

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 2010

Routine Banking Procedures

Adopted: June 13, 2006

Reviewed/Revised: September 12, 2006; December 18, 2012; January 20, 2015; August 21, 2018;
April 20, 2021

The Executive Director of the Warren-Newport Public Library District (WNPLD) or their designee is authorized to make deposits into appropriate WNPLD 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 of WNPLD or their designee is authorized to transfer funds from one WNPLD account to another WNPLD account for payment of WNPLD bills that have been approved by the Board of Library Trustees.

Checks are to be signed by two (2) Library Trustee signatories with the following exceptions:

- In the event of a natural disaster, pandemic, or other extreme event causing prolonged unsafe conditions, one Library Trustee signatory and the Executive Director may sign checks. When such a condition occurs, it will be reported to the Board no later than the next Board meeting or Committee of the Whole.
- When Library Trustee signatories are not available to sign checks to pay bills immediately due, the Executive Director is authorized to sign checks, except when they are the payee of the check. The Executive Director must notify both the Board President and the Board Treasurer within 24 hours that they have signed checks. This notification shall be made by email as well as by telephone or in person. Checks written to the Executive Director will be signed only by Library Trustee signatories.