

# City of Hercules

111 Civic Drive  
Hercules, CA 94547



## Meeting Agenda

Monday, June 10, 2019

7:00 PM

WORKSHOP - NONE  
REGULAR MEETING - 7:00 PM  
COUNCIL CHAMBERS

## Community and Library Services Commission

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

**I. SPECIAL MEETING - NONE**

**II. WORKSHOP**

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

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

**VI. AGENDA ADDITIONS/DELETIONS**

**VII. PUBLIC COMMUNICATIONS**

**VIII. DIRECTOR REPORT**

1. [19-624](#) Parks and Recreation Monthly Reports (May)

Attachments: [MONTHLY REPORT - PR - May 2019 - 190611](#)

2. [19-625](#) Library Manager Monthly Report (May)

Attachments: [MONTHLY REPORT - Library - 190610](#)

**IX. CONSENT CALENDAR**

1. [19-626](#) Meeting Minutes - May 13, 2019

Attachments: [MINUTES-CLSC-May 2019 - 190610](#)

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

1. [19-627](#) Tour of Duck Pond Park and Samara Terrace

**XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS**

**XII. FUTURE AGENDA ITEMS**

**XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, July 8, 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: June 6, 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:



CITY OF HERCULES  
PARKS & RECREATION MONTHLY REPORT  
May 2019



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 May 2019 the department brought in \$158,069.40 in revenue. Year to Date Revenue for Fiscal Year 2018-19 is \$1,578,185.81.

Accomplishments/Items in Progress:

- 2019 Summer Activity Guide arrived 3/27. Registrations have gone live!
- Summer Camps PREVIEW flyer was distributed electronically 3/1/19! Great reviews!
- "New look" 2019 Winter/Spring Activity Guide mailed to every household in November.
- Trunk or Treat/Movie big success 10/26/18. Approximately 200 people participated.
- Wall Mounted Basketball Units installed at the Community Center in October.
- Work in progress: on several 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.
    - ✗ New flooring, lighting, molding - completed. Working on blinds and painting.
  - ✓ DP#19-11: New chairs and tables for the Community Centers.
    - ✗ New chairs for CSC & Sr Center received - completed
    - ✗ New tables received – completed
  - DP#19-12: Hanna Kidz Center improvements.
    - ✗ Phase 1: completed (relocation/removal of ramp & seal side door room 1).
    - ✗ The rest of the work will commence the day school gets out for summer (6/7).
  - ✓ DP#19-13: A new permanent stage for the Community Center - completed
  - ✓ DP#19-14: VFD's (variable frequency drives) for pool pumps installed - completed.
  - BR#19-2: Technology upgrades to the Teen Center.
    - Project is being rolled over to 2019-20FY.
  - BR#19-14: Resurface the Refugio Valley Tennis Courts.
    - Project is being rolled over to 2019-20FY.
  - ✓ BR#19-15: New chairs for the Library.
    - ✗ New chairs & tables for Library received – completed.
  - ✓ 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



# CITY OF HERCULES PARKS & RECREATION MONTHLY REPORT May 2019



Description: The Community and Library Services Commission renewed Nonprofit groups applications for the 2019CY in December 2018 and January 2019. Renewal packets were due in December. Annual reports from the Nonprofit groups were heard September, October and November. The Commission went dark in August.

Status: The Commission spent time updating the Nonprofit renewal packet for City Recognized Nonprofit groups in 2017 & 2018. The biggest change in 2018 was the addition of the 1099 Tax form for each group. In addition, the Commission spent over the past 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:

- May 4, marked the annual Community Clean-up Day at the Corp Yard. 196 vehicles (residents) took advantage of this opportunity (compared to 216 in 2018).
- Duck Pond park amenities opened with ribbon cutting event April 27. Featuring...
  - New bathroom, ½ basketball court, benches, fencing and landscaping. Well used.
  - A tour will be scheduled for the Commission soon.
- A crowd of 600+ attended the 2018 Holiday Tree Lighting event with Mr. and Mrs. Claus.
- 200 (+/-) participated in the Trunk or Treat event at the Community Center October 26.

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

Lead Staff: Ambra Garfield, Recreation Manager

Description: Childcare and Camps are a big deal in Hercules. We offer a great before school option called "Breakfast Club", and an amazing after school program called "Kaleidoscope Kidz: Recreation Afterschool Program (or RAP for short).

