MEMORANDUM

To: Newmarket Public Library Board

From: Todd Kyle, C.E.O.

Date: December 14, 2016

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

Recommendation: The C.E.O. 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 C.E.O. to authorize the Town of Newmarket Treasurer to transfer the net closing balance at November 30, 2016 of $ 92,385.97 from the Newmarket Public Library bank account to the Town of Newmarket bank account.