

CITY OF OAKLAND LIBRARY COMMISSION

ACTION PLAN 2025-2026

updated: 6.29.2026

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 the 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 (LC-Full Commission, SC-Sustainability Committee, CE-Comm Engagement Committee)

- **Action Plan Update** ad hoc (LC)  
Purpose: To draft an update of the Action Plan (LC Strategic Plan) for review and approval by the Library Commission. Prepare 2027 Action Plan by Nov 2026.  
Chair: Cmr Azuma, Cain-Simon, Covarrubias, Bell
- **Sustainability Survey (Phase 2)** ad hoc (CE) - on hold  
Purpose: To determine how the survey is to be deployed and data collected.  
Chair: TBD

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- **General Plan ad hoc - LC**

Purpose: To advocate for recognition of our libraries in the General Plan as a critical resource to the community.

Chair: Cmr Cain-Simon, Covarrubias, Weinberg

- **Room Naming Policy ad hoc**

Purpose: To review and update the 1993 Policy and Procedure for Designating Official Names for Library Facilities and Library Functional Spaces in the City of Oakland.

Chair: Cmr Cain-Simon, Cobb, Covarrubias, Weinberg

- **Talking Points ad hoc – CE Disbanded as of May 18, 2026**

Purpose:

Chair: Cmr Sloane Law, Bell

- **OPL Advocates Liaison ad hoc – LC**

Purpose: To attend and serve as liaison with OPL Advocates and keep LC informed. Communicate any time new talking points are published.

Chair: Cmr Covarrubias, Sloane Law, Azuma

- **Hoover Durant Planning ad hoc – LC**

Purpose: To support the planning and fund-raising activities of the new Hoover Durant Branch Library.

Chair: Cmr Zukor,

- **Library Audit ad hoc – LC**

Purpose: To complete an audit (of services and facilities) of OPL branch libraries with an eye to equity analysis and for the purposes of establishing a “gold standard.” Draft report to be compiled and presented by Jan 2027.

Chair: Cmr Covarrubias, Azuma

And others to be formed as needed.

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OBJECTIVE 1: <b>Establish long-term financial sustainability for Oakland Public Library</b>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1 Annually	Chair/Vice Chair	<p>Prepare and present the Annual Report to the City Council's Life Enrichment Committee.</p> <ul style="list-style-type: none"> <li>(7/25) Annual report to be presented to LEC in Feb-Mar 2026 by Chair of 2025. This aligns with previous schedule (pre-covid) and is better timed to affect budget deliberations by city council.</li> <li>(Jan '26) Final Draft reviewed and approved by Commission.</li> <li>Annual Report was presented to LEC on Tuesday, 3/24/26 by Cmr Sloane Law.</li> </ul>	x	x		Refer to City budget and audit reports when available
2 2x yearly, Dec (budget) and Jun (election)	Community Engagement Committee - Ad hoc Committee	<p>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.</p> <ul style="list-style-type: none"> <li>Adhoc formed (Feb '26) -Talking points 4/27/26. Disbanded May '26</li> </ul>				To be completed by forming ad hoc committee. Next talking points by Jan '27 for new biennial budget discussions.
3 up to 2x yearly, December (for budget) and June (for election)	Full Commission ad hoc	<p>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.</p> <ul style="list-style-type: none"> <li>OPL Advocates Liaison Ad hoc formed (April '27)</li> </ul>				Communicate anytime new talking points are published.
4 As available	Full Commission	<p>Track City/OPL budget process. Receive budget updates from Library Director when available. Schedule presentation from OPL Chief Financial Officer (up to 2x year)</p> <ul style="list-style-type: none"> <li>City Finance Dept submitted its informational report "The Oakland Roadmap to Fiscal Health" to CC 2/17/26</li> <li>Mayor's mid-cycle budget amendment published May 15, 2026</li> <li>OPL CFO Presentation scheduled for July 27, 2026 LC meeting</li> </ul>		ongoing		Proposed Budget was included in the May 2025 meeting documents. <b>TIMELINE:</b> The new biennial budget draft will come out in Feb 2027. Advocacy talking points should be ready by Jan 2027?
5 Change to Biennially	Full Commission	<p>Schedule a presentation by the City Auditor of the Audit Report/Findings.</p> <ul style="list-style-type: none"> <li>Auditor presentation and update was given at April 27, 2026 Commission meeting.</li> </ul>	x			

