



CITY OF SAN MATEO  
CITY MANAGER'S OFFICE

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Date: March 27, 2025

To: Library Board of Trustees

From: Alex Khojikian, City Manager

Subject: **City Librarian Appointment- Rukshana Singh**

The purpose of this memorandum is to provide the Library Board of Trustees with an update of the recruitment 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.”

**Discussion:** The recruitment for the City Librarian opened on February 11, 2025 and closed on March 3, 2025. A total of 17 applicants applied; however, only 10 applicants met the minimum qualifications. After reviewing the applications, the top four candidates were invited to the oral board interview process.

On March 25, 2025, three out of the four candidates were interviewed as one of the candidates withdrew. The oral board panel consisted of the following individuals:

- Anne-Marie Despain, Director of Library Services, San Mateo County
- Christina Horrisberger, Assistant City Manager, City of San Mateo
- Bahareh Abdollahi, Assistant City Attorney, City of San Mateo

Two candidates were rated highly, while one of the candidates was rated unacceptable due to the lack of leadership experience. The oral board panel recommended that the City Manager interview Rukshana Singh as she was the top candidate.

**Recommendation:** On March 26, 2025, I interviewed Rukshana. Based on my overall assessment, I have appointed Rukshana Singh as the City Librarian, contingent upon board approval, and recommend that the Library Board of Trustees approve her appointment as City Librarian at the March 31, 2025 meeting.