

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:00 PM, TUESDAY, JULY 7, 2026

BOARD ROOM

401 S CAPITOL AVE., LANSING, MI 48933

517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Minutes of Board Meeting June 17, 2026](#) (enc – action)
- b. Closed Session Minutes from Board Meeting June 17, 2026 (distributed separately)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

- a. [Committee Recommendations Regarding Proposed Changes to the Aurelius Township Agreement](#) (enc – action)
- b. [Communication to Aurelius Township](#) (enc – action)

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

Aurelius Township
1939 S Aurelius Rd.
Mason, MI 48854

June 10, 2026

Capital Area District Library
401 S. Capitol Ave
Lansing MI 48933

Dear Members of the CADL Board,

The Aurelius Township Board has reached out previously with no reply from CADL regarding changes to the agreement, and working toward an agreeable solution regarding fair invoice adjustments. With no response rendered from CADL the Aurelius Township Board is formally notifying the Capital Area District Library Board that Aurelius Township is acting pursuant to the **THIRTEENTH paragraph of the current agreement** between our entities (Aurelius Library). In accordance with the provisions outlined in that paragraph, this letter serves as an **official 90-day notice of termination** of the existing agreement.

This notice period will conclude **90 days from the date of this letter**, at which time the termination will take effect **unless** the CADL Board elects, within that same 90-day period, to move forward with following agreement option:

- **Addendum A (updated)**

The Aurelius Township Board remains open to continued partnership under this revised framework and encourages the CADL Board to review and determine if they wish to adopt this option prior to the end of the 90-day notice period.

We appreciate the longstanding relationship between Aurelius Township and CADL and look forward to your timely consideration of this option.

Sincerely,

Aurelius Township Board

CAPITAL AREA DISTRICT LIBRARY

LIBRARY AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2026, by and between the CAPITAL AREA DISTRICT LIBRARY BOARD, "CADL" AND AURELIUS TOWNSHIP "Municipality".

THE PARTIES RECOGNIZE THAT CADL has available certain library services and that the Municipality wishes to utilize those library services for the benefit of its residents.

THE PARTIES AGREE, as follows:

FIRST: A library shall be established and operated by the CADL within the territorial limits of the Municipality which shall be known as the Aurelius Library, the "Community Library".

SECOND: CADL shall provide the Community Library with a Head Librarian and any additional staff which CADL believes the Community Library requires. CADL shall be solely responsible for selecting, appointing, supervising, and paying the Community Library's staff.

THIRD: The Community Library shall be open to the public at least 25 hours per week, excluding holidays. The times that the library is open shall be determined exclusively by the CADL.

FOURTH: CADL shall provide a collection of books and other materials for the Community Library, all of which shall remain the permanent property of CADL. It shall be CADL's exclusive responsibility to select, order, catalog, process, and discard books and other materials for the Community Library.

FIFTH: It shall be CADL's exclusive responsibility to establish policies, rules, and regulations governing the Community Library. CADL shall provide the Municipality with copies of proposed policies, rules, and regulations which might be applicable to the operation of the Community Library. CADL shall provide the Municipality with a financial report for the six-month period ending June 30th and December 31st each year.

AURELIUS TOWNSHIP PROPOSAL

SIXTH: The Municipality, at its sole expense, shall provide quarters, suitable to CADL, for the Community Library, on the ground floor of a building, which meets all federal, state, and local laws, ordinances, regulations, and codes, including handicapper accessibility. The Municipality shall be responsible for maintaining the building and its associated plumbing, electrical, heating, and air-conditioning systems in good working order. The Municipality shall also maintain the exterior of the building including landscape maintenance.

SEVENTH: CADL shall be responsible for the Community Library's utilities including telephone, gas, electricity, water, sewer, and trash removal. CADL shall also be responsible for customary custodial maintenance. CADL shall either pay for these separately metered services directly or reimburse the Municipality for these services using a formula that is agreeable to both parties. CADL shall be responsible for the costs of installing telephone lines, computer cables, and for any changes to the electrical system needed for additional equipment. Any changes to the building shall be approved in advance by the Municipality.

EIGHTH: The Municipality shall retain ownership of all Community Library furniture and equipment that it currently owns and shall maintain that furniture and equipment for Community Library use. An inventory of furniture and equipment owned by the Municipality is attached to this contract. The Municipality shall be responsible for repair and replacement of this furniture. Property owned by CADL and placed in the Community Library shall remain the permanent property of CADL.

