

Agenda
Cass County Public Library Board of Trustees
Regular Meeting
Harrisonville Library Branch Meeting Room
Online at <https://www.youtube.com/@casscolibrary>
October 16, 2024 @ 4:45 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

CONSENT AGENDA

Approval of Minutes – Regular Meeting – September 18, 2024

Approval of Minutes – Facilities Tour – October 3, 2024

Financial Reports – September 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:

1. Capital Improvement Plan Progress- Steve Potter of Potter Training & Consulting
2. 2025 Proposed Budget – 2nd Reading

Action Items:

NEW BUSINESS

Discussion Items:

Action Items:

1. MOSIP Investments Renewal
2. Status of HA location

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

ADJOURNMENT

The next regular meeting will be held at 4:45 p.m. on November 20, 2024, Harrisonville Library Branch Meeting Room.

MINUTES
Cass County Public Library Board of Trustees
Regular Board Meeting
Harrisonville Branch – Meeting Room
September 18, 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

Diana Larson moved, seconded by Dennis Minich, to approve the agenda as presented.
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 August 21, 2024, the financial
reports for August, and the September 2024 payables. Motion passed by majority vote.

Public Comments

There were no public comments.

Unfinished Business

Becky Klein moved, seconded by Sherri Peters, to approve the Addition of
Confidentiality Article IV of the Board By-Laws. On roll call vote: Minich-Aye, Peters-Aye,
Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

New Business

The first reading of the 2025 Budget was presented. Discussion followed. Director Robin
Hudson reminded everyone about the budget work session scheduled for October 9 at
5:00pm in the meeting room at NRC branch.

Director's Report

Assistant Director Leigh Hallenberg announced staff changes:
Transfers: Abigail Cellineri – from 30-hour HA Library Assistant to GC Substitute, Kathy
Wray – from GC Substitute to GC 20-hour Youth Specialist.
New Hires: Julie Dennis – 12-hour Genealogy Library Assistant, Elizabeth Eckels – 12-
hour NRC Library Assistant, Jill Garoutte – 20-hour HA Library Assistant.
Openings: 24-hr IT Specialist in Admin, 12-hour NRC Library Assistant, 30-hour HA
Library Assistant

Mr. Hallenberg also announced the upcoming Winter Reading Challenge is scheduled to run from December 15 to February 28.

Director Updates

Director Robin Hudson updated the board on maintenance issues at Pleasant Hill and renovations at the Royal Street Annex. Director Hudson also gave updates about the Exploration Library collection and usage, including a new Oral History Kit.

Trustees' Comments

None.

Recess to Executive Session

At 5:02pm, Becky Klein moved, seconded by Diana Larson, to recess to executive session under Missouri Revised Statute 610.021.1 to discuss legal issues and Missouri Revised Statute 610.021.2 to discuss real estate issues. On roll call vote: Minich-Aye, Peters-Aye, Klein-Aye, Larson-Aye, Long-Aye. Motion passed.

At 7:03pm, Becky Klein moved, seconded by Dennis Minich, 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 Dennis Minich, to approve Executive Session Legal Minutes from 8/21/24. 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 7:05pm.

The next regular scheduled meeting will be held Wednesday, October 16, 2024 at 4:45pm.

Approved by the Board on _____, 2024

Secretary

Library Director

Cass County Public Library Board of Trustees
Notice and Agenda of Meeting

Thursday, October 3, 2024, 9:00 a.m.

The Cass County Public Library Board of Trustees will tour all library facilities on Thursday, October 3, 2024, beginning at 9:00 a.m. at 400 E. Mechanic St., Harrisonville, MO. No official actions will be taken at any of the locations.

9:00, Harrisonville Branch, 400 E. Mechanic St., Harrisonville, MO

1. Roll Call
2. Tour of Harrisonville Branch and Genealogy
3. Recess meeting to Pleasant Hill Branch

9:35, Pleasant Hill Branch, 101 S. State Route 7, Pleasant Hill, MO,
or as soon thereafter as the Trustees may arrive at the Pleasant Hill Branch

1. Roll Call
2. Tour of Pleasant Hill Branch
3. Recess meeting to Northern Resource Center

10:30 Northern Resource Center, 1741 E. North Ave., Belton, MO, or as soon thereafter as the Trustees may arrive at the Northern Resource Center

1. Roll Call
2. Tour of Northern Resource Center
3. Recess meeting to the Peculiar Express Kiosk

11:05 Peculiar Express Kiosk, 250 S. Main St., Peculiar, MO, or as soon thereafter as the Trustees may arrive at the Peculiar Express Kiosk

1. Roll Call
2. Tour of Peculiar Express Kiosk
3. Recess meeting to Royal St. Annex

11:20 Royal St. Annex, 2121 Royal St., Harrisonville, MO, or as soon thereafter as the Trustees may arrive at the Royal St. Annex

1. Roll Call
2. Tour of the Royal St. Annex and Bookmobile
3. Recess to Drexel Branch

12:40 Drexel Branch, 211 E. Main St., Drexel, MO, or as soon thereafter as the Trustees may arrive at the Drexel Branch

1. Roll Call
2. Tour of the Drexel Branch
3. Recess meeting to Archie Branch

1:15 Archie Branch, 207A S. Main St., Archie, MO, or as soon thereafter as the Trustees may arrive at the Archie Branch

1. Roll Call
2. Tour of the Archie Branch
3. Recess meeting to Garden City Branch

1:55, Garden City Branch, 201 Date St., Garden City, MO
or as soon thereafter as the Trustees may arrive to the Garden City Branch

1. Roll Call
2. Tour of Garden City Branch
3. Recess meeting to Administrative Offices

2:35, Administrative Offices, 400 E. Mechanic St., Harrisonville, MO, or as soon thereafter as the Trustees may arrive at Administrative Offices

1. Roll Call
2. Tour of Administrative Offices
3. Discussion
4. Adjourn meeting

A quorum will be present.

No official action will be taken. The only votes to be taken will be to recess meetings to the next branch.

The next regular meeting after this session will be held on Wednesday, October 16, 2024, at 4:45 p.m. at the Harrisonville Library Branch Meeting Room.

MINUTES
Cass County Public Library Board of Trustees
Library Facility Tour
October 3, 2024 @ 9:00 a.m.

DRAFT

Call to Order at Harrisonville Branch: 9:03 a.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

Board Member Dennis Minich arrived at 9:08 a.m.

The tour of Harrisonville Branch and Genealogy was led by Karen Allen, Harrisonville Branch Manager.

Recess to Pleasant Hill Branch: 9:23 a.m.

Call to Order at Pleasant Hill Branch: 9:42 a.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

The tour of Pleasant Hill Branch was led by Monica Hoenshell, Pleasant Hill Branch Manager.

Recess to Northern Resource Center: 10:03 a.m.

Call to Order at Northern Resource Center: 10:35 a.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

The tour of Northern Resource Center was led by Rod Inman, Northern Resource Center Manager.

Recess to Peculiar Express Kiosk: 11:03 a.m.

Call to Order at Peculiar Express Kiosk: 11:15 a.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

Board Treasurer Becky Klein demonstrated checking out a book from the kiosk.

Recess to Royal St. Annex: 11:17 a.m.

Call to Order at Royal St. Annex: 11:31 a.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

Tour of the Royal St. Annex was given by IT and Facilities Coordinator, Zach Walsh.
Tour of the Bookmobile was given by Amy Burkholder, Outreach Coordinator.

Recess to Drexel Branch: 12:16 p.m.

Call to Order at Drexel Branch: 12: 51 p.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

The tour of Drexel Branch was led by Ellen Connor, Drexel Branch Manager.

Recess to Archie Branch: 1:13 p.m.

Call to Order at Archie Branch: 1:33 p.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

The tour of Archie Branch was led by Cherie Pemberton, Archie Branch Manager.

Recess to Garden City Branch: 1:54 p.m.

Call to Order at Garden City Branch: 2:20 p.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

The tour of Garden City Branch was led by Jana Riggs, Garden City Branch Manager.

Recess to Administrative Offices: 2:36 p.m.

Call to Order at Administrative Offices: 2:57 p.m.

Trustees roll call attendance taken by Board President Tonya Long:
Present: Dennis Minich, Sherri Peters, Becky Klein, Diana Larson, Tonya Long
CCPL Staff present: Library Director Robin Hudson, Assistant Director Leigh Hallenberg, IT & Facilities Coordinator Zach Walsh

Library Director, Robin Hudson led a tour of Administrative Offices.

Discussion followed, with board members noting the distinct character of each branch and expressing appreciation for the positive energy and attitude of the branch staff. Library Director, Robin Hudson outlined the next steps in the capital improvement plan,

including consultant Steve Potter's attendance at the October board meeting and the library's engagement with Navigate Building Solutions as a project management and feasibility resource.

Adjournment

It was moved that the meeting adjourn. This was seconded and passed by majority vote at 3:18 p.m.

The next regularly scheduled meeting will be held Wednesday, October 16, 2024, at 4:45 p.m.

