



**INLAND LIBRARY SYSTEM ADMINISTRATIVE COUNCIL
REGULAR MEETING AGENDA**

**Thursday, December 12, 2024
10:00 am – 12:00 pm**

Hybrid Meeting

**On Site:
Palm Springs Public Library
300 S. Sunrise Way, Palm Springs, CA 92262**

Join Zoom Meeting:

<https://us02web.zoom.us/j/81532928703?pwd=hRvztapqbDbXI2hP0heYhFXzlySA8K.1>

Meeting ID: 815 3292 8703

Passcode: 478015

Alternate Meeting Locations:

Corona Public Library, 650 S. Main St., Corona, CA 92882
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
Inyo County Free Library, 168 N. Edwards, Independence, CA 93526
Palm Desert Library, 73510 Fred Waring Dr., Palm Desert, CA 92260
Riverside County Library, 5840 Mission Blvd., Jurupa Valley, CA 92509
Riverside Public Library Administrative Office, 3900 Mission Inn Ave., Riverside, CA 92501
San Bernardino Public Library, 555 W. Sixth St., San Bernardino, CA 92410
Upland Public Library, 450 N Euclid Ave., Upland CA 91786

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 Council on any item of Administrative Council business.

- | | |
|---|------------------|
| 3. Consent Calendar | Melanie Orosco |
| <i>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.</i> | |
| a. Draft Minutes from the September 12, 2024, Administrative Council regular meeting | |
| 4. Adoption of the Agenda | Melanie Orosco |
| 5. Executive Committee Election Results (DISCUSSION) | Erin Christmas |
| 6. Budget Status Report for FY 2024/25 (DISCUSSION) | Andy Beck |
| 7. Audit of Financial Statements for FY 2023/24 and FY 2022/23 (DISCUSSION) | Andy Beck |
| 8. CLSA FY 2024/25 Plan of Service Update (DISCUSSION) | Christine Powers |
| 9. State Library Liaison Report | Meg DePriest |
| 10. Administrative Council Chair Report | Melanie Orosco |
| 11. Other | Melanie Orosco |
| 12. Member Library Updates | Melanie Orosco |
| 13. Adjournment | Melanie Orosco |



ACTION ITEMS

Meeting: Inland Administrative Council Meeting

Date: December 12, 2024

Library: _____

Name: _____

Signature: _____ Date: _____

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain

Agenda Item: _____

_____ Aye _____ Motion

_____ Nay _____ Second

_____ Abstain



**INLAND LIBRARY SYSTEM ADMINISTRATIVE COUNCIL
REGULAR MEETING AGENDA**

**Thursday, September 12, 2024
10:00 am – 12:00 pm**

Hybrid Meeting

On Site:

Paul A. Biane Library at Victoria Gardens
12505 Cultural Center Dr., Rancho Cucamonga, CA 91739

Alternate Meeting Locations:

Corona Public Library, 650 S. Main St., Corona, CA 92882
Hemet Public Library, 300 E. Latham Ave., Hemet, CA 92543
Inyo County Free Library, 168 N. Edwards St., Independence, CA 93526
Murrieta Public Library, 8 Town Square, Murrieta, CA 92562
Palm Desert Library, 73510 Fred Waring Drive, Palm Desert, CA 92260
Palm Springs Public Library, 300 S. Sunrise Way, Palm Springs, CA 92262
Rancho Mirage Library & Observatory, 71-100 CA-111, Rancho Mirage, CA 92270
San Bernardino County Library, 268 W. Hospitality Lane, 3rd Floor, San Bernardino
92415
San Bernardino Library Administration, 555 W. Sixth St., San Bernardino, CA 92410
Upland Public Library, 450 N Euclid Ave., Upland, CA 91786

Minutes – draft

Attendance

Caines, Kathye - Hemet
Christmas, Erin - Riverside Public
Kelly Van Valkenburg - Beaumont
Erjavek, Ed - San Bernardino Public
Espinosa, Aaron - Rancho Mirage
Garcia, Wess - Rancho Cucamonga
Kays, Jeannie - Palm Springs
Orosco, Melanie - San Bernardino
County
Pedroza, Edward - Colton
Racelis, Melvin - Murrieta
Sunio, Maria - Moreno Valley
Thrasher, Shawn - Ontario
Allen, Callaci - Upland
Tyler, Joan - Riverside County

Whittington, Daniell - Corona

Other

Beck, Andy - SCLC
Powers, Christine - SCLC
Snodgrass, Nerissa - SCLC
Villalobos, Kaela - CSL
Walker, Wayne - SCLC

Absent

Castro, Arnold - Victorville
Lee, Kevin - Banning
Masters, Nancy - Inyo
Shannon Vonnegut - Palm Desert

All items may be considered for action.

1. Call to Order and Roll Call Erin Christmas
 - a. Welcome/Introductions
Meeting called to order at 10:03 am.
2. Public Comment Erin Christmas

Opportunity for any guest or member of the public to address the Council on any item of Administrative Council business.

None
3. Consent Calendar Erin Christmas

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, 2024, Administrative Council regular meeting
 - b. Draft Minutes from the July 11, 2024, Administrative Council special meeting

MSP (Caines/Sunio) to approve the Consent Calendar, as presented.
11 yes, 0 no, 0 abstain
4. Adoption of the Agenda Erin Christmas

Chair adopted the agenda, without objection.

Allen Callaci joined the meeting.
Shawn Thrasher joined the meeting.
5. Budget Status Report for FY 2023/24 (DISCUSSION) Andy Beck

Controller, Andy Beck, presented the Budget Status Report for FY 2023/24.

Joan Tyler joined the meeting.
Kelly Van Valkenburg joined the meeting.
6. CLSA FY 2023/24 System Program Annual Report (ACTION) Christine Powers

MSP (Sunio/Erjavek) to authorize the Chair to sign the CLSA FY 2023/24 Annual Report for submission to the State Library.
15 yes, 0 no, 0 abstain
7. FPPC Conflict of Interest Code Biennial Review (ACTION) Christine Powers

MSP (Espinosa/Orosco) determined that no changes were needed for the FPPC Conflict of Interest Code.
15 yes, 0 no, 0 abstain
8. Nomination Committee Update (DISCUSSION) Erin Christmas

Joan Tyler was recommended as the Vice Chair-Elect. Voting ballots are to be emailed to members.

9. State Library Liaison Report Kaela Villalobos
Library Programs Consultant, Kaela Villalobos, presented the State Library report, highlighting current grants, programs, and projects.

10. Administrative Council Chair Report Erin Christmas
Erin Christmas thanked the Council for the last two years as Chair and noted that Melanie Orosco will take over as Chair.

11. Other Erin Christmas
None

12. Member Library Updates Erin Christmas

Ed Erjavek/San Bernardino Public – working on Makerspace proposal.

