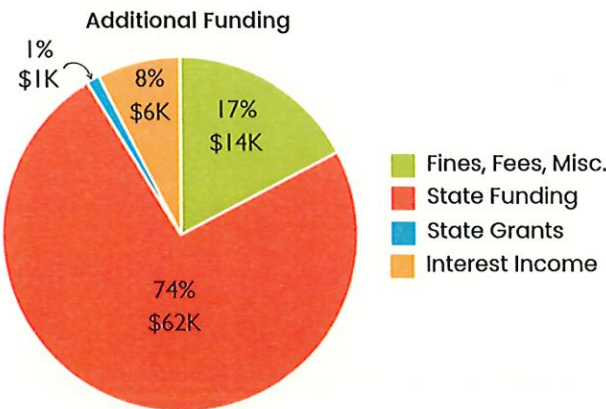
Library Materials	\$321,788
Operations	\$834,079
Personnel	\$2,446,909
Capital Outlay	\$206,444
TOTAL EXPENDITURES	\$3,809,220
CAPITAL RESERVES	\$300,000

WHERE DOES THE MONEY COME FROM?

Most funding is sourced by local taxes:

\$5.6 million

Additional funding breaks down into the following categories:



REVENUE

Property Tax	\$5,704,940
Fees	\$29,688
Interest Income	\$251,693
State Aid	\$160,866
Grants	\$3,400.68
TOTAL REVENUE	\$6,150,587.68

Library Statistics

2023

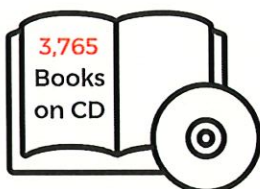
WHO IS CCPL?

POPULATION SERVED	112,829
CARDHOLDERS	11,825
New Cardholders 2023	3,714
BRANCHES	8
STAFF	
Full-Time	22
Part-Time	71



Cass County,
Missouri

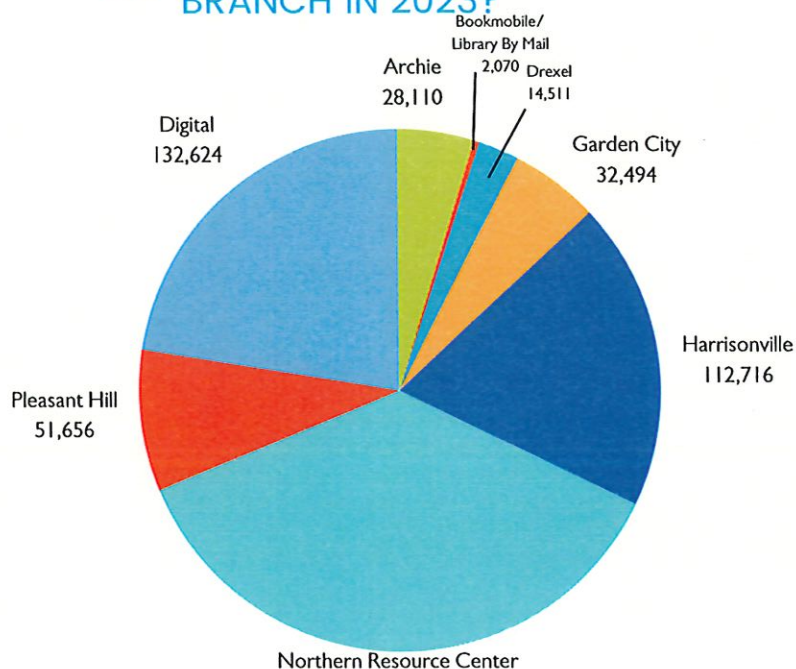
WHAT YOU CAN READ, WATCH, AND DOWNLOAD FROM CCPL



TECHNOLOGY @ CCPL

PUBLIC COMPUTERS	49
WI-FI SESSIONS	10,035
COMPUTER SESSIONS	15,235
WEBSITE VISITS	64,633

HOW MANY ITEMS WERE CHECKED OUT BY EACH BRANCH IN 2023?



Library Statistics

2023



HOW YOU ARE USING CCPL

PROGRAMMING

Youth Programs	1,431
Youth Attendance	26,695
Adult Programs	441
Adult Attendance	4,326

VISITORS	219,836
Curbside Patrons	127
Notary Sessions	601

REFERENCE QUESTIONS	13,367
----------------------------	--------

DATABASE USAGE	30,273
-----------------------	--------

CIRCULATION TOTAL	522,647
--------------------------	---------

Physical Items	436,783
----------------	---------

Digital Items	85,864
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INTERLIBRARY LOAN CIRCULATION

Borrowed Items	33,034
----------------	--------

Loaned Items	12,581
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SUMMER LIBRARY PROGRAM



Youth Participants	1,784
Youth Completions	891
Adult Participants	685
Adult Completions	339

Resources & Programs

2023

EXPLORATION LIBRARY



Items added in 2023 include Ukeleles, Ghost Hunting Kits, Pickleball Kits, STEAM Kits, and Board Games.

SPANISH LANGUAGE MATERIALS

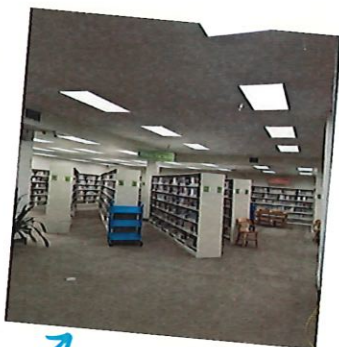
The Spanish Language Materials Collection was expanded at the Garden City Branch, Northern Resource Center, and Pleasant Hill Branch.

