**Section 3030.65 Plan of Service for a Cooperative or Multitype Library System**

Each system shall adopt a plan of service that covers the services provided by the system headquarters, contracting libraries (if such are designated), and the cooperative services of member libraries. The plans shall be reviewed, and revised if necessary, by the system board on an annual basis. The State Librarian shall review the system plans every year, as part of the application for system funds cited in 23 Ill. Adm. Code 3035.100, and shall approve them if they insure that the systems will achieve or make substantial progress toward achieving the standards and objectives of Section 3 of the Act and will achieve the service standards of Section 3030.50 of this Part and are not in conflict with State law and rules and regulations of the State Librarian. If the plan is in violation, the State Librarian shall take action in accordance with Section 3030.110 (Revocation of Approval) as provided in this Part. This plan will consist of:

a) A Long Range Program for the maintenance and development of system headquarter's services and programs for member libraries, including those in State institutions. The Long Range Program shall include goals and measurable objectives and a process for evaluating if the objectives have been met. The plan shall show evidence of being developed with input from the board and membership.

b) A plan for the fiscal year, including specific plans for services that address the system standards cited in Section 3030.50 of this Part. The plan shall show evidence of being developed with input from the board and membership. The plan shall include a list of all available services for which a fee is proposed, and shall include an explanation and justification for the fee. No new fees or fee charges shall be implemented until after the operational plan is approved by the State Librarian.

c) An up-to-date listing, with membership categories of all system members, including name of library, address, telephone numbers, and other information that may be requested by the State Librarian.

d) Certification that the plan of service is up-to-date with signatures of the Board President and System Director and the date of board review.

e) Operational plans for system standards according to the implementation plan established by the State Librarian in Section 3030.50 of this Part.

f) Other information that may be requested by the State Librarian on an annual basis.

(Source: Amended at 36 Ill. Reg. 12377, effective July 18, 2012)