

# City of Hercules

111 Civic Drive  
Hercules, CA 94547



## Meeting Agenda

Monday, July 10, 2017

7:00 PM

Workshop - 6:30 P.M.

Regular Meeting - 7:00 P.M.

Council Chambers

## Community and Library Services Commission

*Evangelia Ward-Jackson, Chair*

*Han Chen, Vice Chair*

*Commissioner Brian Campbell-Miller*

*Commissioner Barry Schwartz*

*Commissioner DiAngelo Soriano*

**I. SPECIAL MEETING - 6:30 P.M. - CALL TO ORDER - ROLL CALL**

**II. WORKSHOP**

1. Ongoing discussion to update the Nonprofit renewal packet for 2018

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

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

1. Staff in the Spotlight: Ashley Gomez

Attachments:     [GEM Award](#)

**VI. AGENDA ADDITIONS/DELETIONS**

**VII. PUBLIC COMMUNICATIONS**

**VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Report

Attachments:     [Parks & Rec Monthly Report - June 2017](#)

2. Library Manager Monthly Report

Attachments:     [Library Monthly Report](#)

**IX. CONSENT CALENDAR**

1. **Minutes**

**Recommendation:** Approve Minutes of June 12, 2017

Attachments:     [Minutes CLSC June 2017](#)

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

1. Contra Costa Library Commission Appointment
2. List of projects
3. August CLSC Meeting

**XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS**

**XII. FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, August 14, 2017 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](http://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 Administrative Services Department at (510) 799-8215.

Posted: July 6, 2017

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

**SPECIAL ACCOMODATIONS:** 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 510-799-8215 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, Hercules Post Office, and on the City's website ([www.ci.hercules.ca.us](http://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.

**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:



## Legislation Details (With Text)

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**File #:** 17-270      **Version:** 1      **Name:**

**Type:** Introductions/Presentation      **Status:** Agenda Ready

**File created:** 7/5/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** Ongoing discussion to update the Nonprofit renewal packet for 2018

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Ongoing discussion to update the Nonprofit renewal packet for 2018



## Legislation Details (With Text)

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**File #:** 17-264      **Version:** 1      **Name:**

**Type:** Introductions/Presentation      **Status:** Agenda Ready

**File created:** 7/5/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** Staff in the Spotlight: Ashley Gomez

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [GEM Award](#)

Date	Ver.	Action By	Action	Result
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Staff in the Spotlight: Ashley Gomez



5280



## Legislation Details (With Text)

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**File #:** 17-265      **Version:** 1      **Name:**

**Type:** Director Report      **Status:** Agenda Ready

**File created:** 7/5/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** Parks and Recreation Monthly Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Parks & Rec Monthly Report - June 2017](#)

Date	Ver.	Action By	Action	Result
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Parks and Recreation Monthly Report





**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



**Project/Program:** Parks & Recreation Department Activities  
**Lead Staff:** Christopher Roke, Parks & Recreation Director

**Description:** The Parks and Recreation Department leads and/or is involved with many community activities and events all year long. We also collect fees for various classes and services provided to the community.

**Status:** In June 2017 the department brought in \$178,709.10 in revenue. Year to Date Revenue for Fiscal Year 2016-17 is **\$1,556,012.86**. Overall, revenue is very comparable to last FY, as it is down approximately nine thousand dollars from the previous FY despite the pool being closed for 3 months for renovations and the loss of several key contractors in our fee class programs.

