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**COMMUNITY & LIBRARY SERVICES COMMISSION**

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

Called to order at 6:35 p.m.

Commissioners Ward-Jackson, Chen, and Campbell-Miller were present.  
The other two Commissioner seats are currently vacant.

Staff present: Christopher Roke, Parks & Recreation Director.

**II. WORKSHOP**

1. Discussion regarding Contra Costa Library Commission back-up.

Currently Commissioner Campbell-Miller serves as the City of Hercules representative on the Contra Costa Library Commission through June 30, 2019. The discussion was centered around the appointment of an alternate commissioner to serve on the Contra Costa Library Commission, if so desired. Based on the current situation with two vacancies on the commission, there was no one able to take on this additional role at this time.

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

Called to order at 7:00 p.m.

Commissioners Ward-Jackson, Chen, and Campbell-Miller were present.  
The other two Commissioner seats are currently vacant.

Staff present: Christopher Roke, Parks & Recreation Director, and Lynne Noone, Library Manager.

**IV. PLEDGE OF ALLEGIANCE**

**V. INTRODUCTIONS/PRESENTATIONS**

Presentation: Staff in the Spotlight, Kristina Griffith – G.E.M. Award Winner

About the G.E.M. Award:

The GEM award is a Hercules Park & Recreation award given to a staff member at the monthly meeting. It is a recognition award from staff to staff, acknowledging someone for going above and beyond. GEM is short for Going the Extra Mile. The award itself is a sparkly diamond, or GEM. The award winner is recognized by their peers and showered with sparkly gems (a.k.a. “bling”).

This month's GEM Award winner was Kristina Griffith. Staff unanimously recognized her for her willingness to cover multiple areas simultaneously when key staff left the City for other ventures. Kristina began her employment here in Hercules in the Aquatics program in 2005. She has spent time in the Teen program before making her way to her current assignment as a Recreation Leader III at the Senior Center. She is also an Office Assistant at the Community Center. She has been serving the Hercules Community in this capacity for the past 5 years. A big "Thank you" goes out to Kristina for all her efforts and job well done.

**VI. AGENDA ADDITIONS/DELETIONS**

None

**VII. PUBLIC COMMUNICATION**

None

**VIII. DIRECTOR REPORT**

1. Parks and Recreation Monthly Report(s) – July and August  
The reports included the start of a new fiscal year, highlights from a summer in progress, the conclusion of summer programs and the start of a new school year. Some of the highlights included increased participation in Camp Dynamite, the rebranding of the morning and afterschool care programs: now called the Breakfast Club and Kaleidoscope Kidz respectively.
2. Library Manager Monthly Report(s) – July and August  
Highlights included the Bay Area Discovery "Try-it" Truck, Tinker Table, the Genealogy program and the reading program.

**IX. CONSENT CALENDAR**

1. Minutes: July 10, 2017 Meeting

**MOTION:** Commissioner Campbell-Miller moved to approve the consent calendar. Commissioner Ward-Jackson seconded the motion. Commissioner Chen recused. Motion passed 2-0, with 1 recused.

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

1. Nonprofit Group Presentation – Hercules Historical Society

Lynn Fissell reported on the Historical Society's efforts this year, including...

- Collecting artifacts/photographs:  
Accepting donations of artifacts and photographs year-round on as-needed basis.
- Historical resource:  
Several inquiries related to work-related information about former Hercules Powder Company employees were researched. The photographs and responses that resulted from the research have been added to the archives.
- Creating a museum in the newly-acquired trailer:  
With assistance of an archive consultant, the HHS has been collection artifacts on a monthly basis. The consultant has suggest appropriate computer software that can best be used to update inventory of artifacts and improve the display within its

- Participation in the Hercules Holiday Tree Lighting event held on December 4, 2016: Four HHS members manned an information table at which they provided a slide show of digital photographs, answered questions about Hercules history and our organization, distributed snacks, and provided Hercules history book order forms. Four HHS members plan to be involved with an information table at the upcoming event on December 3, 2017.
- Participation in Clean-Up Day in Hercules held on May 6, 2017: Six HHS members worked at the event at the City's corporation yard dumpsters.

Lynn Fissell reported on the Historical Society's efforts this year, including...

- ### 3. Nonprofit Group Presentation – Bayfront Chamber of Commerce

- Successfully merged the Hercules, Rodeo and Pinole Chambers to form the Bay Front Chamber of Commerce (February).
  - We believe combining forces will better serve the business community.

