



Grants & University Relations Officer Annual Report for

July 01, 2002 to June 30, 2003

Submitted by Jeanette C. Smith

Major Accomplishments:

- Organizational

Continued to train Development Officer and staff member.

Ended duplication of effort in organizing statistics for in-kind gifts.

- Personnel

Grants Officer was on sabbatical leave for six months. Colleagues from Reference & Research Services successfully handled grants paperwork and edited the library newsletter.

Position description of Grants Officer was revised to remove development responsibilities.

- Programs

Distributed two issues of printed library newsletter. Designed and distributed 4100 copies of an attractive and well-received color library news postcard announcing new online-only library newsletter. Printing costs for the postcard/newsletter were reduced 25% and bulk mailing costs were reduced as well.

Southwest and Border Cultures Institute 3:1 NEH challenge grant successfully completed.

Nine grant proposals totaling \$63,551 were submitted.

The library was awarded six grants totaling \$15,060.

Seventeen news releases were submitted through University Communications.

- Strategic Goals/Targets

With library systems and University Advancement, organized electronic transfer of 6200 library donor/friend name/address records from Donor Quest (including RGHC) into Siebel.

Organized Grants REsources Action Team (GREAT), with the target of working closely with department heads to prepare large grant proposals (\$50,000 and over).

Trends/Issues:

- Encouragement of new library faculty/professional staff to become active in grant initiatives.
- Encouragement of larger grant initiatives (\$50,000 and over).
- Strong publicity focus on Archives & Special Collections/Rio Grande Historical Collections.

Significant Faculty/Staff Accomplishments:

- Degree Completion

- Grants Awarded

- Presentations

Jeanette Smith organized and conducted a presentation for library staff on “Large Library Grant Projects” on May 1, 2003. Attended by eight library staff and five presenters.

Ms. Smith worked with ILL/DDS to organize display featuring library grant activity, currently on display for summer 2003 in display case in lobby of Branson Library.

- Publications/Research

Ms. Smith collected over 5,000 items representative of the history of library humor during her Sabbatical research project, and is currently continuing research and writing book chapters.

- Other (e.g. awards, etc.)

Quote of the year: Four-year-old boy is entranced by “Stan,” the library’s dinosaur skull in residence. Jeanette gives him a copy of the “Zuhl Geological Collection” brochure, which he cannot read. However, he recognizes the photo, his head swivels back to “Stan,” and he shouts in delight, “That’s the same dinosaur!”