PROHIBITED GIFTS POLICY

GENERAL POLICY. It is the policy of the Schiller Park Public Library to comply with the State's Gift Ban Act (5 ILCS 430/Article 10 - State Officials and Employees Ethics Act: Gift Ban) through the promulgation of this policy. This policy is established to prevent conflicts of interest and promote integrity and public confidence in the operations of the Schiller Park Public Library. By adopting this policy, the Library ensures that its staff maintains the highest ethical standards and complies with applicable laws regarding the acceptance of gifts.

DEFINITIONS. The terms "gift," "prohibited source," and "employee" whether used in the singular or plural form and as used in this Policy, have the meaning as defined in the State's Gift Ban Act. “Employees” as mentioned in this policy also include elected and appointed library trustees.

Gift” refers to any gratuity, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of training, transportation, local travel, lodging, and meals, whether provided in-kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.

“Prohibited source” includes any person or entity who:

- Is seeking official action by the Library;
- Does business or seeks to do business with the Library;
- Conducts activities regulated by the Library;
- Has interests that may be substantially affected by the performance or non-performance of official duties by the library employee; or
- Is registered or required to be registered with the Illinois Security of State as a lobbyist or lobbying entity

PROHIBITION ON RECEIVING GIFTS

Library employees shall not solicit or accept any gift from any prohibited source, nor shall they accept any gift that would be offered because of their position at the Library. This prohibition includes but is not limited to:

- Gifts of cash or cash equivalents;
- Gifts that are offered under circumstances where it could be inferred that the gift was intended to influence or reward official action;
- Gifts from anonymous sources; or
- Any other gifts except as permitted by this policy.

EXCEPTIONS

The following are exceptions to the gift prohibition:

- Opportunities, benefits, and services available on the same conditions as for the general

public;

- Anything for which the employee pays market value;
- Any contribution that is lawfully made under the Election Code or activities associated with a fundraising event in support of a political organization;
- Educational materials and missions;
- Travel expenses for a meeting to discuss library-related business;
- Gifts from a relative, as defined in the Act; or
- Food, refreshments, lodging, transportation, and other benefits resulting from business or employment activities of the employee's spouse or domestic partner, or from a civic or charitable organization in which the employee does not have a vested interest.

REPORTING AND COMPLIANCE

Any employee who receives a gift that does not fall under the exceptions provided must immediately report the gift to the Library Director. The report shall include a description of the gift, its estimated value, the circumstances under which it was given and received, and the identity of the donor.

Noncompliance with this policy will result in disciplinary action up to and including termination.

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