



November 27, 2023

7:00 pm

Committee Members: Mat Cantore, Jason DiGianni, Steve Meyer, Ed Rodger

Staff: Lisa Oddo; Alex Gutelius

1. 2023 Draft Budget Adjustments
2. Policy 7.3 Check Signing Procedures
3. Policy 7.1 Generally Accepted Accounting Principles
4. Policy 7.6 Investments
5. Other



This report includes information on the status of the budget to the end of October, projections to the end of 2023 and recommendations for adjustments to the 2023 budget.

Budget Review and Adjustments Responsibilities

- Whenever there is a needed change in one or more budgetary line items of \$5,000 or more, the Finance Committee, working with the Director, shall make suggested adjustments for approval by the Board.
- The Finance Committee, with the Treasurer of the Board as chairperson, is responsible for proposing all budget adjustments to the Board.

Receipts:

Governmental Income

- 4040 LLASA – received full payment for 2023. **(+\$1,849)**

Grants

- 4130 NYS Construction Grant (front entrance) **(+\$270,763)**
- 4160 Friends Specified **(+\$3,210)**
- 4175 Construction Challenge Grant – Sensory Room. **(+\$3,792)**

Interest

- 4330 Bank Interest Income **(+20,000)**

Other Income

- 4410 Fines **(+\$18,000)**
- 4440 Copier **(-\$5,000)**

Disbursements:

Personnel

- 7010 Salaries –some gaps in replacing positions; adjusted for 2024. **(-\$174,733)**
- 7200 Insurance – health insurance costs increased (60% benefit) **(+\$48,750)**
- 7270 Employee Public Relations – new line separating from line 6551 PR & Printing **(+7,000)**
- 7300 Taxes – related to reduction in salaries **(-\$15,800)**

Facility & Equipment

- 6140 Facility Insurance **(-\$3,363)**
- 6150 Repairs – Building & Equipment **(+\$145,000)**
 - Children’s Library renovation \$152,415.26
 - Regular Repairs \$35,225.07



Operations

- 6521 Insurance D&O – (+\$892)
- 6545 Professional Services (+\$75,000)
 - Children’s Library renovation \$79,627
 - Regular Professional Services \$24,328

Library Construction Fund Balance

- Consider applying the \$140,669 Library Construction Fund to the Children’s Library Renovation costs

