

CITY OF OAKLAND LIBRARY COMMISSION

ACTION 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 Oakland Public Library (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
- Oversee the Oakland Public Library (OPL) budget to ensure financial sustainability and resource allocation
- Oversee 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 Oakland Public Library 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 Oakland Public Library
- 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. *In the past, the mixer has been jointly organized by Friends of OPL and the LC; has this changed?*

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 to be formed as needed.

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OBJECTIVE 1: Establish long-term financial sustainability for Oakland Public Library						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1 Annually	Chair/Vice Chair	Prepare <u>and present</u> Annual Report to City Council's Life Enrichment Committee. Present when strategically useful for sustainability efforts.				Annually—contingent on receiving Refer to City budget and audit reports <u>when available</u>
2	Community Engagement Committee	Develop an advocacy plan with talking points for Electeds, to align with regular budget cycles, budget reviews, or ad hoc for bond measures or any other pending decisions that may affect OPL funding.				Bi-Annual and coordinated with visits to Electeds.
3	Community Engagement Committee	Inform library supporters of the budget talking points and other budget-related issues. Supporters include but are not limited to, Save Oakland Library, Friends of the Oakland Public Library (FOPL), Branch Friends groups, Youth Leadership Council, Teen Advisory Boards, SEIU 1021, IFPTE 21, and interested members of the public.				Communicate any-time new talking points are published.
4 <u>As available</u>	Full Commission	Track City/OPL budget process. <u>Receive budget updates from Library Director when available. Schedule presentation from OPL Chief Financial Officer (up to 2x year)</u>				Receive budget updates from Lib Dir. Schedule presentation from Finance Mgr
5	Full Commission	Continue to identify and cultivate key relationships to support sustainability work.				Need clarification
56 <u>Annually</u>	Full Commission	Schedule a presentation by the City Auditor of the Audit Report/Findings.				Annually
76 <u>As noted</u>	Full Commission	Receive regular special project updates on programs: <ul style="list-style-type: none"> • Capital improvement plan (2x/yr) – OPL Fac Proj Manager (Diane Tannenwald) • Branch f Feasibility studies (up to 2x/yr) – <u>Main, Hoover Durant, Piedmont,</u> • System expansion/distribution of branch libraries (monthly) 				Presented by Lib Dir. and staff/consultants
87 <u>Monthly</u>	Full Commission <u>Chair/Vice Chair</u>	Assign each commission member to an elected official in Oakland and branch library assignments (to advocate for). <u>Review Commissioner assignments at LC meetings. Receive reports.</u>				At Co-Chair Forte's request, Commissioner assignments are now a standing attachment to the monthly meeting agenda.

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OBJECTIVE 1: <i>Establish long-term financial sustainability for Oakland Public Library</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
98 Aim to meet 2x year	Full Commission	Schedule meetings with elected officials in Oakland to increase visibility of the Commission and strengthen relationships. Aim to meet with electeds at least 2x/year. Report at regular LC meetings.				Aim for semi-annual contact. Reports on meetings with Electeds are a standing agenda item.
40	Sustainability Committee	Prepare and present • Facilities maintenance (Qtrly Report) -				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	Create an ongoing outreach plan to inform the larger community about the LC's work, using email, social media, the OPL Newsletter, and at OPL and related events.				Schedule TBD, and depends on existing schedule for OPL communications
2	Community Engagement Committee	Collaborate with OPL Advocates to organize annual "meet and greet" mixer for LC and other library supporters and stakeholders each May.				Actual date determined by OPL Advocates
3	Community Engagement Committee	Expand coalition-building with OPL Advocates coalition groups, including-- but not limited to--Save Oakland Library, Friends of the Oakland Public Library (FOPL), Branch Friends groups, Youth Leadership Council, Teen Advisory Boards, SEIU 1021, IFPTE 21, local business groups, etc. Maintain and grow list of potential partners, assign Commissioners as Liaisons with specific groups, and ask liaisons to share information with these groups regularly.				Monthly- include as standing report item at Commission meetings?
4	Library Administration Chair and Vice Chair	Attend conferences and other events to strengthen advocacy role and network with city and state organizations. <u>Question for Jamie: Do we have a budget for travel, conf registration, etc. for the Chair/Vice Chair?</u>				Library Administration will notify Chair of registration opportunities for CLA Conference and California Public Library Advocates workshops
5	Full Commission	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. Support programming to invite speakers to the Library/Main and/or branches. Such programming may be around issues related to the library to raise public awareness and build an understanding of the OPL budget, ballot measures, expenditures, and OPL programs and services.				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-

