

# City of Hercules

111 Civic Drive  
Hercules, CA 94547



## Meeting Agenda

Thursday, November 7, 2019

7:00 PM

WORKSHOP - NONE.

SPECIAL MEETING - 7:00 P.M.

CITY COUNCIL CHAMBERS

## Community and Library Services Commission

*Chair Brian Campbell-Miller*

*Vice-Chair Han Chen*

*Commissioner Evangelia Ward-Jackson*

*Commissioner Vacancy*

*Student Commissioner Vacancy*

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

**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. [19-776](#) Parks and Recreation Monthly Report (October)  
Attachments: [MONTHLY REPORT - PR - October 2019](#)
2. [19-777](#) Library Manager Monthly Report (September and October)  
Attachments: [MONTHLY REPORT - Library - September 2019.doc](#)  
[MONTHLY REPORT - Library - October 2019.doc](#)

**IX. CONSENT CALENDAR**

1. [19-778](#) Minutes: October 14, 2019 Meeting  
Attachments: [MINUTES-CLSC-October 2019 - 191014](#)

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

1. [19-779](#) Nonprofit Group Presentation - Bayfront Chamber
2. [19-780](#) Nonprofit Group Presentation - Hercules Lions Club
3. [19-781](#) Nonprofit Group Presentation - Community Garden
4. [19-782](#) Nonprofit Group Presentation - Chinese Association
5. [19-783](#) Nonprofit Group Presentation - Senior Citizens Club of Hercules
6. [19-784](#) Unity Day Wrap Up
7. [19-785](#) Trunk or Treat Wrap Up

8. [19-786](#) Tree Lighting Update
9. [19-787](#) 2020 Commission Calendar Discussion Regarding Indigenous Peoples'/Columbus Day (M10/12/20) and Possible Date Change Options
  - a. Wednesday, October 7
  - b. Thursday, October 8
  - c. Wednesday, October 14

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

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

1. [19-788](#) 2020 Nonprofit Renewals
2. [19-789](#) October CLSC Meeting Date Change

#### **XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, December 9, 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: November 4, 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**  
**October 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 October 2019 the department brought in **\$138,201.83** in revenue. Year to Date Revenue for Fiscal Year 2019-20 is **\$648,924.08**. Tracking ahead of the past 2 years.

**Accomplishments/Items in Progress:**

- Status update of Council approved decision packages for 2018-19FY...
  - **DP#19-12:** Hanna Kidz Center improvements – putting the finishing touches on the Hanna Kidz Center improvements. Some of the items that have been done include...moved ramp, sealed door, demolished and replaced decks, painted buildings, fixed dry rot, removed some fencing, added fencing, poured concrete, painted playground, added new play equipment and big wheels! And more...
- List of Council approved decision packages for 2019-20FY...
  - *BR#19-2: Technology upgrades to the Teen Center* – **in progress**
  - *BR#19-14: Resurface the Refugio Valley Tennis Courts* – **in progress**
  - **DP#20-2 - Golf Club Fund – Children's Programs** – **in progress**
  - **DP#20-4 - AED's for Childcare sites** – **researched equipment ready to purchase**
  - **DP#20-5 - Upgrade patio at Community Center** – **in progress**
  - **DP#20-6 - Pool Cover Reel** – **purchased equipment, waiting for delivery**
- September 13: Final movie of summer: How to Train Your Dragon 3.
- August 6: Movie night with National Night Out: Spiderman: Into the Spider-Verse.
- July 24: Fall Activity Guide was mailed out to every household.
- July 19: Summer Movie Series began with Incredibles 2. Approx 200 Herculeans.

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

**Description:** The Community and Library Services Commission went dark in August. But September through November will be busy months with presentations from the 14 City recognized Nonprofit groups. Applications for the 2020FY will also be due in November, and the Commission will vote on applications at the December meeting.

**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 reviewed the banner program and got to see the completion of the west side parks improvements project. The City recognized nonprofit organizations will participate in upcoming events like the 2<sup>nd</sup> annual Trunk or Treat event, Tree Lighting and the Citywide Clean-up Day.



# CITY OF HERCULES PARKS & RECREATION MONTHLY REPORT October 2019



## Accomplishments/Items in Progress:

- Looking ahead...
  - Wednesday, 11/6: November Commission meeting and Renewal packets due.
  - Wednesday, 11/13: final planning meeting for Tree Lighting
  - Sunday, 12/1: Tree Lighting event at the Community Swim Center.
- October 25, held 2<sup>nd</sup> annual Trunk or Treat event with over 600+ participants.
- August 2019, planning for Trunk or Treat event, to be held October 25, 2019.
- Planning Fall/Winter events (Trunk or Treat and Tree Lighting).

**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), and fantastic summer camps called "Camp Firecracker" and "Camp Dynamite".

