

Community & Library Services Commission

October 14, 2024

6:30 p.m. Workshop

7:00 p.m. Meeting

Hercules City Hall

111 Civic Drive

Hercules, CA 94547

COMMUNITY & LIBRARY SERVICES COMMISSION - MINUTES

I. CALL TO ORDER – ROLL CALL - 6:30 P.M. – NONE

II. WORKSHOP - NONE

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

Chair Ward-Jackson called the meeting to order at 7:03pm

Chair Ward-Jackson, Commissioners, Chen, and Hernandez were present.

Vice Chair Campbell-Miller and Commissioner Yamamoto were absent.

Parks & Recreation Director Roke was present.

Library Senior Manager Peters was absent.

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS – NONE

VI. AGENDA ADDITIONS/DELETIONS – NONE

VII. PUBLIC COMMUNICATION – NONE

VIII. DIRECTOR REPORT

1. Parks and Recreation Report (July/August 2024)

Staff noted that year to date Revenue for fiscal year 2024-25 is tracking slightly higher than the previous year at the same time.

Staff reviewed the revenue figures for each heading in the report. Staff indicated growth in some programs, and deficits in others. For example, summer camps and swim lessons both had more participants this past summer, than at any time over the past 8 years.

Additionally, enrollment in the childcare programs has also increased in numbers, and is currently seeing the most kids over the past 8 years as well. However, the increase in afterschool numbers can be directly attributed to the additional of TK (or Transitional Kindergarten) at all 3 elementary schools in Hercules. Unfortunately, the additional of a free school program for 4 year olds, has dramatically decreased the enrollment numbers of our Preschool program known as Tiny Tots.

Other trends staff has noticed are in Recreation Classes and Sports. Both programs have increased in programming and participation. Staff continues to search for programs and activities to increase revenue. Staff is also currently looking for new contract instructors to offer a greater variety in program options. If you know of any music, dance, art, or other creative people in the community looking to share their expertise, the Parks and Recreation Department is looking to help you get started.

The Senior Center recently went through their annual membership drive. There are currently 152 members and growing. Facility rentals have been very active with more rentals at this time through last year, however, revenue is trending slightly lower than last year. This could be attributed to more picnic rentals, less facility rentals, and/or less hours of facility rentals.

Staff also mentioned that they are anticipating a contract to paint the exterior of the Community Swim Center during this fiscal year.

2. Library Manager Report (July/August 2024)
Manager Peters asked Director Roke to report on the Filipino American History Month on Saturdays in October. Manager Peters will review her report next month.

IX. CONSENT CALENDAR

1. Minutes: September 9, 2024
MOTION: Commissioner Chen moved to approve the Minutes for the September meeting. Commissioner Hernandez seconded the motion. Motion passed 3-0
Ayes: (3), Chen, Hernandez, and Ward-Jackson
Noes: (0)

X. DISCUSSION AND/OR ACTION ITEMS

1. Nonprofit Group Presentations
 - a. **Chinese Association**
Vice-President James Woo gave the 2024 presentation on activities by the Chinese Association over the past year.

Mr. Woo noted that the organization currently has 221 member families, of which, 59% live in Hercules. Families have been brought together through organized events like Chinese New Year banquet, Fall Picnic, and Christmas party. The Association participates in Community Clean-Up Day, Senior Lunch Program, Tai Chi Class, Yuen Jie Class, and Holiday Tree Lighting in Hercules.

This year, the Association has helped Lunar New Year decorations in the Hercules City Library and provided Lai See at the Lunar New Year Celebration event. Also, we participated in the City's "Team Up to Clean Up" pilot program. Every year, the members of our Association participate in City's Community Clean-up Day which occurs in May. Although it was a heavy rain, members of the Association showed up around 7:30 am at City's Corp Yard and helped Hercules residents hauling off disposed items from their vehicles and placed them in big waste containers.

Moon Festive, which normally falls in September, is the second most important festival in Chinese culture after Lunar New Year. Chinese Association had this year's Moon Festive celebration event on September 14 at Refugio Park.

In December, our Association plans to participate in City's Holiday Tree Lighting and host our Christmas party in Community Center. Our Christmas Party is our biggest event of the year with great turn-out. Families come together to enjoy the time together and the great performances. Looking ahead to 2025, our Association plans to continue providing our services to the Chinese community.

b. Friends of the Hercules Library

President Charlie Lucke gave the report noting that next year will be the 25th anniversary and that they currently have 250 members. The Friends support, promote and advocate for the library as a vital community asset. They aim to extend and enhance the library's services and resources and establish close relationships between the library and the public it serves.

