

ILLINOIS STATE LIBRARY
FY2014 Library System Annual Report Cover Sheet

1. Narrative Report (23 IL ADC 3030.130)

1.1 Evaluative description of the system's activities and accomplishments per the FY2014 Application Plan of Service.

2. Financial Report

- 2.1 FY2014 System Audit
- 2.2 System Member Fees and Revenue
- 2.3 System Non-Member Fees and Revenue
- 2.4 Fund Balances
- 2.5 Description of Intended Use of Existing Fund Balances
- 2.6 Outstanding Liabilities/Encumbrances
- 2.7 Capital Expenditures in Excess of \$5,000
- 2.8 Loans, Letters of Credit or Grant Anticipation Warrants
- 2.9 Treasurer's Surety Bond

3. Attachments

3.1 Membership

- 3.1.1. Report of Changes in Membership
- 3.1.2. Summary of System Membership
- 3.1.3 Continuing Education/Training
- 3.1.4 Delivery
- 3.1.5 Member Site Visits
- 3.1.6 Non-Resident Participation

3.2 Staffing

- 3.2.1 Workweek Hours, Salary Schedule, Summary
- 3.2.2 Staff Fringe Benefits
- 3.2.3 System Staff Directory
- 3.2.4 System Organization Chart

3.3 Board

- 3.3.1 FY2014 Board Meetings Held
- 3.3.2a List of System Board Members
- 3.3.2.b Compliance
- 3.3.3 System Ethics Officer
- 3.3.4 System FOIA Officer

3.4 General

- 3.4.1 System Attorney
- 3.4.2 System OCLC activity
- 3.4.3 System Owned Interactive Videoconferencing Equipment
- 3.4.4 Appraisal of System Real Estate
- 3.4.5 Local Records Act

4. LLSAP Annual Reports

- 4.1 Adaptation of Appendix F of the zILLANE Study

Library System: _____ Date Reviewed: _____

Signed: _____

Board President

Executive Director

FY2014 Library System Annual Report Components and Order of Submission

(Unless otherwise specified, documents should be submitted in PDF format)

1. Narrative Report

1. Narrative Report (23 IL ADC 3030.130)

1.1 Evaluative description of the system's activities and accomplishments per the FY2014 Application Plan of Service.

Using the FY14 SAPG Plan of Service & Budget objectives and goals, include in the Narrative Report a corresponding explanatory listing of all activities completed for each objective and goal during FY2014.

2. Financial Report

2.1 FY2014 System Audit

Submit 1 copy of the System's audit.

2.2 System Member Fees and Revenue (Excel format)

Create a list of all fees charged to members for programs and services operated or provided by the system. Include the amount of revenue each fee generated in FY2014.

2.3 System Non-Member Fees and Revenue (Excel format)

Create a list of fees and revenue, by service generated. Examples may include: usage of facilities or services provided to non-members.

2.4 Fund Balances (Excel format)

List the June 30, 2014 ending balance in each accounting fund.

2.5 Description of Intended Use of Existing Fund Balances (Excel format)

List each of your systems reserve funds and describe the purpose for which it was created. Include any fund containing member monies, including the LLSAP or its operation.

2.6 Outstanding Liabilities/Encumbrances (Excel format)

List all outstanding encumbrances from FY2014 expenses, as of June 30, 2014.

2.7 Capital Expenditures in Excess of \$5,000 (Excel format)

List all equipment expenditures made during FY2014 for items costing in excess of \$5,000.

2.8 Loans (Excel format)

List all loans or mortgage payables the system has. Identify the purpose of the loan, outstanding balance and payoff date. List any Letter of Credit or Grant Anticipation Warrant the system has obtained and their amount.

2.9 Treasurer's Surety Bond

Provide a photocopy of the current treasurer's surety bond.

