

# HOWLAND PUBLIC LIBRARY

313 Main Street, Beacon, NY 12508

## MEETING AGENDA October 10, 2017

Pledge of Allegiance

Roll Call of Members

Public Participation (limited to 5 minutes per speaker)

***Rebekkah Smith-Aldrich, Coordinator for Library Sustainability from MHLS, will join us to discuss best practices in Library Planning and Community Engagement.***

- I. Approval of Minutes from September 2017 meeting
- II. Financial Report for September 2017
  - a. Motion to accept approve bills
  - b. Motion to accept financial reports
- III. President's Report
- IV. Director's Report
- V. Old Business/Committee Reports
  - a. Board Development/Policy Committee (R. Lashua): Building Committee (T. Rigney): Submitting *Investment Policy* and *Conflict of Interest Policy* for approval.
  - b. Finance Committee (P. Posner)
  - c. Personnel/Nominating Committee (S. Christensen)
  - d. Planning Committee (J. Dolan)
  - e. Friends Liaison Report (J. Dolan)
- VI. New Business
- VII. Good and Welfare
- VIII. Adjournment and announcement of next meeting **November 14, 2017**

**HOWLAND PUBLIC LIBRARY  
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
SEPTEMBER 12, 2017**

**Pledge of Allegiance**

**Call to Order:** K. Twohig called the meeting to order at 7:03 PM.

**Roll Call of Members:**

Stacy Christensen, Jan Dolan, April Farley, Rajene Hardeman, Donna Haynes, Randy Lashua, Prudence Posner, Thomas Rigney, Karen Twohig, and Director Amy Raff, *ex officio*.

Rajene Hardeman was administered the oath of office by K. Twohig.

The Board was given a full building tour by Bruce Pederson.

**Votes:** All votes were unanimous, unless otherwise noted.

**Public Participation:**

None.

**Guest Speakers:**

None.

**Reading of the Minutes of the Previous Meeting:**

T. Rigney stated that R. Hardeman should not be listed as excused as she had not yet been sworn in. P. Posner made a **motion** to accept the August 8, 2017 meeting minutes as amended. Seconded by J. Dolan and the motion carried.

**Treasurer's Report:** See attached report.

The **motion** to accept the warrants and claims for vouchers #1651 – 1690 for the month was made by S. Christensen and seconded by R. Lashua. Motion carried. J. Dolan made a **motion** to accept the Financial Report as presented. Seconded by A. Farley and the motion carried.

**President's Report:** See attached report.

**Director's Report:** See attached report.

October 27<sup>th</sup> is the MHLS Breakfast Annual Meeting. Tomorrow is the Essential Trustee Training.

**Unfinished/Committee Reports:**

**Board Development/Policy Committee:**

R. Lashua stated they met and reworked the Patron Code of Conduct. On a **motion** by P. Posner and seconded by R. Hardeman, the policy was accepted as presented.

**Building & Finance:**

T. Rigney stated they met with B. Pederson prior to this meeting and went thru the Fellenzer Report. They have 5-10 years of life left on the roof, which is more than they thought so they now have the option to reconfigure the space prior to having to do the roof replacement. They did talk about the possibility of doing a solar project when they get to that point as there are usually grants for green projects. 7 years ago the cost to replace the roof was \$250,000 so this is something they need to budget for.

At 8:20 P. Posner, T. Rigney, and D. Haynes left the meeting.

**Finance Committee:**

There will be a meeting October 4<sup>th</sup> at 5:00 PM.

**Personnel/Nominating:**

S. Christensen stated the committee met and reviewed the policies. They submitted three for revisions. On a **motion** by R. Hardeman and seconded by J. Dolan, the Full-Time Personnel Policy was amended as proposed. On a **motion** by J. Dolan and seconded by A. Farley, the Part-Time Personnel Policy was

amended as proposed. R. Hardeman made a **motion** to amend the Director's Personnel Policy as proposed. Seconded by A. Farley and carried.

**Planning:**

The next meeting will be September 15<sup>th</sup> at 7:00 PM.

