

13. Gift/Donation/Memorial Policy

General. The River District Library is grateful for gifts, and its collection has been enriched by donations of materials as well as contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise. The library staff can supply, upon request, a list of needed materials for consideration by the donor.

Donation of Books and Audio Visual Materials. In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable portion can be used. Some cannot, because any library material, though of value itself, may be; (1) a duplicate of an item of which the library already has a sufficient number; (2) outdated – interesting but not of sufficient present reference or circulating value to the library; and/or (3) in poor condition – which would not justify the expense of processing it, i.e. cataloging and preparing it for circulation. The material will be judged by the same standards of selection as those applied to the purchase of new materials. The River Valley District Library accepts gift books with the understanding that books which are useful to the library collection will be retained, and other books disposed of in whatever manner the librarian deems best. The Library necessarily reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Gift Book Program. The Library welcomes monetary contributions specifically for book purchases in memorial to or honor of named individuals. In order that the Library can properly honor the generosity a special form to record the information is used and should be completed.

Donation of Art Objects and Other Types of Materials. Although such gifts are usually welcomed and valued, final decision on their acceptance rests with the Library Director and the Board of Library Trustees.

Donation – Others e.g. Monetary. The Library welcomes cash contributions gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the Library Director with the backing of the Board of Library Trustees.

Recognition of Gifts. For memorial books to the library, the library may place within the book the name of the donor if desired.

Use of Gifts. All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The Library cannot commit itself to perpetually housing a donation.

Income Tax Statements. The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While gifts to the Library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Restrictions. No donation can be accepted unless it is given to the library without restrictions unless the Board of Library Trustees has specifically adopted an agreement to do so. All gifts may be used, sold or disposed of in the best interest of the library. All donations are accepted only if in the opinion of the Library Director and the Board of Library Trustees they are in the best interest of the library.

Form. A Gift Agreement Form (for materials other than used items) must be signed by the donor and approved by the Library Director for unrestricted gifts and the Board of Library Trustees for restricted gifts.

Revised 8/09, 11/20/17

Gift Book Program

I/we would like to contribute \$ _____ for a book to be placed in the library

As a memorial for: _____

or in honor of: _____

On the occasion of a birthday _____, wedding anniversary
_____, graduation _____, or other (please specify)
_____.

The subject matter we prefer for this book is (please specify if you have a preference)

The Library will notify the following that this donation has been added to the Library's collection in memory of or honoring the above. In the space provided, please indicate the relationship between honoree and the person to be notified of the donation.

Relationship: _____

Name of person to be notified: _____

Address of person to be notified: _____

Donor Information

Name of donor: _____

Address of donor: _____

Please make checks payable to the River Valley District Library

Please return this form to: ~~Kimberly Riley~~ _____, Director

Revised 8/09

Gift Agreement Form

Donor _____ Date _____

Address _____

(Street)

(City)

(State) (Zip)

Description of material donated:

Information concerning the material or donor which would be helpful in organizing and cataloging this material:

This Gift Agreement transfers legal title of the gift to the River Valley District Library.

_____ Unrestricted gift

_____ Restrictions (please specify)

I have read the gift policy provisions of the River Valley District Library and agree that they are acceptable.

Donor signature: _____ Date _____

Accepted for the Library by: _____ Date _____

For restricted gifts only:

Date _____

President of Library Board signature

Date _____

Secretary of Library Board signature

Date of Board Approval _____

Revised 8/09

Monetary Gift Form

Donor _____

Date _____

Address _____

(Street)

(City)

(State)

(Zip)

Monetary Amount Given _____

For purposes of IRS reporting, this form may serve as our acknowledgement of your generous contribution and that no goods or services were given to you in exchange for your donation.

I have read the gift policy provisions of the River Valley District Library and agree that they are acceptable.

Donor signature _____

Date _____

Accepted for the Library by: _____

Date _____

Library Director Signature

President of Library Board Signature

Date _____

Secretary of Library Board Signature

Date _____

Approved 8/19/09

Revised 8/09

Prohibited Gifts Policy

GENERAL POLICY. It is the policy of the River Valley District Library to comply with the State's Gift Ban Act through the promulgation of the policy. Neither the Open Meetings Act nor the Freedom of Information Act of Illinois, or any policies of this Library in furtherance of those Acts, shall be applicable to proceedings, meetings or documents involved here, which are exempt therefrom.

EXEMPTION. Due to the high cost of compliance for uncompensated and non-salaried, appointed and/or elected members of the Board of Library Trustees, and given that the experience of gifts of any kind or value to them is virtually non-existent and certainly has not been a source of improper action, influence, or effect in this Library or any Public Libraries in Illinois, it is the Policy to exempt all non-salaried appointed or elected officials of the Library from this policy and the State Act, as permitted by that Act.

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.

PROHIBITED GIFTS. The solicitation and acceptance of any "gifts" from any "prohibited source" are banned and prohibited for all Library employees.