Approved by the Board on _____, 2024

Secretary

Library Director

SEPTEMBER 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	2,238	2,323	-3.7%	2,565	-12.7%	2,542	-12.0%
Drexel	1,407	1,006	39.9%	1,256	12.0%	1,483	-5.1%
Garden City	2,331	2,647	-11.9%	2,691	-13.4%	2,153	8.3%
Genealogy	20	84	-76.2%	112	-82.1%	12	66.7%
Harrisonville	8,262	9,686	-14.7%	8,906	-7.2%	6,871	20.2%
Self-Checkout	197	204	-3.4%	153	28.8%	341	-42.2%
Northern Resource Center	15,770	17,977	-12.3%	17,692	-10.9%	13,435	17.4%
Self-Checkout	1,516	1,394	8.8%	1,284	18.1%	884	71.5%
Pleasant Hill	6,065	5,083	19.3%	3,908	55.2%	2,360	157.0%
Self-Checkout	390	769	-49.3%	183	113.1%	79	393.7%
Outreach	1,912	187	922.5%	281	580.4%	89	2048.3%
Bookmobile	1,685	577	192.0%	62	2617.7%	31	5335.5%
Library by Mail	172	187	-8.0%	281	-38.8%	89	93.3%
Peculiar Express	55						
Physical Circulation	38,060	38,993	-2.4%	37,411	1.7%	28,945	31.5%

OverDrive	7,727	6,401	20.7%	5,964	29.6%	5,717	35.2%
Hoopla	1,648	935	76.3%	484	240.5%		
Adult eResources	3,961	3,640	8.8%	3,336	18.7%	956	314.3%
Youth eResources	320	168	90.5%	653	-51.0%	255	25.5%
Digital Circulation	13,656	11,144	22.5%	10,437	30.8%	6,928	97.1%

Total Circulation	51,716	50,137	3.1%	47,848	8.1%	35,873	44.2%
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	New Patrons	Active Patrons	Visits	Notary	Curbside	Meeting Room Use
Archie	12	487	1,597	9	1	2
Bookmobile	10	359	951	3	0	
Drexel	3	221	782	0	0	
Garden City	8	467	1,042	1	0	
Genealogy	0	2	382	0	0	
Harrisonville	67	2,815	1,800	19	3	71
Northern Resource Center	152	6,115	8,435	33	0	153
Pleasant Hill	60	2,034	2,156	6	84	69
Homebound	3	36				
Total	315	12,536	17,145	71	88	295

Kiosk		Community Stops	
Returns	38	Total	44
Individual Users	31	Hours	90.6
		Patrons	951

Consortium Lending	984
Consortium Borrowing	2,603

Computer Usage

	2024	2023	Change	2022	Change	2021	Change
Archie	32	25	28.0%	35	-8.6%	28	14.3%
Bookmobile	0	0					
Drexel	26	32	-18.8%	67	-61.2%	31	-16.1%
Garden City	27	33	-18.2%	31	-12.9%	17	58.8%
Genealogy	22	13	69.2%	21	4.8%	22	0.0%
Harrisonville	492	470	4.7%	472	4.2%	322	52.8%
Northern Resource Center	662	621	6.6%	642	3.1%	405	63.5%
Pleasant Hill	97	113	-14.2%	101	-4.0%	96	1.0%
Library Computer Usage	1,358	1,307	3.9%	1,369	-0.8%	921	47.4%

	2024	2023	Change	2022	Change	2021	Change
Archie	163	158	3.2%	125	30.4%	190	-14.2%
Bookmobile	1	0	100.0%				
Drexel	24	36	-33.3%	22	9.1%	5	380.0%
Garden City	41	52	-21.2%	58	-29.3%	192	-78.6%
Harrisonville	261	203	28.6%	184	41.8%	178	46.6%
Northern Resource Center	753	318	136.8%	269	179.9%	235	220.4%
Pleasant Hill	118	72	63.9%	34	247.1%	50	136.0%
Total WiFi Usage	1,361	839	62.2%	692	96.7%	850	60.1%

	2024	2023	Change	2022	Change	2021	Change
Archie	195	183	6.6%	160	21.9%	218	-10.6%
Bookmobile	1	0		0		0	
Drexel	50	68	-26.5%	89	-43.8%	36	38.9%
Garden City	68	85	-20.0%	89	-23.6%	209	-67.5%
Genealogy	22	13	69.2%	21	4.8%	22	0.0%
Harrisonville	753	673	11.9%	656	14.8%	500	50.6%
Northern Resource Center	1,415	939	50.7%	911	55.3%	640	121.1%
Pleasant Hill	215	185	16.2%	135	59.3%	146	47.3%
Total Computer Usage	2,719	2,146	26.7%	2,061	31.9%	1,771	53.5%

Events

	Events	Attendance
Archie	16	156
Bookmobile	26	660
Drexel	19	111
Garden City	16	290
Genealogy	0	0
Harrisonville	47	715
Northern Resource Center	38	618
Pleasant Hill	39	526
Total	201	3076

Archie	Events	Attendance
Early Literacy (Ages 0-5)	8	97
Children's (Ages 5-12)	2	9
Teen	1	1
Adult	5	49
Senior	0	0
Total	16	156

Bookmobile	Events	Attendance
Early Literacy (Ages 0-5)	17	579
Children's (Ages 5-12)	8	74
Teen	0	0
Adult	1	7
Senior	0	0
Total	26	660

Drexel	Events	Attendance
Early Literacy (Ages 0-5)	8	53
Children's (Ages 5-12)	4	28
Teen	4	16
Adult	3	14
Senior	0	0
Total	19	111

Garden City	Events	Attendance
Early Literacy (Ages 0-5)	8	247
Children's (Ages 5-12)	2	14
Teen	1	7
Adult	5	22
Senior	0	0
Total	16	290

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

Harrisonville	Events	Attendance
Early Literacy (Ages 0-5)	18	455
Children's (Ages 5-12)	12	159
Teen	12	63
Adult	5	38
Senior	0	0
Total	47	715

NRC	Events	Attendance
Early Literacy (Ages 0-5)	17	494
Children's (Ages 5-12)	3	23
Teen	10	50
Adult	8	51
Senior	0	0
Total	38	618

Pleasant Hill	Events	Attendance
Early Literacy (Ages 0-5)	9	220
Children's (Ages 5-12)	6	75
Teen	6	55
Adult	17	170
Senior	1	6
Total	39	526

SEPTEMBER 2024

CASS COUNTY PUBLIC LIBRARY REVENUE REPORT

SOURCE	2024 BUDGET	CURRENT MONTH	YEAR-TO-DATE
Tax Levy Funds	\$ 5,102,260	29,757	4,453,822
Fees, Bksale, Copier	\$ 20,000	1,612	21,954
State Aid			38,440
A & E Tax / Equaliz Funds			42,346
Evergry PILOT	\$ 5,000		5,053
Interest Income <i>Investments</i>	\$ 25,000		-
<i>Bank acct - variable</i>	\$ 25,000	16,850	210,269
TOTAL	\$ 5,177,260	48,219	4,771,884

Current Assets as of 9/30/24

Community Bank - General Oper	\$ 3,890,039
Community Bank - Savings / Invest	\$ 1,112
Community Bank - Payroll	\$ 326,526
Community Bank - Endowment	\$ 9,731
Commerce - Petty Cash	\$ 2,892
Commerce - Utility	\$ 13,167
Commerce - Donations	\$ 44,212
Total	\$ 4,287,679

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

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

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

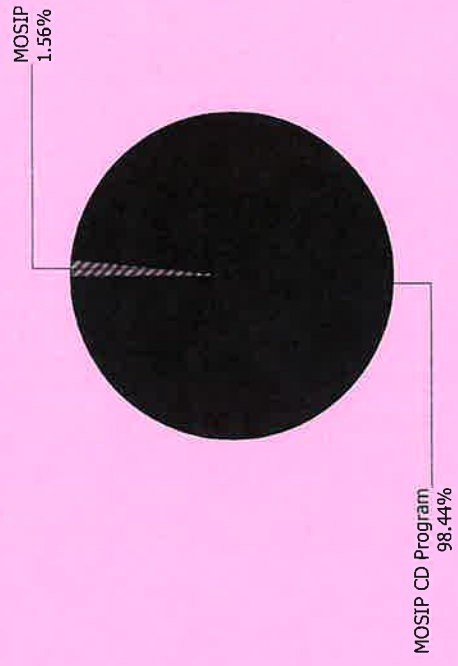
For the Month Ending **September 30, 2024**

Cass County Public Library - Investment Fund - 8500491

MOSIP	
Opening Market Value	10,895.65
Purchases	1,022.58
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$11,918.23
Cash Dividends and Income	45.87

MOSIP CD Program	
Opening Market Value	750,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$750,000.00
Cash Dividends and Income	0.00

Asset Summary			
	September 30, 2024	August 31, 2024	
MOSIP	11,918.23	10,895.65	
MOSIP CD Program	750,000.00	750,000.00	
Total	\$761,918.23	\$760,895.65	
Asset Allocation			





Investment Holdings

For the Month Ending **September 30, 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
MOSIP CD Program							
10/27/23	10/27/23	CD - Fieldpoint Private Bank & Trust, CT	10/28/24	5.75	200,000.00	10,712.33	211,563.01
10/27/23	10/27/23	CD - Financial Federal Savings Bank, TN	10/28/24	5.75	200,000.00	10,712.33	211,563.01
10/27/23	10/27/23	CD - First Bank Of Ohio, OH	10/28/24	5.75	200,000.00	10,712.33	211,563.01
10/27/23	10/27/23	CD - T Bank, TX	10/28/24	5.78	150,000.00	8,076.17	158,717.51
Total					\$750,000.00	\$40,213.16	\$793,406.54

