EXHIBIT A
Regional Community Health Information Outreach Symposium
Statement of Work

Background
Effective community health information outreach is an important initiative to reduce health disparities. In order to make inroads, it will take more than RML staff. Organizations and libraries may need to increase their knowledge of their importance in providing access to health information in their communities. In addition, it is often difficult for libraries and agencies to recognize who their best community allies are for this outreach. The symposium is one of the steps toward building a critical mass of individuals and agencies promoting and providing health information access for communities and community organizations.

The Mountain Plains Library Association and the Wyoming Library Association are holding a joint meeting in Jackson Hole, Wyoming, October 12-14, 2005. The Regional Community Health Information Outreach Symposium will be held on October 11, 2005. This scheduling of the symposium is designed to bring in public librarians who would not ordinarily attend the symposium. The Wyoming State Librarian is calling a meeting of the Western Council of State Librarians on October 12, 2005. This council includes 21 state librarians including the state librarians from the MidContinental Region. The timing will be favorable to have them attend the symposium as well. Key people from each state will be invited to attend the symposium with the RML supporting their expenses.

Objectives
The NN/LM MCR foresees the following outcomes as a result of the regional symposium. These are not immediate outcomes but long term results for which the seeds will be planted at this meeting.

1. More public libraries will offer health information outreach projects.
2. More health sciences libraries will target a community based organization for outreach services.
3. More health sciences libraries will offer services to their communities.
4. More health sciences libraries and public libraries will partner in community outreach efforts.
5. More community outreach efforts will incorporate evaluation.

Activities
The University of Wyoming will be responsible for:

Symposium Arrangements:
- Facilities
- Speakers
- Materials
Symposium Attendees:
• Issue Invitations
• Reimburse attendees for travel

Meeting activities will allow participants to learn about resources and strategies that will assist them in implementing health information community outreach.

Symposium activities will include:
1. Presentations about:
   • RML assistance
   • Successful community outreach strategies
   • National efforts that have local implications (e.g. Libraries for the Future, NCLIS health award)
   • Integrating evaluation into community outreach
2. Small group sessions to discuss issues on carrying out community health information outreach.

Evaluation:
1. Using Survey Monkey one month before the Symposium date, invited symposium participants will be asked to identify any health information outreach programs and/or community outreach partnerships that their institutions are currently involved in. The survey will also be available at the symposium for any attendees who were unable to complete the survey online. This information will be used to establish baseline data for the evaluation process.

2. In order to identify any projects generated by the Symposium, 2 surveys will be conducted within a one year period, to request information about proposed or active outreach partnerships from the institutions represented at the Symposium. Survey Monkey will be used to conduct the surveys. The surveys will also request participant insights on the differences that the Symposium made or is making in their outreach efforts.

3. At the end of one year, the collected data will be compared to the baseline data for analysis. Survey results will be shared regionally and nationally through posters or papers presented at MLA and MCMLA, through the MCR website, online discussion lists and newsletters.

Deliverables
Deliverables to be submitted to the NN/LM-MidContinental Region in Salt Lake City, Utah:
• Quarterly reports are to be filed online at: (http://nnlm.gov/projects/submitter.html?code=mcrquarterreport)
  Reports are due 15 days after the close of the quarter.

• Reports will be due:
August 15, 2005
November 15, 2005
February 15, 2006
Last quarter and Final Report due: April 30, 2006

- A final report including the final evaluation is due 30 days from the last day of the performance period. The NN/LM-MidContinental Region will provide you with the form to be completed. The final report must include a narrative summary of project accomplishments; sites where training was done and a description of training sites; description of target audience; list of exhibits, if applicable; approaches and interventions used; project evaluation results; observations on problems or barriers encountered; impact of the project; and recommendations for improvements, alternative methods, insights, etc. In addition, a graphical compilation of web site statistics, classes and demonstrations conducted of NLM databases, and meetings attended, must be provided.

- Any materials (promotional materials, training materials, articles etc) developed or produced for this project will be provided in electronic format (whether in ASCII, HTML, PDF, or other document formats). In accepting the award, the bidder gives permission for use of such materials by the NLM and NN/LM.

- The bidder may also be asked to provide information to the RML or to NLM, such as IP addresses, which will be used to track usage of MedlinePlus, PubMed or ClinicalTrials.gov by institutions participating in the project.

- Information on training materials developed under this contract should be submitted to the National Training Center and Clearinghouse (NTCC) (http://nnlm.gov/train/suggest.html).
# EXHIBIT B
## Regional Community Health Information Outreach Symposium
## Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
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<tr>
<td>Facilities</td>
<td>1,800</td>
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<tr>
<td>Speakers Honorarium</td>
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<tr>
<td>AV/Connectivity</td>
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<td>Meeting Materials</td>
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<td>Marketing</td>
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<td>Travel</td>
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<td>Hotel</td>
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<td>Per Diem</td>
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<td>Ground</td>
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<td><strong>Subtotal</strong></td>
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<td>University of Wyoming IDC (.30)</td>
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<tr>
<td><strong>Wyoming Subcontract Total</strong></td>
<td><strong>$56,000</strong></td>
</tr>
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Recipients of NN/LM funding are strongly encouraged to consider publishing results from NN/LM funded projects in journals that make their contents freely available on the Web.

All publications should include the following statement or acknowledgement: “This project is supported under contract no. NO1-LM-1-3514 with the NN/LM MidContinental Region from the National Library of Medicine.”