

From: [Nancy Gilmore](#)
To: [MPClerk](#)
Subject: Fwd: Corrections to Open Treasurer Position
Date: Monday, December 18, 2023 6:40:48 PM
Attachments: [Treasurer Position Appeal to City council.odt](#)

[EXTERNAL EMAIL]

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Dear City Clerk: Please read the attached letter at the beginning of the city council meeting on Wednesday. Thank you, Nancy Ishino-Gilmore, President of the Friends of the Monterey Park Library.

Treasurer open position appeal to City Council

Mr. Mayor, members of the City Council, other elected officials and fellow members of the community:

The Board of the Friends of the Monterey Park Bruggemeyer Library is seeking your assistance in locating a volunteer Treasurer.

As background information, the Friends is a non-profit organization formed exclusively for charitable, literary and educational purposes. With that focus in mind, we strive to supplement the Library in enhancing resources and services for the community. We provide additional funds for Library equipment and services from funds received through membership dues, donations and Bookstore proceeds.

As such, the Treasurer is very instrumental in helping us achieve our goal. Thus, the duties of the Treasurer include a working knowledge of basic bookkeeping. This includes the maintenance and safe record-keeping of the Friends checking account. A monthly statement of income and expenses is required to be provided at each monthly Board meeting. Some familiarity with tax reporting is also helpful. Computer skills are important in compiling the financial information and communicating with fellow Board members.

Please give this some thought. If you are interested in supporting your community in an active capacity, don't hesitate to contact the Friends. Our email is:

mpkfriendsofthelibrary@gmail.com

Or, perhaps, you may know someone who has the skills for this position. Please communicate our situation and our contact information, our email address, to that person. We are anxious to hear from you.

As a last agenda item, the Friends of the Monterey Park Bruggemeyer Library wish you, your family and our community a 'Holiday Season that shines with Peace, Joy and Happiness.