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MEALS AND REFRESHMENTS POLICY

The Newark Public Library recognizes that it may be appropriate to provide meals and/or refreshments at Library meetings, programs and events, which are being held for an educational, cultural, civic and/or business purpose.

Examples of authorized expenditures include, but are not limited to:

- light refreshments for community/library meetings and programs for which refreshments enhance the purpose of the meeting
- receptions for volunteers
- Board or staff meetings at which Library business is conducted
- meals provided as part of meetings with Library consultants
- refreshments for staff recognition days
- meals provided to a committee or working group whose responsibilities require working through the meal hour; and/or circumstances for which working through the meal hour is advantageous to the Library
- all grant-funded meetings, programs, trainings and events will adhere to the guidelines within this policy
- alcohol served by a licensed caterer or vendor

When the Library or an associated group such as: the Friends, a caterer, or a vendor, arranges for the sale or distribution of alcohol, the Library must have a copy of the permit or license so it has verified that the sale or distribution of alcohol is properly authorized.

Whenever meals and/or refreshments are ordered, the person making the request must indicate the date and purpose of the meeting, program or event, and identify the group in attendance. A payment request form, which includes food, delivery charges, paper goods and related supplies, will be generated prior to the program, event or meeting for any purchases. If for any reason no payment request form was generated, approval from the Director prior to payment is required. Supporting documentation must be attached to the payment request form and submitted to the Bookkeeper.

If petty cash is needed, the Director or his/her authorized representative, before reimbursement, must approve the payment request form . Supporting documentation including receipts, etc. must be attached to the payment request form . Cash tips are prohibited from reimbursement.

Adopted by the Newark Public Library Board of Trustees on December 8, 2016

Amended by the Board of Trustees: 5/9/2024

Reviewed by Policy Committee: 4/17/2024