



EMPLOYMENT AGREEMENT

COLDWATER BRANCH
(Main Library)
10 E. Chicago St.
Coldwater MI 49036
(517) 278-2341
Fax (517) 279-7134

ALGANSEE BRANCH
580-B S. Ray-Quincy Rd.
Quincy MI 49082
(517) 639-9830

BRONSON BRANCH
207 N. Matteson St.
Bronson MI 49028
(517) 369-3785

QUINCY BRANCH
11 N. Main St.
Quincy MI 49082
(517) 639-4001

SHERWOOD BRANCH
118 Sherman St.
Sherwood MI 49089
(517) 741-7976

LUCILLE E. DEARTH
UNION TWP. BRANCH
195 N. Broadway St.
Union City MI 49094
(517) 741-5061

THIS AGREEMENT is made between the **Branch District Library (BDL)**, a Michigan municipal corporation under the direction of the Branch District Library Board of Trustees (hereinafter referred to as "Employer"), whose address is 10 E. Chicago Street, Coldwater, Michigan 49036, and Kimberly Feltner (hereinafter referred to as "Employee").

Agreement

In consideration of the promises and of the benefits to be derived from mutual observance of the provisions of this Agreement, the parties agree as follows:

1. **Employment.** The Employee will be employed by the Employer as the Director of Public Services of the BDL in accordance with the terms and conditions hereinafter stated.
2. **Terms of Agreement.**
 - A. This is an ongoing agreement, the terms of which will continue until changed by mutual agreement of the parties or the Employee's separation from employment in the position described above.
 - B. The Employee will report to, and be directly supervised by, the Library Director.
 - C. The Library Director will evaluate the Employee's performance no later than the end of December each year.
 - D. The Employee is a full-time, exempt employee who serves at the will and pleasure of the Library Director. As such, the Employee may be terminated by the Director at any time for any reason, or for no reason, with the prior approval of the Employer's Personnel Committee.
3. **Annual Salary.** The annual salary will be ~~\$49,440~~~~48,000.00~~, paid bi-weekly. The annual salary may be adjusted by the Employer.
4. **Fringe Benefits.** The Employee is entitled to the fringe benefits described below.
 - A. **Medical and Dental Insurance.** Family coverage under the Blue Cross Blue Shield plan is in effect for all library employees. However, the Employee may choose compensation in lieu of health coverage. If the Employee chooses compensation in lieu of health coverage, the Employee will be entitled to compensation pursuant to the policy for compensation in lieu of health coverage currently in force by the Employer.

B. Retirement/IRA.

The Employer will contribute \$500.00 annually for the Employee. The Employee may contribute, from the Employee's salary, any amount up to the maximum permitted by law.

C. Paid Time Off.

The Employee will receive ~~12~~200 hours of paid time off (PTO) per calendar year. Paid time off may be used for any reason and in any increment with the prior approval of the Director. A maximum of 96 hours of accumulated, but unused, paid time off may be carried over from one year to the next, and added to the employee's bank of accumulated, but unused, PTO hours.

D. Paid Holidays.

The Employee will receive paid holidays as ~~follows: New Year's Day; Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve Day; Christmas Day; and New Year's Eve Day~~ provided by the Employer for all employees.

E. Severance Pay.

Upon separation from employment in good standing, the Employee will be paid at her current hourly rate of pay for a maximum of 120 hours of accumulated, but unused, paid time off.

F. Job-Related Expenses.

The Employee will receive payment or reimbursement for job-related expenses approved by the Library Director in accord with the policies described in the Employer's personnel policies.

G. Other Benefits.

The Employee will receive other benefits in accord with federal and state law and the Employer's personnel policies.

5. **Employee Responsibilities.** The Employee's duties and responsibilities include, but are not limited to, the duties listed below. The Employee is also responsible for any other duties assigned by the Library Director or the Employer.

- Work with the management group to develop goals and priorities, recommend policy, clarify procedures, and ensure effective communication with all levels of library staff.
- Oversee the development of educational and recreational programming for all audiences.
- Represent the library at community functions and perform library outreach. Represent the library at professional meetings and activities.
- Work with professional consultants to accomplish goals.
- Provide direct public services at the Circulation, Information, Teen Room, and Kid's Place Desks.
- Be available to handle patron questions and problems as needed.
- Handle e-mail reference requests.
- Training:
 - Supervise Public Services clerks with all aspects of their public service duties.
 - Provide staff leadership especially in the area of customer service.
 - Train staff in Public Services.
 - Conduct annual evaluations on all Public Services staff.
- Collection Development:
 - Review, select and order Reference materials.
 - Supervise weeding of reference and non-fiction books.

