



Gift Ban Policy	
ADOPTED DATE	8/24/2017
REVISED DATE	6/25/2026
REVIEW DATE	9/26/2024
REVISION #	2.0

LIBRARY POLICY

Gift Ban Policy

PURPOSE

To provide consistent policy across State and Local governments to avoid influencing the disposition of local tax revenue by preventing the acceptance of gifts from current vendors or past or future contractors or patrons to employees.

POLICY

The Frankfort Public Library District ("FPLD") complies with all sections of the State Officials and Employee Ethics Act, 5 ILCS 430/10-10. This policy is established to prevent conflicts of interest and promote integrity and public confidence in the operations of the Frankfort Public Library District.

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 Officials and Employee Ethics Act.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible 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" means 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 Secretary of State as a lobbyist or lobbying entity
- Is an agent of, a spouse of, or an immediate family member who is living with a "prohibited source."

"Employee" means any person employed by the Frankfort Public Library District in a full-time, part-time, or temporary/seasonal position, as well as any appointed or elected member of the Frankfort Public Library District Board of Trustees, for the purposes of this policy.

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:

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- 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 that are available on the same conditions as for the general public;
- Anything for which the FPLD employee pays the 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 or candidate;
- Educational materials and missions;
- Travel expenses for a meeting to discuss FPLD business;
- A gift from a relative, as defined in the Act;
- Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the employee and not because of the personal friendship;
- Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased or prepared or catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
- Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee as an employee) of the employee, or the spouse of the or employee, if the benefits have not been offered or enhanced because of the official position or employment of the employee, and are customarily provided to others in similar circumstances.
- Bequests, inheritances, and other transfers at death.
- Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of one another.

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. 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).