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WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
6 As noted	Sustainability Committee	<p>Full Commission to Receive updates on programs:  <b>Capital improvement plan (2x/yr)</b> – OPL Facilities PM (Calvin Hao)</p> <ul style="list-style-type: none"> <li>• Calvin presented updates of CIP program at 7/28/25 meeting</li> <li>• Calvin Hao presented updates at May 2026 meeting – refer to Capital Projects list (page 9) for projects to be updated</li> </ul>	X			Added Calvin Hao as Facilities PM
		<p><b>Feasibility studies (up to 2x/yr)</b> – Main, Hoover Durant, Piedmont, etc.            (7/28/25) Calvin confirmed links to F Studies to be updated.            (9/18/25) F Studies links for Main and Hoover D are still broken.            Need a web specialist to fix the links            (5/8/26) Hoover feasibility study <a href="#">Hoover Branch Library Feasibility Study   City of Oakland, CA</a> – none of the links are working (Pages do not exist)            (May 2026) Web Specialist has been hired.</p>				Presented by staff/consultants <a href="#">Updates to be provided by Library Director</a>
		<p><b>Speakers Program</b> – See Obj 2, Item <b>Second Start Adult Literacy program</b> (6/30/25) presentation given by Jessica Trimmer / Celia Davis</p> <p><b>System expansion/distribution of branch libraries</b> (monthly update)</p>	x			ongoing updated monthly by Lib Dir as part of Lib Director's report
7 Monthly	Full Commission Chair/Vice Chair	<p>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.</p> <ul style="list-style-type: none"> <li>- (Jul '25) Review CM assignments for consistency (match District residency x library advocacy x CM assignment)</li> <li>- (Jan '26) Proposed CM assignments for review</li> </ul>		x		Ongoing
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> <p><a href="#">Need Update</a></p>				ongoing

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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 - ad hoc 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. 5/18/26 -Report by Tarshel Beards, OPL Community Relations Mgr - Outreach Plan status?				Schedule TBD, and depends on existing schedule for OPL communications. Form an ad hoc committee to create an outreach plan.
2 Yearly, starting in spring	Community Engagement Committee - OPL Advocates Liaison ad hoc	Collaborate with OPL Advocates to organize annual "meet and greet" mixer for LC and other library supporters and stakeholders each May. - Planning for this year's Mixer, encourage electeds to attend. OPL Mixer was held on May 17, 2026				
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. - Update?				Monthly- include as a 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.		On Hold		on-hold due to budget constraints
5	Change to Library Admin.	Reworded for clarity: The LC supports speakers program by bringing attention to the various events and programs taking place at the Main and at the Branches. Additional details and links can be found in the monthly meeting minutes.		x		Ongoing Second Start (Jul '25) Treasures at Main (Oct '25) EO Engagement Team (Nov'25)

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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>
			<i>DONE</i>	<i>ON TARGET</i>	<i>REVISED</i>	
1 Monthly	Sustainability Committee	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
		<b>Planning Commission</b> meetings - <a href="https://www.oaklandca.gov/boards-commissions/planning-commission/meetings">https://www.oaklandca.gov/boards-commissions/planning-commission/meetings</a> (in-person meetings only after 2/28/25, Wed. 3 pm) <ul style="list-style-type: none"> <li>PC meeting Sep cancelled.</li> </ul>			2/20/25	PC meeting March 5, 2025 <u>Agenda</u>
		<b>Capital Projects tracking</b> MLK Bike Shed, Brookfield, AAMLO, Melrose		ongoing		Continue to follow up with Lib Director
		<b>General Plan updates</b> - <a href="https://www.oaklandca.gov/topics/general-plan-update">https://www.oaklandca.gov/topics/general-plan-update</a> Currently in Phase 2 9/18- GP Survey deadline on Tue 9/23. LC to follow up on details of Options 9/29- Cmr Cain-Simon will head an ad hoc committee to follow GP updates. Four members have joined the adhoc group.	9/18			Ph 2 update given by Joanna Winter (2/25/25) -GP report by Cmr Cain-Simon
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"> <li>(6/18) Referrals to date: Cmr Azuma for MLK, Cmr Patel for Montclair (followup needed 7/2025) - resolved</li> <li>Sep- Window and fan repairs at Temescal (ref by Cmr Zukor)- resolved</li> </ul>			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. (See Obj 1 Item 6)	Jul 2025	x	2/18/25 3/20/25	Pending proposed workflow above

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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 As required	Staff	Orientation of new board members. Add REAP to the orientation package -Jan '26 Completed for Cmr's Bell, Henderson, Covarrubias				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 (6/10/25) 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. Formed ad-hoc committee. <ul style="list-style-type: none"> <li>Need updates from Comm Engagement Committee</li> </ul>		ongoing		
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. <ul style="list-style-type: none"> <li>Meetings held with new Cmr's in Jan '26. Intro to branch assignments, branch managers and fellow commissioners.</li> <li>Two new commissioners expected to onboard July 2026?</li> </ul>		ongoing		

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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>
			<i>DONE</i>	<i>ON TARGET</i>	<i>REVISED</i>	
1 Same schedule as outreach plan		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.)	x			Remove/reassign to Staff per Kere's recommendation as it's on OPL comms to promote events
2 As soon as survey is finalized	Community Engagement Committee	Review <b>Sustainability Comm Survey</b> through racial equity lens, strategize on publicizing and encouraging participation by Oakland multicultural communities. <ul style="list-style-type: none"> <li>Library Sustainability Survey: Draft Proposal presented by Cmr Weinberg on 5/20/24 (Att B)</li> <li>6/24/24 Cmr Boyd reported Survey is complete and has been sent to Dir Turbak and Racial Equity Team. Next step: Form phase 2 ad hoc committee by the Community Engagement Committee</li> </ul> <b>Jan '26 – per Jaime- Further work on Facilities Survey is placed on hold.</b>		<b>On Hold</b>		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 <ul style="list-style-type: none"> <li>Schedule Training for new commissioners – <b>Late spring 2026?</b></li> </ul>	x			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. <ul style="list-style-type: none"> <li><b>AAMLO Tour for the Commission scheduled for Saturday, August 1, noon.</b></li> </ul>		x		Commissioners do this as part of their branch advocacy.
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) <ul style="list-style-type: none"> <li><b>Schedule an update report Mar-April '26</b></li> </ul>				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		

