

From: Elise Woods
Sent: Thursday, December 03, 2009 6:28 PM

Library Admin Plus,
Effective this holiday season and in alignment with individual retirement celebrations, units wishing to have unit holiday parties may not charge refreshments (entertainment expenses) to University/Library funds. The Library pays for two staff appreciation parties annually for celebrating the winter holidays and the summer season.

If co-workers or unit heads want to have individual celebrations they are encouraged to plan in the traditional "pot luck" style to honor staff. In addition, units may not use library funds, even discretionary ones for staff meeting refreshments. The library pays for coffee and tea at Roundtable and Early Birds, but those are the only exceptions. LAUC-B has their own funding for events that they have scheduled.

In Library Business Services, we have received reimbursement requests for serving refreshments for employee morale building, unit holiday celebrations and staff meetings. In light of the budget situation, we need to reserve these discretionary funds for daily operations or other expenses critical to our mission.

Thanks, Elise