Kathye Caines/Hemet – Kathye promoted to Library Manager after Class & Comp study. Library received approval to hire another librarian. Kathye requested help for interview panel.

Aaron Espinosa/Ranch Mirage – Reminder of CLA Early Bird Special. Aaron running for member at large.

Joan Tyler/Riverside County - Library in the middle on 10 different building projects.

Allen Callaci/Upland – Received a Zip Books grant (\$7,500). Also applied for an “Inspiration” grant.

Daniell Whittington/Corona – Beginning initial stages of New Innovation Center.

Jeani Kays/Palm Springs – Received Zip Books grant (\$10k). Pride on Page book festival (10/22/24).

Melanie Orosco/ San Bernardino County – Board of Supervisors budgeted 8 million for additional makerspaces. Opened an observatory at their Lutheran branch.

Melvin Racelis/Murrietta – Hired a Teen Librarian. Four new part-time positions opened. First time doing a “Thousand Books Before Kindergarten”.

Edward Pedroza/Colton – Finished a great season of their Summer Reading Program. Looking forward to their Holiday Programming.

Maria Sunio/Moreno Valley – Will soon receive construction plans for their newest location.

Kelly Van Valkenburg/Beaumont – Recruiting for Library Director position. Received Zip Books grant. New Bookmobile.

Shawn Thrasher/Ontario – “One Book, One Ontario” 9/25/24.

Wess Garcia/ Rancho Cucamonga – Rancho Cucamonga currently on “hire alert” because of local fires. Hiring Outreach Librarian and Community Affairs

Coordinator.

Erin Christmas/ Riverside Public – Hiring for Librarians and Senior Librarians.

13. Adjournment

Erin Christmas

MSP (Thrasher/Caines) to adjourn the meeting at 11:03 am.

DRAFT



AC Agenda Item 5

DATE: December 12, 2024
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: **Executive Committee Election Results (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.

At the last meeting of the Inland Library System Administrative Council meeting held on September 12, 2024, the Nominating Committee introduced the candidates for the Executive Committee for FY 2024/25:

- Melanie Orosco (San Bernardino County), Chair;
- Kathye Caines (Hemet), Vice Chair;
- Joan Tyler (Riverside County), Vice Chair In-Waiting;
- Erin Christmas (Riverside), Past Chair; and
- Jeannie Kays (Palm Springs), Member-at-Large.

On September 30, 2024, Administrative Council members received an email with this information, and were given until October 30, 2024, to vote for members. Of the 19 members, 16 voted unanimously for all members up for election. These officers will all serve a two-year term in these positions, through FY 2025/26, except for the Member-at-Large, who has already served one year of her two-year term; her term will expire at the end of this fiscal year.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None

DATE: December 12, 2024
TO: Inland Administrative Council
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: **Budget Status Report for FY 2024/25 (DISCUSSION)**

BACKGROUND: The Budget Status Report for Fiscal Year 2024/25 is attached for review and reflects reconciled bank statements through October 30, 2024.

For revenues, membership dues of \$50,025 were recorded as financial resources available for use. Other revenues include communication and delivery of \$10,651 and system administration of \$24,926, which were recorded as respective expenses were recognized.

Expenses include communications and delivery of \$10,651 and administrative expenses of \$28,759. These expenses do not reflect what was paid but amounts that were incurred.

As of October 31, 2024, the System has a surplus of \$46,192 and cash balance of \$609,526.

FISCAL IMPACT: None

RECOMMENDATION: Information

EXHIBITS:

- a. Budget Status Report FY 2024/25
- b. Bank Statements July 2024 – October 2024

Inland Library System
Budget Status Report
October 31, 2024

	<u>Prior Year</u>	<u>FY 24/25</u>	<u>FY 24/25</u>	<u>Balance</u>	<u>%</u>	<u>%</u>	<u>Notes</u>
	<u>Actuals</u>	<u>Budget</u>	<u>Actuals</u>		<u>Unrealized</u>	<u>Realized</u>	
REVENUE							
CLSA Communications & Delivery	\$ 282,598	\$ 172,181	\$ 10,651	\$ 161,530	94%		6% Received in Dec 2024
CLSA System Administration	74,767	38,729	24,926	13,803	36%		64% Received in Dec 2024
Membership Dues	50,188	50,025	50,025	-	0%	<u>100%</u>	
Other	30	-	-	-			
Total revenues	<u>\$ 407,583</u>	<u>\$ 260,935</u>	<u>\$ 85,602</u>	<u>\$ 175,333</u>	<u>67%</u>	<u>33%</u>	
EXPENDITURES							
Communications and delivery							
Delivery	\$ 11,362	\$ 5,000	\$ 193	\$ 4,807	96%		4%
E-resources	263,234	52,473	4,373	48,100	92%		8% OCLC
E-resources - member distribution		98,048	-	98,048	100%		0%
Audit Fees	-	10,100	3,960	6,140	61%		39% Biennial audit
Office supplies	1,908	2,250	750	1,500	67%		33% Reimburse expenses
Telecommunications	6,095	4,310	1,375	2,935	68%		32% Reimburse expenses
Total communication and delivery	<u>282,599</u>	<u>172,181</u>	<u>10,651</u>	<u>161,530</u>	<u>94%</u>		<u>6%</u>
Other programs	<u>-</u>	<u>34,061</u>	<u>-</u>	<u>34,061</u>	<u>100%</u>		<u>0%</u> Training
Administration							
Administration expense	76,653	77,994	28,142	49,852	64%		36% SCLC
Memberships	5,740	6,267	250	6,017	96%		4% Califa/CLA
Meetings/conferences/travel	525	1,850	367	1,483	80%		20%
Other	14	100	-	100	100%		0%
Total administration	<u>82,932</u>	<u>86,211</u>	<u>28,759</u>	<u>57,452</u>	<u>67%</u>		<u>33%</u>
Total expenditures	<u>\$ 365,531</u>	<u>\$ 292,453</u>	<u>\$ 39,410</u>	<u>\$ 253,043</u>	<u>87%</u>		<u>13%</u>
SURPLUS (DEFICIT)	<u>\$ 42,052</u>	<u>\$ (31,518)</u>	<u>\$ 46,192</u>	<u>\$ (77,710)</u>	<u>247%</u>		<u>-147%</u>

ACCOUNT BALANCES

Bank balance	\$ <u>609,526</u>
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Inland Library System
Budget Status Report
October 31, 2024

CLSA FUNDS

CLSA Communications & Delivery - Projected (Restricted)

