

City of Hercules

111 Civic Drive
Hercules, CA 94547



Meeting Agenda

Monday, March 9, 2020

7:00 PM

SPECIAL MEETING - NONE
REGULAR MEETING - 7:00 P.M.

Council Chambers

Community and Library Services Commission

Chair Han Chen
Vice Chair D. Yamamoto
Commissioner Evangelia Ward-Jackson
Commissioner Brian Campbell-Miller
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. [20-193](#) Parks and Recreation Monthly Reports (February)

Attachments: [MONTHLY REPORT - PR - February 2020 - 200309](#)

2. [20-200](#) Library Manager Monthly Report (February)

Attachments: [MONTHLY REPORT - Library - 20200309](#)

IX. CONSENT CALENDAR

1. [20-194](#) Minutes: February 10, 2020 Meeting

Attachments: [MINUTES-CLSC-February 2020 - 200309](#)

X. DISCUSSION AND/OR ACTION ITEMS

1. [20-195](#) Public Art - Deanne Fuentes
2. [20-196](#) Tour of Beechnut Park

XI. COMMISSIONER REPORTS AND ANNOUNCEMENTS

XII. FUTURE AGENDA ITEMS

1. [20-197](#) Library Monthly Report (December & January)
2. [20-198](#) Dog Park / Community Garden Tour - May Meeting
3. [20-199](#) Dog Park Workshop - June Meeting

XIII. ADJOURNMENT

The next Regular Meeting of the Commission will be held on Monday, April 13, 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 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: March 5, 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),

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
February 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 February 2020 the department brought in **\$98,688.79** in revenue. Year to Date Revenue for Fiscal Year 2019-20 is **\$1,012,752.27**. 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 – **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* – **RFP out to Bid now**
 - **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**
- March 2, 2020: Summer Activity Guides arrived & were mailed to Hercules residents.
 - Movie Nights will return in 2020. We are branding them Friday Family Flix & Fun.
- 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 organizations will participate in upcoming events like the 2nd annual Trunk or Treat event, Tree Lighting and the Citywide Clean-up Day.

Accomplishments/Items in Progress:



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- March 2: sent 2 month warning to all City recognized Nonprofit groups about the Community Clean-up day, scheduled for Saturday, May 2, 2020, at the Corp Yard.
 - Currently planning for event.
- 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 2nd 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-2nd) and Dynamite (grades 3rd-5th). 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.

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

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



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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.

RAP	Enrollment	Space Available/Waiting list
Hanna - K-2 nd	25	3 (spaces)
Hanna - 3 rd -5 th	17	11 (spaces)
Lupine - TK-2 nd	28	0 (max)
Lupine - 3 rd -5 th	18	0 (max)
Ohlone - K-2 nd	22-MAX	(14 WL: moved 5 off WL)
Ohlone - 3 rd -5 th	22-MAX	2 (spaces)

Status: In February Child Care programs brought in a total of **\$33,638.17** 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 February Tiny Tot Programs brought in **\$13,424.30** in revenue.

Preschool	Enrollment	Space Available/Waiting list
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:

- February:



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- Preparing for Priority Registration in early March. Families in Preschool get first opportunity to register for school next calendar year.
- Gearing up for Summer. Added new Sparklers “Dyno” camps. Traditional camps for preschoolers. See Summer 2020 Activity Guide.
- 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 February Aquatics brought in **\$7,113.60** in revenue.

Aquatics – February Enrollment

Program	Enrollment
EBSD Swim Team – Year Round	69
Lap Swim	39

Accomplishments/Items in Progress:

- In February:
 - Revamped Summer Lesson program, adding more lesson possibilities to meet the needs of the community. See Summer Activity Guide.



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- 5 Senior Lifeguards received their Lifeguard Instructor Certifications. As reported last month, this will allow for Parks and Recreation to expand the number of CPR, First Aid and Lifeguard classes that are offered.
- January: 14 Lifeguards were recertified in preparation of the peak summer season.
- October: Completed a successful Fall Swim Lesson program.
- August: Piranhas finished a successful season.
- July: 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 February classes brought in **\$3,136.87** in revenue.

Classes – February 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:

- February: President's week camp was held at Ohlone Kidz Center.
- 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 February the Senior Center brought in **\$1,574.00** in revenue.



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February: total Senior Center active memberships: 203 members

Program	Enrollment	Program	Enrollment
Advance Tai Chi	52	HICAP	3
Advice Nurse	20	Hula Dance	53
Art	40	Let's Dance	40
Bingo	61	Line Dancing	250
Blood Pressure	15	Low Impact Exercise	187
C.C. Café Lunch	598	Special Event/Day Trip	0
Card Club	0	Tai Chi	188
Chi Kong	62	Tap	24
Computer Lab	12	Wills & Trust	2
Fruit & Veggie Distribution	360	Yuen Ji & Dance	79
Goodie Store	68	AARP Tax service	30

Accomplishments/Items in Progress:

- February
 - Sold out Alcatraz trip scheduled for March 18.
 - February 5: (12) Seniors went 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.
- January 29: Celebrated Chinese New Year with an event at the Senior Center. 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



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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 February, Sports programs brought in **\$2,868.50** in revenue.

