Cass County Public Library Board of Trustees Tax Levy Hearing Wednesday, August 20, 2025 @ 4:45 p.m.

The Cass County Public Library Board of Trustees will hold a public hearing at the Harrisonville Branch Meeting room, 400 E. Mechanic St., Harrisonville, MO starting at 4:45 p.m., Wednesday, August 20, 2025.

CALL TO ORDER

PUBLIC COMMENT

Anyone wishing to make written or oral comments on the proposed tax levy must submit their name in writing to the Board. Oral and written comments shall be limited to matters directly related to the proposed tax levy and shall not exceed 3 minutes per individual or group. Individuals may not transfer their time to others.

ADJOURN

The next regular meeting will be held on Wednesday, August 20, 2025, at 5:00 p.m. at the Harrisonville Branch Meeting Room.

Agenda Cass County Public Library Board of Trustees

Regular Meeting
Harrisonville Library Branch Meeting Room
Online at https://www.youtube.com/@casscolibrary
August 20, 2025 @ 5:00 p.m.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONSENT AGENDA

Approval of Minutes – Regular Meeting – July 16, 2025 Financial Reports – July 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

1. A Resolution Approving the Delivery of Certificates of Participation Series 2025 (Library Project) of the District to Finance Library Facilities and Approved Related Documents and Actions – Michael Short and Connor Swanson of Stifel and Rick McConnell of Kutak Rock (Action Item)

NEW BUSINESS

- 1. Tax Levy Vote (Action Item)
- 2. Policy Revisions Conduct and Performance (Action Item)
 - a. 501 Accountability
 - b. 502 Confidential Records
 - c. 503 Outside Employment
 - d. 507 Work from Home
 - e. 508 Meals and Breaks
 - f. 510 Visitors
 - g. 511 Phone Use
 - h. 514 Equipment Use
- 3. Library Branches as Cooling/Heating Centers

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 Real Estate – MO Rev. Stat. 610.021.2

ADJOURNMENT

The next regular meeting will be held at 4:45 p.m. on September 17, 2025, Harrisonville Library Branch Meeting Room.

MINUTES

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

DRAFT

Call to Order: 4:45pm

Pledge of Allegiance

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

Attorney present: Lindsey Kolisch from Lauber Municipal Law

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

Vice President Peters welcomed new board member Dianne Hon. Dianne introduced herself briefly to the board and staff.

Approval of Agenda

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

Consent Agenda

Diana Larson moved, seconded by Dennis Minich, to approve the consent agenda, including the regular meeting minutes from June 18, 2025, the financial reports for June, and the July 2025 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

Michael Short from Stifel, Nicolaus & Company Public Finance gave a financing update and presented information about the bond underwriter selection process, and answered questions from Board members.

Becky Klein moved, seconded by Dennis Minich, to approve Resolution #071625 for the selection of Underwriter and Trustee. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

New Business

Lindsey Kolisch from Lauber Municipal Law gave a presentation about Trustee Roles and Responsibilities, and answered questions from Board members.

Director Hudson gave a Mid-Year Budget Review and a Mid-Year Strategic Plan Update, and answered questions from Board members.

The election of officers took place. Diana Larson moved, seconded by Dennis Minich, to nominate Becky Klein for Board President. Becky accepted the nomination. There were no other nominations. Motion passed by majority vote.

Becky Klein moved, seconded by Dennis Minich, to nominate Diana Larson for Board Vice-President. Diana accepted the nomination. There were no other nominations. Motion passed by majority vote.

Becky Klein moved, seconded by Diana Larson, to nominate Sherri Peters for Board Treasurer. Sherri accepted the nomination. There were no other nominations. Motion passed by majority vote.

Employment Status and Records Policy Revisions were presented. Sherri Peters moved, seconded by Diana Larson, to adopt Policies #401 Employment Categories and Classifications, #402 Probationary Period for New Hires, #403 Substitutes, #404 Volunteers, #405 Access to Employee Records, and #406 Personal Data Changes, #408 Job Descriptions, #409 Travel and Mileage. 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:* Scott Pagel - from Youth Services Coordinator to PH Branch Manager *OPEN:* Youth Services Coordinator, Collection Management Assistant

Mr. Hallenberg informed the board about Summer Library Program wrapping up at the end of July, cooperative effort with Cass County Heath Department to establish CCPL branches as official "Cooling Centers", and the fishing gear donation from Elks Lodge added to the Exploration library collection.

Director Updates

Director Robin Hudson informed the Board about bid requests for strike card systems, the Outreach van wrap scheduled for August 11, SLP participation statistics, and updates regarding the Harrisonville/Admin building project.

Trustees' Comments

Dennis Minich informed the board of a recent CCIC meeting and the increase to their insurance policy.

Becky Klein informed the board of a recent Foundation meeting, and the good use of funds by Scott Pagel for purchasing 2 reward books for each child. The Foundation is also planning for the fall used book sale, and looking for a possible location.

Recess to Executive Session

At 6:02pm, 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 610.021.13 to discuss personnel issues. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

At 7:17pm, Dianne Hon moved, seconded by Dennis Minich, that the closed executive session end and regular session resume. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Actions from Executive Session

Sherri Peters moved, seconded by Diana Larson, to approve Executive Session Negotiated Contract Minutes from 6/18/25, and Executive Session Personnel Minutes from 6/18/25. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Dennis Minich moved, seconded by Becky Klein, to notify Mr. Mark Bodine that his services are no longer required for the lawsuit. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Dennis Minich moved, seconded by Diana Larson, to retain Lauber Municipal Law to handle the pending litigation and settlements thereof. On roll call vote: Klein-Aye, Peters-Aye, Minich-Aye, Larson-Aye, Hon-Aye. Motion passed.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 7:20pm.

The next regular scheduled meeting will be held Wednesday, August 20, 2025 at 4:45pm.

Approved by the Board on	, 2025
Secretary	
Library Director	

JULY 2025 FINANCIAL REPORTS

CIRCULATION REPORT

REVENUE REPORT

EXPENDITURES REPORT

ACCOUNT REPORTS

Cass County Public Library

Administration Office

400 E. Mechanic St.

Harrisonville, MO 64701

(816) 380-4600

Circulation

1	2025	2024	Change	2023	Change	2022	Change
Archie	2,905	2,401		2,198	32.2%	1,911	52.0%
Drexel	1,134	922	23.0%	1,278	-11.3%	1,029	10.2%
Garden City	2,547	2,280	11.7%	2,310	10.3%	1,796	
Genealogy	122	25	388.0%	63	93.7%	56	117.9%
Harrisonville	10,202	8,010	27.4%	8,713	17.1%	7,355	
Self-Checkout	163	268	-39.2%	91	79.1%	313	
Northern Resource Center	18,144	15,808	14.8%	15,533	16.8%	13,261	
Self-Checkout	1,438	1,083	32.8%	1,263	13.9%	1,074	33.9%
Pleasant Hill	7,275	6,270	16.0%	3,493	108.3%	2,381	205.5%
Self-Checkout	304	456	-33.3%	332	-8.4%	90	237.8%
Outreach	1,511	1,121	34.8%	1,073	40.8%	257	487.9%
Bookmobile	1,128	938		885	27.5%		
Library by Mail	264	173	52.6%	188	40.4%	257	2.7%
Peculiar Express	119	10	1090.0%	0			
Exploration Library	57						Letter 1
Physical Circulation	43,840	36,837	19.0%	34,661	26.5%	28,046	56.3%
O Duite	0 [20]	8,451	0.9%	6,043	41.1%	6,324	34.9%
OverDrive	8,529			6,043		0,324	34.570
Hoopla	2,426	1,216				2,428	-12.4%
Adult eResources	2,126	2,655		2,729 356		2,428	
Youth eResources	77	223					
Digital Circulation	13,158	12,545	4.9%	9,739	35.1%	9,000	40.2%
					28.4%	37,046	53.9%

	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	13	464	1,441	5		1
Outreach	7	296	246	10		
Drexel	9	229	759			
Garden City	11	411	1,543	5	0	
Genealogy	0	3	472			
Harrisonville	85	2,704	2,228	38	0	22
Northern Resource Center	226	5,786	10,906	13	0	192
Pleasant Hill	79	1,813	2,540	8	110	64
Library by Mail	3	44				
Total	433	11,750	20,135	79	110	279

Kiosk	Kiosk		tops	Consortium Lending	1,182
Returns	73	Total	15	Consortium Borrowing	4,723
Invidual Users	19	Hours	34	Family Search Scanned This Month	20
		Patrons	194	Family Search ScannedTotal	370

Computer Usage

ſ	2025	2024	Change	2023	Change	2022	Change
Archie	33	40	-17.5%	27	22.2%	35	-5.7%
Bookmobile	0	0		0			
Drexel	23	42	-45.2%	46	-50.0%	39	-41.0%
Garden City	32	36	-11.1%	12	166.7%	29	10.3%
Genealogy	23	13	76.9%	22	4.5%	34	-32.4%
Harrisonville	397	306	29.7%	533	-25.5%	308	28.9%
Northern Resource Center	543	475	14.3%	501	8.4%	420	29.3%
Pleasant Hill	197	108	82.4%	103	91.3%	97	103.1%
Library Computer Usage	1,248	1,020	22.4%	1,244	0.3%	962	29.7%

Î	2025	2024	Change	2023	Change	2022	Change
Archie	82	112	-26.8%	76	7.9%	68	20.6%
Bookmobile	0	0		1	-100.0%		
Drexel	24	28	-14.3%	25	-4.0%	22	9.1%
Garden City	92	138	-33.3%	142	-35.2%	167	-44.9%
Harrisonville	291	229	27.1%	234	24.4%	185	57.3%
Northern Resource Center	368	208	76.9%	308	19.5%	247	49.0%
Pleasant Hill	222	83	167.5%	47	372.3%	55	303.6%
Total WiFi Usage	1,079	798	35.2%	833	29.5%	744	45.0%

Ī	2025	2024	Change	2023	Change	2022	Change
Archie	115	152	-24.3%	103	11.7%	103	11.7%
Bookmobile	0	0		1	-100.0%	0	
Drexel	47	70	-32.9%	71	-33.8%	61	-23.0%
Garden City	124	174	-28.7%	154	-19.5%	196	-36.7%
Genealogy	23	13	76.9%	22	4.5%	34	-32.4%
Harrisonville	688	535	28.6%	767	-10.3%	493	39.6%
Northern Resource Center	911	683	33.4%	809	12.6%	667	36.6%
Pleasant Hill	419	191	119.4%	150	179.3%	152	175.7%
Total Computer Usage	2,327	1,818	28.0%	2,077	12.0%	1,706	36.4%

^{*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			
23	284			
26	347			
23	244			
31	610			
1	15			
48	1300			
46	889			
48	789			
246	4478			
	23 26 23 31 1 48 46 48			

Reading Programs	Signup	Completion
Archie	198	108
Outreach	146	123
Drexel	36	56
Garden City	44	83
Genealogy	807	323
Harrisonville	807	323
Northern Resource Center	614	342
Pleasant Hill	47	71
Total	2699	1429

Events	Attendance			
9	145			
5	71			
2	17			
7	51			
0	0			
23	284			
	9 5 2 7 0			

Genealogy	Events	Attendance
Early Literacy (Ages 0-5)	0	0
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	1	15
Senior	0	0
Total	1	15

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	19	250
Children's (Ages 5-12)	7	97
Teen	0	0
Adult	0	0
Senior	0	0
Total	26	347

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	14	854
Children's (Ages 5-12)	15	219
Teen	11	142
Adult	8	85
Senior	0	0
Total	48	1300

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	5	30
Children's (Ages 5-12)	12	200
Teen	4	10
Adult	2	4
Senior	0	0
Total	23	244

NRC	Events	Attendance
Early Literacy (Ages 0-5)	18	550
Children's (Ages 5-12)	5	109
Teen	11	123
Adult	12	107
Senior	0	0
Total	46	889

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	6	96
Children's (Ages 5-12)	12	402
Teen	5	64
Adult	4	30
Senior	4	18
Total	31	610

Pleasant Hill	Events	Attendance	
Early Literacy (Ages 0-5)	11	362	
Children's (Ages 5-12)	8	174	
Teen	8	36	
Adult	21	217	
Senior	0	0	
Total	48	789	

Outreach	Events	Attendance
Early Literacy (Ages 0-5)	26	347
Children's (Ages 5-12)	0	0
Teen	0	0
Adult	1	8
Senior	0	0
Total	27	355

Take Home Kits	106
Literacy Programs	82
Literacy Attendance	2287
Kits	120

Off-Site Programs	Events	Attendance
Early Literacy (Ages 0-5)	26	347
Children's (Ages 5-12)	1	25
Teen	0	0
Adult	1	8
Senior	1	11
Total	29	391

On-Site Programs Total	Events	Attendance
Early Literacy (Ages 0-5)	82	2287
Children's (Ages 5-12)	64	1272
Teen	41	392
Adult	55	509
Senior	4	18
Total	246	4478

JULY 2025

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

	2025	CURRENT	
SOURCE	BUDGET	MONTH	YEAR-TO-DATE
Tax Levy Funds	5,801,067	42,479	5,335,246
Fees, Bksale, Copier	20,000	2,707	15,346
State Aid			38,381
A & E Tax / Equaliz Funds			41,544
Evergy PILOT	5,000		5,053
Interest Income	\$100,000	23,831	177,557
TOTAL	5,926,067	69,017	5,613,127

Current Assets as of 7/31/25

	Community Bank - General Oper	\$164,704 Pending closing
opened 6/24/25	Community Bank - NEW General Oper	\$6,322,709
opened 7/3/25	Community Bank - NEW Payables Acct	\$14,604
	Community Bank - Savings / Invest	\$1,112
	Community Bank - Payroll	\$329,682
	Community Bank - Endowment	\$15,997
	Commerce - Petty Cash	\$1,889
	Commerce - Utility	\$14,212 Pending closing
	Commerce - Donations	<u>\$26,491</u>
	Total	\$6,891,400

sed 10/28/24 (see	attached stat	ement)
	\$150,000	Maturity Date 10/28/25
	\$600,000	Maturity Date 10/28/25
Total	\$750,000	
		\$600,000

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)

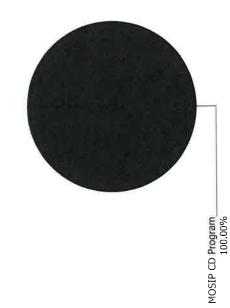


Account Statement - Transaction Summary

8500491
nnd - 85
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Investment
Public Library
Cass County
Cass

MOSIP	
Opening Market Value	0.25
Purchases	0.00
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	00:0
Redemptions	00:0
Unsettled Trades	00:0
Change in Value	0.00
Closing Market Value	\$750,000.00
Cash Dividends and Income	0.00

Asset Summary		
	July 31, 2025	June 30, 2025
MOSIP	0.25	0.25
MOSIP CD Program	750,000.00	750,000.00
Total	\$750,000.25	\$750,000.25
Asset Allocation		





Investment Holdings

For the Month Ending July 31, 2025

Cass Count	v Public Lib	Cass County Public Library - Investment Fund - 8500491						
Trade	Settlement			Maturity	į	Investment	Accrued	Est. Value at
Date	Date	Security Description		Date	Kate	Amount	THIELESI	Maturity
MOSIP CD Program	rogram							
10/28/24	10/28/24	10/28/24 CD-T Bank, TX - Endowment F	Funds	10/28/25	4.42	150,000.00	5,031.53	156,630.00
10/28/24	10/28/24	an Banking Company, MO	21.00.10	10/28/25	4.50	200,000.00	6,830.14	209,000.00
10/28/24	10/28/24	CD - First State Bank Of Healy (The), KS	17.85.800 17.800 17.800	10/28/25	4.50	200,000.00	6,830.14	209,000.00
10/28/24	10/28/24	CD - Gbank, NV		10/28/25	4.45	200,000.00	6,754.25	208,900.00
Total						\$750,000.00	\$25,446.06	\$783,530.00

JULY 2025

CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2025	CURRENT		BUDGET	% BUDGET
	BUDGET	MONTH	YEAR-TO-DATE	BALANCE	USED
PERSONNEL					
601 SALARIES	2,504,550	248,661	1,316,035	1,188,515	53%
602 SOCIAL SECURITY	153,200	15,456	81,702	71,498	53%
603 HEALTH INSURANCE	387,800	18,931	148,284	239,516	38%
604 LIFE/DISABILITY INS.	15,400	1,117	8,471	6,929	55%
607 LAGERS	369,500	27,615	205,209	164,291	56%
608 MEDICARE	35,850	3,615	19,106	16,744	53%
609 EMPLOYEE ASSISTANCE PROG	3,400	485	1,455	1,945	43%
TOTAL - PERSONNEL	\$3,469,700	\$315,880	\$1,780,262	\$1,689,438	51%
OPERATIONS					
640 RENT	376,400	28,301	198,105	178,295	53%
641 UTILITIES	86,100	6,141	40,398	45,702	47%
642 BUILDING MAINT.	154,000	10,125	32,659	121,341	21%
643 SUPPLIES	68,000	4,621	31,933	36,067	47%
645 ACTIVITIES	48,500	3,325	24,283	24,217	50%
646 POSTAGE / DOC. DELIV.	3,400	221	1,470	1,930	43%
649 EQUIPMENT RENTAL	37,700	2,143	15,459	22,241	41%
650 VEHICLE OPERATION	39,000	1,346	14,790	24,210	38%
651.1 TRAVEL & DUES	14,000	645	6,552	7,448	47%
651.2 PROFESSIONAL DEVELOP	38,900	2,831	7,508	31,392	19%
652 INSURANCE	66,000	8,534	30,034	35,966	46%
653 MARKETING & PROMO	26,700	810	16,476	10,224	62%
660 PROFESSIONAL SVCS	108,000	12,371	36,560	71,440	34%
667 AUTOMATION SUPPORT	ATION SUPPORT 133,400	525	40,848	92,552	31%
697 TECHNOLOGY	87,000	647	67,058	19,942	77%
TOTAL - OPERATIONS	\$1,287,100	\$82,586	\$564,133	\$722,967	44%
MATERIALS					
670 BOOKS	160,000	11,306	80,882	79,118	51%
671 E-BOOKS & E-AUDIOBOOKS	130,000	10,559	74,689	55,311	57%
672 PERIODICALS	6,500	0	1,912	4,588	29%
673 MEDIA (AV)	20,000	1,029	6,884	13,116	34%
677 ELECTRONIC RESOURCES	100,000	7,884	32,034	67,966	32%
TOTAL - MATERIALS	\$416,500	\$30,778	\$196,401	\$220,099	479
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	1,247	17,439	82,561	179
698 BRANCH IMPROVEMENTS	100,000	2,115	27,989	72,011	289
692 AUTOMOTIVE	65,000	C	44,805	20,195	69%
TOTAL - CAPITAL SERVICES	\$265,000	\$3,362	\$90,233	\$174,767	349
SUB TOTAL w/o Reserves	\$5,438,300	\$432,606	\$2,631,029	\$2,807,271	489
RESERVE FUNDS					
CAPITAL IMPROVEMENTS	300,000	(0	300,000	09
699 RESERVE - CARRYOVER	187,767	(187,767	09
TOTAL - RESERVE FUNDS	\$487,767	\$0	\$0	\$487,767	09
GRAND TOTAL	\$5,926,067	\$432,600	\$2,631,029	\$3,295,038	449

