

**Agenda**  
**Cass County Public Library Board of Trustees**  
Regular Meeting  
Harrisonville Library Branch Meeting Room  
Online at <https://www.youtube.com/@casscolibrary>  
November 20, 2024 @ 4:45 p.m.

CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
APPROVAL OF AGENDA  
CONSENT AGENDA

Approval of Minutes – Regular Meeting – October 16, 2024  
Financial Reports – October 2024

PUBLIC COMMENTS

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

UNFINISHED BUSINESS

Discussion Items:

Action Items:

1. 2025 Budget – 3<sup>rd</sup> and Final Reading
2. Royal Annex Roof

NEW BUSINESS

Discussion Items:

Action Items:

DIRECTOR'S REPORT

Changes in Staff Positions  
Branch Activity Reports  
Director Updates

TRUSTEES' REPORT

CCIC Update  
CCPL Foundation Update  
Trustees' Comments

Recess to Executive Session

Legal – MO Rev. Stat. 610.021.1  
Real Estate – MO. Rev. Stat. 610.021.2

ADJOURNMENT

The next regular meeting will be held at 4:45 p.m. on December 18, 2024, Harrisonville Library Branch Meeting Room.



MINUTES  
Cass County Public Library Board of Trustees  
Regular Board Meeting  
Harrisonville Branch – Meeting Room  
October 16, 2024 @ 4:45pm

DRAFT

Call to Order: 4:45pm

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

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

Pledge of Allegiance

Approval of Agenda

Becky Klein moved, seconded by Sherri Peters, to approve the agenda as revised.  
Motion passed by majority vote.

Consent Agenda

Diana Larson moved, seconded by Becky Klein, to approve the consent agenda as  
presented, including the regular meeting minutes from September 18, 2024, the  
facilities tour minutes from October 3, 2024, the financial reports for September, and the  
October 2024 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

Steve Potter of Potter Training & Consulting presented information about the Capital  
Improvement Plan progress, correlating to his findings from the facilities tour. After  
discussion, the Board agreed the next step is to begin to identify participants for  
Community Needs Assessment meetings.

The second reading of the 2025 Proposed Budget was presented. Discussion followed.

New Business

Information about investment funds was presented to the Board and investment CD's  
were discussed. Becky Klein moved, seconded by Diana Larson, to authorize Lori  
Schneider to re-invest Reserve funds \$600,000 and Endowment funds \$150,000 in  
MOSIP 365-day CD's at the best rate available. On roll call vote: Minich-Aye,  
Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

Director Robin Hudson gave a recommendation on the status of the Harrisonville

location. Discussion followed. Becky Klein moved, seconded by Diana Larson, to sell the library's 20% interest in the building at 400 E. Mechanic St., Harrisonville, and to re-locate in approximately 3-5 years. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

#### Director's Report

Assistant Director Leigh Hallenberg announced staff changes:

New Hires: Kristen Kimbrell – 30-hour Harrisonville Library Assistant, Thiago Andrade - 24-hr IT Specialist in Admin

Openings: Library Assistants at NRC, Archie, Harrisonville

Mr. Hallenberg also informed the board about CCPL staff attending the MLA conference held in late September in Kansas City.

#### Director Updates

Director Robin Hudson updated the board on renovations at the Royal Street Annex, maintenance issues at Pleasant Hill, and the new parking bumpers at Garden City.

#### Trustees' Comments

Becky Klein gave an update from the Foundation meeting held Monday 10/14, including how CCPL has used donations from the Foundation for Youth Services and Staff Development.

Dennis Minich asked about the Annex roof estimates. Discussion followed. Director Hudson will follow up with the bidders for clarification, and get quotes for roof replacement.

#### Recess to Executive Session

At 5:48pm, Diana Larson moved, seconded by Becky Klein, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues. On roll call vote: Minich Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

At 7:31pm, Dennis Minich moved, seconded by Becky Klein, that the closed executive session end and regular session resume. On roll call vote: Minich-Aye, Peters-Aye, Klein Aye, Larson-Aye, Long-Aye. Motion passed.

#### Actions from Executive Session

Becky Klein moved, seconded by Diana Larson, to approve Executive Session Legal and Real Estate Minutes from 9/18/24 and Special Meeting Executive Session Legal Minutes from 10/11/24. On roll call vote: Minich-Aye, Peters- Aye, Klein-Aye, Larson-Aye, Long Aye. Motion passed.

#### Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 7:34pm.

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

Approved by the Board on \_\_\_\_\_, 2024

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Library Director



**OCTOBER 2024**

**FINANCIAL REPORTS**

**CIRCULATION REPORT**  
**REVENUE REPORT**  
**EXPENDITURES REPORT**  
**ACCOUNT REPORTS**

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

Circulation

	2024	2023	Change	2022	Change	2021	Change
Archie	2,488	2,468	0.8%	2,427	2.5%	2,481	0.3%
Drexel	1,584	857	84.8%	1,264	25.3%	1,175	34.8%
Garden City	2,264	2,450	-7.6%	2,325	-2.6%	1,594	42.0%
Genealogy	2,264	39	5705.1%	53	4171.7%	162	1297.5%
Harrisonville	8,624	8,828	-2.3%	9,250	-6.8%	7,148	20.6%
Self-Checkout	277	213	30.0%	124	123.4%	332	-16.6%
Northern Resource Center	15,678	18,130	-13.5%	17,054	-8.1%	13,651	14.8%
Self-Checkout	1,150	1,407	-18.3%	1,024	12.3%	862	33.4%
Pleasant Hill	6,379	6,967	-8.4%	4,017	58.8%	2,579	147.3%
Self-Checkout	471	734	-35.8%	140	236.4%	80	488.8%
Outreach	1,698	168	910.7%	308	451.3%	139	1121.6%
Bookmobile	1,413	1,158	22.0%	740	90.9%	51	2670.6%
Library by Mail	220	168	31.0%	308	-28.6%	139	58.3%
Peculiar Express	65						
<b>Physical Circulation</b>	<b>40,979</b>	<b>39,907</b>	<b>2.7%</b>	<b>36,698</b>	<b>11.7%</b>	<b>28,929</b>	<b>41.7%</b>

OverDrive	7,823	6,899	13.4%	6,330	23.6%	5,626	39.1%
Hoopla	1,892	1,041	81.7%	521	263.1%		
Adult eResources	2,764	4,697	-41.2%	2,474	11.7%	629	339.4%
Youth eResources	177	220	-19.5%	870	-79.7%	241	-26.6%
<b>Digital Circulation</b>	<b>12,656</b>	<b>12,857</b>	<b>-1.6%</b>	<b>10,195</b>	<b>24.1%</b>	<b>6,496</b>	<b>94.8%</b>

<b>Total Circulation</b>	<b>53,635</b>	<b>52,764</b>	<b>1.7%</b>	<b>46,893</b>	<b>14.4%</b>	<b>35,425</b>	<b>51.4%</b>
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	5	485	1,216	1	0	2
Bookmobile	7	356	833	3	0	
Drexel	6	228	926	0	0	
Garden City	9	452	1,383	1	2	
Genealogy	0	2	485	0	0	
Harrisonville	68	2,790	2,489	18	3	28
Northern Resource Center	118	6,046	8,727	32	0	195
Pleasant Hill	44	1,993	2,045	6	97	62
Homebound	1					
<b>Total</b>	<b>258</b>	<b>12,352</b>	<b>18,104</b>	<b>61</b>	<b>102</b>	<b>287</b>

Kiosk		Community Stops	
Returns	42	Total	48
Individual Users	35	Hours	103.25
		Patrons	833

Consortium Lending	840
Consortium Borrowing	2,477



Computer Usage

	2024	2023	Change	2022	Change	2021	Change
Archie	32	21	52.4%	38	-15.8%	26	23.1%
Bookmobile	0	1	-100.0%				
Drexel	33	29	13.8%	72	-54.2%	40	-17.5%
Garden City	38	46	-17.4%	36	5.6%	17	123.5%
Genealogy	26	23	13.0%	24	8.3%	17	52.9%
Harrisonville	487	522	-6.7%	462	5.4%	312	56.1%
Northern Resource Center	648	604	7.3%	583	11.1%	441	46.9%
Pleasant Hill	148	123	20.3%	99	49.5%	61	142.6%
<b>Library Computer Usage</b>	<b>1,412</b>	<b>1,369</b>	<b>3.1%</b>	<b>1,314</b>	<b>7.5%</b>	<b>914</b>	<b>54.5%</b>

	2024	2023	Change	2022	Change	2021	Change
Archie	34	40	-15.0%	32	6.3%	98	-65.3%
Bookmobile	0	2	-100.0%				
Drexel	31	26	19.2%	22	40.9%	14	121.4%
Garden City	48	61	-21.3%	52	-7.7%	192	-75.0%
Harrisonville	298	336	-11.3%	221	34.8%	146	104.1%
Northern Resource Center	377	358	5.3%	278	35.6%	217	73.7%
Pleasant Hill	186	152	22.4%	66	181.8%	43	332.6%
<b>Total WiFi Usage</b>	<b>974</b>	<b>975</b>	<b>-0.1%</b>	<b>671</b>	<b>45.2%</b>	<b>710</b>	<b>37.2%</b>

	2024	2023	Change	2022	Change	2021	Change
Archie	66	61	8.2%	70	-5.7%	124	-46.8%
Bookmobile	0	3	-100.0%				
Drexel	64	55	16.4%	94	-31.9%	54	18.5%
Garden City	86	107	-19.6%	88	-2.3%	209	-58.9%
Genealogy	26	23	13.0%	24	8.3%	17	52.9%
Harrisonville	785	858	-8.5%	683	14.9%	458	71.4%
Northern Resource Center	1,025	962	6.5%	861	19.0%	658	55.8%
Pleasant Hill	334	275	21.5%	165	102.4%	104	221.2%
<b>Total Computer Usage</b>	<b>2,386</b>	<b>2,344</b>	<b>1.8%</b>	<b>1,985</b>	<b>20.2%</b>	<b>1,624</b>	<b>46.9%</b>

Events

	Events	Attendance
Archie	22	319
Bookmobile	38	594
Drexel	18	171
Garden City	16	224
Genealogy	1	0
Harrisonville	66	1014
Northern Resource Center	45	758
Pleasant Hill	45	821
<b>Total</b>	<b>251</b>	<b>3901</b>

Archie	Events	Attendance
Early Literacy (Ages 0-5)	10	138
Children's (Ages 5-12)	4	123
Teen	1	2
Adult	7	56
Senior	0	0
<b>Total</b>	<b>22</b>	<b>319</b>

