



**INLAND LIBRARY SYSTEM EXECUTIVE COMMITTEE
REGULAR MEETING AGENDA**

**Thursday, December 11, 2025
9:00 – 10:00 am**

Hybrid Meeting

On Site:

Rancho Mirage Library & Observatory
71-100 Highway 111, Rancho Mirage, CA 92270

Join Zoom Meeting:

<https://us02web.zoom.us/j/86375362003?pwd=9VIQOCVD7o85IF8Tqv0MBY8xt90RzB.1>

Meeting ID: 863 7536 2003

Passcode: 841309

Alternate Meeting Locations:

Riverside Main Library, 3900 Mission Inn Avenue, Riverside, CA 92501

Agenda

All items may be considered for action.

1. Call to Order and Roll Call Melanie Orosco
 - a. Welcome/Introductions

2. Public Comment Melanie Orosco

Opportunity for any guest or member of the public to address the Committee on any item of Executive Committee business.

3. Consent Calendar Melanie Orosco

All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.

 - a. Draft Minutes from the September 11, 2025, Executive Committee regular meeting

4. Adoption of the Agenda Melanie Orosco

5. Budget Status Report for FY 2025/26 Andy Beck

(DISCUSSION)

- | | |
|---|------------------|
| 6. CLSA FY 2025/26 Plan of Service Update
(DISCUSSION) | Christine Powers |
| 7. Nominating Committee Update
(DISCUSSION) | Christine Powers |
| 8. Other | Melanie Orosco |
| 9. Adjournment | Melanie Orosco |

c/o SCLC, 222 E. Harvard St., Glendale, CA 91205
www.inlandlib.org • (626) 283-5949 • Fax (626) 283-5949



**INLAND LIBRARY SYSTEM EXECUTIVE COMMITTEE
REGULAR MEETING MINUTES - DRAFT**

**Thursday, September 11, 2025
9:00 – 10:00 am**

Hybrid Meeting

On Site:

**Paul A. Biane Library
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739**

Alternate Meeting Locations:

City of Palm Springs, 3111 E. Tahquitz Canyon Way, Palm Springs, CA 92262
 Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
 Riverside Public Library, 3900 Mission Inn Avenue, Riverside, CA 92501

Attendance

Caines, Kathy - Hemet
 Christmas, Erin - Riverside Public
 Kays, Jeannie - Palm Springs
 Orosco, Melanie - San Bernardino County

Other

Beck, Andy - SCLC
 Powers, Christine - SCLC
 Snodgrass, Nerissa - SCLC

1. Call to Order and Roll Call Melanie Orosco
 The meeting was called to order at 9:01 am.
2. Public Comment Melanie Orosco
Opportunity for any guest or member of the public to address the Committee on any item of Executive Committee business.
 None
3. Consent Calendar Melanie Orosco
All items on the consent calendar may be approved by a single motion. Any Council member may request an item be removed from the consent calendar and placed on the agenda for discussion.
 - a. Draft Minutes from the May 8, 2025, Executive Committee regular meeting MSP (Christmas/Caines) to pass the consent calendar.
 4 yes, 0 no, 0 abstain

4. Adoption of the Agenda Melanie Orosco
The Chair adopted the agenda as presented, without changes.

5. Budget Status Report FY 2024/25 Andy Beck
(DISCUSSION)
Controller, Andy Beck, presented the Budget Status Report for fiscal year 2024/25.

6. Nominating Committee to Fill Vacancies Christine Powers
(ACTION)
MSP (Caines/Christmas) to allow the Nominating Committee to use electronic voting to fill the Vice-Chair in Waiting officer vacancy and identify a member-at-large candidate for the Executive Committee.
4 yes, 0 no, 0 abstain

7. Other Melanie Orosco
None

8. Adjournment Melanie Orosco
MS (Caines/Christmas) to adjourn the meeting at 9:26 am.



EC Agenda Item 5

DATE: December 11, 2025
TO: Inland Executive Committee
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: Budget Status Report for FY 2025/26 (DISCUSSION)

BACKGROUND: The Budget Status Report for Fiscal Year 2025/26 is attached for review and reflects reconciled bank statements through October 31, 2025.

