

Brookfield Public Library

Routine Banking Procedures

Adopted: 03/27/2002

Revised: 07/27/2005

The Library Director of the Brookfield Free Public Library 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 of the Brookfield Free Public Library 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 Library Trustees.

The Library Director of the Brookfield Free Public Library is not authorized to sign checks or receive cash from Library accounts except when the Board of Trustees authorizes such action through the approval of checks to reimburse petty cash. According to the bylaws of the Library, the Library Director's signature may be one of the two required signatures on the paychecks for the staff. In addition, administrative library staff members (Library Director and Administrative Assistant) shall be authorized to affix the signature stamp of any of the officers of the Library Board of Trustees on paychecks when such approval is received either by email or telephone.