

# City of Hercules

111 Civic Drive  
Hercules, CA 94547



## Meeting Agenda

Monday, January 14, 2019

7:00 PM

**NO SPECIAL WORKSHOP**  
**REGULAR MEETING - 7:00 P.M.**

**Council Chambers**

## Community and Library Services Commission

*Chair Evangelia Ward-Jackson*  
*Vice Chair Han Chen*  
*Commissioner Brian Campbell-Miller*  
*Commissioner Rhodora Carpena*  
*Commissioner Nina Nguyen*

**I. SPECIAL MEETING - NONE.**

**II. WORKSHOP - NONE.**

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

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

1. [19-428](#) Introduction and Oath of Office for Newly Appointed and Re-Appointed Community and Library Services Commission Members: Han Chen, Brian Campbell-Miller and Rhodora Carpena

Attachments:     [011419 - Campbell-Miller, Brian](#)  
                              [011419 - Carpena, Rhodora](#)  
                              [011419 - Chen, Han](#)

2. [19-429](#) Library Presentation by Lynne Noone

**VI. AGENDA ADDITIONS/DELETIONS**

**VII. PUBLIC COMMUNICATIONS**

**VIII. DIRECTOR REPORT**

1. [19-430](#) Parks and Recreation Monthly Report (December)

Attachments:     [MONTHLY REPORT - PR - December 2018 - 20190114](#)

2. [19-431](#) Library Manager Monthly Report (January)

Attachments:     [MONTHLY REPORT - Library - 190114](#)

**IX. CONSENT CALENDAR**

1. [19-432](#) Meeting Minutes of December 10, 2018

Attachments:     [MINUTES-CLSC-December 2018 - 181210](#)

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

1. [19-433](#) Annual Selection and Vote on Chair and Vice Chair for 2019

2. [19-434](#) **Nonprofit Group Renewals:**
  - a. Hercules Education Foundation
  - b. Friends of the Hercules Library
  - c. Hercules Library Foundation
  - d. Friends of the Hercules Senior Center
  - e. Bayfront Chamber of Commerce
  - f. Chinese Association of Hercules
  - g. Hercules Lions Club
  - h. Hercules Senior Citizens Club
  - i. Rotary Club of Hercules

#### **XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS**

1. [19-435](#) Joint Commissioner Training - Wednesday, January 23, 2019

#### **XII. FUTURE AGENDA ITEMS**

#### **XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, February 11, 2019 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: January 10, 2019

**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:

# *Oath of Office*

FOR PUBLIC OFFICERS AND EMPLOYEES  
(State Constitution, Art. XX, Sec. 3 as amended)

## *State of California* *County of Contra Costa, City of Hercules*

*I, Brian Campbell-Miller, do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

## *Commissioner* *Community & Library Services Commission*

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*Brian Campbell-Miller*

*Subscribed and sworn to before me this fourteenth day of January 2019.*

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*Lori Martin, MMC*  
*Administrative Services Director/City Clerk*

# *Oath of Office*

FOR PUBLIC OFFICERS AND EMPLOYEES  
(State Constitution, Art. XX, Sec. 3 as amended)

## *State of California* *County of Contra Costa, City of Hercules*

*I, Rhodora Carpena, do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

## *Commissioner* *Community & Library Services Commission*

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*Rhodora Carpena*

*Subscribed and sworn to before me this fourteenth day of January 2019.*

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*Lori Martin, MMC*  
*Administrative Services Director/City Clerk*

# *Oath of Office*

FOR PUBLIC OFFICERS AND EMPLOYEES  
(State Constitution, Art. XX, Sec. 3 as amended)

## *State of California* *County of Contra Costa, City of Hercules*

*I, Han Chen, do solemnly affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

## *Commissioner* *Community & Library Services Commission*

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*Han Chen*

*Subscribed and sworn to before me this fourteenth day of January 2019.*

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*Lori Martin, MMC*  
*Administrative Services Director/City Clerk*



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**December 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 December 2018 the department brought in **\$93,309.09** in revenue. Year to Date Revenue for Fiscal Year 2018-19 is **\$740,860.33** (tracking almost identical to last year).