**Accomplishments/Items in Progress:**

- Summer camps and classes are going extremely well. As you will see numbers for Camp Dynamite are ahead of last year's pace of 56/week, to more than 70/week in 2017.
  - There is a demand for more, but due to low staffing we cannot accommodate everyone.
- Currently working on the Fall Activity Guide – covering September through December.
- City Council approved FY 2017-18 budget at the June 27, Public Hearing. Lots of enhancements are coming our way including: \$10,000 for family movie nights in the park, \$20,000 for Community Center improvements at Foxboro and Ohlone Community Centers, \$14,000 for Gym Floor Covers, and \$21,000 for new Pool Covers for the pool. In addition, we have been approved to purchase (2) new high-roof vans for programs.
- Revised Child care program participant fees for next school year 2017-18.
  - Rebranding efforts for Child Care to follow.
- Revised Rec Expo to Rec Expo Week. We had a very successful Rec Expo Week. One of the key concepts was to revise the Child Care and Tiny Tots payment program. In doing so, a discount was given for those that pay in full prior to the start of the year, rather than registering at the Expo. Overall this concept was well received.
- Updated Lifeguard and Swim Instructor job descriptions.
- Held our 3<sup>rd</sup> **FREE** family movie night in Refugio Valley Park; *"The Secret Lives of Pets"*. Like the previous (2) movie nights held last Fall, this one was well received by the community with approximately 300 people in attendance.

**Project/Program:** Community & Library Services Commission  
**Lead Staff:** Christopher Roke, Parks & Recreation Director

**Description:** 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.

**Status:** The Commission has been working on community outreach regarding the west side parks improvements project, input for the Library's tenth anniversary celebration, a permanent display



## CITY OF HERCULES PARKS & RECREATION MONTHLY REPORT June 2017



space at the Hercules Library for the Hercules Historical Society, mural preservation, City recognized nonprofit organizations, continual evaluation of Parks & Recreation Programs, review and update of the 2018 nonprofit process, review and revise the 2018 Citywide Clean-up Day and approval of new plaques for the heritage garden.

### Accomplishments/Items in Progress:

- Held successful Citywide Clean-up Day on May 6, 2017. More than 250 vehicles came through the gates filling up 14 large dumpsters in the Corp Yard. There were 105 volunteers that gave their time to the event, not only at the yard, but at several parks and the Refugio Valley Trail as well.
- Distributed, collected and approved 2017 nonprofit renewals.
- Provide staff support to the Commission on a monthly basis.
- Brought West Side Parks Improvement presentation to the Council.
- Held Westside Parks Improvements meetings and subsequent presentations.
- Surveyed community regarding desired amenities for the Westside Parks Improvement project.
- Surveyed City recognized nonprofit groups.

**Project/Program:** Hanna/Lupine/Ohlone Childcare & Summer Day Camps  
**Lead Staff:** Ambra Garfield, Recreation Manager

**Description:** The Before and After School Licensed Childcare Program for K-5<sup>th</sup> grades operates September-June, and Summer Camp operates June-August. Child Care facilities are located adjacent to Lupine Hills Elementary School, Ohlone Elementary School and Hanna Ranch Elementary School. Children are well supervised in a safe environment with a variety of recreational activities, including: crafts, games, sports, and a fun fitness program. While the Child Care programs primary emphasis is on socialization and keeping children active, a short time is dedicated for homework on a daily basis.

The big news heading into the new fiscal year, is the re-branding of our Child Care program. As of this coming fall, the morning care program will now be called **"Breakfast Club, at the SPOT"**. The program will be held at our Teen Center, instead of being held at the schools. This change will allow us to open earlier (at 6:30am), cater to grades K-8, offer a breakfast option to meet the needs of our community, and do so using less staff. Holding this program at the Teen Center, gives us the opportunity to better make use of an under-utilized facility, make better use of staff, have use of a kitchen, open earlier, and more.

Our after school care program is also going through a re-branding process with the fall of the 2017-18 school year. The program will now be called **"Kaleidoscope Kidz, a Recreation Afterschool Program"**. Some of the changes for Kaleidoscope Kidz include a greater focus on homework for those kids that need to get a start on their homework. Kaleidoscope Kidz will remain on each of the 3 elementary school campuses. We are excited for the fall to get here.



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



**Status:** In June 2017 Child Care programs brought in a total of **\$13,952.60** in revenue. There are a total of 99 children in the After School program, and 41 children in the Early Bird (Before School). The current waitlist has 2 children on it. Due to low staffing numbers we cannot add children to our Ohlone After school program. All of our Early Bird programs can still accommodate families that are interested in morning care.

