1. Please provide more detailed budget figures in the following areas:

From NLM: Please provide a budget justification that explains each line, including an explanation of how salary costs were computed.

Questions about budget:

Personnel
Funds have been requested for a relief worker. The amount requested appears to be approximately 250 hours at $14.72/hour. Is this an accurate number? How will the relief worker be utilized? Will s/he be in the library when Applicant is there or only when she is on the road? How many presentations are planned and on how many days?

Personnel
Funds have been requested in this grant application for a temporary relief worker. This temporary worker will only work when the one full-time librarian is “on the road” and making presentations. The temporary worker’s main duties will be coverage of the library when the FT librarian is away. We do not anticipate being able to hire a temporary worker with extensive library experience. We hope to hire someone that can handle day to day clerical duties (take phone messages and information requests, handle directional and basic library questions), basic library duties (circulation, materials processing), and simply keep the library open for the benefit of community patrons. The relief worker will not be expected to handle complex reference inquiries; these will be handled by the librarian upon her return. We plan to make approximately 40 promotional trips. We don’t expect more than one day per week to be devoted to promotional/educational trips.

8 hours relief pay per week x 40 weeks = 320 hours
320 hours x $11.50/hour = $3,680.00
$810.00 to cover fringe benefits
Total requested for temporary relief worker = $4,490.00

Travel

The applicant states that all travel will be by car and will not involve overnight expenses. At 36.5 cents per mile the applicant is expecting to travel 1,850 miles. Please provide details about the sites to be visited including travel distance.

Travel
As stated in our grant proposal, St. John’s Health System encompasses health care facilities spanning over 30 counties in southwest and central Missouri, as well as portions of northwest Arkansas. We are using this service area as our target area for library promotion. We plan on completing around 40 promotional trips in total.

Our grant proposal includes a listing of the types of groups we will be targeting for library promotion and education. Since our initial proposal, we have divided this listing into two types of groups to target, primary targets and secondary targets. Our primary targets are going to be public libraries, academic libraries, schools, clinics, and government/municipal services. We feel that these groups will be most interested in scheduling a formal presentation and/or provide helpful information about groups within the community that would be interested in a presentation.
Primary groups will be contacted by the Community Health Library’s librarian to schedule a presentation.

Our secondary targets include pharmacies, retail stores, churches, senior centers, fitness/exercise centers. Our plan is to make “drop-in” contact with these groups. For example, following a formal presentation at the Barry County Library, the librarian will informally visit appropriate local businesses and health agencies. Promotional items for display and distribution will be distributed as desired at each site. If these locations express an interest in a formal presentation, follow-up and scheduling will be done. It is our hope that some of these secondary targets will be willing to post information about the library in their store, center, office, etc.

**Preliminary listing of primary target groups:**
We have clustered our travel plans by county. We will attempt to schedule presentations geographically, but realize that this may not be possible in all situations. Once in a specific location, we will make drop-in contact to other groups/organizations that would benefit from information about the library.

**Barry/Lawrence County**
1. Barry – Lawrence County Library District, Aurora, MO branch
   Travel from Springfield, MO to Aurora, MO = 31 miles one way
2. Barry-Lawrence County Library District, Monett, MO Branch
   Travel from Aurora, MO to Monett, MO = 13 miles one way
   Travel from Monett, MO to Springfield, MO = 43 miles one way

**Cedar County**
3. Cedar County Main Library, Stockton, MO
   Travel from Springfield, MO to Stockton, MO = 53 miles one way
4. Cedar County Library, El Dorado Springs Branch
   Travel from Stockton to El Dorado Springs = 23 miles one way
   Travel from El Dorado Springs, MO to Springfield, MO = 76 miles one way

**Christian County**
5. Christian County Library District
   Travel from Springfield, MO to Ozark, MO = 18 miles one way
   Travel from Ozark, MO to Springfield, MO = 18 miles one way

**Dade County**
6. Dade County Library, Greenfield, MO
   Travel from Springfield, MO to Greenfield, MO = 41 miles one way
7. Lockwood Public Library, Lockwood, MO
   Travel from Greenfield, MO to Lockwood, MO = 8 miles one way
   Travel from Lockwood, MO to Springfield, MO = 49 miles one way

**Dallas County**
8. Dallas County Library District, Buffalo, MO
   Travel from Springfield, MO to Buffalo, MO = 38 miles one way
   Travel from Buffalo, MO to Springfield, MO = 38 miles one way

**Douglas County**
9. Douglas County Public Library, Ava, MO
   Travel from Springfield, MO to Ava, MO = 56 miles one way
   Travel from Ava, MO to Springfield, MO = 56 miles one way

**Greene County**
10. Ash Grove Branch Library, Ash Grove, MO
Travel from Springfield, MO to Ash Grove, MO = 20 miles one way
Travel from Ash Grove, MO to Springfield, MO = 20 miles one way

11. Republic Branch Library, Republic, MO
   Travel from Springfield, MO to Republic, MO = 13 miles one way
   Travel from Republic, MO to Springfield, MO = 13 miles one way