Cass Co Public Library

JULY 2025 136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$164,704.17 "OLD" Acct - Pending Closing

Payment Deposit Ref No. Type Payee Memo Account Date \$353.91 **DEPOSIT** -Split-Journal 07/02/2025 1663 transfer to **OPEN NEW** \$5,000.00 Journal -Split-07/03/2025 1684 **PAYABLES ACCOUNT** 420.1 **INTEREST** Interest \$634.63 07/31/2025 INTEREST Deposit INCOME:Bank Earned Acct

Cass Co Public Library エルリョンのも 140 GENERAL OPERATING FUNDS 2025 Ending Balance: \$6,322,709.04

Date Ref No. 07/08/2025 1665	Type Payed	Account -Split-	Memo Paymei deposit	nt Deposit \$30,375.40
07/08/2025 1664	Journal	-Split-	DEPOSIT	\$443.15
07/16/2025 1680	Journal	-Split-	deposit	\$12,104.10
07/17/2025 1660	7	Calib	transfer for July	96
07/17/2025 1669	Journal	-Split-	payables \$180,805 approved by Board	.00
07/28/2025 1682	Journal	-Split-	transfer for July PR & benefits	.00
07/28/2025 1689	Journal	-Split-	DEPOSIT	\$44.00
07/28/2025 1690	Journal	-Split-	DEPOSIT	\$2,016.26
07/28/2025 1692	Journal	-Split-	DEPOSIT	\$428.49
07/29/2025 1693	Journal	-Split-	DEPOSIT	\$912.00
07/31/2025 INTERES	T Deposit	420.1 INTEREST INCOME:Ban Acct	Interest k Earned	\$23,196.35

Cass Co Public Library ナルレリ ス0ス5 141 PAYABLES ACCOUNT Ending Balance: \$8,412.52

Date	Ref No.	Туре	Payee	Account	Memo	Payment	Deposit
07/03/2025		Journal		-Split-	transfer to OPEN NEW PAYABLES ACCOUNT		\$5,000.00
07/08/2025	1626	Journal	Countywide Disposal	-Split-	ADM TRASH	\$154.35	
07/08/2025	1630	Journal	Countywide Disposal	-F	PH TRASH	\$92.61	
07/08/2025	5 1631	Journal	GFL ENVIRONMENTAL	-Split-	Annex Trash- Incl 2 Xtra P/U	\$537.89	
07/08/2025	1632	Journal	EVERGY	-Split-	DR ELECTRIC	\$115.18	
07/08/2025				-Split-	GC ELECTRIC	\$230.64	
07/08/2025				-Split-	NRC ELECTRIC	\$734.25	
07/08/2025	5 1642	Journal	SPIRE	-Split-	DR GAS	\$60.77	
07/08/2025	5 1643	Journal	SPIRE	-Split-	GC GAS	\$60.77	
07/08/2025				-Split-	ANNEX GAS	\$71.76	
07/08/2025				-Split-	NRC GAS	\$61.77	
07/09/2025			DDEVEL DUDLIC	-Split-	DR WATER /SEWER	\$66.85	
07/09/2025	5 1660	Journal	CITY OF PLEASANT HILL	-Split-	PH WATER/SEWER	\$81.62	
07/09/2025	5 1661	Journal	SPIRE	-Split-	PH GAS	\$65.88	
07/16/202	5 7000	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$134.00	
07/16/202	5 7001	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	. mat service	\$535.02	
07/16/202	5 7002	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$924.26	
07/16/202	5 7003	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$496.65	
07/16/202	5 7004	Check	CANON FINANCIAL SERVICES, INC.	-Split-	copier lease	\$1,613.43	
07/16/202	5 7005	Check	CLARK & ENERSEN	698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location	services HA project	\$55,280.0	0
07/16/202	5 7006	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$211.00	
07/16/202	5 7007	'Check	DSWA CPA	660.1 PROFESSIONAL SERVICES:Audit Expenses	2024 audit	\$8,975.00	

07/16/2025 7008 Check EMC INSURANCE COMPANIES 652.1 INSURANCE & BONDS:PKG - LIAB, PROP, AUTO POLICY - pmt \$4,511.30 07/16/2025 7009 Check MIDWEST TAPE - DIGITAL (Hoopla) 677 ELECTRONIC DBASES digital content \$5,301.53 07/16/2025 7010 Check INGRAM LIBRARY SERVICES 670.1 BOOKS:ADULT materials \$9,147.40 07/16/2025 7011 Check JUNIOR LIBRARY GUILD 670.2 BOOKS:CHILDREN'S & Materials \$1,104.04 07/16/2025 7012 Check Associates Municipal Law LLC SERVICES:Attorney / Legal Fees statement \$1,892.00 07/16/2025 7013 Check LEGACY LAWNS -Split- mowing \$1,200.00 07/16/2025 7014 Check MIDWEST SUPPLY 609 Employee Assistance Program 3rd qtr 2025 \$484.72 07/16/2025 7016 Check MIDWEST SUPPLY SUPPLIES:BUILDING SUPPL	Deposit	Payment	Memo	Account	Payee	Type	Ref No.	Date
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07/16/2025 7010 Check SERVICES 670.1 BOOKS.ADOLT Intection \$3,247.16 07/16/2025 7011 Check JUNIOR LIBRARY GUILD 670.2 BOOKS:CHILDREN'S & YA materials \$1,104.04 07/16/2025 7012 Check Lauber and Law LLC 660.2 PROFESSIONAL ESERVICES:Attorney / Legal Law LLC statement \$1,892.00 07/16/2025 7013 Check LEGACY LAWNS -Split- Split- Split- Mowing \$1,200.00 07/16/2025 7014 Check LUCET 609 Employee Assistance Program 3rd qtr 2025 \$484.72 07/16/2025 7015 Check MIDWEST SUPPLY SUPPLIES:BUILDING SUPPLIES:BUILDING SUPPLIES:BUILDING SUPPLIES:BUILDING SUPPLIES bidg maint \$598.62 07/16/2025 7016 Check MIDWEST TAPE 673 MEDIA (AV) materials \$531.94 07/16/2025 7017 Check MISSOURI LIBRARY ASSOCIATION 651.23 PROFESSIONAL DEVELOPMENT: LIBRARY CONFERENCES MLA conferegist \$175.00 07/16/2025 7018 Check NAVIGATE Building Solutions 1MPROVEMENTS / CAPITAL PROJECTS: HA location HA facility \$3,932.00 07/16/2025 7019 Check OFFICE PRIDE CLEANING -Split-CLEANING Cleaning svc \$8,256.06 07/16/2025 7020 Check <t< td=""><td></td><td>\$5,301.53</td><td>digital content</td><td>677 ELECTRONIC DBASES</td><td></td><td>Check</td><td>25 7009</td><td>07/16/2025</td></t<>		\$5,301.53	digital content	677 ELECTRONIC DBASES		Check	25 7009	07/16/2025
07/16/2025 7011 Check GUILD YA Indexinas \$1,104.04 07/16/2025 7012 Check Lauber and Associates Municipal Law LLC 660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees statement \$1,892.00 07/16/2025 7013 Check LEGACY LAWNS -Split- mowing \$1,200.00 07/16/2025 7014 Check LUCET 609 Employee Assistance Program 3rd qtr 2025 \$484.72 07/16/2025 7015 Check MIDWEST SUPPLY 643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES:BUILDING SUPPLIES:BUILDING bldg maint \$598.62 07/16/2025 7016 Check MIDWEST TAPE 673 MEDIA (AV) materials \$531.94 07/16/2025 7017 Check MISSOURI LIBRARY ASSOCIATION 651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES MLA confregist \$175.00 07/16/2025 7018 Check NAVIGATE Building Solutions 698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location HA facility \$3,932.00 07/16/2025 7019 Check OFFICE PRIDE CLEANING -Split-Split-Split Cleaning svc \$8,256.06 07/16/2025 7020 Check OVERDRIVE 671 E-BOOKS & E-AUDIOBOOKS materials \$10,559.35 07/16/2025 7021 Check PAGE FREEZER 652.5		\$9,147.40	materials	670.1 BOOKS:ADULT) Check	25 7010	07/16/2025
07/16/2025 7012 Check Law LLC Law LLC Associates Municipal SERVICES:Attorney / Legal Law LLC statement \$1,892.00 07/16/2025 7013 Check LEGACY LAWNS -Split- mowing \$1,200.00 07/16/2025 7014 Check LUCET 609 Employee Assistance Program 643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES:BU		\$1,104.04	materials		-	. Check	25 7011	07/16/2025
07/16/2025 7014 Check LUCET 609 Employee Assistance Program 3rd qtr 2025 \$484.72 07/16/2025 7015 Check MIDWEST SUPPLY 643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES:BUILDING SUPPLIES:BUILDING SUPPLIES bldg maint \$598.62 07/16/2025 7016 Check MIDWEST TAPE 673 MEDIA (AV) materials \$531.94 07/16/2025 7017 Check ASSOCIATION ASSOCIATION MISSOURI LIBRARY ASSOCIATION CONFERENCES MILA conf regist \$175.00 07/16/2025 7018 Check OFFICE PRIDE CLEANING Solutions 698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA location HA facility \$3,932.00 07/16/2025 7019 Check OFFICE PRIDE CLEANING -Split-Spli			statement	SERVICES:Attorney / Legal	Associates Municipal	2 Check	25 7012	07/16/202
07/16/2025 7014 Check LUCE1 Program Std qtl 2023 \$404.72 07/16/2025 7015 Check MIDWEST SUPPLY 643.2 LIB & OFFICE SUPPLIES: BUILDING SUPPLIES: BUILDING SUPPLIES: BUILDING SUPPLIES bldg maint \$598.62 07/16/2025 7016 Check MIDWEST TAPE 673 MEDIA (AV) materials \$531.94 07/16/2025 7017 Check MISSOURI LIBRARY ASSOCIATION DEVELOPMENT: LIBRARY CONFERENCES MLA conferegist \$175.00 07/16/2025 7018 Check NAVIGATE Building Solutions 698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS: HA location HA facility \$3,932.00 07/16/2025 7019 Check OFFICE PRIDE CLEANING -Split-Sp		\$1,200.00	mowing	-Split-	LEGACY LAWNS	3 Check	25 7013	07/16/202
07/16/2025 7015 CheckMIDWEST SUPPLY SUPPLIES: SUPPLIESSUPPLIES: SUPPLIESbldg maint 		\$484.72	3rd qtr 2025		LUCET	1 Check	25 7014	07/16/202
07/16/2025 7017 Check MISSOURI LIBRARY ASSOCIATION 651.23 PROFESSIONAL DEVELOPMENT: LIBRARY CONFERENCES 07/16/2025 7018 Check NAVIGATE Building Solutions Solutions PROJECTS: HA location 698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS: HA location 97/16/2025 7019 Check CLEANING -Split- cleaning svc \$8,256.06 07/16/2025 7020 Check OVERDRIVE 671 E-BOOKS & E-AUDIOBOOKS 652.5 INSURANCE & BONDS: INS - Compliance 93,267.20		\$598.62	bldg maint	SUPPLIES:BUILDING	MIDWEST SUPPLY	5 Check)25 7015	07/16/202
07/16/2025 7017 CheckMISSOURI LIBRARY ASSOCIATIONDEVELOPMENT:LIBRARY CONFERENCESMICA Conferences\$175.0007/16/2025 7018 CheckNAVIGATE Building Solutions698.4 BRANCH IMPROVEMENTS / CAPITAL PROJECTS:HA locationHA facility\$3,932.0007/16/2025 7019 CheckOFFICE PRIDE CLEANING-Split-Sp		\$531.94	materials	673 MEDIA (AV)	MIDWEST TAPE	5 Check	25 7016	07/16/202
07/16/2025 7018 Check NAVIGATE Building Solutions IMPROVEMENTS / CAPITAL PROJECTS: HA location HA facility \$3,932.00 07/16/2025 7019 Check OFFICE PRIDE CLEANING -Split- cleaning svc \$8,256.06 07/16/2025 7020 Check OVERDRIVE 671 E-BOOKS & E-AUDIOBOOKS materials \$10,559.35 07/16/2025 7021 Check PAGE FREEZER 652.5 INSURANCE & BONDS:INS - Compliance annual fee \$3,267.20		\$175.00		DEVELOPMENT:LIBRARY		7 Check)25 7017	07/16/202
07/16/2025 7019 Check CLEANING -Split- Cleaning svc \$8,230.00 07/16/2025 7020 Check OVERDRIVE 671 E-BOOKS & E-AUDIOBOOKS materials \$10,559.35 07/16/2025 7021 Check PAGE FREEZER 652.5 INSURANCE & BONDS:INS - Compliance annual fee \$3,267.20		\$3,932.00	HA facility	IMPROVEMENTS / CAPITAL	_	3 Check)25 7018	07/16/202
07/16/2025 7020 Check OVERDRIVE AUDIOBOOKS materials \$10,359.35 07/16/2025 7021 Check PAGE FREEZER 652.5 INSURANCE & BONDS:INS - Compliance annual fee \$3,267.20		\$8,256.06	cleaning svc	-Split-		9 Check)25 7019	07/16/202
07/16/2025 7021 Check PAGE FREEZER BONDS:INS - Compliance \$3,267.20		\$10,559.35	materials	• • • • • • • • • • • • • • • • • • • •	OVERDRIVE	O Check)25 7020	07/16/202
Ancoctn/		\$3,267.20			PAGE FREEZER	1 Check)25 702:	07/16/202
PROQUEST 07/16/2025 7022 Check INFORMATION AND 677 ELECTRONIC DBASES LEARNING Ancestry annual fee (split with Endow)		\$2,582.11	(split with	677 ELECTRONIC DBASES	INFORMATION AND	2 Check	025 702	07/16/202
07/16/2025 7023 Check QUILL CORP -Split- supplies \$539.48		\$539.48	supplies	-Split-	QUILL CORP	3 Check	025 702	07/16/202
643.1 LIB & OFFICE 07/16/2025 7024 Check SHELTON PRINTING SUPPLIES:LIB PROCESSING supplies \$230.39 SUPPLIES		\$230.39	supplies	SUPPLIES:LIB PROCESSING	SHELTON PRINTING	4 Check	025 702	07/16/202
07/16/2025 7025 Check SUMNER ONE 649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE copier usage \$529.63		\$529.63	E copier usage	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANC	SUMNER ONE	5 Check	025 702	07/16/202
07/16/2025 7026 Check ULINE 643.34 LIB & OFFICE supplies \$199.72 SUPPLIES:Supplies-MISC		\$199.72	supplies		ULINE	6 Check	025 702	07/16/202
UNIQUE 07/16/2025 7027 Check MANAGEMENT SVCS 660.3 PROFESSIONAL collection svc \$113.30		\$113.30	collection svc		MANAGEMENT	7 Check	025 702	07/16/202
07/16/2025 7028 Check Cape Girardeau 670.1 BOOKS:ADULT materials \$60.00		\$60.00	materials	670.1 BOOKS:ADULT	Public Library	8 Check	025 702	07/16/202
07/16/2025 7029 Check TRAILS REGIONAL 670.1 BOOKS:ADULT materials \$24.99 LIBRARY		\$24.99	materials	670.1 BOOKS:ADULT		9 Check	025 702	07/16/202