3. Attachments

3.1 Membership

3.1.1 Report of Changes in System Membership

List all changes in system membership or membership status that occurred during FY2014. This should include institutions in all of the following categories:

- Added as new developmental members
- Added as new full members
- Membership suspended, either by institution request or by system action
- Developmental membership upgraded to full membership
- Full membership reduced to developmental membership

3.1.2 Summary of System Membership

Report the number of full and developmental member agencies and the number of member agencies by type.

3.1.3 Continuing Education (CE)/Training

Summary of Continuing Education/Training programs offered by the system for the priorities of service, including the types of offerings, number of events held, total number of participants, and total number of contact hours provided (number of participants per event multiplied by hours offered at each, equals total).

3.1.4 Delivery

Summary of delivery services offered by the library system, including total number of items transported, average number of delivery miles traveled per week, average number of direct delivery stops per week. If there have been significant changes since maps were last supplied, include a new color map of the affected delivery route(s).

3.1.5 Member Site Visits

List the number of site visits conducted at member libraries by system staff for each type of library.

3.1.6 Non-Resident Participation

URL for the list of participating and non-participating public libraries (as required in 23 IL ADC 3050.30 [c] of the Administrative Rules).

3.2 Staffing

3.2.1 Workweek Hours, Salary Schedule, Staffing Summary

Indicate number of hours in a full time system workweek. Show number of staff by both headcount and full time employees (FTE). Indicate all graduate degrees staff hold and type of degree. Include a list of all staff including Talking Book & Braille Service by name, their date of hire and annual salary they receive as of June 30, 2014. List the annual salaries for all full time employees. Indicate salaried, hourly and contractual employees, list average hours worked per week and their hourly or contractual wage. Indicate the number and job title of vacant positions the system is currently trying to fill. List staff reductions including staff names and any positions eliminated during FY2014.

3.2.2 Staff Fringe Benefits

List all fringe benefits currently provided to system employees. Specify any unique benefits the Executive Director may receive. If the Executive director has an employment contract, please include a copy.

3.2.3 System Staff Directory

Create a list of system staff including title, phone number with extension, e-mail address and primary responsibilities.

3.2.4 System Organization Chart

Include a system organization chart detailing organization of job categories and supervisory and service responsibility.

3.3 Board

3.3.1 FY2014 Board Meetings Held

List of system board meetings held during FY2014, including date and location.

3.3.2a List of System Board Members

List board members. Include name, address, phone number, and e-mail address, and date their term expires; list officers. Indicate when elections are held and new members seated.

3.3.2.b Confirm that all Board members are in compliance with the Open Meetings Act (OMA) and Freedom of Information Act (FOIA) training. If employees have been appointed as OMA or FOIA designees, name and confirm that those employees are in compliance as well. Confirm that all Board members and appropriate employees have filed Economic Interest statements for FY2014 and include a list of those Board members and employees that have filed Economic Interest statements.

3.3.3 System Ethics Officer

Identify the person designated as the Ethics Officer for the system as required by P.A. 93-615, the State Officials and Employees Ethics Act.

3.3.4 System FOIA Officer

Identify the person designated as the FOIA Officer for the system.

3.4 General

3.4.1 System Attorney

List the name and firm of the system attorney.

3.4.2

System OCLC Activity

Describe system activity and accomplishments related to OCLC membership.

3.4.3

System-Owned Interactive Videoconferencing Equipment

List the total hours the equipment was used each month during the past 12 months. If the policy governing use of the videoconferencing equipment has changed since last submitted, include a copy of the current policy.

3.4.4 Appraisal of System Real Estate

Attach the most recent certified appraisal for all real estate owned by the system as of June 30, 2014.

3.4.5 Local Records Act

Describe how the system has complied with 50 ILCS 205, the Local Records Act.

<p>The FY2014 Library System Annual Report and all attachments must be emailed to the Illinois State Library email: isl_grants@ilsos.net, no later than Tuesday, September 30, 2014, as specified in the Illinois Library System Act (23 IL ADC 3030.130).</p>
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