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Letter of Nomination

November 25, 2014

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

Dear President Patricia Kernighan and members of the City Council:

Pursuant to City Charter section 601, the Mayor, hereby appoints the following person as a member of the following Board or Commission, subject to the City Council's confirmation:

**LIBRARY ADVISORY COMMISSION**

**Grant Inaba**, Mayoral appointment to serve the term beginning November 17, 2012 and ending November 16, 2015, filling the term vacated by Daniel Belay.

**Shanthi Gonzales**, Mayoral reappointment to serve the term beginning October 5, 2014 and ending October 4, 2017, filling the term previously held by herself.

**April Harper**, Mayoral reappointment to serve the term beginning October 16, 2014 and ending October 15, 2017, filling the term vacated by previously held by herself.

**Ain Bailey**, Mayoral reappointment to serve the term beginning September 14, 2014 and ending September 13, 2017, filling the term previously held by herself.

Thank you for your assistance in this matter.

Sincerely,

Jean Quan  
Mayor

# **Ain Bailey**

## **Program Analyst/Special Assistant to Department Head**

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### **Special Assistant to the Director of the Office of Neighborhood Investment City of Oakland, CA - Office of Neighborhood Investment**

**2008-Present**

- Identify, develop, and plan the Director's Office initiatives and special projects, many of which involve extensive research, inter-departmental collaboration, program development and event planning.
- Manage the Façade and Tenant Improvement Program; includes budget oversight of over \$10 million in funds, the development of new program processes and procedures; and management of program staff and local architect contracts.
- Manage the Office of Neighborhood Investment website, which includes managing website development, creating website copy, approving agency data revisions and the coordination of staff input.
- Managed the Redeveloping Oakland newsletter, a quarterly publication; responsible for project budget, thematic, editorial and visual content along with supervision of a contracted writer and an internal graphic designer.

### **MAC Cosmetics**

**Atlanta, GA/ New York, NY**

**2002-2008**

#### **Management Team Member/Product Specialist**

- Increased sales at location by 33% through the development and implementation of in-store consumer events and customer outreach as the Product Specialist program manager.
- Facilitated training in the region, providing staff with product knowledge, certification skills, and revenue and customer relationship building skills.
- Consistently exceeded personal sales goals, generally making 175% of total sales goal.

### **Guardian Life Insurance Company**

**New York, NY**

**2001 - 2002**

#### **Assistant to the Director of Communications**

- Managed the research and development of original programming, curriculum and marketing materials for the Girls Going Places Financial Literacy Program
- Traveled and presented the program nationally at La Raza, NABJ and the Miss Teen USA pageant, Salt Lake City while also customizing and training subsidiaries in those regions.

## **EDUCATION**

### **Master of Public Administration**

**Baruch College (CUNY)**

**New York, NY**

National Urban Fellow

Graduation: 2009, Magna Cum Laude

### **Bachelor of Arts – English**

**Spelman College**

**Atlanta, GA**

Graduation: May 2002

## **SKILLS**

Highly proficient in Microsoft Office Suite and iWork Suite; Proficient in Oracle, Adobe Illustrator & Photoshop and website content management systems.

April Harper

March 26th, 2013

Oakland City Hall  
1 Frank H. Ogawa Plaza  
Oakland, CA 94612

Dear Mayor Quan:

My name is April Harper and I am interested in appointment to the Library Advisory Commission. I think I am a strong candidate because I have experience in issues of social justice and education, and can effectively communicate the vital need of libraries to the community. In the fiscal year 2010, 2.46 billion items were circulated in U.S. Public Libraries; the highest number in ten years (Institute of Museum and Library Services, 200). Even with the internet, these numbers are only increasing and represents a growing need for public library services. In a time of tight state and county budgets, it becomes important to ensure that libraries continue to be fully funded.

As a Sociology major, I became acquainted with the connection between social justice and information access. My work in various public health nonprofits, such as Planned Parenthood, only served to underscore this connection. For example, I worked with many Oakland patients who revealed a true lack of knowledge of basic health issues. Information nurtures and empowers us; without libraries, it becomes impossible for those who are unable to afford a computer or books to educate themselves. In today's info-based society, libraries play an even more important role than they did ten years ago, providing internet access and community spaces for job seeking and computer literacy. As such, I am committed to public libraries as spaces of change and empowerment in Oakland, and think this mission can be accomplished most effectively when libraries are open six days a week. I am most interested in the advocacy/outreach and sixth-day subcommittee, where my superb oral and written communication skills can come into play. Moreover, I work well independently as well as part of a team, and I eagerly anticipate serving on the commission.

