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Letter of Nomination

April 16, 2014

The Honorable City Council
One City Hall Plaza, Second Floor
Oakland, CA 94612

Dear President Kernighan and members of the City Council.

Pursuant to City Charter section 601, the Mayor, hereby reappoints the following persons as members of the following Board or Commission, subject to the City Council's confirmation:

LIBRARY ADVISORY COMMISSION

Jeanine Shimatsu, Mayoral appointment to serve the term beginning June 19, 2012 and ending June 18, 2015, filling the term vacated by Kathryn O'Neal.

Lesley Mandros Bell, Mayoral appointment to serve the term beginning June 24, 2013 and ending June 23, 2016 to fill the remaining term that was vacated by Yael Franco.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan
Mayor

JEANINE SHIMATSU

EDUCATION

University of California Berkeley – Berkeley, CA
BA in Public Health

August 2009 – May 2011

Moorpark College – Moorpark, CA
AA in Natural Sciences with an Emphasis in Mathematics
Dean's List: Spring 2008, Fall 2008, Spring 2009

August 2006 – May 2009

EXPERIENCE

Forward Together - Oakland, CA
IT Specialist

September 2013 – Present

- Collaborate with the Finance and Operations Director on strategic planning and implementation for IT; assist with IT budget management
- Administer IT infrastructure, including servers, network performance and security, data backup, email, CRM, calendar, domain registration/acquisition
- On and off-board employees and interns for IT; orient new employees and interns to IT infrastructure relevant to each person's role; plan and develop IT trainings and materials development for staff support; conduct trainings

Forward Together - Oakland, CA
Executive Assistant

June 2011 – Present

- Maintain daily, weekly, monthly, and yearly calendar for the Executive Director and serve as the initial point-of-contact for many key individuals outside of the organization, including funders, partners, and members of the media
- Plan meetings of the Board of Directors, including food and travel logistics
- Coordinates all travel arrangements, including flights, accommodations, ground, and public transportation for Executive Director

The Suitcase Clinic - Berkeley, CA

August 2010 – May 2012

Caseworker, Undergraduate Student Instructor, Mentor & Planning Committee Member

- Case working- served as a personal advocate for each client, facilitating health and social services including medical, dental, chiropractic, massage, acupuncture, and referral services.
- Educated incoming volunteer class on effective client communication, problem-solving, and advocacy
- Planning committee- collaborated with other members of the committee and different clinics to make Suitcase Clinic run more efficiently and sustainably

UC Berkeley School of Public Health - Berkeley, CA
Student Assistant

August 2009 – June 2011

- Processed students evaluations of classes, faculty, & GSI's
- Maintained correct billing/chart strings, handled reimbursements, ordered supplies, arranged parking permits, & other various projects
- Set up and trouble-shot laptops and other technical equipment

The Apple Store - Thousand Oaks, CA
Mac Specialist

November 2007 – July 2009

- Maintained an accurate and up-to-date knowledge of all Apple products and services
- Trained new employees with company policies, procedures and in-house POS system
- Facilitated personal shopping appointments and activated new phone lines

ADDITIONAL INFORMATION

CITI Biomedical Responsible Conduct of Research certified and Mental Health First Aid USA certified. Hobbies include bookbinding, calligraphy, and blogging. My "Oakland Library Project" is a blog series that talks about my experience visiting different branches of the Oakland Public Library.

LESLEY JENNIFER MANDROS BELL

LIBRARY-RELATED EXPERIENCE

Occasional substitute librarian at Aurora with experience doing existing library lessons and creating one original lesson on the Newbery selection process

Volunteer at Aurora Library since 2006 helping with book fairs, re-shelving and book processing

Classroom library parent since 2006 assisting children with book selection and check out

Thorough knowledge of Aurora library collection and many of its Dewey specialities

Continuing exposure to Newbery and other award-winning children's literature through Adults Read Kids Books book group

Past experience with grant writing, book cataloging and ordering with OUSD at Piedmont Avenue Elementary School library

Research experience at UC Berkeley libraries during graduate school

WORK EXPERIENCE

1/99-present Art educator

Worked on a part-time basis as an art educator for the following institutions:

Linda Beach Preschool – taught PMC jewelry making to 3 and 4 year olds.