Date	Ref No.	Туре	Payee	Account	Memo	Payment	Deposit
07/16/2025	7030	Check	AG CITY HOLDING COMPANY, LLC	Chlit-	AUG '25 rent - AR	\$1,608.62	
07/16/2025	7031	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	DR	\$1,003.85	
07/16/2025	7032	Check	SHANNON O. LESLIE	EAN 2 DENITICISTAGE CITY	AUG '25 rent - GC	\$950.00	
07/16/2025	7033	Check	CASS COUNTY INFORMATION CENTER	EAN A DENITION AND	AUG '25 oper fee - HA	\$9,127.30	
07/16/2025	7034	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	AUG '25 rent - NRC	\$15,910.97	
07/16/2025	7035	Check	ALLIED PRODUCTS	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	program	\$50.00	
07/16/2025	7036	Check	AMY MCVEY	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$150.00	
07/16/2025	7037	Check	Andrea Wheeler	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$100.00	
07/16/2025	7038	Check	BRAD SMITH	679.4 GRANTS:2024 MACAA Ghost Light	program	\$75.00	
07/16/2025	7039	Check	EXOTICS R US	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	program	\$350.00	
07/16/2025	5 7040	Check	PEGGY YOAKUM	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$50.00	
07/16/2025	5 7041	. Check	CITY OF PLEASANT HILL	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	program	\$335.00	
07/16/2025	7042	Check	PRISCILLA HOWE	-Split-	program	\$632.00	
07/16/2025	5 7043	3 Check	WINGS OF LOVE	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$637.50	
07/16/2025	5 7044	l Check	ACHALA TIWARI	-Split-	reimbursement	\$68.96	
07/16/202	5 7045	5 Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$70.00	
07/16/202	5 7046	5 Check	JOYCE WEBB	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$21.00	
07/16/202	5 7047	7 Check	SHANNON JULIEN	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	reimbursement	\$384.41	
07/16/202	5 7048	3 Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE			
			JANA RIGGS	-Split-	reimbursemen		
07/16/202	5 7050	O Check	COMMERCE BANK - COMMERCIAL	-Split-	statement	\$11,310.53	

Date	Ref No. Type	Payee	Account	Memo	Payment	Deposit
		CARDS				
07/16/2025	5 7051 Check	WALMART COMMUNITY/Capital One	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	statement	\$6.65	
07/16/2025	7052 Check	MO. VOCATIONAL ENTERPRISES	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	supplies	\$77.00	
07/17/2025	5 1669 Journa	I	-Split-	transfer for July payables approved by Board		\$180,805.86

Cass Co Public Library JULY 2025 120 PAYROLL ACCT - COMMUNITY BANK Ending Balance: \$327,858.04

Date	Ref No.	Туре	Payee	Account	Memo	Payment	Deposit
07/01/2025	1654	Journal	PRINCIPAL INS	-Split-	July '25 coverage	\$1,256.19	
07/01/2025	1656	Journal	AFLAC	-Split-	June '25 coverage	\$2,133.72	
07/01/2025	1662	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	July '25 coverage	\$21,687.36	
07/03/2025	1641	Journal		-Split-	PR 7/03/25	\$21,116.90	
07/03/2025	1641	Journal		-Split-	PR 7/03/25 JUNE '25	\$70,767.50	\$
07/11/2025	1667	Journal	LAGERS	-Split-	contributions 2 x PR	\$27,614.97	
07/16/2025	419	Check	Blitt and Gaines, P.C.	209 EMPLOYEE INCOME WITHHOLDING	order omt	\$49.84	
07/18/2025	1668	Journal		-Split-	PR 7/18/25	\$20,646.04	
07/18/2025	1668	Journal		-Split-	PR 7/18/25 pay ADP	\$68,609.05	
07/23/2025	1681	Journal	ADP, INC.	-Split-	invoice online	\$2,637.05	
07/28/2025	5 1682	Journa	I	-Split-	transfer for July PR & benefits		\$328,900.00
07/31/2025	5 1691	Journal	1	-Split-	PR 08/01/25	\$20,087.60	
07/31/2025	5 1691	Journa	I	-Split-	PR 08/01/25	\$66,504.38	

Cass Co Public Library JULU 2025 137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance: \$15,996.96

Date	Ref No.	Туре	Payee	Account	Memo	Payment	Deposit
07/16/2025	1796	Check	PROQUEST INFORMATION AND LEARNING	870.55 PURCHASES- BOOKS- ENDOWMENT:DATABASES	Ancestry annual fee (split with Gen Oper)	\$2,582.12	
07/31/2025	INTEREST	T Deposit	t	820 INTEREST INCOME- ENDOWMENT	Interest Earned		\$63.60

Cass Co Public Library July 2025 102 PETTY CASH ACCOUNT - COMMERCE Ending Balance: \$1,888.51

Date	Ref No.	Туре	Payee Account	Memo	Payment Deposit
07/31/2025	1694	Journal	-Split-	cred card pmts - July	\$447.47

Cass Co Public Library

JULY 2025

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$14,211.68

Date		Туре	Payee	Account	Memo	Payment Deposit
07/01/2025	1627	Journal	GFL ENVIRONMENTAL	-Split-	NRC TRASH	\$83.50
07/01/2025			260 Degument	-Split-	ALL VOIP SYSTEM	\$1,224.95
07/01/2025	1629	Journal	SHRED-IT	-Split-	HA & NRC SHREDDING	\$257.78
07/01/2025	1635	Journal	EVERGY	-Split-	PH ELECTRIC	\$1,105.57

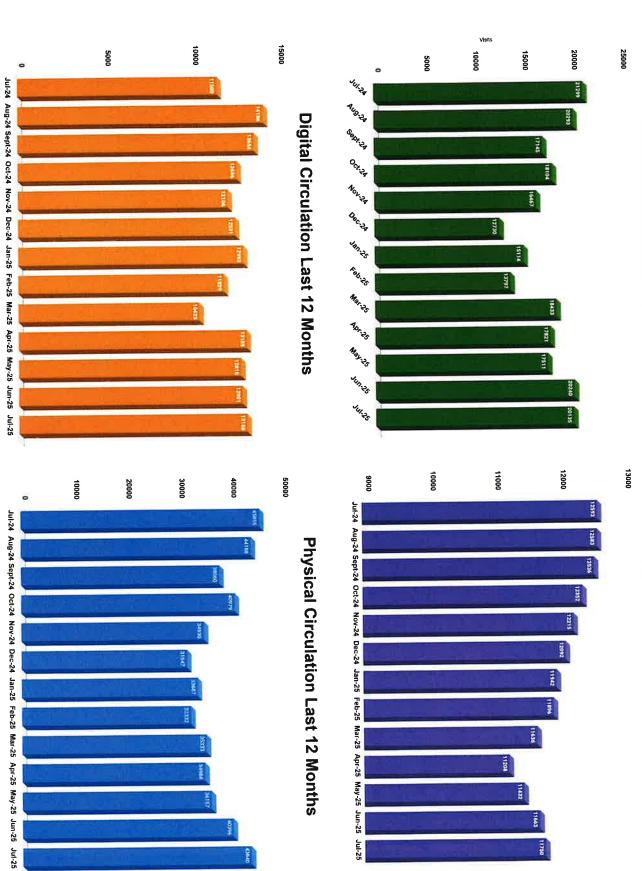
July = STARTED USING NEW "PAYABLES" Acct to pay Utilities

Cass Co Public Library July 2025 108 DONATIONS ACCT - COMMERCE Ending Balance: \$26,490.70

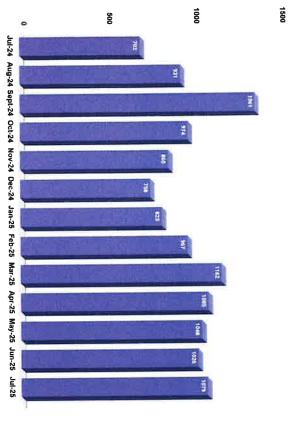
Date	Ref No.	Туре	Payee	Account	Memo	Payment Deposit
07/01/2025	1666	Journal		-Split-	deposit	\$100.00
07/16/2025	1490	Check	COMMERCE BANK	644.21 PROGRAMMING FROM DONATIONS:AR - FROM DONATIONS	statement	\$16.95
07/16/2025	1491	Check	LAURA LONG	644.25 PROGRAMMING FROM DONATIONS:PH - FROM DONATIONS	reimbursement	\$40.00
07/16/2025	5 1492	Check	YOU MATTER ARCHIE	644.21 PROGRAMMING FROM DONATIONS:AR - FROM DONATIONS		\$50.00

Branch Visits Last 12 Months

Active Patrons Last 12 Months

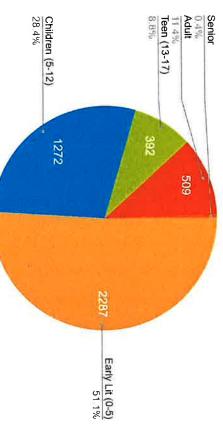


WiFi Usage Last 12 Months

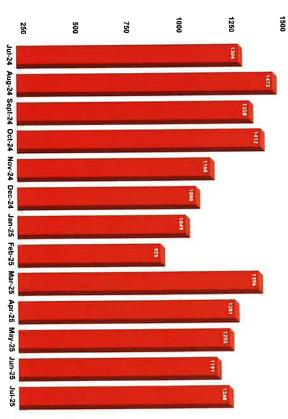


On-Site Program Attendance - July 2025

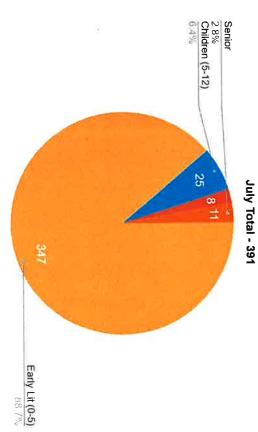




Computer Usage Last 12 Months



Off-Site Program Attendance - July 2025



August 2025 Board Packet Notes

Tax Levy Vote

Property tax revenue is the Library's primary source of income and serves as the foundation for the annual operating budget. Each year, the Board is required to approve a tax levy rate, calculated based on the current assessed valuations and in accordance with Missouri law.

Under the Hancock Amendment, taxing jurisdictions such as libraries, school districts, and fire districts are limited in how much revenue they can collect from property taxes each year. Revenue growth is capped at the rate of inflation, as calculated annually by the State Tax Commission, or 5%, whichever is lower. When assessed property values increase at a higher rate than inflation, taxing entities are required to roll back their levies to remain in compliance. This year, assessed valuation in Cass County increased by approximately 11%, which triggered a reduction in the Library's tax rate from \$0.2420 to \$0.2281 per \$100 of assessed valuation.

The proposed rate is expected to generate approximately \$6,122,161 in revenue. While this is an increase over 2025, the Library will not see the full benefit of the growth in assessed value due to the required rollback. Additionally, the impact of the senior citizen property tax freeze on collections remains uncertain, and reduced revenue is anticipated once it takes effect.

To maintain stable funding and continue advancing the goals in our Strategic Plan and Capital Improvement Plan, I recommend the Board levy the full allowable rate of \$0.2281 per \$100 of assessed valuation. This vote should occur prior to the bond financing discussion and vote, regardless of the agenda order, because the financing projections are tied to the tax levy amount and those projections are based on the recommended allowable levy of \$0.2281.

Resolution to Authorize the Sale of Bonds

Michael Short of Stifel and Rick McConnell of Kutak Rock will be present to review the final terms of the bond financing and answer questions. Your packet includes the resolution, Stifel's financing recommendation memo, and amortization tables for four options. This resolution authorizes the delivery of the Series 2025 Certificates of Participation and approves related documents and actions necessary to proceed. Everything approved by the resolution is available for review and can be provided to you by email upon request. Board approval is required to proceed with the financing plan for the Harrisonville/Administration relocation project.

Policy Updates

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

- 501 Accountability: Clarifies expectations for compliance, insubordination, and grievance procedures.
- 502 Confidential Records: Updates language to align with previously approved policy revisions regarding the confidentiality of information and records, reinforcing standards and proper handling of sensitive information.
- 503 Outside Employment: Clarifies rules on conflicts of interest and unauthorized use of Library resources.

August 2025 Board Packet Notes

- 507 Work From Home: Retitled Remote Work to reflect a more modern approach. Emphasizes that remote work is uncommon and only permitted under clearly defined conditions with prior approval.
- 508 Meals and Breaks: Defines break entitlements by shift length and reinforces scheduling and compliance with legal requirements.
- 510 Visitors: Clarifies rules for staff visitors and reinforces professional boundaries and safety
- 511 Phone Use: Modernizes policy to reflect current phone use habits and privacy standards.
- 514 Equipment Use: Updates reflect modern technology, security expectations, and responsible use of Library property.

Policies 504 Cybersecurity and 509 Mother's Rights were reviewed with no changes recommended.

August 13, 2025

NOTICE OF PUBLIC HEARING

A public hearing will be held at 4:45 pm on August 20, 2025, at the Harrisonville Library Meeting Room, 400 E. Mechanic St., Harrisonville, MO, 64701 at which citizens may be heard on the property tax rate proposed to be set by the Cass County Public Library, a political subdivision.

The tax rate shall be set to produce the revenues, which the budget for the fiscal year beginning January I, 2026, shows to be required from the property tax. The rate conforms to the tax rate ceiling pursuant to RSMo 137.073.3 or 137.115 (depending on year), as well as any rate revisions required by Article X, Section 22 of the Missouri State Constitution. Adjustments, which may be allowed because of recoupment provisions, as authorized by RSMo 137.073.4(3)(a) have not been shown because of property under protest or litigation. The Library may make further adjustments if allowed by recoupment based on computed rate pursuant to RSMo 137.073.

This notice has been posted at service locations of the Cass County Public Library for at least seven days prior to the hearing date in accordance with RSMo 67.110.

Assessed Valuation	2025	2026		
Real Estate	\$1,990,833,868	\$2,257,621,611		
Personal Property	\$467,965,518	\$481,568,075		
Total	\$2,458,799,386	\$2,739,189,686		
New Construction &	\$47,307,109	\$55,208,385		
			\$ Difference	% Difference
Adjusted Valuation	\$2,411,492,277	\$2,683,981,301	+\$272,489,024	+11.2996%
Proposed Tax Rate	\$0.2420	\$0.2281	- \$0.0139	- 5.7438%
Tax Revenue	\$5,835,810	\$6,122,161	+\$286,351	+4.9068%
	Budgeted	Anticipated		

The proposed tax rate of \$0.2281 per \$100 of assessed valuation will generate approximately \$6,122,161 in revenue.

Submitted by: Robin Hudson, Library Director

Cass County Public Library 400 East Mechanic Street Harrisonville, MO 64701

(816) 380-4600



Scott Fitzpatrick Missouri State Auditor

MEMORANDUM

July 30, 2025

TO:

10-019-0001 Cass County Public Library District

RE:

Setting of 2025 Property Tax Rates

The following are the tax rate computational forms that have been reviewed. Please follow the steps below to complete the process of setting your 2025 Property Tax Rate(s).

- 1. Lines G BB on the Summary Page should be completed to show the actual tax rate(s) to levy.
- 2. Please sign and date the Summary Page.
- 3. Please submit the <u>finalized</u> tax rate forms ready for certification to the County Clerk of each county that your political subdivision resides in. The County Clerk must also sign the Summary Page and indicate the proposed tax rate to be entered on the tax books before submitting rate(s) to the State Auditor's Office for final review and certification.

If the attached calculation differs from the questionnaire submitted for review, please review the following line items for the reason(s) for the difference.

Form A, Line 2b - New Construction & Improvements - Personal Property

Section 137.073.4, RSMo, states that the aggregate increase in valuation of personal property for the current year over that of the previous year is the equivalent of the new construction and improvements factor for personal property.

Form A, Line 5 - Prior Year Assessed Valuation

If the 2025 questionnaire has a different amount on Form A, Line 5 than was previously submitted, we had to revise the 2024 calculation for this change. The revised 2024 tax rate ceiling is listed on the 2025 Summary Page, Line A. Your primary County Clerk should forward a copy of the revised 2024 calculation; please keep this form for your files.

(SCHOOL DISTRICTS ONLY) Form A, Line 14

We revised the information the school district submitted on Line 14 to the amount computed by the Department of Elementary and Secondary Education (DESE).

If you have any questions about the enclosed forms, please contact the local government section at (573-751-4213.)