SEPTEMBER 2024

CASS COUNTY PUBLIC LIBRARY EXPENDITURES REPORT

	2024 BUDGET	CURRENT MONTH	YEAR-TO-DATE	BUDGET BALANCE	% BUDGET USED
PERSONNEL					
601 SALARIES	2,060,000	150,885	1,494,447	565,553	73%
602 SOCIAL SECURITY	126,500	9,382	93,995	32,505	74%
603 HEALTH INSURANCE	343,000	24,461	207,426	135,574	60%
604 LIFE/DISABILITY INS.	13,900	1,144	9,722	4,178	70%
607 LAGERS	393,200	38,579	245,307	147,893	62%
608 MEDICARE	29,500	2,194	20,646	8,854	70%
609 EMPLOYEE ASSISTANCE PROG	3,400	-	1,455	1,945	43%
TOTAL - PERSONNEL	\$ 2,969,500	226,645	2,072,998	896,502	70%
OPERATIONS					
640 RENT	363,200	28,015	252,135	111,065	69%
641 UTILITIES	78,500	8,691	57,138	21,362	73%
642 BUILDING MAINT.	128,500	8,363	110,134	18,366	86%
643 SUPPLIES	71,500	3,803	32,159	39,341	45%
645 ACTIVITIES	50,600	1,944	30,686	19,914	61%
646 POSTAGE / DOC. DELIV.	3,400	178	1,853	1,547	55%
649 EQUIPMENT RENTAL	33,300	1,632	15,439	17,861	46%
650 VEHICLE OPERATION	32,000	1,640	19,190	12,810	60%
651.1 TRAVEL & DUES	13,200	326	7,059	6,141	53%
651.2 PROFESSIONAL DEVELOP	26,800	1,597	15,050	11,750	56%
652 INSURANCE	58,000	756	40,799	17,201	70%
653 MARKETING & PROMO	29,500	-	19,038	10,462	65%
660 PROFESSIONAL SVCS	105,200	3,443	58,069	47,131	55%
667 AUTOMATION SUPPORT	112,800	1,704	63,352	49,448	56%
697 TECHNOLOGY	33,500	357	9,306	24,194	28%
TOTAL - OPERATIONS	\$ 1,140,000	62,449	731,407	408,593	64%
MATERIALS					
670 BOOKS	170,000	12,413	118,401	51,599	70%
671 E-BOOKS & E-AUDIOBOOKS	120,000	8,371	79,739	40,261	66%
672 PERIODICALS	12,800	-	9,324	3,476	73%
673 MEDIA (AV)	20,000	576	7,114	12,886	36%
677 ELECTRONIC RESOURCES	60,000	6,128	17,493	42,507	29%
TOTAL - MATERIALS	\$ 382,800	27,488	232,071	150,729	61%
CAPITAL SERVICES					
690 FURNITURE & EQUIP	100,000	3,234	30,094	69,906	30%
698 BRANCH IMPROVEMENTS	100,000	-	23,314	76,686	23%
TOTAL - CAPITAL SERVICES	\$ 200,000	3,234	53,408	146,592	27%
SUB TOTAL w/o Reserves	\$ 4,692,300	\$ 319,816	\$ 3,089,884	\$ 1,602,416	66%
RESERVE FUNDS					
CAPITAL IMPROVEMENTS					
699 RESERVE - CARRYOVER	484,960	-	-	484,960	0%
TOTAL - RESERVE FUNDS	\$ 484,960	-	-	484,960	0%
GRAND TOTAL	\$ 5,177,260	319,816	3,089,884	2,087,376	60%

Cass Co Public Library

SEPTEMBER

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$3,890,039.00

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/04/2024	1276	Journal		-Split-	deposit		\$18.00
09/06/2024	1274	Journal		-Split-	deposit		\$564.11
09/09/2024	1275	Journal		-Split-	deposit		\$29,756.68
09/18/2024	1273	Journal		-Split-	deposit		\$503.81
09/18/2024	6328	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$491.84	
09/18/2024	6329	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$5,337.04	
09/18/2024	6330	Check	BENNETT & BODINE	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Aug fees	\$630.00	
09/18/2024	6331	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$292.46	
09/18/2024	6332	Check	CINTAS	642.4 BLDG MAINTENANCE:MISC	bldg maint	\$522.12	
09/18/2024	6333	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc	\$3,690.00	
09/18/2024	6334	Check	DEMCO	-Split-	supplies	\$392.66	
09/18/2024	6335	Check	FAMILY CENTER FARM & HOME	643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES	supplies	\$76.66	
09/18/2024	6336	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$6,954.56	
09/18/2024	6337	Check	KOEHN BUILDING SYSTEMS	698 BRANCH IMPROVEMENTS / CAPITAL PROJECTS	Royal St.	\$5,837.80	
09/18/2024	6338	Check	Lauber and Associates Municipal Law LLC	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Aug statement	\$1,376.00	
09/18/2024	6339	Check	THE LOCK SHOP	642.4 BLDG MAINTENANCE:MISC	maint	\$152.50	
09/18/2024	6340	Check	MASON EXTERMINATING	-Split-	maint	\$390.00	
09/18/2024	6341	Check	MIDWEST TAPE	673 MEDIA (AV)	materials	\$283.93	
09/18/2024	6342	Check	MIKE KEITH INS.	-Split-	spec event fees	\$300.00	
09/18/2024	6343	Check	MISSOURI EVERGREEN	667 AUTOMATION SUPPORT	annual dues	\$1,500.91	
09/18/2024	6344	Check	OVERDRIVE	671 E-BOOKS & E- AUDIOBOOKS	materials	\$8,371.09	
09/18/2024	6345	Check	QUILL CORP	-Split-	supplies	\$566.83	
09/18/2024	6346	Check	RJ's IRRIGATION & LANDSCAPING	-Split-	mowing	\$2,285.00	
09/18/2024	6347	Check	SCHOLASTIC LIBRARY PUBLISHING	677 ELECTRONIC DBASES	annual fees - 2 dbases	\$6,128.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/18/2024	6348	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$175.10	
09/18/2024	6349	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$13,745.89	
09/18/2024	6350	Check	BANK - COMMERCIAL CARDS	-Split-	statement	\$12,203.46	
09/18/2024	6351	Check	BARRY-LAWRENCE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$39.98	
09/18/2024	6352	Check	NORTH KANSAS CITY PL	670.1 BOOKS:ADULT	materials	\$28.95	
09/18/2024	6353	Check	TRAILS REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$18.99	
09/18/2024	6354	Check	WINGS OF LOVE	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	program	\$400.00	
09/18/2024	6355	Check	AG CITY HOLDING COMPANY, LLC	-Split-	OCT '24 rent - AR	\$1,677.50	
09/18/2024	6356	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	OCT '24 rent - DR	\$1,003.85	
09/18/2024	6357	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	OCT '24 rent - GC	\$950.00	
09/18/2024	6358	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	OCT '24 rent - HA	\$8,772.93	
09/18/2024	6359	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	OCT '24 rent - NRC	\$15,910.97	
09/18/2024	6360	Check	THE CASS GAZETTE	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$59.00	
09/18/2024	6361	Check	HIGHLEY APPRECIATED	643.5 LIB & OFFICE SUPPLIES:HIRING / PERSONNEL	supplies	\$54.90	
09/18/2024	6362	Check	DANIELLE GARDNER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$21.31	
09/18/2024	6363	Check	JANA RIGGS	651.24 PROFESSIONAL DEVELOPMENT:Tuition Reimbursement	reimbursement	\$591.00	
09/18/2024	6364	Check	KATHY WRAY	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	reimbursement	\$25.50	
09/18/2024	6365	Check	LAURA LONG	-Split-	reimbursement	\$253.25	
09/18/2024	6366	Check	MONICA. HOENSHELL	-Split-	reimbursement	\$256.25	
09/18/2024	6367	Check	SCOTT BLOCK	643.2 LIB & OFFICE SUPPLIES:BUILDING SUPPLIES	reimbursement	\$44.91	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/18/2024	6368	Check	SCOTT PAGEL	651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES	reimbursement	\$170.00	
09/18/2024	6369	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$12.93	
09/18/2024	6370	Check	ZACH WALSH	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$101.77	
09/18/2024	6371	Check	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copier lease	\$1,631.60	
09/18/2024	6372	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$112.00	
09/30/2024	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned		\$16,850.11
09/30/2024	1271	Journal		-Split-	deposit		\$360.00
09/30/2024	1272	Journal		-Split-	transfer for Sept PR & benefits	\$231,800.00	

Cass Co Public Library

SEPTEMBER

138 SAVINGS / INVEST Ending Balance: \$1,112.02

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
09/30/2024	INTEREST	Deposit		420.1 INTEREST INCOME:Bank Acct	Interest Earned	\$0.14

Cass Co Public Library

SEPTEMBER

120 PAYROLL ACCT - COMMUNITY BANK Ending Balance: \$326,069.75

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/03/2024	1279	Journal	PRINCIPAL INS	-Split-	Sept '24 coverage	\$1,332.72	
09/03/2024	1280	Journal	BLUE CROSS BLUE SHIELD OF KC	-Split-	Sept '24 coverage	\$24,981.75	
09/03/2024	1281	Journal	AFLAC	-Split-	Aug '24 coverage	\$2,124.36	
09/10/2024	1278	Journal	LAGERS	-Split-	Aug '24 contributions	\$38,579.44	
09/13/2024	1253	Journal		-Split-	Payday 9/13/24	\$18,305.96	
09/13/2024	1253	Journal		-Split-	Payday 9/13/24	\$61,604.33	
09/23/2024	1270	Journal	ADP, INC.	-Split-	pay ADP invoice online	\$2,233.90	
09/25/2024	1284	Journal		-Split-	ADP credit		\$29.35
09/27/2024	1269	Journal		-Split-	PR 09/27/24	\$19,171.69	
09/27/2024	1269	Journal		-Split-	PR 09/27/24	\$63,408.30	
09/27/2024	1277	Journal	DELTA DENTAL	-Split-	Oct '24 coverage	\$1,403.94	
09/30/2024	1272	Journal		-Split-	transfer for Sept PR & benefits		\$231,800.00

Cass Co Public Library

SEPTEMBER

137 NEW FEB13 - THE ENDOWMENT ACCT Ending Balance: \$9,731.31

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
09/30/2024	INTEREST	Deposit		820 INTEREST INCOME- ENDOWMENT	Interest Earned	\$39.06

Cass Co Public Library

SEPTEMBER

102 PETTY CASH ACCOUNT - COMMERCE Ending Balance: \$2,892.68

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/30/2024	1282	Journal		-Split-	STRIPE cred card pmts - Sept		\$540.18

