

# City of Hercules

111 Civic Drive  
Hercules, CA 94547



## Meeting Agenda

Monday, February 12, 2018

**SPECIAL MEETING - 6:30 P.M.**  
**REGULAR MEETING - 7:00 P.M.**

### **Community and Library Services Commission**

*Evangelia Ward-Jackson, Chair*  
*Han Chen, Vice Chair*  
*Brian Campbell-Miller, Commissioner*  
*Nina Nguyen, Student Commissioner*

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

**II. WORKSHOP**

1. [18-16](#) Clean-Up Day 2018

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

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS - NONE**

**VI. AGENDA ADDITIONS/DELETIONS**

**VII. PUBLIC COMMUNICATIONS**

**VIII. DIRECTOR REPORT**

1. [18-11](#) Parks and Recreation Monthly Report - January 2018

Attachments: [MONTHLY REPORT - P&R - January 2018](#)

2. [18-12](#) Library Manager Monthly Report - January 2018

Attachments: [MONTHLY REPORT - Library - 180212](#)

**IX. CONSENT CALENDAR**

1. [18-14](#) Minutes - January 8, 2018

Attachments: [MINUTES - CLSC Meeting - 180108](#)

2. [18-15](#) Minutes - January 17, 2018 Special Meeting

Attachments: [MINUTES - CLSC-Special Meeting - 180117](#)

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

1. [18-18](#) Non-Profit Program

**XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS**

**XII. FUTURE AGENDA ITEMS**

1. [18-19](#) Workshop on Teen Programs for FY 2018-19

### **XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, March 12, 2018 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: February 7, 2018

**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.

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:



## Legislation Details (With Text)

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**File #:** 18-16      **Version:** 1      **Name:**

**Type:** Workshop      **Status:** Agenda Ready

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Clean-Up Day 2018

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Clean-Up Day 2018



## Legislation Details (With Text)

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**File #:** 18-11      **Version:** 1      **Name:**

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

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Parks and Recreation Monthly Report - January 2018

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [MONTHLY REPORT - P&R - January 2018](#)

Date	Ver.	Action By	Action	Result
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Parks and Recreation Monthly Report - January 2018



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2018**



**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 January 2018 the department brought in **\$181,824.20** in revenue. Year to Date Revenue for Fiscal Year 2017-18 is **\$922,536.28** (up from \$748,715.45 this time last year). Overall, revenue continues to trend up from the 2016-17FY. The increased revenue is a reflection of bigger numbers in the Summer Camps, Swim Lessons, the revised structure to our youth programs in particular the rebranding of our before and after school programs and the addition of classes in the Tiny Tot program.

**Accomplishments/Items in Progress:**

- We are currently working on Camps and Classes for the Summer Activity Guide.
- As well as preparing for several events coming this Spring including...
  - Rec Expo Week: April 23-26, 2018.
  - May the 4<sup>th</sup> Be With You: Friday, May 4, 2018
  - Community Clean Up Day: Saturday, May 5, 2018
- Classes in the Winter/Spring Activity Guide began in January.
- Held several successful special events thus far in 2017-18, including but not limited to:
  - Winter Wonderland Workshop: Saturday, December 16, 2017
  - Holiday Tree Lighting event: Sunday, December 3, 2017.
  - 2<sup>nd</sup> Annual Social Bite: at the Bayfront, on Saturday, September 16, 2017.
    - Over 20 food trucks & vendors, merchants, entertainment and a car show. With an estimated attendance of 4,000 (+/-).
- Successfully rebranded the child care program for 2017-18 school year.
- Successfully rebranded morning care program, now the Breakfast Club.
- Increased numbers in City Summer Camp "Camp Dynamite".
- Enhancements for Parks and Recreation from City Council approved 17-18FY budget...
  - The (2) new 15-passenger vans have arrived and put in to rotation.
  - New pool covers also arrived and were immediately put to use. And more.

**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 spent time in 2017 updating the Nonprofit renewal packet for City Recognized Nonprofit groups. In addition, the Commission spent time last year working on



## CITY OF HERCULES PARKS & RECREATION MONTHLY REPORT January 2018



community outreach regarding the west side parks improvements project, input for the Library's tenth anniversary celebration, a permanent display space at the Hercules Library for the Hercules Historical Society, mural preservation, City recognized nonprofit organizations, continual evaluation of Parks & Recreation Programs, the Citywide Clean-up Day and approval of new plaques for the heritage garden.

