**Section 3030.345 Annual Application**

a) The library system shall submit an annual application by the deadline specified by the State Librarian that presents a proposed plan covering the services provided by the system headquarters for the ensuing fiscal year. The proposed application shall include a signed certification by the library system board president and executive director that the application has been reviewed and approved by the board of directors. The State Librarian shall review the system application each year and shall approve the application if it ensures that the system will achieve the core service standards in this Part and is not in conflict with Illinois State law and the administrative rules of the State Librarian. The State Librarian may require revisions prior to approval. The State Librarian may also require a revision after approval of the application if a change in library system management practices, governance, funding or technology significantly impacts the ability to comply with the Act, this Part or the approved application. If the application or its implementation is not in compliance, the State Librarian shall take action in accordance with Section 3030.325.

b) The application will consist of:

1) An operational plan for the fiscal year that addresses the standards for core services cited in Section 3030.315 and additional core services as designated in Section 3030.215(f)(1). A list of unmet core standards and how the library system plans to address the unmet standards shall be included in the application.

2) An annual budget, with accompanying detailed narrative, for the ensuing fiscal year. The budget information shall be provided in a format specified by the Illinois State Library.

3) A copy of the current bylaws of the library system.

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