205: Banking Procedure

|  |  |  |  |
| --- | --- | --- | --- |
| Created: | March 2020 | Updated: |  |

The Executive Director of the Northbrook Public Library or their designee is authorized to make deposits into appropriate library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts.

The Executive Director or their designee is authorized to transfer funds from one library account to another library account for payment of monthly library bills which have been approved by the Board of Trustees.

The Executive Director or, in an emergency, the Finance & Operations Manager is authorized to sign checks valued at less than $600. All other checks require two board signatures. In the event of an emergency, the Executive Director or Finance & Operations Manager may be the second signatory on a check greater than $600.