**Child Care – June 2017 enrollment**

	Enrollment	Waitlist
Hanna Ranch Before School	15	
Hanna Ranch After School	46	
Lupine Before School	11	
Lupine After School	25	
Ohlone Before School	15	
Ohlone After School	28	2

**Accomplishments/Items in Progress:**

- We celebrated the promotion of our 5<sup>th</sup> graders. While it was sad to see them leave, staff was extremely excited for them to move on to middle school.
- The last day of school was June 8. The children were released at 12 noon. Each Child Care site held an ice cream social and movie on the last day.
- Parent Evaluation went out in June the feedback is always good to hear. Most evaluation parent/families were very happy with the program we offer for the school –age. Some parents requested more homework time. They all seem really happy with the staff at all three sites. The only negative we saw was the same negative in the Preschool parent's evaluation and that was comments regarding the janitorial service. Parents feel that the condition of the floors and bathrooms on site need to be addressed sooner than later. This has now been an issue for four years. The staff does do best they can do but we have no janitorial service and haven't for around 6 years and it really starting to show.

**Summer Camp 2017** program brought in a total of **\$44,848.01** in revenue this month. 56 children would be two classrooms and 1/14 ratio 28 in each classroom. At the June meeting we announced that we would third classroom of 14 if enrollment numbers were there. I'm happy to announce that we have booked 70 or more for each week of Summer Camp this year!

**Camp Dynamite Program Enrollment Numbers per week: as of June 30, 2017**

Week #1	Week #2	Week #3	Week #4	Week #5	Week #6	Week #7	Week #8	Week #9
59	60	64 - field trip	68	70	70 - field trip	70	70	70 – field trip



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



- Heading into summer, staff was busy setting up a variety of fun events for the “Camp Dynamite” summer camp program. Highlights for camp in 2017 include the return of 3 field trips for the third-fifth grades, combined with great themes and entertainment.
- Other popular events that made a return include bringing back the “Dinner Day lunches” every Wednesday, where we provide lunch for everyone.
- Camp Dynamite is being offered at the Hanna Ranch site for the 9 weeks, while Lupine gets some much needed work done to the facility.
- Camp Dynamite will also go to the pool twice a week for some fun in the sun!
- Friday’s are theme days Crazy Hat Day, STAR WAR t-shirt day, Crazy Hair contest, these are just a few we just had .Prizes for the best themed dresser and staff included too.

**Project/Program:** Tiny Tots Programs-Little Learners/Pre-Kinder/Jr. Kinder  
**Lead Staff:** Ambra Garfield, Recreation Manager

**Description:** The Tiny Tots Programs introduce children to their “First Learning Experiences”. They make their first school friends, learning through play, games, arts, crafts and healthy snacks. Our qualified staff will guide them with socialization and self-help skills. The program runs concurrent with the school year from September – June.

**Status:** In June 2017 Tiny Tot Programs brought in **\$4,524.69** in revenue.

Tiny Tots – June 2017 enrollment

Program	Enrollment
Little Learners	20
Multi-Age 3’s and 4’s	18
Pre-Kinder	24
Jr. Kinder	24

**Accomplishments/Items in Progress:**

- Progress Reports went out June 2. This will show our Preschool families what their children achieved since the beginning of the calendar year. This period of time is where you see the most growth in development.
- Jr. Kinder and Pre-Kinder classes had a wonderful graduation on June 7. This year we combined the two classes for a fun graduation with cupcakes and entertainment for the families to enjoy. The group that entertained us was the “ Happy Ever Laughter” which was a magic show and face painting for all!
- Coming up this fall 2017-2018, the Multi-Age class, Little Learner 3 year old class and the Jr. Kinder class are all full. We anticipate being full in our Pre-Kinder class by August 1<sup>st</sup>, 2017. Those who don’t get in will go on a waiting list. We can usually get several of those families off the waiting list before the first day of school - August 28, 2017.



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



- As stated above we sent out evaluation to all of families and received great feedback regarding staff and the set-up of the Preschool program. Only negative was the cleaning of the bathrooms and floors this issue that were working on for this fall.
- The key for us is to stay current on Preschool curriculum and keep bring new ideas and events for families to enjoy. We are looking into bring in a music teacher and possibly and language teacher.