Breakfast Club has been a hit since we started the program at the beginning of 2017-18. Breakfast Club features earlier hours (opening at 6:30a), and breakfast options (hot and cold food/drink options available for purchase). Parents (and participants) love the program! Using the Teen Center instead of the schools allowed the City 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	14	0
Lupine	12	1
Hanna	13	0

Kaleidoscope Kidz: Recreation Afterschool Program (or RAP for short), is our after school program. After a successful rebranded of the after school program, the focus has become



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PARKS & RECREATION MONTHLY REPORT  
May 2019



greater on homework, and stations. The stations include 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 current challenge that we face for all of our programs is our lack of staffing.

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

Status: In May Child Care programs brought in a total of \$50,376.75 in revenue.

Accomplishments/Items in Progress:

- The next phases are being scheduled. Demo of deck, painting all 5 buildings, and new deck with ramps will all begin to commence after school gets out for summer (6/7/19).
- Phase 1 of the Hanna Ranch Improvements is complete. This is part of Decision Package #19-12. The office ramp was replaced, a door was closed up permanently. Inside, the door opening was turned into a new chalkboard area for the kids in Tiny Tots and RAP.
- 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. We are excited for this great opportunity for them.
- 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: Our Tiny Tots Program introduces children to their "First Learning Experiences". They make their first school friends, learn through play, games, arts, crafts and healthy snacks. Our qualified staff 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 May Tiny Tot Programs brought in \$3,775.74 in revenue.

Preschool	Enrollment	Space Available
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Lupine Pre-K	23	1
Hanna Jr-K	22	2
Hanna LL / Multi-Age	18	2
Hanna Multi-Age	19	1

Accomplishments/Items in Progress:

- Held Preschool graduations the last week in May.
- Progress Reports went out the last week of May. It was very rewarding for staff to see how much the Preschool schoolers accomplished this year.
- Hanna Ranch Improvement project started with phase 1 end of January.
- 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: Damian Sandholm - 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 May Aquatics brought in \$28,917.12 in revenue.

Aquatics – May enrollment

Program	Enrollment
EBSD Swim Team – Year Round	78
EBSD Swim Team – Summer Season	13
Piranhas Swim Team	150
Lap Swim	33
Lifeguard Training Course	8

Accomplishments/Items in Progress:

- Lifeguard Training class was completed on May 25. Five of the eight participants are in the hiring process to work for the City of Hercules.
- Hercules Piranhas Swim Team began practice for the 2019 Season on April 29.
- Belly Flops with Cops Event was held on April 13. There were 14 participants in the Belly Flop Competition.



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- Damian Sandholm started on February 25 as the new Recreation Coordinator to oversee Aquatic Programs, Senior Center operations, and Recreation classes.
- Hercules High School Swim Team began the season on January 28.
- Interviews for the vacant Coordinator position took place in January. We hope to have a new Coordinator on board by the end of February, or the start of March.
- Recreation Coordinator, Austin George took new job with the City of Dixon.
- 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.

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 variety of programs, as well as the quality of programs that the community has become accustomed to. Our recreation classes cater to all ages and help to promote a healthy lifestyle. Our classes vary season to season. We hope you will give them a try.

Status: In May classes brought in \$11,227.37 in revenue.

Classes – May enrollment

Camp/Class	Enrollment		Camp/Class	Enrollment
Karate Dojo	26		Ballet	17
Beginning Dragons	10		Adult Oil Painting	4
Intermediate Dragons	0		Youth Oil Painting	6
Advanced Dragons	13			

Accomplishments/Items in Progress:

- Camp registrations are doing well.
- Rec Expo Week took place April 22-25. Great turn out. Summer is going to be amazing!
- 2019 Summer Activity Guide has arrived, and registration is in full swing.





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- Summer CAMPS Preview Flyer went out electronically 3/1 and is available online.
- 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.
- Fall 2018 Activity Guides were sent to every house in August.
- Some of the most popular classes last summer included Cooking Around the World, Chess, Little Dragons, Karate, Action Movie Flix Camp and our online classes with Ed2Go.
  - Look for these to continue along with new offerings in 2019.
- 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.

Status: In May the Senior Center brought in \$890.00 in revenue.