**Friends:**

J. Dolan stated the Friendraiser will be September 23.

**New Business:**

R. Hardeman stated that tomorrow starts a 6 week long course on working Wikipedia for libraries. It is an online training webinar.

**Good and Welfare:**

Nothing to report.

**Adjournment:**

R. Hardeman made a motion to adjourn at 8:54 PM. Seconded by J. Dolan and the motion carried.

Respectfully submitted,

Julie Beyer, Recording Secretary

Attachments

**Motion** to accept the minutes

**Motion** to accept the Treasurer's Report

**Motion** to accept the Claims Audit Process

**Motion** to accept the Patron Code of Conduct

**Motion** to accept the Full-Time Personnel Policy

**Motion** to accept the Part-Time Personnel Policy

**Motion** to accept the Director's Personnel Policy

4:56 PM  
 10/04/17  
 Accrual Basis

Howland Public Library  
**Profit & Loss Budget vs. Actual**  
 July through September 2017

	Jul - Sep 17	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4009 · Transfer from fund balance	0.00	20,000.00	-20,000.00	0.0%
4010 · Library District Tax	993,935.00	993,935.00	0.00	100.0%
4030 · Beacon District / Pilot Pymts	0.00	6,933.00	-6,933.00	0.0%
<b>4100 · Circ Desk</b>				
4120 · Copy Sales	884.15			
4130 · Fax Sales	211.83			
4140 · Fines	2,243.67			
4150 · Lost Cards	56.00			
4155 · Ear Bud Sales	14.00			
4160 · Battle of the Books - Income	1,975.00			
4555 · Lost Materials - Refunded	135.00			
4560 · System Holds not picked up	89.15			
4100 · Circ Desk - Other	0.00	20,000.00	-20,000.00	0.0%
<b>Total 4100 · Circ Desk</b>	<b>5,608.80</b>	<b>20,000.00</b>	<b>-14,391.20</b>	<b>28.0%</b>
<b>4200 · Donations</b>				
4210 · Miscellaneous				
4211 · Donations to offset PROGRAMS	19.10			
4212 · Amazon Smiles Rebates	21.21			
4245 · Donation - Friends of HPL	6,000.00			
4700 · Grant - Misc	0.00	20,000.00	-20,000.00	0.0%
4210 · Miscellaneous - Other	499.55			
<b>Total 4210 · Miscellaneous</b>	<b>6,539.86</b>	<b>20,000.00</b>	<b>-13,460.14</b>	<b>32.7%</b>
4200 · Donations - Other	0.00	0.00	0.00	0.0%
<b>Total 4200 · Donations</b>	<b>6,539.86</b>	<b>20,000.00</b>	<b>-13,460.14</b>	<b>32.7%</b>
<b>4300 · Grants (NYS Source)</b>				
4616 · MHLs - Local Library Incentive	7,129.00	6,700.00	429.00	106.4%
<b>Total 4300 · Grants (NYS Source)</b>	<b>7,129.00</b>	<b>6,700.00</b>	<b>429.00</b>	<b>106.4%</b>
4800 · Refund of W/C Insurance	735.60			
4900 · Interest Income	56.92	750.00	-693.08	7.6%
<b>Total Income</b>	<b>1,014,005.18</b>	<b>1,068,318.00</b>	<b>-54,312.82</b>	<b>94.9%</b>
<b>Gross Profit</b>	<b>1,014,005.18</b>	<b>1,068,318.00</b>	<b>-54,312.82</b>	<b>94.9%</b>
<b>Expense</b>				
5000-00 · Personnel Expense				
5000 · Salaries - Part Time	41,972.87			
5100 · Salaries - Full Time	89,675.12			
5000-00 · Personnel Expense - Other	0.00	602,868.00	-602,868.00	0.0%
<b>Total 5000-00 · Personnel Expense</b>	<b>131,647.99</b>	<b>602,868.00</b>	<b>-471,220.01</b>	<b>21.8%</b>
5300-00 · Employee Benefits Expense				
5100a · Salary - Health Insurance	3,063.86			
5200 · Salaries - Special (bonus)	0.00	800.00	-800.00	0.0%
5300 · FICA	10,218.97	47,000.00	-36,781.03	21.7%
5400 · SUI Expense	397.51	3,000.00	-2,602.49	13.3%
5500 · NYS Disability Insurance	17.66	1,000.00	-982.34	1.8%
5700 · Insurance - Workers Comp	2,226.00	7,700.00	-5,474.00	28.9%
5750 · Insurance - Health	13,225.04	59,000.00	-45,774.96	22.4%
5760 · NYS Retire Benefits Fee	0.00	71,000.00	-71,000.00	0.0%
<b>Total 5300-00 · Employee Benefits Expense</b>	<b>29,149.04</b>	<b>189,500.00</b>	<b>-160,350.96</b>	<b>15.4%</b>
6000-00 · Materials				
6015 · Audio/Movies/Music				
6009 · Movies				
6210 · Adult DVD	1,143.45	8,000.00	-6,856.55	14.3%
6220 · Children DVD	27.40	3,000.00	-2,972.60	0.9%
<b>Total 6009 · Movies</b>	<b>1,170.85</b>	<b>11,000.00</b>	<b>-9,829.15</b>	<b>10.6%</b>

