

## WESTCHESTER PUBLIC LIBRARY

### RESOLUTION ON LIBRARY DESK COLLECTIONS AND DEPOSITS

Westchester Public Library hereby resolves that the following desk collection and deposit practices and policies be followed by the library staff.

Library cash drawers may have a retained amount of \$50 per drawer for the purpose of making change at the beginning of the work week business day.

The department supervisors of library public service desks will count the drawer receipts daily during the work week and forward the amount in excess of the retained \$50 to Library Administrative Assistant along with a copy of the Desk Collection Report, noting any discrepancy between the report and the actual receipts.

The Library Administrative Assistant shall prepare a receipt for each supervisor for their daily receipts.

Copier machine receipts shall be forwarded to the office at least weekly.

The Library Administrative Assistant shall usually make bank deposits of accumulated receipts daily unless there is a holiday, bank closing or other unusual circumstance such as illness or vacation.

Revision adopted this 11th day of August, 2011.