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

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	30	520
Children's (Ages 5-12)	6	71
Teen	2	3
Adult	0	0
Senior	0	0
<b>Total</b>	<b>38</b>	<b>594</b>

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	27	660
Children's (Ages 5-12)	17	154
Teen	15	112
Adult	7	88
Senior	0	0
<b>Total</b>	<b>66</b>	<b>1014</b>

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	7	50
Children's (Ages 5-12)	5	95
Teen	3	11
Adult	3	15
Senior	0	0
<b>Total</b>	<b>18</b>	<b>171</b>

NRC	Events	Attendance
Early Literacy (Ages 0-5)	20	556
Children's (Ages 5-12)	3	14
Teen	13	65
Adult	9	123
Senior	0	0
<b>Total</b>	<b>45</b>	<b>758</b>

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	3	83
Children's (Ages 5-12)	5	99
Teen	1	7
Adult	7	35
Senior	0	0
<b>Total</b>	<b>16</b>	<b>224</b>

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	11	276
Children's (Ages 5-12)	10	299
Teen	7	77
Adult	15	150
Senior	2	19
<b>Total</b>	<b>45</b>	<b>821</b>



# OCTOBER 2024

## CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2024 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	\$ 5,102,260	14,867	4,468,689
Fees, Bksale, Copier	\$ 20,000	3,277	25,231
State Aid		38,381	76,821
A & E Tax / Equaliz Funds		41,772	84,118
Everygy PILOT	\$ 5,000	-	5,053
Interest Income <i>Investments</i>	\$ 25,000		-
<i>Bank acct - variable</i>	\$ 25,000	15,224	225,493
<b>TOTAL</b>	<b>\$ 5,177,260</b>	<b>113,521</b>	<b>4,885,405</b>

Current Assets as of 10/31/24

Community Bank - General Oper	\$ 3,660,790
Community Bank - Savings / Invest	\$ 1,112
Community Bank - Payroll	\$ 326,645
Community Bank - Endowment	\$ 9,769
Commerce - Petty Cash	\$ 3,442
Commerce - Utility	\$ 14,413
Commerce - Donations	\$ 36,712
<b>Total</b>	<b>\$ 4,052,883</b>

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

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

Reserve Funds Notes

Our auditors recommend 6 months of operation expenses from undesignated funds as an operational reserve fund. For 2024, that amount would be approx \$2,055,000. The Missouri Public Library Standards "recommends the library district maintains an operational reserve fund to cover up to one year of expenses and a separate capital fund for maintaining facilities and the replacement of furniture and equipment." Standard # 4 (p. 14)



## Account Statement - Transaction Summary

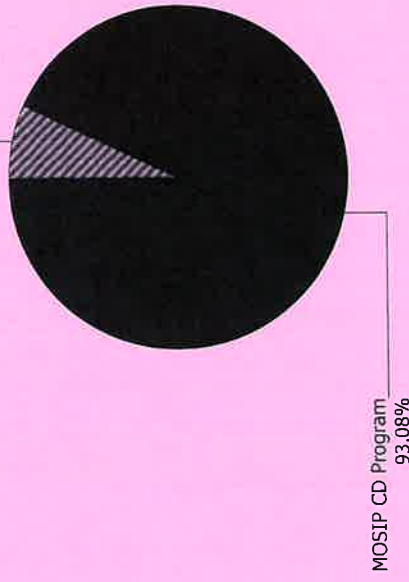
For the Month Ending **October 31, 2024**

**Cass County Public Library - Investment Fund - 8500491**

<b>MOSIP</b>			
		October 31, 2024	September 30, 2024
Opening Market Value	11,918.23		
Purchases	794,975.98	55,769.21	11,918.23
Redemptions	(751,125.00)		
Unsettled Trades	0.00	750,000.00	750,000.00
Change in Value	0.00		
<b>Closing Market Value</b>	<b>\$55,769.21</b>		
Cash Dividends and Income	72.69		
<b>MOSIP CD Program</b>			
Opening Market Value	750,000.00		
Purchases	750,000.00		
Redemptions	(750,000.00)		
Unsettled Trades	0.00		
Change in Value	0.00		
<b>Closing Market Value</b>	<b>\$750,000.00</b>		
Cash Dividends and Income	43,406.54		
<b>Total</b>	<b>\$805,769.21</b>	<b>\$805,769.21</b>	<b>\$761,918.23</b>

<b>Asset Summary</b>	
MOSIP	11,918.23
MOSIP CD Program	750,000.00
<b>Total</b>	<b>\$805,769.21</b>

<b>Asset Allocation</b>	
MOSIP	1.47%
MOSIP CD Program	93.08%
<b>Total</b>	<b>100.00%</b>





## Investment Holdings

For the Month Ending **October 31, 2024**

**Cass County Public Library - Investment Fund - 8500491**

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Accrued Interest	Est. Value at Maturity
<b>MOSIP CD Program</b>							
10/28/24	10/28/24	CD - North American Banking Company, MN	10/28/25	4.50	200,000.00	98.63	209,000.00
10/28/24	10/28/24	CD - T Bank, TX	10/28/25	4.42	150,000.00	72.66	156,630.00
10/28/24	10/28/24	CD - Gbank, NV	10/28/25	4.45	200,000.00	97.53	208,900.00
10/28/24	10/28/24	CD - First State Bank Of Healy (The), KS	10/28/25	4.50	200,000.00	98.63	209,000.00
<b>Total</b>					<b>\$750,000.00</b>	<b>\$367.45</b>	<b>\$783,530.00</b>

+ Reserve Funds \$600,000



# OCTOBER 2024

## CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2024 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
<b>PERSONNEL</b>					
601 SALARIES	2,060,000	150,468	1,644,915	415,085	80%
602 SOCIAL SECURITY	126,500	9,354	103,349	23,151	82%
603 HEALTH INSURANCE	343,000	23,202	230,628	112,372	67%
604 LIFE/DISABILITY INS.	13,900	1,081	10,803	3,097	78%
607 LAGERS	393,200	25,640	270,947	122,253	69%
608 MEDICARE	29,500	2,188	22,834	6,666	77%
609 EMPLOYEE ASSISTANCE PROG	3,400	485	1,940	1,460	57%
<b>TOTAL - PERSONNEL</b>	<b>\$ 2,969,500</b>	<b>212,418</b>	<b>2,285,416</b>	<b>684,084</b>	<b>77%</b>
<b>OPERATIONS</b>					
640 RENT	363,200	28,015	280,150	83,050	77%
641 UTILITIES	78,500	7,071	64,209	14,291	82%
642 BUILDING MAINT.	128,500	7,468	117,602	10,898	92%
643 SUPPLIES	71,500	8,533	40,692	30,808	57%
645 ACTIVITIES	50,600	1,308	31,994	18,606	63%
646 POSTAGE / DOC. DELIV.	3,400	300	2,153	1,247	63%
649 EQUIPMENT RENTAL	33,300	5,718	21,157	12,143	64%
650 VEHICLE OPERATION	32,000	1,450	20,640	11,360	65%
651.1 TRAVEL & DUES	13,200	2,007	9,613	3,587	73%
651.2 PROFESSIONAL DEVELOP	26,800	1,269	14,948	11,852	56%
652 INSURANCE	58,000	7,739	48,538	9,462	84%
653 MARKETING & PROMO	29,500	3,739	22,777	6,723	77%
660 PROFESSIONAL SVCS	105,200	3,568	61,637	43,563	59%
667 AUTOMATION SUPPORT	112,800	17,597	80,949	31,851	72%
697 TECHNOLOGY	33,500	420	9,726	23,774	29%
<b>TOTAL - OPERATIONS</b>	<b>\$ 1,140,000</b>	<b>96,202</b>	<b>826,785</b>	<b>313,215</b>	<b>73%</b>
<b>MATERIALS</b>					
670 BOOKS	170,000	12,210	130,611	39,389	77%
671 E-BOOKS & E-AUDIOBOOKS	120,000	7,164	86,903	33,097	72%
672 PERIODICALS	12,800	-	9,324	3,476	73%
673 MEDIA (AV)	20,000	375	7,489	12,511	37%
677 ELECTRONIC RESOURCES	60,000	2,721	20,214	39,786	34%
<b>TOTAL - MATERIALS</b>	<b>\$ 382,800</b>	<b>22,470</b>	<b>254,541</b>	<b>128,259</b>	<b>66%</b>
<b>CAPITAL SERVICES</b>					
690 FURNITURE & EQUIP	100,000	4,652	34,746	65,254	35%
698 BRANCH IMPROVEMENTS	100,000	2,552	31,943	68,057	32%
<b>TOTAL - CAPITAL SERVICES</b>	<b>\$ 200,000</b>	<b>7,204</b>	<b>66,689</b>	<b>133,311</b>	<b>33%</b>
<b>SUB TOTAL w/o Reserves</b>	<b>\$ 4,692,300</b>	<b>\$ 338,294</b>	<b>\$ 3,433,431</b>	<b>\$ 1,258,869</b>	<b>73%</b>
<b>RESERVE FUNDS</b>					
CAPITAL IMPROVEMENTS					
699 RESERVE - CARRYOVER	484,960	-	-	484,960	0%
<b>TOTAL - RESERVE FUNDS</b>	<b>\$ 484,960</b>	<b>-</b>	<b>-</b>	<b>484,960</b>	<b>0%</b>
<b>GRAND TOTAL</b>	<b>\$ 5,177,260</b>	<b>338,294</b>	<b>3,433,431</b>	<b>1,743,829</b>	<b>66%</b>