### Accomplishments/Items in Progress:

- The Citywide Clean-up Day is scheduled for Saturday, May 5, 2018.
  - In 2017 there were more than 250 vehicles that came through the gates filling up 14 large dumpsters in the Corp Yard. Over 100 volunteers that gave their time to the event, not only at the yard, but at several parks and the Refugio Valley Trail.
- The annual Tree Lighting event was held Sunday, December 3.

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

**Description:** Primarily due to a staffing shortage, the Parks and Recreation Department needed to make some changes to the before and after school programs for the 2017-18FY. The results have allowed us to rebrand our product. Our morning care became the Breakfast Club, and the after school Child Care program became Kaleidoscope Kidz, a Recreation Afterschool Program (or RAP for short).

The **Breakfast Club** has been an immediate hit! With earlier hours (opening at 6:30am), and breakfast options (both hot and cold food/drink options available for purchase), have been the highlight of the program. The program was also moved to the Teen center. Parents have inquired about adding a drop-in option in the morning, but we just don't have the space to accommodate this request. The Breakfast Club has to limit participants based on the number of seats in our Vans, and available staff.

The after school Child Care program was rebranded as well. It is now known as "**Kaleidoscope Kidz, a Recreation Afterschool Program**" (or RAP for short). Part of the rebranding includes a greater focus on homework, and a station rotation curriculum with P.E. to make sure that our kidz are active. The themes change each month, and features arts and crafts, science and cooking projects. The RAP program is held at each of the 3 elementary sites, but the facilities have also changed their names to "Kidz Center", to compliment the Kaleidoscope Kidz program.

**Status:** In January 2018 Child Care programs brought in a total of **\$70,421.16** in revenue. There are a total of 118 children in Kaleidoscope Kidz compared to 99 last year. And 45 in the Breakfast Club compared to 39 the Early Bird (Before School) program last year. Limited space is still available in both the morning and afterschool programs.

### Breakfast Club and RAP – January 2018 enrollment





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	Enrollment	Waitlist
Hanna Ranch Before School	13	
Lupine Before School	9	
Ohlone Before School	23	
Middle School	3	
Hanna Ranch After School	50	
Lupine After School	25	
Ohlone After School	43	

**Accomplishments/Items in Progress:**

- The Lupine Kidz Center outside playground surface needs to be repaired. A combination of little rain for many years and the extreme rain last year has caused movement of the base under the surface resulting in an uneven and unsafe area.
  - For the time being staff are walking the participants to Woodfield Park (adjoins Lupine) or the Lupine school yard until repairs can be made.
- All three Kidz Centers celebrated Unity Day on October 25, 2017. Unity day is about stopping bullying and support kindness, inclusion and acceptance.
- The new Breakfast Club program at the teen center has increase the enrollment numbers at the Ohlone Kidz Center by about 9 children this year. Families really like the early opening of 6:30am and breakfast option.
- The Lupine/Hanna Kidz Center RAP have increased their enrollment numbers since start of school. Lupine has only three spots left and Hanna has one spot left.
- The Ohlone Kidz Center opened a new room this school year and we now have full enrollment of 43 children in the RAP. We currently have a waiting list at the Ohlone site.
- The Lupine Kidz Center was remodeled this past summer. A new coat of paint, tree trimming, stump grinding, concrete grinding, and more.

**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 late August through June. Tiny Tots began at the end of August.

**Status:** In January 2018 Tiny Tot Programs brought in **\$25,945.12** in revenue.

Tiny Tots – January 2018 enrollment is closing in on 88 participants compared to 85 last year.

**Accomplishments/Items in Progress:**

- We had wonderful Holiday programs in each of Preschool classrooms. Parents were greeted with a gift that their Preschooler made. In the Pre-Kinder class they had a Pot-luck and singing program.



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- The Lupine Kidz Center is dealing with a playground that needs repairs. We had the City Engineer look it over and at this time getting ideas and funding for a replacement. The Preschooler and RAP children will use Woodfield Park and the extra classrooms on site for group games.
- Progress reports will go out the first week of January.
- A new Pre-Kinder class was added at the Lupine Kidz Center this year and that class is full.
- The Multi-Age class, Little Learner 3 year old class and the Jr. Kinder class were all full before the start of the 2017-18 school year.
- Our biggest need is custodial. This is something that will be pushed in the next budget cycle.
- The key for us is to stay current on Preschool curriculum and keep bringing and building upon new ideas and events for families to enjoy.
  - We are looking into bring in music and Spanish in the future.