	FISCAL YEAR 2024-25			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ -	\$ 133,250	\$ -	\$ 133,250
Delivery	-	5,000	(193)	4,807
Telecommunications	-	4,310	(1,375)	2,935
Office supplies	-	2,250	(750)	1,500
Audit fees	-	10,100	(3,960)	6,140
	<u>\$ -</u>	<u>\$ 154,910</u>	<u>\$ (6,278)</u>	<u>\$ 148,632</u>

	FISCAL YEAR 2023-24			
	<u>Beginning</u>	<u>Addition</u>	<u>Deletions</u>	<u>Ending</u>
E-Resources	\$ 16,993	\$ -	\$ (4,373)	\$ 12,620
	<u>\$ 16,993</u>	<u>\$ -</u>	<u>\$ (4,373)</u>	<u>\$ 12,620</u>

PENDING MEMBERSHIP RECEIVABLES

As of October 31, 2024		
<u>Member</u>	<u>FY 23/24</u>	<u>FY 24/25</u>
Banning Library District	\$ -	\$ 376
Colton Public Library	-	585
Hemet Public Library	-	989
Inyo County Free Library	-	208
Moreno Valley Public Library	-	2,291
Palm Desert Public Library	-	557
Rancho Cucamonga Public Library	-	1,909
Riverside County Public Library	15,100	14,612
San Bernardino County Public Library	-	13,903
San Bernardino Public Library	-	2,456
Upland Public Library	-	862
Victorville City Library	-	1,509
Total membership receivable	<u>\$ 15,100</u>	<u>\$ 40,257</u>



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 P O Box 182051
 Columbus, OH 43218 - 2051

June 29, 2024 through July 31, 2024

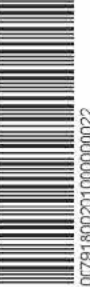
Account Number: [REDACTED]

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		\$740,000.00
Electronic Withdrawals	20	-211,743.32
Ending Balance	20	\$528,256.68

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
07/16	07/16 Online Payment 21417264784 To Palo Verde Valley District Library	\$932.04
07/16	07/16 Online Payment 21417612619 To Victorville City Library	6,326.40
07/16	07/16 Online Payment 21417123761 To Banning Library District	1,561.07
07/16	07/16 Online Payment 21417231012 To Palm Springs Public Library	2,056.76
07/16	07/16 Online Payment 21417612612 To San Bernardino Public Library	10,230.75
07/16	07/16 Online Payment 21417637293 To Andy Beck	50.32
07/16	07/16 Online Payment 21417147403 To Hemet Public Library	4,152.99
07/16	07/16 Online Payment 21417125289 To Beaumont Library District	2,914.13
07/16	07/16 Online Payment 21417108824 To Colton Public Library	2,483.89
07/16	07/16 Online Payment 21417217019 To Murrieta Public Library	5,150.72
07/16	07/16 Online Payment 21417228117 To Ontario City Library	8,316.36
07/16	07/16 Online Payment 21417164893 To Inyo County Free Library	879.19
07/16	07/16 Online Payment 21417321556 To Rancho Mirage Public Library	778.47
07/16	07/16 Online Payment 21417275159 To Rancho Cucamonga Public Library	8,082.87
07/16	07/16 Online Payment 21417612614 To Upland Public Library	3,666.24
07/16	07/16 Online Payment 21417134540 To Corona Public Library	7,262.98
07/16	07/16 Online Payment 21417612605 To Riverside Public Library	14,724.75



June 29, 2024 through July 31, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS (continued)

DATE	DESCRIPTION	AMOUNT
07/16	07/16 Online Payment 21417161264 To Moreno Valley Public Library	9,701.10
07/18	07/18 Online Payment 21417612609 To San Bernardino County Library	58,877.84
07/19	07/19 Online Payment 21417612603 To Riverside County Public Library	63,594.45
Total Electronic Withdrawals		\$211,743.32

DAILY ENDING BALANCE

DATE	AMOUNT
07/16	\$650,728.97
07/18	591,851.13
07/19	528,256.68

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:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000598191099

Other Service Charges:
Cash Management Services
Debit Block Maintenance

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



June 29, 2024 through July 31, 2024

Account Number: [REDACTED]

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:

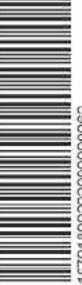
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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 credit 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, see your deposit account agreement or other applicable agreements that govern your account for details.

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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 P O Box 182051
 Columbus, OH 43218 - 2051

August 01, 2024 through August 30, 2024

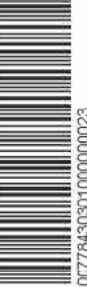
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INLAND LIBRARY SYSTEM
 222 EAST HARVARD STREET
 GLENDALE CA 91205



00778430301000000023

We're updating our Deposit Account Agreement, including the Arbitration section

On November 17, 2024, we're updating section *X. Arbitration; Resolving Disputes* in the Deposit Account Agreement. We've included excerpts of the more significant updates at the end of this statement. The Arbitration section explains how potential disputes and claims are handled between us. **You can opt out of arbitration any time before January 16, 2025, by calling us at 1-800-242-7338.**

You can view the full updated section in the Deposit Account Agreement which will be available on November 17 at chase.com/business/disclosures or by visiting a branch. The new agreement will include these changes as well as any additional updates occurring at this time.

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

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$528,256.68
Deposits and Additions	1	6,326.40
Electronic Withdrawals	2	-955.58
Ending Balance	3	\$533,627.50

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
08/22	Credit Return: Online Payment 21417612619 To Victorville City Library	\$6,326.40
Total Deposits and Additions		\$6,326.40



August 01, 2024 through August 30, 2024

Account Number: [REDACTED]

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
08/07	08/06 Online Payment 21644445552 To Southern California Library Cooperative	\$824.50
08/27	08/27 Online Payment 21855991676 To Riverside County Public Library	131.08
Total Electronic Withdrawals		\$955.58

DAILY ENDING BALANCE

DATE	AMOUNT
08/07	\$527,432.18
08/22	533,758.58
08/27	533,627.50

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:					
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	\$0.00
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000598191099

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.



August 01, 2024 through August 30, 2024
Account Number: [REDACTED]

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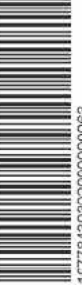
- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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 credit 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.

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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.

JPMorgan Chase Bank, N.A. Member FDIC



The following are excerpts of the more significant updates to *Section X. Arbitration; Resolving Disputes* to be published November 17, 2024:

• **What claims or disputes subject to arbitration?:**

Claims or disputed factual or legal issues that arise out of or in any way relate in any way to any aspect of our relationship or interactions with each other, including but not limited to your deposit account, transactions involving your deposit account, whether actual, potential, canceled, or other transactions, any related product, service, or agreement with, or interactions of any kind with Chase employees are subject to arbitration.

