

# 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; collaborate with OPL Advocates and similar groups to organize yearly OPL Spring 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 to be formed as needed.

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OBJECTIVE 1: <b><i>Establish long-term financial sustainability for Oakland Public Library</i></b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1 Annually	Chair/Vice Chair	Prepare and present the Annual Report to the City Council's Life Enrichment Committee.				Refer to City budget and audit reports when available
2 up to 2x yearly, December (for budget) and June (for election)	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 up to 2x yearly, December (for budget) and June (for election)	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 anytime new talking points are published.
4 As available	Full Commission	Track City/OPL budget process. Receive budget updates from Library Director when available. Schedule presentation from OPL Chief Financial Officer (up to 2x year)				
5 Annually	Full Commission	Schedule a presentation by the City Auditor of the Audit Report/Findings.				
6 As noted	Full Commission	Receive updates on programs: <ul style="list-style-type: none"> <li>• Capital improvement plan (2x/yr) – OPL Facilities PM</li> <li>• Feasibility studies (up to 2x/yr) – Main, Hoover Durant, Piedmont, etc.</li> <li>• System expansion/distribution of branch libraries (monthly)</li> </ul>				Presented by Lib Dir. and staff/consultants
7 Monthly	Full Commission Chair/Vice Chair	Assign each commission member to an elected official in Oakland and branch library assignments (to advocate for). Review Commissioner assignments at LC meetings. Receive reports.				
8 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.				

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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 Revisit at least 1x yearly, Q1	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 Yearly, starting in spring	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 Assign commissioners at the beginning of the year & revisit every 2 months at committee meetings	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 TBD depending on event dates	Library Administration Chair and Vice Chair	Attend conferences and other events to strengthen advocacy role and network with city and state organizations. Staff will notify the Chair of registration opportunities for CLA, ALA Conferences, California Public Library Advocates, and workshops, and activities associated with Library Legislative Day.				
5 As required	Full Commission	Support a speakers program for the Main and branch libraries to address issues that relate to the Library system and clarify the OPL budget, ballot measures, expenditures, OPL programs, and services.				

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<b>OBJECTIVE 3: Plan and advocate for the maintenance of library systems and services.</b>						
<b>WHEN</b>	<b>WHO</b>	<b>WHAT</b>	<b>STATUS</b>			<b>COMMENTS</b>
			DONE	ON TARGET	REVISED	
1 Monthly	Sustainability Committee <i>(currently an open position )</i>	Track meetings and status related to the city's strategic and capital improvement plans and advocate publicly for their need. (e.g. Downtown Oakland Specific Plan, ) Provide monthly updates and reports to the full Commission				Fmr Commissioner Ada Chan filled this role in the past
2 Qtr Reports presented to LC in Jan, Apr, Jul, Oct	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.  Invite Public Works liaison to LC meetings.				

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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 As required	Staff	Orientation of new board members. Add REAP to the orientation package				By OPL Director
2 As required	Bylaws ad hoc committee	Review and update Commission Bylaws as needed.				Bylaws Adhoc Committee concluded June 2024. Form adhoc committee as needed.
3 Biannual review. Establish ad hoc in spring for the final draft in Oct/Nov	Action Plan update ad hoc committee and Standing Committees	Standing Committees and Full Commission shall review Action Plan items at meetings. Review and update LC Action Plan as needed. 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 As required	Chair/Vice Chair	Review LC Welcome/Orientation Packet, and revise as needed, provide mentoring and training opportunities. Refer to the Informal Mentoring Plan 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 Same schedule as outreach plan	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.)				LC Commissioner assigned to AAMLO can assist	
2 As soon as survey is finalized	Community Engagement Committee	Review Sustainability Comm Survey through racial equity lens, strategize on publicizing and encouraging participation by Oakland multicultural communities				Form ad hoc committee or as Standing Committee Action Ref Goal #4	
3 Annual	Full Commission	Take advantage of existing REAP training to conduct REAP training for Commission members					
4 All year	Full Commission	Throughout the year, support and attend multicultural events and exhibits showcasing the cultural and racial diversity of Oakland.					
5 Annually	Full Commission	Receive update report from the OPL Racial Equity Team on progress made on the 18 mo Racial Equity Action Plan (REAP)				Most recent report was in Mar 2024.	
6 Review Annually	Chair & Vice Chair	Develop a recruitment plan for the Commission that is consistent with the goals and objectives of the OPL REAP.					

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

1<sup>st</sup> draft 7/22/24

2<sup>nd</sup> draft 10/04/24

3<sup>rd</sup> draft 10/28/24

4<sup>th</sup> draft 11/25/24

Finalized on 11/25/24

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