Cass Co Public Library

SEPTEMBER

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$7,325.20

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/01/2024	1212	Journal	Countywide Disposal	-Split-	ADM trash	\$149.00	
09/01/2024	1213	Journal	GFL ENVIRONMENTAL	-Split-	NRC Trash	\$172.31	
09/01/2024	1214	Journal	360 Document Solutions	-Split-	VOIP system- ALL	\$1,174.95	
09/01/2024	1215	Journal	SHRED-IT	-Split-	Shredding HA \$108.91 & NRC \$231.22	\$340.13	
09/01/2024	1216	Journal	CITY OF HARRISONVILLE	-Split-	Annex/Royal St. Water/sewer/electric	\$225.51	
09/01/2024	1217	Journal	Countywide Disposal	-Split-	PH Trash	\$84.00	
09/01/2024	1218	Journal	EVERGY	-Split-	DR electric	\$224.64	
09/01/2024	1219	Journal	EVERGY	-Split-	GC electric	\$398.39	
09/01/2024	1220	Journal	EVERGY	-Split-	NRC electric	\$1,205.56	
09/01/2024	1221	Journal	EVERGY	-Split-	PH Electric	\$2,036.96	
09/01/2024	1222	Journal	SPIRE	-Split-	DR gas	\$53.41	
09/01/2024	1223	Journal	SPIRE	-Split-	GC gas	\$53.41	
09/01/2024	1224	Journal	SPIRE	-Split-	Annex/Royal St gas	\$71.23	
09/01/2024	1225	Journal	SPIRE	-Split-	NRC gas	\$54.29	
09/03/2024	1252	Journal	COMMERCE BANK	-Split-	refund -city of HA lost check		\$193.65
09/10/2024	1248	Journal	DREXEL PUBLIC WORKS	-Split-	DR water/sewer	\$63.05	
09/10/2024	1249	Journal	CITY OF PLEASANT HILL	-Split-	PH Water/sewer	\$300.46	
09/10/2024	1250	Journal	SPIRE	-Split-	PH Gas	\$57.90	
09/10/2024	1251	Journal	Countywide Disposal	-Split-	DR trash	\$95.70	
09/18/2024	6349	Check	CCPL-UTILITY ACCOUNT		136 NEW FEB13 - GENERAL OPERATING	reimburse for Util a/p	\$13,745.89
09/24/2024	1254	Journal	GFL ENVIRONMENTAL	-Split-	Annex trash Aug & Sept, dumpster delivery charge	\$388.02	
09/24/2024	1255	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC Water	\$341.81	

Cass Co Public Library

SEPTEMBER

108 DONATIONS ACCT - COMMERCE Ending Balance: \$44,212.01

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
09/11/2024	1283	Journal		-Split-	deposit		\$200.00
09/18/2024	1475	Check	COMMERCE BANK	-Split-	statement	\$162.76	
09/18/2024	1476	Check	KATHLEEN BOSWELL	644.24 PROGRAMMING FROM DONATIONS:HA - FROM DONATIONS	program	\$200.00	

OCTOBER 2024

PAYABLES FOR BOARD APPROVAL

General Operating

\$122,554.00

Endowment

\$

Donations

\$7,500.00

Utilities

\$7,490.73

Cass Co Public Library

10-16-24

136 NEW FEB13 - GENERAL OPERATING Ending Balance: \$3,767,485.00

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/16/2024	To Print	Check	A LOT A CLEAN	642.52 BLDG MAINTENANCE:CLEANING SERVICE:Window Cleaning	window cleaning	\$137.00	
10/16/2024	To Print	Check	ACE IMAGEWEAR	642.2 BLDG MAINTENANCE:COMMERCIAL MATS	mat service	\$446.52	
10/16/2024	To Print	Check	BAKER & TAYLOR	670.2 BOOKS:CHILDREN'S & YA	materials	\$4,986.58	
10/16/2024	To Print	Check	BARCODES INC	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$1,535.00	
10/16/2024	To Print	Check	BENNETT & BODINE	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Sept fees	\$560.00	
10/16/2024	To Print	Check	BLACKSTONE PUBLISHING	673.2 MEDIA (AV):AUDIOBOOKS	materials	\$318.45	
10/16/2024	To Print	Check	CANON FINANCIAL SERVICES, INC.	649.1 EQUIP REPAIR & RENT:COPIER LEASE	copier lease	\$1,546.60	
10/16/2024	To Print	Check	CITY WIDE FACILITY SOLUTIONS	-Split-	cleaning svc	\$3,690.00	
10/16/2024	To Print	Check	CONTINENTAL WESTERN GROUP	652.4 INSURANCE & BONDS:INS CONTINGENCY	deductible	\$800.00	
10/16/2024	To Print	Check	DEMCO	-Split-	supplies	\$971.03	
10/16/2024	To Print	Check	EMC INSURANCE COMPANIES	652.1 INSURANCE & BONDS:PKG - LIAB, PROP, AUTO	pmt - policy 7/1/24	\$6,747.04	
10/16/2024	To Print	Check	GFI DIGITAL	649 EQUIP REPAIR & RENT	copier usage (FINAL - old contract)	\$3,245.06	
10/16/2024	To Print	Check	HARRISONVILLE ELECTRIC	642.4 BLDG MAINTENANCE:MISC	NRC	\$766.71	
10/16/2024	To Print	Check	MIDWEST TAPE - DIGITAL (Hoopla)	677 ELECTRONIC DBASES	digital content	\$327.36	
10/16/2024	To Print	Check	INGRAM LIBRARY SERVICES	670.1 BOOKS:ADULT	materials	\$6,991.87	
10/16/2024	To Print	Check	KIWANIS CLUB	651.110 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:PROF DUES:Chambers	membership	\$172.00	
10/16/2024	To Print	Check	Lauber and Associates	660.2 PROFESSIONAL SERVICES:Attorney / Legal Fees	Sept statement	\$1,440.50	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
			Municipal Law LLC				
10/16/2024	To Print	Check	THE LIBRARY STORE	643.1 LIB & OFFICE SUPPLIES:LIB PROCESSING SUPPLIES	supplies	\$73.49	
10/16/2024	To Print	Check	THE LOCK SHOP	642.4 BLDG MAINTENANCE:MISC	maint	\$160.97	
10/16/2024	To Print	Check	MASON EXTERMINATING	-Split-	maint	\$250.00	
10/16/2024	To Print	Check	MIDWEST TAPE	-Split-	materials	\$419.21	
10/16/2024	To Print	Check	MIKE KEITH INS.	652.4 INSURANCE & BONDS:INS CONTINGENCY	5 - notary bond ins	\$250.00	
10/16/2024	To Print	Check	MISSOURI EVERGREEN	667 AUTOMATION SUPPORT	annual fees	\$17,122.69	
10/16/2024	To Print	Check	MISSOURI LIBRARY ASSOCIATION	651.23 PROFESSIONAL DEVELOPMENT:LIBRARY CONFERENCES	REISSUE lost check - 2024 conf registrations	\$1,150.00	
10/16/2024	To Print	Check	M.R. DOOR	642.4 BLDG MAINTENANCE:MISC	maint	\$250.00	
10/16/2024	To Print	Check	NEW DIRECTIONS	609 Employee Assistance Program	empl assistance prog Qtr	\$484.72	
10/16/2024	To Print	Check	OVERDRIVE	671 E-BOOKS & E- AUDIOBOOKS	materials	\$7,164.39	
10/16/2024	To Print	Check	QUILL CORP	-Split-	supplies	\$1,124.72	
10/16/2024	To Print	Check	SUMNER ONE	649.2 EQUIP REPAIR & RENT:COPIER MAINTENANCE	copier usage	\$926.59	
10/16/2024	To Print	Check	TUMBLEWEED PRESS	677 ELECTRONIC DBASES	dbase annual renewal	\$2,394.00	
10/16/2024	To Print	Check	UNIQUE MANAGEMENT SVCS	660.3 PROFESSIONAL SERVICES:Collection Agency	collection svc	\$247.20	
10/16/2024	To Print	Check	U.S. POSTAL SERVICE	646.3 POSTAGE / DOC. DELIVERY:PO BOXES	GC PO box 1yr	\$120.00	
10/16/2024	To Print	Check	CCPL-UTILITY ACCOUNT	123 UTILITIES ACCOUNT - COMMERCE	Utility a/p	\$7,490.73	
10/16/2024	To Print	Check	COMMERCE BANK - COMMERCIAL CARDS	-Split-	statement	\$17,619.49	
10/16/2024	To Print	Check	BARRY- LAWRENCE REGIONAL LIBRARY	670.1 BOOKS:ADULT	materials	\$56.95	
10/16/2024	To Print	Check	JEFFERSON COUNTY	670.1 BOOKS:ADULT	materials	\$23.00	