# Cass Co Public Library

OCTOBER

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$3,660,790.00

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/01/2024	1316	Journal		-Split-	deposit		\$563.99
10/04/2024	1317	Journal		-Split-	deposit		\$14,034.43
10/04/2024	1318	Journal		-Split-	transfer for Oct PR & benefits	\$217,700.00	
10/08/2024	1311	Journal		-Split-	deposit		\$746.32
10/09/2024	1312	Journal		-Split-	deposit		\$579.28
10/09/2024	1320	Journal		-Split-	from State		\$38,381.39
10/10/2024	1313	Journal		-Split-	deposit		\$389.68
10/11/2024	1319	Journal		-Split-	deposit		\$86.03
10/15/2024	1321	Journal		-Split-	deposit - State		\$41,771.82
10/16/2024	6373	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$137.00	
10/16/2024	6374	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$446.52	
10/16/2024	6375	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$4,986.58	
10/16/2024	6376	Check	BARCODES INC	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$1,535.00	
10/16/2024	6377	Check	BENNETT & BODINE	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Sept fees	\$560.00	
10/16/2024	6378	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$318.45	
10/16/2024	6379	Check	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copier lease	\$1,546.60	
10/16/2024	6380	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc	\$3,690.00	
10/16/2024	6381	Check	CONTINENTAL WESTERN GROUP	652.4 INSURANCE & BONDS:INS CONTINGENCY	deductible	\$800.00	
10/16/2024	6382	Check	DEMCO	-Split-	supplies	\$971.03	
10/16/2024	6383	Check	EMC INSURANCE COMPANIES	652.1 INSURANCE & BONDS:PKG - LIAB, PROP, AUTO	pmt - policy 7/1/24	\$6,747.04	
10/16/2024	6384	Check	GFI DIGITAL	649 EQUIP REPAIR & RENT	copier usage (FINAL - old contract)	\$3,245.06	
10/16/2024	6385	Check	HARRISONVILLE ELECTRIC	642.4 BLDG MAINTENANCE:MISC	NRC	\$766.71	
10/16/2024	6386	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$327.36	
10/16/2024	6387	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$6,991.87	



Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/16/2024	6388	Check	KIWANIS CLUB	651.110 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:PROF DUES:Chambers	membership	\$172.00	
10/16/2024	6389	Check	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Sept statement	\$1,440.50	
10/16/2024	6390	Check	THE LIBRARY STORE	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$73.49	
10/16/2024	6391	Check	THE LOCK SHOP	642.4 BLDG MAINTENANCE:MISC	maint	\$160.97	
10/16/2024	6392	Check	MASON EXTERMINATING	-Split-	maint	\$250.00	
10/16/2024	6393	Check	MIDWEST TAPE	-Split-	materials	\$419.21	
10/16/2024	6394	Check	MIKE KEITH INS.	652.4 INSURANCE & BONDS:INS CONTINGENCY	5 - notary bond ins	\$250.00	
10/16/2024	6395	Check	MISSOURI EVERGREEN	667 AUTOMATION SUPPORT	annual fees	\$17,122.69	
10/16/2024	6396	Check	MISSOURI LIBRARY ASSOCIATION	651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES	REISSUE lost check - 2024 conf registrations	\$1,090.00	
10/16/2024	6397	Check	M.R. DOOR	642.4 BLDG MAINTENANCE:MISC	maint	\$250.00	
10/16/2024	6398	Check	NEW DIRECTIONS	609 Employee Assistance Program	empl assistance prog Qtr	\$484.72	
10/16/2024	6399	Check	OVERDRIVE	671 E-BOOKS & E-AUDIOBOOKS	materials	\$7,164.39	
10/16/2024	6400	Check	QUILL CORP	-Split-	supplies	\$1,124.72	
10/16/2024	6401	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$926.59	
10/16/2024	6402	Check	TUMBLEWEED PRESS	677 ELECTRONIC DBASES	dbase annual renewal	\$2,394.00	
10/16/2024	6403	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$247.20	
10/16/2024	6404	Check	U.S. POSTAL SERVICE	646.3 POSTAGE / DOC. DELIVERY:PO BOXES	GC PO box 1yr	\$120.00	
10/16/2024	6405	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$7,490.73	
10/16/2024	6406	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$17,619.49	
10/16/2024	6407	Check	BARRY-LAWRENCE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$56.95	
10/16/2024	6408	Check	JEFFERSON COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$23.00	
10/16/2024	6409	Check	MORGAN COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$21.00	



Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/16/2024	6410	Check	NEVADA PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$22.00	
10/16/2024	6411	Check	RAY COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$28.00	
10/16/2024	6412	Check	SCHUYLER COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$16.00	
10/16/2024	6413	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$21.99	
10/16/2024	6414	Check	UNDERGROUND GYM LLC	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	program	\$140.00	
10/16/2024	6415	Check	AG CITY HOLDING COMPANY, LLC	-Split-	NOV '24 rent - AR	\$1,677.50	
10/16/2024	6416	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	NOV '24 rent - DR	\$1,003.85	
10/16/2024	6417	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	NOV '24 rent - GC	\$950.00	
10/16/2024	6418	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	NOV '24 rent - HA	\$8,772.93	
10/16/2024	6419	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	NOV '24 rent - NRC	\$15,910.97	
10/16/2024	6420	Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$142.04	
10/16/2024	6421	Check	EMILY PUTHOFF	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$34.00	
10/16/2024	6422	Check	ELIZABETH NACHTIGALL	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$50.92	
10/16/2024	6423	Check	KASEY GILBERT	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$52.26	
10/16/2024	6424	Check	JANA RIGGS	-Split-	reimbursement	\$309.35	
10/16/2024	6425	Check	KAREN ALLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$75.04	
10/16/2024	6426	Check	LEAH HAMILTON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$2.55	
10/16/2024	6427	Check	LORI SCHNEIDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$248.57	
10/16/2024	6428	Check	MONICA HOENSHELL	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$78.43	
10/16/2024	6429	Check	NEISHA HANDLEY	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$151.35	
10/16/2024	6430	Check	RHONDA BUSSE	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$239.86	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/16/2024	6431	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$174.87	
10/16/2024	6432	Check	SARA GROFF	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$21.31	
10/16/2024	6433	Check	SARA LUELLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$337.68	
10/16/2024	6434	Check	SCOTT PAGEL	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	reimbursement	\$46.62	
10/16/2024	6435	Check	SHANNON JULIEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$75.04	
10/16/2024	6436	Check	RJ's IRRIGATION & LANDSCAPING	-Split-	mowing	\$1,620.00	
10/16/2024	6437	Check	ULINE	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	GC & Annex	\$2,164.44	
10/17/2024	1330	Journal		-Split-	CBR	\$29.00	
10/28/2024	1314	Journal		-Split-	deposit		\$584.20
10/29/2024	1306	Journal		-Split-	deposit		\$1,074.22
10/30/2024	1315	Journal		-Split-	deposit		\$557.95
10/31/2024	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned		\$15,224.13

# Cass Co Public Library

OCTOBER

120 PAYROLL ACCT - COMMUNITY BANK Ending Balance: \$246,264.70

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/01/2024	1323	Journal	AFLAC	-Split-	Sept '24 coverage	\$1,416.24	
10/02/2024	415	Check	JULIE M. DENNIS	601 WAGES	re-issue payck 9/13/24	\$152.38	
10/02/2024	1328	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	Oct '24 coverage	\$24,981.75	
10/02/2024	1329	Journal	PRINCIPAL INS	-Split-	Oct '24 coverage	\$1,269.54	
10/03/2024	1327	Journal		-Split-	deposit		\$152.38
10/04/2024	1318	Journal		-Split-	transfer for Oct PR & benefits		\$217,700.00
10/09/2024	416	Check	JULIE M. DENNIS	601 WAGES	re-issue payck 9/27/24	\$304.75	
10/10/2024	1322	Journal	LAGERS	-Split-	Sept '24 contributions	\$25,640.13	
10/10/2024	1326	Journal		-Split-	deposit		\$304.75
10/11/2024	1288	Journal		-Split-	PR 10/11/24	\$19,217.51	
10/11/2024	1288	Journal		-Split-	PR 10/11/24	\$61,717.63	
10/24/2024	1324	Journal	ADP, INC.	-Split-	pay ADP invoice online	\$2,263.40	
10/25/2024	1291	Journal		-Split-	PR 10/25/24	\$19,231.02	
10/25/2024	1291	Journal		-Split-	PR 10/25/24	\$61,844.06	

# Cass Co Public Library

OCTOBER

137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance: \$9,769.22

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
10/31/2024	INTEREST	Deposit		820 INTEREST INCOME- ENDOWMENT	Interest Earned	\$37.91

# Cass Co Public Library

OCTOBER

102 PETTY CASH ACCOUNT - COMMERCE Ending Balance: \$3,442.34

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/31/2024	1325	Journal		-Split-	STRIPE cred card pmts - Oct		\$549.66

# Cass Co Public Library

OCTOBER

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$9,047.74

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/01/2024	1256	Journal	Countywide Disposal	-Split-	ADM trash	\$147.00	
10/01/2024	1257	Journal	GFL ENVIRONMENTAL	-Split-	NRC trash	\$172.31	
10/01/2024	1258	Journal	360 Document Solutions	-Split-	ALL VOIP System	\$1,174.95	
10/01/2024	1259	Journal	SHRED-IT	-Split-	HA \$122.78 & NRC \$122.78 SHREDDING	\$245.56	
10/01/2024	1260	Journal	Countywide Disposal	-Split-	PH TRASH	\$84.00	
10/01/2024	1261	Journal	SPIRE	-Split-	DR GAS	\$53.41	
10/01/2024	1262	Journal	SPIRE	-Split-	GC GAS	\$53.41	
10/01/2024	1263	Journal	SPIRE	-Split-	ANNEX GAS	\$71.23	
10/01/2024	1264	Journal	SPIRE	-Split-	NRC GAS	\$54.29	
10/01/2024	1265	Journal	EVERGY	-Split-	DR ELECTRIC	\$169.92	
10/01/2024	1266	Journal	EVERGY	-Split-	GC ELECTRIC	\$320.76	
10/01/2024	1267	Journal	EVERGY	-Split-	NRC ELECTRIC	\$1,090.11	
10/01/2024	1268	Journal	EVERGY	-Split-	PH ELECTRIC	\$1,724.61	
10/04/2024	1285	Journal	DREXEL PUBLIC WORKS	-Split-	DR Water/sewer	\$68.56	
10/04/2024	1286	Journal	CITY OF PLEASANT HILL	-Split-	PH water/sewer	\$340.15	
10/04/2024	1287	Journal	SPIRE	-Split-	PH gas	\$71.78	
10/16/2024	6405	Check	CCPL-UTILITY ACCOUNT	136 NEW FEB13 - GENERAL OPERATING	reimburse for Util a/p		\$7,490.73
10/18/2024	1289	Journal	GFL ENVIRONMENTAL	-Split-	Annex Trash	\$79.09	
10/18/2024	1290	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC Water	\$323.24	

# Cass Co Public Library

OCTOBER

108 DONATIONS ACCT - COMMERCE Ending Balance: \$36,712.01

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/16/2024	1477	Check	CJD CONSULTING SOLUTIONS, LLC	693.75 FOUNDATION:FOUNDATION - STAFF DONATION 2024	SDD speaker	\$500.00	
10/16/2024	1478	Check	Liberty PCS	693.65 FOUNDATION:FOUNDATION - TECH DONATION 2024	tech	\$7,000.00	