**Camp Dynamite:** was held at the Lupine Kidz Center this summer. There were 9 weeks of camp featuring weekly entertainment, field trips, games, cooking, arts and crafts, weekly themes, swimming, Jamin' Jeanne's games galore and more. Camp was split in to 2 age groups with Firecrackers (grades K-2<sup>nd</sup>) and Dynamite (grades 3<sup>rd</sup>-5<sup>th</sup>). Dynamite campers went on 4 big field trips along with the Teen Dynamite Camp. Below are a few highlights this summer as well as a week by week glance of the numbers...

- Averaged between 75-80 campers per week.
- Favorite activities included field trips, swimming at the Community Center, and the walking field trip to the library for story time and to check out books.

**Breakfast Club:** features earlier hours (open 6:30am), and breakfast (hot or cold food & drink options - available for purchase). Parents (and participants) love the program for the convenience! This is part of our concierge service to the community. This fall, we opened another site, offering Breakfast Club at Ohlone Community Center. The trend has shown us that we needed more space for Ohlone kids. By opening Ohlone Community Center, we are able to increase the number of participants. It also allows us to stay later at the Breakfast Club site, which is reducing the number of staff needed in the morning.

Breakfast Club - 2019-2020	Enrollment	Space Available
Ohlone-Max 28	25	3
Lupine-Max 13	11	2
Hanna-Max 13	10	3

**Kaleidoscope Kidz: Recreation Afterschool Program** (or **RAP** for short), is our after school program. After a successful rebranding of the after school program, the focus has become more about homework, and stations. The stations include P.E. to keep the kidz active. RAP focuses on



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**October 2019**



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. We have very few spaces available for the Rap program. Two of our Afterschool programs are full with waiting lists.

RAP	Enrollment	Space Available/Waiting list
Hanna - K-2 <sup>nd</sup>	28	0
Hanna - 3 <sup>rd</sup> -5 <sup>th</sup>	23	5
Lupine - TK-2 <sup>nd</sup>	30	0
Lupine - 3 <sup>rd</sup> -5 <sup>th</sup>	15	0
Ohlone - K-2 <sup>nd</sup>	24-MAX	Waiting list + 5
Ohlone - 3 <sup>rd</sup> -5 <sup>th</sup>	24-MAX	Waiting list + 4

**Status:** In October Child Care programs brought in a total of **\$61,692.36** in revenue.

**Accomplishments/Items in Progress:**

- The new school year programs are already getting impacted and we still have 3 weeks until school begins.
  - August has become one of our largest months for enrollment and revenue and we anticipate the same thing this year.
- Another successful summer with the Camp program. Camp Firecracker and Camp Dynamite numbers are up a little compared to last summer.

**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 October Tiny Tot Programs brought in **\$22,094.10** in revenue.

Preschool	Enrollment	Space Available/Waiting list
Lupine Pre-K	25-MAX	5
Hanna Jr-K	25-MAX	4
Hanna Multi-Age	22-MAX	0
Hanna Little Learners	17	3

**Accomplishments/Items in Progress:**

- 10/25 participated in Trunk or Treat event.
- 10/23 held Unity Day activities. Anti-bullying campaign about inclusion & acceptance.
- The Hanna Preschool children are enjoying the new improved play area.



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**October 2019**



- The blacktop has a new bike path, hopscotch, foursquare and basketball hoops.
- There are also two new pieces of play equipment for their age group.
- And 15 new Big Wheels for the children to drive in the new pathway.
- 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 October Aquatics brought in **\$10,406.50** in revenue.

Aquatics – October enrollment

Program	Enrollment
EBSD Swim Team – Year Round	63
EBSD Swim Team – Fall Season	27
Lap Swim	40
Swim Lessons	71

**Accomplishments/Items in Progress:**

- Completed successful Fall Swim Lesson program October 12.
- Piranhas finished a successful season.
- The Summer Swim Lesson program is going well. Beginner, Intermediate, and Private Lessons are full.

**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 October classes brought in **\$3,210.13** in revenue.





**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**October 2019**



Classes – October enrollment

Camp/Class	Enrollment		Class/Class	Enrollment
Karate	36		Adult Oil Painting	4
Karate FREE Trial	7		Youth Oil Painting	4

**Accomplishments/Items in Progress:**

- Successfully moved Karate to the Van Domselaar Room at Samara Terrance this Fall.
- Continue to evaluate programs, generate revenue and control expenditures to ensure fee classes are cost effective.
- Summer camps continue at the Community Center.