Date	Ref No.	Type	Payee	Account	Memo	Payment	Deposit
10/16/2024	To Print	Check	LIBRARY MORGAN COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$21.00	
10/16/2024	To Print	Check	NEVADA PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$22.00	
10/16/2024	To Print	Check	RAY COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$28.00	
10/16/2024	To Print	Check	SCHUYLER COUNTY LIBRARY	670.1 BOOKS:ADULT	materials	\$16.00	
10/16/2024	To Print	Check	St. JOSEPH PUBLIC LIBRARY	670.1 BOOKS:ADULT	materials	\$21.99	
10/16/2024	To Print	Check	UNDERGROUND GYM LLC	645.26 ACTIVITIES:BRANCH ACTIVITIES:NRC PROGRAMS	program	\$140.00	
10/16/2024	To Print	Check	AG CITY HOLDING COMPANY, LLC	-Split-	NOV '24 rent - AR	\$1,677.50	
10/16/2024	To Print	Check	CHARLES WILLIAM MARSH TRUST	640.2 RENT:Drexel	NOV '24 rent - DR	\$1,003.85	
10/16/2024	To Print	Check	SHANNON O. LESLIE	640.3 RENT:Garden City	NOV '24 rent - GC	\$950.00	
10/16/2024	To Print	Check	CASS COUNTY INFORMATION CENTER	640.4 RENT:Harrisonville	NOV '24 rent - HA	\$8,772.93	
10/16/2024	To Print	Check	NORTH CASS DEVELOPMENT, LLC	-Split-	NOV '24 rent - NRC	\$15,910.97	
10/16/2024	To Print	Check	AMY BURKHOLDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$142.04	
10/16/2024	To Print	Check	EMILY PUTHOFF	645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$34.00	
10/16/2024	To Print	Check	ELIZABETH NACHTIGALL	-Split-	reimbursement	\$20.92	
10/16/2024	To Print	Check	KASEY GILBERT	-Split-	reimbursement	\$22.26	
10/16/2024	To Print	Check	JANA RIGGS	-Split-	reimbursement	\$309.35	
10/16/2024	To Print	Check	KAREN ALLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$75.04	
10/16/2024	To Print	Check	LEAH HAMILTON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$2.55	
10/16/2024	To Print	Check	LORI SCHNEIDER	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND	reimbursement	\$248.57	

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
10/16/2024	To Print	Check	MONICA. HOENSHELL	DUES:MILEAGE 645.25 ACTIVITIES:BRANCH ACTIVITIES:PLEASANT HILL PROGRAMS	reimbursement	\$78.43
10/16/2024	To Print	Check	NEISHA HANDLEY	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$151.35
10/16/2024	To Print	Check	RHONDA BUSSE	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$239.86
10/16/2024	To Print	Check	ROBIN HUDSON	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$174.87
10/16/2024	To Print	Check	SARA GROFF	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$21.31
10/16/2024	To Print	Check	SARA LUELLEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$337.68
10/16/2024	To Print	Check	SCOTT PAGEL	651.22 PROFESSIONAL DEVELOPMENT:STAFF TRAINING	reimbursement	\$46.62
10/16/2024	To Print	Check	SHANNON JULIEN	651.10 TRAVEL & DUES, PROF DEVELOP:TRAVEL AND DUES:MILEAGE	reimbursement	\$75.04

TOTAL = \$ 122,554.00

Cass Co Public Library

10/16/24

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

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

TOTAL = \$ 7,500.00

Cass Co Public Library

SEPT-2024

123 UTILITIES ACCOUNT - COMMERCE Ending Balance: \$14,815.93

Date	Ref No.	Type	Payee	Account	Memo	Payment Deposit
09/01/2024	1212	Journal	Countywide Disposal	-Split-	ADM trash	\$149.00
09/01/2024	1213	Journal	GFL ENVIRONMENTAL	-Split-	NRC Trash	\$172.31
09/01/2024	1214	Journal	360 Document Solutions	-Split-	VOIP system- ALL	\$1,174.95
09/01/2024	1215	Journal	SHRED-IT	-Split-	Shredding HA \$108.91 & NRC \$231.22	\$340.13
09/01/2024	1216	Journal	CITY OF HARRISONVILLE	-Split-	Annex/Royal St. Water/sewer/electric	\$225.51
09/01/2024	1217	Journal	Countywide Disposal	-Split-	PH Trash	\$84.00
09/01/2024	1218	Journal	EVERGY	-Split-	DR electric	\$224.64
09/01/2024	1219	Journal	EVERGY	-Split-	GC electric	\$398.39
09/01/2024	1220	Journal	EVERGY	-Split-	NRC electric	\$1,205.56
09/01/2024	1221	Journal	EVERGY	-Split-	PH Electric	\$2,036.96
09/01/2024	1222	Journal	SPIRE	-Split-	DR gas	\$53.41
09/01/2024	1223	Journal	SPIRE	-Split-	GC gas	\$53.41
09/01/2024	1224	Journal	SPIRE	-Split-	Annex/Royal St gas	\$71.23
09/01/2024	1225	Journal	SPIRE	-Split-	NRC gas	\$54.29
09/10/2024	1248	Journal	DREXEL PUBLIC WORKS	-Split-	DR water/sewer	\$63.05
09/10/2024	1249	Journal	CITY OF PLEASANT HILL	-Split-	PH Water/sewer	\$300.46
09/10/2024	1250	Journal	SPIRE	-Split-	PH Gas	\$57.90
09/10/2024	1251	Journal	Countywide Disposal	-Split-	DR trash	\$95.70
09/24/2024	1254	Journal	GFL ENVIRONMENTAL	-Split-	Annex trash Aug & Sept, dumpster delivery charge	\$388.02
09/24/2024	1255	Journal	NORTH CASS DEVELOPMENT, LLC	-Split-	NRC Water	\$341.81

TOTAL = \$7,490.73

Community Needs Assessment Meetings

Creating a strategic priority using community input and engagement is important. However, doing so using traditional methods, like focus groups and surveys often create a positive input loop and reaffirms confirmation bias. Conducting listening sessions with community leaders, representing certain communities in the service area (as opposed to representing themselves) is a very good way to discover the best way a library can help a community. The purpose of these sessions is to learn more about the current state of the community. This knowledge can help inform library leadership when considering ways in which the library might better serve the community.

A series of 4-hour community meetings is the typical format for community needs assessment exercises. It is not necessary for the library district to hold more than one meeting to focus on the entire district. However, the library may need to host multiple meetings depending on the size of the library district, especially if there are distinct cultural differences within the district (e.g. the north is suburban, and the south is rural). Meeting attendees each represent some segment of the community in each region and may include both library patrons and those who are not library patrons. The goal is to draw people who are community leaders in a variety of fields, everything from small business to education to the arts.

Meeting Goals

1. Describe the community today
2. Identify the current strengths and weaknesses of the community (internal, present)
3. Identify the opportunities and threats facing the community (external, future)
4. Identify the major trends, directions, projects, and activities in our community
5. Discuss the impact of anticipated future developments on the community
6. Identify the most critical needs the community will face over the next ten years
7. Develop an understanding of the current library services and plans
8. Identify some ways in which the library and partners can address these needs

Meeting Process

1. Attendees complete a community survey based on the Purpose Based Library Hierarchy of Community Needs
2. Attendees complete a Strengths, Weaknesses, Opportunities, and Threats (SWOT) assessment of the community
3. The facilitator presents a demographic overview of the community
 - a. Racial distribution, educational attainment, income, poverty level, etc.
4. The attendees engage in a discussion of trends, developments, changes coming to the community
5. The facilitator leads a review of the results of the PBL Hierarchy and the SWOT
6. The attendees engage in a discussion of most pressing/critical needs facing the community
7. Library Director makes a presentation on library services
8. The attendees brainstorm and discuss additional services the library might provide

Purpose Based Library Integration

These meetings incorporated concepts found in the book, Purpose Based Library primarily by starting the day looking at the community through the prism of the *Purpose Based Library Hierarchy of Needs*. The first activity of the day was for the participants to complete a survey based on that hierarchy. The areas addressed in the survey were:

Personal skills and needs

- Food and shelter safety net: Strength of support for homelessness, food insecurity, poverty
- Safety and security: Level of community involvement in having safe and secure neighborhoods
- Health and Nutrition: Level of the community's general health and access to health resources
- Functional literacy and access: Level of functional literacy in the community...reading, writing, and understanding
- Digital literacy and access: Level of digital literacy...basic, functional, and quantitative

Community skills and needs

- Social community engagement: Level of the community's personal and digital engagement with each other
- Functional skills development: Availability of continuing education and skill-building opportunities for adults
- Community contribution: Availability of incubators, employment preparation, internships, volunteer opportunities, and civic engagement opportunities

Cultural enrichment

- Creative expression: Amount of creative expression in the community...story, art, music, drama, etc.
- Advancement of knowledge: How involved is the community in learning from the past and/or stimulating new ideas
- Philanthropy: Philanthropic culture of our community including giving and service

Participants are asked to rank the community on each element on a scale of 1 (poor) to 10 (strong). Participants are also asked to indicate if they thought the community was improving on each element, declining on that element, or has remained the same as it has been in the past.

Goals in this exercise are to learn about the community and to set the stage for additional conversations about the community through the day. It was also important to encourage participants to think about the community, not the library.

SWOT Analysis

The second exercise with each group is a SWOT (strengths, weaknesses, opportunities, threats) assessment of the community. These assessments are often used in organizations. They are a familiar tool to many and provide a framework to help the group talk about the community. They serve a good purpose in drawing the group into the conversation. These exercises also yield useful information for the library leadership.

Identification of Needs and Library Responses

After the survey exercise and the SWOT assessment, demographic information will be shared with the group. This information is limited to the community with which we are meeting. We also review the results of the survey and the SWOT assessment. We then ask each group to identify the most critical needs in their community.

After that discussion, the library director presents the services of the library and some thoughts about possible future services. Then the groups discuss how the most critical needs might be addressed by the library. The discussion about critical needs and library programming and capabilities becomes much more free-flowing and integrated, and less easy to separate.

