

# City of Hercules

111 Civic Drive  
Hercules, CA 94547



## Meeting Agenda

Monday, February 10, 2020

7:00 PM

**SPECIAL 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 D. Yamamoto*

*Student Commissioner - Vacant*

**I. SPECIAL MEETING - NONE**

**II. WORKSHOP - NONE**

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

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

**VI. AGENDA ADDITIONS/DELETIONS**

**VII. PUBLIC COMMUNICATIONS**

**VIII. DIRECTOR REPORT**

1. [20-151](#) Parks and Recreation Monthly Reports (January)

Attachments: [MONTHLY REPORT - PR - January 2020 - 200210](#)

2. [20-153](#) Library Manager Monthly Report (January)

Attachments: [MONTHLY REPORT - Library - 20200210](#)

**IX. CONSENT CALENDAR**

1. [20-154](#) Minutes: January 13, 2020 Meeting

Attachments: [MINUTES-CLSC-January 2020 - 200113](#)

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

1. [20-155](#) County Library Seat
2. [20-156](#) Prop 68
3. [20-157](#) Rec Expo
4. [20-158](#) Joint Commission Training

**XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS**

1. [20-159](#) Library Monthly Report (December)
2. [20-160](#) Dog Park/Community Garden Tour - March Meeting
3. [20-161](#) Public Art - March Meeting

4. [20-162](#) Dog Park Workshop - April Meeting

## **XII. FUTURE AGENDA ITEMS**

## **XIII. ADJOURNMENT**

The next Regular Meeting of the Commission will be held on Monday, March 9, 2020 at 7:00 p.m. in the Council Chambers.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports from the City's website at [www.ci.hercules.ca.us](http://www.ci.hercules.ca.us) and can receive e-mail notification of agenda postings by signing up to receive an e-notice from the City's website. Agendas and staff reports may also be obtained by contacting the Administrative Services Department at (510) 799-8215.

Posted: February 6, 2020

**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**  
**January 2020**



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

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

**Status:** In January 2020 the department brought in **\$123,907.44** in revenue. Year to Date Revenue for Fiscal Year 2019-20 is **\$914,223.48**. Tracking ahead of the last year.

**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! – **completed**
- 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** – **completed**
  - **DP#20-5 - Upgrade patio at Community Center** – **in progress**
  - ✓ **DP#20-6 - Pool Cover Reel** – **completed**
- Working on Summer Activity Guide. Scheduled to be mailed on Monday, March 2, 2020.
  - Movie Nights will return in 2020. We are branding them Family
- 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 was dark in August. September through November were busy months with presentations from the 14 City recognized Nonprofit groups. Applications for the 2020FY were due in November, and the Commission voted 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



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



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.

**Accomplishments/Items in Progress:**

- December 9, 2019: (13) Nonprofit Groups approved by Commission.
- December 1, held annual Tree Lighting event at the Community Swim Center.
- November 7, held November Commission meeting and renewal packets were due.
- 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 summer 2019 while Hanna Ranch received some much needed attention. Highlights from Summer 2019 include 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. Camp averaged between 75-80 campers each week.

- Camp will return to Hanna Ranch Kidz Center in 2020 after a facelift in summer 2019.
- Plans are underway for summer 2020, with more trips and activities.
- We are adding a weekly Camp Sparklers Camp for preschool age campers.

**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.

<b>Breakfast Club - 2019-2020</b>	<b>Enrollment</b>	<b>Space Available</b>
Ohlone-Max 28	25	3
Lupine-Max 13	13	0
Hanna-Max 13	9	4



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



**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 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.

<b>RAP</b>	<b>Enrollment</b>	<b>Space Available/Waiting list</b>
Hanna - K-2 <sup>nd</sup>	25	3 (spaces)
Hanna - 3 <sup>rd</sup> -5 <sup>th</sup>	19	9 (spaces)
Lupine - TK-2 <sup>nd</sup>	28	0 (max)
Lupine - 3 <sup>rd</sup> -5 <sup>th</sup>	14	0 (max)
Ohlone - K-2 <sup>nd</sup>	19-MAX	(5 spaces/14 WL: reached out move folks off WL)
Ohlone - 3 <sup>rd</sup> -5 <sup>th</sup>	22-MAX	2 (spaces)

**Status:** In January Child Care programs brought in a total of **\$55,960.72** 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 January Tiny Tot Programs brought in **\$19,930.50** in revenue.

