



**Routine Investment and
Banking Procedures of The
Toulon Public Library
District**

The Treasurer, Board President, and Library Director of the Toulon Public Library District are authorized to make deposits into appropriate library district accounts. Such deposits include, but are not limited to, the deposit of donations, book fines, collected taxes, grants, and cashbox proceeds.

The Treasurer, Board President, and Library Director of the Toulon Public Library District, are authorized to transfer funds from one library account to another library account for payment of library bills/debts/encumbrances and to avoid dormant accounts.

The Treasurer, Board President, Library Director of the Toulon Public Library District, and Compton's Accounting are authorized to print/write checks and initiate online payments from library accounts for payment of library bills/debts/encumbrances.

The Treasurer, Board President, and Library Director of the Toulon Public Library District are authorized to sign, Endorse, and execute any and all financial transactions related to the library district including certificates of deposit, or investments which have been approved by the board.

The Treasurer, Board President, Library Director, and Compton's Accounting are authorized to ask questions and gain information from brokers and financial institutions as an authorized representative of the Toulon Public Library District.

The Treasurer, Board President, and Library Director of the Toulon Public Library District are authorized to utilize online banking to gain information and make transfers as authorized representatives of the Toulon Public Library District.

The Treasurer, Board President, and Library Director of the Toulon Public Library Districts are authorized account signers.

Adopted 7/10/2023

President _____ Date _____

Secretary _____ Date _____

Director _____ Date _____