**Accomplishments/Items in Progress:**

- New look 2019 Winter/Spring Activity Guide mailed to every household in November.
- Trunk or Treat/Movie success: October 26 at the Community Center. Approximately 150-200 people participated in the event. The event was a HIT!
- Wall Mounted Basketball Units are up and being used at the Community Center.
- Working on several projects Council approved decision packages for 2018-19FY...
  - ✓ **DP#19-2:** Golf Club Fund: Youth programs – purchased equipment
  - ✓ **DP#19-7:** Painting the exterior of the Senior Center – completed.
  - DP#19-10: Upgrades to the Van Domselaar Room at Samara Terrace.
    - ✗ *DP#19-10: New flooring has been completed.*
  - DP#19-11: New chairs and tables for the Community Centers.
    - ✗ *DP#19-11: New chairs for CSC & Sr Center – have been received.*
  - DP#19-12: Hanna Kidz Center improvements.
  - ✓ DP#19-13: A new permanent stage for the Community Center.
    - ✗ *DP#19-13: New stage is in. Just waiting on Chair Lift.*
  - ✓ **DP#19-14:** VFD's (variable frequency drives) for pool pumps installed - completed.
  - BR#19-2: Technology upgrades to the Teen Center.
  - BR#19-14: Resurface the Refugio Valley Tennis Courts.
  - ✓ BR#19-15: New chairs for the Library.
    - ✗ *DP#19-15: New chairs for Library – have been received.*
  - ✓ **BR#19-18:** Donation to Robotics Club at HHS – completed.
- School started again. Fall programs started with a bang.
- Summer Movie Series Success: Wonder, Coco, The Last Airbender and Star Wars.
- Increased enrollment in our city Summer Camp programs again.
- 2018 Fall Activity Guide was mailed out to every household end of July.

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

**Description:** The Community and Library Services Commission went dark in August. The Commission began hearing reports from the Nonprofit groups in September, October and November. Renewal packets due 12/1, with approvals scheduled for the December CLSC meeting, scheduled for 12/9.



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



**Status:** The Commission spent time last FY updating the Nonprofit renewal packet for City Recognized Nonprofit groups. In addition, the Commission spent time last year working on 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 Holiday Tree Lighting event was a big success. Over 600 people attended the event at the Community Center.
- Trunk or Treat was held at the Community Center on October 26. There were approximately 150-200 total participants. Overall it was a great success.
- Duck Pond Park has the bathroom installed. The ½ basketball court, benches, fencing, and landscaping still need to be finished. Weather permitting the project will be done in December.
- The new flooring in Foxboro Community Center was completed on June 7.

**Project/Program:** Hanna/Lupine/Ohlone Childcare & Summer Day Camps

**Lead Staff:** Ambra Garfield, Recreation Manager

**Description:** This time of the year is always fun. We are at the beginning of the new fiscal year, we are in the middle of summer, and we are gearing up for the start of the new school year. So it is always a busy time.

**Breakfast Club** was the hit of 2017-18! Breakfast Club featured earlier hours (opening at 6:30a), and breakfast options (hot and cold food/drink options available for purchase). Parents were extremely happy with the program. And using the Teen Center instead of the schools allowed us to cut back the number of staff necessary to run the morning and after school programs which also saved the City money. The Breakfast Club has a maximum limit based on the number of seats in our Vans.

Breakfast Club	Enrollment	Space Available
Ohlone	13	0
Lupine	12	1
Hanna	13	0

**Kaleidoscope Kidz: Recreation Afterschool Program** (or RAP for short), is our after school program. We successfully rebranded the name bringing greater focus on homework, and a station rotation curriculum with P.E. to make sure the kidz are active. RAP focuses on monthly themes that featured a combination of arts and crafts, science, cooking, passive and active games and much more. RAP is held at all 3 elementary sites. The name of the facilities changed to "Kidz Center", to compliment the Kaleidoscope Kidz program.



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



The current challenge that we face for all of our programs this fall is our lack of staffing. We have been able to recently get 3 new staff on board, but we are still lower than we'd like in terms of staffing numbers. We have several staff leaving us soon to pursue school and go into the military. We also have staff moving on to hire paying positions it's always challenge to get staff hired!

