

**Mideastern Michigan Library Cooperative (MMLC)**

# **Investment Policy**

**Adopted October 8, 1998**  
**Reconfirmed January 10, 2013**

# Mideastern Michigan Library Cooperative (MMLC)

## Investment Policy

### 1.0 Purpose

It is the policy of the Mideastern Michigan Library Cooperative (MMLC) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and local ordinances governing the investment of public funds.

### 2.0 Scope

This investment policy applies to all transactions involving the financial assets and related activity of the Mideastern Michigan Library Cooperative (MMLC) except for its employee pension funds and its employee deferred compensation funds which are organized and administered separately. Mideastern Michigan Library Cooperative's (MMLC) funds are accounted for in the annual financial report and include the following funds:

- ‘ General Fund
- ‘ Capital Project Funds
- ‘ Restricted Funds
- ‘ Designated Funds
- ‘ Trust Funds
- ‘ Any new fund created by the governing body,  
unless specifically exempted by the governing body.

### 3.0 Objectives

Funds of the Mideastern Michigan Library Cooperative (MMLC) will be invested in accordance with Michigan Public Act 20 of Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

3.1 Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

3.2 Diversification - The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

3.3 Liquidity - The investment portfolio will remain sufficiently liquid to meet all operating requirements which might be reasonably anticipated.

3.4 Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of

the portfolio.

#### **4.0 Delegation of Authority**

Authority to manage the investment program is derived from Mideastern Michigan Library Cooperative (MMLC). Management responsibility for the investment program is hereby delegated to the Treasurer (investment officer), who shall establish procedures and internal controls for the operation of the investment program, consistent with the investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### **5.0 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the (Chief Executive Officer) any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial / investment positions that could be related to the performance of the (entity), particularly with regard to the time of purchases and sales.

#### **6.0 Authorized Instruments**

In accordance with Public Act 20 of the Public Acts of 1943, as amended, the surplus funds of the Mideastern Michigan Library Cooperative (MMLC) may be invested as follows:

- (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, but only if the financial institution is eligible to be a depository of funds belonging to the state under a law or rule of this state of the United States.
- (c) Commercial paper rated at the time of purchase within the highest classification 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) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the Mideastern Michigan Library Cooperative (MMLC) has negotiated a Master Repurchase Agreement. Repurchase Agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the Public Security Association's model Master Repurchase Agreement.
- (e) Bankers' acceptances of United States banks.
- (f) Mutual funds registered under the investment company act of 1940, maintain a \$1.00 per share net asset value, and with authority to purchase only investment

vehicles that are legal for direct investment by a public corporation.

(g) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118

## **7.0 Safekeeping and Custody**

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Mideastern Michigan Library Cooperative (MMLC) shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the investment officer.

## **8.0 Prudence**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

## **9.0 Reports**

Within 120 days of the end of the fiscal year, the treasurer shall prepare an annual written report to the governing body concerning the investment of funds.

## **10.0 Effective Date**

This policy shall become effective on the day following adoption by the Mideastern Michigan Library Cooperative (MMLC) Board of Trustees.

# **Mideastern Michigan Library Cooperative (MMLC)**

## **Investment Policy Certification**

I hereby certify that I have received the Investment Policy of the Mideastern Michigan Library Cooperative (MMLC). I have personally read the Investment Policy, and agree to comply with the terms of the Investment Policy regarding the investment of the Mideastern Michigan Library Cooperative (MMLC) funds. Any investment not conforming with your investment policy will be disclosed promptly. We also pledge to exercise due diligence in informing you of all foreseeable risks associated with financial transactions conducted with our firm.

Institution \_\_\_\_\_

Address \_\_\_\_\_

Authorized Official & Title \_\_\_\_\_

Signature Authorized Official \_\_\_\_\_ Date \_\_\_\_\_