4:56 PM  
 10/04/17  
 Accrual Basis

Howland Public Library  
**Profit & Loss Budget vs. Actual**  
 July through September 2017

	Jul - Sep 17	Budget	\$ Over Budget	% of Budget
<b>6019 · Audio Books</b>				
6110 · Adult Audio	406.63	3,400.00	-2,993.37	12.0%
6120 · Children & YA Audio	388.53			
6019 · Audio Books - Other	0.00	3,400.00	-3,400.00	0.0%
<b>Total 6019 · Audio Books</b>	<b>795.16</b>	<b>6,800.00</b>	<b>-6,004.84</b>	<b>11.7%</b>
<b>6260 · Music</b>				
6260.1 · Adult Music	659.39	1,500.00	-840.61	44.0%
6260.2 · Childrens Music	0.00	700.00	-700.00	0.0%
<b>Total 6260 · Music</b>	<b>659.39</b>	<b>2,200.00</b>	<b>-1,540.61</b>	<b>30.0%</b>
<b>Total 6015 · Audio/Movies/Music</b>	<b>2,625.40</b>	<b>20,000.00</b>	<b>-17,374.60</b>	<b>13.1%</b>
<b>6100 · Books</b>				
6020 · Non-Fiction	4,043.91	10,000.00	-5,956.09	40.4%
6030 · Young Adult	279.55	2,000.00	-1,720.45	14.0%
6040 · Children Fiction	919.21	6,000.00	-5,080.79	15.3%
6050 · Large Print	469.73	1,500.00	-1,030.27	31.3%
6060 · Foreign Language	83.52	100.00	-16.48	83.5%
6070 · Reference	439.80	4,500.00	-4,060.20	9.8%
6130 · Fiction	3,886.54	14,900.00	-11,013.46	26.1%
<b>Total 6100 · Books</b>	<b>10,122.26</b>	<b>39,000.00</b>	<b>-28,877.74</b>	<b>26.0%</b>
<b>6200 · Data Bases</b>				
6230 · In-House Data Bases	2,134.00	3,000.00	-866.00	71.1%
6230.1 · Freegal - Music Data Base	0.00	3,000.00	-3,000.00	0.0%
6240 · Electronic Data Bases	374.65	5,500.00	-5,125.35	6.8%
<b>Total 6200 · Data Bases</b>	<b>2,508.65</b>	<b>11,500.00</b>	<b>-8,991.35</b>	<b>21.8%</b>
<b>6250 · Periodicals</b>				
6140 · e-books	0.00	2,000.00	-2,000.00	0.0%
6280 · Newspapers	492.10	1,500.00	-1,007.90	32.8%
6290 · Magazines	4,278.09	4,500.00	-221.91	95.1%
<b>Total 6250 · Periodicals</b>	<b>4,770.19</b>	<b>8,000.00</b>	<b>-3,229.81</b>	<b>59.6%</b>
<b>6300 · Programs</b>				
6310 · Adult Programs	1,219.95	6,500.00	-5,280.05	18.8%
6315 · Adult Summer Reading	1,154.13	1,000.00	154.13	115.4%
6320 · Childrens Programs	1,244.47	5,500.00	-4,255.53	22.6%
6325 · Young Adult Programs				
6325a · Maker Space Program	4,362.75			
6325 · Young Adult Programs - Other	466.96	2,000.00	-1,533.04	23.3%
<b>Total 6325 · Young Adult Programs</b>	<b>4,829.71</b>	<b>2,000.00</b>	<b>2,829.71</b>	<b>241.5%</b>
6330 · Children Summer Reading	35.58	2,000.00	-1,964.42	1.8%
6335 · Battle of the Books - Expense	1,290.32	1,500.00	-209.68	86.0%
6340 · Art Exhibits	88.98			
<b>Total 6300 · Programs</b>	<b>9,863.14</b>	<b>18,500.00</b>	<b>-8,636.86</b>	<b>53.3%</b>
<b>Total 6000-00 · Materials</b>	<b>29,889.64</b>	<b>97,000.00</b>	<b>-67,110.36</b>	<b>30.8%</b>
<b>6800 · Bldg &amp; Maintenance</b>				
6810 · Janitorial	817.63	4,000.00	-3,182.37	20.4%
6820 · Bldg Repairs/Maint				
7711-35 · Roof Repair - Capital Project	185.00	20,000.00	-19,815.00	0.9%
6820 · Bldg Repairs/Maint - Other	3,255.89	25,000.00	-21,744.11	13.0%
<b>Total 6820 · Bldg Repairs/Maint</b>	<b>3,440.89</b>	<b>45,000.00</b>	<b>-41,559.11</b>	<b>7.6%</b>
<b>6840 · Utilities</b>				
6841 · Gas	173.17	5,000.00	-4,826.83	3.5%
6842 · Electric	2,821.41	14,000.00	-11,178.59	20.2%
6843 · Water (City of Beacon)	181.19	1,000.00	-818.81	18.1%
<b>Total 6840 · Utilities</b>	<b>3,175.77</b>	<b>20,000.00</b>	<b>-16,824.23</b>	<b>15.9%</b>