RAP	Enrollment	Space Available
Hanna - K-2 <sup>nd</sup>	27	1
Hanna - 3 <sup>rd</sup> -5 <sup>th</sup>	28	0
Lupine - TK-2 <sup>nd</sup>	28	0
Lupine - 3 <sup>rd</sup> -5 <sup>th</sup>	14	
Ohlone - K-2 <sup>nd</sup>	24	0
Ohlone - 3 <sup>rd</sup> -5 <sup>th</sup>	24	0

**Status:** In December 2018 Child Care programs brought in a total of **\$36,476.13** in revenue.

**Accomplishments/Items in Progress:**

- Each Kidz Center now has a new Leader III-Director. These two positions were filled by two office assistance II who applied for the positions. Both of these ladies have been working at the Kidz centers for many years. It's worked out great for them and the families that know them so well.
- Child Care is enjoying an increase in enrollment for the 2018-19 school year.
  - Lupine has a waiting list. We were able to open an additional class of TK/K.
- The new school year saw an increase in last minute Child Care registration.
  - In August, we had one of our largest months ever with enrollment and revenue.
- Camp Dynamite has been successful this summer. The numbers are comparable to last summer when we increased enrollment, and this is without the 5<sup>th</sup> graders. We moved the 5<sup>th</sup> graders into the Teen Camp program to accommodate the youngest age group that exploded this past FY.

**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 December 2018 Tiny Tot Programs brought in **\$16,642.96** in revenue.

Preschool	Enrollment	Space Available
Lupine Pre-K	23	1
Hanna Jr-K	24	0



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



Hanna LL / Multi-Age	20	0
Hanna Jr-K	20	0

**Accomplishments/Items in Progress:**

- Hanna Preschool had been dealing with a flea problem in September and October. After trying a myriad of things, we believe the issue has been resolved.
- Numbers increased in the LL and PK classes. Both started low, but now only 1 spot left.
- Good news/bad news: the new Aide that started in October, is leaving due to a family emergency. We continue to struggle to keep staff.
- Like child care, preschool picked up as the calendar hit August.
- Added additional classes in anticipation of growing program.

**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.

**Status:** In December 2018 Aquatics brought in **\$5,411.65** in revenue.

Aquatics – December 2018 enrollment

Program	Enrollment
EBSD Swim Team	69

**Accomplishments/Items in Progress:**

- Rough stretch late November/early December combination of the Camp Fire, Thanksgiving break, and the pump in the main pool heater going down, meant the pool was vacant for a while. Fortunately we were able to make the repairs and get everyone back in the water.
- Harnoor Deol, of Troop 113, built and donated 4 picnic tables to the Aquatics program. This was part of his Eagle project. The City is always appreciative of the community involvement.
- Hercules High School Water Polo finished their season October 26. The girls team made a significant improvement coming up one win shy of making the NCS Playoffs.
- In September, we completed the installation of the (2) Variable Frequency Drives (or VFD's) on the pool pumps. This will save the City lots of money over the course of the next decade, allowing the pumps to operate at a fraction of their output when no one is using the pool. This was a part of the Council approved Decision Packages for 2018-19FY.
- New swim lesson format has been a hit this summer. Lots of positive feedback.
- Another successful Piranhas season here at the Community Swim Center.



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



**Project/Program:** Recreation Classes

**Lead Staff:** Ashley Gomez, Recreation Leader III

**Description:** The department has been working to find new contract class instructors to help increase the number and variety of quality programs that the community has become accustomed to. Our recreation classes cater to all ages and help to promote a healthy lifestyle.

**Status:** In December 2018 classes brought in **\$2,492.13** in revenue.

Classes – December 2018 enrollment

Camp/Class	Enrollment		Class/Class	Enrollment
Ed2go	3		Ballet	15
Karate	46		Oil Painting	4

**Accomplishments/Items in Progress:**

- Winter/Spring 2019 Guides were sent to every house in November.
- Ashley Gomez successfully transitioned from Office Asst II to Rec Leader III in October.
- Rec Leader III, Vanessa Flores, took a Full Time job with San Pablo. While we are extremely happy for her personally and professionally, she leaves a big hole in the department that will be difficult to replace.
- Fall 2018 Activity Guides were sent to every house in August.
- Class registration for all Fall programs began to pick up throughout the month.
- Some of the most popular classes this Summer include Cooking Around the World, Chess, Little Dragons, Karate, Action Movie Flix Camp and our online classes with Ed2Go.
- Continue to evaluate programs, generate revenue and control expenditures to ensure fee classes are cost effective.

**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. One of the biggest changes for 2018-19 is that the City will no longer be able to keep the revenue generated from CC Café lunch program. The department will need to adjust to this change.

