

**Title 4:
Chapter 2:**

**Personnel
Unique Library Policy**

04-02-01 New Year's Eve

- a) *The City of Two Rivers Personnel Policy Manual* states that the Friday following Thanksgiving shall be a "regular paid holiday observed by the City". Because the library must be open on this day, the library will observe New Year's Eve as a "regular paid holiday."

04-02-02 Evaluating the Performance of the Director

- a) The Library Director shall be given an annual performance appraisal in the month of hire by the Library Board. This appraisal shall follow a format agreed to by the Library Board.

04-02-03 Overdue Fines

- a) Library staff is exempt from paying overdue fines for use of library material. The Director may, with warning, withhold this benefit from those who continuously abuse the privilege. Staff is not exempt from paying for lost or damaged material.

04-02-04 Purchase of Material

- a) Library staff may not purchase books or other materials at a discount from library vendors. This practice is prohibited both by City Policy and State ethics rules governing public employees.

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