

Community & Library Services Commission Minutes
October 14, 2019
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

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 2nd 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 75 costumed 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 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.

Chair Campbell-Miller adjourned the meeting at 8:24pm.

A handwritten signature in blue ink, reading "Brian Campbell-Miller", written over a horizontal line.

Brian Campbell-Miller
Attest

A handwritten signature in blue ink, reading "Christopher Roke", written over a horizontal line.

Christopher Roke
Parks & Recreation Director