

Site Name: **South Branch Berkeley Public**

Address: 1901 Russell Berkeley 94703

Phone: 644 6860

Hours Open:

M-Th: 10-9;

Fri Sat: 10-6

Hours CM is Accessible:

M-Th: 10-9;

Fri Sat: 10-6

Fax:

E-mail:

Principal Contact: *Patty Wong*
~~Cecilia Sharon Hawkins~~ Director

Alternates: Marge

Karen

Equipment:

Cabinet:

CPU:

Monitor:

Keyboard:

Modem:

Watchdog:

Circuit:

Circuit#:

Billing#:

Order#:

Date inst:

Installer:

Rep's #:

Date Installed:

Terminal Buddy: Greg

Volunteers:

Site Name: South Branch Berkeley Public

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M-Th: 10-9;
Fri Sat: 10-6

Fax:

E-mail:

Principal Contact: ~~Bevitta Sharon Hawkins~~ Director

Alternates : Marge
Karen

Equipment:

Cabinet:

CPU:

Monitor:

Keyboard:

Modem:

Watchdog:

Circuit:

Circuit#: 617295

Billing#: 232-361-0190

Order#: C19146168

Date inst:

Installer:

Rep's #: SUE 811-6074

Date Installed:

Terminal Buddy: Greg

Volunteers:

SITE MAINTENANCE CHECK LIST

Site So. Library Your Name Nancy Kern Date 9-16-91

MATERIALS TO BRING ALONG

- White cleaning rag
- Spray bottle with warm water and a tiny bit of liquid soap
- Lint free cloth for screen
- Envelope(s) for collection of quarters
- Extra decals, tape, scissors, spray mount
- Brochures, newsletters, sign-up sheets, business cards

INTRODUCE YOURSELF TO THE SITE HOST

- Tell them your name, you're from CM to clean the terminal
- Ask them their name Christine
- Ask them if they have any problems or questions about CM
- Leave a business card with them (Nancy Kern) before you leave

CLEAN

- Dispose of trash in and around terminal
- Clean the keyboard, the wooden box, the plastic plates, and the literature holders with the warm water and cloth.
- Clean the screen with the soft cloth in the plastic bag.

CHECK

- Make sure the Community Memory signs and the coin slot decal are in place. If not, replace.
- Check to see the monitor is working properly.
- Note any visible problems or malfunctions with the terminal in the space below.
- Place newsletters and brochures in holders

COLLECT

- Open the top of the box using the combination you've been given (Don't write it down anywhere)
- Empty the cup of quarters into the envelope. If you're going to several places, note the location on each separate envelope or bag.
- When you get back to the office, count the quarters from each site and enter the amount on the sheet in the coinbox envelope on the bookkeepers desk. Empty the quarters into the envelope.

NOTES: Send a SUGGESTION TO SYSOP and/or write notes here.

Replaced disk w/ latest version of software.



is a program of the
California State Library
and supported by the
Library Services and
Construction Act

December 1991

Greetings to you!

Nancy, Patty, Mae and Julia wish you and yours a very happy holiday season. We have accomplished many things this first full year of working with the California State Library in the Partnerships for Change program. Library and Information Services to Asians in Berkeley (LISA B) has received much acclaim in the Bay Area. As a coalition, we have established guidelines for collecting materials in Chinese, Japanese and Vietnamese languages. We have acquired more than 1500 books, cassettes, newspapers and magazines for children and adults, spending approximately \$15,000 in this first year. As a coalition we worked toward establishing the first efforts towards fully cataloging these materials which, in the past, had only been accessible by visually browsing our shelves. Today, we are proud to announce that the Vietnamese materials are now accessible on our on-line computer, and we are creating catalog cards for the Chinese and Japanese items. The Chinese and Japanese characters will be inscribed upon these catalog cards which will be housed at South Branch. The romanized catalog information for Chinese and Japanese materials will be placed on-line as well.

As a coalition, we produced our first program, "Chinese Food Preparation," and over 150 people of all ages and cultural/ethnic backgrounds viewed the talents of butcher Jimmy Chang and sampled culinary treats from chef Joe Chinn. Our first video was produced, highlighting this program and is available for your viewing.

LISA B has also acquired a beautiful logo, designed by a local and internationally known artist, Nancy Hom. Many of you assisted us in selecting an image appropriate to the needs of our program and we have included a facsimile of the finished design. Please note that we have added the word "ASIAN" to attract attention to the focus of our program. We hope you are as pleased with this image as we are.

Recently, our A, B, and C (Administration, Branch Librarian, and Community Partner) team met with the other team members of both Cycle 1 and Cycle 2 libraries. We are a member of Cycle 2 - a group of 8 libraries. Cycle 1 began almost 3 years ago, about 1-1/2 years before we initiated our program and is a group of 20 libraries. Cycle 1 libraries have received all of their funding and we, along with the other Cycle 2 library sites, have received only 2 of the expected 5 years of funding. We are happy to report that we learned more than we ever expected from this last training. All library sites provided samples of their published materials: newsletters, promotional items, brochures, scrapbooks, bookmarks and other publicity materials. These items are available at South Branch for your perusal. We think you will discover that LISA B is doing well, along with our fellow PFC libraries.

Many of you may not know that Mae, Julia and Patty attend regular training sessions with the California State Library and the other members of Cycle 2. We are expected, as a group, to attend at least ten hours of training, covering outreach, publicity, creating newsletters, developing coalitions, working with the media, and many other topics. The California State Library has developed, with the assistance of consultants, a set of training manuals which we invite you to examine at the South Branch. These documents have been invaluable and can be used in many of your own professional and personal applications.

We thank you again for your continued support and cooperation in creating a program of which we can all be proud. We are enclosing a small token of our appreciation of your efforts. We wish you and yours health and happiness as we come to the end of the year. This is your library, please come and visit soon! And bring a friend!

Sincerely,

Julia K. Matsui-Estrella

Mae W. Belton

Nancy Zuer

Patty Wong



Library and Information Services for Asians in Berkeley



is a program of the
California State Library
and supported by the
Library Services and
Construction Act

September 26, 1991

Dear Friends,

We are enclosing two potential designs for the LISA B logo. Please review them carefully and choose the one which you prefer. The staff is very pleased with the artist, Nancy Hom, and her creations and we hope that you find these images as attractive as well. Please be prepared to have a selection in mind. Nancy Zhu will be contacting you PRIOR TO the October meetings for your decision.

We look forward to seeing you on October 12, 1991 at 2:00 p.m. A special presentation featuring the results of other Partnerships for Change programs will be shown, as well as the videorecording of the Chinese Food Preparation program held in June. We have received several videos highlighting the Asian American experience and wish to share those with you as well. And, the best news of all - we received approval of the entire amount of monies requested for our second year!

We encourage you to share our good news with your family and friends and other members of the community. Our coalition family is growing! For your information, the friends who will join us on October 12 are listed below.

Nina Kung
Larry Peterson
Ben Keh

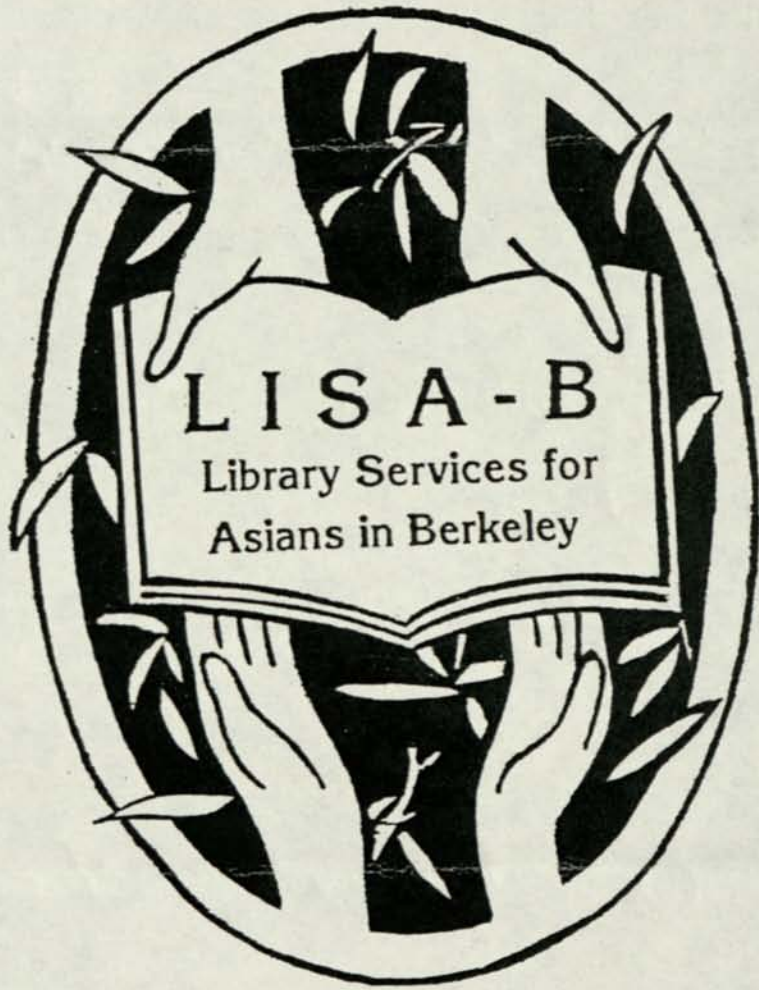
Steve Lee
Shirley Richardson
Lee White

Teri Piccolo
Ya Vette Holts
Y.Y. Yang

See you soon!

Patty Wong
Branch Librarian

We invite all of you to come, to either meeting, October 9 at 7:00 p.m. or October 12 at 2:00 p.m., whether you're RSVP'd or not! Hope to see you at one of the meetings!



(A)

NAUCY HOM
586-7922 or 543-1122



Library Services for Asians in Berkeley

(B)

NANCY HOM
586-7922 or 543-112



新設

中文
日文
越文
書籍雜誌及華語諮詢服務

由加州政府支助柏克萊市南區圖書館

請詢

柏克萊公立南區圖書館

1901 Russell Street
Berkeley, CA 94703
(415) 644-6860

Nancy Zhu 朱南茜 (國語)
Ken Lau 劉樹軼 (粵語)





is a program of the
California State Library
and supported by the
Library Services and
Construction Act

July 10, 1991

Dear Friends,

Greetings and a hearty thank you for the continuing support you provide the Berkeley Public Library, and most notably, the South Branch! As you can see, we have experienced many positive changes since you last heard from us. This stationery and the enclosed business card is provided by the California State Library through our Partnerships for Change program, and was designed by PFC's graphic consultant, Marquez/Hardy (the same firm who designed the attractive posters many of you have seen).

We presented our first LISA B (Library and Information Services to Asians in Berkeley) program on June 1st. Over 120 people watched with intensity as retired Chinese butcher, Jimmy Chang, carved a freshly dressed pig. The demonstration was not complete without the culinary skills of Chinese chef, Joe Chinn, who prepared the pork, Chinese style, with black bean sauce AND barbecued other portions of the pork in our patio area! Jimmy Chang and Joe Chinn are active members of the Berkeley Chinese Senior Center (Joe is also head chef!) and, also, members of our coalition. Three camcorders were on hand to record the events, and the library has a very short (10 min.) but exciting video for loan to interested parties.

In preparation for our second year application, the LISA B staff (Ken Lau, Nancy Zhu, library school intern Elmer Jan, and myself) met twice with 45 members of the coalition during two meetings in April. California State Library Consultant, Bessie Condos Egan attended one of the meetings and was quite impressed with the interest and earnestness of the coalition members in attendance. The group discussed priorities in formulating the application, including the design and selection of a logo, increased cooperation with Oakland Public Library's Asian Community Library, and increased advertisement and visibility within Berkeley. Continued outreach and the need for a culturally sensitive and aware staff were stressed.

In the first week of June we submitted our second year application, requesting funds to hire a half-time library specialist (to assist in translation, selection of materials, and reference and outreach services) and a half-time library assistant (to assist with daily clerical and paraprofessional duties). We requested an additional \$5,000 in materials to concentrate on purchasing increased amounts of Japanese and Vietnamese language items (we concentrated on Chinese language materials this first year). We will still devote the Berkeley Public Library's in-kind contribution of \$5,000 to the development of an Asian American literature and language learning collection. We also requested funds for language training for staff, programming plans, and assistance in reconfiguring the existing facility to accommodate the changes in the collection. We anticipate an answer to our application in early August.

South Berkeley Branch Library
415-644-6860
1901 Russell Street
Berkeley, CA 94703

There have also been some slight staff changes. Nancy Zhu has been accepted to Golden Gate University's Law Program and, in anticipation of the curriculum, has been taking some legal courses offered by Golden Gate this summer. This preparation will enable her to consciously decide to accept legal studies in the fall, or to pursue other professions. Because Nancy has reduced her work schedule somewhat, we have been fortunate to hire Ann Nguyen for a period of time. Ann's fluency in the Vietnamese language and contacts with this community in Berkeley has been a boon to the LISA B program.

Library school intern Elmer Jan has left us for a while, to complete his studies at the University of California, Berkeley, but promises to remain in touch with the LISA B program. He was recently offered a position as a librarian at City College of San Francisco, where his duties may involve cataloging and acquisition of Chinese language materials, as well as reference.

The effects of commitment to our changing multi-ethnic communities has produced local and national results. This summer, I presented a panel of children's literature experts in the uses of multicultural materials to a group of librarians from across the country. Closer to home, Nancy, Ken and I have spoken to many groups at Chamber of Commerce functions, neighborhood rallies, the Cinco de Mayo and Juneteenth Festivals, and yes, even at our local post office. Our in-house Multi-ethnic Committee arranged for Lane Nishikawa to provide excerpts from his one-man hit show "I'm on a Mission from Buddha" to Berkeley Public Library staff during a special brown-bag session. The LISA B staff continue to work closely with the in-house Multilingual Committee to provide continuity and uniformity to the manner in which Asian language materials are purchased for our communities.

We have accomplished quite a bit in the past few months, but we can do even more, with your assistance. We have enclosed a couple of bookmarks, highlighting our program. Please share them with a neighbor or a friend who may not know about our services. And thank you again for your support. We look forward to seeing you again in September, when we plan another coalition meeting, to announce the results of the second year application, and to plan for the forthcoming year.