NINTH: The Municipality shall, at its own expense, protect, defend, indemnify and save harmless the CADL Board, CADL, and their employees, and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, loss or damage to CADL's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of the Municipality or its agents and employees. The Municipality's indemnification responsibilities under this section shall include damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the CADL Board, CADL, and their employees, and agents by the insurance coverage maintained by the Municipality pursuant to the requirements of this agreement. CADL shall, at its own expense, protect, defend, indemnify and save harmless the Municipality, its Board and its employees and agents, from all claims, damages, lawsuits, costs and expenses, including, but not limited to, loss or damage to the Municipality's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of CADL or its agents and employees. CADL's indemnification responsibilities under this section shall include, but not be limited to, damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the Municipality and its agents, servants and employees by the insurance coverage maintained by CADL pursuant to the requirements of this Agreement. Each party shall assume the sole responsibility for risk of loss to its property during the terms of this Agreement, except as provided above.

TENTH: Each party shall procure and pay the premium on and keep and maintain during the term of this Agreement adequate personal injury and property damage insurance covering injuries, death and property damage arising out of their respective duties and obligations under this Agreement.

AURELIUS TOWNSHIP PROPOSAL

ELEVENTH: The Municipality shall assume the sole responsibility for the risk of loss to its property during the terms of this agreement.

TWELFTH: This Agreement shall become effective on the date on which it is signed by all the authorized representatives of both parties and remain in effect until terminated by either or both parties.

THIRTEENTH: Either party may terminate this Agreement by giving at least ninety (90) days written notice to the other party.

FOURTEENTH: No failure or delay on the part of either party to this Agreement in exercising any right, power, or privilege shall operate as a waiver, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercises of any other right, power or privilege.

FIFTEENTH: Modifications, amendments, or waivers of any provision of this Agreement shall be effective only by the written mutual consent of the parties.

SIXTEENTH: If any provision of this Agreement is determined to be invalid, the remainder of this Agreement shall not be affected, except where the invalidity of a provision would result in the illegality or unenforceability of this Agreement.

SEVENTEENTH: The persons signing on behalf of the parties certify by their signatures that they are authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

AURELIUS TOWNSHIP PROPOSAL

WITNESSING THIS DOCUMENT, the authorized representatives of the parties have signed this Agreement on the day and year above written.

WITNESSED:

CAPITAL AREA DISTRICT LIBRARY

_____ Date: By: _____

Name:

Title:

MUNICIPALITY

_____ Date: By: _____

Name:

Title: Supervisor

_____ Date: By: _____

Name:

Title: Clerk

**CAPITAL AREA DISTRICT LIBRARY
LIBRARY AGREEMENT WITH AURELIUS TOWNSHIP
ADDENDUM A**

CADL shall pay for the following maintenance services:

1. Trash Removal will not be provided by Aurelius Township and the use of our Township granger services is not permitted. The library is required to dispose of trash off township premises.
2. Electrical Services to be paid by the library at 35% of the total cost of heating and lighting of the building and lighting in the parking lot.
3. Custodial Services will not be provided by Aurelius Township for the library space. The library will be required to use their own Custodial services.
4. Water cooler in the Township breakroom will not be provided for library use. The library can use the drinking fountain in the hallway, or can purchase their own water cooler for use for library space.
5. The Township Hall is no longer available for free use of the library. Use of the Hall space will be the same requirement as it is for community use (\$100 per rental day). The same renter rules apply to the library as they would for the community; Kitchen use for the rental is available (No use of township breakroom/sink), trash disposed of off-site by renter, cleanup/vacuuming after all rentals.

Aurelius Township will bill the Capital Area District Library quarterly and provide copies of all electrical bills and rental uses.

Rates will be reviewed annually and revised as needed. Changes should be communicated in December (or before) of each year.

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
JUNE 17, 2026

Members Present: Brian Baer, Debora Bloomquist, Sandy Drake, Quinn O'Donnell, Mark Stewart, Ashley Smith, Julie Vandenboom

Members Absent:

Staff Present: Katelyn Whiteman, Jenny Marr, Jolee Hamlin, Sheryl Knox, Miriam Mattison, Victoria Meadows, Michael Moore, Thais Rousseau, Jennifer DeGroat

Others Present: Lindsay Dangl

CALL TO ORDER

The Chairperson called the meeting to order at 5:33p.m.

ROLL CALL

Baer – Present
Bloomquist – Present (arrived 5:44 pm)
Drake – Present
O'Donnell – Present
Smith – Present
Stewart – Present
Vandenboom – Present

COMMUNICATIONS

Executive Director Jenny Marr informed the Board she has received a second request for CADL to sign a letter of support for data centers. So far, she has denied these; she is requesting further direction from the Board on how to proceed with this matter.

