

The Friends of the Library Executive Board will meet on Monday, September 21, 2026, at 6 p.m. at the L.E. Phillips Memorial Public Library in Room 105, following the Friends Annual Meeting. Committee chairs and members are welcome.

AGENDA

1. Call to order/Roll Call (McIlquham)
2. Motion to approve minutes from the meeting(s) held on Monday, July 20, 2026 (McIlquham)
3. Call for additions to the agenda and announcements (McIlquham)
4. Treasurer's reports (Wells)
5. Library report (Kerr)
6. Board liaison report (Brand)
7. Staff General Updates (Yearous/Hayden)
 - a. August Mini Sidewalk Sales results
 - b. Book Sale/Card Crawl Volunteers needed, Saturday, September 26
8. Old Business
 - a. Creating a Fund at Eau Claire Community Foundation (Hayden)
9. New Business
 - a. Pick an Annual Meeting Date/2026-2027 Meeting Dates
 - b. Bank Accounts (Wells)

The Mission of Friends of the Library

The mission of the Friends of the L.E. Phillips Memorial Public Library is to encourage literacy, expression, and discovery in the Chippewa Valley through support to the L.E. Phillips Memorial Public Library and the surrounding community.

Friends of the Library Monthly Meeting July 20, 2026

Present: Astrid Hayden, Administrative Assistant; Nancy Kerr, Library Director; Mary Jo Mayer, Secretary; Deb Mathson, Past President; Stacy Yearous, Program and Development Coordinator; Anna Zook, Member -at-Large; Ann Brand, Library Board Liaison; Sara McIlquham, President; Michelle Brettingen, Member-At-Large; Storm Hancock, Vice President; Terry Wells, Treasurer

1. **McIlquham** - Meeting called to order 6:00 p.m. Around the table introductions.
2. **McIlquham** - Motion to approve mtg. minutes from June 15th, with amended spelling of Brettingen. Deb M. approved 1st, seconded by Mikki. All approved.
3. **McIlquham** - Call for any additions to agenda - Deb M. added item for New Business.
4. **Treasurer's report (Wells)** - Noted bookstore sales very strong for June at \$1612.71. Renewal of CD at current rate at RCU. Just another reminder that Business After Hours is a beneficial networking opportunity.
5. **Library report (Kerr)** - Library hours are being reduced by total of 7.0 hrs. Effective Sept 8th. Mon.-Thurs. 10:00 a.m. - 8:00 p.m. , Fri. 10:00 a.m. - 6:00 p.m and Sat. 10:00 a.m. - 5:00 p.m. It is noted that 2027 budget will be a tough budget, preparing for this in the wake of health insurance increases among other challenges the budget will be facing will be difficult. This comes at a time when library attendance is up and summer reading programs remain robust. Paid parking starts August. There will most likely be an adjustment period.
6. **Board Liaison report (Brand)** - Discussion ongoing regarding Library Board fund/ endowment creation targeted for fall of this year.
7. **General Staff Updates (Yearous/Hayden)** - The latest "mini"sidewalk sale along with the book store sales netted \$500.00 on July 3rd. Next sidewalk sale Aug. 7th. Sponsorship letters went out for the Seasonal Train Exhibit. Response from Casey's thus far. No Polar Express going forward. Looking at a replacement activity, such as an ornament craft project for a sideline. Online sales are moving along. Currently selling on three different platforms.
8. **Old Business (Yearous)** - Stacy to email to members remaining meeting dates for 2026 and into 2027. No formal mtg. In August. Picnic outside Dabblebox set for Mon. August 24 6:00 p.m. Sandwiches and side dishes. Stacy to send out sign up sheet.
9. **New Business (Hayden)** - Discussion started to create Fund at Eau Claire Community Foundation for the Friends. This will be separate from the Library Board's Fund. Astrid met with Joe Carlson to discuss process. Stacy/ Astrid to chair a committee as a first step. Call out for volunteers to join. Looking at time frame within next 2 years to perhaps coincide with Friend's 40th year. Tentative plan is to start small and then build. No interest is accrued until \$10,000.00 mark is reached. Weighing the pros and cons of an Agency vs. a Designated Fund.
(Mathson) - Thank You card received from Sally D and read aloud.

