

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/12/2026

Subject: Check Schedule

## Background

Historically, trustees have approved check payments at monthly meetings. The city Finance Department would like to do weekly check runs instead of monthly for the library.

- A) Does the board want to transition away from monthly approval?
- B) Do you want us to hold the weekly checks and not send until approved at monthly meeting?
- C) Do you want to transition to weekly check runs along with mailing checks before approved by board at monthly meeting?

## Budget Goal

N/A

## Financial Impact

N/A

## Recommendation

Board's decision