

CITY OF OAKLAND LIBRARY

COMMISSION ACTION PLAN 2025

June 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: <i>Establish long-term financial sustainability for Oakland Public Library</i>						
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. <ul style="list-style-type: none"> 6/18-Prepare list of documents/data needed for report (for Kere) 		x		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.		x		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.		x		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) (May meeting cancelled, presentation emailed)				(6/19)Check with Kere when we can schedule a report from the OPL CFO
5 Annually	Full Commission	Schedule a presentation by the City Auditor of the Audit Report/Findings.				(6/19)Check with Kere when we can schedule a present'n by the City Auditor
6 As noted	Full Commission (Change to Sustainability Committee for next AC update)	Receive updates on programs: <ul style="list-style-type: none"> Capital improvement plan (2x/yr) – OPL Facilities PM (Calvin Hao) – (6/10) requested w Kere to be scheduled 			2/20	Added Calvin Hao as Facilities PM
		<ul style="list-style-type: none"> Feasibility studies (up to 2x/yr) – Main, Hoover Durant, Piedmont, etc. (6/18) requested w Kere to be scheduled 				Presented by staff/consultants

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		<ul style="list-style-type: none"> • System expansion/distribution of branch libraries (monthly) 				updated monthly by Lib Dir as part of Lib Director's report
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
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.	2/25/25			
8 Aim to meet 2x year	Full Commission	<p>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.</p> <ul style="list-style-type: none"> • LC members met with CMs in Mar-Apr 2025: Jenkins, Jenkin's staff, Houston's staff, Gallo, Lee, Unger (will confirm more at June meeting) 				

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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.	✓	✓		OPL Mixer date 4/6/25
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 Some advocacy mostly w/OPL advocates around budget stuff.
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.				on-hold due to budget constraints?
5	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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OBJECTIVE 3: Plan and advocate for the maintenance of library systems and services.

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1 Monthly	Sustainability Committee (currently an open position)	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			2/18/25 3/20/25	Cmr Roye will take lead Cmr Roye is no longer with Sustainability Committee
		Planning Commission meetings - https://www.oaklandca.gov/boards-commissions/planning-commission/meetings (in-person meetings only after 2/28/25, Wed. 3 pm) <ul style="list-style-type: none"> PC meeting 3/26/25 cancelled for lack of agenda items Pc meeting 4/2/25 <u>Agenda</u> – no library items 			2/20/25	PC meeting March 5, 2025 <u>Agenda</u>
		Capital Projects tracking			3/20/25	Cmr Cain-Simon will follow up with Cmr Weinberg (separate from Facilities Maintenance Qtr Report)
		General Plan updates - https://www.oaklandca.gov/topics/general-plan-update Currently in Phase 2				General Plan Phase 2 update given by Joanna Winter (2/25/25)
2 Qtr Reports	Sustainability Committee	Prepare and present Facilities Maintenance Quarterly Report.		ongoing	2/20/25	Reports due for LC meetings Jan, Apr, Jul, Oct
3	Sustainability Committee	Strengthen ties with Public Works re 1) Custodial issues 2) Maintenance issues Cmr Azuma will be liaison for questions from Commissioners, and will work with Kere. Kere will follow up with appropriate internal staff and coordinate with Jamie as needed. <ul style="list-style-type: none"> (6/18) Referrals to date: Cmr Azuma for MLK, Cmr Patel for Montclair 			2/20/25 3/20/25	Separate out communications with Public Works
4 1-2x/yr	Sustainability Committee	Invite Public Works liaison to LC meetings.			2/18/25 3/20/25	Pending proposed workflow above

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OBJECTIVE 4: *Maintain LC infrastructure to sustain a robust commission.*

WHEN	WHO	WHAT	STATUS			COMMENTS
			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 (6/10) Action Plan edits access shared with Cmr George, Cmr Cain-Simon. Invited Cmr S-Law to add another member from Community Engagement to help with the updates. Form as ad-hoc committee. (6/23) Form ad hoc committee for Community Survey (See Obj 5. #2)			6/10/25	
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 Obj #4 Review ad hoc committees
3 Annual	Full Commission	Take advantage of existing REAP training for Library staff to conduct REAP training for Commission members		1/27/25	2/25/25	Reviewed proposal from Cm. Roye Recommendation to attend City's "Reducing Bias and Cultivating Inclusion" training
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.		ongoing		

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

****Revisions****

1st draft 7/22/24

2nd draft 10/04/24

3rd draft 10/28/24

4th draft 11/25/24