• **Can I (customer) cancel or opt out of this agreement to arbitrate?:**

You have the right to opt out of this agreement to arbitration if you tell us within sixty (60) days of opening your account, or by January 16, 2025, whichever is later. The exclusive way to opt out is by calling us at 1-800-242-7338. Any other method, form, or means of opting out will be treated as invalid or ineffective. Requests to opt out made more than sixty (60) days after opening your account or by January 16, 2025, whichever is later will be invalid.

• **Does arbitration apply to Claims involving third parties?:**

For purposes of arbitration, "you" includes any person who is listed on your account or claims a right or interest in your account, and "we" and "us" includes JPMorgan Chase Bank, N.A., all its affiliates, third-party beneficiaries of this agreement and all third parties who are regarded as agents or representatives of ours in connection with a Claim.

• **How does arbitration work?:**

Arbitration between us shall be administered by the American Arbitration Association ("AAA"), which will apply its Consumer Arbitration Rules in effect at the time the arbitration is commenced and the Mass Arbitration Supplementary Rules to mass arbitration matters. A single arbitrator shall conduct proceedings under the Consumer Arbitration Rules, and a Process Arbitrator and single Merits Arbitrator shall conduct each mass arbitration case. The Parties agree that, upon motion by either of us, the arbitrator or Merits Arbitrator shall have the power to decide dispositive issues of law prior to hearing, consistent with Federal Rules of Civil Procedure 12 and 56. All pleadings, information and documents exchanged, and the arbitrator's ruling shall be treated as confidential and have no precedential value. However, if either Party seeks to confirm the arbitrator's decision in court, the Parties agree that the documents necessary for such confirmation need not be filed under seal.

Who will pay for costs?:

Each Party will be responsible for the arbitration costs as allocated by the applicable AAA rules (www.adr.org). However, except for claims filed as part of a mass arbitration, if the arbitrator ultimately rules in your favor, you will be entitled to reimbursement by Chase for all fees you paid to the AAA.

NEW SECTION: What about mass arbitration matters?:

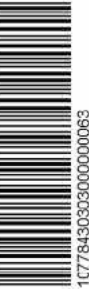
You agree that these additional requirements ("Mass Arbitration Procedures") shall apply to your Claim if it is filed as part of a "mass arbitration," which means twenty-five (25) or more arbitration claims involving the same or similar subject matter and/or issues of law or fact, and where representation of all claimants is the same or coordinated across the cases. You agree to these procedures even though they may delay the arbitration of your individual claim. If at any point you are unsatisfied with the speed by which your matter is proceeding, you are free to withdraw your arbitration demand and proceed in small claims court if the Claim is in that court's jurisdiction and proceeds on an individual basis.

1. Mass Arbitration Filing Requirements:

In addition to the requirements set forth in the AAA Mass Arbitration Supplementary Rules, you agree that upon commencing a case with the AAA, you will provide your name, full Chase account number, mailing address, telephone number, email address, a factual description of every disputed transaction for which you seek compensation (date, amount, and transaction type) and/or event (date, location, and individuals involved), explanation of the basis of your Claim, an itemized calculation of all alleged damages, and, if represented by counsel, a signed statement authorizing us to share information regarding your account and the Claim with them. You agree and understand that failure to provide this information may result in dismissal of your Claim, though you have the right to refile once you provide the information described in the previous sentence.

2. Process Arbitrator Appointment:

You and Chase agree that before an arbitrator is assigned to determine the merit of your claim, a "Process Arbitrator" will be appointed. The Process Arbitrator will have the authority to ensure these Mass Arbitration Procedures and the AAA rules are followed. The Parties agree that the Process Arbitrator will be selected by the process set forth in AAA Mass Arbitration Supplementary Rule MA-7(a). In short, each Party will receive a list of proposed Process Arbitrators provided by the AAA and will meet and confer to identify a mutually-agreeable candidate. If the Parties cannot agree, they will submit their preferences to the AAA, and the AAA will select a Process Arbitrator.



3. Matters To Be Decided by a Process Arbitrator:

In addition to the authority outlined in AAA Mass Arbitration Supplementary Rules, the parties agree that the Process Arbitrator shall be empowered to resolve any dispute regarding whether your Claim should be dismissed because, for example, you failed to comply with the Mass Arbitration Filing Requirements, any other requirements outlined in this agreement, or any other reason. You agree that if the Process Arbitrator finds you failed to comply with any requirement, your claim will be dismissed, without prejudice to refile once the deficiencies are remedied. The Process Arbitrator will also have the power to decide whether, based on the information submitted in the Mass Arbitration Filing Requirements, other threshold eligibility issues for your case to proceed, including but not limited to whether you had an account at Chase, experienced the transaction, fee, or event at issue, or otherwise cannot pursue the claim due to a clear legal or factual deficiency, and to dismiss your claim as appropriate. The Process Arbitrator shall have the power to determine whether or not a given dispute regarding these Mass Arbitration Filing Requirements and/or Procedures are within their jurisdiction. The Process Arbitrator shall be authorized to afford any relief or impose any sanctions available under Federal Rule of Civil Procedure 11, 28 U.S.C. § 1927, or any applicable state law.

4. Mass Arbitration Procedures:

Following the resolution of any disputes within the jurisdiction of the Process Arbitrator, if any, counsel for the claimants and counsel for Chase shall each select fifteen (15) cases (per side) to proceed first in individual arbitration proceedings on the merits of each claim. Unless the Parties otherwise agree, in no event shall any individual Merits Arbitrator be assigned more than three (3) cases. No AAA per case fee shall be assessed in connection with any case until they are selected to proceed to individual arbitration proceedings as part of the process identified in this section. The Parties agree that each side shall have the right to have fifteen (15) cases of their choosing proceed to final hearing before the process described in this section moves forward. After the first thirty (30) cases are resolved, counsel will meet and confer regarding ways to improve the efficiency of the proceedings, including whether to mediate or change the number of cases filed in each stage. If the Parties are unable to resolve the remaining cases after the conclusion of the initial thirty (30) proceedings and conferring in good faith, each side shall select another fifteen (15) cases (per side) to proceed to individual arbitration proceedings. Each of these thirty (30) cases shall be assigned to a different Merits Arbitrator, though if the Parties otherwise agree, a single Merits Arbitrator may be assigned up to three (3) cases. No AAA per case fee shall be assessed in connection with the remaining cases until they are selected to proceed to individual arbitration proceedings as part of the process identified in this section. After this second set of thirty (30) cases are resolved, counsel will again meet and confer regarding ways to improve the efficiency of the proceedings, including whether to mediate or change the number of cases filed in each stage. If the Parties do not reach a global resolution after the second set of cases are resolved, on either Party's motion, the Process Arbitrator can decide to expedite the proceedings by forgoing more rounds of case selection and instead assigning Merits Arbitrators to all of the remaining cases at once. If no motion is made, this Mass Arbitration Procedure shall continue with thirty (30) cases in each set of proceedings, consistent with the parameters identified above. You and Chase agree to engage in these Mass Arbitration Procedures in good faith, which includes an agreement to pay the Parties' respective case fee if your case is selected. Any dispute regarding any aspect of the specific Mass Arbitration Procedures outlined in this section shall be resolved by the Process Arbitrator.