I look forward to hearing from you!

Sincerely,  
April Harper

## APRIL HARPER

### EDUCATION:

Bachelor's of Arts in Sociology, June 2010 -- University of California, Santa Cruz

Education Abroad Program, Fall 2009 – UC Paris Center, French & European Studies Program

### HONORS & AWARDS:

3.94 G.P.A., with highest honors in the major

Graduated Summa Cum Laude

Member of Phi Beta Kappa Honor Society

### EXPERIENCE:

Planned Parenthood Mar Monte – Central Hayward

**Health Services Specialist** *Hayward, CA* (October 2011- Present)

Completed patient intake and prepared patients for exams and procedures. Performed tests and blood draws, and educated patients on reproductive health issues and medication usage. Managed lab duties such as autoclaving instruments, stocking supplies and ensuring test accuracy for lab shipment.

Stanford University – Lorus International Camp

**Residential Program Manager** *Stanford, CA* (July 2011)

Managed a month-long International Fencing and Equestrian camp. Scheduled camp activities and directed ESL programs. Completed housing placements, organized dinners for parents and benefactors, and remained on call to ensure camper safety.

Borders Books & Music, Inc.

**Bookseller/Sales Associate** *San Rafael, CA* (August 2010- May 2011)

Assisted customers in locating books and periodicals, made relevant book recommendations, completed online orders and in-store purchases, shelved and alphabetized merchandise.

Pirates Camp LLC, Stanford University

**Professional Pirate** *Stanford, CA* (Annually June 2009-2011)

Assumed the role of a 19th century pirate counselor for Stanford University's annual Pirate's Camp. Took care of children, taught pirate history and led activities such as treasure hunting and swashbuckling.

“God is Green” **Research Assistant** *Santa Cruz, CA* (June 2010-August 2010)

Assisted UC Santa Cruz professor Andrew Szasz in researching religious institutions and their views on environmental issues/activism. Research included reviewing demographic characteristics of religious denominations and analyzing relevant literature.

Student Health Outreach and Promotion - UC Santa Cruz

**Volunteer** *Santa Cruz, CA* (April 2010 – June 2010)

Specialized in sexual health promotion, peer outreach, and sale of safer sex supplies.

Publicized SHOP services and promoted condom use and HIV/STD awareness.

Santa Cruz AIDS Project and Needle Exchange

**Intern** *Santa Cruz, CA* (April - June 2009)

Worked at Santa Cruz Needle Exchange instructing participants on safe injection practices and methods of disease prevention. Executed administrative duties such as filing, answering phones, greeting clients and answering questions. Participated in community outreach programs to raise awareness and spread knowledge of HIV risks. Created a safer sex "zine" to teach future Interns about the Santa Cruz AIDS Project and their mission.

## Shanthi Gonzales

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Objective An appointment to the City of Oakland Library Advisory Commission

### Summary of Qualifications

- Proven commitment to service in Oakland (regular volunteer with both Oakland Animal Services and the Alameda County Community Food Bank).
- Strong interest in board or commission service.
- Strong understanding of community development needs in low-income communities.
- Experienced project manager and event coordinator.
- Strong skills in successfully managing several events or projects simultaneously.
- Strong background in project management, communications, community outreach, and development.
- Strong writing and editing skills.

### Experience

October 2010 - present Program Assistant The San Francisco Foundation San Francisco, CA

- Coordinated numerous events, such as grantee convenings, how to apply workshops and team retreats.
- Coordinated grantmaking for the Community Development team.
- Managed projects for Community Development Director, such as webinars on TSFF program initiatives and outcomes.
- Researched and wrote complex documents, such as budget briefs, write-ups on grantees for Community Leadership Awards and content for TSFF web site.
- Provided excellent administrative support, including calendaring, researching and writing reports, and served as the Community Development contact with internal and external parties.
- Developed content area expertise in community development.