- Participate in collection development activities.
- Supervise the evaluation of donated books for addition to the collection or to be put in book sale.
- Plan and implement department procedures that address the needs of all library patrons.
- Compile statistics and annual reports for the Branch District Library Director and the State of Michigan.
- Attend workshops and report back to the Director.

6. **Miscellaneous.**

- A. This Agreement contains all the terms and conditions of the relationship between the parties. No amendments or additions to this Agreement will be binding unless they are in writing and signed by both parties.
- B. This Agreement will be binding upon the parties, their legal representatives, successors, and assigns.
- C. The captions or headings of this Agreement are for convenience only and do not define, limit, or describe the scope or intent of the agreement or any of its sections.
- D. This Agreement and the rights of the parties hereunder will be governed by and construed in accordance with the laws of the State of Michigan.
- E. Any notice required or permitted to be given under this Agreement will be sufficient if it is in writing and is sent by registered mail or certified mail, return receipt requested, to the Employer at its address as stated above, and to the Employee at the Employee's address on file with the Employer. A change in the mailing address of any party may be made by serving written notice of the new address upon the other party.
- F. The invalidity of all or any part of the sections, subsections, or paragraphs of this Agreement will not invalidate the remainder of the Agreement or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections, or paragraphs will substantially defeat the intents and purposes of the parties.
- G. This contract was approved by the Branch District Library Board of Trustees on .

EMPLOYER:

Dated: _____

By: _____
Benjamin Jewell
President, Branch District Library Board of Trustees

EMPLOYEE:

Dated: _____

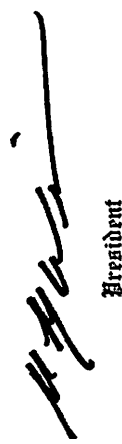
Kimberly Feltner

Upon the recommendation of
The Graduate Faculty of the School of Library and Information Science
the Board of Governors hereby confers upon

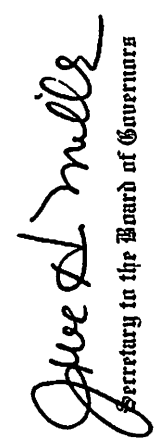
Kimberly M. Helmer
the degree
Master of Library and Information Science

in recognition of the achievements specified for this degree

August 18, 2017
Detroit Michigan



President



Secretary to the Board of Governors





Branch District
Library

www.BranchDistrictLibrary.org

EMPLOYMENT AGREEMENT

COLDWATER BRANCH
(Main Library)
10 E. Chicago St.
Coldwater MI 49036
(517) 278-2341
Fax (517) 279-7134

ALGANSEE BRANCH
580-B S. Ray-Quincy Rd.
Quincy MI 49082
(517) 639-9830

BRONSON BRANCH
207 N. Matteson St.
Bronson MI 49028
(517) 369-3785

QUINCY BRANCH
11 N. Main St.
Quincy MI 49082
(517) 639-4001

SHERWOOD BRANCH
118 Sherman St.
Sherwood MI 49089
(517) 741-7976

LUCILLE E. DEARTH
UNION TWP. BRANCH
195 N. Broadway St.
Union City MI 49094
(517) 741-5061

THIS AGREEMENT is made between the **Branch District Library**, a Michigan municipal corporation under the direction of the Branch District Library Board of Trustees (hereinafter referred to as "Employer"), whose address is 10 E. Chicago Street, Coldwater, Michigan 49036, and Jessica Tefft (hereinafter referred to as "Employee").

Agreement

In consideration of the promises and of the benefits to be derived from mutual observance of the provisions of this Agreement, the parties agree as follows:

1. **Employment.** The Employee will be employed by the Employer as the Teen Services Librarian of the BDL in accordance with the terms and conditions hereinafter stated.
2. **Terms of Agreement.**
 - A. This is an ongoing agreement, the terms of which will continue until changed by mutual agreement of the parties or the Employee's separation from employment in the position described above.
 - B. The Employee will report to, and be directly supervised by, the Director of Public Services.
 - C. The Director of Public Services will evaluate the Employee's performance no later than the end of December each year.
 - D. The Employee is a full-time, non-exempt employee who serves at the will and pleasure of the Library Director. As such, the Employee may be terminated by the Director at any time for any reason, or for no reason, with the prior approval of the Employer's Personnel Committee.
3. **Annual Salary.** The annual salary will be \$~~43,260~~43,260, paid bi-weekly. The annual salary may be adjusted by the Employer.
4. **Fringe Benefits.** The Employee is entitled to the fringe benefits described below.
 - A. **Medical and Dental Insurance.** Family coverage under the Blue Cross Blue Shield plan in effect for all library employees. However, the Employee may choose compensation in lieu of health coverage. If the Employee chooses compensation in lieu of health coverage, the Employee will be entitled to compensation pursuant to the policy for compensation in lieu of health coverage currently in force by the Employer.