**Project/Program:** Aquatics

**Lead Staff:** Austin George, Recreation Coordinator

**Description:** The Hercules Swim Center has been the recipient of a lot of needed work so far this year including the re-plastering of both pools, work on the main drains to bring them up to code, new drain covers to meet code, a new ADA chair lift, and a new heater for the baby pool.

Since reopening on Monday, March 6, the Hercules High School swim team was able to complete a successful season. The East Bay Silver Dolphins team has gotten back in to full swing, and the Piranhas Swim Team is now back in to full summer swim action. In addition, our swim lesson program has gotten off to a great start, and the lap swim and water walking programs continue to get more popular with all the nice weather.

**Status:** In June 2017 Aquatics brought in **\$58,418.70** in revenue.

**Aquatics – June 2017 enrollment**

Program	Enrollment
Lap Swim/Water Walking	188
Swim Lessons	275
EBSD Swim Team	86
Piranhas Swim Team	107
Rec Swim	1025

**Accomplishments/Items in Progress:**

- Participated in the World's Largest Swim Lesson in an effort to bring more awareness to water safety.
- New heater for the baby pool made it just in time for the start of summer swim lessons.
- New aquatics signs have been going in all around the swim center.
- 10 new lifeguards were successfully hired before the start of summer. A few new cashiers, and more guards are also on the way with an anticipated start date just after the start of July.
- New Aquatics Coordinator hired in March and has been doing a great job.
- Evaluating equipment and planning necessary replacements.
- Replaced backstroke flags.
- Summer staff training was a big success.



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



**Project/Program:** Recreation Classes

**Lead Staff:** Vanessa Flores, Recreation Leader III

**Description:** The department is looking for new contract class instructors to help increase the number and variety of quality programs that the community is used to. Our recreation classes cater to all ages and help to promote a healthy lifestyle. If you haven't signed up for a class recently, we encourage everyone to do so.

**Status:** In June 2017 classes brought in **\$6,119.56** in revenue and rec admin (activity guide ads, banners, and sign boards) brought in **\$1,970.00** in revenue.

Classes – June 2017 enrollment

Camp	Enrollment		Class	Enrollment
Chess Camp	10		Ed2go	3
Lego Jedi Master Engineering	16		Karate	32
RobotED: Adventure Bots	8		Oil Painting	13
Stop Motion Tricks & Effects	7		Table Tennis	12

**Accomplishments/Items in Progress:**

- Finalizing the Fall 2017 Activity Guide which covers September-December programming.
- Summer is off to a good start.
- One of our newest programs is Ed2go, an online service that offers 100's of classes year-round.
- Staff brought on a new Cooking program for ages 6-12 scheduled to start 7/11/17.
- Continue to evaluate programs, revenues and expenditures to ensure they are cost effective.

**Project/Program:** Sports

**Lead Staff:** Jeff Jew, Recreation Coordinator

**Description:** The department offers sports and other positive leisure activities for patrons of all ages. Programs help promote a healthy lifestyle, while providing an environment in which people can enjoy themselves.

**Status:** In June 2017, Sports programs brought in **\$13,409.05** in revenue.

Sports – June 2017 enrollment

Program	Enrollment
AOSL Jr. Bantam Basketball League	60
AOSL Basic Skills Clinic	12
AOSL Elite Skills Clinic	18
Adult Boot Camp	3
Kidz Love Soccer	20



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



Skyhawks Sports

50

**Accomplishments/Items in Progress:**

- Summer Activity Guide is now available for all of upcoming sports programs and camps!
- If you're interested in any of these basketball programs, be sure to register today as space is limited!

**Project/Program:** Teen/Youth

**Lead Staff:** Jeff Jew, Recreation Coordinator

**Description:** As our youth grow into teens, we want to give them a sense of ownership and belonging to the community. The programs and activities at the Teen Center promote these very same goals. The Teen Youth Council (T.Y.C.) supports and assists with Community activities and Special Events. This energetic group of 6th-12th graders demonstrate leadership skills through their participation at City Council meetings, interaction with the Hercules Senior Center, and the planning of Teen/Youth Special occasions. This successful program recruits active members from the Hercules Community and the Hercules Middle and High School.