Summer 2010 Communication, Outreach & Development Coordinator Associated Community Action Program Hayward, CA (ARRA-funded position)

- Oversaw all outreach and communication materials.
- Planned website redesign.
- Wrote successful grant applications.
- Wrote content for materials, including the website, newsletters, flyers, brochures, and press releases.
- Served as chief media relations liaison.
- Created infrastructure around grants program (grants calendar, cultivation events, etc).
- Led effort to better brand the organization, and standardized materials around the new look.
- Created style guidelines for written materials.
- Organized community outreach events.
- Collected and organized important files for reference and later use, including image/content library.
- Wrote strategic plans in my areas of responsibility.
- Coordinated special projects as necessary.

2009 – March 2010 Special Events Coordinator United Way of the Bay Area San Francisco, CA (laid off)

- Successfully coordinated several simultaneous donor stewardship and fundraising events.
- Oversaw day-of registration and logistics for events.
- Meticulously maintained donor and event databases.
- Oversaw large mailings, bids for printing and contracting for services related to events and campaigns.
- Built and adhered to strict budgets and timelines for campaigns and large events.
- Coordinated meetings and supported staff and committee members in preparing for meetings.
- Analyzed data in order to report regularly on event progress, successes and challenges.

- Supervised staff teams and volunteers in the management of projects.
- Scheduled meetings and conference calls for staff and volunteer committee members.
- Built and maintained websites for events.
- Oversaw production of event materials.
- Prepared donor acknowledgement letters.

Summer 2009 Event Coordinator Silicon Valley Toxics Coalition San Jose, CA (contract position)

- Coordinated Annual Benefit.
- Worked with vendors and site to ensure a successful event.
- Coordinated volunteer and board member involvement in the benefit.
- Oversaw solicitation of sponsors and donations for silent auction.
- Coordinated all marketing and printed materials for the benefit.
- Coordinated ticket sales and RSVPs.

2002 – 2004; 2008 – 2009 Administrative Assistant SEIU United Healthcare Workers West Oakland, CA (laid off in trusteeship)

- Supported Chief of Staff to Union President in planning for and coordinating projects.
- Served as central hub/coordinator for information flow regarding projects and events.
- Built and managed registration for large events, including building registration websites.
- Oversaw bidding and contracting for services related to campaigns and events.
- Built and adhered to strict budgets and work plans for campaigns and events.
- Tracked and reported regularly on progress on project goals and timelines.
- Administrative work in support of other union executives.
- Coordinated meetings and supported staff and board members in preparing for meetings.
- Analyzed data in order to report regularly on project successes and challenges.
- Organized 2-day outdoor event for over 6,000 people in two weeks.
- Organized annual Leadership Conference for 2,000+ union leaders.
- Planned and organized logistics for other projects and campaigns, such as union elections and GOTV.
- Supervised temporary clerical staff, staff teams and volunteers in the management of projects.

\*I also worked at this job during the summers of 2005, 2006 & 2007 planning the annual Leadership Conference.

2006 – 2008 Managing Editor, The Good Society (academic journal)  
College Park, MD

- Oversaw journal staff.
- Coordinated publication of journal.
- Planned upcoming symposia for the journal.
- Planned and coordinated academic conferences and panels hosted by the journal.
- Contacted and conducted follow-up with contributors to the journal.
- Edited submissions to the journal.

2006 – 2007 Legal Assistant University of Maryland Graduate Student  
Legal Aid College Park, MD

- Did intake interviews of new clients.
- Performed legal research in support of client cases.
- Prepared for (and defended students in) hearings before the university's Academic Integrity Panel.
- Administrative work in support of supervising attorney and to help run the office.

2001-2002 Administrative Assistant California Transplant Donor Network Oakland, CA

- Supported Marketing/Community Outreach Director and Department.
- Helped manage the organization's volunteers and coordinate their involvement.
- Developed materials for marketing staff, including volunteer newsletter.
- Maintained CTDN website.
- Administrative work in maintaining the office (preparing documents, covering the phones, ordering supplies,

etc).

#### Education

BA, Political Science and History (Spanish and Women's Studies Minors)  
California State University Hayward (East Bay), 2001  
MA, Political Science San Francisco State University, December 2011

#### Interests

Politics, swimming, board games, reading, camping, the outdoors, karaoke, road trips, cooking and community service.