# NOVEMBER 2024

## PAYABLES FOR BOARD APPROVAL

General Operating

\$150,330.34

Endowment

\$

Donations

\$8,491.30

Utilities

\$6,244.38

# Cass Co Public Library

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$3,510,459.66

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
11/20/2024	To Print	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$167.00	
11/20/2024	To Print	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$468.40	
11/20/2024	To Print	Check	AVI-SPL LLC	697.2 TECHNOLOGY:TECHNOLOGY HARDWARE / SOFTWARE	PH	\$2,796.94	
11/20/2024	To Print	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$7,122.14	
11/20/2024	To Print	Check	BENNETT & BODINE	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Oct fees	\$6,020.00	
11/20/2024	To Print	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$283.92	
11/20/2024	To Print	Check	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copier lease	\$1,546.60	
11/20/2024	To Print	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc & carpet cleanings	\$9,910.00	
11/20/2024	To Print	Check	CONTINENTAL WESTERN GROUP	652.4 INSURANCE & BONDS:INS CONTINGENCY	deductible	\$220.00	
11/20/2024	To Print	Check	DEMCO	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$244.17	
11/20/2024	To Print	Check	EBSCO	677 ELECTRONIC DBASES	Consumer Rep 1-yr	\$8,699.00	
11/20/2024	To Print	Check	Epic Plumbing, LLC	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	PH sewer repair	\$14,050.00	
11/20/2024	To Print	Check	Harrisonville Community Center	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	training - room rental	\$578.00	
11/20/2024	To Print	Check	HARRISONVILLE ELECTRIC	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	DR	\$306.76	
11/20/2024	To Print	Check	HIGHLEY APPRECIATED	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$64.05	
11/20/2024	To Print	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$4,443.16	
11/20/2024	To Print	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$6,518.87	
11/20/2024	To Print	Check	KOEHN BUILDING SYSTEMS	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	Royal St. garage construction	\$23,351.20	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
11/20/2024	To Print	Check	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Oct statement	\$3,397.00	
11/20/2024	To Print	Check	MASON EXTERMINATING	-Split-	maint	\$335.00	
11/20/2024	To Print	Check	Matthew's Catering	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	training - lunch 11/7	\$307.82	
11/20/2024	To Print	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$3,609.90	
11/20/2024	To Print	Check	QUILL CORP	-Split-	supplies	\$457.35	
11/20/2024	To Print	Check	RJ's IRRIGATION & LANDSCAPING	-Split-	mowing	\$1,610.00	
11/20/2024	To Print	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$492.31	
11/20/2024	To Print	Check	Thyme for Seasoning	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	training - lunch 11/6	\$265.00	
11/20/2024	To Print	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$309.00	
11/20/2024	To Print	Check	WALMART COMMUNITY/Capital One	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	statement	\$75.44	
11/20/2024	To Print	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$12,911.52	
11/20/2024	To Print	Check	CCPL - PETTY CASH ACCT	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	10/29 pmt to CJD Consulting for training 11/6-7	\$3,000.00	
11/20/2024	To Print	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$6,244.38	
11/20/2024	To Print	Check	AG CITY HOLDING COMPANY, LLC	-Split-	DEC '24 rent - AR	\$1,677.50	
11/20/2024	To Print	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	DEC '24 rent - DR	\$1,003.85	
11/20/2024	To Print	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	DEC '24 rent - GC	\$950.00	
11/20/2024	To Print	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	DEC '24 rent - HA	\$8,772.93	
11/20/2024	To Print	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	DEC '24 rent - NRC	\$15,910.97	
11/20/2024	To Print	Check	JEFFERSON COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$23.00	
11/20/2024	To Print	Check	ALTON PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$11.00	
11/20/2024	To Print	Check	CRAWFORD COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$21.99	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
			DISTRICT				
11/20/2024	To Print	Check	TRAILS REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$40.00	
11/20/2024	To Print	Check	PEGGY YOAKUM	645.22 ACTIVITIES:BRANCH ACTIVITIES:DREXEL PROGRAMS	program	\$50.00	
11/20/2024	To Print	Check	PEGGY YOAKUM	645.23 ACTIVITIES:BRANCH ACTIVITIES:GARDEN CITY PROGRAMS	program	\$50.00	
11/20/2024	To Print	Check	PEGGY YOAKUM	645.21 ACTIVITIES:BRANCH ACTIVITIES:ARCHIE PROGRAMS	program	\$50.00	
11/20/2024	To Print	Check	PEGGY YOAKUM	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	program	\$50.00	
11/20/2024	To Print	Check	PEGGY YOAKUM	645.24 ACTIVITIES:BRANCH ACTIVITIES:HARRISONVILLE PROGRAMS	program	\$50.00	
11/20/2024	To Print	Check	PEGGY YOAKUM	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	program	\$50.00	
11/20/2024	To Print	Check	AMY BURKHOLDER	-Split-	reimbursement	\$1,182.68	
11/20/2024	To Print	Check	EMILY PUTHOFF	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$57.47	
11/20/2024	To Print	Check	KIM CROFT	643.34 LIB & OFFICE SUPPLIES:Supplies-MISC	reimbursement	\$39.97	
11/20/2024	To Print	Check	LEAH HAMILTON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$1.21	
11/20/2024	To Print	Check	LEIGH HALLENBERG	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$138.69	
11/20/2024	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$20.84	
11/20/2024	To Print	Check	SARA LUELLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$46.62	
11/20/2024	To Print	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$326.69	

TOTAL = \$ 150,330.34



# Cass Co Public Library

11-20-24

108 DONATIONS ACCT - COMMERCE Ending Balance: \$28,220.71

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
11/20/2024	To Print	Check	COMMERCE BANK	693.75 FOUNDATION:FOUNDATION - STAFF DONATION 2024	statement	\$8,491.30

TOTAL = \$ 8,491.30

# Cass Co Public Library

OCTOBER

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$15,292.12

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
10/01/2024	1256	Journal	Countywide Disposal	-Split-	ADM trash	\$147.00
10/01/2024	1257	Journal	GFL ENVIRONMENTAL	-Split-	NRC trash	\$172.31
10/01/2024	1258	Journal	360 Document Solutions	-Split-	ALL VOIP System	\$1,174.95
10/01/2024	1259	Journal	SHRED-IT	-Split-	HA \$122.78 & NRC \$122.78 SHREDDING	\$245.56
10/01/2024	1260	Journal	Countywide Disposal	-Split-	PH TRASH	\$84.00
10/01/2024	1261	Journal	SPIRE	-Split-	DR GAS	\$53.41
10/01/2024	1262	Journal	SPIRE	-Split-	GC GAS	\$53.41
10/01/2024	1263	Journal	SPIRE	-Split-	ANNEX GAS	\$71.23
10/01/2024	1264	Journal	SPIRE	-Split-	NRC GAS	\$54.29
10/01/2024	1265	Journal	EVERGY	-Split-	DR ELECTRIC	\$169.92
10/01/2024	1266	Journal	EVERGY	-Split-	GC ELECTRIC	\$320.76
10/01/2024	1267	Journal	EVERGY	-Split-	NRC ELECTRIC	\$1,090.11
10/01/2024	1268	Journal	EVERGY	-Split-	PH ELECTRIC	\$1,724.61
10/04/2024	1285	Journal	DREXEL PUBLIC WORKS	-Split-	DR Water/sewer	\$68.56
10/04/2024	1286	Journal	CITY OF PLEASANT HILL	-Split-	PH water/sewer	\$340.15
10/04/2024	1287	Journal	SPIRE	-Split-	PH gas	\$71.78
10/18/2024	1289	Journal	GFL ENVIRONMENTAL	-Split-	Annex Trash	\$79.09
10/18/2024	1290	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC Water	\$323.24

TOTAL = \$6,244.38

2025 REVENUE

Cass County Public Library Budget

<b>DESCRIPTION</b>	<b>2023 BUDGET</b>	<b>2024 BUDGET</b>	<b>2025 DRAFT</b>
Tax Levy Funds	5,051,910	5,102,260	5,801,067
Fines, Fees, Booksale, Copier	20,000	20,000	20,000
State Aid			
Athlete's & Entertainer's Tax			
Evergy PILOT	5,000	5,000	5,000
Interest Income	15,000	50,000	100,000
<b>Total</b>	<b>5,091,910</b>	<b>5,177,260</b>	<b>5,926,067</b>

**RESERVE / INVESTMENTS**

<b>MOSIP - Reserve Funds CD</b>	\$500,000	\$600,000	\$600,000
<i>Note: funds added in respective years</i>	<b>\$100,000</b>		

<b>Savings / Investment Acct</b>	\$51,450	\$2,235	\$1,112
<i>Note: use acct for investment transactions</i>			

<b>Reserve Payroll Funds - in PR Acct</b>	\$125,000	\$125,000	\$125,000
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<b>Total Reserve / Investments</b>	<b>\$776,450</b>	<b>\$727,235</b>	<b>\$726,112</b>
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**CAPITAL FUNDS RESERVE bal 8/31/24** **\$2,308,247**