APPROVAL OF AGENDA

Ashley Smith made a motion to approve the agenda. Julie Vandenboom seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Ashley Smith made a motion to approve the consent agenda. Mark Stewart seconded the motion. The motion carried.

- a. Approval of Minutes May 27, 2026
This item was approved by consent.
- b. Disbursements for May 2026
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Quinn O'Donnell thanked everyone for coming out to the Local History Center and thanked staff for setting up the room for the meeting.

PRESENTATION

- a. Strategic Plan Update – Jenny Marr
 - Reached 6-month point of the 5-year plan
 - Various goals are in progress
 - Four key buckets that goals fall into
 - Grow Community Relationships
 - Annual report visits are scheduled and started, 8 out of 24 are completed
 - I Love My Library Campaign, showing growth in the first half of the year, given out over 1,000 signs
 - Improve Facilities
 - Opened new Local History Center
 - Working on an inventory of all projects at every branch, what has been done so far and the list for future projects by priority and budget
 - Align Internal Operations
 - Staff interviews – meeting with all staff and updating job descriptions for every position
 - Strengthen User Experience
 - Adding a new Ingham Intermediate School District SSI partnership with SAILS/Transitions.
 - Getting Millage materials out
 - New Blog series to highlight original artwork and installations in CADL branches
 - Executive Director Jenny Marr to provide another update on progress at the December Board Meeting

NEW BUSINESS

General

- a. SER 103a Unattended Children

Assistant Director Jolee Hamlin presented SER 103a Unattended Children.

A discussion was held regarding updates needed to this policy due to the overhaul and reconstruction of SER 103 Code of Conduct. Various revisions based on needs and issues at the branches. Legal Counsel Lindsay Dangel noted a word that needed to be struck. Board members asked questions and noted some revisions needed for grammar and punctuation.

Brian Baer made a motion to approve SER 103a Unattended Children as amended. Mark Stewart seconded. Motion carried.

- b. SER 103b Patron Use of Phones

AD Jolee Hamlin presented SER 103b Patron Use of Phones.

A discussion was held regarding how this policy is outdated, and it was last updated when there were no cell phones. To update current procedures and training to better reflect this policy.

Ashley Smith made a motion to strike SER 103b Patron Use of Phones in full. Sandy Drake seconded. Motion carried.

c. SER 103c Code of Conduct Guide

AD Hamlin presented SER 103c Code of Conduct Guide.

A discussion was held regarding this policy and how it is very procedural and is already a part of internal operations as well as morphed and built into the different policies being updated and is now unneeded.

Mark Stewart made a motion to strike SER 103c Code of Conduct Guide in full. Julie Vandenboom seconded. Motion Carried.

d. SER 103d Code of Conduct Penalties

AD Hamlin presented SER 103d Code of Conduct Penalties.

A discussion was held regarding an overhaul of this policy. Adding a mission statement of the policy and an explanation of why CADL has it. Also adding other guidelines regarding bans, making sure to include that every situation is unique and requires nuance. Legal Counsel Lindsay Dangel provided some insights on the subject of library bans. Board members asked questions and noted a few other updates required.

Ashley Smith made a motion to approve SER 103d Code of Conduct Penalties as amended. Brian Baer seconded. Motion carried.

e. SER 103e Conduct Appeal Process

AD Hamlin presented SER 103e Conduct Appeal Process.

A discussion was held regarding rolling this policy into SER 103d and increasing information regarding the process within that policy.

Brian Baer made a motion to strike SER 103e Conduct Appeal Process in full. Mark Stewart seconded. Motion carried.

f. Legislative Update

- Executive Director Jenny Marr attended the MLA Intellectual Freedom Summit
- MLA put forth a Freedom to Read Bill that did not go through last legislative session. Kent District Library is working to get local ordinances passed to bring awareness to this subject and affirm a resolution about the Freedom to Read to force the State of Michigan to do something. They presented this topic and Lansing people were interested in it. ED Marr would like to talk to East Lansing to see if they have any interest. Also wanted to know if this was something the Library Board wanted her to keep pursuing further.

g. Community Contacts

Sandy Drake attended Friends of the Library meetings at Okemos and Stockbridge, and attended the annual report visits at Locke, Williamston, and Meridian Townships. As well as attending Williamston and Haslett Summer Reading kickoff events and programs at Haslett and Okemos. She also informed everyone that the majority of the Friends of

the Library groups are very busy having their book sales now and in coming weeks for Summer Reading.