**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 October the Senior Center brought in **\$590.00** in revenue.

October: total Senior Center active memberships: 152 members

Program	Enrollment		Program	Enrollment
Advance Tai Chi	75		HICAP	3
Advice Nurse	14		Hula Dance	84
Bingo	88		Line Dancing	316
Blood Pressure	31		Low Impact Exercise	153
C.C. Café Lunch	882		Special Event/Day Trip	114
Card Club	9		Tai Chi	151
Chi Kong	129		Tap	0
Computer Lab	44		Wills & Trust	2
Fruit & Veggie Distribution	500		Yuen Ji & Dance	95

**Accomplishments/Items in Progress:**

- October 14, the Friends of Sr. Center held a Spaghetti Feed fundraiser & sold 100 tickets.
- October 11, we took 14 Seniors to Fleet Week celebrations.
- August 21: (28) Seniors embarked on the ferry from Vallejo to Pier 39 in San Francisco.
- July 27: (45) Seniors came to the Volunteer Appreciation luncheon at Refugio Valley Park.

**Project/Program:** Sports

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



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**October 2019**



**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 October, Sports programs brought in **\$4,578.00** in revenue.

**Sports – October enrollment**

Program	Enrollment
HNSA Basketball Skills Clinic	19
AOSL Mighty Mites Basketball League	24
X-Fit Training	4
Kidz Love Soccer	20
Skyhawks Sports	15

**Accomplishments/Items in Progress:**

- Hoops Never Stops Academy is offering a **New** Thanksgiving Break Basketball Camp coming M-W November 25-27, at the Community Swim Center. The first session will run from 9a-12 Noon, and is geared towards ballers ages 6-8 years. The afternoon session will run 1-4pm for those ages 9-14. Space is limited, so be sure to register early.
- New training program called X-Fit began this Fall, featuring a class for Adults, and one for kids called X-Fit Lil' Ninja Training. X-Fit is a non-competitive program that helps your child develop gross motor skills, core strength, balance, and control of their body in an athletic atmosphere. Lil' Ninjas is designed to help kids get fit while overcoming obstacles and designed for all skill levels.
- X-Fit Training also offers an adult Boot Camp. This program is an inspiring, fun and challenging group fitness class designed to benefit everyone. Bringing together elements of athletic conditioning, strength training, core and functional training, body weight exercise, stretching and plyometrics. X-Fit Boot Camp is scalable to meet individual needs and is designed to improve your quality of life.
- Fall programs are starting soon. Still time to register for all of the upcoming programs!
- Summer camp programs wrapped up with HNSA basketball camp and Skyhawks Multi-Sports camp! It's been a fun summer with exciting sports programs for all ages such as; basketball, soccer, tennis, track and field, and baseball!
- Held several successful youth sports camps.
- Starlings Volleyball held successful new after-school volleyball program.

**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



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**October 2019**



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 October, the Teen Center brought in **\$8,965.25** in revenue.

Teens – October enrollment

Program	Enrollment
Teen Breakfast Club	6
T.H.E. S.P.O.T.	20

**Accomplishments/Items in Progress:**

- School is back in session and T.H.E. S.P.O.T. is the place to be after school! Participants will receive homework assistance, take part in cooking projects, group games, sports, video games, movies, and so much more! Come and hangout after-school in a fun and safe environment! Space is still available and enroll today!
- Junior Staff in Training program for the 2019-2020 school year is now available for enrollment! Participants will receive job like experiences such as going through an interview process, understanding professionalism and customer service, and gaining job-like experiences working on the field. This program is perfect for teens looking to prepare for their first job opportunities. Register today!
- Bay Area Driving School is offering an online driver's education program. This is the first step that must be completed before taking the driver's test. This course provides videos, animated driving scenarios and sample test questions. Receive a DMV approved certificate of completion. Registration for this program is ongoing.
- T.H.E. S.P.O.T. after-school program will begin on Monday, August 19. Participants will receive homework assistance, take part in cooking projects, group games, sports, video games, movies, and so much more! Come and hangout after-school in a fun and safe environment! Enrollment is available now!
- Teen Dynamite Summer Camp will come to an end on Friday, August 9, with a fun-filled field trip to Six Flags Discovery Kingdom! Campers will ride all of the exciting roller coasters, water rides, explore the many different attractions, visiting the many animals, eating all the yummy foods and so much more! Summer camp was so much fun and a lot of memories were made! We can't wait to see what Teen Dynamite Summer Camp has in store for 2020!
- Teen Dynamite Summer Camp began June 12. Campers have been enjoying (2) field trips a week, swimming at the Community Center, group games, cooking projects, video games, pool, ping pong, air hockey, movies, and most importantly, making memories with new friends!



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**October 2019**



**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 October, facility rentals brought in **\$15,333.25** in revenue.

**Accomplishments/Items in Progress:**

- We are currently in the recruitment/interview process for Recreation Specialist position. We've just conducted interviews and we hope to finalize the recruitment shortly.
- Summer rentals continue to do well.
- Ongoing recruiting for Facility Attendants has paid off. We finally are getting new staff this summer. Hopefully this will keep up.
- We continued to address work orders to improve our facilities.

