

The recently approved changes to BDL's retirement plan require changes to the other two staff with employment agreements: Kimberly Feltner, Assistant Director; and Jessica Tefft, Director of Public Services. Both drafts contain the same technology stipend benefit offered to the Director, in acknowledgement of the need to be on call anywhere and anytime. Additionally, Kimberly's agreement has some changes to her responsibilities section to better reflect what's actually going on.

All changes in both agreements are marked in yellow and approved by the Personnel Committee. Since the Director's agreement didn't make it into the packet last month, it is included here, too, for reference.

Submitted by John Rucker



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EMPLOYMENT AGREEMENT

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

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 Assistant Director of the Branch District Library (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 Library Director at any time for any reason or for no reason, with the prior approval of the Employer's Personnel Committee.



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
info@BranchDistrictLibrary.org

3. Annual Salary

The annual salary set by the Board for the Employee will be paid bi-weekly. The annual salary may be adjusted by the Board.

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

The Employer will contribute 4% of the Employee's gross wages into the Employer-sponsored 401(a) plan on a per-payroll basis. The Employee may contribute, from the Employee's salary, any amount into the Employer-sponsored 457(b) plan up to the maximum permitted by law.

C. Paid Time Off

The Employee will receive 256 hours of paid time off (PTO) per calendar year. Paid time off may be used for any reason and in any increment with notice (in advance when possible) to the Library 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 approved by the Board for all BDL employees.

E. Severance Pay

Upon separation from employment in good standing, the Employee will be paid at their current hourly rate of pay for a maximum of 160 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 *Employment Handbook*.

G. Technology Stipend

In recognition of the Employee's need to perform library duties outside the normal hours of work, and to use the Employee's personal electronic devices (e.g., computer, cell phone) for that work, the Employee will be paid a stipend of \$500.00 at the beginning of each year. The Employee understands and agrees that files or other documents related to employment may be contained on personal devices and said files may be inspected by the Employer when the need arises in connection with litigation or other circumstances necessitating access to those files. The Employer agrees and understands that inspections of the Employee's personal devices shall only take place upon a showing of need by the Employer and not on a random basis or a basis unrelated to the duties of the Employee.

H. 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.

- A. Work with the management team to develop goals and priorities, recommend policy, clarify procedures, and ensure effective communication with all levels of library staff.
- B. Lead the marketing team, developing and implementing marketing strategies to increase the community's awareness of library activities and services.
- C. Leads the Technical Services Team to develop strategies to ensure the highest possible quality library collections, oversees incoming library materials, and manages interlibrary loan.
- D. Manage Human Resources needs for the library, including onboarding staff, records maintenance, compliance, and being the primary contact for third-party services.

- E. Cultivate community partnerships and information exchange with community groups and agencies.
- F. Assume the duties of the Director in the Director's absence.

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 Library Director at the 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 May 18, 2026.

Employer

Dated: _____ By: _____
Benjamin Jewell, President, BDL Board of Trustees

Employee

Dated: _____ By: _____
Kimberly Feltner

DRAFT



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EMPLOYMENT AGREEMENT

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

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 Branch District Library (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 Library 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 set by the Board for the Employee will be paid bi-weekly. The annual salary may be adjusted by the Board.

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

The Employer will contribute 3.5% of the Employee's gross wages into the Employer-sponsored 401(a) plan on a per-payroll basis. The Employee may contribute, from the Employee's salary, any amount into the Employer-sponsored 457(b) plan up to the maximum permitted by law.

C. Paid Time Off

The Employee will receive 256 hours of paid time off (PTO) per calendar year. Paid time off may be used for any reason and in any increment with notice (in advance when possible) to the Library 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 approved by the Board for all BDL employees.

E. Severance Pay

Upon separation from employment in good standing, the Employee will be paid at their current hourly rate of pay for a maximum of 160 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 *Employment Handbook*.

G. Technology Stipend

In recognition of the Employee's need to perform library duties outside the normal hours of work, and to use the Employee's personal electronic devices (e.g., computer, cell phone) for that work, the Employee will be paid a stipend of \$500.00 at the beginning of each year. The Employee understands and agrees that files or other documents related to employment may be contained on personal devices and said files may be inspected by the Employer when the need arises in connection with litigation or other circumstances necessitating access to those files. The Employer agrees and understands that inspections of the Employee's personal devices shall only take place upon a showing of need by the Employer and not on a random basis or a basis unrelated to the duties of the Employee.