Brian Baer attended a Juneteenth program at a branch.

Debora Bloomquist attended annual report visits to various municipalities including City of Williamston, Alaiedon Township, City of Mason, Williamston Township, and Village of Webberville. She stated that ED Marr and Mason Branch Head Heather Goupil did a great job presenting at the City of Mason meeting.

Finance

I. May 2026 Financial Report

Finance Director Miriam Mattison presented the May 2026 Financial Report.

Mark Stewart made a motion to accept as presented. Brian Baer seconded the motion. Motion carried.

DIRECTOR'S REPORT

- Distributing informational rack cards everywhere for the Millage, taking them out to different municipalities during annual report visits.
- ED Marr is doing various media segments regarding the Millage as well as more local communication, will do an interview segment with Meridian Township.
- Annual report updates; City of Lansing and Lansing Township dates have been changed, wanted to let Board members attending know the new date. Discussed City of Leslie and Bunker Hill meetings, still need board members to sign up for these.
- Holiday Closures coming up, Juneteenth and July 4th.
- HVAC renovations for Local History Center are starting on Monday.
- Mason branch accessibility ramp has been installed.
- July and August Meetings, August to be at South Lansing and July to be back at LHC.

POLICIES – No changes, for review only

- a. GOV 201 Services Facilities
- b. HUM 112 Inclement, Weather Closing Policy
- c. HUM 305 Pandemic Response Plan
- d. REL 102 New Library Facilities
- e. REL 201 Millage Support
- f. REL 202 Building Projects
- g. SER 107 Meeting Rooms Policy
- h. SER 204 Accessibility Policy

Quinn O'Donnell asked a question regarding REL 201 that Legal Counsel Lindsay Dangel is going to look into. Debora Bloomquist asked a few brief questions that Lindsay Dangel answered.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

No comments.

CLOSED SESSION

Brian Baer made a motion for a closed session to be convened to consider material exempt from disclosure pursuant to MCL 15.268(h) and MCL 15.243(1)(g) and that Lindsay Dangel, Jenny Marr, Jolee Hamlin, Sheryl Knox, Miriam Mattison, Victoria Meadows, Michael Moore, Thais

Rousseau, Jennifer DeGroat, and Katelyn Whiteman be invited to attend. Julie Vandenboom seconded the motion.

A roll call vote was held:

Baer – Yes
Bloomquist – Yes
Drake – Yes
O'Donnell – Yes
Smith – Yes
Stewart – Yes
Vandenboom – Yes

The Board moved into its closed session at 6:32p.m.

Julie Vandenboom made a motion to reconvene the open session. Sandy Drake seconded the motion. A roll call vote was held:

Baer – Yes
Bloomquist – Yes
Drake – Yes
O'Donnell – Yes
Smith – Yes
Stewart – Yes
Vandenboom – Yes

The agenda resumed at 7:19p.m.

Ashley Smith made a motion to amend the agenda to add Aurelius Committee Assignment. Mark Stewart seconded the motion. Motion carried.

The Aurelius Contract Committee is Mark Stewart, Debora Bloomquist and Sandy Drake and was formed in March. Brian Baer designated as an alternate. They will meet to discuss the proposed agreement amendments.

Chairperson Quinn O'Donnell called a Special Meeting to be held to review the Library Agreement with Aurelius Township on July 7, 2026, at 5p.m. at the downtown branch.

ADJOURNMENT

Ashley Smith made a motion to adjourn the meeting. Julie Vandenboom seconded the motion. The motion carried. The meeting adjourned at 7:21p.m.

CAPITAL AREA DISTRICT LIBRARY

LIBRARY AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____ 2026, by and between the CAPITAL AREA DISTRICT LIBRARY BOARD, "CADL" AND AURELIUS TOWNSHIP "Municipality".

THE PARTIES RECOGNIZE THAT CADL has available certain library services and that the Municipality wishes to utilize those library services for the benefit of its residents.

THE PARTIES AGREE, as follows:

FIRST: A library shall be established and operated by the CADL within the territorial limits of the Municipality which shall be known as the Aurelius Library, the "Community Library".

SECOND: CADL shall provide the Community Library with a Head Librarian and any additional staff which CADL believes the Community Library requires. CADL shall be solely responsible for selecting, appointing, supervising, and paying the Community Library's staff.

THIRD: The Community Library shall be open to the public at least 25 hours per week, excluding holidays. The times that the library is open shall be determined exclusively by the CADL.