<b>Preschool</b>	<b>Enrollment</b>	<b>Space Available/Waiting list</b>
Lupine Pre-K	25-MAX	5(WL)
Hanna Jr-K	25-MAX	4(WL)
Hanna Multi-Age	22-MAX	0
Hanna Little Learners	19	1(space)

**Accomplishments/Items in Progress:**



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



- Preschool Holiday programs were a big success, followed by a 2 week break.
- December brought several drops for a variety of reasons. Most of the drops were families moving out of Hercules and had multiple children in classes. However, there are still folks on the waitlist and staff is working on filling the newly open spaces.
- 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.
  - 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 January Aquatics brought in **\$7,057.00** in revenue.

**Aquatics – January Enrollment**

Program	Enrollment
EBSD Swim Team – Year Round	69
Lap Swim	15

**Accomplishments/Items in Progress:**

- 5 Senior Lifeguards received their Lifeguard Instructor Certifications. This will allow for Parks and Recreation to expand the number of CPR, First Aid and Lifeguard classes that are offered throughout the year.
- 14 Lifeguards were recertified in preparation of the peak swim season coming up.
- Completed successful Fall Swim Lesson program October 12.
- Piranhas finished a successful season.





**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



- 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 January classes brought in **\$3,190.97** in revenue.

Classes – January enrollment

Camp/Class	Enrollment		Class/Class	Enrollment
Karate	35		Adult Oil Painting	4
Karate FREE Trial	1		Youth Oil Painting	4

**Accomplishments/Items in Progress:**

- Busy preparing for President's week camps. Registrations are still open.
- The move to Samara proved to deliver an all-time high in enrollment for Karate with 41 participants for the first month.
- 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 January the Senior Center brought in **\$1,274.00** in revenue.

January: total Senior Center active memberships: 199 members

Program	Enrollment		Program	Enrollment
Advance Tai Chi	68		Goodie Store	90
Advice Nurse	25		HICAP	3
Art	8		Hula Dance	73
Bingo	70		Line Dancing	105
Blood Pressure	30		Low Impact Exercise	180



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



C.C. Café Lunch	730	Special Event/Day Trip	120
Card Club	0	Tai Chi	195
Chi Kong	78	Tap	21
Computer Lab	10	Wills & Trust	2
Fruit & Veggie Distribution	450	Yuen Ji & Dance	75
		Zumba Gold	35

**Accomplishments/Items in Progress:**

- February 5, a group of 12 Seniors took a trip to Lawrence Hall of Science in Berkeley. They experienced cyclotron, learned how helium and other gases are made, and explored the farthest reaches of the Pacific Ocean in a 3D theater.
- The annual Chinese New Year event was held on Wednesday, January 29, at the Senior Center. Tickets included lunch and traditional Lion Dancers from Concord Kung Fu Academy, along with our very own Yuen Ji Dance class. The event sold out with 100 people attending the celebration of The Year of the Rat.
- January 21, 17 Seniors went to the California Academy of Science in San Francisco. They explored the depths of a Philippine coral reef to outer reaches of space, fly through the Universe on one of the world's largest all digital planetariums, take a virtual safari in African Hall and visit with Claude the albino alligator.
- November 22, held Friends Giving Fundraising Event; more than 100 participants.
- November 22, Federal Glover gave 65 Turkey's to Friends of Hercules Senior members.
- November 6, 28 Seniors participated on a Day Trip to Old Town Sacramento via Amtrak.
- 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

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

**Status:** In January, Sports programs brought in **\$2,868.50** in revenue.

**Sports – January enrollment**

Program	Enrollment
HNSA Basketball Skills Clinic	19
AOSL Mighty Mites Basketball League	24
X-Fit Training	5
Skyhawks Sports	27



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



**Accomplishments/Items in Progress:**

- Working on activities for our Summer Activity Guide. Lining up fun and exciting sports camps, tot sports programs, and fitness training opportunities for the community.
- X-fit has a special New Year's 2 for 1 promo! Offer is good for both Adults and Lil' Ninjas.
- Winter/Spring 2020 Activity Guide has been released with exciting and fun sports programs from Skyhawks, Kidz Loves Soccer, AOSL, Hoops Never Stops Academy, and X-Fit Training! What better way to start the new year with our fitness and sports programs for participants of all ages! Programs will begin the week of January 6, 2020.
- X-Fit training began this Fall. X-Fit is a non-competitive program that helps develop gross motor skills, core strength, balance, and body control athletic atmosphere. There is a class for Adults, and one for youth (Lil' Ninja Training). X-Fit 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 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 January, the Teen Center brought in **\$7,437.50** in revenue.