4:56 PM  
10/04/17  
Accrual Basis

Howland Public Library  
Profit & Loss Budget vs. Actual  
July through September 2017

	Jul - Sep 17	Budget	\$ Over Budget	% of Budget
6845 · Property Insurance & Boiler	1,408.13	13,500.00	-12,091.87	10.4%
6800 · Bldg & Maintenance - Other	56.21			
<b>Total 6800 · Bldg &amp; Maintenance</b>	<b>8,898.63</b>	<b>82,500.00</b>	<b>-73,601.37</b>	<b>10.8%</b>
<b>7100-00 · General &amp; Administrative</b>				
6492 · Director & Officers Insurance	0.00	600.00	-600.00	0.0%
7002 · Communications				
7090 · Telephone	798.53			
7091 · Cable/Internet	302.10			
7644 · On-line Calendar	643.00			
7002 · Communications - Other	0.00	5,200.00	-5,200.00	0.0%
<b>Total 7002 · Communications</b>	<b>1,743.63</b>	<b>5,200.00</b>	<b>-3,456.37</b>	<b>33.5%</b>
7010 · Audit/Acctg Fees	0.00	11,000.00	-11,000.00	0.0%
7020 · Consulting Fees	0.00	2,000.00	-2,000.00	0.0%
7030 · Legal Fees	0.00	1,000.00	-1,000.00	0.0%
7040 · Automation	6,350.34	19,000.00	-12,649.66	33.4%
7050 · Network Maintenance	6,000.00	14,400.00	-8,400.00	41.7%
7063 · Postage	210.07	800.00	-589.93	26.3%
7064 · Fax Expense - Cards	0.00	1,500.00	-1,500.00	0.0%
7066 · Public Legal/Referendum	0.00	2,500.00	-2,500.00	0.0%
7067 · Board - Recorder, Other	0.00	500.00	-500.00	0.0%
7070 · Furniture & Equipment	448.35	2,850.00	-2,401.65	15.7%
7085 · Advertising Printing/Publicity	30.83	1,200.00	-1,169.17	2.6%
7400 · Office Supplies				
6196 · Collections Maint Tech Services	100.44	3,700.00	-3,599.56	2.7%
7401 · Office Supplies - Public	139.33			
7402 · Ink and Toner Cartridges	634.53			
7400 · Office Supplies - Other	1,264.15	7,300.00	-6,035.85	17.3%
<b>Total 7400 · Office Supplies</b>	<b>2,138.45</b>	<b>11,000.00</b>	<b>-8,861.55</b>	<b>19.4%</b>
7410 · Banking Fees	59.66	1,400.00	-1,340.34	4.3%
7411 · Payroll Service Fees	872.30	4,000.00	-3,127.70	21.8%
7552 · Equip Rental - Copier/Postage				
7557 · Postage Meter	210.04			
7558 · Equip Lease - Patron 001	1,492.95			
7559 · Equip Lease Business Office 002	648.66			
7552 · Equip Rental - Copier/Postage - Oth...	363.00	7,000.00	-6,637.00	5.2%
<b>Total 7552 · Equip Rental - Copier/Postage</b>	<b>2,714.65</b>	<b>7,000.00</b>	<b>-4,285.35</b>	<b>38.8%</b>
7553 · Membership Dues	854.04	1,500.00	-645.96	56.9%
7643 · Safe Deposit Box	93.75			
7713 · Computer Expense	125.00	5,500.00	-5,375.00	2.3%
7751 · Travel and Meetings	110.20	1,000.00	-889.80	11.0%
7752 · Conference, Convention, Meeting	0.00	1,500.00	-1,500.00	0.0%
7755 · Staff Training/Continuing Ed	82.40	1,000.00	-917.60	8.2%
<b>Total 7100-00 · General &amp; Administrative</b>	<b>21,833.67</b>	<b>96,450.00</b>	<b>-74,616.33</b>	<b>22.6%</b>
<b>Total Expense</b>	<b>221,418.97</b>	<b>1,068,318.00</b>	<b>-846,899.03</b>	<b>20.7%</b>