**Status:** In December the Senior Center brought in **\$770.00** in revenue.

December: total Senior Center active memberships: 155 members

Program	Enrollment		Program	Enrollment
Advance Tai Chi	30		HICAP	2
Advice Nurse	0		Hula Dance	37
Bingo	40		Line Dancing	125



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



Blood Pressure	0		Low Impact Exercise	119
C.C. Café Lunch	472		Special Event/Day Trip	100
Card Club	10		Tai Chi	105
Chi Kong	45		Tap	12
Computer Lab	0		Wills & Trust	3
Fruit & Veggie Distribution	400		Yuen Ji & Dance	69
Goodie Store	49			

**Accomplishments/Items in Progress:**

- December: Held annual Breakfast with Santa event, and Blood Drive.
- October highlights: Bay Area Hearing Service provided a free hearing screening; Trip to Cache Creek Casino; and Friends of Sr Center held 3<sup>rd</sup> annual Luau.
- September highlights: Trips to Cache Creek Casino and the Railroad Museum; held Pancake Breakfast hosted by the Friends of the Senior Center, and more.
- August highlights: The Friends of Senior Center Annual BBQ fundraiser, a trip to the Black Diamond Mines Regional Preserve, a huge turnout for the Community Produce Program, a Blood Pressure Screening event put on by the Fire District, the American Red Cross (ARC) blood drive that collected 28 units, and the successful launch of the Extend Trips program. Our 1<sup>st</sup> community members went on the 9 day Colorado Rockies and Western National Parks tour, and the 9-day Niagara Falls and Heritage Highlights trips.
  - There are several other trips planned with Premier World Discovery including a...
    - 6-day Albuquerque Balloon Fiesta 10/12-10/18,
    - 6-day Music Cities Christmas Memphis & Nashville 11/30-12/5, and
    - 5-day trip to New Orleans & the French Market 12/2-12/6.
- July highlights: a Free Mental Health Training class provided by C.C. Café.

**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 December 2018, Sports programs brought in **\$6,263.00** in revenue.

**Sports – December 2018 enrollment**

Program	Enrollment
AOSL Basic Skills Clinic	12
AOSL Intermediate Skills Clinic	7
AOSL Elite Skills Clinic	2
Kidz Love Soccer	28
Skyhawks Sports	43



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



**Accomplishments/Items in Progress:**

- Ordered, received & installed (2) new wall mounted basketball units in the Gym.
- One of the portable basketball units broke and is unrepairable.
- Held several successful youth sports camps.

**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 December 2018, the Teen Center brought in **\$4,985.40** in revenue.

Teens – December 2018 enrollment

Program	Enrollment
T.H.E. S.P.O.T.	23
Junior Staff in Training	6
Online Driver's Education	3

**Accomplishments/Items in Progress:**

- Started a brand new program called Junior Staff in Training this Fall. The Jr SIT program is designed for teens in the 9<sup>th</sup> through 12<sup>th</sup> grades. The goal for this program is to develop life and professional skills to prepare them for their first jobs. With completion of this program, they may have an opportunity to apply for a vacant position here in the City of Hercules.
- Successfully transitioned 5<sup>th</sup> graders into Teen Dynamite Summer Camp. This increased the numbers and revenue for Teen Camp and the Teen program for the year.

**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 December 2018, facility rentals brought in **\$15,847.25** in revenue.

**Accomplishments/Items in Progress:**



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

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- Rentals continue to do well.
- Ongoing recruiting for Facility Attendants. We are extremely low in staff currently.
- We continued to address work orders to improve our facilities.

Hercules Community and Library Services Commission  
 Librarian Report  
 JANUARY 2019

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

Title	Date	Attendance
Builders Club	12/4/2018	17
Hercules Insider's Club	12/13/2018	26
Play Pals	12/5/2018	6
Play Pals	12/12/2018	2
Play Pals	12/19/2018	12
Play Pals	12/26/2018	4
Baby Lapsit Storytime - Ages 0-24 months	12/6/2018	50
Baby Lapsit Storytime - Ages 0-24 months	12/13/2018	42
Baby Lapsit Storytime - Ages 0-24 months	12/20/2018	30
Baby Lapsit Storytime - Ages 0-24 months	12/27/2018	19
Toddler and Preschool Storytime	12/6/2018	76
Toddler and Preschool Storytime	12/13/2018	57
Toddler and Preschool Storytime	12/20/2018	47
Toddler and Preschool Storytime	12/27/2018	23
Meditation	12/6/2018	10
Meditation	12/13/2018	10
Meditation	12/20/2018	11
Meditation	12/27/2018	10
Holiday Tree Decorating	12/4/2018	103
Coloring Club!	12/29/2018	7
Noon(ish) Year's Eve	12/31/2018	59
Hercules Library Knitting Group	12/1/2018	7
Hercules Library Knitting Group	12/8/2018	8
Hercules Library Knitting Group	12/15/2018	7
Hercules Library Knitting Group	12/22/2018	7
Hercules Library Knitting Group	12/29/2018	6
English Conversation Group	12/3/2018	11
Drop-In Homework Help	12/5/2018	7
Drop-In Homework Help	12/12/2018	5
Magical Nathaniel	12/18/2018	104
Bath Bombs Away	12/17/2018	35
The Sincerity Girls Ensemble	12/4/2018	97
Family Storytime	12/11/2018	28
Hercules High School Advanced Orchestra	12/8/2018	110
Patrick Landeza Hawaiian Slack Key Guitarist	12/8/2018	55
Uke & Me @the Library	12/17/2018	8
Computer Basics	12/19/2018	3
Chess Club	12/18/2018	8
Computer Basics	12/5/2018	1
Class Visit	12/11/2018	65