Hercules Community and Library Services Commission  
 Librarian Report  
 OCTOBER 2019

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

Title	Date	Attendance
Toddler and Preschool Storytime	9/5/2019	41
Toddler and Preschool Storytime	9/12/2019	60
Toddler and Preschool Storytime	9/19/2019	67
Builders Club	9/3/2019	12
Baby Lapsit Storytime - Ages 0-24 Months	9/5/2019	28
Baby Lapsit Storytime - Ages 0-24 Months	9/12/2019	42
Baby Lapsit Storytime - Ages 0-24 Months	9/19/2019	56
Baby Lapsit Storytime - Ages 0-24 Months	9/26/2019	46
Computer Basics	9/4/2019	6
Computer Basics	9/18/2019	5
Computer Basics	9/25/2019	7
ESL Conversation Group	9/9/2019	10
ESL Conversation Group	9/16/2019	9
ESL Conversation Group	9/23/2019	11
ESL Conversation Group	9/30/2019	10
Hercules Library Knitting Group	9/7/2019	8
Hercules Library Knitting Group	9/14/2019	8
Hercules Library Knitting Group	9/21/2019	7
Hercules Library Knitting Group	9/28/2019	10
Hercules Library Great Books Discussion Group	9/30/2019	12
Meditation	9/5/2019	10
Meditation	9/12/2019	11
Meditation	9/19/2019	9

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Meditation	9/26/2019	11
Business Master Mind Class for Women		
Entrepreneurs	9/3/2019	7
Chess Club	9/17/2019	12
Uke and Me at the Library	9/16/2019	18
Genealogy Workshop	9/9/2019	12
Wild Things	9/17/2019	144
Storywalk® at Refugio Valley Park - Dragons		
Love Tacos	9/13/2019	125
Spanish Bilingual Storytime	9/26/2019	66
Family Storytime	9/3/2019	50
Family Storytime	9/10/2019	52
Family Storytime	9/24/2019	47
Hidden Meanings in Chinese Art: Asian Art Museum Lecture	9/24/2019	20
Insider's	9/26/2019	40
Read Aloud Book Club	9/10/2019	4
Drop-In Homework Help	9/4/2019	10
Drop-In Homework Help	9/11/2019	12
Drop-In Homework Help	9/18/2019	14
Drop-In Homework Help	9/25/2019	12
Total programs: 41	Total Attendance	1,141

#### UPCOMING SPECIAL EVENTS:

Title	Date	Time	Description
Business Master Mind Class for Women Entrepreneurs	10/1/2019	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 in the company of peers like

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			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
Drop in Homework Help	10/2/2019 10/9/2019 10/17/2019 10/24/2019	3-5pm	Teen volunteers help kids in grades K-5 with their homework!
Builder's Club	10/2/2019	3:30-5PM	Kids let your imaginations take over as you build with LEGOs. Creations will be displayed in the library. No registration required. Unless otherwise noted, the Builders Club meets the <b>first</b> Tuesday of every month. We ask that parents keep an eye on little ones for choking hazards.
Computer Basics	10/2/2019 10/9/2019 10/16/2019 10/23/2019	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 <b>*There will be no computer class on 9/11/19</b>
Mindfulness in Movement* (presented at the Senior Center)	10/4/2019	10:00AM	Mindfulness in Movement focuses on stretching, flexibility and using breath work to control emotions and stress.

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English Conversation Group	10/7/2019 10/21/2019 10/28/2019	3:00PM	Join us as we improve our conversational English through reading and discussion!
Fast Healthy Meals for Families	10/7/2019	6:00PM	<p>Learn to Love the Foods that will LOVE you back!</p> <p>Think healthy eating is bland or gross? Think again! Join us for a fun and informative, live food demo with Health &amp; Lifestyle Coach, Yvonne Medina. We will prepare a fast and delicious dish while we discuss the impact food choices have on your health. Learn simple tips and tricks to help incorporate healthier eating habits for you and your family! Food samples will be served.</p>
Read Aloud Book Club*	10/8/2019	4:00PM-5:00PM	No need to pre-read before each meeting come to the library the second Tuesday of every month and spend the afternoon listening to a great story read by a Hercules Library staff member. Light snacks and easy activities will be provided. Best for grades 3-5. Registration is required.
Spanish Bilingual Storytime*	10/8/2019	6:00PM	Please join us for an interactive storytime program in Spanish and English, for children of all ages and their families. Brought to you by Tandem, Partners in Early Learning.
Rocket Launch Party for New Early Literacy Space in the Storycone	10/8/2019	6:00PM	Please join us for a celebration of our newly designed early literacy space-themed storycone. Enjoy a special space themed storytime,

