MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: December 16, 2015

Re: **Newmarket Public Library Bank Account – Fund Transfer**

Recommendation: The CEO recommends that the Library Board authorize the transfer of funds from the Newmarket Library bank account to the Town of Newmarket bank account through the following motion:

THAT the Library Board directs the CEO to authorize the Town of Newmarket Treasurer to transfer the net closing balance at November 30, 2015 of $ 14,579.05 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.