12. Willard Branch Library, Willard, MO
   Travel from Springfield, MO to Willard, MO = 11 miles one way
   Travel from Willard, MO to Springfield, MO = 11 miles one way

13. Fair Grove Branch Library, Fair Grove, MO
   Travel from Springfield, MO to Fair Grove, MO = 19 miles one way
   Travel from Fair Grove, MO to Springfield, MO = 19 miles one way

Springfield, MO area sites
14. The Library Center
15. Brentwood Branch Library
16. Kearney Branch Library
17. Midtown Carnegie Branch Library
   Springfield, MO local travel = 15 miles

Howell County
18. West Plains Public Library, West Plains, MO
19. Southwest Missouri State University, Garnett Library, West Plains, MO
   Travel from Springfield, MO to West Plains, MO = 110 miles one way
20. Mountain View Public Library, Mountain View, MO
   Travel from West Plains, MO to Mountain View, MO = 24 miles one way
21. Willow Springs Public Library, Willow Springs, MO
   Travel from Mountain View, MO to Willow Springs, MO = 16 miles one way
   Travel from Willow Springs, MO to Springfield, MO = 88 miles one way

Laclede County
22. Lebanon-Laclede County Library, Lebanon, MO
   Travel from Springfield, MO to Lebanon, MO = 55 miles one way
   Travel from Lebanon, MO to Springfield, MO = 55 miles one way

Polk County
23. Polk County Library District, Bolivar, MO
   Travel from Springfield, MO to Bolivar, MO = 30 miles one way
   Travel from Bolivar, MO to Springfield, MO = 30 miles one way

Stone County
24. Stone County Library District, Crane, MO
   Travel from Springfield, MO to Crane, MO = 30 miles one way
25. Stone County Library, Galena, MO
   Travel from Crane, MO to Galena, MO = 9 miles one way
26. Kimberling Area Library, Kimberling City, MO
   Travel from Galena, MO to Kimberling City, MO = 18 miles one way
   Travel from Kimberling City, MO to Springfield, MO = 46 miles one way

Taney County
27. Taneyhills Community Library, Branson, MO
   Travel from Springfield, MO to Branson, MO = 43 miles one way
28. College of the Ozarks Library, Point Lookout, MO
   Travel from Branson, MO to Point Lookout, MO = 2 miles one way
29. Forsyth Library, Forsyth MO
   Travel from Branson, MO to Forsyth, MO = 13 miles one way
   Travel from Forsyth, MO to Springfield, MO = 47 miles one way
**Texas County**
30. Texas County Library, Cabool Branch
   Travel from Springfield, MO to Cabool, MO = 77 miles one way
31. Texas County Library, Houston Branch
   Travel from Cabool, MO to Houston, MO = 17 miles one way

32. Texas County Library, Licking Branch
   Travel from Houston, MO to Licking, MO = 14 miles one way
   Travel from Licking, MO to Springfield, MO = 127 miles one way

**Webster County**
33. Webster County Library District
   Travel from Springfield, MO to Marshfield, MO = 27 miles one way
   Travel from Marshfield, MO to Springfield, MO = 27 miles one way

**Wright County**
34. Wright County Library, Mountain Grove Branch
   Travel from Springfield, MO to Mountain Grove, MO = 66 miles one way
35. Laura Ingalls Wilder Library, Mansfield, MO
   Travel from Mountain Grove, MO to Mansfield, MO = 18 miles one way
36. Wright County Libraries, Hartville Branch
   Travel from Mansfield, MO to Hartville, MO = 54 miles one way
   Travel from Hartville, MO to Springfield, MO = 52 miles one way

**TOTAL MILES = 1797**

**Equipment**
In order to demonstrate the online resources of MEDLINEplus, PubMed, COOLCAT (Consortium of Ozarks Libraries Catalog) and the Gale Health and Wellness Resource Center, equipment to support a multimedia presentation is required. The equipment required includes a portable laptop computer, portable LCD projector, portable projection screen, cabling, and software. A laptop computer and appropriate software is currently available. A LCD projector, projection screen, and cabling are still required. We have requested these components because we cannot be certain about the availability of equipment at presentation venues, and our presentations will be more consistent if we can use the same equipment at each location. It is our hope to demonstrate these products in real time with actual online connections, we realize that this may not be possible at some locations. A projector and projection screen will at least give us the ability to show PowerPoint presentations with screen prints of the online products.

**Promotional Resources**
We have included additional monies to reprint our promotional posters. We still have some quantities from the first printing, but based on the health system clinic visits we have already done, our library posters are very popular and we may not have enough to provide quantities to the groups we are targeting with our grant project.

2. How many presentations are planned? Please provide details about target groups including names and locations

From NLM: A wide variety of groups are targeted in the application. What is the number of presentations that will be provided with this award?
Please see response #1 above for details about target groups. Note presentations are expected to take two formats – formal multimedia presentations by the librarian and brief interactive outreach visits.

