



CALEDONIA LIBRARY ASSOCIATION
3108 Main Street • Caledonia, NY 14423 • 585.538.4512 • caledonialibrary.org

Banking Policy

The Caledonia Library has entered into a written agreement with Tompkins for banking services. Unique IDs and passwords are individually secured and will be changed periodically.

The Library Director serves as the administrator on the account. The Treasurer and Board President are sub-users on the account. Each employee with online access reviews accounts on a weekly basis for unusual activity.

- The Board President and Treasurer are authorized to sign checks.
- All users on the accounts may access the safe deposit box, statements, and conduct general account maintenance.
- All users may add/remove cardholders and change cardholder limits, following Board approval.
- The Treasurer is authorized to make transfers, payments, and stop payments.
- The library director is not authorized to sign checks or receive cash from library accounts over \$100.

All deposit accounts and the credit card are held at Tompkins.

Reviewed and approved by Policy Committee 7/7/2025, approved by Board of Trustees 7/29/2025.