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

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

**2025 EXPENDITURES**  
Cass County Public Library Budget

	<b>2023</b>	<b>2024</b>	<b>2025 DRAFT</b>
<b>PERSONNEL</b>			
601 SALARIES	1,996,073	2,060,000	2,504,550
602 SOCIAL SECURITY	123,840	126,500	153,200
603 HEALTH INSURANCE	351,400	343,000	387,800
604 LIFE/DISABILITY INS.	13,700	13,900	15,400
607 LAGERS	359,177	393,200	369,500
608 MEDICARE	28,971	29,500	35,850
609 EMPLOYEE ASSISTANCE PROG	2,500	3,400	3,400
<b>TOTAL - PERSONNEL</b>	<b>\$2,875,661</b>	<b>\$2,969,500</b>	<b>\$3,469,700</b>
<b>OPERATIONS</b>			
640 RENT	339,600	363,200	376,400
641 UTILITIES	68,000	78,500	86,100
642 BUILDING MAINT.	104,500	128,500	154,000
643 SUPPLIES	68,000	71,500	68,000
645 ACTIVITIES	42,800	50,600	48,500
646 POSTAGE / DOC. DELIV.	3,200	3,400	3,400
649 EQUIPMENT RENTAL	29,500	33,300	37,700
650 VEHICLE OPERATION	32,000	32,000	39,000
651.1 TRAVEL & DUES	12,500	13,200	14,000
651.2 PROFESSIONAL DEVELOPMENT	21,600	26,800	38,900
652 INSURANCE	47,000	58,000	66,000
653 MARKETING & PROMOTION	23,000	29,500	26,700
660 PROFESSIONAL SERVICES	59,000	105,200	108,000
667 AUTOMATION SUPPORT	100,300	112,800	133,400
697 TECHNOLOGY	33,500	33,500	87,000
<b>TOTAL - OPERATIONS</b>	<b>\$984,500</b>	<b>\$1,140,000</b>	<b>\$1,287,100</b>
<b>MATERIALS</b>			
670 BOOKS	180,000	170,000	160,000
671 E-BOOKS & E-AUDIOBOOKS	120,000	120,000	130,000
672 PERIODICALS	13,200	12,800	6,500
673 MEDIA (AV)	12,000	20,000	20,000
677 ELECTRONIC RESOURCES	60,000	60,000	100,000
<b>TOTAL - MATERIALS</b>	<b>\$385,200</b>	<b>\$382,800</b>	<b>\$416,500</b>
<b>CAPITAL SERVICES</b>			
690 FURNITURE & EQUIPMENT	140,000	100,000	100,000
698 BRANCH IMPROVEMENTS	100,000	100,000	100,000
692 AUTOMOTIVE	50,000		65,000
<b>TOTAL - CAPITAL SERVICES</b>	<b>\$290,000</b>	<b>\$200,000</b>	<b>\$265,000</b>
<b>RESERVE FUNDS</b>			
CAPITAL IMPROVEMENTS	300,000		300,000
699 RESERVE - CARRYOVER	256,549	484,960	187,767
<b>TOTAL - RESERVE FUNDS</b>	<b>\$556,549</b>	<b>\$484,960</b>	<b>\$487,767</b>
<b>GRAND TOTAL</b>	<b>\$5,091,910</b>	<b>\$5,177,260</b>	<b>\$5,926,067</b>



## **2025 Proposed Budget**

This is the final proposed budget for fiscal year 2025. It includes the updated personnel expenses to include performance pay adjustments resulting from this year's annual evaluations and the updated insurance premium costs. No other adjustments from the previous version have been made. I recommend that the board vote to approve this proposed budget for fiscal year 2025.

## **Administrative Annex Roof**

Following the Board's inquiry during last month's meeting on the best approach to address the roof leakage, we are supplying recommendations and estimates from three vendors who have priced various solutions, ranging from partial or full sealing to a complete roof replacement. Below is a summary of each vendor's proposal, including cost, warranty details, and other relevant considerations.

### **1. RJ's Irrigation and Landscaping (General Contractor)**

- **Full Roof Seal:** \$25,178
- **Partial Roof Seal:** Approximately half of the full seal estimate for the specific area where leakage has been noticed.
- **Roof Replacement: Weatherman Construction (Contracted by RJ's):** \$57,600 for roof replacement.
- **Warranty:** Warranty information has not been provided definitively at this time.
- **Additional Notes:** RJ's suggests that insulation replacement is necessary for a full roof replacement, though it is unclear if this is essential.

### **2. Royal Roofing and Solar**

- **Full Roof Seal:** \$23,224.50
- **Warranty:** 18 years on both labor and materials.
- **Additional Notes:** Royal Roofing and Solar did not provide an estimate for full roof replacement due to the roof's pitch, instead recommending a full seal as the most effective solution. Their estimate includes all necessary coats to ensure thorough sealing, backed by an 18-year warranty on both labor and materials.

### **3. Skycap Roofing**

- **Partial Roof Seal:** \$14,237.74 with a 4-year workmanship warranty.
- **Full Roof Seal:** \$25,803.50 with an 8-year workmanship warranty.
- **Roof Replacement:** \$25,468.75, excluding insulation replacement, with a 6-year workmanship warranty and a 40-year manufacturer warranty on materials.
- **Additional Notes:** Skycap's estimate for sealing includes one base coat and one sealant coat only, which may not be as comprehensive as Royal Roofing's. Skycap has clarified that the cost of sealing the full roof is approximately equal to the cost of replacing it because the labor involved to seal it is higher, offsetting the higher material cost of replacement. While the replacement can be completed in a single day, the sealant requires time to cure between applications, which necessitates multiple site visits to complete the work. Skycap has not assumed insulation replacement is necessary for the full roof replacement; however, if it is required, additional costs will apply.

**Recommendation:**

I recommend that the Board move to select **Royal Roofing and Solar's full seal** option as the primary choice. This solution provides the most comprehensive warranty (18 years on labor and materials) and includes all necessary coats. Given Royal Roofing's concern with replacing the roof due to the roof's pitch and their assurance that a full seal will effectively address current leaks, this proposal offers a reliable solution.

**Alternative Option:** If the Board prefers to consider a roof replacement, **Skycap Roofing's replacement estimate** at \$25,468.75 could be a viable secondary choice. This option includes a 6-year workmanship warranty and a 40-year manufacturer warranty on materials but does not cover insulation replacement, which may be an additional expense if required.

PO Box 151  
Raymore MO 64083  
816-820-8028  
rjsirrigation@yahoo.com

## Invoice

# RJ's Irrigation & Landscaping

Bill To: Cass County Public Library  
walshz@casscolibrary.org  
400 E Mechanic St  
Harrisonville, MO, 64701-2428  
(816) 738-1775

Invoice No: 926  
Date: 10/04/2024  
Terms: NET 0  
Due Date: 10/04/2024

Description	Quantity	Rate	Amount
Power wash and prep existing metal roof to receive the fluid-applied system. Inspect and remove/replace any loose or missing fasteners. Add new sealant to any voids, open laps or other deficiencies. Install fluid-applied membrane at 2-3 gallons per sq. ft. to the entire surface of the existing metal roof. 2121 Royal Street Harrisonville MO.  Excludes any metal or gutter repair. Work will be finished no later than October 30.  70 percent down to cover material. Material will be delivered to site.	1	\$25,178.00	\$25,178.00
	Subtotal		\$25,178.00
	TAX 0%		\$0.00
	Total		\$25,178.00
	Paid		\$0.00
<b>Balance Due</b>			<b>\$25,178.00</b>



Phone: 816.738.1896

Email: Jamesweatherman82@gmail.com

Date: 11/14/2024

# Weatherman Construction

Quote prepared for:

Zach Walsh

2121 Royal Street

Harrisonville, MO 64701

## QUOTE

NOTE: THIS QUOTE IS VALID FOR 14 DAYS FROM THE ABOVE DATE DUE TO THE RISING COST OF THE MATERIAL NEEDED FOR COMPLETION OF JOB

Job Description	
40 X 120 metal 29 guage roof with vented ridge cap	
Removal and disposal of all existing material	
Price includes all material, labor and choice of color.	
Prices subject to change based upon findings that might not be visible.	
<b>Amount due prior to start:</b>	<b>\$28,800</b>

<b>Total:</b>	<b>\$57,600</b>
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This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt. Prices are subject to change based on findings that might not be visible. Anything outside of the aforementioned job description is subject to additional cost at the expense of the purchaser.

50% of payment due upfront. Remainder due upon completion of job.

To accept this quotation, sign here and return:

Thank you for your business!





## ROOF REPAIR PROPOSAL

OCT 18, 2024 | Project #23241105195

Address

103 N MO-7 Pleasant Hill, MO 64080

816-540-7057

## CASS COUNTY LIBRARY/ ZACH WALSH

2121 Royal St  
Harrisonville, MO  
64701



# INSPECTION





# 18 YR ROOF COATING

Description	Qty	Unit price	Line total
<b>Roof Coating</b>			
ROOF COATING RESTORATION   Standard Installation:	1	\$23,224.50	\$23,224.50

- Clean the rubber surface to make sure its ready for base coat.
- Install a base coat over all existing rubber roofing and walls Included.
- Install spun flex fabric embedded into base coat.
- Caulk all penetrations and leak prone areas.
- Install Puma XL top coat over all existing rubber roofing.
- All prep, materials, equipment, and labor included in estimate pricing.

\*Puma XL Top Coat will come with a 18 year Labor and Material Warranty.

<b>Quote subtotal</b>	\$23,224.50
<b>Total</b>	\$23,224.50

01/11/2021

# AUTHORIZATION PAGE

18 yr Roof Coating

\$23,224.50

Project: 23241105195

Name: Cass County Library/ Zach Walsh

Address: 2121 Royal St, Harrisonville, MO

Estimates are valid for 30 days from the date of estimate / A 10% deposit is required before any project begins.

### Customer Comments / Notes

### My Product Selections

Brand Of Shingles

Current Shingle Color

Current Metal Color

Cass County Library/ Zach

Walsh:

Date:

**Exclusions:**  
By signing this form, I agree to and confirm the following: I certify that I am the registered owner of the above project property or have legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.



**SKYCAP ROOFING AND  
REMODELING**  
10531 East US Highway 40  
Independence, MO 64055  
Phone: (816) 800-4105

**Company Representative**  
Shaun Ritter  
Phone: (816) 258-0700  
shaun@skycaproofing.com

**Zach Walsh**  
**Cass County Public Library**  
2121 Royal Street  
Harrisonville, MO 64701

Job: Zach Walsh

## Roofing Section

SKYCAP Roofing and Remodeling LLC. is pleased to present you with this proposal for the above-referenced project. The scope of work includes all necessary labor, materials, hoisting, OSHA safety compliance, supervision, taxes, and permitting unless otherwise noted.

### Work Proposed:

Powerwash the roof with a strong cleaning solvent to have a completely clean base and clean off any loose coating that was applied in previous repairs.

\*Allow time to dry\*

Apply a base/primer coat - to be rolled on (GacoPrime)

\*Allow time for it to dry\*

Apply 1 coat of silicone top coat - to be rolled on (GacoFlex S4200)

\*Allow time for it to dry, after that re-inspect to see if additional coats are needed. If additional coats of top coat are needed, there will be costs associated that will be discussed with you before proceeding \*\*

\*\*The decision to choose silicone coating over acrylic is based on the fact that silicone is better suited for adhering to previously repaired areas on the roof, especially when proper cleaning has been carried out. This enhanced adhesion capability makes silicone a more suitable choice in such situations, Creating a resilient and durable roofing system to ensure the long-term protection to this building.\*\*

- Included in this estimate is an 8-year workmanship warranty
- Our office staff and crew have been trained and certified by the manufacturer
- Clean up all job-related debris
- Material pricing - Please be advised that due to fluctuation in material cost our proposal may be withdrawn after 20 days if not accepted

\* Our Crews are licensed and insured.