**Project/Program:**      **Aquatics**

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

**Description:** The Aquatics program encompasses a lot of different programs, from seasonal swim lessons, to lap swimming, water walking, rec swim, lifeguarding courses, and of course Swim and Water Polo Teams including: the East Bay Silver Dolphins (EBSD), the Piranhas, and Hercules High School Swim and Water Polo teams.

Summer and Fall Swim Lessons were a hit. We are looking to start the Spring lessons. The Hercules High School Water Polo wrapped up their season. Hercules High School Principal, Paul Mansingh, praised City staff citing the facility being the catalyst to a resurgence of the Titan Water Polo program. According to Mr. Mansingh, the team tripled in size and popularity this year. The main reason cited was the proximity to the school. We plan to build on this relationship for years to come.

**Status:** In January 2018 Aquatics brought in **\$25,730.00** in revenue.

Aquatics – January 2018 enrollment

Program	Enrollment
EBSD Swim Team	75

**Accomplishments/Items in Progress:**

- Spring swim lessons are rapidly approaching.
- Recent work on main pool heater.
- The new pool covers and refurbished reels arrived, and are making a big difference.
- Successful fall swim lesson program: plans are in the works to expand this for next year.
- Aquatics Coordinator received LGIT certification. This will allow the City to offer Instructor level CPR, AED, First-Aid, Lifeguard classes.
- Successful summer swim lesson season.



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- New heater for the baby pool made it just in time for the start of summer swim lessons.

**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 January 2018 recreation classes brought in **\$4,684.06** in revenue and rec admin (activity guide ads, banners, and sign boards) brought in **\$1,607.50** in revenue.

Classes – January 2018 enrollment

Class	Enrollment
Ed2go	7
Karate	28
Little Dragons	16
Oil Painting	13
Table Tennis	8

**Accomplishments/Items in Progress:**

- Finalizing 2018 Summer Camp Schedule.
- Starting to design 2018 Summer
- Distributed Winter/Spring 2018 Activity Guide.
- New Ballet and Tap Classes for ages 18 months-10 years begin in January 2018.
- Seeking new instructors to offer programs for Summer 2018.
- 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. Sports programs help promote a healthy lifestyle, while providing an environment in which people can enjoy themselves.

**Status:** In January 2018, Sports programs brought in **\$9,728.50** in revenue.

Sports – January 2018 enrollment

Program	Enrollment
AOSL Mighty Mites Basketball League	40
AOSL Basic Skills Clinic	12
AOSL Intermediate Skills Clinic	4



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**January 2018**



AOSL Elite Skills Clinic	3
Skyhawks Sports	25

**Accomplishments/Items in Progress:**

- Currently working with all of our contracted instructors to offer new and exciting programs/camps for our upcoming Summer Activity Guide.
- Researching new sports programs for all age groups to offer to our community.
  - Looking at a potential basketball program that caters to children with disabilities.
  - Working on creating Pickle Ball opportunity.
- Starlings Volleyball Program was introduced to our community and it was a success! Starlings offers an instructional volleyball program that emphasizes the basic fundamentals of the sport and teaches the rules of the game. They will be offering another session in the winter which can be found in the upcoming Winter Activity Guide.

**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 January 2018, the Teen Center brought in **\$8,992.90** in revenue.

Teens – January 2018 enrollment

Program	Enrollment
SPOT Summer Camp	22
T.Y.C. membership	12

**Accomplishments/Items in Progress:**

- T.Y.C. is currently brainstorming for the 12<sup>th</sup> Annual Egg Hunt Eggstravaganza! This event will take place on Saturday, March 31<sup>st</sup> at the Hercules Senior Center from 10am-12pm. The cost for this event is \$5 for residents and \$7 for non-residents.
- T.Y.C. hosted the annual Winter Wonderland Workshop on Saturday, December 16.
- The Teen Center held an Open House to celebrate 10 year Anniversary November 16.
- T.Y.C. hosted their Halloween Carnival on Saturday, October 23.
- Ongoing registration for The Breakfast Club, T.H.E. S.P.O.T After-School Program and T.Y.C. for the 2017-18 school year.

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



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**Project/Program:** Senior Center  
**Lead Staff:** Kristina Griffith, Recreation Leader III

**Description:** The Senior Center averages approximately 150-200 members annually. 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 January 2018 the Senior Center brought in **\$1,336.00** in revenue and the CC Café brought in **\$1,856.00** in revenue.