Best wishes,

Patty Wong



**Berkeley Public Library
South Branch**
is developing an Asian language
and culture collection

We have materials in

**Chinese
Japanese
Vietnamese**

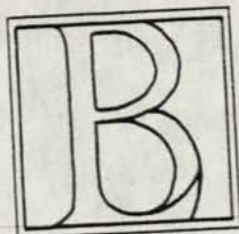
We have

**Books for adults & children
Newspapers & magazines
Language tapes
Materials to learn English**

**South Branch Library
1901 Russell Street
Berkeley, CA 94703
644-6860**

Ask for Nancy or Ken





BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415 / 644-6095

Regina U. Minudri, Director

12 July 1991

YaVette Holts
Community Memory
2617 San Pablo Ave.
Berkeley, CA 94702

Dear YaVette:

Hi. This letter formally invites you to attend a planning meeting for the BALIS-sponsored Youth at Risk Project. At this meeting, we will hear a report from the consultants who worked on a needs assessment for the Berkeley Public Library. From there, we'll rough out plans for a program (or programs) to better meet the needs of teenagers in Berkeley. It should be interesting. Also, we'd appreciate your expertise and input. Let me know if you'll be able to make it - I hope to see you there. The date is Tuesday, August 6th from 11:30am to 2:00pm. The meeting will be held at the South Branch Library.

Sincerely,

Kay Finney
Kay Finney
South Branch Library
644-6860

Applicant Jurisdiction _____

Title _____

Coalition Support Letter

I, YAVETTE HOLTS, representing COMMUNITY MEMORY
name (please print or type) community; agency; organization

will support the development of the LIBRARY INFORMATION SERVICES TO ASIANS IN BERKELEY
title (LISA-B)

program for the following reasons:

LISA-B's program outline and objectives exemplify a clear understanding of the needs of the Asian-American community in Berkeley. It goes further to develop strategic outreach programs that will benefit the entire Berkeley community, both present and future.

LISA-B's commitment to acquire informative, cross cultural materials, to further diversify staffing and to listen to the community's growing needs and interests are just a few of the qualities of the program that have garnered my support.

I/My agency or organization expects to contribute to this effort in the following ways:

It is clear that a primary component of the LISA-B program is the need for enhanced communication outlets. As Community Memory's Outreach Coordinator, I see great potential in the union of LISA-B and Community Memory. We will assist library and LISA-B staff in using Community Memory for the following:

- Recruiting interested participants/volunteers
- Instituting an oral history project with Senior LISA-B participants
- Piloting "Elbow Room", our summer children's program that will encourage cross-cultural relationships, at the South Branch.
- Making private/group trainings on how to use Community Memory available on request.
- We will continue to provide on-site trainings on a regular basis

Signature: Yavette Holts Date: 5/31/91
Coalition member

One form must be completed by each coalition member, agency, or organization. Please photocopy additional copies of the form as necessary.

COALITION MEETING, MAY 20, 1991

ANN HOTTA
Berkeley Public Library
2090 Kittredge
Berkeley, CA 94704

YUN YUAN YANG
2032 Delaware St., #7
Berkeley, CA 94709

EDYTHE YIP
55 Poppy Lane
Berkeley, CA 94708

YAVETTE HOLTS
Community Memory
2617 San Pablo Ave.
Berkeley, CA 94702

HELEN CHUN
Berkeley Chinese Community Church
Berkeley Chinese Senior Center
2117 Acton
Berkeley, CA 94703

LARRY PETERSON
Calvary Presbyterian Church
1940 Virginia St.
Berkeley, CA 94709

PAT ENDSLEY *644-8907*
Berkeley Unified School District
Director of Instructional Services
2134 Martin Luther King
Berkeley, CA 94704

ELSIE WONG
169 Joost Ave.
San Francisco, CA 94131

BESSIE EGAN
California State Library
Library Development Services
1001 6th St., Ste. 300
Sacramento, CA 95814

MAE BOLTON
Berkeley Public Library
2090 Kittredge
Berkeley, CA 94704

PLUS FOUR STAFF MEMBERS PATTY WONG, NANCY ZHU, ELMER JAN, AND KEN LAU.

COALITION MEETING, MAY 17, 1991

STEVE LEE
AJOB
1222 University Ave.
Berkeley, CA 94702

JODY BUSH
Berkeley Public Library
2090 Kittredge
Berkeley, CA 94704

BENJAMIN KEH
45 Poppy Lane
Berkeley, CA 94708

RANKO YAMADA
Y.Y. & B. Attoys.
405-14th St., Ste. 1215
Oakland, CA 94612

JULIA ESTRELLA
1789 Scenic Ave.
Berkeley, CA 94709

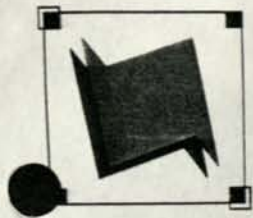
JAMES FU
Wright Institute
2728 Durant Ave.
Berkeley, CA 94704

MAE BOLTON
Berkeley Public Library
2090 Kittredge
Berkeley, CA 94704

LORI CHINN
Berkeley Unified School District
Bilingual Education
2134 Martin Luther King
Berkeley, CA 94704

TUNG LY
3337 King St., #B
Berkeley, CA 94703

AND FOUR STAFF MEMBERS PATTY WONG, NANCY ZHU, ELMER JAN, AND KEN LAU
PLUS ANOTHER PARTICIPANT WITH NO INFORMATION LEFT TO US.



Community Memory

A public access information and resource exchange

May 17, 1991

Patty Wong
Berkeley Library, South Branch
1901 Russell
Berkeley, CA 94703

Dear Patty,

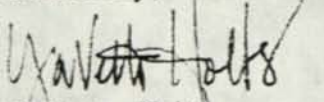
As a result of our new training series, we've trained 15 people to use Community Memory. That's 15 people who, before our on-site trainings, knew very little about Community Memory. Our training series included 16 sessions, at least one at each site. With 16 training sessions and 15 new users, that's nearly one new user per training, and that's a ratio that equals success in our book.

It has been equally pleasing just to be out at the sites on a more regular basis. Not only do we get to see you more often, but it's enabled us to connect with more Community Memory participants. That's important because it gives us a better picture of who uses Community Memory, which helps us reach out to potential new users more directly. In addition, we believe Community Memory's profile is enhanced simply by the presence of our trainers. People who may be shy or preoccupied at the time of a training are much more curious about "that wooden box with the computer in it" after they've seen others using it.

Needless to say, we're continuing our on-site trainings. With our new Outreach Assistant, Maria Delgado, we're better able to deliver and promote these trainings, as well as record the valuable feedback that new users give us. Enclosed you'll find the new training schedule and new user sign-up sheets that should be posted on or near the Community Memory kiosk. We feel the sign-up sheet is an important part of our training series because it lets passers-by know when a Community Memory representative will be at your site.

Your continued support is greatly appreciated. I look forward to seeing you again soon.

Sincerely,

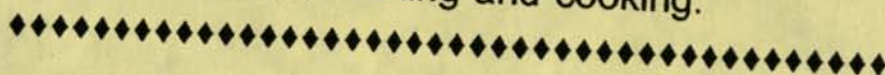


YaVette Holts
Outreach Coordinator

FREE

Chinese Food Preparation

Culinary skill is a unique aspect of every culture. Come join our guests for a demonstration of meat cutting and cooking.



PLEASE POST

Saturday, June 1 2:00 p.m.

Mr. Jimmy Chang

has been a professional meat cutter in the Bay Area for over 30 years

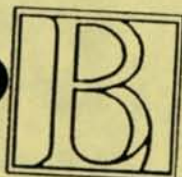
Mr. Joe Chin

is the head cook at the Berkeley Chinese Senior Center

- Mr. Chang will demonstrate how a whole pig is cut in preparation for Chinese cooking.
- Mr. Chin will use portions of the meat to demonstrate the cooking of a Chinese pork main dish.
- Program participants will be welcome to take home cut portions of pork as well as to sample the cooked food.



Berkeley Public Library, South Branch
1901 Russell Street at M.L. King Jr. Way
Information: 644-6860



Sponsored by the Berkeley Public Library and



Applicant Jurisdiction _____

Title _____

Coalition Support Letter

I, Evelyn Pine, representing The Community Memory Project
name (please print or type) community; agency; organization

will support the development of the Library Information Services to Asian-Americans
title

program for the following reasons:

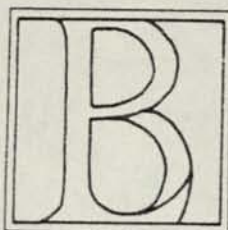
South Library, which has always served as a crucial Berkeley resource center, is now providing information and support to Asian-American residents as well as working to ensure that all members of the community have an understanding and appreciation of Asian cultures. The staff's expertise, the library's location in an economically disadvantaged part of the City of Berkeley, and the project's extensive and responsive planning process, have ensured the success of Library Information Services to Asian-Americans in Berkeley. In a short year, they have succeeded in bringing together a multi-racial, diversified coalition which will be continue to tackle crucial community tasks long after the funding for LISA-B has been spent.

I/My agency or organization expects to contribute to this effort in the following ways:

- o We will assist the Library in using our ten-terminal, public access computerized bulletin board system. (The South Library is one of our most fully utilized sites.) We want Community Memory to serve as an effective outreach, education, and community organizing tool for this project.
- o We will continue to provide regular trainings at the South Library.
- o We will train young people from the Berkeley Asian Youth Services as well as other youngsters.
- o We will work with seniors from South Berkeley to help them record their personal histories on the network.
- o Community Memory will continue to provide the South Library with names and addresses of individuals and organizations to participate in community forums.

Signature: Evelyn Pine - Community Memory Date: 5/15/91
Coalition member

One form must be completed by each coalition member, agency, or organization. Please photocopy additional copies of the form as necessary.



BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415 / 644-6095

Regina U. Minudri, Director

May 8, 1991

Dear Friend,

I want to thank you for the support you have provided the Berkeley Public Library, and especially the Library and Information Services to Asians in Berkeley (Partnerships for Change) program at the South Branch.

Once again, we are asking you to renew your commitment and support of this growing program by filling out the enclosed Coalition Support Letter. Demonstration of your support in writing is ESSENTIAL in creating a second year application that the California State Library will endorse.

We are enclosing the Coalition Support Letter along with a stamped, self-addressed envelope. Please return this letter NO LATER THAN MAY 22, 1991. The second year documentation must be presented to the California State Library no later than June 3, but preparation must begin NOW.

I thank you again for your interest in quality service to all people of color, and appreciate your support of LISA-B.

We look forward to hearing from you.

Sincerely,


Patty Wong
Patty Wong

Supervising Librarian
South Branch
1901 Russell Street
Berkeley, CA 94703
(415) 644-6860

P.S. The Tool Lending Library reopened its doors on Thursday, May 9 at 1:00 p.m. We hope that you are able to enjoy this service and have attached a flier. Hope to see you at our first PFC program: Chinese Food Preparation!

DON'T FORGET - June 1, 1991, Saturday - 2:00 p.m.

Mr. Jimmy Chang will prepare a whole pig for a cooking demonstration presented by Chef Joe Chin of the Berkeley Chinese Senior Center



Community Memory

A public access information and resource exchange

March 27, 1991

Patty Wong
South Library
1901 Russell
Berkeley, CA 94703

Dear Patty,

It's been one year since Community Memory expanded to our current network of ten public-access computer terminals. We're encouraged by the increase in usage in the past year: two thousand people use Community Memory each month and there are now eighty-seven different discussion forums. As you know, Community Memory participants are often people who would not ordinarily have access to computers. We're delighted to have a opportunity to introduce them to our computerized information exchange.

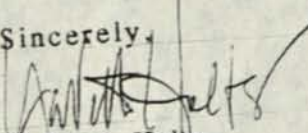
To that end, we are launching a new training series which we hope will encourage those who may have been shy before, to experiment with Community Memory and to discover new information and vital discussions. Additionally, our team of programmers have updated the Community Memory software to simplify a number of functions.

Based on the information you gave me, I've developed a schedule for on-site trainings. I've enclosed this schedule for your review as well as a sign-up sheet which can be posted near the Community Memory terminal at your site. The sign-up sheet lets passers-by know when a trainer will be at your site. I don't expect many people to sign up initially, but it will be helpful to let them know when trainings will be delivered.

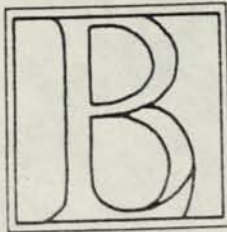
This new training series is part of our first birthday celebration, as is the launch of the new, simplified Community Memory software. We will be installing new signs and a few other goodies at each terminal, to announce our birthday. Best of all, on Friday, March 29, Community Memory will accept all new messages for FREE. No quarter necessary. We're calling this promotion Free Association. We're encouraging people to freely associate with Community Memory - for FREE! And, we'll kick off the training series on that day, as well.

Feel free to contact me regarding the training schedule - your comments are important.

Sincerely,



Yvette Holts
Outreach Coordinator



BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415 / 644-6095

Regina U. Minudri, Director

March 16, 1991

Dear Friends,

Due to popular response, the South Berkeley Branch Library will be hosting two dates for the next coalition meeting for our Partnerships for Change program. These dates are:

WEDNESDAY, April 17, 1991 - 7:00 p.m.-8:30 p.m.
and
SATURDAY, April 20, 1991 - 2:00 p.m.-3:30 p.m.

Both meetings will cover identical information. We encourage you to attend one of the two meetings scheduled. Agenda topics will include:

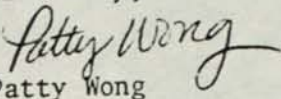
- Examination of publicity samples from other PFC programs
- Generation of ideas for South Berkeley Branch Library's LOGO
- Suggestions for brochure development
- Suggestions for a graphic artist within the community
- Introduction of new staff members: Nancy Zhu and Ken Lau
- Progress report on new developments
- Tour of branch, highlighting new branch improvements
- Discussion of priorities for programming, publicity, staffing and collection development

We realize your time is valuable, but WE NEED YOUR HELP IN PROVIDING IDEAS AND SUGGESTIONS in determining the focus of our second year of operation. If you cannot come, please consider sending an alternate. We will keep you informed of any progress in the program with monthly newsletters.

