



## MEMORANDUM

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

**TO:** BDL Library Board  
**FROM:** Linda Lyshol, Library Director  
**DATE:** January 10, 2018  
**RE:** Salary Increase for Jessica Tefft, Teen Librarian

Jessica Tefft's contract renewal date is January 16, 2018. While many of Jessica's achievements have been considered as expectations of her job description, her hard work, perseverance, and love and respect for teenagers have resulted in an impressive 340% increase in teen attendance. Jessica "hit the ground running" and has not stopped:

- Created a Teen Advisory Council and donated over 81 man hours to Community Service in 2017
- Planned, directed, and executed the creation of the basement Teen Space renovation
- Increased teen patronage after school by over 400%
- Added over 500 materials to the YA Collection
- Applied for 5 grants, and received 4 for over \$10k
- Created a Teen Summer Reading Program
- Created a Teen Winter Reading Challenge
- Attended 3 conferences (Spring Institute, ALA (grant from Library of Michigan), YALSA to increase knowledge of teen programming
- Increased programming in 5 branches
- Attended a Mental Health First Aid-er training and became certified
- Prepared and organized a Teen Lock-in with food, staff, and games
- Member of the Children's and Teens Woodlands Advisory Council
- Created a poster with the Director of Public Services, Kimberly Feltner, and presented on Teen Space renovations and the correlation between teen spaces and library attendance for teen patrons ("If you build it, they will come") at the MLA Conference in Oct
- Created active and passive programming in all branches since February of 2017
- Collected information via surveys to raise awareness of library services and programming for teens
- Reached out to the Branch County community by organizing school visits in every school in the county
- Implemented an action plan to cultivate a teen friendly environment in all branches

In light of her excellent work, I am recommending a salary increase for Ms. Tefft. Her initial contract set her salary at \$40,000; I propose

increasing her salary to \$45,000. This increase is not only on a par with other Class 5 district libraries in Michigan, but is appropriate considering her experience and education.



Branch District  
Library

www.BranchDistrictLibrary.org

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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 \$45,000, 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 120 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.
  - 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 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 Monday, January 15, 2018.

EMPLOYER:

Dated: 1/15/2018

By: \_\_\_\_\_  
 Ben Jewell  
 President, Branch District Library Board of Trustees

EMPLOYEE:

Dated: 1/15/2018

\_\_\_\_\_  
 Jessica Tefft