\* Crews will maintain safety requirements at all times during the construction process

**TOTAL** **\$25,803.50**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard roofing practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our work is fully covered by Workmen's Compensation Insurance, and General Liability Insurance. Cancellation of this contract will be a 10% fee charged to Owner. PAYMENT WILL BE MADE UPON COMPLETION OF ROOF. A 10% fee will apply on balance every 30 days until paid. In event of default by homeowner, homeowner agrees to pay all costs of collection including reasonable attorney's fees in addition to other damages incurred by contractor. Any additional material remaining after job completion is the property of SKYCAP ROOFING & REMODELING LLC.

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Company Authorized Signature

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Date

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Customer Signature

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Date

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Customer Signature

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Date



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10531 East US Highway 40  
Independence, MO 64055  
Phone: (816) 800-4105

**Company Representative**  
Shaun Ritter  
Phone: (816) 258-0700  
shaun@skycaproofing.com

**Zach Walsh**  
**Cass County Public Library**  
2121 Royal Street  
Harrisonville, MO 64701

Job: Zach Walsh

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Powerwash the roof with a strong cleaning solvent to have a completely clean base and clean off any loose coating that was applied in previous repairs.

\*Allow time to dry\*

Apply a base/primer coat - to be rolled on (GacoPrime)

\*Allow time for it to dry\*

Apply 1 coat of silicone top coat - to be rolled on (GacoFlex S4200)

\*Allow time for it to dry, after that re-inspect to see if additional coats are needed. If additional coats of top coat are needed, there will be costs associated that will be discussed with you before proceeding \*

\*\*Only apply coating material to half of the building\*\*

\*\*\*The decision to choose silicone coating over acrylic is based on the fact that silicone is better suited for adhering to previously repaired areas on the roof, especially when proper cleaning has been carried out. This enhanced adhesion capability makes silicone a more suitable choice in such situations, Creating a resilient and durable roofing system to ensure the long-term protection of this building.\*\*\*

- Included in this estimate is a 4-year workmanship warranty on the half of the building to which we apply the coating.
- Our office staff and crew have been trained and certified by the manufacturer
- Clean up all job-related debris
- Material pricing - Please be advised that due to fluctuation in material cost our proposal may be withdrawn after 20 days if not accepted

\* Our Crews are licensed and insured.

\* Crews will maintain safety requirements at all times during the construction process

**TOTAL**

**\$14,237.74**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard roofing practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our work is fully covered by Workmen's Compensation Insurance, and General Liability Insurance. Cancellation of this contract will be a 10% fee charged to Owner. PAYMENT WILL BE MADE UPON COMPLETION OF ROOF. A 10% fee will apply on balance every 30 days until paid. In event of default by homeowner, homeowner agrees to pay all costs of collection including reasonable attorney's fees in addition to other damages incurred by contractor. Any additional material remaining after job completion is the property of SKYCAP ROOFING & REMODELING LLC.

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



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10531 East US Highway 40  
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shaun@skycaproofing.com

**Zach Walsh**  
**Cass County Public Library**  
2121 Royal Street  
Harrisonville, MO 64701

Job: Zach Walsh

**Roofing Section**

SKYCAP Roofing and Remodeling LLC. is pleased to present you with this proposal for the above-referenced project. The scope of work includes all necessary labor, materials, hoisting, OSHA safety compliance, supervision, taxes, and permitting unless otherwise noted.

- Work Proposed:
- Remove existing metal roofing
  - Install new eave metal
  - Install new 26 ga PBR panels
  - Install new edge metal
  - Install new pipe and flue pipe flashings
  - Install new ridge cap metal
  - Seal flashings/penetrations with a specific metal-to-metal outdoor silicone caulking.

- This estimate includes a 6-year Workmanship Warranty and a standard 40-year manufacturer warranty.
- Clean up all job-related debris
- Material pricing - Please be advised that due to fluctuation in material cost our proposal may be withdrawn after 20 days if not accepted

- \* Our Crews are licensed and insured.
- \* Crews will maintain safety requirements at all times during the construction process

**TOTAL** **\$25,468.75**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard roofing practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our work is fully covered by Workmen's Compensation Insurance, and General Liability Insurance. Cancellation of this contract will be a 10% fee charged to Owner. PAYMENT WILL BE MADE UPON COMPLETION OF ROOF. A 10% fee will apply on balance every 30 days until paid. In event of default by homeowner, homeowner agrees to pay all costs of collection including reasonable attorney's fees in addition to other damages incurred by contractor. Any additional material remaining after job completion is the property of SKYCAP ROOFING & REMODELING LLC.

Company Authorized Signature

Date

Customer Signature

Date

Customer Signature

Date



### **Technology Mini-Grant Awarded**

The technology mini-grant that Scott Pagel and I submitted at the end of September was approved by the Missouri State Library. Cass County Public Library will be awarded \$18,978 to use to procure a total of 6 AWE Early Learning stations for our 6 branch locations. Scott, Leigh, and I will be meeting later in November to plan the purchase and rollout of the learning stations.

A total of 26 grant requests, amounting to \$301,665, were approved with funding from the Institute of Museum and Library Services under the Library Services and Technology Act provisions. The grant will be disbursed in 2 payments of \$9,489, and the grant reporting period runs through June 15, 2025.

### **Facility Coordinator Position**

We have encountered challenges in hiring a part-time IT specialist. To address this, we have decided to establish separate IT and Facilities departments, each led by a full-time coordinator. We have posted the Facilities Coordinator position with interviews beginning mid-November. Once hired and trained, the new Facilities Coordinator will take over facilities responsibilities, allowing Zach to transition fully into the IT Coordinator role.

Both positions will be 40 hours per week and based in the Administrative Annex.

### **Capital Improvement Plan Update: Community Needs Assessment Planning**

On Wednesday, November 13th, Lori, Zach, Leigh, and I met with Steve Potter to kick off the community needs assessment planning process. Our objective was to walk through each step of the assessment, discuss a preliminary meeting format, outline necessary preparations, and assign staff roles. Together, we brainstormed a list of community categories to help identify key representatives, including areas such as business advocacy, K-12 education, consumer finance, and healthcare. We plan to hold one meeting for the northern part of the county and a separate session with different invitees for the southern part, with both meetings tentatively scheduled for January.

### **Navigate Building Solutions Harrisonville Project Progress**

I have begun meeting bi-weekly with Todd Sweeney of Navigate Building Solutions. He is working to estimate the space needs for a library branch and administrative offices, as well as researching potential properties in Harrisonville. He should have his research completed in December, and we will plan to have his presentation to the board at the January 15th regular board meeting.

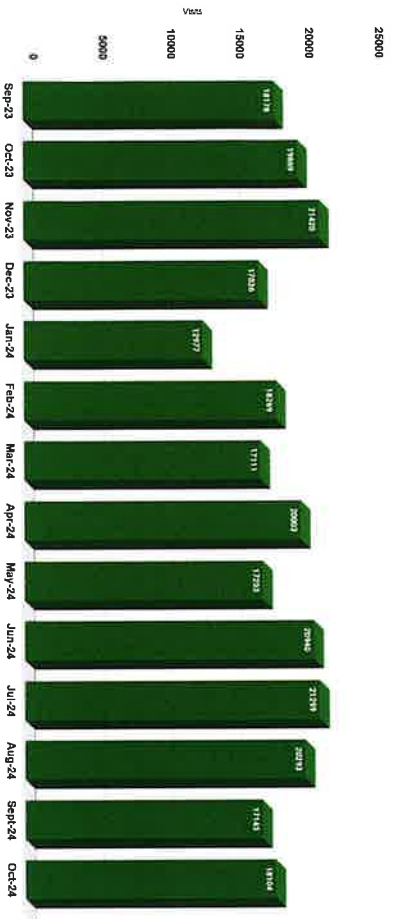
### **Aspen Update**

The configuration of the Aspen discovery layer for our online catalog is nearing completion. In the next few weeks, we will be asking staff to test the interface and provide feedback for its functionality and suggestions for further optimization.

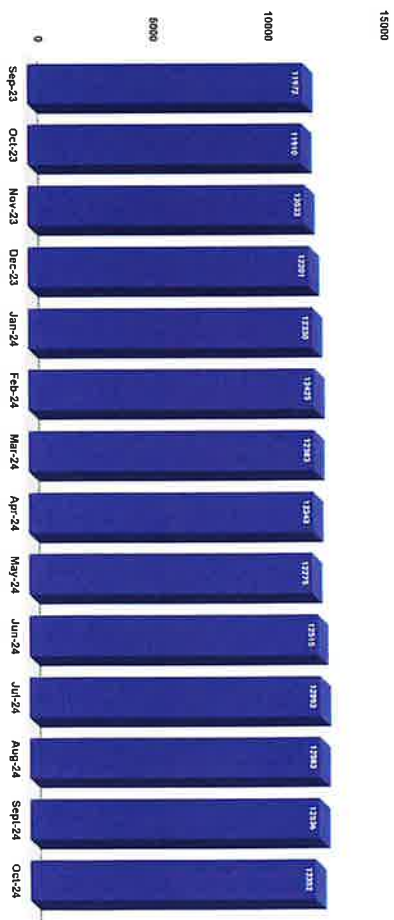
**Leadership Seminar**

On November 5th and 6th, the leadership team of CCPL including branch managers and department heads attended a seminar on critical thinking and servant leadership, thanks to Pat and Leigh's detailed planning. The seminar was presented by Dr. Crystal Davis, the head of CJD Consulting Solutions, LLC, a speaker, organizational coach, and published author. The training consisted of an examination of critical thinking skills and how those contribute to a servant leadership approach. Each participant received a copy of her latest book, *Grow Where You are Planted: Reflections on Servant Leadership*.