May: total Senior Center active memberships: 178 members

Program	Enrollment		Program	Enrollment
Advance Tai Chi	95		HICAP	5
Advice Nurse	30		Hula Dance	95
Bingo	121		Line Dancing	245
Blood Pressure	35		Low Impact Exercise	210
C.C. Café Lunch	1026		Special Event/Day Trip	22
Card Club	29		Tai Chi	215
Chi Kong	122		Tap	44
Computer Lab	19		Wills & Trust	4
Fruit & Veggie Distribution	503		Yuen Ji & Dance	101
Goodie Store	87			

Accomplishments/Items in Progress:

- May: Twenty Seniors participated in a trip to Tilden Park.
- April: Seniors & Jr SIT partnered on the EGGstravganza event, a very popular, and now multigenerational event.
- March: FREE Tax Service continued, along with a Blood Drive and trip to SF Exploratorium.
- February: Massage Therapy and FREE Tax Service.
- January: trip to the Jelly Belly Factory.



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- 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 May, Sports programs brought in \$9,998.20 in revenue.

Sports – May enrollment

Program	Enrollment
HNSA Basic Skills Clinic	17
HNSA Intermediate Skills Clinic	5
Kidz Love Soccer	28
Skyhawks Sports	35

Accomplishments/Items in Progress:

- The month of April brings the Rec Expo Week, and with the Summer guide out, families flocked to the Community Center to register for the Teen Dynamite camp. Overall we had a great turnout for the Expo Week, and helped lots of families register early for camp.
- Pickleball is becoming a popular sport in our community, and we have a growing group of participants that play on Wednesday's from 10a-1p at the Hercules Community Center.
- New Basketball contractor, Hoops Never Stop Academy.
- 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.



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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.) has transitioned to a new Junior Staff In Training program. The JSIT program is all about preparing teens to enter the work force. JSIT participants will assist and support the staff 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 May, the Teen Center brought in \$9,309.45 in revenue.

Teens – May enrollment

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

Accomplishments/Items in Progress:

- The Jr SIT program ran the annual EGGstravaganza at the Sr. Center. This year the Seniors were involved with each station: egg decorating, basket decorating, cookie decorating, bunny crunch, and more.
  - The Jr SIT staff handled the egg hunt and face painting duties among other things.
- 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 May, facility rentals brought in \$16,013.00 in revenue.



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May 2019

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Accomplishments/Items in Progress:

- 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  
 MAY 2019

REPORT ON PREVIOUS MONTH'S PROGRAMS:

Title	Date	Attendance
Coloring Club!*	5/25/2019	1
Toddler and Preschool Storytime	5/2/2019	68
Toddler and Preschool Storytime	5/9/2019	76
Toddler and Preschool Storytime	5/16/2019	67
Toddler and Preschool Storytime	5/23/2019	64
Toddler and Preschool Storytime	5/30/2019	62
Builders Club	5/7/2019	32
Baby Lapsit Storytime - Ages 0-24 Months	5/2/2019	64
Baby Lapsit Storytime - Ages 0-24 Months	5/9/2019	65
Baby Lapsit Storytime - Ages 0-24 Months	5/16/2019	50
Baby Lapsit Storytime - Ages 0-24 Months	5/23/2019	42
Baby Lapsit Storytime - Ages 0-24 Months	5/30/2019	50
Computer Basics	5/1/2019	8
Computer Basics	5/8/2019	10
Computer Basics	5/15/2019	7
Computer Basics	5/22/2019	8
Computer Basics	5/29/2019	9
ESL Conversation Group	5/6/2019	11
ESL Conversation Group	5/13/2019	6
ESL Conversation Group	5/20/2019	10
Hercules Library Knitting Group	5/4/2019	7
Hercules Library Knitting Group	5/11/2019	8
Hercules Library Knitting Group	5/18/2019	8
Hercules Library Knitting Group	5/25/2019	9

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

Hercules Library Great Books Discussion Group*	5/20/2019	5
Drop-In Homework Help	5/1/2019	12
Drop-In Homework Help	5/8/2019	14
Drop-In Homework Help	5/15/2019	15
Drop-In Homework Help	5/22/2019	9
Read to a Dog HALO		
Angel Ears	5/4/2019	20
Meditation	5/2/2019	10
Meditation	5/9/2019	11
Meditation	5/16/2019	9
Meditation	5/30/2019	10
Business Master Mind Class for Women		
Entrepreneurs	5/7/2019	5
Hercules High School Advanced Orchestra	5/11/2019	88
Free Comic Book Day at the Library*	5/6/2019	56
Insiders Group: NorCal Bats*	5/23/2019	29
Family Storytime	5/7/2019	38
First Generation Farmers*	5/14/2019	91
Family Storytime	5/21/2019	36
Family Storytime	5/28/2019	11
Chess Club	5/21/2019	10
Creative Writing Workshop*	5/23/2019	12
Uke and Me @the Library	5/20/2019	10
Genealogy Workshop	5/13/2019	8
Teen Free Comic Book Day Craft!*	5/6/2019	17
Oakland East Bay Gay Men's Chorus*	5/25/2019	82
Star Wars Scavenger Hunt*	5/4/2019	12
Introducing Project Drawdown	5/28/2019	12
<b>Total programs: 50</b>	<b>Total attendance</b>	<b>1,374</b>
<b>School Outreach Visits</b>		
School visit - Hanna Ranch Elementary	5/21/2019	424
School Visit - Lupine Hills	5/20/2019	410