The Friends operate a bookstore inside the library and online and hold a used book sale twice a year. The money raised provides funds to help the library build its collection, sponsor programs and activities to entertain and educate children and adults and assist the library staff with special purchases and projects.

The Friends participate in National Night Out, holiday tree lighting and the Community Cleanup Day. The Friends anticipate that since the founding the organization will donate \$340,000.

c. Hercules Community Library Foundation

JoEllen Marcotte gave the presentation for the Foundation. The goal is to supplement public funding for the library. In 2024 the Foundation and staff opened the Homeschool Resource Center, the first of its kind in Contra Costa County. The Foundation provided funding for many of the materials including steam kits and stem kit boxes.

In June was the official opening of the Homeschool Center. In April the Foundation hosted its annual volunteer appreciation dinner and also provided funding for furniture cleaning , a new rug in the Childrens' library and a bluetooth projector.

The foundation participated in Cleanup Day and will participate in the Annual Tree Lighting.

d. **Bayfront Chamber of Commerce**

Sylvia Villa-Serrano noted that there were Hercules Round Tables for businesses. The Chamber holds lots of events including Bottles and Bites, the BayFront Run, National Night Out, and the Cultural Festival which was attended by 8000 people.

e. **The Community Gardens**

Glen Prieto provided the presentation for the Community Gardens. He is pleased with the progress that the Community Gardens has made this year after the loss of long time president Nita Sexton. Glen mentioned that there are more gardeners then in the past, and that the organization had recently held elections for board members for the next year. Barry Baars will be the president next year, and will be gathering the documents for renewal. They are currently reviewing the by-laws for the organization, and hope to have an updated document in the near future. They are currently working with Ohlone Elementary School.

Glen noted that the Community Garden participated in Community Cleanup Day in May, and will be there again for the Holiday Tree Lighting event in December.

f. **Boy Scout Troop 76**

Scoutmaster Wesley Silva noted that the Troop attended the annual Camporee and has completed many public service projects over the course of this year.

Troop 76 also participated in Community Cleanup Day, and will be participating in the Trunk or Treat and the annual Tree Lighting events. They have three scouts preparing to earn the rank of Eagle Scout. The membership currently has 9 scouts, but they are all active and they continue to make steady progress towards advancement.

2. **Contra Costa County County Strategic Plan Update**

This item was removed to the next meeting.

3. **Halloween in Hercules**

Director Roke shared that the Trunk or Treat event went from 75 participants the first year, to over 1,200 participants each of the last 2 years. The event is free to the community and includes the PUMPKATAAZ. He is hoping to get a Dental group to provide toothbrushes, as the unexpected treat is usually the best. On December 1 the Tree Lighting will take place.

4. Youth in Government Day

The Hercules Parks and Recreation Department will be partnering with the Hercules High School again for the 2nd annual Youth In Government Day. The event will be held on Tuesday, November 12, in the Council Chambers beginning at 9a.

Staff anticipates approximately 20 students from Hercules High, as well as 2 or 3 teachers to participate in this event. Students will be greeted by the City Manager, as well as some of the City Council members and Department Heads.

Students will go through an exercise relating the City Government, participate in a workshop, tour the parks, and be invited to return to the Council meeting that evening.

5. Contra Costa County Library Commission Update

Donna Rennie, our representative, noted that there will be a self-service pilot starting December 1 for 6 months in Concord.

6. Commission Seats Update

The application due date is October 31. There has been considerable interest in applying for all commission seats, including the Community and Library Services Commission.

7. November Meeting Date Reminder

The next CLSC meeting will be held on Wednesday, November 13. Our regular rotation falls on a holiday (Veteran's Day, Monday, November 11), so it was moved. This move will allow us to complete the last of the Nonprofit group presentations for 2024.

XI. COMMISSION REPORTS AND ANNOUNCEMENTS

Commissioner Chen noted that he attended the Open House at the Fire Station and it was a great event and the children had fun. Fire, Police and Sheriffs were there.

XII. FUTURE AGENDA ITEMS

1. City Recognized Non-profit Presentations continued –
 - a. Friends of the Senior Center, HEF, Rotary, Senior Citizen Club and WCCYSL
2. City Recognized Nonprofit Renewals for 2025
3. Refugio Valley Pond Update
4. Steering Committee Recap on PRFMP

XIII. ADJOURNMENT

Chair Ward-Jackson adjourned the meeting at 8:19pm.

Chair Ward-Jackson

Attest

Christopher Roke
Parks & Recreation Director

The next Regular Meeting of the Commission will be held on Wednesday, November 13, 2024 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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