

## CITY OF OAKLAND LIBRARY COMMISSION

## STRATEGIC PLAN 2025

**MISSION STATEMENT**

The Mission of the Library Commission (LC) is to ensure that the libraries meet the current and future needs of Oakland residents **and that public funds allocated to OPL are used as required by law.**

The following LC Committees and members of the Commission will oversee the activities described in the Action Plan:

**SUSTAINABILITY STANDING COMMITTEE**

**Purpose:** To provide oversight on the effective delivery of library services, maintenance, and inter-departmental issues with an emphasis on diversity, equity, and inclusion.

Responsibilities:

- Oversee timing and strategy of ballot measures and other funding structures to ensure adequate funding for OPL
- Maintain oversight of the Oakland Public Library (OPL) budget to ensure financial sustainability and resource allocation
- Maintain oversight of OPL facilities maintenance to ensure safe and functional library spaces for the community

**COMMUNITY ENGAGEMENT STANDING COMMITTEE**

**Purpose:** To develop and maintain strategic lines of communication between the OPL and the Oakland community.

Responsibilities:

- Develop timely communication plans and talking points to guide LC advocacy with elected officials and the public around budget cycles and ballot measures affecting the future of the OPL
- Lead relationship-building with branch Friends groups and other non-governmental advocacy groups; monitor and support community-based efforts to add and improve OPL branches
- Educate the public about OPL programs and services; organize yearly OPL Mixer and other public-facing events

**AD HOC COMMITTEES**

- **Action Plan Update Ad Hoc**  
**Purpose:** To draft an update of the Action Plan (LC Strategic Plan) for review and approval by the Library Commission.
- **Sustainability Survey Development Ad Hoc**  
**Purpose:** To draft a survey to gauge user satisfaction with OPL facilities and maintenance

And others as needed.

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**ACTION PLAN 2025**

OBJECTIVE 1: <i>Establish long-term financial sustainability for Oakland Public Library</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1	Chair/Vice Chair	Prepare Annual Report to City Council's Life Enrichment Committee. <i>Present when strategically useful for sustainability efforts.</i>				Annually – contingent on receiving budget and audit reports
2	Community Engagement Committee	Develop an advocacy plan with speaking points				Bi-Annual and coordinate with visits to Electeds. Coordinate with OPL Advocates
3	Community Engagement Committee	Inform library supporters of the budget talking points and other budget-related issues.				Revise quarterly ? ( <i>who are the library supporters?</i> )
4	Full Commission	Track City/OPL budget process.				Receive budget updates from Lib Dir. Schedule presentation from Finance Mgr
5	<i>Full Commission</i>	<i>Continue to identify and cultivate key relationships to support sustainability work.</i>				<i>Need clarification</i>
6	Full Commission	Schedule a presentation by the City Auditor of the Audit Report/Findings.				Annually
7	Full Commission	Receive regular special project updates on programs: <ul style="list-style-type: none"> <li>• Capital improvement plan (2x/yr) – OPL Fac Proj Manager (Diane Tannenwald)</li> <li>• Branch feasibility studies (2x/yr) -</li> <li>• System expansion/distribution of branch libraries (monthly)</li> </ul>				Presented by Lib Dir. and staff/consultants
8	Full Commission	Assign each commission member to an elected official in Oakland and branch library assignments (to advocate for)				At Co-Chair Forte's request, Commissioner assignments are now a standing attachment to the monthly meeting agenda.

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<b>OBJECTIVE 1: <i>Establish long-term financial sustainability for Oakland Public Library</i></b>						
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>			<b>COMMENTS</b>
			DONE	ON TARGET	REVISED	
9	Full Commission	Conduct regular meetings with elected officials in Oakland to increase visibility of the commission and strengthen relationships Schedule appointments twice a year for commissioner team to meet with their assigned elected official.				Aim for semi-annual contact. Reports on meetings with Electeds are a standing agenda item.
10	Sustainability Committee	Prepare and present <ul style="list-style-type: none"> <li>• Facilities maintenance (Qtrly Report)</li> </ul>				Quarterly

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**OBJECTIVE 2: *Increase public awareness of Oakland Public Library financial situation, need for a new Main Library, programs and services***