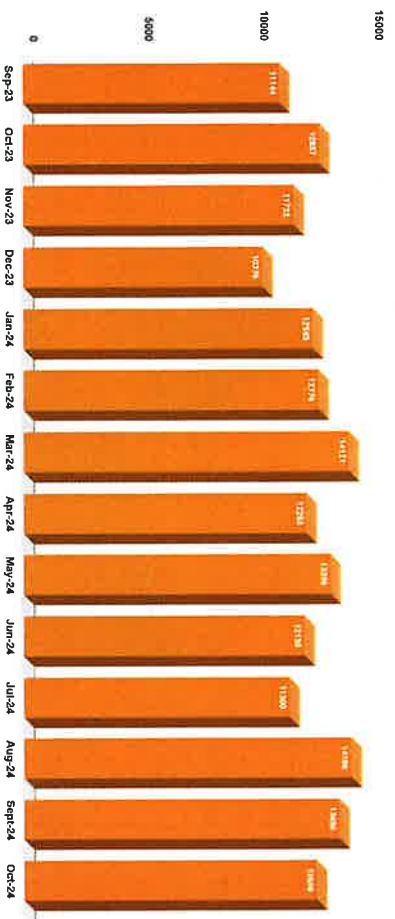
Branch Visits Last 12 Months



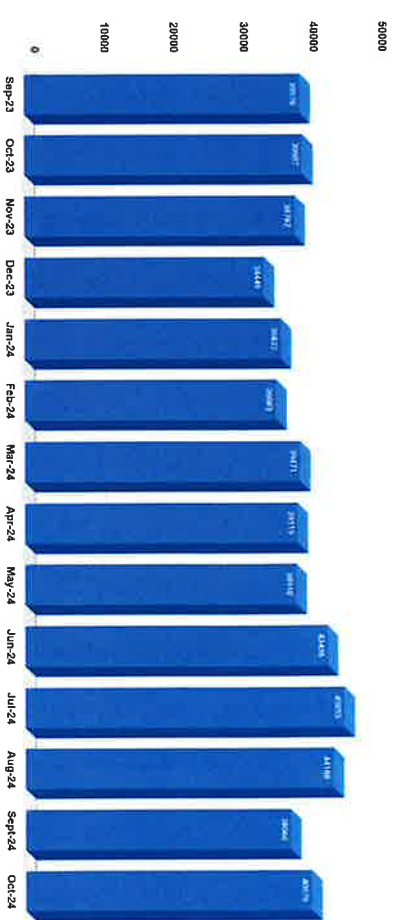
Active Patrons Last 12 Months



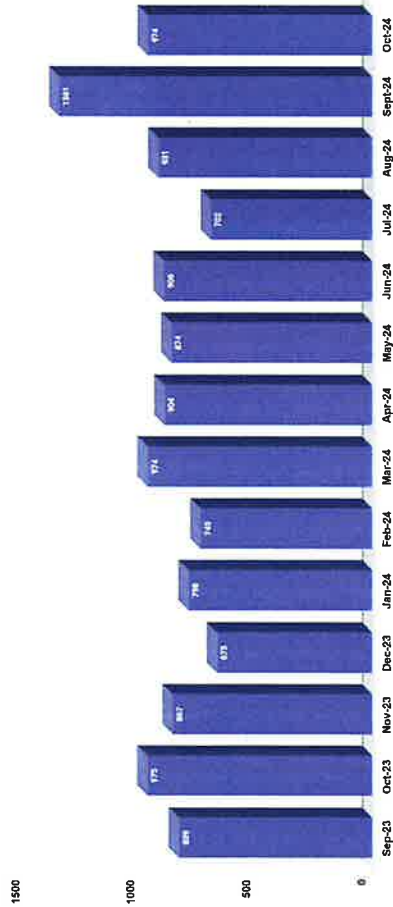
Digital Circulation Last 12 Months



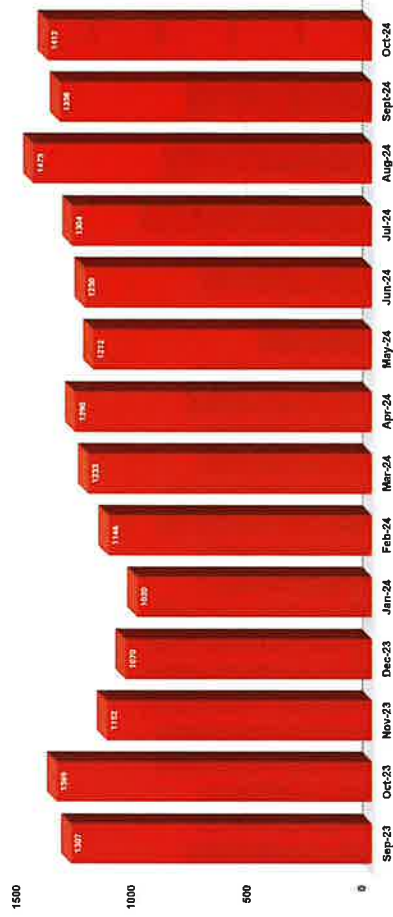
Physical Circulation Last 12 Months



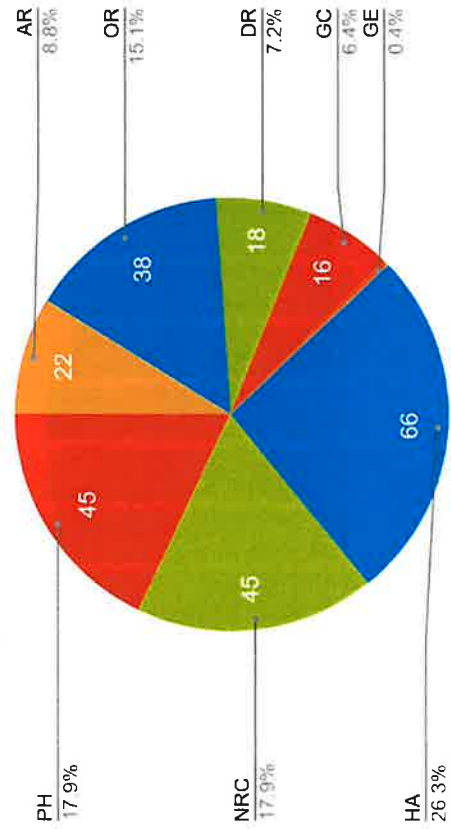
WiFi Usage Last 12 Months



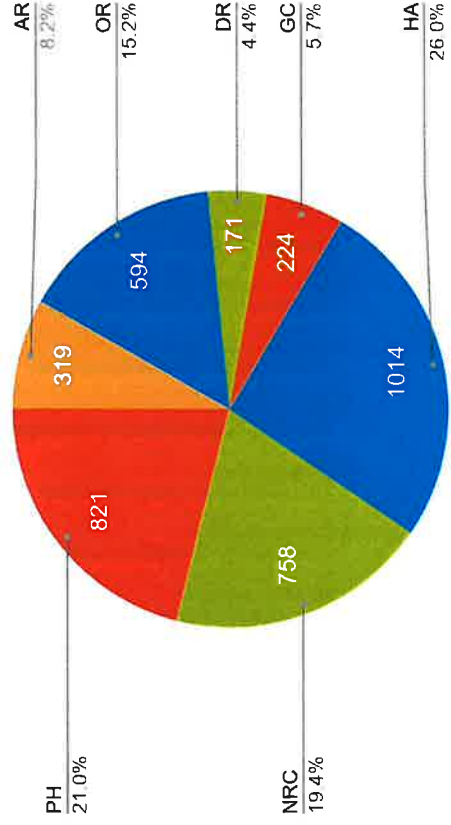
Computer Usage Last 12 Months



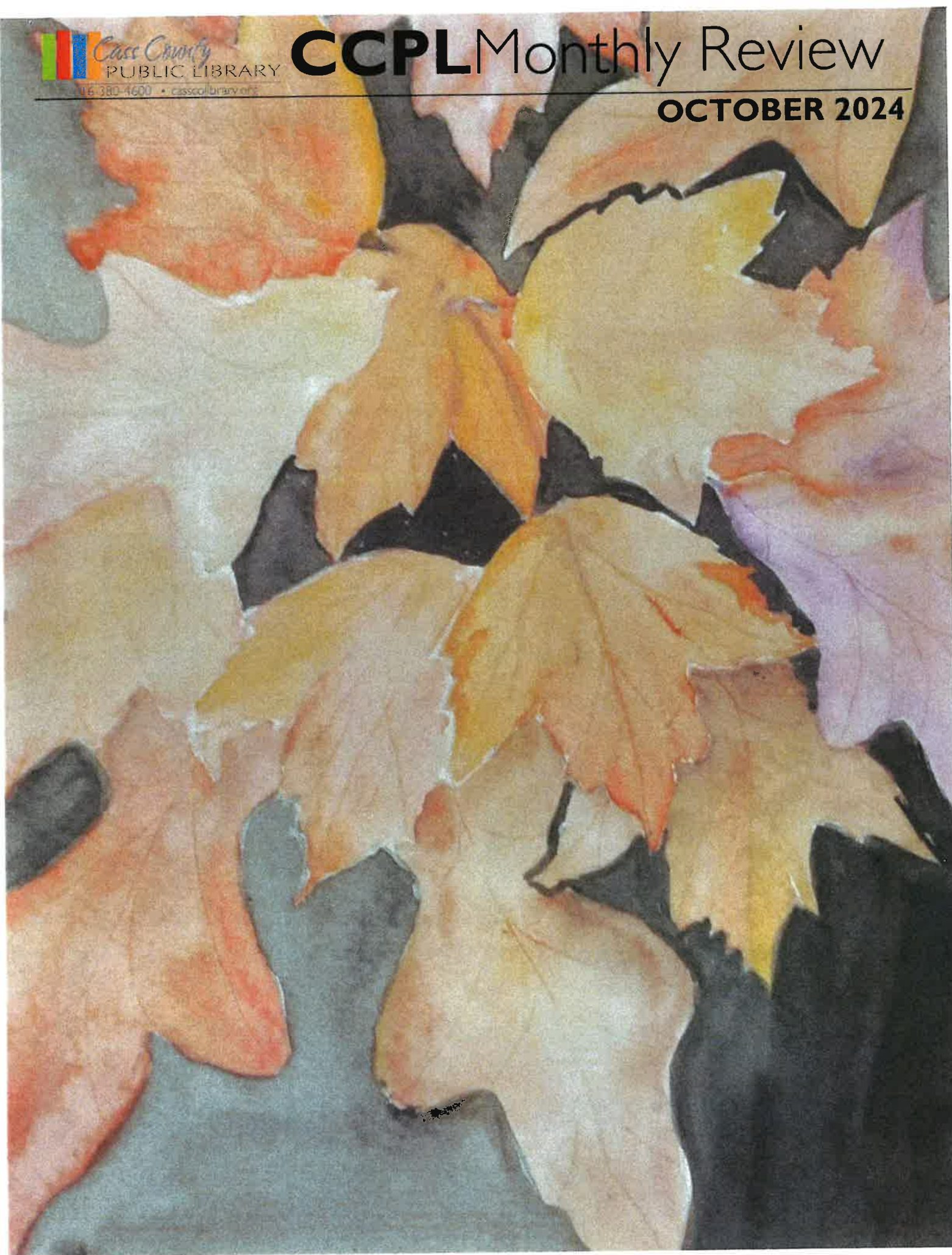
Programs by Branch - October 2024



Program Attendance by Branch - October 2024









# Around **CCPL**



## **Watercolors by Marsha**

Northern Resource Center

Autumn leaves captured in watercolor were the subject of the October 30th Watercolors by Marsha program.