FOURTH: CADL shall provide a collection of books and other materials for the Community Library, all of which shall remain the permanent property of CADL. It shall be CADL's exclusive responsibility to select, order, catalog, process, and discard books and other materials for the Community Library.

FIFTH: It shall be CADL's exclusive responsibility to establish policies, rules, and regulations governing the Community Library. CADL shall provide the Municipality with copies of proposed policies, rules, and regulations which might be applicable to the operation of the Community Library. CADL shall provide the Municipality with a financial report for the six-month period ending June 30th and December 31st each year.

SIXTH: The Municipality, at its sole expense, shall provide quarters, suitable to CADL, for the Community Library, on the ground floor of a building, which meets all federal, state, and local laws, ordinances, regulations, and codes, including handicapper accessibility. Suitable quarters shall include use by library staff of the shared break room. The Municipality shall be responsible for maintaining the building and its associated plumbing, electrical, heating, and air-conditioning systems in good working order. The Municipality shall also maintain the exterior of the building including landscape maintenance and snow and ice removal.

SEVENTH: CADL shall be responsible for the Community Library's utilities including telephone, gas, electricity, water, sewer, and trash removal. CADL shall also be responsible for customary custodial maintenance. CADL shall either pay for these separately metered services directly or reimburse the Municipality for these services using a formula that is agreeable to both parties. CADL shall be responsible for the costs of installing telephone lines, computer cables, and for any changes to the electrical system needed for additional equipment. Any changes to the building shall be approved in advance by the Municipality.

EIGHTH: The Municipality shall retain ownership of all Community Library furniture and equipment that it currently owns and shall maintain that furniture and equipment for Community Library use. An inventory of furniture and equipment owned by the Municipality is attached to this contract. The Municipality shall be responsible for repair and replacement of this furniture. Property owned by CADL and placed in the Community Library shall remain the permanent property of CADL.

NINTH: The Municipality shall, at its own expense, protect, defend, indemnify and save harmless the CADL Board, CADL, and their employees, and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, loss or damage to CADL's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of the Municipality or its agents and employees. The Municipality's indemnification responsibilities under this section shall include damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the CADL Board, CADL, and their employees, and agents by the insurance coverage maintained by the Municipality pursuant to the requirements of this agreement. CADL shall, at its own expense, protect, defend, indemnify and save harmless the Municipality, its Board and its employees and agents, from all claims, damages, lawsuits, costs and expenses, including, but not limited to, loss or damage to the Municipality's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of CADL or its agents and employees. CADL's indemnification responsibilities under this section shall include, but not be limited to, damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the Municipality and its agents, servants and employees by the insurance coverage maintained by CADL pursuant to the requirements of this Agreement. Each party shall assume the sole responsibility for risk of loss to its property during the terms of this Agreement, except as provided above.

TENTH: Each party shall procure and pay the premium on and keep and maintain during the term of this Agreement adequate personal injury and property damage

insurance covering injuries, death and property damage arising out of their respective duties and obligations under this Agreement.

ELEVENTH: The Municipality shall assume the sole responsibility for the risk of loss to its property during the terms of this agreement.

TWELFTH: This Agreement shall become effective on the date on which it is signed by all the authorized representatives of both parties and remain in effect until terminated by either or both parties.

THIRTEENTH: Either party may terminate this Agreement by giving at least ninety (90) days written notice to the other party.

FOURTEENTH: No failure or delay on the part of either party to this Agreement in exercising any right, power, or privilege shall operate as a waiver, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercises of any other right, power or privilege.

FIFTEENTH: Modifications, amendments, or waivers of any provision of this Agreement shall be effective only by the written mutual consent of the parties.

SIXTEENTH: If any provision of this Agreement is determined to be invalid, the remainder of this Agreement shall not be affected, except where the invalidity of a provision would result in the illegality or unenforceability of this Agreement.

SEVENTEENTH: The persons signing on behalf of the parties certify by their signatures that they are authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

WITNESSING THIS DOCUMENT, the authorized representatives of the parties have signed this Agreement on the day and year above written.