Prepared by: Alex Gutelius
Library Director

**Clifton Park-Halfmoon Public Library
Financial Statement October 2023**

Percentage of Year: 83.33%

RECEIPTS	Adopted Budget		Modified		Percentage of Year: 83.33%		
	Jan 23	Adj Budget	Budget	October	YTD	YTD as % of Budget	Variance
Governmental Income							
4010 Town of Clifton Park	\$3,261,597.00	\$0.00	\$3,261,597.00	\$0.00	\$3,261,599.53	100.00%	\$2.53
4020 Town of Halfmoon	\$1,659,423.00	\$0.00	\$1,659,423.00	\$0.00	\$1,659,423.68	100.00%	\$0.68
4040 LLSA	\$16,283.00	\$1,849.00	\$18,132.00	\$0.00	\$18,132.00	100.00%	\$0.00
4030 Bullet Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$4,937,303.00	\$1,849.00	\$4,939,152.00	\$0.00	\$4,939,155.21	100.00%	\$3.21
Grants							
4110 SALS Programming	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
4130 NYS Education	\$0.00	\$270,763.00	\$270,763.00	\$270,763.00	\$270,763.00	100.00%	\$0.00
4150 DFY Municipal	\$3,600.00	\$0.00	\$3,600.00	\$0.00	\$3,667.00	101.86%	\$67.00
4160 Friends - Specified	\$9,000.00	\$3,210.00	\$12,210.00	\$0.00	\$12,210.00	100.00%	\$0.00
4170a Saratoga Arts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170b Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4170e NCWIT Aspire IT Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4175 Construction Grant Challenge	\$0.00	\$3,792.00	\$3,792.00	\$0.00	\$3,792.00	100.00%	\$0.00
4170 Other Grant	\$0.00	\$0.00	\$0.00	\$170.80	\$170.80	0.00%	\$170.80
4190 FEMA Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$12,600.00	\$277,765.00	\$290,365.00	\$270,933.80	\$293,602.80	101.12%	\$3,237.80
Donations							
4210 Patron Donations	\$1,000.00	\$0.00	\$1,000.00	\$100.00	\$298.19	29.82%	-\$701.81
4220 Friends - Unspecified	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4230 Commemorative	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	0.00%	\$900.00
4240 Other Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	0.00%	\$2,250.00
Subtotal	\$1,000.00	\$0.00	\$1,000.00	\$100.00	\$3,448.19	344.82%	\$2,448.19
Interest							
4310 Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
4320 Unrealized Gain/Loss on Investment	\$0.00	\$0.00	\$0.00	\$0.00	(\$426.48)	0.00%	-\$426.48
4330 Bank Interest Income	\$1,000.00	\$20,000.00	\$21,000.00	\$2,262.08	\$17,269.55	82.24%	-\$3,730.45
Subtotal	\$1,000.00	\$20,000.00	\$21,000.00	\$2,262.08	\$16,843.07	80.21%	-\$4,156.93
Other Income							
4410 Fines	\$10,000.00	\$18,000.00	\$28,000.00	\$2,435.14	\$23,830.48	85.11%	-\$4,169.52
4420 Library Fees - Lost & Damaged	\$5,000.00	\$0.00	\$5,000.00	\$417.07	\$3,855.19	77.10%	-\$1,144.81
4431 Emp Books	\$0.00	\$0.00	\$0.00	\$0.00	\$50.44	0.00%	\$50.44
4440 Copier	\$15,500.00	-\$5,000.00	\$10,500.00	\$813.10	\$8,855.21	84.34%	-\$1,644.79
4450 Other	\$0.00	\$0.00	\$0.00	\$60.76	\$866.12	0.00%	\$866.12
Subtotal	\$30,500.00	\$13,000.00	\$43,500.00	\$3,726.07	\$37,457.44	86.11%	-\$6,042.56
Total Receipts	\$4,982,403.00	\$312,614.00	\$5,295,017.00	\$277,021.95	\$5,290,506.71	99.91%	-\$4,510.29
Applied Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Receipts including Appropriations	\$4,982,403.00	\$312,614.00	\$5,295,017.00	\$277,021.95	\$5,290,506.71	99.91%	-\$4,510.29