Bessie Condos Egan, our California State Library Consultant for the Partnerships for Change program will provide a special presentation about the State Library's function in this process on APRIL 20th. She will not be available on April 17. Please bring your ideas, questions and comments.

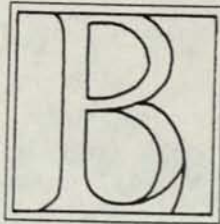
Thank you again for your time and support. We appreciate any and all suggestions.

Sincerely,



Patty Wong
South Berkeley Branch Library
1901 Russell Street
Berkeley, CA 94703
(415) 644-6860

P.S. Remember, we have Chinese language reference services 6 days a week!



BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415/644-6095

Regina U. Minudri, Director

March 6, 1991

Dear Friends,

Greetings! We would like to provide an update on the progress of the Library and Information Services to Asians in Berkeley (LISA-B) program at the South Branch Library. As you remember, in May 1990 we conducted two community forums and asked for your input on ways to better serve the growing Asian community in Berkeley. With the new 1990 Census data, Asians comprise 14.8% of Berkeley's population.

Your valuable responses were used in applying for a federal grant administered by the California State Library called Partnerships for Change (PFC). Although we anticipated a substantial initial funding, a re-thinking of policy expanded the funding cycle from a three to a five-year period, allowing us to use the first year as a planning one. All sites were given the identical amount of money. The initial \$40,000 provided will be used for staffing, purchasing, and cataloging of Chinese, Japanese, and Vietnamese materials. Monies will also be used for acquisition of English language items by and about those Asian and Asian American communities, outreach and speaking engagements, programming ideas, and operating expenses.

We are delighted to introduce the staff members hired especially for LISA-B. Nancy Zhu is originally from Shanghai. She is fluent in Mandarin and has a working knowledge of Japanese. She received her B.A. in English at Shanghai University and her M.A. in International Studies at Brigham Young University. Nancy's experience includes extensive marketing analysis and business development with countries in the Pacific Rim, including China. She will be working full-time as a Library Assistant, involved in the clerical and cataloging aspects of the program. She will also keep in contact with members of the coalition, so her voice will soon become familiar!

Kenneth S. Lau has worked with South Branch as a volunteer after hearing about the LISA-B program in a library school class at the University of California, Berkeley. He has been working with us for three months and has recently accepted our offer to join our LISA-B team as Asian Collection Library Specialist. Ken is fluent in Cantonese and speaks a little Mandarin. He received a B.S. in Engineering from the University of California, Berkeley and is planning to attend library school in the fall. Thus far, Ken has translated several of our in-house documents into Chinese. He will also be responsible for the selection of the Chinese language materials as well as reader's advisory and reference for Chinese-speaking patrons. He will be working 20 hours per week.

We are fortunate to enlist the assistance of Elmer Jan. Elmer is an ESL specialist who has taught for years in San Francisco's Adult Education programs. He is pursuing his Master's degree in Library and Information at UCB and will be working as an intern for the semester at South Branch. His assignment will include examination and assessment of our current ESL collection. He will make recommendations for acquiring new ESL materials as well as identify audio materials to learn Chinese, Japanese, and Vietnamese.

To keep you informed about the progress of the program, we plan a monthly newsletter as well as a meeting of our coalition members in the spring. We invite you to visit us at any time for a tour of the branch and its growing Asian collection! Thus far, we have acquired ten Asian language magazine and newspaper subscriptions and have purchased more than 30 Chinese music tapes. Over 30 Vietnamese titles have been added to the collection. We are planning a major bookbuying trip to Eastwind, Sino-America, Kinokuniya, and other Asian language bookstores in the near future. If you have any suggestions for purchase, please call Nancy or Ken at the number below.

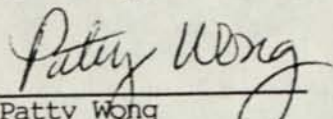
We encourage and invite your participation in the formulation of planning ideas for the forthcoming years. The Spring Meeting will feature the unveiling of our improved collection, introduction to our new staff members, and a presentation of our brochure advertising the LISA-B program. We will also ask for your input in determining ideas for programming and planning to be included in our application for the second year of the PFC grant. Although we are assured full participation for five years, we must present a complete package of ideas and program plans each year, and **WE NEED YOUR HELP**. Proposed dates and times for this short Spring meeting are listed below. Nancy will be calling you to confirm possibilities. Child care will be provided if needed.

Wednesday	April 17, 1991	evening
Saturday	April 20, 1991	afternoon
Wednesday	April 24, 1991	evening
Saturday	April 27, 1991	afternoon

Chinese method of meat cutting of

We thank you for your continued support through the year and look forward to seeing each of you again. Best wishes for a prosperous and healthy year!

Sincerely,



Patty Wong
Supervising Librarian

South Branch
Berkeley Public Library
1901 Russell St.
Berkeley, CA 94703
(415) 644-6860



is a program of the
California State Library
and supported by the
Library Services and
Construction Act

July 10, 1991

Dear Friends,

Greetings and a hearty thank you for the continuing support you provide the Berkeley Public Library, and most notably, the South Branch! As you can see, we have experienced many positive changes since you last heard from us. This stationery and the enclosed business card is provided by the California State Library through our Partnerships for Change program, and was designed by PFC's graphic consultant, Marquez/Hardy (the same firm who designed the attractive posters many of you have seen).

We presented our first LISA B (Library and Information Services to Asians in Berkeley) program on June 1st. Over 120 people watched with intensity as retired Chinese butcher, Jimmy Chang, carved a freshly dressed pig. The demonstration was not complete without the culinary skills of Chinese chef, Joe Chinn, who prepared the pork, Chinese style, with black bean sauce AND barbecued other portions of the pork in our patio area! Jimmy Chang and Joe Chinn are active members of the Berkeley Chinese Senior Center (Joe is also head chef!) and, also, members of our coalition. Three camcorders were on hand to record the events, and the library has a very short (10 min.) but exciting video for loan to interested parties.

In preparation for our second year application, the LISA B staff (Ken Lau, Nancy Zhu, library school intern Elmer Jan, and myself) met twice with 45 members of the coalition during two meetings in April. California State Library Consultant, Bessie Condos Egan attended one of the meetings and was quite impressed with the interest and earnestness of the coalition members in attendance. The group discussed priorities in formulating the application, including the design and selection of a logo, increased cooperation with Oakland Public Library's Asian Community Library, and increased advertisement and visibility within Berkeley. Continued outreach and the need for a culturally sensitive and aware staff were stressed.

In the first week of June we submitted our second year application, requesting funds to hire a half-time library specialist (to assist in translation, selection of materials, and reference and outreach services) and a half-time library assistant (to assist with daily clerical and paraprofessional duties). We requested an additional \$5,000 in materials to concentrate on purchasing increased amounts of Japanese and Vietnamese language items (we concentrated on Chinese language materials this first year). We will still devote the Berkeley Public Library's in-kind contribution of \$5,000 to the development of an Asian American literature and language learning collection. We also requested funds for language training for staff, programming plans, and assistance in reconfiguring the existing facility to accommodate the changes in the collection. We anticipate an answer to our application in early August.

South Berkeley Branch Library
415-644-6860
1901 Russell Street
Berkeley, CA 94703

There have also been some slight staff changes. Nancy Zhu has been accepted to Golden Gate University's Law Program and, in anticipation of the curriculum, has been taking some legal courses offered by Golden Gate this summer. This preparation will enable her to consciously decide to accept legal studies in the fall, or to pursue other professions. Because Nancy has reduced her work schedule somewhat, we have been fortunate to hire Ann Nguyen for a period of time. Ann's fluency in the Vietnamese language and contacts with this community in Berkeley has been a boon to the LISA B program.

Library school intern Elmer Jan has left us for a while, to complete his studies at the University of California, Berkeley, but promises to remain in touch with the LISA B program. He was recently offered a position as a librarian at City College of San Francisco, where his duties may involve cataloging and acquisition of Chinese language materials, as well as reference.

The effects of commitment to our changing multi-ethnic communities has produced local and national results. This summer, I presented a panel of children's literature experts in the uses of multicultural materials to a group of librarians from across the country. Closer to home, Nancy, Ken and I have spoken to many groups at Chamber of Commerce functions, neighborhood rallies, the Cinco de Mayo and Juneteenth Festivals, and yes, even at our local post office. Our in-house Multi-ethnic Committee arranged for Lane Nishikawa to provide excerpts from his one-man hit show "I'm on a Mission from Buddha" to Berkeley Public Library staff during a special brown-bag session. The LISA B staff continue to work closely with the in-house Multilingual Committee to provide continuity and uniformity to the manner in which Asian language materials are purchased for our communities.

We have accomplished quite a bit in the past few months, but we can do even more, with your assistance. We have enclosed a couple of bookmarks, highlighting our program. Please share them with a neighbor or a friend who may not know about our services. And thank you again for your support. We look forward to seeing you again in September, when we plan another coalition meeting, to announce the results of the second year application, and to plan for the forthcoming year.

Best wishes,

Patty Wong



is a program of the
California State Library
and supported by the
Library Services and
Construction Act

August 17, 1991

Greetings Friends!

The Partnerships for Change program for Berkeley, LISA B, is entering its second year. We have experienced some changes in staffing. Nancy Zhu will remain with us for a second year while pursuing studies in law at Golden Gate University. Ken Lau is taking time off from the program to study for a Master's in Library Science at UC Berkeley. We are now actively looking for qualified and interested candidates to work as Library Assistants for LISA B. Candidates must have some library or library-related experience and should be fluent in either Chinese, Japanese or Vietnamese. We are also always on the look-out for any coalition members willing to volunteer time to assist us with the selection of materials for purchase, and any other skills related to LISA B. If you would like to donate some time, we would love to hear from you!

We would like to meet to discuss future goals for LISA B and propose two possible meeting dates:

WEDNESDAY, OCTOBER 9, 1991 in the evening
or
SATURDAY, OCTOBER 12, 1991 in the early afternoon

Check your calendars for the best day and time that suits your needs. Nancy will be calling you shortly for your suggestions. If you would like us to discuss anything in particular, please let her know of your wishes.

CHINESE LANGUAGE CLASSES *****

The California State Library has invited us to conduct a series of classes for the South Branch staff, specific to the Mandarin language. Classes will run from September 10 through October 17, meeting at South Branch on Tuesdays and Thursdays from 5:00-6:00 p.m. Our staff members will be introduced to basic language phrases, cultural sensitivity issues and vocabulary. We would like to offer future classes to coalition members, so come prepared to discuss this issue for the October meeting.

TECHNICAL ASSISTANCE *****

The State Library has also authorized the approval of a \$4500.00 grant for technical assistance for the South Branch LISA B program. Nancy Hom and Tony Yuen will create three bilingual brochures (Chinese, Japanese, Vietnamese), a poster, and a logo design for our program. We will have these available for your perusal at the October meeting. We will also send you copies of the potential logo designs, for your input, as soon as available.

SECOND YEAR APPLICATION *****

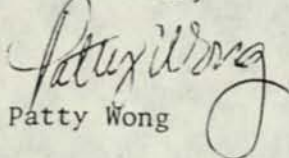
The Federal Government has not yet released LSCA funds (where our monies come from) to the California State Library. Therefore, we have not heard

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from the State Library as to the status of our application. Bessie Condos Egan, our State Library Consultant, assures me that the money we requested would most likely be approved, once the funds are released to the State of California. Keep your fingers crossed!

We want to personally thank you for your contributions to the formulation of this program. We have served many Asian-speaking patrons over the past few months, with an increase of 5% in both our reference questions and in circulation. We believe this is due to the larger numbers of Asian-speaking people who have been attracted to South Branch, because of the LISA B program, and your efforts in spreading the word. I hope that you will be able to join us in October. We will have many of the publicity items created especially for us through our technical assistance. We will have a videotape of our "Food Preparation Program" featuring Jimmy Chang, Joe Chin, and of course, the pig. Hopefully, we will hear that our application has been accepted soon, and we will be able to present our second year goals to you at the October meeting. In the meantime, please feel free to visit us, just to chat, or provide advice or suggestions. We would love to see you!

Best wishes,


Patty Wong

Applicant Jurisdiction _____

Title _____

Coalition Support Letter

I, Evelyn Pine, representing Community Memory Project
name (please print or type) community, agency; organization

will support the development of the Information Services to Asian Americans program
for the following reasons:

South Library serves as a crucial Berkeley community resource center -- providing information, support and ideas to a broad range of residents. The staff's expertise and understanding, the library's location in an economically disadvantaged part of the city, and the project's extensive and responsive planning process, ensure that the Information Services to Asian Americans Project will be a success. Already the project has mobilized a broad coalition of community individuals and groups to define local needs and project goals.

I/My agency or organization will contribute to this effort in the following ways:

Community Memory provided the South Branch with names and addresses of individuals and organizations to participate in the community forums. The Library also publicized the forums over our ten-terminal, public access, computerized bulletin board system. (The South Library is one of our most fully-utilized terminal sites.) We want Community Memory to serve as an effective outreach, education and community organizing tool for this project.

We will work with the South Library to take full advantage of the Community Memory system to meet the needs of this project, including:

- o researching ways to make the system multi-lingual
- o upgrading disabled access to our system
- o publicizing projects, events, materials and activities that are a part of the Information Services to Asian Americans Project
- o working to get the Berkeley Information Network on Community Memory
- o working to get on-site trainers to assist library patrons in system use
- o continuing to encourage Community Memory participants to become involved in the Information Services to Asian Americans project.

Signature: Evelyn Pine
Coalition Member

Date: 6/26/90

Signature: [Signature]
Agency/Organization Representative
Authorized to make this commitment

Date: 6/26/90

One form must be completed by each coalition member, agency, or organization. Please photocopy additional copies.

TOTAL PARTICIPANTS: 50 adults, 15 children

Question:

1. How many of you use the library? Answer: 16

2. How many have been here before? Answer: 9

3. Various uses of the library by the 16 users:

checking out books for family
using reference materials
taking children to library
Weekend Library Line

children's story hour
looking things up
new books, books on tape
reading newspapers and magazines

4. Why don't you come to the library now?

just moved to neighborhood
use downtown library
live in Oakland

5. What library services do you know about now?

Tool Lending Library
books in Spanish
Programs for adults, young adults,
and children
booklists for children
Outreach
Adult evening programs
Chinese books

tax forms
homework help for high school kids
Berkeley Information Network
Summer Reading Program
Research questions
Community Memory
Bulletin boards

6. We listed and discussed some of the Berkeley Public Library programs and services

7. Brainstorming session to get ideas on community needs -- ideas for new services targeted to the Asian/Pacific Islanders in Berkeley.