January total Senior Center active memberships: 161 members

Program	Enrollment	Program	Enrollment
Advance Tai Chi	55	HICAP	6
Advice Nurse	10	Hula Dance	45
Bingo	85	Line Dancing	45
Blood Pressure	48	Low Impact Exercise	162
C.C. Café Lunch	1001	Special Event	0
Card Club	32	Tai Chi	300
Chi Kong	73	Tap	20
Computer Lab	11	Wills & Trust	3
Fruit & Veggie Distribution	450	Yuen Ji & Dance	75
Goodie Store	80		

**Accomplishments/Items in Progress:**

- Held 2<sup>nd</sup> informal meeting about NEW extended trips program for 2018. The meeting was in the Van Domselaar Room at Samara Terrace. The trips are in partnership with Premier World Discovery. The 4 trips for 2018 include...
  - San Antonio Getaway – March 25-30.
  - Colorado Rockies, Rails, and Western National Parks Trip – July 15-23.
  - Niagara Falls & Heritage Highlights – September 25 – October 3. And,
  - Albuquerque Balloon Fiesta – October 12-18, 2018.
- Held successful “Tour of San Francisco” trip for our seniors on January 24.
- Partnered with East Bay Regional Park District to bring day trips to our Senior Center.
  - September 14: Las Trampas Bollinger Regional Wilderness in San Ramon.
  - September 26: Walk & talk about “Dynamite Era” Point Pinole Regional Shoreline.
- Continue work with nonprofit groups for senior events, fundraising, & programs in 2018.
- 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.
- Continue to promote day trips and new program ideas, including new trips and hikes.



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**January 2018**

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<b>Project/Program:</b>	<b>Facilities/Rentals</b>
<b>Lead Staff:</b>	<b>Jeff Jew, Recreation Coordinator</b>

**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 January 2018, facility rentals brought in **\$20,928.25** in revenue.

**Accomplishments/Items in Progress:**

- Register for your event today.
- 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 #:** 18-12      **Version:** 1      **Name:**

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

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Library Manager Monthly Report - January 2018

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [MONTHLY REPORT - Library - 180212](#)

Date	Ver.	Action By	Action	Result
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Library Manager Monthly Report - January 2018

Hercules Community and Library Services Commission  
 Librarian Report  
 JANUARY 2018

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

<b>Title</b>	<b>Date</b>	<b>Attendance</b>
Builders Club	1/2/2018	12
Family Storytime	1/2/2018	28
Play Pals	1/3/2018	6
Homework Help	1/3/2018	9
Baby Lapsit Storytime - Ages 0-24 months	1/4/2018	47
Toddler and Preschool Storytime	1/4/2018	40
Meditation	1/4/2018	10
Read to a Dog HALO Angel Ears	1/6/2018	27
Hercules Library Knitting Group	1/6/2018	10
English Conversation Group	1/8/2018	5
Teen Advisory Group Meeting	1/8/2018	9
Genealogy Workshop	1/8/2018	7
Computer Basics	1/9/2018	2
Family Storytime	1/9/2018	21
Business Master Mind Class for Women Entrepreneurs	1/9/2018	15
Play Pals	1/10/2018	12
Homework Help	1/10/2018	7
Baby Lapsit Storytime - Ages 0-24 months	1/11/2018	44
Toddler and Preschool Storytime	1/11/2018	55
Meditation	1/11/2018	10
Celebrate the Life and Legacy of Dr. Martin Luther King Jr.*	1/13/2018	143
Hercules Library Knitting Group	1/13/2018	8
Computer Basics	1/16/2018	2
Chess Club	1/16/2018	14
Family Storytime	1/16/2018	27
Play Pals	1/17/2018	9
Homework Help	1/17/2018	12
Baby Lapsit Storytime - Ages 0-24 months	1/18/2018	43
Toddler and Preschool Storytime	1/18/2018	42
Meditation	1/18/2018	11
Free SAT/ACT Practice Test!	1/20/2018	6
Hercules Library Knitting Group	1/20/2018	3
CCReads - Lupine Hills 5th grade class visit	1/22/2018	81
English Conversation Group	1/22/2018	6