5. Interpretation and Enforcement of Mass Arbitration Provision:

Any dispute regarding the interpretation or enforcement of these mass arbitration procedures shall be decided by the Process Arbitrator or, in cases that have been released to merits proceedings, the Merits Arbitrator. Their decisions regarding the mass arbitrations process and procedures shall be considered interlocutory in nature and not subject to immediate judicial review. If any terms of these Mass Arbitration Procedures are found to be legally unenforceable for any reason, then the proceedings shall otherwise continue in arbitration in accordance with AAA's Mass Arbitration Supplementary rules.

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

August 31, 2024 through September 30, 2024

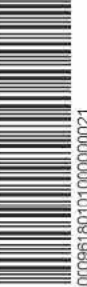
Account Number: [REDACTED]

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

00009618 DRI 703 212 27724 NNNNNNNNNN 1 000000000 Z9 0000

INLAND LIBRARY SYSTEM
222 EAST HARVARD STREET
GLENDALE CA 91205



00096180101000000021

CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$533,627.50
Deposits and Additions	1	871.00
Electronic Withdrawals	3	-9,792.40
Ending Balance	4	\$524,706.10

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
09/24	Remote Online Deposit	\$871.00
Total Deposits and Additions		\$871.00

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
09/03	09/03 Online Payment 21937719741 To Victorville City Library	\$6,326.40
09/10	09/10 Online Payment 22014224549 To California Library Association	250.00
09/24	09/24 Online Payment 22157634056 To County of San Bernardino	3,216.00
Total Electronic Withdrawals		\$9,792.40

DAILY ENDING BALANCE

DATE	AMOUNT
09/03	\$527,301.10
09/10	527,051.10
09/24	524,706.10



August 31, 2024 through September 30, 2024

Account Number: [REDACTED]

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	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 000000598191099

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	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.

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 credit 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, see your deposit account agreement or other applicable agreements that govern your account for details.

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.

JPMorgan Chase Bank, N.A. Member FDIC



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

October 01, 2024 through October 31, 2024

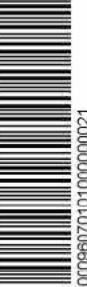
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

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INLAND LIBRARY SYSTEM
 222 EAST HARVARD STREET
 GLENDALE CA 91205



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CHECKING SUMMARY

Chase Platinum Business Checking

	INSTANCES	AMOUNT
Beginning Balance		\$524,706.10
Deposits and Additions	7	10,674.89
Electronic Withdrawals	2	-52,533.79
Ending Balance	9	\$482,847.20

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
10/15	Remote Online Deposit 3	\$1,210.00
10/21	Credit Return: Online Payment 21417108824 To Colton Public Library	2,483.89
10/29	Remote Online Deposit 3	3,450.00
10/29	Remote Online Deposit 3	1,988.00
10/29	Remote Online Deposit 3	871.00
10/29	Remote Online Deposit 3	485.00
10/29	Remote Online Deposit 3	187.00
Total Deposits and Additions		\$10,674.89

ELECTRONIC WITHDRAWALS

DATE	DESCRIPTION	AMOUNT
10/15	10/15 Online Payment 22390335761 To Ocl, Inc.	\$52,471.68
10/23	10/23 Online Payment 22472873580 To Riverside County Public Library	62.11
Total Electronic Withdrawals		\$52,533.79

DAILY ENDING BALANCE

DATE	AMOUNT
10/15	\$473,444.42
10/21	475,928.31
10/23	475,866.20
10/29	482,847.20

SERVICE CHARGE SUMMARY

Monthly Service Fee	\$0.00
Other Service Charges	<u>\$0.00</u>
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	6	Unlimited	0	\$0.40	\$0.00
Cash Management Services					
Debit Block Maintenance	1	0	1	\$0.00	<u>\$0.00</u>
Subtotal Other Service Charges					\$0.00

ACCOUNT 000000598191099

Other Service Charges:	
Electronic Credits	
Electronic Items Deposited	6
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.

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P.O. Box 15284
Wilmington, DE 19850

Customer service information

 1.888.BUSINESS (1.888.287.4637)

 bankofamerica.com

 Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

INLAND LIBRARY SYSTEM
254 N LAKE AVE # 874
PASADENA, CA 91101-1829

Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for July 1, 2024 to July 31, 2024

Account number: 0006 2897 6690

INLAND LIBRARY SYSTEM

Account summary

Beginning balance on July 1, 2024	\$137,647.83
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on July 31, 2024	\$137,647.83

of deposits/credits: 0

of withdrawals/debits: 0

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$137,647.83

¹Includes checks paid, deposited items and other debits

You've got a banking partner ready to help.



As your dedicated Small Business Specialist, I'm here to help with all of your business's financial needs and priorities.

Contact me today.

Marta Farmanova
818.824.8548
marta.farmanova@bofa.com

SSM-09-23-0714.B | 5972504

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Service fees

The Monthly Fee on your primary Business Advantage Relationship Banking account was waived for the statement period ending 06/28/24. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$15,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on how to open a new product, link an existing service to your account, or about Preferred Rewards for Business please call 1.888.BUSINESS or visit bankofamerica.com/smallbusiness.

Daily ledger balances

Date	Balance (\$)
07/01	137,647.83



Important information about payment scams

We will never...

- call and ask you to send money using Zelle® to yourself or anyone else.
- contact you via phone or text to ask for a security code.
- reach out to you and ask you to send money or provide a code. If someone unfamiliar to you does this, it's likely a scam.

Treat Zelle® payments like cash – once you send money, you're unlikely to get it back.

Learn more about trending scams at bofa.com/helpprotectyourself

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Customer service information

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-  bankofamerica.com
-  Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

INLAND LIBRARY SYSTEM
254 N LAKE AVE # 874
PASADENA, CA 91101-1829

Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for August 1, 2024 to August 31, 2024

Account number: 0006 2897 6690

INLAND LIBRARY SYSTEM

Account summary

Beginning balance on August 1, 2024	\$137,647.83
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on August 31, 2024	\$137,647.83

of deposits/credits: 0

of withdrawals/debits: 0

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$137,647.83

¹Includes checks paid, deposited items and other debits

You've got a banking partner ready to help.



As your dedicated Small Business Specialist, I'm here to help with all of your business's financial needs and priorities.

Contact me today.