**Status:** In June 2017, the Teen Center brought in **\$19,912.11** in revenue.

Teens – June 2017 enrollment

Program	Enrollment
SPOT After-School Program	28
T.Y.C. membership	12

**Accomplishments/Items in Progress:**

- Continue to promote S.P.O.T. and T.Y.C programs to increase enrollment.
- T.Y.C. held another successful community event. The 11<sup>th</sup> Annual Eggstravaganza. The event was held on Saturday, April 15, 2017 at the Hercules Senior Center. More than 100 kids participated.

We are very proud of our future leaders and their commitment to provide activities and events for our community.

**Project/Program:** Senior Center

**Lead Staff:** Kristina Griffith, Recreation Leader III

**Description:** Friends, food, fun and companionship is what the Hercules Senior Center is all about. We strive to ensure a physically and emotionally comfortable environment for all, and encourage socialization with peers.

**Status.** In June 2017 the Senior Center brought in **\$2,416** in revenue and the CC Café brought in **\$1,256** in revenue





**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**June 2017**



June 2017 total Senior Center active memberships: 185 members

Program	Enrollment	Program	Enrollment
Advance Tai Chi	75	Goodie Store	81
Advice Nurse	20	HICAP	4
Bingo	46	Hula Dance	62
Blood Pressure	39	Low Impact Exercise	189
C.C. Café Lunch	948	Special Event	100
Card Club	44	Tai Chi	266
Chi Kong	140	Tap	20
Computer Lab	5	Wills & Trust	2
Fruit & Veggie Distribution	650	Yuen Ji & Dance	94

**Accomplishments/Items in Progress:**

- Continue working with nonprofit groups for senior events, fundraising, & programs for 2017.
- Continue to look for partnerships to enhance senior needs.
- Continue team work, leadership and guidance with Senior Center Volunteers.
- Attend monthly trainings with the county nutrition program for C.C. Café.

**Project/Program:** Facilities/Rentals  
**Lead Staff:** Jeff Jew, Recreation Coordinator

**Description:** The City of Hercules offers many of the City's facilities for rent when not being used for City sponsored programs or services. Facility attendants also prepare facilities for the department's classes and city meetings.

**Status:** In June 2017, facility rentals brought in **\$18,563.75** in revenue.

**Accomplishments/Items in Progress:**

- Meeting/exceeding the needs of the community with every event.
- Continued efforts to address work orders and facility cleanliness.
- Ongoing recruiting for Facility Attendants.





## Legislation Details (With Text)

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**File #:** 17-266      **Version:** 1      **Name:**

**Type:** Director Report      **Status:** Agenda Ready

**File created:** 7/5/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** Library Manager Monthly Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Library Monthly Report](#)

Date	Ver.	Action By	Action	Result
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Library Manager Monthly Report

Hercules Community and Library Services Commission  
 Librarian Report  
 JULY 2017

**REPORT ON PREVIOUS MONTH'S PROGRAMS:**

<b>Title</b>	<b>Date</b>	<b>Attendance</b>
Baby Lapsit Storytime - Ages 0-24 months	6/1/2017	59
Baby Lapsit Storytime - Ages 0-24 months	6/8/2017	60
Baby Lapsit Storytime - Ages 0-24 months	6/22/2017	47
Baby Lapsit Storytime - Ages 0-24 months	6/29/2017	74
Basic Computer Skills	6/7/2017	7
Basic Computer Skills	6/14/2017	7
Basic Computer Skills	6/21/2017	6
Basic Computer Skills	6/28/2017	6
Bubblesmith	6/6/2017	216
Camp Code	6/15/2017	24
Camp Code	6/22/2017	24
Camp Code	6/26/2017	14
Camp Code	6/29/2017	19
Chess Club	6/20/2017	5
Coloring Club	6/24/2017	9
Computer Skills	6/7/2017	10
Computer Skills	6/14/2017	11
Computer Skills	6/28/2017	10
Computer Skills	6/21/2017	10
English Conversation Group	6/6/2017	6
English Conversation Group	6/13/2017	7
English Conversation Group	6/20/2017	6
English Conversation Group	6/27/2017	6
Family Storytime	6/13/2017	56
Family Storytime	6/20/2017	32
Family Storytime	6/27/2017	42
Financial Management and the Health of your Business	6/27/2017	9
Gayle's Drop In Crafts	6/10/2017	26
Gayle's Drop In Crafts	6/24/2017	13
Great Books Book Club	6/26/2017	10
Hercules Library Knitting Group	6/3/2017	10
Hercules Library Knitting Group	6/10/2017	10
Hercules Library Knitting Group	6/17/2017	10
Hercules Library Knitting Group	6/24/2017	12
Insiders Club	6/22/2017	0