Meeting adjourned by McLquham 6:50 p.m. Minutes submitted by Mary J Mayer
Next mtg. , Monday, Sept. 21st, 2026.

Friends of the LE Phillips Memorial Public Library

Statement of Financial Position Summary

As of Aug 31, 2026

Distribution account	Total
Assets	\$122,119.56
Current Assets	\$122,119.56
Bank Accounts	\$58,843.47
Other Current Assets	\$63,276.09
Total for Current Assets	\$122,119.56
Total for Assets	\$122,119.56
Liabilities and Equity	\$122,119.56
Liabilities	-\$80.49
Current Liabilities	-\$80.49
Other Current Liabilities	-\$80.49
Total for Current Liabilities	-\$80.49
Long-term Liabilities	\$0.00
Total for Liabilities	-\$80.49
Equity	\$122,200.05
Total for Liabilities and Equity	\$122,119.56

Friends of the LE Phillips Memorial Public Library

Statement of Activity

August 2026

	Total
Revenue	
Book Sales	
Amazon/Ebay/Pango Sales	445.81
Bookstore Sales	1,783.01
Online Book Sales	404.34
Total for Book Sales	\$2,633.16
Corporate Memberships/Sponsorships	1,250.00
Interest	260.29
Memberships (Households)	170.88
Miscellaneous Income	50.00
Total for Revenue	\$4,364.33
Gross Profit	\$4,364.33
Expenditures	
Book Sale Expenses	
Book Sales	
Promotions	9.99
Total for Book Sales	\$9.99
Online Book Sales	
Postage	75.15
Total for Online Book Sales	\$75.15
Total for Book Sale Expenses	\$85.14
Credit Card Co. Fees	69.25
Office Supplies	121.39
Program Expense	
Books for Babies	
Books	330.05
Total for Books for Babies	\$330.05
Total for Program Expense	\$330.05
Subscriptions/Org. Membership	297.99
Total for Expenditures	\$903.82
Net Operating Revenue	\$3,460.51
Net Revenue	\$3,460.51

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month

July-August, 2026

	Jul 2026	Aug 2026	Total
Revenue			
Book Sales			
Amazon/Ebay/Pango Sales	713.28	445.81	1,159.09
Bookstore Sales	1,790.69	1,783.01	3,573.70
Online Book Sales	851.92	404.34	1,256.26
Total for Book Sales	3,355.89	2,633.16	\$5,989.05
Corporate Memberships/Sponsorships	250.00	1,250.00	1,500.00
Interest	136.86	260.29	397.15
Memberships (Households)	262.84	170.88	433.72
Miscellaneous Income		50.00	50.00
Programs			
Give-a-Kid-a-Book	1,500.00		1,500.00
Total for Programs	1,500.00		\$1,500.00
Total for Revenue	5,505.59	4,364.33	\$9,869.92
Gross Profit	5,505.59	4,364.33	\$9,869.92
Expenditures			
Book Sale Expenses			
Book Sales			
Promotions	39.97	9.99	49.96
Total for Book Sales	39.97	9.99	\$49.96
Online Book Sales			
Postage		75.15	75.15
Total for Online Book Sales		75.15	\$75.15
Total for Book Sale Expenses	39.97	85.14	\$125.11
Credit Card Co. Fees	28.37	69.25	97.62
Office Supplies	13.99	121.39	135.38
Payroll Expenses			
Taxes	209.64		209.64
Wages	2,740.43		2,740.43
Total for Payroll Expenses	2,950.07		\$2,950.07
Program Expense			
Books for Babies			
Books	1,051.74	330.05	1,381.79
Total for Books for Babies	1,051.74	330.05	\$1,381.79
Give-a-Kid-a-Book			
Books	209.31		209.31
Total for Give-a-Kid-a-Book	209.31		\$209.31
Total for Program Expense	1,261.05	330.05	\$1,591.10
Subscriptions/Org. Membership	197.99	297.99	495.98

