



Investment Policy

Purpose of Investment Policy

This Investment Policy governs the investment activities of the Roeliff Jansen Community Library (the "Library"). It is the intent of the Library to invest its funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands.

Investment Objectives

The primary objectives, in priority order, of the Library's financial investments are:

1. Safety of Principal – Safety of principal is the foremost objective of the investment program. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
2. Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
3. Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives outlined above.

Delegation of Authority

Acting on information and recommendations made to the Board of Trustees ("the Board") by the Treasurer and the Finance Committee of the Board, the Board shall make decisions about investments. Management responsibility for the Library's investment program generally is hereby delegated by the Board to the Treasurer and the Finance Committee. They shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer. The Board will be advised of any material decisions in a timely manner.

Authorized and Suitable Investments

The following investments are deemed to be suitable for inclusion in the Library's investment program. The Treasurer is authorized to invest Library funds in only those investments specifically delineated below:

1. U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest.
2. Certificates of Deposit (CDs).

Maturity of Investments

No investment shall have a maturity date of more than five years from its date of purchase by the Library. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

Reporting

The Treasurer shall provide to the Board quarterly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return, and maturities.

Adoption and Review of this Policy

This Policy shall be adopted by resolution of the Board. The Finance Committee of the Board shall review this Policy at least every five years and shall propose to the Board for adoption any revisions that the Committee determines to be necessary or appropriate.

This Policy was last reviewed and approved by the Board on December 21, 2021.