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

School Visit - Ohlone

Elementary

5/29/2019

461

Total schools: 3

Total outreach

1,295

UPCOMING SPECIAL EVENTS:

Title	Date	Time	Description
English Conversation Group	6/3/2019 6/10/2019 6/17/2019 6/24/2019	3:00PM	Join us as we improve our conversational English through reading and discussion!
All Abilities Play Group	6/4/2019 6/15/2019	TUE 3-4PM SAT 1-2PM	Looking for an opportunity to ask an experienced professional questions about your toddler's development? Have concerns about your child's speech, language or social skills? Join us for our All Abilities Playgroup! Hosted by Arezu Moshirian and Kathryn Brodsky of Chit Chat Preschool (Two Speech-Pathologist Moms) who can answer questions while the children have fun, and offer individualized referral information for a range of community agencies, resources, and parent support organizations. The Playgroup is for all children ages 0-3. Siblings welcome too.
Builder's Club SUMMER EDITION	6/4/2019 6/11/2019 6/18/2019 6/25/2019	3:30-5PM	Kids, join us every Tuesday all summer long! 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.
Business Master Mind Class for Women Entrepreneurs	6/4/2019	6:00PM-8:00PM	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

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

			in the company of peers like yourself. We will present a different business topic each month: -Marketing -Branding -Financials -Taxes -Growth Strategies ...and more! Register Now at <a href="http://www.ContraCostaSBDC.org/events">www.ContraCostaSBDC.org/events</a> or call 925.602.6810
Computer Basics	6/5/2019 6/12/2019 6/19/2019 6/26/2019	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
Minecraft in the Library - Mondays	6/10/2019 6/17/2019 6/24/2019	3-4:30PM	Come play Minecraft EDU in the library! Monday and Wednesday afternoons all summer, registration is required as space is limited.
Minecraft in the Library - Wednesdays	6/12/2019 6/19/2019 6/26/2019	3-4:30PM	Come play Minecraft EDU in the library! Monday and Wednesday afternoons all summer, registration is required as space is limited.
Tween and Parent Summer Book Club*	6/15/2019	3-4PM	<p>Tweens and parents! Here's your chance to read and discuss awesome tween novels, share summery treats, and make new friends!</p> <p>The Tween &amp; Parent Summer Book Club will meet every month this summer starting in June! This month we're reading One Mixed Up Night by Catherine Newman.</p> <p>Registration will open and Books will be available at the main desk</p>

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



			one month before the scheduled book club. See you there!
Uke and Me @the Library*	6/17/2019	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.
Dr. Pascal Lee – Director Mars Mission Project	6/18/2019	6:00PM	<p>Dr. Pascal Lee, Director of the Mars Institute, is coming to the Hercules Library!</p> <p>Dr. Lee will share his knowledge and experiences in planning future human visits to Mars. Prepare to expand your universe!</p> <p>Dr. Lee's book will be available for purchase and autographs.</p> <p>In partnership with the Seti Institute and NASA.</p>
Philippine Independence Day Celebration	6/22/2019	1:00PM	Join us for our annual Philippine Independence Day Celebration! An afternoon of all things Filipino here at the library. With performances by Kultura International Dance Group Ensemble and others. There will be guest speakers and refreshments.
Hercules Library Great Books Discussion Group*	6/24/2019	7:00PM-8:00PM	It's the 10th anniversary of our Great Books Discussion Group! This month we will discuss an excerpt from Alison Bechdel's graphic novel "Fun Home."

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

Sterling Johnson the Bubblesmith*	6/25/2019	6:30PM	Sterling Johnson has performed versions of his remarkable hand-blown bubbles for over 45 years. He is the only person to ever put a bubble inside a bubble inside a bubble on stage without any tubes or straws, and the first person to walk completely through a bubble film!
Hercules insider's Club*	6/27/2019	10:00AM	This monthly program is geared towards adults with Developmental Disabilities. No registration required. Call the Hercules Library at 510-245-2420 for more information.
Hercules Library Coloring Club*	6/29/2019	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!

