

#### 4. Selection of Financial Institutions

a. The financial strength of institutions will be of extreme importance in making investment decisions. All investing partners must be credit-worthy.

b. The Treasurer will periodically monitor, not less than annually, the financial strength, credit-worthiness, and experience of all institutions through which the Library's investments are made. Those banks with credit ratings below A2 according to Moodys or below B/C according to Keefe will not be authorized depositories.

c. Investments in time deposits and certificates of deposits are to be made only with commercial banks or trust companies.

#### 5. Operations, Auditing, Reporting

a. The Treasurer will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the Library. Oral instructions concerning the purchase or sale of securities will be confirmed in writing. The Library will pay for purchased securities upon the simultaneous delivery or book-entry of them.

b. The Treasurer will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least two quotations.

c. Investments and investment proceedings are subject to audit.

d. Reports of investment purchases and sales will be made no later than the second Board meeting following each transaction.