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			Launch a rocket, take a green screen photo in space.
Uke and Me @the Library*	10/21/2019	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.
Hercules Library Great Books Discussion Group*	10/21/2019	7:00PM-8:00PM	We will discuss the story "The Little Mermaid" by Hans Christian Andersen from the Great Books "Counterparts" anthology.
Day of the Dead Craft and Celebration*	10/22/2019	6:00PM	Celebrate Day of the Dead at the Hercules library. Come in and make your own sugar skull. All materials will be provided.
Spanish Bilingual Storytime*	10/24/2019	11:00PM	Please join us for an interactive storytime program in Spanish and English, for children of all ages and their families. Brought to you by Tandem, Partners in Early Learning.
Asian Art Museum Docent Lecture: The Language of Flowers in Asian Art*	10/29/2019	6:00PM-7:00PM	A docent from the Asian Art Museum's Community Speaker Program will delivery and educational and entertaining multimedia talk delving into the meanings of flowers and tress as reflected in the art of countries across Asia.

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

Halloween Party and Storytime*	10/29/2019	6:00PM	A (not-so) spooky Halloween storytime! Sing songs and do fingerplays, and stay afterwards for crafts, button making and spooky pictures. Kids are encouraged to wear their Halloween costumes.
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## ANNOUNCEMENTS

### **The Storycone Project is Complete!**

Come to the library on Tuesday October 15<sup>th</sup> for a “Launch Party” at 6pm to celebrate our new rocketship themed early literacy space.

### **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)

### **October: BOOOOOOOOO-ks!**

- A spooky/scary book
- A book with an orange or black cover
- A book with a supernatural creature in it

### **October is Discover and Go Month**

The Contra Costa County Library is celebrating Discover & Go Month this October. Visit your local branch and enjoy the Library's ongoing partnership with Bay Area museums and cultural venues. Enter drawings for a chance to win prizes and help give back to the community at the same time.

The Library is partnering once again with the Food Bank of Contra Costa and Solano. With every donation of nonperishable food items patrons bring to any branch, they can enter to win prizes including premium awards for some of the Bay Area's most popular attractions.

Discover & Go is a nationally recognized partnership between libraries and museums offering free and low-cost passes for world-class cultural venues to library cardholders from every community and background

**All Contra Costa County Libraries will be closed Monday October 14<sup>th</sup> for all staff training**

### **Friends of the Library Fall Book Sale**

**11:00AM-5:30PM Saturday 10/26/19**

Friends of the Hercules Library Spring Book Sale - thousands of used books, CDs and DVDs.

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

Hardbacks \$1.00

Paperbacks \$0.50

Children's books \$0.25

CDs and DVDs \$0.50

**Members of the Friends of the Hercules Library can enter one hour early at 10am on Saturday** for best selection. Join at the door!

All proceeds from the book sale and the Friends of the Hercules Library Book Store go to support the collections and programs at the Hercules Library.

**Friends of the Hercules Library Fall Book Sale \$2.00 per Bag Day  
12:00PM-4:30PM Sunday 10/27/19**

Friends of the Hercules Library Spring Book Sale - fill your own bag(s) from remaining stock  
**\$2.00 per bag**

All proceeds from the book sale and the Friends of the Hercules Library Book Store go to support the collections and programs at the Hercules Library.

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

Hercules Community and Library Services Commission  
 Librarian Report  
 NOVEMBER 2019

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

Title	Start Date	Attendance
Toddler and Preschool Storytime	10/3/2019	52
Toddler and Preschool Storytime	10/10/2019	66
Toddler and Preschool Storytime	10/17/2019	75
Toddler and Preschool Storytime	10/31/2019	54
Builders Club	10/1/2019	8
Baby Lapsit Storytime - Ages 0-24 Months	10/3/2019	56
Baby Lapsit Storytime - Ages 0-24 Months	10/10/2019	66
Baby Lapsit Storytime - Ages 0-24 Months	10/17/2019	53
Baby Lapsit Storytime - Ages 0-24 Months	10/24/2019	58
Baby Lapsit Storytime - Ages 0-24 Months	10/31/2019	37
Computer Basics	10/2/2019	7
Computer Basics	10/9/2019	6
Computer Basics	10/16/2019	7
Computer Basics	10/23/2019	6
Computer Basics	10/30/2019	6
ESL Conversation Group	10/7/2019	5
ESL Conversation Group	10/21/2019	0
ESL Conversation Group	10/28/2019	2
Hercules Library Knitting Group	10/5/2019	8
Hercules Library Knitting Group	10/12/2019	7
Hercules Library Knitting Group	10/19/2019	7
Hercules Library Knitting Group	10/26/2019	8
Meditation	10/3/2019	12
Meditation	10/10/2019	11