Friends of the LE Phillips Memorial Public Library

Statement of Activity by Month
July-August, 2026

	Jul 2026	Aug 2026	Total
YS Programs and Services (Prizes/Giveaways)	143.18		143.18
Total for Expenditures	4,634.62	903.82	\$5,538.44
Net Operating Revenue	870.97	3,460.51	\$4,331.48
Net Revenue	870.97	3,460.51	\$4,331.48

**Friends of the
L. E. Phillips Memorial Public Library
Budget 2026-2027**

	<u>Budget</u> <u>2026-2027</u>	<u>8/31/26</u> <u>Actual</u>	<u>Budget</u> <u>Remaining</u>	<u>% of</u> <u>Budget</u>
Revenue				
Memberships(Households)	21000	433.72	20,566	2.07%
Corporate Sponsorships	4250	1500.00	2,750	35.29%
Corporate Partners	500		500	0.00%
Bookstore Sale	17000	3573.70	13,426	21.02%
Online Booksales	12000	2415.35	9,585	20.13%
Grants	2000		2,000	0.00%
Give-a-Kid-a-Book	5000	1500.00	3,500	30.00%
Books for Babies	5000		5,000	0.00%
Special Event Fundraising	4500		4,500	0.00%
In Honor Of	1000		1,000	0.00%
Interest	2800	397.15	2,403	14.18%
Miscellaneous	500	50.00	450	10.00%
Monies Received for Library	10000		10,000	0.00%
Transfer From Balance	11250		11,250	0.00%
Total Revenue	\$96,800	\$9,869.92	\$86,930	10.20%
Expenses				
Library Allocations	18000		18,000	0.00%
Special Event Fundraising Expenses	1000		1,000	0.00%
Salaries	37600	2740.43	34,860	7.29%
Payroll Taxes	2730	209.64	2,520	7.68%
Insurance	300		300	0.00%
Memberships Expenses	1000		1,000	0.00%
Credit Card Fees	600	97.62	502	16.27%
Annual Meeting	250		250	0.00%
Telephone/General Postage	150		150	0.00%
Newsletter	250		250	0.00%
Give-a-Kid-a-Book	4000	209.31	3,791	5.23%
Books for Babies	7000	1381.79	5,618	19.74%
In Honor Of	1000		1,000	0.00%
Booksales: Expense	500	49.96	450	9.99%
Online Booksales: Expenses	4500	75.15	4,425	1.67%
Volunteer Appreciation	500		500	0.00%
Office Supplies	2500	135.38	2,365	5.42%
Subscriptions/Org. Memberships	3500	495.98	3,004	14.17%
Miscellaneous	500		500	0.00%
Monies Remitted to Library	10000		10,000	0.00%
YS Program Prizes	1000	143.18	857	14.32%
Total Expense	\$ 96,880	\$ 5,538.44	\$91,342	5.72%

BUILD A SUSTAINABLE FUTURE

Agency Funds help nonprofits invest mission-critical dollars. The Eau Claire Community Foundation offers nonprofit organizations a reliable, cost-effective option for long-term investments through Agency Funds.

IN TRUSTING ECCF AS YOUR AGENCY FUND PROVIDER, YOU CAN EXPECT:



LOW-COST INVESTMENTS

With its strong financial resources, ECCF can help your organization invest its savings at a lower cost.



FLEXIBILITY

Access the assets in your organization's fund at any time. Request distributions as often as you need.



ONLINE FUND ACCESS

Your staff or board can view the fund's balance, investment allocations, contributions, and disbursements.



ECCF SUPPORT

Our Team is available to help you navigate questions and can provide investment reports to your staff and board.

ESTABLISH A FUND

You can establish this fund with a minimum gift of \$500. To begin grantmaking, the fund must reach a balance of \$10,000, through contributions and investment earnings, within five years. Agency Funds are ideal for organizations that are ready to establish an account for long-term invested assets, separate from the organization's day-to-day operating expenses. An administrative fee is applied to the fund, calculated based on its total assets.