- ✓ ESL tapes and language tapes to learn Asian languages (specifically for those of Asian descent, with no formal background in their language)
- ✓ Culturally sensitive and correct materials
 - El Cerrito's Bay Cablevision could videotape children and library services as a publicity promotion
- ✓ More bi-lingual staff
 - Exposure and education of non-Asians to realities of Asian people
- ✓ Helping immigrants get to know community better - videos in other languages and newspapers; assist in interaction with community
 - Vietnamese records and tapes
- ✓ Systematic accumulation of Asian materials
- ✓ Scripts of plays by Asian and Asian American playwrights
- ✓ Bilingual format for information lines to the library
- ✓ Cultural programs representing and using Asian & Asian American members of the community
- ✓ More information about conflicts between various ethnic groups

7. Continued

Target workshops to specific, hard-to-reach groups, i.e. legal services, to serve as focus/hub with other community agencies and groups
Work with public schools, ESL, Chinese bilingual programs, Berkeley Adult School, to determine appropriate materials and to introduce library to children in an outreach form
Explore ways to serve Mien community
Outreach communication about the library in different languages
Interlibrary loan program with Oakland and S.F. Asian libraries
Using library more as a communication center
Artbooks of Asia containing Asian art by Asian artists and publishers
Take survey of library hours to determine public needs
More active relationship with current events/forums established
Collaboration with school district to catalog materials - curriculum guides, etc.
Assess present collection and use as a guide for additions; input from users to determine new materials needed.
Clearly identify section of collection with these materials. i.e. signage
Central catalog listing Asian materials
Sheet music of Asian music
Library Asian advisory group

8. Summary

Participants were instructed to vote on ten choices as we had thirty suggestions from the audience.

The ten items which received the most votes were as follows (in order of priority): [Please note that some items received the same number of votes.]

1. Collaboration with school district to catalog materials - curriculum guides, etc.
2. ESL tapes and language tapes to learn Asian languages (specifically for those of Asian descent, with no formal background in their language)
3. Helping immigrants get to know community better - videos in other languages and newspapers; assist in interaction with community
4. Cultural programs representing and using Asian and Asian American members of the community
5. More bilingual staff
6. Assess present collection and use as a guide for additions; input from users to determine new materials needed
7. Clearly identify section of collection with these materials, i.e. signage
8. Culturally sensitive and correct materials
9. Work with public schools, ESL, Chinese bilingual programs, Berkeley Adult School, to determine appropriate materials and to introduce the library to children in an outreach form
10. Outreach communication about the library in different languages

Question: Total participants: 25 adults, 10 children

1. How many of you use a library? Answer: 16

2. How many have been here before: Answer: 7

4. Why don't you come to the library now?

Answers:

Not enough time
parking
library hours
not being aware of services

3. What do you do in the library now? How do you use it?

Answers:

check out books
preschool story hours
video cassettes
mystery novels and music
weekend movies for children
books in chinese
pick up IRS forms
look in stacks and read magazines
children's library
outreach to schools

get books
check out music records and tapes
books on tape, Fin serv.
special music events, Cinco do Mayo
research questions
ESL tapes
REF materials, job search
use the John
summer reading program

5. What library services do you know about now?

Answers:

Disabled outreach
Free meeting room
jail literacy program
interlibrary loan
free newspapers
return books to other libraries outside of Berkeley
tool lending
community meetings
classes

6. We listed and discussed some of the Berkeley Public Library programs and services

7. Brainstorming session to get ideas on community needs -- ideas for new services targeted to the Asian/Pacific Islanders in Berkeley.

Answers:

✓ More books related to Indo China, Cambodian, Laos, Thai, Yui Mien
✓ Children's creative writing about their backgrounds/history
✓ Getting groups of children to learn about cultures and languages of others
Essay/story contests (cash awards) to encourage writers
Comics, i.e., Snoopy, Peanuts in familiar language
BIN in community languages
Video collection -many cultures and languages
Up-to-date list of books published by non-mainstream authors and local authors
sponsor essay contests pooling community resources; build upon and follow-up to
make a comprehensive program
Cultural dance festival/ video recorded
using qualified speakers -potential leaders
✓ hire bi-lingual staff

7. Con't

- Link with existing programs - kids services to recreation centers, participate and expand multicultural fairs
- Chinese books/collection - Taiwan, Mainland China
- Notify community of types of info. library has or can get
- Native games for kids
- expand building add second floor to library (south), improve building
- ✓ provide outreach to Asian community
- ✓ materials to educate newcomers to Amer. cultures and groups
- ✓ movies relative to different Asian cultures, Blacks and Chicanos, geared toward children in several languages
- ✓ Corner in library for newcomer about holidays, food, shopping, bus, U.S. Programs introducing authors and artists who are part of the community
- Oral history project; first impressions of U.S. and background info of writers
- Pacific Rim resources
- Speakers from sister cities
- ✓ newcomer information program relating to social, political, health, legislation, and ESL classes (survival skills)
- ✓ Train staff in resources, train to initiate conversation about library services
- read stories in native tongue
- pay people to do oral history as an incentive
- ✓ Books on overcoming aversion to learning our own ethnic languages
- storytellers to schools from different ethnic groups
- ✓ Consumer Education
 - 1) travel to homeland
 - 2) Cross-cultural translation of herbs, recipes, ex: bok choy - alternative name
- ✓ Daily newspapers in native languages

8. Summary

Services to include modelling/mentoring to empower the community as an overall concept

Services to

1. newcomers
2. established Asian Americans
3. general public

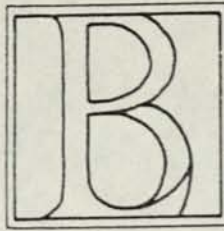
Each of the 3 groups to target to children, adults with programs in-house, outreach and staff training and awareness.

Services to

1. youth
2. older adults

services to cross immigrant/American born boundaries.

Consensus was not reached due to time limitations. We did not prioritize needs identified but agreed that a focus group would be needed to continue the process started here.



BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415 / 644-6095

Regina U. Minudri, Director

- cooperating, reg. train from BACE.
- networking for kids from South Branch
- targeting seniors for oral history

May 8, 1991

Dear Friend,

→ diversified coalition
 → multi-racial - interest across the Board -

I want to thank you for the support you have provided the Berkeley Public Library, and especially the Library and Information Services to Asians in Berkeley (Partnerships for Change) program at the South Branch.

Once again, we are asking you to renew your commitment and support of this growing program by filling out the enclosed Coalition Support Letter. Demonstration of your support in writing is ESSENTIAL in creating a second year application that the California State Library will endorse.

We are enclosing the Coalition Support Letter along with a stamped, self-addressed envelope. Please return this letter NO LATER THAN MAY 22, 1991. The second year documentation must be presented to the California State Library no later than June 3, but preparation must begin NOW.

I thank you again for your interest in quality service to all people of color, and appreciate your support of LISA-B.

We look forward to hearing from you.

next year - dialogue -
 Japan Resource
 network -

Sincerely,
Patty Wong
 Patty Wong
 Supervising Librarian
 South Branch
 1901 Russell Street
 Berkeley, CA 94703
 (415) 644-6860

P.S. The Tool Lending Library reopened its doors on Thursday, May 9 at 1:00 p.m. We hope that you are able to enjoy this service and have attached a flier. Hope to see you at our first PFC program: Chinese Food Preparation!

DON'T FORGET - June 1, 1991, Saturday - 2:00 p.m.

Mr. Jimmy Chang will prepare a whole pig for a cooking demonstration presented by Chef Joe Chin of the Berkeley Chinese Senior Center



NAME
ADDRESS
PHONE

BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415 / 644-6095

REGINA U. MINUDRI, Director

May 3, 1991

Dear Friends,

Thank you for participating in our coalition meetings in April. We will be meeting on a quarterly basis to provide you with updates on changes, the progress of the program, and to solicit your solid advice and suggestions on decisions vital to the success of LISA-B (Library and Information Services to Asians in Berkeley). We are enclosing an evaluation form for the meeting, with a self-addressed, stamped envelope. Please return these to us no later than May 15, 1991. Your responses are needed to demonstrate community participation to the California State Library.

We were pleased to have several new people join our coalition. Attached is a list of the names of the entire coalition, the results of each meeting, as well as an announcement of our first Partnerships for Change sponsored program! June 1, 1991 at 2:00 p.m., we will feature Mr. Jimmy Chang, who will demonstrate the fine art of carving a whole fresh pig and a Chinese cooking demonstration by Chef Joe Chin of the Berkeley Chinese Senior Center. We hope you will be able to join us for this culinary cultural event. Please tell your friends!

PLANS FOR NEXT QUARTER INCLUDE: outreach visits to the Berkeley Chinese Senior Center and to Jefferson Elementary School's bilingual classes; outreach to the youth served by Berkeley Asian Youth Center; outreach to the Japanese community in Berkeley through Julia Estrella and the Japan Pacific Resource Network; examination of programs such as Asian papercutting, Asian calligraphy, Asian artists at work, Asian film festival (possible California Council for the Humanities program); exploration of sponsoring a dialogue/panel on racial awareness/cultural sensitivity/race relations in South Berkeley; networking with Community Memory in recording oral histories of South Berkeley residents and providing internships for youth; preparing for fall OPEN HOUSE celebration of LISA-B's first year with possible feng shui (geomancy).

ANY OTHER IDEAS? ANY OF THE ABOVE STRIKE YOUR FANCY? WE ARE LOOKING FOR COALITION MEMBERS TO ASSIST US IN GETTING THESE IDEAS OFF THE GROUND. WE ARE ALSO LOOKING FOR QUALIFIED CANDIDATES TO APPLY FOR A LIBRARIAN POSITION THAT WILL COORDINATE THESE EFFORTS NEXT YEAR. PLEASE GET THE WORD OUT!!

It was wonderful to see you at the meeting. We will meet again in August or September. Check box on evaluation form...AND return it by May 15!

Best wishes,

Patty Wong

Patty Wong
South Branch
1901 Russell St.
Berkeley, CA 94703
(415)644-6860

PARTNERSHIPS FOR CHANGE

NAME Yvette Hrus
ADDRESS 2017 San Pablo Avenue Berkeley, CA 94702
PHONE (415) 841-1114

Ideas / suggestions for programs, fundraising books / other materials, staffing:
My primary recommendation is that there be materials available on modern Asian culture. Even so much as videos of current TV programming, fashion, music, trends, etc. I feel this is very important in helping
young people identify with other cultures.

We need your help in getting the word out! Please recommend a friend who would like to be on our mailing list as a potential coalition member:

NAME Ragni (pronounced Ronnie) Larsen - Orta
ADDRESS Albany Berkeley Independent Elders Network (ABIEN)
2930 San Pablo Avenue Berkeley 94702

How often would you like to meet during the year? (circle one) monthly quarterly semi-annually

What did you like best about today's meeting? I attended Saturday's meeting and was quite impressed with the structure of the meeting and the seriousness with which our recommendations were considered.

Remember, this is your library! Thank you for your support!

Patty Wong

Next coalition meeting date? Check one: August or Sept.

Suggestion for newsletter name BRANCH OUT
(get it? South Branch Branch Out. . . .)

SEE BACK for more potential coalition members

Barbara Bowman
Coordinator of Volunteers
Berkeley Unified School District
1935 Allston Way, Berkeley
94704
(415) 644-8833

LIBRARY SOUTH BRANCH
NAME LIST

Michael J. Kinane
Amy Liu
Martha Lawrence
Sandra Lawton
Steve Lee
Tony Lewis
Kai-Ping Liu
Stephanie Lynn
Matthew S. Mack
Lerry C. Peterson
Terri Nicola
Shirley Richardson
Barbara Sanders
Lisa Schneider
Christina Steele
Lori Chin
Genet Song
Ana Turatsky
Janet Tarnan
Lee White
Dorothy Wong
Renko Yamada
Yun Yuan Yang
Red Yee

Bobbie Singer
Community Cares Bank
731 Santa Barbara Road
Berkeley, CA 94707
(415) 527-2163

Shirley Fogarino, INFORMATION COORDINATOR
VISTA COLLEGE
2020 Milvia Street
Berkeley, CA 94704
(415) 841-8431

Toleb Jenkins
South Berkeley Neighborhood Development Corp.
1767 Alcatraz
Berkeley, CA 94703
(415) 653-6230

MAY 27, 1991

BERKELEY PUBLIC LIBRARY SOUTH BRANCH
COALITION MEMBER NAME LIST

Henry A. Bagelmann	Michael J. Kinane
Sally Joan Baker	Amy Kuo
Sandra Balderrama-Escobar	Martha Lawrence
Mae W. Bolton	Sandra Lawson
Agnes P. Chan	Steve Lee
Christinia Cheung	Tony Leong
Charles Chou	Kai-Ping Liu
Lisa Chow	Stephanie Lowe
Helen Chun	Matthew R. Mock
Susan Cohen	Larry C. Peterson
Pat I. Endsley	Teri Piccolo
Julia Estrella	Evelyn Pine
Aurora Fernandez	Shirley Richardson
Nancy Fong	Barbara Sanders
James Fu	Francisca Schneider
Madeline Gong	LaVoneia Steele
Steve Hamai	Lori Chin
Ann M. Hotta	Oscar Sung
Michael Johnson	Ana Turetsky
Ben & Loraine Jong	Janet Turman
Sarah Jung	Lee White
David Kakishiba	Dorothy Wong
Benjamin Keh	Ranko Yamada
Sara Kelley	Yun Yuan Yang
	Rod Yee

FOR THE PROGRAM OF PARTNERSHIPS FOR CHANGE, LISA-B

May 3rd, 1991

LOGO

1. rainbow colors

2. books in other

RESULT
of
COALITION MEETING
for
PARTNERSHIPS FOR CHANGE
Wednesday, April 17, 1991