H. 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.

- A. Work with the management team to develop goals and priorities, recommend policy, clarify procedures, and ensure effective communication with all levels of library staff.
- B. Develop, recommend, and implement policies and programs for public services to ensure that the objectives of the library and the needs of the public are met.
- C. Develop strategies to continue to improve the library's public services.
- D. Form strategic partnerships with community organizations to enrich library services and promote library awareness in the community.
- E. Represent the library at various civic organizations, professional meetings, and activities.
- F. Develop training programs for library staff.

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 Library Director at the 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 May 18, 2026.

Employer

Dated: _____ By: _____
Benjamin Jewell, President, BDL Board of Trustees

Employee

Dated: _____ By: _____
Jessica Tefft

DRAFT



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EMPLOYMENT AGREEMENT

This agreement is made between the **Branch District Library** hereinafter "Employer"), a Michigan municipal corporation under the Direction of the Branch District Library Board of Trustees (hereinafter "Board"), whose address is 10 E. Chicago Street, Coldwater, Michigan 49036, and **John Rucker** (hereinafter referred to as "Employee").

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 the Branch District Library (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 Board.
- C. The Board will evaluate the Employee's performance no later than the end of April each year.
- D. The Employee is a full-time, exempt employee who serves at the will and pleasure of the Board. As such, the Employee may be terminated by the Board at any time for any reason or for no reason.



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3. Annual Salary

The annual salary set by the Board for the Employee will be paid bi-weekly. The annual salary may be adjusted by the Board.

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

The Employer will contribute 4.5% of the Employee's gross wages into the Employer-sponsored 401(a) plan on a per-payroll basis. The Employee may contribute, from the Employee's salary, any amount into the Employer-sponsored 457(b) plan up to the maximum permitted by law.

C. Paid Time Off

The Employee will receive 296 hours of paid time off (PTO) per calendar year. Paid time off may be used for any reason and in any increment with notice (in advance when possible) to the Board President. 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 approved by the Board for all BDL employees.

E. Severance Pay

Upon separation in good standing from the Director position and all BDL employment, the Employee will be paid at his current hourly rate of pay for a maximum of 160 hours of accumulated, but unused, paid time off. If the Employee separates from the Director position and returns to any other position with the Employer, the Employee is not eligible for severance pay.

F. Job-Related Expenses

The Employee will receive payment or reimbursement for job-related expenses approved by the Board President in accord with the policies described in the Employer's *Employment Handbook*.

G. Technology Stipend

In recognition of the Employee's need to perform library duties outside the normal hours of work, and to use the Employee's personal electronic devices (e.g., computer, cell phone) for that work, the Employee will be paid a stipend of \$500.00 at the beginning of each year. The Employee understands and agrees that files or other documents related to employment may be contained on personal devices and said files may be inspected by the Employer when the need arises in connection with litigation or other circumstances necessitating access to those files. The Employer agrees and understands that inspections of the Employee's personal devices shall only take place upon a showing of need by the Employer and not on a random basis or a basis unrelated to the duties of the Employee.

H. 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 Board.

- A. The Employee oversees all operations of the Employer in accord with the Branch District Library Plan of Service, the Michigan District Library Establishment Act, the Open Meetings Act, the Freedom of Information Act, and all other applicable laws and rules.
- B. The Employee shall manage the following; personnel, budget preparation and finances, policy and project development, facilities, community relations and any other needs under the broad guidance and direction of the Board. The Employee must consult with the Board's Personnel Committee before terminating any employee.
- C. The Employee is authorized to make, execute, endorse, and deliver in the name of and on behalf of the BDL any and all written agreements, documents, contracts, and obligations.

- D. The Employee attends all full Board meetings and, as needed or requested, board committee meetings.
- E. The Employee represents the Board and the Branch District Library to other organizations as needed to carry out the Employee's duties and responsibilities.
- F. The Employee shall perform all professional and administrative duties in planning, developing, implementing and directing public library services for the Employer.
- G. The Employee oversees the BDL's technology resources, including but not limited to, identifying the need for new or upgraded software and hardware; managing the BDL website and wired and wireless networks; selecting electronic resources for public access; ensuring a current inventory of all BDL technology assets; implementing the technology maintenance schedule and service contracts; and troubleshooting technology problems.

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 Board 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,

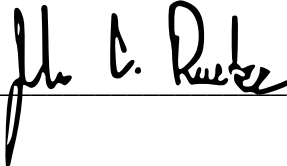
sections, or paragraphs will substantially defeat the intents and purposes of the parties.

G. This contract was approved by the Branch District Library Board of Trustees on April 20, 2026.

Employer

Dated: 05/08/2026 By: 
Benjamin Jewell, President, BDL Board of Trustees

Employee

Dated: 4/20/2026 By: 
John Rucker