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

Class Visit	12/18/2018	86
Computer Basics	12/12/2018	4
Long Term Care Seminar	12/3/2018	25
<b>Total Programs: 43</b>	<b>Total Attendance:</b>	<b>1,308</b>

#### UPCOMING SPECIAL EVENTS:

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Description</b>
English Conversation Group	1/7/2019 1/14/2019 1/28/2019	3:00PM	Join us as we improve our conversational English through reading and discussion!
Builders Club	1/8/2019	3:30PM-5:00PM	Kids, let your imaginations take over as you build with LEGOs. Creations will be displayed in the library. No registration is required. We ask that caregivers please keep an eye on little ones for choking hazards.
Computer Basics	1/9/2019 1/16/2019 1/23/2019 1/30/2019	10:00AM-11:30AM	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. No registration required
Drop in Homework Help	1/9/2019 1/16/2019 1/23/2019 1/30/2019	3:00PM-5:00PM	Teen volunteers help kids in grades K-5 with their homework!
Genealogy Workshop	1/14/2019	6:00PM	Curious about your family history? Want to help with completing your family tree? Volunteers from the Contra Costa and Solano County Genealogical Society will be here to assist you to discover more about your family history. This session will be geared to those new to genealogy but all are welcome.

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

			Registration is suggested as space is limited
Dr. Martin Luther King Jr. A Celebration of His Life and Legacy*	1/19/2019	11:00AM-1:00PM	Celebrate the life and legacy of Dr. Martin Luther King Jr. at the Hercules Library. There will be inspiring performers and speakers including Mayor Dan Romero and City Council member Dion Bailey.
Hercules insider's Club	1/24/2019	10:00AM	This monthly program is geared towards adults with Developmental Disabilities. Programs include crafts, games, music, guest speakers and special events. No registration required. Call the Hercules Library at 510-245-2420 for more information. This month we will be making holiday decorations.
Hercules Library Coloring Club*	1/26/2019	11:00PM-1:00PM	Kids and Adults! Join us for Coloring Club on the last Saturday of every month and color something beautiful! Kids and Adults meet from 11 to noon and adults have the chance to relax and color from noon to 1 pm! We'll supply the coloring books and pages, colored pencils and crayons! See you there!
Uke and Me @the Library*	1/28/2019	6:30PM-7:30PM	Slow down and enjoy the sounds of the islands as you learn to make beautiful music at the library. With monthly teacher-led ukulele classes you will be a master in no time. Bring your own ukulele or use one provided by the library. A limited number of instruments will be available to take home, registration required to reserve a provided ukulele. Please visit, register online or call (510) 245-2420 to register.

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

Hercules Library Great Books Discussion Group*	1/28/2019	7:00PM-8:00PM	Join us each month as we discuss classic works of fiction. This month we will be discussing "Benito Cereno" by Herman Melville.
Chinese New Year Storytime*	1/29/2019	6:00PM-6:45PM	2019 is the Year of the Pig! Enjoy a reading of "The Year of the Pig: Tales from the Chinese Zodiac." Author Oliver Chin celebrates the new year by reading a fun adventure! Learn about the 12 animals of the zodiac and enjoy an arts and crafts activity afterwards.
Musical Mandarin Storytime*	1/31/2019	11:00AM-11:4AM	Join the Hercules Library with a special musical Mandarin storytime with Go! Mandarin. This storytime is suitable for children of all ages and abilities.

## ANNOUNCEMENTS

### **Contra Costa County Library Patrons Start the Year with a Clean Slate**

As part of the Contra Costa County Library's continued efforts to improve access, balances on all library accounts have been cleared. This move goes hand-in-hand with the elimination of fines. As of January 1, 2019, all library cards are returned to good standing and patrons who may have been staying away from the library can come back and enjoy all the services the library has to offer. With accounts now cleared, the Library hopes to see patrons returning all the overdue items they were afraid to return due to fines.

