



2727 N. Grandview Blvd., Ste. 301, Waukesha, WI 53188
262-513-1861 · www.waukeshafoundation.org

October 10, 2018

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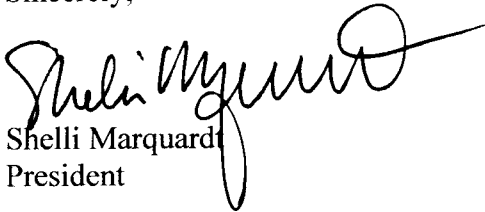
Waukesha Public Library
Attention: Mr. Bruce Gay
321 Wisconsin Avenue
Waukesha, WI 53186

Dear Bruce:

Your 2018 distribution, based upon the Foundation's distribution guidelines of 4.5% of the average value of your fund over 20 rolling quarters through September 30, 2018, is \$2,690.00. However, you may choose to recommend a distribution of more than that amount, a portion or none at all. Any amount not distributed will be kept in your fund for future growth. Also, as a reminder, you may disperse funds at any time during the year.

Please use the enclosed form to direct funds. Requests will be reviewed by the Foundation's board of directors at their November 6 and December 4, 2018 meetings for distribution before year end. Each charitable organization that receives a gift from your fund will be informed of your generosity unless you would prefer to be anonymous. A copy of our correspondence will be sent to you.

Sincerely,



Shelli Marquardt
President

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DONOR MEMORANDUM

TO: Board of Directors

FROM: Mr. Bruce Gay

SUBJECT: Distribution from Organization Endowed Fund

DATE: _____

For the remaining \$2,690.00 please approve the following Distribution(s) from the Waukesha Public Library Fund for 2018 (minimum of \$250 for each organization). **These suggestions do not represent the payment of any pledge or any other financial obligation.**

<i>Amount</i>	<i>Charitable Organization</i>
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\$ _____	for Waukesha Public Library
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\$ _____	to remain in this Fund, undistributed in 2018.
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Thank you.

Signed: _____