Appendix A

Examples of Community Needs Assessment Meeting Attendees

Group A :

Chief -- Police Department
Executive Director, County EDC
Executive Director, County Senior Services
Editor, Community News
Director, Transitional Housing Group
Director of Historical and Cultural Center
County Health Department
Insurance Agent/Business Owner
Director, Friends of the Arts
Community Bank President

Group B:

Deputy Superintendent, School District
Director, Crime Prevention Coalition
President, Community Engagement Coalition
Community outreach, local university
Director, Community Clinic WIC
Director, City Chamber of Commerce
Pastor, Church with wrap around services and community outreach
Director for Community Health Services

Group C:

City Manager
Director, Public Art Commission
Small Business President, local bank
Small Business Owner
Director, Community wrap around service provider
Asst Administrator, Community Hospital
Asst. Superintendent, School District
Director, Transitional Housing program
Pastor, Church with wrap around services and community outreach
Director, city EDC
Director, Local Rotary Club
Executive Director, Community Foundation

2025 REVENUE
Cass County Public Library Budget

DESCRIPTION	2023 BUDGET	2024 BUDGET	2025 DRAFT
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			
Everygy PILOT	5,000	5,000	5,000
Interest Income	15,000	50,000	100,000
Total	5,091,910	5,177,260	5,926,067

RESERVE / INVESTMENTS

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

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

Reserve Payroll Funds - in PR Acct	\$125,000	\$125,000	\$125,000
---	-----------	-----------	-----------

Total Reserve / Investments	\$776,450	\$727,235	\$726,112
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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
---	-----------	-----------	-----------

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

	2023	2024	2025 <i>DRAFT</i>
PERSONNEL			
601 SALARIES	1,996,073	2,060,000	2,386,800
602 SOCIAL SECURITY	123,840	126,500	148,000
603 HEALTH INSURANCE	351,400	343,000	399,900
604 LIFE/DISABILITY INS.	13,700	13,900	16,200
607 LAGERS	359,177	393,200	399,500
608 MEDICARE	28,971	29,500	34,700
609 EMPLOYEE ASSISTANCE PROG	2,500	3,400	3,400
TOTAL - PERSONNEL	\$2,875,661	\$2,969,500	\$3,388,500
OPERATIONS			
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
TOTAL - OPERATIONS	\$984,500	\$1,140,000	\$1,287,100
MATERIALS			
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
TOTAL - MATERIALS	\$385,200	\$382,800	\$416,500
CAPITAL SERVICES			
690 FURNITURE & EQUIPMENT	140,000	100,000	100,000
698 BRANCH IMPROVEMENTS	100,000	100,000	100,000
692 AUTOMOTIVE	50,000		65,000
TOTAL - CAPITAL SERVICES	\$290,000	\$200,000	\$265,000
RESERVE FUNDS			
CAPITAL IMPROVEMENTS	300,000		300,000
699 RESERVE - CARRYOVER	256,549	484,960	268,967
TOTAL - RESERVE FUNDS	\$556,549	\$484,960	\$568,967
GRAND TOTAL	\$5,091,910	\$5,177,260	\$5,926,067

Capital Improvement Plan

Steve Potter of Potter Training and Consulting will be present to address any questions the board may have after reviewing his initial report and touring the facilities. The next recommended step in this process is to conduct at least one community needs assessment. I've included an introduction to the community needs assessment process, written by Steve, in this month's board packet.

Royal St Annex

There has been some water leakage in a few spots of the annex roof, and it has been recommended that we have it sealed to prevent more leaks and to increase the longevity of the existing metal roof. Patching the known spots is an option, as is sealing only half of the roof where the issues exist; however, a full seal of the roof appears to be the most effective plan.

To date we have received 2 estimates for this work, both coming in around \$25,000. Zach is working on obtaining a 3rd estimate, but the window to get this work done in this calendar year is closing. We plan to finish the interior renovation of the upstairs office space after the leakage is addressed, so we are looking to book this work by the end of the month.

Missouri Library Association Conference

I attended the MLA Conference at the KCI Expo Center at the end of September. There were several sessions focused on building planning, renovation, and construction, as well as a presentation on public financing from Stifel. I collected some contact information from architects and project management companies for potential use as CCPL moves along on the capital improvement planning process.

Employee Evaluations

It is the season for staff performance evaluations, so I spent much of the month of September before the MLA Conference writing those for the administrative staff. According to our organizational timeline, the evaluation draft must be sent to HR for review by October 1st and the final drafts must be administered and sent to HR by December 1st.

State Library Tech Mini-Grant Application

The Youth Services Coordinator, Scott Pagel and I worked on writing a grant proposal to the state library requesting IMLS (Institute of Museum and Library Services) funding to obtain an AWE Learning Literacy station for each of our 6 branch locations.



These all-in-one computer stations provide early literacy games and activities suited for children ages 2-8 years old. They are plug and play stations that do not connect to the internet. Three of these stations would have the Bi-Lingual Spanish software included, to be placed in the parts of the county where we have identified a higher number of Spanish speaking patrons. The grant requested \$20,000 towards the purchase of the stations. The library would need to contribute approximately \$5,000 to the project, which would come from the Furniture and Equipment budget line. We should learn the results of our grant submission within a month or so.

Pleasant Hill Sewer Pipe Repair

The repair has been scheduled for October 17th and 18th. The Library will close on the 17th, as the water will be shut off. They can be closed on the 18th if needed, but the plan only requires one day for the water to be turned off.

New Printer Issues

We signed onto a new printer lease for our public printers/copiers this summer. While all of the new Canon equipment has been delivered and installed, the patron's ability to handle their own payment and print release at NRC, PH, HA, and GC has not yet been implemented. The leasing company must work with Zach to configure patron access at each location since these payment kiosks include the option to pay by credit or debit card, unlike the previous kiosks that were coin and cash only. This has taken some time to set up, but should be resolved soon.

Part-Time Flex Positions

As we continue to evaluate and improve the efficiency and service quality of the Cass County Public Library, we have identified a need to modify the staffing structure within the library. Specifically, we are transitioning away from utilizing substitute library assistants and moving towards a more flexible staffing model, employing Part-Time Flex Library Assistants who can work between 0 and 30 hours per week, depending on the library's needs.

This decision is based on multiple considerations:

Enhanced Availability and Flexibility

The current substitute model limits our ability to schedule staff when demand is high or unexpected consistently. We can create a more flexible workforce by employing Part-Time Flex Library Assistants. These employees will have the flexibility to work varied hours, allowing us to respond more swiftly to fluctuations in staffing needs without compromising the quality of service provided to our patrons.

Consistent Training and Skill Development

Part-time flex employees will receive consistent and ongoing training, ensuring they remain familiar with our systems, procedures, and evolving library services. Under the substitute model, inconsistent work schedules often lead to a lack of familiarity with our processes and systems, which can affect both the efficiency of operations and the

experience of our patrons. Flex employees will be more engaged and up-to-date, contributing to a smoother, more reliable patron experience.

Improved Service Continuity

Having Part-Time Flex Library Assistants will foster continuity in our services. These individuals will not only be available when needed but will also have a deeper connection to the library's day-to-day operations. Their regular involvement will contribute to stronger relationships with our patrons, allowing them to provide personalized and informed assistance, rather than the stop-and-start nature of substitutes who work less frequently.

Operational Efficiency

Managing a pool of substitutes requires ongoing branch manager's to work to coordinate schedules, manage availability, and track performance. By moving to the Part-Time Flex model, we can streamline scheduling and reduce the time spent on administrative tasks, allowing supervisors to focus on other important areas of operation.

Opportunities for Employee Growth

Part-Time Flex Library Assistants will have the opportunity to take on more hours, learn new skills, and advance within the library. This staffing model will offer them more stability, as they will be eligible for consistent hours, career development opportunities, and greater involvement in library programs and initiatives.

Substitute Library Assistants will have the option to transition into the Part-Time Flex role at this time, allowing them to take advantage of these benefits. We understand that some individuals may prefer to remain in their current role, and we plan to implement this new model through attrition. As positions naturally open up, we will transition those roles into Part-Time Flex positions to gradually move to this new system.

We believe this transition will not only enhance the operational efficiency of our branches but will also improve the quality of service we offer to the community. Our goal is to create a more flexible and capable workforce that can meet the changing demands of our patrons while providing our employees with opportunities for growth and development within the library.



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 *

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

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

Invoice

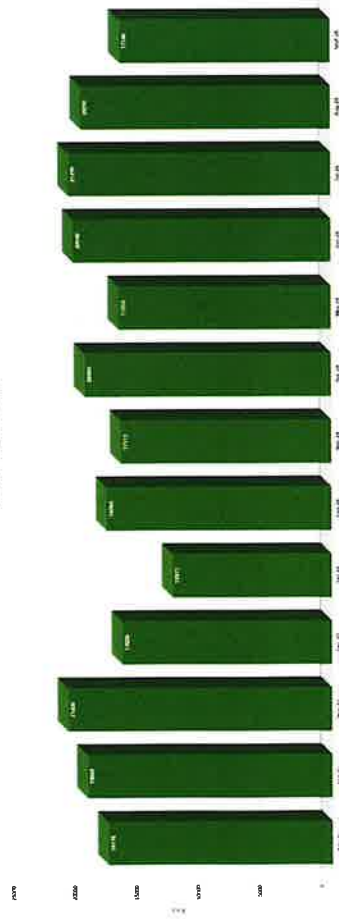
RJ's Irrigation & Landscaping

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

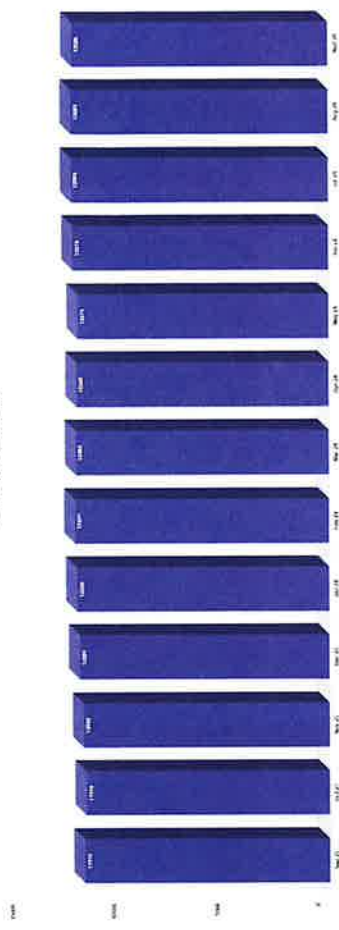
Invoice No: 926
Date: 10/04/2024
Terms: NET 0
Due Date: 10/04/2024