## ANNOUNCEMENTS

### SUMMER READING JUNE 8<sup>TH</sup> – AUGUST 8<sup>TH</sup>

The universe awaits with Contra Costa County Library's Summer Reading program. This year "Take Me To Your Reader" is the theme and runs from June 8 to August 8. Readers of all ages can visit [ccclib.org/summer](http://ccclib.org/summer) for activities and out of this world experiments to feed the imagination and explore new skills. Visit any of the 26 Contra Costa County library locations for free and fun happenings all summer.

Summer reading is free and for all ages, so we hope you join us!

### 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)

#### June is Travel Here and Beyond Month

- Read a book that takes you on a journey
- Read a book about a vacation
- Read a book about aliens or UFOs

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



**Community & Library Services Commission Minutes**

May 13, 2019

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 - MINUTES**

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

**II. WORKSHOP – N/A**

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

Called to order at 7:00p.m.

Commissioners Campbell-Miller, Chen, Carpena 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**

None

**VI. AGENDA ADDITIONS/DELETIONS**

None

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

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

**IX. CONSENT CALENDAR**

1. Minutes: April 8, 2019 Meeting

**MOTION:** Commissioner Nguyen moved to approve the consent calendar. Commissioner Carpena seconded the motion. Motion passed 3-0, with Commissioner Chen abstaining.

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

1. Review of the banner program

After a couple workshops and meetings to discuss the banner program, the Commission had a lively discussion. Regarding the 3 original questions the Commission was asked to evaluate

1. Should there be any limit of use by Non-Profits
2. Should there be some type of prioritization for Full Paying Banner customers
3. Should Non-Profits be able to displace full pay request.

The commission was unanimous that there shouldn't be any limit of use for the Nonprofit groups, and that the program worked well with a first come first serve approach.

**MOTION:** Commissioner Carpena moved that there should be no limit for use of the banner program by the City Recognized Nonprofit groups, with one exception that Nonprofit groups could not take all 3 spots at any one location during any single month; and that there should be no prioritization or displacement. Commissioner Nguyen seconded the motion. Motion passed 4-0.

In addition, the Commission was asked to look at the following as well, with regards to the banner program...

1. Should banner program be for Hercules events only?
2. What is the break-down of use by each Nonprofit group?
3. If one Nonprofit group is using the banner program more than the other Nonprofits, should the use be according to the average of the other Nonprofits?
4. If this is invoked, could a Nonprofit that is using the banner program, pay the higher amount after the average use has been exhausted?
5. Should restaurants pay a lower amount for another year?
6. If a company wants to get a preferred location should we allow this if the company is willing to pay six months in advance?
7. Should a Nonprofit be allowed to pay a lower amount to advertise for a function and business not in Hercules?

After a lengthy discussion, the Commission concluded with the following...

**MOTION:** Questions 1&7: Commissioner Carpena moved that the banner program should not be limited to Hercules only events. Commissioner Nguyen seconded the motion. Motion passed 3-1, with Commissioner Chen.

**MOTION:** Question 2, 3 & 4: Commissioner Nguyen moved that the number of months was didn't matter as every group has different needs. In addition, there should be no average, and the average should not be invoked. Commissioner Carpena seconded the motion. Motion passed 4-0.

**MOTION:** Question 5: Commissioner Nguyen moved that the discount that was created as a pilot program for restaurants in Hercules, should be applied to any business in Hercules that has not used the banner program before. Commissioner Carpena seconded the motion. Motion passed 4-0.

**MOTION:** Question 6: Commissioner Nguyen moved that there should be no preferred location at all. Commissioner Chen seconded the motion. Motion passed 4-0.

2. Prop 68 Per Capita Program – Commission received report
3. Recap April Events
  - a. Belly Flops with Cops – Commission received report
  - b. EGGstravaganza – Commission received report
  - c. Duck Pond Ribbon Cutting – Commission received report
  - d. Community Clean-up Day – Commission received report

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

Commission confirmed no meeting August 12, 2019.

**MOTION:** Commissioner Chen moved for the Commission to go dark for August meeting. Commissioner Carpena seconded the motion. Motion passed 3-0, with Commissioner Nguyen abstaining.

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

1. Tour of facilities to see projects and Duck Pond Park: Commission will be

#### **XIII. ADJOURNMENT**

Chair Campbell-Miller adjourned the meeting at 8:54pm

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Brian Campbell-Miller

Attest

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Christopher Roke  
Parks & Recreation Director

The next Regular Meeting of the Commission will be held on Monday, July 9, 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.