Branch Renovations

HARRISONVILLE BRANCH



IN PROGRESS



COMPLETED

IN MAY OF 2023 THE LIBRARY RENOVATED THE ADULT SECTION WHICH COMPLETELY TRANSFORMED THE SPACE. NOT ONLY WERE PATRONS PROVIDED WITH A MORE INTUITIVE WAY OF BROWSING, THE RENOVATIONS ALSO OPENED UP THE SPACE MAKING IT BRIGHTER AND ALLOWED FOR ADDITIONAL QUIET SEATING.

NORTHERN RESOURCE CENTER



ON SEPTEMBER 1, 2023, THE LIBRARY HOSTED A REDEDICATION CEREMONY FOR NRC RENOVATIONS WITH THE HELP OF THE BELTON CHAMBER OF COMMERCE, RAYMORE CHAMBER OF COMMERCE, AND PECULIAR CHAMBER.



THE RENOVATIONS INCLUDE A LARGE MULTIPURPOSE PROGRAMMING ROOM, A CONFERENCE ROOM, TWO STUDY ROOMS, ADDITIONAL BATHROOMS, AND A FRESH COAT OF PAINT WITH TWO CCPL-BRANDED ACCENT WALLS.

Branch Renovations

PLEASANT HILL BRANCH



ON SEPTEMBER 12, 2023, THE PLEASANT HILL BRANCH OFFICIALLY OPENED TO PATRONS. A GRAND OPENING FOR THE NEW LOCATION WAS HELD ON SEPTEMBER 22ND WHICH INCLUDED GUEST SPEAKERS, A RIBBON CUTTING, AND A SPECIAL PERFORMANCE BY CHILDREN'S ENTERTAINER, MR. BRAD.

PECULIAR EXPRESS LIBRARY



ON NOVEMBER 30, 2023, THE LIBRARY INSTALLED A SELF-SERVICE LIBRARY KIOSK IN PECULIAR. PATRONS CAN REQUEST ITEMS AND PICK THEM UP AT THE KIOSK AS WELL AS BROWSE A COLLECTION OF BEST SELLERS, CHILDREN'S BOOKS, AND MORE. FREE WIFI IS ALSO ACCESSIBLE WHEN PATRONS VISIT.

VISUAL HIGHLIGHTS



Pleasant Hill Grand Opening in September!



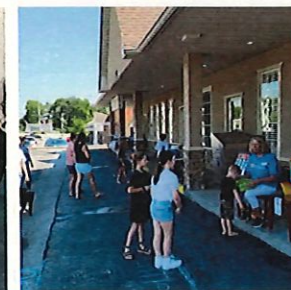
Archie Branch Staff



Garden City Branch Staff



NRC Rededication Ceremony in September!



Pioneering Progress.
Gateway to Year One of Our Strategic Journey!

Northern Resource Center

New security cameras were installed and are now up and running. Small roof leaking continues in various places and repairs are being done as they arise. The replacement exterior sign is still on order.

Pleasant Hill

I have approved the final pay app for the PH project. We have had a couple of warranty issues that have come up but the architect, contractor, and subcontractors are being responsive. One issue was a part that was needed to be replaced for the HVAC system and the other is an adjustment to the lighting so that the lights in the front of the building can be turned off. We have not had any further sewer backup issues as Zach continues to monitor the situation. We will likely defer the work on the sewer pipe until the fall, as it will require the branch to be closed while the water is shut-off during the repair process, however we will likely go ahead and have the pipes descaled this spring.

Bookmobile

The bookmobile has been back in service, and we are just waiting for the replacement piece of wrap to arrive to re-cover the repaired area on the belly box. The staff has noted that the slide out is dragging against the floor in one corner, so they will have that looked at to determine if there needs to be an adjustment or a repair to correct the issue.

Winter Reading Challenge

The Winter Reading Challenge wrapped up on February 29th. Our participation was down by about 40% from last year overall. We will have a discussion in the March branch manager meeting to examine possible reasons for the lower engagement. This year's program ran for a shorter period of time (2 weeks less), which could have some impact. Here is the participation breakdown:

2024

Overall: 419 completions out of 668 registrations = 63% completion rate
Adult: 213 completions out of 322 registrations = 66% completion rate
Teen: 50 completions out of 75 registrations = 67% completion rate
Youth: 156 completions out of 271 registrations = 58% completion rate

2023

Overall: 753 completions out of 1093 registrations = 69% completion rate
Adult: 324 completions out of 482 registrations = 67% completion rate
Teen: 112 completions out of 147 registrations = 76% completion rate
Youth: 317 completions out of 464 registrations = 68% completion rate

Hours of Operation at Archie

Cherie Pemberton, the Archie branch manager, presented a proposal to add Friday hours for the Archie branch, which is currently closed on Fridays. Her proposal suggested opening the branch one hour later on Mondays and Thursdays and closing at 1 pm on Saturdays, which

would allow for the branch to be open from 1 pm to 5 pm on Fridays without exceeding the standard number of open hours for the branch, and allowing her to staff those hours with her current staffing roster. We looked at the average usage data for her branch from the past year and discussed the factors that contribute to the days and time of circulation activity, and decided to move forward with her proposal.

Starting Monday, June 3, 2024, the Archie branch hours will be as follows:

Mondays: 2 pm - 6 pm

Tuesdays: 9 am - 6 pm

Wednesdays: 9 am - 6 pm

Thursdays: 2 pm - 7 pm

Fridays: 1 pm - 5 pm

Saturdays: 9 am - 1 pm