<i>DISBURSEMENTS</i>	<i>Adopted Budget</i>		<i>Modified</i>			<i>YTD as % of</i>	
	<i>Jan 23</i>	<i>Adj Budget</i>	<i>Budget</i>	<i>October</i>	<i>YTD</i>	<i>Budget</i>	<i>Variance</i>
<i>Personnel</i>							
7010 Salaries - Personnel	\$2,392,533.00	-\$174,733.00	\$2,217,800.00	\$171,349.95	\$1,718,738.94	77.50%	\$499,061.06
7013 Contracted Services	\$1,000.00	\$0.00	\$1,000.00	\$450.00	\$1,200.00	120.00%	-\$200.00
7200 Insurance	\$140,246.00	\$48,750.00	\$188,996.00	\$16,542.29	\$157,241.34	83.20%	\$31,754.66
7270 Employee Public Relations	\$0.00	\$7,000.00	\$7,000.00	\$1,149.90	\$5,727.36	81.82%	\$1,272.64
7300 Benefits - Taxes	\$181,636.00	-\$15,800.00	\$165,836.00	\$12,453.60	\$125,281.83	75.55%	\$40,554.17
7400 Benefits - Retirement	\$250,000.00	\$0.00	\$250,000.00	\$0.00	\$56,395.00	22.56%	\$193,605.00
7500 Benefits - Pass through	\$0.00	\$0.00	\$0.00	\$622.70	(\$1,204.30)	0.00%	\$1,204.30
Subtotal	\$2,965,415.00	-\$134,783.00	\$2,830,632.00	\$202,568.44	\$2,063,380.17	72.89%	\$767,251.83
<i>Library Materials</i>							
6010 Books	\$161,438.00	\$0.00	\$161,438.00	\$10,899.84	\$115,069.12	71.28%	\$46,368.88
6020 Periodicals	\$14,000.00	\$0.00	\$14,000.00	\$711.30	\$14,989.31	107.07%	-\$989.31
6030 AV	\$57,000.00	\$0.00	\$57,000.00	\$6,898.23	\$40,443.78	70.95%	\$16,556.22
6050 Digital Resources	\$113,500.00	\$0.00	\$113,500.00	\$9,262.02	\$94,024.66	82.84%	\$19,475.34
60000 Other	\$0.00	\$0.00	\$0.00	\$251.64	\$840.88	0.00%	-\$840.88
Subtotal	\$345,938.00	\$0.00	\$345,938.00	\$28,023.03	\$265,367.75	76.71%	\$80,570.25
<i>Facility & Equipment</i>							
6110 Bldg Svc Contracts	\$213,022.00	\$0.00	\$213,022.00	\$15,163.94	\$171,585.16	80.55%	\$41,436.84
6130 Office Equip	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$6,464.50	117.54%	-\$964.50
6140 Facility Insurance	\$50,000.00	-\$3,363.00	\$46,637.00	\$0.00	\$46,637.00	100.00%	\$0.00
6150 Repairs - Bldg & Equipment	\$46,000.00	\$145,000.00	\$191,000.00	\$3,851.19	\$187,640.35	98.24%	\$3,359.65
6160 Equipment Lease Expense	\$28,050.00	\$0.00	\$28,050.00	\$2,276.16	\$23,028.71	82.10%	\$5,021.29
61000 Other Fac & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$342,572.00	\$141,637.00	\$484,209.00	\$21,291.29	\$435,355.72	89.91%	\$48,853.28
<i>Operations</i>							
6200 Programs	\$46,920.00	\$0.00	\$46,920.00	\$5,763.82	\$40,840.95	87.04%	\$6,079.05
6510 Automation	\$225,000.00	\$0.00	\$225,000.00	\$28,708.97	\$184,743.18	82.11%	\$40,256.82
6515 Custodial Supp	\$9,000.00	\$0.00	\$9,000.00	\$816.54	\$8,187.29	90.97%	\$812.71
6520 Elections	\$5,500.00	\$0.00	\$5,500.00	\$0.00	\$2,868.06	52.15%	\$2,631.94
6521 Insurance - D & O	\$1,111.00	\$892.00	\$2,003.00	\$0.00	\$2,003.00	100.00%	\$0.00
6525 Membership Dues	\$4,500.00	\$0.00	\$4,500.00	\$0.00	\$4,478.00	99.51%	\$22.00
6530 Office & Lib Supplies	\$22,500.00	\$0.00	\$22,500.00	\$2,508.00	\$21,832.81	97.03%	\$667.19
6540 Postage & Freight	\$6,500.00	\$0.00	\$6,500.00	\$292.14	\$4,481.92	68.95%	\$2,018.08
6545 Professional Services	\$33,000.00	\$75,000.00	\$108,000.00	\$8,377.76	\$103,955.93	96.26%	\$4,044.07
6551 PR & Printing	\$11,000.00	\$0.00	\$11,000.00	\$1,159.02	\$11,144.87	101.32%	-\$144.87
6556 Travel & Continuing Ed	\$15,000.00	\$0.00	\$15,000.00	\$12.62	\$12,860.72	85.74%	\$2,139.28
6575 Utilities	\$100,000.00	\$0.00	\$100,000.00	\$8,002.05	\$84,630.63	84.63%	\$15,369.37
6576 Building Security	\$100,980.00	\$0.00	\$100,980.00	\$0.00	\$76,972.47	76.23%	\$24,007.53
6581 Other Operational	\$7,085.00	-\$4,000.00	\$3,085.00	\$164.36	\$2,345.62	76.03%	\$739.38
Subtotal	\$588,096.00	\$71,892.00	\$659,988.00	\$55,805.28	\$561,345.45	85.05%	\$98,642.55
<i>Bonds</i>							
6610 Town of Clifton Park	\$503,782.00	\$0.00	\$503,782.00	\$0.00	\$503,781.65	100.00%	\$0.35
6620 Town of Halfmoon	\$236,600.00	\$0.00	\$236,600.00	\$24,643.75	\$236,600.00	100.00%	\$0.00
Subtotal	\$740,382.00	\$0.00	\$740,382.00	\$24,643.75	\$740,381.65	100.00%	\$0.35
<i>Other Expense Types</i>							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Total Disbursements	\$4,982,403.00	\$78,746.00	\$5,061,149.00	\$332,331.79	\$4,065,830.74	80.33%	\$995,318.26

POLICY 7.3 CHECK SIGNING PROCEDURES

Need for this Policy:

A policy is needed to achieve a system of internal fiscal control and stipulate counter-signature requirements.

