CITY OF GRAND RAPIDS
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REQUEST FOR COUNCIL ACTION

AGENDA DATE: November 9, 2026

AGENDA ITEM: Consider resignation from Brittany Warren, Grand Rapids Area Library

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Brittany Warren submitted her resignation from her position as part-time Library Public Services Clerk I at the Grand Rapids Area Library, effective November 11, 2026.

Brittany began her employment with the Grand Rapids Area Library in March 2026. She is detail-oriented, efficient, and her contributions have been invaluable to the Library. She will be missed.

As a result of Brittany's resignation, we now have an open part-time Library Public Services Clerk I position. We respectfully request authorization for Human Resources to begin the process of posting, advertising, interviewing, and hiring for this position beginning January 2027**.**

With the Library Board's approval to expand operating hours in 2027, the position will be posted at 28 hours per week, an increase from the 20 hours per week scheduled in 2026.

Because the City recently advertised this same position and received applications, we request approval to use the existing pool of applicants to fill the vacancy rather than conducting a new recruitment process.

REQUESTED COUNCIL ACTION:

Authorize Human Resources to fill the Part-Time Library Public Services Clerk I position at 28 hours per week beginning in January 2027, using the existing pool of applicants from the recent recruitment process.