(2025)

PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED



Summary Page

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Cass County Public Library District	10-019-0001	General Revenue		
Name of Political Subdivision	Political Subdivision Code	Purpose of Levy		

The final version of this form MUST be sent to the county clerk.

this bdiv	s page takes into consideration vision wishes to no longer use	nnmary Page is available from prior year forms, or n any voluntary reduction(s) taken in previous eve the lowered tax rate ceiling to calculate its tax rat g its action prior to setting and certifying its tax ra be allowed had there been no previous voluntary r	n numbered year(s). If in an one of the can hold a public hearing te. The information in the Inf	g and pass a resolution, a poli- formational Data, at the end o	cy	For Political Subdivision Use in Calculating its Tax Rate
•	taken in a non-reassessme	iling as defined in Chapter 137, RSMo, revent year (Prior year Summary Page, Line F man, Line F in even numbered year)	ised if the prior year data ninus Line H in odd numb	changed or a voluntary rec ered year or	luction was	0.2420
•	Current year rate cor Section 137.073, RSMo,	nputed pursuant to Article X, Section 22, o if no voter approved increase (Form A, Line	f the Missouri Constitutio 18)	on and		0.2281
	Amount of rate incres	ase authorized by voters for current you, Line 7)	ear			
١,	Rate to compare to m (Line B if no election, oth	aximum authorized levy to determine nerwise Line C)	tax rate ceiling	200		0.2281
	Maximum authorized	l levy the most recent voter approved rate	te			0.2585
	Current year tax rate Political subdivisions t	e ceiling maximum legal rate to comply ax rate (Lower of Line D or E)	with Missouri laws			0.2281
		x reduction taken from tax rate ceiling				
r2.	Less 20% required renon-binding tax rate	eduction 1st class charter county polit to the county(ies) taken from tax rate co	ical subdivision NOT eiling (Line F)	submitting an estimat	ed	
	Less voluntary reduction WARNING: A voluntary	tion by political subdivision taken from reduction taken in an even numbered year v	n the tax rate ceiling (L will lower the tax rate ceil	ine F) ing for the following year.		
	Plus allowable recoup	pment rate added to tax rate ceiling (Lin	ne F) If applicable, attach	Form G or H.		
	Tax rate to be levied	(Line F - Line G1 - Line G2 - Line H + Line	: I)			
		debt service, if applicable (Form C, Line				
В.	Additional special pupurpose)	rpose rate authorized by voters after the	ne prior year tax rates wer	e set. (Form B, Line 7 if a	different	
- ler	ctification					
th	e undersigned,	(Office) of				itical Subdivision)
;vy	ing a rate in	(County(ie	es)) do hereby certify the	nat the data set forth abo	ove and on th	e
		and accurate to the best of my knowled				
lea	se complete Line G th	rough BB, sign this form, and return	to the county clerk(s)	for final certification.		
	(Date)	(Signature)	(Print N	Vame)	(Tele	phone)
P	roposed rate to be ento	ered on tax books by county clerk				
ba	ased on certification fo	om the political subdivision: Lines	1	AA	BB	
Se	ection 137.073.7 RSMo complied with the forego	, states that no tax rate shall be extended ing provisions of this section.	i on the tax rolls by the	county clerk unless the	political sub	odivision has
			9			
	(Date)	(County Clerk's Signature)	(Cou	nty)	(Tele	ephone)

PRO FORMA - STATE AUDITOR'S REVIEW OF DATA SUBMITTED

7/30/2025

(2025)

Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

188068	Cass County Public Lib	rary District	10-01	9-0001	General Re	venue	
	Name of Political Subd	ivision	Politic	cal Subdivision Code	Purpose of	Levy	<u></u>
	The final version of th	is form MU	ST be sent to	the county clerk.			
	Computation of reasses	sment growtl	and rate for	compliance with Article X	K, Section 22, a	nd Section 13	7.073, RSMo.
. (2025) Cv	ırrent year assessed valu	ation					
	e current state and locally coard of equalization.	assessed val	uation obtaine	d from the county clerk,	county assessor	r, or comparat	le office finalized by
(a)	2,257,621,611	+	(b)	481,56	68,075	=. <u></u>	2,739,189,686
	(Real Estate)	*		(Personal Property)			(Total)
2. Assessed	valuation of new constru	action & imp	provements				
2(a) - Obt	ained from the county cle	rk or county	assessor				
2(b) - incr	rease in personal property	use the form	ıula listed und	er Line 2(b)			
(a)	41,554,226	+	(b)	13,65	54,159	=	55,208,385
	(Real Estate)	•0		$2 \cdot 1(b) - 3(b) - 5(b) + 6(b)$ Line 2b is negative, enter			(Total)
	value of newly added tentrom the county clerk or c		or				
(a)	0	+	(b)		0	=	0
	(Real Estate)			(Personal Property)			(Total)
	current year assessed votal - Line 2 total - Line 3					4	2,683,981,301
5. (2024) Pr	ior year assessed valuat	ion					
the local b	rior year state and locally board of equalization.				(2)		
NOTE: If prior year	this is different than the attack rate ceiling. Enter the	revised prio	r year tax rate	ceiling on this year's Sun	nmary Page, Li	tax rate formine A.	8
(a)		+	(b)		65,518	_	2,458,799,386
	(Real Estate)			(Personal Property)			(Total)
	value of newly separate from the county clerk or c		or				
(a)) (+	(b)		0		0
	(Real Estate)			(Personal Property)			(Total)
	value of property locally from the county clerk or c			out state assessed in curr	cent year		
	28,690) +	(b)		51,602	= _	80,292
(a)			-	(Damanal Damanty)			(FFI + 1)
(a)	(Real Estate)			(Personal Property)			(Total)
8. Adjusted	(Real Estate) I prior year assessed valuatal - Line 6 total - Line 7			(Personal Property)			(Total) 2,458,719,094

(2025)

Form A

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

General Revenue 10-019-0001 Cass County Public Library District Purpose of Levy Political Subdivision Code Name of Political Subdivision

The final version of this form MUST be sent to the county clerk.

Computation of reassessment growth and rate for compliance with Article X, Section 22, and Section 137.073, RSMo.

Computation of reassessment growth and rate for computation with firster 12, 200 and 12, 2	
information on this page takes into consideration any voluntary reduction(s) taken in previous even numbered year(s). If in an even numbered year, the political subdivision wishes to no longer use the lowered tax rate ceiling to calculate its tax rate, it can hold a public hearing and pass a esolution, a policy statement, or an ordinance justifying its action prior to setting and certifying its tax rate. The information in the Informational Data, at the end of these forms, provides the rate that would be allowed had there been no previous voluntary reduction(s) taken in an even numbered year(s).	For Political Subdivision Use in Calculating its Tax Rate
 Percentage increase in adjusted valuation of existing property in the current year over the prior year's assessed valuation (Line 4 - Line 8 / Line 8 x 100) 	9.1618%
10. Increase in Consumer Price Index (CPI) certified by the State Tax Commission	2.9000%
11. Adjusted prior year assessed valuation (Line 8)	2,458,719,094
12. (2024) Tax rate ceiling from prior year	
(Summary Page, Line A)	0.2420
 Maximum prior year adjusted revenue from property that existed in both years (Line 11 x Line 12 / 100) 	5,950,100
14. Permitted reassessment revenue growth The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10) or 5%. A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0 or more than 5%.	2.9000%
15. Additional revenue permitted (Line 13 x Line 14)	172,553
16. Total revenue permitted in current year * from property that existed in both years (Line 13 + Line 15)	6,122,653
17. Adjusted current year assessed valuation (Line 4)	2,683,981,301
18. Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo (Line 16 / Line 17 x 100)	
Round a fraction to the nearest one/one hundreth of a cent. Enter this rate on the Summary Page, Line B	0.2281

^{*} To compute the total property tax revenues billed for the current year (including revenues from all new construction and improvements and annexed property), multiply Line 1 by the rate on Line 18 and divide by 100. The property tax revenues billed would be used in estimating budgeted revenues.

070

PKU FURMA - STATE AUDITUR'S KEVIEW OF DATA SUBMITTED

7/30/2025

(2025)

Informational Data

For Political Subdivisions Other Than School Districts Levying a Single Rate on All Property

Cass County Public Library District

10-019-0001

Name of Political Subdivision

Political Subdivision Code

Purpose of Levy

Based on Prior is page shows the information that would have been on the line items for the Summary Page, Form A, and/or Form B had no voluntary reduction(s) en taken in prior even numbered year(s). The information on this page should not be used in the current year unless the taxing authority wishes to Year Tax Rate verse any voluntary reduction(s) taken in prior even numbered year(s) and follows the following steps in an even numbered year. Ceiling as if No The governing body should hold a public hearing and adopt a resolution, a policy statement, or an ordinance justifying its action prior to setting Voluntary Reductions and certifying its tax rate. Submit a copy of the resolution, policy statement, or ordinance to the State Auditor's Office for review. were Taken 3p 2 **Informational Summary Page** 0.2420 A. Prior year tax rate ceiling (Prior year Informational Summary Page, Line F) 0.2281 Current year rate computed (Informational Form A, Line 18 below) Amount of increase authorized by voters for current year (Informational Form B, Line 7 below) Rate to compare to maximum authorized levy 0.2281 (Line B if no election, otherwise Line C) 0.2585 Maximum authorized levy most recent voter approved rate Tax rate ceiling if no voluntary reductions were taken in a prior even numbered year 0.2281 (Lower of Line D or E) Informational Form A 9. Percentage increase in adjusted valuation (Form A, Line 4 - Line 8 / Line 8 x 100) 9.1618% 2.9000% Increase in Consumer Price Index (CPI) certified by the State Tax Commission 2,458,719,094 Adjusted prior year assessed valuation (Form A, Line 8) 0.2420 (2024) Tax rate ceiling from prior year (Informational Summary Page, Line A from above) 5,950,100 3. Maximum prior year adjusted revenue from property that existed in both years (Line 11 x Line 12 / 100) 4. Permitted reassessment revenue growth The percentage entered on Line 14 should be the lower of the actual growth (Line 9), the CPI (Line 10), or 5%. A negative figure on Line 9 is treated as a 0 for Line 14 purposes. Do not enter less than 0, nor more than 5%. 2.9000% 172,553 5. Additional reassessment revenue permitted (Line 13 x Line 14) Total revenue permitted in current year from property that existed in both years (Line 13 + Line 15) 6,122,653 2,683,981,301 Adjusted current year assessed valuation (Form A, Line 4) 8. Maximum tax rate permitted by Article X, Section 22, and Section 137.073, RSMo, if no voluntary reduction 0.2281 was taken (Line 16 / Line 17 x 100) **Informational Form B** 6. Prior year tax rate ceiling to apply voter approved increase to (Informational Summary Page, Line A if increase to an existing rate, otherwise 0) 7. Voter approved increased tax rate to adjust (If an "increase of/by" ballot, Form B, Line 5a + Line 6, if an "increase to" ballot, Form B, Line 5b)

STIFEL

MEMORANDUM



To: Robin Hudson, Library Director

Leigh Hallenberg, Assistant Director

From: Michael Short, Managing Director

Conner Swanson, Assistant V.P.

Re: Bond Sizing

Date: August 13, 2025

In response to the discussion at the last board meeting which centered on the amount of reserves contribution to the project and the length of the financing, we developed the attached summary of options.

These options compare the impact of two levels of cash contributions and length of financing (20 versus 25 years) on the District's cash flow and reserve position.

After considering these various options, and discussing with staff other capital projects the district may have planned, we recommend proceeding with the option of contributing \$2 million to the project and financing it over 25 years. The following factors contributed to this recommendation:

- 1. The District is projected to have almost \$4.5 million in reserves at the end of this fiscal year;
- 2. Uncertainly surrounding external assessment and taxing issues argue for budget flexibility;
- 3. A financing period of 25 years is reasonable and standard for the asset being constructed;
- 4. A cash contribution of \$2 million will save the District approximately \$750,000 in interest costs over the borrowing period assuming the same financing period;

We will be prepared to discuss these thoughts and recommendations at the Board meting on the 20^{th} and answer questions the board may have.

D-LA	Available	\$7.7 Mill	Harrisonville	On Contributi	Fund	% of	Available	\$6.7 Mill	Harrisonville	Annual	Fund	ars % of
Debt Year	Revenue	Financing	Rent Savings	Surplus/Deficit	Balance	DS	Revenue	Financing	Rent Savings	Surplus/Deficit	Balance	DS
2025	Revenue	rmancing	ACTO STATE	30.003/02/02	4,005,310	730.6%					4,005,310	838.29
2025	507,298	548_237	-	(40,939)	3.005.310	547.5%	507,298	477,852		29,446	2,005,310	422.4%
2028	511.971	548,900		(36.929)	2,968,381	544.4%	511.971	474,781	72	37,190	2,042,500	427.9%
2028	521,410	545,275		(23,865)	2,944,516	539.0%	521,410	477,281	5	44,129	2,086,629	439.8%
2028	526,224	546,275	104,400	84,349	3,028,865	554.0%	526,224	474,406	104,400	156,218	2,242,847	471,0%
	535,949	546,775	104,400	93,574	3,122,439	571,1%	535,949	476,156	104,400	164,193	2,407,039	504.2%
2030	540.908	546,775	104,400	98,533	3.220,973	589.6%	540,908	477,406	104.400	167,902	2,574,941	538.5%
2031	550,926	546,275	104,400	109.051	3,330,024	605,3%	550,926	478,156	104,400	177,170	2,752,111	575.3%
2032	556,036	550,150	104,400	110,286	3,440,310	627.3%	556,036	478,406	104,400	182,029	2,934,141	613.6%
	566,356	548,400	104,400	122,356	3,562,666	652.3%	566,356	478,156	104,400	192,600	3,126,741	654.9%
2034	571.620	546,400	104,400	129.870	3,692,536	673.5%	571,620	477,406	104,400	198,614	3,325,355	698.4%
		548,275	104,400	138,377	3,830,914	697.0%	582,252	476,156	104,400	210,496	3,535,851	745,3%
2036	582,252	549,650	104,400	142,425	3,973,339	728.5%	587,675	474,406	104,400	217,669	3,753,520	786.8%
2037	587,675 598,628	545,400	104,400	157.628	4.130.967	757.2%	598,628	477,031	104,400	225,997	3,979,517	839.5%
2038		545,525	104,400	163.090	4.294.057	781.1%	604,215	474.031	104,400	234,583	4,214,100	886.4%
2039	604,215	549,775	104,400	170,124	4,464,181	814.4%	615,499	475,406	104,400	244,493	4,458,593	936,6%
2040	615,499	548,150	104,400	177,504	4,641,685	850.5%	621,254	476,031	104,400	249,623	4,708,216	989.3%
2041	621,254		104,400	191,504	4,833,189	882.7%	632,879	475,906	104,400	261,373	4,969,589	1046,29
2042	632,879	545,775	104,400	195,683	5,028,872	917.2%	638,808	475,031	104,400	268.177	5,237,765	1106.49
2043	638,808	547,525	104,400	206,909	5,235,781	955.4%	650,784	473,406	104,400	281,778	5,519,543	1159.89
2044	650,784	548,275	104,400	213,267	5,449,048	996.6%	656,892	475,906	104,400	285,386	5,804,929	1215.99
2045	656,892	548,025			5,675,902	1033.1%	669,230	477,406	104,400	296,223	6,101,152	1276.69
2046	669,230	546,775	104,400	226,855	5,906,424	1082.6%	675,522	477,906	104,400	302,016	6,403,168	1342.09
2047	675,522	549,400	104,400	247,032	6,153,457	1128.3%	688,232	477,144	104,400	315,489	6,718,657	1414.19
2048	688,232	545,600	104,400		6,407,212	1167.7%	694,715	475,106	104,400	324,009	7.042,665	1476.79
2049	694,715	545,359	104,400	253,755 263,500	6,670,712	1107.770	707,809	476,916	104,400	335,293	7,377,959	
2050	707,809	548,709 13,685,430	104,400	203,300	0,070,712		707,002	11,907,799				

% of	\$8.7 Million Project (\$2 Million Contribution) 20 Years Available \$6.7 Mill Harrisonville Annual Fund % of						\$8.7 Million Project (\$1 Million Contribution) 20 Years					
DS	Balance			\$6.7 Mill	Available	% of	Fund	Annual	Harrisonville	\$7.7 Mill	Available	Debt
756.5	4,005,310	Surplus/Deficit	Rent Savings	Financing	Revenue	DS	Balance	Surplus/Deficit	Rent Savings	Financing	Revenue	Year
379.6	2,005,310	(22.420)	-	-		658.2%	4,005,310		39.7		-	2025
377.1	1.989.031	(22,129)	*1	529,426	507,298	496.1%	3,005,310	(101,267)		608,565	507,298	2026
376.8		(16,279)	+5	528,250	511,971	478.6%	2,911,531	(93,779)		605,750	511,971	2027
394.3	1,982,941	(6,090)	+)	527,500	521,410	466.6%	2,824,566	(86,965)	7,91	608,375	521,410	2028
417.2	2,087,315	104,374	104,400	526,250	526,224	469.7%	2,849,815	25,249	104,400	605,375	526,224	2029
	2,198,289	110,974	104,400	529,375	535,949	474.7%	2,883,414	33,599	104,400	606,750	535,949	2030
438.2	2,316,723	118,433	104,400	526,875	540,908	481.1%	2,921,348	37,933	104,400	607,375	540,908	2031
465.4	2.443,299	126,576	104.400	528,750	550,926	489.7%	2,969,424	48,076	104,400	607,250	550,926	2032
490.6	2,578,735	135,436	104,400	525,000	556,036	500.0%	3,023,485	54,061	104,400	606,375	556,036	2033
518.3	2,723,866	145,131	104,400	525,625	566,356	508.8%	3,089,491	66,006	104,400	604,750	566,356	2034
542.8	2,874,386	150,520	104,400	525,500	571,620	523.0%	3,158,261	68,770	104,400	607,250	571,620	2035
574.6	3,031,539	157,152	104,400	529,500	582,252	536.0%	3.241,039	82,777	104,400	603,875	582,252	2036
603.2	3,195,989	164,450	104,400	527,625	587,675	550.7%	3,328,489	87,450	104,400	604.625	587,675	2037
640.2	3,369,142	173,153	104,400	529,875	598,628	563.7%	3,427,142	98,653	104,400	604,375	598,628	2038
674.2	3.551,507	182,365	104,400	526,250	604,215	582.6%	3,527,757	100,615	104.400	608,000	604,215	2039
711.6	3,744,656	193,149	104,400	526,750	615,499	600.1%	3,642,156	114,399	104,400	605,500	615,499	2040
744.7	3,944,060	199,404	104,400	526,250	621,254	619.6%	3,760,935	118,779	104,400	606.875	621,254	2041
788.0	4.151.714	207,654	104,400	529,625	632,879	642.2%	3.891.214	130,279	104,400	607,000	632.879	2041
827.3	4.368,047	216,333	104,400	526,875	638,808	667.5%	4:028,547	137,333	104,400	605.875	638,808	2043
870.5	4,595,231	227,184	104,400	528,000	650,784	691.2%	4,180,231	151,684	104,400	603,500	650,784	2044
	4,828,648	233,417	104,400	527,875	656,892		4,336,773	156.542	104,400	604,750	656,892	2045
	5,602,277	773,630	104,400		669,230		5.110.402	773,630	104,400	004,730	669,230	2045
	6,382,199	779,922	104,400	- 3	675,522		5,890,324	779,922	104,400		675,522	2046
	7,174,832	792,632	104,400		688,232		6,682,957	792.632	104,400		688.232	2047
	7,973,947	799,115	104,400	(3)	694,715		7,482,072	799,115	104,400	- :	694,715	
	8,786,156	812,209	104,400	300	707,809		8,294,281	812,209	104,400	:	707.809	2049



RESOLUTION NO. 082025

A RESOLUTION APPROVING THE DELIVERY OF CERTIFICATES OF PARTICIPATION SERIES 2025 (LIBRARY PROJECT), OF THE CASS COUNTY PUBLIC LIBRARY DISTRICT FOR THE PURPOSE OF PROVIDING FINANCING FOR LIBRARY FACILITIES FOR THE DISTRICT, AND AUTHORIZING AND APPROVING CERTAIN DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH.