Policy:

Disbursement checks written for \$~~2015~~,000 or more will require the signature of the President and Treasurer of the Board. In the event either the President or Treasurer is are not available, the Vice-President may sign in their place of one of them.

Responsibilities:

The ~~Director President, Treasurer, Vice-President,~~ and Business Manager will ensure that two signatures appear on all disbursement checks which are written for \$~~2015~~,000 or more.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/2017	Changed position title
2/27/2023	Reviewed, made minor wording change
<u>12/18/2023</u>	<u>Increased the requirement for two signatures on checks to \$20,000 and added the Vice-President as a signatory in the event the President or Treasurer is are not available.</u>

POLICY 7.1 GENERALLY ACCEPTED ACCOUNTING PRINCIPLES

Need for this Policy:

A statement is needed to establish the accounting principles of the Library.

Policy:

The Library follows the Generally Accepted Accounting Principles (GAAP), as applied to governmental units, and accounting guidelines set forth by the New York State Comptroller.

Responsibilities:

The Director, Business Manager, and the Treasurer, as well as the auditing firm chosen by the Board are responsible for ensuring the Library is following generally accepted accounting principles and complies with the guidelines set forth by the New York State Comptroller.

Initial Adoption Date: 9/19/2005

Modified Date	Description of Modification
11/20/17	Removed reference to Financial Management Guide; updated position titles

POLICY 7.6 INVESTMENTS

Need for this policy:

This policy is needed to maximize the security of the Library's funds.

General:

1. The members of the Clifton Park-Halfmoon Public Library (CPHPL) Board of Trustees are the fiscal body of the Library. The members serve without compensation.
2. This document will govern the investment activities of the CPHPL. It is the policy of the Library to invest funds in a manner that will maximize the security of the principal while satisfying cash flow demands using approved methods that will provide the highest possible return. All investments will conform to applicable laws and regulations of New York State.

Policy:

1. The Primary Objectives of the Library's financial investments are, in priority order:
 - a. Preservation of Capital - The preservation of capital is the foremost objective of the investment program. At no time should the safety of the portfolio's principal investments be impaired or jeopardized. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives
 - b. Liquidity - The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated
 - c. Return on Investments (Yield) - The Library's investments should generate the highest available return without sacrificing the first two objectives
 - d. Judgment and Care - Investments shall be made, under circumstances then prevailing, in such a manner as persons of prudence, discretion, and intelligence might exercise in the management of their own affairs.
2. Delegation of Authority
 - a. Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy
 - b. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.
3. Prohibited Investments - The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds.
4. Internal control - The Treasurer is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

The internal controls shall address the following points:

- a. Separation of transaction records from the accounting data
 - b. Custodial safekeeping
 - c. Written confirmation of telephone transactions for investments and wire transfers
5. Maturity of Investments – No investment shall have a maturity date of more than two years from its date of purchase by the Library unless an investment is matched to a specific obligation of the Library.
6. Diversification of Investments
- a. The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and length of maturity
 - b. The Treasurer will use the following guidelines in administering the Library’s investment policy:
 - (1) The Library’s total (100%) portfolio may be invested in securities guaranteed by the United States, or those securities for which the full faith of the United States is pledged for the payment of principal and interest
 - (2) The Library’s total (100%) portfolio may be invested in certificates of deposit, savings, or deposit accounts that have been fully collateralized
7. Deposit Requirements - The Library’s Board of Trustees shall designate its public depositories. Any eligible financial institution that has offices within the State of New York may become a public depository of the funds of the Library.
8. Delegation of Authority
- a. Management responsibility for the Library’s investment program is delegated to the Treasurer who is considered the Library’s chief financial officer. In the absence of the Treasurer, the Board President is authorized by the Board of Trustees to act in his/her stead
 - b. The Treasurer 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.
9. Electronic Transfer of Library Funds
- a. The following type of transactions may be conducted by electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings:
 - (1) All investment transfers for certificates of deposit and savings accounts authorized by the fiscal officer of the Library

