MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, CEO

Date: September 7, 2016

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(s) 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 August 31, 2016 of $ 38,564.93 from the Newmarket Public Library Board bank account to the Town of Newmarket bank account.