Please note, grants from Agency Funds support only the founding organization, and contributions must be made directly to the nonprofit, not ECCF.

Disclaimer: Opening an Agency Fund does not increase the likelihood that a nonprofit organization will receive grants from ECCF, and nonprofits are not required to have an Agency Fund to receive grants from our organization's funds.

OUR AGENCY FUND PARTNERS

Beaver Creek Reserve
Bolton Refuge House, Inc.
Boys & Girls Club of
Lac Courte Oreilles
Chippewa Valley Council,
Boy Scouts of America
Chippewa Valley Museum
The Community Table
Eau Claire Children's Theatre
Family Promise of the
Chippewa Valley
Feed My People Food Bank
Flying Eagles Ski Club, Inc
Foundation for the Endowment of
the American Birkebeiner, Inc.
Friends of United Cerebral Palsy of
West Central WI Foundation, Inc.
Goodwill Industries of
North Central WI
Hope Gospel Mission
L.E. Phillips Memorial Public Library
L.E. Phillips Senior Center
Landmark Conservancy
Literacy Chippewa Valley
NorthLakes Community Clinic
YMCA of the Chippewa Valley

INTERESTED IN OPENING AN AGENCY FUND?

To explore opening an Agency Fund, contact us at info@eccfwi.org.

Administrative Fee Schedule

When you establish a fund at ECCF, you are supporting more than transactions; you are supporting community convenings, strategic grantmaking, nonprofit trainings, donor education, and the promotion of charitable giving that ultimately transforms the communities we call home.

ECCF is able to charge minimal fees compared to the costs of establishing and maintaining a private foundation or administering and investing funds as an individual organization. In 2022, ECCF's audited operational expenses were at 1.36% of its total assets. That means that 98.64% of your dollars support nonprofits. Thank you for considering us as your philanthropic partner. Together we are stronger.

Designated Funds:

1%	First \$500,000	Allows fundholders to select specific charities (nonprofits, churches, and schools) that their fund will grant to forever.
.75%	Over \$500,000*	
<i>Minimum Fund balance - \$10,000</i>		

Donor Advised Funds:

1.5%	First \$500,000	These Funds allow for donors to be fully involved. Fund holders have the flexibility to recommend grants to their charitable interests, while ECCF handles all of the paperwork.
1.25%	Next \$500,000	
1%	Over \$1 million*	
<i>Minimum Fund balance - \$25,000, minimum grant amount \$250</i>		
1% - pass-through gifts (IRA gifts must be designated, see back)		

Unrestricted Funds or Field of Interest Funds:

2%	First \$250,000	The needs of our community are constantly changing, and these types of funds allow ECCF the most flexibility to allocate the grant dollars to the greatest needs of our community through the competitive grant process.
1.5%	Next \$250,000	
1.25%	Next \$500,000	
1%	Over \$1 million*	
<i>Minimum Fund balance - \$10,000</i>		

Designated Scholarship Funds:

2%	First \$500,000	These Funds allow fundholders to support the post-secondary educations of students from a high school of their choice.
1.50%	Next \$500,000	
1%	Over \$1 million*	
<i>Minimum Fund balance - \$15,000</i>		

Agency Endowment Funds:

1%	First \$500,000	Agency Funds are established by nonprofits to provide ongoing operational support for their organizations. Contributions to these Funds must be made to the nonprofit Agency Fund holders rather than directly to ECCF.
.75%	Over \$500,000*	
Stock trades: \$50 per transaction		
<i>Minimum Fund balance - \$10,000</i>		

*Administrative fees for Funds over \$1.5 million will be negotiated.

The admin fee is a monthly rate of one twelfth of the annual administrative fee percentage of the daily average fund balance.

Acorn Funds:

Donors can invest as little as \$500 up front and add tax-deductible contributions for up to five years. Once the Fund matures into a permanent endowment fund, it can begin issuing grants.