Sports – February enrollment

Program	Enrollment
HNSA Basketball Skills Clinic	21
X-Fit Training	3
Skyhawks Sports	27

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



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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 February, the Teen Center brought in **\$5,978.10** in revenue.

Teens – February enrollment

Program	Enrollment
Online Driver's Ed Program	1
Teen Breakfast Club	6
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.
- December 18: Held annual Holiday party at T.H.E. S.P.O.T. Teens 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.
- August:
 - 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.
 - August 19: T.H.E. S.P.O.T. (after-school Teen program) has begun. Participants take advantage of homework assistance, participate in cooking projects, group games, sports, video games, movies, etc.
 - Teen Dynamite Summer Camp came to an end August 9. We sent the teens off to school with a fabulous trip to Six Flags Discovery Kingdom! Campers rode roller coasters and water rides, explored the many different attractions, visited the animals, ate yummy amusement park foods and had a blast! 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!



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- July: Teen Dynamite Summer Camp had a great first month of programming.
 - Campers go on (2) field trips each week, swim at the CSC, have group games, cooking projects, video games, 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.

Status: In February, facility rentals brought in **\$18,215.25** 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.

Hercules Community and Library Services Commission
 Librarian Report
 MARCH 2020

UPCOMING SPECIAL EVENTS:

Title	Date	Time	Description
Builder's Club	3/3/2020	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 first Tuesday of every month. We ask that parents keep an eye on little ones for choking hazards.
ESL Conversation Group	3/2/2020 3/9/2020 3/16/2020 3/23/2020 3/30/2020	3-5pm	Teen volunteers help kids in grades K-5 with their homework! Please note, no Homework Help on 11/27/19
Computer Basics	3/4/2020 3/11/2020 3/18/2020 3/25/2020	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	3/4/2020 3/11/2020 3/18/2020 3/25/2020	3-5pm	Teen volunteers help kids in grades K-5 with their homework! Please note, no Homework Help on 11/27/19

**sponsored by the Friends of the Hercules Library*

Free Tax Help	3/7/2020 3/14/2020 3/21/2020 3/28/2020	3:30PM	<p>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.</p> <p>What to Bring:</p> <ul style="list-style-type: none"> • ID Card • Social Security Card or ITIN numbers • All W-2's, 1099's and other income forms • Landlord contact information • A voided Bank Account check for direct deposit • Last year's tax return • Childcare provider name, address, and tax ID number. <p>Call 510.224.4635 or visit Eventbrite for an appointment:</p>
Read Aloud Book Club	3/10/2020	4:00PM	<p>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.</p> <p>For March we will be</p>

**sponsored by the Friends of the Hercules Library*

			reading <u><i>Alien Superstar</i></u> by Henry Winkler. Copies of the book will be available to use and check out at the meeting.
Count Me In! Storytime	3/10/2020	6:00PM	Have fun with numbers. This storytime will focus on counting through reading, activities and song. Part of Census 2020
Count Me In! Storytime	3/12/2020	11:00AM	Have fun with numbers. This storytime will focus on counting through reading, activities and song. Part of Census 2020
All Abilities Playgroup Workshop	3/14/2020	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
Melody of China*	3/14/2020	3:30PM	Join us as we listen to the soothing sounds of Melody of China, a Chinese music ensemble based in the San Francisco Bay Area. The ensemble has a two-fold mission: to promote Chinese classical, folk, and contemporary music, and to provide quality entertainment through the synergy between an ancient cultural tradition and youthful, multi-colored American culture.

**sponsored by the Friends of the Hercules Library*

Uke and Me @the Library*	3/16/2020	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.
California Young Reader Medal Voting Night	3/17/2020	6:00PM	The library needs YOU! Help vote for the winners of the California Young Reader Medal for 2019-2020. Read-a-thon of the picture books along with a polling station to collect votes will be offered on this very special night.
Persian New Year Celebration with Shahrzad Dance Academy*	3/24/2020	6:00PM	Celebrate Nowruz with our Symbols of Love show performed by the Shahrzad Dance Company. Learn about the true meaning behind Persian New Year.
Insiders Club*	3/26/2020	10:15AM	Our monthly club for adults with physical and intellectual disabilities. Join us this month to create some beautiful art with the NIAD Art Center.
Great Books Discussion Group*	3/30/2020	7:00PM	Join us for monthly discussions of Great Books at the Hercules Library as we discuss "In Which the Story Pauses a Little" by George Eliot and "The Decay of Lying" by Oscar Wilde

ANNOUNCEMENTS

**sponsored by the Friends of the Hercules Library*

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

Every Saturday, February 8th-April 11th

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

Service Interruption Information

Several key services are working again after the Library experienced a network outage on Saturday February 22nd. Internet, WiFi, printing and online account access are up and running. We are doing everything we can to restore all services as quickly as possible.

Here is a link to the services that have been resorted: <https://ccclib.org/outage-updates/>

Thank you for your continued patience during this difficult time.