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### Capital Projects Updates by Calvin Hao, 7/28/25, 5/18/26

#### Minor Capital Projects (funded internally)

- 1) PGE energy efficient lighting – at Main and other locations
  - [5/18/26] Group 1 (Main) - **Completed**
  - [5/18/26] Group 2 (AAMLO, Eastmont, GG, Melrose, Rockridge) -- In contracting and city review process. Start date TBD.
  - [5/18/26] Group 3 (81<sup>st</sup> Ave, Fruitvale, MLK, Montclair, ??) -- PM is starting to look into the work. Timeline TBD
- 2) [5/18/26] ADA door at ~~Cesar Chavez~~ Fruitvale (funded through Mayor's office) -- **Completed**
- 3) Mitigate heat with window films – at older libraries such as Melrose, Temescal, Lakeview, Golden Gate
  - [5/18/26] Melrose – **Completed**
  - [5/18/26] Temescal – Not scheduled. The windows at Temescal are unique because they are small leaded glass that vendors are reluctant to touch. Window shades have been installed in the interim.
  - [5/18/26] Lakeview – TB scheduled
  - [5/18/26] Golden Gate – Currently in talks with a vendor to get a quote. Expecting to get a quote in the next few weeks? (by July 2026?)
- 4) New window shades/blinds – at Elmhurst, Melrose, Lakeview, ~~Golden Gate~~
  - [5/18/26] **All sites are completed.** Golden Gate was not on this list and will be getting window film instead (see above)

#### Capital Projects (not funded)

- 1) Conversion to heat pump/electrification - at Temescal, MLK, Golden Gate, Lakeview. Melrose has this work included in their improvement project.
  - [5/18/26] This work is on hold for all sites except Melrose (see Melrose below). Bond funding needed to start design work is not available until November 2026, at the earliest. Total \$2 mil will be available for design/planning/construction. Expect the total cost to be more, depending on the scope of electrification work; we are actively looking for additional funding. These sites have been selected because they are on gas furnaces and in need of upgrades. Replacing the gas furnace triggers electrification work. Temescal has a \$100k grant from BayREN, based on a loose quote of \$600k. (Temescal received the grant because it's particularly in bad shape.)
- 2) [5/18/26] Teen Zone at West Oakland received 100k grant (from People-people-people Foundation)- **Completed (Jan 2026)**

#### Major Capital Projects (Public Works acts as owner's rep)

- 1) Melrose – funded through state grant and CIP budget: held up because of lack of PM staff
  - [5/18/26] Public Works PM is now assigned. A new RFP is out to rehire a design consultant (previous contract was rescinded). Calvin will work with PW counterpart to move this project forward. Calvin is in contact with Melrose Branch Manager re project progress.
- 2) AAMLO – stalled because of lack of PM staff (appeal to Fife, Brown, Mayor)
  - [5/18/26] PM is now assigned and getting ready to go out to bid after resolving comments from Building Dept and staff, and final signoff. Expecting that this will go out to bid in June 2026.
- 3) MLK Bike Shed – Project delayed because of electrical assessments. It was supposed to go out to bid summer 2025.
  - [5/18/26] PW has hired an electrical engineer to design the electrical work for the bike shed. Originally, they thought power could be drawn from the building but it was determined the building didn't have sufficient power to spare. Drawings are ready and PW anticipates going out to bid soon. Elec engineer is proposing to pull power from the light pole in the parking lot, an option that had not been considered before. The power needs are not that high.
- 4) Brookfield – Branch will reopen summer 2026?
  - [5/18/26] The project is currently at the mercy of PG&E. For the power switchover, a new transformer is needed. Scheduled for late June-July.

#### Feasibility Studies

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- 1) Feasibility studies for Hoover-Durant, Piedmont, Main have been completed. Trying to restore links on the website. Need a web person on staff.
  - [5/18/26] Web person has been hired and will be working on restoring the missing links on the website for Main and Hoover-Durant.
- 2) W Oakland – Resiliency Center study in progress(?)
  - No PM is assigned to this project. Available funding is \$1 mil to cover design/planning

### Additional questions/concerns:

- Capital Projects process – how projects get priority
- Roof gutter situation (maintenance) - Elmhurst and others
- Electrical/stage issues at Fruitvale
- Asian branch
- Fruitvale – stage relocation
- 81<sup>st</sup> Ave. Resiliency Center study?

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

[2025 Action Plan Update ad hoc Committee – Chair Azuma, Cain-Simon, Sloane Law](#)

[2026 Action Plan update ad hoc Committee – Chair Azuma, Cain-Simon, Covarrubias, Bell](#)

### \*\*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