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Kindergarten Countdown – Kindergarten Readiness Workshops	6/5/2017	17
Maximizing Profits With Successful Time Management	6/20/2017	3
Meditation	6/1/2017	6
Meditation	6/8/2017	7
Meditation	6/15/2017	6
Meditation	6/22/2017	8
Meditation	6/29/2017	6
Minecraft at the Library	6/28/2017	19
MineCraft at the Library	6/28/2017	19
Morning Crafts with Miss Julia	6/15/2017	69
Philippine Independence Day Celebration	6/10/2017	98
Play Pals	6/7/2017	13
Play Pals	6/14/2017	4
Play Pals	6/21/2017	24
Play Pals	6/28/2017	22
Risk Management for Small Business Owners	6/13/2017	5
Summer Of STEAM 2017	6/19/2017	40
Summer Of STEAM 2017	6/26/2017	38
Teen Advisory Group	6/7/2017	8
Toddler and Preschool Storytime	6/1/2017	31
Toddler and Preschool Storytime	6/8/2017	44
Toddler and Preschool Storytime	6/22/2017	75
Toddler and Preschool Storytime	6/29/2017	38
Tweenesday - Button Mania	6/7/2017	15
Ty (The Georgia Peach) Cobb	6/7/2017	30
West County Classics Club - Movie Night	6/26/2017	4
Total programs: 61	Total Attendance:	1522

#### UPCOMING SPECIAL EVENTS:

Title	Date	Time	Description
Kindergarten Countdown Kindergarten Readiness Workshops: Reading	7/3/17	5:00PM	Do you have any children starting kindergarten in the fall of 2017? If so, join the Hercules Library for a series of six workshops to help your children learn and practice skills that will help them get ready for kindergarten. Each month's workshop will feature hands on activities that will reinforce the highlighted skills, and participants will receive a calendar of other activity ideas for continued practice. Let the countdown begin!

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			Playing – puppet making workshop – Month 5
Wild About Writing	7/1/2017 7/8/2017 7/15/2017 7/22/2017 7/29/2017	4:00PM	Are you Wild About Writing? Do you love expressing yourself? Elementary school age kids are welcome to drop in on Saturday afternoons in July and work with local Hanna Ranch 2nd grade teacher Sarah Creeley as they do creative writing. Students who would like to are invited to share their writing at the end of the class. All materials will be provided. No registration required!
Camp Code	Thursdays: 7/6/2017 7/13/2017 7/20/2017 7/27/2017  Mondays: 7/3/2017 7/10/2017 7/17/2017 7/24/2017 7/31/2017	2:30PM     3:30PM	Build Your Brain this summer - Camp Code is back! Using Code.org, kids will learn basic block coding and have the opportunity to explore lessons in Code Studio or work with a module in the Hour of Code. There's something for all levels. There will be many options to choose from each session - from Minecraft, Star Wars, building your own sports game, going on a puppy adventure, or animating your name. Registration is strongly suggested. Registration opens 7 days before each event.
Summer of STEAM	7/3/2017 7/10/2017 7/17/2017 7/31/2017	2:00PM	Come in every Monday from 2-3 to learn, build, create, and play with different educational toys and sets. A new set will be featured every Monday. No registration required.
Minecraft at the Library*	7/5/2017 7/12/2017 7/19/2017 7/26/2017	1:15-2:45PM 3-4:30PM	Come play MinecraftEdu in the library! Wednesdays all summer, registration is required as space is limited! Registration opens 7 days before each event.
Summer of Stories Storytimes Bilingual Spanish Storytime* Sign and Sign ASL Storytime* Tagalog Storytime*	Tuesdays: 7/11/2017 7/18/2017 7/25/2017	6:00PM	Spend your summer with the Hercules Library as we bring you a Summer of Stories! This series of special storytimes will appeal to the whole family. Get your passport stamped for each story stop along the way. Please join us to make some new friends and hear some fun and diverse stories from extra special guests.

