



# CITY OF SAN MATEO

City Hall  
330 W. 20th Avenue  
San Mateo CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 1

Section Name: {{section.name}}

Account Number:

File ID: {{item.tracking\_number}}

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**TO:** Library Board  
**FROM:** Alex Khojikian, City Manager  
**PREPARED BY:** Library Department  
**MEETING DATE:** March 31, 2025  
**SUBJECT:**  
City Librarian Appointment – Rukshana Singh

**RECOMMENDATION:**

City Manager Alex Khojikian will provide the Library Board of Trustees with an update of the recruitment process for the City Librarian process for the City Librarian position and seek approval to appoint Rukshana Singh as the City Librarian effective April 13, 2025.

**BACKGROUND:**

San Mateo Municipal Code Sections 4.03 and 4.06 provides that the City Manager appoints Department Heads. Section 6.01 (e) of the City Charter provides for the Library Board of Trustees to “approve or disapprove the appointment of the Librarian.”

**BUDGET IMPACT:**

N/A

**ENVIRONMENTAL DETERMINATION:**

This item is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Memo: City Librarian Appointment

**STAFF CONTACT**

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