WITNESSED:

CAPITAL AREA DISTRICT LIBRARY

_____ Date: By: _____

Name:

Title:

MUNICIPALITY

_____ Date: By: _____

Name:

Title: Supervisor

_____ Date: By: _____

Name:

Title: Clerk

**CAPITAL AREA DISTRICT LIBRARY
LIBRARY AGREEMENT WITH AURELIUS TOWNSHIP
ADDENDUM A**

CADL shall pay for the following maintenance services:

1. Trash Removal at \$50.00 per month.
 2. Electrical Services to be paid by the library at 33% of the total cost of heating and lighting of the building and lighting in the parking lot.
 3. Custodial Services will not be provided by Aurelius Township for the library space. The library will be required to use their own Custodial services. The Township shall provide custodial services for all common spaces including the restrooms.
 4. Water cooler in the Township breakroom will be of use to the Library as needed for \$12.00 per month.
 5. The Township Hall shall be available for free use of by CADL for library programming open to the community 104 days per year, six of which days must be Saturdays.
- Aurelius Township will bill the Capital Area District Library quarterly and provide copies of all electrical bills and rental uses.

July __, 2026

Seth Koches
Bauckham, Thall, Seeber, Kaufman & Koches.
470 W. Centre Ave, Suite A
Portage, MI 49024
VIA EMAIL

Aurelius Township
1939 S Aurelius Rd.
Mason, MI 48854
VIA EMAIL AND REGULAR MAIL

RE: Notice of Termination

CADL received your June 10, 2026 communication with Aurelius Township's official 90-day notice of termination of the existing agreement. It is unfortunate that your Township feels the need to terminate our longstanding agreement to provide a local branch to your residents, especially given the significant community participation and library use by your residents over the years.

As expressed at CADL's meeting you attended in March, CADL's Board had significant concern at the Township seeking to unilaterally impose additional costs and burden upon the Library without justification. To say CADL has had "no response" is an unfair mischaracterization of the events of the last few months. The Board formed a committee to address this issue the same night you attended to present the proposed additional costs. CADL is funded through taxpayer-approved millage revenues and is committed to being a responsible steward of those public funds, ensuring that expenditures are made thoughtfully and prudently. Ms. Mattson then emailed you on March 26, 2026 seeking additional documentation so CADL could evaluate Aurelius's request to amend the agreement. This request received no response and ultimately CADL had to submit a FOIA for the information on April 7, 2026. On April 17, 2026, CADL received an invoice that it was required to pay for the information and partial information was provided.

On April 23, 2026 CADL's legal counsel requested your attorney's information given that CADL required some additional information to evaluate the Township's request to amend the agreement. You provided Mr. Koches was your attorney and the request for additional information was communicated to Mr. Koches on the same day – April 23, 2026. It was explained to Mr. Koches that CADL needed additional information regarding the electrical to the building. Specifically, while the Township produced the Consumers bills pursuant to CADL's FOIA, there are six different Consumers accounts which had bills and CADL needed to know which meters and accounts covered which physical portions of the building to make sure for our due diligence that CADL has an understanding of what the total electrical cost for the premises so we can determine an accurate percentage for the library space. Mr. Koches advised he would reach out to the Township to provide a response to counsel.

Instead of hearing from Mr. Koches, Ms. Mattson and Ms. Marr received communication from Bethany Walter on May 14, 2026 stating that, "Because this remains a matter of board discussion and decision-making, we believe it is most fiscally responsible to avoid incurring unnecessary taxpayer-funded legal fees at this stage" and only advising that, "to clarify your question regarding the two meters: one services the township building, and the other services the township lot lights." Ms. Walter's communication then imposed a deadline that "CADL respond by Wednesday, May 20th, 2026, with either an acceptance of the original proposal or a counter-proposal for our review." This information did not clarify for CADL what of the six different Consumers accounts covered which physical portions of

the building. Further, the imposed deadline was only six days away – not sufficient time for the Board or committee to meet to discuss the matter prudently. To follow up, given that this is a matter of contract negotiation, CADL’s counsel sent an email to Mr. Koches on May 14, 2026 again requesting the additional information. There was no response to this email. CADL then received the notice to terminate on June 10, 2026.

CADL utilizes standardized agreements for its branch locations to ensure consistency, equity, and responsible use of public funds throughout the district. The terms proposed as an amendment by your Township would require CADL to bear costs unrelated to its physical footprint and assume responsibilities beyond those required at any other branch location within the district. Specifically, every municipality handles snow and ice removal. CADL has considered the library’s work and footprint at the Aurelius Branch location and proposes the attached.

CADL remains committed to serving the residents of your Township. As you are aware, regardless of whether a branch library remains located within the Township, your residents will continue to be part of the library district and their millage dollars will continue to support library services. CADL hopes we can continue to work together to best serve your residents.

Sincerely,
The Capital Area District Library Board

By: Quinn O’Donnell
Board Chair