Marta Farmanova
818.824.8548
marta.farmanova@bofa.com

SSM-09-23-0714.B | 5972504

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
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Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Service fees

The Monthly Fee on your primary Business Advantage Relationship Banking account was waived for the statement period ending 07/31/24. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$15,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on Small Business products and services or to link an existing account, please call 1.888.BUSINESS. For more information about the Preferred Rewards for Business program and which fees can be waived based on account eligibility and enrollment, see the Business Schedule of Fees located at bankofamerica.com/businessfeesataglance.

Daily ledger balances

Date	Balance (\$)
08/01	137,647.83

The Business Advantage Unlimited Cash Rewards credit card

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Plus get a **\$300 statement credit offer**.

Apply today — there's no annual fee!
Scan this code or call 888.895.4909.



When you use the QRC feature certain information is collected from your mobile device for business purposes.
To qualify for the statement credit, make at least \$3,000 in Net Purchases with your card that post to your account within 90 days from account opening. One \$300 statement credit allowed per company. Restrictions apply. Offer subject to change without notice.


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Customer service information

 1.888.BUSINESS (1.888.287.4637)

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P.O. Box 25118
Tampa, FL 33622-5118

INLAND LIBRARY SYSTEM
254 N LAKE AVE # 874
PASADENA, CA 91101-1829

Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for September 1, 2024 to September 30, 2024

Account number: 0006 2897 6690

INLAND LIBRARY SYSTEM

Account summary

Beginning balance on September 1, 2024	\$137,647.83
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on September 30, 2024	\$137,647.83

of deposits/credits: 0

of withdrawals/debits: 0

of items-previous cycle¹: 0

of days in cycle: 30

Average ledger balance: \$137,647.83

¹Includes checks paid, deposited items and other debits

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marta.farmanova@bofa.com

SSM-09-23-0714.B | 5972504

IMPORTANT INFORMATION: BANK DEPOSIT ACCOUNTS

How to Contact Us - You may call us at the telephone number listed on the front of this statement.

Updating your contact information - We encourage you to keep your contact information up-to-date. This includes address, email and phone number. If your information has changed, the easiest way to update it is by visiting the Help & Support tab of Online Banking.

Deposit agreement - When you opened your account, you received a deposit agreement and fee schedule and agreed that your account would be governed by the terms of these documents, as we may amend them from time to time. These documents are part of the contract for your deposit account and govern all transactions relating to your account, including all deposits and withdrawals. Copies of both the deposit agreement and fee schedule which contain the current version of the terms and conditions of your account relationship may be obtained at our financial centers.

Electronic transfers: In case of errors or questions about your electronic transfers - If you think your statement or receipt is wrong or you need more information about an electronic transfer (e.g., ATM transactions, direct deposits or withdrawals, point-of-sale transactions) on the statement or receipt, telephone or write us at the address and number listed on the front of this statement as soon as you can. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

- Tell us your name and account number.
- Describe the error or transfer you are unsure about, and explain as clearly as you can why you believe there is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

For consumer accounts used primarily for personal, family or household purposes, we will investigate your complaint and will correct any error promptly. If we take more than 10 business days (10 calendar days if you are a Massachusetts customer) (20 business days if you are a new customer, for electronic transfers occurring during the first 30 days after the first deposit is made to your account) to do this, we will provisionally credit your account for the amount you think is in error, so that you will have use of the money during the time it will take to complete our investigation.

For other accounts, we investigate, and if we find we have made an error, we credit your account at the conclusion of our investigation.

Reporting other problems - You must examine your statement carefully and promptly. You are in the best position to discover errors and unauthorized transactions on your account. If you fail to notify us in writing of suspected problems or an unauthorized transaction within the time period specified in the deposit agreement (which periods are no more than 60 days after we make the statement available to you and in some cases are 30 days or less), we are not liable to you and you agree to not make a claim against us, for the problems or unauthorized transactions.

Direct deposits - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us to find out if the deposit was made as scheduled. You may also review your activity online or visit a financial center for information.

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Service fees

The Monthly Fee on your primary Business Advantage Relationship Banking account was waived for the statement period ending 08/30/24. A check mark below indicates the requirement(s) you have met to qualify for the Monthly Fee waiver on the account.

- ✓ \$15,000+ combined average monthly balance in linked business accounts has been met
- ✓ Become a member of Preferred Rewards for Business has been met

For information on Small Business products and services or to link an existing account, please call 1.888.BUSINESS. For more information about the Preferred Rewards for Business program and which fees can be waived based on account eligibility and enrollment, see the Business Schedule of Fees located at bankofamerica.com/businessfeesataglance.

Daily ledger balances

Date	Balance (\$)
09/01	137,647.83

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Customer service information

-  1.888.BUSINESS (1.888.287.4637)
-  bankofamerica.com
-  Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

INLAND LIBRARY SYSTEM
254 N LAKE AVE # 874
PASADENA, CA 91101-1829

Your Business Advantage Relationship Banking Preferred Rewards for Bus Platinum Honors

for October 1, 2024 to October 31, 2024

Account number: 0006 2897 6690

INLAND LIBRARY SYSTEM

Account summary

Beginning balance on October 1, 2024	\$137,647.83
Deposits and other credits	0.00
Withdrawals and other debits	-0.00
Checks	-0.00
Service fees	-0.00
Ending balance on October 31, 2024	\$137,647.83

of deposits/credits: 0

of withdrawals/debits: 0

of items-previous cycle¹: 0

of days in cycle: 31

Average ledger balance: \$137,647.83

¹Includes checks paid, deposited items and other debits

You've got a banking partner ready to help.



As your dedicated Small Business Specialist, I'm here to help with all of your business's financial needs and priorities.

Contact me today.

Marta Farmanova
818.824.8548
marta.farmanova@bofa.com

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Daily ledger balances

Date	Balance (\$)
10/01	137,647.83

The Business Advantage Unlimited Cash Rewards credit card

Unlimited 1.5% cash back on all purchases. So simple.

Plus get a **\$300 statement credit offer**.

Apply today — there's no annual fee!
Scan this code or call 888.895.4909.



When you use the QRC feature certain information is collected from your mobile device for business purposes.

To qualify for the statement credit, make at least \$3,000 in Net Purchases with your card that post to your account within 90 days from account opening. One \$300 statement credit allowed per company. Restrictions apply. Offer subject to change without notice.

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AC Agenda Item 7

DATE: December 12, 2024
TO: Inland Administrative Council
FROM: Andy Beck, Controller, Inland/SCLC

SUBJECT: **Audit of Financial Statements for FY 2023/24 and FY 2022/23
(DISCUSSION)**

BACKGROUND: On a biennial basis, the financial statements of the Inland Library System (Inland) are audited by independent auditors. The audited financial statements are submitted to the State of California and Counties within Inland's jurisdiction.

