



The Riverside Public Library believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are met fairly and impartially determined. High standards of ethical conduct shall be maintained by elected and appointed officials serving on the Board and by all Library employees to promote and maintain public trust and confidence in local government.

Conflict of interest encompasses situations where it may seem that the public interest has not been upheld when personal private interests conflict or when there is a reasonable basis for the perception of such conflict.

**Standards of Conduct:**

Every Library Trustee or employee of the Riverside Public Library shall be subject to and abide by the following standards of conduct:

**1) Gifts.** No Library Trustee or employee shall directly or indirectly solicit or receive any money, whether in the form of cash, check, loan, credit, or any other form in any amount, or solicit any gifts, or accept or receive any individual annual gift, whether in the form of services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could be reasonably inferred that the money or gift was intended to influence or could be reasonably expected to influence, him or her in the performance of official duties or was intended as a reward for any official action.

**2) Confidential Information.** No Library Trustee or employee shall disclose confidential information acquired in the course of official duties or use such information to further a personal interest.

**3) Disclosure of Interest in Legislation.** To the extent known, any Library Trustee or employee of the Riverside Public Library who participates in the discussion or gives an official opinion to the Library Board on any legislation before it shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he or she may have in such legislation.

**4) Disclosure of Interests in Contracts.** To the extent known, any Library Trustee or employee of the Riverside Public Library who has, will have, or subsequently acquires any interest in any contract with the Riverside Public Library shall publicly disclose the nature and extent of such interest in any contract with the Riverside Public Library Board as well as to his or her immediate supervisor as soon as he or she has knowledge of such actual or prospective interest.

**5) Investments in Conflict with Official Duties.** No Library Trustee or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict.

**6) Prohibited Conflicts of Interest.** No Library Trustee or employee shall have an interest in any contract between the Riverside Public Library and a corporation or partnership of which he or she is an officer or employee when such Library Trustee or employee has the power to (a) negotiate, prepare, authorize, or approve the contract or authorize or approve payment here under (b) audit bills or claims under the contract ©) appoint an officer or employee who has any of the powers or duties set forth above, and, no financial officer, treasurers, or employee shall have an interest in a bank or trust company designated as a depository, paying agent or for investment of funds to the Riverside Public Library of which he or she is a Library Trustee of employee.

The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

**7) Certain Interest Prohibited.** No Library Trustee or employee of the Riverside Public Library who has an interest in any real property, either individually or as an officer or employee of a corporation or partnership shall participate in the acquisition or plan for acquisition of said property or any property adjacent to said property by the Riverside Public Library. The term participation shall include the promotion of the site as well as the negotiation of the terms of acquisition.

**8)** No Library Trustee or employee shall use or permit the use of property owned or leased to the Riverside Public Library for other than official purposes or for activities not otherwise officially approved by the Library Board

Approved by the Board of Trustees April 30, 2008

Revised, Reviewed and Approved by the Board of Trustees July 20, 2009

Reviewed and Approved by the Board of Trustees March 11, 2014