For revenues, membership dues of \$50,078 were recorded as financial resources available for use. Other revenues include communication and delivery of \$18,554 and system administration of \$24,866, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$18,555 and administrative expenses of \$31,250. These expenses do not reflect what was paid but amounts that were incurred.

As of October 31, 2025, the System has a surplus of \$43,693 and cash balance of \$658,704.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS:

- a. Budget Status Report FY 2025/26
- b. Bank Statements July – October 2025

Inland Library System
 Budget Status Report
 October 31, 2025

	Actual FY2024/25	Approved Budget FY 2025/26	Actual FY2025/26	Balance	% Realized
Revenue					
CLSA Communications & Delivery	\$ 152,868	\$ 172,151	\$ 18,554	\$ 153,597	10.78%
CLSA System Administration	38,729	38,634	24,866	13,768	64.36%
Membership Dues	50,025	50,079	50,078	1	100.00%
Total revenue	\$ 241,622	\$ 260,864	\$ 93,498	\$ 167,366	54.31%
Communications and delivery expenses					
Member distribution	\$ 97,769	\$ 112,651	\$ -	\$ 112,651	0.00%
E-Resource	39,356	47,700	16,951	30,749	35.54%
Delivery	193	5,000	-	5,000	0.00%
Audit Fees	9,940	-	-	-	#DIV/0!
Office supplies	1,300	1,550	345	1,205	22.26%
Telecommunications	4,310	5,250	1,259	3,991	23.98%
Total communication and delivery expenses	\$ 152,868	\$ 172,151	\$ 18,555	\$ 153,596	10.78%
Other program expense					
Training	\$ -	\$ 30,000	\$ -	\$ 30,000	0.00%
Total other program expenses	\$ -	\$ 30,000	\$ -	\$ 30,000	0.00%
Administrative expenses					
Administration expense	\$ 77,994	\$ 74,597	\$ 24,866	\$ 49,731	33.33%
Memberships	6,190	6,447	6,190	257	96.01%
Meetings/conferences/travel	906	2,000	194	1,806	9.70%
Other	-	100	-	100	0.00%
Total administrative expenses	\$ 85,090	\$ 83,144	\$ 31,250	\$ 51,894	18.15%
Summary					
Total revenue	\$ 241,622	\$ 260,864	\$ 93,498	\$ 167,366	35.84%
Total expenses	237,958	285,295	49,805	235,490	17.46%
Surplus (Deficit)	\$ 3,664	\$ (24,431)	\$ 43,693	\$ (68,124)	25.38%



JPMorgan Chase Bank, N.A.
 P O Box 182051
 Columbus, OH 43218 - 2051

July 01, 2025 through July 31, 2025

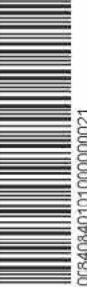
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
 Service Center: **1-877-425-8100**
 Para Espanol: 1-888-622-4273
 International Calls: 1-713-262-1679
 We accept operator relay calls

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INLAND LIBRARY SYSTEM
 222 EAST HARVARD STREET
 GLENDALE CA 91205



CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$620,276.72
Electronic Withdrawals	1	-5,940.00
Ending Balance	1	\$614,336.72

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
07/08	07/08 Online Payment 25412711162 To Califa Group	\$5,940.00
Total Electronic Withdrawals		\$5,940.00

DAILY ENDING BALANCE

DATE	AMOUNT
07/08	\$614,336.72

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



July 01, 2025 through July 31, 2025

Account Number: [REDACTED]

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:
Cash Management Services
 Debit Block Maintenance

1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will provide provisional credit to your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your Deposit Account Agreement or other applicable agreements that govern your account.

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August 01, 2025 through August 29, 2025

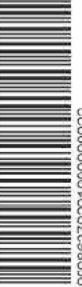
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How we treat third-party endorsed check deposits is changing

A third-party endorsed check is a check that was originally payable to another person/entity that you attempt to deposit or cash. Beginning September 1, 2025, we may not accept a third-party check for deposit or to cash or we may require verification of endorsements. If we refuse a deposit, we may return the check or provide a substitute check to you.

You can find this update in Section III. A. *Our rights and responsibilities for deposits*, within the Deposit Account Agreement at chase.com/Business/Disclosures.