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Teen Movie Afternoons: High School Musical 3	1/22/2018	10
Computer Basics	1/23/2018	1
Xtreme Science Magic*	1/23/2018	136
Play Pals	1/24/2018	8
Homework Help	1/24/2018	10
Hercules Insider's Club	1/25/2018	12
Homeschooler visit to the computer lab	1/25/2018	5
Baby Lapsit Storytime - Ages 0-24 months	1/25/2018	58
Toddler and Preschool Storytime	1/25/2018	68
Meditation	1/25/2018	10
Hercules Library Knitting Group	1/27/2018	6
English Conversation Group	1/29/2018	9
Hercules Library Great Books Discussion Group*	1/29/2018	10
Computer Basics	1/30/2018	2
Family Storytime	1/30/2018	34
Play Pals	1/31/2018	14
Homework Help	1/31/2018	11
Total Programs: 51	Total Attendance	1187

#### UPCOMING SPECIAL EVENTS:

Title	Date	Time	Description
Kindergarten Countdown - Talking	2/12/2018	5:00PM-6:00PM	<p>Do you have any children starting kindergarten in the fall of 2018? If so, join the library for a series of six workshops to help your children learn and practice skills that will help them get ready for kindergarten. Each session will feature hands on activities that will reinforce the highlighted skills, and participants will receive a calendar of other activity ideas for continued practice. These workshops are not a substitute for school, but intended to be a supplement to what you are already doing. Caregivers are expected to remain with their students, please do not bring younger or older siblings. Let the countdown begin!</p> <p>Session 1 – Talking – Story Workshop For 4-5 year olds who will soon be entering kindergarten. As a group, participants will create a story through the use of fun</p>

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			<p>prompts and story cubes. Participants will then make a story of their own. Volunteers will be asked to share their stories with the whole group.</p>
Computer Basics	2/6/2018 2/13/2018 2/20/2018 2/27/2018	4-5:30PM	<p>Come to the Hercules Library for help with basic computer skills. The first hour will be skills taught in a group setting, followed by an opportunity to practice skills and get additional help from our instructor.</p> <p>No registration required</p>
Business Mastermind Class for Women Entrepreneurs	2/6/2018	6:00PM-8:00PM	<p>Let us network and support each other on the journey of Entrepreneurship. Whether you are just starting your business or have an existing one, this is a great place for discussion, problem-solving, support, and to learn how to grow your business in the company of peers like yourself.</p> <p>We will present a different business topic each month:</p> <ul style="list-style-type: none"> <li>-Marketing</li> <li>-Branding</li> <li>-Financials</li> <li>-Taxes</li> <li>-Growth Strategies</li> <li>...and more!</li> </ul>
Mandarin Musical Storytime*	2/13/2018	6:00PM	<p>Please welcome back Miss Laura Lee for our Chinese New Year celebration! Help us ring in the Year of the dog with this fun, family-friendly musical Mandarin storytime.</p>
Chinese New Year Lion Dance*	2/20/2018	6:00PM-6:45PM	<p>Ring in the Year of the Dog at the Hercules Library as Yee's Martial Arts thrills with an exciting Lion Dance performance.</p>

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\*\*sponsored by Hercules Library Foundation

The Music of the Kora with Keenan Webster*	2/24/2018	1:00PM	Join us for an afternoon of beautiful music! Keenan Webster of Talking Wood will introduce us to the rich music and history of the Kora (West African Harp). Bring your whole family to hear more about this rich musical tradition!
Kindergarten Countdown – Singing	2/26/2018	5:00PM-6:00PM	Session 2 – Singing – Make an Instrument and Sing-a-long Workshop For 4-5 year olds who will soon be entering kindergarten. Sing songs and keep rhythm with an instrument you make yourself! Participants will make an instrument with their caregiver. Once completed, songs and rhythm activities will be performed by the group.
Hercules Library Great Books Discussion Group*	2/26/2018	7:00PM	This month's selection is the short story "Argument and Persuasion" by Donald Hall.
What is DNA	2/28/2018	3:30PM-4:30PM	Kids, have you ever wondered what DNA is? Can you see, touch or wear it? Come find out! Join a Bio Rad scientist and take a look inside yourself.  Registration required. Sign up online or by calling the library at 510-245-2420  Program recommended for kids aged 10 and up. (This is the rescheduled program from January that was cancelled due to instructor illness)

## ANNOUNCEMENTS

All Contra Costa County Libraries will be closed on Monday February 19<sup>th</sup> in observance of President's Day.