WHEREAS, the Board of Trustees finds and determines that it is advantageous and in the best interests of Cass County Public Library District (the "District") that the District enter into certain transactions with BOKF, N.A., as trustee (the "Trustee") and others relating to the delivery of not to exceed \$8,700,000 principal amount of Cass County Public Library District, Certificates of Participation (Library Project), Series 2025 (the "Certificates"), for the purpose of providing for the financing of costs related to the design, construction, furnishing, equipping, acquisition and renovation of library facilities, together with related improvements (collectively, the "Project"); and

WHEREAS, in connection with the delivery of the Certificates, the Board of Trustees authorizes the execution of: (a) a Ground Lease (the "Ground Lease"), between the District and the Trustee, pursuant to which the District will lease certain real property of the District and the improvements thereon (the "Leased Property") to the Trustee; and (b) a Lease Purchase Agreement (the "Lease Purchase Agreement"), pursuant to which the Trustee will lease the Leased Property to the District on an annually renewable basis and the District will make rental payments to the Trustee for the financing of the Project; and

WHEREAS, the Board of Trustees desires to authorize certain other documents and actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF CASS COUNTY PUBLIC LIBRARY DISTRICT, AS FOLLOWS:

Section 1. Approval of Delivery of the Certificates. The District hereby approves the delivery of the Certificates for the purpose of providing for the financing of the costs related to the Project described herein and to pay the costs of issuing the Certificates, subject to the limits stated herein.

The Certificates (1) shall be delivered in a principal amount not to exceed \$8,700,000 (2) shall have a true interest cost not to exceed 5.50%, (3) shall have a final maturity not later than the year 2050, (4) shall have a weighted average maturity between 10.0 years and 18.0 years, (5) shall be subject to prepayment beginning not later than the year 2035, and (6) shall be sold to Raymond James & Associates, Inc. (the "Underwriter") with an Underwriter's discount not to exceed 0.475% of the proceeds of the Certificates.

The Certificates shall be issued and secured pursuant to the herein approved Indenture. The Certificates shall be in such denominations, shall be in such forms, shall be subject to prepayment prior to the stated payment dates thereof, shall have such other terms and provisions, and shall be executed and delivered in such manner subject to such provisions, covenants and agreements, as are set forth in the herein

approved Indenture and the herein approved Certificate Purchase Agreement, subject to the limits stated herein.

- **Section 2.** Authorization of Documents. The District is hereby authorized to enter into the following documents (the "District Documents"), in substantially the forms on file with the District, with such changes therein as shall be approved by the officers of the District executing such documents, such officers' signatures thereon being conclusive evidence of their approval thereof:
 - (a) Ground Lease between the District and the Trustee.
 - (b) Lease Purchase Agreement between the Trustee and the District.
 - (c) Continuing Disclosure Agreement (the "Continuing Disclosure Agreement"), between the District and BOKF, N.A., as Dissemination Agent.
 - (d) Certificate Purchase Agreement (the "Purchase Agreement"), between the District and the Underwriter, as purchaser of the Certificates.
 - (e) Indenture of Trust (the "Indenture") between the District and the Trustee.
 - (f) Tax Compliance Agreement (the "Tax Compliance Agreement") between the District and the Trustee.

The form of Tax-Exempt Financing Compliance Policy and Procedure presented to the Board of Trustees at this meeting is hereby approved.

In addition, if deemed in the best interest of the District by its officers executing the District Documents, the District is hereby authorized to enter into such documents as are necessary for the payments on the Certificates to be insured by a form of financial guaranty insurance policy, which shall include any corresponding changes to the District Documents.

- Section 3. Execution of Documents. The District is hereby authorized to enter into and the President and the Secretary of the Board of Trustees are hereby authorized and directed to execute and deliver, on behalf of the District, the District Documents and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution.
- Section 4. Preliminary Official Statement and Official Statement. The Board of Trustees hereby ratifies and approves the Preliminary Official Statement related to the Certificates, and the final Official Statement is hereby authorized and approved by supplementing, amending and completing the Preliminary Official Statement, with such changes and additions thereto as are necessary to conform to and describe the transaction. The President of the Board of Trustees are hereby authorized to execute the Official Statement as so supplemented, amended and completed. The Board of Trustees consents to the use and public distribution by the Underwriter of the Preliminary Official Statement and the final Official Statement in connection with the offering for sale of the Certificates. For the purpose of enabling the Underwriter to comply with the requirements of Rule 15c2-12 of the Securities and Exchange Commission (the "Rule"), the District hereby deems the Preliminary Official Statement to be "final" as of its date except for the omission of certain information permitted by the Rule.
- **Section 5. Reimbursement.** The District has previously made and expects to make capital expenditures after the date of the adoption of this Resolution in connection with the Project, and the District intends to reimburse itself for such expenditures with proceeds of the Certificates.

Section 6. No General Liability. The obligation of the District to make payments under the Lease Purchase Agreement is subject to annual appropriation and will constitute a current expense of the District. Neither the payments under the Lease Purchase Agreement nor the Indenture nor the Certificates will in any way be construed to be an indebtedness or liability of the District in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or liability by the District, nor will anything contained in the Lease Purchase Agreement, the Indenture or the Certificates constitute a pledge of the general tax revenues or funds of the District. All provisions of the Lease Purchase Agreement, the Indenture and the Certificates will be construed so as to give effect to such intent.

- **Section 7.** Bank Qualification of Certificates. The District designates the Certificates as "qualified tax-exempt obligations" under Internal Revenue Code § 365(b)(3), and with respect to this designation certifies as follows:
 - (1) the District reasonably anticipates that the amount of tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds) that will be issued by or on behalf of the District (and all subordinate entities of the District) during the calendar year that the Certificates is executed and delivered, including the Certificates, will not exceed \$10,000,000; and
 - (2) the District (including all subordinate entities thereof) will not issue tax-exempt obligations (other than private activity bonds that are not qualified 501(c)(3) bonds) during the calendar year that the Certificates are executed and delivered, including the Certificates, in an aggregate principal amount or aggregate issue price in excess of \$10,000,000, without first obtaining an opinion of special tax counsel that the designation of the Certificates as "qualified tax-exempt obligations" will not be adversely affected.

Section 8. Further Authority. The officers, agents and employees of the District, including each of the Board of Trustees, the President and the Secretary are authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in Resolution to carry out and perform the purposes of this Resolution, and to carry out, comply with and perform the duties of the District with respect to the District Documents and to make alterations, changes or additions in the foregoing agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve, and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 9. M.A.P. Filing Authorization. The District hereby authorizes special counsel to file the information required by Section 37.850 of the Revised Statutes of Missouri on the Missouri Accountability Portal website maintained by the State of Missouri Office of Administration.

Section 10. Effective Date. This Resolution shall take effect and be in full force immediately after its passage by the Board of Trustees.

[remainder of page intentionally left blank]

PASSED by the Board of Trustees this	day of, 2025.	
	By:	
ATTEST:		
Name: Lori Schneider		
Title: Secretary		

Equipment Use

To enable employees to more effectively and efficiently perform their job duties, Cass County Public Library provides, as appropriate, email, voicemail, and Internet access for employees to use access to computers, phones, email, voicemail, internet, and other electronic systems to support employees in performing their job duties. The email, voicemail, and Internet. These systems are Cass County Public Library property and, as such, should be used appropriately and professionally at all times. The same is true of . This expectation also applies to all Library-owned computers, desks, files, electronic storage, offices, lockers, and other Library property assigned to or used by any Library employee, on or off Library premises.

Employees should not have no any expectation of privacy in their use of Library provided equipment, email account, voicemail, and/or in their internet access, files, or physical storage. Any recordings, messages, or other communications on these systems are the exclusive property of Cass County Public Library. Cass County Public Library, in its sole discretion, may access an employee's email and voicemail and monitor their website access. reserves the right to monitor, access, and review these systems and records at any time to ensure compliance with Library policies.

All records and communications created, received, or stored on Library systems may be subject to disclosure under the Missouri Sunshine Law (Chapter 610, RSMo) unless exempt.

Employees are not allowed to install or delete programs on any Library computer without the permission of the Director and the Technology and Facilities Coordinator.

The use of Library-provided equipment, email, voicemail, or the internet access, electronic files, or physical storage, in any manner considered disruptive, offensive, illegal, and/or harmful to Cass County Public Library's reputation, or otherwise contrary to Cass County Public Library policies, is prohibited. Moreover, tThe use of unauthorized codes or passwords to gain access to another employee's email and/or voicemail communication is prohibited. provided, However, nothing in this policy shall limit Cass County Public the Library's retains the right to access an any employee's e-mail or voicemail accounts, when necessary, to ensure compliance with this policy. Any unauthorized use of email, voicemail, or the internet, electronic systems, or equipment may result in disciplinary action, up to and including termination of employment.

Employees have no expectation of privacy with regard to computers, internet, facility desks, lockers, and/or other storage devices provided to employees.

Employees are expected to protect Library equipment from damage, theft, or misuse. All Library-owned devices should be used and stored in a secure manner. Any loss, malfunction, or suspected security breach must be reported immediately to a supervisor, the Technology Coordinator, and the Director

Commented [1]: This update better reflects the range of tools provided and matches modern tech usage (e.g., tablets, shared drives, cloud services). Human resources

Commented [2]: Removed duplication Human resources

Commented [3]: This policy has been updated to clarify the scope of equipment use, reinforce consistent expectations for privacy and professionalism, and reflect modern technology practices. Updates include clearer language on personal use boundaries, security restrictions for personal devices, and streamlined enforcement language. These changes ensure that the Library's equipment is used responsibly and in alignment with current legal and operational standards. Human resources

Commented [4]: Added for clarity in the policy. This section clarifies that the Library is subject to the Missouri Sunshine Law (Chapter 610, RSMo), which requires public agencies to make most records available for public inspection upon request. This includes any records or communications created, received, or stored on Library systems, such as emails, documents, and other electronic files, unless a specific exemption under the law applies (e.g., confidential personnel records, security plans). The purpose of this provision is to ensure transparency in Library operations while also recognizing that certain records may be legally protected from disclosure.

Commented [5]: Included the director as well as the Technology Coordinator. Removed Facilities since that is now separate. Human resources

Commented [6]: Updated the language in this paragraph for consistency and clarify throughout the policy. This policy defines acceptable use of Library-provided technology and communication systems, prohibits unauthorized access to other employees' accounts, and affirms the Library's right to access these systems when necessary to ensure compliance, with violations subject to disciplinary action up to termination.

Human resources

Commented [7]: Removed duplication from second paragraph above. Human resources

Commented [8]: This section was introduced to clearly outline employee responsibility for the physical care and security of Library-owned equipment. As technology becomes increasingly mobile and integrated into library operations (e.g., laptops, tablets, hotspots), it is essential to explicitly state that employees must prevent damage, loss, or misuse—and report any issues immediately. This addition protects Library assets and supports a prompt response to potential security risks.

All use of Library systems must comply with the Library's Confidential Information Policy and any applicable federal or state laws governing data security and privacy. Employees must not share, copy, or remove confidential files without authorization.

Supervisors are responsible for ensuring that this policy is consistently enforced. Any violations will be addressed in accordance with the Library's disciplinary procedures. Serious or repeated misuse may result in disciplinary action, up to and including termination of employment.

Revised 1/25/2023

Commented [9]: This language reinforces that confidential data must be handled in accordance with Library policy and the law, especially when using electronic systems. With the increased use of shared drives, email, and cloud-based tools, there's a greater risk of accidental data breaches. This section aligns Policy 514 with Policy 502 (Confidential Records) and with state and federal regulations, ensuring employees understand that confidentiality applies equally to digital environments.

Commented [10]: To clarify who is responsible for enforcing this policy and what the consequences are for violations. Including this section makes expectations explicit and ensures supervisors are empowered to address misuse consistently. It also creates a link between behavior and accountability, supporting a fair and enforceable policy structure. Human resources

Phone Use

While the library Cass County Public Library understands the need for occasional personal phone calls or texts while at work due to emergencies or unusual circumstances, however, personal calls during the workday can interfere with employee productivity and be distracting to other employees or patrons.

Cell phones should be turned off or set to silent or vibrate mode during work hours. While at work, employees are expected to exercise discretion in using personal cell phones. Employees should make any personal calls during non-work time except in the case of emergency. Personal calls, texts, or other non-work phone use should be limited to breaks and meal periods, except in emergencies.

If a personal call does need to be made, or received, while "on the clock", during work time, it should be limited to only a few minutes, brief All personal calls must be made in the break room (or outside) to avoid distracting co-workers, and taken in the break room or outside, not in public or shared work areas. Repeated personal calls while "on the clock" are not allowed. In general, employees should avoid having people call them at work. Excessive or repeated personal phone use during work hours may result in disciplinary action.

Unless an emergency, personal phone calls and texts should be restricted to breaks and lunch breaks only. An employee who is expecting an emergency call or text should notify their supervisor in advance. If there is an unexpected emergency, the individual can call the employee on the library phone line.

A telephone call is a private communication. To maintain confidentiality, speakerphones should not be used unless the employee is in a private office.

Cass County Public Library will not be liable for the loss, theft, or damage of personal cell phones brought into the workplace.

Employees may not take pictures of any confidential library information, including patron records. Employees are prohibited from taking photos of confidential library information, including patron records or internal documents, using a cell phone or any device.

The use of a cell phone or similar electronic devices while driving to conduct Cass County Public Library business is dangerous. This includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, and checking phone messages.

If it is necessary to conduct library business while traveling in a vehicle, including being in slow or stopped traffic, employees must pull to the side of the road. If it is not possible to pull to the side of the road, employees should use their phone only if

Commented [Hr1]: Added Cass County Public Library instead of just referring to "the library " in the opening statement.

Commented [Hr2]: Modernized the language. The original wording referenced only calls, which doesn't reflect the way people primarily use phones today. The updated language includes texts and other non-work phone use (e.g., messaging apps or social media), making it more relevant to current workplace norms. The phrase "non-work time" was vague. The new version clearly defines acceptable times as breaks and meal periods, aligning with other policies on appropriate break use. The revision still discourages personal phone use during work but acknowledges realworld needs without sounding overly restrictive. It reinforces that emergency use is always permitted, but dayto-day use should be reasonable and limited to designated times. This change improves clarity, consistency with other policies, and better reflects how phone use occurs in today's work environment.

Commented [Hr3]: The updated language:

**Specifies that personal calls during work time must be brief and taken in a private or designated area, such as the break room or outside, to avoid disrupting coworkers or patrons.

**Reinforces that repeated or excessive personal phone use is not acceptable and may lead to disciplinary action.

**Removes outdated or overly casual phrases (e.g., "on the clock") in favor of more consistent, professional terminology.

Commented [Hr4]: Removed the first line as it was redundant.

Commented [Hr5]: The line was removed because it was redundant and overly specific in the context of the broader policy. The policy already allows for appropriate communication in emergencies without prescribing a single method (e.g., calling the library phone line). Removing it avoids implying that emergencies must be handled in only one way, al

Commented [Hr6]: Included not only loss, but added theft or damage to remove CCPL of liability for someone's cell phone.

Commented [Hr7]: Strengthened the language overall. The phrase "may not" was replaced with "are prohibited from" to convey a firmer, more enforceable rule, especially regarding privacy-sensitive material.

The new wording includes "internal documents" to cover a

wider range of confidential materials beyond patron records (e.g., HR files, financial data, staff communications). [... [2]

Commented [Hr8]: Updated the wording throughout the paragraph. This update strengthens our vehicle safety policy by aligning it directly with Missouri's Hands-Free Law (§304.820 RSMo), which prohibits holding or using handheld electronic devices while driving. While our prior policy already discouraged cell phone use while operating a vehicle, the revision [...[3]]

hands-free/voice activated equipment is available. are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a cell phone call. Reading or sending text messages while driving is strictly prohibited. If it is not possible to pull to the side of the road and hands-free equipment is not available, employees should refrain from using the cell phone for any work-related business. No business is worth risking any employee's safety must always take priority over business communication.

This policy reflects Missouri's Hands-Free Law (§304.820 RSMo), which prohibits holding or using a handheld electronic device while driving. Employees must comply with this law at all times when operating a vehicle for Library business.

All branch and department supervisors are expected to enforce these rules regarding phones. Employees should contact their supervisor if there are any questions about this policy. Violation of this policy may lead to disciplinary action, up to and including termination of employment. Supervisors are responsible for enforcing this policy consistently. Employees with questions should speak with their supervisor. Repeated or serious violations may result in disciplinary action, up to and including termination.

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 Employee Handbook 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.

Adopted 1/25/2023

Commented [Hr9]: This addition ensures that the Library's policy is aligned with Missouri's Hands-Free Law (§304.820 RSMo), which makes it illegal to hold or use a handheld electronic device while driving. Including this language reinforces that compliance is not optional—it is a legal requirement—and clarifies that employees must follow this law at all times when driving for Library business. The update strengthens the policy by directly referencing the applicable statute, which supports both legal compliance and the Library's commitment to employee and public safety.

Commented [Hr10]: The revised version is more concise and formal, aligning better with the tone used across other Library policies.

Consistently was added to clarify that uniform application of the policy is expected across all branches and departments, promoting fairness and reducing confusion.

The phrase "repeated or serious violations" was added to indicate that not all infractions automatically escalate, but that ongoing or severe misuse will be addressed.

Visitors

Cass County Public Library values a welcoming and professional environment for both patrons and staff. To support this, the following guidelines apply to staff visitors, including family members.

Staff Visitors of staff, including family members, should be taken to an office, break room, or other area away from the public area. Time spent with a visitor is considered to be the employee's break and should not exceed 15 minutes.