### **Contra Costa County Library is Saying Goodbye to Fines**

Beginning January 1, 2019, the Contra Costa County Library will eliminate overdue fines on all library materials. The Contra Costa County Board of Supervisors voted on Tuesday, December 11 in favor of the proposal to eliminate daily fines on overdue books, magazines, DVDs and other materials.

By eliminating fines, the library is removing barriers and making access easy, equitable and enjoyable for everyone.

*Patrons will still be expected to return library materials on time.* Checkout periods on materials will remain the same and patrons will incur a replacement charge if materials are not returned 30 days after the due date.

Come visit the library to learn more!

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

**Read to 2020****A Year of Reading Challenges**

Are you up to the challenge?

Pick a challenge and read a book, eBook or listen to an audiobook.

Track your monthly reading progress at [ccclib.org](http://ccclib.org)

**January: New Year, New You**

- A book on the "New Shelf"
- A book to learn a new skill or for self-improvement
- An author who is new to you

**All Contra Costa County Libraries will be closed on Monday January 21<sup>st</sup> for Martin Luther King Jr. Day.**

**Community & Library Services Commission Minutes**  
December 10, 2018  
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. SPECIAL MEETING – 6:30 P.M. – NO SPECIAL MEETING**

**II. CALL TO ORDER – ROLL CALL - 6:30 P.M.**

**II. WORKSHOP**

None

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

Called to order at 7:00p.m

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

Staff Christopher Roke, Parks & Recreation Director. Library Manager Lynne Noone was absent.

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

None

**VI. AGENDA ADDITIONS/DELETIONS**

1. Under Discussion and/or Action Items, the following groups will be postponed until the January meeting due to a missing Commissioner, and other Commissioners serving on nonprofit boards, thus needing to recuse themselves from the vote:

Friends of the Hercules Library, Friends of the Hercules Senior Center, Hercules Library Foundation and the Hercules Education Foundation

2. In addition, the following groups will also be postponed until the January meeting due to a missing documentation:

Bayfront Chamber of Commerce, Chinese Association of Hercules, Hercules Lions Club, Hercules Senior Citizens Club and Rotary Club of Hercules.

**VII. PUBLIC COMMUNICATION**

None

### **VIII. DIRECTOR REPORT**

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

### **IX. CONSENT CALENDAR**

1. Minutes: November 7, 2018 Meeting

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

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

1. Nonprofit Group Renewals
  - a. Boy Scouts Troop of America Troop 76

**MOTION:** Commissioner Campbell-Miller moved to approve the renewal of the Boy Scouts Troop 76 as a City recognized Nonprofit group. Commissioner Ward-Jackson seconded the motion. Motion passed 3-0.

- b. Hercules Community Gardens Club

**MOTION:** Commissioner Ward-Jackson moved to approve the renewal of the Hercules Community Gardens Club as a City recognized Nonprofit group. Commissioner Campbell-Miller seconded the motion. Motion passed 3-0.

- c. Hercules Historical Society

**MOTION:** Commissioner Campbell-Miller moved to approve the renewal of the Hercules Historical Society as a City recognized Nonprofit group. Commissioner Chen seconded the motion. Motion passed 3-0.

- d. Hercules Sister City Association

**MOTION:** Commissioner Ward-Jackson moved to approve the renewal of the Hercules Sister City Association as a City recognized Nonprofit group. Commissioner Campbell-Miller seconded the motion. Motion passed 3-0.

- e. West Contra Costa Youth Soccer League (WCCYSL)

**MOTION:** Commissioner Campbell-Miller moved to approve the renewal of the West Contra Costa Youth Soccer League (WCCYSL) as a City recognized Nonprofit group. Commissioner Chen seconded the motion. Motion passed 3-0.

## **XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

1.

## **XII. FUTURE AGENDA ITEMS**

1. Introduction and Oath of Office for new and reappointed Commissioners
2. Re-seating of the Commissioners
3. Remaining Nonprofit Group Renewals
4. Discuss County Seat

## **XIII. ADJOURNMENT**

Chair Ward Jackson adjourned the meeting at 7:38pm.

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Dr. Evangelia R. Ward-Jackson

Attest

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Christopher Roke  
Parks & Recreation Director

The next Regular Meeting of the Commission will be held on Monday, February, 11, 2019 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.