Coffee and Light Refreshments

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The Director and/or their designee may approve the serving of coffee and light refreshments in the conduct of official District business at certain meetings and workshops.

This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the Director or their authorized designee where:

- The purpose of the meeting is to conduct District business, provide formal training that benefits the library users, or recognize District or employee accomplishments; and
- The meeting involves employees or volunteers who the District is legally authorized to reimburse and;
- The coffee and/or light refreshments are an integral part of the meeting; and
- The District obtains a receipt for the actual costs of the coffee and/or light refreshments; and
- The employee responsible for the meeting receives District approval for the serving of coffee and/or light refreshments prior to the event; and

Additionally, the District Board of Trustees may provide coffee and/or light refreshments at their official public meetings, including executive sessions, however there is no requirement to do so.
The District does not permit expenditures for coffee and/or light refreshments in the following situations:

- For any “hosting” activities where the activity is social rather than library-related.

Documentation Required

For reimbursement, use a Reimbursement Form, documenting the purpose of the meeting and its intended audience.