

# PORTAGE DISTRICT LIBRARY

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## Investment Policy

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### 1. STATEMENT of PURPOSE

It is the policy of the *Portage District Library* to invest its funds in a manner that will provide the highest investment return with the maximum security, while meeting the daily cash flow needs of the *Portage District Library* and complying with all state statutes governing the investment of public funds.

### 2. SCOPE of POLICY

This investment policy applies to all financial assets of the *Portage District Library*. These assets are accounted for in the various funds of the *Portage District Library* and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the *Portage District Library*.

### 3. INVESTMENT OBJECTIVES

In priority order, the primary objectives of the *Portage District Library's* investment activities shall be:

- A. *Safety*: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. *Diversification*: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- C. *Liquidity*: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- D. *Return of Investment*: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow from characteristics of the portfolio.

### 4. DELEGATION of AUTHORITY to MAKE INVESTMENTS

Authority to manage the investment program is derived from MCL 397.182 and by Resolution of the *Portage District Library Board* (See attached). Management responsibility for the investment program is hereby delegated to the *Portage District Library Director* who shall establish written procedures and internal controls for the operation of the investment program consistent with this Investment Policy. Procedures shall include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/ depository agreements and banking service contracts. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the *Portage District Library Director*. The Library Director shall be responsible for all

transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### 5. AUTHORIZED INVESTMENT INSTRUMENTS

The *Portage District Library* funds shall be invested only in the manner permitted under Act No. 20 of the Public Acts of 1943, as amended, and may include any of the following:

- a) Bonds, securities and other obligations of the United States or an agency or instrumentality of the United States.
- b) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, as defined in MCLA 129.91 (4) provided that the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of the state of Michigan or the United States.
- c) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- d) Repurchase agreements consisting of instruments listed in subdivision (a).
- e) Bankers' acceptance of United States banks.
- f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- g) Mutual funds registered under the Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789. 15 USC 80a-1 to 80a-3, and 80a-4 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. A securities net asset value per share may fluctuate on a periodic basis. However, a mutual fund is not disqualified as a permissible investment solely by reason of either of the following:
  - (i) The purchase of securities on a when-issued or delayed delivery basis.
  - (ii) The ability to lend securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
  - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA7, MCL 124.501 to 124.512.
- i) Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.
- j) Investment pools organized under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.

6. SAFEKEEPING and CUSTODY

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the *Portage District Library* shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the *Portage District Library Director* and evidenced by safekeeping receipts as determined by the *Portage District Library Director* (or designee of the Library Director).

7. STANDARD of PRUDENCE

The *Portage District Library Director* shall make such investments and only such investments as a prudent person would make in dealing with the property of another, having in view the preservation of the principal and the amount and regularity of the income to be derived. The Standard of Prudence to be used shall be the “fiduciary” standard and shall be applied in context of managing an overall portfolio.

8. STATEMENT of ETHICS

The *Portage District Library Director* shall refrain from personal business activity that could conflict with the proper execution and management of library investments, or that could impair the *Portage District Library Director’s* ability to make impartial investment decisions.

9. INVESTMENT ACTIVITY REPORT

The *Portage District Library Director* shall annually provide a written report to the Library Board concerning the investment of *Portage District Library* funds. The *Portage District Library* shall comply with all applicable statutory standards for investment of public funds as they now exist or as they may be subsequently amended. Any provision of this resolution that conflicts with applicable statutory requirements and standards is void.