## **Adult Puzzle Challenge**

Pleasant Hill

The first Adult Puzzle Challenge on October 29th featured five teams of two to four participants tackling a Halloween-themed 500-piece puzzle.



## **Not Just Cucumbers**

Genealogy

Sam from Genealogy presented a fun tasting event at Garden City, "Not Just Cucumbers," where the group sampled various pickled items and discovered a few favorites.





## **Make Your Own Minecraft Characters**

Northern Resource Center



## **Return to Read Aloud Archie**

Kids listen to the first chapters of a book while making a craft.



## **Building Block Storytime**

Garden City

Kathy leads Storytime as kids enjoy Building Block Award books, celebrating reaching the halfway mark.



## **Tween Time: Zombie Barbie**

Tweens crafted their own spooky zombie creations.





## **Storytime**

Outreach- Bookmobile

Ms. Kim reads "Pug & Pig Trick or Treat" at a storytime on the Bookmobile.



## **Wings of Love**

Pleasant Hill

The Wings of Love Exotic Bird Show captivated all ages with an owl's flight over the crowd and talking, trick-performing macaws.



## **Down the Rabbit Hole**

### **Escape Room**

Northern Resource Center



## **Storytime**

Drexel

On October 30, Amber celebrated Halloween by reading themed stories, and the kids created monster crafts.



# Around **CCPL**



## **Mini Album/Journal Class**

Harrisonville

Scrapbooker Shelly Maddox led a workshop on creating personalized albums, attended by nine adults.

12,352

**Active Customers**

53,635

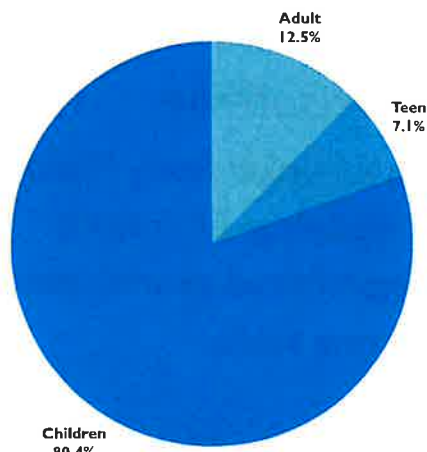
**Circulation**

82

**Net Promoter Score**

# Customer Favorites

## Program Highlights



**Attendance by Age Group**

In October, branches held a variety of engaging programs across all ages. Children's storytimes celebrated seasonal themes like pumpkins, leaves, and Halloween, while teens participated in creative activities such as a Vincent Van GHOSTS art project and a Wonderland-themed escape room. Adults enjoyed unique events, including coffee and conversation groups, a "Taste of Adventure" tasting event, and themed book clubs.

251  
Programs

3,901  
In-Person Attendees

## Top Checkouts

### Print

#### Adult Fiction

*Counting Miracles*  
*Fourth Wing*  
*Lies He Told Me*

#### Adult Nonfiction

*Public Papers of the Presidents of the United States*  
*Feeding Littles Lunches*  
*Confronting the Presidents*

#### Young Adult Fiction

*Little Women*  
*Clockwork Angel*  
*Clockwork Princess*

#### Juvenile Fiction

*The Scarlett Shredded*  
*Dog Man and Cat Kid*  
*A Rover's Story*

### eBooks

*The Women*  
*First Lie Wins*  
*Fourth Wing*  
*The Paradise Problem*  
*Iron Flame*  
*It Ends With Us*  
*All the Colors of the Dark*  
*Funny Story*

### eAudiobooks

*The Boyfriend*  
*It Ends With Us*  
*The Women*  
*Pretty Girls*  
*First Lie Wins*  
*Hillbilly Elegy*  
*The God of the Woods*



# Youth**Services**



The Youth Services Coordinator joined in the fun at the Harrisonville Branch's Costume Parade on October 30 and 31, helping to hand out candy and stickers to a parade of little superheroes, animals, and storybook characters.

108

**Storytimes**

2,283

**Storytime Attendees**

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# Technology**Support**

974

**WiFi Sessions**

2,386

**Computer Sessions**

# Technical**Services**

198

**Adult Print  
Titles Ordered**

115

**Adult eMedia  
Items Ordered**

756

**Items  
Cataloged**



# Community Outreach

In October, outreach included library participation in local events like football games, preschool visits, and community trick-or-treat activities. Staff connected with families at events such as the Vendor Market, Parent Teacher Conferences, and the Harrisonville Trick or Treat Trail Walk. .



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## Technology Facilities

### Technology

- Seasonal update to the library website
- HA security camera update
- Purged inactive G-Suite accounts

### Facilities

- Drexel furnace repair
- Constructed shelving for annex
- Installed parking space curbs at Garden City

# Community**Spaces**

22

**Community Room  
Reservations**

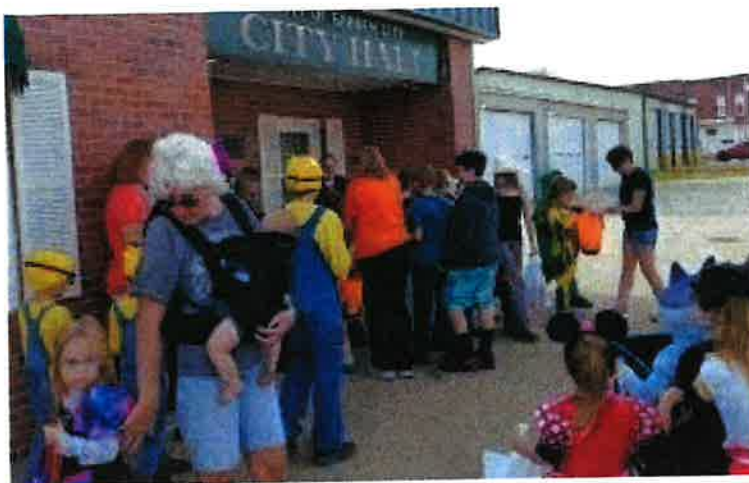
265

**Study Room  
Reservations**

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# Community**Engagement**

October Highlight: The Garden City branch contacted all the nearby businesses to set up a trick-or-treat Storytime. Everyone was excited to have the kids visit.



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**Marketing Email Sent**

10,021

**Marketing Emails Opened**

6,613

**Total Website Users**

2,612

**Social Media Reach**

13,893

**Total Website Pageviews**

81

**Social Media Engagements**

# Community **Engagement**

The staff is amazing. They make this [Pleasant Hill] branch even more outstanding. There is a wide variety of events for all ages and the book selection is fantastic.

**-Emmalyn W, Facebook**



**-Karen S, Google Review**

Extremely happy with staff & book selection. So helpful & easy to order. Happy with status quo.

**-Survey Response Quote**



# Staff **Activities**

## **ARCHIE**

Cherie engaged in community events and interviews for new PT Flex Library Assistants, while Linda attended Missouri Evergreen training, and the team gathered for a productive All-Staff Work Day.

Kathy's enthusiasm shines as she settles into the Youth Specialist role. Staff Development Day was a success, the NRC circulation refresh was completed by Abi and Jana, who also engaged in professional development with a motivation webinar.

## **GENEALOGY**

Carrie supported research on Dr. Andrew Still and hosted a photo coaster craft program. Julie traced her lineage eight generations, assisted patrons with historical records, and archived local news. Sam explored family records from the 1800s using FamilySearch's Full Text tool, sharing impressive discoveries with patrons.

## **NORTHERN RESOURCE CENTER**

October highlights included the NRC Staff Meeting, All Staff Development Day, outreach at two football games, and Elizabeth's Bingo for Books events at RayPec South, which engaged over 70 middle schoolers.

## **BOOKMOBILE**

Amy enhanced her skills at a customer service workshop and the Bookmobile and Outreach Services Conference, while the entire team gathered for Staff Development Day.

## **GARDEN CITY**

## **HARRISONVILLE**

Staff attended key events in October, including Staff Development Day, Missouri Evergreen training, and the Community Public Relations Meeting. Karen joined Bright Futures meetings and webinars, while Shannon, Amanda, and others supported the Trunk or Treat and Scholastic Book Fair events.

## **PLEASANT HILL**

October began with a Branch Staff Meeting to cover updates from the Branch Managers Meeting and upcoming events. Teresa trained new staff on circulation procedures, most attended Staff Development Day, and staff evaluations were completed and submitted to Admin by November 1.

# Looking Ahead

## ARCHIE

- Tuesdays @ 10 AM: Coffee & Conversation, Adults 18 and up
- 2nd Tuesdays @ 4 PM: Creation Station, Ages 7-12
- Saturday, November 16 @ 10 AM: More Than Just Books, Ages 16 and up

## GARDEN CITY

- Mondays @ 10 AM: Storytime, Ages 0-6
- November 16 @ 12 PM: Dungeons & Dragons, Ages 16 and up
- November 20 @ 5 PM: Adult Craft Corner, Ages 18 and up

## NORTHERN RESOURCE CENTER

- November 16 @ 3 PM: Tea Time Book Club, Ages 18 and up
- November 20 @ 4:30 PM: 3D Printing Open Design Class, Ages 10-18
- November 23 @ 2 PM: Adult Monster Hearts RPG, Ages 18 and up

## DREXEL

- Wednesdays @ 10 AM: Storytime, Ages 0-5
- Thursdays @ 3:45 PM: Creative Club, Ages 6-12
- Friday, November 15 @ 2 PM: Stitchin' Time, Ages 18 and up

## HARRISONVILLE

- Wednesdays @ 4:30 PM: Minecraft Adventures, Ages 6-10
- 2nd Tuesday of the month @ 4 PM: Mystery Book Club, Ages 18 and up
- November 25 @ 5:30-7 PM: The Great Turkey Escape, All Ages Welcome

## PLEASANT HILL

- Tuesday, Nov. 19 @ 4 PM: Reading to Dogs, Ages 5-12
- Monday, Nov. 25 @ 4 PM: Minecraft Club, Ages 6-12
- Wednesday, Nov. 27 @ 2 PM: Craft Menagerie, Ages 18 and up

Check out the events page for more!



# Our Team

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1  
New Hire

0  
Position Changes



## **CCPL Staff Development Day 2024**

### Chicken N Pickle

CCPL staff enjoyed an inspiring day at Chicken N Pickle in Kansas City on October 21, with sessions from speaker William Ottens and servant leadership trainer Dr. Crystal Davis, focused on enhancing customer service skills. Staff also had fun with pickleball, yard games, and a prize drawing!

