

Jay County Public Library

Investment Policy

Reviewed May 18, 2015

Adopted June 8, 2015

Board of Finance

The duly appointed members of the Jay County Public Library (JCPL) Board of Trustees serve as the fiscal body of the library and constitute The Board of Finance of the library. Members serve without compensation. The Board of Finance meets annually in January to elect a president and secretary, review the written report of the library's investments during the previous calendar year, and review the library's investment policy.

Investing Officer

The library director is designated as the investing officer in order to receive bids and to negotiate the sale of investments for the purpose of depositing the proceeds into the library's checking account.

Purposes of Investment

The goals governing the investment of the library's money are to keep it safe and earn as much interest as possible, while making sufficient assets readily available to timely pay for ordinary and emergency needs.

Guidelines for Investments

The library will invest funds as allowed by Indiana statute, which includes:

1. Any security backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States; and issued by the United States Treasury, a federal agency, or a federal instrumentality, or a federal government sponsored enterprise
2. Deposit accounts issued or offered by a designated depository.
3. Agreements commonly known as repurchase or resale agreements with depositories designated by the State Board of Finance as depositories for state investments.

The library will not purchase securities on margin nor will it open a securities margin account for the investment of library funds.

Terms of Investments

Investments must have a stated final maturity of not more than two years after the date of purchase or entry into a repurchase agreement. Interest on investments will not be added automatically to the investment. Instead, interest on investments should be paid to the library at each maturity date and posted to the appropriate fund. Mixed fund investments may be made, with interest pro-rated to the appropriate funds when the total interest exceeds \$100.

Bidding Procedure

Whenever investments are made in a certificate of deposit (CD) or other interest-bearing investment, the investing officer must obtain quotes of the specific rates of interest for the term of the investment. The deposit shall be placed with the designated depository quoting the highest rate of interest. If two or more depositories tie for the highest quote, the depository selected shall be the choice of the investing officer. Investments can be spread throughout the local financial community as long as bids are competitive.

* Changes made at the January 2014 Board of Finance meeting and re-affirmed in May *