COLLECTION/LIBRARY MATERIALS

1. purchasing: joint project with Oakland Public Library, share resources
(buy together for large discount)
spread responsibility, cataloging
 2. practical materials: child care, immigration procedures, how-to books,
civil service books, test taking-DMV, GED, etc.
- * folktales in Vietnamese, children's, shorter and easier
 - * MAC
 - * books in English on contemporary Asia
 - * books on Asian history, Asian explorers

PROGRAMS

1. food program (pig)
 2. explain American practices to parents, e.g. holidays
- * classes in English language and culture
 - * story telling, dance demo. for students
 - * Feng Shui (geomancy)
 - * make BIN accessible
 - * conversation partners

PROMOTIONAL MATERIALS

1. train people to do PSA's in different languages
 2. publicize within BPL system (include Oakland & other resources)
- * publicize need for donation of Asian language materials
 - * publicize in magazines (native languages)
 - * advertise in CLA Newsletter

LOGO

1. rainbow colors
 2. books in other languages
- * bridge
 - * partnership of both Asian and non-Asian communities
 - * turtle, symbol of the Pacific

STAFFING

LISA B Program Coordinator-Librarian, one full-time equivalent

with: 5 languages ability
English language
sensitivity to cultures
(50% to salaries this year, 25% operating, and 25% collection)

RESULT
of
COALITION MEETING
for
PARTNERSHIPS FOR CHANGE
Saturday, April 20, 1991

COLLECTIONS/LIBRARY MATERIALS

1. computer software (MAC) compatible with that used in schools dealing with languages
 2. videos on current community events, e.g. overseas seen here, and video laser discs
- * more materials on cultural diversity to fill school assignments
 - * Tibetan reference dictionary, travel phrase guides, various languages guides/dictionaries (cassetts)

PROGRAMS

1. outreach to schools and community gatherings, etc.
 2. authors to speak on books
- * pig/cooking program
 - * patio stage: theatre, music
 - * art exhibitions e.g. folk art, etc.
 - * demonstrations e.g. tools etc.
 - * how to order food in different cultural restaurants

PUBLICITY

1. target to specific groups, each with specific approaches for specific goals: public awareness of the PFC program
business community for support
 2. publicize with the BPL system
- * hosting regular open house, visit with patrons, providing refreshments e.g. coffee, cake, and tea.
 - * advertise in free local newspapers and journals

BUILDING CHANGES

1. signs to ONE GLANCE of where different collections are
 2. expand building when need demonstrates
- * welcome signs in different languages
 - * sound proof areas for audio materials

STAFFING

1. librarian to coordinate the program, someone who likes to do the work, someone who has time, pay for language skill
- * new staff to handle videos

LOGO

1. specific type style
 2. symbol of an international community e.g. United Nations symbol
- * goddess of wisdom, all encompassing
 - * longevity
 - * lotus, symbol of love, peace, and harmony

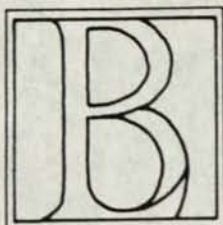
BERKELEY PUBLIC LIBRARY SOUTH BRANCH
COALITION MEMBER NAME LIST

Henry A. Bagelmann
Sally Joan Baker
Sandra Balderrama-Escobar
Mae W. Bolton
Agnes P. Chan
Christinia Cheung
Charles Chou
Lisa Chow
Helen Chun
Susan Cohen
Pat I. Endsley
Julia Estrella
Aurora Fernandez
Nancy Fong
James Fu
Madeline Gong
Steve Hamai
Ann M. Hotta
Michael Johnson
Ben & Loraine Jong
Sarah Jung
David Kakishiba
Benjamin Keh
Sara Kelley

Michael J. Kinane
Amy Kuo
Martha Lawrence
Sandra Lawson
Steve Lee
Tony Leong
Kai-Ping Liu
Stephanie Lowe
Matthew R. Mock
Larry C. Peterson
Teri Piccolo
Evelyn Pine
Shirley Richardson
Barbara Sanders
Francisca Schneider
LaVoneia Steele
Lori Chin
Oscar Sung
Ana Turetsky
Janet Turman
Lee White
Dorothy Wong
Ranko Yamada
Yun Yuan Yang
Rod Yee

FOR THE PROGRAM OF PARTNERSHIPS FOR CHANGE, LISA-B

May 3rd, 1991



BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415 / 644-6095

Regina U. Minudri, Director

May 3, 1991

Dear Friends,

Thank you for your continued interest in the LISA-B (Library and Information Services to Asians in Berkeley) program. We will be meeting on a quarterly basis to provide you with updates on changes, the progress of the program, and to solicit your solid advice and suggestions on decisions vital to the success of LISA-B. We hope that you and a friend can join us at the next coalition meeting.

We were pleased to have several new people join our coalition. Attached is a list of the names of the entire coalition, the results of each meeting, as well as an announcement of our first Partnerships for Change sponsored program! June 1, 1991 at 2:00 p.m., we will feature Mr. Jimmy Chang, who will demonstrate the fine art of carving a whole fresh pig and a Chinese cooking demonstration by Chef Joe Chin of the Berkeley Chinese Senior Center. We hope you will be able to join us for this culinary cultural event. Please tell your friends!

PLANS FOR NEXT QUARTER INCLUDE: outreach visits to the Berkeley Chinese Senior Center and to Jefferson Elementary School's bilingual classes; outreach to the youth served by Berkeley Asian Youth Center; outreach to the Japanese community in Berkeley through Julia Estrella and the Japan Pacific Resource Network; examination of programs such as Asian papercutting, Asian calligraphy, Asian artists at work, Asian film festival (possible California Council for the Humanities program); exploration of sponsoring a dialogue/panel on racial awareness/cultural sensitivity/race relations in South Berkeley; networking with Community Memory in recording oral histories of South Berkeley residents and providing internships for youth; preparing for fall OPEN HOUSE celebration of LISA-B's first year with possible feng shui (geomancy).

ANY OTHER IDEAS? ANY OF THE ABOVE STRIKE YOUR FANCY? WE ARE LOOKING FOR COALITION MEMBERS TO ASSIST US IN GETTING THESE IDEAS OFF THE GROUND. WE ARE ALSO LOOKING FOR QUALIFIED CANDIDATES TO APPLY FOR A LIBRARIAN POSITION THAT WILL COORDINATE THESE EFFORTS NEXT YEAR. PLEASE GET THE WORD OUT!!

Best wishes,

Patty Wong
South Branch
1901 Russell St.
Berkeley, CA 94703
(415)644-6860

RESULT
of
COALITION MEETING
for
PARTNERSHIPS FOR CHANGE
Wednesday, April 17, 1991

COLLECTION/LIBRARY MATERIALS

1. purchasing: joint project with Oakland Public Library, share resources
(buy together for large discount)
spread responsibility, cataloging
 2. practical materials: child care, immigration procedures, how-to books,
civil service books, test taking-DMV, GED, etc.
- * folktales in Vietnamese, children's, shorter and easier
 - * MAC
 - * books in English on contemporary Asia
 - * books on Asian history, Asian explorers

PROGRAMS

1. food program (pig)
 2. explain American practices to parents, e.g. holidays
- * classes in English language and culture
 - * story telling, dance demo. for students
 - * Feng Shui (geomancy)
 - * make BIN accessible
 - * conversation partners

PUBLICITY

PROMOTIONAL MATERIALS

1. train people to do PSA's in different languages
 2. publicize within BPL system (include Oakland & other resources)
- * publicize need for donation of Asian language materials
 - * publicize in magazines (native languages)
 - * advertise in CLA Newsletter

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of
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public awareness of the PFC program
business community for support
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LOGO

1. rainbow colors
 2. books in other languages
- * bridge
 - * partnership of both Asian and non-Asian communities
 - * turtle, symbol of the Pacific

STAFFING

LISA B Program Coordinator-Librarian, one full-time equivalent

with: 5 languages ability
English language
sensitivity to cultures
(50% to salaries this year, 25% operating, and 25% collection)

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of
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for
PARTNERSHIPS FOR CHANGE
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TO: Patti Wong, Director
South Branch of the Berkeley Public Library
FROM: Evelyn Pine
DATE: May 2, 1990
RE: Community Memory Training

I wanted to give you an update on Community Memory training at the South Branch.

Through the end of March, Community Memory trained 135 people to use the system. As you know, we've been doing drop-in training at the South Branch at least three times a month. From January 1990 through March 31, 1990, we've trained 28 people at the branch.

- 15 men, 13 women
- 5 youth, 3 senior
- 10 whites, 16 blacks, 2 asians
- 7 people who had never used a computer before
- 7 people left messages

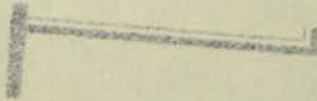
We also trained four librarians in the basic functions of the system.

Since January, we've gained a number of new forums including: BioForum, Recipes & Cooking, MAGICK, Assistance Wanted, Poetry, Vietnam Day Committee Reunion, Cable TV, and Dreans. Seven community institutions are managing 12 forums. In addition, 44 nonprofit groups and community agencies use Community Memory to announce meetings, promote events, publicize services, recruit volunteers and new members, find new staff, and assist in community organizing. Fifty-five small businesses tell users about their services through the system.

Community Memory is currently being used about eight hours a day. South Branch patrons access Community Memory about ninety times a week.

Community Memory useage is increasing throughout Berkeley. I know that this is, in part, due to the training program at the South Branch. We really appreciate your support, Patti, and the cooperation of your staff.

Community Memory
A public post-discussion group, mail list, classroom



Community Memory:

A bulletin board, discussion group, mail slot, classroom.

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

TO: Patti
FROM: Evelyn
DATE: April 18, 1990
RE: Names for community Meeting

Fanny Mak
801 Franklin Street
Oakland, CA 94607

Eleanor Wong
1514 Elm Street
El Cerrito, CA
(415) 235-8321

Yun-Yuan Yang
Institute of East Asian Studies
2032 Delaware Street, #7
Berkeley, CA 94709

Jiro Isetani
4091 Coralee Lane
Lafayette, CA 94549
(415) 284-3669

Linda Lu
Backspin Productions
2150 Channing Way, #16
Berkeley, CA 94704

Xiao-Owen Yang
5975 Keith Avenue, #4
Oakland, CA 984618

Xiaofet Wang
416 Talbot Avenue, #1
Albany, CA 94706

Bill Chu
1306 39th Avenue
San Francisco, CA 94122

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1306 39th Avenue
San Francisco, CA 94122

- have Carl do letter of support
- I & Russel
- list of key people

Contact: Patricia Wong 644-6860
Dory Ehrlich 644-6095
Berkeley Public Library

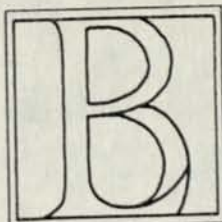
FOR IMMEDIATE RELEASE
April 4, 1990

COMMUNITY FORUM AT SOUTH BRANCH LIBRARY

Berkeley Public Library's South Branch has a wonderful opportunity to be awarded a special California State Library grant to serve the Asian population in the South Branch area. Grant money will be used to create programs that enhance, enrich and create awareness of Berkeley's growing Asian population. South Branch invites families and individuals within the community to participate in one of two forums to discuss how the library can best meet those needs. The forums will be held on Saturday, May 12, from 10 to Noon, and Wednesday, May 16, from 7 to 9, in South Branch's meeting room (1901 Russell at MLK Jr. Way). All ages are welcome. A short cultural program and refreshments will be included at each forum. For more information, call 644-6860.

#

Berkeley Public Library 2090 Kittredge Berkeley, CA



BERKELEY PUBLIC LIBRARY

2090 Kittredge Street • Berkeley, California 94704 • 415/644-6095

Regina U. Minudri, Director

May 1, 1989

Terri Jones, Project Director
Telecommunications Education Trust
3580 Wilshire Boulevard, Suite 1660
Los Angeles, CA 90010

Dear Ms. Jones,

We are anxiously awaiting the Community Memory at the South Berkeley Branch Library! The previous Supervising Librarian (Cecillia Shearron-Hawkins) and I have maintained an on-going dialogue with Mr. Tom Nemic regarding the location of the CM terminals and the workshops to be conducted here on how to use CM.

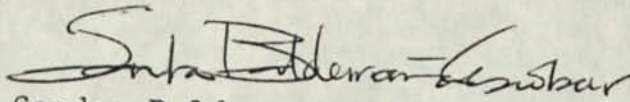
As a community branch library our mission includes 1) maintaining a facility that is inviting and conducive to use and 2) providing a collection and resources which meet the needs of our specific community. Most importantly these resources must be free and accessible to each and every individual who walks into our library. The objectives of the Community Memory complement this mission.

Historically our community has been African-American and remains predominantly so. Segments of this community include long-time residents of the area, active members of the South Berkeley Senior Center, teenagers who participate in the Young Adult Project across the street, and 4th-6th grade school children who attend the two local public schools. In the last three years we have witnessed a clear and visible influx of Hispanic and Asian families, most of whom are eager to find out about local resources of every kind. Thus, our community is a multicultural one, and one that has historically encountered cultural, educational, and economic barriers to telecommunications technology. Our branch library site for a CM terminal and instruction will make this technology accessible.

TO: Terri Jones
FROM: Sandra Balderrama-Escobar
DATE: May 1, 1989
PAGE: 2

I commend the Community Memory staff in their attempt to encompass underserved communities. I foresee their proposal as a step toward "equalizing" our community's access to advanced technology, and I look forward to working with them.

Sincerely,



Sandra Balderrama-Escobar
BERKELEY PUBLIC LIBRARY
SOUTH BRANCH
1'01 Russell St.
Berkeley, CA 94703

COMPUTER USE
AT THE BERKELEY PUBLIC LIBRARY
SOUTH BRANCH

1. Use of the APPLE IIe computer is FREE.
2. Reservations for 2 hour time slots for adults and 1 hour time slots for children under 14, may be made in person or by calling the South Berkeley Library at 644-6860.
3. Patrons must supply their own computer paper and blank diskettes or software compatible with the APPLE IIe.

The South Berkeley Library provides some software to be checked out and used in the library.