Matilda Brown Home – taught weekly art and craft classes to elderly women, planning lessons to accommodate limited abilities and attention spans.

Walnut Creek Civic Art Center – taught studio class in PMC jewelry making.

Pleasant Hill Recreation Center – taught soap-making classes.

Antioch Recreation Center – taught soap-making classes.

Studio One Art Center – taught adult/child soap classes, and adult floorcloth making classes.

For all classes was responsible for creating instructions and supply lists and curricula, as well as teaching classes.

8/93-2/99 Circulation Manager and Art Editor for Home Energy magazine.

As Circulation Manager, completely responsible for processing and controlling magazine subscriptions, coordinating with subscription agencies, list services, and magazine fulfillment house. Training and management of administrative assistant, and on-going supervision of support staff in financial, administrative, and circulation fields.

As Art Editor, work with editorial staff on ideas for magazine art, calling authors and sources to obtain photographs and graphics for magazine covering residential energy conservation. Assigning and editing graphics to be produced in-house. For each bi-monthly issue, update on-going run-list of individual artwork, write up descriptive captions to run with art, label artwork for typesetter, and check page proofs, boards, and blueslines for correct art placement.

1/93-8/93 Circulation Coordinator for Home Energy magazine.

Added duties to existing administrative position including handling all routine subscription and circulation matters for the magazine under the supervision of a circulation manager.

6/90-1/93 Administrative Assistant for Home Energy magazine.

Duties included answering and directing incoming calls, handling general inquiries, processing and distributing mail to individual and departmental boxes. Processing all checks and inquiries about magazine samples, back issues and article sales, fulfilling orders, and general office management including tracking and ordering office supplies, postage meter supplies and postage. Typing, copying, faxing, filing and doing editorial data entry as needed.

8/89-5/90 Reader/Tutor at UC Berkeley.

Read, corrected and graded student papers for upper division English classes, was responsible for administrative elements of student records and averaging grades for two separate classes.

9/87-2/89 Administrative/Subscriptions Assistant at the Children's Art Foundation, Santa Cruz, California.

Secretarial duties included reception work, answering phones, filing, scheduling and data entry, receipt of payment for art classes, and sale of art supplies. Also, entered subscriptions and handled subscriptions renewal, cancellation and difficulties for "Stone Soup" children's magazine, produced by the Children's Art Foundation.

1/88-3/88 Reader at UC Santa Cruz.

Read, graded and evaluated student work.

6/86-1/87, 6/87-9/87 Diplomatic Assistant at Dar America, US cultural center in Marrakech, Morocco.

Not allowed work permit as foreigner, but while conducting anthropology field study volunteered assistance with official duties which included working as an aide for US Congressional

delegations to Morocco and other VIP groups, orientation for newcomers, hosting official dinner parties and some translation work in French.

6/85-9/85 Sales/General Assistant at The Country Mouse and Ashley's of Annapolis, Annapolis, Maryland.

Duties included sales, opening and closing, end-of-day tallying, ordering, pricing, inventory and replacement for two gift stores.

11/84-5/85 Secretarial Assistant, at "Hideaways International" magazine, Concord, Massachusetts.

Assisted where needed in small travel publication, handling phone inquiries, data entry, editing and transcription.

ADDITIONAL WORK AND VOLUNTEER EXPERIENCE

2004-2005 and 2011-2013 Board and coop member Linda Beach

Experience included doing PR for the preschool in print and at educational events, classroom volunteering, and running silent auction (assigning volunteers, soliciting donations, producing mailings).

Winter 1995-1998 Board of Directors member and Volunteer for PANSA (Piedmont Avenue Neighborhood School Association) in Oakland, CA.

Participated in incorporating this school organization as a non-profit. Headed the Library Committee, which was responsible for library upkeep at this elementary school. Trained volunteers, organized fund-raising events, and wrote a grant for library materials. Member of Marcus Foster V.I.P.S. (Volunteers in the Public Schools) program for Oakland, CA.