#### Service

Organizer, East Bay Spanish Language Meetup  
Secretary, The Table  
Regular volunteer, Alameda County Community Food Bank  
Official volunteer, Oakland Animal Services, 2009- 2010

#### References

Dan Martin, California Federation of Teachers, (707) 853-0895 – former supervisor  
Dana Simon, UNITE HERE, (617) 981-0326 – former supervisor  
Tessa Ruverol-Callejo, The San Francisco Foundation, (415) 533-9118 - current colleague/supervisor  
Lenita Ellis, formerly of ACAP, (510) 427-2945, former supervisor  
Sheila Davis, Silicon Valley Toxics Coalition, (408) 287-6707 – former supervisor



Grant Inaba

Hello Mayor Jean Quan,

I am applying to be considered for the Oakland Public Library Advisory Commission. I am a big fan of Oakland's library system, and would love to serve as an advocate for library users as well as a voice to advocate for the library system with the public and city officials. I have been involved in libraries in different capacities for almost a decade and a Bay Area activist since I moved here from Southern California for almost two decades.

I am a District 6 resident and live near the Eastmont Mall and have lived here since moving to Oakland two years ago. Until then I had been living and working on the San Francisco Peninsula under different capacities in libraries and research. I still work in San Francisco part time as a medical researcher but have found Oakland to be my new home as the real estate market here allowed me to own a home in this area. Since moving here I have directed my knowledge in the library field towards the East Bay. I currently volunteer at the Montclair Branch as an ebooks tutor. While at this post I have been learning more and more about the Oakland Public Library and the services it provides and does not provide. After working at various public library systems including San Francisco I can see that there are many things that Oakland Public Library is doing great and other things which can be maximized. I feel my experience and voice can contribute towards this.

I am a fourth generation Japanese American and a California native. My father owned his own lifelong family business in retail auto parts after a near death car accident as a professional drag racer. My mother was a registrar at the local high school which I also attended. Neither of my parents went to college. I was encouraged to go to school and my father's work ethic has always been a guiding voice. I believe the public library encourages both of these values of education and hard work and I want to grow them within the community I live in. I have volunteered at both the Friends of the San Francisco Public Library as well as Friends of the Oakland Public Library. I have volunteered at length for the Bay Area Habitat for Humanity and with my skills in marketing and filmmaking, assisted them with a media marketing campaign which included commercials and social media campaigns. I work part time in real estate and am also active with the Oakland Association of Realtors.

I look forward to hearing from you about this appointment. If there is anything further you need, please contact me. My resume is attached with this emailed letter.

Sincerely,

Grant Inaba

# GRANT INABA

## SUMMARY OF SKILLS

- *Interest and experience in public relations, marketing/advertising, and outreach.*
- *Methodical and passionate with a strong attention to detail and workflow.*
- *Strong skills with technology tools and literate in database use and construction.*
- *Strong ability at research and fact checking as well as editorial and writing duties.*

## EMPLOYMENT

### **Medical Researcher – Healthline.com**

**4/14-Present**

*Project management and coordination across many disciplines and departments. Taxonomy construction, database building and data retrieval, consumer based medical research.*

### **Temporary Research & Measurement Assistant – Access Communications 4/13-12/13**

*Scheduled and created daily and weekly internal business newsletters on startup companies and industries. Unscheduled research sweeps as needed. Compiled analytical and measurement media data in Excel and via other online software. Managed client accounts including 2K Games, Peet's Coffee, and Intuit among assistance with others.*

### **Medical Research Librarian – Krames Patient Education**

**04/07-12/12**

*Onsite and remote contract research assistance for writing and editorial teams. Created keyword search functionality for electronic databases. Bibliographic records archival with Endnote. Generated internal newsletters. Circulation management with Library World. Weeding, acquisitions, shelf reading, paper archiving.*

### **Library Page – San Francisco Public Library**

**06/06-02/08**

*Charging and discharging using Innovative Millennium. Shelving and shelf reading. Assist managing book reserve and Interlibrary Loan. Assist special event setup and clean-up operations. Served posts at main library and neighborhood branches. General library upkeep.*