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
	Balance Due		\$25,178.00

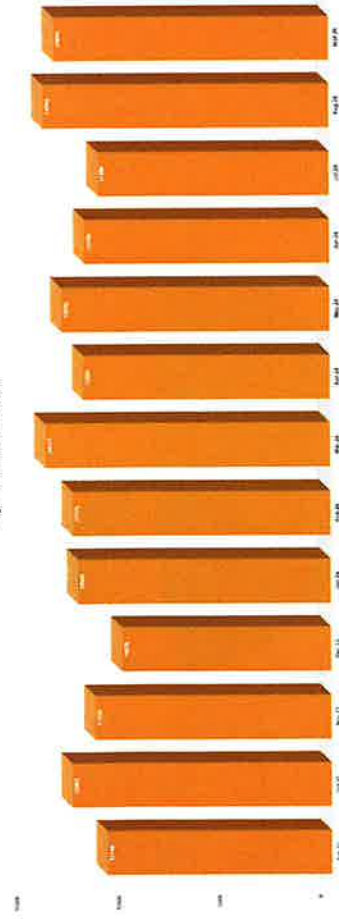
Brand Visits Last 12 Months



Active Pilots Last 12 Months

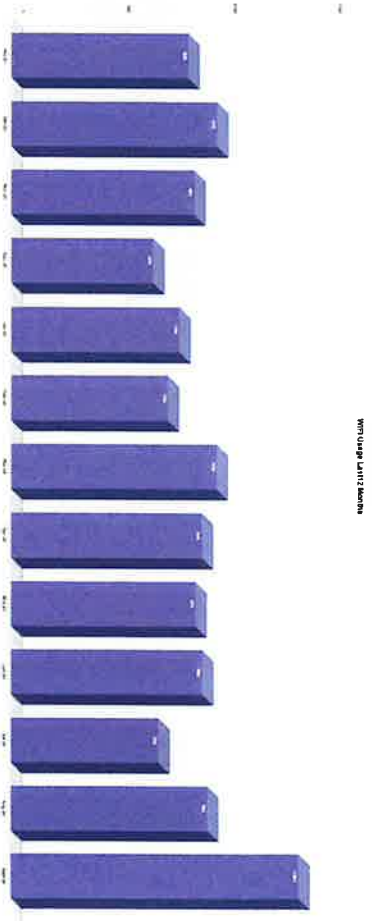


Digital Circulation Last 12 Months

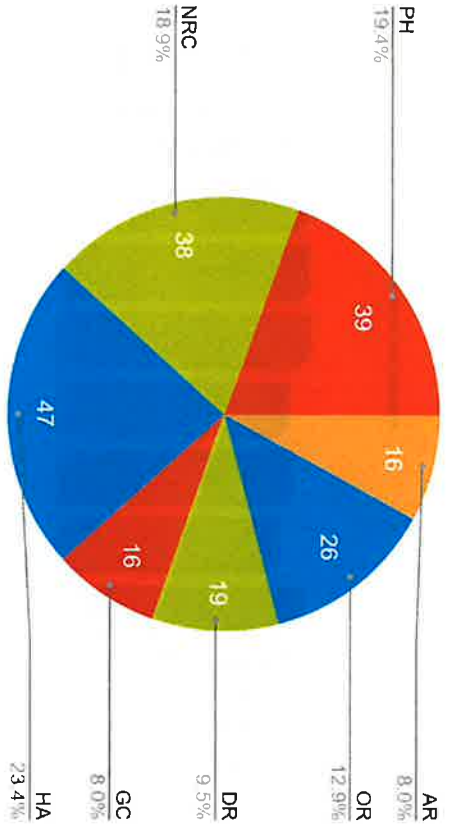


Physical Circulation Last 12 Months

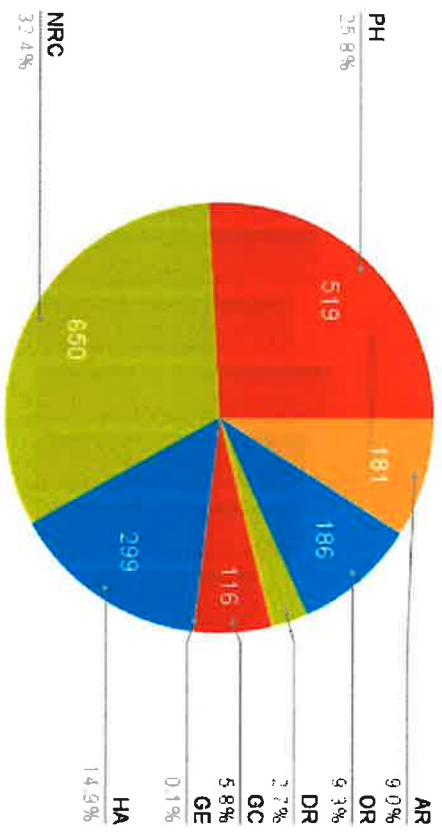


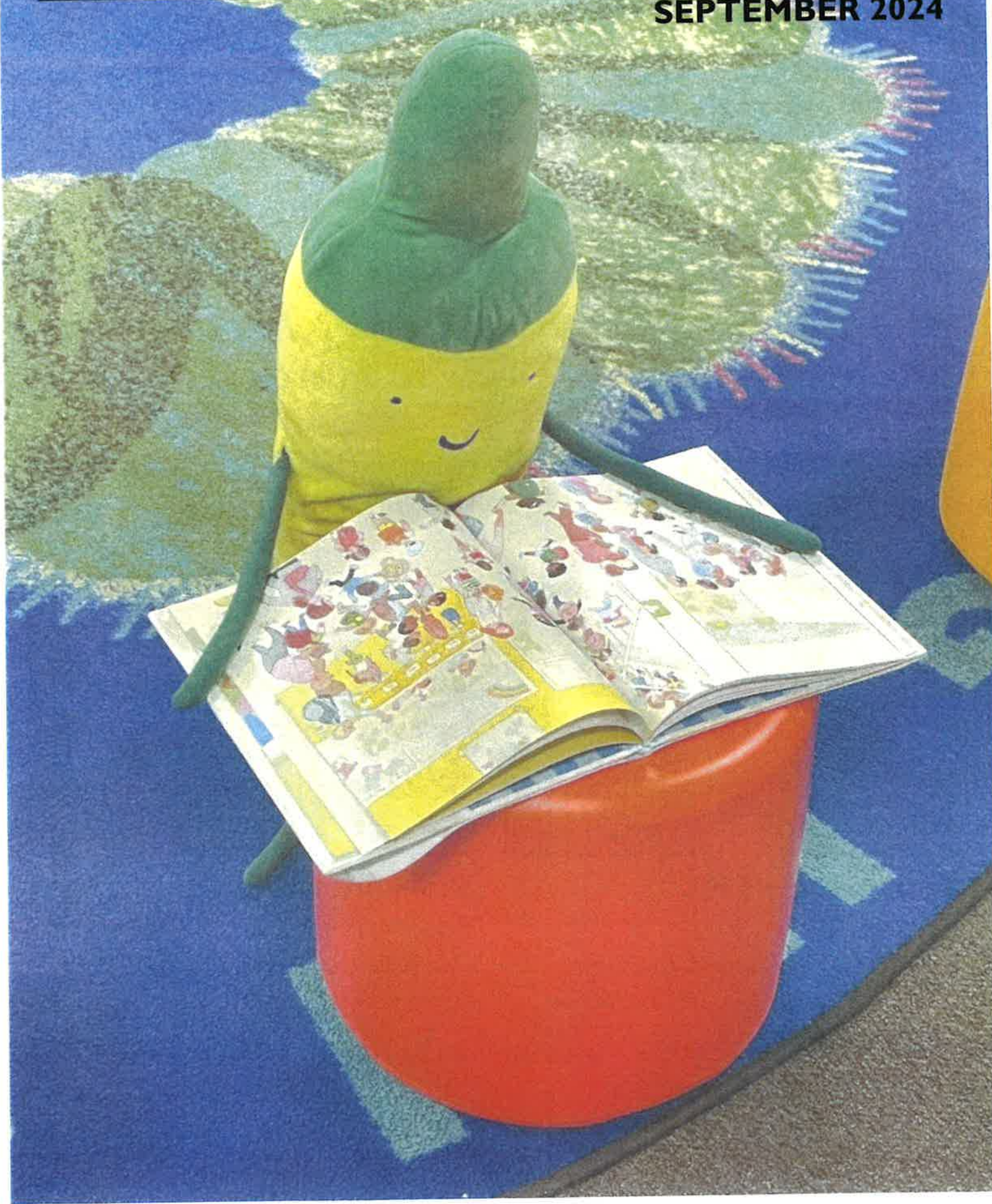


Programs by Branch - September 2024



Program Attendance by Branch - August 2024





Around **CCPL**



Open Play Night

Northern Resource Center

A little patron made sure that the Green Crayon had a book to read.



