



CITY OF  
**GRAND RAPIDS**  
IT'S IN MINNESOTA'S NATURE

ADMINISTRATION DEPARTMENT

420 NORTH POKEGAMA AVENUE, GRAND RAPIDS, MINNESOTA 55744-2662

August 6, 2025

Ms. Leah King  
[REDACTED]  
[REDACTED]

Dear Leah,

**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.

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**Conditions of Employment:**

Your appointment will be presented to the **Grand Rapids City Council** at their meeting on **Monday, August 11, 2025**. 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**.

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**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:**

\$20.67 per hour.

**Schedule:**

This position is scheduled for 4–5 days per week, averaging 20–28 hours per week.

**Representation:**

AFSCME, Local 3456A.

**Benefits (Pro-Rated):**

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

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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, August 8, 2025**, by noon.

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Employee Name: Leah King  
Signature: Leah King  
Date: 8/7/2025

Sincerely,



Chery Pierzina  
Human Resources Officer

**Attachments**

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