

Prohibited Gifts Policy

Bethalto Public Library

Purpose

The Bethalto Public Library complies with all sections of the State Officials and Employee Ethics Act (5 ILCS 430). This policy is established to prevent conflicts of interest and promote integrity and public confidence in the operations of the Bethalto Public Library. By adopting this policy, the library ensures that its staff and board (including appointed and elected) maintain the highest ethical standards and comply 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 above referenced act.

“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 means, 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 employees or board members
- Is registered or required to be registered with the Illinois Secretary 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 may not be accepted under any circumstances
- 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

- 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
- Food, refreshments, lodging, transportation, and other benefits resulting from business or employment activities of the employee or board member's spouse or domestic partner, or from a civic or charitable organization in which the employee or board member does not have a vested interest.
- Food or refreshments consumed on site, not exceeding \$75 per person in value on a single calendar day.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100

Reporting and Compliance

Any employee or board member 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 or expulsion by the board.

Approved by the Bethalto Public Library Board of Trustees

12/11/2025