

Investment Policy

I. Scope

This investment policy applies to all monies and other financial resources available for investment by the Hauppauge Public Library on its own behalf or on behalf of any other entity or individual.

II. Objectives

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

- 1) To conform to all applicable federal, state and other legal requirements (legal),
- 2) To adequately safeguard principal (safety),
- 3) To provide sufficient liquidity to meet all operating requirements (liquidity) and
- 4) To obtain a reasonable rate of return (yield.)

III. Delegation of Authority

The Board's responsibility for administration of the investment program is delegated to the Chief Executive Officer and their designee and the Treasurer 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 a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and to regulate the activities of subordinate employees.

IV. 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 Hauppauge 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 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.

V. Diversification

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

VI. Internal Controls

It is the policy of the Hauppauge Public Library that all monies collected by any officer or employee be transferred to the Chief Executive Officer within three days of deposit, or within the time period specified in law, whichever is shorter. The Chief Executive Officer 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 managed in compliance with applicable laws and regulations.

VII: Designation of Depositaries:

The banks and trust companies that are authorized for the deposit of monies, and the maximum amount which may be kept on deposit at any time, is set annually in July at the Organization Meeting of the Board of Trustees.

VIII. Securing Deposits and Investments

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

- 1) By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from categories designated in Appendix A to this policy.
- 2) By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the Library for a term not to exceed 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.
- 3) By an eligible surety bond payable to the 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.
- 4) An "irrevocable letter of credit" issued in favor of the Library by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

IX. Safekeeping and Collateralization

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

The security agreement shall provide that eligible securities are being pledged to secure Hauppauge 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 pledged securities. In the event that the securities are not registered or inscribed in the name of the Hauppauge Public Library, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Hauppauge Public Library or its custodial bank.

The custodial agreement shall provide that pledged securities held by the bank or trust company, or agent of and custodian for, the Hauppauge 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 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 Hauppauge Public Library a preferred interest in the securities.

X. Permitted Investments

As authorized by General Municipal Law, § 11, the Hauppauge Public Library authorizes the Chief Executive Officer to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- 1) Special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in New York,
- 2) Obligations of the United States of America,
- 3) 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,
- 4) Obligations of the State of New York,
- 5) Obligations issued pursuant to Local Finance Law § 24.00 or 25.00 (with approval of the State Comptroller) or by any municipality, school district or district corporation other than the Hauppauge Public Library.
- 6) Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.
- 7) Certificates of participation (COPs) issued pursuant to General Municipal Law, § 109-b,
- 8) Obligations of the Hauppauge Public Library, but only with monies in a reserve fund established pursuant to General Municipal Law, § 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

Included in the monthly financial report to the Board of Trustees, shall be a schedule detailing all current Library investments. For any new, or change, in investments over \$50,000.00, Board approval shall be obtained first.

All investment obligations shall be payable or redeemable at the option of the Hauppauge Public Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies 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 Hauppauge Public Library within two years of the date of purchase.

XI. Authorized Financial Institutions and Dealers

The Hauppauge 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 Hauppauge 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 Hauppauge Public Library. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers

affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Executive Officer 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 and presented to the Board of Trustees.

XII. Purchase of Investments

The Chief Executive Officer is authorized to contract for the purchase of investments:

- 1) Directly, including through a repurchase agreement, from an authorized trading partner.
- 2) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law and in accordance with Article 3-A of the General Municipal Law.

All purchased obligations, unless registered or inscribed in the name of the Hauppauge 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 Chief Executive Officer of the Library. All such transactions shall be confirmed in writing to the Hauppauge 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 Section 10(3)(a). The agreement shall provide that securities held by the bank or trust company, as agent of, and custodian for, the Hauppauge Public Library, will be kept separate and apart from the general assets of the custodial bank or trust company and will not be commingled with or become part of the backing of any other deposit or other bank liability. The agreement shall also describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to secure the Library's perfected interest in the securities, and the agreement may also contain other provisions that the Library Board of Trustees deems necessary. The security and custodial agreements shall also include all other provisions necessary to provide the Hauppauge Public Library with 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 States of America, an agency thereof or a United States government sponsored corporation.
- 2) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance guaranty.
- 3) 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 monies.

- 4) 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. If in this highest category, the obligations shall be valued at 100%, if the second highest category, 90%, and in the third highest category, 80%.
- 5) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating. If in this highest category the obligations shall be valued at 100%, if the second highest category, 90%, and in the third highest category, 80%.
- 6) Zero coupon obligations of the United States government marketed as "Treasury strips," which, shall be valued at 80%.

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