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

Meditation	10/17/2019	12
Meditation	10/24/2019	13
Meditation	10/31/2019	12
Business Master Mind Class for Women		
Entrepreneurs	10/1/2019	7
Chess Club	10/15/2019	5
Uke and Me at the Library	10/21/2019	15
Day of the Dead Sugar Skull Decorating	10/22/2019	87
Spanish Bilingual Storytime	10/8/2019	49
Spanish Bilingual Storytimes	10/24/2019	61
Oakland Zoomobile	10/19/2019	68
The Language of Flowers in Asian Art: Asian Art Museum		
Lecture	10/29/2019	10
Read Aloud Book Club	10/8/2019	7
Family Storytime	10/1/2019	48
Drop-In Homework Help	10/2/2019	15
Drop-In Homework Help	10/9/2019	14
Drop-In Homework Help	10/17/2019	10
Drop-In Homework Help	10/24/2019	4
Drop-In Homework Help	10/30/2019	12
Class Visit	10/22/2019	80
The Zoomobile from Oakland Zoo!	10/19/2019	80
The Zoomobile from Oakland Zoo!	10/19/2019	75
Class Visit	10/15/2019	57
School Visit	10/16/2019	101
Fast, Healthy Meals for the Family	10/7/2019	12
Halloween Party & Storytime	10/29/2019	120
Mindfulness in Movement	10/4/2019	22
Insider's	10/24/2019	40

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

Rocket Launch Party	10/15/2019	21
Hercules Library Great Books Discussion Group	10/28/2019	12
Trunk or Treat City of Hercules	10/25/2019	500
Teen Scavenger Hunt!	10/30/2019	10
Total programs: 55	Total attendance	2,196

#### UPCOMING SPECIAL EVENTS:

Title	Date	Time	Description
English Conversation Group	11/4/2019 11/18/2019 11/25/2019	3:00PM	Join us as we improve our conversational English through reading and discussion!
Genealogy Workshop	11/4/2019	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. Whether you are just starting on your quest or have been searching for a while, please join us. All are welcome. Registration is suggested as space is limited
Builder's Club	11/5/2019	3:30-5PM	Kids let your imaginations take over as you build with LEGOs. Creations will be displayed in the library. No registration required. Unless otherwise noted, the Builders Club meets the <b>first</b> Tuesday of every month. We ask that parents keep an eye on little ones for choking hazards.
Thanksgiving Leftovers with Kid Creole	11/5/2019	5:30PM	Help us welcome back Kid Creole Soulfood! Chef David Smith will host and instruct this class on how to create simple, delicious meals using your Thanksgiving leftovers.

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

			All participants will make their own meals in house. All supplies will be provided. Registration is required!
Business Master Mind Class for Women Entrepreneurs	11/5/2019	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 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	11/6/2019 11/13/2019 11/20/2019 11/27/2019	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	11/6/2019 11/13/2019 11/20/2019	3-5pm	Teen volunteers help kids in grades K-5 with their homework!  Please note, no Homework Help on 11/27/19
Spanish Guitar Duo Daniel Frías & Jean-Paul Buongiorno	11/9/2019	1:00PM	Daniel Frías is one of the San Francisco Bay Area's premier flamenco and Spanish guitarists, both as an accompanist for flamenco song and dance, as a soloist,

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

			<p>and with his instrumental Rumba, Latin, and Brazilian focused group Trio Paz.</p> <p>Daniel will be performing with guitarist Jean-Paul Buongiorno. You won't want to miss this special concert!</p>
Read Aloud Book Club*	11/12/2019	4:00PM-5:00PM	No need to pre-read before each meeting come to the library the second Tuesday of every month and spend the afternoon listening to a great story read by a Hercules Library staff member. Light snacks and easy activities will be provided. Best for grades 3-5. Registration is required.
Spanish Bilingual Storytime*	11/12/2019	6:00PM	Please join us for an interactive storytime program in Spanish and English, for children of all ages and their families. Brought to you by Tandem, Partners in Early Learning.
Uke and Me @the Library*	11/18/2019	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.
Hercules Library Great Books Discussion Group*	11/25/2019	7:00PM-8:00PM	We will discuss the story "The Pangs of Love" by Jane Gardam from the Great Books "Counterparts" anthology.