Hands-Only CPR

Garden City

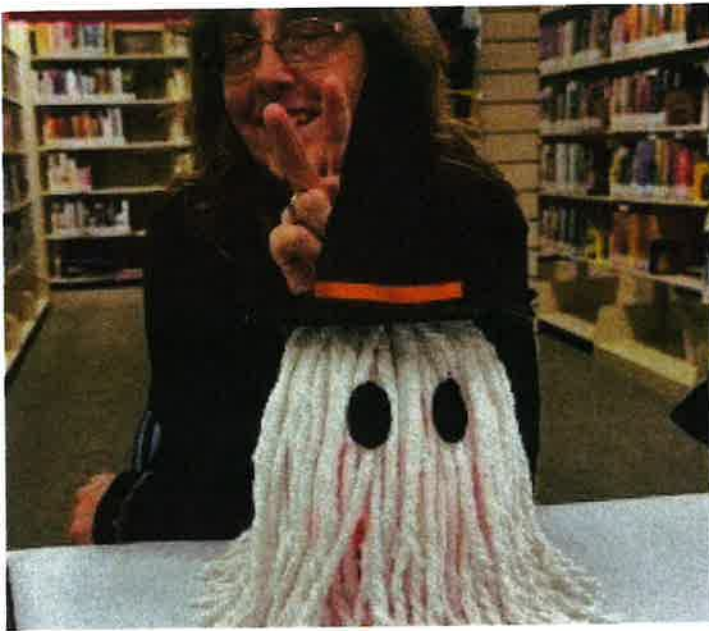
The Cass County Health Department presented Hands-Only CPR for tweens through adults.



Storytime

Bookmobile

Children enjoy storytime on the bookmobile.



Adult Craft Drexel

Five attendees crafted a ghost.



Speed Puzzling Tournament Harrisonville

Teams of four have two hours to assemble a 300 piece puzzle they haven't ever seen before.



Storytime

Northern Resource Center

Ms. Kasey passes out carpet squares at the beginning of storytime.



Teen Chess Club Pleasant Hill

Chess Club met twice in September to practice their skills and learn how to play.

Around **CCPL**



Author Visit: Barbara Ellin Fox

Archie

There was a full house for author
Barbara Ellin Fox.

12,536

Active Customers

51,716

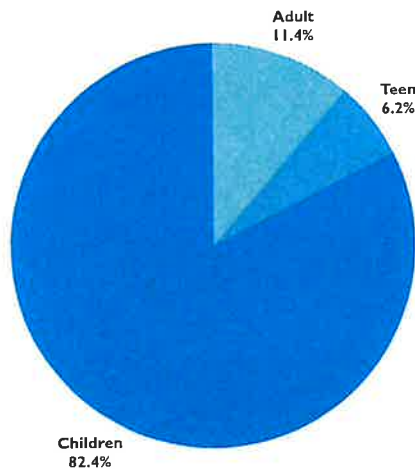
Circulation

82

Net Promoter Score

Customer Favorites

Program Highlights



In September, the library hosted a range of engaging events for all ages. Teens honed their skills at the chess club and competed in exciting Nintendo Switch tournaments, while adults enjoyed Bunco games, creative craft sessions, and a special author visit from Barbara Ellin Fox.

Attendance by Age Group

Programs	In-Person Attendees
201	3,076

Top Checkouts

Print

Adult Fiction

Fourth Wing
The Lost Coast: A Novel
The Women

Adult Nonfiction

Real Food Fermentation
Dinner's Ready
Killers of the Flower Moon

Young Adult Fiction

Lore
The Inheritance Games
Cinder

Juvenile Fiction

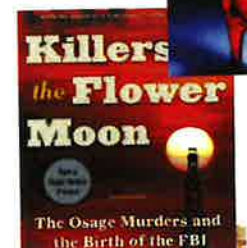
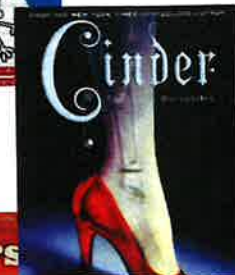
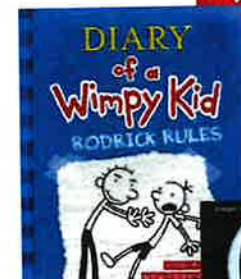
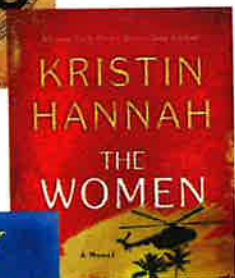
A Rover's Story
Diary of a Wimpy Kid
Rodrick Rules

eBooks

The Women
It Ends with Us
Iron Flame
Fourth Wing
Funny Story
The Paradise Problem
All the Colors of the Dark
House of Earth and Blood

eAudiobooks

Funny Story
Fourth Wing
Hillbilly Elegy
The Teacher
Iron Flame
First Lie Wins
It Ends with Us



Youth**Services**

Youth Services continued to purchase materials for the youth collections and maintain the Exploration Library STEM kits. Planning for the Winter Reading Challenge has begun.



Storytime craft at Archie.

85

Storytimes

2,145

Storytime Attendees

Technology**Support**

1361

WiFi Sessions

1358

Computer Sessions

Technical**Services**

150

**Adult Print
Titles Ordered**

135

**Adult eMedia
Items Ordered**

954

**Items
Cataloged**

Community Outreach



Northern Resource Center and Outreach Services staff attend the Belton Fall Fest



The Garden City Branch Manager mans a table at the Garden City Fall Festival

The library attended several fall festivals throughout the county in September.

Technology Facilities



Technology

- Set-up programming laptops for Garden City
- Fixed Genealogy Printer
- Updated wifi protocols
- Interviewed candidates for IT Specialist position

Facilities

- Moved furniture at Archie
- Replaced leaking sink at Archie
- Fixed HVAC issue at Drexel
- Annex building garage door renovation began

Community**Spaces**

19

**Community Room
Reservations**

276

**Study Room
Reservations**

Community**Engagement**

Outreach Services Coordinator
Amy Burkholder and Business
Manager Lori Schneider attended
the Raymore Chamber Coffee



|

Marketing Emails Sent

11,232

Marketing Emails Opened

4,539

Total Website Users

3375

Social Media Reach

13,921

Total Website Pageviews

124

Social Media Engagements

Community **Engagement**

Our library staff are the most friendly, efficient, and helpful staff of all the branches we frequent. Very grateful to have them.

Marie R. - Google Review

We love the library. Great events for our family. A good mix of offerings.

-Survey Response

I LOVE the public library and am so grateful for all you do and offer!!



-Survey Response

Staff**Activities**

ARCHIE

Glenna, Rachel, and Cherie attended Missouri Evergreen Refresh Training. Rachel resumed Wednesday storytimes at the Preschool. Cherie participated in Busy Bee Quilters, completed inventory, assisted at Harrisonville's staff meeting, and attended the MLA Conference.

BOOKMOBILE

Staff completed Vector training, with all but one attending the Circulation Refresh training. Amy and Kim attended the MLA Conference, participating in 14 sessions and gathering new ideas for future Bookmobile and Outreach programs.

HARRISONVILLE

Karen attended the branch manager meeting. Neisha attended a Kiwanis meeting, while Shannon and Karen joined the Community Public Relations meeting. Shannon, Neisha, and Karen all attended the MLA conference in Kansas City. Additionally, Karen participated in two Bright Futures meetings and watched a webinar on reducing social isolation in seniors.

PLEASANT HILL

Staff held a meeting on September 13th to review updates from the Managers Meeting and other in-house matters. Laura and Monica attended the MLA Conference, where they gathered useful ideas for the coming year and enjoyed meeting a baby dinosaur at the presenter showcase!

GARDEN CITY

Kathy has taken over Storytime planning and preparing for Sherwood visits, while also connecting with local Parents as Teachers and preschool teachers for ideas. Jana attended the MLA Conference as part of the planning committee and co- led the Performer Showcase.

GENEALOGY

Julie has been busy learning Genealogy Branch processes and materials. Sam focused on independent training in adoption research, a frequent patron inquiry.

NORTHERN RESOURCE CENTER

Rhonda, Elizabeth and Kasey attended the 2024 Missouri Library Association convention. Elizabeth completed the YALSA webinar "Using Social Media to Reach Teens."

Looking Ahead

ARCHIE

- Tuesdays at 10 AM: Coffee & Conversation, ages 18+
- 2nd Tuesdays at 4 PM: Creation Station, ages 7-12
- October 29 at 4 PM: Mario Kart Adventures, all ages

DREXEL

- Saturday, October 5 at 11:00 AM: Book Club, ages 18+
- Wednesdays at 10:00 AM: Storytime, ages 0-5
- Monday, October 7 at 2:00 PM: Halloween Bottle Cap Necklace Making, ages 13-18

GENEALOGY

- Friday, October 18 at 4 PM: Java and Genealogy, all ages

NORTHERN

RESOURCE CENTER

- Tues, Weds, Fri at 9:30 AM: Toddler Storytime, ages 0-3
- October 12 at 2 PM: Adult Dungeons & Dragons, ages 18+
- October 14 at 6 PM: Page Turners, ages 8-12

BOOKMOBILE

- Saturday, October 5 at 2:00 PM: Teen Craft & Snack - Spirit Bracelets, ages 13-18
- Friday, October 19: Craft - Monster Rocks, ages 6-12

GARDEN CITY

- Mondays at 10:00 AM: Storytime, ages 0-6
- October 9 at 4:30 PM: Dicey Dungeons RPG -Beginner Role Playing Game, ages 10-15
- October 30 at 4:00 PM: Adult Book Group, ages 18+

HARRISONVILLE

- Tuesdays at 10:30 AM: Baby Bounce Storytime, ages 0-2
- Thursdays at 4:30 PM: Girls Who Code, grades 3-5
- October 19 at 3 PM: Junior Speed Puzzling Tournament, ages 6-12

PLEASANT HILL

- Tuesdays at 10 AM: Coffee and Conversation, ages 18+
- Wednesdays at 10 AM: Storytime, ages 0-6
- Monday, October 28 at 4 PM: Minecraft Club, ages 6-12

Check out the events page for more!



Our **T**eam

Milestone Service Anniversaries

20 Years

Pam Gough

Pleasant Hill



3

New Hires

1

Position Change