If you have questions, please don't hesitate to contact us by calling the number on this statement.

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$614,336.72
Deposits and Additions	5	5,507.00
Electronic Withdrawals	1	-79,467.34
Ending Balance	6	\$540,376.38

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
08/05	Remote Online Deposit 3	\$1,993.00
08/05	Remote Online Deposit 3	1,906.00
08/05	Remote Online Deposit 3	861.00
08/05	Remote Online Deposit 3	187.00
08/08	Orig CO Name:Cityofpalmdesert Orig ID:8952859459 Desc Date:250807 CO Entry Descr:Payment Sec:CTX Trace#:091000012844337 Eed:250808 Ind ID:V0016461 Ind Name:0001Inland Library S W103347895 Trn: 2202844337Tc	560.00
Total Deposits and Additions		\$5,507.00



August 01, 2025 through August 29, 2025

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/15	08/15 Online Payment 25848309529 To Southern California Library Cooperative	\$79,467.34
Total Electronic Withdrawals		\$79,467.34

DAILY ENDING BALANCE

DATE	AMOUNT
08/05	\$619,283.72
08/08	619,843.72
08/15	540,376.38

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	4	Unlimited	0	\$0.40	\$0.00
Electronic Credits	1	Unlimited	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	4
Electronic Credits	1
Cash Management Services	
Debit Block Maintenance	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.



August 01, 2025 through August 29, 2025

Account Number: [REDACTED]

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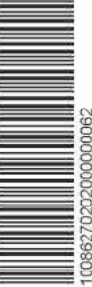
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August 30, 2025 through September 30, 2025

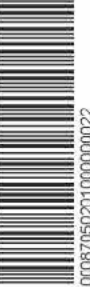
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Important Update: We are extending the processing time of ACH payment claims for Chase business accounts beginning December 1, 2025

Effective **December 1**, claims for ACH payments on business accounts may require up to 75 days to finalize or reverse your provisional credit.

If you have questions, please call the number on this statement. We accept operator relay calls.

IMPORTANT UPDATE: Some fees are changing on business account(s) effective January 1, 2026

Beginning **January 1**, applicable fees will change on your account, and will be reflected on your statement for January.

- **Chase Performance Business Checking[®] and Chase Performance Business Checking[®] with Interest:**
 - **Monthly Service Fee** will increase from \$30 to \$40. To learn more about ways to waive this fee please review the Additional Banking Services and Fees for Business Accounts Deposit Account Agreement at chase.com/Business/Disclosures.
 - **Transaction Fees per month** will increase from \$0.40/each to \$0.50/each for transactions in excess of the number listed for the applicable account type.
 - **Cash Deposited Per Month Fee** will increase from \$2.50 to \$3.00 per \$1,000 for all cash deposits in excess of the amount listed for the applicable account type.
- **Business Complete Checking[®], Platinum CheckingSM, Business Total SavingsSM and Premier SavingsSM:**
 - **Transaction Fees per month** will increase from \$0.40/each to \$0.50/each for transactions in excess of the number listed for the applicable account type.
 - **Cash Deposited Per Month Fee** will increase from \$2.50 to \$3.00 per \$1,000 for all cash deposits in excess of the amount listed for the applicable account type.
- **Chase Analysis Business Checking[®] and Chase Analysis Business Checking with Interest[®]:**
 - **Cash Deposited Per Month Fee** will increase from \$2.50 to \$3.00 per \$1,000 for all cash deposits in excess of the amount listed for the applicable account type.

For more information about fees related to your Chase business account, please review the Additional Banking Services and Fees for Business Accounts Deposit Account Agreement at chase.com/Business/Disclosures.

We're here to help. If you have any questions, please call the number on this statement.



