



STAFF REPORT TO COMMUNITY AND LIBRARY SERVICES COMMISSION (CLSC)

TO: Chair Yamamoto and Members of the CLSC Commission

SUBMITTED BY: Christopher Roke, Parks and Recreation Director

MEETING DATE: September 8, 2025

TOPIC: Community and Library Services Commission Seats

RECOMMENDATION:

Staff recommends that the Community and Library Services Commission receive an update from staff regarding the status of Community and Library Services Commission Seats.

BACKGROUND:

Description

Mission Statement

The Community and Library Services Commission provides information to and advises the City Council on items related to the City's library, recreation, parks, and community services programs, including the general use of park facilities and matters relating to the community's recreational and service needs and has the following duties:

- (a) Develop plans and recommendations for parks, playgrounds, recreational facilities, and use of community buildings.
- (b) Work with the Parks and Recreation Department on the development and evaluation of recreation programs and community activities/events.
- (c) Provide assistance and support in the planning and operation of City sponsored community events.
- (d) In cooperation and consultation with the Parks and Recreation Department, make recommendations to the City Council with respect to priorities for recreation, library, and community services expenditures in the City's capital improvement program.
- (e) Review and comment on the annual operating and capital improvement budgets for the Parks and Recreation Department.
- (f) Make recommendations with respect to community service needs such as child care, youth summer employment, senior activities/programs, and recreational programs.
- (g) Review and make recommendations with respect to fees for the use of parks, playgrounds, recreational facilities, and community buildings.
- (h) Advise on matters of policy and public interest related to the management, use and preservation of library facilities and property.
- (i) Render such other specific services as are consistent with the role of an advisory

board on the library system, to include recommendations and advice to the county librarian on matters related to the Hercules library.

- (j) The Commission member serving as the City's Area Representative to the Contra Costa County Library Commission shall routinely report to the entire Community and Library Services Commission on actions taken at the Contra Costa Library Commission meetings.
- (k) Review and make recommendations regarding the Arts in Public Places Program and exhibits at the Hercules Public Library.
- (l) Oversee the Heritage Memorial Garden Plaque Program which is designed to recognize Hercules residents or civic leaders and enhance the historical aspect of the garden.
- (m) Oversee the Library Art Exhibition Program which is designed to review art pieces submitted by participants of the program to be allowed to display their art pieces at the Hercules Public Library.
- (n) Such other duties relating to recreation activities and community and library service needs as may be directed by the City Council.

Staff liaisons will be provided by the City and will be responsible for preparing minutes, agendas, actions items, and coordinating appropriate follow up. Lastly, the Community and Library Services Commission meets with the public in open hearings to resolve issues and formulate recommendations for the City Council's consideration.

Community and Library Services Commission meetings are held the second Monday of each month at 7:00 p.m. in the Council Chambers at City Hall. Agendas are regularly posted the Friday before each meeting. Copies are also available at City Hall.

Vacancies

While there are currently no vacancies, 1 commissioner and the Youth Commissioner seats all expire 12/31/25. If you are interested in applying again, click on the QR code and hit the apply button.

- **Size** 5 Members
- **Term Length** 2 Years
- **Term Limit** N/A

FISCAL IMPACT:


There is no fiscal impact. Applying for a commission seat helps the City be able to maintain levels of oversight.

Applicants must be residents of the City of Hercules, 18 years of age or older and registered to vote with the exception of the Student Commissioner who must be a high school student and a resident of Hercules. The Application deadline is October 31, 2025. Commissioner terms begin in January 2026.

If you are interested in applying for a commission seat, visit the City of Hercules website at www.herculesca.gov/government/commissions-committees or click the QR code on the ad below.

ATTACHMENTS:

None – ad below from the Fall 2025 Activity Guide



CITY OF HERCULES BOARDS & COMMISSIONS

Join a City Board or Commission
The following Boards & Commissions vacancies are up for
appointment beginning January 2026

**READY TO
SERVE?
APPLY
TODAY!**

Planning Commission:	Finance Commission:	Community & Library Services Commission:	Contra Costa Mosquito & Vector Control Board
(2) vacancies with 2-year terms <i>January 2026 to December 2027</i>	(2) vacancies with 2-year terms <i>January 2026 to December 2027</i>	(1) vacancy with a 2-year term <i>January 2026-December 2027</i> (1) vacancy with a 1-year term <i>Student Commissioner January 2026 to December 2026</i>	(1) Vacancy with a 2-year term <i>January 2026 to December 2027</i>

Applicants must be residents of the City of Hercules, 18 years of age or older and registered to vote except for the Student Commissioner who must be a high school student and a resident of Hercules.
Application deadline is October 31st for terms beginning January 2026.

For information or to apply
www.herculesca.gov/government/commissions-committees
For questions, contact Joanne Sanchez at (510) 799-8215 or jsanchez@herculesca.gov