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1	Community Engagement Committee	Maintain OPL Talking Points; revise and create new Talking Points as April / October				Semi Annually
2	Community Engagement Committee	Create an ongoing outreach plan to inform the larger community about the LC's work, using email and social media.				
3	Community Engagement Committee	Organize annual "meet and greet" mixer for LC and other library supporters and stakeholders each December.				Taking place in May, not December.
4	Community Engagement Committee	Expand coalition-building with OPL Advocates coalition groups, including Save Oakland Library, Friends of the Oakland Public Library (FOPL), Branch Friends groups, Youth Leadership Council, Teen Advisory Boards, SEIU 1021 and IFPTE 21. Maintain list of all potential advocacy groups/friends/electeds, share meeting agendas and assign Commissioner as Liaison with specific groups.				Monthly- include as standing report item at Commission meetings?
5	Library Administration Chair and Vice Chair	Attend conferences and other events to strengthen advocacy role and network with city and state organizations.				Library Administration will notify Chair of registration opportunities for CLA Conference and California Public Library Advocates workshops
6	Sustainability and Community Engagement Committees	Invite timely speakers around issues related to the library to raise public awareness and build understanding of Library budget, ballot measures expenditures (MQ and MD), as well as OPL programs/services. Larger LC to agree upon a tentative schedule for the next year each April.				<b>It is not agreed that the LC should be the main forum for outreach/engagement around library issues., Consider Townhall?LC has invited speakers to attend full LC Commission meetings</b>

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<b>OBJECTIVE 3: Plan and advocate for the maintenance of library system and services.</b>						
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>			<b>COMMENTS</b>
			DONE	ON TARGET	REVISED	
1	Sustainability Committee	Track meetings and status related to city's strategic and capital improvement plans and advocate publicly for their need. (Downtown Oakland Specific Plan, ) etc.				Monthly Update. Reports to general LC
2	Sustainability Committee	Establish coalition building with OPW to stay on top of outstanding maintenance issues and the progress of the feasibility studies. Establish calendar Quarterly reports on backlog  Who what when – scheduled				Quarterly- Reports to be presented at LC meetings in Jan/April/July/Oct

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<b>OBJECTIVE 4: <i>Maintain LC infrastructure to sustain a robust commission.</i></b>						
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>			<b>COMMENTS</b>
			DONE	ON TARGET	REVISED	
1	Staff	Orientation of new board members. Add REAP to the orientation package				By OPL Director
2	Bylaws ad hoc committee	Review and update Commission Bylaws as needed.				Bylaws Adhoc Committee concluded June 2024. Form ad hoc committee as needed.
3	Action Plan update ad hoc committee	Review and update LC Strategic Action Plan.				Form ad hoc committee every 2 years (even numbered years) to review and update Action Plan. Aim to submit update draft to full commission by July. Adopt by Oct/Nov
4	Chair/Vice Chair	Review LC Welcome/Orientation Packet, and revise as needed, provide mentoring and training opportunities. Refer to REAP				

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<b>OBJECTIVE 5: <i>Support the goals and objectives of the OPL Racial Equity Action Plan.</i></b>						
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>			<b>COMMENTS</b>
			DONE	ON TARGET	REVISED	
1	Community Engagement Committee	Publicize AAMLO resources and programs				LC Commissioner assigned to AAMLO can assist
2	Community Engagement Committee	Review Sustainability Comm Survey through racial equity lens, strategize on publicizing and encouraging participation by Oakland BIPOC communities				Form ad hoc committee or as Standing Committee Action Ref Goal #4
3	Full Commission	REAP training for Commission members				Annual – as a workshop for Commissioners? Who is Trainer? Budget? Agenda?
4	Full Commission	During the month of February, attend and support OPL events and exhibits celebrating Black History Month.				Annual
5	Full Commission	Receive update report from the OPL Racial Equity Team on progress made on the 18 mo Racial Equity Action Plan (REAP)				Annually. Most recent report was in Mar 2024. Can this include REAP training for Commission members? (see item above)

Prepared by 2024 Action Plan Update ad hoc Committee – Commissioners Chiye Azuma (Chair), Gabrielle Sloane Law, Karen Roye

**\*\*Revisions\*\***

1<sup>st</sup> draft      7/22/2024

Rev