**Teens – January enrollment**

Program	Enrollment
Online Driver's Ed Program	1
Teen Breakfast Club	6



**CITY OF HERCULES**  
**PARKS & RECREATION MONTHLY REPORT**  
**January 2020**



T.H.E. S.P.O.T.

20

**Accomplishments/Items in Progress:**

- The Teen program is starting to work on EGGstravaganza event. It will be held Saturday, April 11, 2020 at the Senior Center.
- T.H.E. S.P.O.T. hosted their annual Holiday party on Wednesday, December 18<sup>th</sup> and enjoyed the company of their peers with delicious foods and deserts! Holiday music, movies and games were played before they were sent off on their 2 week break from school.
- 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 stored 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!

**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.



**CITY OF HERCULES  
PARKS & RECREATION MONTHLY REPORT  
January 2020**

---



**Status:** In January, facility rentals brought in **\$15,752.25** in revenue.

**Accomplishments/Items in Progress:**

- Continued to hire more Facility Attendants in preparation of the peak months coming up.
- Hired 5 new Facility Attendants, so staffing levels are getting back up to normal levels.
- 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.

**UPCOMING SPECIAL EVENTS:**

Title	Date	Time	Description
Builder's Club	2/4/2020	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.
Candidate Forum – CCC Board of Supervisors, District V	2/4/2020	6:30PM	<p>Contra Costa County Library will host a candidate forum for Contra Costa County Board of Supervisors, District V representative. Hear directly from the candidates about their experience and positions on issues relevant to the office. This event is being done in partnership with the League of Women Voters, the Contra Costa County Elections Department and CCTV.</p> <p>County residents unable to attend the forums can watch live on the Contra Costa County Library Facebook page at <a href="https://www.facebook.com/ccclib/">www.facebook.com/ccclib/</a>. The forums will also be archived on the Library's YouTube channel <a href="https://www.youtube.com/user/theccclib">https://www.youtube.com/user/theccclib</a>.</p>

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

Computer Basics	2/5/2020 2/12/2020 2/19/2020 2/26/2020	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	2/5/2020 2/12/2020 2/26/2020	3-5pm	Teen volunteers help kids in grades K-5 with their homework!  Please note, no Homework Help on 11/27/19
All Abilities Playgroup Workshop	2/8/2020	1:30PM	Speech-pathologist moms, Arezu Mashirian and Kathryn Brodsky of Chit Chat Preschool, will model and encourage evidence-based, therapeutic strategies for facilitating communication and play. They will answer questions and offer individualized referral information for a range of community agencies, resources, and parent support organizations. Toddlers 0-3, siblings welcome
Free Tax Help	2/8/2020 2/15/2020 2/22/2020 2/29/2020	3:30PM	If your 2019 household income was less than \$58,000, you can get free tax help here in West Contra Costa County. IRS-certified tax preparers will help you get the refund you deserve. You could qualify for the Earned Income Tax credit, which could mean a refund of up to \$6,000.

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

			<p>What to Bring:</p> <ul style="list-style-type: none"> <li>• ID Card</li> <li>• Social Security Card or ITIN numbers</li> <li>• All W-2's, 1099's and other income forms</li> <li>• Landlord contact information</li> <li>• A voided Bank Account check for direct deposit</li> <li>• Last year's tax return</li> <li>• Childcare provider name, address, and tax ID number.</li> </ul> <p>Call 510.224.4635 or visit Eventbrite for an appointment:</p>
Chinese New Year Shadow Puppet Show*	2/11/2020	1:00PM	Join the library to celebrate the Chinese Lunar New Year. Go Mandarin! will perform a special storytime complete with a special shadow puppet show to ring in the year of the Rat.
Uke and Me @the Library*	2/24/2020	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.
SHABANG! The History and Music of the Steel Drum*	2/25/2020	6:00PM	Join us for a night where we celebrate <i>Carnivàle</i> and the music and history of steel drums with a fun and informative performance by

\*sponsored by the Friends of the Hercules Library



		the steel pan group SHABANG! They will perform a selection of steel pan music for us while sharing about the origin of the steel drum, and its' role in black celebrations on the islands and here in the United States.
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## ANNOUNCEMENTS

### Get Free Tax Help at the Library (United Way and AARP)

Every Saturday, February 8<sup>th</sup>-April 11<sup>th</sup>

10am-3pm

Call 510-224-4635 for an appointment

If your 2019 household income was less than \$58,000 you can get free tax help here in West Contra Costa County. IRS-certified tax preparers will help you get the refund you deserve. You could qualify for the Earned Income Tax credit which could mean a refund of up to \$6,000.