Child care will not be provided in the Library by any employee during the employee's scheduled time to work. Children under the age of 10 must be accompanied and directly supervised by a non-employee adult at all times and may not be disruptive to the library environment or interfere with employees' work. Library staff may not provide childcare or supervision during their scheduled work hours.

Children aged 10 and older may use the library independently, but only during public operating hours. Staff may not bring children into the building outside of those hours unless specifically authorized by administration for a scheduled event or approved purpose.

Cass County Public Library encourages employees to invite their family members to use the library's services, provided that the task of supervising and assisting them does not interfere with the performance of their own or any other employees' regular duties and responsibilities.

Commented [Hr1]: This opening sets a professional and inclusive tone, emphasizing the Library's commitment to both a family-friendly and productive workplace. It helps frame the policy as supportive rather than restrictive.

Commented [Hr2]: Small changes for clarity

Commented [Hr3]: Revised the wording below to clarify that we do not act as caregivers.

Commented [Hr4]: This addresses liability and supervision concerns. It clearly states that staff may not act as caregivers while on duty and that children must be supervised by another responsible adult, even if the child is well-behaved. It protects the Library from accidental neglect or safety risks.

Commented [Hr5]: This addition clearly separates what's permitted for public use (older children using the library independently) versus what is permitted for staff access (bringing in children when the library is closed). It upholds our safety and security standards by restricting access to public operating hours helps ensure proper supervision, security, and alignment with building access policies. It also prevents unauthorized or casual after-hours use of the facility by non-staff. It sets professional boundaries and protects the Library from liability concerns, ensures policy consistency, and reinforces that Library access outside business hours is a privilege with conditions. The policy allows for exceptions (e.g., family invited to after-hours programs, training events, or holiday gatherings), while maintaining proper oversight.

Revised 1/25/2023



Meals and Breaks

Cass County Public Library requires that all staff be provided with meal periods and/or rest breaks. For patron facing roles, The employee's immediate supervisor sets the scheduling of meal periods and breaks with the goal of providing the least possible disruption to customer service and the operations of the Library. Employees should be aware that some flexibility must be acknowledged due to the nature of the library environment.

Any employee scheduled to work a shift of at least four (4) three (3) but less than six (6) hours will be entitled to one (1) regular fifteen (15) minute paid break during the middle of the four-hour shift. The break will be scheduled and coordinated between staff with assistance from their immediate supervisor if needed.

Any employee scheduled to work a shift of six (6) hours will be entitled to two (2) regular fifteen (15) minute paid breaks or a thirty (30) minute unpaid lunch. The breaks will be scheduled and coordinated between staff with assistance from their immediate supervisor if needed. If the employee wants to combine their two paid breaks into a single 30-minute unpaid meal break, this must be approved in advance by their immediate supervisor.

Any shift scheduled for more than six (6) hours must include a scheduled unpaid meal break. An employee scheduled to work a shift of at least eight (8) hours, more than 6 hours, will be entitled to two (2) fifteen (15) minute regular breaks (one scheduled during the morning and one scheduled during the afternoon) and a ene-hour meal break. Supervisors are responsible for ensuring this is reflected in the employee's schedule and that appropriate public service coverage is maintained during that time.

Meal breaks can be are typically scheduled for sixty (60) minutes, except when work schedules require but may be shortened to a thirty (30) minute meal break at the supervisor's discretion based on operational needs and scheduling availability.

Meal breaks are not compensated; regular fifteen (15) minute breaks are compensated and included in the employee's pay.

Regular breaks cannot be added to the meal breaks; breaks may not be used to make up for the lost time.

If a regular break is missed, the morning shift the employee is scheduled to work, it is considered a missed break and cannot be added to the afternoon break.

Regular breaks must be taken as scheduled and may not be combined with meal breaks or used to start a shift late or end a shift early. If a regular break is missed, it may not be carried over or combined with a later break.

Commented [Hr1]: Changes in this line are important to state that this is for patron facing roles.

Commented [Hr2]: 15 minute breaks are coordinated between staff

Commented [Hr3]: This paragraph ensures equitable and consistent break entitlements for staff working short-to-mid-length shifts. While Missouri and federal law do not require rest breaks for adult employees, Cass County Public Library provides them as a standard benefit. The "3 to <6 hour" range is intentionally specified to:

•Avoid confusion over whether short shifts (e.g., 3.5 or 5.75 hours) qualify for breaks.

 Set clear thresholds for break eligibility.
 Support staff wellness and performance during shifts that fall short of the 6-hour meal break requirement.
 Breaks are coordinated by staff to allow flexibility, but the supervisor remains responsible for ensuring coverage at public service points

Commented [Hr4]: This section was revised to be more specific about what happens during a six-hour shift, which previously was a point of confusion for both staff and supervisors. The original policy presented options (two breaks or a meal), but lacked clear direction on when and how that choice should be made.

The updated language clarifies that:

•Employees working exactly six (6) hours are entitled to either two 15-minute paid breaks or a 30-minute unpaid meal break, but not both.

 Combining the two breaks into a 30-minute meal must be approved by the supervisor, to ensure consistency and maintain public service coverage.

 This prevents situations where employees try to manipulate break time (e.g., skipping breaks to leave early) and ensures the Library is aligned with its best practices.

The revision provides a clear default while still allowing flexibility under supervisor oversight — w[...[1]

Commented [Hr5]: This section was revised to ensure consistency and clarity around break entitlements for any employee scheduled to work more than six (6) hours in a single shift. The previous language distinguished between six-hour and eight-hour shifts but lacked clear expectations for shifts that fall in between (e.g., 6.5 or 7.5 hours).

The updated language now states that:

[....[2]

Commented [Hr6]: Maintains why some breaks may be shortened at the supervisor's discretion.

Commented [Hr7]: Removed these two sentences into one for clarification. The revised wording below clarifies that regular breaks are intended to be taken during the scheduled work period and cannot be used to shorten the workday. This addition prevents employees from combining breaks with meal periods, starting shifts late, or leaving shifts early, which can disrupt service coverage and impact patron service.

Employees are expected to be on time and return promptly from the fifteen (15) minute breaks and the meal break so as not to infringe on other employees' schedules.

Employees may not eat meals or have snacks at any public service point, such as the circulation desk, in order to maintain a clean, professional, and welcoming environment for patrons. Designated break areas or staff workrooms are to be used for meals or snacks. Drinks are permitted at public service points but must be kept under the counter and out of public view.

Breaks and lunches must be uninterrupted and duty-free. It is the responsibility of both the employee and supervisor to ensure this meal break is taken. Meal breaks may not be skipped to shorten a shift.

Adopted 1/25/2023

Commented [Hr8]: This section was added to reinforce expectations around professionalism, cleanliness, and legal compliance during break and meal periods.

Key points clarified include:

 Employees may not eat meals or snacks at public service points, such as the circulation desk. This maintains a professional, clean, and patron-friendly environment, and ensures that staff remain fully available to assist the public while on duty.

•All breaks and lunches must be uninterrupted and duty-free. This reflects federal labor standards under the Fair Labor Standards Act (FLSA), which state that unpaid meal breaks must relieve the employee of all work responsibilities. If an employee is interrupted or expected to remain at their post, the time must be paid.

•Meal breaks may not be skipped in order to shorten a shift. This prevents off-the-clock work, supports employee wellness, and helps ensure that the Library does not unintentionally violate wage and hour regulations.

The added language clarifies both behavioral expectations and legal obligations, helping supervisors manage staff more consistently while protecting the Library from potential compliance risks.

TITLE CHANGE TO REMOTE WORK

A majority of job responsibilities of Cass County Public Library is a public-facing institution, and the vast majority of library positions employees requires in-person, inbranch service, emphasizing the importance of employees being at their workplace to meet the needs of our patrons and community. Sometimes, however, it becomes necessary for staff to work remotely for the betterment of themselves or the library itself. There may be occasions when working remotely is appropriate, either for the benefit of the employee or the library. Working remotely is not a routine option and will be permitted only in exceptional circumstances.

This policy sets outlines the parameters for the process and the expectations for when staff members are asking to or have been required to be home from the library for a specific reason, for remote work arrangements, whether requested by the employee or required by the library. Working from home will be approved only if it is beneficial for both the library and its employees. Performing library work away from the library workplace, excluding that work done at outreach events, is not permitted without prior written approval from the Library Director, specific to date, time, and purpose.

For the purposes of this policy, an "emergency" is determined by the Library Director, guided by the Epidemic and Public Emergency Policy.

Scope

Remote work is a voluntary or required work alternative that is appropriate for some employees and some jobs, but not for all employees or all positions. The nature of the employee's position circumstances will dictate the availability of remote work.

Remote work is an intermediate or temporary arrangement between an employee and their direct supervisor, with written approval from the Library Director.

Cass County Public Library may use remote work in cases of the following: Remote work may be approved in the following circumstances:

- When determined by ADA regulations to be a reasonable accommodation. Remote work as a reasonable accommodation is governed by the Americans with Disabilities Act (ADA). As a reasonable accommodation under the ADA. Remote work may be granted when required by the Americans with Disabilities Act (ADA) as a reasonable accommodation.
- During a system-wide emergency.
 - Remote work during a system-wide emergency is a temporary way to continue essential library operations and sustain services.
 - The library may require employees to work remotely during an emergency.

Commented [Hr1]: Recommend wording: "Remote Work" over "Work from Home" for Policy 507.
Here's why:

1. Broader applicability

- "Work from Home" implies the employee is physically working from their residence.
- Remote Work" covers all off-site work locations such as another library branch, a co-working space, or even while traveling — as long as the work is not being performed at their regular worksite.
- •Since your policy also covers special temporary circumstances and not just home-based work, "Remote Work" is more accurate.

2. Professional and current terminology

- Many HR and legal resources now use "Remote Work" as the preferred term, especially in formal policy language.
 It aligns better with modern workplace terminology and covers both occasional and ongoing off-site arrangements.
- 3. Flexibility for future changes
- •If your library later allows certain off-site work that's not at home (like the Annex you mentioned), "Remote Work" won't need to be retitled.

Commented [Hr2]: The opening paragraph has been revised to more clearly reflect the library's core mission as a public-facing institution. By emphasizing that most positions require in-person service, we're reinforcing the expectation that staff are generally needed onsite to serve our patrons and support branch operations.

The updated wording also narrows the scope of remote work by stating that it may only be appropriate in rare situations. This sets a firmer tone from the start of the policy and helps align employee expectations with our operational needs. The goal is to clarify that working remotely is not a standard option, but rather an exception granted only when it serves both the employee and the library.

Commented [Hr3]: Clarified the wording for a better flow.

Commented [Hr4]: Repetitive from the first paragraph.

Commented [Hr5]: The wording was changed from employee's position to employee's circumstances to make the policy more inclusive and accurate, "Position" can be interpreted narrowly to mean only the employee's job title or classification, which doesn't fully capture the factors that determine whether remote work is appropriate.

Commented [Hr6]: Clarifying why remote work may be granted for specific reasons.

- o In the case of an emergency, the library may assign work to the employee.
- During periods when the Library or a specific branch is temporarily closed due to construction, relocation, natural disaster, or other facility-related issues.
- When approved by the Library Director or their designee for other compelling operational reasons.

To the greatest extent possible, the library will arrange remote work accommodations for employees, including equipment and software for remote work. Employees are expected to immediately report technical issues and concerns that may prohibit remote work to their direct supervisor.

Remote Work Policy

As part of a routine remote work agreement, all routine work schedules and hours must be pre approved by the Library Director.

The library reserves the right to amend, terminate, or suspend any and all provisions of the remote work agreement at any time.

An employee may contact the Library Director to request remote work in the event of temporary circumstances that prevent the employee from being physically in the building. Not all positions are appropriate or eligible for remote work. Remote work will only be considered for those employees whose job responsibilities require less than 50% of public interaction or for incidental projects that cannot be completed at the workplace, as outlined in this policy. Employees in a position that requires a physical presence to complete the essential duties of their job will not be considered for remote work. Overtime exempt staff may also be approved to work remotely to complete incidental tasks.

Working remotely is not a routine option and will only be permitted in exceptional circumstances, such as temporary situations that prevent the employee from being physically present in the building.

Employees requesting remote work must first discuss the request with their direct supervisor. If the supervisor supports the request, it will be forwarded to the Library Director or their designee for final written approval. Written authorization may be provided via a signed document or official Library email.

An employee may request remote work for a special project that otherwise would be impossible to complete at work. Every effort must be made by the employee to complete said project at work on library time. However, if the library is unable to provide necessary equipment or space for the project, the employee may request remote work.

Remote employees must follow library service and personnel policies, including , but not limited to:

- Attendance
- Privacy of library and patron information, data protection security

Commented [Hr7]: Reworded below.

Commented [Hr8]: Moved lower int the policy

Commented [Hr9]: See paragraph below for clarity

Commented [Hr10]: The wording of this policy was updated to:

1.Simplify and Clarify Requirements

The old version contained several conditional clauses and role-based exceptions (e.g., "less than 50% public interaction" and "incidental projects") that were rarely applicable in practice and could create confusion. The new version eliminates these granular distinctions and replaces them with a clear, consistent standard—remote work is allowed only in rare, exceptional circumstances.

2. Reduce Subjectivity and Ensure Consistency

The old language relied on individual interpretation of job duties and percentages of public interaction, which could lead to inconsistent application between departments. The new language applies the same approval process and standard to all employees, ensuring fair and uniform decision-making.

3.Streamline Approval Process

The new version consolidates the approval steps (employee

supervisor

Director/designee) in one concise
paragraph, avoiding duplication. This makes it easier for
employees to understand how to request remote work and
ensures all requests go through the same chain of review.

4.Reinforce In-Person Service as the Norm
The updated language emphasizes that in-person work
remains the default for library operations and that remote
work is an exception, aligning with the library's public-

facing mission and service priorities.

5. Maintain Flexibility for Emergencies

While removing the specific 50% public interaction and incidental project provisions, the policy still allows for temporary remote work when unforeseen circumstances prevent an employee from being in the building. This provides operational flexibility while maintaining high service standards.

6.

Commented [Hr11]: The section allowing remote work for special projects has been removed because this exception is no longer necessary. With the availability of the Annex, employees now have adequate space and resources to complete larger or specialized projects on site. This ensures that such work can be done within library facilities, maintaining accessibility, oversight, and consistent use of Library resources, rather than working remotely.

Commented [Hr12]: Clarifying words as everything cannot be listed. However, a personnel policy bullet point was added as these policies still apply.

Commented [Hr13]: Updated wording

- Code of conduct, and all other applicable staff policies when representing the library at meetings, virtual or otherwise.
- Personnel policies

The library will compensate employees for remote work at the employee's normal rate of pay. All employees working remotely must report their work time accurately to their immediate supervisor who will enter the time on their the employees timecards.

Employees should not assume any specified period for emergency remote work arrangements, and Cass County Public Library may require employees to return to regular, in-office work at any time.

The Library reserves the right to amend, terminate, or suspend any and all provisions of a remote work agreement at any time.

The Board of Trustees shall set parameters for the Library Director.

Revised 11/16/2022

Commented [Hr14]: Added the next bullet point on personnel policies, which will cover all instances.

Commented [Hr15]: Employees do not enter their own time. Manual entries must be made by the supervisor.

Commented [Hr16]: Moved to the end of the policy to improve clarity and create a more logical flow.

Outside Employment

All employees may spend their non-working time as they please. It is a job requirement, however, that employees refrain from activities which will adversely affect their position or Cass County Public Library. Cass County Public Library recognizes that employees may engage in outside employment or personal activities during their non-working hours. However, such activities must not interfere with the employee's job performance or create a conflict of interest with the Library's operations. Performing services and/or utilizing Cass County Public Library resources during off hours for private use are prohibited unless such use has been authorized by Library Administration. Employees are prohibited from using Cass County Public Library resources, equipment, or work time to perform services for or promote any outside employment or personal business, for a documented, exceptional circumstance that directly supports the Library's mission or an approved partnership, and does not create a conflict of interest unless expressly authorized by the Library Director.

Any outside employment that interferes with the productive function of the employee at Cass County Public Library may lead to separation from employment.

Outside employment or personal obligations that negatively affect an employee's availability, including causing scheduling conflicts, whether before or after work schedules are posted, productivity, conduct, or performance in their position at the Library may result in disciplinary action, up to and including termination.

Employees cannot receive may not solicit or accept any reward, favor, or gift in addition to regular compensation from any vendor, contractor, individual, or firm, or from any other source having or proposed to have business with Cass County Public Library, unless outlined in the Library's Personal Gifts Policy.

All employees are bound by expected to comply with the Cass County Public Library's Code of Ethics Conduct and any applicable laws regarding conflicts of interest. Employees must disclose any potential conflicts of interest in writing to the Library Director for review and resolution.

Revised 12/21/2022

Commented [Hr1]: See revised version.

Commented [Hr2]: The revised version is clearer and more conversational while still maintaining professionalism. It separates two important ideas—performance interference and conflicts of interest—to make each one easier to understand.

The tone is less legalistic and more supportive, reinforcing that outside employment is allowed under reasonable conditions.

Commented [Hr3]: The revised version expands the list to include materials and facilities, which better reflects the range of library resources that must be protected. Clarifies that this restriction also applies to personal business interests, not just employment, closing a potential loophole. The added sentence clarifies that any exception to the prohibition on using Library resources, equipment, or work time for outside employment must be rare, documented, and directly related to the Library's mission or an approved partnership. This ensures that exceptions are applied consistently, protects the Library from conflicts of interest, and maintains transparency.

This change also empowers the Library Director to approve mission-aligned collaborations—such as partnership programs or cooperative grant projects—while making it clear to employees that such approvals are not routine and must serve the Library's interests.