\*sponsored by the Friends of the Hercules Library

\*\*sponsored by Hercules Library Foundation

Sleep and Brain Health	7/11/2017	7:00PM	Who needs sleep? You do! Come learn from members of the UC Berkeley Golden Bear Sleep and Mood Research Clinic about how important getting enough sleep really is. We will cover everything from how sleep is measured in the brain to what happens to your mind and body when you don't get enough of it. We'll also discuss some tips and tricks to maximize your sleep in the future.
Paper Airplane Guy	7/15/17	2:00PM	Come see the flying creations of John Collins, the Guinness Award winner for longest flight of a paper airplane flight—226 feet and 10 inches! This free, 60-minute show is brought to you by Contra Costa County Library Summer Reading; start your summer reading adventure at <a href="http://ccclib.org/summer">ccclib.org/summer</a> .
Baroque for your Brain*	7/22/17	1:00PM	Join us for an afternoon of live Baroque music, performed by MUSA. MUSA is a chamber ensemble dedicated to historically informed performances of Baroque and Classical repertoire, as well as new music for period instruments. After the performance, Hercules Librarian Michelle Krasowski will share research on how certain types of music, and some Baroque works in particular, are conducive to studying, learning, and creativity.
Bay Area Discovery Museum's Try It Truck	7/24/2017	3:00PM	Join the Bay Area Discovery Museum for an exciting, hands-on STEAM engineering design adventure at the Hercules Library! Jump on board their new Try It Truck to solve engineering challenges using high-tech tools like a laser cutter and 3D printer and hand tools such as hammers and screwdrivers as you experiment with and dive into different stations that bring the museum straight to our community. Free of charge. Best for ages 5-10.
Coloring Club*	7/29/2017	11:00AM	Who says coloring is only for kids?! Everyone is welcome to join us for our new coloring club! We provide the colored pencils, crayons, and coloring pages or you can bring your own! Stop in, sit down, get creative and have fun!

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			Meets the last Saturday of every month.
Great Books Book Club*	7/31/2017	7:00PM	Join us for our monthly Great Books Book Club. This month we will discuss "Greasy Lake" by T.C. Boyle and "The Diver" by V. S. Pritchett.

## ANNOUNCEMENTS

### New Library Hours coming soon!

\*Monday 12-8

\*Tuesday 12-8

Wednesday 10-6

Thursday 10-6

**\*Friday 1-5**

\*Saturday 10-5

\*Changed from current schedule

Summer Reading is here! June 5<sup>th</sup>-August 5<sup>th</sup>. This year's Summer Reading theme is **Build Your Brain**. Library users of all ages will find brain-training activities and challenges at [ccclib.org/summer](http://ccclib.org/summer). Those who finish the program will take home a free book and a raffle entry for a chance to win amazing prizes! Summer Reading takes place from June 5, 2017 – August 5<sup>th</sup> 2017. Sign up online at [ccclib.org/summer](http://ccclib.org/summer) or at the library!

*\*sponsored by the Friends of the Hercules Library*

*\*\*sponsored by Hercules Library Foundation*



## Legislation Details (With Text)

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**File #:** 17-267      **Version:** 1      **Name:**

**Type:** Consent      **Status:** Agenda Ready

**File created:** 7/5/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** Minutes  
Recommendation: Approve Minutes of June 12, 2017

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Minutes CLSC June 2017](#)

Date	Ver.	Action By	Action	Result
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### Minutes

**Recommendation:** Approve Minutes of June 12, 2017

**Community & Library Services Commission Meeting Minutes**

June 12, 2017

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**

**I. CALL TO ORDER – ROLL CALL - 6:30 P.M. – SPECIAL MEETING**

**II. WORKSHOP**

Called to order at 6:31 p.m.