Summer 1984 Volunteer, Smithsonian Institute, Washington, DC.

Also did research at the Library of Congress for French history computer program.

Winter 1984 LEX (Language Experience) Volunteer Teacher, Anne Arundel County, Maryland. Instructed fifth and sixth graders weekly in French.

1982-1983 Audubon Ark Assistant, Massachusetts Audubon Society, Lincoln, Massachusetts. Responsible for care of fifteen native wild animals which were used for education programs in schools and on television. Duties included feeding, exercising, keeping health records, medicating, cleaning cages and day-to-day operation of the Ark.

Summer 1982 Audubon Animal Care Center Volunteer, Massachusetts Audubon Society.

Assisted in care and feeding of injured wildlife in one of two centers in Massachusetts. Duties included preparation of specific meals, release of recovered animals, and application of medication.

Summer 1980 Library Aide, American Embassy School, New Delhi, India.

Assisted with typing, filing cards and books, and general clerical work.

EDUCATION

8/89-12/90 Completed MA degree in English Literature at the University of California, Berkeley.

9/85-6/89 Completed BA degree in Literature at the University of California, Santa Cruz. Awarded Honors in Literature and College Honors.

1985 Graduated from Concord-Carlisle High School, Concord, Massachusetts. Recipient of Presidential Academic Fitness Award, Departmental Honors in English, Board of Directors Honors in French. Member, National Honor Society, staff member of school's award-winning literary magazine, Principal's Honor Roll.

1983-1984 Junior, Severna Park Senior High School, Severna Park, Maryland. National Merit Commended Scholar, Principal's Honor Roll, Honors course participant in English, French, and Zoology, fifth place for Maryland in the National French Contest.

1981-1983 Concord-Carlisle High School, Concord, Massachusetts. Principal's Honor Roll. Enrolled primarily in Honors courses.

1973-1981 Attended American Embassy Schools in Poznan and Warsaw, Poland, and New Delhi, India. In New Delhi, received four good scholarship awards and three science achievement awards.

PERSONAL INFORMATION

BORN July 15, 1967, US Air Force Base, Peshawar, Pakistan

INTERESTS Jewelry-design, herb-cultivation, drawing, floor cloth painting, other decorative painting, and soap-making.

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APPROVED FOR FORM AND LEGALITY

Macaulay
CITY ATTORNEY

OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF JEANINE SHIMATSU AND LESLEY MANDROS BELL AS MEMBERS OF THE LIBRARY ADVISORY COMMISSION

WHEREAS, Section 601 of the City Charter provides that members of City boards and commissions shall be appointed by the Mayor subject to confirmation by the affirmative vote of five members of the City Council; and

WHEREAS, Ordinance No. 8064 C.M.S, adopted November 13, 1969 and amended by Ordinance No. 11730 C.M.S., adopted July 26, 1994, establishes the Library Advisory Commission to advise and make recommendations on the operation and future development of the library system and to act as a liaison between the Library Department and the Mayor and City Council; and

WHEREAS, the Library Advisory Commission consists of fifteen (15) members serving not more than two consecutive three year terms; and

WHEREAS, the Honorable Mayor Jean Quan has appointed Jeanine Shimatsu and Lesley Mandros Bell to serve a three year term subject to confirmation by the City Council; now therefore be it

RESOLVED, that pursuant to City Charter section 601, the City Council hereby confirms the Mayor's appointment of Jeanine Shimatsu to a three-year term beginning June 19, 2012 and ending June 18, 2015, to fill the remaining term that was vacated by Kathryn O'Neal, and Lesley Mandros Bell to a three-year term beginning June 24, 2013 and ending June 23, 2016 to fill the remaining term that was vacated by Yael Franco.

**IN COUNCIL, OAKLAND, CALIFORNIA,
PASSED BY THE FOLLOWING VOTE:**

AYES -- BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF
AND PRESIDENT KERNIGHAN
NOES -
ABSTENTIONS-
ABSENT-

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Oakland City Council