Software the Library owns:

- Apple Tutorial
- Print Shop
- PFS Write, PFS File
- Public Domain Software--you may ask for catalog at the desk
- several games

To check out software:

ADULTS MAY DEPOSIT:

California Driver's License
California Identification
Credit Card
Student ID (for high school students only)

CHILDREN (under 14) MAY DEPOSIT

Backpack
Door Key

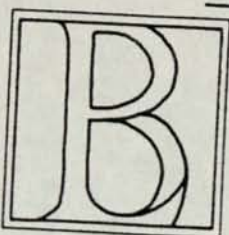
4. Hours of operation are:

MONDAY-TURSDAY:

FRIDAY AND SATURDAY:

10:30 a.m. - 8:30 p.m.
10:30 a.m. - 5:30 p.m.

5. CHILDREN UNDER 14 will be asked to have their parents sign a letter indicating permission for the child to use the computer.
6. THE LIBRARY STAFF IS NOT TRAINED TO HELP WITH COMPUTER ROUTINES, PROBLEMS, MALFUNCTIONS, OR FAILURE.



BERKELEY PUBLIC LIBRARY
2090 Kittredge Street • Berkeley, California 94704 • 415/644-6095
Regina U. Minudri, Director

Dear Parent or Guardian,

Your child is interested in using the Apple IIe computer at the South Branch of the Berkeley Public Library.

We would like your signature indicating permission for your child to use the computer. Your signature on this letter will be kept on file at the library.

We have attached a copy of our COMPUTER USE POLICY for your information.

Thank you for your cooperation.

Marge Sussman
Marge Sussman
CHILDREN'S LIBRARIAN

Patricia M. Wong
Patricia M. Wong
SUPERVISING LIBRARIAN

Please sign here:

My child has permission to use the Apple IIe computer at the South Berkeley Library

Parent's signature

CECILIA SHARON HAWKINS DIR.

SOUTH BRANCH LIBRARY
1901 RUSSELL
BERK

644 6860

10/19 - SENT LETTER INFORMING OF DELAY (JAN 89)

1/17/89 - MET W/ CECILIA; SHE IS VERY EXCITED BY THE PROSPECTS FOR CM; SHOWED ME 2 PIX OF TERMINALS;

• SHE WILL BE ON MATERNITY LEAVE APRIL 1 - AUG?

• HER ASSISTANT WILL FILL IN:

SANDRA
BALDERRAMA - ESCOBAR

• TOLD ME ABOUT CITY LINE IN OAKLAND, A JOINT EFFORT PROJECT OF CITY HALL & OAKLAND PUB. LIB.

7/12
- THE TERMINAL WILL BE TABLE-MOUNTED TO ALLOW FOR HANDICAPPED ACCESS
- A TABLE IS ON ORDER BUT MAY NOT GET HERE FOR SEVERAL WEEKS.
- WE CAN LEND THEM OUR 30 X 36 TABLE FOR THE INTERIM.

~~2/12~~
2/12 JUNG NASH. - SPOKE ABOUT TABLE 30X36

KAREN

FRI 14TH - MARGE 9-6

KAT 9-6

MON 17TH - MARGE AM JN - PM

KAT PM

TUE

MARGE 12-9

KAT 9-6

1 Russell St.
 Martin Luther King)
 Berkeley, CA 94703
 tel: 644-6101

The Berkeley Public Library

Tool Lending Project

HOURS

Tues. & Wed. 12:00-4:00, 5:00-7:00
 Thurs. & Fri. 1:00- 5:30
 Saturday 10:00-2:00, 3:00-5:00

TOOLS AVAILABLE FOR LOAN

<u>Item</u>	<u>Use Fee</u>	<u>Item</u>	<u>Fee</u>
Adjustable Wrenches, various	.50/1.00	Drill bits:	
Allen wrench	.50	aircraft and bellhanger bits	1.00
Auger bit	.50	brad point wood bits	1.00
Axe	1.00	screwdriver bits	.50
Bar clamp	1.00	self-feed bits	2.00
Basin wrench	1.00	ship augers	1.00
Bolt cutter	1.00	speed bore wood bits	.50
Box saw	1.00	twist drills 1/16"-15/64"	2/.50
Brace	1.00	twist drills 1/4"-1/2"	.50
Brick hammer	.50	twist drill set 1/16"-1/4"	2.00
Brick jointer	.50	Drill bit extensions, various	.50/1.00
Brick set	.50	Drill press	3.00
Brick trowel	.50	Drop cloth	1.00
Ball float	1.00	Drop cord/ trouble light	.50
Butt marker	.50	Drywall hammer	.50
Chainsaw, various	.50/1.00	Drywall mud pan	.50
Cabinet scraper	.50	Drywall power screwdriver	2.00
Chisel cutter	1.00	Drywall stick sander	.50
Carpet edge trimmer	1.00	Drywall T-square	1.00
Carpet knee kicker	2.00	Drywall taping knife	.50
Carpet knife	.50	Extension ladders, various	3.00
Carpet power stretcher	3.00	Extension power cords, various	.50/1.00
Carpet seam iron	2.00	Faucet handle puller	.50
Carpet shears	1.00	Faucet seat dresser	.50
Chainsaw	.50	File	.50
Chaulking gun	.50/1.00	Fish tape	1.00
Concrete mixer	3.00	Floats, various	.50/1.00
Chain wrench	1.00	Floor scraper	1.00
Chalk line	.50	Flooring chisel	.50
Channellock pliers, various	.50/1.00	Gas pressure test gauge	.50
Chisels, various	.50/1.00	Glass cutter	.50
Circular saw	2.00	Grass hook	.50
Closest auger	1.00	Grinder, 7" disc	2.00
Concrete finishing tools	.50	Hand saw	.50
Conduit bender	1.00	Hammers, various	.50/1.00
Coping saw	.50	Hand drill	1.00
Crowbars, various	.50/1.00	Hand saw	1.00
Dart	.50	Handscrew clamp	1.00
Demolition hammer, electric	3.00	Hand truck, appliance or delivery	2.00
Digging/tamping bar	1.00	Heat gun	2.00
Dollies, appliance, delivery or piano	2.00	Hedge shear, manual	1.00
Dovetail saw	.50	Hickey rigid conduit bender	1.00
Dowel centers	.50	Hole saws, high speed steel	.50/1.00
Dovelling jig	1.00	Hole saw arbor	.50
Drain snakes, hand or powered	1.00/3.00	House Jack	1.00
Drill motor, 3/8" or 1/2"	2.00	Jackpost, floor or ceiling support	1.00
Drill motor, 1/2" right angle	3.00	Jitterbug concrete tamper	1.00
		Knee pads	1.00

Ladders:	
step ladder	2.00
extension ladder	3.00
ladder jacks	2.00
levels, various	.50/1.00
linoleum/vinyl roller	2.00
linoleum/vinyl cove and seam roller	1.00
lapping shears	1.00
mallet, rubber	.50
marking gauge	.50
mattock	1.00
miter box, adjustable	2.00
miter saw, powered	3.00
mortar hoe	1.00
nail puller	1.00
nail set	.50
nipper, ceramic tile	1.00
nipper, nail cutting	1.00
nut driver	.50
paint roller extension handle	1.00
paint scrapers, various	.50
plasterer's plank	3.00
plungers, various	.50
pipe cutter, ABS DWV to 4"	2.00
pipe cutter, cast iron soil pipe	2.00
pipe cutter, galv. or black pipe	1.00
pipe cutter, PVC shear	1.00
pipe threader die	1.00
pipe threader ratchet handle	1.00
pipe vise	1.00
pipe wrenches, various	.50/1.00
pitchfork	1.00
planes, various	1.00
plaster hawk	.50
plasterer's darby	1.00
plasterer's rod	2.00
plastering trowel	.50
pliers, various	.50/1.00
plumb bob and line	.50
pole pruner	1.00
pole saw	1.00
post hole digger	2.00
propane torch head (fuel not included)	1.00
pruning saw	.50
pruning shear	.50
prybars, various	.50/1.00
push drill	1.00
putty knife	.50
raze	1.00
rasp	.50
rebar cutter/bender	2.00
rebar "Berkeley Benders"	1.00
reciprocating saw	2.00
resilient tile cutter	2.00

Rotary hammer	3.00
Rotary hammer bits per 10 holes	1.00
Router	2.00
Sabre saw	2.00
Sander, belt, disc or orbital	2.00
Sanding block	.50
Saws:	
handsaws, various	.50/1.00
circular, sabre, reciprocating	2.00
table, power miter, metal cut-off	3.00
Saw horse	.50
Scrapers, various	.50/1.00
Screwdrivers, various	.50/1.00
Sever rods, various	1.00/3.00
Shingle ripping spade	1.00
Shingling hatchet	.50
Ship augers, various	1.00
Shovels and spades, various	1.00
Shower valve socket wrenches	1.00
Sledge hammer	1.00
Snakes, various	1.00/3.00
Snips	.50
Soil tamper	1.00
Soldering gun or iron	1.00
Spokeshave	1.00
Spud bar	1.00
Spud wrench	1.00
Squares, various	.50
Staple gun or hammer tacker	1.00
Star drill	.50
Sump pump	2.00
Swing sickle	.50
T-bevel	.50
Table saw	3.00
Tape measure	.50
Tile cutter	1.00
Tile nipper	1.00
Tubing bender	1.00
Tubing bender spring	.50
Tubing cutters, various	.50/1.00
Tubing flare kit	.50
Water meter key	1.00
Water level	1.00
Water pressure test gauge	1.00
Wheelbarrow	2.00
Wire cutters, various	.50
Wire stripper	.50
Wire stripper/crimper	1.00
Workbench, folding portable	2.00
Wrecking bar	.50
Wrenches, various	.50/1.00
Yankee screwdriver	1.00

May 1, 1991

Agenda Items
for meeting with Patty Wong
South Branch Library Director

Comments on Partnership for Change Meeting
Mailing list of attendees
Where from here?
Can Community Memory help?

Community Memory Youth Activity Drive
Young People's Yellow Pages
Library Reading Program
Youth Employment Focus

Community Memory Seniors Outreach
Sr, Task Force Meeting 5/23 @ 3:00

Potential for Joint events
ORAL HISTORY
Young People's Task Force meetings ✓
CM Celebration ✓

Introduce Site Host Info Kit ✓

✗ Solicit for Time and Date of Site Host Retreat

List of library closing dates

lost two
weeks in
August

Pat Endsley - wife of Richard - Berkeley Adult School
She's in charge ~~Adult~~ Curriculum for Berkeley School

Bea Kay - retired Entomologist (Bugs) @UCB
long time resident

Develop vertical file

Berkeley Asian Task Force

Youth groups
instructors train to use Cal

David Kakashima / Kathryn Woo (Matsui)

Directors Asian Youth Center

Julia Astrela - Community Partner

PACTS Pacific Islands / Asian Amer. Ctr for
Theologies & Strategies

Wed. attendance Represents Asian Community of Christian Faith
(Faiths Multitude)

Laura Chubb - Coord. for Bilingual Educ. for the Unified
School District K-3 (bused)

not on Programming
in schools

Jefferson Elementary - Bilingual Chinese
border of West/North Berk.

Larry Peterson - Pastor of Calvary Presbyterian on Virginia @
Nancy is his wife
Kilvinia

Library

VP of Board of Chambers of Commerce

Sponsor of Open House

interested in cross-cultural discussion for mitigation of
grant. problem

Melvin Terry - Dan Bozian asst. to UCB Chancellor. Influential Young
Adult Program / Drug Task / Univ. PR. Dude

Shirley Richardson - Black Pine School Head Teacher.
In tune w/ Chamber of Commerce
On board @ Y
Deals exclusively w/ kids programming
Youth Pastor @ Presbyterian Church

Ying Ling Kelly -
Office Mgr. for Ron Dellums
Head Rainbow Coalition in Berkeley. (no longer exists)
Got support from Dellums in support of grant

Sara Kelly -
Leo McCarthy's aide (Lt. Governor)
Got letter for grant from McCarthy
Coordinated Asian Health Forum

Youth Employment Services - Nancy Tony
Check w/ Mayor's Office
Junior Training Partnership

Site Name: **West Branch Berkeley Public**

Address: 1125 University Ave. Berkeley 94702

Phone: 644 6870

Hours Open:

M-Th: 10-9;

Fri Sat: 10-6

Hours CM is Accessible:

M-Th: 10-9;

Fri Sat: 10-6

Fax:

E-mail:

Principal Contact: ~~Sandra Balderrama-Escobar Director~~

Alternates : Dawn Swanson Children's Libr.

Equipment:

Cabinet:

CPU:

Monitor:

Keyboard:

Modem:

Watchdog:

Circuit:

Circuit#:

Billing#:

Order#:

Date inst:

Installer:

Rep's #:

Date Installed:

Terminal Buddy: Jack

Volunteers:

Site Name:

West Branch Berkeley Public

Address:

1125 University Ave. Berkeley 94702

Phone: 644 6870

Hours Open:
 M-Th: 10-9;
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Equipment:

Cabinet:
 CPU:
 Monitor:
 Keyboard:
 Modem:
 Watchdog:

Circuit:

Circuit#:
 Billing#:
 Order#:
 Date inst:
 Installer:
 Rep's #:

Date Installed:

Terminal Buddy: Jack

Volunteers:

SITE MAINTENANCE CHECK LIST

Site W. Library Your Name Nancy Kern Date 9-16-91

MATERIALS TO BRING ALONG

- White cleaning rag
- Spray bottle with warm water and a tiny bit of liquid soap
- Lint free cloth for screen
- Envelope(s) for collection of quarters
- Extra decals, tape, scissors, spray mount
- Brochures, newsletters, sign-up sheets, business cards

INTRODUCE YOURSELF TO THE SITE HOST

- Tell them your name, you're from CM to clean the terminal
- Ask them their name
- Ask them if they have any problems or questions about CM
- Leave a business card with them (Nancy Kern) before you leave

CLEAN

- Dispose of trash in and around terminal
- Clean the keyboard, the wooden box, the plastic plates, and the literature holders with the warm water and cloth.
- Clean the screen with the soft cloth in the plastic bag.

CHECK

- Make sure the Community Memory signs and the coin slot decal are in place. If not, replace.
- Check to see the monitor is working properly.
- Note any visible problems or malfunctions with the terminal in the space below.
- Place newsletters and brochures in holders

COLLECT

- Open the top of the box using the combination you've been given (Don't write it down anywhere)
- Empty the cup of quarters into the envelope. If you're going to several places, note the location on each separate envelope or bag.
- When you get back to the office, count the quarters from each site and enter the amount on the sheet in the coinbox envelope on the bookkeepers desk. Empty the quarters into the envelope.