Commissioners Campbell-Miller, Chen, Schwartz and Soriano were present.  
Commissioner Ward-Jackson was absent.

Ongoing discussion to update the Nonprofit renewal packet for 2018. Suggested changes include: adding website to the application.

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

Called to order at 7:02 p.m.

Commissioners Campbell-Miller, Chen, Schwartz and Soriano were present.  
Commissioner Ward-Jackson was absent.

**III. PLEDGE OF ALLEGIANCE**

**IV. INTRODUCTIONS/PRESENTATIONS**

Presentation: Staff in the Spotlight, Malaya Davenport – June 2017 G.E.M. Award  
Malaya was not present during the presentation.

**V. AGENDA ADDITIONS/DELETIONS**

None

**VI. PUBLIC COMMUNICATION**

None

**VII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Report

Highlighted moments from the report included upcoming events like World's Largest Swim Lesson, on Thursday, June 22, at the Community Center, and the next FREE Movie night in the park on Friday, June 30, at Refugio Valley Park. Report included the conclusion on school programs and the start of summer programming earlier that day.

2. Library Manager Monthly Report



Highlighted moments from the report included the May the 4<sup>th</sup> event, Bubble Guy, lots of people showing up for coding class, and Kiwanis coming to clean up at Library.

#### **VIII. CONSENT CALENDAR**

1. Minutes: May 8, 2017 Meeting

**MOTION:** Commissioner Campbell-Miller moved to approve the consent calendar. Commissioner Schwartz seconded the motion. Motion passed 4-0.

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

1. Heritage Garden Memorial Plaque Application – John Cadigan

**MOTION:** Commissioner Soriano moved to approve the application for John Cadigan, and order the plaque for the Heritage Garden. Commissioner Campbell-Miller seconded the motion. Motion passed 4-0.

2. Debrief/Discussion of CLSC Tour of Parks & Recreation Facilities - April Meeting.  
Impending discussion about upcoming public hearings at June Council Meetings, where Council will have the opportunity to award some funding to go towards starting improvements to community centers, as well as working with nonprofits to set up work parties to stretch dollars. One of the concepts brought up from the tour was to create a consistent look inside the facilities with the paint scheme.
3. Debrief/Discussion of Citywide Clean-up event – May 6, 2017  
Recap of the 2017 Clean-up day event, included a total of 254 vehicles, \$1700+ collected from the vehicles by Brian and Jo Ellen, and 105 volunteers at multiple locations including the Corp Yard, Woodside Park, Refugio Valley Park, Refugio Trail, Ohlone Park, Foxboro Park, and more.

The discussion included ideas as follows: to make clear the limit was one visit per day/per household, have a container designated for mattresses only, no couches in the future, no u-hauls, and possibly organizing the dumpsters in a different capacity.

#### **X. COMMISSION REPORTS AND ANNOUNCEMENTS**

Library Ty Cobb event, 1<sup>st</sup> rate actor, 8 different sessions.

#### **XI. FUTURE AGENDA ITEMS**

1. Parks and Recreation Monthly Report
2. Library Manager Monthly Report
3. June Minutes
4. Tentative list of projects
5. Start to set up annual reports

#### **XII. ADJOURNMENT**

7:43 P.M.



## Legislation Details (With Text)

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**File #:** 17-288      **Version:** 1      **Name:**

**Type:** Discussion/Action Item      **Status:** Agenda Ready

**File created:** 7/6/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** Contra Costa Library Commission Appointment

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Contra Costa Library Commission Appointment



## Legislation Details (With Text)

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**File #:** 17-289      **Version:** 1      **Name:**

**Type:** Discussion/Action Item      **Status:** Agenda Ready

**File created:** 7/6/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** List of projects

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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List of projects



## Legislation Details (With Text)

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**File #:** 17-290      **Version:** 1      **Name:**

**Type:** Discussion/Action Item      **Status:** Agenda Ready

**File created:** 7/6/2017      **In control:** Community and Library Services Commission

**On agenda:** 7/10/2017      **Final action:**

**Title:** August CLSC Meeting

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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August CLSC Meeting