**Section 3030.130 Annual System Reports**

Each system shall file an annual report with the State Library on or before September 30 of each year for the preceding fiscal year, July 1-June 30. The report shall be on forms prescribed under Section 3030.15 of this Part, and shall include:

a) A narrative report containing an evaluative description of the system's activities and accomplishments for the year in light of the system standards and objectives set forth in the annual application specified in Section 3030.65 of this Part.

b) A statistical report containing data on system membership, the volume of interlibrary loan and reciprocal borrowing transactions, staff positions authorized and filled, salary schedules and fringe benefits, and other information requested by the State Librarian. The report shall be accompanied by, but not limited to, additional documents including an inventory of equipment purchases, a table or chart of organization, a schedule of system board meetings, the latest approved bylaws, and a photocopy of the treasurer's surety bond.

c) A list of changes in system membership and the system service area including, but not limited to, a list of all public library mergers, changes of library names, new members of the system (by type of library), territorial changes affecting the public libraries, public library annexations, documentation of changes in square miles, and an updated summary of changes in the system that are served and not served by public libraries.

(Source: Amended at 18 Ill. Reg. 7452, effective May 3, 1994)