

## **Annual Affirmation of Compliance and Disclosure Statement**

I have received and carefully read the Conflict of Interest Policy of Monroeville Public Library and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that Monroeville Public Library is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and attachments, if any, below, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of Monroeville Public Library Inc., nor does any relative or business associate have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President of the Board of Monroeville Public Library, or to the library director, as applicable.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

**Name (Please print)** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Conflict of Interest Disclosure Statement

Name (Please print) \_\_\_\_\_

### Disclosure Statement

Please complete the questionnaire below, indicating any actual or potential conflicts of interest. If you answer “yes” to any of the questions, please provide a description of the details of the specific action or transaction. Attach additional pages as needed.

Financial Interests - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the organization.

### Please indicate, during the past 12 months:

Has the Monroeville Public Library contracted to purchase or lease goods, services, or property from you, or from any of your relatives or business associates?	Yes No
---	-----------

*If yes, please describe:*

Has the Monroeville Public Library offered employment to you, or to any of your relatives or business associates, other than a person who was already employed by the organization?	Yes No
---	-----------

*If yes, please describe:*

Have you, or have any of your relatives or business associates, been provided with a gift, gratuity or favor, of a substantial nature, from a person or entity which does business, or seeks to do business, with the Monroeville Public Library?	Yes No
---	-----------

*If yes, please describe:*

Have you, or any of your relatives or business associate, been gratuitously provided use of the facilities, property, or services of the Monroeville Public Library?	Yes No
--	-----------

*If yes, please describe:*

Other Interests - A conflict may also exist where an interested party, or a relative or business associate of an interested party, obtains a non-financial benefit or advantage that they would not have obtained absent their relationship with the Monroeville Public Library, or where their duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization.

Please indicate if at any time during the past twelve months:

Did you obtain preferential treatment by the Monroeville Public Library for yourself, or for any of your relatives or business associates? Yes  
No

*If yes, please describe:*

Did you make use of confidential information obtained from the Monroeville Public Library for your own benefit, or for the benefit of a relative, business associate, or other organization? Yes  
No

*If yes, please describe:*

Do you accept gifts from current or prospective vendors? Yes  
No

*If yes, please describe:*

Are you involved with any organizations that are or seek to become partners with the Monroeville Public Library? Yes  
No

*If yes, please provide an explanation.*

Do you or any companies with which you are employed or own, offer services in the same field as the Monroeville Public Library? Yes  
No

*If yes, please provide an explanation.*

Have you ever used your position for the benefit of your organization, your company, your family or yourself? Yes  
No

*If yes, please provide an explanation.*

## Questionnaire on Family and Business Relationships and Interested Person Independence

Available for review are a listing of officers, directors, trustees, key employees, and the highest compensated professional and independent contractors. The IRS Form 990 requires that the organization report if any of these individuals are related to each other through family or business relationships. The IRS definitions are:

**Family relationships** include an individual's spouse/partner, ancestors, descendants, siblings, and the spouses/partners of children, grandchildren, great-grandchildren, and siblings.

**Business relationships** are employment and contractual relationships, and common ownership of a business where any officers, directors, or trustees, individually or together, possess more than a 35% ownership interest in common. Ownership means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

- I have no family or business relationship with anyone on the attached list.
- I have a family or business relationship with someone on the attached list.

Name of related person: \_\_\_\_\_

Nature of relationship: \_\_\_\_\_

\_\_\_\_\_

(Use reverse of this form if more than one related person.)

**Please check all that apply regarding the independence of you or your family for the Monroeville Public Library's year which began on \_\_\_\_\_ and ended on \_\_\_\_\_:**

- I have received compensation as an officer or other employee of the organization or of a related organization except as provided in a religious organization exception.
- I have received compensation or other payments exceeding \$10,000 during the tax year from the Monroeville Public Library or related organizations as an independent contractor, other than reimbursement of expenses under an accountable plan or reasonable compensation for services provided in the capacity as a member of the governing body.
- I, or a member of my family, was involved in a transaction with Monroeville Public Library (directly or indirectly through affiliation with another organization) including one of the following:
  - excess benefit transactions
  - loans to or from interested persons
  - grants or assistance benefiting interested persons
  - or business transactions involving interested persons.
- None of the above statements apply to me or my family members.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## Gifts Policy

### Who is covered by this policy:

Monroeville Public Library interested parties

To avoid a conflict of interest or the appearance of a conflict of interest, interested parties shall not accept gifts from vendors, suppliers, customers, potential employees, potential vendors or suppliers, or any other individual or organization.

Monroeville Public Library requires that all interested parties demonstrate our organization's commitment to treating all people and organizations with whom we come into contact or conduct business impartially. Interested parties demonstrate the highest standards of ethics and conduct, and practice and demonstrate equal treatment, unbiased professionalism, and non-discriminatory actions in relation to all vendors, suppliers, customers, employees, potential employees, potential vendors or suppliers, and any other individual or organization.

### Gift Policy Standards and Requirements

- Gifts over \$25 in value that are offered by vendors, suppliers, customers, potential employees, potential vendors and suppliers, or any other individual or organization, will be declined wherever possible.
- This policy includes vendor or potential vendor or supplier-provided entertainment.
- Interested parties shall decline courtesy discounts for products and services.

I have received the Monroeville Public Library Gift Policy and I agree that I will abide by the policy guidelines.

Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_