The planning of the audit commenced in September 2024 and the audit of the financial statements commenced in December 2024. The draft of the financial statements is expected to be presented at the next Administrative Council meeting in March.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None



AC Agenda Item 8

DATE: December 12, 2024
TO: Inland Administrative Council
FROM: Christine Powers, Executive Director, Inland/SCLC

SUBJECT: CLSA FY 2024/25 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.

On October 2, 2024, the CLSB held its fall meeting, during which it approved Inland's Plan of Service, as submitted.

FISCAL IMPACT: None

RECOMMENDATION: Informational item

EXHIBITS: None

California State Library, Library Development Services

Cooperative Library System Liaison Report

Updated December 4, 2024

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State Library News

LDS Newsletter

Sign up today for our new [newsletter!](#) Please share this with your teams.

New Rural and Tribal Library Programs Consultant

Lisa Lindsay is the newest Library Programs Consultant with the California State Library. She has over fifteen years of experience working in public libraries, including six years as a principal librarian for Fresno County, and most recently, she worked as the grants monitor for the State Library's Lunch at the Library project. In her new role she will be focused on providing support specifically for tribal and rural libraries. In the new year, watch for a monthly Community of Practice specific for staff working in rural libraries. Please also help spread the word about the IMLS [Native American Library Services: Basic Grant](#), which is now open.

LSTA News

This is a reminder about the federal government's transition from the use of the D-U-N-S Number to the use of the Unique Entity Identifier (UEI). D-U-N-S numbers are no longer in use. Current federal award recipients and all future applicants/recipients will need to have an active UEI to be eligible to receive or continue to receive federal award funds. To register and/or for more information, please visit [SAM.gov | Entity Registrations](#). If you have questions regarding this, please contact LSTAGrants@library.ca.gov.

The 2025-26 LSTA grant program cycle is opening soon. The State Library webpages will be updated with instructions and information about the opportunities in mid-December, and the application period will open shortly after the New Year. Please check your inboxes for further announcements from the State Library.

2023-2024 California Public Libraries Survey

California's 2023-2024 Public Libraries Survey opened for data input on September 3, 2024 and closed October 31, 2024. The data will be submitted to IMLS in January and available for use by the public and all libraries some time in March.

You are encouraged to review your submissions and contact LibraryStatistics@library.ca.gov if you find any entry errors you would like corrected.

While you wait for the full dataset, you can access [Access the 2024 California Public Library Staff Survey](#). The snapshot survey, conducted every three years, enables you to view salary ranges for ten positions commonly included in California public libraries' staff. The table includes library type (county, city, etc.), population served, size of service area, number of outlets (branches and bookmobiles), and county. You can sort the table in LibPAS by clicking on those headings. You can also download the whole dataset by clicking on the little excel icon.

Marketing Toolkits

The [California State Library's marketing toolkits](#) are designed to help California libraries deliver consistent messaging about the services and resources you provide to your communities. This is part of an effort to help coordinate statewide messaging about the many great things libraries do every day. We encourage you to use the messages, graphics, and other resources to raise awareness and reinforce the value and impact libraries provide to their communities.

The California State Library has expanded its [Library Marketing Toolkits](#) for local libraries to include a [Holiday and New Year's toolkit](#), including videos from California State Librarian Greg Lucas. The toolkit encourages Californians to reach for their library card instead of a credit card to save money during the holidays. The marketing web page now includes press release templates, social media messaging suggestions, graphics, videos, and pictures.

California Revealed

California Revealed is a statewide initiative that helps public libraries, archives, museums, historical societies, and other heritage groups digitize, preserve, and provide online access to archival materials documenting the state's histories, arts, and cultures. The kaleidoscopic view of California cultures and histories represented by California Revealed collections offers countless opportunities for individuals and communities looking to integrate sources into their course of study as well as into their daily lives.

The accomplishments of this program dramatically increased access to, and use, of primary source materials related to California histories, arts, and cultures. The greatest impact is the ever-expansive reference resource available at [California Revealed](#). If you visit or have recently visited the CA Revealed website, please take a moment to fill out the [website user survey](#). User feedback is critical in helping the project improve website experience and better understand its benefits to the community. For any comments or questions, please contact CARevealed@library.ca.gov or team@californiarevealed.org.

California Freedom To Read Act

The California Freedom to Read Act requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The State Library has set up [this webpage](#) to help libraries in complying with the law.

At the State Library, we would like to see the language in the bill in your collection development policies as is. We cannot provide any legal interpretation or advice on the language submitted.

We understand that some libraries might experience a challenge with this request, so we urge you reach out very soon if this is the case to collectiondevelopmentpolicy@library.ca.gov. Please keep in mind you have until January 1, 2026, to have your policy on file with the State Library.

We will offer libraries the opportunity to demonstrate how their policy complies with the language in the new law. This information would come in the form of an attachment to your policy, from the library director, that clearly explains how your policy's language maps to the language in the law. As a reminder, we at the State Library are consultants and administrators and we cannot provide a legal interpretation of your policy.

State Library staff are available to provide technical assistance to libraries who need help with their policies. If you would like to speak with a State Library staff member about your policy or the bill, please email collectiondevelopmentpolicy@library.ca.gov with your request.

Open Opportunities

Career Online High School

The [Career Online High School](#) (COHS) program is open to all public libraries in the state and **there is no required local match to participate**. Libraries may opt into the COHS program at any time using the [COHS Interest Form](#), and will receive training and implementation support, have access to the California State Library's universal scholarship supply, and complete a short mid-year and end-of-year report. COHS questions can be sent to cohs@library.ca.gov

Student Success Cards for All Working Group

The California State Library is seeking volunteer members for a Student Success Cards for All Working Group. Time as a member of the working group will allow library staff to share their experiences and expertise with Student Success Card partnerships.

Members will support libraries working on Student Success Card partnerships by helping develop the following:

- Toolkits.
- Networking calls.
- Training opportunities.

Working group members should have:

- Experience in developing, promoting, and implementing a Student Success Card program in their library.
- Skills in establishing and continuing partnerships with school districts.
- Time to commit to working group virtual meetings and assignments.

[Interest forms](#) are due on **Wednesday January 8th, 2025 at 12:00 pm noon**.

For more information visit the [Student Success Cards for All Working Group](#) webpage or email the State Library at studentsuccess@library.ca.gov with any questions.

Current Projects and Services

Alexander Street Now available for Public Libraries

Last year [COMPASS from the State Library](#) (formerly known as the K-12 Online Resources program) made a suite of performing-arts video and audio perpetual-licensed content available for all public schools and local libraries, no cost to any local entity. The audio and video collections include library performing rights too (with the exception of the National Theatre collection) – a great addition for local programming for all ages.