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



Thanks for Playing Board Games at the Library	11/26/2019	3:00PM-5:00PM	Because we are thankful for our patrons, we invite you to come play classic board games at the library. No registration is required, just good sportsmanship.
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## ANNOUNCEMENTS

### 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)

#### November: Family, Food and Traditions

- A book about a culture or traditions different from your own
- An immigrant or (emigrant) story
- A book related to cooking or one of your favorite foods

## COMING SOON: A BRAND NEW WEBSITE AND CATALOG



On November 19, the Library will begin a preview of a new website and catalog. The preview version, which is still under construction, will allow library users to explore the new website and use the new catalog to search and put materials on hold. The new website features a sleek, modern design, simple navigation and is mobile responsive. The new user-friendly catalog makes it easier to search the Library's collections and also gives users the ability to create reading lists, rate books and find reading recommendations from others. The Library's current website and catalog will remain active until the new platform is launched in December.

**All Contra Costa County Libraries will be closed on Monday November 11<sup>th</sup> in observance of Veterans Day**

**All Contra Costa County Libraries will close by 6pm on Wednesday November 27<sup>th</sup>**

**All Contra Costa County Libraries will be closed on Thursday November 28<sup>th</sup> for Thanksgiving.**

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



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**COMMUNITY & LIBRARY SERVICES COMMISSION - MINUTES**

**I. SPECIAL MEETING**

None

**II. WORKSHOP**

None

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

Called to order at 7:00p.m.

Commissioners Campbell-Miller, Chen and Ward-Jackson were present. Commissioner Carpena was absent. And the student Commissioner position is vacant.

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**

1. Library Manager Monthly Report (September) - the Library has a work event this evening, so Lynne Noone will present the September Library Monthly Report in October.

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Reports (September)

**IX. CONSENT CALENDAR**

1. Minutes: June 10, 2019 Meeting

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

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

1. Nonprofit Group Presentation – Sister City – Lynn Fissell gave report  
Membership: Open to all residents of Hercules.

Residency: The number of dues-paying members, as of the most recent renewal period of January 1, 2019 – December 31, 2019 is 12 families and 2 individuals. The percentage of those who are Hercules residents, own a Hercules-based business, or are an employee of a Hercules-based business is 100%.

Community Involvement (80 hours or more doing the following activities):

- Fund-Raising and information distribution:
  - CityWide Garage Sale – April 28, 2019
  - CityWide Garage Sale – September 28, 2019
  - Hercules Fourth of July event booth demonstrating and selling origami items as well as popular images decals – July 4, 2019
  - Solicitation of donations from local businesses/organizations
- Participation in Clean-Up Day in Hercules: Two HSCA members participated in this event that was held on May 4, 2019 at the City's corporation yard dumpsters.
- Visit to Tsushima by the Hercules Friendship Delegation: Eight student Youth Ambassadors and four adult chaperones (including City Manager David Biggs – representing the City of Hercules for the first time in ten years) made the trip to Tsushima and other cities in Japan that began on July 24, 2019 and ended August 4, 2019. Japanese language and customs classes for the Youth Ambassadors were conducted beginning in late March 2019 and extended until July 17, 2019.
- Visit to Hercules by the Tsushima Friendship Delegation: Planning will begin soon for the visit by eight students and two adults in early August 2020. Host families will be sought to show them hospitality and take them to places in and around Hercules. The City of Hercules will participate in whatever way it can.
- Hercules Holiday Tree Lighting event: Eight HSCA members participated in the Hercules Holiday Tree Lighting event that was held on December 2, 2018 at which the demonstration of origami was conducted. Also, snack items were distributed along with informational brochures about our organization. A collage of photographs of the 2017 Japan trip was available for viewing. HSCA members intend to participate in the event on December 1, 2019.
- Progress report of 2018 activities: Attended the Community and Library Services Commission meeting on September 10, 2018 to give a status report.
- The Consulate General of Japan at its San Francisco office: Created the California-Japan Sister Cities Network (CJSCN) to bring together sister cities for mutual benefit. This organization produces a monthly newsletter and organizes quarterly meetings.

2. Nonprofit Group Presentation – Historical Society – Lynn Fissell gave report  
Membership: Open to all residents of Hercules.

Residency: The number of dues-paying members, as of the most recent renewal period of June 1, 2018 – July 31, 2019 is 19 individuals. The percentage of those who are Hercules residents, own a Hercules-based business, or are an employee of a Hercules-based business is 89%.

Community Involvement (80 hours or more doing the following activities):