3. Please describe how the applicant will solicit and receive information about what the groups want to learn. How will the applicant respond to information requested that is outside the scope of this project?

From NLM: It is noted that the content of the presentations will be "based on information received from the groups and organizations." Please describe the plan for gathering this information.

We intend to contact our targeted groups and organizations by phone, mail, e-mail, or a combination to determine their level of interest in a presentation. During these conversations we will attempt to find out each group’s particular interests and needs as related to what the library can provide. For example, if we make contact with a Parkinson’s community support group, we can structure our presentation around the health resources available on Parkinson’s. The group may also have an area of interest that they would like our presentation to address as well. The Community Health Library will stay within its scope of a health library providing access to health information. Requests that do not fit within our scope or abilities will be denied with explanations and suggestions given to each group.

4. Please modify the Statement of Work to reflect the period covered by the award.

From NLM: Please adjust the dates for the proposed period of performance as necessary.

Revision follows….

Consumer Health Education and Promotion Project
St. John’s Health System
Springfield, MO

Statement of Work

The intention of this project is to promote the Van K. Smith Community Health Library’s (VKSCHL) services and resources to the public. Through the Consumer Health Education and Promotion Project areas in southwest and central Missouri as well as northwest Arkansas, both rural and urban populations will have increased access to health information.

The Consumer Health Education and Promotion Project is a two-year project. The timeline and distribution of duties follows:

July 1st 2002 – December 31st 2003
Promote the Van K Smith Community Health Library’s staff, resources and services to health care facilities and community groups spanning over 30 counties.

July 1st, 2002 - October 1st, 2002
Finalize selection and order the LCD projector, projection screen and cabling.
Gather quantities of materials to be distributed.
Develop presentation content based on outline from grant proposal.
Develop an evaluation to measure outcomes that can be distributed after presentations.
Develop a plan of action for contacting the proposed groups for education and promotion as listed in the grant proposal.
Begin making contacts and scheduling presentations.

Purchase and test the LCD projector, projection screen and cabling.
Continue in making contacts, scheduling presentations.
Begin making presentations to scheduled groups. Evaluations will be distributed and collected throughout these visits. Follow-up these visits with a phone call.

January 1st 2004 – March 31, 2004
Group presentations will also be completed.
The evaluation forms will be compiled for the final report.
Methods for future outreach will be reviewed and planned.
Any outcomes from these presentations will be noted, i.e. VKSCHL receiving more requests for services and feedback from group leaders.

Reimbursements:
Reimbursements should be submitted with the quarterly reports. All reimbursements must be submitted by April 1st, 2004

Quarterly Reports:

Final Report:
April 1, 2004

5. How will the applicant evaluate the impact of the project on the target audience? Does the applicant have baseline data to compare collection/library usage and/or awareness after presentations?

The library currently keeps usage statistics (reference inquiries, circulation, computer searches, in-library patron visits, etc.). Those attending educational presentations will be asked to complete a brief questionnaire that will assist in evaluating the impact of programming. Feedback will also be used to improve future program efforts. Baseline library statistical data will be reviewed to watch for changing trends in library usage. Quarterly Reports will include library statistics to demonstrate the impact of the grant.

6. It would be desirable for the applicant to develop and/or expand on the relationship with the Springfield-Greene County Library.

Our relationship with the Springfield-Greene County Public Library has been growing since 1985. Most recently, St. John’s Health System and the Springfield-Greene County library staff have been working to further develop our alliances through community promotions, reference referrals, discussion of collaboration in collection development and more.

Beginning several years ago, efforts were launched to gain budgetary approval needed to add the St. John’s Community Health Library and the Medical Library collections in COOLCAT. The COOLCAT system is an Internet accessible system maintained by the Springfield-Greene County Library. COOLCAT is located at http://coolcat.org and it combines in one online catalog a multi-type mix of Missouri libraries. Participants in COOLCAT include:

Public libraries
• Springfield-Greene County Library (coordinates COOLCAT system)
• Camden County Library
• Christian County Library
• Lebanon-Laclede County Library
• Pulaski County Library
• Stone County Library
• Taney County Library
• Texas County Library
• Webster County Library

Academic library
• Central Bible College Library

Special Collections
• Landers Theatre
• Ozarks Genealogical Society
• Wilson Creek Battlefield (pending)

Medical libraries
• St. John’s Health System – Community Health Library and Medical Library (pending August 2002)

All of the public libraries participating in COOLCAT are located in areas that will be targeted by our grant efforts. The formal relationship developed with the Springfield-Greene County Library (SGCL) will provide Internet access to the largest medical and community health library collections in Southern Missouri for the first time.

Our public library administration and staff in Springfield are quite innovative and successful in their efforts. They have been extremely successful in gaining community support and in meeting community needs. They welcome collegial cooperation among libraries of varying types. We expect our allegiances with SGCL to further strengthen in coming months and years. The supportive assistance of both local and regional public librarians is anticipated as we undertake this grant project.