- Partnered with the Hercules Education Foundation to organize a Career Day at Hercules High.
  - Annual event brings 40 local business professionals to speak with HHS students.
  - In addition, we provide an appreciation lunch for the teachers and staff of both the Middle and High Schools on Career Day.
- Sponsor Kids Expo annually: Well-received event allowing community to meet local businesses and organizations who promote products and services they provide.
  - Local restaurants provide food tastings and activities for the youth.
- The chamber plays a large role in the planning and overall success of the Annual Holiday Tree Lighting event.
- Provided a donation for food/drink for the City Clean-Up Day at the Corp Yard on May 6, 2017.
- The chamber is partnering with the Hercules Education Foundation to hold a Health and Wellness Fair and 5K run on October 1<sup>st</sup>.
- The chamber is always on the lookout for opportunities to promote the City of Hercules to bring businesses to the community.

#### 4. Nonprofit Group Presentation – Hercules Lions Club

- Annual Crab Feed: (Feb) benefits local youth groups including but not limited to...
  - Boy Scout Troops 76, Explorers, St. Patrick Youth Group and the Hercules Education Foundation.
- Tiles: sold for wall of Children's Garden - fundraiser to help support additional hrs at Library.
- Annual Senior Holiday Luncheon:
  - Attended by 300 Seniors from Hercules and surrounding communities.
- Annual Holiday Tree Lighting: Help plan event/Provide beverages (hot coco, Coffee, etc.).
- Monthly our club volunteers at the Lions In Site Warehouse to sort eyeglasses.
- Provide donation of food/drink for the City Clean-Up Day at the Corp Yard on May 6, 2017.

#### 5. Nonprofit Group Presentation – Hercules Historical Society

Sample of programs the FOHSC participated in for 2017

- “Breakfast with Santa” in partnership with HPD Explorers - Fundraiser (December 2016)
- New Year’s (January 2017)
- Partnered with HSC for Valentine’s Day (February 2017)
- Partnered with HSC for St. Patty’s Day Dance (March 2017)
- Partnered with HSC for Earth Day (April 2017)
- Partnered with HSC for Cinco De Mayo (May 2017)
- Partnered with HSC for Membership Drive, **FREE Breakfast** all seniors (June 2017)
- Participation in Hercules 4<sup>th</sup> of July parade and events (July 2017)
- Partnered with HSC for Ice Cream Social (July 2017)
- Fish Fry fundraiser for HSC (August 2017)
- Hawaiian Luau Dinner Fundraiser for the HSC (September 2017)

- *Partnered with HSC for Halloween fundraiser. (October 2017)*
  - *Helping with the Turkey Give Away (November 2017)*
  - *“Breakfast with Santa”, partnered with Explorers for a fundraising event for HSC (December 2017)*
- \*Italics = programs still to come in 2017.*

Regular volunteering to the HSC/community as follows:

1. Daily volunteering of service in the kitchen in the preparation of food, actual serving of food to seniors, and front desk duties @ the HSC (approx. 10,591 Volunteer Hours annually)
2. Fruits and Vegetable Distribution from Food Bank, 4 hours per person a month (192 hours annually)
3. Bingo calling (2 hours each week) approx. 50 weeks/year (100 Hours annually)

**Total Hours:** (saving to the city, not counting the man hours of painting the Senior Center and supplies.) 10,883 @ \$12.00/hr = \$130,596.00.

The FHSC Club is in existence, solely for keeping the doors open of the Seniors Center of Hercules and for the seniors in the surrounding area. We also give over \$2000.00 in cash to the HSC to use for other actives during the year. We purchase all of the coffee and tea along with the creamer and sugars, for the lunch's and provide the salt and pepper along with the food handler's gloves, refrigerator filters, and vacuum cleaner bags. We also try to offset the cost of running the center, by trying to raise or save the city \$19,000.00 annually.

6. Status/Update of projects for Nonprofit Groups

Met with the Superintendent of Public Works to identify possible projects for the nonprofit groups. Jobs that wer

**XI. COMMISSION REPORTS AND ANNOUNCEMENTS**

None

**XII. FUTURE AGENDA ITEMS**

1. Parks and Recreation Monthly Report
2. Library Manager Monthly Report
3. October Meeting Minutes
4. Presentations from remaining Nonprofit groups in November: Community Gardens, Chinese Association, Education Foundation and Senior Citizens Club

**XIII. ADJOURNMENT**

7:54 P.M.