- 1.5% of fund balance
 - Minimum of \$500 to establish an Unrestricted, Field of Interest, Agency, Designated Fund
 - Minimum of \$1,000 to establish a Designated Scholarship Fund
 - Minimum of \$1,500 to establish a Donor Advised Fund
- \$500 fee if not fully funded within 5 years

Pass-Through Funds:

- \$10,000 minimum to establish a Fund. (IRA gifts must be designated at time of establishment)
- 5% under \$20,000 (Maximum 5 grants – each additional grant \$50)
- 4% \$20,001 to \$50,000 (Maximum 5 grants – each additional grant \$50)
 - Any establishing gift over \$50,000, the administrative fee is negotiable
 - Minimum is \$1,000 per grant distribution and 5 years maximum for the Fund

Pass-Through Funds available to Fundholders:

- 1% of gifts received
 - No gift minimum
 - \$250 grant minimum

Fiscal Sponsorship Funds

Please call the Foundation for details.

Pass-Through Funds and Fiscal Sponsorship Funds

The principal is preserved in a money market until distribution and the earnings are retained by ECCF.

Fund Statements

Fund Statements are available monthly in the donor portal. Donors without email or who prefer a mailed version may request a paper copy of their Fund Statement. Fund Statements are mailed twice a year, normally in late January and July, for those who request a paper copy.

Investment Management Expense for Funds

Each Fund is subject to a fee that covers expenses for custody of assets and investment management. These fees are assessed monthly based on the daily market value of the Funds under management.

Approved January 26, 2023

Friends of the L.E. Phillips Memorial Public Library – Fund Structure Options

Feature	Designated Fund	Agency Fund
Asset Ownership	ECCF – held permanently for the benefit of the Friends of the Library	Friends of the Library
Purpose	Provides a long-term, permanently invested source of support	Allows nonprofit to invest reserve funds with ECCF while retaining ownership
Disbursement Rules	Annual “spendable” amount per ECCF’s spending policy (currently 4% of fund balance)	Flexible – Friends of the Library can request any amount at any time
Donation Portal	Yes – public-facing ECCF page for online gifts (ECCF issues tax receipts)	No – contributions go to Friends of the Library directly (you issue receipts)
Gift Types Accepted	Online donations, checks, IRA qualified charitable distributions, stock, etc.	Gifts cannot be accepted by ECCF. Gifts must be accepted by Friends of the Library and then deposited with ECCF
Access to Principal	No – assets are permanently endowed at ECCF	Yes – withdrawals can exceed investment earnings if needed
Administrative Fee	1% annually of fund balance 0.27% annual investment fee	1% annually of fund balance. 0.27% annual investment fee
Best For	Organizations committed to long-term growth and stability of charitable support	Organizations wanting investment growth but retaining access to principal

End of Summer Library Report for the Friends Meeting on 9-21-26

Nancy Kerr

- Spent time refining our operating budget
- We implemented our new hours on September 8th. There have been few complaints, and we can already see the positive impact on staff scheduling and workload.
- Multiple staff members provided meals for a week in August to Beacon House.
- We are in the process of transferring the bulk of adult program to Adult Services (formerly Reference). Our former PCS team (now Marketing and Communications) will still be heading up library-wide events as well as taking on Outreach. Youth Services staff will now share in the staffing of the Dabble Box open labs.
- We are thinking about the process of updating our current strategic plans, and will want the Board and the Friends to be involved in creating this addendum to our current plan.
- We are currently hiring to fill multiple positions: a Clerk and an Assistant in Collections Services, a Clerk and Assistant in Customer Services, and a full-time Security Monitor.
- A record 2,359 children participated in the Summer at the Library program this year! That is an increase of 500 kids from summer 2025, and our highest registration total in 10 years. Reference transactions are also up, with 3,608 customer questions recorded for July and August.
- Circulation staff and Marketing created a new 3-part welcome brochure for new customers.
- Kris and I (mostly Kris) continue to meet with City IT staff to investigate where we should – and should not – share applications and systems moving forward.