

No Library funds are to be transferred into any accounts other than accounts owned by the Library. Bank confirmations are necessary for all investment transactions and all transfers between funds.

The Treasurer is responsible for establishing and maintaining internal controls to ensure that Library investments are protected from loss, theft, or misuse. Internal controls should address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery of securities
- Delegation of authority to Library Director and his/her staff
- Written confirmation of telephone and online transactions
- Development of wire transfer protocols as necessary

Portfolio Management

The Library's portfolio will be managed in accordance with the parameters specified in this Investment Policy.

Personal Liability

Investment officers acting in accordance with this Policy and the written procedures of the Library District and exercising due diligence shall be relieved of personal responsibility for a security's credit risk or market price/value changes, provided any deviation from expectations is reported to the Board no later than 10 calendar days after the matter is discovered and appropriate action is taken to control adverse developments.

Local Institutions

The Board will attempt to place investments with financial institutions located in the Library District provided the rate of return and security are comparable to the best rates offered by other financial institutions, in compliance with this policy's parameters of legality, safety and liquidity.

Investment Policy Review

The Board of Trustees shall review this Investment Policy annually or more frequently as needed. Modifications to this Policy must be approved by the Board of Trustees.