NOTES: Send a SUGGESTION TO SYSOP and/or write notes here.

Sticker on rt side is peeling off.

COINBOX BROKEN



large ret.

no \$

SITE MAINTENANCE CHECK LIST

8/12/91

West Library

Site Central

Your Name Kuang Euyema

Date 8/18/91

MATERIALS TO BRING ALONG

- White cleaning rag
- Spray bottle with warm water and a tiny bit of liquid soap
- Lint free cloth for screen
- Envelope(s) for collection of quarters
- Extra decals, tape, scissors, spray mount
- Brochures, newsletters, sign-up sheets, business cards

INTRODUCE YOURSELF TO THE SITE HOST

- Tell them your name, you're from CM to clean the terminal
- Ask them their name Pablo
- Ask them if they have any problems or questions about CM
- Leave a business card with them (Nancy Kern) before you leave

CLEAN

- Dispose of trash in and around terminal
- Clean the keyboard, the wooden box, the plastic plates, and the literature holders with the warm water and cloth.
- Clean the screen with the soft cloth in the plastic bag.

CHECK

- Make sure the Community Memory signs and the coin slot decal are in place. If not, replace.
- Check to see the monitor is working properly.
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COLLECT

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- Empty the cup of quarters into the envelope. If you're going to several places, note the location on each separate envelope or bag.
- When you get back to the office, count the quarters from each site and enter the amount on the sheet in the coinbox envelope on the bookkeepers desk. Empty the quarters into the envelope.

\$8.25

NOTES: Send a SUGGESTION TO SYSOP and/or write notes here.

No problems. The librarian said that people who
lost their quarters go up to them and disturb
them. The red paint on the return key is fading.
Commands sticker peeling off, sign falling back



Community Memory

A public access information and resource exchange

May 17, 1991

Dawn Swanson
Berkeley Library, West Branch
1125 University Avenue
Berkeley, CA 94702

Dear Dawn,

As a result of our new training series, we've trained 15 people to use Community Memory. That's 15 people who, before our on-site trainings, knew very little about Community Memory. Our training series included 16 sessions, at least one at each site. With 16 training sessions and 15 new users, that's nearly one new user per training, and that's a ratio that equals success in our book.

It has been equally pleasing just to be out at the sites on a more regular basis. Not only do we get to see you more often, but it's enabled us to connect with more Community Memory participants. That's important because it gives us a better picture of who uses Community Memory, which helps us reach out to potential new users more directly. In addition, we believe Community Memory's profile is enhanced simply by the presence of our trainers. People who may be shy or preoccupied at the time of a training are much more curious about "that wooden box with the computer in it" after they've seen others using it.

Needless to say, we're continuing our on-site trainings. With our new Outreach Assistant, Maria Delgado, we're better able to deliver and promote these trainings, as well as record the valuable feedback that new users give us. Enclosed you'll find the new training schedule and new user sign-up sheets that should be posted on or near the Community Memory kiosk. We feel the sign-up sheet is an important part of our training series because it lets passers-by know when a Community Memory representative will be at your site.

Your continued support is greatly appreciated. I look forward to seeing you again soon.

Sincerely,

Yvette Holts
Outreach Coordinator



Community Memory

A public access information and resource exchange

March 27, 1991

Sandra Balderrama-Escobar
West Library
1125 University Avenue
Berkeley, CA 94702

Dear Sandra,

It's been one year since Community Memory expanded to our current network of ten public-access computer terminals. We're encouraged by the increase in usage in the past year: two thousand people use Community Memory each month and there are now eighty-seven different discussion forums. As you know, Community Memory participants are often people who would not ordinarily have access to computers. We're delighted to have a opportunity to introduce them to our computerized information exchange.

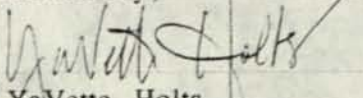
To that end, we are launching a new training series which we hope will encourage those who may have been shy before, to experiment with Community Memory and to discover new information and vital discussions. Additionally, our team of programmers have updated the Community Memory software to simplify a number of functions.

Based on the information you gave me, I've developed a schedule for on-site trainings. I've enclosed this schedule for your review as well as a sign-up sheet which can be posted near the Community Memory terminal at your site. The sign-up sheet lets passers-by know when a trainer will be at your site. I don't expect many people to sign up initially, but it will be helpful to let them know when trainings will be delivered.

This new training series is part of our first birthday celebration, as is the launch of the new, simplified Community Memory software. We will be installing new signs and a few other goodies at each terminal, to announce our birthday. Best of all, on Friday, March 29, Community Memory will accept all new messages for FREE. No quarter necessary. We're calling this promotion Free Association. We're encouraging people to freely associate with Community Memory - for FREE! And, we'll kick off the training series on that day, as well.

Feel free to contact me regarding the training schedule - your comments are important.

Sincerely,



YaVette Holts
Outreach Coordinator

TO: Sandra Balderrana-Escobar, Director
West Branch of the Berkeley Public Library
FROM: Evelyn Pine
DATE: May 2, 1990
RE: Community Memory Training

I wanted to give you an update on Community Memory training at the West Branch.

Through the end of March, Community Memory trained 135 people to use the system. As you know, we've been doing drop-in training at the West Branch at least three times a month. From mid-December 1989 to March 31, 1990, we've trained 44 people at the branch.

30 men, 14 women
6 youth, 1 senior
19 whites, 15 blacks, 7 asians, 3 hispanics
18 people who had never used a computer before
11 people left messages

Since January, we've gained a number of new forums including: BioForum, Recipes & Cooking, MAGIC, Assistance Wanted, Poetry, Vietnam Day Committee Reunion, Cable TV, and Dreams. Seven community institutions are managing 12 forums. A number of other forums are in development.

In addition, 44 nonprofit groups and community agencies use Community Memory to announce meetings, promote events, publicize services, recruit volunteers and new members, find new staff, and assist in community organizing. Fifty-five small businesses tell users about their services through the system.

Community Memory is currently being used about eight hours a day. West Branch patrons access Community Memory about fifty times a week.

Community Memory use is increasing throughout Berkeley. I know that this is, in part, due to the training program at the West Branch. We really appreciate your support, Sandra, and the cooperation of your staff.

WEST BRANCH LIBRARY

2/89

CONVERSATION w/ STAN (INSTALLER) †

6445140

CAROLYN (REP.)

- STAN USED AN ABANDONED ALARM CIRCUIT TO GET FROM OUTSIDE THE BUILDING TO THE TERMINATION BLOCK.
- THE CIRCUIT NOW TERMINATES @ THE BLOCK IN THE ATTIC ~~ROOM~~ SPACE ABOVE OFFICE
- WE NEED TO RUN CONDUIT FROM BLOCK TO CEILING ABOVE FINAL LOCATION. THE WIRE WILL THEN BE LED DOWN THE WALL FROM THE CEILING TO FINAL TERMINATION.

7/18/89

①

JIM MEADOWS CALLED: — IT WOULD BE EASIER FOR HIM TO PULL THE WIRE RATHER THAN PLACE CONDUIT.

CAN I ARRANGE FOR THEM TO MEET?
(JIM & STAN) @ THE SITE?

②

SPOKE w/ CAROLYN @ PAXBELL; SHE WILL CONNECT STAN & JIM BY PHONE SO THEY CAN SET A TIME TO DO THE WORK. SHE WILL KEEP ME APPRAISED.

FRANCISCA SCHNEIDER - DIR.

644 6870

1/17/89 - SPOKE TO HEIR ABOUT PROSPECTS
FOR NEW SYSTEM.

- SHE WANTS IT IN THE LIBRARY
- WE CHOSE A TENTATIVE SITE FOR
THE TERMINAL
- FAMILIAR W/ CM FROM WEA
WHERE SHE USED IT

2/21/89 - HIRING TURMOIL @ THE LIBRARIES NOW.
- CALL AFTER DEMO TO REGINA
AND SET UP A DEMO FOR
FRANCESCA & OTHER BRANCH HEADS

Note: Site Maintenance Checklist
on site.lst file
in Sysop Disc

SITE MAINTENANCE CHECK LIST

Site _____ Your Name _____ Date _____

MATERIALS TO BRING ALONG

- _____ White cleaning rag
- _____ Spray bottle with warm water and a tiny bit of liquid soap
- _____ Lint free cloth for screen
- _____ Envelope(s) for collection of quarters
- _____ Extra decals, tape, scissors, spray mount
- _____ Brochures, newsletters, sign-up sheets, business cards

INTRODUCE YOURSELF TO THE SITE HOST

- _____ Tell them your name, you're from CM to clean the terminal
- _____ Ask them their name _____
- _____ Ask them if they have any problems or questions about CM
- _____ Leave a business card with them (Nancy Kern) before you leave

CLEAN

- _____ Dispose of trash in and around terminal
- _____ Clean the keyboard, the wooden box, the plastic plates, and the literature holders with the warm water and cloth.
- _____ Clean the screen with the soft cloth in the plastic bag.

CHECK

- _____ Make sure the Community Memory signs and the coin slot decal are in place. If not, replace.
- _____ Check to see the monitor is working properly.
- _____ Note any visible problems or malfunctions with the terminal in the space below.
- _____ Place newsletters and brochures in holders

COLLECT

- _____ Open the top of the box using the combination you've been given (Don't write it down anywhere)
- _____ Empty the cup of quarters into the envelope. If you're going to several places, note the location on each separate envelope or bag.
- _____ When you get back to the office, count the quarters from each site and enter the amount on the sheet in the coinbox envelope on the bookkeepers desk. Empty the quarters into the envelope.

NOTES: Send a SUGGESTION TO SYSOP and/or write notes here.

sample site agree -
ments

I would like to confirm that Community Memory Project (CMP) is making a Community Memory terminal available at no cost to _____.

The costs associated with the installation, and monthly service fees for the dedicated telephone circuit which connects the terminal to the central machine will be borne by CMP. The terminal enclosure, all its contents, as well as any affixed materials are the sole property of CMP.

Furthermore, as of _____, CMP is carrying liability insurance to protect _____ from any claims that may result from accidents at or around the computer terminal.

We understand that _____ will make available the current location for the terminal as well provide continuous electricity for the terminal's operation.

Should either _____ or Community Memory elect to change any of the above arrangements, and both parties are not in concordance with the change, the party who elects to change the agreement must notify the other party in writing at least 6 months before the change is to go into effect. If, however, both parties agree to a change, the change may take place immediately or when mutually agreed upon by both parties.

This agreement made on the date below specified by and between the COMMUNITY MEMORY PROJECT (CMP) and

(LOCATION).

NOW, THEREFORE, IN CONSIDERATION of the premises, and in consideration of the mutual agreement hereinafter specified, the parties agree as follows:

1. LOCATION hereby grants to CMP the right to install a Community Memory computer terminal on a site managed by LOCATION at _____ in the town of _____.
2. LOCATION will furnish mutually agreed upon space at least 3 feet by 4 feet for a computer stand and terminal. LOCATION will provide electricity for this computer terminal and allow the installation of a telephone line for the purposes of communicating with the CMP computer. All equipment installed by CMP remains the property of CMP.
3. CMP agrees to cover the expenses of the telephone lines and to be responsible for all communication with the telephone company.
4. The computer terminal, stand and display that will be installed by CMP will also contain a coin box. The revenues collected by the coinbox are the property of CMP.
5. CMP shall provide services to the equipment at the site on an as needed basis. CMP agrees to provide LOCATION with an emergency contact phone number. CMP agrees to check the computer terminal regularly and both CMP and LOCATION agree to clean the computer terminal and area of debris whenever required.
6. CMP agrees to carry liability insurance to protect LOCATION from any claims that may result from accidents at or around the computer terminal.
7. Either LOCATION or CMP may renegotiate or terminate this agreement. If either party elects to change the conditions of this agreement, and both parties are not in concordance with the change, the party who elects to change the agreement must notify the other party in writing at least 6 months before the change is to go into effect. If, however, both parties agree to a change, the change may take place immediately or when mutually agreed upon by both parties.

8. Upon termination of this agreement, CMP shall have the right to enter the premises of LOCATION and to remove all equipment belonging to CMP.

Date _____

for LOCATION: Name: _____
Title: _____
Address: _____
Phone: _____

for CMP: Name: _____
Title: _____
Address: _____
Phone: _____

The Community Memory Project

2617 San Pablo Avenue, Berkeley, California 94702 (415) 841-1114

October 20, 1985

Harvey Smith
Consumer's Coop of Berkeley
4805 Central Ave.
Richmond, CA 94804

Dear Harvey,

At last, Community Memory has settled into our new office space. Living in a small storefront is quite different from inhabiting a spacious warehouse, but we have plenty of space for our current needs. I think we'll be quite happy here.

We're now planning to install additional terminals in Berkeley, and are particularly interested in installing a terminal at the Shattuck Co-op.

These are the substantive points, from our perspective, that should be included in an agreement between the Co-op and Community Memory:

1. Community Memory will make a terminal and connection to the Community Memory system available for public use at the Shattuck Avenue Co-op, at a location to be agreed on by the Co-op and Community Memory.
2. The Co-op will make space, AC power, and access to the terminals available to facilitate public use of the terminal, at no charge to Community Memory.
3. The installation expenses and the ongoing costs of operation of the terminal will be borne by Community Memory on a temporary basis, for a period not to exceed one year. We will explore the various sources of defraying these expenses and expect that the Co-op will assist us in this effort.
4. It is the intention of both parties that at some future date, the terminals and the computer to which they are connected will be owned and operated by an organization other than Community Memory. Community Memory wishes to assist in the creation of such an organization, and wants to encourage the participation of the Co-op. Until this organization is created and ownership of the system is transferred to it, Community Memory will take in any revenue generated by the operation of the system.

Also, we've decided to implement a very simple coin box mechanism. We're going to start by charging 25 cents to add a message. This is the easiest way for us to implement the coin operating expenses. It

probably won't, however, earn enough revenues to repay the installation costs, and we'll probably change the charging scheme in the future. We will, of course, contact you before we actually install the coin boxes.

We would like to begin planning the installation of the Co-op terminal. The two most time-consuming steps will be obtaining final approval from the Co-op (both "Co-op Central" and the Shattuck Center Council) and the 6-week lead time needed for the telephone line installation.

