

**Community & Library Services Commission**  
December 8, 2025  
6:30 p.m. Workshop  
7:00 p.m. Meeting

**Hercules City Hall**  
111 Civic Drive  
Hercules, CA 94547

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## **COMMUNITY & LIBRARY SERVICES COMMISSION - MINUTES**

### **I. SPECIAL MEETING - NONE**

### **II. WORKSHOP - NONE**

### **III. REGULAR MEETING – 7:00 P.M. - CALL TO ORDER – ROLL CALL**

Chair Yamamoto called the meeting to order at 7:00pm.

All commissioners were present (Yamamoto, Ward-Jackson, Chen, Azevedo, and Hernandez).

Parks and Recreation Director Roke was present.

Library Manager Peters was absent

### **IV. PLEDGE OF ALLEGIANCE**

### **V. INTRODUCTIONS/PRESENTATIONS – NONE**

### **VI. AGENDA ADDITIONS/DELETIONS –**

1. Director Roke acknowledged the renewals for the 14 City Recognized Nonprofit groups were not spelled out on the agenda. All 14 groups provided the necessary renewal paperwork and gave presentations. The voting will need to be split up to accommodate those commissioners that are active members in various City Recognized Nonprofit groups. A vote was taken just in case...

**MOTION:** Commissioner Chen moved to add the approval process for the 14 City Recognized Nonprofit groups under #2 of the discussion and/or action items section of this agenda and to accommodate those commissioners that need to recuse themselves as members of various groups. Vice Chair Ward-Jackson second the motion. Motion passed 4-1.

Ayes: (4) Ward-Jackson, Chen, Azevedo and Hernandez

Abstained: (1) Yamamoto

### **VII. PUBLIC COMMUNICATION – NONE**

### **VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Reports (November)

Report presented by Director Roke, reviewed revenue changes, and highlighted upcoming projects such as the Parks renovations.

2. Library Monthly Reports (November)  
Manager Peter's report is attached to the agenda packet.

## **IX. CONSENT CALENDAR**

1. Minutes: November 10, 2025 Meeting

**MOTION:** Commissioner Azevedo moved to approve the Minutes for the November Meeting, and Vice Chair Ward-Jackson seconded the motion. Motion passed 5-0.  
Ayes: (5) Yamamoto, Ward-Jackson, Chen, Azevedo and Hernandez.

## **X. DISCUSSION AND/OR ACTION ITEMS**

1. Nonprofit group presentations
  - a. Bayfront Chamber of Commerce – Presented by Sylvia Villa-Serrano.  
Sylvia highlighted several events for 2025, both City and Chamber events. She also shared several 2026 events that will be moved to Hanna Ranch Park due to renovations at Refugio Valley Park, including the Cultural Festival on Sunday, June 7, and the National Night Out on Tuesday, August 4.
2. City Recognized Non-profit Renewals
  - a. Friends of the Senior Center and Rotary

**MOTION:** Vice Chair Ward Jackson moved to approve the non-profit renewal for Rotary and Friends of the Hercules Senior Center. Commissioner Azevedo seconded the motion. Motion passed 4-0.

Ayes: (4) Yamamoto, Ward-Jackson, Azevedo and Hernandez  
Recused: (1) Chen

- b. Boy Scout Troop 76, Chinese Association of Hercules, Friends of the Hercules Library, Hercules Community Garden, Hercules Community Library Foundation, Hercules Democratic Club, Hercules Education Foundation, Hercules Historical Society, Hercules Senior Citizens Club, Hercules Sister City Association, and West Contra Costa Youth Soccer League. (12 groups)

**MOTION:** Commissioner Chem moved to approve the non-profit renewal for the remaining (12) organizations (Bayfront Chamber of Commerce, Boy Scout Troop 76, Chinese Association of Hercules, Friends of the Hercules Library, Hercules Community Garden, Hercules Community Library Foundation, Hercules Democratic Club, Hercules Education Foundation, Hercules Historical Society, Hercules Senior Citizens Club, Hercules Sister City

Association, and West Contra Costa Youth Soccer League). Commissioner Hernandez second the motion. Motion passed 5-0.

Ayes: (5) Yamamoto, Ward-Jackson, Chen, Azevedo and Hernandez

3. Tree Lighting/125<sup>th</sup> Anniversary Recap

Highlighted Hercules Tree Service for decorating the tree; as well as the nonprofit groups for their participation. Staff noted approximately 1,000 people in attendance. The 125<sup>th</sup> Anniversary will be completed on Monday, December 15, with the Time Capsule being placed in the one of the glass cabinets in the lobby at City Hall.

4. Special Recognition

Director Roke acknowledged the last meeting for (2) two commissioners and their contributions during their years of service.

- a. Vice Chair Ward-Jackson for 10 years on the commission,
- b. Youth Commissioner Hernandez for 2 years on the commission.

In addition, Sandy Chapek was recognized for her role in assisting with the commission as well. Next year there will be 2 new commissioners that will start in January.

**XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

Vice Chair Ward-Jackson announced her retirement and expressed her gratitude towards her colleagues and the community. Commissioner Hernandez expressed her gratitude for the opportunities that her role has given her.

**XII. FUTURE AGENDA ITEMS**

1. Establish Chair and Vice Chair for 2026 Year
2. Consider Alternate Chair for the County Library Commission
3. Herculean Mile Award Winners 2025
4. Upcoming 2026 Winter/Spring Events: Crab Feed, Lunar New Year, Summer Guide and more.

**XIII. ADJOURNMENT**

Chair Yamamoto adjourned the meeting at 7:45pm

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ChairYamamoto

Attest

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Christopher Roke  
Parks & Recreation Director

The next Regular Meeting of the Commission will be held on Monday, January 12, 2026 at 7:00 p.m., in the Council Chambers. A Special Meeting may proceed the Regular meeting in the form of a Workshop at 6:30 p.m. and Regular meeting at 7:00 p.m.

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