

## **HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT**

### **B-2 Prohibited Gifts**

Adopted by the Library Board of Trustees November 18, 2025.

The Helen M. Plum Memorial Public Library District (Library) complies with the State Officials and Employee Ethics Act, including the Gift Ban Act.

#### **Definitions**

The terms "gift" and "prohibited source," whether used in the singular or plural form and as used in this Policy, have the meanings as defined in the State's Gift Ban 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 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 Trustee
- Is registered or required to be registered with the Illinois Secretary of State as a lobbyist or lobbying entity

#### **Prohibited Gifts**

Library employees and Trustees are prohibited from soliciting and accepting gifts from a prohibited source. Library employees and Trustees are also prohibited from accepting any gift that is 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

#### **Exceptions**

The following are exceptions to the gift prohibition:

- Opportunities, benefits, and services available on the same conditions as the general public
- Any contribution that is lawfully made under the Election Code

- Educational materials, waiver of admission fees, and transportation expenses in connection with a library-related seminar or meeting
- Food and refreshments resulting from outside business or employment activities
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100

Further exceptions to gift prohibition can be found in the Gift Ban Act (5 ILCS 430/10-15).

This policy does not apply to the solicitation of donations to the Library.

### **Enforcement**

Any employee or Trustee who receives a gift that does not fall under the exceptions provided in the Gift Ban Act must immediately report the gift to the Executive Director. This report must include a description of the gift, its estimated value, the circumstances under which it was given and received, and the identity of the donor. Additionally, the employee or Trustee who receives a prohibited gift will need to take prompt and reasonable action to return the prohibited gift to its source.

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

Any Library Trustee who violates this Policy is subject to the same penalties/sanctions as those penalties/sanctions stated in the Section 50-5 of the State Officials and Employees Ethics Act (5 ILCS 430/50-5).