The Digital Bookmobile National Tour is making a stop in Pittsburg. Traveling coast to coast, the newly updated mobile exhibit will provide an interactive experience for readers of all ages to explore eBooks and eAudiobooks available at the Pittsburg Library on **Friday, February 9 from 11 a.m. to 4 p.m.** at 80 Power Avenue in Pittsburg. A high-tech update to the traditional bookmobile, visitors can learn how to borrow digital books, stop at the Gadget Gallery to explore a variety of devices, talk with eReading experts and more. Tours are free and open to the community.

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

*\*\*sponsored by Hercules Library Foundation*

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



## Legislation Details (With Text)

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**File #:** 18-14      **Version:** 1      **Name:**

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

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Minutes - January 8, 2018

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [MINUTES - CLSC Meeting - 180108](#)

Date	Ver.	Action By	Action	Result
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Minutes - January 8, 2018

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**COMMUNITY & LIBRARY SERVICES COMMISSION**

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

None

**II. WORKSHOP**

None

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

Called to order at 7:00 p.m.

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

Staff Christopher Roke, Parks & Recreation Director, and Lynne Noone, Library Manager were present.

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

1. Oath of Office – Reappointed Commissioners Ward-Jackson and Nguyen.

Commissioner Chen tabled presentation until Commissioner Ward-Jackson arrived.

**VI. AGENDA ADDITIONS/DELETIONS**

None

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Reports (November)
2. Library Manager Monthly Report (November)

**IX. CONSENT CALENDAR**

Minutes: December 11, 2017 Meeting

**MOTION:** Commissioner Campbell-Miller moved to approve the consent calendar. Commissioner Nguyen seconded the motion. Motion passed 3-0.

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

1. Election of Chair and Vice Chair

Commissioner Chen tabled presentation until Commissioner Ward-Jackson arrived.  
Commissioners Campbell Miller and Nguyen both agreed.

**XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

None

**XII. FUTURE AGENDA ITEMS**

1. Election of Chair and Vice Chair
2. Potential seating of the new commissioner. \*Once a new commissioner is appointed.
3. Potential revisit of alternate for the County Library Commission for Hercules. \*Once a new commissioner is appointed.

**XIII. ADJOURNMENT**

7:27pm.



## Legislation Details (With Text)

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**File #:** 18-15      **Version:** 1      **Name:**

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

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Minutes - January 17, 2018 Special Meeting

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [MINUTES - CLSC-Special Meeting - 180117](#)

Date	Ver.	Action By	Action	Result
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Minutes - January 17, 2018 Special Meeting



**Community & Library Services Commission  
Special Meeting Minutes**

January 17, 2018  
7:00 p.m. Special Meeting

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

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**COMMUNITY & LIBRARY SERVICES COMMISSION**

**I. SPECIAL MEETING - 7:30 P.M. CALL TO ORDER – ROLL CALL**

Called to order at 7:30p.m.

Commissioners Ward-Jackson, Chen, Campbell-Miller and Nguyen were present.

Staff Christopher Roke, Parks & Recreation Director, and Lori Martin, Administrative Services Director/City Clerk were present.

**II. PLEDGE OF ALLEGIANCE**

**III. INTRODUCTIONS/PRESENTATIONS**

1. Oath of Office - Re-appointment of Commissioners Ward-Jackson and Nguyen

**IV. PUBLIC COMMUNICATION**

None

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

1. Election of Chair and Vice Chair

**MOTION:** Commissioner Campbell-Miller moved to keep the Chair and Vice Chair as is. Commissioner Nguyen seconded the motion. Motion passed 4-0.

**VI. COMMISSION REPORTS AND ANNOUNCEMENTS**

Commissioner Chen praised Commissioner Ward-Jackson for her reading at the MLK event at the Library, which was followed by a short discussion of the event.

**VII. FUTURE AGENDA ITEMS**

1. Workshop on Clean-up Day

**VIII. ADJOURNMENT**

Meeting adjourned at 7:38p.m.

The next Regular Meeting of the Commission will be held on Monday, February 12, 2018 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.

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 by accessing 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.



## Legislation Details (With Text)

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**File #:** 18-18      **Version:** 1      **Name:**

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

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Non-Profit Program

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Non-Profit Program



## Legislation Details (With Text)

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**File #:** 18-19      **Version:** 1      **Name:**

**Type:** Future Agenda Items      **Status:** Agenda Ready

**File created:** 2/7/2018      **In control:** Community and Library Services Commission

**On agenda:** 2/12/2018      **Final action:**

**Title:** Workshop on Teen Programs for FY 2018-19

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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Workshop on Teen Programs for FY 2018-19