Follow us on Facebook: Hercules Public Library

Follow us on Instagram: herculeslibraryccclib

For more information please visit us online at <https://ccclib.org/locations/55/>

Community & Library Services Commission Minutes

February 10, 2020

6:30 p.m. Workshop

7:00 p.m. Meeting

Hercules City Hall

111 Civic Drive

Hercules, CA 94547

COMMUNITY & LIBRARY SERVICES COMMISSION - MINUTES

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. – REGULAR MEETING AGENDA

Called to order at 7:05p.m

Commissioners Chen, Yamamoto, Campbell-Miller were present. Commissioner Ward-Jackson arrived 7:06p.m.

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

IV. PLEDGE OF ALLEGIANCE

V. INTRODUCTIONS/PRESENTATIONS

None

VI. AGENDA ADDITIONS/DELETIONS

1. Library Manager Monthly Report (January)

VII. PUBLIC COMMUNICATION

None

VIII. DIRECTOR REPORT

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

IX. CONSENT CALENDAR

1. Minutes: January 13, 2020 Meeting

MOTION: Commissioner Campbell-Miller moved to approve the Consent Calendar. Commissioner Ward-Jackson seconded the motion. Motion passed 4-0.

X. DISCUSSION AND/OR ACTION ITEMS

1. County Library Seat

The City of Hercules is one of the 18 represented cities that can provide an appointed voting member of the Contra Costa County Library Commission. There is also a provision within the bylaws that allows for an alternate member who is able to vote should our regular member be unable to attend. Currently we do not have an alternate. The alternate needs to be appointed as well, so any recommendation from this commission would go to the Council for approval.

The Library Commission meetings are public meetings, so anyone else could attend and report back to the commission, but they would not be able to vote. A meeting attendee could also comment during the meeting, if they desired. As a public meeting, any member of the public has the opportunity to speak during public comment on each item on the agenda, plus one additional time on any item that is not on the agenda but is under the Commission's purview.

MOTION: Commissioner Campbell-Miller moved to recommend to the Council to approve the Commissioner Chen as the Alternate to the County Library Seat. Commissioner Yamamoto seconded the motion. Motion passed 4-0.

2. Prop 68

The State of California has approved Proposition 68. There are 2 programs, a competitive program and a Per Capita program. The City of Hercules is going to participate in the Per Capita program. The Per Capita funds are allocated to entities based on population. The minimum allocation is \$200,000. There is a required 20% match, which means the City's obligation would be \$50,000. Parks and Recreation has identified a funding source for the match, and a location for the work.

3. Rec Expo

The City of Hercules Parks and Recreation Department has been holding a Recreation or Rec Expo for several years. In the beginning many of our Summer Camp contractors come to the event. It was held on a Saturday at the Community Swim Center. The idea was to give our community members/customers a peek at what was being offered for the summer. Families could register during the event. If they paid in full that day they would receive a 10% discount on participating programs. The event was successful from a financial stand-point. However, it turned out that very few people came into the gym to visit with the contractors, so it was not worth the time for the contractors. We learned that people just wanted to get a discount.

In 2017, we changed the Expo from a full day on Saturday, to the full work week, only with reduced office hours (M-Th 10a-4p). The transition was smooth and families seemed to like the idea that they had several days to register for the discount.

As we prepare for this coming Rec Expo, we have been noticing a trend in the industry with many of the neighboring communities, and from this research we found several other ways to make Rec Expo exciting. Some cities call it a “sneak preview” and hold an event in the evening. During the sneak preview, you cannot register. You can only come see what is being offered. In addition to the sneak preview, they hold a discount day a day or two later. One city even calls this event “Discount Day”. But most of the cities we found holding these programs, only do their discount day with online registration. The goal has been to move their families to doing online registration. El Cerrito, Concord and Pleasant Hill have all experienced an uptick in their online registrations because of this move. This would be a big help to the office and allow us to concentrate on other pressing needs should we make this move next year. We plan to pass out information about these proposed changes during Rec Expo Week this year.

4. Joint Commission Training

City Attorney, Patrick Tang, and Administrative Services Director, Lori Martin, held the City’s Annual Commissioner Training on Wednesday, February 19, 2020 at 5:00 p.m. in the Council Chambers. All Commissioners were invited to attend. This is a mandatory training for any new commissioners and optional/voluntary for those who have received this training in the past, however all are encouraged to attend as a refresher and also to give commissioners an opportunity to give input and observations as existing Commission Members.

XI. COMMISSION REPORTS AND ANNOUNCEMENTS

1. Commissioner Campbell-Miller announced that he had been promoted to Library Assistant P.I. and will be filling in for 4 different Librarians. His training for the new position begins February 24.
2. Commissioner Ward-Jackson announced that February is Black History Month. She also announce that she has been promoted to the Senior School Director of the Making Waves Academy. Making Waves Academy is a Charter Academy for 5th through 12th Grades in Richmond

XII. FUTURE AGENDA ITEMS

1. Library Monthly Report (December & January)
2. Dog Park/Community Garden Tour – May meeting
3. Dog Park Workshop – June meeting

XIII. ADJOURNMENT

Chair Han Chen adjourned the meeting at 8:45pm.

Han Chen

Attest

Christopher Roke
Parks & Recreation Director