

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 4/9/2026

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) Request was made to streamline processes in Finance Dept.

## Budget Goal

N/A

## Financial Impact

N/A

## Recommendation

Researched the question and found this:

### **Could bills be paid early-- prior to the library board meeting?**

No. Bills should not be paid until they are approved by the library board. The exception is for regular wages, salaries and reoccurring bills like utilities, lease fees, and maintenance contracts. This is based on WI Statute [43.58](#) (2) (b).

At times, we have approved payment of an invoice ahead of board approval of bills. Payment is connected to prior board approval of the purchase.