

## INVESTMENT POLICY

### Scope

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

### Objectives

The primary objectives of the Islip Public 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 Islip Public Library Board's responsibility for administration of the investment program is delegated to the Director of the library who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

### 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 Islip Public Library to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, 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 Islip Public Library to diversify its deposits and investments by financial institution, by investment instrument and by maturity scheduling.

## Internal Controls

It is the policy of the Islip Public Library for all moneys collected by any officer or employee of the library to transfer those funds to the Accounting office for deposit within two (2) days. The only exceptions would be in the cases of program registration money, which is transferred once a program is filled and the Fines, Lost and Copier monies, which are deposited weekly.

The Director of the Library is responsible for establishing and maintaining an internal control structure 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 and recorded properly and are managed in compliance with applicable laws and regulations.

## Designation of Depositories

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are:

DEPOSITORY NAME	MAXIMUM AMOUNT	OFFICER
Capital One Bank	\$3 million	Bank President/Manager
First National Bank of L.I.	\$6 million	Bank President/Manager
Sterling National Bank	\$2 million	Bank President/Manager

## Collateralizing of Deposits

In accordance with the provisions of General Municipal Law §10 all deposits of the Islip Public Library including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance shall be secured:

By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Islip Public Library, for a term not to exceed ninety (90) days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest

rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

By an eligible surety bond payable to the Islip Public Library for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

### Safekeeping and Collateralization

The security agreement shall provide that eligible securities are being pledged to secure Islip Public Library deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the library to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Islip Public Library or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent or and custodian for, the library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the library a perfected interest in the securities.

### Permitted Investments

As authorized by General Municipal Law, §11, the Islip Public Library authorizes the Director of the Library or her designee to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow need in the following types of investments:

- Special time deposit accounts
- Certificates of Deposit
- 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

All investment obligations shall be payable or redeemable at the option of the Islip Public Library, within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Islip Public Library within two years of the date of purchase.

#### Authorized Financial Institutions and Dealers

The Islip Public Library shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Islip Public Library conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Islip Public Library. The Director of the Library or her designee is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

#### Purchase of Investment

The Director of the Library is authorized to contract for the purchase of investments for eligible banks or trust companies directly from an authorized trading partner.

All purchased obligations, unless registered or inscribed in the name of the Islip Public Library shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Islip Public Library by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Islip Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Islip Public Library a perfected interest in the securities.

**Appendix A**  
Schedule of Eligible Securities

1. Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United State of America, an agency thereof, or a United States government sponsored corporation.
2. Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
3. Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
4. Zero coupon obligations of the United States government marketed as "Treasury strips."

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