We plan to attend the next Center Council meeting and begin that part of the process. I'll call you soon to discuss the steps we need to take.

Sincerely,

Karen Paulsell

cc: Nancy Snow

The Community Memory Project

2617 San Pablo Avenue, Berkeley, California 94702 (415) 841-1114

To: The Shattuck Center Council

Date: November 7, 1985

You may be aware that the Community Memory Project is interested in installing a terminal at the Shattuck Co-op. We have had a terminal at the Telegraph Avenue store for over a year; we are very pleased that they chose to incorporate a special place for it when they re-designed the teller booth area.

Basically, this is our proposal:

1. Community Memory will make a terminal and connection to the Community Memory system available for public use at the Shattuck Avenue Co-op, at a location to be agreed on by the Co-op and Community Memory.

Note: We would prefer to be located on the ground floor near the stairway; however, if there is not sufficient space, the second floor bulletin board area is our second choice.

2. The Co-op will make space, AC power, and access to the terminals available to facilitate public use of the terminal at no charge to Community Memory.
3. The installation expenses and ongoing costs of operation of the terminal will be borne by the Community Memory Project on a temporary basis, for a period not to exceed one year. We will explore the various sources of defraying these expenses and expect that the Co-op will assist us in this effort.
4. It is the intention of both parties that at some future date, the terminals and the computer to which they are connected will be owned and operated by an organization other than Community Memory. Community Memory wishes to assist in the creation of such an organization, and wants to encourage the participation of the Co-op. Until this organization is created and ownership of the system is transferred to it, Community Memory will take in any revenue generated by the operation of the system.

We would like a firm commitment from the Center Council as soon as possible, since telephone line installation can take up to six weeks. All other components of system installation can be done in that 6-week time period.

Estimated Costs of Sponsoring a Community Memory Terminal

1. Introduction

The following guidelines are intended to help estimate the cost of establishing and maintaining a Community Memory public access computer terminal. Costs are separated into setup costs and ongoing costs. These figures represent our best estimates of the costs involved, not a guaranteed price quotation. Many of the costs are based on computer hardware costs and phone rates which will vary with time.

2. Setup Costs

These are the items needed to set up a Community Memory public terminal. They are one-time charges.

2.1 Public Computer Terminals

These are PC/XT-compatible machines, modified and housed in specially constructed enclosures for public places (stand-up and sit-down designs are available). Included are: modified, color-coded keyboard, coin mechanism and interface, 12" monochrome monitor, literature rack and instruction decals. The cost of an assembled terminal including CM personnel time and administrative costs is \$2,750.

If a faster, PC/AT, or an oversized monitor is desired, the price differential of these components should be added to the total.

2.2 Phone Lines

There are two options for connecting the public terminal to the central machine: Leased Lines and Dial Lines.

A Leased Line provides a permanent connection. There is no delay associated with dialing and no per minute connection charge. A leased line requires purchasing about \$500 worth of hardware and paying a \$750 installation fee to the phone company, for a total setup cost of \$1,250.

A Dial Line is regular business lines dedicated for use by the terminal. It is less expensive to set up, monthly costs reflect connect charges for each call and connect time charges. There is a 30 second delay while the terminal establishes a connection with the central machine at the start of a session. A dial line requires purchasing about \$250 worth of hardware, and paying a \$150 installation fee to the phone company, for a total \$400.

3. Ongoing Costs

3.1 Line Charges

This is what the phone company charges every month for use of the phone lines. For leased lines this is a flat fee of \$55. For the dial line on the central machine (not used to call out) this is \$16. For the dial line at the terminal this is \$16 plus 1 cent per minute, plus 3 cents per call. If an average Community Memory session is 5 minutes, it will cost 8 cents on a dial line. Thus, above about 500 call per month, leased lines are cheaper than dial lines.

3.2 Support and Maintenance

A number of maintenance tasks need to be performed periodically: cleaning the terminals, restocking information literature, generating usage statistics. Like everything else, component occasionally break down or wear out and need to be replaced or repaired. Sites are insured against liabilities from injuries occurring at or near a Community Memory terminal. We estimate monthly support costs for the terminal to be \$100.

Estimating Community Memory System Costs

1. Introduction

The following guidelines are intended to help estimate costs of the technical aspects of installing and operating a Community Memory system. Each of the components and services necessary are listed and described, and the cost is estimated. Costs are divided into setup costs and maintenance costs.

To simplify system operation and setup, The Community Memory Project is willing to contract to provide any of the components or services necessary. Alternatively, since Community Memory systems are assembled from standard components, most of the items mentioned can be obtained elsewhere, possibly at lower cost.

These figures represent our best estimates of the costs involved, not a guaranteed price quotation. Many of these figures are based on computer hardware costs and phone rates, which will vary with time and location. Our licensing, support, and installation costs may be adjusted from time to time. Finally, these figures do not include the non-technical costs associated with running a Community Memory system (management, office space, promotion, insurance, utilities, etc.).

After the details of the costs involved, you will find an example of the cost of a system involving 20 public terminals connected by leased lines.

2. Setup Costs

These are the items needed to set up a Community Memory system. They are one-time charges.

2.1 Central Machine

This is the machine that stores information and delivers it to the terminals on demand. We recommend using a 386-based system with an AT bus. Prices for such systems start under \$2,000, but the configurations required for large Community Memory systems are somewhat more expensive. A 20 MHz system with 4 MB RAM, a 300 MB disk, 24 serial ports, tape cartridge backup, and the UNIX operating system costs about \$11,000.

2.2 Public Terminals

These are PC/XT-compatible machines, modified and housed for use in public places. The Community Memory Project can supply such machines for \$2,000 each, including computer, modified keyboard, coin mechanism and interface, wood cabinet, and instructional decals. Alternatively, we can supply plans for terminal construction. The bare minimum computer hardware for a public terminal (without coin mechanism) costs about \$500.

2.3 Leased Lines

These are the lines used to connect heavily-used public terminals to the central machine. Although they are initially more expensive than normal phone lines, because they are permanently connected, there is no delay associated with dialing and no per-minute charge. A leased line requires purchasing about \$500 worth of hardware, and paying a \$750 installation fee to the phone company, for a total setup cost of \$1,250.

2.4 Dial Lines

These lines allow home computer users to call into the Community Memory system. If you have some dial lines connected to your central machine, an additional dial line at the terminal site can be used instead of a leased line to connect a public terminal to Community Memory. A dial line requires purchasing about \$200 worth of hardware, and paying a \$150 installation fee to the phone company, for a total setup cost of \$350. Installation fees for dial lines at terminal sites will be about \$70 less because they are single lines rather than groups of lines sharing a single number.

2.5 Software Setup / Training

This fee is paid to The Community Memory Project to install and configure the Community Memory software and to train your staff in its operation and maintenance. The fee is \$6,000.

3. Maintenance costs

These are the ongoing costs of operating a Community Memory system. They are figured on a monthly basis.

3.1 Line Charges

This is what the phone company charges every month for use of the phone lines. For leased lines this is a flat fee of \$55. For dial lines on the central machine (not used to call out) this is \$16. For dial lines on terminals this is \$16 plus 1 cent per minute plus 3 cents per call. If an average Community Memory session is 5 minutes, it will cost 8 cents on a dial line. Thus, above about 500 calls per month, leased lines are cheaper than dial lines.

3.2 Operator

Some amount of routine work needs to be done to maintain the Community Memory system. This involves things like performing backups, deleting expired messages, and printing usage reports. Your staff is trained to perform these functions when the system is installed. We estimate your ongoing staff involvement at about five hours per week of work.

If necessary, we can monitor your system and perform most of this routine work remotely. This would reduce your staff requirement for operations to about one hour per week, mostly for loading and removing tapes and paper. The charge for remote monitoring of your system is \$600 per month.

3.3 Maintenance

Like everything else, the components of a Community Memory system occasionally break down or wear out. Although the exact cost of repair and replacement is impossible to predict, putting aside a small amount every month will cover most situations. We recommend setting aside \$20 per month for each public terminal, and 2% of the purchase price each month for the central machine. Alternatively, you can contract with a local computer maintenance company to supply all parts and labor for a fixed cost.

3.4 Support / Licensing

This fee is paid to The Community Memory Project for continued use of the Community Memory software and for our assistance with technical problems. The fee is \$500 per month.

4. An Example

As an example of how to apply these figures to a real situation, here is an estimate of the cost of a Community Memory system involving 20 public terminals connected by leased lines:

Setup cost

Central Machine (24 port)	\$11,000
Public Terminals (20 @ \$2,000)	\$40,000
Leased lines (20 @ \$1,250)	\$25,000
Software setup / Training	\$ 6,000

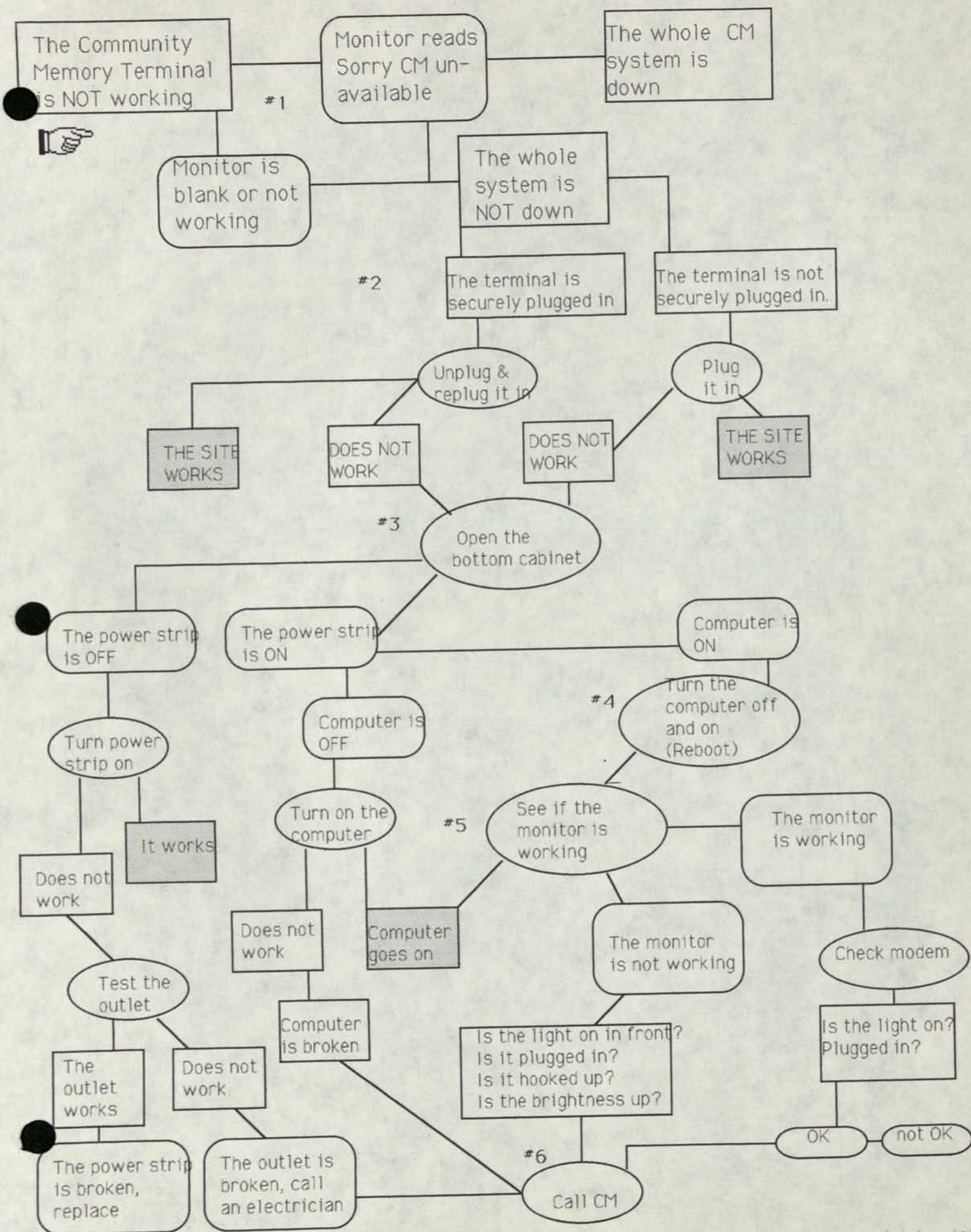
	\$82,000

Monthly operation cost

Line charge (20 @ \$55)	\$ 1,100
Operator (20 hrs @ \$15/hr)	\$ 300
Maintenance (2% of \$11,000)	\$ 220
Maintenance (20 @ \$20)	\$ 400
Support / Licensing	\$ 500

	\$ 2,520

Terminal Problems
System Goals



File on Mac Nancy's folder/Hlawcha

System crashes + Terminal problems + repairs

- 1/29/91
2/25/91 System crashed + brought back up
South library terminal was sharing an outlet with microfiche reader. Situation has been corrected.
- 2/9/91 Ecology Center down - lots of failed operations (-14) in trace file. Brought up by GSW
- 3/4/91
3/7/91 Main down. Rebooted by GSW. Seems ok
SBNDC - Pac. Bell ordered our line cancelled. Carl spoke w/ P.B., they will reconnect line and cancel charges.
- 3/15/91
3/19/91 Carl fixed the coin box mech. at Milt 2
Complaints regarding the screen being hard to read at Claremont. EP checked it 3/15 and said it's burnt out. CF and GSW adjusted it and said it's ok.
- 3/26/91 Pac Bell must move phone lines at Claremont Branch. Charge \$150
- 3/28/91
4/1/91 I-House down, but ok when checked by GSW
Milt 2 not working. Probable communications problem. Pac Bell checked out line, still didn't work. LDM replaced at this end, problem went away.
- 4/4/91 Claremont down ^{due} to phone co. switch
- 4/10/91 Claremont ok
- 4/19/91 Screen @ W. Branch blank. EP replugged it. ok
- 4/22/91 Milt 2 down. Phone cord was cut. Fixed by Carl
- 4/29/91 Claremont down. Yvette Reset
- 5/14/91 ~~System~~ terminal went down when Yvette reconnected coin box. Carl replaced graphics card on the unit and it's ok.