

Lititz Public Library  
Conflict of Interest Policy Annual Affirmation of Compliance and  
Disclosure Statement

I have received and carefully read the Conflict of Interest Policy for board members, staff and volunteers of the Lititz 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 the Lititz 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 the Lititz Public Library, 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 Trustees of the Lititz Public Library, or to the Director of the Library, 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.

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Name (Please print)

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Signature

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Date

Lititz Public Library  
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 written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

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

Please indicate whether, during the past twelve (12) months: (Circle Yes or No.)

Has the Lititz 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 Lititz Public Library purchased an ownership interest in or invested in a business entity owned by you, or owned by any of your relatives or business associates?

YES NO

*If yes, please describe:*

Has the Lititz 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 Lititz Public Library?

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 Lititz Public Library?

YES NO

*If yes, please describe:*

Have you, or any of your relatives or business associates, been gratuitously provided use of the facilities, property, or services of the Lititz 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 he would not have obtained absent his/her relationship with the Lititz Public Library, or where his/her duty or responsibility owed to the Lititz Public Library conflicts with a duty or responsibility owed to some other organization.

Please indicate whether, during the past twelve (12) months: (Circle Yes or No.)

Did you obtain preferential treatment by the Lititz 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 Lititz Public Library for your own benefit, or for the benefit of a relative, business associate, or other organization?

YES NO

*If yes, please describe:*

Did you take advantage of an opportunity, or enable a relative, business associate or other organization to take advantage of an opportunity, which you had reason to believe would be of interest to the Lititz Public Library?

YES NO

*If yes, please describe:*