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OBJECTIVE 3: Plan and advocate for the maintenance of library systems and services.						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1	Sustainability- Committee Full Commission (this is an open position)	Track meetings and status related to the city's strategic and capital improvement plans and advocate publicly for their need. (Downtown Oakland Specific Plan,) etc. Monthly Update. Reports to full Commission				Monthly Update. Reports to full Commission-. Fmr Commissioner Ada Chan filled this role in the past
2	Sustainability Committee	Establish coalition building with OPW to stay on top of outstanding maintenance issues and the progress of the feasibility studies. Prepare and present Facilities Maintenance Quarterly Report. Establish calendar Quarterly reports on backlog. Refer to Obj 1 #10 Invite Public Works liaison to LC meetings. Coordinate with Obj 1 #6.				Quarterly Reports to be presented at LC meetings in Jan/April/July/Oct-

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OBJECTIVE 4: <i>Maintain LC infrastructure to sustain a robust commission.</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1 <u>As required</u>	Staff	Orientation of new board members. Add REAP to the orientation package				By OPL Director
2 <u>As required</u>	Bylaws ad hoc committee	Review and update Commission Bylaws as needed.				Bylaws Adhoc Committee concluded June 2024. Form adhoc committee as needed.
3 <u>Biannual review. Establish adhoc in spring for final draft in Oct/Nov</u>	Action Plan update ad hoc committee <u>and Standing Committees</u>	<u>Standing Committees shall review their Action Plan items at their meetings. 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</u>				<u>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</u>
4 <u>As required</u>	Chair/Vice Chair	Review LC Welcome/Orientation Packet, and revise as needed, provide mentoring and training opportunities. Refer to the Informal Mentoring Plan <u>Informal Mentoring Plan (IMP)</u> and incorporate racial equity principles.				

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OBJECTIVE 5: <i>Support the goals and objectives of the OPL Racial Equity Action Plan.</i>							
WHEN	WHO	WHAT	STATUS			COMMENTS	
			DONE	ON TARGET	REVISED		
1	Community Engagement Committee	Publicize educational programs and activities related to cultural awareness. Examples include programs featuring AAMLO resources, and special programs planned and promoted by the Friends and support groups for Hoover Durant, West Oakland, etc.) -and- programs in addition to activities and events related to racial equity that are planned and promoted by other support groups. (i.e. Friends of Hoover Durant, West Oakland, etc)				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-multicultural communities				Form ad hoc committee or as Standing Committee Action Ref Goal #4	
3 <u>Annual</u>	Full Commission	Take advantage of existing REAP training for Library staff to conduct REAP training for Commission members				Annual— as a workshop for Commissioners? Who is Trainer? Budget? Agenda?	
4 <u>All year</u>	Full Commission	During the month of February, attend and support OPL events and exhibits celebrating Black History Month. Throughout the year, support and attend multicultural events and exhibits showcasing the cultural and racial diversity of Oakland.				Annual	
5 <u>Annually</u>	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)	
6 <u>Review Annually</u>	Chair & Vice Chair	Develop a recruitment plan for the Commission that is racially- equitable consistent with the goals and objectives of the OPL REAP.					

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

Revisions

1st draft 7/22/2024

2nd draft 10/04/2024

3rd draft (10/28/24)