August 30, 2025 through September 30, 2025

Account Number: [REDACTED]

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$540,376.38
Deposits and Additions	12	164,577.83
Ending Balance	12	\$704,954.21

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION		AMOUNT
09/02	Remote Online Deposit	3	\$3,484.00
09/02	Remote Online Deposit	3	1,201.00
09/02	Remote Online Deposit	3	986.00
09/02	Remote Online Deposit	3	632.00
09/09	Remote Online Deposit	3	137,647.83
09/09	Remote Online Deposit	3	14,799.00
09/09	Remote Online Deposit	3	2,492.00
09/09	Remote Online Deposit	3	1,723.00
09/09	Remote Online Deposit	3	581.00
09/09	Remote Online Deposit	3	482.00
09/09	Remote Online Deposit	3	343.00
09/16	Remote Online Deposit	3	207.00
Total Deposits and Additions			\$164,577.83

DAILY ENDING BALANCE

DATE	AMOUNT
09/02	\$546,679.38
09/09	704,747.21
09/16	704,954.21

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.



August 30, 2025 through September 30, 2025

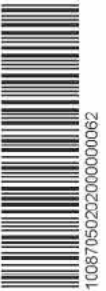
Account Number: [REDACTED]

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Electronic Credits					
Electronic Items Deposited	12	Unlimited	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	12
Cash Management Services	
Debit Block Maintenance	1



Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

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October 01, 2025 through October 31, 2025

Account Number: [REDACTED]

Your Chase Platinum Business Checking account provides:

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- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

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ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
10/01	10/01 Online Domestic Wire Transfer A/C: California State Treasurers Office Sacramento CA 95814-4801 US Ref: Inland Library System/Account No. 16-36-011/Confirmation No. 1743687 Trn: 4276165274Es	\$120,000.00
10/07	10/07 Online Payment 26503268986 To Ocl, Inc.	46,000.00
10/14	10/14 Online Payment 26582865204 To California Library Association	250.00
Total Electronic Withdrawals		\$166,250.00

DAILY ENDING BALANCE

DATE	AMOUNT
10/01	\$584,954.21
10/07	538,954.21
10/14	538,704.21

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	\$0.00
Total Service Charges	\$0.00

The monthly service fee was waived on your Chase Platinum Business Checking account because you maintained the required relationship balance.

SERVICE CHARGE DETAIL

DESCRIPTION	VOLUME	ALLOWED	CHARGED	PRICE/UNIT	TOTAL
Monthly Service Fee					
Monthly Service Fee Waived	0			\$95.00	\$0.00
Other Service Charges:					
Credits					
Non-Electronic Transactions	1	500	0	\$0.40	\$0.00
Miscellaneous Fees					
Online Domestic Wire Fee	1	4	0	\$25.00	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT [REDACTED]

Other Service Charges:	
Credits	
Non-Electronic Transactions	1
Miscellaneous Fees	
Online Domestic Wire Fee	1
Cash Management Services	
Debit Block Maintenance	1

Reminder: Fees associated with ACH Payments, Real Time Payments, Same Day ACH, ACH Collections and Chase QuickDepositSM are based on previous month activity.



October 01, 2025 through October 31, 2025

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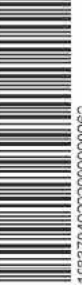
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- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will provide provisional credit to your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, our practice is to follow the procedures described above as detailed in your Deposit Account Agreement or other applicable agreements, but we are not legally required to do so. For example, we require you to notify us no later than 30 days after we sent you the first statement on which the error appeared. We may require you to provide us with a written statement that the disputed transaction was unauthorized. We are also not required to give provisional credit.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your Deposit Account Agreement or other applicable agreements that govern your account.

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EC Agenda Item 6

DATE: December 11, 2025
TO: Inland Executive Committee
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: CLSA FY 2025/26 Plan of Service Update (DISCUSSION)

BACKGROUND: Each year, the Inland Library System (Inland) receives California Library Services Act (CLSA) funds from the state to promote resource sharing within the system. To receive these funds, Inland must complete and submit a Plan of Service to be approved by the California Library Services Board (CLSB). The Plan outlines how the system intends to expend funds and how those expenditures will benefit the communities served by Inland's libraries.

The CLSB was scheduled to hold a meeting on November 4, 2025, to review and approve the cooperatives' Plans of Service, but that meeting was canceled due to lack of quorum. A rescheduled meeting was held on November 14, 2025, during which the CLSB approved Inland's Plan of Service, as submitted.

FISCAL IMPACT: None. The funds are in the process of being released by the State Library to the cooperatives and should arrive in the new year.

RECOMMENDATION: Informational item

EXHIBITS: None