



**Grants & University Relations Officer Annual Report for**

July 01, 2003 to June 30, 2004

Submitted by Jeanette C. Smith

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## Major Accomplishments:

- Organizational

The electronic database of pending and awarded grant projects was updated.  
The file of grants paperwork for grants awarded was updated.

- Personnel

The Grants/University Relations Officer is now on a nine-month faculty schedule.  
Diane Samuel is now the library's contract administrator.

- Programs

Thirteen grant proposals totaling \$525,292 were submitted.

The Library was awarded five grants totaling \$18,500.

Fall 2003 and Spring 2004 library news postcards (4100 each) were printed and distributed. Attractive original artwork on the cards continues to attract notice.

The donor database electronically transferred to University Advancement last year was used successfully for labeling postcards.

Fall 2003 and Spring 2004 library newsletters were mounted on the library's web page for exclusively electronic distribution. Newsletters are now announced on Hotline with a link to the newsletter.

The library news web page was redesigned to enhance attractiveness and ease of use.

Twenty news releases were submitted through University Communications.

The Clyde Tombaugh web page/completion of the Tombaugh finding aid was a major news story, with articles in the *Sun News* and *American Libraries*. The BIEN! ALA/Information Today "Library of the Future Award" also received coverage in the *Sun News*.

A new John Cotton Dana Library Public Relations Award web page was designed and mounted on the library web page. The Library received two ALA awards: A Carnegie-Whitney grant for a border health resource guide (Sylvia Ortiz) and the ALA/Information Today, Inc., Library of the Future Award (Norice Lee for BIEN!).

- Strategic Goals/Targets

Goal 2. Target ID 2.2, Increase external dollars... to "work with 2 new Library PIs to plan, write and submit grants," was exceeded. The Grants/University Relations Officer worked with 3 new Library PIs, Angela Murrell, Mardi Mahaffy and Melissa Gottwald to plan, write and submit grant proposals. Murrell's grant was funded for \$9,000. The same target activity will be used for FY 04-05.

### Trends/Issues:

- All new potential Library PIs have now attended the Grantsmanship 101 Workshop. All department heads and administrators who have not attended the workshop are encouraged to do so in order to better encourage and promote Library grants activity.
- A larger grant initiative of more than \$50,000, a \$449,976 proposal to the National Library of Medicine (Sylvia Ortiz, PI), was submitted.
- Fall 2004 publicity will focus on physical merges and departmental changes in Library.

### Significant Faculty/Staff Accomplishments:

- Degree Completion
- Grants Awarded  
See grants statistics listed in **Major Accomplishments**
- Presentations  
Jeanette Smith conducted two sessions of the Grantsmanship 101 Workshop attended by nine library staff.
- Publications  
Jeanette Smith's article "Learning Indexing: The Way through the Woods" was accepted by *Key Words*, the journal of the American Society of Indexers.  
  
Jeanette is continuing her research on library humor, and has completed a chapter on Edmund Lester Pearson.
- Other (e.g. awards, etc.)  
Quote of the year from the *Las Cruces Bulletin*: "64 reasons to be happy in 2004... petrified wood in the lobby of Zuhl Library."  
Also see awards listed in **Major Accomplishments**