

HELEN M. PLUM MEMORIAL LIBRARY

**B-6 Policy on Routine Banking Procedures**

Adopted by the Library Board of Trustees October 21, 2014.

The Library Director or 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 Library Director or designee is authorized to transfer funds from one Library account to another Library account for payment of monthly Library bills.

The signers for each account are determined by the Board of Trustees at its biannual organizational meeting. All checks must be signed by two people.