### Network Outage Update

On January 3<sup>rd</sup> Contra Costa County Library services were disrupted by a cyber security incident. The ransomware attack impacted a number of library services, and as of January 30, all services have been restored including online account access as well as WiFi and printing.

Library and County IT staff are working to secure and upgrade the Library's network to prevent future attacks and law enforcement continues to investigate the cause of the breach. We'd like to thank you for your patience during the recovery and as we continue to make the library better for everyone.

**Check out 10 items get a bag! One per family while supplies last.**



**All Contra Costa County Libraries will be closed on Monday February 17<sup>th</sup> for the President's Day holiday.**

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

**Community & Library Services Commission Minutes**

January 13, 2020

6:30 p.m. Workshop

7:00 p.m. Meeting

**Hercules City Hall**

111 Civic Drive

Hercules, CA 94547

---

**COMMUNITY & LIBRARY SERVICES COMMISSION**

**I. SPECIAL MEETING – 6:30 P.M. – NO SPECIAL MEETING**

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

**II. WORKSHOP**

None

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

Called to order at 7:09p.m

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

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

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

1. City Clerk and Director of Administrative Services administered the Oath of Office for the re-appointed and newly appointed Community and Library Services Commissioner members: Commissioners Ward-Jackson & Yamamoto.

**VI. AGENDA ADDITIONS/DELETIONS**

1. Library Monthly Report (December)

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Report (December)

**IX. CONSENT CALENDAR**

1. Minutes: December 9, 2019 Meeting

**MOTION:** Commissioner Ward-Jackson moved to approve the consent calendar. Commissioner Chen seconded the motion. Motion passed 3-0 with 1 abstention (Yamamoto).

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

1. Vote on Chair and Vice Chair of the Community and Library Services Commission

**MOTION:** Commissioner Campbell-Miller moved to approve Commissioner Chen as the new Chair for the Community and Library Services Commission. Commissioner Yamamoto seconded the motion. Motion passed 4-0.

**MOTION:** Commissioner Chen moved to approve Commissioner Yamamoto as the new Vice Chair for the Community and Library Services Commission. Commissioner Ward-Jackson seconded the motion. Motion passed 4-0.

**MOTION:** Commissioner Chen moved to continue the meeting with the Chair and Vice Chair remaining the same with the reseating taking place for the February meeting. Commissioner Yamamoto seconded the motion. Motion passed 4-0.

2. Vote on alternate for County Community & Library Services Commission  
This was tabled until next meeting to find out more information.

3. 2020 Commission Calendar (August and October Meetings)  
The discussion revolved around two months, first the August meeting. Traditionally the CLSC goes dark in August when Council goes dark. The second month up for discussion this calendar year was the month of October, specifically as this meeting is scheduled for the second Monday in October which happens to fall on Indigenous Peoples Day. Every year one of our Commissioners misses this meeting, and the Commissioners discuss moving the meeting to an alternate date in October.

**MOTION:** Commissioner Chen moved to follow the Council's lead and go dark in August, and to move the Community and Library Services Commission meeting in October, to Wednesday, October 7. Commissioner Ward-Jackson seconded the motion. Motion passed 4-0.

4. Tree Lighting wrap up  
The Commission discussed the 2019 Tree Lighting event. The event had also been discussed at the December meeting, and the consensus was to follow up with photos. Due to technical difficulties photos were not available from the event. However, the impending discussion and consensus was the event was well attended and went smoothly.

**XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

1. Joint Commissioner Training  
A date for this training has yet to be determined. Once a training date is scheduled, the training will take place in the Council Chambers, and all Commission members will be informed.
2. County Library Commission

Commissioner Ward-Jackson who represents Hercules at the County Library Commission brought up a concern about her availability to be at all the County Commission meetings. The next County meeting is Thursday, January 16, in Concord. Commissioner Ward-Jackson wants to add this as a discussion item for next month.

**XII. FUTURE AGENDA ITEMS**

1. Library Monthly Report (December)
2. Rec Expo
3. Dog Park Tour: March Meeting – Commission added Community Garden tour as well
4. Dog Park Workshop: April Meeting

**XIII. ADJOURNMENT**

Chair Brian Campbell-Miller adjourned the meeting at 8:15pm.

---

Brian Campbell-Miller

Attest

---

Christopher Roke  
Parks & Recreation Director