Now there's more! COMPASS has now added to the Alexander Street perpetual-licensed content starting in August 2024. The State Library plans to announce the additions formally in mid-August, but local libraries can [add these items to their collections through MARC records](#) and include links on their websites immediately.

The additions include **over 10,000 drama scripts** from 10 different Alexander Street/ProQuest collections, as well as new video collections – **American History in Video**, and the **CNN video documentary collection**. There are also expansions to current collections like the video collection of

Black music from **Qwest TV** and the **Dance In Video** collection, which now includes hundreds of instructional videos.

COMPASS and ProQuest have provided a recording of a [previous training for set up in July](#) that can be reviewed ([slide deck](#) available too), and will be announcing additional content-based overviews in the press announcement. You can learn more through [a recent COMPASS newsletter](#), and can [sign up for new announcements](#) too. Questions? Contact compass@library.ca.gov.

California Library Literacy Services – Ongoing

For information on ongoing training, visit the CLLS training and meeting [calendar](#). Monthly networking calls for general CLLS topics, family literacy, and ESL are scheduled for December. The Adult Learner Leadership Institute project has announced four cohort dates for 2025. The CLLS website has migrated to the California State Library: <https://www.library.ca.gov/services/to-libraries/cls/> For more information on any of these programs, contact cls@library.ca.gov. CLLS is State funded, and Literacy Initiatives projects are LSTA funded.

California Libraries Learn (CALL)

Local CALL

Do you have a training topic to bring to your region? Would you like to network and learn with library colleagues near you? CALL has been listening and we know you want more in-person events, but it's hard to take time away from your library. [Local CALL](#) provides a chance for your library, or library cooperative, to host a learning event and invite your colleagues. CALL will provide financial support up to \$5,000. For more details and guidelines see the [CALL Blog](#) and the [Local CALL Interest Form](#). Now you can learn, network, stay local and support your staff and colleagues with Local CALL! **Submit your interest form by December 31, 2024.**

Ongoing CALL

Access professional development for *all* members of your staff by visiting www.callacademy.org and the CALL [calendar](#). [Subscribe to the CALL Letters newsletter](#) for weekly updates. Have a good training idea? Anyone can complete the [CALL for Presentations](#). Encourage all levels of your staff to [create a login](#) to access the many online, self-paced learning opportunities available through [CALL Academy](#). LSTA funded.

Community-Centered Libraries

The second year of [Community-Centered Libraries](#), a training initiative presented by the State Library and Pacific Library Partnership, focuses on building the skills of public library workers in two areas:

- Creating data visualizations (such as infographics report materials) using an equity lens
- Conducting culturally relevant needs assessments

Upcoming webinars and recordings of previous sessions are available on the [Community-Centered Libraries webpage](#) and in [CALL Academy](#).

eBooks for all - Ongoing

The eBooks for All project is going strong in California. Checkouts continue to grow at about 10 percent per month!

Califa recently announced that California now has access to an ‘always available’ collection of approximately 3000 eAudiobooks from Blackstone Audio. If you are on Palace, those titles are automatically available to your users!

If you are interested in joining the project, you can email ebooksforall@library.ca.gov for onboarding steps. Presently, there are grant funds available to cover any onboarding costs.

[Parks Pass Program – Ongoing](#)

As a result of budget legislation signed by the Governor in late June, Parks Passes will be accepted by State Parks until December 31, 2025.

A [toolkit](#) is available to support marketing, circulation, programming, and more. It has been updated to make the information cleaner and more accessible. The public can access information on the State Parks Pass at checkoutcastateparks.com

If you need more parks passes, bookmarks, or survey flyers, [please fill out the new order form from State Parks](#). For any questions, email parkspass@library.ca.gov. State of CA funded.

[PolicyMap Statewide Subscription for all public library workers](#)

The [Community-Centered Libraries initiative](#) includes [free PolicyMap accounts](#) for all California public library staff. The online mapping tool, which includes library jurisdiction boundaries, enables users to view rich data about the communities in your service areas. [View a recording of the initial training session](#) and [request an account today!](#) LSTA funded.

[Public Library Staff Education Program \(PLSEP\) 2024-2025 Applications Under Review](#)

The call for student applications for the 2024-2025 Public Library Staff Education Program (PLSEP) is closed, as of October 31, 2024. In December 2024, all applicants will be notified about the status of their requests, whether funded, not funded, or placed on a waiting list. PLSEP is a partnership of the California State Library and the Southern California Library Cooperative. View the [PLSEP timeline](#). Contact the PLSEP team at wwalker@socalibraries.org with any questions.

[Ready – Or Not: Cultural Heritage Disaster Preparedness Project](#)

The [Cultural Heritage Disaster Preparedness Project](#) is a California State Library initiative, in partnership with the Northeast Document Conservation Center and Myriad Consulting & Training, to support local assistance grants and support the creation of disaster preparedness plans to protect at-risk art, historically and culturally significant collections that are publicly and privately held among California’s underserved and underrepresented communities. To see some of the diverse places the Ready – Or Not team has assessed for disaster preparedness, browse the [Ready – Or Not Participant Showcase](#). State of CA funded.

California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations) can schedule a free emergency preparedness assessment at ["Ready – Or Not": Cultural Heritage Disaster Preparedness Project – NEDCC](#). The webpage also provides information sessions tailored to organizations just getting started on their disaster plan, community archives, organizations with limited resources, remote and rural museums, tribal cultural heritage organizations,

and public libraries. These half-hour online information sessions summarize the state-funded project and explore ways to engage in emergency preparedness consultations. California heritage institutions can request a free emergency preparedness assessment by filling out an [online form](#), emailing CAready@nedcc.org, or calling 855-501-3020.

Networking and Training

[CAreer Pathways Workforce & Upskilling Resources: Sunsetting September 2024](#)

Access to the Career Pathways resources has ended, View the [August 2024 Sunsetting CAreer Pathways webinar](#). If your library is interested in continuing any of these resources, we encourage you to reach out to the vendors directly. Thank you for your help in making our program a success these last two years!

[Next Directors Networking Call](#)

There will be no Public Library Directors Networking Call in December. The January call will be on Wednesday, January 15, 2025, at 3:30 p.m.

Projects marked “LSTA funded” are supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

Projects marked “State of CA funded” are supported in whole or in part by funding provided by the State of California, administered by the California State Library.



Inland Meeting Schedule FY 2024/25

Adopted May 8, 2024

Updated June 28, 2024

Thursday, July 11, 2024

2pm Administrative Special Meeting

Virtual

Thursday, September 12, 2024

9am Executive

10am Administrative

Rancho Cucamonga

Thursday, December 12, 2024

9am Executive

10am Administrative

Palm Springs

Thursday, March 13, 2025

9am Executive

10am Administrative

San Bernardino County

Thursday, May 8, 2025

9am Executive

10am Administrative

Riverside Public