## **Investment Policy**

The objectives of this policy are to minimize risk, to guarantee that cash is available when necessary, and to maximize return of investment.

The President, Vice-President, Library Director and Reference Librarian are all designated signatories on library bank accounts. All checks over \$5,000 require two signatures.

The President, Treasurer and Chair of Finance Committee are authorized, with library board approval, to invest in the following instruments: money markets or certificates of deposit issued by a bank or trust company authorized to do business in New York State; obligations of New York State; and obligations of the United States government.

“Investing and Protecting Public Funds” by New York State Office of the Comptroller will be consulted when making investment decisions

(<https://www.osc.state.ny.us/localgov/pubs/lgmg/investingpublicfunds.pdf>).

All investments will conform to all applicable New York State laws and regulations governing the investment of public funds. The Board of Trustees will be provided with monthly reports which clearly provide the information regarding the financial situation of the Library including balances and activities on all accounts and investments. If applicable, the reports shall include information regarding the investment portfolio: types of investment, depository institution, principal balances, rates of return and maturities.

This policy shall be reviewed annually.

A library's conflict of interest policy must comply with the NYS Nonprofit Revitalization Act that went into effect in July 2014. It must include:

- a definition of the circumstances that constitute a conflict of interest;
  - procedures for disclosing a conflict to the audit committee or, if no audit committee, to the board;
  - a requirement that the person with the conflict not be present at or participate in board/committee deliberation or vote on the matter giving rise to the conflict;
  - a prohibition against any attempt by the person with the conflict to influence improperly the deliberation or voting on the matter giving rise to the conflict;
  - a requirement that the existence and resolution of the conflict be documented in the corporation's records, including in the minutes of any meeting at which the conflict was discussed or voted upon; and
  - procedures for disclosing, addressing, and documenting related party transactions in accordance with NPCL §715
- It is also recommended that you include space on the policy for all new people associated with the library to sign and date that they read it.
  - A "Conflict of Interest Disclosure Form" should be attached to your policy.



