

City of Hercules

111 Civic Drive
Hercules, CA 94547



Meeting Agenda

Monday, September 8, 2025

7:00 PM

In-Person in Council Chambers or

Zoom ID: 862 7339 7326

Zoom Passcode: 410795

Zoom Phone Number: 1-669-900-6833

Community and Library Services Commission

Chair D. Yamamoto

Vice Chair Evangelia Ward-Jackson

Commissioner Han Chen

Commissioner Kaitlyn Azevedo

Student Commissioner Monique Hernandez

I. SPECIAL MEETING - CALL TO ORDER - ROLL CALL - N/A

II. WORKSHOP - NONE

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

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

VI. AGENDA ADDITIONS/DELETIONS

VII. PUBLIC COMMUNICATIONS

This time is reserved for members of the public to address issues not included in the agenda. In accordance with the Brown Act, the Commission will refer to staff any matters brought before them at this time, and those matters may be placed on a future agenda.

Individuals wishing to address the Commission are asked to complete a form indicating the name and address of the speaker and the general topic to be addressed. Speakers must make their comments from the podium and will be allowed three (3) minutes to discuss their concerns. Public comments become part of the public record and are summarized in the minutes of the commission's meetings. A limit of thirty (30) minutes will be devoted to taking public comment at this point in the agenda. If any speakers remain at the conclusion of the initial thirty-minute period, time will be reserved at the conclusion of the meeting to take the remaining comments.

VIII. DIRECTOR REPORT

1. [25-237](#) **Parks and Recreation Monthly Reports (July/August)**

Attachments: [Monthly Report - July-August 2025](#)

2. [25-238](#) **Library Monthly Reports (July/August)**

Attachments: [Library - July-August 2025](#)

IX. CONSENT CALENDAR

1. [25-239](#) **Minutes: July 14, 2025 Meeting**

Attachments: [MINUTES- July14, 2025](#)

X. DISCUSSION AND/OR ACTION ITEMS

1. [25-246](#) **Nonprofit group presentations**
 - a. Hercules Education Foundation (HEF)
 - b. Friends of the Library
2. [25-247](#) **Hercules Library in Contra Costa County Library Commercials**

RECOMMENDATION:
Take a peek at the new Contra Costa County Library Commercials - starring Hercules Library, staff + volunteers!

Attachments: [Staff Report](#)
3. [25-240](#) **Fall Events Update**

RECOMMENDATION:
Staff recommends that the Community and Library Services Commission receive an update from staff regarding the Fall Events including Ohana Day, the Bay Front Festival and Run, Unity Day, Trunk or Treat (TOT) and PUMPKATAAZ.

Attachments: [Staff Report](#)
4. [25-241](#) **Parks System Master Plan Update**

RECOMMENDATION:
Staff recommends that the Community and Library Services Commission receive an update from staff regarding the Parks and Recreation Facilities Master Plan, also known as the Parks System Master Plan.

Attachments: [Staff Report](#)
5. [25-242](#) **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.

Attachments: [Staff Report](#)
6. [25-243](#) **The Herculean Mile Award**

RECOMMENDATION:
Staff recommends that the Community and Library Services Commission receive an update from staff regarding the Herculean Mile Award.

Attachments: [Staff Report](#)
7. [25-244](#) **Annual Holiday Tree Lighting/125th Anniversary Celebration**

RECOMMENDATION:
Receive a report on the annual Holiday Tree Lighting /125th Anniversary Celebration event.

Attachments: [Staff Report](#)

8. [25-245](#) Fall 2025 and Winter/Spring 2026 Activity Guide

XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS

XII. FUTURE AGENDA ITEMS

- 1. City Recognized Non-profit Presentations**
- 2. City Recognized Non-profit Renewals**

XIII. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, October 13, 2025 at 7:00 p.m. in the Council Chambers.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports from the City's website at www.ci.hercules.ca.us and can receive e-mail notification of agenda postings by signing up to receive an e-notice from the City's website. Agendas and staff reports may also be obtained by contacting the City Clerk's Office at (510) 799-8200.

Posted: September 4, 2025

THE COMMISSION ADHERES TO THE FOLLOWING POLICIES, PROCEDURES AND REGULATIONS REGARDING COMMISSION MEETINGS

SPECIAL ACCOMMODATIONS: In compliance with the Americans with Disabilities Act, if you require special accommodations to participate at a commission meeting, please contact the City Clerk at 510-799-8200 at least 48 hours prior to the meeting.

AGENDA ITEMS: Persons wishing to add an item to an agenda must submit the final written documentation 12 calendar days prior to the meeting. The City retains the discretion whether to add items to the agenda. Persons wishing to address the Commission otherwise may make comments during the Public Communication period of the meeting.

AGENDA POSTING: Agendas of regular commission meetings are posted at least 72 hours prior to the meeting at City Hall, the Hercules Swim Center, Ohlone Child Care Center and on the City's website (www.ci.hercules.ca.us),

PUBLIC COMMUNICATIONS: Persons who wish to address the Commission should complete the speaker form prior to the Commission's consideration of the item on the agenda.

Anyone who wishes to address the Commission on a topic that is not on the agenda and is relevant to the Commission should complete the speaker form prior to the start of the meeting. Speakers will be called upon during the Public Communication portion of the meeting. In accordance with the Brown Act, the Commission may not take action on items not listed on the agenda. The Commission may refer to staff any matters brought before them at this time and those matters may be placed on a future agenda.

In the interests of conducting an orderly and efficient meeting, speakers will be limited to three (3) minutes.

Anyone may also submit written comments at any time before or during the meeting.

Written and oral comments become part of the public record. Oral comments are summarized in the minutes of the commission's meeting.

CONSENT CALENDAR: All matters listed under Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Commission or a member of the public prior to the time the Commission votes on the motion to adopt.

COMMISSIONER REPORTS AND ANNOUNCEMENTS: This is the time for brief announcements by commissioners on issues of interests to the community. In accordance with provisions of the Brown Act, matters which do not appear on the agenda, but require Commission discussion may be either (a) referred to staff or other resources for factual information or (b) placed on a future meeting agenda.

LEGAL CHALLENGES: If you challenge a decision of the Commission in court, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered at, or prior to, the meeting. Actions challenging Commission decisions shall be subject to the time limitations contained in Code of Civil Procedure Section 1094.6. In order to ensure the efficient conduct of meetings, and to provide opportunities for all interested persons to speak and be heard, the Commission will adhere to the following meeting procedures: