



## Online Banking Policy

The Geneva Public Library (“the Library”) has entered into a written agreement with Five Star Bank, Lyons National Bank, and LPL Financial for online banking services. Deposit accounts are held at Five Star Bank and Lyons National Bank. Stopping payments on checks and printing/viewing statements are authorized activities for both accounts. Unique IDs and passwords are individually secured. Online banking will only take place on any authorized employees’ Library computer.

The Finance Clerk serves as the administrator on each account. The Director is a sub-user on both deposit accounts. The Finance Clerk reviews accounts on a bi-weekly basis for unusual activity.

The Library may make wire transfers or electronic payments for expenses previously approved during meetings of the Library’s Board of Trustees in the monthly disbursements, or prior to Board meetings for expenses in accordance with the Pre-Payment of Bills section of the Library’s Bidding and Procurement Policy. All other wire transfers or electronic payments are not allowed.

Approved by the Board of Trustees: September 30, 2015

Amended by the Board of Trustees: 9/28/16, 10/04/17, 9/26/2018, 9/25/2019