## **Conflict of Interest Policy**

### **Article I -- Purpose**

1. The purpose of this conflict of interest policy is to protect the Howland Public Library's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of a covered person.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### **Article II -- Definitions**

1. **Covered Person:** any member of the Howland Public Library Board of Trustees and any employee of the Howland Public Library.
2. **Interested person:** any member of the Howland Public Library Board of Trustees and any Howland Public Library employee who has a direct or indirect financial interest, as defined in Article II, Section 3.
3. **Financial interest:** a covered person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which Howland Public Library has a transaction or arrangement;
  - b. A compensation arrangement with Howland Public Library or with any entity or individual with which Howland Public Library has a transaction or arrangement;
  - c. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial
  - d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Howland Public Library is negotiating a transaction or arrangement.

### **Article III -- Procedures**

1. **Duty to Disclose:** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Howland Public Library Board of Trustees.
2. **Recusal of Self:** Any covered person may recuse at any time from involvement in any decision or discussion in which the covered person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists:** After disclosure of the financial interest and all material facts, and after any discussion with the Howland Public Library Board of Trustees, the covered person may leave the Library Board Meeting while the determination of a conflict of interest is discussed and voted upon.
4. **Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at a Howland Public Library Board of Trustees meeting, but after the presentation, the interested person may leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The President of the Board of Trustees shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Howland Public Library Board of Trustees shall determine whether the Howland Public Library can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Howland Public Library District Board of Trustees shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Howland Public Library's best interest, for its own benefit, and whether it is fair and reasonable. Pursuant to that determination, the party seeking the determination shall be free to enter into the proposed arrangement or transaction.

#### **5. Violations of the Conflicts of Interest Policy**

- a. If the Howland Public Library Board of Trustees has reasonable cause to believe a covered person has failed to disclose actual or possible conflicts of interest, it shall inform the covered person of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Howland Public Library Board of Trustees determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV – Records of Proceedings**

The minutes of the Howland Public Library Board of Trustees and all committees with board delegated powers shall contain (a) the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; (b) the nature of the financial interest; (c) any action taken to determine whether a conflict of interest was present; (d) the Board's decision as to whether a conflict of interest in fact existed; (e) the names of the persons who were present for discussions and votes relating to the transaction or arrangement; (f) the content of the discussion, including any alternatives to the proposed transaction or arrangement; and (g) a record of any votes taken in connection with the proceedings.

#### **Article V – Compensation**

A covered or interested person who receives compensation, directly or indirectly, from Howland Public Library is precluded from voting on matters pertaining to the compensation.

#### **Article VI – Annual Statements**

Each covered person shall annually sign a statement which affirms they have received a copy of this policy, has read and understands this policy.

DISCLOSURE STATEMENT OF  
THE HOWLAND PUBLIC LIBRARY

The undersigned, being a trustee, officer, and/or Employee of the Howland Public Library, hereby acknowledges and confirms the following:

(1) I have received, read and understand the Howland Public Library Conflict of Interest Policy in effect as of the date written below, and I agree to comply with the Conflict of Interest Policy.

(2) I understand that Howland Public Library is nonprofit and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

(3) **Personal Interests & Relationships.** I am an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which Howland Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the capacity in which you hold such an interest (for example, employee, director, or owner). If an owner, please specify your percentage ownership].*

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(4) **Interests & Relationships of Relatives.** A Relative (spouse or domestic partner, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren and great-grandchildren) of mine is an officer, director, trustee, member, owner (either as a sole proprietor or a partner), or an employee of the following entities with which Howland Public Library has a relationship: *[If none, please write "None." If such interests exist, please specify the Relative (for example, sibling or spouse) and the Relative's position (for example, employee, director, or owner). If an owner, please specify the percentage ownership].*

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(5) **Transactions.** Howland Public Library is a participant in the following transactions in which I or my Relative may have a Financial Interest that may give rise to a Conflict of Interest or Related Party Transaction, as defined in the Conflict of Interest Policy. *[If none, please write "None." If such transaction(s) exists, please specify the transaction and the potential financial interest involved and whether you or a Relative has such an interest for any such transaction(s). Please specify the Relative and their position, if applicable.]*

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I certify that the above statements are true and correct to the best of my knowledge.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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

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