- (2) Payroll for Library employees
 - (3) To satisfy long-term bond or debt obligations when required by a depository trust company
 - b. The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute. The Treasurer's signature will be on the letter of authorization for transfers which will be forwarded to the bank.
10. Library Funds – The CPHPL Board may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Library Board under authority of law. The authorized funds are as follows:
- a. Library Operating Fund – All money collected from tax levies, interest on investments of Library Operating Fund monies, fees, fines, rentals, and other revenues shall be deposited into the “Library Operating Fund”, and must be budgeted and expended in the manner required by law
 - b. Petty Cash Fund – This fund has been established for the purpose of paying small or emergency items of operating expense as designated by resolution of the Library Board
 - c. Gift Funds Money or Securities accepted and secured by the Library Board as a grant, gift, donation, endowment, bequest, or trust may be set aside in a separate fund or funds. Expenditures from such funds shall be in compliance with the Purchasing Policy.
11. Gifts of Stock
- a. The fiscal officer may not purchase securities for the investment of Library Funds
 - b. When the Library receives gifts of stock certificates:
 - (1) When gift stock is transferred from the donor's broker to the Library's broker, the Library will automatically at transfer become the owner of record
 - (2) The fiscal officer will determine when the stock will be sold for cash.
12. Ethics and Conflicts of Interest – Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.
13. Liability – When investments are made in accordance with this Policy, no Library Trustee with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.
14. Investment Advisors, Qualified Brokers and Dealers, and Financial Institutions – All brokers, dealers, and other financial institutions that transact investment business with the CPHPL or give advice regarding its investments, must receive, read, and comprehend the Policy and agree to comply with it before providing any services or transacting any business with the Library. This is to be evidenced by a signed statement of receipt of the policy by those identified above.
15. Reporting – The Treasurer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

- a. Types of investments
- b. Depository institutions
- c. Principal balances
- d. Rates of return
- e. Maturities


This report is in addition to other reports which are to include a reconciliation of bank balances to fund balances, a cash position report, and a report that compares estimated and actual receipts with expenditures for each fund.

16. Investment Policy Adoption

- a. The Library's investment Policy shall be adopted by resolution of the Library's Board of Trustees
- b. The Policy shall be reviewed no less than annually by the Finance Committee of the Board of Trustees and any modification made to it must be approved by the Board of Trustees of the CPHPL.

Adopted: 09/21/09

Investment Policy

 centermoricheslibrary.org/about-the-library/policies/investment-policy/

(STRUCTURED IN CONFORMANCE WITH CHAPTER 708, LAWS OF 1992)

SCOPE

This investment policy applies to all monies and other financial resources available for investment.

OBJECTIVES

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

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

DELEGATION OF AUTHORITY

The Library's Board of Trustees' responsibility for administration of this investment program is delegated to the Director or her designee. Established 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 regulate the activities of subordinate employees.

DIVERSIFICATION

It is the policy of the Center Moriches Free 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 Center Moriches Free Public Library for all monies collected by any officer or employee of the Library to transfer those funds to the financial office for deposit in a timely manner. The Director or her designee 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 authorized for the deposit and investment of Library monies shall be approved annually by the Board of Trustees at their reorganization meeting.

The Library shall diversify its deposits with a minimum of two institutions and shall not exceed \$7,000,000 in deposits with any institution.

DEPOSIT OF FUNDS

The Director, or a designee, is authorized to deposit all available funds in the short-term account that they feel best meets the Library's current financial needs. Funds may only be deposited into accounts that are FDIC insured with pledged collateral.

The Director, or a designee, is to report the deposit of all Library funds to the Board of Trustees in the monthly financial report.

The Board of Trustees expects that the Director, or designee, will deposit all available Library funds into authorized accounts in a timely manner.

COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law ss10, all deposits of the 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 by one of the following:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided in General Municipal Law ss10, equal to the aggregate amount of deposits from the categories designated in the Appendix to this policy.
2. By an eligible "irrevocable letter of credit" issued by a qualified bank, other than the bank with deposits in favor of the Center Moriches Free Public Library, for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of the 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.

SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository 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 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 Center Moriches Free Public Library to exercise its rights against the pledged securities.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of 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 custodial shall confirm the receipt, substitution or release of the securities.

The agreement shall provide for the frequency of reevaluation 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

Authorized by General Municipal Law ssll, the Library authorizes the Director or her designee to invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments: Money Market accounts, certificates of deposit, savings accounts and checking accounts.

All investment obligations shall be payable or redeemable at the option of the Library within such times as the proceeds will be needed to meet expenditures for purposes for which the monies were provided.

Appendix

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.
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.

Approved by the Board of Trustees on 7/13/21