



# Silvis Public Library

806 1<sup>st</sup> Avenue  
Silvis, Illinois 61282  
(309)-755-3393

## Gift Ban Policy

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It is essential that the professional duties, responsibilities, and work activity conducted by the employees of Silvis Public Library incorporate consistent ethical standards and reflect the commitment to secure and maintain a high degree of public trust. Employees must also comply with the gift ban requirements of the State Officials and Employees Ethics Act ("SOEEA") (5 ILCS 430/10-10, et seq.).

The act, in its entirety, can be found at: <http://www.ilga.gov/legislation/ilcs/ilcs.asp>

Library employees are to avoid undue influence in the performance of their duties. This includes decisions made regarding the purchase of goods, commodities or services, awarding contracts, and selecting vendors and contractors.

Library employees may not accept or solicit any gift of any kind (except as otherwise provided within the Act) from any person or entity who: (1) is seeking official action by the employee or library, (2) does business or seeks to do business with the library, (3) conducts activities regulated by the library, (4) has interests that may be substantially affected by the performance or non-performance of the employee or library, or (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

This gift ban also applies to and includes the spouse of and immediate family living with the employee.

If an employee receives a gift from one of the sources indicated above, he/she should return the gift to the giver, give the gift to a 501(c)(3) charity, or give an amount of equal value to a 501(c)(3) charity, to avoid a violation of the gift ban.

The Act provides for only the following specific exceptions to this ban on gifts:

- Opportunities, benefits and services available to the general public on the same terms and conditions
- Anything for which the employee paid market value
- A lawful contribution under the Election Code or the SOEEA, or activities associated with a fundraising event in support of a political organization or candidate
- Educational materials and missions
- Travel expenses for a meeting to discuss state business
- A gift from a relative

- Anything provided based on a personal friendship (unless the gift was provided because of the state employment of the employee and not because of the friendship)
- Food or drink that does not exceed \$75 per person per calendar day; provided that the food or drinks are (a) consumed on the premises from which they were purchased or prepared, or (b) catered
- Food, drink, lodging, transportation or other benefits related to outside business or employment activities of the employee, if the benefits are customarily provided to others in similar circumstances, and the benefit has not been offered or enhanced because of the employee's position in the library.
- Intra-governmental or inter-governmental gifts (i.e. gifts between library or government employees)
- Bequests, inheritances, and other transfers at death
- Any item or items from any one prohibited source as outlined above during any calendar year that has a cumulative total of less than \$100.00

The standard of behavior at the Silvis Public Library is that all employees avoid any conflicts between the interests of the Silvis Public Library on the one hand, and their personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as potential and perceived conflicts of interest.

The purpose of this policy is to protect the integrity of the Silvis Public Library decision-making process, to enable Library constituents to have confidence in the Library's integrity, and to protect the integrity and reputation of all Library employees.

**ENFORCEMENT.** In addition to any penalty contained in any other provision of law, an employee who knowingly or intentionally violates any of the provisions of this policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and dismissal, in the manner provided by applicable law.