

Section 8	Finances
Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees	Effective Date: 01/05/2010 Reviewed and Revised: 11/07/2012, 03/13/2023

Finance

A. General

An annual Library budget shall be prepared by the Finance Committee of the Board of Trustees and the Library Director and approved by the Board. Once the budget is approved, the Library operating funds may be expended only with specific Board approval. The Board must formally approve any expenditures, transfers, or loans made from any bond fund, special fund, or other non-operating funds over which the Board has control. The Board may make expenditures, transfers, and loans as permitted by existing statutes, ordinances, and other applicable laws.

B. Investment of Public Funds

Purpose

The purpose of this policy statement is to outline the responsibilities, general objectives, and specific guidelines for management of public funds by the Morris Area Public Library.

Responsibilities

All investment policies and procedures of the Morris Area Public Library will be in accordance with Illinois law. The authority of the Library Board of Trustees to control and invest public funds is defined in the Illinois Public Funds Investment Act, and the investments permitted are described therein. Administration and execution of these policies are the responsibility of the Treasurer, and, by designation, the Library Director acting under the authority of the Library Board of Trustees. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled meeting of the Library Board.

Objectives

In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:

1. Safety
2. Maintenance of sufficient liquidity to meet current obligations
3. Return of investment
4. Simplicity of management

Guidelines

The following guidelines should be used to meet the general investment objectives:

1. Safety: Investments will be made only in securities guaranteed by the U.S. government, or in FDIC or FSLIC insured institutions. Deposit accounts in banks or savings and loan institutions will not exceed the amount insured by FDIC or FSLIC coverage. Authorized investments include and will primarily consist of: Certificates of Deposit, Treasury Bills and other securities guaranteed by the U.S. Government, participation in the State of Illinois Public Treasurer's Investment Pool, and any other investments allowed under State law that satisfy the investment objectives of the Library district.

2. Maintenance of sufficient liquidity to meet current obligations: In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
3. Return on investment: Within the constraints on Illinois law and this investment policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest bearing deposit accounts at all times.
4. Simplicity of management: The time required by Library administrative staff to manage investments shall be kept to a minimum.