**Section 3030.270 Annual System Report**

Each library system shall file an annual report with the State Librarian on or before

September 30 of each year for the preceding fiscal year, July 1-June 30. The report shall be on forms prescribed by the State Librarian 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 library system standards for core services specified in Section 3030.215.

b) A 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 a schedule of system board meetings for the current fiscal year, the latest approved bylaws, and a photocopy of the treasurer's surety bond.

c) A list of changes in system membership, including, but not limited to, a list of all library mergers, changes of library names, and territorial changes of public library members with complete legal descriptions.

d) The names of participating and non-participating public libraries in the non-resident program, as specified in 23 Ill. Adm. Code 3050.30.

e) An assessment on meeting the board of directors requirements in Section 3030.250.

f) An assessment of meeting the finances and records responsibilities in Section 3030.260.

g) An annual audit as prescribed in Section 3030.260.

h) Other information that may be requested by the State Librarian.