Commented [Hr4]: See revised version

Commented [Hr5]: This section is not meant to discourage outside employment or obligations. It's included to make it clear that while the Library supports work-life balance, employees are ultimately responsible for maintaining the availability, conduct, and performance required to meet the needs of their position.

Commented [Hr6]: The phrase "Employees cannot receive" was changed to "may not solicit or accept" to clarify that both actively requesting and passively accepting gifts or favors from vendors or business partners are prohibited. This aligns with standard ethical language used in public-sector policy.

Commented [Hr7]: All employees are bound by" was changed to "are expected to comply with" the Library's Code of Conduct. This wording is more consistent with the tone used across other policies, while still conveying obligation.

Commented [Hr8]: The updated language clearly requires written disclosure of any potential conflicts of interest to the Library Director, ensuring accountability and providing a process for resolution.

Confidential Records

Protection of Cass County Public Library recognizes the importance of protecting confidential business information, including employee, patron, and circulation records, is as an important aspect of all employee positions. It is the responsibility of every employee to maintain professional conduct in doing library business. All employees are expected to maintain the highest level of discretion and professionalism when accessing or handling confidential data.

Confidential information includes, but is not limited to:

- Patron records, including borrowing histories, personal contact information, and reference inquiries;
- Employee information such as personnel actions, disciplinary records, or separation details;
- Internal business data, including financial or operational documents not intended for public release.

Appropriate requests for disclosure of information pursuant to Missouri law will be handled solely by the Library Director. Employees must exercise discretion when working with confidential data and must refrain from any discussions in public or with unauthorized individuals about such any confidential information. Employees must not share or distribute sensitive information electronically or in print. Additionally, employees must not copy, delete, or alter confidential records without proper authorization.

Any breach in confidentiality may be addressed through disciplinary action, up to and including termination of employment and possible legal action, even if they do not actually benefit from the disclosure of the information. Such Confidential information includes, but is not limited to: information about the termination of a staff member, patron information including borrowing records, names, addresses, or other information about patrons. Should the employee have any questions about what is considered confidential information or an improper disclosure, they should ask their immediate supervisor, Human Resources, Assistant Director, or Library Director.

All requests for disclosure of confidential information, whether from external parties, media, law enforcement, or legal counsel, must be referred directly to the Library Director, who serves as the custodian of records for the Cass County Public Library. The Library Director, or a formally designated representative, is the only individual authorized to approve the release of such information, and only when legally required or permissible by law. The Library complies with applicable federal and Missouri state laws regarding the privacy of patron and personnel records, including but not limited to:

- Missouri Revised Statutes §182.815 and §182.817 (confidentiality of patron records),
- The Fair Credit Reporting Act (FCRA),
- The Health Insurance Portability and Accountability Act (HIPAA), as applicable.

Requests for information will only be considered when submitted by a verified investigative or law enforcement representative and will only be fulfilled to the extent strictly required by law, such as through a valid subpoena, court order, or directive from a government agency. For the purposes of this policy, "investigative or law enforcement representative" refers specifically to:

Commented [Hr1]: Reworded for better clarity

Commented [Hr2]: Added to show the scope of confidential information.

Commented [Hr3]: See below "All request...."

Commented [Hr4]: Clarified and made more detailed about the access and disclosure of confidential records

Commented [Hr5]: Reworded slightly and moved to the end of the policy.

Commented [Hr6]: The wording in the next paragraphs keeps us aligned with previously approved policies 208 (Personnel Records Retention, approved 4/16/2025) and 405 (Access to Employee Records, approved 7/16/2025). It clarifies how Cass County Public Library handles external requests for confidential information, including those from law enforcement, regulatory agencies, and legal counsel. This policy ensures that all records requests are processed in accordance with the Missouri Sunshine Law (Chapter 610, RSMo), while also complying with Missouri Revised Statutes §§ 182.815 and 182.817, which specifically make library patron records confidential and exempt from disclosure except under limited circumstances. By centralizing disclosure authority with the Library

•Protect patron and employee privacy in compliance with state and federal laws.

Director (as custodian of records), we:

- Reduce legal exposure and risk by ensuring all releases are reviewed for compliance before action is taken.
- •Prevent unauthorized or inconsistent responses by frontline or supervisory staff.
- This approach balances transparency under the Sunshine Law with our legal obligation to safeguard confidential records.

Commented [Hr7]: This section again keeps us aligned with policies 208 and 405. It clarifies who can make a valid request. The language ensures that requests are not only handled consistently, but also fulfilled only when legally required.

In addition, it provides staff with clarity and confidence about how to respond if they are approached by someone seeking confidential information—simply refer the request to the Library Director.

In summary, this section protects our Library, our staff, and our patrons. It provides a legally sound, consistent process for handling sensitive inquiries, ensuring decisions are made by the appropriate authority and only when the law requires it. This approach upholds our commitment to transparency, integrity, and privacy.

- Officers or agents acting in an official capacity from local, state, or federal law enforcement agencies (police departments, sheriff's offices, FBI),
- Officials from regulatory agencies authorized to conduct employment-related investigations (Equal Employment Opportunity Commission, Department of Labor), or
- Legal counsel or officers of the court presenting a valid, enforceable subpoena or court order.

Any unauthorized access to or disclosure of confidential information may result in disciplinary action, up to and including termination of employment, and may subject the individual to legal consequences

Revised 12/21/2022

Commented [Hr8]: Moved and reworded from above. This sentence is not just disciplinary—it's protective, legal, and preventive. It helps ensure all employees understand the high stakes involved in maintaining confidentiality and reinforces the Library's commitment to ethical, lawful, and professional standards.

Accountability

501

Employees are expected to comply with library policies and obey instructions from their supervisor, indirect supervisor, Assistant Director or Library Director. Failure to do so either by refusal or omission is insubordination and will result in discipline up to and including termination of employment.

Cass County Public Library expects all employees to perform their duties professionally, efficiently, and responsibly, and to follow established library policies and procedures. Employees are expected to comply with directives from supervisory personnel, including their supervisor, the Assistant Director, and the Library Director.

Negligence, inefficiency, incompetence, or failure to perform assigned duties will result in retraining and/or disciplinary action. Negligence includes concealing/failing to correct any significant error or mistake, unsafe condition, or hazard. If the employee cannot correct the problem, they must report it immediately to their immediate supervisor. Failure to comply with policies, directives, or job expectations-whether through neglect, inefficiency, refusal, or failure to act-may result in retraining and/or progressive disciplinary action, up to and including termination of employment. Insubordination, defined as the refusal to follow reasonable instructions or directives from appropriate supervisory personnel, is a serious offense and may result in immediate disciplinary action.

An employee who takes issue with has concerns about any policy, procedure, scheduling, or other Library-related matter should address the is encouraged to first discuss the issue with their immediate supervisor. If a satisfactory resolution is not forthcoming. If the concern is not resolved satisfactorily, the concerned employee should address the concern follow the process outlined in accordance with the Library's Employee Grievance Policy. If, after review, the concern is not addressed to the employee's satisfaction, the employee must decide whether they are willing to accept the Library's decision or if consideration should be given to finding better-suited employment. If after review, the concern remains unresolved, the employee must determine whether they are able to continue their employment under the Library's established policies and expectations.

Revised 12/21/2022

Commented [Hr1]: Changed this paragraph to the paragraph below for clarity and structure:

- Phrases like "refusal or omission" and "takes issue" are vague and could be more precisely worded.
- •The first paragraph lumps policy compliance, supervision, and insubordination together in a way that feels abrupt

Commented [Hr2]: Changed this paragraph to the paragraph below. The original language, while accurate, had a disciplinary tone that could feel overly harsh or punitive. The revised version maintains accountability but presents it in a way that supports a culture of guidance and corrective action over immediate punishment. The revised language better aligns with how we typically handle performance issues—starting with retraining and coaching when appropriate, and escalating to progressive discipline only when necessary.

Commented [Hr3]: Takes issue with" was replaced with "has concerns about" to reflect a more neutral and constructive tone. This change encourages open communication rather than framing concerns as oppositional or confrontational.

Commented [Hr4]: The wording "Is encouraged to first discuss the issue" promotes dialogue and collaboration rather than obligation or escalation.

Commented [Hr5]: The original phrasing was somewhat formal and repetitive ("address the issue," "address the concern"). The revision simplifies the sentence structure to make it more accessible for employees at all levels to understand.

Commented [Hr6]: Redundant phrases like "in accordance with" were removed for conciseness without losing meaning.

Commented [Hr7]: The phrase "whether they are willing to accept the Library's decision or if consideration should be given to finding better-suited employment" could be interpreted as dismissive or final. It was revised to "whether they are able to continue their employment under the Library's established policies and expectations," which still conveys accountability but with a more respectful and professional tone. This change maintains the Library's right to enforce policy while treating the employee with dignity and framing the decision in terms of alignment rather than failure.

July Hires & Transfers

Jana Riggs - Youth Services Coordinator (Admin)

Current Openings

Branch Manager - Garden City

Preparation for Drexel Interior Renovation and Closure

Facilities, Admin, Drexel, and Outreach staff are preparing for interior renovations of the Drexel Branch. Drexel has been carefully weeding its collection and measuring its existing collection so shelving plans can be created.

The Bookmobile will house Drexel customers' holds during the closure (September 8-21) and has scheduled weekly stops at Food Fair Supermarket on Mondays from 5-7 pm.

The renovation will include repairing walls, replacing flooring and ceiling fans, repainting, and expanding the bathroom.

Staff Development Day 2025

CCPL's Staff Development Day will be held on Monday, October 13 at Still Meadow Event Space in Garden City. All CCPL staff will meet for a day of interaction and staff-led training sessions to build on CCPL's customer service-themed goals.

Summer Library Program

The Summer Library Program ended on July 31, with program completions increasing by almost 50 over last year. Participants of all ages completed the program, including 331 Pre-readers, 456 Readers, 86 Teens, and 350 adults and read 34,213 books.

Grand Prize winners at each branch were announced on August 4.

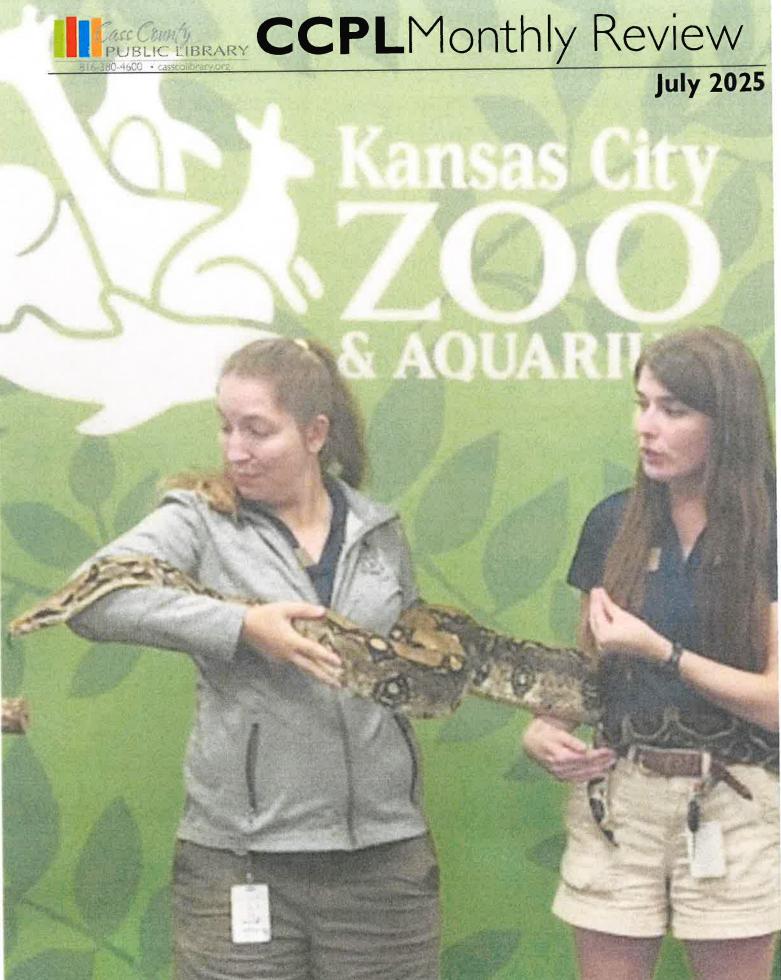
HelpNow

CCPL has subscribed to a new database, HelpNow by Brainfuse, which includes services like interactive homework help with live tutors in math, science, reading/writing, social studies, and standardized tests. It also has a writing lab that will provide constructive feedback within 24 hours. Staff are using Back to School events to talk with parents, students, teachers and community groups that might be helped by this service.

Harrisonville Teens used plastic zipper bags and catnip to allow their cats to create Meow-sterpices. Photos were included of the cats creating their art and patrons voted on the top cat artists.









Kansas City Zoo & Aquarium

Northern Resource Center

The Kansas City Zoo & Aquarium Zoomobile visited this month to talk about animal communication. They did a great presentation that included a boa constrictor and a macaw! Over 50 people attended.



Preschool Storytime

Bookmobile

A preschool Storytime suggestion inspired a new verse in the Bookmobile Song featuring American Sign Language for "Thank You." The children loved it—many even signed as they left!



Homeschool Hangout

Archie

Teens painted Waterloo Bridge by Andre Durain, a French Fauvist artist, from 1906.



Stained Glass Art for Adults Harrisonville

Participants created stunning faux stained glass art using glue and paint with no glass cutting required.



Annual UNO Tournament
Pleasant Hill

After coming off the waitlist, this tournament champion battled through multiple rounds to claim the title and his very own UNO Attack game.



Family Rock Art

Genealogy

All ages enjoyed creating a unique family portrait using rocks.



SLP Closing Party Drexel

More than 40 people came out to celebrate the end of the Summer Library Program and make marshmallow shooters.

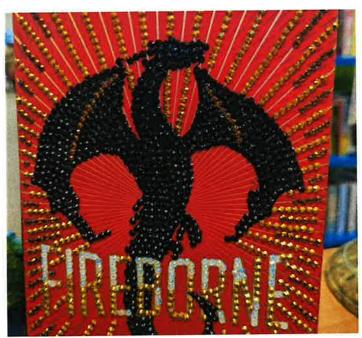


Creation Station Summer Style
Archie
Kids got creative with guided, hands-on

crafts.



Storytime Garden City



BYOB - Bling Your Own Book Harrisonville

Teens turned plain covers into dazzling displays with rhinestones and creativity.



Nintendo Switch Sports

Pleasant Hill

Teens brought their game faces on July 18, competing in Nintendo Switch Sports with rounds of bowling, basketball, and a self-made golf tournament.



July Quilt

Archie

Our quilt for the month was on loan from Jerian Cesonis.



Chaotic Teen After HoursGarden City

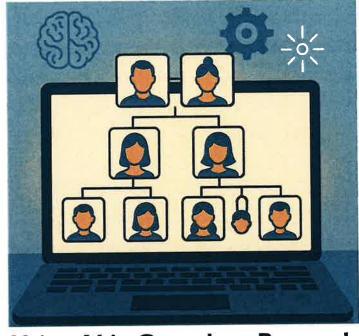
Teens faced off in fun challenges during the high-energy SLP finale featuring games, snacks, and a library-wide round of Sardines.



Teen Craft Day

Drexel

Teens used tongue depressors, clothespins, and imagination to create everything from pyramids to angel wings.



Using AI in Genealogy Research

Pleasant Hill

Participants used library laptops to learn how Al can assist with document translation, family connections, and more from Sam, the Genealogy branch manager.



Color Our World in Greetings

Archie

Adults created three cheerful greeting cards to brighten someone's day.



Wings of Love Garden City

The birds sang, performed tricks, and wowed the crowd, especially with a dramatic flyover by a Eurasian owl.



Festivals of India

Harrisonville

Dr. Achala Tiwari from the NRC branch led a well-attended adult program on the festivals of India.

| |,750 Active Customers 56,998 Circulation 84.6
Net Promoter Score

Collection Management

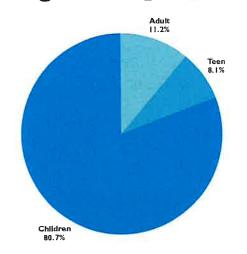
85
Adult Print
Titles Ordered

| 0 | Adult eMedia

749
Items
Cataloged

Customer Favorites

Program Highlights



July brought creativity and connection across the library system. Harrisonville's "Bling Your Own Book" was a teen favorite, and nearly 200 patrons attended an exotic animal show. Garden City wrapped up summer with a high-energy teen afterhours event and a crowd-pleasing Wings of Love bird show. From indoor putt-putt at NRC to hands-on art at Archie and a new ASL verse in the Bookmobile Song, programs delighted patrons of all ages.

Attendance by Age Group

275

Programs

4,869

In-Person Attendees

Top Checkouts

Print

Adult Fiction

2 Sisters Murder Investigations

The Women

Nightshade: a Novel

Adult Nonfiction

A History of Ghosts, Spirits, and the Supernatural Birds of Missouri Field Guide Garfield Large & In Charge

Young Adult Fiction

Catching Fire It Found Us Mockingjay

Juvenile Fiction

Roderick Rules

Big Jim Begins Brawl of the Wild

eBooks

Great Big Beautiful Life
Atmosphere
One Golden Summer
Onyx Storm
The Let Them Theory
Fourth Wing
Say You'll Remember Me
The Wedding People

eAudiobooks

The Housemaid
The Housemaid's secret
The Housemaid's wedding
Great Big Beautiful Life
Atmosphere
Lights Out
Caught Up



Youth Services



82 **Storytimes**

2,287
Storytime Attendees

New and replacement youth materials were ordered from OverDrive, Ingram, and Junior Library Guild. Three STEAM kits were repaired and resupplied, and zipper bags were ordered to improve kit organization.

Summer Library Program prizes were distributed to branches ahead of August drawings.

