

## **Emmaus Public Library Endowment Policy**

The Emmaus Public Library Endowment Fund is maintained with the purpose of enhancing the services of the library, supporting the fulfillment of its mission statement, and securing the future of the library. The endowment shall be managed according to the following conditions:

1. The Endowment Fund shall be held and managed by the library's Board of Trustees with the mandate to grow the Fund and utilize it as the income source of last resort.
2. Management of the fund shall comply with all applicable laws
3. Monies in the Endowment Fund shall be clearly identified and segregated. The library shall maintain detailed records of all receipts and disbursements including but not limited to the sources of gifts, contributions, and bequests, income, and the purpose of each disbursement.
4. Monies in the Endowment Fund shall be invested in accordance with sound financial principles that balance the need for reasonable fund growth with the need to minimize unreasonable risk to fund principal i.e avoiding the use of leveraged investments.
5. The Board shall establish the maximum amount of monies, if any, from the Endowment Fund to be used in meeting annual operating expenses each year as part of the annual budget approval process. Such budget approval authorizes the Treasurer to transfer and utilize such authorized funds if needed to meet the operating expenses of the library.
6. Expenditures from the Endowment Fund beyond those stipulated in the approved annual budget may only be made in emergency or extraordinary circumstances. Such expenditures require the approval of 2/3rds of the Board of Trustees.
7. The Board of Trustees delegates responsibility for meeting the requirements of this policy to the Library Director, under the supervision of the Board Treasurer.

Policy adopted 07/18/2017

Amended April 17, 2018

Amended June 19, 2018