- B. Retirement/IRA.
The Employer will contribute \$500.00 annually for the Employee. The Employee may contribute, from the Employee's salary, any amount up to the maximum permitted by law.
- C. Paid Time Off.
The Employee will receive ~~12~~30 hours of paid time off (PTO) per calendar year. Paid time off may be used for any reason and in any increment with the prior approval of the Director of Public Services. A maximum of 96 hours of accumulated, but unused, paid time off may be carried over from one year to the next, and added to the employee's bank of accumulated, but unused, PTO hours.
- D. Paid Holidays.
The Employee will receive paid holidays as ~~follows: New Year's Day; Easter; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve Day; Christmas Day; and New Year's Eve Day~~ provided by the Employer for all employees.
- E. Severance Pay.
Upon separation from employment in good standing, the Employee will be paid at her current hourly rate of pay for a maximum of 120 hours of accumulated, but unused, paid time off.
- F. Job-Related Expenses.
The Employee will receive payment or reimbursement for job-related expenses approved by the Director of Public Services in accord with the policies described in the Employer's personnel policies.
- G. Other Benefits.
The Employee will receive other benefits in accord with federal and state law and the Employer's personnel policies.
5. **Employee Responsibilities.** The Employee's duties and responsibilities include, but are not limited to, the duties listed below. The Employee is also responsible for any other duties assigned by the Director of Public Services, the Library Director, or the Employer.
- A. Employee is responsible for planning, directing, evaluating, scheduling, coordinating, and conducting teen programs (ages 13-19).
 - B. Employee will develop recommendations for programs, policies, and procedures to improve teen library services for the entire system.
 - C. Employee will create an environment where teens may engage more in the services of the library, where they feel accepted and motivated in pursuing intellectual and recreational opportunities.
 - D. Employee will work collaboratively with the branch managers to develop and implement teen programs and services to meet the unique needs of the community in which each branch is located.
 - E. Employee will collaborate with the Children's Services Coordinator in regard to the Summer Reading Program.
 - F. Employee will stay current with teen issues and resources through professional journals, teen literature, and continuing education opportunities.
 - G. Employee will stay current with community needs, programs and issues and create positive relationships with community organizations and schools in order to facilitate services that meet

the needs of teens.

- H. The Employee will attend BDL Board meetings and committee meetings, as needed. The Employee reports to the Board, as needed, on teen services issues.
- I. The Employee will represent the BDL to other organizations as needed to carry out the Employee's duties and responsibilities.

6. Miscellaneous.

- A. This Agreement contains all the terms and conditions of the relationship between the parties. No amendments or additions to this Agreement will be binding unless they are in writing and signed by both parties.
- B. This Agreement will be binding upon the parties, their legal representatives, successors, and assigns.
- C. The captions or headings of this Agreement are for convenience only and do not define, limit, or describe the scope or intent of the agreement or any of its sections.
- D. This Agreement and the rights of the parties hereunder will be governed by and construed in accordance with the laws of the State of Michigan.
- E. Any notice required or permitted to be given under this Agreement will be sufficient if it is in writing and is sent by registered mail or certified mail, return receipt requested, to the Employer at its address as stated above, and to the Employee at the Employee's address on file with the Employer. A change in the mailing address of any party may be made by serving written notice of the new address upon the other party.
- F. The invalidity of all or any part of the sections. subsections. or paragraphs of this Agreement will not invalidate the remainder of the Agreement or the remainder of any paragraph or section not invalidated unless the elimination of such subsections, sections. or paragraphs will substantially defeat the intents and purposes of the parties.
- G. This contract was approved by the Branch District Library Board of Trustees on _____.

EMPLOYER:

Dated: _____

By: _____
[Benjamin Jewell](#) ~~Erica Ewers~~
 President, Branch District Library Board of Trustees

EMPLOYEE:

Dated: _____

 Jessica Tefft