Online Banking

Online banking is the process of paying for authorized purchases and payroll in accordance with Library District policies. This policy authorizes the use of online banking as a means of paying staff and vendors for approved services provided.

Therefore:

- The Library District has a written agreement with its primary depository for online banking services. The agreement covers payroll and operations accounts. Such agreement will include security procedures and responsibilities of both parties.
- Users designated by the Board of Trustees shall have unique login credentials that are changed at not less than six (6) month intervals. These users shall have the ability to initiate, approve, transmit, record, review, and reconcile electronic transactions, consistent with the Library District's policies for traditional check payments.
- As with traditional check payments, all online banking payments must be approved in accordance with Library District Policy #2101 – B Claims Audit prior to payment and processed only after approval by the Board of Trustees.
- At least two (2) designated users shall be involved in each transaction so that functions are segregated and, whenever possible, include a third designated user.
- All users shall be required to participate in cybersecurity training no less than annually and shall provide evidence to the Library District's Administration that such training shall have been successfully completed.