



February 4, 2026

Ms. Brittany Warren
[REDACTED]

Dear Brittany,

Congratulations on your pending appointment to the part-time **Library Public Services Clerk I** position with the **Grand Rapids Area Library**! Below is an outline of the terms and conditions of your employment.

Conditions of Employment:

Your appointment will be presented to the **Grand Rapids City Council** at their meeting on **Monday, February 23, 2026**. Your employment is contingent upon:

- City Council appointment
- Successful completion and passing of a background check
- Pre-employment drug screening

To proceed, please complete the following:

- Sign and return the background check authorization and authorization for driver's license check forms. Please note the background check authorization form needs to be notarized.
- Provide a copy of your current driver's license and social security card. These may be dropped off at your convenience.
- Visit Northern Drug Screening, 111 NE 10th Avenue, Grand Rapids, MN, for your pre-employment drug screening. They are open Monday-Friday from 8:00 a.m. to 4:00 p.m. Please inform them that the screening is for the **City of Grand Rapids**.

Terms of Employment:

Start Date:

To be determined (TBD), based on successful completion of the above conditions. A start time will also be confirmed at a later date.

Compensation:

\$21.70 per hour. This rate of pay will increase to \$22.22 upon completion of a 6-month probationary period.

Schedule:

This position is scheduled for 3 days per week, averaging 20 hours per week.

Representation:

AFSCME, Local 3456A.

Benefits (Pro-Rated):

- Paid Time Off (PTO)
- Extended Medical Benefit (EMB)
- Life Insurance (\$10,000)
- Public Employees Retirement Association (PERA)

On behalf of the City of Grand Rapids and the Grand Rapids Area Library, congratulations and welcome!
We look forward to working with you.

If you have any questions, feel free to contact me at (218) 326-7606.

Please sign below to indicate your agreement with the terms and conditions of employment and return a signed copy of this form to me no later than **Friday, February 6, 2026**, by noon.

Employee Name: Brittany Warren

Signature: Brittany Warren

Date: 2/6/26

Sincerely,

Chery Pierzina

Chery Pierzina
Human Resources Officer

Attachments

cc: Amy Dettmer, Director of Library Services
Personnel File
Payroll