

**2016-2017 Board of  
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**WAUKESHA COUNTY  
COMMUNITY FOUNDATION**

*A private, non-profit charitable organization*

October 26, 2016

Mr. Grant Lynch  
Waukesha Public Library  
321 Wisconsin Avenue  
Waukesha, WI 53186

Dear Grant,

For 2016, the distribution amount available from your Agency Endowed fund is \$1070. This amount is based upon the Foundation's distribution policy of 4.5% of the average value of your fund over 20 rolling quarters through September 30, 2016. However may choose to recommend a distribution of more than that amount, a portion or none of it. Any amount not distributed will be kept in your fund for future growth.

Please use the enclosed form to request funds. Requests will be reviewed by the Foundation's board of directors at their December 6, 2016 meeting for those wanting a distribution before year end. As a reminder, you may withdraw funds at any time during the year.

Sincerely,

Shelli Marquardt  
President

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Enclosures



**WAUKESHA COUNTY  
COMMUNITY FOUNDATION**

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**AGENCY MEMORANDUM**

**TO:** Board of Directors

**FROM:** **Waukesha Public Library Fund**

**SUBJECT:** Distribution from Agency Endowed Fund

**DATE:** \_\_\_\_\_, 2016

*Amount Available for distribution \$1070*

\$\_\_\_\_\_ for distribution to **Waukesha Public Library**

\$\_\_\_\_\_ to remain in this Fund, undistributed in 2016.

Thank you.

**Signed:** \_\_\_\_\_

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