Meetings attended included the MOLIB2GO Steering Committee, Coordinator's Meeting, Foundation quarterly meeting, Branch Staff Meeting, and planning sessions for Staff Development Day and the Harrisonville collection. Scott also served on the interview panel for the Youth Services Coordinator position and participated in two webinars focused on teen and picture book services.

Technology Support

New staff computers were deployed systemwide, and outgoing devices are being inventoried. The IT office space was moved into the renovated Annex.

Planning began for AV and security camera upgrades at Drexel. HelpNow, an online tutoring resource, was added to the website.

Thirty-nine tech support tickets were completed, including Evergreen printing fixes, webpage updates, staff phone list revisions, and adjustments to patron computer settings.

1,079

WiFi

Sessions

1,248

Computer

Sessions

Community Outreach

July outreach efforts saw strong contributions from both the Outreach Department and individual branches. Staff connected with summer camps, senior centers, and local school districts, with multiple back-to-school events already in the works. Outreach Department initiatives such as lobby stops and mobile notarizations continued, while branch staff visited care centers, explored off-site programming opportunities, and secured participation in upcoming community festivals. These collaborative efforts strengthened community relationships and increased the library's visibility across all service areas.



Facilities Coordinator

Breaker panels at NRC were labeled, and repairs to the automatic doors are pending. Pleasant Hill's HVAC unit was repaired under warranty, and site planning began for the StoryWalk by engineering firm DuBois Consultants. Renovations at the Annex were completed. The administrative offices' doors and windows were sealed against water leaks. Preparations for Drexel's September renovation are underway, including flooring orders and the arrangement of temporary Bookmobile visits. Fire extinguisher and security training were arranged with the Cass County Sheriff as part of Staff Development

Day.



Community **Spaces**

Community Room
Reservations

262 Study Room Reservations

Community **Engagement**

July was a strong month for community engagement, highlighted by Harrisonville's MEOWsterpiece Art Gallery, where teen-created cat-assisted art drew 75 community votes. Staff hosted the monthly Community PR Lunch, attended Chamber meetings in Pleasant Hill and with the Cass County Coalition of Chambers, and supported a successful Red Cross blood drive at NRC. Self-guided activities and interactive displays continued to offer patrons fun and flexible ways to engage with the library.

3

Marketing Emails Sent

20,587

Marketing Emails Opened

3,534

Social Media Reach

501

Social Media Engagements



7,631

Total Website Users

16,350

Total Website Pageviews

Community Engagement

"Cass Co Library does a lovely job w/ the summer reading program. Any chance to further develop childrens's & adult programs has my support."

-Survey Response



"Thank you for being a great part of our community!"

-Survey Response

"I enjoy using the library. I like the book club."

-Survey Response

StaffActivities

ARCHIE

Cherie attended the Busy Bee Quilters each Wednesday and has been mentoring Scott Pagel in his new role as Pleasant Hill Branch Manager.

DREXEL

Drexel staff worked hard to give kids a fun and memorable Summer Library Program.

GENEALOGY

The Genealogy Branch had a busy month helping patrons with research, from tracing property records to solving family mysteries. A Family Rock Art program at Harrisonville was a hit, and plans are underway for another session this fall.

HARRISONVILLE

Harrisonville staff resumed their monthly meeting on 7/22 after a June break. Karen and Kris have been involved in planning meetings with the architects and staff development team. Karen, Kris, and Neisha participated in the Community PR meeting. Karen also attended the Bright Futures Advisory Board and Branch Manager meetings.

OUTREACH

A staff meeting was held on Tuesday, July 29, to review the new internal Outreach calendar and procedures for posting events and statistics.

PLEASANT

HILL

Scott Pagel, the new branch manager, has been receiving training and support from the circulation coordinator, HR, the assistant director, and a branch manager mentor.

Looking **Ahead**

ARCHIE

- August 21 @ 4 pm:
 Noir Nibbles
- August 23 @ 10 am: Plants and Bingo

DREXEL

- September 8 -Branch closes for renovations
- Bookmobile @ the Food Fair Parking Lot 5-7 pm
 September 8, 15, 22

GARDEN CITY

 Jana will lead her final sessions with the Rec Room and Dungeons & Dragons groups in August as she has been promoted to fill the Youth Services Coordinator position.

HARRISONVILLE

August 18 @ 2:30 pm:
 Back to School Bash

NORTHERN RESOURCE CENTER

 August 29 @ 11 am: Stacy Brady, Missouri Assistive Technology

OUTREACH

Wednesdays @ 4:30 - 7
 pm: Bookmobile at
 Peculiar True Value
 Hardware

PLEASANT HILL

 September 25 @ 5:30 pm: Outdoor Yoga with Mandi Player from Divine Om Spa

Check out the events page for more!



Our **Team**



Staff celebrated Facilities
Coordinator Ian's birthday by
gifting him his own workstation
at the NRC.



Jana was thrilled to attend the ALA Conference in Philadelphia, where she focused on workshops and panels. She called it a wonderful experience and highly recommends it.

New Hire

Position Change

Postcard Re-engagement Campaign

As part of the Library's Summer 2025 Strategic Marketing Campaign, two rounds of postcards were mailed to 2,000 lapsed-user and non-cardholder households for which the Library did not have email addresses on file. The first round was sent in mid-May and the second in early June. The goal was to promote the Summer Reading Challenge and re-engage patrons who could not be reached by email.

Results:

- 648 new sign-ups were attributed directly to the postcards.
- Re-engagement rate from direct mail was 56.6%.
- The majority of re-engaged users were aged 35–64, followed by 18–34.
- The highest engagement came from two user clusters:
 - o Digitarians patrons who primarily use the Library's digital resources.
 - o Bedtime Stories adults who primarily check out children's physical materials.

By comparison, the companion email campaign (sent to 9,139 lapsed or inactive users with email addresses) resulted in 238 re-engaged users, a 2.6% re-engagement rate.

Given the strong performance of the direct mail campaign, I plan to conduct a similar re-engagement campaign next spring/summer:

Water Leaks at the NRC

A couple of weeks ago, additional water intrusion was observed through the east wall in the children's area at the NRC. The previous efforts to dry out the wall and install weep holes to reduce moisture buildup inside the concrete have not been effective. The issue will need to be addressed again or resolved through a different mitigation approach. There is also additional water leakage noted in the ceiling area towards the front of the building over the adult collection. The property management company was notified, but we have not yet received an update.

Harrisonville/Administrative Offices Project Update

The land closing for the Harrisonville/Administration relocation project is scheduled for August 18, 2025, at 3:00 p.m. The site development plan will be submitted to the City of Harrisonville by the end of August. A traffic study report, required as part of the submittal, is also scheduled to be completed by the end of August to accompany the site plan.

By September, the design team expects the design development phase to reach 60% completion. Navigate intends to provide the next board update at the November regular meeting, which will include a review of the bidding process and general contractor selection approach. The design team is expected to complete the full set of construction documents by December.

The project is tentatively scheduled to go out for bid in January 2026, with a board meeting in February to approve the selected construction contract. Construction is projected to begin in

August 2025 Director's Report

March 2026, with substantial completion targeted for Spring 2027 and move-in anticipated by the end of summer 2027.

Annual Budget Planning

The Library has begun the 2026 budget planning process. Departments and branches have been asked to submit their budget requests, which will now be reviewed by the administration. In some cases, approved items may be purchased using remaining 2025 funds if they align with current budget capacity and operational needs.

These requests will help inform the development of the 2026 budget. A first draft of the proposed 2026 budget will be presented for a first reading at the September board meeting.

Final Payment for AWE Literacy Computer Grant

We have received the final payment of \$9,489 for the technology mini-grant that funded the purchase of AWE Literacy Stations for each branch. AWE Literacy Stations are child-friendly, all-in-one computers preloaded with educational activities for ages 2–8 that support early literacy and other foundational skills in a safe, internet-free environment. The total grant award was \$18,978, allowing the library to purchase six stations with headphones, three of which include the bilingual Spanish language package.

Annex Renovation

Facilities Coordinator Ian has provided a summary report and expenditure breakdown for the annex renovation. While a few items remain pending, including the exterior painting and completion of the breakroom area, the IT and Facilities staff have moved in and established their workspaces upstairs. I appreciate the Facilities team's hard work in bringing this project to completion, and I am pleased that the building is functioning exactly as we intended.



Strategic Marketing Campaign EXECUTIVE REPORT

SUMMER 2025



Prepared by:



INTRODUCTION

The targeted area's Market Penetration was 19%, with only 3,594 households active out of 18,745. In the target area there was a confluence of families with young children, and a significant amount of lapsed users.



Objectives

- Increase awareness and meaningful engagement by maintaining a sustained effort to communicate library and community highlights.
- Encourage lapsed users to re-engage with the library and promote the library's Summer Reading Challenge and family programming.

Strategy

Create a multi-channel strategic marketing campaign backed up by Savannah data to reach the different segments:

- Lapsed and households with and without an email address on file
- Non-cardholder households

Audience & Channels

Cass County Public Library households and individuals, reached by specific channels:

- **Postcards**: Lapsed user and non-cardholder households without an email on file
- Emails: Lapsed and inactive users.

EXECUTION

2 Postcards: Distributed to 2,000 Households



Postcard 1 5/13/2025



Postcard 2 6/03/2025

2 Emails: Sent to 9,139 Lapsed (or Inactive) Users



Email 1 5/20/2024

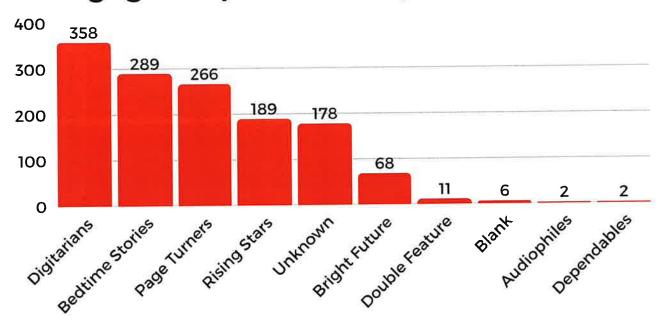


Email 2 6/10/2025

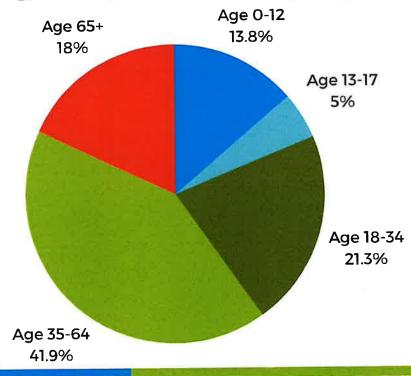
RESULTS: Re-engagement

1,369Total Re-Engaged Lapsed Users

Re-engaged Lapsed Users by Previous Cluster

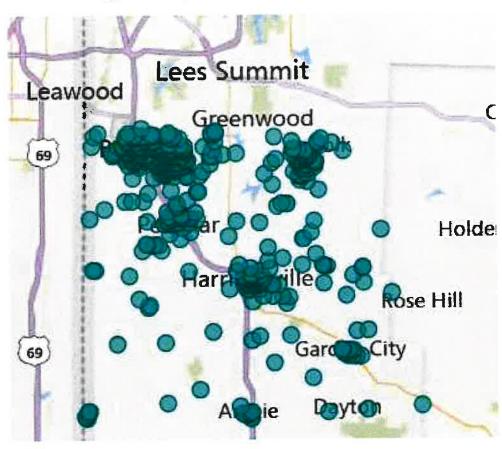


Re-engaged Lapsed Users by Age Range



RESULTS: Direct Mail

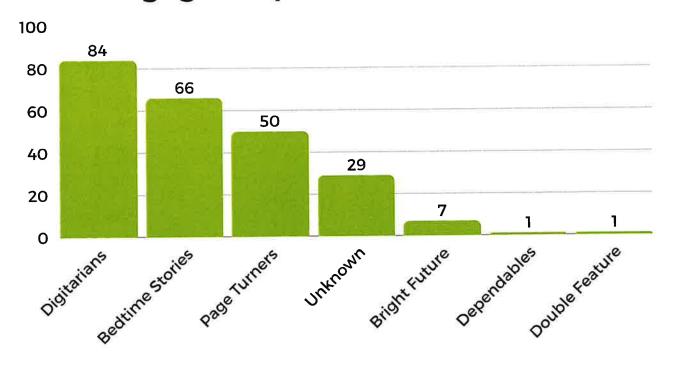
Sign-ups from Mailer



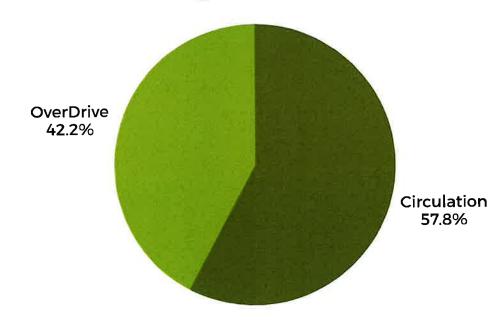
648 Sign-ups registered in the target area from direct mail.

RESULTS: Email Campaign

Re-engaged Lapsed Users from Emails



Activity After Emails



CONCLUSION

Email Statistics



- 170 Clicks
- **7,016** Opens
- 18,240 Sends

38.5% Open Rate

Direct Mail Statistics



- 2 Postcards
- 2,000 Households
- **648** Sign-ups

32.4%Sign-up Rate

Re-engagement



- 1,369 Total Reengaged Lapsed Users
 - 238 Users Reengaged from Emails
- Digitarian and Bedtime Stories clusters had the highest reengagement rate

56.6%

Re-engagement Rate from Direct Mail

2.6%
Re-engagement Rate from Emails

THANK YOU!











Prepared by:



Annex Renovation Report

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Facilities Coordinator
August 2025

The Vision:

The vision of the upstairs renovation was to provide adequate office space for the existing employees in Information Technology and Facilities, while maintaining enough space for employee growth. A breakroom was also desired to give adequate space for employees to replenish, away from the office spaces of Outreach, IT, and Facilities. In addition, we also accommodated a meeting/conference room for all employees of the Cass County Public Library to be able to reserve to meet with staff for various reasons. The second-floor restroom was remodeled and downsized, providing additional storage space for IT equipment that needed to be in a climate-controlled environment.

The Construction Process:

Over the course of June through mid-July, our facilities team tackled the renovation while simultaneously working on other projects and work orders. Beginning in June, we created a work flow plan, laying out what needed to be done in sequence, and within budgetary limits.

That work flow plan was laid out and completed as follows:

Remove

- o Existing wood paneling on all walls.
- o Bolted ceiling joists and wall frame ledgers.
- o Kitchen soffit and ceiling fan.
- o Compromised insulation.
- o Carpet and linoleum tile flooring.
- Electrical switches and receptacles.
- o Damaged electrical wiring.
- o Excess HVAC flex ducting.
- o Doors and frames.
- o Compromised drywall in the kitchen and bathroom.
- o Bathroom vanity, shower, and toilet.
- o Water lines for the vanity, shower, and kitchen sink.

- o Drain lines for the vanity, shower, and kitchen sink.
- o Toilet flange.
- Closet in the extended bathroom.

Once all items had been deconstructed, we were able to start the renovation/installation of new materials.

Installation

- o 12-2 electrical wiring for receptacles, switches and lighting.
- o Re-framed breakroom walls.
- o Re-framed breakroom soffit.
- o Pex piping and corresponding fittings for water lines in bathroom and kitchen. (We tested the water line pressure and checked for any leaks.)
- o Re-framed the bathroom to decrease previous size.
- o Install new HVAC diffusers.
- o Installed 50 sheets of drywall.
- o 8 boxes of joint compound. (3 coats of mudding).
- o Sanded and rust treated ceiling purlins.
- Blue Tex insulation installed where compromised insulation was removed.
- o Primed walls with drywall primer.
- o Used paint in inventory for walls and ceilings.
- o Wire in receptacles and switches. Attach cover plates.
- o Installed new LED lighting.
- o Installed carpet tiles for office space and meeting room (acquired for free.)
- o Installed laminate flooring in breakroom.
- o Installed linoleum flooring in bathroom.
- o Install new doors and hardware.
- o Installed new toilet and vanity.
- o Assembled and arranged furniture (used existing furniture and furniture purchased from 2024 budget. Cost of furniture \$1077.95).

Total Cost of Upstairs Renovation:

\$4,420.11

(Attached spreadsheet. Total Cost to Include Pending Items.)

ANNEX RENOVATION COST ASSESSMENT	
2nd Floor Remodel	Cost:
Flectrical Recentacies and Gang Boxes	\$69.13
Plumbing Pex Lines and Associated Fittings	\$82.06
110 CFM Exahiist Fan/ Bathroom	\$93.28
12-2 Romex Wiring	\$146
Drowall Property of the Proper	\$651.54
Bathroom Insulation	\$159.96
Subfloor Sheathing	\$109.24
Corner Beads	\$14.99
Joint Compound and Associated Components	\$221.39
Rhe Tex Insulation Vapor Barrier	\$299
Doors and Door Hardware	\$220
Rathroom/Closet/Breakroom Lighting & Extra Plumbing Needs	\$320.29
Office/ Meeting Room Lighting	\$224.99
Furniture (Purchased 2024 Budget)	1,077.95
Total	\$3,689.97
Pending Items	
Kitchen Cabinets	\$50.00
Kitchen Cabinet Restoration	\$150.00
Kitchen Sink Faucet	\$79.00
Refrioarstor	\$300.00
Well Mount Sink for Lower Level	\$151.14
Total	\$730.14
Future Items	
Exterior Painting	\$3,946.00
Awning	\$2,840.00
Total	86,786.00
Roof Repair	
Roof Coating Restoration	\$23,224.50
Garage Doors	
Garage Door Modification	\$31,405.00
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