



Investment Policy

Scope

This investment policy applies to all moneys and other financial resources available for deposit and investment by the New Hartford Public Library (Library) on its behalf of any other entity or individual.

Objectives

The primary objectives of the Library's investment activities are, in priority order:

- To conform with all applicable Federal, State and other legal requirements;
- To adequately safeguard principal;
- To provide sufficient liquidity to meet all operating requirements; and
- To obtain a reasonable rate of return.

Delegation of Authority

The Board of Trustees responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent within these investment policies. Such procedures shall include internal controls to provide a satisfactory level of accountability based upon records incorporating the description and amounts of investments, the funds for which they are held, the places where kept, and other relevant information, including dates of sale or other dispositions and amounts realized. In addition, the internal control procedures shall describe the responsibilities and levels of authority for key individuals involved in the investment program.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Library to govern effectively.

Investments shall be made with prudence, diligence, skill, judgment, and care, under circumstance then prevailing, which knowledgeable and prudent persons acting in like capacity would use, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of the Library to diversify its deposits and investments by financial institution, by investment instrument, and by maturity schedule.

Internal Controls

It is the policy of the Library for all moneys collected by any officer or employee of the Library to transfer those funds to the Treasurer or Bookkeeper within 2 days of receipt, or within the time period specified in law, whichever is shorter.

The Treasurer is responsible for establishing and maintaining internal control procedures to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization, properly recorded, and managed in compliance with applicable laws and regulations.

Designation of Depositaries

The banks and trust companies that are authorized for the deposit of moneys are:

- First Niagara

Securing Deposits and Investments

All deposits and investments at a bank and trust company, including all demand deposits, certificates of deposit and special time deposits made by the officers of the Library that are in excess of the amount insured under provisions of the Federal Deposit Insurance Act shall be secured by:

- A pledge of "eligible securities" with an aggregate "market value" (as provided by GML Section 10) that is at least equal to the aggregate amount of deposits by the officers.

Collateralization and Safekeeping

Eligible securities used for collateralizing deposits made by officers of the Library shall be held by (the depository or a third party) bank or trust company subject to the security and custodial agreements.

Permitted Investments

As provided by General Municipal Law section 11, the Library authorizes the Treasurer to invest moneys not required for immediate expenditure for terms not to exceed projected cash flow needs in the following type of investments:

- Demand deposits, time deposits and special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in the State of New York;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America, where the payment of principal and interest are guaranteed by the United States of America.

- Obligations of the State of New York.

Annual Review

The Library shall review this investment policy annually, and shall have the power to amend this policy at any time.

Adopted: August 11, 1993

Revised: February 19, 2014