EXCEPTIONAL GIFTS. The restrictions in the foregoing section do not apply to the following:

- 1) Anything for which the employee pays market value or anything not used and promptly returned to the donor or given to an appropriate charity;
- 2) A contribution, lawfully made under the Election Code or attendance at a fundraising event sponsored by a political organization;
- 3) A gift from a relative as defined in the State Act;
- 4) Anything provided by an individual on the basis of a personal friendship, unless there is reason to believe that under the circumstances the gift was provided because of the employee's position and not because of personal friendship;
- 5) A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business;
- 6) Payments to a legal defense fund established for the employee that is otherwise lawfully made;
- 7) Intra-office and inter-office gifts, meaning any gifts from an employee of the Library to an employee of the Library;
- 8) Food, refreshments, lodging, transportation and other benefits resulting from outside business or employment activities if they have not been enhanced by the position of employment with the Library and are customarily provided to others in similar circumstances or in connection with bona fide employment discussions by a prospective employer, or provided in connection with a fundraising or campaign event sponsored by the organization;
- 9) Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer;
- 10) Informational materials sent to the employee in the form of books, articles, periodicals, other written materials, audio tapes, video tapes, or other forms of communications;
- 11) Awards or prizes that are given to competitors in contests or events open to the public, including random drawings;
- 12) Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards)'

- 13) Training (including food and refreshments furnished to all attendees as an integral part of the training) if the training is in the interest of the Library;
- 14) Educational missions, including meetings with governmental officials intended to educate them on matters of public policy;
- 15) Bequests, inheritances, and other transfers at death;
- 16) Anything that is paid for by the federal government, the State or the Library, or secured by the government under a government contract;
- 17) A gift of personal hospitality of an individual other than a registered lobbyist or foreign principal, including hospitality extended for a non-business purpose by an individual at their personal residence or facilities owned by that individual or the individual's family;
- 18) Free attendance at a widely attended event permitted under Subsection 24 below;
- 19) Opportunities and benefits that are available to the public or to all employees whether or not geographically restricted, offered to a class of members which is unrelated to employment or official positions, offered to members such as an employees' association or credit union, or offered to a group that is not defined in a manner that specifically discriminates on the basis of branch of government or type of responsibility or on the basis that favors those of higher rank or pay in the form of loans on terms generally available to the public or in the form of reduced membership or other fees for participation in organization activities offered to all government employees;
- 20) A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation;
- 21) Golf or tennis, food or refreshments of nominal value, and catered food or refreshments, meals or beverages consumed on the premises from which they were purchased;
- 22) Donation of products from an Illinois company that are intended for promotional purposes and are of minimal value;
- 23) An item of nominal value, such as a greeting card, baseball cap, or T-shirt;
- 24) Attendance at events. An employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussion, dinner, viewing, reception, or similar event provided by the sponsor of the event if the employee participates as a speaker or panel participant or performs a ceremonial function appropriate to their employment or position, or attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties of the employee. The acceptance of a sponsor's unsolicited offer of free attendance at such an event may include an accompanying individual. An employee may accept a sponsor's unsolicited offer of free attendance at a charity event, except reimbursement for transportation and lodging may not be accepted in connection with the event. This 'free attendance' may include waivers of all fees and, unless otherwise stated, the provision of transportation, food, refreshments, entertainment, and instruction materials but does not include entertainment collateral to the event or food or refreshments taken other than in the group setting with substantially all of the attendees, except as permitted under Subsection 21 above.

ENFORCEMENT. An employee who violates this policy shall be subject to termination or other discipline, including but not limited to suspension (with or without compensation) of employment for the stated term, a requirement to reimburse, return, or turn over any prohibited gifts as directed by the Board of Library Trustees.

ETHICS OFFICER. The President of the Board of Library Trustees shall designate an Ethics Officer for the Library who shall review **Statement of Economic Interests and disclosure forms** for members, officers and employees of the library before they are filed, and provide guidance to members, officers, and employees in the interpretation and implementation of the State Gift Ban Act.

OFFICE OF THE ILLINOIS SECRETARY OF STATE

JESSE WHITE
SECRETARY OF STATE

Economic Interest Search

The Governmental Ethics Act requires elected officials and certain state employees with supervisory duties or authority over state contracts/funds to file annual statements of economic interest.

In 2003 the law was amended requiring that statements of economic interest that are filed with the Secretary of State be posted on the Web.

The information contained in the database is the same information obtainable at our offices during regular business hours.

Select the appropriate option.
Select the year and then type either the last name and/or select an agency name.

Year: *
2017

Name:
(eg: Smith, or Smith Sr, Robert)

Agency:
Agency Name

* = Required

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We are not a registered entity with the state for disclosure of Economic Interest therefore this policy must be edited to reflect this or we will have to become a registered agency, ethics officer must be appointed and become knowledgeable in the act.

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