### **Library Assistant - San Francisco State University Periodicals Department 09/02-07/03**

*Maintaining lending and returns. General patron assistance. Assisting in cataloging new publications into the collection as well as reshelving and shelf reading. General library maintenance.*

## EDUCATION

**Associate Degree and Certificate in Real Estate - City College of San Francisco**

**2012**

**Masters of Library and Information Sciences – San Jose State University**

**2010**

**Bachelors of Arts in Japanese - San Francisco State University**

**2005**

**Kyoto University of Foreign Language Studies – Kyoto, Japan**

**2003-2004**

## **SPECIALTY SKILLS**

**Technical proficiency in Microsoft Windows, including Office, Powerpoint, and Explorer**  
**Familiar with database design using FilemakerPro, Excel, and MySQL**  
**Familiar with many computer research databases and a specialization in the medical field**  
**Experience with building bibliographic records with Endnote**  
**Strong skills with library systems, such as Millennium, Sirsi Dynix, and LibraryWorld**  
**Experience with/creating MARC Database/MARC Magician/MARC Wizard. Also fluent in OCLC Bibliographic Formats and Standards**  
**Literate in web page design and HTML with a fundamental understanding of graphic layout and design**

## **RELATED EXTRACURRICULAR, VOLUNTEER, & MISCELLANEOUS**

- Co-Founder, Marketing Strategist – Revelcade Entertainment** 7/10-12/13  
Visual Media company creating short films and small business advertising; blog and social media site content contribution and maintenance. SEO strategist. Events and p2p outreach.
- Co-Founder, Partner, Operations – The Virtual Express** 7/13-11/13  
Internet based startup providing dry cleaning delivery and pickup; daily operations, User research, User experience/Interaction design, accounting, customer satisfaction.
- Retail Marketing Volunteer – Habitat For Humanity Greater San Francisco** 3/12-7/12  
Co-developed marketing/promo for grand opening of ReStore retail outlet in San Carlos, CA.
- Internet Sales Volunteer – Friends of the Oakland Public Library** 1/10-3/10  
Introduced a rigorous online book sales program in order to improve fundraising for the Oakland Public Library System.
- Magazine/Newspaper/Blog Journalist** 07/99-Present  
Occasional freelance writer for various magazines both local and national, in print and ezine form. Such publications include Global Auto Depot websites, Revelcade Entertainment websites, Nikkei West Business Journal, the SF Advertiser Deal Blog, Performer Magazine, The Owl Mag Online, The Cubby Missalette, Bourgeois Magazine, Flux, and Badbee.
- Internships at Stanford University CASBS, SF Station, SFSU ASU, and Global Auto Depot.**  
**Founder – The Library Science Club at City College of San Francisco**  
**Past Organizer – The Librarians Meetup**  
**CBEST Certified / Also a former English teacher in Kyoto, Japan**  
**Able to lift 50 pounds minimum**  
**Intermediate fluency in Japanese, Spanish and Mandarin Chinese**  
**Eagle Scout alum with basic practical knowledge of CPR, First Aid, knots, and related skills**

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**DRAFT**

CITY ATTORNEY

## OAKLAND CITY COUNCIL

RESOLUTION No. \_\_\_\_\_ C.M.S.

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### RESOLUTION CONFIRMING THE MAYOR'S APPOINTMENT OF GRANT INABA AND REAPPOINTMENT OF SHANTHI GONZALES, APRIL HARPER, AND AIN BAILEY 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 Grant Ibana and reappointed Shathi Gonzales, April Harper, and Ain Bailey to each 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:

**Grant Inaba**, Mayoral appointment to serve the term beginning November 17, 2012 and ending November 16, 2015, filling the term vacated by Daniel Belay; and

**FURTHER RESOLVED:**

**Shanthi Gonzales**, Mayoral reappointment to serve the term beginning October 5, 2014 and ending October 4, 2017, filling the term previously held by herself.

**April Harper**, Mayoral reappointment to serve the term beginning October 16, 2014 and ending October 15, 2017, filling the term vacated by previously held by herself.

**Ain Bailey**, Mayoral reappointment to serve the term beginning September 14, 2014 and ending September 13, 2017, filling the term previously held by herself.

**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**