- Collecting artifacts/photographs: HHS accepted donations of artifacts and photographs from the families of several former Hercules Powder Plant employees and others with ties to the community. This activity occurs year-round and is done by any of the HHS members on an as-needed basis.
  - Historical resource: Responses to several inquiries seeking guidance about matters related to the former Hercules Powder Company were provided to the requesters.
  - Web site and artifact inventory: A major overhaul of its web site (<http://www.herculeshistory.org>) is underway. New technology is making it easier to provide public access to digital files such as photographs, documents, and audio & video recordings. This activity is being done in order to make it possible to include photographs of its artifact inventory that will involve special software. An Instagram account has been created and will include content that has yet to be decided upon.
  - Hercules Library exhibit: A new exhibit called “Kaboom” was installed in the designated lockable cabinet in the Hercules Library. The installation took place in late June 2019.
  - Participation in the Hercules Holiday Tree Lighting event held on December 2, 2018: Three HHS members manned an information table at which they answered questions about Hercules history and the organization. HHS brochures and snacks were distributed to those who visited the table. Due to scheduling conflicts, no HHS members will be participating in an information table at the event scheduled for December 1, 2019.
  - Participation in Clean-Up Day in Hercules held on May 4, 2019: Five HHS members worked at the event at the City’s corporation yard dumpsters.
  - Attended the Community and Library Services Commission meeting on September 10, 2018 to give a status report.
3. Nonprofit Group Presentation – Library Foundation – Jo Ellen Marcotte gave report During 2019, the Hercules Library Foundation continued our mission of soliciting and managing contributions to supplement public funding for the Hercules Library. Our goal is to ensure that the library continues to provide outstanding free and convenient services for our community.

On April 17, we hosted our annual volunteer event at the library to thank everyone for their hard work and dedication. Approximately 40 volunteers shared dinner, played games and received certificates for their work.

On May 4, we participated in the city wide clean-up day.

During this year, the Foundation purchased additional toys and a deck box to store them in the Children's outdoor garden.

In 2019, the Foundation made its final payment of \$13,000 to the City of Hercules for additional library operating hours.

Also, we authorized spending up to \$15,000 for the renovation of the Story Cone in the Children's library. The library staff has been working with the Burgeon Group to design an all inclusive early literacy and play space with a spaceship/space theme. The installation was completed on October 5. It includes wall panels and early literacy manipulatives which elevate the space into an interactive, educational and safe area for younger children of all abilities and needs. We are planning a grand opening "Launch Party" on October 15 which will be open to the public.

We have also been working with the library staff to secure grant money to help pay for this exciting and important project.

Throughout 2019, a number of our Board of directors and officers continued to perform various volunteer duties at the library such as shelving books and teaching classes.

4. Nonprofit Group Presentation – Friends of the Library – Charlie Lucke gave report  
We are a nonprofit 501(c)3 organization that was formed in May 2000 to support the effort to bring a library to our city. The Friends believe that the Hercules Library is a valuable resource that enriches our city and contributes to its quality of life. Our aims are to:
  - Support, promote, and advocate for the library as a vital community asset
  - Extend and enhance the library's services and resources
  - Establish close relations between the library and the people it serves

Membership in the Friends is open to all. We currently have more than 200 members.

Our volunteers operate a bookstore inside the Hercules Library, run an online book sales program, and hold used book sales twice a year. The money we raise through these activities, as well as donations and membership dues, are used to:

- Provide funds to help the library build its collections of books and other materials
- Sponsor programs and activities to entertain and educate both children and adults
- Assist the library staff with special purchases and projects

In 2018, our financial contribution to the library was more than \$20,000. Of this amount, \$10,000 was designated for new books and materials, and \$10,000 more went to support and enhance the library's programs and services. We anticipate similar totals for 2019, which will bring the total amount that we have donated to the library since

our founding to more than \$270,000.

We also promote and publicize the library to the community. We regularly participate in such events as community expos, the holiday tree lighting celebration, and the Community Cleanup Day.

We look forward to a great 2020 for our library and for the city of Hercules.

5. Trunk or Treat

The 2<sup>nd</sup> annual Trunk or Treat event is coming up Friday, October 25. It will be held at the Community Swim Center. We will start at 6pm, and go until 8pm or until candy runs out...whichever comes first. In 2018 we had 14 cars participate in decorating their car trunks and handing out candy to approximately 75costumed Trick or Treaters. Our goal for this year is to have between 15 and 18 cars, and we anticipate about 150-200 participants.

As previously reported, Trunk or Treat is a relatively new alternative to the traditional door to door Trick or Treating that happens on Halloween. This year the Parks and Recreation Department will once again be putting our spin on this fun community event, by showing a Halloween themed movie. We have Police, Fire, several city recognized nonprofit groups, city staff and community members coming to help out. We are also excited to announce that Starbucks will be there as well as about a half dozen volunteers from the Kiwin and Interact Clubs.

It's not too late to enter your trunk into our event. We have great prizes this year, and we think it will be a "Spook-tacular" event. If you are interested in participating as one of the vehicles, please contact the Parks and Recreation Department at (510) 799-8291.

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

## **XII. FUTURE AGENDA ITEMS**

1. Nonprofit Group Presentation – Sister City
2. Nonprofit Group Presentation – Historical Society
3. Nonprofit Group Presentation – Library Foundation
4. Nonprofit Group Presentation – Friends of the Library

## **XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, October 14, 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.