



REQUEST FOR COUNCIL ACTION

AGENDA DATE: July 14, 2025

AGENDA ITEM: Consider appointment of Amy Dettmer to the vacant Director of Library Services position and request authorization to post two part-time positions.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Due to the internal transfer of Will Richter to the Zoning Administrator position within the Community Development Department, the Director of Library Services position is now vacant. This evening, we are pleased to recommend the appointment of Amy Dettmer as the new Director of Library Services, with an effective start date of August 4, 2025.

Amy Dettmer has been a dedicated member of the Grand Rapids Area Library staff since 2006, beginning her tenure as the Reference Librarian. For the past 17 years, she has served as the Assistant Library Director, a role in which she has made significant and lasting contributions. Amy has played a key role in developing and expanding the library's Young Adult services and is deeply committed to creating a welcoming, accessible space for all members of the community—particularly teens and seniors. Library patrons value her extensive knowledge and rely on her expertise. Amy holds a master's degree in library science from the University of Wisconsin–Milwaukee and brings over two decades of professional library experience to her work.

As Director of Library Services, Amy Dettmer will receive an annual salary of \$92,576.33. This position is classified as FLSA exempt and is assigned to Salary Grade 13. Future cost of living adjustments will be subject to the terms outlined in her offer letter. Amy will continue to follow her current FTO (PTO) schedule, accruing 12.0 hours of FTO (PTO) per 80-hour pay period. She will also continue to accrue 2.462 hours of Extended Medical Benefit (EMB) time per 80-hour pay period.

A copy of Amy's offer letter is attached.

Since the Assistant Library Director position will not be filled at this time, we would like to request permission to move forward with posting internally, advertising, interviewing, and hiring for two

(2) part-time Library Public Services Clerk I positions. These positions will work four to five days per week, not to exceed 28 hours per week. These roles will help support daily library operations and ensure continued service to our patrons in the absence of an Assistant Director. The current library budget supports these positions.

REQUESTED COUNCIL ACTION:

Make a motion to appoint Amy Dettmer as Director of Library Services, with an annual salary of \$92,576.33, beginning August 4, 2025, and FTO (PTO) and EMB accruals as stated above, and detailed in the attached offer letter; and approve posting internally, advertising, interviewing, and hiring for two (2) part-time Library Public Services Clerk I positions, working four to five days per week, not to exceed 28 hours per week.